

FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Court Room
February 7, 2018
Regular Meeting 4:00pm

MEMBERS PRESENT:

John M. (Mike) Sheridan, Columbia District, Chair (*arrived at 4:14pm*)
 Mozell Booker, Fork Union District, Vice Chair
 Patricia Eager, Palmyra District
 Tony O'Brien, Rivanna District
 Donald W. Weaver, Cunningham District

ALSO PRESENT:

Steven M. Nichols, County Administrator
 Fred Payne, County Attorney
 Kelly Belanger Harris, Clerk for the Board of Supervisors

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

At 4:00pm Vice Chair Booker, called to order the Regular Meeting of February 7, 2018. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

3 - ADOPTION OF AGENDA**MOTION**

Mrs. Eager moved to accept the Agenda, for the February 7, 2018 Regular Meeting of the Board of Supervisors. Mr. Weaver seconded and the Agenda was adopted by a vote of 4-0. AYES: Booker, Eager, O'Brien, and Weaver. NAYS: None. ABSENT: Sheridan.

4 - COUNTY ADMINISTRATOR'S REPORT

Mr. Nichols reported on the following topics:

Upcoming Meetings:

Day	Date	Time	Purpose	Location
Wed	Feb 14	7:00 PM 4:00 PM	Budget WS - Constitutional Officers	Morris Room
Wed	Feb 21	4:00 PM 7:00 PM	Budget WS - FCPS FY19 Adopted Budget & Regular Meeting	Courtroom Courtroom
Wed	Feb 28	7:00 PM	Budget WS – Agencies	Morris Room

5 - PUBLIC COMMENTS #1

At 4:04pm Vice Chair Booker opened the first round of Public Comments.

With no one else wishing to speak, Vice Chair Booker closed the first round of Public Comments at 4:04pm.

6 - PUBLIC HEARINGS

None.

7 - ACTION MATTERS

General Reassessment Services of Real Property Contract—Cyndi Toler, Purchasing Officer requested approval of a contract to secure general reassessment services. Ms. Toler noted there was only one respondent to the RFP issued in December 2017. It was determined that the costs proposed by Pearson were reasonable and a determination was made to move forward with Pearson Appraisal.

Ms. Toler provided background on the RFP and decision-making process:

- RFP issued December 1, 2017 and closed December 28, 2017
 - Only one submission received - Pearson's Appraisal
- Our current contractor informed the Commissioner of Revenue that they did not bid on the project because they will be closing their doors.
- Chose to not reissue the solicitation:
 - Commissioner of Revenue deemed that Pearson's Appraisal pricing was reasonable, and
 - They came highly recommended by both our current contractor and other jurisdictions that use them.
- Cost Proposal:
 - First-time assessments of new construction in years 2017 to 2020 – \$32.00 per parcel;
 - 2019 Administrative Review Reassessment – \$8.75 per parcel; and
 - 2021 General Reassessment (including on-site review and digital images) – \$13.00 per parcel.
- Reassessment schedule is as follows:

- Year 1 – Administrative general reassessment of all property, focusing on both sales data and any new construction (2018)
- Year 2 - Effective January 1, 2019 (equalized tax rate)
- Year 3 - Full general reassessment with all new and existing properties viewed and photographed (2020)
- Year 4 - Effective January 1, 2021 (equalized tax rate)
- First-time assessments of new construction in years 2017 to 2020 – \$32.00 per parcel;
- 2019 Administrative Review Reassessment – \$8.75 per parcel; and
- 2021 General Reassessment (including on-site review and digital images) – \$13.00 per parcel.

Mr. Mel Sheridan, Commissioner of the Revenue, gave a brief overview of the appraisal/reappraisal process.

MOTION

Mrs. Eager moved the Board of Supervisors approve the contract between Fluvanna County and Pearson’s Appraisal Service, Inc., for GENERAL REASSESSMENT SERVICES of real property and improvements within the county with the first to become effective as of January 1, 2019, and the second to become effective on January 1, 2021 and further authorize the County Administrator to execute the agreement subject to the County Attorney approval as to form. Mr. Weaver gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

And,

Mrs. Eager moved the Board of Supervisors approve a budget transfer of \$11,474 from the FY18 BOS Contingency to the FY18 Reassessment budget for the increased cost of the new Reassessment Services contract with Pearson. Mrs. Booker seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

Farm Heritage Museum Amendment to Project Agreement #8—Cyndi Toler, Purchasing Officer requested approval of a site plan revision for the Farm Heritage Museum. A change to the Farm Heritage Museum building footprint, which occurred between site plan approval and the Final design award, necessitates a site plan revision. The building length was decreased, requiring revisions to the site layout, erosion and sediment control plan, and grading and drainage plans. In addition, a construction stake-out must be performed by a survey crew, who will use stakes, flagging and/or other markings to indicate the precise locations that various components of the project will be constructed.

Financial changes:

- Current Contract: \$22,900
- Amendment 2 costs: \$4,600
- Revised Contract: \$27,500

MOTION

Mr. O’Brien moved the Board of Supervisors approve Amendment 2 to Project Agreement# 8 between the County of Fluvanna, Virginia, and Draper Aden Associates to revise the site plan and for Construction Stakeout for the Farm Heritage Museum increasing the agreement to \$27,500, and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney.

Mrs. Eager seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

Appointment/Reappointment to the FUSD Advisory Committee—Steven M. Nichols presented the candidate for reappointment to the Fork Union Sanitary District (FUSD) Advisory Board.

With no discussion,

MOTION

Mrs. Booker moved the Fluvanna County Board of Supervisors reappoint Lewis Johnson to the Fork Union Sanitary District Advisory Board with a term beginning January 1, 2018 and ending December 31, 2021. Mr. Weaver gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

8 - PRESENTATIONS

2017 Board of Equalization Report---Everett Hannah, BOE Member provided the final report of the 2017 Board of Equalization.

Final Report:

Category	2017	2015	2013
Appeals Received	80	29	55
Residential	60	28	54
Commercial	16	0	1
Multi-Family	0	0	0
Industrial	0	0	0
Agricultural	4	1	0
Appeals where Values were Changed (All Residential)	27	11	21
Reduced	23	3	16
Increased	4	8	5

Reason for Appeal			
Assessment not uniform to comparable properties	1	11	41
Assessment exceeded fair market value	54	5	3
Assessment based on incorrect data	2	13	10
Assessment not determined per generally accepted appraisal practice	0	0	0
Other reasons – “Possible Clerical error”	0	0	1
Reasons for Change			
Assessment not uniform in relation to comparable property	2	4	13
Assessment exceeded fair market value	16	2	1
Assessment based on incorrect data	5	5	6
Assessment not determined per generally accepted appraisal practice	0	0	0
Other reasons – “Possible Clerical error”	0	0	1

Tourism Strategic Plan—Jason Smith, Community and Economic Development Director came before the Board to propose a strategic plan for promoting tourism in the County. Mr. Smith outlined the mission and goals of a tourism plan and highlighted the current strengths and weaknesses of such a focus.

9 - CONSENT AGENDA

The following items were discussed before approval:

The following items were approved under the Consent Agenda for February 7, 2018:

Minutes of December 20, 2017—Kelly Belanger Harris, Clerk to the Board
Minutes of January 10, 2018—Kelly Belanger Harris, Clerk to the Board
New Human Resources Manager Salary—Steven M. Nichols, County Administrator
FY18 Schools Insurance Claim –Dodge Journey—Mary Anna Twisdale, Management Analyst
HR Manager Salary—Steven M. Nichols, County Administrator

MOTION

Mrs. Booker moved to approved the consent agenda, for the February 7, 2018 Board of Supervisors meeting. Mr. Weaver seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

10 - UNFINISHED BUSINESS

Kents Store ARC Building—Mel Sheridan, Commissioner of the Revenue, provided an update on maintenance concerns at the ARC Building in Kents Store, currently the Columbia District Polling Precinct. The Board directed staff to add the Kents Store Agricultural Recreation Center (ARC) facility maintenance support options to the February 21, 2018, Action Agenda for consideration.

Central Virginia Regional Jail Road Crew – Mr. Weaver spoke briefly about utilizing the services of the inmates in the Central Virginia Regional Jail. Mr. Nichols reported that the County avails itself of the road crew at every opportunity as provided by the Central Virginia Regional Jail Authority.

Virginia Investment Pool – Mr. Weaver commented on the current earnings of the Virginia Investment Pool (VIP) and was pleased to see the gains.

11 - NEW BUSINESS

None.

12 - PUBLIC COMMENTS #2

At 5:22pm Chair Sheridan opened the second round of Public Comments.

With no one else wishing to speak, Chair Sheridan closed the second round of Public Comments at 5:22pm.

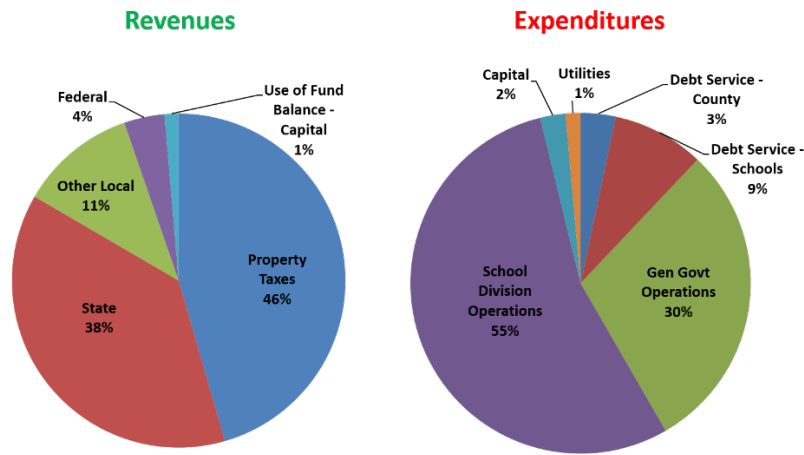
FY18 County Administrator’s Budget Proposal

Fiscal Year 2019 Budget Proposal and FY 2020-2023 Projected Budgets (The Five-Year Financial Plan) – Steve Nichols, County Administrator presented the FY19 Budget proposal and the 2020-2023 Five Year Financial Plan. FY19 Combined Budget Proposal Highlights:

- Budget totals \$75,490,396
 - Real Estate tax rate of \$0.939 (FY17 - \$0.907)
 - Results in a tax increase of 3.5% for the average homeowner above the current \$0.907 tax rate based on property assessments.
 - Modest decrease to Business and Public Utility Personal Property tax rates
 - From \$2.90 to \$2.40 per \$100 of assessed value.
 - Machinery & Tools tax rate remains at \$1.90.
- Reduces overall County expenditures by almost \$980,000, a 1.3% decrease from the FY18 amended budget
 - Reduction of almost \$6.9 million from the FY19 departmental budget requests.

- Maintains essential services, Supports the County's core human service needs, Makes a small investment in the County's deteriorating infrastructure, Maintains cultural and recreation activities, Provides level funding for support organizations valued by the residents of Fluvanna County, and Funds Zion Crossroads Water and Sewer System construction.
- Revenue Highlights:
 - Budget maintains projected tax collection rates from the prior year:
 - Real Estate - 97.5%, and Personal Property - 93.5%
 - Projected General Fund revenues will decrease almost \$1 million below the FY 2017 amended budget amount. The most significant contributing factors are:
 - An overall \$550,000 increase in tax revenue.
 - A \$200,000 increase in Schools revenue.
 - A \$1.6 million decrease in Debt Service due to early payoff of County debts.
- Expenditure Highlights:
 - Lean department and agency budgets; routine ops requirements are accounted for in this budget.
 - However, School System funding requirements will need to be addressed.
 - Expenditure increases in the FY19 Budget are primarily the result of:
 - \$580,000 increase in debt service to fund the ZXR Water/Sewer Project.
 - \$250,000 increase in Public Safety operating costs.
- Capital Projects Fund
 - In order to minimize increases to our existing tax rates, difficult decisions were made to recommend only a few essential capital project items for funding next year.
 - Many requested projects of less urgency were delayed until later fiscal years.
 - Recommended capital expenditures are similar to the amount approved in FY 2018 and include funding is included for:
 - Essential building maintenance projects
 - School bus and student transport vehicle replacements
 - Sheriff's Office vehicle replacements
 - Self-Contained Breathing Apparatus funding for Fire & Rescue
 - Fire & Rescue vehicle apparatus replacement/re-chassis
- Employee Pay and Benefits Plan
 - Budget proposal does not include any pay raises or cost of living increases.
 - Previous 2% and targeted raises just started Jan 1, 2018
 - Incorporating employee pay increases would have required additional tax revenues or substantial cuts in other operations.
 - Health Benefits Plan – Premiums TBD - Assessing potential options to accommodate cost increases
- Staffing Needs:
 - FY19 budget requests included 4 new and 6 upgraded staff positions. Only one of the requests is funded in the budget proposal.
 - New Positions – Sheriff's Office (2)
 - New Position – Administration/Human Resources (1)
 - New Position – Social Services (1)
 - Upgrade Positions
 - Parks & Recreation (4)
 - Commissioner of the Revenue (1)
 - Public Works Director/County Engineer (1)
 - Will need additional staff for a new Public Utilities Department
 - Projected funding needs are included in the FY20-23 Planning Budgets.
- Future Years Budget Planning (FY20-23)
- Economic trends and conditions are also factored into assumptions used in developing expenditure and revenue projections.
- When reviewing the plan, it is important to remember that only the first year is adopted and appropriated by the Board of Supervisors.

FY19 Revenues and Expenditures – Eric Dahl, DCA / Finance Director provided a summary of expenditures and revenue for FY19. Mr. Dahl provided a comparison of Revenue vs Expenditures, noted the Top 5 General Fund Revenue Sources, the Real Estate Penny Calculation, and the FY17 Year End Fund Balance.



Top 5 General Fund Revenue Sources		
Category	FY19 Revenue	Delinquent Tax Payments
1. Real Property Tax	\$22,453,547	\$625,000
2. Commonwealth of VA *	\$7,643,351	
3. Personal Property Tax	\$5,048,454	\$400,000
4. Public Service Corporations Tax	\$4,815,027	
5. Sales Tax	\$1,625,000	

* Excluding State funding for Schools

Real Estate Penny Calculation	
Real Estate (Residential) Value/100	\$23,397,885
Real Estate (Commercial) Value/100	\$1,127,438
Public Utilities Value/100	\$5,350,986
Mobile Homes Value/100	\$17,380
Total Value/100	\$29,893,689
Times \$0.01	\$0.01
Revenue generated by each \$0.01	\$298,937
increase in tax rate (100% Collection Rate)	
Per Penny Amount (Collection Rates: 97.5% Real Estate, 100% Public Utilities, and 97.5% Mobile Homes)	\$292,801

FY17 Year End Fund Balance	\$22,683,348
Nonspendable & Restricted	- \$178,338
Unassigned – Reserved (12%)	- \$8,342,826
Committed (CIP Projects)	- \$6,649,051
Unassigned – Unreserved	\$7,513,133
Less: FY17-18 Automatic Carryovers – 08/03/16	- \$23,862
Less: ZXR Project Approvals – 07/05/17, 09/06/17 & 10/18/17	- \$106,080
Less: ZXR Project FY18 Interest Payments – 09/06/17	- \$224,852
Less: FY17-18 Department Carryovers – 11/15/17	- \$129,343
Less: FY17-18 Schools Carryovers – 11/15/17	- \$515,000
Less: Farm Heritage Museum – 11/15/17	- \$54,470
Less: Image Trend Software – 12/20/17	- \$29,750
Less: The Local Choice Adverse Exp. Adj. – 01/31/18	- \$83,033
Current Unassigned – Unreserved Fund Balance (as of Feb 7, 2018)	\$6,346,743

13 - CLOSED MEETING

MOTION TO ENTER INTO A CLOSED MEETING

At 6:42pm, Mr. O’Brien moved the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.1, A.7, & A.8 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel, Litigation, and Legal Matters. Mrs. Booker seconded. The motion carried, with a vote of 5-0. AYE: Sheridan, Booker, Eager, O’Brien, and Weaver. NAY: None. ABSENT: None.

MOTION TO EXIT A CLOSED MEETING & RECONVENE IN OPEN SESSION

At 7:50pm, Mr. O’Brien moved that the 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.” Mrs. Booker seconded. The motion carried, with a roll call vote, of 5-0. AYES: Sheridan, Booker, Eager, O’Brien, and Weaver. NAYS: None. ABSENT: None.

14 - ADJOURN

MOTION:

At 7:51pm Mr. Weaver moved to adjourn the regular meeting of Wednesday, February 7, 2018. Mrs. Eager seconded and the motion carried with a vote of 5-0. AYES: Sheridan, Booker, Eager, O’Brien, & Weaver. NAYS: None. ABSENT: None.

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

Kelly Belanger Harris
Clerk to the Board

John M. Sheridan
Chair

APPROVED