



**FLUVANNA COUNTY BOARD OF SUPERVISORS
ORGANIZATIONAL & REGULAR MEETING AGENDA**

Circuit Courtroom, Fluvanna Courts Building
January 4, 2017, at 4:00 pm

TAB AGENDA ITEMS

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

2017 Organizational Meeting of the Fluvanna County Board of Supervisors

- I Election of Chair
- J Election of Vice Chair
- K Adoption of a Resolution Entitled "Organizational Meeting of the Fluvanna County Board of Supervisors 2017"
- L Adoption of 2017 Regular Meeting Calendar
- M Adoption of Board Bylaws and Rules of Practice and Procedures

Regular Meeting

2 – ADOPTION OF AGENDA

3 – COUNTY ADMINISTRATOR’S REPORT

4 – BOARD OF SUPERVISORS’ UPDATES

5 – PUBLIC COMMENTS #1 (5 minutes each)

6 – PUBLIC HEARING

None

7 – ACTION MATTERS

- Mc Proposal to Establish a Broadband Access Taskforce (BAT) – Steven M. Nichols, County Administrator

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

- N Proposal for Capital Improvements Program (CIP) and Capital Reserve Maintenance Fund (CRMF) Policies – Steven M. Nichols, County Administrator
- O FY17 Fund Balance Update—Eric Dahl, Deputy County Administrator & Finance Director

9 – CONSENT AGENDA

- P Secondary Street Acceptance of Two Rivers Drive in Two Rivers Subdivision—Jason Stewart, Planning and Zoning Administrator

10 – UNFINISHED BUSINESS

TBD

11 – NEW BUSINESS

TBD

12 – PUBLIC COMMENTS #2 (5 minutes each)

13 – CLOSED MEETING

Fluvanna County...The heart of central Virginia and your gateway to the future!

*For the Hearing-Impaired – Listening device available in the Board of Supervisors Room upon request. TTY access number is 711 to make arrangements.
For Persons with Disabilities – If you have special needs, please contact the County Administrator’s Office at 591-1910.*

TBD

14 – ADJOURN



Steven M. Nichols
2016.12.29 07:55:33
-05'00'

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.

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 abusive language, excessive noise, or in any way incite persons to use such tactics. The Chairman and/or the County Administrator shall be the judge of such breaches, however, the Board may vote to overrule both.
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.

PUBLIC HEARING RULES OF PROCEDURE

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.



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

BOS2017-01-04 p.5/81
P.O. Box 540
Palmyra, VA 22963
(434) 591-1910
Fax (434) 591-1911
www.fluvannacounty.org

2016-2017 STRATEGIC INITIATIVES AND ACTIONS

Strategic Initiative A -- SERVICE DELIVERY

- A1** - Create a local Broadband Task Force to: assess our current status county-wide, determine our gaps and needs, develop alternatives and options for improvement, and to identify potential funding sources for broadband expansion.
- A2** - Perform Process Improvement Review of Planning and Zoning Processes.
- A3** - Perform Process Improvement Review of Building Inspection Processes.
- A4** - Implement credit card payment option for citizen at all County funds collection points through MUNIS Cashiering process.
- A5** - Update, format, and improve web-accessibility of all County Personnel Policies.
- A6** - Create Fluvanna County Data Website Dashboard with key metrics.
- A7** - Perform a comprehensive review and update of all ordinances, rules, policies, and practices relating to junk cars, trash and litter, waste tires, condemnation of structures, etc.
- A8** - Create an improved system for managing and tracking of SUPs and Subdivisions (Bond status, project status, etc.).

Strategic Initiative B -- COMMUNICATION

- B1** - Create a Community Impact Awards Program.
- B2** - Hold an Elected Official Breakfast for our State Representatives in Spring 2016
- B3** - Collect and analyze the results of the local Business Climate Survey.
- B4** - Hold a Local Business Forum - Subtitle: "The Future of Fluvanna's 250 Corridor"
- B5** - Create a local Business Support Action Plan.
- B6** - Assess options to communicate more efficiently, effectively, and economically with Fluvanna residents.
- B7** - Expand County Website to receive, answer, and post questions from residents.
- B8** - Improve communication and collaboration with the School Board to improve understanding of school system funding needs and better plan future budgets.
- B9** - Create a brief, easy to understand tax impact message showing Fluvanna advantages for both residential and business.

Strategic Initiative C -- PROJECT MANAGEMENT

- C1** - Investigate the use of Technology or other types of Overlay Zones for the Zion Crossroads Community Planning Area to support economic development aims.
- C2** - Create a County-wide overlay map showing utilities and other key features that support business growth and development.
- C3** - Investigate all options for GIS system delivery and management to support needs of all County departments.
- C4** - Develop and adopt a Fluvanna County Master Water and Sewer Service Plan and implementation schedule.
- C5** - Successfully oversee and manage Fluvanna County aspects of the James River Water project.

- C6** - Finalize locations and fund installation of Fire Hydrants in the Columbia District along the route of the Louisa County Water Authority raw water pipeline.
- C7** - Successfully oversee and manage the design and construction of the Zion Crossroads water and sewer system.
- C8** - Successfully oversee and manage the County's E911 Emergency Communications System Project.
- C9** - Proceed with the Pleasant Grove Farm Museum design.
- C10** - Investigate opportunities and options for a Palmyra Village Streetscape project to improve safety, parking, walkability, and overall appearance.

Strategic Initiative D -- ECONOMIC DEVELOPMENT AND TOURISM

- D1** - Create EDTAC - Economic Development and Tourism Advisory Council.
- D2** - Plan for Fluvanna County activities to celebrate the Virginia Business Appreciation Month in May 2016.
- D3** - Draft and adopt a formal County-wide economic development and tourism strategy inclusive of an implementation schedule.
- D4** - Create separate Tourism and Business information pages for the County website.
- D5** - Create a Fluvanna County "triangle" tourism brochure describing a Monticello, Pleasant Grove House & Museum, Old Stone Jail, Historic Courthouse, and Montpelier history and tourism route.
- D6** - Create a "Faces and Places of Fluvanna" Poster and Rack Card to market Fluvanna County as a destination for tourism and recreational activities.
- D7** - Create a "New Residents Guide" package for distribution to local Real Estate agents.
- D8** - Develop a "This is Fluvanna County" video message to be shared with county citizens and businesses as well as use with county economic development initiatives.
- D9** - Investigate and pursue with State offices the installation of select Boat Ramps along the Rivanna and James Rivers to support additional recreational and tourism opportunities.
- D10** - Investigate opportunities for park expansion or Rivanna River access points to support expanded recreational activities in Fluvanna (e.g., Crofton Park, LMOA river access areas, Town of Columbia flood plain/potential park, etc.).
- D11** - Support local businesses and entrepreneurs by establishing a focused business appreciation and expansion program.

Strategic Initiative E -- FINANCIAL STEWARDSHIP AND EFFICIENCY

- E1** - Identify all sources of revenue the county can use to finance local government programs and services and determine which sources Fluvanna County should utilize.
- E2** - Investigate creation of a "Capital Depreciation Fund" that would be funded within the tax rate each fiscal year to save for future capital needs.
- E3** - Update, format, and improve web-accessibility of all County Financial Policies.
- E4** - Review, update, and approve new Fluvanna County Proffer Guidelines.
- E5** - Reduce the County's reliance on creating and mailing paper checks for payments and to implement ACH/EFT transaction options.
- E6** - Research and provide samples of Monthly Treasurer Report options and formats so that the Board can decide what they would like to see on a recurrent basis (e.g., what reports are provided in other counties?). Create report for inclusion in Board package each month, as well as a quarterly in-person briefing on the data.

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

TAB I

MEETING DATE:	January 4, 2017				
AGENDA TITLE:	Election of Chair				
MOTION(s):	I move to elect _____ as Chair of the Fluvanna County Board of Supervisors for calendar year 2016.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
					XX
STAFF CONTACT(S):	Kelly Belanger Harris, Clerk to the Board of Supervisors				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	N/A				
TIMING:	Routine				
DISCUSSION:	<p>As has been your practice in the past, the County Administrator opens the meeting and calls for the nominations for Chair, followed by voting of the members.</p> <ol style="list-style-type: none"> 1. The County Administrator shall call for nominations from the membership. 2. Any member, after being recognized by the County Administrator, may place one or more names in nomination and discuss his or her opinions on the qualifications of the nominee(s). 3. When all nominations have been made, the County Administrator shall close the nominating process and call for the vote. 4. Each member may cast one vote for any one nominee. 5. A majority of those voting shall be required to elect the officer. <p>Upon the election of the Chair, the elected chair will then call for the nomination and election of the Vice Chair. The Annual Organizational meeting of the Board will be conducted first and then move to the Regular meeting and conduct of business.</p>				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Code of Virginia: Information regarding Annual Organizational meeting of the Board of Supervisors.				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

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§ 15.2-802. Powers of county vested in board of supervisors; membership, election, terms, etc., of board; vacancies; powers of chairman.

The powers of the county as a body politic and corporate shall be vested in an urban county board of supervisors, to consist of one member from each district of such county and to be known as the board of supervisors (the board). Each member shall be a qualified voter of his district and shall be elected by the qualified voters thereof. In addition to the above board members, the voters shall elect a county chairman who shall be a qualified voter of the county. No person may be a candidate for county chairman at the same time he is a candidate for membership on the county board from any district of the county. A quorum shall consist of a majority of the board and the chairman shall be included and counted.

The county chairman shall be the chairman of the board and preside at the meetings thereof. The chairman shall represent the county at official functions and ceremonial events. The chairman shall have all rights, privileges, and duties of other members of the board and such others, not in conflict with this article, as the board may prescribe. In addition, the chairman shall have the power to (i) call special meetings of the board in accordance with the procedures and restrictions of § 15.2-1418, mutatis mutandis; (ii) set the agenda for board meetings; however, any such agenda may be modified by an affirmative vote of the board; (iii) appoint county representatives to regional boards, authorities and commissions which are authorized in advance by the board; however, any such appointment shall be subject to revocation by an affirmative vote of a majority of all members elected to the board acting within the 30-day period following that appointment; and (iv) create and appoint committees of the board and name presiding members of such committees as authorized by the board; however, any such committee or appointment shall be subject to revocation by an affirmative vote of a majority of all members elected to the board.

At the first meeting at the beginning of its term and any time thereafter when necessary, the board shall elect a vice-chairman from its membership who shall perform the duties of the chairman in his absence.

The supervisors and chairman first elected under the provisions of this chapter shall hold office until January 1 following the next regular election provided by general law for the election of supervisors. At such election their successors shall be elected for terms of four years each.

If the number of districts in any such county is increased by redistricting or otherwise subsequent to a general election for supervisors, and such supervisors have taken office, then the board shall adopt a resolution requesting a judge of the circuit court for such county to call a special election for an additional supervisor or supervisors in accordance with the increase in the number of districts, such

additional supervisor or supervisors to be elected from the county at large, and such election shall be held within 45 days from the date of such request. The qualifications of candidates and the election shall be as at general law applying to special elections. Any supervisors thereby elected shall hold office until January 1 following the next regular election provided by general law for the election of members of the board, and at the next regular election all supervisors of any such county shall be elected from districts as provided by law.

If a vacancy occurs on the board, the chief judge of the circuit court for such county shall call a special election, in the district if the vacancy is of a district supervisor, or in the county at large if the vacancy is of the chairman, to be held not fewer than 45 nor more than 90 days after the occurrence of the vacancy; however, if the vacancy occurs within 150 days prior to a general election, such special election may be held on the general election day; and if the vacancy occurs within 120 days prior to the date of a regular election for the board of supervisors, such vacancy shall be filled by appointment by the remaining members of the board within seven days of the occurrence of the vacancy, which appointment shall be for the duration of the term of office of the person whose absence from the board occasioned such vacancy. The qualification of candidates and the election shall be otherwise as at general law applying to special elections.

Code 1950, § 15-384.17; 1960, c. 382; 1962, c. 623, § 15.1-729; 1966, c. 464; 1968, c. 797; 1971, Ex. Sess., c. 158; 1972, c. 707; 1985, c. 138; 1994, c. 148; 1997, c. 587; 2012, c. 396.

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

TAB J

MEETING DATE:	January 4, 2017				
AGENDA TITLE:	Election of Vice Chair				
MOTION(s):	I move to elect _____ as Vice Chair of the Fluvanna County Board of Supervisors for calendar year 2017.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
					XX
STAFF CONTACT(S):	Kelly Belanger Harris, Clerk to the Board of Supervisors				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	N/A				
TIMING:	Routine				
DISCUSSION:	<p>As has been your practice in the past, the County Administrator opens the meeting and calls for the nominations for Chair, followed by voting of the members.</p> <p>Upon the election of the Chair, the elected chair will then call for the nomination and election of the Vice Chair.</p> <p>The Annual or Organizational meeting of the Board will be conducted first and then move to the Regular meeting and conduct of business.</p>				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	Code of Virginia § 15.2-802. Powers of county vested in board of supervisors; membership, election, terms, etc., of board; vacancies; powers of chairman.				
ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

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The powers of the county as a body politic and corporate shall be vested in an urban county board of supervisors, to consist of one member from each district of such county and to be known as the board of supervisors (the board). Each member shall be a qualified voter of his district and shall be elected by the qualified voters thereof. In addition to the above board members, the voters shall elect a county chairman who shall be a qualified voter of the county. No person may be a candidate for county chairman at the same time he is a candidate for membership on the county board from any district of the county. A quorum shall consist of a majority of the board and the chairman shall be included and counted.

The county chairman shall be the chairman of the board and preside at the meetings thereof. The chairman shall represent the county at official functions and ceremonial events. The chairman shall have all rights, privileges, and duties of other members of the board and such others, not in conflict with this article, as the board may prescribe. In addition, the chairman shall have the power to (i) call special meetings of the board in accordance with the procedures and restrictions of § 15.2-1418, mutatis mutandis; (ii) set the agenda for board meetings; however, any such agenda may be modified by an affirmative vote of the board; (iii) appoint county representatives to regional boards, authorities and commissions which are authorized in advance by the board; however, any such appointment shall be subject to revocation by an affirmative vote of a majority of all members elected to the board acting within the 30-day period following that appointment; and (iv) create and appoint committees of the board and name presiding members of such committees as authorized by the board; however, any such committee or appointment shall be subject to revocation by an affirmative vote of a majority of all members elected to the board.

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be as at general law applying to special elections. Any supervisors thereby elected shall hold office until January 1 following the next regular election provided by general law for the election of members of the board, and at the next regular election all supervisors of any such county shall be elected from districts as provided by law.

If a vacancy occurs on the board, the chief judge of the circuit court for such county shall call a special election, in the district if the vacancy is of a district supervisor, or in the county at large if the vacancy is of the chairman, to be held not fewer than 45 nor more than 90 days after the occurrence of the vacancy; however, if the vacancy occurs within 150 days prior to a general election, such special election may be held on the general election day; and if the vacancy occurs within 120 days prior to the date of a regular election for the board of supervisors, such vacancy shall be filled by appointment by the remaining members of the board within seven days of the occurrence of the vacancy, which appointment shall be for the duration of the term of office of the person whose absence from the board occasioned such vacancy. The qualification of candidates and the election shall be otherwise as at general law applying to special elections.

Code 1950, § 15-384.17; 1960, c. 382; 1962, c. 623, § 15.1-729; 1966, c. 464; 1968, c. 797; 1971, Ex. Sess., c. 158; 1972, c. 707; 1985, c. 138; 1994, c. [148](#); 1997, c. 587; 2012, c. [396](#).

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

TAB K

MEETING DATE:	January 4, 2017				
AGENDA TITLE:	Resolution/Organizational Meeting of the Fluvanna County Board of Supervisors				
MOTION(s):	<p>I move to adopt the resolution entitled “Organizational Meeting of the Fluvanna County Board of Supervisors 2017” which designates the location, day, and time of meetings.</p> <p>Meeting Place:</p> <ul style="list-style-type: none"> • Circuit Courtroom of the Fluvanna County Courts Building <p>Meeting Times:</p> <ul style="list-style-type: none"> • Day Meetings begin at 4:00 p.m. and end at 8:00 p.m., unless extended • Night Meetings begin at 7:00 p.m. and end at 11:00 p.m., unless extended • When scheduled, Work Sessions begin at 4:00 p.m. prior to the regular evening meeting 				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
					XX
STAFF CONTACT(S):	Kelly Belanger Harris, Clerk to the Board of Supervisors				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	Approval				
TIMING:	Routine				
DISCUSSION:	During the month of July, only one meeting will be held on the first Wednesday starting at 4:00 p.m., breaking for dinner, then reconvening at 7:00 p.m. for public hearings.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	Code of Virginia § 15.2-802. Powers of county vested in board of supervisors; membership, election, terms, etc., of board; vacancies; powers of chairman.				
ENCLOSURES:	Resolution				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other



BOARD OF SUPERVISORS

County of Fluvanna
Palmyra, Virginia

RESOLUTION No. 01-2017

A RESOLUTION RECOGNIZING THE 2017 ORGANIZATIONAL MEETING OF THE BOARD OF SUPERVISORS

At the annual Organizational Meeting of the Fluvanna County Board of Supervisors held in the Fluvanna County Courts Building at 4:00 PM on Wednesday, January 4, 2017, the following resolution was adopted by the Board of Supervisors, the vote being as shown below and recorded in the minutes of the meeting.

WHEREAS, the Code of Virginia requires an annual organizational meeting for the Board of Supervisors for the election of officers and the conduct of such other business as to meeting times and dates and,

WHEREAS, the Board of Supervisors does now conduct such an organizational meeting;

NOW, THEREFORE BE IT RESOLVED by the Board of Supervisors that it does hereby designate the Circuit Courtroom in the Fluvanna Courts Building as its meeting place for Regular Meetings to be held on the first Wednesday of each month at 4:00 p.m. and the third Wednesday of each month at 7:00 p.m., except for the month of July when the only meeting shall be on the first Wednesday starting at 4:00 p.m., breaking for dinner, then reconvening at 7:00 p.m. for additional business or public hearings. When scheduled, Work Sessions will be held the third Wednesday of each month at 4:00 p.m. prior to the regular meeting.

BE IT FURTHER RESOLVED by the Board of Supervisors that it does hereby designate the fourth Wednesday at 7:00 p.m. as the meeting date for any such regular meeting that is postponed due to weather or such other circumstances.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors at the annual Organizational Meeting of the Board held on the 4th day of January, 2017;

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

A Copy, teste:

Kelly Belanger Harris
Clerk to the Board of Supervisors
Fluvanna County, Virginia

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

TAB L

MEETING DATE:	January 4, 2017				
AGENDA TITLE:	Board of Supervisors 2017 Regular Meeting Calendar				
MOTION(s):	I move to adopt the 2017 Board of Supervisors' Regular Meeting Calendar as presented.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
					XX
STAFF CONTACT(S):	Kelly Belanger Harris, Clerk to the Board of Supervisors				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	Approval				
TIMING:	Routine				
DISCUSSION:	During the month of July, only one meeting will be held on the first Wednesday starting at 4:00 p.m., breaking for dinner, then reconvening at 7:00 p.m. for public hearings.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Board of Supervisors 2017 Regular Meeting Calendar				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other



2017 Regular Meeting Calendar

Fluvanna County Board of Supervisors
All Meetings on Wednesday

Date	Regular Meetings	Work Sessions (When Scheduled)
Jan 4	4:00 pm	
Jan 18	7:00 pm	4:00 pm
Feb 1	4:00 pm	
Feb 15	7:00 pm	4:00 pm
Mar 1	4:00 pm	
Mar 15	7:00 pm	4:00 pm
Apr 5	4:00 pm	
Apr 19	7:00 pm	4:00 pm
May 3	4:00 pm	
May 17	7:00 pm	4:00 pm
Jun 7	4:00 pm	
Jun 21	7:00 pm	4:00 pm
Jul 5	4:00 pm & 7:00 pm	
Aug 2	4:00 pm	
Aug 16	7:00 pm	4:00 pm
Sep 6	4:00 pm	
Sep 20	7:00 pm	4:00 pm
Oct 4	4:00 pm	
Oct 18	7:00 pm	4:00 pm
Nov 1	4:00 pm	
Nov 15	7:00 pm	4:00 pm
Dec 6	4:00 pm	
Dec 20	7:00 pm	4:00 pm

Adopted this 4th day of January 2017 by the Fluvanna County Board of Supervisors

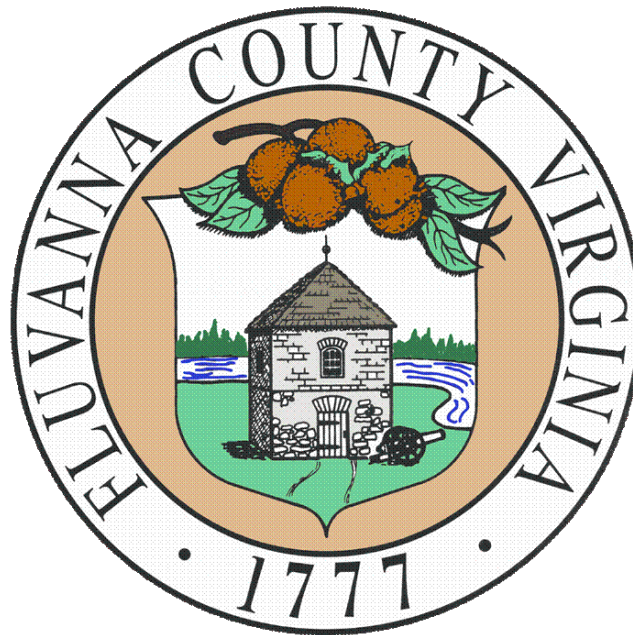
**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

TAB M

MEETING DATE:	January 4, 2017				
AGENDA TITLE:	Board of Supervisors' Bylaws and Rules of Practice and Procedures				
MOTION(s):	<p>MOTION #1: I move to re-adopt the current Board of Supervisors' Bylaws and Rules of Practice and Procedures.</p> <p>MOTION #2: I move to adopt the revised Board of Supervisors' Bylaws and Rules of Practice and Procedures.</p>				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
					XX
STAFF CONTACT(S):	Kelly Belanger Harris, Clerk to the Board of Supervisors				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	Approval				
TIMING:	Routine				
DISCUSSION:	<ol style="list-style-type: none"> The current Board of Supervisors' Bylaws and Rules of Practice and Procedures are presented for consideration. An extensively revised version is also attached to reflect current practice and more clearly delineate Board procedures. 				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	<ol style="list-style-type: none"> Board of Supervisors' Bylaws and Rules of Practice and Procedures Board of Supervisors' Bylaws and Rules of Practice and Procedures (REVISED) 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

CURRENT

FLUVANNA COUNTY BOARD OF SUPERVISORS



BYLAWS AND RULES OF PRACTICE & PROCEDURES

Adopted
PENDING

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January 7, 2015

**FLUVANNA COUNTY BOARD OF SUPERVISORS
BYLAWS AND RULES OF PRACTICE AND PROCEDURES**

I. CREATION. Fluvanna County Board of Supervisors, hereinafter called the Board, is an elected body provided by the Code of Virginia, Section 15.2-1400. It consists of five (5) members elected from each of the Voting Districts.

II. SEAL OF THE BOARD. When affixed to any paper or document by the Clerk of the Board, the Seal has the force and effect for authentication for the Board.

III. PRINCIPAL ADDRESS. 132 Main Street, Palmyra, Virginia, mailing address: P.O. Box 540, Palmyra, Virginia 22963.

IV. CHAIRPERSON OF THE BOARD. At the first meeting of the year, the Board selects one of its members to serve as Chairperson. The Chairperson is a voting member and serves for one year.

V. VICE CHAIRPERSON. At the first meeting of the year, the Board selects one of its members to serve as Vice Chairperson. The Vice Chairperson is a voting member and serves for one year.

VI. COUNTY ADMINISTRATOR. The County Administrator shall assume the general duties as set forth in the Code of Virginia, Section 15.2-1541. He shall maintain an office at the same address as the Board.

VII. CLERK TO THE BOARD. The Administrative Assistant to the County Administrator is appointed and shall serve as Clerk to the Board for all purposes except those set out in paragraph G of Section 15.2-407, which is hereby expressly placed in the County Administrator, or his designee Section 15.2-1538.

VIII. COUNTY ATTORNEY. The County Attorney assists the Board in analyzing the facts; provides advice and action in legal matters, and represents the Board in civil actions.

IX. QUORUM FOR THE EXERCISE OF BOARD BUSINESS

A. A quorum shall not be necessary for the exercise of administrative functions.

B. A majority of the Board shall constitute a quorum for the purpose of conducting Board business.

X. MEETINGS AND ATTENDANCE

A. All meetings and business shall be conducted in accordance with the Code of Virginia, Robert’s Rules of Order Revised, and these bylaws as interpreted by the Chairperson.

B. **Regular Meetings.** Held on the first Wednesday of each month at 4:00 p.m. and on the third Wednesday of each month at 7:00 p.m. in the Fluvanna Circuit Courtroom. Closed Meetings will be held as needed. Meetings held on the first Wednesday will adjourn/recess no later than 8:00 p.m., and meetings held on the third Wednesday will adjourn/recess no later than 11:00 p.m. The Board, at its pleasure, may continue its meeting beyond the normal adjournment/recess time, but shall not do so if two or more members object. Meetings shall start at the appointed time, and if the Chairperson is not present, the Vice Chairperson shall preside. If neither the Chairperson nor the Vice Chairperson is present, the County Administrator shall call the meeting to order and preside for the election of a temporary Chairperson.

C. **Work Sessions.** Held on the third Wednesday of each month, as needed, at 4:00 pm, prior to the 7:00 p.m. regular meeting in the Fluvanna Circuit Courtroom.

D. Guidelines for Presentations

1. Agenda items due by COB Tuesday the week before the Board meeting.
 - Note: Presentations are due by COB Tuesday the week of the meeting.
2. All Public Hearing, Action Matter, and Consent Agenda items require a Staff Report.
3. Samples and the “**Motion – Staff Report Template**” are available in the “Library/00-BOS Submissions” folder under “Procedures and Formats.”
4. Copy all files into the “Library/00-BOS Submissions” folder (if you do not have access to the county’s shared drive, email the materials to clerk@fluvannacounty.org.)
5. Items can be in any file format (e.g., doc, docx, pdf, ppt, pptx, xls, xlsx)
6. **NO** paper copies required.
7. Name the submission files as follows:

For Agenda Category:	Name Your File:
06 Public Hearing	06-Short title of item similar to agenda
07 Action Matters	07-
08 Presentations	08-
09 Consent Agenda	09-
10 Unfinished Business	10-
11 New Business	11-

E. The County Administrator shall list all items requested on the agenda. If the County Administrator considers an item not appropriate for consideration by the Board, he shall inform the Chairperson, and if the Chairperson is in agreement, the Board shall first discuss whether to entertain the item.

F. The County Administrator shall allocate time to items on the agenda to suit the convenience of the Board.

G. The Board shall consider all items on the agenda before taking any other items, unless an unlisted item is brought by consent of the Board.

H. Items not on the agenda shall be heard as the final items of the Board's business, time permitting, or shall be carried over to the next regular or special meeting as determined by the Chairperson or the Board.

I. The Chairperson's vote on all issues before the Board shall be recorded with the prevailing side, unless the Chairperson clearly votes otherwise.

J. Once a notice for Public Hearing has been advertised (regardless of the nature), the Public Hearing will be conducted, unless the Board formally defers the matter to a future meeting.

XI. ORDER OF BUSINESS. The Order of Business shall be as follows unless the County Administrator in drawing up the Agenda shall find good cause to change it:

1 – Call to Order, Pledge of Allegiance, and Moment of Silence
2 – Adoption of Agenda
3 – County Administrator's Report
4 – Board of Supervisors' Updates
5 – Public Comments #1
6 – Public Hearing
7 – Action Matters
8 – Presentations
9 – Consent Agenda
10 – Unfinished Business
11 – New Business
12 – Public Comments #2
13 – Closed Meeting (as needed)
14 – Adjourn

Items shall be heard in order of the agenda in preference over other business, except that the Board may vote to call up any matter at any time.

XII. CONDUCT OF BUSINESS

A. When the question is called and there is no dispute, the Chairperson shall call for the vote.

B. Any member abstaining on a vote shall so indicate following the call for the vote.

C. When a motion is made and then cannot obtain a second, the motion will die for lack of a second and does not require a vote.

D. Exhibits before the Board shall become the property of the Board and shall be filed with the County Administrator.

E. Citizens shall not speak at a meeting until they are recognized. Citizens shall request recognition by addressing "Mr. Chairperson" or "Madam Chairperson" (as appropriate) and await acknowledgment. At his/her discretion, the Chairperson may permit a dialogue without individual recognition between members of the Board or between a member and a citizen if such dialogue is orderly and contributes to the expeditious conduct of business.

F. Should it be desired by the Chairperson, any member, or by the County Administrator, the member making a resolution shall reduce the same to writing and deliver it to the County Administrator's Office. The County Administrator shall take down verbal resolutions as accurately as possible, but when loosely worded or unindicated "whereases" precede the motion, the County Administrator should use appropriate language to accomplish the intent of the Board.

G. Prior to initiating a public hearing, the Chairperson shall recount the rules under which the hearing shall be operated, but he/she may amend the rules during the hearing by giving notice of the change to those gathered.

H. At the beginning of the public hearing, the Chairperson shall call upon the County Administrator or the other staff member handling the matter at hand or shall himself/herself recount a description of the issue placed before the hearing.

I. Subject to revocation or extension by the majority of the Board assembled, the Chairperson may in all matters establish a maximum time for consideration of any matter, and/or limit the amount of time available to each speaker, including Board members, on a matter and/or limit the number of times each speaker may address the Board on a matter. Notwithstanding the foregoing statement, every Board member, by his/her election or appointment, is entitled to speak on every matter before the Board and the call for the question shall not be entertained until all members who wish to exercise this right shall have done so at least once.

J. All members or citizens shall limit their comments before and to the Board. The Chairperson may prohibit questions from citizens until a speaker has finished his/her presentation.

K. The Board of Supervisors has set forth the following rules for time limits:

1. Public Comments shall be limited to five (5) minutes per individual.
2. Presentations shall be limited to ten (10) minutes.
3. Action Item presentations shall be limited to thirty (30) minutes.
4. The above limitations may be extended by majority consent of the Board.

L. At such times a Board member may find him or herself with a conflict of interest, the Board member shall state the nature of the conflict of interest and shall, at their election, remove him or herself from the meeting.

M. Issues that the Board plans on discussing or has required a presentation shall normally have all materials in the agenda package for advance study.

XIII. ORDER

A. It shall be the duty of the Chairperson to maintain order and decorum at meetings. The Chairperson shall speak to points of order in preference to all other members.

B. In maintaining decorum and propriety of conduct, the Chairperson shall not be challenged and no debate shall be allowed until after the Chairperson 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.

C. No member or citizen shall be allowed to use slanderous 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 Chairperson and/or the County Administrator shall be the judge of such breaches, however, the Board may vote to overrule both.

D. When a person engages in such breaches, the Chairperson 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 and may, at his discretion, bring formal charges for disruption of a public meeting.

XIV. COMMITTEES. Ad hoc committees will be appointed by the Chairperson as needed. Constitutional Officers may be appointed to committees.

XV. PARLIAMENTARIAN. The County Attorney shall act as Parliamentarian to the Board.

XVI. RULES

A. The bylaws may be suspended at any time by a majority vote of the Board of Supervisors.

B. The bylaws may be altered by a majority vote of the Board of Supervisors.

XVII. OFFICIAL BOARD TRAVEL

A. A Board member may travel officially in-state at the Board member's discretion. In-state travel shall include travel to Washington, D.C.

B. A Board member shall obtain advance approval of the Board prior to official travel out-of-state. A report and accounting of funds shall be made for travel.

XVIII. RECORDING OF MEETINGS. The Clerk of the Board (or another person acting in that capacity) shall record each regular meeting. These recordings are the property of the Fluvanna County Board of Supervisors. Interested persons may listen to the recordings in the County Administrator's office or may obtain copies of the recording by making appropriate arrangements with the County Administrator's office. Costs will be borne by the person making the request. The original recordings shall not be removed from the County Office Building.

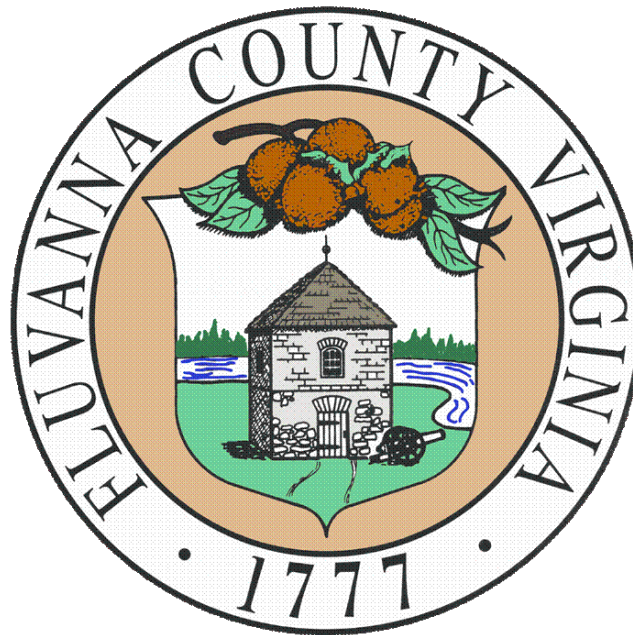
XIX. APPROVAL OF CERTAIN CHECKS, AUTHORIZATION TO SIGN WITH STAMP

A. The Chairperson, County Administrator, Treasurer, and Vice Chairperson are hereby authorized to sign and issue checks without prior approval of the Board for the following purposes: end of the month salaries, end of the month contracted personal services, utility payments, and other payments deemed appropriate and necessary by the Chairperson, County Administrator, and Treasurer; such actions to be reviewed and ratified at the next appropriate meeting of the Board.

B. The Chairperson of the Board of Supervisors, and in his/her absence, the Vice Chairperson, are authorized to substitute his/her facsimile signature provided he/she signs a certified list of individual checks for which his/her facsimile signature is authorized; also the signature plates are in the sole possession of the Treasurer.

2017 CLEAN DRAFT

**FLUVANNA COUNTY
BOARD OF SUPERVISORS**



**BYLAWS AND RULES OF
PRACTICE & PROCEDURES**

Adopted
PENDING

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Fluvanna County Board of Supervisors BYLAWS AND RULES OF PRACTICE AND PROCEDURES

I. CREATION. Fluvanna County Board of Supervisors, hereinafter called the Board, is an elected body provided by the Code of Virginia, Section 15.2-1400. It consists of five members with one elected from each of the five Election Districts.

II. SEAL OF THE BOARD. When affixed to any paper or document by the Clerk for the Board, the Seal has the force and effect for authentication for the Board.

III. PRINCIPAL ADDRESS. 132 Main Street, Palmyra, Virginia, mailing address: P.O. Box 540, Palmyra, Virginia 22963.

IV. RULES

A. These Bylaws and Rules of Practice and Procedures ("Rules") are adopted and shall apply to the Board of Supervisors of Fluvanna County. These Rules are intended to expedite transaction of the business of the Board of Supervisors in an orderly fashion. The Bylaws and Rules are deemed to be procedural only. The failure strictly to observe application of the Rules shall not affect the jurisdiction of the Board or invalidate any action taken at a meeting that is otherwise held in conformity with law.

B. All meetings and business shall be conducted in accordance with these Rules, Robert's Rules of Order Newly Revised (11th Edition), and the law of Virginia. In the event of conflict, the law of Virginia shall govern. A decision of the Chair with respect to the interpretation, applicability, or enforcement of these Rules may be overruled by a majority vote of the Members present and voting.

C. Except as otherwise provided by law, any rule of the Board may be suspended temporarily, upon approval of the majority of the Board members present and voting. The temporary suspension shall apply only to the matter under immediate consideration and, in no case, shall it extend beyond an adjournment.

D. No rule of the Board shall be adopted or amended except by majority vote of the Board.

V. CONSTRUCTION. As used in these Rules, the masculine shall include the feminine and the singular the plural unless otherwise specified herein. The word "shall" is mandatory and not discretionary; the word "may" is permissive and discretionary. The word "approve" shall be considered to be followed by the words "or disapprove".

VI. DEFINITIONS. As used in these Rules, the following terms are defined:

A. Action of Record. An action taken or decision made by the Board recorded in the Minutes of the Meetings. Except as otherwise required by law, an Action of Record may take the following forms:

1. Motions and seconds with the recorded votes of the members.
2. Consensus agreement of the Board without vote by the Board.
3. Directive of the Chair in the exercise of that office during the conduct of an official meeting of the Board.

B. Board. The Fluvanna County Board of Supervisors.

C. County Code. The Code of Fluvanna County.

D. Directive. An exercise of discretionary authority granted to the Chair from the Board empowering the Chair as follows:

1. To enforce the protocols of these Rules for the conduct of business and discourse before the Board to ensure proper decorum, civility, fairness and order.
2. To cause the removal of any person or persons without charge of civil or criminal offense for misconduct, disruption or disturbance of a meeting of the Board of Supervisors consistent with adopted policies and procedures of the Board.
3. To charge any person or persons with civil or criminal offenses pursuant to federal, state or local laws for the misconduct, disruption or disturbance of a meeting of the Board.

E. Item of Business. A matter to be presented before the Board at an official meeting, specified on the Meeting Agenda or modification thereof, and which may be subject to an Action of Record.

F. Meeting or Official Meeting. Any Annual Organizational, Regular, or Special Meeting of the Board of Supervisors. The following terms may also be used to further define and specify purposes for meetings. Meetings as defined herein are not exclusive of each other and may be concurrently conducted.

1. Annual Organizational Meeting: Pursuant to § 15.2-1416 of the Virginia Code, the Board's first meeting in the month of January. The County Administrator shall preside during the election of the Chair of the Board.

2. **Joint Meeting:** A Joint Meeting may be conducted simultaneously with one or more public bodies for the purpose of review, inquiry and discussion of matters of mutual interest or in the interest of expedient disposition of public business matters. Action of record may be taken at said meeting, and a quorum of both the Board and other body(ies) is required to Call to Order and conduct a Joint Special Meeting.

3. **Public Information Meeting:** A Public Information Meeting shall be limited to the dissemination of information to and/or from the public where the Board of Supervisors will take no Action of Record at said meeting. A quorum of the Board of Supervisors is not required to Call to Order and conduct a Public Information Meeting. Public Information Meetings may be called in the name of the Board of Supervisors or administratively by the County Administrator.

4. **Public Hearing:** A public hearing shall be conducted at said meeting and the Board of Supervisors may take Action of Record on such matters as may arise from the Public Hearing. A quorum of the Board of Supervisors is required to Call to Order and conduct a Public Hearing.

5. **Recessed Meeting:** A meeting conducted at a date, place and time set by the Board of Supervisors as a continuation of a previously held meeting. A Recessed Meeting shall be scheduled no later than the date of the next Regular Meeting.

6. **Rescheduled Meeting:** A Rescheduled Meeting shall be for the purpose of conducting a meeting of the Board of Supervisors where, by virtue of necessity or at the discretion of the Board of Supervisors, the originally scheduled meeting cannot be conducted on its prescribed date or time or at its prescribed location pursuant to these Rules. Action of Record may be taken on any Item of Business presented at a Rescheduled Meeting, and a quorum of the Board of Supervisors is required to Call to Order and conduct a Rescheduled Meeting.

7. **Work Session Meeting:** A Work Session Meeting shall be for the purpose of in-depth review, inquiry and discussion of specified Items of Business where Action of Record may be taken by the Board of Supervisors. A quorum of the Board of Supervisors is required to Call to Order and conduct said meeting. Work Session Meetings may also be called and scheduled for the purposes of presentations to the Board of Supervisors for educational and informational purposes.

G. **Primary Motion.** The first motion presented following informal discussion of any Item of Business at a Board meeting.

H. **Substitute Motion.** A motion presented succeeding and in lieu of a primary motion on any Item of Business at a Board meeting.

I. **Virginia Code.** The 1950 Code of Virginia, as amended.

VII. BOARD CHAIR

A. At the first meeting of the year, the Board selects one of its members to serve as Chair. The Chair is a voting member and serves for one year, or until his successor shall be elected and qualify as such.

B. The Chair, when present, shall preside at all meetings of the Board and shall take the Chair at the hour appointed for every Board meeting and shall immediately call the members to order and, except in the absence of a quorum, shall proceed with the business of the Board in the manner prescribed by these Rules. The Chair shall preserve order and decorum and shall decide all questions of order.

C. Upon the death, resignation or other permanent disability of the Chair to fulfill the duties of his office, the Board shall elect a new Chair at its next regularly scheduled meeting or as soon thereafter as possible.

VIII. BOARD VICE CHAIR

A. At the first meeting of the year, the Board selects one of its members to serve as Vice Chair. The Vice Chair is a voting member and serves for one year, or until his successor shall be elected and qualify as such.

B. In the absence, or inability to act, of the Chair, the Vice Chair shall have and exercise all the powers and duties of the Chair.

IX. BOARD MEMBERS

A. Notification of Absence. If any Board member is unable to attend a meeting, all reasonable effort shall be made to notify the Chair and the County Administrator as soon as possible to ensure there are sufficient members present and voting to consider all agenda items. The County Administrator shall continue an agenda item if there will not be a sufficient number of Board members present and voting at the meeting to approve the item.

B. Conflicts of Interest. At such times a Board member may find himself with a conflict of interest, the Board member shall state the nature of the conflict of interest prior to an issue being heard and shall remove himself from the meeting. The member shall not vote or in any manner act on behalf of the board with respect to the issue for which a conflict has been declared, until such time as the issue has been decided. The member shall not attend any portion of a closed meeting authorized by the Virginia Freedom of Information Act when the issue is discussed; and will not discuss the issue with other governmental officers or employees in their official capacity at any time.

X. COUNTY ADMINISTRATOR. The County Administrator shall assume the general duties as set forth in the Code of Virginia, Section 15.2-1541. He shall maintain an office at the same address

as the Board. The County Administrator, or a designated representative, shall attend each meeting of the Board and shall provide such information to the Board as necessary to assist Board members in their deliberations and decision making.

XI. CLERK FOR THE BOARD. The Executive Assistant to the County Administrator is appointed and shall serve as Clerk for the Board per Section 15.2-1538.

XII. COUNTY ATTORNEY. The County Attorney shall perform the duties set forth in Code Section 15.2-1542. The County Attorney or his deputy or assistant county attorney designated by him shall attend each meeting of the Board and shall serve as adviser to the Board on issues of law relating to the Board's business. The County Attorney assists the Board in analyzing the facts, provides advice and action in legal matters, and represents the Board in civil actions.

XIII. PARLIAMENTARY PROCEDURE. The County Attorney shall serve as the Parliamentarian for the purpose of interpreting these Bylaws and Rules of Procedure and Robert's Rules of Order as may be directed by the Chair, or as required as a result of a point of order raised by any one or more Board members. If the County Attorney is unavailable, the County Administrator shall serve as the Parliamentarian.

XIV. QUORUM FOR THE EXERCISE OF BOARD BUSINESS. A majority of the Board shall constitute a quorum for the purpose of conducting Board business.

XV. MEETINGS

A. Regular Meeting Schedule

1. Meetings are held on the first Wednesday of each month at 4:00 p.m. and on the third Wednesday of each month at 7:00 p.m. in the Fluvanna County Circuit Courtroom.

2. Meetings held on the first Wednesday will adjourn/recess no later than 8:00 p.m., and meetings held on the third Wednesday will adjourn/recess no later than 11:00 p.m.

3. The Board, at its pleasure, may continue its meeting beyond the normal adjournment/recess time, by majority vote of the board members present and voting.

4. Meetings shall start at the appointed time, and if the Chair is not present, the Vice Chair shall preside.

5. If neither the Chair nor the Vice Chair is present, the County Administrator shall call the meeting to order and preside for the election of a temporary Chair.

B. Work Sessions Schedule. When needed, Work Sessions are held on the third Wednesday of each month at 4:00 pm, prior to the 7:00 p.m. Regular Meeting, in the Fluvanna County

Circuit Courtroom, unless another location is announced. Other days/times may be scheduled by majority consent of the Board.

C. Closed Meetings

1. Closed Meetings will be held as needed, but may only be convened in conformance with Section 2.2-3711 of the Code of Virginia (1950), as amended.

2. No resolution, ordinance, rule, contract, regulation, or motion agreed to in a Closed Meeting shall become effective until the Board reconvenes in an Open Session and takes a vote of the membership on such resolution, ordinance, rule, contract, regulation, or motion which shall have its substance reasonably identified in the open meeting.

3. At the conclusion of a Closed Meeting, the Board shall reconvene in Open Session immediately thereafter and shall take a roll call vote certifying that to the best of each member's knowledge:

a. Only public business matters lawfully exempted from Open Session requirements were discussed; and

b. Only public business matters identified in the motion convening the Closed Meeting were heard, discussed or considered.

Any member who believes that there was a departure from the above requirements shall so state prior to the vote, indicating the substance of the departure that, in his judgment, has taken place.

4. The failure of the certification to receive the affirmative vote of a majority of the members present and voting during the Closed Meeting shall not affect the validity or confidentiality of the Closed Meeting with respect to matters considered therein in compliance with the Freedom of Information Act.

5. The Board may permit non-members to attend a Closed Meeting if their presence will reasonably aid the Board in its consideration of an issue. Except as otherwise directed by the Board, the County Attorney and the County Administrator shall attend all Closed Meetings.

D. Special Meetings. The Board may hold Special Meetings as it deems necessary, at such times and places as it finds convenient, and may adjourn such special meetings from time to time as it finds convenient and necessary. Special Meetings shall be called and scheduled per §15.2-1418.

XVI. AGENDA ITEM SUBMISSION

A. All agenda items are due to the Clerk for the Board by COB Tuesday the week before the Board meeting, with the exception of presentations which are due by COB Tuesday the week of the meeting.

B. All agenda items require a *BOS Agenda Item Staff Report*. Staff Report and motion samples are available in the "Library/00-BOS Submissions" folder under "Procedures and Formats."

C. Copy all files into the "Library/00-BOS Submissions" folder (if you do not have access to the county's shared drive, email the materials to clerk@fluvannacounty.org).

D. Items can be in any file format (e.g., doc, docx, pdf, ppt, pptx, xls, xlsx)

E. NO paper copies of requested Agenda Items are required.

F. Name the submission files as follows:

For Agenda Category:	Name Your File:
06 Public Hearing	06-Short title of item similar to agenda
07 Action Matters	07-
08 Presentations	08-
09 Consent Agenda	09-
10 Unfinished Business	10-
11 New Business	11-

XVII. AGENDA PREPARATION

A. The Clerk, under the direction of the County Administrator, shall prepare the agenda for meetings.

B. The County Administrator may at his discretion, and individual Board members may by request to the County Administrator, place matters of business on the Agenda according to the schedule in paragraph XVI.A. above for discussion, information and/or action by the Board as are germane to the affairs and interests of the Board and county. However, this does not prevent the County Administrator or Board members, at their discretion, from having items included which are received after the regular cutoff date.

C. Any Constitutional Officer, department head, agency head, or citizen may also submit items for Agenda consideration provided such requests are received in advance according to the schedule in paragraph XVI.A. above.

D. The County Administrator shall allocate time to items on the agenda to suit the convenience of the Board.

E. If the County Administrator considers a requested agenda item not appropriate for consideration by the Board, he shall inform the Chair for a decision. This does not prevent retaining the item on the agenda by majority consent of the Board.

F. The Chairman and County Administrator shall style routine, non-controversial matters requiring Board action on a Consent Agenda. Items may be removed from the Consent Agenda and placed on the Regular Agenda at the request of any Board member present. Only one motion is necessary to adopt all recommendations and action items on the Consent Agenda.

G. The Clerk for the Board shall submit the draft agenda to the Chair on the Wednesday in the week before a regularly scheduled meeting for the Chair's review and approval. Agendas for special or other meetings may have the preparation and approval timeline modified to accommodate the available timeframe.

H. Issues for which actions will be required shall normally have all materials in the agenda package for advance study.

I. The Board agenda and related materials shall be received by each member of the Board and the County Attorney not later than the Friday before the scheduled regular meeting. The Clerk for the Board may request an adjustment to the delivery schedule due to special circumstances.

J. The Clerk shall prepare extra copies of the agenda and shall make the same available to the public and the press in the Office of the County Administrator, the Public Library, and on the County website. The Clerk shall also have at least one hard copy available at each regular meeting.

XVIII. ORDER OF BUSINESS. The Order of Business shall be as follows unless the County Administrator in drawing up the Agenda shall find good cause to change it:

1 – Call to Order, Pledge of Allegiance, and Moment of Silence
2 – Adoption of Meeting Agenda
3 – County Administrator's Report
4 – Board of Supervisors' Updates
5 – Public Comments #1
6 – Public Hearing
7 – Action Matters
8 – Presentations
9 – Consent Agenda

10 – Unfinished Business
11 – New Business
12 – Public Comments #2
13 – Closed Meeting (as needed)
14 – Adjourn

XIX. CONDUCT OF BUSINESS

A. Basic Principles: The following principles should be observed at all times in the transaction of public business before the Board.

1. Only one subject may claim the attention of the Board at one time.
2. Each item presented for consideration is entitled to full and free discussion.
3. Every member has rights equal to every other member except as to procedural matters within the competence of the Chair.
4. The will of the majority must be carried out, and the rights of the minority must be preserved.
5. The personality and desires of each member should be merged into the larger unit of the Fluvanna County Board of Supervisors.

B. The Board shall adopt an agenda for each meeting by recorded vote of a majority of the Board members present and voting. The adoption of the agenda shall be the first item for action following the Call to Order, Pledge of Allegiance, and Moment of Silence.

C. Items shall be heard in order of the agenda, except as the Board decides when adopting the agenda and that the Board may vote to call up any matter at any time.

D. Except as provided in subsection F. of this Section XX, the Board shall take no Action of Record on any matter that is not on the Meeting Agenda unless a modification to the Meeting Agenda is requested at the time of Approval of the Agenda. Modification of the Meeting Agenda requires a majority vote of Board members present and voting.

E. The Board shall consider all items on the agenda before taking any other items, unless an unlisted item is brought by majority consent of the Board members present and voting.

F. Items not on the agenda shall be heard as the final items of the Board's business, time permitting, or shall be carried over to the next regular meeting or a special meeting as determined by majority consent of the Board.

G. Exhibits before the Board shall become the property of the Board and shall be filed with the Clerk and shall be deemed a part of the record of the meeting at which submitted.

H. Citizens shall not speak at a meeting until they are recognized. Citizens shall request recognition by addressing "Mr. Chair" or "Madam Chair" (as appropriate), stating their name, their address, and awaiting acknowledgment by the Chair. The Chair may permit a dialogue without individual recognition between members of the Board or between a member and a citizen if such dialogue is orderly and contributes to the expeditious conduct of business.

I. Should it be desired by the Chair, any member, or by the County Administrator, the member making a resolution shall reduce the same to writing and deliver it to the County Administrator's Office. The Clerk shall take down verbal resolutions as accurately as possible to reflect the intent of the Board.

J. Prior to initiating a public hearing, the Chair shall recount, either verbatim or by reference, the rules under which the hearing shall be operated, but the Board may amend the rules during the hearing by giving notice of the change to those gathered (e.g., a change to the time limitation for individual speakers).

K. At the beginning of the public hearing, the Chair shall call upon the County Administrator or the other staff member handling the matter at hand to present a description of the issue placed before the hearing, or the Chair may do so himself.

L. Subject to revocation or extension by the majority of the Board assembled, the Chair may in all matters establish a maximum time for consideration of any matter, and/or limit the amount of time available to each speaker, including Board members, on a matter and/or limit the number of times each speaker may address the Board on a matter. Regardless, every Board member is entitled to speak on every matter before the Board and the call for the question shall not be entertained until all members who wish to exercise this right shall have done so at least once.

M. All members or citizens shall limit their comments before and to the Board. The Chair may prohibit questions from citizens until a speaker has finished his presentation.

N. The Board of Supervisors has set forth the following rules for time limits for various agenda items or comments from the public, unless modified by majority consent of the Board:

1. Action Item presentations shall be limited to thirty (30) minutes.
2. Presentations shall be limited to ten (10) minutes.
3. Public Comments shall be limited to five (5) minutes per individual.

O. Once a notice for Public Hearing has been advertised (regardless of the nature), the Public Hearing will be conducted, unless the Board formally defers the matter to a future meeting. The postponement or cancellation of a public hearing shall be as follows:

1. Any public hearing scheduled for a Board of Supervisors meeting that has been publicly advertised shall not be postponed based on a request from a non-County government entity or person absent extreme mitigating circumstances. The Chair, with concurrence of the County Administrator, will determine when such circumstances exist. If mitigating circumstances exist, the petitioner will bear any cost incurred by the County in providing public notification of the change and for the cost of advertising the new date of the hearing.

2. The Chair, with the concurrence of the County Administrator, shall have the authority to postpone a public hearing based on the weather or other extraordinary circumstances.

3. In all cases, County staff will ensure all Board members are provided timely notification of schedule changes. Further, staff will ensure the public and general news media are notified of changes to schedules which have been announced in public. The public hearing shall be rescheduled, if appropriate, and advertised as required by law.

XX. MOTIONS

A. Motions by Board members shall require a second.

Exceptions. The following do not require a second:

- To Raise a Question of Privilege
- Questions of Order
- Objection to the Consideration of a Question
- Call up Motion to Reconsider
- Nominations
- Leave to Withdraw a Motion
- Inquiries of any kind

B. Motions shall not be formally discussed prior to being duly seconded.

C. After a motion is properly made and seconded, the Chair shall restate the motion and open the floor to discussion.

D. The Chair shall routinely refrain from making or seconding motions in order to fairly and impartially preside over the Board deliberations and discussion. In any case, the Chair shall not make or second a motion without first temporarily surrendering the chair to the Vice Chair, if present and willing to temporarily accept the gavel, or to another member present and willing to temporarily accept the gavel. In such event, he should not resume the chair until the motion is decided.

E. A maker of a motion may not speak against his motion.

F. The Chair shall call for and cause the vote to be recorded after the motion is properly made before the Board, has been seconded, and has been duly discussed. Any member believing a motion has been duly discussed may move or call for the previous question. Such motion shall not be debatable. However, if any member objects, the Chair shall call for a vote on the motion calling for the previous question. If that motion carries, the Chair shall proceed to call for the vote on the motion before the Board. If the motion calling for the previous question is defeated, the debate on the main motion shall continue.

G. A substitute motion may be made by any member to any motion properly on the floor. Once seconded, the substitute motion shall take precedence and all debate or action on the existing motion shall cease until the substitute motion is decided. Debate on a substitute motion is permissible. If the substitute motion is passed by a majority vote of the members then present and voting, the original motion is supplanted by the substitute motion. A second substitute motion can be made only after the first substitute motion is decided by vote of the Board.

H. When a motion is made and then cannot obtain a second, the motion will die for lack of a second and does not require a vote. However, in the event that a motion which is not seconded is nevertheless voted on by the Board and passes by a majority of the members present and voting, the failure of a second shall not invalidate the adoption of such motion.

I. Defeated Motions

1. Same Meeting: A defeated motion can be brought back for consideration at the same meeting if the members present agree to do so by a majority vote. Only a member who voted on the prevailing side may make the motion to reconsider the issue. The rule restricting renewal of a motion in the same session does not apply to a motion that died for lack of a second.

2. Subsequent Meeting: Except as otherwise provided by law, a defeated motion that is still applicable can be re-introduced at a subsequent meeting as new business (under the normal process for new business).

XXI. VOTING

A. All Actions of Record must be approved by vote unless there is unanimous consent.

B. When the question is called and there is no dispute, the Chair shall call for the vote.

C. Whenever any member wishes to abstain from voting on any question, he shall so state and, if because of a conflict, shall indicate in accordance with the Virginia Conflict of Interests

Act, Virginia Code § 2.2-3100 et seq., and his abstention shall be announced by the Chair and recorded by the Clerk.

D. The Chair's vote on all issues before the Board shall be recorded with the prevailing side, unless the Chair clearly votes otherwise.

E. The Clerk shall record the name of each member voting and how he voted.

F. A tie vote fails. The Board does not designate a tiebreaker pursuant to § 15.2-1421 of the Virginia Code.

G. Except as otherwise provided by law, motions shall be carried by a majority of the members present and voting in the affirmative (§15.2-1420), except that a majority affirmative vote of all members shall be required for any appropriation exceeding \$500.00, the imposition of taxes, and the authorization for borrowing money.

XXII. RECORDING OF MEETINGS. The Clerk for the Board shall record each regular meeting. These recordings are the property of the Fluvanna County Board of Supervisors and are public records as provided by the Virginia Freedom of Information Act. Interested persons may listen to the recordings on the County website or in the County Administrator's office, or may obtain copies of the recording by making appropriate arrangements with the County Administrator's office. Costs will be borne by the person making the request. The original recordings shall not be borrowed or removed from the County Office Building, except under the specific prior authorization of the County Administrator.

XXIII. ORDERLY CONDUCT

A. It shall be the duty of the Chair to maintain order and decorum at meetings. The Chair, when presiding at a meeting of the Board, without vacating the chair, shall refer any point of order to the Parliamentarian.

B. In maintaining decorum and propriety of conduct, the Chair shall not be challenged and no debate shall be allowed until after the Chair 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 to discuss the matter by majority vote of the Board members present and voting.

C. 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.

D. When a person engages in such breaches, the Chair may order the person's removal from the building, or may order the person to stand silent, may order the person removed from the County property, and may, at his discretion, bring formal charges for disruption of a public meeting.

XXIV. AD HOC COMMITTEES. Ad hoc committees will be appointed by the Chair as needed. Constitutional Officers may be appointed to committees.

XXV. APPOINTMENTS TO BOARDS, COMMISSIONS, AND COMMITTEES (BCC)

A. The Board may appoint such advisory boards, committees and commissions as it may deem necessary pursuant to Code Section 15.2-1411.

B. Information on all nominees for such appointments, whether to represent the County as a whole or a particular election district, shall be included in the Board package for the meeting at which the appointment will be considered. It shall be the policy of the Board as a whole to scrutinize and agree upon all appointees to represent the County in any capacity.

C. Appointments shall generally not be made more than 45 days prior to the commencement of a term for which the appointment is made.

XXVI. OFFICIAL BOARD TRAVEL

A. A Board member may travel officially in-state at the Board member's discretion. In-state travel shall include travel to Washington, D.C.

B. A Board member shall obtain advance Board approval for official out-of-state travel.

C. A report and accounting of funds shall be made for all travel for which the Supervisor is requesting payment or reimbursement from County funds.

XXVII. APPROVAL OF CERTAIN CHECKS, AUTHORIZATION TO SIGN WITH STAMP

A. The Chair, Vice Chair, County Administrator, and Treasurer are hereby authorized to sign and issue checks without prior approval of the Board for the following purposes: end of the month salaries, end of the month contracted personal services, utility payments, and other payments deemed appropriate and necessary by the Chair, County Administrator, and Treasurer; such actions to be reviewed and ratified at the next appropriate meeting of the Board.

B. The Chair of the Board of Supervisors, and in his absence, the Vice Chair, are authorized to substitute his facsimile signature provided he/she signs a certified list of individual checks for which his facsimile signature is authorized; also the signature plates are in the sole possession of the Treasurer.

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

TAB Mc

MEETING DATE:	January 4, 2016				
AGENDA TITLE:	Proposed Charter for the Broadband Access Taskforce (BAT)				
MOTION(s):	I move to approve the Broadband Access Taskforce Charter, as presented.				
TIED TO STRATEGIC INITIATIVES?	Yes	No	If yes, list initiative(s):	A1	
	X				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		XX			
STAFF CONTACT(S):	Steve Nichols, County Administrator				
PRESENTER(S):	Steve Nichols, County Administrator				
RECOMMENDATION:	Approve.				
TIMING:	Current.				
DISCUSSION:	<p>The attached draft charter for the County's Broadband Access Taskforce (BAT) is provided. The Broadband Access Taskforce (BAT) is established to:</p> <ul style="list-style-type: none"> a. Assess our current status county-wide, including mapping the locations of all known fiber and cable lines, towers, and other potential contributory assets; b. Identify shortfalls and underserved areas; c. Develop alternatives and options; and d. Identify potential funding methodologies and sources. <p>The ultimate goal of the BAT and follow-on efforts is to collaborate with industry resources to develop a plan to expand affordable, reliable, and high capacity broadband internet access to all County businesses and residents.</p>				
FISCAL IMPACT:	Within existing budget authority.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	<ul style="list-style-type: none"> • Draft BAT Charter • BAT Proposal Briefing 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other



Fluvanna County BROADBAND ACCESS TASKFORCE (BAT) CHARTER

**Approved
By BOS:**

DRAFT

1. Purpose. Access to high speed internet service is crucial to the future economic development, education, and quality of life in Fluvanna County for our businesses and residences. To that end, the Broadband Access Taskforce (BAT) is established to:

- a. Assess our current status county-wide, including mapping the locations of all known fiber and cable lines, towers, and other potential contributory assets;
- b. Identify shortfalls and underserved areas;
- c. Develop alternatives and options; and
- d. Identify potential funding methodologies and sources.

The ultimate goal of the BAT and follow-on efforts is to collaborate with industry resources to develop a plan to expand affordable, reliable, and high capacity broadband internet access to all County businesses and residents.

2. Taskforce Duration. The work of the taskforce is intended to be completed and a final report submitted to the Board of Supervisors by October 31, 2017, unless an extension is approved by the Board.

3. Taskforce Membership. Important to the success of the taskforce is to seek members with skills that will enhance the work of the BAT. The taskforce will seek members who have the ability to make proactive, positive contributions, as well as members who bring special skills and/or knowledge of current technology.

a. Membership shall be comprised as follows, with the residents and business representatives being appointed by the Board of Supervisors.

- (1) County Administrator (or designee)
- (2) Director of Community & Economic Development
- (3) Planning/Zoning Department Representative
- (4) Five County Residents (One from each Election District)
- (5) Two Local Business Members
- (6) Two Fluvanna County Public Schools Representatives
- (7) One Chamber of Commerce Board Representative
- (8) Representative(s) from the Thomas Jefferson Planning District Commission

- b. The Chair may request other ad hoc members to participate in taskforce efforts, as needed. This will likely include numerous subject matter experts and representatives from local internet service providers to brief the Taskforce on issues pertaining to current system offerings, funding sources, and future expansion plans.
- c. The Board of Supervisors will also appoint a Supervisor as a liaison to the Taskforce.

4. Organizational Structure

- a. The County Administrator, or his designee, will serve as Taskforce Chair.
- b. A Vice Chair and Recording Secretary will be selected by simple majority of appointed members.

5. Meetings

- a. Meetings are generally scheduled for the 1st and 3rd Mondays of each month at 6:00 pm.
- b. Meetings will be advertised via the County website. Special meetings may be called by the Chair with the consent of a majority of appointed members, and with 72-hour notice to all members and the posting on the County website.
- c. A quorum shall consist of a simple majority of appointed members.
- d. The Taskforce shall be governed in its proceedings by the current edition of Robert's Rules of Order, Newly Revised.
- e. Decisions will commonly be made by consensus. A formal vote shall be taken when a decision is required for policy recommendations and action items, or if the decision requires referral to the Board of Supervisors for formal approval.

6. Minutes. Minutes of each meeting will be prepared by the Secretary, and following adoption by the Taskforce, shall be posted on the County website.

7. Recommendations and Reports. Taskforce reports and action recommendations will be submitted in writing to the County Administrator for consideration by the Board of Supervisors on a regular meeting agenda. Documentation will include background information and justification for any recommended actions.



PROPOSAL TO ESTABLISH A BROADBAND ACCESS TASKFORCE (BAT)

January 4, 2017



- ▶ **Broadband Access Taskforce (BAT) is proposed to:**
 - a. Assess our current status county-wide, including mapping the locations of all known fiber and cable lines, towers, and other potential contributory assets;
 - b. Identify shortfalls and underserved areas;
 - c. Develop alternatives and options; and
 - d. Identify potential funding methodologies and sources.



▶ Long-Term Goal

- The ultimate goal of the BAT and follow-on efforts is to collaborate with industry resources to develop a plan to expand affordable, reliable, and high capacity broadband internet access to all County businesses and residents.

▶ Duration

- The work of the taskforce is intended to be completed and a ***final report submitted to the Board of Supervisors by October 31, 2017***, unless an extension is approved by the Board.



Taskforce Membership

- ▶ **Membership shall be comprised as follows, with the residents and business representatives being appointed by the Board of Supervisors.**
 - County Administrator (or designee) - Serves as Taskforce Chair
 - Director of Community & Economic Development
 - Planning/Zoning Department Representative
 - Five County Residents (One from each Election District)
 - Two Local Business Members
 - Two Fluvanna County Public Schools Representatives
 - One Chamber of Commerce Board Representative
 - Representative(s) from the Thomas Jefferson Planning District Commission
- ▶ **Board of Supervisors will appoint a Supervisor as Taskforce liaison.**
- ▶ **Ad hoc members to participate in taskforce efforts, as needed. (e.g., subject matter experts and representatives from local internet service providers)**



Taskforce Meetings

- ▶ **1st and 3rd Mondays of each month at 6:00 pm.**
- ▶ **Meetings will be advertised via the County website.**
- ▶ **Minutes of each meeting will be prepared by the Secretary, and following adoption by the Taskforce, shall be posted on the County website.**



Questions?

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

TAB N

MEETING DATE:	January 4, 2016				
AGENDA TITLE:	Proposal for Capital Improvements Program (CIP) and Capital Reserve Maintenance Fund (CRMF) Policies				
MOTION(s):	N/A				
TIED TO STRATEGIC INITIATIVES?	Yes	No	If yes, list initiative(s):	A1	
	X				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			XX		
STAFF CONTACT(S):	Steve Nichols, County Administrator				
PRESENTER(S):	Steve Nichols, County Administrator				
RECOMMENDATION:	Guidance				
TIMING:	During the FY18 budget season				
DISCUSSION:	<p>Current Fluvanna County CIP Policy</p> <p>County Code – No mention</p> <p>2015 Comprehensive Plan (Ch 12 - Financial Sustainability)</p> <ul style="list-style-type: none"> Each year the County develops a Capital Improvement Plan (CIP) that guides major capital expenditures for the County. The annual review process for the CIP utilizes the goals and strategies in the Comprehensive Plan. Decisions to implement the CIP and obligate county taxpayers for major capital projects are made with gravity and respect for public funds. When the County presents financial data about capital improvements, it does not merely state the capital cost and financing of a project, but shows the estimated tax impact of the debt service plus any ongoing costs necessary to maintain and staff the project in the future. Capital Improvement Program (CIP). The CIP is a five year plan that tries to anticipate all new or replaceable capital needs. A capital project is defined as a generally non-recurring asset, both tangible (e.g., buildings, vehicles, land, etc.) and intangible (e.g., software, easements, licenses, studies, services, etc), that exceeds an established dollar amount (\geq\$20,000 in Fluvanna County). Projects to be included in the annual budget are identified in the first year of the plan and all other capital projects are planned for later years. An important aspect of the CIP is the projected operational and maintenance costs of a proposed project. 				

	<p>Financial Policies Manual (1-7. Budget Preparation)</p> <ul style="list-style-type: none"> • d. Not later than December of each year, 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. • <i>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.</i> <p>Goals</p> <ul style="list-style-type: none"> • Create a formal CIP Policy • Update dollar value thresholds • Redefine use of Capital Reserve Maintenance Funds 				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	<ul style="list-style-type: none"> • Draft CIP and CRMF Policies • CIP/CRMF Policy Proposal Briefing 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	XX	XX			

CAPITAL IMPROVEMENTS PROGRAM (CIP) POLICY

1. Purpose. The Capital Improvements Program (CIP) is a five-year plan that prioritizes and provides a funding mechanism for large-scale capital infrastructure improvements for Fluvanna County and Fluvanna County Public Schools. The CIP is an integral part of the County's overall budget. See Virginia Code Sec. 15.2-2239.

2. What is a CIP?

a. The CIP is a means of implementing the recommendations of the County's Comprehensive Plan, but proposed projects are not limited to those listed in the plan. Projects pertaining to the renovation, maintenance and/or construction of public facilities, equipment purchases and land acquisition for public use are included in the capital improvement program. All projects included in the CIP are classified in five categories: General Government Administration, Public Works, Public Safety, Community Services, and Education.

b. The current budget year of the Capital Improvements Program is called the Capital Budget, and funds are appropriated on an annual basis for projects in the CIP in the same manner as funds are appropriated in the County's annual operating budget. Those projects scheduled in the CIP for subsequent years are approved for planning purposes only and do not receive expenditure authority until they become part of the capital budget.

3. Benefits of Capital Improvement Programming. The CIP serves as a planning and implementation tool for the acquisition, development, construction, maintenance, and renovation of public facilities, infrastructure, capital equipment, and vehicles. Benefits of Capital Improvement Programming include:

- Fostering a sound and stable financial program over a five-year period given a set of revenue and expenditure assumptions based on current economic trends;
- Coordinating various County improvements so that informed decisions can be made and joint programs initiated among County departments in an effort to avoid duplication;
- Enabling private businesses and citizens to know when certain public improvements will be undertaken so they can plan more efficiently and effectively;
- Focusing on the goals and needs of the community through the provision of new facilities and infrastructure improvements;
- Evaluating annually the infrastructure needs of the County to provide for the public health and safety of the citizens of the County; and
- Providing a logical process for assigning priorities to the various projects based on their overall importance to the County.

4. Policy

a. Capital Projects. A capital project is a project that requires a minimum expenditure of \$50,000, has a useful life span of ten years or more, and meets one or more of the following criteria:

(1) Provides for the acquisition or construction of any physical facility, including both real and personal property, for the community, to include consultant or professional services related to acquisition or construction;

(2) Provides for the acquisition of equipment for any physical facility when first constructed or acquired;

(3) Provides for the ongoing acquisition of major capital equipment or systems, e.g., computer technology, radio systems;

(4) Provides for the acquisition of land or an interest in land;

(5) Provides for the acquisition of facilities for County-owned public utilities.;

(6) Funds expenditures, including additions to existing facilities, that increase the square footage or value of a facility; or

(7) Fund expenditures for major maintenance or replacement projects on existing facilities.

b. Other Capital Outlays

(1) Individual maintenance, repair and replacement (MRR) projects not meeting the Capital Projects criteria above are not presented as separate CIP projects. Such MRR projects are approved and funded individually through the Capital Reserve Maintenance Fund (CRMF) program.

(2) Overall funding for both the County and Schools CRMF programs is provided through the annual CIP process.

Revised Policy (Draft Ver. 5)

Chapter 10

CAPITAL RESERVE MAINTENANCE FUND POLICY

(BOS Adopted: October 17, 2012)

10-1. Purpose. Beginning in FY 2013, the Board of Supervisors established separate Capital Reserve Maintenance (CRM) funds to support special, **ongoing, and** ~~or~~ unexpected maintenance and repair of Fluvanna County government and Fluvanna County Public School buildings, supporting infrastructure, and equipment.

10-2. Policy. ~~The funds accumulated in the capital reserves are designated for repair or replacement requirements that meet the following criteria:~~

a. ~~Funds accumulated in the capital reserve accounts are designated for planned and unplanned maintenance, repair, and renovation (MRR) expenses of less than \$50,000, which are not funded in the County's Capital Improvements Program (CIP) or in the requesting department's current operating budget.~~

b. ~~CRM expenses shall meet the following general criteria for consideration:~~

- ~~Ongoing facility or equipment maintenance requirements~~
- ~~Repairs required due to weather-related events~~
- ~~Unexpected facility repairs or replacements~~
- ~~Failure of equipment after warranty expiration but before expected lifecycle~~
- ~~Non-recurring projects~~
- ~~Projects that require initiation prior to the completion of the annual budget cycle~~
- ~~Unforeseen budget shortfalls for CIP projects under construction or in process~~
- ~~Insurance deductible costs for a capital asset that has been damaged~~
- ~~Other one-time, minor capital projects less than \$20,000~~

~~*Note: Ongoing maintenance costs shall generally not be considered for funding from maintenance capital reserves.*~~

10-3. Procedure. ~~Requests for funds shall be made by completing the "Capital Reserve Maintenance Fund Request" form. Requests shall be submitted to the Director of Finance and County Administrator for review. After review, the County Administrator will add requests to the Board of Supervisors consent agenda for review and approval.~~

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

b. ~~The Finance Director and County Administrator will review requests and make formal recommendations for approval/disapproval.~~

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



CIP AND CAPITAL RESERVE MAINTENANCE FUND POLICY PROPOSAL

January 4, 2017



Current CIP Policy

- **County Code – No mention**
- **2015 Comprehensive Plan (Ch 12 - Financial Sustainability)**
 - Each year the County develops a Capital Improvement Plan (CIP) that guides major capital expenditures for the County. The annual review process for the CIP utilizes the goals and strategies in the Comprehensive Plan. Decisions to implement the CIP and obligate county taxpayers for major capital projects are made with gravity and respect for public funds. When the County presents financial data about capital improvements, it does not merely state the capital cost and financing of a project, but shows the estimated tax impact of the debt service plus any ongoing costs necessary to maintain and staff the project in the future.
 - Capital Improvement Program (CIP). The CIP is a five year plan that tries to anticipate all new or replaceable capital needs. A capital project is defined as a generally non-recurring asset, both tangible (e.g., buildings, vehicles, land, etc.) and intangible (e.g., software, easements, licenses, studies, services, etc), that exceeds an established dollar amount (**$\geq \$20,000$ in Fluvanna County**). Projects to be included in the annual budget are identified in the first year of the plan and all other capital projects are planned for later years. An important aspect of the CIP is the projected operational and maintenance costs of a proposed project.
- **Financial Policies Manual (1-7. Budget Preparation)**
 - d. Not later than December of each year, 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.
 - *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**.*



Goals

- **Create a formal CIP Policy**
- **Update dollar value thresholds**
- **Redefine use of Capital Reserve Maintenance Funds**



DRAFT CIP POLICY

- **Capital Projects - A capital project is a project that requires a **minimum expenditure of \$50,000**, has a useful life span of ten years or more, and meets one or more of the following criteria:**
 - Provides for the acquisition or construction of any physical facility, including both real and personal property, for the community, to include consultant or professional services related to acquisition or construction;
 - Provides for the acquisition of equipment for any physical facility when first constructed or acquired;
 - Provides for the ongoing acquisition of major capital equipment or systems, e.g., computer technology, radio systems;
 - Provides for the acquisition of land or an interest in land;
 - Provides for the acquisition of facilities for County-owned public utilities.;
 - Funds expenditures, including additions to existing facilities, that increase the square footage or value of a facility; or
 - Fund expenditures for major maintenance or replacement projects on existing facilities.
- **Other Capital Outlays**
 - **Individual maintenance, repair and replacement (MRR) projects not meeting the Capital Projects criteria above are not presented as separate CIP projects. Such MRR projects are approved and funded individually through the Capital Reserve Maintenance Fund (CRMF) program.**
 - Overall funding for both the County and Schools CRMF programs is provided through the annual CIP process.



REVISED CRM POLICY

- **Policy**

- Funds accumulated in the capital reserve accounts are designated for **planned and unplanned maintenance, repair, and renovation (MRR) expenses of less than \$50,000** which are not funded in the County's Capital Improvements Program (CIP) or in the requesting department's current operating budget.
- CRM expenses shall meet the following general criteria for consideration:
 - Ongoing facility or equipment maintenance requirements.
 - Repairs required due to weather-related events
 - Unexpected facility repairs or replacements
 - Failure of equipment after warranty expiration but before expected lifecycle
 - Non-recurring projects
 - Projects that require initiation prior to the completion of the annual budget cycle
 - Unforeseen budget shortfalls for CIP projects under construction or in process
 - Insurance deductible costs for a capital asset that has been damaged
 - Other one-time, minor capital projects

- **Procedure**

- CRM funding requests will be submitted using the "Capital Reserve Maintenance Fund Request" form to the County Administrator via the Director of Finance.
- The Finance Director and County Administrator will review requests and make formal recommendations for approval/disapproval.
- The County Administrator shall forward CRM requests, with his recommendations, **to the Board of Supervisors for their review and approval at an appropriate meeting, which may be on the Consent Agenda or otherwise.**



Questions?

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

TAB O

MEETING DATE:	January 4, 2017				
AGENDA TITLE:	FY17 Fund Balance Update				
MOTION(s):	N/A				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			X		
STAFF CONTACT(S):	Eric Dahl, Deputy County Administrator/Finance Director				
PRESENTER(S):	Eric Dahl, Deputy County Administrator/Finance Director				
RECOMMENDATION:	N/A				
TIMING:	N/A				
DISCUSSION:	N/A				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	none				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		XX			

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

MEETING DATE:	January 4, 2017				
AGENDA TITLE:	VDOT Secondary Street Acceptance Request – Two Rivers				
MOTION(s):	I move the Fluvanna County Board of Supervisors adopt the resolution entitled “A Resolution To Take Streets In Two Rivers Subdivision Into The Secondary System Of Highways In Fluvanna County, Virginia.”				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		XX			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
STAFF CONTACT(S):	Kelly Belanger Harris, Clerk to the Board				
PRESENTER(S):	Jason Stewart, Planning and Zoning Administrator				
RECOMMENDATION:	Adoption of the Resolution				
TIMING:	Routine				
DISCUSSION:	N/A				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:					
ENCLOSURES:	Resolution, VDOT Form AM-4.3				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

By resolution of the governing body adopted January 4, 2017

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

A Copy Testee

Signed (County Official): _____

Report of Changes in the Secondary System of State Highways

Project/Subdivision Two Rivers

Type Change to the Secondary System of State Highways: **Addition**

The following additions to the Secondary System of State Highways, pursuant to the statutory provision or provisions cited, are hereby requested; the right of way for which, including additional easements for cuts, fills and drainage, as required, is hereby guaranteed:

Reason for Change: New subdivision street

Pursuant to Code of Virginia Statute: §33.2-705

Street Name and/or Route Number

◆ **Two Rivers Drive, State Route Number 1092**

Old Route Number: 0

- From: Rte. 616, Union Mills Road
 - To: SW to end of cul de sac, a distance of: 0.49 miles.
- Recordation Reference: PB 2, pg 335-338
- Right of Way width (feet) = 50



BOARD OF SUPERVISORS

County of Fluvanna

Palmyra, Virginia

RESOLUTION No. 02-2017

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

At a regular meeting of the Board of Supervisors of Fluvanna County held in the Fluvanna County Courts Building at 4:00 PM on Wednesday, January 4, 2017, at which the following members were present, the following resolution was adopted by a majority of all members of the Board of Supervisors, the vote being recorded in the minutes of the meeting as shown below:

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

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

NOW, THEREFORE BE IT RESOLVED, on this 4th day of January, 2017, that the Fluvanna County Board of Supervisors hereby requests that the Virginia Department of Transportation add the described roads listed on the attached VDOT AM-4.3 form to the Secondary System of State Highways of Fluvanna County pursuant to Section 33.2-705 of the Code of Virginia, as amended, and the Subdivision Street Requirements; and

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

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

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors at a regular meeting of the Board held on the 4th day of January, 2017 on a motion by ____, seconded by ____, and by the following vote:

AYES: NAYS: ABSENT:

Attest:

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

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

January 4, 2017

No.	Item
1	FY17 Capital Reserve Memo 2016-01-04
2	FY17 Contingency Balance 2016-01-04
3	
4	
5	
6	
7	
8	
9	
10	

COUNTY OF FLUVANNA

"Responsive & Responsible Government"

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

MEMORANDUM

Date: January 04, 2017
From: Martin Brookhart – Management Analyst
To: Board of Supervisors
Subject: FY17 Capital Reserve Balances

The FY17 Capital Reserve account balances are as follows:

County Capital Reserve:

FY16 Carryover	\$14,370
FY17 Beginning Budget:	\$200,000
Plus: FY15 & FY16 Projects Completed Under Budget	\$50,323
Less: Palmyra Rescue Building CIP - 9.7.16	-\$50,000
Available:	\$214,693

Schools Capital Reserve:

FY16 Carryover	\$193,243
FY17 Beginning Budget:	\$100,000
Plus: FY15 & FY16 Projects Completed Under Budget	\$48,168
Less: FCHS Equipment Shed Replacement - 8.3.16	-\$5,400
Less: FCPS Floor Scrubber Replacement - 8.3.16	-\$11,300
Less: Central Elementary Kitchen Doors Replacement - 11.16.16	-\$4,922
Available:	\$319,789

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MEMORANDUM

Date: January 04, 2017
From: Martin Brookhart – Management Analyst
To: Board of Supervisors
Subject: FY17 BOS Contingency Balance

The FY17 BOS Contingency line balance is as follows:

Beginning Budget:	\$150,000.00
Less: Staff Pay Plan Supplement 9.21.16	-\$13,740.00
Less: County Administrator Salary Increase 9.21.16	-\$3,526.10
Plus: FY17 1 st Quarter Voluntary Contributions to General Fund	\$10.00
Less: Palmyra Rescue Building Legal, Title, & Survey Fees 10.5.16	-\$850.00
Less: Economic Development – Tourism Road Signs 11.16.16	-\$1,100.00
Available:	\$130,793.90