



## FLUVANNA COUNTY BOARD OF SUPERVISORS

### REGULAR MEETING AGENDA

Circuit Courtroom, Fluvanna Courts Building

September 5, 2018 at 4:00 pm

#### TAB AGENDA ITEMS

#### 1 - CALL TO ORDER

#### 2 - PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

#### 3 – ADOPTION OF AGENDA

#### 4 – COUNTY ADMINISTRATOR’S REPORT

#### 5 – PUBLIC COMMENTS #1 (5 minutes each)

#### 6 – PUBLIC HEARING

None.

#### 7 – ACTION MATTERS

S BOS Meeting Dates Change—Steven M. Nichols, County Administrator

T Library Assistant Position Reclassification—Cyndi Hoffman, Librarian

U Virginia Information Technologies Agency FY19 Wireless E-911 PSAP Grant—Michael Grandstaff, Director of Communications, Sheriff’s Office

V FCPS Capital Reserve Maintenance Fund Supplemental Appropriation—Eric Dahl, Deputy County Administrator/Finance Director

W Capital Improvement Plan Budget Transfer—Eric Dahl, Deputy County Administrator/Finance Director

#### 7A – APPOINTMENTS

None.

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

XYZ TJPDC Legislative Priorities Update—David Blount, TJPDC Legislative Liaison

#### 9 – CONSENT AGENDA

A Minutes of August 15, 2018—Kelly Belanger Harris, Clerk to the Board

B CRMF Request -Air-conditioning system in the Information Technology Department's Work Shop—Wayne Stephens, Director of Public Works and County Engineer

C CRMF Request - FCPS - Blacktop Repair—Don Stribling, FCPS Executive Director

D CRMF Request - FCPS - CES Room Partition—Don Stribling, FCPS Executive Director

E CRMF Request – SC Abrams Academy Abatement/Remodel—Don Stribling, FCPS Executive Director

F Virginia Information Technologies Agency FY’20 E-911 PSAP Education Program Grant Award—Michael Grandstaff, Director of Communications, Sheriff’s Office

G FY19 BOS Contingency Budget Transfer- Waste Container Rental—Eric Pollitt, Management Analyst

#### 10 – UNFINISHED BUSINESS

TBD

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**11 – NEW BUSINESS**

TBD

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**12 – PUBLIC COMMENTS #2 (5 minutes each)**

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**13 – CLOSED MEETING**

TBD

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**14 – ADJOURN**

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Digitally signed by Steven  
M. Nichols  
Date: 2018.08.30 09:08:08  
-04'00'

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County Administrator Review

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*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.*

**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 defamatory or abusive language directed at any member of the Board or other person, to create excessive noise, or in any way incite persons to use such tactics. The Chair shall be the judge of such breaches, however, the Board may by majority vote of the Board members present and voting to overrule the judgment of the Chair.
4. When a person engages in such breaches, the Chairman shall order the person's removal from the building, or may order the person to stand silent, or may, if necessary, order the person removed from the County property.

**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.

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# COUNTY OF FLUVANNA

*"Responsive & Responsible Government"*

BOS 2018-09-05 p.5/78

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

## 2018-2019 STRATEGIC INITIATIVES AND ACTIONS

A SERVICE DELIVERY	
A1	Work with FRA to identify support options for Fire and Rescue volunteers.
A2	Continue to research and evaluate county-wide broadband expansion opportunities.
A3	Hold review meeting on ordinance enforcement (trash, buildings, vehicles) with Health Dept., Planning, Building Inspections, Public Works, and County Attorney.
A4	Perform strategic review of existing and needed partnerships with local area support and other non-profit groups. (Needed? Effective? Consolidate resource contributions?)
A5	Improve partnership with the school system for shared use of county and school owned facilities.
A6	Identify and assess resident concerns about roadway and public safety issues, and coordinate with VDOT for appropriate actions.
A7	Initiate comprehensive review of the Hwy 53 corridor from Lake Monticello Road to Ruritan Lake Road (e.g., Safety improvements at LM Monish Gate; 3-way stoplight at Food Lion; sight improvement at Ruritan Lake Road and Hwy 53; etc.)
B COMMUNICATION	
B1	Assess options to communicate more efficiently, effectively, and economically with Fluvanna residents.
B2	Marketing campaign to let residents know about accomplishments and where their tax dollars go.
B3	Meet with local Pastors to discuss effective communications and community support.
B4	Promote tax due dates, public hearings, etc., in FAN Mail.
B5	Expand County Website to receive, answer, and post questions from residents.
B6	Hold an Elected Official's Breakfast for our State Representatives in Fall of 2018
B7	Hold an Elected Official's Breakfast for our State Representatives in Fall of 2019
B8	Conduct 2019 Fluvanna County Residents Survey and analyze results.
C PROJECT MANAGEMENT	
C1	Continue Columbia area renewal efforts including improved enforcement of County/State codes and Health Department regulations.
C2	Complete a Master Water and Sewer (Plan Phase I) to identify sources for the county's long-term water needs; particularly for each of its community planning areas.
C3	Incorporate well-drilling logs provided by the Fluvanna Health Dept. into the county's geographic information system (GIS).
C4	Create master report and marketing plan regarding County tower assets and rental options.
C5	Investigate the use of Overlay Zones for the Zion Crossroads Community Planning Area to support economic development.

<b>C6</b>	Create a County-wide overlay map showing utilities and other key features that support business growth and development.
<b>C7</b>	Review and pursue opportunities and options for a Palmyra Village Streetscape project to improve safety, parking, walkability, and overall appearance.
<b>C8</b>	Successfully oversee and manage Fluvanna County aspects of the James River Water Project.
<b>C9</b>	Successfully oversee and manage the design and construction of the Zion Crossroads water and sewer system.
<b>C10</b>	Pursue Phase II of Fork Union streetscape project.
<b>D</b>	<b>ECONOMIC DEVELOPMENT AND TOURISM</b>
<b>D1</b>	Draft and adopt a formal County-wide economic development and tourism strategy inclusive of an implementation schedule.
<b>D2</b>	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.
<b>D3</b>	Coordinate development activity at Fluvanna’s northern border with Louisa County, including possible natural gas line along 250 and discussing “shared” parcels.
<b>D4</b>	Conduct 2018 local Business Climate Survey and analyze results.
<b>D5</b>	Hold an Economic Development Discussion Forum for local businesses with planning, zoning, building inspections, infrastructure components.
<b>D6</b>	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.
<b>D7</b>	Investigate opportunities for park expansion or Rivanna River access points to support expanded recreational activities
<b>D8</b>	Investigate allowing large lot subdivisions in A-1 as alternative to current cluster subdivisions. (Amend the zoning and subdivision ordinances to allow for varying lot sizes, from small clustered lots to large parcels suitable for continued farming and rural living.)
<b>D9</b>	Review higher density options between PDA and R4.
<b>D10</b>	Review options, pros, cons, costs, etc., of creating a “teaching farm” at PG Park,
<b>E</b>	<b>FINANCIAL STEWARDSHIP AND EFFICIENCY</b>
<b>E1</b>	Review local business license/registration options and pros/cons.
<b>E2</b>	Reduce the County’s reliance on creating and mailing paper checks for payments and implement expanded ACH/EFT transaction options.
<b>E3</b>	Create monthly Treasurer’s Report for BOS Package and quarterly in-person briefing on the data.
<b>E4</b>	Implement credit card payment option for citizen at all County funds collection points through MUNIS Cashiering process.
<b>E5</b>	Expand Fluvanna County Website Data Dashboard with key metrics.
<b>E6</b>	Implement easy to access electronic format code of ordinances (MuniCode or similar).

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

**TAB S**

<b>MEETING DATE:</b>	Sept 5, 2018				
<b>AGENDA TITLE:</b>	Board of Supervisor's Meeting Date Change				
<b>MOTION(s):</b>	<b>I move to change the first regular meeting of 2019 from the first Wednesday, January 2, to the second Wednesday, January 9, and to change the second regular meeting on January 16, to January 23, due to the Christmas and New Year's holiday periods.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		XX			
<b>STAFF CONTACT(S):</b>	Steve Nichols, County Administrator				
<b>PRESENTER(S):</b>	Steve Nichols, County Administrator				
<b>RECOMMENDATION:</b>	Approval				
<b>TIMING:</b>	Current				
<b>DISCUSSION:</b>	In order to better accommodate holiday closings and staff members and residents holiday travel plans, recommend moving the Board's first meeting of the year from January 2, 2018 to January 9, 2018. In order to have adequate time between meetings, and noting that there is a 5 <sup>th</sup> Wednesday in January, it is recommended to also move the meeting on January 16, 2018, to January 23, 2018.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>					
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	X				





# 2019

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September						
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October						
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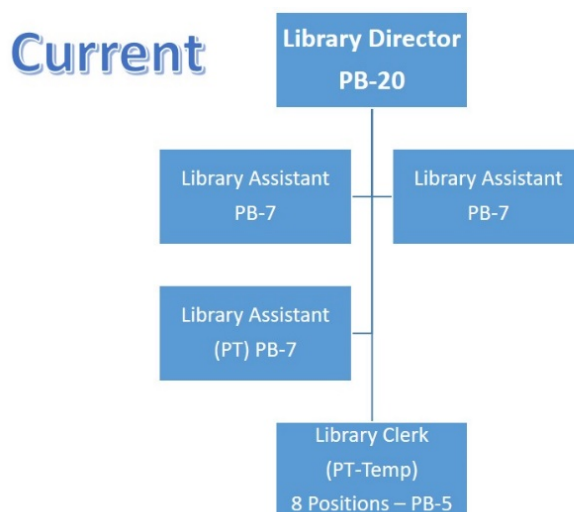


**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

<b>MEETING DATE:</b>	September 5, 2018				
<b>AGENDA TITLE:</b>	Library Assistant Position Reclassification				
<b>MOTION(s):</b>	<p><b>I move that the Board of Supervisors approve the updated and reclassified Library Assistant position description, as presented, and</b></p> <ul style="list-style-type: none"> <li>• <b>Revising Position 8831, Library Assistant, Pay Band 7</b></li> <li>• <b>To Position 8831/8832, Library Assistant I/II, Pay Bands 7/9.</b></li> </ul>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
<b>STAFF CONTACT(S):</b>	Jessica Rice, Human Resources Manager & Cyndi Hoffman, Library Director				
<b>PRESENTER(S):</b>	Cyndi Hoffman, Library Director				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Effective September 2, 2018				
<b>DISCUSSION:</b>	<p>Currently, the library staffing model consists of <u>2</u> full-time library assistants, <u>1</u> part-time library assistant, <u>8</u> part-time/temp library clerks, and <u>36</u> volunteers, all of whom report to the Library Director.</p> <p>To help make operations processes more efficient and to better focus on serving the public, the Library would like to move to a new staffing model, which delegates some supervisory, accounts payable, and accounts receivable responsibility to the Library Assistant position. Simultaneously, this provides an opportunity to create a tiered staffing structure with promotional opportunity, similar to what has already been implemented in other Departments in the County.</p> <p>Under the new staffing model, Library Assistant I and II will report to the Library Director. Part-time temporary staff and volunteers will be supervised by the Library Assistant II positions. Human Resources has recommended to move the part-time library assistant and one full-time assistant to Library Assistant II. One full-time Assistant will remain at level one.</p> <p><u>New</u> functions that are being permanently assigned to the Library Assistant II position are:</p> <ul style="list-style-type: none"> <li>• Assisting with paying invoices, developing annual budget, and reconciling fines and user accounts</li> <li>• Supervising and scheduling part-time staff and volunteers</li> </ul>				

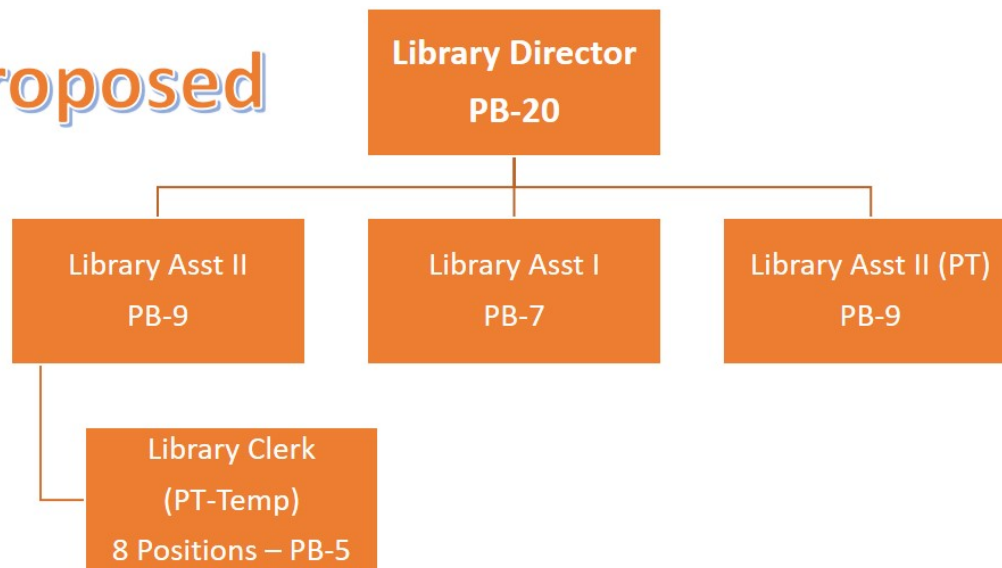
	<ul style="list-style-type: none"> <li>Responsible for daily operations in the absence of the Library Director</li> </ul> <p>The attached job description provides the specific details for the distinction between the Library Assistant I and II positions, and the associated education and experience requirements. After reviewing the new job description, Human Resources has recommended a new pay band classification from band 7 to 9 for the Library Assistant II.</p> <p>Effective September 2, 2018 there will be a full-time Library Assistant vacancy, which can be filled as either an Assistant I or II.</p>										
<b>FISCAL IMPACT:</b>	For remainder of FY19, approximately 870 hrs x \$.80= \$696.00; Vacancy savings of approximately \$1,000 per pay period that the full-time position is open. Vacancy savings will cover the cost of the pay increase for Ms. Owen and any pay differences that may occur in hiring a new Library Assistant. No anticipated fiscal impact.										
<b>POLICY IMPACT:</b>	None										
<b>LEGISLATIVE HISTORY:</b>	None										
<b>ENCLOSURES:</b>	Library Assistant I/II Position Description Realignment Chart										
<b>REVIEWS COMPLETED:</b>	<table border="1"> <tr> <td>Legal</td> <td>Finance</td> <td>Purchasing</td> <td>HR</td> <td>Other</td> </tr> <tr> <td></td> <td></td> <td></td> <td><b>X</b></td> <td><b>Library Board</b></td> </tr> </table>	Legal	Finance	Purchasing	HR	Other				<b>X</b>	<b>Library Board</b>
Legal	Finance	Purchasing	HR	Other							
			<b>X</b>	<b>Library Board</b>							

Position	Pay Band	No. of Positions	Status
Library Director	20	1	No change
Library Assistant I	7	1	Change to Library Asst I/II, PB 7/9
Library Assistant (PT)	7	1	Change to Library Asst II, PB 9
Library Assistant	7	1	Change to Library Asst I, PB 7
Library Clerks - PT Temp	5	XX	No change



All staff report to the Library Director

# Proposed



- ✓ ASST II(s)- will have supervisory and scheduling responsibilities for the Clerks
  - Assist with budget prep, invoices, fine collection and other financial aspects of operation
  - Responsible for all library operations when the Director is out or as needed
  - Requires 4 year degree and 2 years of experience (or combination), supervisory experience required
- ✓ ASST I(s)- 2 year degree and some children's program development experience (or combination)
- ✓ ASST I & II- Responsible for program and activity development and execution, circulation, technical assistance, etc.





Fluvanna County, Virginia  
Public Library  
Job Description

**LIBRARY ASSISTANT I/II**

<b>Job Class #:</b>	8831/8832
<b>Pay Grade:</b>	7/9
<b>Category:</b>	Full-time, with Benefits
<b>FLSA Status:</b>	Non-Exempt
<b>Reports To:</b>	Library Director

**SUMMARY**

The Library Assistant is a full-time position that performs a variety of tasks involving general library operations and educational program development. Typical programs include school field trips, story times, summer/winter camps, after school club, and other educational and cultural programs for children, teens, and adults. This position requires creativity and a passion for helping and educating patrons, while assisting with the business and operational aspects of the Fluvanna County Public Library.

**ESSENTIAL FUNCTIONS**

- Plans, prepares, and implements age-appropriate educational programming for children, teens, adults, and groups.
- Plans, prepares, and implements summer and winter reading programs.
- Provides research reference and advisory services to patrons in person, via phone, and through email.
- Assists patrons with usage of equipment, software, and other resources.
- Performs general circulation duties including checking in/out materials, receiving payment for fines, and creating library cards.
- Assists patrons with downloading and accessing eBooks and audio books.
- Creates informational/ program-related displays and bulletin boards.
- Assists in keeping inventory and ordering supplies.
- Assists in financial components of operations such as paying invoices, developing annual budget, and reconciling fines and user accounts.- **Assistant II**
- Supervises and schedules part-time staff and volunteers.- **Assistant II**
- Responsible for daily operations in the absence of the Library Director.- **Assistant II**
- Other duties and projects as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of Library services for children, teens, and adults
- Knowledge of ability to assist patrons with computer operations and Microsoft Office programs
- Ability to learn and communicate Library policies and procedures
- Basic knowledge of children's literature
- Strong oral and written communication skills
- Ability to produce creative programs, displays, and promotional materials
- Ability to prioritize multiple competing tasks and meet deadlines
- Strong skills in customer service
- Ability to assist patrons with research reference and literature advisory services- **Assistant II**

<ul style="list-style-type: none"> <li>• Knowledge of educational programming techniques for youth and families- <b>Assistant II</b></li> <li>• Knowledge of staff scheduling and supervisory responsibilities- <b>Assistant II</b></li> </ul>			
<b>ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING</b>			
<p><b>Assistant I</b></p> <ul style="list-style-type: none"> <li>• 2 years of college level coursework in Liberal Arts, Education, Library Science, or a closely related program. One (1) year of experience with educational programming, customer service, or library operations. Any combination of equivalent education and experience may be considered.</li> </ul> <p><b>Assistant II</b></p> <ul style="list-style-type: none"> <li>• Bachelor’s degree in Education, Literature, Business, or a closely related field. Two (2) years of experience with research, educational programming, or small business management (to include supervisory). Any combination of equivalent education and experience may be considered. Prior library or youth educator experience required.</li> </ul>			
<b>WORKING CONDITIONS AND PHYSICAL REQUIREMENTS</b>			
<ul style="list-style-type: none"> <li>• Must be available to work one (1) Saturday per month</li> <li>• Must have sufficient physical ability to work in an office type setting; sit, walk, or stand for prolonged periods of time</li> <li>• Frequently lift and carry up to 10lbs, and occasionally lift and carry up to 20lbs</li> <li>• Work requires frequent bending, twisting, reaching, and grasping in handling books and other materials</li> <li>• Typical work is performed indoors, but special programming may be held outdoors.</li> </ul>			
<b>POST OFFER REQUIREMENTS</b>			
<ul style="list-style-type: none"> <li>• Criminal Background Check</li> </ul>			
<b>Department Head Recommended:</b>	<b>HR Manager Approval as to Form:</b>	<b>County Administrator Recommended:</b>	<b>Board of Supervisors Approved:</b>
August 2018	August 2018	August 2018	Pending



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

TAB U

<b>MEETING DATE:</b>	Sep 5, 2018				
<b>AGENDA TITLE:</b>	Virginia Information Technologies Agency FY19 Wireless E-911 PSAP Grant.				
<b>MOTION(s):</b>	<p><b>1) I move to approve the application and sign the proposal acceptance letter for the Next Generation 9-1-1 (NG9-1-1) Grant Program award from the Virginia 911 Services Board in the estimated amount of \$246,000 to fund replacement of voice logging software, and other E-911 related equipment.</b></p> <p><b>2) Further, I move to authorize the County Administrator to execute contracts and agreements associated with this grant, subject to approval as to form by the County Attorney; and authorize a supplemental appropriation for FY19 County Budget in the amount of \$246,000 to revenue and expenditure accounts assigned by Finance.</b></p>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		<b>XX</b>			
<b>STAFF CONTACT(S):</b>	Michael R. Grandstaff, Director of Communications, Sheriff's Office Staff; Sheriff Eric B. Hess				
<b>PRESENTER(S):</b>	Michael R. Grandstaff, Director of Communications, Sheriff's Office				
<b>RECOMMENDATION:</b>	Approve and sign proposal acceptance letter the Virginia Information Technologies Agency FY19 NG9-1-1 Grant.				
<b>TIMING:</b>	Normal				
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>• From day of signing proposal acceptance letter, the BOS has 90 days to sign contract with AT&amp;T to deploy the system.</li> <li>• Grant funds will be used to replace the current voice logging software, and other equipment related to E-911.</li> <li>• Voice logging software is used to monitor and verify communications and interactions; it allows dispatchers to rapidly and proactively listen in and instantly review any call.</li> </ul>				
<b>FISCAL IMPACT:</b>	<ul style="list-style-type: none"> <li>• State grant award of estimated \$246,000. State pays full cost of one-time installation and first 24 months of contractual cost increase.</li> <li>• This state grant award is to be used to replace the outdated voice logging software in the E-911 Center.</li> <li>• Award Period: January 2019 – June 2019.</li> <li>• Deployment Period: January 2020 – June 2020.</li> <li>• Current System Costs: approximately \$4,529 a month.</li> <li>• Estimated Additional Cost After Deployment: \$1,034 a month</li> <li>• No additional local match funding is required.</li> <li>• No extensions are allowed.</li> </ul>				

<b>POLICY IMPACT:</b>	<ul style="list-style-type: none"> <li>• NG9-1-1 is a state-wide initiative with no option for not deploying the new system.</li> <li>• If this hardware is not replaced, then we will have more frequent and longer outages compromising public safety. With this recording and playback equipment, we will be able to process and dispatch for emergency aid quickly and accurately.</li> <li>• Replacing and/or updating additional equipment within the E-911 Center will support the strategic goals for emergency response service to the public and continuously meet the public expectations.</li> </ul>				
<b>LEGISLATIVE HISTORY:</b>	This grant was previously awarded to the E-911 Center in FY13 and FY14.				
<b>ENCLOSURES:</b>	Next Generation Fluvanna County PSAP/GIS Specific 9-1-1 Migration Proposal.				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
		<b>XX</b>			

Virginia Information Technologies Agency



# Commonwealth of Virginia Next Generation 9-1-1

## Fluvanna County PSAP/GIS Specific NG9-1-1 Migration Proposal



July 1, 2018

[www.vita.virginia.gov](http://www.vita.virginia.gov)

## Executive Summary

This migration proposal is being prepared for the **Fluvanna County PSAP** based on the Fairfax County contract with **AT&T**. **Michael Grandstaff** shall be the primary contact.

The Commonwealth has been discussing and planning for next generation 9-1-1 (NG9-1-1) for nearly a decade. With significant advances of the technology, capabilities and functionality of an NG network, now is the time to move from planning to implementation. The question is not if the Commonwealth should deploy NG9-1-1, but rather, how should the Commonwealth deploy NG9-1-1. There is no option for not deploying it. Since 9-1-1 is a local service, it is up to each locality to determine how they will move forward with NG9-1-1 deployment. To aid that decision, the 9-1-1 Services Board (the Board) adopted the Virginia NG9-1-1 Deployment Plan in January 2018. That plan proposed the methodology and process to guide the 9-1-1 Services Board and Commonwealth as a whole, through this deployment. Fortunately, localities in the Commonwealth are able to leverage a project in Northern Virginia for both lessons learned and a procurement vehicle that will make the process significantly easier. Though the Board is recommending the Fairfax County contract with AT&T for NG9-1-1 services since it was awarded through a competitive process, each locality will need to determine the most appropriate path. The Board and VITA are positioned to provide assistance, and to assure a seamless, unified network.

Regardless of the locality's decision, all stakeholders in the 9-1-1 ecosystem must work together on deployment. A primary goal of NG9-1-1 is to ensure calls and information received in one locality can be transferred to any surrounding locality even if it is to another state. Accomplishing that will require continual coordination, communications and cooperation among the stakeholders throughout the deployment process. The cost of failure is too high. Each stakeholder in the 9-1-1 ecosystem must work together and ensure a smooth transition to NG9-1-1.

A Migration Proposal is being developed for each locality (or groups of localities if served by a consolidated public safety answering point or PSAP) to provide information about the AT&T solution, prerequisite work needed within the PSAP and the expected costs and funding provided by the Board. The goal of this document is to provide each PSAP/locality with all of the information needed to evaluate the AT&T solution and determine whether it will meet the local needs. No locality should feel obligated to accept this proposal as they may use an appropriate procurement process for these services. This is simply to provide more information about services that are already available through an existing contract.

The Commonwealth's goal is to have all PSAPs fully deployed with the National Emergency Number Association (NENA) i3 standard. This standard states that all 9-1-1 calls are delivered to the PSAP on IP circuits with associated caller location data. If the equipment or GIS data in the PSAP is not capable of supporting the NENA i3 standard, interim solutions are available. These solutions allow calls to be delivered to the PSAP as IP, but then be converted back to analog for interface with the PSAP's systems. This interim solution established the PSAP's connection to the ESInet and will serve as the initial migration to NG9-1-1. After system and/or GIS data upgrades are complete the PSAP will be able to reach a full i3, NG9-1-1 environment. While AT&T will conduct a more exhaustive assessment after the PSAP executes a participation agreement, the review ISP performed for this proposal indicates that the **Fluvanna County PSAP** will need to upgrade their current Vesta 911 software or have in place an i3 functional CHE that has been approved on the AT&T ESInet™ to be able to implement the full NENA i3 standard without the need for any interim or transitional steps. Some work on their GIS data will be required, but it should not impact the deployment schedule.

## Solution Overview

AT&T is offering their Next Generation ESInet solution throughout Virginia as a solution that will facilitate a transition from legacy 9-1-1 networks to networks capable of supporting the growing demands of a mobile society. AT&T's solution supports key NENA i3 capabilities today, while forming the basis of a true NG9-1-1 platform that will support multimedia emergency services as standards are solidified in the industry.

The AT&T ESInet™ solution is a combination of a world class IP network and the NG9-1-1 components. Their ESInet solution (delivered as a service) comes complete with a full suite of advanced features, management services and tools to help ensure they provide the best possible service to each PSAP and ultimately the citizens they serve.

The AT&T ESInet™ solution provides the public safety community with an i3 architecture built from the ground up. AT&T's commitment to the NENA i3 standard is based on years of contributions to NENA standards committees and understanding the evolving needs and requirements of the Public Safety community. The AT&T solution is not just "i3 like," or "i3 aligned." As elements of the i3 standard continue to be ratified, updated and enhanced—AT&T will continue its commitment to i3. The AT&T ESInet™ services will provide Virginia everything needed to deliver the critical foundational components of an industry standard i3 solution delivered over the world's most advanced IP network.

### AT&T ESInet™ Included Features

- Initial build-out with expandable capacity
- Nationally distributed, geographically diverse and redundant service architecture
- Pre-deployed ESInet Call Processing Centers in AT&T datacenters across US
- Aggregation Centers (AGC) in AT&T Central Offices across the US to easily augment growth capacity
- Initial call processing capacity more than twice current US E9-1-1 call volumes
- NENA i3 compliant
- High availability design (99.999% availability)
- 6 core redundant architecture
- Redundant ALI database
- Interoperable with neighboring PSAPs
- Defense in depth security
- Text to 911 – National TCC Provider
- IPV6 capable
- Reporting Suite
- Full lifecycle management
- End to end management and monitoring
- Fully resourced team to install and support
- Full Business Continuity/Disaster Recovery organization
- Dedicated Program / Service Manager

The proposed solution provides a secure IP-based network with no single point of failure. With no single point of failure, the solution includes six ESInet data centers located at AT&T facilities throughout the country. The ESInet will provide the core for a robust emergency services IP network that assures call delivery. The AT&T solution enables call delivery into a legacy PSAP environment, an IP-enabled 9-1-1 PSAP, or to peer ESInets. AT&T and West Corporation have deep security and support provisions in

place. AT&T has demonstrated experience in cybersecurity. All of this is backed by AT&T's 24/7/365 Resolution Center, AT&T Labs, AT&T's world class project management and service delivery organizations.

Additional information about the AT&T solutions and the contract with Fairfax County can be found at: <https://www.fairfaxcounty.gov/cregister/ContractDetails.aspx?contractNumber=4400007825>

## PSAP Call Handling Systems and Applications

Each PSAP system and application that interfaces with the 9-1-1 call must be assessed to determine if it will be compatible with NG9-1-1. This section of the migration proposal identifies each major system, assesses its readiness and outlines any upgrades that must or could be implemented with NG9-1-1.

### Call Handling Equipment

Obviously, the PSAP's call handling equipment (CHE) is the primary system that interfaces with the 9-1-1 network. As such, it is likely the one that will require the deepest assessment and potential upgrades to operate with the NG9-1-1 network. CHE that is non-vendor supported (NVS) (or will become NVS during the transition period) or cannot be upgraded to be NG9-1-1 capable will be identified for replacement, but will be subject to the funding limits currently in place for the PSAP grant program (\$150,000 individual or \$200,000 shared services). This may also apply to technology refreshes of hardware due to becoming NVS or operating systems becoming end-of-support. The current CHE in the PSAP has been identified as:

- CHE manufacturer: **Motorola**
- CHE model: **Vesta 911**
- CHE version number (clients): **6.1**
- CHE version number (server): **6.1**
- CHE maintenance provider (channel): **Century Link**
- CHE Geodiversity: **No**
- Number of positions: **4**
- SIP capable: **Yes**

This CHE has been determined to be SIP capable, but will require an upgrade to Vesta 7.2 to implement the full i3 interface. This upgrade will require the purchase of two firewalls to connect to the ESInet. However, if the PSAP deploys text to 9-1-1 with the direct IP solution prior to NG9-1-1 migration, these firewalls will already have been purchased and can be used for both purposes.

The PSAP indicates the planned replacement of their CHE in **2018**; therefore, funding for this will be available to the PSAP in fiscal year 2019. This is before their planned NG9-1-1 migration so any new CHE will need to be tested and i3 functional on the AT&T ESInet.

### Text to 9-1-1

Text to 9-1-1 can be deployed web-based on a separate computer or integrated with the CHE. While the former is typically at no cost, the latter tends to have a cost associated with it. Though text to 9-1-1 will be a base feature of NG9-1-1, the passage of Senate Bill 418 in the 2018 General Assembly requires all PSAPs to implement text to 9-1-1 by July 1, 2020. The PSAP has not yet deployed text to 9-1-1. Since their deployment for NG9-1-1 is scheduled before the new deadline for text to 9-1-1 deployment, they will deploy it with NG9-1-1 as a direct IP service integrated with their CHE. The cost to implement this will be covered by the Board.

## Computer-Aided Dispatch

A computer-aided dispatch (CAD) system usually receives 9-1-1 location information (ALI) through an interface with the CHE. As a result, the change to NG9-1-1 should not have an impact on a CAD system. However, an assessment is made to determine if that is the case and if any options are available from the CAD vendor that could improve operations after NG9-1-1 is deployed. Any required upgrades would be funded through the Board, but any options to improve operations would be at the PSAP's expense. Additionally, as a reminder, CAD system replacement is no longer funded through the PSAP grant program so PSAPs need to plan for its replacement locally. The current CAD system has been identified as follows:

- CAD vendor: **DaPro (replacing with Spillman Flex 6.3)**
- CAD software version: **IBR Plus 5.3.1**
- CAD interfaces: **Yes**
- Method of data transfer: **Serial to IP**

The PSAP is currently planning to replace this CAD system. It is the responsibility of the PSAP to determine any upgrades or modifications the new system may need with the deployment of NG9-1-1.

## Mapping Display System

Similar to a CAD system, a mapping display system usually receives 9-1-1 location information (ALI) through an interface with the CHE or is part of the CHE or CAD. As a result, the change to NG9-1-1 should not have an impact on a mapping display system. However, an assessment is made to determine if that is the case and if any options are available from the mapping vendor that could improve operations after NG9-1-1 is deployed. The current mapping display system has been identified as follows:

- Dispatch Mapping Vendor: **GeoComm**
- Dispatch Mapping Software Version: **GeoLynx v8.10.0**
- Method of data transfer: **Serial**

This mapping display system has been determined to not require any upgrade or modification with the deployment of NG9-1-1.

## Voice Logging and Recording

Typically, the audio recorded by a voice logging recorder is generated by the CHE. Though not a best practice, it is possible to record audio directly from the incoming 9-1-1 trunks so an assessment must be performed to ensure that audio from 9-1-1 calls will still be recorded after the deployment of NG9-1-1. The current logging system has been identified as follows:

- Logging Recorder Vendor: **NICE**
- Logging Recorder Model: **Inform**
- Logging Recorder Software Version: **6.1**
- Audio Origination Point: **Trunks**

While the voice logging recorder system does not require any upgrade or modification with the deployment of NG9-1-1, if the PSAP wishes to maintain trunk-based recording, a span port will be provided by AT&T. The recording system may require an upgrade to receive and interpret the IP data. If desired, the cost of this upgrade would be covered by the Board. It is important to note that while this will allow audio to be pulled from the IP talk paths, it will not mirror current functionality. Currently, with analog trunks, trunk-based recording allows the audio to be captured before the call is answered by the call taker and the call is still in queue. With an IP connection, the audio is not present on the circuit

until the CHE responds with an answer code. This is usually not until it is answered by a call taker, though it could be earlier if an audio message is played for the caller (which technically requires the CHE to answer the call to play the message). The PSAP can choose to convert to position-based recording and the Board will cover the cost of reconfiguration.

## Data Analytics

Though the ECaTS data analytics application is provided to all PSAPs by the 9-1-1 Services Board, some PSAPs still use a second application, native to the CHE, for data analytics in the PSAP. While the Board will directly fund the upgrade to ECaTS to handle NG9-1-1, the local data analytics application may also need to be upgraded. The current data analytics application has been identified as follows:

- Primary Data Analytics System: **ECaTS**
- Data Analytics Vendor: **ECaTS**

All required upgrades to ECaTS will be handled through the statewide contract at no cost to the PSAP.

## Outcall Notification Systems

The PSAP currently uses **Everbridge** as their outcall notification system. AT&T will provide quarterly subscriber data for use in this system at no cost. It is important to note that this data's use is limited to the outcall notification system and cannot be used for other purposes.

## Other Systems or Applications

No other systems, that interface with the 9-1-1 call flow have been identified that will impact the PSAP's readiness for NG9-1-1.

## Rack Space

The AT&T solution requires four units (4U) of rack space in the PSAP equipment/computer room for networking equipment. The rack must also have available electrical connections and be properly grounded. The PSAP has confirmed that this space is available.

## Coordination with Open Grants

The PSAP currently has no open grants.

## GIS Data Preparation

### GIS Data Sources

Currently, **GeoComm** maintains all of the GIS data for the PSAP and will be the source for all GIS data required for NG9-1-1 geospatial routing; however, other departments within the locality may contribute data or manage various processes. It is the responsibility of the **Fluvanna County Planner** to aggregate the GIS data required for the PSAP and NG9-1-1.

### Locality GIS Data Readiness

Geospatial data drives the routing of NG9-1-1 calls. It is imperative that road centerline and address point data layers are highly accurate and well maintained. In 2016, VITA conducted an analysis of these data against the existing automatic location identification (ALI) database and master street address guide (MSAG) to help determine readiness and provided a report to each PSAP of the results. This analysis has been repeated making adjustment to the logic to ensure it matches the methodology used by AT&T in their analysis. The goal is to have 98% of all addresses in the current ALI database geocode against the locality's road centerline data layer. Once the 98% threshold recommended by NENA is met, the PSAP is ready to deploy NG9-1-1. Since matching to the address point is more accurate, VITA is recommending the additional goal of matching 98% of ALI database addresses when geocoded against



the address point data layer. If either of these goals is not achieved, then GIS data work must be completed to meet or exceed these goals. While financial support from the PSAP grant program may be available to fund this work, localities with GIS programs will be encouraged to make the necessary corrections in house if resources and time before deployment permits.

These are preliminary results based on expected data criteria of AT&T, and will be retested directly by AT&T after the execution of the participation agreement. This analysis provides the PSAP and their GIS support with an estimate of the extent of potential errors and helps identify the issues that need to be resolved. ISP staff including a GIS analyst and/or regional coordinator will begin working with the GIS data maintenance provider (internal or external) to identify and correct the GIS data or ALI data and achieve a higher match rate and thus more accurate geospatial routing.

Though there are other types of errors that may exist in the GIS data used by the PSAP (such as parity or cartography errors), these do not usually impact the routing of a 9-1-1 call. As a result, as part of this effort, only corrections that impact routing the 9-1-1 call will be required. PSAPs, in coordination with their GIS support, are encouraged to look more broadly at their data and work to improve its overall quality as well.

The 2018 MSAG/ALI/GIS analysis for the PSAP determined the current match rate to be as follows:

- Road Centerline (RCL) – **98.6%**
- Address Point – **96.9%**

**Fluvanna County** already meets the RCL goal. If they desire a greater match rate, there are some differences in street names between the ALI and GIS data. Correcting the street names so they match would increase the match rate for RCL to **99.1%**. The analysis also determined that no more than ten addresses were responsible for many of the address point discrepancies. Resolving no more than ten addresses will increase the result to **97.6%**. During July 2018, VITA will send each PSAP and/or GIS manager a report detailing this analysis, and identifying the specific ALI records that could not be matched to the RCL or address point data. To resolve these ALI address discrepancies, there are potentially four actions that will need to take place:

1. **Add a record to the GIS** – When the ALI database has correct addresses that have not been added to the GIS data, the addition of data needs to occur. This may entail adding a road segment to the RCL or a point to the address points.
2. **Change attribution in the GIS** – When an ALI record has a correct address but the RCL or address point attribution is incorrect the discrepancy in the GIS data must be resolved. A common issue is a difference with the street name or street type between the ALI and the GIS data. Often, this issue can be corrected using a batch script process. VITA staff can assist.
3. **Change attribution in the ALI database** – When the RCL or address point has the correct address but the ALI record is incorrect, the discrepancy in the ALI database may need to be resolved. Again, this is often caused by differences in the street name or street type between the records. If necessary, AT&T can make batch changes as they load the ALI database into the ESInet.
4. **Determine that the discrepancy is not an error** – There are often ALI records associated with telephone numbers that can never actually dial 9-1-1. They could be pilot numbers for a multi-line telephone system, foreign exchanges or shell records for wireless calls. While many of those records were filtered out of the analysis, some may still be within the data. These ALI records need to be identified and removed from the match rate calculation. VITA staff will assist with this process.

In addition to the requirement for ALI address matches, there are five GIS data reviews that AT&T conducts on the GIS data to ensure there are no errors that would cause issues or uncertainty when routing a 9-1-1 call. As an example, duplicate GIS data could cause a search for an address to result in two or more matches. Since certainty of a location is important, checks are performed to ensure no duplicate data exist. The following is a list of the additional analyses performed and the number of records that were found to be in error that will need to be corrected:

- Road centerline has duplicate address ranges - **0**
- Road centerline has right or left side overlapping address range - **2**
- Road centerline has street name attributes not meeting Virginia, USPS, & NENA standard - **0**
- Address point is duplicate, has no street name, or no address number - **14**
- Address point street name and road centerline street name mismatch - **5**

All of these errors will be also included in the analysis delivered to the PSAP and GIS Manager in July 2018. This includes geospatial data identifying each specific error that can be viewed in ArcMap. Utilizing this information will assist in error identification and correction.

Regardless of how they are resolved, **Fluvanna County** will need to resolve these issues through external resources, at least three months prior to the targeted deployment date.

### PSAP Boundary

This is a GIS polygon data layer that defines the area of responsibility for each PSAP. The PSAP boundary must be agreed to by all adjoining PSAPs, thus its development must be a regional effort. VITA ISP will support the regional development and maintenance of a statewide PSAP boundary. This PSAP boundary layer is essential to routing 9-1-1 calls based on caller location by either civic address or coordinate location. This layer must not have gaps or overlaps to ensure correct call routing. VITA will develop a best practice to guide each PSAP through this process, which can also be facilitated by the VITA ISP regional coordinator.

### Authoritative GIS Data Source Boundary

This polygon layer defines the area of authoritative GIS data sources, with no unintentional gaps or overlaps. The boundary must be agreed to by all adjoining data provisioning providers. Edge-matching conformance is ensuring that one and only one entity is responsible for maintaining each piece of GIS data within a PSAP. Within a PSAP boundary, there may be multiple sources for authoritative GIS data as a combination of cities and counties. The GIS sources within the PSAP need a common and agreed-upon understanding for the maintenance of each feature and the provisioning boundary of responsibility. Making sure there is agreement of that point and ensuring each locality is only providing data where they are the authoritative GIS data source are the purpose of this assessment. External edge-matching conformance addresses boundaries between neighboring PSAPs to ensure that there are no overlaps or gaps in the maintenance of GIS data. Geometric features need to meet at the agreed upon boundary.

### MSAG transition/confirmation

In order to accommodate originating service providers (OSP) that are not fully i3 capable, AT&T will maintain a master street address guide (MSAG) as part of the NG9-1-1 solution. While the existing MSAG can be used and maintained, generating a new MSAG from local GIS data is a better solution since existing GIS data is generally of superior quality than the MSAG. To use GIS data to generate the MSAG, an emergency service number (ESN) data layer must exist or be created. The PSAP has an unknown number of **ESNs** for their area of responsibility. **Fluvanna County** may not have an ESN boundary layer depicting this area. If they do it will be used to generate a GIS data based MSAG with the transition to

NG9-1-1. If they do not, and since this layer is the same as the PSAP boundary layer it will be created at the same time. Once it is, they can utilize a GIS generated MSAG with the migration to NG9-1-1.

Ultimately, ESN and community name need to be attribute fields in the address points and road centerlines layers to support call routing until the OSP can transition to i3. If these attributes are not part of a locality's existing maintenance workflow or GIS database, they can be created by building a separate polygon layer and transferring these values to the centerline segments (commonly referred to as a spatial join). The spatial join method can be implemented as part of the workflow for preparing to transfer GIS data to AT&T to ensure these fields are accurately populated.

## GIS Ingest Readiness

Localities may choose to implement AT&T's tools and workflows for ongoing maintenance of GIS data, or may choose to continue using internal workflows or third-party support services. As GIS data is updated, regardless of the tool set or service provider, the GIS datasets must be provided to the spatial interface (SI). The SI provisions the updated GIS data to drive location validation and call routing functions in the ESInet.

Localities choosing to adopt or transition to the AT&T toolset will have a defined workflow for providing updated GIS data. Localities wishing to use existing tools, acquire third-party tools, or rely on a service provider will need to ensure the workflows are in place to accept and resolve discrepancy calls (formalized requests to update GIS datasets), and periodically transfer updated GIS datasets to the AT&T spatial interface. This section will establish the path and milestones for completing this work.

## Data maintenance Workflow/Procedures

The quality of GIS data diminishes over time unless it is properly maintained. It is important that localities document GIS data maintenance workflows and validations to ensure synchronization across GIS layers. This can include periodically ensuring conformance of edge matching of GIS data at shared boundaries. VITA has confirmed that the GIS organizations supporting the PSAP have appropriate internal data maintenance procedures/discrepancy management workflows.

## Call Routing

The ultimate goal for all PSAPs is to use geospatial (i3) routing for all 9-1-1 calls. This solution uses all the NENA i3 standards for delivering voice and data directly into the PSAP's CHE. 9-1-1 call routing is based on the PSAP-provided GIS data. The ESInet router hands off the call to the PSAP networking equipment (router or firewall). The PSAP's CHE must be able to receive the voice call via SIP. Location data delivered via SIP using PIDF-LO, and would perform all the i3 protocols such as LoST and HELD.

If the PSAP's CHE is not NG9-1-1 capable or the geospatial data is not ready for deployment, a PSAP can still connect to the ESInet with an interim solution for call delivery. This will allow the PSAP to migrate on schedule, and they can implement geospatial (i3) routing when the GIS data is suitable for this use and the CHE is i3 capable.

The two interim solutions are as follows:

**Legacy PSAP Gateway** - This solution allows the PSAP to be connected to the ESInet through a network gateway. In this call delivery configuration, the call is routed with the legacy MSAG and ALI data, however this is done over the IP network. Once the call reaches the gateway, the voice data is converted to analog and processed over an analog voice circuit to the PSAP's CHE. This does not require any upgrade to the CHE and as mentioned uses a legacy ALI lookup. The ALI

lookup would use a standard serial connection (in this case to the legacy PSAP gateway placed in the PSAP) to retrieve location information.

**Transitional SIP** - This solution uses an IP (SIP) connection to get the voice call directly into the PSAP's CHE. The ESInet router passes the call to the PSAP networking equipment (router or firewall). The PSAP's CHE must be capable of receiving the voice call via SIP. The CHE would still use a legacy ALI lookup. The ALI lookup would use the standard serial connection (in this case to the ESInet routers) to retrieve location information. MSAG and ALI are still used to conduct the routing.

Again, the ultimate goal for all PSAPs is to geospatially route all 9-1-1 calls. If the geospatial data meets the accuracy goals, a PSAP should be able to deploy NG9-1-1 with geospatial routing. If for some reason, this cannot be accomplished, interim solutions are available to allow the PSAP to deploy on schedule, and they can convert to geospatial routing later.

Based on an assessment of the CHE and GIS data, geospatial routing can be implemented initially with NG9-1-1 and no interim solution will be necessary. While some GIS data correction must take place, the PSAP is committed to correcting those issues well in advance of the required milestone and to maintain that data through the transition period.

## Call Transfers

During the transition to NG9-1-1, the AT&T ESInet will be interconnected with all selective routers from Verizon and CenturyLink to ensure that calls received by PSAPs that have deployed NG9-1-1 can be transferred to PSAPs on the legacy E9-1-1 network and vice versa. No ability to transfer calls will be lost during the transition when neighboring PSAPs may be on different networks.

Post deployment, all Virginia PSAPs should be on an ESInet and should be able to transfer calls among PSAPs with accompanying location data. Even if more than one ESInet is deployed from different solution providers, the goal is that they are interconnected and calls can be transferred between them.

## Network

The NG9-1-1 solution offered by AT&T is a service; therefore, the network is provided as part of that service. However, there are several issues impacting the network that may be outside of this service that must be considered. The configuration of the PSAP's connection to the network will be based on the legacy E9-1-1 network information as follows:

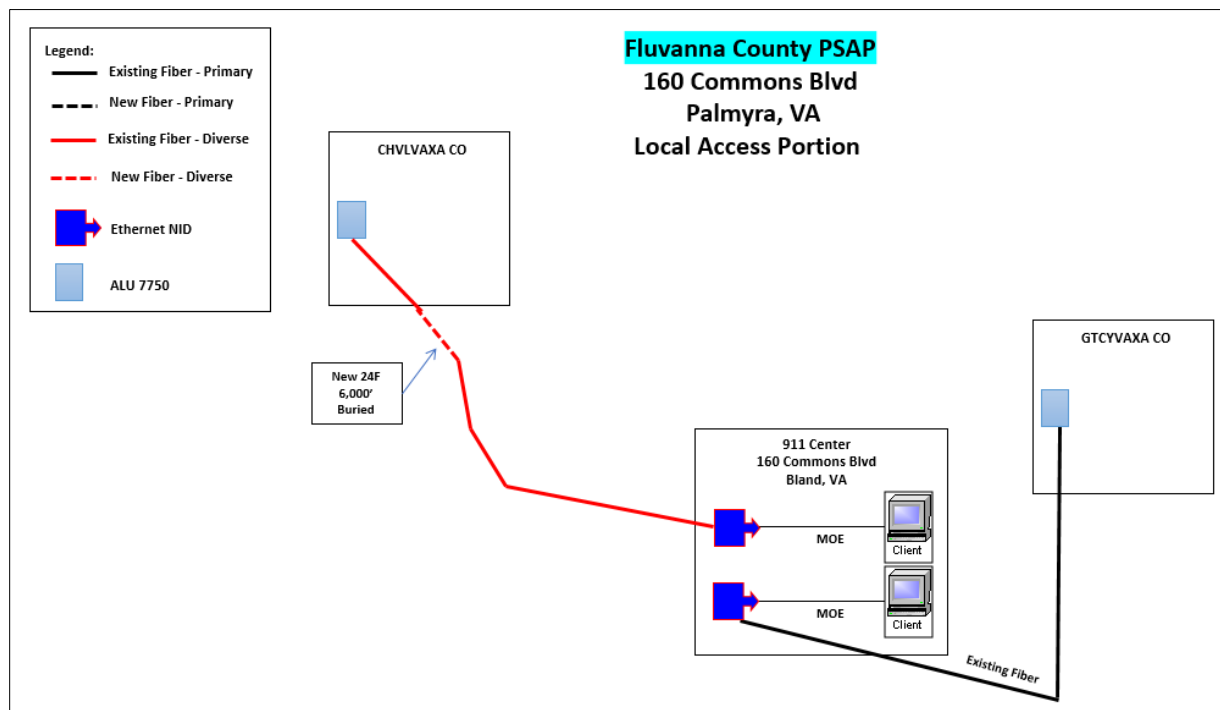
- Legacy E9-1-1 service provider: **CenturyLink**
- ALI database provider: **CenturyLink**
- Selective router pair(s): **Charlottesville/Farmville**
- Trunk counts (all): **14**
  - Wireline: **4**
  - Wireless: **4**
  - SIP: **0**
  - Administrative: **6**

The NG9-1-1 network will be designed to support the same number of concurrent 9-1-1 calls as can be supported on the legacy network (wireline and wireless trunks). The PSAP can designate what happens to calls that exceed this number. This setting is determined in the PSAP CHE, but the options will be discussed with AT&T during system configuration. The options include providing the caller with a fast

busy signal, routing the call to another PSAP, or overflowing the call to another line. As a best practice, VITA ISP recommends routing the call to a fast busy signal or rerouting calls to another PSAP.

## Redundancy and Diversity

In order to provide 99.999% availability of the NG9-1-1 service, each PSAP must have diverse and redundant IP connections to the ESInet. Having redundant connectivity means having two connections, but they could be co-located or follow the same path. Having diversity means that those redundant connections follow different paths that never touch from origin to destination. To achieve the 99.999% availability, diverse connectivity is planned for all PSAPs. There is a chance the diversity is simply not available to all PSAPs. AT&T has conducted a diversity study for each PSAP and the results for the current location of the **Fluvanna County** PSAP are as follows:



The total cost for this diverse connectivity is **\$26,000**, which will be provided by the Board as part of the PSAP's funding submission. Also, there is a one-time \$82,000 charge for all CenturyLink sites. That cost will be provided by the Board as part of the first PSAP's funding submission that chooses the AT&T solution. The timing of the implementation of the diverse connectivity may not be completed until after initial NG9-1-1 deployment.

## Disaster Recovery

Though the NG9-1-1 solution is designed to provide 99.999% availability, disaster recovery plans still need to be in place for instances when the network becomes unavailable or the PSAP is otherwise inoperable (evacuation, structural damage, etc.). Broadly, when the PSAP must be abandoned, there are two approaches to disaster recovery, a) having a backup PSAP within the locality or b) partnering with a neighboring PSAP to take the calls. Additionally, if only the network is impacted and the PSAP is still operable, 9-1-1 calls can be forwarded to a 10-digit telephone number in the same PSAP. Location data is lost, but that call can still be answered and processed.

Currently, the PSAP has a disaster recovery plan which states that if the PSAP must be evacuated for any reason, or should just the network be unavailable and the PSAP can still be occupied, incoming calls are rerouted to a **10-digit administrative line**.

Based on the current disaster recovery plan, no additional steps must be taken in order for this plan to continue to be viable with NG9-1-1. The PSAP need only inform AT&T of their disaster recovery plan during the detailed planning after the participation agreement is signed. AT&T will then build those routes in the configuration files both for during the transition and post-migration to NG9-1-1.

While support will be available to maintain the current disaster recovery capability for the PSAP, it is important to note that there are aspects of disaster recovery that are beyond the scope of this migration proposal. As an example, while the NG9-1-1 network can be configured to route calls to a neighboring PSAP in the event of a PSAP evacuation, getting the 9-1-1 call to another PSAP to be answered is only part of the dispatching process. The call for service then needs to be sent to first responders through a radio channel or mobile data. Assuming that capability already exists, nothing about the deployment of NG9-1-1 should impact that. In cases where disaster recovery does not exist currently, this migration proposal only deals with getting the 9-1-1 call routed to another PSAP (backup or neighboring) and does not address radio or CAD interoperability needed to effect the dispatch of first responders. VITA ISP can assist with that process, but outside of NG9-1-1 deployment. Additionally, VITA ISP can assist with the exercising of disaster recovery plans, which should be done at least once a year to make sure they are fully functional when needed.

## Secondary PSAP

There are no secondary PSAP(s) identified within the service area of the primary PSAP.

## Network Security

AT&T employs a defense-in-depth security strategy to protect sensitive information. Security mechanisms are deployed throughout the service in addition to the multi-layered security provided by the network itself, in order to provide seamless and effective security. AT&T's world-class experience in both IP and Telephony Security provides the following key security elements.

- Availability of the VoIP Service: Stop denial or deterioration of service functionality
- Integrity of the VoIP environment: Prevent system functions or data from being corrupted
- Confidentiality and Data Privacy in VoIP: Keep information secure and private

The AT&T IP/MPLS Converged Network deploys the same attention to state-of-the-art security measures as have been provided on traditional PSTN networks:

- AT&T Security Policy and Requirements (ASPR) and AT&T OneProcess provide the security foundation.
- AT&T Internet Protect helps protect against worm/virus attacks and offers DoS (denial of service) protection.
- A 24x7 Security Network Operations Center (SNOC).
- AT&T MPLS Voice Aware Network provides security and QoS.
- AT&T Global Fraud Management System protects AT&T VoIP against fraud.
- AT&T hub-and-spoke MPLS VoIP VPN for customer access helps to provide security and QoS for AT&T.

In the AT&T MPLS network, customer services are provisioned on specific interfaces of an MPLS VPN by using known IP addresses. This approach enables AT&T to authenticate users and traffic. Rather than supporting signaling or voice encryption, AT&T relies on the MPLS security and secured IP tunnels to provide confidentiality for signaling and voice.

The data privacy and data integrity of an MPLS VPN is not dependent on encryption or address space-based access controls. AT&T protects the core network against compromise by:

- Hardening the routers and turning off unnecessary services.
- Implementing TACACS+ authentication, authorization and accounting for router access/commands.
- Automated provisioning of router configuration driven from ordering systems, to minimize human error, complimented by daily discord reports and investigation.
- 24/7 monitoring and DoS mitigation tools.
- Route dampening and/or limiting total number of routers learned to protect routing stability.
- Firewalls, IDS, token based authentication, encrypted remote access for network and service management systems/work centers.

The AT&T security culture assures that these architectural protections are enforced by audits, employee awareness training, penetration testing and enforcement of architectural principles and policy.

In addition, AT&T MPLS VPN service is a transport only service, with the data integrity and data privacy protection as described above. AT&T monitors the core network for traffic anomalies and shared resource consumption thresholds to protect the core network and assure that traffic storms do not impact the performance of other customers. AT&T network management and service management systems are hardened, require authentication and authorization control, and are instrumented with intrusion detection to assure that they are not compromised, and cannot serve as a vector to attack the network or customers.

## Schedule for Deployment

A clear and accurate schedule is essential to ensure cost effective and coordinated deployment throughout the Commonwealth. For that reason, this section identifies all milestones that must be met in order to successfully deploy. To manage costs, a six-month deployment window has been established for each selective router pair regardless of whether the PSAPs choose the AT&T or another NG9-1-1 solution. The following chart identifies the deployment periods for each selective router pair:

Selective Routers	
Fairfax/Alexandria	
High St Portsmouth/Jefferson	
Stuart/Chester	
<b>Charlottesville/Farmville</b>	
Fredericksburg/Winchester	
Danville/Lynchburg Church St	
Staunton/Salem	
Shenandoah County ECC	
Covington	
New Castle	
Floyd County	
Monterey-Highland Telephone	
Blacksburg/Norton	
Johnson City/Wytheville	

The **Fluvanna County PSAP's** deployment window will be **January 2020 – June 2020**. A specific date will be determined after all PSAPs have made the NG9-1-1 decision and AT&T develops the master schedule. Regardless of the specific date, any CHE upgrades, diverse connectivity enhancements and GIS data corrections must be completed at least **three months** before the deployment date. If they are not



completed by this date, migration can still occur on schedule, but it will require the deployment of an interim solution instead of full i3.

## Cost Estimates for NG9-1-1 Funding

The 9-1-1 Services Board has committed to funding the transitional costs for NG9-1-1 deployment so it is important that all such costs are identified and made part of the overall budget. It is also important that the funding be provided on a fair basis across all PSAPs in Virginia. While most costs will be fully funded, others like replacement of non-vendor supported CHE will continue to be funded at the same levels as has been provided through the PSAP grant program in prior years. Based on all of the information provided in this migration proposal, the following budget is for your deployment of NG9-1-1:

Category	Amount	Notes
NG9-1-1 non-recurring cost	\$4,000	Flat rate from AT&T
CHE upgrade	\$150,000	Replacement in FY19
	\$30,000	i3 deployment services
Text-to-911	\$30,000	Firewalls and professional services
CAD upgrade	\$0	Not required
Mapping upgrade	\$0	Not required
Voice logging upgrade	\$0	Not required
ECaTS Data analytics expansion	\$1,000	i3 logging and text to 9-1-1
Other system upgrades	\$0	Not required
Rack space	\$0	Rack space is available
Diverse connectivity costs	\$26,000	+\$82,000 if first CenturyLink PSAP
Disaster recovery upgrade	\$0	Not required
Secondary PSAPs	\$0	None
GIS data preparation	\$0	Not required
Legacy 9-1-1 transition costs	\$5,000	Verizon costs
Project management assistance	\$0	None requested
<b>Total</b>	<b>\$246,000.00</b>	

The monthly recurring cost for the AT&T solution is **\$5,562.49** which is set for the ten-year term of the Fairfax County contract. The current monthly recurring cost for the legacy E9-1-1 solution is approximately **\$4,528.52**. The estimated monthly increase to the PSAP after deployment is approximately **\$1,033.97**. This increase will be covered by the Board for a period of 24 months after deployment is complete. At the end of this period, the entire cost will be the responsibility of the PSAP. Copies of invoices from the current 9-1-1 service provider must be provided to substantiate the current monthly cost. This will be the basis for determining whether monthly funding is provided and in what amount.

The monthly recurring cost is impacted by the bandwidth into the PSAP. Bandwidth is primarily impacted by the number of concurrent calls each PSAP wants to be able to process. As the PSAP grows and adds bandwidth to handle more concurrent calls, the increased monthly cost will be the obligation of the PSAP even if during the 24 months following transition. Additionally, the recurring maintenance costs for PSAP equipment and GIS data will remain the responsibility of the PSAP.



## Projected Board Funding

The Board will begin awarding funding for NG9-1-1 in late 2018. Until the Board approves the funding request from the PSAP, all funding levels shown are just projected. Based on the funding guidelines approved by the Board (or will be approved by the Board), the following funding would be awarded to the PSAP:

Type of Funding	Amount
Non-recurring	\$246,000.00
Recurring (over 24 months)	\$24,815.28
Data Analytics (monthly)	\$415.12

The funding amount shown is based on estimates at this point. As binding quotes are received, the budget will be adjusted. The approval from the Board will be for the specific equipment or services and contingency funding will be available should the final cost be slightly higher so long as the original scope of the effort does not change. Similarly, if the final cost is lower, the budget will be adjusted lower. That additional funding cannot be shifted to another part of the project.



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

**TAB V**

<b>MEETING DATE:</b>	September 5, 2018				
<b>AGENDA TITLE:</b>	FCPS Capital Reserve Maintenance Fund Supplemental Appropriation				
<b>MOTION(s):</b>	<b>I move that the Board of Supervisors approve a supplemental appropriation of \$72,001.15 from Unassigned Fund Balance to the FY19 FCPS Capital Reserve Maintenance Fund (CRMF).</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		<b>X</b>			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		<b>X</b>			
<b>STAFF CONTACT(S):</b>	Don Stribling, FCPS				
<b>PRESENTER(S):</b>	Eric Dahl, Deputy County Administrator/Finance Director Don Stribling, FCPS Andy Wills, FCPS				
<b>RECOMMENDATION:</b>	I recommend approval of the motion, as stated above.				
<b>TIMING:</b>	Effective Immediately				
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>• The Middle School Project had \$99,472.58 in unspent principal and interest debt proceeds.</li> <li>• The following options were allowable per Bond Counsel and the VPSA Bond Counsel: <ol style="list-style-type: none"> <li>1. Requisition the funds for additional Middle School capital projects.</li> <li>2. Reimburse the County General Fund for VPSA interest expense payments made.</li> </ol> </li> <li>• FCPS stated that their most important need was for abatement procedures in Rm. 410 at Abrams Academy.</li> <li>• FCPS requested the County reimburse itself for interest expense (Option#2) and increase their Capital Reserve Maintenance Fund (CRMF) by \$68,000.</li> <li>• At the August 15, 2018 BOS meeting, the board approved to reimburse the County for interest expense on the debt.</li> <li>• FCPS has received updated abatement amounts and will be requesting a \$72,001.15 CRMF request on the September 5, 2018 BOS meeting.</li> </ul>				
<b>FISCAL IMPACT:</b>	<p>The following FY19 budget changes will be made:</p> <ul style="list-style-type: none"> <li>• Increase: School Capital Reserve Maintenance Fund - \$72,001.15</li> <li>• Increase: Use of Unassigned Fund Balance - \$72,001.15</li> </ul>				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				

<b>ENCLOSURES:</b>	None				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
		X			

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

**TAB W**

<b>MEETING DATE:</b>	September 5, 2018				
<b>AGENDA TITLE:</b>	Capital Improvement Plan Budget Transfer				
<b>MOTION(s):</b>	<p><b><u>Motion #1:</u></b> I move the Board of Supervisors approve a CIP budget transfer of \$137,988.46 from:</p> <ul style="list-style-type: none"> <li>• Hydrogeological Study - Phase 1: \$22,590.93</li> <li>• Carysbrook Roof Replacement (DSS &amp; Gym): \$72,561.90</li> <li>• Courthouse Fire Detection System: \$25,683.31</li> <li>• Courthouse Lighting Control and Replacement: \$17,152.32</li> </ul> <p>to the County Capital Reserve Maintenance Fund, effective June 30, 2018.</p> <p><b><u>Motion #2:</u></b> I move the Board of Supervisors approve a CIP budget transfer of \$120,130.21 from the Building Envelope Renewal and Repair CIP project to Historic Courthouse Exterior Renovation CIP project, effective June 30, 2018.</p>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
<b>STAFF CONTACT(S):</b>	Eric Pollitt, Management Analyst Eric Dahl, Deputy County Administrator / Director of Finance Wayne Stephens, Public Works Director / County Engineer				
<b>PRESENTER(S):</b>	Eric Dahl, Deputy County Administrator / Director of Finance Wayne Stephens, Public Works Director / County Engineer				
<b>RECOMMENDATION:</b>	I recommend approval of the motions as stated above.				
<b>TIMING:</b>	Effective June 30, 2018				
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>• County staff met to review current CIPs with available budgets, with the goal of decommitting funds for completed projects and reallocating those funds to either the County CRMF or unfinished CIPs in need of additional funding.</li> <li>• Staff reviewed active CIP/CRMF projects with available budgets, and identified 5 completed CIP projects (see below) that still have available budgets. These budgets could be transferred to help facilitate current and future CIP/CRMF projects:             <ol style="list-style-type: none"> <li>1. Hydrogeological Study - Phase 1: \$22,590.93                 <ul style="list-style-type: none"> <li>▪ The County has focused it efforts on different water sources and this project is not needed.</li> </ul> </li> <li>2. Carysbrook Roof Replacement (DSS &amp; Gym): \$72,561.90                 <ul style="list-style-type: none"> <li>▪ After the contractor inspected the roof, they determined</li> </ul> </li> </ol> </li> </ul>				

	<p>roof replacement was not needed and did roof patches around the roof ventilation fans to fix the leaks.</p> <ol style="list-style-type: none"> <li>3. Courthouse Fire Detection System: \$25,683.31 <ul style="list-style-type: none"> <li>▪ Contractor came in far below the estimated cost.</li> </ul> </li> <li>4. Courthouse Lighting Control and Replacement: \$17,152.32 <ul style="list-style-type: none"> <li>▪ As part of the Trane Energy project, the scope of this project was able to be simplified, therefore reducing the cost required to complete the project.</li> </ul> </li> <li>5. Building Envelope Renewal and Repair: \$120,130.21 <ul style="list-style-type: none"> <li>▪ Some of the mini project costs within this large project were either reduced, completed as smaller projects out of the facilities budget or determined not a priority at this point over other projects. Some of the funds in this original request were going towards repairs for the Historical Courthouse, but have not started yet.</li> </ul> </li> </ol> <ul style="list-style-type: none"> <li>• It is requested that the above budgets be transferred as follows: <ul style="list-style-type: none"> <li>○ Items #1-4 for \$137,988.46 transferred to the County CRMF as of June 30, 2018.</li> <li>○ Item #5 for \$120,130.21 transferred to the FY19 Historic Courthouse Exterior Renovation project for repair/reconstruction of all shutters, restoration of the columns and pilasters with period-correct coatings, and surface preparation &amp; painting of all exterior wood trim.</li> </ul> </li> </ul>				
<b>FISCAL IMPACT:</b>	None, as existing budget amounts will be transferred within the Capital Improvement Project fund for different project uses.				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	None				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
		<b>X</b>			

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

**TAB XYZ**

<b>MEETING DATE:</b>	September 5, 2018				
<b>AGENDA TITLE:</b>	TJPDC Legislative Priorities Update				
<b>MOTION(s):</b>	N/A				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			XX		
<b>STAFF CONTACT(S):</b>	Steve Nichols, County Administrator				
<b>PRESENTER(S):</b>	David Blount, TJPDC Legislative Liaison				
<b>RECOMMENDATION:</b>	Information				
<b>TIMING:</b>	Current				
<b>DISCUSSION:</b>	Legislative priorities update from TJPDC.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	TJPDC 2018 Legislative Priorities				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other







## **- 2018 Legislative Priorities -**

**STATE BUDGET and FUNDING OBLIGATIONS: We urge the State to enhance state aid to localities, and to not impose mandates on or shift costs for state programs to localities.**

- Adequate state investment for local service delivery is crucial.
- The State should not alter existing funding formulas to save money or shift costs to localities.

**PUBLIC EDUCATION FUNDING: We urge the State to fully fund its share of the realistic costs of the Standards of Quality (SOQ) without making policy changes that reduce funding or shift funding responsibility to localities.**

- Localities need an adequately defined SOQ that closes the gap between what school divisions are providing and what the State currently funds in the SOQ.
- Localities spent \$3.9 billion more than required by the State in FY16.

**LOCAL REVENUE AUTHORITY: We urge the State to diversify revenue options available to localities, to include equalizing revenue-raising authority of counties with that of cities, and to not restrict local revenue-raising authority.**

- This proposal removes restrictions on meals, lodging, cigarette and admissions taxes.
- The Communications Sales/Use Tax should be revamped, with portions directed to broadband.

**BROADBAND: We encourage and support state and federal efforts and financial incentives that assist localities and their communities in deploying universal, affordable access to broadband technology, particularly in unserved and underserved areas.**

- Access to high-speed internet is a critical necessity in the 21<sup>st</sup> century.
- Expansion should consider fiber/wireless, public/private ventures and regulated markets.

**CHILDREN'S SERVICES ACT: We urge the State to be partners in containing costs of the Children's Services Act (CSA). The State should resist attempts to shift costs of serving children through CSA to localities and schools.**

- Localities need flexibility to use State funds for mandated services provided by the locality.
- The State should maintain cost shares on a sum sufficient basis.

**LAND USE and GROWTH MANAGEMENT: We urge the state to resist preempting existing land use authorities, and to provide additional tools to plan and manage growth.**

- We oppose weakening local responsibility concerning telecommunications infrastructure.
- We support a climate where localities and applicants can openly discuss rezoning applications.



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

**TAB A**

<b>MEETING DATE:</b>	SEP 5, 2018				
<b>AGENDA TITLE:</b>	Adoption of the Fluvanna County Board of Supervisors Aug 15, 2018 Meeting Minutes.				
<b>MOTION(s):</b>	<b>I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting on Wednesday, August 15, 2018, be adopted.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				<b>XX</b>	
<b>STAFF CONTACT(S):</b>	Kelly Belanger Harris, Clerk to the Board				
<b>PRESENTER(S):</b>	Steven M. Nichols, County Administrator				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	None.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	None				
<b>ENCLOSURES:</b>	Draft Minutes for August 15, 2018				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES  
Circuit Court Room  
August 15, 2018  
Regular Meeting 7:00pm**

**MEMBERS PRESENT:** John M. (Mike) Sheridan, Columbia District, Chair  
Mozell Booker, Fork Union District, Vice Chair  
Patricia Eager, Palmyra District  
Tony O’Brien, Rivanna District (*Arrived at 7:11pm*)  
Donald W. Weaver, Cunningham District

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

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

At 7:01pm Chair Sheridan, called to order the Regular Meeting of August 15, 2018. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

**3 - ADOPTION OF AGENDA**

Mr. Nichols noted the inclusion of New Business: Boards and Commissions

**MOTION**

Mrs. Booker moved to accept the Agenda, for the August 15, 2018 Regular Meeting of the Board of Supervisors. Mr. Weaver seconded and the Agenda was adopted by a vote of 4-0. AYES: Sheridan, Booker, Eager, and Weaver. NAYS: None. ABSENT: O’Brien.

**4 - COUNTY ADMINISTRATOR’S REPORT**

Mr. Nichols reported on the following topics:

- Community and County Staff Recognitions
  - School Bus Fire - From the Superintendent --Big thanks to our SRO’s, Fluvanna Fire and Rescue, Sheriff’s Office, Mr. Terry Carter (Bus Driver), FCPS staff, and the following community members:
    - Henry Woodfolk, Jason Black, Chad Harrison, Catherine Grey, Marsha Stanford
  - Fluvanna County Fair – August 15-18, 2018
  - Farm Museum Dedication, August 4, 2018
- Announcements and Updates
  - CIT Virginia Broadband Availability Map
  - The Virginia Fire Service Board approved a one year no cost extension to our Burn Building Grant Project - Completion of a valid building permit and begin construction by August 14, 2019. New project completion date is now August 14, 2020.
  - New Staff Members
    - Donald Pitcock - PT Facilities Assistant, (Senior Center Aide), Parks & Recreation
    - Holly Steele – Planner
  - Old Carysbrook Maintenance Shop Demolished
  - FCSS Food Bank Completed
- Meals Tax Referendum - § 24.2-687. *Authorization for distribution of information on referendum elections*
- Upcoming Meetings:

Day	Date	Time	Purpose	Location
Wed	Sep 5	4:00 PM	BOS Regular Meeting	Courtroom
Wed	Sep 19	7:00 PM	BOS Regular Meeting	Courtroom
Wed	Oct 3	4:00 PM	BOS Regular Meeting	Courtroom
Wed	Oct 17	7:00 PM	BOS Regular Meeting	Courtroom

**5 - PUBLIC COMMENTS #1**

At 7:25pm Chair Sheridan opened the first round of Public Comments.

With no one wishing to speak, Chair Sheridan closed the first round of Public Comments at 7:25pm.

## **6 - PUBLIC HEARING**

*SUP 18:03 – Virginia Electric & Power Co*—Brad Robinson, Senior Planner presented a request for a special use permit to construct an electric transmission substation (major utility), with respect to 27 acres of Tax Map 58, Section A, Parcel 57. The property is located off James Madison Highway (US Route 15), approximately 0.2 miles northeast of the intersection with Bremono Bluff Road (State Route 657). The parcel is within the Rural Residential Planning Area and the Fork Union Election District. Mr. Robinson reported that the Planning Commission reviewed this SUP request at their meeting on July 10, 2018. The Planning Commission voted unanimously to recommend approval with conditions.

At 7:31pm, Chair Sheridan opened the Public Hearing and with no one wishing to speak, closed the Public Hearing at 7:31pm.

With no discussion,

### **MOTION**

Mrs. Booker moved to approve SUP 18:03, a request to construct a major utility with respect to 27 acres of Tax Map 58, Section A, Parcel 57, subject to the seven (7) conditions listed in the staff report. Mr. O'Brien gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

### **Conditions:**

1. Prior to development of the site, a site development plan that meets the requirements of the Fluvanna County Zoning Ordinance must be submitted for review and approval.
2. The size of the use shall not exceed 27 acres.
3. The property shall be maintained in a neat and orderly manner so that the visual appearance from the road and adjacent properties is acceptable to County officials.
4. The site shall be screened from view in accordance with the requirements of Sec. 22-24-7 of the Fluvanna County Code. Screening shall not be required within the transmission right-of-way.
5. The Board of Supervisors, or its representative, reserves the right to inspect the property for compliance with these conditions at any time.
6. Any noise generated by the activity on this site shall be limited to the maximum decibel level allowed by Sec. 15.1-9 A. d. of the County Code.
7. Under Sec. 22-17-4 F (2) of the Fluvanna County Code, the Board of Supervisors has the authority to revoke a Special Use Permit if the property owner has substantially breached the conditions of the Special Use Permit.

## **7 - ACTION MATTERS**

*Authorization to Apply for a Louisa County Conditional Use Permit*—Jason Stewart, Planning & Zoning Administrator, requested authorization to apply for a Conditional Use Permit in Louisa as part of the ongoing Zion Crossroads Water and Sewer project. Two parcels of the Zions Crossroads Water Project, identified as Tax Map Numbers 51-2-11 and 51-22-3, are located in Louisa County which requires a Conditional Use Permit application and approval from the Louisa County Board of Supervisors. In aid of this project, Louisa County has agreed to waive the application fees. With approval, the CUP application will be submitted by August 20<sup>th</sup>; the Louisa County Planning Commission will hold a public hearing on October 7, 2018 and the Louisa County Board of Supervisors public hearing would tentatively consider the request on November 5, 2018.

With no discussion,

### **MOTION**

Mr. O'Brien moved to authorize staff to make application for a Conditional Use Permit from the Louisa County Board of Supervisors in regards to two parcels of the Zions Crossroads Water project that are located in Louisa County. On a second by Mr. Weaver the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

*FY18 Facilities Budget Transfer*—Eric Dahl, Deputy County Administrator and Finance Director requested a transfer of funds into the FY18 Facilities budget. Mr. Dahl and Mr. Wayne Stephens, Director of Public Works, provided the following background:

- The FY18 Facilities budget (through June 30, 2018) is currently over-expended by \$63,646.16. A budget transfer of \$64,000 is recommended in order to bring the Facilities budget under budget for FY18.
- Over-expended related to:
  - The Sheriff's Office reconfiguration/renovation ~\$17K
  - ADA Ramps at the Treasurer/COR Building ~\$15K
  - Excess HVAC repairs (Community Center, Historic Courthouse, Kents Store Fire Station) ~\$12K
  - FSPCA repairs ~\$5K
  - Library Roof Repair ~\$5K
  - Excess miscellaneous plumbing repairs

Mr. Dahl recommended:

- Budget transfer of \$76,000 to cover FY18 Facilities Department costs.
- Increase:
  - FY18 Facilities - \$895,867 to \$971,867

- Decrease:
  - FY18 Public Works - \$269,048 to \$253,548
  - FY18 General Services - \$547,859 to \$490,859
  - FY18 Convenience Center - \$176,628 to \$173,128

**MOTION**

Mr. O’Brien moved the Board of Supervisors approve a budget transfer of \$15,500 from the FY18 Public Works budget, \$57,000 from the FY18 General Services budget, and \$3,500 from the FY18 Convenience Center budget, and transfer \$76,000 to the FY18 Facilities budget for additional facilities projects and unforeseen maintenance costs. Mrs. Booker gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

*Middle School Unspent Debt Proceeds*—Eric Dahl, Deputy County Administrator and Finance Director requested direction from the Board to designate usage of unspent debt proceeds.

Mr. Dahl provided background:

- The Board of Supervisors approved the Middle School HVAC and Renovation CIP project in FY15 for \$5.1M, with the funding to come from debt proceeds.
- The project included the following: New HVAC for the Middle School (including Main Gym and Annex Gym), new roofing, electrical upgrades, new ceiling & LED lights, gym flooring, plumbing & gym locker room renovation.
- The BOS and School Board approved the debt issuance and VPSA (Virginia Public School Authority) debt was issued for the project in October 2015.
- Working during multiple summers and winter breaks, FCPS completed the project.
- After completion, there are unspent principal, and interest proceeds totaling \$99,314.82:
  - Principal: \$73,618.39
  - Interest: \$25,696.43, plus ongoing earned interest
- Bond Counsel and VPSA Bond Counsel, have indicated the following options are allowable:
  - Requisition the funds for other Middle School capital projects
  - Reimburse the County general fund for interest expense payments made
    - funds go into the County General Fund and build up fund balance
    - funds go into the County General Fund County and then the BOS can choose to reallocate an amount for another purpose (e.g. the S. C. Abrams Building)
  - Apply the funds as a prepayment to pay down principal (Cannot prepay without penalty until 2024)

Mr. Chuck Winkler indicated there are pressing needs in S. C. Abrams Academy, including asbestos abatement and remodeling to modernize the building.

Mr. Nichols noted that any action to reallocate the unspent debt proceeds would take place during a later meeting of the Board.

Following brief discussion,

**MOTION**

Mrs. Booker moved to approve Option 2 for the Middle School project unspent VPSA debt proceeds in the amount of approximately \$99,300 plus interest accrued, whereby the County will:

2. Reimburse the County General Fund for VPSA interest expense payments made.

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

*FY20 Budget Calendar*—Eric Dahl, Deputy County Administrator and Finance Director presented the FY20 Budget Calendar.

Following limited discussion,

**MOTION**

Mrs. Booker moved the Board of Supervisors approve the FY20 Budget Calendar, as presented. Mrs. Eager seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

**7A – BOARD, COMMISSIONS, & COMMITTEES APPOINTMENTS**

**MOTION**

Mrs. Booker moved and Mrs. Eager seconded, that the Board of Supervisors approve the following Board, Commission, or Committee appointment(s):

Palmyra Area Revitalization Committee (PARC)	Kris Krechoweckyj	Immediately	6/30/2020
Palmyra Area Revitalization Committee (PARC)	Kornel Krechoweckyj	Immediately	6/30/2020
Palmyra Area Revitalization Committee (PARC)	Jan Pavlacka	Immediately	6/30/2020
Palmyra Area Revitalization Committee (PARC)	Jackie Bland	Immediately	6/30/2020
Fluvanna Partnership for Aging (FPA)	Curtis Putnam	07/01/2018	06/30/2022

AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

**8 - PRESENTATIONS**

None.

**9 - CONSENT AGENDA**

The following items were discussed before approval:

- Accounts Payable Report, June 2018*—Eric Dahl, Deputy County Administrator & Finance Director
- Accounts Payable Report, July 2018*—Eric Dahl, Deputy County Administrator & Finance Director
- School Resource Officer (SRO) Incentive Grant*—Captain Von Hill, Sheriff’s Office

The following items were approved under the Consent Agenda for August 15, 2018:

- Minutes of August 1, 2018*—Kelly Belanger Harris, Clerk to the Board
- Accounts Payable Report, June 2018*—Eric Dahl, Deputy County Administrator & Finance Director
- Accounts Payable Report, July 2018*—Eric Dahl, Deputy County Administrator & Finance Director
- School Resource Officer (SRO) Incentive Grant*—Captain Von Hill, Sheriff’s Office
- Policy 2.8.5. – Employee Learn and Earn Program*—Steven M. Nichols, County Administrator

**MOTION**

Mr. Weaver moved to approved the consent agenda, for the August 15, 2018 Board of Supervisors meeting, and to ratify Accounts Payable and Payroll for June 2018, in the amount of \$2,261,918.47, and July 2018 in the amount of \$5,953,533.94 . Mrs. Booker seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

**10 - UNFINISHED BUSINESS**

None.

**11 - NEW BUSINESS**

*Mileage for Fluvanna Citizens serving on Boards, Commissions, and Committees*—Steven M. Nichols, County Administrator responded to a query from Mrs. Booker regarding the reimbursement of mileage driven by Boards, Commissions, and Committees appointees in service to the County. Following general discussion The Board directed staff to update policies to reflect the option for County-appointed board, commission, and committee (BCC) members to seek mileage reimbursement for their county business-related travel to and from BCC meetings outside the county.

**12 - PUBLIC COMMENTS #2**

At 8:41pm Chair Sheridan opened the second round of Public Comments. With no one wishing to speak, Chair Sheridan closed the second round of Public Comments at 8:41pm.

**13 - CLOSED MEETING**

None.

**14 - ADJOURN**

**MOTION:**

At 8:41pm Mr. O’Brien moved to adjourn the regular meeting of Wednesday, August 15, 2018. Mrs. Booker seconded and the motion carried with a vote of 5-0. AYES: Sheridan, Booker, Eager, O’Brien, & Weaver. NAYS: None. ABSENT: None.

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

\_\_\_\_\_  
Kelly Belanger Harris  
Clerk to the Board

\_\_\_\_\_  
John M. Sheridan  
Chair





# Capital Reserve Maintenance Fund Request

TAB B

**MOTION: I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request to:**

Provide \$7,000.00 from the Capital Reserve Maintenance Fund to pay the costs of:

Installing an air-conditioning system in the Information Technology Department's Work Shop.

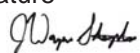
## Section 1 - REQUEST

Requesting Dept. / Agency: Public Works PW19-001		Dept / Agency Contact: J. Wayne Stephens	Date of Request: Sep 5, 2018	
Phone: (434) 591-1925	Fax: (434) 591-1924	email: wstephens@fluvannacounty.org		Fiscal Year: FY19
Reserve Fund Purpose Category:				
Description of Project/Repair	Qty	Unit Price	Total Price	
Furnish & Install a 24K btu Mini-Split Air Conditioning System	1	\$7,000.00	\$7,000.00	
			<b>Total Request:</b>	<b>\$7,000.00</b>


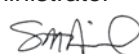
## Description and Justification for Proposed Use

As the IT Department has expanded its services to the County, their need for work space has increased proportionally. During the recent renovations to the Administration Building, an IT work shop was set up in a below-grade room on the first floor of the building. The room is in an area previously use only for storage and as the building's telephone equipment room. The room is not connected to the building's HVAC system, but it was hoped that "bleed-over" from that system, coupled with the room being partially underground, would make supplemental heating or air conditioning unnecessary. The room does stay reasonably warm during cold weather, but during the hotter months of the year the work shop becomes excessively warm and humid.

An air conditioning system is needed in the IT Department Work Shop in order for it to be an adequate work space during hot and/or humid weather. This project provides for purchase & installation of a complete 24K btu air conditioning system.

Department / Agency Head Name: J. Wayne Stephens, PE	Signature  <small>Digitally signed by Wayne Stephens DN: cn=Wayne Stephens, email=wstephens@fluvannacounty.org, o=Fluvanna County, ou=Fluvanna County, c=US</small>	Date 2018/08/16
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## Section 2 - REVIEW

Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Finance Director  Digitally signed by Eric Dahl Date: 2018.08.27 09:35:37 -04'00'	Date
Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Administrator  Digitally signed by Steven M. Nichols Date: 2018.08.27 07:12:11 -04'00'	Date

## Section 3 - BOARD OF SUPERVISORS

Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Decision Date:	Comments:
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# Capital Reserve Maintenance Fund Request

TABC

**MOTION:** I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request in the amount of **\$10,650.00** for the purpose(s) of:  
**cleaning, filling, sealing, and repairing the blacktops at both Carysbrook Elementary and Central Elementary.**

## Section 1 - REQUEST

Requesting Department/Agency <b>FCPS</b>	Dept/Agency Contact <b>Don Stribling</b>	Date of Request <b>08/22/2018</b>
Phone <b>(434) 589-5948</b>	Fax <b>(434) 589-5393</b>	Fiscal Year <b>FY19</b>

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

Description of Project/Repair	Qty	Unit Price	Total Price
<b>Carysbrook Elementary - clean, fill cracks, and seal the blacktop</b>	1	\$8,250.00	\$8,250.00
<b>Central Elementary - clean, fill cracks, and seal the blacktop</b>	1	\$2,400.00	\$2,400.00
			\$0.00
			\$0.00


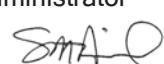
Total Request: **\$10,650.00**

Description and justification for proposed use.

**Roger Robertson Paving will clean, fill, seal, and repair the blacktops at both Carysbrook Elementary and Central Elementary. The cracks in both blacktops were causing tripping and safety issues for students and staff.**

Department/Agency Head Name <b>Don Stribling</b>	Signature <b>Don Stribling</b> <small>Digitally signed by Don Stribling DN: cn=Don Stribling, o=FCPS, ou=FCPS, email=dstribling@apps.fluco.org, c=US Date: 2018.08.21 13:12:45 -04'00'</small>	Date <b>08/22/2018</b>
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## Section 2 - REVIEW

Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Finance Director  Digitally signed by Eric Dahl Date: 2018.08.27 09:39:51 -04'00'	Date
Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Administrator  Digitally signed by Steven M. Nichols Date: 2018.08.23 08:31:45 -04'00'	Date

## Section 3 - BOARD OF SUPERVISORS

Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Decision Date	Comments
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# Capital Reserve Maintenance Fund Request

TAB D

**MOTION:** I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request in the amount of **\$12,000.00** for the purpose(s) of:  
installing an accordion partition at Central Elementary.

### Section 1 - REQUEST

Requesting Department/Agency <b>FCPS</b>	Dept/Agency Contact <b>Don Stribling</b>	Date of Request <b>08/22/2018</b>
Phone <b>(434) 589-5948</b>	Fax <b>(434) 589-5393</b>	Fiscal Year <b>FY19</b>

Reserve Fund Purpose Category: **Non-recurring project**


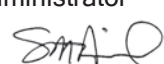
Description of Project/Repair	Qty	Unit Price	Total Price
<b>Deliver and install 24 x 8 accordion partition with track</b>	1	\$12,000.00	\$12,000.00
			\$0.00
			\$0.00
			\$0.00

Total Request: **\$12,000.00**

Description and justification for proposed use.  
**Barranger and Company will deliver and install an accordion partition at Central Elementary to divide Rm. 162 into a room for speech therapy, testing and evaluating, along with a waiting room for our students and families.**

Department/Agency Head Name <b>Don Stribling</b>	Signature <b>Don Stribling</b> <small>Digitally signed by Don Stribling DN: cn=Don Stribling, o=FCPS, ou=FCPS, email=dstribling@apps.fluco.org, c=US Date: 2018.08.21 13:12:45 -04'00'</small>	Date <b>08/22/2018</b>
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### Section 2 - REVIEW

Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Finance Director  Digitally signed by Eric Dahl Date: 2018.08.27 09:38:53 -04'00'	Date
Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Administrator  Digitally signed by Steven M. Nichols Date: 2018.08.27 07:11:00 -04'00'	Date

### Section 3 - BOARD OF SUPERVISORS

Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Decision Date	Comments
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# Capital Reserve Maintenance Fund Request

TAB E

**MOTION: I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request in the amount of \$72,001.15 for the purpose(s) of:**

**Completing Abrams Academy Abatement procedures in Rm. 410 and to cover the mobilization invoice accrued from Paragon Solutions Inc. to continue work on this project.**

### Section 1 - REQUEST

Requesting Department/Agency <b>FCPS</b>	Dept/Agency Contact <b>Don Stribling</b>	Date of Request <b>09/05/2018</b>
Phone <b>(434) 589-5948</b>	Fax <b>(434) 589-5393</b>	Fiscal Year <b>FY19</b>

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

Description of Project/Repair	Qty	Unit Price	Total Price
<b>Room 410 crawl space and classroom rebuilding</b>	1	\$60,000.00	\$60,000.00
<b>Reimburse FCPS for various invoices from Paragon Solutions Inc.</b>	1	\$12,001.15	\$12,001.15
			\$0.00
			\$0.00

Total Request: **\$72,001.15**

### Description and justification for proposed use.

**Complete abatement procedures in Rm. 410, including crawl space and a rebuild of that classroom (\$60,000), due to mold and mildew.**

**Reimburse FCPS general operating budget in the amount of \$12,001.15 to cover the mobilization invoice (permits, set up, confinement barriers) accrued from Paragon Solutions Inc. to continue work on this project. The initial abatement consisted of mobilization, removal of all flooring, wall covering, and eliminating all asbestos in the crawl space.**

Department/Agency Head Name <b>Don Stribling</b>	Signature 	Date <b>8.29.18</b>
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### Section 2 - REVIEW

Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Finar 	or Digitally signed by Eric Dahl Date: 2018.08.29 10:31:20 -04'00'	Date
Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Administrator 	Digitally signed by Steven M. Nichols Date: 2018.08.29 12:44:33 -04'00'	Date

### Section 3 - BOARD OF SUPERVISORS

Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Decision Date	Comments
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**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

<b>MEETING DATE:</b>	September 5, 2018				
<b>AGENDA TITLE:</b>	Virginia Information Technologies Agency FY'20 E-911 PSAP Education Program grant award.				
<b>MOTION(s):</b>	<p>1) I move to authorize submission of the Virginia Information Technologies Agency (VITA) FY'20 E-911 PSAP Education Program grant application and if awarded, accept an award in the amount of \$3,000 to fund educational training for the Sheriff's Office E911 Center staff.</p> <p>2) Further, I move to authorize the County Administrator to execute contracts and agreements associated with this grant, subject as to form by the County Attorney; and authorize a supplemental appropriation for the FY'20 E 9-1-1 in the amount of \$3,000 to revenue and expenditure accounts assigned by Finance.</p>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
<b>STAFF CONTACT(S):</b>	Michael R. Grandstaff, Sheriff's Office Staff; Sheriff Eric B. Hess, Sheriff				
<b>PRESENTER(S):</b>	Michael R. Grandstaff, Sheriff's Office Staff; Sheriff Eric B. Hess, Sheriff				
<b>RECOMMENDATION:</b>	Accept the Virginia Information Technologies Agency FY'20 E-911 PSAP Education Program grant.				
<b>TIMING:</b>	Routine.				
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>• Grant funds will be used for education/training that is specific to 9-1-1 public safety communications.</li> <li>• Grant funds may include conferences and/or coursework.</li> </ul>				
<b>FISCAL IMPACT:</b>	<ul style="list-style-type: none"> <li>• State grant award of \$3,000.</li> <li>• This state grant award is to be used by the E-911 Center for lodging, registration, and meal costs associated with training for E-911 staff.</li> <li>• Award period: July 1, 2019 to June 30, 2020.</li> <li>• No additional local match funding is required.</li> <li>• No extensions are allowed.</li> </ul>				
<b>POLICY IMPACT:</b>	Training will enhance the skill set of the E-911 staff.				
<b>LEGISLATIVE HISTORY:</b>	This grant was previously awarded to the E-911 Center in FY'13, FY'14, FY'15, FY'16, FY'17, FY'18, and FY'19				
<b>ENCLOSURES:</b>	FY20 PSAP Grant Program & Application.				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
		x			



**FY20**

**PSAP GRANT PROGRAM  
PSAP EDUCATION PROGRAM  
APPLICATION**



VIRGINIA INFORMATION  
TECHNOLOGIES AGENCY  
Integrated Services Division

# **FY20 PSAP GRANT PROGRAM PSAP EDUCATION PROGRAM (PEP) APPLICATION**

## **HOW TO APPLY/DEADLINE**

The PEP grant application is available and accessible from VITA's ISP website (<http://www.vita.virginia.gov/isp/default.aspx?id=8578>). Upon completion of the application, it is to be submitted to the electronic mailbox for grant applications - psapgrants@vita.virginia.gov. Any supporting documentation must also be submitted along with the application when making your grant application submission.

After the close of the grant application cycle, a Grant ID and email receipt notification will be sent to the e-mail address listed on the application received.

All funding requests **must** be submitted using the PEP grant application. Technical assistance is available from VITA's Public Safety Communications and Regional Outreach staff throughout the grant process. The FY20 PSAP Grant Application Cycle starts July 1, 2018 and concludes on October 1, 2018 at 5:00 pm.

**ALL SECTIONS MUST BE COMPLETED IN ITS ENTIRETY OR THE APPLICATION WILL BE CONSIDERED INCOMPLETE AND NOT ACCEPTED FOR CONSIDERATION.**

# FY20 PEP GRANT APPLICATION

## GRANT APPLICANT PROFILE/PROJECT CONTACT

INDIVIDUAL PEP GRANT

MULTI-JURISDICTIONAL PEP GRANT

PSAP/HOST PSAP NAME: Fluvanna County Sheriff's Office – E-911

CONTACT TITLE: Director of Communications

CONTACT FIRST NAME: Michael

CONTACT LAST NAME: Grandstaff

ADDRESS 1: PO BOX 113

ADDRESS 2: 160 Commons Blvd

CITY: Palmyra

ZIP CODE: 22963

CONTACT EMAIL: mgrandstaff@fluvannasheriff.com

CONTACT PHONE NUMBER: 434-591-2005

CONTACT MOBILE NUMBER: 434-305-0744

CONTACT FAX NUMBER: 434-591-2009

REGIONAL COORDINATOR: Amy Ozeki

## FINANCIAL DATA

AMOUNT REQUESTED: \$ \$3,000

(NOTE: The amount requested should be a reasonable estimate of total training expenses including hotel registration, conference registration, online training registration, certification, and/or per diem (if applicable) for all anticipated participating personnel.)

## HOST PSAP AND PARTICIPATING PSAPS (if a multi-jurisdictional PEP application)

_____	_____
_____	_____
_____	_____
_____	_____

## STATE PROFESSIONAL ORGANIZATION CONFERENCES

**If the primary purpose of this PEP application is to send PSAP and or GIS personnel to one or more of the annual state professional organization conferences (such as those sponsored by Virginia APCO, Virginia NENA, or Virginia GIS), please complete the following:**

Virginia GIS Conference

ESTIMATED NUMBER OF PERSONNEL ATTENDING: [Click here to enter text](#)

NUMBER OF DAYS ATTENDING: [Click here to enter text](#)

Virginia APCO Fall Conference/Winter Conference

ESTIMATED NUMBER OF PERSONNEL ATTENDING: 2

NUMBER OF DAYS ATTENDING: 3

Virginia NENA Spring Conference

ESTIMATED NUMBER OF PERSONNEL ATTENDING: 2

NUMBER OF DAYS ATTENDING: 3

**By checking this box, the applicant acknowledges that the education/training is specific to 9-1-1 and/or GIS and it will benefit the employees and/or PSAP by using the funds to take advantage of opportunities to foster and enhance consistent knowledge and awareness of current and advancing 9-1-1 and GIS public safety communications standards, issues, procedures, practices, technologies and other relevant matters.**

## **OTHER EDUCATIONAL/TRAINING OPPORTUNITIES**

**If this application includes educational/training opportunities other than the annual state professional organization conferences, or is a multi-jurisdictional PEP application, please complete the following. (NOTE: Additional pages may be submitted for multiple training opportunities other than the annual state professional organization conferences.)**

**EDUCATION/TRAINING TITLE/EVENT:** Click here to enter text

**DATES:** Click here to enter text

**LOCATION:** Click here to enter text

**ESTIMATED NUMBER OF PERSONNEL ATTENDING:**

**TOTAL ESTIMATED BUDGET OF TRAINING/EVENT:**

**PER DIEM REQUESTED (allowable meals only):**

### **COMPREHENSIVE PROJECT DESCRIPTION**

**Describe how the education/training is 9-1-1 and/or GIS specific and how it will benefit the employees and/or PSAP.**

Click here to enter text

### **EVALUATION**

**Describe the evaluation process to determine if participation in this 9-1-1/GIS education/training benefited the employees and/or PSAP.**

Click here to enter text





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

**TAB G**

<b>Meeting Date:</b>	September 5, 2018				
<b>AGENDA TITLE:</b>	FY19 BOS Contingency Budget Transfer- Waste Container Rental				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve a budget transfer of \$500.00 from the FY19 BOS Contingency budget to the FY19 County Administrator's budget for Columbia Cleanup Day waste container rental.</b>				
<b>TIED TO STRATEGIC INITIATIVES?</b>	Yes	No	<b>If yes, list initiative(s):</b>	C1	
	X				
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
<b>STAFF CONTACT(S):</b>	Eric Pollitt, Management Analyst				
<b>PRESENTER(S):</b>					
<b>RECOMMENDATION:</b>	Approval				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>• Columbia Area Renewal Effort (CARE) Clean Up Day occurred on 8/4/2018</li> <li>• \$500 for a waste container rental was not budgeted for in the FY19 budget</li> </ul>				
<b>FISCAL IMPACT:</b>	The following FY19 budget changes will be made: <ul style="list-style-type: none"> <li>• Decrease: BOS Contingency - \$500.00</li> <li>• Increase: County Administrator - \$500.00</li> <li>• Current BOS Contingency budget is \$135,820.00 prior to this action</li> </ul>				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	None				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
		X			



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

No.	Item
1	FY18 BOS Contingency Balance Report – 2018-09-05
2	FY18 Capital Reserve Memo – 2018-09-05
3	Unassigned Fund Balance Report – 2018-09-05
4	VDOT Monthly Report – September 2018
5	
6	
7	
8	
9	
10	



## MEMORANDUM

**Date:** September 5, 2018  
**From:** Eric Pollitt – Management Analyst  
**To:** Board of Supervisors  
**Subject:** FY19 BOS Contingency Balance

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The FY19 BOS Contingency line balance is as follows:

<b>Beginning Budget:</b>	<b>\$150,000.00</b>
<b>Less: FY19 Non-Profit Budget Allocations Change – 05.16.18</b>	<b>-\$14,180.00</b>
<b>Available:</b>	<b>\$135,820.00</b>



## MEMORANDUM

**Date:** September 5, 2018  
**From:** Eric Pollitt – Management Analyst  
**To:** Board of Supervisors  
**Subject:** FY19 Capital Reserve Balances

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The FY19 Capital Reserve account balances are as follows:

### County Capital Reserve:

FY18 Carryover (CORRECTED – FY18 CLOSED PROJECTS \$25,877)	\$93,133
<b>FY19 Budget Allocation:</b>	<b>\$0</b>
<b>Available:</b>	<b>\$93,133</b>

### Schools Capital Reserve:

FY18 Carryover (CORRECTED – FY18 CLOSED PROJECTS \$13,046)	\$129,354
<b>FY19 Budget Allocation:</b>	<b>\$150,000</b>
<b>Available:</b>	<b>\$279,354</b>





## MEMORANDUM

**Date:** September 5, 2018  
**From:** Eric Pollitt – Management Analyst  
**To:** Board of Supervisors  
**Subject:** Unassigned Fund Balance

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<b>*FY18 Year End (Unaudited) Unassigned Fund Balance – Excess Above Policy Target:</b>	<b>*\$4,078,805</b>
<b>Current (Unaudited) Unassigned Fund Balance – Excess Above Policy Target:</b>	<b>*\$4,078,805</b>

\*Audited FY18 Year End Unassigned Fund Balance will be available upon completion of the FY18 CAFR



**Culpeper District, Louisa Residency  
Fluvanna County Monthly Report: September 2018**

**Fluvanna Mileage, Structures**

PRIMARY MILES	SECONDARY MILES	STRUCTURES	TOTAL MILES
102.34	598.62	75	700.96

**Fatal Accidents**

DATE	LOCATION	ALCOHOL	RESTRAINT
05/05	Route 250, at Route 631 Troy Rd	No	No

[Link to SmartScale information](#)  
[Link to SmartScale Projects \(Filter for Fluvanna Co. Projects\)](#)



SmartScale Round 3 Applications:

- Thomas Jefferson Pkwy (Rte 53) & Turkeysag Trail (Rte 1015)
- James Madison Hwy (Rte 15) & Bybees Church Rd (Rte 613)
- James Madison Hwy (Rte 15) & Hunters Lodge Rd (Rte 631)
- Route 250 at Toy Road (Route 631)

Key Dates:

- Commonwealth Transportation Board will release scores in early 2019

**Projects:**

PROJECT	LAST MILESTONE	NEXT MILESTONE	AD DATE
Route 53 Safety improvements at Route 618, Roundabout, (UPC:96938)	Authorize ROW (JUL 2018)	Obtain Environmental Permits (JAN 2019)	Anticipated NOV 2019
Route 680 – Rural Rustic (UPC:107558)	Construction	Completion	Ongoing Construction
Route 629 Bridge Replacement	Right of Way	Construction Authorization	October 2018
Route 600-618 Intersection Improvements (UPC 111739)	Authorize PE/Scoping (JAN 2018)	Environmental Review Process	Anticipated FEB 2022

**Additional Road Projects:**

- **On-Call Pipe Replacements** (UPC 106020)
- **District Wide Guardrail Repair and/or Replacement** (UPC 106849)
- **District Wide ADA Compliance** (UPC 108027)

- **On-Call District Wide Pavement Marking** (UPC 108282)
- **Rumble-stripes** (VDOT installing rumble-stripes on all County primary routes and high-volume secondary routes)

**State-Force and District-Wide Bridge Projects:**

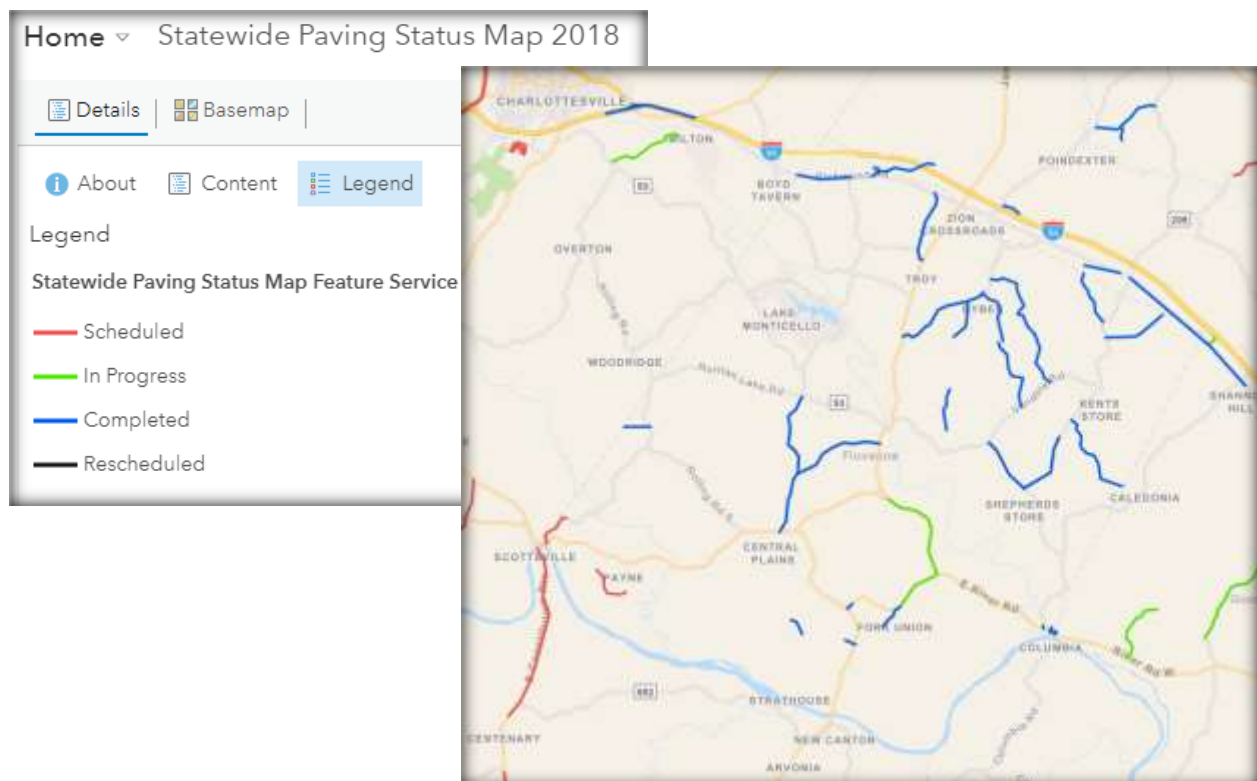
- **District Wide Bridge Deck Cleaning and Washing** (UPC 105980) ;
- **District Wide Bridge Maintenance** (UPC 105979);
- **Route 623 over Venable Creek, Completed;**
- **Route 600 over Rivanna River Debris Removal, Anticipated Completion Mid-September**

**Resurfacing Projects:**

VDOT provided the County with a list of routes included in the 2018 resurfacing schedule. Customers can review routes to be resurfaced and their status through the following link:

Fluvanna County Resurfacing					
Plant Mix			Surface Treatment		
Schedule	Miles	Cost/Estimate	Schedule	Miles	Cost/Estimate
2017	6.76	\$ 1,093 K	2017	52.29	\$ 587K
2018	6.38	\$ 1,015 K	2018	73.86	\$ 550K

Link to <http://www.virginiaroads.org/> (Select "Web Maps" and "Statewide Paving Status")



## Traffic Engineering

### Studies under Review:

- Route 250 speed study, from Route 631 to Route 15.
  - Under evaluation
- Route 53 shoulder safety improvements (proximity 4800 block +/-)
  - Corridor study ongoing

### Completed Studies:

- Route 600/616 intersection: sight-distance and pavement marking improvements completed;
- Route 616: Centerline rumble-stripes installed;
- Route 616: pavement markings and curve signage refreshed;
- Route 616: after evaluating the Union Mills Rd corridor, VDOT does not recommend removing the passing zone at S. Keswick Drive. This is the only segment of Route 616 with appropriate sight-distance and roadway geometry for a passing zone. Research indicates that passing zones increase operational effectiveness, reduce congestion of platooned vehicles, and improve safety. VDOT recommended several signage and pavement marking improvements to S. Keswick Dr. HOA and is available to meet with homeowners to discuss their concerns.

### County Safety and Operational Improvements:

- Route 250 at Route 631 (Troy Rd): VDOT is preparing to perform sight-distance improvements at this intersection (clearing trees, vegetation, and minor grading);
- Village of Palmyra Traffic Circle: County and VDOT staff plan to simulate EMS response prior to installing pavement markings;
- Route 53 at Route 619 (Cunningham): VDOT continues to evaluate this intersection for interim and long-term safety improvements;

## Area Land Use

Fluvanna County Plan/Plat Review Status - Received the Month of July 2018								
Locality	Project Name	Routes/Address	Submission Type	VDOT Contact	VDOT Received Date	Locality Due Date	VDOT Comment Date	Status
Fluvanna	Zion Station Erosion & Sediment & Stormwater	250-Richmond Road	Drainage Plan,	Mark Wood	7/3/2018	8/17/2018	7/27/2018	Review Complete - Revision Required
Fluvanna	Bella Terra Farm Minor Subdivision	600-Paynes Mill Road	Final Plat Review,	Mark Wood	7/17/2018	8/29/2018	8/1/2018	Review Complete - Acceptable
Fluvanna	County Waste of VA Final Site Plan	250-5498 Richmond Road, Troy	Site Plan,	Mark Wood	7/25/2018	9/7/2018	8/6/2018	Review Complete - Acceptable

### Maintenance Activities

VDOT crews in Palmyra and Zion Crossroads Area HQ have responded to **63** Work Orders in FY19. Top actives have been dead animal removal and drainage issues

#### BOS Manual:

[http://www.virginiadot.org/business/resources/local\\_assistance/BOSmanual.pdf](http://www.virginiadot.org/business/resources/local_assistance/BOSmanual.pdf)

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