



FLUVANNA COUNTY BOARD OF SUPERVISORS

REGULAR MEETING AGENDA

Circuit Courtroom, Fluvanna Courts Building

October 3, 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
B	E911 Center Position Reclassifications—Jessica Rice, Human Resources Manager
C	County Funding Increase for FSPCA Public Animal Shelter Services – Steve M. Nichols, County Administrator
D	Change Orders 8 & 9 To The Communications System Agreement For The Fluvanna Public Safety Emergency Communications Radio System—Cyndi Toler, Purchasing Officer
	7A – APPOINTMENTS
	None.
	8 – PRESENTATIONS (normally not to exceed 10 minutes each)
E	TJPDC Legislative Priorities—David Blount, TJPDC Legislative Liaison
F	Pearson Property Appraisal Update – Randy Willis, Assessor for Pearson’s Appraisal Service, Inc.
G	2018 County Fair Update – Aaron Spitzer, Parks and Recreation Director
	9 – CONSENT AGENDA
H	Minutes of September 19, 2018—Kelly Belanger Harris, Clerk to the Board
I	FCPS Grants Supplemental Appropriations—Brenda Gilliam, Executive Director for Instruction and Finance
	10 – UNFINISHED BUSINESS
	TBD
	11 – NEW BUSINESS
	TBD
	12 – PUBLIC COMMENTS #2 (5 minutes each)
	13 – CLOSED MEETING
	TBD

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Digitally signed by Steven M.
Nichols
Date: 2018.09.27 08:48:18 -04'00'

County Administrator Review

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

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

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.

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



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

P.O. Box 540
Palmyra, VA 22963
(434) 591-1910
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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.

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

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

TAB B

MEETING DATE:	October 3, 2018				
AGENDA TITLE:	E911 Communication Center Position Reclassifications & Description Updates				
MOTIONS:	<p>1) I move to approve the updated position descriptions as presented for:</p> <ul style="list-style-type: none"> • Job Class 6212, Communications Team Lead • Job Class 6251, Communications Supervisor • Job Class 6281, Communications Operations Coordinator <p>2) I move to approve the reclassification of the Director of Communications position from Pay Band 19E to Pay Band 20E.</p>				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		XX			
STAFF CONTACT(S):	Jessica Rice, Human Resources Manager				
PRESENTER(S):	Jessica Rice, Human Resources Manager				
RECOMMENDATION:	Approval				
TIMING:	Reclassifications and promotions will take effect on September 30, 2018.				
DISCUSSION:	<p>1. The Communications Team Lead is a new position that was approved by the BOS on December 6, 2017. The job description is now complete. There are 4 current employees being promoted to the new position. No new full-time employees will be added.</p> <p>2. The Communications Supervisor position has been reclassified from pay band 13 to 14, due to additional training and supervisory responsibilities. The job description has been updated to reflect the changes. There were 2 employees in the Communications Supervisor position. One is being promoted to the new Operations Coordinator position, leaving 1 Communications Supervisor. No new full-time employees will be added.</p> <p>3. The Communications Operations Coordinator is a new position that was approved by the BOS on December 6, 2017. The job description is now complete. Based upon the level of technical and supervisory responsibility, the position has been reclassified from pay band 14 to 16. This position fulfills the role of an assistant director for the Emergency Communications Center. A current Communications</p>				

	<p>Supervisor is being promoted to fill this position. No new full-time employees will be added.</p> <p>4. The Director of Communications served as the project lead for the implementation of CAD and now has permanent responsibility for maintaining that system.</p> <p>5. The Director of Communications now serves as the County's infectious disease officer for the County and is responsible for maintaining the exposure program and collaborating with area hospitals.</p> <p>6. The Director of Communications leads and manages a department of 15 staff and is heavily integrated with Law Enforcement, Fire/Rescue, and Emergency Management. This level of responsibility is greater than the other positions in the current pay band.</p> <p>7. Year to date the E911 Center has realized approximately \$10,665 in salary savings from the vacancy of a full time Communications Officer position since the start of the fiscal year, and operating under budget for part-time staff. The vacant position is expected to be filled after October 13, 2018.</p>				
FISCAL IMPACT:	E911 Center will be utilizing salary savings from a vacant full-time position to fund the position upgrades and associated promotions.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	<ul style="list-style-type: none"> • E911 Center Organization Chart • New Position Description: #6212 – Communications Team Lead • Revised Position Description: #6251 – Communications Supervisor • New Position Description: #6281 – Communications Operations Coordinator 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
				XX	Sheriff, COAD

Position	Current			New (Option B)			
	Pay Band	No. of Positions	Salaries	Pay Band	No. of Positions	Salaries	Increase
Communications Director	19E	1	\$60,690.00	20E	1	\$64,331.40	6.00%
Communications Operations Coordinator	14	0	\$0.00	16	1	\$47,815.53	6.00%
Communications Operations Supervisor	13	2	\$88,658.82	14	1	\$45,727.33	5.00%
Communications Team Lead	12	0	\$0.00	12	4	\$168,449.68	3.00%
Communications Officers	10	12	\$429,853.16	10	8	\$266,309.78	0.00%
		TOTAL	\$579,201.98		TOTAL	\$592,633.72	
As of 9-30-2018		Remainder FY 19	\$423,262.99		Remainder FY 19	\$433,078.49	
					Additional Funds Required	\$9,815.50	

Salary Savings	Annual	Pay Period	Pay periods vacant	FY 19 Salary Savings
Vacancy	\$39,616.33	\$1,523.71	7	\$10,665.97
Vacancy 7/8/2018- 10/13/2018				



Fluvanna County, Virginia
E911 Center
Job Description

COMMUNICATIONS TEAM LEAD

Job Class #:	6212
Pay Grade:	12
Category:	Full-time, with Benefits
FLSA Status:	Non-exempt
Reports To:	Communications Supervisor

SUMMARY

Under regular supervision, the Communications Team Lead performs intermediate level technical work on an assigned shift dispatching law enforcement, fire/rescue, and other personnel in response to emergency situations. This position serves as a shift leader and mentor for Communications Officers. Supervision is exercised in the absence of the Communications Supervisor.

ESSENTIAL FUNCTIONS

- Receives calls, assesses the emergent nature of calls and dispatches appropriate personnel and equipment. Creates log of each call received.
- Assists with training and serves as a mentor for new Communications Officers.
- Assists with developing training procedures and techniques.
- Monitors performance and coaches Communications Officers.
- Monitors and corrects CAD reports for completion and accuracy.
- Assists with debriefing after high stress, traumatic, or multi jurisdiction calls.
- Works on other assignments as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to efficiently operate office, computer equipment, and communications consoles
- Knowledge of Fluvanna County, including prominent businesses, buildings, parks, and landmarks
- Thorough knowledge of Communications Officer responsibilities
- Clear and concise communication skills
- Ability to execute data entry at a reasonable speed
- Ability to remain calm and reassuring during stressful situations
- Ability to assign, instruct, and review work of Communications Officers

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

- High School Diploma or equivalent
- 2 years of experience in an Emergency Communications Center or related field
- Minimum of 1 year of experience with Fluvanna County E911
- No documented disciplinary action within the past 12 months
- Possession of Basic Communications Officer Certification
- Possession of VCIN A/B Operator Certification

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Position requires typical office/sedentary work requiring exertion of up to 10 pounds of force occasionally.
- Work requires reaching, fingering, grasping, and repetitive motions.
- Vocal communication is required.
- Work is performed indoors in a climate controlled environment.
- Work may be performed in a stressful environment stemming from receipt of emergency response calls.

POST OFFER REQUIREMENTS

- Criminal Background Check

Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
	9-17-2018 <i>Jessica Rice</i>		Pending



Fluvanna County, Virginia
E911 Center
Job Description

COMMUNICATIONS SUPERVISOR

Job Class #:	6251
Pay Grade:	14
Category:	Full-time, with Benefits
FLSA Status:	Non-exempt
Reports To:	Communications Director

SUMMARY

Under general supervision, the Communications Supervisor serves as a trainer, mentor, and leader within the Communications Center and performs complex technical work on an assigned shift dispatching law enforcement, fire/rescue, and other personnel in response to emergency situations. Supervision is exercised over the Communications Team Lead and Communications Officer positions. Communications Supervisor assumes command of the Emergency Communications Center during the absences of the Director of Communications and Operations Coordinator.

ESSENTIAL FUNCTIONS

- Receives calls, assesses the emergent nature of calls and dispatches appropriate personnel and equipment. Creates log of each call received.
- Oversees training for the department, including: new Communications Officers, developmental skill enhancement for current staff, regulatory compliance training, and executing performance improvement plans. Maintains training certifications and records.
- Assists with developing training procedures and techniques.
- Assists with developing dispatching procedures for Law Enforcement and Fire & Rescue communications.
- Prepares work schedule for Communications Team Leads and Communications Officers.
- Assists with performance evaluations of subordinate staff.
- Assumes command of the Communications Center in the absence of the Director of Communications and Communications Operations Coordinator.
- Works on other assignments and projects as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of Fluvanna County including prominent businesses, buildings, parks, and landmarks.
- Thorough knowledge of Communications Officer responsibilities.
- Knowledge of Fluvanna County Communications Center policies, procedures, and operations.
- Clear and concise communication skills.
- Ability to execute data entry at a reasonable speed.
- Ability to remain calm and reassuring during stressful situations.
- Ability to plan and execute technical and regulatory required training for all personnel.
- Knowledge of supervisory responsibilities including interviewing and performance reviews.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING			
<ul style="list-style-type: none"> • High School Diploma or equivalent • 3 years of emergency dispatch experience. Prior experience in law enforcement, fire, or EMS preferred • 2 years of demonstrated leadership or supervisory experience • Possession of Basic Communications Officer Certification • Possession of VCIN A/B Operator Certification • Ability to obtain within one year: <ul style="list-style-type: none"> - General Instructor or CTO Certification - Communications Center Supervisor Certification 			
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS			
<ul style="list-style-type: none"> • Position requires typical office/sedentary work requiring exertion of up to 10 pounds of force occasionally. • Work requires reaching, fingering, grasping, and repetitive motions. • Vocal communication is required. • Work is performed indoors in a climate controlled environment. • Work may be performed in a stressful environment stemming from receipt of emergency response calls. 			
POST OFFER REQUIREMENTS			
<ul style="list-style-type: none"> • Criminal Background Check 			
Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
	9-17-2018 <i>Jessica Rice</i>		Pending



Fluvanna County, Virginia
E911 Center
Job Description

COMMUNICATIONS OPERATIONS COORDINATOR

Job Class #:	6281
Pay Grade:	16
Category:	Full-time, with Benefits
FLSA Status:	Non-exempt
Reports To:	Director of Communications

SUMMARY

Under minimal supervision, the Communications Operations Coordinator performs complex technical work on an assigned shift dispatching law enforcement, fire/rescue, and other personnel in response to emergency situations. Supervision is exercised over the Communications Supervisor and Communications Team Lead positions. The Operations Coordinator assumes command of the Emergency Communications Center in the absence of the Director of Communications, and serves as the Virginia Criminal Information Network (VCIN) Terminal Agency Coordinator (TAC).

ESSENTIAL FUNCTIONS

Primary Responsibilities

- Receives calls, assesses the emergent nature of calls and dispatches appropriate personnel and equipment. Creates log of each call received.
- Participates in training new Communications Operators. Assists with developing training procedures and techniques.
- Assists with developing dispatching procedures for Law Enforcement and Fire & Rescue communications.
- Maintains and audits Communications Center VCIN/NCIC records.
- Assists with performance evaluations for Communications Supervisor and Communications Team Leads.
- Assists with Freedom of Information Act (FOIA) as needed.
- Assists with annual Communications Center budget development.
- Assumes command of the Emergency Communications Center in the absence of the Director of Communications.
- Works on other assignments and projects as needed.

Terminal Agency Coordinator (TAC) Requirements

- Serves as agency coordinator with State Police during VCIN Audits
- Ensures Center compliance with VCIN, including validation
- Maintains current VCIN/NCIC Operating Manuals and NCIC Code Manuals for all Communications personnel
- Serves as agency liaison with VCIN staff
- Ensures agency compliance with FBI Security Policy and FBI Background/Fingerprint Policies

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of Fluvanna County including prominent businesses, buildings, parks, and landmarks.

- Thorough knowledge of Communications Officer responsibilities.
- Clear and concise communication skills.
- Ability to execute data entry at a reasonable speed.
- Ability to remain calm and reassuring during stressful situations.
- Extensive knowledge VCIN/NCIC policies and procedures.
- Knowledge of supervisory responsibilities including interviewing and performance reviews.
- Thorough knowledge of Fluvanna County Communications Center policies, procedures, and operations.
- Demonstrated leadership skills and decision-making ability.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

- Any combination of education, training or experience equivalent to 2 years of college level coursework in Criminal Justice, Computer Science, Emergency Medical Services, or similar field
- 3 years of emergency dispatch experience. Prior experience in law enforcement, fire, or EMS preferred
- Prior supervisory experience required.
- Possession of Basic Communications Officer Certification
- Possession of VCIN A/B Operator Certification for a minimum of 3 years
- Ability to obtain within one year:
 - Communications Center Supervisor Certification
 - General Instructor or CTO Certification

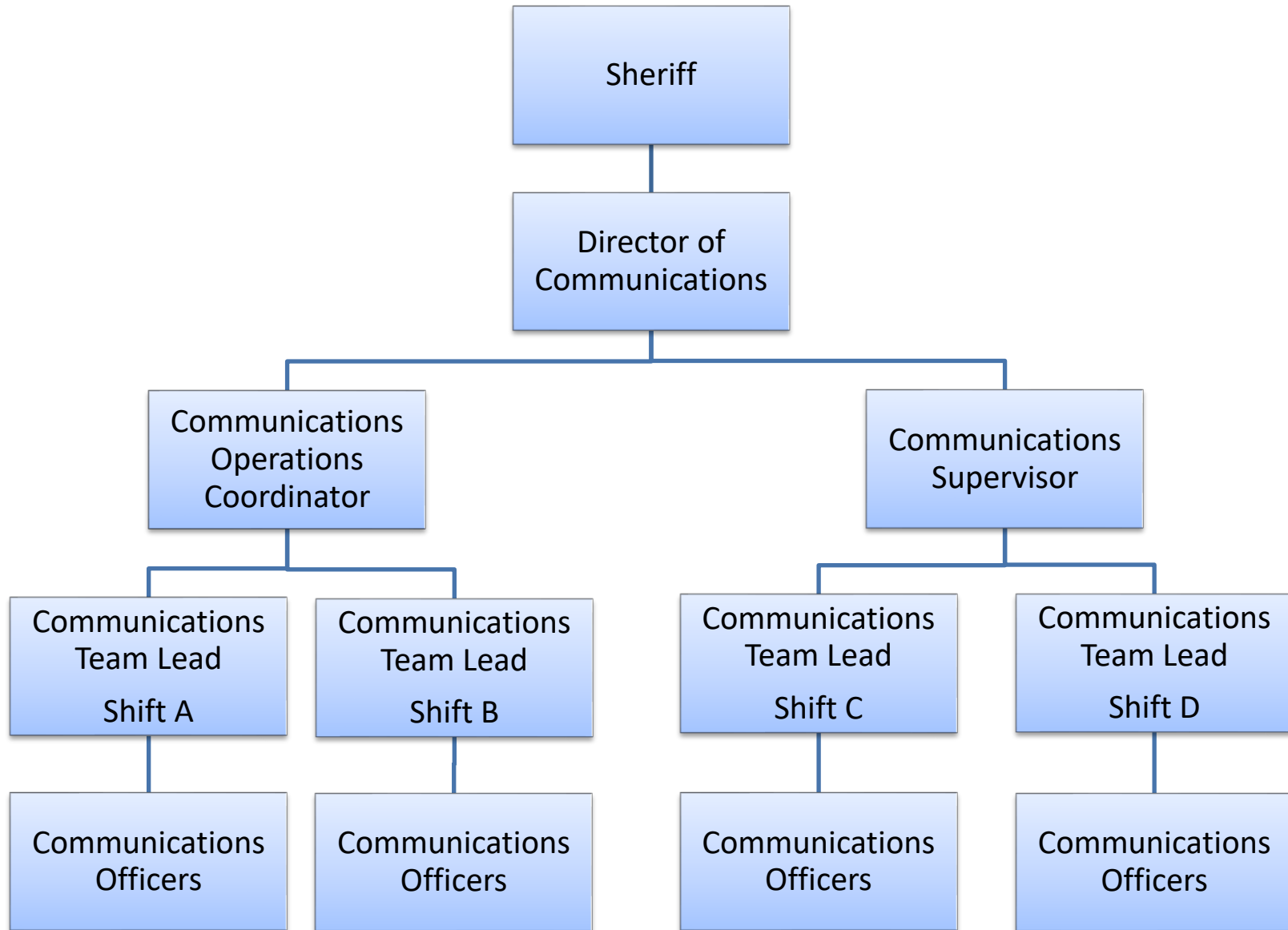
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Position requires typical office/sedentary work requiring exertion of up to 10 pounds of force occasionally.
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- Work is performed indoors in a climate controlled environment.
- Work may be performed in a stressful environment stemming from receipt of emergency response calls.

POST OFFER REQUIREMENTS

- Criminal Background

Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
	9-17-2018 <i>Jessica Rice</i>		Pending



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

TAB C

MEETING DATE:	October 3, 2018				
AGENDA TITLE:	County Funding Increase for FSPCA Public Animal Shelter Services				
MOTION(s):	<p><u>Motion #1:</u> I move to approve an FY19 funding increase of \$35,346.00 for Fluvanna Society for the Prevention of Cruelty to Animals (FSPCA) to support Public Animal Shelter operations.</p> <p><u>Motion #2:</u> I move to approve a budget transfer of \$35,346.00 from the FY19 Miscellaneous Non-Departmental Medical Insurance funds to the FY19 Sheriff's Office Contract Services Budget.</p>				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		XX			
STAFF CONTACT(S):	Steve Nichols, County Administrator, and Eric Dahl, DCA/Finance Director				
PRESENTER(S):	Steve Nichols, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Current				
DISCUSSION:	<ol style="list-style-type: none"> 1. A review of the FSPCA workload over the last several year shows that a significant majority of the organization's workload is attributable to Public Animal Shelter Services on behalf of Fluvanna County. 2. Fluvanna County recognizes the essential nature and cost effectiveness of the FSPCA Public Animal Shelter operations. However, county funding only covers about 50% of the overall organizational funding requirements. 3. The new FSPCA Board has been working hard to improve efficiency, accountability, and transparency, but funding shortfalls still exist. Increasing supply costs and staff wage pressures combine to continue significant budget pressure on the organization. 4. Providing additional FY19 funding (\$35,346) will help ease pressure on difficult local fundraising efforts for this non-profit organization and help provide funding to support improved staff wages in the current tight job market. 				

	5. Staff also recommends strong consideration for changing from a multiyear, fixed funding agreement to an annual budget request process like other departments. This would more accurately reflect the current cost of operations, and provide recognition of the essential nature of the Public Animal Shelter functions that FSPCA provides.				
FISCAL IMPACT:	\$35,346 will come from Medical Insurance benefits funding that was overestimated in the FY19 budget by \$207K, since final medical insurance cost increase figures were not available yet in April 2018 when the Board adopted the FY19 Budget.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	<p>The county's current agreement with FSPCA (signed in 2017) calls for an annual payment of \$154,146 for Public Animal Shelter Services. The term of the agreement is for up to 5 years.</p> <p>If this funding increase is approved, the action will become an addendum to the current FSPCA/Fluvanna County Agreement for FY19 funding.</p> <p>Any change to future years funding will be reviewed and adopted during the FY20 budget process.</p>				
ENCLOSURES:	<ul style="list-style-type: none"> FSPCA Workload (2015-17) FSPCA County Funding History 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

Fluvanna SCPA - Animal Sheltering Statistics

Category	2015	2016	2017
County Strays	435	381	392
	55%	61%	59%
ACO Drop-Offs	236	159	198
	30%	25%	30%
Fluvanna Surrenders	127	87	79
	16%	14%	12%
TOTAL Animals Sheltered	798	627	669
Total for County Strays + ACO Drop-Offs	84%	86%	88%

Fluvanna SPCA Funding History

Fiscal Year	Total Animal Intakes	County Funding	Cost per Capita
2004	851	\$24,000	\$1.02
2005	779	\$36,000	\$1.47
2006	970	\$48,000	\$1.94
2007	1,031	\$48,000	\$1.90
2008	1,066	\$60,000	\$2.35
2009	852	\$73,800	\$2.87
2010	807	\$77,934	\$3.03
2011		\$80,565	\$3.14
2012		\$80,565	\$3.14
2013		\$128,455	\$5.00
2014		\$128,455	\$5.00
2015	798	\$128,455	\$5.00
2016	627	\$128,455	\$5.00
2017	669	\$128,455	\$5.00
2018		\$154,152	\$6.00
2019		\$154,152	\$6.00

FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT

TAB D

MEETING DATE:	October 03, 2018				
AGENDA TITLE:	Change Order 8 And 9 To The Communications System Agreement For The Fluvanna Public Safety Emergency Communications Radio System				
MOTION(s):	<p><u>Motion #1:</u> I move the Board of Supervisors approve a supplemental appropriation of \$26,584 from the FY19 Emergency Management Professional Services budget to the CIP project budget for the Fluvanna Public Safety Emergency Communications Radio System, with the funds necessary for Change Orders #8 & 9.</p> <p><u>Motion #2:</u> I move the Board of Supervisors approve the “Eighth Amendment and Modification to the Communications System Agreement for the Fluvanna Public Safety Emergency Communications Radio System” with Motorola Solutions, Inc., with \$32,530.64 price increase for this modification, and authorize the County Administrator to execute the Agreement, subject to approval as to form by the County Attorney.</p> <p><u>Motion #3:</u> I move the Board of Supervisors approve the “Ninth Amendment and Modification to the Communications System Agreement for the Fluvanna Public Safety Emergency Communications Radio System” with Motorola Solutions, Inc., with \$70,053.34 price increase for this modification, and authorize the County Administrator to execute the Agreement, subject to approval as to form by the County Attorney.</p>				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Cyndi Toler, Purchasing Officer ; Michael Grandstaff, Director of Communications				
PRESENTER(S):	Cyndi Toler, Purchasing Officer				
RECOMMENDATION:	Recommend approval				
TIMING:	Routine				
DISCUSSION:	<ul style="list-style-type: none"> ❖ Change Order 8 - The County originally ordered too many mobile units and not enough portable radios. While Motorola was not responsible for returning items we ordered in error, it was worked out that Motorola would take them back and sell them to Louisa County since they would need the same units for their new system; otherwise these would have stayed in county inventory as extra stock. In order to get the necessary amount of portable radios the additional cost is \$32,530.64 ❖ Change Order 9 - Consists of several items <ul style="list-style-type: none"> ➤ Flash codes are to upgrade current radios that were still usable to the new technology. They were used for radio upgrades for legacy equipment and mutual aid radios. A total cost of \$32,758.50 ➤ When building the tower at the former Columbia Elementary school it became necessary to move the site to a slightly different location because of 				

	<p>the quality of the ground. This resulted in additional work on footers totaling \$21,554.00</p> <ul style="list-style-type: none"> ➤ Additional items from Clear were for custom installs, like on boats, motorcycle, etc. Also, there were no extra batteries or vehicle chargers ordered on the original contract; they were given out at go live so there were spares. Totaling \$15,740.84 ❖ To date the project has remaining unassigned funds of about \$76,529 ❖ The Emergency Management Professional Services budget had funds built in to for Life Cycle replacements of radios. Because of an earlier delay in the project this will not be necessary for this year as all radios are still covered under the warranty. <ul style="list-style-type: none"> ➤ We are requesting \$26,584 of those funds be moved to the project budget in order to cover the additional items being requested in Change Orders 8 & 9. 				
FISCAL IMPACT:	<ul style="list-style-type: none"> ➤ Cost Stated above ➤ All funding already budgeted in the project budget and in Emergency Management Professional Services budget 				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	<ul style="list-style-type: none"> • Change Order 8 And 9 To The Communications System Agreement For The Fluvanna Public Safety Emergency Communications Radio System 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X		X		X- EM and E911

COUNTY OF FLUVANNA, VIRGINIA
EIGHTH AMENDMENT AND MODIFICATION TO THE COMMUNICATIONS
SYSTEM AGREEMENT FOR THE FLUVANNA PUBLIC SAFETY EMERGENCY
COMMUNICATIONS RADIO SYSTEM

This EIGHTH Amendment and Modification (“Amendment”) is made the ____ day of _____, 2018 between the County of Fluvanna, a political subdivision of the Commonwealth of Virginia (“**Customer**”), and Motorola Solutions, Inc., a Delaware Corporation authorized to transact business in Virginia (“**Motorola**”), and amends and modifies the **COMMUNICATIONS SYSTEM AGREEMENT** between the Customer and Motorola dated June 25, 2015, as previously modified by:

- a) First Amendment and Modification dated the 27th day of May, 2016 (the “First Modification”);
- b) Second Amendment and Modification dated the 16th day of June, 2016;
- c) Third Amendment and Modification dated the 16th day of June, 2016;
- d) Fourth Amendment and Modification dated the 16th day of June, 2016; and
- e) Fifth Amendment and Modification dated the 17th day of November, 2016.
- f) Sixth Amendment and Modification dated the 16th day of March, 2017; AND
- g) Seventh Amendment and Modification dated the 7th day of September, 2017;

The **COMMUNICATIONS SYSTEM AGREEMENT**, as amended and with all exhibits thereto, shall be referred to herein collectively as the “Agreement.”

WHEREAS, the parties wish to modify and amend the requirements of the Agreement as laid out herein and further wish to formalize their agreement by this Amendment to the Agreement hereby; and

THEREFORE, for good and valuable consideration, the parties hereby agree as follows:

1. **The Agreement:** All capitalized terms used herein shall have the same meaning as defined terms of the Agreement except as modified hereby or if the context requires otherwise.
2. **Exhibits:**
Exhibit 1: **Change Order and Change request Form**

The foregoing Exhibit is incorporated herein in its entirety by reference as a material part of this Amendment.

3. **Modifications:**
 - a. This EIGHTH amendment does not modify Exhibit C-1 “Statement of Work” to the Agreement, which remains in full force and effect as previously amended.
 - b. The purpose of this Amendment is to provide a credit to the Customer for certain subscriber units no longer being purchased and to add a charge for other and replacement subscriber units being purchased by Customer instead as set forth in

detail in Exhibit 1 attached hereto. The definition of Equipment under the Contract shall be modified to delete the equipment no longer being purchased and to add the subscriber units being purchased hereunder.

4. Costs of the Modifications: Net Increase of \$32,530.64 to the Contract Price as set forth in detail in Exhibit 1.

If there are any conflicts between the provisions of this Amendment (including the exhibits hereto) and the provisions of the Agreement, the provisions of this Amendment will prevail. Whenever possible this Amendment and the Agreement shall be read together. **Except as specifically amended hereby, the Agreement remains in full force and effect.**

Witness the following duly authorized signatures and seals:

Motorola Solutions, Inc.

Fluvanna County

Executed By:

Executed By:

Printed

Printed

Name:

Name:

Title:

Title:

Date:

Date:

Reviewed by:

Date:

Motorola Solutions Project Manager

Reviewed by:

Date:

Fluvanna County Project Manager

Approved as to Form:

Fluvanna County Attorney, by Kristina M. Hofmann, Assistant County Attorney

**Fluvanna County Public Safety Radio Communications Project
Change Order and Change Request Form**

Change Order Number: 8 (Add Subscriber Units)

Date: September 13, 2018

Project Name: Fluvanna Public Safety Emergency Communications Radio System

Contract Name: Communications System Agreement

Customer Name: Fluvanna County

Contractor: Motorola Solutions, Inc.

Customer Project Mgr: Michael Granstaff

Contract # MSI-12-15FCBOS

Contract Date: June 25, 2015

This Change Order and Change Request Form (the “Change Order”) is attached to and made a material part of that Eighth Amendment and Modification to the Communications System Agreement between the County of Fluvanna and Motorola Solutions, Inc. (the “Amendment”).

Definitions: Other Exhibits to the Amendment which are referred to herein:

Exhibit 1: This **Change Order** which includes **Detailed Cost Adjustments** for increase in new subscriber radio’s and credit for return of new subscriber radio’s.

The Purpose of this Change Order and Changes in Service

Provide a credit for certain subscriber units which are no longer being purchased under the Contract; and add a charge for other and replacement subscriber units being purchased instead by Fluvanna County and added to the equipment under the Contract.

In accordance with the terms and conditions of the contract identified above between Fluvanna County and Motorola Solutions, Inc., the following changes are approved:

Contract Price Adjustments:	
Original Contract Price*:	\$ 6,594,544.94
Previous Change Order amounts*:	\$ 1,398,010.25
This Change Order #8 Subscriber Returns for Credit amount (see page 2 detail):	\$ (116,203.87)
This Change Order #8 Cost of additional Subscriber Radio’s (see page 3 and 4 detail):	\$ 148,734.51
New Contract Price:	\$ 8,025,085.83

*The Original Contract Price of \$6,594,544.94 was paid pursuant to an Equipment Lease-Purchase Agreement between Fluvanna County as Lessee and the Contractor as Lessor. The total paid under the Original Contract pursuant to that Equipment Lease-Purchase Agreement dated June 25, 2016 including principal and interest was \$7,513,345.00. Change Order #1 (First Amendment and Modification dated May 27, 2016) added \$1,008,971 to the project cost. Change Order #2 (Second Amendment and Modification dated June 16, 2016) added \$222,871.86 to the project cost. Change Order #3 (Third Amendment and Modification dated June 16, 2016) originally added \$73,458.05 to the project cost, however as revised by this Change Order #5,

Fluvanna County Public Safety Radio Communications Project Change Order and Change Request Form

Change Order #3 now only adds \$49,675.16 to the total project cost. Change Order #4 (Fourth Amendment and Modification dated June 16, 2016) added \$70,830.00 to the project cost. Change Order #5 (Fifth Amendment and Modification dated November 17, 2016) added \$26,319.50 to the project cost and decreased CO#3 cost by \$23,782.39. Change Order #6 (Sixth Amendment and Modification Dated March 16, 2017) added \$38,842.83 to the project cost and Decreased CO#1 cost by \$19,500.10. Change Order #7 was Zero \$ and moved completion date to October 2017.

Completion Date Adjustments:	
Original Completion Date:	December 2016
Current Completion Date prior to this Change Order:	October 2017
New Completion Date:	October 2018

Changes in Equipment:					
Credit:					
MOBILE STYLE	QTY	MODEL NUMBER	ITEM DESCRIPTION	CONTRACT UNIT PRICE	CONTRACT EXTD PRICE
F/R Dash Mob	37	M22KSS9PW1 N	APX4500 VHF	\$988.42	\$36,571.54
F/R Dash Mob	37	QA02756	ADD: 3600 OR 9600 TRUNKING	\$1,146.10	\$42,405.70
F/R Dash Mob	37	GA00580	ADD: TDMA OPERATION	\$328.50	\$12,154.50
F/R Dash Mob	37	GA00804	ADD: APX O2 CONTROL HEAD (Grey)	\$359.16	\$13,288.92
F/R Dash Mob	37	G444	ADD: APX CONTROL HEAD SOFTWARE	\$0.00	\$0.00
F/R Dash Mob	37	G66	ADD: DASH MOUNT	\$91.25	\$3,376.25
F/R Dash Mob	37	W22	ADD: PALM MICROPHONE	\$52.56	\$1,944.72
F/R Dash Mob	37	G24	ENH: 2 YEAR REPAIR SERVICE ADVANTAG	\$121.00	\$4,477.00
F/R Dash Mob	37	G300	ADD: ANT 1/4 WAVE 762- 870MHZ	\$9.86	\$364.64
F/R Dash Mob	37	B18	ADD: AUXILARY SPKR 7.5 WATT	\$43.80	\$1,620.60
TOTALS				\$3,140.65	\$116,203.87

Fluvanna County Public Safety Radio Communications Project Change Order and Change Request Form

Add:

Site	SysSeg	Item	Total	Nomenclature	Description	Contract	Contract
		Num.	Qty.			Unit Price	Extd. Price
Fire/Rescue	Pagers	1	25	A03JAC9JA1 N	143-174MHZ FIVE CH UL IS M6 PAGER	\$499.80	\$12,495.00
Sheriff	APX4500	2	5	M22KSS9PW1 N	APX4500 VHF	\$988.42	\$4,942.10
Sheriff	APX4500	2a	5	QA02756	ADD: 3600 OR 9600 TRUNKING BAUD SINGLE SYSTEM	\$1,146.10	\$5,730.50
Sheriff	APX4500	2b	5	GA00580	ADD: TDMA OPERATION	\$324.00	\$1,620.00
Sheriff	APX4500	2c	5	GA00804	ADD: APX O2 CONTROL HEAD (Green)	\$359.16	\$1,795.80
Sheriff	APX4500	2d	5	G444	ADD: APX CONTROL HEAD SOFTWARE	\$0.00	\$0.00
Sheriff	APX4500	2e	5	G67	ADD: REMOTE MOUNT O2 WWM	\$216.81	\$1,084.05
Sheriff	APX4500	2f	5	W22	ADD: STD PALM MICROPHONE APEX	\$52.56	\$262.80
Sheriff	APX4500	2g	5	G843	ADD: AES ENCRYPTION APX	\$342.00	\$1,710.00
Sheriff	APX4500	2h	5	G24	ADD: 3 YEAR SERVICE FROM THE START LITE	\$131.00	\$655.00
Sheriff	APX4500	2i	5	G299	ADD: 1/4 WAVE ROOF TOP 150.8-162	\$9.86	\$49.30
Sheriff	APX4500	2j	5	B18	ADD: AUXILARY SPKR 7.5 WATT	\$43.80	\$219.00

Public Works	APX4000	4	5	H51KDF9PW6 N	APX 4000 VHF MHZ MODEL 2 PORTABLE	\$1,413.36	\$7,066.80
Public Works	APX4000	4a	5	QA02756	INH: 3600 OR 9600 TRUNKING BAUD SIN	\$1,130.40	\$5,652.00
Public Works	APX4000	4b	5	QA00580	ADD: TDMA OPERATION	\$324.00	\$1,620.00
Public Works	APX4000	4c	5	QA04865	ADD: TWO KNOB CONFIGURATION	\$0.00	\$0.00
Public Works	APX4000	4d	5	H301	DEL: DELETE STANDARD BELT CLIP	-\$7.20	-\$36.00
Public Works	APX4000	4e	5	QA01833	EXTREME NOISE REDUCTION	\$18.00	\$90.00
Public Works	APX4000	4f	2	Q157	ADD: APX DATA CABLE	\$54.00	\$108.00
Public Works	APX4000	4g	5	H885BK	ADD: 3 YEAR SERVICE FROM THE START LITE	\$90.00	\$450.00
Public Works	APX4000	4h	2	Q157	ADD: APX DATA CABLE	\$54.00	\$108.00
Public Works	APX4000	5	5	HMN4101B	IMPRES RSM NO DSPLY W JACK, NO CHNL	\$254.10	\$1,270.50
Public Works	APX4000	6	5	PMLN7182A	LEATHER SWIVEL CARRYING CASE FOR 2 KNOB CONF	\$46.20	\$231.00

Schools	APX6000	7	3	H98KGF9PW6 N	APX6000 VHF MHZ MODEL 2.5 PORTABLE	\$2,115.36	\$6,346.08
Schools	APX6000	7a	3	Q806	ADD: ASTRO DIGITAL CAI OPERATION	\$370.80	\$1,112.40
Schools	APX6000	7b	3	H38	ADD: SMARTZONE OPERATION	\$864.00	\$2,592.00
Schools	APX6000	7b	3	Q361	ADD: P25 9600 BAUD TRUNKING	\$216.00	\$648.00
Schools	APX6000	7c	3	QA00580	ADD: TDMA OPERATION	\$324.00	\$972.00
Schools	APX6000	7d	3	H301	DEL: DELETE BELT CLIP/BASIC CARRY HOLDER	-\$7.20	-\$21.60
Schools	APX6000	7e	3	QA01833	ADD: EXTREME 1-SIDED NOISE REDUCTION	\$18.00	\$54.00
Schools	APX6000	7f	3	H885BK	ENH: 3 YEARS FROM THE START	\$90.00	\$270.00
Schools	APX6000	8	3	HMN4101B	IMPRES RSM NO DSPLY W JACK, NO CHNL	\$254.10	\$762.30
Schools	APX6000	9	3	PMLN5657B	APX6000 CC 2.75 SWLBL 2900&2150MAH	\$55.06	\$165.18

Fluvanna County Public Safety Radio Communications Project Change Order and Change Request Form

Public Works	APX4500	10	2	M22KSS9PW1 N	APX4500 VHF	\$988.42	\$1,976.84	
Public Works	APX4500	10a	2	QA02756	ADD: 3600 OR 9600 TRUNKING BAUD SINGLE SYSTEM	\$1,146.10	\$2,292.20	
Public Works	APX4500	10b	2	GA00580	ADD: TDMA OPERATION	\$324.00	\$648.00	
Public Works	APX4500	10c	2	GA00804	ADD: APX O2 CONTROL HEAD (Green)	\$359.16	\$718.32	
Public Works	APX4500	10d	2	G444	ADD: APX CONTROL HEAD SOFTWARE	\$0.00	\$0.00	
Public Works	APX4500	10e	2	G66	ADD: DASH MOUNT O2 WWM	\$91.25	\$182.50	
Public Works	APX4500	10f	2	W382	ADD: CONTROL STATION DESK GCAI MIC	\$123.37	\$246.74	
Public Works	APX4500	10g	2	G24	ENH: 2 YEAR REPAIR SERVICE ADVANTAGE	\$131.00	\$262.00	
Public Works	APX4500	10h	2	G142	ADD: NO SPEAKER NEEDED	\$0.00	\$0.00	
Public Works	APX4500	10i	2	G91	ADD: CONTROL STATION POWER SUPPLY	\$196.37	\$392.74	
Public Works	APX4500	10j	2	W665	ADD: CONTROL STATION OPERATION	\$51.10	\$102.20	
Fire/Rescue	APX6000	11	16	H98KGF9PW6 N	APX6000 VHF MHZ MODEL 2.5 PORTABLE	\$2,115.36	\$33,845.76	
Fire/Rescue	APX6000	11a	16	Q806	ADD: ASTRO DIGITAL CAI OPERATION	\$770.80	\$5,932.80	
Fire/Rescue	APX6000	11b	16	H38	ADD: SMARTZONE OPERATION	\$864.00	\$13,824.00	
Fire/Rescue	APX6000	11c	16	Q361	ADD: P25 9600 BAUD TRUNKING	\$216.00	\$3,456.00	
Fire/Rescue	APX6000	11d	16	QA00580	ADD: TDMA OPERATION	\$324.00	\$5,184.00	
Fire/Rescue	APX6000	11e	16	H301	DEL: DELETE BELT CLIP/BASIC CARRY HOLDER	-\$7.20	-\$115.20	
Fire/Rescue	APX6000	11f	16	QA01833	ADD: EXTREME 1-SIDED NOISE REDUCTION	\$18.00	\$288.00	
Fire/Rescue	APX6000	11g	16	H885BK	ENH: 3 YEARS FROM THE START	\$90.00	\$1,440.00	
Fire/Rescue	APX6000	12	16	HMN4101B	IMPRES RSM NO DSPLY W JACK, NO CHNL	\$254.10	\$4,065.60	
Fire/Rescue	APX6000	13	16	PMLN5657B	APX6000 CC 2.75 SWLBL 2900&2150MAH	\$55.06	\$880.96	
Fire/Rescue	APX4500	17	4	M22KSS9PW1 N	APX4500 VHF	\$988.42	\$3,953.68	
Fire/Rescue	APX4500	17a	4	QA02756	ADD: 3600 OR 9600 TRUNKING BAUD SINGLE SYSTEM	\$1,146.10	\$4,584.40	
Fire/Rescue	APX4500	17b	4	GA00580	ADD: TDMA OPERATION	\$324.00	\$1,296.00	
Fire/Rescue	APX4500	17c	4	GA00804	ADD: APX O2 CONTROL HEAD (Green)	\$359.16	\$1,436.64	
Fire/Rescue	APX4500	17d	4	G444	ADD: APX CONTROL HEAD SOFTWARE	\$0.00	\$0.00	
Fire/Rescue	APX4500	17e	4	G66	ADD: DASH MOUNT O2 WWM	\$216.81	\$867.24	
Fire/Rescue	APX4500	17f	4	W22	ADD: PALM MICROPHONE	\$52.56	\$210.24	
Fire/Rescue	APX4500	17g	4	G24	ENH: 3 YEAR SERVICE ADVANTAGE FROM THE START	\$131.00	\$524.00	
Fire/Rescue	APX4500	17h	4	G300	ADD: 1/4 WAVE ROOF TOP ANT VHF	\$9.86	\$39.44	
Fire/Rescue	APX4500	17i	4	B18	ADD: AUXILARY SPKR 7.5 WATT	\$43.80	\$175.20	
								\$148,734.51

Schedule Changes:

This Change Order confirms that the new Completion Date is October 2018.

Pricing Changes:

Please see Exhibit 2 Detailed Cost Adjustments.

\$	148,734.51	Additional Cost
\$	(116,203.87)	Credit
\$	32,530.64	Net Increase

Customer Responsibilities:

None

**Fluvanna County Public Safety Radio Communications Project
Change Order and Change Request Form**

Payment Schedule for this Change Order:
Payment is due within forty-five (45) days' of delivery to the County of all additional subscriber units to the County's satisfaction.

Except as specifically modified hereby, all other terms and conditions of the Contract as previously amended by that First Amendment and Modification dated the 27th day of May, 2016; that Second Amendment and Modification dated the 16th day of June, 2016; that Third Amendment and Modification dated the 16th day of June, 2016; that Fourth Amendment and Modification dated the 16th day of June, 2016; that Fifth Amendment and Modification dated the 17th day of November, 2016; that Sixth Amendment and Modification dated the 16th March 2017; that Seventh Amendment and Modification dated 7th September 2017 are hereby ratified and shall remain in full force and effect.

Reviewed by: _____
Motorola Solutions Project Manager

Date: _____

Reviewed by: _____
Fluvanna County Project Manager

Date: _____

COUNTY OF FLUVANNA, VIRGINIA
NINTH AMENDMENT AND MODIFICATION TO THE COMMUNICATIONS
SYSTEM AGREEMENT FOR THE FLUVANNA PUBLIC SAFETY EMERGENCY
COMMUNICATIONS RADIO SYSTEM

This Ninth Amendment and Modification (“Amendment”) is made the ____ day of _____, 2018 between the County of Fluvanna, a political subdivision of the Commonwealth of Virginia (“**Customer**”), and Motorola Solutions, Inc., a Delaware Corporation authorized to transact business in Virginia (“**Motorola**”), and amends and modifies the **COMMUNICATIONS SYSTEM AGREEMENT** between the Customer and Motorola dated June 25, 2015, as previously modified by:

- a) First Amendment and Modification dated the 27th day of May, 2016 (the “First Modification”);
- b) Second Amendment and Modification dated the 16th day of June, 2016;
- c) Third Amendment and Modification dated the 16th day of June, 2016;
- d) Fourth Amendment and Modification dated the 16th day of June, 2016; and
- e) Fifth Amendment and Modification dated the 17th day of November, 2016.
- f) Sixth Amendment and Modification dated the 16th day of March, 2017;
- g) Seventh Amendment and Modification dated the 7th day of September, 2017; and
- h) Eighth Amendment and Modification dated the ____ day of _____, 2018.

The **COMMUNICATIONS SYSTEM AGREEMENT**, as amended and with all exhibits thereto, shall be referred to herein collectively as the “Agreement.”

WHEREAS, the parties wish to modify and amend the requirements of the Agreement as laid out herein and further wish to formalize their agreement by this Amendment to the Agreement hereby; and

THEREFORE, for good and valuable consideration, the parties hereby agree as follows:

- 1. **The Agreement:** All capitalized terms used herein shall have the same meaning as defined terms of the Agreement except as modified hereby or if the context requires otherwise.
- 2. **Exhibits:**
Exhibit 1: **Change Order and Change request Form**

The foregoing Exhibit is incorporated herein in its entirety by reference as a material part of this Amendment.

- 3. **Modifications:**
 - a. Exhibit C-1 “Statement of Work” to the Agreement is modified to add those services and equipment as specifically stated in Exhibit 1 hereto.
 - b. Exhibit 1 hereto is incorporated as additional material provisions of Exhibit C “Technical and Implementation Documents” of the Agreement; and hereafter the

Agreement shall be modified so as to include Exhibit 1 as material additional “Technical and Implementation Documents.”

- c. The additional work, oversight, project management, site work, services, testing, installation, materials, towers, equipment, antennae, and other items required under this Amendment, and (a) and (b) *supra* shall be referred to herein as the “Additional Services.”
 - d. The Additional Services and those subscriber units purchased under the Eighth Amendment and Modification shall be included in the “System;” and hereafter the Agreement shall be modified to include the Additional Services and the subscriber units purchased under the Eighth Amendment and Modification as material additional parts of the “System.”
 - e. The Additional Services shall be included in the “Specifications;” and hereafter the Agreement shall be modified to include the Additional Services as material additional “Specifications.”
 - f. The Additional Services as part of the “System” shall be covered by any and all warranties and service coverage under the Agreement, including, but not limited to, those described in the Agreement itself and Exhibit C-6 “Service and Warranty” of the Agreement.
 - g. All warranties under the Agreement for all of the generators being a part of the System or purchased by the Customer under the Agreement shall be extended through at least June 30th, 2019, or such later expiration as may be provided for under the Agreement (including, without limitation, Exhibit C-6 “Service and Warranty” of the Agreement).
- 4. Costs of the Modifications:** Increase of \$70,053.34 to the Contract Price as set forth in detail in Exhibit 1.

If there are any conflicts between the provisions of this Amendment (including the exhibits hereto) and the provisions of the Agreement, the provisions of this Amendment will prevail. Whenever possible this Amendment and the Agreement shall be read together. **Except as specifically amended hereby, the Agreement remains in full force and effect.**

[Signature Page to follow.]

Witness the following duly authorized signatures and seals:

Motorola Solutions, Inc.

Fluvanna County

Executed By:

Executed By:

Printed _____

Printed _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Reviewed by:

Date:

Motorola Solutions Project Manager

Reviewed by:

Date:

Fluvanna County Project Manager

Approved as to Form:

Fluvanna County Attorney, by Kristina M. Hofmann, Assistant County Attorney

Fluvanna County Public Safety Radio Communications Project Change Order and Change Request Form

Change Order Number: 9 (Add Subscriber Units)
Date: September 24, 2018
Project Name: Fluvanna Public Safety Emergency Communications Radio System
Contract Name: Communications System Agreement
Customer Name: Fluvanna County
Contractor: Motorola Solutions, Inc.
Customer Project Mgr: Michael Granstaff

Contract # MSI-12-15FCBOS **Contract Date:** June 25, 2015

This Change Order and Change Request Form (the “Change Order”) is attached to and made a material part of that Ninth Amendment and Modification to the Communications System Agreement between the County of Fluvanna and Motorola Solutions, Inc. (the “Amendment”).

Definitions: Other Exhibits to the Amendment which are referred to herein:
 Exhibit 1: **Change Order Form with Detailed Cost Adjustments** for increase in Flashcodes, CLEAR Parts, Columbia School tower relocation footer tasks, Quantity 50 Pagers Minitor VI.

The Purpose of this Change Order and Changes in Service

Add certain services and equipment as more specifically described herein including without limitation the following: (i) add flashcodes (see page 3 for detail); (ii) Columbia School site additional work and GEO review (see page 3 for detail); (iii) 50 additional pages (see page 3 for detail); (iv) CLEAR parts (see page 4 for detail); and (v) December Flash Codes (see page 5 for detail).

In accordance with the terms and conditions of the contract identified above between Fluvanna County and Motorola Solutions, Inc., the following changes are approved:

Contract Price Adjustments:	
Original Contract Price*:	\$ 6,594,544.94
Previous Change Order amounts*:	\$ 1,430,540.89
This Change Order #9 Cost of additional parts and services amount (see pages 2 through= 5 for detail):	\$ 70,053.34
New Contract Price:	\$ 8,095,139.17

*The Original Contract Price of \$6,594,544.94 was paid pursuant to an Equipment Lease-Purchase Agreement between Fluvanna County as Lessee and the Contractor as Lessor. The total paid under the Original Contract pursuant to that Equipment Lease-

Fluvanna County Public Safety Radio Communications Project Change Order and Change Request Form

Purchase Agreement dated June 25, 2016 including principal and interest was \$7,513,345.00. Change Order #1 (First Amendment and Modification dated May 27, 2016) added \$1,008,971 to the project cost. Change Order #2 (Second Amendment and Modification dated June 16, 2016) added \$222,871.86 to the project cost. Change Order #3 (Third Amendment and Modification dated June 16, 2016) originally added \$73,458.05 to the project cost, however as revised by this Change Order #5, Change Order #3 now only adds \$49,675.16 to the total project cost. Change Order #4 (Fourth Amendment and Modification dated June 16, 2016) added \$70,830.00 to the project cost. Change Order #5 (Fifth Amendment and Modification dated November 17, 2016) added \$26,319.50 to the project cost and decreased CO#3 cost by \$23,782.39. Change Order #6 (Sixth Amendment and Modification Dated March 16, 2017) added \$38,842.83 to the project cost and Decreased CO#1 cost by \$19,500.10. Change Order #7 was Zero \$ and moved completion date to October 2017. Change Order #8 added \$32,530.64 to the total project cost.

Completion Date Adjustments:	
Original Completion Date:	December 2016
Current Completion Date prior to this Change Order:	October 2017
New Completion Date:	December 2018

Cost of the Changes and Additional Equipment under this Change Order:		
3	Add Flashcodes	\$ 9,633.50
4	Columbia School	\$ 21,554.00
5	Qty 50 Pagers	\$ -
6	CLEAR Parts	\$ 15,740.84
7	December Flash Codes	\$ 23,125.00
	Totals	\$ 70,053.34

Fluvanna County Public Safety Radio Communications Project Change Order and Change Request Form

ADD FLASHCODES (detail):

Site	SysSeg	Qty	Nomenclature	Description	Extended List Price
-----	-----	-----	-----	-----	-----
FLASHUPG	APX7500	1	T7562	DIGITAL SMARTZONE	\$0.00
FLASHUPG	APX7500	3	GA00580AB	ENH: UPGRADE TO TDMA	\$1,554.00
FLASHUPG	APX7000	1	T7553	DIGITAL SMARTZONE	\$0.00
FLASHUPG	APX7000	2	QA00580AB	ENH: TDMA OPERATION	\$1,036.00
FLASHUPG	APX7000	1	T7553	DIGITAL SMARTZONE	\$0.00
FLASHUPG	APX7000	1	QA00580AB	ENH: TDMA OPERATION	\$518.00
FLASHUPG	APX7000XE	1	T7553	DIGITAL SMARTZONE	\$0.00
FLASHUPG	APX7000XE	1	Q361AP	ENH: P25 9600 BAUD TRUNKING	\$345.00
FLASHUPG	APX7000XE	1	QA00580AB	ENH: TDMA OPERATION	\$518.00
AES	ENCRYPTION	1	T7936	APX UCM UPGRADE CD	\$57.50
AES	ENCRYPTION	7	CA00182AR	ADD: AES ENCRYPTION SOFTWARE	\$4,431.00
FLASHUPG	APX4500	1	T8011	DIGITAL CONVENTIONAL	\$0.00
FLASHUPG	APX4500	1	GA00580AC	ENH: UPGRADE TO TDMA	\$518.00
FLASHUPG	APX4500	1	GA00894AB	ENH: ANALOG 3600 TRUNKING TO	\$656.00
					\$9,633.50

ADD 50 PAGERS (detail):

Site	SysSeg	Total Qty.	Nomenclature	Description	Contract Extd. Price
Fire/Rescue	Pagers	50	A03JAC9JA1 N	143-174MHZ FIVE CH UL IS M6 PAGER	\$24,990.00
	Pagers	50	A03JAC9JA1 N	Special Trade in Price 100% discount	\$0.00

COLUMBIA SCHOOL WORK (detail):

Mar-17	Columbia Additional work footers from move Site up hill	\$18,174.00
Mar-17	KCI 2nd GEO tech review Due to move	\$3,380.00
		\$21,554.00

Fluvanna County Public Safety Radio Communications Project
Change Order and Change Request Form

ADD CLEAR PARTS (detail):

ITEM	DESCRIPTION	QTY	AMOUNT
	PART SALE FOR FLUVANNA COUNTY		
NNTN7624	CHR IMP VEH EXT NA/EU KIT	26	\$8,588.58
SHIPPING		1	\$60.00
			TOTAL
			\$8,648.58
	PART SALE		
PMNN4403	BATTERY LIION 2050M	4	\$481.40
			TOTAL
	PART SALE		
PMNN4403	BATTERY LIION 2050M	15	\$1,805.25
			TOTAL
			\$1,805.25
	PART SALE		
384565	POWER INVERTER 700W	6	\$807.00
NAR6594A	ANT VHF 7/800/GPS	3	\$219.24
ICTBASE-MOT17	RADIO COVER FOR MOTO APX4500	6	\$312.78
ICT12012-20A	120 VAC, 12V 20 AMP SWITCHING POWER SUPPLY 7.1" WIDTH	6	\$1,305.00
44707	17A 7.1"W ICT12012-20A	6	\$968.40
510898	HOOD, MOTOROLA APZ4500 7.7"x7.6"x5.6" BASE-MOT17	6	\$247.26
284565	POWER INVERTER 700W	2	\$269.00
I-HIO	HIGH BAND INFORMER, DUAL-COMPANY 3 INSTALL	1	\$626.93
SHIPPING		1	\$50.00
			TOTAL
			\$4,805.61
			\$15,740.84

Fluvanna County Public Safety Radio Communications Project Change Order and Change Request Form

ADD DECEMBER FLASH CODES (detail):

QTY	MODEL NO.	PROD DESC	Unit	Extended Price
1	T7562	DIGITAL SMARTZONE		\$0.00
1	GA00580AB	ENH: UPGRADE TO TDMA		\$518.00
1	T7553	DIGITAL SMARTZONE		\$0.00
5	QA00580AB	ENH: TDMA OPERATION		\$2,590.00
1	T7553	DIGITAL SMARTZONE		\$0.00
3	QA00580AB	ENH: TDMA OPERATION		\$1,554.00
3	Q361AP	ENH: P25 9600 BAUD TRUNKING		\$1,035.00
1	T7553	DIGITAL SMARTZONE		\$0.00
1	QA00580AB	ENH: TDMA OPERATION		\$518.00
1	T7906	DIGITAL CONVENTIONAL		\$0.00
10	QA03216AC	ENH: DIGITAL CONVENTIONAL TO 9600 C		\$11,730.00
10	QA00580AE	ENH: TDMA OPERATION		\$5,180.00
0				\$0.00
0				\$0.00
0				\$0.00
	SC18290338			
SPECIAL INSTRUCTIONS AND/OR				
LINE ITEM				\$23,125.00

Schedule Changes:
This change order reflects the new completion date of December 2018.

Pricing Changes:
Please see Exhibit 2 Detailed Cost Adjustments.
\$ 70,053.34 Add
\$ 0 Credit
\$ 70,053.34 Total Increase

Customer Responsibilities:
None

Fluvanna County Public Safety Radio Communications Project
Change Order and Change Request Form

<p>Payment Schedule for this Change Order:</p> <p>Payment is due within forty-five (45) days' of delivery to the County of all additional equipment and completion of all work required under this Change Order to the County's satisfaction.</p>
--

Except as specifically modified hereby, all other terms and conditions of the Contract as previously amended by that First Amendment and Modification dated the 27th day of May, 2016; that Second Amendment and Modification dated the 16th day of June, 2016; that Third Amendment and Modification dated the 16th day of June, 2016; that Fourth Amendment and Modification dated the 16th day of June, 2016; that Fifth Amendment and Modification dated the 17th day of November, 2016; that Sixth Amendment and Modification dated the 16th March 2017; that Seventh Amendment and Modification dated 7th September 2017; and that Eighth Amendment and Modification dated the ____ day of _____, 2018 are hereby ratified and shall remain in full force and effect.

Reviewed by: _____
Motorola Solutions Project Manager

Date: _____

Reviewed by: _____
Fluvanna County Project Manager

Date: _____

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

TAB E

MEETING DATE:	October 3, 2018				
AGENDA TITLE:	TJPDC Legislative Priorities Update				
MOTION(s):	N/A				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			XX		
STAFF CONTACT(S):	Steve Nichols, County Administrator				
PRESENTER(S):	David Blount, TJPDC Legislative Liaison				
RECOMMENDATION:	Information				
TIMING:	Current				
DISCUSSION:	Legislative priorities update from TJPDC.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	TJPDC 2018 Legislative Priorities				
REVIEWS COMPLETED:	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 21st 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 F

MEETING DATE:	October 3, 2018				
AGENDA TITLE:	2019 Reassessment Briefing				
MOTION(s):	N/A				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			X		
STAFF CONTACT(S):	Andrew M. Sheridan, Jr., Commissioner of the Revenue				
PRESENTER(S):	Randy Willis, Assessor for Pearson's Appraisal Service, Inc.				
RECOMMENDATION:	N/A				
TIMING:	N/A				
DISCUSSION:	Initial overview of 2019 reassessment data.				
FISCAL IMPACT:	TBD				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Pearson's Appraisal Service, Inc. Presentation				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

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

TAB G

MEETING DATE:	October 3, 2018				
AGENDA TITLE:	2018 County Fair Review				
MOTION(s):	N/A				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		x			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			x		
STAFF CONTACT(S):	Aaron Spitzer, Director of Parks and Recreation				
PRESENTER(S):	Aaron Spitzer, Director of Parks and Recreation				
RECOMMENDATION:					
TIMING:					
DISCUSSION:					
FISCAL IMPACT:					
POLICY IMPACT:					
LEGISLATIVE HISTORY:					
ENCLOSURES:					
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other



2018 FLUVANNA COUNTY FAIR



August 15-18, 2018



Attendance

- This year's County Fair was a success with **5,500 to 7,000 visitors** over the four days





Parks and Recreation Expenses

- **Advertising - \$1,500.00**
 - Fair Book

- **General Supplies - \$2,270.01**
 - Fun Zone, Staff T-Shirts, Ace, Home Depot, Buffalo Wild Wings and Lowes

- **Contract Services - \$10,371.30**
 - VA Tent Rental, Sunbelt (lights), Porta Johns, Dumpster, and Security from Sheriff's Office

- **Total Expenses = \$14,141.31**





Parks and Recreation Revenue

- **Gate Sales - \$10,825.00**
 - 5,412 paying visitors; we did not take gate sales on Wednesday or for anyone under 18 years old on Thursday and everyday children under the age of 2 years old got in free

- **Carnival Ride Sales - \$11,179.25**
 - \$100 for each food/concession as well as 25% of all ticket sales

- **Fair Vendors - \$1,109.50**
 - 9 food, 25 non-food, 2 non-profits

- **Total Revenue = \$23,113.75**





Parks and Recreation 2017 Results

- **Total Revenue** **\$ 23,113.75**
- **Total Expenses** **\$ 14,141.31**
- **2018 Balance** **\$ 8,972.44**
- **2017 Balance** **\$ 9,715.16**
- **2016 Balance** **\$ 5,882.02**





Special Needs Event

- **Valley Amusements** Carnival opened up rides for area youth and adults with special needs on Friday from 10am-Noon.
 - Approx. 40 participants that came to this event.
- **EW Thomas** provided meals for the children and carnival staff.
- **Wade Parrish, the Fluvanna County Public Schools, and Parks and Recreation** partnered together to provide this unique experience.





Recognitions

2018 Fair Board

- President – Wade Parrish
- Vice President/Secretary – Maria Graff
- Treasurer – Channing Snood
- Marketing – Heather Hastings
- Home Arts Director – Tee White
- 4-H Director – Kim Mayo
- County Representative – Aaron Spitzer

2018 Fair Sponsors are to the right



BOS 2018 10-03 p.53/81

FLUVANNA COUNTY FAIR

Thank You

Thank you to all of our sponsors, volunteers, and community supporters. Only with your support, can we make this great community event possible.

See everyone again next year!



Pictures from the Fair...





2018 Fluvanna County Fair

Questions?



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

TAB H

MEETING DATE:	Oct 3, 2018				
AGENDA TITLE:	Adoption of the Fluvanna County Board of Supervisors Oct 3, 2018 Meeting Minutes.				
MOTION(s):	I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting on Wednesday, September 19, 2018, be adopted.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
STAFF CONTACT(S):	Kelly Belanger Harris, Clerk to the Board				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	None.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	None				
ENCLOSURES:	Draft Minutes for September 19, 2018				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

**FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Court Room
September 19, 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 7:07pm*)
Donald W. Weaver, Cunningham District

ABSENT: None.

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

RECONVENE

At 7:00pm, Chair Sheridan reconvened the Adjourned Meeting of September 5, 2018.

ADJOURN

MOTION:

At 7:00pm Mr. Weaver moved to adjourn the Adjourned Meeting of Wednesday, September 19, 2018. Mrs. Booker seconded and the motion carried with a vote of 4-0. AYES: Sheridan, Booker, Eager, & Weaver. NAYS: None. ABSENT: O'Brien.

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

At 7:01pm Chair Sheridan called to order the Regular Meeting of September 19, 2018. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

3 - ADOPTION OF AGENDA

MOTION

Mr. Weaver moved to accept the Agenda, for the September 19, 2018 Regular Meeting of the Board of Supervisors. Mrs. Booker 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
 - Social Services collected school supplies and 101 backpacks - Donations from Riverside Mission, Lake Christian Church, Fluvanna Baptist Church, and Tenaska. Jane Wilson coordinated the program for Social Services. Backpacks and supplies were distributed to children in our county.
 - Habitat for Humanity home dedication held August 19th at Houchens Place
 - Bay Journal Article by Leslie Middleton - "Pleasant Grove Park a connection to nature, the past"
- Announcements and Updates
 - Closed on Schoew Property in Columbia
 - New and improved Library website
 - New P&R Program in partnership with LMOA
 - FEMA Grant Programs declined to fund our FY17 Assistance to Firefighters Grant (AFG) request. Request was to help fund Self-Contained Breathing Apparatus (SCBA) replacements. In the process of updating the grant application for resubmission in Dec 2018.
 - Rt 616 (Union Mills Rd.) damage from Sep 17th remnant of Hurricane Florence - VDOT estimating 2 weeks for repairs. The culvert inside the box culvert crumpled.
 - Meals Tax Information for Voters on County website - Flyers for distribution around the county
 - New Economic Development Coordinator - Jennifer Edwards - Started Sep 10, 2018

• Upcoming Meetings:

Day	Date	Time	Purpose	Location
Wed	Oct 3	4:00 PM	BOS Regular Meeting	Courtroom
Wed	Oct 17	7:00 PM	BOS Regular Meeting	Courtroom
Wed	Nov 7	4:00 PM	BOS Regular Meeting	Courtroom
Wed	TUESDAY Nov 20	7:00 PM	BOS Regular Meeting	Courtroom

5 - PUBLIC COMMENTS #1

At 7:10pm 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 7:10pm.

6 - PUBLIC HEARING

None.

7 - ACTION MATTERS

BOS Meeting Dates Change—Steven M. Nichols, County Administrator (*from Sept 5, 2018 agenda*) requested a change to the regular meeting schedule in January 2019 to accommodate Holiday closures.

With no discussion,

MOTION

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

Library Assistant Position Reclassification—Jessica Rice, Human Resources Manager (*from Sept 5, 2018 agenda*) presented a request to update and reclassify the Library Assistant position description.

Mrs. Rice noted effective September 2, 2018 there was a vacancy for a full-time Library Assistant, which can be filled as either an Assistant I or II. Currently the library staffing model consists of 2 full-time library assistants, 1 part-time library assistant, 8 part-time/temp library clerks, and 36 volunteers, all of whom report to the Library Director. While reviewing the current staffing model and position descriptions, it was determined that in order to help make operations processes more efficient and to better focus on serving the public, a new staffing model, which delegates some supervisory, accounts payable, and accounts receivable responsibility to the Library Assistant position is desired. This change would provide an opportunity to create a tiered staffing structure with promotional opportunity, similar to what has already been implemented in other Departments in the County. Under the new staffing model, the 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. Mrs. Rice indicated that she recommended the move the part-time library assistant and one full-time assistant to Library Assistant II and notes that one full-time Assistant will remain at level one.

New functions that would be permanently assigned to the Library Assistant II position:

- Assisting with paying invoices, developing annual budget, and reconciling fines and user accounts
- Supervising and scheduling part-time staff and volunteers
- Responsible for daily operations in the absence of the Library Director

Because of the requested change in responsibilities, Mrs. Rice recommended a new pay band classification from band 7 to band 9 for the Library Assistant II. Vacancy savings will cover the cost of the pay increase for current employee and any pay differences that may occur in hiring a new Library Assistant. No anticipated fiscal impact. Following general discussion,

MOTION

Mrs. Eager moved that the Board of Supervisors approve the updated and reclassified Library Assistant position description, as presented, and

- Revising Position 8831, Library Assistant, Pay Band 7
- To Position 8831/8832, Library Assistant I/II, Pay Bands 7/9.

On a second from Mrs. Booker the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

Virginia Information Technologies Agency FY19 Wireless E-911 PSAP Grant—Michael Grandstaff, Director of Communications, Sheriff’s Office and Melissa Parsons, Regional Coordinator, VITA Integrated Services Program, (*from Sept 5, 2018 agenda*) presented a request to submit an application for the Next Generation 9-1-1 Grant Program from the Virginia 9-1-1 Services Board.

Ms. Parsons gave a thorough and detailed presentation about the Next Generation 9-1-1 program as well as the proposed Fairfax County-based cooperative contract with ATT to deploy the system. Ms. Parsons noted that

while the Virginia 9-1-1 Services Board mandates the migration to Next Generation 9-1-1, it is not mandating who localities enter with, though it is promoting the competitively awarded cooperative contract with ATT.

Specific points to consider:

- From day of signing proposal acceptance letter, the BOS is given 90 days to decide, and sign contract with AT&T to deploy the system.
- Grant funds will be used to replace the current voice logging software, and other equipment related to E-911. 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.
- State grant award of estimated \$246,000. State pays full cost of one-time installation and first 24 months of contractual cost increase.
- This state grant award is to be used to replace the outdated voice logging software in the E-911 Center.
- Award Period: January 2019 – June 2019.
- Deployment Period: January 2020 – June 2020.
- Current System Costs: approximately \$4,529 a month.
- Estimated **Additional** Cost After Deployment: \$1,034 a month
- No additional local match funding is required.
- No extensions are allowed.
- NG9-1-1 is a state-wide initiative with no option for not migrating to the new system.
- If this hardware is not replaced, there will be 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.
- 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.

Following wide-ranging discussion regarding cost, State funding, and deployment options,

MOTION

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

And,

Further, Mrs. Booker moved 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. Mrs. Eager gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

FCPS Capital Reserve Maintenance Fund Supplemental Appropriation—Eric Dahl, Deputy County Administrator/Finance Director (from Sept 5, 2018 agenda)

MOTION

Mr. Weaver moved 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). On a second by Mrs. Booker the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

Capital Improvement Plan Budget Transfer—Eric Dahl, Deputy County Administrator/Finance Director (from Sept 5, 2018 agenda) requested budget transfers within the Capital Improvement Plan.

Mr. Dahl reported that:

- County staff met to review current CIPs with available budgets, with the goal of de-committing funds for completed projects and reallocating those funds to either the County CRMF or unfinished CIPs in need of additional funding;
- 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:
 1. Hydrogeological Study - Phase 1: \$22,590.93 - The County has focused its efforts on different water sources and this project is not needed.
 2. Carysbrook Roof Replacement (DSS & Gym): \$72,561.90 - After inspection of the roof, it was determined that a roof replacement was not needed; roof patches around the roof ventilation fans were undertaken to fix leaks;
 3. Courthouse Fire Detection System: \$25,683.31 - Contractor costs were far below the estimated cost;

4. Courthouse Lighting Control and Replacement: \$17,152.32 - As part of the Trane Energy project, the scope of this project was simplified, reducing the cost required to complete the project;

5. Building Envelope Renewal and Repair: \$120,130.21 - Some of the mini project costs within this larger project were either reduced, completed as smaller projects and paid out of the facilities budget, or determined to not be a priority at this point. Some of the funds in this original request were earmarked for repairs to the Historical Courthouse, but have not been started.

- It is requested that the above budgets be transferred as follows:
 - Items #1-4 for \$137,988.46 transferred to the County CRMF as of June 30, 2018.
 - 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 & painting of all exterior wood trim.

Mr. Dahl noted there is no change to the overall CIP, as existing budget amounts will be transferred within the Capital Improvement Project fund for different project uses.

Mrs. Eager expressed concern about approving money for projects that are not ready to begin; Mr. Wayne Stephens, Director of Public Works and County Engineer indicated that work on the Historic Courthouse will begin as soon as money is allocated.

Following general discussion,

MOTION

Mr. O'Brien moved the Board of Supervisors approve a CIP budget transfer of \$137,988.46 from:

- Hydrogeological Study - Phase 1: \$22,590.93
- Carysbrook Roof Replacement (DSS & Gym): \$72,561.90
- Courthouse Fire Detection System: \$25,683.31
- Courthouse Lighting Control and Replacement: \$17,152.32

to the County Capital Reserve Maintenance Fund, effective June 30, 2018. Mrs. Booker gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

And,

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

Declaration of Local Emergency—Debbie Smith, Emergency Management Coordinator requested confirmation of the Local Emergency declared in response to the local effects of Hurricane Florence.

With no discussion,

MOTION

Mr. O'Brien moved to confirm the decision to declare a local emergency on Thursday, September 13, 2018 at 12pm in response to Hurricane Florence. Mr. Weaver seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

And,

all emergency actions having been taken and the imminent threat of potential injury from Hurricane Florence having passed, Mr. O'Brien further moved to immediately end the local emergency for Fluvanna County that was declared by the acting County Administrator and Director of Emergency Management for Fluvanna County, Virginia, and was effective beginning 12:00 pm, Thursday, September 13, 2018. Mrs. Booker gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

Policy 2.19 - Travel and Business Expenses – Steve Nichols, County Administrator presented a request to update the manner in which travel and business expenses are paid. Mr. Nichols noted that the update has been in the works for several years, and that all Constitutional Officers and Department Heads have agreed to the changes. This update revises the current “Section 2.19 - Travel and Education.” The new “Travel and Business Expenses” policy incorporates *per diem* payments for meals and incidental expenses (M&IE) following Federal guidelines and amounts, rather than the old “receipt for everything” travel reimbursement method. The policy is intended to cover:

- Overnight Travel
- Local Travel
- Other non-travel business expenses (e.g., training registration fees).

This method is more efficient for staff to complete claims for official travel and for Finance to adjudicate the claims.

Mr. Weaver asked for clarification regarding reimbursing those expenses incurred by candidates for employment and expressed concern with paying those expenses.

With no other discussion,

MOTION

Mr. O'Brien moved to approve Policy 2.19 – Travel and Business Expenses, and the associated travel and business expenses forms, as presented. Mrs. Booker gave second and the motion passed 4-1. AYE: Sheridan, Booker, Eager, & O'Brien. NAY: Weaver. ABSENT: None.

Safety Management Policies and Form—Jessica Rice, Human Resources Manager requested approval for the Safety Management Policies and associated forms.

With no discussion,

Mrs. Eager moved to approve the following County Policies and Form, as presented:

- Policy 6.1 - Safety Management Program
- Policy 6.2 - Injury, Incident, and Hazard Reporting
- Form 6.2 - Injury-Incident-Hazard Report
- Policy 6.3 - Vehicle Accident Procedures

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

Phone System Agreement—Cyndi Toler, Purchasing Officer brought forward a request to approve a contract and agreement with Mitel MiVoice Business System to replace the County phone system.

Mrs. Toler provided history of the project:

- CIP funding approved in FY16 - \$144,925.00
- This project replaces a 15+ year old phone system used by County government offices with a modern voice over IP (VoIP) phone system.
- Offices served by this system include: Administration Building, Circuit Courthouse, Commonwealth's Attorney, Public Works, Registrar, Treasurer, Commissioner of the Revenue, Sheriff's Office, Library, Pleasant Grove House, Public Works Maintenance Shop, Community Center Building (including Cooperative Extension), and FUSD office
- Currently maintenance is done on a time and materials basis making budgeting difficult. Hardware failures in the existing phone system and difficulty obtaining parts for repairs are all key indicators that major outages of the system will continue and increase in frequency and severity.
- Annual Maintenance Costs – Past 5 years
 - FY18- \$6,347.80
 - FY17- \$1,692.55
 - FY16- \$24,079.11
 - FY15- \$1,803.40
 - FY14- \$12,456.71
- An RFP was issued in June 2018
 - 7 proposals were received
 - Fulton Communications, Inc., (sometimes doing business as Vertical Communications, Inc.) was chosen as the highest scoring proposal by the committee. Vertical Communications was founded in 2004 and merged with Fulton Communications in 2014
 - The proposed replacement system is a Mitel MiVoice Business System - a business communication platform that delivers voice, messaging, mobility, presence, conferencing, collaboration and applications
- Pricing is based on the National Joint Powers Alliance Cooperative contract, a national organization for government, education, and nonprofit organizations to leverage larger buying powers thru cooperative contacts
 - One time cost for design, equipment and installation is \$114,891.66
 - Ongoing Annual Maintenance
 - Year 1: \$0.00
 - Year 2: \$7,925.00
 - Year 3: \$8,025.00
 - Year 4: \$8,125.00
 - Year 5: \$8,225.00

Following general discussion,

MOTION

Mrs. Booker moved the Board of Supervisors approve the agreement between Fluvanna County, and the Fulton Communications, Inc., in the amount of \$114,891.66 for a new VOIP phone system and associated support, and further authorize the County Administrator to execute the agreement subject to the County Attorney approval as to form. On a second by Mrs. Eager, the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

8 – PRESENTATIONS

2018 County Staff Survey – Steve Nichols, County Administrator presented the results of the 2018 County Staff Survey.

Highlights of Survey Results:

- 97 respondents – 66% of employees
- High employment satisfaction
- Sample of employee concerns:
 - Increased pay and increased County contribution to employee health plan
 - Wellness programs, including reduced fees to area gyms/health clubs
 - Paid Time Off (PTO) system replacing current annual and sick leave policies

9 - CONSENT AGENDA

The following items were approved under the Consent Agenda for September 19, 2018:

Minutes of August 15, 2018—Kelly Belanger Harris, Clerk to the Board (*from Sept 5, 2018 agenda*)

CRMF Request - Air-conditioning system in the Information Technology Department's Work Shop—Wayne Stephens, Director of Public Works and County Engineer (*from Sept 5, 2018 agenda*)

CRMF Request - FCPS - Blacktop Repair—Don Stribling, FCPS Executive Director (*from Sept 5, 2018 agenda*)

CRMF Request - FCPS - CES Room Partition—Don Stribling, FCPS Executive Director (*from Sept 5, 2018 agenda*)

CRMF Request – SC Abrams Academy Abatement/Remodel—Don Stribling, FCPS Executive Director (*from Sept 5, 2018 agenda*)

Virginia Information Technologies Agency FY20 E-911 PSAP Education Program Grant Award—Michael Grandstaff, Director of Communications, Sheriff's Office (*from Sept 5, 2018 agenda*)

FY19 BOS Contingency Budget Transfer - Waste Container Rental—Eric Pollitt, Management Analyst (*from Sept 5, 2018 agenda*)

Minutes of September 5, 2018—Kelly Belanger Harris, Clerk to the Board

Accounts Payable Report, August 2018—Eric Dahl, Deputy County Administrator/Finance Director

MOTION

Mr. Weaver moved to approved the consent agenda, for the September 19, 2018 Board of Supervisors meeting, and to ratify Accounts Payable and Payroll for August 2018, in the amount of \$5,483,213.16.

Mrs. Booker seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver.

NAY: None. ABSENT: None.

10 - UNFINISHED BUSINESS

Meals Tax Referendum – Mrs. Eager asked if a discussion could be started regarding the intended purpose for any funds collected from an approved meals tax referendum. Mr. Payne stated that discussion to designate a specific purpose was not appropriate at this time.

11 - NEW BUSINESS

None.

12 - PUBLIC COMMENTS #2

At 9:05pm Chair Sheridan opened the second round of Public Comments.

Sheriff Hess thanked all County Staff and Fire and Rescue personnel for the preparedness activities for Hurricane Florence.

With no one else wishing to speak, Chair Sheridan closed the second round of Public Comments at 9:06pm.

13 - CLOSED MEETING

MOTION TO ENTER INTO A CLOSED MEETING

At 9:06pm, Mr. O'Brien moved the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.1, A.5, A.6, A.7, &A.8 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel, Prospective Industry, Investment of Funds, Litigation, and Legal Matters. Mrs. Booker seconded. The motion carried, with a vote of 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

MOTION TO EXIT A CLOSED MEETING & RECONVENE IN OPEN SESSION

At 10:11pm, Mr. O'Brien moved that the Closed Meeting be adjourned and the Fluvanna County Board of Supervisors convene again in open session and "BE IT RESOLVED, the Board of Supervisors does hereby certify to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711-A of the Code of Virginia, 1950, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting." Mr. Weaver seconded. The motion carried, with a roll call vote, of 5-0. AYES: Sheridan, Booker, Eager, O'Brien, and Weaver. NAYS: None. ABSENT: None.

14 - ADJOURN

MOTION:

At 10:12pm Mr. O'Brien moved to adjourn the regular meeting of Wednesday, September 19, 2018. Mrs. Weaver 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

DRAFT

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

TAB I

MEETING DATE:	October 3, 2018																																		
AGENDA TITLE:	FY19 FCPS Grants Supplemental Appropriation																																		
MOTION(s):	I move the Board of Supervisors approve a supplemental appropriation of \$336,471 to the Fluvanna County Public Schools FY19 budget for funds received from Federal, State and Other Local sources.																																		
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):																																
		X																																	
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other																														
				X																															
STAFF CONTACT(S):	Eric Dahl, Deputy County Administrator/Finance Director Eric Pollitt, Management Analyst Brenda Gilliam, Executive Director for Instruction and Finance																																		
PRESENTER(S):	Brenda Gilliam, Executive Director for Instruction and Finance																																		
RECOMMENDATION:	I recommend approval of the motion as stated above.																																		
TIMING:	Routine																																		
DISCUSSION:	<p>Fluvanna County Public Schools will receive \$336,470.86 in new FY19 grant funding from Federal, State and Other Local revenue sources that were not included in the FY19 budget. The supplemental appropriation breakdown is provided on the FCPS request enclosed. The below tables show the change in the FY19 FCPS budget:</p> <table border="1"> <thead> <tr> <th>Revenue Category</th> <th>FY19 Adopted</th> <th>FY19 Revised</th> <th>FY19 Request</th> <th>FY19 Revised (NEW Total)</th> </tr> </thead> <tbody> <tr> <td>Local - County</td> <td>17,427,579</td> <td>17,427,579</td> <td>-</td> <td>17,427,579</td> </tr> <tr> <td>Other Local</td> <td>907,708</td> <td>907,708</td> <td>190,902</td> <td>1,098,610</td> </tr> <tr> <td>State</td> <td>20,943,446</td> <td>21,060,983</td> <td>109,587</td> <td>21,170,569</td> </tr> <tr> <td>Federal</td> <td>1,254,200</td> <td>1,635,801</td> <td>35,982</td> <td>1,671,783</td> </tr> <tr> <td>TOTAL</td> <td>40,532,933</td> <td>41,032,071</td> <td>336,471</td> <td>41,368,542</td> </tr> </tbody> </table>					Revenue Category	FY19 Adopted	FY19 Revised	FY19 Request	FY19 Revised (NEW Total)	Local - County	17,427,579	17,427,579	-	17,427,579	Other Local	907,708	907,708	190,902	1,098,610	State	20,943,446	21,060,983	109,587	21,170,569	Federal	1,254,200	1,635,801	35,982	1,671,783	TOTAL	40,532,933	41,032,071	336,471	41,368,542
Revenue Category	FY19 Adopted	FY19 Revised	FY19 Request	FY19 Revised (NEW Total)																															
Local - County	17,427,579	17,427,579	-	17,427,579																															
Other Local	907,708	907,708	190,902	1,098,610																															
State	20,943,446	21,060,983	109,587	21,170,569																															
Federal	1,254,200	1,635,801	35,982	1,671,783																															
TOTAL	40,532,933	41,032,071	336,471	41,368,542																															

	Expenditure Category	FY19 Adopted	FY19 Revised	FY19 Request	FY19 Revised (NEW)
	Instruction	31,092,511	31,275,649	84,169	31,359,818
	Admin, Attendance & Health	1,779,639	1,779,639		1,779,639
	Pupil Transportation	2,848,784	2,848,784		2,848,784
	Operation & Maintenance	3,003,719	3,003,719	80,000	3,083,719
	Technology	1,808,280	2,124,280	172,302	2,296,582
	TOTAL	40,532,933	41,032,071	336,471	41,368,542
FISCAL IMPACT:	<p>Approval of this supplemental appropriation will authorize staff to increase the Revenue and Expenditures in the Schools budget by \$336,471 as outlined in the above tables in the "FY19 Request" column.</p> <p>There is no local County match required for these funds. In addition, this request is not for County Local funding carryover. Any requests for County Local funding carryovers will not occur until November 2018.</p>				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	FCPS Supplemental Appropriation Request				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			



FLUVANNA COUNTY PUBLIC SCHOOLS

14455 JAMES MADISON HIGHWAY
PALMYRA, VIRGINIA 22963

Phone: (434) 589-8208 Fax: (434) 589-2248

TO: Eric Dahl, Deputy County Administrator/Finance Director, Fluvanna County

FROM: Brenda Gilliam, Executive Director for Instruction and Finance *BIG*

Cc: Steven M. Nichols, County Administrator, Fluvanna County
Chuck Winkler, Superintendent Fluvanna County Public Schools

DATE: September 26, 2018

RE: Revised Supplemental Appropriation Request

Fluvanna County Public Schools has received grants from Federal, State, and Other Local revenue sources that we not included in the FY2019 budget.

It is requested the funds be appropriated to the Schools as an increase in funds as outlined below:

State- \$109,586.93
Federal- \$35,981.93
Other Local- \$190,902.00
Total= \$336,470.86

Funding Source	Year	Type	Category	Amount	Expiration
Title I	2018	Federal	Instruction	\$16,147.96	9/30/2019
Title IIA	2018	Federal	Instruction	\$478.83	9/30/2019
Title IVA	2019	Federal	Instruction	\$15,205.14	9/30/2020
Title VIB	2018	Federal	Instruction	\$4,150.00	9/30/2019
Adult Ed- Dollar General	2019	Other Local	Instruction	\$12,000.00	6/30/2019
Adult Ed- Community Foundation	2019	Other Local	Instruction	\$5,000.00	6/30/2019
Early Childhood- Virginia Commonwealth Univ.	2019	Other Local	Instruction	\$1,600.00	6/30/2019
Workplace Readiness Skills/Credentials	2019	State	Instruction	\$1,526.96	6/30/2019
Industry Credentials STEM-H	2019	State	Instruction	\$2,473.58	6/30/2019
Industry Credentials	2019	State	Instruction	\$9,060.53	6/30/2019
Additional CTE Equipment	2019	State	Instruction	\$7,223.86	6/30/2019
CTE Equipment	2019	State	Instruction	\$9,302.00	6/30/2019
School Security Equipment Grant	2019	State	Operations	\$80,000.00	6/30/2019
Erate	2019	Other Local	Technology	\$172,302.00	6/30/2019
TOTAL				\$336,470.86	

The Fluvanna County School Board is committed to nondiscrimination with regard to sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information, or any other characteristic protected by law. This commitment will prevail in all of its policies and practices concerning staff, students, educational programs and services, and individuals and entities with whom the Board does business. Mr. Don Stribling, Executive Director, is designated as the responsible person (Compliance Officer) regarding assurances of nondiscrimination. Any complaint alleging discrimination based on a disability shall be directed to Ms. Jennifer Valentine, Director of Special Education (the Section 504 Coordinator). Both may be reached at the following address: 14455 James Madison Highway, Palmyra, VA 22963; telephone (434) 589-8208. The Fluvanna County School Board is an Equal Opportunity Employer.

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

No.	Item
1	FY18 BOS Contingency Balance Report – 2018-10-03
2	FY18 Capital Reserve Memo – 2018-10-03
3	Unassigned Fund Balance Report – 2018-10-03
4	VDOT Monthly Report – September 2018
5	
6	
7	
8	
9	
10	

MEMORANDUM

Date: October 3, 2018
From: Eric Pollitt – Management Analyst
To: Board of Supervisors
Subject: FY19 BOS Contingency Balance

The FY19 BOS Contingency line balance is as follows:

Beginning Budget:	\$150,000.00
Less: FY19 Non-Profit Budget Allocations Change – 05.16.18	-\$14,180.00
Less: FY19 C.A.R.E. Task Force Container for Clean Up Day – 09.19.18	-\$500.00
Available:	\$135,320.00

MEMORANDUM

Date: October 3, 2018
From: Eric Pollitt – Management Analyst
To: Board of Supervisors
Subject: FY19 Capital Reserve Balances

The FY19 Capital Reserve account balances are as follows:

County Capital Reserve:

FY18 Carryover (CORRECTED – FY18 CLOSED PROJECTS \$163,865)	\$231,121
FY19 Budget Allocation:	\$0
Less: I.T. Air Conditioning Unit – 09.19.18	-\$7,000
Available:	\$224,121

Schools Capital Reserve:

FY18 Carryover (CORRECTED – FY18 CLOSED PROJECTS \$13,046)	\$129,354
FY19 Budget Allocation:	\$150,000
Plus: BOS Unassigned Fund Balance: Middle School Debt Proceeds – 09.19.18	\$72,001
Less: Abrams Abatement: Classroom & Crawl Space – 09.19.18	-\$72,001
Less: Carysbrook & Central Elementary Blacktop Repair – 09.19.18	-\$10,650
Less: Central Elementary School Partition – 09.19.18	-\$12,000
Available:	\$256,704

MEMORANDUM

Date: October 3, 2018
From: Eric Pollitt – Management Analyst
To: Board of Supervisors
Subject: Unassigned Fund Balance

*FY18 Year End (Unaudited) Unassigned Fund Balance – Excess Above Policy Target:	*\$4,078,805
Less: FY19 Schools Capital Reserve Maintenance Fund Increase – 09.19.18	-\$72,001
Current (Unaudited) Unassigned Fund Balance – Excess Above Policy Target:	*\$4,006,804

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

**Culpeper District, Louisa Residency
Fluvanna County Monthly Report: October 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
09/18	Route 607	No	N/A

[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	Anticipated Completion Summer 2019
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 Strips Installation Schedule:**

○

Date	Route	Location Description	Length (LM)	Center/Edge
9/22/2018	53	From 2 miles east of Rte. 600 to Rte. 636 (Garden Lane)	5.08	Center

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, Completed September 10th**

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 +/-)

- o Corridor study ongoing

Completed Studies:

- Route 600/616 intersection: sight-distance and pavement marking improvements completed;

County Safety and Operational Improvements:

- Route 250 at Route 631 (Troy Rd): VDOT crews plan to remove trees and perform minor grading to improve sight distance.
- 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

- Thomas Jefferson Parkway Bike Ride – September 26th

Fluvanna County Plan/Plat Review Status - Received the Month of August 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	8/7/2018	9/21/2018	8/8/2018	Review Complete - Acceptable
Fluvanna	Bear Investment Co. Boundary Adjustment	629-Deep Creek Road	Preliminary Plat Review,	Mark Wood	8/15/2018	9/28/2018	8/20/2018	Review Complete - Acceptable
Fluvanna	OGF LLC Property Boundary Adjustment	15-James Madison Hwy	Preliminary Plat Review,	Mark Wood	8/24/2018	10/5/2018	9/10/2018	Review Complete - Acceptable
Fluvanna	Evergreen Minor Subdivision Revised	680-Middle Fork Road	Preliminary Plat Review,	Mark Wood	8/24/2018	10/5/2018		Review Underway
Fluvanna	Village Oaks Final Plat Revised 8-125	618-Lake Monticello Road, Palmyra, VA	Final Plat Review,	Mark Wood	8/24/2018	10/5/2018		Review Underway

Maintenance Activities

VDOT crews in Palmyra and Zion Crossroads Area HQ have responded to **104** Work Orders in FY19. Top actives have been dead animal removal and tree removal

BOS Manual:

http://www.virginia-dot.org/business/resources/local_assistance/BOSmanual.pdf

Alan Saunders, P.E.
 Residency Engineer
 VDOT Louisa Residency
 540-967-3710