



FLUVANNA COUNTY BOARD OF SUPERVISORS

REGULAR MEETING AGENDA

Circuit Courtroom, Fluvanna Courts Building

March 6, 2019

Regular Meeting – 4:00 pm

Budget Work Session – 7:00 pm

TAB	AGENDA ITEMS
1	CALL TO ORDER
2	PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE
	SPECIAL PRESENTATION
	Retirement Recognition – Peter Welch
3	ADOPTION OF AGENDA
4	COUNTY ADMINISTRATOR'S REPORT
5	PUBLIC COMMENTS #1 (5 minutes each)
6	PUBLIC HEARING
	None.
7	ACTION MATTERS
A	County Administrator Employment Agreement – Fred Payne, County Attorney
B	New Position Description – Principal Planner – Jessica Rice, Human Resources Manager
7A	APPOINTMENTS
	None.
8	PRESENTATIONS (normally not to exceed 10 minutes each)
C	Business Retention and Expansion Plan—Bryan Rothamel, Economic Development Coordinator
9	CONSENT AGENDA
D	Minutes of February 20, 2019—Kelly Belanger Harris, Clerk to the Board
E	Position Description Update – Exec Asst-Clerk to the Board – Jessica Rice, HR Manager
F	Position Description Update – Assistant County Administrator – Jessica Rice, HR Manager
G	Position Description Update – Director of Finance – Jessica Rice, HR Manager
H	FY19 BOS Contingency Budget Transfer – Caroline County—Eric Pollitt, Management Analyst
I	FY19 Budget Supplemental Appropriation - Ward vs. Fluvanna County—Eric Pollitt, Management Analyst
J	School Resource Officer/School Security Officer Grant—Captain Von Hill, Sheriff's Office
K	Proclaiming March Colorectal Cancer Awareness Month—Kelly Belanger Harris, Clerk to the Board
10	UNFINISHED BUSINESS
	TBD
11	NEW BUSINESS

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TBD

12 – PUBLIC COMMENTS #2 (5 minutes each)

13 – CLOSED MEETING AND DINNER RECESS

TBD

RECESS – DINNER BREAK

RECONVENE @ 7:00pm

A - CALL TO ORDER

B - BUDGET WORK SESSION

County Department Budget Proposals – Eric Dahl, DCA / Finance Director

Budget Discussion – Eric Dahl, DCA / Finance Director

14 – CLOSED MEETING

TBD

15 – ADJOURN



Digitally signed by Steven M.
Nichols
Date: 2019.03.01 10:09:34 -05'00'

County Administrator Review

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

PLEDGE OF ALLEGIANCE

I pledge allegiance, to the flag,
of the United States of America,
and to the Republic for which it stands,
one nation, under God, indivisible,
with liberty and justice for all.

GENERAL RULES OF 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.

RULES OF PROCEDURE FOR PUBLIC HEARINGS

1. PURPOSE
 - The purpose of a public hearing is to receive testimony from the public on certain resolutions, ordinances or amendments prior to taking action.
 - A hearing is not a dialogue or debate. Its express purpose is to receive additional facts, comments and opinion on subject items.
2. SPEAKERS
 - Speakers should approach the lectern so they may be visible and audible to the Board.
 - Each speaker should clearly state his/her name and address.
 - All comments should be directed to the Board.
 - All questions should be directed to the Chairman. Members of the Board are not expected to respond to questions, and response to questions shall be made at the Chairman's discretion.
 - Speakers are encouraged to contact staff regarding unresolved concerns or to receive additional information.
 - Speakers with questions are encouraged to call County staff prior to the public hearing.
 - Speakers should be brief and avoid repetition of previously presented comments.
3. ACTION
 - At the conclusion of the public hearing on each item, the Chairman will close the public hearing.
 - The Board will proceed with its deliberation and will act on or formally postpone action on such item prior to proceeding to other agenda items.
 - Further public comment after the public hearing has been closed generally will not be permitted.

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COUNTY OF FLUVANNA

"Responsive & Responsible Government"

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

MEETING DATE:	March 6, 2019				
AGENDA TITLE:	County Administrator Employment Agreement				
MOTION(s):	I move to approve and authorize this agreement executed by Resolution of the Board of Supervisors [attached hereto] to hire Eric M. Dahl as County Administrator, effective July 6, 2019.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		XX			
STAFF CONTACT(S):	Fred Payne, County Attorney				
PRESENTER(S):	Fred Payne, County Attorney				
RECOMMENDATION:	Approval				
TIMING:	Current				
DISCUSSION:	Employment Agreement for new County Administrator Eric M. Dahl, effective July 6, 2019, following the retirement of County Administrator Steven M. Nichols on July 5, 2019.				
FISCAL IMPACT:	Initial annual cost savings of ~\$15,000.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	-- Resolution -- Employment Agreement				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				

RESOLUTION

BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF FLUVANNA COUNTY that ERIC M. DAHL be engaged as County Administrator in accordance with the terms of a certain contract of employment, dated March 1, 2019, a true copy of which is attached hereto and incorporated herein by reference; and

BE IT FURTHER RESOLVED that the said contract be, and it is hereby, APPROVED AND RATIFIED in accordance with its text.

Clerk's Certification

I hereby certify that the foregoing is a true and accurate copy of the resolution adopted by the Board of Supervisors of Fluvanna County on March 6, 2019, by motion made by _____, seconded by _____ and carried by a vote of 5 members in favor, none opposed.

Kelly Belanger Harris
Clerk of the Board of Supervisors
of Fluvanna County

**COUNTY OF FLUVANNA
EMPLOYMENT AGREEMENT
COUNTY ADMINISTRATOR**

THIS AGREEMENT made and entered into this 1st day of March, 2019, by and between the Board of Supervisors of Fluvanna County, Virginia, (“Employer”), party of the first part, and ERIC M. DAHL (“Employee”), party of the second part:

WITNESSETH:

WHEREAS, Employer desires to employ ERIC M. DAHL as County Administrator of Fluvanna County, Virginia under the terms and conditions provided for in Title 15.2 of the Code of Virginia, 1950, as amended, and this Agreement; and

WHEREAS, the Employer wishes to provide certain benefits and certain conditions of employment in order to:

- A. Secure and retain the services of Employee and to provide inducement for him to remain in such employment;
- B. Make possible full work productivity by assuring Employee’s morale and peace of mind with respect to future security; and
- C. Provide a just means for terminating Employee’s services at such time as he may be unable to fully discharge his duties or when Employer may otherwise desire to terminate his employ; and
- D. Provide for a just notification and/or compensation to the Employer if the Employee voluntarily resigns for other employment elsewhere.

WHEREAS, Employee desires to be the County Administrator of Fluvanna County and accepts all duties and responsibilities of such position as provided by law and pursuant to the terms of this Agreement.

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

SECTION 1: DUTIES

Employer hereby agrees to employ ERIC M. DAHL as County Administrator of Fluvanna County, Virginia, to perform the functions and duties specified in Title 15.2 of the Code of Virginia, 1950, as amended, and to perform other legally permissible and proper duties and functions as the Employer shall from time to time assign.

Employee agrees to serve as County Administrator of Fluvanna County, Virginia and to perform the functions and duties specified in Title 15.2 of the Code of Virginia, 1950, as amended, and to perform other legally permissible and proper duties and functions as the Employer shall from time to time assign. The Employee shall be the Chief Administrative Officer of the County

of Fluvanna and responsible to the Employer for the proper administration of the affairs of the County. The Employee shall be in charge of all employees of the Employer. The Employee shall conduct himself in compliance with all provisions of state and federal law and all ethical considerations, including the International City/County Management Association Code of Ethics.

SECTION 2: TERM

Unless terminated earlier as provided herein, the term of this Agreement shall be for a period of three years commencing July 6, 2019, (the "Effective Date") and shall be automatically renewed thereafter in accordance with the provisions for reappointment contained in Title 15.2 of the Code of Virginia, 1950, as amended, on the same terms and conditions for successive three-year terms; provided that there shall be no automatic renewal of the terms hereof if the Employer shall notify the Employee of its intent not to renew the same by writing delivered to the Employee not less than 6 months prior to the expiration of the original or any successor term. Nothing contained herein shall prohibit the Employer from terminating the Employee at any time, with or without cause subject only to section 16 of this agreement. The Employee serves at the pleasure of the Employer. It is expressly understood and agreed that nothing in this section shall be deemed to affect the rights of the Employer or the Employee to terminate this Agreement in accordance with the provisions of Section 16 of this Agreement.

SECTION 3: COMPENSATION

For his services as County Administrator, Employer agrees to pay the Employee effective July 6, 2019, an annual base salary, exclusive of benefits, of \$110,000 payable in installments as paid to other County employees, each such periodic payment to be as nearly equal as possible. The salary shall be subject to payroll deduction required by law or requested by Employee and determined to be available and proper.

In addition, Employer agrees to increase said base salary and/or other benefits of Employee in such amounts and to such extent as the Employer may determine desirable or appropriate based upon the performance evaluation process described in Section 4 of this Agreement, provided however, that when said consideration and salary adjustment is given, it shall not be less than any cost of living annual increase(s) determined for other employees of the County.

SECTION 4: PERFORMANCE EVALUATION

The Board of Supervisors shall review and evaluate the performance of the Employee in July in each succeeding year (the "Anniversary Date"). Said review and evaluation shall be in accordance with specific criteria developed jointly by the Employer and Employee. Said criteria may be added to or deleted from as the Board of Supervisors may from time to time determine, in consultation with the Employee. Furthermore, the Chairman of the Board of Supervisors shall provide the Employee with a written summary statement of the findings of the Board of Supervisors and an adequate opportunity for the Employee to discuss his evaluation with the Board of Supervisors shall be provided.

Annually, the Board of Supervisors and the Employee shall define such goals and objectives as they deem necessary for the proper operation of the County and in the attainment of the Board's policy objectives and shall further establish a relative priority amongst these goals and

objectives, said goals and objectives to be reduced to writing. As a part of the evaluation of the Employee, the Board of Supervisors shall consider the Employee's performance in working toward the attainment of these goals, objectives and priorities. These goals and objectives shall be generally attainable within the time limitations as specified and the annual operating and capital budgets and appropriations provided.

The performance evaluation as aforementioned will be used by the Employer in its discretion to determine whether or not the Employee is eligible for the annual base salary increases as provided in Section 3. The Employer may, by action taken at any meeting prior to the Anniversary Date, in its sole discretion, withhold or delay the base salary increases, wholly or in part, as it may determine to be appropriate based on Employee's performance evaluation.

SECTION 5: BENEFITS

Except as otherwise provided in this Agreement, Employee shall be entitled to the same fringe and other benefits provided other full time Employees of the Employer.

SECTION 6: ANNUAL LEAVE & SICK LEAVE

The Employee shall be entitled to leave in accordance with the provisions of the County's personnel policy for employees of the Employer with 15 years of tenure, with the employer or the Virginia Retirement System (VRS) as the same shall be amended from time to time; provided that Employee's right to take leave shall be done in a manner consistent with the exercise of his duties and shall be subject to the approval of the Employer, which approval shall not be unreasonably withheld. The Employer shall grant an annual leave Service Accumulation of 260 hours for the Employee.

SECTION 7: INSURANCE, RETIREMENT

Employee shall be a participant in the Virginia Retirement System in accordance with State law.

Employer shall provide Employee with and pay the amount determined for other employees of the County for individual health, dental, and vision insurance if provided to other County employees. The Employee may purchase additional family coverage at his expense.

SECTION 8: HOURS OF WORK

The Employee, as County Administrator, is an exempt employee, who is expected to engage in those hours of work, which are necessary to fulfill the obligation of his position of employment. It is recognized that the Employee must devote a great deal of time outside the normal office hours to the business of the Employer. To that end, the Employee will be allowed to take time off, as he shall deem appropriate, during said normal office hours; provided that Employee's right to take leave shall be done in a manner consistent with the exercise of his duties and shall be subject to the approval of the Employer, which approval shall not be unreasonably withheld.

SECTION 9: AUTOMOBILE & COMMUNICATION ALLOWANCE

The Employee shall use his personal vehicle for County business during and while off scheduled working hours. The Employer shall provide \$400 in monthly payment to compensate for mileage and other expenses such as insurance and related vehicle expenses. The County will provide a cellular telephone for Employee's use for official business. Additionally, the Employee may provide his own communication equipment such as home computer and home phone systems to be used to conduct and be of service for County business. The Employer shall provide a \$50 monthly allowance for this expense. These amounts will be paid in the regular County installment.

SECTION 10: RESIDENCE

Employee agrees that he shall maintain his residence in the County of Fluvanna, Virginia, throughout his employment tenure with Employer.

SECTION 11: DUES AND SUBSCRIPTION

Employer agrees to budget and pay for the professional dues and subscriptions of Employee necessary for his full participation in the Virginia Local Government Management Association and other related professional associations; provided that all such memberships, as well as the expenses provided for in Sections 12 and 13 hereinafter, shall be subject to the reasonable approval of the Employer.

SECTION 12: PROFESSIONAL DEVELOPMENT

Professional Association Memberships: Employer shall pay with the approved budget costs associated with the professional dues and subscriptions of the Employee necessary for continuation and full participation in national, regional, state, and local associations, and organizations necessary and desirable for the Employee's continued professional participation, growth, and advancement, and for the good of the Employer.

Conference Expenses: Expenses incurred by Employee during his attendance at conferences, legislative hearings, or similar events or meetings shall be paid by the Employer in accordance with County policy and within the approved budget.

Additional Professional Education: Employer shall pay tuition and other related expenses for additional education which Employer shall deem reasonably necessary for Employee's employment, within the amount budgeted therefor and as approved annually in advance by the board of supervisors. All such expenses shall be repaid by Employee upon the termination of his employment under this agreement or any extension hereof, together with interest at the legal rate; provided, however, that if Employee successfully completes such education, his obligation for repayment shall be reduced by 25% for each year he shall continue in the County's employ after the completion of such education.

SECTION 13: BUSINESS EXPENSES

Actual and necessary expenses incurred by Employee in the discharge of official duties or in the performance of functions authorized by the Employer shall be reimbursed upon submission

of receipts and reports of expenditures. Civic club dues for organizations serving Fluvanna County shall be considered as eligible Business Expenses.

SECTION 14: BONDING

Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

SECTION 15: OTHER TERMS AND CONDITIONS OF EMPLOYMENT

Employer, in consultation with Employee, shall fix any other terms and conditions of employment relating to the performance of Employee as it may determine reasonable from time to time, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, or any applicable law.

SECTION 16: TERMINATION

- A. Employee's employment may be terminated, either with or without cause, by a vote of a majority of the Board of Supervisors at a regular or special meeting
- B. In the event the Employee voluntarily resigns his position with the Employer, the Employee shall give the Employer sixty (60) days notice in advance, unless the parties otherwise agree.
- C. In the event the Employee is terminated without cause, the employee shall be entitled to severance pay equal to three (3) month's salary, not including allowances for the term of this contract. Severance shall include accrued annual and sick leave, up to the maximum provided by the general employee policies of the County as the same may be amended from time to time.
- D. Employee's employment may be terminated for cause for any substantial and material breach of the terms of this agreement, including, but not limited to, use of intoxicants while on duty; serious neglect of duty, insubordination, incompetence or inefficiency in the performance of required job duties; use of offensive, abusive, threatening, coercive, indecent or discourteous language toward supervisors, other employees, or members of the public; intentional falsification of personnel records, time records, or any other County records or reports; substantial and intentional violation of any County policies including, but not limited to, sexual harassment; conviction of a felony, a crime involving moral turpitude or other crime adversely reflecting on Employee's fitness for his employment; and dishonesty in any form, including falsification of one's employment application or history. The Employer shall provide the Employee written notice of termination, including the reasons therefor, and shall provide Employee a reasonable opportunity to be heard with respect to such termination.

SECTION 17: DISABILITY

If the Employee is permanently disabled or is otherwise unable to perform his duties

because of sickness, accident, injury, mental incapacity or health for a period of more than four (4) weeks beyond any accrued sick leave, Employer shall have the option to terminate the Employee, and notwithstanding the Employee's inability to perform, the Employee will receive severance pay in accordance with Section 16C of this agreement.

SECTION 18: INDEMNIFICATION

Employer, or its insurance carrier, shall defend and provide legal representation for Employee for any and all claims, proceedings or lawsuits, whether groundless or otherwise, related to or arising out of Employee's employment with Employer in accordance with Virginia Code Sections 15.2-1521 and -1522.

SECTION 19: GENERAL PROVISIONS

- A. The text herein shall constitute the entire Agreement between the parties.
- B. This Agreement shall be binding upon and inure to the benefit of the heirs of Employee. This Agreement is not assignable by the Employee.
- C. This Agreement shall become effective commencing on the Effective Date.
- D. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall not be affected and shall remain in full force and effect.
- E. This Agreement shall be construed and governed in accordance with the laws of the Commonwealth of Virginia.

IN WITNESS WHEREOF, the Board of Supervisors of Fluvanna County, Virginia has caused this Agreement to be signed and executed on its behalf by its Chairman and duly attested by the Board's Clerk, and the Employee has signed and executed this Agreement, both in duplicate, the day and year first above written, having approved the same and authorizing this agreement and execution by resolution of the Board of Supervisors, duly adopted.

BOARD OF SUPERVISORS
COUNTY OF FLUVANNA

BY: John M. Sheridan
John M. Sheridan, Chairman

Eric M. Dahl
ERIC M. DAHL

Attest:

Approved as to Form:

BY: Kelly Belanger Harris
Kelly Belanger Harris, Clerk
Board of Supervisors
County of Fluvanna, Virginia

Frederick W. Payne
Frederick W. Payne
County Attorney

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

TAB B

MEETING DATE:	March 6, 2019				
AGENDA TITLE:	Principal Planner Position				
MOTION(s):	I move to approve the new position description, #2352 Principal Planner position in Pay Band 18, as presented.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		XX			
STAFF CONTACT(S):	Jessica Rice, Human Resources Manager; Jason Stewart, Director of Community Development				
PRESENTER(S):	Jessica Rice, Human Resources Manager				
RECOMMENDATION:	Approval				
TIMING:	Current				
DISCUSSION:	<ul style="list-style-type: none"> • Currently, the Planning Department has staff positions available for 2 Planners and the all-encompassing Director of Community Development. • Staff in the Planner and Senior Planner positions do not currently have mobility opportunities within the organization. These positions are currently classified at Pay Bands 14 & 16, respectively. • The change would entail adding a third position option in Planning, at Pay Band 18. Thus, providing internal promotion opportunities similar to other County Departments. • The higher level Principle Planner, would be tasked with more responsibility including training and mentoring other staff and covering during Director absences. • Only 2 of the 3 Planner positions would be filled at any one time. There will be no additional staffing requested for this change. 				
FISCAL IMPACT:	No current funding required.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Position Description				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
				XX	COAD, CD



Fluvanna County, Virginia
Department of Community Development
Job Description

PRINCIPAL PLANNER

Job Class #:	2352
Pay Grade:	18
Category:	Full-time (with benefits)
FLSA Status:	Non-Exempt
Reports To:	Director of Community Development

SUMMARY

This position performs difficult and advanced planning work administering County, Community Development, and Planning and Zoning activities and projects related to comprehensive planning, zoning, proffer administration, subdivisions, landscaping, transportation planning, and special projects. Work is performed under general supervision.

ESSENTIAL FUNCTIONS

- Responsible for project management of complex County, Community Development, and Planning and Zoning initiatives related to comprehensive planning, zoning, proffer administration, subdivisions, and transportation planning and other projects as needed.
- Leads meetings and functions for the Planning Commission, Board of Zoning Appeals and other advisory committees as established by the Board of Supervisors and/or Planning Commission, as needed.
- Manages County review and approval processes for land use applications, including zoning permits, special use permits, and rezoning requests.
- Prepares and presents analytical staff reports and public hearing presentations to the Board of Supervisors, Planning Commission, and Board of Zoning Appeals.
- Advises various boards, commissions, and elected officials on planning related issues; Advises County Administrator and Director of Community Development as necessary; Provides guidance to lawyers, engineers, developers, citizens, and others regarding planning and zoning matters.
- Interacts and collaborates with other State and County agencies; Facilitates citizen participation and promotes transparency in application reviews; Leads public meetings as needed.
- Oversees specialized planning functions, such as new, large-scale development proposals; Analyzes and summarizes existing conditions, land use issues, growth trends, etc.
- Manages the Planning Department in the absence of the Director of Community Development
- Assists the Director of Community Development in the training and development of junior planning staff.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of the principles and practices of planning
- Thorough knowledge of economics, sociology, and finance as applied to planning
- Thorough knowledge of the County's subdivision and zoning ordinances
- Knowledge of Federal and State laws and regulations, pertaining to zoning and development.
- Ability to research and analyze technical and statistical information
- Ability to create and present detailed technical reports/ visual presentations
- Ability to mentor and train colleagues in areas of planning and zoning

<ul style="list-style-type: none"> • Knowledge of the County’s Comprehensive Plan, citizen participation techniques, and Geographic Information Systems. 			
EDUCATION, EXPERIENCE, AND TRAINING			
<p><u>Minimum:</u></p> <ul style="list-style-type: none"> • Bachelor’s degree specializing in community planning, business/ public administration, or other closely related field from an accredited college. • Minimum of three (3) to five (5) years of experience with planning and zoning in local or state government. <p>*Any equivalent combination of education, training, and experience may be used to fulfill the minimum requirements as stated.</p> <p><u>Preferred:</u></p> <ul style="list-style-type: none"> • Master’s Degree strongly preferred. • AICP and/or Certified Zoning Administrator status preferred 			
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS			
<p>This is sedentary work requiring the exertion of up to 10 pounds of force occasionally to move objects; work requires fingering and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.</p>			
SPECIAL REQUIREMENTS			
<ul style="list-style-type: none"> • Possession of a valid driver's license valid in the Commonwealth of Virginia. 			
POST OFFER REQUIREMENTS			
<ul style="list-style-type: none"> • Background Check 			
Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
2/21/2019	2/21/2019	2/27/2019	

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

MEETING DATE:	March 6, 2019				
AGENDA TITLE:	Business retention and Expansion Plan				
MOTION(s):	N/A				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):	D	
	X				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		XX			
STAFF CONTACT(S):	Bryan Rothamel, Economic Development Coordinator				
PRESENTER(S):	Bryan Rothamel, Economic Development Coordinator				
RECOMMENDATION:	Information				
TIMING:	Current				
DISCUSSION:	BRE brief from our new Economic Development Coordinator.				
FISCAL IMPACT:	None				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

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

TAB D

MEETING DATE:	Mar 6, 2019				
AGENDA TITLE:	Adoption of the Fluvanna County Board of Supervisors February 20, 2019 Meeting Minutes.				
MOTION(s):	I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting on Wednesday, February 20, 2019, 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 February 20, 2019				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

**FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Court Room
February 20, 2019
Budget Work Session with School Board 4:00pm
Regular Meeting 7:00pm**

MEMBERS PRESENT:

John M. (Mike) Sheridan, Columbia District, Chair
 Tony O'Brien, Rivanna District, Vice Chair (*arrived at 4:08pm*)
 Mozell Booker, Fork Union District
 Patricia Eager, Palmyra District
 Donald W. Weaver, Cunningham District
 Perrie Johnson, FCSB, Fork Union District, Chair
 Andrew Pullen, FCSB, Columbia District (*arrived at 4:19pm*)

MEMBERS ABSENT:

Brenda Pace, FCSB, Vice Chair, Palmyra District
 Charles Rittenhouse, FCSB, Cunningham District
 Shirley Stewart, FCSB, Rivanna District

ALSO PRESENT:

Steven M. Nichols, County Administrator
 Fred Payne, County Attorney
 Chuck Winkler, Superintendent
 Brenda Gilliam, FCPS Director
 Kelly Belanger Harris, Clerk for the Board of Supervisors
 Brandi Critzer, Clerk to the School Board

WORK SESSION – CALL TO ORDER

At 4:04pm Chair Sheridan called to order the Work Session of February 20, 2019. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

WORK SESSION WITH FLUVANNA COUNTY SCHOOL BOARD

Fluvanna County Public Schools Superintendent Chuck Winkler presented the FY20 FCPS Adopted Budget. Highlights of Mr. Winkler's presentation included:

- Selected Points of Pride
 - ALL Schools are fully accredited for the 5th Consecutive Year.
 - Ninety-five percent On-Time Graduation Rate.
 - 100 percent of Career and Technical Education (CTE) Program completers earned an Industry Credential for the Class of 2018; 679 students earned one or more Industry Credentials for 2017-18.
 - Hands-On Fluvanna- Community service day for High School students. This program was highlighted at the VA School Boards Association's (VSBA) Student Achievement Fair in 2016.
 - Kids College- Engaging students at the Elementary and Middle School level for summer enrichment hands-on learning opportunities through a partnership with PVCC.
 - Increased access to instructional technology with Chromebook Initiative.
 - Class of 2018 Graduates earned over \$1.3 million in scholarships.

➤ FCPS Schools at a Glance

- Enrollment

SCHOOL	2017-18	2018-19	Projected 2019-20
West Central	224	214 (-10)	220 (+6)
Central	456	459 (+3)	449 (-10)
Carysbrook	532	486 (-46)	449 (-37)
Fluvanna Middle	857	874 (-17)	836 (-38)
Fluvanna County High	1431	1469 (+38)	1510 (+41)

- Demographics

ETHNICITY	PERCENTAGE
American Indian	Less than 1%
Asian	Less than 1%
Black	14.7%
White	70.4%
Hispanic	6.5%
Native Hawaiian	Less than 1%
2 or More	7.7%

• Students Receiving Additional Services

Services	Students Served
Special Education	413
504 Plans	151
Gifted Education	268
English Language Learners	87
Pre-K/ECSE	86
Economically Disadvantaged	30.9%

• Elementary Class Sizes

GRADE	STANDARDS OF QUALITY (SOQ)	FCPS COMPREHENSIVE PLAN	ENROLLMENT 2018-19	AVERAGE 2018-19 RATIO	ENROLLMENT 2019-20 PROJECTED	AVERAGE 2019-20 RATIO (IF MAINTAIN CURRENT STAFFING)
KINDERGARTEN	24:1*	18:1	214	17.8	220	18.3
FIRST	24:1**	18:1	236	19.6	214	17.8
SECOND	24:1	22:1	235	19.6	236	19.6
THIRD	24:1	22:1	223	18.6	235	19.6
FOURTH	25:1***	22:1	261	21.8	223	18.6

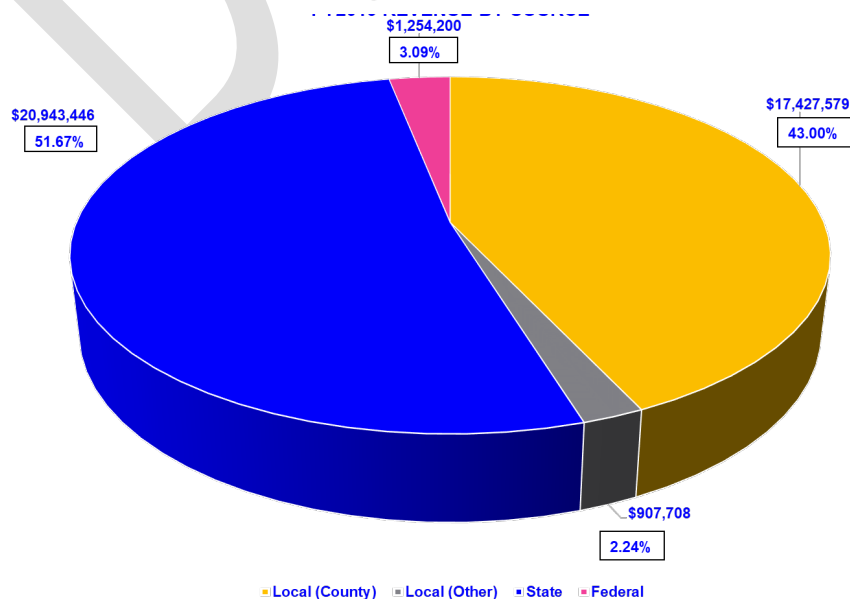
• Middle School Class Sizes

GRADE	STANDARDS OF QUALITY (SOQ)	FCPS COMPREHENSIVE PLAN	ENROLLMENT 2018-19	AVERAGE 2018-19 RATIO	ENROLLMENT 2019-20 PROJECTED	AVERAGE 2019-20 RATIO (IF MAINTAIN CURRENT STAFFING)
FIFTH	25:1***	22:1	287	23.9	261	21.8
SIXTH	25:1***	22:1	285	23.8	287	23.9
SEVENTH	25:1***	22:1	297	24.8	285	23.8
ENGLISH	24:1	22:1	868	24.1	833	23.1
SCHOOLWIDE	21:1***	22:1	868	24.6	833	23.6

• High School Class Sizes

GRADE	STANDARDS OF QUALITY (SOQ)	FCPS COMPREHENSIVE PLAN	ENROLLMENT 2018-19	AVERAGE 2018-19 RATIO	ENROLLMENT 2019-20 PROJECTED	AVERAGE 2019-20 RATIO (IF MAINTAIN CURRENT STAFFING)
ENGLISH	24:1	22:1	1466	21.7	1506	22.2
SCHOOLWIDE	21:1***	22:1	1466	24.7	1506	25.4

➤ FY19 Revenue By Source

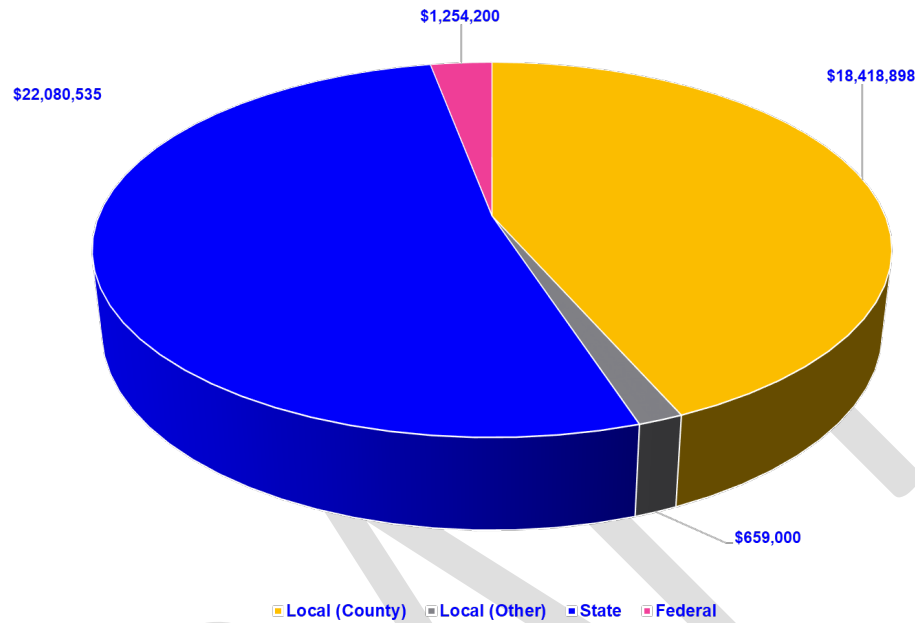


Based on budget appropriated by the Board of Supervisors in April 2018.

➤ Fiscal Year 2020 Total Requested Appropriation

Baseline FY2019 Local Funding (Board of Supervisors Adopted 04/2018)	\$17,427,579
Unrealized Energy Savings	\$224,700
ADJUSTED BASELINE	\$17,652,279
FY2020 Request Components	
Staff raises and step increases- Minimum of 3%	\$890,000
Increase in Instructional Staff- HS English, HS PE/Elective, School Counselor, MS CTE, HS Special Ed	\$370,000
Technology	\$600,000
Other- Increase Sub Pay, Athletics- Field Hockey, Homebound Teacher	\$60,000
OFFSETS	
Increased Projected State Funding	-\$1,137,089
Reductions from FY19 Baseline	-\$265,000
Increase in Projected Federal Funding	\$0
Decrease in Projected Other Local Revenue	\$248,708
Total Funding Request	\$18,418,898
Additional Local Funding Needed for FY2019	\$991,319

➤ Estimated Revenue for FY20



➤ State Budget Update

Category	Governor's	House	Senate
SOQ Accounts	\$18,230,839.53	\$18,243,521.53 (+\$12,682)	\$18,167,646.53 (-\$63,193)
Incentive Accounts (Includes Compensation Supplement)	\$2,180,130.43	\$2,065,240.64 (-\$114,889.79)	\$2,151,025.29 (-\$29,105.14)
Categorical Programs	\$39,309	\$39,309	\$39,309
Lottery Programs	\$1,630,256.22	\$1,661,712.49 (+\$31,456.28)	\$1,577,194.36 (-\$53,061.86)
TOTAL	\$22,080,535.18	\$22,009,783.67 (-\$70,751.51)	\$21,935,175.18 (-\$145,360.00)
Less Project RETURN and BRVGS Difference		-\$33,038	-\$18,261
TOTAL	\$22,080,535.18	\$22,009,783.67 (-\$37,713.51)	\$21,935,175.18 (-\$127,099.00)

*Based on an enrollment projection of 3460 for FY20.

➤ Budget Priorities for FY2020

STAFFING	Estimated Cost
Priority 1- HS English, HS Health/PE, HS Elective, School Counselor, MS CTE, and HS Special Education	\$370,000
Priority	Estimated Cost
Technology- Chromebooks, copier lease renewal	\$600,000
Other- Increase Sub Pay, Athletics- Field Hockey, Homebound Teacher	\$60,000

➤ Categorical Budget

	FY2015	FY2016	FY2017	FY2018	FY2019	Projected 2020
Instruction	\$26,738,943	\$27,321,443	\$28,492,586	\$30,003,269	\$30,907,511	\$31,785,413
Administration, Attendance, and Health	\$1,606,992	\$1,642,000	\$1,720,170	\$1,724,826	\$1,964,639	\$2,015,639
Pupil Transportation	\$2,737,306	\$2,796,937	\$3,002,355	\$2,776,239	\$2,848,784	\$2,904,054
Operations and Maintenance	\$3,726,406	\$3,807,585	\$4,012,522	\$3,379,419	\$3,003,719	\$3,276,018
Technology	\$1,672,290	\$1,708,720	\$2,050,850	\$1,751,034	\$1,808,280	\$2,431,509
Total	\$36,481,937	\$37,276,685	\$39,278,486	\$39,634,78	\$40,532,933	\$42,412,633

RECESS FOR DINNER AND CLOSED SESSION

MOTION TO ENTER INTO A CLOSED MEETING

At 5:55pm, 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.7 & A.8 of the Code of Virginia, 1950, as amended, for the purpose of discussing Litigation & Legal Matters. Mr. Weaver seconded. The motion carried, with a vote of 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

MOTION TO EXIT A CLOSED MEETING & RECONVENE IN OPEN SESSION

At 7:01pm, Mr. O'Brien moved that the Closed Meeting be adjourned and the Fluvanna County Board of Supervisors convene again in open session and "BE IT RESOLVED, the Board of Supervisors does hereby certify to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711-A of the Code of Virginia, 1950, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting." Mrs. Booker seconded. The motion carried, with a roll call vote, of 5-0. AYES: Sheridan, Booker, Eager, O'Brien, and Weaver. NAYS: None. ABSENT: None.

RECONVENE

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

At 7:02pm Chair Sheridan called to order the Regular Meeting of February 20, 2019. 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 February 20, 2019 Regular Meeting of the Board of Supervisors. Mrs. Booker seconded and the Agenda was adopted by a vote of 5-0. AYES: Sheridan, O'Brien, Booker, Eager, and Weaver. NAYS: None. ABSENT: None.

4 - COUNTY ADMINISTRATOR'S REPORT

Mr. Nichols reported on the following topics:

- Parks & Recreation Valentine's Dances
 - Senior Valentine's Dance, Wednesday, February 13, Approximately 215 Seniors attended from Greene, Louisa, Nelson, Charlottesville, and Fluvanna County, 15 volunteers, including the FUMA Interact Club
 - Young Ladies Valentine's Dances, Friday, Feb 15 -- ~132 guest / 66 young ladies, Saturday, Feb 16 -- ~248 guest / 124 young ladies; Thanks to the HS SGA & FUMA Interact Club for helping set up Friday afternoon; Special thanks to the FMS Staff for their assistance during the weekend activities
- Community and County Staff Recognitions
 - Most recent Firefighter II Class had 100% pass rate (9 students)
 - Thomas Jefferson Soil and Water Conservation District - Offering huge discounts on septic repairs and replacements! Homes in southwest Fluvanna may be eligible
- Announcements and Updates
 - Ongoing Columbia Area Sewage Investigation - Met onsite with Health Department and VDOT, VDOT uncovered a buried drain
- Cooperative Extension Updates
 - Faye Anderson has been recognized for her outstanding efforts in the Family Nutrition Program, and as a result, has been promoted to Senior Program Assistant. Now one of only four senior

Program Assistants in the Northern District. Will be helping with state-wide trainings and providing mentorship for new Program Assistants.

- Rick Hernandez will begin work on February 25 in a part time role as the Fluvanna Agriculture and Natural Resources Program Associate. Rick holds a Bachelor of Science in Agronomy and has extensive experience in production agriculture and management.
- CVEC FIBER PROJECT – All Fluvanna Service Area Substations
 - Zion Crossroads Substation Build
 - Five distinct phases of the construction to get fiber internet delivered into a substation area:
 - Fiber design -- Began at end of December (Complete)
 - Electric distribution make ready design -- 95% Complete
 - Make ready construction, Fiber construction, and Final connections.
 - With the present schedule, might get some make ready electric construction crews into the area by late March or early April.
 - Overhead fiber construction crews will begin in May-June.
 - Begin making final connections and serving customers probably in July.
 - Should complete buildout for ZXR substation by late summer/early fall.
- CVEC FIBER PROJECT – Columbia Substation
 - Fluvanna County and CVEC submitted a grant application to the Virginia Telecommunications Initiative (VATI) program.
 - The state is presently reviewing applications and should make award announcements in March.
 - If awarded, it may take another month or two after that to complete paperwork and then CVEC would have 12 months from completion of paperwork to complete the project.
 - Columbia was chosen since it likely gives the best shot based on the evaluation criteria for the grant.
- Timbering on South Boston – County is unaware of any activity beyond timbering
- “Island Hill” Subdivision
 - New by-right major subdivision between Broken Island and Riverside subdivisions
 - “Island Hill” is a proposed rural cluster major subdivision with 49 lots plus open space, proposed on Tax Map 18-A-54, between Riverside and Broken Island subdivisions. The entrance will be from Broken Island Road. The Planning Commission approved subdivision sketch plan 5-0.
- Announcements and Updates
 - New Economic Development Coordinator onboard - Bryan Rothamel began work on Feb 19th
 - County Administrator out of office (Feb 21-26) - Deputy County Administrator Eric Dahl will be Acting
- Upcoming Meetings

Day	Date	Time	Purpose	Location
Wed	Feb 27	7:00 PM	Budget Work Session – Agency Briefs <i>Set Maximum RE Tax Rate for Advertising</i>	Morris Room
Wed	Mar 6	4:00 PM 7:00 PM	Regular Meeting Budget Work Session – County Departments	Courtroom
Wed	Mar 13	7:00 PM	Budget Work Session	Morris Room

5 - PUBLIC COMMENTS #1

At 7:22pm Chair Sheridan opened the first round of Public Comments.

- Sheriff Eric Hess, spoke to correct a statement made in the Fluvanna Review regarding FY20 Budget Request. The amount reported was approximately \$65,000 less than the actual requested amount.
- James Kelley, 363 Manor Blvd, spoke in support of the Schools Budget Proposal.

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

6 - PUBLIC HEARING

None.

7 - ACTION MATTERS

Vehicle License Fees Code Change Public Hearing Authorization—Steven M. Nichols, County Administrator requested approval to amend the County Code and to schedule a future Public Hearing. As directed by the Board, the draft amendment to Chapter 15, Article 2, Section 15-2-3 of the Fluvanna County Code Regarding Exemptions From License Fees for Certain Vehicles reflects a desire to add an exemption for vehicles owned by volunteer deputies of the Sheriff during the continuation of their volunteer service as is currently the case for active and retired Fluvanna firefighters and rescue personnel. Based on 15-20 volunteer Reserve Deputies and the current vehicle license fee charge of \$33 per year, the loss of annual revenue would be \$495 to \$660. Following brief discussion,

MOTION

Mr. O'Brien moved that the Fluvanna County Board of Supervisors direct staff to initiate a County Code Amendment to amend and reenact "CHAPTER 15, ARTICLE 2, SECTION 15-2-3 OF THE FLUVANNA COUNTY CODE REGARDING EXEMPTIONS FROM LICENSE FEES FOR CERTAIN VEHICLES," and to schedule a future public hearing for the Board of Supervisors. Mrs. Eager gave second and the motion passed 5-0. AYE: Sheridan, O'Brien, Booker, Eager, & Weaver. NAY: None. ABSENT: None.

7A – BOARDS AND COMMISSIONS

None.

8 - PRESENTATIONS

Pleasant Grove Park 25th Anniversary – Steven M. Nichols, County Administrator, presented a brief overview of preliminary plans for a 25th Anniversary celebration.

- Proposed ideas to celebrate:
 - Pleasant Grove Park turns 25 in September 2019
 - 25th Anniversary Celebration
 - Saturday, Sep 7, 2019, from 10am - 3pm
 - Community Safety Day, Music, Adult and children's games, 5k race, etc.
- Lead up events:
 - County Fair (August 14 - 17)
 - Disc Golf Tournament (August 31)
- Plan to collaborate with:
 - Sheriff's Department, EDTAC, Chamber of Commerce, FCHS, Scouts, and Old Farm Day Committee
 - Support funds (\$6,000) requested in FY20 Budget Proposal

9 - CONSENT AGENDA

The following items were discussed before approval: None.

The following items were approved under the Consent Agenda for February 20, 2019:

Minutes of February 6, 2019—Kelly Belanger Harris, Clerk to the Board
Minutes of February 13, 2019—Kelly Belanger Harris, Clerk to the Board
Accounts Payable Report, January 2019—Eric Dahl, Deputy County Administrator/Finance Director
Fluvanna Fire Engine Build Agreement—Cyndi Toler, Purchasing Officer
Temporary Staff Compensation for Additional Duties - Payne—Aaron Spitzer, Director of Parks and Recreation
Dewberry Engineers Inc. – Project Agreement 1—Cyndi Toler, Purchasing Officer
Deputy Sheriff- Sergeant: Position Description Update—Jessica Rice, Human Resources Manager
Parks and Recreation Position Description Updates—Jessica Rice, Human Resources Manager

MOTION

Mr. Weaver moved to approved the consent agenda, for the February 20, 2019 Board of Supervisors meeting, and to ratify Accounts Payable and Payroll for June 2017, in the amount of \$3,610,013.58. Mrs. Booker seconded and the motion passed 5-0. AYE: Sheridan, O'Brien, Booker, Eager, & Weaver. NAY: None. ABSENT: None.

10 - UNFINISHED BUSINESS

Mrs. Booker reported on the presence of garbage and old cars in the County; and also about a citizen who was bitten by a neighbor's dog.

Mr. O'Brien asked about the erosion issues at Jefferson Center. Mr. Nichols noted that he has not yet met with Steve Hurwitz, LMOA General Manager.

Mrs. Eager reported on a citizen request to have honey bees at Pleasant Grove. Mr. O'Brien noted that the issue had come up during the Parks and Recreation Advisory Board; Aaron Spitzer, Director of Parks and Recreation, expressed liability concerns. At the same meeting, Mr. O'Brien reported that Walter Hussey, Master Naturalist, indicated that honey bees are not native bees and would have little pollinator impact on habitat restoration at Pleasant Grove.

11 - NEW BUSINESS

None.

12 - PUBLIC COMMENTS #2

At 7:51pm Chair Sheridan opened the second round of Public Comments.

With no one wishing to speak, Chair Sheridan closed the second round of Public Comments at 7:51pm.

14 - ADJOURN

MOTION:

At 7:52pm Mr. O'Brien moved to adjourn the regular meeting of Wednesday, February 20, 2019. Mrs. Booker seconded and the motion carried with a vote of 5-0. AYES: Sheridan, O'Brien, Booker, Eager, & 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 E

MEETING DATE:	March 6, 2019				
AGENDA TITLE:	Position Description – Executive Assistant / Clerk to the Board				
MOTION(s):	I move to approve the revised Position Description 1091, Executive Assistant / Clerk to the Board, as presented.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		x			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				x	
STAFF CONTACT(S):	Jessica Rice, HR Manager, and Steve Nichols, County Administrator				
PRESENTER(S):	Jessica Rice, HR Manager				
RECOMMENDATION:	Approval				
TIMING:	Current				
DISCUSSION:	This is a revision to the existing Executive Assistant / Clerk to the Board (PB-17) Position Description to reflect revised duties. No change to pay band.				
FISCAL IMPACT:	No change to position grade; costs within current budget.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Revised Position Description				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
				x	



Fluvanna County, Virginia
Department of Administration
Job Description

EXECUTIVE ASSISTANT / CLERK TO THE BOARD OF SUPERVISORS

Job Class #:	1091
Pay Grade:	17
Category:	Full-Time w/Benefits
FLSA Status:	Exempt
Reports To:	County Administrator

SUMMARY

The Executive Assistant / Clerk to the Board of Supervisors serves as primary administrative support to the County Administrator and the Board of Supervisors. Responsible for assisting the Board of Supervisors, handling sensitive, confidential and controversial information, attending all Board meetings, preparing agendas, preparing ads and notices for public hearings and job openings, composing and generating correspondence, notices and reports, ~~assists the County Administrator with special projects,~~ and answering inquiries from the public. Position serves as the Records Officer (RO) for Board of Supervisors and County departments under the Virginia State Library and Archives program, ~~as well as Freedom of Information Act (FOIA) Officer for the Board and County Departments.~~ Performs work under the general supervision of the County Administrator with considerable latitude for independent judgement. May also exercise supervision over subordinate personnel.

ESSENTIAL FUNCTIONS

The Executive Assistant / Clerk of the Board performs numerous duties in ~~fulfilling its charge to provide~~ support ~~of~~ the County Administrator, the Board of Supervisors, and ~~information to~~ the public. Performs highly skilled and complex clerical and administrative work for the County Administrator, members of the Board of Supervisors, ~~the Assistant County Administrator,~~ and ~~as available,~~ other County officials. The position serves as the clearinghouse for all matters requiring the review or executive action of the governing authorities of Fluvanna County. The Clerk provides processing and dissemination of all board directives, policies and laws of the County's legislative branch, and provides members of the public with agendas, notices of public hearings, access to public records and the opportunity to attend the open meetings of the Board of Supervisors and other special County meetings.

Executive Assistant / Clerk to the Board - ~~75~~0%

- Prepares Board agenda and notices for public hearings. Copies information/documents required and assembles/binds packets for designated members and attendees. Prepares ads/notices for meetings, job openings within the county.
- Attends all Board of Supervisors meetings, recording minutes of decisions, actions and votes. Maintains permanent records of meetings. Sets up meeting room and notifies members of meeting location. Notifies appropriate department/agency of action affecting their area.
- Completes follow-up work from Board meetings including preparing correspondence, action reports, extracts of actions and distributes to appropriate officials.
- Performs administrative and secretarial duties and handles correspondence for the County Administrator and Board of Supervisors.
- Prepares, types and distributes documents, letters and memoranda from typed or handwritten copy.

- Screens and routes or independently handles telephone calls and walk-in citizens.
- Coordinates arrangements for meetings, conferences and workshops; notifies participants of details.
- Maintains and schedules appointments; receives visitors for County Administrator.
- Prepares and maintains official records; updates County Code Book; notarizes contracts, etc.
- Provides assistance to Department heads; advises management team members of meetings and general information.
- In concert with the County Administrator, prepares annual budget requests for Administration, Board of Supervisors, ~~Reassessment~~, and County Attorney.
- Manages annual budget expenditures, tracks funds status, and codes accounts payable for payment.
- Manages Administration Department payroll; prepares payroll summary sheet for MUNIS system.
- Assists in scheduling and coordinating employee functions, as well as Board of Supervisors and County Administrator level awards.
- Manages the County's Community Service Awards Program; prepares Resolutions and Recognition Certificates.
- Maintains master database to manage board, commission, and committee member's information for appointments and reappointments; prepares associated Board packages for action.
- Distribute, track, collect, and submit Conflict of Interest forms for all Board and commission members as required by Virginia Conflict of Interest and Ethics Advisory Council and State Code.
- ~~Assists in managing~~ ~~Manages~~ the County website by reviewing information submissions, formatting content, and posting new and updated information and files.
- ~~Assists in managing~~ ~~Manages~~ Fluvanna Area News (FAN) Mail community email communications system and processes; ~~determines and manages content; creates and distributes weekly FAN Mail.~~
- Manages room reservations and county calendars for meeting spaces, etc.
- Performs related tasks as required.

Records Administrator - 20%

- Oversees the County-wide records management program to include the storage, retrieval, retention, and disposition of public records.
- Ensures that procedures provide direction on complying with mandated records management functions.
- Provides training to, and routinely educates, staff on records management procedures.
- Identifies essential and archival records and ensures that those records are properly maintained, protected, and accessible.
- Coordinates the development of a records emergency response plan for the protection/recovery of records in the event of a disaster.
- Works with departments, including Information Technology, to identify and implement electronic records solutions and participate in decisions concerning records reformatting.
- Conducts, coordinates, and records audits to ensure compliance with Library of Virginia-approved records retention and disposition schedules and agency procedures.

FOIA Officer ~~Support~~ - 510%

- ~~Assists~~ ~~Serves as~~ the County's FOIA Officer; ~~and as the point of contact for members of the public in requesting public records and to coordinate the public body's compliance with the provisions of FOIA~~
- ~~R~~researches and prepares responses to FOIA requests.
- Possesses specific knowledge of the provisions of FOIA and receives annual training from the County Attorney or the Virginia Freedom of Information Advisory Council.
- ~~Assist in maintaining~~ ~~Maintains~~ posted FOIA rights and responsibilities documents on the County website.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Comprehensive knowledge of standard office practices and procedures, equipment, and office techniques.
- Thorough knowledge of business English, spelling and arithmetic.

- General knowledge of the sections of the Code of Virginia that apply to public advertising for the Board and legislative processes related to local government.
- Principles and practices of public administration management practices and procedures.
- Awareness of budget development and management principles, and local government purchasing processes.
- Relevant federal and state laws, county ordinances, and department policies and procedures.
- General laws and administrative policies governing financial practices and procedures.
- Information technology services, including website content management and posting.
- Human relations and communications to instruct, motivate and evaluate professional employees.
- Problem solving; prioritizing and planning; conducting research and preparing reports.
- Operation and use of common office equipment including personal computers and copiers, and job-related software programs.
- Establish and maintain effective working relationships with the Board, department heads, and the public.
- Meet the public to discuss problems and complaints.
- Interpret and apply policies and procedures; analyze problems and develop specific alternative solutions.
- Communicate ideas effectively in both oral and written forms.
- Work independently and take initiative in the absence of specific instructions.
- Maintain confidential information.
- Plan, organize, direct and evaluate the work of subordinate employees.
- Thrive in fast-paced, high-stress environments.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

Any combination of education and experience equivalent to a Bachelor’s degree in business, public administration or administrative support technology, as well as a minimum of five years’ experience in increasingly responsible administrative work. Prefer administrative work experience in local government and certification as a Certified Municipal Clerk.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions. Must be available to work evenings for board meetings and work sessions, as well as occasional special community meetings and gatherings.

POST OFFER REQUIREMENTS

- Background check

Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
	<u>Pending Sep-2016</u>	<u>Pending Sep-2016</u>	<u>Pending Oct-5, 2016</u>

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

TAB F

MEETING DATE:	March 6, 2019				
AGENDA TITLE:	Position Description – Assistant County Administrator				
MOTION(s):	I move to approve the revised Position Description 1150, Assistant County Administrator, as presented.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		x			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				x	
STAFF CONTACT(S):	Jessica Rice, HR Manager, and Steve Nichols, County Administrator				
PRESENTER(S):	Jessica Rice, HR Manager				
RECOMMENDATION:	Approval				
TIMING:	Current				
DISCUSSION:	This is a complete revision and update to the existing Special Projects Coordinator #1150 (PB-16) and Assistant County Administrator #1310 (PB-20) Position Descriptions. Updated position will be Pay Band 20.				
FISCAL IMPACT:	Based on personnel budget savings on multiple recent hires, the overall annual cost increase across several department budgets is expected to be \$7,133.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Revised Position Description				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
				x	



Fluvanna County, Virginia
Department of Administration
Job Description

ASSISTANT COUNTY ADMINISTRATOR

Job Class #:	1150
Pay Grade:	20
Category:	Full-time, benefit eligible
FLSA Status:	Exempt
Reports To:	County Administrator

SUMMARY

Performs responsible professional and administrative work as an assistant to the County Administrator. Incumbent may be assigned specific program responsibilities or handle a variety of assignments. Undertakes and coordinates a variety of complex special projects, conducts research and analysis duties, and serves as the County's principal point of contact, coordinator, and/or manager for multiple programs. Work is performed under general supervision of the County Administrator.

ESSENTIAL FUNCTIONS

- Serves as an assistant to the County Administrator, assuming a wide variety of assignments involving project management, research, reporting, and intergovernmental and public relations, among others.
- Serves as the County's:
 - Special Project and Strategic Initiatives Coordinator,
 - Internal Control Program Officer,
 - Principal FOIA Officer,
 - Public Information Officer, and
 - Website Manager.
- Assists the County Administrator in the review, development, and implementation of Board policy.
- Performs research and analysis of proposed new or revised projects, policies or procedures.
- Oversees and coordinates a variety of special projects on a one-time or on-going basis.
- Develops and coordinates multiple complex projects; develops timelines, arranges for Board approval as needed, and files applications with state and federal agencies, if necessary.
- Develops and proposes solutions and/or strategies for improved County operations.
- Represents County on a variety of boards, commissions and committees; attends various meetings, workshops, and conferences; may serve as County liaison with other governmental organizations.
- Attends staff, committee and Board meetings and work sessions.
- Prepares memos, letters and reports on activities and programs.
- Prepares presentations to both the Board of Supervisors and the public;
- Prepares complex spreadsheets, forms, reports, charts and graphs.
- Manages review and updating of the Board's Strategic Initiatives.
- Prepares memoranda, letters and reports on activities/programs; performs research and analysis of new or revised projects, policies or procedures.
- Creates and maintains the official County website.
- Maintains the County's DATA Dashboard for citizens.
- Serves as the County's principal FOIA Officer and as the point of contact for members of the public in

- requesting public records and to coordinate the public body's compliance with the provisions of FOIA
- Researches and prepares responses to FOIA requests.
 - Possesses specific knowledge of the provisions of FOIA and receives annual training from the County Attorney or the Virginia Freedom of Information Advisory Council.
 - Maintains posted FOIA rights and responsibilities documents on the County website.
 - Performs related tasks as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles, practices, and techniques of public administration.
- County government objectives, procedures and organization.
- Laws, ordinances, and structural considerations relating to County governments.
- Modern office practices, procedures and equipment.
- Website design, development, and maintenance.
- Public communication and marketing techniques and strategies.

Skills in:

- Establishing and maintaining effective working relations with the public, public officials, public agencies, and various groups and organizations.
- Assessing relative cost and benefits of potential actions.
- Interpreting State and Federal rules, regulations and directives governing personnel matters.
- Researching and analyzing various different type of data information.
- Working independently, strategize and influence at all organizational levels.

Ability to:

- Work independently and take initiative; thrive in fast-paced, high-stress environments.
- Exercise appropriate judgment in answering questions and releasing information, and in analyzing and projecting consequences of decisions and/or recommendations.
- Communicate ideas effectively, both orally and in writing.
- Analyze complex problems and develop specific alternative solutions.
- Devise detailed procedures and methodology.
- Make recommendation to effectively resolve problems or issues, by using judgment that is consistent with standards, practices, policies, procedures, regulation or law.
- Write clear and concise directives, reports, memoranda and letters; prepare complex reports.
- Meet the public and to discuss problems and complaints.
- Establish and communicate specific goals and objectives to be accomplished and to evaluate departmental performance.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

- Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in public administration, organizational development, business administration or related field and experience in local government operations and/or administration.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Required to carry a cell phone and subject to recall at any time during an emergency; may be required to work long hours on occasion.
- Must be available to work some weekends and evenings for presentations, training, and meetings.
- Office environment exposure to computer screens; sitting for prolonged periods of time.

- Must have ability to occasionally lift, push/pull, and hold/carry 30 pounds.
- Must have the ability to frequently stand and sit, and occasionally walk over flat and uneven terrain.
- Must be available to work some weekends and evenings for presentations, training, and meetings.
- Local travel is required for meetings and presentations.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

- Possession of an appropriate driver’s license valid in the Commonwealth of Virginia.

POST OFFER REQUIREMENTS

- Criminal background and driving record check.

Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
	Pending	Pending	Pending

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

TAB G

MEETING DATE:	March 6, 2019				
AGENDA TITLE:	Position Description – Director of Finance				
MOTION(s):	I move to approve the revised Position Description 1390, Director of Finance, as presented.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Jessica Rice, HR Manager, and Steve Nichols, County Administrator				
PRESENTER(S):	Jessica Rice, HR Manager				
RECOMMENDATION:	Approval				
TIMING:	Current				
DISCUSSION:	This is a revision to the existing Director of Finance (PB-22) Position Description to reflect revised duties. Pay band changes from 22 to 23 to align with other director roles.				
FISCAL IMPACT:	Costs within current budget.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Revised Position Description				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
				X	



Fluvanna County, Virginia
Department of Finance
Job Description

DIRECTOR OF FINANCE

Job Class #:	1390
Pay Grade:	2322
Category:	Full-time (with benefits)
FLSA Status:	Exempt
Reports To:	County Administrator

SUMMARY

~~The Director of Finance manages and directs the county's finance, budgeting, accounting, payroll, and procurement functions, as well as the Children's Services Act (CSA) and Information Technology departments and functions. Works under the general supervision of the County Administrator. Performs difficult professional and administrative work in planning, organizing and directing the financial activities of the County; does related work as required. Work is performed under general supervision. Supervision is exercised over all department personnel.~~

ESSENTIAL FUNCTIONS

- ~~Plans, organizes, directs and participates in the activities of the Department of Finance, including accounting, data and payroll processing, budget preparation, capital improvements plan, grants administration, risk management, debt management, debt issuance, financial system administration and County procurement functions.~~
- ~~Oversees the preparation and maintenance of financial records and statements and related reports.~~
- ~~Assists County Administrator and Board of Supervisors and other departments with the development and implementation of financial matters.~~
- ~~Organizes and directs the annual audit and the preparation of annual financial statements.~~
- ~~Prepares revenue forecasts and expenditure projections.~~
- ~~Directs the preparation of all reports of the fiscal condition of the County.~~
- ~~Oversees and supervises the CSA Coordinator position and functions.~~
- ~~Oversees the planning, organizing and management of the County's Information Technology Department functions, operations and staff.~~
- ~~Evaluates the work performance of subordinates.~~
- ~~Attends Board of Supervisors meetings and prepares presentations as appropriate.~~
- ~~Represents the county on local and regional boards and commissions and as County liaison with other governmental organizations.~~
- ~~Develops staff reports and presentations for review by boards and commissions.~~
- ~~Perform related duties as required.~~
- ~~Planning, directing and participating in the accounting, payroll and financial recordkeeping programs of the County; overseeing accounts payable and purchasing functions and the preparation and maintenance of financial records and systems.~~

~~(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)~~

- ~~Plans, organizes, directs and participates in the activities of the Department of Finance, including accounting, data processing and budget preparation.~~
 - ~~Plans, directs, supervises and participates in the general accounting functions.~~
 - ~~Assists County Administrator and Board of Supervisors and other departments with the development and implementation of financial matters.~~
 - ~~Organizes and directs the annual audit and the preparation of annual financial statements.~~
 - ~~Prepares revenue forecasts and expenditure projections.~~
 - ~~Directs the preparation of all reports of the fiscal condition of the County.~~
 - ~~Helps other departments with the development and implementation of financial systems.~~
 - ~~Advises officials on financial matters of the County.~~
 - ~~Evaluates the work performance of subordinates.~~
 - ~~Establishes and maintains the financial and accounting systems for the County.~~
 - ~~Oversees the preparation and maintenance of financial records and statements and related reports.~~
 - ~~Handles landfill billing and records payments.~~
 - ~~Attends Board of Supervisors meetings as required.~~
- ~~Performs related tasks as required.~~

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and practices of public administration including thorough familiarity with public financial management practices and personnel management procedures.
- Budget development and management principles.
- Relevant federal and state laws, county ordinances, and department policies and procedures.
- Legislative processes related to local government.
- General laws and administrative policies governing financial practices and procedures.
- Principles and practices of accounting and budgeting in government.
- Principles and practices of a local government purchasing system.
- Practices, methods and laws relating to local government bond financing.
- Laws, ordinances and structural considerations relating to County governments.

Skills in:

- Supervision, management, and interpersonal relations.
- Human relations and communications including the ability to instruct, motivate and evaluate professional employees.
- Problem solving.
- Prioritizing and planning.
- Conducting research and preparing reports.
- Oral and written communication.
- Preparing and presenting public information, and public speaking.
- Operation and use of common office equipment including personal computers and copiers, and job-related software programs.

Ability to:

- Analyze complex problems and develop specific alternative solutions.
- Establish and maintain effective working relationships with the Board of Supervisors, the department heads and the public.
- Establish and communicate specific goals and objectives to be accomplished by the staff and to evaluate departmental performance.

- Evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records.
- Prepare informative financial and other reports.
- Plan, organize, direct and evaluate the work of subordinate employees.
- Develop long-range financial plans.
- Work independently and take initiative.
- Thrive in fast-paced, high-stress environments.
- Assess relative cost and benefits of potential actions.

~~Comprehensive knowledge of general laws and administrative policies governing financial practices and procedures; comprehensive knowledge of the principles and practices of accounting and budgeting in government; thorough knowledge of the principles and practices of a local government purchasing system; thorough knowledge of the practices, methods and laws relating to local government bond financing; ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records; ability to prepare informative financial reports; ability to plan, organize, direct and evaluate the work of subordinate employees; ability to develop long-range financial plans; ability to establish and maintain effective working relationships with County officials, associates and the general public.~~

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

Graduation from an accredited college or university with a Bachelor’s Degree in public administration, finance, accounting, or related field; preference for a master's degree in public administration, finance, accounting, or a related field. Extensive experience in local government and finance, including supervisory experience, or any equivalent combination of education, training and experience.
~~Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in accounting, business administration or related field and extensive experience in public finance administration including some supervisory experience.~~

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

POST OFFER REQUIREMENTS

- Background Check

Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
	<u>Pending</u>	<u>Pending</u>	<u>Pending June 2, 2004</u>

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

TAB H

MEETING DATE:	March 6, 2019				
AGENDA TITLE:	FY19 BOS Contingency Budget Transfer – Caroline County				
MOTION(s):	<p>I move the Board of Supervisors approve a budget transfer of \$5,000 from the FY19 BOS Contingency budget to the FY19 Board of Supervisors Professional Services budget for the County of Caroline legal expenses for proposed Aqua Virginia rate increases .</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):	Eric Pollitt, Management Analyst				
PRESENTER(S):	Eric Pollitt, Management Analyst				
RECOMMENDATION:	We recommend approval of the motion as stated above.				
TIMING:	Routine				
DISCUSSION:	<ul style="list-style-type: none"> Adopted Resolution Number 15-2017 “Resolution in Opposition to a Proposed Rate Increase by Aqua Virginia, Inc.” on November 1, 2017. Aqua Virginia, Inc. proposed a statewide rate increase of 11.4% and 5.4% for water and wastewater respectively. This would have affected thousands of residents in Fluvanna County. The \$5,000 is associated with fees and litigation expenses for opposing the Aqua Virginia Inc., rate increase in the State Corporation Commission with Caroline County. 				
FISCAL IMPACT:	Approval of the motion as stated above will decrease FY19 BOS Contingency and increase the FY19 Board of Supervisors Professional Services budget by \$5,000.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Adopted Resolution Number 15-2017				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			



BOARD OF SUPERVISORS
 County of Fluvanna
 Palmyra, Virginia

RESOLUTION No. 15-2017

**RESOLUTION IN OPPOSITION TO A PROPOSED RATE INCREASE
 BY AQUA VIRGINIA, INC.**

WHEREAS, on August 1, 2017, Aqua Virginia, Inc. filed an application with the State Corporation Commission (SCC) to again increase its water and wastewater rates; and

WHEREAS, if approved, the rate increases would impact Aqua Virginia customers statewide; and

WHEREAS, the proposed rate hike would produce an increase in water revenues of \$1,488,998 (11.4%) and an increase in wastewater revenues of \$399,069 (5.4%) for Aqua Virginia; and

WHEREAS, the application to the SCC also includes a water and wastewater infrastructure service charge ("WWISC") that would subject customers to additional charges on an annual basis; and

WHEREAS, Fluvanna County has thousands of residents served by Aqua Virginia, predominantly in the Lake Monticello community; and


WHEREAS, Aqua Virginia customers may be adversely affected by the proposed rate increases; and

NOW, THEREFORE BE IT RESOLVED, on this 1st day of November, 2017, by the Fluvanna County Board of Supervisors, that the County Administrator be, and he is hereby, authorized pursuant to Virginia Code Section 15.2-1300.1 to provide aid in the amount of \$5,000.00 to the County of Caroline for purposes of payment of attorneys' fees and litigation expenses to be expended in opposing a certain set of rate increases proposed by Aqua Virginia in the State Corporation Commission for its sewer and water services to the extent that such increases would apply to customers in Fluvanna County, and subject to a contribution of a sum of not less than \$5,000.00 from Caroline County for such purpose; and

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors at the regular meeting of the Board held on the 1st day of November, 2017;

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

Attest:


 John M. Sheridan, Chair
 Fluvanna County Board of Supervisors

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

TAB I

MEETING DATE:	March 6, 2019				
AGENDA TITLE:	FY19 Budget Supplemental Appropriation - Ward vs. Fluvanna County				
MOTION(s):	I move that the Board of Supervisors approve a supplemental appropriation of \$130,000 from Unassigned Fund Balance to the FY19 BOS Professional Services Budget for Ward vs. Fluvanna County legal services costs associated with the case.				
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 Pollitt, Management Analyst				
PRESENTER(S):	Eric Pollitt, Management Analyst				
RECOMMENDATION:	I recommend approval of the motion, as stated above.				
TIMING:	Routine				
DISCUSSION:	<p>Closed Session: Personnel, Prospective Industry, Investment of Funds, Litigation, and Legal Matters:</p> <ul style="list-style-type: none"> • Settlement of Ward v. Board of Supervisors, Case no. 18 CL 8: • Approved the settlement of the case now pending in the circuit court of Fluvanna County having a style of Ward v. Board of Supervisors. • Case No. 18 CL 58, as memorialized in a memorandum of settlement, dated February 4, 2019. 				
FISCAL IMPACT:	<p>The following FY19 budget changes will be made:</p> <ul style="list-style-type: none"> • Increase: BOS Professional Services Budget - \$130,000 • Increase: Use of Unassigned Fund Balance - \$130,000 				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

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

TAB J

MEETING DATE:	March 6, 2019				
AGENDA TITLE:	School Resource Officer Incentive Grant				
MOTION(s):	I move the Board of Supervisors approve the application for the School Resource Officer/School Security Officer Grant Program administered by the Department of Criminal Justice Services in the amount of \$70,000.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Captain Von Hill, Fluvanna County Sheriff's Office				
PRESENTER(S):	Captain Von Hill, and Sheriff Eric B. Hess of the Fluvanna County Sheriff's Office				
RECOMMENDATION:	I recommend approval of the motion, as stated above.				
TIMING:	Effective Immediately				
DISCUSSION:	<p>The Board of Supervisors consented for the Sheriff's Office to apply for the SRO Grant funding earlier this year. Localities that were awarded DCJS grants to fund SROs/SSOs for the period October 1, 2018 to September 30, 2019 were originally informed that they could not apply for the recently announced new round of SRO/SSO grants to receive funding to continue their existing grants.</p> <p>If our application is approved, we will be eligible to apply for additional years of continuation funding, provided that state funds are available. New grants would be for the period July 1, 2019 to June 30, 2020. Funds remaining in any of the October 2018 to September 2019 grants would revert to the statewide SRO/SSO grant fund.</p> <ul style="list-style-type: none"> • The requested grant will fund a full-time SRO. The Officer will work directly with the Middle/High School SROs, Principals, and other school system administration to promote a safer school environment through proactive efforts with the students and staff. • The new SRO position will augment the current SROs by assisting with the increased call volume of the SROs, while conducting safety and crime prevention activities throughout the entire school year. • This position will promote a closer working relationship between students, parents and the Office of the Sheriff. • Grant funds will provide fringe and salary for the Officer assigned. The grant provides level funding up to 12 months. The grant requires a local in-kind fund match (vehicle issued, uniform, office space, computer, etc.) based 				

	<p>upon Fluvanna's composite index of local ability to pay. The grant deadline for submission of an application is March 6, 2019.</p> <ul style="list-style-type: none"> State Funding \$42,616 and Local Match of \$27,382. 				
FISCAL IMPACT:	No local new funding required until FY21, unless the County receives the same amount of grant funding again in FY20.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	School Resource Officer/School Security Officer Incentive Grant Application				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X		X	



**Commonwealth of Virginia
Virginia Department of Criminal Justice Services**

Grant Application

Grant Program:	School Resource Officer/School Security Officer Grant Program	Congressional District(s)	5th
Applicant:	Fluvanna County	Faith Based Organization?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Applicant Federal ID Number:	54-6001282	Best Practice?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Jurisdiction(s) Served and Zip Codes:	Fluvanna County, Virginia 22963, 22974, 24590,		
Program Title:	School Resource Officer	Certified Crime Prevention Community?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Grant Period:	July 1, 2019 to June 30,2020	DUNS NUMBER:	93563096
Type of Application:	<input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation of Grant Number _____ <input type="checkbox"/> Revision of Grant Number _____		<input checked="" type="checkbox"/> Rural <input type="checkbox"/> Urban <input type="checkbox"/> Suburban

Project Director		Project Administrator		Finance Officer	
Name:	Von L. Hill	Steven M. Nichols		Eric M. Dahl	
Title:	Captain	County Administrator		Assistant County Administrator	
Address:	P.O. Box 113 Palmyra, Virginia 22963	P.O. Box 540 Palmyra, Virginia 22963		P.O. Box 540 Palmyra, Virginia 22963	
Phone:	(434) 589-8211	434-591-1910		434-591-1930	
Fax:	(434) 591-2006	434-591-1911		434-591-1931	
E-Mail:	vhill@fluvannasheriff.com	snichols@fluvannacounty.org		edahl@fluvannacounty.org	

Signature of Project Administrator:

Brief Project Description:

Fluvanna County is requesting grant funds for a full-time SRO. The Officer will work directly with the High School and Principals to promote a safer school environment through proactive efforts with the students and staff. The SRO will assist with safety and crime prevention activities throughout the entire school year, promoting a closer working relationship between students, parents, and the Office of the Sheriff. Grant funds will provide fringe and salary for the Officer assigned.

Project Budget	DCJS Funds		Local Match	Total Requested
	Federal	State		
Personnel		\$42,616	\$27,382	\$70,000
Consultants				
Travel				
Equipment				
Supplies/Other				
Indirect Costs				
Total Requested		\$42,616	\$27,382	\$70,000

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

TAB K

MEETING DATE:	March 6, 2019				
AGENDA TITLE:	Proclaim March as Colon Cancer Awareness Month				
MOTION(s):	I move the Fluvanna County Board of Supervisors adopt the “Proclamation of March as Colon Cancer Awareness Month.”				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Kelly Belanger Harris, Clerk to the Board				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Normal				
DISCUSSION:					
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Proclamation: Proclaiming March Colon Cancer Awareness Month				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

Lisa Brown, ACNA, AGTS, CFER, CER
Old Dominion SGNA
133 Berry Rd
Stanardsville, VA 22973

January 24, 2019

NATIONAL COLORECTAL CANCER AWARENESS MONTH: MARCH

On behalf of the Old Dominion Society of Nurses and Associates, Inc., we urge your support in proclaiming March as Colorectal Cancer Awareness Month in Fluvanna County, Va.

As you may know, colorectal cancer is one of only a few cancers that can be prevented because colorectal cancer screening allows doctors to find and remove hidden growths (called “polyps”) before they become cancer. Removing polyps can prevent cancer altogether. Yet colorectal cancer remains the third-leading cause of cancer death in both men and women in the United States. Each year, tens of thousands of lives are lost to this disease.

Despite these staggering statistics, colorectal cancer is one of the most preventable, treatable, and beatable forms of cancer, especially when it is caught early. Wider use of proven screening tests could save more than half of these lives.

The month of March has been declared National Colon Cancer Awareness Month; Passed by the senate and made law November 19, 2000

During March, we ask your help to our county of Virginia fight this disease by proclaiming March as Colorectal Cancer Awareness Month and encouraging your residents to help reduce the number of lives lost to colorectal cancer. Simply aging can make you more at risk for developing colon cancer, and early stage colon cancer doesn't usually cause symptoms. But there are steps you can take to reduce your risk for the disease.

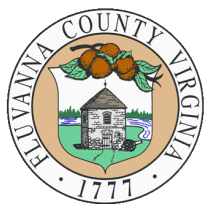
- Once you turn 50 it is important that you talk to your doctor about getting screened regularly for colon cancer. Talk to your doctor sooner if you have a family history of the disease or other condition that puts you at increased risk.
- Take the time to learn the facts about colorectal cancer. Visit www.sgna.org or www.NCCRT.org for information and links to resources.
- Talk to your friends and family about the importance of getting screened for colorectal cancer starting at age 50 and other ways to reduce the risk of the disease, such as not smoking, maintaining a healthy weight, exercising, eating less red meat, and consuming alcohol in moderation or not at all. You can help save lives.

Thank you for considering this lifesaving request and look forward to hearing from you.

Respectfully Yours

Lisa Brown, ACNA, AGTS, CFER, CER

Gcgirl1971@gmail.com



BOARD OF SUPERVISORS
County of Fluvanna
Palmyra, Virginia

PROCLAMATION 01-2019

Proclaiming March Colon Cancer Awareness Month

WHEREAS, the county of Fluvanna celebrates month of March as Colon Cancer Awareness to bring greater awareness to colon cancer; and

WHEREAS, colon cancer is the second leading cause of cancer death in the United States; and

WHEREAS, 1 in 20 people will develop colon cancer and every 10 minutes a life is lost to the disease; and

WHEREAS, this year alone, 142,000 new cases of colon and rectal cancer will be diagnosed in America and nearly 50,000 deaths are expected; and

WHEREAS, a simple screening test is recommended to individuals over age 50 and those with a family history to help combat the disease; and

WHEREAS, the Fluvanna County, VA has joined with the Colon Cancer Alliance to increase screening and save lives in Fluvanna County, VA and across the country; and

WHEREAS, education and increased awareness can help inform the public of methods of prevention and the early detection of colon cancer; and

WHEREAS, through recommended screenings, this cancer can be caught early when treatment is most effective; and

WHEREAS, declaration of the Month of March as Colon Cancer Awareness Month will help bring greater awareness to the disease and the importance of being screened; and

NOW THEREFORE, I do hereby proclaim the Month of March 2019 to be Colon Cancer Awareness Month in the County of Fluvanna and encourage all individuals to work together to promote awareness and understanding of colon cancer and the need for screening to eradicate the disease.

John M. Sheridan
Chair, Board of Supervisors

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

Y/N	Item
X	Unassigned Fund Balance Report
X	BOS Contingency Balance Report
X	Capital Reserve Balances Memo
	Fluvanna County Bank Balances
X	Building Inspections Report
X	VDOT Monthly Report

MEMORANDUM

Date: March 6, 2019
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
Less: FY19 Building & Program Feasibility Study – 11.20.18	-\$10,690.00
Less: FY19 Additional Public Safety Radios for St. Troopers – 12.19.18	-\$12,000.00
Available:	\$112,630.00

MEMORANDUM

Date: March 6, 2019
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:

FY19 Budget Allocation:	\$0
FY18 Carryover	\$67,256
FY18 Closed Out Projects	\$163,865
Total FY19 Budget:	\$231,121
Less: I.T. Air Conditioning Unit – 09.19.18	-\$7,000
Less: FSPCA Building Renovations – 10.17.18	-\$45,000
Less: Palmyra Rescue Squad Building Renovations – 10.17.18	-\$15,000
Less: Historic Courthouse Oil Furnace Replacement – 01.09.19	-\$8,948
Less: Social Services Heat Pump – 01.09.19	-\$6,061
FY19 Available:	\$149,112

Schools Capital Reserve:

FY19 Budget Allocation:	\$150,000
FY18 Carryover	\$116,308
FY18 Closed Out Projects	\$13,046
Total FY19 Budget:	\$266,308
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
Less: Bus 21 Engine/ Motor Replacement – 11.07.18	-\$22,500
Less: FCHS Water Tank – 12.19.18	-\$2,450
Less: FMS Fire Alarm Install, Removal, and Replacement – 12.19.18	-\$4,422
FY19 Available:	\$227,332

MEMORANDUM

Date: March 6, 2019
From: Eric Pollitt – Management Analyst
To: Board of Supervisors
Subject: Unassigned Fund Balance

FY18 Year End Audited Total Unassigned Fund Balance:	\$14,532,691
Unassigned Fund Balance – 12% Target Per Policy:	\$8,687,777
Unassigned Fund Balance – Excess Above Policy Target:	\$5,844,914
Less: FY19 Abrams Abatement Classroom and Crawl Space – 09.19.18	-\$72,001
Less: FY19 Fire Hydrant Installation (JRWA) – 10.17.18	-\$142,500
Less: FY18-19 Various Carryover Requests – 11.20.18	-\$240,700
Current FY19 Unassigned Fund Balance – Excess Above Policy Target:	\$5,389,713

Culpeper District, Louisa Residency Fluvanna County Monthly Report: March 2019

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
08/24	Route 250	Hit & Run	Pedestrian
09/18	Route 607	No	N/A
10/17	Route 619, East of Route 660	No	N/A
12/11	Route 659, 0.50 miles N of Route 626	No	Pedestrian
<p>**Of the 843 fatalities in VA in 2017, 208 were related to distracted driving and 308 were motor vehicle occupants not wearing a seatbelt.</p>			

[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:

- February – April, CTB considers evaluated projects for inclusion in the Six Year Improvement Program (SYIP)
- June, CTB adopts Final SYIP

Projects:

PROJECT	LAST MILESTONE	NEXT MILESTONE	AD DATE
Route 53 Safety improvements at Route 618, Roundabout, (UPC:96938)	Obtain Environmental Permits	Right of Way Acquisition	Anticipated MAR 2020
Route 680 – Rural Rustic (UPC:107558)	CN Begins (State Forces)	Completion	Anticipated Completion Summer 2019
Route 629 Bridge Replacement (UPC 104848)	Construction Authorization	CN Begins (State Forces)	Anticipated Completion December 2019
Route 600-618 Intersection Improvements (UPC 111739)	Environmental Review Process	Scoping	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)
- **District-Wide Primary Rumble-Strips, 9999-967-280** (UPC 106978)

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;**

Resurfacing Projects:

VDOT provided the County with a list of routes included in the 2019 resurfacing schedule.

Fluvanna County Resurfacing					
Plant Mix			Surface Treatment		
Schedule	Miles	Cost/Estimate	Schedule	Miles	Cost/Estimate
2017	6.76	\$1,093,000	2017	52.29	\$587,000
2018	6.38	\$1,015,000	2018	73.86	\$550,000
2019	4.94	\$863,675	2019	43.65	\$590,849

Traffic Engineering**Studies under Review:**

- Route 250 speed study, from Route 631 to Route 15.
- Route 53 shoulder safety improvements (proximity 4800 block +/-)
 - Corridor safety 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): grading to improve sight distance is completed
- 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
- Route 629/631 intersection review completed; VDOT is coordinating with property owners to perform minor grading to improve sight distance
- Route 600 at Broken Island Rd: Request for safety improvements to improve visibility at the curve

Area Land Use

Fluvanna County Plan/Plat Review - Received Jan-Feb 2019

Project Name	Routes/Address	Submission Type	VDOT Contact	VDOT Received Date	Locality Due Date	VDOT Comment Date	Status
250 West Boundary Line Adjustment	606-4807 Hells Bend Rd., Palmyra ,VA 22963	Final Plat Review,	Mark Wood	1/4/2019	2/15/2019	1/13/2019	Review Complete - Acceptable
Parrish & Thomas Minor Subdivision	660-2901 Slaters Ford Rd., Palmyra, VA 22963	Preliminary Plat Review,	Mark Wood	1/16/2019	3/1/2019		Review Underway
Penwood Farm	53-Thomas Jefferson Parkway	Preliminary Plat Review, Final Plat Review,	Mark Wood	1/31/2019	3/15/2019	2/4/2019	Review Complete - Acceptable
Owen & Michelle Rankin Minor Subdivision	n/a	Final Plat Review,	Mark Wood	2/14/2019	3/29/2019	2/15/2019	Review Complete - Acceptable
Fluvanna Self Storage Phase 2 site plan	618-Lake Monticello Road	Site Plan,	Mark Wood	2/14/2019	3/29/2019	2/19/2019	Review Complete - Acceptable
Bear Investment Company Plat	629-Deep Creek Road	Final Plat Review,	Mark Wood	2/14/2019	3/29/2019	2/19/2019	Review Complete - Acceptable

Maintenance Activities

VDOT crews in Palmyra and Zion Crossroads Area HQ have responded to **330** Work Orders in FY19. Top actives have been dead animal removal and culvert work.

BOS Manual:

http://www.virginiadot.org/business/resources/local_assistance/BOSmanual.pdf

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VDOT Louisa Residency
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