



## FLUVANNA COUNTY BOARD OF SUPERVISORS

### REGULAR MEETING AGENDA

Regular Meeting at 5:00 pm

Circuit Courtroom, Fluvanna Courts Building

**Budget Work Session at 7:00 pm**

**Morris Room, Fluvanna County Administration Building**

March 5, 2025

TAB	AGENDA ITEMS
	<b>1 - CALL TO ORDER</b>
	<b>2 - PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE</b>
	<b>3 – ADOPTION OF AGENDA</b>
	<b>4 – COUNTY ADMINISTRATOR’S REPORT</b>
	<b>5 – PUBLIC COMMENTS #1</b> (5 minutes each)
	<b>6 – APPOINTMENTS</b>
	<b>7 – PRESENTATIONS (normally not to exceed 10 minutes each)</b>
A	VDOT Quarterly Report – Scott Thornton, Residency Administrator/Louisa Residency
B	Monticello Area Community Action Agency Update – John Edwards, Interim Executive Director MACAA
C	Comprehensive Plan Update – Todd Fortune, Director of Planning
	<b>8 – ACTION MATTERS</b>
D	FY25 Law Enforcement and General Government Pay Rates and Classifications Update – Eric Dahl, County Administrator
	<b>9 – PUBLIC HEARING</b>
	<b>10 – CONSENT AGENDA</b>
E	Minutes of February 18, 2025 – Caitlin Solis, Clerk to the Board
F	FY25 FCPS Grants Supplemental Appropriation – Brenda Grasser, Executive Director for Instruction and Finance
G	Assistant County Attorney Job Description – Donna Snow, Director of Human Resources and Dan Whitten, County Attorney
	<b>11 – UNFINISHED BUSINESS</b>
	TBD
	<b>12 – NEW BUSINESS</b>
	TBD
	<b>13 – PUBLIC COMMENTS #2</b> (5 minutes each)
	<b>14 – CLOSED MEETING AND DINNER RECESS</b>
	TBD
<b>RECESS – DINNER BREAK</b>	

*Fluvanna County is committed to providing an excellent quality of life for our citizens and businesses through the efficient delivery of core services and programs, while preserving the unique identity and rural character of the County.*

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**RECONVENE @ 7:00pm**

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**A – CALL TO ORDER**

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**B – PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**

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**C – BUDGET WORK SESSION**

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County Department Budget Proposals/CIP Review

Budget Discussion

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**D – ADJOURN**

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County Administrator Review

## **PLEDGE OF ALLEGIANCE**

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

## **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.

*Fluvanna County is committed to providing an excellent quality of life for our citizens and businesses through the efficient delivery of core services and programs, while preserving the unique identity and rural character of the County.*



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

**TAB A**

<b>MEETING DATE:</b>	March 5, 2025				
<b>AGENDA TITLE:</b>	VDOT Quarterly Report				
<b>MOTION(s):</b>	N/A				
<b>BOS 2 YEAR GOAL?</b>	Yes	No	<b>If yes, list goal(s):</b>		
		<b>X</b>			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			<b>XX</b>		
<b>STAFF CONTACT(S):</b>	Eric Dahl, County Administrator				
<b>PRESENTER(S):</b>	Scott Thornton, VDOT Residency Administrator				
<b>RECOMMENDATION:</b>	Information Only				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	Quarterly VDOT update.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	VDOT Quarterly Report				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
					<b>X</b>



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

**TAB B**

<b>MEETING DATE:</b>	March 5, 2025				
<b>AGENDA TITLE:</b>	Monticello Area Community Action Agency Update				
<b>MOTION(s):</b>	N/A				
<b>BOS WORKPLAN?</b>	Yes	No	<b>If yes, which item(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Presentation	Action Matter	Public Hearing	Consent Agenda	Other
	X				
<b>STAFF CONTACT(S):</b>	Eric Dahl, County Administrator				
<b>PRESENTER(S):</b>	John Edwards, Interim Executive Director MACAA				
<b>RECOMMENDATION:</b>	N/A				
<b>TIMING:</b>	Information only				
<b>DISCUSSION:</b>	John Edwards, Interim Executive Director MACAA, will present a Monticello Area Community Action Agency Update to the Board of Supervisors.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	None.				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other





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

**TAB C**

<b>MEETING DATE:</b>	March 5, 2025				
<b>AGENDA TITLE:</b>	Fluvanna County Comprehensive Plan Update				
<b>MOTION(s):</b>	N/A				
<b>BOS WORKPLAN?</b>	Yes	No	<b>If yes, which item(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Presentation	Action Matter	Public Hearing	Consent Agenda	Other
	X				
<b>STAFF CONTACT(S):</b>	Todd Fortune, Director of Planning				
<b>PRESENTER(S):</b>	Todd Fortune, Director of Planning				
<b>RECOMMENDATION:</b>	N/A				
<b>TIMING:</b>	Normal				
<b>DISCUSSION:</b>	<p>An update on the process for updating the Fluvanna County Comprehensive Plan. Specifically, the following items will be updated:</p> <ul style="list-style-type: none"> <li>• Schedule of Community Meetings.</li> <li>• Advisory Group appointments.</li> </ul>				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	None				
<b>ENCLOSURES:</b>	None				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
					X



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

**TAB D**

<b>MEETING DATE:</b>	March 5, 2025				
<b>AGENDA TITLE:</b>	FY25 Law Enforcement and General Government Pay Rates and Classifications Update				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve the updated FY25 Law Enforcement and General Government Pay Rates and Classifications, as presented, effective March 5, 2025 and the pay rate changes for employees below the new minimum starting rates to be effective March 9, 2025.</b>				
<b>BOS WORKPLAN?</b>	Yes	No	<b>If yes, which item(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Presentation	Action Matter	Public Hearing	Consent Agenda	Other
		X			
<b>STAFF CONTACT(S):</b>	Eric Dahl, County Administrator and Donna Snow, Director of Human Resources				
<b>PRESENTER(S):</b>	Eric Dahl, County Administrator				
<b>RECOMMENDATION:</b>	It is recommended that the board approve the FY25 updated Pay Rates and Classifications for Law Enforcement and General Government and the pay rate changes effective for the March 9, 2025 pay period.				
<b>TIMING:</b>	As noted in the Recommendation.				
<b>DISCUSSION:</b>	<p>The County is in need of updating the Pay Rates and Classifications to remain competitive in the marketplace and to continue to attract and retain a talented workforce at market rates for Law Enforcement and General Government.</p> <p><b><u>Law Enforcement Pay Rates and Classifications</u></b> The Law Enforcement Pay Rates and Classifications were updated in FY23 in response to the Compensation Study and then again fully across the board for FY25 on May 15, 2024. Since that implementation date, other localities have increased their Pay Rates and Classifications, placing Fluvanna County at a disadvantage when competing for law enforcement staff. To stay competitive in the marketplace, one method is to increase the Pay Rates and Classifications by the annually provided Cost Of Living Adjustment (COLA). However, if the adjustments to the Pay Rates and Classifications are exactly the same as the COLA provided to existing County staff, pay compression can become an issue that will need to be addressed.</p> <p>In FY25, the Board of Supervisors provided a 4% COLA for County staff. The proposed FY25 Law Enforcement Pay Rates and Classifications have been adjusted by increasing the starting pay band 105 midpoint by 2%. This will shift the entire pay structure while keeping the same % between grades and the range spreads established. Additionally, the pay ranges (minimum, mid, maximum) will be updated. By making the 2% adjustment versus the full 4% COLA, it helps to minimize pay compression. Additionally, any new employees hired under the proposed FY25 Law Enforcement Pay Rates and Classifications will not be eligible for a COLA or compensation increase approved by the Board of Supervisors in the FY26 budget (July 1, 2025). The County has a Pay Raise Inclusion Policy, which states "Employees are not eligible for a general</p>				

County pay raise or COLA increase until they have been onboard for at least four months.” To be eligible for a July 1, 2025 (FY26) compensation increase, new employees would need to start employment with the County prior to March 1, 2025. If the proposed changes to the FY25 Law Enforcement Pay Rates and Classifications are made after March 1, 2025, this further helps with pay compression.

With these adjustments, it will provide for a minimum starting pay of \$57,624 for Deputy Sheriff – In Training (Non-Certified) and \$60,147 for a Certified Deputy Sheriff, not including amounts for sign-on bonuses or patrol shift differential pay. If the proposed adjustments are implemented, there will 4 full-time employees and 1 part-time employee below the new starting salary minimums, which are currently in the lowest pay bands (105 and 106). Since it is recommended to implement this in FY25, \$1,600 (salary and benefits) would be the not to exceed cost for the remainder of FY25. This amount can be covered by existing vacancy savings. The annual estimated amount for FY26 will not to exceed \$5,100 (salary and benefits).

### **General Government Pay Rates and Classifications**

The General Government Pay Rates and Classifications were last updated fully across the board on August 3, 2022. On August 3, 2022 for FY23, the County implemented the findings of the Compensation Study, which provided updates to the Law Enforcement and General Government Pay Rates and Classifications. Since that implementation date, other localities have increased their Pay Rates and Classifications, placing Fluvanna County at a disadvantage when competing for new staff. To stay competitive in the marketplace, one method is to increase the Pay Rates and Classifications by the annually provided Cost Of Living Adjustment (COLA) However, if the adjustments to the Pay Rates and Classifications are exactly the same as the COLA provided to existing County staff, pay compression can become an issue that will need to be addressed.

In FY24, the Board of Supervisors approved a 7% COLA for all County staff. In FY25, the Board of Supervisors provided a 4% COLA for all County staff. The proposed General Government Pay Rates and Classifications have been adjusted by increasing the starting pay band 5 midpoint by 9%. This will shift the entire pay structure while keeping the same % between grades and the range spreads established. Additionally, the pay ranges (minimum, midpoint, maximum) will be updated. By making the 9% adjustment versus the cumulative 11% COLA, it helps to minimize pay compression. Additionally, any new employees hired under the proposed FY25 Pay Rates and Classifications will not be eligible for a COLA or compensation increase approved by the Board of Supervisors in the FY26 budget (July 1, 2025). The County has a Pay Raise Inclusion Policy, which states “Employees are not eligible for a general County pay raise or COLA increase until they have been onboard for at least four months.” To be eligible for a July 1, 2025 (FY26) compensation increase, new employees would need to start employment with the County prior to March 1, 2025. If the proposed changes to the FY25 General Government Pay Rates and Classifications are made after March 1, 2025, this further helps with pay compression.

If the proposed adjustments are implemented, there will 15 full-time employees and 26 part-time employees below the new starting salary minimums, which are currently in the lower pay bands. Out of the 41 total full-time and part-time employees below the minimum new starting salaries, 38 are in or below the General Government pay

	<p>band 14. 22 of the part-time employees are in the lowest pay bands (5 and 6). Since it is recommended to implement this in FY25, \$12,000 (salary and benefits) would be the not to exceed cost for the remainder of FY25. This amount can be covered by existing vacancy savings and/or personnel contingency. The annual estimated amount for FY26 will not to exceed \$38,000 (salary and benefits).</p>				
<p><b>FISCAL IMPACT:</b></p>	<ul style="list-style-type: none"> <li>• The total Law Enforcement and General Government Pay Rates and Classifications fiscal impact for FY25 with salary and benefits are estimated at a not to exceed amount of \$13,600.</li> <li>• The total Law Enforcement and General Government Pay Rates and Classifications fiscal impact for FY26 with salary and benefits are estimated at a not to exceed amount of \$43,100.</li> </ul>				
<p><b>POLICY IMPACT:</b></p>	<p>N/A</p>				
<p><b>LEGISLATIVE HISTORY:</b></p>	<p>None</p>				
<p><b>ENCLOSURES:</b></p>	<ul style="list-style-type: none"> <li>• Current FY25 Law Enforcement Pay Rates and Classifications</li> <li>• Proposed FY25 Law Enforcement Pay Rates and Classifications</li> <li>• Current FY25 General Government Pay Rates and Classifications</li> <li>• Proposed FY25 General Government Pay Rates and Classifications</li> </ul>				
<p><b>REVIEWS COMPLETED:</b></p>	<p>Legal</p>	<p>Finance</p>	<p>Purchasing</p>	<p>HR</p>	<p>Other</p>
		<p><b>X</b></p>		<p><b>X</b></p>	





## FY25 Law Enforcement Pay Rates and Classifications

### Fluvanna County

Approved by BOS May 15, 2024

Pay Band	Class	Position Title	Full-Time Hourly Rates			Full-Time Annual Pay (Expected)		
			Mid Range 25% above Min; Max 50% above			X 2184 hrs annually- 208 hrs. Scheduled OT included		
			Minimum	Mid-Range	Maximum	Minimum	Mid-Range	Maximum
105	6070	Deputy Sheriff- In Training	\$24.48	\$30.60	\$36.72	\$53,465	\$66,831	\$80,197
106	6060	Deputy Sheriff	\$25.70	\$32.13	\$38.55	\$56,133	\$70,172	\$84,194
106	6050	Deputy Sheriff- PartTime(No Benefits)	\$25.70	\$32.13	\$38.55	\$56,133	\$70,172	\$84,194
106	6521	Deputy Sheriff- School Resource Officer	\$25.70	\$32.13	\$38.55	\$56,133	\$70,172	\$84,194
107	6050	Deputy Sheriff-Investigator	\$26.99	\$33.74	\$40.49	\$58,947	\$73,689	\$88,431
108	6521	Deputy Sheriff- Sergeant	\$28.34	\$35.43	\$42.51	\$61,895	\$77,380	\$92,842
108	6040	Deputy Sheriff- Sergeant SRO	\$28.34	\$35.43	\$42.51	\$61,895	\$77,380	\$92,842
109	6030	Deputy Sheriff- Lieutenant	\$29.76	\$37.20	\$44.64	\$64,996	\$81,245	\$97,494
110								
111	6020 (EXEMPT)	Deputy Sheriff- Captain@2080 Hrs.	\$32.81	\$41.01	\$49.22	\$68,245	\$85,301	\$102,368
112								
113	6010 (EXEMPT)	Chief Deputy Sheriff- Major@ 2080 Hrs.	\$37.73	\$47.17	\$56.60	\$78,479	\$98,114	\$117,728
114	6000 (EXEMPT)	Sheriff @ 2080 Hrs.						



## FY25 Law Enforcement Pay Rates and Classifications

Fluvanna County

**PROPOSED March 5, 2025**

Pay Band	Class	Position Title	Full-Time Hourly Rates (2184 hours)			Full-Time Annual Pay (Expected)		
			Mid Range 25% above Min, Max is 50%			Minimum	Mid-Range	Maximum
			Minimum	Mid-Range	Maximum			
105	6070	Deputy Sheriff - In Training	\$26.22	\$32.77	\$39.33	\$57,264	\$71,570	\$85,897
106	6060	Deputy Sheriff	\$27.54	\$34.42	\$41.31	\$60,147	\$75,173	\$90,221
106	6065	Deputy Sherrif - Part Time (No Benefits)	\$27.54	\$34.42	\$41.31	N/A	N/A	N/A
106	6521	Deputy Sheriff - School Resource Officer	\$27.54	\$34.42	\$41.31	\$60,147	\$75,173	\$90,221
107	6050	Deputy Sheriff- Investigator	\$28.92	\$36.14	\$43.37	\$63,161	\$78,930	\$94,720
108	6040	Deputy Sheriff- Sergeant	\$30.36	\$37.95	\$45.54	\$66,306	\$82,883	\$99,459
108	6040	Deputy Sheriff- Sergeant SRO	\$30.36	\$37.95	\$45.54	\$66,306	\$82,883	\$99,459
109	6030	Deputy Sheriff- Lieutenant	\$31.88	\$39.85	\$47.82	\$69,626	\$87,032	\$104,439
110								
111	6020 (EXEMPT)	Deputy Sheriff- Captain@2080 hrs.	\$35.15	\$43.93	\$52.72	\$73,112	\$91,374	\$109,658
112								
113	6010 (EXEMPT)	Chief Deputy Sheriff- Major@2080 hrs.	\$40.69	\$50.86	\$61.03	\$84,635	\$105,789	\$126,942
114	6000 (EXEMPT)	Sheriff @ 2080 hrs.						





**FY25 General Government Pay Rates and Classifications Fluvanna County**

Approved October 16,2024


Mid-Range 25% above Min;  
Max 50% above Min


\* 2,184 hrs annually included 208 hrs scheduled OT

Full-Time Hourly Rates

Full-Time Annual Pay (Expected)

Pay Band	Class	Position Title	Full-Time Hourly Rates			Full-Time Annual Pay (Expected)		
			Minimum	Mid-Range	Maximum	Minimum	Mid-Range	Maximum
5	4090	P&R Camp Counselor Seasonal	\$12.52	\$15.65	\$18.78	NA	NA	NA
	8851	Library Clerk						
6	1612	Registrar Clerk	\$13.15	\$16.43	\$19.72	NA	NA	NA
	4131	Facilities Assistant						
	4132	Museum Attendant						
7	3150	Building Services Worker I	\$13.80	\$17.25	\$20.70	\$28,710	\$35,887	\$43,065
	3461	Convenience Ctr Attendant						
	4065	Park Maintenance Worker						
8	3151	Building Services Worker II	\$14.49	\$18.12	\$21.74	\$30,145	\$37,681	\$45,218
	3171	Grounds Maintenance Worker I						
	8831	Library Assistant I						
9	3172	Grounds Maintenance Worker II	\$15.22	\$19.02	\$22.83	\$31,652	\$39,565	\$47,478
	8832	Library Assistant II						
	1020	Commercial Kitchen Coordinator(PT/No Benefits)						
10	1511	Deputy Commissioner I	\$15.98	\$19.97	\$23.97	\$33,234	\$41,543	\$49,851
	1811	Deputy Clerk I						
	2540	Deputy Treasurer I						
	3180	Facility Maintenance Technician						
	3611	Utilities System Operator I (Trainee)						
	7401	Assistant Equipment & Fleet Maintenance Technician						

 <b>FY25 General Government Pay Rates and Classifications Fluvanna County</b> Approved October 16,2024			Mid-Range 25% above Min; Max 50% above Min			* 2,184 hrs annually included 208 hrs scheduled OT								
			Full-Time Hourly Rates			Full-Time Annual Pay (Expected)								
Pay Band	Class	Position Title	Minimum	Mid-Range	Maximum	Minimum	Mid-Range	Maximum						
11	1052	Administrative Assistant- Admin Asst.	\$16.78	\$20.97	\$25.17	\$34,896	\$43,620	\$52,344						
	1092	Admin Program Assistant- PT												
	1093	Children's Services Act(CSA) Programs Assistant												
	1094	Law Enforcement Support Technician												
	1250	Human Resources Assistant												
	1321	Financial Services Technician												
	7400	Equipment & Fleet Maintenance Technician												
	8833	Children's Prgram Specialist-Library												
12	1521	Deputy Commissioner II	\$17.62	\$22.02	\$26.42	\$36,641	\$45,801	\$54,962						
	1611	Deputy Registrar-Assistant Registrar												
	1821	Deputy Clerk II												
	2530	Deputy Treasurer II												
	3181	Facilities Maintenance Specialist												
	3531	Utilities System Operator II												
	4112	Active Seniors &Therapeutic Recreation Coordinator												
	4113	Recreational Programs and Special Events Coordinator												
	4114	Athletics and Special Events Coordinator												
13	3431	Convenience Center Manager - Recycle Coordinator	\$18.50	\$23.12	\$27.75	\$38,473	\$48,091	\$57,710						
	6211	Communications Officer I (No EMD Certification)*(E911)	\$18.50	\$23.12	\$27.75	\$38,473	\$48,091	\$57,710						
14	1051	Administrative Program Specialist	\$19.42	\$24.28	\$29.13	\$40,397	\$50,496	\$60,596						
	1081	Paralegal/Legal Assistant												
	2520	Deputy Treasurer III												
	1831	Deputy Clerk III-Criminal Division Clerk & Executive Assistant												
	1832	Deputy Clerk III-Jury Management Coordinator												
	2030	Deputy Commissioner of the Revenue III												
	3371	Grounds Services Supervisor												
	3391	Buildings Supervisor												
	3632	Utilities System Operator III												
	4115	Parks and Recreation Services Specialist												
	6213	Communications Officer II (With EMD Certification)*(E911)							\$19.42	\$24.28	\$29.13	\$40,397	\$50,496	\$60,596
	6214	Communications Services Technician *(E911)							\$19.42	\$24.28	\$29.13	\$40,397	\$50,496	\$60,596
9102	EMT Basic Life Support (BLS)													

 <b>FY25 General Government Pay Rates and Classifications Fluvanna County</b> Approved October 16, 2024			Mid-Range 25% above Min; Max 50% above Min			* 2,184 hrs annually included 208 hrs scheduled OT		
			Full-Time Hourly Rates			Full-Time Annual Pay (Expected)		
Pay Band	Class	Position Title	Minimum	Mid-Range	Maximum	Minimum	Mid-Range	Maximum
15	1122	IT Systems Specialist	\$20.39	\$25.49	\$30.59	\$42,417	\$53,021	\$63,626
	1251	Human Resources Generalist						
	1330	Financial Services Specialist						
	2211	Code Inspector - Building & Site Inspector						
	6212	Communications Team Lead*(E911)						
16	1541	Deputy Commissioner of the Revenue IV	\$21.41	\$26.77	\$32.12	\$44,538	\$55,672	\$66,807
	1542	Deputy Commissioner of the Revenue IV-II						
	1841	Deputy Clerk IV- Probate Clerk						
	1842	Deputy Clerk IV- Court Financial Management Analyst I/II						
	1843	Deputy Clerk IV- Criminal Court Division Lead						
	2111	Code Inspector - Code Enforcement Officer						
	2112	Code Inspector - E&SC Plans Reviewer						
	2521	Deputy Treasurer IV						
	3631	Utilities Specialist						
	3633	Utilities System Operator IV						
17	3670	Project Manager, PT/Temp	\$22.48	\$28.10	\$33.73	\$46,765	\$58,456	\$70,148
	5130	Planner/GIS Technician						
	1332	Judicial Assistant						
	2451	Small Business Development & Tourism Specialist						
	3634	Utilites System Operator V						
	6251	Communications Supervisor*(E911)						
18	1381	Purchasing Officer	\$23.61	\$29.51	\$35.41	\$49,103	\$61,379	\$73,655
	2351	Senior Planner						
	3635	Chief Utilities Operator						
	7300	HVAC Specialist						
	6281	Communications Operations Coordinator *(E911)						
19	1091	Executive Assistant / Clerk to the Board	\$24.79	\$30.98	\$37.18	\$51,558	\$64,448	\$77,337
	1384	Management Analyst I						
	1550	Chief Deputy Commissioner of the Revenue I						
	1711	Victim/Witness Manager						
	1851	Chief Deputy Clerk I						
	2510	Chief Deputy Treasurer I						



**FY25 General Government Pay Rates and Classifications Fluvanna County**

Approved October 16, 2024


Mid-Range 25% above Min;  
Max 50% above Min


\* 2,184 hrs annually included 208 hrs scheduled OT


Full-Time Hourly Rates


Full-Time Annual Pay (Expected)

Pay Band	Class	Position Title	Minimum	Mid-Range	Maximum	Minimum	Mid-Range	Maximum
	9101	EMT Advanced Life Support (ALS)						
<b>20</b> Exempt	1385 1551 2511	Management Analyst II Chief Deputy Commissioner of the Revenue II Chief Deputy Treasurer II	\$26.03	\$32.53	\$39.04	\$54,136	\$67,670	\$81,204
<b>21</b> Exempt	1351 9410	CSA Manager Emergency Management Coordinator	\$27.33	\$34.16	\$40.99	\$56,843	\$71,054	\$85,265
<b>22</b> Exempt	1121 3550	Information Technology Systems Engineer Utilities System Supervisor	\$28.70	\$35.87	\$43.04	\$59,686	\$74,607	\$89,529
<b>23</b> Exempt	3680 7510	Assistant Public Works Director Assistant Public Works Director- Utilities	\$30.13	\$37.66	\$45.19	\$62,670	\$78,337	\$94,005
<b>24</b> Exempt			\$31.64	\$39.55	\$47.45	\$65,803	\$82,254	\$98,705
<b>25</b> Exempt	2250	Building Official	\$33.22	\$41.52	\$49.83	\$69,094	\$86,367	\$103,641
<b>26</b> Exempt	6291 8800	Director of Communications*(E911 ) Library Director	\$34.88	\$43.60	\$52.32	\$72,548	\$90,685	\$108,822
<b>27</b> Exempt	1002 1750 4290 9100	Assistant County Attorney Assistant Commonwealth Attorney Director of Parks and Recreation Director of Emergency Services	\$36.62	\$45.78	\$54.93	\$76,175	\$95,219	\$114,263
<b>28</b> Exempt			\$38.45	\$48.07	\$57.68	\$79,984	\$99,980	\$119,976
<b>29</b> Exempt	1120 1130 1600 2390 2450 3690	Director of Information Technology Director of Human Resources Director of Elections/General Registrar Director of Planning Director of Economic Development Director of Public Works	\$40.38	\$50.47	\$60.56	\$83,983	\$104,979	\$125,975


 <b>FY25 General Government Pay Rates and Classifications Fluvanna County</b> Approved October 16, 2024			Mid-Range 25% above Min; Max 50% above Min			* 2,184 hrs annually included 208 hrs scheduled OT		
			Full-Time Hourly Rates			Full-Time Annual Pay (Expected)		
Pay Band	Class	Position Title	Minimum	Mid-Range	Maximum	Minimum	Mid-Range	Maximum
	7500	Director of Public Utilities						
<b>30</b> Exempt	2000 9000	Director of Community Development Chief of Fire and EMS	\$42.40	\$52.99	\$63.59	\$88,182	\$110,228	\$132,273
<b>31</b> Exempt	1390	Director of Finance	\$44.51	\$55.64	\$66.77	\$92,591	\$115,739	\$138,887
<b>32</b> Exempt	1150	Assistant County Administrator	\$46.74	\$58.43	\$70.11	\$97,221	\$121,526	\$145,832
<b>33</b> Exempt	1001	County Attorney	\$49.08	\$61.35	\$73.62	\$102,082	\$127,602	\$153,123
<b>34</b> Exempt			\$51.53	\$64.41	\$77.30	\$107,186	\$133,982	\$160,779
<b>35</b> Exempt			\$54.11	\$67.64	\$81.16	\$112,545	\$140,681	\$168,818
<b>36</b> Exempt			\$56.81	\$71.02	\$85.22	\$118,172	\$147,715	\$177,258
	Special	Seasonal Time Keepers		\$20.00	Per Game			
	Special	Seasonal Referees		\$32.00	Per Game			

 <b>FY25 General Government Pay Rates and Classifications Fluvanna County</b> PROPOSED March 5, 2025			Mid-Range 25% above Min; Max 50% above Min			* 2,184 hrs annually included 208 hrs scheduled OT		
Pay Band	Class	Position Title	Full-Time Hourly Rates			Full-Time Annual Pay (Expected)		
			Minimum	Mid-Range	Maximum	Minimum	Mid-Range	Maximum
5	4090	P&R Camp Counselor Seasonal	\$13.65	\$17.06	\$20.47	NA	NA	NA
	8851	Library Clerk						
6	1612	Registrar Clerk	\$14.33	\$17.91	\$21.49	NA	NA	NA
	4131	Facilities Assistant						
	4132	Museum Attendant						
7	3150	Building Services Worker I	\$15.05	\$18.81	\$22.57	\$31,304	\$39,125	\$46,946
	3461	Convenience Ctr Attendant						
	4065	Park Maintenance Worker						
8	3151	Building Services Worker II	\$15.80	\$19.75	\$23.70	\$32,864	\$41,080	\$49,296
	3171	Grounds Maintenance Worker I						
	8831	Library Assistant I						
9	3172	Grounds Maintenance Worker II	\$16.59	\$20.74	\$24.88	\$34,507	\$43,139	\$51,750
	8832	Library Assistant II						
	1020	Commercial Kitchen Coordinator(PT/No Benefits)						
10	1511	Deputy Commissioner I	\$17.42	\$21.77	\$26.13	\$36,234	\$45,282	\$54,350
	1811	Deputy Clerk I						
	2540	Deputy Treasurer I						
	3180	Facility Maintenance Technician						
	3611	Utilities System Operator I (Trainee)						
	7401	Assistant Equipment & Fleet Maintenance Technician						
11	1052	Administrative Assistant- Admin Asst.	\$18.29	\$22.86	\$27.43	\$38,043	\$47,549	\$57,054
	1092	Admin Program Assistant- PT						
	1093	Children's Services Act(CSA) Programs Assistant						
	1094	Law Enforcement Support Technician						
	1250	Human Resources Assistant						
	1321	Financial Services Technician						
	7400	Equipment & Fleet Maintenance Technician						
	8833	Children's Prgram Specialist-Library						

 <b>FY25 General Government Pay Rates and Classifications Fluvanna County</b> <b>PROPOSED March 5, 2025</b>			<b>Mid-Range 25% above Min; Max 50% above Min</b>			<b>* 2,184 hrs annually included 208 hrs scheduled OT</b>		
Pay Band	Class	Position Title	Full-Time Hourly Rates			Full-Time Annual Pay (Expected)		
			Minimum	Mid-Range	Maximum	Minimum	Mid-Range	Maximum
12	1521	Deputy Commissioner II	\$19.20	\$24.00	\$28.80	\$39,936	\$49,920	\$59,904
	1611	Deputy Registrar-Assistant Registrar						
	1821	Deputy Clerk II						
	2530	Deputy Treasurer II						
	3181	Facilities Maintenance Specialist						
	3531	Utilities System Operator II						
	4112	Active Seniors & Therapeutic Recreation Coordinator						
	4113	Recreational Programs and Special Events Coordinator						
4114	Athletics and Special Events Coordinator							
13	3431	Convenience Center Manager - Recycle Coordinator	\$20.16	\$25.20	\$30.24	\$41,933	\$52,416	\$62,899
	6211	Communications Officer I (No EMD Certification)*(E911)	\$20.16	\$25.20	\$30.24	\$41,933	\$52,416	\$62,899
14	1051	Administrative Program Specialist	\$21.17	\$26.46	\$31.76	\$44,034	\$55,037	\$66,061
	1081	Paralegal/Legal Assistant						
	2520	Deputy Treasurer III						
	1831	Deputy Clerk III-Criminal Division Clerk & Executive Assistant						
	1832	Deputy Clerk III-Jury Management Coordinator						
	2030	Deputy Commissioner of the Revenue III						
	3371	Grounds Services Supervisor						
	3391	Buildings Supervisor						
	3632	Utilities System Operator III						
	4115	Parks and Recreation Services Specialist						
9102	EMT Basic Life Support (BLS)							
6213	Communications Officer II (With EMD Certification)*(E911)	\$21.17	\$26.46	\$31.76	\$44,034	\$55,037	\$66,061	
6214	Communications Services Technician *(E911)	\$21.17	\$26.46	\$31.76	\$44,034	\$55,037	\$66,061	
15	1122	IT Systems Specialist	\$22.23	\$27.79	\$33.34	\$46,238	\$57,803	\$69,347
	1251	Human Resources Generalist						
	1330	Financial Services Specialist						
	2211	Code Inspector - Building & Site Inspector						
	6212	Communications Team Lead*(E911)	\$22.23	\$27.79	\$33.34	\$46,238	\$57,803	\$69,347

 <b>FY25 General Government Pay Rates and Classifications Fluvanna County</b> <b>PROPOSED March 5, 2025</b>			<b>Mid-Range 25% above Min; Max 50% above Min</b>			<b>* 2,184 hrs annually included 208 hrs scheduled OT</b>		
Pay Band	Class	Position Title	Full-Time Hourly Rates			Full-Time Annual Pay (Expected)		
			Minimum	Mid-Range	Maximum	Minimum	Mid-Range	Maximum
16	1541	Deputy Commissioner of the Revenue IV	\$23.34	\$29.18	\$35.01	\$48,547	\$60,694	\$72,821
	1542	Deputy Commissioner of the Revenue IV-II						
	1841	Deputy Clerk IV- Probate Clerk						
	1842	Deputy Clerk IV- Court Financial Management Analyst I/II						
	1843	Deputy Clerk IV- Criminal Court Division Lead						
	2111	Code Inspector - Code Enforcement Officer						
	2112	Code Inspector - E&SC Plans Reviewer						
	2521	Deputy Treasurer IV						
	3631	Utilities Specialist						
	3633	Utilities System Operator IV						
17	3670	Project Manager, PT/Temp	\$24.51	\$30.63	\$36.76	\$50,981	\$63,710	\$76,461
	5130	Planner/GIS Technician						
	1332	Judicial Assistant						
	2451	Small Business Development & Tourism Specialist						
	3634	Utilites System Operator V						
	6251	Communications Supervisor*(E911)	\$24.51	\$30.63	\$36.76	\$50,981	\$63,710	\$76,461
18	1381	Purchasing Officer	\$25.73	\$32.17	\$38.60	\$53,518	\$66,914	\$80,288
	2351	Senior Planner						
	3635	Chief Utilities Operator						
	7300	HVAC Specialist						
	6281	Communications Operations Coordinator *(E911)	\$25.73	\$32.17	\$38.60	\$53,518	\$66,914	\$80,288
19	1091	Executive Assistant / Clerk to the Board	\$27.02	\$33.77	\$40.53	\$56,202	\$70,242	\$84,302
	1384	Management Analyst I						
	1550	Chief Deputy Commissioner of the Revenue I						
	1711	Victim/Witness Manager						
	1851	Chief Deputy Clerk I						
	2510	Chief Deputy Treasurer I						
	9101	EMT Advanced Life Support (ALS)						
20 Exempt	1385	Management Analyst II	\$28.37	\$35.46	\$42.56	\$59,010	\$73,757	\$88,525
	1551	Chief Deputy Commissioner of the Revenue II						
	2511	Chief Deputy Treasurer II						
	1852	Chief Deputy Clerk II						
21 Exempt	1351	CSA Manager	\$29.79	\$37.24	\$44.68	\$61,963	\$77,459	\$92,934
	9410	Emergency Management Coordinator						



 <b>FY25 General Government Pay Rates and Classifications Fluvanna County</b> <b>PROPOSED March 5, 2025</b>			<b>Mid-Range 25% above Min; Max 50% above Min</b>			<b>* 2,184 hrs annually included 208 hrs scheduled OT</b>		
Pay Band	Class	Position Title	Full-Time Hourly Rates			Full-Time Annual Pay (Expected)		
			Minimum	Mid-Range	Maximum	Minimum	Mid-Range	Maximum
22 Exempt	1121	Information Technology Systems Engineer	\$31.28	\$39.10	\$46.92	\$65,062	\$81,328	\$97,594
	3550	Utilities System Supervisor						
23 Exempt	3680	Assistant Public Works Director	\$32.84	\$41.05	\$49.26	\$68,307	\$85,384	\$102,461
24 Exempt			\$34.48	\$43.11	\$51.73	\$71,718	\$89,669	\$107,598
25 Exempt	2250	Building Official	\$36.21	\$45.26	\$54.31	\$75,317	\$94,141	\$112,965
26 Exempt	6291	Director of Communications*(E911 )	\$38.02	\$47.52	\$57.03	\$79,082	\$98,842	\$118,622
	8800	Library Director						
27 Exempt	1002	Assistant County Attorney	\$39.92	\$49.90	\$59.88	\$83,034	\$103,792	\$124,550
	1750	Assistant Commonwealth Attorney						
	4290	Director of Parks and Recreation						
	9100	Director of Emergency Services						
28 Exempt			\$41.92	\$52.40	\$62.87	\$87,194	\$108,992	\$130,770
29 Exempt	1120	Director of Information Technology	\$44.01	\$55.02	\$66.02	\$91,541	\$114,442	\$137,322
	1130	Director of Human Resources						
	1600	Director of Elections/General Registrar						
	2390	Director of Planning						
	2450	Director of Economic Development						
	7500	Director of Public Utilities						
30 Exempt	9000	Chief of Fire and EMS	\$46.21	\$57.77	\$69.32	\$96,117	\$120,162	\$144,186
31 Exempt	1390	Director of Finance	\$48.52	\$60.65	\$72.79	\$100,922	\$126,152	\$151,403
32 Exempt	1150	Assistant County Administrator	\$50.95	\$63.69	\$76.43	\$105,976	\$132,475	\$158,974
33 Exempt	1001	County Attorney	\$53.50	\$66.87	\$80.25	\$102,082	\$127,602	\$153,123
	Special	Seasonal Time Keepers		\$20.00	Per Game			
	Special	Seasonal Referees		\$32.00	Per Game			



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

**TAB E**

<b>MEETING DATE:</b>	March 5, 2025				
<b>AGENDA TITLE:</b>	Adoption of the Fluvanna County Board of Supervisors February 18, 2025 Meeting Minutes.				
<b>MOTION(s):</b>	<b>I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting on Wednesday February 18, 2025, be adopted.</b>				
<b>BOS WORKPLAN?</b>	Yes	No	<b>If yes, list item(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				<b>XX</b>	
<b>STAFF CONTACT(S):</b>	Caitlin Solis, Clerk to the Board				
<b>PRESENTER(S):</b>	Eric Dahl, County Administrator				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	None.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	Draft Minutes February 18, 2025.				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
					<b>X</b>



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
SPECIAL MEETING MINUTES  
Circuit Courtroom, Fluvanna Courts Building  
72 Main Street, Palmyra, VA 22963  
February 18, 2025  
Regular Meeting 5:00pm**

**MEMBERS PRESENT:**

Chris Fairchild, Cunningham District, Chair  
Tony O’Brien, Rivanna District, Vice Chair  
Mike Goad, Fork Union District  
Timothy M. Hodge, Palmyra District

**ABSENT:**

John M. (Mike) Sheridan, Columbia District

**ALSO PRESENT:**

Eric M. Dahl, County Administrator  
Kelly Harris, Assistant County Administrator  
Dan Whitten, County Attorney  
Caitlin Solis, Clerk for the Board of Supervisors

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

At 5:02pm, Chair Fairchild called to order the Special Budget Work Session of February 18, 2025. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

**BUDGET WORK SESSION**

*FCPS FY26 Adopted Budget Presentation* – Superintendent Dr. Peter Gretz, presented the FY26 Fluvanna County Public Schools Budget including overview of the budget development process, compensation, health insurance, and positions/staffing.

**FY26 Budget Highlights:**

- Compensation - application of a 3% increase (proposed state budget)
- Health Insurance - shares cost of 10% increase (school board 75%, employees 25%)
- Staffing - restructuring, elimination, additional positions

<b>FY 2026 BUDGET Proposal</b>	
LOCAL	\$24,166,367
STATE (Based on Governor's Introduced and House and Senate Proposals for Biennial Budget for FY2026)	\$31,265,400
FEDERAL	\$1,440,500
OTHER LOCAL	\$454,200
<b>Total Requested FY2025 Appropriation-Superintendent's Proposed</b>	<b>\$57,326,467</b>

The FY26 budget includes an additional **\$1,896,979** in local funding.

**RECESS FOR DINNER**

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

At 6:03pm, Chair Fairchild called to order the Special Meeting of February 18, 2025. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

**3 - ADOPTION OF AGENDA**

- Mr. Dahl requested pulling Project Comprehensive Plan update, ZTA 24:08 Amendments to the Fluvanna County Zoning Ordinances Regarding Day Homes, and ZTA 24:10 Amendments to the Fluvanna County Zoning Ordinances to correct the definition of “front yard” from the agenda.

<b>MOTION:</b>	Accept the Agenda, for the February 18, 2025 Special Meeting of the Board of Supervisors, as amended.				
<b>MEMBER:</b>	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
<b>ACTION:</b>		Second	Motion		
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Absent
<b>RESULT:</b>	<b>4-0</b>				

**4 - COUNTY ADMINISTRATOR’S REPORT**

Mr. Dahl reported on the following topics:

Announcements and Updates - New Employees

- Stephen Pleasants, IT Department, Information Technology Systems Engineer, Started February 13, 2025

Winter Ball for All

The Winter Ball for All event was held on Saturday, February 15 from 6 - 9pm at the Middle School gymnasium.

- We had 300 total guests at the event; 154 youth & 146 adults.
- DJ K Breezy “Keith Brown” kept the crowd entertained and Tasty Vittles catered the event.
- There were also giveaways throughout the event as well as a goody bag to take home for each youth.
- Special THANK YOU goes out to the FUMA Interact Club for helping us set up for the event and the FCHS SGA for decorating and helping with the event!

Comprehensive Plan Community Meetings

- Four (4) Community Meetings have been scheduled for citizens to give input. Dates/times are as follows:

Location	Date/time
Fork Union Community Center	February 25, 6:00 – 8:00 p.m.
Lake Monticello Fire Department, Maple room	February 27, 6:00 – 8:00 p.m.
Antioch Baptist Church	March 4, 7:00 – 9:00 p.m.
Columbia Baptist Church	March 8, 1:00 3:00 p.m.

- The meetings are intended to give citizens a chance to offer input for the Plan Update and the County’s vision for the future. After the meetings are completed, staff will disseminate a public survey for residents to give additional input.

**Next BOS Meetings**

Day	Date	Time	Purpose	Location
Wed	Feb 26	5:30 PM	BOS Budget Work Session - Constitutional Officer Presentations & County Agency Briefs	Morris Room
Wed	Mar 5	5:00 PM	Regular Meeting	Circuit Court
Wed	Mar 5	7:00 PM	Budget Work Session – County Department Briefs/CIP Review	Morris Room
Wed	Mar 12	5:30 PM	BOS Budget Work Session	Morris Room

**5 - PUBLIC COMMENTS #1**

At 6:08pm, Chair Fairchild opened the first round of Public Comments.

- Ashleigh Crocker, 442 Justin Dr, spoke in support of fully funding the Fluvanna County Public School budget request. With no one else wishing to speak, Chair Fairchild closed the first round of Public Comments at 6:10pm.

**6 – BOARDS AND COMMISSIONS**

None.

**7 – PRESENTATIONS**

*EDTAC Update from Gateway Signs Subcommittee* – David Wells, EDTAC Chair; Nina Monroe, EDTAC Vice-Chair; Cathy Tatro; Suzy Morris; Ben Shaw

EDTAC Subcommittee, Gateway Signs, has been working since spring of 2024 to come up with a concept and locations for new “Gateway Signs” for Fluvanna County. The signs are designed to look inviting and welcoming to visitors and residents entering and exiting the county. They are also a different color and design from “County Building” signs as these signs are for all activities available in the county.

Since “Gateway Signs” require a master plan to be considered by VDOT under the Tourist Oriented Directional Signs (TODS) program, the EDTAC Subcommittee feels it is beyond what they can do and recommends the Economic Development department take over the project with assistance from the Parks and Recreation department.

*Comprehensive Plan update* – Todd Fortune, Director of Planning

- Pulled from agenda.

**8 - ACTION MATTERS**

*Confirmation of Local Emergency Declaration* – Eric Dahl, County Administrator

Beginning Monday, February 10, 2025, Fluvanna County Public Safety and Emergency Management Staff determined that the threat of potential injury from winter weather, forecast to impact Central Virginia, was great enough to warrant coordinated local government action to prevent or alleviate any potential damage, loss, hardship, or suffering. A Declaration of Local Emergency grants Fluvanna County access to state and federal resources in order to address any public safety needs that may arise as a result of the anticipated storm and its residual effects.

Governor Glenn Youngkin declared a State of Emergency on Monday, February 10, 2025.

This action is consistent with the requirements of the Code of Virginia Emergency Services and Disaster Law.

<b>MOTION:</b>	Approve the RESOLUTION FOR THE DECLARATION OF LOCAL EMERGENCY effective February 11, 2025 at 8:00am, in response to the effects of winter weather systems impacting the area.				
<b>MEMBER:</b>	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
<b>ACTION:</b>		Motion	Second		
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Absent
<b>RESULT:</b>	<b>4-0</b>				

*Funding for Deed of Easement and Utility Agreement with Macon Properties, LLC* – Dan Whitten, County Attorney

- The County approved a Deed of Easement and Utility Agreement with Macon Properties, LLC on January 22, 2025.
- The consideration for the Deed of Easement is \$37,000. The variable width utility easement will allow for the construction of a gravity sewer line.
- The County approved a payment of \$69,000 as part of the Utility Agreement for Macon Properties, LLC to upgrade the sewer force main to ductile iron.

<b>MOTION:</b>	Approve a supplemental appropriation in the amount of \$106,000.00 from Unassigned Fund Balance to the Zion Crossroads Water and Sewer System budget to provide funding for the Deed of Easement and Utility Agreement with Macon Properties, LLC.				
<b>MEMBER:</b>	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
<b>ACTION:</b>		Second	Motion		
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Absent
<b>RESULT:</b>	<b>4-0</b>				

*Zion 3 Notch, LLC Development Agreement* – Dan Whitten, County Attorney

This revised Development Agreement provides additional clarification for the project. The agreement extends the timeline to complete the construction of the gravity sewer line. The agreement also amends the amount of consideration under the agreement for completing construction.

<b>MOTION:</b>	Approve a Resolution Authorizing the Revised Development Agreement Between Fluvanna County, the Economic Development Authority of Fluvanna County, and Zion 3 Notch LLC, and authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney				
<b>MEMBER:</b>	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
<b>ACTION:</b>			Second	Motion	
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Absent
<b>RESULT:</b>	<b>4-0</b>				

**9 - PUBLIC HEARING**

*ZTA 24:08 Amendments to the Fluvanna County Zoning Ordinances Regarding Day Homes* – Todd Fortune, Director of Planning

- Pulled from agenda. Public Hearing will be rescheduled for March 19, 2025

*ZTA 24:10 Amendments to the Fluvanna County Zoning Ordinances to correct the definition of "front yard"* – Todd Fortune, Director of Planning

- Pulled from agenda. Public Hearing will be rescheduled for March 19, 2025

**10 - CONSENT AGENDA**

The following items were approved under the Consent Agenda for February 18, 2025:

- *Minutes of February 5, 2025* – Caitlin Solis, Clerk to the Board

<b>MOTION:</b>	Approve the consent agenda, for the February 18, 2025 Board of Supervisors meeting.				
<b>MEMBER:</b>	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
<b>ACTION:</b>		Motion	Second		
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Absent
<b>RESULT:</b>	<b>4-0</b>				

**11 - UNFINISHED BUSINESS**

- *Mr. O'Brien asked for more clear language explaining the equalized rate on assessment notices in the future to help the public understand. The Board discussed the reassessment process, Mel Sheridan, Commissioner of The Revenue, answered questions.*



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**12 - NEW BUSINESS**

None.

**13 - PUBLIC COMMENTS #2**

At 6:55pm, Chair Fairchild opened the second round of Public Comments. With no one wishing to speak, Chair Fairchild closed the second round of Public Comments at 6:55pm.

**14 - CLOSED MEETING**

None.

**BUDGET WORK SESSION (CONTINUED)**

*County Administrator's FY26 Budget Proposal* – Eric Dahl, County Administrator  
Budget Development

- Carefully review revenue projections from all existing revenue sources to minimize the need for tax rate increases.
- Perform a detailed review of all expenditure budgets requested.
- Incorporate essential personnel requests to best support Fluvanna's service, expansion and technical needs.
- Support staff with an adequate compensation and benefits plan.
- Identify any potential funding shortfalls for further discussion during the budget process.
- Determine any service gaps or new services needed.
- Refine and update the future years planning budget projections.

## Budget Pressures

- Increased costs for providing public safety:
  - Recognizing the full operational costs for the Department of Emergency Services.
  - Costs related to affiliated regional facilities at Central Virginia Regional Jail and Blue Ridge Juvenile Detention
  - Requests for additional Sheriff's Office Deputies.
  - Aging Sheriff's Office patrol vehicles and Fire & Rescue apparatus.
- Aging facilities, fleet and equipment that require significant maintenance.
  - The County and Schools combined have over 33 buildings with HVAC and ~300 vehicles.
- The increasing cost of goods and services.
  - Over the last 12 months, the Consumer Price Index (CPI) increased 3%.
- Maintaining competitive salaries and benefits for our County and School System staff.
- New and expanding water and sewer infrastructure needs in our designated growth areas to support economic development.
- Our high existing debt load.

## FY26 Budget Proposal Highlights

- Budget totals \$115,135,516
  - Real Estate tax rate of \$0.72 (Equalized Tax Rate \$0.689) (FY25 - \$0.844)
    - Results in a tax increase of 4.50% for the average homeowner.
  - The personal property tax rate of \$4.10 per \$100 of assessed value remains unchanged from FY2025.
  - No change to the Business and Public Utility Personal Property tax rates (Remains at \$2.90 per \$100 of assessed value)
  - No change to the Machinery & Tools tax rate (Remains at \$1.90)
- Overall increase in total County expenditures by \$4,129,271, a 3.7% increase from the FY25 amended budget

## Revenues

- Projected total revenues will increase by \$4.1 million above the FY25 amended budget amount. The most significant contributing factors are:

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- A net increase of \$3.3M in tax and local operating revenue, mainly in part to the following increases: real estate revenue, delinquent real estate and personal property taxes, local option sales tax, interest earnings and EMS cost recovery.
- A decrease of \$3.2M in Schools state/federal/other local revenue, not including the County contribution. This is due to not receiving Fluvanna County Public Schools adopted funding request at this point.
- A decrease of \$18K in Debt Service revenue.
- A net increase of \$3.8M for CIP project funding, mainly due to the use of proffer funds and grants to fund CIP projects.
- Increase of \$62K in Enterprise Funds.
- Increase of \$134K in Social Services state/federal revenue

Revenue Category	FY25 Budget (Amended)	FY26 COAD Proposed	Percent Change
GENERAL FUND OPERATING REVENUE	\$62,796,657	\$66,166,225	5.4%
SCHOOLS	\$36,095,343	\$32,881,000	-8.9%
SOCIAL SERVICES	\$2,118,761	\$2,252,707	6.3%
DEBT SERVICE	\$1,308,984	\$1,290,834	-1.4%
CAPTIAL IMPROVEMENT PLAN (CIP)	\$5,565,508	\$9,361,539	68.2%
ENTERPRISE	\$3,120,991	\$3,183,211	2.0%
<b>REVENUES TOTAL</b>	<b>\$111,006,244</b>	<b>\$115,135,516</b>	<b>3.7%</b>

Expenditures

- Departments, Constitutional Officers and Agency budgets have been reviewed in detail and funded at reasonable levels to cover day-to-day operational requirements
  - The County has not received Fluvanna County Public School’s formal funding request, since the FY2026 Budget Request has not yet been presented by the School Board.
  - The School System’s full budget request was just presented to the Board of Supervisors this evening.
- Judicial Administration
  - Clerk of the Circuit Court - \$57,645 total: The budget included additional grant related expenditures, with funding for these expenditures to come from the state Technology Trust Fund and the Library of Virginia Preservation Grant
- Public Safety
  - Sheriff’s Office - \$228,655 total: (1) new Deputy position including needed equipment/supplies, (2) position promotions (Sergeant and Lieutenant) and an increase for personnel related costs (overtime, holiday pay, workers compensation and Line of Duty).
  - E-911 - \$61,550 total: Mainly due to E911/Radio System maintenance services and subscriber replacements.
  - Emergency Services - \$248,193 total: (1) new position for a Chief of Fire and EMS, increase in contract services for covering all County owned PowerLoad/PowerCot maintenance costs, increase in vehicle repair and maintenance and an increase in uniforms.
  - Correction and Detention - \$66,395 total: Blue Ridge Juvenile Detention costs increase request.
  - Public Animal Shelter - \$109,193 total: Fluvanna County utilizes the Fluvanna SPCA as its public animal shelter. Their submitted budget covers costs increases to retain a quality workforce, to assist with building improvements/maintenance and to adequately cover costs for the animals in their care.
- Public Works
  - James River Water Authority (JRWA) Operations - \$1,415,673 total: Fluvanna County is a 50/50 partner with Louisa County for the JRWA. Within the last year, the JRWA issued \$45M in additional debt, with approvals by

Expenditure Category	FY25 Budget (Amended)	FY26 COAD Proposed	Percent Change
GENERAL GOVERNMENT	\$4,114,259	\$4,098,702	-0.4%
JUDICIAL ADMINISTRATION	\$1,770,866	\$1,835,622	3.7%
PUBLIC SAFETY	\$13,762,008	\$14,513,230	5.5%
PUBLIC WORKS	\$3,297,034	\$4,581,331	39.0%
HEALTH AND WELFARE	\$7,115,449	\$7,625,555	7.2%
PARKS, RECREATION & CULTURAL	\$1,450,982	\$1,441,162	-0.7%
COMMUNITY DEVELOPMENT	\$1,756,045	\$1,518,202	-13.5%
NON-DEPARTMENTAL	\$277,012	\$1,424,505	414.2%
SCHOOLS	\$58,364,731	\$55,150,388	-5.5%
DEBT SERVICE	\$8,955,047	\$8,876,348	-0.9%
CAPITAL IMPROVEMENT PLAN (CIP)	\$5,640,508	\$9,861,539	74.8%
ENTERPRISE	\$4,502,303	\$4,208,932	-6.5%
<b>EXPENDITURES TOTAL</b>	<b>\$111,006,245</b>	<b>\$115,135,516</b>	<b>3.7%</b>

Board of Supervisors Minutes

February 18, 2025

both boards, to begin construction the raw water intake and pipeline in Fluvanna County to meet the long range water supply needs of both counties. This increase represents the 50% portion for Fluvanna County.

- Health and Welfare
  - CSA Purchase of Services - \$375,000 total: Primary increase for private day placement for clients of the Children’s Service Act. This increase has some offsets for state matching funds.
  - Social Services - \$109,757 total: (1) new position for a Family Services Specialist I and an increase in public assistance programs. These increases have some offsets of state and federal matching funds.
- Non-Departmental
  - BOS and Personnel Contingency - \$40,000 total: The County has a contingency policy that states we will maintain Board and Personnel contingency lines in the general fund to pay for needs caused by unforeseen emergencies, including unanticipated expenditures of a nonrecurring nature, or to meet unexpected small increases in service delivery cost. These contingency lines shall be budgeted at least 0.5% of governmental general fund expenditures. This increase will bring these contingency amounts in line with the policy.
  - Staff Pay Plan, Health Insurance and Compensation Study/Salary Adjustment Costs - \$1,079,505 total: The specifics will be discussed below under Employee Compensation and Health Insurance.
- Employee Compensation
  - Maintain competitive compensation to attract and retain high quality employees.
  - \$496,347 - 3% COLA for all County staff July 2025 (1% = \$165K).
  - Compensation Board and Social Services reimbursement for the COLA is \$119,919
  - \$300,000 is included for a Compensation Study (\$50K) and mid year salary adjustment costs (\$250K)
- Health Insurance
  - Health insurance cost increases have been significant fiscal influences every year.
  - The budget includes \$283,158 to cover a 9.0% portion of an estimated 10% increase, and lessen any adverse impact on employees.
  - Each 1% premium increase represents approximately \$31,462
  - *UPDATE: We just received notification from Anthem/The Local Choice this morning that the County increase is actually 6.4%*
- New Position Requests

Position	Department	Notes
<b>Included in FY2026 Budget Proposal (planned for July 2025)</b>		
Deputy Sheriff	Sheriff’s Office	New FT Position
Chief of Fire and EMS	Emergency Services	New FT Position
Utilities Operator 1,2,3,4	Public Utilities	New FT Position
Family Services Specialist I	Social Services	New FT Position
Convert Deputy Sheriff to Sergeant	Sheriff’s Office	Position Upgrade
Convert Sergeant to Lieutenant	Sheriff’s Office	Position Upgrade
<b>Not Included in FY2026 Budget Proposal (planned for July 2025)</b>		
Deputy Treasurer II	Treasurer’s Office	New FT Position
Information Security Officer	IT	New FT Position
Cyber Security Specialist	IT	New FT Position
(5) Five Deputy Sheriffs	Sheriff’s Office	New FT Position’s
(4) Four EMT BLS Providers	Emergency Services	New FT Position’s
(2) Two EMS Billing Specialists – FT & PT	Emergency Services	New FT & PT Position
Crew Chief	Public Utilities	New FT Position
(2) Two Pipe Technicians 1,2	Public Utilities	New FT Position’s
FAPT Coordinator	CSA	New FT Position
Human Services Assistant III	Social Services	New FT Position
Benefits Supervisor	Social Services	New FT Position
Program Specialist	Library	New PT Position

February 18, 2025

Board of Supervisors Minutes

Capital Projects

- The County has made a practice of using unassigned fund balance to fund one-time expenditures.
- Many requested projects of less urgency were delayed until later fiscal years to avoid affecting the tax rates, fund balance or debt service funding requirements.
- Cannot continue to defer essential maintenance, facilities, equipment, and vehicles; before long they will be beyond effective life, potentially compromise safety, or fail at a critical time of use.
- Debt service financing may be required to maintain adequate and safe service levels for the community.

Fund Balance

- Fluvanna continues to adhere to a conservative fund balance policy that maintains unassigned restricted fund balance at a minimum of 12% of General Fund revenues and the School Fund revenues, less the County’s funding portion from the General Fund.
- As of June 30, 2024:
  - Unassigned restricted fund balance is \$12,268,030.
  - Unassigned unrestricted fund balance is currently \$17,209,836 (use toward capital projects).
  - FY26 includes \$6,063,670

Economic Factors

- Annual Unemployment Rate
  - US 3.6%, VA 2.9% & Fluvanna 2.5%
  - Fluvanna Monthly Unemployment Rate
    - Dec. 2024: 2.1%
- Sales Tax
  - 2022 to 2023 increased 10.02%
    - Changes implemented for online retailers making more than \$100,000 in annual gross sales to collect and pay sales tax starting July 1, 2019.
    - Residents were shopping more locally during the coronavirus pandemic and that trend has
- Population Growth
  - 2000 to 2010 increased 28.2%
    - 25,691
  - 2010 to 2020 increased 6.1%
    - 27,249
  - 2020 to 2023 increased 3.0%

Project	Department/ Agency	\$ Included	\$ NOT Included
Fork Union Streetscape	County Admin	\$505,785	
Palmyra Streetscape	County Admin		\$772,906
<b>Community Development</b>	<b>Subtotal</b>	<b>\$505,785</b>	<b>\$772,906</b>
PG ADA Playground Expansion	P&R	\$90,000	
PG Bathroom near Playground	P&R	\$54,000	
PG Basketball and Tennis Courts	P&R		\$583,000
PG Park Paving	P&R	\$82,000	
Carysbrook Sports Complex Basketball Court	P&R		\$61,000
Carysbrook Sports Complex Playground Update	P&R		\$178,000
Community Center Basketball to Pickleball Court	P&R		\$110,000
Community Center Playground Update	P&R		\$320,000
<b>Community Services</b>	<b>Subtotal</b>	<b>\$226,000</b>	<b>\$1,252,000</b>
Capital Reserve Maintenance Fund	Public Works	\$250,000	
Admin and Courts Building Parking Lot Paving	Public Works		\$100,000
Community Center Parking Lot Paving	Public Works		\$65,000
Public Safety Building Parking Lot Paving	Public Works	\$70,000	
Courts Building Interior Painting and Carpet	Public Works	\$80,000	
Courts Building Sally Port Roof	Public Works		\$75,000
Carysbrook Gym Roof Replacement	Public Works	\$130,000	
Admin Building Foundation Waterproofing	Public Works		\$300,000
Kents Store Fire Company Parking Lot Paving	Public Works	\$80,000	
Community Center Renovations	Public Works		\$500,000
Community Ctr. Transitional Shelter Generator	Public Works	\$193,544	
Social Services Vehicle	Public Works	\$35,000	
<b>Public Works</b>	<b>Subtotal</b>	<b>\$838,544</b>	<b>\$1,040,000</b>
Fork Union Water Supply	Public Utilities	\$4,000,000	
PG Park and Commons Blvd Water System	Public Utilities	\$301,200	
<b>Public Utilities</b>	<b>Subtotal</b>	<b>\$4,301,200</b>	<b>\$0</b>
Sheriff Vehicles	Sheriff	\$372,000	
Sheriff Vehicles Expansion	Sheriff	\$83,300	\$416,500
<b>Sheriff</b>	<b>Subtotal</b>	<b>\$455,300</b>	<b>\$416,500</b>
Ambulance 48	EMS	\$528,190	
Stryker PowerLoad and Stretchers	EMS	\$141,440	
Update Cardiac Monitors	EMS		\$237,658
<b>Emergency Services</b>	<b>Subtotal</b>	<b>\$669,630</b>	<b>\$237,658</b>
Dive 5 – Lake Monticello	Fire & Rescue		\$430,950
Utility 22 – Fork Union	Fire & Rescue		\$119,310
Support 57 – Lake Monticello	Fire & Rescue		\$119,310
Engine 52 – Lake Monticello	Fire & Rescue	\$1,589,000	
Johnboat 50 and Trailer – Lake Monticello	Fire & Rescue	\$76,080	
<b>Fire and Rescue</b>	<b>Subtotal</b>	<b>\$1,665,080</b>	<b>\$669,570</b>
Capital Reserve Maintenance Fund	Schools	\$250,000	
Central Elementary Roof Patching and Repl.	Schools	\$100,000	
FCPS OpenGate Detectors	Schools	\$60,000	
FCHS Gym Floors Resurfaced and Painted	Schools		\$75,000
FCHS Locker Rooms and Field House	Schools		\$2,250,000
FCPS Transportation and Food Svcs. Ofc. Repairs	Schools	\$150,000	
Schools Buses	Schools	\$540,000	
Student Transport/Facility Vehicles	Schools	\$100,000	
<b>Schools</b>	<b>Subtotal</b>	<b>\$1,200,000</b>	<b>\$2,325,000</b>
	<b>Grand Total</b>	<b>\$9,861,539</b>	<b>\$6,713,634</b>

February 18, 2025

Board of Supervisors Minutes

- Total Building Permits\*
  - 2020: 624
  - 2021: 631 (1%)
  - 2022: 840 (33%)
  - 2023: 651 (-22%)
  - 2024: 616 (-5%)
  
- Permits for new home construction\*
  - 2020: 208
  - 2021: 184 (-12%)
  - 2022: 169 (-8%)
  - 2023: 109 (-35%)
  - 2024: 137 (25%)

\*numbers are based upon calendar year

New Revenue Sources

- Staff continues to review and investigate other potential new and existing revenue sources. New sources would include:
  - Food and Beverage Tax: A new local taxing authority was passed by the General Assembly that allows Counties to now implement a food and beverage tax without a referendum, effective July 1, 2020. The Board considered the option of implementing a food and beverage tax in our County (as in most surrounding counties) and put the referendum question to the voters in November 2018, but it failed to pass. The new legislation includes that a County may not impose a food and beverage tax until six years after a referendum failed. With this language, Fluvanna is prohibited from adopting a food and beverage tax ordinance until November 2024. A very conservative estimate shows that a meal tax could generate \$300K-\$600K annually. A public hearing for the Board of Supervisors to consider a food and beverage tax will be held March 19, 2025. Funding is not included in the County Administrator’s FY26 budget proposal.

Budget Calendar

				Feb-2025								
Wed	Feb 5	BOS Regular Meeting	5:00 pm; Circuit Court Room									1
Wed	Feb 5	School Board Work Session - Superintendent’s Budget (TBD) and Public Hearing	5:30 pm; School Board	2	3	4	5	6	7	8		
Wed	Feb 12	School Board Meeting - Budget Adoption (TBD)	6:30 pm; School Board	9	10	11	12	13	14	15		
Wed	Feb 12	BOS Budget Work Session - Constitutional Officer Briefs	5:30 pm; Morris Room	16	17	18	19	20	21	22		
		<b>County Administrator’s FY26 Budget Proposal and Revenue/Expenditure Brief</b>	7:00 pm; Morris Room	23	24	25	26	27	28			
Wed	Feb 19	BOS Budget Work Session - FCPS FY26 Adopted Budget Presentation	5:00 pm; Circuit Court Room									
Wed	Feb 19	BOS Regular Meeting	6:00 pm; Circuit Court Room									
Wed	Feb 26	BOS Budget Work Session - County Agency Briefs - <b>Set Max RE Tax Rate for Advertising</b>	5:30 pm; Morris Room									
				Mar-2025								
Wed	Mar 5	BOS Regular Meeting	5:00 pm; Circuit Court Room									1
Wed	Mar 5	BOS Budget Work Session - County Department Briefs/CIP Review	7:00 pm; Circuit Court Room	2	3	4	5	6	7	8		
Wed	Mar 12	BOS Budget Work Session	5:30 pm; Morris Room	9	10	11	12	13	14	15		
Wed	Mar 19	BOS Budget Work Session	5:00 pm; Circuit Court Room	16	17	18	19	20	21	22		
Wed	Mar 19	BOS Regular Meeting - <b>Set Proposed FY26 Budget &amp; CY25 Tax Rates for Advertising</b>	6:00 pm; Circuit Court Room	23	24	25	26	27	28	29		
Wed	Mar 26	BOS Budget Work Session - TBD	5:30 pm; Morris Room	30	31							
				Apr-2025								
Wed	Apr 2	BOS Regular Meeting	5:00 pm; Circuit Court Room			1	2	3	4	5		
Wed	Apr 2	BOS Budget Work Session - TBD	7:00 pm; Circuit Court Room	6	7	8	9	10	11	12		
Wed	Apr 9	BOS Special Meeting - Public Hearing for Equalized RE Tax Rate - Public Hearing for FY26 Budget and CY25 Tax Rate	7:00 pm; Circuit Court Room	13	14	15	16	17	18	19		
Wed	Apr 16	BOS Regular Meeting - <b>Adopt FY26 Budget and CY25 Tax Rate *</b>	6:00 pm; Circuit Court Room	20	21	22	23	24	25	26		
Wed	Apr 23	BOS Special Meeting - TBD - Adopt FY26 Budget and CY25 Tax Rate *	6:00 pm; Circuit Court Room	27	28	29	30					

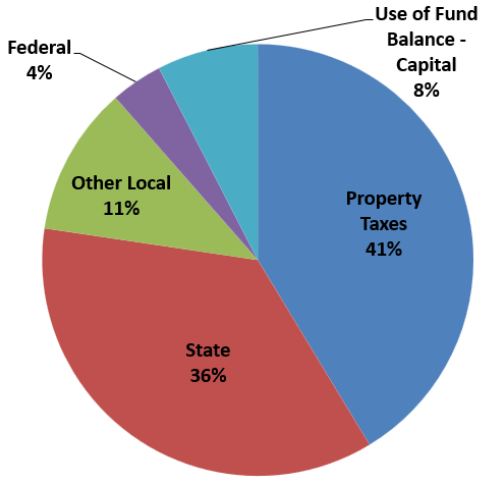
\* Can adopt at Regular Meeting on April 16th or hold special meeting on April 23th to adopt



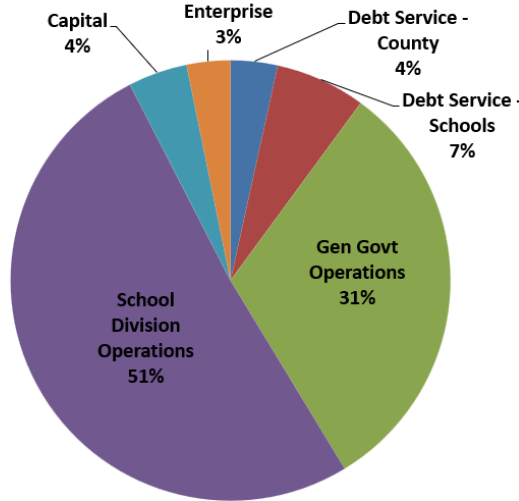
Finance Revenue/Expenditures Presentation – Tori Melon, Director of Finance

FY26 COAD Proposed Budget - \$115,135,516

**Revenues**



**Expenditures**



General Fund Revenue Summary – FY24-26

Revenue Source	FY24 ACTUAL	FY25 Amended Budget	FY26 COAD	FY26 to FY25 Budget (Inc/Dec)
General Property Taxes	\$44,879,939	\$44,841,757	\$47,749,085	\$2,907,328
Other local taxes	5,742,543	5,737,170	6,026,500	\$289,330
Permits and fees	278,454	403,450	462,750	\$59,300
Fines and forfeitures	44,386	60,925	51,000	(\$9,925)
Use of money	1,574,695	644,165	679,165	\$35,000
Charges for services	1,289,207	1,085,895	1,377,300	\$291,405
Miscellaneous	339,500	77,075	100,000	\$22,925
Recovered Cost	338,307	289,224	310,195	\$20,971
Commonwealth	9,253,140	9,498,708	10,028,563	\$529,855
Federal	6,422,413	1,709,206	1,785,265	\$76,059
<b>Total</b>	<b>\$70,162,584</b>	<b>\$64,347,575</b>	<b>\$68,569,823</b>	<b>\$4,222,248</b>

Top 4 Local Revenue Sources

Revenue Source	FY24 Actual	FY25 Amended	FY26 COAD	FY26 to FY25 Inc/Dec
Real Estate Taxes	\$28,704,836	\$28,803,711	\$31,012,550	\$2,208,839
Personal Property Taxes	10,986,603	11,844,450	12,519,747	675,297
Public Service Corporation	4,454,155	4,139,037	3,418,888	(720,149)
Local Sales Taxes	2,900,320	2,925,000	3,060,000	135,000

## Commonwealth of VA Revenue

PPTRA	\$2,996,570
Compensation Board	\$2,893,549
CSA	\$2,156,581
Social Services	\$774,761
Miscellaneous	\$1,207,602
<b>TOTAL</b>	<b>\$10,029,063</b>

## Real Estate Tax

#	Category	FY26 Residential	FY26 Commercial	Final Date
1	Total Assessed Real Estate Value	\$4,838,962,320	\$122,838,091	Supplements thru Oct.
2	Non-Taxable Real Estate Value	-\$325,135,894	\$0	
3	Total Taxable Real Estate Value	\$4,513,826,426	\$122,838,091	Supplements thru Oct.
4	Land Use, Conservation Easements, and Open Space Agreements (Est.)	-\$301,736,300	N/A	April
5	Tax Relief for Elderly/Veterans (Est.)	-\$97,461,496	N/A	April 1
6	Revised Taxable Real Estate Value	\$4,114,628,631	\$122,838,091	
7	Divided By	100	100	
8	Times Tax Rate	\$0.720	\$0.720	
9	Taxable Real Estate Revenue	\$29,625,326	\$884,434	
10	Collection Rate	98.0%	98.0%	
11	FY26 Budget Real Estate Tax	\$29,032,820	\$866,746	6

Real Estate Tax Rate Comparison

COUNTY/CITY	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Albemarle	0.819	0.839	0.839	0.839	0.854	0.854	0.854	0.854	0.854	0.854
Buckingham	0.50	0.55	0.55	0.55	0.55	0.55	0.55	0.55	0.52	0.60
Charlottesville	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.96	0.96	0.98
Cumberland	0.74	0.78	0.78	0.78	0.78	0.77	0.75	0.75	0.75	0.60
Fluvanna	0.899	0.917	0.907	0.939	0.925	0.925	0.884	0.870	0.844	0.844
Goochland	0.53	0.53	0.53	0.53	0.53	0.53	0.53	0.53	0.53	0.53
Greene	0.75	0.775	0.775	0.775	0.82	0.82	0.82	0.82	0.73	0.71
Louisa	0.72	0.72	0.72	0.72	0.72	0.72	0.72	0.72	0.72	0.72
Nelson	0.72	0.72	0.72	0.72	0.72	0.72	0.72	0.65	0.65	0.65
<b>Average</b>	<b>0.736</b>	<b>0.753</b>	<b>0.752</b>	<b>0.756</b>	<b>0.761</b>	<b>0.761</b>	<b>0.753</b>	<b>0.744</b>	<b>0.728</b>	<b>0.72</b>

Real Estate Penny Calculation

Real Estate (Residential) Value/100	\$41,146,286
Real Estate (Commercial) Value/100	\$1,228,381
Public Utilities Value/100	\$4,748,456
Mobile Homes Value/100	\$21,362
<b>Total Value/100</b>	<b>\$47,144,485</b>
Times \$0.01	\$0.01
<b>Revenue generated by each \$0.01 increase in tax rate (100% Collection Rate)</b>	<b>\$471,455</b>
<b>Per Penny Amount</b> (Collection Rates: 98.0% Real Estate, 100% Public Utilities, and 98.0% Mobile Homes)	<b>\$462,966</b>



Expenditure	FY24 Actual	FY25 Amended Budget	FY26 COAD	FY26 to FY25 Budget (Inc/Dec)
General Govt	\$3,874,939	\$4,114,259	\$4,098,072	(\$16,187)
Judicial Admin	1,672,635	1,770,866	1,835,622	\$64,756
Public Safety	12,719,902	13,762,008	14,513,230	\$751,222
Public Works	2,855,891	3,297,034	4,581,331	\$1,284,297
Health & Welfare	5,848,972	7,115,449	7,625,555	\$510,106
Education	21,928,526	22,269,388	22,269,388	\$0
Parks, Rec. & Library	1,272,448	1,450,982	1,441,162	(\$9,820)
Comm. Development	1,896,220	1,756,045	1,518,202	(\$237,843)
Non-departmental	39,042	277,012	1,424,505	\$1,147,493
Debt Service	9,201,449	8,955,047	8,876,348	(\$78,699)
<b>Total</b>	<b>\$61,310,024</b>	<b>\$64,768,090</b>	<b>\$68,183,415</b>	<b>\$3,415,325</b>

**15 – ADJOURN**

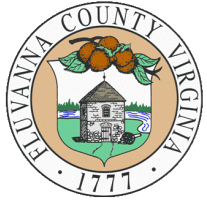
<b>MOTION:</b>	Adjourn the regular meeting of Wednesday, February 18, 2025 at 7:58pm.				
<b>MEMBER:</b>	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
<b>ACTION:</b>		Second	Motion		
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Absent
<b>RESULT:</b>	<b>4-0</b>				

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

\_\_\_\_\_  
 Caitlin Solis  
 Clerk to the Board

\_\_\_\_\_  
 Christopher S. Fairchild  
 Chair



**BOARD OF SUPERVISORS**  
County of Fluvanna  
Palmyra, Virginia

**RESOLUTION No. 05-2025**

**RESOLUTION FOR THE DECLARATION OF LOCAL EMERGENCY**

**WHEREAS**, the National Weather Service has issued a Winter Storm Warning for Fluvanna County in anticipation of the arrival of winter weather systems currently moving into the Commonwealth and expected to bring significant snowfall amounts, potentially causing significant disruption, impacting transportation, and causing power outages; and

**WHEREAS**, County Public Safety and Emergency Management Staff, and the Director of Emergency Management, determined that the threat of potential injury from the forecasted weather was great enough to warrant coordinated local government action to prevent or alleviate any potential damage, loss, hardship, or suffering; and

**WHEREAS**, a State of Emergency throughout the Commonwealth was previously declared by the Governor on February 10, 2025;

**NOW, THEREFORE, BE IT RESOLVED** that, pursuant to Virginia Code Section 44-146.21, the Director of Emergency Management has declared the existence of a local emergency for Fluvanna County, which such local emergency exists throughout Fluvanna County effective retroactively to Tuesday, February 11, 2025 at 8:00am and expiring on February 28, 2025, and to which declaration the Board of Supervisors hereby consents; and

**BE IT FURTHER RESOLVED** that during the existence of said local emergency, the Director of Emergency Management and the Acting Director of Emergency Services, of Fluvanna County respectively, shall have the powers, functions, and duties prescribed by Virginia Code Section 44-146.21(c) and by the Fluvanna County Emergency Operations Plan in order to mitigate and recover from the effects of said local emergency.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Fluvanna County Board of Supervisors at a regular meeting of the Board held on the 18<sup>th</sup> day of February, 2025:

SUPERVISORS	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Chris Fairchild, Cunningham District	X					
Anthony P. O'Brien, Rivanna District	X					
Mike Goad, Fork Union District	X				X	
Tim Hodge, Palmyra District	X					X
John M. Sheridan, Columbia District				X		

A Copy, teste:

\_\_\_\_\_  
Caitlin Solis  
Clerk to the Board of Supervisors  
Fluvanna County, Virginia

\_\_\_\_\_  
Chris Fairchild  
Chair, Board of Supervisors  
Fluvanna County, Virginia



**BOARD OF SUPERVISORS**  
County of Fluvanna  
Palmyra, Virginia

**RESOLUTION No. 06-2025**

**A RESOLUTION AUTHORIZING THE REVISED DEVELOPMENT AGREEMENT BETWEEN FLUVANNA COUNTY, THE ECONOMIC DEVELOPMENT AUTHORITY OF FLUVANNA COUNTY AND ZION 3 NOTCH LLC**

**WHEREAS**, the development agreement (“Development Agreement”) is among Fluvanna County (“County”), the Economic Development Authority of Fluvanna County (“EDA”) and Zion 3 Notch LLC (“Company”); and

**WHEREAS**, the County, the EDA, and the Company entered into a development agreement on November 27, 2023 for a grant of up to One Hundred and Twenty-five Thousand Dollars (\$125,000) to the Company after the Company completes construction of the sewer line improvement project (“Project”)

**WHEREAS**, the County, the EDA and the Company desire to execute a revised Development Agreement that will offer an additional grant (“Grant”) of Seventy-Four Thousand Dollars (\$74,000) for a total of One Hundred and Seventy-Nine Thousand Dollars (\$179,000) to the Company after the Company completes construction of a sewer line improvement project; and

**WHEREAS**, the Company will purchase, improve, equip, and operate a convenience store (“Convenience Store”) located on James Madison Highway in Zion Crossroads, Virginia, thereby making a significant capital investment, and creating and maintaining a significant number of new jobs; and

**WHEREAS**, the stimulation of the additional tax revenue and economic activity to be generated by the construction of the Convenience Store constitutes a valid public purpose for the expenditure of public funds and is the animating purpose for the Grant.

**NOW, THEREFORE, BE IT RESOLVED**, that the Fluvanna County Board of Supervisors accepts the Development Agreement and that the County Administrator is directed to execute the Development Agreement subject to approval as to form by the County Attorney.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Fluvanna County Board of Supervisors at a meeting of the Board held on the 18th day of February 2025:

	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Chris Fairchild, Cunningham District	X					
Anthony P. O’Brien, Rivanna District	X				X	
Mike Goad, Fork Union District	X					
Timothy Hodge, Palmyra District	X					X
John M. Sheridan, Columbia District				X		

Attest:

\_\_\_\_\_  
Christopher S. Fairchild, Chair  
Fluvanna County Board of Supervisors

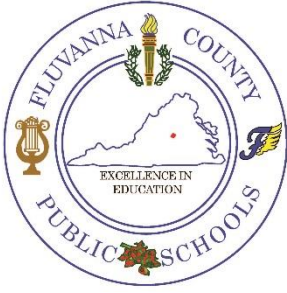


**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

TAB F

<b>MEETING DATE:</b>	March 5, 2025				
<b>AGENDA TITLE:</b>	FY25 FCPS Grants Supplemental Appropriation				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve a supplemental appropriation of \$137,520.12 to the Fluvanna County Public Schools FY25 budget for funds received from State sources.</b>				
<b>BOS WORKPLAN?</b>	Yes	No	<b>If yes, list items(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
<b>STAFF CONTACT(S):</b>	Theresa McAllister, Management Analyst Brenda Grasser, Executive Director for Instruction and Finance				
<b>PRESENTER(S):</b>	Brenda Grasser, Executive Director for Instruction and Finance				
<b>RECOMMENDATION:</b>	I recommend approval of the motion as stated above.				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	Fluvanna County Public Schools has received \$137,520.12 in new FY25 grant funding from State revenue sources that were not included in the FY25 budget.				
	The supplemental appropriation breakdown is provided on the FCPS request enclosed. The below tables show the change in the FY25 FCPS budget:				
		<b>FY25 Adopted</b>	<b>FY25 Revised</b>	<b>FY25 Request</b>	<b>FY25 Revised (NEW Total)</b>
	<b>Local - County</b>	22,269,388	-	-	22,269,388
	<b>Other Local</b>	454,200	-	-	454,200
	<b>State</b>	30,750,000	33,655,399	137,520.12	33,792,919.12
	<b>Federal</b>	1,676,800	1,985,744.17	-	1,985,744.17
	<b>TOTAL</b>	55,150,388	35,641,143.17	137,520.12	58,502,251.29
<b>FISCAL IMPACT:</b>	Approval of this supplemental appropriation will authorize staff to increase the Revenue and Expenditures by \$137,520.12 as outlined in the above table.				
	There is no local County match required for these funds. In addition, this request is not for County Local funding carryover. Any requests for County Local funding carryovers will not occur until December 2025.				
<b>POLICY IMPACT:</b>	N/A				

<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	FCPS Supplemental Appropriation Request				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
		X			



## FLUVANNA COUNTY PUBLIC SCHOOLS

14455 JAMES MADISON HIGHWAY  
PALMYRA, VIRGINIA 22963

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

**TO:** Eric Dahl, County Administrator, Fluvanna County

**FROM:** Brenda Grasser, Executive Director for Instruction and Finance

**Cc:** Dr. Peter Gretz, Superintendent Fluvanna County Public Schools  
Tori Melton, Fluvanna County Finance Director

**DATE:** February 10, 2025

**RE:** Supplemental Appropriations

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

Funding Source	Year	Type	Category	Amount	Expiration	SUPPLEMENTAL/CARRYOVER
School Security Grant- 2023 SUP	2025	State	Operations	\$8,922.12	06/30/2025	SUP
School Security Grant- 2024	2025	State	Operations	\$128,598.00	06/30/2025	SUP

This will result in an increase to the Operations category by \$137,520.12. Both of these grants use a 25 percent local match requirement. We plan to use the CRM funds previously appropriated for the door locks to meet this match so that we do not need to request additional local dollars.

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





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

**TAB G**

<b>MEETING DATE:</b>	March 5, 2025				
<b>AGENDA TITLE:</b>	Assistant County Attorney Job Description				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve the Assistant County Attorney Job Description, as presented.</b>				
<b>BOS WORKPLAN?</b>	Yes	No	<b>If yes, which item(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				<b>X</b>	
<b>STAFF CONTACT(S):</b>	Donna Snow, Director of Human Resources Dan Whitten, County Attorney				
<b>PRESENTER(S):</b>	Donna Snow, Director of Human Resources Dan Whitten, County Attorney				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	Requesting the Board of Supervisors approve the position description for the Assistant County Attorney. The position was first approved in the FY24 budget, pay band 27, with a starting salary of \$76,175. The amount budgeted in the FY25 Budget is \$81,888.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	None				
<b>LEGISLATIVE HISTORY:</b>	None				
<b>ENCLOSURES:</b>	Job Description for Assistant County Attorney				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	<b>X</b>			<b>X</b>	





Fluvanna County, Virginia  
Department of Finance  
Job Description

**ASSISTANT COUNTY ATTORNEY**

<b>Job Class #:</b>	1002
<b>Pay Grade:</b>	27
<b>Category:</b>	Full-Time(with benefits)
<b>FLSA Status:</b>	Exempt
<b>Reports To:</b>	County Attorney

**SUMMARY**

Under the supervision of the County Attorney, the Assistant County Attorney will perform complex professional work for several departments in a diverse array of legal issues, including but not limited to review and drafting of ordinances and legal opinions, research, real estate transactions, and legal assistance with Code enforcement.

**ESSENTIAL FUNCTIONS**

This information is of a general nature and is not intended to be a comprehensive description of every duty. The Assistant County Attorney will perform the following essential functions under the direction of the County Attorney:

- Attend board and committee meetings in the evenings two to four times a month.
- Provide oral and written opinions on legal matters as requested by the County Attorney.
- Provide legal advice as needed during public meetings.
- Assist with preparation and advocacy of the Board of Supervisor's agendas.
- Advise the Planning and Zoning Department on land use and zoning issues.
- Draft and enforce the County Code, including zoning and subdivision ordinances, and enforce the state Building Code.
- Monitor legal and legislative developments in Virginia in order to keep County Code and policies in compliance with same.
- Draft legal documents including ordinances, resolutions, deeds and other legal documents in support of County governmental operations.
- Handle real estate closings to buy and sell County property.
- Gather and analyze evidence in cases; review pertinent decisions, policies, regulations and other legal matters.
- Appear in court in a wide variety of civil and criminal proceedings, including Code enforcement cases.
- Advise and assist with FOIA requests and department compliance.
- Review contracts; provide legal advice to staff on procurement law.
- Perform other related tasks as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Thorough knowledge of current principles and practices of local and state laws and court decisions.
- Thorough knowledge of legal research and the investigation, preparation, and presentation of cases for trial.
- Thorough knowledge of legal office procedures, practices, and methods.

- Ability to provide timely and effective legal counsel to County representatives and agencies.
- Ability to conduct research and interpret ordinances and federal and state statutes.
- Ability to handle multiple projects at one time and prioritize deadlines.
- Ability to prepare and review a variety of legal documents including pleadings, ordinances, resolutions, and contracts.
- Ability to communicate effectively both orally and in writing.
- Ability to appear in state and federal courts in Virginia on a wide variety of litigation.
- Ability to establish effective working relations with others.

#### ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

The position requires a Juris Doctorate from an accredited school of law and no less than one (1) year of experience, preferably relating to local government matters, or an equivalent combination of training and experience. Must be a licensed active member in good standing of the Virginia State Bar.

#### EQUIPMENT, TOOLS, AND WORK AIDS USED

- Online legal research applications (e.g., Westlaw/LEXIS, Pacer, Municode); computer (and related electronic applications and equipment such as Outlook, Word, PowerPoint, Excel, scanner, fax, copier)
- County will provide office equipment including a computer and cell phone, etc.

#### WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Environmental: Employee is subject to inside environmental conditions; protected from weather conditions.
- Physical Effort: Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time; may involve walking or standing for brief periods.
- Hazards: No environmental hazards are indicated for this classification.

#### SPECIAL CONDITIONS OR REQUIREMENTS

- Criminal background and Motor Vehicles check.
- Possession of a valid driver's license in the Commonwealth of Virginia
- Twelve (12) month probationary period.

Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
February 28, 2025	February 28, 2025	February 28, 2025	March 5, 2025

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

Incl?	Item
X	BOS Contingency Balance Report
<input type="checkbox"/>	Building Inspections Report
X	Capital Reserve Balances Memo
<input type="checkbox"/>	Fluvanna County Bank Balance and Investment Report
X	Unassigned Fund Balance Report
<input type="checkbox"/>	VDOT Monthly Report & 2020 Resurfacing List
<input type="checkbox"/>	ARPA Fund Balance Memo
X	The Board of Supervisors Work Plan





# COUNTY OF FLUVANNA

*"Responsive & Responsible Government"*

BOS2025-03-05 p.55/64  
P.O. Box 540  
Palmyra, VA 22963  
(434) 591-1910  
Fax (434) 591-1911  
www.fluvannacounty.org

## MEMORANDUM

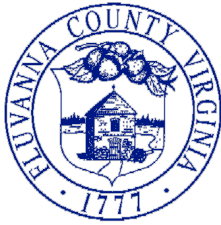
**Date:** March 05, 2025  
**From:** Theresa McAllister – Management Analyst  
**To:** Board of Supervisors  
**Subject:** FY25 BOS Contingency Balance

The FY25 BOS Contingency line balance is as follows:

<b>Beginning Original Budget:</b>	<b>\$248,824</b>
Less: Position Upgrades for COR's Office – 07.03.24	-\$19,721
Less: TJPDC Spring Regional Housing Summit – 07.03.24	-\$2,500
Less: BOS Leadership Retreat – 07.03.24	-\$4,500
Less: Position Upgrade from EMS Supervisor to Director – 07.03.24	-\$22,670
Less: Command Structure in Emergency Services – 07.03.24	-\$22,025
Reassessment Budget Transfer – 08.07.24	\$49,284.47
Less: Dewberry Engr Svc for Comms Twr Inspect and Mapping – 09.04.24	-\$5,300
Less: Prelim Engg Rpt PG & Comm Blvd Wtr & Sewer Service – 10.16.24	-\$31,555
Less: Position Upgrades for Treasurer Office – 11.06.24	-\$13,076
<b>Available:</b>	<b>\$176,761.47</b>







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 www.fluvannacounty.org

## MEMORANDUM

**Date:** March 05, 2025  
**From:** Theresa McAllister – Management Analyst  
**To:** Board of Supervisors  
**Subject:** FY25 Capital Reserve Balances

The FY25 Capital Reserve account balances are as follows:

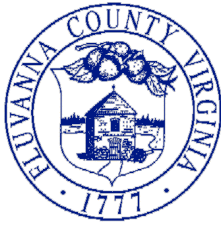
### County Capital Reserve:

FY24 Carryover	\$497,849.16
<b>FY25 Budget Allocation:</b>	<b>\$250,000</b>
Less: Public Safety Building Replace HVAC Unit #4 – 09.04.24	-\$19,318.80
Less: Library Heat Pump Unit #4 Replacement – 10.02.24	-\$7,000
Less: FUFC Bay #5 Roll Up Door Repair – 10.02.24	-\$9,055
Less: Public Safety Building Sewer Back-Up – 10.02.24	-\$10,175
Less: Public Safety Sewer Line Repairs – 11.20.24	-\$20,500
Less: Admin Building IT Room HVAC Replacement – 11.20.24	-\$10,340
<b>FY25 Available:</b>	<b>\$671,460.36</b>

### Schools Capital Reserve:

FY24 Carryover	\$237,045.55
<b>FY25 Budget Allocation:</b>	<b>\$200,000</b>
Less: FMS HVAC Unit Replacement & Installation – 07.03.24	-\$39,566
Less: FMS Bat Elimination – 08.07.24	-\$30,000
Less: School’s Asphalt Patching (FCHS, CB, & CE) – 08.07.24	-\$9,759
Less: FCHS Driver on Chiller Circulation Pump – 08.21.24	-\$9,850
Less: CE Failed Condenser Fan’s Chillers 1 & 2 – 10.02.24	-\$5,985

Less: FMS Remove Bat Colony & Seal Roofline – 10.02.24	-\$61,129
Less: Central Chiller Condenser Fan Motors – 11.06.24	-\$13,500
Add: Closed CRM Projects – 11.10.24	\$4,400
Less: Furnish & Install 9 HVAC Contactors – 11.20.24	-\$8,224.45
Less: FCMS Replace & Install 8 Speed Bumps – 11.20.24	-\$8,000
Less: FCMS Replace & Install Hot Water Pump Motor – 11.20.24	-\$4,736
Less: CEN & FMS Damage Due to Weather & Power Surges – 11.20.24	-\$9,171
Less: Abrams Academy 2 Building Removal – 11.20.24	-\$11,500
Less: FMS Recess Field Netting – 02.05.25	-\$3,220
Less: FCMS Bleachers & Gym – 02.05.25	-\$5,850
<b>FY25 Available:</b>	<b>\$220,955.10</b>



# COUNTY OF FLUVANNA

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## MEMORANDUM

**Date:** March 05, 2025  
**From:** Theresa McAllister– Management Analyst  
**To:** Board of Supervisors  
**Subject:** Unassigned Fund Balance

<b>*FY24 Year End (Audited) Unassigned Fund Balance:</b>	<b>\$30,580,253</b>
<b>Unassigned Fund Balance – 12% Target Per Policy:</b>	<b>12,268,030</b>
<b>Unassigned Fund Balance – Excess Above Policy Target:</b>	<b>18,312,223</b>
Less: FCHS Track Resurfacing/Milling CIP – 08.06.24	-\$221,000
Less: Dev Agrmt btw Fluvanna, Zion 3 Notch, & Econ Dev Auth – 08.07.24	-\$250,000
Less: FY24-25 County Carryover Request – 12.04.24	-\$124,510.50
Less: FY24-25 Schools Carryover Request – 12.04.24	-\$370,591.10
Less: Space Study – 02.05.25	-\$136,295
Less: Deed of Easement & Utility Agmt with Macon Properties – 12.18.25	-\$106,000
<b>Current (Audited) Unassigned Fund Balance:</b>	<b>\$17,103,826.40</b>



Completed	#	BOS 2024 Work Plan Adopted Oct 2, 2024	Due	Progress Notes (Most recent appear in red.) Updated: 2/28/2025
A	Infrastructure: Develop and maintain adequate utilities and facilities to sustain quality of life and, support appropriate new development and provide for efficient County operations			
	1	<b>Develop sewer infrastructure at Zions Crossroads and Fork Union</b>		
		1a A preliminary engineering report (PER) is being developed for Zions Crossroads and will be completed by July 1, 2025	1-Jul-25	
		1b Re-engage w/ Fork Union Military Academy (FUMA) regarding a partnership, or the County taking over the wastewater treatment plant – County Administrator to initiate discussions with FUMA leadership and provide a status report.	1-Jan-25	
	2	<b>Develop water and sewer infrastructure in Pleasant Grove Park</b>		
		2a PER completion.	1-Jul-25	
		2b Include funding for master plan development in the FY 2026 Budget with completion.	31-Dec-26	Oct 2024 - Submitted for FY26 CIP
	3	<b>Provide for public water in Fork Union</b>		
		3a PER to be completed by December 31, 2024	31-Dec-24	Draft PER submitted to the County 12/23/04. County staff meet with Dewberry January 9, 2025 to review the PER. Updates and revisions are due back to the County by the end of February 2025.
		3b Develop an implementation plan by July 1, 2025	1-Jul-25	
		3c Include the project or project components in the FY 2026 Budget and CIP.	FY26	Oct 2024 - Submitted for FY26 CIP
	4	<b>Extension of water service west on Route 250 from Zions Crossroads – go/no-go decision by December 31, 2024.</b>	31-Dec-24	01/08/2025 - The BOS decided to suspend moving forward with the project at this time.
	5	<b>Construct a new County Administration and Social Services Building and renovate the existing County Administration and Social Services Building for department expansion and consolidation.</b>		

Completed	#	BOS 2024 Work Plan Adopted Oct 2, 2024	Due	Progress Notes (Most recent appear in red.) Updated: 2/28/2025
		5a Issue RFP for design and construction	1-Oct-24	Post for 30 days 10/10/2024 - RFP Issued 11/08/2024 - RFP closed. Multiple bids received.
		5b Select an architect by December 31, 2024.	18-Dec-24	1/22/2025 - BOS approved an agreement with an architect
		5c Include the project in the FY 2026 CIP.	3-Sep-24	Oct 2024 - Submitted for FY26 CIP
		5d Complete space needs analysis and preliminary planning and develop and adopt a financing plan.	1-Nov-25	02/05/2025 - Board approved Space Needs Study project agreement
		5e Occupancy planned for July 2028.	30-Jul-28	
<b>B Government Performance: Continually work to improve efficiency, effectiveness, and equity in service delivery and project management with an appropriate organizational structure and through the adoption of appropriate policies, procedures, and practices; adapt and implement best practices.</b>				
	<b>1</b>	<b>Prepare an enhanced Capital Improvements Plan for the current fiscal year plus 5 for the Fiscal Year 2027 Budget:</b>		
		1a include project descriptions, costs, sources of funding, potential operating costs.	FY27	
		1b identify other projects outside of the six-year window or that, while desirable, are of a lower priority for funding.	FY27	
	<b>2</b>	<b>Develop a budget projection tool looking at least five years out (with a goal of a ten-year projection).</b>	1-Dec-25	
	<b>3</b>	<b>Develop or procure an Asset Management Plan for the maintenance and replacement of capital assets for the Fiscal Year 2028 Budget and CIP.</b>	FY28	Sept 2024: Munis module already purchased, not currently implemented
<b>C Citizen Engagement: Actively engage citizens through outreach and effective two-way communications.</b>				
	<b>1</b>	<b>Complete implementation of the Citizens Self-Service Portal.</b>	31-Dec-25	
	<b>2</b>	<b>Upgrade the County website to include important information and access to documents</b>	1-Jul-26	

Completed	#	BOS 2024 Work Plan Adopted Oct 2, 2024	Due	Progress Notes (Most recent appear in red.) Updated: 2/28/2025
	3	<b>Develop a Communications Plan for citizen engagement</b>		
	3a	identify audiences, potential platforms, information priorities, communications mechanisms, and timing.	1-Jul-25	
	3b	Immediate action to conduct citizen outreach in May and November of 2025, possibly through tax bills, and to include information such as on the budget and County accomplishments.	05/2025 & 11/2025	
<b>D</b>	<b>Economic Development: Support business development and expansion that increases the tax base, provides gainful employment, and enhances quality of life. Agriculture and tourism are important components.</b>			
	1	<b>Provide an annual report on implementation of the Economic Development Strategic Plan and other accomplishments.</b>	1-Mar-25	01/08/2025 - Annual report provided to the BOS
	2	<b>Provide an annual report on implementation of the Tourism Strategic Plan and other accomplishments.</b>	1-Mar-25	
<b>E</b>	<b>Rural Preservation: Foster rural open space, protect the natural beauty of the County, and support agricultural production through appropriate land use planning and regulation.</b>			
	1	<b>Provide a report on the number of approved cluster subdivisions, including the number of undeveloped lots, and the status of proposed cluster subdivisions. Identify options for management.</b>	1-Nov-24	09/18/2024 BOS Mtg - Provided report and discussed rural cluster subdivisions; Board remanded to PC for further research and options 10/08/2024 PC Mtg - Planning Commission adopted a resolution authorizing and advertisement for Zoning Text Amendment to eliminate rural cluster subdivisions in A1 Zoning District.
	2	<b>Provide a report on undeveloped parcels in the County in size categories such as greater than 1000 acres, 500-1000 acres, 200-500 acres, etc.</b>	1-Nov-24	Planned for the Nov 6, 2024 BOS Mtg. 11/06/2024 - Presentation/map provided. Parcels with more than 50 acres and a single dwelling will be added to the map and presented at a future BOS meeting. 11/20/2024 - updated map provided to the BOS
<b>F</b>	<b>Growth Management: Act to accommodate responsible growth that enhances quality of life, preserves rural character, and provides economic opportunities.</b>			

Completed	#	BOS 2024 Work Plan Adopted Oct 2, 2024	Due	Progress Notes (Most recent appear in red.) Updated: 2/28/2025
	1	Revise and update the Comprehensive Plan – provide a plan for the process of updating the plan by January 1, 2025.	1-Jan-25	10/08/2024 PC Mtg - Provided timeline and work plan to Planning Commission; will present to BOS on 11/06/2024
<b>G</b> Community Development and Enrichment: Support infrastructure development, revitalization, streetscape improvements, and amenities to promote village centers of housing, commerce, and cultural activities in areas such as Columbia, Fork Union, Palmyra, and Zions Crossroads.				
	1	Complete Phase 1 of the Palmyra Streetscape Improvements by December 31, 2025.	31-Dec-25	
	1a	Include future phases in the FY 2026 CIP.	3-Sep-24	Oct 2024 - Submitted for FY26 CIP
	2	Provide a preliminary plan to complete Fork Union streetscape improvements – by December 31, 2024.	31-Dec-24	
	3	Explore planning grants opportunities for the development of a Columbia area plan.	31-Dec-25	
	4	Incorporate the use of the \$500,000 grant from Dominion Energy as a funding source for selected projects in the Fiscal Year 2026 CIP.	FY26	

<b>H</b> Public Safety: Protect life and property, plan for emergency management, mitigate risks, and respond to individual and community-wide crises.				
	1	Present the incentives plan to promote greater volunteer participation developed by the Fire and Rescue Association (FRA) by March 31, 2025.	31-Mar-25	02/05/2025 - Board approved an Incentive Plan for Fluvanna County Fire and Rescue Volunteers to begin retroactively on Jan 1, 2025.
	2	Include funding for a County Fire Chief in the FY 2026 Budget.	FY26	