



## FLUVANNA COUNTY BOARD OF SUPERVISORS

### REGULAR MEETING AGENDA

Regular Meeting at 5:00 pm

Circuit Courtroom, Fluvanna Courts Building

**FY26 Non-Profit Budget Presentations at 7:00pm**

**Morris Room, County Administration Building**

January 8, 2025

TAB	AGENDA ITEMS
<b>1</b>	<b>CALL TO ORDER</b>
<b>2</b>	<b>PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE</b>
	<b>2025 Organizational Meeting of the Fluvanna County Board of Supervisors</b>
A	Election of Chair
B	Election of Vice Chair
C	Adoption of a Resolution Entitled "Organizational Meeting of the Fluvanna County Board of Supervisors 2025"
D	Adoption of 2025 Regular Meeting Calendar
E	Adoption of Board Bylaws and Rules of Practice and Procedures
	<b>Regular Meeting</b>
<b>3</b>	<b>ADOPTION OF AGENDA</b>
<b>4</b>	<b>COUNTY ADMINISTRATOR'S REPORT</b>
<b>5</b>	<b>PUBLIC COMMENTS #1 (5 minutes each)</b>
<b>6</b>	<b>APPOINTMENTS</b>
<b>7</b>	<b>PRESENTATIONS (normally not to exceed 10 minutes each)</b>
F	Economic Development Strategic Plan Update – Jennifer Schmack, Director of Economic Development
G	County Food and Beverage Tax (Meals Tax) – Eric Dahl, County Administrator
<b>8</b>	<b>ACTION MATTERS</b>
H	Zion Crossroads West Waterline Funding – Eric Dahl, County Administrator
<b>9</b>	<b>PUBLIC HEARING</b>
<b>10</b>	<b>CONSENT AGENDA</b>
I	Minutes of December 18, 2024 – Caitlin Solis, Clerk to the Board
J	Approval of Purchase Agreement with Four Guys Stainless Tank & Equipment, Inc. – Dan Whitten, County Attorney
<b>11</b>	<b>UNFINISHED BUSINESS</b>
	TBD
<b>12</b>	<b>NEW BUSINESS</b>
	TBD

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

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**13 – CLOSED MEETING AND DINNER RECESS**

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TBD

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**FY26 NON-PROFIT BUDGET PRESENTATIONS** (normally not to exceed 5 minutes each)

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- K Region Ten
  - L Rivanna Conservation Alliance
  - M SARA - Sexual Assault Resource Agency
  - Mc Fluvanna County Arts Council
  - N Shelter for Help in Emergency
  - O Virginia Career Works - Piedmont Region
  - P Fluvanna Leadership Development Program
  - Q Piedmont Housing Alliance
  - R Foothills ACA - Foothills Child Advocacy Center
  - S Hospice of the Piedmont
  - T JAUNT - Regional Transportation
  - U OAR - Jefferson Area Community Corrections
  - V SERCAP
  - W Child Health Partnership
  - XYZ Fluvanna/Louisa Housing Foundation
- 

**14 – ADJOURN**

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County Administrator Review

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## **PLEDGE OF ALLEGIANCE**

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

## **GENERAL RULES OF ORDER**

1. It shall be the duty of the Chairman to maintain order and decorum at meetings. The Chairman shall speak to points of order in preference to all other members.
2. In maintaining decorum and propriety of conduct, the Chairman shall not be challenged and no debate shall be allowed until after the Chairman declares that order has been restored. In the event the Board wishes to debate the matter of the disorder or the bringing of order; the regular business may be suspended by vote of the Board to discuss the matter.
3. No member or citizen shall be allowed to use defamatory or abusive language directed at any member of the Board or other person, to create excessive noise, or in any way incite persons to use such tactics. The Chair shall be the judge of such breaches, however, the Board may by majority vote of the Board members present and voting to overrule the judgment of the Chair.
4. When a person engages in such breaches, the Chairman shall order the person's removal from the building, or may order the person to stand silent, or may, if necessary, order the person removed from the County property.

## **RULES OF PROCEDURE FOR PUBLIC HEARINGS**

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

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

**TAB A**

<b>MEETING DATE:</b>	January 8, 2025				
<b>AGENDA TITLE:</b>	Election of Chair				
<b>MOTION(s):</b>	<b>I move to elect _____ as Chair of the Fluvanna County Board of Supervisors for calendar year 2025.</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 of Supervisors				
<b>PRESENTER(S):</b>	Eric Dahl, County Administrator				
<b>RECOMMENDATION:</b>	N/A				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	<p>As has been your practice in the past, the County Administrator opens the meeting and calls for the nominations for Chair, followed by voting of the members.</p> <ol style="list-style-type: none"> <li>1. The County Administrator shall call for nominations from the membership.</li> <li>2. Any member, after being recognized by the County Administrator, may place one or more names in nomination and discuss his or her opinions on the qualifications of the nominee(s).</li> <li>3. When all nominations have been made, the County Administrator shall close the nominating process and call for the vote.</li> <li>4. Each member may cast one vote for any one nominee.</li> <li>5. A majority of those voting shall be required to elect the officer.</li> </ol> <p>Upon the election of the Chair, the elected chair will then call for the nomination and election of the Vice Chair. The Annual Organizational meeting of the Board will be conducted first and then move to the Regular meeting and conduct of business.</p>				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	Code of Virginia § 15.2-1422. Electing a chairman and vice-chairman; mayor and vice-mayor				
<b>ENCLOSURES:</b>	Code of Virginia: Information regarding Annual Organizational meeting of the Board of Supervisors.				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	<b>X</b>				



## § 15.2-1422. Electing a chairman and vice-chairman; mayor and vice-mayor

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Unless the chairman or mayor is elected by popular vote, every governing body, at its first meeting after taking office, shall elect one of its number as presiding officer. Such officer shall be called "chairman" if a member of a board of supervisors and "mayor" if a member of a city or town council. Such member, if present, shall preside at the first meeting and all other meetings during the term for which so elected. The governing body also shall elect a vice-chairman or vice-mayor, as the case may be, who shall preside at meetings in the absence of the chairman or mayor and may discharge any duty of the chairman or mayor during his absence or disability. Chairmen and vice-chairmen, mayors and vice-mayors, may be so elected to serve for terms corresponding with their terms as supervisors or councilmen or may be elected for such other period as determined by the governing body. Whenever any board or council at the time of such election, fails to designate the specific term of office for which a chairman or vice-chairman, a mayor or vice-mayor, is elected, it shall be presumed that such officers were elected for a term of one year and shall serve until their successors have been elected and qualify. Chairmen and vice-chairmen, mayors and vice-mayors, may succeed themselves in office. In the case of the absence from any meeting of the chairman and vice-chairman, mayor and vice-mayor, the members present shall choose one of their number as temporary presiding officer.





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

**TAB B**

<b>MEETING DATE:</b>	January 8, 2025				
<b>AGENDA TITLE:</b>	Election of Vice Chair				
<b>MOTION(s):</b>	<b>I move to elect _____ as Vice Chair of the Fluvanna County Board of Supervisors for calendar year 2025.</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 of Supervisors				
<b>PRESENTER(S):</b>	Eric Dahl, County Administrator				
<b>RECOMMENDATION:</b>	N/A				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	<p>As has been your practice in the past, the County Administrator opens the meeting and calls for the nominations for Chair, followed by voting of the members.</p> <p>Upon the election of the Chair, the elected chair will then call for the nomination and election of the Vice Chair.</p> <p>The Annual or Organizational meeting of the Board will be conducted first and then move to the Regular meeting and conduct of business.</p>				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	Code of Virginia § 15.2-1422. Electing a chairman and vice-chairman; mayor and vice-mayor				
<b>ENCLOSURES:</b>	None				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	<b>X</b>				



## § 15.2-1422. Electing a chairman and vice-chairman; mayor and vice-mayor

---

Unless the chairman or mayor is elected by popular vote, every governing body, at its first meeting after taking office, shall elect one of its number as presiding officer. Such officer shall be called "chairman" if a member of a board of supervisors and "mayor" if a member of a city or town council. Such member, if present, shall preside at the first meeting and all other meetings during the term for which so elected. The governing body also shall elect a vice-chairman or vice-mayor, as the case may be, who shall preside at meetings in the absence of the chairman or mayor and may discharge any duty of the chairman or mayor during his absence or disability. Chairmen and vice-chairmen, mayors and vice-mayors, may be so elected to serve for terms corresponding with their terms as supervisors or councilmen or may be elected for such other period as determined by the governing body. Whenever any board or council at the time of such election, fails to designate the specific term of office for which a chairman or vice-chairman, a mayor or vice-mayor, is elected, it shall be presumed that such officers were elected for a term of one year and shall serve until their successors have been elected and qualify. Chairmen and vice-chairmen, mayors and vice-mayors, may succeed themselves in office. In the case of the absence from any meeting of the chairman and vice-chairman, mayor and vice-mayor, the members present shall choose one of their number as temporary presiding officer.



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

TAB C

<b>MEETING DATE:</b>	January 8, 2025				
<b>AGENDA TITLE:</b>	Resolution/Organizational Meeting of the Fluvanna County Board of Supervisors				
<b>MOTION(s):</b>	<p><b>I move to adopt the resolution entitled “Organizational Meeting of the Fluvanna County Board of Supervisors 2025” which designates the location, day, and time of meetings.</b></p> <p><b>Meeting Place:</b></p> <ul style="list-style-type: none"> <li>• <b>Circuit Courtroom, Fluvanna Courts Building</b></li> </ul> <p><b>Meeting Times:</b></p> <ul style="list-style-type: none"> <li>• <b>Day Meetings begin at 5:00 p.m. and end at 9:00 p.m., unless extended</b></li> <li>• <b>Night Meetings begin at 6:00 p.m. and end at 10:00 p.m., unless extended</b></li> <li>• <b>When scheduled, Work Sessions begin at 5:00 p.m. prior to the regular evening meeting</b></li> </ul>				
<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
					XX
<b>STAFF CONTACT(S):</b>	Caitlin Solis, Clerk to the Board of Supervisors				
<b>PRESENTER(S):</b>	Eric Dahl, County Administrator				
<b>RECOMMENDATION:</b>	Approval				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	During the month of July, only one meeting will be held on the first Wednesday starting at 5:00 p.m., breaking for dinner, then reconvening at 6:00 p.m. for public hearings.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	Resolution				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	X				





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

**RESOLUTION No. 01-2025**

**A RESOLUTION RECOGNIZING THE  
 2025 ORGANIZATIONAL MEETING OF THE BOARD OF SUPERVISORS**

At the annual Organizational Meeting of the Fluvanna County Board of Supervisors held in the Circuit Courtroom, Fluvanna Courts Building at 5:00 PM on Wednesday, January 8, 2025, the following resolution was adopted by the Board of Supervisors, the vote being as shown below and recorded in the minutes of the meeting.

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

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

**NOW, THEREFORE BE IT RESOLVED** by the Board of Supervisors that it does hereby designate the Circuit Courtroom, Fluvanna Courts Building as its meeting place for Regular Meetings to be held on the first Wednesday of each month at 5:00 p.m. and the third Wednesday of each month at 6:00 p.m., except for the month of July when the only meeting shall be on the first Wednesday starting at 5:00 p.m., breaking for dinner, then reconvening at 6:00 p.m. for additional business or public hearings. When scheduled, Work Sessions will be held the third Wednesday of each month at 5:00 p.m. prior to the regular meeting.

**BE IT FURTHER RESOLVED** by the Board of Supervisors that it does hereby designate the fourth Wednesday at 6:00 p.m. as the meeting date for any such regular meeting that is postponed due to weather or such other circumstances.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Fluvanna County Board of Supervisors at the annual Organizational Meeting of the Board held on the 8<sup>th</sup> day of January, 2025;

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

A Copy, teste:

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





## FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB D

<b>MEETING DATE:</b>	January 8, 2025				
<b>AGENDA TITLE:</b>	Board of Supervisors 2025 Regular Meeting Calendar				
<b>MOTION(s):</b>	<b>I move to adopt the 2025 Board of Supervisors' Regular Meeting Calendar as presented.</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 of Supervisors				
<b>PRESENTER(S):</b>	Eric Dahl, County Administrator				
<b>RECOMMENDATION:</b>	Approval				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	During the month of July, only one meeting will be held on the first Wednesday starting at 5:00 p.m., breaking for dinner, then reconvening at 6:00 p.m. for public hearings.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	Board of Supervisors 2025 Regular Meeting Calendar				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	<b>X</b>				





## 2025 Regular Meeting Calendar

Fluvanna County Board of Supervisors  
All Meetings on Wednesday

Date	Regular Meetings	Work Sessions (When Scheduled)
Jan 8	5:00 pm	
Jan 22	6:00 pm	5:00 pm
Feb 5	5:00 pm	
Feb 19	6:00 pm	5:00 pm
Mar 5	5:00 pm	
Mar 19	6:00 pm	5:00 pm
Apr 2	5:00 pm	
Apr 16	6:00 pm	5:00 pm
May 7	5:00 pm	
May 21	6:00 pm	5:00 pm
Jun 4	5:00 pm	
Jun 18	6:00 pm	5:00 pm
Jul 2	5:00 pm & 6:00 pm	
Aug 6	5:00 pm	
Aug 20	6:00 pm	5:00 pm
Sep 3	5:00 pm	
Sep 17	6:00 pm	5:00 pm
Oct 1	5:00 pm	
Oct 15	6:00 pm	5:00 pm
Nov 5	5:00 pm	
Nov 19	6:00 pm	5:00 pm
Dec 3	5:00 pm	
Dec 17	6:00 pm	5:00 pm

Adopted this 8<sup>th</sup> day of January 2025 by the Fluvanna County Board of Supervisors



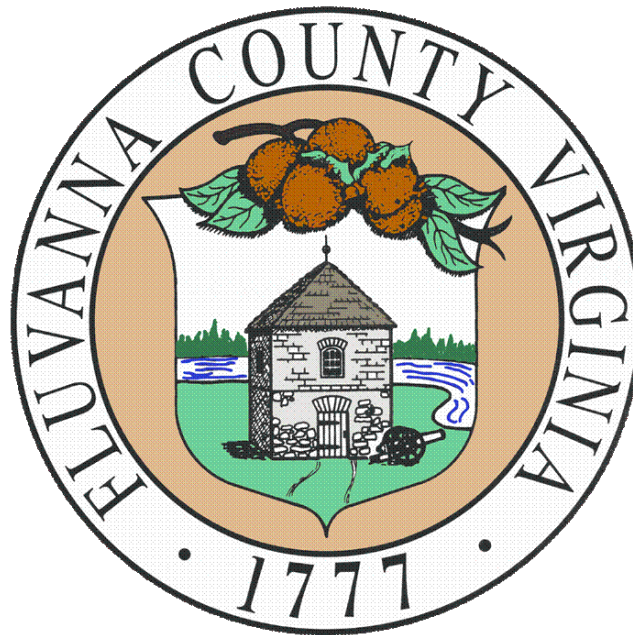
**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB E**

<b>MEETING DATE:</b>	January 8, 2025				
<b>AGENDA TITLE:</b>	Board of Supervisors' Bylaws and Rules of Practice and Procedures				
<b>MOTION(s):</b>	<b>I move to readopt the current Board of Supervisors' Bylaws and Rules of Practice and Procedures.</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 of Supervisors				
<b>PRESENTER(S):</b>	Eric Dahl, County Administrator				
<b>RECOMMENDATION:</b>	Approval				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	The current Board of Supervisors' Bylaws and Rules of Practice and Procedures are presented for consideration.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	Board of Supervisors' Bylaws and Rules of Practice and Procedures				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	<b>X</b>				



# **FLUVANNA COUNTY BOARD OF SUPERVISORS**



## **2025 BYLAWS AND RULES OF PRACTICE & PROCEDURES**

Adopted  
January 8, 2025

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

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

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

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

**IV. RULES**

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

B. All meetings and business shall be conducted in accordance with these Rules, Robert’s Rules of Order Newly Revised (12<sup>th</sup> Edition), and the law of Virginia. In the event of conflict, the law of Virginia shall govern. A decision of the Chair with respect to the interpretation, applicability, or enforcement of these Rules may be overruled by a majority vote of the Members present and voting.

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

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

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

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

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

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

B. Board. The Fluvanna County Board of Supervisors.

C. County Code. The Code of Fluvanna County.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **VII. BOARD CHAIR**

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

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

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

### **VIII. BOARD VICE CHAIR**

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

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

### **IX. BOARD MEMBERS**

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

B. Conflicts of Interest. At such times a Board member may find himself with a conflict of interest as set forth in the Code of Virginia, Section 2.2-3100 et seq., the Board member shall state the nature of the conflict of interest prior to an issue being heard and shall remove himself from the meeting. The member shall not vote or in any manner act on behalf of the Board with respect to the issue for which a conflict has been declared, until such time as the issue has been decided. The member shall not attend any portion of a closed meeting authorized by the Virginia Freedom of Information Act when the issue is discussed; and will not discuss the issue with other governmental officers or employees in their official capacity at any time.

**X. COUNTY ADMINISTRATOR**. The County Administrator shall assume the general duties as set forth in the Code of Virginia, Section 15.2-1541. He shall maintain an office at the same address as the Board. The County Administrator, or a designated representative, shall attend each

meeting of the Board and shall provide such information to the Board as necessary to assist Board members in their deliberations and decision making.

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

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

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

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

## **XV. MEETINGS**

### **A. Regular Meeting Schedule**

1. Meetings are held on the first Wednesday of each month at 5:00 p.m. and on the third Wednesday of each month at 6:00 p.m. in the Fluvanna County Circuit Court at 72 Main St., Palmyra, unless another location is announced.

2. Meetings held on the first Wednesday will adjourn/recess no later than 9:00 p.m., and meetings held on the third Wednesday will adjourn/recess no later than 10:00 p.m.

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

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

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

**B. Work Sessions Schedule.** When needed, Work Sessions are held on the third Wednesday of each month at 5:00 pm, prior to the 6:00 pm Regular Meeting, in the Fluvanna County Circuit

Court at 72 Main St., Palmyra, unless another location is announced. Other days/times may be scheduled by majority consent of the Board.

C. Closed Meetings

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

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

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

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

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

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

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

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

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

**XVI. AGENDA ITEM SUBMISSION**

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

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

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

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

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

F. Name the submission files as follows:

<b>For Agenda Category:</b>	<b>Name Your File:</b>
06 Appointments	06-Short title of item similar to agenda
07 Presentations	07-
08 Action Matters	08-
09 Public Hearing	09-
10 Consent Agenda	10-
11 Unfinished Business	11-
12 New Business	12-

**XVII. AGENDA PREPARATION**

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

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

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

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

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

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

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

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

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

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

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

1 – Call to Order
2 – Pledge of Allegiance and Moment of Silence
3 – Adoption of Meeting Agenda
4 – County Administrator’s Report
5 – Public Comments #1
6 – Appointments
7 –Presentations
8 – Action Matters
9 – Public Hearing
10 –Consent Agenda
11 – Unfinished Business



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

## **XIX. CONDUCT OF BUSINESS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **XX. MOTIONS**

A. Motions by Board members shall require a second.

Exceptions. The following do not require a second:

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

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

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

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

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

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

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

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

#### I. Defeated Motions

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

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

### **XXI. VOTING**

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

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

C. Whenever any member wishes to abstain from voting on any question, he shall so state and, if because of a conflict, shall indicate in accordance with the Virginia Conflict of Interests Act, Virginia Code § 2.2-3100 et seq., and his abstention shall be announced by the Chair and recorded by the Clerk.

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

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

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

G. Except as otherwise provided by law, motions shall be carried by a majority of the members present and voting in the affirmative (§15.2-1420), except that a majority affirmative vote of all members shall be required for any appropriation exceeding \$500.00, the imposition of taxes, and the authorization for borrowing money (§15.2-1428).

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

**XXIII. ORDERLY CONDUCT**

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

B. In maintaining decorum and propriety of conduct, the Chair shall not be challenged and no debate shall be allowed until after the Chair declares that order has been restored. In the event the Board wishes to debate the matter of the disorder or the bringing of order, the regular business may be suspended to discuss the matter by majority vote of the Board members present and voting.

C. No member or citizen shall be allowed to use defamatory or abusive language directed at any member of the Board or other person, to create excessive noise, or in any way incite persons to use such tactics. The Chair shall be the judge of such breaches, however, the Board may by majority vote of the Board members present and voting to overrule the judgment of the Chair.

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

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

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

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

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

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

**XXVI. OFFICIAL BOARD TRAVEL AND EXPENSE REIMBURSEMENT**

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

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

C. Supervisors are not eligible for mileage reimbursement for regularly scheduled BOS meetings (held generally on the 1st and 3rd Wednesdays).

D. Supervisors are eligible for mileage reimbursement for travel to and from:

1. BOS special meetings and work sessions not scheduled in conjunction with a regular meeting. Examples include periodic strategic planning meetings, budget meetings or other work sessions on different days from regular meetings, meetings with staff, etc.

2. Town hall meetings, community events, Chamber events, local area functions, etc., in support of their role as a County Supervisor.

3. Board, commission, and committee meetings when assigned as a part of their service as a County Supervisor (excluding Planning Commission and Social Services Board).

E. Supervisors may also be eligible for mileage reimbursement as private citizens for travel to and from various board, commission, and committee (BCC) meetings when assigned by the Board of Supervisors to such BCC roles.

F. Supervisors may complete and submit reimbursement claims following the procedures outlined in Policy 2.19, Travel and Expense Reimbursement.

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

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

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

**XXVIII. POLICY FOR REMOTE PARTICIPATION OF MEMBERS OF THE FLUVANNA COUNTY BOARD OF SUPERVISORS AT MEETINGS OF THE BOARD****A. AUTHORITY AND SCOPE**

1. This policy shall govern participation by an individual member of the Board of Supervisors of Fluvanna County, Virginia, by electronic communication means in public meetings of the Board of Supervisors of Fluvanna County, Virginia, and any closed session of the Board held in accordance with applicable law, from and after the date of adoption of this policy.
2. This policy is adopted pursuant to the authorization of Va. Code § 2.2-3708.3 and is to be strictly construed in conformance with the Virginia Freedom of Information Act (VFOIA), Va. Code §§ 2.2-3700—3715.
3. Any reference to a specific provision of federal, state, or local law referenced in this policy shall mean such provision of law, as amended from time to time, or as set forth in any successor provision dealing with substantially the same subject.

**B. DEFINITIONS**

1. "Board" means the Board of Supervisors of Fluvanna County, Virginia, or any committee, subcommittee, or other entity of the Board.
2. **"Caregiver" means a caregiver as defined by Va. Code § 2.2-3701.**
3. "Member" means any member of the Board.
  - a. "Remote participation" means participation by an individual member of the Board by electronic communication means in a public meeting where a

quorum of the Board is physically assembled, as defined by Va. Code § 2.2-3701. **For purposes of determining whether a quorum is physically assembled, an individual member who is a person with a disability as defined in Va. Code § 51.5-40.1 or is a caregiver and uses remote participation counts toward the quorum as if the individual was physically present.**

4. "Meeting" means a meeting as defined by Va. Code § 2.2-3701.
5. "Notify" or "notifies," for purposes of this policy, means verbal or written notice that is reasonable under the circumstances, with written notice, such as by email or letter, being the preferred means of notice. Notwithstanding the foregoing, notice does not include text messages or communications via social media.
6. "VFOIA" means the Virginia Freedom of Information Act, Va. Code § 2.2-3700, et seq.

### C. MANDATORY REQUIREMENTS

Regardless of the reasons why the member is participating in a meeting from a remote location by electronic communication means, the following conditions must be met for the member to participate remotely:

1. A quorum of the Board must be physically assembled at the primary or central meeting location; and
2. Arrangements have been made for the voice of the remotely participating member to be heard by all persons at the primary or central meeting location. If at any point during the meeting the voice of the remotely participating member is no longer able to be heard by all persons at the meeting location, the remotely participating member shall no longer be permitted to participate remotely.
3. **For purposes of determining whether a quorum is physically assembled, an individual member who is a person with a disability as defined in Va. Code § 51.5-40.1 or is a caregiver and uses remote participation counts toward the quorum as if the individual was physically present.**

### D. PROCESS TO REQUEST REMOTE PARTICIPATION

1. On or before the day of the meeting, and at any point before the meeting begins, the requesting member must notify the Board Chair (or the Vice-Chair if the requesting member is the Chair) that such member is physically unable to attend a meeting due to (i) a temporary or permanent disability or other medical condition that prevents the member's physical attendance, (ii) a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance **or the member is a caregiver who must provide care**



- for a person with a disability at the time the public meeting is being held thereby preventing the member's physical attendance,** (iii) such member's principal residence location more than 60 miles from the meeting location, or (iv) a personal matter and identifies with specificity the nature of the personal matter.
2. The requesting member shall also notify County staff of the request, but such member's failure to do so shall not affect such member's ability to participate remotely. Notification to a County staff member that is conveyed by a County staff member to the Board Chair or Vice-Chair, as applicable, shall constitute notice to the Board Chair or Vice Chair as required by this policy.
  3. If the requesting member is unable physically to attend the meeting due to a personal matter, the requesting member must state with specificity the nature of the personal matter and that such matter renders the requesting member unable physically to attend. Remote participation due to a personal matter is limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater. There is no limit to the number of times that a member may participate remotely for the other authorized purposes listed in (i) - (iii) above.
  4. The requesting member is not obligated to provide independent verification regarding the reason for such member's nonattendance, including the temporary or permanent disability or other medical condition or the family member's medical condition that prevents the member's physical attendance at the meeting.
  5. The Chair (or the Vice-Chair if the requesting member is the Chair) shall promptly notify the requesting member whether the request is in conformance with this policy, and therefore approved or disapproved.

#### E. PROCESS TO CONFIRM APPROVAL OR DISAPPROVAL OF PARTICIPATION FROM A REMOTE LOCATION

When a quorum of the Board has assembled for the meeting, the Board shall vote to determine whether:

1. The Chair's decision to approve or disapprove the requesting member's request to participate from a remote location was in conformance with this policy; and
2. The voice of the remotely participating member can be heard by all persons at the primary or central meeting location.

#### F. RECORDING IN MINUTES:

1. If the member is allowed to participate remotely due to a temporary or permanent disability or other medical condition, a family member's medical condition that requires the member to provide care to the family member **or the member is a caregiver who must provide care for a person with a disability**, or because the member's principal residence is located more than 60 miles from the meeting location the Board shall record in its minutes (1) the foregoing circumstance due to which the member is participating remotely; (2) the Board's approval of the member's remote participation; and (3) a general description of the remote location from which the member participated.
2. If the member is allowed to participate remotely due to a personal matter, the Board shall record in its minutes (1) the specific nature of such personal matter that renders the requesting member unable to attend stated by the requesting member; (2) how many times the member has attended remotely due to a personal matter; (3) the Board's approval of the member's remote participation; and (4) a general description of the remote location from which the member participated.
3. If a member's request to participate remotely is disapproved, the disapproval, including the grounds upon which the requested participation violates this policy or VFOIA, shall be recorded in the minutes with specificity.

#### G. CLOSED SESSION

If the Board goes into closed session, the member may continue to participate remotely in the closed session, and shall ensure that no third party is able to hear or otherwise observe the closed meeting.

#### H. STRICT AND UNIFORM APPLICATION OF THIS POLICY

This Policy shall be applied strictly and uniformly, without exception, to the entire membership, and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting. Unless independently received by County staff, the Chair (or Vice-Chair) shall provide County staff with copies of the member's written request to participate remotely and the written response, as applicable, if the request or response is in writing, to be retained by County staff for a period of one year, or other such time required by records retention laws, regulations, and policies.

#### I. MEETINGS HELD THROUGH ELECTRONIC COMMUNICATION MEANS DURING DECLARED STATES OF EMERGENCY

- A. In addition to the foregoing, pursuant to the Code of Virginia Section 2.2-3708.2 the Board may meet by electronic communication means without a quorum of the public body physically assembled at one location when the Governor has declared a state of emergency in accordance with the Code of Virginia Section 44-146.17, or Fluvanna County

has declared a local state of emergency pursuant to Code of Virginia Section 44-146.21, provided that (i) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and (ii) the purpose of the meeting is to provide for the continuity of operations of the Board or the discharge of its lawful purposes, duties, and responsibilities. The Board when convening a meeting in accordance with this subdivision (G) shall:

1. Give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to members of the Board conducting the meeting;
  2. Make arrangements for public access to such meeting through electronic communication means;
  3. Provide the public with the opportunity to comment at those meetings of the Board when public comment is customarily received;
  4. Otherwise comply with the provisions of the Code of Virginia Section 2.2-3708 VFOIA; and
  5. State in its minutes the nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held.
- J. Nothing in this Section XXVIII shall be construed to prohibit the use of interactive audio or video means to expand public participation.



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

**TAB F**

<b>MEETING DATE:</b>	January 8, 2025				
<b>AGENDA TITLE:</b>	Economic Development Strategic Plan Update				
<b>MOTION(s):</b>	N/A				
<b>BOS WORKPLAN?</b>	Yes	No	<b>If yes, which item(s):</b>	D1	
	X				
<b>AGENDA CATEGORY:</b>	Presentation	Action Matter	Public Hearing	Consent Agenda	Other
	X				
<b>STAFF CONTACT(S):</b>	Jennifer Schmack, Director of Economic Development				
<b>PRESENTER(S):</b>	Jennifer Schmack, Director of Economic Development				
<b>RECOMMENDATION:</b>	N/A				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	The Board of Supervisors approved the Economic Development Strategic Plan (FY 2023 – FY 2028) on September 21, 2022. This presentation will highlight the programs and activities the Economic Development Office has accomplished to date.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	Economic Development Strategic Plan FY 2023 - FY 2028				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
					X



# *FLUVANNA FORWARD*

Fluvanna County Economic Development Strategic Plan  
FY2023 – FY2028

*Adopted September 21, 2022*





## **Vision Statement**

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

## **Mission Statement**

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.

## **About Fluvanna County**

Nestled in the Piedmont region of the Commonwealth of Virginia, Fluvanna County strives to provide an outstanding quality of life for citizens and businesses through purposeful economic development initiatives. Abundant with locational advantages, tourism appeal, an affordable lifestyle and business costs, Fluvanna County is poised for economic growth. From workforce training to entrepreneurship, business development to talent attraction, the priorities set forth in this plan will inform decision-making, improve our economic competitiveness, and advance our growing community.

## **Our Statement of Purpose**

In preparation for the FY2023-FY2028 strategic planning period, the Fluvanna County Economic Development Office conducted a qualitative analysis of the region, resulting in a strengths, weaknesses, opportunities, and threats analysis (SWOT) in Winter 2021. This process, which included one-on-one meetings with the Fluvanna County Board of Supervisors and the Economic Development Authority, and three stakeholder focus groups, helped Fluvanna County identify the advantages and challenges characterizing its competitive positioning. Stakeholders, including businesses, residents, community organizations, Fluvanna County staff, municipal leaders, educators, and industry partners were engaged in the evaluation process, collaborating to produce a shared vision for the economy.

The vision and approach articulated in this strategic plan reflect the data-driven objectives identified during this planning period (please see Appendix for the full qualitative and SWOT analyses). By building upon our progress, leveraging new opportunities, and linking residents and businesses with the resources to succeed, we can move Fluvanna boldly forward.

### **Our Vision for Strategic Growth**

In Fluvanna County, a focus on **People, Prosperity, and Placemaking** will support a vibrant economy and enhance our quality of life.

### **PEOPLE: Improve employment opportunities to elevate residents and businesses.**

#### **1. Position Fluvanna County's workforce for success through skills development.**

Educational attainment is high within Fluvanna County and is consistent with Virginia's achievement narrative. According to the 2021 U.S. Census, 92.5% of residents over the age of 25 hold a high school diploma, and 35.6% over the age of 25 hold a bachelor's degree or higher.<sup>1</sup>

Together with educational and industry partners, Fluvanna County is shaping the next generation of workforce talent. In 2020-21, the four-year, on time graduation rate for Fluvanna County Public Schools was 95.3%, above the state average of 93%.<sup>2</sup>

Fluvanna County Public Schools offer a K-12 curriculum with quality Science, Technology, Engineering, Arts, and Mathematics (STEAM) programming. In addition, Project Fluvanna is priming an entry-level talent pipeline by helping non-college track students explore opportunities within the workforce. The Career and Technical Education (CTE) department at Fluvanna County High School encourages local businesses to hire students in areas of demonstrated job growth. This program includes marketing, business skills, construction, engineering, woodworking, agriculture, critical thinking, and culinary skills, among others. Continued engagement with program administrators and industry partners will keep CTE offerings robust and relevant.

Fluvanna County is also home to the Fork Union Military Academy, an all-male college preparatory military boarding school founded in 1898. Considered one of the premier military boarding academies in the United States,<sup>3</sup> Fork Union boasts a consistently high college acceptance rate and provides clear pathways to academic success and career achievement.

Several major universities and two-year institutions, including the top-ranked University of Virginia and Piedmont Virginia Community College (PVCC), are within a 30-minute drive. PVCC offers over 90 areas of study and features an array of certificate programs, two-year degree programs, and youth enrichment opportunities. Their Workforce Services Division is a valued partner, providing training programs for industry credentialing and professional development in response to economic demand.

Looking ahead, Fluvanna County will continue to identify and establish partnerships with educational and industry partners. This will keep local talent equipped with the skills appropriate for workforce needs.

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<sup>1</sup> U.S. Census Bureau, 2020

<sup>2</sup> Virginia Department of School Quality Profiles, 2022

<sup>3</sup> <https://www.forkunion.com/>

## **2. Develop talent attraction initiatives to grow opportunities in Fluvanna County.**

On the average, unemployment rates in Fluvanna County are lower (3.2%) as compared to Virginia (3.8%) and the U.S. (5.3%).<sup>4</sup> Low unemployment signals that the marketplace has confidence in the skills of Fluvanna County residents, which speaks to the caliber of talent residing locally.

Despite the capabilities of the existing workforce, talent attraction was a common theme among stakeholders in the SWOT analysis focus groups. Currently, 58.3% of Fluvanna County's residents aged 16 and older participate in the civilian labor force.<sup>5</sup> This percentage, which is slightly lower than the national average of 63%, points to the need for a concentrated focus on talent attraction within Fluvanna County.

As of 2019, which represents the most updated reporting period to date, most workers (9,865) commuted outside the county for employment to areas including Charlottesville and Albemarle County. A lesser number (2,549) commute into Fluvanna County from neighboring communities, and fewer (1953) live and work in the county itself.<sup>6</sup>

Promoting the excellence of our K-12 education system, upskilling our workforce, and collaborating with industry partners are three talent attraction tactics employed by Fluvanna County. Other approaches for talent attraction are forthcoming in this report.

## **3. Showcase residential real estate to attract, retain, and grow available talent.**

Residential real estate in Fluvanna, on average, is more affordable than that of surrounding counties. According to the U.S. Census, the median value of owner-occupied residential property in Fluvanna County is \$234,500, which represents a cost savings over Virginia's \$282,200 median residential property value.<sup>7</sup>

While purchasing residential real estate is more affordable in Fluvanna County, a 2018 Regional Housing Study conducted by the Thomas Jefferson Planning District Commission Regional Housing Partnership identified an affordability gap.<sup>8</sup> The U.S. Department of Housing and Urban Development (HUD) defines affordability as not exceeding 30% of a household's income on housing-related expenses. Their 2018 evaluation of 11,047 housing units in Fluvanna County revealed the following:

- 960 owner households paid more than 50% of their incomes toward housing costs.
- 220 renter households paid more than 30% of their incomes toward housing costs.
- 310 renter households paid more than 50% of their incomes toward housing costs.

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<sup>4</sup> Fluvanna Community Profile, Virginia Employment Commission, 2022

<sup>5</sup> U.S. Census Bureau, 2020

<sup>6</sup> US Census Bureau, 2020

<sup>7</sup> U.S. Census Bureau, 2020

<sup>8</sup> Infographic. Regional Housing Study and Needs Assessment Key Takeaways, Thomas Jefferson Planning District Commission

Affordable housing and economic prosperity go hand in hand. The affordability of real estate and rental properties have a positive impact on talent attraction. Creating a blend of real estate options at various price points, near schools and recreational amenities, attracts and retains workers and industries on a larger scale. Fluvanna County will continue to work with the Thomas Jefferson Planning District Commission Regional Housing Partnership to improve the affordability, accessibility, and diversity of housing available within our communities.

## **PROSPERITY:**

### **Attract and retain industries that advance our communities.**

#### **1. Retain existing industries that build upon our strengths.**

Locally, Health Care and Social Assistance, Educational Services, Retail Trade, Construction, Accommodation and Food Services, Manufacturing, Accommodation and Food Services are lead employment sectors within Fluvanna County. With a reported 405 employment establishments in 2021, the largest employers include:<sup>9</sup>

#### **Top Employers<sup>10</sup>**

Fluvanna County Public School Board  
 Fluvanna Correctional Center  
 County of Fluvanna  
 Mmr Constructors Inc  
 Fork Union Military Academy  
 Fielder's Choice Enterprises Inc  
 Food Lion  
 A G Dillard Inc  
 BFI Transfer Systems of Virginia  
 Silk City Printing

#### **Highest Employee Totals by Industry:<sup>11</sup>**

Government Total: (1295)  
 Local Government: (886)  
 Construction: (780)  
 State Government: (377)  
 Retail Trade: (397)

<sup>9</sup> Fluvanna Community Profile, Virginia Employment Commission, 2022

<sup>10</sup> Fluvanna Community Profile, Virginia Employment Commission, 2022

<sup>11</sup> Fluvanna Community Profile, Virginia Employment Commission, 2022

Within the top-ranked state for business, Fluvanna County provides a stable environment for success.<sup>12</sup> Operating a business in Fluvanna County yields fewer administrative business costs, which drives the narrative. In Fluvanna County, low taxes and a devoted business ecosystem bolster existing and prospective industries. The absence of a Merchants Capital tax and a Gross Receipts tax deliver substantial industry savings. A low Business Personal Property tax with an aggressive depreciation schedule and a Machinery and Tools tax with an aggressive depreciation schedule are value-added as well. With an eye on improving competitiveness, Fluvanna County may develop new business incentives beyond those currently offered.

## **2. Attract growth-oriented sectors aligning with our economic objectives.**

Target industries have a multiplier effect on local economies. Establishing clear industry targets lends focus to our economic development efforts, helping us refine the incentives available and prepare our workforce effectively. Looking ahead, capturing new businesses locating to the county will provide informative metrics for assessment. This data will guide economic development strategies and help Fluvanna County achieve desired outcomes. Fluvanna County's target industry sectors follow<sup>13</sup>:

Business and Financial Services  
 Light Manufacturing  
 Transportation and Logistics  
 Agribusiness, Food Processing, and Technology  
 Health Services  
 Forest and Wood Products

The above-named targets are informed by our existing industries, strategic location, growing regional demand, and rural assets. These targets leverage the existing strengths and intellectual capital available within our regional commuter shed and position us for growth.

## **3. Foster entrepreneurship within Fluvanna County.**

A robust commitment to entrepreneurship will help Fluvanna County keep pace with the evolving needs of businesses, residents, and the workforce. Regional partnerships with the Community Investment Collaborative and the Central Virginia Small Business Development Center encourage the development of products and concepts with real market traction. From workshops to targeted business support, the Fluvanna County Economic Development Office works to diversify area businesses and create new job opportunities.

Partnering with education and industry is an identified route to progress, as is the development of local collaboration spaces. In the future, Fluvanna County hopes to enrich the in-county innovation ecosystem by developing a business incubator, coworking space, or a maker space.

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<sup>12</sup> "America's Top States for Business," CNBC, July 13, 2021

<sup>13</sup> <https://www.fluvannacounty.org/ced/page/major-employers-industries>

#### **4. Improve the variety of commercial real estate options to support business attraction, retention, and expansion efforts.**

Boasting ample acreage for agricultural purposes and commercial/industrial spaces with prime frontage, Fluvanna County is positioned for growth. Ongoing investments in county growth areas are purposeful, ensuring that public infrastructure aligns with community and business needs. The proposed Fork Union Business Park, situated along U.S. Route 15 and Virginia Route 6, would offer over 500,000 square feet of industrial space to locating and expanding enterprises. In addition, evaluating the prospect of higher tiered, pad ready sites among stakeholders is an identified priority in key areas of the county. Pad ready sites accelerate a company's speed to market and increase Fluvanna's County's competitiveness.

### **PLACEMAKING: Enhance the spaces where people live, work, and play in Fluvanna County.**

#### **1. Prioritize infrastructure to meet the needs of residents and businesses.**

Fluvanna County's development plans are designed to meet the needs of a changing and growing population.

#### **Road Network**

Fluvanna County has easy access to major transportation routes through the interstate system, making commutes from Charlottesville and surrounding counties convenient. Key routes include:

- Interstate 64 intersects Fluvanna County at its northern tip and runs east-west, providing direct access to Richmond and Hampton Roads.
- U.S. Route 15, a major north-south highway runs through the center of Fluvanna County, and State Route 6 runs east-west.
- Both Interstates 95 and 81 are within 45 minutes of Fluvanna County.

As commercial and residential development continues, volume is a chief concern for residents and businesses. Fluvanna County regularly conducts traffic reviews, enhances intersections and walkability, and makes safety and sight improvements to alleviate congestion.

#### **Public Transit Service**

Access to convenient public transit helps employees and residents travel in and beyond Fluvanna County without a car. Locally, JAUNT, Inc. provides curb-to-curb demand-response service for the citizens of several area counties. Jaunt is a transit partner, but as a reservation-based system, transportation must be planned in advance, limiting widespread connectivity.

#### **Commercial Rail Service**

Fluvanna County is on the CSX commercial line. This single track follows the James River along the county's southern border from Columbia in the southeast to Scottsville in the southwest.

### **Passenger Rail Service**

Amtrak passenger rail service is available in Charlottesville. This benefits residents preferring a quieter living environment but places a 45-minute distance between passengers seeking rail access.

### **Water and Sewer**

Fluvanna County Planning Areas (CPAs) have identified water and sewer as areas of investment for residents and businesses. Fluvanna County will continue to invest in targeted growth areas throughout the county, including Zion Crossroads, Columbia, Lake Monticello, Palmyra, and Fork Union.

Fluvanna County has targeted Zion Crossroads as a priority growth area. Improved water and sewer infrastructure will accelerate business attraction and expansion efforts in this section of Fluvanna County. The Zion Crossroads project has an anticipated Fall 2022 completion date.

Lake Monticello and Palmyra have public water and sewer serviced by Aqua and Fluvanna County Public Utilities. Fork Union's water is provided by Fork Union Sanitation District, with private septic service available at this time. Continued investments in public infrastructure will continue to improve the quality of life and capacity available to residents and businesses.

### **Broadband**

Fluvanna County is serviced by Xfinity, CenturyLink, and Firefly Fiber Broadband. Firefly, a subsidiary of Central Virginia Electric Cooperative (CVEC), is partnering with Fluvanna County to expand broadband availability. Firefly developed a plan to include construction of over seven miles of fiber optic cable.

## **2. Leverage tourism assets to boost visitor appeal.**

Fluvanna County has extraordinary natural, historic, and recreational resources to celebrate and leverage as tourism assets. Our small-town authenticity, agritourism experiences, outdoor adventures, and heritage spaces have much to offer tourists and visitors. Our proximity to Charlottesville and Richmond remains a key advantage, keeping cultural, historical, recreational, and retail opportunities close at hand.

In 2018, Fluvanna County released a Tourism Strategic Plan, identifying its objectives for growth in the areas of tourism and recreation. Since the report's release, Fluvanna County has elevated its marketing, branding, and opportunities for tourism-related businesses in the following ways:

### 2020

- Photo competition
- #Buy from Fluvanna (buy local)
- Fluvanna black history facts
- Podcasts recognizing Black History Month
- Welcome to Palmyra signage
- Love sign at Pleasant Grove
- 101 Things to Do in Fluvanna
- Pleasant Grove Certified Tourist Information Center

Looking ahead, Fluvanna County will grow its tourism experiences in the areas of agritourism, outdoor recreation, and historic heritage, with specific objectives outlined later in this strategic plan. The absence of lodging remains a challenge, but encouraging continued investment in the public spaces, experiences, and businesses sought after by visitors is a way forward.

### **Our Strategic Approach**

Fluvanna County has identified four strategic goals shaping economic growth and community prosperity. We will undertake the following over the course of this strategic plan:

#### **Goal 1: Position Fluvanna County as a business-friendly county with competitive assets in the Central Virginia region.**

##### **How:**

- ◆ Reorganize and communicate steps of streamlined and standardized business permitting process to new and existing businesses in Fluvanna County.
- ◆ Design potential business incentive offerings in Fluvanna County.
- ◆ Promote the “Fluvanna County Shovel-Ready Sites” program to landowners, businesses, and the community at large to encourage the creation of higher tiered pad-ready sites (as defined by the Virginia Economic Development Partnership Authority in its Virginia Business Ready Sites Program in accordance with Section 2.2-2238.B of the Code of Virginia of 1950) in Fluvanna County.
- ◆ Continue to invest in key growth areas in Fluvanna County, including but not limited to Fork Union, Columbia, Palmyra, and Zion Crossroads.

#### **Goal 2: Foster entrepreneurship, business growth, and expansion in Fluvanna County through business retention efforts.**

##### **How:**

- ◆ Continue to collaborate at the regional level to provide programs and services; share resources and assets to reduce costs and improve quality.
- ◆ Formalize a County Business Retention and Expansion (BR&E) program.
- ◆ Create a business database of existing businesses for tracking business metrics in Fluvanna County.



- ◆ Support, advocate, and promote the new community commercial kitchen.
- ◆ Explore entrepreneurial support opportunities such as the development of a coworking space, business incubator, or maker space.
- ◆ Work towards the creation of a new position geared towards marketing and tourism promotion and business retention within the Fluvanna County Economic Development Office.
- ◆ Develop a comprehensive hazard mitigation plan for businesses within Fluvanna County.

**Goal 3: Develop new and enhance existing tourism experiences, activities, and events in Fluvanna County to increase tourism attraction.**

**How:**

- ◆ Devise and implement shop local incentives and programs.
- ◆ Promote local tourism experiences in agritourism, viticulture, artisans, events, parks, and outdoor recreation.
- ◆ Research and apply for grants to support tourism initiatives in Fluvanna County.

**Goal 4: Support Fluvanna County businesses with talent recruitment and retention challenges.**

**How:**

- ◆ Establish partnerships with local educational institutions and workforce partners to develop a talent pipeline to fit local skills needs.
- ◆ Advocate for the Fluvanna County business community as the county addresses its infrastructure challenges.

**Partner Organizations**

To assist with achieving these goals, Fluvanna County plans to leverage relationships with partner organizations.

Central Virginia Partnership for Economic Development (CVPED)  
 Central Virginia Small Business Development Center (CVSBDC)  
 Community Investment Collaborative (CIC)

Fluvanna Chamber of Commerce  
Fluvanna County Economic Development and Tourism Advisory Committee (EDTAC)  
Fluvanna County Economic Development Authority (EDA)  
Fluvanna County Public Schools  
Fork Union Military Academy (FUMA)  
Piedmont Virginia Community College (PVCC)  
Thomas Jefferson Planning District Commission (TJPDC)  
Virginia Career Works (VCW)  
Virginia Cooperative Extension  
Virginia Department of Agriculture and Consumer Services (VDACS)  
Virginia Economic Development Partnership (VEDP)

# *Appendix:*

## *I. Fluvanna County Economic Development Strategic Planning Qualitative Analysis*

# Fluvanna County Strategic Planning

Qualitative Analysis

February 2022

PLAT!NUM PR

**Fluvanna County Economic Development  
Strategic Planning Interviews**

**Background:** One-on-one interviews with each of the Fluvanna County Board of Supervisors and Economic Development Authority members were administered as part of the Fluvanna County Economic Development strategic planning process. This strategic planning process was intended to engage residents, business owners, County staff, community organizations, key industries, educators, municipal leaders, partners, and other stakeholders of Fluvanna County in a collaborative process to produce a shared vision for the future of Fluvanna County's economy.

**Method:** These interviews were conducted between January 6, 2022, and January 20, 2022. Fluvanna County Board of Supervisors were interviewed first, and Fluvanna County Economic Development Authority Board members were interviewed thereafter.

**Results:** Interview results were analyzed through a SWOT analysis.

# S

- Educated, diverse workforce with various areas of expertise
- Farming community
- Rural county with groves, rivers, lakes, and attractive landscape
- Quality school system
- Government leadership is involved and efficient

# W

- No economic growth
- Bad traffic
- No medical facility
- Outdated infrastructure turns away business opportunities
- Unsustainable water system

# O

- Use land to create more parks/recreation spaces
- Sunday Art Market will bring business to town
- Bridging the gap between rural and suburban areas
- Internship program for business students
- Transportation Logistics
- Fork Union area is popular and can be utilized to attract more people
- Speakers Bureau for different areas of expertise in the community

# T

- Current water system cannot keep up with current use
- Competition from surrounding counties
- County is not ready for the economic growth they need
- Lack of commitment to infrastructure rebuild

## SWOT ANALYSIS

FLUVANNA COUNTY  
ECONOMIC  
DEVELOPMENT

PREPARED BY PLATINUM PR, 2022

## **Fluvanna County Economic Development Strategic Planning Staff Focus Group Analysis**

**Background:** The following focus group was administered as part of Fluvanna County Economic Development’s strategic planning process. This strategic planning process was intended to engage residents, business owners, County staff, community organizations, key industries, educators, municipal leaders, partners, and other stakeholders of Fluvanna County in a collaborative process to produce a shared vision for the future of Fluvanna County’s economy.

**Method:** Participants were contacted and selected by Fluvanna County Economic Development staff members. The staff meeting was held virtually on January 21, 2022, through the communication platform Zoom, and the meeting was recorded. Present at the stakeholder meeting were eleven participants, one moderator, and one scribe. The scribe and moderator were Platinum PR team members, providing for an unbiased evaluation. The participants responded to eight questions.

**Results:** Four major themes were pulled from the stakeholder meeting. Themes were identified by the reiteration of the subject by multiple participants. Themes are not ranked. For analysis, please refer to the synthesis section.

### Theme #1: Strong Tourism Assets

Participants in the staff focus group continuously identified outdoor recreation and tourism draws as the region’s greatest economic assets. Specifically, Pleasant Grove Park, water recreation opportunities, the artisan community, local events, and agritourism were mentioned. Staff members clearly believed that increased visitors would proffer economic growth. A few participants discussed the potential of enhancing current farmer’s market offerings to support local farmers and artisans. Another participant argued that many local producers found success in selling goods on-site.

### Theme #2: Infrastructure Challenges Impact Business

Participants noted infrastructure issues within Fluvanna County and their impact on existing and potential businesses. These challenges were continuously mentioned throughout the duration of the focus group discussion. Increasing water and sewer capacity was deemed necessary by this group. One participant posited that, “Infrastructure challenges may be too difficult for singular businesses and might be more appropriate for a larger commercial development company to assume.”

### Theme #3: Central Location

Fluvanna County’s central location and proximity to major towns and cities were identified as an economic strength of the region. Several participants noted the proximity of Richmond, Charlottesville, Washington DC, and connections via 15, 250, and 64. A few participants believed that this proximity created ideal conditions for attracting the warehousing and distribution industry sector. However, other participants also drew attention to the commuter trends resulting from this proximity. Some noted employee retention challenges and that a significant portion of residents was employed out of County.

Theme #4: Needed Business Attraction and Small Business Support

Pad-ready sites, tier four and five locations, small business support, and creating business-ready conditions were recognized by the participants throughout the focus group. Participants believed this should be a focus of the Economic Development Department and a priority for County investment. Participants also believed reporting business attraction metrics would be apropos to residents and stakeholders.

**Staff Focus Group Synthesis**

1. Please introduce yourself.
2. What are the region's greatest economic assets?
3. What is the most important economic development priority for the county?
4. What is the greatest challenge as it relates to economic growth and development in Fluvanna?
5. What should the County be investing in to support economic growth?
6. What should the County be doing to support existing businesses?
7. What metrics do you think Fluvanna County Economic Development should be using to measure success?
8. Anything else you need to add as it pertains to the development of this strategic plan?

**1. Please introduce yourself.**

This portion of the appendix has been kept confidential.

**2. What are the region's greatest economic assets?**

- Interstate system/roads and central location (*repeated by 4*)
  - Proximity to Richmond, Charlottesville, Washington DC
- Forrest and wood products, though most of it is privately owned
- Events, carnivals, county fairs, holiday lights
- Pleasant Grove Park (*repeated by 3*)
  - 22 miles of trails
  - Sports facilities and grounds
- Farm Museum
- Water recreation, three rivers and two major lakes (*repeated by 1*)
  - Lake Monticello (*repeated by 1*)
- Outdoor recreation
  - US Bike Route 76 is the heart of the county
  - Triathlon is a tourist draw
- Regional collaboration (*repeated by 1*)
- Educated community and potential workforce
  - Variety of skills among the workforce
  - A growing artisan community
- Low crime rate, which is attractive to businesses
- Up and coming water and sewer infrastructure
- Monticello Viticultural Society membership (*repeated by 1*)
  - Attracts visitors who support businesses



**Key Takeaways:** Fluvanna County’s central location, easy access points through the interstate system, and outdoor recreation and tourism draws are the region’s greatest economic assets. Specifically, the park, the water recreation, the artisan community, the local events, and the Monticello Viticultural Society membership, were noted by participants. Also mentioned was the regional collaboration between partner organizations.

**3. What is the most important economic development priority for the county?**

- Warehousing and distribution
  - Attracting this industry
  - Building out assets to support this industry
- Growing the small business community
- Infrastructure challenges along 250 (*repeated by 3*)
  - Most of the current inventory is tier one or tier two sites
  - Infrastructure challenges may be too difficult for singular businesses and might be more appropriate for a larger commercial development company to assume
  - Limited on sewer capabilities (*repeated by 1*)
    - This needs to be addressed to attract larger businesses
- Fluvanna County has the “spine” of infrastructure but lacks the “spiderweb” of connectivity
  - Water capacity is a challenge (*repeated by 1*)

Interest in building agritourism based businesses (*repeated by 1*)

- It would also support existing small farmers
- Interest in creating pick your own experiences (especially with berries)
- Many existing farmers rely on sales outside of the county
- Current farmers markets in Fluvanna County are not recognized by VA Tech
- Farmers market to support the growing artisan community

Business Attraction

Workforce Development

- Need stronger efforts to limit commuter trends

**Key Takeaways:** Participants immediately noted addressing infrastructure challenges as a priority for Fluvanna County. Others also identified greater support for agritourism-based businesses, business attraction, and shifting commuter trends. Business attraction efforts for the warehousing and distribution and small business industries were also noted.

**4. What is the greatest challenge as it relates to economic growth and development in Fluvanna?**

- Need for tier four, tier five, pad-ready sites
- Roads, sewage, water flows
  - Roads (*repeated by 1*)
  - Lacking major thoroughfares (not wanted necessarily)
  - Building infrastructure outside of the residential areas (*repeated by 1*)
  - The circulation around Lake Monticello can be challenging
  - Potentially widening 250 – to avoid congestion issues like Route 3
    - This should be done at a speed and scale relative to growth, and the long-term thoroughfare plan should assist with this

- Be intentional about spreading economic development efforts throughout the county to create balance (*repeated by 1*)
- The Comprehensive Plan will put forth the concept of developing neighborhood service areas
  - The intention is to even out business distribution throughout County and cut down on the pressure on one or two business areas
  - Hope to add Amazon sprinter spaces to increase distribution
- The County needs businesses to support the current resident population (*repeated by 1*)
  - More grocery stores
  - More restaurants and takeout options

**Key Takeaways:** Participants called for strategic business development across the county. They noted the need for more businesses to support Fluvanna County's resident population and believe that creating more pad-ready sites and addressing infrastructure demands, will foster an atmosphere of business growth.

**5. What should the County be investing in to support economic growth?**

- Invest in pad-ready sites (*repeated by 2*)
  - Anticipation of Zions Crossroads naturally growing
  - Working on a 130-acre business site in Fork Union coming
  - These should be strategically and methodically seeded throughout the county
- Agritourism could be supported through grants, microloans, etc.
  - A lot of it can be self-sustaining
  - Need roads to accommodate farming
  - Potentially introduce a food hub
- Invest in small business growth throughout the county
- Potentially invest in incentives to encourage business attraction

**Key Takeaways:** Again, the investment in pad-ready sites was identified as a way for the County to be supporting economic growth. Investment in business incentives, small business support, and agritourism were also noted.

**6. What should the County be doing to support existing businesses?**

- Finding an available workforce is a challenge, though it is not unique to Fluvanna County
  - Need to entice residents to work here in addition to living here
- Need mixed-use building, or anchor businesses that also have residential housing accommodations
  - Zion Crossroads just added an apartment complex
  - Maybe entice existing businesses to relocate
  - Housing options
- Farms have started selling on-site, which has led to increased profits
  - They want to be able to continue to do so
  - People are attracted to the niche, artisan food producers like cheesemakers, bakers, and locally produced meat
- The region is missing middle housing (residents of a 10-year timeframe)

- Employee retention is an issue
  - What do we need to be doing to keep the workforce working in the community?
- Infrastructure
- As the county grows, public safety will need investment
- Building a pipeline of talent
  - Vocational and Technical training (*repeated by 1*)
  - Potentially partnering with Budget Electric
- Networking
- Broadband (being addressed) but transitioning businesses to use technology more effectively

**Key Takeaways:** To support existing businesses, participants agreed that workforce development, including employee retention efforts, building a talent pipeline, and encouraging residents to work within the county, is needed. Infrastructure challenges were repeated.

**7. What metrics do you think Fluvanna County Economic Development should be using to measure success?**

- Business Attraction (*repeated by two*)
- Employee Retention
- Letting people know what job opportunities exist within the County
- Tax rate monitoring
- Commuter trends

**Key Takeaways:** Participants primarily identified business attraction metrics to measure economic development success in Fluvanna County.

**8. Anything else you need to add as it pertains to the development of this strategic plan?**

- Public safety is important in the attraction of businesses and residents
- Anything we can do to limit the frequency of visits to Charlottesville
- The County should look to partners outside of the region for additional support
- The pandemic increased localized patronage
  - Especially to the grocery store
- Tracking our businesses can be tricky because Fluvanna County doesn't have a business license or a meal tax
  - A business license would help provide metrics
  - To drop resident tax rate, the County would need to examine business tax rates
- There is a lot of investment needed in infrastructure and economic development

**Fluvanna County Economic Development**  
**Strategic Planning Community Stakeholder Meeting #1**  
**Focus Group Analysis**

**Background:** The following focus group was administered as part of Fluvanna County Economic Development's strategic planning process. This strategic planning process was intended to engage residents, business owners, County staff, community organizations, key industries, educators, municipal leaders, partners, and other stakeholders of Fluvanna County in a collaborative process to produce a shared vision for the future of Fluvanna County's economy.

**Method:** Participants were contacted and selected by Fluvanna County Economic Development staff members. The staff meeting was held virtually on February 7, 2022, through the communication platform Zoom, and the meeting was recorded. Present at the stakeholder meeting were ten participants, one moderator, and one scribe. The scribe and moderator were Platinum PR team members, providing for an unbiased evaluation. The participants responded to six questions.

**Results:** Four major themes were pulled from the stakeholder meeting. Themes were identified by the reiteration of the subject by multiple participants. Themes are not ranked. For analysis, please refer to the synthesis below.

**Theme #1: Workforce Development**

Participants noted the need to attract and retain a workforce in Fluvanna County (questions 2,3 and 5). At several points throughout the focus group, concerns about talent development and resident retention were identified as concerns. Participants acknowledged that this should be a priority for the county and suggested stronger partnerships with the education sector and curriculum amendments to support local skills needs.

**Theme #2: Business Development**

Participants continuously reiterated the importance of Fork Union, Columbia, and Zion Crossroads as priority areas for business development (questions 2,3,4 and 5). They called for greater tourism asset promotion and business attraction. Participants felt a lack of return on investment from Fork Union Military Academy and requested increased efforts to attract lodging, restaurants, laundromats, restaurants, and shops in the area.

**Theme #3: Tourism Assets**

Participants acknowledged tourism assets as economic drivers (questions 2 and 3). Specifically, promoting the region's outdoor recreation and water recreation opportunities, artistic community, antiquing, agritourism opportunities, historical assets (including important Native American history) were considered economic development priorities.

**Theme #4: Cultivating A Business-Friendly Environment**

Participants called for greater cultivation of a business-friendly environment in Fluvanna County (questions 4,5 and 6) throughout the discussion. One participant suggested, "Restructuring ordinances to make it easier for businesses or developers to work and invest in Zion Crossroads." Other participants suggested offering business startup incentives or lowering business tax rates

could help in this initiative. Participants also noted the ongoing struggle of current business owners to operate in Fluvanna County.

### Stakeholder Meeting #1 Synthesis

1. Please introduce yourself.
2. What are the region's greatest economic assets?
3. What is the most important economic development priority for the county?
4. What should the County be investing in to support economic growth?
5. What should the County be doing to support existing businesses?
6. What metrics do you think Fluvanna County Economic Development should be using to measure success?

#### 1. **Please introduce yourself.**

This portion of the appendix has been kept confidential.

#### 2. **What are the region's greatest economic assets?**

- Its proximity to Richmond, Charlottesville, DC, and the University of Virginia (*repeated by 3*)
- In Fluvanna, towns like Lake Monticello (significant population), Fork Union, and Palmyra are assets
- Local government outreach and assistance from the economic development office
- Developments to interchanges on I-64 (*repeated by 1*)
- The sense of history in the area, beautiful views, and rural land
- The historic capital of the Monacan Indian Nation
- Three important Rivers: James River, Rivanna River, and Hardware River (*repeated by 1*)
- Public high school education curriculum: implementation of skilled trades education or vocational programs that include salon, cooking, and greenhouse operations (*repeated by 1*)
  - Expand vocational programs in high schools to building trades such as carpentry, electricity, plumbing, HVAC, mechanical, auto, and welding to prevent bringing in companies from outside the county to do these types of jobs (*repeated by 1*)
  - Agriculture trades such as viticulture, vineyard management, and farm management
- Concerns about sending youth to college far away from the county – youth are not returning to the county to work
- Need to discover the region's niche for people to visit and spend money in the county; progress beyond a bedroom community (*repeated by 1*)
- The talented artists that live in the county

**Key Takeaways:** Participants acknowledged the economic advantage of the county's central location. They also noted the region's history, water recreation, and important Native American history as attractive tourism assets. There was discussion about workforce development in Fluvanna County, including amending the current curriculum and program offerings to meet the needs of local industries.

**3. What is the most important economic development priority for the county?**

- Invest in lodging and restaurants to recycle money in the county from resident spending and get outsider spending (*repeated by 2*)
  - The Palmyra area needs more restaurants
- Fork Union and Columbia need more economic development support (*repeated by 2*)
  - These areas have been “forgotten”
  - Fork Union has a lot of unused land
  - Need to attract grocery stores, gas stations, and restaurants (it’s a food desert), and improve water system (*repeated by 3*)
- Develop additional recreational amenities in the county
- Developing Pleasant Grove Park as a point of interest in the county
- Promoting the development of art or antique stores and establishing an entertainment industry through festivals or trails: artisan trail, farm trail, or wine trail (*repeated by 3*)
- Structure of the ordinances: loosening restrictions to let people host their homes on Airbnb more easily
  - In general, develop short-stay opportunities
- It’s challenging to get to the rivers: improve boat landing spots in Palmyra
- Develop light industries to create jobs and housing for residents
- Develop a more skilled/trained workforce
- Develop culture heritage-based tourism incorporating African American History and Native American History
- Getting Lake Monticello residents to look inward and spend money inside the county

**Key Takeaways:** Participants called for greater economic development support in Fork Union, specifically in business attraction. They also identified tourism as a priority for economic development, including promoting outdoor recreation opportunities, artistic community, antiquing, agritourism opportunities, historical assets, and the local craft beverage industry. Participants also drew attention to the lack of lodging and hospitality options available to support tourism.

**4. What should the County be investing in to support economic growth?**

- Develop Zion Crossroads to generate tax revenue to support internal county projects (*repeated by 7*)
  - Louisa County parts are developed but not Fluvanna side
  - Reach out to Zion Crossroads landowners
  - Restructuring ordinances to make it easier for businesses or developers to work and invest in Zion Crossroads
- The waterline and infrastructure
- The Board of Supervisors should set aside more funds for Economic Development Authority (EDA) and the Tourism Advisory Committee
  - The EDA should help promote new businesses
- Marketing smaller towns like Fork Union and Columbia and all the cool things that Fluvanna County has to offer (*repeated by 4*)
  - Gather photo and video assets of points of interest in the county for marketing purposes (using a drone to get nice pictures and video)

- Promote the arts and craft people of Fluvanna County through art festivals
- Promote tourism in the county through postcards or souvenirs
- Lower the tax rate to attract businesses

**Key Takeaways:** Participants identified the need to develop Zion Crossroads. They also agreed that more marketing of tourism assets in Fork Union and Columbia is needed. A few participants discussed making Fluvanna County more business-friendly to entice development. One participant suggested lowering business tax rates.

**5. What should the County be doing to support existing businesses?**

- The county needs to prioritize its development strategies; is the priority to bring in outsiders to spend money or to focus on residents (*repeated by 2*)
  - Resolve tension over progress vs. staying the same
- Research neighboring counties or similar counties to Fluvanna (adapting their policies for business development)
- Establishing a better sense of the common good through county officials; that they truly have the best interest of the residents at heart
  - The county needs to make sure that everyone has what they need to thrive
  - Make sure that businesses exist across the county that meet the necessities of residents
- Develop businesses around Fork Union Military Academy for cadets and family (*repeated by 3*)
  - FUMA's return on investment for the Fork Union community is not present
  - Lodging (for FUMA cadets' family members), restaurants, laundromats, restaurants, and shops
- Form general partnerships with high schools to implement internship or apprenticeship programs to develop the local talent pipeline and encourage youth to stay in Fluvanna County
- Offer business startup incentives

**Key Takeaways:** To support existing businesses, participants agreed that workforce development, improving the business-friendly environment within the county, and business attraction efforts around Fork Union were needed.

**6. What metrics do you think Fluvanna County Economic Development should be using to measure success?**

- Tax revenue metrics
- Accessibility to basic needs from residents (resident satisfaction or quality of life)
- Examining E.W. Thomas Grocery store and Kidd's store success as a business in Fluvanna County; they both have a welcoming and homely atmosphere
  - It's a struggle to run a business in Fluvanna County and retain/attract good workers; it takes a lot of willpower and support from family members

**Key Takeaways:** Resident satisfaction, business satisfaction, and tax revenue metrics should be measured and reported to stakeholders.

**Fluvanna County Economic Development**  
**Strategic Planning Community Stakeholder Meeting #2**  
**Focus Group Analysis**

**Background:** The following focus group was administered as part of Fluvanna County Economic Development’s strategic planning process. This strategic planning process was intended to engage residents, business owners, County staff, community organizations, key industries, educators, municipal leaders, partners, and other stakeholders of Fluvanna County in a collaborative process to produce a shared vision for the future of Fluvanna County’s economy.

**Method:** Participants were contacted and selected by Fluvanna County Economic Development staff members. The staff meeting was held virtually on February 8, 2022, through the communication platform Zoom, and the meeting was recorded. Present at the stakeholder meeting were four participants, one moderator, and one scribe. The scribe and moderator were Platinum PR team members, providing for an unbiased evaluation. The participants responded to six questions.

**Results:** Two major themes were pulled from the stakeholder meeting. Themes were identified by the reiteration of the subject by multiple participants. Themes are not ranked. For analysis, please refer to the Appendix.

Theme #1: Greater Business Support

Participants urged the county to adopt more business-friendly practices to support existing businesses and attract new business in Fluvanna County (questions 3,4 and 6). They called for more business support, greater communication, and more transparency from local leadership. They also noted a strong need for more efficient business approval processes. They suggested adding business education opportunities, incentives, and overall promotion of resources would be helpful for local businesses.

Theme #2: Business Attraction

Participants agreed that business attraction should be an area of focus for Fluvanna County (questions 3,4,5 and 6). They called for consistent development across the county and specifically identified Columbia, Kents Store, Fork Union, and Bremo Bluff as areas of potential. They often compared Fluvanna County to Louisa County from a business attraction standpoint, and one participant suggested, “Fluvanna County needs to discover its unique advantages over Louisa County – it’s a different area with different assets.”

**Stakeholder Meeting #2 Synthesis**

1. Please introduce yourself.
2. What are the region’s greatest economic assets?
3. What is the most important economic development priority for the county?
4. What should the County be investing in to support economic growth?
5. What should the County be doing to support existing businesses?
6. What metrics do you think Fluvanna County Economic Development should be using to measure success?



**1. Please introduce yourself.**

This portion of the appendix has been kept confidential.

**2. What are the region's greatest economic assets?**

- The residents and community of Fluvanna County (*repeated by 2*)
- The location because of its rural nature but still having easy access to urban areas such as Richmond (*repeated by 1*)
- Great homes with a lot of land and property taxes are not too high
- A promising real estate market in Columbia
- Fluvanna should promote itself using environmental consciousness
- There is a need for more community centers for the youth of Fluvanna County (*repeated by 1*)

**Key Takeaways:** Participants saw the people and community of Fluvanna County as the region's greatest economic asset. They also acknowledged the county's location and access to urban areas as a strength. Participants also noted a need for community centers.

**3. What is the most important economic development priority for the county?**

- Bringing more revenue to the county by attracting more customers or consumers to the area
- There is a need for more retail spaces for new businesses such as restaurants or shops
  - There is a lot of abandoned or empty land that should be repurposed to create affordable and accessible retail spaces (*repeated by 1*)
- Making existing businesses more known among Fluvanna residents
- There is a lot of focus on development on places like Pleasant Grove Park and Lake Monticello (*repeated by 2*)
  - The county should develop as a whole; places like Columbia, Kents Store, Fork Union, and Brems Bluff need attention too (*repeated by 2*)
  - Columbia and Fork Union were successful towns in the past with lots of stores and businesses (*repeated by 1*)
- Provide some relief services for areas impacted by waterway flooding that hurt business development
- The approval process is too long and painful to go through it should be reworked; the current process makes it hard to start a business in Fluvanna or develop existing businesses (*repeated by 1*)
- Improving infrastructures such as sewer water treatment, major Virginia roads, and broadband expansion (*repeated by 2*)

**Key Takeaways:** Participants called for greater economic development support across the county, especially in Columbia, Kents Store, Fork Union, and Brems Bluff. They pointed out that many areas in the county were under-utilized and could be used to create additional retail spaces. Some participants also felt that business support was lacking, and that the business approval process was arduous and off-putting. Others also acknowledged the infrastructure challenges in the county.

**4. What should the County be investing in to support economic growth?**

- Invest in more staffing to improve the approval process for development projects (*repeated by 1*)
- Work with Louisa County to learn how they facilitate business development
- Established businesses are not allowed to use certain elements of infrastructure
- Communicate budget designated for development projects better; give ranges of dollars the county is willing to invest in development projects
  - It's hard to plan when you don't know what the county is willing to spend
- Invest in the youth and small businesses
- Invest in youth centers or public spaces: parks, fields, basketball courts, playgrounds, etc.
- Wayside businesses (restaurants, convenient stores, etc.) were once prominent in the county but have gone away
  - It would be nice to see more businesses like this again (*repeated by 1*)

**Key Takeaways:** Participants advocated for better business attraction, development, and retention efforts. Specifically, they called for more transparency in development funding, more helpful business approval processes, and overall business attraction.

**5. What should the County be doing to support existing businesses?**

- Create more education opportunities such as courses on "how to start/run a business in Fluvanna County?" and mentorship programs (*mentioned by 2*)
  - Making a PDF on the steps to starting a business in Fluvanna
- Support micro-businesses through incentives or help develop into a more traditional business
- Communicate more effectively the resources that Fluvanna County offers to business owners
- Making the county more business-friendly
  - Prevent new businesses from choosing Luisa over Fluvanna
- Promote bigger business to come to Fluvanna County so more revenue is collected in taxes to use for public infrastructure

**Key Takeaways:** Participants felt more business education opportunities, incentives, promotion of resources, and business-friendly practices would support existing businesses within Fluvanna County.

**6. What metrics do you think Fluvanna County Economic Development should be using to measure success?**

- Job growth and opportunities available (*repeated by 2*)
- Housing in the area and affordable housing programs for employees (*repeated by 1*)
- Tracking tenure in business, how long businesses stay running in the county, and how they grow (employee count growth)
- Taxes levied
- Public transportation development for people without cars to travel

- Make it easier for young people to move to Fluvanna and invest in Fluvanna (attract people from Richmond or Charlottesville)
- Fluvanna is way behind on economic development compared to Louisa County (*repeated by 2*)
  - Some businesses would move to Louisa County if they could (*repeated by 1*)
  - Fluvanna County needs to discover its unique advantages over Louisa County – it's a different area with different assets
- Make the process for private housing development easier (*repeated by 2*)
- People in local government need to be changed; increase diversity in local government
  - Incumbents have been in office for too long and haven't done much to help the county progress
- Depict transparency in communication and genuine interest in helping businesses grow (*repeated by 1*)
  - It feels like the county isn't responsive to economic development proposals and are only concerned with collecting tax revenue (*repeated by 1*)
- There are tensions over Fluvanna staying how it is vs economic progress
- Some started their business in Fluvanna because they were residents looking to stay local and help improve their community (*repeated by 1*)
- Small businesses (restaurants/retailers) struggle in Fluvanna to generate revenue and collect capital

**Key Takeaways:** Overall, participants thought economic growth should be measured through job growth, business growth, employee counts, and taxes. Participants also repeated the difficulty of operating a business in Fluvanna County, positing that many businesses (including a few of the businesses present) would choose to relocate to Louisa County if they could. They called for more business support, greater communication, more transparency, and more active business attraction.



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

**TAB G**

<b>MEETING DATE:</b>	January 8, 2025				
<b>AGENDA TITLE:</b>	County Food and Beverage Tax (Meals Tax)				
<b>MOTION(s):</b>	N/A				
<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
			X		
<b>STAFF CONTACT(S):</b>	Eric Dahl, County Administrator				
<b>PRESENTER(S):</b>	Eric Dahl, County Administrator				
<b>RECOMMENDATION:</b>	Informational				
<b>TIMING:</b>	Current				
<b>DISCUSSION:</b>	<p>Local taxing authority was passed by the General Assembly that allows Counties to now implement a meals tax without a referendum, effective July 1, 2020. The Board considered the option of implementing a meals tax in our County and put the referendum question to the voters in November 2018, but it failed to pass. The legislation from 2020 includes that a County may not impose a meals tax until six years after a referendum failed. With this language, Fluvanna was prohibited from adopting a meals tax ordinance until November 2024. A conservative estimate shows that a meal tax could generate \$300-\$600K annually, which equates to 1-2 cents of real estate tax. The board is eligible to implement the tax now that six years has passed.</p> <p>OUTLINE OF COUNTY FOOD AND BEVERAGE TAX AUTHORITY</p> <ol style="list-style-type: none"> <li>1. County is authorized to levy tax on food and beverages sold, for human consumption, by a “restaurant” as defined in Virginia Code Sec. 35.1-1 (see below for both enabling statutes).</li> <li>2. Maximum rate of tax is 6%.</li> <li>3. Applies to alcoholic and non-alcoholic beverages served as part of a meal, but does not apply to gratuities.</li> <li>4. Despite the breadth of the definition of “restaurant” there are numerous exemptions, such as “in-house” cafeterias, etc., for employees only; non-profit</li> </ol>				

	<p>fundraisers; churches and schools; hospitals, etc., for patients, et al.; day care centers; publically-owned facilities.</p> <p>5. Scope of tax coverage includes food stores serving ready-to-eat foods.</p> <p>6. Collection procedures established by local ordinance.</p> <p>Virginia Code Sec. 58.1-3833 authorizes any county in Virginia to adopt a tax on certain food and beverages (sometimes called a “meals tax”). Such tax cannot exceed 6% of the price of the products and applies to food and beverages (including alcoholic beverages) served by a restaurant, as defined in Virginia Code Sec. 35.1-1. The definition of “restaurant” is subject to many exceptions set forth in the enabling statute.</p> <p>Copies of the above-referenced statutes are attached.</p> <p>LOCALITY COMPARISON</p> <table border="1" data-bbox="516 785 1455 1236"> <thead> <tr> <th>Locality</th> <th>Percent</th> <th>2023 Revenue</th> </tr> </thead> <tbody> <tr> <td>Albemarle</td> <td>6%</td> <td>\$ 16,892,773</td> </tr> <tr> <td>Buckingham</td> <td>N/A</td> <td>\$ -</td> </tr> <tr> <td>Charlottesville *</td> <td>7%</td> <td>\$ 18,632,606</td> </tr> <tr> <td>Cumberland</td> <td>N/A</td> <td>\$ -</td> </tr> <tr> <td>Goochland</td> <td>N/A</td> <td>\$ -</td> </tr> <tr> <td>Greene</td> <td>4%</td> <td>\$ 1,147,666</td> </tr> <tr> <td>Louisa</td> <td>4%</td> <td>\$ 1,933,138</td> </tr> <tr> <td>Madison</td> <td>4%</td> <td>\$ 363,156</td> </tr> <tr> <td>Nelson</td> <td>4%</td> <td>\$ 1,341,263</td> </tr> <tr> <td>Orange</td> <td>4%</td> <td>\$ 1,158,678</td> </tr> </tbody> </table> <p>*Towns and cities whose charters grant them taxing powers pursuant to or consistent with those described in Va. Code § 15.2-1104 are authorized to impose a meals tax under Va. Code § 58.1-3840 and are not subject to the limitations imposed on counties by Va. Code § 58.1-3833 (1992 Op. Va. Att’y Gen. 168).</p>					Locality	Percent	2023 Revenue	Albemarle	6%	\$ 16,892,773	Buckingham	N/A	\$ -	Charlottesville *	7%	\$ 18,632,606	Cumberland	N/A	\$ -	Goochland	N/A	\$ -	Greene	4%	\$ 1,147,666	Louisa	4%	\$ 1,933,138	Madison	4%	\$ 363,156	Nelson	4%	\$ 1,341,263	Orange	4%	\$ 1,158,678
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<b>POLICY IMPACT:</b>	N/A																																					
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<b>ENCLOSURES:</b>	<ul style="list-style-type: none"> <li>Applicable Sections of Virginia Code</li> </ul>																																					
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other																																	
	X	X																																				

## Code of Virginia

## Title 35.1. Hotels, Restaurants, Summer Camps, and Campgrounds

## Chapter 1. General Provisions

**§ 35.1-1. Definitions**

As used in this title, unless the context requires a different meaning:

"Bed-and-breakfast operation" means a residential-type establishment that provides (i) two or more rental accommodations for transient guests and food service to a maximum of 18 transient guests on any single day for five or more days in any calendar year or (ii) at least one rental accommodation for transient guests and food service to a maximum of 18 transient guests on any single day for 30 or more days in any calendar year.

"Board" or "State Board" means the State Board of Health.

"Campground" means any area, place, parcel, or tract of land, by whatever name called, on which three or more campsites are occupied or intended for occupancy, or facilities are established or maintained, wholly or in part, for the accommodation of camping units for periods of overnight or longer, whether the use of the campsites and facilities is granted gratuitously, or by rental fee, lease, or conditional sale, or by covenants, restrictions, and easements, including any travel trailer camp, recreation camp, family campground, camping resort, or camping community.

"Campground" does not mean a summer camp, migrant labor camp, or park for manufactured homes as defined in this section and in §§ [32.1-203](#) and [36-85.3](#), or a construction camp, storage area for unoccupied camping units, or property upon which the individual owner may choose to camp and not be prohibited or encumbered by covenants, restrictions, and conditions from providing his sanitary facilities within his property lines.

"Camping unit" means any device or vehicular type structure for use as temporary living quarters or shelter during periods of recreation, vacation, leisure time, or travel, including any tent, tent trailer, travel trailer, camping trailer, pickup camper, or motor home.

"Campsite" means any plot of ground within a campground used or intended for occupation by the camping unit.

"Certified food protection manager" means a person who has demonstrated proficiency in food safety issues, regulations, and techniques in maintaining a safe-food environment by passing a test and receiving a certification as part of a program that is accredited by the Board.

"Commissioner" means the State Health Commissioner.

"Department" means the State Department of Health.

"Hotel" means any place offering to the public for compensation transitory lodging or sleeping accommodations, overnight or otherwise, including facilities known by varying nomenclatures or designations as hotels, motels, travel lodges, tourist homes, or hostels.

"Person" means an individual, corporation, partnership, association, or any other legal entity.

"Restaurant" means:

1. Any place where food is prepared for service to the public on or off the premises, or any place

where food is served, including lunchrooms, short order places, cafeterias, coffee shops, cafes, taverns, delicatessens, dining accommodations of public or private clubs, kitchen facilities of hospitals and nursing homes, dining accommodations of public and private schools and institutions of higher education, and kitchen areas of local correctional facilities subject to standards adopted under § 53.1-68.

2. Any place or operation that prepares or stores food for distribution to persons of the same business operation or of a related business operation for service to the public, including operations preparing or storing food for catering services, push cart operations, hotdog stands, and other mobile points of service.

3. Mobile points of service to which food is distributed by a place or operation described in subdivision 2 unless the point of service and of consumption is in a private residence.

4. Any place or operation that prepares or stores food for distribution to child or adult day centers or schools, regardless of whether the receiving day center or school holds a restaurant license.

"Restaurant" does not include any place manufacturing packaged or canned foods that are distributed to grocery stores or other similar retailers for sale to the public.

"Summer camp" means any building, tent, or vehicle, or group of buildings, tents, or vehicles, if operated as one place or establishment, or any other place or establishment, public or private, together with the land and waters adjacent thereto, that is operated or used in this Commonwealth for the entertainment, education, recreation, religious instruction or activities, physical education, or health of persons under 18 years of age who are not related to the operator of such place or establishment by blood or marriage within the third degree of consanguinity or affinity, if 12 or more such persons at any one time are accommodated, gratuitously or for compensation, overnight and during any portion of more than two consecutive days.

Code 1950, §§ 35-1, 35-25, 35-43, 35-54; 1960, c. 186; 1964, c. 327; 1981, c. 468; 1995, c. 797; 2018, c. 450; 2019, c. 275; 2023, c. 342; 2024, cc. 37, 150.

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.



Code of Virginia  
Title 58.1. Taxation  
Subtitle III. Local Taxes  
Chapter 38. Miscellaneous Taxes  
Article 7.1. Food and Beverage Tax

## § 58.1-3833. County food and beverage tax

A. 1. Any county is hereby authorized to levy a tax on food and beverages sold, for human consumption, by a restaurant, as such term is defined in § 35.1-1, not to exceed six percent of the amount charged for such food and beverages. Such tax shall not be levied on food and beverages sold through vending machines or by (i) boardinghouses that do not accommodate transients; (ii) cafeterias operated by industrial plants for employees only; (iii) restaurants to their employees as part of their compensation when no charge is made to the employee; (iv) volunteer fire departments and volunteer emergency medical services agencies; nonprofit churches or other religious bodies; or educational, charitable, fraternal, or benevolent organizations the first three times per calendar year and, beginning with the fourth time, on the first \$100,000 of gross receipts per calendar year from sales of food and beverages (excluding gross receipts from the first three times), as a fundraising activity, the gross proceeds of which are to be used by such church, religious body or organization exclusively for nonprofit educational, charitable, benevolent, or religious purposes; (v) churches that serve meals for their members as a regular part of their religious observances; (vi) public or private elementary or secondary schools or institutions of higher education to their students or employees; (vii) hospitals, medical clinics, convalescent homes, nursing homes, or other extended care facilities to patients or residents thereof; (viii) day care centers; (ix) homes for aged or infirm individuals, individuals with disabilities, battered women, narcotic addicts, or alcoholics; (x) age-restricted apartment complexes or residences with restaurants, not open to the public, where meals are served and fees are charged for such food and beverages and are included in rental fees; or (xi) sellers at local farmers markets and roadside stands, when such sellers' annual income from such sales does not exceed \$2,500. For the exemption described in clause (xi), the sellers' annual income shall include income from sales at all local farmers markets and roadside stands, not just those sales occurring in the locality imposing the tax. Also, the tax shall not be levied on food and beverages: (a) when used or consumed and paid for by the Commonwealth, any political subdivision of the Commonwealth, or the United States; (b) provided by a public or private nonprofit charitable organization or establishment to elderly, infirm, or needy individuals or individuals with blindness or other disabilities in their homes, or at central locations; or (c) provided by private establishments that contract with the appropriate agency of the Commonwealth to offer food, food products, or beverages for immediate consumption at concession prices to elderly, infirm, or needy individuals or individuals with blindness or other disabilities in their homes or at central locations.

2. Grocery stores and convenience stores selling prepared foods ready for human consumption at a delicatessen counter shall be subject to the tax, for that portion of the grocery store or convenience store selling such items.

The term "beverage" as set forth herein means alcoholic beverages as defined in § 4.1-100 and nonalcoholic beverages served as part of a meal. The tax shall be in addition to the sales tax currently imposed by the county pursuant to the authority of Chapter 6 (§ 58.1-600 et seq.).

Collection of such tax shall be in a manner prescribed by the governing body.

B. Nothing herein contained shall affect any authority heretofore granted to any county, city, or town to levy a meals tax. The county tax limitations imposed pursuant to § 58.1-3711 shall apply to any tax levied under this section, mutatis mutandis. All food and beverage tax collections and all meals tax collections shall be deemed to be held in trust for the county, city, or town imposing the applicable tax. The wrongful and fraudulent use of such collections other than remittance of the same as provided by law shall constitute embezzlement pursuant to § 18.2-111.

C. Notwithstanding any other provision of this section, no locality shall levy any tax under this section upon (i) that portion of the amount paid by the purchaser as a discretionary gratuity in addition to the sales price; (ii) that portion of the amount paid by the purchaser as a mandatory gratuity or service charge added by the restaurant in addition to the sales price, but only to the extent that such mandatory gratuity or service charge does not exceed 20 percent of the sales price; or (iii) alcoholic beverages sold in factory sealed containers and purchased for off-premises consumption or food purchased for human consumption as "food" is defined in the Food Stamp Act of 1977, 7 U.S.C. § 2012, as amended, and federal regulations adopted pursuant to that act, except for the following items: sandwiches, salad bar items sold from a salad bar, prepackaged single-serving salads consisting primarily of an assortment of vegetables, and nonfactory sealed beverages.

1988, c. 847; 1989, c. 391; 1990, cc. 846, 862; 1992, c. 263; 1993, c. 866; 1999, c. 366; 2000, c. 626; 2001, c. 619; 2003, c. 792; 2004, c. 610; 2004, Sp. Sess. I, c. 3; 2005, c. 915; 2006, cc. 568, 602; 2009, c. 415; 2014, c. 673; 2015, cc. 502, 503; 2017, c. 833; 2018, cc. 450, 730; 2020, cc. 241, 1214, 1263; 2023, cc. 148, 149.

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

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

**TAB H**

<b>MEETING DATE:</b>	January 8, 2025				
<b>AGENDA TITLE:</b>	Zion Crossroads West Waterline Extension				
<b>MOTION(s):</b>	<p><b><u>Motion #1:</u></b> I move the Board of Supervisors (approve/deny/defer) to move forward with the Zion Crossroads West Waterline Extension project.</p> <p><b><u>Motion #2 (if Motion #1 approved):</u></b> I move the Board of Supervisors (approve/deny/defer) to fund the Zion Crossroads West Waterline Extension project from the following source:</p> <ul style="list-style-type: none"> <li>A. FY2024 Bipartisan Infrastructure Law (BIL) loan</li> <li>B. Virginia Resource Authority or another debt funding source</li> <li>C. Unassigned Fund Balance</li> </ul>				
<b>BOS WORKPLAN?</b>	Yes	No	If yes, list item(s):		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
<b>STAFF CONTACT(S):</b>	Eric Dahl, County Administrator				
<b>PRESENTER(S):</b>	Eric Dahl, County Administrator				
<b>RECOMMENDATION:</b>	N/A				
<b>TIMING:</b>	Time sensitive, to inform the Virginia Department of Health on the 2025 BIL Offer.				
<b>DISCUSSION:</b>	<p>In February 2020, the Virginia Department of Environmental Quality (DEQ) approached the County about extending the Zion Crossroads waterline on U.S. Route 250 1.1 miles west of where it currently terminates on Memory Lane, to properties contaminated by an old petroleum release. Four petroleum impacted properties currently have water treatment systems until a permanent solution is provided. In addition, two nearby properties are at risk of petroleum contamination. This project extension helps to provide a long-term water source to the affected residents of the County, eliminating the need for the water treatment systems and advances a future phase of the Zion Crossroads project earlier with the assistance of DEQ.</p> <p>The County has funding agreements with DEQ; the first is for Engineering Services, were DEQ will fund up to \$200,000, and the second is for Construction Services, were DEQ will fund up to \$800,000 and/or excess of remaining Engineering funds.</p> <p>The board approved a project agreement with Dewberry Engineers for \$149,769 which includes, but is not limited to, preliminary design; subsurface utility engineer; surveying; geotechnical engineering; environmental investigation and permitting; PRV design; final design. The final design is substantially complete, with some slight design modifications still needed.</p>				

The Board of Supervisors have deferred moving forward with the project for the last couple of fiscal years in anticipation of a possible grant to fund the project, which has not materialized.

ZXR West Waterline Extension	June 2020 Est.	Nov. 2021 Est.	Apr. 2022 Est.	Nov. 2022 Est.	Current Est.	Current Est. with Build America/ Buy America & Davis Bacon (10% inc.)
<b>Engineering Costs</b>						
Design, Survey, Geo-Tech., Environmental	\$ 130,000	\$ 149,769	\$ 149,769	\$ 149,769	\$ 149,769	\$ 183,443
Bidding, Construction Admin., Construction Insp.	\$ 70,000	\$ 100,000	\$ 125,000	\$ 125,000	\$ 100,000	\$ 110,000
Additional Design	\$ -	\$ -	\$ -	\$ -	\$ 19,450	\$ 19,450
<b>Legal Costs</b>						
Doc Prep (deeds, plats and title)	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 25,000	\$ 10,000
<b>Easement Acquisition Estimates</b>						
Easement valuation/appraisals and easement acq.	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 141,875	\$ 141,875
<b>Estimated Construction Cost</b>	\$ 1,200,000	\$ 1,816,000	\$ 2,336,000	\$ 2,503,000	\$ 2,597,000	\$ 2,856,700
<b>Contingency</b>	\$ -	\$ 181,600	\$ 233,600	\$ 250,300	\$ 259,700	\$ 285,670
<b>ESTIMATED TOTAL</b>	<b>\$ 1,510,000</b>	<b>\$ 2,357,369</b>	<b>\$ 2,954,369</b>	<b>\$ 3,138,069</b>	<b>\$ 3,292,794</b>	<b>\$ 3,607,138</b>
DEQ Funding	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Debt Proceeds	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
<b>FUNDING</b>	<b>\$ 1,500,000</b>	<b>\$ 1,500,000</b>	<b>\$ 1,500,000</b>	<b>\$ 1,500,000</b>	<b>\$ 1,500,000</b>	<b>\$ 1,500,000</b>
Loan Closing Fee					\$ 20,000	\$ 6,000
<b>ADDITIONAL FUNDING NEEDED</b>	<b>\$ 10,000</b>	<b>\$ 857,369</b>	<b>\$ 1,454,369</b>	<b>\$ 1,638,069</b>	<b>\$ 1,812,794</b>	<b>\$ 2,113,138</b>

	Current Est.	Current Est. BABA
Interest Rate	4.15%	2.90%
Term (yr)	20	20
Annual Debt Service	\$ 135,166	\$ 140,726
Total Principal and Interest Payments	\$ 2,703,326	\$ 2,814,522
Total Interest Payments	\$ 890,532	\$ 701,384

The next decision for the Zion Crossroads West Waterline Extension Project:

1. Continue to move forward with the project and determine the funding source
2. Defer or Cease moving forward with the project

If the Board decides to move forward with the project, how to fund it:

1. Accept the approved FY2025 Bipartisan Infrastructure Law (BIL) loan
  - a. Slightly higher estimated project costs (10%) due to Build America/Buy America and Davis Bacon requirements of the loan, 1% below market rates for 20 years (current interest rate around 2.90%) with an estimated annual debt service payment of \$140,726
2. Reject the BIL loan and fund through the Virginia Resource Authority or another source
  - a. There is no Build America/Buy America and Davis Bacon requirements, slightly lower costs, 4.15% current interest rate for 20 years with an annual estimated debt service payment of \$135,166
3. Reject the BIL loan and fund with Unassigned fund balance
  - a. There is no Build America/Buy America and Davis Bacon requirements, slightly lower costs, no debt service principal and interest payment, reducing unassigned fund balance and a reduction in interest income over 20 years.

If any debt options are selected, additional BOS approvals will be required.

**FISCAL IMPACT:**

**Project Funding Approvals To Date:**

- \$1,000,000 DEQ funding reimbursement
- \$200,000 engineering costs
  - \$800,000 construction costs

	\$500,000 (Debt) approved June 17, 2020 (issued August 2020)				
<b>POLICY IMPACT:</b>	None				
<b>LEGISLATIVE HISTORY:</b>	None				
<b>ENCLOSURES:</b>	<ul style="list-style-type: none"> <li>• Virginia Drinking Water State Revolving Fund 2025 BIL Offer</li> <li>• Project Costs Comparison</li> </ul>				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
		<b>X</b>			<b>X</b>

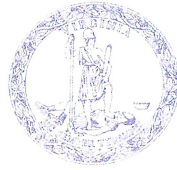


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<b>Easement Acquisition Estimates</b>						
Easement valuation/appraisals and easement acq.	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 141,875	\$ 141,875
<b>Estimated Construction Cost</b>	\$ 1,200,000	\$ 1,816,000	\$ 2,336,000	\$ 2,503,000	\$ 2,597,000	\$ 2,856,700
<b>Contingency</b>	\$ -	\$ 181,600	\$ 233,600	\$ 250,300	\$ 259,700	\$ 285,670
<b>ESTIMATED TOTAL</b>	<b>\$ 1,510,000</b>	<b>\$ 2,357,369</b>	<b>\$ 2,954,369</b>	<b>\$ 3,138,069</b>	<b>\$ 3,292,794</b>	<b>\$ 3,607,138</b>
DEQ Funding	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Debt Proceeds	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
<b>FUNDING</b>	<b>\$ 1,500,000</b>	<b>\$ 1,500,000</b>	<b>\$ 1,500,000</b>	<b>\$ 1,500,000</b>	<b>\$ 1,500,000</b>	<b>\$ 1,500,000</b>
Loan Closing Fee					\$ 20,000	\$ 6,000
<b>ADDITIONAL FUNDING NEEDED</b>	<b>\$ 10,000</b>	<b>\$ 857,369</b>	<b>\$ 1,454,369</b>	<b>\$ 1,638,069</b>	<b>\$ 1,812,794</b>	<b>\$ 2,113,138</b>

	Current Est.	Current Est. BABA
<b>Interest Rate</b>	<b>4.15%</b>	<b>2.90%</b>
<b>Term (yr)</b>	<b>20</b>	<b>20</b>
<b>Annual Debt Service</b>	<b>\$ 135,166</b>	<b>\$ 140,726</b>
<b>Total Principal and Interest Payments</b>	<b>\$ 2,703,326</b>	<b>\$ 2,814,522</b>
<b>Total Interest Payments</b>	<b>\$ 890,532</b>	<b>\$ 701,384</b>







## COMMONWEALTH of VIRGINIA

Department of Health  
P O BOX 2448  
RICHMOND, VA 23218

TTY 7-1-1 OR  
1-800-828-1120

Karen Shelton, MD  
State Health Commissioner

R. Christopher Lindsay  
Chief Operating Officer

December 12, 2024

Subject: Fluvanna County  
Water – Fluvanna County  
Zion Crossroads West Waterline Extension  
BIL-019S-25

Mr. Eric Dahl, County Administrator  
Fluvanna County  
P.O. Box 540  
Palmyra, Virginia 22963

Re: Virginia Drinking Water State Revolving Fund  
FY 2025 Bipartisan Infrastructure Law (BIL)/Financial Assistance  
BIL Initial Offer

Dear Mr. Dahl:

The Virginia Department of Health (VDH) has completed a preliminary review of your application for drinking water construction funds. The determination of the funding package is shown below; however, this determination and your inclusion in VDH's Intended Use Plan is contingent on the availability of federal and state funding as well as the conditions below.

Based on the information provided, VDH determined the total DWSRF funding package for your project is estimated to be **\$2,113,138**. The final loan amount will be set at loan closing. The funding package was determined using information provided in your loan application.

The funding package consists of a **100% loan at 1.0% below market rates for 20 years** (or the design life of the project, whichever is less). The interest rate on the loan will be set at 1.0% below the 20-year market rate in the month before loan closing, and the interest rate shall not be less than 1.0%. **Recently, the 20-year market rate less 1.0% program subsidy has varied between 2.35% and 3.15%.**

Your project may be eligible for an additional interest rate reduction of **0.25%** under our Expedited Closing Program (not to drop below a 1.0% interest rate). To qualify for the Expedited Closing Program VDH requires your loan closing be completed within 12 months of our original award letter. If this funding offer is accepted, then you will receive an award letter after this. If you will participate in this special program, please indicate your plans for complying in your response letter.

Mr. Eric Dahl, County Administrator  
 December 12, 2024  
 Page 2

This offer requires a commitment to evaluate revenues and adjust rates as necessary to ensure revenue growth that factors in increases (e.g., operational costs, inflation, etc.), other costs (e.g., asset/equipment replacements, technology upgrades, capital improvements, etc.), and takes into account other potential revenue reductions (e.g., future regulations, reductions from water conservation, etc.). VDH urges waterworks owners to establish and fund a capital reserve fund that adequately supports capital improvements and asset replacements.

The financial information submitted indicates the owner may need to adjust water rates; having adequate financial resources is crucial to maintaining a successful and sustainable waterworks. Furthermore, VDH recommends waterworks owners implement a revenue growth model that includes automatic annual rate adjustments that exceed inflation. VDH recommends waterworks self-evaluate their financial position using the attached ***Building Financial Sustainability/Financial Health Indicators*** to ensure they are able to provide for financial sustainability. **You should begin to prepare your latest audited financial statement (fiscal year 2024) to avoid any delays in credit review and loan closing.**

VDH recommends all waterworks maintain updated Waterworks Business Operation Plans (WBOP), Asset Management Plans (AMP), and/or Capital Improvement Plans. As part of the Technical, Managerial, and Financial (TMF) Capacity Review, ODW Capacity Development requires an AMP and WBOP. Please coordinate with Capacity Development on the AMP, WBOP, and for questions on the TMF review. These questions can be directed to Denise Houchins, Capacity Development Sustainability Coordinator, by phone at (804) 297-5131 or by email at [Denise.Houchins@vdh.virginia.gov](mailto:Denise.Houchins@vdh.virginia.gov). Mr. Jarrett Talley, Capacity Development Supervisor, is also available to answer questions on the TMF review and he can be reached by phone at (804) 317-0140 or by email at [Jarrett.Talley@vdh.virginia.gov](mailto:Jarrett.Talley@vdh.virginia.gov).

Currently, the federal Drinking Water State Revolving Fund (DWSRF) appropriation and final requirements have not yet been finalized. However, all recipients should expect to comply with American Iron and Steel (AIS) requirements or Build America/Buy America Act (which includes AIS requirements), Davis Bacon Prevailing Wage, and other provisions as required.

The funding package and loan closing are conditioned on and are subject to change based on (but not limited to) the following:

- (1) The availability of federal and state match funds to support the DWSRF Program,
- (2) New restrictions/conditions that the EPA or VDH may require in the use of the SRF funds or for participation in the Program,
- (3) Changes to the purpose, benefit, or scope of the project from the Preliminary Engineering Report (PER) or the DWSRF Application; or if the VDH-ODW Field Office does not concur with the project purpose, benefit, or scope,
- (4) Owner complying with the DWSRF Program requirements, and owner's progress to a timely closing according to a pre-negotiated schedule, or delays/changes in project readiness to proceed,
- (5) Owner's history of activities with the ODW/DWSRF Program (i.e., late or non-payments or non-compliance),
- (6) Owner obtaining user agreements from future water users in the project area, (if applicable)
- (7) The financial estimates provided in your loan application changing,
- (8) Owner's ability to secure the loan. All loan offers will require an acceptable credit review by the Virginia Resources Authority,
- (9) Owner soliciting other lenders for parity on this new debt,

Mr. Eric Dahl, County Administrator  
December 12, 2024  
Page 3

- (10) Owner being debarred or suspended from applying for state or federal funds,
- (11) Waterworks maintaining compliance with the Virginia *Waterworks Regulations* and other applicable state/federal laws, regulations, policies, and procedures, and
- (12) EPA mandates that all program assistance recipients demonstrate full technical, financial, and managerial capacity in order to receive funds. VDH may place special requirements on recipients in order to ensure capacity requirements are met prior to loan closing.

An acceptance of this funding offer reflects a commitment on your part to these requirements. VDH reserves the right to by-pass any project that has not executed financial agreements within 12 months from the date of VDH's original award letter.

**Please notify me in writing as soon as possible but no later than January 13, 2025, at the address above of your acceptance of this initial funding package offer or any concerns and additional factors that should be considered.** Failure to notify me can be deemed as your withdrawal from this program. Please use the above referenced project number and name on all correspondence. If necessary, I can be contacted by phone at (804) 584-0413 or by email at [Anthony.Hess@vdh.virginia.gov](mailto:Anthony.Hess@vdh.virginia.gov).

Sincerely,

  
Anthony Hess (Dec 12, 2024 18:25 EST)

Anthony Hess, Director  
Division of Financial, Construction & Assistance Programs

cc: Jarrett Talley, Capacity Development Supervisor – Training, Capacity Development and Outreach  
Keith Kornegay, P.E., FCAP Project Team Leader, Lexington Field Office  
Steve Kvech, P.E., ODW Field Director, Lexington Field Office  
Joe Bergeron, VRA, Director of Financial Services and Investments

**VDH OFFICE OF DRINKING WATER**  
**FINANCIAL AND CONSTRUCTION ASSISTANCE PROGRAMS (FCAP)**

**Building Financial Sustainability/Financial Health Indicators**

Having adequate financial capacity and an acceptable credit review is a Program requirement for revolving fund loan projects. Listed below are some financial indicators that may be evaluated during a review by VDH or by the Virginia Resources Authority (VRA). Reviews are not limited to the factors listed below and may include other factors.

**Revenue Pledge Factors:** *(User fees pledged for loan repayment)*

1. **Debt Service Coverage Ratio:** Net Revenue (revenue – O&M) available for debt service divided by applicable debt service. Evaluated using the first two fiscal years after project completion.
  - Poor                      Less than 1.15x
  - Adequate                From 1.15x to 1.5x
  - Strong                    Greater than 1.5x
  
2. **Days Cash on Hand:** Amount of total available unrestricted liquid reserves divided by daily operating expenditure requirements.
  - Poor                      Less than 60 days
  - Adequate                From 60 to 120 days
  - Strong                    Greater than 120 days
  
3. **Operating Ratio:** Total operating income plus operating reserves divided by total operating costs (not including debt)
  - Poor                      Less than 1.1
  - Adequate                From 1.1 to 3.0,    Small systems (1.25 to 3.0), Medium and large (1.1 to 2.0)
  - Strong                    Greater than 3.0    Small systems (3.0), Medium and large (2.0)

**General Obligation Factors:**<sup>1</sup> *(Locality pledges its full faith and credit, backed by taxing power)*

4. **State Aid (if applicable):** Available state aid divided by applicable debt service.
  - Poor                      Less than 1.0x
  - Adequate                From 1.0x to 1.5x
  - Strong                    Greater than 1.5x
  
5. **Debt Service vs. Expenditures:** Debt service compared to the total operating budget.
  - Poor                      Greater than 15%
  - Adequate                From 10% to 15%
  - Strong                    Less than 10%

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<sup>1</sup> Evaluate the debt, revenues, and expenses of the entire entity and not just the waterworks enterprise fund

6. **Unassigned Fund Balance:** Unassigned fund balance vs. total revenue.

- Poor                      Less than 5%
- Adequate                From 5% to 10%
- Strong                    Greater than 10%

7. **Debt Payout Ratio:** Measurement of how much debt is paid off in ten years.

- Poor                      Less than 50%
- Adequate                From 50% to 60%
- Strong                    Greater than 60%

8. **Total Debt vs. Total Valuation:**

- Poor                      Greater than 6%
- Adequate                From 2% to 6%
- Strong                    Less than 2%

**Other Factors:**

9. **Affordability Index Target:** Annual residential bill divided by Annual Median Household Income (MHI).

- 1% for average gallons per month\*
- 2% for 5,000 gallons per month

\* Use the rate structure (in-town, if applicable) for residential customers and apply it to the average monthly residential water usage to derive the average monthly user rate for evaluation under the DWSRF Program. The average monthly residential water usage is to be based on residential water meter data. Waterworks are expected to meet or exceed the target rate criteria at the time of project completion.

**Other considerations:**

Experience has shown that fairly structured utility rates that implement gradual rate increases annually have been the most acceptable to the ratepayers and most effective in keeping revenue at pace with costs. VDH recommends waterworks implement a revenue growth model that factors in increases (e.g., operational costs, inflation, etc.), other costs (e.g., asset/equipment replacements, technology upgrades, capital improvements, etc.), and takes into account other potential revenue reductions (e.g., future regulations, reductions from water conservation, etc.).

VDH recommends waterworks establish and fund a capital reserve fund that adequately supports capital improvements and asset replacements.

VDH reserves the right to require an implementation schedule acceptable to VDH for those waterworks that may need additional time for implementation of significant rate increases.






# OCR Document

Final Audit Report

2024-12-12

Created:	2024-12-12
By:	Anthony Hess (anthony.hess@vdh.virginia.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA93E-5BifxWzTijJy4V6qVimZJTYjtSHb

## "OCR Document" History

-  Document created by Anthony Hess (anthony.hess@vdh.virginia.gov)  
2024-12-12 - 11:24:46 PM GMT
-  Document emailed to Anthony Hess (anthony.hess@vdh.virginia.gov) for signature  
2024-12-12 - 11:24:51 PM GMT
-  Email viewed by Anthony Hess (anthony.hess@vdh.virginia.gov)  
2024-12-12 - 11:25:06 PM GMT
-  Document e-signed by Anthony Hess (anthony.hess@vdh.virginia.gov)  
Signature Date: 2024-12-12 - 11:25:23 PM GMT - Time Source: server
-  Agreement completed.  
2024-12-12 - 11:25:23 PM GMT

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

**TAB I**

<b>MEETING DATE:</b>	January 8, 2025				
<b>AGENDA TITLE:</b>	Adoption of the Fluvanna County Board of Supervisors December 18, 2024 Meeting Minutes.				
<b>MOTION(s):</b>	<b>I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting on Wednesday December 18, 2024, 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 December 18, 2024.				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
					<b>X</b>





**FLUVANNA COUNTY BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES  
Circuit Courtroom, Fluvanna Courts Building  
72 Main Street, Palmyra, VA 22963  
December 18, 2024  
Budget Work Session 5:00pm  
Regular Meeting 6:00pm**

**MEMBERS PRESENT:** Chris Fairchild, Cunningham District, Chair  
Mike Goad, Fork Union District  
Timothy M. Hodge, Palmyra District  
Tony O’Brien, Rivanna District (*entered meeting at 5:18pm*)

**ABSENT:** John M. (Mike) Sheridan, Columbia District, Vice Chair

**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 5:00pm, Chair Fairchild called to order the Budget Work Session of December 18, 2024. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

**FY26 NON-PROFIT BUDGET PRESENTATIONS**

- LAJC - Legal Aid Justice Center (*could not attend*)
- TJPDC - Thomas Jefferson Planning District Commission
- MACAA - Monticello Area Community Action Agency
- CVPED - Central Virginia Partnership for Economic Development
- PVCC - Piedmont Virginia Community College

**RECESS FOR DINNER AND CLOSED SESSION**

**14 - CLOSED MEETING**

<b>MOTION:</b>	At 5:39pm, move the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.1, A.5, A.6 & A.8 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel – Employees of the Department of Emergency Services; County Administrator performance evaluation; Prospective Industry – Prospective business update in the Palmyra and Columbia Districts; Investment of Funds – Shared septic and drain field easement for a county-owned property; county utility easement in the Columbia District; Legal Matters – contract user grants under the water and sewer ordinance in Zion Crossroads.				
<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>				

<b>MOTION:</b>	At 6:06 pm, move Closed Meeting be adjourned and the Fluvanna County Board of Supervisors convene again in open session and “BE IT RESOLVED, the Board of Supervisors does hereby certify to the best of each member’s knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711-A of the Code of Virginia, 1950, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting.”				
<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>				

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

At 6:11pm, Chair Fairchild called to order the Regular Meeting of December 18, 2024. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

Board of Supervisors Minutes  
**3 - ADOPTION OF AGENDA**

<b>MOTION:</b>	Accept the Agenda, for the December 18, 2024 Regular Meeting of the Board of Supervisors, as presented.				
<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

- Megan Morris, Commissioner of the Revenue, Deputy III, Started December 9th

New Power to Butterfly Garden Greenhouse

- Power was completed to the Butterfly Garden greenhouse on December 3, 2024.
- Power was requested by the Master Gardeners whom manage the Butterfly Garden so they can grow their own plants from seeds instead of buying them from garden centers. Solar power, both panels and wind turbine, were tried first but didn't provide enough energy to keep the moisture out of the greenhouse.
- The Master Gardeners plan to use the greenhouse as a demonstration on how to grow plants inside and transplant outdoors. The greenhouse is also open to the public for viewing daily.
- The Master Gardeners were given a \$1,000 donation from Tenaska that was deposited into the County Parks and Recreation's donation funds to help pay for the installation.
- This will also allow for power to the Community Garden as well as other possible future uses in that area.

The Fire Departments partnered with Social Services on their Share the Warmth Drive.

- They collected new or gently used coats, blankets and gloves.
- More than 25 large bags and boxes of winter items were delivered to our office.
- The items will be distributed this week to families, children and seniors served by the Social Services Christmas program.
- Social Services extends a huge thank you to the Fire Departments for their collaboration and for their support of our community; and for the generosity of everyone who contributed.

Virginia Tourism Corporation Announces Grant Funding for Fluvanna County Tourism

- Fluvanna County received \$5,000 from VTC's Microbusiness Marketing Leverage Grant Program. These funds will be used to build on the success of the Find Fluvanna campaign and promote Fluvanna County as a destination to visit in Spring 2025.

Spotlight on Business

- Congratulations to Edgewood Apiaries who recently won second place at the VA FAIRS Bull Pen pitch competition on December 3<sup>rd</sup>, winning \$5,000.
- Finalists showcased their innovative ideas that enhance agricultural and forestry labor and sustainability; food safety; rural health; or supply chain resilience.
- Edgewood Apiaries also received \$2,500 as a competition finalist.

**Next BOS Meetings**

Day	Date	Time	Purpose	Location
Wed	Jan 8	5:00 PM	Organizational/Regular Meeting	Circuit Court
Wed	Jan 8	7:00 PM	Budget Work Session – Nonprofit Presentations	Morris Room
Wed	Jan 22	5:00 PM	Budget Work Session – Nonprofit Presentations	Morris Room
Wed	Jan 22	6:00 PM	Regular Meeting	Circuit Court

- *The Board amended the agenda to include the COAD Report and the first Public Comments.*

<b>MOTION:</b>	Accept the Agenda, for the December 18, 2024 Regular 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>				

Board of Supervisors Minutes

**5 - PUBLIC COMMENTS #1**

At 6:17pm, Chair Fairchild opened the first round of Public Comments. With no one wishing to speak, Chair Fairchild closed the first round of Public Comments at 6:17pm.

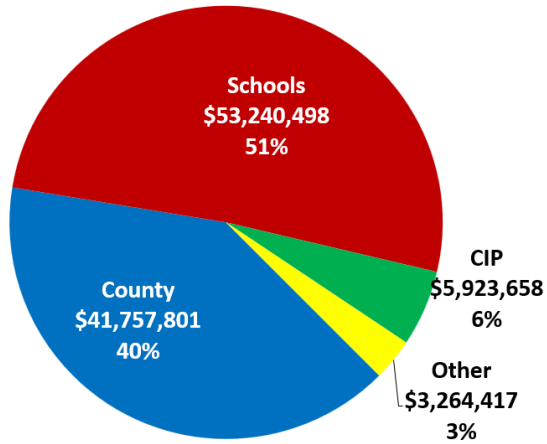
**6 – BOARDS AND COMMISSIONS**

None.

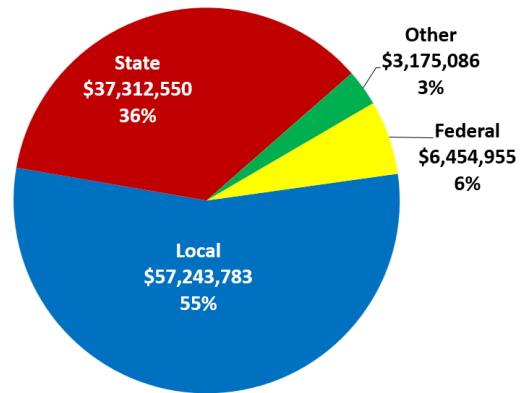
**7 – PRESENTATIONS**

FY24 Annual Comprehensive Financial Report (ACFR) – Tori Melton, Director of Finance & David Foley, Robinson, Farmer, Cox Associates

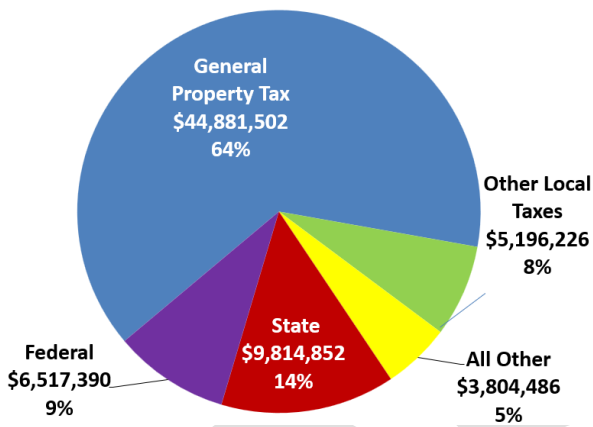
Total Expenditures - Budget



Total Revenues - Budget



FY24 General Fund Revenues



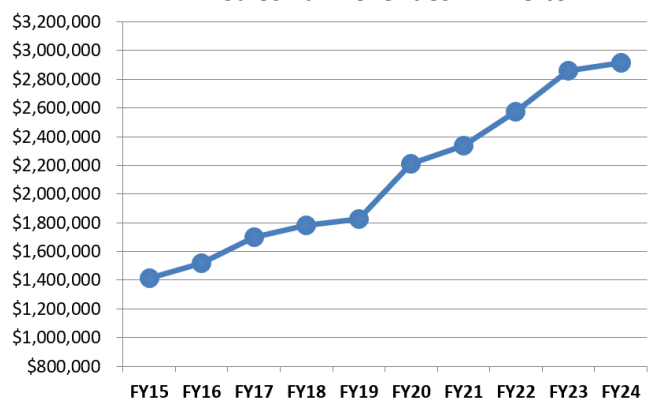
FY24 General Fund Revenues

	A	B	C	D	E	F
Revenue Source	FY23 Actual	FY24 Amended Budget	FY24 Actual	Over/(Under) Budget	FY23 to FY24 Inc/Dec	
General Property Taxes	\$41,890,987	\$43,989,909	\$44,881,502	\$891,593	7.14%	
Other local taxes	5,257,571	4,992,680	5,196,226	\$203,546	-1.17%	
Permits and fees	410,101	434,925	278,454	(\$156,471)	-32.10%	
Fines and forfeitures	56,019	40,800	44,386	\$3,586	-20.77%	
Use of money	933,377	190,000	1,574,694	\$1,384,694	68.71%	
Charges for services	1,052,853	1,059,920	1,284,953	\$225,033	22.04%	
Miscellaneous	327,495	74,447	283,692	\$209,245	-13.38%	
Recovered Cost	445,232	338,280	338,307	\$27	-24.02%	
Commonwealth	8,794,385	10,033,592	9,814,852	(\$218,740)	11.60%	
Federal	2,363,396	2,332,896	6,517,390	\$4,184,494	175.76%	
<b>Total</b>	<b>\$61,531,416</b>	<b>\$63,487,449</b>	<b>\$70,214,456</b>	<b>\$6,727,007</b>	<b>14.11%</b>	

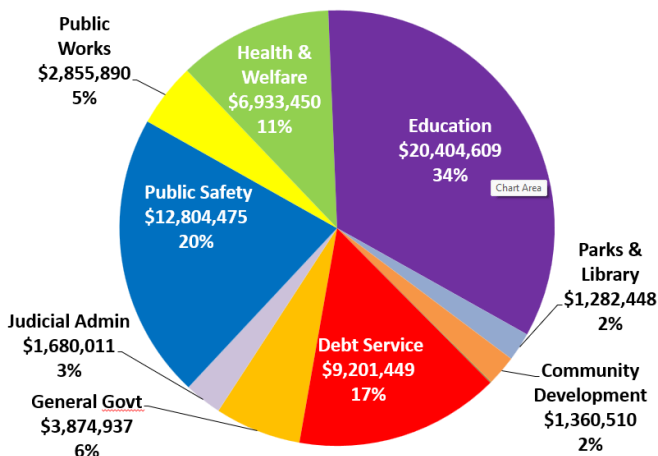
FY24 Top 4 Local Revenues

	A	B	C	D	E	F	G	H
Revenue Source	FY19	FY20	FY21	FY22	FY23	FY24	FY23 to FY24 Inc/Dec	
Real Estate Taxes	\$23,789,823	\$24,432,282	\$24,813,669	\$25,303,021	\$27,068,698	\$28,708,083	6.1%	
Personal Property Taxes	6,963,184	7,297,986	7,897,774	8,599,090	10,657,073	10,985,179	3.1%	
Public Service Corporation	5,143,581	5,483,117	4,242,195	4,518,233	3,517,709	4,453,895	26.6%	
Local Sales Taxes	1,826,331	2,208,895	2,336,399	2,571,149	2,858,762	2,916,857	2.0%	

Sales Tax Revenues – FY15 to FY24



FY24 General Fund Expenditures



Board of Supervisors Minutes  
FY24 General Fund Expenditures

December 18, 2024  
FY24 General Fund Results

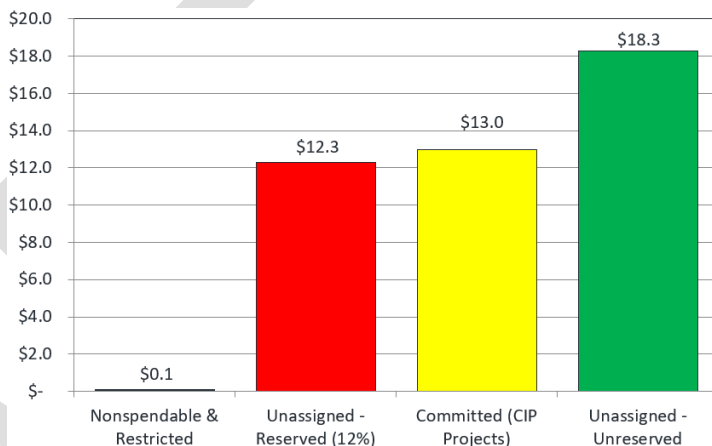
A	B	C	D	E	F
Expenditure	FY23 Actual	FY24 Amended Budget	FY24 Actual	Over/(Under) Budget	FY23 to FY24 Inc/Dec
General Govt	\$3,429,382	\$4,034,129	\$3,874,937	(\$159,192)	12.99%
Judicial Admin	1,628,228	2,071,294	1,680,011	(\$391,283)	3.18%
Public Safety	10,586,669	13,292,582	12,804,475	(\$488,107)	20.95%
Public Works	2,751,107	3,201,304	2,855,890	(\$345,414)	3.81%
Health & Welfare	6,663,796	9,365,164	6,933,450	(\$2,431,714)	4.05%
Education	17,725,626	21,935,252	20,404,609	(\$1,530,643)	15.11%
Parks, Rec. & Library	1,116,154	1,338,988	1,282,448	(\$56,540)	14.90%
Comm. Development	782,463	1,506,839	1,360,510	(\$146,329)	73.88%
Non-departmental	48,550	212,876	39,045	(\$173,831)	-19.58%
Debt Service	9,212,778	10,050,599	9,201,449	(\$849,150)	-0.12%
<b>Total</b>	<b>\$53,944,753</b>	<b>\$67,009,027</b>	<b>\$60,436,824</b>	<b>(\$6,572,203)</b>	<b>12.03%</b>

Year Ended June 30, 2024	
Revenue	\$ 70,214,456
Expenditures	(60,436,824)
Excess of revenues over expenditures	9,777,632
Transfers out (CIP, ZXR and Sewer)	(4,161,577)
Change in fund balance	5,616,055
Fund balance beginning of year	38,038,970
<b>Fund balance at end of year</b>	<b>\$ 43,655,025</b>

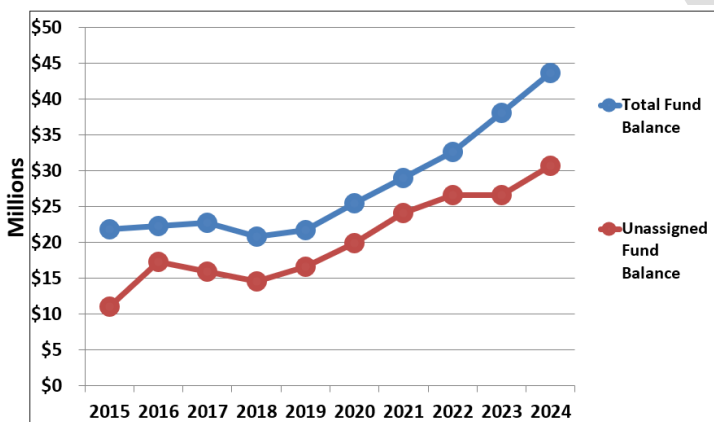
General Fund Balance June 30, 2024

As of June 30, 2024	
Nonspendable (e.g., Leases)	\$4,370
Restricted (e.g., FUSD Debt Reserve)	\$71,882
Committed (e.g., CIP Projects)	\$12,998,520
Unassigned	\$30,580,253
<b>Total</b>	<b>\$43,655,025</b>
<b>Unassigned Fund Balance Target per Policy</b>	<b>\$12,268,030</b>
<b>Excess Above Target</b>	<b>\$18,312,223</b>

General Fund Balance (\$43.6M)  
- as of June 30, 2024



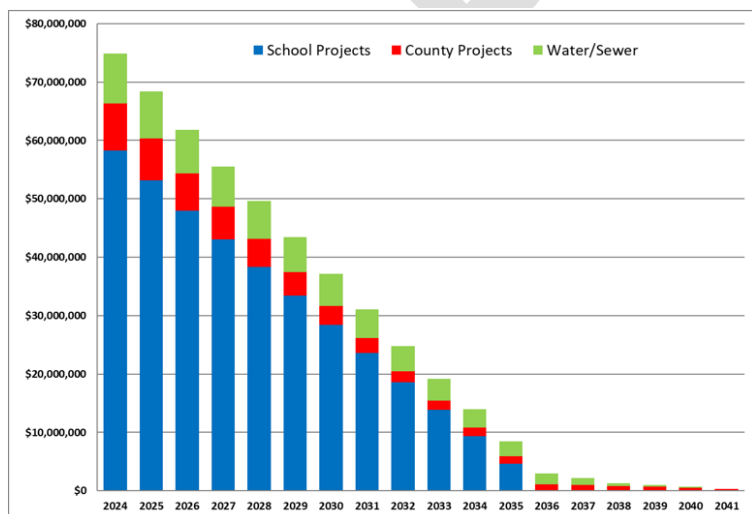
General Fund Balance - FY15 to FY24



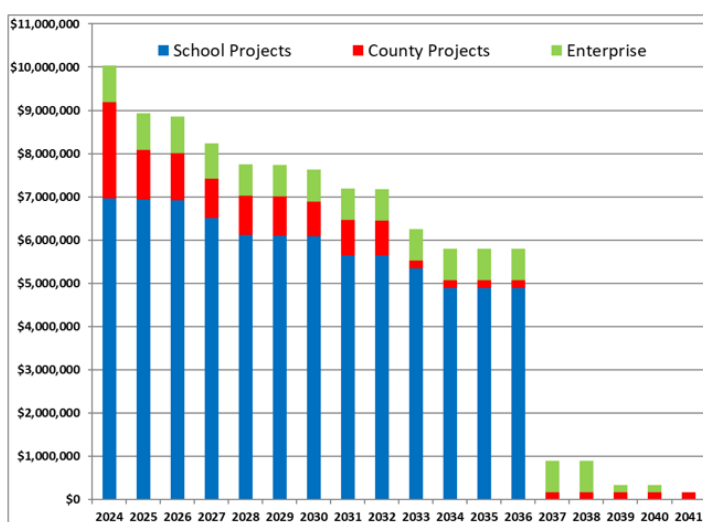
Debt & Capital Leases - June 30, 2024

A	B	C	D
Outstanding Debt	2023	2024	FY23 to FY24 Inc/Dec
General Obligation Bonds	\$61,331,511	\$57,039,383	-7%
State Moral Obligation Bonds	630,000	410,000	-35%
Qualified Energy Conservation Bond	4,997,952	4,496,950	-10%
Capital Leases/Notes Payable	6,135,212	4,357,311	-29%
Water/Sewer Bonds	9,047,249	8,545,153	-6%
<b>Total</b>	<b>\$82,141,924</b>	<b>\$74,848,797</b>	<b>-9%</b>

Total Debt (at end of FY24)



Annual Debt Service (at end of FY24)



Board of Supervisors Minutes

*Children's Services Act Semi-Annual Report* – Bryan Moeller, CSA Program Manager

Mr. Moeller presented a mid-year update of the Children's Services Act program including FY24 Purchase of Services and Total Expenditures, CSA Expenditure History, CSA Expenditures by Month, per capita spending in the region, and the need for funding increases.

*EMS Cost Recovery Program* – Eric Dahl, County Administrator

Discussion

- Staff is seeking guidance on the EMS Cost Recovery Program. The Finance Department has received questions from volunteers for having to provide health insurance information due to the language on Form 1.3 - Ambulance Fee Waiver Request. This created a deeper analysis of the EMS Cost Recovery Program policies, as well as on the Form 1.3 - Ambulance Fee Waiver Request.
- Of particular focus in the EMS Cost Recovery Program is Section 1.3.6. - Policy, Subsection E.:  
*E. Fire, rescue, and law enforcement personnel volunteering in or employed by Fluvanna County will not be billed for any charges not covered by insurance incurred in the performance of their duties.*
- A discrepancy was identified between the Program policy section identified above and on Form 1.3 - Ambulance Fee Waiver Request. On the form under Section A. – Patient Information, there is a section that states:  
*Household member who is Fire, Rescue, or Law Enforcement person currently volunteering in or employed by Fluvanna County? (Name: \_\_\_\_\_).*
- Depending if the person answers “Yes or No” to this question, the form states to skip Section B – Financial Information.
  - Additionally, this section of the form creates interpretation discrepancy as well:
    - Is this only applicable for the “Household member who is Fire, Rescue, or Law Enforcement person currently volunteering in or employed by Fluvanna County”? Does this mean a volunteer or paid employee who is Fire, Rescue, or Law Enforcement person and those that live in the household are eligible?
    - Is this only applicable for the “Household member who is Fire, Rescue, or Law Enforcement person currently volunteering in or employed by Fluvanna County”? Does this mean Fire, Rescue, or Law Enforcement person currently volunteering in or someone employed by the County is also eligible (not being Fire, Rescue, or Law Enforcement)?
    - Should the waiver be eligible to others in the household besides the volunteer or someone employed by the County?
    - Additionally, the policy itself under Section 1.3.6. - Policy, Subsection E. is worded so it only applies to “Fire, rescue, and law enforcement personnel volunteering in or employed by Fluvanna County will not be billed for any charges not covered by insurance incurred in the performance of their duties”?
  - After speaking with the County Attorney, at minimum, language changes are needed either on the Form 1.3 - Ambulance Fee Waiver Request and/or to the EMS Cost Recovery Program as well.

Recommendations

- Clarify language under EMS Cost Recovery Program in Section 1.3.6. - Policy, Subsection E.:
  - E. Fire, rescue, and law enforcement personnel volunteering in or employed by Fluvanna County will not be billed for any charges not covered by insurance. incurred in the performance of their duties.
- Clarify language under EMS Cost Recovery Program in Section 1.3.6. - Policy, Subsection E.:
  - E. Fire, rescue, and law enforcement personnel volunteering in or paid by Fluvanna County or employed by employees of Fluvanna County will not be billed for any charges not covered by insurance. incurred in the performance of their duties.
- Clarify language on Form 1.3 – Ambulance Fee Waiver Request to make it a requirement that a Fire, Rescue, or Law Enforcement person currently volunteering in or paid by Fluvanna County or employees of Fluvanna County provide Section B. – FINANCIAL INFORMATION, to include health insurance.
  - The difference between the ambulance bill total and what health insurance covers could then be eligible for the ambulance fee waiver.
- The current Form 1.3 – Ambulance Fee Waiver Request mentions “Household member who is Fire, Rescue, or Law Enforcement person currently volunteering in or employed by Fluvanna County”.
  - Are members of the household also eligible? Staff’s recommendation is yes, but a definition of household should be included.
  - A definition could be that it applies only to “spouse and children”.
  - Does it apply to children up to age 26, the legal age for coverage under their parent’s health insurance?
  - Do the children need to live in the household?

**9 - PUBLIC HEARING**

ZTA 24:06 – Amendments to the Fluvanna County Zoning Ordinances, amending §22-22-1, to include crematoriums and pet crematoriums in the definition of “Funeral home” and to include animal training in the definition of “Commercial kennel.” – Todd Fortune, Director of Planning & Dan Whitten, County Attorney

Board of Supervisors Minutes

- This proposed ZTA would amend the Fluvanna County Zoning Ordinance by amending §22-22-1, to include crematoriums and pet crematoriums in the definition of “Funeral home” and to include animal training in the definition of “Commercial kennel.”
- These amendments clarify that:
  - 1. Cremation of both human and pet remains is a permitted activity at funeral homes; and
  - 2. Animal training is a permitted activity at commercial kennels.
  - The Planning Commission held a public hearing on November 12, 2024 to consider the proposed ZTA. The Commission voted 5-0 to recommend approval.

At 7:15pm, Chair Fairchild opened the Public Hearing. With no one wishing to speak, Chair Fairchild closed the Public Hearing at 7:15pm.

<b>MOTION:</b>	Approve ZTA 24:06, an ordinance to amend and reordain “The Code of the County of Fluvanna, Virginia” by amending §22-22-1, to include crematoriums and pet crematoriums in the definition of “Funeral home” and to include animal training in the definition of “Commercial kennel.”				
<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>				

ZTA 24:07 – Amendments to the Fluvanna County Zoning Ordinances, amending §§15-4-1 and 22-26-7 to clarify the requirements of the phrase “shielded and screened from view.” – Todd Fortune, Director of Planning & Dan Whitten, County Attorney

- This proposed ZTA would amend the Fluvanna County Zoning Ordinance by amending §§15-4-1 and 22-26-7 to clarify the requirements of the phrase “shielded and screened from view.”
- These amendments clarify that the requirement that inoperable vehicles be “shielded or screened from view” can be met by:
  - 1. placing the vehicle within a fully enclosed building or structure;
  - 2. placing the vehicle within an area completely enclosed either by a solid, rigid, opaque fence composed of standard fencing materials or by a landscaped arrangement of non-deciduous trees, sufficient in height, spacing, density and circumference to eliminate visibility of the vehicle;
  - 3. covering the vehicle with a tarpaulin or other vehicle cover.
- The Planning Commission held a public hearing on November 12, 2024 to consider the proposed ZTA. The Commission voted 5-0 to recommend approval.

At 7:18pm, Chair Fairchild opened the Public Hearing. With no one wishing to speak, Chair Fairchild closed the Public Hearing at 7:18pm.

<b>MOTION:</b>	Approved authorization to advertise for a public hearing on January 22, 2025 in reference to ZTA 24:07, an ordinance to amend and reordain “The Code of the County of Fluvanna, Virginia” by amending §§15-4-1 and 22-26-7 to clarify the requirements of the phrase “shielded or screened from view” can be met by: 1) placing the vehicle within a fully enclosed building or structure; 2) placing the vehicle within an area completely enclosed either by a solid, rigid, opaque fence composed of standard fencing materials or by a landscaped arrangement of nondeciduous trees, sufficient in height, spacing, density and circumference to eliminate visibility of the vehicle.				
<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>				

<b>MOTION:</b>	Amend previous motion to include fitted car covers.				
<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>				

Sign Regulation Discussion – Todd Fortune, Director of Planning & Dan Whitten, County Attorney

Staff is seeking guidance on enforcement of the sign ordinance.

Of particular focus is Sec. 22-15-2. - General provisions, Paragraph 2:

*Any temporary exempt sign, defined in Section 22-22-1 of this Code, shall be posted a reasonable time before prior to and shall be removed a reasonable time after, but in no event greater than ten days after the event, election, production, group, occurrence, speaker, program or seasonal activity to which the temporary sign refers.*

Signs are continuing to appear around the County; in response to increased removal of signs in the VDOT right-of-way, County staff has noticed these same, or similar, signs appearing on private property just outside of the VDOT right-of-way. Resident concerns regarding business, as well as election signs has prompted staff to seek additional guidance on sign regulation enforcement.

- After some discussion, the Board decided not to take any action on the subject.

*Code Enforcement Update* – Todd Fortune, Director of Planning

- **An update regarding Code Enforcement activities and process.**
- To date, staff have investigated 13 Code Compliance cases since January 1, 2024.
- In October 2024, staff finalized an online form for citizens to report concerns related to possible code violations: <https://www.fluvannacounty.org/planning/webform/report-concern>
  - The form is now live.
  - The person submitting the form has the option to remain anonymous.
- Anyone who wishes to report a concern has three options:
  - Complete the form online.
  - Stop by the Planning and Zoning Office in person (staff will assist them in completing the form).
  - Contact the Planning and Zoning office by phone (staff will assist them in completing the form).
- **Staff request guidance on the following issues:**
  - Code enforcement investigations: Complaint-driven or proactive enforcement?
  - No definition of Code Enforcement Officer in the County Code.
    - Code currently stipulates complaints are to be handled by Zoning Administrator.
    - Designation of authority to Code Enforcement Officer.
  - Documentation of all complaints.
    - Online form (Report a Concern).

*After some discussion, the Board asked staff to bring back a more formal enforcement definition, and allow staff to file complaints.*

**8 - ACTION MATTERS**

FY24 to FY25 Carryover Request – Theresa McAllister, Management Analyst

**Per Fluvanna County Financial Policies - Budget 3.1.10 Reappropriation of Balances (Carryovers):  
Had budget authority in FY24**

1. Initiative/Project was started in FY24, but was not able to be completed.
  - a. **Meets existing policy.**
2. Initiative/project not started in FY24 due to circumstances.
  - a. **Meets existing policy.**

**No budget authority in FY24**

1. Requesting carryover of FY24 remaining funds to cover certain one-time special or capital projects that are not already approved/funded.
  - a. **Does not meet existing policy.**
2. Requesting carryover of FY24 remaining funds for unanticipated operating expenses not included in the FY25 budget
  - a. i.e., Not funded in FY25, but request/need has been identified; asking for unexpended FY24 dollars to cover that request/need (rather than wait until FY26 budget).
  - b. **Does not meet existing policy.**

MOTION:	Approve the following carryover requests of FY24 unexpended budget lines from the listed departments to the FY25 Department Budget lines as specified and in the amounts listed:																			
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Item</th> <th style="width: 20%;">Department</th> <th style="width: 30%;">Budget Line</th> <th style="width: 15%;">Amount</th> <th style="width: 10%;">Meets Policy</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">A</td> <td style="text-align: center;">Health Department</td> <td style="text-align: center;">Contract Services</td> <td style="text-align: right;">\$61,124</td> <td style="text-align: center;">No</td> </tr> <tr> <td colspan="3" style="text-align: right;">Total</td> <td style="text-align: right;">\$61,124</td> <td></td> </tr> </tbody> </table>					Item	Department	Budget Line	Amount	Meets Policy	A	Health Department	Contract Services	\$61,124	No	Total			\$61,124	
Item	Department	Budget Line	Amount	Meets Policy																
A	Health Department	Contract Services	\$61,124	No																
Total			\$61,124																	
	With a total amount of \$61,124 to be re-appropriated.																			
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan															
ACTION:			Second	Motion																
VOTE:	No	No	Yes	Yes	Absent															
RESULT:	<b>2-2</b>																			

MOTION:	Approve the following carryover requests of FY24 unexpended budget lines from the listed departments to the FY25 Department Budget lines as specified and in the amounts listed:				
---------	--	--	--	--	--

Board of Supervisors Minutes

Item	Department	Budget Line	Amount	Meets Policy
A	Health Department	Contract Services	\$36,000	No
<b>Total</b>			<b>\$36,000</b>	

With a total amount of \$36,000 to be re-appropriated.

<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>				

*Recommendation for Appointment to the Board of Zoning Appeals* – Eric Dahl, County Administrator  
The Fluvanna County Board of Supervisors recommends Board of Zoning Appeals (BZA) members, who are then appointed by the Fluvanna County Circuit Court to serve. Three positions available with terms to begin January 1, 2025 and end December 31, 2029. Edward Zimmer, Harold Morris, and James Winsett are incumbents seeking reappointment to the Board of Zoning Appeals.

<b>MOTION:</b>	Recommend to the Circuit Court Edward Zimmer, Harold Morris, and James Winsett for appointment to The Board of Zoning Appeals, At-large position, with a term to begin January 1, 2025 and ending December 31, 2029.				
<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>				

*FY24 CIP Stage Cover - Change of Location Request* – Aaron Spitzer, Director of Parks and Recreation

- After the deadline for the FY24 CIP budget submittals, a new stage was completed in the front of Pleasant Grove Park. Since the completion of the new stage in the front of the park, it is being used for County Fair entertainment, the County’s annual Groovin’ at the Grove concert series, and Scout movie nights. I am asking for the \$70,000 approved funds for the back stage in Pleasant Grove Park to be used for the newer front stage at Pleasant Grove Park.
- Approval would open opportunities for music performances in the park that requires a stage without the extra work on Parks and Recreation’s staff to put up and take down a tent before each event. This will also allow for the possibility of additional rental revenue with the stage being covered at all times and available to use without a lot of staff set up time.
- Architectural Partners signed a term contract with the County on January 18, 2024 to provide architectural services on an as-needed basis. The attached proposal includes preparation of construction documents for the stage canopy and assisting with the bidding and construction phase. The cost for services will not exceed \$13,725.

<b>MOTION:</b>	Approve the use of the approved FY24 CIP funds of \$70,000 originally for the back stage at Pleasant Grove Park to be used for the engineering and construction of a stage cover over the newer front stage at Pleasant Grove Park.				
<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>				

<b>MOTION:</b>	Approve Project Agreement #01 between Fluvanna County and Architectural Partners for professional services for the Pleasant Grove Park stage canopy totaling \$13,725, and further 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>				



Board of Supervisors Minutes

**10 - CONSENT AGENDA**

The following items were discussed before approval:

P - Minutes of December 4, 2024

Q - Resolution Recognizing Alanah McLaughlin - Eagle Scout

The following items were approved under the Consent Agenda for December 18, 2024:

- *Minutes of December 4, 2024* – Caitlin Solis, Clerk to the Board
- *Resolution Recognizing Alanah McLaughlin - Eagle Scout* – Eric Dahl, County Administrator
- *Accounts Payable Report for October 2024* – Teresa McAllister, Management Analyst
- *Accounts Payable Report for November 2024* – Teresa McAllister, Management Analyst
- *FY25 Public Works Insurance Claim – 2014 Chevrolet Silverado 3500 – 0744* – Tori Melton, Director of Finance
- *FY25 Public Works Insurance Claim – 2023 Chevrolet Silverado – 3751* – Tori Melton, Director of Finance

<b>MOTION:</b>	Approve the consent agenda, for the December 18, 2024 Board of Supervisors meeting, and to ratify Accounts Payable and Payroll for October 2024 in the amount of \$4,474,431.48 and November 2024 in the amount of \$3,204,733.23, and the Minutes of December 4, 2024, 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>				

**11 - UNFINISHED BUSINESS**

None.

**12 - NEW BUSINESS**

None.

**13 - PUBLIC COMMENTS #2**

At 8:49pm, 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 8:49pm.

<b>MOTION:</b>	At 8:50pm, move the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.1 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel – Employees of the Department of Emergency Services; County Administrator performance evaluation.				
<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>				

<b>MOTION:</b>	At 9:28 pm, move Closed Meeting be adjourned and the Fluvanna County Board of Supervisors convene again in open session and “BE IT RESOLVED, the Board of Supervisors does hereby certify to the best of each member’s knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711-A of the Code of Virginia, 1950, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting.”				
<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>				

**MOTION TO EXTEND**

- *At 9:29pm, a motion was made to extend the Board of Supervisors meeting.*

<b>MOTION:</b>	Approve a motion to extend the December 18, 2024 Regular Board of Supervisors meeting to 9:30pm.				
<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>				

<b>MOTION:</b>	Adjourn the regular meeting of Wednesday, December 18, 2024 at 9:29pm.				
<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>				

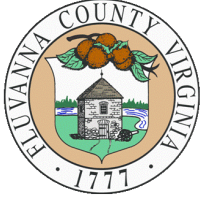
ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

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

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

DRAFT



**BOARD OF SUPERVISORS**  
County of Fluvanna  
Palmyra, Virginia  
**RESOLUTION No. 39-2024**

**A RESOLUTION RECOGNIZING  
ALANAH MCLAUGHLIN  
AWARD OF EAGLE SCOUT STATUS**

*The Fluvanna County Board of Supervisors adopted the following resolution on Wednesday, December 18, 2024*

**WHEREAS**, the Boy Scouts of America was incorporated by Mr. William D. Boyce on February 8, 1910; and

**WHEREAS**, the Boy Scouts of America was founded to promote citizenship, training, personal development and fitness of individuals; and

**WHEREAS**, Alanah McLaughlin has completed all the requirements for becoming an Eagle Scout; and

**WHEREAS**, Alanah has been examined by an Eagle Scout Board of Review and deemed worthy of the Eagle Scout award; and

**WHEREAS**, Boy Scout Troop 1154 convened an Eagle Scout Court of Honor on December 15, 2024 at 4:00 p.m. at Lake Christian Church, Palmyra, Virginia; and

**WHEREAS**, the Fluvanna County Board of Supervisors fully supports the programs of the Boy Scouts of America and recognizes the important services they provide to the youth of our Country.

**NOW, THEREFORE BE IT RESOLVED** that the Fluvanna County Board of Supervisors joins Alanah's family and friends in congratulating him on her achievements, the award of Eagle Scout status and acknowledges the good fortune of the County to have such an outstanding youth as one of its citizens.

**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 18th of December, 2024, by the following vote:

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

Attest:

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



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

**TAB J**

<b>MEETING DATE:</b>	January 8, 2025				
<b>AGENDA TITLE:</b>	Approval of Purchase Agreement with Four Guys Stainless Tank & Equipment, Inc.				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve the Purchase Agreement with Four Guys Stainless Tank &amp; Equipment, Inc. for a 3,000 gallon stainless steel Pumper/Tanker Truck for Kents Store Fire Department at a total cost of \$731,730.00, and authorize the County Administrator to execute the contract subject to approval as to form by the County Attorney.</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
				X	
<b>STAFF CONTACT(S):</b>	Dan Whitten, County Attorney				
<b>PRESENTER(S):</b>	Dan Whitten, County Attorney				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	<p>Contract terms the County should be aware of (highlights only, see contract for details):</p> <ul style="list-style-type: none"> <li>• Vendor was the lowest responsive and responsible bidder out of two bidders after County issued RFP #2024-13 on October 18, 2024</li> <li>• The County will make a down payment of \$179,611.00, with the balance to be paid at final inspection and acceptance.</li> <li>• The contract requires a performance bond for the contract price.</li> </ul>				
<b>FISCAL IMPACT:</b>	No additional funding is required; in FY24 Capital Improvement Plan the BOS approved \$769,300 to replace Tanker 31.				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	<ul style="list-style-type: none"> <li>• Four Guys Stainless Tanks &amp; Equipment, Inc. Purchase Agreement</li> </ul>				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	X	X			



# Stainless Steel Pumper/Tanker Truck Purchase Agreement

This **Stainless Steel Pumper/Tanker Truck Purchase Agreement** (together with all attachments and exhibits referenced herein, the “**Agreement**”), dated this \_\_\_ day of \_\_\_\_\_, 2025, made and entered into by and between Four Guys Stainless Tank & Equipment, Inc., a Pennsylvania corporation authorized to transact business in Virginia, (“**Vendor**” or “**Four Guys**”), and Fluvanna County, a political subdivision of the Commonwealth of Virginia (“**Customer**” or “**County**”) is effective as of the date specified in Article 5 hereof. For valuable consideration the sufficiency of which is acknowledged the parties hereto agree as follows:

1. Definitions. The words below when used in this Agreement are defined as follows:

- a. “**Request for Proposal**” or “**RFP**” both mean RFP #2024-13, 3,000 Gallon Stainless Steel Pumper/Tanker Fire Truck issued by Fluvanna County on October 18, 2024, with all addenda thereto, attached as Exhibit 1 hereto.
- b. “**Proposal**” means Four Guys’ Response to the RFP, including, but not limited to, prices and options offered and all suffixes, exhibits, attachments and amendments thereto, which is Exhibit 2 to this Agreement and incorporated herein by reference as a material part hereof;
- c. “**County’s General Terms**” means Fluvanna County’s General Terms, Conditions and Instructions to Bidders and Contractors attached as Appendix 1 to the RFP, and attached hereto as Exhibit 3.
- d. “**Options**” means all those options and additional features, services, work and items set forth or listed in Exhibit 2 (the “**Proposal**”) to this Agreement.
- e. “**Specifications**” means all of the general and particular Specifications, warranties, technical Specifications, and testing requirements for the Product contained in the Vendor Proposal for the Products and services being provided to Customer under this Agreement and Specifications shall include all provisions and requirements under the Cooperative Agreement, Warranty, and the County’s General Terms.
- f. “**Product(s)**” means the Stainless Steel Pumper/Tanker Truck and any associated equipment manufactured or furnished for the Customer by Vendor pursuant to the Vendor Proposal and consistent with all requirements of the Vendor Proposal and the Specifications, as defined below, and Delivery of Product to the Customer in Fluvanna County, Virginia. Options and Delivery of Product are material parts of the Product under this Agreement.
- g. “**Delivery**” means the date Vendor is prepared to make physical possession of the Product available to the Customer in Fluvanna County, Virginia at the following address: 51 Kents Store Way, Kents Store, VA 23084.
- h. “**Acceptance**” The Customer shall have thirty (30) calendar days of Delivery to inspect the Product for conformance with the Specifications; unless the Customer sends Vendor a Notice of Defect within thirty (30) calendar days of Delivery, the Product will be deemed to be in conformance with the Specifications and accepted by the Customer excepting latent material defects. Nothing herein is intended to limit any repair, service or equipment covered under a Warranty (as defined below).
- i. “**Warranty**” means any and all warranties required under the RFP, Vendor Proposal, Vendor Proposal, and the County’s General Terms (as defined in Article 2).

2. Exhibits: The following exhibits are attached hereto and incorporated herein as material provisions of this Agreement:

- a. Exhibit 1: Fluvanna County’s RFP #2024-13, 3,000 Gallon Stainless Steel Pumper/Tanker Fire Truck, issued October 18, 2024, with all addenda thereto.
- b. Exhibit 2: Vendor’s Proposal for RFP #2024-13.
- c. Exhibit 3: Fluvanna County’s General Terms, Conditions and Instructions to Bidders and Contractors (the “**County’s General Terms**”);

## Stainless Steel Pumper/Tanker Truck Purchase Agreement

- d. Exhibit 4: Vendor Data Sheet and Proof of Authority to Transact Business in Virginia (collectively the “Vendor Forms” executed by Vendor and provided as part of their Proposal); and
  - e. Exhibit 5: Form of Purchase Bond
3. Purpose. This Agreement sets forth the terms and conditions of Vendor’s sale of the Product to the Customer.
  4. Term of Agreement. This Agreement will become effective as soon all of the following have occurred:
    - (i) it is signed and approved by both Customer and Vendor’s authorized representatives (the “**Effective Date**”). This Agreement shall continue in full force and effect until the Completion Date or until sooner terminated consistent with the provisions hereof. Notwithstanding the foregoing, all continuing, guarantee and warranty provisions of this Agreement, including the Warranty as defined above, shall survive the Completion Date and shall continue for the specific warranty period beginning on the Completion Date until the applicable warranty period expires. Any and all provisions that by their terms are intended or implied to survive the Completion Date shall so survive.
  5. Purchase and Payment. The Customer agrees to purchase the Product made pursuant to this Agreement, the Vendor Proposal and the Specifications, with such Product being delivered and made consistent with all requirements of the Request for Proposals, the Vendor Proposal, and the County’s General Terms, for the total purchase price of **SEVEN HUNDRED THIRTY-ONE THOUSAND SEVEN HUNDRED THIRTY AND NO/100 DOLLARS (\$731,730.00)** (“**Purchase Price**”). Prices are in U.S. funds. Customer agrees to pay \$179,611.00 within ten (10) days of receipt of the Kenworth chassis at Four Guys, with the balance (\$552,119) to be paid at final inspection and acceptance. The Purchase Price may be invoiced by Vendor to the Customer only after the Completion Date, as defined below, and the Customer shall have forty-five (45) days to pay such proper invoice. Final payment shall be made in accordance with Section 47 “Payment” of the County’s General Terms, and in no event shall Vendor be finally paid prior to the Completion Date. The date that all Products are delivered and are fully operational and all services and work related to the Products or necessary for completion of the Products in full compliance with this Agreement and all requirements of this Agreement are satisfied, to the sole satisfaction of the Customer is the “**Completion Date.**” **Four Guys shall deliver to the Customer at Agreement execution a Performance Bond in a form acceptable to the Customer from a Virginia surety company for the full Purchase Price. A form of performance bond acceptable to the Customer is attached as Exhibit 5.**
  6. Agreement Changes. The Customer may request that Vendor incorporate a change to the Products or the Specifications for the Products by delivering a change order to Vendor; provided, however, that any such change order must be in writing and include a description of the proposed change sufficient to permit Vendor to evaluate the feasibility of such change (“Change Order”). Within seven (7) business days of receipt of a Change Order, Vendor will inform the Customer in writing of the feasibility of the Change Order, the earliest possible implementation date for the Change Order, of any increase or decrease in the Purchase Price resulting from such Change Order, and of any effect on production scheduling or Delivery resulting from such Change Order. Vendor shall not be liable to the Customer for any delay in performance or Delivery arising from any such Change Order unless the delay is caused by the fault, willful act or negligence of Vendor. A Change Order is only effective when counter-signed by Vendor’s authorized representative; except that Vendor may not unreasonably withhold or delay approval and signature of any Change Order.
  7. Cancellation/Termination. In the event this Agreement is cancelled or terminated by Customer without cause and solely for Customer’s convenience before completion, Vendor may charge a cancellation fee. Notwithstanding the foregoing, the cancellation fee may never exceed actual costs incurred by Vendor



## Stainless Steel Pumper/Tanker Truck Purchase Agreement

under the Agreement up to cancellation or termination date and Vendor must use its best efforts to mitigate any such costs through the sale of such Product to another purchaser; however Customer shall remain liable for the difference between the Purchase Price and, if applicable, the sale price obtained by Vendor upon sale of the Product to another purchaser, plus any actual and reasonable costs incurred by Vendor to conduct any such sale.

### 8. Delivery, Inspection and Acceptance.

(a) Delivery. Vendor will make Delivery of the Product to Customer no later than June 10, 2027, time being of the essence. Risk of loss shall pass to Customer upon Delivery of the Product to the Customer at Customer location with prior notice of the Delivery Date and time agreed to by Customer in advance. Further, Vendor agrees that all prepayments and any other amounts paid by the Customer shall be refunded to the Customer in the event of any breach or default by Vendor.

(b) Inspection and Acceptance. Customer shall have thirty (30) days from Delivery within which to inspect the Product for conformance to the Specifications, and in the event of non-conformance to the Specifications to furnish Vendor with written notice sufficient to permit Vendor to evaluate such non-conformance (“Notice of Defect”). Any Product not in conformance to Specifications shall be remedied by Vendor within thirty (30) days from the Notice of Defect. In the event Vendor does not receive a Notice of Defect within thirty (30) days of Delivery, Product will be deemed to be in conformance with Specifications and Accepted by Customer, excepting latent defects. In the event that Vendor fails to remedy a defect within thirty (30) days as required under this Agreement, Customer may choose to: (1) Reject the Product in its entirety and receive a complete reimbursement of any and all payments made to Vendor under this agreement; Vendor shall also be required at its sole cost and expense to remove the non-confirming Product from the County’s location, and this Agreement shall be deemed null and void and of no further force and effect; or (2) Accept the non-conforming Product subject to a discount equal to either (i) the value of the missing or defective parts, equipment or portions of the Product including any cost to install or make such part, equipment or portion operable, or (ii) the actual cost of the missing or defective part, equipment or portion of the Product including any installation or service fees necessary to make such part, equipment or portion operable based on invoices and receipts. Nothing in this Article is intended to limit any repairs, services or equipment covered under a Warranty provided with the Product and Vendor agrees to respond to all Warranty claims and repairs promptly and with due diligence.

9. Notice. Any required or permitted notices hereunder must be given in writing at the address of each party set forth below, or to such other address as either party may substitute by written notice to the other in the manner contemplated herein, by one of the following methods: hand delivery; registered, express, or certified mail, return receipt requested, postage prepaid; or nationally-recognized private express courier:

Vendor:

Four Guys Stainless Tank & Equipment, Inc.

230 Industrial Park Rd.

P.O. Box 90

Meyersdale, PA 15552

Phone: (814) 634-8373

Fax: (814) 634-0076

Customer:

Fluvanna County

Attn: Ms. Victoria Melton

132 Main Street

P.O. Box 540

Palmyra, VA 22963

Phone: (434) 591-1937

# Stainless Steel Pumper/Tanker Truck Purchase Agreement

Fax: (434) 591-1913

With a Copy to: Fluvanna County Attorney  
 132 Main Street  
 P.O. Box 540  
 Palmyra, VA 22963

10. Standard Warranty. Any applicable warranties are set forth in the Vendor Proposal and Warranty definition in Article 1 supra and are incorporated herein as if set out in the text of this Agreement. Additional warranties contained in any Exhibits hereto are expressly approved by Vendor and incorporated into this Agreement and made a material part hereof as if set out in the text of this Agreement. Any other warranties must be expressly approved in writing by Vendor’s authorized representative.

a. Disclaimer. OTHER THAN AS EXPRESSLY SET FORTH IN THIS AGREEMENT, NEITHER THE VENDOR, AFFILIATES, SUBSIDIARIES, LICENSORS OR SUPPLIERS, THEIR RESPECTIVE OFFICERS, DIRECTORS, EMPLOYEES, SHAREHOLDERS, AGENTS OR REPRESENTATIVES, MAKE ANY EXPRESS OR IMPLIED WARRANTIES WITH RESPECT TO THE PRODUCTS PROVIDED HEREUNDER OR OTHERWISE REGARDING THIS AGREEMENT, WHETHER ORAL OR WRITTEN, EXPRESS, IMPLIED OR STATUTORY, INCLUDING, ANY IMPLIED WARRANTY OR CONDITION OF MERCHANTABILITY, THE IMPLIED WARRANTY AGAINST INFRINGEMENT, AND THE IMPLIED WARRANTY OR CONDITION OF FITNESS FOR A PARTICULAR PURPOSE ARE EXPRESSLY EXCLUDED AND DISCLAIMED. STATEMENTS MADE BY SALES REPRESENTATIVES OR IN PROMOTIONAL MATERIALS DO NOT CONSTITUTE WARRANTIES.

b. Exclusions of Incidental and Consequential Damages. Other than as expressly set forth in this Agreement, in no event shall Vendor be liable for consequential, incidental or punitive damages incurred by Customer or any third party in connection with any matter arising out of or relating to this Agreement, or the breach thereof, regardless of whether such damages arise out of breach of warranty, tort, contract, strict liability, statutory liability, indemnity, whether resulting from non-delivery or from Vendor’s own negligence, or otherwise. Notwithstanding the foregoing, in the event that a dispute arises between the parties that results in litigation any reasonable attorneys’ fees and costs of the substantially prevailing party in such litigation shall be paid by the other party.

11. Insurance. The Contractor agrees that, during the period of time it renders services to the County pursuant to any Contract, it shall carry (and provide the County with evidence of coverage) the following minimum amounts of insurance:

Automobile	\$500,000 Liability Medical Payment Comprehensive Collision
Public General Liability	\$1,000,000 per occurrence; \$2,000,000 in the aggregate

## Stainless Steel Pumper/Tanker Truck Purchase Agreement

Professional Liability	\$1,000,000 per occurrence; \$2,000,000 in the aggregate
Excess Liability	\$2,000,000 aggregate over above Policy limits (excluding Professional Liability)

Worker's Compensation amount required by Virginia law.

Vendor will provide to the Customer a copy of a current Certificate of Insurance with the coverage listed above or the coverage required under the County's General Terms, the higher coverage requirement shall control. Vendor will add Customer as an additional insured for Commercial General Liability (subject to the terms and conditions of the applicable Vendor insurance policy); and all policies will provide a 30-day notice of cancellation to the named insured.

12. Other Terms. The County's General Terms are attached hereto as Exhibit 3 and incorporated herein by reference as a material part of this Agreement.
13. Force Majeure. Vendor shall not be responsible nor deemed to be in default on account of delays in performance due to causes which are beyond Vendor's control which make Vendor's performance impracticable, including but not limited to civil wars, insurrections, strikes, riots, fires, storms, floods, other acts of nature, explosions, earthquakes, accidents, any act of government, allocation regulations or other governmental orders affecting materials, equipment, facilities or completed Products, failure to obtain any required license or certificates not being the fault of Vendor, acts of God or the public enemy or terrorism, failure of transportation, epidemics, quarantine restrictions, failure of vendors (due to causes similar to those within the scope of this clause) to perform their contracts or labor troubles causing cessation, slowdown, or interruption of work.
14. Default. The occurrence of one or more of the following shall constitute a default under this Agreement: (a) the Customer fails to pay when due any amounts under this Agreement or to perform any of its obligations under this Agreement; (b) Vendor fails to perform any of its obligations under this Agreement with time being of the essence; (c) either party becomes insolvent or become subject to a bankruptcy or insolvency proceedings; (d) any representation made by either party to induce the other to enter into this Agreement is false in any material respect; (e) the Customer dissolves, merges, consolidates or transfers a substantial portion of its property to another entity; or (f) the Customer is in default or has breached any other contract or agreement with Vendor. Upon the occurrence of an event of default by Vendor, the Customer in its sole discretion may choose to immediately cancel and terminate this Agreement for cause with no further amounts due and payable hereunder to Vendor. If Customer so chooses to cancel and terminate, then any amount already paid to Vendor including any prepayments of any kind shall be immediately refunded to Customer with interest rate of one percent (1%). This shall be in addition to any other remedies Customer may have in law or in equity owing to Vendor's default.
15. Manufacturer's Statement of Origin. It is agreed that the manufacturer's statement of origin ("MSO") for the Product covered by this Agreement shall remain in the possession of Vendor until the entire Purchase Price has been paid. If more than one Product is covered by this Agreement, then the MSO for each individual Product shall remain in the possession of Vendor until the Purchase Price for that Product has been paid in full. In case of any default in payment, Vendor may take full possession of the Product, and any payments that have been made shall be applied as payment for the use of the Product up to the date of taking possession.

## Stainless Steel Pumper/Tanker Truck Purchase Agreement

- 16. Independent Contractors. The relationship of the parties established under this Agreement is that of independent contractors and neither party is a partner, employee, agent, or joint venture of or with the other.
  
- 17. Assignment. Neither party may assign its rights and obligations under this Agreement unless it has obtained the prior written approval of the other party.
  
- 18. Governing Law; Jurisdiction. Without regard to any conflict of laws provisions, this Agreement is to be governed by and under the laws of the state of Virginia.
  
- 19. Facsimile Signatures. The delivery of signatures to this Agreement by facsimile transmission shall be binding as original signatures.
  
- 20. Entire Agreement. This Agreement shall be the exclusive agreement between the parties for the Product. Additional or different terms proposed by the Customer shall not be applicable, unless accepted in writing by Vendor's authorized representative. No change in, modification of, or revision of this Agreement shall be valid unless in writing and signed by Vendor's authorized representative.
  
- 21. Conflict. Whenever possible the Agreement and exhibits shall be read together and the requirements of all of the same shall be met. In the event of a direct conflict between this Agreement and any exhibit hereto, the following shall be the order of precedence: (i) this Agreement; (ii) the Quote; (iii) the Specifications; (iv) the drawings; (v) the Cooperative Agreement; (vi) the Solicitation; and (vii) the County's General Terms. For clarification, (i) would control over (ii) though (viii); (ii) would control over (iii) through (viii); and so forth.

In witness hereof the undersigned duly authorized representatives have executed this Contract on the dates set forth beside their respective signatures:

**Vendor:**  
**Four Guys Stainless Tank & Equipment, Inc.**

**Customer:**  
**County of Fluvanna, a political subdivision of the Commonwealth of Virginia**

By: _____	Date: _____	By: _____	Date: _____
Name: _____		Name: _____	
Title: _____		Title: _____	

APPROVED AS TO FORM:

\_\_\_\_\_  
Fluvanna County Attorney



[www.4guysfire.com](http://www.4guysfire.com)

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230 INDUSTRIAL PARK ROAD, P.O. BOX 90, MEYERSDALE, PA 15552 ~ PHONE 814-634-8373 ~ FAX 814-634-0076

December 16, 2024

County of Fluvanna  
PO Box 540  
132 Main Street  
Palmyra, VA 22963.  
Attn: Victoria Melton, Finance Director

Ref: RFP #2024-13 3000 Gallon St Stl Pumper/Tanker Fire Truck

Ms. Melton:

Enclosed please find our revised proposal specifications for your new KW Tanker based on your emailed changes.

The revised price for this Kenworth Tanker is **\$731,730.00** based on these updated 4 Guys specifications. Current delivery is approx. 845-890 calendar days after receipt of a contract based on current information. This price is valid for a contract received before 12/30/24. NOTE! The price quoted is based on a 2nd quarter 2025 Kenworth build slot. Depending on the contract date FC signs and the available Kenworth build slots at that time, additional KW surcharges may apply for a later chassis build slot. Any Purchase Order or Contract would be made out directly to 4 Guys Fire Trucks.

**Kenworth DISCLAIMER:** NOTE: Chassis price guarantee does not include government mandates and associated costs, EPA mandates and associated costs, specification changes, surcharges (including but not limited to fuel, steel, raw materials, tariffs), vendor price increases and availability or model discontinuation prior to chassis build date. Late delivery penalty assessments will not be valid for this chassis quote.

The price quoted is based on the chassis payment (\$179,611.00 plus any surcharges) within (10) days of Kenworth delivery to the 4Guys factory and the contract balance at the final inspection and acceptance at the 4 Guys factory during the final inspection trip and approval to ship. NO UPFRONT PAYMENTS ARE REQUIRED WITH THE CONTRACT.

On behalf of 4 Guys, we appreciate this opportunity to provide this updated proposal and look forward to answering any additional questions that may arise during your review process. I may be reached directly at 1-540-840-1037.

Sincerely,

*Michael J. Jones*

Michael J. Jones, Factory Sales Representative



[www.4guysfire.com](http://www.4guysfire.com)

**CONTRACT PRICING SUMMARY**

12/16/24

COUNTY OF FLUVANNA

RFP #2024-13

\$753,780.00 – BASE RFP PRICE – 11/14/24  
 (2,550.00) - DELETE ALL INSPECTION TRIPS.  
 (1,565.00) - DELETE LOCAL DELIVERY & DEMONSTRATION.  
 (475.00) - DELETE VA STATE INSPECTION.  
 (22,624.00) – DELETE KENWORTH CHASSIS FLOOR PLANNING COST,  
 COUNTY TO PAY WHEN DEL'D TO 4GUYS.  
 (269.00) – DELETE VERTICAL EXHAUST.  
 5,433.00 – ADD A PERFORMANCE BOND  
 -----  
**\$731,730.00 – NEW CONTRACT TOTAL.**

# FY26 NON-PROFIT AGENCY FUNDING REQUEST

Fluvanna County

Section 1 - AGENCY INFORMATION		FY26 Total Rqst	FY26 COAD	FY26 BOS
<b>Agency:</b>	Region Ten Community Services Board	\$ 131,794	\$ -	\$ -
<b>Address:</b>	500 Old Lynchburg Road, Charlottesville, VA 22903	<b>Contact E-mail:</b>	<a href="mailto:Kathy.Williams@regionten.org">Kathy.Williams@regionten.org</a>	
<b>Contact:</b>	Kathy Williams, Deputy Executive Director	<b>Contact Phone:</b>	434-972-1816	
Section 2 - FUNDING REQUESTS BY PROGRAM AREA		FY26 Prog Rqst	FY26 COAD	FY26 BOS
<b>Program 1:</b>	Comprehensive Services	\$ 131,794	\$ -	\$ -
<b>Program 2:</b>		\$ -	\$ -	\$ -
<b>Program 3:</b>		\$ -	\$ -	\$ -
<b>Program 4:</b>		\$ -	\$ -	\$ -
<b>Program 5:</b>		\$ -	\$ -	\$ -
<b>Program 6:</b>		\$ -	\$ -	\$ -
<b>Program 7:</b>		\$ -	\$ -	\$ -

**Section 3 - DESCRIPTION AND JUSTIFICATION OF FUNDING NEEDS** (Briefly describe how the funding would be used. Bullets preferred.)

Region Ten's system of mental health, intellectual disabilities and substance use disorders treatment and prevention services provides a continuum of services which enables persons to remain in their home communities and receive treatment in the least restrictive environment. The core services provided by Region Ten include: outpatient, case management, emergency, day support, residential, prevention and early intervention. Funds received from Fluvanna County in conjunction with funds from State, Federal Block Grants and Fees (mostly Medicaid) are blended and braided to provide the necessary supports to assure that both the quality and quantity of services exist to meet the needs of persons needing services in your community.

**FY26 Non-Profit Agency Funding Request Form -- INSTRUCTIONS**

**GENERAL INFORMATION**

-- The purpose of this form is to summarize and standardize the information that is provided by non-profit agencies.  
 -- Before proceeding with your request preparation, please read the following general information and instructions:

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-- **Submitting agencies need only to enter information in the boxes/cells without color**  
 -- Enter requesting agency name, agency address, contact person including their title, contact email, and contact phone.

**Section 2 - FUNDING REQUESTS BY PROGRAM AREA**

-- Enter the title of each program for which funds are being requested as well as the amount requested.

**Section 3 - DESCRIPTION AND JUSTIFICATION OF FUNDING NEEDS**

-- Describe as briefly as possible the intended use of potential funds allocated by Fluvanna County.  
 -- Additional space is available in Section 6.

**Section 4 - OTHER FUNDING SOURCES**

-- List any other source(s) of funding for the program(s) for which you are seeking Fluvanna County contributions.

**Section 5 - IMPACT IF NOT FUNDED BY FLUVANNA COUNTY**

-- Provide detailed information explaining what problems will arise and the public disadvantage should the program be unfunded or partially funded.

**Section 6 - ADDITIONAL INFORMATION**

-- Use this space for any additional information you believe is relevant to the funding request.

**SUBMISSION**

-- **All request forms must be submitted digitally via email in Excel format.**  
 -- We are asking all agencies to submit an updated signed W9 to confirm that all information on file is correct and 2 years of Audited Financial Statements or IRS Form 990. Forms must be submitted via e-mail to Theresa McAllister, Management Analyst (tmcallister@fluvannacounty.org) prior or before, **Wednesday, November 27, 2024.**

**ADDITIONAL INFORMATION**

-- Non-Profit Agency Presentations are scheduled for the BOS work session on Wednesday, December 18, 2024 at 5pm, Wednesday, January 8, 2025 at 7pm and Wednesday, January 22, 2025 at 5pm.  
 -- An email will be sent out in December confirming presentations.  
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**FY26 BUDGET CALENDAR (Meeting Dates & Times are Tentative)**

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BOS Public Hearing -----	April 9, 2025, 7:00 p.m.
BOS Budget/CIP Adoption -----	April 16, 2025, 6:00 p.m.



AGENCY INFORMATION		FY26 Total Rqst	FY26 COAD	FY26 BOS
Agency:	Region Ten Community Services Board	\$ 131,794	\$ -	\$ -

**Section 4 - OTHER FUNDING SOURCES** (Please list any other source(s) of funding for the program(s).)

State Department of Behavioral Health and Developmental Services, the localities of Albemarle, Charlottesville, Greene, Louisa, and Nelson, and the Department of Medical Assistance (DMAS) are the primary sources of funding.

**Section 5 - IMPACT IF NOT FUNDED BY FLUVANNA COUNTY** (Briefly explain the impact on each program area if not funded by Fluvanna County.)

Due to the complex funding mix that support the wide array of services provided we would need to restructure our deployment of services to give priority to grants and jurisdictions where funding is provided to proportionate to expenses incurred by Region Ten.

**Section 6 - ADDITIONAL INFORMATION**

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- Enter requesting agency name, agency address, contact person including their title, contact email, and contact phone.

**Section 2 - FUNDING REQUESTS BY PROGRAM AREA**

- Enter the title of each program for which funds are being requested as well as the amount requested.

**Section 3 - DESCRIPTION AND JUSTIFICATION OF FUNDING NEEDS**

- Describe as briefly as possible the intended use of potential funds allocated by Fluvanna County.
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**Section 4 - OTHER FUNDING SOURCES**

- List any other source(s) of funding for the program(s) for which you are seeking Fluvanna County contributions.

**Section 5 - IMPACT IF NOT FUNDED BY FLUVANNA COUNTY**

- Provide detailed information explaining what problems will arise and the public disadvantage should the program be unfunded or partially funded.

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# FY26 NON-PROFIT AGENCY FUNDING REQUEST

Fluvanna County

Section 1 - AGENCY INFORMATION		FY26 Total Rqst	FY26 COAD	FY26 BOS
<b>Agency:</b>	Rivanna Conservation Alliance	\$ 5,000	\$ -	\$ -
<b>Address:</b>	1150 River Road, Suite 1, Charlottesville, VA 22901	<b>Contact E-mail:</b> <a href="mailto:exec@rivannariver.org">exec@rivannariver.org</a>		
<b>Contact:</b>	Lisa Wittenborn, Executive Director	<b>Contact Phone:</b> 434-977-4837		
Section 2 - FUNDING REQUESTS BY PROGRAM AREA		FY26 Prog Rqst	FY26 COAD	FY26 BOS
<b>Program 1:</b>	Water Quality Monitoring Program	\$ 5,000	\$ -	\$ -
<b>Program 2:</b>		\$ -	\$ -	\$ -
<b>Program 3:</b>		\$ -	\$ -	\$ -
<b>Program 4:</b>		\$ -	\$ -	\$ -
<b>Program 5:</b>		\$ -	\$ -	\$ -
<b>Program 6:</b>		\$ -	\$ -	\$ -
<b>Program 7:</b>		\$ -	\$ -	\$ -
Section 3 - DESCRIPTION AND JUSTIFICATION OF FUNDING NEEDS (Briefly describe how the funding would be used. Bullets preferred.)				
<p>RCA coordinates volunteer water quality monitoring programs throughout the Rivanna River Watershed, including in Fluvanna County. RCA is the only nonprofit in Virginia certified at the highest level of data quality (Level III) by the VA Department of Environmental Quality (VADEQ) for both bacteria and benthic macroinvertebrate monitoring. RCA (formerly StreamWatch) has conducted benthic monitoring since 2003 and currently samples 50 representative sites twice annually throughout the Rivanna River Watershed. Twelve of these sites are in Fluvanna County. RCA has monitored <i>E. coli</i> bacteria levels since 2012 and currently samples 22 long-term sites monthly and/or weekly. Two of RCA's bacteria sites are located at the Palmyra and Crofton boat launches. In FY23, RCA began sampling bacteria levels at Palmyra every week during the summer. RCA reports bacteria levels to the public to help protect the health of recreational river users.</p> <p>RCA generates a significant amount of useful data for a minimal investment of resources by integrating trained volunteers into the monitoring program. Many volunteers come from Fluvanna County and receive advanced training in monitoring and laboratory techniques. RCA's data are equivalent in quality to data collected by VADEQ and are used by localities, the public, community partners, VADEQ, and USEPA for many essential water quality tracking, decision-making, and problem-solving functions.</p>				

AGENCY INFORMATION		FY26 Total Rqst	FY26 COAD	FY26 BOS
Agency:	Rivanna Conservation Alliance	\$ 5,000	\$ -	\$ -

**Section 4 - OTHER FUNDING SOURCES** (Please list any other source(s) of funding for the program(s).)

The Rivanna Conservation Alliance has nine formal partners and a Science Advisory Committee to assist the organization with the Water Quality Monitoring Program: the Counties of Fluvanna, Albemarle, and Greene; the City of Charlottesville; the Rivanna River Basin Commission; the Rivanna Water and Sewer Authority; The Nature Conservancy; the Thomas Jefferson Soil and Water Conservation District; the Thomas Jefferson Planning District Commission; and the University of Virginia.

The City of Charlottesville, the Counties of Albemarle and Fluvanna, Rivanna Water and Sewer Authority, the Virginia Environmental Endowment, the University of Virginia, the Virginia Department of Environmental Quality, the Anne & Gene Worrell Foundation, and a private foundation all support the program financially. Other partners provide significant in-kind contributions and technical support.

**Section 5 - IMPACT IF NOT FUNDED BY FLUVANNA COUNTY** (Briefly explain the impact on each program area if not funded by Fluvanna County.)

Consistent funding is essential to the viability of this program and the important service it provides to Fluvanna County, the public, and other partners. A reduction in funding would require RCA to cut back the number and frequency of sites monitored and the communication of collected data to those who need it. The amount of important information flowing to the localities, community partners, and the public would be reduced. Data would be lacking for watershed cleanup plans. Our community’s long-term stream health dataset would be disrupted at a time when it is becoming even more important to track environmental changes. Additionally, the public would lack information about dangerous E. coli levels at swimming areas in the Rivanna River, including at Palmyra.

RCA’s request of \$5,000 represents less than 4% of the monitoring budget for FY 2026. Fluvanna County’s FY25 contribution of \$2,860 represents

**Section 6 - ADDITIONAL INFORMATION**

RCA greatly appreciates the increase in support provided by Fluvanna County in FY25 from \$2,285 to \$2860. RCA’s Water Quality Monitoring Program is managed by a full-time professional staff scientist. They work in close collaboration with VADEQ and RCA’s Board of Directors and Science Advisory Committee to ensure that data collection, analysis, interpretation, and reporting is sound, rigorous and meets the scientific standards. RCA’s Benthic and Bacteria Monitoring Programs maintain Quality Assurance Project Plans, approved by VADEQ. Twice per year, staff members from VADEQ verify the quality of RCA’s sampling protocols and lab identification. The RCA Science Advisory Committee and local partners review the data, sites, and procedures as needed, and VADEQ reviews the database annually.

**FY26 NON-PROFIT AGENCY FUNDING REQUEST**

Fluvanna County

Section 1 - AGENCY INFORMATION		FY26 Total Rqst	FY26 COAD	FY26 BOS
<b>Agency:</b>	Sexual Assault Resource Agency	\$ 2,000	\$ -	\$ -
<b>Address:</b>	335 Greenbrier Drive, Suite 102, Charlottesville, VA 22901	<b>Contact E-mail:</b>	<a href="mailto:priya@saracville.org">priya@saracville.org</a>	
<b>Contact:</b>	Priya Bajaj, Development Manager	<b>Contact Phone:</b>	434-295-7273 x 118	
Section 2 - FUNDING REQUESTS BY PROGRAM AREA		FY26 Prog Rqst	FY26 COAD	FY26 BOS
<b>Program 1:</b>	Survivor Services: advocacy, therapy, and crisis intervention	\$ 1,500	\$ -	\$ -
<b>Program 2:</b>	Community Outreach to Fluvanna	\$ 500	\$ -	\$ -
<b>Program 3:</b>		\$ -	\$ -	\$ -
<b>Program 4:</b>		\$ -	\$ -	\$ -
<b>Program 5:</b>		\$ -	\$ -	\$ -
<b>Program 6:</b>		\$ -	\$ -	\$ -
<b>Program 7:</b>		\$ -	\$ -	\$ -
Section 3 - DESCRIPTION AND JUSTIFICATION OF FUNDING NEEDS (Briefly describe how the funding would be used. <u>Bullets preferred.</u> )				
<p>SARA’s client service work in Fluvanna County looks vastly different than our work in Charlottesville and Albemarle. When we accompany clients to medical appointments or court appearances, Fluvanna clients are navigating greater barriers than more urban clients such as transportation, childcare, safe and affordable housing, healthcare, mental health care, etc. In other words, our clients in rural areas are more likely to live in or near poverty. SARA Advocates connect survivors with service providers to support these needs, helps navigate the systems at play, and offers around the clock crisis support through our hotline. The agency continue to see an increased need of survivors as more individuals are experiencing sexual violence while struggling to survive the hardships brought on by the pandemic (i.e. housing, employment, illness, schooling, childcare, etc.). In FY24, SARA provided advocacy and therapy services to 12 residents of Fluvanna County; compared to XX individuals last year. These clients recieved 328 service sessions including 286 sessions of licensed trauma therapy, 28 safety planning and individual advocacy sessions, 2 accompaniments to civil/criminal proceedings, and case management.</p> <p>SARA participated in 21 community engagement activities in Fluvanna and responded to 410 hotline calls of which 3 callers identified themselves as Fluvanna County residents. Most callers do not identify their locality. These community engagement opportunities require time, mileage, and supplies that are otherwise not covered by secured state funding. Without local support, these expenses are covered through fundraised dollars.</p>				

AGENCY INFORMATION		FY26 Total Rqst	FY26 COAD	FY26 BOS
Agency:	Sexual Assault Resource Agency	\$ 2,000	\$ -	\$ -
<b>Section 4 - OTHER FUNDING SOURCES</b> (Please list any other source(s) of funding for the program(s).)				
<p>SARA receives funding from a number of local, state, and federal grants as well as contributions from private individuals, foundations, and events. Grants do not cover all expenses and typically do not cover needed overhead and infrastructure support. Further, there have been substantial budget cuts to state and local funding sources (explained in Section 5). To supplement these grants, SARA is continually engaged with individual donors and corporate sponsors who also support our work.</p>				
<b>Section 5 - IMPACT IF NOT FUNDED BY FLUVANNA COUNTY</b> (Briefly explain the impact on each program area if not funded by Fluvanna County.)				
<p>In fiscal year 2026, the expiration of two American Rescue Plan Act (ARPA) grants will result in an \$81,600 revenue shortfall for the Sexual Assault Resource Agency. This budget change is reflected in the State and Federal government grant lines. These funds currently support staff salaries, office space, mileage, and supplies needed for service delivery. Agencies funded through the Virginia Department of Criminal Justice Services (DCJS) have been notified to expect reduced funding to other grant programs, affecting organization such as sexual and domestic violence agencies, victim witness, and other victim service programs. In FY19 our state and federal grants supporting direct services equaled \$497,588. In FY24, our statement of activity for state and federal grant funding is at \$312,037, a loss of \$185,552 over 5 years.</p> <p>SARA took proactive steps in FY24 and FY25 to plan for these financial challenges. This included restructuring and rebudgeting in March 2024, reducing staff as vacancies occurred, and focusing on fundraising and development to boost revenues. In order to sustain our services, we set ambitious targets to increase grant revenue from foundations by 10% and individual donations by 7%. However, addressing the \$81,600 gap cannot rely solely on fundraising efforts. SARA is requesting additional support from stakeholders to help fill this gap, including from the City of Charlottesville and Albemarle County, to help preserve essential services for sexual assault survivors by increasing funding in FY26.</p> <p>SARA prioritizes a diverse funding portfolio and is continually engaged with individual donors and corporate sponsors who also support our work.</p>				
<b>Section 6 - ADDITIONAL INFORMATION</b>				

From direct services to prevention programs, our priority is to work alongside survivors and community partners. We make available pre- and post-surveys for our prevention programs, group support, and training sessions. With feedback in mind, our staff often revise programs and tailor sessions for the communities they support. Here is what beneficiaries are saying about our work:

“So grateful for your services!! And so grateful for [my therapist]. She is an amazing educator.”

“I will always be grateful for everything you have done for me. [The Advocate] gave me excellent directions how to go about all the situations. She is excellent at following up...and finding contacts to help with certain situations. My mom has said the same thing about [her]. Again, thank you so much for everything that you have done for me and my family.”

“[My therapist] is simply amazing. She encourages me in our sessions by allowing me to be me. I am so grateful for her she is a part of the reason, of me being super successful on my healing journey. Thank God for SARA, Thank God for [her]!”

There is still much work to be done. Your investment, no matter the size, can move mountains toward meeting our mission - eliminating sexual violence and its impacts in our communities.

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**Section 4 - OTHER FUNDING SOURCES**

-- List any other source(s) of funding for the program(s) for which you are seeking Fluvanna County contributions.

**Section 5 - IMPACT IF NOT FUNDED BY FLUVANNA COUNTY**

-- Provide detailed information explaining what problems will arise and the public disadvantage should the program be unfunded or partially funded.

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**SUBMISSION**

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 -- We are asking all agencies to submit an updated signed W9 to confirm that all information on file is correct and 2 years of Audited Financial Statements or IRS Form 990. Forms must be submitted via e-mail to Theresa McAllister, Management Analyst (tmcallister@fluvannacounty.org) prior or before, **Wednesday, November 27, 2024.**

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TAB Mc

**FY26 NON-PROFIT AGENCY FUNDING REQUEST**

Fluvanna County

Section 1 - AGENCY INFORMATION		FY26 Total Rqst	FY26 COAD	FY26 BOS
<b>Agency:</b>	Fluvanna County Arts Council	\$ 10,000	\$ -	\$ -
<b>Address:</b>	265 Turkey Sag Trail, Suite 102, P.O. Box 210, Palmyra, VA 22963	<b>Contact E-mail:</b>	<a href="mailto:fluvannaartsnews@gmail.com">fluvannaartsnews@gmail.com</a>	
<b>Contact:</b>	Sharon Harris	<b>Contact Phone:</b>	434-962-8431	
Section 2 - FUNDING REQUESTS BY PROGRAM AREA		FY26 Prog Rqst	FY26 COAD	FY26 BOS
<b>Program 1:</b>		\$ -	\$ -	\$ -
<b>Program 2:</b>		\$ -	\$ -	\$ -
<b>Program 3:</b>		\$ -	\$ -	\$ -
<b>Program 4:</b>		\$ -	\$ -	\$ -
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<b>Program 6:</b>		\$ -	\$ -	\$ -
<b>Program 7:</b>		\$ -	\$ -	\$ -
Section 3 - DESCRIPTION AND JUSTIFICATION OF FUNDING NEEDS (Briefly describe how the funding would be used. Bullets preferred.)				
<p>We are an all-volunteer, nonprofit Arts Council. We use funds to support our mission - to promote the arts and cultural enrichment for Fluvanna by providing a variety of visual and performing arts programs, bringing regional artists and performers to our community, and facilitating arts education in the County. We use funds to:</p> <ul style="list-style-type: none"> <li>• Plan, sponsor, and present community arts and culture events, youth arts enrichment programs, films, and performances by touring and regional artists to bring new and diverse programs to the Carysbrook Performing Arts Center (CPAC) for the benefit of the community</li> <li>• Pay performers</li> <li>• Purchase film and show rights</li> <li>• Support youth arts enrichment activities</li> <li>• Provide technical direction, lighting, and sound for events</li> <li>• Maintain sound, lighting, projection, and other equipment</li> <li>• Maintain a website</li> <li>• Market and advertise events through paid print and social media</li> </ul>				

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AGENCY INFORMATION		FY26 Total Rqst	FY26 COAD	FY26 BOS
Agency:	Fluvanna County Arts Council	\$ 10,000	\$ -	\$ -
<b>Section 4 - OTHER FUNDING SOURCES</b> (Please list any other source(s) of funding for the program(s).)				
<p>While we are charged with making the arts accessible and affordable in our rural community, we do rely on ticket sales to provide a portion of the funds to support our programs. This income potential is somewhat limited by local economic conditions and the need to restrict the number of tickets sold to ensure compliance with safety regulations in the constrained space in our entry/box office hallway, resulting from our space sharing with the Department of Social Services. In addition to income from ticket sales, we seek funds with an annual donor campaign, look for sponsors, and apply for grants. We sincerely appreciate the community's support of our mission, and we remain aware that in a community with relatively few businesses, numerous nonprofits, and a great need for support, donors face difficult choices. With a limited number of available sponsors to support vital community programs, the Virginia Commission for the Arts (VCA) community partnership grant is critical to the success of arts organizations like ours. <del>by ensuring funds are available to bring the arts to underserved, under-resourced, and under-represented communities. The VCA grant</del></p>				
<b>Section 5 - IMPACT IF NOT FUNDED BY FLUVANNA COUNTY</b> (Briefly explain the impact on each program area if not funded by Fluvanna County.)				
<p>Without county funds, which include the matching grant from VCA, we may be unable to provide community arts programming. Our dedicated team is committed to our mission. Still, it faces many challenges from operating with a small, all-volunteer staff while most community arts organizations have paid full-time staff. Support from local government is critical to the success of arts organizations in rural communities like ours, with limited businesses and other sponsors to support these vital community programs. The arts are a fundamental component of vibrant rural communities, strengthening them socially, educationally, and economically. Arts, cultural, and youth enrichment programs like those we provide benefit our citizens and our community. Research shows that programs offered by rural arts organizations like the Fluvanna County Arts Council attract non-local audiences. Thus, the community sees a return on the investment of county funds in our programs beyond the entertainment, educational, and <del>community-building benefits, as community arts programs support local tourism and local businesses. National data on rural arts programs show</del></p>				
<b>Section 6 - ADDITIONAL INFORMATION</b>				
<p>We are proud of our 32 years of service to the Fluvanna community. Thanks to the dedication of our volunteers, we've continued to promote the arts and cultural enrichment, foster arts education and broader access to the arts, draw tourists and visitors to the community, and enhance the quality of life for those of us living in and near Fluvanna County. We've done this with a limited budget and have kept our nonprofit funding request the same year after year, despite increasing expenses.</p> <p>In order to provide arts programs, we must maintain the stage, theater, and technical equipment at the Carysbrook Performing Art Center. Given the age of the building and equipment and the mixed use of the stage for the past few years, we've faced increased costs to replace, repair, and upgrade equipment and furnishings. We've replaced curtains in the wings damaged by tables stored onstage between county government meetings. The stage floor also needs repair, and the window dressings must be replaced due to water damage. We replaced an outdated light board and will continue investing in a gradual transition to LED lights. We are also in the process of repairing the central processing unit for our stage lighting, and we are aware that the system has far outlived its typical lifespan and anticipate the need to replace it in the near future.</p>				

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-- List any other source(s) of funding for the program(s) for which you are seeking Fluvanna County contributions.

**Section 5 - IMPACT IF NOT FUNDED BY FLUVANNA COUNTY**

-- Provide detailed information explaining what problems will arise and the public disadvantage should the program be unfunded or partially funded.

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BOS Budget/CIP Adoption - - - - -	April 16, 2025, 6:00 p.m.

TAB N

**FY26 NON-PROFIT AGENCY FUNDING REQUEST**

Fluvanna County

Section 1 - AGENCY INFORMATION		FY26 Total Rqst	FY26 COAD	FY26 BOS
<b>Agency:</b>	Shelter for Help in Emergency	\$ 12,600	\$ -	\$ -
<b>Address:</b>	PO Box 1013 Charlottesville, VA 22902	<b>Contact E-mail:</b>	<a href="mailto:mshifflett@shelterforhelpinemergency.org">mshifflett@shelterforhelpinemergency.org</a> <a href="mailto:sellis@shelterforhelpinemergency.org">sellis@shelterforhelpinemergency.org</a>	
<b>Contact:</b>	Melissa Shifflett	<b>Contact Phone:</b>	434-963-4676, Ext 2	
Section 2 - FUNDING REQUESTS BY PROGRAM AREA		FY26 Prog Rqst	FY26 COAD	FY26 BOS
<b>Program 1:</b>	Residential Client Services	\$ 6,300	\$ -	\$ -
<b>Program 2:</b>	Outreach and Community Services	\$ 6,300	\$ -	\$ -
<b>Program 3:</b>		\$ -	\$ -	\$ -
<b>Program 4:</b>		\$ -	\$ -	\$ -
<b>Program 5:</b>		\$ -	\$ -	\$ -
<b>Program 6:</b>		\$ -	\$ -	\$ -
<b>Program 7:</b>		\$ -	\$ -	\$ -
Section 3 - DESCRIPTION AND JUSTIFICATION OF FUNDING NEEDS (Briefly describe how the funding would be used. Bullets preferred.)				
<p>Funding will be used to support the extensive array of Shelter services provided to victims of domestic/intimate partner violence: 24-hour hotline (which serves as a bridge to other Shelter services and is a critical step on a path to a violence-free life), emergency safe shelter in our residential facility, supportive counseling, legal advocacy, court accompaniment, and children's programs. Services focus on healing the damage inflicted by abuse, restoring a victim's sense of self-efficacy and hope, providing safety, encouraging positive relationships and social connection, promoting good physical and emotional health, assisting access to community resources including employment assistance and housing, and ensuring that children feel safe and are able to succeed in school. Our Outreach and Community services team reaches individuals experiencing D/IPV who need supportive services and information, but do not need or request the safety of our residential facility. The Lethality Assessment Program (LAP) works with local police and sheriff departments, connecting high risk victims of DV with a hotline advocate to provide immediate support, safety planning, information and referral at the scene of a DV incident. The Fluvanna County Sheriff's Office and Lake Monticello Police Department both actively participate in the LAP program, enabling greater access to services for high risk victims of domestic violence in Fluvanna County. The Prevention Services program reaches into our local schools and youth groups providing education and support to the area's child and teen population, utilizing evidence-based curriculum and activities to engage youth and enable them to identify abusive behaviors &amp; understand that there are alternatives to violence. This program seeks to address the need to educate and support our community to move beyond intervention services into preventative action.</p>				

AGENCY INFORMATION		FY26 Total Rqst	FY26 COAD	FY26 BOS
<b>Agency:</b>	Shelter for Help in Emergency	\$ 12,600	\$ -	\$ -
<b>Section 4 - OTHER FUNDING SOURCES</b> (Please list any other source(s) of funding for the program(s).)				
<p>Our programs are supported with funding from each jurisdiction in Planning District 10: City of Charlottesville, Counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson. We also receive federal &amp; state funding from the Virginia Department of Social Services, Department of Criminal Justice Services, and the Office on Violence Against Women. We apply for and receive various small grants from foundations and/or corporations also. Financial support from the community, including individuals, organizations, and corporations, plays a very significant role in our budget as well. Typically we sponsor multiple events and activities each year to raise community awareness of domestic violence and increase funds for our programs by way of donations at these events.</p>				
<b>Section 5 - IMPACT IF NOT FUNDED BY FLUVANNA COUNTY</b> (Briefly explain the impact on each program area if not funded by Fluvanna County.)				
<p>Public health and safety are core, essential provisions for local government. The Shelter is well-positioned to address these for Fluvanna County in a cost-efficient and effective way. Fluvanna County government funds are a critical resource to the Shelter enabling us to extend our programs and services to the whole of Fluvanna County. Domestic/intimate partner violence takes a significant toll on individual lives and the community as a whole not only in terms of well-being, but also with regard to financial burdens and resources. Left unaddressed, the impact of D/IPV in the community spreads across a wide variety of resources. The County experiences cost savings by working with an established group such as the Shelter whose expertise is centered on family safety and well-being. The provision of trauma-informed comprehensive services through the Shelter offers a specialized, cost-effective and affordable response to D/IPV.</p> <p>The Shelter’s program provides both individual and community cost saving benefits on a short and long-term basis. Our Residential Program offers immediate refuge from actual or imminent assault helps women avoid additional assaults and homelessness, reducing the number of D/IPV crimes and resulting injuries that occur. This reduces the need for police, court, corrections and health system interventions. The provision of safe shelter in times of acute crisis and emergency serve to protect against not only repeated abuse and injury, but also from loss of life. For children who witness violence in their homes, our residential program offers a stable and supportive environment where both mother and child can be safe and start a process of healing to halt a cycle of generational violence. Trauma-informed counseling and support offers a significant benefit to both the individual and community by providing support services to low-income residents, who would otherwise be unlikely to obtain these services or be adding to the already substantial mental health waiting list. Shelter services reduce the level of stress and injury that contribute to a substantial loss of work productivity. Decreased productivity ultimately leads to loss of wages and loss of employment, and with it the subsequent decline in tax revenue. Through our advocacy and support services, we provide an invaluable resource to victims during court appearances, decreasing reliance on court personnel for information and assistance. Interventions provided through our programs serve to reduce the potential need for later long-term, high-cost services such as mental health interventions, health care, repeat law-enforcement response and juvenile justice interventions. Your support for these services is vital to the Shelter and will ensure a sustained and comprehensive response to victims of domestic violence in Fluvanna County.</p>				
<b>Section 6 - ADDITIONAL INFORMATION</b>				

During FY24, the Shelter received 61 calls to our 24-hour emergency hotline from Fluvanna County residents. Emergency shelter was provided to 27 residents of Fluvanna, for a total of 263 nights of safety. Transitional Housing was provided for 4 Fluvanna County residents for 1,464 nights of safe shelter. Advocacy/Support services were provided on an outreach basis to 20 additional clients from Fluvanna who didn't want or need emergency shelter, but did access some of the other Shelter services such as court accompaniment, legal advocacy, counseling, etc. The Lethality Assessment Program (LAP) in Fluvanna resulted in 98% of D/IPV victims being identified as high danger based the LAP screening tool and/or law enforcement concern, which resulted in calls to our 24-hour hotline from the officer and/or victim at the scene of the D/IPV incident. Our Prevention Services program is very active in Fluvanna County with prevention groups taking place at FCHS and Lafayette School with topics such as healthy vs unhealthy relationships, setting boundaries, consent, etc.

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TAB O

**FY26 NON-PROFIT AGENCY FUNDING REQUEST**

Fluvanna County

Section 1 - AGENCY INFORMATION		FY26 Total Rqst	FY26 COAD	FY26 BOS
<b>Agency:</b>	Virginia Career Works- Piedmont Region	\$ 5,642	\$ -	\$ -
<b>Address:</b>	943 Glenwood Station Lane, Suite 103 Charlottesville, VA 22901	<b>Contact E-mail:</b>	<a href="mailto:smorton@vcwpiedmont.com">smorton@vcwpiedmont.com</a>	
<b>Contact:</b>	Sarah Morton, Executive Director	<b>Contact Phone:</b>	804-229-5627	
Section 2 - FUNDING REQUESTS BY PROGRAM AREA		FY26 Prog Rqst	FY26 COAD	FY26 BOS
<b>Program 1:</b>	Virginia Career Works- Piedmont Region	\$ -	\$ -	\$ -
<b>Program 2:</b>		\$ -	\$ -	\$ -
<b>Program 3:</b>		\$ -	\$ -	\$ -
<b>Program 4:</b>		\$ -	\$ -	\$ -
<b>Program 5:</b>		\$ -	\$ -	\$ -
<b>Program 6:</b>		\$ -	\$ -	\$ -
<b>Program 7:</b>		\$ -	\$ -	\$ -
<b>Section 3 - DESCRIPTION AND JUSTIFICATION OF FUNDING NEEDS</b> (Briefly describe how the funding would be used. <u>Bullets preferred.</u> )				

Virginia Career Works- Piedmont Region (VCW-Piedmont) is one of 14 Workforce Development Boards in the Commonwealth of Virginia committed to addressing workforce development needs and combating unemployment. We are committed to Empowering Our Region Through Collaborative Workforce Transformation. We envision a future where our region flourishes through dynamic workforce development connecting workers, and employers while promoting inclusive opportunities. Our mission is to revolutionize workforce development through unwavering dedication to focused programming and fostering collaboration among workers, employers, and community partners. Our strategy is designed to mitigate workforce gaps and barriers of local employers while leveraging resources to create a holistic workforce system that connects career-seekers with employers. As a convener, our role is to engage partners to cultivate this holistic approach by providing individuals with the resources and supportive services to help them overcome barriers and recognize their merit and worth to ensure self-sufficiency and financial resiliency. This strategy is aligned with the State Workforce Development goals and focuses on regional industry sectors. VCW-Piedmont recognizes that industry needs vary among employers; therefore, we assess and validate data gathered from outside sources with our local businesses to meet their specific workforce needs. Specifically, we use Target Markets Report, Sector Strategies, Career Pathways, and GO Virginia Growth Plan to support employers with recruitment and retention strategies that build a sustainable and progressive workforce.

#### Goals and Objectives

- Employer engagement -industry mapping and research, establish industry advisory workgroups, comprising representatives from targeted sectors, to gather insights and guidance on workforce development strategies, and talent pipeline development.
- Focused Initiative – needs assessment and curriculum development, engage and mobilize a stable, competent, and prudent workforce to address the needs of business and industry. Leverage resources to create a workforce system that connects career-seekers and employers. Flexible learning modalities.
- Worker Engagement -Strengthen outreach and recruitment efforts to promote workforce services and stimulate career awareness. Employment placement supports, and personalized career counseling.
- Community Partnerships Foster new collaboration and strengthen relationships with partners (State Workforce Board, DARS, DSS, Adult Ed, VEC, PVCC, GCC, LFCC, and Economic Developers).
- Organizational Excellence

AGENCY INFORMATION		FY26 Total Rqst	FY26 COAD	FY26 BOS
Agency:	Virginia Career Works- Piedmont Region	\$ 5,642	\$ -	\$ -

**Section 4 - OTHER FUNDING SOURCES** (Please list any other source(s) of funding for the program(s).)

The U.S. Department of Labor's Employment and Training Administration administers the Workforce Innovation and Opportunity Act (WIOA) programs. These programs assist eligible career seekers in participating in education and skills development activities (including occupational skills training and work experiences) to develop skills to obtain self-sufficient employment. The federal funding provided to VCW-Piedmont is limited in scope and needs to provide comprehensive workforce development services throughout the region. Locality funds are requested each year from the region's jurisdictions to conduct activities not considered allowable expenditures under federal guidelines. At the request of the Council of elected officials, VCW-Piedmont requests 20 cents per capita from each locality. For FY 2026, those amounts are Fluvanna \$5,642, Albemarle County \$23230, Charlottesville City \$10,226 Culpeper County - \$10,966; Greene County - \$4,274; Louisa County - \$8086; Madison County - \$2,805; Nelson County - \$2,942; Orange County - \$7,525; Rappahannock County - \$1,482 and Fauquier County - \$14,746.

**Section 5 - IMPACT IF NOT FUNDED BY FLUVANNA COUNTY** (Briefly explain the impact on each program area if not funded by Fluvanna County.)

Virginia Career Works-Charlottesville Center saw an increase in visits from 8489 in FY23, with individual visits specific to Fluvanna 340. Childcare and transportation continue to be the essential rudiments impacting career seekers. To bridge our funding gaps in FY 2026, VCW-Piedmont, in collaboration with GO Virginia, Local School Divisions, Redevelopment Housing, and Community Colleges, provides College and High School scholars with high-quality work-based learning, career development, and financial literacy. VCWP is wrapping up the GO Virginia Talent Supply Connector initiative. This grant supported talent development for manufacturing and food beverage manufacturing, creating a pipeline of career-seekers through meaningful internships, apprenticeships, and other work-based learning experiences. The Region 9 Internship Collaborative provides Central Virginia Businesses with tools to develop high-quality, experiential learning opportunities that can lead to employment for high school, community college, and University of Virginia Students. Virginia Career Works – Piedmont Region has also worked diligently to provide Fluvanna County Career Seekers workforce services. At the same time, our centers are housed in Charlottesville City, Culpeper, and Orange. We continue to encourage career seekers to seek alternatives to exploring their aspirations through virtual training platforms such as LinkedIn, micro training, and community college virtual platforms for occupational skills training, financial literacy, career readiness, and job search assistance to active career seekers. Additionally, VCW Piedmont serves on the Career Technical Education Advisory Council to ensure programs are aligned with industry needs as well as coordinating industry tours for high school youth. Although federal funds supported families and households, VCW-Piedmont continued championing self-sufficiency by empowering career seekers and businesses to attend and navigate hiring events. Although we receive federal dollars to support education and training for career seekers, those monies were restricted due to eligibility requirements. Hence, locality funds are essential for FY 2026 to ensure the organization can continue to develop innovative strategies for businesses and career seekers in Fluvanna County. The Virginia Career Works Council, comprised of local elected officials from each locality, including the Honorable Tony O'Brien from Fluvanna County, would designate how the locality allocation is used to ensure appropriate and beneficial funding. We recognized that center interactions are overwhelmingly dominated by those living within the city/counties that house the Centers.

**Section 6 - ADDITIONAL INFORMATION**

VCW-Piedmont focuses on the number of participants served, initial and continuing visits to the region's Comprehensive and Affiliate One-Stop Centers, the localities where participants reside, and the number of job placements and hires associated with business services. Participants complete Customer Satisfaction Surveys, which are used to evaluate customer satisfaction, service delivery, and the development of new programs. Virginia Career Works-Piedmont Region has two governing bodies: (1) the VCW-Piedmont Council, comprised of local elected officials from each locality, and (2) the Piedmont Workforce Development Board, which includes 23 private and public sector representatives. Supervisor Tony O'Brien serves as the elected official on the Council. Federal funds from the U. S. Department of Labor for the Workforce Innovation and Opportunity Act (WIOA) programs are the primary funding source for the Virginia Career Works. The federal funds, however, are substantially restrictive for specific services.

TAB P

**FY26 NON-PROFIT AGENCY FUNDING REQUEST**

Fluvanna County

Section 1 - AGENCY INFORMATION		FY26 Total Rqst	FY26 COAD	FY26 BOS
<b>Agency:</b>	Fluvanna Leadership Development Program (FLDP)	\$ 1,000	\$ -	\$ -
<b>Address:</b>	51 Plum Ct., Palmyra, VA 22963	<b>Contact E-mail:</b>	<a href="mailto:misprint0949@gmail.com">misprint0949@gmail.com</a>	
<b>Contact:</b>	Jackie Bland	<b>Contact Phone:</b>	703-307-1373	
Section 2 - FUNDING REQUESTS BY PROGRAM AREA		FY26 Prog Rqst	FY26 COAD	FY26 BOS
<b>Program 1:</b>	Fluvanna Leadership Development Program (FLDP)	\$ 1,000	\$ -	\$ -
<b>Program 2:</b>		\$ -	\$ -	\$ -
<b>Program 3:</b>		\$ -	\$ -	\$ -
<b>Program 4:</b>		\$ -	\$ -	\$ -
<b>Program 5:</b>		\$ -	\$ -	\$ -
<b>Program 6:</b>		\$ -	\$ -	\$ -
<b>Program 7:</b>		\$ -	\$ -	\$ -
<b>Section 3 - DESCRIPTION AND JUSTIFICATION OF FUNDING NEEDS</b> (Briefly describe how the funding would be used. <u>Bullets preferred.</u> )				

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**Section 5 - IMPACT IF NOT FUNDED BY FLUVANNA COUNTY**

- Provide detailed information explaining what problems will arise and the public disadvantage should the program be unfunded or partially funded.

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The Fluvanna Leadership Development Program funds are primarily used for

- \*Promo materials including paid newspaper ads and printed flyers and banners to recruit the new students
- \*A kickoff/Orientation session with food and beverages at the start of the program
- \* Snacks at in-person sessions
- \* An all-day county bus tour including bus rental, driver, and lunch.
- \*Duplication of materials
- \*Licenses and subscriptions for the FLDP website, Zoom, Dropbox and other software to facilitate the website
- \*Computer, microphones and other equipment needed for in-person sessions since FLDP is also doing hybrid sessions and/or recording sessions via Zoom
- \*Catered graduation dinner at class completion at which we cover the costs of BOS and School Board members who attend as well as any speakers

		FY26 Total Rqst	FY26 COAD	FY26 BOS
<b>Agency:</b>	Fluvanna Leadership Development Program (FLDP)	\$ 1,000	\$ -	\$ -

**Section 4 - OTHER FUNDING SOURCES** (Please list any other source(s) of funding for the program(s).)

FLDP tuition for class members is \$75. The Executive Committee feels that price point allows for all Fluvanna citizens in all regions of the county to participate in the program, despite their economic situation. In prior years, FLAG, the alumni group of FLDP grads, provided \$250 towards the graduation dinner expenses.

**Section 5 - IMPACT IF NOT FUNDED BY FLUVANNA COUNTY** (Briefly explain the impact on each program area if not funded by Fluvanna County.)

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BOS Budget/CIP Adoption -----	April 16, 2025, 6:00 p.m.



In the past the three largest expenses for the program have been the all-day county bus tour (\$700) which helps orient/familiarize the students to all corners of the county and it's rich history; the catered graduation dinner at the end of the session (\$3000), and maintaining a web presence along with a Zoom subscription (\$600) to facilitate participation when students have a conflict. With only a few caterers or restaurants in the county that are able to host the graduation dinner, we're not sure how we would reduce that expenditure. It has been suggested that we once again raise our tuition, but we feel certain that will diminish both the class size and more important the diversity of the class participants from our rural community. Finally, apparently this year apparently the various county facilities we meet at are now required to charge FLDP rental fees for holding sessions there. This will only add to our anticipated deficit.

#### **Section 6 - ADDITIONAL INFORMATION**

The program provides a great orientation to citizens about Fluvanna County, it's governance, it's history, tourism, non-profits, county services, businesses, planning and most important, how citizens can engage in the county to provide support and/or advice. Now in its 22nd year, approximately 450 grads have gone on to serve the community in local government roles including committees, elected or staff county government positions and on local non-profits. FLDP alumni serve countless hours engaged with local civic, community service and religious organizations. This program provides a gateway for citizens to understand how they can get involved and serve the community. FLDP has proudly promoted the fact that the county financially supports the program. FLDP's class 22 expects to graduate between 20-23 students in the spring of 2025.



## TAB Q

### FY26 NON-PROFIT AGENCY FUNDING REQUEST

Fluvanna County

Section 1 - AGENCY INFORMATION		FY26 Total Rqst	FY26 COAD	FY26 BOS
<b>Agency:</b>	Piedmont Housing Alliance	\$ 5,000	\$ -	\$ -
<b>Address:</b>	682 Berkmar Circle, Charlottesville, VA 22901	<b>Contact E-mail:</b>	<a href="mailto:bwellmon@piedmonthousing.org">bwellmon@piedmonthousing.org</a> ; <a href="mailto:twhite@piedmonthousing.org">twhite@piedmonthousing.org</a> ; <a href="mailto:scooper@piedmonthousing.org">scooper@piedmonthousing.org</a>	
<b>Contact:</b>	Brooks Wellmon, Director of Mission Investment & Communications	<b>Contact Phone:</b>	434.422.5493	
Section 2 - FUNDING REQUESTS BY PROGRAM AREA		FY26 Prog Rqst	FY26 COAD	FY26 BOS
<b>Program 1:</b>	Comprehensive Housing Counseling and Asset-Building Services	\$ 5,000	\$ -	\$ -
<b>Program 2:</b>		\$ -	\$ -	\$ -
<b>Program 3:</b>		\$ -	\$ -	\$ -
<b>Program 4:</b>		\$ -	\$ -	\$ -
<b>Program 5:</b>		\$ -	\$ -	\$ -
<b>Program 6:</b>		\$ -	\$ -	\$ -
<b>Program 7:</b>		\$ -	\$ -	\$ -
<b>Section 3 - DESCRIPTION AND JUSTIFICATION OF FUNDING NEEDS</b> (Briefly describe how the funding would be used. Bullets preferred.)				

For 40 years, Piedmont Housing Alliance has been the leading nonprofit organization addressing affordable housing needs throughout the region. Our comprehensive spectrum of services is designed to holistically meet the needs of our neighbors living in low-wealth, under-resourced areas.

#### Financial Opportunity Center + Housing Hub

In 2021, Piedmont Housing led the creation of the region's first Local Initiatives Support Corporation (LISC)-modeled Financial Opportunity Center (FOC). This multi-agency collaborative provides a "one-stop shop" for financial coaching, job and benefits navigation, housing services, and eviction prevention resources, with Piedmont Housing's award-winning, HUD-certified housing counseling team serving as a backbone resource.

Key FOC housing program elements include:

- **Down Payment Loan Assistance:** Piedmont Housing provides down payment assistance, matched savings programs, and low-cost mortgage loans to increase homeownership opportunities. These financial resources are backed by local, state, and federal funding, with Piedmont Housing serving as a Community Development Financial Institution (CDFI) and an FHA Secondary Financing Provider.
- **Credit Repair:** Enhances mortgage pre-approval eligibility by helping residents and community members improve their credit scores. Accomplished by identifying and disputing inaccuracies and managing debts.
- **Housing Navigation:** Two full-time Housing Navigators assist residents in finding affordable rental housing suited to their needs. Navigators help match housing-seekers with local housing resources, including rental assistance and housing vouchers, to ensure long-term stability.

#### Eviction Prevention & Housing Stability

Piedmont Housing is committed to preventing homelessness and improving housing stability. Our holistic eviction prevention strategy is anchored by the Virginia Eviction Reduction Pilot (VERP), which includes:

- **Case Management:** A full-time case manager works with residents at risk of eviction to connect them with financial stability resources and short-term financial assistance. To date, over 150 households have been stabilized through this program.
- **Landlord Engagement:** A full-time specialist works to improve landlord-tenant relations and resolve disputes. In 2023, Piedmont Housing launched its Landlord-Tenant Mediation Program in partnership with local courts, a first-of-its-kind initiative in the area helps keep more residents stably housed.
- **Court Navigation:** Our VERP Project Manager helps residents navigate the eviction process, providing guidance during eviction hearings and

AGENCY INFORMATION		FY26 Total Rqst	FY26 COAD	FY26 BOS
<b>Agency:</b>	Piedmont Housing Alliance	\$ 5,000	\$ -	\$ -
<b>Section 4 - OTHER FUNDING SOURCES</b> (Please list any other source(s) of funding for the program(s).)				
<p>Piedmont Housing Alliance’s housing counseling and asset-building services are made possible through a diverse set of funding sources, including:</p> <ul style="list-style-type: none"> <li>U.S. Department of Housing and Urban Development (HUD)</li> <li>Virginia Housing</li> <li>City of Charlottesville</li> <li>Albemarle County</li> <li>Fluvanna County</li> <li>Louisa County</li> <li>Foundation Grants</li> <li>Corporate Grants</li> <li>Individual Donations</li> </ul> <p>These funding sources collectively support our mission to provide affordable housing opportunities and financial empowerment services across the region.</p>				
<b>Section 5 - IMPACT IF NOT FUNDED BY FLUVANNA COUNTY</b> (Briefly explain the impact on each program area if not funded by Fluvanna County.)				
<p>If Piedmont Housing Alliance does not receive funding from Fluvanna County, we will remain dedicated to delivering financial empowerment resources. However, in the absence of county support, we would need to prioritize our efforts in areas, that contribute financial resources to our programs. To bridge the gap, we would seek alternative funding and apply for additional grants.</p>				
<b>Section 6 - ADDITIONAL INFORMATION</b>				

**FY26 Non-Profit Agency Funding Request Form -- INSTRUCTIONS**

**GENERAL INFORMATION**

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 -- Before proceeding with your request preparation, please read the following general information and instructions:

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-- **Submitting agencies need only to enter information in the boxes/cells without color**  
 -- Enter requesting agency name, agency address, contact person including their title, contact email, and contact phone.

**Section 2 - FUNDING REQUESTS BY PROGRAM AREA**

-- Enter the title of each program for which funds are being requested as well as the amount requested.

**Section 3 - DESCRIPTION AND JUSTIFICATION OF FUNDING NEEDS**

-- Describe as briefly as possible the intended use of potential funds allocated by Fluvanna County.  
 -- Additional space is available in Section 6.

**Section 4 - OTHER FUNDING SOURCES**

-- List any other source(s) of funding for the program(s) for which you are seeking Fluvanna County contributions.

**Section 5 - IMPACT IF NOT FUNDED BY FLUVANNA COUNTY**

-- Provide detailed information explaining what problems will arise and the public disadvantage should the program be unfunded or partially funded.

**Section 6 - ADDITIONAL INFORMATION**

-- Use this space for any additional information you believe is relevant to the funding request.

**SUBMISSION**

-- **All request forms must be submitted digitally via email in Excel format.**  
 -- We are asking all agencies to submit an updated signed W9 to confirm that all information on file is correct and 2 years of Audited Financial Statements or IRS Form 990. Forms must be submitted via e-mail to Theresa McAllister, Management Analyst (tmcallister@fluvannacounty.org) prior or before, **Wednesday, November 27, 2024.**

**ADDITIONAL INFORMATION**

-- Non-Profit Agency Presentations are scheduled for the BOS work session on Wednesday, December 18, 2024 at 5pm, Wednesday, January 8, 2025 at 7pm and Wednesday, January 22, 2025 at 5pm.  
 -- An email will be sent out in December confirming presentations.  
 -- All appropriations of \$25,000 or less will be paid in one check by the end of the first quarter.  
 -- All appropriations in excess of \$25,000 will be paid in quarterly installments.

**FY26 BUDGET CALENDAR (Meeting Dates & Times are Tentative)**

<u>Task Description</u>	<u>Due Date</u>
Release of Budget Packets -----	October 18, 2024
<b>Deadline for submission of Budget Requests -----</b>	<b>November 27, 2024 by 5:00 p.m.</b>
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BOS Budget/CIP Adoption -----	April 16, 2025, 6:00 p.m.

# FY26 NON-PROFIT AGENCY FUNDING REQUEST

Fluvanna County

Section 1 - AGENCY INFORMATION		FY26 Total Rqst	FY26 COAD	FY26 BOS
<b>Agency:</b>	Foothills Child Advocacy Center	\$ 20,000	\$ -	\$ -
<b>Address:</b>	1106 E High St Charlottesville Va 22902	<b>Contact E-mail:</b>	<a href="mailto:Sherri@FoothillsCAC.org">Sherri@FoothillsCAC.org</a> <a href="mailto:Tfuller@FoothillsCAC.org">Tfuller@FoothillsCAC.org</a>	
<b>Contact:</b>	Sherri McKinney, CEO & Tannis Fuller, Director of Administration	<b>Contact Phone:</b>	434-971-7233	
Section 2 - FUNDING REQUESTS BY PROGRAM AREA		FY26 Prog Rqst	FY26 COAD	FY26 BOS
<b>Program 1:</b>	Comprehensive Child Advocacy Services	\$ 20,000	\$ -	\$ -
<b>Program 2:</b>		\$ -	\$ -	\$ -
<b>Program 3:</b>		\$ -	\$ -	\$ -
<b>Program 4:</b>		\$ -	\$ -	\$ -
<b>Program 5:</b>		\$ -	\$ -	\$ -
<b>Program 6:</b>		\$ -	\$ -	\$ -
<b>Program 7:</b>		\$ -	\$ -	\$ -
Section 3 - DESCRIPTION AND JUSTIFICATION OF FUNDING NEEDS (Briefly describe how the funding would be used. <u>Bullets preferred.</u> )				
<p>Foothills CAC employs a multidisciplinary team (MDT) approach, integrating professionals from law enforcement, child protection, mental health, UVA Health, Commonwealth Attorney, etc to collaboratively respond to child abuse cases. This ensures a holistic, child-centered investigation &amp; support process, minimizing trauma and maximizing the effectiveness of interventions for the child and family. Foothills Child Advocacy Center addresses critical local needs by providing a safe, child-friendly environment for victims of abuse.</p> <p>We provide 4 core services:</p> <p>Forensic interviews - A forensic interview at Foothills Child Advocacy Center follows a nationally recognized protocol and is a structured, child-friendly conversation conducted by a specially trained interviewer to gather information from a child about alleged abuse or trauma. The process is designed to be non-leading and developmentally appropriate, ensuring the child feels safe and supported while providing critical information for investigations. This approach minimizes the need for multiple interviews, reduces additional trauma, and helps guide protective and legal actions to ensure the child's safety and well-being. All interviews are audio and video recorded.</p> <p>Onsite medical examinations - Onsite medical exams at Foothills Child Advocacy Center are crucial because they provide immediate, trauma-informed medical care in a familiar and child-friendly environment. These exams not only address the child's physical health needs but also reassure them that their bodies are safe</p>				

AGENCY INFORMATION		FY26 Total Rqst	FY26 COAD	FY26 BOS
Agency:	Foothills Child Advocacy Center	\$ 20,000	\$ -	\$ -
<b>Section 4 - OTHER FUNDING SOURCES</b> (Please list any other source(s) of funding for the program(s).)				
<p>This fiscal year Foothills receiving funding from Fluvanna, Charlottesville, Albemarle, and Nelson; VOCA and DSS; and numerous foundations. Foothills also hosts 2 fundraising events annually and seeks donations from individual donors.</p>				
<b>Section 5 - IMPACT IF NOT FUNDED BY FLUVANNA COUNTY</b> (Briefly explain the impact on each program area if not funded by Fluvanna County.)				
<p>The future of Victims of Crime Act (VOCA) funding remains uncertain, with VOCA accounting for 12% of the organization’s funding in FY25.</p> <p>Should Foothills CAC not receive the full amount of requested funds, the organization will face challenging decisions regarding service delivery and program sustainability. However, Foothills remains steadfast in its mission to support children and families affected by abuse. The following steps will be taken to address any funding shortfalls:</p> <p>Prioritizing Core Services: The highest priority will be maintaining essential services such as forensic interviews, victim advocacy, and MDT participation, as these are critical to the immediate safety and well-being of the children served. Non-essential programs will be scaled back where</p>				
<b>Section 6 - ADDITIONAL INFORMATION</b>				
Empty space for additional information				



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- Enter the title of each program for which funds are being requested as well as the amount requested.

**Section 3 - DESCRIPTION AND JUSTIFICATION OF FUNDING NEEDS**

- Describe as briefly as possible the intended use of potential funds allocated by Fluvanna County.
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**Section 4 - OTHER FUNDING SOURCES**

- List any other source(s) of funding for the program(s) for which you are seeking Fluvanna County contributions.

**Section 5 - IMPACT IF NOT FUNDED BY FLUVANNA COUNTY**

- Provide detailed information explaining what problems will arise and the public disadvantage should the program be unfunded or partially funded.

**Section 6 - ADDITIONAL INFORMATION**

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**SUBMISSION**

- **All request forms must be submitted digitally via email in Excel format.**
- We are asking all agencies to submit an updated signed W9 to confirm that all information on file is correct and 2 years of Audited Financial Statements or IRS Form 990. Forms must be submitted via e-mail to Theresa McAllister, Management Analyst (tmcallister@fluvannacounty.org) prior or before, **Wednesday, November 27, 2024.**

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TAB S

**FY26 NON-PROFIT AGENCY FUNDING REQUEST**

Fluvanna County

Section 1 - AGENCY INFORMATION		FY26 Total Rqst	FY26 COAD	FY26 BOS
Agency:	Hospice of the Piedmont	\$ 2,500	\$ -	\$ -
Address:	675 Peter Jefferson Pkwy, Ste 300 Charlottesville, VA 22911	Contact E-mail:	<a href="mailto:gift@hopva.org">gift@hopva.org</a>	
Contact:	Ophelia Lenz	Contact Phone:	434-972-3568	
Section 2 - FUNDING REQUESTS BY PROGRAM AREA		FY26 Prog Rqst	FY26 COAD	FY26 BOS
Program 1:	Grief and Healing	\$ 2,500	\$ -	\$ -
Program 2:		\$ -	\$ -	\$ -
Program 3:		\$ -	\$ -	\$ -
Program 4:		\$ -	\$ -	\$ -
Program 5:		\$ -	\$ -	\$ -
Program 6:		\$ -	\$ -	\$ -
Program 7:		\$ -	\$ -	\$ -
Section 3 - DESCRIPTION AND JUSTIFICATION OF FUNDING NEEDS (Briefly describe how the funding would be used. <u>Bullets preferred.</u> )				

At Hospice of the Piedmont, we understand that everyone experiences loss, which is why we offer free, ongoing grief support for the entire community, whether they are affiliated with our hospice services or not. Beyond just sadness, grief can evoke complex emotions including confusion, doubt, and anger. It is common for guilt to bring forth feelings of guilt or depression, to interfere with daily activities, and it can even cause problems with existing relationships. Bereavement counseling helps to address these complex emotions and help those left behind navigate one of the most challenging times in life. Philanthropic support allows HOP to provide these meaningful mental health counseling services as we strive to reimagine the way our community views and experiences serious illness, dying and grief.

- For adults 18 years and older who have lost a loved one in our hospice or palliative care, we offer **13 months of free individual counseling** services.
- HOP also offers a **variety of free, ongoing grief groups** including in-person support groups for general grief, loss of spouse/partner women's group, men's support group, and a group for those who have lost children called Remembering Our Children. We meet people where they are, so for those who may find it challenging due to health or transportation concerns to attend an in-person group, we also offer support groups via Zoom for general grief, loss of spouse/partner, and young adult loss group. HOP also engages with the community hosting special events including holiday grief workshops and a Spring Memorial.

- In FY24, our team of grief counselors provided bereavement support for **113 adults in Fluvanna County**. The average cost to provide this comprehensive service is \$121 per individual amounting to a total of over \$13,000 in mental health care extended to Fluvanna County residents that is covered by grants and generous community donors.

- Last year, our **Kids' Grief and Healing counselors supported 19 children and their families in the Fluvanna County**. Children can have such a hard time making sense of the loss of a loved one. According to the Childhood Bereavement Estimation Model (CBEM), 1 in 12 children in the Virginia will experience the death of a parent or sibling by age 18. Our Kids' Grief and Healing Program specializes in the techniques of art therapy to work with children in individual and group counseling sessions promoting better mental health outcomes. The majority of the children our Kids' Grief and Healing Program supports, roughly 80%, come from community referrals and outreach efforts to local schools, and they have no association with having a loved one in our hospice care.

Hospice of the Piedmont is fulfilling a vital community mental health need. HOP strives to increase access to quality mental health care for underserved community members by providing free group grief support for anyone in community. Bereavement support groups help normalize the grief process providing a safe space to talk about grief, what can be expected, and help forge connections. **If granted, funding from the County of Fluvanna would support the ongoing work of our bereavement programs for both adults and children in the Fluvanna community.**

AGENCY INFORMATION		FY26 Total Rqst	FY26 COAD	FY26 BOS
Agency:	Hospice of the Piedmont	\$ 2,500	\$ -	\$ -
<b>Section 4 - OTHER FUNDING SOURCES</b> (Please list any other source(s) of funding for the program(s).)				
<p>Hospice of the Piedmont receives funding from individual donors, foundations as well as corporations, county governments and churches to support our philanthropic programs.</p>				
<b>Section 5 - IMPACT IF NOT FUNDED BY FLUVANNA COUNTY</b> (Briefly explain the impact on each program area if not funded by Fluvanna County.)				
<p>Bereavement support which promotes better long-term mental health outcomes for our community is a priority for Hospice of the Piedmont. If funding is not granted, HOP will continue to seek philanthropic funding to support our bereavement services from individual donors, foundations, corporations, county governments and churches. Our Kids' Grief and Healing program is 100% supported by community philanthropy, and our Grief and Healing Program for adults requires significant philanthropic dollars in order to support the level of individual and group counseling programs provided at no cost to the community.</p>				
<b>Section 6 - ADDITIONAL INFORMATION</b>				
<p>HOP recognizes that many community members who could benefit from our bereavement services are unaware of how to access support. Our Community Outreach and Engagement Program seeks to raise awareness of HOP's nonprofit services and to engage with underserved members of our community. A key strategy involves being visible within our community and providing education about end-of-life issues. HOP aims to create a culture of empathy that is open to engaging in uncomfortable discussions about the challenges of end-of-life and grief.</p> <p>Our annual Memorial Illumination event, which is a night of symbolic healing and remembrance for those that have lost loved ones will take place in Charlottesville at our office (675 Peter Jefferson Parkway) on December 5th at 5pm, and in Culpeper on December 10th at 5pm. All are welcome to attend!</p> <p>In order to assess how our programs are doing, we invite participants in all of our grief support programs to complete an evaluation. Our Grief and Healing Program for adults asks community members to share feedback on how our grief support groups have provided a safe space for mourning, impacted their grief journey, and led to an increased understanding of the grief process. Our Kids' Grief and Healing program also collects surveys from parents and caregivers of children in our grief programs including our family grief workshops, group counseling, individual counseling, and those attending our Journey's Grief Camps. We ask caregivers if the program has helped their child with their grief and if they have shown improvements in behaviors, feelings and communication since the program began.</p>				

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-- List any other source(s) of funding for the program(s) for which you are seeking Fluvanna County contributions.

**Section 5 - IMPACT IF NOT FUNDED BY FLUVANNA COUNTY**

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# FY26 NON-PROFIT AGENCY FUNDING REQUEST

Fluvanna County

Section 1 - AGENCY INFORMATION		FY26 Total Rqst	FY26 COAD	FY26 BOS
Agency:	Jaunt, Inc.	\$ 80,047	\$ -	\$ -
Address:	104 Keystone Place, Charlottesville, VA 22902	Contact E-mail:	<a href="mailto:murphym@ridejaunt.org">murphym@ridejaunt.org</a>	
Contact:	Mike Murphy	Contact Phone:	434-296-3184, ext 101	
Section 2 - FUNDING REQUESTS BY PROGRAM AREA		FY26 Prog Rqst	FY26 COAD	FY26 BOS
Program 1:	Fluvanna County Public Transportation	\$ 80,047	\$ -	\$ -
Program 2:		\$ -	\$ -	\$ -
Program 3:		\$ -	\$ -	\$ -
Program 4:		\$ -	\$ -	\$ -
Program 5:		\$ -	\$ -	\$ -
Program 6:		\$ -	\$ -	\$ -
Program 7:		\$ -	\$ -	\$ -

**Section 3 - DESCRIPTION AND JUSTIFICATION OF FUNDING NEEDS** (Briefly describe how the funding would be used. Bullets preferred.)

Jaunt is a Virginia Public Service Company established in 1982 by regional localities, including Fluvanna County, to provide regional rural public transportation. Two Fluvanna County residents, James Schoenster and Iscella Wittich, serve on Jaunt's Board of Directors as representatives for Fluvanna County. For FY 26, Jaunt requests \$80,047 in local funding to match \$192,847 in federal and state grants to perform rural public transportation services.

This service is open to all residents of Fluvanna County and does not require a prequalification. Under this service, residents can call one to seven days ahead to request to be picked up at their home to be taken to work, school, and other social activities. Local assistance is required as matching funds to drawdown the federal and state grants. For FY26, Jaunt has reduced its request from FY25's \$80,816 apportionment. This funding will allow Jaunt to maintain the existing level of service.

AGENCY INFORMATION		FY26 Total Rqst	FY26 COAD	FY26 BOS
Agency:	Jaunt, Inc.	\$ 80,047	\$ -	\$ -
<b>Section 4 - OTHER FUNDING SOURCES</b> (Please list any other source(s) of funding for the program(s).)				
<p>With Fluvanna County's local match funding for its public transportation program, Jaunt will be able to match the \$80,047 local funds with \$185,528 in federal/state operating assistance, \$7,318 in federal/state capital assistance, and \$1,440 capital reserve funding. Total cost for services for FY26 is \$278,939, of which the local match of \$80,047 represents 29%.</p>				
<b>Section 5 - IMPACT IF NOT FUNDED BY FLUVANNA COUNTY</b> (Briefly explain the impact on each program area if not funded by Fluvanna County.)				
<p>Local Funding is required in order to receive the correlating federal and state funds. If no or less funds are provided, Jaunt will need to eliminate or reduce services to balance the final budget.</p>				
<b>Section 6 - ADDITIONAL INFORMATION</b>				
<p>Our Rural Transit Needs Assessment noted low per capita ridership levels in Fluvanna County. Poverty and disability rates are not as high as some other counties, and the percentage of older adults in the population is similar to other counties. Overall, ridership is well below what might be expected. Fluvanna County does not have commuter bus service, but it has weekday demand-response service into Charlottesville and countywide demand-response. Service could be improved by expanding the hours and days of service. The Fluvanna Circulator, which is the countywide demand-response service, operates three days a week for 7.5 hours per day. This is a limited service that cannot serve many types of trips.</p> <p>Jaunt's Transit Development Plan also recommended additional service for the Fluvanna Circulator. The stakeholders surveyed recommended service 5 days per week and about 10 hours per day. The Fluvanna Workday Link provides service into Charlottesville in the morning and back in the afternoon five days per week, and the Fluvanna Midday Link provides morning service to Charlottesville with early afternoon return service two days per week. The service hours require pre-planning and serve a limited number of trips. The workday link does not serve those with later work schedules. Expanding the hours and frequency of service into Charlottesville/urban Albemarle would help to satisfy the unmet demand.</p>				



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 -- Enter requesting agency name, agency address, contact person including their title, contact email, and contact phone.

**Section 2 - FUNDING REQUESTS BY PROGRAM AREA**

-- Enter the title of each program for which funds are being requested as well as the amount requested.

**Section 3 - DESCRIPTION AND JUSTIFICATION OF FUNDING NEEDS**

-- Describe as briefly as possible the intended use of potential funds allocated by Fluvanna County.  
 -- Additional space is available in Section 6.

**Section 4 - OTHER FUNDING SOURCES**

-- List any other source(s) of funding for the program(s) for which you are seeking Fluvanna County contributions.

**Section 5 - IMPACT IF NOT FUNDED BY FLUVANNA COUNTY**

-- Provide detailed information explaining what problems will arise and the public disadvantage should the program be unfunded or partially funded.

**Section 6 - ADDITIONAL INFORMATION**

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**SUBMISSION**

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 -- We are asking all agencies to submit an updated signed W9 to confirm that all information on file is correct and 2 years of Audited Financial Statements or IRS Form 990. Forms must be submitted via e-mail to Theresa McAllister, Management Analyst (tmcallister@fluvannacounty.org) prior or before, **Wednesday, November 27, 2024.**

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<u>Task Description</u>	<u>Due Date</u>
Release of Budget Packets - - - - -	October 18, 2024
<b>Deadline for submission of Budget Requests - - - - -</b>	<b>November 27, 2024 by 5:00 p.m.</b>
Initial Presentation to Board of Supervisors - - - - -	December 18, 2024, 5pm, January 8, 2025, 7pm, January 22, 2025, 5pm
BOS Public Hearing - - - - -	April 9, 2025, 7:00 p.m.
BOS Budget/CIP Adoption - - - - -	April 16, 2025, 6:00 p.m.



TAB U

**FY26 NON-PROFIT AGENCY FUNDING REQUEST**

Fluvanna County

Section 1 - AGENCY INFORMATION		FY26 Total Rqst	FY26 COAD	FY26 BOS
<b>Agency:</b>	OAR - Jefferson Area Community Corrections	\$ 17,758	\$ -	\$ -
<b>Address:</b>	1218 Harris Street, Charlottesville, VA 22942	<b>Contact E-mail:</b>	<a href="mailto:rcarew@oar-jacc.org">rcarew@oar-jacc.org</a>	
<b>Contact:</b>	Ross Carew, Executive Director	<b>Contact Phone:</b>	434-296-2441 Ext 108	
Section 2 - FUNDING REQUESTS BY PROGRAM AREA		FY26 Prog Rqst	FY26 COAD	FY26 BOS
<b>Program 1:</b>	Local Probation	\$ 9,945	\$ -	\$ -
<b>Program 2:</b>	Criminal Justice Planner	\$ 7,813	\$ -	\$ -
<b>Program 3:</b>		\$ -	\$ -	\$ -
<b>Program 4:</b>		\$ -	\$ -	\$ -
<b>Program 5:</b>		\$ -	\$ -	\$ -
<b>Program 6:</b>		\$ -	\$ -	\$ -
<b>Program 7:</b>		\$ -	\$ -	\$ -
<b>Section 3 - DESCRIPTION AND JUSTIFICATION OF FUNDING NEEDS</b> (Briefly describe how the funding would be used. <u>Bullets preferred.</u> )				

**Program 1:** The OAR local probation program addresses Fluvanna County's need to safely and effectively manage and supervise local responsible individuals placed on probation as an alternative to incarceration. Through participation in the OAR local probation program, probationers are assessed for risk, Purpose Driven communication techniques are utilized by staff to increase offender motivation, differential supervision strategies are employed based upon risk level, client interventions are responsive to risk, positive reinforcement strategies and community supports are developed, and evaluation of effectiveness is conducted. During FY 2024, the highest percentage of the population fell within the following offense categories: Assault (53%), Fraud/Larceny (11%), Traffic (5%), Narcotics (5%), and Weapons offenses (2%). The remaining probation clients are convicted of a wide range of other class 1 misdemeanors or class 5 or 6 felonies. The majority of the population were white (60%), male (75%), single (85%) and were employed (56%). The average age of the population is 37 years old. Using a validated recidivism risk assessment, the program determined that the FY24 recidivism risk profile of the population was 57% low risk, 38% medium risk and 5% high risk for recidivism. According to the data from the FY15-18 program recidivism report, 34% did not have positive peer relationships, 32% had family history of domestic violence, 50% self-reported drug use in the last year, 25% self-reported alcohol problems, 30% self-reported a history of mental health issues, and 32% have difficulty meeting financial obligations. As demonstrated by the offense and risk/need profile of the population, probation clients need supervision and intervention to address intimate partner and family relationship dysfunction, antisocial attitudes and belief systems, negative peers, and substance abuse to reduce the risk and expense of further criminal behavior.

**Results:**

- \* Provided supervision to 1463 clients – 118 (8%) were from Fluvanna - a 68% increase from FY23
- \* Successful probation completion rate of 67%, public safety rate of 93% for misdemeanors and 86% for felony participants
- \* FY21 local research indicated that probation completers were 2.5 x less likely to re-offend
- \* 3 year post probation completion re-offense rate of 26% (National average is 43%)
- \* Each probation diversion saves the locality approximately \$4,494 in averted jail bed costs saving Fluvanna \$530,292 in FY24 (Program 2 description in Additional Information)

AGENCY INFORMATION		FY26 Total Rqst	FY26 COAD	FY26 BOS
<b>Agency:</b>	OAR - Jefferson Area Community Corrections	\$ 17,758	\$ -	\$ -
<b>Section 4 - OTHER FUNDING SOURCES</b> (Please list any other source(s) of funding for the program(s).)				
<p><b>Local Probation</b> receives funding from the State of Virginia, the localities served, and client fees. The program requests local funding from all of the local jurisdictions served. Funding requests are determined by percentage of total caseload served from the locality. Currently the program is underfunded based upon national and state caseload standards. Across the state of Virginia, local governments supplement state funding for Pretrial and Probation programs at an average of 40% of total funding with the State providing 60%. Currently, all local funding for Local Probation (including client fees) makes up only 18% of total funding for the program. The program should be staffed with 14 officers but current funding from all sources only supports staffing at 10 officers resulting in significantly higher than recommended caseloads. Additionally, the salaries of these staff are below the average for probation officers across the state and below the local average for similarly situated personnel with similar case management tasks.</p> <p><b>Criminal Justice Planner</b> does not receive funding from State government and is funded by the member jurisdictions (88%) and foundations/grants (12%). All jurisdictions except for Goochland County contribute funding for the position. Locality funding requests are determined by population size (2021 UVA Weldon Cooper Center) in an effort to equitably share the cost of the position.</p>				
<b>Section 5 - IMPACT IF NOT FUNDED BY FLUVANNA COUNTY</b> (Briefly explain the impact on each program area if not funded by Fluvanna County.)				
<p><b>Local Probation</b> - Without local funding, service delivery to Fluvanna County would be impacted by a decrease in staff to serve Fluvanna probationers. Probation officer staffing can greatly impact the success rates for the program. Reduction in the availability to meet clients in Fluvanna and attend Court Hearings are likely. A reduction in service delivery will negatively impact client success rates and subsequently increase jail costs. (Inmate jail bed expenditures increase for Fluvanna)</p> <p><b>Criminal Justice Planner</b> - Without local funding, service delivery to Fluvanna County would decrease. Through the planner position, localities receive research on local jail and crime trends, research and grant writing on effective public safety practices, and increased jurisdictional collaboration. Without this position, Fluvanna would lose the support/expertise/analysis to make research driven evidence-based criminal justice decisions ultimately leading to a less effective and more costly system. Collaborative projects such as the Fluvanna Recovery Court, Rural Reentry Program, Peer Support Program that directly impact Fluvanna and the region would be difficult to maintain and implement.</p>				
<b>Section 6 - ADDITIONAL INFORMATION</b>				

**Program 2: The Criminal Justice Planner** for the Thomas Jefferson Area Community Criminal Justice Board (CCJB) is co-located with OAR. The Planner serves as a liaison to the nine localities represented on the CCJB. Those include the same localities that OAR serves: Charlottesville, Albemarle, Louisa, Fluvanna, Greene, Goochland, Madison, Nelson and Orange. The purpose of the CCJB and the Planner is to enable the participating localities to work together **to develop and support an effective and comprehensive range of services that promote public safety and offender accountability and rehabilitation.** The Planner coordinates the work of the Thomas Jefferson Area Community Criminal Justice Board, which supports the implementation of evidence-based strategies among nine participating jurisdictions. The Planner provides the Board with jurisdictional and regional-level data, identifies primary cost drivers, and recommends evidence-based approaches to enhance public safety regionally and in each jurisdiction specifically. **The long term goal is to develop a comprehensive system to analyze and promote programs and services that enhance public safety, offender accountability, rehabilitation, better informed decision making, better use of resources, and more effective remedial efforts.** The Planner works to address jail overcrowding through effective data management and analysis, probation violation reduction, reduction in pretrial defendants held in jail, and **strategies for addressing cost savings and recidivism reduction.**

#### **Active Projects/Initiatives**

- \* **Project lead – UVA System Engineering Capstone team Mental Health/Criminal Justice System**
- \* **Leading CCJB 3 year strategic planning with the National Association of Counties (2024-2028)**
- \* **Completed 2023 County Crime trends and criminal justice annual report of all counties served**
- \* **Leading the Sequential Intercept Model (SIM) criminal justice system analysis and priority setting**
- \* **Fluvanna County Drug Court Advisory Team member**

\*

**Provides technical assistance, research and evaluation for several ongoing local and regional criminal justice projects:**

- The Bureau of Justice Assistance Drug Court Implementation Grant for Fluvanna in the amount of \$499,871 for three years (now four years as the program received an additional year).
- The Bureau of Justice Assistance Second Chance Act Community-based Reentry Program grant for organizations serving rural communities (Including Fluvanna County) in the amount of \$563,315 for three years (now five years as the program received 2 additional years)

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-- Enter the title of each program for which funds are being requested as well as the amount requested.

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-- List any other source(s) of funding for the program(s) for which you are seeking Fluvanna County contributions.

**Section 5 - IMPACT IF NOT FUNDED BY FLUVANNA COUNTY**

-- Provide detailed information explaining what problems will arise and the public disadvantage should the program be unfunded or partially funded.

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TAB V

Fluvanna County

**FY26 NON-PROFIT AGENCY FUNDING REQUEST**

Section 1 - AGENCY INFORMATION		FY26 Total Rqst	FY26 COAD	FY26 BOS
<b>Agency:</b>	Southeast Rural Community Assistance Project, Inc. (SERCAP)	\$ 5,000	\$ -	\$ -
<b>Address:</b>	347 Campbell Ave., SW, Roanoke, VA 24016	<b>Contact E-mail:</b>	<a href="mailto:tcotton@sercap.org">tcotton@sercap.org</a>	
<b>Contact:</b>	Tim Cotton, Planning Lead	<b>Contact Phone:</b>	540-345-1184 ext. 118	
Section 2 - FUNDING REQUESTS BY PROGRAM AREA		FY26 Prog Rqst	FY26 COAD	FY26 BOS
<b>Program 1:</b>	Water/Wastewater/Housing Assistance to Fluvanna County Residents	\$ 5,000	\$ -	\$ -
<b>Program 2:</b>		\$ -	\$ -	\$ -
<b>Program 3:</b>		\$ -	\$ -	\$ -
<b>Program 4:</b>		\$ -	\$ -	\$ -
<b>Program 5:</b>		\$ -	\$ -	\$ -
<b>Program 6:</b>		\$ -	\$ -	\$ -
<b>Program 7:</b>		\$ -	\$ -	\$ -
<b>Section 3 - DESCRIPTION AND JUSTIFICATION OF FUNDING NEEDS</b> (Briefly describe how the funding would be used. <u>Bullets preferred.</u> )				

SERCAP provides water, wastewater, housing, community development, and economic development assistance to rural communities and low-to-moderate income (LMI) residents across the Commonwealth of Virginia, in order to ensure that they have clean, safe drinking water, environmentally sound wastewater facilities, housing that is warm, safe, and dry, and livable communities. If awarded funds by Fluvanna County, SERCAP will use the funds to provide Essential & Critical Needs Grants and/or Housing Grants to LMI residents of Fluvanna County, and/or Facilities Development Grants to small communities within Fluvanna County for critical water, wastewater, community development, and/or housing needs.

Projects may include: Repair/Replacement of Wells/Septic Systems, Connection to Public Water/Wastewater Systems, Financial and Technical Assistance to Fluvanna County Public Water/Wastewater Facilities, installation of needed handicap ramps or other universal design features to support aging residents or those living with a disability, needed housing rehabilitation services, etc.

Ultimately, projects funded by the Fluvanna County Budget appropriation will contribute to the strengthening of the County's water and wastewater infrastructure and/or the local housing market. Strong Water/Wastewater Infrastructure is a key element to any County's success and viability because without clean, safe drinking water and environmentally sound wastewater facilities there can be no people and no economic growth. Providing funds to SERCAP for water, wastewater, community development, and housing needs will strengthen Fluvanna County's livability and viability for small business growth and larger economic development projects.

AGENCY INFORMATION		FY26 Total Rqst	FY26 COAD	FY26 BOS
<b>Agency:</b>	Southeast Rural Community Assistance Project, Inc. (SERCAP)	\$ 5,000	\$ -	\$ -
<b>Section 4 - OTHER FUNDING SOURCES</b> (Please list any other source(s) of funding for the program(s).)				
<p>SERCAP's other Funding Sources include a combination of Federal, State, Local, and Private Foundation Grants; Local Contract Services; Program Fees; and Private Donations. Current Funding Sources, are: USDA Rural Development, US EPA, US Department of Health &amp; Human Services' (HHS) Office of Community Services (OCS), Budget Appropriation from the Virginia General Assembly, the Virginia Department of Housing &amp; Community Development (DHCD), Virginia Department of Social Services' (DSS) Community Services Block Grant (CSBG), County Budget Appropriations from Counties across Virginia, Local Contracts for Housing Rehabilitation Services for Community Development Block Grant (CDBG) Projects, various Private Foundations, and Private Donors.</p>				
<b>Section 5 - IMPACT IF NOT FUNDED BY FLUVANNA COUNTY</b> (Briefly explain the impact on each program area if not funded by Fluvanna County.)				
<p>If funding is not approved by Fluvanna County, SERCAP's Programs and Services will still be able to operate across the Commonwealth of Virginia, however SERCAP will have less funding to support projects in Fluvanna County, and as a result some citizens may go without needed water/wastewater services if SERCAP has already obligated the funds available for the year, forcing individuals onto the waiting list. Potentially citizens may go without water, wastewater, and/or critical housing repairs for several months before additional funds become available.</p>				
<b>Section 6 - ADDITIONAL INFORMATION</b>				
<p>SERCAP's programs and services provide water and wastewater infrastructure services to the communities the organization serves. Infrastructure is an appropriate use of taxpayer dollars as it impacts all citizens of a given area, improving Quality of Life, Environmental Health, and Economic Self-sufficiency. Water and wastewater services are especially important because water is a necessity and if clean, safe drinking water is not available then it can cause citizens to become sick, or even force people out of the area causing a decrease in tax revenue, and even economic depression in an already rural community. Strong water/wastewater infrastructure and reliable access to clean, safe drinking water encourages citizens to remain, small businesses to open, and even longer term economic growth that would not be possible without strong water/wastewater infrastructure.</p>				

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# FY26 NON-PROFIT AGENCY FUNDING REQUEST

Fluvanna County

Section 1 - AGENCY INFORMATION		FY26 Total Rqst	FY26 COAD	FY26 BOS
<b>Agency:</b>	Child Health Partnership	\$ 55,203	\$ -	\$ -
<b>Address:</b>	1469 Greenbrier Place, Charlottesville, VA 22901	<b>Contact E-mail:</b>	<a href="mailto:jon.nafziger@childhealthpartnership.org">jon.nafziger@childhealthpartnership.org</a>	
<b>Contact:</b>	Jon Nafziger, Executive Director	<b>Contact Phone:</b>	434-964-4701	
Section 2 - FUNDING REQUESTS BY PROGRAM AREA		FY26 Prog Rqst	FY26 COAD	FY26 BOS
<b>Program 1:</b>	Child Health Partnership Health and Parenting Supports	\$ 55,203	\$ -	\$ -
<b>Program 2:</b>		\$ -	\$ -	\$ -
<b>Program 3:</b>		\$ -	\$ -	\$ -
<b>Program 4:</b>		\$ -	\$ -	\$ -
Section 3 - DESCRIPTION AND JUSTIFICATION OF FUNDING NEEDS (Briefly describe how the funding would be used. <u>Bullets preferred.</u> )				
<p>Child Health Partnership provides at-home support to children and parents to promote the health and well-being of families in our community. We serve babies and children age 0-6 and pregnant women from low income families. Fluvanna County funds support the salaries of a Nurse and Family Support Specialist who offer Fluvanna families the following services through home visits:</p> <ol style="list-style-type: none"> <li>1) health assessments, health education, and improved access to health care services;</li> <li>2) parenting education, learning activities and coaching to help families create nurturing homes and prepare their children for school;</li> <li>3) support for family self-sufficiency through employment and connecting families to community resources;</li> <li>4) regular developmental screenings and activities to promote healthy child development;</li> <li>5) home safety screenings and resources.</li> </ol> <p>In FY2023 to FY2024, Child Health served 42 Fluvanna County beneficiaries. Outcome results were:</p> <ul style="list-style-type: none"> <li>• 97% of children had an established medical home</li> <li>• 79% of children had a current developmental screening to identify any delays.</li> <li>• 83% of children were up to date on well child visits</li> <li>• 83% decrease in children who needed medical care and didn't receive it.</li> </ul> <p>Goals for FY2024 include:</p> <ul style="list-style-type: none"> <li>• 95% of children have an established medical home</li> <li>• 90% of children have a current developmental screening to identify any delays.</li> <li>• 85% of children will be up to date on well child visits</li> </ul>				

AGENCY INFORMATION		FY26 Total Rqst	FY26 COAD	FY26 BOS
Agency:	Child Health Partnership	\$ 55,203	\$ -	\$ -
<b>Section 4 - OTHER FUNDING SOURCES</b> (Please list any other source(s) of funding for the program(s).)				
For Child Health Partnership in Fluvanna County, other funding sources include CHIP of Virginia (Virginia General Funds through the VA Dept. of Health), grants and individual donations.				
<b>Section 5 - IMPACT IF NOT FUNDED BY FLUVANNA COUNTY</b> (Briefly explain the impact on each program area if not funded by Fluvanna County.)				
The loss of Fluvanna County funding would require us to close our program in Fluvanna. County funds cover about half of the cost of serving Fluvanna families. Child Health raises the remaining support, but would not be able to absorb the County's share. Our team approach requires both a community health nurse and a family support specialist for each locality. The program benefits from stable, long-term staff that work with families (one over 7 years, 2 over 15 years with the program). Child Health families often lack the traditional support systems needed to give families the information, resources and confidence to raise healthy children. Our work improves positive parenting and the school readiness of low-income children in Fluvanna County, helping families move toward self-sufficiency and preventing future taxpayer support and the need for more expensive out-of-home/foster care services in the future.				
<b>Section 6 - ADDITIONAL INFORMATION</b>				
Child Health's Fluvanna County staff are located at 5578 Richmond Road, Suite 1, in Troy (Zion Crossroads). Families enrolled in Child Health face many barriers to raising healthy children in nurturing homes, but also have many strengths. Our FY2024 data shows that for our partner families at enrollment:				
<ul style="list-style-type: none"> <li>• 100% are low income</li> <li>• 47% had an unmet food need</li> <li>• 50% of mothers lack a high school diploma/GED;</li> <li>• 32% have unmet child care needs</li> <li>• 35% have unmet transportation needs</li> <li>• 30% of mothers have a chronic medical condition</li> <li>• 30% moved at least twice during the previous year</li> </ul>				
In FY24 after one year in the program:				
<ul style="list-style-type: none"> <li>• 97% of children had regular medical homes</li> <li>• 84% were current on well child visits</li> <li>• 80% fewer children needed medical care and didn't receive it</li> <li>• 70% decrease in mothers who needed medical care and didn't receive it</li> <li>• 60% decrease in families moving twice or more during the year</li> <li>• 76% of families had one or both parents employed.</li> </ul>				

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TAB XYZ

## FY26 NON-PROFIT AGENCY FUNDING REQUEST

Fluvanna County

Section 1 - AGENCY INFORMATION		FY26 Total Rqst	FY26 COAD	FY26 BOS
<b>Agency:</b>	Fluvanna-Louisa Housing Foundation	\$ 160,000	\$ -	\$ -
<b>Address:</b>	144-A Resource Lane, Louisa VA 23093	<b>Contact E-mail:</b>	<a href="mailto:khyland@louisa.org">khyland@louisa.org</a>	
<b>Contact:</b>	Kim Hyland, Executive Director	<b>Contact Phone:</b>	540-967-3485	
Section 2 - FUNDING REQUESTS BY PROGRAM AREA		FY26 Prog Rqst	FY26 COAD	FY26 BOS
<b>Program 1:</b>	Essential Home Repair	\$ 55,000	\$ -	\$ -
<b>Program 2:</b>	Loan Servicing	\$ 12,500	\$ -	\$ -
<b>Program 3:</b>	Affordable Rental Units (construction & property management)	\$ 32,500	\$ -	\$ -
<b>Program 4:</b>	Home Construction	\$ 15,000	\$ -	\$ -
<b>Program 5:</b>	Financial Education	\$ 10,000	\$ -	\$ -
<b>Program 6:</b>	Accessibility Ramps	\$ 10,000	\$ -	\$ -
<b>Program 7:</b>	Grants for Fluvanna Residents Home Repairs	\$ 25,000	\$ -	\$ -
<b>Section 3 - DESCRIPTION AND JUSTIFICATION OF FUNDING NEEDS</b> (Briefly describe how the funding would be used. <u>Bullets preferred.</u> )				

**1) Essential Home Repairs:** FLHF provided 100 repairs for local residents at a cost of over *\$400,000!* These projects allow low-income and elderly residents to stay in their homes and reduces blight. Homeowners were awarded a record *\$283,000 in grants* to offset the high cost of repairs such as roofing, heat/AC, plumbing, electric, well, and septic. Local contractors are employed for repairs. **2) Loan servicing:** The remaining balance of the repairs are provided as a 0% interest loans. FLHF holds nearly \$2million in loans for the community to high risk residents who cannot qualify for loans at a lending institution. Repair work, grants, and loans require extensive FLHF labor to complete repair coordination, grant applications and loan paperwork to process on behalf of the homeowner. The FLHF coordinates and pays contractors. We have a reputation for accessing and distributing funding expediently and efficiently to residents in need. **3) Affordable Rental Units:** FLHF currently has 27 affordable rental units and will be constructing 17 housing units for low-income Fluvanna Seniors. Construction coordination for this project requires significant staff time. \$726,832 in funding has been identified for this project and the FLHF would like to apply for \$1.5m in additional funding on behalf of Fluvanna. **4) Home Construction:** FLHF has secured \$2,100,000 in SPARC mortgage reservations to fund first time homebuyers at or below 80%AMI. FLHF is collaborating with SERCAP to rehab or build new homes for 10 residents in blighted or dilapidated housing in Columbia, Fork Union, Bremono Bluff, Cloverdale, and Scottsville. Award is \$1,250,000 if successful. We wish to broaden this program to provide for additional demolition and reconstruction of aging, degraded housing in Fluvanna through additional programs such as ARS. **5) Financial Education** Classes on budgeting, credit scores and financial and home maintenance have been provided in the past with new, updated programs coming. This program is in dire need and would have great impact if funded properly. **6) Accessibility Ramps** are provided at no cost to the low-income and elderly. When no longer needed the ramp is dismantled and moved to the next household in need. In the past, we have had more requests than supplies. We have alleviated our wait list this year and provide ramps to all qualified applicants. We offer a 40% discount to ANY Fluvanna resident. **7) Grants for Fluvanna Residents Home Repairs -** These funds would be distributed to Fluvanna residents when our current funding sources are depleted. There is a \$70,000 decrease in grants this year due to a reduction of HPG and other grant sources. These funds would be utilized in our normal program to offset high cost repairs to homeowners under 50% AMI.

AGENCY INFORMATION		FY26 Total Rqst	FY26 COAD	FY26 BOS
Agency:	Fluvanna-Louisa Housing Foundation	\$ 160,000	\$ -	\$ -

**Section 4 - OTHER FUNDING SOURCES** (Please list any other source(s) of funding for the program(s).)

Louisa County provides \$65,000 (current fiscal year), office space, and IT support. FLHF is requesting \$165,000 from Louisa County to better fund FLHF in FY26. Income from Foundation owned rental properties provides much of our operating costs but is not sufficient to cover all overhead. \$3,218 in Real Estate Taxes is paid back to Fluvanna County for these rental properties. We are experiencing an administrative shortfall due to heavy demand and increasing costs. Aging systems have required investments to upgrade our loan software (\$5500), customer relationship management (\$6800), and website management (\$1800). Our rental properties are heavily aging and requiring cost outlay for significant maintenance (\$93,000 last year). Construction of the new rental units requires large outlays for construction costs, including the purchase of land for the site at \$115,000, engineering costs (\$75,000), archaeological survey (\$16,500) and wetlands survey (\$4500). We pool funds from Louisa, Fluvanna, and our rental properties to cover admin costs. *Last year our admin income was \$342,379 and our admin expenses were \$495,235, creating a \$152,856 shortfall.* While FLHF was able to sustain this loss in the short term by cannibalizing funds, it is not viable for the long term and we request that the burden of the expenses provided to the residents of Fluvanna County be shared by the County in supporting our long term capacity to assist. Admin costs for five full-time employees, insurance, overhead, mileage, utilities, office supplies, phone & internet are the basic admin costs. Fluvanna and Louisa are both asked to increase funding for FLHF, in alignment with their populations, as the contribution is significantly lower than other counties in our region provide to the housing authorities in their jurisdictions. These organizations provide commensurate services and demonstrate that county funding for administrative support is needed to adequately provide housing services. FLHF reduces blight, prevents homelessness, aides seniors and relieves substandard living conditions for many residents in our area.

**Section 5 - IMPACT IF NOT FUNDED BY FLUVANNA COUNTY** (Briefly explain the impact on each program area if not funded by Fluvanna County.)

Without funding, the County will be overwhelmed by the number of residents in need of various programs. FluCo does not have staff to provide those programs. We have an aging housing population coupled with an aging resident population who wish to stay in their community; workforce housing demands; homelessness; and handicap needs. When major home repairs are required, seniors and low-income families are the most vulnerable. Low and medium income residents struggle with housing costs that have increased at a higher rate than incomes. A shortage of rental units and affordable housing has caused the FLHF to experience heavier demands than in the past. Our overhead is in a shortfall, which we have sustained for the past couple of years, but cannot continue without detrimental impact to the long term sustainability of the FLHF. FLHF has demonstrated a superior return on investment. We have dedicated staff to Fluvanna Co which has been highly effective. Our programming reduces blight, reduces substandard living conditions, allowing seniors to age in place, creates housing and financial education, and prevent homelessness. Without an increase in funding, we will need to reduce programming available in Fluvanna. We cannot keep pace with demands of the community without staff. Our staff is not provided any benefits, and the demands on their time is high. Housing units continue to deteriorate in low and medium income areas and we do not have the manpower to address the high need. FLHF is requesting the county play a stronger role in facing the housing crisis. Lack of funding will result in many not receiving services due to a lack of staffing. The FLHF takes a heavy burden off of the county and should be provided funding that is fair and reasonable. We have distributed substantial grants to Fluvanna residents, we are increasing our affordable rental properties, we provide loans to the community, we increase home ownership and financial education, we provide accessibility ramps. We receive dozens of calls on a daily basis and struggle to keep up with the demand. Our organization runs very lean and we remain accountable to Fluvanna. Without additional county support, our programs will not address the needs of the community and more of the burden

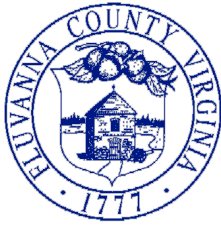
#### **Section 6 - ADDITIONAL INFORMATION**

One of our bedrocks for providing repair grants - HPG Funds, which are specific to rural communities - has decreased by \$63,000 this year. Other

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

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





# COUNTY OF FLUVANNA

*"Responsive & Responsible Government"*

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

## MEMORANDUM

**Date:** January 08, 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>





### BUILDING INSPECTIONS MONTHLY REPORT

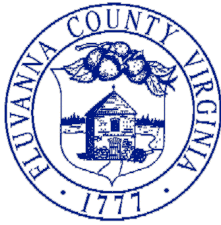
County of Fluvanna

<b>Building Official:</b>	<b>Period:</b>
Andrew Wills	Dec-2024

Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
<b>BUILDING PERMITS ISSUED</b>														
<b>NEW - Single Family Detached (incl. Trades permits &amp; SWMH)</b>	2020	12	13	23	14	8	19	19	17	16	20	22	11	194
	2021	15	9	19	20	16	22	15	11	8	22	13	8	178
	2022	17	11	20	11	18	32	10	9	11	12	9	4	164
	2023	5	6	6	12	12	6	10	5	7	8	9	7	93
	2024	9	7	13	7	8	12	16	8	11	12	16	6	125
<b>NEW - Single Family Attached (Town Homes)</b>	2020	0	0	0	0	1	6	0	0	6	0	0	0	13
	2021	0	0	0	0	0	0	0	0	6	0	0	0	6
	2022	0	0	0	0	0	0	0	0	0	0	0	0	0
	2023	0	8	0	0	0	0	0	0	0	0	0	7	15
	2024	0	0	0	0	0	0	0	0	6	0	6	0	12
<b>Multi Family (Apartment, Duplex)</b>	2020	0	0	0	0	0	0	0	0	1	0	0	0	1
	2021	0	0	0	0	0	0	0	0	1	0	0	0	0
	2022	0	0	0	0	0	0	0	5	0	0	0	0	5
	2023	1	0	0	0	0	0	0	0	0	0	0	0	1
	2024	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Additions and Alterations</b>	2020	37	38	23	30	30	22	27	20	30	34	35	23	349
	2021	28	14	43	39	31	40	30	29	26	30	35	33	378
	2022	33	48	60	45	47	50	51	63	45	63	51	44	600
	2023	52	34	51	34	36	28	36	35	45	39	43	37	470
	2024	39	33	45	31	43	29	39	27	38	32	36	30	422
* Trade permits count not in .														
<b>Accessory Buildings</b>	2020	2	4	4	4	5	5	1	7	8	3	5	1	49
	2021	1	3	3	6	3	6	1	3	2	4	4	2	38
	2022	3	4	13	6	5	2	5	4	5	3	0	2	52
	2023	7	2	7	5	6	2	5	8	4	7	5	6	64
	2024	1	6	5	3	9	3	5	2	8	1	2	4	49
<b>Swimming Pools</b>	2020	0	1	3	3	1	2	3	1	1	0	0	0	15
	2021	0	0	7	1	5	2	3	4	1	0	1	2	26
	2022	0	2	4	4	1	0	3	3	0	0	0	0	17
	2023	1	0	6	1	2	4	0	0	0	2	0	0	16
	2024	0	0	1	3	3	0	0	0	0	0	1	0	8
<b>Commercial/ Industrial Build/Cell Towers</b>	2020	0	0	1	0	1	0	0	3	0	0	2	0	7
	2021	1	0	1	0	0	0	1	0	0	0	2	0	5
	2022	0	0	0	0	0	2	3	2	0	2	1	0	10
	2023	1	1	0	1	0	0	0	0	0	0	0	0	3
	2024	0	0	0	0	0	1	0	1	0	0	0	0	2
<b>TOTAL BUILDING PERMITS</b>	2020	51	56	54	51	46	54	50	48	63	57	54	40	624
	2021	51	26	73	66	55	70	50	47	37	56	55	45	631
	2022	54	65	97	66	71	86	72	77	61	80	61	50	840
	2023	67	51	64	52	51	40	52	48	56	56	57	57	651
	2024	49	46	64	44	63	45	60	44	57	49	55	40	616
* Trade permits count not included as in previous years														

<b>BUILDING VALUES FOR PERMITS ISSUED</b>														
<b>TOTAL BUILDING VALUES</b>	2020	\$2,292,161	\$3,206,055	\$7,238,708	\$2,997,448	\$2,245,411	\$4,389,903	\$3,644,002	\$5,555,492	\$5,271,906	\$4,201,357	\$3,513,834	\$2,954,193	\$ 47,506,500
	2021	\$5,397,000	\$1,687,484	\$2,506,869	\$4,952,702	\$3,473,256	\$5,766,891	\$2,885,146	\$2,506,053	\$2,046,134	\$3,637,390	\$4,633,868	\$2,712,396	\$ 41,734,789
	2022	\$5,073,054	\$3,017,155	\$5,012,175	\$2,937,240	\$5,694,955	\$9,371,750	\$11,374,772	\$17,974,068	\$2,743,309	\$4,363,026	\$6,842,941	\$1,046,000	\$ 75,410,524
	2023	\$3,929,572	\$4,916,308	\$3,029,674	\$3,087,131	\$6,370,476	\$3,088,398	\$4,234,315	\$3,224,163	\$2,474,897	\$2,332,220	\$3,542,065	\$4,921,239	\$ 45,140,458
	2024	\$4,126,791	\$1,874,058	\$5,852,079	\$2,471,063	\$3,280,586	\$3,890,154	\$4,188,990	\$3,864,595	\$5,369,898	\$7,528,119	\$5,410,678	\$2,354,273	\$ 50,208,284

Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
<b>LAND DISTURBING PERMITS ISSUED</b>														
<b>LAND DISTURBING PERMITS</b>	2020	11	10	26	13	8	24	13	19	20	19	13	16	192
	2021	22	10	18	20	18	22	16	11	4	23	13	8	185
	2022	16	13	19	11	18	34	11	10	8	13	8	3	164
	2023	5	14	9	15	10	7	10	5	10	8	8	14	115
	2024	8	6	15	8	9	11	16	12	12	16	14	7	134
<b>INSPECTIONS COMPLETED</b>														
<b>TOTAL INSPECTIONS</b>	2020	213	197	302	369	371	304	434	368	439	464	407	412	4,280
	2021	430	349	465	431	402	426	333	355	419	453	422	356	4,841
	2022	304	414	551	449	439	486	594	589	523	400	300	351	5,400
	2023	350	298	321	308	288	285	261	294	287	375	297	300	3,664
	2024	272	200	226	226	256	266	308	435	352	366	308	230	3,445
<b>FEES COLLECTED</b>														
<b>Building Permits</b>	2020	\$12,863	\$15,468	\$18,152	\$16,803	\$13,147	\$28,068	\$23,193	\$28,887	\$24,237	\$19,359	\$15,359	\$15,871	\$ 231,407
	2021	\$18,733	\$15,400	\$15,654	\$21,333	\$16,184	\$23,031	\$27,000	\$11,923	\$9,144	\$20,620	\$15,563	\$9,211	\$ 203,796
	2022	\$21,100	\$19,347	\$23,488	\$15,404	\$19,739	\$23,621	\$18,713	\$54,782	\$11,348	\$34,994	\$17,567	\$6,021	\$ 266,124
	2023	\$11,925	\$20,870	\$11,256	\$15,385	\$21,848	\$9,751	\$9,429	\$8,207	\$10,590	\$11,603	\$11,462	\$14,778	\$ 157,104
	2024	\$21,425	\$8,680	\$19,958	\$9,063	\$8,812	\$17,936	\$21,896	\$18,824	\$19,968	\$27,219	\$20,829	\$10,272	\$ 204,882
<b>Land Disturbing Permits</b>	2020	\$1,375	\$1,250	\$6,365	\$1,625	\$1,000	\$3,000	\$2,125	\$8,369	\$2,500	\$2,375	\$4,294	\$1,875	\$ 36,153
	2021	\$5,678	\$1,250	\$14,463	\$2,500	\$2,250	\$2,750	\$13,581	\$2,824	\$500	\$4,848	\$1,625	\$1,000	\$ 53,268
	2022	\$2,000	\$2,050	\$9,963	\$1,375	\$2,250	\$10,014	\$1,375	\$2,175	\$27,725	\$3,649	\$2,175	\$375	\$ 65,126
	2023	\$625	\$1,875	\$1,125	\$2,300	\$1,625	\$5,000	\$2,408	\$625	\$4,975	\$1,000	\$1,000	\$1,750	\$ 24,308
	2024	\$1,000	\$750	\$9,584	\$1,000	\$3,713	\$1,375	\$2,000	\$1,500	\$2,375	\$2,000	\$1,750	\$2,648	\$ 29,695
<b>Zoning Fees collected by Building Dept starting February 2024</b>	2020	\$1,650	\$1,600	\$3,000	\$1,700	\$15,550	\$3,050	\$2,350	\$2,300	\$2,900	\$2,850	\$1,600	\$1,700	\$ 26,250
	2021	\$2,150	\$1,150	\$3,650	\$2,950	\$2,650	\$3,400	\$2,450	\$1,850	\$1,300	\$2,900	\$1,900	\$1,150	\$ 27,500
	2022	\$1,900	\$1,400	\$3,900	\$1,650	\$2,300	\$3,900	\$1,800	\$1,500	\$1,500	\$2,000	\$1,450	\$750	\$ 24,050
	2023	\$1,350	\$1,950	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ 3,300
	2024	\$0	\$800	\$2,250	\$1,150	\$1,800	\$2,250	\$2,250	\$2,250	\$1,650	\$1,750	\$2,300	\$1,900	\$1,000
<b>TOTAL FEES</b>	2020	\$15,888	\$18,318	\$27,517	\$20,128	\$15,697	\$34,118	\$27,668	\$39,556	\$29,637	\$24,584	\$24,584	\$19,446	\$ 293,810
	2021	\$25,000	\$22,797	\$37,351	\$18,429	\$24,289	\$37,535	\$21,888	\$58,457	\$40,573	\$40,643	\$24,584	\$7,146	\$ 290,061
	2022	\$25,001	\$22,797	\$37,351	\$18,429	\$24,289	\$37,535	\$21,888	\$58,457	\$40,573	\$40,643	\$24,584	\$7,146	\$ 335,300
	2023	\$13,900	\$24,395	\$12,381	\$17,685	\$23,473	\$14,751	\$11,837	\$8,834	\$15,565	\$12,603	\$12,462	\$16,528	\$ 184,714
	2024	\$22,425	\$10,230	\$31,792	\$11,213	\$14,325	\$21,561	\$26,146	\$21,974	\$24,093	\$31,519	\$24,479	\$13,920	\$ 253,677



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P.O. Box 540  
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www.fluvannacounty.org

## MEMORANDUM

**Date:** January 08, 2025  
**From:** Theresa McAllister – Management Analyst  
**To:** Board of Supervisors  
**Subject:** FY25 Capital Reserve Balances

The FY25 Capital Reserve account balances are as follows:

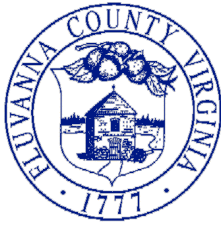
### County Capital Reserve:

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: FCHS Replace & Install 8 Speed Bumps – 11.20.24	-\$8,000
Less: FCHS 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
<b>FY25 Available:</b>	<b>\$230,025.10</b>



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## MEMORANDUM

**Date:** January 08, 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
<b>Current (Audited) Unassigned Fund Balance:</b>	<b>\$17,346,121.40</b>





**VDOT Maintenance Issues or Concerns  
Call 1-800-367-ROAD**

## **December Report**

Fluvanna County  
December 2024

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MAINTENANCE

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Palmyra & Zions Crossroads Area Headquarters for the month of November 2024

- Machine Grade Rte 672. Guardrail Boomaxe Rte 601,603,623,630,799
- Pothole Patching Rte 601,659,1102. Slope Stabilization Rte 1102
- Debris Removal Rte 656
- Sight Distance Rte 250, 631
- Litter Control Rte 6,15. Right of Way Sign Removal-Countywide
- Dead Animal Removal Rte 15,53,613
- Mowing Rte 15. Ditching Rte 600,615,626,659

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LAND DEVELOPMENT & PERMITS

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Plans Found Acceptable

Plans In Review

Dominion Energy Rte 15  
Reventon Subdivision Rte 656  
Recycling Center At Amber Hills

LUPS Permits Issued and Completed

VDOT issued 4 permits in November 2024  
VDOT closed 7 permits in November 2024



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## CONSTRUCTION

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### Bridge Projects

- **BRDG-967-548, N501 (UPC 121080) On-Call Bridge Maintenance Contract** – Bridge maintenance on various structures.  
Scope: Bridge Maintenance -Various locations  
Estimated Contract Completion Date: December 31, 2024  
*(Currently inactive in the area)*

### Road Projects

- **ADA Compliance 9999-967-317, N01 (UPC 124876)** various locations. Procurement in progress  
NTP: Specific to each task order  
Scope: On call ADA compliance  
Estimated contract completion date: August 01, 2025 (T1)  
*(Currently inactive in the area)*
- **9999-967-620, N01 (UPC 119781) On-call Signal** District wide various locations.  
NTP: Specific to each task order  
Scope: District wide On-call signals contract  
Estimated contract completion date: December 31, 2025 (T1)  
*(Currently inactive in the area)*

### Schedules

- **ST7A-967-F24, P401 (UPC 123572)** Various routes. Punchlist work in progress.  
NTP: March 25, 2024  
Scope: Plant Mix  
Estimated contract completion date: October 20, 2024

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## TRAFFIC STUDIES/ SPECIAL REQUESTS

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**Rte 15, James Madison Highway-Speed study of Rte 15 Corridor.**

**Request Received on 8/8/2024**

**Status: Completed. History does not indicate need for speed reduction.**

**Rte 662, Dobby Creek Road-Speed study request from Rte 645, Beals Lane to Rte 611, Paynes Landing Road**

**Request Received on 8/21/2024**

**Status: Completed on 10/18/2024. Crash history does not indicate need for further speed reduction.**

**Rte 672, Carys Creek Road Unpaved-Speed Limit Sign Request (35MPH)**

**Request Received on 9/19/2024**

**Status: Sign Installation Completed 12/16/2024**