



**FLUVANNA COUNTY BOARD OF SUPERVISORS
ORGANIZATIONAL & REGULAR MEETING AGENDA**

Circuit Courtroom, Fluvanna Courts Building
January 6, 2016, at 4:00 pm & 7:00 pm

TAB AGENDA ITEMS

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

2016 Organizational Meeting of the Fluvanna County Board of Supervisors

- P Election of Chair
- Q Election of Vice Chair
- R Adoption of a Resolution Entitled "Organizational Meeting of the Fluvanna County Board of Supervisors 2016"
- S Adoption of 2016 Regular Meeting Calendar
- T Adoption of Board Bylaws and Rules of Practice and Procedures
- U Appointment of Board of Supervisor Members to Boards, Commissions, and Committees

Regular Meeting

2 – ADOPTION OF MEETING AGENDA

3 – COUNTY ADMINISTRATOR’S REPORT

4 – BOARD OF SUPERVISORS’ UPDATES

5 – PUBLIC COMMENTS #1 (5 minutes each)

6 – PUBLIC HEARING

At 7:00 pm Session

7 – ACTION MATTERS

- V Appointment to Planning Commission—Steven M. Nichols, County Administrator
- W Appointment to the Thomas Jefferson Water Resources Protection Foundation—Steven M. Nichols, County Administrator
- XYZ Approval of Ambulance Restocking Agreement for Cost Recovery—Cheryl J. Elliott, Emergency Services Coordinator
- A FY16 E911 Radio Project CIP Budget—Eric Dahl, Finance Director
- B Pleasant Grove House Museum Security System Funding Request—Jason Smith, Director of Parks and Recreation
- C Reclassification of Deputy Sheriff Positions - Eric Hess, Sheriff
- D Deputy Clerk Position Upgrade, Office of the Commissioner of the Revenue – Mel Sheridan, Commissioner of the Revenue

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

- E Water Tank in James River—Wayne Stephens, Public Works Director & County Engineer
- F E911 Radio Project Update (Tower Requirements) – Cheryl Elliott, Emergency Services Coordinator

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

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

9 – CONSENT AGENDA

- G Minutes of December 16, 2015—Kelly Belanger Harris, Clerk of the Board
 - H Policies for BOS Proclamations and Resolutions—Steven M. Nichols, County Administrator
 - I Grant for New Triad in the Commonwealth of Virginia (The Fluvanna County Triad)—Andrea Gaines, Director of Communications
 - J CRM Fund Request—Fluvanna Middle School Kitchen Cooler Doors—Ed Breslauer, FCPS Finance Director
 - K FY16 Schools Supplemental Appropriation Request for Families Learning Together Grant Funds—Ed Breslauer, FCPS Finance Director
 - L Open Space Contract Application (Hemmings) – Mel Sheridan, Commissioner of the Revenue
 - M Open Space Contract Application (Johnston) – Mel Sheridan, Commissioner of the Revenue
 - Mc Rural Rustic Roads/Rte 1102-Fayette Street—Robert Popowicz, Community Development Director
-

10 – UNFINISHED BUSINESS

TBD

11 – NEW BUSINESS

TBD

12 – PUBLIC COMMENTS #2 (5 minutes each)

RECESS FOR DINNER & CLOSED MEETING

13 – CLOSED MEETING

Investment of Funds and Legal Matters

RECONVENE FOR EVENING SESSION

14 – CALL TO ORDER, PLEDGE OF ALLEGIANCE, MOMENT OF SILENCE

15 – PUBLIC HEARING

- N Relocation of the Rivanna District 501 Polling Precinct from the LMOA Clubhouse Building to the Lake Monticello Firehouse, Maple Room
-

16 – CLOSED MEETING

TBD

17 – ADJOURN



Steven M. Nichols
2015.12.30 13:19:27
-05'00'

County Administrator Review

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

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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.

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 abusive language, excessive noise, or in any way incite persons to use such tactics. The Chairman and/or the County Administrator shall be the judge of such breaches, however, the Board may vote to overrule both.
4. When a person engages in such breaches, the Chairman shall order the person's removal from the building, or may order the person to stand silent, or may, if necessary, order the person removed from the County property.

PUBLIC HEARING RULES OF PROCEDURE

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

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

Meeting Date: January 6, 2016

AGENDA TITLE:	Election of Chair				
MOTION(s):	I move to elect _____ as Chair of the Fluvanna County Board of Supervisors for calendar year 2016.				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
					X
STAFF CONTACT(S):	Kelly Belanger Harris, Clerk to the Board of Supervisors				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	N/A				
TIMING:	Routine				
DISCUSSION:	<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"> 1. The County Administrator shall call for nominations from the membership. 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). 3. When all nominations have been made, the County Administrator shall close the nominating process and call for the vote. 4. Each member may cast one vote for any one nominee. 5. A majority of those voting shall be required to elect the officer. <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>				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Code of Virginia: Information regarding Annual Organizational meeting of the Board of Supervisors.				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

§ 15.2-802. Powers of county vested in board of supervisors; membership, election, terms, etc., of board; vacancies; powers of chairman.

The powers of the county as a body politic and corporate shall be vested in an urban county board of supervisors, to consist of one member from each district of such county and to be known as the board of supervisors (the board). Each member shall be a qualified voter of his district and shall be elected by the qualified voters thereof. In addition to the above board members, the voters shall elect a county chairman who shall be a qualified voter of the county. No person may be a candidate for county chairman at the same time he is a candidate for membership on the county board from any district of the county. A quorum shall consist of a majority of the board and the chairman shall be included and counted.

The county chairman shall be the chairman of the board and preside at the meetings thereof. The chairman shall represent the county at official functions and ceremonial events. The chairman shall have all rights, privileges, and duties of other members of the board and such others, not in conflict with this article, as the board may prescribe. In addition, the chairman shall have the power to (i) call special meetings of the board in accordance with the procedures and restrictions of § 15.2-1418, mutatis mutandis; (ii) set the agenda for board meetings; however, any such agenda may be modified by an affirmative vote of the board; (iii) appoint county representatives to regional boards, authorities and commissions which are authorized in advance by the board; however, any such appointment shall be subject to revocation by an affirmative vote of a majority of all members elected to the board acting within the 30-day period following that appointment; and (iv) create and appoint committees of the board and name presiding members of such committees as authorized by the board; however, any such committee or appointment shall be subject to revocation by an affirmative vote of a majority of all members elected to the board.

At the first meeting at the beginning of its term and any time thereafter when necessary, the board shall elect a vice-chairman from its membership who shall perform the duties of the chairman in his absence.

The supervisors and chairman first elected under the provisions of this chapter shall hold office until January 1 following the next regular election provided by general law for the election of supervisors. At such election their successors shall be elected for terms of four years each.

If the number of districts in any such county is increased by redistricting or otherwise subsequent to a general election for supervisors, and such supervisors have taken office, then the board shall adopt a resolution requesting a judge of the circuit court for such county to call a special election for an additional supervisor or supervisors in accordance with the increase in the number of districts, such additional supervisor or supervisors to be elected from the county at large, and such election shall be held within 45 days from the date of such request. The qualifications of candidates and the election shall be as at general law applying to special elections. Any supervisors thereby elected shall hold office until

January 1 following the next regular election provided by general law for the election of members of the board, and at the next regular election all supervisors of any such county shall be elected from districts as provided by law.

If a vacancy occurs on the board, the chief judge of the circuit court for such county shall call a special election, in the district if the vacancy is of a district supervisor, or in the county at large if the vacancy is of the chairman, to be held not fewer than 45 nor more than 90 days after the occurrence of the vacancy; however, if the vacancy occurs within 150 days prior to a general election, such special election may be held on the general election day; and if the vacancy occurs within 120 days prior to the date of a regular election for the board of supervisors, such vacancy shall be filled by appointment by the remaining members of the board within seven days of the occurrence of the vacancy, which appointment shall be for the duration of the term of office of the person whose absence from the board occasioned such vacancy. The qualification of candidates and the election shall be otherwise as at general law applying to special elections.

Code 1950, § 15-384.17; 1960, c. 382; 1962, c. 623, § 15.1-729; 1966, c. 464; 1968, c. 797; 1971, Ex. Sess., c. 158; 1972, c. 707; 1985, c. 138; 1994, c. 148; 1997, c. 587; 2012, c. 396.

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: January 6, 2016

AGENDA TITLE:	Election of Vice Chair				
MOTION(s):	I move to elect _____ as Vice Chair of the Fluvanna County Board of Supervisors for calendar year 2016.				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
					X
STAFF CONTACT(S):	Kelly Belanger Harris, Clerk to the Board of Supervisors				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	N/A				
TIMING:	Routine				
DISCUSSION:	<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>				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	Code of Virginia § 15.2-802. Powers of county vested in board of supervisors; membership, election, terms, etc., of board; vacancies; powers of chairman.				
ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

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

Meeting Date: January 6, 2016

AGENDA TITLE:	Resolution/Organizational Meeting of the Fluvanna County Board of Supervisors				
MOTION(s):	<p>I move to adopt the resolution entitled “Organizational Meeting of the Fluvanna County Board of Supervisors 2016” which designates the location, day, and time of meetings.</p> <p>Meeting Place:</p> <ul style="list-style-type: none"> • Circuit Courtroom of the Fluvanna County Courts Building <p>Meeting Times:</p> <ul style="list-style-type: none"> • Day Meetings begin at 4:00 p.m. and end at 8:00 p.m., unless extended • Night Meetings begin at 7:00 p.m. and end at 11:00 p.m., unless extended • When scheduled, Work Sessions begin at 4:00 p.m. prior to the regular evening meeting 				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
					X
STAFF CONTACT(S):	Kelly Belanger Harris, Clerk to the Board of Supervisors				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	Approval				
TIMING:	Routine				
DISCUSSION:	<p>Change for 2016:</p> <p>During the month of July, only one meeting will be held on the first Wednesday starting at 4:00 p.m., breaking for dinner, then reconvening at 7:00 p.m. for public hearings.</p>				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	Code of Virginia § 15.2-802. Powers of county vested in board of supervisors; membership, election, terms, etc., of board; vacancies; powers of chairman.				
ENCLOSURES:	Resolution				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other



BOARD OF SUPERVISORS

County of Fluvanna

Palmyra, Virginia

RESOLUTION No. 01-2016

A RESOLUTION RECOGNIZING THE 2016 ORGANIZATIONAL MEETING OF THE BOARD OF SUPERVISORS

At the annual Organizational Meeting of the Fluvanna County Board of Supervisors held in the Fluvanna County Courts Building at 4:00 PM on Wednesday, January 6, 2016, 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 in the Fluvanna Courts Building as its meeting place for regular meetings to be held on the first Wednesday of each month at 4:00 p.m. and the third Wednesday of each month at 7:00 p.m., except for the month of July when the only meeting shall be on the first Wednesday starting at 4:00 p.m., breaking for dinner, then reconvening at 7:00 p.m. for additional business or public hearings. When scheduled, Work Sessions will be held the third Wednesday of each month at 4:00 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 7:00 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 6th day of January, 2016;

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

A Copy, teste:

Kelly Belanger Harris
Clerk to the Board of Supervisors
Fluvanna County, Virginia

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

Meeting Date: January 6, 2016

AGENDA TITLE:	Board of Supervisors 2016 Regular Meeting Calendar				
MOTION(s):	I move to adopt the 2016 Board of Supervisors' Regular Meeting Calendar as presented.				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
					X
STAFF CONTACT(S):	Kelly Belanger Harris, Clerk to the Board of Supervisors				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	Approval				
TIMING:	Routine				
DISCUSSION:	<p>Change for 2016:</p> <p>During the month of July, only one meeting will be held on the first Wednesday starting at 4:00 p.m., breaking for dinner, then reconvening at 7:00 p.m. for public hearings.</p> <p>This will better accommodate summer vacation schedules and the beginning of the fall school term in early August.</p>				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Board of Supervisors 2016 Regular Meeting Calendar				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other



2016 Regular Meeting Calendar

Fluvanna County Board of Supervisors
All Meetings on Wednesday

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

Adopted this 6th day of January 2016
by the Fluvanna County Board of Supervisors

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

Meeting Date: January 6, 2016

AGENDA TITLE:	Board of Supervisors' Bylaws and Rules of Practice and Procedures				
MOTION(s):	I move to adopt the Board of Supervisors' Bylaws and Rules of Practice and Procedures.				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
					XX
STAFF CONTACT(S):	Kelly Belanger Harris, Clerk to the Board of Supervisors				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	Approval				
TIMING:	Routine				
DISCUSSION:	The Bylaws have been extensively revised to reflect current practice and more clearly delineate Board procedures.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	N/A				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	XX				

FLUVANNA COUNTY BOARD OF SUPERVISORS



BYLAWS AND RULES OF PRACTICE & PROCEDURES

Adopted January 6, 2016

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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 to 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.

B. The Rules are deemed to be procedural only. The failure to strictly 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.

C. All meetings and business shall be conducted in accordance with these Rules, Robert’s Rules of Order Newly Revised (11th Edition), and the Code of Virginia. 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.

D. 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.

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

VI. 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".

VII. 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.

VIII. 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.

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.

IX. 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.

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.

X. 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, the Board member shall state the nature of the conflict of interest prior to an issue being heard and shall, at their election, 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 at any time.

XI. 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.

XII. CLERK TO THE BOARD. The Administrative Assistant to the County Administrator is appointed and shall serve as Clerk to the Board per Section 15.2-1538.

XIII. COUNTY ATTORNEY. The County Attorney, or a representative designated by the County Attorney, shall attend each meeting of the Board and shall serve as adviser to the Board on appropriate rules to comply with legal requirements. The County Attorney assists the Board in analyzing the facts, provides advice and action in legal matters, and represents the Board in civil actions.

XIV. 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.

XV. QUORUM FOR THE EXERCISE OF BOARD BUSINESS

A. A majority of the Board shall constitute a quorum for the purpose of conducting Board business.

B. A quorum shall not be necessary for the exercise of administrative functions.

XVI. MEETINGS

A. Regular Meeting Schedule

1. Meetings are held on the first Wednesday of each month at 4:00 p.m. and on the third Wednesday of each month at 7:00 p.m. in the Fluvanna County Circuit Courtroom.

2. Meetings held on the first Wednesday will adjourn/recess no later than 8:00 p.m., and meetings held on the third Wednesday will adjourn/recess no later than 11:00 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 4:00 pm, prior to the 7:00 p.m. Regular Meeting, in the Fluvanna County Circuit Courtroom, 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

1. The Board may also hold such Special Meetings, as it deems necessary, at such times and places as it finds convenient. It 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.

XVII. AGENDA ITEM SUBMISSION

A. All agenda items are due to the Clerk to 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:

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

XVIII. 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 to 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 to 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.

XIX. 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, Pledge of Allegiance, and Moment of Silence
2 – Adoption of Meeting Agenda
3 – County Administrator's Report
4 – Board of Supervisors' Updates
5 – Public Comments #1
6 – Public Hearing
7 – Action Matters
8 – Presentations
9 – Consent Agenda

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

XX. 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.
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 County Administrator.

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 County Administrator shall take down verbal resolutions as accurately as possible, but when loosely worded or unindicated "whereases" precede the motion, the County Administrator should use appropriate language to accomplish the intent of the Board.

J. Prior to initiating a public hearing, the Chair shall recount the rules under which the hearing shall be operated, but the Chair 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, by his election or appointment, 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.

XXI. 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 should 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 motions 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. No more than two substitute motions may be made on any agenda item.

H. 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. Under Robert's Rules, only a member who voted on the prevailing side (i.e., against the motion) 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).

XXII. 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 or she shall so state and, if because of a conflict, shall indicate verbally and in writing 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. 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.

XXIII. RECORDING OF MEETINGS. The Clerk to the Board (or another person acting in that capacity) shall record each regular meeting. These recordings are the property of the Fluvanna County Board of Supervisors. 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.

XXIV. 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 slanderous 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 and/or the County Administrator shall be the judge of such breaches, however, the Board may by majority vote of the Board members present and voting to overrule both.

D. When a person engages in such breaches, the Chair shall 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.

XXV. COMMITTEES. Ad hoc committees will be appointed by the Chair as needed. Constitutional Officers may be appointed to committees.

XXVI. OFFICIAL BOARD TRAVEL

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 approval of the Board prior to official travel out-of-state.

C. A report and accounting of funds shall be made for all travel for which the Supervisor is requesting payment or reimbursement from County funds.

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.

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

Meeting Date: January 6, 2016

AGENDA TITLE:	Appointment of Board of Supervisor Members to Boards, Commissions and Committees				
MOTION(s):	I move to make the following Supervisor appointments to various boards and commissions for terms effective January 1, 2016, through December 31, 2017: _____.				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
					X
STAFF CONTACT(S):	Kelly Belanger Harris, Clerk to the Board of Supervisors				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	Approval				
TIMING:	The terms will be effective January 1, 2016 and expire on December 31, 2017, unless otherwise changed.				
DISCUSSION:	Every two years in even years, the Board determines Board member assignments on various Boards, Commissions and Committees.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Upcoming and current appointments				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

Fluvanna County BOS Board, Commission, and Committee Assignments - 2016-2017

Board	2016-17 Member	2014-15 Member	Frequency	Day / Time	Location
Agricultural/Forestal Advisory Committee		Weaver	As Needed	TBD	TBD
Audit Committee		Weaver	As Needed	TBD	TBD
Columbia Task Force		Sheridan	Monthly	4th Friday @ 1:30 pm	Morris Room, County Admin Bldg
Community Policy Management Team (CPMT)		Booker	Monthly	4th Tuesday @ 9:30 am	Carysbrook Boardroom
Emergency Services Director (Chair)		Booker	As Needed	N/A	N/A
Finance Board (Chair)		Booker	As Needed	N/A	Morris Room, County Admin Bldg
Fork Union Sanitary District Advisory Committee		Booker	Every odd Month	4th Tuesday @ 7:00 pm	Fork Union Community Center
Parks & Recreation Advisory Board		Sheridan	Monthly	2nd Tuesday @ 4:30 pm	Morris Room, County Admin Bldg
Piedmont Workforce Investment Board		O'Brien	Qrtrly (Jan, Apr, Jul, Oct)	TBD	Best Western, Ruckersville
Planning Commission		O'Brien	Monthly	4th Wednesday @ 7:00 pm	Circuit Court Room
Rivanna River Basin Commission (RRBC) - Mbr #1		Ullenbruch	Every even Month	2nd Monday @ 12-2 pm, except Oct, 3rd Monday	Albemarle County Office Bldg., Rm 241
Rivanna River Basin Commission (RRBC) - Mbr #2		Booker	Every even Month	2nd Monday @ 12-2 pm, except Oct, 3rd Monday	Albemarle County Office Bldg., Rm 241
Social Services Board		Ullenbruch	Monthly	4th Monday @ 3:00-5:00 pm	Carysbrook Boardroom
Thomas Jefferson Area Community Criminal Justice Board (TJACCI)		Ullenbruch	Qrtrly (Jan, Apr, Jul, Oct)	TBD	Varies
Thomas Jefferson Planning District Commission (TJPDC)		O'Brien	Monthly	1st Thursday @ 7:00 pm	TJPDC, Water Street Center, C'ville
Virginia Association of Counties (VACo) Legislative Contact (Chair)		Booker	As Needed	N/A	N/A
Youth Advisory Council (YAC)		Booker	Monthly	1st Monday @ 7:00 pm	Fluvanna County Library

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: January 6, 2016

AGENDA TITLE:	Appointment to the Planning Commission, Palmyra District				
MOTION(s):	I move to appoint _____ to the Planning Commission, Palmyra District, replacing Patricia Eager, with a term to begin January 1, 2016 and to terminate June 30, 2016.				
CATEGORY	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Kelly Belanger Harris, Clerk to the Board				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	Approval				
TIMING:	Normal				
DISCUSSION:	Applicants who have shown an interest in this position are: Bryan Gardiner Howard Lagomarsino Brian Miller				
FISCAL IMPACT:	None				
POLICY IMPACT:	None				
LEGISLATIVE HISTORY:	None				
ENCLOSURES:	Boards and Commissions Applications				
REVIEWS	Legal	Finance	Purchasing	HR	Other

Interest in Planning Commission

Palmyra

Last Name **First Name** **Date Recieved**
Mailing Address **City** **State** **Postal Code**
Home Phone **Work Phone** **Cell Phone/Other**
Fax **Email Address**
Physical Address **City** **State** **Postal Code**

Education and Experience:

BSBA, Finance-Bowlign Green State University; MS, Information Technology - University of Virginia; 17 years of institutional investment experience, primarily as a fixed income portfolio manager

Civic Activities and Committee Memberships:

Past President, Fluvanna Education Foundation (3 years); past board member, Fluvanna Habitat for Humanity (2 years); past President, BIHOA (4 years); past member, Central Elementary PTA (3 years); Beta Gamma Sigma honors fraternity

Interest in Committee:

After living here for 15 years, I would like to be involved in the management and development of Fluvanna County

Comments: Committees Interested In: Planning Commission
Formerly on Finance Board

Interest in Planning Commission**Palmyra**

Last Name	<input type="text" value="Lagomarsino"/>	First Name	<input type="text" value="Howard G."/>	Date Recieved	<input type="text" value="12/4/2015"/>
Mailing Address	<input type="text" value="24 Jennings Drive"/>	City	<input type="text" value="Palmyra"/>	State	<input type="text" value="VA"/>
		Postal Code	<input type="text" value="22963-"/>		
Home Phone	<input type="text" value="(443) 446-2510"/>	Work Phone	<input type="text" value="4345314861"/>	Cell Phone/Other	<input type="text" value="(434) 296-5833"/>
Fax	<input type="text"/>	Email Address	<input type="text" value="hlagomarsino@msn.com"/>		
Physical Address	<input type="text"/>	City	<input type="text"/>	State	<input type="text"/>
		Postal Code	<input type="text"/>		

Education and Experience:

Fire Marshal/County Fire Official - Albemarle County Fire Rescue (Division Chief) - interpret/apply fire code; review plans for development; provide recommendations/appear before BOS, Planning Commission, ARB; knowledge of development/planning/construction practices (VADHCD Core, Plans review, Advanced Official, Fire Inspector, Fire Official); draft code/legal recommendations; participate in County budget process. International Police Advisor- Dyncorp (under US State Dept. Contract) - Kabul, Afghanistan-provide mentorship to Afghan National Police Command Staff & other Government entities for development of Rule of Law capacity. Police Officer - Patrol, Forensics, Detective (Narcotics and General), Sergeant. Firefighter - held positions of firefighter, driver, hazardous materials technician, sergeant, lieutenant, assistant chief, division chief (knowledge of development/planning, budgetary preparation/processes, construction principles). Military - Security/infantry/Instructor - US Marines Pvt. (E-1). To Sergeant (E-5): Army National Guard - Sergeant (E-5) - Staff Sergeant (E-6). AAS - Police Science - PVCC, BS - Old Dominion University, graduate work through Virginia Tech with a Master's Certificate in Local Government Management including course work in budgets, planning, development, land use and economic development processes.

Civic Activities and Committee Memberships:

PVCC Alumni Board, Lake Monticello Security Committee. Old Dominion Alumni, Virginia Tech Alumni, International Assoc. of Arson Investigators, National Assoc. of Fire Investigators, International Assoc. Of Bomb Technicians & Investigators, Virginia Fire Prevention Assoc., International Assoc. of Fire Chiefs, IAFC Fire & Life Safety Section, Virginia Assoc. of Hazardous Material Response Specialists, Fraternal Order of Police, Police Benevolent Assoc., previous Eagle Scout.

Interest in Committee:

I wish to participate in shaping a vibrant future for Fluvanna County through economic development that is informed by reasoned planning and development. I believe I bring a unique set of experiences that includes education, experience and knowledge related to the work of the Planning Commission that will support this goal.

Comments:

Interest in Planning Commission

Palmyra

Last Name **First Name** **Date Recieved**

Mailing Address **City** **State** **Postal Code**

Home Phone **Work Phone** **Cell Phone/Other**

Fax **Email Address**

Physical Address **City** **State** **Postal Code**

Education and Experience:

BS Degree in Criminal Justice Administration and Management. 2011-Current: Police Officer, UVA Police Department. 2007-2011: Deputy Sheriff, Virginia Beach Police Department. 1998-2003: Military, United States Marine Corps.

Civic Activities and Committee Memberships:

Various community service projects while employed with Virginia Beach Sheriff's Department and the UVA Police Department. Involved with Calvary Chapel Fluvanna. Previous member of the Livingston County F&A Masons.

Interest in Committee:

To become more involved with my county. Completed the last Fluvanna Leadership Development Course, which opened my eyes to the various responsibilities within the Fluvanna government. I would like to serve my community in this aspect with future goals of continued service to Fluvanna County.

Comments:

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: January 6, 2016

AGENDA TITLE:	Appointment to the Thomas Jefferson Water Resources Protection Foundation				
MOTION(s):	I move to appoint/reappoint _____ to the Thomas Jefferson Water Resources Protection Foundation, with a term to begin February 1, 2016 and to terminate January 31, 2020.				
CATEGORY	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Kelly Belanger Harris, Clerk to the Board				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	Approval				
TIMING:	Normal				
DISCUSSION:	Applicants who have shown an interest in this position are: John Easter				
FISCAL IMPACT:	None				
POLICY IMPACT:	None				
LEGISLATIVE HISTORY:	None				
ENCLOSURES:	Boards and Commissions Applications				
REVIEWS	Legal	Finance	Purchasing	HR	Other

Interest in Thomas Jefferson Water Resources Protectio

Fork Union

Last Name Easter **First Name** John **Date Recieved**

Mailing Address 94 Middle Farms Trail **City** Bremono Bluff **State** VA **Postal Code** 23022-

Home Phone (434) 842-3185 **Work Phone** **Cell Phone/Other** (434) 987-0602

Fax (434) 842-3185 **Email Address** easters4@nexet.net

Physical Address 94 Middle Farms Trail **City** Bremono Bluff **State** VA **Postal Code** 23022

Education and Experience:

B/A, UVA, MAS, ERAU, US Air Force, US Army, Commercial Pilot, Real Estate Broker, Farmer

Civic Activities and Committee Memberships:

Rivanna Scenic River Advisory Committee, Fluvanna Chamber of Commerce, Rivanna River Basin Commission, Thomas Jefferson Soil and Water Conservation District

Interest in Committee:

Thomas Jefferson Water Resources Protection Foundation

Comments: Mr. Easter is the current Associate Director of TJSWCD. Reappointed as of 1/1//2015 to serve another 4 year term as At-Large Director. Term

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

Meeting Date: January 6, 2015

AGENDA TITLE:	Approval of Ambulance Restocking Agreement for Cost Recovery				
MOTION(s):	I move the Board of Supervisors approve the Ambulance Restocking Agreement between the Rector and Visitors of the University of Virginia on behalf of its Medical Center and the County of Fluvanna, documenting the relationship among the Medical Center, the Rescue Squads and the County with regard to restocking of ambulance pharmaceutical and medical supplies, and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney.				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		XX			
STAFF CONTACT(S):	Cheryl J. Elliott				
PRESENTER(S):	Cheryl J. Elliott				
RECOMMENDATION:	APPROVAL				
TIMING:	IMMEDIATE				
DISCUSSION:	<p>For jurisdictions that do NOT bill for ambulance services, both UVa Medical Center and Martha Jefferson Hospital do not charge squads to refill drug boxes on ambulances, as a community service. However, UVa Medical Center will begin billing for pharmaceutical and medical supplies since our cost recovery program is in place. (Martha Jefferson will continue to provide these supplies free of charge.)</p> <p>The county's transport fees are based on level of service and involve a flat fee. Patients are not charged directly for these supplies. Since the County receives the revenue from the transports, this agreement allows UVa to send these charges directly to the County instead of billing the rescue squads individually.</p>				
FISCAL IMPACT:	These charges will be more than covered by cost recovery revenue.				
POLICY IMPACT:	None				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Drug Box Agreement				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	XX				

**AMBULANCE RESTOCKING AGREEMENT
BETWEEN
THE RECTOR AND VISITORS OF THE UNIVERSITY OF VIRGINIA
ON BEHALF OF ITS MEDICAL CENTER
AND
THE COUNTY OF FLUVANNA, VIRGINIA**

This Ambulance Restocking Agreement (“Agreement”) is entered and made effective as of the ___ day of _____, 2015, by and between **THE RECTOR AND VISITORS OF THE UNIVERSITY OF VIRGINIA** (the “University”) on behalf of its **Medical Center** (the "Medical Center"); the **COUNTY of FLUVANNA, VIRGINIA**, a political subdivision of the Commonwealth of Virginia (hereinafter referred to as the “the County”); and the **FLUVANNA RESCUE SQUAD, INCORPORATED** (also sometimes referred to as “Fluvanna County Rescue Squad, Incorporated”) and the **LAKE MONTICELLO VOLUNTEER FIRE DEPARTMENT AND RESCUE SQUAD, INC.**, both Virginia non-stock corporations (collectively the “Rescue Squads”).

WITNESSETH:

I. Overview & Purpose

The purpose of this Agreement is to document the relationship among the Medical Center, the Rescue Squads and the County with regard to restocking ambulance pharmaceutical and medical supplies. By agreement with the County, the Rescue Squads on behalf of the County provide emergency medical services (“EMS”) in transit to various hospitals in the region. Such other hospitals may participate in restocking agreements with the County, thereby providing a community benefit for all EMS providers in the region.

The County bills patients and third party insurers for EMS rendered by the County through the Rescue Squads according to a flat rate fee schedule. The County does not bill patients or third party insurers for the individual cost of items used including, but not limited to, the items listed on Exhibits A and B. In order to accommodate the County’s desire to bill for EMS, the Medical Center shall provide restocking for a fee, as further described below.

II. Ambulance Restocking

The Medical Center agrees to restock all the Rescue Squad’s ambulance transports to its facilities, whether they are emergent or non-emergent transports, with all items listed on Exhibits A and B which are attached hereto and incorporated herein by reference. The County agrees to reimburse the Medical Center for the restocked items, listed on Exhibit A, at the prices set forth on Exhibit A. The Medical Center agrees to restock the items on Exhibit B at no cost to the County. The Medical Center reserves the right to modify the prices set forth on Exhibit A. The Medical Center may decrease any of the prices set forth on Exhibit A without prior notice to the County, but shall send written documentation of the price decrease to the County as soon as practicable. The Medical Center may increase any of the prices set forth on Exhibit A with forty-five days prior written notice to the County. Such modifications to Exhibit A shall be deemed addenda to this Agreement. Notwithstanding the foregoing, the County may elect in its

sole discretion to terminate this Agreement for cause under Article IV(2) on account of any such price modification that results in an increase in price of any item(s).

III. Limitations

The Medical Center will not restock any items other than those listed on Exhibits A and B.

IV. Term and Termination of the Agreement

1. This Agreement is effective for one year beginning on the ___ day of _____, 201__ through the ___ day of _____, 201__. Annually, this Agreement shall automatically renew for additional one (1) year terms unless either party gives the other thirty (30) days' notice prior to the automatic renewal of this Agreement of its intent not to renew this Agreement.
2. Either party shall have the right to terminate this Agreement by ninety (90) days' advance written notice to the other party. In addition, either party may terminate this Agreement for cause upon thirty (30) days written notice to the other party if there is a material violation of any term or condition of this Agreement by such other party which remains uncured for thirty (30) days after such party's receipt of written notice of such violation. The County may also terminate this Agreement for cause upon thirty (30) days written notice to the Medical Center as provided under Article II . Furthermore, this contract will automatically terminate if the County engages in billing practices which either violate the regulations of any governmental health care program or which the Medical Center reasonably deems to be in violation of such regulations.

V. Billing and Payment

1. The Medical Center will bill the County monthly for the items it restocked the prior month. Invoices will be submitted to the address below. The County agrees to pay all invoices within 45 days of receipt of each invoice.

The billing address is:

Fluvanna County Emergency Services
c/o Cheryl J. Elliott
PO Box 540
Palmyra, VA 22963

2. The County and Rescue Squads agree to abide by all billing regulations applicable to their business, including but not limited to the Medicare and Medicaid programs, and agree to provide written notice to the Medical Center within five days of discovering any potential violations of such regulations.

VI. Record of Services Rendered

All medications and supplies used by the Rescue Squads will be documented by the Rescue Squads on the agency “call report” and a copy provided to the receiving hospital. Minimum information includes the patient’s name, date of service (transport), and pertinent medications and/or supplies exchanged (including amounts). The Rescue Squads will also submit to the County by the 5th of each month, a list of all the items listed on Exhibit A used the prior month, including the date used and amount used. The list provided to the County shall be used for financial reconciliation purposes only and should not and must not include any patient information or any privileged or confidential information of any kind. The Rescue Squads shall be responsible for the accuracy of the call reports and lists required hereunder.

VII. General Conditions

1. This Agreement shall be governed in all respects by the laws of the Commonwealth of Virginia, and exclusive jurisdiction and venue of any dispute or matters involving litigation between the parties hereto shall be in the courts of Fluvanna County, Virginia. Any jurisdiction’s choice of law, conflict of laws, rules, or provisions, including those of the Commonwealth of Virginia, that would cause the application of any laws other than those of the Commonwealth of Virginia, shall not apply.
2. The Medical Center, the County and the Rescue Squads must comply with all applicable Federal and State rules and regulations.
3. Except as specified in Article II, No waiver, alteration, or modification of the provisions in this Agreement shall be binding unless in writing and mutually agreed upon.
4. This Agreement, together with any amendment or modification that may hereafter be agreed to by the parties in accordance with the provisions herein, constitutes the entire understanding between the parties with respect to the subject-matter hereof and supersedes any and all prior understandings and agreements, oral or written, relating hereto.
5. Any notice required to be given under this Agreement, and any communications associated with the performance of this Agreement shall, unless otherwise provided herein, be deemed made if given by registered or certified mail, postage prepaid, and addressed to either the address given below or to such other address as may hereafter be specified in writing by the parties.

If to the Medical Center:

Milton Dunlap, Director
Contract Management
University of Virginia Medical Center
PO Box 800778
Charlottesville, Virginia 22908

With a copy not constituting notice to:

Administrator, Pre-Hospital Emergency Services
University of Virginia Health System
PO Box 800683
Charlottesville, VA 22908

If to the County or the Rescue Squads:

Cheryl J. Elliott
Fluvanna County Emergency Services Coordinator
PO Box 540
Palmyra, VA 22963

With copies not constituting notice to:

James Stafford, President
Fluvanna Rescue Squad, Inc.
c/o Fluvanna County Emergency Services
PO Box 540
Palmyra, VA 22963

Leonard Bozza, President
Lake Monticello Volunteer Fire Department and Rescue Squad, Inc.
c/o Fluvanna County Emergency Services
PO Box 540
Palmyra, VA 22963

IN WITNESS WHEREOF, the parties have hereunto signed this Agreement in their official capacities effective as of the date first set forth above.

**THE RECTOR AND VISITORS
OF THE UNIVERSITY OF VIRGINIA,
and its MEDICAL CENTER**

FLUVANNA RESCUE SQUAD, INC.

Larry L. Fitzgerald
Chief Finance and Business Development
Officer
University of Virginia Health System

James Stafford, President

**LAKE MONTICELLO VOLUNTEER
FIRE DEPARTMENT
AND RESCUE SQUAD, INC.**

COUNTY OF FLUVANNA

Leonard Bozza, President

Steven M. Nichols
County Administrator

ATTACHMENT A 2015

Adenosine 6mg/2mL vials	2.56
Albuterol 2.5mg/3 mL unit dose	0.05
Amiodarone 150 mg/3mL vial	0.80
Aspirin 81 mg tablets, can be unit dose or small bottle	0.01
Atropine 1mg/10mL O-Ject	3.80
Benadryl (Diphenhydramine) 50mg/mL vials	0.65
Calcium Chloride 1gram/10mL	7.55
Dextrose 50% syringe 25gram/50mL	8.75
Dopamine (Intropin) 200mg/5mL vials with IV drip label	1.70
Epinephrine 1:10,000 1mg/10mL O-Ject	4.45
Epinephrine 1:1000 1mg/mL ampules or vials	2.71
Etomidate 20 mg	5.71
Fentanyl 100mcg/2mL	0.87
Glucagon 1mg with Diluent	124.32
Haldol 5mg/mL vial	1.11
Ipratropium (Atrovent) 0.5/mL unit dose	0.20
Ketamine 200mg/20mL	14.06
Lidocaine 20 mg/mL (2mL) without preservative	2.41
Magnesium Sulfate 1 gram/2mL vials	1.09
Methylprednisolone (Solu-Medrol) 125mg/2mL vial	5.33
Metoprolol (Lopressor) 5mg/5mL ampules or vials	0.50
Midazolam (Versed) 5mg/mL vials	0.87
Morphine 10mg/mL vial	0.94
Narcan (Naloxone) 2mg/2mL vial	31.32
Nitro Paste packets 1 inch pre-measured	1.90
Nitro tablets 1/150 grain, small bottle	12.13
Ondansetron 4 mg SL tablets	0.58
Ondansetron 4 mg/2mL vial	0.51
Prednisone 20 mg tablets	0.44
Sodium Bicarbonate 50 mEq/50mL	7.25
Succinylcholine 100 mg	2.80
Tranexamic Acid 1 gram vial	28.47
Vasopressin 20U/mL vials	23.73
Vecuronium 10 mg	2.50

*Prices on this list are subject to change during the term of this contract based on changes in prices charged by vendors to the Medical Center.

ATTACHMENT B 2015

Supplies:

- (2) 2x2 gauze pads
- (2) 4x4 gauze pads
- (1) 3 way stopcock
- (16) Alcohol preps
- (2) Short Arm boards
- (1) Biohazard bag
- (2) D5W 250ml
- (2) Pair Large Gloves
- (1) Gray Top Tube]
- (1) Vacutainer Holder
- (1) Vacutainer Adaptor
- (2) 14 g IV Catheters
- (2) 14 g Catheters (2 ¼" FOR CHEST DECOMPRESSION)
- (2) 16 g IV Catheters
- (3) 18 g IV Catheters
- (3) 20 g IV Catheters
- (2) 22 g IV Catheters
- (2) 24 g IV Catheters
- (2) Macrodrip Tubing with Ports
- (2) Micridrip Tubing with Ports
- (2) Normal Saline 1000cc
- (2) 10 cc Sterile Normal Saline
- (2) Re-Sealable end caps
- (1) Sharps container
- (4) 18 or 19 g Needles
- (4) Filter Needles
- (4) 1cc Syringes with 25 g Needle
- (2) 3 cc Syringes with 21 g Needle
- (2) 5 cc Syringes
- (2) 10 cc Syringes
- (2) 30 or 35 cc Syringes
- (2) Tourniquets
- (1) Transpore tape
- (2) Carpuject, injector
- (1) Drug Box Contents List
- (1) Problem Interception Report
- (1) Medication Added Label
- (2) Braun Ultrasite valve for injection
- (2) IV Extension set Braun female luer lock adaptor with 2 Ultrasite injection ports
- (1) D5W 100mL bag
- (1) Handheld nebulizer

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: January 6, 2016

AGENDA TITLE:	FY16 E911 Radio Project CIP Budget				
MOTION(s):	I move the Board of Supervisors approve a budget amendment in the FY16 CIP Budget for the E911 Radio Project to change \$6,594,544.94 of the funding source for the project from General Fund Cash to a Capital Lease, to reflect the Motorola Credit Lease the Board of Supervisors approved effective July 1 st , 2015 and further to transfer the \$6,594,544.94 back to the General Funds Unassigned Fund Balance.				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Eric Dahl, Director of Finance				
PRESENTER(S):	Eric Dahl, Director of Finance				
RECOMMENDATION:	I recommend approval of the following action.				
TIMING:	Effective July 1, 2015				
DISCUSSION:	<ul style="list-style-type: none"> • On July 1, 2015 the County signed a Capital Lease with Motorola Credit for \$6,594,544.94 for construction of the E911 Radio Project. The Capital Lease does not include tasks for Engineering, Project Management and Contingencies. The original source of funds for the project was General Fund Cash. • On July 1, 2015, the General Fund Cash remaining for this project is \$6,979,682. Staff recommends leaving the appropriated General Fund Cash difference of \$385,137 to cover required elements of Engineering, Project Management and Contingencies that are NOT covered with the Motorola Credit Lease. Task #2 for Project Management was issued in FY16 for \$99,943. • Since the Motorola construction is paid for by a Capital Lease, staff recommends that \$6,594,544.94 be returned to the General Funds Unassigned Fund Balance. • The above motion is administrative in nature, due to the approved action with the Motorola Credit Lease. 				
FISCAL IMPACT:	This motion will accurately reflect the budgetary funding sources for the E911 Radio Project from the action that the BOS approved with Motorola on June 17, 2015. Additionally, it would authorize staff to reallocate the \$6,594,544.94 back to the General Funds Unassigned Fund Balance. This action will make the Unassigned General Fund Balance above the 12% policy target at \$9,427,123. Neither motion increases the budget of the E911 Radio Project, rather it reallocates funding sources within the existing budget.				
POLICY IMPACT:	None				

LEGISLATIVE HISTORY:	The BOS approved on June 17, 2015 to enter into a lease with Motorola Credit for \$6,594,544.94 effective July 1, 2015.				
ENCLOSURES:	FY16 Fund Balance Overview				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

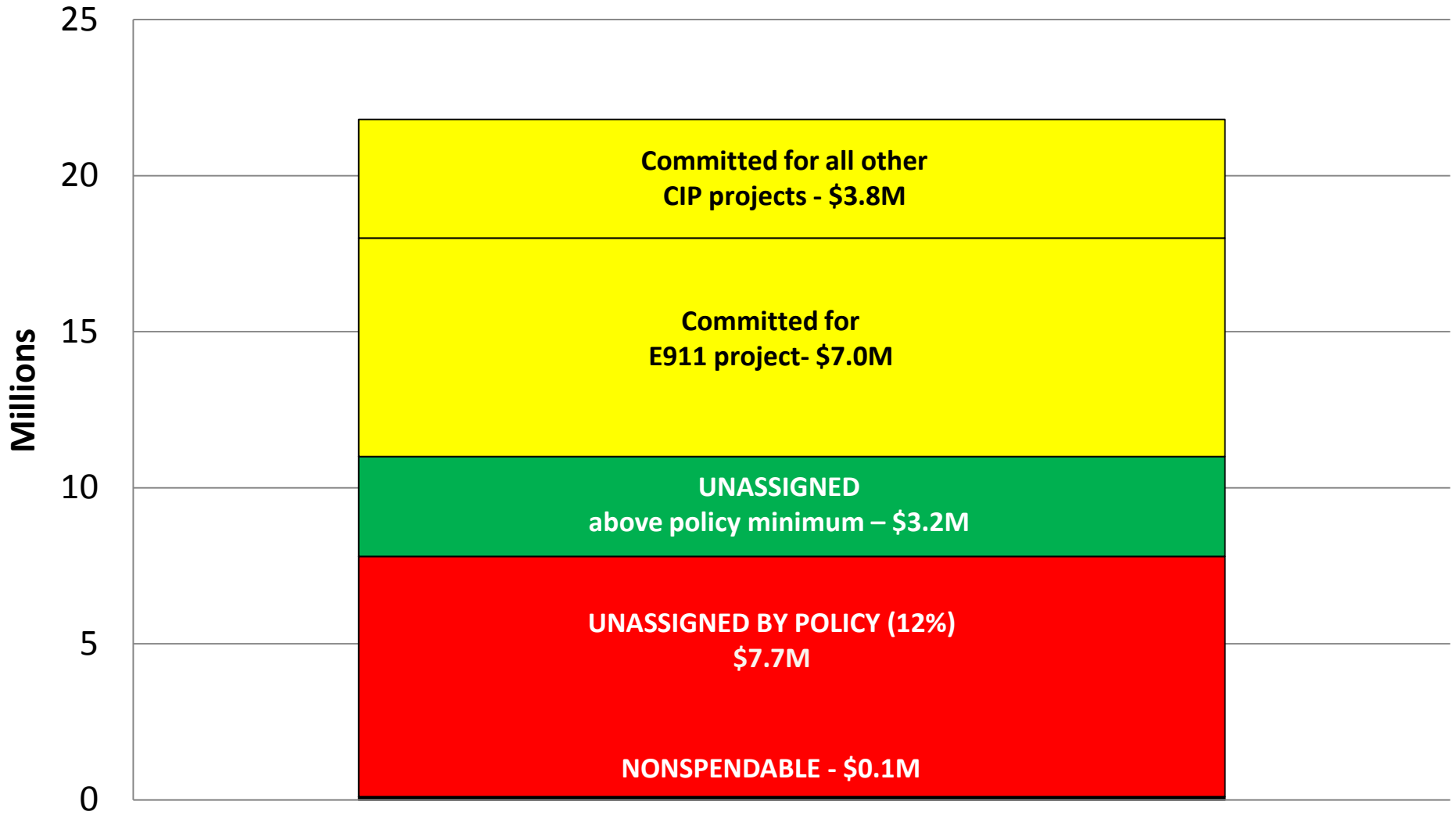


FY16 Fund Balance Overview

BOS Meeting 1/6/16



Fund Balance – as of June 30th, 2015



6/30/2015

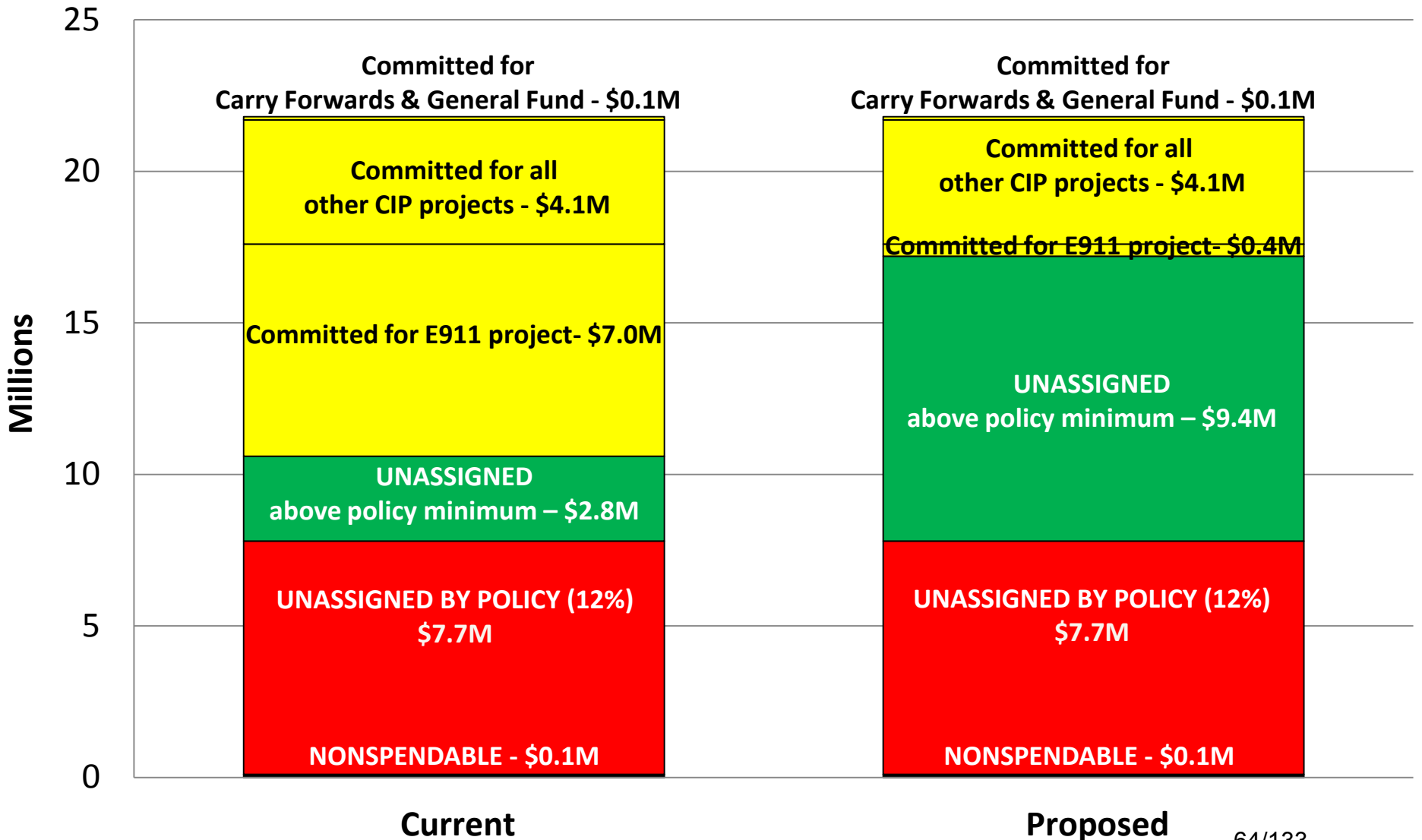


Unassigned Fund Balance

FY15 Year End Balance	\$10,974,265
Less: FY15-16 Carry Forwards	- \$119,567
Less: Crowther Building Purchase – 7/1/15	- \$147,900
Less: Add'l for Capital Reserve Maintenance Fund – 9/2/15	- \$50,000
Less: Sheriff Crime Scene Investigator Vehicle – 11/4/15	- \$35,000
Less: Fluvanna Community Center Roof – 12/16/15	- \$55,000
FY16 Current Balance (1/6/16)	\$10,566,798
Required Balance	\$7,734,220
In Excess of Balance per Policy (Approved items)	\$2,832,578
Add: <i>**E911 Radio System – Transfer General Funds allocation back to Unassigned Fund Balance due to the Capital Lease 7/1/15</i>	+ \$6,594,545
In Excess of Balance per Policy (Incl. unapproved)	\$9,427,123



Fund Balance FY16 – Current/Proposed





Questions?



Radio Project Budget Overview

PROJECT FUNDING	Amounts
FY12 Appropriated	\$3,500,000.00
FY13 Appropriated	\$4,000,000.00
INITIAL PROJECT FUNDS	\$7,500,000.00
FY13 Pulled to fund JABA/Jaunt	(\$100,000.00)
FY13 Narrow-banding Project	(\$324,022.77)
FY15 Radios for Courthouse	(\$22,456.55)
FY15 RCC Consultants - Task 1 (RFP Development)	(\$73,347.93)
FY15 RFP Office Expense	(\$490.74)
REMAINING PROJECT FUNDS – 6/30/15	\$6,979,682.01
FY16 Motorola Radio System Contract – Approved	(\$6,594,544.94)
FY16 RCC Consultants - Task 2 (Proj. Mgmt.) Approved	(\$99,943.52)
Contingency Funds Available:	\$285,193.55

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: 1/6/16

AGENDA TITLE:	FY16 Pleasant Grove House Museum Security System Funding Request				
MOTION(s):	I move the Board of Supervisors approve a budget transfer of \$3,100 for installation of a security system at the Pleasant Grove House from the FY16 Board of Supervisors Contingency to the FY16 Parks and Recreation Contract Services budget.				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Jason Smith, Parks and Recreation Director				
PRESENTER(S):	Jason Smith, Parks and Recreation Director				
RECOMMENDATION:	Approve				
TIMING:	Immediately.				
DISCUSSION:	There was an attempted break-in at the Pleasant Grove House Museum in early December and have investigated a security solution for this facility. The \$3,010 will cover the initial cost of equipment needed to place in and around the museum. There will also be an additional \$390 annual fee for maintenance and upkeep of the system.				
FISCAL IMPACT:	Decrease the FY16 BOS Contingency budget and increase the FY16 Parks and Recreation Contract Services budget by \$3,100.				
	Currently the balance in the FY16 BOS Contingency is \$96,750.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	BFPE International quote for PGHM security system.				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X	X		

December 9, 2015

To: Jason Smith

Via: jsmith@fluvannacounty.org

<p>SCOPE OF WORK FOR Security System Fluvanna County Museum</p>
--

WORK PROPOSED:

To install a basic wireless security system for the Fluvanna County Museum

Security System

BFPE International has prepared a plan to install a wireless security system in the Fluvanna County Museum. That would cover all exterior doors and motions to cover the basement and first floor.

Fluvanna County Museum

- BFPE to provide and install the following fire & voice alarm equipment consisting of:
 1. Wireless Security control panel
 2. 5 Door contacts , 6 motion detectors and 1 glass break detector
 3. Monitoring of Security system

Proposal also includes:

- Installation of all listed equipment
- Test and Certification
- Programming
- O & M Manuals
- Training
- Warranty

Exclusions, notes and clarifications:

- Terms are Net 15 with progress billings and approved credit.
 - Quotation includes sales tax.
 - Quotation is valid for 120 Days.
 - Owner to provide phone lines
 - Quotation is based on daytime work from 8:00 am to 5:00 pm M-F.
-
- *PER ABOVE SCOPE OF WORK, TURN-KEY: \$3,010.*

Thank you for giving us the opportunity to work with you on this project and if further information is needed, please do not hesitate to contact us at 804-447-2900.

Sincerely,

BFPE INTERNATIONAL

Bryon Dingus
Account Manager

Accepted by: _____

Title: _____

Date: _____

PO # (if applicable): _____

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: January 6, 2016

AGENDA TITLE:	Reclassification of Deputy Sheriff Positions				
MOTION(s):	<p>I move to consolidate within the Pay Band Schematic the following Job Position Titles and Classifications from:</p> <ul style="list-style-type: none"> • 6411 – Deputy-Bailiff/Courts Services (Pay Band 12) • 6411 – Bailiff/Courts Services (Part-Time) (Pay Band 9) • 6511 – Deputy-Bailiff/Courts Services (Pay Band 13) • 6311 – Deputy-Animal Control Officer (Pay Band 11) • 6312 – Deputy-Animal Control Officer (Pay Band 13) • 6521 – Deputy-School Resource Officer (Pay Band 14) <p>to:</p> <ul style="list-style-type: none"> • 6511 – Deputy Sheriff (Patrol, Courts, ACO, SRO) (Pay Band 13). <p>In addition, I move to eliminate:</p> <ul style="list-style-type: none"> • Two 6411 – Deputy-Bailiff/Courts Services (Part-Time) (Pay Band 9), currently funded at \$27,040, <p>And replace with:</p> <ul style="list-style-type: none"> • One 6511 – Deputy Sheriff (Patrol / Courts / ACO / SRO) (Part-Time) (Pay Band 13) at a cost of \$21,528. 				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Captain Von Hill; Sheriff Eric B. Hess, Sheriff				
PRESENTER(S):	Sheriff Eric B. Hess				
RECOMMENDATION:	Ratify and accept the proposed changes to the existing Pay Band Schematic system, in order that the job titles and system structure align.				
TIMING:	Review.				
DISCUSSION:	<p>Based on the recommendation of DCJS to prevent burnout, Deputies should move from different specialty positions every 3-4 years.</p> <p>Curerently, Deputy Sherriff's are classified according to their specialty assignments:</p> <ul style="list-style-type: none"> • 6411 – Deputy-Bailiff/Courts Services (Pay Band 12) • 6411 – Deputy-Bailiff/Courts Services (Part-Time) (Pay Band 9) • 6511 – Deputy-Bailiff/Court Services (Pay Band 13) • 6311 – Deputy-Animal Control Officer (Pay Band 11) • 6312 – Deputy-Animal Control Officer (Pay Band 13) • 6521 – Deputy-School Resource Officer (Pay Band 14) • 6511 – Deputy Sheriff-Patrol (Pay Band 13) 				

	<p>Regardless of current title, each of the above are Deputy Sheriff positions. In order to provide the services and obtain the specialized skills, the deputy must complete specific training as well as obtain and maintain their certification in the different specialties.</p> <p>To allow for better utilization of Deputies throughout the agency, we are requesting that the above specialized classifications be grouped into classification of</p> <ul style="list-style-type: none"> • 6511 – Deputy Sheriff (Patrol / Courts / ACO / SRO) (Pay Band 13) <p>When a Deputy receives their specialized certification, they will receive the increase in pay as per the policy I.5, Compensation for Additional Degrees, Certifications and Licensures.</p> <p>In addition, request to eliminate:</p> <ul style="list-style-type: none"> • Two 6411 – Deputy-Bailiff/Courts Services (Part-Time) (Pay Band 9), currently funded at \$27,040 <p>And replace with:</p> <ul style="list-style-type: none"> • One 6511 – Deputy Sheriff (Patrol / Courts / ACO / SRO) (Part-Time) (Pay Band 13) at a cost of \$21,528. <p>The fiscal affects to the requested changes are as follows:</p>				
FISCAL IMPACT:	See attached salary costs breakdown.				
POLICY IMPACT:	As above.				
LEGISLATIVE HISTORY:	NA				
ENCLOSURES:	Salary costs breakdown				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
				XX	County Administrator

CURRENT POSITION CLASSIFICATIONS AND TITLES	Current Positions	FTE	Total Salaries
6411 – Deputy-Bailiff/Courts Services (Pay Band 12)	1	1	\$ 37,684
6411 – Bailiff/Courts Services (Part-Time) (Pay Band 9)	2	1	\$ 27,040
6511 – Deputy-Bailiff/Courts Services (Pay Band 13)	2	2	\$ 82,336
6511 – Deputy-Patrol (Pay Band 13)	13	12.5	\$ 506,946
6311 – Deputy-Animal Control Officer (Pay Band 11)	1	1	\$ 38,264
6312 – Deputy-Animal Control Officer (Pay Band 13)	1	1	\$ 38,384
6521 – Deputy-School Resource Officer (Pay Band 14)	2	2	\$ 92,048
Current Totals	22	20.5	\$ 822,702

NEW POSITION CLASSIFICATION AND TITLE	New Positions	FTE	Total Salaries
6511 – Deputy Sheriff (Patrol, Courts, ACO, SRO) (Pay Band 13)	21	20	\$ 820,419

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

Meeting Date: January 6, 2016

AGENDA TITLE:	Approval of Position Upgrade				
MOTION(s):	I move to approve the position upgrade of the current Deputy COR I (Pay Band 9) to Deputy COR II, Business Personal Property Manager (Pay Band 10).				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Mel Sheridan, COR / Steve Nichols, County Administrator / Gail Parrish, HR				
PRESENTER(S):	Mel Sheridan, COR				
RECOMMENDATION:	Approve				
TIMING:	To be effective February 1 st , 2016				
DISCUSSION:	<p>As part of the annual position and grade review of all departments, Ms. Parrish recommended that the job descriptions for this office be rewritten to reflect the essential functions performed by each staff member. After reviewing the duties and responsibilities of the Deputy I position which include serving as Program Manager for the Business Personal Property and Public Service Corporation databases respectively, in addition to serving as staff trainer for those areas; Ms. Parrish recommended that I consider requesting that the position be updated to a Deputy II. This individual works weekly with over 550 local businesses and 23 Public Service Corporations managing assets that generate over \$5.6 million in County Revenue annually. I briefed Mr. Nichols on the issue and he supports the recommendation provided I can fund with existing revenue already allocated for my FY 16 budget.</p> <p>Pay Band 9 Base: \$27,040 Current Salary: \$30,958 Pay Band 10 Base: \$31,200</p> <p>Current COR Staff Total Salary: \$150,535 New COR Staff Total Salary: \$148,642 to \$153,322</p>				
FISCAL IMPACT:	None (limited to use of available personnel funding)				
POLICY IMPACT:	None				
LEGISLATIVE HISTORY:	Updated November 2015				
ENCLOSURES:	Updated Job Description, Dep I COR, Business Personal Property Mgr – Class # 1521				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	County Administrator
				X	X



Fluvanna County, Virginia
Job Description

Deputy I II COR, Business Personal Property Manager - Class # 1521

FLSA Status: Non-Exempt
Pay Grade: 9 10
Job Title ID: Deputy I II COR, Business Personal Property Manager
Reports To: Commissioner of the Revenue

Summary: Primary manager of the Business Personal Property database program for the Commissioner’s office.

Essential Functions:

- Serves as the Program Manager for the Business Personal Property database program within the Commissioner’s office.
- Commissioner’s office primary coordinator of all taxable business property associated with the 550+ local businesses within Fluvanna County.
- Serves as the Program Manager for all Public Service Corporation database assets.
- Responsible for all staff training and supervision relative to business personal property program applications within the office.
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Experience with managing large database programs
- Working knowledge of general laws and policies associated with business personal property ownership databases.
- Experience in training associated staff personnel in database management.
- Demonstrated strong customer support skills.

Acceptable Education, Experience, and Training

Preferred combination of education and experience equivalent to 1 years relevant experience in Commissioner of the Revenue’s office or related field.

PREFERRED QUALIFICATIONS:

- Certified Master Deputy Commissioner of the Revenue
- Associate’s Degree in related field of study
- Experience in database software management

Working Conditions and Physical Requirements

Special Requirements:

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Post Offer Requirements:

- Background check

Recommended by:	Approved as to form:	Approved:
Department Head Date	Human Resources Manager Date	County Administrator Date

Approved by Board of Supervisors on _____

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

Meeting Date: January 6, 2016

AGENDA TITLE:	Water Tank in James River Update				
MOTION(s):	N/A				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			XX		
STAFF CONTACT(S):	Wayne Stephens, Public Works Director & County Engineer				
PRESENTER(S):	Wayne Stephens, Public Works Director & County Engineer				
RECOMMENDATION:					
TIMING:	Normal				
DISCUSSION:	<p>During June, 1972, flooding caused by Hurricane Agnes destroyed the Fork Union Sanitary District's Water Treatment Plant at Bremo. During the event, a water storage tank from the plant was washed into the James River, floated downstream approximately 2 miles, and came to rest in the river, roughly in the middle of the normal flow channel. The tank has been there ever since.</p> <p>During recent public meetings about the County's water utilities projects, several citizens have inquired about the feasibility/possibility of the County removing the Bremo WTP tank from the river. If the Board wishes staff to consider taking this on as a project, then significant research in to regulatory requirements, safety issues and qualified contractors is needed.</p> <p>Staff requests direction from the Board regarding this issue.</p>				
FISCAL IMPACT:	Unknown				
POLICY IMPACT:	Unknown				
LEGISLATIVE HISTORY:					
ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

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

Meeting Date: January 6, 2015

AGENDA TITLE:	Guidance on Public Safety Towers for New Radio System				
MOTION(s):	N/A				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			XX		
STAFF CONTACT(S):	Cheryl J. Elliott, Emergency Services Coordinator				
PRESENTER(S):	Cheryl J. Elliott, Emergency Services Coordinator				
RECOMMENDATION:					
TIMING:	Current				
DISCUSSION:	The next step in the radio project is to secure space on the selected towers. Options include leasing as equipment is designed, using shorter antennas to potentially use less space on the towers, placing antennas at the top of lighted towers, or building additional county-owned towers. The Radio Team needs directional guidance to proceed with negotiations.				
FISCAL IMPACT:	Substantial. Leases are in perpetuity, and could easily amount into the millions over time.				
POLICY IMPACT:					
LEGISLATIVE HISTORY:					
ENCLOSURES:					
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: January 6, 2016

AGENDA TITLE:	Adoption of the Fluvanna County Board of Supervisors Regular Meeting Minutes.				
MOTION(s):	I move the meeting minutes of the Fluvanna County Board of Supervisors for Wednesday, December 16, 2015 Regular Meeting, be adopted.				
CATEGORY	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
STAFF CONTACT(S):	Kelly Belanger Harris, Clerk to the Board				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	None				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	None				
ENCLOSURES:	Draft minutes for December 16, 2015				
REVIEWS	Legal	Finance	Purchasing	HR	Other

FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Court Room
December 16, 2015
Regular Meeting 7:00pm

MEMBERS PRESENT: Mozell Booker, Fork Union District, Chairperson
Bob Ullenbruch, Palmyra District, Vice-Chair
Tony O'Brien, Rivanna District
Donald W. Weaver, Cunningham District

MEMBERS ABSENT: Mike Sheridan, Columbia District Chairperson

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

CALL TO ORDER

At 7:00 pm, Chair Booker called the Regular Meeting of December 16, 2015 to order. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

Chair Booker called Vice Chair Ullenbruch forward to present a *Plaque of Appreciation* on occasion of his last meeting as the Palmyra District representative on the Board of Supervisors.

ADOPTION OF AGENDA

MOTION

Mr. Weaver moved to accept the Agenda for the December 16, 2015 Regular Meeting of the Board of Supervisors, as presented. Mr. Ullenbruch seconded and the Agenda was adopted by a vote of 4-0. AYES: Booker, Ullenbruch, O'Brien, and Weaver. NAYS: None. ABSENT: Sheridan.

COUNTY ADMINISTRATOR'S REPORT

Mr. Nichols reported on the following:

- 2015 Holiday Tree Lighting at PG House
 - 200+ community members
 - Santa's Story time and tree lighting, s'mores around the fire pits
 - Complimentary pictures with Santa—George Kuhlow volunteered as Santa
 - Fluvanna Sports Photography--<http://www.fluvannaphotos.com/>
 - Collected over 250lbs. of non-perishable food items for MACAA to provide local families
- Preservation Piedmont presented their "Preservation Award" on Dec 6th to Fluvanna County and the Fluvanna Historical Society for their work and collaboration in restoring the 1854 Plantation home.
 - Mr. Marvin Moss accepted the award on behalf of the Historical Society
- PG House and Museum Security System
 - Recommend installing a fire & voice alarm system:
 - Wireless Security control panel; 5 Door contacts , 6 motion detectors and 1 glass break detector
 - Monitoring of Security system: Initial Equipment Costs: \$3,010, Annual Support Cost:\$390
- Citizen Concern and Request:
 - Cars are traveling faster than 45 MPH on Rt. 600 past Riverside Subdivision entrance
 - Wants VDOT to lower the Route 600, South Boston Road, speed limit from the Rivanna River to the traffic Circle; says there is a blind spot at the curve and people "fly"
 - Requested Board direction.
- Safety Improvement at MACAA
 - New hand railing installed, safer and more accessible for customers of all ages and physical conditions; Cost - \$513.00
- Seeking Planning Commission Candidates (Palmyra District)
 - The Board of Supervisors is expected to fill the vacancy from the list of candidates at their Regular Meeting on January 6, 2016; all applications are due to the County Administrator's Office by December 29, 2015
- Emergency Radio System - Sheriff's Site Tower
 - Trying to avoid small stream in the wooded area; tower up against the tree line, but not infringe on existing trees
 - These towers are designed to withstand 100 mph winds; to come down, the tower would have to take a direct tornado hit. The sheriff's office roof (and possibly the building) would be gone beforehand.
- Staff Holiday Party
 - Friday, Dec 18th at Noon, Historic Courthouse
 - Ham and turkey provided; bring a side dish or dessert to pass
- Next meetings
 - Wednesday, January 6, 2016--4:00 pm – Organizational & Regular Meeting; 7:00 pm – Special Public Hearing?

BOARD OF SUPERVISORS' UPDATES

Sheridan—Absent.

Weaver—None.

Ullenbruch— Jail Board.

O'Brien—PWN Council, LMOA Board.

Booker— JABA Annual meeting; Advisory Board for the Women's Correctional Center; Senior Center Holiday Luncheon.

PUBLIC COMMENTS #1

At 7:27 pm Chair Booker opened the first round of Public Comments.

- Kathy Swenson-Miller, 94 Fairview Lane, spoke of her disappointment at the outcome of the Public Hearings on December 2, 2015. Ms. Swenson-Miller queried the Board for specific feedback before the next Public Hearings on the same topic, on January 20, 2016.
- George Bialkowski, 1215 Point of Fork Rd, spoke regarding the ratification of Amendment #1 of the Interjurisdictional Agreement. Mr. Bialkowski apologized for his actions at the December 2, 2015 meeting.
- Bob Dorsey, 6 Dover Ct., thanked Mr. Ullenbruch for his service and asked for specific feedback from the Board.

With no one else wishing to speak, Chair Booker closed the first round of Public Comments.

Following the speakers, Chair Booker initiated a discussion that directly addressed the comments and questions raised by the speakers.

Mr. Payne, County Attorney, noted that it is his opinion that the action taken on November 18, 2015 approving Amendment #1 of the Interjurisdictional Agreement was legal and does not require a further vote.

PUBLIC HEARINGS

ZTA 15:04 – Fluvanna County (Zoning Ordinance) & ZTA 15:05 – Fluvanna County (Subdivision Ordinance)— James Newman, Planner, brought before the Board a request to amend and reenact the Zoning Ordinance and Subdivision Ordinance to bring into compliance with Virginia Code and Federal legal decisions. Mr. Newman highlighted changes in how political signs are categorized; key changes to definitions; and clarified substantive and clerical changes. Mr. Payne noted that these changes are primarily categorized as housekeeping. Mr. Newman reported that the Planning Commission recommending approving the changes to the Zoning Ordinance and the Subdivision Ordinance.

At 8:28pm, Chair Booker opened the Public Hearing.

- George Bialkowski, 1250 Point of Fork Rd, spoke regarding the changes to the Sign Ordinance.
- Catherine Hobbs, 17 Stonefield Rd., chair of the Fluvanna Electoral Board, spoke regarding the proposed changes to the Sign Ordinance.

There being no one else wishing to speak, Chair Booker closed the Public Hearing.

Chair Booker opened the floor to discussion by Supervisors. Mr. Ullenbruch asked Ms. Hobbs the average length of time that surrounding localities allow political signs to be displayed. Ms. Hobbs responded that there are varying time allowances, noting that Fluvanna has one of the shorter durations. Mr. Weaver inquired about changes made to regulations regarding manufactured housing. Mr. Payne clarified that the change in this section was a change in terminology only, changing "mobile home" to "manufactured house."

MOTION

Mr. O'Brien moved that the Board of Supervisors approve ZTA 15:04, an ordinance to amend and reenact chapter 22, articles 1, 2, 4, 7, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 21, 22, 23, 24, 25, 26, and 27 of the Fluvanna County Code by certain amendments to sections and subsections 22-1-2, 22-2.1, 22-4-6, 22-4-9.1, 22-4-9.2, 22-4-9.4, 22-7-4, 22-7-5, 22-7-12, 22-9-2, 22-9-3, 22-10-5, 22-11-2, 22-12-9, 22-13-1, 22-13-2, 22-13-3, 22-13-4, 22-13-5, 22-13-6, 22-13-7, 22-14-8, 22-14-8.3, 22-15-1, 22-15-2, 22-15-2.1, 22-15-4, 22-15-5, 22-15-4.1, 22-16-8, 22-17-1, 22-17-6, 22-17-9, 22-17-15, 22-17-16, 22-17-18, 22-18-1, 22-18-1.1, 22-18-2, 22-18-4, 22-18-5, 22-18-6, 22-18-7, 22-18-7.1, 22-21-3, 22-22, 22-23-6, 22-23-7, 22-24-3, 22-24-4, 22-25-4, 22-25-6, 22-26-4, 22-27-2, 22-27-6, 22-27-9.9, 22-27-10.2, 22-27-10.3, 22-27-10.3.A, 22-27-10.3B, and 22-27-11.1. thereof, amending and reenacting the Fluvanna County Zoning Ordinance to conform to the current enabling legislation, as amended, and federal court decisions, with the following changes: 1. The "going out of business" sign permit fee as stated in the text is amended to 50 dollars from 65 dollars, and, 2. Temporary signs are allowed to be placed up to 60 days in advance of an event instead of 30 days in advance as was originally stated in the text. Mr. Weaver seconded and the motion passed 4-0. AYE: Booker, Ullenbruch, O'Brien, and Weaver. NAY: None. ABSENT: Sheridan.

MOTION

Mr. Ullenbruch moved that the Board of Supervisors approve an ordinance to amend and reenact Chapter 19, Articles 1, 3, 6, 7, and 8 of the Fluvanna County Code by certain amendments to sections and subsections 19-1-3, 19-3-4, 19-3-5, 19-3-6, 19-3-6.3, 19-6-3, 19-7-6, 19-8-1, 19-8-4, 19-8-5, and 19-8-7. Thereof, amending and reenacting the Fluvanna County Subdivision Ordinance to conform to the current enabling legislation, as amended. Mr. O'Brien seconded and the motion passed 4-0. AYE: Booker, Ullenbruch, O'Brien, and Weaver. NAY: None. ABSENT: Sheridan.

ACTION MATTERS

Relocation of Rivanna/501 Polling Place—Catherine Hobbs, Chair Fluvanna County Electoral Board, brought before the Board a request to relocate the 501 Rivanna Polling Place because of imminent construction at the current polling place.

MOTION

Mr. Ullenbruch moved to approve advertisement of a public hearing for the purpose of considering “AN ORDINANCE TO AMEND CHAPTER 2, ARTICLE 2, SEC. 2-2-3(a) OF THE FLUVANNA COUNTY CODE TO MOVE THE RIVANNA ELECTION DISTRICT POLLING PLACE FROM THE LAKE MONTICELLO CLUBHOUSE TO THE MAPLE ROOM, LAKE MONTICELLO FIREHOUSE.” Mr. O’Brien seconded and the motion passed 4-0. AYE: Booker, Ullenbruch, O’Brien, and Weaver. NAY: None. ABSENT: Sheridan.

Task Order #2 - Surveying Services for the Zion Crossroads Water & Sewer System—Cyndi Toler, Purchasing Officer, returned to the Board with a request to approve Surveying Services for the Zion Crossroads Water & Sewer System. With no discussion,

MOTION

Mr. Ullenbruch moved the Board of Supervisors approve Task Order #2 between the County of Fluvanna, Virginia, and Bowman Consulting Group, LTD. to complete the Aerial Surveying for the Zion Crossroads Water & Sewer System totaling \$34,560, and further authorize the County Administrator to execute the agreements subject to approval as to form by the County Attorney. Mr. O’Brien seconded and the motion passed 4-0. AYE: Booker, Ullenbruch, O’Brien, and Weaver. NAY: None. ABSENT: Sheridan.

Ratification of Addendum No. 1 to the Interjurisdictional Agreement Regarding the James River Water Project – Steven M. Nichols, County Administrator, brought before the Board a request to ratify the vote taken on November 18, 2015 regarding Addendum #1 to the Interjurisdictional Agreement Regarding the James River Water Project. After discussion,

MOTION

Mr. O’Brien moved to ratify Addendum No. 1 to the October 1, 2013, “AGREEMENT BETWEEN LOUISA COUNTY, VIRGINIA, FLUVANNA COUNTY, VIRGINIA, THE LOUISA COUNTY WATER AUTHORITY AND THE JAMES RIVER WATER AUTHORITY REGARDING THE JAMES RIVER WATER PIPELINE,” in order more clearly to express the intent of the parties, their respective rights and duties thereunder and to protect the public health, safety and general welfare of the citizens of Louisa and Fluvanna Counties. Mr. Ullenbruch seconded. After the second, Mr. Weaver called for discussion. After discussion ended, Chair Booker called for the vote. The motion passed 3-1. AYE: Booker, Ullenbruch, O’Brien. NAY: Weaver. ABSENT: Sheridan.

FY16 Supplemental Budget Appropriation for Fork Union Community Center Roof Replacement CIP Project – Wayne Stephens, Public Works Director and County Engineer, briefed the Board on the condition of the Fork Union Community Center roof.

After brief discussion regarding the age and the overall condition of the building,

MOTION

Mr. Ullenbruch moved the Board of Supervisors approve a FY16 supplemental appropriation of \$55,000.00 for the Fork Union Community Center Roof Replacement CIP budget, from Unassigned Fund Balance. Mr. O’Brien seconded and the motion passed 4-0. Aye: Booker, Ullenbruch, O’Brien, and Weaver. NAY: None. ABSENT: Sheridan.

Approval of the Contract for Roof Replacement at the Fork Union Community Center – Cyndi Toler, Purchasing Officer, brought forward a request to approve a contract to replace the roof at the Fork Union Community Center. With little discussion,

MOTION

Mr. Weaver moved the Board of Supervisors approve the agreement between Baker Roofing and the County of Fluvanna, to replace and repair the roof of the Fork Union Community Center Totaling \$105,879, and further authorize the County Administrator to execute the agreements subject to approval as to form by the County Attorney. Mr. Ullenbruch seconded and the motion passed 4-0. Aye: Booker, Ullenbruch, O’Brien, and Weaver. NAY: None. ABSENT: Sheridan.

At 9:25 pm, Chair Booker called for a 5 minute recess.
Chair Booker reconvened the meeting at 9:34 pm.

PRESENTATIONS

Criminal Justice Planner’s Report—Mr. Neal Goodloe, Criminal Justice Planner for Thomas Jefferson Area Community Criminal Justice Board, presented an overview of crime statistics and trends in Fluvanna County and the region. Mr. Goodloe also briefed the Board on the role of the Criminal Justice planner in the region, highlighting ways in which he may be of service to the County.

FY15 Comprehensive Annual Financial Report—Eric Dahl, Finance Director, and David Foley, Robinson, Farmer, and Cox, gave a brief overview of the FY15 CAFR. Mr. Dahl highlighted major initiatives of the County including the restoration of Pleasant Grove Park and Museum, MUNIS software, and the ongoing E911 Radio project. Mr. Dahl and Mr. Foley noted the County’s positive financial position and accounting and financial policies.

MOTION TO EXTEND

At 10:52pm, Mr. Weaver moved to extend the meeting until midnight. Mr. Ullenbruch seconded and the motion carried 4-0. AYES: Booker, Ullenbruch, O'Brien, and Weaver. NAYS: None. ABSENT: Sheridan.

CONSENT AGENDA

The following items were discussed before approval:

AP Report November 2015—Eric Dahl, Finance Director.

The following were approved under the Consent Agenda:

Minutes of December 2, 2015 Meeting—Kelly Belanger Harris, Clerk to the Board

Minutes of December 7, 2015 Special Meeting—Kelly Belanger Harris, Clerk to the Board

AP Report November 2015—Eric Dahl, Finance Director

Parks and Recreation Advisory Board Bylaws Update – Jason Smith, Parks and Recreation Director

FY16 Capital Reserve Maintenance Fund Request - SBO Roof Repair—Chuck Winkler, Deputy Superintendent, FCPS

FY16 Capital Reserve Maintenance Fund Request PW16-004 - Carysbrook PS - Emergency Repairs—Wayne Stephens, Public Works Director and County Engineer

FY16 Capital Reserve Maintenance Fund Request - FMS Clocks—Chuck Winkler, Deputy Superintendent, FCPS

Approval of Open Space Contract for Jerry S. and Jean M. Barker—Andrew M. Sheridan, Commissioner of the Revenue

Approval of Open Space Contract for Jerry Goodson—Andrew M. Sheridan, Commissioner of the Revenue

Approval of Open Space Contract for James F. May, III—Andrew M. Sheridan, Commissioner of the Revenue

Approval of Open Space Contract for Lonnie E. & Dena B. Poore—Andrew M. Sheridan, Commissioner of the Revenue

Approval of Open Space Contract for Sandra & Bobby Mason Taylor—Andrew M. Sheridan, Commissioner of the Revenue

MOTION

Mr. Weaver moved to approve the items on the Consent Agenda for December 16, 2015, and ratify Accounts Payable and Payroll for November 2015 in the amount of \$3,136,386.85. Mr. Ullenbruch seconded and the motion passed 4-0. AYES: Booker, Ullenbruch, O'Brien, and Weaver. NAYS: None. ABSENT: Sheridan.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

PUBLIC COMMENTS #2

At 11:02 pm, Chair Booker opened the second section of Public Comments.

- Bob Dorsey, 6 Dover Ct, remarked further on the process and procedures of the Board.

With no one else wishing to speak, Chair Booker closed the second round of public comments at 11:05pm.

CLOSED SESSION

MOTION TO ENTER INTO A CLOSED MEETING

At 11:05 pm, Mr. Weaver moved the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.6 & A.7 of the Code of Virginia, 1950, as amended, for the purpose of discussing Investment of Funds and Legal Matters. Mr. O'Brien seconded and the motion carried, with a vote of 4-0. AYES: Booker, Ullenbruch, O'Brien, and Weaver. NAYS: None. ABSENT: Sheridan.

MOTION TO EXTEND

At 1:27 am, December 17, 2015, Mr. Weaver moved to extend the meeting until 2:00 am, December 17, 2015. Mr. Ullenbruch seconded and the motion carried 4-0. AYES: Booker, Ullenbruch, O'Brien, and Weaver. NAYS: None. ABSENT: Sheridan.

MOTION TO EXIT A CLOSED MEETING & RECONVENE IN OPEN SESSION

At 1:27 am, December 17, 2015, Mr. Weaver moved that the Closed Meeting be adjourned and the Fluvanna County Board of Supervisors convene again in open session and "BE IT RESOLVED, the Board of Supervisors does hereby certify to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711-A of the Code of Virginia, 1950, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting." Mr. Ullenbruch seconded and the motion carried, with a roll call vote of 4-0. AYES: Booker, Ullenbruch, O'Brien, and Weaver. NAYS: None. ABSENT: Sheridan.

MOTION TO EXTEND

At 1:28 am, December 17, 2015, Mr. Weaver noted that the motion to extend was made while still in Closed Session. Chair Booker affirmed in Open Session that the vote was made and the motion had passed.

ADJOURN

MOTION:

At 1:28 am, December 17, 2016, Mr. Weaver moved to adjourn the meeting of Wednesday, December 16, 2015. With no dissent, Chair Booker adjourned the meeting.

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

Kelly Belanger Harris
Clerk to the Board

Mozell H. Booker
Chairperson

DRAFT

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

Meeting Date: January 6, 2016

AGENDA TITLE:	Policies for Board Proclamations and Resolutions				
MOTION(s):	I move to approve the Board of Supervisors' Proclamations Policy and the Board of Supervisors' Resolutions Policy.				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
STAFF CONTACT(S):	Steven M. Nichols, County Administrator				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Normal				
DISCUSSION:	No current policies exist for how to draft, process and approve requests for formal BOS Proclamations or Resolutions.				
FISCAL IMPACT:	None				
POLICY IMPACT:					
LEGISLATIVE HISTORY:					
ENCLOSURES:	BOS Proclamation Policy and Sample Proclamation BOS Resolution Policy and Sample Resolution				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

Fluvanna County
PROCLAMATIONS POLICY
Approved: January 6, 2016 (Pending)

1. Purpose

a. Proclamations are ceremonial documents adopted by the Board of Supervisors for the purpose of drawing public awareness to declarations of a day/week/month in honor of charitable events, arts and cultural celebrations or other special honors. It is typically used to make a public announcement.

b. The goal of a proclamation is to honor and celebrate events or to increase awareness of significant issues of importance to Fluvanna County residents. These public service documents are strictly honorary and are not legally binding. All proclamations will be reviewed on a case-by-case basis.

2. General Submission Requirements

a. All requests for proclamations must be submitted in writing to the County Administrator's Office, Attn: Clerk to the Board of Supervisors. Requests can be hand delivered, submitted via email or U.S. mail to the attention of the Clerk of the Board.

(1) Organization's full legal name and tax status and the contact person's first and last name, street and email address and telephone number.

(2) A brief summary that includes sufficient background of the event or celebration and a brief history of the organization. Include a brief narrative specifically identifying the relevance to Fluvanna County residents that explains why you believe it is important for the Board of Supervisors to adopt your proclamation and how you plan to use the proclamation.

(3) Draft text for the proclamation, including "Whereas" clauses and concluding with a "Now, Therefore" declaration. Include the name and date(s) of the day, week, month of the event to be proclaimed .

Note: Traditional proclamations begin with a series of clauses starting with the word "Whereas," which means "because," "in as much as," or "since." "Whereas" clauses set the stage, state the issue, and suggest actions and reasons why the proclamation is being issued. They are followed by one phrase beginning with "Now, Therefore," which is the actual declaration and request for specific support.

Example:

- ✓ what is being proclaimed: Example, John Doe Day
- ✓ what date is being proclaimed January 1, 2014
- ✓ Brief history of organization or biography of the person, purpose, goals, or theme.
- ✓ A description of who will benefit from this event and what will take place during this time of celebration/recognition.
- ✓ Ending with "Now, Therefore," and the actual declaration or request for support

(4) A deadline, if any, when the proclamation is needed.

(5) Name and contact information for representative(s) who will be present at Board of Supervisors meeting, if different from person submitting the request.

b. To ensure efficient processing, requests should be made at least four weeks in advance of the date the document is needed and be submitted with complete information.

3. Approval Steps and Timeline for Board Adoption

a. Request is made regarding the Board supporting a proclamation. If the request is first made to a Supervisor, the representative will be directed to the Clerk of the Board. The Clerk will advise the representative of the process and submission requirements.

b. Once the submission is received, the Clerk will review the request for completeness, format the draft resolution as shown in the attachment, and then forward it to the County Administrator for review.

c. If the proclamation request is approved for the agenda by the County Administrator and Board Chair, the Clerk will contact the representatives and make arrangements for them to appear at the scheduled Board meeting, as necessary.

d. Final edits will be made by the Clerk and the draft will be provided in the Board package with other materials for the Board meeting.

e. Proclamations will generally be placed on the Consent Agenda for consideration.



BOARD OF SUPERVISORS
County of Fluvanna
Palmyra, Virginia

PROCLAMATION

Fair Housing Month 2014

WHEREAS, _____; and

WHEREAS, _____; and

WHEREAS, _____; and

WHEREAS, _____; and

WHEREAS, _____; and

NOW, THEREFORE, the Fluvanna County Board of Supervisors does hereby
PROCLAIM that the _____ day of _____, is _____ in
the County of Fluvanna and _____.

Passed and adopted this _____ day of _____, _____.

I. M. Chair
Chair, Board of Supervisors

Fluvanna County
RESOLUTIONS POLICY
Approved: January 6, 2016 (Pending)

1. Purpose

a. A resolution is a discrete, formal, written action of the Board of Supervisors to express approval or disapproval. It reflects the official expression of the opinion or will of the Board. Resolutions ordinarily relate to the administrative and operational aspects of County government (in contrast to legislative and regulatory enactments that are the subject of ordinances).

b. Resolutions are generally used for two purposes. First, resolutions express their consensus on matters of public policy: lawmakers routinely deliver criticism or support on a broad range of social issues, legal rights, court opinions, and even decisions by higher government authorities. Second, resolutions are used for internal, administrative purposes. Resolutions are not laws; they differ fundamentally in their purpose. However, under certain circumstances resolutions can have the effect of law.

c. Examples of formal resolutions include an action authorizing issuance of bonds or establishing an employee compensation plan. Ceremonial types of resolutions may include expressions of gratitude for service, an expression of regret upon the death of an individual.

d. As a spontaneous expression of opinion, a resolution is intended to be timely and to have a temporary effect. Resolutions take effect immediately, unless otherwise specified within the resolution.

2. Principles of a Resolution

a. Purpose

- Why are we writing this resolution?
- Where does our recommendation come from?
- Why is this important to us?
- What are we seeking as an outcome?

b. Evidence

- What supporting facts (reports, statistics, anecdotal, newspaper, etc.) exist?
- Who else shares our recommendation?

c. Action

- What can be done to achieve our recommendation?
- Who can take the action to achieve our recommendation?

d. Format

- Title- Reflect Action the resolution seeks to affect
- Whereas- Purpose of resolution and supporting Evidence
- Therefore be it resolved- Restate Action

3. General Submission Requirements

a. All requests for resolutions must be submitted in writing to the County Administrator's Office, Attn: Clerk to the Board of Supervisors. Requests can be hand delivered, submitted via email, or by U.S. mail. Requests should include:

(1) Organization's full legal name and tax status and the contact person's first and last name, street and email address and telephone number.

(2) A brief summary that includes sufficient background of the issue. Include a brief narrative specifically identifying the relevance to Fluvanna County residents that explains why you believe it is important for the Board of Supervisors to adopt your resolution and how the resolution is planned to be used.

(3) Draft text for the resolution, including "Whereas" clauses and concluding with a "Now, Therefore be it resolved" declaration.

Note: Traditional resolutions begin with a series of clauses starting with the word "Whereas," which means "because," "in as much as," or "since." "Whereas" clauses set the stage, state the issue, and suggest actions and reasons why the resolution is being issued. They are followed by one phrase beginning with "Now, Therefore be it resolved," which is the actual declaration and request for specific support.

(4) A deadline, if any, when the resolution is needed.

(5) Name and contact information for representative(s) who will be present at Board of Supervisors meeting, if different from person submitting the request.

b. To ensure efficient processing, requests should be made at least four weeks in advance of the date the document is needed and be submitted with complete information.

4. Approval Steps and Timeline for Board Adoption

a. Request is made regarding the Board supporting a resolution. If the request is first made to a Supervisor, the representative will be directed to the Clerk of the Board. The Clerk will advise the representative of the process and submission requirements.

b. Once the submission is received, the Clerk will review the request for completeness, format the draft resolution as shown in the attachment, and then forward it to the County Administrator for review.

c. If the resolution request is approved for the agenda by the County Administrator and Board Chair, the Clerk will contact the representatives and make arrangements for them to appear at the scheduled Board meeting, as necessary.

d. Final edits will be made by the Clerk and the draft will be provided in the Board package with other materials for the Board meeting.

e. Resolutions will generally be placed on the Consent Agenda for consideration.



BOARD OF SUPERVISORS

County of Fluvanna
Palmyra, Virginia

RESOLUTION No. XX-XXX

A RESOLUTION _____

At a regular meeting of the Fluvanna County Board of Supervisors held in the Fluvanna County Courts Building at 7:00 PM on Wednesday, DATE, 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, ; and

WHEREAS, ; and

NOW, THEREFORE BE IT RESOLVED, on this XX day of MONTH, YEAR, that the Fluvanna County Board of Supervisors hereby _____; and

BE IT FURTHER RESOLVED, that the Fluvanna County Board of Supervisors _____; and

BE IT YET FURTHER RESOLVED that _____.

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 _____ day of _____, ____:

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

A Copy, teste:

Kelly Belanger Harris
Clerk to the Board of Supervisors
Fluvanna County, Virginia

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

Meeting Date: January 6, 2016

AGENDA TITLE:	Grant for New Triad in the Commonwealth of Virginia (The Fluvanna County Triad)				
MOTION(s):	<p>1) I move to authorize submission of the Triad Grant Program application and if awarded, accept an award in the amount of up to \$1,000 to fund the purchase of supplies and equipment to support any activities related to Fluvanna Triad program.</p> <p>2) Further, I move to authorize a supplemental appropriation for the FY16 Fluvanna County Sheriff’s Office budget in the amount of up to \$1,000 to revenue and expenditure accounts assigned by Finance.</p>				
	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Andrea Gaines, Sheriff’s Office Staff; Sheriff Eric B. Hess, Sheriff				
PRESENTER(S):	Andrea Gaines, Director of Communications; Sheriff Eric B. Hess, Sheriff				
RECOMMENDATION:	Ratify and accept the Triad Grant Award.				
TIMING:	Routine.				
DISCUSSION:	Grant funds will be used to purchase equipment and supplies to support Fluvanna County’s Triad volunteer program.				
FISCAL IMPACT:	<ul style="list-style-type: none"> • Grant award of up to \$1,000. • This state grant award is to be used to purchase equipment and supplies for the Sheriff’s Office Triad volunteer program. • This award will allow staff to increase expenditures in the E911 Convention and Education budget FY’ 16. • There is a 10% in-kind match required, which will be taken from the current E911 budget. 				
POLICY IMPACT:	None.				
LEGISLATIVE HISTORY:	None.				
ENCLOSURES:	None.				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other



Capital Reserve Maintenance Fund Request

MOTION: I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request to: replace the doors on the walk-in cooler and the freezer in the Fluvanna Middle School kitchen.

Section 1 - REQUEST

Requesting Department/Agency	Dept/Agency Contact	Date of Request
FCPS	Ed Breslauer	12/16/2015
Phone	Fax	Fiscal Year
434-589-8208	434-589-7256	FY16

Reserve Fund Purpose Category: Unexpected facility repairs or replacements

Description of Project/Repair	Qty	Unit Price	Total Price
Purchase and install walk-in cooler door.	1	\$3,950.00	\$3,950.00
Purchase and install freezer door.	1	\$4,140.00	\$4,140.00
		Total Request:	\$8,090.00

Description and justification for proposed use.
 The doors on the walk-in cooler and the freezer in the Fluvanna Middle School kitchen have deteriorated beyond the point that they can be repaired and require replacement. The doors being replaced are part of the original initial equipment in the building.

 The doors are necessary to maintain the required temperatures in the two units to store food products.

Department/Agency Head Name	Signature	Date
Fluvanna Co. Public Schools	Chuck Winkler <small>Digitally signed by Chuck Winkler DN: cn=Chuck Winkler, o=Fluvanna County Public Schools, ou=central-services@fcps.k12.va.us Date: 2015.05.20 11:51:28 -0400</small>	2015/12/16

Section 2 - REVIEW

Recommended?	County Finance Director	Date
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>EDahl</i> <small>Digitally signed by Eric Dahl DN: cn=Eric Dahl, o=County of Fluvanna, ou=Finance Department, email=edahl@fluvannacounty.org, c=US Date: 2015.12.23 09:33:43 -0500</small>	
Recommended?	County Administrator	Date
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>SMN</i> <small>Steven M. Nichols cn=Steven M. Nichols, o=Fluvanna County, ou=County Administrator, email=snichols@fluvannacounty.org, c=US 2015.12.23 09:40:58 -0500</small>	

Section 3 - BOARD OF SUPERVISORS

Approved?	Decision Date	Comments
<input type="checkbox"/> Yes <input type="checkbox"/> No		

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: January 6, 2016

AGENDA TITLE:	FY16 Schools Supplemental Appropriation Request for Families Learning Together Grant Funds.				
MOTION(s):	I move the Board of Supervisors approve the supplemental appropriation of \$5,000.00 in the FY16 Fluvanna County Public Schools budget for Families Learning Together Grant Funds received from the Community Endowment Fund.				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Mary Anna Twisdale, Management Analyst				
PRESENTER(S):	Ed Breslauer, Schools Director of Finance				
RECOMMENDATION:	I recommend approval of the following action.				
TIMING:	Routine.				
DISCUSSION:	<p>Fluvanna County Public Schools has received \$5,000.00 in additional Families Learning Together Local grant funds. This grant is from the Community Endowment Fund in the Charlottesville Area Community Foundation. These funds are used to support the operation of Fluvanna's Adult Education Program.</p> <p>This will increase the schools Other Local sources funding from \$950,115.66 to \$955,115.66.</p> <p>This supplemental appropriation would authorize staff to appropriate the additional revenue and expense.</p>				
FISCAL IMPACT:	There is no local match required.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None.				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

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

Meeting Date: January 6, 2016

AGENDA TITLE:	Approval of Open Space Contract for Daniel A. & Maria Elena Hemmings				
MOTION(s):	I move to approve the open space contract for Mr. & Mrs. Hemmings for tax map parcels 26-17-36 and 26-17-37; agreement shall remain in effect for a term of five (5) consecutive years.				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Andrew M. Sheridan, Jr., Commissioner of the Revenue				
PRESENTER(S):	Andrew M. Sheridan, Jr., Commissioner of the Revenue				
RECOMMENDATION:	Approval				
TIMING:	Immediate				
DISCUSSION:	These properties qualify for an open space contract with Fluvanna County in accordance with Code Section 58.1-3229 et. seq. of the Virginia State Code.				
FISCAL IMPACT:	None				
POLICY IMPACT:	In accordance with Section 58.1-3229 et. seq. of Virginia State Code.				
LEGISLATIVE HISTORY:					
ENCLOSURES:	-Mr. & Mrs. Hemmings' executed open space contract -Map of parcels				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other



CONTRACT FOR OPEN SPACE LAND USE ASSESSMENT

THIS AGREEMENT, made this 21st day of December, 2015, by and between Daniel A. & Maria Elena Hemmings, party(ies) of the first part, hereinafter called the Grantor, and the COUNTY OF FLUVANNA, a political subdivision of the Commonwealth of Virginia, party of the second part, hereinafter called the County:

WITNESSETH

WHEREAS, the Grantor owns certain real estate, described below, hereinafter called the Property; and

WHEREAS, the County is the local governing body having real estate tax jurisdiction over the Property; and

WHEREAS, the County has determined:

- A. That it is in the public interest that the Property should be provided or preserved for conservation of agricultural and forestal land and of wildlife and
- B. That the property meets the applicable criteria for real estate devoted to open-space use as prescribed in Article 4 (Section 58.1-3229 et. seq.) of Chapter 32 of Title 58.1 of the Code of Virginia, and the standards for classifying such real estate prescribed by the Director of the Virginia Department of Conservation and Recreation; and
- C. That the provisions of this agreement meet the requirements and standards prescribed under section 58.1-3233 of the Code of Virginia for recorded commitments by landowners not to change an open-space use to a non-qualifying use; and

WHEREAS, the Grantor is willing to make a written recorded commitment to preserve and protect the open-space uses of the Property during the term of this agreement in order for the Property to be taxed on the basis of a use assessment, and the Grantor has submitted an application for such taxation to the Commissioner of the Revenue of the County pursuant to Section 58.1-3234 of the Code of Virginia and Section 20-4-2(d) of the Fluvanna County Code; and

WHEREAS, the County is willing to extend the tax for the Property on the basis of a use assessment commencing with the next succeeding tax year and continuing for the term of this agreement, in consideration of the Grantor's commitment to preserve and protect the open-space uses of the property, and on the condition that the Grantor's application is satisfactory and that all other requirements of Article 4, Chapter 32, Title 58.1 of the Code of Virginia and Section 20-4-2(d) of the Fluvanna County Code are complied with.

NOW, THEREFORE, in consideration of the recital and the mutual benefits, covenants and terms herein contained, the parties hereby **COVENANT** and **AGREE** as follows:

1. This agreement shall apply to all the following described real estate:
Tax Map Parcels: 26-17-36 (8.952 acres)
 26-17-37 (11.413 acres of 13.413 total acres)
 Totaling: 20.365 acres
2. The Grantor agrees that during the term of this agreement:
 - A. There shall be no change in the use or uses of the Property that exist as of the date of this agreement to any use that would not qualify as open-space use. The qualifying use for the Property is conservation of agricultural and forestal land and of wildlife.
 - B. There shall be no display of billboards, signs or other advertisements on the property except to (i) state solely the name of the Grantor and the address of the Property, (ii) advertise the sale or lease of the Property, (iii) advertise the sale of goods or services produced pursuant to the permitted use of the Property, or (iv) provide warnings. No sign shall exceed four feet by four feet.
 - C. There shall be no construction, placement or maintenance of any structure on the Property unless such structure is either:
 - 1) on the Property as of the date of this agreement; or
 - 2) related to and compatible with the open-space uses of the Property which this agreement is intended to protect or provide for.
 - D. There shall be no dumping or storage of trash, garbage, ashes, waste, junk, abandoned property or other unsightly or offensive material on the Property.
 - E. There shall be no filling, excavating, mining, drilling, removal of topsoil, sand, gravel, rock, minerals, or other materials which alters the topography of the Property, except as required in the construction of permissible building structures and features under this agreement.
 - F. There shall be no construction or placement of fences, screens, hedges, walls or other similar barriers which materially obstruct the public view of scenic areas of the Property.

- G. There shall be no removal or destruction of trees, shrubs, plants and other vegetation, except that the Grantor may:
- 1) engage in agricultural, horticultural or silvicultural activities, provided that there shall be no cutting of trees, other than selective cutting and salvage of dead or dying trees, within 100 feet of a scenic river, a scenic highway, a Virginia Byway or public property listed in the approved State Comprehensive Outdoor Recreation Plan (Virginia Outdoors Plan), and
 - 2) remove vegetation which constitutes a safety, a health or an ecological hazard, e.g., vegetation classified as noxious weed pursuant the Code of Virginia (1950), as amended.
- H. There shall be no alteration or manipulation of natural water courses, shores, marshes, swamps, wetlands or other water bodies, nor any activities or uses which adversely affect water quality, level or flow.
- I. On areas of the Property that are being provided or preserved for conservation of land, floodways or other natural resources, or that are to be left in a relatively natural or undeveloped state, there shall be no operation of dune buggies, all-terrain vehicles, motorcycles, motorbikes, snowmobiles or other motor vehicles, except to the extent necessary to inspect, protect or preserve the area.
- J. There shall be no industrial or commercial activities, conducted on the property, except for the continuation of agricultural, horticultural or silvicultural activities; or activities that are conducted in a residence or an associated outbuilding such as garage, smokehouse, small shop or similar structure which is permitted on the property.
- K. There shall be no separation or split-off of lots, pieces or parcels from the property. The Property may be sold or transferred during the term of this agreement only as the same entire parcel that is the subject to this agreement, provided, however, that the Grantor may grant to a public body or bodies open-space, conservation or historic preservation easements which apply to all or part of the Property.
3. This agreement shall be effective upon acceptance by the County, provided, however, that the real estate tax for the Property shall not be extended on the basis of its use value until the next succeeding tax year following timely application by the Grantor for the use assessment and taxation in accordance with Section 20-4-2(d) of the Fluvanna County Code. Thereafter, this agreement shall remain in effect for a term of five (5) consecutive years.

4. Nothing contained herein shall be construed as giving to the public a right to enter upon or to use the Property or any portion thereof, except as the Grantor may otherwise allow, consistent with the provisions of this agreement.
5. The County shall have the right at all reasonable times to enter the Property to determine whether the Grantor is complying with the provisions of this agreement.
6. Nothing in this agreement shall be construed to create in the public or member thereof a right to maintain a suit for any damages against the Grantor for any violation of this agreement.
7. Nothing in this agreement shall be construed to permit Grantor to conduct any activity or to build or maintain any improvement which is otherwise prohibited by law.
8. If any provision of this agreement is determined to be invalid by a court of competent jurisdiction, the remainder of the agreement shall not be affected thereby.
9. The provisions of this agreement shall run with the land and be binding upon the parties, their successors, assigns, personal representatives, and heirs.
10. Words of one gender used herein shall include the other gender, and words in the singular shall include words in the plural, whenever the sense requires.
11. This agreement may be terminated in the manner provided in Section 15.1-1513 of the Code of Virginia for withdrawal of land from an agricultural, forestal or an agricultural and forestal district.
12. Upon termination of this agreement, the Property shall thereafter be assessed and taxed at its fair market value, regardless of its actual use, unless the County determines otherwise in accordance with applicable law.
13. NOTICE: WHEN THE OPEN SPACE USE OR USES BY WHICH THE PROPERTY QUALIFIED FOR ASSESSMENT AND TAXATION ON THE BASIS OF USE CHANGES TO A NONQUALIFYING USE OR USES, OR WHEN THE ZONING FOR THE PROPERTY CHANGES TO A MORE INTENSIVE USE AT THE REQUEST OF THE GRANTOR, THE PROPERTY, OR SUCH PORTION OF THE PROPERTY WHICH NO LONGER QUALIFIES SHALL BE SUBJECT TO ROLLBACK TAXES IN ACCORDANCE WITH SECTION 58.1-3237 OF THE CODE OF VIRGINIA. THE GRANTOR SHALL BE SUBJECT TO ALL OF THE OBLIGATIONS AND LIABILITIES OF SAID CODES SECTION.

Daniel A. Hemmings
Landowner



Maria Elena Hemmings
Co-owner (s)

**STATE OF VIRGINIA
COUNTY OF FLUVANNA, to-wit:**

The foregoing instrument was acknowledged before me by

Daniel A. + Maria Elena Hemmings Landowner (s)

on this 21st day of December, 2015.

My commission expires: 3/31/2018

Lauren R. Sheridan
Notary Public

COUNTY OF FLUVANNA, VIRGINIA

By: _____
County Administrator

**STATE OF VIRGINIA
COUNTY OF FLUVANNA, to-wit:**

The foregoing instrument was acknowledged before me by

_____, Fluvanna County Administrator

on this _____ day of _____, _____.

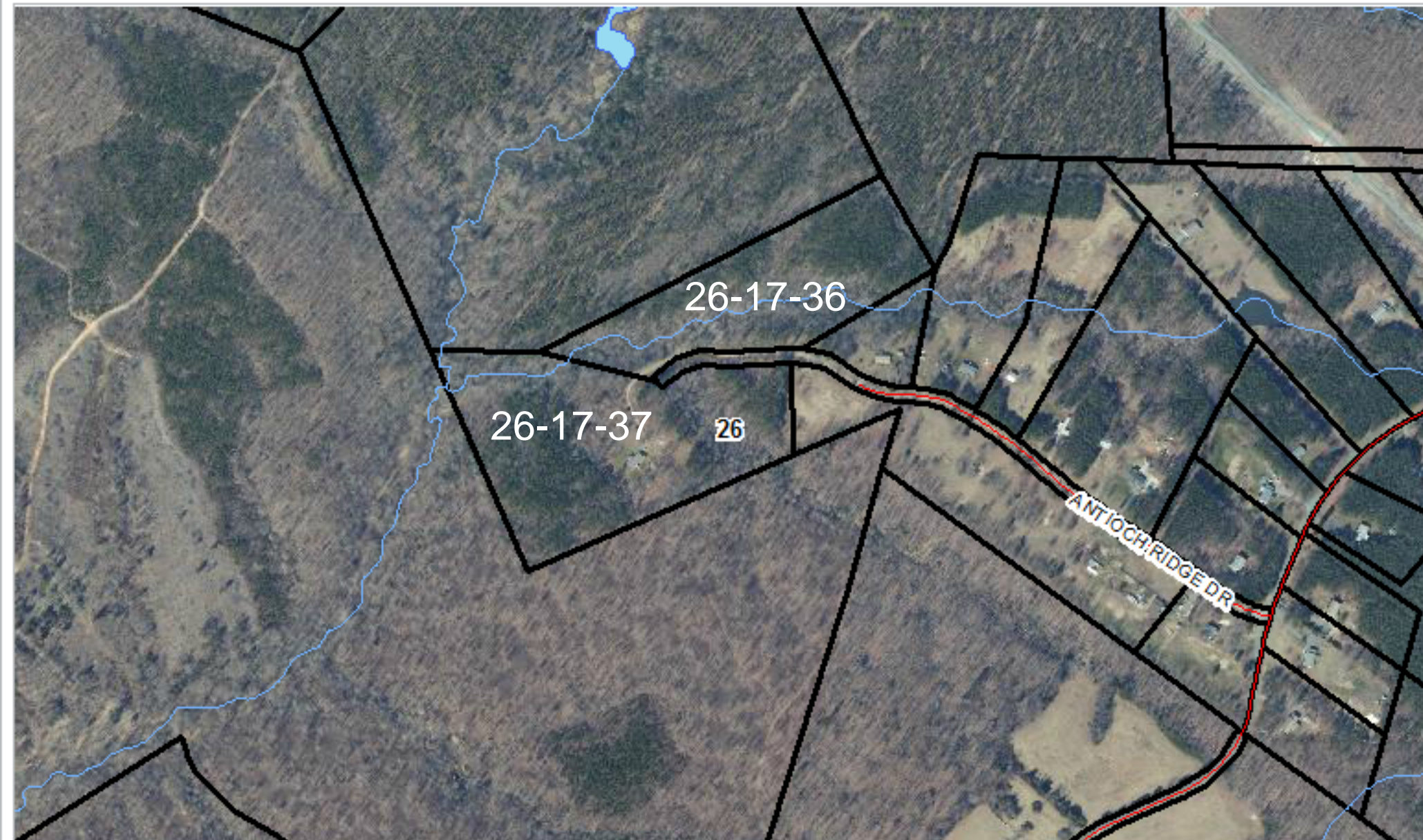
My commission expires: _____

Notary Public



Daniel A. & Maria Elena Hemmings

Tax map parcels 26-17-36 & 26-17-37 located at 305 Antioch Ridge Drive, Scottsville, VA 24590



Scale: 1:9027.977411

Date: 12/29/2015

Printed By: Commissioner's Office

Under Virginia State Law, these real estate assessment records are public information. Display of this property information on the internet is specifically authorized by the Code of Virginia §58.1-3122.2(as amended).

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

Meeting Date: January 6, 2016

AGENDA TITLE:	Approval of Open Space Contract for Joseph F. Johnston, Jr.				
MOTION(s):	I move to approve the open space contract for Mr. Joseph F. Johnston, Jr. for tax map parcel 58-A-69; agreement shall remain in effect for a term of fifteen (15) consecutive years.				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Andrew M. Sheridan, Jr., Commissioner of the Revenue				
PRESENTER(S):	Andrew M. Sheridan, Jr., Commissioner of the Revenue				
RECOMMENDATION:	Approval				
TIMING:	Immediate				
DISCUSSION:	This property qualifies for an open space contract with Fluvanna County in accordance with Code Section 58.1-3229 et. seq. of the Virginia State Code.				
FISCAL IMPACT:	None				
POLICY IMPACT:	In accordance with Section 58.1-3229 et. seq. of Virginia State Code.				
LEGISLATIVE HISTORY:					
ENCLOSURES:	-Mr. Johnston's executed open space contract -Map of parcel				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other



CONTRACT FOR OPEN SPACE LAND USE ASSESSMENT

THIS AGREEMENT, made this 11 day of December, 2015, by and between **Joseph F. Johnston, Jr.**, party(ies) of the first part, hereinafter called the Grantor, and the COUNTY OF FLUVANNA, a political subdivision of the Commonwealth of Virginia, party of the second part, hereinafter called the County:

WITNESSETH

WHEREAS, the Grantor owns certain real estate, described below, hereinafter called the Property; and

WHEREAS, the County is the local governing body having real estate tax jurisdiction over the Property; and

WHEREAS, the County has determined:

- A. That it is in the public interest that the Property should be provided or preserved for conservation of agricultural and forestal land and of wildlife and
- B. That the property meets the applicable criteria for real estate devoted to open-space use as prescribed in Article 4 (Section 58.1-3229 et. seq.) of Chapter 32 of Title 58.1 of the Code of Virginia, and the standards for classifying such real estate prescribed by the Director of the Virginia Department of Conservation and Recreation; and
- C. That the provisions of this agreement meet the requirements and standards prescribed under section 58.1-3233 of the Code of Virginia for recorded commitments by landowners not to change an open-space use to a non-qualifying use; and

WHEREAS, the Grantor is willing to make a written recorded commitment to preserve and protect the open-space uses of the Property during the term of this agreement in order for the Property to be taxed on the basis of a use assessment, and the Grantor has submitted an application for such taxation to the Commissioner of the Revenue of the County pursuant to Section 58.1-3234 of the Code of Virginia and Section 20-4-2(d) of the Fluvanna County Code; and

WHEREAS, the County is willing to extend the tax for the Property on the basis of a use assessment commencing with the next succeeding tax year and continuing for the term of this agreement, in consideration of the Grantor's commitment to preserve and protect the open-space uses of the property, and on the condition that the Grantor's application is satisfactory and that all other requirements of Article 4, Chapter 32, Title 58.1 of the Code of Virginia and Section 20-4-2(d) of the Fluvanna County Code are complied with.

NOW, THEREFORE, in consideration of the recital and the mutual benefits, covenants and terms herein contained, the parties hereby **COVENANT** and **AGREE** as follows:

1. This agreement shall apply to all the following described real estate:
Tax Map Parcel: 58-A-69 (10.0 acres)

2. The Grantor agrees that during the term of this agreement:
 - A. There shall be no change in the use or uses of the Property that exist as of the date of this agreement to any use that would not qualify as open-space use. The qualifying use for the Property is conservation of agricultural and forestal land and of wildlife.
 - B. There shall be no display of billboards, signs or other advertisements on the property except to (i) state solely the name of the Grantor and the address of the Property, (ii) advertise the sale or lease of the Property, (iii) advertise the sale of goods or services produced pursuant to the permitted use of the Property, or (iv) provide warnings. No sign shall exceed four feet by four feet.
 - C. There shall be no construction, placement or maintenance of any structure on the Property unless such structure is either:
 - 1) on the Property as of the date of this agreement; or
 - 2) related to and compatible with the open-space uses of the Property which this agreement is intended to protect or provide for.
 - D. There shall be no dumping or storage of trash, garbage, ashes, waste, junk, abandoned property or other unsightly or offensive material on the Property.
 - E. There shall be no filling, excavating, mining, drilling, removal of topsoil, sand, gravel, rock, minerals, or other materials which alters the topography of the Property, except as required in the construction of permissible building structures and features under this agreement.
 - F. There shall be no construction or placement of fences, screens, hedges, walls or other similar barriers which materially obstruct the public view of scenic areas of the Property.

- G. There shall be no removal or destruction of trees, shrubs, plants and other vegetation, except that the Grantor may:
- 1) engage in agricultural, horticultural or silvicultural activities, provided that there shall be no cutting of trees, other than selective cutting and salvage of dead or dying trees, within 100 feet of a scenic river, a scenic highway, a Virginia Byway or public property listed in the approved State Comprehensive Outdoor Recreation Plan (Virginia Outdoors Plan), and
 - 2) remove vegetation which constitutes a safety, a health or an ecological hazard, e.g., vegetation classified as noxious weed pursuant the Code of Virginia (1950), as amended.
- H. There shall be no alteration or manipulation of natural water courses, shores, marshes, swamps, wetlands or other water bodies, nor any activities or uses which adversely affect water quality, level or flow.
- I. On areas of the Property that are being provided or preserved for conservation of land, floodways or other natural resources, or that are to be left in a relatively natural or undeveloped state, there shall be no operation of dune buggies, all-terrain vehicles, motorcycles, motorbikes, snowmobiles or other motor vehicles, except to the extent necessary to inspect, protect or preserve the area.
- J. There shall be no industrial or commercial activities, conducted on the property, except for the continuation of agricultural, horticultural or silvicultural activities; or activities that are conducted in a residence or an associated outbuilding such as garage, smokehouse, small shop or similar structure which is permitted on the property.
- K. There shall be no separation or split-off of lots, pieces or parcels from the property. The Property may be sold or transferred during the term of this agreement only as the same entire parcel that is the subject to this agreement, provided, however, that the Grantor may grant to a public body or bodies open-space, conservation or historic preservation easements which apply to all or part of the Property.
3. This agreement shall be effective upon acceptance by the County, provided, however, that the real estate tax for the Property shall not be extended on the basis of its use value until the next succeeding tax year following timely application by the Grantor for the use assessment and taxation in accordance with Section 20-4-2(d) of the Fluvanna County Code. Thereafter, this agreement shall remain in effect for a term of fifteen (15) consecutive years.

4. Nothing contained herein shall be construed as giving to the public a right to enter upon or to use the Property or any portion thereof, except as the Grantor may otherwise allow, consistent with the provisions of this agreement.
5. The County shall have the right at all reasonable times to enter the Property to determine whether the Grantor is complying with the provisions of this agreement.
6. Nothing in this agreement shall be construed to create in the public or member thereof a right to maintain a suit for any damages against the Grantor for any violation of this agreement.
7. Nothing in this agreement shall be construed to permit Grantor to conduct any activity or to build or maintain any improvement which is otherwise prohibited by law.
8. If any provision of this agreement is determined to be invalid by a court of competent jurisdiction, the remainder of the agreement shall not be affected thereby.
9. The provisions of this agreement shall run with the land and be binding upon the parties, their successors, assigns, personal representatives, and heirs.
10. Words of one gender used herein shall include the other gender, and words in the singular shall include words in the plural, whenever the sense requires.
11. This agreement may be terminated in the manner provided in Section 15.1-1513 of the Code of Virginia for withdrawal of land from an agricultural, forestal or an agricultural and forestal district.
12. Upon termination of this agreement, the Property shall thereafter be assessed and taxed at its fair market value, regardless of its actual use, unless the County determines otherwise in accordance with applicable law.
13. NOTICE: WHEN THE OPEN SPACE USE OR USES BY WHICH THE PROPERTY QUALIFIED FOR ASSESSMENT AND TAXATION ON THE BASIS OF USE CHANGES TO A NONQUALIFYING USE OR USES, OR WHEN THE ZONING FOR THE PROPERTY CHANGES TO A MORE INTENSIVE USE AT THE REQUEST OF THE GRANTOR, THE PROPERTY, OR SUCH PORTION OF THE PROPERTY WHICH NO LONGER QUALIFIES SHALL BE SUBJECT TO ROLLBACK TAXES IN ACCORDANCE WITH SECTION 58.1-3237 OF THE CODE OF VIRGINIA. THE GRANTOR SHALL BE SUBJECT TO ALL OF THE OBLIGATIONS AND LIABILITIES OF SAID CODES SECTION.

Joseph F. Johnston, Jr.
Landowner



Co-owner (s) (SEAL)

**STATE OF VIRGINIA
COUNTY OF FLUVANNA, to-wit:**

The foregoing instrument was acknowledged before me by

Joseph F. Johnston, Jr., Landowner (s)

on this 11th day of December, 2015.

My commission expires: 3/31/2018

Lauren R. Sheridan
Notary Public

COUNTY OF FLUVANNA, VIRGINIA

By: _____
County Administrator

**STATE OF VIRGINIA
COUNTY OF FLUVANNA, to-wit:**

The foregoing instrument was acknowledged before me by

_____, Fluvanna County Administrator

on this _____ day of _____, _____.

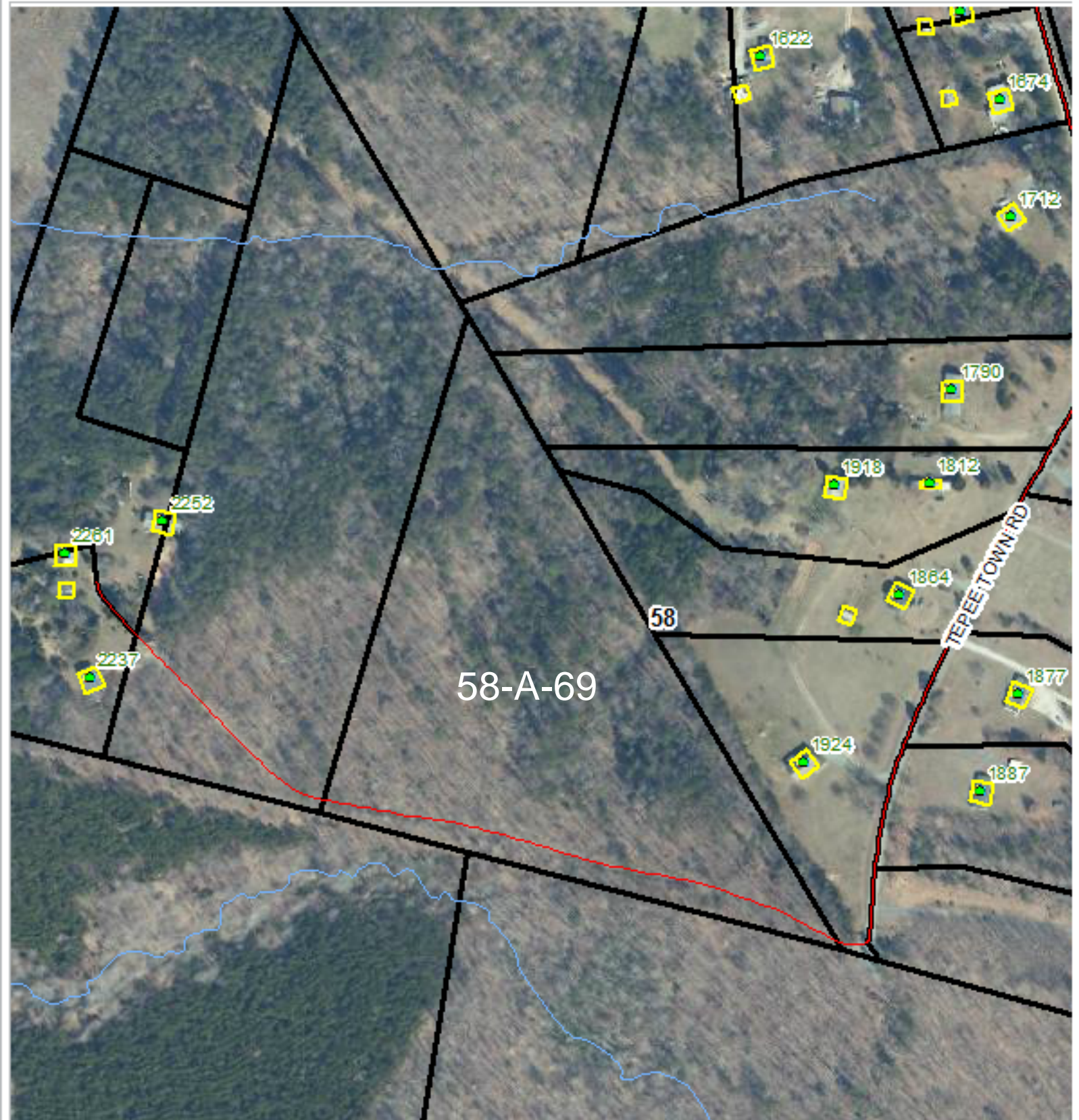
My commission expires: _____

Notary Public



Joseph F. Johnston, Jr.

Tax map parcel 58-A-69 located off of Tepee Town Road in Brems Bluff



Scale: 1:4513.988705

Date: 12/29/2015

Printed By: Commissioner's Office

Under Virginia State Law, these real estate assessment records are public information. Display of this property information on the internet is specifically authorized by the Code of Virginia §58.1-3122.2(as amended).

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

Meeting Date: January 6, 2016

AGENDA TITLE:	Resolution of the Designation of Rural Rustic Highway— Rte 1102, Fayette St				
MOTION(s):	I move that the Board of Supervisors approve the attached resolution declaring Route Route 1102, Fayette Street, to be Rural Rustic Roads and to be improved and accepted into the Secondary System of State Highways as such.				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
STAFF CONTACT(S):	Robert Popowicz, Community Development Director				
PRESENTER(S):	Robert Popowicz, Community Development Director				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	VDOT has requested this action by the County in order to move these projects forward and improve them to the rural rustic road standards required for acceptance into the state system. These roads are currently approved in the VDOT Secondary Six Year Plan as projects.				
FISCAL IMPACT:					
POLICY IMPACT:					
LEGISLATIVE HISTORY:					
ENCLOSURES:	A Resolution Designating Rural Rustic Road Project Route 1102, Fayette Street				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other



BOARD OF SUPERVISORS
 County of Fluvanna
 Palmyra, Virginia

RESOLUTION No. 02-2016

A Resolution Designating Rural Rustic Road Project Route 1102, Fayette Street

The Board of Supervisors of Fluvanna County, in regular meeting on the 6th day of January, 2016, adopted the following:

RESOLUTION

WHEREAS, Section 33.2-332 of the *Code of Virginia*, permits the hard surfacing of certain unpaved roads deemed to qualify for designation as a Rural Rustic Road; and

WHEREAS, any such road must be located in a low-density development area and have no more than 1,500 vehicles per day; and

WHEREAS, the Board of Supervisors of Fluvanna County, Virginia desires to consider whether Route 1102 Fayette Street, From: Route 1103 Rivanna Street To: Route 1108 St. Patrick Street should be designated a Rural Rustic Road; and

WHEREAS, the Board is unaware of pending development that will significantly affect the existing traffic on this road; and

WHEREAS, the Board believes that this road should be so designated due to its qualifying characteristics; and

WHEREAS, this road is in the Board's six-year plan for improvements to the secondary system of state highways.

NOW, THEREFORE, BE IT RESOLVED, the Board hereby designates this road a Rural Rustic Road, and requests that the Resident Engineer for the Virginia Department of Transportation concur in this designation.

BE IT FURTHER RESOLVED, the Board requests that this road be hard surfaced and, to the fullest extent prudent, be improved within the existing right-of-way and ditch-lines to preserve as much as possible the adjacent trees, vegetation, side slopes, and rural rustic character along the road in their current state.

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Virginia Department of Transportation Resident Engineer.

Recorded Vote			A Copy Teste:
Moved By:			
Seconded By:		Signed	
Yeas:		Printed Name	
Nays:		Title	

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

Meeting Date: January 6, 2016

AGENDA TITLE:	Relocation of Rivanna/501 Polling Place				
MOTION(s):	I move the Board of Supervisors approve the resolution, “AN ORDINANCE TO AMEND CHAPTER 2, ARTICLE 2, SEC. 2-2-3(a) OF THE FLUVANNA COUNTY CODE TO MOVE THE RIVANNA ELECTION DISTRICT POLLING PLACE FROM THE LAKE MONTICELLO CLUBHOUSE TO THE MAPLE ROOM, LAKE MONTICELLO FIREHOUSE.”				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
	XX				
STAFF CONTACT(S):	Steven M. Nichols, County Administrator				
PRESENTER(S):	Catherine Hobbs, Electoral Board Chair				
RECOMMENDATION:	Approve				
TIMING:	Normal				
DISCUSSION:	<p>Renovation of LMOA Clubhouse precludes use of the facility as a polling place.</p> <p>Due to the impending construction and renovation project at the Lake Monticello Club House, the Electoral Board, feels reluctantly compelled to request that the Board of Supervisors begin the process of relocating the polling place for the 501/Rivanna precinct. The LMOA administration has indicated that they believe there will be a lot of disruption due to construction in the coming year. Though they have not provided a detailed construction schedule, they have indicated the space we currently use will almost definitely not be available during the primary elections and, if there are delays, it may not be available during the general election either. The Presidential Primary is scheduled for March 1, 2016. If called by either or both major political parties, the regular primary election for all other offices is scheduled for June 14th. Under almost any other circumstance, the Electoral Board would greatly prefer to avoid relocating a polling place during a Presidential Election year because we would rather not have to redirect irregular voters, those who may vote during Presidential elections, to an unfamiliar location. However, given that the familiar space may be unavailable, we believe it is best to relocate it immediately in order that we can publicize the change during the primaries to give the greatest possible notice of the relocation.</p> <p>The Electoral Board is authorized to make a recommendation to the Board of Supervisors and to do the ground work and due diligence in investigating possible locations. The authority to officially designate a new polling place location falls to</p>				

	<p>the Board of Supervisors, however.</p> <p>The Electoral Board called a special meeting on November 12th to consider the needed relocation. We considered Effort Baptist Church, Lake Christian Church, and the Maple Room in the Lake Monticello Volunteer Fire Squad Building. After much thoughtful discussion, we voted unanimously to recommend that the polling place be relocated to the Lake Monticello Volunteer Fire Squad Building. We think that location best balances the needs for traffic safety, sufficient parking, minimizing disruption to ordinary activities in the location, and familiarity for voters. Though Effort Baptist has sufficient parking, we strongly believe that disruption to the private school and before and after school daycare programs there could pose a safety risk to children being dropped off and picked up from school/daycare there.</p> <p>Additionally, we have strong concerns about managing traffic flow at the intersection of Rt. 53 and Lake Monticello road which is regularly congested and dangerous on ordinary work days. Having been a voting location previously for many of our Rivanna/501 voters, the Lake Monticello Fire Squad Building will be familiar to many voters and the stop light at the Slice Road intersection will help manage traffic flow safely. While parking there is not as plentiful as it is at either church, there are more available spaces there as there are at our Palmyra/101 and Fork Union/301 polling places. We have broached the subject with the Fire Squad's leadership and know that they were going to consider the matter during there November 17th meeting. They have concurred with our request.</p>				
FISCAL IMPACT:	Minimal				
POLICY IMPACT:	As described in the above-referenced and attached ordinance amendment resolution.				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Ordinance Amendment Resolution				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	XX				XX

The Fluvanna County Board of Supervisors resolves to propose an amendment and reenactment of the Fluvanna County Code entitled, “AN ORDINANCE TO AMEND CHAPTER 2, ARTICLE 2, SEC. 2-2-3(a) OF THE FLUVANNA COUNTY CODE TO MOVE THE RIVANNA ELECTION DISTRICT POLLING PLACE FROM THE LAKE MONTICELLO CLUBHOUSE TO THE MAPLE ROOM, LAKE MONTICELLO FIREHOUSE.”

BE IT ORDAINED BY THE FLUVANNA BOARD OF SUPERVISORS that the County Code be, and it is hereby, amended, in Chapter 2, Article 2, Sec. 3(a), as follows:

Sec. 2-2-3. Districts enumerated; populations and polling places; precincts.¹

(a) The election districts, with populations and polling places set forth, are as follows:

<i>Name</i>	<i>Population</i>	<i>Polling Place</i>
Palmyra	5355	Palmyra Fire House ²
Columbia	5187	Kents Store Agricultural Recreation Center ³
Fork Union	4650	Fluvanna County Community Center
Cunningham	5229	Antioch Baptist Church ⁴
Rivanna	5270	Lake Monticello Clubhouse Firehouse, Maple Room

Precincts shall be known by their respective polling places and shall be coterminous with the respective electoral districts.

¹ For state law as to central absentee voter precinct, see Code of Va., § 24.2-712.

² Change in Palmyra polling place was adopted 11-15-06; federal preclearance was obtained 1-29-07.

³ Change in Columbia polling place was adopted 6-15-05; federal preclearance was obtained 9-2-05.

⁴ Change in Cunningham polling place was adopted 7-18-07; federal preclearance was obtained 9-5-07.



BOS Directives and Tasks Status Report

Updated: Dec 30, 2015

Status	Date	Directive/Task/Request	Action By	Comments
Pending	6-May-15	Move forward with Business License Fee, Vehicle License Fee, Business Equip Tax Reviews	Finance/COR/Comm Dev	
Pending	3-Dec-14	Compile a comprehensive list of financial policies and agreements with FRA	ESC	
Pending	17-Jul-13	Prepare cash proffer guidance for consideration by the Board	Planning	
Pending	2-Jan-13	Review collection options for personal property taxes	Treasurer	
Ongoing	1-Aug-12	Investigate Carysbrook wells ("Thomasville") and the County's existing unused James River water intake to determine viability to support county water needs.	PW	
Complete	18-Nov-15	Provide information regarding the need for and costs of ongoing contractor support services for the Treasurer's Office.	Treasurer	Treasurer provided info to BOS by email on 12-1-2015.
Complete	15-Apr-15	Review existing Sign Ordinance and return with recommendations.	Planning/ County Atny	Ordinance revised on 12-16-2015
Complete	16-Dec-15	Bowman Consulting Group, LTD to resume work	Purchasing	
Complete	2-Dec-15	Bowman Consulting Group, LTD to stop work	Purchasing	
Complete	16-Sep-15	Coordinate with Sheriff's Office to determine new vehicle needs for Crime Scene Investigator and return to Board with proposal at the October 7, 2015 meeting.	Finance/Sheriff	Approved Nov 4, 2015
Complete	15-May-13	Request a speed study be done between the Town of Columbia and the Rivanna Bridge on Route 6.	Comm Dev	Request submitted to VDOT
Complete	1-Apr-15	Draft a proposed policy regarding Cellphone Usage while driving County vehicles.	PW/HR	Approved Sep 2, 2015
Complete	17-Dec-14	Leash Policy for Dogs in County Parks	P&R/County Attorney	Approved Sep 2, 2015
Complete	3-Jun-17	Add the Cooperative Extension Kitchen Requirements request to the June 17, 2015, Action Agenda for consideration.	Extension	Deferred indefinitely
Complete	1-Jul-15	Survey the community for opinions regarding formal naming of bridges and County buildings.	Admin	Report to BOS Sep 2015
Complete	1-Jul-15	Survey the community for opinions regarding formal naming of the park in Courts Square.	Admin	Report to BOS Sep 2015
Complete	1-Apr-15	Return with an Employee Recognition program that relies less on a large financial bonus.	Tiger Team	Adopted on July 1, 2015
Complete	18-Feb-15	In consultation with the Sheriff and the County Attorney, to develop a draft ordinance for Nuisance Barking.	Planning	Cancelled
Complete	4-Feb-15	Return with a proposal for future Task Force efforts after the March 17, 2015 special election for the Repeal and Annulment of the Town Charter of Columbia.	Columbia Task Force	May 20, 2015
Complete	4-Feb-15	Pursue a venue change, from the Circuit Court Room to the High School Auditorium, for the March 16, 2015 State Corporation Commission hearing on the proposed Aqua Virginia rate increase.	COAD/Clerk	SCC can not change venues.
Complete	21-Jan-15	Return to the Board with a final billing policy and fee schedule on March 18, 2015	ESC	Complete Summer 2015
Complete	21-Jan-15	Present a proposal for a revised Rescue Service structure for the County.	FRA Leadership	June 3, 2015 Work Session
Complete	21-Jan-15	Proceed with procuring a billing provider for EMS cost recovery	ESC	May 20, 2015 BOS
Complete	21-Jan-15	Move forward with EMS Cost Recovery Program	ESC	2015
Complete	21-Jan-15	Advertise and hold a Public Hearing on February 18, 2015 to approve an ordinance to allow for EMS Cost Recovery	ESC	March 18, 2015
Complete	21-Jan-15	Cancel FY09 Ambulance chassis, return funds to General Fund Balance	Finance	February 4, 2015
Complete	21-Jan-15	Hold and not proceed on FY15CIP, Pleasant Grove Picnic Shelter	PW	April 15, 2015
Complete	21-Jan-15	Hold and not proceed on FY15CIP, Pleasant Grove Restroom Facility	PW	April 15, 2015
Complete	7-Jan-15	Barking Dogs ordinance from other localities	Planning	February 18, 2015

COUNTY OF FLUVANNA

"Responsive & Responsible Government"

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www.fluvannacounty.org

MEMORANDUM

Date: January 6, 2016
From: Mary Anna Twisdale/ Management Analyst
To: Board of Supervisors
Subject: FY16 Capital Reserve Balances

The FY16 Capital Reserve account balances are as follows:

County Capital Reserve:

FY15 Carryover	\$15,970.00
FY16 Beginning Budget:	\$100,000.00
Less: HVAC Repairs at Various County Buildings 9.2.15	-\$42,900.00
Less: FSPCA Repairs 9.2.15	-73,700.00
Plus: Transfer from Unassigned Fund Balance 9.2.15	\$50,000.00
Less: Equipment Replacement at Carysbrook Sewage Pump Station 12.16.15	-\$35,000.00
Available:	\$14,370.00

Schools Capital Reserve:

FY15 Carryover	\$203,733.00
FY16 Beginning Budget:	\$125,000.00
Less: Evacuation Chairs and Installation 10.21.15	-\$7,600.00
Less: School Board Office Roof Repair 12.16.15	-\$90,000.00
Less: New Clocks Fluvanna Middle School 12.16.15	-\$17,300.00

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Available:	\$213,833
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MEMORANDUM

Date: January 6, 2016
From: Mary Anna Twisdale/ Management Analyst
To: Board of Supervisors
Subject: FY16 BOS Contingency Balance

The FY16 BOS Contingency line balance is as follows:

Beginning Budget:	\$150,000.00
Less: Rivanna River Renaissance Conference Funding Support 9.2.15	-\$500.00
Less: State Vet Fee for FSPCA 9.16.15	-\$250.00
*Less: Fire Ladder Truck Replacement 9.16.15	-\$50,000.00
Less: Advertising Columbia/Cunningham Schools 12.2.15	-2,500.00
Available:	\$96,750.00

*Actual amount to be determined, not to exceed \$50,000.