



**AGENDA  
POWHATAN COUNTY BOARD OF SUPERVISORS  
REGULAR MEETING  
FEBRUARY 22, 2016  
6:00 PM CALL TO ORDER**

- 1. Call to Order**
- 2. Invocation**
- 3. Pledge of Allegiance**
- 4. Requests to Postpone Agenda Items and Additions, Deletions or Changes in the Order of Presentation**
- 5. Formal Approval of Agenda**
- 6. Public Comment (time limit 3 minutes per individual/5 minutes per group, 30 minutes total time limit that can be extended by the Board) - for anything not to be addressed at a public hearing scheduled for this date**
- 7. Consent Agenda**

**All matters listed under the Consent Agenda are considered by the Board to be routine and will be enacted by one resolution in the form or forms listed below. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.**

- |    |   |         |
|----|---|---------|
| a. | Approve Meeting Minutes – January 25, 2016  | Page 1  |
| b. | Accept Virginia Cooperative Extension Quarterly Report  | Page 11 |
| c. | Accept Treasurers Report dated December 31, 2015  | Page 13 |
| d. | Resolution R-2016-09 Amending the Fiscal Year 2016 Powhatan County Operating Budget by Budgeting and Appropriating \$6,579.44 in the Grants Fund for Donations for the Animal Shelter, K9 Bane, Sheriff Deputies Hospitality Fund and a Grant for TRIAD | Page 19 |

e.	Resolution R-2016-10 Amending the Fiscal Year 2016 Powhatan County Operating Budget by Transferring \$5,000 from General Fund Contingency to the Capital Projects Fund for Parks and Recreation Fencing/Backstop Maintenance	Page 23
f.	Resolution R-2016-11 Amending the Fiscal Year 2016 Powhatan County Operating Budget by Budgeting and Appropriating \$12,858.00 in Item Conservation Grants from the Library of Virginia for Clerk of the Circuit Court	Page 27
<b>8. Appointment to Boards, Commissions, Committees, etc.</b>		
a.	Planning Commission Member to Richmond Regional Planning District Commission (RRPDC)	Page 31
b.	Economic Development Authority (EDA)	Page 35
<b>9. Old Business</b>		
a.	Resolution R-2016-12 Amending the Powhatan County Employee Classification and Compensation Plan	Page 49
b.	Resolution R-2016-13 Amending the Fiscal Year 2016 Adopted Staffing Plan	Page 87
c.	Strategic Action Plan – Monthly Update	Page 106
<b>10. New Business</b>		
a.	Resolution R-2016-06 Amending the Fiscal Year 2016 Powhatan County Operating Budget by Transferring \$25,000 from General Fund Contingency to the Capital Projects Fund for Installation of Security Cameras at the Library	Page 119
b.	Presentation of the County Administrator’s Proposed Fiscal Year (FY) 2017 Operating Budget	Page 123
<b>11. Certificates of Appreciation, Special Resolutions and Proclamations – Time Certain 6:30 PM</b>		
a.	P-2016-03 Recognizing Richard Ayers’ service on the Planning Commission	Page 125
b.	P-2016-02 Recognizing Eagle Scout John Carter Evers	Page 127
c.	P-2014-04 Recognizing March 15, 2016 as National Agriculture Day	Page 128

- d. P-2016-05 Recognizing National FFA Week February 20-27, 2016 and National Agriculture Week March 13-19 Page 129
- e. P-2016-06 Recognizing The Powhatan Lions Club 60<sup>th</sup> year anniversary Page 131
- f. P-2016-07 Recognizing Claire Hollingsworth, Food Networks' Junior Chopped Winner Page 133
- g. P-2016-08 National Softball Association Award Page 134

**12. Public Hearings – Time Certain 7:00 PM**

- a. Public Hearing on the Preliminary FY 2017 Five-Year Capital Improvement Program (CIP) and consideration of Resolution R-2016-14 Page 135

**13. Public Comment (time limit 3 minutes per individual/5 minutes per group, 30 minutes total time limit that can be extended by the Board) - for anything not to be addressed at a public hearing scheduled for this date**

**14. County Attorney Comments**

**15. County Administrator Comments**

**16. Board Comments**

**17. Closed Meeting, as authorized by the Code of Virginia, Section 2.2-3711(A), to discuss the following matter(s):**

- a. One (1) matter concerning the salary or performance of specific personnel - §2.2-3711(A)(1) of the Code of Virginia.
- b. Consultation with legal counsel pertaining to actual or probable litigation - §2.2-3711(A)(7) of the Code of Virginia.

**18. Closed Meeting Certification**

**19. Adjournment**



**VIRGINIA: AT A REGULAR MEETING OF THE POWHATAN COUNTY  
BOARD OF SUPERVISORS HELD IN THE POWHATAN VILLAGE  
BUILDING AUDITORIUM, 3910 OLD BUCKINGHAM ROAD IN  
POWHATAN COUNTY, VIRGINIA, JANUARY 25, 2016 AT 7:00 PM**

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**Board of Supervisors Present:** William E. Melton, District 4, Chairman  
Carson L. Tucker, District 5, Vice-Chairman  
Angela Y. Cabell, District 3  
Larry J. Nordvig, District 2  
David T. Williams, District 1

**Staff Members Present:** Pat Weiler, County Administrator  
March Altman, Deputy County Administrator  
Tom Lacheney, County Attorney  
Charla Schubert, Director of Finance  
Steven Singer, Fire & EMS Chief  
Ed Howland, Planning Manager  
Ramona Carter, Public Works Director

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**1. Call to Order**

Mr. Melton called the meeting to order at 6:00 p.m.  
All Board members were present except Carson L. Tucker.

**2. Invocation**

Mr. Melton provided the invocation.

**3. Pledge of Allegiance**

Mr. Williams led the Pledge of Allegiance

**4. Requests to Postpone Agenda Items and Additions, Deletions or  
Changes in the Order of Presentation**

There were no requests.

**5. Formal Approval of Agenda**

Mr. Williams moved to approve the agenda as presented. Mr. Nordvig seconded the motion.

David T. Williams, Larry J. Nordvig, Angela Y. Cabell, William E. Melton voted AYE.

**VOTE 4-0**

## MOTION Passed

### **6. Public Comment (time limit 3 minutes per individual/5 minutes per group, 30 minutes total time limit that can be extended by the Board) - for anything not to be addressed at a public hearing scheduled for this date**

The following citizens spoke:

1. Mr. Don Silberbauer, 1426 Donovan Mill Lane, spoke in opposition of the Constitutional Officer Agreement.
2. Chad Van Buskirk, 2410 Morningview Drive, spoke about the abandoned property across the street from him at 2404 Morningview Drive. He asked the Board to pass an ordinance address feral cats as this abandoned property has 7-9 feral cats living in and out of the structure and coming over to his property and causing damage and threatening his animals.
3. Ray Kramer, 1701 Kisra Lane, concerned about the Constitutional Officer Agreement and if it is unconstitutional.
4. Kevin Wolfe, 2467 Deerpath Drive, concerned about the abandoned property at 2404 Morningview Drive. He asked the Board to appropriate the funds to create the positions and hire proper authority to enforce the new ordinance. He stated the owner of said property was ordered in court to have the property cleaned up by March 8<sup>th</sup> and allow volunteers on the property to help. Mr. Wolfe is concerned for the health and safety of the volunteers.
5. Jim Carver, 4245 Steger Creek, spoke in opposition of the Constitutional Officer Agreement.
6. Cecil Glunt, 2419 Morningview Drive, spoke in support of cleaning up the 2404 Morningview Drive house.
7. Jamie Timberlake, 1415 Schroeder Road, Powhatan County Commissioner of the Revenue, clarified his statements from the previous Board of Supervisors meeting and apologized to Mrs. Weiler for changing his stance on the Constitutional Officer Agreement.

Seeing no one who wished to speak, Mr. Melton closed the public hearing.

### **7. Consent Agenda**

**All matters listed under the Consent Agenda are considered by the Board to be routine and will be enacted by one resolution in the form or forms listed below. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.**

- a. Approve Meeting Minutes – January 4, 2016
- b. Resolution R-2016-03 Amending the Fiscal Year 2016 Powhatan County Operating Budget by Budgeting and Appropriating \$418,515 in TANF and CSBG grant funds.

- c. Resolution R-2016-04 Amending the Fiscal Year 2016 Powhatan County Operating Budget by Budgeting and Appropriating \$18,806.15 in the Grants Fund for Donations for TRIAD, the Animal Shelter, K9 Bane and Robotics Club.
- d. Resolution R-2016-05 Amending the Fiscal Year 2016 Powhatan County Operating Budget by Transferring \$90,133 from the Capital Projects Fund back to the Capital Maintenance Reserve in the General Fund.
- e. Resolution R-2016-07 Requesting State Road Acceptance by the Virginia Department of Transportation (VDOT) for the streets in Walnut Creek Subdivision, Sections 1 and 3.
- f. Accept Treasurer's Report as of October 30, 2015
- g. Accept Treasurer's Report as of November 30, 2015
- h. Accept Monacan Soil and Water Conservation District – 2016 1<sup>st</sup> Quarter Report

Mr. Nordvig motioned for approval of Consent Agenda as presented. Ms. Cabell seconded the motion.

David T. Williams, Larry J. Nordvig, Angela Y. Cabell, William E. Melton voted AYE.

**VOTE 4-0  
MOTION Passed**

**8. Appointment to Boards, Commissions, Committees, etc.**

- a. Planning Commission (PC)

Mr. Williams motioned to appoint Karin Carmack for District 1. Mr. Melton seconded the motion.

Mr. Nordvig motioned to appoint Owen Walker for District 2. Mrs. Cabell seconded the motion.

Mrs. Cabell motioned to appoint Jennifer Giovannitti for District 3. Mr. Nordvig seconded the motion.

Mr. Melton motioned to appoint Bill Cox for District 4. Mr. Williams seconded the motion.

David T. Williams, Larry J. Nordvig, Angela Y. Cabell, William E. Melton voted AYE.

**VOTE 4-0  
MOTION Passed**

***Let the Record show Mr. Tuckers arrival at 6:23 p.m.***

Mr. Tucker motioned to appoint David Van Gelder for District 5. Mr. Melton seconded the motion.

David T. Williams, Larry J. Nordvig, Angela Y. Cabell, William E. Melton, Carson L. Tucker voted AYE.

**VOTE 5-0  
MOTION Passed**

b. Economic Development Authority (EDA)

Mr. Melton motioned to defer until February 22, 2016 regular meeting. Mr. Williams seconded the motion.

David T. Williams, Larry J. Nordvig, Angela Y. Cabell, William E. Melton, Carson L. Tucker voted AYE.

**VOTE 5-0  
MOTION Passed**

c. Powhatan Local Emergency Planning Committee (LEPC)

Mr. Melton motioned to accept all changes to LEPC list as presented. Mr. Williams seconded the motion.

David T. Williams, Larry J. Nordvig, Angela Y. Cabell, William E. Melton, Carson L. Tucker voted AYE.

**VOTE 5-0  
MOTION Passed**

d. Broadband Citizen Advisory Council (BCAC)

Mr. Nordvig motioned to appoint Jamie Duncan to the Broadband Citizens Advisory Council (BCAC). Mr. Tucker seconded the motion.

David T. Williams, Larry J. Nordvig, Angela Y. Cabell, William E. Melton, Carson L. Tucker voted AYE.

**VOTE 5-0  
MOTION Passed**

## 9. Old Business

- a. Resolution R-2016-02 Extending to Constitutional Officers the Powhatan County Personnel System

Mr. Nordvig motioned to approve Resolution R-2016-02. Mrs. Cabell seconded the motion. Mr. Nordvig, Mrs. Cabell, Mr. Tucker and Mr. Melton made a statement in support of the Constitutional Officers agreement. Mr. Williams made a statement in opposition of the Constitutional Officers agreement.

Larry J. Nordvig, Angela Y. Cabell, William E. Melton, Carson L. Tucker voted AYE. David T. Williams voted Nay.

**VOTE 4-1  
MOTION Passed**

## 10. New Business

- a. Presentation by the Virginia Fire Services Board of the Report of Findings and Recommendations: Powhatan County Fire and EMS Study.

Ms. Betty Reeves Nobles, member of Virginia Fire Services Board and member of study committee for Powhatan County Fire & EMS Services, presented the Report of findings and Recommendations to the Board.

- b. Presentation of the June 30, 2015 Comprehensive Annual Financial Report (CAFR) by Brown, Edwards & Company, LLP.

Ms. Megan Argenbright, Senior Associate, Brown, Edwards & Company LLP presented the Comprehensive Annual Financial Report (CAFR) to the Board.

- c. Resolution R-2016-08 Adopting the Powhatan County Emergency Operations Plan with the Updates from the Annual Review.

Chief Singer presented item R-2016-08 to the Board. Mr. Tucker motioned to approve as presented. Mr. Melton seconded the motion.

David T. Williams, Larry J. Nordvig, Angela Y. Cabell, William E. Melton, Carson L. Tucker voted AYE.

**VOTE 5-0  
MOTION Passed**

- d. Presentation of the Proposed FY 2017 Five-Year Capital Improvement Program (CIP)

Ms. Weiler presented the Proposed FY 2017 Five-Year Capital Improvement Program (CIP) to the Board.

**11. Certificates of Appreciation, Special Resolutions and Proclamations –  
Time Certain 6:55 PM**

- a. P-2016-01 Designating January 25-29, 2016 as Constitutional Officer Week in Powhatan County.

Mr. Melton read the Proclamation aloud and motioned for approval. Mr. Tucker seconded the motion.

David T. Williams, Larry J. Nordvig, Angela Y. Cabell, William E. Melton, Carson L. Tucker voted AYE.

**VOTE 5-0  
MOTION Passed**

**12. Public Hearings – Time Certain 7:00 PM**

- a. Ordinance O-2016-01 to conditionally rezone approximately 50<sup>±</sup> acres of land located at intersection of Rt. 711 and Winterfield Road from Commercial (C) and Residential-Utility (R-U) and to Village Center Planned Development (VC-PD) District.

Mr. Altman presented this item the Board. Mr. Casey Sowers spoke as the applicant. Chairman Melton opened the public hearing on this item. The following persons spoke:

1. Mr. Robert Gibson, 2378 Founders Creek Court, asked the Board to make sure the construction entrance gets approved to avoid the constant construction traffic on their road. He also addressed the water concerns and asked staff to continue to work with and communicate with residents to assure the quality of the water is sufficient.
2. Mr. Richard Ayers, 2821 Maidens Road, spoke in support of the project. He asked the Board to consider the number of homes using a single entrance and require a secondary entrance as the provision in the Zoning Ordinance stipulates.

Seeing no one who wished to speak, Mr. Melton closed the public hearing.

Mr. Williams moved to approve Ordinance O-2016-01 to conditionally rezone approximately 50<sup>±</sup> acres of land located at intersection of Rt. 711 and Winterfield Road from Commercial (C) and Residential-Utility (R-U) and to Village Center Planned Development (VC-PD) District. Mr. Melton seconded the motion.

David T. Williams, Larry J. Nordvig, Angela Y. Cabell, William E. Melton, Carson L. Tucker voted AYE.

**VOTE 5-0  
MOTION Passed**

- b. Ordinance O-2016-02 Granting a Conditional Use Permit (15-11-CUP) to R. Blanton and Debora Gordon to operate a country inn at 1660 Ballsville Road.

Mr. Altman presented this item the Board. Chairman Melton opened the public hearing on this item. Seeing no one who wished to speak, he closed the public hearing.

Mr. Tucker moved to approve Ordinance O-2016-02 Granting a conditional use permit to R. Blanton and Debora Gordon to operate a country inn at 1660 Ballsville Road. Mr. Nordvig seconded the motion.

David T. Williams, Larry J. Nordvig, Angela Y. Cabell, William E. Melton, Carson L. Tucker voted AYE.

**VOTE 5-0**  
**MOTION Passed**

- c. Ordinance O-2016-03 Granting a Conditional Use Permit (15-12-CUP) to Richard W. Dressler to operate a commercial landscape operation on Tax Parcel #53-78.

Mr. Altman presented this item the Board. Chairman Melton opened the public hearing on this item. Seeing no one who wished to speak, he closed the public hearing.

Mr. Nordvig moved to approve Ordinance O-2016-03 Granting a conditional use permit to Richard W. Dressler to operate a commercial landscape operation on Tax Parcel #53-78. Mr. Williams seconded the motion.

David T. Williams, Larry J. Nordvig, Angela Y. Cabell, William E. Melton, Carson L. Tucker voted AYE.

**VOTE 5-0**  
**MOTION Passed**

- d. Ordinance O-2016-04 to conditionally rezone approximately 2.47<sup>±</sup> acres of land located in the northwest corner of the intersection of Anderson Highway (Rt. 60) and Academy Road from Residential-Commercial (R-C) to Village Center (VC).

Mr. Altman presented this item the Board. Chairman Melton opened the public hearing on this item. Seeing no one who wished to speak, he closed the public hearing.

Mrs. Cabell moved to approve Ordinance O-2016-04 to conditionally rezone approximately 2.47<sup>±</sup> acres of land located in the northwest corner of the intersection of Anderson Highway (Rt. 60) and Academy Road from Residential-Commercial (R-C) to Village Center (VC). Mr. Tucker seconded the motion.

David T. Williams, Larry J. Nordvig, Angela Y. Cabell, William E. Melton, Carson L. Tucker voted AYE.

**VOTE 5-0**  
**MOTION Passed**

***Mr. Melton called a short recess at 8:35pm. Meeting resumed at 8:45pm.***

- e. Ordinance O-2016-05 Granting a Conditional Use Permit (15-10-CUP) to Virginia Solar LLC to construct and operate a solar energy farm.

Mr. Altman presented this item the Board. Mr. Matthew Meers with Virginia Solar LLC, spoke as the applicant. Ms. Diane Corsello, Director of Business Development with Dominion Power addressed the Board as a co-applicant in the project. Joanne Scott Webb, Scott Timber, land owner, spoke in support of repurposing the existing house of possible. Rob Smith, Construction Manager addressed the question about security lighting. Chairman Melton opened the public hearing on this item. The following persons spoke:

- 1. Sarah Camara, 1712 Macon Orchard Drive, stated her concerns with a possible fire hazard.

Seeing no one who wished to speak, he closed the public hearing.

Mr. Melton moved to approve Ordinance O-2016-05 Granting a Conditional Use Permit (15-10-CUP) to Virginia Solar LLC to construct and operate a solar energy farm. Mr. Tucker seconded the motion.

David T. Williams, Larry J. Nordvig, Angela Y. Cabell, William E. Melton, Carson L. Tucker voted AYE.

**VOTE 5-0**  
**MOTION Passed**

- f. Ordinance O-2016-06 Amending Chapter 46, Article II. - Fire Prevention Code - of the Code of the County of Powhatan to revise the provisions related to the appointment of a local Fire Marshall and delineation of the Marshall's responsibilities. The proposed changes would also include certain modifications to the Virginia Statewide Fire Prevention Code requirements as enforced in Powhatan County.

Chief Singer presented this item the Board. Chairman Melton opened the public hearing on this item. Seeing no one who wished to speak, he closed the public hearing.

Mr. Tucker moved to approve Ordinance O-2016-06 Amending Chapter 46, Article II. - Fire Prevention Code - of the Code of the County of Powhatan to revise the provisions related to the appointment of a local Fire Marshall and delineation of the Marshall's responsibilities. The proposed changes would also include certain modifications to the Virginia Statewide Fire Prevention Code requirements as enforced in Powhatan County. Mr. Nordvig seconded the motion.

David T. Williams, Larry J. Nordvig, Angela Y. Cabell, William E. Melton, Carson L. Tucker voted AYE.

**VOTE 5-0**  
**MOTION Passed**

**13. Public Comment (time limit 3 minutes per individual/5 minutes per group, 30 minutes total time limit that can be extended by the Board) - for anything not to be addressed at a public hearing scheduled for this date**

The following persons spoke:

1. Sheriff Nunnally spoke of his disappointment of the Board approval of the Constitutional Officer Agreement. He stated that the Sheriff's Office will not be participating in the signing of the agreement.
2. Chief Deputy Adam Sadler, 983 Manakin Road, stated he supports the Sheriff in his decision not to participate in the Constitutional Officer Agreement.
3. Richard Cox, Powhatan Commonwealth Attorney, stated he was disappointed in the approval of the Constitutional Officer Agreement.
4. Jason Gillespie, 5773 Moore Creek Road, stated he has been following the discussion of the Constitutional Officer Agreement and he is disappointed at the approval of it.
5. Teresa Hash Dobbins, Clerk of the Circuit Court, stated she was very disappointed in the approval of the Constitutional Officer Agreement and asked the Board to listen to their constituents better.

**14. County Attorney Comments**

Mr. Lacheney stated he had no comments at this time.

**15. County Administrator Comments**

Ms. Weiler asked Ramona Carter, Public Works Director to give the Board an update state legislation related to nutrient allocation. Ms. Carter stated the Governor had issued an executive order requiring a study to be done on long term solutions for nutrient allocation and funds would be allocated by the state to do so.

**16. Board Comments**

Mr. Williams asked that we establish a trash clean-up fund and would like to discuss at next workshop.

Mr. Tucker stated the State Park will be moving into their next phase of construction of the park with improvements to the intersection of Maidens Road to allow horse trailers to navigate the corner. Mr. Tucker clarified the prison lockdown is at Powhatan Correctional Center, not Deep Meadow Correctional Center and it is in fact on going.

Mr. Nordvig reiterated his statement from earlier that the vote on the Constitutional Officer Agreement tonight was only to extend the offer of the agreement not to force anyone to sign.

Mr. Melton addressed a concern that came to him from several citizens asking that the Board move the proffer discussion ahead on their agenda to hear the cases prior to the Planning Commission, but the County Attorney has informed them that is not possible and the Planning Commission must hear the cases first.

17. ~~Closed Meeting~~

18. ~~Closed Meeting Certification~~

19. **Adjournment**

Mr. Tucker motioned to adjourn the meeting. Ms. Cabell seconded the motion.

David T. Williams, Larry J. Nordvig, Angela Y. Cabell, William E. Melton, Carson L. Tucker voted AYE

**VOTE 5-0  
MOTION Passed**

Meeting adjourned at 11:09 pm

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William E. Melton, Chairman  
Powhatan County Board of Supervisors

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Patricia A. Weiler, Clerk  
Powhatan County Board of Supervisors



## Powhatan Cooperative Extension Office—Quarterly Report

3910 Old Buckingham Road, Powhatan, VA 23139 804-598-5640

### Powhatan Extension Office Staff

*Cathy Howland*, Extension Agent, 4-H Youth Development, and Unit Coordinator

*Rachel Grosse*, Extension Agent, Agriculture and Natural Resources

*Jane Henderson*, Extension Agent, Family & Consumer Sciences

*Allison Walters*, Unit Administrative Assistant

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## 4-H Youth Development

### 4-H Clubs

- Powhatan 4-H Shooting Club and P-town 4-H Hot Shots Shooting Club participated in the State 4-H Shoot in September at Holiday Lake 4-H Center in Appomattox. 35 youth participants
- Statewide 4-H shooting instructor certification weekend: One local resident attended the training for coordinator of the P-town Hot Shots, while another resident trained/taught the archery instructors.
- Foal'N Around and Powhatan Riders 4-H Club participated in the State 4-H Horse Show in September. 11 youth participants
- Two newly trained adult volunteers have taken leadership of the Heart of VA Livestock Club. For the past three years, Extension staff ran the club. The club started the new club year as of Oct 1 with 24 members. Several club members showed livestock at the State Fair of Virginia, as well as various area county fairs.
- A newly formed USA First robotics team (sponsored by the Powhatan Library and Powhatan 4-H) attended its first competition in December. The team, Robots in Powhatan, is open to young people in grades 7-12. The team spent the first month fundraising and learning how to program, design and build the robot. 7 youth participants
- Five 4-H clubs participated in Tractor Supply's Fall Clover Campaign in October. Clubs held fundraisers, recruited new members and promoted the 4-H program while selling clovers for money to return to the local program. This 2-week event also overlapped with National 4-H Week – several clubs designed posters to hang throughout the county.
- Approximately 85 youth and adults attended the annual Powhatan 4-H Achievement Night in November. Youth and club leaders were recognized for their participation in the clubs; special awards were distributed. Celebration of the Horse coordinators were introduced and presented with a plaque in appreciation of the financial support provided to the 4-H program.

### 4-H Teen Council

- 4-H Teen Council organized and conducted a 4-H officer training for club members in November. They also integrated team building and communication activities. 16 youth participants
- Teen Council members coordinated a food drive among the 4-H clubs for the Powhatan Food Pantry. They collected enough canned goods to deliver 10 complete Thanksgiving meals.

### 4-H Camp

- After weeks of interviews, the Goochland-Hanover-Powhatan camping cluster invited 26 teens to train as counselors for the 2016 Jr camp week in July. The first training was held in early December with 24 teens in attendance. They will participate in 24 hours of leadership training between January and July.

### After School Programs

- A two-part Youth Water Monitoring Challenge program took place in September for home school students. Monacan Soil and Water Conservation District partnered with 4-H to bring the program to the community. This is a citizens' science research program that encourages individuals to provide data (obtained from area bodies of water) online which is then compared to others throughout the world. 10 youth participants
- The final Powhatan Kids Market of the 2015 season took place Oct 1 with youth selling jewelry, baked goods, plants, crafts and more.



## Agriculture and Natural Resources (ANR)

### ANR Programs

- An Ag Awareness dinner meeting was held for all Powhatan County candidates to educate them on pertinent agricultural issues in the county. Presentations from the Farm Bureau and Monacan SWCD were given as well as an interview video from local farmers. ~60 participants
- Goochland and Powhatan Farm Bureaus came together to form a Young Farmers group. The kick off meeting took place in September and over 15 people showed up with a range of new to experienced young farmers. There has been great participation from the Goochland FFA and interest from college students from the counties also. The second session hosted a panel of new farmers to talk about successes and struggles. A holiday potluck and showing of the movie Farmland is planned for December 21. ~18 participants
- Drinking Water Clinic program had the best participation this year compared to others. 75 Goochland & 23 Powhatan participants were shown how to take samples and then the results were covered at an interpretation meeting in October.
- Private Pesticide Applicators Recertification training held for 7 local producers. Recertification is required every 2 years.

### 4-H/FFA State Youth Livestock Shows

- 6 Youth from Powhatan participated in the State Fair shows and skill-a-thons. The agent assisted with the sheep and goat shows.
- Youth Cattle Working Team with 18 youth and 1 adult volunteer started practice in August. Multiple practices have taken place this fall in Powhatan and Cumberland counties as we prepare for the regional competitions next year.
- Livestock Judging 4-H & FFA Team practices started at the Powhatan Jr. High FFA classroom this fall and will be held several times a month at the High School in January. The teams are coached in partnership with Henry Paris, retired FFA advisor and help from Johns Bailey. 8 youth members plan to attend the Block & Bridle contests in March.

### GP Master Gardeners

- A new training class started in January with 9 interested participants.
- Help Desk Will be closed for the winter.

### Farm Visits/Field Work/Meetings

- Farm/residence visits have stayed strong
- Looking into possible herbicide trials in conjunction with the new Weed Extension Specialist for next year.
- ANR Extension Agent continues to attend the Monacan SWCD as a Director and the Powhatan Farm Bureau meetings.
- Powhatan Farmers Market: Continued support
- Piedmont Area Jr. Livestock Show and Sale: Planning for the 2016 show has begun. It is planned for Saturday, May 28, 2016.

## Family & Consumer Sciences (FCS)

### Client Development

- The diabetes education program sessions for military veterans and caregivers continued through December 2015. I work with the diabetes educators at the McGuire VA Medical Center. There were a total of 22 participants Continue to oversee the growing McGuire Diabetes Education program for veterans and their caregivers in Powhatan.
- Assisted the Area Food Safety Extension Agent with an Extension Agent food preservation workshop on canning meats and making jam .
- Assisted resident with pressure canner test, and information on using a canner.
- Conducted a Cooking for One food demonstration and physical activity program for the Powhatan Live Your Adventure 2015 Active Aging Week.
- Manned a table during the Reality Store Financial Education Simulation, in the Powhatan Junior High School.
- Continue to answer calls on food preservation, indoor air quality, and consumer concerns.

1/26/16  
FUND #-999

\*GL070\*  
\*\*TREASURER'S ACCOUNTABILTY FUND\*\*

COUNTY OF POWHATAN  
BALANCE SHEET  
12/31/2015

PAGE 1  
TIME 17:08

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUS BALANCE	DEBIT	CREDIT	ENDING BALANCE
	**TREASURER'S ACCOUNTABILTY FUND**				
	**CASH AND INVESTMENTS**				
100-0101	Cash In Office-Treasurer	1,000.00			1,000.00
100-0102	Petty Cash-County Administrator	50.00			50.00
100-0109	NSF Checks	11,264.19	1,275.27	7,584.93-	4,954.53
100-0111	Bank of Powhatan - Regular Account	16,861,837.94	3,696,949.12	5,489,958.33-	15,068,828.73
100-0113	BOP- Federal Asset Forfeiture Acct	19,017.34	2.42		19,019.76
100-0114	Bank of Powhatan - School Food	791,997.29	49,698.31	45,654.95-	796,040.65
100-0115	Bank of Powhatan-Ambulance Account	1,628,337.65	36,560.64		1,664,898.29
100-0117	Bank of Essex - PGCAA	205,025.87	26.12		205,051.99
100-0123	Wachovia - Assets Forfeiture Acct.	15,070.24	.93		15,071.17
100-0126	LGIP (Local Government Invest Pool	16,699.71	3.99		16,703.70
100-0128	Bank of Powhatan-Spec Welfare Acct				
100-0129	School Finance/Capital Project Fun	5.25			5.25
100-0131	CVB - Regular (MMA)	1,520.56	.06		1,520.62
100-0133	CVB-PSA (Pub Serv Auth) Savings CD				
100-0134	CVB - Regular Savings	13,030.63	2.63		13,033.26
100-0135	CVB-PSA (Public Serv Auth) Savings	2,856.25	.58		2,856.83
100-0138	Bank of America				
100-0139	Virginia SNAP 046 - VRA				
100-0140	Escrow Acct Lease Pur Telephone Sy				
100-0141	VRA SNAP 047				
100-0142	US Bank - 2015 Refunding	233,481.87-	261,172.03		27,690.16
100-0143	US Bank - VRA2014C refunding		1,058.57		1,058.57
100-0151	Sigt 1995B Bnd Dbt Resrv(Cty)\$2.2				
100-0154	SNAP Adjusting Entries				
100-0156	New Horizon CD 8/2011	500,000.00			500,000.00
100-0157	Bank of Essex - CD Purchase	3,060,341.83			3,060,341.83
100-0179	Virginia SNAP 90 50 New Elem Schoo				
100-0180	Virginia SNAP 90 51 Elem School In				
100-0181	Morgan Keegan Wire Account				
100-0182	24M Lease Rev SNAP 52				
100-0183	Interest Account Snap 53				
100-0184	US Bank Capitalized Interest Acct				
100-0185	VA Snap 90-56 Water/Sewer Prin 201				
100-0186	VA Snap 90-57 Water/Sewer Int. 201				
100-0187	VA Snap 90-58 PS/B Prin 2010A				
100-0188	VA Snap 90-59 PS/B Int 2010A				
100-0189	BB&T-155299673-HPSBVFD-Project Fun				
100-0190	BB&T-HPSBVFD 155299673-Cap Interes				
100-0191	2011 Rev Refinance (new)				
100-0192	2011 Lease Rev Refinance (new)				
	**CASH AND INVESTMENTS**	22,894,572.88	4,046,750.67	5,543,198.21-	21,398,125.34
112-0100-0	Crime Solvers Fund				
	Crime Solvers Fund				
	TOTAL ASSETS	22,894,572.88	4,046,750.67	5,543,198.21-	21,398,125.34

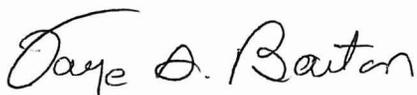
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUS BALANCE	DEBIT	CREDIT	ENDING BALANCE
	Fund Balances				
300-0001	Beginning Fund Balances	315.61			315.61
300-0100	General Fund	27,105,353.41-	4,778,841.00	1,637,110.36-	23,963,622.77-
300-0102	VPA Fund	102,572.08	279,517.18	118,622.71-	263,466.55
300-0103	PEG Fund	15,282.92-	685.04		14,597.88-
300-0104	Comprehensive Services Act Fund	704,649.34	207,348.70	327,846.41-	584,151.63
300-0105	Bldg Permit Surcharge Acct	5,502.27-		810.59-	6,312.86-
300-0106	Delinquent Tax Collection Fee Acct	33,118.31-		700.00-	33,818.31-
300-0107	Powhatan PSA Account				
300-0110	Cash Proffer Fund	536,655.13-	62,480.00	46,782.87-	520,958.00-
300-0112	Crime Solvers Account				
300-0115	Telecommunication Tower				
300-0116	Grants Fund	8,871.06	11,456.05	7,234.18-	13,092.93
300-0117	PGCAA Distribution to PCCAA-deposi				
300-0120	Fire and Rescue Fund	258,961.32-	36,402.62	36,560.64-	259,119.34-
300-0121	Trial Jurors/ Witnesses				
300-0205	School Fund	7,823,629.15	3,463,617.77	4,978,127.11-	6,309,119.81
300-0207	School Food Fund	402,720.83	105,710.33	231,589.19-	276,841.97
300-0209	SRP Fund	4,401.15-			4,401.15-
300-0213	E911 Fund				
300-0215	Forfeited Asset Fund	15,070.24-	.35	1.28-	15,071.17-
300-0216	Forfeiture Asset Proceeds	18,383.57-	340.00	636.19-	18,679.76-
300-0301	General Capital Projects Fund	4,189,843.47-	296,145.51	386,296.00-	4,279,993.96-
300-0302	General Obligation Bond Fund				
300-0305	School Construction Fund				
300-0401	Special Welfare Fund	20,505.40-	3,642.95	800.00-	17,662.45-
300-0402	Federal Rev Max Program-Social Ser				
300-0405	Bond Escrow Fund	147,580.65-	8,400.00		139,180.65-
300-0410	PGCAA Fund	203,585.54-		26.12-	203,611.66-
300-0501	Water & Sewer Fund	1,104,474.15	68,410.73	52,536.79-	1,120,348.09
300-0502	Utilities Capital Projects	532,188.08-	3,898.00		528,290.08-
300-0700	VRS Retirement Trust Fund				
300-0800	Debt Service Fund				
	Fund Balances	22,939,199.24-	9,326,896.23	7,825,680.44-	21,437,983.45-
	TOTAL PRIOR YR FUND BALANCE	22,939,199.24-	9,326,896.23	7,825,680.44-	21,437,983.45-
	TOTAL REVENUE				
	TOTAL EXPENDITURE				
	TOTAL CURRENT FUND BALANCE				
	TOTAL LIABILITIES AND FUND BALANCE	22,939,199.24-	9,326,896.23	7,825,680.44-	21,437,983.45-
	Other Accounts				
400-0101	Treas Deferred Acct - Heath				
400-0102	Cash (Short) And Over				
400-0105	Overpayments	1,073.40-	1,698.41	4,532.67-	3,907.66-
400-0121	CVA - Current Debit Acct	990.00-	870.00		120.00-

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUS BALANCE	DEBIT	CREDIT	ENDING BALANCE
400-0122	CVA - Current Credit Acct	300.00-	87,174.09	88,214.09-	1,340.00-
400-0123	CVA - Unclaimed Property				
400-0125	Employee Escrow Account				
400-0151	Prepaid Taxes - RE	55,427.08	8,230.40	450.00-	63,207.48
400-0152	Prepaid Taxes - PP	8,437.32-		9,544.39-	17,981.71-
400-9999	Prepay Property Taxes Reserve				
	Other Accounts	44,626.36	97,972.90	102,741.15-	39,858.11
460-2010	State Income - 2010	563.00			563.00
460-2011	State Income Taxes -2011	1,665.00			1,665.00
460-2012	State Income Taxes - 2012	1,281.00			1,281.00
460-2013	State Income Taxes - 2013	350.00			350.00
460-2014	State Income Taxes - 2014	1,267.00		378.00-	889.00
460-9999	Reserve - State Income - State	5,126.00-	378.00		4,748.00-
	State Income - 2010		378.00	378.00-	
465-2011	Estimated Taxes - 2011	972,216.18-			972,216.18-
465-2012	Estimated Taxes - 2012	1,167,435.17-			1,167,435.17-
465-2013	Estimated Taxes - 2013	1,405,455.45-			1,405,455.45-
465-2014	Estimated Taxes - 2014	1,534,168.60-			1,534,168.60-
465-2015	Estimated Taxes - 2015	899,028.59-		86,623.00-	985,651.59-
465-9999	Reserve - Estimated Taxes - State	5,978,303.99	86,623.00		6,064,926.99
	Estimated Taxes - 2011		86,623.00	86,623.00-	
490-0001	Sheriff's Fees - State	85,508.50-		894.96-	86,403.46-
490-0002	Penalty - State Income - State	5,442.84-		308.60-	5,751.44-
490-0003	Interest - State Income - State	499.05-		9.53-	508.58-
490-9999	Reserve - State	91,450.39	1,213.09		92,663.48
	Sheriff's Fees - State		1,213.09	1,213.09-	
		44,626.36	186,186.99	190,955.24-	39,858.11
	Uncollected County Taxes				
601-0000	*REAL ESTATE TAXES*				
601-0093	Real Estate Taxes - 1993				
601-0094	Real Estate Taxes - 1994				
601-0095	Real Estate Taxes - 1995	1,632.75			1,632.75
601-0096	Real Estate Taxes - 1996	1,676.29			1,676.29
601-0097	Real Estate Taxes - 1997	1,653.19			1,653.19
601-0098	Real Estate Taxes - 1998	2,367.63			2,367.63
601-0099	Real Estate Taxes - 1999	2,367.63			2,367.63
601-1999	Reserve - Real Estate Taxes	15,886,328.43-	210,666.54	6,895.89-	15,682,557.78-
601-2000	Real Estate Taxes - 2000	3,258.15			3,258.15
601-2001	Real Estate Taxes - 2001	3,510.45			3,510.45
601-2002	Real Estate Taxes - 2002	5,147.40			5,147.40
601-2003	Real Estate Taxes - 2003	20,060.60-			20,060.60-
601-2004	Real Estate Taxes - 2004	21,164.10-			21,164.10-
601-2005	Real Estate Taxes - 2005	20,927.22-			20,927.22-

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUS BALANCE	DEBIT	CREDIT	ENDING BALANCE
601-2006	Real Estate Taxes - 2006	10,032.18-			10,032.18-
601-2007	Real Estate Taxes - 2007	9,417.45			9,417.45
601-2008	Real Estate Taxes - 2008	23,883.51			23,883.51
601-2009	Real Estate Taxes - 2009	50,110.18		1,089.89-	49,020.29
601-2010	Real Estate - 2010	86,766.40		5,316.15-	81,450.25
601-2011	Real Estate Taxes - 2011	108,470.35		4,421.25-	104,049.10
601-2012	Real Estate Taxes - 2012	160,512.97		3,647.78-	156,865.19
601-2013	Real Estate Taxes - 2013	283,200.13	26.10	10,173.03-	273,053.20
601-2014	Real Estate Taxes 2014	211,809.58	13.05	9,649.42-	202,173.21
601-2015	Real Estate Taxes - 2015	682,349.97	2,644.29	36,596.40-	648,397.86
601-2016	Real Estate Taxes - 2016	14,320,378.50	4,277.70	139,837.87-	14,184,818.33
	*REAL ESTATE TAXES*		217,627.68	217,627.68-	
602-0000	PERSONAL PROPERTY TAXES				
602-1999	Reserve - PP Taxes	1,461,220.44-	254,449.32	13,752.18-	1,220,523.30-
602-2008	PP Taxes - 2008				
602-2009	PP Taxes 2009				
602-2010	PP Taxes - 2010	47,844.92		74.75-	47,770.17
602-2011	PP Taxes - 2011	43,365.77	126.70	298.98-	43,193.49
602-2012	Personal Property Taxes - 2012	54,231.58	110.52	384.84-	53,957.26
602-2013	Personal Property Taxes - 2013	80,878.89	1,073.55	1,411.07-	80,541.37
602-2014	Personal Property Taxes - 2014	155,776.25	1,525.40	16,234.04-	141,067.61
602-2015	Personal Property Taxes - 2015	1,079,123.03	10,974.43	236,104.06-	853,993.40
	PERSONAL PROPERTY TAXES		268,259.92	268,259.92-	
603-0000	PUBLIC SERVICE CORP TAXES				
603-0099	Reserve - PSC Taxes	80,194.14-	77,764.46		2,429.68-
603-2008	PSC Tax - 2008				
603-2009	PSC Tax - 2009				
603-2010	PSC Tax - 2010				
603-2011	PSC Tax - 2011				
603-2012	Public Service - 2012				
603-2013	Public Service - 2013				
603-2014	2014 Public Service				
603-2015	Public Service - 2015	80,194.14		77,764.46-	2,429.68
	PUBLIC SERVICE CORP TAXES		77,764.46	77,764.46-	
604-0001	Rollback Taxes - Payment	896,233.02-			896,233.02-
604-1999	Reserve - Rollback Taxes	896,233.02			896,233.02
	Rollback Taxes - Payment				
605-0000	PPTRA ABATEMENT MADE AFTER REQUEST				
605-0099	1999 Possible C/W Reimbursement				
605-1999	Reserve PPTRA-Possible Reimbursemm	35,950,353.53-	5,880.50		35,944,473.03-
605-2006	PPTRA 2006	2,899,202.65			2,899,202.65
605-2007	PPTRA - 2007	2,955,609.36			2,955,609.36
605-2008	PPTR - 2008	6,020,484.06			6,020,484.06
605-2009	PPTRA-2009	2,823,767.15			2,823,767.15

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUS BALANCE	DEBIT	CREDIT	ENDING BALANCE
605-2010	PPTRA 2010	3,010,716.08			3,010,716.08
605-2011	PPTRA - 2011	6,125,247.29			6,125,247.29
605-2012	PPTRA Abatement Made After Request	3,153,590.48		21.78-	3,153,568.70
605-2013	PPTRA Abatement Made After Request	2,991,639.69		137.79-	2,991,501.90
605-2014	PPTRA Abatement made after request	2,937,230.70		350.51-	2,936,880.19
605-2015	PPTRA Abatements Made After Reques	3,032,866.07		5,370.42-	3,027,495.65
	PPTRA ABATEMENT MADE AFTER REQUES		5,880.50	5,880.50-	
			569,532.56	569,532.56-	
	LTD OBLIGATIONS				
801-0005	Literary Loans - \$1.7- Pow ES #1				
801-0006	Literary Loans - \$5 million	3,000,000.00-			3,000,000.00-
801-0007	2002 VPSA 7,084,114.00	5,680,282.00-			5,680,282.00-
801-0008	Literary Loan Anticipation Note	7,488,000.00-			7,488,000.00-
801-9999	Reserve for Literary Loan Payables	16,168,282.00			16,168,282.00
	Literary Loans - \$1.7- Pow ES #1				
802-0004	1985B School Bonds-\$2.3M, 10-1-85				
802-0010	2005 Lease Revenue Bonds 775,750				
802-0011	2003 Lease Revenue Bond 1,015,000	651,400.00-			651,400.00-
802-0012	2002 Lease Revenue Bond 14,135,000	5,382,000.00-			5,382,000.00-
802-0013	2001 Gen Obl School Bond 27,370,000	25,210,000.00-			25,210,000.00-
802-0014	2000 Lease Revenue Bond 5,808,405	2,780,481.00-			2,780,481.00-
802-0015	1999 VRA Lease Rev Bond 2,386,274				
802-0016	1997 Gen Obl Ref Bonds 1,300,000				
802-0017	1995 Lease Rev Bonds 2,200,000	1,270,000.00-			1,270,000.00-
802-0018	2004 VPSA 4,043,402.95	3,390,000.00-			3,390,000.00-
802-0019	1996A VPSA 485,000	259,678.16-			259,678.16-
802-0020	1994B VPSA 4,046,592	1,848,279.00-			1,848,279.00-
802-0021	1994A VPSA 4,000,000	3,400,000.00-			3,400,000.00-
802-0022	1992B VPSA 700,000	165,000.00-			165,000.00-
802-0023	6,680,000 VRA Water and Sewer 05/0				
802-0024	2005 Bond Anticipation Note 374k				
802-0025	24m Lease Rev Issue 2007	24,040,000.00-			24,040,000.00-
802-0026	2010A VRA Bonds - Route 60				
802-9999	Reserve for General Oblig Bonds	68,396,838.16			68,396,838.16
	1985B School Bonds-\$2.3M, 10-1-85				
804-0001	Capital Leases - School - Equipmen				
804-0006	\$643,500 Bus Lease 2005	524,975.00-			524,975.00-
804-0007	County Vehicle Lease 12/2005	331,500.00-			331,500.00-
804-9999	Reserve for Capital Lease Oblig.	856,475.00			856,475.00
	Capital Leases - School - Equipme				

Respectfully Submitted,



Faye G. Barton, MGT  
Treasurer of Powhatan





# Powhatan County Board of Supervisors Agenda Item

Meeting Date: February 22, 2016

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Agenda Item Title: Resolution R-2016-09 Amending the Fiscal Year 2016 Powhatan County Operating Budget by Budgeting and Appropriating \$6,579.44 in the Grants Fund for Donations for the Animal Shelter, K9 Bane, Sheriff Deputies Hospitality Fund and a Grant for TRIAD

Motion: Move to approve Resolution R-2016-09

Dates Previously Considered by Board: N/A

Summary of Item: The County received \$4,389.44 in donations for Animal Shelter, K9 Bane and Sheriff Deputies Hospitality fund. The County also received \$2,190.00 from the Office of the Attorney General for the TRIAD Crime Prevention for Seniors Grant Program. This resolution budgets and appropriates these funds.

Staff:  Approve  Disapprove  See Comments

Commission/Board:  Approve  Disapprove  See Comments

County Administrator:   Approve  Disapprove  See Comments

Comments: None

Budget/Fiscal Impact: Budget and Appropriate donations and grants received for specific uses

Attachments: Resolutions Tracking Spreadsheet

Staff/Contact: Charla W. Schubert, Director of Finance and Administration, 804-598-5780, [cschubert@powhatanva.gov](mailto:cschubert@powhatanva.gov)

*If Board members have questions, please call the staff / contact prior to the meeting.*

**RESOLUTION  
AMENDING THE FISCAL YEAR 2016 POWHATAN COUNTY OPERATING BUDGET  
BY BUDGETING AND APPROPRIATING \$6,579.44 IN THE GRANTS FUND FOR  
DONATIONS FOR THE ANIMAL SHELTER, K9 BANE, SHERIFF DEPUTIES  
HOSPITALITY FUNDS AND A GRANT FOR TRIAD**

**WHEREAS**, on May 18, 2015, the Powhatan County Board of Supervisors adopted Resolution R-2015-47, which adopted the Fiscal Year 2016 Powhatan Operating Budget in the amount of \$99,890,394; and

**WHEREAS**, the Code of Virginia Section [15.2-2507](#) states that any locality may amend its budget and must first hold a public hearing which is advertised once in the newspaper if any such amendment exceeds one percent of the total expenditures of the currently adopted budget; and

**WHEREAS**, the amendment of the budget in this resolution in the amount of \$6,579.44 (.0066%) does not exceed one percent of the adopted budget and therefore a public hearing was not held.

**NOW, THEREFORE, BE IT RESOLVED** that the FY 2016 Powhatan County Operating Budget is hereby amended, the funds appropriated as shown:

**GRANTS FUND**

**REVENUES**

Triad	3-116-024040-0002	\$	2,190.00
Animal Shelter	3-116-018990-0006		675.00
Sheriff Deputies Hospitality Fund	3-116-018990-0009		100.00
K9 Donations	3-116-018990-0013		3,614.44

**EXPENDITURES**

Triad Expenses	4-116-031201-5540	\$	2,190.00
Animal Shelter	4-116-035100-6023		675.00
Sheriff Deputies Hospitality Fund	4-116-031212-6015		100.00
K9 Donations	4-116-031213-6015		3,614.44

**ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON  
FEBRUARY 22, 2016.**

\_\_\_\_\_  
**William E. Melton, Chairman**  
**Powhatan County Board of Supervisors**

**ATTEST:**

\_\_\_\_\_  
**Patricia A. Weiler, Clerk**  
**Powhatan County Board of Supervisors**

*Recorded Vote:*

*David T. Williams*     \_\_\_  
*Larry J. Nordvig*     \_\_\_  
*Angela Y. Cabell*     \_\_\_

*William E. Melton*     \_\_\_  
*Carson L. Tucker*     \_\_\_

**County of Powhatan  
Amendments to the FY 2016 Budget**

**Total Adopted Budget - All Funds = 99,890,394**  
**1% of Total Adopted Budget - All Funds = 998,904**

Res Number	Purpose	Date Adopted	Amount	% of Budget	Public Hearing	Funding Source
R-2015-49	Two Sheriff Deputies	5/18/2015	75,000	0.075%	NO	Local Sales Tax Revenue
R-2015-51	FY 2016 CIP Projects	6/15/2015	2,500,000	2.503%	YES 11/2/2015	Capital Maintenance Reserve/Cash Proffers
R-2015-52	FY 2016 Other Capital Projects	6/15/2015	1,750,750	1.753%	YES 11/2/2015	Capital Maintenance Reserve/lease proceeds/EMS Fees
R-2015-53	Transfer to School Op Fund (already B&A in General Fund)	6/1/2015	20,000	0.020%	NO	Tax Revenue
R-2015-68	PSAP Grant	7/13/2015	37,991	0.038%	NO	Grant
R-2015-80	Transfer to SS Fund and Water Sewer Fund for Class/Comp Plan (already B&A in General Fund)	8/31/2015	63,181	0.063%	NO	General Fund Salary Contingency
R-2015-85	Circuit Court Clerk Grants	8/31/2015	19,835	0.020%	NO	Grants
R-2015-86	Comcast Grant	8/31/2015	3,000	0.003%	NO	Grant
R-2015-90	EMS Fees for Arrow EZ-10 Equipment	8/31/2015	3,700	0.004%	NO	EMS Fees
R-2015-88	Design Jr High School	9/1/2015	120,120	0.120%	NO	Capital Maintenance Reserve/Cash Proffers
R-2015-94	Bond Proceeds VRA Refunding for Debt Service	9/21/2015	28,252	0.028%	NO	Bond Proceeds
R-2015-96	\$7,000.00	9/21/2015	-	N/A	N/A	Contingency
R-2015-103	Ladder Truck	11/16/2015	294,000	0.294%	NO	Capital Maintenance Reserve/Cash Proffers
R-2015-104	Donations to TRIAD, Animal Shelter, Project Lifesaver, Sheriff Deputies and Robotics Club	11/16/2015	6,364	0.0064%	NO	Grants/Donations
R-2015-105	Byrne Justice Assistance Grant and DMV Grants	11/16/2015	40,794	0.0408%	NO	Grants
R-2015-106	Carryforwards from FY15 to FY16	11/16/2015	174,555	0.1747%	NO	General Fund Fund Balance
R-2015-107	\$7,925.00	11/16/2015	-	N/A	N/A	Contingency
R-2015-108	Carryforward funds for General RE Assessment Services	11/16/2015	32,039	0.0321%	NO	General Fund Fund Balance
R-2015-109	Victim Witness and Local Emergency Management Performance grants	11/16/2015	9,838	0.0098%	NO	Grants
R-2015-112	PSAP WEP Grant and Litter Control	12/7/2015	10,022	0.0100%	NO	Grants
R-2015-113	Comcast PEG Fees	12/7/2015	10,519	0.0105%	NO	Franchise agreement fees
R-2015-114	Dominion Power Econ Dev Roadmap Pilot Project	12/7/2015	10,000	0.0100%	NO	Grant
R-2015-115	JET Program Donations	12/7/2015	1,431	0.0014%	NO	Donations
R-2016-03	TANF and CSBG Grant funds	1/25/2016	418,515	0.4190%	NO	Grants
R-2016-04	Donations to TRIAD, Animal Shelter, K9 Bane and Robotics Club	1/25/2016	18,806	0.0188%	NO	Donations
R-2016-05	Transfer from capital projects to the capital maintenance reserve	1/25/2016	-	N/A	N/A	Transfer
R-2016-06	Transfer from Contingency for Library security cameras		-	N/A	N/A	Contingency
R-2016-09	Grants and Donations		6,579	0.0066%	NO	Donations
R-2016-10	Transfer from Contingency for fencing and backstop maintenance		-	N/A	N/A	Contingency
R-2016-11	Grants and Donations		12,858	0.0129%	NO	Grant

**Total Amendments = 5,668,149 5.674%**

**Total Amended Budget - All Funds = 105,558,543**





Powhatan County  
Board of Supervisors  
Agenda Item

Meeting Date: February 22, 2016

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Agenda Item Title: Resolution R-2016-10 Amending the Fiscal Year 2016 Powhatan County Operating Budget by Transferring \$5,000 from General Fund Contingency to the Capital Projects Fund for Parks and Recreation Fencing/Backstop Maintenance

Motion: Move to approve Resolution R-2016-10

Dates Previously  
Considered by Board: N/A

Summary of Item: The County maintains all fencing and backstops at all athletic fields. The Facilities department needs to provide maintenance on the fences and the backstops in order to maintain the fields in playing conditions and this resolution budgets and appropriates the funds.

Staff:  Approve  Disapprove  See Comments

Commission/Board:  Approve  Disapprove  See Comments

*Raw*

County Administrator:  Approve  Disapprove  See Comments

Comments: None

Budget/Fiscal Impact: None

Attachments: Contingency Memo and Resolutions Tracking Spreadsheet

Staff/Contact: Charla W. Schubert, Director of Finance, 804-598-5780, [cschubert@powhatanva.gov](mailto:cschubert@powhatanva.gov)

*If Board members have questions, please call the staff / contact prior to the meeting.*

**RESOLUTION  
AMENDING THE FISCAL YEAR 2016 POWHATAN COUNTY OPERATING BUDGET  
BY TRANSFERRING \$5,000 FROM GENERAL FUND CONTINGENCY TO THE  
CAPITAL PROJECTS FUND FOR PARKS AND RECREATION  
FENCING/BACKSTOP MAINTENANCE**

**WHEREAS**, on May 18, 2015, the Powhatan County Board of Supervisors adopted Resolution R-2015-47, which adopted the Fiscal Year 2016 Powhatan Operating Budget in the amount of \$99,890,394; and

**WHEREAS**, the Code of Virginia Section [15.2-2507](#) states that any locality may amend its budget and must first hold a public hearing which is advertised once in the newspaper if any such amendment exceeds one percent of the total expenditures of the currently adopted budget; and

**WHEREAS**, the amendment of the budget in this resolution is to transfer funds previously budgeted and appropriated and therefore a public hearing was not held.

**NOW, THEREFORE, BE IT RESOLVED** that the FY 2016 Powhatan County Operating Budget is hereby amended, the funds transferred as shown:

**GENERAL FUND**

**EXPENDITURES**

Contingency Fund	4-100-081200-0014	\$	(5,000.00)
Transfer to Capital Projects Fund	4-100-093100-0301	\$	5,000.00

**CAPITAL PROJECTS FUND**

**REVENUES**

Transfer from General Fund	3-301-095101-0100	\$	5,000.00
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**EXPENDITURES**

Fencing/Backstop Maintenance	4-301-071120-0002	\$	5,000.00
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**ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON  
FEBRUARY 22, 2016.**

\_\_\_\_\_  
**William E. Melton, Chairman**  
**Powhatan County Board of Supervisors**

**ATTEST:**

\_\_\_\_\_  
**Patricia A. Weiler, Clerk**  
**Powhatan County Board of Supervisors**

*Recorded Vote:*

*David T. Williams*     \_\_\_  
*Larry J. Nordvig*     \_\_\_  
*Angela Y. Cabell*     \_\_\_

*William E. Melton*     \_\_\_  
*Carson L. Tucker*     \_\_\_

Department of Finance

Charla W. Schubert, Director of  
Finance

THE COUNTY OF  
**POWHATAN**  
VIRGINIA

3834 Old Buckingham Road, Suite B  
Powhatan, Virginia 23139

Tel 804.598.5780  
Fax 804.598.5695  
Email: cschubert@powhatanva.gov  
www.powhatanva.gov

February 10, 2016

**TO:** Patricia A. Weiler, County Administrator

**FROM:** Charla W. Schubert, Director of Finance *CWS*

**SUBJECT:** Current Status of Contingency Fund - Account # 4-100-081200-0014

The following is a list of the transfers from the Contingency Fund account during Fiscal Year 2016 and the current status of that account:

<b>Beginning Balance</b>	<b>\$ 193,464.00</b>
R-2015-65, CRC Manager	(1,375.00)
R-2015-94, Debt Service	27,193.00
R-2015-96, Metal Detectors	(7,000.00)
R-2015-107, Fingerprinting equipment	(7,925.00)
<u>Proposed Resolutions:</u>	
R-2016-06, Library Security Cameras	(25,000.00)
R-2016-10, Fencing/Backstop Maintenance	<u>(5,000.00)</u>
<b>Remaining Balance</b>	<b><u><u>\$ 174,357.00</u></u></b>

**County of Powhatan  
Amendments to the FY 2016 Budget**

**Total Adopted Budget - All Funds = 99,890,394**  
**1% of Total Adopted Budget - All Funds = 998,904**

Res Number	Purpose	Date Adopted	Amount	% of Budget	Public Hearing	Funding Source
R-2015-49	Two Sheriff Deputies	5/18/2015	75,000	0.075%	NO	Local Sales Tax Revenue
R-2015-51	FY 2016 CIP Projects	6/15/2015	2,500,000	2.503%	YES 11/2/2015	Capital Maintenance Reserve/Cash Proffers
R-2015-52	FY 2016 Other Capital Projects	6/15/2015	1,750,750	1.753%	YES 11/2/2015	Capital Maintenance Reserve/lease proceeds/EMS Fees
R-2015-53	Transfer to School Op Fund (already B&A in General Fund)	6/1/2015	20,000	0.020%	NO	Tax Revenue
R-2015-68	PSAP Grant	7/13/2015	37,991	0.038%	NO	Grant
R-2015-80	Transfer to SS Fund and Water Sewer Fund for Class/Comp Plan (already B&A in General Fund)	8/31/2015	63,181	0.063%	NO	General Fund Salary Contingency
R-2015-85	Circuit Court Clerk Grants	8/31/2015	19,835	0.020%	NO	Grants
R-2015-86	Comcast Grant	8/31/2015	3,000	0.003%	NO	Grant
R-2015-90	EMS Fees for Arrow EZ-10 Equipment	8/31/2015	3,700	0.004%	NO	EMS Fees
R-2015-88	Design Jr High School	9/1/2015	120,120	0.120%	NO	Capital Maintenance Reserve/Cash Proffers
R-2015-94	Bond Proceeds VRA Refunding for Debt Service	9/21/2015	28,252	0.028%	NO	Bond Proceeds
R-2015-96	\$7,000.00	9/21/2015	-	N/A	N/A	Contingency
R-2015-103	Ladder Truck	11/16/2015	294,000	0.294%	NO	Capital Maintenance Reserve/Cash Proffers
R-2015-104	Donations to TRIAD, Animal Shelter, Project Lifesaver, Sheriff Deputies and Robotics Club	11/16/2015	6,364	0.0064%	NO	Grants/Donations
R-2015-105	Byrne Justice Assistance Grant and DMV Grants	11/16/2015	40,794	0.0408%	NO	Grants
R-2015-106	Carryforwards from FY15 to FY16	11/16/2015	174,555	0.1747%	NO	General Fund Fund Balance
R-2015-107	\$7,925.00	11/16/2015	-	N/A	N/A	Contingency
R-2015-108	Carryforward funds for General RE Assessment Services	11/16/2015	32,039	0.0321%	NO	General Fund Fund Balance
R-2015-109	Victim Witness and Local Emergency Management Performance grants	11/16/2015	9,838	0.0098%	NO	Grants
R-2015-112	PSAP WEP Grant and Litter Control	12/7/2015	10,022	0.0100%	NO	Grants
R-2015-113	Comcast PEG Fees	12/7/2015	10,519	0.0105%	NO	Franchise agreement fees
R-2015-114	Dominion Power Econ Dev Roadmap Pilot Project	12/7/2015	10,000	0.0100%	NO	Grant
R-2015-115	JET Program Donations	12/7/2015	1,431	0.0014%	NO	Donations
R-2016-03	TANF and CSBG Grant funds	1/25/2016	418,515	0.4190%	NO	Grants
R-2016-04	Donations to TRIAD, Animal Shelter, K9 Bane and Robotics Club	1/25/2016	18,806	0.0188%	NO	Donations
R-2016-05	Transfer from capital projects to the capital maintenance reserve	1/25/2016	-	N/A	N/A	Transfer
R-2016-06	Transfer from Contingency for Library security cameras		-	N/A	N/A	Contingency
R-2016-09	Grants and Donations		6,579	0.0066%	NO	Donations
R-2016-10	Transfer from Contingency for fencing and backstop maintenance		-	N/A	N/A	Contingency
R-2016-11	Grants and Donations		12,858	0.0129%	NO	Grant

**Total Amendments = 5,668,149 5.674%**

**Total Amended Budget - All Funds = 105,558,543**



# Powhatan County Board of Supervisors Agenda Item

Meeting Date: February 22, 2016

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Agenda Item Title: Resolution R-2016-11 Amending the Fiscal Year 2016 Powhatan County Operating Budget by Budgeting and Appropriating \$12,858.00 in Item Conservation Grants from the Library of Virginia for Clerk of the Circuit Court

Motion: Move to approve Resolution R-2016-11 as presented

Dates Previously  
Considered by Board: N/A

Summary of Item: The Clerk of the Circuit Court was awarded a grant from the Library of Virginia's Virginia Circuit Court Records Preservation Program in the amount of \$12,858.00. This grant will be used to continue the digitization of record books. This resolution budgets and appropriates these funds.

Staff:  Approve  Disapprove  See Comments

Commission/Board:  Approve  Disapprove  See Comments

County Administrator:   Approve  Disapprove  See Comments

Comments: None

Budget/Fiscal Impact: Budget and Appropriates state grant revenue.

Attachments: Grant Award and Resolutions Tracking Spreadsheet

Staff/Contact: Charla W. Schubert, Director of Finance and Administration , 804-598-5780; [cschubert@powhatanva.gov](mailto:cschubert@powhatanva.gov)

*If Board members have questions, please call the staff / contact prior to the meeting.*

**RESOLUTION  
AMENDING THE FISCAL YEAR 2016 POWHATAN COUNTY OPERATING BUDGET  
BY BUDGETING AND APPROPRIATING \$12,858.00 IN ITEM CONSERVATION  
GRANTS FROM THE LIBRARY OF VIRGINIA FOR CLERK OF THE CIRCUIT  
COURT**

**WHEREAS**, on May 18, 2015, the Powhatan County Board of Supervisors adopted Resolution R-2015-47, which adopted the Fiscal Year 2016 Powhatan Operating Budget in the amount of \$99,890,394; and

**WHEREAS**, the Code of Virginia Section [15.2-2507](#) states that any locality may amend its budget and must first hold a public hearing which is advertised once in the newspaper if any such amendment exceeds one percent of the total expenditures of the currently adopted budget; and

**WHEREAS**, the amendment of the budget in this resolution in the amount of \$12,858.00 (.0129%) does not exceed one percent of the adopted budget and therefore a public hearing was not held.

**NOW, THEREFORE, BE IT RESOLVED** that the FY 2016 Powhatan County Operating Budget is hereby amended, the funds appropriated as shown:

**GRANTS FUND**

**REVENUES**

LVA - Clerk Item Conservation Grant	3-116-024020-0002	\$	12,858.00
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**EXPENDITURES**

Item Conservation Grant	4-116-021101-8101	\$	12,858.00
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**ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON  
FEBRUARY 22, 2016.**

\_\_\_\_\_  
**William E. Melton, Chairman**  
**Powhatan County Board of Supervisors**

**ATTEST:**

\_\_\_\_\_  
**Patricia A. Weiler, Clerk**  
**Powhatan County Board of Supervisors**

*Recorded Vote:*

<i>David T. Williams</i>	___
<i>Larry J. Nordvig</i>	___
<i>Angela Y. Cabell</i>	___
<i>William E. Melton</i>	___
<i>Carson L. Tucker</i>	___

January 26, 2016

The Honorable Teresa H. Dobbins  
Clerk of the Circuit Court  
Powhatan County  
3880 Old Buckingham Road  
Suite C  
Powhatan, VA 23139

Grant Agreement Number: 2016A-49

Dear Ms. Dobbins,

The Circuit Court Records Preservation Grants Review Board met on December 14 to consider sixty-nine applications submitted from sixty-one localities, making it the most competitive cycle yet. It is our pleasure to inform you that your Item Conservation grant application to the Virginia Circuit Court Records Preservation Program has been **approved at a reduced amount of \$12,858.00 (conserve Deed Books 13, 16, 17, and 25)** by the review board, subject to the stated amount, availability of funds, and any provisos listed in this letter or on the enclosed CCRP Grants Program Application Certification form. Please review these provisos carefully to determine the scope and/or limitations of the project.

You will find the Application Certification form enclosed. This agreement, along with the original grant application details the term of your project, the portion of your project supported with grant funds, and the specific work that is to be accomplished. It will also indicate your fiscal and program reporting requirements. Please read the agreement carefully and return it to Michelle Washington at the Library of Virginia in the prepaid envelope included in this mailing. If you have any questions regarding this award or agreement, please contact Greg Crawford at (804) 692-3505.

Please accept our congratulations on the approval of your application. We appreciate your interest in preserving Virginia's documentary heritage and extend our best wishes for a successful project.

Sincerely,



Sandra G. Treadway  
State Librarian and State Archivist of Virginia



Chaz W. Haywood  
President, Virginia Court Clerks' Association

Received & Filed this 26<sup>th</sup> day of January, 2016 at 10:30AM  
Powhatan County Circuit Court  
By: S. Roxanne Salegro, DC  
29 of 137  
Via Email

**County of Powhatan  
Amendments to the FY 2016 Budget**

**Total Adopted Budget - All Funds = 99,890,394**  
**1% of Total Adopted Budget - All Funds = 998,904**

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**Total Amendments = 5,668,149 5.674%**

**Total Amended Budget - All Funds = 105,558,543**



# Powhatan County Board of Supervisors Agenda Item

Meeting Date: February 22, 2016

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Agenda Item Title: Richmond Regional Planning District Commission (RRPDC) – Planning Commission Representative

Motion: Move to appoint \_\_\_\_\_ to the RRPDC as the Planning Commission representative.

Dates Previously Considered by Board: n/a

Summary of Item: The commission is composed of three (3) representatives who are appointed by the Board of Supervisors – two (2) elected officials (Board members), one (1) Planning Commission member, and one (1) alternate.

The terms of office of commission members who are also members of governing bodies shall be coincident with their elected terms of office. The terms of office of commission members who are also members of the local planning commission shall be coincident with their appointed terms of office as members of such planning commissions. The terms of alternate members shall be coincident with the elected terms of office of their designated member of the governing body.

RRPDC is a regional planning agency with major emphasis in the areas of transportation, water resources and solid waste planning, local technical assistance and information services including demographic, economic and geographic information systems. The Planning District is comprised of elected officials and citizens who address mutual problems and find solutions for the local governments which benefit from intergovernmental cooperation.

Staff:   N/A   Approve      \_\_\_ Disapprove      \_\_\_ See Comments

Planning Commission/Board:   N/A   Approve      \_\_\_ Disapprove      \_\_\_ See Comments

County Administrator:   N/A   Approve      \_\_\_ Disapprove      \_\_\_ See Comments

Comments: None

Budget/Fiscal Impact: None

Attachments: Matrix

Staff/Contact: Patricia A. Weiler, County Administrator, (804) 598-5612, [pweiler@powhatanva.gov](mailto:pweiler@powhatanva.gov)

*If Board members have questions, please call the staff / contact prior to the meeting.*

**Richmond Regional Planning District Commission Board**

<b>Appointee</b>	<b>Appointed By</b>	<b>When Appointed</b>	<b>Term</b>	<b>Term Begins</b>	<b>Term Ends</b>
Larry J. Nordvig Po Box 394 Powhatan, VA 23139 598-8851 <i>Board of Supervisors</i>	Board of Supervisors	January 4, 2016	4 years	January 1, 2016	December 31, 2019
Carson Tucker 3845 Old River Trail Powhatan, VA 23139 598-2213 <i>Board of Supervisors</i>	Board of Supervisors	January 4, 2016	4 years	January 1, 2016	December 31, 2019
Karin Carmack 4111 Old River Trail Powhatan, VA 23139 804-598-0632 <i>Planning Commissioner</i>	Board of Supervisors	May 6, 2013	4 years		January 31, 2016
Angela Y. Cabell Po Box 781 Powhatan, VA 23139 598-9696 <i>Alternate</i>	Board of Supervisors	January 4, 2016	4 years	January 1, 2016	December 31, 2019

**Composition:**

RRPDC By-laws - The commission is composed of three (3) representatives who are appointed by the Board of Supervisors (two (2) elected officials (Board members) and one (1) Planning Commission member) and one (1) alternate.

**Term:**

The terms of office of commission members who are also members of governing bodies shall be coincident with their elected terms of office. The terms of office of commission members who are also members of the local planning commission shall be coincident with their appointed terms of office as members of such planning commissions. The terms of alternate members shall be coincident with the elected terms of office of their designated member of the governing body.

**Sworn In:**

No oath of office required.

**Mission:**

The Richmond Regional Planning District Commission (RRPDC) is a regional planning agency with major emphasis in the areas of transportation, water resources and solid waste planning, local technical assistance and information services including demographic, economic and geographic information systems. The Planning District, which was formed by local governments in 1968 under the Authority of the Virginia Area Development Act – revised and retitled the Regional Cooperation Act in 1995 – is comprised of elected officials and citizens who address mutual problems and find solutions for the local governments which benefit from intergovernmental cooperation.

#### RRPDC's Major Objectives

1. Identify issues and opportunities of an inter-jurisdictional nature.
2. Establish plans and policies for addressing those regional issues.
3. Identify ways and means for state and local governments and the private sector to implement programs.
4. Help promote cooperation among state and local governments in issue resolution.
5. Provide technical assistance and information services to its member jurisdictions.

Representatives appointed by the nine local governments that serve on the Commission meet monthly to discuss and approve intergovernmental plans. Between the monthly meetings, a professional support staff prepares technical data and reports which the Commission uses to make informed decisions.

Committees comprised of elected and appointed officials, business representatives, citizens and professional technical staff also meet to discuss regional goals and prepare recommendations for the Planning District Commission and the Richmond Area Metropolitan Planning Organization. The PDC provides computerized mapping and information services to its members and assists in the development of grant applications. It provides demographic, geographic, economic and other information to the public. The Commission also hosts special regional and statewide conferences on a variety of topics important to local development.

#### **Where/When Meet:**

The Board meets on the second Thursday of each month at 9:00 a.m. in the large conference room at the Richmond Regional Planning District Commission Office, 9211 Forest Hill Avenue, Suite 200, Richmond, VA.

#### **Notification Requirements:**

Meetings are organized and managed by the Richmond Regional Planning District Commission ([www.richmondregional.org](http://www.richmondregional.org)).

#### **Compensation:**

Members are paid \$40 per meeting if they attend.





## Powhatan County Board of Supervisors Agenda Item

Meeting Date: February 22, 2016

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Agenda Item Title: Economic Development Authority (EDA)

Motion: Move to appoint/reappoint \_\_\_\_\_ to the EDA to fill the remaining term of Yowanda Brown commencing February 1, 2016 and expiring June 30, 2016

Move to appoint/reappoint \_\_\_\_\_ to the EDA for a four year term commencing February 1, 2016 and expiring June 30, 2019

Dates Previously  
Considered by Board: n/a

Summary of Item: There are seven (7) members on the Economic Development Authority appointed by the Board of Supervisors. Currently, the Economic Development Authority by-laws do not specify that members be appointed by district.

There are four (4) positions to be filled.

One position fills the unexpired term of Yowanda Brown and would be for the period February 1, 2016 through June 30, 2016.

Three of the positions are for the period February 1, 2016 to June 30, 2019

Staff: N/A Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ See Comments

Commission/Board: N/A Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ See Comments

County Administrator: N/A Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ See Comments

Comments: None

Budget/Fiscal Impact: None

Attachments: Matrix, Applications for Appointment

Staff/Contact: March Altman, Deputy County Administrator, 804-598-5605  
[maltman@powhatanva.gov](mailto:maltman@powhatanva.gov).

*If Board members have questions, please call the staff / contact prior to the meeting.*

**Economic Development Authority – IDA name changed 3/11/2002**

<b>Appointee</b>	<b>Appointed By</b>	<b>When Appointed</b>	<b>Term</b>	<b>First Appointment Date</b>	<b>Expiration Date</b>
Gary Nester 3305 Pineacre Drive Powhatan, VA 23139 804-598-3434 <a href="mailto:grnjer333@aol.com">grnjer333@aol.com</a>	Board of Supervisors	July 1, 2013	4 years	July 1, 2013	July 31, 2017
R. Larry Lyons - Chairman 2610 Gullane Rd. P.O. Box 224 Powhatan, VA 23139 804-403-3755 804-241-8126 (cell) <a href="mailto:rlyons8509@gmail.com">rlyons8509@gmail.com</a>	Board of Supervisors	April 11, 2011	4 years	June 9, 2003	May 30, 2015
Phil Sherman 1390 Quarter Mill Court Powhatan, VA 23139 804-598-4164 <a href="mailto:pkshermanjr@comcast.net">pkshermanjr@comcast.net</a>	Board of Supervisors	July 1, 2013	4 years	July 1, 2013	June 30, 2017
William Moslow, Jr. 14530 Sarum Terrace Midlothian, VA 23113 804-598-5579 <a href="mailto:bmoslow@moslowwood.com">bmoslow@moslowwood.com</a>	Board of Supervisors	July 16, 2012	4 years	July 16, 2012	July 31, 2016
Art Goodwyn, Jr. 3650 Branch Lake Ct. Powhatan, VA 23139 598-3633 (day) 804-598-5878 (evening) <a href="mailto:art@goodwynlumber.com">art@goodwynlumber.com</a>	Board of Supervisors	March 14, 2011	4 years	March 14, 2011	April 30, 2015
Russ Holland – Vice Chairman 2445 Manakintown Ferry Road Powhatan, VA 23139 (804) 512-5499 (cell) <a href="mailto:holland.house@mindspring.com">holland.house@mindspring.com</a>	Board of Supervisors	May 7, 2012	4 years	May 7, 2012	May 30, 2015 Finishing out term

**Economic Development Authority – IDA name changed 3/11/2002**

<p>Yowanda Brown          4857 Cartersville Road          Powhatan, VA 23139  <u>Resignation letter received</u>  <u>5/29/2015</u></p>	<p>Board of Supervisors</p>	<p>May 7, 2012</p>	<p>4 years</p>	<p>March 9, 2009</p>	<p>May 31, 2016</p>
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Section [15.2-4903](#) of the Industrial Development and Revenue Bond Act, Chapter 49, Article 15.2 of the Code of Virginia of 1950, as amended, authorizes the Board of Supervisors of the County of Powhatan, Virginia to name its Industrial Development Authority the Economic Development Authority of the County of Powhatan, Virginia. Section [26-32](#) of the Powhatan County Code created the Powhatan County Economic Development Authority.

**Composition:**

There are seven members on the Economic Development Authority appointed by the Board of Supervisors. Currently, the Economic Development Authority by-laws do not specify that members be appointed by district.

**Term:**

Members are appointed to a four-year term. There are no specified term limits.

**Sworn-In:**

All members must take an oath of office, given by the Clerk of the Circuit Court, to qualify.

**Mission:**

The Economic Development Authority is empowered to identify, promote, and support new development projects and expand existing areas of development for the purpose of increasing the economic productivity of the State. The Economic Development Authority shall serve as a conduit for public funds for start-up development projects, including joint ventures and related activities which are not suitable for investment by the private sector and shall establish, subsidize, advise on, assist or promote, or participate in the establishment or promotion of, any enterprise, and manage or participate in the management, supervision, conduct or control of the business, or affairs of, any enterprise.

The Economic Development Authority shall expend funds for the study or implementation of projects determined by the Board to be of social or economic benefit to the inhabitants of the State and shall provide advisory extension services for the benefit of any enterprise. The Economic Development Authority shall make or guarantee loans to assist the acquisition, construction, development, administration or extension of any enterprise, and shall acquire property, or any interest in, or related to, property, and own, hold, improve or develop, conserve or rehabilitate any property, or prepare any property for development, conservation or rehabilitation.

**Economic Development Authority – IDA name changed 3/11/2002**

They also shall form, or assist or participate in forming companies, corporations and joint ventures for the purpose of carrying on business enterprises, and shall borrow money and accept advances, contributions and other assistance in accordance with their bylaws. The Economic Development Authority shall make contracts and other instruments that the Board considers necessary or convenient for the exercise and performance of its powers and functions and shall insure, or provide for the insurance of, any property, project or operation against all or any risks with an insurer approved by the Board.

**When/Where Meet:**

Meetings are held on a called basis.

**Notification Requirements:**

All meetings shall be open to the public. Notification shall be sent to the local newspaper and posted on the Powhatan County website.

**Compensation:**

None



**COUNTY OF POWHATAN, VIRGINIA  
APPLICATION FOR  
COUNTY BOARDS, COMMISSIONS, COMMITTEES AND AUTHORITIES**

All appointments to County Boards and Commissions are made by the Board of Supervisors. Please complete this application in its entirety. Use dropdown boxes where applicable.

Print and return the application by fax to (804) 598-7835, by e-mail to [kjackson@powhatanva.gov](mailto:kjackson@powhatanva.gov) or by mail to Deputy Clerk to the Board of Supervisors, Powhatan County Administration, 3834 Old Buckingham Rd, Powhatan VA 23139. For additional information regarding this application, contact Kalli Jackson at (804) 598-5612.

DISTRICT:	District 3 - Bethesda/Lee's Landing	CURRENT DATE:	January 5, 2016
NAME:	Timothy G Benusa	EMAIL ADDRESS:	tim@benusacpa.com
ADDRESS:	2430 Robert E. Lee Road	DAY PHONE:	804-897-4583
CITY/STATE/ ZIP:	Powhatan	EVENING PHONE:	804-349-9763

Please choose from dropdown menu which board/committee you are interested in being appointed to and complete the information below. A separate application must be submitted for each board/committee that you are interested in serving on. Additional and continued information can be included on an additional page.

BOARD/COMMITTEE	Economic Development Authority
EDUCATION	Bachelor of Science - Accounting
EMPLOYMENT AND/OR VOLUNTEER WORK EXPERIENCE	Certified Public Accountant
COMMUNITY INVOLVEMENT	Vice president Powhatan Habitat for Humanity Board member Free Clinic of Powhatan Board member Powhatan Crime Solvers Finance Council President for St. John Neumann Church
SPECIAL SKILLS (please note any skills such as bilingual, multicultural interaction, youth outreach, etc.)	

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**COUNTY OF POWHATAN, VIRGINIA  
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DISTRICT:	<input type="text"/>	CURRENT DATE:	<input type="text"/>
NAME:	<input type="text"/>	EMAIL ADDRESS:	<input type="text"/>
ADDRESS:	<input type="text"/>	DAY PHONE:	<input type="text"/>
CITY/STATE/ ZIP:	<input type="text"/>	EVENING PHONE:	<input type="text"/>

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BOARD/COMMITTEE	<input type="text"/>
EDUCATION	<input type="text"/> <input type="text"/> <input type="text"/>
EMPLOYMENT AND/OR VOLUNTEER WORK EXPERIENCE	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
COMMUNITY INVOLVEMENT	<input type="text"/> <input type="text"/> <input type="text"/>
SPECIAL SKILLS (please note any skills such as bilingual, multicultural interaction, youth outreach, etc.)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

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DISTRICT:	District 1 - Subletts/Manakin/Flatrock	CURRENT DATE:	May 12, 2015
NAME:	Robert Gibson	EMAIL ADDRESS:	crgjr42@gmail.com
ADDRESS:	2378 Founders Creek Court	DAY PHONE:	804 794-8754
CITY/STATE/ ZIP:	Midlothian, VA 23113	EVENING PHONE:	cell 804 240-9043

Please choose from dropdown menu which board/committee you are interested in being appointed to and complete the information below. A separate application must be submitted for each board/committee that you are interested in serving on. Additional and continued information can be included on an additional page.

BOARD/COMMITTEE	Economic Development Authority
EDUCATION	Virginia Commonwealth University (RPI) BS Business, 1963
EMPLOYMENT AND/OR VOLUNTEER WORK EXPERIENCE	County of Louisa, Director of Economic Development Virginia Department of Labor & Industry, Chief Deputy Commissioner Virginia Economic Development Partnership, Managing Director of Global Business Development Division Virginia Department of Economic Development, Marketing Manager Volunteer: St. Francis Hospital
COMMUNITY INVOLVEMENT	Founders Bridge Golf Villa Association, Vice President
SPECIAL SKILLS (please note any skills such as bilingual, multicultural interaction, youth outreach, etc.)	In-depth experience and knowledge in economic development

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DISTRICT:	District One	CURRENT DATE:	23 March 2015
NAME:	Russell Holland	EMAIL ADDRESS:	holland.house@mindspring.com
ADDRESS:	2445 ManakinTown Ferry Rd	DAY PHONE:	804 512-5499
CITY/STATE/ZIP:	Midlothian, VA 23113	EVENING PHONE:	804 512-5499

Please choose from dropdown menu which board/committee you are interested in being appointed to and complete the information below. A separate application must be submitted for each board/committee that you are interested in serving on. Additional and continued information can be included on an additional page.

BOARD/COMMITTEE	ECONOMIC DEVELOPMENT AUTHORITY
EDUCATION	Retired U.S. Army Officer Property Management, thereafter
EMPLOYMENT AND/OR VOLUNTEER WORK EXPERIENCE	Served on Board of Equalization & Board of Supervisors Powhatan County, VA Virginia Dept of Game & Inland Fisheries Hunter Education Instructor
COMMUNITY INVOLVEMENT	Concerned citizen
SPECIAL SKILLS (please note any skills such as bilingual, multicultural interaction, youth outreach, etc.)	

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DISTRICT:	District 1 - Subletts/Manakin/Flatrock <input type="checkbox"/>	CURRENT DATE:	04/20/2015
NAME:	Russell E. Holland Jr.	EMAIL ADDRESS:	rehollandjr@gmail.com
ADDRESS:	1898 A Norwood Creek Drive	DAY PHONE:	804 316-0197
CITY/STATE/ ZIP:	Powhatan VA 23139	EVENING PHONE:	804 316-0197

Please choose from dropdown menu which board/committee you are interested in being appointed to and complete the information below. A separate application must be submitted for each board/committee that you are interested in serving on. Additional and continued information can be included on an additional page.

BOARD/COMMITTEE	Economic Development Authority <input type="checkbox"/>
EDUCATION	Masters of Accountancy, Virginia Tech 1994 Bachelors of Science, Accounting & Mgt Science Virginia Tech 1993 Powhatan High School Graduate, Class of 1988
EMPLOYMENT AND/OR VOLUNTEER WORK EXPERIENCE	IT Business Specialist / Project Manager - Dominion Commerical Real Estate Broker - Thalhimer and Independent Manager, IT Projects, Financial Services - Accenture Financial Services Process Consultant - Price Waterhouse Coopers
COMMUNITY INVOLVEMENT	Guest Services Coordinator - PCC Powhatan Citizens Planning Academy - 2006
SPECIAL SKILLS (please note any skills such as bilingual, multicultural interaction, youth outreach, etc.)	Although I only speak a little German and Spanish I have had the opportunity to travel extensively and lived in 2 foreign countries for extended periods of time. I was also a PhD Candidate at Penn State for 2 years in Real Estate focused on the impact of governance on property values.

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DISTRICT:	District Five (5)	CURRENT DATE:	February 16, 2016
NAME:	Daniel G. Jones	EMAIL ADDRESS:	djones@galliermeyer.com
ADDRESS:	3901 Old River Trail	DAY PHONE:	804/432-3806
CITY/STATE/ZIP:	Powhatan, Va. 23139	EVENING PHONE:	804/598-4704

Please choose from dropdown menu which board/committee you are interested in being appointed to and complete the information below. A separate application must be submitted for each board/committee that you are interested in serving on. Additional and continued information can be included on an additional page.

BOARD/COMMITTEE	Economic Development Authority of Powhatan
EDUCATION	B.S. Economics Virginia Commonwealth University M.A. Economic University of Nebraska Economic Development Certificate - U. of Oklahoma, U. of North Carolina and Virginia Tech.
EMPLOYMENT AND/OR VOLUNTEER WORK EXPERIENCE	Senior Economist / Commonwealth of Virginia; Director of Economic Development / Powhatan; Business Development V.P. / Central Virginia Bank; Commercial Realtor / Gallier Meyer Real Estate; Board Member of Chair Powhatan EDA
COMMUNITY INVOLVEMENT	Founding member of Powhatan Leadership Institute; President of Richmond Association for Business Economics; Board Member of Powhatan YMCA & Powhatan Habitat; President of Powhatan Chamber of Commerce; VP of CRLC
SPECIAL SKILLS (please note any skills such as bilingual, multicultural interaction, youth outreach, etc.)	Strategic and long range planning; coalition building; economic and business development; economic and statistical research; community development and coaching skills.

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## Daniel G. Jones

3901 Old River Trail, Powhatan, Virginia 23139 | C: 804-432-3806 | Email: djones@galliermeyer.com

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### Professional Summary

Experienced in management, strategic and long-range planning and coalition building. Possess strong value system and able to reach goals. Highly skilled in fostering entrepreneurial ventures and opportunities. Experienced in economic development, business and client development, community banking and economic/demographic research and analysis. Have maintained a lifelong passion for environmental and conservation issues and understand the resulting impact of development on long-term health and viability of local communities.

### Strengths

- Currently represent real estate clients with attention to detail, strategic advice and coaching skills.
- Build business relationships with individual clients through community, economic and workforce development in both public and private sectors.
- Possess thorough working knowledge of state, federal, local and regional governments.
- Collaborate successfully on many initiatives with civic and environmental organizations.
- Exhibit strong attention to detail and problem solving skills.
- Utilize a nationwide network of contacts and business leaders.

### Experience

#### **Gallier Meyer Real Estate Services, Powhatan, VA – Commercial Real Estate Salesperson – 2010-Present**

Responsible for building the Gallier Meyer sales and leasing client base within the Richmond area commercial real estate community.

#### **Central Virginia Bank, Powhatan, VA – Vice President of Business Development – 2006-2010**

Responsible for sustaining business relationships and engaging new businesses to use Central Virginia Bank as their partner. Responsibilities included maintaining leadership roles and involvement in Powhatan County, metropolitan and regional organizations and non-profit boards. Generated approximately \$20 million in business sector loans, as well as new home mortgage and customer deposit base. Bank sold.

#### **County of Powhatan, Powhatan, VA – Director of Economic Development – 1996-2006**

Appointed first Director of Economic Development. Coached Powhatan County officials on the importance of a more assertive role in the County's economic future planning and quality of life for County residents. Created and implemented a strategic economic development plan for the County that was environmentally sound. Addressed infrastructure needs and attracted quality economic development with emphasis on maintaining rural charm and embracing growth. Results from coalition building initiatives:

- Architectural Review Board.
- Agribusiness Industry Conference, Broadband Forum, Small Business Conference, Powhatan's Festival of the Grape, Courthouse Economic Initiative, Powhatan Leadership Institute, Powhatan/Goochland Economic Development Authority Summit and Powhatan County 225<sup>th</sup> Anniversary celebration.
- Economic Development Action Program with Virginia Tech and Dominion Virginia Power, Courthouse Village Economic Initiative and Target Industry Study with Virginia Commonwealth University Center for Urban Development.
- Engineering studies of business service areas, selection of engineering firms for design and construction of water and wastewater facilities and advocate for fiscal impact analysis.
- Virginia State Golf Association.
- Major business parks in Powhatan County including Oak Bridge and South Creek accounting for over \$120 million in private sector capital investment.
- Percent of total local tax revenue generated by the business sector was increased by threefold.
- Conservation, private sector land trusts and historic preservation organizations.
- Over \$50 million in public sector capital projects were funded through the Economic Development Authority including a new high school and library, which have received statewide acclaim.

#### **Commonwealth of Virginia, Richmond, VA – Chief Economist, Virginia Employment Commission – 1989-1996**

Responsible for analysis of labor market, economic and demographic trends as well as dissemination of census data to statewide network of 35 universities/colleges, state agencies, business associations and regional planning affiliates.

- Successfully (I think successfully should be deleted?) Led diverse group of 15 economists and labor market analysts in generation of official state population projections for use of The Commonwealth's executive and legislative branches. Analyzed and released monthly employment/unemployment figures and economic impact study for a variety of public and private facilities.
- Planned and implemented numerous large conferences.
- Conducted research studies mandated by the state government.
- Held policy analyst and economist positions with the Virginia Department of Planning and Budget.
- Taught economics, as adjunct professor, at John Tyler and J. Sargeant Reynolds community colleges.

## **Daniel G. Jones**

3901 Old River Trail, Powhatan, Virginia 23139 | C: 804-432-3806 | Email: djones@galliermyer.com

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### **Professional Affiliations**

**Capital Region Land Conservancy: Vice President, Board of Directors and Founding Board Member/Chair of Easement Committee (2005-present)**  
**Murie Center/National Park Partnership, Grand Teton National Park: Board of Directors (2009-present)**  
**James River Master Naturalist: Founding Board Member (2010-present)**  
**St. Francis/St. Emma: Board of Directors (2002-2011) Finance Committee (2011-present)**  
**Habitat for Humanity/Powhatan: Board of Directors (2011-present)**  
**Elizabeth Randolph Lewis Powhatan YMCA: Board of Directors (2011-present)**  
**Rotary Club of Powhatan: Board of Directors/Foundation Chair (2010-present)**  
**Powhatan County Leadership Institute: Founding Board Member**  
**Powhatan Tomorrow: Founding Board Member (2006-present)**  
**Richmond Association for Business Economics: Board member and Past President (2004-present)**  
**Powhatan Anti-Litter Council: Founding Board Member**  
**Powhatan's Festival of the Grape: Founding Board Member**  
**Capital Area Workforce Investment Board: Executive Committee (2000-present)**  
**Powhatan Chamber of Commerce: President/Board of Directors/Ambassador (1999-present)**  
**Powhatan County Vocational Education Advisory Committee: Vice-Chairman (1995-2012) Performing Arts Foundation of Powhatan: Founding Board Member**  
**Powhatan County Economic Development Citizens Working Group: Chairman (2006-2009)**  
**Jamestown 2007 Powhatan Program Committee: Co-Chairman (2004-2007)**  
**Powhatan County Economic Development Authority: Chairman/Secretary/Staff (1998-2006)**  
**James River Development Corporation: Board of Directors (1996-2006)**  
**Powhatan Extension Leadership Council (1996-2006)**  
**Richmond Regional Competitiveness Committee: Richmond Regional Planning District Commission (1998-2003)**  
**Workforce Leadership Council: Greater Richmond Chamber of Commerce (2000-2004)**  
**Virginia Tech Extension Statewide Family and Consumer Sciences Leadership Council (1996-2002)**  
**Federal-State Cooperative for Population Projections: National Chairman (1994-1995)**  
**Chesterfield Chamber of Commerce: Member Value Committee (2010-present)**  
**Greater Richmond Association of Commercial Realtors (2011-present)**  
**Midlothian Chesterfield Business Alliance (2008-present)**

### **Professional/Economic Development Training**

**Virginia Salesperson Examination Graduate (2006 & 2011)**  
Virginia Department of Professional Occupation and Regulation  
**Real Estate Sales Class Graduate (2006 & 2011)**  
Moseley Flint School of Real Estate  
**Marketable Industrial Sites and Buildings Course (1999)**  
Virginia Polytechnic Institute and State University  
**Economic Development Institute (1998-2000)**  
University of Oklahoma  
**Economic Development Course (1997)**  
University of North Carolina  
**Virginia Institute for Economic Development (1997)**  
Virginia Polytechnic Institute and State University  
**Virginia Industrial Development Authorities Institute (1996)**  
Virginia Polytechnic Institute and State University

### **Education**

**Master of Economics, University of Nebraska**

**Bachelor of Science, Virginia Commonwealth University**



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DISTRICT:	District 3 - Bethesda/Lee's Landing	CURRENT DATE:	March 31,2015
NAME:	Ralph Larry Lyons	EMAIL ADDRESS:	rlyons8509@gmail.com
ADDRESS:	2610 Gullane Road	DAY PHONE:	804-403-3755
CITY/STATE/ ZIP:	Powhatan, Va 23139	EVENING PHONE:	804-403-3755

Please choose from dropdown menu which board/committee you are interested in being appointed to and complete the information below. A separate application must be submitted for each board/committee that you are interested in serving on. Additional and continued information can be included on an additional page.

BOARD/COMMITTEE	Economic Development Authority
EDUCATION	BA UR 1970
EMPLOYMENT AND/OR VOLUNTEER WORK EXPERIENCE	Retired CEO Central Virginia Bank
COMMUNITY INVOLVEMENT	past president of Powhatan Lions Club POwhatan Jaycees Powhatan Chamber of Commerce
SPECIAL SKILLS (please note any skills such as bilingual, multicultural interaction, youth outreach, etc.)	

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DISTRICT:	1	CURRENT DATE:	FEB 2 2016
NAME:	JOHN C. WATKINS	EMAIL ADDRESS:	jm.watkins@johnwatkins.org
ADDRESS:	19045 FOREMERS KNOLL TR.	DAY PHONE:	804.514.8338
CITY/STATE/ZIP:	MIDDLETON VA. 23113	EVENING PHONE:	804.794.6949

Please choose from dropdown menu which board/committee you are interested in being appointed to and complete the information below. A separate application must be submitted for each board/committee that you are interested in serving on. Additional and continued information can be included on an additional page.

BOARD/COMMITTEE	ECONOMIC DEVELOPMENT AUTHORITY
EDUCATION	B.S. VA. TECH 1969
EMPLOYMENT AND/OR VOLUNTEER WORK EXPERIENCE	WATKINS NURSERY INC. 1970 - PRESENT WATKINS LAND LLC 1998 - PRESENT VIRGINIA HOUSE OF DELEGATES 1982 - 1998 VIRGINIA SENATE 1998 - 2015
COMMUNITY INVOLVEMENT	POWHATAN COUNCIL MIDDLETON BUSINESS ALLIANCE VA. MUSEUM OF FINE ARTS CHRISTOPHERSON CO. Bd. OF ZONING APPEALS 1977 - 1981
SPECIAL SKILLS (please note any skills such as bilingual, multicultural interaction, youth outreach, etc.)	

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# Powhatan County Board of Supervisors Agenda Item

Meeting Date: February 22, 2016

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Agenda Item Title: Resolution R-2016-12 Amending the Powhatan County Employee Classification and Compensation Plan

Motion: Move to approve Resolution R-2016-12 as presented

Dates Previously  
Considered by Board: June 15, 2015

Summary of Item: The County contracted with Condrey and Associates in November 2014 to develop a classification and compensation plan. The Board of Supervisors adopted the plan on June 15, 2015. The contract with Condrey and Associates allowed for an employee appeal process. The process began in October 2015 and was completed in January 2016. A summary of the appeals is attached. The Classification and Compensation Plan is being amended for the results of the appeal process.

Staff:  Approve  Disapprove  See Comments

Commission/Board:  Approve  Disapprove  See Comments

*POW*

County Administrator:  Approve  Disapprove  See Comments

Comments: None

Budget/Fiscal Impact: Costs as a result of appeals were included in the implementation costs.

Attachments: None

Staff/Contact: Linda Jones, HR Manager, 804- 598-5798, [ljones@powhatanva.gov](mailto:ljones@powhatanva.gov)

*If Board members have questions, please call the staff / contact prior to the meeting.*

**RESOLUTION AMENDING THE POWHATAN COUNTY EMPLOYEE CLASSIFICATION AND COMPENSATION PLAN**

**WHEREAS**, Powhatan County contracted with Condrey and Associates in November 2014 to develop a classification and compensation plan; and

**WHEREAS**, the Powhatan County Board of Supervisors adopted the Powhatan County Employee Classification and Compensation Plan with Resolution R-2015-56 on June 15, 2015; and

**WHEREAS**, the contract with Condrey and Associates allowed for an employee appeal process that began in October 2015 and was completed in January 2016; and

**WHEREAS**, the Powhatan County Employee Classification and Compensation Plan is being amended as a result of the appeal process.

**NOW, THEREFORE, BE IT RESOLVED** by the Powhatan County Board of Supervisors that the adopted Powhatan County Classification and Compensation Plan is hereby amended per the attached Powhatan County Employee Classification and Compensation Plan with an effective date of July 1, 2015.

**ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON FEBRUARY 22, 2016.**

\_\_\_\_\_  
**William E. Melton, Chairman**  
**Powhatan County Board of Supervisors**

**ATTEST:**

\_\_\_\_\_  
**Patricia A. Weiler, Clerk**

**Powhatan County Board of Supervisors**

*Recorded Vote:*

*David T. Williams*        \_\_\_  
*Larry J. Nordvig*        \_\_\_  
*Angie Y. Cabell*         \_\_\_  
*William E. Melton*       \_\_\_  
*Carson L. Tucker*      \_\_\_

## Attachment to Resolution R-2016-12

**Powhatan County**

**Employee Classification and Compensation Plan - Amended February 22, 2016**

**Compensation Scale**

**Effective July 1, 2015**

Grade	Annual			Hourly			Grade
	Minimum	Mid-Point	Maximum	Minimum	Mid-Point	Maximum	
1	16,626	20,782	24,938	7.99	9.99	11.99	1
2	17,457	21,821	26,185	8.39	10.49	12.59	2
3	18,330	22,912	27,495	8.81	11.02	13.22	3
4	19,246	24,058	28,869	9.25	11.57	13.88	4
5	20,208	25,261	30,313	9.72	12.14	14.57	5
6	21,219	26,524	31,828	10.20	12.75	15.30	6
7	22,280	27,850	33,420	10.71	13.39	16.07	7
8	23,394	29,242	35,091	11.25	14.06	16.87	8
9	24,564	30,704	36,845	11.81	14.76	17.71	9
10	25,792	32,240	38,688	12.40	15.50	18.60	10
11	27,081	33,852	40,622	13.02	16.27	19.53	11
12	28,435	35,544	42,653	13.67	17.09	20.51	12
13	29,857	37,321	44,786	14.35	17.94	21.53	13
14	31,350	39,188	47,025	15.07	18.84	22.61	14
15	32,918	41,147	49,376	15.83	19.78	23.74	15
16	34,563	43,204	51,845	16.62	20.77	24.93	16
17	36,292	45,364	54,437	17.45	21.81	26.17	17
18	38,106	47,633	57,159	18.32	22.90	27.48	18
19	40,011	50,014	60,017	19.24	24.05	28.85	19
20	42,012	52,515	63,018	20.20	25.25	30.30	20
21	44,113	55,141	66,169	21.21	26.51	31.81	21
22	46,318	57,898	69,477	22.27	27.84	33.40	22
23	48,634	60,793	72,951	23.38	29.23	35.07	23
24	53,498	66,872	80,246	25.72	32.15	38.58	24
25	58,847	73,559	88,271	28.29	35.36	42.44	25
26	64,732	80,915	97,098	31.12	38.90	46.68	26
27	71,205	89,007	106,808	34.23	42.79	51.35	27
28	78,326	97,907	117,489	37.66	47.07	56.48	28
29	86,158	107,698	129,238	41.42	51.78	62.13	29

## Attachment to Resolution R-2016-12

### Powhatan County

### Employee Classification and Compensation Plan - Amended February 22, 2016

### Position Classifications

### By Department

<b>Dept</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Grade</b>	<b>FLSA</b>
CA	103	Deputy County Administrator	29	E
CA	108	Senior Executive Associate/ Deputy Clerk	19	N
CA	109	Executive Associate	17	N
CA	111	HR Manager	26	E
CA	122	Recreation Coordinator	21	E
CAT	202	Paralegal	19	N
CWA	303	Deputy Commonwealth's Attorney	28	E
CWA	304	Assistant Commonwealth's Attorney	26	E
CWA	305	Administrative Associate - Commonwealth Attorney	15	N
CCC	403	Chief Deputy Clerk – Circuit Court	19	E
CCC	406	Deputy Clerk III – Circuit Court	15	N
CCC	410	Deputy Clerk II – Circuit Court	14	N
CCC	412	Deputy Clerk I – Circuit Court	12	N
CDD	501	Director of Community Development	27	E
CDD	502	Planning and Zoning Manager	24	E
CDD	503	Zoning Administrator	22	E
CDD	504	Environmental Coordinator	21	E
CDD	505	Senior Planner	21	E
CDD	507	Planner	19	E
CDD	506	Erosion and Sediment Inspector	17	N
CDD	508	Planning and Zoning Technician	12	N
CDD	511	Building Official	24	E
CDD	512	Building Plan Reviewer	21	E
CDD	513	Building Inspector	19	N
CDD	515	Building Permit Technician	12	N
COR	603	Chief Deputy Revenue Commissioner	19	E
COR	606	Deputy Revenue Clerk III	15	N
COR	610	Deputy Revenue Clerk II	14	N
COR	612	Deputy Revenue Clerk I	12	N
TRO	703	Chief Deputy Treasurer	19	E
TRO	706	Deputy Treasurer Clerk III	15	N
TRO	710	Deputy Treasurer Clerk II	14	N
TRO	712	Deputy Treasurer Clerk I	12	N
FIN	801	Director of Finance	27	E
FIN	804	Accountant	21	E
FIN	806	Accounting Analyst	19	N
FIN	808	HR and Accounting Analyst	19	N

## Attachment to Resolution R-2016-12

### Powhatan County

### Employee Classification and Compensation Plan - Amended February 22, 2016

### Position Classifications

### By Department

<b>Dept</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Grade</b>	<b>FLSA</b>
ITD	901	Director of Information Technology	27	E
ITD	903	IT Systems Administrator	22	N
ITD	905	IT Technician	17	N
ITD	907	Communications and IT Specialist	19	N
ITD	911	GIS Coordinator	22	E
ITD	913	GIS Technician	17	N
ITD	915	Media Technician	10	N
LIB	1001	Library Director	26	E
LIB	1003	Library Administrative Coordinator	15	N
LIB	1005	Library Systems Technician	12	N
LIB	1007	Library Youth Services Coordinator	12	N
LIB	1009	Senior Library Clerk	10	N
LIB	1011	Library Clerk	8	N
LIB	1015	Library Aide	6	N
FRD	1101	Fire & Rescue Chief	28	E
FRD	1102	Assistant Fire & Rescue Chief	24	E
FRD	1103	Fire Marshall	20	E
FRD	1104	Emergency Management Coordinator	20	E
FRD	1105	EMS Coordinator	20	E
FRD	1106	Administrative Associate - Fire & Rescue	15	N
PWD	1201	Director of Public Works	27	E
PWD	1204	Utilities Manager	24	E
PWD	1206	Facilities & Grounds Manager	22	E
PWD	1207	Administrative Associate - Public Works	15	N
PWD	1209	Administrative Assistant - Public Works	10	N
PWD	1222	Utilities Operations Superintendent	21	N
PWD	1223	Utilities Operator I	17	N
PWD	1224	Utilities Operator II	16	N
PWD	1225	Utilities Operator III	15	N
PWD	1226	Utilities Maintenance Technician	12	N
PWD	1232	Convenience Center Supervisor	15	N
PWD	1233	Convenience Center Lead Operator	7	N
PWD	1235	Convenience Center Operator	5	N
PWD	1242	Facilities Supervisor	19	N
PWD	1243	Grounds Supervisor	19	N
PWD	1244	Maintenance Worker III	14	N
PWD	1245	Maintenance Worker II	10	N
PWD	1246	Maintenance Worker I	8	N

## Attachment to Resolution R-2016-12

**Powhatan County**

**Employee Classification and Compensation Plan - Amended February 22, 2016**

**Position Classifications**

**By Department**

<b>Dept</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Grade</b>	<b>FLSA</b>
REG	1301	Director of Elections	20	E
REG	1302	Deputy Voter Registrar	17	N
PSO	1402	Undersheriff	26	E
PSO	1403	Chief Deputy Sheriff	26	E
PSO	1404	Captain	25	E
PSO	1405	Lieutenant	23	N
PSO	1406	First Sergeant	22	N
PSO	1407	Sergeant	21	N
PSO	1412	Senior Detective	21	N
PSO	1414	Detective	20	N
PSO	1418	Deputy Sheriff	17	N
PSO	1421	Victim Witness Program Coordinator	17	E
PSO	1422	Administrative Associate - Sheriff	15	N
PSO	1423	Crime Analyst	15	N
PSO	1424	Sheriff System Technician	15	N
PSO	1426	Civil Clerk II	14	N
PSO	1427	Civil Clerk I	12	N
PSO	1431	Communications Manager	19	E
PSO	1432	Communications Supervisor	17	N
PSO	1433	Communications Specialist	14	N
PSO	1442	Animal Control Technician II	12	N
PSO	1443	Animal Control Technician I	8	N
PSO	1444	Administrative Assistant - Animal Control	10	N
SSD	1501	Director of Social Services	28	E
SSD	1503	Administrative Services Manager	22	E
SSD	1505	Benefit Programs Manager	22	E
SSD	1507	Family Services Manager	23	E
SSD	1509	Senior Benefit Programs Specialist	16	N
SSD	1511	Benefit Programs Specialist	15	N
SSD	1513	Senior Family Services Specialist	19	E
SSD	1515	Family Services Specialist	17	E
SSD	1517	Social Services Systems Technician	15	N
SSD	1519	Administrative Assistant - Social Services	10	N
SSD	1525	Children's Services Act Program Coordinator	19	E
SSD	1527	Community Action Program Coordinator	15	N
SSD	1529	Community Juvenile Officer	15	N

## Attachment to Resolution R-2016-12

### Powhatan County

### Employee Classification and Compensation Plan - Amended February 22, 2016

#### Position Classifications

#### By Grade

<b>Dept</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Grade</b>	<b>FLSA</b>
CA	103	Deputy County Administrator	29	E
CWA	303	Deputy Commonwealth's Attorney	28	E
SSD	1501	Director of Social Services	28	E
FRD	1101	Fire & Rescue Chief	28	E
CDD	501	Director of Community Development	27	E
FIN	801	Director of Finance	27	E
ITD	901	Director of Information Technology	27	E
PWD	1201	Director of Public Works	27	E
CWA	304	Assistant Commonwealth's Attorney	26	E
PSO	1403	Chief Deputy Sheriff	26	E
CA	111	HR Manager	26	E
LIB	1001	Library Director	26	E
PSO	1402	Undersheriff	26	E
PSO	1404	Captain	25	E
FRD	1102	Assistant Fire & Rescue Chief	24	E
CDD	511	Building Official	24	E
CDD	502	Planning and Zoning Manager	24	E
PWD	1204	Utilities Manager	24	E
SSD	1507	Family Services Manager	23	E
PSO	1405	Lieutenant	23	N
SSD	1503	Administrative Services Manager	22	E
SSD	1505	Benefit Programs Manager	22	E
PWD	1206	Facilities & Grounds Manager	22	E
PSO	1406	First Sergeant	22	N
ITD	911	GIS Coordinator	22	E
ITD	903	IT Systems Administrator	22	N
CDD	503	Zoning Administrator	22	E
FIN	804	Accountant	21	E
CDD	512	Building Plan Reviewer	21	E
CDD	504	Environmental Coordinator	21	E
CA	122	Recreation Coordinator	21	E
PSO	1412	Senior Detective	21	N
CDD	505	Senior Planner	21	E
PSO	1407	Sergeant	21	N
PWD	1222	Utilities Operations Superintendent	21	N

## Attachment to Resolution R-2016-12

### Powhatan County

### Employee Classification and Compensation Plan - Amended February 22, 2016

### Position Classifications

### By Grade

<b>Dept</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Grade</b>	<b>FLSA</b>
PSO	1414	Detective	20	N
REG	1301	Director of Elections	20	E
FRD	1104	Emergency Management Coordinator	20	E
FRD	1105	EMS Coordinator	20	E
FRD	1103	Fire Marshall	20	E
FIN	806	Accounting Analyst	19	N
CDD	513	Building Inspector	19	N
CCC	403	Chief Deputy Clerk – Circuit Court	19	E
COR	603	Chief Deputy Revenue Commissioner	19	E
TRO	703	Chief Deputy Treasurer	19	E
SSD	1525	Children's Services Act Program Coordinator	19	E
ITD	907	Communications and IT Specialist	19	N
PSO	1431	Communications Manager	19	E
PWD	1242	Facilities Supervisor	19	N
PWD	1243	Grounds Supervisor	19	N
FIN	808	HR and Accounting Analyst	19	N
CAT	202	Paralegal	19	N
CDD	507	Planner	19	E
CA	108	Senior Executive Associate/ Deputy Clerk	19	N
SSD	1513	Senior Family Services Specialist	19	E
PSO	1432	Communications Supervisor	17	N
PSO	1418	Deputy Sheriff	17	N
REG	1302	Deputy Voter Registrar	17	N
CDD	506	Erosion and Sediment Inspector	17	N
CA	109	Executive Associate	17	N
SSD	1515	Family Services Specialist	17	E
ITD	913	GIS Technician	17	N
ITD	905	IT Technician	17	N
PWD	1223	Utilities Operator I	17	N
PSO	1421	Victim Witness Program Coordinator	17	E
SSD	1509	Senior Benefit Programs Specialist	16	N
PWD	1224	Utilities Operator II	16	N

## Attachment to Resolution R-2016-12

### Powhatan County

### Employee Classification and Compensation Plan - Amended February 22, 2016

#### Position Classifications

#### By Grade

<b>Dept</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Grade</b>	<b>FLSA</b>
FRD	1106	Administrative Associate - Fire & Rescue	15	N
CWA	305	Administrative Associate - Commonwealth Attorney	15	N
PWD	1207	Administrative Associate - Public Works	15	N
PSO	1422	Administrative Associate - Sheriff	15	N
SSD	1511	Benefit Programs Specialist	15	N
SSD	1527	Community Action Program Coordinator	15	N
SSD	1529	Community Juvenile Officer	15	N
PWD	1232	Convenience Center Supervisor	15	N
PSO	1423	Crime Analyst	15	N
CCC	406	Deputy Clerk III – Circuit Court	15	N
COR	606	Deputy Revenue Clerk III	15	N
TRO	706	Deputy Treasurer Clerk III	15	N
LIB	1003	Library Administrative Coordinator	15	N
PSO	1424	Sheriff System Technician	15	N
SSD	1517	Social Services Systems Technician	15	N
PWD	1225	Utilities Operator III	15	N
PSO	1426	Civil Clerk II	14	N
PSO	1433	Communications Specialist	14	N
CCC	410	Deputy Clerk II – Circuit Court	14	N
COR	610	Deputy Revenue Clerk II	14	N
TRO	710	Deputy Treasurer Clerk II	14	N
PWD	1244	Maintenance Worker III	14	N
PSO	1442	Animal Control Technician II	12	N
CDD	515	Building Permit Technician	12	N
PSO	1427	Civil Clerk I	12	N
CCC	412	Deputy Clerk I – Circuit Court	12	N
COR	612	Deputy Revenue Clerk I	12	N
TRO	712	Deputy Treasurer Clerk I	12	N
LIB	1005	Library Systems Technician	12	N
LIB	1007	Library Youth Services Coordinator	12	N
CDD	508	Planning and Zoning Technician	12	N
PWD	1226	Utilities Maintenance Technician	12	N

## Attachment to Resolution R-2016-12

Powhatan County

Employee Classification and Compensation Plan - Amended February 22, 2016

Position Classifications

By Grade

<u>Dept</u>	<u>Position Number</u>	<u>Position Title</u>	<u>Grade</u>	<u>FLSA</u>
PSO	1444	Administrative Assistant - Animal Control	10	N
PWD	1209	Administrative Assistant - Public Works	10	N
SSD	1519	Administrative Assistant - Social Services	10	N
PWD	1245	Maintenance Worker II	10	N
ITD	915	Media Technician	10	N
LIB	1009	Senior Library Clerk	10	N
PSO	1443	Animal Control Technician I	8	N
LIB	1011	Library Clerk	8	N
PWD	1246	Maintenance Worker I	8	N
PWD	1233	Convenience Center Lead Operator	7	N
LIB	1015	Library Aide	6	N
PWD	1235	Convenience Center Operator	5	N

## Attachment to Resolution R-2016-12

### Powhatan County

### Employee Classification and Compensation Plan - Amended February 22, 2016

### Position Classifications

### By Position

<b>Dept</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Grade</b>	<b>FLSA</b>
FIN	804	Accountant	21	E
FIN	806	Accounting Analyst	19	N
PSO	1444	Administrative Assistant - Animal Control	10	N
PWD	1209	Administrative Assistant - Public Works	10	N
SSD	1519	Administrative Assistant - Social Services	10	N
FRD	1106	Administrative Associate - Fire & Rescue	15	N
CWA	305	Administrative Associate - Commonwealth Attorney	15	N
PWD	1207	Administrative Associate - Public Works	15	N
PSO	1422	Administrative Associate - Sheriff	15	N
SSD	1503	Administrative Services Manager	22	E
PSO	1443	Animal Control Technician I	8	N
PSO	1442	Animal Control Technician II	12	N
CWA	304	Assistant Commonwealth's Attorney	26	E
FRD	1102	Assistant Fire & Rescue Chief	24	E
SSD	1505	Benefit Programs Manager	22	E
SSD	1511	Benefit Programs Specialist	15	N
CDD	513	Building Inspector	19	N
CDD	511	Building Official	24	E
CDD	515	Building Permit Technician	12	N
CDD	512	Building Plan Reviewer	21	E
PSO	1404	Captain	25	E
CCC	403	Chief Deputy Clerk – Circuit Court	19	E
COR	603	Chief Deputy Revenue Commissioner	19	E
PSO	1403	Chief Deputy Sheriff	26	E
TRO	703	Chief Deputy Treasurer	19	E
SSD	1525	Children's Services Act Program Coordinator	19	E
PSO	1427	Civil Clerk I	12	N
PSO	1426	Civil Clerk II	14	N
ITD	907	Communications and IT Specialist	19	N
PSO	1431	Communications Manager	19	E
PSO	1433	Communications Specialist	14	N
PSO	1432	Communications Supervisor	17	N
SSD	1527	Community Action Program Coordinator	15	N
SSD	1529	Community Juvenile Officer	15	N
PWD	1233	Convenience Center Lead Operator	7	N
PWD	1235	Convenience Center Operator	5	N
PWD	1232	Convenience Center Supervisor	15	N
PSO	1423	Crime Analyst	15	N

## Attachment to Resolution R-2016-12

### Powhatan County

### Employee Classification and Compensation Plan - Amended February 22, 2016

### Position Classifications

### By Position

<b>Dept</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Grade</b>	<b>FLSA</b>
CCC	412	Deputy Clerk I – Circuit Court	12	N
CCC	410	Deputy Clerk II – Circuit Court	14	N
CCC	406	Deputy Clerk III – Circuit Court	15	N
CWA	303	Deputy Commonwealth’s Attorney	28	E
CA	103	Deputy County Administrator	29	E
COR	612	Deputy Revenue Clerk I	12	N
COR	610	Deputy Revenue Clerk II	14	N
COR	606	Deputy Revenue Clerk III	15	N
PSO	1418	Deputy Sheriff	17	N
TRO	712	Deputy Treasurer Clerk I	12	N
TRO	710	Deputy Treasurer Clerk II	14	N
TRO	706	Deputy Treasurer Clerk III	15	N
REG	1302	Deputy Voter Registrar	17	N
PSO	1414	Detective	20	N
CDD	501	Director of Community Development	27	E
REG	1301	Director of Elections	20	E
FIN	801	Director of Finance	27	E
ITD	901	Director of Information Technology	27	E
PWD	1201	Director of Public Works	27	E
SSD	1501	Director of Social Services	28	E
FRD	1104	Emergency Management Coordinator	20	E
FRD	1105	EMS Coordinator	20	E
CDD	504	Environmental Coordinator	21	E
CDD	506	Erosion and Sediment Inspector	17	N
CA	109	Executive Associate	17	N
PWD	1206	Facilities & Grounds Manager	22	E
PWD	1242	Facilities Supervisor	19	N
SSD	1507	Family Services Manager	23	E
SSD	1515	Family Services Specialist	17	E
FRD	1101	Fire & Rescue Chief	28	E
FRD	1103	Fire Marshall	20	E
PSO	1406	First Sergeant	22	N
ITD	911	GIS Coordinator	22	E
ITD	913	GIS Technician	17	N
PWD	1243	Grounds Supervisor	19	N
FIN	808	HR and Accounting Analyst	19	N
CA	111	HR Manager	26	E

## Attachment to Resolution R-2016-12

**Powhatan County**

**Employee Classification and Compensation Plan - Amended February 22, 2016**

**Position Classifications**

**By Position**

<b>Dept</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Grade</b>	<b>FLSA</b>
ITD	903	IT Systems Administrator	22	N
ITD	905	IT Technician	17	N
LIB	1003	Library Administrative Coordinator	15	N
LIB	1015	Library Aide	6	N
LIB	1011	Library Clerk	8	N
LIB	1001	Library Director	26	E
LIB	1005	Library Systems Technician	12	N
LIB	1007	Library Youth Services Coordinator	12	N
PSO	1405	Lieutenant	23	N
PWD	1246	Maintenance Worker I	8	N
PWD	1245	Maintenance Worker II	10	N
PWD	1244	Maintenance Worker III	14	N
ITD	915	Media Technician	10	N
CAT	202	Paralegal	19	N
CDD	507	Planner	19	E
CDD	502	Planning and Zoning Manager	24	E
CDD	508	Planning and Zoning Technician	12	N
CA	122	Recreation Coordinator	21	E
SSD	1509	Senior Benefit Programs Specialist	16	N
PSO	1412	Senior Detective	21	N
CA	108	Senior Executive Associate/ Deputy Clerk	19	N
SSD	1513	Senior Family Services Specialist	19	E
LIB	1009	Senior Library Clerk	10	N
CDD	505	Senior Planner	21	E
PSO	1407	Sergeant	21	N
PSO	1424	Sheriff System Technician	15	N
SSD	1517	Social Services Systems Technician	15	N
PSO	1402	Undersheriff	26	E
PWD	1226	Utilities Maintenance Technician	12	N
PWD	1204	Utilities Manager	24	E
PWD	1222	Utilities Operations Superintendent	21	N
PWD	1223	Utilities Operator I	17	N
PWD	1224	Utilities Operator II	16	N
PWD	1225	Utilities Operator III	15	N
PSO	1421	Victim Witness Program Coordinator	17	E
CDD	503	Zoning Administrator	22	E

## CHANGES NOTED IN YELLOW

**Powhatan County**

**Employee Classification and Compensation Plan - Amended February 22, 2016**

**Compensation Scale**

**Effective July 1, 2015**

<b>Grade</b>	<b>Annual</b>			<b>Hourly</b>			<b>Grade</b>
	<b>Minimum</b>	<b>Mid-Point</b>	<b>Maximum</b>	<b>Minimum</b>	<b>Mid-Point</b>	<b>Maximum</b>	
1	16,626	20,782	24,938	7.99	9.99	11.99	1
2	17,457	21,821	26,185	8.39	10.49	12.59	2
3	18,330	22,912	27,495	8.81	11.02	13.22	3
4	19,246	24,058	28,869	9.25	11.57	13.88	4
5	20,208	25,261	30,313	9.72	12.14	14.57	5
6	21,219	26,524	31,828	10.20	12.75	15.30	6
7	22,280	27,850	33,420	10.71	13.39	16.07	7
8	23,394	29,242	35,091	11.25	14.06	16.87	8
9	24,564	30,704	36,845	11.81	14.76	17.71	9
10	25,792	32,240	38,688	12.40	15.50	18.60	10
11	27,081	33,852	40,622	13.02	16.27	19.53	11
12	28,435	35,544	42,653	13.67	17.09	20.51	12
13	29,857	37,321	44,786	14.35	17.94	21.53	13
14	31,350	39,188	47,025	15.07	18.84	22.61	14
15	32,918	41,147	49,376	15.83	19.78	23.74	15
16	34,563	43,204	51,845	16.62	20.77	24.93	16
17	36,292	45,364	54,437	17.45	21.81	26.17	17
18	38,106	47,633	57,159	18.32	22.90	27.48	18
19	40,011	50,014	60,017	19.24	24.05	28.85	19
20	42,012	52,515	63,018	20.20	25.25	30.30	20
21	44,113	55,141	66,169	21.21	26.51	31.81	21
22	46,318	57,898	69,477	22.27	27.84	33.40	22
23	48,634	60,793	72,951	23.38	29.23	35.07	23
24	53,498	66,872	80,246	25.72	32.15	38.58	24
25	58,847	73,559	88,271	28.29	35.36	42.44	25
26	64,732	80,915	97,098	31.12	38.90	46.68	26
27	71,205	89,007	106,808	34.23	42.79	51.35	27
28	78,326	97,907	117,489	37.66	47.07	56.48	28
29	86,158	107,698	129,238	41.42	51.78	62.13	29

## CHANGES NOTED IN YELLOW

### Powhatan County

### Employee Classification and Compensation Plan - Amended February 22, 2016

### Position Classifications

### By Department

<b>Dept</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Grade</b>	<b>FLSA</b>
CA	103	Deputy County Administrator	29	E
CA	108	Senior Executive Associate/ Deputy Clerk	19	N
CA	109	Executive Associate	17	N
CA	111	HR Manager	26	E
CA	122	Recreation Coordinator	21	E
CAT	202	Paralegal	19	N
CWA	303	Deputy Commonwealth's Attorney	28	E
CWA	304	Assistant Commonwealth's Attorney	26	E
CWA	305	Administrative Associate - Commonwealth Attorney	15	N
CCC	403	Chief Deputy Clerk – Circuit Court	19	E
CCC	406	Deputy Clerk III – Circuit Court	15	N
CCC	410	Deputy Clerk II – Circuit Court	14	N
CCC	412	Deputy Clerk I – Circuit Court	12	N
CDD	501	Director of Community Development	27	E
CDD	502	Planning and Zoning Manager	24	E
CDD	503	Zoning Administrator	22	E
CDD	504	Environmental Coordinator	21	E
CDD	505	Senior Planner	21	E
CDD	507	Planner	19	E
CDD	506	Erosion and Sediment Inspector	17	N
CDD	508	Planning and Zoning Technician	12	N
CDD	511	Building Official	24	E
CDD	512	Building Plan Reviewer	21	E
CDD	513	Building Inspector	19	N
CDD	515	Building Permit Technician	12	N
COR	603	Chief Deputy Revenue Commissioner	19	E
COR	606	Deputy Revenue Clerk III	15	N
COR	610	Deputy Revenue Clerk II	14	N
COR	612	Deputy Revenue Clerk I	12	N
TRO	703	Chief Deputy Treasurer	19	E
TRO	706	Deputy Treasurer Clerk III	15	N
TRO	710	Deputy Treasurer Clerk II	14	N
TRO	712	Deputy Treasurer Clerk I	12	N
FIN	801	Director of Finance	27	E
FIN	804	Accountant	21	E
FIN	806	Accounting Analyst	19	N
FIN	808	HR and Accounting Analyst	19	N

## CHANGES NOTED IN YELLOW

**Powhatan County**

**Employee Classification and Compensation Plan - Amended February 22, 2016**

**Position Classifications**

**By Department**

<b>Dept</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Grade</b>	<b>FLSA</b>
ITD	901	Director of Information Technology	27	E
ITD	903	IT Systems Administrator	22	N
ITD	905	IT Technician	17	N
ITD	907	Communications and IT Specialist	19	N
ITD	911	GIS Coordinator	22	E
ITD	913	GIS Technician	17	N
ITD	915	Media Technician	10	N
LIB	1001	Library Director	26	E
LIB	1003	Library Administrative Coordinator	15	N
LIB	1005	Library Systems Technician	12	N
LIB	1007	Library Youth Services Coordinator	12	N
LIB	1009	Senior Library Clerk	10	N
LIB	1011	Library Clerk	8	N
LIB	1015	Library Aide	6	N
FRD	1101	Fire & Rescue Chief	28	E
FRD	1102	Assistant Fire & Rescue Chief	24	E
FRD	1103	Fire Marshall	20	E
FRD	1104	Emergency Management Coordinator	20	E
FRD	1105	EMS Coordinator	20	E
FRD	1106	Administrative Associate - Fire & Rescue	15	N
PWD	1201	Director of Public Works	27	E
PWD	1204	Utilities Manager	24	E
PWD	1206	Facilities & Grounds Manager	22	E
PWD	1207	Administrative Associate - Public Works	15	N
PWD	1209	Administrative Assistant - Public Works	10	N
PWD	1222	Utilities Operations Superintendent	21	N
PWD	1223	Utilities Operator I	17	N
PWD	1224	Utilities Operator II	16	N
PWD	1225	Utilities Operator III	15	N
PWD	1226	Utilities Maintenance Technician	12	N
PWD	1232	Convenience Center Supervisor	15	N
PWD	1233	Convenience Center Lead Operator	7	N
PWD	1235	Convenience Center Operator	5	N
PWD	1242	Facilities Supervisor	19	N
PWD	1243	Grounds Supervisor	19	N
PWD	1244	Maintenance Worker III	14	N
PWD	1245	Maintenance Worker II	10	N
PWD	1246	Maintenance Worker I	8	N

## CHANGES NOTED IN YELLOW

**Powhatan County**

**Employee Classification and Compensation Plan - Amended February 22, 2016**

**Position Classifications**

**By Department**

<b>Dept</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Grade</b>	<b>FLSA</b>
REG	1301	Director of Elections	20	E
REG	1302	Deputy Voter Registrar	17	N
PSO	1402	Undersheriff	26	E
PSO	1403	Chief Deputy Sheriff	26	E
PSO	1404	Captain	25	E
PSO	1405	Lieutenant	23	N
PSO	1406	First Sergeant	22	N
PSO	1407	Sergeant	21	N
PSO	1412	Senior Detective	21	N
PSO	1414	Detective	20	N
<b>PSO</b>	<b>1416</b>	<b>Master Deputy Sheriff</b>	<b>18</b>	<b>N</b>
PSO	1418	Deputy Sheriff	17	N
PSO	1421	Victim Witness Program Coordinator	17	E
PSO	1422	Administrative Associate - Sheriff	15	N
PSO	1423	Crime Analyst	15	N
PSO	1424	Sheriff System Technician	15	N
PSO	1426	Civil Clerk II	14	N
PSO	1427	Civil Clerk I	12	N
PSO	1431	Communications Manager	19	E
PSO	1432	Communications Supervisor	17	N
PSO	1433	Communications Specialist	14	N
PSO	1442	Animal Control Technician II	12	N
PSO	1443	Animal Control Technician I	8	N
PSO	1444	Administrative Assistant - Animal Control	10	N
SSD	1501	Director of Social Services	28	E
SSD	1503	Administrative Services Manager	22	E
SSD	1505	Benefit Programs Manager	22	E
SSD	1507	Family Services Manager	23	E
SSD	1509	Senior Benefit Programs Specialist	16	N
SSD	1511	Benefit Programs Specialist	15	N
SSD	1513	Senior Family Services Specialist	19	E
SSD	1515	Family Services Specialist	17	E
SSD	1517	Social Services Systems Technician	15	N
SSD	1519	Administrative Assistant - Social Services	10	N
SSD	1525	Children's Services Act Program Coordinator	19	E
SSD	1527	Community Action Program Coordinator	15	N
SSD	1529	Community Juvenile Officer	15	N

## CHANGES NOTED IN YELLOW

### Powhatan County

### Employee Classification and Compensation Plan - Amended February 22, 2016

### Position Classifications

### By Grade

<b>Dept</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Grade</b>	<b>FLSA</b>
CA	103	Deputy County Administrator	29	E
CWA	303	Deputy Commonwealth's Attorney	28	E
SSD	1501	Director of Social Services	28	E
FRD	1101	Fire & Rescue Chief	28	E
CDD	501	Director of Community Development	27	E
FIN	801	Director of Finance	27	E
ITD	901	Director of Information Technology	27	E
PWD	1201	Director of Public Works	27	E
CWA	304	Assistant Commonwealth's Attorney	26	E
PSO	1403	Chief Deputy Sheriff	26	E
CA	111	HR Manager	26	E
LIB	1001	Library Director	26	E
PSO	1402	Undersheriff	26	E
PSO	1404	Captain	25	E
FRD	1102	Assistant Fire & Rescue Chief	24	E
CDD	511	Building Official	24	E
CDD	502	Planning and Zoning Manager	24	E
PWD	1204	Utilities Manager	24	E
SSD	1507	Family Services Manager	23	E
PSO	1405	Lieutenant	23	N
SSD	1503	Administrative Services Manager	22	E
SSD	1505	Benefit Programs Manager	22	E
PWD	1206	Facilities & Grounds Manager	22	E
PSO	1406	First Sergeant	22	N
ITD	911	GIS Coordinator	22	E
ITD	903	IT Systems Administrator	22	N
CDD	503	Zoning Administrator	22	E
FIN	804	Accountant	21	E
CDD	512	Building Plan Reviewer	21	E
CDD	504	Environmental Coordinator	21	E
CA	122	Recreation Coordinator	21	E
PSO	1412	Senior Detective	21	N
CDD	505	Senior Planner	21	E
PSO	1407	Sergeant	21	N
PWD	1222	Utilities Operations Superintendent	21	N

## CHANGES NOTED IN YELLOW

### Powhatan County

### Employee Classification and Compensation Plan - Amended February 22, 2016

### Position Classifications

### By Grade

<b>Dept</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Grade</b>	<b>FLSA</b>
PSO	1414	Detective	20	N
REG	1301	Director of Elections	20	E
FRD	1104	Emergency Management Coordinator	20	E
FRD	1105	EMS Coordinator	20	E
FRD	1103	Fire Marshall	20	E
FIN	806	Accounting Analyst	19	N
CDD	513	Building Inspector	19	N
CCC	403	Chief Deputy Clerk – Circuit Court	19	E
COR	603	Chief Deputy Revenue Commissioner	19	E
TRO	703	Chief Deputy Treasurer	19	E
SSD	1525	Children's Services Act Program Coordinator	19	E
ITD	907	Communications and IT Specialist	19	N
PSO	1431	Communications Manager	19	E
PWD	1242	Facilities Supervisor	19	N
PWD	1243	Grounds Supervisor	19	N
FIN	808	HR and Accounting Analyst	19	N
CAT	202	Paralegal	19	N
CDD	507	Planner	19	E
CA	108	Senior Executive Associate/ Deputy Clerk	19	N
SSD	1513	Senior Family Services Specialist	19	E
PSO	1416	Master Deputy Sheriff	18	N
PSO	1432	Communications Supervisor	17	N
PSO	1418	Deputy Sheriff	17	N
REG	1302	Deputy Voter Registrar	17	N
CDD	506	Erosion and Sediment Inspector	17	N
CA	109	Executive Associate	17	N
SSD	1515	Family Services Specialist	17	E
ITD	913	GIS Technician	17	N
ITD	905	IT Technician	17	N
PWD	1223	Utilities Operator I	17	N
PSO	1421	Victim Witness Program Coordinator	17	E
SSD	1509	Senior Benefit Programs Specialist	16	N
PWD	1224	Utilities Operator II	16	N

## CHANGES NOTED IN YELLOW

### Powhatan County

### Employee Classification and Compensation Plan - Amended February 22, 2016

### Position Classifications

### By Grade

<b>Dept</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Grade</b>	<b>FLSA</b>
FRD	1106	Administrative Associate - Fire & Rescue	15	N
CWA	305	Administrative Associate - Commonwealth Attorney	15	N
PWD	1207	Administrative Associate - Public Works	15	N
PSO	1422	Administrative Associate - Sheriff	15	N
SSD	1511	Benefit Programs Specialist	15	N
SSD	1527	Community Action Program Coordinator	15	N
SSD	1529	Community Juvenile Officer	15	N
PWD	1232	Convenience Center Supervisor	15	N
PSO	1423	Crime Analyst	15	N
CCC	406	Deputy Clerk III – Circuit Court	15	N
COR	606	Deputy Revenue Clerk III	15	N
TRO	706	Deputy Treasurer Clerk III	15	N
LIB	1003	Library Administrative Coordinator	15	N
PSO	1424	Sheriff System Technician	15	N
SSD	1517	Social Services Systems Technician	15	N
PWD	1225	Utilities Operator III	15	N
PSO	1426	Civil Clerk II	14	N
PSO	1433	Communications Specialist	14	N
CCC	410	Deputy Clerk II – Circuit Court	14	N
COR	610	Deputy Revenue Clerk II	14	N
TRO	710	Deputy Treasurer Clerk II	14	N
PWD	1244	Maintenance Worker III	14	N
PSO	1442	Animal Control Technician II	12	N
CDD	515	Building Permit Technician	12	N
PSO	1427	Civil Clerk I	12	N
CCC	412	Deputy Clerk I – Circuit Court	12	N
COR	612	Deputy Revenue Clerk I	12	N
TRO	712	Deputy Treasurer Clerk I	12	N
LIB	1005	Library Systems Technician	12	N
LIB	1007	Library Youth Services Coordinator	12	N
CDD	508	Planning and Zoning Technician	12	N
PWD	1226	Utilities Maintenance Technician	12	N

## CHANGES NOTED IN YELLOW

Powhatan County

Employee Classification and Compensation Plan - Amended February 22, 2016

Position Classifications

By Grade

<b>Dept</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Grade</b>	<b>FLSA</b>
PSO	1444	Administrative Assistant - Animal Control	10	N
PWD	1209	Administrative Assistant - Public Works	10	N
SSD	1519	Administrative Assistant - Social Services	10	N
PWD	1245	Maintenance Worker II	10	N
ITD	915	Media Technician	10	N
LIB	1009	Senior Library Clerk	10	N
PSO	1443	Animal Control Technician I	8	N
LIB	1011	Library Clerk	8	N
PWD	1246	Maintenance Worker I	8	N
PWD	1233	Convenience Center Lead Operator	7	N
LIB	1015	Library Aide	6	N
PWD	1235	Convenience Center Operator	5	N

## CHANGES NOTED IN YELLOW

**Powhatan County**

**Employee Classification and Compensation Plan - Amended February 22, 2016**

**Position Classifications**

**By Position**

<b>Dept</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Grade</b>	<b>FLSA</b>
FIN	804	Accountant	21	E
FIN	806	Accounting Analyst	19	N
PSO	1444	Administrative Assistant - Animal Control	10	N
PWD	1209	Administrative Assistant - Public Works	10	N
SSD	1519	Administrative Assistant - Social Services	10	N
FRD	1106	Administrative Associate - Fire & Rescue	15	N
CWA	305	Administrative Associate - Commonwealth Attorney	15	N
PWD	1207	Administrative Associate - Public Works	15	N
PSO	1422	Administrative Associate - Sheriff	15	N
SSD	1503	Administrative Services Manager	22	E
PSO	1443	Animal Control Technician I	8	N
PSO	1442	Animal Control Technician II	12	N
CWA	304	Assistant Commonwealth's Attorney	26	E
FRD	1102	Assistant Fire & Rescue Chief	24	E
SSD	1505	Benefit Programs Manager	22	E
SSD	1511	Benefit Programs Specialist	15	N
CDD	513	Building Inspector	19	N
CDD	511	Building Official	24	E
CDD	515	Building Permit Technician	12	N
CDD	512	Building Plan Reviewer	21	E
PSO	1404	Captain	25	E
CCC	403	Chief Deputy Clerk – Circuit Court	19	E
COR	603	Chief Deputy Revenue Commissioner	19	E
PSO	1403	Chief Deputy Sheriff	26	E
TRO	703	Chief Deputy Treasurer	19	E
SSD	1525	Children's Services Act Program Coordinator	19	E
PSO	1427	Civil Clerk I	12	N
PSO	1426	Civil Clerk II	14	N
ITD	907	Communications and IT Specialist	19	N
PSO	1431	Communications Manager	19	E
PSO	1433	Communications Specialist	14	N
PSO	1432	Communications Supervisor	17	N
SSD	1527	Community Action Program Coordinator	15	N
SSD	1529	Community Juvenile Officer	15	N
PWD	1233	Convenience Center Lead Operator	7	N
PWD	1235	Convenience Center Operator	5	N
PWD	1232	Convenience Center Supervisor	15	N
PSO	1423	Crime Analyst	15	N

## CHANGES NOTED IN YELLOW

### Powhatan County

### Employee Classification and Compensation Plan - Amended February 22, 2016

### Position Classifications

### By Position

<b>Dept</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Grade</b>	<b>FLSA</b>
CCC	412	Deputy Clerk I – Circuit Court	12	N
CCC	410	Deputy Clerk II – Circuit Court	14	N
CCC	406	Deputy Clerk III – Circuit Court	15	N
CWA	303	Deputy Commonwealth’s Attorney	28	E
CA	103	Deputy County Administrator	29	E
COR	612	Deputy Revenue Clerk I	12	N
COR	610	Deputy Revenue Clerk II	14	N
COR	606	Deputy Revenue Clerk III	15	N
PSO	1418	Deputy Sheriff	17	N
TRO	712	Deputy Treasurer Clerk I	12	N
TRO	710	Deputy Treasurer Clerk II	14	N
TRO	706	Deputy Treasurer Clerk III	15	N
REG	1302	Deputy Voter Registrar	17	N
PSO	1414	Detective	20	N
CDD	501	Director of Community Development	27	E
REG	1301	Director of Elections	20	E
FIN	801	Director of Finance	27	E
ITD	901	Director of Information Technology	27	E
PWD	1201	Director of Public Works	27	E
SSD	1501	Director of Social Services	28	E
FRD	1104	Emergency Management Coordinator	20	E
FRD	1105	EMS Coordinator	20	E
CDD	504	Environmental Coordinator	21	E
CDD	506	Erosion and Sediment Inspector	17	N
CA	109	Executive Associate	17	N
PWD	1206	Facilities & Grounds Manager	22	E
PWD	1242	Facilities Supervisor	19	N
SSD	1507	Family Services Manager	23	E
SSD	1515	Family Services Specialist	17	E
FRD	1101	Fire & Rescue Chief	28	E
FRD	1103	Fire Marshall	20	E
PSO	1406	First Sergeant	22	N
ITD	911	GIS Coordinator	22	E
ITD	913	GIS Technician	17	N
PWD	1243	Grounds Supervisor	19	N
FIN	808	HR and Accounting Analyst	19	N
CA	111	HR Manager	26	E

## CHANGES NOTED IN YELLOW

### Powhatan County

### Employee Classification and Compensation Plan - Amended February 22, 2016

### Position Classifications

### By Position

<b>Dept</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Grade</b>	<b>FLSA</b>
ITD	903	IT Systems Administrator	22	N
ITD	905	IT Technician	17	N
LIB	1003	Library Administrative Coordinator	15	N
LIB	1015	Library Aide	6	N
LIB	1011	Library Clerk	8	N
LIB	1001	Library Director	26	E
LIB	1005	Library Systems Technician	12	N
LIB	1007	Library Youth Services Coordinator	12	N
PSO	1405	Lieutenant	23	N
PWD	1246	Maintenance Worker I	8	N
PWD	1245	Maintenance Worker II	10	N
PWD	1244	Maintenance Worker III	14	N
<del>PSO</del>	<del>1416</del>	<del>Master Deputy Sheriff</del>	<del>18</del>	<del>N</del>
ITD	915	Media Technician	10	N
CAT	202	Paralegal	19	N
CDD	507	Planner	19	E
CDD	502	Planning and Zoning Manager	24	E
CDD	508	Planning and Zoning Technician	12	N
CA	122	Recreation Coordinator	21	E
SSD	1509	Senior Benefit Programs Specialist	16	N
PSO	1412	Senior Detective	21	N
CA	108	Senior Executive Associate/ Deputy Clerk	19	N
SSD	1513	Senior Family Services Specialist	19	E
LIB	1009	Senior Library Clerk	10	N
CDD	505	Senior Planner	21	E
PSO	1407	Sergeant	21	N
PSO	1424	Sheriff System Technician	15	N
SSD	1517	Social Services Systems Technician	15	N
PSO	1402	Undersheriff	26	E
PWD	1226	Utilities Maintenance Technician	12	N
PWD	1204	Utilities Manager	24	E
PWD	1222	Utilities Operations Superintendent	21	N
PWD	1223	Utilities Operator I	17	N
PWD	1224	Utilities Operator II	16	N
PWD	1225	Utilities Operator III	15	N
PSO	1421	Victim Witness Program Coordinator	17	E
CDD	503	Zoning Administrator	22	E

Powhatan County  
 Classification and Compensation Study 2015  
 Appeal Process

Dept	Title	Grade	Appealed			Condrey and Associates		
			Grade	Title	Job Description	Conclusions	New Grade	New Title
CA	Senior Executive Associate	19	X	X	X	grade remained; title changed; job description changed		Senior Executive Associate/ Deputy Chief
CA	Recreation Coordinator	21	X	X		grade remained; title remained		
CWA	Deputy Commonwealth Attorney	26	X		X	grade changed to 28; job description changed	28	
CCC	Chief Deputy Clerk	19	X			grade remained		
CCC	Deputy Clerk II - Circuit Court	14	X	X	X	grade remained; title remained; approved job description change		
TRO	Deputy Treasurer Clerk III	15	X		X	grade remained; job description changed		
LIB	Library Clerk	8			X	job description changed		
LIB	Senior Library Clerk	10			X	job description changed		
LIB	Library Administrative Coordinator	15			X	job description changed		
LIB	Library Director	26			X	job description changed		
FRD	Administrative Associate	15	X	X	X	grade remained; title remained; job description changed		
FRD	Assistant Emergency Management Coordinator	20	X	X		grade remained; title changed		Emergency Management Coordinator
PWD	Administrative Assistant	10	X	X	X	grade remained; title remained; job description changed		
PWD	Administrative Associate	15			X	job description changed		

Powhatan County  
 Classification and Compensation Study 2015  
 Appeal Process

Dept	Title	Grade	Appealed			Condrey and Associates		
			Grade	Title	Job Description	Conclusions	New Grade	New Title
PSO	Master Deputy Sheriff	18				PSO Master Deputy changed to same grade and title as Deputy, as in COR and TRO	17	Deputy Sheriff
SSD	Social Services Systems Technician	15	X	X	X	grade remained; title remained; job description changed		
SSD	Comprehensive Services Act Coordinator	15	X	X	X	grade changed to 19; title changed; job description changed	19	Children's Services Act Coordinator
SSD	Family Services Manager	22	X			grade changed to 23	23	
SSD	Senior Family Services Specialist	16	X		X	grade changed to 19; job description changed	19	
SSD	Family Services Specialist	15	X		X	grade changed to 17; job description changed	17	

**RESOLUTION ADOPTING THE POWHATAN COUNTY EMPLOYEE  
CLASSIFICATION AND COMPENSATION PLAN**

**WHEREAS**, Powhatan County contracted with Condrey and Associates in November, 2014 to develop a classification and compensation plan; and

**WHEREAS**, Condrey and Associates presented their recommended plan to the Board of Supervisors on March 30, 2015; and

**WHEREAS**, the Board of Supervisors discussed the plan in meetings on April 30, June 3 and June 8, 2015.

**NOW, THEREFORE, BE IT RESOLVED** by the Powhatan County Board of Supervisors that the Powhatan County Classification and Compensation Plan attached to this Resolution is hereby adopted with an effective date of July 1, 2015.

**ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON JUNE 15, 2015.**

  
\_\_\_\_\_  
William E. Melton, Chairman  
Powhatan County Board of Supervisors

**ATTEST:**

  
\_\_\_\_\_  
Patricia A. Weiler, Clerk  
Powhatan County Board of Supervisors

*Recorded Vote:*

<i>David T. Williams</i>	<u><i>Aye</i></u>
<i>Larry J. Nordvig</i>	<u><i>Aye</i></u>
<i>Barry C. Hodge</i>	<u><i>Aye</i></u>
<i>William E. Melton</i>	<u><i>Aye</i></u>
<i>Carson L. Tucker</i>	<u><i>Aye</i></u>

## Attachment to Resolution R-2015-56

**Powhatan County  
Classification and Compensation Plan  
Compensation Scale  
Effective July 1, 2015**

Grade	Annual			Hourly			Grade
	Minimum	Mid-Point	Maximum	Minimum	Mid-Point	Maximum	
1	16,626	20,782	24,938	7.99	9.99	11.99	1
2	17,457	21,821	26,185	8.39	10.49	12.59	2
3	18,330	22,912	27,495	8.81	11.02	13.22	3
4	19,246	24,058	28,869	9.25	11.57	13.88	4
5	20,208	25,261	30,313	9.72	12.14	14.57	5
6	21,219	26,524	31,828	10.20	12.75	15.30	6
7	22,280	27,850	33,420	10.71	13.39	16.07	7
8	23,394	29,242	35,091	11.25	14.06	16.87	8
9	24,564	30,704	36,845	11.81	14.76	17.71	9
10	25,792	32,240	38,688	12.40	15.50	18.60	10
11	27,081	33,852	40,622	13.02	16.27	19.53	11
12	28,435	35,544	42,653	13.67	17.09	20.51	12
13	29,857	37,321	44,786	14.35	17.94	21.53	13
14	31,350	39,188	47,025	15.07	18.84	22.61	14
15	32,918	41,147	49,376	15.83	19.78	23.74	15
16	34,563	43,204	51,845	16.62	20.77	24.93	16
17	36,292	45,364	54,437	17.45	21.81	26.17	17
18	38,106	47,633	57,159	18.32	22.90	27.48	18
19	40,011	50,014	60,017	19.24	24.05	28.85	19
20	42,012	52,515	63,018	20.20	25.25	30.30	20
21	44,113	55,141	66,169	21.21	26.51	31.81	21
22	46,318	57,898	69,477	22.27	27.84	33.40	22
23	48,634	60,793	72,951	23.38	29.23	35.07	23
24	53,498	66,872	80,246	25.72	32.15	38.58	24
25	58,847	73,559	88,271	28.29	35.36	42.44	25
26	64,732	80,915	97,098	31.12	38.90	46.68	26
27	71,205	89,007	106,808	34.23	42.79	51.35	27
28	78,326	97,907	117,489	37.66	47.07	56.48	28
29	86,158	107,698	129,238	41.42	51.78	62.13	29

## Attachment to Resolution R-2015-56

**Powhatan County  
Classification and Compensation Plan  
Position Classifications  
By Department**

<b>Dept</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Grade</b>	<b>FLSA</b>
CA	103	Deputy County Administrator	29	E
CA	108	Senior Executive Associate	19	N
CA	109	Executive Associate	17	N
CA	111	HR Manager	26	E
CA	122	Recreation Coordinator	21	E
CAT	202	Paralegal	19	N
CWA	303	Deputy Commonwealth's Attorney	26	E
CWA	305	Administrative Associate - Legal	15	N
CCC	403	Chief Deputy Clerk – Circuit Court	19	E
CCC	406	Deputy Clerk III – Circuit Court	15	N
CCC	410	Deputy Clerk II – Circuit Court	14	N
CCC	412	Deputy Clerk I – Circuit Court	12	N
CDD	501	Community Development Director	27	E
CDD	502	Planning and Zoning Manager	24	E
CDD	503	Zoning Administrator	22	E
CDD	504	Environmental Coordinator	21	E
CDD	505	Senior Planner	21	E
CDD	507	Planner	19	E
CDD	506	Erosion and Sediment Inspector	17	N
CDD	508	Planning and Zoning Technician	12	N
CDD	511	Building Official	24	E
CDD	512	Building Plan Reviewer	21	E
CDD	513	Building Inspector	19	N
CDD	515	Building Permit Technician	12	N
COR	603	Chief Deputy Revenue Commissioner	19	E
COR	606	Deputy Revenue Clerk III	15	N
COR	610	Deputy Revenue Clerk II	14	N
COR	612	Deputy Revenue Clerk I	12	N
TRO	703	Chief Deputy Treasurer	19	E
TRO	706	Deputy Treasurer Clerk III	15	N
TRO	710	Deputy Treasurer Clerk II	14	N
TRO	712	Deputy Treasurer Clerk I	12	N
FIN	801	Finance Director	27	E
FIN	804	Accountant	21	E
FIN	806	Accounting Analyst	19	N
FIN	808	HR and Accounting Analyst	19	N

## Attachment to Resolution R-2015-56

**Powhatan County  
Classification and Compensation Plan  
Position Classifications  
By Department**

<b>Dept</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Grade</b>	<b>FLSA</b>
ITD	901	IT Director	27	E
ITD	903	IT Systems Administrator	22	N
ITD	905	IT Technician	17	N
ITD	911	GIS Coordinator	22	E
ITD	913	GIS Technician	17	N
ITD	915	Media Technician	10	N
LIB	1001	Library Director	26	E
LIB	1003	Library Administrative Coordinator	15	N
LIB	1005	Library Systems Technician	12	N
LIB	1007	Library Youth Services Coordinator	12	N
LIB	1009	Senior Library Clerk	10	N
LIB	1011	Library Clerk	8	N
LIB	1015	Library Aide	6	N
FRD	1101	Fire & Rescue Chief	28	E
FRD	1102	Assistant Fire & Rescue Chief	24	E
FRD	1104	Assistant Emergency Management Coordinator	20	E
FRD	1106	Administrative Associate - Fire & Rescue	15	N
PWD	1201	Public Works Director	27	E
PWD	1204	Utilities Manager	24	E
PWD	1206	Facilities & Grounds Manager	22	E
PWD	1207	Administrative Associate - Public Works	15	N
PWD	1209	Administrative Assistant - Public Works	10	N
PWD	1222	Utilities Operations Superintendent	21	N
PWD	1223	Utilities Operator I	17	N
PWD	1224	Utilities Operator II	16	N
PWD	1225	Utilities Operator III	15	N
PWD	1232	Convenience Center Supervisor	15	N
PWD	1233	Convenience Center Lead Operator	7	N
PWD	1235	Convenience Center Operator	5	N
PWD	1242	Facilities Supervisor	19	N
PWD	1243	Grounds Supervisor	19	N
PWD	1244	Maintenance Worker III	14	N
PWD	1245	Maintenance Worker II	10	N
PWD	1246	Maintenance Worker I	8	N
REG	1301	Voter Registrar	20	E
REG	1302	Deputy Voter Registrar	17	N

## Attachment to Resolution R-2015-56

**Powhatan County  
Classification and Compensation Plan  
Position Classifications  
By Department**

<b>Dept</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Grade</b>	<b>FLSA</b>
PSO	1402	Undersheriff	26	E
PSO	1403	Chief Deputy Sheriff	26	E
PSO	1404	Captain	25	E
PSO	1405	Lieutenant	23	N
PSO	1406	First Sergeant	22	N
PSO	1407	Sergeant	21	N
PSO	1412	Senior Detective	21	N
PSO	1414	Detective	20	N
PSO	1416	Master Deputy Sheriff	18	N
PSO	1418	Deputy Sheriff	17	N
PSO	1421	Victim Witness Coordinator	17	E
PSO	1422	Administrative Associate - Sheriff	15	N
PSO	1423	Crime Analyst	15	N
PSO	1424	Sheriff System Technician	15	N
PSO	1426	Civil Clerk II	14	N
PSO	1427	Civil Clerk I	12	N
PSO	1431	Communications Manager	19	E
PSO	1432	Communications Supervisor	17	N
PSO	1433	Communications Specialist	14	N
PSO	1442	Animal Control Technician II	12	N
PSO	1443	Animal Control Technician I	8	N
PSO	1444	Administrative Assistant - Animal Control	10	N
SSD	1501	Social Services Director	28	E
SSD	1503	Administrative Services Manager	22	E
SSD	1505	Benefit Programs Manager	22	E
SSD	1507	Family Services Manager	22	E
SSD	1509	Senior Benefit Programs Specialist	16	N
SSD	1511	Benefit Programs Specialist	15	N
SSD	1513	Senior Family Services Specialist	16	N
SSD	1515	Family Services Specialist	15	N
SSD	1517	Social Services Systems Technician	15	N
SSD	1519	Administrative Assistant - Social Services	10	N
SSD	1525	Comprehensive Services Act Program Coordinator	15	N
SSD	1527	Community Action Program Coordinator	15	N
SSD	1529	Community Juvenile Officer	15	N

## Attachment to Resolution R-2015-56

### Powhatan County

### Classification and Compensation Plan

### Position Classifications

### By Grade

<b>Dept</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Grade</b>	<b>FLSA</b>
CA	103	Deputy County Administrator	29	E
FRD	1101	Fire & Rescue Chief	28	E
SSD	1501	Social Services Director	28	E
CDD	501	Community Development Director	27	E
FIN	801	Finance Director	27	E
ITD	901	IT Director	27	E
PWD	1201	Public Works Director	27	E
PSO	1403	Chief Deputy Sheriff	26	E
CWA	303	Deputy Commonwealth's Attorney	26	E
CA	111	HR Manager	26	E
LIB	1001	Library Director	26	E
PSO	1402	Undersheriff	26	E
PSO	1404	Captain	25	E
FRD	1102	Assistant Fire & Rescue Chief	24	E
CDD	511	Building Official	24	E
CDD	502	Planning and Zoning Manager	24	E
PWD	1204	Utilities Manager	24	E
PSO	1405	Lieutenant	23	N
SSD	1503	Administrative Services Manager	22	E
SSD	1505	Benefit Programs Manager	22	E
PWD	1206	Facilities & Grounds Manager	22	E
SSD	1507	Family Services Manager	22	E
PSO	1406	First Sergeant	22	N
ITD	911	GIS Coordinator	22	E
ITD	903	IT Systems Administrator	22	N
CDD	503	Zoning Administrator	22	E
FIN	804	Accountant	21	E
CDD	512	Building Plan Reviewer	21	E
CDD	504	Environmental Coordinator	21	E
CA	122	Recreation Coordinator	21	E
PSO	1412	Senior Detective	21	N
CDD	505	Senior Planner	21	E
PSO	1407	Sergeant	21	N
PWD	1222	Utilities Operations Superintendent	21	N
FRD	1104	Assistant Emergency Management Coordinator	20	E
PSO	1414	Detective	20	N
REG	1301	Voter Registrar	20	E

## Attachment to Resolution R-2015-56

### Powhatan County

### Classification and Compensation Plan

### Position Classifications

### By Grade

<b>Dept</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Grade</b>	<b>FLSA</b>
FIN	806	Accounting Analyst	19	N
CDD	513	Building Inspector	19	N
CCC	403	Chief Deputy Clerk – Circuit Court	19	E
COR	603	Chief Deputy Revenue Commissioner	19	E
TRO	703	Chief Deputy Treasurer	19	E
PSO	1431	Communications Manager	19	E
PWD	1242	Facilities Supervisor	19	N
PWD	1243	Grounds Supervisor	19	N
FIN	808	HR and Accounting Analyst	19	N
CAT	202	Paralegal	19	N
CDD	507	Planner	19	E
CA	108	Senior Executive Associate	19	N
PSO	1416	Master Deputy Sheriff	18	N
PSO	1432	Communications Supervisor	17	N
PSO	1418	Deputy Sheriff	17	N
REG	1302	Deputy Voter Registrar	17	N
CDD	506	Erosion and Sediment Inspector	17	N
CA	109	Executive Associate	17	N
ITD	913	GIS Technician	17	N
ITD	905	IT Technician	17	N
PWD	1223	Utilities Operator I	17	N
PSO	1421	Victim Witness Coordinator	17	E
SSD	1509	Senior Benefit Programs Specialist	16	N
SSD	1513	Senior Family Services Specialist	16	N
PWD	1224	Utilities Operator II	16	N
FRD	1106	Administrative Associate - Fire & Rescue	15	N
CWA	305	Administrative Associate - Legal	15	N
PWD	1207	Administrative Associate - Public Works	15	N
PSO	1422	Administrative Associate - Sheriff	15	N
SSD	1511	Benefit Programs Specialist	15	N
SSD	1527	Community Action Program Coordinator	15	N
SSD	1529	Community Juvenile Officer	15	N
SSD	1525	Comprehensive Services Act Program Coordinator	15	N
PWD	1232	Convenience Center Supervisor	15	N
PSO	1423	Crime Analyst	15	N
CCC	406	Deputy Clerk III – Circuit Court	15	N
COR	606	Deputy Revenue Clerk III	15	N

## Attachment to Resolution R-2015-56

### Powhatan County

### Classification and Compensation Plan

### Position Classifications

### By Grade

<b>Dept</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Grade</b>	<b>FLSA</b>
TRO	706	Deputy Treasurer Clerk III	15	N
SSD	1515	Family Services Specialist	15	N
LIB	1003	Library Administrative Coordinator	15	N
PSO	1424	Sheriff System Technician	15	N
SSD	1517	Social Services Systems Technician	15	N
PWD	1225	Utilities Operator III	15	N
PSO	1426	Civil Clerk II	14	N
PSO	1433	Communications Specialist	14	N
CCC	410	Deputy Clerk II – Circuit Court	14	N
COR	610	Deputy Revenue Clerk II	14	N
TRO	710	Deputy Treasurer Clerk II	14	N
PWD	1244	Maintenance Worker III	14	N
PSO	1442	Animal Control Technician II	12	N
CDD	515	Building Permit Technician	12	N
PSO	1427	Civil Clerk I	12	N
CCC	412	Deputy Clerk I – Circuit Court	12	N
COR	612	Deputy Revenue Clerk I	12	N
TRO	712	Deputy Treasurer Clerk I	12	N
LIB	1005	Library Systems Technician	12	N
LIB	1007	Library Youth Services Coordinator	12	N
CDD	508	Planning and Zoning Technician	12	N
PSO	1444	Administrative Assistant - Animal Control	10	N
PWD	1209	Administrative Assistant - Public Works	10	N
SSD	1519	Administrative Assistant - Social Services	10	N
PWD	1245	Maintenance Worker II	10	N
ITD	915	Media Technician	10	N
LIB	1009	Senior Library Clerk	10	N
PSO	1443	Animal Control Technician I	8	N
LIB	1011	Library Clerk	8	N
PWD	1246	Maintenance Worker I	8	N
PWD	1233	Convenience Center Lead Operator	7	N
LIB	1015	Library Aide	6	N
PWD	1235	Convenience Center Operator	5	N

## Attachment to Resolution R-2015-56

**Powhatan County  
Classification and Compensation Plan  
Position Classifications  
By Position**

<b>Dept</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Grade</b>	<b>FLSA</b>
FIN	804	Accountant	21	E
FIN	806	Accounting Analyst	19	N
PSO	1444	Administrative Assistant - Animal Control	10	N
PWD	1209	Administrative Assistant - Public Works	10	N
SSD	1519	Administrative Assistant - Social Services	10	N
FRD	1106	Administrative Associate - Fire & Rescue	15	N
CWA	305	Administrative Associate - Legal	15	N
PWD	1207	Administrative Associate - Public Works	15	N
PSO	1422	Administrative Associate - Sheriff	15	N
SSD	1503	Administrative Services Manager	22	E
PSO	1443	Animal Control Technician I	8	N
PSO	1442	Animal Control Technician II	12	N
FRD	1104	Assistant Emergency Management Coordinator	20	E
FRD	1102	Assistant Fire & Rescue Chief	24	E
SSD	1505	Benefit Programs Manager	22	E
SSD	1511	Benefit Programs Specialist	15	N
CDD	513	Building Inspector	19	N
CDD	511	Building Official	24	E
CDD	515	Building Permit Technician	12	N
CDD	512	Building Plan Reviewer	21	E
PSO	1404	Captain	25	E
CCC	403	Chief Deputy Clerk – Circuit Court	19	E
COR	603	Chief Deputy Revenue Commissioner	19	E
PSO	1403	Chief Deputy Sheriff	26	E
TRO	703	Chief Deputy Treasurer	19	E
PSO	1427	Civil Clerk I	12	N
PSO	1426	Civil Clerk II	14	N
PSO	1431	Communications Manager	19	E
PSO	1433	Communications Specialist	14	N
PSO	1432	Communications Supervisor	17	N
SSD	1527	Community Action Program Coordinator	15	N
CDD	501	Community Development Director	27	E
SSD	1529	Community Juvenile Officer	15	N
SSD	1525	Comprehensive Services Act Program Coordinator	15	N
PWD	1233	Convenience Center Lead Operator	7	N
PWD	1235	Convenience Center Operator	5	N
PWD	1232	Convenience Center Supervisor	15	N

## Attachment to Resolution R-2015-56

**Powhatan County  
Classification and Compensation Plan  
Position Classifications  
By Position**

<b>Dept</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Grade</b>	<b>FLSA</b>
PSO	1423	Crime Analyst	15	N
CCC	412	Deputy Clerk I – Circuit Court	12	N
CCC	410	Deputy Clerk II – Circuit Court	14	N
CCC	406	Deputy Clerk III – Circuit Court	15	N
CWA	303	Deputy Commonwealth’s Attorney	26	E
CA	103	Deputy County Administrator	29	E
COR	612	Deputy Revenue Clerk I	12	N
COR	610	Deputy Revenue Clerk II	14	N
COR	606	Deputy Revenue Clerk III	15	N
PSO	1418	Deputy Sheriff	17	N
TRO	712	Deputy Treasurer Clerk I	12	N
TRO	710	Deputy Treasurer Clerk II	14	N
TRO	706	Deputy Treasurer Clerk III	15	N
REG	1302	Deputy Voter Registrar	17	N
PSO	1414	Detective	20	N
CDD	504	Environmental Coordinator	21	E
CDD	506	Erosion and Sediment Inspector	17	N
CA	109	Executive Associate	17	N
PWD	1206	Facilities & Grounds Manager	22	E
PWD	1242	Facilities Supervisor	19	N
SSD	1507	Family Services Manager	22	E
SSD	1515	Family Services Specialist	15	N
FIN	801	Finance Director	27	E
FRD	1101	Fire & Rescue Chief	28	E
PSO	1406	First Sergeant	22	N
ITD	911	GIS Coordinator	22	E
ITD	913	GIS Technician	17	N
PWD	1243	Grounds Supervisor	19	N
FIN	808	HR and Accounting Analyst	19	N
CA	111	HR Manager	26	E
ITD	901	IT Director	27	E
ITD	903	IT Systems Administrator	22	N
ITD	905	IT Technician	17	N

## Attachment to Resolution R-2015-56

**Powhatan County  
Classification and Compensation Plan  
Position Classifications  
By Position**

<b>Dept</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Grade</b>	<b>FLSA</b>
LIB	1003	Library Administrative Coordinator	15	N
LIB	1015	Library Aide	6	N
LIB	1011	Library Clerk	8	N
LIB	1001	Library Director	26	E
LIB	1005	Library Systems Technician	12	N
LIB	1007	Library Youth Services Coordinator	12	N
PSO	1405	Lieutenant	23	N
PWD	1246	Maintenance Worker I	8	N
PWD	1245	Maintenance Worker II	10	N
PWD	1244	Maintenance Worker III	14	N
PSO	1416	Master Deputy Sheriff	18	N
ITD	915	Media Technician	10	N
CAT	202	Paralegal	19	N
CDD	507	Planner	19	E
CDD	502	Planning and Zoning Manager	24	E
CDD	508	Planning and Zoning Technician	12	N
PWD	1201	Public Works Director	27	E
CA	122	Recreation Coordinator	21	E
SSD	1509	Senior Benefit Programs Specialist	16	N
PSO	1412	Senior Detective	21	N
CA	108	Senior Executive Associate	19	N
SSD	1513	Senior Family Services Specialist	16	N
LIB	1009	Senior Library Clerk	10	N
CDD	505	Senior Planner	21	E
PSO	1407	Sergeant	21	N
PSO	1424	Sheriff System Technician	15	N
SSD	1501	Social Services Director	28	E
SSD	1517	Social Services Systems Technician	15	N
PSO	1402	Undersheriff	26	E
PWD	1204	Utilities Manager	24	E
PWD	1222	Utilities Operations Superintendent	21	N
PWD	1223	Utilities Operator I	17	N
PWD	1224	Utilities Operator II	16	N
PWD	1225	Utilities Operator III	15	N
PSO	1421	Victim Witness Coordinator	17	E
REG	1301	Voter Registrar	20	E
CDD	503	Zoning Administrator	22	E





## Powhatan County Board of Supervisors Agenda Item

Meeting Date: February 22, 2016

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Agenda Item Title: Resolution R-2016-13 Amending the Fiscal Year 2016 Adopted Staffing Plan

Motion: Move to approve Resolution R-2016-14 as presented

Dates Previously  
Considered by Board: December 7, 2015

Summary of Item: The Board of Supervisor adopted the following Resolutions:

- May 18, 2015, R-2015-41 adopting the FY 2016 Staffing Plan
- May 18, 2015, R-2015-49 budgeting and appropriating funds for two (2) Sheriff Deputies
- June 15, 2015, R-2015-56 adopting the Powhatan County Employee Classification and Compensation Plan
- December 7, 2015, R-2015-110 amending the Staffing Plan by changing one part-time Receptionist in the Department of Social Services to full-time

The Powhatan Sheriff's Office has recommended changes to the staffing plan which will increase the efficiency and effectiveness of the Office

The attached FY 2016 Amended Staffing Plan incorporates all these changes.

Staff:  Approve  Disapprove  See Comments

Commission/Board:  Approve  Disapprove  See Comments

County Administrator:  Approve  Disapprove  See Comments

Comments: None

Budget/Fiscal Impact: N/A

Attachments: FY 2016 Amended Staffing Plan, Resolutions R-2015-41, R-2015-49, R-2015-56, And R-2015-101

Staff/Contact: Linda Jones, HR Manager, 804- 598-5798, [ljones@powhatanva.gov](mailto:ljones@powhatanva.gov)  
Sheriff Bradley Nunnally, 804-393-1420, [bwnunnally@powhatansheriff.net](mailto:bwnunnally@powhatansheriff.net)  
Captain Jeff Searfoss, 804-393-1422, [jssearfoss@powhatansheriff.net](mailto:jssearfoss@powhatansheriff.net)

*If Board members have questions, please call the staff / contact prior to the meeting.*

**RESOLUTION  
AMENDING THE FISCAL YEAR 2016 STAFFING PLAN**

**WHEREAS**, on May 4, 2015 the Powhatan County Board of Supervisors approved Resolution R-2015-38 adopting the FY 2016 Operating Budget and Section 1 of Resolution R-2015-38 states “Only the positions authorized in the FY 2016 Staffing Plan adopted with Resolution R-2015-41 shall be permitted to be filled subject to the maximum compensation authorized by the Powhatan County Classification and Pay Plan”; and

**WHEREAS**, on June 15, 2015, the Powhatan County Board of Supervisors approved Resolution R-2015-56 adopting the Powhatan County Employee Classification and Compensation Plan, and;

**WHEREAS**, on May 18, 2015, the Powhatan County Board of Supervisors approved Resolution R-2015-49 budgeting and appropriating funds for two (2) Sheriff Deputies, and;

**WHEREAS**, on December 7, 2015, the Powhatan County Board of Supervisors approved Resolution R-2015-110 amending the Staffing Plan by changing one part-time Receptionist in the Department of Social Services to full-time, and;

**WHEREAS**, Powhatan County Staff recommends incorporating the above actions into the FY 2016 Adopted Staffing Plan, and;

**WHEREAS**, Powhatan Sheriff’s Office County has recommend changes to the FY 2016 Staffing Plan and the Powhatan County Board of Supervisors has determined that these changes will increase the efficiency and effectiveness of county services, and;

**NOW, THEREFORE, BE IT RESOLVED** that the Adopted FY 2016 Staffing Plan is hereby amended as per the attached *FY 2016 Amended Staffing Plan*.

**ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON FEBRUARY 22, 2016**

\_\_\_\_\_  
**William E. Melton, Chairman**  
**Powhatan County Board of Supervisors**

**ATTEST:**

\_\_\_\_\_  
**Patricia A. Weiler, Clerk**  
**Powhatan County Board of Supervisors**

*Recorded Vote:*

*David T. Williams*      \_\_\_\_\_  
*Larry J. Nordvig*        \_\_\_\_\_  
*Angie Y. Cabell*        \_\_\_\_\_  
*William E. Melton*      \_\_\_\_\_  
*Carson L. Tucker*      \_\_\_\_\_

**Attachment to Resolution R-2016-13**  
**Powhatan County**  
**FY 2016 Amended Staffing Plan - Authorized Positions**

Title	R-2015-41		Class and Comp Plan		R-2015-49		Sheriff	
	FY 2016		FY 2016		R--2015-110		Reorganization	
	#	FTE	#	FTE	#	FTE	#	FTE
Paralegal	1	1.00	1	1.00	1	1.00	1	1.00
	1	1.00	1	1.00	1	1.00	1	1.00
County Administrator	1	1.00	1	1.00	1	1.00	1	1.00
Deputy County Administrator	-	-	1	1.00	1	1.00	1	1.00
Executive Associate	1	1.00	-	-	-	-	-	-
Senior Executive Associate/Deputy Clerk	-	-	1	1.00	1	1.00	1	1.00
Executive Associate	-	-	1	1.00	1	1.00	1	1.00
HR Manager	1	1.00	1	1.00	1	1.00	1	1.00
	3	3.00	5	5.00	5	5.00	5	5.00
Director of Finance and Administration	1	1.00	-	-	-	-	-	-
Director of Finance	-	-	1	1.00	1	1.00	1	1.00
Accounting Manager	1	1.00	-	-	-	-	-	-
Accountant	-	-	1	1.00	1	1.00	1	1.00
Accounting Analyst	1	1.00	1	1.00	1	1.00	1	1.00
HR Finance Specialist	1	1.00	-	-	-	-	-	-
HR and Accounting Analyst	-	-	1	1.00	1	1.00	1	1.00
	4	4.00	4	4.00	4	4.00	4	4.00
Director of Information Technology	1	1.00	1	1.00	1	1.00	1	1.00
IT Specialist II	1	1.00	-	-	-	-	-	-
IT Systems Administrator	-	-	1	1.00	1	1.00	1	1.00
IT Specialist I	1	1.00	-	-	-	-	-	-
IT Technician	-	-	1	1.00	-	-	1	1.00
Communications and IT Specialist	-	-	-	-	1	1.00	-	-
GIS Coordinator	1	1.00	1	1.00	1	1.00	1	1.00
GIS Technician	1	0.50	1	0.50	1	0.50	1	0.50
IT Meeting Technician	-	-	-	-	-	-	-	-
Meeting Technician	-	-	-	-	-	-	-	-
Media Technician	-	-	5	0.25	5	0.25	5	0.25
	5	4.50	10	4.75	10	4.75	10	4.75

**Attachment to Resolution R-2016-13**

**Powhatan County**

**FY 2016 Amended Staffing Plan - Authorized Positions**

Title	R-2015-41		Class and Comp Plan		R-2015-49		Sheriff	
	FY 2016		FY 2016		R--2015-110		Reorganization	
	#	FTE	#	FTE	#	FTE	#	FTE
Director of Public Works	1	1.00	1	1.00	1	1.00	1	1.00
Administrative Associate- Public Works	1	1.00	1	1.00	1	1.00	1	1.00
Facilities Manager	1	1.00	-	-	-	-	-	-
Facilities and Grounds Manager	-	-	1	1.00	1	1.00	1	1.00
Administrative Assistant - Facilities	1	1.00	-	-	-	-	-	-
Administrative Assistant - Public Works	-	-	1	1.00	1	1.00	1	1.00
Buildings Supervisor - HVAC	1	1.00	-	-	-	-	-	-
Facilities Supervisor	-	-	1	1.00	1	1.00	1	1.00
Grounds Supervisor	1	1.00	1	1.00	1	1.00	1	1.00
Maintenance Worker III	2	2.00	2	2.00	2	2.00	2	2.00
Maintenance Worker II	4	4.00	4	4.00	4	4.00	4	4.00
Maintenance Worker I	2	1.00	2	1.00	2	1.00	2	1.00
Maintenance Worker I - Seasonal PT	2	0.65	2	0.65	2	0.65	2	0.65
IT Meeting Technician	2	0.10	-	-	-	-	-	-
Meeting Technician	3	0.15	-	-	-	-	-	-
Utilities Manager	1	1.00	1	1.00	1	1.00	1	1.00
Utilities Operations Supervisor	1	1.00	-	-	-	-	-	-
Utilities Operations Superintendent	-	-	1	1.00	1	1.00	1	1.00
Utilities Operator	3	3.00	-	-	-	-	-	-
Utilities Operator I	-	-	1	1.00	1	1.00	1	1.00
Utilities Operator II	-	-	1	1.00	1	1.00	1	1.00
Utilities Operator III	-	-	1	1.00	1	1.00	1	1.00
Utilities Distribution Technician	1	1.00	-	-	-	-	-	-
Utilities Maintenance Technician	-	-	1	1.00	1	1.00	1	1.00
Convenience Center Supervisor	1	1.00	1	1.00	1	1.00	1	1.00
Convenience Center Operator III	1	1.00	-	-	-	-	-	-
Convenience Center Lead Operator	-	-	1	1.00	1	1.00	1	1.00
Convenience Center Operator II	1	1.00	-	-	-	-	-	-
Convenience Center Operator I	1	1.00	-	-	-	-	-	-
Convenience Center Operator I	2	1.00	-	-	-	-	-	-
Convenience Center Operator	-	-	2	2.00	2	2.00	2	2.00
Convenience Center Operator	-	-	2	1.00	2	1.00	2	1.00
	<b>33</b>	<b>24.90</b>	<b>28</b>	<b>24.65</b>	<b>28</b>	<b>24.65</b>	<b>28</b>	<b>24.65</b>

**Attachment to Resolution R-2016-13**

**Powhatan County**

**FY 2016 Amended Staffing Plan - Authorized Positions**

Title	R-2015-41		Class and Comp Plan		R-2015-49		Sheriff	
	FY 2016		FY 2016		R--2015-110		Reorganization	
	#	FTE	#	FTE	#	FTE	#	FTE
Deputy County Administrator	1	1.00	-	-	-	-	-	-
Administrative Associate Community Dev.	1	1.00	-	-	-	-	-	-
Recreation Program Coordinator	1	1.00	-	-	-	-	-	-
Planning Manager	1	1.00	-	-	-	-	-	-
Planning and Zoning Manager	-	-	1	1.00	1	1.00	1	1.00
Zoning Administrator	1	1.00	1	1.00	1	1.00	1	1.00
Environmental Coordinator	1	1.00	1	1.00	1	1.00	1	1.00
Planner	1	1.00	1	1.00	1	1.00	1	1.00
E&S Technician	1	1.00	-	-	-	-	-	-
Erosion and Sediment Inspector	-	-	1	1.00	1	1.00	1	1.00
Planning/Zoning Specialist	1	1.00	-	-	-	-	-	-
Planning and Zoning Technician	-	-	1	1.00	1	1.00	1	1.00
Building Official	1	1.00	1	1.00	1	1.00	1	1.00
Building Plan Reviewer	1	1.00	1	1.00	1	1.00	1	1.00
Building Inspector	2	2.00	2	2.00	2	2.00	2	2.00
Building Permit Specialist	1	1.00	-	-	-	-	-	-
Building Permit Technician	-	-	1	1.00	1	1.00	1	1.00
	<u>14</u>	<u>14.00</u>	<u>11</u>	<u>11.00</u>	<u>11</u>	<u>11.00</u>	<u>11</u>	<u>11.00</u>
Recreation Program Coordinator	-	-	1	1.00	1	1.00	1	1.00
	-	-	1	1.00	1	1.00	1	1.00
Fire & EMS Chief	1	1.00	-	-	-	-	-	-
Fire & Rescue Chief	-	-	1	1.00	1	1.00	1	1.00
Administrative Associate- Public Safety	1	1.00	-	-	-	-	-	-
Administrative Associate- Fire & Rescue	-	-	1	1.00	1	1.00	1	1.00
Assistant Fire Chief	1	0.50	-	-	-	-	-	-
Assistant Fire Chief	1	0.50	-	-	-	-	-	-
Assistant Fire & Rescue Chief	-	-	2	1.00	2	1.00	2	1.00
EMS Coordinator	1	0.50	1	0.50	1	0.50	1	0.50
Fire Marshall	1	0.50	1	0.50	1	0.50	1	0.50
Emergency Management Coordinator II	1	0.70	-	-	-	-	-	-
Emergency Management Coordinator	-	-	1	0.70	1	0.70	1	0.70
	<u>7</u>	<u>4.70</u>	<u>7</u>	<u>4.70</u>	<u>7</u>	<u>4.70</u>	<u>7</u>	<u>4.70</u>
	<u>67</u>	<u>56.10</u>	<u>67</u>	<u>56.10</u>	<u>67</u>	<u>56.10</u>	<u>67</u>	<u>56.10</u>

**Attachment to Resolution R-2016-13**

**Powhatan County**

**FY 2016 Amended Staffing Plan - Authorized Positions**

<b>Title</b>	<b>R-2015-41</b>		<b>Class and Comp Plan</b>		<b>R-2015-49</b>		<b>Sheriff</b>	
	<b>FY 2016</b>		<b>FY 2016</b>		<b>R--2015-110</b>		<b>Reorganization</b>	
	<b>Adopted</b>		<b>Amended</b>		<b>FY 2016</b>		<b>FY 2016</b>	
	<b>#</b>	<b>FTE</b>	<b>#</b>	<b>FTE</b>	<b>#</b>	<b>FTE</b>	<b>#</b>	<b>FTE</b>
Library Director	1	1.00	1	1.00	1	1.00	1	1.00
Library Assistant	1	1.00	-	-	-	-	-	-
Library Administrative Coordinator	-	-	1	1.00	1	1.00	1	1.00
Library Clerk II	1	1.00	-	-	-	-	-	-
Library Systems Technician	-	-	1	1.00	1	1.00	1	1.00
Library Youth Services Coordinator	1	0.50	1	0.50	1	0.50	1	0.50
Senior Library Clerk	-	-	2	1.00	2	1.00	2	1.00
Library Clerk	4	2.00	2	1.00	2	1.00	2	1.00
Library Clerk (sub)	5	0.50	-	-	-	-	-	-
Library Aide	-	-	5	0.50	5	0.50	5	0.50
	<b>13</b>	<b>6.00</b>	<b>13</b>	<b>6.00</b>	<b>13</b>	<b>6.00</b>	<b>13</b>	<b>6.00</b>
Registrar	1	1.00	-	-	-	-	-	-
Director of Elections	-	-	1	1.00	1	1.00	1	1.00
Registrar Clerk II	1	0.35	1	0.35	1	0.35	1	0.35
Deputy Voter Registrar	-	-	-	-	-	-	-	-
Registrar Clerk	1	0.20	1	0.20	1	0.20	1	0.20
	<b>3</b>	<b>1.55</b>	<b>3</b>	<b>1.55</b>	<b>3</b>	<b>1.55</b>	<b>3</b>	<b>1.55</b>

**Attachment to Resolution R-2016-13**

**Powhatan County**

**FY 2016 Amended Staffing Plan - Authorized Positions**

Title	R-2015-41		Class and Comp Plan		R-2015-49		Sheriff	
	FY 2016		FY 2016		R--2015-110		Reorganization	
	Adopted		Amended		FY 2016 Amended		FY 2016 Amended	
	#	FTE	#	FTE	#	FTE	#	FTE
Director of Social Services	1	1.00	1	1.00	1	1.00	1	1.00
Finance and Operations Manager	1	1.00	-	-	-	-	-	-
Administrative Services Manager	-	-	1	1.00	1	1.00	1	1.00
Benefit Programs Supervisor	1	1.00	-	-	-	-	-	-
Benefits Programs Manager	-	-	1	1.00	1	1.00	1	1.00
Senior Benefit Program Specialist	1	1.00	1	1.00	1	1.00	1	1.00
Benefit Programs Specialist	3	3.00	4	4.00	4	4.00	4	4.00
Benefit Programs Specialist	1	1.00	-	-	-	-	-	-
Service Programs Manager	1	1.00	-	-	-	-	-	-
Family Services Manager	-	-	1	1.00	1	1.00	1	1.00
Senior Family Services Specialist	-	-	1	1.00	1	1.00	1	1.00
Family Services Specialist	5	5.00	5	5.00	5	5.00	5	5.00
Domestic Violence Program Coordinator	1	1.00	-	-	-	-	-	-
IS Support Specialist	1	1.00	-	-	-	-	-	-
Social Services Systems Technician	-	-	1	1.00	1	1.00	1	1.00
Clerk III	1	1.00	-	-	-	-	-	-
Receptionist	1	0.70	-	-	-	-	-	-
Receptionist	1	0.70	-	-	-	-	-	-
Administrative Assistant - Social Services	-	-	3	2.40	3	2.70	3	2.70
CSA Coordinator	1	1.00	-	-	-	-	-	-
Children's Services Act Program Coordinator	-	-	1	1.00	1	1.00	1	1.00
CAA Coordinator	1	1.00	-	-	-	-	-	-
Community Action Program Coordinator	-	-	1	1.00	1	1.00	1	1.00
Community Juvenile Counselor	1	0.50	-	-	-	-	-	-
Community Juvenile Officer	-	-	1	0.50	1	0.50	1	0.50
	<b>22</b>	<b>20.90</b>	<b>22</b>	<b>20.90</b>	<b>22</b>	<b>21.20</b>	<b>22</b>	<b>21.20</b>
Commissioner of the Revenue	1	1.00	1	1.00	1	1.00	1	1.00
Chief Deputy Commissioner	1	1.00	-	-	-	-	-	-
Chief Deputy Revenue Commissioner	-	-	1	1.00	1	1.00	1	1.00
Deputy III	2	2.00	-	-	-	-	-	-
Deputy Revenue Clerk III	-	-	2	2.00	2	2.00	2	2.00
Deputy II	3	3.00	-	-	-	-	-	-
Deputy Revenue Clerk II	-	-	3	3.00	3	3.00	3	3.00
Deputy I	1	0.50	-	-	-	-	-	-
Deputy Revenue Clerk I	-	-	1	0.50	1	0.50	1	0.50
	<b>8</b>	<b>7.50</b>	<b>8</b>	<b>7.50</b>	<b>8</b>	<b>7.50</b>	<b>8</b>	<b>7.50</b>

**Attachment to Resolution R-2016-13**

**Powhatan County**

**FY 2016 Amended Staffing Plan - Authorized Positions**

Title	R-2015-41		Class and Comp Plan		R-2015-49		Sheriff	
	FY 2016		FY 2016		R--2015-110		Reorganization	
	#	FTE	#	FTE	#	FTE	#	FTE
Treasurer	1	1.00	1	1.00	1	1.00	1	1.00
Chief Deputy Treasurer	1	1.00	1	1.00	1	1.00	1	1.00
Deputy III	2	2.00	-	-	-	-	-	-
Deputy Treasurer Clerk III	-	-	2	2.00	2	2.00	2	2.00
Deputy II	3	3.00	-	-	-	-	-	-
Deputy Treasurer Clerk II	-	-	3	3.00	3	3.00	3	3.00
Deputy I	1	0.70	-	-	-	-	-	-
Deputy Treasurer Clerk I	-	-	1	0.70	1	0.70	1	0.70
	<u>8</u>	<u>7.70</u>	<u>8</u>	<u>7.70</u>	<u>8</u>	<u>7.70</u>	<u>8</u>	<u>7.70</u>
Clerk of the Circuit Court	1	1.00	1	1.00	1	1.00	1	1.00
Chief Deputy Clerk - Circuit Court	1	1.00	1	1.00	1	1.00	1	1.00
Deputy II	3	3.00	-	-	-	-	-	-
Deputy Clerk II - Circuit Court	-	-	3	3.00	3	3.00	3	3.00
Deputy II	1	0.30	-	-	-	-	-	-
Deputy Clerk II - Circuit Court	-	-	1	0.30	1	0.30	1	0.30
	<u>6</u>	<u>5.30</u>	<u>6</u>	<u>5.30</u>	<u>6</u>	<u>5.30</u>	<u>6</u>	<u>5.30</u>
Commonwealth's Attorney	1	1.00	1	1.00	1	1.00	1	1.00
Deputy Commonwealth's Attorney	-	-	1	1.00	1	1.00	1	1.00
Assistant Commonwealth's Attorney	1	1.00	-	-	1	0.50	1	0.50
Executive Assistant - Commonwealth's Attorney	1	1.00	-	-	-	-	-	-
Administrative Associate - Commonwealth's Attorney	-	-	1	1.00	1	1.00	1	1.00
	<u>3</u>	<u>3.00</u>	<u>3</u>	<u>3.00</u>	<u>4</u>	<u>3.50</u>	<u>4</u>	<u>3.50</u>

**Attachment to Resolution R-2016-13**

**Powhatan County**

**FY 2016 Amended Staffing Plan - Authorized Positions**

Title	R-2015-41		Class and Comp Plan		R-2015-49		Sheriff	
	FY 2016		FY 2016		R--2015-110		Reorganization	
	#	FTE	#	FTE	#	FTE	#	FTE
Sheriff	1	1.00	1	1.00	1	1.00	1	1.00
Undersheriff	1	1.00	1	1.00	1	1.00	-	-
Chief Deputy	1	1.00	1	1.00	1	1.00	1	1.00
Captain	-	-	-	-	-	-	1	1.00
Lieutenant - Detective	1	1.00	-	-	-	-	-	-
Lieutenant Patrol Division	1	1.00	-	-	-	-	-	-
Lieutenant	-	-	2	2.00	2	2.00	1	1.00
1st Sergeant	1	1.00	-	-	-	-	-	-
1st Sergeant - Training	1	1.00	-	-	-	-	-	-
First Sergeant	-	-	2	2.00	2	2.00	1	1.00
Master Detective	1	1.00	-	-	-	-	-	-
Senior Detective	1	1.00	1	1.00	1	1.00	-	-
Detective	-	-	1	1.00	1	1.00	4	4.00
SRO Sergeant	1	1.00	-	-	-	-	-	-
Corporal	6	6.00	-	-	-	-	-	-
Sergeant	1	1.00	8	8.00	8	8.00	7	7.00
Deputy Sheriff - Master Deputy	7	7.00	-	-	-	-	-	-
Deputy Sheriff	13	13.00	20	20.00	22	22.00	22	22.00
Deputy Sheriff - Courthouse Security	5	2.00	5	2.00	5	2.00	10	2.00
Information Systems Technician	1	1.00	-	-	-	-	-	-
Sheriff Systems Technician	-	-	1	1.00	1	1.00	1	1.00
Crime Analyst	1	1.00	1	1.00	1	1.00	1	1.00
Office Manager - Sheriff	1	1.00	-	-	-	-	-	-
Administrative Associate - Sheriff	-	-	1	1.00	1	1.00	1	1.00
Civil Process Administrative Assistant	1	1.00	-	-	-	-	-	-
Civil Clerk II	-	-	1	1.00	1	1.00	1	1.00
	<b>46</b>	<b>43.00</b>	<b>46</b>	<b>43.00</b>	<b>48</b>	<b>45.00</b>	<b>52</b>	<b>44.00</b>
Victim Witness Program Coordinator	1	1.00	1	1.00	1	1.00	1	1.00
	1	1.00	1	1.00	1	1.00	1	1.00
Sergeant - Animal Control	1	1.00	1	1.00	1	1.00	1	1.00
Deputy - Animal Control	2	2.00	2	2.00	2	2.00	3	3.00
Administrative Assistant - Animal Control	1	1.00	-	-	-	-	-	-
Animal Control Technician II	-	-	1	1.00	1	1.00	1	1.00
	<b>4</b>	<b>4.00</b>	<b>4</b>	<b>4.00</b>	<b>4</b>	<b>4.00</b>	<b>5</b>	<b>5.00</b>

**Attachment to Resolution R-2016-13**  
**Powhatan County**  
**FY 2016 Amended Staffing Plan - Authorized Positions**

<b>Title</b>	<b>R-2015-41</b>		<b>Class and</b>		<b>R-2015-49</b>		<b>Sheriff</b>	
	<b>FY 2016</b>		<b>Comp Plan</b>		<b>R--2015-110</b>		<b>Reorganization</b>	
	<b>Adopted</b>		<b>FY 2016</b>	<b>Amended</b>	<b>FY 2016</b>	<b>Amended</b>	<b>FY 2016</b>	<b>Amended</b>
	<b>#</b>	<b>FTE</b>	<b>#</b>	<b>FTE</b>	<b>#</b>	<b>FTE</b>	<b>#</b>	<b>FTE</b>
Dispatch Manager	1	1.00	-	-	-	-	-	-
Communications Manager	-	-	1	1.00	1	1.00	1	1.00
Dispatch Supervisor	1	1.00	-	-	-	-	-	-
Communications Supervisor	-	-	1	1.00	1	1.00	1	1.00
Dispatcher	10	10.00	-	-	-	-	-	-
Communications Specialist	-	-	10	10.00	10	10.00	10	10.00
Dispatcher	4	2.00	-	-	-	-	-	-
Communications Specialist	-	-	4	2.00	4	2.00	4	2.00
Dispatcher	1	0.30	-	-	-	-	-	-
Communications Specialist	-	-	1	0.30	1	0.30	1	0.30
	<u>17</u>	<u>14.30</u>	<u>17</u>	<u>14.30</u>	<u>17</u>	<u>14.30</u>	<u>17</u>	<u>14.30</u>
Subtotal Sheriff	<u>68</u>	<u>62.30</u>	<u>68</u>	<u>62.30</u>	<u>70</u>	<u>64.30</u>	<u>75</u>	<u>64.30</u>
	<u><b>198</b></u>	<u><b>201.50</b></u>	<u><b>198</b></u>	<u><b>201.50</b></u>	<u><b>201</b></u>	<u><b>205.30</b></u>	<u><b>206</b></u>	<u><b>205.30</b></u>
<b>Change from FY 2016 Adopted</b>			<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>3.00</b></u>	<u><b>3.80</b></u>		
<b>Change from FY 2016 Amended</b>							<u><b>5.00</b></u>	<u><b>0.00</b></u>

**RESOLUTION**  
**AMENDING THE FISCAL YEAR 2016 POWHATAN COUNTY OPERATING BUDGET**  
**BY BUDGETING AND APPROPRIATING \$75,000 IN THE GENERAL FUND FOR**  
**TWO (2) SHERIFF DEPUTIES TO BEGIN EMPLOYMENT OCTOBER 1, 2015**

**WHEREAS**, on May 18, 2015, the Powhatan County Board of Supervisors adopted Resolution R-2015-47, which adopted the Fiscal Year 2016 Powhatan Operating Budget in the amount of \$99,890,394; and

**WHEREAS**, the Code of Virginia Section [15.2-2507](#) states that any locality may amend its budget and must first hold a public hearing which is advertised once in the newspaper if any such amendment exceeds one percent of the total expenditures of the currently adopted budget; and

**WHEREAS**, the amendment of the budget in this resolution does not exceed one percent of the adopted budget and therefore a public hearing was not held.

**NOW, THEREFORE, BE IT RESOLVED** that the FY 2016 Powhatan County Operating Budget is hereby amended and the funds appropriated as shown:

**GENERAL FUND**

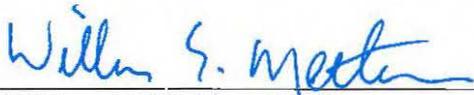
**REVENUES**

Local Sales Tax	3-100-012010-0001	\$	75,000.00
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**EXPENDITURES**

Salaries & Wages - Regular	4-100-031200-1100	\$	75,000.00
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**ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON MAY 18, 2015.**

  
 \_\_\_\_\_  
**William E. Melton, Chairman**  
**Powhatan County Board of Supervisors**

**ATTEST:**

  
 \_\_\_\_\_  
**Patricia A. Weiler, Clerk**  
**Powhatan County Board of Supervisors**

*Recorded Vote:*

<i>David T. Williams</i>	<u><i>Nay</i></u>
<i>Larry J. Nordvig</i>	<u><i>Aye</i></u>
<i>Barry C. Hodge</i>	<u><i>Nay</i></u>
<i>William E. Melton</i>	<u><i>Aye</i></u>
<i>Carson L. Tucker</i>	<u><i>Aye</i></u>

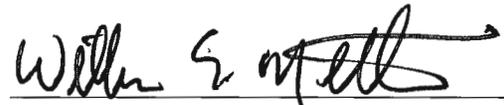
**RESOLUTION  
AMENDING THE FISCAL YEAR 2016 STAFFING PLAN**

**WHEREAS**, on May 4, 2015 the Powhatan County Board of Supervisors approved Resolution R-2015-38 adopting the FY 2016 Operating Budget and Section 1 of Resolution R-2015-38 states “Only the positions authorized in the FY 2016 Staffing Plan adopted with Resolution R-2015-41 shall be permitted to be filled subject to the maximum compensation authorized by the Powhatan County Classification and Pay Plan”; and

**WHEREAS**, Powhatan County Staff has recommend changes to the FY 2016 Staffing Plan and the Powhatan County Board of Supervisors has determined that these changes will increase the efficiency and effectiveness of county services.

**NOW, THEREFORE, BE IT RESOLVED** that the Adopted FY 2016 Staffing Plan is hereby amended by changing one part-time Receptionist in the Department of Social Services to full-time.

**ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON DECEMBER 7, 2015.**

  
\_\_\_\_\_  
William E. Melton, Chairman  
Powhatan County Board of Supervisors

**ATTEST:**

  
\_\_\_\_\_  
Patricia A. Weiler, Clerk  
Powhatan County Board of Supervisors

*Recorded Vote:*

David T. Williams      Aye  
Larry J. Nordvig      Aye  
Barry C. Hodge      Aye  
William E. Melton      Aye  
Carson L. Tucker      Aye



**RESOLUTION  
ADOPTING THE FISCAL YEAR 2016 STAFFING PLAN**

**WHEREAS**, the Powhatan County Board of Supervisors has held six budget workshops to discuss, study and consider the proposed FY 2016 Operating Budgets of the County Administrator and the School Board; and

**WHEREAS**, a synopsis of the proposed FY 2016 Operating Budget and the proposed tax rates were published in the Powhatan Today on April 8 and 15, 2015; and

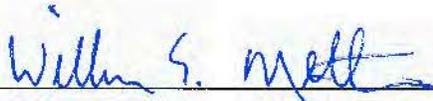
**WHEREAS**, a public hearing was held on Monday, April 20, 2015 pursuant to the provisions of Section 15.2-2506 of the Code of Virginia; and

**WHEREAS**, those citizens who appeared and wished to speak at the public hearing on Monday April 20, 2015 were heard; and

**WHEREAS**, on May 4, 2015 the Powhatan County Board of Supervisors approved Resolution R-2015-38 adopting the FY 2016 Operating Budget and Section 1 of Resolution R-2015-38 states "Only the positions authorized in the FY 2016 Staffing Plan as approved by the Board of Supervisors with a Resolution shall be permitted to be filled subject to the maximum compensation authorized by the Powhatan County Classification and Compensation Plan as approved by the Board of Supervisor with a Resolution".

**NOW, THEREFORE, BE IT RESOLVED** that the FY 2016 Staffing Plan is hereby adopted as per the attached *FY 2016 Adopted Staffing Plan*.

**ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON MAY 18, 2015.**

  
\_\_\_\_\_  
**William E. Melton, Chairman**  
**Powhatan County Board of Supervisors**

**ATTEST:**

  
\_\_\_\_\_  
**Patricia A. Weiler, Clerk**  
**Powhatan County Board of Supervisors**

**Recorded Vote:**

- David T. Williams     Nay
- Larry J. Nordvig     Aye
- Barry C. Hodge     Nay
- William E. Melton   Aye
- Carson L. Tucker   Aye

**Powhatan County**  
**FY 2016 Adopted Staffing Plan - Authorized Positions**  
**Attachment to Resolution R-2015-41**

Title	FY 2015 Adopted		FY 2015 Amended 5/4/2015		FY 2016 Adopted	
	#	FTE	#	FTE	#	FTE
Paralegal	1	1.00	1	1.00	1	1.00
	1	1.00	1	1.00	1	1.00
County Administrator	1	1.00	1	1.00	1	1.00
Executive Associate	1	1.00	1	1.00	1	1.00
HR Manager	1	1.00	1	1.00	1	1.00
	3	3.00	3	3.00	3	3.00
Director of Finance and Administration	1	1.00	1	1.00	1	1.00
Accounting Manager	1	1.00	1	1.00	1	1.00
Accounting Analyst	1	1.00	1	1.00	1	1.00
HR Finance Specialist	1	1.00	1	1.00	1	1.00
	4	4.00	4	4.00	4	4.00
IT Manager	1	1.00	-	-	-	-
Director of IT	-	-	1	1.00	1	1.00
IT Specialist II	1	1.00	1	1.00	1	1.00
IT Specialist I	1	1.00	1	1.00	1	1.00
GIS Coordinator	-	-	-	-	1	1.00
GIS Technician	-	-	-	-	1	0.50
	3	3.00	3	3.00	5	4.50
Director of Public Works	1	1.00	1	1.00	1	1.00
Administrative Associate- Public Works	1	1.00	1	1.00	1	1.00
Recreation Program Coordinator	1	1.00	1	1.00	-	-
Facilities Manager	1	1.00	1	1.00	1	1.00
Administrative Assistant - Facilities	1	1.00	1	1.00	1	1.00
Buildings Supervisor - HVAC	1	1.00	1	1.00	1	1.00
Grounds Supervisor	1	1.00	1	1.00	1	1.00
Maintenance Worker III	2	2.00	2	2.00	2	2.00
Maintenance Worker II	4	4.00	4	4.00	4	4.00
Maintenance Worker I	2	1.00	2	1.00	2	1.00
Maintenance Worker I - Seasonal PT	-	-	2	0.65	2	0.65
IT Meeting Technician	2	0.10	2	0.10	2	0.10
Meeting Technician	3	0.15	3	0.15	3	0.15
Utilities Manager	1	1.00	1	1.00	1	1.00
Utilities Operations Supervisor	1	1.00	1	1.00	1	1.00
Utilities Operator	3	3.00	3	3.00	3	3.00
Utilities Distribution Technician	-	-	-	-	1	1.00

**Powhatan County**  
**FY 2016 Adopted Staffing Plan - Authorized Positions**  
**Attachment to Resolution R-2015-41**

Title	FY 2015 Adopted		FY 2015 Amended 5/4/2015		FY 2016 Adopted	
	#	FTE	#	FTE	#	FTE
Convenience Center Supervisor	1	1.00	1	1.00	1	1.00
Convenience Center Operator III	1	1.00	1	1.00	1	1.00
Convenience Center Operator II	1	1.00	1	1.00	1	1.00
Convenience Center Operator I	1	1.00	1	1.00	1	1.00
Convenience Center Operator I	2	1.00	2	1.00	2	1.00
	<u>31</u>	<u>24.25</u>	<u>33</u>	<u>24.90</u>	<u>33</u>	<u>24.90</u>
Deputy County Administrator	1	1.00	1	1.00	1	1.00
Administrative Associate Community Dev.	1	1.00	1	1.00	1	1.00
Recreation Program Coordinator	-	-	-	-	1	1.00
Planning Manager	1	1.00	1	1.00	1	1.00
Zoning Administrator	1	1.00	1	1.00	1	1.00
Environmental Coordinator	1	1.00	1	1.00	1	1.00
Planner I	1	1.00	1	1.00	1	1.00
E&S Technician	1	1.00	1	1.00	1	1.00
Planning/Zoning Specialist	1	1.00	1	1.00	1	1.00
GIS Coordinator	1	1.00	1	1.00	-	-
GIS Technician	1	0.50	1	0.50	-	-
Building Official	1	1.00	1	1.00	1	1.00
Building Plans Reviewer	1	1.00	1	1.00	1	1.00
Building Inspector	2	2.00	2	2.00	2	2.00
Building Permit Specialist	1	1.00	1	1.00	1	1.00
	<u>15</u>	<u>14.50</u>	<u>15</u>	<u>14.50</u>	<u>14</u>	<u>14.00</u>
Director of Public Safety	1	1.00	-	-	-	-
Fire & EMS Chief	-	-	1	1.00	1	1.00
Administrative Associate- Public Safety	1	1.00	1	1.00	1	1.00
Assistant Fire Chief	1	0.25	1	0.25	1	0.50
Assistant Fire Chief	1	0.25	1	0.25	1	0.50
EMS Coordinator	-	-	-	-	1	0.50
Fire Marshall	-	-	-	-	1	0.50
Emergency Management Coordinator II	1	0.25	1	0.25	1	0.70
Emergency Management Coordinator I	1	0.25	1	0.25	-	-
	<u>6</u>	<u>3.00</u>	<u>6</u>	<u>3.00</u>	<u>7</u>	<u>4.70</u>
	<u>63</u>	<u>52.75</u>	<u>65</u>	<u>53.40</u>	<u>67</u>	<u>56.10</u>

**Powhatan County**  
**FY 2016 Adopted Staffing Plan - Authorized Positions**  
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Title	FY 2015 Adopted		FY 2015 Amended 5/4/2015		FY 2016 Adopted	
	#	FTE	#	FTE	#	FTE
Library Director	1	1.00	1	1.00	1	1.00
Library Assistant	1	1.00	1	1.00	1	1.00
Library Clerk II	1	1.00	1	1.00	1	1.00
Youth Services Coordinator - Library	1	0.50	1	0.50	1	0.50
Library Clerk	4	2.00	4	2.00	4	2.00
Library Clerk (sub)	5	0.50	5	0.50	5	0.50
	<u>13</u>	<u>6.00</u>	<u>13</u>	<u>6.00</u>	<u>13</u>	<u>6.00</u>
Registrar	1	1.00	1	1.00	1	1.00
Registrar Clerk II	1	0.35	1	0.35	1	0.35
Registrar Clerk	1	0.20	1	0.20	1	0.20
	<u>3</u>	<u>1.55</u>	<u>3</u>	<u>1.55</u>	<u>3</u>	<u>1.55</u>
Director of Social Services	1	1.00	1	1.00	1	1.00
Finance and Operations Manager	1	1.00	1	1.00	1	1.00
Benefit Programs Specialist	3	3.00	3	3.00	3	3.00
Benefit Programs Supervisor	1	1.00	1	1.00	1	1.00
CAA Coordinator	1	1.00	1	1.00	1	1.00
Clerk III	1	1.00	1	1.00	1	1.00
IS Support Specialist	1	1.00	1	1.00	1	1.00
Receptionist	1	1.00	1	0.70	1	0.70
Receptionist	-	-	1	0.70	1	0.70
Senior Benefit Program Specialist	1	1.00	1	1.00	1	1.00
Family Services Specialist	5	5.00	5	5.00	5	5.00
Benefit Programs Specialist	1	1.00	1	1.00	1	1.00
Service Programs Manager	1	1.00	1	1.00	1	1.00
Domestic Violence Program Coordinator	1	1.00	1	1.00	1	1.00
CSA Coordinator	1	1.00	1	1.00	1	1.00
Community Juvenile Counselor	1	0.50	1	0.50	1	0.50
	<u>21</u>	<u>20.50</u>	<u>22</u>	<u>20.90</u>	<u>22</u>	<u>20.90</u>
Commissioner of Revenue	1	1.00	1	1.00	1	1.00
Chief Deputy Commissioner	1	1.00	1	1.00	1	1.00
Deputy III	2	2.00	2	2.00	2	2.00
Deputy II	3	3.00	3	3.00	3	3.00
Deputy I	1	0.70	1	0.70	1	0.50
	<u>8</u>	<u>7.70</u>	<u>8</u>	<u>7.70</u>	<u>8</u>	<u>7.50</u>

**Powhatan County**  
**FY 2016 Adopted Staffing Plan - Authorized Positions**  
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<b>Title</b>	<b>FY 2015 Adopted</b>		<b>FY 2015 Amended 5/4/2015</b>		<b>FY 2016 Adopted</b>	
	<b>#</b>	<b>FTE</b>	<b>#</b>	<b>FTE</b>	<b>#</b>	<b>FTE</b>
Treasurer	1	1.00	1	1.00	1	1.00
Chief Deputy Treasurer	1	1.00	1	1.00	1	1.00
Deputy III	2	2.00	2	2.00	2	2.00
Deputy II	3	3.00	3	3.00	3	3.00
Deputy I	1	0.70	1	0.70	1	0.70
	<b>8</b>	<b>7.70</b>	<b>8</b>	<b>7.70</b>	<b>8</b>	<b>7.70</b>
Clerk of the Circuit Court	1	1.00	1	1.00	1	1.00
Chief Deputy Clerk	1	1.00	1	1.00	1	1.00
Deputy II	2	2.00	3	3.00	3	3.00
Deputy II	1	0.30	1	0.30	1	0.30
	<b>5</b>	<b>4.30</b>	<b>6</b>	<b>5.30</b>	<b>6</b>	<b>5.30</b>
Commonwealth's Attorney	1	1.00	1	1.00	1	1.00
Assistant Commonwealth Attorney	1	1.00	1	1.00	1	1.00
Executive Assistant - Commonwealth Attorney	1	1.00	1	1.00	1	1.00
	<b>3</b>	<b>3.00</b>	<b>3</b>	<b>3.00</b>	<b>3</b>	<b>3.00</b>
Sheriff	1	1.00	1	1.00	1	1.00
Undersheriff	1	1.00	1	1.00	1	1.00
Chief Deputy	1	1.00	1	1.00	1	1.00
Lieutenant Detective	1	1.00	1	1.00	1	1.00
Lieutenant Patrol Division	1	1.00	1	1.00	1	1.00
1st Sergeant	1	1.00	1	1.00	1	1.00
1st Sergeant - Training	1	1.00	1	1.00	1	1.00
Master Detective	1	1.00	1	1.00	1	1.00
Senior Detective	1	1.00	1	1.00	1	1.00
Sergeant	1	0.50	-	-	-	-
Sergeant	1	0.50	-	-	-	-
SRO Sergeant	1	1.00	1	1.00	1	1.00
Corporal	6	6.00	6	6.00	6	6.00
Corporal	1	0.50	-	-	-	-
Sergeant	1	1.00	1	1.00	1	1.00
Deputy Sheriff - Master Deputy	7	7.00	7	7.00	7	7.00
Deputy Sheriff	13	13.00	13	13.00	13	13.00
Deputy Sheriff - Courthouse Security	-	-	5	2.00	5	2.00
Information Systems Technician	1	1.00	1	1.00	1	1.00
Crime Analyst	1	1.00	1	1.00	1	1.00
Office Manager - Sheriff	1	1.00	1	1.00	1	1.00
Civil Process Administrative Assistant	1	1.00	1	1.00	1	1.00
	<b>44</b>	<b>42.50</b>	<b>46</b>	<b>43.00</b>	<b>46</b>	<b>43.00</b>

**Powhatan County**  
**FY 2016 Adopted Staffing Plan - Authorized Positions**  
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<b>Title</b>	<b>FY 2015 Adopted</b>		<b>FY 2015 Amended 5/4/2015</b>		<b>FY 2016 Adopted</b>	
	<b>#</b>	<b>FTE</b>	<b>#</b>	<b>FTE</b>	<b>#</b>	<b>FTE</b>
Victim/Witness Program Coordinator	1	1.00	1	1.00	1	1.00
	1	1.00	1	1.00	1	1.00
Sergeant Animal Control	1	1.00	1	1.00	1	1.00
Deputy Animal Control	2	2.00	2	2.00	2	2.00
Administrative Assistant - Animal Control	1	1.00	1	1.00	1	1.00
	4	4.00	4	4.00	4	4.00
Dispatch Manager	1	1.00	1	1.00	1	1.00
Dispatch Supervisor	1	1.00	1	1.00	1	1.00
Dispatcher	8	8.00	8	8.00	10	10.00
Dispatcher	4	2.00	4	2.00	4	2.00
Dispatcher	1	0.30	1	0.30	1	0.30
	15	12.30	15	12.30	17	14.30
	<b>188</b>	<b>163.30</b>	<b>194</b>	<b>165.85</b>	<b>198</b>	<b>170.35</b>
<b>Change from FY 2015 Amended</b>					<b>4</b>	<b>4.50</b>



POWHATAN COUNTY  
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Highlighted Cells note a change from the November 16, 2015 update

Key Task/Activity	Target Date	
<b>Priority LD 1: Complete the zoning and subdivision ordinance updates</b>		
Champion: Altman		
Supporting Staff: Howland, Dameron, Lacheney, Wall		
1. Zoning Ordinance update adopted by Board of Supervisors (BOS)	Jun-14	COMPLETE
2. Commence Subdivision Ordinance review	May-14	COMPLETE
3. Hold Planning Commission (PC) public hearing and recommend PC approval of Subdivision Ordinance	Sep-14	COMPLETE
4. Conduct a workshop with BOS	Nov-14	COMPLETE
5. Hold BOS public hearing	Dec-14	COMPLETE
6. Hold BOS workshop on Subdivision Ordinance	Feb-15	COMPLETE
7. Hold BOS public hearing and recommend BOS adoption	Mar-15	COMPLETE
8. Implement new Subdivision Ordinance	TBD	
<b>Priority LD 2: Update the Comprehensive Plan</b>		
Champion: Altman		
Supporting Staff: Howland, Dameron, Stokes		
1. Conduct a workshop with BOS and PC to discuss the options of review or update, the legal requirements and the BOS expectations	Sep-15	COMPLETE
2. Develop tasks, activities <u>and timeline</u> based on BOS direction at the workshop	Jan-16	COMPLETE
3. Planning Commission reviewing Comprehensive Plan	TBD	
<b>Priority LD 3: Prepare for the County's responsibility to address stormwater management</b>		
Champion: Altman		
Supporting Staff: Public Works, GIS		
1. Meet with representatives of other communities to review and discuss stormwater policies, ordinances, and implementation procedures	Ongoing	
2. Assess staff capabilities, needs, and resources	TBD	
3. Monitor State Code Regulations for potential changes	Ongoing	
4. Complete inventory of stormwater BMPs and outfalls in County, including drainage easements	Jun-16	COMPLETE
5. Develop local policies and procedures and County Code amendments	TBD	
6. Conduct BOS workshop to discuss proposed stormwater management program	TBD	
7. Recommend BOS adopt program	TBD	

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Key Task/Activity	Target Date	
<b>Priority EC 1: Create and implement an economic development plan, to include agri-business</b>		
Champion: Altman		
Supporting Staff: Weiler		
1. BOS budgets and appropriates funding	Oct-14	COMPLETE
2. Develop and issue RFP	Oct-14	COMPLETE
3. Review RFP submittals	Dec-14	COMPLETE
4. Board approves contract and authorizes County Administrator to execute	Dec-14	COMPLETE
5. Begin plan development	Jan-15	COMPLETE
6. Complete plan	Aug-15	ONGOING
6a. Consultant presents Findings and Recommendations	Aug-15	COMPLETE
6b. BOS feedback on Findings and Recommendations	Sep-15	COMPLETE
6c. Formulation of Goals, Objectives and Performance Measures	Dec-15	ONGOING
7. BOS adopts Economic Development Plan	Sept-15 Dec-15 Jan-16 Mar-16	
7a. Consultant conducts Community Meeting to present Plan	Jan-15 Feb-16 Mar-16	
8. Implement Economic Development Plan	Ongoing	

<b>Priority EC 2: Redirect and reconstitute the EDA. to include a clear purpose and realignment with the Board's direction and the economic development plan</b>		
Champion: Altman		
Supporting Staff: Weiler		
1. Review EDAs within adjoining communities to learn of best practices	Aug-15	COMPLETE
2. Develop new job description/charter for EDA members	Sept-15 Nov-15	COMPLETE

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Key Task/Activity	Target Date	
3. Solicit talent bank resumes of potential EDA candidates	Oct-15 Dec-15	COMPLETE
4. Review resumes and recommend individuals for appointment to EDA	Oct-15 Jan-16	COMPLETE

**Priority EC 3: Locate or expand at least one major business during the next 3 years**

Champion: Altman

Supporting Staff: Weiler

1. Develop and adopt Economic Development Plan (see EC 1)	Sep-15 <del>Dec-15</del> Jan-16	
2. Identify sites for business development	Sep-15 <del>Dec-15</del> Jan-16	
3. Create marketing materials and website	Jun-16	
4. Market development sites to potential businesses	Ongoing	
5. Get commitment from a new/expanded business	Dec-18	

**Priority EC4: Re-engineer the building inspection, planning, and zoning processes to be more efficient and business friendly**

Champion: Altman

Supporting Staff: Planning/Building/Zoning/Public Works

1. Meet with staff to discuss streamlining the plan review and building inspection process	Sep-14	COMPLETE
2. Review processes with consultant and evaluate consultants recommendations	Sep-15	ONGOING
3. Finalize and implement new processes	Jan-16 Jan-17	
4. Submit funding request for software to improve processes	Mar-16	
5. Select and purchase new software if funding is approved by BOS	Sep-16	
6. Implement new software	Jul-17 Jan-17	

**Priority HS 1: Structure the new fire/EMS/emergency management department**

Champion: Singer

Supporting Staff: Weiler, Greene, Warner, Schoeffel

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Key Task/Activity	Target Date	
1. Gather input from Fire, Emergency Management and EMS community, volunteers, and staff to determine roles and responsibilities of Fire & EMS Chief position	May-14	COMPLETE
2. Write roles and responsibilities gathered from input into job description	Jul-14	COMPLETE
3. Advertise and interview for Fire and EMS Chief position	Sep-14	COMPLETE
4. Hire Fire & EMS Chief	Dec-14	COMPLETE
5. Submit request to Virginia Department of Fire Program to conduct a study of Powhatan County's Fire and EMS services	Dec-14	COMPLETE
6. Revise Powhatan Code for BOS approved changes as recommended by Fire & EMS Chief	Feb-15	COMPLETE
7. Identify roles of current command structure of Fire/EMS/Emergency Management and analyze personnel needs based on current budget	Feb-15	COMPLETE
8. Recommend to the BOS changes to implement recommendations of Fire & EMS Chief on the command structure and personnel needs	Mar-15	COMPLETE
9. Present to the BOS the recommendations of the Virginia Department of Fire Program study	Jan-16	COMPLETE
10. Revise Powhatan Code for BOS approved changes as recommended by Virginia Department of Fire Program study	Mar-16	N/A
11. Collaborate with volunteers, contractors, and county staff to implement plan, policies and procedures	Mar-16	ONGOING

**Priority HS 2: Transfer the responsibility for emergency communications to the County Administrator and relocate the E-911 Center**

Champion: Singer

Supporting Staff: Sheriff, Greene

1. Engage in discussions between Sheriff and County Administrator to determine the need to transfer E-911 to carry out BOS direction	Jan-15	ONGOING
2. Engage in collaborations among County Administrator, Fire & EMS Chief and the Sheriff on implementation issues (acquire input, discuss pros and cons, briefing to officials as needed)	Jan-15	ONGOING
3. Identify the department to which the E-911 services function will report and identify a physical location for the E-911 function	Dec-15	COMPLETE
4. Present to the Board for approval of recommendations and funding for the location	Jun-16	

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Key Task/Activity	Target Date
5. Develop a plan for relocation of E-911 center/new radio system to ensure there is no disruption of services	TBD
6. Oversee the relocation of the E-911 center to ensure there is no disruption of services	TBD

**Priority HS 3: Evaluate the needs of our population and determine how best to respond so that they grow, develop and age healthfully**

Champion: Pemberton/Weiler

Supporting Staff: Howland, Woodel, Martin, TRIAD

1. Recommend reinstatement of County funding support for Senior Connections, Senior Navigator, Free Clinic, YMCA, the FCS program at the Extension Office and other organizations which support the County's aging population	Mar-15	COMPLETE
2. Assess the potential of a collaboration from agencies coming together for the Resource Council Meeting to determine whether this community partnership can address this goal (e.g., YMCA, Senior Connections, Health Department, Social Services, Extension Office, Recreation)	Jun-15	ONGOING
<ul style="list-style-type: none"> <li>Attend the Resource Council meeting for a discussion of the possibility how human service needs, including needs of the aging, might be addressed</li> </ul>		COMPLETE
<ul style="list-style-type: none"> <li>Develop a needs assessment (e.g., nutrition, recreation, financial education, transportation, support system, affordable housing, safety services)</li> </ul>		COMPLETE
<ul style="list-style-type: none"> <li>Determine method of communication to disseminate information to community (hire external with Board of Supervisors approval, or internal committee)</li> </ul>		
<ul style="list-style-type: none"> <li>Evaluate what the assessment may bring to the table and then determine how to address all needs</li> </ul>		
<ul style="list-style-type: none"> <li>Delegate to agency to begin addressing needs</li> </ul>		

**Priority HS 4: Develop a recreation department and plan that addresses the needs of all citizens**

Champion: Woodel

Supporting Staff: Altman, Piper, Martin, Howland

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Key Task/Activity	Target Date	
1. Assess needs of department; determine whether assistance can be acquired from local universities to complete a community needs assessment	Oct-15	ONGOING
2. Continue to analyze programs in other localities for their "fit" in Powhatan	Nov-15	ONGOING
3. Develop a written plan of action for department needs	<del>Dec-15</del> Sep-16	
4. Determine immediate, affordable community needs and coordinate with services offered by other agencies to create programs for citizens	<del>Dec-15</del> Sep-16	
5. Present recommendations to BOS and implement plan of action if approved	<del>Mar-16</del> Dec-16	

**Priority ED 1: Consider how future joint meetings with the School Board may be useful in achieving greater collaboration**

Champion: Weiler

Supporting Staff: Dr. Jones

1. Schedule and hold meeting of BOS Chairman and School Board (SB) Chairman to discuss future joint meetings of BOS and School Board	Aug-14	COMPLETE
2. Schedule and hold meeting of BOS Chairman, SB Chairman, County Administrator and Superintendent to discuss future joint meetings of BOS and School Board	Sep-14	COMPLETE
3. Schedule and hold quarterly meetings of BOS Chairman, SB Chairman, County Administrator, and School Superintendent	Dec-14	COMPLETE
	Mar-15	COMPLETE
	Jun-15	COMPLETE
	Sep-15	CANCELLED
	Dec-15	CANCELLED
3a. Schedule and hold quarterly Joint BOS / SB meetings	Jan-16	1/20, 2/3, 2/17
	Mar-16	3/23
	Jun-16	TBD
	Sep-16	TBD
	Dec-16	TBD
4. Schedule and hold a joint BOS/School Board workshop for School Board to present the Schools Facility Study to the BOS	Dec-14	COMPLETE
5. Research consultants to facilitate a joint BOS/School Board workshop on collaboration (Jones and Weiler)	Nov-14	COMPLETE
6. Discuss with consultant the strategy for joint BOS/School Board workshop (Jones and Weiler)	Dec-14	COMPLETE

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Key Task/Activity	Target Date	
7. Schedule and hold meeting of BOS Chair, School Board Chair, County Administrator and Superintendent to discuss recommendations of consultant on strategy for joint BOS/School Board workshop	Dec-14	COMPLETE
8. Schedule and hold joint BOS/School Board workshop on collaboration and to determine if the BOS/School Board should hold joint workshops on a regular basis	Feb-15	CANCELLED by BOS

**Priority ED 2: Determine the Board's role in a workforce development strategy that supports the County's economic development plan**

Champion: Weiler

Supporting Staff: Altman, Dr. Jones

1. Develop the key tasks/activities for this priority once the economic development plan has been adopted by the BOS	TBD	
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**Priority FA 1: Develop and implement a performance-based budgeting approach that aligns the budget with the priorities, goals, and objectives of the Board of Supervisors**

Champion: Schubert

Supporting Staff: Weiler, Beach, Gradwell, Jackson

1. Define the performance based budgeting system to will be used	Jul-17	
2. Train staff on mission statements, objectives, and performance measurements	Sep-17	
3. Develop a database to store and report department data	Oct-17	
4. Develop a BOS policy that ties vision and factors to funding/budget process (How do department objectives tie in to the Boards vision)	Sep-18	
5. Present to the board a Performance based budget for FY 2020	Mar-19	

**Priority FA 2: Continue to examine, evaluate, and improve systems and processes to enhance and add to the effectiveness of government service delivery, transparency, and accountability**

Champion: Weiler

Supporting Staff: Jackson, Schubert

1. Identify and document all completed BPR between January 2013 and present	<del>Sep-15</del> Sep-16	
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Key Task/Activity	Target Date
2. Create an initiative to identify, document, implement and acknowledge system and process improvements - the "Business Process Reengineering (BPR) Initiative"	<del>Sep-15</del> Sep-16
3. Write the BPR Initiative process including acknowledgement system	<del>Sep-15</del> Sep-16
4. Hold a meeting of key personnel from all departments to explain the BPR Initiative	<del>Oct-15</del> Oct-16
5. Identify potential BPR, assign champion and team; develop work plan (key tasks, activities, due dates)	ongoing

**Priority FA 3: Review and update the County's financial policies, including school funding and capital projects**

Champion: Schubert

Supporting Staff: Beach, Gradwell, Weiler, Jackson

1. Identify and list all the policies	Oct-14	COMPLETE
2. Request best practices from other local jurisdictions	Feb-15	COMPLETE
3. Draft policies	May-15	COMPLETE
4. Meet with BOS Policy Committee to get their revisions to draft policies	Jun-15	COMPLETE
5. Present policies to BOS in workshop	Jul-15	COMPLETE
6. Present policies to BOS for approval	Aug-15	COMPLETE

**Priority FA 4: Create an annual prioritized capital improvements plan and other capital maintenance program with consistent viable funding sources**

Champion: Schubert

Supporting Staff: Altman, Weiler, Piper, Melis, Singer

1. Schedule and hold meeting of team to determine the calendar for the FY 2016 Five-Year Capital Improvement Plan and Other Capital Programs (FY 2016 CIP)	Oct-14	COMPLETE
2. Schedule and hold meeting with School Superintendent to agree to dates for CIP	Dec-14	COMPLETE
3. Hold Joint BOS/ PC workshop on the Utilities Master Plan	Oct-14	COMPLETE
4. Hold Joint BOS / School Board workshop on the Schools Facility Needs Study	Nov-14	COMPLETE

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Key Task/Activity	Target Date	
5. Review FY 2015 CIP with Departments and incorporate changes into the FY 2016	Jan-15	COMPLETE
6. Incorporate Utilities Master Plan and School Board Adopted CIP into the FY 2016 CIP	Jan-15	COMPLETE
7. Present the FY 2016 CIP to the PC	Feb-15	COMPLETE
8. Present the FY 2016 CIP to the BOS	Mar-15	COMPLETE
9. Recommend BOS adopt the FY 2016 CIP	Apr-15	COMPLETE

<u>Priority IN 1: Develop and adopt a utilities master plan</u>		
Champion: Rapp		
Supporting Staff: Melis, Altman		
1. Hold Joint PC and BOS workshop	Oct-14	COMPLETE
2. Present Plan to PC for consideration	Jan-15	COMPLETE
3. Present revised Water and Sewer Service District boundaries to PC for consideration		COMPLETE
	Jan-15	COMPLETE
4. Present Plan to BOS for consideration of adoption	Feb-15	COMPLETE
5. Present revised Water and Sewer Service District boundaries to Board for adoption	Feb-15	COMPLETE
6. Implement plan as growth occurs	Ongoing	ONGOING

<u>Priority IN 2: Finalize the agreement for the Cobbs Creek Regional Reservoir</u>		
Champion: Weiler		
Supporting Staff: Altman, Rapp		
1. Finalize negotiations with Henrico County	May-15	ONGOING
2. Present agreement to BOS for adoption	Jun-15	
	Sept-15	
	Apr-16	
3. Sign and finalize agreement	Jun-15	
	Sept-15	
	Apr-16	
4. Implement agreement	Jun-15	
	Sept-15	
	Apr-16	

POWHATAN COUNTY  
 STRATEGIC ACTION PLAN  
 IMPLEMENTATION STEPS FOR THREE-YEAR PRIORITIES  
 STATUS REPORT

Status  
 as of

February 22, 2016

Highlighted Cells note a change from the November 16, 2015 update

Key Task/Activity	Target Date
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<b>Priority IN 3: Secure funding for water tower to serve County, Department of Corrections, and Goochland County</b>	
Champion: Weiler	
Supporting Staff: Rapp, Altman	
1. Funding was included in the FY 2015 State Budget	Complete
<b>COMPLETE</b>	

<b>Priority IN 4: Develop a communications infrastructure master plan for the public safety communications system</b>	
Champion: Greene	
Supporting Staff: Singer, Director of IT, Sheriff	
1. Request BOS approval of funding for plan	Oct-14
2. Develop RFP	Feb-15
3. Issue RFP	Mar-15
4. Review submitted proposals	Jun-15
5. Request BOS to authorize County Administrator to execute contract	Jul-15
6. Complete plan	Dec-15
7. Present plan to BOS for approval	Jan-16
<b>COMPLETE</b>	

<b>Priority IN 5: Develop a transportation master plan</b>	
Champion: Altman	
Supporting Staff: Howland, Dameron, Melis	
1. Conduct workshop with Board on a Route 60 third lane policy	2014
2. Write and present to BOS for approval a Route 60 third lane policy	Jun-15
3. Complete Route 60 East Special Area Plan funding by the MPO	Jun-16
4. Complete Route 60 Rural Area Corridor Study being done by MPO staff	Jun-16
5. Conduct workshop with BOS and PC on all the transportation studies to determine BOS expectation and desired outcome of a transportation master plan	Oct-16
6. Develop tasks and activities based on direction of BOS from workshop	TBD
<b>COMPLETE</b>	

<b>Priority IN 6: Develop an IT/phone master plan for the County's internal systems</b>
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POWHATAN COUNTY  
 STRATEGIC ACTION PLAN  
 IMPLEMENTATION STEPS FOR THREE-YEAR PRIORITIES  
 STATUS REPORT

Status  
 as of

February 22, 2016

Highlighted Cells note a change from the November 16, 2015 update

Key Task/Activity	Target Date	
Champion: IT Director		
Supporting Staff: Stowers		
1. Request BOS approval of funding for plan	Oct-14	COMPLETE
2. Develop and issue RFP	Jun-15	
3. Request BOS to authorize County Administrator to execute contract and budget and appropriate funds	Oct-15	
4. Complete plan	Jan-16 Dec-16	
5. Present plan to BOS for approval and funding	Mar-16 Mar-17	

As of November 16, 2015		
<b>Priority IN 7: Develop a broadband master plan</b>		
Champion: IT Director, Randy Buzzard		
Supporting Staff: Stowers, Jackson, Altman, Weiler, Lachenev		
1. Request BOS approval of funding for plan	Mar-15	
2. Develop and issue RFP	Jun-15	
2a. Update 2011 Plan	Dec-15	
3. Request BOS to authorize County Administrator to execute contract and budget and appropriate funds	Oct-15	
3. Present Plan to BOS	Jan-16	
4. Complete plan — Further action TBD based on BOS	Jan-16	
5. Present plan to BOS for approval and funding	Mar-16	
1. Review 2011 Plan to determine need to update	Oct-15	COMPLETE
2. Actively seek grants to fund Broadband infrastructure	Ongoing	
3. Meet with representatives of other communities and broadband providers to review and discuss optional broadband solutions and funding sources.	Ongoing	
4. Meet with VA Center for Innovative Technology (CIT) to determine how CIT can assist Powhatan	Oct-15	COMPLETE
5. Hold Town Hall meeting to Seek Citizen output	Oct-15	COMPLETE
6. Recommend to BOS forming a Citizen Advisory Committee	Dec-15	COMPLETE
7. Issue RFP for design and build of broadband infrastructure with funding solution	Apr-16	

POWHATAN COUNTY  
 STRATEGIC ACTION PLAN  
 IMPLEMENTATION STEPS FOR THREE-YEAR PRIORITIES  
 STATUS REPORT

Status  
 as of

February 22, 2016

Highlighted Cells note a change from the November 16, 2015 update

Key Task/Activity	Target Date
8. If recommended and if approved by BOS, form Broadband Authority	TBD

<u>Priority RC 1: Evaluate and ensure that the County has active participation in each organization in which the Board determines we must play a valuable role</u>	
Champion: Weiler	
Supporting Staff: Timberlake, Martin, Barton	
1. Create a form that includes name of organization, contact, benefits, and budget amount.	Nov-15
2. Ask staff in all departments for information regarding the organizations in which they currently actively participate and collaborate. County Administrator will include Board and County Administrator activity and partnerships. Describe what value being a member of the organization brings to the County	Dec-15
3. Compile the data provided by the Departments	Jan-16
4. Describe what value being a member of the organization brings to the County	Dec-15
5.	
6. Research and identify other opportunities for collaborations	Jan-16
7. Evaluate new collaborations for the potential benefit to the county's projects	Mar-16
8. Present to the BOS list and benefits of partnerships and organizations	May-16
9. Evaluate existing participation and benefits annually with recommendations for funding in the budget	Annually

<u>Priority RC 2: Continue to develop Board and staff relationships with regional partners</u>		
Champion: Weiler		
Supporting Staff: Timberlake, Martin, Barton		
1. Encourage Staff and Board participation in local government associations	Ongoing	ONGOING
2. Budget funds for Staff and Board to attend the meetings, workshops and educational sessions of local government associations	Annually	ONGOING

POWHATAN COUNTY  
 STRATEGIC ACTION PLAN  
 IMPLEMENTATION STEPS FOR THREE-YEAR PRIORITIES  
 STATUS REPORT

Status  
 as of

February 22, 2016

Highlighted Cells note a change from the November 16, 2015 update

Key Task/Activity	Target Date	
3. Continue active participation in the boards and initiatives of the RRPDC	Ongoing	ONGOING

<u>Priority RC 3: Continue to build strong relationships with our legislative</u>		
delegation		
Champion: Weiler		
Supporting Staff: Leadership Team		
1. Participate in all available opportunities to discuss County priorities with local delegates	Ongoing	ONGOING
2. Attend town meetings held by legislators to support their presence in the County	Ongoing	ONGOING
3. Supply legislators with reports and briefings on local matters	Ongoing	ONGOING
4. Submit to delegation County's legislative priorities by September each year	Ongoing	ONGOING





## Powhatan County Board of Supervisors Agenda Item

Meeting Date: January 25, 2016

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Agenda Item Title: Resolution R-2016-06 Amending the Fiscal Year 2016 Powhatan County Operating Budget by Transferring \$25,000 from General Fund Contingency to the Capital Projects Fund for Installation of Security Cameras at the Library

Motion: Move to approve Resolution R-2016-06

Dates Previously  
Considered by Board: N/A

Summary of Item: The Library currently has 16 analog security cameras installed to protect customers and library assets. The existing cameras are very low resolution and difficult to see the level of detail needed by library staff. In addition the existing cameras store data to an individual tape system which makes review of tapes extremely tedious and time consuming. The proposed security camera upgrades will replace the existing 16 analog cameras with high resolution cameras, a new digital storage system and three additional cameras to monitor the grounds and access points into the library. In FY 16 the County allocated \$17,000 for security camera upgrades. Recent price quotes indicate that the upgrades will require an additional \$25,000 for a total cost of \$42,000.

This resolution budgets and appropriates the funds.

Staff:  Approve  Disapprove  See Comments

Commission/Board:  Approve  Disapprove  See Comments

*Raw*

County Administrator:  Approve  Disapprove  See Comments

Comments: None

Budget/Fiscal Impact: None

Attachments: Contingency Memo and Resolutions Tracking Spreadsheet

Staff/Contact: Peggy Martin, Library Director, 804-598-5670, [pmartin@powhatanva.gov](mailto:pmartin@powhatanva.gov)  
Charla W. Schubert, Director of Finance, 804-598-5780, [cschubert@powhatanva.gov](mailto:cschubert@powhatanva.gov)

*If Board members have questions, please call the staff / contact prior to the meeting.*

**RESOLUTION  
AMENDING THE FISCAL YEAR 2016 POWHATAN COUNTY OPERATING BUDGET  
BY TRANSFERRING \$25,000 FROM GENERAL FUND CONTINGENCY TO THE  
CAPITAL PROJECTS FUND FOR INSTALLATION OF SECURITY CAMERAS AT  
THE LIBRARY**

**WHEREAS**, on May 18, 2015, the Powhatan County Board of Supervisors adopted Resolution R-2015-47, which adopted the Fiscal Year 2016 Powhatan Operating Budget in the amount of \$99,890,394; and

**WHEREAS**, the Code of Virginia Section [15.2-2507](#) states that any locality may amend its budget and must first hold a public hearing which is advertised once in the newspaper if any such amendment exceeds one percent of the total expenditures of the currently adopted budget; and

**WHEREAS**, the amendment of the budget in this resolution in the amount of \$20,000 (.0250%) does not exceed one percent of the adopted budget and therefore a public hearing was not held.

**NOW, THEREFORE, BE IT RESOLVED** that the FY 2016 Powhatan County Operating Budget is hereby amended, the funds transferred as shown:

**GENERAL FUND**

**EXPENDITURES**

Contingency Fund	4-100-081200-0014	\$	(25,000.00)
Transfer to Capital Projects Fund	4-100-093100-0301	\$	25,000.00

**CAPITAL PROJECTS FUND**

**REVENUES**

Transfer from General Fund	3-301-095101-0100	\$	25,000.00
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**EXPENDITURES**

Facility Improvements	4-301-014500-0001	\$	25,000.00
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**ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON  
JANUARY 25, 2016.**

\_\_\_\_\_  
**William E. Melton, Chairman**  
**Powhatan County Board of Supervisors**

**ATTEST:**

\_\_\_\_\_  
**Patricia A. Weiler, Clerk**  
**Powhatan County Board of Supervisors**

*Recorded Vote:*

*David T. Williams*     \_\_\_  
*Larry J. Nordvig*     \_\_\_  
*Angie Y. Cabell*     \_\_\_

*William E. Melton*     \_\_\_  
*Carson L. Tucker*     \_\_\_

Department of Finance

Charla W. Schubert, Director of  
Finance

THE COUNTY OF  
**POWHATAN**  
VIRGINIA

3834 Old Buckingham Road, Suite B  
Powhatan, Virginia 23139

Tel 804.598.5780  
Fax 804.598.5695  
Email: cschubert@powhatanva.gov  
www.powhatanva.gov

February 10, 2016

**TO:** Patricia A. Weiler, County Administrator

**FROM:** Charla W. Schubert, Director of Finance *CWS*

**SUBJECT:** Current Status of Contingency Fund - Account # 4-100-081200-0014

The following is a list of the transfers from the Contingency Fund account during Fiscal Year 2016 and the current status of that account:

<b>Beginning Balance</b>	<b>\$ 193,464.00</b>
R-2015-65, CRC Manager	(1,375.00)
R-2015-94, Debt Service	27,193.00
R-2015-96, Metal Detectors	(7,000.00)
R-2015-107, Fingerprinting equipment	(7,925.00)
<u>Proposed Resolutions:</u>	
R-2016-06, Library Security Cameras	(25,000.00)
R-2016-10, Fencing/Backstop Maintenance	<u>(5,000.00)</u>
<b>Remaining Balance</b>	<b><u><u>\$ 174,357.00</u></u></b>

**County of Powhatan  
Amendments to the FY 2016 Budget**

**Total Adopted Budget - All Funds = 99,890,394**  
**1% of Total Adopted Budget - All Funds = 998,904**

Res Number	Purpose	Date Adopted	Amount	% of Budget	Public Hearing	Funding Source
R-2015-49	Two Sheriff Deputies	5/18/2015	75,000	0.075%	NO	Local Sales Tax Revenue
R-2015-51	FY 2016 CIP Projects	6/15/2015	2,500,000	2.503%	YES 11/2/2015	Capital Maintenance Reserve/Cash Proffers
R-2015-52	FY 2016 Other Capital Projects	6/15/2015	1,750,750	1.753%	YES 11/2/2015	Capital Maintenance Reserve/lease proceeds/EMS Fees
R-2015-53	Transfer to School Op Fund (already B&A in General Fund)	6/1/2015	20,000	0.020%	NO	Tax Revenue
R-2015-68	PSAP Grant	7/13/2015	37,991	0.038%	NO	Grant
R-2015-80	Transfer to SS Fund and Water Sewer Fund for Class/Comp Plan (already B&A in General Fund)	8/31/2015	63,181	0.063%	NO	General Fund Salary Contingency
R-2015-85	Circuit Court Clerk Grants	8/31/2015	19,835	0.020%	NO	Grants
R-2015-86	Comcast Grant	8/31/2015	3,000	0.003%	NO	Grant
R-2015-90	EMS Fees for Arrow EZ-10 Equipment	8/31/2015	3,700	0.004%	NO	EMS Fees
R-2015-88	Design Jr High School	9/1/2015	120,120	0.120%	NO	Capital Maintenance Reserve/Cash Proffers
R-2015-94	Bond Proceeds VRA Refunding for Debt Service	9/21/2015	28,252	0.028%	NO	Bond Proceeds
R-2015-96	\$7,000.00	9/21/2015	-	N/A	N/A	Contingency
R-2015-103	Ladder Truck	11/16/2015	294,000	0.294%	NO	Capital Maintenance Reserve/Cash Proffers
R-2015-104	Donations to TRIAD, Animal Shelter, Project Lifesaver, Sheriff Deputies and Robotics Club	11/16/2015	6,364	0.0064%	NO	Grants/Donations
R-2015-105	Byrne Justice Assistance Grant and DMV Grants	11/16/2015	40,794	0.0408%	NO	Grants
R-2015-106	Carryforwards from FY15 to FY16	11/16/2015	174,555	0.1747%	NO	General Fund Fund Balance
R-2015-107	\$7,925.00	11/16/2015	-	N/A	N/A	Contingency
R-2015-108	Carryforward funds for General RE Assessment Services	11/16/2015	32,039	0.0321%	NO	General Fund Fund Balance
R-2015-109	Victim Witness and Local Emergency Management Performance grants	11/16/2015	9,838	0.0098%	NO	Grants
R-2015-112	PSAP WEP Grant and Litter Control	12/7/2015	10,022	0.0100%	NO	Grants
R-2015-113	Comcast PEG Fees	12/7/2015	10,519	0.0105%	NO	Franchise agreement fees
R-2015-114	Dominion Power Econ Dev Roadmap Pilot Project	12/7/2015	10,000	0.0100%	NO	Grant
R-2015-115	JET Program Donations	12/7/2015	1,431	0.0014%	NO	Donations
R-2016-03	TANF and CSBG Grant funds	1/25/2016	418,515	0.4190%	NO	Grants
R-2016-04	Donations to TRIAD, Animal Shelter, K9 Bane and Robotics Club	1/25/2016	18,806	0.0188%	NO	Donations
R-2016-05	Transfer from capital projects to the capital maintenance reserve	1/25/2016	-	N/A	N/A	Transfer
R-2016-06	Transfer from Contingency for Library security cameras		-	N/A	N/A	Contingency
R-2016-09	Grants and Donations		6,579	0.0066%	NO	Donations
R-2016-10	Transfer from Contingency for fencing and backstop maintenance		-	N/A	N/A	Contingency
R-2016-11	Grants and Donations		12,858	0.0129%	NO	Grant

**Total Amendments = 5,668,149 5.674%**

**Total Amended Budget - All Funds = 105,558,543**



## Powhatan County Board of Supervisors Agenda Item

Meeting Date: February 22, 2016

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Agenda Item Title: Presentation of the County Administrator's Proposed Fiscal Year (FY) 2017 Operating Budget

Motion: N/A

Dates Previously  
Considered by Board: N/A

Summary of Item: The County Administrator will present the Proposed FY 2017 Operating Budget.

### **The Proposed Budget will be distributed at the meeting.**

**The Board will see the Proposed Budget for the first time at the meeting, therefore, this is not intended to be a discussion item.**

The Board will hold ten (10) budget workshops in March and April. A calendar of the workshops is attached and may also be found on the County's web site.

The Proposed Budget will be published on the County's web site February 24, 2016.

Staff:  Approve  Disapprove  See Comments

Commission/Board:  Approve  Disapprove  See Comments

County Administrator:  Approve  Disapprove  See Comments

Comments: None

Budget/Fiscal Impact: FY 2017 Budget

Attachments: FY 2017 Budget Calendar

Staff/Contact: Patricia A. Weiler, County Administrator, 804-598-5612 [pweiler@powhatanva.gov](mailto:pweiler@powhatanva.gov)

*If Board members have questions, please call the staff / contact prior to the meeting.*



Board of Supervisors:

William E. Melton, Chair  
Larry J. Nordvig, Vice-Chair  
David T. Williams  
Angela Y. Cabell  
Carson L. Tucker

County Administrator

Patricia A. Weiler

THE COUNTY OF  
**POWHATAN**  
VIRGINIA

3834 Old Buckingham Road, Suite A  
Powhatan, Virginia 23139  
Tel 804-598-5612 Fax 804-598-7835  
Website: [www.powhatanva.gov](http://www.powhatanva.gov)

**PROCLAMATION  
RECOGNIZING RICHARD AYERS' SERVICE  
ON THE POWHATAN COUNTY PLANNING COMMISSION**

**WHEREAS**, the Code of Virginia creates local Planning Commissions to promote the orderly development of each community and its environs and to serve in an advisory capacity to the local governing body; and

**WHEREAS**, the Powhatan County Planning Commission studies, reviews, and recommends actions to the Board of Supervisors to ensure decisions are based on improvement of the public health, safety, convenience and general welfare of the citizens and consistency with the Comprehensive Plan which guides the future development of community; and

**WHEREAS**, Mr. Richard Ayers was unanimously appointed to the Powhatan County Planning Commission by the Board of Supervisors on March 13, 1995 and attended his first Planning Commission meeting on April 4, 1995;

**WHEREAS**, Mr. Ayers served as Chairman of the Planning Commission on numerous occasions, being recognized by his peers for his leadership; and

**WHEREAS**, Mr. Ayers was a strong advocate of a well-crafted and flexible Comprehensive Plan, Zoning Ordinance, Subdivision Ordinance, and advocated continually for review and updating of these guiding documents; and

**WHEREAS**, Mr. Ayers encyclopedic knowledge of these guiding documents insured fair and consistent application of the county's guidelines; and

**WHEREAS**, Mr. Ayers research and respectful questioning of staff, applicants and public was regarded by all as an exemplary decision-making process; and

**WHEREAS**, Mr. Ayers always balanced competing points-of-view – business development, fairness to adjacent land owners and applicants, short-term and long-term impacts, infrastructure and the environment; and

**WHEREAS**, the Board of Supervisors regularly relied on Mr. Ayers and the Planning Commission for balanced and wise advice;

**WHEREAS**, Mr. Ayers attended his final Planning Commission meeting on January 5, 2016 after 21 years of service;

**NOW, THEREFORE, BE IT PROCLAIMED** by the Board of Supervisors of Powhatan County that we hereby commend and sincerely thank Mr. Richard Ayers for his service to his community and his modeling of selfless dedication, and calls on the residents of Powhatan County to similarly recognize Mr. Ayers' great contributions to Powhatan and its people.

**ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON FEBRUARY 22, 2016.**

---

**William Melton, Chairman**  
**Powhatan County Board of Supervisors**

**ATTEST:**

---

**Patricia A. Weiler, Clerk**  
**Powhatan County Board of Supervisors**

**Recorded Vote:**

Recorded Vote:

David T. Williams	_____
Larry J. Nordvig	_____
Angela Y. Cabell	_____
William E. Melton	_____
Carson L. Tucker	_____

Board of Supervisors:  
William E. Melton, Chair  
Carson L. Tucker, Vice-Chair  
Barry C. Hodge  
Larry J. Nordvig  
David T. Williams  
  
County Administrator  
Patricia A. Weiler

THE COUNTY OF  
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3834 Old Buckingham Road, Suite A  
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Website: www.powhatanva.gov

**PROCLAMATION**

**RECOGNIZING JOHN CARTER EVERS' ACHIEVEMENT OF "EAGLE SCOUT" RANK**

**WHEREAS**, Scouting, for both boys and girls, has been an integral part of our community as well as a positive influence for many years; and

**WHEREAS**, the Eagle rank is the highest rank in Scouting and is obtained by earning 21 merit badges and implementing skills in a troop leadership position; and

**WHEREAS**, in addition, the Eagle candidate must plan, develop and direct a major community service project through its entire completion; and

**WHEREAS**, on September 15, 2015, Scout John Carter Evers, member of Boy Scouts of America Troop 800, successfully completed all requirements for achieving Scouting's Eagle rank; and

**WHEREAS**, in earning his Eagle rank, Scout John Carter Evers earned a total of 26 merit badges, camped over 141 nights including two long term camps to the National High Adventure Bases, Northern Tier in Minnesota and Philmont in New Mexico; and

**WHEREAS**, for his Eagle Project Scout John Carter Evers built a 29' handicap accessible walkway to the Chief Powhatan statue at the Powhatan State Park, with landscaping and the placement of 5 benches along the hiking trails with the help of Chief Ranger Lipscomb.

**NOW, THEREFORE, BE IT PROCLAIMED**, that the Powhatan County Board of Supervisors hereby commends and congratulates Eagle Scout John Carter Evers on this outstanding accomplishment, extends its deepest appreciation for all of his dedicated work, and wishes him the best in all of his future endeavors.

**ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON FEBRUARY 22, 2016.**

\_\_\_\_\_  
**William E. Melton, Chairman**  
**Powhatan County Board of Supervisors**

**ATTEST:**

\_\_\_\_\_  
**Patricia A. Weiler, Clerk**  
**Powhatan County Board of Supervisors**

*Recorded Vote:*

David T. Williams     \_\_\_

Larry J. Nordvig     \_\_\_

Angela Y. Cabell     \_\_\_

William E. Melton     \_\_\_

Carson L. Tucker     \_\_\_

Board of Supervisors:  
William E. Melton, Chair  
Carson L. Tucker, Vice-Chair  
Barry C. Hodge  
Larry J. Nordvig  
David T. Williams  
  
County Administrator  
Patricia A. Weiler

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**PROCLAMATION**  
**RECOGNIZING NATIONAL AGRICULTURE DAY**  
**MARCH 15, 2016**

**WHEREAS**, Powhatan agriculture builds on centuries of progress by constantly seeking advances in science, research, technology, production, and marketing to meet the demands of changing consumer needs and complex world markets; and

**WHEREAS**, Powhatan agriculture helps feed the world, fuels our Nation's economy, and is the largest, positive contributor to our Nation's net trade balance; and

**WHEREAS**, agriculture provides jobs throughout the farm and food industry, including employment for farmers, farm workers, scientists, processors, shippers, and retailers; and

**WHEREAS**, the stewardship of Powhatan farmers ensures a sustainable resource base for future generations; and

**WHEREAS**, Powhatan farmers uphold the rural character of the County as they provide the most abundant and most affordable food and fiber supply in the world.

**NOW, THEREFORE, BE IT PROCLAIMED**, that the Powhatan County Board of Supervisors, in recognition of the vital role that agriculture plays in the daily life of every American, hereby acknowledges the future progress and prosperity of the economy, and in appreciation of farmers and ranchers across Powhatan.

**ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON FEBRUARY 22, 2016.**

\_\_\_\_\_  
**William E. Melton, Chairman**  
**Powhatan County Board of Supervisors**

**ATTEST:**

\_\_\_\_\_  
**Patricia A. Weiler, Clerk**  
**Powhatan County Board of Supervisors**

*Recorded Vote:*

David T. Williams     \_\_\_  
Larry J. Nordvig     \_\_\_  
Angela Y. Cabell     \_\_\_

William E. Melton     \_\_\_  
Carson L. Tucker     \_\_\_

Board of Supervisors:  
William E. Melton, Chair  
Carson L. Tucker, Vice-Chair  
Barry C. Hodge  
Larry J. Nordvig  
David T. Williams  
  
County Administrator  
Patricia A. Weiler

THE COUNTY OF  
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**PROCLAMATION**

**RECOGNIZING FEBRUARY 20-27, 2016 AS FUTURE FARMERS OF AMERICA WEEK AND  
MARCH 13-19, 2016 AS VIRGINIA AGRICULTURE AND  
VIRGINIA AGRICULTURE LITERACY WEEK**

**WHEREAS**, the Future Farmers of America (FFA) and agricultural education provides a strong foundation for the youth of America and the future of the food, fiber and natural resources systems; and

**WHEREAS**, the FFA promotes premier leadership, personal growth and career success among its members, and agricultural education and the FFA ensures a steady supply of young professionals to meet the growing demands in the science, business and technology of agriculture; and

**WHEREAS**, the FFA emphasis on premier leadership, personal growth and career success gives direction of purpose to these students who take an active role in succeeding in agricultural education; and

**WHEREAS**, the FFA promotes citizenship, volunteerism, patriotism and cooperation; and

**WHEREAS**, in 1947, at a National FFA Board of Directors meeting, the week of George Washington's birthday was designated as National FFA Week, and now FFA Week always runs Saturday to Saturday and encompasses February 22nd, Washington's birthday; and

**WHEREAS**, FFA Week is an opportunity for FFA members, alumni and sponsors to advocate for agricultural education and a time to share with our local community, Commonwealth and Nation what FFA is and the impact it has on members every day; and

**WHEREAS**, agriculture is the Commonwealth's largest industry, with an economic impact of \$52 billion annually and employment of more than 300,000 workers; and

**WHEREAS**, Virginia is experiencing record export sales and is opening up new trade offices to meet global demands for food beverages, fiber and wood products; and

**WHEREAS**, on average, a Virginia farmer feeds his or own family, plus an additional 155 people here or around the globe;

**NOW, THEREFORE, BE IT PROCLAIMED**, that the Powhatan County Board of Supervisors designates the week of February 20-27, 2016 as FFA Week and March 13-19, 2016 as Virginia Agriculture and Virginia Agriculture Literacy Week in our community, and calls upon Powhatan County citizens to also congratulate and recognize FFA member students, leaders and the organization for their contributions toward making a positive difference in the Powhatan community and in America's primary industry, agriculture.

**ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON FEBRUARY 22, 2016.**

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**William E. Melton, Chairman**  
**Powhatan County Board of Supervisors**

**ATTEST:**

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**Patricia A. Weiler, Clerk**  
**Powhatan County Board of Supervisors**

*Recorded Vote:*  
*David T. Williams*     \_\_\_  
*Larry J. Nordvig*     \_\_\_  
*Angela Y. Cabell*     \_\_\_  
*William E. Melton*    \_\_\_  
*Carson L. Tucker*    \_\_\_

Board of Supervisors:  
William E. Melton, Chair  
Carson L. Tucker, Vice-Chair  
Barry C. Hodge  
Larry J. Nordvig  
David T. Williams  
  
County Administrator  
Patricia A. Weiler

THE COUNTY OF  
**POWHATAN**  
VIRGINIA

3834 Old Buckingham Road, Suite A  
Powhatan, Virginia 23139  
Tel 804-598-5612 Fax 804-598-7835  
Website: [www.powhatanva.gov](http://www.powhatanva.gov)

**PROCLAMATION**  
**RECOGNIZING THE POWHATAN LIONS CLUB**  
**60<sup>TH</sup> YEAR ANNIVERSARY**

**WHEREAS**, the Powhatan Lions Club was chartered March 1976 as part of Lions International, the largest service organization in the world; and

**WHEREAS**, the Powhatan Lions Club assists the visually impaired by providing eye exams and glasses for those individuals referred by the Social Services department and has provided vision screening services for the Powhatan County Schools for the past 15 years; and

**WHEREAS**, the Powhatan Lions Club supports several organizations that provide service dogs to the visually impaired, to include Leader Dogs for the Blind, Canine Companions for Independence, and Guiding Eyes for the blind, Ruby Leonard Food Pantry, Back Packs for Love, Central Virginia Legal Aid Services, District 24B Hearing Aid Foundation, Old Dominion Eye Bank, Powhatan High School Band, Area Six Special Olympics, Free Clinic of Powhatan, Elizabeth Randolph Lewis YMCA, Conexus Vision (formally Mid-Atlantic Prevent Blindness), Burkeville Lodge (retreat for the visually impaired), Virginia Rehabilitation for the Blind, and LICF-World Service; and

**WHEREAS**, the Powhatan Lions Club provided monetary support for the Christmas Mother Program as well as helping to deliver presents and picking up food collected by the schools; and

**WHEREAS**, the Powhatan Lions Club has provided two (2) Powhatan High School students and one (1) Blessed Sacrament student with scholarships; and

**WHEREAS**, the Powhatan Lions Club collected eyeglasses' at numerous sites to be sent to the recycling center for use overseas as well as collection of hearing aids to be recycled and given to individuals that meet the criteria; and

**WHEREAS**, the Powhatan Lions Club were instrumental in helping to establish Powhatan Habitat for Humanity with sizable donations, serving on the board, volunteering with home construction, and providing manpower and materials to build handicap ramps and make minor home repairs for qualifying homes; and

**WHEREAS**, the Powhatan Lions Club supports Virginia Voice, an organization that provides reading services for those that cannot read due to a physical impairment and provide sideband radios in Powhatan County.

**NOW, THEREFORE, BE IT PROCLAIMED**, that the Powhatan County Board of Supervisors hereby commends and congratulates the Powhatan Lions Club on these outstanding accomplishments, and extends its deepest appreciation for all of their dedicated work, and wishes them the best in all of their future endeavors.

**ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON FEBRUARY 22, 2016.**

---

**William E. Melton, Chairman**  
**Powhatan County Board of Supervisors**

**ATTEST:**

---

**Patricia A. Weiler, Clerk**  
**Powhatan County Board of Supervisors**

*Recorded Vote:*  
*David T. Williams*     \_\_\_  
*Larry J. Nordvig*     \_\_\_  
*Angela Y. Cabell*     \_\_\_  
*William E. Melton*    \_\_\_  
*Carson L. Tucker*    \_\_\_

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**PROCLAMATION**  
**RECOGNIZING CLAIRE HOLLINGSWORTH**  
**AS FOOD NETWORKS ‘CHOPPED JUNIOR’ WINNER**

**WHEREAS**, Claire Hollingsworth, 10, started cooking at the age of 3; and

**WHEREAS**, Claire’s love of cooking has continued with classes and summer camps at Edible Education, a local program that teaches healthy cooking to kids; and

**WHEREAS**, Claire, with the encouragement of her Edible Education Chefs, Ann Butler and Whitney Trent, competed on an episode of Food Networks ‘Junior Chopped’ show; and

**WHEREAS**, on the ‘Junior Chopped’ show, Claire had to create and prepare three dishes from baskets filled with mystery ingredients; and

**WHEREAS**, Claire using her culinary acumen and maturity created a “clam-wich” with salad and balsamic vinaigrette as the appetizer; a spice-rubbed steak with plumcot relish, potato puree and broccoli as the entrée; and a bread pudding with orange gummy sauce and fruit salad for dessert; and

**WHEREAS**, Claire’s flawless execution of her dishes resulted in her being named the winner of Chopped Junior, and after winning the show she once again showed her maturity by donating a portion of her prize money to FeedMore, an organization which provides meals to disadvantaged people in central Virginia.

**NOW, THEREFORE, BE IT PROCLAIMED**, that the Powhatan County Board of Supervisors hereby commends and congratulates Claire Hollingsworth on this outstanding accomplishment, extends its deepest appreciation for all of her dedicated work, and wishes her the best in all of her future endeavors.

**ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON FEBRUARY 22, 2016.**

\_\_\_\_\_  
**William E. Melton, Chairman**  
**Powhatan County Board of Supervisors**

**ATTEST:**

\_\_\_\_\_  
**Patricia A. Weiler, Clerk**  
**Powhatan County Board of Supervisors**

*Recorded Vote:*

*David T. Williams*     \_\_\_  
*Larry J. Nordvig*     \_\_\_

*Angela Y. Cabell*     \_\_\_  
*William E. Melton*    \_\_\_

*Carson L. Tucker*    \_\_\_

Board of Supervisors:  
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Larry J. Nordvig, Vice-Chair  
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**PROCLAMATION**  
**RECOGNIZING THE 2015 NATIONAL SOFTBALL ASSOCIATION**  
**OUTSTANDING PARK AWARD WINNER**

**WHEREAS**, Fighting Creek Park, provides many recreational and leisure opportunities and has been an integral part of our Powhatan community for youth, adults, and seniors since opening in 2009; and

**WHEREAS**, the National Softball Association (NSA), as one of many organizations who utilize the fields at Fighting Creek Park, working with the County and the Parks and Recreation Department to host softball tournaments at the park; and

**WHEREAS**, Fighting Creek Park was nominated by one of the four Virginia National Softball Association Directors, Allan Spencer, for the 2015 National Softball Association Outstanding Park Award based on park information, pictures of our park, the number of tournaments held, and attendance at the tournaments; and

**WHEREAS**, Fighting Creek Park was one of over 50 parks from 48 states nominated and went through a lengthy process by the National Softball Association office; and

**WHEREAS**, in December of 2015, Mr. Spencer notified the Parks and Recreation Department that Fighting Creek Park had won the 2015 National Softball Association Outstanding Park Award; and

**NOW, THEREFORE, BE IT PROCLAIMED**, that the Powhatan County Board of Supervisors hereby commends and congratulates all those who were involved in creating the vision for and the development of Fighting Creek Park and the current Public Works and Parks and Recreation Departments on receiving this outstanding award, and extends its deepest appreciation for all of the dedicated work, maintenance, and commitment to hosting tournaments, having a positive economic impact, and maintaining an outstanding facility in the community.

**ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON FEBRUARY 22, 2016.**

---

**William E. Melton, Chairman**  
**Powhatan County Board of Supervisors**

**ATTEST:**

---

**Patricia A. Weiler, Clerk**  
**Powhatan County Board of Supervisors**

*Recorded Vote:*



Powhatan County  
Board of Supervisors  
Agenda Item

Meeting Date: February 22, 2016

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Agenda Item Title: Public Hearing on the Preliminary FY 2017 Five-Year Capital Improvement Program (CIP) and consideration of Resolution R-2016-14

Motion: Move to Approve Resolution R-2016-14 as amended.

Dates Previously Considered by Board: January 20, 2016 , February 1, 2016, February 3, 2016 February 10, 2016 February 17, 2016

Summary of Item: County Staff recommends holding a Public Hearing on the Preliminary FY 2017 Five-Year Capital Improvement Program (CIP) and taking action on Resolution R-2016-14.

**The Preliminary FY 2017 Five-Year Capital Improvement Program (CIP) and supporting documents are found on the County's website.**

<http://va-powhatancounty.civicplus.com/DocumentCenter/Index/105>

Staff:    N/A    Approve                    \_\_\_ Disapprove                    \_\_\_ See Comments

Commission/Board:    N/A    Approve                    \_\_\_ Disapprove                    \_\_\_ See Comments

County Administrator:            Approve                    \_\_\_ Disapprove                    \_\_\_ See Comments

Comments: None

Budget/Fiscal Impact: None

Attachments: None

Staff/Contact: Charla W. Schubert, Director of Finance, 804-598-5780, [cschubert@powhatanva.gov](mailto:cschubert@powhatanva.gov)

*If Board members have questions, please call the staff / contact prior to the meeting.*

**A RESOLUTION APPROVING THE INITIAL PLAN OF FINANCE FOR THE COUNTY'S PROPOSED FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM AND DIRECTING THE COUNTY ADMINISTRATOR TO PROCEED WITH IMPLEMENTING THE PROGRAM**

**A.** At a February 1, 2016, meeting of the Board of Supervisors (the "Board") of the County of Powhatan, Virginia (the "County"), County staff presented to the Board the Proposed FY17 Five-Year Capital Improvement Program (the "Proposed Capital Improvement Program"), which includes, among others, the following projects: a replacement middle school, a new garage, a new public safety radio system and emergency communications center (the "Projects").

**B.** At a February 10, 2016, meeting of the Board, the County's financial advisor presented to the Board a proposed plan of finance (the "Proposed Plan of Finance") for the Proposed Capital Improvement Program, including approximately \$67 million in bond proceeds, which would be incurred throughout the five-year term of the Proposed Capital Improvement Program.

**C.** The Board desires to provide an initial approval and direct the County Administrator and other County staff to work with the County's financial advisor and bond counsel on the financing of the Proposed Capital Improvement Program.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF POWHATAN, VIRGINIA, THAT:**

**1.** The Board hereby approves of the Proposed Capital Improvement Program, the Projects and Proposed Plan of Finance, with the understanding that the Final FY17 Five-Year Capital Improvement Program, including the final list of approved projects, will be adopted in accordance with the County's customary budget procedures and applicable Virginia law.

**2.** The Board hereby directs the County Administrator and other County staff to work with the County's financial advisor and bond counsel on the financing of the Projects in conformance with the Proposed Plan of Finance, with the understanding that no financing will be incurred on behalf of the County without an authorization from the Board, which would provide the authorization at a later date.

**3.** The members of the Board and all officers, employees and agents of the County, including the County's financial advisor and bond counsel, are hereby authorized to take such action as they or any one of them may consider necessary or desirable in furtherance of this Resolution and any such action previously taken is hereby ratified and confirmed.

**4.** This Resolution shall be in effect from and after its adoption.

**COUNTY OF POWHATAN, VIRGINIA  
PUBLIC HEARING  
PROPOSED FIVE YEAR CAPITAL IMPROVEMENT PLAN  
FOR THE FISCAL YEAR ENDING JUNE 30, 2017 (FY 2017)**

The Board of Supervisors of Powhatan County will hold a public hearing for the purpose of public information and fiscal planning regarding the five year capital improvement plan for the fiscal year ending June 30, 2017 (FY 2017). The hearing will be held on Monday, February 22, 2016, at 7:00 P.M. in the Village Building Auditorium, 3910 Old Buckingham Road, Powhatan, Virginia.

The public hearing is for the purpose of allowing the public to question and comment on the proposed five year capital improvement plan. All citizens are invited to attend and share their views on the proposed plan within such reasonable time limits as shall be determined by the Board of Supervisors.

A summary of the proposed five year capital improvement plan is available for public inspection from 9:00 A.M. to 5:00 P.M. weekdays at the County Administrator's Office at 3834 Old Buckingham Road, Suite A, Powhatan, Virginia and on the County's website at [www.powhatanva.gov](http://www.powhatanva.gov).

The hearing is being held in a public facility believed to be accessible to persons with disabilities. Any person with questions on the accessibility of the facility should contact the Clerk of the Board of Supervisors at the County Administrator's Office at 3834 Old Buckingham Road, Suite A, Powhatan, Virginia or by telephone at 804/598-5612 no later than February 19, 2016.

The proposed capital improvement plan synopsis are published solely for the purpose of public information, discussion and comment. Proposed amounts do not represent decisions of the Board of Supervisors to appropriate funds.

<b>Powhatan County FY 2017 Preliminary Five Year Capital Improvement Program (CIP)</b>	<i>Dollars in Thousands</i>			
	Prior Years	5 Year CIP Total	Future Years	Total
<b>CIP</b>				
Public Safety	530	19,270	2,760	22,560
Public Works	908	1,255	3,105	5,268
Parks, Recreation	250	825	5,703	6,778
Utilities	849	3,830	109,295	113,974
Schools	2,485	47,767	-	50,252
<b>Total CIP</b>	<b>5,022</b>	<b>72,947</b>	<b>120,863</b>	<b>198,832</b>
<b>Funding Sources</b>				
General Fund	3,252	3,225	250	6,727
School Operating Fund	208	2,052	-	2,260
Bonds General	-	19,010	70,593	89,603
Bonds Schools	-	42,120	-	42,120
Grants/Proffers/Other	1,562	6,540	50,020	58,122
<b>Total Funding Sources</b>	<b>5,022</b>	<b>72,947</b>	<b>120,863</b>	<b>198,832</b>
<b>Other Capital Programs</b>				
Fire Rescue Vehicles	2,081	3,800	2,650	8,531
Sheriff Vehicles	306	700	525	1,531
Administrative Vehicles	150	468	-	618
Facilities and Grounds	458	132	-	590
Parks and Recreation	93	-	-	93
IT Infrastructure/Systems	534	614	1,047	2,195
School Buses	926	5,893	-	6,819
School Support Vehicles	152	734	-	886
<b>Total Other Capital</b>	<b>4,700</b>	<b>12,341</b>	<b>4,222</b>	<b>21,263</b>
<b>Funding Sources</b>				
General Fund	2,686	3,808	1,572	8,066
School Operating Fund	152	734	-	886
Lease General (Fire Vehicles)	702	1,860	2,650	5,212
Lease Schools (Buses)	742	5,264	-	6,006
Grants/Proffers/Others	418	675	-	1,093
<b>Total Funding Sources</b>	<b>4,700</b>	<b>12,341</b>	<b>4,222</b>	<b>21,263</b>
<b>Total CIP / Other Capital</b>	<b>9,722</b>	<b>85,288</b>	<b>125,085</b>	<b>220,095</b>
<b>Funding Sources:</b>				
General Fund	5,938	7,033	1,822	14,793
School Operating Fund	360	2,786	-	3,146
Bonds General	-	19,010	70,593	89,603
Bonds School	-	42,120	-	42,120
Lease/Debt General (Fire Vehicles)	702	1,860	2,650	5,212
Lease/Debt Schools (Buses)	742	5,264	<b>137 of 137</b>	6,006
Grants/Proffers/Others	1,980	7,215	50,020	59,215
<b>Total Funding Sources</b>	<b>9,722</b>	<b>85,288</b>	<b>125,085</b>	<b>220,095</b>