



**AGENDA
POWHATAN COUNTY BOARD OF SUPERVISORS
REGULAR MEETING
JULY 25, 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 Regular Meeting Minutes – June 27, 2016 Page 5
- b. Accept Treasurer’s Report dated May 31, 2016 Page 15
- c. Authorize the Treasurer of Powhatan County to issue a refund of \$11,760 of three years of excess utilities taxes paid by Blessed Sacrament Huguenot School, located at 2501 Academy Road Page 21
- d. Authorize the Treasurer of Powhatan County to issue a refund of \$3,525.67 of real estate taxes paid by a disabled veteran and subject to exemption pursuant to Va. Code §58.1-3219.5 Page 23
- e. Resolution R-2016-48 Amending the Fiscal Year 2016 Powhatan County Operating Budget by Budgeting and Appropriating \$22,936 in the General Fund for Expenditure Refunds for Sheriff Security and Insurance Recoveries Page 25

- f. Resolution R-2016-49 Amending the Fiscal Year 2016 Powhatan County Operating Budget by Budgeting and Appropriating \$16,368 for Comcast PEG Fees Collected Page 29
- g. Resolution R-2016-50 Amending the Fiscal Year 2016 Powhatan County Operating Budget by Budgeting and Appropriating \$8,410.19 in the Grants Fund for Donations for the Triad, Library E-rate, Animal Shelter, Project Lifesaver, K9 Bane, Sheriff Deputies Hospitality Fund, Robotics and Earth Day Page 33
- h. Resolution R-2016-51 Amending the Fiscal Year 2016 Powhatan County Operating Budget by Budgeting and Appropriating \$29,052.32 for Four for Life, Fire Programs, Victim Witness and Byrne Justice Assistance Grants Page 39
- i. Resolution R-2016-52 Amending the Fiscal Year 2016 Powhatan County Operating Budget by Transferring \$163,000.00 from General Fund Debt Service to the Capital Projects Fund to Reduce the Lease Proceeds Revenue Budget for School Buses Page 45
- j. Resolution R-2016-53 Amending the Fiscal Year 2017 Powhatan County Operating Budget by Transferring \$3,200 from General Fund Contingency to the Fire Department for Narcan Page 49
- k. Resolution R-2016-57 Amending the Fiscal Year 2017 Powhatan County Operating Budget by Transferring \$2,010 from Contingency to the Fire Department for Automatic External Defibrillator (AED) Equipment Page 53

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

- a. Appointment/Reappointment to the Economic Development Authority Page 57
- b. Appointment/Reappointment of a Parent Representative to the Powhatan Community Policy and Management Team (CPMT) Page 63

9. Old Business

- a. Update on Strategic Plan Page 67
- b. Update on Economic Development Strategic Plan Page 81
- c. Building Permit and Planning/Zoning Monthly Report Page 82

- d. Update on the 2016 Bond Issuance

10. New Business

- a. Resolution R-2016-45 Adopting the Powhatan County Procurement Policy Page 87
- b. Resolution R-2016-54 Approving Lease Financing Terms for the Two Fire Trucks Page 91
- c.. Resolution R-2016-55 Amending the Fiscal Year 2016 Powhatan County Operating Budget by Budgeting and Appropriating an Additional \$60,000 for the Purchase of Two Ambulances and Authorizing the County Administrator to Execute All Documents Upon County Attorney Approval Page 101
- d. Resolution R-2016-56 Authorizing the County Administrator to Execute Documents for the Field Improvements Project Upon Approval of the County Attorney Page 107
- e. Resolution R-2016-46 Amending the Powhatan County Employee Handbook dated July 1, 2015 Page 113
- f. Resolution R-2016-47 Amending the Powhatan County Compensation and Classification Plan Page 179

11. Certificates of Appreciation, Special Resolutions and Proclamations – Time Certain 6:30

- a. Recognition of Floyd Greene

12. Public Hearings – Time Certain 7:00 PM

- a. Ordinance O-2016-24 Granting a Conditional Use Permit (16-03-CUP) to Blanton and Debora Gordon to operate a country inn at 1659 Ballsville Road Page 207
- b. Disposition of 3977 Old Buckingham Road and Authorize the Chairman of the Board of Supervisor to Execute the Deed to Transfer a 3.129-acre Portion of 3977 Old Buckingham Road to the Powhatan County School Board Page 235

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):**

Consultation with legal counsel pertaining to actual or probable litigation, where such consultation in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. - §2.2-3711(A)(7) of *the Code of Virginia*.

- 18. Closed Meeting Certification**
- 19. Adjournment**

**VIRGINIA: AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS
HELD IN THE POWHATAN VILLAGE BUILDING AUDITORIUM, 3910 OLD
BUCKINGHAM ROAD IN POWHATAN COUNTY, VIRGINIA, ON
JUNE 27, 2016 AT 6:00 P.M.**

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

County Staff Members Present: Tom Lacheney, County Attorney
Patricia A. Weiler, County Administrator
March Altman, Deputy County Administrator
Charla Schubert, Finance Director
Steve Singer, Fire and Rescue Chief
Ed Howland, Planning & Zoning Manager

Guests Present: Taylor Goodman, Asst. District Chief, Huguenot VFD

1. Call to Order

Chairman Melton called the meeting to order and at 6:00 p.m. Chairman Melton stated to let the record show all Board of Supervisors members are present at the meeting. Ms. Cabell participated in the meeting remotely from 11 Plum Street, Nantucket, Massachusetts by electronic communication due to a family vacation.

2. Invocation

Chairman Melton provided the invocation.

3. Pledge of Allegiance

Mr. Nordvig led the Pledge of Allegiance.

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

Mr. Tucker requested that Item 11 be made Time Certain at 6:30.

5. Formal Approval of Agenda

Mr. Tucker motioned to approve the agenda as amended. Chairman 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**

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

Chairman Melton opened the public comment period. Seeing there were no speakers, Chairman Melton closed the public comment period.

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 Special Meeting Minutes – May 16, 2016
- b. Approve Regular Meeting Minutes – May 23, 2016
- c. Accept Treasurer’s Report dated March 31, 2016
- d. Accept Treasurer’s Report dated April 30, 2016

Mr. Tucker motioned to approve the Consent agenda as presented. 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**

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

- a. Appointments (2) to the Economic Development Authority

Mr. Tucker recommended the reappointment of Dan Jones to the Economic Development Authority for a four-year term. Chairman Melton seconded the recommendation.

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

VOTE 4-1
MOTION Passed

Chairman Melton stated that consideration of the second vacancy on the Economic Development Authority will be on the July 25, 2016, Board of Supervisors meeting Agenda.

- b. Appointments (2) to the Anti-Litter Council

Chairman Melton recommended the reappointment of Elliot Danburg to the Anti-Litter Council for a three-year term. Mr. Williams seconded the recommendation.

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

VOTE 5-0
MOTION Passed

Chairman Melton stated that consideration of the second vacancy on the Anti-Litter Council will be on the July 25, 2016, Board of Supervisors meeting Agenda.

11. Certificates of Appreciation, Special Resolutions and Proclamations
– Time Certain 6:30 PM

- a. Powhatan Fire and Rescue Department Scholarship Awards Program 2016

Mr. Goodman presented Fire and Rescue Department Scholarship Awards to the following volunteers:

Michael Lecik, Huguenot Volunteer Fire Department	\$1,000
Monica Plumb, Powhatan Volunteer Rescue Squad	\$ 500
Alyssa Howland, Huguenot Volunteer Fire Department	\$ 250
Kiana Rhoden, family member of Macon District VFD	\$ 250
Madison Lloyd, Powhatan Volunteer Rescue Squad	\$ 250

The Board congratulated the recipients of the scholarships and thanked them for their service to Powhatan County.

9. Old Business

- a. Update on Strategic Plan

Ms. Weiler presented and the Board discussed the update on the Strategic Plan.

b. Update on Economic Development Strategic Plan

Mr. Altman presented and the Board discussed the update on the Economic Development Strategic Plan.

c. Building Permit and Inspections and Planning/Zoning Monthly Report

Mr. Altman presented and the Board discussed the Building Permit and Inspections and Planning/Zoning Monthly Report.

Ms. Weiler stated that she and Mr. Altman have discussed making changes to the report to make it more informative, specifically by adding year-to-date columns for each comparison year and a column that states the value of the permits issued.

10. New Business

a. Resolution R-2016-41 Amending the FY 2017 Budget by Budgeting and Appropriating \$620,000 for the Capital Improvement Program (CIP) Projects

Ms. Schubert presented Staff's recommendation to amend the FY 2017 Budget by budgeting and appropriating \$620,000 for the Capital Improvement Program (CIP) Projects.

Mr. Williams asked for clarification on what is considered a "fiscally constrained" CIP and stated that there needs to be a definition for that term.

The Board discussed the role of the Planning Commission as it relates to the CIP.

Mr. Tucker motioned to approve Resolution R-2016-41 as presented. Chairman Melton seconded the motion.

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

VOTE 3-2
MOTION Passed

b. Resolution R-2016-43 Amending the Fiscal Year 2017 Powhatan County Operating Budget by Transferring \$1,000 from Clerk of Circuit Court to Passports Division for Postage

Ms. Weiler presented Staff's recommendation to amend the Fiscal Year 2017 Operating Budget by transferring \$1,000 from Clerk of Circuit Court to Passports Division for Postage.

The Board discussed the required processes and funding of the County Administrator's Office taking over the Passport Acceptance Facility responsibilities.

Mr. Nordvig recommended the heading of the Resolution be changed to reflect the fact that there is currently no Passports Division within the County.

Mr. Tucker motioned to approve Resolution R-2016-43 after amending the title to the following: Amending the Fiscal Year 2017 Powhatan County Operating Budget by transferring \$1,000 from Clerk of Circuit Court to Contingency. Chairman Melton seconded the motion.

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

VOTE 4-1
MOTION Passed

12. Public Hearings – Time Certain 7:00 PM

- a. Resolution R-2016-42 Amending the FY 2017 Budget by Budgeting and Appropriating \$2,144,000 for the Other Capital Improvement Program

Ms. Schubert presented Staff's recommendation to amend the FY 2017 Budget by budgeting and appropriating \$2,144,000 for the Other Capital Improvement Program.

Chairman Melton opened the Public Hearing on Resolution R-2016-42. Seeing there were no speakers, Chairman Melton closed the Public Hearing.

Chairman Melton motioned to approve Resolution R-2016-42 as presented. Mr. Tucker seconded the motion.

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

VOTE 3-2
MOTION Passed

- b. Ordinance O-2016-22 Amending the Proffered Conditions Approved by the Board of Supervisors for Case #06-03-REZC to Amend Proffered Condition #3 Reducing the Cash Proffer Amount

Mr. Altman presented Staff's recommendation to amend the proffered conditions approved by the Board of Supervisors for Case #06-03-REZC to amend proffered condition #3 reducing the Cash Proffer amount from \$7,236 to \$1,880.

Mr. Altman stated that the Planning Commission, at its June 7, 2016, meeting, voted 4 – 1 to recommend denial of the request.

Jeff Hankins of Fine Creek Building Company, the applicant, addressed the Board. Mr. Hankins is agreeable to a proffer amendment that would require him to complete the road improvements in the Oakland Estates Subdivision by June 30, 2017, unless an extension is granted by the Powhatan Board of Supervisors.

Chairman Melton opened the Public Hearing on Ordinance O-2016-22.

Thomas Tonks, 1858 Oakland Estates Drive, spoke in support of having the roads brought up to VDOT standards. Mr. Tonks stated that he has been waiting nine years and was expecting that, as part of purchasing the house, roads would be constructed in the neighborhood.

Jim Carver, 4245 Steger Creek Drive, expressed concern that the Board would consider disagreeing with the Planning Commission's vote for denial of the request to lower the proffers. Mr. Carver also expressed concern that the Board would consider providing relief to the developers while raising the citizens' Real Estate Taxes. Mr. Carver stated that he doesn't believe the proffer law is retroactive and urged the Board to do an analysis on the impacts of reducing current proffers.

Seeing there were no other speakers, Chairman Melton closed the Public Hearing.

Chairman Melton stated that the proffer calculation is tied to the CIP; and he is in favor of reducing the proffers for that reason.

The Board discussed the proper procedure for motioning this item, as it has been expanded to include the new proffer.

Chairman Melton motioned to waive the rules to accept a late proffer. Mr. Tucker seconded the motion.

Mr. Williams stated his disapproval of late proffers and that he would not be in favor of suspending the rules

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

VOTE 4-1
MOTION Passed

Chairman Melton motioned to accept the late proffer amendment to complete the road improvements, bringing the road to VDOT standards by June 30, 2017, unless an extension is granted by the Powhatan Board of Supervisors. Mr. Nordvig seconded the motion.

Mr. Tucker asked for information about the nature of the flooding problem on the existing road.

Chairman Melton stated that there is quite a bit of standing water in the ditches along the road; and that when VDOT takes over the maintenance, state standards will require them to fix the water problems.

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

VOTE 4-1
MOTION Passed

Chairman Melton motioned to adopt Ordinance O-2016-22 as amended to include the just accepted late proffer, based on public necessity, convenience, general welfare, and good zoning practice. Mr. Tucker seconded the motion.

Mr. Nordvig stated that has not been in favor of lowering Cash Proffers in the past and will be voting no.

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

VOTE 3-2
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**

Chairman Melton opened the public comment period. Seeing there were no other speakers, Chairman Melton closed the public comment period.

14. County Attorney Comments

Mr. Lacheney had no comments.

15. County Administrator Comments

Ms. Weiler announced that the Town Hall of the Department of Juvenile Justice to discuss the closing of Beaumont has been scheduled for Thursday, August 18, at 6 p.m. in the Village Building Auditorium.

Ms. Weiler announced that the Board of Supervisors has scheduled three workshops: Monday, August 1, at 4 p.m.; Monday, August 15, at 4 p.m.; and a three-day workshop August 24 – 26.

Ms. Weiler announced that on June 14, Kyle Laux and Griffin Moore from Davenport, along with Chairman Melton, Mr. Tucker, Mr. Altman, Ms. Schubert, and she met with the bond rating agencies Moody's and Standard and Poor's on the upcoming bond issue. Final reports were received last week and are available on the County's website.

16. Board Comments

Mr. Tucker announced that on August 13 from 6 to 9 p.m., Lonesome Dove Equestrian Center will have a Veterans appreciation event at the Village Vibe building.

Mr. Tucker announced the death of Ann Shelton, a long-term director of Social Services, and stated that it is a great loss to the County and her service to Powhatan is very much appreciated.

Mr. Nordvig announced that the Vietnam Veterans Traveling Wall will be at the Blessed Sacrament Huguenot football field in Powhatan from July 14 – 17, noted that volunteers are always needed, and invited all to attend.

Mr. Nordvig announced that he attended the Chasing the Dragon event, part of Heroes not Heroine, last week at the high school and remarked that it was an incredible program. The video that was shown, “Chasing the Dragon,” is available on the FBI.gov website.

Chairman Melton commented on the meeting with the bond rating agencies and noted that the questions that were asked by Moody’s and Standard and Poor’s were addressed with professionalism and consistent ability by County Staff. Chairman Melton noted that the County has been fiscally responsible, having moderate revenue growth coupled with expenditure controls. Chairman Melton stated that he applauds Staff, most importantly the County Administrator, for guiding the County through times of challenging revenues and helping the County budget properly.

Mr. Williams remarked on Britain leaving the European Union on a referendum vote and commented that it has hit the markets hard; some of the predictions for the future are dire. Mr. Williams suggested that the Board, at its August retreat, discuss having a resiliency plan.

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

Mr. Lachenev read the following Closed Meeting motion:

WHEREAS, the Board of Supervisors of Powhatan County desires to discuss in Closed Meeting the following matter(s):

- a. Consultation with legal counsel pertaining to actual or probable litigation, where such consultation in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. - §2.2-3711(A)(7) of the Code of Virginia.

WHEREAS, pursuant to §§2.2-3711 (A)(1) and (A)(7) of the Code of Virginia, such discussion(s) may occur in Closed Meeting;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Powhatan County does hereby authorize discussion of the aforesated matter(s) in Closed Meeting.

Mr. Tucker moved to approve the Closed Meeting resolution read by the County Attorney. 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

Ms. Weiler stated for the record that Ms. Cabell will be participating in the Closed Meeting through the use of a telephone in the meeting room.

The Board entered Closed Meeting at 7:52 p.m.

18. Closed Meeting Certification

Chairman Melton reconvened this Regular Meeting of the Powhatan County Board of Supervisors in open meeting at 10:09 p.m. and requested the Clerk of the Board to conduct a roll call certification vote of the Supervisors, to be included in the minutes of this meeting.

Ms. Weiler, Clerk of the Board, asked to the best of each Supervisor's knowledge, do they certify that:

- (1) the only matters discussed in the closed meeting were public business matters lawfully exempted from open meeting requirements; and
- (2) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the closed meeting just conducted?

Ms. Weiler conducted the roll call vote so the Supervisors could so certify:

Mr. Williams	<u>AYE</u>
Mr. Nordvig	<u>AYE</u>
Ms. Cabell	<u>AYE</u>
Mr. Melton	<u>AYE</u>
Mr. Tucker	<u>AYE</u>

19. Adjournment

Mr. Tucker motioned to adjourn the meeting. Chairman 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

The meeting adjourned at 9:08 p.m.

William E. Melton, Chairman
Powhatan County Board of Supervisors

Patricia A. Weiler, Clerk
Powhatan County Board of Supervisors

DRAFT

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUS BALANCE	DEBIT	CREDIT	ENDING BALANCE
TREASURER'S ACCOUNTABILITY 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	3,650.84	246.35	139.41-	3,757.78
100-0111	Bank of Powhatan - Regular Account	4,487,633.71	15,726,948.21	5,967,297.03-	14,247,284.89
100-0113	BOP - Federal Asset Forfeiture Acct	10,236.06	.84		10,236.90
100-0114	Bank of Powhatan - School Food	859,940.00	71,620.78	59,678.94-	871,881.84
100-0115	Bank of Powhatan-Ambulance Account	1,841,967.09	35,268.03		1,877,235.12
100-0117	Bank of Essex - PGCMA	205,141.60	16.87		205,158.47
100-0123	Wachovia - Assets Forfeiture Acct.	14,023.31		16.63-	14,006.68
100-0126	LGIP (Local Government Invest Pool	16,728.25	6.82		16,735.07
100-0128	Bank of Powhatan-Spec Welfare Acct				
100-0129	School Finance/Capital Project Fun				
100-0131	CVB - Regular (MMA)	1,520.86	.07		1,520.93
100-0133	CVB-PSA (Pub Serv Auth) Savings CD				
100-0134	CVB - Regular Savings	13,035.86			13,035.86
100-0138	CVB-PSA (Public Serv Auth) Savings	2,857.40			2,857.40
100-0139	Bank of America				
100-0140	Virginia SNAP 046 - VRA				
100-0141	Escrow Acct Lease Pur Telephone Sy				
100-0142	VRA SNAP 047				
100-0143	US Bank - 2015 Refunding	496.86			496.86
100-0144	US Bank - VRA2014C refunding				
100-0151	Sight 1995B Bnd Dbt Restv(Cly)\$2.2				
100-0154	New Horizon CD 8/2011	500,000.00			500,000.00
100-0156	SNAP Adjusting Entries				
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 Pfin 201				
100-0186	VA Snap 90-57 Water/Sewer Int. 201				
100-0187	VA Snap 90-58 PS/B Pfin 2010A				
100-0188	VA Snap 90-59 PS/B Int 2010A				
100-0189	BB&T-155299673-HPSBVPD-Project Fun				
100-0190	BB&T-HPSBVPD 155299673-Cap Interes				
100-0191	2011 Rev Refinance (new)				
100-0192	2011 Lease Rev Refinance (new)				
CASH AND INVESTMENTS					
112-0100-0	Crime Solvers Fund	11,018,628.92	15,834,107.97	6,027,132.01-	20,825,604.88
112-0100-0	Crime Solvers Fund				
TOTAL ASSETS		11,018,628.92	15,834,107.97	6,027,132.01-	20,825,604.88

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	21,942,269.91-	1,098,330.37	13,256,601.48-	34,100,621.02-
300-0102	VPA Fund	548,265.67	184,604.56	97,416.48-	635,453.75
300-0103	PEG Fund	19,633.22-	16.60	5,557.00-	25,173.62-
300-0104	Comprehensive Services Act Fund	1,006,053.03	161,221.77	80,592.54-	1,086,682.26
300-0105	Bldg Permt Surcharge Acct	5,632.16-		966.34-	6,598.50-
300-0106	Delinquent Tax Collection Fee Acct	39,968.39-		2,578.62-	42,547.01-
300-0107	Powhatan PSA Account				
300-0110	Cash Profiter Fund	633,683.76-		19,558.85-	653,242.61-
300-0112	Crime Solvers Account				
300-0115	Telecommunication Tower				
300-0116	Grants Fund	48,669.02-	17,839.08	1,787.80-	32,617.74-
300-0117	PCCAA Distribution to PCCAA-deposit				
300-0120	Fire and Rescue Fund	244,252.35-	8,797.18	35,268.03-	270,723.20-
300-0121	Trial Jurors/ Witnesses				
300-0205	School Fund	12,206,017.62	3,865,422.88	1,975,457.69-	14,095,982.81
300-0207	School Food Fund	280,287.28	120,580.44	72,183.36-	328,684.36
300-0209	SRP Fund	210,129.36	2,510.29		212,639.65
300-0213	E911 Fund				
300-0215	Forfeited Asset Fund	9,711.54-	16.63		9,694.91-
300-0216	Forfeiture Asset Proceeds	10,236.06-	1,058.68		9,178.22-
300-0301	General Capital Projects Fund	2,775,675.36-	273,564.90	16,271.32-	2,518,391.79-
300-0302	General Obligation Bond Fund				
300-0305	School Construction Fund				
300-0401	Special Welfare Fund	14,196.56-	3,690.55	3,980.43-	14,486.44-
300-0402	Federal Rev Max Program-Social Ser				
300-0405	Bond Escrow Fund	132,100.65-			132,100.65-
300-0410	PGCA Fund	186,164.58-	169.28	16.87-	186,012.17-
300-0501	Water & Sewer Fund	1,663,381.45	79,048.81	62,211.39-	1,680,218.87
300-0502	Utilities Capital Projects	889,025.50-			889,025.50-
300-0700	VRS Retirement Trust Fund				
300-0800	Debt Service Fund				
	Fund Balances	11,036,769.04-	5,816,872.02	15,630,529.04-	20,850,426.06-
	TOTAL PRIOR YR FUND BALANCE	11,036,769.04-	5,816,872.02	15,630,529.04-	20,850,426.06-
TOTAL REVENUE					
TOTAL EXPENDITURE					
TOTAL CURRENT FUND BALANCE					
TOTAL LIABILITIES AND FUND BALANCE					
400-0101	Other Accounts	11,036,769.04-	5,816,872.02	15,630,529.04-	20,850,426.06-
400-0102	Treas Deferred Acct - Health				
400-0105	Cash (Short) And Over	842.64-	33,044.30	33,044.30-	842.64-
400-0105	Overpayments				
400-0121	CVA - Current Debit Acct	1,290.00		2,280.00-	990.00-

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUS BALANCE	DEBIT	CREDIT	ENDING BALANCE
400-0122	CVA - Current Credit Acct	33,092.00-	191,598.35	162,970.35-	4,464.00-
400-0123	CVA - Unclaimed Property				
400-0125	Employee Escrow Account	54,052.67		18,188.97-	35,863.70
400-0151	Prepaid Taxes - RE	3,267.91-		1,477.97-	4,745.88-
400-0152	Prepay Property Taxes Reserve				
400-9999	Other Accounts	18,140.12	224,642.65	217,961.59-	24,821.18
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	889.00			889.00
460-2015	State Income 2015	729.00	84,226.00	83,902.00-	1,053.00
460-9999	Reserve - State Income - State	5,477.00-	168,128.00	168,128.00-	5,801.00-
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	1,286,604.59-			1,286,604.59-
465-2016	Estimated Taxes 2016	256,547.00-			334,906.25-
465-9999	Reserve - Estimated Taxes - State	6,622,426.99	78,359.25	78,359.25-	6,700,786.24
490-0001	Sheriff's Fees - State	90,109.09-		709.09-	90,818.18-
490-0002	Penalty - State Income - State	5,751.44-		.01-	5,751.44-
490-0003	Interest - State Income - State	508.58-	709.10		508.59-
490-9999	Reserve - State	96,369.11	709.10	709.10-	97,078.21
	Sheriff's Fees - State				
		18,140.12	471,839.00	465,157.94-	24,821.18
601-0000	Uncollected County Taxes				
601-0093	*REAL ESTATE TAXES*				
601-0094	Real Estate Taxes - 1993				
601-0094	Real Estate Taxes - 1994				
601-0095	Real Estate Taxes - 1995	1,632.75			1,632.75
601-0095	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	Real Estate Taxes - 1999				
601-2000	Reserve - Real Estate Taxes	14,722,815.40-	9,935,524.87	7,569.08-	4,794,859.61-
601-2000	Real Estate Taxes - 2000	3,258.15		650.76-	2,607.39
601-2001	Real Estate Taxes - 2001	3,510.45		650.76-	2,859.69
601-2002	Real Estate Taxes - 2002	5,147.40		751.64-	4,395.76
601-2003	Real Estate Taxes - 2003	20,060.60-		751.64-	20,812.24-

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUS BALANCE	DEBIT	CREDIT	ENDING BALANCE
601-2004	Real Estate Taxes - 2004	21,164.10-		671.20-	21,835.30-
601-2005	Real Estate Taxes - 2005	20,927.22-			20,927.22-
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	23,282.25		2.04-	23,280.21
601-2009	Real Estate Taxes - 2009	43,412.82		1,908.48-	41,504.34
601-2010	Real Estate - 2010	62,852.32		5,744.05-	57,108.27
601-2011	Real Estate Taxes - 2011	81,917.89		16,604.85-	65,313.04
601-2012	Real Estate Taxes - 2012	104,769.51		14,283.03-	90,486.48
601-2013	Real Estate Taxes - 2013	180,099.66		16,077.84-	164,021.82
601-2014	Real Estate Taxes 2014	137,896.66		7,214.00-	130,682.66
601-2015	Real Estate Taxes - 2015	429,403.59		42,172.75-	391,383.09
601-2016	Real Estate Taxes - 2016	13,700,333.86	4,152.25	42,172.75-	391,383.09
	REAL ESTATE TAXES		4,886.18	42,172.75-	3,875,708.86
			9,944,563.30	9,944,563.30-	
602-0000	PERSONAL PROPERTY TAXES				
602-1999	Reserve - PP Taxes	8,981,837.26-		11,047.73-	6,804,582.08-
602-2008	PP Taxes - 2008		2,188,302.91		
602-2009	PP Taxes 2009				
602-2010	PP Taxes - 2010	47,667.18		12.20-	47,667.18
602-2011	PP Taxes - 2011	41,079.04			41,066.84
602-2012	Personal Property Taxes - 2012	49,046.04		328.72-	48,717.32
602-2013	Personal Property Taxes - 2013	66,024.63	775.38	3,069.95-	63,730.06
602-2014	Personal Property Taxes - 2014	89,065.26	871.23	8,582.95-	81,353.54
602-2015	Personal Property Taxes - 2015	400,497.73	4,036.73	62,076.87-	342,457.59
602-2016	Personal Property Taxes - 2016	8,288,457.38	8,234.71	2,117,102.54-	6,179,589.55
	PERSONAL PROPERTY TAXES		8,234.71	2,202,220.96-	
			2,202,220.96	2,202,220.96-	
603-0000	PUBLIC SERVICE CORP TAXES				
603-0099	Reserve - PSC Taxes	2,429.68-			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	2,429.68			2,429.68
	PUBLIC SERVICE CORP TAXES				
604-0001	Rollback Taxes - Payment	915,977.80-		11,248.87-	927,226.67-
604-1999	Rollback Taxes - Payment	915,977.80	11,248.87	11,248.87-	927,226.67
605-0000	PPTRA ABATEMENT MADE AFTER REQUEST				
605-0099	1999 Possible C/W Reimbursement				
605-1999	Reserve PPTRA-Possible Reimbursemn	32,828,025.74-	48,109.81	452.41-	32,780,368.34-
605-2006	PPTRA 2006	2,899,202.65			2,899,202.65

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUS BALANCE	DEBIT	CREDIT	ENDING BALANCE
605-2007	PTPRA - 2007	2,955,609.36			2,955,609.36
605-2008	PTPRA - 2008	3,003,241.83			3,003,241.83
605-2009	PTPRA-2009	2,823,767.15			2,823,767.15
605-2010	PTPRA 2010	3,010,716.08			3,010,716.08
605-2011	PTPRA - 2011	3,027,962.71			3,027,962.71
605-2012	PTPRA Abatement Made After Request	3,153,366.11	139.23	944.11-	3,153,366.11
605-2013	PTPRA Abatement Made After Request	2,991,598.24		1,465.61-	2,990,793.36
605-2014	PTPRA Abatement Made After Request	2,935,424.24		2,933,959.31	2,933,959.31
605-2015	PTPRA Abatements Made After Request	3,038,702.00	525.23	3,249.79-	3,035,452.21
605-2016	PTPRA Abatements made after request	2,988,434.69	48,774.27	42,662.35-	2,946,297.57
	PTPRA ABATEMENT MADE AFTER REQUEST			48,774.27-	
			12,206,807.40	12,206,807.40-	
LTD OBLIGATIONS					
801-0005	Literary Loans - \$1.7- Pow ES #1	3,000,000.00-			3,000,000.00-
801-0006	Literary Loans - \$5 million	5,680,282.00-			5,680,282.00-
801-0007	2002 VPSA 7,084,114.00	7,488,000.00-			7,488,000.00-
801-0008	Literary Loan Anticipation Note	16,168,282.00			16,168,282.00
801-9999	Reserve for Literary Loan Payables				
	Literary Loans - \$1.7- Pow ES #1				
802-0004	1985B School Bonds-\$2.3M, 10-1-85	651,400.00-			651,400.00-
802-0010	2005 Lease Revenue Bonds 775,750	5,382,000.00-			5,382,000.00-
802-0011	2003 Lease Revenue Bond 1,015,000	25,210,000.00-			25,210,000.00-
802-0012	2002 Lease Revenue Bond 14,135,000	2,780,481.00-			2,780,481.00-
802-0013	2001 Gen Obl School Bond 27,370,00	1,270,000.00-			1,270,000.00-
802-0014	2000 Lease Revenue Bond 5,808,405	3,390,000.00-			3,390,000.00-
802-0015	1999 VRA Lease Rev Bond 2,386,274	259,678.16-			259,678.16-
802-0016	1997 Gen Obl Ref Bonds 1,300,000	1,848,279.00-			1,848,279.00-
802-0017	1995 Lease Rev Bonds 2,200,000	3,400,000.00-			3,400,000.00-
802-0018	2004 VPSA 4,043,402.95	165,000.00-			165,000.00-
802-0019	1996A VPSA 485,000				
802-0020	1994B VPSA 4,046,592				
802-0021	1994A VPSA 4,000,000				
802-0022	1992B VPSA 700,000				
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	524,975.00-			524,975.00-
804-0006	\$643,500 Bus Lease 2005	331,500.00-			331,500.00-
804-0007	County Vehicle Lease 12/2005	856,475.00			856,475.00
804-9999	Reserve for Capital Lease Oblig.				
	Capital Leases - School - Equipme				

Respectfully Submitted,



6-22-2016

Faye G. Barton, MGT
Treasurer of Powhatan

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Powhatan County
Board of Supervisors
Agenda Item

Meeting Date: July 25, 2016

Agenda Item Title: Authorize the Treasurer of Powhatan County to issue a refund of \$11,760 of three years of excess utilities taxes paid by Blessed Sacrament Huguenot School, located at 2501 Academy Road

Motion: Move to Authorize the Treasurer of Powhatan County to issue a refund of \$11,760 to Blessed Sacrament Huguenot School, located at 2501 Academy Road, for excess utilities taxes paid over the past three years

Dates Previously Considered by Board: N/A

Summary of Item: Since 2001, Blessed Sacrament Huguenot School has been assessed, and has paid the Consumer Utility Tax (Powhatan Co. Code Sec. 70-192, pursuant to Va. Code §58.1-3814) as part of its Dominion Virginia Power electric bill. Dominion had interpreted Sec. 70-192 to apply to each meter, and consequentially, the school has paid the assessed tax on each of 15 electric meters at the school. The County Attorney, on behalf of the Board of Supervisors, sent notice to Dominion that the assessment is to be charged to each customer, and that the monthly utility tax for the school should be capped at \$20. Dominion complied. The school now is requesting a refund of the overpayments since 2001. Pursuant to Va. Code §§ 58.-3980 and 58.1-3990, only the past 3 years are eligible for refunds. Accordingly, the amount to be refunded is \$11,760.

Staff: Approve Disapprove See Comments

Commission/Board: Approve Disapprove See Comments

County Administrator:  Approve Disapprove See Comments

Comments:

Budget/Fiscal Impact: \$11,760 from Utility Tax Revenue

Attachments: Notice to Dominion Resources Services (July 21, 2015).
Powhatan County Code Sec. 70-192 (Levied; rates).
Va. Code §§ 58.-3980 and 58.1-3990

Staff/Contact: Thomas E. Lacheney, County Attorney

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Powhatan County Board of Supervisors Agenda Item

Meeting Date: July 25, 2016

Agenda Item Title: Authorize the Treasurer of Powhatan County to issue a refund of \$3,525.67 of real estate taxes paid by a disabled veteran and subject to exemption pursuant to Va. Code §58.1-3219.5

Motion: Move to authorize the Treasurer of Powhatan County to issue of a refund of \$3,525.67 to a disabled veteran for real estate taxes paid and subject to exemption pursuant to Va. Code §58.1-3219.5

Dates Previously Considered by Board: N/A

Summary of Item: A disabled veteran has applied for the disabled veteran reduction on his real estate taxes. He has paid his 2014, 2015 and 2016 taxes and is due a refund of \$3,525.67. When a refund exceeds \$2,500.00 the Board of Supervisors must approve the refund.

Staff: Approve Disapprove See Comments

Commission/Board: Approve Disapprove See Comments

County Administrator:  Approve Disapprove See Comments

Comments:

Budget/Fiscal Impact: \$3,525.67 from Real Estate Tax Revenue

Attachments: N/A

Staff/Contact: James Timberlake, Commissioner of the Revenue, 804-598-5616

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Powhatan County
Board of Supervisors
Agenda Item

Meeting Date: July 25, 2016

Agenda Item Title: Resolution R-2016-48 Amending the Fiscal Year 2016 Powhatan County Operating Budget by Budgeting and Appropriating \$22,936 in the General Fund for Expenditure Refunds for Sheriff Security and Insurance Recoveries

Motion: Move to approve R-2016-48 as presented

Dates Previously Considered by Board: N/A

Summary of Item: The County has received \$14,385 throughout the fiscal year from other agencies for security at their events. The County also has received an additional \$8,551 throughout the fiscal year for insurance recoveries for insurance claims. These claims were for repairs to Sheriff vehicles. This resolution budgets and appropriates these funds.

Staff: Approve Disapprove See Comments

Commission/Board: Approve Disapprove See Comments

POW

County Administrator: Approve Disapprove See Comments

Comments: None

Budget/Fiscal Impact: Budget and appropriate insurance recoveries of \$22,936

Attachments: Resolutions Tracking Spreadsheet

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

**RESOLUTION
AMENDING THE FISCAL YEAR 2016 POWHATAN COUNTY OPERATING BUDGET
BY BUDGETING AND APPROPRIATING \$22,936 IN THE GENERAL FUND FOR
EXPENDITURE REFUNDS FOR SHERIFF SECURITY AND INSURANCE
RECOVERIES**

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 \$22,936.00 (.0230%) 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:

GENERAL FUND

REVENUES

Sheriff (Reimbursable Expenses)	3-100-018030-0010	\$	14,385.00
Insurance Recoveries	3-100-041010-0001		8,551.00

EXPENDITURES

Security for Private Events	4-100-031200-1202	\$	14,385.00
Auto Parts/Repairs	4-100-031200-6009		8,551.00

ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON JULY 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 ___

**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	Transfer from Contingency - \$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	Transfer from Contingency - \$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

**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-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	2/1/2016	6,579	0.0066%	NO	Donations
R-2016-10	Transfer from Contingency for fencing and backstop maintenance	2/22/2016	-	N/A	N/A	Contingency
R-2016-11	Grants and Donations	2/22/2016	12,858	0.0129%	NO	Grant
R-2016-19	Dominion Power Econ Dev Roadmap Pilot Project	4/18/2016	15,000	0.0150%	NO	Grant
R-2016-20	CSBG Grant Funds	4/18/2016	42,350	0.0424%	NO	Grant
R-2016-21	Insurance recoveries	4/18/2016	59,755	0.0598%	NO	Insurance claims
R-2016-25	CIP - Bonded Projects	5/2/2016	54,455,000	54.5148%	NO	Bond Proceeds
R-2016-28	Naxolone Equipment	5/2/2016	-	N/A	N/A	Contingency
R-2016-32	VDEM Grant	5/23/2016	3,268	0.0033%	NO	Grant
R-2016-33	CSBG Grant Funds	5/23/2016	38,457	0.0385%	NO	Grant
R-2016-34	Transfer from Contingency for Sheriff's accrued leave and holiday payouts	5/23/2016	-	N/A	N/A	Contingency
R-2016-35	Flat Rock Waterline Extension	5/23/2016	41,520	0.0416%	NO	Water/Sewer Fund Balance
R-2016-48	Sheriff Security and Insurance Recoveries		22,936	0.0230%	NO	Insurance claims and expenditure refunds
R-2016-49	Comcast PEG Fees		16,368	0.0164%	NO	Franchise agreement fees
R-2016-50	Donations		8,410	0.0084%	NO	Donations
R-2016-51	Four for Life and Fire Programs		29,502	0.0295%	NO	Grants
R-2016-52	School Buses		5,170	0.0052%	NO	Transfer from General Fund
R-2016-55	Ambulance		60,000	0.0601%	NO	Cash proffers and EMS fees

Total Amendments = 60,465,885 60.532%

Total Amended Budget - All Funds = 160,356,279



Powhatan County
Board of Supervisors
Agenda Item

Meeting Date: July 25, 2016

Agenda Item Title: Resolution R-2016-49 Amending the Fiscal Year 2016 Powhatan County Operating Budget by Budgeting and Appropriating \$16,368 for Comcast PEG Fees Collected

Motion: Move to approve Resolution R-2016-49

Dates Previously
Considered by Board: N/A

Summary of Item: The County signed a franchise agreement with Comcast Cable that was effective on January 1, 2015. In that agreement Comcast would bill each customer a \$0.50 PEG fee per basic subscriber per month for the first five (5) years; \$0.55 per month for the second five (5) years and \$0.60 per month for the third five (5) years. These funds shall be used to support the capital and equipment needs in connection with County Access channels. The County has collected \$16,368 from July 2015 – March 2016.

This resolution budgets and appropriates the \$16,368.

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 revenue received for specific uses

Attachments: Resolutions Tracking Spreadsheet

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

**RESOLUTION
 AMENDING THE FISCAL YEAR 2016 POWHATAN COUNTY OPERATING BUDGET
 BY BUDGETING AND APPROPRIATING \$16,368 FOR COMCAST PEG FEES
 COLLECTED**

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 \$16,368 (.0164%) 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:

PEG FUND

REVENUES

PEG fees	3-103-018990-0095	\$	16,368.00
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EXPENDITURES

Capital Outlay	4-103-12510-0001	\$	16,368.00
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ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON JULY 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 ___
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	Transfer from Contingency - \$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	Transfer from Contingency - \$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

**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-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	2/1/2016	6,579	0.0066%	NO	Donations
R-2016-10	Transfer from Contingency for fencing and backstop maintenance	2/22/2016	-	N/A	N/A	Contingency
R-2016-11	Grants and Donations	2/22/2016	12,858	0.0129%	NO	Grant
R-2016-19	Dominion Power Econ Dev Roadmap Pilot Project	4/18/2016	15,000	0.0150%	NO	Grant
R-2016-20	CSBG Grant Funds	4/18/2016	42,350	0.0424%	NO	Grant
R-2016-21	Insurance recoveries	4/18/2016	59,755	0.0598%	NO	Insurance claims
R-2016-25	CIP - Bonded Projects	5/2/2016	54,455,000	54.5148%	NO	Bond Proceeds
R-2016-28	Naxolone Equipment	5/2/2016	-	N/A	N/A	Contingency
R-2016-32	VDEM Grant	5/23/2016	3,268	0.0033%	NO	Grant
R-2016-33	CSBG Grant Funds	5/23/2016	38,457	0.0385%	NO	Grant
R-2016-34	Transfer from Contingency for Sheriff's accrued leave and holiday payouts	5/23/2016	-	N/A	N/A	Contingency
R-2016-35	Flat Rock Waterline Extension	5/23/2016	41,520	0.0416%	NO	Water/Sewer Fund Balance
R-2016-48	Sheriff Security and Insurance Recoveries		22,936	0.0230%	NO	Insurance claims and expenditure refunds
R-2016-49	Comcast PEG Fees		16,368	0.0164%	NO	Franchise agreement fees
R-2016-50	Donations		8,410	0.0084%	NO	Donations
R-2016-51	Four for Life and Fire Programs		29,502	0.0295%	NO	Grants
R-2016-52	School Buses		5,170	0.0052%	NO	Transfer from General Fund
R-2016-55	Ambulance		60,000	0.0601%	NO	Cash proffers and EMS fees

Total Amendments = 60,465,885 60.532%

Total Amended Budget - All Funds = 160,356,279



Powhatan County Board of Supervisors Agenda Item

Meeting Date: July 25, 2016

Agenda Item Title: Resolution R-2016-50 Amending the Fiscal Year 2016 Powhatan County Operating Budget by Budgeting and Appropriating \$8,410.19 in the Grants Fund for Donations for the Triad, Library E-rate, Animal Shelter, Project Lifesaver, K9 Bane, Sheriff Deputies Hospitality Fund, Robotics and Earth Day

Motion: Move to approve Resolution R-2016-50

Dates Previously Considered by Board: N/A

Summary of Item: The County received \$8,410.19 in donations for Triad, Library E-rate, Animal Shelter, Project Lifesaver, K9 Bane, Sheriff Deputies Hospitality fund, Robotics and Earth Day. This resolution budgets and appropriates these funds.

Staff: Approve Disapprove See Comments

Commission/Board: Approve Disapprove See Comments

Raw

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, 804-598-5780, cschubert@powhatanva.gov

RESOLUTION
AMENDING THE FISCAL YEAR 2016 POWHATAN COUNTY OPERATING BUDGET
BY BUDGETING AND APPROPRIATING \$8,410.19 IN THE GRANTS FUND FOR
DONATIONS FOR THE TRIAD, LIBRARY E-RATE, ANIMAL SHELTER, PROJECT
LIFESAVER, K9 BANE, SHERIFF DEPUTIES HOSPITALITY FUNDS, ROBOTICS
AND EARTH DAY

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 \$8,410.19 (.0084%) 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	3-116-018990-0004	\$	200.00
Library E-rate	3-116-018990-0005		479.22
Animal Shelter	3-116-018990-0006		1,575.00
Project Lifesaver	3-116-018990-0007		2,550.98
Sheriff Deputies Hospitality Fund	3-116-018990-0009		35.00
Earth Day Donations	3-116-018990-0011		2,492.87
Library Donations - Robotics	3-116-018990-0012		250.00
K9 Donations	3-116-018990-0013		827.12

EXPENDITURES

Triad Expenses	4-116-031201-5540	\$	200.00
Library Materials	4-116-073100-6012		479.22
Animal Shelter	4-116-035100-6023		1,575.00
Project Lifesaver	4-116-031210-6015		2,550.98
Sheriff Deputies Hospitality Fund	4-116-031212-6015		35.00
Earth Day Donations	4-116-084000-8200		2,492.87
Robotics Materials	4-116-073102-6012		250.00
K9 Donations	4-116-031213-6015		827.12

ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON JULY 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 ___
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
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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	Transfer from Contingency - \$7,000.00	9/21/2015	-	N/A	N/A	Contingency
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R-2015-106	Carryforwards from FY15 to FY16	11/16/2015	174,555	0.1747%	NO	General Fund Fund Balance
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R-2016-03	TANF and CSBG Grant funds	1/25/2016	418,515	0.4190%	NO	Grants
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**County of Powhatan
Amendments to the FY 2016 Budget**

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1% of Total Adopted Budget - All Funds = 998,904

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R-2016-10	Transfer from Contingency for fencing and backstop maintenance	2/22/2016	-	N/A	N/A	Contingency
R-2016-11	Grants and Donations	2/22/2016	12,858	0.0129%	NO	Grant
R-2016-19	Dominion Power Econ Dev Roadmap Pilot Project	4/18/2016	15,000	0.0150%	NO	Grant
R-2016-20	CSBG Grant Funds	4/18/2016	42,350	0.0424%	NO	Grant
R-2016-21	Insurance recoveries	4/18/2016	59,755	0.0598%	NO	Insurance claims
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R-2016-28	Naxolone Equipment	5/2/2016	-	N/A	N/A	Contingency
R-2016-32	VDEM Grant	5/23/2016	3,268	0.0033%	NO	Grant
R-2016-33	CSBG Grant Funds	5/23/2016	38,457	0.0385%	NO	Grant
R-2016-34	Transfer from Contingency for Sheriff's accrued leave and holiday payouts	5/23/2016	-	N/A	N/A	Contingency
R-2016-35	Flat Rock Waterline Extension	5/23/2016	41,520	0.0416%	NO	Water/Sewer Fund Balance
R-2016-48	Sheriff Security and Insurance Recoveries		22,936	0.0230%	NO	Insurance claims and expenditure refunds
R-2016-49	Comcast PEG Fees		16,368	0.0164%	NO	Franchise agreement fees
R-2016-50	Donations		8,410	0.0084%	NO	Donations
R-2016-51	Four for Life and Fire Programs		29,502	0.0295%	NO	Grants
R-2016-52	School Buses		5,170	0.0052%	NO	Transfer from General Fund
R-2016-55	Ambulance		60,000	0.0601%	NO	Cash proffers and EMS fees

Total Amendments = 60,465,885 60.532%

Total Amended Budget - All Funds = 160,356,279

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Powhatan County Board of Supervisors Agenda Item

Meeting Date: July 25, 2016

Agenda Item Title: Resolution R-2016-51 Amending the Fiscal Year 2016 Powhatan County Operating Budget by Budgeting and Appropriating \$29,052.32 for Four for Life, Fire Programs, Victim Witness and Byrne Justice Assistance Grants

Motion: Move to approve Resolution R-2016-51

Dates Previously Considered by Board: N/A

Summary of Item: The County received an additional \$7,962.32 from the Virginia Department of Health for emergency medical supplies through the Four for Life grant funds and an additional \$13,089.00 from the Virginia Department of Fire Programs. The County also received \$750.00 in Byrne Justice Assistance Grant to purchase equipment at the Sheriff's Office and an additional \$7,701 of Federal Victim Witness funds. This resolution budgets and appropriates the funds.

Staff: Approve Disapprove See Comments

Commission/Board: Approve Disapprove See Comments

POW

County Administrator: Approve Disapprove See Comments

Comments: None

Budget/Fiscal Impact: Budget and Appropriate grant funds for specific uses

Attachments: Resolutions Tracking Spreadsheet

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

RESOLUTION
AMENDING THE FISCAL YEAR 2016 POWHATAN COUNTY OPERATING BUDGET
BY BUDGETING AND APPROPRIATING \$29,502.32 FOR FOUR FOR LIFE, FIRE
PROGRAMS, VICTIM WITNESS AND BYRNE JUSTICE ASSISTANCE GRANTS

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 \$21,051.32 (.0211%) 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:

FIRE AND RESCUE FUND

REVENUES

Four for Life	3-120-024040-0010	\$	7,962.32
Fire Programs	3-120-024040-0022		13,089.00

EXPENDITURES

Medical supplies	4-120-032301-6013	\$	7,962.32
Fire Programs	4-120-032200-8215		13,089.00

GRANTS FUND

REVENUES

Federal Funds - Byrne Grant	3-116-033010-0005	\$	750.00
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EXPENDITURES

Capital Outlay	4-116-031202-8101	\$	750.00
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GENERAL FUND

REVENUES

Victim Witness	3-100-033010-0001	\$	7,701.00
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EXPENDITURES

Capital Outlay	4-100-031710-6001	\$	7,701.00
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ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON JULY 25, 2016.

William E. Melton, Chairman

40 **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
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**County of Powhatan
Amendments to the FY 2016 Budget**

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R-2016-06	Transfer from Contingency for Library security cameras		-	N/A	N/A	Contingency
R-2016-09	Grants and Donations	2/1/2016	6,579	0.0066%	NO	Donations
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R-2016-50	Donations		8,410	0.0084%	NO	Donations
R-2016-51	Four for Life and Fire Programs		29,502	0.0295%	NO	Grants
R-2016-52	School Buses		5,170	0.0052%	NO	Transfer from General Fund
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Total Amendments = 60,465,885 60.532%

Total Amended Budget - All Funds = 160,356,279

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Powhatan County Board of Supervisors Agenda Item

Meeting Date: July 25, 2016

Agenda Item Title: Resolution R-2016-52 Amending the Fiscal Year 2016 Powhatan County Operating Budget by Transferring \$163,000.00 from General Fund Debt Service to the Capital Projects Fund to Reduce the Lease Proceeds Revenue Budget for School Buses

Motion: Move to approve Resolution R-2016-52

Dates Previously Considered by Board: June 15 2015 Appropriation of Other Capital Improvement Program

Summary of Item: The County adopted the FY 2016 Capital Improvement Plan on June 15, 2015, which included School Buses in the amount of \$926,000. The School buses were to be financed with a \$742,000 lease and a \$184,000 cash down payment using Capital Maintenance Reserve. The FY 2016 Adopted Budget also has \$163,000 for the debt service on the school bus lease. It was fiscally more prudent to use the \$163,000 budgeted for debt service in FY 2016 as an additional down payment on the buses with the debt service on the lease to begin in FY 2017. This Resolution transfers the \$163,000 from debt service to the Capital Projects Fund to reflect the additional cash down payment and the reduction in Lease Proceeds Revenue Budget.

Staff: Approve Disapprove See Comments

Commission/Board: Approve Disapprove See Comments

County Administrator: Approve Disapprove See Comments

Comments: None

Budget/Fiscal Impact: Transfer \$163,000 from the General Fund to the Capital Projects Fund

Attachments: Resolutions Tracking Spreadsheet

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

RESOLUTION
AMENDING THE FISCAL YEAR 2016 POWHATAN COUNTY OPERATING BUDGET
BY TRANSFERRING \$163,000.00 FROM GENERAL FUND DEBT SERVICE TO THE
CAPITAL PROJECTS FUND TO REDUCE THE LEASE PROCEEDS REVENUE
BUDGET FOR SCHOOL BUSES

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 appropriated as shown:

GENERAL FUND

EXPENDITURES

Bus Lease - Principal	4-100-095101-9190	\$	(163,000.00)
Transfer to Capital Projects Fund	4-100-093100-0301		163,000.00

CAPITAL PROJECTS FUND

REVENUES

Transfer from General Fund	3-301-095101-0100	\$	163,000.00
Lease Proceeds - Bus	3-301-041040-0005		(157,830.00)

EXPENDITURES

School Buses	4-301-012600-8301	\$	5,170.00
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ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON JULY 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 ___
Angela Y. Cabell ___

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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	Transfer from Contingency - \$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	Transfer from Contingency - \$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

**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-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	2/1/2016	6,579	0.0066%	NO	Donations
R-2016-10	Transfer from Contingency for fencing and backstop maintenance	2/22/2016	-	N/A	N/A	Contingency
R-2016-11	Grants and Donations	2/22/2016	12,858	0.0129%	NO	Grant
R-2016-19	Dominion Power Econ Dev Roadmap Pilot Project	4/18/2016	15,000	0.0150%	NO	Grant
R-2016-20	CSBG Grant Funds	4/18/2016	42,350	0.0424%	NO	Grant
R-2016-21	Insurance recoveries	4/18/2016	59,755	0.0598%	NO	Insurance claims
R-2016-25	CIP - Bonded Projects	5/2/2016	54,455,000	54.5148%	NO	Bond Proceeds
R-2016-28	Naxolone Equipment	5/2/2016	-	N/A	N/A	Contingency
R-2016-32	VDEM Grant	5/23/2016	3,268	0.0033%	NO	Grant
R-2016-33	CSBG Grant Funds	5/23/2016	38,457	0.0385%	NO	Grant
R-2016-34	Transfer from Contingency for Sheriff's accrued leave and holiday payouts	5/23/2016	-	N/A	N/A	Contingency
R-2016-35	Flat Rock Waterline Extension	5/23/2016	41,520	0.0416%	NO	Water/Sewer Fund Balance
R-2016-48	Sheriff Security and Insurance Recoveries		22,936	0.0230%	NO	Insurance claims and expenditure refunds
R-2016-49	Comcast PEG Fees		16,368	0.0164%	NO	Franchise agreement fees
R-2016-50	Donations		8,410	0.0084%	NO	Donations
R-2016-51	Four for Life and Fire Programs		29,502	0.0295%	NO	Grants
R-2016-52	School Buses		5,170	0.0052%	NO	Transfer from General Fund
R-2016-55	Ambulance		60,000	0.0601%	NO	Cash proffers and EMS fees

Total Amendments = 60,465,885 60.532%

Total Amended Budget - All Funds = 160,356,279



Powhatan County Board of Supervisors Agenda Item

Meeting Date: July 25, 2016

Agenda Item Title: Resolution R-2016-53 Amending the Fiscal Year 2017 Powhatan County Operating Budget by Transferring \$3,200 from General Fund Contingency to the Fire Department for Narcan

Motion: Move to approve Resolution R-2016-53 as presented

Dates Previously
Considered by Board: May 2, 2016

Summary of Item: The medication Narcan blocks or reverses the effects of opioid medication, including extreme drowsiness, slowed breathing, or loss of consciousness. This funding will expand the department's current deployment by providing the medication on all EMS first response vehicles, key supervisors in the Sheriff's office, and the high school resource officer. The medication is approved for use under regional EMS protocols and by the County's OMD Dr. Joanne Lapetina. The Board appropriated \$2,000 from contingency on May 2, 2016 to begin this initiative while the County waited for a grant. The County was not awarded the grant and therefore the Fire Department requests the additional funds to purchase the needed amount of Narcan.

This resolution transfers the funds from the General Fund Contingency.

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: Resolutions Tracking Spreadsheet, Contingency Memo

Staff/Contact: Charla W. Schubert, Director of Finance, 804-598-5780; cschubert@powhatanva.gov
Steven A. Singer, Fire and Rescue Chief, 804-598-5646
ssinger@powhatanva.gov

RESOLUTION
AMENDING THE FISCAL YEAR 2017 POWHATAN COUNTY OPERATING BUDGET
BY TRANSFERRING \$3,200 FROM GENERAL FUND CONTINGENCY TO THE FIRE
DEPARTMENT FOR ADDITIONAL NARCAN

WHEREAS, on May 2 2016, the Powhatan County Board of Supervisors adopted Resolution R-2016-23, which adopted the Fiscal Year 2017 Powhatan Operating Budget in the amount of \$104,924,788; 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 2017 Powhatan County Operating Budget is hereby amended and the funds appropriated as shown:

GENERAL FUND
EXPENDITURES

Contingency Fund	4-100-081200-0014	\$	(3,200.00)
Capital Outlay	4-100-032200-8107	\$	3,200.00

ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON JULY 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 ___
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

July 8, 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 2017 and the current status of that account:

Beginning Balance	\$ 99,414.00
R-2015-43, Passport postage	1,000.00
 <u>Proposed Resolutions:</u>	
R-2016-53, Narcan	(3,200.00)
R-2016-57, AED's	(2,010.00)
	<hr/>
Remaining Balance	<u><u>\$ 95,204.00</u></u>

**County of Powhatan
Amendments to the FY 2017 Budget**

Total Adopted Budget - All Funds = 104,924,788
1% of Total Adopted Budget - All Funds = 1,049,248

Res Number	Purpose	Date Adopted	Amount	% of Budget	Public Hearing	Funding Source
R-2016-41	CIP	6/27/2016	620,000	0.591%	NO	Capital Maintenance Reserve & Grant
R-2016-42	Other Capital Improvement Program	6/27/2016	2,144,000	2.043%	YES	Capital Maintenance Reserve, lease proceeds
R-2016-43	Transferring from Clerk of Circuit Court to Contingency	6/27/2016	-	N/A	N/A	Contingency
R-2016-53	Narcan		-	N/A	N/A	Contingency
R-2016-57	AED Equipment		-	N/A	N/A	Contingency

Total Amendments = 2,764,000 2.634%

Total Amended Budget - All Funds = 107,688,788



Powhatan County Board of Supervisors Agenda Item

Meeting Date: July 25, 2016

Agenda Item Title: Resolution R-2016-57 Amending the Fiscal Year 2017 Powhatan County Operating Budget by Transferring \$2,010 from Contingency to the Fire Department for Automatic External Defibrillator (AED) Equipment

Motion: Move to approve Resolution R-2016-57 as presented

Dates Previously
Considered by Board: N/A

Summary of Item: The Sheriff's Office has deployed AEDs in most vehicles for several years. The AEDs were procured from grant funding and are supported with replacement supplies (pads, batteries, etc.) by the Fire and Rescue Department. While conducting a full inventory of equipment, it was discovered that a large portion of units will need new defibrillation pads now and over the next six months. This funding will allow the units to remain in service and then be placed into a regular rotation for service by the Fire and Rescue Department. This resolution transfers these funds.

Staff: SKS Approve Disapprove See Comments

Commission/Board: N/A Approve Disapprove See Comments

County Administrator: Row Approve Disapprove See Comments

Comments: The Fire and Rescue Department recognizes and appreciates the Sheriff's Office willingness to provide immediate lifesaving medical care when needed.

Budget/Fiscal Impact: None

Attachments: Resolutions Tracking Spreadsheet, Contingency memo

Staff/Contact: Charla W. Schubert, Director of Finance , 804-598-5780; cschubert@powhatanva.gov
Steven A. Singer, Fire and Rescue Chief, 804-598-5646
ssinger@powhatanva.gov

**RESOLUTION
 AMENDING THE FISCAL YEAR 2017 POWHATAN COUNTY OPERATING BUDGET
 BY TRANSFERRING \$2010 FROM GENERAL FUND CONTINGENCY TO THE FIRE
 DEPARTMENT FOR AUTOMATIC EXTERNAL DEBIBRILLATOR (AED)
 EQUIPMENT**

WHEREAS, on May 2 2016, the Powhatan County Board of Supervisors adopted Resolution R-2016-23, which adopted the Fiscal Year 2017 Powhatan Operating Budget in the amount of \$104,924,788; 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 2017 Powhatan County Operating Budget is hereby amended and the funds appropriated as shown:

**GENERAL FUND
EXPENDITURES**

Contingency Fund	4-100-081200-0014	\$	(2,010.00)
Capital Outlay	4-100-032200-8107	\$	2,010.00

ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON JULY 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 ___
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

July 8, 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 2017 and the current status of that account:

Beginning Balance	\$ 99,414.00
R-2015-43, Passport postage	1,000.00
 <u>Proposed Resolutions:</u>	
R-2016-53, Narcan	(3,200.00)
R-2016-57, AED's	(2,010.00)
	<hr/>
Remaining Balance	<u><u>\$ 95,204.00</u></u>

**County of Powhatan
Amendments to the FY 2017 Budget**

Total Adopted Budget - All Funds = 104,924,788
1% of Total Adopted Budget - All Funds = 1,049,248

Res Number	Purpose	Date Adopted	Amount	% of Budget	Public Hearing	Funding Source
R-2016-41	CIP	6/27/2016	620,000	0.591%	NO	Capital Maintenance Reserve & Grant
R-2016-42	Other Capital Improvement Program	6/27/2016	2,144,000	2.043%	YES	Capital Maintenance Reserve, lease proceeds
R-2016-43	Transferring from Clerk of Circuit Court to Contingency	6/27/2016	-	N/A	N/A	Contingency
R-2016-53	Narcan		-	N/A	N/A	Contingency
R-2016-57	AED Equipment		-	N/A	N/A	Contingency

Total Amendments = 2,764,000 2.634%

Total Amended Budget - All Funds = 107,688,788



Powhatan County Board of Supervisors Agenda Item

Meeting Date: July 25, 2016

Agenda Item Title: Appointment / Reappointment to the Economic Development Authority

Motion: Move to appoint/reappoint _____ to the Economic Development Authority for a four-year term commencing July 1, 2016, and expiring June 30, 2020.

Dates Previously Considered by Board: N/A

Summary of Item: The Economic Development Authority (EDA) 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 EDA serves as a conduit for public funds for start-up development projects and shall establish, subsidize, advise on, assist, 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.

There are seven (7) members on the EDA appointed by the Board of Supervisors.

Representatives serve a four-year term with no term limit.

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: Current Board Matrix

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

Appointee	Appointed By	When Appointed	Term	First Appointment Date	Expiration Date
William Moslow, Jr. 14530 Sarum Terrace Midlothian, VA 23113 804-598-5579 wmoslow@powhatanva.gov bmoslow@moslowwood.com (Personal)	Board of Supervisors	July 16, 2012	4 years	July 16, 2012	June 30, 2016
Daniel G. Jones 3901 Old River Trail Powhatan, VA 23139 (804)432-3806 (day) (804-)598-4704 (evening) djones@powhatanva.gov djones@galliermeyer.com (Personal)	Board of Supervisors	June 27, 2016	4 years	February 22, 2016	June 30, 2020
Gary Nester 3305 Pineacre Drive Powhatan, VA 23139 804-598-3434 gnester@powhatanva.gov grnjer333@aol.com (Personal)	Board of Supervisors	July 1, 2013	4 years	July 1, 2013	June 30, 2017
Phil Sherman (Chair) 1390 Quarter Mill Court Powhatan, VA 23139 804-598-4164 psherman@powhatanva.gov pkshermanjr@comcast.net (Personal)	Board of Supervisors	July 1, 2013	4 years	July 1, 2013	June 30, 2017
Timothy Benusa 2430 Robert E. Lee Road Powhatan, VA 23139 (804)897-4583 (day) (804)349-9763 (evening) tbenusa@powhatanva.gov tim@benusacpa.com (Personal)	Board of Supervisors	February 22, 2016	4 years	February 22, 2016	June 30, 2019

Russell E. Holland, Jr. 1898 A Norwood Creek Dr. Powhatan, VA 23139 (804) 316-0197 (cell) rholland@powhatanva.gov rehollandjr@gmail.com (Personal)	Board of Supervisors	February 22, 2016	4 years	February 22, 2016	June 30, 2019
John C. Watkins 19045 Founders Knoll Terrace Midlothian, VA 23113 (804)514-8338 (day) (804)794-6949 (evening) jwatkins@powhatanva.gov jnwatkins@johnwatkins.org (Personal)	Board of Supervisors	February 22, 2016	4 years	February 22, 2016	June 30, 2019

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 (EDA).

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.

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 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 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

By submitting this application to the Deputy Clerk to the Powhatan County Board of Supervisors, I hereby certify that all information contained herein is true and complete and I hereby consent to the dissemination of this document to the general public.

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Powhatan County Board of Supervisors Agenda Item

Meeting Date: July 25, 2016

Agenda Item Title: Appointment / Reappointment of a Parent Representative to the Powhatan Community Policy and Management Team (CPMT)

Motion: Move to appoint/reappoint _____ to the Powhatan Community Policy and Management Team for a one-year term commencing July 1, 2016, and expiring June 30, 2017. The one-year term is to line up the alternating expiration dates of the Parent Representative and the Private Provider Representative.

Dates Previously Considered by Board: N/A

Summary of Item: The Parent Representative of the CPMT assists with coordinating and facilitating the implementation of the Virginia Children's Services Act (CSA) and performs a variety of duties involving supervising the institution of the policies, procedures, and directives of the Community Policy and Management Team (CPMT).

Committee terms are unlimited and each team member representing an agency will be appointed by the department head, who will serve as designee or will appoint one, if they are unable to attend. Parent and private provider representatives shall be appointed by the Board of Supervisors and may serve as many as two consecutive two-fiscal year terms.

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: Current Board Matrix

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

Appointee	Appointed By or Agency	When Appointed	Term	First Appointment Date	Expiration Date
Empty/Private Provider Rep	Appointed by Board of Supervisors		2 fiscal years		6/30/16
Karen Alexander/Parent Representative 4001 Maidens Road Powhatan, VA 23139 kalexander@powhatanva.gov Powhatan County General Registrar 3910 Old Buckingham Rd, Ste E Powhatan, VA 23139-5757 Office # (804) 598-5604	Appointed by Board of Supervisors	10/7/13 10/19/15 Request- 7/1/16	1 yr, 8 mths 8 mths 1 fiscal year from 7/1/16- 6/30/17	10/ 7/13	10/31/15 6/30/16 6/30/17
Patricia A. Weiler pweiler@powhatanva.gov Ph: 804-598-5612, ext. 2036	County Administrator	N/A	Unlimited	N/A	None
Charla W. Schubert/Treasurer cschubert@powhatanva.gov Ph: 804-598-5610, ext. 2033	County Director of Finance and Administration	N/A	Unlimited	2014	None
Kristin McLaughlin/Vice-Chair kristin.mclaughlin@powhatan.k12.va.us Ph: 598-5700	Powhatan County Public Schools (Eff 7/1/15)	N/A	Unlimited	N/A	None
Susan Bergquist/Secretary sbergquist@co.goochland.va.us Ph: 804-556-5400	Community Services Board Director	N/A	Unlimited	N/A	None
Cathy Pemberton/Chair catherine.pemberton@dss.virginia.gov 804-598-5630, ext. 2405	Social Services Director	N/A	Unlimited	N/A	None
Mike Traylor michael.traylor@djj.virginia.gov Ph: 804-431-3278	11 th District Court Services Unit Director	N/A	Unlimited	N/A	None
Vicki L. Stamps, RN, PHN Supervisor Vicki.Stamps@vdh.virginia.gov Phone: 804-524-8784 Fax: 804-520-9222	Health Department Designee Colonial Heights Health Department	N/A	Unlimited	N/A	None
Captain Jeffery S. Searfoss (Jeff) jssearfoss@powhatansheriff.net	Sheriff's Office	N/A	Unlimited	N/A	None

Office#: (804) 598-5653 Fax#: (804) 598-5659					
Audra Morris audra.morris@dss.virginia.gov 804-598-5630, ext. 2401	PDSS, Children’s Services Act Coordinator	N/A	Unlimited	N/A	None
FAPT Chair	Fiscal 2017 - CSU	N/A	Unlimited	N/A	None

Composition:

The minimum mandatory membership should include the local agency heads or their designees from the Juvenile Court Services Unit, local Health Department, Community Services Board (mental health), Department of Social Services and School Division; one parent representative; a private provider representative, if a private organization or an association of providers is located within or serves the locality; and at least one elected official or appointed official or his/her designee from the governing body. (Reference § 2.2-5204 – Code of Virginia)

Term:

Committee terms are unlimited and each team member representing an agency will be appointed by the department head, who will serve as designee or will appoint one, if they are unable to attend. Parent and private provider representatives shall be appointed by the Board of Supervisors and may serve as many as two consecutive two-fiscal year terms.

Sworn In:

There is no swearing in.

Mission:

Coordinate and facilitate the implementation of the Virginia Children’s Services Act (CSA) and performs a variety of duties involving supervising the institution of the policies, procedures, and directives of the Community Policy and Management Team (CPMT).

Duties include: 1. Overseeing the State-mandated Family Assessment and Planning Team (FAPT) process of screening, referral, service planning, and case review to ensure cost-effective and equitable service provision-this includes periodic review of individual case reports for compliance with State mandates and local policies and procedures. 2. Sharing information and updates between interagency committees and the state office, including tracking legislative and regulatory changes, providing training and technical assistance to agencies, and developing procedural manuals. 3. Tracking and writing reports on the children served with CSA funds, including data entry into a Management Information System, providing monthly analysis of service provision and producing quarterly State reports. 4. Providing staffing assistance to the Commissioners and Director including staffing the Children Needing Extensive Services Work Group, the CSA Committee, Case Authorization Review Team and other special projects as assigned.

Where/When Meet:

Powhatan County Village Building
CSB Conference Room, Main Floor
9 a.m., 4th Thursday of each month

Notification Requirements:

Handled by the CSA Coordinator

Compensation:

None

Updated effective 9/25/14 (Chair Rotation)
Updated effective 7/1/15 (Chair Rotation)
Previous Rosters Rescinded and New Updated Roster effective 7/1/15
Previous Rosters Rescinded and New Updated Roster effective 10/19/15
Previous Rosters Rescinded and New Updated Roster effective 7/1/16

POWHATAN COUNTY
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Key Task/Activity	Target Date	
Priority LD 1: Complete the zoning and subdivision ordinance updates		
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 Implementation on hold because BOS has not yet adopted the ORD	TBD	
Priority LD 2: Update the Comprehensive Plan		
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	Jun-17	
4. Board of Supervisors review Comprehensive Plan	TBD	

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Key Task/Activity	Target Date	
Priority LD 3: Prepare for the County's responsibility to address stormwater management		
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	
Priority EC 1: Create and implement an economic development plan, to include agri-business		
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/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	COMPLETE
7. BOS adopts Economic Development Plan	Mar-16	COMPLETE
7a. Consultant conducts Community Meeting to present Plan	Mar-16	COMPLETE
8. Implement Economic Development Plan	Ongoing	ONGOING

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Key Task/Activity	Target Date	
<u>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</u>		
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	Nov-15	COMPLETE
3. Solicit talent bank resumes of potential EDA candidates	Dec-15	COMPLETE
4. Review resumes and recommend individuals for appointment to EDA	Jan-16	COMPLETE
<u>Priority EC 3: Locate or expand at least one major business during the next 3 years</u>		
Champion: Altman		
Supporting Staff: Weiler		
1. Develop and adopt Economic Development Plan (see EC 1)	Mar 16	COMPLETE
2. Identify sites for business development	Mar 16	COMPLETE
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	
<u>Priority EC4: Re-engineer the building inspection, planning, and zoning processes to be more efficient and business friendly</u>		
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-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	Jan-17	

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Key Task/Activity	Target Date	
Priority HS 1: Structure the new fire/EMS/emergency management department		
Champion: Singer		
Supporting Staff: Weiler, Greene, Warner, Schoeffel		
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

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Key Task/Activity	Target Date	
Priority HS 2: <u>Transfer the responsibility for emergency communications to the County Administrator and relocate the E-911 Center</u>		
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	Mar-16	COMPLETE
5. Develop a plan for relocation of E-911 center/new radio system to ensure there is no disruption of services	Jan-18	
6. Oversee the relocation of the E-911 center to ensure there is no disruption of services	Jan-18	

Priority HS 3: <u>Evaluate the needs of our population and determine how best to respond so that they grow, develop and age healthfully</u>		
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"> Attend the Resource Council meeting for a discussion of the possibility how human service needs, including needs of the aging, might be addressed 		COMPLETE
<ul style="list-style-type: none"> Develop a needs assessment (e.g., nutrition, recreation, financial education, transportation, support system, affordable housing, safety services) 		COMPLETE

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<ul style="list-style-type: none"> Determine method of communication to disseminate information to community (hire external with Board of Supervisors approval, or internal committee) 		
<ul style="list-style-type: none"> Evaluate what the assessment may bring to the table and then determine how to address all needs 		
<ul style="list-style-type: none"> Delegate to agency to begin addressing needs 		
<p>Priority HS 4: <u>Develop a recreation department and plan that addresses the needs of all citizens</u> Champion: Woodel Supporting Staff: Altman, Piper, Martin, Howland</p>		
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	Dec-15 Sep-16	
4. Determine immediate, affordable community needs and coordinate with services offered by other agencies to create programs for citizens	Dec-15 Sep-16	
5. Present recommendations to BOS and implement plan of action if approved	Mar-16 Dec-16	

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

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Key Task/Activity	Target Date	
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
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

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Key Task/Activity	Target Date	
Priority IN 1: Develop and adopt a utilities master plan		
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
Priority IN 2: Finalize the agreement for the Cobbs Creek Regional Reservoir		
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	
Priority IN 3: Secure funding for water tower to serve County, Department of Corrections, and Goochland County		
Champion: Weiler		
Supporting Staff: Rapp, Altman		
1. Funding was included in the FY 2015 State Budget	Complete	COMPLETE

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

Priority IN 5: <u>Develop a transportation master plan</u>		
Champion: Altman		
Supporting Staff: Howland, Dameron, Melis		
1. Conduct workshop with Board on a Route 60 third lane policy	2014	COMPLETE
2. Write and present to BOS for approval a Route 60 third lane policy	Jun-15	ONGOING
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	

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Key Task/Activity	Target Date	
Priority IN 6: Develop an IT/phone master plan for the County's internal systems		
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		
Priority IN 7: Develop a broadband master plan		
Champion: IT Director, Randy Buzzard		
Supporting Staff: Stowers, Jackson, Altman, Weiler, Lacheney		
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	COMPLETE
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

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Key Task/Activity	Target Date	
7. Issue RFP for design and build of broadband infrastructure with funding solution	Apr-16 Jun-16	COMPLETE
8. If recommended and if approved by BOS, form Broadband Authority	TBD	

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

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	

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Priority RC 2: Continue to develop Board and staff relationships with regional partners

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
3. Continue active participation in the boards and initiatives of the RRPDC	Ongoing	ONGOING

Priority RC 3: Continue to build strong relationships with our legislative 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

ECONOMIC DEVELOPMENT STRATEGIC PLAN: A ROADMAP TO SUCCESS

IMPLEMENTATION SCHEDULE * - FY 2017

Key Strategies/Recommendations	Econ. Dev. Plan Strategy	Timeline	Resources or Actions Required	Status as of 7/25/16
Acquire www.visitpowhatan.com domain name	TA 3	Complete	Pat Weiler/Randy Buzzard	COMPLETE
Provide Flexible Zoning Ordinance to Encourage Agri-business	TA 9	Complete	Staff	COMPLETE
Provide Dedicated Economic Development Staff (Hire Director of Community Development)	ED 6	Jul-16	Board of Supervisors - Funding	COMPLETE
Establish a Economic Development Website	ED 7	Jul-16	March Altman/Brigid Paciello/Kerri Delaney	COMPLETE
Develop a Business Retention & Expansion Program	ED 11	Jul-16	March Altman	ONGOING
Create a Tourism Website	TA 4	Jul-16	March Altman/Brigid Paciello/Kerri Delaney	COMPLETE
Update Virginia Tourism Website	TA 6	Jul-16	March Altman/Brigid Paciello/Kerri Delaney	ONGOING
Establishment of Transient Occupancy & Meals Tax	TA 13	Aug-16	March Altman/ Pat Weiler/ Charla Schubert	
Develop a Marketing/Branding Plan	TA 2	Oct-16	March Altman	ONGOING
Establish a Technology Zone(s)	ED 2 & 4	Dec-16	March Altman	
Review County's Business Tax Structure	ED 2 & 4	Dec-16	March Altman/Charla Schubert	
Create Local Incentive Policy	ED 10	Dec-16	March Altman	
Submit AFID Planning Grant for Agricultural-Agribusiness Strategic Plan	TA 8	Dec-16	March Altman	
Establish a Agribusiness Council	TA 14	Dec-16	Board of Supervisors	
Evaluate Creation of Tourism Zone	TA 15	Dec-16	Funding	

* - Assumes July 1, 2016 Start Date for Director of Community Development

Highlighted Cells Note a Change from June 27, 2016 Update

**Powhatan County Monthly Report
Building Inspections, Planning and Community Development
Departments**

MAY

March Altman
Community Development Director

Ralph O. Shelton Jr.

Ralph O. Shelton
Building Official

Building Permit Fees:	<u>May-14</u>	<u>May-15</u>
Administrative Fees: (Also Includes Septic Fees, Fire Code, Etc.)	<u>\$ 2,075.00</u>	<u>\$ 2,953.50</u>
Commercial: (New & Alterations)	<u>\$ 82.00</u>	<u>\$ 605.00</u>
Residential: Proffers paid on New Construction	<u>\$ 14,552.74</u> \$ -	<u>\$ 39,039.00</u> \$ 36,596.48
Residential: (Additions, Alterations, Demo, Pools, Etc.)	<u>\$ 1,770.00</u>	<u>\$ 2,095.90</u>
Trade Permit Fees: (Residential & Commercial)	<u>\$ 2,914.92</u>	<u>\$ 7,755.18</u>
State Levy:	<u>\$ 385.61</u>	<u>\$ 1,025.53</u>
Planning Department Fees:	<u>\$ 1,403.25</u>	<u>\$ 3,805.00</u>
Total Fees for the Month:	<u>\$ 23,183.52</u>	<u>\$ 93,875.59</u>
Total Fees for Fiscal Year:	<u>\$465,487.74</u>	<u>\$808,602.24</u>

Building Permit Data:	<u>May-14</u>	<u>May-15</u>
Residential (New Construction):		
District 1 Subletts/Manakin/Flatrock	<u>5</u>	<u>1</u>
District 2 Powhatan Station/Graceland	<u>0</u>	<u>0</u>
District 3 Bethesda/Lees Landing	<u>3</u>	<u>3</u>
District 4 Powhatan Courthouse/Ballsville	<u>6</u>	<u>3</u>
District 5 Smith's Crossroad/Pineville	<u>3</u>	<u>4</u>
Total for the Month:	<u>17</u>	<u>11</u>
Total for Fiscal Year:	<u>111</u>	<u>130</u>
Commercial:		
District 1 Subletts/Manakin/Flatrock	<u>2</u>	<u>1</u>
District 2 Powhatan Station/Graceland	<u>0</u>	<u>1</u>
District 3 Bethesda/Lees Landing	<u>2</u>	<u>0</u>
District 4 Powhatan Courthouse/Ballsville	<u>0</u>	<u>1</u>
District 5 Smith's Crossroad/Pineville	<u>0</u>	<u>0</u>
Total for the Month:	<u>4</u>	<u>3</u>
Total for Fiscal Year:	<u>44</u>	<u>47</u>
Residential Additions, Alterations, Pools, Etc.	<u>20</u>	<u>43</u>
Total for Fiscal Year:	<u>182</u>	<u>206</u>

TYPE	ADMIN FEE	BLDCOM	NEW HOMES	ADDITIONS/ALTER	TRADE PERMIT FEES	STATE LEVY	PLANNING DEPT FEES	CASH PROFFER	TOTAL
ADDRESS	1.00			3,530.90		70.62			
ADDRESS2									
ADMIN									
AMEND									
BLD COM		45.50				0.91			
BOND									
BUILD	140.00		39,284.00			764.74	1,150.00	19,558.85	
BURN	100.00								
COND							1,250.00		
COPY									
CUP									
DEMO									
E & S							540.00		
ELE					1,913.38	38.28			
ELE TMP									
ELE 2									
EXTEN									
EVENT									
FAM									
FIRE3					45.50	0.91			
GAS					680.00	13.60			
GAS 2					160.00	3.20			
GAS 3									
MAP									
MECH					2,058.96	41.17			
MECH 2									
MOBIL	50.00		203.00				100.00		
NSP							200.00		
PLUMB					1,282.01	25.63			
PLUMB 2									
POOL				364.00		7.28			
RE-INSPECT									
READV									
RESB1									
ROAD									
RZP									
SEPT	3,700.00								
SF							700.00		
SIGN					20.00				
SITE									
SO									
TENT									
TOWER									
VAR									
ZO									
ZOLTR									
ZONE									
TOTAL	3,991.00	45.50	39,487.00	3,894.90	6,159.85	966.34	3,940.00	19,558.85	78,043.44

ZONING ACTIVITY

	<u>MAY FY2015</u>	<u>MAY FY2016</u>
Rezoning requests approved (acreage)		
Agricultural	<u>0</u>	<u>0</u>
Residential	<u>12.94</u>	<u>0</u>
Commercial	<u>0</u>	<u>7.3</u>
Industrial	<u>0</u>	<u>0</u>
Conditional Use Permits approved	<u>0</u>	<u>0</u>
Business Licenses approved (zoning review)	<u>27</u>	<u>22</u>
Board of Zoning Appeals Cases		
Variances	<u>0</u>	<u>0</u>
Appeals	<u>0</u>	<u>0</u>
Site Plans		
Commercial		
Filed	<u>0</u>	<u>1</u>
Approved	<u>0</u>	<u>0</u>
Industrial		
Filed	<u>0</u>	<u>0</u>
Approved	<u>0</u>	<u>0</u>
Other		
Filed	<u>0</u>	<u>0</u>
Approved	<u>0</u>	<u>0</u>
Average Review Time (Days)	<u>29</u>	<u>0</u>
<u>Subdivision Activity</u>		
Preliminary Plats - Number of Lots Approved		
Residential	<u>0</u>	<u>0</u>
Commercial	<u>0</u>	<u>0</u>
Industrial	<u>0</u>	<u>0</u>
Average Review Time (Days)	<u>27</u>	<u>0</u>

Final Plats - Number of Lots Approved

Residential	<u>0</u>	<u>0</u>
Commercial	<u>0</u>	<u>0</u>
Industrial	<u>0</u>	<u>0</u>
Average Review Time (Days)	<u>25</u>	<u>0</u>

Subdivision Exception Lots Approved

Non-Subdivision	<u>4</u>	<u>1</u>
Single Cut	<u>1</u>	<u>2</u>
Charitable Exception	<u>0</u>	<u>0</u>
Family Division	<u>0</u>	<u>1</u>
Large Lot	<u>6</u>	<u>0</u>

Erosion & Sediment Control

Land Disturbance Plans Approved

Residential	<u>0</u>	<u>0</u>
Commercial	<u>0</u>	<u>0</u>
Industrial	<u>0</u>	<u>0</u>
Other	<u>0</u>	<u>0</u>
Average Commercial Review Time	<u>0</u>	<u>0</u>

Private Road Review

Private Roads Approved

Roads	<u>0</u>	<u>0</u>
Lots	<u>0</u>	<u>0</u>

Family Private Roads Approved

Roads	<u>0</u>	<u>0</u>
Lots	<u>0</u>	<u>0</u>



Powhatan County Board of Supervisors Agenda Item

Meeting Date: July 25, 2016

Agenda Item Title: Resolution R-2016-45 Adopting the Powhatan County Procurement Policy

Motion: Move to approve Resolution R-2016-45 as presented

Dates Previously
Considered by Board: N/A

Summary of Item: The Board of Supervisors adopted a resolution on August 12, 2002 establishing small sum procurement procedures. Since 2002, the Virginia Public Procurement Act (VPPA) has been revised to increase the minimum amounts for competitive sealed bids and competitive negotiation.

The proposed policy is consistent with the current VPPA. The new policy will also establish procedures for competition by means of quotes for contracts below the VPPA thresholds.

Staff: Approve Disapprove See Comments

Commission/Board: Approve Disapprove See Comments

County Administrator: Approve Disapprove See Comments

Comments: None

Budget/Fiscal Impact: None

Attachments: Resolution adopted in 2002

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

RESOLUTION APPROVING THE POWHATAN COUNTY PROCUREMENT POLICY

WHEREAS, pursuant to provisions of the Virginia Public Procurement Act (Chapter 43 of Title 2.2, §2.2-4300 through 2.2-4377 of the Virginia Code (1950), as amended);

NOW, THEREFORE, BE IT RESOLVED by the Powhatan County Board of Supervisors that the Powhatan County Procurement Policy is approved as follows:

METHOD OF PROCUREMENT

1. All public contracts over \$100,000 with nongovernmental contractors for the purchase or lease of goods, or for the purchase of services, insurance, or construction shall be awarded after competitive sealed bidding or competitive negotiation as required by the Virginia Public Procurement Act, unless otherwise authorized by law.
2. All public contracts over \$60,000 Professional services shall be procured by competitive negotiation. Professional services are as defined in § 2.2-4301 of the Virginia Code.
3. All public contracts more than \$5,000 and less than 1) \$60,000 for purchase of professional services; or 2) \$100,000 with nongovernmental contractors for the purchase or lease of goods, or for the purchase of nonprofessional services, insurance or construction; shall require three written quotes, unless otherwise exempted or authorized by law.
4. All purchases more than \$2,500 and less than \$5,000 shall require three verbal quotes.
5. The following items are exempted from the County’s competitive procurement policy and are in addition to exceptions allowed by the Virginia Public Procurement Act.
 - a. Books, Manuscripts, Maps and Pamphlets
 - b. Dues, Subscription and Publications
 - c. Educational Films
 - d. Used Vehicles, Machinery and Equipment
 - e. Perishable Foodstuffs
 - f. Postage
 - g. Training, Educational Services and Conferences
 - h. Travel, Room and Board
 - i. Tuition

POLICY SUPERSEDES OTHER POLICIES

6. It is the intent of this policy to repeal any inconsistent policy or practice adopted prior to this date.

ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON JUNE 27, 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



BOARD OF SUPERVISORS:
ROBERT R. COSBY, CHAIRMAN
EDMUND C. BURRUSS, VICE CHAIRMAN
T. J. BISE
ROY J. HARRISON, JR.
MARGARET HARRIS-MANNING

ACTING COUNTY ADMINISTRATOR
CAROLYN CIOS

RESOLUTION ESTABLISHING SMALL SUM PROCUREMENT PROCEDURES

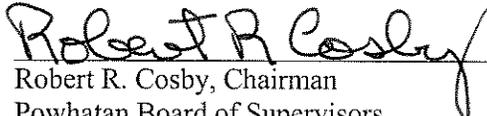
WHEREAS, the Code of Virginia allows, at Section 2.2-4303(G)(H), for exceptions to the Virginia Public Procurement Act for certain small contracts, and

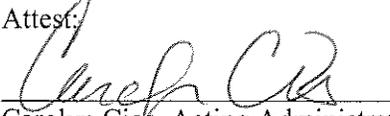
WHEREAS, the Board of Supervisors has determined that the frequency of such small contracts is sufficient to invoke the permitted exception, now, therefore

BE IT RESOLVED:

- (1) Competitive sealed bids and competitive negotiation will not be required for single or term contracts for goods and services other than professional services when the aggregate or sum of all phases is not expected to exceed \$50,000.
 - (a) Such purchases which are expected to exceed \$30,000 shall require the written informal solicitation of a minimum of four (4) bidders or offerors.
 - (b) Such Purchases which are not expected to exceed \$30,000 shall be submitted to competition wherever practicable.
- (2) Competitive negotiation shall not be required for single or term contracts for professional services when the aggregate or sum of all phases is not expected to exceed \$30,000. Such small purchases shall be accomplished with competition wherever practicable.

Adopted this 12 day of August, 2002.


Robert R. Cosby, Chairman
Powhatan Board of Supervisors

Attest:

Carolyn Cios, Acting Administrator
Powhatan County Board of Supervisors

Robert R. Cosby	<u>Yes</u>
Edmund Burruss	<u>Yes</u>
Margaret Harris-Manning	<u>A</u>
T. J. Bise	<u>A</u>
Roy Harrison	<u>Yes</u>



Powhatan County Board of Supervisors Agenda Item

Meeting Date: July 25, 2016

Agenda Item Title: Resolution R-2016-54 Approving Lease Financing Terms for the Two Fire Tankers

Motion: Move to approve Resolution R-2016-54 as presented

Dates Previously Considered by Board: December 15, 2014 - R-2014-108, Budgeted \$500,000 Tanker 2
April 6, 2014 - R-2015-27, Amended Budget for Tanker 2
June 15, 2015 - R-2015-52, Budgeted \$500,000 for Tanker 4

Summary of Item: On April 6, 2014 the Board of Supervisor budgeted a \$351,236 lease for Tanker 2.
On June 15, 2015 the BOS budgeted a \$351,000 lease for Tanker 4.

VML/VACo Finance requested bids from banks on the County's behalf for the financing of the two fire tankers. BB&T bank responded with the proposal dated June 20, 2016 to finance the fire tankers with a lease not to exceed \$700,000. The annual interest rate shall not exceed 2.02% over a term not to exceed 10 years.

The projected terms in the analyses prepared by Davenport was 2.5% on a \$707,000 lease.

The resolution accepts the terms of the lease financing and authorizes the County Administrator and County Attorney to execute the lease.

Staff: Approve Disapprove See Comments

Commission/Board: Approve Disapprove See Comments

Raw

County Administrator: Approve Disapprove See Comments

Comments: None

Budget/Fiscal Impact: Lease proceeds not to exceed \$700,000

Attachments: R-2014-108, R-2015-27 and R-2015-52

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

**RESOLUTION APPROVING LEASE FINANCING TERMS FOR TWO FIRE
TANKERS**

WHEREAS, on December 15, 2014, the Powhatan County Board of Supervisors, Virginia (“County”) approved the purchase of a replacement for Tanker 2; and

WHEREAS, on June 15, 2015, the County approved the purchase of a replacement for Tanker 4; and

WHEREAS, with Resolutions R-2015-27 and R-2015-52, the County budgeted to lease finance the two fire tankers (“the Project”); and

WHEREAS, with County Administrator has presented a proposal for the financing of such Project.

NOW, THEREFORE, BE IT RESOLVED by the County that:

1. The County hereby determines to finance the Project through Branch Banking and Trust Company (“BB&T”), in accordance with the proposal dated June 10, 2016. The amount financed shall not exceed \$700,000.00, the annual interest rate (in the absence of default or change in tax status) shall not exceed 2.02%, and the financing term shall not exceed ten (10) years from closing.

2. All financing contracts and all related documents for the closing of the financing (the “Financing Documents”) shall be consistent with the foregoing terms. The County Administrator and the County Attorney are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution. The Financing Documents shall include a Financing Agreement and Deed of Trust and a Project Fund Agreement as BB&T may request.

3. The County Administrator and County Attorney are hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The County Attorney is authorized to approve changes to any Financing Documents previously signed by County officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the County Attorney shall approve, with the County Attorney’s release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document’s final form.

4. The County intends that the adoption of this resolution will be a declaration of the County’s official intent to reimburse expenditures for the project that is to be financed from the proceeds of the BB&T financing described above. The County intends that funds that have been advanced, or that may be advanced, from the County’s general fund, or any other County fund related to the project, for project costs may be reimbursed from the financing proceeds.

5. All prior actions of County officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON JULY 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 ___
Angela Y. Cabell ___
William E. Melton ___
Carson L. Tucker ___

**RESOLUTION
AMENDING THE FISCAL YEAR 2015 POWHATAN COUNTY OPERATING BUDGET
BY BUDGETING AND APPROPRIATING \$500,000 FOR THE PURCHASE OF A
TANKER FOR COMPANY #2**

WHEREAS, on May 12, 2014, the Powhatan County Board of Supervisors adopted Resolution R-2014-43, which adopted the Fiscal Year 2015 Powhatan Operating Budget in the amount of \$96,902,613; 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 2015 Powhatan County Operating Budget is hereby amended and the funds appropriated as shown:

CAPITAL PROJECTS FUND

REVENUES

Lease Proceeds \$ 500,000.00
3-301-041040-0004

EXPENDITURES

Fire Department Equipment \$ 500,000.00
4-301-012400-8301

**ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON
DECEMBER 15, 2014.**



Carson L. Tucker, Chairman
Powhatan County Board of Supervisors

ATTEST:



Patricia A. Weiler, Clerk
Powhatan County Board of Supervisors

Recorded Vote:

David T. Williams Aye
Jason Moore Aye
Barry C. Hodge Aye

William E. Melton Aye
Carson L. Tucker Aye

RESOLUTION

**AMENDING THE FISCAL YEAR 2015 POWHATAN COUNTY OPERATING BUDGET
BY CHANGING THE REVENUE SOURCE FOR THE \$500,000 PURCHASE OF A FIRE
TANKER FOR FIRE COMPANY #2 AND AUTHORIZING THE COUNTY
ADMINISTRATOR TO EXECUTE ALL DOCUMENTS FOR THE PURCHASE OF
THE FIRE TANKER AND EQUIPMENT UPON COUNTY ATTORNEY APPROVAL**

WHEREAS, on May 12, 2014, the Powhatan County Board of Supervisors adopted Resolution R-2014-43, which adopted the Fiscal Year 2015 Powhatan Operating Budget in the amount of \$96,902,613; 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; and

WHEREAS, on December 15, 2014, the Powhatan County Board of Supervisors adopted Resolution R-2014-108 appropriating 500,000 of Lease Proceeds for the purchase of a Fire Tanker and Equipment; and

WHEREAS, it has been determined that is fiscally prudent to make a down payment of \$125,000 on the Fire Tanker and enter into a \$351,236 Lease Purchase for a total cost of \$476,236 for the Fire Tanker and total Equipment cost of \$23,764.

NOW, THEREFORE, BE IT RESOLVED that the FY 2015 Powhatan County Operating Budget is hereby amended and the funds appropriated as shown and that the County Administrator is authorized to sign all documents required for the purchase of the Fire Tanker and Equipment upon County Attorney approval:

GENERAL FUND**REVENUES**

Capital Maintenance Reserve	\$148,764.00
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EXPENDITURE

Transfer to Capital Projects Fund	\$148,764.00
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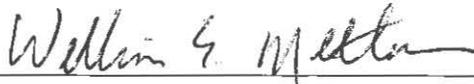
CAPITAL PROJECTS FUND**REVENUES**

Lease Proceeds 3-301-041040-0004	(\$ 500,000.00)
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Transfer from General Fund	\$148,764.00
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Lease Proceeds 3-301-041040-0004	\$351,236.00
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ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON APRIL 6, 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>Absent</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 POWHATAN COUNTY OPERATING BUDGET
BY BUDGETING AND APPROPRIATING \$1,750,750 FOR OTHER CAPITAL
IMPROVEMENT PROGRAM PROJECTS

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:

CAPITAL PROJECTS FUND

REVENUES

Transfer from General Fund - Capital Maintenance			
Reserve	3-301-095101-0100	\$	492,750.00
Transfer from Fire and Rescue Fund	3-301-095101-0120		165,000.00
Lease Proceeds - Bus	3-301-041040-0004		742,000.00
Lease Proceeds - Tanker 4	3-301-041040-0004		351,000.00

EXPENDITURES

School Buses	4-301-012600-8301	\$	926,000.00
Tanker 4	4-301-012400-8301		500,000.00
Ambulance - Unit 114	4-301-014200-6004		165,000.00
PC Replacement	4-301-012510-8304		18,750.00
Public Works Work Order System	4-301-012510-xxxx		9,000.00
Parks and Recreation Improvements	4-301-071120-0001		88,000.00
Facilities Improvements	4-301-014500-0001		44,000.00
Total Projects		\$	<u>1,750,750.00</u>

GENERAL FUND

REVENUES

Use of Fund Balance - Capital Maintenance			
Reserve	3-100-039999-0001	\$	492,750.00

EXPENDITURES

Transfer to Capital Projects Fund	4-100-093100-0301	\$	492,750.00
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**RESOLUTION RE-ADOPTING AND RESTATING
RESOLUTIONS R-2015-51 AND R-2015-52 TO AMEND THE FISCAL YEAR 2016
POWHATAN COUNTY OPERATING BUDGET FOR CAPITAL IMPROVEMENT
PROJECTS**

WHEREAS, on June 15, 2015, the Powhatan County Board of Supervisors did adopt Resolution R-2015-51 amending the Powhatan County Budget; and

WHEREAS, on June 15, 2015, the Powhatan County Board of Supervisors did adopt Resolution R-2015-52 amending the Powhatan County Budget; and

WHEREAS, pursuant to Va. Code §15.2-1507 both of the above listed budget amendments cannot be fully accomplished until a public hearing is held concerning said amendments; and

WHEREAS, On November 2, 2015, a public hearing was held concerning the adoption of the two (2) above-listed budget amendments.

THEREFORE BE IT HEREBY RESOLVED that Resolution R-2015-51 and Resolution R-2015-52 are hereby approved, re-adopted and restated effective this 2nd day of November 2015.

**ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON
NOVEMBER 2, 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

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Powhatan County Board of Supervisors Agenda Item

Meeting Date: July 25, 2016

Agenda Item Title: Resolution R-2016-55 Amending the Fiscal Year 2016 Powhatan County Operating Budget by Budgeting and Appropriating an Additional \$60,000 for the Purchase of two Ambulances and Authorizing the County Administrator to Execute All Documents Upon County Attorney Approval

Motion: Move to approve Resolution R-2016-55 as presented

Dates Previously Considered by Board: June 1, 2015 – Resolution R-2015-52 B&A \$165,000 – Ambulance 114
June 27, 2016 – Resolution R-2016-42 B&A \$225,000 – Ambulance 111

Summary of Item: The Fire and Rescue Department apparatus committee has completed the specifications and bid process for replacement of Ambulance 114 and 111. The process utilized the Houston-Galveston Area Council (HGAC) system to solicit and review bids from 3 different ambulance manufacturers. The committee trimmed specifications and add-ons to the vehicle to produce a functional, yet fiscally responsible product for the county.

Due to new federal regulations;

- SAE J3026 Ambulance Patient Compartment Seating Integrity and Occupant Restraint
- SAE J3027 Ambulance Litter Integrity, Retention and Patient Restraint
- SAE J3043 Ambulance Equipment Mount Device or Systems;

Enacted July 1, 2015, the cost manufacture and equipment costs of EMS transport vehicles has dramatically increased. Therefore an additional \$60,000 is needed. This resolution budgets and appropriates these funds.

Staff: SKS Approve Disapprove See Comments

Commission/Board: N/A Approve Disapprove See Comments

County Administrator: Row Approve Disapprove See Comments

Comments:

Budget/Fiscal Impact: \$60,000 of Fire and Rescue EMS Fees

Attachments: Status of Fire and Rescue EMS Fees fund balance, Resolutions Tracking Spreadsheet

Staff/Contact: Charla W. Schubert, Director of Finance, 804-598-5780; cschubert@powhatanva.gov
Steven A. Singer, Fire and Rescue Chief, 804-598-5646
ssinger@powhatanva.gov

RESOLUTION
AMENDING THE FISCAL YEAR 2016 POWHATAN COUNTY OPERATING BUDGET
BY BUDGETING AND APPROPRIATING AN ADDITIONAL \$60,000 FOR THE
PURCHASE OF TWO AMBULANCES AND AUTHORIZING THE COUNTY
ADMINISTRATOR TO EXECUTE ALL DOCUMENTS UPON COUNTY ATTORNEY
APPROVAL

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 \$60,000 (.0601%) 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 and the County Administrator is authorized to execute all documents upon approval by the County Attorney:

CAPITAL PROJECTS FUND

REVENUES

Transfer from Fire and Rescue Fund	3-301-095101-0120		60,000.00
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EXPENDITURES

Ambulance	4-301-012500-8303	\$	60,000.00
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FIRE AND RESCUE FUND

REVENUES

Use of Fund Balance - EMS Fees	3-120-039999-0001	\$	60,000.00
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EXPENDITURES

Transfer to Capital Projects	4-120-093100-0301	\$	60,000.00
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ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON JULY 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 ___
Angela Y. Cabell ___

William E. Melton ___
Carson L. Tucker ___

County of Powhatan, VA
Schedule of EMS Fund Balance
As of June 30, 2016 Preliminary

	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016 Adopted Budget</u>	<u>FY 2016 Amended Budget</u>	<u>FY 2016</u>
Beginning Fund Balance	-	153,307.39	260,699.62	312,582.64	312,582.64	312,582.64
Revenues:						
Transport Fees	479,083.87	485,008.13	507,662.80	473,630.00	473,630.00	425,847.02
Expenditures:						
Contract Services	(308,188.31)	(305,254.92)	(331,050.24)	(450,000.00)	(450,000.00)	(350,350.30)
Training				-	-	(234.00)
Third party billing	(17,588.17)	(23,682.21)	(25,291.56)	(23,630.00)	(23,630.00)	(22,195.40)
Ambulance	-	(48,678.77)	-	-	-	-
Ambulance R-2015-52 6/15/15	-	-	-	-	(165,000.00)	(165,000.00)
First Responder Vehicle	-	-	(39,096.68)	-	-	-
Defibrillators	-	-	(60,341.30)	-	-	-
Bone gun	-	-	-	-	(3,700.00)	(3,589.89)
Ending Fund Balance	<u>153,307.39</u>	<u>260,699.62</u>	<u>312,582.64</u>	<u>312,582.64</u>	<u>143,882.64</u>	<u>197,060.07</u>

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	Transfer from Contingency - \$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	Transfer from Contingency - \$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

**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-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	2/1/2016	6,579	0.0066%	NO	Donations
R-2016-10	Transfer from Contingency for fencing and backstop maintenance	2/22/2016	-	N/A	N/A	Contingency
R-2016-11	Grants and Donations	2/22/2016	12,858	0.0129%	NO	Grant
R-2016-19	Dominion Power Econ Dev Roadmap Pilot Project	4/18/2016	15,000	0.0150%	NO	Grant
R-2016-20	CSBG Grant Funds	4/18/2016	42,350	0.0424%	NO	Grant
R-2016-21	Insurance recoveries	4/18/2016	59,755	0.0598%	NO	Insurance claims
R-2016-25	CIP - Bonded Projects	5/2/2016	54,455,000	54.5148%	NO	Bond Proceeds
R-2016-28	Naxolone Equipment	5/2/2016	-	N/A	N/A	Contingency
R-2016-32	VDEM Grant	5/23/2016	3,268	0.0033%	NO	Grant
R-2016-33	CSBG Grant Funds	5/23/2016	38,457	0.0385%	NO	Grant
R-2016-34	Transfer from Contingency for Sheriff's accrued leave and holiday payouts	5/23/2016	-	N/A	N/A	Contingency
R-2016-35	Flat Rock Waterline Extension	5/23/2016	41,520	0.0416%	NO	Water/Sewer Fund Balance
R-2016-48	Sheriff Security and Insurance Recoveries		22,936	0.0230%	NO	Insurance claims and expenditure refunds
R-2016-49	Comcast PEG Fees		16,368	0.0164%	NO	Franchise agreement fees
R-2016-50	Donations		8,410	0.0084%	NO	Donations
R-2016-51	Four for Life and Fire Programs		29,502	0.0295%	NO	Grants
R-2016-52	School Buses		5,170	0.0052%	NO	Transfer from General Fund
R-2016-55	Ambulance		60,000	0.0601%	NO	Cash proffers and EMS fees

Total Amendments = 60,465,885 60.532%

Total Amended Budget - All Funds = 160,356,279



Powhatan County Board of Supervisors Agenda Item

Meeting Date: July 25, 2016

Agenda Item Title: Resolution R-2016-56 Authorizing the County Administrator to Execute Documents for the Field Improvements Project Upon Approval of the County Attorney.

Motion: Move to approve Resolution R-2016-56 as presented

Dates Previously Considered by Board: May 2, 2016 - Resolution R-2016-27 Adopting the FY 2017 CIP
May 2, 2016 – Resolution R-2016-25 Budget/Appropriate \$668,000 for Field Improvements Project

Summary of Item: On May 2, 2016, the Board of Supervisors adopted Resolution R-2016-27 Adopting the FY 2016 Capital Improvements Plan (CIP). One project in the CIP is Field Improvements for the Powhatan Junior High School. On May 2, 2016, the Board of Supervisors adopted Resolution R-2016-25 Budgeting and Appropriating \$668,000 for Field Improvements. Lighting upgrades for the baseball field, football/soccer field and softball field are \$570,788 of the project cost.

County staff met with Powhatan County Public Schools staff and selected Musco Sports Lighting LLC from the National Joint Powers Alliance (NJPA) contract list. The NJPA procurement process satisfies the requirements of the Virginia Public Procurement Act.

The resolution authorizes the County Administrator to sign all documents for completion of the project.

Staff: Approve Disapprove See Comments

Commission/Board: Approve Disapprove See Comments

County Administrator:  Approve Disapprove See Comments

Comments: None

Budget/Fiscal Impact: \$668,000 has been budgeted and appropriated for the Field Improvements Project.

Attachments: Purchase agreement with Musco Sports Lighting, R-2016-27, and R-2016-25

Staff/Contact: Ramona Carter, Director of Public Works , 804-598-5764; rcarter@powhatanva.gov

**RESOLUTION
AUTHORIZING THE COUNTY ADMINISTRATOR TO EXECUTE DOCUMENTS
FOR THE FIELD IMPROVEMENTS PROJECT
UPON APPROVAL OF THE COUNTY ATTORNEY**

WHEREAS, on May 2nd, 2016 the Powhatan County Board of Supervisors adopted Resolution R-2016-27 adopting the Fiscal Year 2017 Five-Year Capital Improvement Plan and Other Capital Program (CIP) which includes the Field Improvements Project; and

WHEREAS, on May 2nd, 2016 the Powhatan County Board of Supervisors adopted Resolution R-2016-25 Budgeting and Appropriating \$668,000 for the Field Improvements Project; and

WHEREAS, NJPA (National Joint Powers Alliance) has a ridable cooperative contract with Musco Sports Lighting, LLC that satisfies the requirements of the Virginia Public Procurement Act.

NOW, THEREFORE BE IT RESOLVED that the Board of Supervisors hereby authorizes the County Administrator to execute all documents for completion of the Field Improvement Project upon approval of the County Attorney.

ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON JULY 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 _____



Powhatan County Junior High
Athletic Fields Lighting
Date: June 29, 2016

NATIONAL JOINT POWERS ALLIANCE

Master Project: 170558

Contract Number: 082114-msl

Expiration: 09/16/2018 (Renewable annually)

Category: Facility & MRO

Sub-Category: Athletic Field / Court and Parking Lot Lighting Systems

Turnkey Quote - Bonding, if required, is not a part of this quote (Scope of Work to follow)

Musco's Light Structure Green™ as described below and delivered to the job site

Baseball:	\$233,100.00
Football/Soccer:	\$193,032.00
Softball:	\$124,505.00
Switchgear:	\$20,151.00

Must be installed with the first field that goes in whether it be Baseball or Football

Equipment Description

Light-Structure Green™ System delivered to your site in Five Easy Pieces™

Baseball:

- (6) Pre-cast concrete bases, (6) Galvanized steel poles, UL Listed remote electrical component enclosures, Pole length wire harness, (42) 1500w Factory-aimed and assembled luminaires
- **Warranty:**
 - Musco Constant 25™ product assurance and warranty program that eliminates 100% of your maintenance costs for 25 years, including labor and materials
 - Guaranteed constant light levels for 25 years: Infield - 50fc, Outfield - 30fc
 - (1) Group re-lamp at the end of the lamps' rated life, 5,000 hours
- **Controls:**
 - Control Link® Control & Monitoring System for flexible control and solid management of your lighting system
 - Lighting Contactor Cabinet with contactors sized for 480 volt/3 phase

Football/Soccer:

- (4) Pre-cast concrete bases, (4) Galvanized steel poles, UL Listed remote electrical component enclosures, Pole length wire harness, (32) 1500w Factory-aimed and assembled luminaires
- **Warranty:**
 - Musco Constant 25™ product assurance and warranty program that eliminates 100% of your maintenance costs for 25 years, including labor and materials
 - Guaranteed constant light levels of 30fc for 25 years
 - (1) Group re-lamp at the end of the lamps' rated life, 5,000 hours

- **Controls:**
 - Control Link® Control & Monitoring System for flexible control and solid management of your lighting system
 - Lighting Contactor Cabinet with contactors sized for 480 volt/3 phase

Softball:

- (4) Pre-cast concrete bases, (4) Galvanized steel poles, UL Listed remote electrical component enclosures, Pole length wire harness, (20) 1500w Factory-aimed and assembled luminaires
- **Warranty:**
 - Musco Constant 25™ product assurance and warranty program that eliminates 100% of your maintenance costs for 25 years, including labor and materials
 - Guaranteed constant light levels for 25 years: Infield – 50fc, Outfield – 30fc
 - (1) Group re-lamp at the end of the lamps’ rated life, 5,000 hours
- **Controls:**
 - Existing, just providing new contactors

Payment Terms to be determined between Musco Credit department and purchasing entity

Musco will make every effort to coordinate shipment so that delivery corresponds with the customer’s payment schedule. We will expect payment within the terms described above unless there is a written statement from Musco’s corporate headquarters stating the acceptance of different terms.

Delivery to the job site from the time of order, submittal approval, and confirmation of order details including voltage and phase, pole locations is approximately 30-45 days. Due to the built-in custom light control per luminaire, pole locations need to be confirmed prior to production. Changes to pole locations after the product is sent to production could result in additional charges.

Notes

Quote is based on:

- Shipment of entire project together to one location
- Field sizes per Musco Design #177584
- Structural code and wind speed = 2012 IBC 115mph
- Confirmation of pole locations prior to production
- Foundation designs are based on Class 5 standard soils, standard soils are defined as soils that can be excavated using standard earth auguring equipment. If contractor were to drill into non-standard soils (rock, caliche, high water table, collapsing holes, etc.) additional cost could be incurred.

Thank you for considering Musco for your sports-lighting needs. Please contact me with any questions.

Steve Wiley

Sales Representative

Musco Sports Lighting

Phone: 804-836-6785

E-mail: steve.wiley@musco.com

Fax: 800-374-6402

RESOLUTION
AMENDING THE FISCAL YEAR 2016 POWHATAN COUNTY OPERATING BUDGET
BY BUDGETING AND APPROPRIATING \$54,455,000 FOR CAPITAL
IMPROVEMENT PROGRAM (CIP) BONDED PROJECTS

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 \$54,455,000 (54.51%) does exceed one percent of the adopted budget and a synopsis was published in the Richmond Times Dispatch on April 25, 2016 and the Powhatan Today on April 27, 2016; and

WHEREAS, a public hearing was held on Monday, May 2, 2016 pursuant to the provisions of Section 15.2-2507 of the Code of Virginia; and

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

CAPITAL PROJECTS FUND

REVENUES

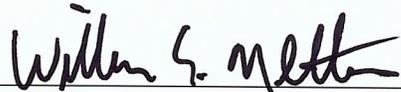
Bond Proceeds	3-301-015010-0005	\$	54,455,000
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EXPENDITURES

Courthouse Expansion	4-301-031200-6002	2,400,000
Computer Aided Dispatch	4-301-031200-xxxx	600,000
Public Safety Communications System	4-301-031200-6001	9,235,000
Radio Towers/Broadband Initiative	4-301-012510-xxxx	1,035,000
Field Improvements	4-301-071120-xxxx	668,000
PJHS Replacement/New Middle School	4-301-062100-8302	33,861,000
Water Tower - Village Area	4-301-046000-xxxx	3,000,000
Joint Transportation Facility	4-301-042000-8301	3,656,000

Total Projects		\$	54,455,000
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ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON MAY 2, 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
 Angela Y. Cabell

Nay
Aye

Larry J. Nordvig
 William E. Melton

Nay
Aye

Carson L. Tucker Aye

POWHATAN COUNTY RESOLUTION R-2016-27

ADOPTING THE COUNTY OF POWHATAN FISCAL YEAR 2017 FIVE-YEAR CAPITAL IMPROVEMENT PLAN AND OTHER CAPITAL PROGRAM (CIP)

WHEREAS, the Powhatan County Board of Supervisors has established a Capital Improvement Plan and Other Capital Program (CIP) to plan and strategize for the acquisition, construction, rehabilitation and replacement of public facilities to serve the County's citizens; and

WHEREAS, the Powhatan County Planning Commission reviewed the CIP at its workshop on February 2, 2016, deemed the CIP to be in compliance with the Comprehensive Plan; and

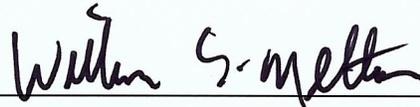
WHEREAS, the Powhatan County Board of Supervisors held workshops on the CIP on January 20, 2016, February 1, 3, 10, 17, 22, 2016, and March 9, 2016; and

WHEREAS, the Powhatan County Board of Supervisors and the School Board agreed upon fiscally restraining the proposed CIP on February 17, 2016, and staff presented the fiscally restrained CIP to the Board of Supervisors on March 9, 2016.

NOW, THEREFORE, BE IT RESOLVED that the County of Powhatan Fiscal Year 2017 Five-Year Capital Improvement Plan and Other Capital Program is hereby approved; and

BE IT FURTHER RESOLVED that the CIP is a plan and, as such, is not to be construed as the Board of Supervisors approval of any project nor the budget and appropriation of funds for any project.

ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON MAY 2, 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 *Nay*
Larry J. Nordvig *Nay*
Angela Y. Cabell *Aye*
William E. Melton *Aye*
Carson L. Tucker *Aye*



Powhatan County Board of Supervisors Agenda Item

Meeting Date: July 25, 2016

Agenda Item Title: Resolution R-2016-46 Adopting the Powhatan County Employee Handbook dated July 25, 2016 with an effective date of July 1, 2016

Motion: Move to approve Resolution R-2016-46 as presented

Dates Previously Considered by Board: Employee Handbook dated July 1, 2015 adopted on July 11, 2015

Summary of Item: Staff recommends amending the Powhatan County Employee Handbook dated July 1, 2016 for the changes as shown in the attached "red-lined" version of all pages with proposed changes.

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: "red-lined" version of all pages with proposed changes

Staff/Contact: Linda Jones, HR Manager, 804-598-5798, ljones@powhatanva.gov
Patricia A. Weiler, County Administrator, 804-598-5612, pweiler@powhatanva.gov

**RESOLUTION ADOPTING THE POWHATAN COUNTY EMPLOYEE HANDBOOK DATED
JULY 25, 2016 WITH AN EFFECTIVE DATE OF JULY 1, 2016**

WHEREAS, the Powhatan County Board of Supervisors adopted the Powhatan County Employee Manual dated July 1, 2015 with Resolution R-2015-71 on July 13, 2015; and

WHEREAS, Staff has proposed changes to manual and discussed these changes with the Board of Supervisors at their meeting on July 25, 2016.

NOW, THEREFORE, BE IT RESOLVED by the Powhatan County Board of Supervisors that the Powhatan County Powhatan County Employee Handbook dated July 25, 2016 is adopted with an effective date of July 1, 2016.

ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON JULY 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

PURPOSE

The objective of the County of Powhatan Employee Handbook (Handbook) is to provide a uniform system of personnel administration for the employees of the County of Powhatan (County), based on merit principles, equitable compensation, open competition in hiring and advancement, and equal employment opportunities.

It is the policy of the County to establish reasonable rules of employment conduct and to ensure compliance with these rules through a program consistent with the best interest of the County and its employees.

The Handbook is not, and shall not be construed as, an explicit or implied contract; shall not modify any existing at-will status of any County employee; and shall not create any due process requirement in excess of Federal or State Constitutional or Statutory requirements. The term at-will means employees may terminate or be terminated at will.

For purposes of the Employee Handbook the following terms are defined:

Agency Head – the Library Director, the Social Services Director, the ~~Registrar~~Director of Elections, the County Administrator or any Constitutional Officer.

Department Director – the Deputy County Administrator, the ~~Registrar~~Director of Elections or any employee approved in the Staffing Plan as a Department Director

1.11 Personal Appearance & Attire

Employees shall dress appropriately for their specific job as determined by their Agency Head. County photo identification badges and uniforms (where applicable) may be required by the Agency Head. Employees will be notified upon employment of the attire that is appropriate or not appropriate for their position.

1.12 Harassment

Powhatan County strives to keep the workplace free from all forms of harassment, including sexual harassment, and considers harassment in all forms to be a serious offense. All employees are expected to conduct themselves in a professional manner and be respectful of the rights and interests of others. Harassment against individuals in any manner is unacceptable and will not be tolerated. This policy applies to all employees and covers harassment by employees of the County (including supervisors and management), customers, vendors, or other third parties with whom the County has business dealings.

The following conduct is considered harassment and is grounds for disciplinary action:

1. Verbal or physical conduct directed toward an employee because of the bases protected by Federal law (Appendix B) and which has the purpose, or effect of creating an offensive or hostile working environment.
2. Threats, demands, or suggestions that an employee's work status is conditioned upon tolerance of such verbal or physical conduct.
3. Retaliation against an employee for complaining about such verbal or physical conduct.
4. Making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature a condition of an employee's continued employment; or (b) making submission to or rejection of such conduct the basis of employment decisions affecting the employee; or (c) creating an intimidating, hostile, or offensive working environment by such conduct.
5. Lewd, vulgar or obscene remarks, jokes, e-mails, faxes, posters or cartoons, and any unwelcome physical contact.
6. Causing physical injury to another person.
7. Making threatening remarks.
8. Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
9. Committing acts motivated by, or related to, sexual harassment or domestic violence.

Reporting Procedure

1. Employees who believe they have been the subject of sexual or other harassment should report the alleged act or conduct immediately to their supervisor, or Human Resources Agency Head. All complaints of harassment will be investigated.
2. All information reported will be kept confidential to the extent possible and will only be disclosed on an as needed basis in order to investigate and resolve the matter.
3. If the County determines that an employee is guilty of harassing another employee, appropriate action will be taken against the offending employee, up to and including termination of employment.

2.10 Life Insurance

The County provides life insurance coverage for its full-time employees through the Virginia Retirement System. Detailed information about the life insurance plan may be obtained from Human Resources.

2.11 Retirement Benefits

The County offers all full-time employees a pension plan through the Virginia Retirement System. Participation in the plan begins on the date of hire, or on the first day of the month following the hire date, depending on the employee's preference.

The County contributes a percentage of the employee's annual salary into the pension plan. Employees are required to contribute 5% of their salary into the plan. Detailed information about this may be obtained from Human Resources.

When an employee applies for retirement benefits, ~~annual~~ leave in excess of eighty consecutive hours before the final date of employment must be approved- in writing by the Agency Head.

2.12 Optional Benefits

The County offers the following benefits at the employee's option and expense:

- Disability Insurance
- Deferred Compensation
- Christmas Club Savings
- Additional Hospitalization Coverage
- Additional Cancer Coverage
- Additional Life Insurance Coverage
- Flexible Spending Accounts

Payment is made through authorized withholding from employee's pay. Detailed information on any of these plans may be obtained from Human Resources.

2.13 Continuing or Converting your Group Health Insurance Coverage

Under the Consolidated Omnibus Budget Reconciliation Act of 1985, better known as COBRA, if an employee resigns or terminates employment or if the employee's work hours are reduced and if this event makes the employee or his/her dependents no longer eligible to participate in one of the group health insurance plans, the employee and his/her eligible dependents may have the right to continue to participate for up to eighteen months at the employee's (or his/her dependents') expense. The policy will be enforced per applicable state law. If the employee is determined to be disabled under the Social Security Act at the time of termination or reduction in hours occurs, the employee may be entitled to continuation coverage for up to thirty-six months. All questions concerning eligibility should be directed to Human Resources.

2.14 Holidays

Powhatan County observes the following holidays. In addition, the County shall also observe any other holiday designated by the Governor as a legal holiday for the Commonwealth of Virginia. ~~in conjunction with the Commonwealth of Virginia Holiday schedule:~~

New Year's Day	January 1
Lee-Jackson Day	Friday preceding 3 rd Monday of January
Martin Luther King, Jr.	3 rd Monday of January
President's Day	3 rd Monday of February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1 st Monday in September
Columbus Day	2 nd Monday in October
Veteran's Day	November 11
Day before Thanksgiving	4 hours
Thanksgiving Day	4 th Thursday in November
Day after Thanksgiving	4 th Friday in November
Christmas Eve	4 hours if falls on Monday through Friday
Christmas Day	December 25
Employee's Birthday	

In addition, the county will follow any State holiday which is declared by the Governor.

Birthday holiday will cease to be a holiday on December 31, 2016.

Holidays falling on Saturday are observed on the preceding Friday; holidays falling on Sunday are observed on the following Monday; ~~except for Christmas Eve.~~

The following conditions apply to the County's holiday pay policy:

1. Holiday pay is computed at individual employee's base rate of pay and paid only to full time employees
2. Holiday pay will not be considered as time worked for the purpose of overtime calculations.
3. If an employee is required to work on a holiday, the employee may choose to take the Holiday on another day approved by their supervisor.
4. Holidays will not be paid to employees on any type of unpaid leave.
5. Holidays falling within an approved scheduled vacation will be recorded as holiday pay.
6. Employees must be in a paid status the day before and the day after a holiday to be paid for that holiday.

2.15 Leaves of Absence

A Leave of Absence (Leave) may be with or without pay. Leave must be requested in writing, and approved by the employee's Agency Head prior to the leave being taken. If sick leave is not approved prior to being taken, the employee must complete the form when they return to work. Leave shall be

taken in increments of no less than quarter hour blocks of time. Annual, sick and compensatory leave may not be taken until after it is accrued. All information regarding leave (accrual, etc.) will be maintained in the employee's file in Human Resources.

Annual Leave

All full-time employees accrue annual leave at a graduated rate based on the employee's years of full-time service with the County.

Years of Service	Amount accrued each month	Maximum Accrued Leave Balance on December 31st
Less than 5	8 hours	192 hours
Over 5 and less than 10	10 hours	240 hours
Over 10 and less than 20	12 hours	288 hours
20 or more	14 hours	336 hours

Agency Head approval must be obtained in advance to take (use) accrued annual leave. Approval of an annual leave request is at the sole discretion of the Agency Head. To maintain adequate staffing levels, the Agency Head will determine the request based on the needs of the department.

Employees will be paid for the balance of their accrued annual leave hours when they separate from the County. Leave taken by the employee prior to separation will be deducted from their balance prior to the balance being paid to the employee.

Sick Leave

The County provides all full-time employees with sick leave benefits. Sick leave may be taken (used) for illnesses for yourself, spouse, children, stepchildren, ~~or~~ parents, or any IRS claimed dependent.

If the employee's absence can be anticipated, the employee must complete a Leave Request Form prior to taking the sick leave.

If the employee's absence is not anticipated, the employee shall report the absence to their supervisor no later than the scheduled start time on the first day of absence. Each supervisor will determine the method of notification. The supervisor may request notification every day of the employee's absence. The employee must complete the Leave Request Form when he/she returns to work.

The County requires a doctor's certificate of illness, as well as a doctor's verification of ability to return to work following a sick leave absence of more than three days, and may request one for a lesser periods of absence. In the case of an extended illness or hospitalization, the employee must comply with provisions of FMLA.

Employees will accrue Sick Leave at the rate of 10 hours for each full month of employment.

2.20 Purchasing Card

Upon the request of their Agency Head and with the approval of the Director of Finance, an employee may be issued a County purchasing card which shall only be used for County expenses. Employees must have their Agency Head's authorization prior to incurring an expense on behalf of Powhatan County. All expenses charged to the purchasing card must have detailed receipts. Meals for travel/training may not be charged to a County purchasing card. Each month, the employee will submit all itemized receipts required documentation and the purchasing card statement to their Agency Head for approval on the form provided by the Finance Department.

2.21 Employee Development

It is the policy of the County to encourage employees to obtain training designed to develop the employee's value to the organization.

A. Required Training

The County may require mandatory training for employees or training to develop the employee's value to the County. The cost of required training and related expenses undertaken at the discretion of the County will be paid in full by the County and the hours spent in training are considered work time and the employee will receive salary or wages for this time. Any retesting required due to failure of the employee to pass the required test or exam the first time may be at the employee's expense. Required training must be approved by the Agency Head prior to the training and prior to any costs being incurred. Approval is dependent on availability of funding in the budget. See the travel/training reimbursement section of the Employee Handbook.

B. Discretionary Training

Discretionary training is for personal or professional development which an employee elects to pursue. Time off work or leave for discretionary training is at the discretion of the Agency Head and may be given without pay or with partial pay. The County Administrator will report to the Board of Supervisors annually during the budget process, the cost of the work with pay or with partial pay for employees attending discretionary training in the previous fiscal year.

C. Tuition Reimbursement

The tuition reimbursement program is for discretionary training that could reasonably be expected to increase the employee's knowledge, skill and ability relative their current job and/or subsequently enhance their advancement opportunities in the same career path.

1. GENERAL PROVISIONS

Under this program, the County will provide tuition reimbursement, when funds are available, to an eligible employee who has completed coursework in either a degree seeking program or

a skills development program. The program is managed by the Human Resources Office and all funds for this program are specifically budgeted in the Tuition Reimbursement line item in the Human Resources Office. All reimbursement must be approved by the County Administrator prior to registration for the course.

2. ELIGIBILITY

- a. Regular full-time employees who have completed one year of continuous service and worked 2,080 hours will be eligible to participate.
- b. Employees must have received a 3 or higher on their most recent evaluation.

3. REQUIREMENTS AND CONDITIONS

- a. Tuition reimbursement is provided only when funds are available.
- b. Employee must submit a tuition reimbursement application which must be approved by the County Administrator prior to registering for the course.
- c. All courses must be taken through a nationally accredited education institution, college, or university.
- d. Each course or degree program must be related to the employee's present position with the County or a reasonable promotional objective as determined by the employee's supervisor and approved by the Agency Head.
- e. All courses, when possible, must be attended outside the employee's scheduled work hours. The County will not consider the time spent taking the course or any associated study/research time as compensable work time, unless otherwise approved in advance and directed by the employee's Agency Head.
- f. Prior to reimbursement, the employee must successfully complete the course and submit written evidence of completion. For all graded courses, the employee must obtain a minimum grade of "C", or, if a pass/fail course, must pass-
- g. The completion of any course, degree, or certificate does not guarantee promotion, salary increase, or transfer.
- h. In the event that the employee receives tuition reimbursement from another government agency, organization, or association, (i.e., Veterans' Benefits, Grants, Scholarships), he/she will be reimbursed the difference between what the employee receives from the other source and the total tuition expense, up to the maximum allowable amount as stated in this policy.
 - i. Failure to report any outside financial reimbursement, grants or scholarships may result in disciplinary action, and will require the employee to repay all sums expended by the City for the year(s) in which the outside financial reimbursement, grants or scholarships were received by the employee.
 - ii. Receipt of student loans will not preclude an employee from receiving tuition reimbursement.

- i. Tuition reimbursement will not be provided for course cancellations.
- j. Reimbursement will not be provided for laboratory fees, internet fees, exams, textbooks, supplies, transportation, parking, or any other expense or fee associated with the course(s).
- k. A maximum reimbursement of \$3,000 per employee per fiscal year is the limit for reimbursement.

2.22 Travel/Training Reimbursement

The cost of travel/training undertaken at the discretion of the County will be paid in full by the County and the hours spent in training are considered work time and the employee will receive salary or wages for this time.

Employee travel/training must be preapproved by the Agency Head ~~on the form provided by the Finance Department~~. Authorized expenses may include transportation, lodging, registration fees, ~~meals,~~ and ~~other incidental costs per diem~~. To minimize costs to the County, employees will use the most efficient and economical means of travel (air, rail, vehicle) and use discount fares, government and coach rates, as well as travel by the most direct route. When two or more persons travel to the same destination, maximum use shall be made of group travel discounts, joint use of taxicabs and joint use of County-owned or privately owned vehicles.

If the employee cancels the travel/training for an unexcused absence after costs have been incurred, the employee will pay any cancellation fees. If the County cancels the travel, the County shall pay any cancellation fees.

Air Travel

Air travel may be utilized provided that the destination is more than 300 miles from the Powhatan County Administration building unless documentation proves that air travel is more cost effective than vehicular travel. The least expensive coach fare must be used. Upgrades to first class may be accepted provided that the upgrade is afforded at no charge to the County.

Rail Transportation

The least expensive coach accommodations must be used on passenger railroads.

Vehicle Travel

Use of a County vehicle is preferred over a personally owned vehicle if all occupants are on official business and a County vehicle is available. If using their personally owned vehicle, the employee will be reimbursed at the Internal Revenue Service mileage rate. All mileage is reimbursed according to the most direct route, not to exceed the cost of the least expensive coach class airline ticket. The reimbursable mileage is the actual mileage measured from the work place to the destination and return. In the event that an employee leaves from their place of residence, mileage should be measured based on the starting point that is in closest proximity to the destination.

Tolls and parking fees are reimbursable.

Ground Transportation

Taxis, shuttle service, limousine service, buses and public transportation fares including tips not to exceed 15%, are reimbursable provided the most economical and practical method is used.

A rental car is to be used only when other means of transportation are unavailable, costly, or impractical. The rental car must be approved prior to leasing by the Agency Head. Rental car insurance should not be purchased, since it is covered under the County's insurance policy.

Lodging

Lodging may be utilized for overnight travel provided that the destination is located 55 or more miles away from the Powhatan County Administration building or the purpose necessitates the overnight accommodations. Lodging costs will be paid at the actual cost of a single-occupancy rate plus any applicable taxes up to the maximum of the U.S. General Services Administration (US GSA) per diem rate for lodging. When attending a conference or seminar held at a lodging facility, travelers may stay at that facility and the County will pay the lower of the facility's government rate or the conference rate.

Meals/Incidentals

The County will ~~pay the US GSA per diem rates for meals and incidentals incurred while on overnight travel. reimburse employees for actual cost of meals and incidentals up to a maximum of the U.S. General Services Administration (US GSA) per diem rates. The employee must submit itemized receipts. The County will not reimburse the employee for alcoholic beverages or gratuities in excess of 20%.~~

If an employee is reimbursed for a meal while not traveling overnight, the meal is a taxable fringe benefit per the Internal Revenue Service. If requested by the employee and approved by the Agency Head, the employee will be reimbursed for the actual cost of the meal not to exceed the US GSA per diem rate through the payroll process. Upon submittal of a receipt, ~~t~~The amount of the reimbursement will be added to the employee's taxable gross income and federal and state withholding tax will be deducted from the amount reimbursed. The County will not reimburse the employee for alcoholic beverages or gratuities in excess of 20%.

Accompaniment Travel

In the event anyone accompanies an employee on official County business, all expenses incurred that are related to the accompaniment shall be the responsibility of the employee.

3. HEALTH & SAFETY

3.1 Health & Safety

The County seeks to provide a work environment for employees, customers, and vendors that is as free as possible from recognized hazards, and in full compliance with applicable Occupational Safety and Health Act (OSHA) standards. To achieve this goal, every employee is responsible for being “safety conscious”, and to conducting themselves in a manner that maximizes safety. Employees should report any unsafe or hazardous condition to their Supervisor immediately. Efforts will be made to remedy problems as quickly as possible.

Each employee is responsible for the safe operation of all County property (equipment, vehicles, etc.) in his/her charge. Employees should be familiar with, and observe at all times, the OSHA requirements and other safety rules applicable to their jobs. If you are not familiar with, or do not understand the applicable rules, please see your supervisor for further clarification. The County shall provide for the proper maintenance of County property, but each employee should report any malfunction of County property to his/her immediate Supervisor. The Supervisor should investigate and take necessary steps to correct the malfunction.

In case of an accident on the job resulting in a personal injury or illness, regardless of how serious, employees should notify their Supervisor immediately. Failure to report accidents can result in a violation of legal requirements and can lead to difficulties in processing insurance and benefit claims. The County carries workers’ compensation insurance and will assist employees in obtaining all benefits to which the County believes the employee is legally entitled.

In the event of an emergency (*i.e.*, medical/environmental-related), employees should follow established emergency procedures issued by their Agency Head.

Employees who know or believe a situation exists that may affect their ability to do their jobs or the health or safety of themselves, or other employees, should promptly report the situation to their supervisor. Further if any employee observes any unsafe behaviors in others, they should promptly report the situation to their supervisor.

Americans with Disabilities Act

Under the Americans with Disabilities Act (ADA), the County prohibits discrimination against an individual with a life-threatening illness or other disability covered by the ADA and will provide reasonable accommodation to ~~enable~~-qualified individuals with disabilities to perform the essential functions of their job, ~~provided it does unless to do so would not~~ create an undue hardship on the County.

3.2 Smoking & Tobacco Prohibited

Powhatan County provides a smoke free and tobacco free work environment. Employees may smoke or use tobacco products in designated areas only.

3.4 Vehicle Use Policy

This section applies to all County employees and applicants for employment, who may be required to operate a vehicle on either a full or part-time basis in the performance of their duties. Human Resources shall maintain a list of all positions covered hereby. The employees on this list are referred to as “drivers” in this section.

Public Safety employees shall comply with the Policies and Procedures of their department (Sheriff’s Office and the Fire & Rescue Department).

Personal Vehicles

The County maintains vehicles for use by its drivers while they are engaged in County business. In addition, drivers may be required to use their own vehicle for County business. Prior to using their personal vehicle for County business, the driver must obtain the written approval of their Agency Head. ~~drivers~~ Drivers must maintain insurance on their vehicle. Drivers approved to use their personal vehicles will be reimbursed at the Internal Revenue Service mileage rate.

Mileage Reimbursement

Drivers request mileage reimbursement by submitting the form provided by the Finance Department to their Agency Head for approval. To be reimbursed, the form must be received by the Finance Department by the end of the same fiscal year in which the mileage is claimed. Parking and moving violations are the responsibility of the driver, whether driving a County or personal vehicle.

County Vehicles

1. County vehicles are to be used only for County business.
2. Drivers of County vehicles must have a valid driver’s license from the Commonwealth of Virginia or the state in which the driver lives.
3. Drivers of County vehicles must have a valid commercial driver’s license (CDL) if required for their position.
4. Personal passengers are prohibited in County vehicles.
5. Prior Agency Head approval is required to transport anyone other than a County employee.
6. Prior Agency Head approval is required to use County vehicles outside the County.
7. The Driver and all passengers in the County vehicle must use their seat belts.
8. Drivers must comply with all motor vehicle laws while driving County vehicles.
9. Smoking tobacco products is not allowed in County vehicles.

Qualifications of Drivers

1. Prior to hire, all applicants who are required to drive County vehicles must have a valid driver's license issued by the Commonwealth of Virginia or the state in which they live and shall have their driving record checked by Human Resources.
2. An applicant who has no current license, or whose license is suspended or revoked, shall not be eligible for consideration for hire in any position requiring driving of a County vehicle.
3. An applicant who is not licensed, or has license currently suspended or revoked or has more than a negative three point balance with the Commonwealth of Virginia’s Department of Motor

6. EMPLOYEE GRIEVANCE PROCEDURE

6.1 Objective

The purpose of the Employee Grievance Procedure is to afford an expeditious and impartial method for the resolution of employment disputes that may arise between the County and employees (see §15.2-1507 of the Code of Virginia).

6.2 Coverage of Personnel

- A. All full-time and part-time employees who are in non-temporary or emergency positions, except as noted in (B) and (C) below, are eligible to file grievances.
- B. The following are not eligible to file grievances:
 - 1. Employees appointed by the Board of Supervisors or other elected groups or individuals;
 - 2. Officials and employees who, by charter or other law, serve at the will or pleasure of an appointing authority, except the Director of Social Services;
 - 3. Deputies and Assistants to the County Administrator;
 - 4. Department Directors and chief executive officers of units of County government, except the Director of Social Services;
 - 5. Employees whose terms of employment are limited by law;
 - 6. Temporary and probationary employees and paid interns; and
 - 7. Law-enforcement officers as defined in Chapter 5 (§ 9.1-500 *et seq.*) of Title 9.1 of the Virginia Code whose grievance is subject to the provisions of Chapter 10.1 of the Virginia Code and who have elected to proceed pursuant to those provisions in the resolution of their grievance, or any other employee electing to proceed
 - 8. Employees of any Constitutional Officer
- C. Employees in restricted positions may not have access to the grievance procedure to challenge the termination of employment because the grant or special funding has ended.
- D. An employee who has been terminated shall not have access to the grievance procedure, except to grieve the termination. Such grievance must be filed within twenty (20) days of the termination date. Any grievance initiated by an employee prior to termination may, at the employee's option, continue through the grievance procedure.

6.3 Definition of a Grievance

A grievance is a complaint or dispute related to a covered employee's employment which involves but is not necessarily limited to:

- A. Allegations of adverse action, which is defined as an action or consequence to which a person in the County service may be subjected for disciplinary purposes, including the following:
 - (1) Termination of employment;

COUNTY OF POWHATAN

EMPLOYEE HANDBOOK



Adopted by Board of Supervisors

July 25, 2016

Effective July 1, 2016

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DRAFT

PURPOSE

The objective of the County of Powhatan Employee Handbook (Handbook) is to provide a uniform system of personnel administration for the employees of the County of Powhatan (County), based on merit principles, equitable compensation, open competition in hiring and advancement, and equal employment opportunities.

It is the policy of the County to establish reasonable rules of employment conduct and to ensure compliance with these rules through a program consistent with the best interest of the County and its employees.

The Handbook is not, and shall not be construed as, an explicit or implied contract; shall not modify any existing at-will status of any County employee; and shall not create any due process requirement in excess of Federal or State Constitutional or Statutory requirements. The term at-will means employees may terminate or be terminated at will.

For purposes of the Employee Handbook the following terms are defined:

Agency Head – the Library Director, the Social Services Director, the Director of Elections, the County Administrator or any Constitutional Officer.

Department Director – the Deputy County Administrator, the Director of Elections or any employee approved in the Staffing Plan as a Department Director

1. EMPLOYMENT POLICIES

1.1 Employee Standards of Conduct

The employees of Powhatan County have been entrusted with the management of the citizens' interests.

As an integral member of the County, employees are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also demands that employees refrain from any behavior that might be harmful to them, their co-workers, and/or the County, or that might be viewed unfavorably by the public at large.

Types of behavior and conduct that the County considers inappropriate include, but are not limited to, the following:

1. Not reporting for all scheduled working hours regularly and on time (i.e., unexcused absence and tardiness).
2. Abuse of County time, including, for example, unauthorized time away from the work area, use of County time for personal business, and abuse of sick leave.
3. Use of abusive or profane language.
4. Inadequate or unsatisfactory work performance.
5. Disruptive behavior.
6. Conviction of a moving traffic violation while using a County-owned vehicle.
7. Consumption of alcoholic beverages on company premises, or reporting to work while under the influence of alcohol.
8. Possession, sale or use of a controlled substance other than a drug prescribed by a physician.
9. Sexual, discriminatory, or other unlawful harassment of another employee or visitor of the County.
10. Recording the work time of another employee or allowing any other employee to record your work time, or allowing falsification of any timesheet, either your own or another employee's.
11. Insubordination or refusal by an employee to follow management's instructions regarding a job related matter (to include argumentative reluctance).
12. Violation of a safety rule.
13. Unauthorized use or misuse of County records.
14. Falsifying any records, including, but not limited to, vouchers, reports, insurance claims, time records, leave records or other official County documents.
15. Lying or providing false or misleading information to a supervisor, Department Director, or Agency Head.
16. Willfully or negligently damaging or defacing County records, County property or property of other persons.
17. Theft, misuse or unauthorized removal or possession of County property, another employee's property or the property of any visitor to the County.
18. Gambling on County property or on County time.
19. Inappropriate attire as determined by the Agency Head.
20. Assault or battery on a fellow employee or visitor of the County.
21. Inordinate personal use of County telephones/equipment.

22. Sleeping during work hours.
23. Participating in any kind of slowdown or similar concerted interference with County operations.
24. Threatening or coercing any persons associated with any County department, any citizen, client consultant, etc.
25. Criminal convictions for illegal conduct occurring on or off the job that clearly are related to job performance or are of such a nature that to continue employees in their positions could constitute negligence in regard to departments' duties to the public or other County employees.
26. Criminal conviction for a crime involving lying, cheating, or moral turpitude.
27. Unauthorized use of another employees email.
28. A breach of any of the confidentiality or fiduciary responsibilities outlined in this Manual or implicit in responsibilities of your position with the County.

This is not intended to be a complete list of unacceptable conduct, nor does this limit or restrict the County's "at-will" employment policy. Agency Heads may have additional Standards of Conduct for their employees.

1.2 Equal Employment Opportunity

The County of Powhatan is committed to providing equal employment opportunities for all qualified persons, regardless of any of the bases protected by Federal law. In addition, the County complies with applicable state and local laws governing nondiscrimination in employment in every location in which the County has facilities. This policy applies to all aspects of employment, including, but not limited to, hiring, placement, work assignments, promotion, evaluation, termination, layoff, recall, transfer, leaves of absence, reasonable accommodation of disability, compensation, benefits and training. We trust that all employees of the County will act responsibly to maintain a working environment free of discrimination and harassment. The County encourages any employee to raise questions he/she may have regarding discrimination or harassment with his/her supervisor or Human Resources. The County prohibits any form of retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation. To the extent an employee is not satisfied with the handling of a harassment complaint; he/she may contact their Agency Head with their concerns. This policy does not prohibit the County from taking disciplinary action in appropriate circumstances.

1.3 Probationary Period

At least, the first six months of employment is considered a probationary period. An Agency Head may determine that a longer probationary period is required for any of their positions. If the Agency Head determines at any time during the probationary period that an employee is not suited to that position, the employee will be terminated or provided with the opportunity to resign. Prior to the end of the probationary period, a written evaluation will be conducted by the employee's supervisor. If performance has been satisfactory during the period, the probationary period shall end. The probationary period may be extended with the Agency Head's approval. Probationary employees do not have access to the County's grievance procedure. Part-time employees are subject to the same probationary period as full-time employees. Employees do not receive Cost-Of-Living Adjustments or merit increases during the probationary period. If the probationary period ends within three months

of the effective date of a Board of Supervisor approved Cost-Of-Living Adjustment or merit increase, the Agency Head may approve the Cost-Of-Living Adjustment or merit increase for the employee effective the day after the probationary period ends.

1.4 Performance Appraisals

The County recognizes the importance of constructive feedback in the development of employees. Supervisors are encouraged to provide constructive feedback to employees on a regular basis. The work of each employee will be evaluated in writing at least annually. Evaluations shall be a collaborative effort between the employee and the employee's supervisor. The supervisor shall obtain input from the employee via a self-evaluation or some other format. The supervisor will meet with the employee to discuss the employee's performance for the preceding year and expectations for the next ensuing year. A written report of the evaluation will be prepared with a copy provided to the employee and the original filed in Human Resources. If the employee believes that the report is unfair, the employee may prepare comments to be attached to the supervisor's evaluation report.

1.5 Absence or Lateness

An employee who is absent from duty shall request leave from his/her supervisor prior to the date of absence when possible. If prior approval is not possible, the employee shall notify his/her supervisor no later than the scheduled start time on the first day of absence. Each supervisor will determine the method of notification. All unauthorized absences shall be considered leave without pay and the employee will not be compensated for this time. See the Leaves of Absence section of this handbook.

Public Safety facilities are open 24 hours a day, 7 days a week, 365 days a year and therefore Public Safety employees shall comply with the Policies and Procedures of their department (Sheriff's Office and the Fire & Rescue Department)

1.6 Separations

In the event an employee resigns, notice should be given to the supervisor in writing at least two weeks in advance. Any annual or sick leave that is due the employee will be distributed the month after the employee's separation.

1.7 Nepotism

The Conflict of Interests Act in the Code of Virginia prohibits an employee from supervising members of his/her immediate family. Immediate family is defined here to include spouse and the mother, father, sister, brother, children, or grandparent of the employee or spouse. It can also include other relationships established by blood, marriage, intimate co-habitation or other legal actions. The County shall not take any actions that would result in such a relationship (for example hiring or promotion). Immediate family of a member of the Board of Supervisors are not eligible for hire with the County. The Agency Head shall have the discretion to prohibit employment of close family members in other relationships than supervisor-subordinate.

1.8 Employment Opportunities

Human Resources shall advertise and publicize all opportunities for employment with the County to include details regarding salary and qualifications. Executive or professional positions may be filled through the services of a third party consultant. The consultant shall comply with the County's equal employment opportunity and advertising guidelines. All vacancies may be advertised internally. A vacancy which is being advertised externally shall be posted on the County website and may be advertised on other websites or in other publications.

Applications

Each applicant is required to submit a current application and is requested to submit a voluntary self-identification form. Applications normally remain on file for six months or for the period of time required by state and federal law. The County may reject an applicant who does not meet the requirements defined in the job specifications. The County may also reject an applicant for making false or deceptive statements or for failing to submit a complete, accurate, or current application. The County may terminate an employee if false or inaccurate statements are discovered after employment has begun.

1.9 Human Resource Records

Information on all employees is necessary for payroll processing and for maintaining accurate Human Resources files. The County will collect, use, and retain information required for business and legal compliance. The County will do its best to balance employee privacy with the County's need to assemble and use this information. Due to the confidential nature of such information, the County strictly limits access to employee records and/or the disclosure of information contained in these records. Employees are permitted to see their Human Resources file at reasonable times, at a reasonable place, and on reasonable notice, according to applicable state law.

1.10 References and Pre-employment criteria

To ensure that individuals who join the County are well qualified and have a strong potential to be productive and successful, it is the policy of Human Resources to check the employment references of the selected applicant prior to extending a job offer.

A criminal background check will be ordered from the Virginia State Police and a pre-employment drug test is required.

Only Human Resources is authorized to respond to reference check inquiries from other employers. All calls, contacts and written inquiries concerning current or former employees should be referred to Human Resources. It is the policy of Powhatan County to provide neutral references concerning former employees. Responses to such inquiries will confirm dates of employment, wage rates, and the title of position held.

1.11 Personal Appearance & Attire

Employees shall dress appropriately for their specific job as determined by their Agency Head. County photo identification badges and uniforms (where applicable) may be required by the Agency Head. Employees will be notified upon employment of the attire that is appropriate or not appropriate for their position.

1.12 Harassment

Powhatan County strives to keep the workplace free from all forms of harassment, including sexual harassment, and considers harassment in all forms to be a serious offense. All employees are expected to conduct themselves in a professional manner and be respectful of the rights and interests of others. Harassment against individuals in any manner is unacceptable and will not be tolerated. This policy applies to all employees and covers harassment by employees of the County (including supervisors and management), customers, vendors, or other third parties with whom the County has business dealings.

The following conduct is considered harassment and is grounds for disciplinary action:

1. Verbal or physical conduct directed toward an employee because of the bases protected by Federal law (Appendix B) and which has the purpose, or effect of creating an offensive or hostile working environment.
2. Threats, demands, or suggestions that an employee's work status is conditioned upon tolerance of such verbal or physical conduct.
3. Retaliation against an employee for complaining about such verbal or physical conduct.
4. Making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature a condition of an employee's continued employment; or (b) making submission to or rejection of such conduct the basis of employment decisions affecting the employee; or (c) creating an intimidating, hostile, or offensive working environment by such conduct.
5. Lewd, vulgar or obscene remarks, jokes, e-mails, faxes, posters or cartoons, and any unwelcome physical contact.
6. Causing physical injury to another person.
7. Making threatening remarks.
8. Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
9. Committing acts motivated by, or related to, sexual harassment or domestic violence.

Reporting Procedure

1. Employees who believe they have been the subject of sexual or other harassment should report the alleged act or conduct immediately to their supervisor, or Agency Head. All complaints of harassment will be investigated.
2. All information reported will be kept confidential to the extent possible and will only be disclosed on an as needed basis in order to investigate and resolve the matter.
3. If the County determines that an employee is guilty of harassing another employee, appropriate action will be taken against the offending employee, up to and including termination of employment.

4. The County prohibits any form of retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation.
5. To the extent an employee is not satisfied with the handling of a harassment complaint; he/she may contact the Agency Head with their concerns.

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2. COMPENSATION AND BENEFITS

2.1 Pay Procedures

It is the policy of the County to pay employees by direct deposit on a regular basis and in a manner so that the amount, method, and timing of wage payments comply with all applicable laws and regulations. All employees are required to have their pay direct deposited into the checking or savings account of their choice.

Employees will be paid on the last business day of the month. Full-time employees will be paid for regular hours worked through the last day of the month and for overtime hours worked in the FLSA cycles that ended in the previous month. Full-time employees on a 28 day FLSA cycle will be paid for regular hours worked through the last day of the month and for overtime hours worked in the 28 day FLSA cycle that ended in the previous month. Part-time employees will be paid for regular and overtime hours worked as of the four weeks ended two weeks prior to the last business day of the month.

All employees must submit a timesheet detailing their hours worked and leave taken for the pay period. The timesheet must be signed by the employee and their supervisor.

Employees on each payday will have access to a statement showing gross pay, deductions, and net pay. Local, state, federal, and Social Security taxes will be deducted automatically. No other deductions will be made unless required or allowed by law, contract, or employee obligation. Employees may elect to have additional voluntary deductions taken from their pay only if they authorize the deductions in writing.

2.2 Wage & Hour Compliance - FLSA

As an agency of local government, all employees are covered under the Fair Labor Standards Act Amendments of 1985. The FLSA requires that those employees whose positions are covered by the Act or “non-exempt” be paid one and one-half times their regular hourly rate for work in excess of forty hours during their normal workweek. Non-exempt employees under the Fair Labor Standards Act may work overtime hours only as authorized in advance by their supervisor. Employees are expected to work overtime hours as required by their Agency Head. All overtime must be preapproved by the employee’s Agency Head.

Employees in certain administrative, executive and professional positions have been determined as “exempt” for the overtime requirements under the FLSA and are not entitled to overtime compensation. Each position in the County requires the determination of its exempt or non-exempt status according to FLSA guidelines.

In accordance with Fair Labor Standards Act regulations, exempt employees who are required to be paid on a salary basis may not have their pay reduced for variations in the quantity or quality of work performed. Employees who feel their pay has been improperly reduced should report this immediately following the complaint procedures specified below.

1. Employees who believe their pay has been improperly reduced should contact Human Resources immediately to request an investigation.
2. The employee will be asked to specify in writing, the circumstances of the pay deduction and whether it has occurred on other occasions.
3. The County will review pay records and interview the supervisor or supervisor as well as the payroll representatives handling the employee's pay, to determine if the allegation is correct.
4. If the deduction was in fact improper, the County will reimburse the employee as promptly as possible (but in no case longer than two pay periods from the identification of the problem).
5. The individual(s) responsible for the error will be investigated further to determine if this was an isolated incident or a pattern of conduct that requires further action on the part of the County. If warranted, the responsible person will be held accountable for the error(s) made consistent with County disciplinary policy.
6. The resolution of the situation will be documented (including confirmation on the part of the employee that the situation has been resolved) and placed with the employee's pay records.
7. Following the identification of such a problem the employer will establish a practice to regularly audit employee pay records to ensure no further issues arise.

2.3 Compensatory Leave

The County of Powhatan provides compensatory leave (paid time off) in lieu of paying overtime to non-exempt employees upon request of the employee. In the same manner as overtime pay, an employee earns one and one-half hours of compensatory leave for every hour worked in excess of forty hours during the normal workweek. Once earned, an employee must request the use of accumulated compensatory leave in writing on the form provided by Human Resources and may only use the accumulated compensatory leave if approved. Approval of the use of compensatory leave is at the sole discretion of the Agency Head. To maintain adequate staffing levels, the Agency Head will determine the request based on the needs of the department. Compensatory leave shall be used in increments of no less than quarter hour blocks of time.

Should the employee separate from the County, the employee will be paid for any accumulated and unused compensatory leave. At June 30 of each year, the employee may carry over into the next fiscal year (July 1 – June 30) eighty (80) hours of accumulated compensatory leave. If an employee has accumulated compensatory leave in excess of eighty (80) hours as of June 30, the employee will be paid for the compensatory leave in excess of eighty (80) hours. An employee may request to be paid for all or part of the eighty (80) hours of accumulated compensatory leave at June 30 of each year. All compensatory leave earned and used must be recorded on the employee's time sheet and Human Resources will maintain the official record of compensatory leave balances. Employees may only use accumulated compensatory leave and will be only be paid for accumulated compensatory leave if Human Resources has a record of the accumulated compensatory leave.

2.4 Employment Classifications

For the purpose of salary administration and eligibility for overtime payments and employee benefits, the County uses the following classifications:

Full-time, Regular – An employee who is regularly scheduled to work a minimum of forty (40) hours per week and is hired for an indefinite period. **Full-time, Regular** employees are entitled to participate in the County’s benefit programs. **Full-time, Regular** employees may be “*exempt*” or “*non-exempt*” as defined in the Wage & Hour Compliance – FLSA section of this handbook.

Part-time, Regular – An employee who is scheduled to work less than an average of twenty-six (26) hours per week and is hired for an indefinite period. The schedule of a Part-time, Regular employee is flexible and is determined by the Agency Head. **Part-time, Regular** employees are NOT entitled to participate in the County’s benefit programs. **Part-time, Regular** employees may be “*exempt*” or “*non-exempt*”.

Temporary – An employee hired either part-time or full-time for a specified, limited period of less than one year. **Temporary** employees are NOT entitled to participate in the County’s benefits programs. **Temporary** employees may be “*exempt*” or “*non-exempt*” as defined 2.2. (Note the County may obtain individuals from a temporary employment agency, subcontractor, or other outside County for specific assignment. These individuals are employees of the respective firm and not the County.)

Full-time, Restricted – An employee who is regularly scheduled to work a minimum of forty (40) hours per week and is hired for a limited period which exceeds one year. **Full-time, Restricted** employees are entitled to participate in the County’s benefit programs. **Full-time, Restricted** employees may be “*exempt*” or “*non-exempt*”.

Part-time, Restricted -- An employee who is scheduled to work less than twenty-six (26) hours per week on a regular basis and is hired for an limited period of time which exceeds one year. **Part-time, Restricted** employees are NOT entitled to participate in the County’s benefit programs. **Part-time, Restricted** employees may be “*exempt*” or “*non-exempt*”.

Intern – In conjunction with local high schools and universities, the Agency Head may elect to allow **paid or unpaid interns** to work for a specified period of time as dictated by the education institution sponsoring them, but no longer than nine months. Interns should be at least a high school junior level. Interns are NOT entitled to participate in the County’s benefits programs. Interns may be “*exempt*” or “*non-exempt*”. Unpaid interns are not employees of the County and County is not liable for any work related injury while on duty. Unpaid interns will be required to sign a release relieving the County of any and all responsibility.

Volunteers – Volunteers are not employees of the County. Powhatan County encourages the use of volunteers in the workforce, with the understanding that the County is not liable for any work related injury while on duty. Volunteers will be required to sign a release relieving the County of any and all responsibility. Volunteers are not permitted to operate County vehicles. Court ordered volunteers may be accepted, at the discretion of the Agency Head, to provide community service.

2.5 On-Call

There are certain operations/functions of the County which require an employee to be available to be called back to work to handle an emergency outside of the normal working hours. In this case, the employee is on-call. Non-exempt employees who are on-call will receive on-call pay at a rate of \$1.25 per hour for every hour they are on-call outside the normal working hours. On-call hours are not applied toward the 40 hour work week for calculation of overtime.

An employee who is on-call must be available to work when called back into work. When an employee is called back to work after regular work hours, they will be paid for actual time worked at their hourly rate. This actual time worked is applied to the 40 hour work week for calculation of overtime. On-call pay is not paid for the hours when the employee is called back to work.

If an on-call employee cannot be contacted by their supervisor via the agreed upon device (cell phone, etc.) or is not available to work, he or she is not entitled to on call pay and **SHALL BE SUBJECT TO DISCIPLINARY ACTION.**

2.6 Work Schedule

Powhatan County offices are open for business from 8:30 AM to 5:00 PM; therefore, normal working hours are 8:30 AM to 5:00 PM, with a 30 minute unpaid lunch.

Other County facilities (e.g., Convenience Center, Waste Water Treatment Plant, Public Works, Library) are open at alternate times; therefore, these employees may have alternate work schedules.

All full time employees are scheduled to work 40 hours per week, with two (2) fifteen (15) minute breaks per day included as part of the 40 hours. The breaks may be utilized at any time except to shorten the workday, either at the beginning or end of the day. These breaks may be taken in conjunction with the 30 minute unpaid lunch.

Exceptions to the normal working hours may be granted by the Agency Head so long as the numbers of hours worked per week are in compliance with the Employee Handbook.

Public Safety facilities are open 24 hours a day, 7 days a week, 365 days a year and some Public Safety employees work a 28 day FLSA cycle, therefore Public Safety employees shall comply with the Policies and Procedures of their department (Sheriff's Office and the Fire & Rescue Department).

2.7 Inclement Weather Conditions and County Emergencies

There are times when inclement weather conditions or emergencies are such that it is necessary to close County facilities to protect the health and safety of employees. The decision to close County facilities is made by the County Administrator. It is the responsibility of the employee to confirm when County facilities are closed. Employees are advised to check local TV announcements and the County's web site for notice. Except as otherwise noted, when County facilities are closed, employees who are scheduled to work will be paid. Employees who are not scheduled to work at the time the County facilities are closed will not receive any extra compensation.

Some employees may be designated as essential to their department and therefore are required to report to work during inclement weather conditions or emergencies. The essential designation will

be determined based on the circumstances of any given event and may include changes in duty assignments and changes in work schedules. Please refer to the County's Emergency Operations Plan manual. All Public Safety employees are essential and shall comply with the Policies and Procedures of their department (Sheriff's Office and the Fire & Rescue Department).

When the County facilities are open during inclement weather conditions or emergencies, employees must first consider their health and safety and may opt to take annual leave if they are not designated as essential.

2.8 Group Health Insurance

The County makes available Group Health Insurance for full-time and retired employees as well as members of the Board of Supervisors.

Full-time Regular and Full-time Restricted Employees

Full-time employees may elect to participate in the County's Group Health Insurance Plan. If elected, health care will be effective on the first day of the first full month of employment. The County contributes toward the cost of employee health premiums *and* dependent coverage. Rates and coverages are subject to change annually. Enrollment information on the plans is kept in Human Resources. If an employee is on leave without pay and not on FMLA leave, the employee is responsible for a pro-rata share of the County's contribution to the cost of the health premiums.

Retired Employees

"Retired Employees" are defined as those employees who have at least 5 years of service with the Virginia Retirement System and are 50 years or older. Retired employees are eligible to participate in the County's Group Health Insurance Plan until age 65 and at their own cost, provided they were covered under the County's Group Health Insurance Plan as of their retirement date. For any retired employee who retires prior to January 2, 2015, the County will contribute to the retired employee's health care premium at the rate of \$4 per year of service, up to \$120 a month, if the retired employee provides the County with proof of health care premium. A retired employee must have worked 15 consecutive years with Powhatan County to access this benefit.

Effective July 1, 2014, the County will offer the Virginia Retirement System health insurance retirement credit to all employees who retire through the Virginia Retirement System.

2.9 Employee Health Insurance Opt-out Plan

Employees who have elected not to participate in the County's group health insurance may receive an annual payment if by June 1, the employees provides Human Resources with proof of alternative health insurance coverage and a signed medical insurance claims waiver. The payment will be made annually at the close of the fiscal year for the prior 12 months of coverage. The amount will only be paid if the employee is still active as of June 30 and will be prorated if the employee has worked for or had insurance through the County less than 12 months.

2.10 Life Insurance

The County provides life insurance coverage for its full-time employees through the Virginia Retirement System. Detailed information about the life insurance plan may be obtained from Human Resources.

2.11 Retirement Benefits

The County offers all full-time employees a pension plan through the Virginia Retirement System. Participation in the plan begins on the date of hire, or on the first day of the month following the hire date, depending on the employee's preference.

The County contributes a percentage of the employee's annual salary into the pension plan. Employees are required to contribute 5% of their salary into the plan. Detailed information about this may be obtained from Human Resources.

When an employee applies for retirement benefits, leave in excess of eighty consecutive hours before the final date of employment must be approved in writing by the Agency Head.

2.12 Optional Benefits

The County offers the following benefits at the employee's option and expense:

- Disability Insurance
- Deferred Compensation
- Christmas Club Savings
- Additional Hospitalization Coverage
- Additional Cancer Coverage
- Additional Life Insurance Coverage
- Flexible Spending Accounts

Payment is made through authorized withholding from employee's pay. Detailed information on any of these plans may be obtained from Human Resources.

2.13 Continuing or Converting your Group Health Insurance Coverage

Under the Consolidated Omnibus Budget Reconciliation Act of 1985, better known as COBRA, if an employee resigns or terminates employment or if the employee's work hours are reduced and if this event makes the employee or his/her dependents no longer eligible to participate in one of the group health insurance plans, the employee and his/her eligible dependents may have the right to continue to participate for up to eighteen months at the employee's (or his/her dependents') expense. The policy will be enforced per applicable state law. If the employee is determined to be disabled under the Social Security Act at the time of termination or reduction in hours occurs, the employee may be entitled to continuation coverage for up to thirty-six months. All questions concerning eligibility should be directed to Human Resources.

2.14 Holidays

Powhatan County observes the following holidays. In addition, the County shall also observe any other holiday designated by the Governor as a legal holiday for the Commonwealth of Virginia.

New Year's Day	January 1
Lee-Jackson Day	Friday preceding 3 rd Monday of January
Martin Luther King, Jr.	3 rd Monday of January
President's Day	3 rd Monday of February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1 st Monday in September
Columbus Day	2 nd Monday in October
Veteran's Day	November 11
Thanksgiving Day	4 th Thursday in November
Day after Thanksgiving	4 th Friday in November
Christmas Day	December 25

Birthday holiday will cease to be a holiday on December 31, 2016.

Holidays falling on Saturday are observed on the preceding Friday; holidays falling on Sunday are observed on the following Monday.

The following conditions apply to the County's holiday pay policy:

1. Holiday pay is computed at individual employee's base rate of pay and paid only to full time employees
2. Holiday pay will not be considered as time worked for the purpose of overtime calculations.
3. If an employee is required to work on a holiday, the employee may choose to take the Holiday on another day approved by their supervisor.
4. Holidays will not be paid to employees on any type of unpaid leave.
5. Holidays falling within an approved scheduled vacation will be recorded as holiday pay.
6. Employees must be in a paid status the day before and the day after a holiday to be paid for that holiday.

2.15 Leaves of Absence

A Leave of Absence (Leave) may be with or without pay. Leave must be requested in writing, and approved by the employee's Agency Head prior to the leave being taken. If sick leave is not approved prior to being taken, the employee must complete the form when they return to work. Leave shall be taken in increments of no less than quarter hour blocks of time. Annual, sick and compensatory leave may not be taken until after it is accrued. All information regarding leave (accrual, etc.) will be maintained in the employee's file in Human Resources.

Annual Leave

All full-time employees accrue annual leave at a graduated rate based on the employee’s years of full-time service with the County.

Years of Service	Amount accrued each month	Maximum Accrued Leave Balance on December 31st
Less than 5	8 hours	192 hours
Over 5 and less than 10	10 hours	240 hours
Over 10 and less than 20	12 hours	288 hours
20 or more	14 hours	336 hours

Agency Head approval must be obtained in advance to take (use) accrued annual leave. Approval of an annual leave request is at the sole discretion of the Agency Head. To maintain adequate staffing levels, the Agency Head will determine the request based on the needs of the department.

Employees will be paid for the balance of their accrued annual leave hours when they separate from the County. Leave taken by the employee prior to separation will be deducted from their balance prior to the balance being paid to the employee.

Sick Leave

The County provides all full-time employees with sick leave benefits. Sick leave may be taken (used) for illnesses for yourself, spouse, children, stepchildren, parents, or any IRS claimed dependent.

If the employee’s absence can be anticipated, the employee must complete a Leave Request Form prior to taking the sick leave.

If the employee’s absence is not anticipated, the employee shall report the absence to their supervisor no later than the scheduled start time on the first day of absence. Each supervisor will determine the method of notification. The supervisor may request notification every day of the employee’s absence. The employee must complete the Leave Request Form when he/she returns to work.

The County requires a doctor’s certificate of illness, as well as a doctor’s verification of ability to return to work following a sick leave absence of more than three days, and may request one for a lesser periods of absence. In the case of an extended illness or hospitalization, the employee must comply with provisions of FMLA.

Employees will accrue Sick Leave at the rate of 10 hours for each full month of employment.

Employees with five (5) years of consecutive service when they separate from the County, will be paid \$2.00 per hour for their accrued sick leave hours up to a maximum payout of \$5,000 (2,500 hours).

Accrual of Annual and Sick Leave

Employees with a hire date on or before the 15th of the month will accrue annual and sick leave for the month. Employees will accrue annual and sick leave for the last month of their employment only if they work or are on authorized paid leave for the entire month. Employees must work or be on authorized paid leave for the entire month to accrue annual and sick leave for the month. Leave will not be prorated.

Bereavement Leave

In the event of a death in the family, the County will grant up to three (3) working days off with pay to full-time employees. For purposes of Bereavement Leave, family is defined to include the spouse and mother, father, sister, brother, children, or grandparent of the employee or spouse. It may also include other relationships established by blood, marriage, intimate co-habitation or other legal actions. It is in the sole discretion of the Agency Head as to whether any such other relationship qualifies for Bereavement Leave.

Jury Duty

The County recognizes that serving as a juror is part of one's civic responsibility. Therefore, whenever a County employee is summoned to jury duty in any Federal, State or Municipal Court, a leave of absence with pay will be granted for the period served. Because the employee is receiving his/her regular pay from the County while serving on jury, any payment received from the court system must be passed on to the County. An employee may keep reimbursements received such as parking fees, travel, meals, etc.

Military Leave

It is the County's objective to grant military leave with or without pay to employees for active duty in the armed services of the United States or for employees who are former members of the armed services, or current members of the reserve forces of any of the United States' armed services, or of the Commonwealth's militia (National Guard, naval militia, and Virginia State Defense Force), or the National Defense Executive Reserve, in accordance with federal and state law.

Employees who are called for military duty for partial workweeks will be paid his/her regular pay for that week. Employees in the categories listed below shall be granted up to 15 consecutive workdays (120 hours) of military leave with pay in a federal fiscal year (October 1 – September 30) for the duty required in their military orders:

1. Current members of the armed services who are called to: participate in federally funded military training duty; or report for a tour of active duty, except that no employee shall receive paid leave for more than 15 work days per federally funded tour of active duty;
2. Former members of the armed services who are called to report for a tour of active duty;
3. Members of the Virginia State Defense Force who are engaged in training duty or state active duty approved by the Governor or his designee;
4. Members of the naval militia who are under the active command of the Governor; and
5. Members of the National Defense Executive Reserve (senior executives who may be called to service with the national government) who are engaged in training approved by the Governor or his designee.

Military leave will be taken without loss of seniority or accrued leave balances.

Employees may be paid for up to eight hours annually for pre-induction and other physical examinations required for military service (in addition to the 120 hours above above). The leave record should show "military leave with pay-physical."

Employees shall be granted unconditional military leave without pay for the duty indicated in any military orders that is not covered by military leave with pay, normally for up to five years. Employees returning to their previous positions from military leave shall be reinstated to their former jobs at the same salary steps they had attained when placed on military leave status, which would include any incentive increases or across-the board adjustments that occurred during the military leave status.

Leave Without Pay

In accordance with the FLSA, leave granted for which there is no leave time accrued will be without pay. Employees who are on leave without pay status will have their pay reduced by the amount of time that they were on leave without pay status. No annual or sick leave will accrue during the pay period in which the leave without pay status occurred. The Agency Head may authorize an employee not on FMLA leave to be on leave without pay for personal reasons. An employee on FMLA leave may be on leave without pay for the entire length of their FMLA leave (see Family and Medical Leave (FMLA) section of the Employee Handbook).

2.16 Annual Leave Sharing Program

An employee may voluntarily transfer their annual leave and compensatory leave accrued hours to an employee co-worker who has suffered a non-work related catastrophic illness or injury.

A. Eligibility for Receipt of Leave

1. All employees who are entitled to receive the sick leave benefit and are not in their probationary period are eligible to participate in this program.
2. To be eligible for donated leave hours, the employee must be on an approved Family and Medical leave of absence (FMLA).
3. The employee must have exhausted all annual leave, sick leave, and compensatory leave, or soon will exhaust such leave, resulting in the employee being in a leave without pay status.
4. When an employee is utilizing donated hours, they will not accrue annual leave or sick leave benefits.
5. As with paid leave status, recipients will continue to be eligible to participate in the health insurance plan. The employee will be responsible for continuing to pay the same monthly premium as other active employees.
6. The total leave credits received by the employee shall not exceed 360 hours (prorated for part time employees proportional to hours worked compared to 40 hours a week) in any 12 month period.

B. Exclusions

1. Any occupationally related accident or illness for which Workers' Compensation benefits have been or could be awarded.
2. Injuries occurring in the course of the employee's commission of a crime.
3. Injuries occurring while under the influence of alcohol or drugs.

C. Application for Leave Donations

1. An employee must submit a completed "Request for Leave Donations" within five working days of the anticipated expiration of all leave time to Human Resources. Required medical verification of the illness or injury from the health care provider must be on file in the Human Resources before submission of the request for donated leave. This verification must be signed by the treating physician of the employee or the employee's immediate family member.
2. All medical and leave information relating to an employee seeking leave donations will be treated as confidential personnel information.
3. Eligible employees who participate in this program and receive donated leave are subject to the terms and requirements of the Family and Medical Leave Act (FMLA), other laws, leave policies, rules or regulations. This program is to run concurrently with other leave programs.
4. Employees receiving a medical release for return to work on a part-time basis may continue to use donated leave for the balance of the regular work schedule until medically released for full duty.

D. Annual Leave Donations

1. An employee must have completed his or her probationary period in order to donate leave.
2. Donations to recipients shall be in the form of annual/compensatory leave only. Donations of annual/compensatory leave hours must be made in whole hour increments and are irrevocable. Donors are required to retain a minimum balance of 80 hours (10 days) of their own annual leave.
3. Application to donate leave will be made in writing by completing the "Donation of Annual Leave" form provided by Human Resources and submitting the form to Human Resources.
4. All donations of leave will be processed by Human Resources. Names of employees who donate leave and the amount of leave donated will be maintained as confidential.
5. Annual leave shall be transferred on an hour-for-hour basis regardless of differing pay scales.
6. This is a voluntary program and no employee may be required to surrender leave.

E. Termination

1. Upon termination of employment, leave payouts shall not include hours that have been donated.

2.17 Family and Medical Leave (FMLA)

It is the policy of the County to grant up to 12 weeks of family and medical leave during any rolling 12-month period to eligible employees, in accordance with the Family and Medical Leave Act of 1993 (FMLA). The leave will generally be unpaid, unless paid sick leave or annual leave, if applicable, is available to the employee. In that case, all sick and annual leave must be utilized during the FMLA period of incapacity.

Eligibility

In order to qualify to take family and medical leave under this policy, the employee must meet **all** of the following conditions:

1. The employee must have worked for the County at least 12 months, or 52 weeks. The 12 months, or 52 weeks, need not have been consecutive. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of the week or if the employee is on leave during the week.
2. The employee must have worked at least 1,250 hours during the twelve-month period immediately before the date when the leave would begin.
3. The employee must work in an office or worksite where 50 or more employees of the County are employed within 75 miles of that office or worksite.

Type of Leave Covered

In order to qualify as FMLA leave under this policy, the employee must be taking the leave for one of the reasons listed below:

1. The birth of a child and in order to care for that child;
2. The placement, with the employee, of a child for adoption or foster care;
3. To care for a spouse, child, or parent with a serious health condition; or
4. The serious health condition (described below) of the employee.

A serious health condition is one in which the employee is either ill for at least three consecutive days under the continuous care of a health care provider, or requires in-patient care in a hospital, hospice or residential medical care facility. The employee must provide certification from a health care provider to verify the existence of the condition.

To receive a copy of the full policy statement describing Family and Medical Leave of Absence and applicable forms, please contact Human Resources. Appendix A describes the employee's rights and responsibilities under the FMLA.

Usage of Leave under FMLA

All personal sick and annual leave expended under the FMLA will be used in accordance with the County of Powhatan's leave policy; see the Leaves of Absence section of this handbook.

2.18 Worker's Compensation

To provide for payment of your medical expenses and for partial salary continuation in the event of a work-related accident or illness, you are covered by workers' compensation insurance. The amount of benefits payable and the duration of payments depend on the nature of your injury or illness.

If you are injured or become ill on the job, you must immediately report such injury or illness to your Supervisor. This ensures that the County can assist you in obtaining appropriate medical treatment and receiving appropriate benefits. Your failure to follow this procedure may jeopardize your right to benefits in connection with the injury or illness.

The County has selected a panel of physicians to whom employees must go for all work-related injuries. In the event an injury requires immediate medical attention, the employee may go directly to the nearest hospital emergency room. However, an examination and follow-up care must be with a doctor included in the panel of physicians. All time away from work must be authorized by the panel physician.

For employees who are placed on worker's compensation leave and are eligible under the Family Medical Leave Act, this leave is considered qualifying leave under the FMLA. (Please refer to the FMLA policy in this manual).

Sick leave will need to be utilized for the first seven days an employee is unable to work due to a worker's compensation injury.

After seven days, when the employee is officially placed on worker's compensation by the worker's compensation carrier, the employee may either:

- a. Elect to receive the 2/3 untaxed salary provided by the carrier and be removed from payroll for the period of disability. In this instance, employee would be responsible for payment of benefits to the Payroll Department. No leave accrual or paid holidays will be extended during the period of worker's compensation disability.
- b. **OR** the employee can elect to sign their disability payments over to the County, utilize 1/3 day of paid sick, annual or compensatory leave, and remain on payroll, with accrual of leave, holidays and uninterrupted continuation of benefits.

Questions regarding workers' compensation insurance should be directed to Human Resources.

The policy will be enforced per applicable state law.

2.19 Expense Reimbursement

Employees must have their Agency Head's authorization prior to incurring an expense on behalf of Powhatan County. To be reimbursed for any such expense, an employee must submit itemized receipts with the form provided by the Finance Department to their Agency Head for approval. To be eligible for reimbursement, the signed form with the itemized receipts must be received by the Finance Department within 60 days of the date of the incurring the expense. For limitations on the reimbursement of meals see the Travel/Training Reimbursement section of this handbook.

2.20 Purchasing Card

Upon the request of their Agency Head and with the approval of the Director of Finance, an employee may be issued a County purchasing card which shall only be used for County expenses. Employees must have their Agency Head's authorization prior to incurring an expense on behalf of Powhatan County. All expenses charged to the purchasing card must have detailed receipts. Meals for travel/training may not be charged to a County purchasing card. Each month, the employee will submit all itemized receipts required documentation and the purchasing card statement to their Agency Head for approval on the form provided by the Finance Department.

2.21 Employee Development

It is the policy of the County to encourage employees to obtain training designed to develop the employee's value to the organization.

A. Required Training

The County may require mandatory training for employees or training to develop the employee's value to the County. The cost of required training and related expenses undertaken at the discretion of the County will be paid in full by the County and the hours spent in training are considered work time and the employee will receive salary or wages for this time. Any retesting required due to failure of the employee to pass the required test or exam the first time may be at the employee's expense. Required training must be approved by the Agency Head prior to the training and prior to any costs being incurred. Approval is dependent on availability of funding in the budget. See the travel/training reimbursement section of the Employee Handbook.

B. Discretionary Training

Discretionary training is for personal or professional development which an employee elects to pursue. Time off work or leave for discretionary training is at the discretion of the Agency Head and may be given without pay or with partial pay. The County Administrator will report to the Board of Supervisors annually during the budget process, the cost of the work with pay or with partial pay for employees attending discretionary training in the previous fiscal year.

C. Tuition Reimbursement

The tuition reimbursement program is for discretionary training that could reasonably be expected to increase the employee's knowledge, skill and ability relative their current job and/or subsequently enhance their advancement opportunities in the same career path.

1. GENERAL PROVISIONS

Under this program, the County will provide tuition reimbursement, when funds are available, to an eligible employee who has completed coursework in either a degree seeking program or

a skills development program. The program is managed by the Human Resources Office and all funds for this program are specifically budgeted in the Tuition Reimbursement line item in the Human Resources Office. All reimbursement must be approved by the County Administrator prior to registration for the course.

2. ELIGIBILITY

- a. Regular full-time employees who have completed one year of continuous service and worked 2,080 hours will be eligible to participate.
- b. Employees must have received a 3 or higher on their most recent evaluation.

3. REQUIREMENTS AND CONDITIONS

- a. Tuition reimbursement is provided only when funds are available.
- b. Employee must submit a tuition reimbursement application which must be approved by the County Administrator prior to registering for the course.
- c. All courses must be taken through a nationally accredited education institution, college, or university.
- d. Each course or degree program must be related to the employee's present position with the County or a reasonable promotional objective as determined by the employee's supervisor and approved by the Agency Head.
- e. All courses, when possible, must be attended outside the employee's scheduled work hours. The County will not consider the time spent taking the course or any associated study/research time as compensable work time, unless otherwise approved in advance and directed by the employee's Agency Head.
- f. Prior to reimbursement, the employee must successfully complete the course and submit written evidence of completion. For all graded courses, the employee must obtain a minimum grade of "C", or, if a pass/fail course, must pass
- g. The completion of any course, degree, or certificate does not guarantee promotion, salary increase, or transfer.
- h. In the event that the employee receives tuition reimbursement from another government agency, organization, or association, (i.e., Veterans' Benefits, Grants, Scholarships), he/she will be reimbursed the difference between what the employee receives from the other source and the total tuition expense, up to the maximum allowable amount as stated in this policy.
 - i. Failure to report any outside financial reimbursement, grants or scholarships may result in disciplinary action, and will require the employee to repay all sums expended by the City for the year(s) in which the outside financial reimbursement, grants or scholarships were received by the employee.
 - ii. Receipt of student loans will not preclude an employee from receiving tuition reimbursement.

- i. Tuition reimbursement will not be provided for course cancellations.
- j. Reimbursement will not be provided for laboratory fees, internet fees, exams, textbooks, supplies, transportation, parking, or any other expense or fee associated with the course(s).
- k. A maximum reimbursement of \$3,000 per employee per fiscal year is the limit for reimbursement.

2.22 Travel/Training Reimbursement

The cost of travel/training undertaken at the discretion of the County will be paid in full by the County and the hours spent in training are considered work time and the employee will receive salary or wages for this time.

Employee travel/training must be preapproved by the Agency Head. Authorized expenses may include transportation, lodging, registration fees, and per diem. To minimize costs to the County, employees will use the most efficient and economical means of travel (air, rail, vehicle) and use discount fares, government and coach rates, as well as travel by the most direct route. When two or more persons travel to the same destination, maximum use shall be made of group travel discounts, joint use of taxicabs and joint use of County-owned or privately owned vehicles.

If the employee cancels the travel/training for an unexcused absence after costs have been incurred, the employee will pay any cancellation fees. If the County cancels the travel, the County shall pay any cancellation fees.

Air Travel

Air travel may be utilized provided that the destination is more than 300 miles from the Powhatan County Administration building unless documentation proves that air travel is more cost effective than vehicular travel. The least expensive coach fare must be used. Upgrades to first class may be accepted provided that the upgrade is afforded at no charge to the County.

Rail Transportation

The least expensive coach accommodations must be used on passenger railroads.

Vehicle Travel

Use of a County vehicle is preferred over a personally owned vehicle if all occupants are on official business and a County vehicle is available. If using their personally owned vehicle, the employee will be reimbursed at the Internal Revenue Service mileage rate. All mileage is reimbursed according to the most direct route, not to exceed the cost of the least expensive coach class airline ticket. The reimbursable mileage is the actual mileage measured from the work place to the destination and return. In the event that an employee leaves from their place of residence, mileage should be measured based on the starting point that is in closest proximity to the destination.

Tolls and parking fees are reimbursable.

Ground Transportation

Taxis, shuttle service, limousine service, buses and public transportation fares including tips not to exceed 15%, are reimbursable provided the most economical and practical method is used.

A rental car is to be used only when other means of transportation are unavailable, costly, or impractical. The rental car must be approved prior to leasing by the Agency Head. Rental car insurance should not be purchased, since it is covered under the County's insurance policy.

Lodging

Lodging may be utilized for overnight travel provided that the destination is located 55 or more miles away from the Powhatan County Administration building or the purpose necessitates the overnight accommodations. Lodging costs will be paid at the actual cost of a single-occupancy rate plus any applicable taxes up to the maximum of the U.S. General Services Administration (US GSA) per diem rate for lodging. When attending a conference or seminar held at a lodging facility, travelers may stay at that facility and the County will pay the lower of the facility's government rate or the conference rate.

Meals/Incidentals

The County will pay the US GSA per diem rates for meals and incidentals incurred while on overnight travel.

If an employee is reimbursed for a meal while not traveling overnight, the meal is a taxable fringe benefit per the Internal Revenue Service. If requested by the employee and approved by the Agency Head, the employee will be reimbursed for the actual cost of the meal not to exceed the US GSA per diem rate through the payroll process. Upon submittal of a receipt, the amount of the reimbursement will be added to the employee's taxable gross income and federal and state withholding tax will be deducted from the amount reimbursed. The County will not reimburse the employee for alcoholic beverages or gratuities in excess of 20%.

Accompaniment Travel

In the event anyone accompanies an employee on official County business, all expenses incurred that are related to the accompaniment shall be the responsibility of the employee.

3. HEALTH & SAFETY

3.1 Health & Safety

The County seeks to provide a work environment for employees, customers, and vendors that is as free as possible from recognized hazards, and in full compliance with applicable Occupational Safety and Health Act (OSHA) standards. To achieve this goal, every employee is responsible for being “safety conscious”, and to conducting themselves in a manner that maximizes safety. Employees should report any unsafe or hazardous condition to their Supervisor immediately. Efforts will be made to remedy problems as quickly as possible.

Each employee is responsible for the safe operation of all County property (equipment, vehicles, etc.) in his/her charge. Employees should be familiar with, and observe at all times, the OSHA requirements and other safety rules applicable to their jobs. If you are not familiar with, or do not understand the applicable rules, please see your supervisor for further clarification. The County shall provide for the proper maintenance of County property, but each employee should report any malfunction of County property to his/her immediate Supervisor. The Supervisor should investigate and take necessary steps to correct the malfunction.

In case of an accident on the job resulting in a personal injury or illness, regardless of how serious, employees should notify their Supervisor immediately. Failure to report accidents can result in a violation of legal requirements and can lead to difficulties in processing insurance and benefit claims. The County carries workers’ compensation insurance and will assist employees in obtaining all benefits to which the County believes the employee is legally entitled.

In the event of an emergency (*i.e.*, medical/environmental-related), employees should follow established emergency procedures issued by their Agency Head.

Employees who know or believe a situation exists that may affect their ability to do their jobs or the health or safety of themselves, or other employees, should promptly report the situation to their supervisor. Further if any employee observes any unsafe behaviors in others, they should promptly report the situation to their supervisor.

Americans with Disabilities Act

Under the Americans with Disabilities Act (ADA), the County prohibits discrimination against an individual with a life-threatening illness or other disability covered by the ADA and will provide reasonable accommodation to qualified individuals with disabilities to perform the essential functions of their job, unless to do so would create an undue hardship on the County.

3.2 Smoking & Tobacco Prohibited

Powhatan County provides a smoke free and tobacco free work environment. Employees may smoke or use tobacco products in designated areas only.

3.3 Drug and Alcohol Free Workplace Policy

All County property shall be maintained as drug and alcohol free workplaces. The County forbids any employee to unlawfully manufacture, dispense, possess, use or distribute any controlled substance or alcohol on County property or during working hours.

1. As a condition of employment, any employee convicted of any criminal drug law shall notify his/her supervisor within five (5) days after such conviction.
2. In compliance with state and federal law, Powhatan County reserves the right to search all County workplaces and County property for the purpose of maintaining a workplace free of drugs and alcohol.
3. In compliance with state and federal law, an employee must submit to alcohol or drug testing when requested to do so by management/administration pursuant to this policy, and must sign the Alcohol and Drug testing consent form provided by Human Resources. Refusal to sign or be tested is grounds for immediate termination.
4. No employee shall consume alcoholic beverages or illegal drugs immediately prior to or during work hours.
5. If an employee is using a prescription or non-prescription medication that may impair performance of duties; the employee shall report that information to his or her supervisor.
6. Violation of this policy and regulation will result in appropriate disciplinary action up to and including termination.

A. DRUG AND ALCOHOL TESTING

Drug and/or alcohol testing will be required in the following instances:

1. Pre-employment Drug Testing

A pre-employment drug test will be administered prior to any applicant's duties for employment with the County will begin. Applicant will be notified of such testing no later than the interview phase and be required to sign a consent form. Any applicant who fails a pre-employment drug test or refuses to consent or take the test will be denied employment and become ineligible for hire by any County department.

2. Reasonable suspicion

Any employee will be required to submit to drug and/or alcohol testing within 2 hours when there is reasonable suspicion an employee is under the influence of drugs and/or alcohol. If the suspicion is brought about by another employee a formal determination must be made by the Agency Head. The following examples alone or in combination may comprise reasonable suspicion:

- a. Unexplained inability to perform normal job functions;
- b. Slurred Speech;
- c. Smell of alcohol or drugs on person;
- d. Any unusual lack of physical coordination or loss of equilibrium;
- e. Unexplained hyperactivity or depression and withdrawal;
- f. Unexplained inability to think or reason at the employee's normal level;
- g. Unusual or bizarre behavior

3. Random

The Agency Head may conduct random unannounced testing of all public safety employees at such times as deemed appropriate. No employee will be removed from the random sampling pool for any period of time by having been required at any time to submit to random testing. The selection of employees to be tested randomly shall be based on a valid method of selection for random testing and shall proceed immediately or as soon as possible to the designated testing site.

4. Post-accident

When an employee is involved in an accident while utilizing County vehicles or equipment, or is injured on the job, the Agency Head may require drug and or alcohol testing within two (2) hours of the incident.

B. RESULTS

If an employee tests positive for drugs or alcohol they shall be suspended from their duties for two days pending disciplinary action up to and including termination. If an employee tests positive for *illegal* drugs they will be required to submit a second test within 8 hours. If the second test is positive the employee will be immediately terminated and not compensated for the suspension period. If the second test is negative the employee will receive their regular compensation for the suspension period.

Employees who are in a suspension status or who have tested positive for drugs may not have the same FMLA job status protection as other employees.

C. PRESCRIPTION DRUGS

An employee will not be subject to disciplinary action if he/she tests positive for drugs as long as they can provide a valid prescription or a medical explanation from the employees licensed physician stating the use was prescribed and is valid and lawful.

D. CONFIDENTIALITY

All testing information specifically relating to employees and applicants is confidential and should be treated as such by anyone authorized to review such information. All records and information of any personnel actions involving an employee with positive test results shall be maintained in confidential and secured files in the Department of Human Resources and disseminated only to authorized staff members. Drug and or alcohol testing shall not be conducted for the purpose of gathering evidence for use in any criminal proceeding.

E. TESTING FOR VOLUNTEERS

Volunteers may be subject to the County's Drug and Alcohol Policy. Any volunteer who fails a drug or alcohol test or refuses to submit to such a test will be denied the opportunity to volunteer for the County.

3.4 Vehicle Use Policy

This section applies to all County employees and applicants for employment, who may be required to operate a vehicle on either a full or part-time basis in the performance of their duties. Human Resources shall maintain a list of all positions covered hereby. The employees on this list are referred to as “drivers” in this section.

Public Safety employees shall comply with the Policies and Procedures of their department (Sheriff’s Office and the Fire & Rescue Department).

Personal Vehicles

The County maintains vehicles for use by its drivers while they are engaged in County business. In addition, drivers may be required to use their own vehicle for County business. Prior to using their personal vehicle for County business, the driver must obtain the written approval of their Agency Head. Drivers must maintain insurance on their vehicle. Drivers approved to use their personal vehicles will be reimbursed at the Internal Revenue Service mileage rate.

Mileage Reimbursement

Drivers request mileage reimbursement by submitting the form provided by the Finance Department to their Agency Head for approval. To be reimbursed, the form must be received by the Finance Department by the end of the same fiscal year in which the mileage is claimed. Parking and moving violations are the responsibility of the driver, whether driving a County or personal vehicle.

County Vehicles

1. County vehicles are to be used only for County business.
2. Drivers of County vehicles must have a valid driver’s license from the Commonwealth of Virginia or the state in which the driver lives.
3. Drivers of County vehicles must have a valid commercial driver’s license (CDL) if required for their position.
4. Personal passengers are prohibited in County vehicles.
5. Prior Agency Head approval is required to transport anyone other than a County employee.
6. Prior Agency Head approval is required to use County vehicles outside the County.
7. The Driver and all passengers in the County vehicle must use their seat belts.
8. Drivers must comply with all motor vehicle laws while driving County vehicles.
9. Smoking tobacco products is not allowed in County vehicles.

Qualifications of Drivers

1. Prior to hire, all applicants who are required to drive County vehicles must have a valid driver's license issued by the Commonwealth of Virginia or the state in which they live and shall have their driving record checked by Human Resources.
2. An applicant who has no current license, or whose license is suspended or revoked, shall not be eligible for consideration for hire in any position requiring driving of a County vehicle.
3. An applicant who is not licensed, or has license currently suspended or revoked or has more than a negative three point balance with the Commonwealth of Virginia’s Department of Motor

Vehicles will not be eligible for consideration for hire in any position requiring driving of a County vehicle.

4. The County shall check all drivers official driving records with the Department of Motor Vehicles at least once each year, and may check at any other time, either upon supervisor's request or as part of a general procedures review.
5. All drivers shall immediately report any change in their license status to their department head through their immediate supervisor.
6. Drivers must notify their supervisor on the next workday of any charge and/or conviction of the following violations: any driving related offense; driving under the influence of drugs or intoxicants; refusal to submit to a blood or breath test for determination of drug or alcohol content; reckless driving; leaving the scene of an accident; or vehicular manslaughter or homicide, eluding police, committing a drug offense, regardless of whether or not a motor vehicle is involved, committing a felony involving the use of a motor vehicle. Failure to make this notice shall result in a disciplinary action by the County.
7. A driver who is involved in any accident with a County vehicle, regardless of how minor, must notify the local law enforcement authorities and obtain a police report of the incident.
8. If an employee or volunteer fails to meet driving standards and is in a position where operating a vehicle is essential to the County, appropriate action will be taken depending on the severity and number of the convictions(s). Failure to comply with the standards shall be considered cause for dismissal, or other disciplinary measures.

4. MISCELLANEOUS

4.1 Gifts and Gratuities Policy

Employees may not personally accept gifts of significant value. A value in excess of \$25.00 per gift shall be deemed significant. Employees may accept gifts or contributions that will be used to the benefit of the public in a County office, subject to acceptance of that contribution being approved by the Agency Head.

4.2 Outside Employment

No employee may engage in any other employment, nor in any private business, nor in the conduct of a profession or other remunerative activity, during work hours or while engaged in work for the County. Additionally, employees may not engage in such remunerative activities outside work hours in a manner or to an extent that affects or is deemed likely to affect the employee's work productivity as determined by the Agency Head. In engaging in such activities, employees must adhere to the Virginia Conflict of Interests Act.

4.3 Political Activity

Powhatan County employees shall not:

- Display campaign materials, political posters or signs in or on County buildings or vehicles,
- Engage in political events during work hours
- Use County resources, supplies, materials or equipment for political purposes.

However, nothing in this policy shall be construed as to prevent any employee from becoming or continuing to be a member of a political organization, or from attending any political organization, or from attending any political meeting or from enjoying freedom from any interference in casting their vote. This does not in any way deprive any employee of the basic rights as a citizen to register with a political party or to vote in primary and general elections.

4.4 Telephones/Cellular Phones/E-Mail

County owned telephones, cell phones, and email are for business use. Personal usage shall be kept to a minimum number and length. Employees shall reimburse the County for all personal usage for which the County is charged. All electronic and telephonic communications systems (including telephone, email, internet, etc.) and all communication and information transmitted by, received from, or stored in County systems are the property of the County. These systems are to be used for business related purposes. To ensure that the use of electronic communication systems is consistent with County business, the use of such equipment may be monitored at any time.

4.5 County Property

Each employee is expected to care for County property as if it were his/her own. Abuse, neglect or theft of County property will result in disciplinary action up to and including termination and or/prosecution. Supplies, email, Internet access and other County resources are for County business/activities only and are not intended for personal use.

4.6 Personal Property on County Premises

The County does not assume responsibility for the loss or theft of, or damage to, personal property on County premises, including the parking lot.

4.7 Children in Workplace

Children of employees are not permitted in the workplace on a regularly scheduled basis.

4.8 Disciplinary Process

County employees are expected to conduct themselves in a professional and courteous manner in the performance of their duties. Employees are expected to avoid any action, which might result in giving preferential treatment to any organization or person, losing independence or impartiality of action, or adversely affecting the integrity of the County.

A. Disciplinary Actions

In the event that a non-probationary employee fails to meet acceptable standards of performance and behavior, the supervisor may choose one of several disciplinary actions, depending on the nature and seriousness of the problem. Any action other than reprimand should be taken only after consultation with the Agency Head. Prior to all dismissals and in all other cases when practicable, the employee shall be given notice of the proposed action, reason for the action, and an opportunity to respond, prior to the disciplinary action being taken.

B. Progressive Discipline

It is the responsibility of each supervisor to maintain consistent, fair and high standards of discipline. The following are several disciplinary actions which may be used in a progressive manner appropriate to the nature and seriousness of the problem. The following list of disciplinary actions includes examples of progressive actions. The County retains; however, the right to discipline in a manner that promotes the effectiveness of the organization. This policy does not modify the status of employees as employees-at-will nor in any way restricts the County's right to impose discipline without consideration of progressive discipline. Depending on the nature and seriousness of the problem the appropriate level of discipline may be imposed without consideration to the progression. For example, it is not necessary to issue an Oral or Written Reprimand if the offense is of such a nature to warrant a suspension or termination. All written documents pertaining to an employee are part of the personnel record and copies shall be given to the employee and to the Agency Head.

ORAL REPRIMAND

The supervisor will document the reprimand.

WRITTEN REPRIMAND

The supervisor may issue the employee a reprimand in writing, documenting the offense and stating a corrective course of action. Counseling records are active for at least 12 months, and multiple active counseling records will result in progressive disciplinary action, up to and including termination.

CONDITIONAL STATUS

The Agency Head may place the employee in “Conditional” status with a written reprimand and a Corrective Action Plan. A Conditional status allows the employee a specified period of time to improve their performance. The Corrective Action Plan must have specified time frames for review.

SUSPENSION

Suspension is the removal of the employee from job duties for a determined period of time. Suspensions must be documented in writing, recommended by the immediate supervisor, reviewed and approved by the Agency Head. All disciplinary suspensions are without pay. The length of time will depend on the seriousness of the offense.

INVOLUNTARY DEMOTION

Involuntary Demotion is the movement from one classification to another with a lower pay grade approved by the Agency Head based on the availability of a lesser position.

DISMISSAL

If an employee is dismissed, such dismissal shall be effective immediately unless there are extenuating circumstances which the Agency Head determines require that the effective date of dismissal occur at a later date or time.

Deliberate and intentional misuse of funds will be met with the strongest disciplinary action. If an employee is criminally convicted or terminated due to misuse of County property or funds, s/he may be ineligible to receive certain benefits (health insurance under COBRA, VRS retirement benefits, etc.).

C. Confidentiality

Employees having access to personal information or data in the course of providing County services to clients, customers, and employees shall maintain the confidentiality of that information and shall release that information only in accordance with the Government Data Collection and Dissemination Practices Act and any other regulations which are applicable to specific program. Failure to adhere to those requirements and to maintain the confidentiality of personal information may result in disciplinary action, including dismissal.

D. Administrative Leave Pending Investigation

In cases involving alleged serious misconduct, such as a major breach of policy or violation of law the employee may be immediately placed on administrative leave pending investigation into the matter. Administrative leave pending investigation is not disciplinary. Administrative leave pending investigation is with pay and shall not last longer than ten (10) work days. In certain circumstances, administrative leave without pay may be approved by the Agency Head.

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5. CLASSIFICATION AND COMPENSATION PLAN

5.1. Pay Philosophy:

In an effort to attract, motivate, and retain quality employees committed to providing a high level of public service, it is the County's philosophy to maximize external market competitiveness while maintaining internal equity.

5.2 Classification and Compensation Plan:

The Classification and Compensation Plan consist of three components.

1. The Position Classifications is a list of all positions with their assigned grade as each relates to the other positions in the County (internal equity),
2. The Compensation Scale contains a salary range for each grade which reflects the current job market (external market competitiveness),
3. A job description for each position reflects the duties, responsibilities, qualifications and FLSA status of the position.

5.3 Position Evaluation System:

The County utilizes the Factor Evaluation System (FES) to evaluate positions. FES is a system that uses nine factors to assign a grade to a position. Positions are evaluated at the time of creation and when duties and responsibilities have significantly changed. Periodically the County may reevaluate the grades of all positions to ensure internal equity is maintained.

5.4 Maintenance of the Classification and Compensation Plan:

Human Resources, under direction of the County Administrator, is responsible for administration and maintenance of the Classification and Compensation Plan.

On an annual basis, the Board of Supervisors may approve adjustments to the Compensation Scale to maintain external market competitiveness. An adjustment to the scale results in Cost Of Living Adjustment (COLA) salary/wage increase for employees.

The Board of Supervisors may also approve a merit increase which would adjust the salary/wage of those employees with a satisfactory performance appraisal.

5.5 New Hires:

Every effort should be made to recruit and select qualified employees. The Agency Head has the discretion to authorize a salary for a new hire between the minimum and midpoint of the position's pay range depending on the qualifications of the new hire. If a new hire substantially exceeds the minimum qualifications of the position, a salary higher than the midpoint may be necessary, in which case, the Agency Head shall consult with the County Administrator to determine availability of funding. To maintain internal equity, Agency Heads shall consider the salaries of current employees within their department when making salary offers.

5.6 Acting Appointments:

An acting appointment may be made for a vacant position or a position in which the incumbent is on leave for an extended period of time. An acting appointment is a temporary assignment, pending recruitment and selection or return of the current incumbent. The anticipated duration of the acting status should be at least 30 calendar days. The salary of the acting appointee is adjusted to the minimum salary of the grade in which appointed, or to a rate 5% above their current salary, whichever is greater.

5.7 Promotions:

Promoted employees are eligible to receive a salary increase to the minimum salary of the grade of their new position or to a rate 5% above their current salary whichever is greater. If the employee substantially exceeds the minimum qualifications of the position, a higher salary up to 10% above their current salary may be justified, in which case, the Agency Head shall consult with the County Administrator to determine availability of funding.

6. EMPLOYEE GRIEVANCE PROCEDURE

6.1 Objective

The purpose of the Employee Grievance Procedure is to afford an expeditious and impartial method for the resolution of employment disputes that may arise between the County and employees (see §15.2-1507 of the Code of Virginia).

6.2 Coverage of Personnel

- A. All full-time and part-time employees who are in non-temporary or emergency positions, except as noted in (B) and (C) below, are eligible to file grievances.
- B. The following are not eligible to file grievances:
 - 1. Employees appointed by the Board of Supervisors or other elected groups or individuals;
 - 2. Officials and employees who, by charter or other law, serve at the will or pleasure of an appointing authority, except the Director of Social Services;
 - 3. Deputies and Assistants to the County Administrator;
 - 4. Department Directors and chief executive officers of units of County government, except the Director of Social Services;
 - 5. Employees whose terms of employment are limited by law;
 - 6. Temporary and probationary employees and paid interns; and
 - 7. Law-enforcement officers as defined in Chapter 5 (§ 9.1-500 *et seq.*) of Title 9.1 of the Virginia Code whose grievance is subject to the provisions of Chapter 10.1 of the Virginia Code and who have elected to proceed pursuant to those provisions in the resolution of their grievance, or any other employee electing to proceed
 - 8. Employees of any Constitutional Officer
- C. Employees in restricted positions may not have access to the grievance procedure to challenge the termination of employment because the grant or special funding has ended.
- D. An employee who has been terminated shall not have access to the grievance procedure, except to grieve the termination. Such grievance must be filed within twenty (20) days of the termination date. Any grievance initiated by an employee prior to termination may, at the employee's option, continue through the grievance procedure.

6.3 Definition of a Grievance

A grievance is a complaint or dispute related to a covered employee's employment which involves but is not necessarily limited to:

- A. Allegations of adverse action, which is defined as an action or consequence to which a person in the County service may be subjected for disciplinary purposes, including the following:
 - (1) Termination of employment;

- (2) Suspension without pay;
- (3) Administrative leave without pay;
- (4) Involuntary demotion, except as permitted in Section 6.4 F. below;
- (5) A written reprimand;
- (6) Disciplinary transfer.

"Adverse Action" does not include any termination, lay-off or suspension of employment because of reduction in workforce, job abolition or expiration of a term of contractual employment; nor shall "adverse action" be deemed to include employee counseling concerning job performance or employee behavior that does not include one of the actions listed above.

- B. Disputes or complaints concerning the application of the County of Powhatan Employee Handbook ("Employee Handbook"), or rules, regulations, and policies and procedures adopted thereunder, including the application of policies. However, neither the content nor the consistent, non-discriminatory interpretation of the Employee Handbook, or rules, regulations, policies and procedures adopted thereunder shall be subject to employee grievance under this Procedure;
- C. Acts of retaliation as the result of utilization of the grievance procedure, participation in the grievance of another County employee or retaliation for assisting another employee in making or demonstrating a complaint of discrimination or harassment under Section E. below;
- D. Harassment of an employee by his supervisor;
- E. Discrimination or harassment on the basis of race, national origin, color, creed, sex, disability, age, or political activity or affiliation, or retaliation for making a complaint of such discrimination or harassment;
- F. Notwithstanding the provisions of Section 6.4 below, terminations resulting from formal discipline or unsatisfactory job performance;
- G. Acts of retaliation because the employee has complied with any law of the United States or of the Commonwealth, or any ordinance of Powhatan County; has reported any violation of such law to a governmental authority; or has sought any change in law before the Congress of the United States, the General Assembly, or the Board of Supervisors.

6.4 Management Responsibilities

Management reserves the exclusive right to manage the affairs and operations of the County government. Accordingly, the following complaints are not grievable:

- A. Establishment and revision of wages or salaries including performance evaluations, and concomitant pay raises, position classifications or general benefits;

- B. Work activity accepted by the employee as a condition of employment or work activity which may reasonably be expected to be a part of the job content;
- C. The contents and/or consistent, non-discriminatory interpretation of ordinances, statutes or established personnel policies, procedures, rules and regulations;
- D. Failure to promote, except where an employee can show established promotional policies or procedures were not followed or fairly applied;
- E. The methods, means and personnel by which work activities are to be carried on;
- F. Termination, layoff, demotion or suspension from duties because of lack of work, reduction in work force, or job abolition except where any of the foregoing actions affect an employee who has been reinstated within the previous six (6) months as the result of the final termination of a grievance; (unless otherwise specifically noted, months and days are measured as calendar days).
In any grievance brought under this exception, the action shall be upheld upon a showing that: (1) there was a valid business reason for the action, and (2) the employee was notified of such reason in writing prior to the effective date of the action;
- G. The hiring, promotion, non-disciplinary transfer, assignment, and retention of employees within the County service; and
- H. The relief of employees from duties in emergencies.

6.5 Standing to Pursue a Grievance

A grievant must be personally and directly affected by an occurrence or condition before he shall be permitted to pursue a grievance. Thus, for example, no employee may grieve another employee's job performance unless such job performance directly and adversely affects the grievant's own employment. Disputes as to an employee's standing to file a grievance shall be determined as shall any other dispute as to grievability.

6.6 Grievability

- A. Decisions regarding whether or not a matter is grievable under this procedure, including the question of access to the procedure, shall be made by the County Administrator or her designee within ten (10) days of the request of such a determination.
- B. Decisions by the County Administrator that an issue is not grievable may be appealed by the grievant to the Circuit Court for Powhatan County ("Circuit

Court”) as provided in §§15.2-1507 and 2.2-3006(B) VA Code Ann. Pursuant to those sections, proceedings for the review of the decision of the County Administrator shall be instituted by filing a notice of appeal with the County Administrator within ten (10) days after the date of her decision as to grievability, and by giving a copy of such notice to all other parties to the grievance. Within ten (10) days after receiving notice of appeal, the County Administrator shall transmit to the Clerk of the Circuit Court a copy of her decision, a copy of the notice of appeal, and any exhibits which may have been provided in connection with the resolution of the issue of grievability. A list of the evidence furnished to the Court shall also be furnished to the grievant. The failure of the County Administrator to transmit the record within the time allowed shall not prejudice the rights of the grievant. The Circuit Court, on motion of the grievant, may issue a Writ of Certiorari requiring the County Administrator to transmit the record on or before a certain date as provided in §2.2-1306(B) VA Code Ann.

6.7 Policy Generally

- A. All stages of the grievance procedure beyond the first step provided in Section 6.9 shall be reduced to writing on forms supplied by Human Resources. At any step beyond the second step both the grievant and his supervisor or the County Administrator may call upon appropriate witnesses and be represented by legal counsel or other persons, as may be provided in this procedure;
- B. Once an employee reduces his grievance to writing he must specify on the appropriate form the specific relief he expects to obtain through the use of this procedure. This requirement shall be deemed a substantive matter, and a failure to specify the relief expected shall be sufficient cause to terminate the right to further appeal. No notification required by D. below is necessary prior to termination of the appeal for this reason. When the employee decides to reduce his grievance to writing, he shall obtain the necessary forms from Human Resources. A copy of the written grievance shall be given to Human Resources. That office shall thereupon open a file on the grievance, assign it a number, and shall assist the grievant, the grievant’s supervisor, and the County Administrator, in insuring that all papers are transmitted throughout this process in timely fashion;
- C. Failure of the grievant to comply with the time limitations in Section 6.9 to orally identify a grievance within 20 days after the occurrence or condition giving rise to the grievance or to file a grievance forecloses the employee from filing any grievance under this Procedure thereafter. Failure to appeal a determination regarding the grievance at any subsequent state within the time periods required by Section 6.9 will result in termination of the appeal. No notification required by D. below is necessary prior to termination of the appeal for any reason pursuant to this section;

- D. After the initial filing of the grievance, failure of either party to comply with a procedural requirement of the grievance procedure without just cause will result in a decision in favor of the other party on any grievable issue, provided the party not in compliance fails to correct the noncompliance within five (5) work days of receipt of written notification by the other party of the compliance violation.

Such written notification by the grievant shall be made to the County Administrator. Failure of either party without just cause to comply with all substantial procedural requirements at the Administrative hearing shall result in a decision in favor of the other party. Decisions as to whether any employee or management has in fact failed to so comply shall be made by the County Administrator upon the request of the grievant's supervisor or the grievant that such determination be made. The County Administrator, at her option, may require a clear written explanation of the basis for just cause extensions or exceptions. Compliance determinations shall be subject to judicial review by filing a petition with the Circuit Court within 30 days of the compliance determination.

6.8 Consolidation of Grievances

In the event that more than one grievance is filed arising from the same transaction or occurrences, the County Administrator may, at any time prior to fourth step hearing, consolidate those grievances for joint processing. If the grievances are consolidated, all time limits set forth in this procedure shall thereafter be calculated from the date of the last filed grievance. Once consolidated, the grievances shall all be processed as a single matter.

6.9 Grievance Process

Step One: Immediate Supervisor Level

No later than 20 calendar days after the occurrence or condition giving rise to the grievance, the employee affected shall identify the grievance orally to his immediate supervisor. Within five (5) days of such presentation, the immediate supervisor shall give his response to the employee with respect to the particular grievance, or shall advise the employee that additional time is needed to render a decision. In the event additional time is needed, the immediate supervisor must render the decision within three (3) days after notice of the need for additional time is given.

The failure of an employee to identify the grievance within the time specified above shall constitute a forfeiture and a waiver of any rights to proceed under this Procedure;

Step Two: Written Grievance to Department Director

If a satisfactory resolution is not reached by the Step One process, and the employee wishes to advance to Step Two of this Procedure, the employee shall reduce his

grievance to writing, identifying specifically, and in detail, the nature of the grievance and the expected remedy, on a form provided for that purpose by the Human Resources Office. It shall be the duty of the employee to obtain the necessary form from Human Resources.

A grievant shall be entitled, should he prevail in his grievance, to no more than the relief specifically requested. Such written grievance shall be presented to the Department Director of employees' department within five (5) calendar days of the supervisor's verbal reply to the First Step oral grievance.

The Department Director will then meet with the employee within seven (7) calendar days of receiving the submission or indicate that an extension is necessary. The extension shall not exceed three (3) additional calendar days except by mutual agreement. The employee may have witnesses present at the Step Two meeting but no legal counsel or other representative. The Department Director may also have witnesses present. The Human Resources Office shall insure that a verbatim record (in writing or on recording tape) of such meeting is made and retained in the employee's file for not less than 12 months. The grievant shall be entitled to a copy of said record. The Department Director shall render a written response to the grievance within 10 days following the Step Two meeting.

Step Three: County Administrator Meeting

If a satisfactory resolution of the grievance has not been reached at the termination of the Step Two, the employee may so indicate on a grievance form provided by the Human Resources and submit the grievance to Human Resources. It shall be the duty of the employee to obtain the necessary form from Human Resources.

Submission to Human Resources must occur within five (5) calendar days following receipt of the second step reply. The County Administrator, or her designee, will then meet with the employee within seven (7) calendar days of receiving the submission or indicate that an extension is necessary. The extension shall not exceed three (3) additional calendar days except by mutual agreement.

The employee may have legal counsel or other representative and witnesses present at the Step Three meeting, but must bear his own costs for any counsel or assistance in presentation of his case. The County Administrator (or her designee) may also have witnesses present. If the grievant is represented by legal counsel, the County Administrator likewise has the option of being represented by counsel.

Human Resources shall insure that a verbatim record (in writing or on recording tape) of such meeting is made and retained in his custody for not less than 12 months. The grievant shall be entitled to a copy of said record. The County Administrator shall render a written response to the grievance within 10 days following the Step Three meeting.

Step 4: Administrative Hearing Officer

1. If a satisfactory resolution to the grievance is not reached at the Step Three, the grievant may submit the grievance to an Administrative Hearing Officer. The

Administrative Hearing Officer shall be appointed by the Executive Secretary of the Virginia Supreme Court. The appointment shall be made from the list of administrative Hearing Officers maintained by the Executive Secretary of the Virginia Supreme Court pursuant to Title 2.2, Chapter 40, § 2.2-4024 of the Code of Virginia, and shall be made from the appropriate geographical region on a rotating basis.

Administrative Hearing Officers must meet stringent guidelines found in Title 2.2, Chapter 40, § 2.2-4024 of the Code of Virginia, otherwise known as the Administrative Process Act. The County is responsible for electing to use an Administrative Hearing Officer and payment of any expenses for an Administrative Hearing Officer.

2. The request for a hearing before a Hearing Officer shall be indicated by the grievant on a form provided for that purpose by Human Resources, and submitted to Human Resources within five (5) calendar days of receipt of the Step Three response. It shall be the duty of the employee to obtain the necessary form from Human Resources.
3. Human Resources shall schedule the hearing as soon as possible. In the event that the Human Resources Manager is a party to the grievance, the request form shall be submitted to the County Administrator, and the County Administrator or his designee shall make the necessary arrangements.
4. The employee may have legal counsel or other representative and witnesses present at the Panel hearing, but must bear his own costs for any counsel or assistance in presentation of his case. The County Administrator or her designee may also have witnesses present. The County Attorney will represent the County Administrator.

Timeframes

1. The hearing must be held within 30 calendar days of the appointment of the Administrative Hearing Officer. The Administrative Hearing Officer may grant a postponement or extend the 30-day period for just cause.
2. At least ten days prior to the hearing, the County Administrator, or her designee, shall provide the Administrative Hearing Officer with copies of the grievance record, and shall provide the grievant and his attorney with a list of the documents furnished to the Administrative Hearing Officer.
3. At least ten days prior to the scheduled hearing, the grievant and his attorney shall be allowed access to and copies of all relevant files intended to be used in the grievance proceeding.

4. At least ten days prior to the hearing, the grievant or his attorney shall provide the County and the Administrative Hearing Officer with the documents, exhibits, and lists of witnesses he intends to use at the hearing.
5. At the hearing, the County shall provide the grievant or his attorney with the documents, exhibits, and lists of witnesses it intends to use at the hearing.

The Hearing

1. It is the responsibility of the Administrative Hearing Officer to notify the parties, either in writing or at a pre-hearing conference, of the date, time, and place of the hearing. The hearing must be held in the County. The County must arrange a place for the hearing unless the Administrative Hearing Officer chooses to make the arrangements.
2. A hearing is to last no more than one day, unless the Administrative Hearing Officer determines that the time is insufficient for a full and fair presentation of the evidence by both sides.
3. The parties must appear at the hearing or request a postponement. The Administrative Hearing Officer has the discretion to grant or deny a request for a postponement. However, the hearing may go beyond the 30-day time limit only upon a showing of just cause. At the Administrative Hearing Officer's discretion, a hearing may proceed in the absence of one of the parties; a hearing so conducted will be decided on the grievance record and the evidence presented at the hearing.
4. Where a Step 4 hearing is recorded, the County is responsible for providing proper recording equipment, unless the Administrative Hearing Officer plans to provide it. The Administrative Hearing Officer is responsible for recording the hearing and preserving the recorded tapes as part of the grievance record. Either party may receive a copy of the recording, if requested, for the cost of reproduction. A court reporter is not required. If a party requests a court reporter, that party is responsible for the costs. Either party desiring a transcript should contact the court reporter directly.
5. The following rules shall apply to this step of the grievance process.
 - A. Both the grievant and the County may be represented by legal counsel or other representative at the Administrative Hearing Officer hearing. Such representatives may examine, cross-examine, question, and present evidence on behalf of the grievant or the County before the Administrative Hearing Officer without being in violation of the provisions of Virginia Code § 54.1-3904.
 - B. In addition to the legal representative referred to in 1 above, the County shall be allowed to have at least one management representative, of the County's choosing, and a representative from Human Resources present during the entire hearing.
 - C. The Administrative Hearing Officer shall have the discretion to limit the attendance at the hearing of persons not having a direct interest in the hearing. However, a hearing

disabled employee shall be allowed to have an interpreter present during any and all procedural steps.

- D. Hearings are not intended to be conducted like proceedings in court and the rules of evidence do not necessarily apply.
- E. That Hearing Officer has the authority to determine the admissibility of evidence without regard to the burden of proof, or the order of presentation of evidence, so long as a full and equal opportunity is afforded to all parties for the presentation of their evidence;
- F. Both the grievant and the County may call appropriate witnesses. All witnesses, including the grievant, shall be subject to examination and cross-examination. Witnesses shall be present only while actually giving testimony, except for the management and Human Resources representative, who may remain throughout the hearing.
- G. Opening and closing statements may be made by each party.
- H. All evidence shall be presented in the presence of the parties, except by mutual consent of the parties.
- I. County employees who are necessary participants at grievance hearings shall not lose pay for time necessarily lost from their jobs and will not be charged leave because of their attendance at such hearings.
- J. The grievant shall not be entitled to recover more than that which he has lost.
- K. Where a grievant has obtained partial relief at one level of this grievance procedure but decides to appeal to the next higher level, the filing of a request form to the next higher level shall constitute rejection of, and relinquishment of any claim to, any and all relief granted at the previous level.
- L. At the request of either party, the hearing shall be private.
- M. The grievant shall not be entitled to damages or attorney's fees.

Decision of Administrative Hearing Officer

1. A decision by the Administrative Hearing Officer shall be in writing. The Administrative Hearing Officer must send the decision by certified mail, return receipt requested, to each party.
2. The decision of the Administrative Hearing Officer should be rendered as soon as possible, but, in any case, not later than fifteen calendar days following the conclusion of the hearing.

3. The Administrative Hearing Officer shall have the authority, if he finds (based on the greater weight of the evidence) that the grievant has been denied a benefit or wrongly disciplined without just cause (where such cause is required) to reverse, reduce, or otherwise modify such action and, where appropriate, to order the reinstatement of such employee to his former position.
4. The Administrative Hearing Officer shall not have authority to do any of the following:
 - a. Formulate policies or procedures.
 - b. Alter existing policies or procedures.
 - c. Circumscribe or modify the rights of the County as outlined in this procedure.
 - d. Exonerate the employee from all discipline when the fault or responsibility of the employee is established by a preponderance of the evidence, or when the employee admits such fault or responsibility.
 - e. Grant relief greater than that which the grievant has requested in the request form, or grant relief which is inconsistent with law or County policy.
5. The decision of the Administrative Hearing Officer, acting within the scope of his authority, shall be final and binding, subject to existing policies, procedures, and law.
6. **Review of Hearing Decisions**

An Administrative Hearing Officer's original decision is subject to two types of administrative review. A party may make more than one type of request for review. However, all requests for review must be made in writing, and received by the County Administrator, within 10 work days of the date of the original hearing decision. A copy of all requests must be provided to the other party and Human Resources at the time the request is provided to the County Administrator.

Types of Review:

- A. A request to reconsider a decision or reopen a hearing is made to the Administrative Hearing Officer, as the case may be. This request must state the basis for such request; generally, newly discovered evidence or evidence of incorrect legal conclusions is the basis for such a request. The Administrative Hearing Officer will review and render a written decision within ten work days of receipt of the written request.
- B. A challenge that the hearing decision is inconsistent with written policy or law is made to the County Administrator or his designee, unless the County Administrator or his designee had a direct personal involvement with the event or events giving rise to the grievance, in which case the decision shall be made by the Commonwealth's Attorney.

Implementation of Remedy

- A. The County Administrator shall implement any remedy which may be ordered by the Hearing Officer, provided that such decision is consistent with law and written policies.
- B. The County Administrator is not required to implement a decision of the Hearing Officer which she determines is inconsistent with law and written policies;
- C. An Administrative Hearing Officer's original decision becomes a final hearing decision, with no further possibility of administrative review, when:
 - The ten work day period for filing requests for administrative review has expired and neither party has filed such a request; or,
 - All timely requests for administrative review have been decided and, if ordered by the County Administrator, the Administrative Hearing Officer has issued a revised decision consistent with law and policy.
- D. Either party may petition the Circuit Court for an order requiring implementation of the decision of the Hearing Officer.

6.10 Computation of Time

- A. Except where otherwise provided, time periods under this procedure shall be deemed to begin on the day following that on which any action is to be taken or report rendered, and to run on calendar days without regard to weekends or holidays. If a time period herein ends on a weekend or holiday, the last day of the time period shall be deemed to be the end of the business day of the first working day following. Thus, for example, a written grievance under the First Step must be presented to the grievant's immediate supervisor within five (5) days of the supervisor's verbal reply to the informal grievance. The five (5) days shall begin on the day after receipt of the supervisor's verbal reply and terminate on the fifth (5th) day following regardless of whether that is a weekend or holiday. If in fact it is a weekend or holiday, the time period shall be deemed to terminate at the end of the next full working day;
- B. Time limits established under this procedure for unilateral action by either party, such as the filing of the grievance forms at various steps by the employee, or the completion of written decisions by employer representatives at various steps are substantive requirements and are intended to be strictly construed and enforced. However, in the interest of fairness, any such time limits for unilateral action may be extended if all parties agree to such extensions. While the Human Resources Office will make every effort to schedule any hearings within the limits established by this procedure, it will also attempt to schedule those hearings at times agreeable to all parties

involved. The failure to arrive at an agreed-upon date in any case will not be held against either party as a substantial procedural defect, unless it can be shown that either party is acting in bad faith to delay the scheduling of the hearing.

- C. The County Administrator or her designee may, at her option, require a clear written explanation for claims of just cause/good faith extensions or compliance issues. Compliance determinations made by the County Administrator shall be subject to judicial review by filing petition with the Circuit Court within 30 days of the compliance determination.

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Powhatan County Board of Supervisors Agenda Item

Meeting Date: July 25, 2016

Agenda Item Title: Resolution R-2016-47 Amending the Powhatan County Compensation and Classification Plan

Motion: Move to approve Resolution R-2016-47 as presented

Dates Previously Considered by Board: June 15, 2016 – Resolution R-2015-56, Adopted Plan
February 22, 2016 – Resolution R-2016-12, Amended Plan for appeals process
May 2, 2016 – Resolution R-2016-30, Amended Plan for 2% Market Adjustment

Summary of Item: The Board of Supervisors (BOS) adopted the Powhatan County Compensation and Classification Plan on June 15, 2015.

The contract with Condrey and Associates allowed for an employee appeal process. The BOS amended the plan on February 22, 2016 for the results of the appeal process.

The BOS amended the plan on May 2, 2016 to increase the Compensation Scale for a 2% market adjustment.

Staff recommends changing some classifications from exempt to non-exempt to comply with upcoming changes under the Fair Labor Standards Act (FLSA).

Staff: Approve Disapprove See Comments

Commission/Board: Approve Disapprove See Comments

Law

County Administrator: Approve Disapprove See Comments

Comments: None

Budget/Fiscal Impact: There is no fiscal impact to reclassifying these positions.

Attachments: None

Staff/Contact: Linda Jones, HR Manager, 804- 598-5798, ljones@powhatanva.gov

**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 Powhatan County Board of Supervisors approved the results of the appeal process with Resolution R-2016-12 on February 22, 2016; and

WHEREAS, the Powhatan County Board of Supervisors amended the Powhatan County Employee Classification and Compensation Plan with Resolution R-2016-30 on May 2, 2016 for a 2% market adjustment increase to the Compensation Scale and to add new positions per the FY 2017 Operating Budget; and

WHEREAS, Staff recommends that the Powhatan County Employee Classification and Compensation Plan be amended to change the exempt and non-exempt status of certain positions to be in compliance with the revised Fair Labor Standards Act (FLSA).

NOW, THEREFORE, BE IT RESOLVED by the Powhatan County Board of Supervisors that the Powhatan County Classification and Compensation Plan as amended on May 2, 2016 is hereby amended per the attached Powhatan County Employee Classification and Compensation Plan with an effective date of July 1, 2016.

ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON JULY 25, 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>Angie Y. Cabell</i>	_____
<i>William E. Melton</i>	_____
<i>Carson L. Tucker</i>	_____

Attachment to Resolution R-2016-47

Powhatan County

Employee Classification and Compensation Plan - Amended July 25, 2016

Compensation Scale

Effective July 1, 2016

Grade	Annual			Hourly			Grade
	Minimum	Mid-Point	Maximum	Minimum	Mid-Point	Maximum	
1	16,970	21,213	25,455	8.16	10.20	12.24	1
2	17,819	22,273	26,728	8.57	10.71	12.85	2
3	18,710	23,387	28,065	9.00	11.24	13.49	3
4	19,645	24,557	29,468	9.44	11.81	14.17	4
5	20,627	25,784	30,941	9.92	12.40	14.88	5
6	21,659	27,074	32,488	10.41	13.02	15.62	6
7	22,742	28,427	34,113	10.93	13.67	16.40	7
8	23,879	29,849	35,818	11.48	14.35	17.22	8
9	25,073	31,341	37,609	12.05	15.07	18.08	9
10	26,326	32,908	39,490	12.66	15.82	18.99	10
11	27,643	34,554	41,464	13.29	16.61	19.93	11
12	29,025	36,281	43,537	13.95	17.44	20.93	12
13	30,476	38,095	45,714	14.65	18.32	21.98	13
14	32,000	40,000	48,000	15.38	19.23	23.08	14
15	33,600	42,000	50,400	16.15	20.19	24.23	15
16	35,280	44,100	52,920	16.96	21.20	25.44	16
17	37,044	46,305	55,566	17.81	22.26	26.71	17
18	38,896	48,620	58,344	18.70	23.38	28.05	18
19	40,841	51,051	61,262	19.64	24.54	29.45	19
20	42,883	53,604	64,325	20.62	25.77	30.93	20
21	45,027	56,284	67,541	21.65	27.06	32.47	21
22	47,279	59,098	70,918	22.73	28.41	34.10	22
23	49,643	62,053	74,464	23.87	29.83	35.80	23
24	54,607	68,258	81,910	26.25	32.82	39.38	24
25	60,067	75,084	90,101	28.88	36.10	43.32	25
26	66,074	82,593	99,111	31.77	39.71	47.65	26
27	72,682	90,852	109,022	34.94	43.68	52.41	27
28	79,950	99,937	119,925	38.44	48.05	57.66	28
29	87,945	109,931	131,917	42.28	52.85	63.42	29

Attachment to Resolution R-2016-47

Powhatan County

Employee Classification and Compensation Plan - Amended July 25, 2016

Position Classifications

By Department Effective July 1, 2016

Dept	Position Number	Position Title	Grade	FLSA
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
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	N
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	506	Erosion and Sediment Inspector	17	N
CDD	507	Planner	19	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
CDD	517	Community Development Technician	12	N
COR	603	Chief Deputy Revenue Commissioner	19	N
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	N
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-2016-47

Powhatan County

Employee Classification and Compensation Plan - Amended July 25, 2016

Position Classifications

By Department Effective July 1, 2016

Dept	Position Number	Position Title	Grade	FLSA
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
LIB	1017	Librarian	20	N
FRD	1101	Fire & Rescue Chief	28	E
FRD	1102	Assistant Fire & Rescue Chief	24	E
FRD	1103	Fire Marshall	20	N
FRD	1104	Emergency Management Coordinator	20	N
FRD	1105	EMS Coordinator	20	N
FRD	1106	Administrative Associate - Fire & Rescue	15	N
FRD	1121	Director of Public Safety Communications	27	E

Attachment to Resolution R-2016-47

Powhatan County

Employee Classification and Compensation Plan - Amended July 25, 2016

Position Classifications

By Department Effective July 1, 2016

Dept	Position Number	Position Title	Grade	FLSA
PWD	1201	Director of Public Works	27	E
PWD	1204	Utilities Manager	24	E
PWD	1206	Facilities & Grounds Manager	24	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
REG	1301	Director of Elections	20	E
REG	1302	Deputy Voter Registrar	17	N

Attachment to Resolution R-2016-47

Powhatan County

Employee Classification and Compensation Plan - Amended July 25, 2016

Position Classifications

By Department Effective July 1, 2016

Dept	Position Number	Position Title	Grade	FLSA
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	N
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	N
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	N
SSD	1515	Family Services Specialist	17	N
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	N
SSD	1527	Community Action Program Coordinator	15	N
SSD	1529	Community Juvenile Officer	15	N
PRD	1605	Recreation Coordinator	21	E
PRD	1609	Recreation Technician	8	N

Attachment to Resolution R-2016-47

Powhatan County

Employee Classification and Compensation Plan - Amended July 25, 2016

Position Classifications

By Grade Effective July 1, 2016

Dept	Position Number	Position Title	Grade	FLSA
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
FRD	1121	Director of Public Safety Communications	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
PWD	1206	Facilities & Grounds Manager	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
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
PRD	1605	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

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Powhatan County

Employee Classification and Compensation Plan - Amended July 25, 2016

Position Classifications

By Grade Effective July 1, 2016

Dept	Position Number	Position Title	Grade	FLSA
PSO	1414	Detective	20	N
REG	1301	Director of Elections	20	E
FRD	1104	Emergency Management Coordinator	20	N
FRD	1105	EMS Coordinator	20	N
FRD	1103	Fire Marshall	20	N
LIB	1017	Librarian	20	N
FIN	806	Accounting Analyst	19	N
CDD	513	Building Inspector	19	N
CCC	403	Chief Deputy Clerk – Circuit Court	19	N
COR	603	Chief Deputy Revenue Commissioner	19	N
TRO	703	Chief Deputy Treasurer	19	N
SSD	1525	Children's Services Act Program Coordinator	19	N
ITD	907	Communications and IT Specialist	19	N
PSO	1431	Communications Manager	19	N
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	N
CA	108	Senior Executive Associate/ Deputy Clerk	19	N
SSD	1513	Senior Family Services Specialist	19	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	N
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	N
SSD	1509	Senior Benefit Programs Specialist	16	N
PWD	1224	Utilities Operator II	16	N

Attachment to Resolution R-2016-47

Powhatan County

Employee Classification and Compensation Plan - Amended July 25, 2016

Position Classifications

By Grade Effective July 1, 2016

Dept	Position Number	Position Title	Grade	FLSA
CWA	305	Administrative Associate - Commonwealth Attorney	15	N
FRD	1106	Administrative Associate - Fire & Rescue	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
CDD	517	Community Development Technician	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-2016-47

Powhatan County

Employee Classification and Compensation Plan - Amended July 25, 2016

Position Classifications

By Grade Effective July 1, 2016

Dept	Position Number	Position Title	Grade	FLSA
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
PRD	1609	Recreation Technician	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-2016-47

Powhatan County

Employee Classification and Compensation Plan - Amended July 25, 2016

Position Classifications

By Position Effective July 1, 2016

Dept	Position Number	Position Title	Grade	FLSA
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	N
COR	603	Chief Deputy Revenue Commissioner	19	N
PSO	1403	Chief Deputy Sheriff	26	E
TRO	703	Chief Deputy Treasurer	19	N
SSD	1525	Children's Services Act Program Coordinator	19	N
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	N
PSO	1433	Communications Specialist	14	N
PSO	1432	Communications Supervisor	17	N
SSD	1527	Community Action Program Coordinator	15	N
CDD	517	Community Development Technician	12	N
SSD	1529	Community Juvenile Officer	15	N

Attachment to Resolution R-2016-47

Powhatan County

Employee Classification and Compensation Plan - Amended July 25, 2016

Position Classifications

By Position Effective July 1, 2016

Dept	Position Number	Position Title	Grade	FLSA
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
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
FRD	1121	Director of Public Safety Communications	27	E
PWD	1201	Director of Public Works	27	E
SSD	1501	Director of Social Services	28	E
FRD	1104	Emergency Management Coordinator	20	N
FRD	1105	EMS Coordinator	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	24	E
PWD	1242	Facilities Supervisor	19	N
SSD	1507	Family Services Manager	23	E
SSD	1515	Family Services Specialist	17	N
FRD	1101	Fire & Rescue Chief	28	E
FRD	1103	Fire Marshall	20	N
PSO	1406	First Sergeant	22	N

Attachment to Resolution R-2016-47

Powhatan County

Employee Classification and Compensation Plan - Amended July 25, 2016

Position Classifications

By Position Effective July 1, 2016

Dept	Position Number	Position Title	Grade	FLSA
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	903	IT Systems Administrator	22	N
ITD	905	IT Technician	17	N
LIB	1017	Librarian	20	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	N
CDD	502	Planning and Zoning Manager	24	E
CDD	508	Planning and Zoning Technician	12	N
PRD	1605	Recreation Coordinator	21	E
PRD	1609	Recreation Technician	8	N
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	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	1517	Social Services Systems Technician	15	N

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Powhatan County

Employee Classification and Compensation Plan - Amended July 25, 2016

Position Classifications

By Position Effective July 1, 2016

Dept	Position Number	Position Title	Grade	FLSA
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	N
CDD	503	Zoning Administrator	22	E

Changes noted in yellow

Powhatan County

Employee Classification and Compensation Plan - Amended July 25, 2016

Compensation Scale

Effective July 1, 2016

Grade	Annual			Hourly			Grade
	Minimum	Mid-Point	Maximum	Minimum	Mid-Point	Maximum	
1	16,970	21,213	25,455	8.16	10.20	12.24	1
2	17,819	22,273	26,728	8.57	10.71	12.85	2
3	18,710	23,387	28,065	9.00	11.24	13.49	3
4	19,645	24,557	29,468	9.44	11.81	14.17	4
5	20,627	25,784	30,941	9.92	12.40	14.88	5
6	21,659	27,074	32,488	10.41	13.02	15.62	6
7	22,742	28,427	34,113	10.93	13.67	16.40	7
8	23,879	29,849	35,818	11.48	14.35	17.22	8
9	25,073	31,341	37,609	12.05	15.07	18.08	9
10	26,326	32,908	39,490	12.66	15.82	18.99	10
11	27,643	34,554	41,464	13.29	16.61	19.93	11
12	29,025	36,281	43,537	13.95	17.44	20.93	12
13	30,476	38,095	45,714	14.65	18.32	21.98	13
14	32,000	40,000	48,000	15.38	19.23	23.08	14
15	33,600	42,000	50,400	16.15	20.19	24.23	15
16	35,280	44,100	52,920	16.96	21.20	25.44	16
17	37,044	46,305	55,566	17.81	22.26	26.71	17
18	38,896	48,620	58,344	18.70	23.38	28.05	18
19	40,841	51,051	61,262	19.64	24.54	29.45	19
20	42,883	53,604	64,325	20.62	25.77	30.93	20
21	45,027	56,284	67,541	21.65	27.06	32.47	21
22	47,279	59,098	70,918	22.73	28.41	34.10	22
23	49,643	62,053	74,464	23.87	29.83	35.80	23
24	54,607	68,258	81,910	26.25	32.82	39.38	24
25	60,067	75,084	90,101	28.88	36.10	43.32	25
26	66,074	82,593	99,111	31.77	39.71	47.65	26
27	72,682	90,852	109,022	34.94	43.68	52.41	27
28	79,950	99,937	119,925	38.44	48.05	57.66	28
29	87,945	109,931	131,917	42.28	52.85	63.42	29

Changes noted in yellow

Powhatan County

Employee Classification and Compensation Plan - Amended July 25, 2016

Position Classifications

By Department Effective July 1, 2016

Dept	Position Number	Position Title	Grade	FLSA
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
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	N
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	506	Erosion and Sediment Inspector	17	N
CDD	507	Planner	19	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
CDD	517	Community Development Technician	12	N
COR	603	Chief Deputy Revenue Commissioner	19	N
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	N
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 July 25, 2016

Position Classifications

By Department Effective July 1, 2016

Dept	Position Number	Position Title	Grade	FLSA
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
LIB	1017	Librarian	20	N
FRD	1101	Fire & Rescue Chief	28	E
FRD	1102	Assistant Fire & Rescue Chief	24	E
FRD	1103	Fire Marshall	20	N
FRD	1104	Emergency Management Coordinator	20	N
FRD	1105	EMS Coordinator	20	N
FRD	1106	Administrative Associate - Fire & Rescue	15	N
FRD	1121	Director of Public Safety Communications	27	E

Changes noted in yellow

Powhatan County

Employee Classification and Compensation Plan - Amended July 25, 2016

Position Classifications

By Department Effective July 1, 2016

Dept	Position Number	Position Title	Grade	FLSA
PWD	1201	Director of Public Works	27	E
PWD	1204	Utilities Manager	24	E
PWD	1206	Facilities & Grounds Manager	24	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
REG	1301	Director of Elections	20	E
REG	1302	Deputy Voter Registrar	17	N

Changes noted in yellow

Powhatan County

Employee Classification and Compensation Plan - Amended July 25, 2016

Position Classifications

By Department Effective July 1, 2016

Dept	Position Number	Position Title	Grade	FLSA
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	N
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	N
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	N
SSD	1515	Family Services Specialist	17	N
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	N
SSD	1527	Community Action Program Coordinator	15	N
SSD	1529	Community Juvenile Officer	15	N
PRD	1605	Recreation Coordinator	21	E
PRD	1609	Recreation Technician	8	N

Changes noted in yellow

Powhatan County

Employee Classification and Compensation Plan - Amended July 25, 2016

Position Classifications

By Grade Effective July 1, 2016

Dept	Position Number	Position Title	Grade	FLSA
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
FRD	1121	Director of Public Safety Communications	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
PWD	1206	Facilities & Grounds Manager	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
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
PRD	1605	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 July 25, 2016

Position Classifications

By Grade Effective July 1, 2016

Dept	Position Number	Position Title	Grade	FLSA
PSO	1414	Detective	20	N
REG	1301	Director of Elections	20	E
FRD	1104	Emergency Management Coordinator	20	N
FRD	1105	EMS Coordinator	20	N
FRD	1103	Fire Marshall	20	N
LIB	1017	Librarian	20	N
FIN	806	Accounting Analyst	19	N
CDD	513	Building Inspector	19	N
CCC	403	Chief Deputy Clerk – Circuit Court	19	N
COR	603	Chief Deputy Revenue Commissioner	19	N
TRO	703	Chief Deputy Treasurer	19	N
SSD	1525	Children's Services Act Program Coordinator	19	N
ITD	907	Communications and IT Specialist	19	N
PSO	1431	Communications Manager	19	N
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	N
CA	108	Senior Executive Associate/ Deputy Clerk	19	N
SSD	1513	Senior Family Services Specialist	19	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	N
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	N
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 July 25, 2016

Position Classifications

By Grade Effective July 1, 2016

Dept	Position Number	Position Title	Grade	FLSA
CWA	305	Administrative Associate - Commonwealth Attorney	15	N
FRD	1106	Administrative Associate - Fire & Rescue	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
CDD	517	Community Development Technician	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 July 25, 2016

Position Classifications

By Grade Effective July 1, 2016

Dept	Position Number	Position Title	Grade	FLSA
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
PRD	1609	Recreation Technician	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 July 25, 2016

Position Classifications

By Position Effective July 1, 2016

Dept	Position Number	Position Title	Grade	FLSA
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	N
COR	603	Chief Deputy Revenue Commissioner	19	N
PSO	1403	Chief Deputy Sheriff	26	E
TRO	703	Chief Deputy Treasurer	19	N
SSD	1525	Children's Services Act Program Coordinator	19	N
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	N
PSO	1433	Communications Specialist	14	N
PSO	1432	Communications Supervisor	17	N
SSD	1527	Community Action Program Coordinator	15	N
CDD	517	Community Development Technician	12	N
SSD	1529	Community Juvenile Officer	15	N

Changes noted in yellow

Powhatan County

Employee Classification and Compensation Plan - Amended July 25, 2016

Position Classifications

By Position Effective July 1, 2016

Dept	Position Number	Position Title	Grade	FLSA
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
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
FRD	1121	Director of Public Safety Communications	27	E
PWD	1201	Director of Public Works	27	E
SSD	1501	Director of Social Services	28	E
FRD	1104	Emergency Management Coordinator	20	N
FRD	1105	EMS Coordinator	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	24	E
PWD	1242	Facilities Supervisor	19	N
SSD	1507	Family Services Manager	23	E
SSD	1515	Family Services Specialist	17	N
FRD	1101	Fire & Rescue Chief	28	E
FRD	1103	Fire Marshall	20	N
PSO	1406	First Sergeant	22	N

Changes noted in yellow

Powhatan County

Employee Classification and Compensation Plan - Amended July 25, 2016

Position Classifications

By Position Effective July 1, 2016

Dept	Position Number	Position Title	Grade	FLSA
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	903	IT Systems Administrator	22	N
ITD	905	IT Technician	17	N
LIB	1017	Librarian	20	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	N
CDD	502	Planning and Zoning Manager	24	E
CDD	508	Planning and Zoning Technician	12	N
PRD	1605	Recreation Coordinator	21	E
PRD	1609	Recreation Technician	8	N
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	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	1517	Social Services Systems Technician	15	N

Changes noted in yellow

Powhatan County

Employee Classification and Compensation Plan - Amended July 25, 2016

Position Classifications

By Position Effective July 1, 2016

Dept	Position Number	Position Title	Grade	FLSA
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	N
CDD	503	Zoning Administrator	22	E



Powhatan County Board of Supervisors Agenda Item

Meeting Date: July 25, 2016

Agenda Item Title: Ordinance O-2016-24 Granting a Conditional Use Permit (16-03-CUP) to Blanton and Debora Gordon to operate a country inn at 1659 Ballsville Road.

Motion: Move to (approve/deny/defer) Ordinance O-2016-24 based on public necessity, convenience, general welfare and good zoning practice

Dates Previously
Considered by Board: N/A

Summary of Item: The Applicants, Blanton and Debora Gordon, are requesting approval of a Conditional Use Permit (CUP) to operate a country inn for the lodging of overnight guests. The applicants propose the adaptive reuse of a barn located on a 3.5-acre parcel at 1659 Ballsville Road into the country inn. The property is located across Ballsville Road from Fairview Farm wedding venue located at 1660 Ballsville Road. The subject property is located on the west side of Ballsville Road approximately 1.0 mile north of Old Buckingham Road. The property is zoned A-10 and Country Inns are allowed by CUP in that zoning district. The 2010 Long-Range Comprehensive Plan designates the subject properties as Rural Preservation.

At the July 5, 2016 Planning Commission meeting, the Commission conducted a public hearing to consider the request and receive public comment. The Commission voted 4-0 (one member absent) to recommend approval of the request to the Board of Supervisors.

A public hearing has been scheduled for July 25, 2016.

Staff: N/A Approve Disapprove See Comments

Planning
Commission/Board: X Approve Disapprove See Comments
7/5/2016 (4-0)

County Administrator: N/A Approve Disapprove See Comments

Comments: None

Budget/Fiscal Impact: None

Attachments: O-2016-24, Staff Report, Legal Ads

Staff/Contact: March Altman, Deputy County Administrator – Community Development, 804-598-5605 maltman@powhatanva.gov

ORDINANCE O-2016-24
Granting a Conditional Use Permit to Fairview Farm Holdings, LLC
to operate a country inn on Tax Parcel #35-17A

WHEREAS, on May 6, 2016, Blanton and Debra Gordon requested a Conditional Use Permit (CUP) to operate a country inn on Tax Parcel #35-17A, as permitted by § 83-162(149) of the Powhatan County Zoning Ordinance; and

WHEREAS, §15.2-1427 and §15.2-1433 of the *Code of Virginia*, 1950, as may be amended from time to time, enable a local governing body to adopt, amend and codify ordinances or portions thereof, and

WHEREAS, §15.2-2280, §15.2-2285 and §15.2-2286 of the *Code of Virginia*, 1950, as amended, enables a local governing body to adopt and amend zoning ordinances; and

WHEREAS, on July 5, 2016, the Powhatan County Planning Commission held a public hearing on this matter and all of those who spoke on this topic were heard; and

WHEREAS, on July 5, 2016, the Powhatan County Planning Commission voted to recommend to the Board of Supervisors, approval of the request to grant the Conditional Use Permit; and

WHEREAS, the Powhatan County Board of Supervisors caused to be published a notice of public hearing on this matter in the Powhatan Today on July 13th and 20th, 2016; and

WHEREAS, the full text of this amendment was available for public inspection in the Powhatan County Administrator's Office, County Administration Building, 3834 Old Buckingham Road, Powhatan, Virginia 23139; and

WHEREAS, on July 25, 2016, the Powhatan County Board of Supervisors held a public hearing on this matter and all of those who spoke on this topic were heard.

NOW, THEREFORE, BE IT ORDAINED by the Powhatan County Board of Supervisors, in accordance with §83-123(f)(4) of the *Code of the County Powhatan*, public necessity, convenience, general welfare, and good zoning practice, that the CUP request submitted by Blanton and Debra Gordon for a Conditional Use Permit (CUP) to operate a country inn on Tax Parcel #35-17A is hereby approved subject to the following conditions:

1. The Applicant shall consent to annual administrative inspections by Planning Department Staff for compliance with the requirements of this CUP.
2. The Applicant shall sign the list of the adopted conditions for this CUP signifying acceptance and intent to comply with these conditions.
3. Failure to comply with the conditions of this CUP may result in the issuance of a Notice of Violation (NOV) by the Zoning Administrator. The Zoning Administrator may present this CUP to the Board of Supervisors for revocation if the NOV is not resolved as directed. Upon issuance of a third NOV of the permit, and failure of the permit holder to appeal to the Board of Zoning Appeals, the

Zoning Administrator shall present the CUP to the Board of Supervisors for revocation.

- 4. All activities associated with this CUP shall be in compliance with all State and Federal laws. The site shall fully comply with all applicable provisions of Section 83-162 of the Powhatan County Zoning Ordinance throughout the life of this CUP.
- 5. This conditional use permit (CUP) shall be issued to Fairview Farm Holdings LLC to operate a country inn on the lots.
- 6. No amplified music outside shall be permitted in connection with any activity associated with the country inn.
- 7. All lighting shall be placed, shielded, and directed in a manner that does not shine onto, or be intrusive upon, adjoining properties.
- 8. There shall be no use of dumpsters for garbage disposal storage. Any refuse receptacle shall be placed in a position that shields it from public view.
- 9. Address numbers need to be a minimum of four (4) inches in height, reflective, and located so they are highly visible from both directions on Route 630.
- 10. The country inn will observe quiet hours overnight from 11:00 p.m. to 7:00 a.m.
- 11. There shall be no restaurant established or operated as part of the country inn.

ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON JULY 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** _____
- Angela Y. Cabell** _____
- William E. Melton** _____
- Carson L. Tucker** _____



16-03-CUP, Blanton & Debora Gordon

Staff Report prepared for the Planning Commission Public Hearing

This report is prepared by the County of Powhatan Department of Community Development Staff to provide information to the Planning Commission and Board of Supervisors to assist in making an informed decision on this matter.

I. PUBLIC HEARINGS:

Planning Commission	July 5, 2016	Recommended Approval
Board of Supervisors	July 25, 2016	Public Hearing

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Request:	Conditional Use Permit to operate a country inn	
Existing Zoning:	A-10, Agricultural District	
Parcel Size:	3.46 acres	
Parcel ID#	35-17A	
Owner:	Fairview Farm Holdings LLC	
Location of Property:	1659 Ballsville Road	
Electoral District:	5	Smiths Crossroads/Pineville/Tobaccoville
2010 Land Use Plan Recommendation:	Rural Preservation	
Zoning of Surrounding Property:	North:	A-10
	South:	A-10
	East:	A-10
	West:	A-10

III. EXECUTIVE SUMMARY:

The applicants, Blanton and Debora Gordon, are requesting approval of a Conditional Use Permit (CUP) to operate a country inn for the lodging of overnight guests. The applicants propose the adaptive reuse of a barn located on a 3.5-acre parcel at 1659

Ballsville Road into the country inn. The property is located across Ballsville Road from Fairview Farm wedding venue located at 1660 Ballsville Road. The subject property is located on the west side of Ballsville Road approximately 1.0 miles north of Old Buckingham Road. The property is zoned A-10 and Country Inns are allowed by CUP in that zoning district. The 2010 Long-Range Comprehensive Plan designates the subject property as Rural Preservation.

A country inn is listed as a conditional use in the A-10 Agricultural District and the definition is as follows:

Country Inn – A business operated in one or more structures which offers overnight accommodations of up to twenty (20) rooms and may contain a full-service restaurant providing meals to guests and the general public with seating for no more than fifty (50) guests, meeting rooms, and banquet/event facilities; and may include related accessory uses such as an antique or gift shop, sale of baked, packaged or canned food products prepared on the premises, and recreational uses for the sole use of guests at the inn. The owner may or may not live on the premises.

Per §83.162(49) of the Zoning Ordinance, country inns are allowed by Conditional Use Permit (CUP) within the A-10 Agricultural District provided the use complies with all applicable requirements as listed in the Powhatan County Zoning Ordinance.

The Applicants currently operate a conference center and country inn (05-06-CUP) on parcel 35-17B across from this lot. The requested use of a country inn will complement the existing uses.

At the July 5, 2016 Planning Commission meeting, the Commission conducted a public hearing to solicit public comment on the request. No citizens spoke during the public hearing. The Commission discussed the request and concern regarding the definition of a County Inn and ability to have a restaurant as part of the inn. The applicant indicated that there were no plans to have a restaurant as part of the country inn. After discussing the request, the Commission voted 4-0 (one member absent) to recommend approval of the request to the Board of Supervisors with the addition of a condition that there would not be a restaurant in the country inn.

IV. APPLICABLE CODE SECTIONS:

The provisions of the Zoning Ordinance that are germane to this conditional use request are as follows:

Section 83-123(F) (4) - Conditional Use Permit Review Standards

A Conditional Use Permit shall be approved if the applicant demonstrates the proposed conditional use:

- a) Is consistent with the purposes, goals, objectives, and policies of the comprehensive plan and other applicable county-adopted plans;
- b) Complies with all applicable zoning district-specific standards in **Articles III through VI**;
- c) Complies with all applicable use-specific standards in **Article VII: Use Standards**;
- d) Complies with all applicable development and design standards in **Article VIII: Development Standards**;
- e) Complies with all relevant subdivision and infrastructure standards in **Chapter 68: Subdivisions** of the **Powhatan County Code**;
- f) Is appropriate for its location and is compatible with the general character of surrounding lands and the uses allowed in the zoning district where proposed;
- g) Adequately screens, buffers, or otherwise minimizes adverse visual impacts on adjacent lands;
- h) Avoids significant adverse odor, noise, glare, and vibration impacts on surrounding lands regarding refuse collection, service delivery, parking and loading, signs, lighting, and other site elements;
- i) Avoids significant deterioration of water and air resources, scenic resources, and other natural resources;
- j) Maintains safe and convenient ingress and egress and traffic flow onto and through the site by vehicles and pedestrians, and safe road conditions around the site;
- k) Complies with all other relevant county, state and federal laws and standards; and
- l) Is required by the public necessity, convenience, general welfare, or good zoning practice.

Section 83-123(F) (5) - Expiration

A Conditional Use Permit shall expire in accordance with any expiration date or provisions in a condition of its approval. A Conditional Use Permit shall automatically expire if a Building Permit, Site Plan, or other county approval, whichever occurs first, for the development granted by the Conditional Use Permit, is not obtained within two (2) years after the date of approval of the Conditional Use Permit, or if no subsequent county approval is required, the development is not completed and operational within two (2) years.

V. SUBJECT PROPERTY:

The subject property is a 3.46-acre parcel that includes a barn that will be converted into the country inn. The property is surrounded by A-10 Agricultural zoned properties to the east, west, north, and south.



VI. LAND USE ANALYSIS:

The existing barn to the right of the driveway will be converted for use as a country inn to support the activities on parcel 35-17B, which is used as a wedding venue and country inn. The property has an existing driveway that provides access to Ballsville Road.



VII. COMPREHENSIVE PLAN ANALYSIS:

The 2010 Long-Range Comprehensive Plan designates the subject property as Rural Preservation on the Countywide Land Use Plan Map. This request is generally consistent with the Comprehensive Plan, and specifically supports Objective #7 for Economic Development to “promote environmentally sensitive tourism that attracts visitors from outside the county” through “...tourism based businesses to create an array of attractive destinations in the county.”

VIII. PUBLIC SERVICE ANALYSIS:

Environmental:

Shaun Reynolds (Powhatan County Community Development) has no concerns with this request.

Public Safety:

Pat Schoeffel (Powhatan County Fire Department) had no comments on this request.

Virginia Department of Health:

Richard Michniak (VDH) had no comments on this request:

Transportation:

The Virginia Department of Transportation had no objection to this request.

Public Utilities:

Johnny Melis (Powhatan Utilities/General Services) stated that the parcel is outside of the County’s Water and Wastewater Service District.

Other County Departments:

No comments were received from other agencies or County Departments.

IX. APPLICANT'S POSTIONS:

The applicant's justification for the proposed request is contained in the application.

X. STAFF RECOMMENDATION:

In accordance with public necessity, convenience, general welfare and good zoning practice, Staff recommends the following conditions if the Planning Commission approves the request submitted by Blanton and Debora Gordon to operate a country inn at 1659 Ballsville Road:

Conditions:

1. The Applicant shall consent to annual administrative inspections by Planning Department Staff for compliance with the requirements of this CUP.
2. The Applicant shall sign the list of the adopted conditions for this CUP signifying acceptance and intent to comply with these conditions.
3. Failure to comply with the conditions of this CUP may result in the issuance of a Notice of Violation (NOV) by the Zoning Administrator. The Zoning Administrator may present this CUP to the Board of Supervisors for revocation if the NOV is not resolved as directed. Upon issuance of a third NOV of the permit, and failure of the permit holder to appeal to the Board of Zoning Appeals, the Zoning Administrator shall present the CUP to the Board of Supervisors for revocation.
4. All activities associated with this CUP shall be in compliance with all State and Federal laws. The site shall fully comply with all applicable provisions of Section 83-162 of the Powhatan County Zoning Ordinance throughout the life of this CUP.
5. This conditional use permit (CUP) shall be issued to Fairview Farm Holdings LLC to operate a country inn on the lot~~s~~.
6. No amplified music outside shall be permitted in connection with any activity associated with the country inn.
7. All lighting shall be placed, shielded, and directed in a manner that does not shine onto, or be intrusive upon, adjoining properties.
8. There shall be no use of dumpsters for garbage disposal storage. Any refuse receptacle shall be placed in a position that shields it from public view.
9. Address numbers need to be a minimum of four (4) inches in height, reflective, and located so they are highly visible from both directions on Route 630.
10. The country inn will observe quiet hours overnight from 11pm to 7am.

XI. PLANNING COMMISSION RECOMMENDATION:

In accordance with Section 83-123(F)(4), of the Powhatan Zoning Ordinance, and public necessity, convenience, general welfare and good zoning practice, the Planning Commission recommends *approval* of the request submitted by Blanton and Debora Gordon to issue a conditional use permit to Fairview Farm Holdings LLC to operate a country inn at 1659 Ballsville Road subject to the following conditions, as amended:

Conditions:

1. The Applicant shall consent to annual administrative inspections by Planning Department Staff for compliance with the requirements of this CUP.
2. The Applicant shall sign the list of the adopted conditions for this CUP signifying acceptance and intent to comply with these conditions.
3. Failure to comply with the conditions of this CUP may result in the issuance of a Notice of Violation (NOV) by the Zoning Administrator. The Zoning Administrator may present this CUP to the Board of Supervisors for revocation if the NOV is not resolved as directed. Upon issuance of a third NOV of the permit, and failure of the permit holder to appeal to the Board of Zoning Appeals, the Zoning Administrator shall present the CUP to the Board of Supervisors for revocation.
4. All activities associated with this CUP shall be in compliance with all State and Federal laws. The site shall fully comply with all applicable provisions of Section 83-162 of the Powhatan County Zoning Ordinance throughout the life of this CUP.
5. This conditional use permit (CUP) shall be issued to Fairview Farm Holdings LLC to operate a country inn on the lots.
6. No amplified music outside shall be permitted in connection with any activity associated with the country inn.
7. All lighting shall be placed, shielded, and directed in a manner that does not shine onto, or be intrusive upon, adjoining properties.
8. There shall be no use of dumpsters for garbage disposal storage. Any refuse receptacle shall be placed in a position that shields it from public view.
9. Address numbers need to be a minimum of four (4) inches in height, reflective, and located so they are highly visible from both directions on Route 630.
10. The country inn will observe quiet hours overnight from 11pm to 7am.
11. There shall be no restaurant established or operated as part of the country inn.

XII. PROPOSED RESOLUTION:

In accordance with Section 83-123(F)(4), of the Powhatan Zoning Ordinance, and public necessity, convenience, general welfare and good zoning practice, the Board of Supervisors (*approves / denies / defers*) the request submitted by Blanton and Debora Gordon to issue a conditional use permit to Fairview Farm Holdings LLC to operate a country inn at 1659 Ballsville Road subject to the conditions presented above, as amended to prohibit the establishment of a restaurant in the country inn.

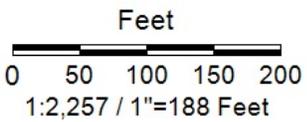
Attachment(s):

1. Map of the General Area of Proposal
2. Zoning Map of Area
3. Application for Conditional Use Permit submitted by Blanton & Debora Gordon
4. Letter from VDOT, dated 6/10/2016
5. List of Adjacent Property Owners
6. Letter to Adjacent Property Owners
7. Affidavit of Mailing

Powhatan County

Legend

-  County Boundary
-  Places
-  Addresses
-  Parcels



Title: 16-03-CUP Area Map

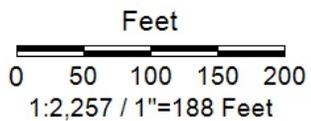
Date: 6/28/2016

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Powhatan County

Legend

-  County Boundary
-  Places
-  Addresses
-  Parcels
- Zoning**
-  Agriculture A-10
-  Agricultural/Animal Confinement
-  Commercial
-  Courthouse Square Center
-  Industrial - 1
-  Industrial - 2
-  Mining
-  Office
-  Residential - 2
-  Rural Residential 5
-  Residential Commercial
-  Residential Utility
-  Rural Residential



Title: 16-03-CUP Zoning Map

Date: 6/28/2016

DISCLAIMER: ALL INFORMATION DEPICTED ON THIS MAP SHALL BE TREATED AS CONFIDENTIAL INFORMATION AND SHALL ONLY BE USED FOR THE SOLE PURPOSE FOR WHICH IT WAS PROVIDED. ANY OTHER USE OF THIS MAP, OR THE INFORMATION INCLUDED THEREON, IS STRICTLY PROHIBITED. THE DATA SHOWN ON THIS MAP IS FOR INFORMATION PURPOSES ONLY. THIS MAP MAY NOT BE COPIED OR OTHERWISE MADE AVAILABLE TO ANY OTHER PARTY IN PAPER OR ELECTRONIC FORMAT.

**APPLICATION FOR CONDITIONAL USE PERMIT
POWHATAN COUNTY, VIRGINIA**

(NOTE: Please type or print all information)

1. Applicant

NAME: Blanton and Debora Gordon

ADDRESS: 1630 Ballsville Rd.

TELEPHONE: 804-938-2001

Is the applicant the: Property Owner () Contract Purchaser ()
Check appropriate designation

Other:

2. Please list all owners, occupants, or parties in interest of the property:

Blanton Gordon

Debora Gordon

3. The property is located at: (please give exact directions, including Route number of your road or street)

1659 Ballsville Rd.

4. The property has a road frontage of 848 feet and a depth of 276 and consists of acres. (Please be exact) 3.468

(THIS SECTION TO BE COMPLETED BY COUNTY STAFF)

Case Number 16-03-CUP

Submittal Deadline 5/6/2016

PC Meeting 7/5/2016

BOS Meeting _____

10. Please list (type or print) all of the individuals, firms, or corporations owning all adjacent properties, including those across the road/street from the property where requested use will be conducted. (Continue on back if necessary). These persons will be notified by mail of this application:

Parcel Number

Name

Address

Doug Brush

11. Additional comments, if any:

STATEMENT FOR VALIDITY OF INFORMATION

Every applicant shall sign the following document to substantiate the validity of submitted information.

State of Virginia
County of Powhatan to wit:

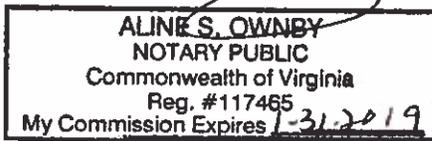
I, BLANTON GORDON, declare that I have familiarized myself with the rules and regulation pertaining to preparing and filing this application. I further declare that the foregoing statements and answers provided throughout the various sections of this application are in all respects true and correct to the best of my knowledge and belief.

Signed Blanton Gordon

Print Name BLANTON GORDON

Subscribed and sworn to before me this 4th day of May, 2016.

Aline S. Ownby
Notary Public



OWNERSHIP DISCLOSURE

Both the Code of Virginia and the County Zoning Ordinance allow the County to request full disclosure of ownership in properties subject to this request. To assist us in obtaining this information, please complete this form in full.

Please list below the names and addresses of all owners or parties in interest of the land subject to this request:

NOTE: If this request is in the name of a corporation, artificial person, joint venture, trust, or other form of ownership, all officers, directors, and any stock holders owning ten percent or more of such stock must be listed.

NAME

ADDRESS (Include Zip Code)

Blanton Gordon

Debora Gordon

I, Blanton Gordon, do hereby swear and affirm that to the best of my knowledge and belief, the above information is true and that I am the applicant for this request for parcel number(s) 35-17A of tax map number(s) _____ requesting Rezoning, Conditional Use Permit, and Variance/Appeal. **(Please circle one)**

If the above information changes at any time while this case is being considered, I will provide the County with an updated list.

Blanton Gordon

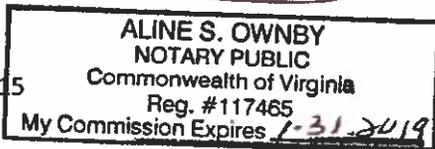
Signature

STATE OF VIRGINIA
COUNTY OF POWHATAN, to wit:

This day 4th day May 2016 Blanton Gordon personally appeared before me, Aline S Ownby a Notary Public in and for the County and State aforesaid, and swore or affirmed that the matters stated in the foregoing Ownership Disclosure Affidavit are true to the best of his/her knowledge and belief.

Given under my hand this 4th day of May, 2016.

Aline S Ownby
Notary Public



09112015
CUP

LIMITED POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

1. That I/We

Name BLANTON GORDON Telephone 938-2001
Address 1630 BALLSVILLE RD
Name DEBORAH GORDON Telephone _____
Address SAME
Name _____ Telephone _____
Address _____
Name _____ Telephone _____
Address _____

being all of the owner(s) of the property described as County tax map numbers:

35-17A

and authorized to take such action, do hereby make, constitute and appoint:

2. Name BLANTON GORDON Telephone _____
Address SAME AS ABOVE

to act as my/our true and lawful attorney-in-fact for and in my/own name, place and stead with full power and authority I/we would have if acting personally to seek rezoning, conditional use, or variance, and to set forth and offer such legally acceptable voluntarily proffered conditions including any additions, amendments, modifications or deletions thereto that in his discretion are deemed reasonable, appropriate and necessary except as follows:

3. _____

4. In witness whereof, I/we have hereto set my/our hand and seal this

____ day of _____ 20____.

Signature(s)

Signature(s)

Signature(s)

Signature(s)

Witnessed
by: _____

Witnessed
by: _____

NOTE: This document, with original signatures, shall be filed with the application and become a permanent part thereof.

APPLICANT'S PERMISSION FOR INSPECTION OF PROPERTY

I, Blanton Gordon, hereby grant access to the Planning Director, Zoning Administrator, or assigns thereof, to enter my property during reasonable hours without prior notice to make inspections as deemed necessary for the evaluation of my application for _____ (Specify type of request – rezoning, conditional use permit, private road, variance, etc.).

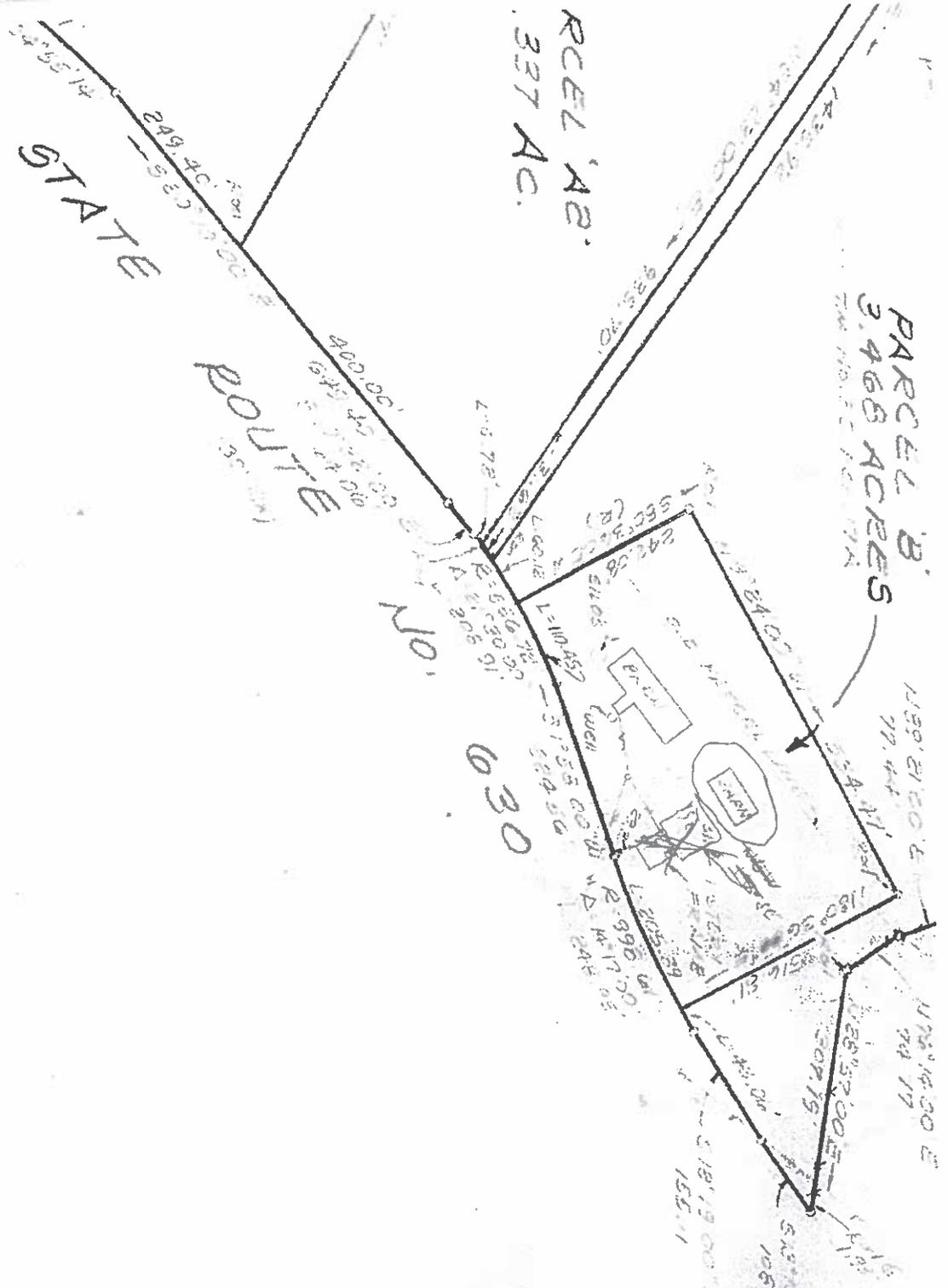
Blanton Gordon
Applicant's Signature

5/4/16
Date

Subscribed and sworn to before me this 4th day of May, 2016.

Alina S. Ownby
Notary Public's Signature

ALINE S. OWNBY
NOTARY PUBLIC
Commonwealth of Virginia
Reg. #117465
My Commission Expires 31-2019



PLAT SHOWING 5 PARCELS
 OF LAND LYING ON THE WEST
 LINE OF STATE ROUTE NO. 630
 MADON DISTRICT - MOUNTAIN COUNTY VA.

DATE APRIL 14 2005



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION

RICHMOND DISTRICT
2430 Pine Forest Drive
COLONIAL HEIGHTS, VA 23834
www.VDOT.Virginia.gov

Charles A. Kilpatrick, P.E.
COMMISSIONER

June 10, 2016

David Dameron
Zoning Administrator
Powhatan County Zoning
3834 Old Buckingham Road
Powhatan, Virginia 23139

REFERENCE: **16-03-CUP. Blanton and Debora Gordon**
(Smiths Crossroads/Pineville/Tobaccoville Electoral District)
Date VDOT Received: **05/12/16**

Dear Mr. Dameron:

The Virginia Department of Transportation has reviewed the request submitted for a conditional use permit (CUP) to operate a country inn in the Agricultural District per §83-162(49) of the Powhatan County Zoning Ordinance. The 2010 Long-Range Comprehensive Plan designates the subject property as Rural Preservation on the Countywide Land Use Plan Map. The property is located at 1659 Ballsville Road and is approximately 3.46 acres in size. Reference to Tax Map Parcel #35-17A.

The Virginia Department of Transportation takes no exception to this request for the identified proposed use of this property. Any modifications to the access point(s) on Ballsville Road will be subject to VDOT review and permitting requirements.

Should you have any questions, or need any additional information, please do not hesitate to contact me at (804) 674-2560, or Brian Lokker at (804) 674-3874.

Sincerely,

A handwritten signature in cursive script that reads 'J.T. Phillippe'.

J.T. Phillippe
Plan Reviewer
VDOT Richmond District
Central Area Land Use

AFFIDAVIT

CASE #: O-2016-24

SECTION #: 35-17A

NAME: Blanton and Debora Gordon (16-03-CUP)

LETTERS MAILED: July 18, 2016

**COMMONWEALTH OF VIRGINIA,
COUNTY OF POWHATAN, to-wit:**

The undersigned affiant, first being duly sworn, states that this affidavit is made pursuant to Va. Code 15.2-2204 to certify that written notice of a pending public hearing on the above case has been sent by first-class mail to the last known address as shown by the current real estates tax assessment books of the owners of each parcel butting and immediately across the street from the affected property.


Signature

Sworn and subscribed to before me a Notary Public in and for the jurisdiction aforesaid this day 18 of July, 2016.


Notary Public



July 18, 2016

The Powhatan County *Board of Supervisors*, on **July 25, 2016, at 7:00 p.m.** in the **Powhatan Village Building Auditorium, 3910 Old Buckingham Road**, will hold a public hearing taking under consideration the following:

CONDITIONAL USE PERMIT

O-2016-24. Blanton and Debora Gordon (16-03-CUP), (Smiths Crossroads/Pineville/Tobaccoville Electoral District) request a conditional use permit (CUP) to operate a country inn in the Agricultural District per §83.162(49) of the Zoning Ordinance. The 2010 Long-Range Comprehensive Plan designates the subject property as Rural Preservation on the Countywide Land Use Plan Map. The property is located at 1659 Ballsville Road and is approximately 3.46 acres in size. Reference Tax Map Parcel #35-17A

As an adjacent property owner, you are being notified of the request. All Planning Commission meetings are open to the public and you are encouraged to attend on the day and time specified above. Copies of the proposed plans, ordinances, or amendments may be reviewed in the Department of Planning and Community Development in the Powhatan County Administration Building between 8:30 AM and 5:00 PM of each business day. Copies of staff reports are available one week prior to the Public Hearing upon request.

If you have any questions or would like more information on the request, please contact the Planning Department at 598-5621.

Sincerely,

Department of Community Development Staff

NOTICE OF PUBLIC HEARING
POWHATAN COUNTY BOARD OF
SUPERVISORS

The Board of Supervisors of Powhatan County, pursuant to Section 15.2-2204 of the Code of Virginia, will conduct a public hearing in the Village Building Auditorium, located at 3910 Old Buckingham Road, Powhatan, Virginia, at **7:00 p.m. on Monday, July 25, 2016**. The purpose of the public hearing is to receive public comment on the following:

- **O-2016-24: Blanton and Debora Gordon (16-03-CUP), (Smiths Crossroads/Pineville/Tobaccoville Electoral District)** request a conditional use permit (CUP) to operate a country inn in the Agricultural District per §83.162(49) of the Zoning Ordinance. The property is located at 1659 Ballsville Road and is approximately 3.46 acres in size. Density will be controlled by zoning conditions or ordinance standards. The 2010 Long-Range Comprehensive Plan designates the subject property as Rural Preservation on the County-wide Land Use Plan Map. Reference Tax Map Parcel #35-17A.

- **R-2016-56: County of Powhatan (Powhatan Courthouse/Mt. Zion Electoral District)** pursuant to §15.2-1800 of the Code of Virginia, the County will conduct a public hearing to dispose of approximately 3.129 acres of land, identified as 3977 Old Buckingham Road, to the Powhatan County School Board for the purpose of constructing a vehicle maintenance facility on said parcel. Reference Tax Map Parcel #26B2-1-9.

Copies of the proposed Ordinance(s) may be reviewed at the Powhatan County Administrator's Office located at 3834 Old Buckingham Road, Suite A, Powhatan, Virginia, during normal business hours. All interested persons are invited to attend and participate in the public hearings. Persons requiring special assistance to attend and participate in these hearings should contact the Powhatan County Administrator's Office at (804) 598-5612 at least three days prior to the meeting.



Powhatan County Board of Supervisors Agenda Item

Meeting Date: July 25, 2016

Agenda Item Title: Public Hearing on the disposition of a 3.129 acre portion of 3977 Old Buckingham Road and Resolution R-2016-56 authorizing the Conveyance to the Powhatan County School Board

Motion: Move to approve Resolution R-2016-56 as presented

Dates Previously Considered by Board: May 18, 2015 – Resolution R-2015-48 Authorizing Chairman to Execute Documents to Purchase 3977 Old Buckingham Road
January 20, February 3 and February 17, 2016 - Board / School Board Joint workshops

Summary of Item: On May 15, 201, the Board of Supervisors authorized the purchase of 3977 Old Buckingham Road for use along with the current school bus garage site as the site of new Joint PCPS / County Transportation Facility. Pursuant to 15.2-1800 of the Code of Virginia, the Board of Supervisors must hold a public hearing to dispose of real property.

Staff recommends transferring ownership of a 3.129-acre portion of the parcel, as shown on the attached plat as "Parcel 'A'", to the Powhatan County School Board. The remaining 1.249-acre parcel, "Parcel 'B'" on the attached plat, will be used by the County as the location of the water storage tower.

A public hearing has been advertised for July 25, 2016.

Staff: Approve Disapprove See Comments

Planning Commission/Board: Approve Disapprove See Comments

County Administrator:  Approve Disapprove See Comments

Comments: None

Budget/Fiscal Impact: None

Attachments: R-2016-56, Deed, Plat, Legal Ads, R-2015-48

Staff/Contact: March Altman, Deputy County Administrator – Community Development, 804-598-5605 maltman@powhatanva.gov

RESOLUTION
AUTHORIZATION OF THE CONVEYANCE OF A PORTION (3.129 ACRES) OF THE
LOT AT 3977 OLD BUCKINGHAM ROAD, POWHATAN, VIRGINIA TO THE
POWHATAN COUNTY PUBLIC SCHOOLS SCHOOL BOARD

WHEREAS, the Board of Supervisors adopted Resolution R-2015-48 on May 15, 2015 authorizing the purchase the Lot at 3977 Old Buckingham Road for the Joint Powhatan County Public Schools (PCPS) / Powhatan County Transportation Facility; and

WHEREAS, the Board of Supervisors and PCPS School Board have agreed that the Joint PCPS / County Transportation Facility will be owned and operate the by PCPS School Board; and

WHEREAS, pursuant to Va. Code §[15.2-1800](#)(B) the Board of Supervisors of Powhatan County may sell real property it owns after a public hearing concerning such disposal is held; and

WHEREAS, a public hearing on the disposition of real property at 3977 Old Buckingham Road was held on July 25, 2016.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Powhatan County that the Chairman of the Powhatan County Board of Supervisors is authorized to execute all documents, as approved by the County Attorney, to convey a portion (3.129 acres) of the lot at 3977 Old Buckingham Road, Powhatan, Virginia to the Powhatan County Public Schools School Board.

ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON JULY 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 _____
Angela Y. Cabell _____
William E. Melton _____
Carson L. Tucker _____

This Document was prepared by:

GPIN/Tax Map Nos. 26B2-1-9
(portion of)

Thomas E. Lacheneay, Esquire
Powhatan County Attorney
3834 OLD BUCKINGHAM RD.
SUITE A
POWHATAN, VA. 23139

This Deed is exempt from all recordation taxes, Grantor's tax and Clerk's fee pursuant to § 58.1-811A(1), § 58.1-811C(4), and § 17.1-266 of the Code of Virginia

DEED

This DEED is made this ___ day of July, 2016 by and between the **COUNTY OF POWHATAN, VIRGINIA**, a political subdivision of the Commonwealth of Virginia, hereinafter called "Grantor" and, **THE POWHATAN COUNTY SCHOOL BOARD**, hereinafter called "Grantee."

WITNESSETH

WHEREAS, the County of Powhatan, Virginia owns certain real property located in the county known as Tax Map Parcel No. 26B2-1-9 (the "Property"); and

WHEREAS, Virginia Code § 15.2-1800(B) provides that any locality may sell real property it owns, provided that no such real property shall be disposed of until the governing body has held a public hearing concerning such disposal; and

WHEREAS, the Powhatan County Board of Supervisors held a public hearing at its regular meeting on July 25, 2016 and, with a quorum of members present and voting, unanimously approved conveyance of a portion of the Property (3.129 acres) to the Grantee, and further authorized the Chairman of the Powhatan County Board of Supervisors to execute all documents in furtherance of this conveyance; and which approval is attached hereto and made a part hereof as **Exhibit A**; and

WHEREAS, the Grantee desires to acquire that portion of the Property; and

WHEREAS, both parties hereto agree that this conveyance to the Grantee, is in the public interest;

NOW, THEREFORE, for and in consideration of the sum of Ten Dollars (\$10.00) cash in hand paid, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantor does hereby grant and convey unto Grantee in fee simple, with SPECIAL WARRANTY OF TITLE, the following described real estate, to wit:

All that certain lot, piece or parcel of land, with all improvements thereon and appurtenances thereto belonging, lying and being in the Spencer District, Powhatan County, Virginia, designated as PARCEL A, containing 3.129 acres of land, all as shown on plat of survey prepared by Woodrow K. Cofer, Inc., Certified Land surveyor, dated May 12, 2016 and entitled, "PLAT SHOWING 2 PARCELS

OF LAND LYING ON THE SOUTH LINE OF STATE ROUTE NO. 13, SPENCER DISTRICT – POWHATAN COUNTY, VA.”, a copy of which plat is attached hereto as **Exhibit B** and made a part of this conveyance, to which plat reference is made for a more particular description of the real estate herein conveyed.

LESS AND EXCEPT a thirty (30) foot access easement providing ingress to and egress from TMP# 26B2-1-8 and State Route No. 13, shown on the attached PLAT as “30’ Access Easement” which is hereby reserved for the owners of TMP# 26B2-1-8, their successors in interest and/or assigns.

LESS AND EXCEPT a fifty (50) foot easement, shown on the attached PLAT as “50’ Access & Utility Esmt.” providing a utility easement and ingress to and egress from Parcel B and State Route No. 13. A portion of the 50’ easement lies over the 30’ access easement.

BEING a portion of the same property conveyed to The County of Powhatan, Virginia, by Deed from Kenneth G. Carter and Margaret G. Carter, husband and wife, dated June 29, 2015, recorded July 7, 2015 in the Clerk’s Office, Circuit Court, Powhatan County, Virginia, in Deed Book 871, page 854.

Conditions and Restrictions:

1. The right and use of the 30’ Access Easement shall not be impeded or denied to the owners of TMP# 26B2-1-8
2. This conveyance is made subject to any and all covenants, conditions, restrictions, easements and agreements as are of record, if any, insofar as they may be lawfully applicable to the property hereby conveyed.

This conveyance was accepted by the Powhatan County School Board by Resolution dated July ____, 2016, a copy of which is attached hereto and made a part hereof (**Exhibit C**).

Pursuant to Code of Virginia § 22.1-128, a policy of insurance has been purchased by the Grantee. (Title Insurance Underwriter for County’s purchase of property: **Old Republic National Title Insurance Co.**)

[The remainder of this page is intentionally left blank

Signatures appear on the following page]

WITNESS the following signatures and seals:

GRANTOR: COUNTY OF POWHATAN, VIRGINIA,
a political subdivision of the Commonwealth of Virginia

William E. Melton, Chairman
Powhatan County Board of Supervisors

COMMONWEALTH OF VIRGINIA
COUNTY OF POWHATAN

The foregoing Deed was acknowledged before me in the jurisdiction aforesaid this ____ day of _____, 2016, by **William E. Melton**, acting in his capacity as Chairman of the Powhatan County Board of Supervisors, Virginia, on behalf of The County of Powhatan, Virginia.

My Commission expires _____ Notary Registration No. _____

Notary Public

Accepted by The Powhatan County School Board

BY: _____
James Kunka, Chairman
Powhatan County School Board

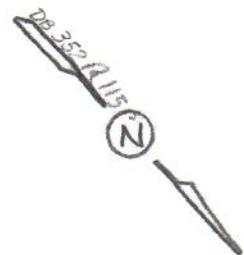
Grantee's Address:
2320 Skaggs Road
Powhatan, Virginia 23139

APPROVED AS TO FORM:

BY: _____
Thomas E. Lacheney, County Attorney

COUNTY OF POWHATAN
DB. 409 PG. 79
T.M. NO. 2682-1-20

COUNTY OF POWHATAN
DB. 333 PG. 435
T.M. NO. 26-62



APPROVED BY POWHATAN
COUNTY PLATS OFFICER
Ed Howell
PLATS OFFICER
5/13/2016
DATE PARCEL DIVISION

POWHATAN COUNTY
SCHOOL BOARD
T.M. NO. 2682-1-24

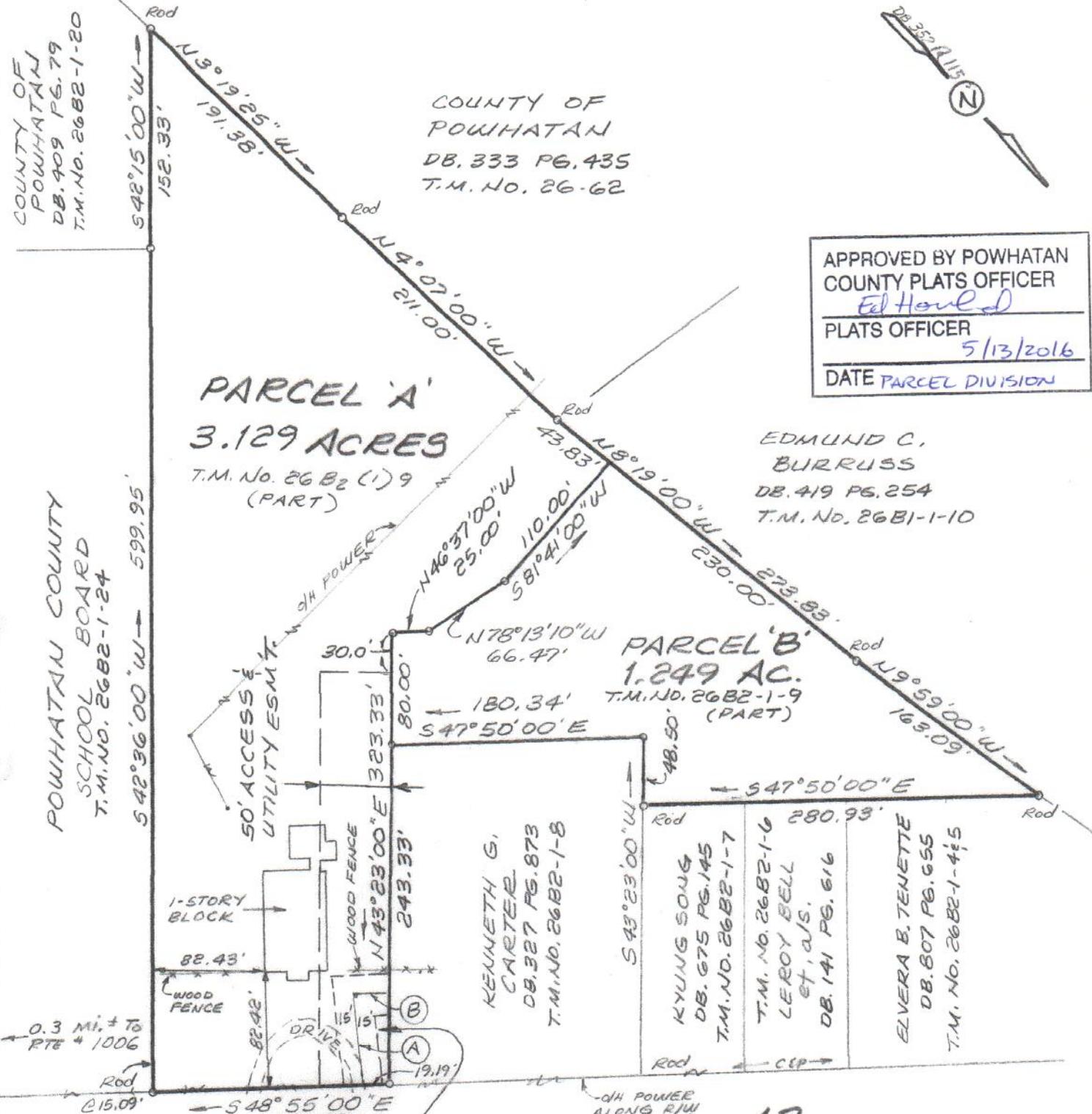
PARCEL 'A'
3.129 ACRES

T.M. No. 26 B₂ (1) 9
(PART)

EDMUND C.
BURRUSS
DB. 419 PG. 254
T.M. No. 26 B₁-1-10

PARCEL 'B'
1.249 AC.

T.M. NO. 26 B₂-1-9
(PART)



ESMT

(A) S36°19'00"W
60.20'

(B) N48°55'00"W
26.60'

STATE ROUTE No. 13

30' ACCESS
EASEMENT

**PLAT SHOWING 2 PARCELS
OF LAND LYING ON THE SOUTH
LINE OF STATE ROUTE No. 13**

SPENCER DISTRICT - POWHATAN COUNTY, VA.

DATE: MAY 12, 2016

SCALE: 1" = 100'

NOTE:

THIS PROPERTY IS NOT WITHIN A FEMA
DEFINED FLOOD HAZARD AREA,
SEE PANEL NO. 51145C0120B.

ADDRESS: 3979 OLD BUCKINGHAM ROAD (PARCEL 'A')

Woodrow K. Cofer

05-12-2016

WOODROW K. COFER, INC.
CERTIFIED LAND SURVEYOR
POWHATAN, VIRGINIA
(804) 598-2014

JN: 863

RESOLUTION
AUTHORIZATION TO PURCHASE THE LOT AT 3977 OLD BUCKINGHAM ROAD,
POWHATAN, VIRGINIA

WHEREAS, pursuant to Va. Code §[15.2-1800](#) the Board of Supervisors of Powhatan County may purchase real property within the County for public use; and

WHEREAS, the Board of Supervisors adopted Resolution R-2014-69 on August 4, 2014 budgeting and appropriating \$500,000 for a Joint Powhatan County Public Schools (PCPS) / County Transportation Facility; and

WHEREAS, the Board of Supervisors and School Board held joint workshops on the capital improvement program on March 23, 2015, March 24, 2015, April 1, 2015 and April 22, 2015 and mutually identified the Joint PCPS / County Transportation Facility as one of the priority capital needs; and

WHEREAS, the lot at 3977 Old Buckingham Road is for sale and is adjacent to 3975 Old Buckingham Road, which is owned by the PCPS School Board and is the location of the current PCPS Bus Garage; and

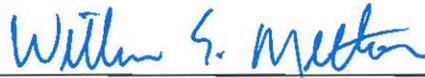
WHEREAS, County staff has confirmed with PCPS staff that the combined acreage of 3977 Old Buckingham Road and 3975 Old Buckingham Road is sufficient for the Joint PCPS / County Transportation Facility; and

WHEREAS, County staff has negotiated the purchase of 3977 Old Buckingham Road for \$210,000; and

WHEREAS, County staff is negotiating with the owner of 3979 Old Buckingham Road a land transfer between the lots at 3977 Old Buckingham Road and 3979 Old Buckingham Road.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Powhatan County that the Chairman of the Powhatan County Board of Supervisors is authorized to execute all documents, as approved by the County Attorney, to purchase for \$210,000 the lot at 3977 Old Buckingham Road, Powhatan, Virginia, including a potential land transfer agreement between 3977 Old Buckingham Road and 3979 Old Buckingham Road.

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>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>

AFFIDAVIT

R-2016-56 via
CASE #: ~~O-2016-25~~

NAME: County of Powhatan (16-03-REZ), (Powhatan Courthouse/Mt. Zion Electoral District)

LETTERS MAILED: July 18, 2016

**COMMONWEALTH OF VIRGINIA,
COUNTY OF POWHATAN, to-wit:**

The undersigned affiant, first being duly sworn, states that this affidavit is made pursuant to Va. Code 15.2-2204 to certify that written notice of a pending public hearing on the above case has been sent by first-class mail to the last known address as shown by the current real estates tax assessment books of the owners of each parcel butting and immediately across the street from the affected property.

Nancy Baertter
Signature

Sworn and subscribed to before me a Notary Public in and for the jurisdiction aforesaid this day 18 of July, 2016.

Bonni G. Johnston
Notary Public



July 18, 2016

Dear Adjoining Landowner,

The Powhatan County *Board of Supervisors*, on **July 25, 2016 at 7:00 p.m.** in the **Powhatan Village Building Auditorium, 3910 Old Buckingham Road**, will hold a public hearing taking under consideration the following:

REZONING REQUEST

R-2016-56: County of Powhatan (Powhatan Courthouse/Mt. Zion Electoral District) pursuant to §15.2-1800 of the Code of Virginia, the County will conduct a public hearing to dispose of approximately 3.129 acres of land, identified as 3977 Old Buckingham Road, to the Powhatan County School Board for the purpose of constructing a vehicle maintenance facility on said parcel. Reference Tax Map Parcel #26B2-1-9.

As an adjacent property owner, you are being notified of the request. All Planning Commission meetings are open to the public and you are encouraged to attend on the day and time specified above. Copies of the proposed plans, ordinances, or amendments may be reviewed in the Department of Planning and Community Development in the Powhatan County Administration Building between 8:30 AM and 5:00 PM of each business day. Copies of staff reports are available one week prior to the Public Hearing upon request.

If you have any questions or would like more information on the request, please contact the Planning Department at 598-5621.

Sincerely,

Community Development Department Staff

NOTICE OF PUBLIC HEARING
POWHATAN COUNTY BOARD OF
SUPERVISORS

The Board of Supervisors of Powhatan County, pursuant to Section 15.2-2204 of the Code of Virginia, will conduct a public hearing in the Village Building Auditorium, located at 3910 Old Buckingham Road, Powhatan, Virginia, at **7:00 p.m. on Monday, July 25, 2016**. The purpose of the public hearing is to receive public comment on the following:

- **O-2016-24: Blanton and Debora Gordon (16-03-CUP), (Smiths Crossroads/Pineville/Tobaccoville Electoral District)** request a conditional use permit (CUP) to operate a country inn in the Agricultural District per §83.162(49) of the Zoning Ordinance. The property is located at 1659 Ballsville Road and is approximately 3.46 acres in size. Density will be controlled by zoning conditions or ordinance standards. The 2010 Long-Range Comprehensive Plan designates the subject property as Rural Preservation on the County-wide Land Use Plan Map. Reference Tax Map Parcel #35-17A.

- **R-2016-56: County of Powhatan (Powhatan Courthouse/Mt. Zion Electoral District)** pursuant to §15.2-1800 of the Code of Virginia, the County will conduct a public hearing to dispose of approximately 3.129 acres of land, identified as 3977 Old Buckingham Road, to the Powhatan County School Board for the purpose of constructing a vehicle maintenance facility on said parcel. Reference Tax Map Parcel #26B2-1-9.

Copies of the proposed Ordinance(s) may be reviewed at the Powhatan County Administrator's Office located at 3834 Old Buckingham Road, Suite A, Powhatan, Virginia, during normal business hours. All interested persons are invited to attend and participate in the public hearings. Persons requiring special assistance to attend and participate in these hearings should contact the Powhatan County Administrator's Office at (804) 598-5612 at least three days prior to the meeting.