

August 13, 2024

To: Board of Supervisors

From: C. McGarry

Re: County Administrator's Report for August 13, 2024 Board Meeting

- A. Route 151 Speed Study Results Meeting:** A date for this meeting is in process; VDOT is trying to coordinate dates that work for their staff.
- B. NCSA Lovingson Sewer Rehabilitation Project:** Provided favorable consideration of Agenda Item V A, a project announcement ceremony sponsored by USDA Rural Development and the Service Authority in collaboration with the Board of Supervisors, is planned for 11am on August 20, 2024 at the Courthouse Complex. RSVPs are requested by August 16<sup>th</sup>.
- C. Regional Planning Grant for Digital Inclusion Grant Proposal:** Nelson, along with our TJPDC regional partners are invited to participate in a regional application to the Department of Housing and Community Development for a planning grant that would enable the participating parties to seek federally funded Digital Inclusion grant funds and Broadband Equity Access and Deployment funds of which over \$500 Million will be available over the next few years. Albemarle County's Broadband Accessibility and Affordability Office will be the lead applicant/grant manager and participating localities would work with a hired consultant to facilitate their conduct of focus groups and stakeholder interviews regarding broadband access, connectivity, and affordability. Authorization to sign a multi-jurisdictional MOU to apply for the planning grant is requested. **(See Attached)**
- D. VACo Regional Meeting (Virtual):** Our virtual Regional VACo meeting is Monday, August 19<sup>th</sup>, where 2025 legislative issues will be discussed in order to help VACo develop its 2025 Legislative Program. Please send me any legislative issues affecting Nelson that you would like me to share before then.
- E. Regional Jail:**
- Expansion:** The project is in the schematic design phase and updated project costs are \$49,005,385 vs. the concept design estimate of \$49,021,414. In the next four (4) months the following steps will take place: September: Pre-qualification of General Contractors and design development submission and budget update provided to the Jail Board, October: Formal value engineering and design development submission to Virginia Department of Corrections for approval, Late October/November Construction documents will be developed with 75% done in December.
- Other:** ACRJ had a clean audit opinion for FY23, In June 2023 our utilization was 1,093 bed days with a total of 13,827 bed days for FY24, our average daily population was 38 which is 14.31% of the total. The average total daily population was 265. As of last report, Nelson has 1 person on home electronic incarceration out of 10 total.
- F. 2026 Reassessment RFP:** The County received three (3) proposals and pitches/interviews will be scheduled with at least two (2) firms planned for the week of August 26<sup>th</sup>. Pursuant to Competitive Negotiations procedures of the Virginia Public Procurement Act (VPPA), the firms interviewed will be ranked according to the criteria and % weight described in the RFP and the County will then negotiate a contract with the top ranked firm. If an agreement cannot be reached, the negotiations begin with the second highest ranked firm and so on. The contract is anticipated to be finalized by the end of August/early September, with the work to commence in September/October 2024.

The hired firm will begin with the Sales study and the bulk of the reassessment work will be done during calendar year 2025. Final completion of the reassessment will be contractually by December 31, 2025 and assessments effective January 1, 2026. There will be informal hearings with Assessors, as requested by citizens, followed by Board of Equalization appeal hearings during the February/March 2026 timeframe.

- G. Meals and Lodging Tax Collection Tracking:** Per the Board's directive, staff is tracking and charting the data for both Meals and Lodging (TOT) tax collection. Revenue collections in July have been added along with a note regarding the TOT tax rate change from 5% to 7% as of July 1, 2024. **(See Attached)**
- H. FY25 Board Retreat:** Staff is working on establishing a location for a retreat date in the range of September 17–20 and will be working with Chair Parr soon on that agenda.
- I. Broadband Authority Dissolution:** Staff has been working with the Treasurer's Office to complete final steps in closing the Authority bank account and opening a new Nelson County Broadband bank account. This is one of the final steps in this transition along with Mr. Payne completing final filings with the SCC.
- J. Staff Reports:** Department and office reports for July/August have been provided.

**MULTI-JURISDICTIONAL MEMORANDUM OF AGREEMENT TO APPLY FOR A VIRGINIA DHCD BLOCK GRANT PROGRAM PLANNING GRANT**

1. The parties to this Agreement are the County of Albemarle, Virginia (Albemarle); the County of Nelson, Virginia (Nelson); the County of Louisa, Virginia (Louisa); the County of Fluvanna, Virginia (Fluvanna); the County of Greene, Virginia (Greene); and the City of Charlottesville, Virginia (Charlottesville); all political subdivisions of the Commonwealth of Virginia (collectively “the Parties”).
2. The parties hereto are eligible and authorized under Virginia Code § 2.2-5400 *et seq.* to participate in the Virginia Community Development Block Grant Program administered by the Virginia Department of Housing and Community Development (DHCD).
3. The Virginia Community Development Block Grant Program Planning Grant program (Planning Grant) is designed to aid in developing clearly articulated strategies for addressing communities’ greatest community development needs following meaningful citizen participation. Planning Grants are available for needs analysis and prioritization, preliminary design, and strategy development activities in preparation for a future Community Improvement Grant application.
4. The Parties intend to collaborate in planning and strategizing in an effort to submit a competitive and successful application for DHCD-managed Federal digital inclusion grant funding (Digital Inclusion Grant), which is intended to extend broadband infrastructure to remaining unserved locations without a funded solution for connectivity and to design programs to meaningfully address broadband affordability and adoption.
5. The purpose of this Memorandum of Agreement (MOA) is to establish the Parties’ joint commitment to participate fully in the planning and development needed to submit a grant proposal, letter of intent to apply, and grant application in 2024 for a Digital Inclusion Grant. This MOA outlines in general the Parties’ responsibilities.
6. The Parties recognize the critical need to expand and improve broadband access to unserved and underserved locations and to community institutions. They intend to work together to develop a grant proposal to serve all participating localities.
7. The Albemarle County Broadband Accessibility and Affordability Office will serve as the primary, lead applicant for this multi-jurisdictional coalition. The Parties will enter a multi-jurisdiction grant application for project areas to be identified.

Participation in this Agreement is non-exclusive, meaning each Party is at liberty to participate in separate grant applications and programs to benefit its jurisdiction.

8. Albemarle, by and through its Broadband Accessibility and Affordability Office, is responsible for the following:
  - a. Serve as the primary applicant and point of contact between the DHCD and all other Parties for Planning Grant application purposes;
  - b. Serve as the procurement agent for obtaining an appropriate consultant's services upon receipt of a Planning Grant award;
  - c. Administer the finances associated with a Planning Grant award and submit required financial reports to the DHCD and other Parties; and
  - d. Manage the consultant in satisfying the requirements for a successful Planning Grant application, which will include amongst other requirements the meaningful engagement with and participation of each Party's citizenry.
  
9. All Parties are responsible for the following:
  - a. Share local data and information needed to complete a Planning Grant application;
  - b. Upon receipt of a Planning Grant award, engage with local community members and broadband service provider stakeholders as suggested by the consultant to assist in research needed to complete a Planning Grant application;
  - c. Upon receipt of a Planning Grant award, facilitate local community member meetings with the consultant;
  - d. Otherwise, cooperate to submit a Digital Inclusion Grant proposal, letter of intent, and complete application, making decisions on roles and responsibilities where necessary to facilitate a timely and effective submission of necessary information; and
  - e. Enter into an Operational Agreement when required to govern the management of a Digital Inclusion Grant award

**[SIGNATURE PAGES FOLLOW]**

IN WITNESS WHEREOF, the Parties have executed this Memorandum of Agreement effective as to each Party as of the date of the execution.

**County of Albemarle, Virginia**

\_\_\_\_\_  
Jeffrey Richardson  
County Executive

\_\_\_\_\_  
Date

**County of Nelson, Virginia**

\_\_\_\_\_  
Candace McGarry  
County Administrator

\_\_\_\_\_  
Date

**County of Louisa, Virginia**

\_\_\_\_\_  
Christian Goodwin  
County Administrator

\_\_\_\_\_  
Date

**County of Fluvanna, Virginia**

\_\_\_\_\_  
Eric M. Dahl  
County Administrator

\_\_\_\_\_  
Date

**County of Greene, Virginia**

\_\_\_\_\_  
Cathy Schafrik  
County Administrator

\_\_\_\_\_  
Date

**City of Charlottesville, Virginia**

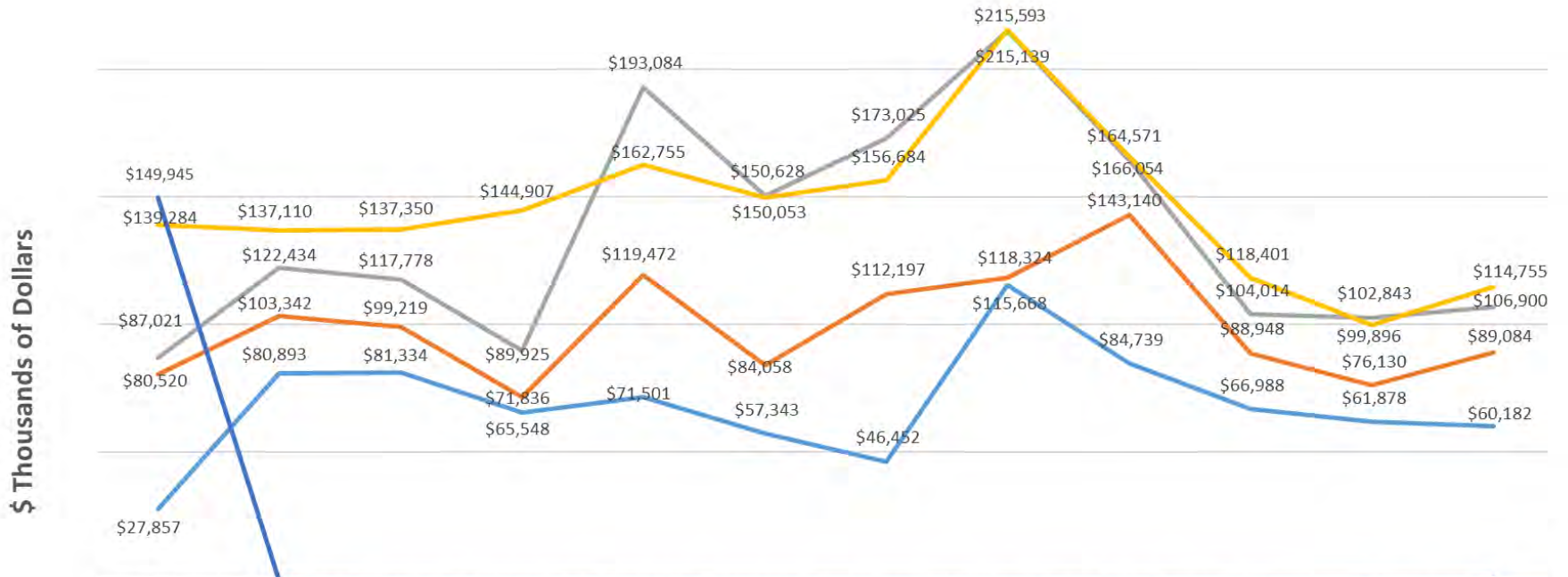
\_\_\_\_\_  
Samuel Sanders, Jr.  
City Manager

\_\_\_\_\_  
Date

### Transient Occupancy Tax Collection - Monthly Trend By Fiscal Year

\*Amounts Shown Reflect Payments for Prior Month(s) Tax Levy

\*\* TOT Tax Rate Changed from 5% to 7% Effective July 1, 2024



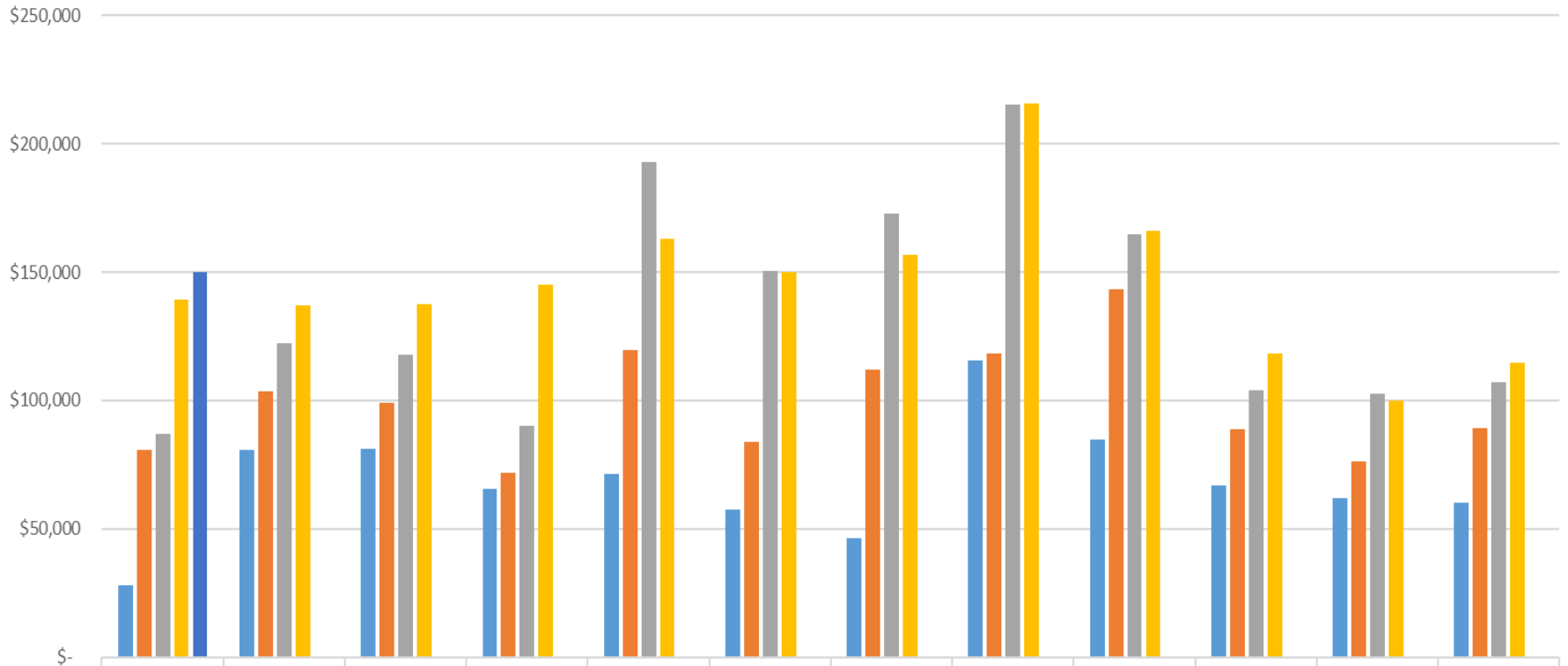
	July	August	September	October	November	December	January	February	March	April	May	June
FY 20/21	\$27,857	\$80,893	\$81,334	\$65,548	\$71,501	\$57,343	\$46,452	\$115,668	\$84,739	\$66,988	\$61,878	\$60,182
FY 21/22	\$80,520	\$103,342	\$99,219	\$71,836	\$119,472	\$84,058	\$112,197	\$118,324	\$143,140	\$88,948	\$76,130	\$89,084
FY 22/23	\$87,021	\$122,434	\$117,778	\$89,925	\$193,084	\$150,628	\$173,025	\$215,139	\$164,571	\$104,014	\$102,843	\$106,900
FY 23/24	\$139,284	\$137,110	\$137,350	\$144,907	\$162,755	\$150,053	\$156,684	\$215,593	\$166,054	\$118,401	\$99,896	\$114,755
FY 24/25	\$149,945											

— FY 20/21 — FY 21/22 — FY 22/23 — FY 23/24 — FY 24/25

## Transient Occupancy Tax Collection by Month and Fiscal Year

\*Amounts Shown Reflect Payments for Prior Month(s) Tax Levy

\*\* TOT Tax Rate Changed from 5% to 7% Effective July 1, 2024

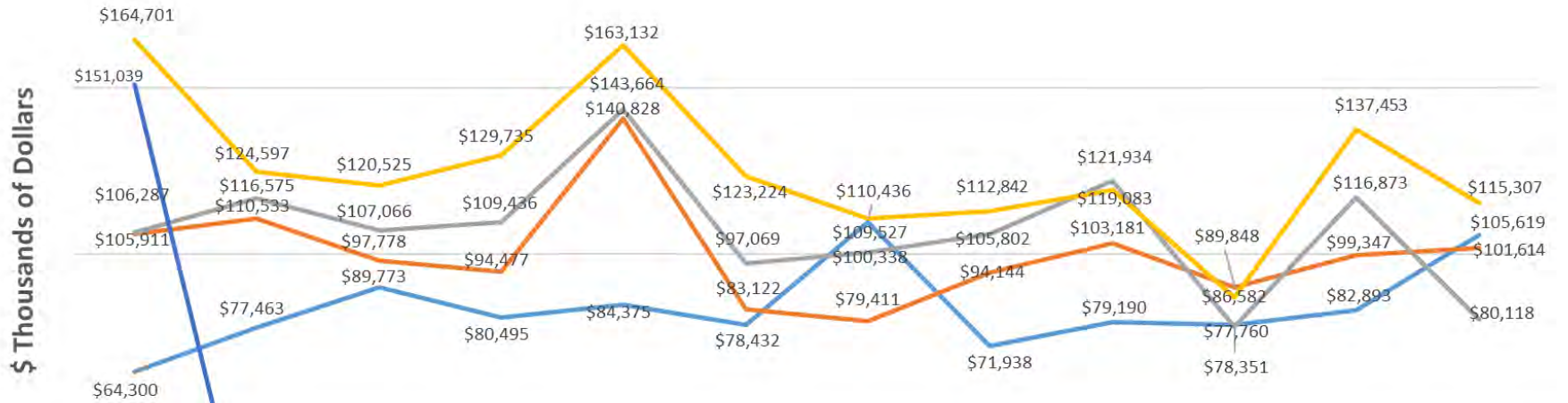


	July	August	September	October	November	December	January	February	March	April	May	June
<span style="color: blue;">■</span> FY 20/21	\$27,857	\$80,893	\$81,334	\$65,548	\$71,501	\$57,343	\$46,452	\$115,668	\$84,739	\$66,988	\$61,878	\$60,182
<span style="color: orange;">■</span> FY 21/22	\$80,520	\$103,342	\$99,219	\$71,836	\$119,472	\$84,058	\$112,197	\$118,324	\$143,140	\$88,948	\$76,130	\$89,084
<span style="color: grey;">■</span> FY 22/23	\$87,021	\$122,434	\$117,778	\$89,925	\$193,084	\$150,628	\$173,025	\$215,139	\$164,571	\$104,014	\$102,843	\$106,900
<span style="color: yellow;">■</span> FY 23/24	\$139,284	\$137,110	\$137,350	\$144,907	\$162,755	\$150,053	\$156,684	\$215,593	\$166,054	\$118,401	\$99,896	\$114,755
<span style="color: blue;">■</span> FY 24/25	\$149,945											

■ FY 20/21  
 ■ FY 21/22  
 ■ FY 22/23  
 ■ FY 23/24  
 ■ FY 24/25

### Meals Tax Collection - Monthly Trend By Fiscal Year

\*Amounts Shown Reflect Payments for Prior Month(s) Tax Levy



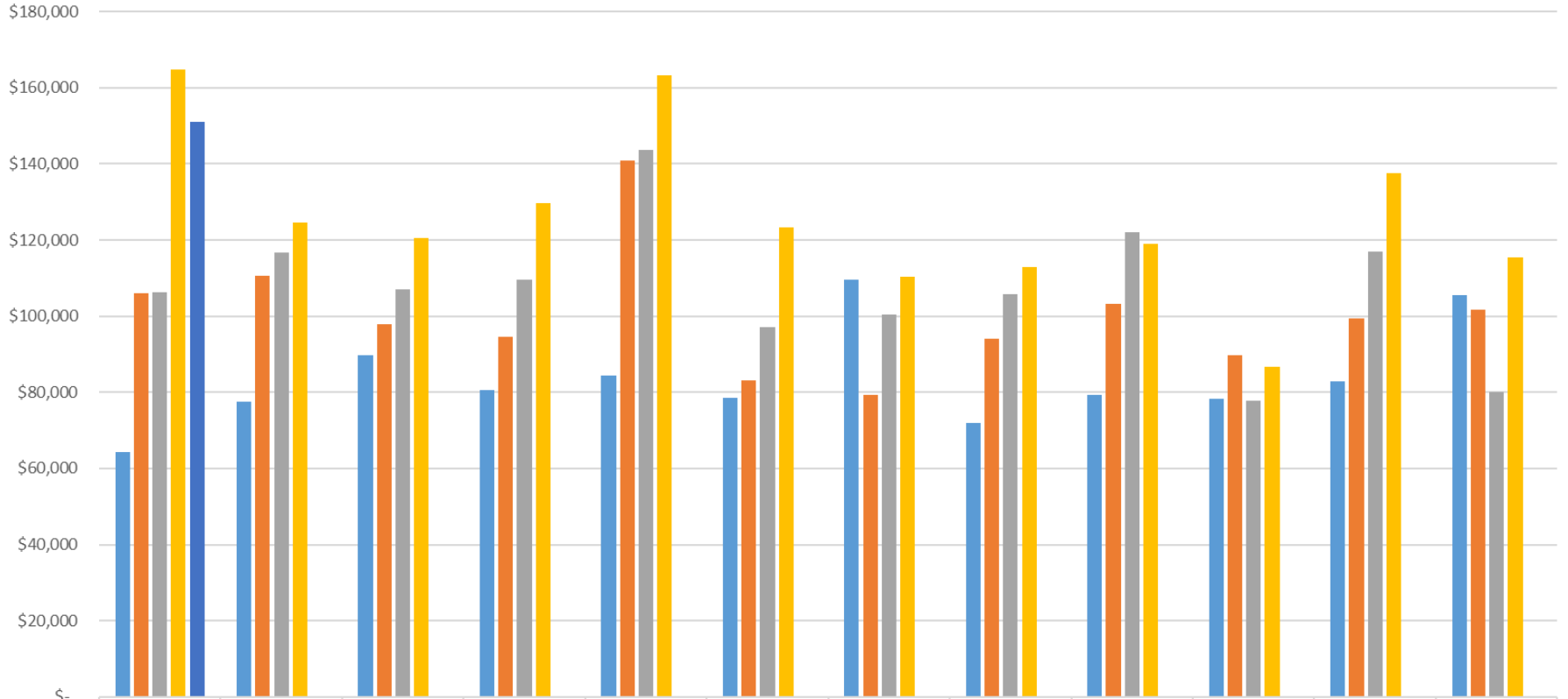
	July	August	September	October	November	December	January	February	March	April	May	June
— FY 20/21	\$64,300	\$77,463	\$89,773	\$80,495	\$84,375	\$78,432	\$109,527	\$71,938	\$79,190	\$78,351	\$82,893	\$105,619
— FY 21/22	\$105,911	\$110,533	\$97,778	\$94,477	\$140,828	\$83,122	\$79,411	\$94,144	\$103,181	\$89,848	\$99,347	\$101,614
— FY 22/23	\$106,287	\$116,575	\$107,066	\$109,436	\$143,664	\$97,069	\$100,338	\$105,802	\$121,934	\$77,760	\$116,873	\$80,118
— FY 23/24	\$164,701	\$124,597	\$120,525	\$129,735	\$163,132	\$123,224	\$110,436	\$112,842	\$119,083	\$86,582	\$137,453	\$115,307
— FY 24/25	\$151,039											

— FY 20/21 — FY 21/22 — FY 22/23 — FY 23/24 — FY 24/25



### Meals Tax Collection by Month and Fiscal Year

\*Amounts Shown Reflect Payments for Prior Month(s) Tax Levy



	July	August	September	October	November	December	January	February	March	April	May	June
FY 20/21	\$64,300	\$77,463	\$89,773	\$80,495	\$84,375	\$78,432	\$109,527	\$71,938	\$79,190	\$78,351	\$82,893	\$105,619
FY 21/22	\$105,911	\$110,533	\$97,778	\$94,477	\$140,828	\$83,122	\$79,411	\$94,144	\$103,181	\$89,848	\$99,347	\$101,614
FY 22/23	\$106,287	\$116,575	\$107,066	\$109,436	\$143,664	\$97,069	\$100,338	\$105,802	\$121,934	\$77,760	\$116,873	\$80,118
FY 23/24	\$164,701	\$124,597	\$120,525	\$129,735	\$163,132	\$123,224	\$110,436	\$112,842	\$119,083	\$86,582	\$137,453	\$115,307
FY 24/25	\$151,039											

■ FY 20/21 ■ FY 21/22 ■ FY 22/23 ■ FY 23/24 ■ FY 24/25