



AGENDA
POWHATAN COUNTY BOARD OF SUPERVISORS
SPECIAL ORGANIZATIONAL MEETING
JANUARY 9TH, 2023
3:00 PM CALL TO ORDER

This meeting is being held in the Village Building Auditorium and is open to the public to attend in person, but several remote options remain available to participate or watch the meeting.

If you would like to participate in the meeting, go to <https://us02web.zoom.us/j/83998792911> by computer or smartphone with the Zoom app.

or by phone, dial 1-301-715-8592 or 1-312-626-6799 or 1-929-205-6099 or 1-253-215-8782 or 1-346-248-7799 or 1-669-900-6833

Type Webinar ID: 839 9879 2911

Or iPhone one-tap :

US: +13017158592, 83998792911# or +13126266799, 83998792911#

**During the public comment period, you may raise your hand using the zoom controls on your screen or press *9 on your phone. Visit the Zoom Help Center for more information.

If you would like to watch in real-time, use this link: <http://powhatanva.gov/432/Live-Stream-of-Powhatan-County-Meetings>

If you would like to watch the meeting later at your convenience, use this link: <http://powhatanva.gov/433/County-Meetings-and-Workshop-Videos-On-D>

Public comments may also be submitted to administration@powhatanva.gov or by leaving a voicemail at (804) 598-5612. Any comments received up until 1:30 PM of the day of the meeting shall be entered into the meeting minutes.



- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Invocation**
- 4. Requests to Postpone Agenda Items and Additions, Deletions or Changes in the Order of Presentation**
- 5. Formal Approval of Agenda**
- 6. Election of Chairman**
- 7. Election of Vice-Chairman**
- 8. Board of Supervisors 2023 Meeting Schedule**
- 9. Public Comment** (time limit 3 minutes per individual/5 minutes per group, 30 minutes total time limit that can be extended by the Board)
- 10. Old Business - Discussion of By-Laws**
- 11. New Business - Budget Guidelines**
- 12. Public Comment** (time limit 3 minutes per individual/5 minutes per group, 30 minutes total time limit that can be extended by the Board)
- 13. County Attorney Comments**
- 14. County Administrator Comments**
- 15. Board Comments**
- 16. Closed Session**
- 17. Certification of the Closed Session**



18. Adjournment

Powhatan County Board of Supervisors 2023 Meeting Dates

Draft

All Meetings and Workshops will be held in the Village Building *unless noted*

Date	Day	Time	Event
9-Jan-23	Monday	3:00PM	Special Meeting - Organizational & Budget Guidelines
17-Jan-23	Tuesday	3:00PM	Workshop
23-Jan-23	Monday	6:30PM	Regular Meeting/Proposed CIP Presented
21-Feb-23	Tuesday	3:00PM	Workshop
27-Feb-23	Monday	6:30PM	Regular Meeting/CA Recommended Budget Release and Discuss Tax Rates
6-Mar-23	Monday	3:00PM	Budget W/S: Introduce Financial Forecast, budget presentation, and School budget presentation
14-Mar-23	Tuesday	6:30PM	Joint BOS/SB meeting
20-Mar-23	Monday	3:00PM	Budget Workshop: Discuss CIP and Personnel
27-Mar-23	Monday	6:30PM	Regular Meeting
3-Apr-23	Monday	6:30PM	Budget W/S: Decide what to advertise (due 4/6/23), Public Hearing on RE Tax rate and adoption
17-Apr-23	Monday	6:30PM	Budget W/S: Public Hearing on Budget and fee schedule
24-Apr-23	Monday	6:30PM	Regular Meeting: Adopt the FY 2024 Budget and CIP
16-May-23	Tuesday	3:00PM	Workshop (tentative)
22-May-23	Monday	6:30PM	Regular Meeting
20-Jun-23	Tuesday	3:00PM	Workshop (tentative)
26-Jun-23	Monday	6:30PM	Regular Meeting
31-Jul-23	Monday	6:30PM	Regular Meeting (to include draft Legislative Agenda)
22-Aug-23	Tuesday	3:00PM	Workshop (tentative)
28-Aug-23	Monday	6:30PM	Regular Meeting
19-Sep-23	Tuesday	3:00PM	Workshop (tentative)
25-Sep-23	Monday	6:30PM	Regular Meeting
10-Oct-23	Tuesday	6:30PM	Workshop with Legislators
30-Oct-23	Monday	6:30PM	Regular Meeting
14-Nov-23	Tuesday	3:00PM	Workshop (tentative)
27-Nov-23	Monday	6:30PM	Regular Meeting
18-Dec-23	Monday	6:30PM	Regular Meeting
8-Jan-24	Monday	6:30PM	Organizational Meeting
22-Jan-24	Monday	6:30PM	Regular Meeting



2023 Powhatan County Board of Supervisors Meeting Schedule

As of December 30, 2022

- Board of Supervisors Meeting
- Budget Workshops
- Holiday
- Joint BOS SB Meetings
- Special Meeting
- Proposed Workshops

BOS Meeting Location:

The Village Building
 3910 Old Buckingham Road
 Powhatan, VA 23139

Holidays & Observances

- January 2* New Year's Day (obs)
- January 16 Martin Luther King
- February 20 President's Day
- May 29 Memorial Day
- June 19 Juneteenth
- July 4 Independence Day
- September 4 Labor Day
- October 9 Columbus Day
- November 7 Election Day
- November 10 Veteran's Day (obs)
- November 22* 4 hours additional
- November 23 Thanksgiving Day
- November 24 Day after Thanksgiving
- December 22* 4 hours additional
- December 25 Christmas Day

JANUARY						
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Powhatan County Board of Supervisors Agenda Item

Meeting Date: January 9, 2023

Agenda Item Title: Board of Supervisors' By-Laws update discussion

Motion: n/a

Dates Previously
Considered by Board: January 6, 2020
December 19, 2022

Summary of Item: The Board of Supervisors By-Laws were last revised at the January 6th 2020 organizational meeting. They are set to expire upon the seating of the next Board on January 1st 2024. The Board discussed several potential changes at the December 19th 2022 regular meeting, and decided to only move forward with the changes to address State Code changes related to remote meetings as suggested by the County Attorney. The draft includes those changes for consideration. If the Board agrees to the changes, they will be placed on the regular January meeting for adoption.

Staff: N/A Approve Disapprove See Comments

Commission/Board: N/A Approve Disapprove See Comments

Comments: n/a

Budget/Fiscal Impact: None

Attachments: By-Laws draft

Staff/Contact: Bret Schardein, Interim County Administrator
(804) 598-3639
bschardein@powhatanva.gov

County of Powhatan, Virginia

**BOARD OF SUPERVISORS
BYLAWS**

BOARD GOVERNANCE AND OPERATION

The following bylaws for the Board of Supervisors for Powhatan County (Board) are adopted this ~~—23rd~~ day of January 202~~03~~. These bylaws, and any amendments thereof, shall be valid for a period of ~~four~~one (4~~1~~) years and shall terminate upon the election of a new Board.

I. BOARD OFFICERS

The officers of the Board shall be a Chairman and Vice-Chairman.

A. Board Chairman

The duties of the Chairman shall be to preside at all meetings of the Board, to perform such other duties as may be prescribed by law or by action of the Board, and sign all legal documents approved by the Board. The Chairman, as a member of the Board, has a vote on all matters before the Board which come to a vote, but does not have an additional vote as Chairman in case of a tie. The Chairman shall maintain order and decorum at all meetings.

B. Vice-Chairman

The Vice-Chairman, if present, shall preside in the absence of the Chairman, and shall be empowered to act in all matters in case of the absence or inability of the Chairman to act, or as provided by resolution of the Board. If neither the Chairman nor Vice-Chairman is present for a meeting, but a quorum is present, the senior member of the quorum shall chair the meeting.

Senior member shall mean the member of the Board with the longest tenure on the Board. If multiple members have equal tenure, then the senior member shall be determined by alphabetical order of the last names of those having equally long tenure.

II. BOARD ORGANIZATIONAL MEETING

The Board shall organize annually by the election of officers at the first meeting held in January. The term of office for officers shall be one year. The officers shall serve until the next Board organizational meeting. If new officers are not elected at any such organizational meeting, the existing officers shall continue to serve until such time as new officers are elected.

The first order of business at the organizational meeting shall be the election of the Chairman. The new Chairman shall then assume office and preside over the remainder of the meeting.

The agenda for the organizational meeting shall include setting time, place and dates of regular Board meetings and other items of annual business as appropriate.

III. BOARD COMMITTEES

- A. The Board does hereby establish the following standing committee to assist the Board in the performance of its duties:
 - 1. Audit/Finance Committee
- B. There shall be two (2) Board of Supervisors members on each Committee, and the members of each Committee will be appointed by the Chairman, with the advice and consent of the Board members. The Chairman, with the advice and consent of the Board, shall assign the tasks and responsibilities to be delegated to each Committee.
- C. There shall be five (5) members of the Audit/Finance Committee; two (2) members from the Board of Supervisors, two (2) members from the School Board, and one (1) citizen member.
- D. The Board may, from time to time, establish other committees to assist the Board in the performance of its duties.

IV. BOARDS AND COMMISSIONS

Unless specifically prohibited by state law, it shall be the policy of the Board that any member of a Board appointed board or commission who is absent from any three consecutive meetings of that board or commission, or is absent from any four meetings of that board or commission within any 12-month period shall be removed from office and a replacement member be appointed to fill the remainder of the term of office.

V. BYLAWS

- A. Amendments to the Bylaws require one month's notice of the proposed amendment in writing to all Board members, and an affirmative vote of 4 of 5 members to pass the amendment.
- B. The Bylaws shall not be suspended except by a 75% vote of those present, and cannot be suspended at a special meeting unless all Board members are present.

VI. MEETING PREPARATION AND PROCEDURE

- A. Agenda Preparation
 - 1. The Clerk, under the direction of the County Administrator and Chairman shall prepare and distribute an agenda for the forthcoming meeting together with the minutes of the previous meeting to members of the Board five (5) calendar days prior to a regularly scheduled Board meeting. The Clerk also provide the press with and post on the County web site a copy of the proposed agenda at least five (5) calendar days prior to the regularly scheduled Board meeting.

2. Any Board member may request items for inclusion on the agenda by presenting a request to the Chairman at least seven (7) calendar days prior to a meeting.
3. Nothing may be added to the agenda once it has been provided to the Board and the press unless there is at least a 75% vote of the Board members present at the meeting to add the item to the agenda.
4. Those items determined by the County Administrator, in consultation with the Chairman, to be administrative in nature may be placed on the Consent Agenda.
5. Any supervisor may object to an item being addressed on the consent agenda by notifying the Chairman (who shall notify the County Administrator) of their desire to move the item from the consent agenda to the action items on the agenda. Any such notification must be provided to the Chairman no later than Noon the day of the meeting. An email message shall suffice as adequate notice.

B. Order of Business

The normal order of business at meetings shall be as follows:

1. Call to Order and Roll Call
2. Pledge of Allegiance.
3. Invocation
4. Requests to Postpone Agenda Items and Additions, Deletions or Changes in the Order of Presentation
5. Formal Approval of Agenda
6. Certificates of Appreciation, Special Resolutions and Proclamations
7. Public Comment
8. Consent Agenda
9. Appointment to Boards, Commissions, Committees
10. Old Business
11. New Business
12. Public Hearings
13. Public Comment
14. County Attorney Comments
15. County Administrator Comments
16. Board Comments
17. Closed Meeting
18. Certification of Closed Meeting
19. Adjournment

The Board reserves the right to add, remove, or change the order of business as needed.

C. Quorum/Call to Order

1. Quorum

At any meeting of the Board a majority of the members of the Board shall constitute a quorum. Should a quorum not be assembled at the appointed hour, the members present may adjourn temporarily in order that an opportunity may be given for a quorum to assemble, without which business cannot be legally transacted. It shall be at the Chairman's discretion to cancel the scheduled meeting when he deems it appropriate having allowed time to elapse, but no more than thirty (30) minutes from the time the meeting was to begin.

2. Attendance

All Board Members are encouraged to notify the Chairman (who shall notify the County Administrator) as soon as possible if they are unable to attend a meeting, and in any case such notice should be provided no later than Noon on the day of the meeting.

3. Call to Order

Should a quorum be assembled at the hour and place appointed for the meeting, the Chairman, or in the absence of the Chairman, the Vice-Chairman shall assume the chair and declare the meeting in order. Should a quorum be assembled at the hour appointed and the Chairman and Vice-Chairman are absent, the senior member present shall chair the meeting.

D. Board Minutes and Recording Votes

1. The minutes of the actions and deliberations of the Board shall be kept by the Clerk of the Board, these minutes shall be a permanent record of the Board. The minutes shall become official minutes upon the approval of the Board and shall be maintained in the safekeeping of the Clerk who shall see that they are available for general public examination during the hours that the office is open.
2. The minutes shall constitute the actions and votes of the Board, and not include an exact written transcription of all that was said at the meeting. The audio and/or video recordings of meetings shall be made available on the County web site and at the administration building for a period of 12 months.
3. In content and style, the official minutes shall be as brief and simple as possible and still retain the essential facts of each meeting. A record of all motions and amendments thereto offered, the disposition thereof and the vote thereon, shall be recorded by name. All matters required by law, schedules of accounts and bills acted upon and approved by the Board shall be properly recorded. A record of all persons making presentations and the subject of their presentation shall be noted.
4. Taking of the minutes shall be the responsibility of the Clerk and/or Deputy Clerk. Following proper editing, these unofficial minutes shall be sent to Board members prior to the next regular Board meeting. Minutes of the previous Board meeting shall

not be read to the Board except for the purpose of corrections or omissions. An early procedural matter on the agenda shall be the adoption of the minutes of the previous meeting.

E. Tie Votes

1. All questions submitted to the Board shall be determined by a majority of the members voting on the question. In any case in which there shall be a tie vote of the Board, the question shall be passed by until the next regular meeting when it shall again be voted upon even though all members are not present. There shall be no special meetings to address an issue in which there was a tie vote, unless all members agree or the issue is time sensitive and must be resolved prior to the next regular meeting of the Board.
2. In any case in which there is a tie vote after complying with this procedure, the tie vote shall defeat the motion, resolution or issue voted upon.

F. Public Comment Period

1. The Board shall have two public comment periods at its regular meetings. The public comment periods shall be limited to thirty (30) minutes, unless unanimous consent of the Board is given to extend time, and a person shall be given three (3) minutes to speak and a person officially representing a group shall be given five (5) minutes to speak. The Chairman may give an individual or group one (1) additional minute to speak and if such time is granted for one person, it shall be granted for any other person requesting the time.
2. No person shall be allowed to speak twice at any one public comment period.
3. People speaking before the Board may not be vulgar, rude or use profane language. The public may speak on any issue that is germane to county business. The public comment period shall not include criticism of specific individuals, or attacks on any person or group (the members of the Board are exempted). No political campaigning or promoting of a business is permitted.
4. Any item scheduled for a specific public hearing shall not be addressed during the public comment period.

G. Board Conduct

The members of the Board shall behave in an orderly and decorous manner, and the Board may punish or fine any member for disorderly behavior.

VII. RULES OF ORDER FOR MEETINGS

In the conduct of all meetings, the Board shall follow Robert's Rules of Order, except as provided below:

- A. All ordinances and resolutions submitted to the Board for decision shall be presented by appropriate motion of a member, seconded by another member, and determined by a roll call vote of a majority of the members present and voting. On all other matters presented to the Board, the Chairman may request a motion but there shall be no need for a second. The Clerk shall record the name of each member voting and how he voted.
- B. The Chairman may make a motion.
- C. Any motion to defer an issue to a later date shall be date specific.
- D. The Deputy Sheriff providing security at each Board meeting shall act as the sergeant at arms and if no deputy is present, then the Chairman can designate a sergeant at arms to maintain order if needed.

~~VIII. REMOTE PARTICIPATION IN BOARD MEETINGS~~

- ~~A. It is the policy of the Board of Supervisors that individual Board members may participate in meetings of Board of Supervisors by electronic communication means from a remote location that is not open to the public only as permitted by Virginia Code § 2.2-3708.1, as amended, and in compliance with this policy. This policy shall apply strictly and uniformly to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.~~
- ~~B. An individual member may participate from a remote location only if a quorum (3 members) of the Board of Supervisors is physically assembled at the primary or central meeting location, and the Board has made arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.~~
- ~~C. Remote participation in a meeting due to an emergency or personal matter may be approved only if, before Noon on the day of the meeting, the requesting member notifies the Chairman of the Board that such member is unable to attend the meeting due to an emergency or personal matter and identifies with specificity the nature of the emergency or personal matter.~~
- ~~D. Remote participation in a meeting due to a temporary or permanent disability or other medical condition may be approved only if, before Noon on the day of the meeting, the requesting member notifies the Chairman of the Board that such member is unable to attend the meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance.~~
- ~~E. As required by law, in the event of any such participation by a member from a remote location, the Board shall record in its minutes the specific nature of the emergency,~~

~~personal matter, temporary or permanent disability or other medical condition, and the location from which the Board member participated remotely.~~

~~F. As required by law, remote participation that is due to an emergency or personal matter shall be limited in each calendar year for each individual member to two (2) meetings or 25 percent of the meetings of the Board, whichever is fewer.~~

~~G. An individual member's request for participation from a remote location under this policy shall be considered approved upon communicating the request to the Chairman of the Board, pending review by the County Attorney for compliance with the Code of Virginia and this policy. If a member's participation from a remote location is disapproved because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.~~

VIII. REMOTE PARTICIPATION POLICY

In accordance with § 2.2-3708.3 of the Code of Virginia, the following policy is established for Supervisors' remote participation in meetings of the Board. A Supervisor may participate in a meeting through electronic communication means from a remote location only as follows:

A. Permissible reasons for remote participation.

1. Disability or medical condition. The Supervisor has a temporary or permanent disability or other medical condition that prevents the Supervisor's physical attendance.

2. Medical condition of family member. A medical condition of a member of the Supervisor's family requires the Supervisor to provide care that prevents the Supervisor's physical attendance.

3. Residence more than 60 miles away. The Supervisor's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting.

4. Personal matter. The Supervisor is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter.

a. Limitation. The Supervisor may not use remote participation due to personal matters more than two meetings per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

B. Procedure.

1. A quorum of the Board must be physically assembled at the meeting location.

2. On or before the day of a meeting, the Supervisor shall notify the chair of the Board and the County Administrator that the Supervisor is unable to attend the meeting due to one of the four reasons listed in paragraph A.

3. The Supervisors physically present must approve the remote participation by a majority

vote, which shall be recorded in the Board's minutes.

4. If participation is approved pursuant to Paragraph A 1 or A 2, the Board shall include in its minutes the fact that the Supervisor participated through electronic communication means due to a (i) temporary or permanent disability or other medical condition that prevented the Supervisor's physical attendance or (ii) family member's medical condition that required the Supervisor to provide care for such family member, thereby preventing the Supervisor's physical attendance.

5. If participation is approved pursuant to Paragraph A 3, the Board shall include in its minutes the fact that the Supervisor participated through electronic communication means due to the distance between the Supervisor's principal residence and the meeting location.

6. If participation is approved pursuant to Paragraph A 4, the Board shall include in its minutes the specific nature of the personal matter cited by the Supervisor.

7. If the Supervisor's remote participation is disapproved because such participation would violate this policy, such disapproval shall be recorded in the Board's minutes with specificity.

8. The location of the Supervisor's remote participation need not be open to the public and may be identified in the minutes by a general description.

9. For any remote participation by electronic communication means, the Secretary of the Board shall make arrangements for the voice of the Supervisor or Supervisors to be heard by all persons in attendance at the meeting location.

C. Application.

1. This policy shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the Supervisor requesting remote participation or the matters that will be considered or voted on at the meeting.

2. This policy is adopted by the Powhatan County Board of Supervisors for itself and on behalf of its committees and subcommittees.

3. This policy supersedes and replaces any prior remote participation policy adopted by the Board.

IX. CLOSED MEETINGS

Any item(s) for discussion in closed session shall be clearly identified no less than five (5) calendar days before the scheduled Board meeting. Details as to the specific item(s) to be discussed, and any documents that will be considered or reviewed in the closed session shall be provided to the Board at least five (5) calendar days prior to the regularly scheduled Board meeting. Any item(s) not so timely identified shall not be discussed in closed session unless a minimum of 75% of the Board members vote to permit a discussion of an item not previously disclosed as

required. All closed session information provided to the members of the Board shall be held as strictly confidential.

X. SPECIAL MEETINGS

- A. The Board may hold special meetings when necessary. These meetings shall be held when called by the Chairman on the request of the County Administrator or when requested by two members. Special meetings may be called provided each member is duly notified, or a reasonable attempt has been made to notify each member.
- B. Business that does not come within the purposes set forth in the call of the meeting shall not be transacted at any special meeting of the Board unless unanimous agreement is given to consider additional items of business and all members are present.

XI. POSTPONEMENTS

If the Chairman, in consultation with the County Administrator, finds and declares that weather or other conditions are such that it is hazardous for members to attend the regular meeting, the meeting shall be postponed and all items on the agenda shall be deferred one week to the following Monday. If the following Monday falls on a holiday, the agenda shall be deferred one week and one day to the following Tuesday. . Such finding shall be communicated to the members and the press as promptly as possible and all reasonable efforts shall be made to notify the public including, but not limited to, providing such notice on the County web site or by electronic means.

XII. COUNTY STAFF

A. COUNTY ADMINISTRATOR

The County Administrator has been delegated the task of managing and supervising county personnel. The individual Board members are therefore encouraged to avoid making any requests to perform tasks or providing any instruction to county staff directly, but should instead make all such requests to the County Administrator. Board members may make requests to county staff for copies of existing documents, data and information.

As a direct employee of the Board, the County Administrator shall be available for consultation by all Board members, and shall provide all members of the Board equal access to all information, staff, and county resources to assist them in the performance of their duties as members of the Board.

B. COUNTY ATTORNEY

1. The Board shall maintain an open door policy with the County Attorney. Members may contact the County Attorney directly for advice or direction on matters related to County business. The opinion of the County Attorney shall go directly to the requesting member and no copy shall be provided to the other members of the Board. If the requesting member decides to take an opinion of the County Attorney to Board action, all of the members of the Board of Supervisors shall be provided with a copy of the opinion (if in writing).
2. The County Administrator may ask the County Attorney for an opinion on any issue concerning County business at any time. Any opinions issued by the County Attorney to the County Administrator shall not be forwarded (by the County Attorney) to the members of the Board of Supervisors unless specifically requested by a member of the Board.
3. The County Attorney shall act as the Parliamentarian at Board of Supervisor meetings.

ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON
JANUARY ~~___~~, 23, 20203.

, Chairman
Powhatan County Board of Supervisors

ATTEST:

, Clerk
Powhatan County Board of Supervisors

Recorded Vote:



Powhatan County Board of Supervisors Agenda Item

Meeting Date: January 9, 2023

Agenda Item Title: Budget guidelines discussion

Motion: n/a

Dates Previously
Considered by Board: n/a

Summary of Item: County Departments have submitted their budget requests and staff is now working to prepare the County Administrator's recommended budget to the Board. The next step in the process is the County Administrator and Finance staff meeting with each department director over the next week to discuss their requests. As staff begins preparing the budget, it would be helpful to understand any guidance, specific priorities or information requests the Board wishes to convey early in the process, so that staff may draft budget scenarios that consider those things. It is still early in the process and thus much information is not yet available, but some high level considerations we anticipate factoring into the FY24 budget will be:

- The State has approved a 5% raise with expected match for state share funded positions.
- Compensation and Class Adjustment based on results from the on-going Study. As a place holder for discussion until actual figures become available, the cost of a 10% increase of current payroll would be approximately \$1.5 million, including benefits.
- CIP additions including inflationary cost increases affecting vehicles/apparatus, roofing, HVAC, etc.
- Other corrections and/or inflationary cost increases to current operations.
- School's budget. The Superintendent's proposed budget is expected to be released February 21st. We can assume Schools will be seeing many of the same inflationary cost increases in their CIP and operations.

Staff: N/A Approve ___ Disapprove ___ See Comments

Commission/Board: N/A Approve ___ Disapprove ___ See Comments

Comments: n/a

Budget/Fiscal Impact: TBD

Attachments: FY2024 Budget Calendar

Staff/Contact: Bret Schardein, Interim County Administrator
(804) 598-3639
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**Powhatan County
FY 2024 Budget Schedule**

OPERATING BUDGET AND TAX RATE			
January 23, 2023	Monday	6:30 PM	Proposed CIP Released
February 1-3, 2023	Wednesday - Friday	TBD	BOS One-on-One Meetings
February 27, 2023	Monday	6:30 PM	County Administrator's Recommended Budget Released and Discuss Tax Rates
March 6, 2023	Monday	3:00 PM	Budget Workshop: Introduce Financial Forecast, budget presentation and School Budget presentation
March 20, 2023	Monday	3:00 PM	Budget Workshop: Discuss CIP and Personnel
April 3, 2023	Monday	6:30 PM	Budget Workshop - Decide What Budget to Advertise - must send to paper by 4.6.23, Public Hearing on RE Tax Rate and Adopt RE Tax Rate
April 17, 2023	Monday	6:30 PM	Budget Workshop - Public Hearing on Budget and Fee Schedule
April 24, 2023	Monday	6:30 PM	Regular Meeting - Adopt the FY 2024 Budget and CIP

**BOS = Board Of Supervisors
PC = Planning Commission
CA = County Administrator**

Note: For budget public hearing advertisement will go in the paper no later than 4/6/23 in order to meet the 7 day rule. The fee schedule will need to run 4/5/23 and 4/12/23 since it's an Ordinance.