



County of Albemarle
County Executive's Office

To: Albemarle County Board of Supervisors and Town of Scottsville Council

From: Jeff Richardson, County Executive

CC: Trevor Henry, Deputy County Executive

Ann Wall, Deputy County Executive

Javier Raudales, Town Administrator

Claudette Borgersen, Clerk to the Albemarle County Board of Supervisors

Re: Joint Meeting with Scottsville Town Council – May 14, 2025

Please see the following report on areas of collaboration in advance of the Joint Meeting of the Albemarle County Board of Supervisors and the Town of Scottsville Council on May 14, 2025:

Parks and Recreation

The County of Albemarle continues to provide operational funding and services to the Town of Scottsville and residents through ongoing maintenance at Dorrier Park, Scottsville Community Center, and the Scottsville Boat Landing. Recreational programs and sports include aerobics, fitness classes, youth baseball, and soccer.

The Scottsville Community Center is home to the Boys & Girls Club, which hosts 160 members (average daily attendance of 75 members), and the Bread of Life Food Pantry, which serves 72 households per month. Exercise classes at the center served 83 participants in FY23 and 111 participants in FY24, while the sports program served 244 participants in FY23 and 199 participants in FY24.

Parks and Recreation is working to implement upgrades to the existing playground at Dorrier Park with ADA accessible playground components via a donation.

Additional information about park maintenance and event support can be found in the Parks & Recreation matrix (Appendix 1).

Economic Development

The Economic Development Office and the Grants Division of the Department of Finance and Budget provided technical support to Scottsville in their effort to apply for an Agriculture and Forestry Industries Development (AFID) Infrastructure Grant for their Farmer's Market Pavilion.

Community Development

Albemarle County's Community Development Department collaborates with the Town of Scottsville on a variety of land use and future planning initiatives.

On January 13, 2025, the County implemented a new application/permit tracking system, Enterprise Permit and Licensing (EP&L). Since the County and Town have had a long-standing joint review process, County staff have begun discussions regarding Town staff having access to EP&L for review of building permits and WPO plans. Staff will be working with Scottsville over the few months to formalize the EP&L processing and training of Town staff.

Community Development has received an application for a water protection ordinance application and a related bond for a subdivision of 36 single-family units in a vacant lot at 800 Bird Street (TMP 13000-00-00-043D0). The original water protection ordinance application (WPO-2022-00052) was applied for 12-27-22 and issued 10-3-24 following a total of 3 revisions. The applicant's final Storm Water Pollution Protection Plan was submitted 9-3-24. In addition, this project received a bond on 1-29-25 for a total of \$317,950 for erosion and sediment control and for stormwater management. The project is within the Town of Scottsville, which is under County jurisdiction for erosion & sediment (E&S) control and stormwater management regulations. Therefore, an Engineering inspector has been assigned to the project and is required to inspect the site every 14 days to ensure compliance until the land disturbance permit is terminated.

Currently, fire code issues refer to the State Fire Marshal's Office. The Albemarle County Building Official and Albemarle County Fire Rescue (ACFR) would like to discuss Fire Marshal authority for ACFR within the Town of Scottsville. This would enable local level interaction and problem solving to support fire investigations and preventative measures.

AC44 – Comprehensive Plan Update

In November 2021, the Albemarle County Board of Supervisors initiated the Comprehensive Plan Update: Albemarle County 2044 (AC44). As part of the process, County staff collaborated with stakeholders to establish a vision and guiding principles and refine goals and objectives based on community input, equity, and climate considerations. Town of Scottsville staff were engaged through meetings and the sharing of draft materials. Scottsville staff have also

attended multiple AC44 community events to share feedback, including both in-person and online.

Ensuring continued community involvement through workshops and outreach efforts was key to shaping AC44 recommendations. Community input heard through Phases 1 and 2 covered key opportunities, challenges, and priorities. The plan's objectives and actions provided an implementation roadmap to address this input. Several events were held throughout Albemarle County, including in-person community events in southern Albemarle:

- May 5, 2022: Pop-up as part of the project kickoff at Yancey Community Center
- September 15, 2022: Roundtable on Guiding Principles at Yancey Community Center
- February 28, 2023: Pop-up to discuss community opportunities and challenges in the Town of Scottsville
- June 6, 2023: Open House on Activity Centers and multimodal transportation at Walton Middle School
- February 12, 2024: Workshop on Rural Area land use, community resilience hubs, land conservation, and transportation topics at Yancey Community Center

Currently in Phase 3, the project has turned its focus to drafting, reviewing, and refining the document. The following items involving Scottsville have been included:

- The Town of Scottsville has been included as an Urban Development Area in AC44, which allows the Town to apply for state funding through programs like VDOT's SMART Scale program.
- Actions:
 - Development Areas Land Use (DALU) 3.3: Coordinate with the Town of Scottsville on shared areas of interest, including opportunities for transportation improvements, parks and trails, and other public infrastructure projects, as well as opportunities for enhanced social/human services and affordable housing projects.
 - DALU 4.6: Evaluate the requirements to join the Biophilic Cities Network and pursue the application to become a member locality. Engage with the City of Charlottesville, the Town of Scottsville, and the TJPDC for a regional approach to improving access to nature and integrating nature with urban design.
 - Thriving Economy 3.2: Leverage local and regional partnerships to build the County's tourism sector, including the City of Charlottesville, Town of Scottsville, and the Charlottesville Albemarle Convention and Visitors Bureau (CACVB).
 - Community Facilities and Services 3.6: Collaborate with JMRL to identify the need for improved or new facilities and services in the Development Areas, the Rural Area, and the Town of Scottsville.

Through community engagement and input from the Planning Commission and Board of Supervisors all sections will be presented to the Albemarle County Board of Supervisors for feedback by June 2025 with a final draft anticipated to be published in August. The project will conclude with public hearings and final adoption on October 15, 2025.

Facilities & Environmental Services

In 2024, Scottsville contracted with the Department of Facilities and Environmental Services to have the County's street sweeper remove debris along the streets of Scottsville. The County anticipates contracting again this year in preparation for the Town's July 4th celebration.

Scottsville operates and maintains the A. Raymon Thacker Flood Control System (including the earthen levee and floodwall, closure gates, and pumping plant) to provide high-level protection against flooding of the James River and to reduce the threat to public health and safety. In support of this effort, the County makes an annual contribution to the Town of Scottsville for a portion of the operation and maintenance costs, as agreed upon in the established Memorandum of Agreement (MOA). The FY24 contribution from the County to the Town to support operations and maintenance of the project was approximately \$21,000 with additional annual contributions to increase based on terms in the MOA.

Information Technology

Due to the Town of Scottsville's hiring of an IT resource to provide primary support, the necessary support from Albemarle County Information Technology (ACIT) continues to decrease. A previous Memo of Understanding detailed technical services including provisioning and support of domain accounts, virtual private networks, email, core desktop applications, multi-factor authentication, and anti-virus.

The Town of Scottsville is provided with road naming and E911 Addressing support from the County's GIS Office. These functions are carried out in accordance with ordinances maintained and executed by Albemarle County in support of government and public safety operations.

ACIT also provides support for public safety for southern Albemarle. The Scottsville Police Department receives IT assistance in many of the same areas as the Albemarle County Police Department, though at a lower level since the Town has its own dedicated IT resource.

Meanwhile, ACFR Station 17, which provides emergency response to southern Albemarle, is fully supported by ACIT in alignment with other stations around the county.

ACIT provides limited support to the Scottsville Volunteer Fire Department. This is in the form of secondary support as the station is independently owned and operated.

Further Information:

- Information Technology matrix (Appendix 3)

Finance and Budget

The County collects current and delinquent motor vehicle license fees on behalf of the Town of Scottsville and remits the quarterly balance with 2% withheld for administrative costs.

- FY25 (through March 2025) - \$3,805.06
- FY24 - \$16,218.95

The County pays, according to State Code requirements, the Town of Scottsville a monthly share of sales tax revenue, based on the ratio of the Town's school-age population to the County's total school-age population. As of October 2024, there are 46 Scottsville residents in the total Albemarle County Public School student enrollment.

- FY25 (through Feb 2025) - \$32,093.71
- FY24 - \$46,382.49

The County collects and remits 262 court fees collected on behalf of the Town of Scottsville monthly.

- FY 25 (through March 2025) - \$328.20
- FY24 - \$481.40

The County manages the flood insurance policy for the Scottsville Community Center for a total annual cost of \$4,605.

Public Safety Partnerships

Albemarle County's continued collaboration with the Town of Scottsville reflects a commitment to proactive public safety response, efficient resource sharing, and comprehensive community safety initiatives fostering strategic partnerships that advance public welfare throughout southern Albemarle County.

Police Department

The Albemarle County Police Department (ACPD) and the Scottsville Police Department (SPD) maintain a collaborative partnership aimed at enhancing public safety, operational efficiency, and community engagement. Through reciprocal mutual aid agreements and joint initiatives, our agencies work together to strengthen law enforcement services and expand community-oriented policing efforts.

Operational Collaboration & Mutual Aid

Pursuant to the established mutual aid agreement, ACPD and SPD provide coordinated law enforcement assistance to ensure a prompt and effective response to emergencies and routine calls for service. This agreement facilitates cooperation in the following areas:

- **Emergency Response & Reciprocal Mutual Aid:** ACPD and SPD officers back each other up on emergency 911 calls and law enforcement incidents, reinforcing safety protocols and ensuring a timely response to critical situations.
- **Joint Investigative Efforts:** SPD officers coordinate with ACPD for felony and serious misdemeanor investigations, leveraging ACPD's forensic support, investigative expertise, and access to specialized personnel.
- **Crisis Intervention Team Assessment Center (CITAC):** SPD has partnered with ACPD and Region Ten to expand mental health crisis services including access to CITAC. This effort ensures individuals in crisis receive appropriate care and resources.
- **Training & Professional Development:** ACPD hosts SPD officers in various training programs, including pursuit tactics, firearms qualification, range access, and specialized operations.
- **Records Management & Administrative Support:** ACPD oversees SPD's records management system (RMS), ensuring compliance with reporting requirements and streamlining documentation processes.
- **Radio Communications & Equipment Sharing:** ACPD provides SPD with handheld and mobile radio systems to ensure seamless communication and interoperability during joint operations.

- **Policy & Procedure Sharing Through Lexipol:** SPD benefits from ACPD's access to Lexipol policies and procedures, allowing for consistency in law enforcement standards.

Collaboration on Parks & Recreation Safety

ACPD has partnered with the Department of Game and Inland Fisheries to support public safety efforts at Dorrier Park and the Scottsville Boat Landing. ACPD, SPD, and the Department of Game and Inland Fisheries provide water patrols to deter criminal activity, enhance river safety, and engage in community outreach efforts, especially during high-traffic seasonal periods. In the future, ACPD and SPD will coordinate training for summer river patrols to enhance safety measures for residents and visitors engaging in recreational activities along the waterway. As needed, both departments assist in law enforcement presence at public gatherings to ensure safe and secure recreational experiences.

Road Safety & Traffic Improvements

Our law enforcement agencies actively support County-led initiatives for road safety improvements that impact the Scottsville area, including:

- **Highway Safety Improvements Project (HSIP):** ACPD and SPD work with VDOT to enhance safety measures at key intersections, including Rt 20/Plank Rd.
- **Traffic Enforcement Collaboration:** SPD coordinates with ACPD to implement targeted traffic safety strategies, reducing risks at key traffic corridors.

Tourism & Economic Development Support

ACPD and SPD recognize the role of effective public safety in fostering economic growth and tourism initiatives in Scottsville. The departments collaborate with the Albemarle County Economic Development Office and tourism stakeholders to ensure safe and secure environments for visitors and businesses. When requested, ACPD and SPD provide law enforcement visibility and security support for economic initiatives such as the Designated Outdoor Refreshment Area (DORA) program.

Fire Rescue

By July 2025, Albemarle County Fire Rescue (ACFR) will place a 24/7 staffed fire engine in service at Station 17 in southern Albemarle to address critical service gaps identified in a 2018 Standard of Cover analysis. This analysis determined that southern Albemarle has the highest risk profile of any rural area in the County, yet it remains underserved due to limited station

coverage, long response times, and inconsistent availability. By staffing an engine company around the clock in the Scottsville/southern Albemarle area, ACFR can augment existing resources, reduce turnout and response times, improve firefighter and resident safety, and ensure that emergency services are equitably distributed throughout the County. This initiative is especially urgent given the region's high social vulnerability, which includes socioeconomic challenges, limited transportation options, and a growing population.

Albemarle County Emergency Management continues to work closely with the Town of Scottsville to strengthen local preparedness and response capabilities. This includes coordinated communication during Emergency Operations Center (EOC) activations, ensuring timely engagement of the Town Manager and Police Chief through the County's VEOCI coordination platform. County staff have also supported the Town in reviewing emergency planning documents, including evacuation planning, special event preparedness, and the Town's role within the County Emergency Operations Plan. In addition, the County has worked with the Virginia Department of Emergency Management (VDEM) to assist the Town in exploring potential grant funding opportunities, including those related to levee maintenance. County Emergency Management also provides ongoing coordination and support for the Town's new Community Emergency Response Team (CERT) as the Town works to enhance local resilience through volunteer engagement and training.

As referenced within the Community Development section above, statutorily the fire code official responsibilities currently reside with the State Fire Marshal's Office (FMO). Unofficially Albemarle County Fire Marshal's assist with fire investigations and conduct plans review for new development projects as requested. Having to rely on the State's FMO to conduct investigations of local incidents or weigh in on development issues can result in delays and requires them to remain current with our local ordinances and practices. Establishing an MOU to formalize this practice would provide liability coverage for our Fire Marshals and ensure continuity with other County departments and partner agencies.

Albemarle County provides substantial and ongoing financial and operational support to the Scottsville Volunteer Fire Department (VFD), helping ensure the department remains equipped and ready to serve the community. For FY26, the County has recommended a contribution of \$168,301 to support the station's day-to-day operations, including funding for building utilities, maintenance, communications, firefighting and EMS supplies, administrative expenses, training, and uniforms. Major allocations include \$35,374 for building and grounds maintenance, \$22,100 for utilities, and \$26,500 for administrative and professional services. These resources help sustain the department's readiness and response capabilities in southern Albemarle County.

Beyond the annual operating budget, Albemarle County also provides vital support in several other key areas. This includes funding for fire and EMS training, turnout gear, uniforms, and initial medical physicals for new volunteers. The County also covers fuel and insurance costs, vehicle maintenance, and contributes capital funding for the replacement of fire apparatus. This comprehensive support model reinforces the County's commitment to maintaining a strong volunteer fire service and ensuring that departments like Scottsville VFD can operate safely, effectively, and sustainably.

Human Services

Broadband Service

The broadband projects funded through the 2022 Virginia Telecommunication Initiative (VATI) and the American Rescue Plan Act (ARPA) will make high-speed internet available to approximately 900 homes and businesses in southern Albemarle, including several in Scottsville.

The Broadband Accessibility and Affordability Office (BAAO) continues to work with Scottsville residents whenever they have connectivity issues and facilitates connections with broadband providers.

Scottsville is renegotiating the ground lease for a cell tower located within the Van Clief Natural Area and has reached out to BAAO for support with the process.

Over the last year, BAAO has worked to develop a regional digital opportunity plan that includes Scottsville and its residents. The Town Administrator has served on the coalition that discusses barriers to digital access in the community.

Appendix 1

Albemarle County Parks and Recreation Scottsville Partners, Programs, and Activities

FY 23 & FY 24

Scottsville Community Center	<ul style="list-style-type: none"> Leased space for the James River Boys and Girls Club at the Scottsville Community Center since 2014, no charge for lease 160 members, with average daily attendance of 75 Ages 5-18 Community Center is available to the community after hours. 	<p>(Holidays & Spring Break) 7:30am – 5:30pm</p> <p>After School 2:30pm – 6:30pm</p>
Food Pantry – Scottsville Community Center	<ul style="list-style-type: none"> Serves as a food distribution center for the community Reserve SCC twice a month (24 times a year) Average 72 households and 123 individuals per month 	each month for distribution. Prior Friday for preparation.
Scottsville Community Center	<p>Total Body Boot Camp</p> <ul style="list-style-type: none"> Fall FY23 - 23 Winter/Spring FY23 – 28 Fall FY24 – 29 Winter/Spring FY 24 – 54 <p>Aerobics Class</p> <ul style="list-style-type: none"> Fall FY23 – 16 Winter/Spring FY23 – 16 Winter/Spring FY24 - 28 Total: 194 	6:30pm-7:30pm
Community Center & Dorrier Park	<ul style="list-style-type: none"> Scottsville Organization for Kids Soccer (SOKS) is a youth soccer program for kids 4-15. (Partnered with SOCA) 166 players in Fall 2023 121 players Fall 2024 Scottsville Little League (6 teams, 78 players) One team each: T-ball, 6U, 8U, 10U, 12U baseball, 12U softball 	<p>fall. They use Dorrier Park</p> <p>Scottsville Little League runs in the Fall/Spring and use the baseball field behind SCC.</p>

Dorrier Park and Scottsville Community Center: Routine Maintenance	Routine Maintenance <ul style="list-style-type: none"> • Mow and trim grass • Trash removal • Clean Building • Service Restrooms • Snow Removal 	
Project Upgrades	Storm Water Damage Repairs at 250 Page Street <ul style="list-style-type: none"> • ACPR paid \$28,276 for Harbor Dredge and Dock roadside ditch and shoulder installation • FES paid \$3,340 Tri-State CCTV assessment and \$26,760 Tri-State storm pipe at entrance 	
Town of Scottsville	Albemarle County Parks & Recreation supports Scottsville Events: <ul style="list-style-type: none"> • Annual Fourth of July parade parking • 50th Anniversary Scottsville High School Reunion • Annual Scottsville Easter Egg Hunt • Scottsville Wastewater Generator Project • Upon request and availability, Community Center is available for Town sponsored activities at no cost • 	
Scottsville Boat Landing	Routine Maintenance <ul style="list-style-type: none"> • Mow and trim grass • Trash removal 	

Appendix 2

MEMORANDUM OF AGREEMENT

Between the Town of Scottsville and the County of Albemarle

1. **Purpose.** This agreement is hereby made by and between the Town of Scottsville (hereinafter, the "Town") and the County of Albemarle (hereinafter, the "County") to establish the County's voluntary payments to the Town for the maintenance and operation of the A. Raymon Thacker Flood Control System.
2. **Annual Contributions; Initial Amount.** The County hereby agrees to make annual contributions to the Town for the maintenance and operation of the A. Raymon Thacker Flood Control System. The County's initial annual contribution (for fiscal year 2018) shall be \$17,000. This and subsequent contributions shall be in lieu of any other contributions, such as any reimbursement(s) of actual expenses incurred.
3. **Adjustment of Contribution Amounts.** After the initial County contribution (for fiscal year 2018), the annual County contribution shall be indexed for inflation and shall be calculated by first establishing a fraction, the numerator of which shall be the level of the CPI Index (as defined herein) as of April 1 in the subsequent years, and the denominator of which shall be the level of the CPI Index as of April 1, 2018. The resulting fraction shall be multiplied by \$17,000 to determine the County's contribution for the year. The contribution figure shall be revised each year based upon this formula. The CPI Index shall be the U.S. Bureau of Labor Statistics Consumer Price Index (all items, all urban consumers, 1982-1984 = 100). If the CPI Index shall be discontinued, the County shall designate an appropriate substitute index or formula having the same general acceptance as to use and reliability as the CPI Index and such substitute shall be used as if originally designated herein. Notwithstanding the foregoing, in no event shall this adjustment cause the contribution for any fiscal year to decrease below \$17,000.
4. **Conditions and Terms of County Contributions.** The County's annual contributions shall be payable to the Town on or before June 30, before the close of each fiscal year, contingent upon the Town's written certification that it has established and maintained:
 - o all improvements prescribed in the **Operation and Maintenance Manual, Local Flood Protection Project, Town of Scottsville, Virginia** (dated September 1993), which is incorporated herein by reference;
 - o all required permits; and
 - o a capital renewal fund, into which \$2,000.00 of each annual County contribution has been deposited.To facilitate timely payment of the County's annual contribution on or before June 30 of each fiscal year, the Town shall deliver the above certification to the County on or before May 31 of each fiscal year.
5. **Effective Date and Termination.** This agreement shall be effective upon the signatures of the Town Administrator and the County Executive indicated below and shall remain in effect until modified or terminated by either party. The parties agree to review this agreement every two years. Either party may terminate or amend its participation in this agreement by notifying the other of its intent thirty days prior to such termination.



Amy E. Moyer, Interim Town Administrator
Town of Scottsville, Virginia

10/16/2017
Date



Douglas C. Walker, Interim County Executive
County of Albemarle

10.26.17
Date

Approved as to form:


County Attorney

Appendix 3:**Albemarle County Information Technology Support for the Town of Scottsville**

Entity	Support Type	Detail	Additional Note(s):
Town of Scottsville	Daily Operations – Road naming and E911 addressing		Addressing and Road Naming responsibilities for Scottsville – as a part of the County's daily operations. In addition, GIS staff have fielded direct parcel boundary questions.
Scottsville Volunteer Fire Department	Limited hardware and networking support	Provide and Support: <ul style="list-style-type: none">• Microsoft 365 email accounts for Chief and Deputy Chief of station; standard across volunteer station• 2 Panasonic CF31 model Toughbooks. One in the Chief's car and the other inside the station as a CAD monitor.• 1 Cradlepoint router for station alerting/ECC call dispatching.• 1 AD account affiliated with Station 7	This station is independently owned and operated.
Scottsville Police Department (SPD)	Moderate networking and core application's Ad-hoc requests	Provide and Support: <ul style="list-style-type: none">▪ (5) domain accounts for SPD which include Microsoft 365 email and licensing.▪ RSA Multi-Factor Authentication, New World public safety application and accounts, ScenePD, and AD accounts with Webmail▪ Installation of County provided applications (above) for new computers▪ Supplemental assistance for Scottsville PD IT staff member as needed.	Over the last six months, we have only provided support for updates and issues caused by said updates, totaling about 20 minutes.