



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
MEETING AGENDA**

Circuit Courtroom, Fluvanna Courts Building

September 6, 2017

Regular Meeting - 4:00 PM

Work Session – 7:00 PM (Morris Room)

TAB	AGENDA ITEMS
<b>1</b>	<b>CALL TO ORDER</b>
<b>2</b>	<b>PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE</b>
<b>3</b>	<b>ADOPTION OF AGENDA</b>
	<b>SPECIAL PRESENTATIONS</b>
	Community Service Resolution – Jo A. McDowell
	Certificate of Commendation – Cheryl J. Elliott
	Certificate of Appreciation – Martin D. Brookhart
<b>4</b>	<b>COUNTY ADMINISTRATOR'S REPORT</b>
<b>5</b>	<b>PUBLIC COMMENTS #1</b> (5 minutes each)
<b>6</b>	<b>PUBLIC HEARING</b>
	None
<b>7</b>	<b>ACTION MATTERS</b>
I	Burn Building Grant—Cheryl Elliott, Emergency Services Coordinator
J	E911 Radio Project: Change Order #7 (Extend Project Completion Date) —Cheryl Elliott, Emergency Services Coordinator
K	Radio Communications System Use Memorandum of Agreement with Lake Monticello Owners Association and Lake Monticello Police Department—Cheryl Elliott, Emergency Services Coordinator
L	Zion Crossroads Water & Sewer System Amendment to Project Agreement #6—Cyndi Toler, Purchasing Officer
M	Zion Crossroads Water and Sewer System Financing – FY18 Interest Payments – Eric Dahl, Deputy County Administrator/Director of Finance
Mc	Advertisement of Proposed Sale of County Real Property - Former Cunningham Elementary School – Eric Dahl, Deputy County Administrator/Director of Finance
N	Advertisement of Proposed Sale of County Real Property – Former Columbia Elementary School – Eric Dahl, Deputy County Administrator/Director of Finance
O	Board of Equalization Member Pay – Steve Nichols, County Administrator
P	Appointment to the Fluvanna County Planning Commission—Steven M. Nichols, County Administrator
<b>8</b>	<b>PRESENTATIONS</b> (normally not to exceed 10 minutes each)
Q	Regional Legislative Program—David Blount, TJPDC Legislative Liaison
R	Affordable Senior Housing Project – DHCD Grant—Jason Smith, Community and Economic Development Director

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**9 – CONSENT AGENDA**

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- S Minutes of the August 2, 2017 Meeting—Kelly Belanger Harris, Clerk to the Board
- T Minutes of the August 16, 2017 Meeting—Kelly Belanger Harris, Clerk to the Board
- U Staff Project Implementation Bonus – Steve Nichols, County Administrator
- V FY18 Byrne Justice Assistance Grant (JAG) Award – Marty Brookhart, Management Analyst
- W E911 Radio Project Revenue Transfer – Marty Brookhart, Management Analyst
- XYZ CRMF Request - Additional Funds for Historic Courthouse Repair—Wayne Stephens, Director of Public Works and County Engineer
- A CRMF Request - Relocating & Replacing Records Room HVAC System in Courts Building—Wayne Stephens, Director of Public Works and County Engineer
- B Vacation of Plat for The Meadows Subdivision – Brad Robinson, Senior Planner

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**10 – UNFINISHED BUSINESS**

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TBD

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**11 – NEW BUSINESS**

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TBD

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**12 – PUBLIC COMMENTS #2** (5 minutes each)

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**13 – CLOSED MEETING & DINNER RECESS**

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**RECESS – DINNER BREAK****RECONVENE @ 7:00pm in Morris Room**

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**RECONVENE / CALL TO ORDER**

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**WORK SESSION**

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Shovel Ready Site Program

Strategic Zoning Initiative

County Regulations, Policies and Procedures for Managing and Operating Public Water and Sewer Systems

Design and Construction Standards for Public Water and Sewer Systems

Master Water and Sewer Plan

E911 Radio System Costs

County Debt Summary

Senior Center Services

Ordinances Update (Vehicles, Trash, Derelict Buildings, and Rental Inspections)

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**14 – CLOSED MEETING**

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TBD

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**15 – ADJOURN**

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## PLEDGE OF ALLEGIANCE

I pledge allegiance to the flag  
of the United States of America  
and to the Republic for which it stands,  
one nation, under God, indivisible,  
with liberty and justice for all.

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### ORDER

1. It shall be the duty of the Chairman to maintain order and decorum at meetings. The Chairman shall speak to points of order in preference to all other members.
2. In maintaining decorum and propriety of conduct, the Chairman shall not be challenged and no debate shall be allowed until after the Chairman declares that order has been restored. In the event the Board wishes to debate the matter of the disorder or the bringing of order; the regular business may be suspended by vote of the Board to discuss the matter.
3. No member or citizen shall be allowed to use abusive language, excessive noise, or in any way incite persons to use such tactics. The Chairman and/or the County Administrator shall be the judge of such breaches, however, the Board may vote to overrule both.
4. When a person engages in such breaches, the Chairman shall order the person's removal from the building, or may order the person to stand silent, or may, if necessary, order the person removed from the County property.

### PUBLIC HEARING RULES OF PROCEDURE

1. PURPOSE
  - The purpose of a public hearing is to receive testimony from the public on certain resolutions, ordinances or amendments prior to taking action.
  - A hearing is not a dialogue or debate. Its express purpose is to receive additional facts, comments and opinion on subject items.
2. SPEAKERS
  - Speakers should approach the lectern so they may be visible and audible to the Board.
  - Each speaker should clearly state his/her name and address.
  - All comments should be directed to the Board.
  - All questions should be directed to the Chairman. Members of the Board are not expected to respond to questions, and response to questions shall be made at the Chairman's discretion.
  - Speakers are encouraged to contact staff regarding unresolved concerns or to receive additional information.
  - Speakers with questions are encouraged to call County staff prior to the public hearing.
  - Speakers should be brief and avoid repetition of previously presented comments.
3. ACTION
  - At the conclusion of the public hearing on each item, the Chairman will close the public hearing.
  - The Board will proceed with its deliberation and will act on or formally postpone action on such item prior to proceeding to other agenda items.
  - Further public comment after the public hearing has been closed generally will not be permitted.

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# COUNTY OF FLUVANNA

*"Responsive & Responsible Government"*

BOS Packet 2017-09-06 p.5/251  
P.O. Box 540  
Palmyra, VA 22963  
(434) 591-1910  
Fax (434) 591-1911  
www.fluvannacounty.org

## 2016-2017 STRATEGIC INITIATIVES AND ACTIONS

### Strategic Initiative A -- SERVICE DELIVERY

- A1** - Create a local Broadband Task Force to: assess our current status county-wide, determine our gaps and needs, develop alternatives and options for improvement, and to identify potential funding sources for broadband expansion.
- A2** - Perform Process Improvement Review of Planning and Zoning Processes.
- A3** - Perform Process Improvement Review of Building Inspection Processes.
- A4** - Implement credit card payment option for citizen at all County funds collection points through MUNIS Cashiering process.
- A5** - Update, format, and improve web-accessibility of all County Personnel Policies.
- A6** - Create Fluvanna County Data Website Dashboard with key metrics.
- A7** - Perform a comprehensive review and update of all ordinances, rules, policies, and practices relating to junk cars, trash and litter, waste tires, condemnation of structures, etc.
- A8** - Create an improved system for managing and tracking of SUPs and Subdivisions (Bond status, project status, etc.).

### Strategic Initiative B -- COMMUNICATION

- B1** - Create a Community Impact Awards Program.
- B2** - Hold an Elected Official Breakfast for our State Representatives in Spring 2016
- B3** - Collect and analyze the results of the local Business Climate Survey.
- B4** - Hold a Local Business Forum - Subtitle: "The Future of Fluvanna's 250 Corridor"
- B5** - Create a local Business Support Action Plan.
- B6** - Assess options to communicate more efficiently, effectively, and economically with Fluvanna residents.
- B7** - Expand County Website to receive, answer, and post questions from residents.
- B8** - Improve communication and collaboration with the School Board to improve understanding of school system funding needs and better plan future budgets.
- B9** - Create a brief, easy to understand tax impact message showing Fluvanna advantages for both residential and business.

### Strategic Initiative C -- PROJECT MANAGEMENT

- C1** - Investigate the use of Technology or other types of Overlay Zones for the Zion Crossroads Community Planning Area to support economic development aims.
- C2** - Create a County-wide overlay map showing utilities and other key features that support business growth and development.
- C3** - Investigate all options for GIS system delivery and management to support needs of all County departments.
- C4** - Develop and adopt a Fluvanna County Master Water and Sewer Service Plan and implementation schedule.
- C5** - Successfully oversee and manage Fluvanna County aspects of the James River Water project.

- C6** - Finalize locations and fund installation of Fire Hydrants in the Columbia District along the route of the Louisa County Water Authority raw water pipeline.
- C7** - Successfully oversee and manage the design and construction of the Zion Crossroads water and sewer system.
- C8** - Successfully oversee and manage the County's E911 Emergency Communications System Project.
- C9** - Proceed with the Pleasant Grove Farm Museum design.
- C10** - Investigate opportunities and options for a Palmyra Village Streetscape project to improve safety, parking, walkability, and overall appearance.

#### **Strategic Initiative D -- ECONOMIC DEVELOPMENT AND TOURISM**

- D1** - Create EDTAC - Economic Development and Tourism Advisory Council.
- D2** - Plan for Fluvanna County activities to celebrate the Virginia Business Appreciation Month in May 2016.
- D3** - Draft and adopt a formal County-wide economic development and tourism strategy inclusive of an implementation schedule.
- D4** - Create separate Tourism and Business information pages for the County website.
- D5** - Create a Fluvanna County "triangle" tourism brochure describing a Monticello, Pleasant Grove House & Museum, Old Stone Jail, Historic Courthouse, and Montpelier history and tourism route.
- D6** - Create a "Faces and Places of Fluvanna" Poster and Rack Card to market Fluvanna County as a destination for tourism and recreational activities.
- D7** - Create a "New Residents Guide" package for distribution to local Real Estate agents.
- D8** - Develop a "This is Fluvanna County" video message to be shared with county citizens and businesses as well as use with county economic development initiatives.
- D9** - Investigate and pursue with State offices the installation of select Boat Ramps along the Rivanna and James Rivers to support additional recreational and tourism opportunities.
- D10** - Investigate opportunities for park expansion or Rivanna River access points to support expanded recreational activities in Fluvanna (e.g., Crofton Park, LMOA river access areas, Town of Columbia flood plain/potential park, etc.).
- D11** - Support local businesses and entrepreneurs by establishing a focused business appreciation and expansion program.

#### **Strategic Initiative E -- FINANCIAL STEWARDSHIP AND EFFICIENCY**

- E1** - Identify all sources of revenue the county can use to finance local government programs and services and determine which sources Fluvanna County should utilize.
- E2** - Investigate creation of a "Capital Depreciation Fund" that would be funded within the tax rate each fiscal year to save for future capital needs.
- E3** - Update, format, and improve web-accessibility of all County Financial Policies.
- E4** - Review, update, and approve new Fluvanna County Proffer Guidelines.
- E5** - Reduce the County's reliance on creating and mailing paper checks for payments and to implement ACH/EFT transaction options.
- E6** - Research and provide samples of Monthly Treasurer Report options and formats so that the Board can decide what they would like to see on a recurrent basis (e.g., what reports are provided in other counties?). Create report for inclusion in Board package each month, as well as a quarterly in-person briefing on the data.

**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB I**

<b>MEETING DATE:</b>	September 6, 2017				
<b>AGENDA TITLE:</b>	Burn Building Grant Acceptance				
<b>MOTION(s):</b>	<p>I move the Board of Supervisors accept the Virginia Department of Fire Programs Grant award of up to \$480,000 for the new construction of a burn building for Fluvanna County, and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney.</p> <p>I further move the Board of Supervisors approve a supplemental appropriation in the amount of \$480,000 to the Burn Building FY18 CIP Budget with funding to come from the Virginia Department of Fire Programs Grant.</p>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	If yes, list initiative(s):		
		XX			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		XX			
<b>STAFF CONTACT(S):</b>	Cheryl J. Elliott, Emergency Services Coordinator; Marty Brookhart, Management Analyst				
<b>PRESENTER(S):</b>	Cheryl J. Elliott, Emergency Services Coordinator				
<b>RECOMMENDATION:</b>	APPROVAL				
<b>TIMING:</b>	IMMEDIATE				
<b>DISCUSSION:</b>	<p>In June, the Board approved Fire &amp; Rescue's submission of an application for a burn building from Virginia Dept. of Fire Programs. The Virginia Fire Services Board approved our application at their August 4<sup>th</sup> Board. As outlined in the Virginia Department of Fire Programs Live Fire Training Structure Grant Policy the grant award allocates up to \$450,000 for the new construction and up to \$30,000 for architect and/or engineering services, totaling \$480,000.</p> <p>Add'l details about burn building projects and requirements is found on the VDFP website at: <a href="https://www.vafire.com/grants-and-local-aid/burn-building-grants/">https://www.vafire.com/grants-and-local-aid/burn-building-grants/</a></p> <p>Accepting this grant from VDFP is the first step in the process. The project will go out to bid. If responding bids are not within the grant specifications, we will adapt the plans to reduce costs. There will be certain aspects of the project that the grant will not cover (like site clearing, water lines, or access driveway). The team will bring the project's final plans, plus any alternative funding plans or any additional funding requests, to the Board for approval prior to start of construction.</p>				

<b>FISCAL IMPACT:</b>	Additional funds up to \$300,000 may be needed to cover non-grant funded project aspects. The project team will bring funding options for Board selection and approval.				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	Approval on June 21, 2017 for application submittal				
<b>ENCLOSURES:</b>	<ul style="list-style-type: none"> <li>• Grant Approval Letter</li> <li>• Burn Building Disbursement Agreement</li> <li>• Burn Building Grant FAQs</li> </ul>				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	<b>X</b>	<b>X</b>	<b>X</b>		



# COMMONWEALTH of VIRGINIA

## Virginia Department of Fire Programs

**Brook M. Pittinger**  
ACTING DIRECTOR

**Brenda Scaife**  
CHIEF ADMINISTRATIVE OFFICER

**Finance Branch**  
1005 Technology Park Drive  
Glen Allen, VA 23059-4500  
Phone: 804/ 371-0220  
Fax: 804/ 371-3358

August 14, 2017

Ms. Cheryl Elliott  
Fluvanna County  
132 Main Street  
Palmyra, VA 22963

Dear Ms. Elliott:

On behalf of the Virginia Fire Services Board, we are pleased to advise **Fluvanna County, Virginia** of a **grant award of up to \$480,000 for the new construction** of a burn building as a prop to assist in training the fire service for its jurisdiction. As outlined in the Virginia Department of Fire Programs Live Fire Training Structure Grant Policy the grant award is allocated as up to \$450,000 for the new construction and up to \$30,000 for architect and/or engineering services, totaling \$480,000.

According to the application submitted, the County has elected to construct its burn building according to the minimum standards specified in Prototype I, Class A.

This award is effective: FY2018

Accordingly, the **County has until August 14, 2018 to submit a valid building permit and begin construction** consistent with the terms and conditions of the mutually executed Disbursement Agreement. Following such date, the County will have an additional twelve (12) months to complete construction and collect the balance of their award. **The project expiration date is marked as August 14, 2019.**

Be advised that all documents are available on our website at <https://www.vafire.com/grants-and-local-aid/burn-building-grants/> under the Live Fire Training Structure Grant link, including the VFSB Live Fire Training Structure Policy which is effective as of February 2017. The County is required to review these documents very carefully in order to progress with its project in compliance with the terms and conditions of this grant award and the Policy that governs the Burn Building Grant Program.

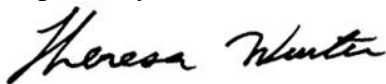
In accordance with the Burn Building Policy, the County will be required to attend an Orientation Meeting at the Division 3 Office in Farmville, Virginia that must be held within thirty (30) days of award notification. The purpose of this meeting is to introduce VDFP staff to new grants recipients, provide an overview of the Burn Building Grant Program, and offer an opportunity for grants recipients to ask questions about the grants process. **The County must schedule the Orientation Meeting by September 14, 2017**

Two originals of the Burn Building Disbursement Agreement are included. The County Manager must sign both originals and have them sent to my attention. Both originals will be counter signed by the Virginia Department of Fire Programs. One original will be returned to the County for Local file retention. **No funds disbursements will be authorized or released without the executed disbursement Agreement.**

Funds disbursement for new construction projects will be made in five (5) installments upon notification by the jurisdiction to the Agency. Once a valid building permit has been submitted and an executed Agreement is on file, the jurisdiction is eligible to draw the first 25% of the construction grant. Once A/E services are complete, jurisdictions may also request reimbursement for such services up to the amount awarded by the VFSB not to exceed \$30,000. Remaining funds disbursements for the construction grant will be made upon jurisdiction request on the percentage of completion method at 50%, 75% and 100% completion. In order to be eligible for final payment, the prop must be placed in operation. It is the responsibility of the jurisdiction to maintain all such records subject to audit by this Agency or its assignees for a period of five (5) years following the date of the last transfer of award funds to the grant recipient.

If you have any questions, feel free to contact me at my office 804/249-1958, or via email at [Theresa.Hunter@vdfp.virginia.gov](mailto:Theresa.Hunter@vdfp.virginia.gov).

Respectfully,



Theresa Hunter  
Budget and Grants Manager

Enclosure

c: Steven M. Nichols, County Administrator  
Walter Bailey, Chair, Virginia Fire Services Board  
Brook Pittinger, Acting Executive Director, Virginia Department of Fire Programs  
Tom Berry, Division Manager, Virginia Department of Fire Program

# VIRGINIA FIRE SERVICE GRANT PROGRAM AGREEMENT

## Grant for Constructing or Repairing Burn Building or Fire Service Training Facilities

### Statutory Authority: §38.2-401 of the *Code of Virginia*

This Grant Agreement, made as of the \_\_\_\_\_ day of \_\_\_\_\_, by and among the VIRGINIA DEPARTMENT OF FIRE PROGRAMS (the "Department"), acting as authorized on behalf of the Virginia Fire Services Board (the "Board"), and \_\_\_\_\_ Fluvanna County \_\_\_\_\_, (the "Grantee"), governs the distribution and use of Fire Services Grant Program moneys, as provided for in §38.2-401 (D) of the *Code of Virginia*.

**WHEREAS**, §38.2-401 (D) of the *Code of Virginia*, authorizes the Board to determine the distribution of grants to provide regional fire services training facilities; to finance the Virginia Fire Incident Reporting System; and to build or repair Burn Buildings; and

**WHEREAS**, the Grantee has submitted an application for a grant from the Fire Services Grant Fund Program to assist in funding the construction of or repair to a burn building, or funding the construction of or repair to a regional fire service training facility, County of Fluvanna Burn Building \_\_\_\_\_ together with plans, specifications and project narrative for such project narrative for such project, more specifically described in Attachment A hereto (the "Project"); and

**WHEREAS**, the Board has approved the Project and has authorized the Department to act on its behalf in the distribution and administration of grants;

**NOW, THEREFORE**, pursuant to the authority granted to the Board and Department by §38.2-401 (D) of the *Code of Virginia*, and in consideration of the Grantee's adoption and ratification of the representations, terms and conditions as herein provided, and benefits to accrue to the Commonwealth and public from the accomplishment of this Project, the department offers a grant of \$ 480,000.00 to pay eligible Project cost subject to the terms and conditions listed below:

- 1 These funds shall be disbursed by the Department to the Grantee after the Agreement has been signed.
- 2 These funds shall be deposited in an interest-bearing account or normal risk and with a demand restriction, if any, not exceeding 30 calendar days until they are needed. The Grantee must be able to account for both the principle and the interest amounts. Any unused funds, including interest, shall be returned to the Department.
- 3 Unless an extension has been granted by the Department, the construction and/or repair tasks shall be completed, and all documentation pertaining to such activities shall be submitted to the Department on or before 12 months after the grant funds have been disbursed.
- 4 The Department may grant an extension of up to three months beyond the 12 month period to complete the construction and/or repairs, and to submit documentation. Any extension beyond three months must be submitted to the Virginia Fire Services Board for approval.

- 5 The Grantee agrees to carry out and complete all phases of the Project strictly in accordance with the plans, specifications and project narrative. The plans, specifications and project narrative may only be revised or modified with the Board or Department's prior written approval. The Grantee agrees to allow the Board representative access to the Project at all reasonable times to verify compliance with the approved plans, specifications and project narrative.
- 6 The Grantee agrees that no construction or repair work shall commence until the following types of insurance are in place for entities performing any such work, including subcontractors, and these types of insurance shall be maintained at all times while construction or repair work is being performed: (a) an All Risk Builders Risk Property insurance policy based on the completed value of all such work, with exclusions for design errors or defects removed by policy endorsement, and the locality shall be named additional insured in such policy; (b) a Workers' Compensation and Employer's Liability insurance policy covering all workers or employees engaged in such work, and, in case any such work is sublet, each subcontractor shall, similarly, provide Workers' Compensation and Employer's Liability Insurance for all of the subcontractor's workers or employees who are engaged in the work, and in amounts not less than the minimums required by the Code of Virginia and other applicable laws and regulations; (c) a Comprehensive Commercial General Liability insurance policy that provides a minimum level of \$500,000 combined single limit per occurrence, and the locality shall be named as an additional insured party in such policy; and (d) a Comprehensive Automobile Liability insurance policy that will insure against claims for property damage that may arise from the operation of motor vehicles associated with the construction or repair work, with a minimum level of \$500,000 combined single limit per occurrence. Before the commencement of any work, the locality must submit to the VDFP a Certificate of Coverage or Certificate of Insurance indicating that these types of insurance are in effect. All insurance shall be provided by insurers who are licensed to provide insurance in the Commonwealth of Virginia.
- 7 The Grantee agrees to operate and maintain the Project, now existing or built in whole or in part as a result of the Project, as a training facility for a period of 20 years from completion of this Project.
- 8 The Grantee agrees to operate, maintain and use the Project in accordance with the policies adopted by the Board, as amended from time to time.
- 9 Subject to lawful appropriation, the Grantee agrees to repay to the Department a sum which is equal to the pro-rata share (computed monthly) of all monies received under this Grant Agreement based on the period of operation and maintenance as specified in paragraph 7 above in the event that the Project ceases to be available for such specified training purposes prior to the expiration of such period, if such change in availability is due to an act or omission within the sole and direct control of the Grantee.
- 10 Grantee hereby agrees that the Project shall be maintained and operated at all times in a manner designed to prolong the useful life of the Project and that no condition will be allowed to exist that will, or is likely to, lead to a shorter than expected useful life for the Project. The Grantee further agrees to ensure appropriate encroachment factors of surrounding land for a period of 5 years from the completion date of the Project.



11 The Grantee represents to the Department that (a) its authorized representative whose signature appears below has read and understands the referenced provisions of the Code of Virginia and the Board's policy entitled "VFSB Burn Building Policy: Fire Service Grant Program, Grant Awards to Construct, Renovate, or Repair Burn Buildings throughout the Commonwealth", adopted thereunder, as amended from time to time, which are hereby incorporated into this Grant Agreement by reference in its entirety; (b) it agrees to comply with all applicable provisions of the Code of Virginia, including if appropriate, the Virginia Public Procurement Act that governs construction of public facilities by private entities. (c) It is duly authorized to enter into this Grant Agreement and to perform its obligations hereunder and has taken all necessary action to authorize such execution and performance.

12 This grant will be fully liquidated in public benefits to the Commonwealth 20 years from the completion date of the Project and the Grantee shall have no further financial obligation to the Commonwealth under this Grant Agreement upon the expiration of such time.

13 To the extent permitted by law, the Grantee shall retain title to the Project and underlying land, and the Grantee shall not release or transfer title without first receiving written approval from the Board prior to such release, which approval shall not be unreasonably withheld.

14 The Grantee agrees to retain all books, records and other documents relative to expenditures of Grant Funds for five years from the completion date of the Project. The Board, the Department and/or State auditors shall have full access to and the right to audit any of these records during the above-referenced period.

15 The Department shall be bound hereunder only to the extent of the Fire Services Grant Funds available or which may hereafter become available for the purpose of this Grant Agreement.

16 This writing constitutes the entire Grant agreement between the parties, supersedes any existing agreement among the parties hereto relative to the matters contained herein, and may be modified only by written amendment executed by all parties.

17 This agreement shall in all respects be governed by the laws of the Commonwealth of Virginia without regard to the legislative or judicial conflict of laws rules of any state.

18 If any provision of this Grant Agreement is determined to be invalid by a court of competent jurisdiction, it shall not render the remaining portions of this Grant Agreement void or unenforceable.

19 This Grant Agreement may be executed in several counterparts, each of which shall be an original and all of which together shall constitute but one and the same instrument.

20 When any written notice or report is required or may be given hereunder, it will be deemed sufficient if the party giving such notice, request, or report delivers the same to the other party by U.S. mail, postage prepaid, or by other superior mailing, or by hand delivery. All notices, request, demands or reports delivered by mail or by hand will be deemed to have been given when received by any party hereto at the following addresses:

Grantee: Such office or mailing address as stated on the Point of Contact Form attached hereto or to such other address of which the Grantee has notified the other parties hereto in writing.

Agency and Board: Virginia Department of Fire Programs  
Attn: Burn Building Grant Administration  
1005 Technology Park Drive  
Glen Allen VA 23059-4500

or to such other address of which the Department has notified the Grantee in writing.

**IN WITNESS WHEREOF**, the parties hereto have by their duly authorized representatives executed this Grant Agreement as of the date first above written, intending to be bound thereby.

DEPARTMENT OF FIRE PROGRAMS

BY: \_\_\_\_\_  
Signature of Authorized Representative Date

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**GRANTEE**

The Grantee, Fluvanna County does hereby accept and ratify all terms, conditions and agreements contained in this Grant Agreement and does hereby accept the grant and by such acceptance agrees to all of the terms and conditions hereof.

BY: \_\_\_\_\_  
Signature of Authorized Representative Date

Name: Steven Nichols

Title: County Administrator



# **Fire Burn Building Grant Approval and Acceptance**

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**September 6, 2017**



# Burn Building Grant

- } **Burn Building Grant Approved by Virginia Fire Service Board!**
  - § Award of up to **\$480,000** for new construction
  - § County has until August 14, 2018 to submit a valid building permit and begin construction
  - § Project expiration date is August 14, 2019
  - § Orientation meeting within 30 days at the Farmville Division office.
  - § *Can walk away from grant at any time (reimburse funds expended)*
- } **Burn building must be kept in operation for 20 years or reimburse grant funding**
- } **What's included in the grant?**
  - § Engineering & architect costs
  - § Building and foundation
  - § Stone apron



- } **What's NOT included; match/cost share needed**
  - § Site Prep (grubbing, E&S)
  - § Driveway and parking lot
  - § Dumpster
  - § Water lines (6" desired)
  - § Two cement pads (for extrication/vehicle fires)
  - § Storage shed
- } **After grant award, project goes out to bid and follows VDFP project management guidelines**
  - § Will have opportunity to change the design to meet our budget (including any additional match/cost share dollars available).
- } **Potential funding required above grant: \$150K-\$300K**



- } **Proposing a Prototype II Class B Fuel building**
  - § Pre-engineered metal building structure with a gas-fueled prop system
- } **To be constructed on county property behind Fork Union Fire Station**



**DRAFT**



*NOTE: Drawing not to scale; for informational purposes only.*



- } Annual costs will be included in Fire-Rescue training budget:**
  - § Annual inspections of facilities (county-retained licensed professional engineer) (~\$1,500)
  - § Burn materials and/or propane (\$ TBD)
  - § Facility maintenance and repairs (& MOU with fire companies)
  
- } Future facility upgrades to be budgeted in CIP or sought through additional grant applications**
  - § Modular Classroom
  - § Dry hydrant



# Questions?





- What is a burn building?
  - An unoccupied structure used by the fire service for training personnel in a controlled & supervised fire simulation or dense smoke environment. The structure is referred to as a “prop”
  
- Who is eligible for a Commonwealth burn building grant?
  - Any one of the 323 jurisdictions of the Commonwealth – the several independent Cities, Counties, and incorporated Towns within those counties; all as listed in the Secretary of the Commonwealth’s annual report. (Grants are never awarded directly to a department or other fire service organization.)
  
- How much is available from the State as a burn building grant?
  - Presently up to \$480k is available for new construction – as \$450k + up to \$30k for local structural engineering needs. The Burn Building Grant Program is a matching/cost sharing program based on the size of the project the locality intends to build. Potentially a similar maximum amount is available for repair work but subject to recommendations made by the Agency’s Engineering consultant. Final amount will be approved by the VA. FIRE SERVICES BOARD. For Repair/Renovation projects larger than the base prototype, the amount awarded will be a % based on square footage of the Burn Building and number of burn rooms compared to the base prototype.
  
- Where can I read-up on Commonwealth burn building grants?
  - The controlling document is presently *Sec 38.2-401, Code of Virginia* found at <http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+38.2-401>
  - There are two (2) subordinate documents; the BOARD’S POLICY & AGENCY’S PRACTICES both of which can be found on the Agency’s web site at [www.vafire.com](http://www.vafire.com) under the Grants and Local Aid Heading on the Burn Building Grant page.
  
- How can a jurisdiction apply for a Commonwealth burn building grant?
  - The application is on the Agency’s website at [www.vafire.com](http://www.vafire.com) under the Grants and Local Aid Heading on the Burn Building Grant Page.  
*Any jurisdictions wishing to apply for a grant may address their application to...*  
**BUDGET AND GRANTS MANAGER, VDFP, 1005 Technology Park Dr., Richmond, Va.23059-4500**
  
- Where does the money come from for Commonwealth burn building grant awards?
  - The short answer is the Commonwealth’s FIRE PROGRAMS FUND.
  - **Detail** ☞ The *CODE* provides for an annual levy against certain insurance premiums collected within the State. This amount in turn goes into the FUND. Under the FUND the *CODE* also establishes several PROGRAMS. One of these, the ‘FIRE SERVICE GRANT PROGRAM,’ provides for grants to “...repair and construct burn buildings.”

- How will the current statewide budget crisis affect awards?
  - While there still *may* be some uncertainty, at present it appears that there will be no impact to those jurisdictions presently scheduled to receive awards.
  
- Are there standardized plans for constructing a burn building?

Yes – The Agency has such for this grant award program: One (1) set of plans of all 4 prototypes & corresponding specifications, called the Project Manual is made available at no-cost\* to each jurisdiction scheduled for an award. The Project Manual is also posted on the Agency’s website.
  
- If we don’t want to build to the prototype plans, can my jurisdiction still get an award to construct a burn building?
  - Yes – It is recognized that one size may not necessarily fit all! Some jurisdictions may wish to choose a design different than the ‘plain vanilla’ burn building as provided for through the Commonwealth’s prototype plans. Attached to the BOARD’s Policy document is an exhibit which is a performance or outline specification setting forth those minimums that the locality must agree to build into their prop as a condition of accepting an award?
  
- If there is more than one jurisdiction involved, how are awards made?
  - When more than one locality joins in a burn building project –one of the partnering jurisdictions must be identified as the lead. The lead jurisdiction will serve as the procurement and fiscal agent for the project. The Agency thereafter deals solely with that Lead in the administration of the award. The Lead executes the grant agreement and is held by the Commonwealth as exclusively accountable for State monies which they alone receive on behalf of all. ( Usually it is the locality that holds title to the property which is chosen to act as the Lead)
  
- Is there a list of recommended or qualified vendors for the design or repair or construction of burn buildings in the Commonwealth?
  - No! Such selection is solely the jurisdiction’s responsibility.
  
- Just what is a fiscal period?
  - Many businesses & governments account for their fiscal affairs on a 12-month period other than a standard calendar year – something different than Jan. to Dec., inclusive. *The Commonwealth’s fiscal periods run from July 1<sup>st</sup> through and including June 30<sup>th</sup> of the next year; they are numbered by the year in which they end. e.g., The fiscal period beginning July 1, 2005 is termed “FY-2006” /or/ “FY06.”*
  
- How do lead localities receive their payments?
  - Payments are made through electronic funds transfer (EFT) to the lead locality’s last account information on record with the Commonwealth. Reference the Agency Practices on Burn Building Grant Administration, Section M. Award Disbursements.
  - An executed Disbursement Agreement must be on file before any disbursements will be made.
  - For new construction: Lead localities may request reimbursement for A/E services up to \$30,000 at the time A/E services have been completed.
  - For new construction: A recently issued building permit must be received before the first 25% installment of the construction grant will be disbursed. All remaining disbursements will be as reimbursements only.

- Is the jurisdiction allowed to procure under their own guidelines or do they have to use the bid process that is outlined in the new specifications, know as the Project Manual?
  - Yes, jurisdictions are still to procure under their own guidelines. The bid process outlined in the Project Manual is just guidelines to help jurisdictions.



## FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB J

<b>Meeting Date:</b>	September 6, 2017				
<b>AGENDA TITLE:</b>	E911 Radio Project: Change Order #7 (Extend Project Completion Date)				
<b>MOTION(s):</b>	<p>I move the Board of Supervisors approve the "Seventh Amendment and Modification to the Communications System Agreement for the Fluvanna Public Safety Emergency Communications Radio System" with Motorola Solutions, Inc., to extend the project completion date from December 2016 to August 2017, with \$0 price adjustment for this modification, and authorize the County Administrator to execute the Agreement, subject to approval as to form by the County Attorney.</p> <p>I move the Board of Supervisors approve the "Fifth Addendum to Agreement for Emergency Communication Radio System Project Management and System Implementation Support Services" with Black &amp; Veatch, with \$0 price adjustment for this modification, and authorize the County Administrator to execute the Agreement, subject to approval as to form by the County Attorney.</p>				
<b>TIED TO STRATEGIC INITIATIVES?</b>	Yes	No	If yes, list initiative(s):	C8	
	XX				
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		XX			
<b>STAFF CONTACT(S):</b>	Cheryl J. Elliott, Emergency Services Coordinator; Cyndi Toler, Purchasing Officer				
<b>PRESENTER(S):</b>	Cheryl J. Elliott, Emergency Services Coordinator				
<b>RECOMMENDATION:</b>	Approval of Change Order				
<b>TIMING:</b>	Immediate, to stay on schedule				
<b>DISCUSSION:</b>	<p>Change Order #5 extended the project completion date from December 2016 to August 2017. This change order extends this previously anticipated date to October 2017, to allow for the 30-day burn-in period for the project due to project delays.</p> <p>Coverage testing was completed on August 23, and system testing was completed on August 31. Following cutover on August 31 when public safety agencies began using the new radio system, the system will be given a 30-day burn in period to make sure all systems are operating properly before sign off on the final system acceptance, anticipated early October. During the burn-in period any remaining punch list items will be completed.</p> <p>Both the Motorola contract and the Black &amp; Veatch agreements need to be modified to reflect this schedule change.</p>				

<b>FISCAL IMPACT:</b>	There is no cost associated with this schedule change.				
<b>POLICY IMPACT:</b>	n/a				
<b>LEGISLATIVE HISTORY:</b>	n/a				
<b>ENCLOSURES:</b>	<ul style="list-style-type: none"> <li>• Seventh Amendment and Modification to the Communications System Agreement for the Fluvanna Public Safety Emergency Communications Radio System with Exhibits</li> <li>• Black &amp; Veatch Fifth Addendum</li> </ul>				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	XX				

**COUNTY OF FLUVANNA, VIRGINIA**

**SEVENTH AMENDMENT AND MODIFICATION TO THE COMMUNICATIONS  
SYSTEM AGREEMENT FOR THE FLUVANNA PUBLIC SAFETY EMERGENCY  
COMMUNICATIONS RADIO SYSTEM**

This Seventh Amendment and Modification (“Amendment”) is made the \_\_\_\_ day of \_\_\_\_\_, 2017 between the County of Fluvanna, a political subdivision of the Commonwealth of Virginia (“**Customer**”), and Motorola Solutions, Inc., a Delaware Corporation authorized to transact business in Virginia (“**Motorola**”), and amends and modifies the **COMMUNICATIONS SYSTEM AGREEMENT** between the Customer and Motorola dated June 25, 2015, as previously modified by:

- a) First Amendment and Modification dated the 27th day of May, 2016 (the “First Modification”);
- b) Second Amendment and Modification dated the 16th day of June, 2016;
- c) Third Amendment and Modification dated the 16th day of June, 2016;
- d) Fourth Amendment and Modification dated the 16th day of June, 2016; and
- e) Fifth Amendment and Modification dated the 17<sup>th</sup> day of November, 2016.
- f) Sixth Amendment and Modification dated the 16<sup>th</sup> day of March, 2017

The **COMMUNICATIONS SYSTEM AGREEMENT**, as amended and with all exhibits thereto, shall be referred to herein collectively as the “Agreement.”

**WHEREAS**, the parties wish to modify and amend the requirements of the Agreement as laid out herein and further wish to formalize their agreement by this Amendment to the Agreement hereby; and

**THEREFORE**, for good and valuable consideration, the parties hereby agree as follows:

1. **The Agreement:** All capitalized terms used herein shall have the same meaning as defined terms of the Agreement except as modified hereby or if the context requires otherwise.
2. **Exhibits:**  
Exhibit 1: **Change Order Form** (hereinafter the “Exhibit”)

The foregoing Exhibit is incorporated herein in its entirety by reference as material provision of this Amendment.

3. **Modifications:**
  - a. This seventh amendment does not modify Exhibit C-1 “Statement of Work” to the Agreement, which remains in full force and effect as previously amended.
  - b. The purpose of this Amendment is to move the completion date for the System from August 2017 to October 2017 as set forth in detail in the Exhibit.

**4. Costs of the Modifications:**

- a. **Cost of the Modifications:** \$0.00. This Amendment does not increase the Contract Price.

If there are any conflicts between the provisions of this Amendment (including the exhibits hereto) and the provisions of the Agreement, the provisions of this Amendment will prevail. Whenever possible this Amendment and the Agreement shall be read together. **Except as specifically amended hereby, the Agreement remains in full force and effect.**

**Witness the following duly authorized signatures and seals:**

**Motorola Solutions, Inc.**

**Fluvanna County**

Executed By: \_\_\_\_\_  
 Printed \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

Executed By: \_\_\_\_\_  
 Printed \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_  
 Motorola Solutions Project Manager

Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_  
 Fluvanna County Project Manager

Date: \_\_\_\_\_

Approved as to Form:  
 \_\_\_\_\_

Fluvanna County Attorney, by Kristina M. Hofmann, Assistant County Attorney



**Change Order Number:** 7 (Extend Project Completion Date)  
**Date:** August 30, 2017  
**Project Name:** Fluvanna Public Safety Emergency Communications Radio System  
**Contract Name:** Communications System Agreement  
**Customer Name:** Fluvanna County  
**Contractor:** Motorola Solutions, Inc.  
**Customer Project Mgr:** Cheryl J. Elliott

**Contract #** MSI-12-15FCBOS **Contract Date:** June 25, 2015

**This Change Order is attached to and made a material part of that Seventh Amendment and Modification to the Communications System Agreement between the County of Fluvanna and Motorola Solutions, Inc. (the “Amendment”).**

**The Purpose of this Change Order and Changes in Service**

This change order moves the completion date for the System from August to October 2017 with an anticipated date of final acceptance in mid-October, 2017

In accordance with the terms and conditions of the contract identified above between Fluvanna County and Motorola Solutions, Inc., the following changes are approved:

<b>Contract Price Adjustments:</b>	
Original Contract Price*:	\$ 6,594,544.94
Previous Change Order amounts*:	\$ 1,398,010.25
This Change Order #7:	-0-
New Contract Price (NO CHANGE):	\$ 7,992,555.19

\*The Original Contract Price of \$6,594,544.94 was paid pursuant to an Equipment Lease-Purchase Agreement between Fluvanna County as Lessee and the Contractor as Lessor. The total paid under the Original Contract pursuant to that Equipment Lease-Purchase Agreement dated June 25, 2016 including principal and interest was \$7,513,345.00. Change Order #1 (First Amendment and Modification dated May 27, 2016) added \$1,008,971 to the project cost. Change Order #2 (Second Amendment and Modification dated June 16, 2016) added \$222,871.86 to the project cost. Change Order #3 (Third Amendment and Modification dated June 16, 2016) originally added \$73,458.05 to the project cost, however as revised by this Change Order #5, Change Order #3 now only adds \$49,675.16 to the total project cost. Change Order #4 (Fourth Amendment and Modification dated June 16, 2016) added \$70,830.00 to the project cost. Change Order #5 (Fifth Amendment and Modification dated November 17, 2016) added \$26,319.50 to the project cost and decreased CO#3 cost by \$23,782.39. Change Order #6 (Sixth Amendment and Modification dated March 16, 2017) added \$38,842.83 to the project cost and decreased CO#1 cost by \$19,500.10.

This change order is a zero cost increase to the project.

<b>Completion Date Adjustments:</b>	
Original Completion Date:	December 2016
Current Completion Date prior to this Change Order:	August 2017
New Completion Date:	October 2017

<b>Changes in Equipment:</b>
None

<b>Schedule Changes:</b>
<p>This change order moves final system acceptance from August to October 2017.</p> <p>Coverage testing and system testing was completed in August. Cutover from the legacy radio system to the new Astro system is on or about August 31, 2017. Following cutover is a 30-day burn-in period where the functioning system is monitored for reliability. Final completion of any remaining punch list items will also be completed in the 30-day burn-in. Signoff by the County for final system acceptance is anticipated to occur in mid-October.</p>

<b>Pricing Changes:</b>
There are no cost increases for extension of the completion date.

<b>Customer Responsibilities:</b>
None

<b>Payment Schedule for this Change Order:</b>
N/A

Except as specifically modified hereby, all other terms and conditions of the Contract as previously amended by that First Amendment and Modification dated the 27<sup>th</sup> day of May, 2016; that Second Amendment and Modification dated the 16<sup>th</sup> day of June, 2016; that Third Amendment and Modification dated the 16<sup>th</sup> day of June, 2016; that Fourth Amendment and Modification dated the 16<sup>th</sup> day of June, 2016; that Fifth Amendment and Modification dated the 17<sup>th</sup> day of November, 2016; and that Sixth Amendment and Modification dated the 16<sup>th</sup> day of March, 2017; are hereby ratified and shall remain in full force and effect.

**[Signature page to follow.]**

Reviewed by: \_\_\_\_\_  
Motorola Solutions Project Manager

Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_  
Fluvanna County Project Manager

Date: \_\_\_\_\_

**FIFTH ADDENDUM TO AGREEMENT FOR EMERGENCY COMMUNICATION  
RADIO SYSTEM PROJECT MANAGEMENT AND SYSTEM IMPLEMENTATION  
SUPPORT SERVICES**

This Fifth Addendum (“Addendum”) is made the \_\_\_ day of \_\_\_\_\_, 2017 by and between the County of Fluvanna, a political subdivision of the Commonwealth of Virginia (“County”), and Black & Veatch Corporation, a Delaware corporation authorized to transact business in Virginia, (the “Consultant”) and modifies that **AGREEMENT FOR EMERGENCY COMMUNICATION RADIO SYSTEM PROJECT MANAGEMENT AND SYSTEM IMPLEMENTATION SUPPORT SERVICES** between the County and the Consultant, dated the 24<sup>th</sup> day of September, 2015, as previously amended and modified by the First Amendment thereto and that Second Amendment thereto dated both dated August 4, 2016; that Third Amendment dated the 17th day of November 2016, and that Fourth Amendment dated the \_\_\_ day of \_\_\_\_\_ 2017 (as amended and modified, the “Agreement”). When used in this Addendum, any terms defined in the Agreement have such defined meaning.

**WHEREAS**, the parties wish clarify and supplement the requirements of the Agreement relating to scope of work for Part 2 of the Project and wish to formalize their agreement in this Addendum;

**THEREFORE**, for good and valuable consideration, the parties hereby agree as follows:

The foregoing recitals are incorporated herein by reference.

The Project has been modified by the following Amendments and Modifications to the **COMMUNICATIONS SYSTEM AGREEMENT** (together with all exhibits thereto, the “Motorola Amendment”) by and between Motorola Solutions, Inc. and the County: Seventh Amendment and Modification dated the \_\_\_ day of \_\_\_\_\_, 2017 (Appendix A);

The Motorola Amendment with exhibits thereto is attached hereto as **Appendix A** (as indicated above) and made a material provision hereof and incorporated herein by reference.

Appendix A is intended to modify the definition of “Project” under the Agreement to add and include those “Additional Services,” as defined in the Motorola Amendment, to the Project; and to modify the scope of the Project as described in the Motorola Amendment. The Consultant shall perform all the services and work, laid out in Article 2, Section A “Specific Scope of Work for Part 2 of the Project” for the Project as modified by the Motorola Amendments. All references to the “Project” in the Agreement shall hereinafter mean to the Project as modified hereby. **There is no price adjustment for these modifications.** Except as specifically amended hereby, the Agreement as previously modified by the First, Second, Third and Fourth Addenda to the Agreement, is hereby ratified and confirmed and remains in full force and effect.

**[SIGNATURE PAGE TO FOLLOW.]**

**Witness the following duly authorized signatures and seals:**

**Black & Veatch Corporation:**

**County of Fluvanna, Virginia**

\_\_\_\_\_  
Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Steven M. Nichols, County Administrator

Date: \_\_\_\_\_

Approved as to Form: \_\_\_\_\_  
Fluvanna County Attorney

Appendix A:

Change Order #7 with Exhibit

(Not included here for Board of Supervisors' packet)

## FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

**TAB K**

<b>Meeting Date:</b>	September 6, 2017				
<b>AGENDA TITLE:</b>	E911 Radio Project: Radio Communications System Use Memorandum of Agreement with Lake Monticello Owners Association and Lake Monticello Police Department.				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve the “Radio Communication System User Memorandum of Agreement” between Fluvanna County, Fluvanna County Sheriff’s Office, Lake Monticello Owners Association, and Lake Monticello Police Department, and authorize the County Administrator to execute the Agreement, subject to approval as to form by the County Attorney.</b>				
<b>TIED TO STRATEGIC INITIATIVES?</b>	Yes	No	<b>If yes, list initiative(s):</b>	C8	
	XX				
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		XX			
<b>STAFF CONTACT(S):</b>	Cheryl J. Elliott, Emergency Services Coordinator; Cyndi Toler, Purchasing Officer				
<b>PRESENTER(S):</b>	Cheryl J. Elliott, Emergency Services Coordinator				
<b>RECOMMENDATION:</b>	Approval				
<b>TIMING:</b>	Immediate				
<b>DISCUSSION:</b>	<p>The new E911 Radio System provides radio communications for all public safety agencies operating in Fluvanna, including the Lake Monticello Police Department. This agreement sets the terms for LMPD to use the system. Major points include that the County will provide radios for LMPD officers and in-service police vehicles; only law enforcement personnel will have access to the encrypted talkgroups; the radio system may not be rebroadcast in any form; LMPD will have their own talkgroup to use within the system; and that LMPD will follow Sheriff’s Office general orders for system usage.</p> <p>Maintaining encryption integrity is critical and disruption and/or retransmission will be grounds for removing LMPD from the system.</p>				
<b>FISCAL IMPACT:</b>	There is no additional costs associated with agreement. All equipment for LMPD was included in the contract.				
<b>POLICY IMPACT:</b>	n/a				
<b>LEGISLATIVE HISTORY:</b>	n/a				
<b>ENCLOSURES:</b>	Radio Communications System Use Memorandum of Agreement				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other

	XX				XX
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**RADIO COMMUNICATIONS SYSTEM USE  
MEMORANDUM OF AGREEMENT**

This **Radio Communications System Use Memorandum Of Agreement** (the “**Agreement**”) made this \_\_\_\_ day of \_\_\_\_\_, 2017, between Fluvanna County (the “**County**”), a political subdivision of the Commonwealth of Virginia, the Fluvanna County Sheriff’s Office (“**FCSO**”), a constitutional law enforcement agency of the County, the Lake Monticello Owners’ Association (the “**Association**”), a Virginia non-stock corporation, and the Lake Monticello Police Department (“**LMPD**”), a department of the Association. Collectively the Association and the LMPD are referred to herein as the “**Agency**”. As used herein Agency shall include all agents, officers, directors, employees, and representatives of the Association and LMPD.

**RECITALS**

- A. Modern radio voice communications are critical to the health, safety and welfare of the public and the County is in the process of upgrading its public safety communications system with a new system anticipated to be operational in September 2017.
- B. The County has certain public safety radio communications equipment and systems which are a critical component of local public safety infrastructure, such equipment and systems include an Astro VHF Simulcast P25 Public Safety Communications System purchased by the County under a June 25, 2015 contract with Motorola Solutions, Inc., as amended, to provide radio communications for County public safety personnel (collectively all those systems and equipment being a part of the County’s new public safety radio system, whether, owned, leased or otherwise, are referred to herein as the “**Radio System**”). The new Radio System which will replace the existing four-channel conventional radio system on or about September 2017. The Radio System is a completely integrated system and must comply with all applicable federal, state and local requirements. At the time of this Agreement, the Radio System contains six radio sites and one prime site, which provide County-wide coverage, including coverage within the jurisdictional boundaries of the Agency.
- C. The FCSO manages and operates the County’s Radio System in the performance of its law enforcement responsibilities for the County.
- D. The Agency currently uses the County’s conventional system for public safety radio communications, adhering to all current FCSO policies and standard operating procedures in accordance with the Fluvanna County Sheriff’s Office General Orders (the “**General Orders**”).
- E. While implementing the new Radio System, the FCSO and Agency wish to upgrade the Agency’s equipment which is a part of the Radio System.

## AGREEMENT

The FCSO and the Agency therefore agree as follows:

1. The foregoing recitals are incorporated herein by reference as a part of this Agreement.
2. The purpose of this agreement is to permit the Agency to use the County's Radio System, for the provision of radio voice communications by the Agency's Public Safety Personnel, as defined herein, only. Public Safety Personnel means only authorized law enforcement officers of the LMPD. A list of the current Public Safety Personnel is attached hereto as Exhibit 1. The LMPD is required to notify the FCSO in writing of all changes in Public Safety Personnel, including without limitation, the addition of any law enforcement officer or the removal of any law enforcement officer by the LMPD. Written notice of any change must be provided to the FCSO within 3 business days of occurrence of such change. The County and FCSO will not provide any Radio System equipment or parts to any new Public Safety Personnel until written notice from LMPD adding such authorized person is received. The Agency agrees to immediately return to the County any equipment or part of the Radio System which is no longer in used by the Agency due to the removal of a Public Safety Personnel or for any other reason.
3. The County agrees to permit the Agency to join its Radio System, and the Agency agrees to use the Radio System exclusively for public safety-related voice radio communications and consistent with the terms set forth in this Agreement. In consideration of the use of the radio System as described herein the Agency agrees that: (i) only Public Safety Personnel will have access to the Radio System, and any part, portion or equipment being a part of the Radio System; (ii) Public Safety Personnel will use the Radio System, including all parts, portion or equipment being a part of the Radio System, in such a way that no unauthorized persons (unauthorized persons include without limitation, civilians, administrative staff and gate attendants and any person who is not Public Safety Personnel) will hear, receive, monitor, or have any access whatsoever to any communications made using, on, through or by way of the Radio System, whether encrypted or unencrypted; (iii) no communications made using, on, through or by way of the Radio System will be recorded, taped, remotely monitored, transmitted, rebroadcasted, or sent out in any similar way under any circumstances by the Agency; and (iv) all use of the Radio System, including all parts, portion or equipment being a part of the Radio System, and the live monitoring of all communications made using, on, through or by way of the Radio System will be made only by Public Safety Personnel in strict conformance with all Federal, State and Local laws, rules, regulations, statutes, ordinances and guidelines, including without limitation, the Federal Communications Commission laws ("FCC").
4. This Agreement authorizes the Agency to use the Radio System exclusively for public safety-related voice radio communications under the protocols, procedures and obligations set forth in this Agreement and consistent with the General Orders.
5. The County shall retain ownership of its Radio System, including all radio equipment, parts or other items being a part thereof, connected or related thereto. Only equipment authorized by the County shall be permitted to operate on the Radio System. Connecting or using any unauthorized equipment with the Radio System shall be a

- material breach of this Agreement.
6. Should the Agency become aware of any improper use of the Radio System, or any equipment, part or item thereof, or any act affecting Radio System performance or act which is done in an unauthorized manner, the Agency must immediately discontinue such action and the Agency must report the same to the County and the FCSO in a written statement.
  7. Any failure to comply with a provision of this Agreement by the Agency shall be deemed a material breach of this Agreement and at the option of the County or the FCSO may result in immediate termination of this Agreement, suspension of use of the Radio System or any parts thereof, suspension of certain persons from use of the Radio System, and/or any other restrictions of use of the Radio System or parts thereof deemed appropriate by the County or FCSO in their sole discretion. FCSO will also notify the Agency of any discovery of improper use of the Radio System by the Agency discovered by the FCSO.
  8. Upon termination of this Agreement for any reason, the Agency agrees to immediately return all equipment, parts or items being a part of the Radio System to the FCSO and the cost of delivery of the same to the FCSO will be at the cost and expense of the Agency.
  9. The Agency agrees to return any parts, portion or equipment being a part of the Radio System to the FCSO upon request by the FCSO or the County at any time for any reason.
  10. The Agency agrees to bring to a location designated by the County or FCSO any parts, portion or equipment being a part of the Radio System for maintenance, upgrades, enhancements or any other reason if so requested by the FCSO or County.
  11. The Agency agrees that its Public Safety Personnel will be required to read and understand all privacy statements, instructions and manuals or information of any kind provided with any equipment, items or parts of the Radio System provided to the Agency under this Agreement.
  12. This Agreement shall continue in full force and effect so long as the Agency is making any use of the Radio System, including any parts, portion or equipment being a part of the Radio System.
  13. The County agrees to do the following:
    - a. Provide and assign necessary subscriber equipment to Public Safety Personnel, including installing mobiles for in-service Agency vehicles operated by Public Safety Personnel and providing portables for rostered police officers who are Public Safety Personnel.
    - b. Program the Agency-assigned radio units with the appropriate channel lineup for their Agency, including assigning appropriate aliases. These radio Personalities shall not be altered or changed by the Agency.
    - c. Provide an encrypted talkgroup for Agency's law enforcement use, which may be monitored by FCSO Dispatchers by request from the Agency and as resources allow.

- d. Notwithstanding the foregoing, the County will provide an unencrypted talkgroup to be installed at Lake Monticello's Gatehouse, which shall be used exclusively for all non-law enforcement communications and provide an unencrypted link between the Agency's radios and the LMOA internal radio system. Any necessary radio equipment related to the same shall be at the Agency's sole cost and expense.
  - e. Control and manage all system and equipment programming, including but not limited to, codeplugs, aliases, and encryption keys. The Agency shall not have access to and is not authorized to make any programming changes or add any equipment to the Radio System.
14. The County may in its discretion cover Agency-assigned radio units or parts of the Radio System under the County's small equipment insurance and under any maintenance and repair service agreements. As of the date of this Agreement, the County will include Agency-assigned radio units or parts of the Radio System under the County's small equipment insurance and such shall be covered under a maintenance service agreement with Motorola Solutions, Inc. Notwithstanding the foregoing, should any costs be incurred by the FCSO or the County in repairing or maintaining any equipment (not to include the cost of such insurance premiums and not to include the cost of the standard annual maintenance services) being a part of the Radio System used by the Agency such costs will be reimbursed by the Agency to the County within five (5) days of a request for reimbursement. The county specifically notifies the Agency that radio units must be turned off while charging. If a radio unit is charged while the unit is on, the battery will be destroyed and the Agency will be responsible for the cost of the battery replacement.
15. In addition to the other requirements of this Agreement, the Agency agrees to do the following:
- a. Distribute mobile and portable radio units to its Public Safety Personnel as assigned. The FCSO will provide training on radio operations and procedures to Public Safety Personnel, and such requires mandatory attendance. Agency will notify FCSO about any personnel changes so the alias database remains correct in Dispatch.
  - b. Employ all necessary safeguards to protect equipment from loss, theft, or damage.
  - c. Restrict use of the County Radio System for emergency, encrypted and unencrypted special events only, as authorized by the FCSO. No private calls on any equipment or part of the Radio System shall be allowed under any circumstances. The prioritized use of the system is as follows:
    - i. Emergency or urgent operation including the imminent danger to life or property.
    - ii. Disaster or extreme emergency operation requiring extensive interoperability and inter-agency communications.
    - iii. Pre-planned special events.

- iv. Joint training exercises.
  - v. Inter-agency communications.
- d. Follow all FCSO policies and operate in accordance with FCSO General Orders.
  - e. Adhere to strict encryption for the frequencies and talkgroups on the Radio System.
  - f. Obtain prior approval from the FCSO Dispatch Center for “Be on the Look Out” (BOLOs) or other active emergencies for broadcast across shared talk groups.
  - g. Comply with all FCSO enforcement actions required by policy and/or procedure for the misuse or abuse of the radio system.
  - h. Limit communications on the Radio System to matters of law enforcement only. Proper FCC and County radio protocols must be adhered to at all times.
  - i. Allow physical annual inspection of all County-owned/loaned equipment, if requested. The agency will notify FCSO of any radio equipment issues and obtain permission from FCSO prior to any work to be done by the County’s approved vendor.
  - j. Never allow the Radio System transmission to be rebroadcast or connect any portion of the Radio System to any external source for monitoring or rebroadcasting purposes, including, but not limited to, telephony, system Gateways, conventional, IP-based or cellular systems, or other radio or internet systems or equipment.
16. **APPLICABLE LAW AND COURTS:** This Agreement and its terms, including, but not limited to, the parties’ obligations under it, and the remedies available to each party for breach of it, shall be governed by, construed and interpreted in accordance with the laws of the Commonwealth of Virginia, and exclusive jurisdiction and venue of any dispute or matters involving litigation between the parties hereto shall be in the courts of Fluvanna County, Virginia. Any jurisdiction’s choice of law, conflict of laws, rules, or provisions, including those of the Commonwealth of Virginia, that would cause the application of any laws other than those of the Commonwealth of Virginia, shall not apply. The Agency shall comply with applicable federal, State and local laws, ordinances, rules and regulations in performance of the Agreement.
17. **DOCUMENTS:** All documents, including but not limited to data compilations, drawings, reports and other material, whether in hard copy or electronic format, prepared, developed or furnished by the Agency relating to, because of, or involving information obtained using the Radio System shall be property of the County.
18. **CONFIDENTIALITY:** Agency shall not publish, copyright or otherwise disclose or permit to be disclosed or published, any communications or information of any kind obtained using the System, without prior written approval of the County, unless required by applicable law. Agency, cognizant of the sensitive nature of much of the data transmitted through the Radio System, shall not disclose any information (other

- than information which is readily available from sources available to the general public) obtained by it by reason of the use of the Radio System as permitted hereunder without the prior written approval of the County, unless disclosure of such information by it is required by law, rule or regulation or the valid order of a court or administrative agency.
19. **SEVERABILITY:** If any term, covenant or provision of this Agreement shall be held to be invalid, illegal or unenforceable in any respect, this Agreement shall remain in effect and be construed without regard to such provision.
20. **TITLES:** The titles and section headings herein and in this Agreement are inserted solely for convenience and are not to be construed as a limitation on the scope of the provisions to which they refer.
21. **ATTORNEYS' FEES:** In the event of a dispute between the County and/or the FCSO and Agency which cannot be amicably resolved, in addition to all other remedies, the party substantially prevailing in any litigation shall be entitled to recover its reasonable expenses, including, but not limited to, reasonable attorneys' fees.
22. **NO WAIVER:** No act of any party shall operate as a waiver of any provision of this Agreement, nor of any power herein reserved to the County, or any right to damages herein provided, nor shall any waiver of any breach of this Agreement be held to be a waiver of any other or subsequent breach. Failure of the County to require compliance with any term or condition of this Agreement shall not be deemed a waiver of such term or condition or a waiver of the subsequent enforcement thereof.
23. **INDEMNIFICATION:** The Agency agrees to indemnify, keep and save harmless the County and the FCSO, its officers, agents, officials, employees and volunteers against any and all claims, claims of injuries, death, damage to property, patent claims, suits, liabilities, judgments, losses, costs and expenses, including but not limited to costs of investigation, all reasonable attorneys' fees (whether or not litigation results), and the cost of any appeal, occurring or arising in connection with the Agency, its agents', subcontractors', employees', or volunteers' negligence or wrongful acts or omissions in connection with its performance under this Agreement. The Agency shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith; and if any judgment shall be rendered against the County or the FCSO in any such action, the Agency shall, at its own expenses, satisfy and discharge the same. Nothing contained in this Solicitation or the Contract shall be deemed to be a waiver of the County's sovereign immunity.
24. **COMPLIANCE WITH IMMIGRATION LAW:** Pursuant to Virginia Code § 2.2-4311.1, in every Agreement the following provision applies: the Agency does not, and shall not during the term of the Agreement, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

25. **NOTICES:** All written notices required or permitted hereunder shall be deemed sufficient if hand delivered to the person identified below or if sent by first class mail postage prepaid to the address for each party set forth below, or at such other address as a party may designate from time to time by notice given in writing to the other parties hereto. Such notices are deemed received when actually delivered to the party or its representative or agent if hand delivered, or one (1) business day after deposited into the United States mail, if mailed.

**County:**

Fluvanna County  
Attn: Steve Nichols  
132 Main Street  
Palmyra, VA 22963

With a copy to:

Fluvanna County Attorney  
Attn: Frederick W. Payne, Esquire  
414 East Jefferson Street  
Charlottesville, VA 22902

**FCSO:**

Fluvanna County Sheriff's Office  
Attn: Eric Hess  
160 Commons Blvd  
Palmyra, VA 22963

**Association:**

Lake Monticello Owners' Association  
Attn: Catherine Neeley  
41 Ashlawn Blvd.  
Palmyra, VA 22963

**LMPD:**

Lake Monticello Police Department  
Attn: Tom Boisvert  
41 Ashlawn Blvd.  
Palmyra, VA 22963

26. **INSURANCE:** The Agency agrees that, at all times that this Agreement is in force, it shall carry (and provide the County with evidence of coverage upon request) the following minimum amounts of insurance:

Automobile	\$500,000	Liability
		Medical Payment
		Comprehensive
		Collision

Public Liability	\$1,000,000	
Excess Liability	\$2,000,000	Aggregate Over Above Policy Limits (Excluding Professional Liability)
Worker's Compensation	Amount required by Virginia law	

This Agreement is not intended, and should not be construed, to create any right or benefit, substantive or procedural, enforceable by law or otherwise by any third party against the parties, the United States, the Commonwealth of Virginia, Fluvanna County, or any officers, employees, agents, or other associated personnel thereof.

This Agreement does not give the Agency any rights of ownership in the Radio System or equipment related thereto.

This Agreement shall be effective from the date specified in the opening paragraph until terminated by any party hereto upon a 90-day advanced written notice to the other parties; or until terminated by the County or FCSO in the event of a breach by Agency of this Agreement as described *supra* herein.

[SIGNATURE PAGE TO FOLLOW.]



Witness the following duly authorized signatures and seals:

**COUNTY:**

\_\_\_\_\_  
Steven M. Nichols, County Administrator  
Fluvanna County

\_\_\_\_\_  
Date

**FCSO:**

\_\_\_\_\_  
Sheriff Eric Hess  
Fluvanna County Sheriff's Office

\_\_\_\_\_  
Date

**ASSOCIATION:**

\_\_\_\_\_  
Catherine Neeley, General Manager  
Lake Monticello Owners Association

\_\_\_\_\_  
Date

**LMPD:**

\_\_\_\_\_  
Tom Boisvert, Chief  
Lake Monticello Police Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval as to form by the County Attorney

\_\_\_\_\_  
Date

**Exhibit 1**  
**Lake Monticello Police Department List of**  
**Public Safety Personnel**

<u>Officer:</u>	<u>Unit Number:</u>
Chief Tom Boisvert	LMPD140
Frank Lopez	LMPD142
Mike Glass	LMPD143
Riley Bednarsky	LMPD144
Jason Bibau	LMPD145
Tamora Marshall	LMPD146
Christopher Snyder	LMPD147
Tony Abbott	LMPD148
Supervisor (Spare)	LMWalk1

**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB L**

MEETING DATE:	September 6, 2017																
AGENDA TITLE:	Zion Crossroads Water & Sewer System Amendment to Project Agreement #6																
MOTION(S):	<p><b>#1. I move the Board of Supervisors approve a supplemental appropriation of \$13,870 from Unassigned Fund Balance to the Zion Crossroads Water and Sewer System project budget with the funds necessary for an Amendment to Project Agreement #6 to complete additional services associated with moving the elevated water tank site of the Zion Crossroads Water &amp; Sewer System project.</b></p> <p><b>#2. I move the Board of Supervisors approve an Amendment to Project Agreement #6 between Fluvanna County and Dewberry Engineers Inc. for additional services associated with moving the elevated water tank site of the Zion Crossroads Water &amp; Sewer System project totaling \$13,870, and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney.</b></p>																
STRATEGIC INITIATIVE?	Yes X	No	If yes, list initiative(s):	C7													
AGENDA CATEGORY:	Public Hearing	Action Matter X	Presentation	Consent Agenda	Other												
STAFF CONTACT(S):	Cyndi Toler, Purchasing Officer Marty Brookhart, Management Analyst																
PRESENTER(S):	Cyndi Toler, Purchasing Officer																
RECOMMENDATION:	We recommend approval of both motions as stated above																
TIMING:	Routine																
DISCUSSION:	<p>This Amendment to Project Agreement #6 with Dewberry Engineers Inc. is required to complete additional services associated with moving the elevated water tank site of the Zion Crossroads Water &amp; Sewer System project. The change will make for a better overall tank site with easier &amp; safer access.</p> <p>Prior Events:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="background-color: #d9ead3;">Zions Crossroads Funding</th> </tr> </thead> <tbody> <tr> <td>Original Budget</td> <td style="text-align: right;">\$575,000</td> </tr> <tr> <td>Prior Supplemental Appropriations</td> <td style="text-align: right;">\$182,870</td> </tr> <tr> <td style="text-align: right;"><b>Total Revised Budget</b></td> <td style="text-align: right;"><b>\$757,870</b></td> </tr> <tr> <td style="color: red;">Proposed Supplemental Appropriation - Dewberry Project Agreement #6 Amend.</td> <td style="text-align: right; color: red;"><b>\$13,870</b></td> </tr> <tr> <td style="text-align: right;"><b>Total Proposed Revised Budget</b></td> <td style="text-align: right;"><b>\$771,740</b></td> </tr> </tbody> </table>					Zions Crossroads Funding		Original Budget	\$575,000	Prior Supplemental Appropriations	\$182,870	<b>Total Revised Budget</b>	<b>\$757,870</b>	Proposed Supplemental Appropriation - Dewberry Project Agreement #6 Amend.	<b>\$13,870</b>	<b>Total Proposed Revised Budget</b>	<b>\$771,740</b>
Zions Crossroads Funding																	
Original Budget	\$575,000																
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<b>Total Revised Budget</b>	<b>\$757,870</b>																
Proposed Supplemental Appropriation - Dewberry Project Agreement #6 Amend.	<b>\$13,870</b>																
<b>Total Proposed Revised Budget</b>	<b>\$771,740</b>																
FISCAL IMPACT:	The Zion Crossroads Water and Sewer System cash funded budget will increase by \$13,870.																
POLICY IMPACT:	N/A																
LEGISLATIVE HISTORY:	N/A																
ENCLOSURES:	Amendment to Project Agreement #3 – Professional Services Agreement																
REVIEWS COMPLETED:	Legal X	Finance X	Purchasing X	HR	Other												



**AMENDMENT TO PROJECT AGREEMENT #6  
TERM AGREEMENT FOR PROFESSIONAL SERVICES  
ZION CROSSROADS WATER & SEWER SYSTEM DESIGN/SERVICES**

This Amendment to Project Agreement #6 (the "Amendment") made this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_ , between Fluvanna County, Virginia (the "County"), a political subdivision of the Commonwealth of Virginia, and Dewberry Engineers Inc. (the "Consultant"), a New York corporation authorized to transact business in Virginia, is an amendment to that Project Agreement #6 ("Project Agreement #6"), an addendum to the TERM AGREEMENT FOR PROFESSIONAL SERVICES both of which are dated the 12<sup>th</sup> day of November, 2015 (including all exhibits and prior addenda thereto the "Agreement"). All defined terms in the Agreement shall have the same meaning as in this Amendment except for terms specifically defined herein.

Whereas, pursuant to the Agreement the County shall issue written task orders to the Consultant as services are needed;

Whereas, the County entered into Project Agreement #6 for the Consultant complete "Elevated Water Storage Tank - Design" as described therein; and

Whereas, the County now desires to amend such Project Agreement #6 to add certain Additional Services and the Consultant desires to accept the Additional Services and complete all work and services necessary and related thereto.

For good and valuable consideration, the parties hereby agree as follows:

- I. **ADDITIONAL SERVICES:** In addition to all those services currently provided under Project Agreement #6, the Consultant shall provide all work, labor, training, supervision, maintenance and materials necessary to perform all those services described below (the "Additional Services") as Additional Services under the Agreement and must meet or exceed the requirements of this Amendment, Project Agreement #6 and the Agreement. All items provided and Additional Services rendered under this Contact shall be done in a good and workmanlike manner of the highest professional standards and so as to pass without exception in the industry and shall be consistent with applicable local, state and federal laws, statutes, ordinances and requirements while performing the Services.

The Additional Services are defined as follows:

- (i) Additional Site Work Design: Update the site layout plan, grading plan, and erosion and sediment Control (E&S) plan for the new tank site location;
- (ii) Additional Pipeline Design: Update the plan and profile sheets for the 12-inch water main and 10-inch sewer force main based on the new tank location; and
- (iii) Geotechnical Engineering Investigation and Report: Drill 4 new borings for the new site including (1 @ 50 ft. deep and 2 @ 20 ft. deep) for the tank location and 1 @ 10 ft. deep for the new access road. This will include an updated geotechnical report for the new tank site.

All Additional services must be completed consistent with that "Amendment No. 1 Professional Services Agreement" attached hereto as Exhibit 1, including the attachments thereto, which is incorporated herein as a material part of this Amendment.

- II. **COMPENSATION:** The flat fee for the Additional Services is THIRTEEN THOUSAND EIGHT HUNDRED SEVENTY AND NO/100 DOLLARS (\$13,870.00)

due and payable upon completion. The Consultant shall submit an invoice to County. This shall be in addition to those other amounts due for Project Agreement #6. All such invoicing and payments shall be made in accordance with Section 47 "Payment" of the General Terms.

- III. **TERM:** The Consultant shall complete to the sole satisfaction of the County the services on the Task Order described in Project Agreement #6 as modified by this Amendment to add the Additional Services on or before December 1, 2017, time being of the essence.
- IV. **DEFAULTS:** The Consultant shall be in default hereunder if it fails to provide the Services consistent with the requirements of the Agreement as amended hereby. For additional termination provisions, please see the County's General Terms, including, but not limited to, Section 51 and 56 thereof.
- V. **MISCELLANEOUS.** The headings of the sections of this Amendment are inserted for convenience only and do not alter or amend the provisions hereof. A word importing the masculine or neuter gender only may extend and be applied to females and to corporations as well as males, and vice versa. A word importing the singular number only may extend and be applied to several persons or things as well as to one person or thing; and a word importing the plural number only may extend and be applied to one person or thing, as well as to several persons or things. This Amendment may be executed in multiple counterparts each of which shall be deemed an original and together which shall constitute the Agreement. This Amendment may be executed in duplicate originals, any of which shall be equally authentic. In addition to allowing electronic signatures upon an electronic copy of this Agreement, as provided by Virginia law, facsimile signatures upon any signature page will be considered to be original signatures. This Agreement, together with exhibits hereto, contains the entire understanding of the parties with respect to the subject matter hereof and is to be modified only by a writing signed by the parties to this Agreement. Except as specifically amended hereby, the Project Agreement #6 Agreement remains in full force and effect.

**In witness whereof the undersigned duly authorized representatives have executed this Agreement on the dates set forth beside their respective signatures.**

ARCHITECT/ENGINEER

Dewberry Engineers Inc.

County:

Fluvanna County

By: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
Fluvanna County Attorney

**AMENDMENT NO. 1  
PROFESSIONAL SERVICES AGREEMENT**

THIS IS AN AMENDMENT dated August 7, 2017, to existing Project Agreement #6, dated November 12, 2015, between Fluvanna County (CLIENT) and Dewberry Engineers Inc. (ENGINEER) for providing professional services relating to the Zion Crossroads Water & Sewer System Project in Fluvanna County, Virginia. The proposal is amended as follows:

At the request of the CLIENT, the ENGINEER is to provide additional site work design, pipeline design, and geotechnical investigation associated with the shifting of the tank site approximately 70 feet east of the site that was selected through the 95% design submittal phase. Refer to the attached tank site sketch for the location of the new tank site.

- A. Additional Site Work Design: Update the site layout plan, grading plan, and erosion and sediment Control (E&S) plan for the new tank site location.
- B. Additional Pipeline Design: Update the plan and profile sheets for the 12-inch water main and 10-inch sewer force main based on the new tank location.
- C. Geotechnical Engineering Investigation and Report: Drill 4 new borings for the new site including (1 @ 50 ft deep and 2 @ 20 ft deep) for the tank location and 1 @ 10 ft deep for the new access road. This will include an updated geotechnical report for the new tank site.

The CLIENT and ENGINEER, in consideration of their covenants herein, agree in respect to the performance of professional services by the ENGINEER and payment for those services by the CLIENT for lump sum fees as set forth below.

A. Additional Site Work Design:	\$6,040
B. Additional Pipeline Design:	\$2,430
C. <u>Geotechnical Engineering Investigation and Report:</u>	<u>\$5,400</u>
<b>TOTAL LUMP SUM FEE</b>	<b>\$13,870</b>

All other parts of the Project Agreement #6 remain unaltered by this Amendment. This Amendment, including attachments, shall become a part of existing Project Agreement upon its execution by the CLIENT and ENGINEER.

Attachments: Revised Tank Site Location  
Manpower Breakdown

IN WITNESS WHEREOF, the parties hereto have made and executed this Amendment on the respective dates indicated below.

CLIENT: **Fluvanna County**

ENGINEER: **Dewberry Engineers Inc.**

BY: \_\_\_\_\_  
\_\_\_\_\_

BY: \_\_\_\_\_  
David S. Maxwell, P.E., LEED AP  
Senior Vice President

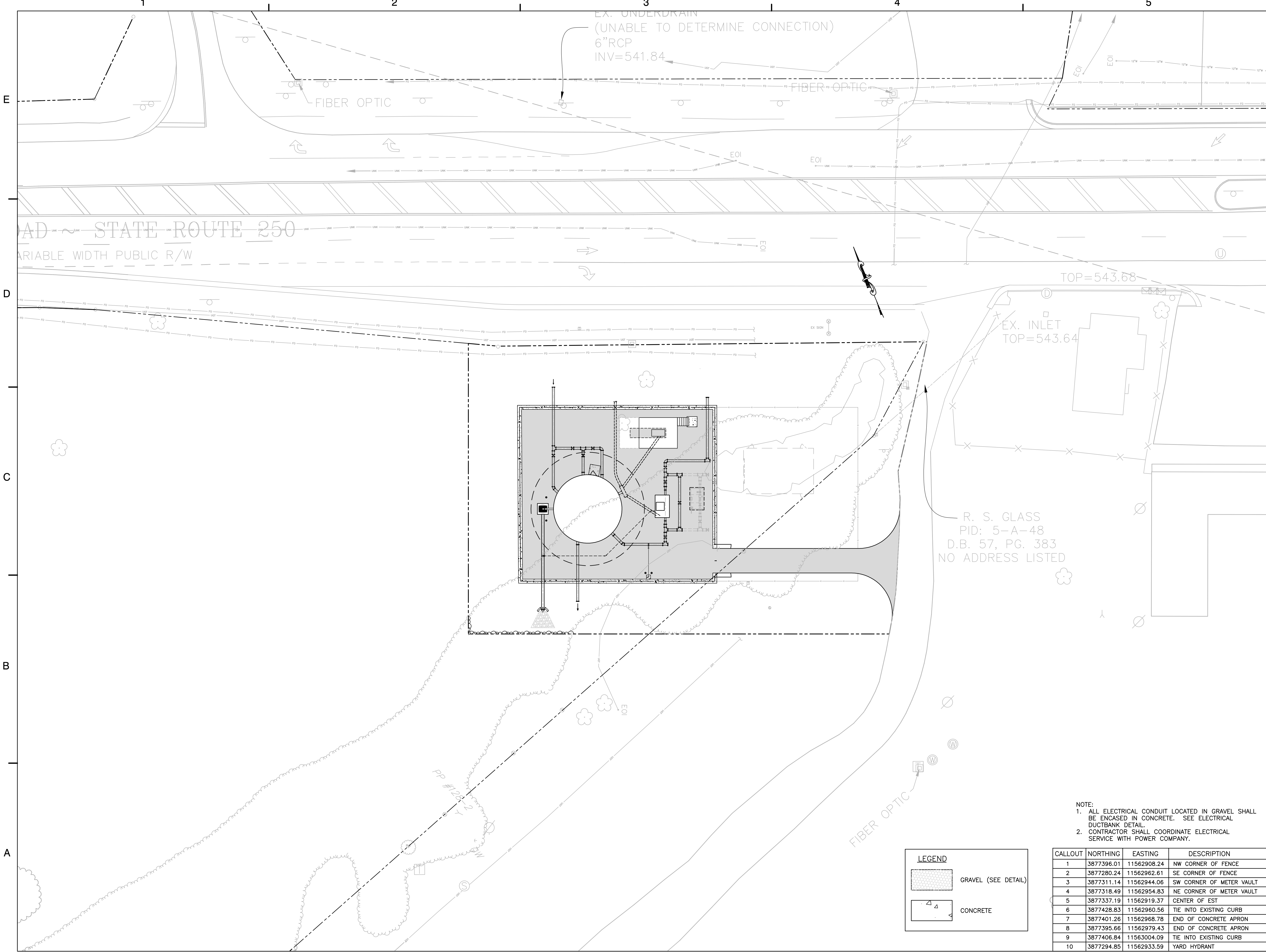
Date: \_\_\_\_\_

Date: \_\_\_\_\_

ZION CROSSROADS  
 ELEVATED WATER STORAGE TANK

FLUVANNA COUNTY  
 DEPARTMENT OF PUBLIC WORKS

FLUVANNA COUNTY, VA



EX. UNDERDRAIN  
 (UNABLE TO DETERMINE CONNECTION)  
 6" RCP  
 INV=541.84

TOP=543.68

EX. INLET  
 TOP=543.64

R. S. GLASS  
 PID: 5-A-48  
 D.B. 57, PG. 383  
 NO ADDRESS LISTED

STATE ROUTE 250  
 VARIABLE WIDTH PUBLIC R/W

**LEGEND**

	GRAVEL (SEE DETAIL)
	CONCRETE

- NOTE:**
- ALL ELECTRICAL CONDUIT LOCATED IN GRAVEL SHALL BE ENCASED IN CONCRETE. SEE ELECTRICAL DUCTBANK DETAIL.
  - CONTRACTOR SHALL COORDINATE ELECTRICAL SERVICE WITH POWER COMPANY.

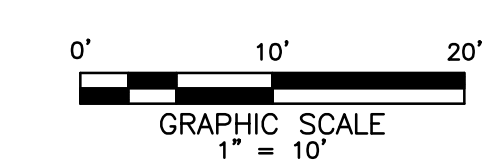
CALLOUT	NORTHING	EASTING	DESCRIPTION
1	3877396.01	11562908.24	NW CORNER OF FENCE
2	3877280.24	11562962.61	SE CORNER OF FENCE
3	3877311.14	11562944.06	SW CORNER OF METER VAULT
4	3877318.49	11562954.83	NE CORNER OF METER VAULT
5	3877337.19	11562919.37	CENTER OF EST
6	3877428.83	11562960.56	TIE INTO EXISTING CURB
7	3877401.26	11562968.78	END OF CONCRETE APRON
8	3877395.66	11562979.43	END OF CONCRETE APRON
9	3877406.84	11563004.09	TIE INTO EXISTING CURB
10	3877294.85	11562933.59	YARD HYDRANT

KEY PLAN

**ALTERNATE TANK LOCATION**  
 NOT FOR CONSTRUCTION

SEAL

SCALE




No. DATE BY Description

REVISIONS

DRAWN BY BMM / JEH

APPROVED BY DAV

CHECKED BY BMM

DATE MAY 2017

TITLE

SITE LAYOUT

PROJECT NO. 50078862

**C1.0**



**FLUVANNA COUNTY**

**ZION CROSSROADS WATER & SEWER SYSTEM DESIGN SERVICES  
AMENDMENT NO. 1 TO AGREEMENT #6 REVISED TANK LOCATION**

BOS Packet 2017-09-06 p.53/251

**FEE ESTIMATE FOR ENGINEERING SERVICES**

August 9, 2017

PROJECT TASKS	HOURS DEDICATED TO SUBTASK										TOTAL COST		
	QA/QC/ PRINCIPAL	PROJECT MANAGER	PROJECT ENGINEER	STAFF ENGINEER	DESIGNER	CADD TECHNICIAN	ADMIN PROF	SURVEYOR	SURVEY PARTY	CONST INSPECTOR		REIMBURSABLE	
	190.00	150.00	125.00	90.00	110.00	75.00	60.00	120.00	145.00	80.00			
<b>A. Additional Site Work Design</b>													
Update Site Layout and Yard Piping Plan Sheets		4	4	12									
Update Grading Plan Sheets		4	4	8									
Update Erosion and Sediment Control Plan Sheets		2	2	4									
Coordinate Revisions with Regulatory/Review Agencies		2	4	2								\$150	
<b>Subtotal (Item A)</b>	<b>0</b>	<b>12</b>	<b>14</b>	<b>26</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$150</b>	<b>\$6,040</b>
<b>B. Additional Pipeline Design</b>													
Update Plan and Profile Sheets		2	4	12									
Coordinate Revisions with Regulatory/Review Agencies		1	2									\$150	
<b>Subtotal (Item B)</b>	<b>0</b>	<b>3</b>	<b>6</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$150</b>	<b>\$2,430</b>
<b>C. Geotechnical Engineering Investigation and Report</b>													
Geotechnical borings and report												\$5,400	
<b>Subtotal (Item C)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$5,400</b>	<b>\$5,400</b>
<b>GRAND TOTAL FOR ALL SERVICES (LUMP SUM)</b>	<b>0</b>	<b>15</b>	<b>20</b>	<b>38</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$5,700</b>	<b>\$13,870</b>







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# COUNTY OF FLUVANNA

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*“Responsive & Responsible Government”*

P.O. Box 540  
 Palmyra, VA 22963  
 (434) 591-1910  
 Fax (434) 591-1911  
 www.fluvannacounty.org

## MEMORANDUM

**Date:** September 6, 2017  
**From:** Marty Brookhart – Management Analyst  
**To:** Board of Supervisors  
**Subject:** Unassigned Fund Balance

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<b>*FY17 Year End (Unaudited) Unassigned Fund Balance:</b>	<b>*\$4,840,117</b>
Less: ZXR Water. & Sewer Sys. Amend. to Agrmt. #3 (Dewberry) – 07.05.17	-\$4,500
Less: ZXR Water & Sewer Sys. Project Agreement #4 (Bowman) – 07.05.17	-\$6,880
Less: ZXR Water & Sewer Sys. Project Agreement #11 (Dewberry) – 07.05.17	-\$51,330
Less: ZXR Water & Sewer Sys. Project Agreement #5 (Bowman) – 07.05.17	-\$22,950
Less: ZXR Water & Sewer Sys. Project FY18 Interest Payments – 09.06.17	-\$224,852
<b>Current (Unaudited) Unassigned Fund Balance:</b>	<b>*\$4,529,605</b>

\*Audited FY17 Year End Unassigned Fund Balance will be available upon completion of the FY17 CAFR



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB Mc**

<b>MEETING DATE:</b>	September 6, 2017				
<b>AGENDA TITLE:</b>	Advertisement of the Proposed Sale of County Real Property known by current street numbering as 479 Cunningham Road, Palmyra VA and also Known as the Former Cunningham Elementary School to The Light Academy Inc. for a Price of \$118,750.00				
<b>MOTION(s):</b>	I move the Board of Supervisors ratify advertisement of a Public Hearing to be held on September 20, 2017, for the proposed sale of the County's real property known by current street numbering as 479 Cunningham Road, Palmyra VA and also known as the former Cunningham Elementary School to The Light Academy Inc., a Virginia corporation, for a purchase price of \$118,750.00 pursuant to their proposal to purchase the property dated July 20, 2017 made in response to the County's Request for Proposals 2016-01 "Sale of County Property Cunningham Elementary School (former) 479 Cunningham Road, Palmyra VA 22963", as amended.				
<b>TIED TO STRATEGIC INITIATIVES?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		XX			
<b>STAFF CONTACT(S):</b>	Eric Dahl, Deputy County Administrator/Finance Director				
<b>PRESENTER(S):</b>	Eric Dahl, Deputy County Administrator/Finance Director				
<b>RECOMMENDATION:</b>	Approval.				
<b>TIMING:</b>	Current.				
<b>DISCUSSION:</b>	The County issued a Request for Proposals 2016-01 "Sale of County Property Cunningham Elementary School (former) 479 Cunningham Road, Palmyra VA 22963", which was amended, requesting offers on the purchase of County owned real property being the former Cunningham Elementary School. The Light Academy, Inc.'s offer was at a purchase price of \$118,750.00 and included pre-approval of its necessary financing for said purchase price.				
<b>FISCAL IMPACT:</b>	Purchase price of \$118,750 paid to County at settlement. Potential tax revenues from use of property in future by Purchasers.				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				

<b>ENCLOSURES:</b>	Fluvanna County Notice of Public Hearing				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	XX	XX	XX		



**FLUVANNA COUNTY  
NOTICE OF PUBLIC HEARING**

On Wednesday, September 20, 2017, the Board of Supervisors of Fluvanna County, Virginia, will hold a public hearing on the proposed sale of that County real property known by current street numbering as 479 Cunningham Road, Palmyra VA 22963 and known also as the former Cunningham Elementary School to The Light Academy, Inc., a Virginia corporation, for a purchase price of \$118,750.00 pursuant to their proposal to purchase the property dated July 20, 2017 made in response to the County's Request for Proposals 2016-01 "Sale of County Property Cunningham Elementary School (former) 479 Cunningham Road, Palmyra VA 22963", as amended (the "RFP"). Said proposal (as well as the other proposals submitted in response to the RFP) will be available at the County Administration Building at 132 Main Street Palmyra, Virginia building for public inspection.

The public hearing will be conducted at 7:00 p.m. in the Circuit Courtroom, Fluvanna County Courts Building, 132 Main Street, Palmyra, Virginia. Interested persons may appear at such time and place and present their views.

**Clerk to the Board of Supervisors  
of Fluvanna County, Virginia**

**TO BE PUBLISHED IN THE FLUVANNA REVIEW NO LATER THAN SEPTEMBER 7, 2017  
and SEPTEMBER 14, 2017.**



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB N**

<b>MEETING DATE:</b>	September 6, 2017				
<b>AGENDA TITLE:</b>	Advertisement of the Proposed Sale of County Real Property (Former Columbia Elementary School)				
<b>MOTION(s):</b>	I move the Board of Supervisors ratify advertisement of a Public Hearing to be held on September 20, 2017, for the proposed sale of the County's real property known by current street numbering as 563 Wilmington Road, Palmyra, VA and also known as the former Columbia Elementary School to Howard Hilsinger and Laurie Hilsinger for a purchase price of \$82,500 pursuant to their proposal to purchase the property dated July 20, 2017 made in response to the County's Request for Proposals 2016-02 "Sale of County Property Columbia Elementary School (former) 563 Wilmington Road, Palmyra, VA 22963", as amended.				
<b>TIED TO STRATEGIC INITIATIVES?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		XX			
<b>STAFF CONTACT(S):</b>	Eric Dahl, Deputy County Administrator/Finance Director				
<b>PRESENTER(S):</b>	Eric Dahl, Deputy County Administrator/Finance Director				
<b>RECOMMENDATION:</b>	Approval.				
<b>TIMING:</b>	Current.				
<b>DISCUSSION:</b>	The County issued a Request for Proposals 2016-02 "Sale of County Property Columbia Elementary School (former) 563 Wilmington Road, Palmyra, VA 22963", which was amended, requesting offers on the purchase of County owned real property being the former Columbia Elementary School. Howard Hilsinger and Laurie Hilsinger's offer was the highest purchase price received and is a cash offer without contingencies from the Purchaser.				
<b>FISCAL IMPACT:</b>	Purchase price of \$82,500 paid to County at settlement. Potential tax revenues from use of property in future by Purchasers.				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	Fluvanna County Notice of Public Hearing				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	XX	XX	XX		



**FLUVANNA COUNTY  
NOTICE OF PUBLIC HEARING**

On Wednesday, September 20, 2017, the Board of Supervisors of Fluvanna County, Virginia, will hold a public hearing on the proposed sale of that County real property known by current street numbering as 563 Wilmington Road, Palmyra, VA 22963 and known also as the former Columbia Elementary School to Howard Hilsinger and Laurie Hilsinger for a purchase price of \$82,500.00 pursuant to their proposal to purchase the property dated July 20, 2017 made in response to the County's Request for Proposals 2016-02 "Sale of County Property Columbia Elementary School (former) 563 Wilmington Road, Palmyra, VA 22963", as amended (the "RFP"). Said proposal (as well as the other proposals submitted in response to the RFP) will be available at the County Administration Building at 132 Main Street Palmyra, Virginia building for public inspection.

The public hearing will be conducted at 7:00 p.m. in the Circuit Courtroom, Fluvanna County Courts Building, 132 Main Street, Palmyra, Virginia. Interested persons may appear at such time and place and present their views.

**Clerk to the Board of Supervisors  
of Fluvanna County, Virginia**

**TO BE PUBLISHED IN THE FLUVANNA REVIEW NO LATER THAN SEPTEMBER 7, 2017  
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**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB O**

<b>MEETING DATE:</b>	September 6, 2017				
<b>AGENDA TITLE:</b>	Board of Equalization Member Pay				
<b>MOTION(s):</b>	I move the Board of Supervisors approve an increase in Board of Equalization (BOE) member and BOE Administrative Assistant pay from \$20.00 per hour to \$23.00 per hour to account for tax deductions through the MUNIS payroll system.				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	If yes, list initiative(s):		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		XX			
<b>STAFF CONTACT(S):</b>	Steve Nichols, County Administrator				
<b>PRESENTER(S):</b>	Steve Nichols, County Administrator				
<b>RECOMMENDATION:</b>	APPROVAL				
<b>TIMING:</b>	IMMEDIATE				
<b>DISCUSSION:</b>	<p>In July 2017, staff added the Board of Equalization members and the BOEs Administrative Assistant into the MUNIS payroll system. Pay is now disbursed through the regular pay process, rather than the previous paper checks for without appropriate tax deductions.</p> <p>Recommend increase hourly pay rate from \$20.00 per hour worked up to \$23.00 per hour worked to account for the new payroll deductions, as has been done with previous transitions for Board and Commission members.</p>				
<b>FISCAL IMPACT:</b>	Estimated increase in costs will be \$1,350 per year.				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	Other Board and Commission members were incorporated into the electronic payroll system in 2008; salaries were increased at that time to account for the new payroll tax deductions.				
<b>ENCLOSURES:</b>	None				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
		X		X	





**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB P**

<b>MEETING DATE:</b>	Sept 6, 2017				
<b>AGENDA TITLE:</b>	Appointment to Planning Commission – Rivanna District				
<b>MOTION(s):</b>	<b>I move to appoint _____ to the Planning Commission – Rivanna District replacing Donald Gained who resigned, with a term to begin immediately and expire on June 30, 2018.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		<b>X</b>		<b>X</b>	
<b>STAFF CONTACT(S):</b>	Kelly Belanger Harris, Clerk to the Board				
<b>PRESENTER(S):</b>	Steven M. Nichols, County Administrator				
<b>RECOMMENDATION:</b>	Appoint				
<b>TIMING:</b>	Normal				
<b>DISCUSSION:</b>	Candidates seeking appointment: <ul style="list-style-type: none"> <li>• Suzanne Cotellessa</li> <li>• Dick Bucci</li> <li>• Gequetta Murray-Key</li> <li>• Thomas Dudley</li> <li>• Debra Kurre</li> <li>• Bob Dorsey</li> <li>• <b>Joe Chesser - added Sept 1, 2017</b></li> </ul>				
<b>FISCAL IMPACT:</b>	None				
<b>POLICY IMPACT:</b>	None				
<b>LEGISLATIVE HISTORY:</b>					
<b>ENCLOSURES:</b>	Candidate Applications				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other





# COMMONWEALTH OF VIRGINIA COUNTY OF FLUVANNA Application to Serve on Boards/Commissions/Committees

**Name:** Richard P. Bucci Election District: Rivanna

**Mailing Address:** 5 Swan Court City: Palmyra State: V A Zip: 22963

**Physical Address:** 5 Swan Court City: Palmyra State: VA Zip: 22963

**Home Phone:** (434) 589-1196 **Work Phone:** (434) 589-2131 **Cell Phone:** (434) 989-8990 **Fax Phone:** \_\_\_\_\_

**Email:** dickbucci@embarqmail.com

**Education/Experience/Professional Expertise:**

Hold bachelor's and master's degrees in business administration. Managed small and large organizations. Understand economics and planning. Currently self-employed as a consultant (8 years). Widely published writer on call center technologies. Published several papers on E-911 public safety answering points. Have excellent planning, writing, and organizational skills.

**Civic Activities/Committee Memberships (include other boards/committees/commissions, Fraternal, Business, Church or Social Groups):**

Over the years have been active in many professional and civic organizations but not active now. Here is a short list; Pond Mills Community Association (president), Virginia Discovery Museum (board member), Lake Monticello Community Assoc. (community fishing pier), Multimedia Telecommunications Assoc. (board member), American Marketing Association (editor, treasurer, chapter president)

**Interest in Serving on Board/Commission/Committee:**

Economic Development Authority, JABA Advisory Council, Thomas Jefferson partnership for Economic Development

**\*\*Please indicate on the following sheet all Boards/Commissions/Committees on which you wish to serve:**

The County of Fluvanna does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

Please submit this form by e-mail or

Return to:  
Clerk, Board of Supervisors  
P.O. Box 540  
Palmyra, VA

*Richard P. Bucci*  
Signature

August 16, 2011  
Date



County of Fluvanna \* Post Office Box 540 \* Palmyra, VA 22963 \* (434)591-1910 \* Fax (434)591-1911



# APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

## County of Fluvanna

Name (Last, First MI) <i>COTELESSA, SUZANNE</i>			Election District <i>RIVANNA</i>	
Mailing Address (including City, State, & ZIP) <i>590 Jefferson Dr. PALMYRA, VA 22963</i>			Physical Address (if different) <i>(Same)</i>	
Home Phone <i>703-283-9341</i>	Cell Phone <i>703-283-9341</i>	Work Phone <i>—</i>	Email <i>scotellessa@yahoo.com</i>	
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION: <i>B.A. FOREIGN AFFAIRS M.A. URBAN PLANNING 25+ years local govt - Planning, zoning, Building - in Virginia localities</i>				
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: <i>None in Fluvanna</i>				
CIVIC ACTIVITIES AND MEMBERSHIPS (ROLES with fraternal, business, church, or social groups): <i>American Planning Association. BOARD MBR of two CIVIC ASSNS IN VA.</i>				
REASON(S) FOR WANTING TO SERVE: <i>• Give back to community • Keep abreast of County issues</i>				
<p><b>Applicants are considered as vacancies occur and your application will be kept on file for three years.</b>          Fluvanna County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.</p> <p><b>Submit by email (<a href="mailto:clerk@fluvannacounty.org">clerk@fluvannacounty.org</a>) or mail to: Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963</b></p> <p><i>By signing below you are indicating that you have read and understand the attached Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.</i></p>				
Signature <i>Suzanne M. Cotellessa</i>			Date <i>3/11/16</i>	



**COMMONWEALTH OF VIRGINIA  
COUNTY OF FLUVANNA  
Application to Serve on Boards/Commission/Committees**

Name (Last, First MI) <b>DORSEY, Robert E</b>		Election District <b>Rivanna</b>	
Mailing Address <b>6 Dover Court</b>		Physical Address (if different)	
Home Phone	Cell Phone <b>4344663870</b>	Work Phone	Email <b>bobdorsey58@gmail.com</b>
<b>EXPERIENCE/PROFESSIONAL EXPERTISE:</b> I am a retired USAF Officer and Member of the Intelligence Community having served since 1976 to 2016. While a USAF Officer, I designed, developed, contracted for, taught and operated military command and control systems in national level command centers. While an IC member, I was a trusted science, technology, systems engineering, and intelligence analytical advisor to the senior leadership of the 16 USG departments comprising the IC. I worked in remote sensing, and the use of sensor information in combination with other types/sources of information to determine what was really going on in the world. For a short time, I worked for SWIFT, a Belgium based internet service and banking standards provider to the World Banks. Here I was in charge of the core elements of the world banking transactions system specifically responsible for the cryptographic security of worldwide operation locations. When I was in school in Fauquier County, I delivered newspapers, made pizza, worked in commercial kitchens, was a day laborer for a stone mason, cattle farmer, construction company, and commercial haying operation.			
<b>EDUCATION:</b> BS Engineering (Computer Science) UVA 1990 MS Management Information Systems, Eller School of Business, UAZ, 1987 MS Systems Engineering, Vetterli School of Engineering, USC, 1999 Certificate, Software Engineering, Colorado Tech, 1990 Certificate, UVA Law School, Government Contracting and Contract Case Law, 2006 Instructor, NATO AWACS, Gellenkirchen, Germany, Programming Languages taught to NATO soldiers and airmen, 1983-1986 Instructor, Webster University, Decision Support Systems, Space Systems Management Graduate Program 1990-1992 Squadron Officers School, USAF, 1985 USAF Instructors School, 1983 Air Command and Staff College, 1992 Advanced Comm/Computer School, 1992 Departmental Industrial Advisor - UVA School of Engineering, Computer Science, Systems Engineering, VaTech, School of Engineering, Electrical Engineering, UAZ, Electrical Engineering, 2005-Present			
<b>CIVIC ACTIVITIES/COMMITTEES:</b> Wellington HOA, Manassas Virginia, Covenants Committee 6 yrs, Chair 2 yrs, BOD member - 1 year Manassas City School Board, Chair, Citizens Committee on Inclusion of Home Schooled Students in School Board governed educational, sports, clubs, and social activities. Fluvanna Leadership Development Program, Class 12, Executive Committee Fluvanna Volunteer Fair, 2015 Lake Monticello HOA, Safety and Security Committee, 2015-Present			
<b>MEMBERSHIPS (FRATERNAL, BUSINESS, CHURCH OR SOCIAL GROUPS):</b> Member Manassas St Thomas UMC 1990-2003, Church Council 3 yrs, Childrens Ministry Worship Leader 3 yrs, Sunday School Teacher 3 yrs Member Effort Baptist Church 2003-Present Member, Mid-Atlantic Aviation Partnership, 2015-Present Member Fluvanna Chamber of Commerce 2015-Present Member, Association for Computing Machinery, 1978-present Member, Lake Monticello HOA, 2003-Present Member, LMOA Safety and Security Committee 2015-Present Member, International Council on Systems Engineering (INCOSE), 2002-Present Member Association for Computing Machinery 1976-Present Member, Shenandoah Valley Emmaus, 2001-Present			
<b>CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES:</b> Wellington HOA, Board of Directors, Covenants Committee Manassas City School Board, Chair, Citizens Committee on Inclusion of Home Schooled Students in School Board governed educational, classroom, sports, clubs, music, and social activities Staff, Commission on the loss of Space Shuttle Enterprise			
<b>REASON(S) FOR WANTING TO SERVE:</b> After 40 years of national and local service, I want to work with others to help make Fluvanna a great place to live, work, and play. I am particularly interested in economic development, workforce/STEM education development, and stewardship of human/natural resources (education, zoning, planning, conservation).			
Please indicate on the attached sheets the Boards, Committees, or Commissions on which you wish to serve. Your application will be kept on file for three years. Applicants are considered as vacancies occur.			
Submit by email (clerk@fluvannacounty.org) or mail to: Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963			
Signature 		Date <b>28 Dec 2015</b>	

**PLEASE MARK ANY BOARDS, COMMISSIONS OR COMMITTEES  
ON WHICH YOU WISH TO SERVE FROM THE BELOW LIST.**

# **BCC Application1005: Thomas J Dudley**

Application created: 09/28/2016

## **Contacts**

**Email**            [tj.dudley5@gmail.com](mailto:tj.dudley5@gmail.com)

**Address**        5 Rockwood Lane  
Palmyra VA, 22963

## **Application details**

### **Occupation details**

**Education and Experience**        I am currently attending PVCC where I am working to complete prerequisites for the Sonography or Radiology program. I plan on furthering my education but I am also open to different career paths. I hope to join a board, commission, or committee in order to gain experience in local politics and more importantly serve the community. I have no prior service record or experience. As a 23 year old man of Fluvanna County as well as an American citizen I feel a responsibility to serve my community. I have a desire to learn and to lead, as well as to represent my generation and faith.

### **Qualifications**



# COMMONWEALTH OF VIRGINIA COUNTY OF FLUVANNA

## Application to Serve on Boards/Commissions/Committees

**Name:** Debra Kurre Election District: Rivanna

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**Mailing Address:** 6440 Thomas Jefferson Parkway Suite A City: Palmyra State: VA Zip: 22963

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**Physical Address:** 19 Laguna Road City: Palmyra State: VA Zip: 22963

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**Home Phone:** \_\_\_\_\_ **Work Phone:** (434) 589-1670 **Cell Phone:** (434) 989-4309 **Fax Phone:** (434) 589-1290

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**Email:** daykurre@yahoo.com

**Education/Experience/Professional Expertise:**

BS Accounting	Berry College	Rome, Georgia
MBA Finance	Mercer University,	Macon, Georgia
CPA License	Licensed to practice in Virginia and Georgia	

**Civic Activities/Committee Memberships (include other boards/committees/commissions, Fraternal, Business, Church or Social Groups):**

LMOA - Board of Directors 1994 - 1996  
 LMOA - Finance Committee, Audit Committee, and Compliance Committees  
 Effort Baptist Church Palmyra, VA Have served on various committees including Finance and Personnel  
 Economic Development Authority of Fluvanna County - Current Member  
 Parks and Recreation Committee of Fluvanna County - Past Member  
 Rotary Club of Fluvanna County - Charter President  
 Parent Teacher Association, and other school organizations. Most recently served on the School Restructuring Committee for Fluvanna

**Interest in Serving on Board/Commission/Committee:**

I am interested in Economic viability in the area, and am interested in serving on boards or committees that could help to foster Economic viability.

**\*\*Please indicate on the following sheet all Boards/Commissions/Committees on which you wish to serve:**

The County of Fluvanna does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

Please submit this form by e-mail or  
 Return to:  
 Clerk, Board of Supervisors  
 P.O. Box 540  
 Palmyra, VA

  
 \_\_\_\_\_  
 Signature

11-16-2010

\_\_\_\_\_  
Date

**GEQUETTA G. MURRAY-KEY** 17 Ashton Rd, Palmyra, VA 22963  
434/409-3120 or 434/591-6698  
gzthings@gmail.com

## PROFILE

- Dynamic and diverse experience in the following skills:  
-Policy Writing -Investigating -Interviewing -Public Service -Volunteering -Auditing -Public Speaking  
-Editing -Mentoring -Instructing -Research -Training -Counseling -Customer Service -Tutoring
- Dedicated professional with a personal commitment to public safety, service and education
- Proven: problem solving, organization, communication: written/oral and management skills

## CREDENTIALS

- Certified as an Internal Affairs Investigator 1/17
- Department of Justice (DOJ) Certified Prison Rape Elimination Act (PREA) Auditor 6/14 thru present
- Certified Correctional Health Professional (CCHP) through the National Center for Correctional Health Professionals (NCCHC) 3/13 thru present
- Moral Reconciliation Therapy (MRT) Certified Trainer
- Crisis Intervention Team (CIT) Certified
- BS (Justice Studies), Fort Hays State University, Hays, KS (Summer 2010)
- DCJS Certified General Instructor, DCJS (2005 - present)
- AAS, Administration of Justice at PVCC, Charlottesville, VA (2002), Dean's list 3x
- Certificate, Police Science at PVCC, Charlottesville, VA (2002)
- Certificate in Computer Business Applications through the City of Charlottesville, PVCC, VA (2005)
- Steering Committee,
- Fluvanna Leadership Development Program 2011-2012 (focus- Education and the Criminal Justice segments)
- Fluvanna Leadership Development Program, Graduate class of 2011
- Certified, Grant Proposal Writer, Fort Hays State University, Hays, KS (Summer 2010)
- Certified VCIN/NCIC Instructor, VA State Police (2005)
- Spanish for Government Employees through the City of Charlottesville, PVCC, VA (2003)
- Intern, Charlottesville Police Department, Charlottesville, VA (2001-2002)
- Licensed Nail Technician, VA
- Licensed Hair Braider, VA
- Instructor, College of Charleston, SC Upward Bound Program

## EXPERIENCE (please note: some positions are/were maintained simultaneously)

02/07 – present **Albemarle-Charlottesville Regional Jail (ACRJ)**, Charlottesville, VA

*(05/17-present) **Appointed to Chief of Operations: Oversee agency operations as follows in addition to maintaining my original roles when hired in 2007***

- On call
- Property /Mail (Inmate property intake and release including funds)
- Inmate Records (Processing of all records related to inmates)
- Laundry (Issues of required clothing and the laundering of them)
- Inmate Hearings (Internal inmate infractions)
- Video Court (Inmates being taking before the judge for hearings through video)
- Inmate Canteen (Items that inmates can order through the agency's selected vendor)
- Report to the Superintendent/Deputy Superintendent

*(2/07-present) **Accreditation Manager/Compliance Officer; PREA - Coordinator, Instructor/System Administrator of Inmate Telephone System/General Instructor & VCIN/NCIC Instructor***

- Implemented 2 television channels inside the jail strictly dedicated to staff and inmate training with the assistance of Comcast Cable
- Will begin training inmates in broadcasting
- 1 of the only approx 700 Department of Justice (DOJ) Certified Prison Rape Elimination Act (PREA) Auditors in the United States
- Implement transmitters so that inmates could hear tv through their headphones, minimize noise in the housing areas
- Self-audits to ensure compliance with all standards
- Train staff, inmates, inters, volunteers and contractors on the compliance standards for PREA (Prison Rape Elimination Act) regarding sexual assaults in confinement facilities
- Sexual Assault Investigator confinement facilities
- SME (Subject Matter Expert – accreditation concerns) Internal Affairs Investigator looking into internal matters related to staff and inmates as directed by the Superintendent or Deputy Superintendent
- Responsible for the MOU between ACRJ and UVA SANE Nurse/Emergency Department to respond to sexual misconduct in confinement, also development of the Blue Ridge Juvenile Detention Center MOU for this purpose
- Responsible for the MOU between ACRJ and SARA (Sexual Assault Resource Agency) to respond to sexual misconduct in confinement



- Responsible for the MOU between ACRJ and ACPD (Albemarle County Police Department) BOS Packet 2017-09-06 p.77/251
- Responsible for the MOU between ACRJ and OAR (Offender Aid and Restoration) to respond to sexual misconduct in confinement
- Responsible for the agency having Language Line (interpreter service for limited-English speaking inmates)
- Responsible for ensuring inmates have unimpeded access to their government's embassy and/or consulate
- Instrumental in the agency obtaining NCCHC Certification
- Co-Created Inmate Community Work Force Program under the direction of the facility Superintendent and Sheriff
- Revised the facility's Inmate Handbook to guide inmates and staff on the rules and regulations of the facility
- Liaison between the facility and other agencies in meeting facility compliance, reported directly to the Superintendent
- Analyze/Audit internal process to ensure department compliance with the VA Department of Corrections (DOC), the National Commission on Correctional Health Care (NCCHC), American Correctional Association (ACA), local, state and federal standards minimum standards to ensure facility compliance
- Prepare and submit correspondence and reports to DOC, NCCHC, Health Department, Fire Department and any other accrediting agency including preparation of self-evaluation reports and annual certification reports and other documents as necessary
- Developed a Prison Rape Elimination Act training program targeted towards ACRJ staff, visitors, volunteers and inmate population on the federal standards (program is being sought after by regional jails in the Virginia Association of Regional Jails – VARJ)
- DCJS certified instructor (suicide prevention, PREA)
- Coordinate the development, implementation, revision and review of Standard Operating Procedures
- Developed the facility's Grant and Research Internal Review Board (GRIRB)
- Compile and maintain all documentation needed for accreditation/certification
- Serve on Hiring/Retention Panel (as needed)
- Investigate other internal matters related to staff and inmates as directed
- Develop RFPs as necessary in conjunction with arbitrator and the agency's financial director for vendor contracts
- Write, review and revise internal policies and procedures while ensuring agency wide compliance with federal, state, local and departmental regulations including health, safety and security measures that impact the facility as well as the community
- Initiated request for kiosk, now in place for inmate's family to use in order to place money on inmate accounts
- Manage, operate and monitor the agency's Inmate Telephone System (ITS)
- Testify in court in various cases including misdemeanors and felonies (local, state and federal)
- Initiate internal investigations at the direction of the Superintendent/designee
- Review, prepare and supervise the implementation of work plans for accomplishing tasks required to achieve and maintain accreditation
- Co-ordinated RFP for inmate telephone contracts
- Co-ordinated RFP for inmate video conferencing
- Co-ordinated RFP for inmate canteen
- Coordinated training program for new Inmate Community Work Force Program
- Create Memorandums of Understanding (MOUs) as needed

10/15 – present

*Radio Personality:* **WVAI Radio Station (101.3 JAMZ FM)**, Charlottesville, VA

- Host the *Love Talk Slow Jamz*
- Produced news and community segments
- Relationships, dating and health tips
- Fill in for other on-air personalities as needed
- Broadcast live from locations as requested
- Trained other upcoming personalities in broadcasting
- Serve as host/mistress of ceremonies

04/14 – 9/15 (station was bought out by another company)

*Radio Personality:* **WUVA Radio Station (92.7 KISS FM)**, Charlottesville, VA

- Host Sunday Morning Gospel Show *Gospel Inspirations*
- Host the *Quiet Storm*
- Produced news and community segments
- Relationships, dating and health tips
- Fill in for other disc jocks as needed
- Broadcast live from locations as requested
- Trained other upcoming UVA students in broadcasting
- Serve as host/mistress of ceremonies

05/02 – 02/07

*Instructor:* VCIN/General & Records Specialist: **Charlottesville Police Department**, Information Management Services Division, Charlottesville, VA

- Audited, wrote and updated internal policies and procedures to ensure department wide compliance with federal, state, local and departmental policies
- Appointed to RCIN team member representing CPD
- Member, FatPot focus group for laptop and VCIN/NCIC implementation in CPD Patrol vehicles
- VCIN/NCIC certified level A (enter/clear warrants, stolen vehicles, missing persons, criminal/driving histories)
- Audited Pistol/VCIN/NCIC for accuracy
- Trained new/current staff in Pistol and VCIN/NCIC, to ensure compliance
- Assisted courts, officers, other law enforcement agencies and the general public on arrests and cases maintaining confidentiality & w/o jeopardizing on-going investigations
- Customer Service (telephone, person to person, officers/public)
- Non-emergency radio traffic and record keeping,
- Maintained the FBI files
- Occasionally assisted the Chief of Police during the absence of his secretary
- Member of an advisory team to the Chief of Police to establish and maintain a philosophy of community oriented policing
- Revised the Pistol manual for department wide which had not been done since 1997
- FTO for new Information Management Services employees, created the manual for that training
- Created shortcut reference guides to efficiently expedite production of workload
- Designed/updated specific documents/forms for departmental use
- Initiated petition for the need of officers to learn Spanish which ultimately led to Spanish classes being offered by the City of Charlottesville for it's government employees to better serve the Spanish-speaking community
- Initiated for headsets, new layout for the visitor/secured areas as well as the police department's phone directory (now implemented)

01/00 – 05/02

*Editorial Staff (Editor/Keyer):* **Standard & Poors and Money Market Directories** (A Division of McGraw-Hill Companies) Charlottesville, VA

- Researched, data entry, edited/proofed via phone/internet for directory publication of directories such as Registered Investment Advisors, Money Market Directories and Tax Exempt Organizations
- Skilled clerical office duties (faxing, filing, telephone, filling in for the secretary)
- Member: Design/Research team to implement a new database for future directories for publication

7/98 – 12/99 approx.

*Substitute Teacher:* **Charleston County Public Schools** Charleston, SC

Provided continuous education for all students in place of their usual instructor

- General Substitute Instructor
- Long term Honors English Instructor
- Long term Band Instructor
- Long term instructor for special needs children who were physical, mental, emotional and behavioral problems

1/96 – 12/99

*Announcer, Traffic Director:* **WPAL Radio Station (100.7 FM and 73.0 AM)**, Charleston, SC

- Host Sunday Morning Gospel Show
- Quiet storm
- Ensured that simulcasts were done appropriately and that national syndicated shows aired appropriately
- Produced news and community segments
- Co-hosted a talk show about relationships
- Hosted a dating show
- Produced morning shows for both the am/pm stations
- As traffic director: unlimited duties to include data entry using the RDS Traffic Master III to log commercials and performed other office related duties related
- Filled in for other disc jocks as needed
- Broadcast live from locations (clubs, car dealerships and other events)
- Trained other upcoming disc jocks

1997 – 1999 approx.

*Master Control Operator:* **CBS/FOX Television Studios**, Charleston, SC

- Ensured that the correct movie or television show appeared at the right time as well as
- ensure continuous operation with no dead air
- Ensure that commercials were played at the right time
- Performed some for review for editing purposes
- responsible for monitoring the quality and accuracy of the on-air product, ensuring the transmission meets government regulations
- troubleshoot equipment malfunctions
- prepared programming for airplay

- ensured regulations to include both technical ones (such as those against over-modulation and dead air)

## **HONORS & EXTRA CURRICULAR ACTIVITIES**

- President, ACRJ Wellness Committee, 2014 – present
- Choir Director
- Lead Singer/Assistant Band Manager, local Jazz/Blues band, 2013 – present
- Trustee, Fluvanna Education Foundation, 2014 – present
- President/Secretary of the Keys for Success Foundation, 2010 – present
- Trustee, Fluvanna Education Foundation 2014 – present
- Chair, Principal Advisory Committee 2013 - 2016
- Fluvanna County Community Activist 2000 – present
- Fluvanna County High School, Tutor & Mentor 2012 - present
- Fluvanna County Public Schools SOQ Committee Member 2010 – present
- Fluvanna County Public Schools Calendar Committee Member 2010 – 2011, 2011 – 2012
- Fluvanna County Public Schools Diversity Committee 2006 – 2007
- PTO President, Fluvanna Middle School, 2010-2011 and 2011 – 2012
- PTO Vice President, Fluvanna Middle School, 2009 – 2010
- Annual Back to School Back Pack, Supply and Clothing Drive for Fluvanna County Public Schools (August 2010 - present) a family project to support education
- Volunteer Facilitator: Female Inmates Anger Management Class, Albemarle-Charlottesville County Regional Jail, VA 10/01
- Volunteer/Mentor, Albemarle-Charlottesville County Regional Jail, VA 12/00
- Student Commencement Speaker, PVCC on 05/10/02
- Member: Phi Theta Kappa International Honors Society, PVCC since 2/02
- Dean's List, Piedmont Community College, 2001 – 2002
- Member: Student Advisory Board to the President, PVCC 9/01 – 5/02
- Representative, for Piedmont Virginia Community College for annual community colleges summit in Richmond, VA 2001 – 2002

***Further Details Will Be Provided Upon Request***

LastName  
Chesser

FirstName  
Joe

Suffix

Election District  
Rivanna

Date Recieve  
11/1/2010

Resigned:

Mailing Address

24 Out of Bounds Road

Physical Address

City

Palmyra

State

VA

Zip Code

22963

City

State

Zip Code

Comments:

Home Phone

(434) 589-2133

Work Phone

Fax

Cell Phone/Other

Email Address

jchesser@co.fluvanna.va.us

Education and Experience:

Civic and Committee Memberships:

Interest in Committee(s):

SERVING: ECONOMIC DEVELOPMENT COMMISSION  
PLANNING COMMISSION  
RIVANNA TRANSITION SAFETY COMMISSION  
RIVANNA RIVER BASIN COMMISSION  
ATPDC  
BOS

James River Water Authority



# APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

## County of Fluvanna

Name (Last, First MI) <b>KURRE, DEBRA</b>		Election <input type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union District: <input type="checkbox"/> Palmyra <input checked="" type="checkbox"/> Rivanna <input type="checkbox"/> Other	
Mailing Address (including City, State, & ZIP) 19 LAGUNA ROAD PALMYRA, VA 22963		Physical Address (if different)	
Home Phone 434 589 6163	Cell Phone 434 989 4309	Work Phone 434 589 1670	Email daycpa@earthlink.net

**EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION:**  
 Resume attached.

**CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES:**  
 EDA 2006-2012

**CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups):**  
 EFFORT CHURCH - MEMBER SINCE 1992, DEACON, FINANCE COMMITTEE  
 LMQA BOARD OF DIRECTORS - 1994 - 1997 AUDIT COMMITTEE 1992 -1994  
 ROTARY CLUB OF FLUVANNA COUNTY - CHARTER PRESIDENT  
 PARENT TEACHER ORGANIZATION - AT ALL SCHOOLS IN THE COUNTY. WORKED AT CENTRAL TO BUILD PLAYGROUND.  
 SUPERINTENDENT'S TASK FORCE - WHEN GENA KELLER WAS HIRED  
 FLUVANNA COUNTY AND CHARLOTTESVILLE CHAMBER OF COMMERCE  
 AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS  
 VIRGINIA SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS  
 GEORGIA SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS

**REASON(S) FOR WANTING TO SERVE:**  
 FLUVANNA COUNTY'S FUTURE DEPENDS UPON CITIZENS WORKING TOGETHER TO SECURE A SOLID FUTURE. THE WATER INFRASTRUCTURE WILL BE IN PLACE. WE NEED TO ENSURE THERE ARE SPICKETS READY TO PAY THE PRICE ONCE THE WATER IS IN PLACE. I OWN PROPERTY IN THE RIVANNA DISTRICT (PRINCIPAL RESIDENCE), THE CUNNINGHAM DISTRICT (COMMERICAL PROPERTY) AND THE COLUMBIA DISTRICT (AGRICULTURAL). IN WORK AS A CPA I HAVE WORKED WITH CLIENTS THROUGHOUT THE REGION OVER THE PAST 25 YEARS. MANY HAVE BUSINESSES. I WITNESSED THE CLOSURE OF THE THOMASVILLE FURNITURE PLANT IN CARYSBROOK IN 2007. IT WAS A HARDSHIP ON MY FAMILY AS WE THOUGHT WE MIGHT HAVE TO LEAVE THE AREA TO FIND EMPLOYMENT. THERE WERE OVER 300 EMPLOYEES WORKING AT THAT PLANT PRIOR TO THE ECONOMIC DOWNTURN. I WANT TO HELP CITIZENS IN THE COUNTY TO FEEL CONFIDENT AND COMFORTABLE WORKING WITH THE PLANNING COMMISSION.

**Applicants are considered as vacancies occur and your application will be kept on file for three years.**  
 Fluvanna County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

**Submit by email ([clerk@fluvannacounty.org](mailto:clerk@fluvannacounty.org)) or mail to:**  
**Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963**

By signing below you are indicating that you have read and understand the attached Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.

Applicant's Signature <i>(Typing name below serves as digital signature)</i> 	Date August 31, 2017
--	-------------------------

**PLEASE INDICATE BELOW ANY BOARDS, COMMISSIONS, OR COMMITTEES ON WHICH YOU WISH TO SERVE.**

<input checked="" type="checkbox"/>	Board, Commission, Committee
	Agricultural/Forestral District Advisory Committee
	Audit Committee
	Board of Zoning Appeals (BZA)
	Broadband Access Taskforce (BAT)
	Building Code of Appeals Board
	Central Virginia Regional Jail (CVRJ) Authority
	Columbia Task Force
	Community Policy & Management Team (CPMT)
	Economic Development Authority (EDA)
	Economic Develop. & Tourism Advisory Council (EDTAC)
	Family Assessment and Planning Team
	Finance Board
	Fork Union Sanitary District (FUSD) Advisory Committee
	James River Alcohol Safety Action Program (ASAP)
	James River Water Authority (JRWA)
	JAUNT Board
	Jefferson Area Board of Aging (JABA) Advisory Council

<input checked="" type="checkbox"/>	Board, Commission, Committee (cont.)
	Jefferson Area Board of Aging (JABA) Board of Directors
	Library Board of Trustees
	Monticello Area Community Action Agency (MACAA)
	Parks & Recreation Advisory Board
	Partnership for Aging Committee
	Piedmont Virginia Community College (PVCC) Board
	Piedmont Workforce Investment Board
<input checked="" type="checkbox"/>	Planning Commission
	Region Ten Community Services Board
	Rivanna River Basin Commission
	Social Services Board
	Southeast Rural Community Assistance Project, Inc.
	Thomas Jefferson Area Community Criminal Justice Board
	Thomas Jefferson Planning District Commission (TJPDC)
	Thomas Jefferson Water Resources Protection Foundation
	Youth Advisory Council (YAC)

**Fluvanna County Board, Committee, and Commission Attendance Policy**

(Approved June 17, 2015)

1. BCC members shall attend at least two-thirds of all scheduled meetings in each calendar year while serving.
2. The Chairperson of the board, commission, or committee shall notify the Clerk to the Board of Supervisors of any absences exceeding this policy.
3. The Clerk shall report these findings to the Board of Supervisors, typically in closed session.
4. Appointees who do not meet the attendance requirement without a valid reason(s) may be deemed to have rendered an implied resignation of that appointment.
5. The Board may choose to accept the resignation and appoint another person to fill the appointed position. The Board may also override the implied resignation and extend the appointment, if extenuating circumstances so dictate.
6. This requirement shall apply to all boards, commissions, or committees listed on the attached application form, provided however, that if State or County Ordinance addresses attendance requirements in an alternative manner, such law shall prevail.

Office Use Only	
Application Received On:	Application Received By:
Acknowledgement Sent:	Remarks:
Renewal Date:	
Renewal Date:	
Renewal Date:	

Debra Y. Kurre, CPA, MBA  
 19 Laguna Road  
 Palmyra, VA 22963

**EDUCATION AND CERTIFICATION:**

1978 - BS Accounting Berry College, Rome, Georgia  
 1984 - MBA Finance Mercer University Macon, Georgia  
 1988 - CPA licensed in Georgia #10427  
 1993 - CPA licensed in Virginia #17285

**WORK EXPERIENCE:**

1978 – 1980 Swift Premium, Chattanooga, TN  
 General Accountant – Inventory management, shipping, accounts receivable and accounts payable.  
 Worked under the direction of the Plant Controller.

1980 – 1984 Tift College, Forsyth, GA  
 Assistant Registrar - Graduation audits, grading calculations, record retention. Assist students with grade calculations and transfer credits into institution grading system. Worked with the Controller, Admissions, and Finance officers to determine student counts and growth patterns. Helped institut graduation audits and the computerization of grading system on IBM mainframe.

1984 – 1985 McNair, McLemore, Middlebrooks, CPAs Macon, GA  
 Staff Accountant – Tax Department and Audit Department  
 Worked on all aspects of the accounting and audit functions culminating in tax returns.  
 Bookkeeping, tax, and audit calculations all made on manual systems and then input into mainframe computerized systems.

1986 – 1989 DeCosimo and Company, CPAs Chattanooga, TN and Dalton, GA  
 Senior Accountant – Tax and Audit Department  
 Audits of large corporations culminating with adjusting entries and tax returns.  
 Worked on all aspects of the audit and tax functions. Some engagements with attestation work.  
 Audit work included both corporate and nonprofit work. Tax work included corporate, partnership, trust, estate, gift, nonprofit, benefit plan (ERISA) and individual work.

1989 – 1990 North Georgia Redi Mix, Inc. Dalton, GA  
 Controller – Seven plant operation covering an 80 mile radius. Took plant accounting from manual to computerized system including all retail operations. Managed staff of six in the accounting department and liaison with Lafarge International Concrete operations and corporate staff.

1991 – Lougidice and Kamide, CPAs Syracuse, NY  
 Corporate and Individual Income Tax returns.

1992 – 1993 Garris, CPA Charlottesville, VA  
 Manager – Managing Audit, Tax, and Accounting work for clientele. Work was computerized and manual culminating in tax returns for corporate, partnership, trust, estate, and individual returns.

1993 – Present Debra Y. Kurre, CPA, PC Palmyra, VA  
 Local firm specializing in small business incubation, management, and growth. Audit and tax work includes corporate, partnership, estate, trust, gift, nonprofit and individuals. Multi-state tax work. Individual work includes financial and tax planning and budgeting.

**AFFILIATIONS:** American Institute of Certified Public Accountants  
 Virginia Society of Certified Public Accountants  
 Member Effort Baptist Church  
 Rotary Club of Fluvanna County, Charter Member  
 Member - Economic Development Authority – Fluvanna County, VA



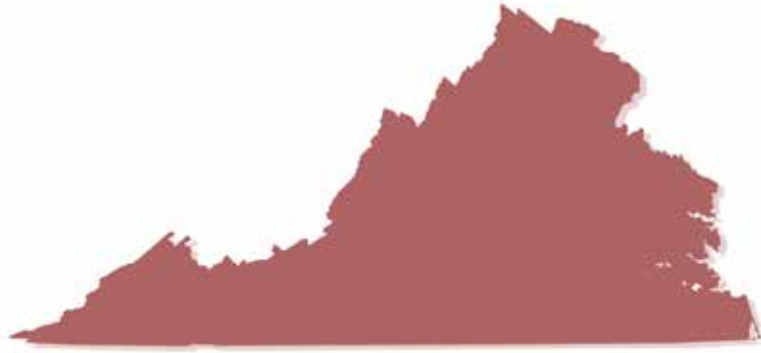


**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB Q**

<b>MEETING DATE:</b>	September 6, 2017				
<b>AGENDA TITLE:</b>	TJPDC Legislative Priorities Update				
<b>MOTION(s):</b>	N/A				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			XX		
<b>STAFF CONTACT(S):</b>	Steve Nichols, County Administrator				
<b>PRESENTER(S):</b>	David Blount, TJPDC Legislative Liaison				
<b>RECOMMENDATION:</b>	Information				
<b>TIMING:</b>	Current				
<b>DISCUSSION:</b>	Legislative priorities update from TJPDC.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	TJPDC 2018 Legislative Priorities				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other





**Thomas Jefferson Planning District**  
**2017 LEGISLATIVE PROGRAM**

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Albemarle County | City of Charlottesville  
Fluvanna County | Greene County  
Louisa County | Nelson County

**December 2016**

**Andrea Wilkinson**, Chair  
**Chip Boyles**, Executive Director  
**David Blount**, Legislative Liaison

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# **Thomas Jefferson Planning District 2017 Legislative Program**

Legislative Positions of Charlottesville City and the  
Counties of Albemarle, Fluvanna, Greene, Louisa and Nelson

**Locality Facts ..... p. 2**

**Top Legislative Priorities ..... p. 3-4**

**STATE BUDGET and FUNDING OBLIGATIONS  
PUBLIC EDUCATION FUNDING  
LOCAL REVENUE AUTHORITY**

**Other Priority Items ..... p. 5-6**

**LAND USE and GROWTH MANAGEMENT  
TRANSPORTATION FUNDING and DEVOLUTION  
WATER QUALITY**

**Legislative Positions and Policy Statements ..... 7-12**

**CHILDREN’S SERVICES ACT  
ECONOMIC and WORKFORCE DEVELOPMENT  
EDUCATION  
ENVIRONMENTAL QUALITY  
GENERAL GOVERNMENT  
HEALTH and HUMAN SERVICES  
HOUSING  
PUBLIC SAFETY**

**Area Legislators ..... p. 13**

## Locality Facts

### ALBEMARLE FACTS

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**Area:** 726 square miles  
**Population:** 105,051\*  
**County Seat:** Charlottesville  
**FY17 Operating Budget:** \$257.5 million  
**Real Estate Tax Rate:** \$.839 per \$100 assessed value

### CHARLOTTESVILLE FACTS

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**Area:** 10.3 square miles  
**Population:** 48,210\*  
**FY17 Operating Budget:** \$162.0 million  
**Real Estate Tax Rate:** \$.95 per \$100 assessed value

### FLUVANNA FACTS

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**Area:** 290 square miles  
**Population:** 26,162\*  
**County Seat:** Palmyra  
**FY17 Operating Budget:** \$78.3 million  
**Real Estate Tax Rate:** \$.917 per \$100 assessed value

### GREENE FACTS

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**Area:** 157 square miles  
**Population:** 19,840\*  
**County Seat:** Stanardsville  
**FY17 Operating Budget:** \$58.2 million  
**Real Estate Tax Rate:** \$.775 per \$100 assessed value

### LOUISA FACTS

---

**Area:** 511 square miles  
**Population:** 34,244\*  
**County Seat:** Louisa  
**FY17 Operating Budget:** \$98.8 million  
**Real Estate Tax Rate:** \$.72 per \$100 assessed value

### NELSON FACTS

---

**Area:** 474 square miles  
**Population:** 14,993\*  
**County Seat:** Lovingston  
**FY17 Operating Budget:** \$37.5 million  
**Real Estate Tax Rate:** \$.72 per \$100 assessed value

\* 2015 Weldon Cooper Center estimate

## TOP LEGISLATIVE PRIORITIES

### State Budget and Funding Obligations

**PRIORITY: The Planning District localities urge the governor and legislature to preserve state aid to localities when addressing the current state budget gap, and to not impose mandates on or shift costs for state programs to localities in order to balance the budget.**

The State's FY17/18 spending plan faces a projected \$1.5 billion shortfall, the fallout from which can impact local governments, where budgets remain challenged by slowly-recovering local revenues and state funding, as well as meeting state and local requirements and priorities. Inflation and population growth has been outpacing increases in state and local revenues; still, State income tax revenues have increased much faster than local real estate taxes since the Great Recession. While State general fund appropriations have jumped by about \$4 billion since FY09, state assistance to local government priorities has increased just about \$400 million. State aid to localities makes up about 42% of the state general fund budget in FY17.

Accordingly, we take the following positions:

→The State should strive to mitigate the impact to localities when closing the FY17/18 state budget gap. The State should not reduce funding for locally-provided, state-mandated services in order to compensate for the budget shortfall.

→We urge policymakers to preserve existing funding formulas rather than altering them in order to save the State money and/or to shift costs to localities.

→We oppose unfunded state and federal mandates and the cost shifting that occurs when the State fails to fund requirements or reduces or eliminates funding for state-supported programs. Doing so strains local ability to craft effective and efficient budgets to deliver services mandated by the State or demanded by residents.

→The State should not confiscate or redirect local general fund dollars to the state treasury.

### Public Education Funding

**PRIORITY: The Planning District localities urge the State to fully fund its share of the realistic costs of the Standards of Quality (SOQ) without making policy changes that reduce funding or shift funding responsibility to localities.**

The State will spend about \$5.9 billion on public education in FY17. Localities appreciate the additional \$900 million in state funding that is targeted for K-12 in the current biennium, and urge the governor and the legislature to preserve this investment moving forward through the latest state budget challenges. However, in the past decade, overall state funding has increased just five percent, and while the state-funded per pupil amount has jumped back above the FY09 level, state dollars do not reflect the true costs of K-12 education. Localities need an

adequately defined SOQ that closes the gap between what school divisions are actually providing and what the state currently funds in the SOQ. Local governments consistently do their part to close the gap; in FY15, Virginia localities spent over \$7.1 billion for school division operations, which is double the state-required effort.

Reductions in state public education dollars since the Great Recession have been accomplished through policy changes that are decreasing the state's funding obligations moving forward. For example, changes to the Virginia Retirement System increased local costs and did nothing to reduce the unfunded teacher pension liability. Education expenditures are expected to continue increasing, as greater numbers of at-risk students (now close to 40% of students), rising State and local VRS contribution rates, and forthcoming changes to high school graduation standards will drive additional spending in the coming years.

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## Local Revenue Authority

**PRIORITY: The Planning District localities urge the governor and legislature to diversify the revenue options available to localities, to include equalizing the revenue-raising authority of counties with that of cities, and to not restrict local revenue-raising authority.**

We support the legislature making additional revenue options available to diversify the local revenue stream, which could reduce dependency on real property taxes, rather than removing or restricting local revenue authorities. One way to do this is to eliminate the differences between city and county taxing authority, which exist due to now less-prevalent distinctions in the services provided. This would mean removing the restrictions that currently apply to county authority to levy the meals, lodging, cigarette and amusement taxes. Equalizing revenue authority for counties with that of cities also should be included as part of a needed modernization of the state's tax system to comport with the realities of a global, information-driven economy, which will rely less on federal and other government spending and more on new, private sector business models.

Local governments cannot be expected to bear the expenses related to the imposition of new funding requirements or the expansion of existing ones on services delivered at the local level, without a commensurate increase of state financial assistance or new local taxing authority (such as those noted above). The State should refrain from establishing local tax policy at the state level and allow local governments to retain authority over decisions that determine the equity of local taxation policy. Further, it should not alter or eliminate the BPOL and Machinery and Tools taxes, or divert Communications Sales and Use Tax Fund revenues intended for localities to other uses. The State also should support the appropriate collection of transient occupancy taxes from online transactions.



## OTHER PRIORITY ITEMS

### Land Use and Growth Management

**PRIORITY: The Planning District localities encourage the State to resist preempting or circumventing existing land use authorities, and to provide additional tools to plan and manage growth.**

In the past, the General Assembly has enacted both mandated and optional land use provisions. Some have been helpful, while others have prescribed one-size-fits-all rules that hamper different local approaches to land use planning. Accordingly, we support local authority to plan and regulate land use. We oppose legislation that weakens these key local responsibilities; this would include recent efforts to 1) restrict local oversight of the placement of various telecommunications infrastructure, and 2) single out specific land uses for special treatment without regard to the impact of such uses in particular locations.

We also believe the General Assembly should provide localities with necessary tools to meet important infrastructure needs, as current land use authority often is inadequate to allow local governments to provide for balanced growth in ways that protect and improve quality of life. This would include more workable impact fee authority for facilities other than roads, and changes to the currently-enacted proffer system. Proffer legislation approved in 2016 limits the scope of impacts that may be addressed by proffers, and establishes specific criteria for when a proffer is deemed to be unreasonable. We support changes to this new law to provide more balanced and practical standards for determining whether a proffer is reasonable.

Further, we support ongoing state and local efforts to coordinate land use and transportation planning, and urge state and local officials to be mindful of various local and regional plans when conducting corridor or transportation planning within a locality or region.

Finally, concerning land preservation, we request state funding and incentives for localities, at their option, to acquire, preserve and maintain open space.

### Transportation Funding and Devolution

**PRIORITY: The Planning District localities urge the State to continue to enhance funding for local and regional transportation needs. We oppose legislation or regulations that would transfer responsibility to counties for construction, maintenance or operation of current or new secondary roads.**

We urge the State to remain focused on providing revenues for expanding and maintaining all modes of our transportation infrastructure that are necessary to meet Virginia's well-documented highway and transit challenges and to keep pace with growing public needs and expectations. As the State continues to implement the prioritization process established by HB 2 (2014), now known as "Smart Scale," and the distribution formula for highway construction projects established by HB 1887 (2015), there should be adequate funding, and local authority to generate transportation dollars, for important local and regional projects. We also support having



the Department of Rail and Public Transportation pursue a “Smart Scale-type” prioritization for rail and transit projects.

We believe that efficient and effective transportation infrastructure, including the secondary road system, is critical to a healthy economy, job creation, a cleaner environment and public safety. Accordingly, we oppose shifting the responsibility for secondary roads to local entities, which could result in vast differences among existing road systems in different localities, potentially placing the state at a competitive economic disadvantage with other states when considering business and job recruitment, and movement of goods.

Other positions:

We support additional authority to establish mechanisms for funding transit in our region.

We support highway maintenance dollars being preserved for cities that convert highway lanes to bicycle-only lanes.

We support VDOT utilizing Metropolitan Planning Organizations and regional rural transportation staff to carry out local transportation studies.

We support continued funding of the state’s revenue sharing program with localities.

Finally, while we opposed closing of VDOT’s Louisa residency facilities and support its reopening, we also support the option for the locality to purchase the property if available.

## Water Quality

**PRIORITY: The Planning District localities support the goal of improved water quality, but as we face ongoing costs for remedies, including stormwater management, we believe major and reliable forms of financial and technical assistance from the federal and state governments is necessary if comprehensive improvement strategies are to be effective.**

As local governments are greatly impacted by federal and state initiatives to reduce pollutants into state waters, it is imperative that aggressive state investment in meeting required milestones for reducing Chesapeake Bay pollution to acceptable levels occurs. This investment must take the form of authority, funding and other resources to assure success, and must ensure that cost/benefit analyses are conducted of solutions that generate the greatest pollution reductions per dollar spent. Dollars should be targeted to stormwater management, for permitted dischargers to upgrade treatment plants and for any retrofitting of developed areas, and to aid farmers with best management practices.

Specifically concerning stormwater management, we support adequate funding and training to enable the State and local governments to meet ongoing costs associated with local stormwater programs that became effective in 2014. We will oppose proposals that would result in new or expanded mandates or requirements, including elimination of current “opt-out” provisions, or financial burdens on local governments. We support an exemption from stormwater planning requirements for sidewalk, path or trail construction within a public greenway, and oppose further amendments to the regulation of stormwater which would require a locality to waive stormwater charges.

We oppose efforts that would require re-justification of nutrient allocations for existing wastewater treatment facilities in our region or that would reduce or eliminate nutrient allocation or related treatment capacity serving the region.

## LEGISLATIVE POSITIONS and POLICY STATEMENTS

### Children's Services Act

The Planning District localities urge the State to be partners in containing costs of the Children's Services Act (CSA) and to better balance CSA responsibilities between the State and local government. Since the inception of CSA in the early 1990's, there has been pressure to hold down costs, to cap state costs for serving mandated children, to increase local match levels and to make the program more uniform by attempting to control how localities run their programs.

#### **CSA Administration:**

We appreciate action by the 2016 General Assembly to increase state dollars by \$1 million for local CSA administrative costs, the first increase since the 1990s. We urge the State to maintain and increase this funding, as localities pay the overwhelming majority of costs to administer this shared program at the local level.

#### **Pool Expenditures:**

- The State should provide full funding of the state pool for CSA, with allocations based on realistic anticipated levels of need.
- The State should establish a cap on local expenditures in order to combat higher local costs for serving mandated children, costs often driven by unanticipated placements in a locality.
- Categories of populations mandated for services should not be expanded unless the State pays all the costs.

#### **Efficiency:**

- The State should be proactive in making residential facilities and service providers available, especially in rural areas.
- In a further effort to help contain costs and provide some relief to local governments, we recommend that the State establish contracts with CSA providers to provide for a uniform contract management process in order to improve vendor accountability and to control costs.

### Economic and Workforce Development

The Planning District's member localities recognize economic development and workforce training as essential to the continued viability of the Commonwealth. We support policies and additional state funding that closely link the goals of economic and workforce development and the state's efforts to streamline and integrate workforce activities and revenue sources. We encourage enhanced coordination with K-12 education to equip the workforce with in-demand skill sets so as to align workforce supply with anticipated employer demands. We also support continuing emphasis on regional cooperation in economic, workforce and tourism development.

#### **Economic Development:**

- We support implementation of the *GO Virginia* initiative to grow and diversify the private sector in each region, with ongoing state financial incentives, technical support and other

incentives to support collaboration by business, governments, educational institutions and communities that spur economic development, job creation and career readiness.

- We support legislation that dedicates income and sales tax revenues generated by corporations and limited liability companies within an economic development project to such locality in cases where the locality has expended local funds for such project and state grant funds or incentives were not involved.
- We support enabling authority to allow counties to create local economic revitalization zones, authority which currently exists for cities.

**Broadband:**

We encourage and support continuing state and federal efforts and financial incentives that assist localities and their communities in deploying universal, affordable access to broadband technology, particularly in underserved areas. We believe such efforts should include:

- Development of a statewide comprehensive plan for broadband and state support for local governments that are developing or implementing local or regional broadband plans;
- Support for linking broadband efforts for education and public safety to private sector efforts to serve businesses and residences; and
- Maintaining local land use, permitting, fee and other local authorities.

**Planning District Commissions:**

- We support increased state funding for regional planning district commissions.
- We encourage opportunities for planning districts to collaborate with state officials and state agencies on regional programs and projects, and support funds for the Regional Competitiveness Act to initiate and sustain such efforts.

**Agricultural Products and Enterprises:**

We encourage state and local governments to work together and with other entities to identify, to provide incentives for and to promote local, regional and state agricultural products and rural enterprises, and to encourage opportunities for such products and enterprises through a balanced approach.

## Education

The Planning District's member localities believe that the state should be a reliable funding partner with localities by recognizing the operational, personnel, and capital resources necessary for a high-quality public education system.

**School Division Finances:**

- We believe that unfunded liability associated with the teacher retirement plan should be a shared responsibility of state and local government, with the Virginia Department of Education paying its share of retirement costs directly to VRS in order to facilitate such sharing.
- The State should not eliminate or decrease funding for benefits for school employees.
- We support legislation that 1) establishes a mechanism for local appeal to the State of the calculated Local Composite Index (LCI); and 2) amends the LCI formula to recognize the land use taxation value, rather than the true value, of real property.

**Literary Fund:**

- The State should discontinue seizing dollars from the Literary Fund to help pay for teacher retirement.
- We urge state financial assistance with school construction and renovation needs, including funding for the Literary Loan and interest rate subsidy programs.



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## Environmental Quality

The Planning District's member localities believe that environmental quality should be funded and promoted through a comprehensive approach, and address air and water quality, solid waste management, land conservation, climate change and land use policies. We support protection and enhancement of the environment and recognize the need to achieve a proper balance between environmental regulation and the socio-economic health of our communities within the constraints of available revenues. Such an approach requires regional cooperation due to the inter-jurisdictional nature of many environmental resources, and adequate state funding to support local and regional efforts.

### **Chesapeake Bay Preservation Act:**

We oppose legislation mandating expansion of the Chesapeake Bay Preservation Act's coverage area. Instead, we urge the State to 1) provide legal, financial and technical support to localities that wish to comply with any of the Act's provisions, 2) allow localities to use other practices to improve water quality, and 3) provide funding for other strategies that address point and non-point source pollution.

### **Biosolids:**

We support the option for localities, as a part of their zoning ordinances, to designate and/or reasonably restrict the land application of biosolids to specific areas within the locality, based on criteria designed to further protect the public safety and welfare of citizens.

### **Alternate On-Site Sewage Systems:**

We support legislative and regulatory action to 1) ensure operation and maintenance of alternative on-site sewage systems in ways that protect public health and the environment, and 2) increase options for localities to secure owner abatement or correction of system deficiencies.

### **Dam Safety:**

We support dam safety regulations that do not impose unreasonable costs on dam owners whose structures meet current safety standards.

### **Water Supply:**

The State should be a partner with localities in water supply development and should work with and assist localities in addressing water supply issues, including investing in regional projects.

### **Program Administration:**

The State should not impose a fee, tax or surcharge on water, sewer, solid waste or other local services to pay for state environmental programs.

---

## General Government

The Planning District's member localities believe that since so many governmental actions take place at the local level, a strong local government system is essential. Local governments must have the freedom and tools to carry out their responsibilities.

### **Internet-based Businesses and Services:**

We oppose legislation that would single out internet-based businesses and services for special treatment or exceptions for purposes of local taxation, licensing and regulation. Rather, there should be a level playing field for competition among businesses offering goods and services to ensure safety, reliability and fair access to such offerings by consumers and the general public.

**Local Government Operations:**

- We oppose intrusive legislation involving purchasing procedures; local government authority to establish hours of work, salaries and working conditions for local employees; matters that can be adopted by resolution or ordinance; procedures for adopting ordinances; and procedures for conducting public meetings.
- We support allowing localities to use alternatives to newspapers for publishing various legal advertisements and public notices.
- We support local flexibility regarding public parking regulation and enforcement.
- We oppose attempts to reduce sovereign immunity protections for localities.

**State-Supported Positions:**

- Localities should have maximum flexibility in providing compensation increases for state-supported local employees (including school personnel), as local governments provide significant local dollars and additional personnel beyond those funded by the State.
- We support removing from the appropriation act, confusing language requiring governing authorities, as a condition of receiving supplemental state funding for salaries, to certify that state-supported employees (including school personnel) received a prescribed pay increase.

**Elections:**

As elections administration has become more complex and both federal and state financial support for elections has been decreasing, we urge funding to address coming critical shortfalls in elections administration dollars. We also support state funding for voting equipment replacement, as many older voting machines are exhibiting end-of-life problems.

**Freedom of Information Act (FOIA):**

- We request that any changes to the FOIA preserve 1) a local governing body's ability to meet in closed session, 2) the list of records currently exempt from disclosure, and 3) provisions concerning creation of customized records.
- We support changes to allow local and regional public bodies to conduct electronic meetings as now permitted for state public bodies.

**Quality of Life Issues:**

- We oppose any changes to state law that further weaken a locality's ability to regulate noise or the discharge of firearms.
- We support expanding local authority to regulate smoking in public places.

## Health and Human Services

The Planning District's member localities recognize that special attention must be given to developing circumstances under which people, especially the disabled, the poor, the young and the elderly, can achieve their full potential. Transparent state policies and funding for at-risk individuals and families to access appropriate services is critical. The delivery of such services must be a collaborative effort by federal, state and local agencies.

**Funding:**

- We oppose changes in state funding or policies that increase the local share of costs for human services. We also oppose any shifting of Medicaid matching requirements from the State to localities.
- The State should provide sufficient funding to allow Community Services Boards (CSBs) to meet the challenges of providing a community-based system of care. We believe children with mental health needs should be treated in the mental health system, where CSBs are the point of entry.

- We support increased investment in the ID waiver program for adults and young people and Medicaid reimbursement for children's dental services.
- We urge state funding to offset any increased costs to local governments for additional responsibilities for processing applications for the FAMIS program.
- We support sufficient state funding assistance for older residents, to include companion and in-home services, home-delivered meals and transportation.

**Social Services:**

- We support the provision of sufficient state funding to match federal dollars for the administration of mandated services within the Department of Social Services, and to meet the staffing standards for local departments to provide services as stipulated in state law.
- We believe the current funding and program responsibility for TANF employment services should remain within the social services realm.
- We support changes to the Code to provide that a judicial finding be controlling of administrative findings in alleged child abuse and neglect cases.

**Prevention:**

We support continued operation and enhancement of early intervention and prevention programs, including school-based prevention programs. This would include the Virginia Preschool Initiative and the Child Health Partnership and Healthy Families program, as well as Part C of the Individuals with Disabilities Education Act (infants and toddlers).

**Childcare:**

The legislature should provide full funding to assist low-income working and TANF (and former TANF) families with childcare costs. These dollars help working-class parents pay for supervised daycare facilities and support efforts for families to become self-sufficient.

## Housing

The Planning District's member localities believe that every citizen should have an opportunity to afford decent, safe and sanitary housing. The State and localities should work to expand and preserve the supply and improve the quality of affordable housing for the elderly, disabled, and low- and moderate-income households. Regional planning and solutions should be implemented whenever possible.

**Affordable Housing:**

We support the following: 1) local flexibility in the operation of affordable housing programs and establishment of affordable dwelling unit ordinances; 2) creation of a state housing trust fund; 3) grants and loans to low- or moderate-income persons to aid in purchasing dwellings; and 4) the provision of other funding to encourage affordable housing initiatives.

**Homelessness:**

We support measures to prevent homelessness and to assist the chronic homeless.

**Historic Structures:**

We support incentives that encourage rehabilitation and preservation of historic structures.

## Public Safety

The Planning District's member localities encourage state financial support, cooperation and assistance for local law enforcement (and state police), emergency medical care, criminal justice activities and fire services responsibilities carried out locally.



**Funding:**

- We urge the State to make Compensation Board funding a top priority, fully funding local positions that fall under its purview. It should not increase the local share of funding Constitutional offices or divert money away from them, but increase dollars needed for their operation.
- We support returning funding responsibility for the Line of Duty Act (LODA) to the State. In the absence of that, there should be no new or enhanced benefits that increase locality costs. We support efforts to improve the administration of LODA and to ensure the long-term fiscal stability of the program.
- We urge continued state funding of the HB 599 law enforcement program in accordance with *Code of Virginia* provisions.
- The State should increase funding to the Virginia Juvenile Community Crime Control Act program, which has cut in half the number of juvenile justice commitments over the past decade.
- We support funding for mental health and substance abuse services at juvenile detention centers.

**Jails:**

- The State should restore per diem payments to localities 1) for housing state-responsible prisoners to \$14 per day, and 2) for housing local responsible offenders to \$8 per day. If a state-responsible prisoner is sentenced to serve in jail for more than one year, then the State should compensate the jail for the actual cost of incarceration.
- The State should not shift costs to localities by altering the definition of state-responsible prisoner.
- We support legislation requiring the use of closed circuit television for preliminary hearings and related minor procedures.
- The State should continue to allow exemptions from the federal prisoner offset.

**Offender Programs and Services:**

- We support continued state funding of the drug court program and the Offender Reentry and Transition Services (ORTS), Community Corrections and Pretrial Services Acts.
- We support continued state endorsement of the role and authority of pretrial services offices.
- We support authorization for the court to issue restricted driver's licenses to persons denied them because of having outstanding court costs or fees.

**Body Cameras:**

We support the ability of local governments to adopt policies regarding law enforcement body worn cameras that account for local needs and fiscal realities.

---

## Legislators Representing Localities in the Thomas Jefferson Planning District

### Senate of Virginia

**R. Creigh Deeds**  
25<sup>th</sup> District  
(804) 698-7525

**Emmett W. Hanger, Jr.**  
24<sup>th</sup> District  
(804) 698-7524

**Bryce E. Reeves**  
17<sup>th</sup> District  
(804) 698-7517

**VACANT**  
22<sup>nd</sup> District  
(804) 698-7522

### House of Delegates

**Richard P. Bell**  
20<sup>th</sup> District  
(804) 698-1020

**Robert B. Bell, III**  
58<sup>th</sup> District  
(804) 698-1058

**C. Matt Fariss**  
59<sup>th</sup> District  
(804) 698-1059

**Peter F. Farrell**  
56<sup>th</sup> District  
(804) 698-1056

**R. Steven Landes**  
25<sup>th</sup> District  
(804) 698-1025

**David J. Toscano**  
57<sup>th</sup> District  
(804) 698-1057

**R. Lee Ware, Jr.**  
65<sup>th</sup> District  
(804) 698-1065

\*\*Richmond telephone numbers are listed. Mailing address (session only) for Senate members is General Assembly Building, Richmond, Virginia 23219. Mailing address for House of Delegates members is P.O. Box 406, Richmond, Virginia 23218. All legislators' offices are located in the General Assembly Building.



## FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

**TAB R**

<b>MEETING DATE:</b>	September 6, 2017				
<b>AGENDA TITLE:</b>	Affordable Senior Housing Project – DHCD Grant				
<b>MOTION(s):</b>	N/A				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			XX		
<b>STAFF CONTACT(S):</b>	Jason Smith, Community & Economic Development Director				
<b>PRESENTER(S):</b>	Jason Smith - Community & Economic Development Director/ Beth Kennan - Piedmont Housing Alliance Project Manager				
<b>RECOMMENDATION:</b>	Information only; BOS guidance				
<b>TIMING:</b>	Current				
<b>DISCUSSION:</b>	Fluvanna County is working with Piedmont Housing Alliance (PHA) to assess the need for senior housing in the County and to evaluate the suitability of converting the Columbia and Cunningham Schools into affordable senior housing along with other opportunities for affordable senior housing in the County.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	<ul style="list-style-type: none"> <li>• Market Study</li> <li>• Central Region Senior Housing Inventory</li> <li>• Senior Housing Survey Results</li> <li>• Planning Team Presentation with Recommendations</li> </ul>				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other



# REAL PROPERTY RESEARCH GROUP

WASHINGTON/BALTIMORE ■ ATLANTA

## Market Assessment

# Fluvanna County Proposed Senior Rental Housing Fluvanna County, Virginia

Prepared for:  
Fluvanna County  
Project #17-5361

June 2017





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## EXECUTIVE SUMMARY

Real Property Research Group, Inc. (RPRG) has been retained by Fluvanna County (Client) to conduct a market feasibility analysis to evaluate four potential sites in Fluvanna County, Virginia for the development of affordable senior rental housing. The Client has requested that RPRG evaluate market demand and provide recommendations for the development senior housing on the selected site.

RPRG expects this market assessment will be utilized by the Client to assist in their internal decision making. This report may also be presented as part of a presentation to prospective financing sources.

Based on our research, including a site visit on April 4 & 5, 2015, we have arrived at the following findings:

- Fluvanna County Site.** Fluvanna County, similar to Louisa County and portions of southeastern Albemarle County, is rural in its orientation with limited community services. Unlike the surrounding counties, however, Fluvanna County currently has no senior rental housing facilities. Overall, we believe that Site #4 in the Lake Monticello portion of Fluvanna County is best suited for the development of affordable senior housing. We believe that this site has the potential to appeal to seniors who have lived in this rural community, both those who have been long-term renters or those who have been homeowners and who no longer wish to maintain a single family home. The site will also be attractive to those seniors whose adult children have moved to Fluvanna County. This site will have good drive by visibility from Lake Monticello Road and will be conveniently located near the area's several neighborhood centers. There are sufficient services for seniors in this area, and, although this setting may not appeal to all Fluvanna County seniors, it has the advantage of being located in the most densely developed portion of Fluvanna County.
- Demographic Analysis.** Fluvanna County has exhibited a relative slow but steady pattern of growth, adding over 2,000 households between 2000 and 2010. Over the same period, the Greater Fluvanna Market Area grew by over 5,800 households. Since then, household growth rates have declined in both areas, but this slow but steady growth pattern is anticipated into the foreseeable future. It is estimated that Fluvanna County added roughly 600 households between 2010 and 2017 while the Greater Fluvanna Market Area expanded by nearly 2,200 households. Over the next five years, it is anticipated that Fluvanna County will grow by 383 households while the market area is expected to add 1,610 households. While the growth trends for households in general have slowed within both areas, the senior household cohorts are exhibiting growth far in excess of households in general. Currently, 3,605 age 62 and older households reside in Fluvanna County and nearly triple this number (9,883 households) reside in the Greater Fluvanna Market Area. The number of senior households will increase to 4,051 by 2022, an annual increase of 2.4 percent, or 89 net new age 62+ households annually over the next five years. In the Greater Fluvanna Market Area, the corresponding rate is 3.1 percent, or 322 net new senior households on average each year.

There are relatively few renters within the Fluvanna County and even fewer senior renters. In 2017, renter-occupied housing units represent 16.3 percent of all occupied housing in the county. The rentership rate among seniors age 62+ is only 7.9 percent. In absolute numbers, there are only 1,642 renters in the market area and, of these, 285 renter households have a head of household age 62 or older. Within the Greater Fluvanna Market





Area, the overall rentership rate is somewhat higher at 23.5 percent while the senior rentership rate is lower at 17.7 percent.

- **Competitive Analysis.** There are no professionally managed market rate multifamily rental housing and no senior independent living rental communities within Fluvanna County. Within the Greater Fluvanna Market Area, there are more numerous multifamily and senior rental options. Within the general occupancy rental supply, the rental supply varies considerably between the older properties – whose primary appeal is its affordable pricing structure – and the newer rental properties that have been constructed over the past decade or so that have upgraded units and an array of community amenities.

RPRG has identified one market rate and three LIHTC senior rental properties in the Greater Fluvanna Market Area. All of these properties target moderate income households. With the exception of the newest LIHTC rental community, which includes single-story units, the other rental communities have elevator-serviced buildings. These senior communities are performing well with an overall vacancy rate of 3.5 percent. Three of the four senior communities report that vacancies are in the process of being filled from waiting lists, ranging from eight to 38 households.

No competitive senior rental communities have been identified either within Fluvanna County or in the Greater Fluvanna Market Area.

Based on these findings, we have arrived at the following conclusions and recommendations:

- **Net Demand for Senior Rental Housing:** Accounting for household trends, necessary unit replacement as well as homeowners converting to a rental setting, RPRG projects an overall demand for 269 “independent living” rental units in the Greater Fluvanna Market Area as of 2020. The Greater Fluvanna Market Area includes all of Fluvanna County as well as western Louisa County and southeastern Albemarle County. As a result, we believe that the market should be able to support a 50-unit senior rental community, based upon the demographics of the local market area. The limitation of this analysis, however, is that older adults typically have other housing options, such as remaining in their own home. As a result, the decision-making associated with a move to a rental apartment community is complex and generally difficult to predict since the move to a rental apartment is a discretionary lifestyle choice and not typically a “need” driven decision.
- **Product Recommendations:** Considered in the context of the subject’s site location in Fluvanna County and the competitive environment in the Greater Fluvanna Market Area, our recommendations for the proposed age-restricted rental building are as follows:
  - **Project Size:** The Client has initially considered the development of a small to mid-sized senior rental community with upwards of 40 to 60 apartments. For our purposes, we have proposed a building size of 50 units. The other surveyed senior communities range in size from 27 to 90 units. We believe that this project size is reasonable, given the limited housing options for seniors in Fluvanna County. Additionally, as will be demonstrated in the VHDA demand model discussed below, a community larger than this size begins to exceed the maximum acceptable capture rates.
  - **Building Design:** Our recommended site location assumes that the Client (or a private developer responding to the Client’s future RFP) purchase land for new construction in the Lake Monticello area rather than utilize one of the existing school buildings in other locations in Fluvanna County or even in the future business park in Palmyra.





We believe that there are several potential new construction building designs that are possible, given this location. It has been our experience that a single-story cottage-type development, similar to Timberlake Place, has proven to be most popular with seniors from rural areas. While a three- or four-story elevator-serviced building could also be successfully introduced to the market, we would recommend attached cottage-style units if site conditions and zoning allow for this type of development.

- **Unit Distribution:** Overall, our recommended unit mix includes 40 one-bedroom units (80 percent) and ten two-bedroom units (20 percent). This is roughly the same unit mix as at Timberlake Place. RPRG judges that seniors in this market area are likely to have resided in small single-family detached homes or have rented relatively modest homes. Importantly, it is likely that many of the seniors who choose to reside in a senior rental community will do so because they have lost a spouse and are living alone. Lastly, we believe that seniors living in the market area are likely to be price-sensitive and, although wanting a large unit, may not be able to comfortably afford it.
- **Unit Sizes:** The one-bedroom units at Timberlake Place have 650 square feet while the two-bedroom units have 850 square feet. These unit sizes are roughly on par with those in the other senior competitive supply (627 square feet for the one-bedroom units and 856 square feet for the two-bedroom units) and typical for this type of housing product. As a result, we believe that the subject can be designed with comparably sized one-bedroom (650 square feet) and two-bedroom (850 square feet) units.
- **Unit Features:** Most of the senior affordable rental communities are fairly basic with few upgrades. We believe that the units can be designed with attractive – yet functional features – including kitchen with energy-efficient appliances (dishwasher, stove/oven, refrigerator and microwave); individual entry with covered porch; ceiling fans in the living and bedrooms; and, if possible, an in-unit washer/dryer. We would also recommend the bath be designed with walk-in shower (not tub) and grab bars near the toilet and in the shower. An emergency call system should also be considered.
- **Number of Bathrooms:** Similar to Timberlake Place, we believe that the two-bedroom units can be designed with 1.5 baths, in order to keep construction costs at a reasonable level.
- **Community Amenities:** Overall, the senior rental communities in the Greater Fluvanna Market Area have limited common area amenities although we believe that it is important for the proposed senior community to include some common area space for socialization by residents. We would recommend a small community building with small lounge and warming kitchen; fitness area; and computer room/library with Internet access. The rental community's appeal would be greatly enhanced with a service package, including potentially van transportation and activities provided by the Jefferson Area Board of Aging (JABA) or coordinated with outside agencies.
- **Parking:** Surface unreserved parking is most common the senior rental communities in the Greater Fluvanna Market Area. We believe that this arrangement will be accepted by seniors from Fluvanna County.
- **Proposed Development Plan:** The table below presents RPRG's recommended rents for the subject, assuming that residents are responsible for all utility costs except water, sewer and trash removal. Our assumed utility allowances are \$105 for the one-bedroom units and



\$130 for the two-bedroom units. All of the net contract rents are at the maximums allowable under the LIHTC guidelines.

Unit Type	Units	Income Target	% of Total	Published Sq Ft	Proposed Contract Rent*	Rent/Sq Ft
1BR/1BA	8	40% AMI	16%	650	\$470	\$0.72
1BR/1BA	16	50% AMI	32%	650	\$613	\$0.94
1BR/1BA	16	60% AMI	32%	650	\$757	\$1.16
2BR/1.5BA	10	60% AMI	20%	850	\$905	\$1.06
<b>Total</b>	<b>50</b>		<b>100%</b>	<b>690</b>	<b>\$695</b>	<b>\$1.01</b>

\*Contract Rent includes water, sewer and trash. Assumed utility allowances of \$105 & \$130.

- Effective Demand:** The 50 tax credit units at RPRG’s recommended rents would address households earning between \$17,250 and \$41,400, assuming a gross rent burden of 40 percent. Our Affordability/Capture Analysis also assumes that residents will be age 65 or older (although an age restriction of 55+ or 62+ is more likely). Using these assumptions, the subject would need to capture 2.2 percent of the total income-qualified households or 10.2 percent of the income-qualified renter households. While both are considered reasonable and achievable, we believe the 2.2 percent capture rate is more likely to reflect actual market conditions since a large portion of the prospective tenants will be homeowners or have previously resided with other family members. The renter penetration rate of 52.5 percent would indicate that the directly competitive affordable units must capture roughly one-half of all income-qualified senior renter households in order to maintain full occupancy. Although this penetration rate is considered somewhat elevated, we judge that it is reasonable within the context of an affordable senior rental community where a significant number of units will be rented by former homeowners.
- VHDA Demand Analysis:** The Virginia Housing Development Authority (VHDA) mandates a particular demand methodology in evaluating applications for Low-Income Housing Tax Credits. VHDA opts for a need-driven demand methodology which includes four primary components of potential need/demand: household growth/decline; cost-burdened renters; renter households in substandard housing; and, existing tenants likely to remain (not applicable to the proposed senior property). Typically, capture rates at or below 30 percent are considered to be achievable. The subject’s capture rates for each of the three income bands range from 15.5 percent to 28.0 percent – with an overall capture rate of 23.1 percent.

**Summary and Conclusion**

RPRG judges that a strong case can be made for the development of senior independent living apartments in Fluvanna County, particularly if the Client (or a private developer working with the Client) can purchase the site identified near Lake Monticello. We believe that this location has the potential to be successfully developed as an affordable rental community for seniors in Fluvanna County. The senior household base in Fluvanna County is growing at a pace that is three times as strong as households in general. At the same time, there are no professionally managed multifamily or age-restricted rental housing in Fluvanna County. As a result, we believe that there is likely to be strong pent-up market demand for an affordable senior independent living community on the identified site.



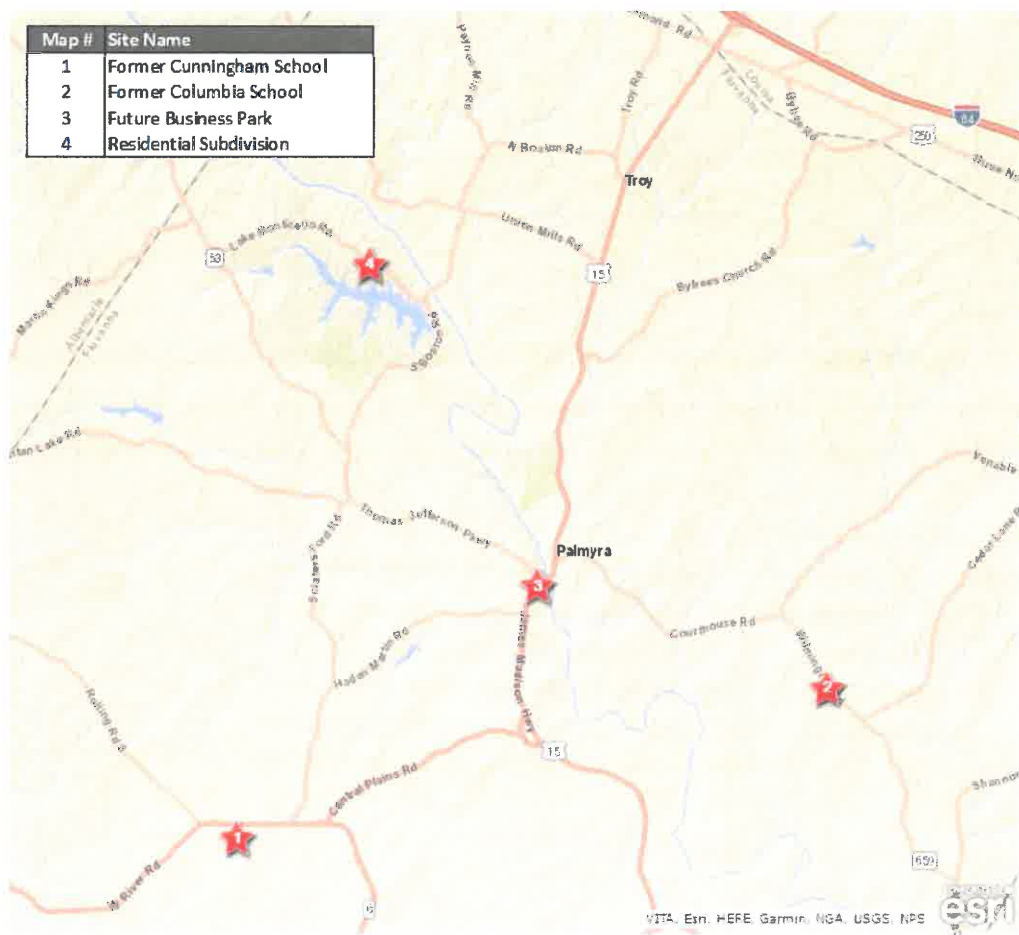
# 1. INTRODUCTION

## A. Overview of Subject

Fluvanna County (Client) has retained Real Property Research Group, Inc. (RPRG) to conduct a market feasibility analysis to evaluate four potential sites in Fluvanna County, Virginia for the development of affordable senior rental housing. The four sites under consideration are described below and their locations are presented on Map 1.

- **Site 1:** Former Cunningham School, 479 Cunningham Road, Scottsville, VA 24590
- **Site 2:** Former Columbia School, 563 Wilmington Road, Palmyra, VA 22963
- **Site 3:** Future business park, 13000 block James Madison Highway, Palmyra, VA 22963
- **Site 4:** Residential subdivision, Lake Monticello Road, Palmyra, VA 22963

Map 1 Location of Proposed Sites





Given the preliminary nature of the proposed age-restricted affordable rental housing, specific project details – such as building plans, unit mix, unit sizes and contract rents – have not yet been determined. The Client has requested RPRG to evaluate the four candidate sites and provide recommendations regarding target market, the types of units and building structures that can be considered for the most suitable of these locations as well as the potential achievable rents.

## **B. Purpose**

Fluvanna County (Developer) has retained Real Property Research Group, Inc. (RPRG) to conduct a market feasibility analysis for a proposed age-restricted rental community. For this purpose, RPRG has evaluated the proposed site locations; examined the balance of supply and demand in the market; and made recommendations with regard to the proposed product in terms of target markets, structure type, unit breakdown, amenities and price position.

## **C. Format of Report**

The report format is a Market Advisory Report. If we were to prepare a comprehensive feasibility study, there would be changes, additions and deletions to the material presented here. Moreover, the findings, conclusions and/or recommendations yielded as a result of a full study may differ from those presented here.

## **D. Client, Intended User, and Intended Use**

The Client is Fluvanna County. This report has been prepared for internal use by the Developer in evaluating this potential site for the development of senior rental housing.

## **E. Applicable Requirements**

None.

## **F. Scope of Work**

To determine the appropriate scope of work for the assignment, we considered the intended use of the market study, the needs of the user, the complexity of the property, and other pertinent factors. Given the limited nature of the Market Advisory Report, the analysis includes a brief area analysis, a detailed demographic and competitive rent analysis and an overall supply/demand analysis. Subsequently, we include product, pricing and other recommendations as well as an effective demand analysis using an affordability and penetration analysis.

- Joanne Andrews, Analyst, Real Property Research Group, Inc., conducted a visit to the subject sites, neighborhoods and market area on April 4 & 5, 2017.
- Primary information gathered through field and phone interviews was used throughout the various sections of this report. The interviewees included rental community property managers and leasing agents. As part of our housing market research, RPRG are also spoke with planners from Louisa, Fluvanna and Albemarle counties. We also corresponded with Steve Sprecher from the U.S. Department of Housing and Community Development (HUD), Baltimore office to determine if there were any senior rental communities proposed or planned which could potentially compete with the subject. We also reviewed the Virginia



Housing Development Authority's website for projects receiving an allocation of Low Income Housing Tax Credit communities.

- All pertinent information obtained was incorporated in the appropriate section(s) of this report.

#### **G. Report Limitations**

The conclusions reached in a market assessment are inherently subjective and should not be relied upon as a determinative predictor of results that will actually occur in the marketplace. There can be no assurance that the estimates made or assumptions employed in preparing this report will in fact be realized or that other methods or assumptions might not be appropriate. The conclusions expressed in this report are as of the date of this report, and an analysis conducted as of another date may require different conclusions. The actual results achieved will depend on a variety of factors, including the performance of management, the impact of changes in general and local economic conditions, and the absence of material changes in the regulatory or competitive environment. Reference is made to the statement of Underlying Assumptions and Limiting Conditions contained in Appendix I of this report.

#### **H. Other Pertinent Remarks**

None.



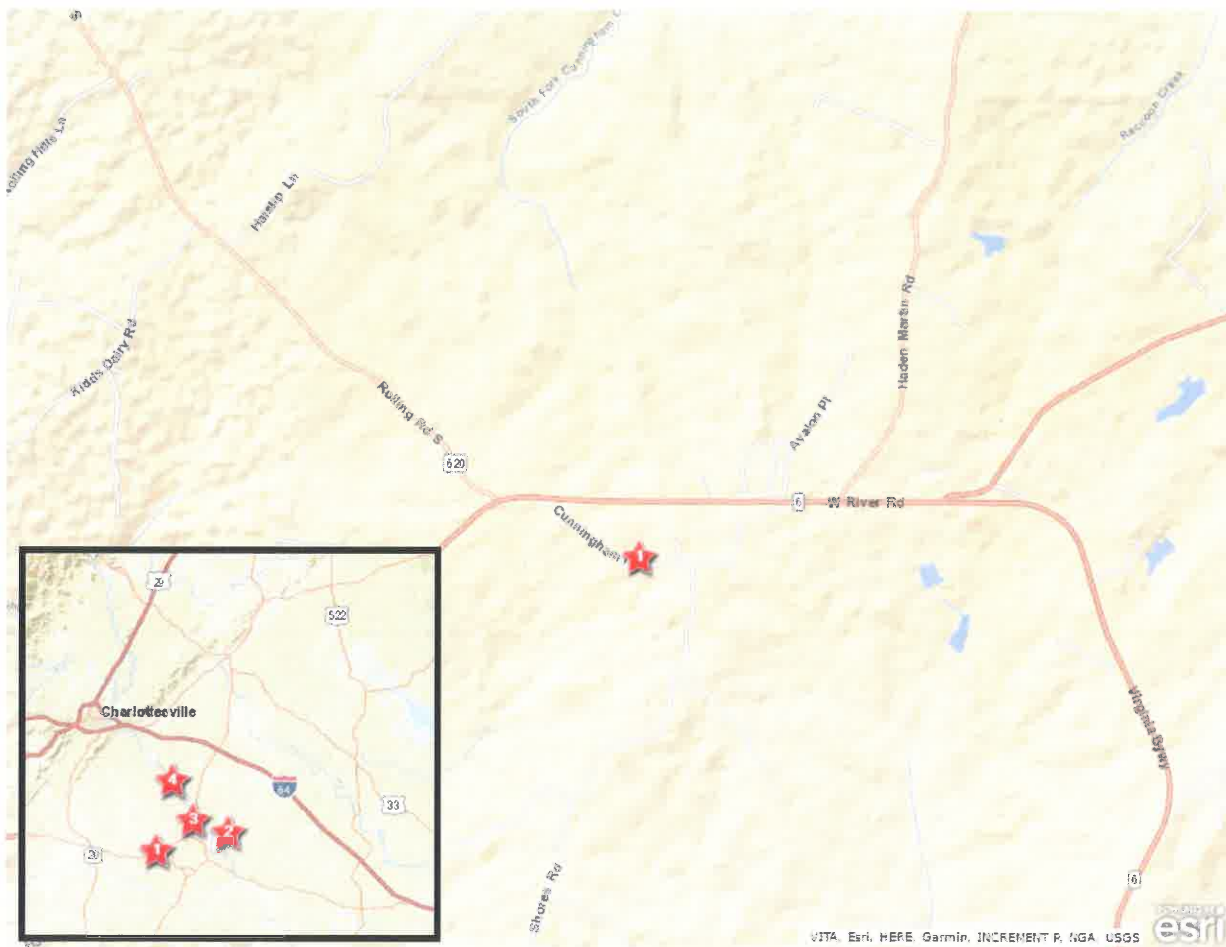
## 2. SITE AND NEIGHBORHOOD ANALYSIS

### A. Site Analysis – Former Cunningham School (Site 1)

#### 1. Site Location

The subject site is a 10+/- acre parcel located at 479 Cunningham Road, with a Scottsville post address although the site is also roughly equidistant from Fork Union (Map 2). The subject site is improved with a 22,665 square foot, single-story former elementary school and associated parking lot and ball field.

Map 2 Former Cunningham School (Site 1) Location



#### 2. Size, Shape & Topography

The subject site appears to be roughly rectangular in shape with a flat topography (Figure 1).





**Figure 1 Aerial Photo**



### **3. Existing Uses**

The former Cunningham School building fronts along Cunningham Road. Paved parking is available on both ends of the building as well as in the front of the building. A ball field is located on the eastern portion of the site and a basketball court is located behind the building.

### **4. Site Visibility & Accessibility**

Primary access to the subject site is from the north via West River Road (County Road 6) although Cunningham Road also connects to the south with Shores Road (County Road 640). West River Road is the main route between Scottsville to the west and Fork Union to the east. The other roads can be considered secondary country streets primarily for residential traffic. The subject site does not have any visibility from West River Road.



**Figure 2 Views of Former Cunningham School (Site 1)**



**5. Description of Surrounding Land Uses**

The subject site is located along Cunningham Road, roughly 0.5 miles south of its intersection with West River Road. This portion of Fluvanna County is relatively sparsely developed. Approaching the subject site from the west, there is limited development with the exception of a large church, Fluvanna Baptist Church (7454 West River Road – 1.2 miles west), a small single-family subdivision (West River Meadows), and Kidd’s Store & Deli (8469 West River Road – 0.6 miles northwest).

This site is roughly eight miles to the east of Scottsville, a small scenic town along the James River that straddles both Albemarle and Fluvanna counties. Scottsville offers everyday services, including such businesses as grocery stores (Food Lion and Dollar General), Scottsville Pharmacy, Ace Hardware and U.S. Post Office as well as small eateries and antique stores. These services, while convenient to residents in western Fluvanna County, are located in Albemarle County. Roughly equidistant to the west in Fluvanna County is the small town of Fork Union, with the Fork Union Community Market, Dollar General, Fort Union Pharmacy, several eateries, BB&T Bank, Envoy at the Village Skilled Nursing & Rehab Center and the Fluvanna Community Center.

The land uses directly bordering the subject site, starting from the north and proceeding in a clockwise direction, are as follows:

- **North:** The area to the north of the site is undeveloped and wooded.

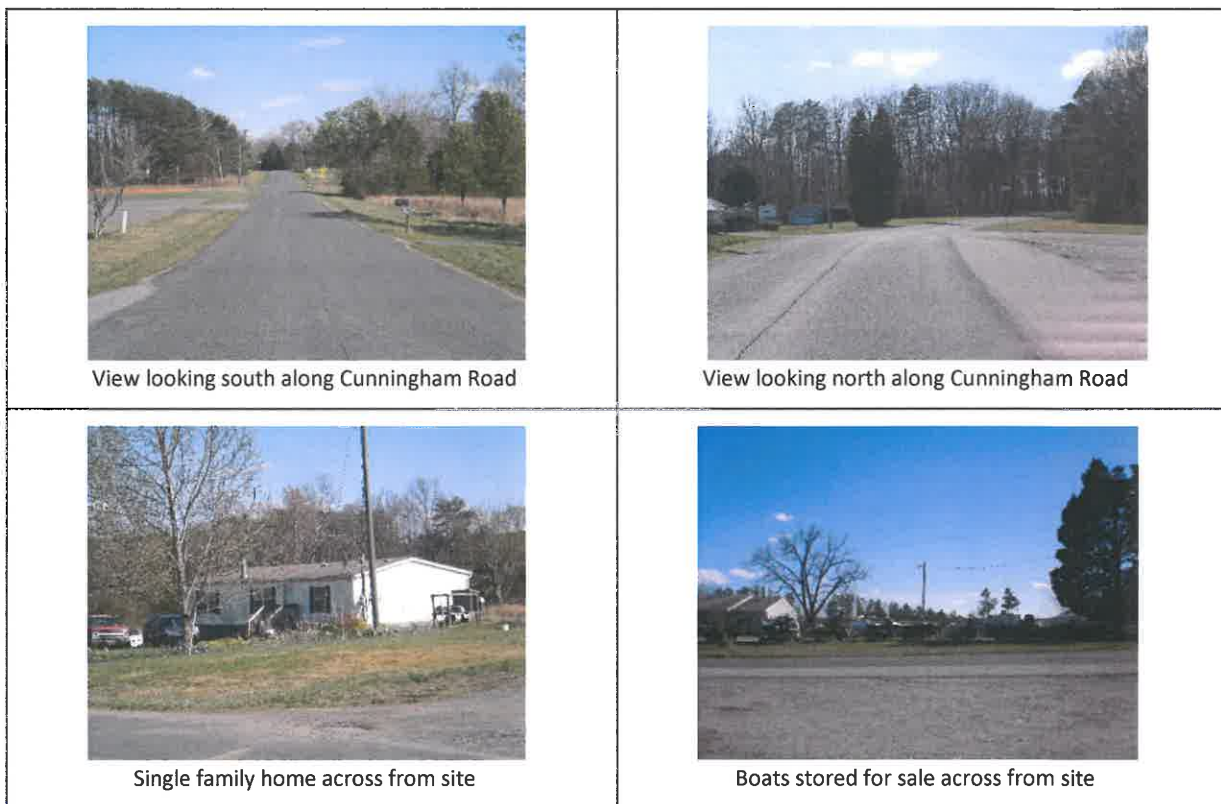




- **East:** The area directly to the east is developed with scattered single-family homes on mid-sized lots. Cunningham Road loops to the east and connects with West River Road.
- **South:** Two single-family homes and boat storage (James River Jets).
- **West:** This area is also undeveloped and wooded. Cunningham Road connects to West River Road from this direction.

Views of the surrounding land uses are found in Figure 3.

**Figure 3 Views of Surrounding Land Uses**



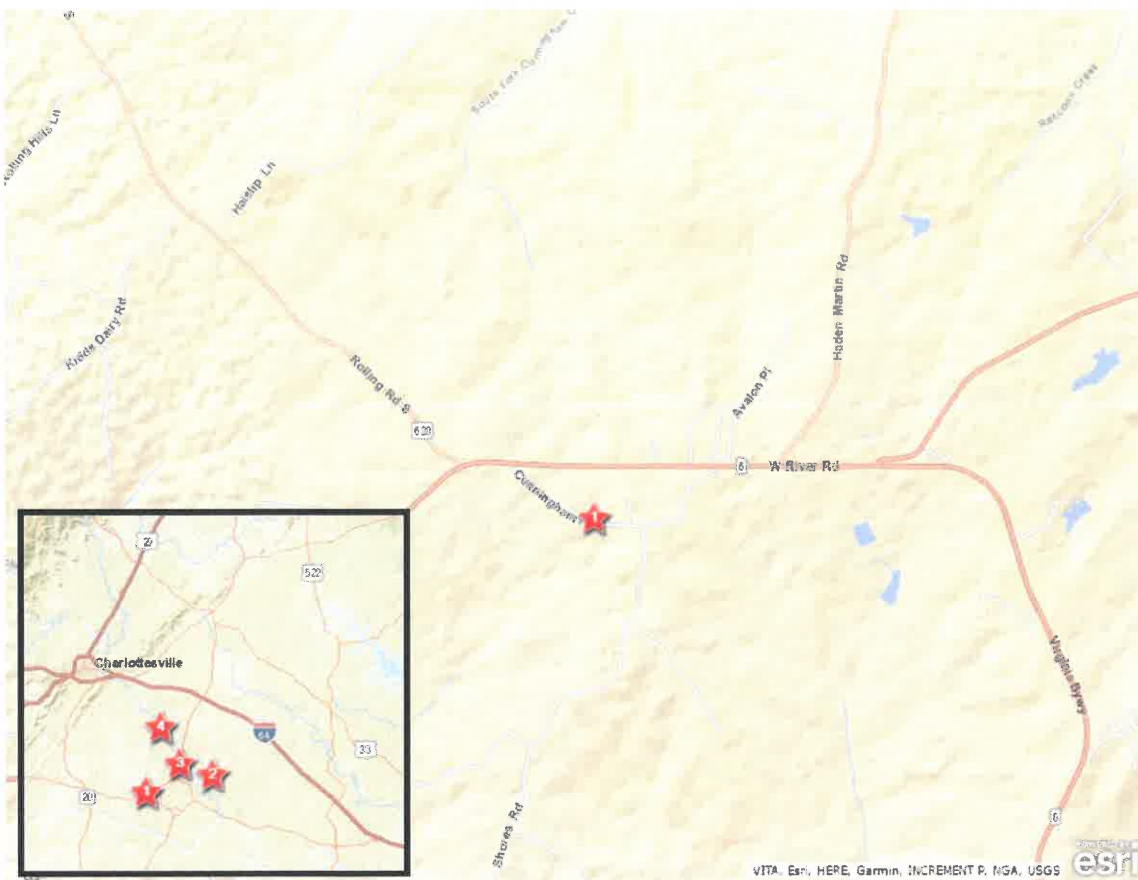
**B. Site Analysis – Former Columbia School (Site 2)**

**1. Site Location**

The subject site is a 7.6+/- acre parcel located at 563 Wilmington Road with a Palmyra post address (Map 3). The subject site is improved with a 13,892 square foot, single-story former elementary school and associated parking areas.



**Map 3 Former Columbia School (Site 2) Location**



**2. Size, Shape & Topography**

The subject site appears to be roughly rectangular in shape with a flat topography (Figure 4).



**Figure 4 Aerial Photo, Columbia School**



### 3. Existing Uses

The former Columbia School building fronts along Wilmington Road (Figure 5). Paved parking is available on both ends of the building and there is a driveway in the front of the building. Sidewalks are available along the building's exterior.

### 4. Site Visibility & Accessibility

Primary access to the subject site is from the north via Courthouse Road (County Road 601). Courthouse Road connects to U.S. Route 15 in Palmyra, roughly 5.5 miles to the west. Fork Union is located slightly less than ten miles south of the subject site via Carysbrook Road (County Road 615), which connects to Courthouse Road. Courthouse Road is an east-west connector although not heavily traveled between Palmyra and the Wilmington community in Fluvanna County. Wilmington Road is a secondary route. The subject site does not have any visibility from Courthouse Road.



**Figure 5 Views of Columbia School**



**5. Description of Surrounding Land Uses**

The subject site is located along Wilmington Road, roughly 1.3 miles south of its intersection with Courthouse Road. This portion of Fluvanna County is also relatively sparsely developed with woods and open space interspersed with single-family homes.

This site is roughly 5.5 miles to the southeast of Palmyra, the county seat. Limited community services are available here, including a grocery store (E.W. Thomas Supermarket), U.S. Post Office, BB&T Bank and gas station. The services available in Fork Union, approximately ten miles to the south, are not as convenient to this site.

The land uses directly bordering the subject site, starting from the north and proceeding in a clockwise direction, are as follows:

- **North:** The area to the north of the site appears to be an active construction area with a communication tower and some heavy construction equipment on site. Wilmington Road connects to Courthouse Road from this direction.
- **East:** Undeveloped woods.
- **South:** Undeveloped woods.
- **West:** Undeveloped woods.

Views of the surrounding land uses are found in Figure 6.





**Figure 6 Views of Surrounding Land Uses**



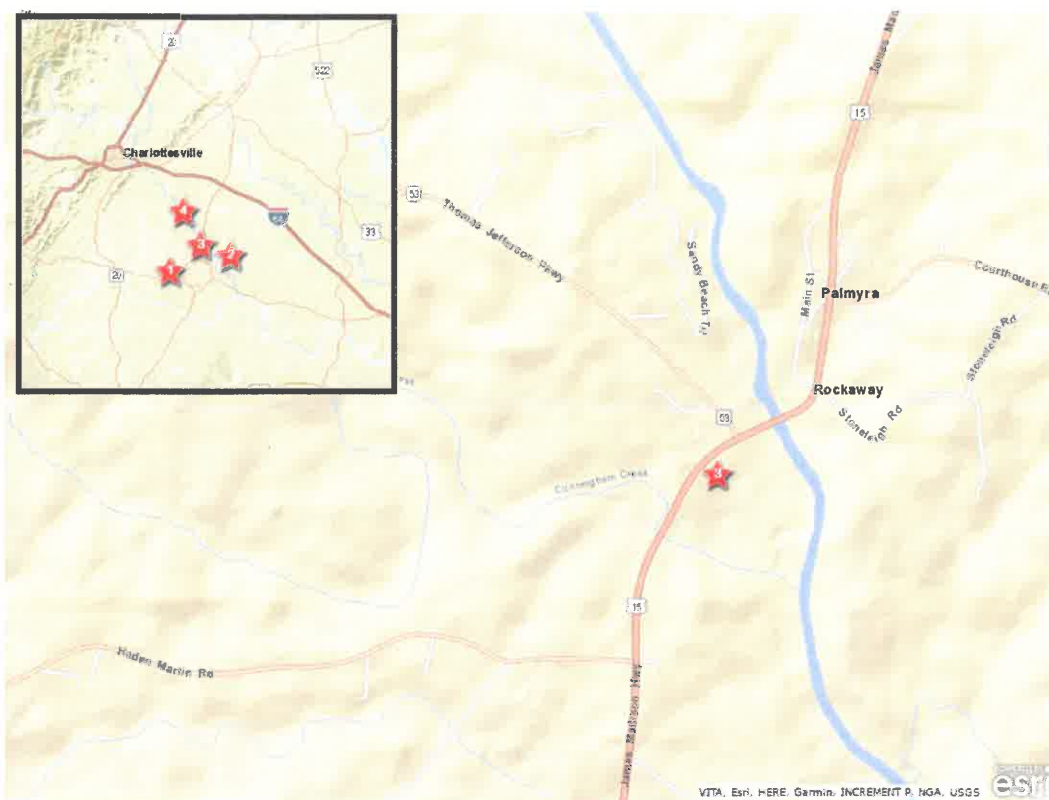
**C. Site Analysis – Future Business Park (Site 3)**

**1. Site Location**

The proposed senior apartments would be located within a future business park planned at the southeast intersection of James Madison Highway and Thomas Jefferson Parkway (VA Route 53 West) in Palmyra (Map 4). No specific site within this future business park has been identified.



Map 4 Future Business Park (Site 3) Location

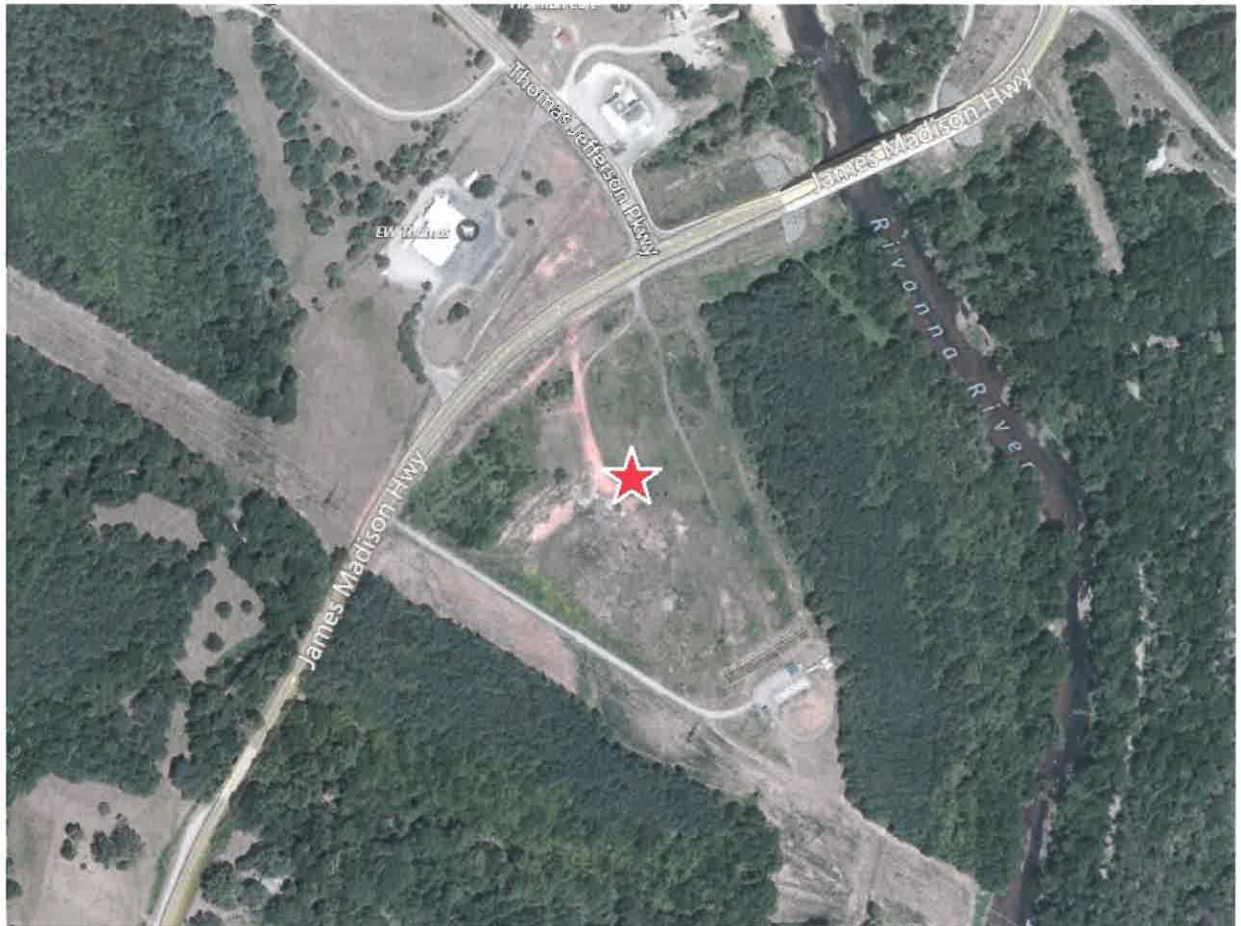


**2. Size, Shape & Topography**

The land in the vicinity of the future business park slopes downward from Rivanna River to the north, however, the land for the future business park has a topography that slopes upward to the south (Figure 7). The exact size, shape and topography for a future parcel that would accommodate the proposed use is not known at this time.



**Figure 7 Aerial Photo, Future Business Park**



### **3. Existing Uses**

The land is vacant and initial efforts at clearing the site are underway, as evidenced by the heavy equipment on the site (Figure 8). The site work appears to be in a very preliminary stage and, with the exception of a marketing sign by CBRE, there is no other identifying signage.

### **4. Site Visibility & Accessibility**

The future business park will have an easily identifiable location although the visibility of the proposed senior building from James Madison Highway is not known at this time.



**Figure 8 Views of Future Business Park (Site 3)**



**5. Description of Surrounding Land Uses**

The subject site is located along James Madison Highway, roughly 0.5 miles south of Main Street in Palmyra. Palmyra is the county seat for Fluvanna County and home to the Fluvanna County Circuit Court, Fluvanna County government offices and the Fluvanna Chamber of Commerce. Community services available in Palmyra include a grocery store (E.W. Thomas Supermarket), U.S. Post Office, BB&T Bank and gas station.

The land uses directly bordering the subject site, starting from the north and proceeding in a clockwise direction, are as follows:

- **North:** Rivanna River.
- **East:** Undeveloped woods.
- **South:** Undeveloped woods.
- **West:** James Madison Highway and E.W. Thomas Supermarket.

View of the surrounding land uses are presented in Figure 9.





**Figure 9 Views of Surrounding Land Uses (Site 3)**



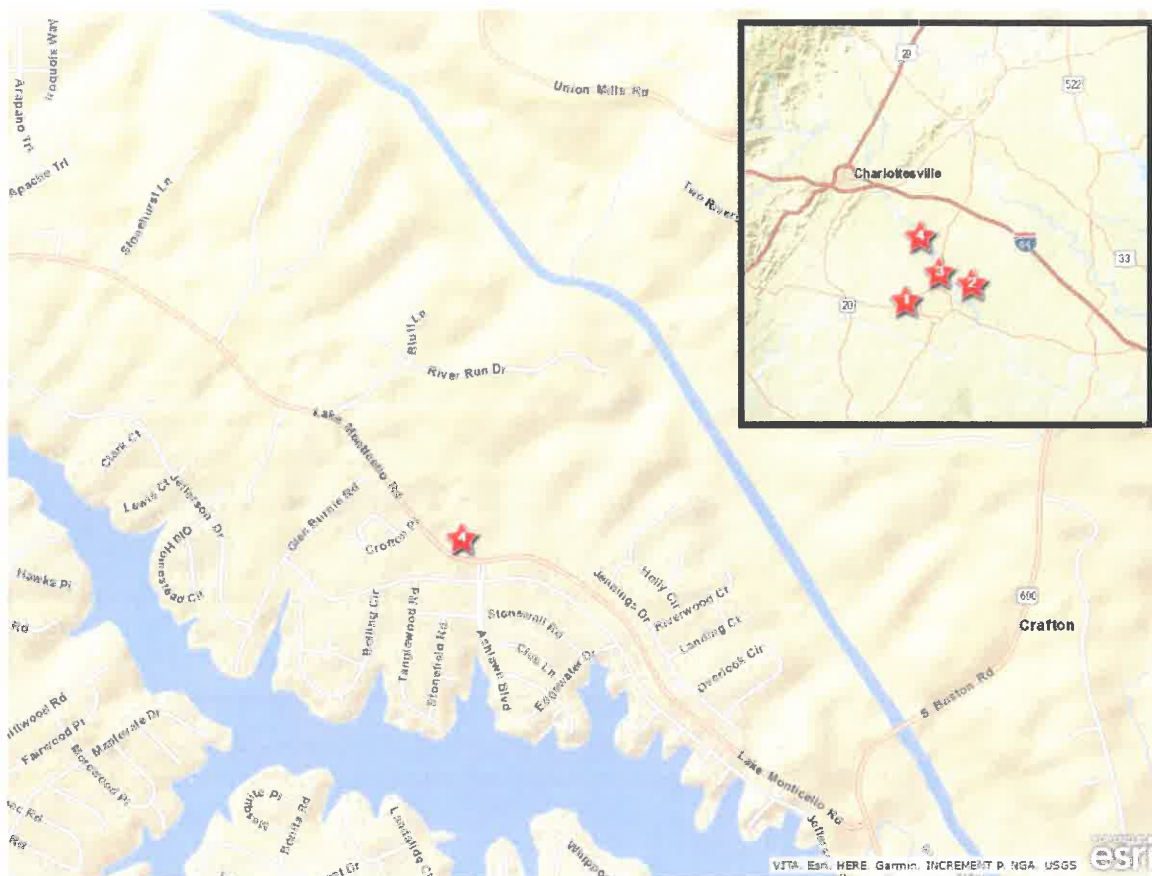
**D. Site Analysis – Residential Subdivision, Lake Monticello Road (Site 4)**

**1. Site Location**

The subject site is a 3.5+/- acre parcel located the Village Oaks PUD and directly across from the Ashlawn Gate, the main entrance into the Lake Monticello community (Map 5). In addition to the subject, Village Oaks includes single-family detached homes and a future small commercial parcel. The local neighborhood is dominated by Lake Monticello, a private, gated community located directly across from the subject site. This gated community began development in the late 1960s and now includes approximately 4,200 homes as well as recreational amenities. This site is approximately nine miles north of Palmyra and 20+/- miles southeast of downtown Charlottesville.



Map 5 Residential Subdivision, Lake Monticello Road (Site 4)

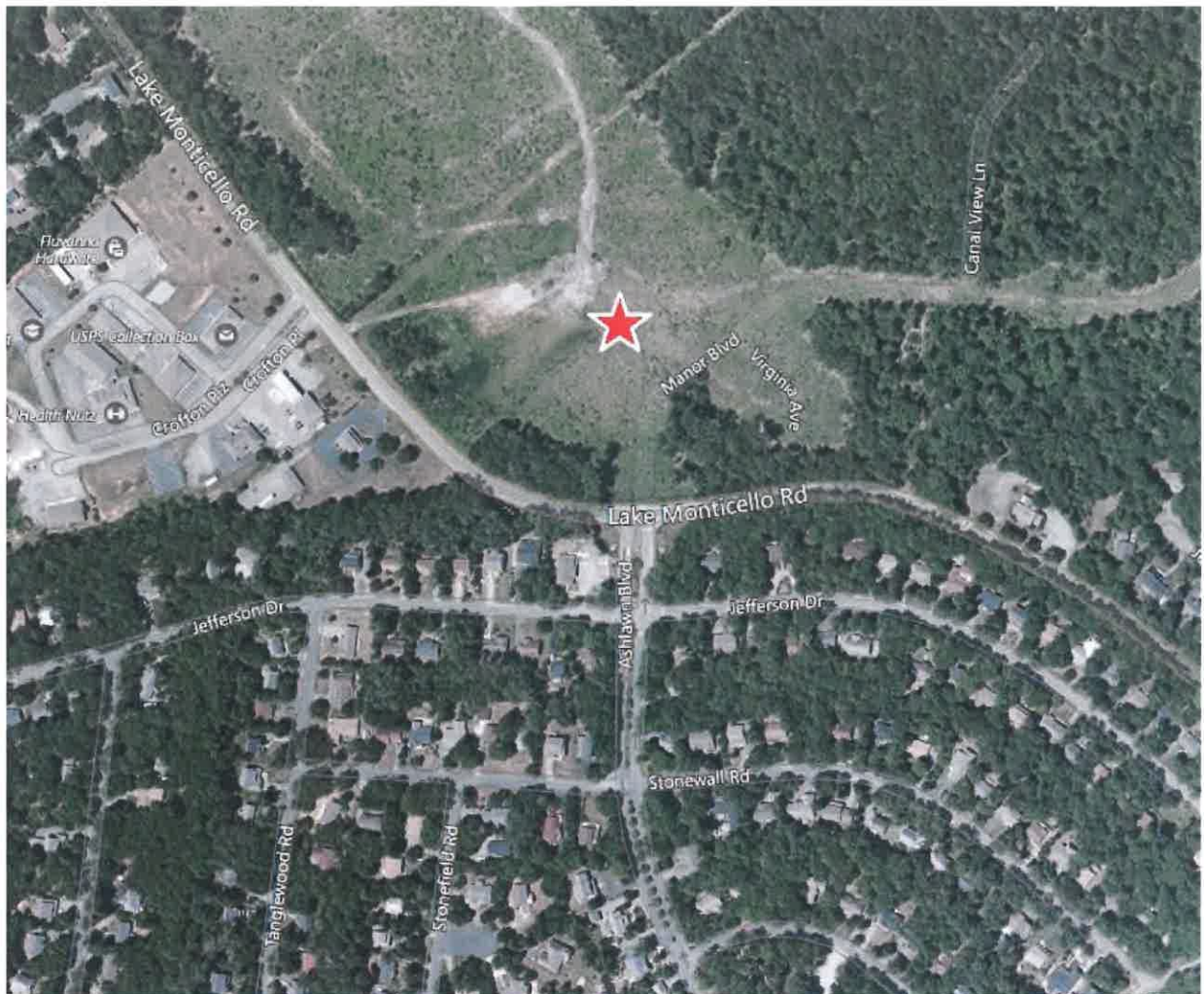


**2. Size, Shape & Topography**

Village Oaks has attractive entrance signage and much of the subdivision remains wooded and undeveloped (Figure 10). The subject site has a relatively flat topography although with contours in the topography will allow for an attractive development plan. The subject site will be located to the west of the main entrance into the Village Oaks PUD. The subject parcel has an irregular shape with a narrow strip that extends along Lake Monticello Road.



**Figure 10 Aerial Photo, Site 4**



### 3. Existing Uses

The site is currently vacant and undeveloped with woods (Figure 11).

### 4. Site Visibility & Accessibility

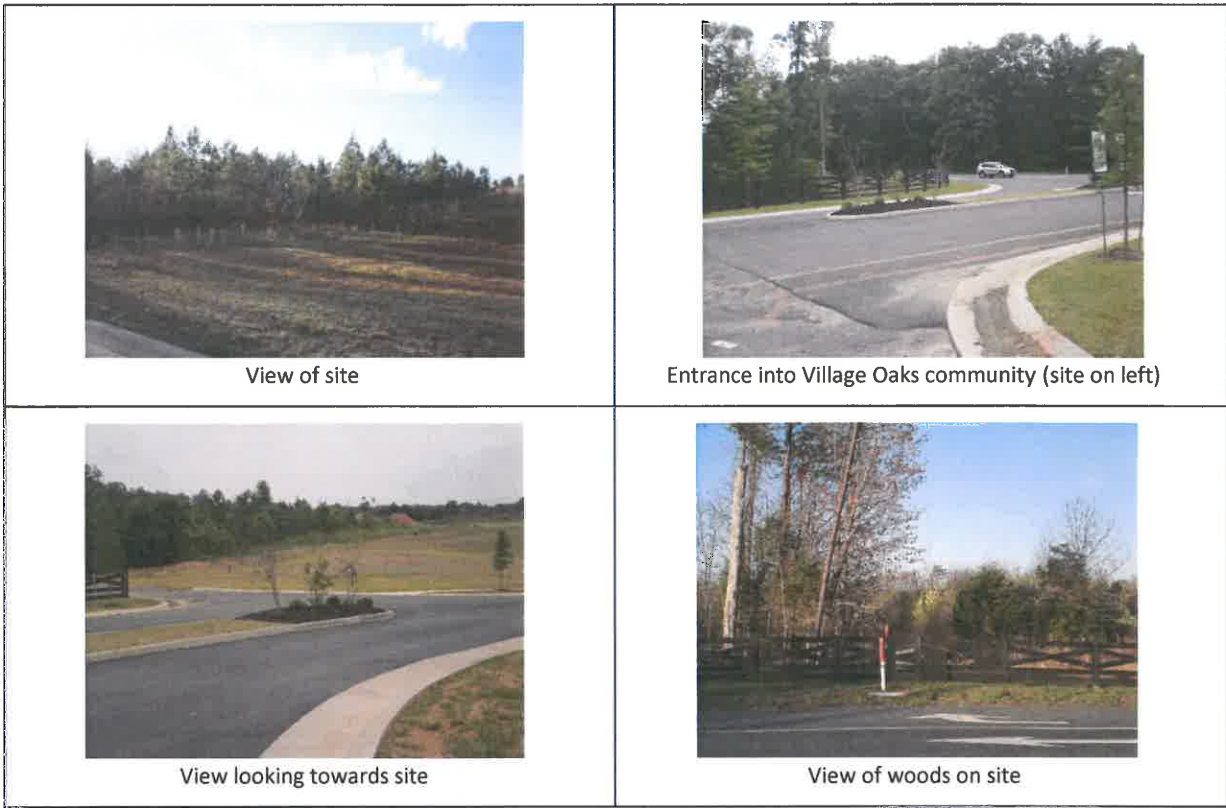
The primary entrance to the subject site would be from Lake Monticello Road (VA Route 618). From Charlottesville, this route could be accessed from Thomas Jefferson Parkway (VA Route 53) or from VA Route 600 (Troy to the north and Palmyra to the south). VA Route 53 connects roughly 10 miles to the northwest to I-64, the region's primary east-west transportation route. All of the roads around Lake Monticello are two-lane roads which are relatively lightly traveled except for peak commuting times. Because of the rural nature of the community, sidewalks are not generally available.

A future senior apartment building would have good visibility from Lake Monticello Road and would be visible to traffic entering Lake Monticello from its Ashlawn Boulevard gate.





**Figure 11 Photos of Residential Subdivision (Site 4)**



**5. Description of Surrounding Land Uses**

Lake Monticello was initially marketed as a retirement or second home community for residents of Charlottesville as well as other large metropolitan areas. The community has grown in its appeal to younger families over the past several decades due to its relatively affordable housing in comparison to housing closer in to Charlottesville. The nearby Lake Monticello community includes a 350+/- acre lake for boating and fishing, five beaches, pool, golf course (open to the public), clubhouse as well as tennis and basketball courts. Over time, development inside the Lake Monticello community has slowed due to the dwindling supply of residential lots, while development outside the gated community has increased.

The subject site is part of a larger approved subdivision, Village Oaks, which includes a total of 43.82 acres with three approved uses: 127 single-family lots; a 1.53-acre commercial parcel; and a 3.5-acre assisted living lot (Site 4). Age-restricted independent living apartments could be developed on this site so long as some provision is made for the coordination of supportive services on an as-needed basis to residents living in the apartments. Figure 12 illustrates the location of the subject site in relation to the overall Village Oaks subdivision.



**Figure 12 Village Oaks Conceptual Plan**



The subject site is an attractive parcel fronting Manor Boulevard, which serves as the entryway into the Village Oaks community and connects to other residential roads in the community. Two builders are currently building homes in this neighborhood: Ryan Homes is constructing single family detached homes in the River Oaks subdivision and Southern Development, the master developer for the Village Oaks PUD, is constructing single family detached homes which target active adult buyers. Ryan Homes' River Oaks subdivision has a total of 26 one-half acre lots with homes base priced from the upper \$200s. Signage on the site would indicate that only one lot remains to be sold. Homes in Southern Development's Village Oaks are base priced from the low \$300s and include exterior maintenance. Four homes have been constructed and are occupied. The Village Oaks PUD will eventually include a community building with outdoor swimming pool, garden plots, playground and walking trails.

The land uses directly bordering the subject site, starting from the north and proceeding in a clockwise direction, are as follows (Figure 13):

- **North:** The area to the north of the site is undeveloped.
- **East:** The area directly to the east is also undeveloped but further along Lake Monticello Road is a small house which is utilized by the Fluvanna Review newspaper publisher.
- **South:** Across Lake Monticello Road from the subject site is the Ashlawn Gate into the Lake Monticello community. To the west along the south side of Lake Monticello Road is a small house utilized by Lake Monticello Country Realtors and a small commercial center, the Crofton Plaza. Uses in Crofton Plaza include a gas station, child care center, Best Hardware, Health Nutz Fitness and Aquatics Center, Spectrum Physical Therapy, Lake Monticello Internal Medicine, a chiropractor, attorney, hair salon and attorney, among others.
- **West:** This area is also undeveloped but adjoins the unpaved River Run Drive.



**Figure 13 Photos of Surrounding Land Uses (Site 4)**



**E. Residential Support Network**

**1. Key Facilities and Services near the Subject Site**

The community services presented in this section can be considered as relating to all four of the proposed sites. However, Fluvanna County remains very rural with only 10.4 percent (19,140 acres) of its land set aside for development and with most of the county’s designated growth taking place in or around Lake Monticello. As a result, many of the community amenities presented in this section are located close geographic proximity to Site 4.

Key facilities and services in and around Fluvanna County are listed in Table 1. The location of these facilities is plotted on Map 6.



**Table 1 Key Community Facilities and Services**

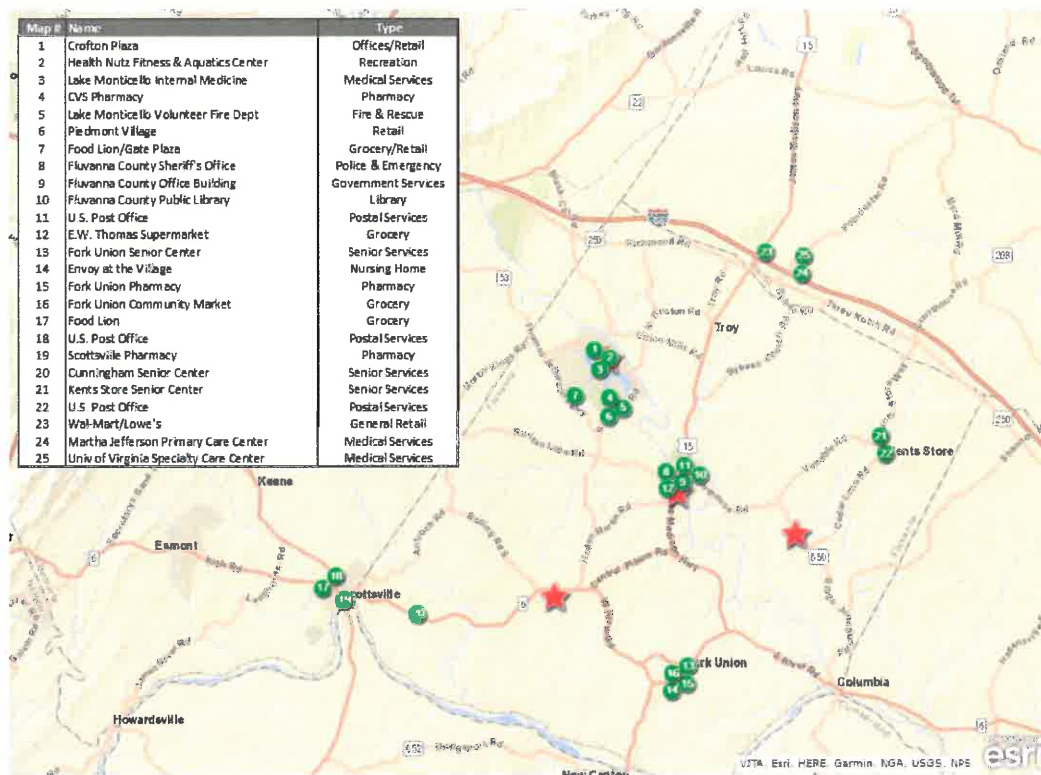
Establishment	Type	Address	Location
Crofton Plaza	Offices/Retail	112 Crofton Place	Lake Monticello
Health Nutz Fitness & Aquatics	Recreation	109 Crofton Place	Lake Monticello
Lake Monticello Internal Medicine	Medical Services	112 Crofton Place	Lake Monticello
CVS Pharmacy	Pharmacy	28 Abby Road	Lake Monticello
Lake Monticello Volunteer Fire Dept	Fire & Rescue	10 Slice Road	Lake Monticello
Piedmont Village	Retail	Joshua Lane	Lake Monticello
Food Lion/Gate Plaza	Grocery/Retail	Turkeysag Trail	Lake Monticello
Fluvanna County Sheriff's Office	Police & Emergency	160 Commons Blvd	Palmyra
Fluvanna County Office Building	Government Services	132 Main Street	Palmyra
Fluvanna County Public Library	Library	196 Main St	Palmyra
U.S. Post Office	Postal Services	13683 James Madison Hwy	Palmyra
E.W. Thomas Supermarket	Grocery	13027 James Madison Hwy	Palmyra
Fork Union Senior Center	Senior Services	5725 James Madison Hwy	Fork Union
Envoy at the Village	Nursing Home	4238 James Madison Hwy	Fork Union
Fork Union Pharmacy	Pharmacy	4316 James Madison Hwy	Fork Union
Fork Union Community Market	Grocery	4312 James Madison Hwy	Fork Union
Food Lion	Grocery	198 Scottsville Circle	Scottsville
U.S. Post Office	Postal Services	110 Scottsville Circle	Scottsville
Scottsville Pharmacy	Pharmacy	295 E. Main Street	Scottsville
Cunningham Senior Center	Senior Services	2997 W. River Road	Scottsville
Kents Store Senior Center	Senior Services	111 Kents Store Way	Kents Store
U.S. Post Office	Postal Services	16 Kents Store Way	Kents Store
Wal-Mart/Lowe's	General Retail	164 Camp Creek Pkwy	Zions Crossroads
Martha Jefferson Primary Care Center	Medical Services	Spring Creek Business Park	Zions Crossroads
Univ of Virginia Specialty Care Center	Medical Services	Spring Creek Business Park	Zions Crossroads

Source: Field and Internet Research; Real Property Research Group, Inc.





### Map 6 Community Services



## 2. Essential Services

### Shopping & Retail

The main shopping areas for Fluvanna County residents living in the northern portion of the county are near Lake Monticello. Gate Plaza, anchored by Food Lion is located at the intersection of VA Route 53 and Turkeysag Trail. This shopping center also includes Good Neighbor Pharmacy, cleaners, pet store, several fast food restaurant and other community retail stores. The other major retail center, Piedmont Village, is located at the intersection of VA Route 600 and Joshua Lane. This small retail center includes such uses as a CVS Pharmacy, Village Dental, day care center and other smaller uses. Grocery stores are also available in Palmyra, Fork Union and in Scottsville.

The nearest big-box retailers are located to the north in adjoining Louisa County. The Shoppes at Spring Creek is located at the intersection of I-64 and U.S. Route 15 in Zion Crossroads, includes a 156,000 square foot Wal-Mart Supercenter, Lowe's and various other small shops and restaurants. Although in the early stages of development, Zion Crossroads area is the designated growth corridor for Louisa County. Over the next decade, we would expect that this area will grow to include a significantly large number of commercial and retail businesses.

The majority of the regional shopping centers are located in either downtown Charlottesville or in eastern Albemarle County. In the U.S. Route 29 corridor, there are numerous shopping centers, including the regional Charlottesville Fashion Square, anchored by Sears, J.C. Penney and Belk, and including over 75 shops and eateries, as well as the Barracks Road Shopping Center, including Old





Navy, Harris Teeter, Kroger, Bed, Bath & Beyond, Michaels and others. Downtown Charlottesville has an extensive (and an increasing) array of shops and retail establishments.

### ***Medical & Health Care***

Residents with an acute medical issue would need to travel to one of the two major hospitals in the Charlottesville area. The hospital in closest geographic proximity to Fluvanna County is the 176-bed Martha Jefferson Hospital, located in the Pantops neighborhood just east of Charlottesville. The University of Virginia Hospital, a large teaching hospital with 584 inpatient beds, is a Level I trauma center located at 1215 Lee Street in the City of Charlottesville.

There are private medical practitioners throughout Fluvanna County, including in the Lake Monticello area as well as in Palmyra, Fork Union and Scottsville. In the Lake Monticello area, Lake Monticello Internal Medicine is located directly across from Site 4. The county's only skilled nursing facility, Envoy at the Village, is a 60-bed long-term care center located in Fork Union.

To the north in neighboring Louisa County, Martha Jefferson Hospital recently opened a 7,500 square foot primary care center in the Spring Creek Business Park in Zion Crossroads. This facility includes two family practice providers as well as diagnostic imaging services. The University of Virginia has also opened its Health and Specialty Care building in the same business park.

There are two pharmacies in the Lake Monticello area, including Good Neighbor Pharmacy in the Gate Plaza shopping center and CVS Pharmacy in Piedmont Village. In addition, there is a pharmacy in Fork Union as well as in Scottsville.

### ***Senior Centers***

There are three senior centers serving Fluvanna County. These centers are operated in conjunction with the Jefferson Area Board for Aging (JABA) and Fluvanna County's Parks and Recreation Department. The Fork Union senior center is located in the Fluvanna Community Center in Fork Union. This center is open Tuesday and Wednesday from 10:00 a.m. to 2:00 p.m. According to the director, Sean Sweeney, the center has an average daily attendance on Tuesday of 5 – 10 seniors and 15- 20 seniors on Wednesday when a meal is served. A satellite senior center, Cunningham Senior Center, is open the 1<sup>st</sup> and 3<sup>rd</sup> Monday in the Scottsville VFW. This center has an attendance of 20 – 30 seniors. Another satellite center is in the Kents Store ARC Building. This center is open the 2<sup>nd</sup> and 4<sup>th</sup> Thursday and has an average attendance of 15 – 20 seniors.

The Lake Monticello portion of Fluvanna County does not currently have a senior center although this community has its own privately organized senior activities. Seniors from the Lake Monticello area can attend any other senior center but generally the Fork Union senior center is the center of choice for those who travel outside the local community.

### ***Recreation & Community Services***

Palmyra is the county seat for Fluvanna County, providing residents with such services as the local post office and library, a grocery, bank and the local government offices. These are several fast food and local restaurants in the towns of Palmyra, Fork Union and in Scottsville. While the Lake Monticello amenities are private, its golf course and clubhouse with Eagles Nest restaurant are open to the public. Several post offices are available in different locations throughout the county, including in Kents Store, Palmyra and Scottsville.



### ***Public Transportation***

JAUNT, Inc. is the regional transportation system that operates a system of 75 vans in six counties, including in Fluvanna County, as well as the City of Charlottesville. JAUNT operates a commuter bus route into the City of Charlottesville, with two stops in the Lake Monticello area (Saints Peter and Paul Church and Effort Baptist Church). The fare is \$3.50 each way. JAUNT also provides mid-day transportation service to downtown Charlottesville on Tuesday and Thursday at cost of \$2.50 for seniors and the disabled. JAUNT operates a door-to-door service upon demand to destinations anywhere in the county for seniors and the disabled. JAUNT provides regularly scheduled transportation to the senior center in Fork Union for \$0.50 per trip each Wednesday.

## **F. Site Evaluations & Site Recommendation**

Overall, RPRG judges that Site #4 in the Lake Monticello portion of Fluvanna County is best suited for the development of affordable senior housing. While we understand that there are seniors who reside in the vicinity of the Cunningham school site (Site #1) who would find this location to be attractive, we are concerned that it is too remote from services to have a widespread appeal. Even more remote from services is the smaller Columbia school site (Site #2) whose immediate neighborhood is largely wooded and undeveloped. As a result, neither of these sites has the potential to benefit from drive-by traffic and both lack visibility from major roadways. Importantly, community services are limited in both locations. As a result, we believe that these sites lack the necessary support network to accommodate senior rental housing. Most importantly, we believe that it is unlikely that VHDA will find either of these locations to be viable for senior rental housing due to their lack of nearby services and limited appeal by seniors countywide.

Our evaluation of Site #3 is somewhat hampered by the fact that the development of this business park is in its initial stages. It is difficult to evaluate the compatibility of the future uses that could potentially adjoin this site since none are known at this time. However, given the relatively rural setting of Fluvanna County, we believe that it is unlikely that seniors will want to reside within a business/industrial park setting even if this site has the most central location within Fluvanna County. Additionally, the timing of development within this business park remains uncertain.

We believe that Site #4 is the most viable for the development of senior affordable housing. The subject site is well located adjacent to the Lake Monticello community and could appeal to seniors who have lived in this rural community, both those who have been long-term renters or those who have been homeowners and who no longer wish to maintain a single family home. The site will also be attractive to those seniors whose adult children have moved to the Lake Monticello community. The site will be part of a larger Village Oaks residential community which will eventually include a community building with swimming pool and other amenities. The site will have good drive by visibility from Lake Monticello Road and is conveniently located near the area's several neighborhood centers. There are sufficient services for seniors in this area, and, although this setting may not appeal to all Fluvanna County seniors, it has the advantage of being located in the most densely developed portion of Fluvanna County.



### 3. DEMOGRAPHIC CONTEXT

#### A. Introduction

The primary market area for the proposed subject is defined as the geographic area from which future residents of the community would primarily be drawn and in which competitive rental housing alternatives are located. In defining the market area, RPRG sought to accommodate the joint interests of conservatively estimating housing demand and reflecting the realities and dynamics of the local rental housing marketplace.

#### B. Delineation of Market Area

The proposed senior apartments will be located in a rural county on the southeastern outskirts of Charlottesville. RPRG judges that the majority of the seniors who would consider residency in the proposed senior community will be residents of Fluvanna County or in the neighboring jurisdictions. Fluvanna County shares its western border with Albemarle County and its northern boundary with Louisa County. Most of the residential development that has taken place in Fluvanna County has been in the western and northern portions of the county. These adjoining areas share many of the same rural characteristics. As a result, we have defined the Primary Market Area (PMA) as all of Fluvanna County, western Louisa County and southeastern Albemarle County. The PMA is referenced as the Greater Fluvanna Market Area, or simply market area. The Greater Fluvanna Market Area is depicted in Map 7 and the year 2010 census tracts that comprise the market area are listed on the edge of the map.

We will compare this area to Fluvanna County since this area is deemed to serve as the primary source of demand (Map 8).

The approximate boundaries of the Primary Market Area are:

**North:** Albemarle-Orange and Louisa-Orange county lines;

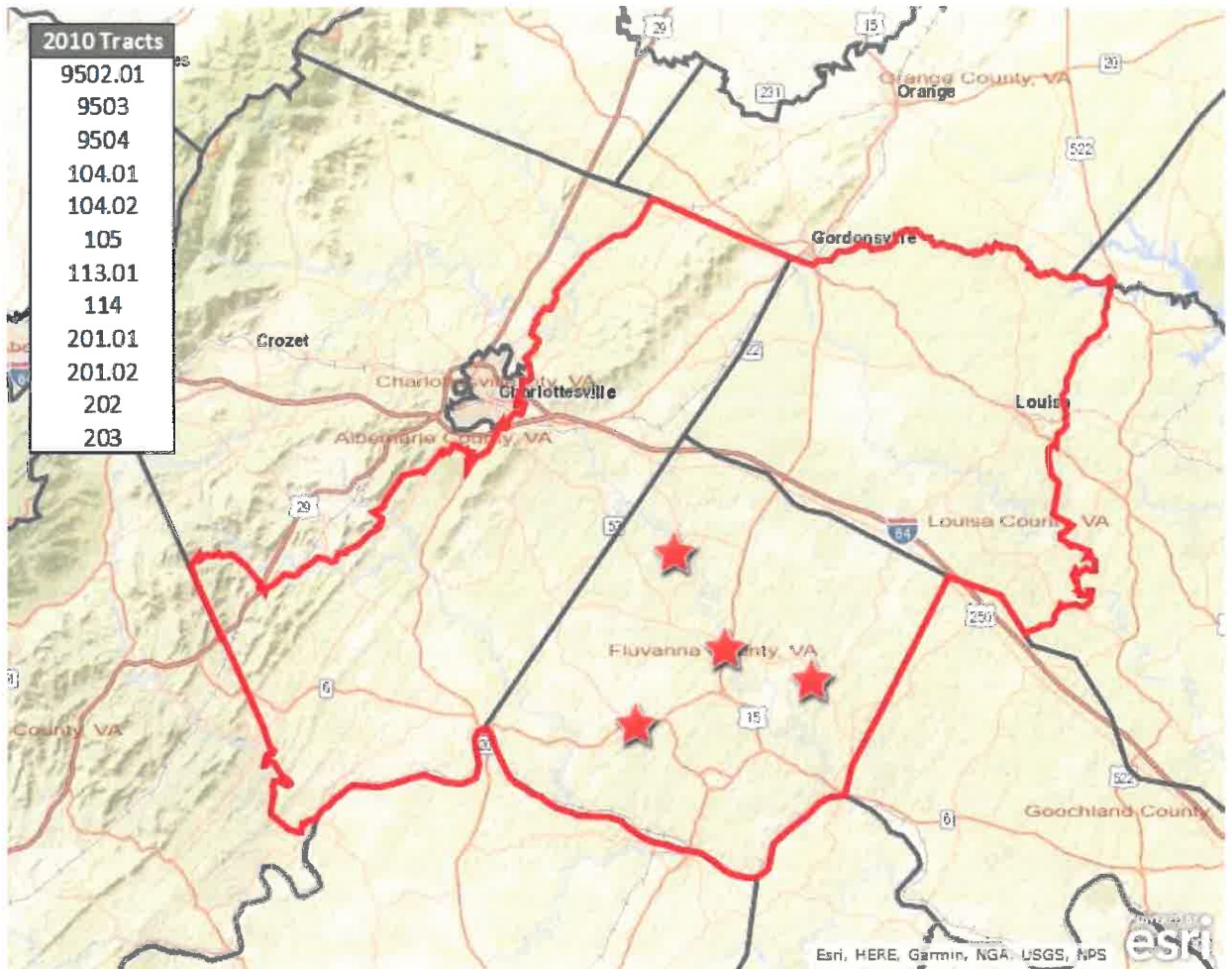
**East:** Albemarle-Fluvanna & Albemarle-Louisa county line;

**South:** Albemarle-Buckingham & Fluvanna-Buckingham & Fluvanna-Cumberland county lines;

**West:** Albemarle-City of Charlotte & Albemarle-Nelson county lines.



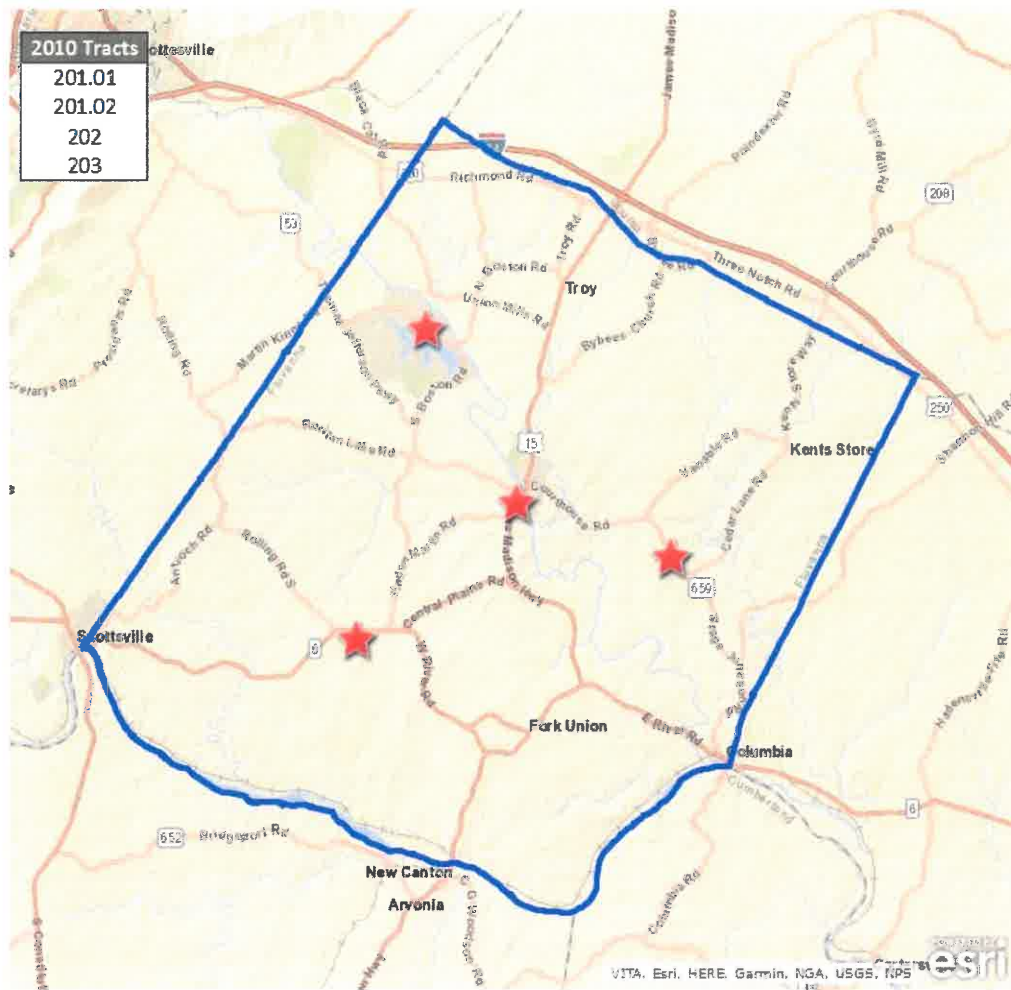
Map 7 Greater Fluvanna Market Area







Map 8 Fluvanna County



**C. Demographic Methodology**

RPRG analyzed recent trends in population and households in Fluvanna County and in the Greater Fluvanna Market Area using several sources. For small area estimates, projections of population and households prepared by the Environmental Systems Research Institute (Esri), a national data vendor, were examined. This source was compared and evaluated in the context of decennial U.S. Census data available from the U.S. Census Bureau, including the most recent decennial census data from 2010 and recent data from the American Community Survey.

We note that the Weldon Cooper Center for Public Service at the University of Virginia provides estimates of population on a countywide basis for the Commonwealth of Virginia, most recently as of July 1, 2016. Additionally, the Virginia Workforce Connection (VWC) prepares population projections on a decennial basis from 2020 through 2040. Ultimately, RPRG relied on Esri for population and household estimates and projections. This is the only data source available on a census tract level although countywide estimates are consistent with Weldon Cooper’s data.



## D. Trends in Population and Households

### 1. Recent Past Trends

Between 2000 and 2010, the population in Fluvanna County increased by 28.2 percent, from 20,047 to 25,691 persons (Table 2). This equates to a 2.5 percent annual average increase. During the same time period, the number of households in the market area increased by 27.9 percent, from 7,387 to 9,449, also an average annual increase of 2.5 percent.

In comparison, the population and household base in the Greater Fluvanna Market Area grew steadily and roughly on par with growth trends throughout Fluvanna County. The population in the Greater Fluvanna Market Area increased by 27.3 percent from 2000 to 2010, or at an average annual rate of 2.4 percent. The number of households increased at a slightly stronger pace of 30.6 percent overall, or 2.7 percent annually. As of 2010, the population in the Greater Fluvanna Market Area stood at 63,711 in 2010 while its household base stood at 24,782.

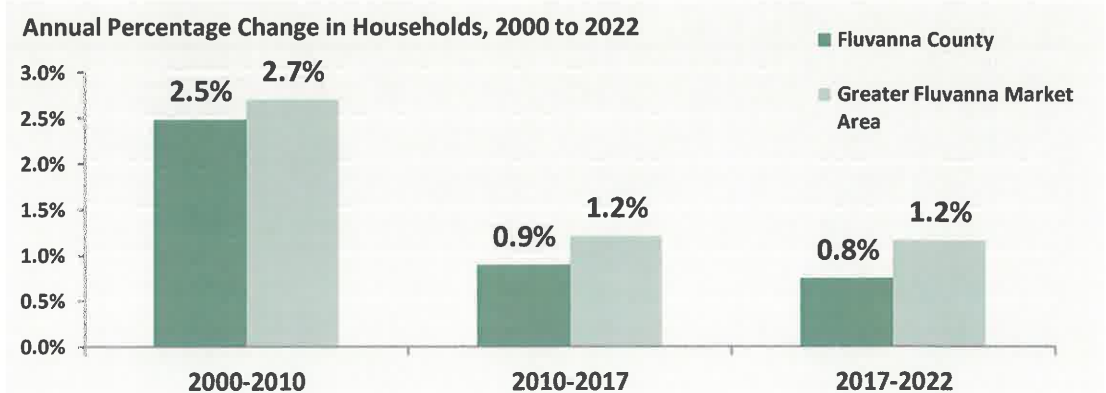
**Table 2 Population and Household Projections**

		Fluvanna County				Greater Fluvanna Market Area				
Population	Count	Total Change		Annual Change		Count	Total Change		Annual Change	
		#	%	#	%		#	%	#	%
2000	20,047					50,036				
2010	25,691	5,644	28.2%	564	2.5%	63,711	13,675	27.3%	1,368	2.4%
2017	26,968	1,277	5.0%	182	0.7%	68,832	5,121	8.0%	732	1.1%
2022	27,804	836	3.1%	167	0.6%	72,679	3,847	5.6%	769	1.1%

		Fluvanna County				Greater Fluvanna Market Area				
Households	Count	Total Change		Annual Change		Count	Total Change		Annual Change	
		#	%	#	%		#	%	#	%
2000	7,387					18,972				
2010	9,449	2,062	27.9%	206	2.5%	24,782	5,810	30.6%	581	2.7%
2017	10,058	609	6.4%	87	0.9%	26,969	2,187	8.8%	312	1.2%
2022	10,441	383	3.8%	77	0.8%	28,579	1,610	6.0%	322	1.2%

Source: 2000 Census; 2010 Census; Esri; and Real Property Research Group, Inc.



### 2. Projected Trends

Based upon Esri projections, RPRG estimates that the Fluvanna County has grown by 1,277 persons and 609 households between 2010 and 2017. RPRG further estimates that the county's population will increase by 836 persons (an annual average increase of 167 persons, reflecting an average



annual growth rate of 0.6 percent) between 2017 and 2022. By 2022, it is estimated that the total population in Fluvanna County will grow to 27,804. Over the next five years, it is projected that the household base in Fluvanna County will expand at an overall rate of 3.8 percent, adding 77 net new households annually, or a projected average annual growth rate of 0.8 percent. The household base will grow to 10,441 by 2022.

The Greater Fluvanna Market Area increased its population by 5,121 persons and added 2,187 households between 2010 and 2017. These growth rates were just slightly stronger than the trends in Fluvanna County. Over the next five years, Greater Fluvanna Market Area's population is projected to increase by 1.1 percent annually, and its household base will increase by 1.2 percent per year. This will result in the addition of 769 persons and 322 households, on average, each year.

### **3. Trends in Older Adult Households**

Table 3 details the age distribution and growth of the older adult (age 55 and older) household base by age cohort in Fluvanna County as of the 2010 Census as well as the current year (2017) estimate and future five-year (2022) projections. The data would indicate that older adult households are increasing at a significantly faster rate than that of all households in Fluvanna County. As of 2010, there were 3,012 households age 62 and older in the county. This group increased to an estimated 3,605 households by 2017, or an average annual increase of 2.6 percent. The older senior age cohorts grew at the strongest pace, with the 65 - 74 age cohort increasing by 38 households annually while the 75+ cohort grew, on average, by 37 households annually.

Over the next five years, growth in the number of older adult householders age 62 and older is projected at an annualized rate of 2.4 percent, or 89 households on average each year. This would bring the total number of households age 62 and older in Fluvanna County to 10,441. The age cohort with the largest growth, in absolute terms, will be those age 75 and older. These are the households who are most likely to seek out an age-restricted rental setting.



**Table 3 Trends in Older Adults Households, Fluvanna County**

Fluvanna County							Change 2010 to 2017				Change 2017 to 2022			
							Total		Annual		Total		Annual	
Age of	2010		2017		2022		#	%	#	%	#	%	#	%
55 to 61	1,276	29.8%	1,428	28.4%	1,504	27.1%	152	11.9%	22	1.6%	76	5.3%	15	1.0%
62-64	540	12.6%	612	12.2%	645	11.6%	72	13.3%	10	1.8%	33	5.3%	7	1.0%
65 to 74	1,390	32.4%	1,654	32.9%	1,825	32.9%	264	19.0%	38	2.5%	171	10.3%	34	2.0%
75 and older	1,082	25.2%	1,338	26.6%	1,581	28.5%	256	23.7%	37	3.1%	242	18.1%	48	3.4%
Householders 62+	3,012		3,605		4,051		593	19.7%	85	2.6%	446	12.4%	89	2.4%
All Households	9,449		10,058		10,441		609	6.4%	87	0.9%	383	3.8%	77	0.8%

Source: 2010 Census; Esri; RPRG

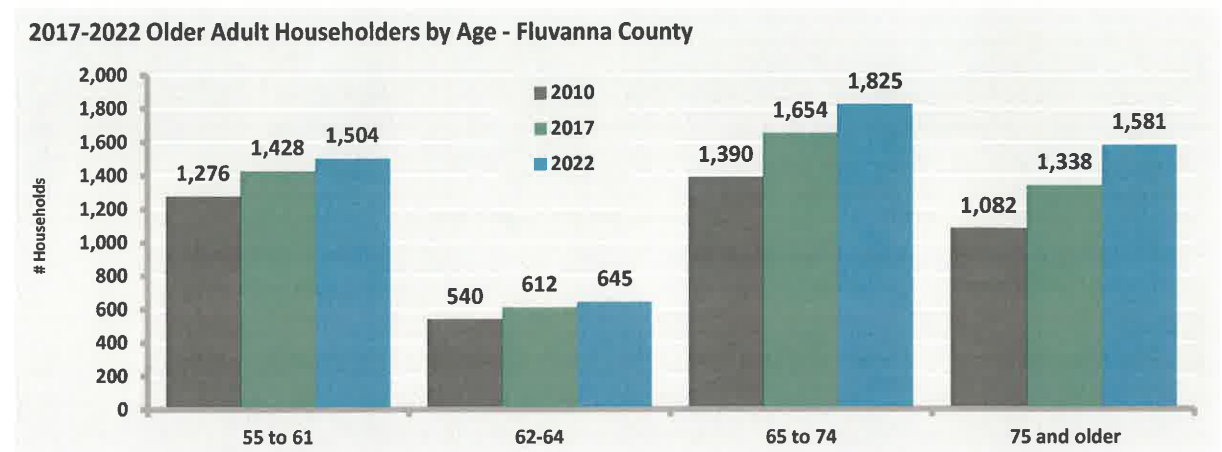


Table 4 details the age distribution and growth of the older adult (age 55 and older) household base by age cohort in the Greater Fluvanna Market Area over the same period of time. As of 2010, there were 7,903 households age 62 and older in the market area. This group increased to an estimated 9,883 households by 2017, or an average annual increase of 3.2 percent. The older senior age cohorts grew at the strongest pace, with the 65 - 74 age cohort increasing by 154 households annually while the 75+ cohort grew, on average, by 93 households annually.

Over the next five years, growth in the number of older adult householders age 62 and older is projected at an annualized rate of 3.1 percent, or 322 households on average each year. This would bring the total number of householders age 62 and older in the market area to 11,493. The age cohort with the largest growth, in absolute terms, will be those age 75 and older. These are the households who are most likely to seek out an age-restricted rental setting.

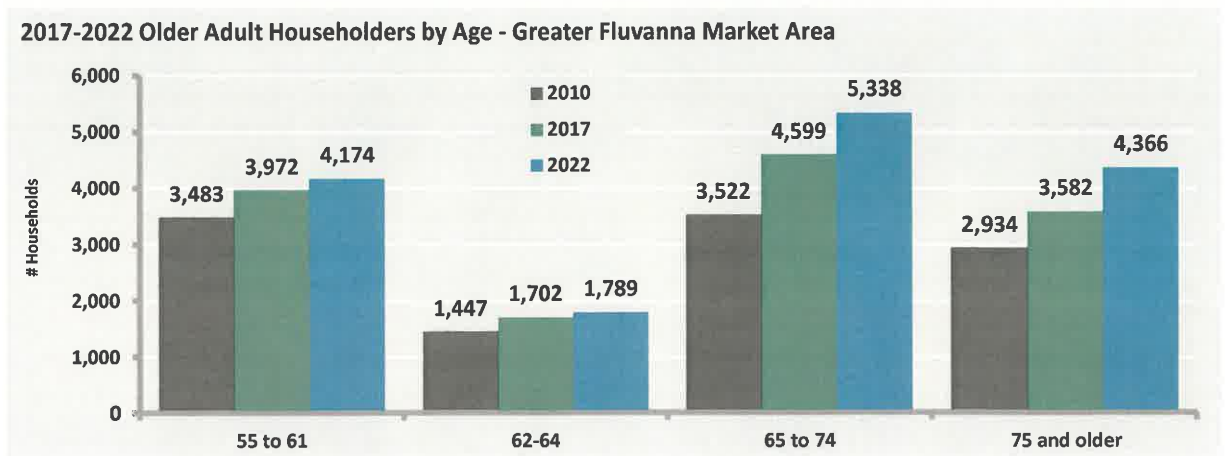




**Table 4 Trends in Older Adult Households, Greater Fluvanna Market Area**

Greater Fluvanna Market Area						Change 2010 to 2017				Change 2017 to 2022				
						Total		Annual		Total		Annual		
Age of	2010		2017		2022		#	%	#	%	#	%	#	%
55 to 61	3,483	30.6%	3,972	28.7%	4,174	26.6%	488	14.0%	70	1.9%	202	5.1%	40	1.0%
62-64	1,447	12.7%	1,702	12.3%	1,789	11.4%	255	17.7%	36	2.4%	87	5.1%	17	1.0%
65 to 74	3,522	30.9%	4,599	33.2%	5,338	34.1%	1,077	30.6%	154	3.9%	739	16.1%	148	3.0%
75 and older	2,934	25.8%	3,582	25.9%	4,366	27.9%	648	22.1%	93	2.9%	784	21.9%	157	4.0%
Householders 62+	7,903		9,883		11,493		1,981	25.1%	283	3.2%	1,610	16.3%	322	3.1%
All Households	24,782		26,969		28,579		2,187	8.8%	312	1.2%	1,610	6.0%	322	1.2%

Source: 2010 Census; Esri; RPRG



**E. Demographic Characteristics**

**1. Age Distribution and Household Type**

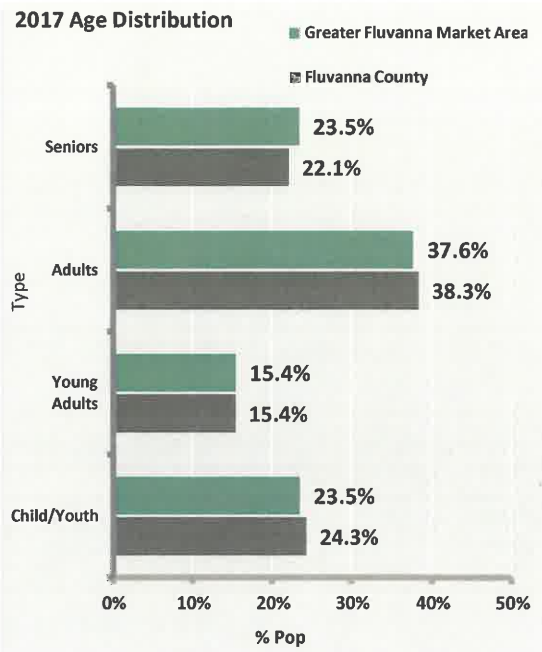
The age distribution of Fluvanna County follows roughly the same distribution pattern as in the Greater Fluvanna Market Area. The median age of persons residing in Fluvanna County is 41, while the Greater Fluvanna Market Area has a median age of 43 (Table 5). There are proportionately more adults age 35 to 61 in the county (38.3 percent) although fewer seniors age 62 and older (22.1 percent). In the Greater Fluvanna Market Area, the corresponding proportions are 37.6 percent and 23.5 percent, respectively. While both areas have the same proportion of young adult households (15.4 percent), there are slightly more children/youth under age 20 in Fluvanna County (24.3 percent) than in the Greater Fluvanna Market Area (23.5 percent).



**Table 5 2017 Age Distribution**

2017 Age Distribution	Fluvanna County		Greater Fluvanna Market Area	
	#	%	#	%
<b>Children/Youth</b>	<b>6,545</b>	<b>24.3%</b>	<b>16,175</b>	<b>23.5%</b>
Under 5 years	1,513	5.6%	3,754	5.5%
5-9 years	1,710	6.3%	4,230	6.1%
10-14 years	1,783	6.6%	4,405	6.4%
15-19 years	1,540	5.7%	3,785	5.5%
<b>Young Adults</b>	<b>4,146</b>	<b>15.4%</b>	<b>10,611</b>	<b>15.4%</b>
20-24 years	1,254	4.6%	3,156	4.6%
25-34 years	2,892	10.7%	7,455	10.8%
<b>Adults</b>	<b>10,320</b>	<b>38.3%</b>	<b>25,894</b>	<b>37.6%</b>
35-44 years	3,809	14.1%	8,841	12.8%
45-54 years	3,949	14.6%	9,931	14.4%
55-61 years	2,561	9.5%	7,122	10.3%
<b>Seniors</b>	<b>5,957</b>	<b>22.1%</b>	<b>16,153</b>	<b>23.5%</b>
62-64 years	1,098	4.1%	3,052	4.4%
65-74 years	2,830	10.5%	7,659	11.1%
75-84 years	1,546	5.7%	3,927	5.7%
85 and older	483	1.8%	1,514	2.2%
<b>TOTAL</b>	<b>26,968</b>	<b>100%</b>	<b>68,832</b>	<b>100%</b>
<b>Median Age</b>	<b>41</b>		<b>43</b>	

Source: Esri; RPRG, Inc.

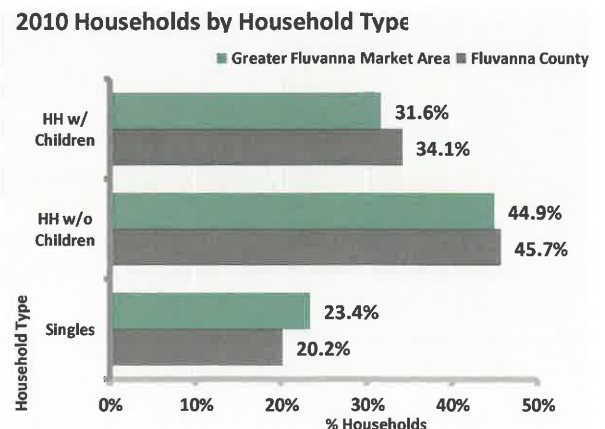


The predominant household type in Fluvanna County is married couples, with or without children (Table 6). This household type comprises three-fifths (60.9 percent) of all households in the county. In the Greater Fluvanna Market Area, married couples represent a somewhat lower proportion at 57.0 percent. On the other hand, persons living alone represent proportionately fewer households in Fluvanna County (20.2 percent) than in the Greater Fluvanna Market Area in general (23.4 percent). Non-family households without children, typically roommates, are not common in either Fluvanna County (4.2 percent) or in the Greater Fluvanna Market Area (4.9 percent). Other households with children, typically single parent households, are represented at roughly the same rate in both areas (9.1 percent in the market area and 9.0 percent in the Greater Fluvanna Market Area).

**Table 6 2010 Households by Household Type**

2010 Households by Household Type	Fluvanna County		Greater Fluvanna Market Area	
	#	%	#	%
Married w/Children	2,361	25.0%	5,605	22.6%
Other w/ Children	862	9.1%	2,237	9.0%
<b>Households w/ Children</b>	<b>3,223</b>	<b>34.1%</b>	<b>7,842</b>	<b>31.6%</b>
Married w/o Children	3,394	35.9%	8,517	34.4%
Other Family w/o Children	530	5.6%	1,409	5.7%
Non-Family w/o Children	393	4.2%	1,205	4.9%
<b>Households w/o Children</b>	<b>4,317</b>	<b>45.7%</b>	<b>11,131</b>	<b>44.9%</b>
<b>Singles</b>	<b>1,909</b>	<b>20.2%</b>	<b>5,809</b>	<b>23.4%</b>
<b>Total</b>	<b>9,449</b>	<b>100%</b>	<b>24,782</b>	<b>100%</b>

Source: 2010 Census; RPRG, Inc.





## 2. Renter Household Characteristics

Fluvanna County is predominantly a homeowner market with a significantly lower concentration of renter households than in the Greater Fluvanna Market Area. As of the 2000 Census, 1,090 renter households resided in Fluvanna County, representing 14.8 percent of all households (Table 7). By 2010, the number of renter households had increased to 1,437, or 15.2 percent of all households living in the county. Trending forward, Esri estimates that 16.3 percent of county households are renters as of 2017, increasing to 16.5 percent by 2022.

In the Greater Fluvanna Market Area, renter households represented slightly more than one-fifth (20.5 percent) of all households in 2000. By 2010, the Greater Fluvanna Market Area's rentership rate had climbed slightly to 21.8 percent, and is estimated to have increased to 23.5 percent as of 2017. This trend will continue over the next five years so that, by 2022, an estimated 23.9 percent of all households will be renters in the Greater Fluvanna Market Area.

Among seniors age 62 and older, there is an even higher proportion of homeownership than in Fluvanna County's household base in general. More than nine out of ten (92.1 percent) age 62+ households in Fluvanna County reside in owner-occupied housing in 2017 (Table 8). As a result, the rate of rentership in the county is 16.3 percent among households in general but only 7.9 percent among senior households age 62 and older. On a nominal basis, only 285 senior households are estimated to be renters within Fluvanna County. In the Greater Fluvanna Market Area, 17.7 percent of all seniors age 62 and older rent rather than own their home. Within the Greater Fluvanna Market Area, this group is roughly six times as large as within the market area, representing 1,751 age 62+ renter households.

**Table 7 2000 to 2022 Households by Occupancy Status**

Fluvanna County	2000		2010		2017		2022	
	#	%	#	%	#	%	#	%
Housing Units								
Owner Occupied	6,297	85.2%	8,012	84.8%	8,415	83.7%	8,722	83.5%
Renter Occupied	1,090	14.8%	1,437	15.2%	1,642	16.3%	1,718	16.5%
<b>Total Occupied</b>	<b>7,387</b>	<b>100%</b>	<b>9,449</b>	<b>100%</b>	<b>10,058</b>	<b>100%</b>	<b>10,441</b>	<b>100%</b>
Total Vacant	631		934		1,061		1,161	
<b>TOTAL UNITS</b>	<b>8,018</b>		<b>10,383</b>		<b>11,119</b>		<b>11,601</b>	

Greater Fluvanna Market Area	2000		2010		2017		2022	
	#	%	#	%	#	%	#	%
Housing Units								
Owner Occupied	15,079	79.5%	19,378	78.2%	20,642	76.5%	21,746	76.1%
Renter Occupied	3,893	20.5%	5,404	21.8%	6,327	23.5%	6,833	23.9%
<b>Total Occupied</b>	<b>18,972</b>	<b>100.0%</b>	<b>24,782</b>	<b>100.0%</b>	<b>26,969</b>	<b>100.0%</b>	<b>28,579</b>	<b>100.0%</b>
Total Vacant	1,867		3,462		3,954		4,338	
<b>TOTAL UNITS</b>	<b>20,839</b>		<b>28,244</b>		<b>30,923</b>		<b>32,917</b>	

Source: 2000 Census; 2010 Census; Esri; RPRG, Inc.

**Table 8 2017 Senior Households Age 62+ by Occupancy Status**

Senior Households 62+	Fluvanna County		Greater Fluvanna Market Area	
	#	%	#	%
2017 Households				
Owner Occupied	3,319	92.1%	8,133	82.3%
Renter Occupied	285	7.9%	1,751	17.7%
<b>Total Occupied</b>	<b>3,605</b>	<b>100.0%</b>	<b>9,883</b>	<b>100.0%</b>

Source: 2000 Census; 2010 Census; ESRI; RPRG

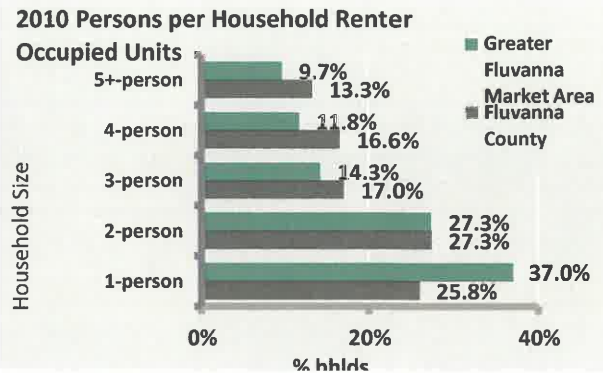


The distribution of renter households by number of persons per household varies between the two areas. One-person households account for only one-quarter (25.8 percent) of all renter households in Fluvanna County, much lower than in the Greater Fluvanna Market Area where the proportion of single person renter households is nearly two-fifths ( 37.0 percent) (Table 9). Two-person households comprise one-quarter (27.3 percent) of renter households in both areas. Fluvanna County has proportionately more three-person or larger households (46.9 percent) compared with 35.8 percent in the Greater Fluvanna Market Area.

**Table 9 2010 Renter Households by Persons per Household**

Renter Occupied	Fluvanna County		Greater Fluvanna Market Area	
	#	%	#	%
1-person hhld	371	25.8%	1,999	37.0%
2-person hhld	392	27.3%	1,473	27.3%
3-person hhld	245	17.0%	772	14.3%
4-person hhld	238	16.6%	635	11.8%
5+-person hhld	191	13.3%	525	9.7%
<b>TOTAL</b>	<b>1,437</b>	<b>100%</b>	<b>5,404</b>	<b>100%</b>

Source: 2010 Census



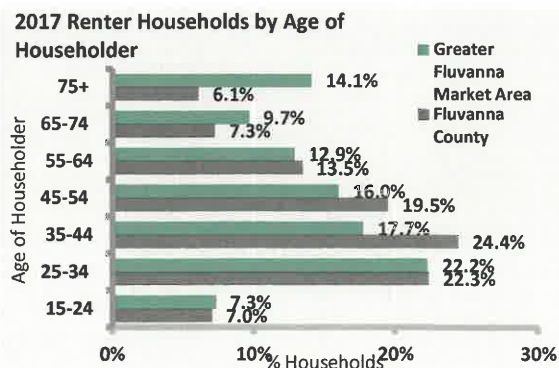
Young adult and mid-career adult households dominate the rental market within the Fluvanna County. Households under the age of 45 represent more than 53.7 percent of all renters (Table 10). Households who typically rent more out of necessity rather than choice, i.e., households age 45 to 64, represent nearly one-third (32.9 percent) of all renter households. Seniors age 65 and older comprise only 13.3 percent of the renter households.

In the Greater Fluvanna Market Area, one out of four (23.8 percent) renter households are seniors age 65 or older. Those households who are most likely to be permanent renters (households age 45 to 64) account for 28.9 percent of renters in the Greater Fluvanna Market Area. Slightly less than one-half (47.3 percent) are young and mid-career renter households under the age of 45.

**Table 10 2017 Renter Households by Age of Householder**

Renter Households	Fluvanna County		Greater Fluvanna Market Area	
	#	%	#	%
15-24 years	116	7.0%	464	7.3%
25-34 years	366	22.3%	1,407	22.2%
35-44 years	400	24.4%	1,121	17.7%
45-54 years	320	19.5%	1,014	16.0%
55-64 years	221	13.5%	816	12.9%
65-74 years	119	7.3%	613	9.7%
75+ years	100	6.1%	893	14.1%
<b>Total</b>	<b>1,642</b>	<b>100%</b>	<b>6,327</b>	<b>100%</b>

Source: Esri, Real Property Research Group, Inc.







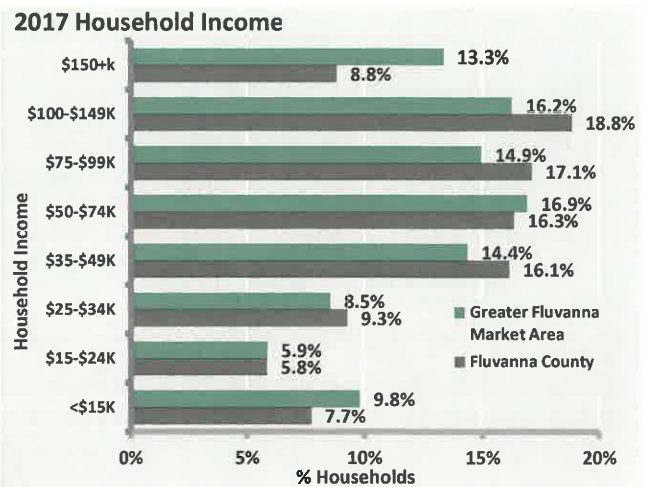
### 3. Income Characteristics

According to income distributions provided by Esri, households in Fluvanna County have a 2017 median household income of \$66,881, roughly comparable to household incomes in the Greater Fluvanna Market Area where the median household income is \$66,901 (Table 11). More than three-quarters (77.2 percent) of all Fluvanna County households earn \$35,000 or more. Moderate income households, those with incomes from \$35,000 to \$74,999, represent one-third (32.5 percent) of county households. The highest income households, those with incomes above \$75,000 account for the remaining 44.7 percent. In the Greater Fluvanna Market Area, the corresponding percentages are very similar at 31.3 percent and 44.5 percent, respectively.

**Table 11 2017 Household Income**

Estimated 2017 Household Income		Fluvanna County		Greater Fluvanna Market Area	
		#	%	#	%
less than	\$15,000	778	7.7%	2,643	9.8%
	\$15,000 - \$24,999	588	5.8%	1,583	5.9%
	\$25,000 - \$34,999	931	9.3%	2,304	8.5%
	\$35,000 - \$49,999	1,623	16.1%	3,872	14.4%
	\$50,000 - \$74,999	1,641	16.3%	4,558	16.9%
	\$75,000 - \$99,999	1,719	17.1%	4,031	14.9%
	\$100,000 - \$149,999	1,890	18.8%	4,382	16.2%
	\$150,000 Over	887	8.8%	3,596	13.3%
<b>Total</b>		<b>10,058</b>	<b>100%</b>	<b>26,969</b>	<b>100%</b>
<b>Median Income</b>		<b>\$66,881</b>		<b>\$66,901</b>	

Source: Esri; Real Property Research Group, Inc.



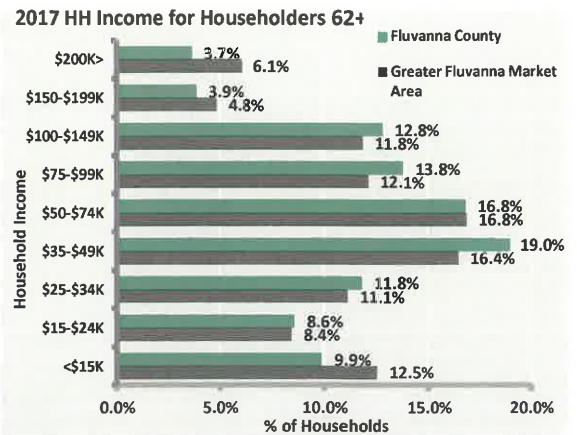
The 2017 median household income for households age 62 and older in Fluvanna County is \$51,251, only slightly lower than in the Greater Fluvanna Market Area where the median income for senior households is \$52,344 (Table 12). Among senior households living in Fluvanna County, 18.5 percent have incomes less than \$25,000; 30.7 percent have incomes between \$25,000 and \$49,999; and 50.8 percent have incomes greater than \$50,000. In the Greater Fluvanna Market Area, 20.9 percent have incomes under \$25,000; 27.5 percent have incomes of \$25,000 to \$49,999; and, 51.6 percent have incomes greater than \$50,000.



**Table 12 2017 & 2022 Income for Householders Age 62 and Older**

2017 HH Income for Householders 62+		Fluvanna County		Greater Fluvanna Market Area	
		#	%	#	%
less than	\$15,000	356	9.9%	1,234	12.5%
	\$15,000 - \$24,999	309	8.6%	833	8.4%
	\$25,000 - \$34,999	424	11.8%	1,094	11.1%
	\$35,000 - \$49,999	683	19.0%	1,624	16.4%
	\$50,000 - \$74,999	605	16.8%	1,663	16.8%
	\$75,000 - \$99,999	496	13.8%	1,192	12.1%
	\$100,000 - \$149,999	461	12.8%	1,165	11.8%
	\$150,000 - \$199,999	139	3.9%	478	4.8%
	\$200,000 over	132	3.7%	599	6.1%
<b>Total</b>		<b>3,605</b>	<b>100%</b>	<b>9,883</b>	<b>100%</b>
<b>Median Income</b>		<b>\$51,251</b>		<b>\$52,344</b>	

Source: American Community Survey 2011-2015 Estimates, RPRG, Inc.

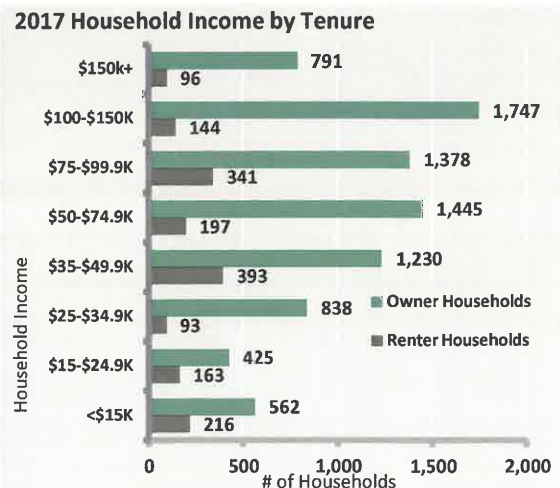


Based on the U.S. Census Bureau’s American Community Survey (ACS) data, breakdown of tenure and household estimates, the 2017 median income for renter households in Fluvanna County is \$48,312 (Table 13). Roughly one-quarter (23.1 percent) of renter households in Fluvanna County have an income under \$25,000 while another 29.6 percent have an income between \$25,000 and \$49,999. The remaining 47.3 percent have incomes above \$50,000.

**Table 13 2017 Household Income by Tenure, Fluvanna County**

Estimated 2017 Hhld Income		Renter Households		Owner Households	
		#	%	#	%
<b>Fluvanna County</b>					
less than	\$15,000	216	13.2%	562	6.7%
	\$15,000 - \$24,999	163	10.0%	425	5.0%
	\$25,000 - \$34,999	93	5.7%	838	10.0%
	\$35,000 - \$49,999	393	23.9%	1,230	14.6%
	\$50,000 - \$74,999	197	12.0%	1,445	17.2%
	\$75,000 - \$99,999	341	20.8%	1,378	16.4%
	\$100,000 - \$149,999	144	8.7%	1,747	20.8%
	\$150,000 over	96	5.8%	791	9.4%
<b>Total</b>		<b>1,642</b>	<b>100%</b>	<b>8,415</b>	<b>100%</b>
<b>Median Income</b>		<b>\$48,312</b>		<b>\$69,943</b>	

Source: American Community Survey 2011-2015 Estimates, RPRG, Inc.



The 2017 median income for renter households in the Greater Fluvanna Market Area is slightly higher at \$49,300 (Table 14). There are proportionately fewer (22.7 percent) households in the Greater Fluvanna Market Area that have an income under \$25,000; 28.2 percent have an income between \$25,000 and \$49,999; and, nearly one-half (49.1 percent) have incomes above \$50,000.

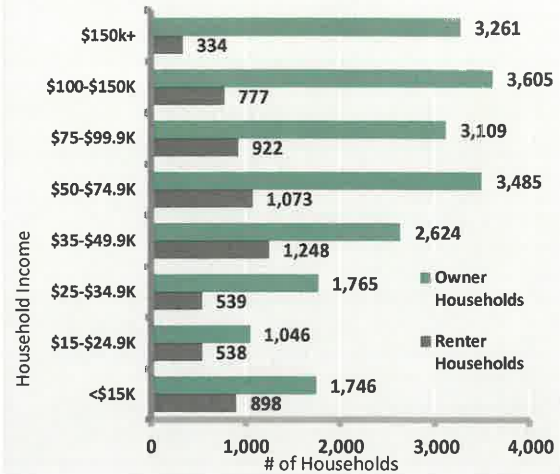


**Table 14 2017 Household Income by Tenure, Greater Fluvanna Market Area**

Estimated 2017 Hhld Income		Renter Households		Owner Households	
Greater Fluvanna Market Area		#	%	#	%
less than \$15,000		898	14.2%	1,746	8.5%
\$15,000 - \$24,999		538	8.5%	1,046	5.1%
\$25,000 - \$34,999		539	8.5%	1,765	8.6%
\$35,000 - \$49,999		1,248	19.7%	2,624	12.7%
\$50,000 - \$74,999		1,073	17.0%	3,485	16.9%
\$75,000 - \$99,999		922	14.6%	3,109	15.1%
\$100,000 - \$149,999		777	12.3%	3,605	17.5%
\$150,000 over		334	5.3%	3,261	15.8%
<b>Total</b>		<b>6,327</b>	<b>100%</b>	<b>20,642</b>	<b>100%</b>
<b>Median Income</b>		<b>\$49,300</b>		<b>\$72,520</b>	

Source: American Community Survey 2011-2015 Estimates, RPRG, Inc.

**2017 Household Income by Tenure**



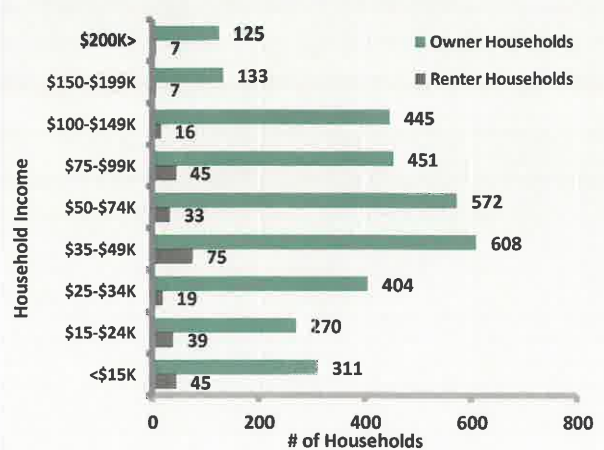
The estimated median household income for age 62+ renters in Fluvanna County is \$42,865 (Table 15). Among senior renters, nearly three out of ten (29.4 percent) have an income under \$25,000; one-third (33.1 percent) have an income between \$25,000 and \$49,999; and, 37.5 percent have an income in excess of \$50,000. On a nominal basis, however, there are relatively few senior renter households.

**Table 15 2017 Income for Households 62+ by Tenure, Fluvanna County**

Fluvanna County		Renter Households		Owner Households	
Householders 62+		#	%	#	%
less than \$15,000		45	15.8%	311	9.4%
\$15,000 - \$24,999		39	13.7%	270	8.1%
\$25,000 - \$34,999		19	6.7%	404	12.2%
\$35,000 - \$49,999		75	26.4%	608	18.3%
\$50,000 - \$74,999		33	11.5%	572	17.2%
\$75,000 - \$99,999		45	15.7%	451	13.6%
\$100,000 - \$149,999		16	5.6%	445	13.4%
\$150,000 - \$199,999		7	2.3%	133	4.0%
\$200,000 over		7	2.4%	125	3.8%
<b>Total</b>		<b>285</b>	<b>100%</b>	<b>3,319</b>	<b>100%</b>
<b>Median Income</b>		<b>\$42,865</b>		<b>\$52,888</b>	

Source: American Community Survey 2011-2015 Estimates, RPRG, Inc.

**2017 HHIncome by Tenure, Households 62+**



Within the Greater Fluvanna Market Area, the median household income for age 62+ renters is roughly on par with those residing in Fluvanna County at \$42,690 (Table 16). Among senior renters, nearly three out of ten (28.6 percent) have an income under \$25,000; one-third (31.8 percent) have an income between \$25,000 and \$49,999; and, 39.6 percent have an income in excess of \$50,000. On a nominal basis, however, there are an estimated 1,751 senior renter households.

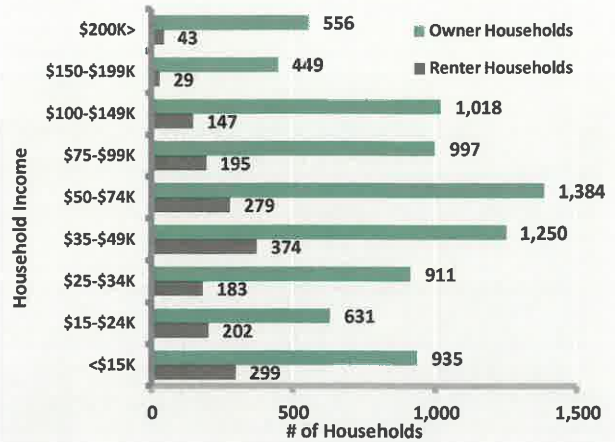


**Table 16 2017 Income for Households 62+ by Tenure, Greater Fluvanna Market Area**

Greater Fluvanna Market Area		Renter Households		Owner Households	
Householders 62+		#	%	#	%
less than	\$15,000	299	17.1%	935	11.5%
	\$15,000 - \$24,999	202	11.5%	631	7.8%
	\$25,000 - \$34,999	183	10.4%	911	11.2%
	\$35,000 - \$49,999	374	21.3%	1,250	15.4%
	\$50,000 - \$74,999	279	16.0%	1,384	17.0%
	\$75,000 - \$99,999	195	11.1%	997	12.3%
	\$100,000 - \$149,999	147	8.4%	1,018	12.5%
	\$150,000 - \$199,999	29	1.6%	449	5.5%
	\$200,000 over	43	2.5%	556	6.8%
<b>Total</b>		<b>1,751</b>	<b>100%</b>	<b>8,133</b>	<b>100%</b>
<b>Median Income</b>		<b>\$42,690</b>		<b>\$56,105</b>	

Source: American Community Survey 2011-2015 Estimates, RPRG, Inc.

**2017 HHIncome by Tenure, Households 62+**



**4. Cost Burdened Renter Households**

‘Rent Burden’ is defined as the ratio of a household’s gross monthly housing costs – rent paid to landlords plus utility costs – to that household’s monthly income. VHDA requires that household rent burdens under the LIHTC program be no higher than 40 percent for elderly households. It is important to note that these rent cost burdened households do not include households living in subsidized units or benefiting from housing vouchers since their housing expenses are capped at 30 percent of income.

A large proportion of senior age 65+ households in Fluvanna County are rent cost burdened, according to recent 2011-2015 American Community Survey data. Based on this survey, two-fifths (40.8 percent) of renters were paying over 40 percent of their income for gross rent, i.e., contract rent plus utilities (Table 17). The cost-burdened situation among general occupancy renters is lower at 26.6 percent.

Compounding the high proportion of rent burdened households is the fact that 1.5 percent of all rental housing in Fluvanna County between 2011 and 2015 was considered to be substandard, i.e., either lacking complete plumbing (14 units) or overcrowded with more than 1.0 person per room (13 units).

In the Greater Fluvanna Market Area, 36.2 percent of renters were paying over 40 percent of their income for gross rent, i.e., contract rent plus utilities (Table 18). The cost-burdened situation among general occupancy renters is lower at 22.6 percent.

Compounding the high proportion of rent burdened households is the fact that 2.6 percent of all rental housing in the Greater Fluvanna Market Area between 2011 and 2015 was considered to be substandard, i.e., either lacking complete plumbing (47 units) or overcrowded with more than 1.0 person per room (110 units).





**Table 17 Rent Cost Burdened & Substandardness, Fluvanna County**

Rent Cost Burden		
Total Households	#	%
Less than 10.0 percent	65	3.7%
10.0 to 14.9 percent	176	10.0%
15.0 to 19.9 percent	280	15.8%
20.0 to 24.9 percent	151	8.5%
25.0 to 29.9 percent	227	12.8%
30.0 to 34.9 percent	77	4.4%
35.0 to 39.9 percent	91	5.1%
40.0 to 49.9 percent	70	4.0%
50.0 percent or more	317	17.9%
Not computed	313	17.7%
<b>Total</b>	<b>1,767</b>	<b>100%</b>
<b>&gt; 40% income on rent</b>	<b>387</b>	<b>26.6%</b>

Households 65+		
Total Households	#	%
Less than 20.0 percent	34	23.1%
20.0 to 24.9 percent	12	8.2%
25.0 to 29.9 percent	0	0.0%
30.0 to 34.9 percent	13	8.8%
35.0 percent or more	60	40.8%
Not computed	28	19.0%
<b>Total</b>	<b>147</b>	<b>100%</b>
<b>&gt; 40% income on rent</b>	<b>40</b>	<b>40.8%</b>

Substandardness	
Total Households	
<b>Owner occupied:</b>	
Complete plumbing facilities:	8,103
1.00 or less occupants per room	7,949
1.01 or more occupants per room	154
Lacking complete plumbing facilities:	21
Overcrowded or lacking plumbing	175
<b>Renter occupied:</b>	
Complete plumbing facilities:	1,753
1.00 or less occupants per room	1,740
1.01 or more occupants per room	13
Lacking complete plumbing facilities:	14
Overcrowded or lacking plumbing	27
<b>Substandard Housing</b>	<b>202</b>
<b>% Total Stock Substandard</b>	<b>2.0%</b>
<b>% Rental Stock Substandard</b>	<b>1.5%</b>

Source: American Community Survey 2011-2015

**Table 18 Rent Cost Burdened & Substandardness, Greater Fluvanna Market Area**

Rent Cost Burden		
Total Households	#	%
Less than 10.0 percent	298	4.9%
10.0 to 14.9 percent	485	8.0%
15.0 to 19.9 percent	931	15.3%
20.0 to 24.9 percent	688	11.3%
25.0 to 29.9 percent	675	11.1%
30.0 to 34.9 percent	442	7.3%
35.0 to 39.9 percent	362	5.9%
40.0 to 49.9 percent	409	6.7%
50.0 percent or more	789	13.0%
Not computed	1,012	16.6%
<b>Total</b>	<b>6,091</b>	<b>100%</b>
<b>&gt; 40% income on rent</b>	<b>1,198</b>	<b>23.6%</b>

Households 65+		
Total Households	#	%
Less than 20.0 percent	226	26.1%
20.0 to 24.9 percent	53	6.1%
25.0 to 29.9 percent	58	6.7%
30.0 to 34.9 percent	55	6.4%
35.0 percent or more	349	40.3%
Not computed	125	14.4%
<b>Total</b>	<b>866</b>	<b>100%</b>
<b>&gt; 40% income on rent</b>	<b>36</b>	<b>36.2%</b>

Substandardness	
Total Households	
<b>Owner occupied:</b>	
Complete plumbing facilities:	19,607
1.00 or less occupants per room	19,347
1.01 or more occupants per room	260
Lacking complete plumbing facilities:	21
Overcrowded or lacking plumbing	281
<b>Renter occupied:</b>	
Complete plumbing facilities:	6,044
1.00 or less occupants per room	5,934
1.01 or more occupants per room	110
Lacking complete plumbing facilities:	47
Overcrowded or lacking plumbing	157
<b>Substandard Housing</b>	<b>438</b>
<b>% Total Stock Substandard</b>	<b>1.7%</b>
<b>% Rental Stock Substandard</b>	<b>2.6%</b>

Source: American Community Survey 2011-2015



## 4. COMPETITIVE HOUSING ANALYSIS

### A. Introduction and Sources of Information

This section presents data and analyses pertaining to the supply of housing in the Greater Fluvanna Market Area. We pursued several avenues of research in an attempt to identify senior projects that are in the planning stages or under construction in the market area. We spoke (or corresponded) with Brad Robinson, Fluvanna County Planning Department; Allyson Finchum, Louisa County Planning Department; Thomas Filer, Manager, Town of Louisa; and, Brent Nelson, Albemarle County Planning Department. We also corresponded with Steve Sprecher, HUD Baltimore and spoke with Sheila McGrath with the Jefferson Area Board of Aging. Our rental survey was conducted in late May/early June 2017.

### B. Overview of Market Area Housing Stock

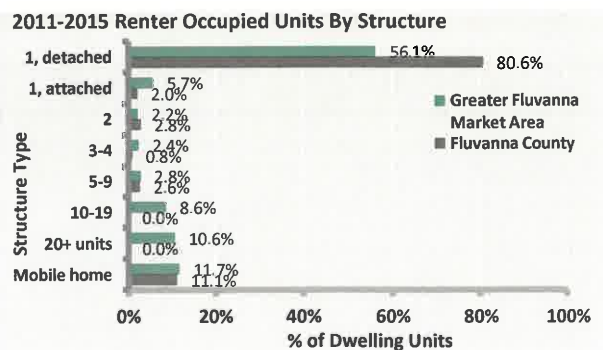
Based on 2011-2015 American Community Survey (ACS) data, rental housing in small multi-tenanted structures (i.e., buildings with three to nine units) accounted for only 3.4 percent of renter-occupied housing units in Fluvanna County (Table 19). Single-family dwelling units (including townhouses and duplexes) accounted for the largest proportion of the rental supply, representing more than four out of five (85.5 percent). Mobile homes are the next largest category of renter-occupied housing, representing 11.1 percent of all renter-occupied units.

In the Greater Fluvanna Market Area, single-family homes account for two-thirds (64.0 percent) of the rental supply. The next largest category of rental units are structures with ten or more units (19.2 percent), followed by mobile homes (11.7 percent) and in structures with three to nine units (5.1 percent).

**Table 19 2011-2015 Renter-Occupied Dwelling Units by Structure**

Renter Occupied	Fluvanna County		Greater Fluvanna Market Area	
	#	%	#	%
1, detached	1,425	80.6%	3,419	56.1%
1, attached	36	2.0%	348	5.7%
2	50	2.8%	131	2.2%
3-4	14	0.8%	144	2.4%
5-9	46	2.6%	169	2.8%
10-19	0	0.0%	524	8.6%
20+ units	0	0.0%	646	10.6%
Mobile home	196	11.1%	710	11.7%
<b>TOTAL</b>	<b>1,767</b>	<b>100%</b>	<b>6,091</b>	<b>100%</b>

Source: American Community Survey 2011-2015



According to ACS 2011-2015 statistics presented in Table 20, the median year structure built for renter-occupied housing in Fluvanna County is 27 years (built in 1990). In the Greater Fluvanna Market Area, the median year built is 1988, or 29 years old. One-quarter (24.2 percent) of the renter-occupied housing in the county has been constructed since 2000 while only 30.7 percent of the rental supply in the Greater Fluvanna Market Area has been constructed since that time.

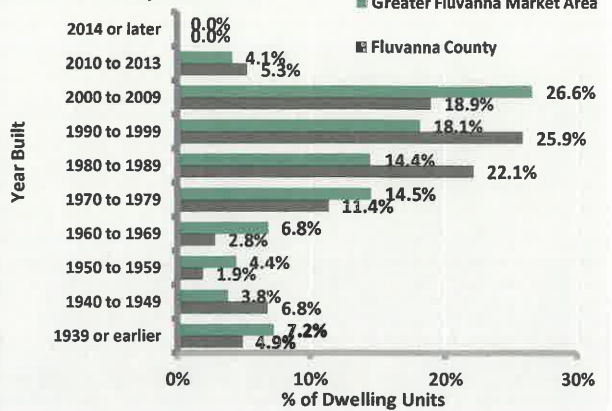


**Table 20 Rental Dwelling Units by Year Built**

Renter Occupied	Fluvanna County		Greater Fluvanna Market Area	
	#	%	#	%
2014 or later	0	0.0%	0	0.0%
2010 to 2013	93	5.3%	251	4.1%
2000 to 2009	334	18.9%	1,619	26.6%
1990 to 1999	457	25.9%	1,101	18.1%
1980 to 1989	391	22.1%	880	14.4%
1970 to 1979	201	11.4%	884	14.5%
1960 to 1969	50	2.8%	416	6.8%
1950 to 1959	34	1.9%	269	4.4%
1940 to 1949	120	6.8%	230	3.8%
1939 or earlier	87	4.9%	441	7.2%
<b>TOTAL</b>	<b>1,767</b>	<b>100%</b>	<b>6,091</b>	<b>100%</b>
<b>MEDIAN YEAR BUILT</b>	<b>1990</b>		<b>1988</b>	

Source: American Community Survey 2011-2015

**2011-2015 Dwelling Units by Year Built Renter Occupied Units**



According to Esri, the median value among owner-occupied housing units in Fluvanna County as of 2011-2015 is \$217,693, 8.1 percent less than the value of owner-occupied housing throughout the Greater Fluvanna Market Area (Table 21). Roughly two-fifths (38.2 percent) of homes in Fluvanna County are valued between \$100,000 and \$199,999; another two-fifths (42.4 percent) are valued between \$200,000 and \$399,999. Homes valued above \$400,000 represent 12.7 percent of the inventory while those under \$100,000 account for the remaining 6.6 percent. In the Greater Fluvanna Market Area, there are proportionately more of the highest valued homes (19.5 percent) and homes valued under \$100,000 (10.4 percent).

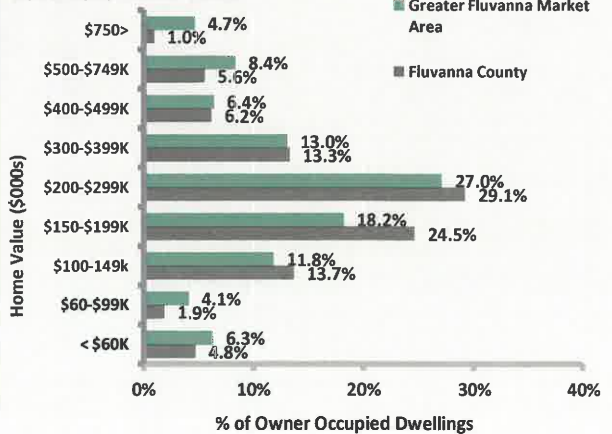
Because ACS estimates home values based upon self-reported homeowners' assessments of the values of their homes, this data is traditionally a less accurate and reliable indicator of home prices in an area but is useful in providing insight into the relative housing values among several areas.

**Table 21 Value of Owner Occupied Housing Stock**

2011-2015 Home Value	Fluvanna County		Greater Fluvanna Market Area	
	#	%	#	%
less than \$60,000	386	4.8%	1,236	6.3%
\$60,000 - \$99,999	154	1.9%	809	4.1%
\$100,000 - \$149,999	1,109	13.7%	2,324	11.8%
\$150,000 - \$199,999	1,994	24.5%	3,573	18.2%
\$200,000 - \$299,999	2,368	29.1%	5,306	27.0%
\$300,000 - \$399,999	1,079	13.3%	2,561	13.0%
\$400,000 - \$499,999	504	6.2%	1,257	6.4%
\$500,000 - \$749,999	452	5.6%	1,644	8.4%
\$750,000 over	78	1.0%	918	4.7%
<b>Total</b>	<b>8,124</b>	<b>100%</b>	<b>19,628</b>	<b>100%</b>
<b>Median Value</b>	<b>\$217,693</b>		<b>\$235,280</b>	

Source: American Community Survey 2011-2015

**2011-2015 Home Value**





## C. Survey of General Occupancy Rental Communities

### 1. General Occupancy Rental Housing Summary

RPRG did not identify any professionally managed rental communities within Fluvanna County. As a result, we have surveyed nine market rate multifamily rental properties without any income restrictions located in the Greater Fluvanna Market Area (Map 9, Table 22). While these communities are not considered direct competition for the subject property, they do represent an alternative rental housing option for seniors living in Fluvanna County. Accordingly, we believe these communities can have some impact on the pricing and positioning of the subject community.

We have categorized the surveyed communities into two categories: Upper Tier and Lower Tier. The five Upper Tier general occupancy rental communities are representative of the newer and more upscale housing stock available within the Greater Fluvanna Market Area. These communities include an array of community amenities, such as on-site management, clubhouse with fitness center and other recreational areas, outdoor swimming pool, etc. The units in these communities have a more modern design – typically an open floor plan – and in-unit features, such as a dishwasher, washer/dryer, upgraded cabinets and flooring, etc. The four surveyed Lower Tier rental communities are older properties that are more basic in their presentation and with no (or very limited) community amenities. The Lower Tier properties are typically rented by households with more limited financial means.

Six of the surveyed communities (two Upper Tier and all of the Lower Tier) are located in Louisa County and the other three Upper Tier properties are located in southeastern Albemarle County. With the exception of one Lower Tier townhouse rental community and one Lower Tier property with both garden and townhouse units, the remaining properties are garden-style buildings.

The five Upper Tier rental communities offer 987 units. These communities range in size from 78 to 348 units, with an average size of 197 units. One rental community, Stonegate at the Crossroads, recently opened in the Zion Crossroads community in adjacent Louisa County. This property opened January 2017 and remains in initial lease up. As of the end of May, Stonegate at the Crossroads had leased 65 apartments, representing an absorption pace of 13+/- units per month. Excluding this property, all of the other surveyed Upper Tier rental properties were essentially fully occupied.

The unit distribution among the Upper Tier rental communities is relatively consistent with a suburban garden-style rental product: two-bedroom units account for roughly one-half (47.0 percent) of the total supply; one-bedroom units account for one-third (33.5 percent); and, three-bedroom units represent the remaining 19.5 percent. The average adjusted contract rents, assuming that tenants are responsible for all utilities except water, sewer and trash, are as follows:

- The average one-bedroom adjusted contract rent is \$1,065 for an 847 square foot unit, or \$1.26 per square foot.
- The average two-bedroom contract rent is \$1,301 for a 1,184 square foot unit, or \$1.10 per square foot.
- The average three-bedroom contract rent is \$1,508 for a 1,426 square foot unit, or \$1.06 per square foot.

The Lower Tier rental communities are significantly smaller in size, ranging from 16 to 108 units and with an average size of only 45 units. With the exception of Jouett Square, none of these rental communities have full-time on site management. These properties also report being fully occupied. The unit distribution is not known for the largest rental community, Jouett Square, although the

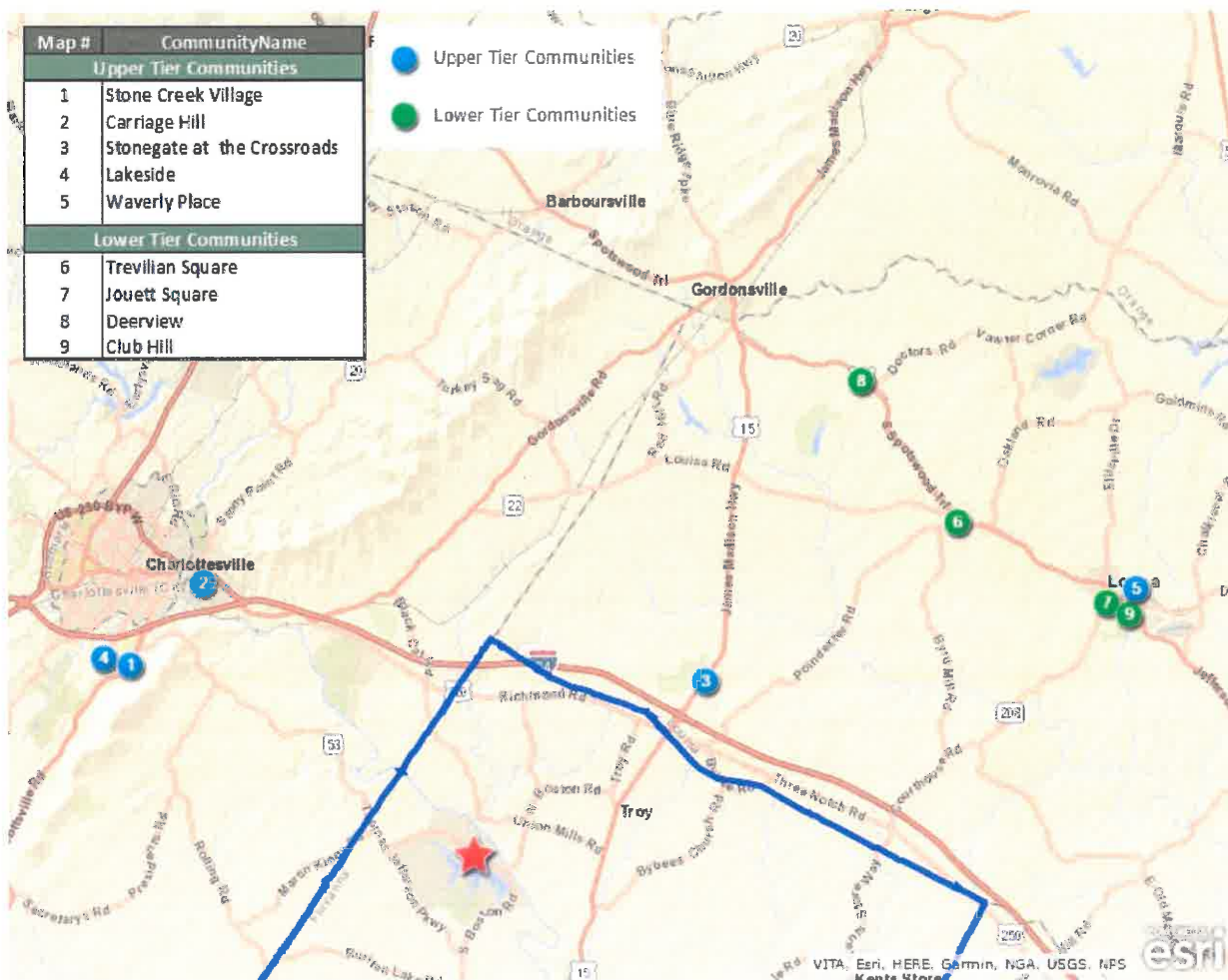




other properties have only two-bedroom units and none have one-bedroom units. The average adjusted contract rent for a Lower Tier two-bedroom unit is \$699 for an average unit size of 905 square feet, or \$0.77 per square foot. Only one property has a three-bedroom unit that has an average contract rent of \$800 for an average unit size of 1,200 square feet (\$0.67 per square foot).

Profile sheets with detailed information on each surveyed community, including photographs, are attached as Appendix 2.

**Map 9 Market Rate Multifamily Rental Communities, Greater Fluvanna Market Area**





**Table 22 Multifamily Rental Communities, Salient Features**

Map #	Community	Type	Total Units	Vacant Units	Vacancy Rate	One Bedroom Units				Two Bedroom Units				Three Bedroom Units			
						Units	Rent(1)	SF	Rent/SF	Units	Rent(1)	SF	Rent/SF	Units	Rent(1)	SF	Rent/SF
<b>Upper Tier Communities - Greater Fluvanna Market Area:</b>																	
1	Stone Creek Village	Garden	264	0	0.0%	126	\$1,167	947	\$1.23	66	\$1,452	1,256	\$1.16	72	\$1,641	1,500	\$1.09
2	Carriage Hill	Garden	142	1	0.7%	36	\$1,110	893	\$1.24	70	\$1,343	1,339	\$1.00	36	\$1,515	1,627	\$0.93
3	Stonegate at the Crossroads	Garden	155	90	58.1%	33	\$1,038	805	\$1.29	96	\$1,300	1,155	\$1.13	26	\$1,475	1,357	\$1.09
4	Lakeside	Garden	348	0	0.0%	116	\$1,010	754	\$1.34	174	\$1,205	1,040	\$1.16	58	\$1,400	1,220	\$1.15
5	Waverly Place	Garden	78	0	0.0%	20	\$1,000	839	\$1.19	58	\$1,203	1,128	\$1.07				
	<b>Total/Average</b>		987	91	9.2%		\$1,065	847	\$1.26		\$1,301	1,184	\$1.10		\$1,508	1,426	\$1.06
	<b>Stabilized Total/Average</b>		832	1	0.1%												
	<b>Unit Distribution</b>		987			331				464				192			
	<b>% of Total</b>		100.0%			33.5%				47.0%				19.5%			
<b>Lower Tier Communities - Greater Fluvanna Market Area:</b>																	
6	Trevilian Square	Garden	28	0	0.0%					28	\$770	900	\$0.86				
7	Jouett Square	Townhouse	108	0	0.0%						\$715	1,100	\$0.65	\$800	1,200	\$0.67	
8	Deerview	Garden	16	0	0.0%					16	\$660	720	\$0.92				
9	Club Hill	Garden/TH	29	0	0.0%					28	\$650	900	\$0.72				
	<b>Total/Average</b>		181	0	0.0%						\$699	905	\$0.77	\$800	1,200	\$0.67	
	<b>Unit Distribution</b>		72			0				72				0			
	<b>% of Total</b>		39.8%			0.0%				100.0%				0.0%			
	<b>Total/Average</b>		1,168	91	7.8%		\$1,065	847	\$1.26		\$1,033	1,060	\$0.97		\$1,366	1,381	\$0.99
	<b>Unit Distribution</b>		1,059			331				536				192			
	<b>% of Total</b>		90.7%			31.3%				50.6%				18.1%			

Property is in initial lease up.

(1) Rent is adjusted to include only Water/Sewer and Trash and incentives  
 Source: Field Survey, Real Property Research Group, Inc. May/June 2017.

## D. Private Rentals in Fluvanna County

### 1. Overview

Table 23 lists privately owned rentals advertising on the Internet as of June 2017. All of the rental properties include three or more bedrooms; the majority have been constructed 20+ years ago; and, the condition varies from property to property. Rents for the smallest three-bedroom homes range from \$1,095 for an older rancher in Lake Monticello up to \$1,650 for a newly constructed villa-style unit in the Villages of Nahor. One four-bedroom home with a two-car garage with a Palmyra address and large lot had a rental price of \$1,900.

The average asking rent for a three-bedroom home was \$1,285 for an average of 1,803 square feet, or \$0.71 per square foot. The only listed four-bedroom home had an asking rent of \$1,900 for an advertised size of 2,800 square feet, or \$0.68 per square foot.



**Table 23 Private Rentals in Lake Monticello**

Location	Area	Unit Type	Garage	Three Bedroom Units			Four Bedroom Units			Listing Source
				Rent(1)	SF	Rent /SF	Rent(1)	SF	Rent/SF	
<b>Currently For Rent</b>										
27 Hatchechubee Road	Lake Monticello	Rancher	No	\$1,095	1,200	\$0.91				Gibson Mgmt Group
146 Villa Circle	Palmyra	Townhouse	No	\$1,095	1,400	\$0.78				Century 21
1101 Three Chopt Road	Kents Store	Rancher	No	\$1,200	1,200	\$1.00				Century 21
886 Jefferson Drive	Lake Monticello	Rancher	No	\$1,200	1,344	\$0.89				Century 21
2451 Paynes Mill	Troy	Rancher	No	\$1,250	2,095	\$0.60				
3109 Branch Road	Scottsville	Rancher	Carport	\$1,300	1,676	\$0.78				Century 21
2038 Three Notch Road	Kents Store	Colonial	No	\$1,300	2,200	\$0.59				Century 21
198 Village Boulevard	Villages of Nahor	Rancher	1-car	\$1,475	2,664	\$0.55				Century 21
796 Oak Hill Lane	Palmyra	Rancher	2-car				\$1,900	2,800	\$0.68	Century 21
46 Spruce Drive	Villages of Nahor	Villa	1-car	\$1,650	2,450	\$0.67				Century 21
<b>Average</b>				<b>\$1,285</b>	<b>1,803</b>	<b>\$0.71</b>	<b>\$1,900</b>	<b>2,800</b>	<b>\$0.68</b>	

Source: Gibson Mgmt Group, Century 21. Compiled by RPRG, Inc.

**E. Survey of Senior Rental Communities**

**1. Introduction to the Senior Rental Supply**

As the senior housing market has evolved, a number of different shelter options have become available. These vary both in terms of their financial characteristics and their service characteristics. In terms of financial characteristics, units range from those that are deeply subsidized to those that may be described as luxury market rate. Some bundle very few services together with shelter, while others offer or mandate an extensive package of services. Overall, the seniors’ rental housing inventory can be divided into several market segments: independent living units (subsidized, affordable and market rate) as well as service-enriched units (congregate care and assisted living). The proposed subject is planned as an age-restricted, affordable (Low Income Housing Tax Credit) independent living rental community.

We have not identified any senior rental communities within Fluvanna County. As a result, our rental survey focuses upon those senior affordable rental communities within the Greater Fluvanna Market Area that provide independent living. We note that we have excluded other senior options, such as service-enriched congregate living senior communities, assisted living or Continuing Care Retirement Communities (CCRC). All of these target higher income seniors, many of whom may have some frailty issues. Because all of these service-enriched housing options are significantly more expensive than an affordable senior tax credit rental situation, we judge that these communities will not have a direct impact on the subject property and have excluded them from our analysis.

RPRG has identified and surveyed four senior independent living rental communities in the Greater Fluvanna Market Area. Three of the four senior communities are Low Income Housing Tax Credit (LIHTC) rental communities that restrict occupancy to seniors with incomes at or below 40 percent, 50 percent or 60 percent of the area median income for the Charlottesville, VA HUD Metro FMR Area (Table 24). The fourth community, Arbor Crest, is a market rate senior rental community but has a rent structure that is comparable to the three tax credit senior communities. The location of these properties is presented on Map 10. Individual profile sheets and photographs of these communities are included in Appendix 2.



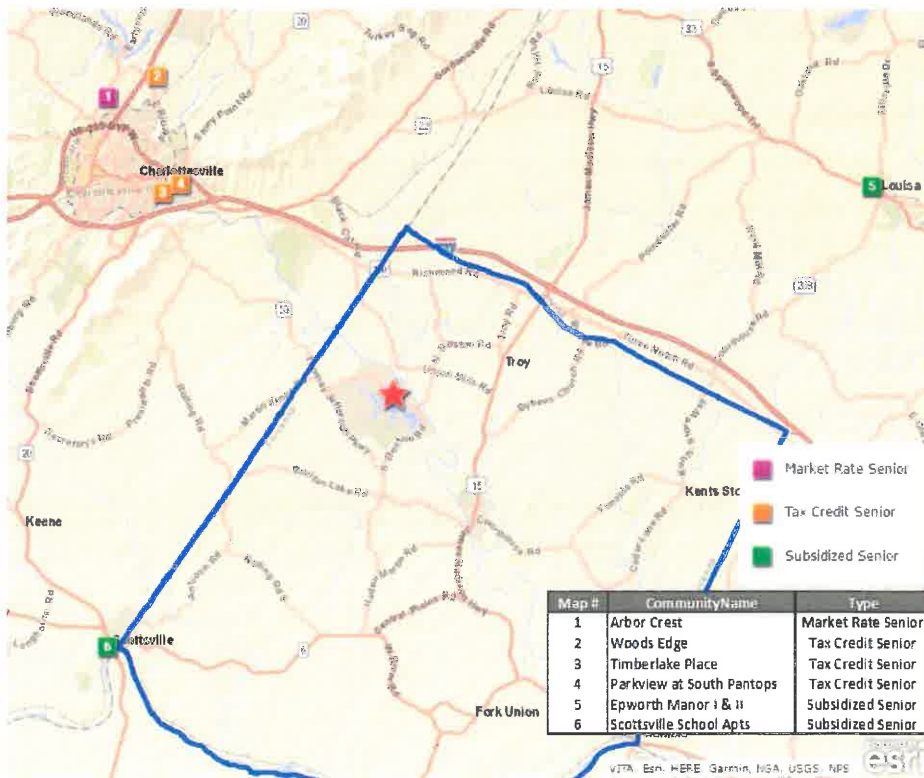


**Table 24 2017 Charlottesville, VA HUD Metro FMR Area**

HUD 2017 Median Household Income										
Charlottesville, VA HUD Metro FMR Area		\$76,600								
Very Low Income for 4 Person Household		\$38,300								
2017 Computed Area Median Gross Income		<b>\$76,600</b>								
Utility Allowance:		1 Bedroom		\$105						
		2 Bedroom		\$130						
Household Income Limits by Household Size:										
Household Size	30%	40%	50%	60%	80%	100%	120%	150%	200%	
1 Person	\$16,110	\$21,480	\$26,850	\$32,220	\$42,960	\$53,700	\$64,440	\$80,550	\$107,400	
2 Persons	\$18,390	\$24,520	\$30,650	\$36,780	\$49,040	\$61,300	\$73,560	\$91,950	\$122,600	
3 Persons	\$20,700	\$27,600	\$34,500	\$41,400	\$55,200	\$69,000	\$82,800	\$103,500	\$138,000	
Imputed Income Limits by Number of Bedroom (Assuming 1.5 persons per bedroom):										
Persons	# Bed-rooms	30%	40%	50%	60%	80%	100%	120%	150%	200%
1	0	\$16,110	\$21,480	\$26,850	\$32,220	\$42,960	\$53,700	\$64,440	\$80,550	\$107,400
1.5	1	\$17,250	\$23,000	\$28,750	\$34,500	\$46,000	\$57,500	\$69,000	\$86,250	\$115,000
3	2	\$20,700	\$27,600	\$34,500	\$41,400	\$55,200	\$69,000	\$82,800	\$103,500	\$138,000
LIHTC Tenant Rent Limits by Number of Bedrooms (assumes 1.5 persons per bedroom):										
# Persons	30%		40%		50%		60%		80%	
	Gross	Net	Gross	Net	Gross	Net	Gross	Net	Gross	Net
1 Bedroom	\$431	\$326	\$575	\$470	\$718	\$613	\$862	\$757	\$1,150	\$1,045
2 Bedroom	\$517	\$387	\$690	\$560	\$862	\$732	\$1,035	\$905	\$1,380	\$1,250

Source: U.S. Department of Housing and Urban Development

**Map 10 Competitive Senior Rental Communities, Greater Fluvanna Market Area**





## 2. Age of Communities

Three of the four surveyed senior rental communities were constructed since 2000 and the oldest rental community, Arbor Crest, is 32 years old (Table 25). However, this property is well-kept and attractive with a modern appearance. The newest rental community is a LIHTC property, which opened in 2013.

## 3. Structure Type

Three of the four senior rental communities surveyed provide elevator service to residents. Arbor Crest includes several smaller garden-style elevator buildings on its site, while the remaining senior communities include only one large building with centralized community spaces. Arbor Crest's leasing office and small multipurpose room are located in a separate building. The newest rental community, Timberlake Place, has ground floor entry for all units although the building has two levels due to the site's topography.

## 4. Vacancy Rates & Waiting Lists

As of RPRG's June 2017 survey, all of the age-restricted rental communities are operating with limited vacancies and all except one have a waiting list. The market rate rental community is fully occupied with a waiting list of 38 households.

Among the LIHTC rental communities, the overall vacancy rate is 4.7 percent, with vacancies ranging from 3.3 percent to 7.4 percent. With the exception of Woods Edge, the other two senior communities will fill vacancies from the existing waiting list. Parkview at South Pantops staff reports a waiting list of eight households for one-bedroom apartments. Timberlake Place has the most extensive waiting list with 16 households for the one-bedroom units and 15 households for the two-bedroom units. Woods Edge has no waiting list at this time.

**Table 25 Senior Rental Communities Summary**

#	Community	Year Built/ Rehabbed	Structure Type	Total Units	Vacant Units	Vacancy Rate	Average 1BR Rent (1)	Average 2BR Rent (1)	Waiting List
<b>Market Rate Communities</b>									
1	Arbor Crest	1985	Elevator	70	0	0.0%		\$910	38 hhlds
	<b>Subtotal/Average</b>	<b>1985</b>		<b>70</b>	<b>0</b>	<b>0.0%</b>		<b>\$910</b>	
<b>Low Income Housing Tax Credit (LIHTC) Communities</b>									
2	Woods Edge	2001	Elevator	97	5	5.2%	\$830	\$1,010	None
3	Timberlake Place	2013	Single-story	27	2	7.4%	\$653	\$788	1BR - 16 hhlds; 2BR - 15 hhlds
4	Parkview at South Pantops**	2006	Elevator	90	3	3.3%	\$881	\$1,052	1BR - 8 hhlds
	<b>Subtotal/Average</b>	<b>2007</b>		<b>214</b>	<b>10</b>	<b>4.7%</b>	<b>\$788</b>	<b>\$950</b>	
	<b>Total/Average</b>	<b>1996</b>		<b>284</b>	<b>10</b>	<b>3.5%</b>	<b>\$788</b>	<b>\$930</b>	

(1) Rent is contract rent, and not adjusted for utilities or incentives

Source: Field Survey, Real Property Research Group, Inc. June 2017.

## 5. Rent Concessions

None are reported at this time.



**6. Absorption History**

Parkview at South Pantops opened in September 2006 and was fully occupied one year later, reflecting a lease up rate of seven to eight units per month. The newest senior LIHTC rental community, Timberlake Place, opened in August 2013 and reached full occupancy within three to four months. This reflects an absorption pace of roughly seven units per month.

**F. Analysis of Rental Pricing and Product**

**1. Payment of Utility Costs**

With the exception of Woods Edge, all of the senior rental communities include water, sewer and trash in the contract rent and utilize electric as the heating source (Table 26). Woods Edge utilizes gas for heating and includes this in the contract rent.

**2. Unit Features**

The market rate community, Arbor Crest, has relatively standard finishes and unit features although all units include a patio or balcony, ceiling fans and washer and dryer hook-ups (select units have a washer and dryer). The units have grab bars in the bath but do not include emergency pull cords.

Among the three tax credit rental communities, all communities include kitchen with dishwasher and disposal and two of the three communities include an emergency response system. None of these communities include an in-unit washer and dryer.

**3. Parking & Transportation**

Free surface parking is the standard at all of the senior rental communities. Parkview at South Pantops offers residents JABA transportation to shopping twice weekly.

**Table 26 Features of Senior Rental Communities, Greater Fluvanna Market Area**

Community	Heat Type	Utilities included in Rent					Dish-washer	Micro-wave	In-Unit Laundry	Emergency Pull	Van	Parking
		Heat	Cooking Electric	Water	Trash							
<b>Market Rate Communities</b>												
Arbor Crest	Electric	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Std		Hook ups; Select units with W/D			Surface
<b>Low Income Housing Tax Credit (LIHTC) Communities</b>												
Woods Edge	Natural Gas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Std			Std		Surface
Timberlake Place	Electric	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Std					Surface
Parkview at South Pantops	Electric	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Std			Std	JABA - 2 x week	Surface

Source: Telephone & Field Survey, Real Property Research Group, Inc. June 2017.

**4. Community Amenities**

Community amenities vary considerably between the four senior independent living rental communities (Table 27). Timberlake Place has the fewest community amenities, although this



property has a community room and central laundry. Arbor Crest also has limited community amenities although there is a small community room in a separate leasing building for social activities. The other two LIHTC senior buildings, Parkview at South Pantops and Woods Edge, include a fairly standard package of amenities, such as multipurpose room, library, fitness room and beauty shop.

**Table 27 Amenities of Senior Rental Communities, Greater Fluvanna Market Area**

Community	Multipurpose Room	Gardening	Walking Paths	Library	Fitness	Health Room	Conv. Store	Barber Shop
<b>Market Rate Communities</b>								
Arbor Crest	☐	☐	☐	☐	☐	☐	☐	☐
<b>Low Income Housing Tax Credit (LIHTC) Communities</b>								
Woods Edge	☐	☒	☐	☒	☒	☐	☐	☒
Timberlake Place	☒	☐	☐	☐	☐	☐	☐	☐
Parkview at South Pantops	☐	☐	☐	☒	☒	☒	☐	☒

Source: Telephone & Field Survey, Real Property Research Group, Inc. June 2017.

**5. Distribution of Units by Bedroom Type**

There are no one-bedroom units in Arbor Crest, the only market rate rental community (Table 28). Among the LIHTC rental communities, one-bedroom units accounting for nearly three-quarters (71.0 percent) of the supply while two-bedroom units comprise the remaining 29.0 percent.

**6. Effective Rents and Unit Sizes**

Unit rents presented in Table 28 are net or effective rents, as opposed to street or advertised rents. Typically, we apply downward adjustments to street rents in order to control for current rental incentives, although there were none in this market. The net rents also reflect adjustments to street rents to equalize the impact of utility expenses across complexes. Specifically, the net rents represent the hypothetical situation where water, sewer and trash removal utility costs are included in monthly rents, with tenants responsible for other utility costs (electricity, heat, hot water and cooking fuel). This is the most common utility structure among the senior rental communities with only one property, Woods Edge, including heat in the contract rent.

The average two-bedroom contract rent at Arbor Crest is \$910 for an 850 square foot unit, or \$1.07 per square foot.

Among the income-restricted senior rental communities, the average contract rent for a one-bedroom unit is \$687 for a 627 square foot unit, or \$1.10 per square foot. The average contract rent for a two-bedroom unit in these affordable properties is \$933 for an average unit size of 859 square feet, or \$1.09 per square foot.



**Table 28 Senior Rental Communities, Salient Characteristics.**

Community	Type	Total Units	One Bedroom Units				Two Bedroom Units			
			Units	Rent(1)	SF	Rent/SF	Units	Rent(1)	SF	Rent/SF
<b>Market Rate Communities</b>										
Arbor Crest	Elevator	70					70	\$910	850	\$1.07
	<b>Subtotal/Average</b>	70						\$910	850	\$1.07
	<b>Unit Distribution</b>	70	0				70			
	<b>% of Total</b>	100.0%	0.0%				100.0%			
<b>Low Income Housing Tax Credit (LIHTC) Communities</b>										
Parkview at South Pantops-60%	Elevator	78	42	\$883	654	\$1.35	36	\$1,056	949	\$1.11
Woods Edge-60%	Elevator	97	77	\$785	525	\$1.58	20	\$955	778	\$1.30
Timberlake Place-50%	Single-story	24	18	\$673	650	\$1.04	6	\$788	850	\$0.93
Parkview at South Pantops-40%	Elevator	12	12	\$558	654	\$0.85				
Timberlake Place-40%	Single-story	3	3	\$535	650	\$0.82				
	<b>Subtotal/Average</b>	214		\$687	627	\$1.10		\$933	859	\$1.09
	<b>Unit Distribution</b>	214	152				62			
	<b>% of Total</b>	100.0%	71.0%				29.0%			
	<b>Total/Average</b>	284		\$687	627	\$1.10		\$925	856	\$1.08
	<b>Unit Distribution</b>	284	152				132			
	<b>% of Total</b>	100.0%	53.5%				46.5%			

(1) Rent is adjusted to include only Water/Sewer and Trash and incentives

Source: Telephone & Field Survey, Real Property Research Group, Inc. June 2017.

**7. Distribution of Tax Credit Units**

Within the affordable senior rental supply, units that target senior households with incomes up to 60 percent of AMI account for four-fifths (81.8 percent) of the supply while units that target seniors with incomes up to 50 percent of AMI account for 11.2 percent. Relatively few units (15 units, or 7.0 percent) target households with incomes under 40 percent of AMI.

**Table 29 Distribution of Tax Credit Units**

Tax Credit Senior Units							
	Total		1BR		2BR		
40% units	15	7.0%	15	9.9%			
50% units	24	11.2%	18	11.8%	6	9.7%	
<b>60% Units</b>	<b>175</b>	<b>81.8%</b>	<b>119</b>	<b>78.3%</b>	<b>56</b>	<b>90.3%</b>	
	214	100.0%	152	71.0%	62	29.0%	





**G. Senior Subsidized Rental Communities**

**1. Overview**

In the Greater Fluvanna Market Area, we have identified a total of 117 age-restricted units with rental subsidies in three rental communities. Two of these properties are located in the Town of Louisa in Louisa County and the third community is located in southern Albemarle County. Two communities are HUD Section 202 properties (one of which was renovated with tax credits) and the third community is a HUD Section 8 rental property. All are fully occupied with extensive waiting lists (Table 30).

**Table 30 Subsidized Rental Communities**

Development Name	Address	Subsidy	No. of Units	# Subsidized Units	Occupancy	Waiting List	Eff	1BR	2BR
<b>Greater Charlottesville SMA</b>									
Epworth Manor I	112 Cammack Street Louisa, VA 23093	HUD Sect 202/LIHTC	61	61	100%	35 hhlds	16	45	
Epworth Manor II	112 Cammack Street Louisa, VA 23093	HUD Sect 202	22	22	100%	12 hhlds		22	
Scottsville School Apts	300 Page Street Scottsville, VA 24590	Mod Rehab HUD Sect 8	34	34	100%	100+/- hhlds		34	
<b>Total</b>			<b>117</b>	<b>117</b>	<b>100%</b>		<b>16</b>	<b>101</b>	<b>0</b>

Source: Real Property Research Group, Inc

**H. Pipeline Age-Targeted Rental Communities**

RPRG has not identified any proposed senior apartments within either Fluvanna County or within the Greater Fluvanna Market Area.



## 5. FINDINGS AND CONCLUSIONS

### A. Key Findings

Based on the preceding review of the subject project, as well as demographic and competitive housing trends in the Fluvanna County, RPRG offers the following key findings:

- Fluvanna County Site.** Similar to Louisa County and portions of southeastern Albemarle County, Fluvanna County is rural in its orientation with limited community services. Unlike the surrounding counties, however, Fluvanna County currently has no senior rental housing facilities. Overall, we believe that Site #4 in the Lake Monticello portion of Fluvanna County is best suited for the development of affordable senior housing. We believe that this site has the potential to appeal to seniors who have lived in this rural community, both those who have been long-term renters or those who have been homeowners and who no longer wish to maintain a single family home. The site will also be attractive to those seniors whose adult children have moved to Fluvanna County. This site will have good drive by visibility from Lake Monticello Road and will be conveniently located near the area's several neighborhood centers. There are sufficient services for seniors in this area. Although this setting may not appeal to all Fluvanna County seniors, it has the advantage of being located in the most densely developed portion of Fluvanna County.
- Demographic Analysis.** Fluvanna County has exhibited a relative slow but steady pattern of growth, adding over 2,000 households between 2000 and 2010. Over the same period, the Greater Fluvanna Market Area grew by over 5,800 households. Since then, household growth rates have declined in both areas, but this slow but steady growth pattern is anticipated into the foreseeable future. Fluvanna County added roughly 600 households between 2010 and 2017 while the Greater Fluvanna Market Area expanded by nearly 2,200 households. Over the next five years, Fluvanna County will grow by 383 households while the market area is expected to add 1,610 households. While the growth trends for households in general have slowed within both areas, the senior household cohorts are exhibiting growth far in excess of households in general. Currently, 3,605 age 62 and older households reside in Fluvanna County and nearly triple this number (9,883 households) reside in the Greater Fluvanna Market Area. The number of senior households will increase to 4,051 by 2022, an annual increase of 2.4 percent, or 89 net new age 62+ households annually over the next five years. In the Greater Fluvanna Market Area, the corresponding rate is 3.1 percent, or 322 net new senior households on average each year.

There are relatively few renters within the Fluvanna County and even fewer senior renters. In 2017, renter-occupied housing units represent 16.3 percent of all occupied housing in the county. The rentership rate among seniors age 62+ is only 7.9 percent. In absolute numbers, there are only 1,642 renters in the market area and, of these, 285 renter households have a head of household age 62 or older. Within the Greater Fluvanna Market Area, the overall rentership rate is somewhat higher at 23.5 percent while the senior rentership rate is lower at 17.7 percent.

Households living in Fluvanna County have a median household income of \$66,881 while senior households age 62 and older have a median household income of \$51,251. As is the case in most market areas, there is a gap between the median income for senior renters (\$42,865) and owners (\$52,888). Within the Greater Fluvanna Market Area, the median household income is on par with that of Fluvanna County at \$66,901 although senior





incomes are slightly higher (\$52,344). Senior renter incomes in the Greater Fluvanna Market Area are also comparable to those in Fluvanna County at \$42,690.

There is a greater diversity in the structure type of rental housing between Fluvanna County and Greater Fluvanna Market Area. In Fluvanna County, only 2.6 percent of all households reside in multifamily structures with five or more units. The rental market is dominated by single-family dwellings and mobile homes. In the Greater Fluvanna Market Area, multifamily structures account for 22.0 percent of the rental supply. The median value for an owner-occupied housing unit is modest in both areas but slightly higher in the Greater Fluvanna Market Area (\$235,280) than in Fluvanna County (\$217,693).

- **Competitive Analysis.** There are no professionally managed market rate multifamily rental housing and no senior independent living rental communities within Fluvanna County. Within the Greater Fluvanna Market Area, there are more numerous multifamily and senior rental options. Within the general occupancy rental supply, the rental supply varies considerably between the older properties – whose primary appeal is its affordable pricing structure – and the newer rental properties that have been constructed over the past decade or so that have upgraded units and an array of community amenities. The average rents and unit sizes within the multifamily rental supply are as follows:
  - The average one-bedroom adjusted contract rent is \$1,065 for an 847 square foot unit, or \$1.26 per square foot.
  - The average two-bedroom contract rent is \$1,301 for a 1,184 square foot unit, or \$1.10 per square foot.

RPRG has identified one market rate and three LIHTC senior rental properties in the Greater Fluvanna Market Area. All of these properties target moderate income households. With the exception of the newest LIHTC rental community, which includes single-story units, the other rental communities have elevator-serviced buildings. These senior communities are performing well with an overall vacancy rate of 3.5 percent. Three of the four senior communities report that vacancies are in the process of being filled from waiting lists, ranging from eight to 38 households. Within the directly competitive senior rental communities, the average rents and unit sizes are as follows:

- All of the surveyed one-bedroom units are income-restricted with an average contract rent of \$687 for an average unit size of 627 square feet, or \$1.10 per square foot.
- Among the senior rental communities, the two-bedroom units have an average contract rent of \$925 for an average unit size of 856 square feet, or \$1.08 per square foot.

No competitive senior rental communities have been identified either within Fluvanna County or in the Greater Fluvanna Market Area.

## B. Derivation of Senior Net Demand

### 1. Methodology

This section examines potential demand for rental senior housing in the Greater Fluvanna Market Area over a three-year period. Similar to a derivation of demand for general occupancy rental housing, this methodology examines the need for rental housing product, such as a senior market rate rental community or elderly tax credit community. It does not address demand for retirement



housing products that serve frail elderly, including service-enriched independent living, assisted living, continuing care retirement facilities and the like. (In fact, “unhealthy” seniors are factored out of the demand.) Also, as is the case in the general occupancy rental demand, the senior rental demand methodology is not income specific; the impact of pricing and qualified target market is examined within our Effective Demand (Affordability and Penetration Analyses).

Demand for new senior rental housing in the market is typically based on three components: growth in older adult households; removal of housing stock occupied by older adults; and demand from senior homeowners converting to a rental situation. Demand from these components is then adjusted for vacancies at existing senior housing properties in the market. Again, this considers only rental products that address healthy and independent older adults. Older adult households that require assistance with activities of daily living (ADLs) and/or instrumental activities of daily living (IADLs) are then factored out of the demand pool. The overall demand over the three year period is then reconciled against new/planned product serving this market that is projected to come on line over the next three years. The result is a net demand for “independent” senior rental housing in the market.

We note that the underlying dynamics of the supply and demand equation for seniors housing are not the same as for general occupancy rental housing. Whereas the concept in the general occupancy market is that the projected new growth and demand is indicative of true “need” to build additional housing and units to address this demand, this is not necessarily the case with seniors housing. Many older adult households already have a place of residence in the market (as opposed to new households created that need housing) and/or have multiple housing options, which include for-sale arrangements. Furthermore, not all older adult households will elect to relocate into an age-qualified community; in fact, the majority will not. Therefore, there is still an element of choice and a discretionary decision factor to move into such a community that cannot be accounted for in this analysis. Consequently, in our experience it is common via this methodology for a market to exhibit a significant surplus of demand for senior rental housing. For the reasons previously enumerated, this should not be interpreted to mean that this surplus demand for new units can or need to be built in order to meet demand.

While age-restricted rental communities typically restrict residency to seniors age 62 and older (or even as low as age 55+), we have conducted of Net Demand Analysis using an age threshold of 65 since this age limit is required by the Virginia Housing Development Authority (VHDA) in the event that tax credit financing is utilized as a financing source.

## 2. Net Demand Analysis – Seniors Age 65+, Greater Fluvanna Market Area

The steps in the Net Demand for senior rental housing are detailed below (Table 32):

- **Projected Change in the Household Base.** Using Esri data, RPRG estimates that there are 8,181 households age 65 and older in the Greater Fluvanna Market Area as of 2017, and we project that this number will increase to 9,076 by 2020. The market area thus will gain 895 senior households during this three-year period.
- **Need for Housing Stock Upgrades.** Demand for new housing units within a primary market area is generated when the stock of available housing units ceases to meet the housing needs of households that wish to remain residents of that primary market. In such instances, the housing stock needs to be upgraded – either through the renovation of existing units or the construction of new units. That a particular housing unit has ceased to meet the housing needs of a market area’s households becomes evident in any number of



ways, including physical removal or demolition, permanent abandonment and overcrowding.<sup>1</sup>

Based on American Housing Survey data, researchers have analyzed Components of Inventory Change (CINCH). CINCH data indicated that renter-occupied or vacant units were far more likely to be demolished than owner-occupied units. Based on two recent years of statistical observations (2011-2013), the average loss was computed at 0.27 percent of the total occupied housing stock per year.

**Table 31 Components of Inventory Change (CINCH)**

A. Characteristics	C. Present in 2011	D. 2011 units present in 2013	2011 Unit change ('000 Units)							TOTAL Lost to Stock	Total exclude MH	2011-13 Annual
			E. Change in characteristics	F. lost due to conversion /merger	G. house or mobile home moved out	H. changed to non residential use	I. lost through demolition or disaster	J. badly damaged or condemned	K. lost in other ways			
<b>Total Housing Stock</b>	<b>132,420</b>	<b>130,852</b>		98	161	202	470	212	424	1,567	1,406	703
				0.07%	0.12%	0.15%	0.35%	0.16%	0.32%	1.18%	1.06%	0.53%
<b>Occupancy</b>												
<b>Occupied units</b>	<b>114,907</b>	<b>105,864</b>	8,313	58	99	68	238	59	207	729	630	315
				0.05%	0.09%	0.06%	0.21%	0.05%	0.18%	0.63%	0.55%	0.27%
<b>Vacant</b>	<b>13,381</b>	<b>5,123</b>	7,642	38	50	85	175	110	158	616	566	283
				0.28%	0.37%	0.64%	1.31%	0.82%	1.18%	4.60%	4.23%	2.11%
<b>Seasonal</b>	<b>4,132</b>	<b>2,132</b>	1,778	2	11	49	57	43	59	221	210	105
				0.05%	0.27%	1.19%	1.38%	1.04%	1.43%	5.35%	5.08%	2.54%
<b>Region (All Units)</b>												
<b>Northeast</b>	<b>23,978</b>	<b>23,718</b>		38	0	28	55	40	99	260	260	130
				0.16%	0.00%	0.12%	0.23%	0.17%	0.41%	1.08%	1.08%	0.54%
<b>Midwest</b>	<b>29,209</b>	<b>28,849</b>		14	28	49	117	56	95	359	331	166
				0.05%	0.10%	0.17%	0.40%	0.19%	0.33%	1.23%	1.13%	0.57%
<b>South</b>	<b>50,237</b>	<b>49,526</b>		29	120	75	235	94	159	712	592	296
				0.06%	0.24%	0.15%	0.47%	0.19%	0.32%	1.42%	1.18%	0.59%
<b>West</b>	<b>28,996</b>	<b>28,759</b>		17	13	50	63	23	71	237	224	112
				0.06%	0.04%	0.17%	0.22%	0.08%	0.24%	0.82%	0.77%	0.39%
<b>Owner occupied</b>	<b>76,092</b>	<b>69,324</b>	6,418	14	83	14	116	26	97	350	267	134
				0.02%	0.11%	0.02%	0.15%	0.03%	0.13%	0.46%	0.35%	0.18%
<b>Renter occupied</b>	<b>38,815</b>	<b>31,181</b>	7,253	45	16	54	122	33	110	380	364	182
				0.12%	0.04%	0.14%	0.31%	0.09%	0.28%	0.98%	0.94%	0.47%
<b>Metro Status</b>												
<b>In Central Cities</b>	<b>37,400</b>	<b>36,974</b>		49	3	70	124	67	112	425	422	211
				0.13%	0.01%	0.19%	0.33%	0.18%	0.30%	1.14%	1.13%	0.56%
<b>In Suburbs</b>	<b>65,872</b>	<b>65,311</b>		26	57	54	169	69	186	561	504	252
				0.04%	0.09%	0.08%	0.26%	0.10%	0.28%	0.85%	0.77%	0.38%
<b>Outside Metro Area</b>	<b>29,148</b>	<b>28,567</b>		23	101	78	177	76	125	580	479	240
				0.08%	0.35%	0.27%	0.61%	0.26%	0.43%	1.99%	1.64%	0.82%

Source: American Housing Survey, Components of Inventory Change 2011-2013; Prepared by Ecometrica, Inc. for U.S. Department of Housing & Urban Development Office of Policy Development & Research; April 2016

We determined the size of the elderly-occupied housing stock over this period via interpolation of housing stock estimates for 2017 and 2022. Applying the removal rate of 0.27 percent over the three years in question, RPRG estimates that approximately 80 housing units occupied by elderly households are likely to be lost. Combining this figure with household changes, there will be a total demand for 974 new senior housing units in the market between 2017 and 2020.

1 American Housing Survey, Components of Inventory Change 2011-2013; Prepared by Econometrica, Inc. for the U.S. Department of Housing & Urban Development's Office of Policy Development & Research; April 2016.



Based on data from Esri, we estimate and apply a tenure proportion for households age 65+ of 18.7 percent renters for 2018, with a resulting estimated demand for 182 units of senior rental housing in the market area over the next three years.

- **Senior Homeowner Demand.** Additionally, we account for demand coming from senior homeowners converting to rental housing. According to the American Housing Survey conducted for the U.S. Census Bureau in 2011, 2.7 percent of elderly households move each year in the United States. Of those moving within the past year, 41.6 percent moved from owned to rental housing. This results in a senior homeowner conversion rate of 1.1 percent. Of these, roughly one-half (51.3 percent) are expected to move within the same county. Using these national percentages, we estimate that 115 seniors within the Greater Fluvanna Market Area will move from ownership to a renter situation, if an appropriate rental housing situation is available.
- **Competitive Multifamily Vacancy Rates.** The final source of demand that factors into RPRG's calculation of demand for rental units is the observed vacancy rate in the primary market area's competitive rental market. RPRG assumes that a 5.0 percent vacancy rate is required to keep a rental market relatively elastic. Elasticity in this context means that an adequate number of quality housing units are vacant and available at any given time so that households seeking rental units can be accommodated and can have some choice among units.

According to our survey, there are 284 units of senior rental housing within the competitive supply. Of these, there are ten vacant units, representing an overall vacancy rate of 3.5 percent. Subtracting these vacancies from the desirable five percent vacancy rate, or 14 units, we determine that there is an excess demand for four units. These four units will be added to our market demand calculation.

- **Senior Rental Demand:** Combining the effects of household trends, necessary unit replacement, and the preferred structural vacancy rate, there will be a total demand for 302 net new senior rental units in the market area over the three-year period.
- **Independent Senior Rental Demand:** To ensure that only "healthy" or "independent" households are considered in demand, we screen out for households that would be dealing with frailty issues. There is a declining proportion of households without any limitations and an increasing proportion with limitations. Based upon the National Health Interview Survey data from 2003 - 2007, an estimated 6.2 percent of individuals between the ages of 65 and 74 are limited in terms of performing one or more ADLs or IADLs. Additionally, 13.8 percent of individuals 75 to 84 are limited in terms of IADLs, and 35.3 percent of individuals 85 and older are limited in terms of IADLs. Applying these percentages to the 2017 age distribution of the primary market area, we estimate independent living rental units would not be suitable for 10.8 percent of the age 65+ households in the market. Thus we apply to the Senior Rental Demand a screen of the 89.2 percent that are without limitations to factor out for frailty and the population that would be seeking housing that addresses these frailty issues. Applying the 89.2 percent screen to the demand of 302 yields a total "independent" Senior Rental Demand of 269 units.
- **Proposed Senior Rental Supply:** There is no supply of senior rental housing proposed in the market.
- **Supply/Demand:** Given the lack of pipeline, we have determined that the market area will have an overall excess demand for 269 senior rental housing units.



**Table 32 Derivation of Senior Demand – Age 65+ Greater Fluvanna Market Area**

<b>Senior Rental Demand</b>					
<b>I. 65+ Household Growth</b>					<b>Units</b>
2017 Households					<b>8,181</b>
2020 Households					<b>9,076</b>
<b>Net Change in Households</b>					<b>895</b>
<b>II. Add: Elderly Units Removed from Market</b>					
	65+ Hsg Stock	Annual Removal Rate	Annual Units Removed	Analysis Period (Years)	
Assumed Housing Stock (2018)	9,834	0.27%	27	3	80
<b>Net New Demand for Elderly Units</b>					<b>974</b>
Percent 65+ Renter Households in 2019					<b>18.7%</b>
<b>Net New Demand for Elderly Renter Units</b>					<b>182</b>
<b>III. Add: Senior Renters Converting From Homeownership</b>					
	65+ Homeowners	Movership Rate	HO to Renter Rate	Analysis Period (Years)	New Renters
Assumed Senior Homeowners (2017)	6,649	2.7%	41.6%	3	<b>224</b>
Net New Senior Demand Converting to Renter Units					<b>224</b>
Percent of Elderly Movers Relocating Within Same County					51.3%
<b>Net New Senior Demand Converting to Renter Units from Within the Market</b>					<b>115</b>
<b>IV. Add: Senior Apartment Vacancy</b>					
	Inventory		Vacant		
Total Competitive Inventory	284		10		
Market Vacancy at 5%			14		
Less: Current Vacant Units			-10		
<b>Vacant units required to reach 5% Market Vacancy</b>					<b>4</b>
<b>Total Senior Rental Demand</b>					<b>302</b>
Adjustment for Frailty (62+ No Limitation with IADL or ADL)					89.2%
<b>Total "Independent" Senior Rental Demand</b>					<b>269</b>

Source: Real Property Research Group, Inc.

### 3. Conclusions on Demand

The limitation of this analysis, however, is that older adults typically have other housing options, such as remaining in their own home. As a result, the decision-making associated with a move to a rental apartment community is complex and generally difficult to predict. Because a senior's move to a rental apartment is a discretionary lifestyle choice and not typically a "need" driven decision, this analysis should be used as only one factor in evaluating the potential demand for senior rental housing. However, we believe that the lack of senior rental housing in Fluvanna County has likely created a pent-up demand for this type of housing.

The results of this Senior Net Demand Analysis indicates that there is likely sufficient demand from senior households in the Greater Fluvanna Market Area to support a moderately-sized (40 – 60 units) senior rental community.



### C. Product Recommendations

Considered in the context of the subject's site location in Fluvanna County and the competitive environment in the Greater Fluvanna Market Area, our recommendations for the proposed age-restricted rental building are as follows:

- **Project Size:** The Client has initially considered the development of a small to mid-sized senior rental community with upwards of 40 to 60 apartments. For our purposes, we have proposed a building size of 50 units. The other surveyed senior communities range in size from 27 to 90 units. We believe that this project size is reasonable, given the limited housing options for seniors in Fluvanna County. Additionally, as will be demonstrated in the VHDA demand model discussed below, a community larger than this size begins to exceed the maximum acceptable capture rates.
- **Building Design:** Our recommended site location assumes that the Client (or a private developer responding to the Client's future RFP) purchase land for new construction in the Lake Monticello area rather than utilize one of the existing school buildings in other locations in Fluvanna County or even in the future business park in Palmyra.

We believe that there are several potential new construction building designs that are possible, given this location. It has been our experience that a single-story cottage-type development, similar to Timberlake Place, has proven to be most popular with seniors from rural areas. While a three- or four-story elevator-serviced building could also be successfully introduced to the market, we would recommend attached cottage-style units if site conditions and zoning allow for this type of development.

- **Unit Distribution:** Overall, our recommended unit mix includes 40 one-bedroom units (80 percent) and ten two-bedroom units (20 percent). This is roughly the same unit mix as at Timberlake Place. RPRG judges that seniors in this market area are likely to have resided in small single-family detached homes or have rented relatively modest homes. Importantly, it is likely that many of the seniors who choose to reside in a senior rental community will do so because they have lost a spouse and are living alone. Lastly, we believe that seniors living in the market area are likely to be price-sensitive and, although wanting a large unit, may not be able to comfortably afford it.
- **Unit Sizes:** The one-bedroom units at Timberlake Place have 650 square feet while the two-bedroom units have 850 square feet. These unit sizes are roughly on par with those in the other senior competitive supply (627 square feet for the one-bedroom units and 856 square feet for the two-bedroom units) and typical for this type of housing product. As a result, we believe that the subject can be designed with comparably sized one-bedroom (650 square feet) and two-bedroom (850 square feet) units.
- **Unit Features:** Most of the senior affordable rental communities are fairly basic with few upgrades. We believe that the units can be designed with attractive – yet functional features – including kitchen with energy-efficient appliances (dishwasher, stove/oven, refrigerator and microwave); individual entry with covered porch; ceiling fans in the living and bedrooms; and, if possible, an in-unit washer/dryer. We would also recommend the bath be designed with walk-in shower (not tub) and grab bars near the toilet and in the shower. An emergency call system should also be considered.
- **Number of Bathrooms:** Similar to Timberlake Place, we believe that the two-bedroom units can be designed with 1.5 baths, in order to keep construction costs at a reasonable level.
- **Community Amenities:** Overall, the senior rental communities in the Greater Fluvanna Market Area have limited common area amenities although we believe that it is important for the proposed senior community to include some common area space for socialization



by residents. We would recommend a small community building with small lounge and warming kitchen; fitness area; and computer room/library with Internet access. The rental community's appeal would be greatly enhanced with a service package, including potentially van transportation and activities provided by the Jefferson Area Board of Aging (JABA) or coordinated with outside agencies.

- **Parking:** Surface unreserved parking is most common the senior rental communities in the Greater Fluvanna Market Area. We believe that this arrangement will be accepted by seniors from Fluvanna County.

**D. Proposed Development Plan**

RPRG has been asked to provide recommendations as to the achievable rents for the proposed senior independent living apartments. The table below presents RPRG's recommended rents for the subject, assuming that residents are responsible for all utility costs except water, sewer and trash removal. Our assumed utility allowances are \$105 for the one-bedroom units and \$130 for the two-bedroom units. All of the net contract rents are at the maximums allowable under the LIHTC guidelines.

**Table 33 RPRG Proposed Unit Mix, Unit Sizes, Income Targeting & Rents**

Unit Type	Units	Income Target	% of Total	Published Sq Ft	Proposed Contract Rent*	Rent/Sq Ft
1BR/1BA	8	40% AMI	16%	650	\$470	\$0.72
1BR/1BA	16	50% AMI	32%	650	\$613	\$0.94
1BR/1BA	16	60% AMI	32%	650	\$757	\$1.16
2BR/1.5BA	10	60% AMI	20%	850	\$905	\$1.06
<b>Total</b>	<b>50</b>		<b>100%</b>	<b>690</b>	<b>\$695</b>	<b>\$1.01</b>

\*Contract Rent includes water,sewer and trash. Assumed utility allowances of \$105 & \$130.

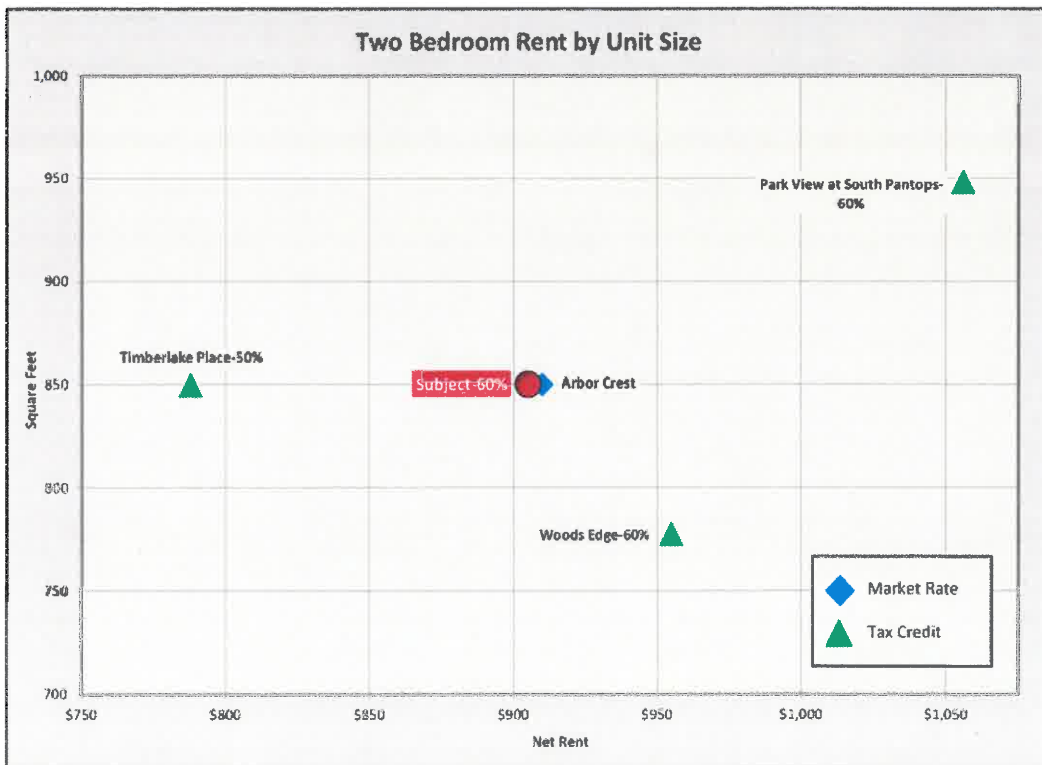
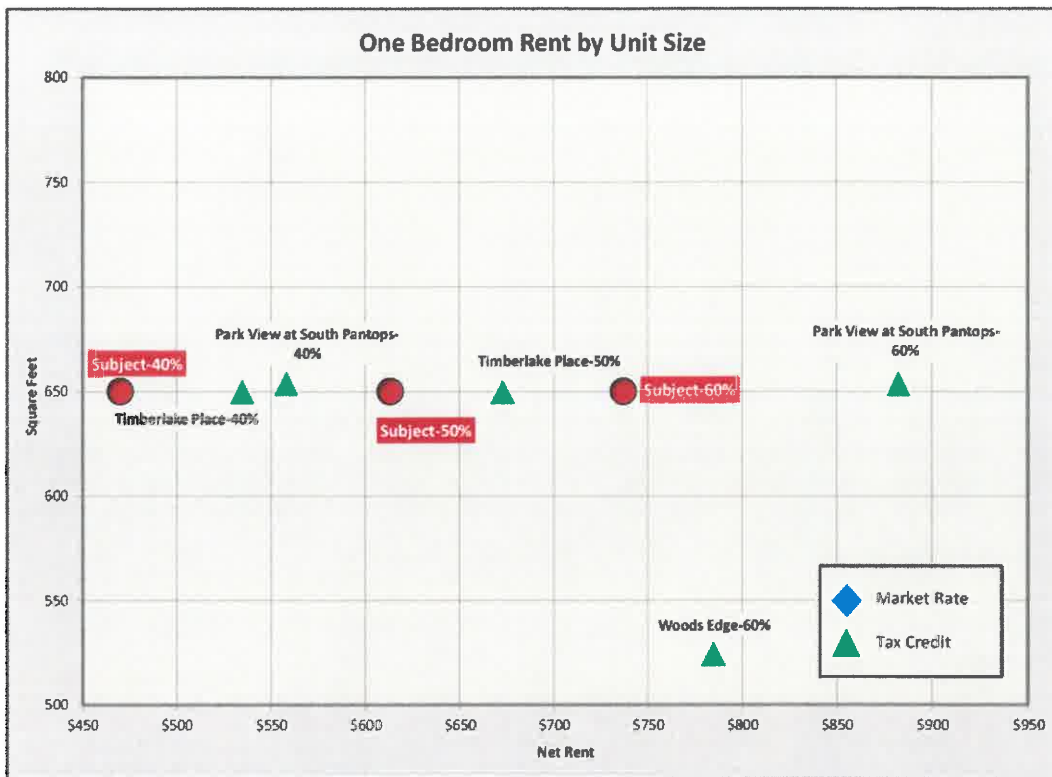
Figure 14 illustrates the relative position of the RPRG recommended rents and unit sizes in the context of the other senior rental communities in the Greater Fluvanna Market Area (Arbor Crest, Parkview at South Pantops, Timberlake Place and Woods Edge). As shown, the subject's one-bedroom unit sizes are consistent with all of those in the competitive supply except for Woods Edge which are much smaller. As proposed, the rents reflect their income targeting. (We note that older properties, such as Park View at South Pantops, are allowed under tax credit regulations to have higher rents than what a newly constructed tax credit community would be able to utilize currently within the Charlottesville MSA.)

There are relatively few two-bedroom units within the directly competitive supply. The subject's proposed two-bedroom rents are directly competitive with Arbor Crest, the only market rate rental community. Wood's Edge units are smaller although higher priced while Park View at South Pantops' two-bedroom units are larger but also higher priced.





Figure 14 Price Position, RPRG Recommended Pricing





## E. Effective Demand – Affordability/Capture Analysis & Penetration Analysis

### 1. Methodology

To understand the depth of the market for age- and income-restricted rental units at the proposed price position in the Fluvanna County, RPRG has conducted an Affordability/Capture Analysis. The capture rates derived via this analysis reflect the percentage of income-qualified households in the market area that the subject must capture in order to achieve full occupancy.

The first component of the Affordability/Capture Analysis involves looking at total income and renter income among Fluvanna County senior households for the target year. For this analysis, we anticipate that the earliest that the subject community could be placed in service would be in 2019.

Using 2019 as our target year for this analysis, RPRG calculated the income distribution for both total age 65+ households and age 65+ renter households, based on the relationship between owner and renter household incomes by income cohort from the 2011-2015 American Community Survey with estimates and projected income growth since the Census (Table 34). We use a minimum householder age of 65 to be compliant with VHDA methodologies.

**Table 34 2019 Total and Renter Income Distribution, Age 65+ Households**

Fluvanna County		Total Households		Renter Households	
2019 Income		#	%	#	%
less than	\$15,000	340	10.8%	39	16.7%
	\$15,000	295	9.3%	34	14.5%
	\$25,000	381	12.1%	16	6.7%
	\$35,000	693	22.0%	70	29.6%
	\$50,000	404	12.8%	20	8.6%
	\$75,000	396	12.6%	33	13.9%
	\$100,000	390	12.4%	12	5.2%
	\$150,000	254	8.1%	11	4.8%
	Over				
<b>Total</b>		<b>3,153</b>	<b>100%</b>	<b>235</b>	<b>100%</b>
<b>Median Income</b>		<b>\$47,142</b>		<b>\$41,141</b>	

Source: American Community Survey 2011-2015 Projections, RPRG, Inc.

A particular housing unit is typically said to be affordable to households that would be expending a certain percentage of their annual income or less on the expenses related to living in that unit. In the case of rental units, these expenses are generally of two types – monthly contract rents paid to landlords and payment of utility bills for which the tenant is responsible. The sum of the contract rent and utility bills is referred to as a household's 'gross rent burden'. For this analysis, RPRG employs a 40 percent gross rent burden in accordance with VHDA guidelines.

### 2. Affordability/Capture Analysis

The steps in the Affordability/Capture Analysis (Table 35) are as follows:

- The overall shelter cost for a one-bedroom unit at 50% of AMI at the RPRG recommended rent would be \$718 (\$613 contract rent plus a \$105 allowance to cover all utilities except water, sewer and trash removal).



- By applying a 40 percent rent burden to this gross rent, we determined that a one-bedroom unit would be affordable to households earning at least \$21,540 per year. The projected number of market area age 65+ households earning at least this amount in 2017 is 7,074.
- Of these households, 6,428 have incomes at or above \$28,750, the maximum allowable under tax credit guidelines.
- Subtracting the 6,428 households with incomes above the allowable limit from the 7,074 households with qualifying incomes, RPRG has determined that there are 645 income-eligible age 65+ households living in the Greater Fluvanna Market Area.
- The subject would need to capture 2.5 percent of these income-qualified households to absorb all 16 of the one-bedroom units at 50 percent of AMI.
- RPRG next tested the range of qualified households that are currently renters and determined that 134 age-qualified renter households have incomes above the \$21,540 income threshold but below the 50 percent of AMI income level of \$28,750. To absorb 16 one-bedroom units at 50 percent of AMI, the subject would need to capture roughly 11.9 percent of income-qualified senior renter households.
- Using the same methodology, we tested the affordability of the one-bedroom units at both 40 percent of AMI and 60 percent of AMI as well as the two-bedroom units at 60 percent of AMI. At 40 percent of AMI, the subject's eight one-bedroom units would need to capture 1.7 percent of all households and 6.8 percent of all senior renter households. To lease the 16 one-bedroom units at 60 percent of AMI, the subject would need to capture 1.9 percent of all age- and income households and 10.9 percent of all senior renter households. The ten two-bedroom units at 60 percent require a capture rate of 0.9 percent of all income qualified senior households and 4.3 percent of income qualified senior renter households.
- Overall, the 50-unit proposed senior apartments would need to capture 2.2 percent of all income-qualified households and 10.2 percent of income-qualified renter households to obtain full occupancy.



**Table 35 2019 Affordability Analysis, Age 65+ Households**

40% Units		One Bedroom Units	
		Min.	Max.
Number of Units		8	
Net Rent		\$470	
Gross Rent		\$575	
% Income for Shelter		40%	
Income Range (Min, Max)		\$17,250	\$23,000
<b>Total Households</b>			
Range of Qualified Hhlds		7,419	6,956
# Qualified Households		463	
Total HH Capture Rate		1.7%	
<b>Renter Households</b>			
Range of Qualified Hhlds		1,301	1,184
# Qualified Hhlds		117	
Renter HH Capture Rate		6.8%	

50% Units		One Bedroom Units	
Number of Units		16	
Net Rent		\$613	
Gross Rent		\$718	
% Income for Shelter		40%	
Income Range (Min, Max)		\$21,540	\$28,750
<b>Total Households</b>			
Range of Qualified Hhlds		7,074	6,428
# Qualified Households		645	
Unit Total HH Capture Rate		2.5%	
<b>Renter Households</b>			
Range of Qualified Hhlds		1,214	1,079
# Qualified Hhlds		134	
Renter HH Capture Rate		11.9%	

60% Units		One Bedroom Units		Two Bedroom Units	
Number of Units		16		10	
Net Rent		\$757		\$905	
Gross Rent		\$862		\$1,035	
% Income for Shelter		40%		40%	
Income Range (Min, Max)		\$25,860	\$34,500	\$31,050	\$41,400
<b>Total Households</b>					
Range of Qualified Hhlds		6,711	5,867	6,204	5,136
# Qualified Households		844		1,067	
Unit Total HH Capture Rate		1.9%		0.9%	
<b>Renter Households</b>					
Range of Qualified Hhlds		1,129	982	1,040	810
# Qualified Households		147		231	
Renter HH Capture Rate		10.9%		4.3%	

Income Target	# Units	All Households = 8,771					Renter Households = 1,643							
		Band of Qualified Hhlds		# Qualified HHs	Capture Rate	Band of Qualified Hhlds		# Qualified HHs	Capture Rate					
40% Units	8	Income Households	\$17,250	\$23,000	7,419	6,956	463	1.7%	\$17,250	\$23,000	1,301	1,184	117	6.8%
50% Units	16	Income Households	\$21,540	\$28,750	7,074	6,428	645	2.5%	\$21,540	\$28,750	1,214	1,079	134	11.9%
60% Units	26	Income Households	\$25,860	\$41,400	6,711	5,136	1,574	1.7%	\$25,860	\$41,400	1,129	810	319	8.2%
LIHTC Units	50	Income Households	\$17,250	\$41,400	7,419	5,136	2,283	2.2%	\$17,250	\$41,400	1,301	810	491	10.2%

Source: Income Projections, RPRG, Inc.



### 3. Penetration Analysis

In order to provide further insight into the market dynamics, we have also conducted a Penetration Analysis to determine what percentage of age- and income-qualified households need to be captured to fill the directly competitive existing and planned senior rental inventory within the market area (Table 36).

For our Penetration Analysis, in addition to the subject’s own 50 proposed units, we have included all of the existing units that target senior households with incomes at 40 percent, 50 percent and 60 percent of AMI. There are no pipeline senior rental communities. The minimum rents used for this analysis were the subject’s proposed rents since these were the lowest within the competitive supply. Altogether, RPRG estimates that the directly competitive, income-restricted rental supply consists of 258 units, including the subject.

This analysis indicates that the total competitive supply would need to capture roughly one out of two (52.5 percent) of all income-qualified senior renter households in the Greater Fluvanna Market Area in order to fill all units in the competitive supply in 2019, assuming a 40 percent rent burden standard. The individual income band penetration rates range from 19.6 percent (40 percent of AMI units) up to 63.0 percent (60 percent of AMI units).

**Table 36 Penetration Analysis**

40% Units		50% Units		60% Units	
Competitive Units	Units	Competitive Units	Units	Competitive Units	Units
Park View	12	Timberlake Place	18	Park View	78
Timberlake Place	3			Woods Edge	97
subtotal	15	subtotal	18	subtotal	175
Pipeline Units	Units	Pipeline Units	Units	Pipeline Units	Units
	0				
subtotal	0	subtotal	0	subtotal	0
Subject Property	Units	Subject Property	Units	Subject Property	Units
	8		16		26
Total	23	Total	34	Total	201

Income Target	Total Competitive Units	Renter Households = 1,643		# Qualified HHs	Penetration Rate
		Band of Qualified Hhlds			
40% Units	23	One Bedroom	One Bedroom	117	19.6%
		\$17,250 1,301	\$23,000 1,184		
50% Units	34	One Bedroom	One Bedroom	134	25.3%
		\$21,540 1,214	\$28,750 1,079		
60% Units	201	One Bedroom	Two Bedroom	319	63.0%
		\$25,860 1,129	\$41,400 810		
LIHTC Units	258	One Bedroom	Two Bedroom	491	52.5%
		\$17,250 1,301	\$41,400 810		

### 4. Conclusions on Effective Demand – Affordability/Capture & Penetration

Overall, the calculated renter Affordability/Capture Rate of 10.2 percent is reasonable and achievable, particularly within the context of the Greater Fluvanna Market Area. We believe, however, that the depth of the senior market is more accurately demonstrated by the overall household capture rate of 2.2 percent. We believe that this 2.2 percent capture rate is both





reasonable and achievable, reflecting the actual market conditions likely to be achieved by the subject. In addition, the renter penetration rate of 52.5 percent would indicate that the directly competitive affordable units must capture roughly one-half of all income-qualified senior renter households in order to maintain full occupancy. Although this penetration rate is considered somewhat elevated, we judge that it is reasonable within the context of an affordable senior rental community where a significant number of units will be rented by former homeowners.

##### 5. Affordability Analysis – VHDA Methodology

The Virginia Housing Development Authority (VHDA) mandates a particular demand methodology in evaluating applications for Low-Income Housing Tax Credits. VHDA opts for a need-driven demand methodology which factors the topics of cost-burdened renters and substandard rental housing into the demand equation. In this section, RPRG calculates demand according to the VHDA methodology for the proposed senior apartments within Fluvanna County. VHDA's demand methodology for LIHTC projects such as the subject accounts for as many as four primary components of potential need/demand:

- **Household Growth or Decline.** The household trend required by VHDA is the net increase or decrease in the number of income-qualified renter households in the primary market area between a base year of 2016 and a target year of 2019.
- **Cost Burdened Renters.** VHDA's second component of demand is cost burdened renters, a designation which is defined as those renter households paying more than 40 percent of household income for housing costs. The 2011-2015 ACS data on cost-burdened senior (age 65+) renter households estimates that 36.2 percent of income-qualified renters for the subject project are cost-burdened.
- **Renter Households in Substandard Housing.** VHDA's third component of demand accounts for income-qualified renter households living in substandard units, defined as overcrowded units (having 1.01 or more persons per room) and/or units lacking complete plumbing facilities. According to the 2011-2015 ACS, the percentage of renter households in the primary market area that lived in substandard conditions was 2.6 percent.
- **Existing Tenants Likely to Remain.** For projects that constitute the renovation of an existing property with existing tenants, VHDA requests that analysts consider the percentage of current tenants that are likely to remain following the proposed renovation. Because the proposed subject will be a new construction project, VHDA's fourth component of demand is not relevant.

Table 37 outlines the detailed VHDA demand calculations for the proposed subject that stem from the three relevant demand components. As an example, the income-restricted demand for the 40 percent of AMI units is calculated to consist of 11 net new age 65+ renter households, 37 cost-burdened age 65+ households, and three age 65+ households currently residing in substandard housing. Since there are no comparable pipeline or existing vacant units at this income level, there are no subtractions from the demand calculation. As a result, the subject's eight units at 40 percent of AMI would need to capture 15.5 percent of the estimated 52 households who are in the "prime" target group for these units.

This analysis was repeated for the 50 percent and 60 percent of AMI income bands. The corresponding capture rates for these unit types are 28.0 percent and 19.6 percent, respectively. The overall project capture rate is 23.1 percent.



**Table 37 VHDA Demand by Overall Income Targeting**

	<i>Income Target</i>	40% Units	50% Units	60% Units	LIHTC Units
<i>Minimum Income Limit</i>		\$17,250	\$21,540	\$25,860	\$17,250
<i>Maximum Income Limit</i>		\$23,000	\$28,750	\$41,400	\$41,400
<b>(A) Renter Income Qualification Percentage</b>		<b>7.1%</b>	<b>8.2%</b>	<b>19.4%</b>	<b>29.9%</b>
Demand from New Renter Households - <i>Calculation (C-B)*F*A</i>		11	13	31	48
+ Demand from Rent Overburdened HHs - <i>Calculation: B*E*F*A</i>		37	43	102	157
+ Demand from Substandard Housing - <i>Calculation B*D*F*A</i>		3	3	7	11
<b>Total Income Qualified Renter Demand</b>		<b>52</b>	<b>59</b>	<b>141</b>	<b>217</b>
Less: Comparable Vacant Units		0	2	8	0
Less: Comparable Pipeline Units		0	0	0	0
<b>Net Demand</b>		<b>52</b>	<b>57</b>	<b>133</b>	<b>217</b>
Subject Proposed Units		8	16	26	50
<b>Capture Rate</b>		<b>15.5%</b>	<b>28.0%</b>	<b>19.6%</b>	<b>23.1%</b>
<b>Demand Calculation Inputs</b>					
A). % of Renter HHlds with Qualifying Income		see above			
B). 2016 Households		7,896			
C). 2019 Households		8,771			
D). Substandard Housing (% of Rental Stock)		2.6%			
E). Rent Overburdened (% of Renter HHlds at >40%)		36.2%			
F). Renter Percentage (% of all 2017 HHlds)		18.4%			

**6. Conclusions on Affordability – VHDA Methodology**

From the perspective of VHDA, the proposed subject’s calculated capture rates are within a reasonable range. Typically, capture rates below 30 percent are considered to be achievable.

**F. Concluding Remarks**

RPRG judges that a strong case can be made for the development of senior independent living apartments in Fluvanna County, particularly if the Client (or a private developer working with the Client) can purchase the site identified near Lake Monticello. We believe that this location has the potential to be successfully developed as an affordable rental community for seniors in Fluvanna County. The senior household base in Fluvanna County is growing at a pace that is three times as strong as households in general. At the same time, there are no professionally managed multifamily or age-restricted rental housing in Fluvanna County. As a result, we believe that there is likely to be strong pent-up market demand for an affordable senior independent living community on the identified site.

We hope you find this analysis helpful in your decision making process.

Joanne L. Andrews  
Senior Analyst

Robert M. Lefenfeld  
Managing Principal





## 6. APPENDIX 1 UNDERLYING ASSUMPTIONS AND LIMITING CONDITIONS

In conducting the analysis, we will make the following assumptions, except as otherwise noted in our report:

1. There are no zoning, building, safety, environmental or other federal, state or local laws, regulations or codes which would prohibit or impair the development, marketing or operation of the subject project in the manner contemplated in our report, and the subject project will be developed, marketed and operated in compliance with all applicable laws, regulations and codes.
2. No material changes will occur in (a) any federal, state or local law, regulation or code (including, without limitation, the Internal Revenue Code) affecting the subject project, or (b) any federal, state or local grant, financing or other program which is to be utilized in connection with the subject project.
3. The local, national and international economies will not deteriorate, and there will be no significant changes in interest rates or in rates of inflation or deflation.
4. The subject project will be served by adequate transportation, utilities and governmental facilities.
5. The subject project will not be subjected to any war, energy crisis, embargo, strike, earthquake, flood, fire or other casualty or act of God.
6. The subject project will be on the market at the time and with the product anticipated in our report, and at the price position specified in our report.
7. The subject project will be developed, marketed and operated in a highly professional manner.
8. No projects will be developed which will be in competition with the subject project, except as set forth in our report.
9. There are no existing judgments nor any pending or threatened litigation, which could hinder the development, marketing or operation of the subject project.



The analysis will be subject to the following limiting conditions, except as otherwise noted in our report:

1. The analysis contained in this report necessarily incorporates numerous estimates and assumptions with respect to property performance, general and local business and economic conditions, the absence of material changes in the competitive environment and other matters. Some estimates or assumptions, however, inevitably will not materialize, and unanticipated events and circumstances may occur; therefore, actual results achieved during the period covered by our analysis will vary from our estimates and the variations may be material.
2. Our absorption estimates are based on the assumption that the product recommendations set forth in our report will be followed without material deviation.
3. All estimates of future dollar amounts are based on the current value of the dollar, without any allowance for inflation or deflation.
4. We have no responsibility for considerations requiring expertise in other fields. Such considerations include, but are not limited to, legal matters, environmental matters, architectural matters, geologic considerations, such as soils and seismic stability, and civil, mechanical, electrical, structural and other engineering matters.
5. Information, estimates and opinions contained in or referred to in our report, which we have obtained from sources outside of this office, are assumed to be reliable and have not been independently verified.
6. The conclusions and recommendations in our report are subject to these Underlying Assumptions and Limiting Conditions and to any additional assumptions or conditions set forth in the body of our report.



## **7. APPENDIX 2 RENTAL COMMUNITY PROFILES**

# Carriage Hill

## Multifamily Community Profile

825 Beverly Drive  
Charlottesville, VA 22911

CommunityType: Market Rate - General

Structure Type: Garden

142 Units 0.7% Vacant (1 units vacant) as of 5/30/2017

Opened in 2000



Unit Mix & Effective Rent (1)					Community Amenities	
Bedroom	%Total	Avg Rent	Avg SqFt	Avg \$/SqFt	Clubhouse:	Pool-Outdr:
Eff	--	--	--	--	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
One	25.4%	\$1,110	893	\$1.24	Comm Rm: <input type="checkbox"/>	Basketball: <input checked="" type="checkbox"/>
One/Den	--	--	--	--	Centrl Lndry: <input type="checkbox"/>	Tennis: <input checked="" type="checkbox"/>
Two	49.3%	\$1,343	1,339	\$1.00	Elevator: <input type="checkbox"/>	Volleyball: <input type="checkbox"/>
Two/Den	--	--	--	--	Fitness: <input checked="" type="checkbox"/>	CarWash: <input type="checkbox"/>
Three	25.4%	\$1,515	1,627	\$0.93	Hot Tub: <input checked="" type="checkbox"/>	BusinessCtr: <input checked="" type="checkbox"/>
Four+	--	--	--	--	Sauna: <input checked="" type="checkbox"/>	ComputerCtr: <input type="checkbox"/>
					Playground: <input checked="" type="checkbox"/>	
Features						
Standard: Dishwasher; Disposal; In Unit Laundry (Full Size); Central A/C; Patio/Balcony; HighCeilings						
Select Units: Fireplace; ADA Access						
Optional(\$): --						
Security: --						
Parking 1: Free Surface Parking			Parking 2: Detached Garage			
Fee: --			Fee: \$145			
Property Manager: Cathcart Mgmt						
Owner: --						

### Comments

304 total units, 142 rentals & 162 condos. 24 bldgs. Private entrance (grd flr). Select units-wood burning fireplace.

Level, location, features, single-car & double car. Amenities include pool w/spa & hot tub, pitching & putting green,

kiddie pool, basketball court, 2 tot lots, dog park, 6100 sqft clubhse, indoor whirlpool & tanning bed. Vacancy: 1-2br

Amenity Fee: \$ 0

Floorplans (Published Rents as of 5/30/2017) (2)									Historic Vacancy & Eff. Rent (1)				
Description	Feature	BRs	Bath	#Units	Rent	SqFt	Rent/SF	Program	Date	%Vac	1BR \$	2BR \$	3BR \$
Jefferson / Garden	--	1	1	18	\$1,050	831	\$1.26	Market	5/30/17	0.7%	\$1,110	\$1,343	\$1,515
Monroe / Garden	--	1	1	18	\$1,140	954	\$1.19	Market	5/17/17	1.4%	\$1,158	\$1,640	--
Madison / Garden	--	2	2	35	\$1,245	1,142	\$1.09	Market	12/20/16	0.7%	\$1,070	\$1,330	\$1,475
Hamilton / Garden	--	2	2	35	\$1,400	1,535	\$.91	Market	10/7/15	0.0%	\$1,038	\$1,285	\$1,435
Roosevelt / Garden	--	3	2	36	\$1,490	1,627	\$.92	Market					

### Adjustments to Rent

Incentives:

None

Utilities in Rent: Heat Fuel: Electric

Heat:  Cooking:  Wtr/Swr:

Hot Water:  Electricity:  Trash:

Carriage Hill

VA540-005294

# Club Hill

## Multifamily Community Profile

106A Jefferson Highway  
Louisa, VA

Community Type: Market Rate - General

Structure Type: Garden/TH

29 Units 0.0% Vacant (0 units vacant) as of 5/30/2017

Opened in 1978



Unit Mix & Effective Rent (1)					Community Amenities	
Bedroom	%Total	Avg Rent	Avg SqFt	Avg \$/SqFt	Clubhouse:	Pool-Outdr:
Eff	3.4%	\$585	450	\$1.30	<input type="checkbox"/>	<input type="checkbox"/>
One	--	--	--	--	Comm Rm:	Basketball:
One/Den	--	--	--	--	Centrl Lndry:	Tennis:
Two	96.6%	\$650	900	\$0.72	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Two/Den	--	--	--	--	Elevator:	Volleyball:
Three	--	--	--	--	Fitness:	CarWash:
Four+	--	--	--	--	Hot Tub:	BusinessCtr:
					Sauna:	ComputerCtr:
					Playground:	

Features	
Standard: Central A/C; Carpet	
Select Units: --	
Optional(\$): --	
Security: --	
Parking 1: Surface Parking Fee: --	Parking 2: -- Fee: --
Property Manager: Home Plus Owner: --	

### Comments

A few have had some updates. Private entrances for units in one building; other building has hallway.  
\$45/mo W/S. 2BR/2BA only has a stand up shower in the 2nd bathroom. Utilities are included in efficiencies only.  
Wait list- 6 hhlds.

Floorplans (Published Rents as of 5/30/2017) (2)									Historic Vacancy & Eff. Rent (1)				
Description	Feature	BRs	Bath	#Units	Rent	SqFt	Rent/SF	Program	Date	%Vac	1BR \$	2BR \$	3BR \$
	--	Eff	1	1	\$585	450	\$1.30	--	5/30/17	0.0%	--	\$650	--
	--	2	1	14	\$650	900	\$.72	--	6/30/15	0.0%	--	\$643	--
	--	2	2	14	\$650	900	\$.72	--	6/28/12	0.0%	--	--	--
									3/6/12	0.0%	--	--	--

Adjustments to Rent	
Incentives: None	
Utilities in Rent:	Heat Fuel: Electric
Heat: <input type="checkbox"/>	Cooking: <input type="checkbox"/> Wtr/Swr: <input checked="" type="checkbox"/>
Hot Water: <input type="checkbox"/>	Electricity: <input type="checkbox"/> Trash: <input checked="" type="checkbox"/>

Club Hill

VA109-016029



# Deerview

## Multifamily Community Profile

4665 S. Spotswood Trail  
Gordonsville, VA 22942

Community Type: Market Rate - General

Structure Type: 2-Story Garden

16 Units 0.0% Vacant (0 units vacant) as of 5/30/2017

Last Major Rehab in 2006 Opened in 1986



Unit Mix & Effective Rent (1)					Community Amenities	
Bedroom	%Total	Avg Rent	Avg SqFt	Avg \$/SqFt	Clubhouse:	Pool-Outdr:
Eff	--	--	--	--	<input type="checkbox"/>	<input type="checkbox"/>
One	--	--	--	--	Comm Rm:	Basketball:
One/Den	--	--	--	--	<input type="checkbox"/>	<input type="checkbox"/>
Two	100.0%	\$660	720	\$0.92	Centrl Lndry:	Tennis:
Two/Den	--	--	--	--	<input type="checkbox"/>	<input type="checkbox"/>
Three	--	--	--	--	Elevator:	Volleyball:
Four+	--	--	--	--	<input type="checkbox"/>	<input type="checkbox"/>
					Fitness:	CarWash:
					<input type="checkbox"/>	<input type="checkbox"/>
					Hot Tub:	BusinessCtr:
					<input type="checkbox"/>	<input type="checkbox"/>
					Sauna:	ComputerCtr:
					<input type="checkbox"/>	<input type="checkbox"/>
					Playground:	<input type="checkbox"/>
					<input type="checkbox"/>	

Features	
Standard: In Unit Laundry (Hook-ups); Carpet	
Select Units:	--
Optional(\$):	--
Security:	--
Parking 1: Free Surface Parking	Parking 2: --
Fee: --	Fee: --
Property Manager: Crossroads Mgmt	
Owner: --	

### Comments

4 Buildings older-renovated. 8 miles from Louisa on Route 33. Located between Gordonsville & Louisa.  
Electric Baseboard & Take your own trash. Little storage in units. Appliances 5 years old, Self-clean, new hot water,  
New bath cabinets. No accessible units. No current wait list.

Floorplans (Published Rents as of 5/30/2017) (2)									Historic Vacancy & Eff. Rent (1)				
Description	Feature	BRs	Bath	#Units	Rent	SqFt	Rent/SF	Program	Date	%Vac	1BR \$	2BR \$	3BR \$
Garden	--	2	1	16	\$650	720	\$.90	Market	5/30/17	0.0%	--	--	--
									1/13/16	6.3%	--	\$660	--
									6/30/15	0.0%	--	\$660	--
									3/20/15	0.0%	--	\$695	--
<b>Adjustments to Rent</b>													
Incentives: None													
Utilities in Rent: Heat Fuel: Electric													
Heat: <input type="checkbox"/> Cooking: <input type="checkbox"/> Wtr/Swr: <input checked="" type="checkbox"/>													
Hot Water: <input type="checkbox"/> Electricity: <input type="checkbox"/> Trash: <input type="checkbox"/>													

# Jouett Square

## Multifamily Community Profile

301 Lyde Avenue  
Louisiana, VA 23093

CommunityType: Market Rate - General  
Structure Type: Townhouse

108 Units 0.0% Vacant (0 units vacant) as of 7/1/2015

Opened in 1991



Unit Mix & Effective Rent (1)					Community Amenities	
Bedroom	%Total	Avg Rent	Avg SqFt	Avg \$/SqFt	Clubhouse:	Pool-Outdr:
Eff	--	--	--	--	<input type="checkbox"/>	<input checked="" type="checkbox"/>
One	--	--	--	--	Comm Rm:	Basketball:
One/Den	--	--	--	--	Centrl Lndry:	Tennis:
Two	--	\$715	1,100	\$0.65	Elevator:	Volleyball:
Two/Den	--	--	--	--	Fitness:	CarWash:
Three	--	\$800	1,200	\$0.67	Hot Tub:	BusinessCtr:
Four+	--	\$1,025	1,300	\$0.79	Sauna:	ComputerCtr:
					Playground:	<input checked="" type="checkbox"/>

Features	
Standard: Dishwasher; Disposal; Ice Maker; In Unit Laundry (Hook-ups); Central A/C; Patio/Balcony; Carpet	
Select Units: --	
Optional(\$): --	
Security: --	
Parking 1: Surface Parking Fee: --	Parking 2: -- Fee: --
Property Manager: Havens Properties Owner: --	

### Comments

Outside Storage units. Older appliances. Gated rear brick patio, crown molding & chair rail.  
Rents and vacancy info from website.

Floorplans (Published Rents as of 7/1/2015) (2)									Historic Vacancy & Eff. Rent (1)				
Description	Feature	BRs	Bath	#Units	Rent	SqFt	Rent/SF	Program	Date	%Vac	1BR \$	2BR \$	3BR \$
Townhouse	--	2	1.5	--	\$695	1,100	\$.63	Market	7/1/15	0.0%	--	\$715	\$800
Townhouse	--	3	1.5	--	\$775	1,200	\$.65	Market	6/28/12	0.0%	--	--	--
Townhouse	--	4	2.5	--	\$995	1,300	\$.77	Market	3/6/12	0.0%	--	--	--
									10/17/11	3.7%	--	--	--

Adjustments to Rent	
Incentives: None	
Utilities in Rent: Heat Fuel: Electric	
Heat:	Cooking:
Hot Water:	Electricity:
	Wtr/Swr:
	Trash:

Jouett Square

VA109-016032



# Lakeside

## Multifamily Community Profile

200 Lake Club Court  
Charlottesville, VA 22902

Community Type: **Market Rate - General**

Structure Type: **3-Story Garden**

348 Units      0.0% Vacant (0 units vacant) as of 5/30/2017

Opened in 1997



Unit Mix & Effective Rent (1)					Community Amenities	
Bedroom	%Total	Avg Rent	Avg SqFt	Avg \$/SqFt	Clubhouse:	Pool-Outdr:
Eff	--	--	--	--	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
One	33.3%	\$1,010	754	\$1.34	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
One/Den	--	--	--	--	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Two	50.0%	\$1,205	1,040	\$1.16	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Two/Den	--	--	--	--	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Three	16.7%	\$1,400	1,220	\$1.15	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Four+	--	--	--	--	<input type="checkbox"/>	<input type="checkbox"/>

**Features**  
Standard: Dishwasher; Disposal; Ceiling Fan; In Unit Laundry (Full Size); Central A/C; Patio/Balcony; Carpet

Select Units: Fireplace; High Ceilings; Storage  
Optional(\$): --  
Security: --  
Parking 1: Free Surface Parking      Parking 2: --  
Fee: --      Fee: --  
Property Manager: Cathcart Mgmt  
Owner: --

### Comments

2BR & 3BRs-storage off balcony. 9' ceilings-select units. Oversize tub. No high end unit finishes.  
Rates vary based on location, floor, & view. 5,687 sqft clubhse w/12-ac lake, dog park, pier, walking trails, white sand beach, 18-seat theatre room & billiards. HUD insured. Clubhouse was renovated in 2013. WL: 10 HHlds..  
Amenity Fee: \$ 0

### Floorplans (Published Rents as of 5/30/2017) (2)

Description	Feature	BRs	Bath	#Units	Rent	SqFt	Rent/SF	Program	Date	%Vac	1BR \$	2BR \$	3BR \$
Anna / Garden	--	1	1	116	\$995	754	\$1.32	Market	5/30/17	0.0%	\$1,010	\$1,205	\$1,400
Sherando / Garden	--	2	2	174	\$1,185	1,040	\$1.14	Market	3/24/17	0.0%	\$1,010	\$1,205	\$1,400
Leesville / Garden	--	3	2	58	\$1,375	1,220	\$1.13	Market	12/16/16	0.0%	\$970	\$1,115	\$1,250
									11/21/16	0.0%	\$970	\$1,115	\$1,250

**Adjustments to Rent**  
Incentives: None  
Utilities in Rent: Heat Fuel: Electric  
Heat:  Cooking:  Wtr/Swr:   
Hot Water:  Electricity:  Trash:

© 2017 Real Property Research Group, Inc. (1) Effective Rent is Published Rent, net of concessions and assumes that water, sewer and trash is included in rent  
(2) Published Rent is rent as quoted by management.

# Stone Creek Village

## Multifamily Community Profile

365 Stone Creek Point  
Charlottesville, VA 22902

Community Type: Market Rate - General

Structure Type: Garden

264 Units      0.0% Vacant (0 units vacant) as of 5/30/2017

Opened in 2003



Unit Mix & Effective Rent (1)					Community Amenities	
Bedroom	%Total	Avg Rent	Avg SqFt	Avg \$/SqFt	Clubhouse:	Pool-Outdr:
Eff	--	--	--	--	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
One	31.8%	\$1,104	814	\$1.36	Comm Rm:	Basketball:
One/Den	15.9%	\$1,294	1,212	\$1.07	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Two	16.7%	\$1,369	1,145	\$1.20	Centrl Lndry:	Tennis:
Two/Den	8.3%	\$1,619	1,479	\$1.09	<input type="checkbox"/>	<input type="checkbox"/>
Three	27.3%	\$1,641	1,500	\$1.09	Elevator:	Volleyball:
Four+	--	--	--	--	<input type="checkbox"/>	<input type="checkbox"/>
					Fitness:	CarWash:
					<input checked="" type="checkbox"/>	<input type="checkbox"/>
					Hot Tub:	BusinessCtr:
					<input type="checkbox"/>	<input checked="" type="checkbox"/>
					Sauna:	ComputerCtr:
					<input checked="" type="checkbox"/>	<input type="checkbox"/>
					Playground:	
					<input checked="" type="checkbox"/>	

**Features**  
Standard: Dishwasher; Disposal; Microwave; In Unit Laundry (Full Size); Central A/C; Patio/Balcony

Select Units: --  
Optional(\$): --  
Security: --  
Parking 1: Free Surface Parking      Fee: \$0  
Parking 2: Underground Garage      Fee: \$0  
Property Manager: Infinity Mgmt  
Owner: --

### Comments

9 of 12 bldgs have at grade parking below building, 1 free space/unit. All units-oversized tubs. Select units-9' ceilings, built-in entertainment units, crown molding. 7000 SF clubhse, 1020 SF Fit ctr w/kid's play area. Indoor Spa. Free wifi, 2 putting greens, pond, kiddie pool, spa, 5 tot lots, & 3 BB courts. No high end finishes. HUD insured.

### Floorplans (Published Rents as of 5/30/2017) (2)

Description	Feature	BRs	Bath	#Units	Rent	SqFt	Rent/SF	Program	Date	%Vac	1BR \$	2BR \$	3BR \$
LOFT / Garden	Den	1	1.5	42	\$1,279	1,212	\$1.06	Market	5/30/17	0.0%	\$1,167	\$1,452	\$1,641
Garden	--	1	1	84	\$1,089	814	\$1.34	Market	3/24/17	0.0%	\$1,167	\$1,452	\$1,641
Garden	--	2	2	44	\$1,349	1,145	\$1.18	Market	12/16/16	0.0%	\$1,167	\$1,452	\$1,641
LOFT / Garden	Den	2	2.5	22	\$1,599	1,479	\$1.08	Market	11/21/16	0.8%	\$1,167	\$1,386	\$1,599
Garden	--	3	2	42	\$1,549	1,352	\$1.15	Market					
LOFT / Garden	Den	3	2.5	30	\$1,709	1,706	\$1.00	Market					

### Historic Vacancy & Eff. Rent (1)

Date	%Vac	1BR \$	2BR \$	3BR \$
5/30/17	0.0%	\$1,167	\$1,452	\$1,641
3/24/17	0.0%	\$1,167	\$1,452	\$1,641
12/16/16	0.0%	\$1,167	\$1,452	\$1,641
11/21/16	0.8%	\$1,167	\$1,386	\$1,599

### Adjustments to Rent

Incentives: None  
Utilities in Rent: Heat Fuel: Electric  
Heat:  Cooking:  Wtr/Swr:   
Hot Water:  Electricity:  Trash:

© 2017 Real Property Research Group, Inc. (1) Effective Rent is Published Rent, net of concessions and assumes that water, sewer and trash is included in rent (2) Published Rent is rent as quoted by management.

# Stonegate at the Crossroads

## Multifamily Community Profile

100 Stonegate Terrace  
Zion Crossroads, VA 22942

Community Type: Market Rate - General

Structure Type: 3-Story Garden

155 Units 58.1% Vacant (90 units vacant) as of 5/30/2017

Opened in 2017



Unit Mix & Effective Rent (1)					Community Amenities	
Bedroom	%Total	Avg Rent	Avg SqFt	Avg \$/SqFt	Clubhouse:	Pool-Outdr:
Eff	--	--	--	--	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
One	21.3%	\$1,038	805	\$1.29	Comm Rm: <input type="checkbox"/>	Basketball: <input type="checkbox"/>
One/Den	--	--	--	--	Centrl Lndry: <input type="checkbox"/>	Tennis: <input type="checkbox"/>
Two	61.9%	\$1,300	1,155	\$1.13	Elevator: <input type="checkbox"/>	Volleyball: <input type="checkbox"/>
Two/Den	--	--	--	--	Fitness: <input checked="" type="checkbox"/>	CarWash: <input type="checkbox"/>
Three	16.8%	\$1,475	1,357	\$1.09	Hot Tub: <input type="checkbox"/>	BusinessCtr: <input checked="" type="checkbox"/>
Four+	--	--	--	--	Sauna: <input type="checkbox"/>	ComputerCtr: <input type="checkbox"/>
					Playground: <input type="checkbox"/>	

**Features**  
Standard: Dishwasher; Disposal; Microwave; Ice Maker; Ceiling Fan; In Unit Laundry (Full Size); Central A/C; Wood-burning Fireplace; Patio/Balcony; HighCeilings; Hardwood

Select Units: --  
Optional(\$): --  
Security: --  
Parking 1: Free Surface Parking Fee: --  
Parking 2: Detached Garage Fee: \$25  
Property Manager: Denstock Mgt  
Owner: Denico Development

### Comments

Opened Jan.2017. Total of 12 Bldgs. Cable, Valet Trash, & Internet included. 4 units per floor.  
SS appli., granite CT, wood plank inkitchen entry, kitchen island, garden tub, ceiling fans in BR & LR. Open floorplan  
Ceramic tile bath & granite CT, crown molding. Game room, Dog Park, 20 seat stadium Movie Theater.

Floorplans (Published Rents as of 5/30/2017) (2)									Historic Vacancy & Eff. Rent (1)				
Description	Feature	BRs	Bath	#Units	Rent	SqFt	Rent/SF	Program	Date	%Vac	1BR \$	2BR \$	3BR \$
Garden	--	1	1	33	\$1,023	805	\$1.27	Market	5/30/17	58.1%	\$1,038	\$1,300	\$1,475
Garden	--	2	2	96	\$1,280	1,155	\$1.11	Market					
Garden	--	3	2	26	\$1,450	1,357	\$1.07	Market					

### Adjustments to Rent

Incentives: None  
Utilities in Rent: Heat Fuel: Electric  
Heat:  Cooking:  Wtr/Swr:   
Hot Water:  Electricity:  Trash:

Stonegate at the Crossroads

VA109-025308



# Trevilian Square

## Multifamily Community Profile

Rt. 22/33, Louisa Road  
Trevilian, VA 23170

CommunityType: Market Rate - General  
Structure Type: Garden

28 Units 0.0% Vacant (0 units vacant) as of 5/31/2017

Last Major Rehab in 2010 Opened in 1985



Unit Mix & Effective Rent (1)					Community Amenities	
Bedroom	%Total	Avg Rent	Avg SqFt	Avg \$/SqFt	Clubhouse:	Pool-Outdr:
Eff	--	--	--	--	<input type="checkbox"/>	<input type="checkbox"/>
One	--	--	--	--	Comm Rm:	Basketball:
One/Den	--	--	--	--	<input type="checkbox"/>	<input type="checkbox"/>
Two	100.0%	\$770	900	\$0.86	Centrl Lndry:	Tennis:
Two/Den	--	--	--	--	<input type="checkbox"/>	<input type="checkbox"/>
Three	--	--	--	--	Elevator:	Volleyball:
Four+	--	--	--	--	<input type="checkbox"/>	<input type="checkbox"/>
					Fitness:	CarWash:
					<input type="checkbox"/>	<input type="checkbox"/>
					Hot Tub:	BusinessCtr:
					<input type="checkbox"/>	<input type="checkbox"/>
					Sauna:	ComputerCtr:
					<input type="checkbox"/>	<input type="checkbox"/>
					Playground:	<input type="checkbox"/>
					<input type="checkbox"/>	

Features	
Standard: In Unit Laundry (Hook-ups); Central A/C; Carpet	
Select Units: --	
Optional(\$): --	
Security: --	
Parking 1: Free Surface Parking Fee: --	Parking 2: -- Fee: --
Property Manager: Dolan Properties Owner: --	

### Comments

7 Bldgs. Renovated with new windows. Renovated stairways, new appliances, New water heaters, new heat pumps.  
No WL

Floorplans (Published Rents as of 5/31/2017) (2)									Historic Vacancy & Eff. Rent (1)				
Description	Feature	BRs	Bath	#Units	Rent	SqFt	Rent/SF	Program	Date	%Vac	1BR \$	2BR \$	3BR \$
Garden	--	2	1	28	\$750	900	\$.83	Market	5/31/17	0.0%	--	\$770	--
									1/13/16	7.1%	--	\$770	--
									7/1/15	0.0%	--	\$705	--
									3/20/15	0.0%	--	\$705	--

Adjustments to Rent	
Incentives: None	
Utilities in Rent: Heat Fuel: Electric	
Heat: <input type="checkbox"/>	Cooking: <input type="checkbox"/> Wtr/Swr: <input type="checkbox"/>
Hot Water: <input type="checkbox"/>	Electricity: <input type="checkbox"/> Trash: <input checked="" type="checkbox"/>

Trevilian Square

VA109-016025

# Waverly Place

## Multifamily Community Profile

500 Waverly Place Lane  
Louisa, VA

Community Type: Market Rate - General

Structure Type: 3-Story Garden

78 Units 0.0% Vacant (0 units vacant) as of 5/30/2017

Opened in 2014



Unit Mix & Effective Rent (1)					Community Amenities	
Bedroom	%Total	Avg Rent	Avg SqFt	Avg \$/SqFt	Clubhouse:	Pool-Outdr:
Eff	--	--	--	--	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
One	25.6%	\$1,000	839	\$1.19	Comm Rm: <input type="checkbox"/>	Basketball: <input type="checkbox"/>
One/Den	--	--	--	--	Centrl Lndry: <input type="checkbox"/>	Tennis: <input type="checkbox"/>
Two	65.4%	\$1,192	1,103	\$1.08	Elevator: <input type="checkbox"/>	Volleyball: <input type="checkbox"/>
Two/Den	9.0%	\$1,280	1,316	\$0.97	Fitness: <input checked="" type="checkbox"/>	CarWash: <input type="checkbox"/>
Three	--	--	--	--	Hot Tub: <input type="checkbox"/>	BusinessCtr: <input checked="" type="checkbox"/>
Four+	--	--	--	--	Sauna: <input type="checkbox"/>	ComputerCtr: <input type="checkbox"/>
					Playground: <input type="checkbox"/>	

**Features**  
Standard: Dishwasher; Disposal; Microwave; Ice Maker; Ceiling Fan; In Unit Laundry (Full Size); Central A/C; Patio/Balcony; High Ceilings; Carpet

Select Units: --  
Optional(\$): --  
Security: --  
Parking 1: Free Surface Parking Fee: --  
Parking 2: -- Fee: --  
Property Manager: Denstock Mgmt  
Owner: Denico Dev

### Comments

Walking trails. Clubhouse has 2,350 Sqft. 1st building opened end of June and last opened end of August 2014.  
7 residential buildings plus clubhouse. Granite countertop, laminate/wood floor in kitchen. Elec fireplace. \$10 premium for 1st floor & \$10 premium for bay window. Property stabilized occ April 2015 (absorp of 8-9 units/mo). 4 on waitlist

### Floorplans (Published Rents as of 5/30/2017) (2)

Description	Feature	BRs	Bath	#Units	Rent	SqFt	Rent/SF	Program	Date	%Vac	1BR \$	2BR \$	3BR \$
Dabney (1st floor) / Garde	--	1	1	8	\$1,000	830	\$1.20	Market	5/30/17	0.0%	\$1,000	\$1,203	--
Tarleton (2nd & 3rd flr) /	--	1	1	12	\$975	845	\$1.15	Market	1/13/16	0.0%	\$864	\$1,059	--
Monacan / Garden	--	2	2	8	\$1,130	1,030	\$1.10	Market	6/30/15	0.0%	\$864	\$1,056	--
Lafayette / Garden	--	2	2	43	\$1,180	1,116	\$1.06	Market	3/19/15*	12.8%	\$852	\$1,059	--
Marquis / Garden	Den	2	2	7	\$1,260	1,316	\$0.96	Market	* Indicates initial lease-up.				

### Historic Vacancy & Eff. Rent (1)

**Adjustments to Rent**  
Incentives: None  
Utilities in Rent: Heat Fuel: Electric  
Heat:  Cooking:  Wtr/Swr:   
Hot Water:  Electricity:  Trash:

# Arbor Crest

## Senior Community Profile

101 Arbor Crest Drive  
Charlottesville, VA 22901

Community Type: **Market Rate - Elderly**

Structure Type: **3-Story Garden**

70 Units      0.0% Vacant (0 units vacant) as of 5/31/2017

Opened in 1985



Unit Mix & Effective Rent (1)					Community Amenities	
Bedroom	%Total	Avg Rent	Avg SqFt	Avg \$/SqFt	Clubhouse:	Gardening:
Eff	--	--	--	--	<input type="checkbox"/>	<input type="checkbox"/>
One	--	--	--	--	Comm Rm: <input type="checkbox"/>	Library: <input type="checkbox"/>
One/Den	--	--	--	--	Centrl Lndry: <input checked="" type="checkbox"/>	Arts&Crafts: <input type="checkbox"/>
Two	100.0%	\$910	850	\$1.07	Elevator: <input checked="" type="checkbox"/>	Health Rms: <input type="checkbox"/>
Two/Den	--	--	--	--	Fitness: <input type="checkbox"/>	Guest Suite: <input type="checkbox"/>
Three	--	--	--	--	Hot Tub: <input type="checkbox"/>	Conv Store: <input type="checkbox"/>
Four+	--	--	--	--	Sauna: <input type="checkbox"/>	ComputerCtr: <input type="checkbox"/>
					Walking Pth: <input type="checkbox"/>	Beauty Salon: <input type="checkbox"/>

Features
Standard: Dishwasher; Disposal; Ceiling Fan; Central A/C; Patio/Balcony; Carpet
Select Units: In Unit Laundry
Optional(\$): --
Security: Intercom
Parking: Free Surface Parking

### Comments

Age 55+  
 Located off Hydraulic Rd across from Albemarle Co. HS  
 Wait list: 38 hhlds. Standard finishes in units.  
 Property Manager: Landmark Property Service      Owner: --

Floorplans (Published Rents as of 5/31/2017) (2)										Historic Vacancy & Eff. Rent (1)			
Description	Feature	BRs	Bath	#Units	Rent	SqFt	Rent/SF	Program	Date	%Vac	1BR \$	2BR \$	3BR \$
Garden	--	2	1	70	\$910	850	\$1.07	Market	5/31/17	0.0%	--	\$910	--
									6/29/15	0.0%	--	\$877	--
									3/6/12	0.0%	--	--	--

Adjustments to Rent	
Incentives: None	
Utilities in Rent:	Heat Fuel: Electric
Heat: <input type="checkbox"/>	Cooking: <input type="checkbox"/> Wtr/Swr: <input checked="" type="checkbox"/>
Hot Water: <input type="checkbox"/>	Electricity: <input type="checkbox"/> Trash: <input checked="" type="checkbox"/>



# Parkview at South Pantops

## Senior Community Profile

210 S. Pantops Drive  
Charlottesville, VA 22911

Community Type: LIHTC - Elderly  
Structure Type: 4-Story Garden

90 Units 3.3% Vacant (3 units vacant) as of 5/30/2017

Opened in 2006



Unit Mix & Effective Rent (1)					Community Amenities	
Bedroom	%Total	Avg Rent	Avg SqFt	Avg \$/SqFt	Clubhouse:	Gardening:
Eff	--	--	--	--	<input type="checkbox"/>	<input type="checkbox"/>
One	60.0%	\$811	654	\$1.24	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
One/Den	--	--	--	--	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Two	66.7%	\$1,056	949	\$1.11	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Two/Den	--	--	--	--	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Three	--	--	--	--	<input type="checkbox"/>	<input type="checkbox"/>
Four+	--	--	--	--	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Features
Standard: Dishwasher; Disposal; Central A/C; Patio/Balcony; Emergency Response; Van/Transportation; Carpet
Select Units: --
Optional(\$): --
Security: Intercom
Parking: Secured Parking

**Comments**  
 62+. Total of 90 units (68 units no subsidies). Wait list: 8 hhlds for 1BR. Van transport: 2 days/wk.  
 22 units are set aside for 40% & 50% hhlds with Housing Choice Vouchers provided by Albemarle Co. Housing.  
 Reports generally has kept a long waiting list but list has grown shorter over last two years. (Previously Sec 8)  
 Property Manager: Shelter Mgmt Owner: --

Floorplans (Published Rents as of 5/30/2017) (2)									Historic Vacancy & Eff. Rent (1)				
Description	Feature	BRs	Bath	#Units	Rent	SqFt	Rent/SF	Program	Date	%Vac	1BR \$	2BR \$	3BR \$
Garden	--	1	1	12	\$558	654	\$.85	HCVI/ 40%	5/30/17	3.3%	\$0	--	--
Garden	--	1	1	42	\$883	654	\$1.35	HCVI/ 60%	6/29/15	2.2%	\$0	\$1,052	--
Garden	--	2	1.5	60	\$1,056	949	\$1.11	LIHTC/ 60%	3/7/12	1.1%	--	--	--

Adjustments to Rent
Incentives: None
Utilities in Rent: Heat Fuel: Electric
Heat: <input type="checkbox"/> Cooking: <input type="checkbox"/> Wtr/Swr: <input checked="" type="checkbox"/>
Hot Water: <input type="checkbox"/> Electricity: <input type="checkbox"/> Trash: <input checked="" type="checkbox"/>

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 (1) Effective Rent is Published Rent, net of utilities and concessions. (2) Published Rent is rent as quoted by management.



# Timberlake Place

## Senior Community Profile

1512 E Market St  
Charlottesville, VA 22902

CommunityType: LIHTC - Elderly

Structure Type: 1-Story Garden

27 Units 7.4% Vacant (2 units vacant) as of 6/5/2017

Opened in 2013



Unit Mix & Effective Rent (1)					Community Amenities	
Bedroom	%Total	Avg Rent	Avg SqFt	Avg \$/SqFt	Clubhouse:	Gardening:
Eff	--	--	--	--	Comm Rm: <input checked="" type="checkbox"/>	Library: <input type="checkbox"/>
One	77.8%	\$653	650	\$1.01	Centrl Lndry: <input checked="" type="checkbox"/>	Arts&Crafts: <input type="checkbox"/>
One/Den	--	--	--	--	Elevator: <input type="checkbox"/>	Health Rms: <input type="checkbox"/>
Two	22.2%	\$788	850	\$0.93	Fitness: <input type="checkbox"/>	Guest Suite: <input type="checkbox"/>
Two/Den	--	--	--	--	Hot Tub: <input type="checkbox"/>	Conv Store: <input type="checkbox"/>
Three	--	--	--	--	Sauna: <input type="checkbox"/>	ComputerCtr: <input type="checkbox"/>
Four+	--	--	--	--	Walking Pth: <input type="checkbox"/>	Beauty Salon: <input type="checkbox"/>

Features
Standard: Dishwasher; Central A/C; Grabbar; Carpet / Vinyl/Linoleum
Select Units: --
Optional(\$): --
Security: --
Parking: Free Surface Parking

### Comments

Age 55+. Waitlist: 1BR-16 hhlds; 2BR-15 hhlds. Filling vacancies from Wait list.

Leased up in roughly 3 months.

Each unit has own entry.

Property Manager: Piedmont Housing Alliance Owner: JABA

Floorplans (Published Rents as of 6/5/2017) (2)									Historic Vacancy & Eff. Rent (1)				
Description	Feature	BRs	Bath	#Units	Rent	SqFt	Rent/SF	Program	Date	%Vac	1BR \$	2BR \$	3BR \$
Garden	--	1	1	3	\$535	650	\$0.82	LIHTC/ 40%	6/5/17	7.4%	\$653	\$788	--
Garden	--	1	1	18	\$673	650	\$1.04	LIHTC/ 50%	6/29/15	0.0%	\$642	\$788	--
Garden	--	2	1.5	6	\$788	850	\$0.93	LIHTC/ 50%					

### Adjustments to Rent

Incentives:  
None

Utilities in Rent: Heat Fuel: Electric  
 Heat:  Cooking:  Wtr/Swr:   
 Hot Water:  Electricity:  Trash:

Timberlake Place

VA540-021527

# Woods Edge

## Senior Community Profile

829 Mallside Forest Court  
Charlottesville, VA 22901

Community Type: LIHTC - Elderly

Structure Type: Garden

97 Units 5.2% Vacant (5 units vacant) as of 5/31/2017

Opened in 2001



Unit Mix & Effective Rent (1)					Community Amenities	
Bedroom	%Total	Avg Rent	Avg SqFt	Avg \$/SqFt	Clubhouse:	Gardening:
Eff	--	--	--	--	<input type="checkbox"/>	<input checked="" type="checkbox"/>
One	79.4%	\$785	525	\$1.50	<input checked="" type="checkbox"/> Comm Rm:	<input checked="" type="checkbox"/> Library:
One/Den	--	--	--	--	<input checked="" type="checkbox"/> Centrl Lndry:	<input type="checkbox"/> Arts&Crafts:
Two	20.6%	\$955	778	\$1.23	<input type="checkbox"/> Elevator:	<input type="checkbox"/> Health Rms:
Two/Den	--	--	--	--	<input checked="" type="checkbox"/> Fitness:	<input type="checkbox"/> Guest Suite:
Three	--	--	--	--	<input type="checkbox"/> Hot Tub:	<input type="checkbox"/> Conv Store:
Four+	--	--	--	--	<input type="checkbox"/> Sauna:	<input checked="" type="checkbox"/> ComputerCtr:
					<input type="checkbox"/> Walking Pth:	<input checked="" type="checkbox"/> Beauty Salon:

Features	
Standard: Dishwasher; Disposal; Central A/C; Emergency Response; Carpet	
Select Units: --	
Optional(\$): --	
Security: --	
Parking: Free Surface Parking	

### Comments

Age 55+, average age 75

Located off Rio Road

Owned by Jefferson Area Board of Aging (JABA). No WL.

Property Manager: Piedmont Housing Alliance Owner: JABA

Floorplans (Published Rents as of 5/31/2017) (2)									Historic Vacancy & Eff. Rent (1)				
Description	Feature	BRs	Bath	#Units	Rent	SqFt	Rent/SF	Program	Date	%Vac	1BR \$	2BR \$	3BR \$
Garden	--	1	1	77	\$830	525	\$1.58	LIHTC/ 60%	5/31/17	5.2%	\$785	\$955	--
Garden	--	2	2	20	\$1,010	778	\$1.30	LIHTC/ 60%	6/29/15	3.1%	\$745	\$895	--
									3/6/12	6.2%	--	--	--

### Adjustments to Rent

Incentives:

Utilities in Rent: Heat Fuel: Natural Gas

Heat:  Cooking:  Wtr/Swr:   
Hot Water:  Electricity:  Trash:

Woods Edge

VA540-016590



## **8. APPENDIX 3: RESUMES**

**ROBERT M. LEFENFELD**  
**Managing Principal**

Mr. Lefenfeld is the Managing Principal of the firm with over 30 years of experience in the field of residential market research. Before founding Real Property Research Group in February, 2001, Bob served as an officer of research subsidiaries of the accounting firm of Reznick Fedder & Silverman and Legg Mason. Between 1998 and 2001, Bob was Managing Director of RF&S Realty Advisors, conducting market studies throughout the United States on rental and for sale projects. From 1987 to 1995, Bob served as Senior Vice President of Legg Mason Realty Group, managing the firm's consulting practice and serving as publisher of a Mid-Atlantic residential data service, Housing Market Profiles. Prior to joining Legg Mason, Bob spent ten years with the Baltimore Metropolitan Council as a housing economist. Bob also served as Research Director for Regency Homes between 1995 and 1998, analyzing markets throughout the Eastern United States and evaluating the company's active building operation.

Bob oversees the execution and completion of all of the firm's research assignments, ranging from a strategic assessment of new development and building opportunities throughout a region to the development and refinement of a particular product on a specific site. He combines extensive experience in the real estate industry with capabilities in database development and information management. Over the years, he has developed a series of information products and proprietary databases serving real estate professionals.

Bob has lectured and written extensively on the subject of residential real estate market analysis. He has served as a panel member, speaker, and lecturer at events held by the National Association of Homebuilders, the National Council on Seniors' Housing and various local homebuilder associations. Bob serves as a visiting professor for the Graduate Programs in Real Estate Development, School of Architecture, Planning and Preservation, University of Maryland College Park. He also serves as Immediate Past Chair of the National Council of Affordable Housing Market Analysts (NCAHMA) and is a board member of the Baltimore chapter of Lambda Alpha Land Economics Society.

**AREAS OF CONCENTRATION:**

- Strategic Assessments: Mr. Lefenfeld has conducted numerous corridor analyses throughout the United States to assist building and real estate companies in evaluating development opportunities. Such analyses document demographic, economic, competitive, and proposed development activity by submarket and discuss opportunities for development.
- Feasibility Analysis: Mr. Lefenfeld has conducted feasibility studies for various types of residential developments for builders and developers. Subjects for these analyses have included for-sale single-family and townhouse developments, age-restricted rental and for-sale developments, large multi-product PUDs, urban renovations and continuing care facilities for the elderly.
- Information Products: Bob has developed a series of proprietary databases to assist clients in monitoring growth trends. Subjects of these databases have included for sale housing, pipeline information, and rental communities. Information compiled is committed to a Geographic Information System (GIS), facilitating the comprehensive integration of data.

**EDUCATION:**

Master of Urban and Regional Planning; The George Washington University.  
 Bachelor of Arts - Political Science; Northeastern University.

## JOANNE ANDREWS

Joanne Andrews has a professional background in both market research and the development of affordable housing. Prior to joining Real Property Research Group, she had worked for ten years as a market analyst with Lipman, Frizzell & Mitchell, LLC. In this capacity, she was responsible for evaluating the market feasibility of both rental and for-sale projects in Maryland, Pennsylvania, Virginia, Delaware and West Virginia.

Previously, she was a senior staff member with Howell Associates for four years and prepared market feasibility studies for senior independent and assisted living projects. These assignments were conducted both locally and nationally.

Ms. Andrews began working in the area of affordable housing development as a project developer with Harkins Associates and was responsible for coordinating the development of affordable and market rate multifamily rental and for-sale housing.

Prior to receiving her Masters in Business Administration, Ms. Andrews worked as a clinical social worker. She was the Executive Director for a community-based, not-for-profit housing agency that worked with individuals with psychiatric disabilities.

### **Areas of Concentration:**

- Market Feasibility Studies: Ms. Andrews has conducted market feasibility analyses for both senior and multifamily rental apartment communities located in the Mid-Atlantic region for over ten years. This work has been conducted for proposed new developments as well as existing properties that are to be renovated using tax credit equity as well as mixed use developments that include a variety of uses.
- Land & Economic Development: Ms. Andrews has provided consulting services to developers on issues related to highest and best use of vacant land as well as fiscal and economic impact analyses. In this regard, she is considered to be an expert witness in several jurisdictions in Maryland and Delaware.
- For-Sale Market Analyses: Ms. Andrews has conducted market research studies for for-sale residential developments in Maryland, Pennsylvania and West Virginia.

### **Education:**


Masters in Business Administration, University of Maryland, College Park, MD  
Masters in Social Work, University of Pittsburgh, Pittsburgh, PA

Fluvanna County Inventory & Survey of Regional Affordable Senior Housing Facilities

Name	Location	Year Built	Units	Rents/AMIs	Unit Types	Vacancy Rate	Waiting List (Yes/No, if Yes, how many)	Amenities	Marketing & Recruitment process used	Operating Expenses	Subsidy
1 Epworth Manor 540-967-1696	Louisa- 112 Cammack Ave, 23093	1984	61	50% AMI, \$675 eff, \$750 1BR	16 Studios and 45 1BRs	0. 100% occupied	Yes 2yrs, 20ppl	cold water, sewer, trash included. Dishwasher, electric ranges, heat & ac, carpet, JAUNT, social service provider for paperwork help, Betty Queens Ctrbingo, activites, etc.	for 62+ and disabled (head of household or spouse is mobility impaired). Word of mouth, advertise once a month required. Market w/ newspapers, PR		PBS8, Sec 202 PAC
2 Epworth Manor Phase II	Louisa- 112 Cammack Street 23093	2009	22	50% AMI, \$402	all 1br	0. 100% occupied	10 ppl 2 yrs	cold water, sewer, trash included, w/d hookups also laundry facility on property, JAUNT, social service provider for paperwork help, Betty Queens Ctr, bingo, activites, etc.	62+ only. Word of mouth, advertise once a month required. Market w/ newspapers, PR		PBS8, Sec 202 PAC
3 Meadow Run Apartments (540) 832-5350	Gordonsville (Louisa County) 601 Knighting Road 22942	1981	43	50% AMI max, \$501	all 1BR	0%	Yes, 5 ppl	Community Room, Gazebo, After Hours Call Service, Organized Activities, On-Site Mgt, Snow Removal, Lawn Care, Senior Meal Delivery, 24 hr Emergency Maintenance, On-Site Parking, Shuttle Bus, Handicapped Accessible, Private Entrance, Bathroom Grab Bars, Cable&Internet Ready, Electric Range, Central Heat & Air, Mini Blinds & Curtain Rods, Vinyl Tile Flooring, Carpet, Water, Trash & Sewer Included, Programmable Thermostats, Privat Porch	Apartment smart, va housing search, online. 1x year ad in local paper also sendn letters to local agancies. Landlord pays water, sewer, trash. Tenant pays electric, water heater, heat, AC (central AC).		accepte housng choice voucherr, Rural Dev Asst Program 41 units.
4 Parc Crest at Poplar Forest 434-392-5300	Cumberland County- 900 Poplar Forest Rd, Farmville, 23901, 434-492-5300	2008	44	50% AMI \$445 1BR, \$530 2BR	36 1 BR, 8 2 BR	0%	Yes, 2	Dishwasher, full sized washer/dryer, 24 hr emergency maintenance, some utilites included, fitness center, pool, clubhouse, front porch available on select homes, air conditioning, carpeting, mini blinds, walk-in closets, electric fireplace, microwaves, storage area, clubhouse with fireplace and kitchen, nature trail, 24hr fitness center, breakfast bar, pool, playground & picnic area	Farmville Herald, word of mouth		
6 Parkview at South Pantops	Albemarle County- 210 S Pantops Drive, 22911 434-923-0200, Susan Rooke- JABA partner	2005	90	50% and 60% AMI, \$881 market rate and \$1052 market rate \$788 1BR 50% AMI, 2BR \$946 50% AMI,	1BR 1BA, 2BR 1.5BA, 54 1BR 36 2BRs	2%	Yes for 1BRs, 10 ppl. 1 person waiting for a 2BR	Community room, beauty salson, media room, fitness room, library, laundry room, mini-blinds, AC, water and sewer and trash collection included in rent. Electric stoves, dishwashers, garbage disposal.	Advertising on website, word of mouth, Place for Mom, apartments.com,		PBS8 for 20 units, contract ends in Sept, then people will get vouchers
7 Woods Edge Apartments	Albemarle County- 829 Mallside Forest Court 22901 434-975-9090	2001	96	60% AMI \$790 1BR, \$\$950 2BR	77 1 BR 1BA, 22 2BR 2BA	historically 7-8%, last year 2-3%	No	Community room w/ kitchen, hair dressing facility, community garden, access to a pool at mallside, exercise room, tv lounge, library, laundry rooms on each floor, utilites included except for electricity, (gas furnaces), mini-blinds, dishwasher, AC, bingo, potluck once a month, community breakfasts 1/month, food sharing program	advertising on website, senior living guide. Local real estate guide, Craigslist, shared marketing with Mallside Properties (4 properties total)	Steve to send	Vouchers accepted
8 Timberlake Place	Charlottesville 1512 E Market Street 22902	2013 placed in service	26 LI, 1 market	50% AMI \$793 2BR, 1.5BR \$668 1BR \$523	7 2BR/2BA, 3 1 BR, remainde r 1.5BR	0%	Yes 5-6	community room, community garden, a/c, 2 laundry facilities on-site, all utilites except electric included in rent, electric stoves, dishwasher, mini-blinds, picnic area, programming (home health nurse 1x/month, shuttle to food bank)	advertising on website, senior living guide		LIHTC and historic TC, CDBG grant \$700,000 used to purchase land, 3 housing choice vouchers



Name	Location	Year Built	Units	Rents/AMIs	Unit Types	Vacancy Rate	Waiting List (Yes/No, if Yes, how many)	Amenities	Marketing & Recruitment process used	Operating Expenses	Subsidy
9 Midway Manor Apartments	Charlottesville 100 Ridge Street	1981	98	80%, rents based on income, \$679 1 BR, \$822 2BR	94 1BR 1BA, Four 2BR 1BA	0%	Yes,	elevator access to all floors, laundry facility on each floor, controlled access bldg, intercom system, community room and recreation room, back patio, garbage disposal, mini-blinds, P-TAC units in each unit. water, sewer, hot water landlord pays. Residents pays own electric but have utility discount. \$87/month on 1BR. \$71 on 2BR. Utility discount is HUD program.	Aff fair housing mkt plan, managed by corporate office. Signage around property		PBS8
10 Goodson Manor 434-391-3926	Cumberland County- 406 Doswell St, Farmville 23901	?	23	\$430	1BR	1 vacant apt	Yes, 8	2-story elevator bldg, washer/dryer on each floor, community room with vending machines, tv, couches. Full community kitchen. Garbage disposal in individual kitchens, mini-blinds, electric range, landlord pays water & electric	Local newspapers		Sec8, 202
11 Milnwood Village Apartments, GEM Management 434-392-9510	Cumberland County- 1100 Milnwood Village Ln, Farmville 23901		40								
12 Farm Ridge Apartments 434-392-6717	Cumberland County- 414 Maryland St, Farmville 23901	1994	35	income limits of \$26,500 1 person, \$30,250 2 people, \$34,330 3 people	33 1 BR, 2 2BR	0%	Yes, 10	Community room w/ activity program, screened-in gazebo, outdoor grills, picnic tables, full-time maintenance, W/D hookups in all apts, laundry room on-site, electric stoves, mini-blinds, utility subsidy: heating & cooling from County is deducted from rent	Local newspapers & networking		Rural Development Fed subsidy
13 Gold Hill Apartments 434-983-2053	Buckingham County- 19 N Gold Hill Village, New Canton 23123							CLOSED?			
14 Ryan School	105 Ryan Circle, Shipman, VA 22971		26								
15 Scottsville School	300 Page St #100, Scottsville, VA 24590		34							Yes	
16 The Meadowlands	5800 Meadows Dr, Crozet 22932		30							Yes	
Crozet-Meadows	5735 Meadows Dr, Crozet 22932		66							Yes	
17 Evergreen Place	1133-1135-1137-1139 Jefferson Hwy, Louisa, VA 23093	2014	4	\$690, \$185, \$182, \$613	1BR	0%	Yes	Laundry in each apt, rent includes all utilities, solar panels on roof-landlord's electric bill as low as \$12/month. Electric stoves in apts, heat pump.	Marketing done through Louisa/Fluvanna Housing Foundation. Marketing preference for all Louisa-Fluvanna Housing Foundation units for the elderly and disabled. They are higher on the wait list		Vouchers

 **Edit this form**

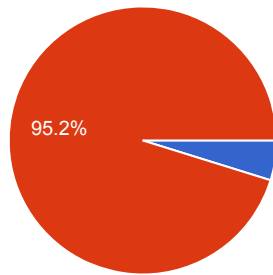
# 292 responses

[View all responses](#)   [Publish analytics](#)

## Summary

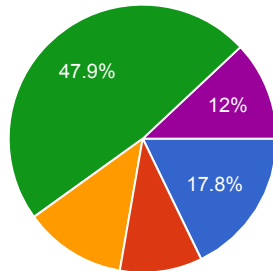
### Required Questions

#### 1. Do we have enough Senior Affordable Housing in the Fluvanna County?



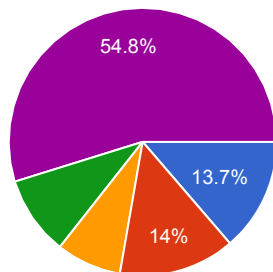
Yes	<b>14</b>	4.8%
No	<b>278</b>	95.2%

#### 2. What is your age?



Under 50	<b>52</b>	17.8%
50 to 54	<b>29</b>	9.9%
55 to 61	<b>36</b>	12.3%
62-79	<b>140</b>	47.9%
80 or older	<b>35</b>	12%

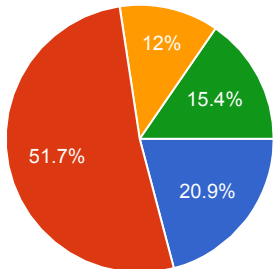
#### 3. What is your income range?



< \$12,660	<b>40</b>	13.7%
\$12,660 to \$21,100	<b>41</b>	14%

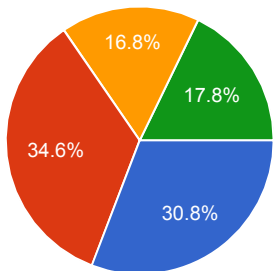
\$21,101 to \$25,300	<b>23</b>	7.9%
\$25,301 to \$33,750	<b>28</b>	9.6%
> \$33,750	<b>160</b>	54.8%

**4. Including yourself, how many people are in your household?**



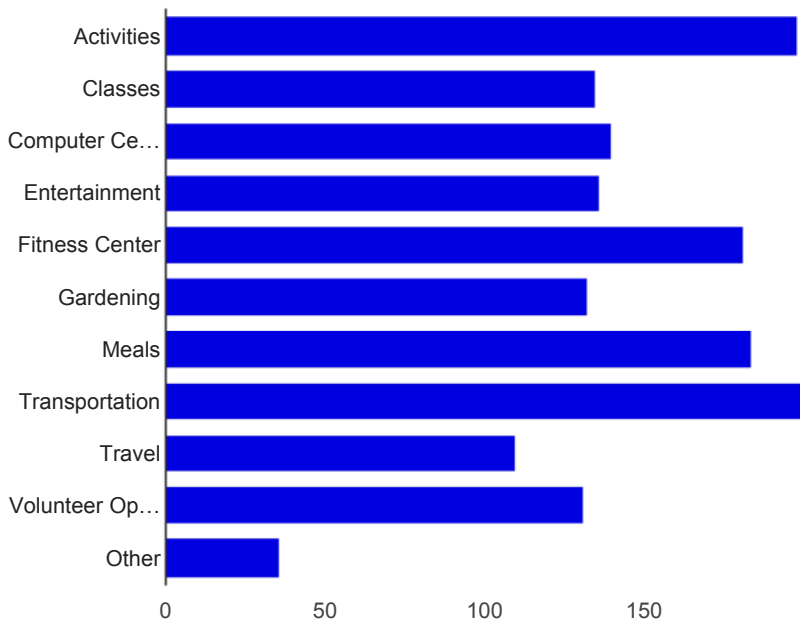
One	<b>61</b>	20.9%
Two	<b>151</b>	51.7%
Three	<b>35</b>	12%
Four or More	<b>45</b>	15.4%

**5. How interested are you in living in affordable senior housing?**



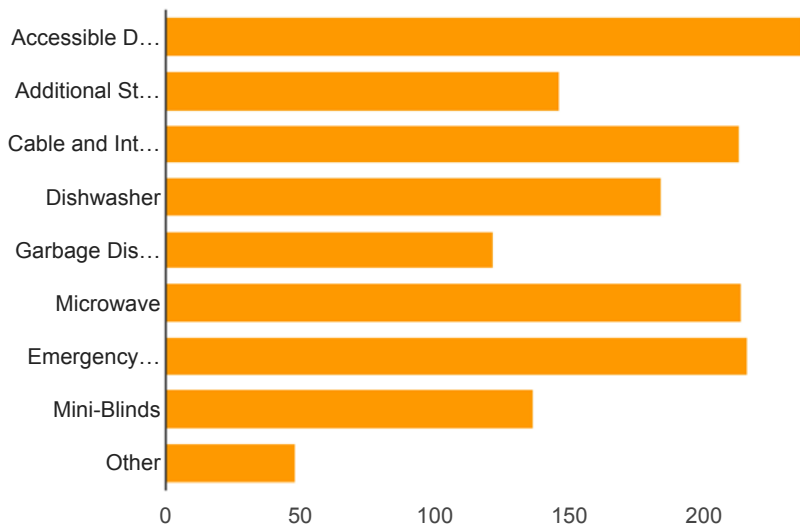
Very Interested	<b>90</b>	30.8%
Somewhat Interested	<b>101</b>	34.6%
Not Very Interested	<b>49</b>	16.8%
Not Interested at All	<b>52</b>	17.8%

**6a. Which potential housing features would be important to you?**



Fitness Center	184	62.7%
Gardening	132	45.2%
Meals	184	63%
Transportation	200	68.5%
Travel	110	37.7%
Volunteer Opportunities	131	44.9%
Other	36	12.3%

**6b. Which potential housing features would be important to you?**

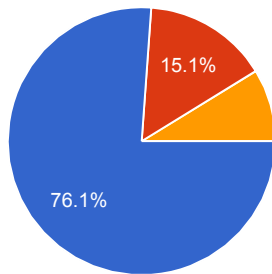


Accessible Design / Bathroom Grab Bars, etc.	237	81.2%
Additional Storage	146	50%

Cable and Internet Ready	<b>213</b>	72.9%
Dishwasher	<b>184</b>	63%
Garbage Disposal	<b>122</b>	41.8%
Microwave	<b>214</b>	73.3%
Emergency Call System	<b>216</b>	74%
Mini-Blinds	<b>137</b>	46.9%
Other	<b>48</b>	16.4%

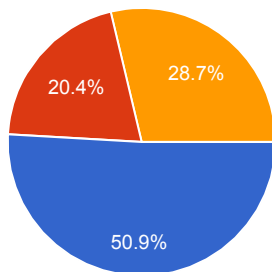
## Additional Questions

### 7. What is your current living situation?



Own	<b>217</b>	76.1%
Rent	<b>43</b>	15.1%
Live with Family	<b>25</b>	8.8%

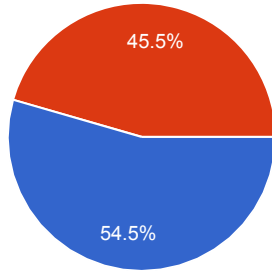
### 8. If you chose affordable senior housing, would you have to sell your current home before moving?



Yes	<b>140</b>	50.9%
No	<b>56</b>	20.4%
Not Applicable	<b>79</b>	28.7%

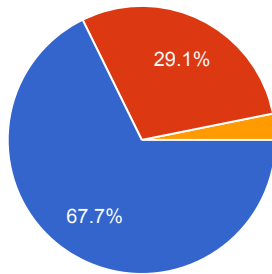
### 9. Do you have pet?

Yes **152** 54.5%  
 No **127** 45.5%



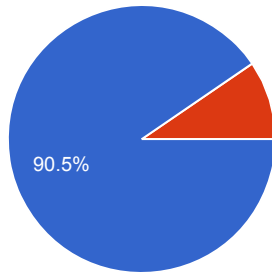
**10. If Yes, what type of pet do you have?**

Dog **107** 67.7%  
 Cat **46** 29.1%  
 Other Pet **5** 3.2%



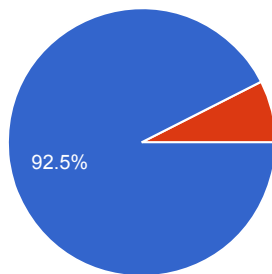
**11. Do you drive?**

Yes **256** 90.5%  
 No **27** 9.5%



**12. Do you own a car?**

Yes **260** 92.5%  
 No **21** 7.5%



**13. Comments**

- I also have a cat.
- I would be interested in this for my parents.
- Test survey from Frank Grosch.
- Affordable Senior Housing is a big need in Fluvanna.





#10 only let's me choose one pet....I have both!

I am interested in the housing opportunity for my in-laws.

I also own three cats. Since I am not a senior, I answered these questions as if I was looking for housing options for my mother.

There should be shopping and entertainment opportunities nearby.

Not looking for senior housing anytime soon but more opportunities should be available in Fluvanna County

Excellent choice for affordable senior housing

Needs all handicap accessibility

There is great need for affordable housing for elderly at this time I have a house but there are people who have a lot of needs.

I have a cat and a dog.

The question on how interested she would be in living in affordable housing was not answered. In order to put her application through I picked one for her.

In order to put in this application, I had to pick a salary range for them.

In order to put this application in I had to choose a salary for them. They did not list one.

In order to put this application in I had to pick how many people lived in the household.

I personally am not in immediate need for this type of housing. However, I believe it should exist and the application process should include what the applicant can provide to the community of renters, such as knowledge of gardening, security, cooking, cleaning, etc.

Great job! Looking forward to more info.

in order to put this application through I had to answer the question about how interested they were myself.

Affordable housing is much needed in Fluvanna.

We're 25+ yrs away from moving to senior living, but we just recently placed my MIL in semi-assisted living; my answers here are drawing from the experience of seeking affordable and adequate care for her.

Great need to take care of our seniors. Most live on minimum Social Security. They need to live with dignity.

AFFORDABLE UTILITIES!!!! We are getting older & it is harder to maintain our property & would like to move into a one level two & 1/2 bedroom cottage without a whole lot of restrictions or very nosey property managers like the place that my mother-in-law lived in - :) - we have our dignity too.

Think Fluvanna is very much in need of Assisted Living Facility more than separate housing for seniors.

We can't take care of the whole country. People will have to learn to take care of themselves

My husband and I had been talking about this idea long before it came up in the news. So much space going to waste is a terrible thing. Either school could be looked at as possible general or condo housing that could be rented or purchased for mixed age housing. Could

also include potential daycare sites at both locations. Could be a mix of private paying daycare as well as voucher daycare for lower income working parents. This would provide potential limited employment for seniors as well as much needed reliable and affordable daycare.

Affordable Senior Housing soon morphs into Section 8. The HUD Sec. has made some disturbing statements about social engineering and moving specific groups onto or into what were once called Reservations, and forcing invasion into communities un-naturally. as a senior , Rich Mullin

Question 4 was left blank. I put in the answer one so that it could be submitted.

Income question was not answered. In order to submit I clicked < \$12,660 for her.

Parking is a problem where I live. Rent is too high.

People need homes they can afford. It is hard to find places we can afford and handicap accessible.

Didn't answer the first question. In order to submit I had to put in no.

Also have an other pet. Didn't answer question one so I put in no for him just to submit it.

I'm 78 and doing pretty well right now. I know that at some point I will be unable to care for the house and yard and will need to make other living arrangements. I love Fluvanna Co and would hate to leave.

I'm a ways off (25 years?) from needing affordable senior housing. I realize that others need it NOW though. Planning and construction takes time. I hope my voice helps others in the near future and I can stay local when my husband and I need affordable senior housing when we are ready.

Not personally interested at this point in life, but the need is certainly out there!

As a resident of River Oaks we feel this is not the place for such a facility. This would decrease our property values as well as our sense of community. Children in our community catch the bus at the main entrance which is concerning enough. Adding additional traffic and another entrance would be a daily concern over their safety. Not to mention all the visitors, staffers, vendors and deliveries that would have access to our children and homes. In addition, our neighborhood is not designed to accommodate all the emergency apparatus that would frequent the area on a daily basis and increase noise pollution in our rural community. These facilities need to be centralized in urban areas close to emergency personnel and care givers. River Oaks does not meet these qualifications.

**PLEASE DO NOT PLACE THIS SENIOR HOME IN THE PLANNED LOCATION. I PAID WAY TOO MUCH MONEY FOR MY HOME TO HAVE THIS AT THE ENTRANCE OF MY NEIGHBORHOOD!**

most important to me is transport to town for events if I dont drive (do drive now, may change) and being able to have my pets w/me. I have 3 cats at the moment, will always have one or two cats. Dont need this now but down the road will have to move for security, wld be nice to have something local, otherwise I'd move to town where their retirement places have lots of services and there is a wide price range to choose from.

I am on the Board for Fluvanna Meals on Wheels. Sadly we have had a great need for affordable senior housing. Our county sadly has nothing to offer.

We already have several 55+ communities. Don't need anymore! What IS needed is a apartments like Westminster Canterbury that can offer "cradle to grave" care. Senior housing is useless without continuing care...!

I support senior housing in Fluvanna County.

I am thinking of the needs of my grandparents.

Question 1 was answered with "Don't Know" I clicked no so it could be submitted.

I have two dogs.

Having affordable senior housing in this area is important, so residence do not have to leave friends, family, church, and other social activities. Need for progressive care situations.

Part of my income is from my ex-husband. If anything should happen to him I would need this housing available to adjust my rent according to my change in income. Hopefully I would be established there before that happens.

Charlottesville is a more likely town for seniors to live in. Fluvanna is TOO FAR from hospitals and adequate shopping for food, body, and home care needs. I am 46. There are 5 people living in my household. I have a dog, 3 cats, and 3 other pets (fish).

We also have a cat.

Seniors need better options for housing!

I see the need for seniors needing housing.

I am doing this survey not for myself but I deliver for Meals on Wheels in Fork Union / Bremono Bluff. There are many who would truly benefit from this type of housing - warm, secret, safe with provision - a true blessing!

As a pastor we see regularly the need in Fluvanna for affordable housing. We actually send people to Charlottesville because of the lack of resources in Fluvanna. We also have a cat and an other pet.

Common eating area.

Help take care of our seniors! I also have a cat.

Huge need in our county for affordable housing- there is nothing to rent!!

If/when this happens it will be an answer to my prayer.

This is something that is long overdue. Truly it is a great thing to happen here in Fluvanna.

This is a much needed asset for the county and much needed for the growing elderly community. As people are living longer.

Affordable senior housing is needed in Fluvanna!!

Did not answer how many people live In her household, in order to submit that question was answered for her.

I will not be looking for affordable senior housing at this point, but I want to ensure that there is adequate affordable safe housing for our county's seniors.

Good work

This housing is much needed in our community not only to provide safe and dignified housing for seniors but for those in the community with disabilities as well. The choice of using the abandoned schools is a great idea if people actually took the time to see some of the poverty and unsafe conditions some of our seniors are living in, it would shock them! I would be most eager to serve on any committee regarding planning and implementing housing for this population giving quality of life and dignity to our seniors and disabled.

I only put not interested because at this time I'm too young, but I think it would be a fabulous thing for the Fluvanna Community! It has been great for Scottsville!

I'm still young, but I believe this would be a great addition to Fluvanna. We can connect the housing with our high school CTE classes and open up a world of opportunities in Fluvanna.

I think this would be an excellent idea. We need this in Fluvanna County. I have seen this work really well in Scottsville as they are an important part of our community.



# Affordable Senior Housing Project

## PHA Partnership



September 6, 2017



## **Project Mission**

**Fluvanna County is working with Piedmont Housing Alliance (PHA) to assess the need for senior housing in Fluvanna County and to evaluate the suitability of converting the Columbia and Cunningham Schools into affordable senior housing along with other opportunities for housing.**







# Planning Grant Timeline

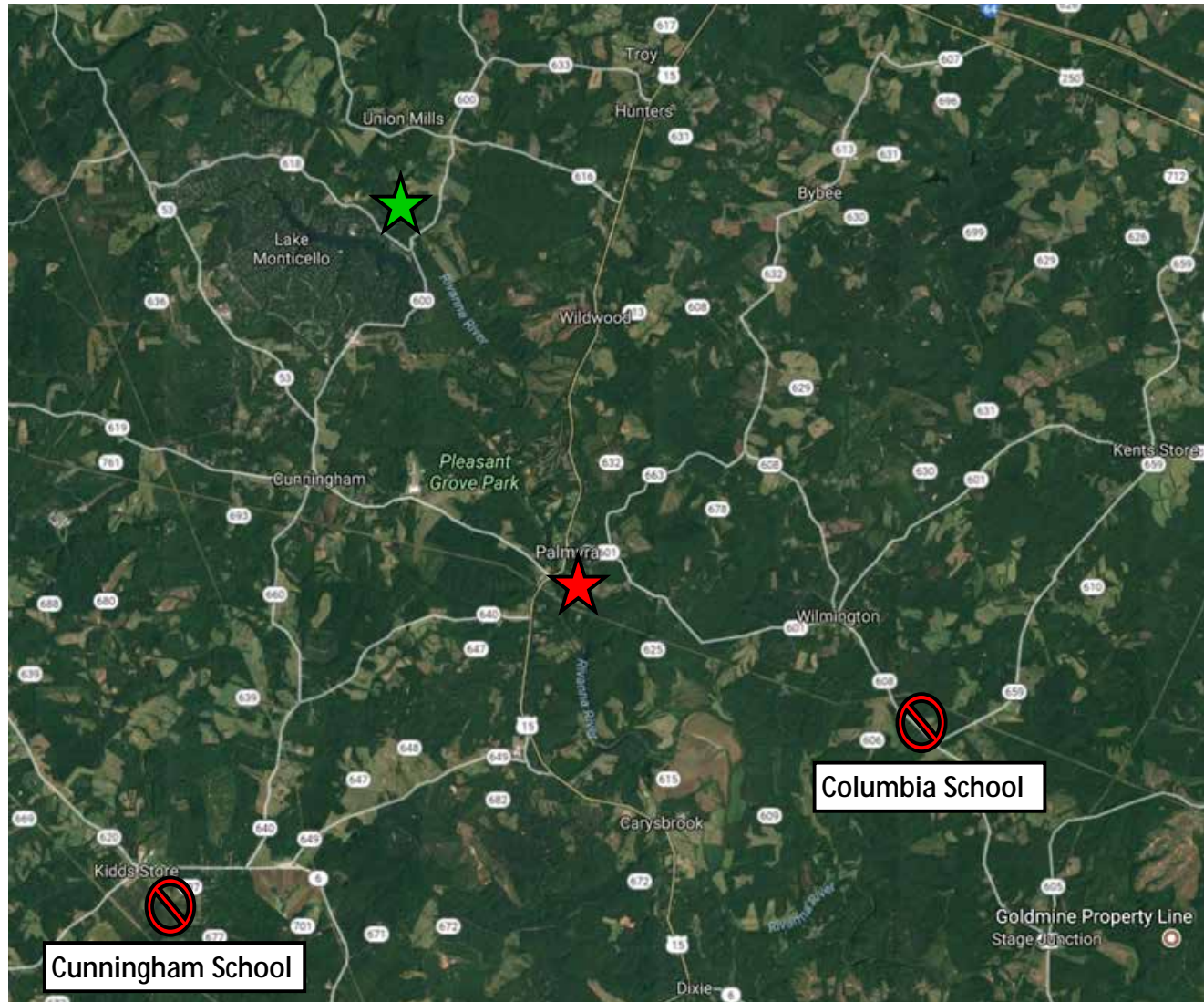
- **Applied for Community Development Block Grant (CDBG) in January and notified of approval in May 2016**
  - No match 30k grant to assess community needs and project feasibility
- **June 2016 - Project public meeting (Fork Union Community Center)**
  - Discussed Grant Opportunity and identified community member participation
  - Project Mgmt. Team (PMT) was formed: Representatives from BOS, County staff, PHA, TJPDC, DSS, JABA, Region Ten, PFA, and community members from the Fork Union and Scottsville senior centers.
- **Team collected inventory of other affordable senior housing facilities in the region and performed a community survey of potential beneficiaries in June/July.**
- **Issued RFP's for procuring assistance for this project**
  - Market Study and Preliminary Architecture & Engineering (PAR)
- **(PMT) collaborated during monthly meetings to review results of surveys, other findings, activities, and plan of action to move forward.**





# Market Study Assessment Locations

-  Site 1: Former Cunningham School
-  Site 2: Former Columbia School
-  Site 3: Future Business Park (Palmyra)
-  Site 4: Village Oaks Residential Subdivision, Lake Monticello Road (Palmyra)





# Market Study & Recommendation

- The market study looked at four sites
  - Site 1: Former Cunningham School
  - Site 2: Former Columbia School
  - Site 3: Future Business Park (Palmyra)
  - Site 4: Village Oaks Residential Subdivision, Lake Monticello Road (Palmyra)
- Market Study Recommendation
  - Site 4: Village Oaks Residential Subdivision, Lake Monticello Road





# Planning Grant – Site 4 General Description

- The subject site is a 3.5 +/- acre parcel located in the Village Oaks PUD.
- The property is currently owned by Southern Development.
- It is across from the Ashlawn Gate, the main entrance into the Lake Monticello Community.
- The Subject Site will be located to the west of the Main Entrance into the Village Oaks PUD. The subject parcel has an irregular shape with a narrow strip that extends along Lake Monticello Road.



# Senior Affordable Housing – Fluvanna

- **Comparable Properties**
  - One (1) Market Rate Senior Rental Property
  - Three (3) LIHTC Senior Rental Properties in the Greater Fluvanna Market Area.
  - All of these properties target moderate income households.
  - These senior communities are performing well with an overall vacancy rate of 3.5 percent.







# Senior Affordable Housing - Fluvanna

- Net Demand for Senior Rental Housing
  - The Greater Fluvanna Market Area includes all of Fluvanna County as well as western Louisa County and southeastern Albemarle County. As a result, the market study indicates the market should be able to support a 50-unit senior rental community based upon the demographics of the local market area.





# Senior Affordable Housing - Fluvanna

- **Product Recommendation:**

- Project Size: 50 units
- Building Design: Cottage Style Units
- Unit Mix: 40 One Bedroom (80%), 10 Two Bedroom (20%)
- Unit Sizes: One Bedroom – 650 Square Feet  
Two Bedroom – 850 Square Feet
- Unit Features:
  - Energy Efficient Appliances
    - Individual Entry with Covered Porch
    - Ceiling fans in the living and bedrooms
    - In unit washer / dryer
    - Walk – in shower and grab bars
    - Emergency call system
- Number of Bathrooms: 2 Bedroom Units – 1.5 Bathrooms
- Community Amenities: Common Area Spaces
  - Small Community Building with small lounge and warming kitchens, fitness area, and computer room, library w/ internet access
  - Van Transport via (JABA or coordinated with outside agencies)
- Parking: Surface unreserved parking



# Project Management Team Recommendations

## Proceed with further analysis of Senior Housing Availability

### Step 1: Option to Purchase or Partner (September / October 2017)

- Ongoing discussion with current owner of site
  - ü Clarifying viability of partnership or purchase.
  - ü What is the current zoning?
  - ü Who needs to control the land for the development considering requirements (County, Non-Profit Partner, other?)
  - ü If it is not available for purchase, what is the next option?
  - ü Has the County done its' own land assessment other than the schools (ideally in the same growth area)? [County Map](#)

### Step 2: Analysis of Market Study Recommended Design (September/ November 2017)

- Work with the Architect to determine the viability of the proposed unit type.

### Step 3: Develop a More Defined Financial Picture of the Proposed Project (September – December 2017)

- Develop a more complete scope of work.
- Develop a more defined financial picture of the project based on Steps 1 & 2 to include possible funding sources.
- Evaluate with the County what funds could be obligated to this project (sale of the schools proceeds, other?).





# QUESTIONS?





## FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

**TAB S**

<b>MEETING DATE:</b>	September 6, 2017				
<b>AGENDA TITLE:</b>	Adoption of the Fluvanna County Board of Supervisors Regular Meeting Minutes.				
<b>MOTION(s):</b>	I move the meeting minutes of the Fluvanna County Board of Supervisors for Wednesday, August 2, 2017 Regular Meeting, be adopted.				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	If yes, list initiative(s):		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
<b>STAFF CONTACT(S):</b>	Kelly Belanger Harris, Clerk to the Board				
<b>PRESENTER(S):</b>	Steven M. Nichols, County Administrator				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	None.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	None				
<b>ENCLOSURES:</b>	Draft Minutes for August 2, 2017				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other



**FLUVANNA COUNTY BOARD OF SUPERVISORS**  
**REGULAR MEETING MINUTES**  
**Circuit Court Room**  
**August 2, 2017**  
**Regular Meeting 4:00pm**

**MEMBERS PRESENT:**

John M. (Mike) Sheridan, Columbia District, Chair  
 Mozell Booker, Fork Union District, Vice Chair  
 Patricia Eager, Palmyra District  
 Tony O'Brien, Rivanna District (Arrived at 4:03pm)  
 Donald W. Weaver, Cunningham District

**ALSO PRESENT:**

Steven M. Nichols, County Administrator  
 Fred Payne, County Attorney  
 Kelly Belanger Harris, Clerk for the Board of Supervisors

**1 - CALL TO ORDER**

At 4:02pm Chair Sheridan, called the Regular Meeting of August 2, 2017.  
 After the recitation of the Pledge of Allegiance, a moment of silence was observed.

**3 - ADOPTION OF AGENDA**

Mr. Nichols noted that Tab R: *Advertisement of the Proposed First Amendment to Structure Lease Agreement with New Cingular Wireless PCS, LLC*, was not indicated on the originally published Agenda. Supporting documentation was, however, included in the packet.

**MOTION**

Mr. Weaver moved to accept the Agenda, for the August 2, 2017 Regular Meeting of the Board of Supervisors. Mrs. Eager seconded and the Agenda was adopted by a vote of 5-0. AYES: Sheridan, Booker, Eager, O'Brien, and Weaver. NAYS: None. ABSENT: None.

**SPECIAL PRESENTATION**

*Presentation of Certificate of Commendation, John Thompson*—Steven M. Nichols, County Administrator, called forward Mr. John Thompson, Virginia Tech Extension, to present a Certificate of Commendation, for his decade of service as the Fluvanna County Extension Agent.  
 Chair Sheridan offered a personal note of thanks for Mr. Thompson's hard work and dedication, particularly toward the 4-H Program.

**4 - COUNTY ADMINISTRATOR'S REPORT**

Mr. Nichols reported on the following topics:

- Ø 2016 Report to Citizens
  - Project Officer: Cheryl Elliott; propose an insert into an upcoming edition of the Fluvanna Review or Rural Virginian; Funding: FY18 BOS Personnel, FY18 BOS Contingency
- Ø Staff Stars and Community Efforts
  - Kevin Zoll successfully completed all the rigorous requirements for his Certified Building Official designation!
  - Congratulations on recent Public Works staff Promotions!
    - Anthony Tanner -- To Grounds Maintenance Technician (PB-10)
    - Bobby James -- To Buildings Maintenance Technician (PB-09)
    - Clayton Morris -- To Facilities Maintenance Technician (PB-10)
    - Bruce Anderson -- To Grounds Maintenance Worker II (PB-08)
- Ø Spotlight on Business
  - StoreYourBoard, founded in 2009, founder Josh Gordon, couldn't find suitable home storage racks to organize and store his wakeboards, he built his first rack, and StoreYourBoard was born. From 1 rack to now over 1,500 sporting goods products on its site. Customers all over the world.
- Ø Announcements and Updates
  - New Buildings Maintenance Worker -- Denise Brown started work July 17<sup>th</sup>
  - New Deputy Treasurer I -- Stephanie Leedy started work July 31<sup>st</sup>
  - New Deputy Assistant Commonwealth's Attorney -- Todd Shockley started work August 1st
  - Columbia Hazard Mitigation Grant Extension -- Received FEMA approval to extend the grant end date for TJPDC's Acquisition of 4 Properties (Columbia) project from Sep 15, 2017, to Sep 15, 2018.
  - Well repair for the Courts Building -- Burned section of power cable from the well at the courts building.
  - Potential I-64 Tourism Signs for PG Park & Museum: One-time Cost: \$17,874.18. Interstate per sign: \$6,983.98. Off Ramp per sign: \$1,953.11. No annual or other fees (unless sign is damaged.) Funds from FY18 BOS Contingency?

Day	Date	Time	Purpose	Location
Wed	Aug 16	4:00 pm 7:00 PM	Work Session Regular Meeting	Morris Room Courtroom
Wed	Sep 6	4:00 PM	Regular Meeting	Courtroom
Wed	Sep 20	7:00 PM	Regular Meeting	Courtroom

**5 - PUBLIC COMMENTS #1**

At 4:34pm Chair Sheridan opened the first round of Public Comments. With no one else wishing to speak, Chair Sheridan closed the first round of Public Comments at 4:35pm.

**6 - PUBLIC HEARING**

None.

**7 - ACTION MATTERS**

*Request to Advertise for Public Hearing - FCSS Food Bank Lease* – Steve Nichols, County Administrator, presented a request to hold a Public Hearing on August 16, 2017 to consider a new lease with the Fluvanna Christian Services Society (FCSS.) This new lease allows the FCSS to place shed-style structures on County property at the Carysbrook complex and use the premises exclusively for the operation of a non-profit food pantry serving residents of Fluvanna County. Because of the time frame for advertising the Public Hearing, the request is to ratify an advertisement that has already been placed in the Fluvanna Review.

**MOTION**

Mr. O'Brien moved the Board of Supervisors ratify advertisement of a Public Hearing on August 16, 2017, of the proposed lease of County property to Fluvanna Christian Services Society (FCSS) for the purposes of supporting Food Bank operations in Fluvanna County. Mrs. Booker offered second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

*Quitclaim and Release Agreement with Fluvanna Christian Services Society, Inc. (FCSS)*, – Steve Nichols, County Administrator – Deferred by consensus of the Board.

*Board of Supervisor's Meeting Date Change* – Steve Nichols, County Administrator, proposed a change to the Board of Supervisors meeting calendar. The regular first Wednesday meeting date would be January 3, 2018. Owing to the winter holidays, Mr. Nichols recommended moving the first Wednesday meeting to January 10, 2017. This change does not affect any other meetings.

**MOTION**

Mrs. Booker moved to change the first regular Board of Supervisor's meeting of 2018 from the first Wednesday, January 3, 2018, to the second Wednesday, January 10, 2018, due to the Christmas and New Year's holiday periods. Mrs. Eager seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

*FY19 Budget Calendar* – Marty Brookhart, Management Analyst, presented the draft Fiscal Year 2019 Budget Calendar.

**MOTION**

Mr. Weaver moved the Board of Supervisors approve the FY19 Budget Calendar, as proposed. Mrs. Eager seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None.

**8 - PRESENTATIONS**

*VDOT Quarterly Report*—Alan Saunders, VDOT Resident Engineer, Louisa Residency, came before the Board to provide update of activities since visiting on May 17, 2017.

Highlights included:

- Smart Scale
- Intersection improvements – Rt 53/618 roundabout
- Rt 53 rumble stripes
- Columbia streets hard surfacing
- Rt 15/53 roundabout

*Strategic Initiatives Update*—Mary Anna Twisdale, Financial Services Specialist, presented an update on Strategic Initiatives.

**9 - CONSENT AGENDA**

The following items were discussed before approval:

*Closed Landfill Gas Monitoring*—Cyndi Toler, Purchasing Officer

*Closed Landfill Groundwater Monitoring Program*—Cyndi Toler, Purchasing Officer

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*Closed Landfill Quarterly Site Inspections*—Cyndi Toler, Purchasing Officer  
*Advertisement of the Proposed First Amendment to Structure Lease Agreement with New Cingular Wireless PCS, LLC*—Eric Dahl, Deputy County Administrator/Finance Director

The following items were approved under the Consent Agenda for August 2, 2017:

*Minutes of the July 5, 2017 Meeting*—Kelly Belanger Harris, Clerk to the Board  
*Additional Stipend for Double Duty – Sheriff’s Office*—Eric B. Hess, Sheriff  
*FY17 Commonwealth’s Attorney Supplemental Appropriation - Temporary Intern* – Martin Brookhart, Management Analyst  
*FY17 Commonwealth’s Attorney’s Victim-Witness Grant Supplemental Appropriation* – Martin Brookhart, Management Analyst  
*FY18 Library State Aid Supplemental Appropriation* – Martin Brookhart, Management Analyst  
*MOU for sharing Charlottesville-UVA-Albemarle Public Safety Frequencies* – Cheryl Elliott, Emergency Services Coordinator  
*Closed Landfill Gas Monitoring*—Cyndi Toler, Purchasing Officer  
*Closed Landfill Groundwater Monitoring Program*—Cyndi Toler, Purchasing Officer  
*Closed Landfill Quarterly Site Inspections*—Cyndi Toler, Purchasing Officer  
*CRMF Request - Unexpected repairs to Courts building Well/Water System*—Wayne Stephens, Director of Public Works/County Engineer  
*CRMF Request - Unexpected repairs to the Skid-Steer (Replacement of both drive tracks)*—Wayne Stephens, Director of Public Works/County Engineer  
*Advertisement of the Proposed First Amendment to Structure Lease Agreement with New Cingular Wireless PCS, LLC*—Eric Dahl, Deputy County Administrator/Finance Director

**MOTION**

Mr. Weaver moved to approved the consent agenda, for the July 5, 2017 Board of Supervisors meeting. Mrs. Booker seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

**10 - UNFINISHED BUSINESS**

Mr. Weaver inquired of the banking services contract with BB&T Bank. Mrs. Cyndi Toler indicated that the contract is moving along and the County Attorney’s office is nearing completion. It is hoped that the contract will brought to the Board at the August 16, 2017 meeting.

**11 - NEW BUSINESS**

None.

**12 - PUBLIC COMMENTS #2**

At 5:49pm Chair Sheridan opened the second round of Public Comments.

Cheryl Elliott, Emergency Services Coordinator, informed the Board that coverage testing for the Radio Project will be conducted in the coming weeks.

With no one else wishing to speak, Chair Sheridan closed the second round of Public Comments at 6:01pm.

**13 - CLOSED MEETING**

**MOTION TO ENTER INTO A CLOSED MEETING**

At 6:02pm, Mr. O’Brien moved the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.1, A.3, A.6. A.7, & A.8 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel, Real Estate, Investment of Funds, Litigation, and Legal Matters. Mrs. Booker seconded. The motion carried, with a vote of 5-0. AYE: Sheridan, Booker, Eager, O’Brien, and Weaver. NAY: None. ABSENT: None.

**MOTION TO EXIT A CLOSED MEETING & RECONVENE IN OPEN SESSION**

At 7:56pm, Mr. O’Brien moved that the Closed Meeting be adjourned and the Fluvanna County Board of Supervisors convene again in open session and “BE IT RESOLVED, the Board of Supervisors does hereby certify to the best of each member’s knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711-A of the Code of Virginia, 1950, as amended, and (ii) 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 meeting.” Mr. Weaver seconded. The motion carried, with a roll call vote, of 5-0. AYES: Sheridan, Booker, Eager, O’Brien, and Weaver. NAYS: None. ABSENT: None.



**MOTION**

Mr. O'Brien moved to approve a hiring salary of \$50,000 for the new CSA Coordinator, Mr. Bryan Moeller, effective August 18, 2017. Mr. Weaver seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

**14 - ADJOURN**

**MOTION**

At 7:57pm Mr. Weaver moved to adjourn the regular meeting of Wednesday, August 2, 2017. Mrs. Booker seconded and the motion carried with a vote of 5-0. AYES: Sheridan, Booker, Eager, O'Brien, & Weaver. NAYS: None. ABSENT: None.

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

\_\_\_\_\_

Kelly Belanger Harris  
Clerk to the Board

\_\_\_\_\_

John M. Sheridan  
Chair

DRAFT

## FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

**TAB T**

<b>MEETING DATE:</b>	September 6, 2017				
<b>AGENDA TITLE:</b>	Adoption of the Fluvanna County Board of Supervisors Regular Meeting Minutes.				
<b>MOTION(s):</b>	I move the meeting minutes of the Fluvanna County Board of Supervisors for Wednesday, August 16, 2017 Regular Meeting, be adopted.				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	If yes, list initiative(s):		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
<b>STAFF CONTACT(S):</b>	Kelly Belanger Harris, Clerk to the Board				
<b>PRESENTER(S):</b>	Steven M. Nichols, County Administrator				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	None.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	None				
<b>ENCLOSURES:</b>	Draft Minutes for August 16, 2017				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other



**FLUVANNA COUNTY BOARD OF SUPERVISORS**  
**REGULAR MEETING MINUTES**  
**Circuit Court Room**  
**August 16, 2017**  
**Regular Meeting 7:00pm**

**MEMBERS PRESENT:**

John M. (Mike) Sheridan, Columbia District, Chair  
 Mozell Booker, Fork Union District, Vice Chair  
 Patricia Eager, Palmyra District  
 Tony O'Brien, Rivanna District (*Arrived at 7:17pm*)  
 Donald W. Weaver, Cunningham District

**ALSO PRESENT:**

Steven M. Nichols, County Administrator  
 Fred Payne, County Attorney  
 Kelly Belanger Harris, Clerk for the Board of Supervisors

**1 - CALL TO ORDER**

At 7:00pm Chair Sheridan, called the Regular Meeting of August 16, 2017.  
 After the recitation of the Pledge of Allegiance, a moment of silence was observed.

**3 - ADOPTION OF AGENDA**

Mr. Nichols noted two items: *ZMP 17:04 Village Oaks* was deferred after advertisement, during the Planning Commission meeting on August 8, 2017; and *Burn Building Grant* that was approved on Friday, August 10, 2017 was added as a New Business item for discussion. No action is necessary tonight.

**MOTION**

Mrs. Booker moved to accept the Agenda, for the August 16, 2017 Regular Meeting of the Board of Supervisors. Mr. Weaver seconded and the Agenda was adopted by a vote of 4-0. AYES: Sheridan, Booker, Eager, and Weaver. NAYS: None. ABSENT: O'Brien.

**4 - COUNTY ADMINISTRATOR'S REPORT**

Mr. Nichols reported on the following topics:

- Ø Staff Stars and Community Efforts
  - Burn Building Grant Approved by Virginia Fire Service Board! Award of up to \$480,000 for new construction. County has until August 14, 2018 to submit a valid building permit and begin construction Project expiration date is August 14, 2019 Orientation meeting within 30 days at the Farmville Division office. Kudos to Cheryl Elliott and local Fire Company Leaders.
  - *Virginia Home Grown - television program*, July 2017 - Local Fluvanna coverage with John Thompson and Walter Hussey. Video segment starts at ~27 minute point.
- Ø Fluvanna County Fair – starts today!
- Ø Announcements and Updates:
  - CHIP Ribbon Cutting and Open House at new location – August 23, 2017, 4:00pm-7:00pm.
- Ø Spotlight on Business
  - Ribbon Cutting for NEW Business - Thursday, August 24th, at 9:00 am - Local Eats, 74 Joshua Lane, Palmyra (next to Dominos), Farm to Table Cafe' and Local Grocery Store
- Ø 2nd Annual Quad County Business Summit - Wed, October 4th at Spring Creek Event Center, Co-hosted by the Central Virginia Small Business Development Center and Greene, Orange, Louisa and Fluvanna Counties. Chaired by Jason Smith this year. Keynote Speaker: Stephen Moret, President & CEO of the Virginia Economic Development Partnership (VEDP).
- Ø I-64 Tourism Signs for PG Park & Museum – Board direction: Do not move forward at this time.
- Ø Pleasant Grove Farm Museum - Farm Museum Invitation for Bid to be released soon - 30 days to receive proposals
- Ø Announcements and Updates
  - Board of Equalization Pay - Currently \$20/hour, Recently added to payroll system to deduct appropriate taxes; Recommend increase pay to \$23/hour to account for new tax deduction
  - Update on Internet/Phone Service support for Supervisors
  - Traffic calming measures on Rte 600, South Boston, near Riverside Gate to Lake Monticello - Met with VDOT (edge trimming, rumble strips in centerline, other options?) Meeting with LM General Manager on Aug 23rd
- Ø Work Session Topics for Sep 6, 2017
  - Regulations, Policies, and Procedures for Managing and Operating Public Water and Sewer Systems
  - Design and Construction Standards for Public Water and Sewer Systems (Utilities Standards Manual)
  - Master Water and Sewer Plan
  - Shovel Ready Site Program
  - Strategic Zoning Initiative
  - E911 Radio System Maintenance Costs

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- Senior Centers Programming and Services
- County Debt Summary
- Ø Upcoming Meetings

Day	Date	Time	Purpose	Location
Wed	Sep 6	4:00 PM 7:00 PM	Regular Meeting Work Session	Courtroom
Wed	Sep 20	7:00 PM	Regular Meeting	Courtroom
Wed	Oct 4	4:00 PM	Regular Meeting	Courtroom
Wed	Oct 18	7:00 PM	Regular Meeting	Courtroom

**5 - PUBLIC COMMENTS #1**

At 7:21pm Chair Sheridan opened the first round of Public Comments. With no one wishing to speak, Chair Sheridan closed the first round of Public Comments at 7:21pm.

**6 - PUBLIC HEARING**

*ZMP 17:04 Village Oaks – Brad Robinson, Senior Planner - DEFERRED*

*Lease of Property for Food Bank Operations - Steve Nichols, County Administrator, brought forward a request to approve a lease that allows Fluvanna Christian Service Society to place shed-style structures on County property at the Carysbrook complex and use the Premises exclusively for the operation of a non-profit food pantry serving residents of Fluvanna County. There is a potential annual increase of \$180.00 in revenue for lease of the county property.*

Chair Sheridan asked for questions from the Board. There being none, Chair Sheridan opened the Public Hearing at 7:23pm.

Warren Tillman, Pastor of Lyles Baptist Church and Director of FCSS, spoke in favor of the proposed lease, and thanked County staff for the guidance and help with keeping the food bank at the Carysbrook complex.

There being no one else wishing to speak, Chair Sheridan closed the Public Hearing at 7:29pm.

MOTION

Mrs. Eager moved to approve the proposed lease of County property to Fluvanna Christian Services Society (FCSS) for the purposes of supporting Food Bank operations in Fluvanna County, and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney. Mr. O'Brien seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

*First Amendment to Structure Lease Agreement with New Cingular Wireless PCS, LLC - Eric Dahl, Deputy County Administrator/Finance Director presented a request to approve a First Amendment to the Lease, ending the 75% rent abatement present during the Initial Term of the Lease. Immediate termination of the 75% rent abatement during the Initial Term under existing Structure Lease Agreement amounts to approximately \$2,000.00 additional rent payable to the County each month from the Tenant for the remainder of the Initial Term which shall terminate in February, 2021.*

Mr. Weaver asked how much the new lease amount would be – Mr. Dahl noted that the new lease would increase to monthly amount to \$2600 per month.

Chair Sheridan opened the Public Hearing at 7:33pm.

With no one wishing to speak, Chair Sheridan closed the Public Hearing at 7:33pm.

MOTION

Mr. O'Brien moved the Board of Supervisors approve the “First Amendment to Structure Lease Agreement” of County property, with New Cingular Wireless PCS, LLC, for the purposes of modifying the Monopole at Palmyra, ending the 75% rent abatement for the remainder of the initial term, modifying the provisions of the renewal terms so as to be at the option of the Tenant and other changes laid out in said First Amendment, and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney. Mrs. Booker seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

**7 - ACTION MATTERS**

*Deed of Conveyance for CVEC Communications Tower Property – Cheryl J. Elliott, Emergency Services Coordinator, presented a request to amend the contract between the Central Virginia Electric Cooperative (CVEC) and the County. The original Contract of Sale dated November 17, 2016, was amended by Amendment #1 to Contract of Sale dated May 5, 2017, to purchase an approximately 100' x 100' portion of tax map parcel 10-A-32 owned by CVEC for a public safety communications tower on the CVEC property. Under the agreement and deed, among other things: the County will construct a not less than 300' tower; CVEC may place certain equipment on the tower; CVEC will pay for certain additional engineering to accommodate their equipment load; CVEC will provide electricity at no charge for the county equipment; both the County's and CVEC's equipment will be backed up through the County's generator; additional facilities, including but not limited to*

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facilities of third parties, may be allowed on the tower as the County deems appropriate; and if the County ever stops using this tower as a communications site, the property will revert to CVEC.

MOTION

Mr. O'Brien moved the Board of Supervisors approve the resolution entitled, "A RESOLUTION TO APPROVE AND ACCEPT THE DEED CONVEYING AN APPROXIMATELY 100' X 100' PORTION OF FLUVANNA COUNTY TAX MAP PARCEL 10-A-32 FOR A COMMUNICATION TOWER, with such property to be deeded from Central Electric Cooperative." Mrs. Eager gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

*Computer Aided Dispatch/Public Safety Software Solution*—Cyndi Toler, Purchasing Officer, presented a contract for approval between Spillman Technologies Inc., and the County of Fluvanna – Fluvanna County Sheriff's Office. The FY17 CIP allocated \$500,000 for the purchase, installation, and implementation of a new COMPUTER AIDED DISPATCH/PUBLIC SAFETY SOFTWARE SOLUTION. In November 2016 an RFP was issued and then closed in December 2016. Three firms were chosen for further interview: Spillman Tech, Alert Public Safety, and Zuercher. Following many months of demonstrations, interviews, and reference checks, a decision was made to move forward with Spillman Technologies. During negotiations, Spillman Technologies, Inc., was purchased by Motorola Solutions.

Spillman Technologies:

- Began operations in 1982.
- Is a wholly owned subsidiary of Motorola Solutions.
- Has 1,700+ customers in 44 states
- Has 35 years of experience serving the public safety software industry
- 100% dedication to public safety software

About the System

- Improves data accuracy, streamlines information gathering, and helps optimize daily operations.
- Product upgrades and enhancements included with ongoing support agreement
- Fully integrated system to minimize redundant entry; Unified, single-source database
- Site licensing structure for all system modules and users; No price increases for extra licenses

One Time Costs

• Software:	\$144,290
• Interfaces/3rd Party:	\$98,722
• Data Conversion:	\$49,940
• Professional Services:	\$126,333
• First Year Maintenance:	\$40,696
<b>Total:</b>	<b>\$459,981</b>

Annual Maintenance after 1st year= \$44,932

Following general discussion,

MOTION

Mrs. Booker moved the Board of Supervisors approve the contract between the County of Fluvanna, Virginia, and Spillman Technologies Inc., a Motorola Solutions Company, for the Computer Aided Dispatch/Public Safety Software Solution for a one-time contract cost of \$459,981, plus \$44,932 in annual system maintenance costs beginning in Year 2 of the contract, and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney. Mr. O'Brien offered second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

*Quitclaim and Release Agreement with Fluvanna Christian Services Society, Inc. (FCSS)* – Steve Nichols, County Administrator brought forward a request to procure a structure owned by FCSS that sits on County property. The County had previously leased to FCSS certain real property located at the Carysbrook complex for FCSS's use in the operation of a non-profit food pantry. FCSS made certain improvements and attached certain fixtures to the property, including a rectangular building having dimensions of approximately sixteen feet by twenty feet (16' x 20'). The County and FCSS intend to terminate the Lease due to FCSS's relocation of the non-profit food pantry to a different site and the County desires to acquire the existing building for County use. In consideration, the County would agree to pay FCSS \$11,520.00. This agreement will not be executed until FCSS has moved into their new space.

MOTION

Mrs. Eager moved the Board of Supervisors approve the QUITCLAIM AND RELEASE Agreement with Fluvanna Christian Services Society, Inc. (FCSS), for transfer of the listed structure and payment to FCSS in the amount of \$11,520.00, with such funds to come from the FY18 BOS Contingency, and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney. Mrs. Booker seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

*Payment Processing Contract*—Cyndi Toler, Purchasing Office, presented a contract for payment processing. In March 2017, a solicitation was issued and we received three responses. The Committee chose to move forward

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with PayGOV.US, LLC. Mrs. Toler noted that there will be no charge to the county for services. Associated fees will cost citizens a flat fee of \$1.00 for payments under \$40.00; payments over \$40.00 will be assessed a 2.5% fee. Initially 15 card readers will be installed at county locations where money is regularly collected, with options to add more if needed at no cost to the county. In addition to the on-site card readers, citizens will have the option to pay online utilizing a secure website.

Following minimal discussion,

MOTION

Mr. Weaver moved the Board of Supervisors approve a term agreement between the County of Fluvanna, Virginia, and PayGOV.US, LLC., for Payment processing Services and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney.

Mr. O'Brien seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

**8 – PRESENTATIONS**

*Accessory Homestays-Zoning Regulations for Short Term Rentals*—Brad Robinson, Senior Planner, presented information about accessory homestays, such as “AirBnB.” Mr. Robinson touched on definitions regarding short-term stays, and discussed Virginia legislation and nearby localities’ regulations.

*ZXR Water/Sewer System Financing Update* – Eric Dahl, DCA/Finance Director, provided a recap and update on the Zion Crossroads Water and Sewer System Financing.

Mr. Dahl provided the following timeline:

- May 1 - VRA Summer Pool Application Submitted - Total request: \$8.5 Million
- June 1 - County's Loan Request Approved by VRA
- June 21 - BOS Adopted Resolution for \$8.5M Max. Amount/20 Yr. Term/Max. Rate 4.25%
- June 23 - VRA Received all local approvals (Resolution) thirty days prior to the Bond Sale Date
- June 22 and 29 - Advertisements for VRA Bond Public Hearing
- July 5 - Public Hearing was held for the VRA financing and the BOS approved the Final Resolution and ratified the Resolution from June 21, 2017.
- August 2 – Final pricing received from VRA
- August 16 (Today) – Loan officially closed

**Virginia Resource Authority Final Numbers**

All-in True Interest Cost:	3.012%
Par Amount:	\$7,715,000
Total Proceeds w/Premium:	\$8,612,579
Avg. Annual Debt Service:	~\$561,000 (20 Yrs)
*FY17 Interest Payments:	\$ 66,133 - due 10/1/17
	\$158,719 - due 4/1/18.

\* Will require a supplemental appropriation from Fund Balance

**Sources**

Par Amount:	\$7,715,000
Net Premium:	<u>\$897,579</u>
Total:	\$8,612,579

**Uses**

Project Fund:	\$8,467,112
Local Cost of Issuance:	\$35,000
Cost of Issuance:	\$51,023
Underwriter's Discount:	\$34,374
Cap. Res. Fund Equity Contribution:	\$22,129
Additional Proceeds:	<u>\$2,941</u>
Total:	\$8,612,579

**9 - CONSENT AGENDA**

The following items were discussed before approval:

- Accounts Payable Report, June 2017*—Eric Dahl, Deputy County Administrator/Finance Director
- Accounts Payable Report, July 2017*—Eric Dahl, Deputy County Administrator/Finance Director

The following items were approved under the Consent Agenda for August 16, 2017:

- Accounts Payable Report, June 2017*—Eric Dahl, Deputy County Administrator/Finance Director
- Accounts Payable Report, July 2017*—Eric Dahl, Deputy County Administrator/Finance Director
- FY18 Commonwealth Attorney Supplemental Appropriation - Temporary Intern* – Marty Brookhart, Management Analyst
- FY18 County Administrator Pay Increase* – Gail Parrish, HR Manager
- FY18 Social Service Family Services Allocation Supplemental Appropriation* – Kim Mabe, DSS Director



MOTION

Mr. Weaver moved to approved the consent agenda, for the August 16, 2017 Board of Supervisors meeting, and to ratify Accounts Payable and Payroll for June 2017, in the amount of \$3,418,851.68, and Accounts Payable and Payroll for July 2017 in the amount of \$9,513,326.03. Mrs. Booker seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

**10 - UNFINISHED BUSINESS**

Mrs. Booker noted that she is in receipt of a letter from Mr. Marvin Moss, President of the Historical Society. Mr. Moss indicated that absent any direction or authorization of the Board to do otherwise, the Historical Society will place a monument to the Emancipation Proclamation in front of Maggie's House, home of the Historical Society. The Board agreed to add the issue to the September 20, 2017, agenda for discussion.

**11 - NEW BUSINESS**

*Burn Building Grant*—Steven M. Nichols, County Administrator & Cheryl Elliott, Emergency Services Coordinator, reported that the Burn Building Grant was approved. The award of up to \$480,000 for new construction, gives the County until August 14, 2018 to submit a valid building permit and begin construction, and has a project expiration date is August 14, 2019. An orientation meeting will be held within 30 days at the Farmville Division office. If the County determines the cost is significantly greater than the amount of the aware, the County can walk away from grant at any time, reimbursing only those funds expended. Once build, the burn building must be kept in operation for 20 years or grant funding must be reimbursed. The proposal anticipates building a Prototype II Class B Fuel building, a pre-engineered metal building structure with a gas-fueled prop system that would be constructed on county property behind Fork Union Fire Station.

What's included in the grant?

- Engineering & architect costs
- Building and foundation
- Stone apron

What's NOT included; match/cost share needed?

- Site Prep (grubbing, E&S)
- Driveway and parking lot
- Dumpster
- Water lines (6" desired)
- Two cement pads (for extrication/vehicle fires)
- Storage shed
- Potential funding required above grant: \$150K-\$300K

Expected Annual Costs:

- Annual costs will be included in Fire-Rescue training budget:
  - Annual inspections of facilities (county-retained licensed professional engineer) (~\$1,500)
  - Burn materials and/or propane (\$ TBD)
  - Facility maintenance and repairs (& MOU with fire companies)
- Future facility upgrades to be budgeted in CIP or sought through additional grant applications

The Board agreed to add this item to the September 6, 2017, agenda.

**12 - PUBLIC COMMENTS #2**

At 8:48pm Chair Sheridan opened the second round of Public Comments.

With no one else wishing to speak, Chair Sheridan closed the second round of Public Comments at 8:49pm.

**13 - CLOSED MEETING**MOTION TO ENTER INTO A CLOSED MEETING

At 8:49pm, Mr. O'Brien moved the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.1, A.3, A.7, & A.8. of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel, Real Estate, Litigation, & Legal Matters. Mrs. Booker seconded. The motion carried, with a vote of 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

MOTION TO EXIT A CLOSED MEETING & RECONVENE IN OPEN SESSION

At 10:24pm, Mr. O'Brien moved that the Closed Meeting be adjourned and the Fluvanna County Board of Supervisors convene again in open session and "BE IT RESOLVED, the Board of Supervisors does hereby certify to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711-A of the Code of Virginia, 1950, as amended, and (ii) 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 meeting." Mr. Weaver seconded.

Board of Supervisors Minutes

The motion carried, with a roll call vote, of 5-0. AYES: Sheridan, Booker, Eager, O'Brien, and Weaver.  
NAYS: None. ABSENT: None.

MOTION

Mr. Weaver moved the Fluvanna County Board of Supervisors adopt the resolution entitled, "Community Service Award Resolution Honoring Jo A. McDowell." Mr. O'Brien offered second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

**14 - ADJOURN**

MOTION:

At 10:33pm Mr. O'Brien moved to adjourn the regular meeting of Wednesday, August 16, 2017. Mrs. Booker seconded and the motion carried with a vote of 5-0. AYES: Sheridan, Booker, Eager, O'Brien, & Weaver. NAYS: None. ABSENT: None.

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

---

Kelly Belanger Harris  
Clerk to the Board

---

John M. Sheridan  
Chair

DRAFT

**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB U**

<b>MEETING DATE:</b>	September 6, 2017				
<b>AGENDA TITLE:</b>	Staff Project Implementation Bonus				
<b>MOTION(s):</b>	I move the Board of Supervisors approve a project implementation bonus in the amount of \$2,500.00 plus benefit costs for Cheryl J. Elliott, Emergency Services Coordinator, with such funds to come from the FY18 Personnel Contingency.				
<b>TIED TO STRATEGIC INITIATIVES?</b>	Yes	No	<b>If yes, list initiative(s):</b>	A1, C8	
	X				
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		XX			
<b>STAFF CONTACT(S):</b>	Steve Nichols, County Administrator				
<b>PRESENTER(S):</b>	Steve Nichols, County Administrator				
<b>RECOMMENDATION:</b>	Approval.				
<b>TIMING:</b>	Routine.				
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>• The named staff member served as the County's Project Manager for the essential E911 Emergency Communications Project implementation.</li> <li>• Ms. Elliott played key and significant role in coordinating the lengthy and complex project to full and successful completion.</li> <li>• She managed numerous project changes to better meet the needs of Fluvanna County, including: substantial scope changes with the addition of County-owned towers and elimination of a 7<sup>th</sup> tower site.</li> <li>• Ms. Elliott is very highly deserving of special recognition through this pay bonus for shepherding the almost \$9M project to successful implementation.</li> </ul>				
<b>FISCAL IMPACT:</b>	\$2,500 plus benefit costs.				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	None				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB V**

<b>MEETING DATE:</b>	September 6, 2017				
<b>AGENDA TITLE:</b>	FY18 Byrne Justice Assistance Grant (JAG) Award				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors accept the Byrne Justice Assistance Grant administered by the Department of Criminal Justice Services and authorize a supplemental appropriation of \$1,340 to the FY18 Sheriff's Office Police Supplies budget.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
<b>STAFF CONTACT(S):</b>	Marty Brookhart, Management Analyst Lieutenant Jesse T. Ellis, Fluvanna County Sheriff's Office				
<b>PRESENTER(S):</b>	Marty Brookhart, Management Analyst				
<b>RECOMMENDATION:</b>	I recommend approval of the motion as stated above.				
<b>TIMING:</b>	Effective Immediately				
<b>DISCUSSION:</b>	<p>The Byrne Justice Assistance Grant (JAG) is a federal formula grant awarded by the Department of Criminal Justice Services.</p> <p>The award of \$1,340 requires matching funds of \$149 for a total of \$1,489. Matching funds will be drawn from the FY18 Sheriff's Office budget.</p> <p>Expenditures under this grant will pay for training equipment intended to provide the community and the Sheriff's Office with training regarding active shooter response, work place violence, and response to critical incidents that may occur in our County's schools. This equipment is a critical component in providing real-time up-to-date training for the Fluvanna County Sheriff's Office Deputies. The training will enable Deputies to prevent, prepare, and tactically respond to active shooter incidents, and any other emergency that occurs within the County.</p>				
<b>FISCAL IMPACT:</b>	<p>Approval of the motion will increase FY18 Federal Revenue and the Sheriff's Office Police Supplies Budget by \$1,340.</p> <p>Matching funds of \$149 will be drawn from the FY18 Sheriff's Office Budget.</p>				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	Byrne Justice Assistance Grant Award Letter				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
		X			



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB W**

<b>MEETING DATE:</b>	September 6, 2017				
<b>AGENDA TITLE:</b>	E911 Radio Project Revenue Transfer				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve a revenue transfer for the E911 Radio Project, decreasing the County General Fund contribution by \$38,843 and increasing the Other Local Sources revenue by \$38,843 for funds received from Central Virginia Electrical Cooperative for Change Order #6, which included additional costs at the CVEC tower site.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>	C8	
	X				
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
<b>STAFF CONTACT(S):</b>	Marty Brookhart, Management Analyst				
<b>PRESENTER(S):</b>	Marty Brookhart, Management Analyst				
<b>RECOMMENDATION:</b>	I recommend approval of the motion as stated above.				
<b>TIMING:</b>	Effective Immediately				
<b>DISCUSSION:</b>	<p>Change Order #6 for the E911 Radio Project included \$18,059 for increased footer volume and \$20,784 for increased tower steel at the CVEC Tower site for a total of \$38,843.</p> <p>Central Virginia Electrical Cooperative has agreed to pay \$38,843 to cover the new costs at the CVEC site in exchange for sharing the county's generator and fuel tank on the premises.</p> <p>The county has received the \$38,843 payment from CVEC. This transfer is needed to increase Other Local Revenues by the appropriate amount.</p>				
<b>FISCAL IMPACT:</b>	Approval of the motion as stated above will allow finance to decrease the Radio Project General Fund revenue by \$38,843 and increase Other Local Sources revenue by \$38,843.				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	Change Order #6 was approved by the Board of Supervisors on March 15, 2017.				
<b>ENCLOSURES:</b>	None				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
		X			







# Capital Reserve Maintenance Fund Request

TAB XYZ

**MOTION: I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request to:**

Provide \$10,000.00 from the Capital Reserve Maintenance Fund to pay the costs of:

Additional costs associated with repairing structural damage to the roof framing on the Historic Courthouse.

### Section 1 - REQUEST

Requesting Dept. / Agency: Public Works PW18-004		Dept / Agency Contact: Wayne Stephens	Date of Request: Sep 6, 2017	
Phone: (434) 591-1925	Fax: (434) 591-1924	email: wstephens@fluvannacounty.org		Fiscal Year: FY18
Reserve Fund Purpose Category: Unexpected facility repairs or replacements				
Description of Project/Repair	Qty	Unit Price	Total Price	
Additional funds for repairs to roof structure	1	\$10,000.00	\$10,000.00	
			<b>Total Request: \$10,000.00</b>	

### Description and Justification for Proposed Use

The Historic Courthouse experienced the failure of a major structural component of its roof. The upper half of one of the seven "jackposts" (vertical beams) which support the building's rafters & roof broke apart, causing damage to other structural beams, sagging of the roof and a large roof leak. In April, 2017 the Board approved a CRMF Request for \$20,000 for the the necessary repairs. This amount was based on preliminary estimates by staff and an historic renovation contractor.

Staff and the contractor endeavored to complete the repairs within the originally approved amount. However, we were unable to achieve this goal. The project ended up costing a total of \$30,000, due to repair costs being more than anticipated, and the unexpected necessity of moving electrical wiring and HVAC ductwork in order to reduce the loading on the damaged jackpost, as well as the six other jackposts which support the roof. The additional work will at least slightly reduce the possibility of another failure in the future, as well as providing easier access for periodic inspections of the structures.

Department / Agency Head Name: Wayne Stephens, Director of Public Works	Signature  <small>Digitally signed by Wayne Stephens DN: cn=Wayne Stephens, o=Microsoft Date: 2017.08.29 14:30:58 -04'00'</small>	Date 08/29/2017
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### Section 2 - REVIEW

Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Finance Director  <small>Digitally signed by Eric Dahl Date: 2017.08.30 11:04:17 -04'00'</small>	Date 08/30/2017
Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Administrator  <small>Digitally signed by Steven M. Nichols Date: 2017.08.30 11:28:46 -04'00'</small>	Date 08/30/2017

### Section 3 - BOARD OF SUPERVISORS

Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Decision Date:	Comments:
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# Capital Reserve Maintenance Fund Request

TAB A

**MOTION: I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request to:**

Provide \$55,000.00 from the Capital Reserve Maintenance Fund to pay the costs of:

Relocating & replacing the HVAC system for the Records Room in the Courts Building

### Section 1 - REQUEST

Requesting Dept. / Agency: Public Works PW18-003		Dept / Agency Contact: Wayne Stephens	Date of Request: Sep 6, 2017	
Phone: (434) 591-1925	Fax: (434) 591-1924	email: wstephens@fluvannacounty.org		Fiscal Year: FY18
Reserve Fund Purpose Category: Unexpected facility repairs or replacements				
Description of Project/Repair	Qty	Unit Price	Total Price	
Relocate & Replace Records Room HVAC System	1	\$45,000.00	\$45,000.00	
Construct equipment room, and ancillary related construction	1	\$10,000.00	\$10,000.00	
			<b>Total Request:</b>	<b>\$55,000.00</b>

### Description and Justification for Proposed Use

The HVAC system which serves the Records Room in the Courts Building has reached the end of its service life. The major equipment components for the system are currently located above the drop-ceiling. This means that a scissor lift must be used to access the system each and every time it must be serviced, resulting in major disruption to activities in the Records Room.

Additionally, any malfunction of the condensate disposal system has the potential to cause water damage to some of the county's most important records. Such a malfunction has occurred on at least two occasions recently, although to date we have avoided any major damage. The proposal is to replace the system, and to take the opportunity to relocate the equipment to a newly constructed equipment closet in one corner of the Records Room.

This HVAC system is completely separate from the HVAC system for the remainder of the Courts Building.

Department / Agency Head Name: Wayne Stephens, Director of Public Works	Signature  <small>Digitally signed by Wayne Stephens DN: cn=Wayne Stephens, o=Microsoft Date: 2017.08.29 11:56:53 -04'00'</small>	Date 2017/08/29
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### Section 2 - REVIEW

Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Finance Director  <small>Digitally signed by Eric Dahl Date: 2017.08.30 11:06:08 -04'00'</small>	Date 08/30/2017
Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Administrator  <small>Digitally signed by Steven M. Nichols Date: 2017.08.30 11:28:14 -04'00'</small>	Date 08/30/2017

### Section 3 - BOARD OF SUPERVISORS

Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Decision Date:	Comments:
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**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB B**

<b>MEETING DATE:</b>	September 6, 2017				
<b>AGENDA TITLE:</b>	Vacation of Plat for The Meadows Subdivision				
<b>MOTION(S):</b>	I move the Fluvanna County Board of Supervisors approve the Deed of Release and Vacation of Subdivision for The Meadows Subdivision as shown on a plat by Dominion Development Resources LLC, dated April 24, 2009, and recorded in the Clerk's Office of the Circuit Court of Fluvanna County, Virginia in Plat Book 3, Pages 50-51.				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	If yes, list initiative(s):		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
<b>STAFF CONTACT(S):</b>	Kelly Belanger Harris, Clerk to the Board				
<b>PRESENTER(S):</b>	Brad Robinson, Senior Planner				
<b>RECOMMENDATION:</b>	Adoption of Vacation of Plat				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	<p>The Meadows is a rural cluster subdivision that was recorded in 2009 and located at the intersection of Central Plains Road (SR 649) and Shiloh Church Road (SR 647). The subdivision consists of 16 lots averaging 0.46 acres in size and open space containing 30.56 acres.</p> <p>The original developer, James D. Ballif, recently sold the subdivision to Southern Property LLC. All lots and open space were still owned by Mr. Balliff at the time of the sale; no lots have been sold or developed and no roads have been built. The current owner, Southern Property LLC, desires to vacate the existing rural cluster subdivision and then re-subdivide the property into five (5) larger lots through the minor subdivision process, which is permitted by right.</p> <p>In accordance with Section 15.2-2271 of the Code of Virginia, a recorded plat for which no lots have been sold may be vacated by two methods – a written instrument with consent of the governing body or its agent <u>OR</u> an ordinance of the governing body after notice is given as required by 15.2-2204 (i.e. public hearing). The property owner has selected to utilize a written instrument, a draft of which is included.</p>				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>					

<b>ENCLOSURES:</b>	Draft Deed of Release and Vacation of Subdivision				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	X				



Prepared by: Lois A. Haverstrom (VSB #43712)  
Return to: 170 South Pantops Drive, Charlottesville, VA, 22911  
Fluvanna County Tax Map Parcels: 40-20-1 through 40-20-17, and, all appurtenant right of way  
Consideration: \$0.00

**DEED OF RELEASE and VACATION OF SUBDIVISION**

THIS DEED OF RELEASE and VACATION OF SUBDIVISION is made this 23rd day of June, 2017, by and among **SOUTHERN PROPERTY, LLC**, a Virginia limited liability company, t/a Southern Development Homes, as Grantor and Grantee, whose address is: 170 South Pantops Drive, Charlottesville, Virginia, 22911;

**WITNESSETH:**

**WHEREAS**, Southern Property, LLC is the Owner of certain real property located in Fluvanna County, Virginia, more particularly shown and described as all those certain lots or parcels of land, with improvements thereon and appurtenances thereto, situated in the County of Fluvanna, Virginia, shown as Lots 1 – 17, of The Meadows Subdivision, as well as all of the parcels, easement and right of way, and, other property making up the whole of The Meadows Subdivision, as shown on a plat by Dominion Development Resources, LLC, dated April 24, 2009, and recorded in the Clerk's Office of the Circuit Court of Fluvanna County, Virginia, in Plat Book 3, Pages 50-51: BEING, the property conveyed to Southern Property, LLC, by deed from James D. Ballif, dated May 17, 2017, as recorded in the aforesaid Clerk's Office in Deed Book 987, Page 780; and, by deed from James D. Ballif dated June 16, 2017, as recorded in the aforesaid Clerk's Office in Deed Book 989, Page 944.

**WHEREAS**, Southern Property, LLC, as the Owner of all of the above stated parcels of land, is also the successor Declarant under the Declaration of Restrictions, Covenants, Conditions and Easements for The Meadows Subdivision, dated April 30, 2009, as recorded in the Clerk's Office of the Circuit Court of Fluvanna County in Deed Book 792, Page 903.

**WHEREAS**, Southern Property, LLC is making the Deed of Release and Vacation of Subdivision pursuant to and in accordance with the provisions of Virginia Code Section 15.2-2271.

**WHEREAS**, Southern Property, LLC, the Grantor herein, is the successor in interest to the owner, declarant, proprietor and trustees, if any, who signed the statement required by Virginia Code Section 15.2-2264 and that no lots have been sold, transferred, or, otherwise conveyed except as to Southern Property, LLC.

**NOW THEREFORE**, in consideration of the sum of One Dollar (\$1.00) and the mutual premises contained herein, the receipt and sufficiency of which are hereby acknowledged, the Grantor does hereby vacate, surrender, quitclaim, remove, and, release, the Plat by Dominion Development

Resources, LLC, titled: "Subdivision Plat for Tax Map 40, Section 16, Parcel 3, The Meadows, Fork Union District, Fluvanna County, Virginia", dated April 24, 2009, and recorded in the Clerk's Office of the Circuit Court of Fluvanna County, Virginia, in Plat Book 3, Pages 50-51 (the "Plat").

FURTHER, Grantor does hereby vacate, surrender, quitclaim, remove, and, release the encumbrances of all easements, rights of way, and all other restrictions as shown and described on the Plat; and,

FURTHER, Grantor does hereby vacate, surrender, quitclaim, remove and release the Declaration of Restrictions, Covenants, Conditions and Easements for The Meadows Subdivision, dated April 30, 2009, as recorded in the Clerk's Office of the Circuit Court of Fluvanna County in Deed Book 792, Page 903 (the "Declaration"), as recorded with the Plat.

This Deed Releasing the Plat and Declaration is made, and is with the free consent, and in accordance with the desires of the Grantor, and at the request of the Grantee, as sole owner and proprietor of the land embraced within the bounds of said Plat and Declaration.

Approval by the County of Fluvanna, Virginia follows on page 3.

WITNESS the following signatures and seals:

OWNER, DECLARANT, GRANTOR and GRANTEE:  
SOUTHERN PROPERTY, LLC, a Virginia limited liability company

By: [Signature] (SEAL)  
Frank T. Ballif, Manager

State of Virginia >

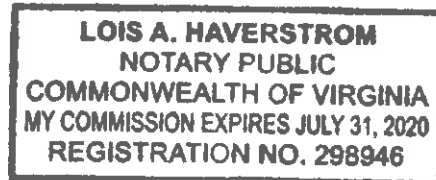
County of Albemarle > to-wit:

I, the undersigned Notary Public, in and for the County and State aforesaid do hereby certify that Frank T. Ballif is the Manager of SOUTHERN PROPERTY, LLC, a Virginia limited liability company, dba Southern Development Homes, and whose name is signed to the foregoing Deed of Release and Vacation of Subdivision, acknowledged the same before me in the jurisdiction aforesaid, on behalf of and as the act of the said company, duly authorized by and acting for SOUTHERN PROPERTY, LLC.

Given under my hand and seal this 30<sup>th</sup> day of June, 2017.

My commission expires: 7-31-2020  
Reg # 298946

[Signature]  
Notary Public



The County of Fluvanna, Virginia signs to acknowledge its consents and approval to the action being taken in this Deed of Release and Vacation of Subdivision, effective as of \_\_\_\_\_, 2017.

**COUNTY OF FLUVANNA, VIRGINIA**

By: \_\_\_\_\_ (SEAL)  
Print Name: \_\_\_\_\_  
Print Title: \_\_\_\_\_

**COMMONWEALTH OF VIRGINIA,  
COUNTY OF FLUVANNA, to wit:**

The foregoing Deed of Release and Vacation of Subdivision was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2017, by \_\_\_\_\_ as \_\_\_\_\_ for the County of Fluvanna, Virginia and authorized by the County of Fluvanna, Virginia.

My commission expires: \_\_\_\_\_

(SEAL)

\_\_\_\_\_  
Notary Public  
Certificate Number: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
County Attorney  
Date \_\_\_\_\_



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
MEETING PACKAGE ATTACHMENTS**

September 6, 2017

No.	Item
1	FY18 Capital Reserve Memo 2017-09-06
2	FY18 Contingency Balance 2017-09-06
3	Unassigned Fund Balance Report 2017-09-06
4	
5	
6	
7	
8	
9	
10	



**COUNTY OF FLUVANNA**

*“Responsive & Responsible Government”*

P.O. Box 540  
Palmyra, VA 22963  
(434) 591-1910  
Fax (434) 591-1911  
www.fluvannacounty.org

**MEMORANDUM**

**Date:** September 6, 2017  
**From:** Marty Brookhart – Management Analyst  
**To:** Board of Supervisors  
**Subject:** FY18 BOS Contingency Balance

The FY18 BOS Contingency line balance is as follows:

<b>Beginning Budget:</b>	<b>\$150,000</b>
Less: Arts Council FY18 Allocation Grant Supplement – 06.07.17	-\$500
Less: Quitclaim and Release for FCSS Building – 08.16.17	-\$11,520
<b>Available:</b>	<b>\$137,980</b>





# COUNTY OF FLUVANNA

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## MEMORANDUM

**Date:** September 6, 2017  
**From:** Marty Brookhart – Management Analyst  
**To:** Board of Supervisors  
**Subject:** FY18 Capital Reserve Balances

The FY18 Capital Reserve account balances are as follows:

### County Capital Reserve:

FY17 Carryover	\$134,975
<b>FY18 Allocation:</b>	<b>\$175,000</b>
Plus: Projects Completed July 2017	\$31
Less: Courts Building Well Repairs – 08.02.17	-\$7,800
Less: Bobcat Skid-Steer Major Repairs – 08.02.17	-\$2,400
<b>Available:</b>	<b>\$299,806</b>

### Schools Capital Reserve:

FY17 Carryover	\$238,603
<b>FY18 Allocation:</b>	<b>\$75,000</b>
Plus: Projects Completed July 2017	\$1,159
Less: Central HVAC Unexpected Repairs – 07.05.17	-\$6,226
<b>Available:</b>	<b>\$308,536</b>



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# COUNTY OF FLUVANNA

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 Fax (434) 591-1911  
 www.fluvannacounty.org

## MEMORANDUM

**Date:** September 6, 2017  
**From:** Marty Brookhart – Management Analyst  
**To:** Board of Supervisors  
**Subject:** Unassigned Fund Balance

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<b>*FY17 Year End (Unaudited) Unassigned Fund Balance:</b>	<b>*\$4,840,117</b>
Less: ZXR Water. & Sewer Sys. Amend. to Agrmt. #3 (Dewberry) – 07.05.17	-\$4,500
Less: ZXR Water & Sewer Sys. Project Agreement #4 (Bowman) – 07.05.17	-\$6,880
Less: ZXR Water & Sewer Sys. Project Agreement #11 (Dewberry) – 07.05.17	-\$51,330
Less: ZXR Water & Sewer Sys. Project Agreement #5 (Bowman) – 07.05.17	-\$22,950
<b>Current (Unaudited) Unassigned Fund Balance:</b>	<b>*\$4,754,457</b>

\*Audited FY17 Year End Unassigned Fund Balance will be available upon completion of the FY17 CAFR