



FLUVANNA COUNTY BOARD OF SUPERVISORS
MEETING AGENDA

BOS Package 2017-12-20 p.1/619

Circuit Courtroom, Fluvanna Courts Building
December 20, 2017

Budget Work Session – 4:00 pm

Regular Meeting – 7:00 pm

TAB AGENDA ITEMS

A – CALL TO ORDER

B – PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

C – NON-PROFIT PRESENTATIONS

Piedmont Housing Alliance
Piedmont Virginia Community College (PVCC)
ReadyKids
Region Ten
Rivanna Conservation Alliance
Sexual Assault Resource Agency (SARA)
Shelter for Help in Emergency
Southeast Rural Community Assistance Project (SERCAP)
Thomas Jefferson EMS (TJEMS) Council
Thomas Jefferson Soil and Water Conservation District
Thomas Jefferson Planning District Commission (TJPDC)

D – CLOSED MEETING AND DINNER RECESS

TBD

RECESS – DINNER BREAK

RECONVENE @ 7:00pm

TAB AGENDA ITEMS

1 – CALL TO ORDER

2 – PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

3 – ADOPTION OF AGENDA

4 – COUNTY ADMINISTRATOR'S REPORT

5 – PUBLIC COMMENTS #1 (5 minutes each)

6 – PUBLIC HEARING

N ZMP 17:04 - Amber Hill LLC – Brad Robinson, Senior Planner
O SUP 17:04 – The Light Academy Inc. – James Newman, Planner

7 – ACTION MATTERS

P FY17 Comprehensive Annual Financial Report (CAFR)—Eric Dahl, Deputy County Administrator & Finance Director, & David Foley, Robinson, Farmer, Cox Associates

Fluvanna County...The heart of Virginia and your gateway to the future!

For the Hearing-Impaired – Listening device available in the Board of Supervisors Room upon request.

TTY access number is 711 to make arrangements.

For Persons with Disabilities – If you have special needs, please contact the County Administrator's Office at (434) 591-1910.

- Q Security, Surveillance and Safety Systems Installation and Service Contract—Cyndi Toler, Purchasing Officer
- R Lucas 3 Chest Compression System- Cyndi Toler, Purchasing Officer
- S Purchase of ImageTrend Software—Cyndi Toler, Purchasing Officer
- T CARE Task Force Phase Plan and Charter Renewal – Steve Nichols, County Administrator
- U Computers and Information Systems Acceptable Use Policy and Agreements—Steve Nichols, County Administrator
- V Reclassification of Emergency Management Coordinator Position—Gail Parrish, HR Manager
- W Deer Hunt for Handicapped Hunters at Pleasant Grove – Fred Payne, County Attorney
- YZ Appointment to the Library Board of Trustees—Steven M. Nichols, County Administrator
- A Appointment to the Fluvanna Partnership for Aging—Steven M. Nichols, County Administrator
- B Appointment to the James Water River Authority—Steven M. Nichols, County Administrator
- C Appointment to the Social Services Board—Steven M. Nichols, County Administrator
- D Appointment to the TJPDC—Steven M. Nichols, County Administrator

8 – PRESENTATIONS (normally not to exceed 10 minutes each)

None

9 – CONSENT AGENDA

- E Minutes of November 15, 2017—Kelly Belanger Harris, Clerk to the Board
- F Minutes of December 6, 2017—Kelly Belanger Harris, Clerk to the Board
- G AP Report, November 2017—Eric Dahl, Deputy County Administrator & Finance Director
- H CRMF Request – FCPS School Roof Repairs – Don Stribling, FCPS Executive Director
- I CRMF Request – Fluvanna Middle School Painting – Don Stribling, FCPS Executive Director
- J Open Space Contract (Barber) – Andrew M. Sheridan, Commissioner of the Revenue
- K Open Space Contract (Edmonds) – Andrew M. Sheridan, Commissioner of the Revenue

10 – UNFINISHED BUSINESS

TBD

11 – NEW BUSINESS

TBD

12 – PUBLIC COMMENTS #2 (5 minutes each)

13 – CLOSED MEETING

TBD

14 – ADJOURN



Digitally signed by Steven
M. Nichols
Date: 2017.12.14 09:42:15
-05'00'

County Administrator Review

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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.

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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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 N

MEETING DATE:	December 20, 2017				
AGENDA TITLE:	ZMP 17:04 – Amber Hill LLC				
MOTION(s):	I move that the Board of Supervisors approve/deny/defer ZMP 17:04, an ordinance to amend the Fluvanna County Zoning Map with respect to approximately 90.17 acres of Tax Map 4, Section A, Parcel 27A, to rezone the same from A-1, Agricultural, General, to I-2, Industrial, General.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
	X				
STAFF CONTACT(S):	Brad Robinson, Senior Planner				
PRESENTER(S):	Brad Robinson, Senior Planner				
RECOMMENDATION:	At its meeting on December 12, 2017, the Planning Commission recommended denial of ZMP 17:04 (3-1-1); Mr. Zimmer moved to recommend denial, Ms. Cotellessa seconded. AYES: Cotellessa, Lagomarsino and Zimmer. NAYS: Bibb. ABSTAIN: Johnson.				
TIMING:	Immediate decision requested at current meeting.				
DISCUSSION:	An ordinance to amend the Fluvanna County Zoning Map with respect to 90.17 acres of Tax Map 4, Section A, Parcel 27A, to rezone the same from A-1, Agricultural, General, to I-2, Industrial, General.				
FISCAL IMPACT:					
POLICY IMPACT:	<p>Regarding ZMP 17:04, the Board of Supervisors may:</p> <ul style="list-style-type: none"> • Approve this request, allowing the Fluvanna County Zoning Map to be amended; OR • Deny this request, preventing the Fluvanna County Zoning Map from being amended; OR • Defer this request and make a final decision at a later date. 				
LEGISLATIVE HISTORY:	Review of a proposed Zoning Map Amendment in accordance with Chapter 22, Article 17 of the Fluvanna County Code (Zoning Ordinance).				
	Application was initiated by the Board of Supervisors on November 1, 2017.				
	Planning Commission reviewed the request on December 12, 2017.				
ENCLOSURES:	Staff Report (with accompanying attachments)				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
					X



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STAFF REPORT

To: Fluvanna County Board of Supervisors
Case Number: ZMP 17:04
Tax Map: Tax Map 4, Section A, Parcel 27A

From: Brad Robinson
District: Palmyra
Date: December 20, 2017

General Information: This request is to be heard by the Board of Supervisors on Wednesday, December 20, 2017 at 7:00 pm in the Circuit Court Room in the Courts Building.

Applicant: County of Fluvanna

Owner: Amber Hill LLC

Requested Action: To amend the Fluvanna County Zoning Map with respect to 90.17 acres of Tax Map 4, Section A, Parcel 27A, to rezone the same from A-1, Agricultural, General, to I-2, Industrial, General. (Attachment A)

Location: The property is located along Memory Lane (State Route 698), approximately 0.35 miles south of the intersection of Richmond Road (U.S. Route 250). The parcel is within the Rural Residential Planning Area and the Palmyra Election District. (Attachment B)

Existing Zoning: A-1, Agricultural, General (Attachment C)

Proposed Zoning: I-2, Industrial, General

Existing Land Use: Vacant industrial

Planning Area: Rural Residential Planning Area

Adjacent Land Use: Adjacent properties are zoned A-1, I-1 and I-2.

Zoning History: ZMP 05:11 was approved January 18, 2006 for a portion of Tax Map 4-A-27A which is now a part of adjoining parcel 4-A-20A.

A salvage yard operated by Cosner Bros. was formerly located on the property. The salvage yard ceased operation within the last two to three years and was a legal nonconforming use.

Neighborhood Meeting:

A neighborhood meeting was held November 15, 2017. There were five (5) attendees including staff.

The attendees had questions or concerns about several issues including noise, lighting, security, utilities and runoff.

(Attachment D)

Technical Review Committee:

The Technical Review Committee reviewed this request on November 9, 2017 and did not have any comments.

Analysis:

The County is proposing to rezone 90.17 acres of Tax Map 4, Section A, Parcel 27A from A-1, Agricultural, General, to I-2, Industrial, General. The subject property is located on the west side of Memory Lane (State Route 698) approximately 0.35 miles south of its intersection with Richmond Road (State Route 250).

The proposed use of the property is an auto reclamation facility (Salvage and scrap yard). The company name and purchaser of the property have not been identified; however this facility would potentially employ between 35 and 40 people.

While the County has elected to rezone this property in an effort to encourage economic development, it is important to note the proposed use will still also require approval of a special use permit, the costs of which the company will be responsible for.

The purpose of the A-1 District is *“to conserve water and other natural resources, reduce soil erosion, protect watersheds and reduce hazards from floods; to preserve the rural character of the county; to promote existing and future farming and forestry operations; and to promote the retention of undisturbed open space.”*

In comparison, the purpose of the I-2 District is *“to establish an area as defined by the Comprehensive Plan where the principal use of land is for heavy commercial and industrial operations, which may create some nuisance, and which are not properly associated with, nor particularly compatible with, residential, institutional, and neighborhood commercial service establishments.”*

If this rezoning is approved, then a site development plan that is in full compliance with county ordinances and associated proffers shall be reviewed and approved by planning staff prior to the commencement of any site improvements or construction. (Attachment F)

Comprehensive Plan:**Land Use Chapter:**

The Comprehensive Plan designates this property as within the Rural Residential Planning Area, however the property also directly adjoins the Zion Crossroads Community Planning Area to the north. Rural residential areas conserve open space by clustering development or developing on larger lots. In contrast, *“Zion Crossroads is envisioned to be the most intensely developed part of the county, consisting of regional mixed-use, regional employment, and neighborhood mixed-use developments. This area is the county’s primary regional economic development area and is targeted as a regional employment center with primarily mixed-use, mixed-income development.”*

Economic Development Chapter:

According to this chapter, *“the primary infrastructure service areas will be the Zion Crossroads, Lake Monticello, and Fork Union community planning areas”* and *“Zion Crossroads is considered the most viable area to attract light industrial, technology business, medical facilities, and retail.”* This property is located within the Rural Residential Planning Area but adjoins the Zion Crossroads Community Planning Area. Properties zoned light industrial or industrial are located across the road or within the same vicinity along Route 250.

Planning Commission:

The Planning Commission considered this rezoning request at their December 12, 2017 meeting. Three citizens spoke during the public hearing in opposition to the request.

After additional discussion, Mr. Zimmer moved to recommend approval. There was no second.

Ms. Cotellessa moved to recommend deferral. There was no second.

Mr. Zimmer moved to recommend denial, and Ms. Cotellessa seconded. The motion carried with a vote of 2-2-1. AYES: Cotellessa and Lagomarsino. NAYS: Bibb and Zimmer. ABSTAIN: Mr. Johnson.

Mr. Zimmer moved to recommend denial, and Ms. Cotellessa seconded. The motion carried with a vote of 3-1-1. AYES: Cotellessa, Lagomarsino and Zimmer. NAYS: Bibb. ABSTAIN: Mr. Johnson.

Conclusion:

This rezoning is adjacent to the Zions Crossroads Community Planning Area which is designated as the county’s primary area for economic development. The property was formerly used for industrial use as a salvage yard. Additionally, several other properties along Memory Lane (Route 698) are currently zoned I-1 (Industrial, Limited) and all owned by an industrial business (A.G. Dillard) that is located across from the subject property. Consideration should be given to the idea that the boundaries of community planning areas are not intended to function the same as traditional zoning districts, but can be adjustable based on growth patterns. The

Comprehensive Plan states “*each application is considered by the county to see if the proposed development is well planned within the context of the surrounding community.*”

In addition to conformance with the Comprehensive Plan, the Board of Supervisors may want to consider any potential adverse impacts, such as traffic entering and exiting the property, noise, or potential impacts to adjacent properties.

Suggested Motion:

I move that the Board of Supervisors approve/deny/defer ZMP 17:04, an ordinance to amend the Fluvanna County Zoning Map with respect to approximately 90.17 acres of Tax Map 4, Section A, Parcel 27A, to rezone the same from A-1, Agricultural, General, to I-2, Industrial, General.

Attachments:

- A – Application and APO Letter
- B – Aerial Vicinity Map
- C – Existing Zoning Map
- D – Neighborhood Meeting sign in sheet and comments
- E – November 1, 2017 presentation to Board of Supervisors
- F – Resolution to initiate rezoning
- G – Correspondence from citizens
- H – Proposed ordinance

Copy: Steven M. Nichols, County Administrator
File



COMMONWEALTH OF VIRGINIA
COUNTY OF FLUVANNA
Application for Rezoning

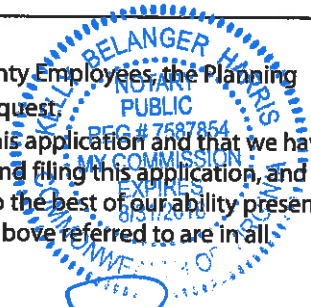
Owner of Record: Amber Hill LLC **Applicant of Record:** County of Fluvanna (BOS)
 E911 Address: 661 Whitehall Road, Keswick VA 22947 E911 Address: PO Box 540, Palmyra VA 22963
 Phone: _____ Fax: _____ Phone: (434)591-1910 Fax: _____
 Email: _____ Email: _____
Representative: Steven M. Nichols, County Administrator
 E911 Address: (same as applicant)
 Phone: _____ Fax: _____
 Email: snichols@fluvannacounty.org
Tax Map and Parcel(s): 4-A-27A **Deed Book Reference:** 717-776
Acreage: 90.17 **Zoning:** A-1 **Deed Restrictions?** No Yes (Attach copy)
 Location of Parcel: At the end of Memory Lane (Route 698), across from A.G. Dillard
 Requested Zoning: I-2 Proposed use of Property: Industrial development

Note: If applicant is anyone other than the owner of record, written authorization by the owner designating the applicant as the authorized agent for all matters concerning the request shall be filed with this application.

Is property in Agricultural Forestal District? No Yes
 If Yes, what district: _____

Affidavit to Accompany Petition for Rezoning

By signing this application, the undersigned owner/applicant authorizes entry onto the property by County Employees, the Planning Commission, and the Board of Supervisors during the normal discharge of their duties in regard to this request. I/We, being duly sworn, depose and say that we are Owner/Contract Owner of the property involved in this application and that we have familiarized ourselves with the rules and regulations of the Zoning Ordinance with respect to preparing and filing this application, and that the foregoing statements and answers herein contained and the information on the attached map to the best of our ability present the argument on behalf of the application herewith requested and that the statements and information above referred to are in all respects true and correct to the best of our knowledge.



Date: 11/01/2017 Signature of Owner/Applicant: [Signature]
 Subscribed and sworn to before me this 9th day of November, 20 17 Register # 7587854
 My commission expires: 8/31/18 Notary Public: Kelly Belanger Harris

All plats must be folded prior to submission to the Planning Department for review. Rolled plats will not be accepted.

OFFICE USE ONLY			
Date Received: <u>11/3/17</u>	Pre-Application Meeting:	PH Sign Deposit Received:	Application #: <u>ZMP17 :04</u>
\$1,000 plus \$50 for per acre plus mailing costs fee paid: Mailing Costs: \$20.00 Adjacent Property Owner(APO) after 1st 15, Certified			
Proffer or Master Plan Amendment: \$750.00 plus mailing costs			
Election District: <u>Palmyra</u>	Planning Area: <u>Rural Res.</u>		
Public Hearings			
Planning Commission		Board of Supervisors	
Advertisement Dates: <u>11/30 + 12/7</u>	Advertisement Dates: <u>12/7 + 12/14</u>		
APO Notification: <u>11/22</u>	APO Notification: <u>12/15</u>		
Date of Hearing: <u>12/12</u>	Date of Hearing: <u>12/20</u>		
Decision:	Decision:		

Amber Hill LLC

661 White Hall Rd

Keswick, VA 22947

November 4, 2017

New Development LLC

Attn: Scott Haley

8025 Forsyth Blvd

Saint Louis, MO 63105

RE: Rezoning of property TM 4-A-27A

Dear Mr. Haley

New Development LLC and its assigns have my permission to serve as my representative and seek a special use permit and rezoning from A-1 to I-2 of TM 4-A-27A. The intention is that the property be rezoned to I-1. It is also intended to obtain a special use permit to install and operate an automotive recycling facility at the same location.

1-2.

Sincerely,

Dillard Cosner

Dillard Cosner

Managing Member

Amber Hill LLC

STATE OF VIRGINIA, ALBEMARLE COUNTY

I certify that Dillard Cosner, known to me as Dillard Cosner personally appeared before me on this 6th day of November, 2017, acknowledging to me that he voluntarily signed the foregoing document for the purpose stated therein.

Witness my hand and official seal:

Pauline D Atkinson

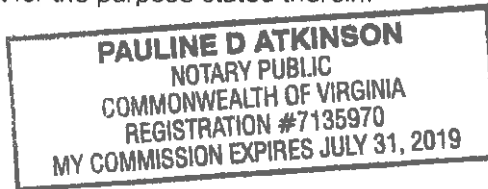
Signature of Notary Public

Pauline D Atkinson

Printed or typed name

07-31-19

My commission expires:



Reg # 7135970

Brad Robinson

From: Jason Smith
Sent: Thursday, November 09, 2017 7:46 PM
To: Brad Robinson
Subject: Fwd: Rezoning

Brad, let me know if this doesn't work. Jason

Jason Smith
Fluvanna County
Community and Economic Development Director

"A great place to live, learn, work and play."

From: Dillard Cosner <88partstar@gmail.com>
Sent: Thursday, November 9, 2017 5:30 PM
Subject: Rezoning
To: Jason Smith <jsmith@fluvannacounty.org>

Yes the correction to I2 is ok. Thanks

Sent from my iPhone



N/A TROY, VA 22974

Parcel Information

Parcel Number: 4 A 27A

Database Link: 4 A 27A

Zoning: A-1

District: 1

Owner Information

Owner Name: AMBER HILL LLC

Owner Address: 661 WHITE HALL RD KESWICK, VA 22947

Land and Value Information

Land Value: \$270,500

Improvement Value: N/A

Total Value: \$270,500

Description

Acre: 90.17

Deed Book: 717

Description 1: DB 717-776

Description 3:

Deed Book Page: 776

Description 2: AC 90.17

Description 4:

0717
0776

717 776

Prepared by: Richmond & Fishburne, L.L.P.

TMP 4-A-20A, 27, 27A and 58

Return to: Richmond and Fishburne, L.L.P.
214 East High Street
↗ Charlottesville, VA 22902

927
926

THIS DEED, made this 21 day of February, 2007, by and between TWIN OAK II, L.L.C., a Virginia limited liability company, Grantor, and AMBER HILL, L.L.C., a Virginia limited liability company, Grantee, whose address is 2428 Richmond Road, Troy, Virginia, 22974.

WITNESSETH:

Pursuant to Section 58.1-811(A)(10) of the Code of Virginia (1950, as amended), the Grantor **GRANTS** and **CONVEYS** with **GENERAL WARRANTY AND ENGLISH COVENANTS OF TITLE** unto the Grantee all of its interest in the real estate described as follows:

See Schedule A attached

This conveyance is made expressly subject to the easements, conditions, restrictions, and reservations contained in duly recorded deeds, plats and other instruments constituting constructive notice in the chain of title to the property hereby conveyed, which have not expired by limitation of time contained therein or have not otherwise become ineffective.

WITNESS the following signatures and seals.

TWIN OAK I, L.L.C.

Sidney L. Obsner Member
Sidney L. Obsner, Sole Member (SEAL)

0717
0777

717 777

STATE OF VIRGINIA, At Large
CITY/COUNTY OF Albemarle, to-wit:

The foregoing instrument was acknowledged before me this 21st day of February,
2007, by Sidney L. Cosner, Sole Member, Twin Oak II, L.L.C.

My commission expires: 12/31/11

Amy H. Vander (SEAL)
NOTARY PUBLIC
Printed name: Amy H. Vander



0717
0778

717 778

Schedule A

TMP 4-A-20A

All that certain parcel or tract of land, with improvements thereon and appurtenances thereto, situated in Fluvanna County, Virginia, containing 30 acres, more or less, shown on a plat by C. E. Watkins, S.F.C, dated October 29, 1915, and recorded in the Clerk's Office of the Circuit Court of Fluvanna County, Virginia in Deed Book 26, page 286, LESS AND EXCEPT a 12.32 acre tract shown on a plat by Roudabush, Gale & Associates, Inc. dated March 6, 2006 (the "Roudabush Plat") and recorded with a deed dated March 17, 2006 in said Clerk's Office in Deed Book 677, page 247.

TMP 4-A-27

All that certain tract or parcel of land, with improvements thereon and appurtenances thereto, situated in Fluvanna County, Virginia, containing 29.39 acres, more or less, as shown on a plat by John W. McNair, Jr., P.E., C.L.S., dated February 15, 1958, and recorded in said Clerk's Office in Deed Book 54, page 64.

TMP 4-A-27A

All that certain parcel or tract of land, with improvements thereon and appurtenances thereto, situated in Fluvanna County, Virginia, containing 93 acres, more or less, shown on a plat by C. E. Watkins, S.F.C, dated September 20, 1927 and recorded in said Clerk's Office in Deed Book 21, page 61, LESS AND EXCEPT a 3.411 acre tract shown on the Roudabush Plat.

TMP 4-A-58

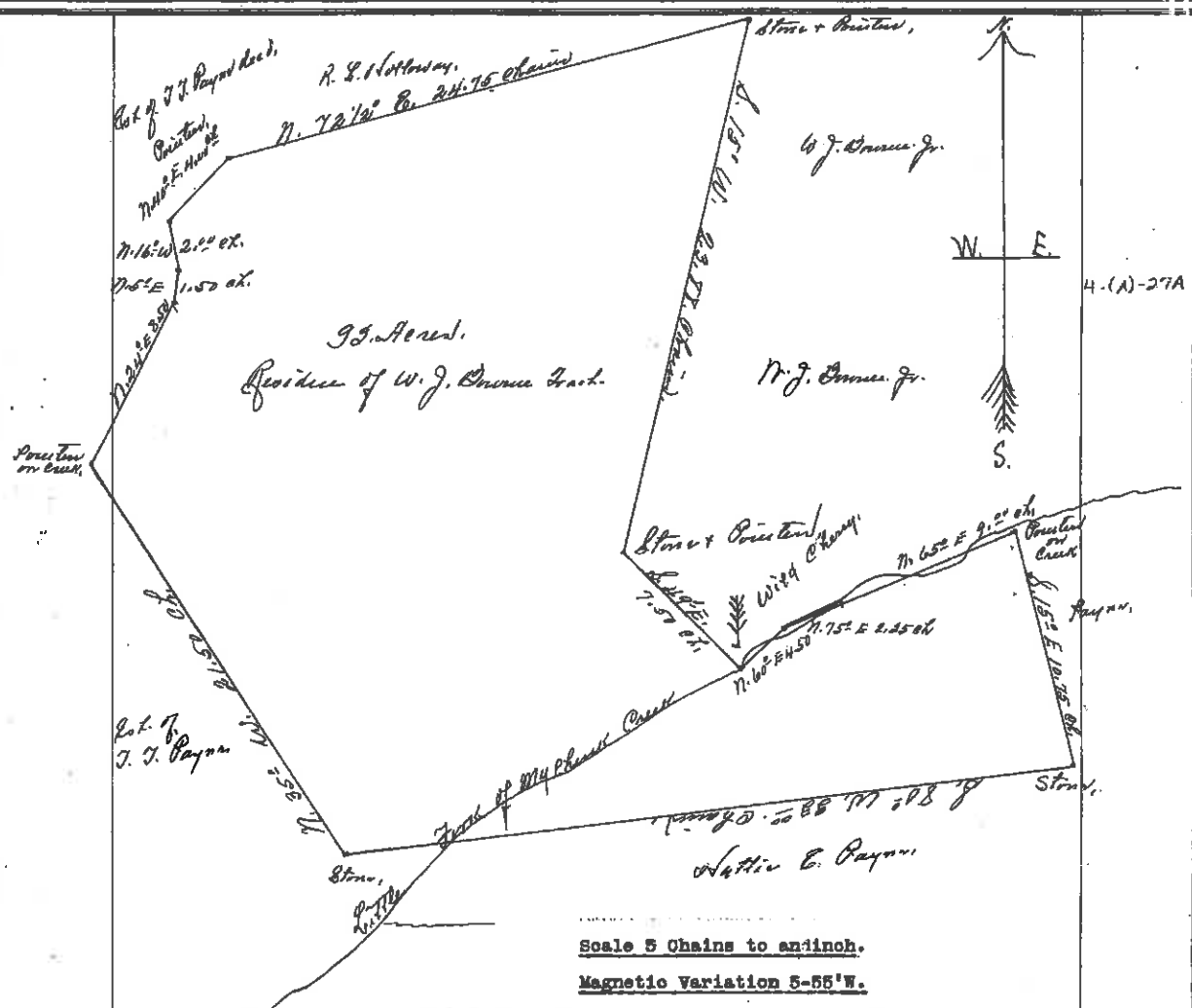
All that certain parcel or tract of land, with improvements thereon and appurtenances thereto, situated in Fluvanna County, Virginia, containing 54 and 11/20 acres, more or less, shown on a plat by W. H. Talley, Surveyor, dated October 23, 1909 and recorded in said Clerk's Office in Deed Book 5, page 381.

The property conveyed herein is the same property conveyed to the Grantor by deed from Beverly L. Cosner dated July 6, 2006 recorded in said Clerk's Office July 20, 2006 in Deed Book 692, page 362.

VIRGINIA: CLERK'S OFFICE OF THE CIRCUIT COURT OF FLUVANNA COUNTY

St. R. Tax			The foregoing instrument with acknowledgment was
Co. R. Tax			admitted to record on <u>Feb. 26</u> , 20 <u>07</u> at
Transfer	<u>1.00</u>		<u>8:22 AM</u> . In D.B. <u>717</u> Page(s) <u>70-778</u> .
Clerk	<u>2.00</u>		Recording costs paid as shown.
Grantor Tax	<u>0.50</u>	<u>1.00</u>	Teste: <u>Mianda Lewis</u> , Deputy Clerk
Total \$	<u>23.00</u>		Bouson E. Peterson, Jr., Clerk

S-84



Scale 5 Chains to an inch.
 Magnetic Variation 5-55'W.

This is a plat of a piece of land lying in the County of Fluvanna State of Virginia, containing Ninety-three (93) acres, it being the residue of the Estate of W. J. Bourne, Sr., dec'd, and devised to Estelle Comnock, Bessie Jackson, and Agatha Harlow by the will of the late W. J. Bourne, Sr.,
 Surveyed by me Sept. 20th, 1927.
 C. E. Watkins, S. F. C.

Haden A. S. Trustee,
 To (Deed of B. & S. ✓
 Carter C. L.

Tax .36
 Fee \$1.50
 Total \$1.86
 \$2.86
 Paid.

WHEREAS, by deed of trust dated November 15th 1926, and recorded in the Clerk's Office of the Circuit Court of Fluvanna County in Deed Book No. 16, page 362 and 363, D. R. Smith and E. E. Smith, his wife, conveyed to the undersigned trustee a certain tract or parcel of land, lying, being and situate in the County of Fluvanna, Cunningham Magisterial District, Virginia, near Antioch, Virginia, and containing Fifty (50) acres, more or less, adjoining the lands of Archer Wells, Decker Coles, and others, and bounded as follows: Beginning at a White Oak corner to said Decker Coles, thence N. 88 W. 108 poles to the Tryall tract; thence N. 10 E. 75 poles to a stake; thence S. 88 E. 108 poles to a stake, thence S. 44 W. 48 poles to the beginning, it being the same land that was sold to D. R. Smith on the 11th day of October 1919, by J. I. Coleman and Laura Coleman, and which deed is recorded in the Clerk's Office of the Circuit Court of Fluvanna County, in D. B. No. 13 page 180, and to which reference is hereby made.

219
 5-21-27

MEMORANDUM

Date: December 5, 2017
From: Stephanie Keuther
To: Jason Stewart
Subject: Board of Supervisors APO Letter

Please be advised the attached letter went out to the attached list of Adjacent Property Owners for the December 20, 2017 Board of Supervisors Meeting.



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

BOS Package 2017-12-20 p.24/619
132 Main Street
P.O. Box 540
Palmyra, VA 22963
(434) 591-1910
Fax (434) 591-1911
www.fluvannacounty.org

NOTICE OF PUBLIC HEARING

December 5, 2017

«Name»
«Address»
«City_State» «ZIP»
TMP#«TMP»

Re: Public Hearing on ZMP 17:04

Dear «Name»:

This letter is to notify you that the Fluvanna County Board of Supervisors will hold a public hearing on the above referenced items as noted below:

Purpose: Board of Supervisors Public Hearing
Day/Date: Wednesday, December 20, 2017
Time: 7:00 PM
Location: Fluvanna County Circuit Court Room, Palmyra, VA

The applicant or applicant's representative will be present at the Board of Supervisors meeting for the request that is described as follows:

ZMP 17:04 – Amber Hill LLC – An ordinance to rezone, from A-1 Agricultural, General to I-2 Industrial, General, 90.17 acres of Tax Map 4, Section A, Parcel 27A. The property is located along Memory Lane (State Route 698), approximately 0.35 miles south of the intersection of Richmond Road (U.S. Route 250). The parcel is within the Rural Residential Planning Area and the Palmyra Election District.

You are welcome to attend the Public hearing and you will have an opportunity to comment, if desired. The tentative agenda and staff report for this action is available for public review on the County website at <http://fluvannacounty.org/meetings>. You can also view the report in the Fluvanna County Planning and Zoning Department during working hours (8:00 am – 5:00 pm, Monday through Friday).

If you have any questions regarding this application or the Public Hearing, please contact me at 434–591–1910.

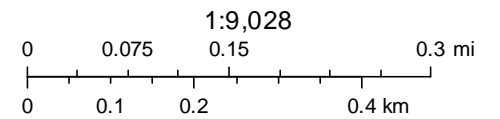
Sincerely,

Jason Stewart
Planning and Zoning Administrator

Aerial - Tax Map 4 A 27A



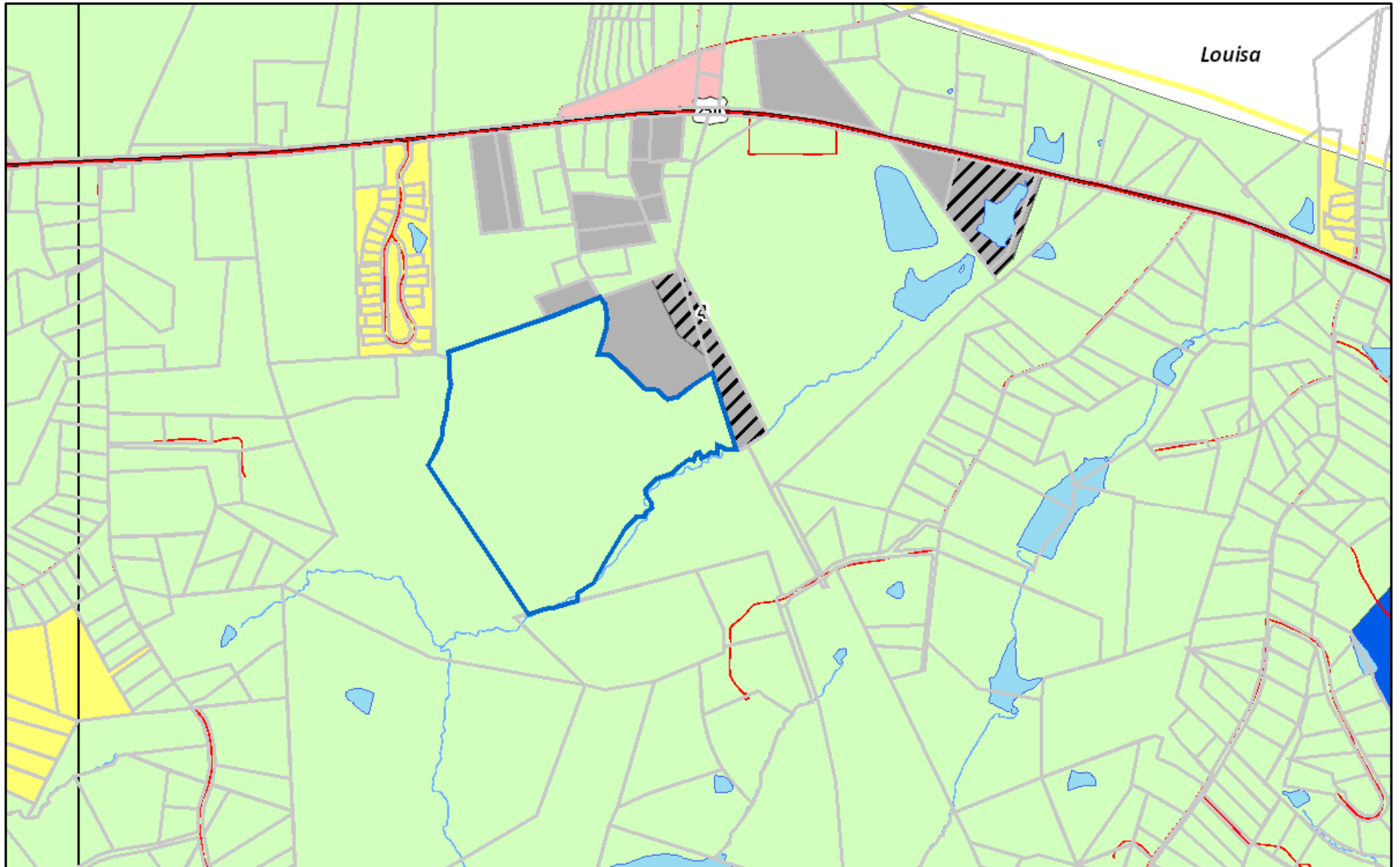
December 7, 2017



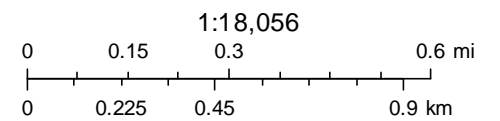
Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

Zoning - Tax Map 4 A 27A

BOS Package 2017-12-20 p.27/619



December 7, 2017



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

ZMP 17:04 Neighborhood Meeting Notes

November 15, 2017, 4:30 p.m.

Staff Conference Room, County Administration Building

Attendees: 5 (including staff)

Questions/Comments

- Concerned about noise; this is currently a quiet neighborhood
- Where is the waterline?
- Southern property line appears to be incorrect on map
- Concerned about lighting and security; there have been issues in the past with trespassers parking on neighboring property and cul-de-sac of Buck Ridge Lane to enter the property and steal parts
- A.G. Dillard is currently a pretty quiet operation
- Lighting from the prison is already a problem especially during snow and fog
- Concerned about contamination of the creek due to tires and runoff from former salvage yard
- Will they be required to recycle?
- Concerned about groundwater reserve and neighboring subdivision
- Proposed sewer plans?

County Initiated Rezoning Tax Map 4-A-27A

Board of Supervisors
Staff Presentation
November 1, 2017

Fluvanna County
Planning & Zoning Department



"Responsive & Responsible Government"

Overview

Fluvanna County

- Per Fluvanna County Code Section 22-20-1 and Section 15.2-2285 of the Code of Virginia, the Board of Supervisors can initiate a change to the regulations, restrictions or boundaries established in the Zoning Ordinance.
- The Board of Supervisors must adopt a resolution of intention to amend, which resolution upon adoption shall be referred to the Planning Commission.

Tax Map 4-A-27A

Fluvanna County

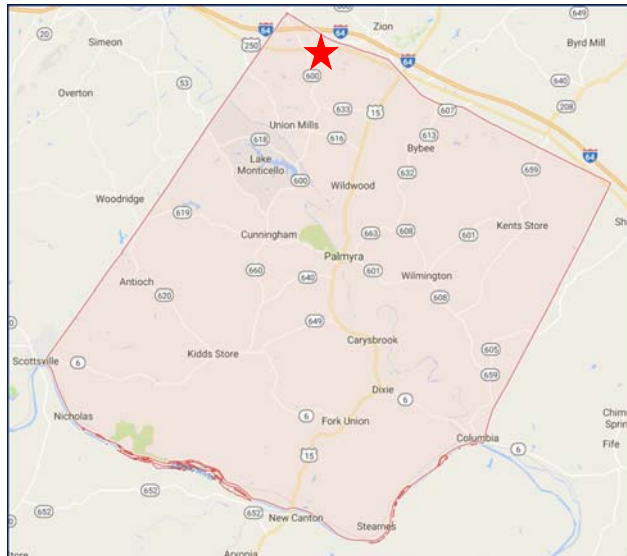
- Currently zoned A-1, Agricultural, General
- Palmyra Election District
- Rural Residential Planning Area

Fluvanna County Planning/Zoning Department

3

Parcel Location

Fluvanna County



Fluvanna County Planning/Zoning Department

4

Aerial

Fluvanna County

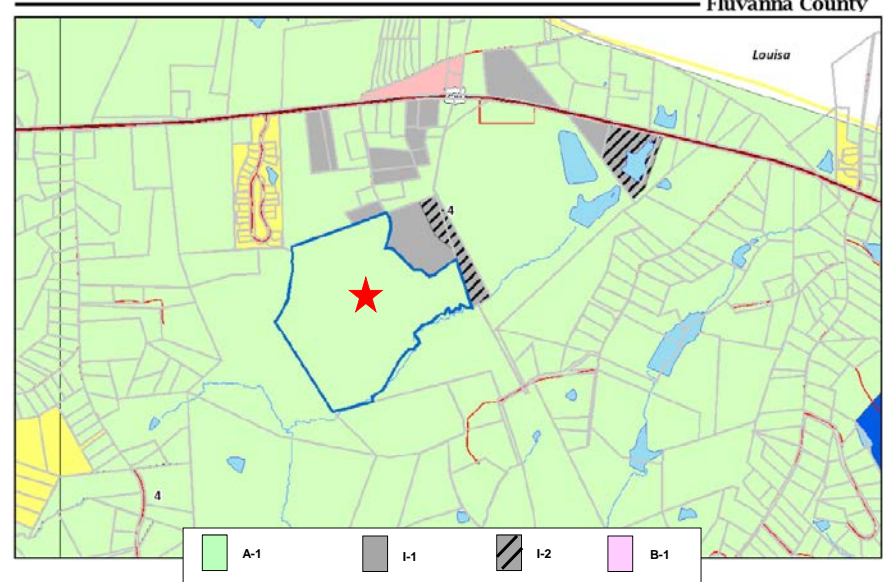


Fluvanna County Planning/Zoning Department

5

Zoning

Fluvanna County



Fluvanna County Planning/Zoning Department

6

I-2 Zoning By Right Uses

Fluvanna County

- Currently zoned A-1, Agricultural, General
- This action would initiate the process to rezone the parcel to I-2, Industrial, General
- **By Right Uses**

Contractor's storage yards	Sawmills, permanent
Lumberyards	Sawmills, temporary
Machine shops	Solid waste collection facilities
Manufacturing, light	Truck terminals
Manufacturing, medium	Upholstery shops
Railroad facilities	Wholesale warehouses
Research laboratories	

Fluvanna County Planning/Zoning Department

7

Background

Fluvanna County

- Company looking to build a 100k sf facility, hire 35-40 new employees, and invest a total of \$8-10 million in this project
 - Property needs I-2, Industrial, General zoning for proposed economic development
- County is currently in discussions with the Company to finalize a plan of action for connecting the new business to the new water system at Zion Crossroads
- If the Board decides to move forward with the resolution, more specific information about the proposed business use will be available for PC and BOS Public Hearings in Dec 2017
- **In addition, special use permit (SUP) approval will also be required after property is rezoned**

Fluvanna County Planning/Zoning Department

8

Suggested Motion

Fluvanna County

- I move the Board of Supervisors adopt a resolution entitled, “A RESOLUTION TO RECOMMEND AN AMENDMENT TO THE FLUVANNA COUNTY ZONING MAP FOR TAX MAP PARCEL 4-A-27A.”



BOARD OF SUPERVISORS
County of Fluvanna
Palmyra, Virginia

RESOLUTION No. 13-2017

**A Resolution to Initiate an Amendment to the Fluvanna County Zoning Map
for Tax Map Parcel 4-A-27A**

WHEREAS, Fluvanna County desires to support economic development in the county; and

WHEREAS, the owners of the property identified as Tax Map Parcel 4-A-27A desire to establish business operations in Fluvanna County on such property; and

WHEREAS, the property identified as Tax Map 4-A-27A is currently zoned agricultural; and

WHEREAS, the proposed use is not permitted within the agricultural zoning district; and

NOW, THEREFORE BE IT RESOLVED that the Fluvanna County Board of Supervisors, pursuant to Fluvanna County Code Sec. 22-20-1(C), hereby initiates an amendment to the Fluvanna County Zoning Map in order to change the zoning of the subject property from agricultural to industrial; and

BE IT FURTHER RESOLVED that the public purpose for the proposed amendment is to guide and protect orderly development and use of the property and to protect the public health, safety and welfare with respect thereto in accordance with good zoning practice and the provisions of the Fluvanna County Comprehensive Plan; and

BE IT FURTHER RESOLVED that the Board of Supervisors directs staff to schedule a future public hearing for formal Planning Commission consideration and recommendation to the Board of Supervisors.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors at a Meeting of the Board held on 1st of November, 2017.

	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Mozell H. Booker, Fork Union District	X					
Patricia B. Eager, Palmyra District	X					X
Anthony P. O'Brien, Rivanna District	X				X	
John M. Sheridan, Columbia District	X					
Donald W. Weaver, Cunningham District	X					

John M. Sheridan, Chair
Fluvanna County Board of Supervisors

Brad Robinson

From: Kelly Belanger Harris
Sent: Tuesday, December 12, 2017 4:23 PM
To: Brad Robinson
Subject: FW: December 12th Planning Commission Meeting

Kelly Belanger Harris | Executive Assistant to County Administrator/Clerk for the Board | FOIA Officer
Fluvanna County | Palmyra, VA 22963
Ph: 434-591-1910 Ext. 1059
kharris@fluvannacounty.org | www.fluvannacounty.org

From: Kara Thomas [mailto:karathomas@embarqmail.com]
Sent: Monday, December 11, 2017 1:28 PM
To: Howard Lagomarsino <hlagomarsino@fluvannacounty.org>; Patricia Eager <peager@fluvannacounty.org>
Cc: Kelly Belanger Harris <kharris@fluvannacounty.org>
Subject: December 12th Planning Commission Meeting

Hello Mr. Lagomarsino and Mrs. Eager.

We are writing concerning the Planning Commission meeting on Tuesday, December 12, 2017. The agenda item is concerning the Amber Hill, LLC request to rezone property from A-1 to I-2. The request will probably become before the Board of Supervisors on Wednesday, December 20. We are expressing our concerns so that they may be addressed and hopefully added as conditions to the rezoning request. The property is otherwise known as the old Cosner Brothers auto parts building on Route 250 plus an additional lot attached to the property, approximately 90 acres total. Please click on the link below for more information from the December 12 agenda.

We realize you all have a lot on your plate with upcoming budget cycle, other matters, and the Christmas holiday but we would greatly appreciate bringing our concerns to the attention of the other members of the Planning Commission and Board of Supervisors who do not live in the area and are not impacted by these types of businesses. They may not be aware of the negative impacts of industrial blight being approved in this area, especially for those of us who live West of Zion Crossroads, where it is mostly residential and more rural. We live west and outside of the upcoming water line. We work in Charlottesville and have a 5 year old in Kindergarten in West Central Primary which makes it difficult for us to attend any of these meetings.

Here are some of our concerns:

1. What will the operating hours be for the facility? If approved, the hours should be strictly limited, as a condition of the SUP, to Monday through Friday and only operate during daytime hours. Right now we hear trash trucks and dump trucks coming from Fluvanna going to and from Charlottesville beginning at 5:00 in the morning on weekdays and not stopping until 6:30 or 7:00 in the evening. They even run a half a day on Saturdays. On occasion some of them run on Sundays. We do not want a repeat of the trash facilities and other businesses being approved where there were no set limits on their operating hours.

2. How many large tractor trailers will be entering and exiting the facility on a daily basis? Will most of them be traveling to and from Charlottesville for pick ups or will they also pick up from areas east of Zion Crossroads? Will there be additional traffic from those bringing in the vehicles to be recycled themselves? How many employees will be entering and exiting the business on a daily basis and how many times a day? The infrastructure on Route 250 cannot take much more heavy industrial vehicles that go 55+ miles per hour in residential areas. Traffic is bad enough as it is now. When tractor trailers go by they shake the house. There are school bus stops located along Route 250 which adds to the current dangerous conditions on the road. There are very few to no pull offs on Route 250 if there is an accident, vehicle breaks down, or a from a blown tire. You have to be lucky to have something happen in the right place at the right time.

3. Is this recycling company affiliated with or actually is Cycle Systems, Inc./Gerdeau Metals Recycling on Meade Avenue in Charlottesville? If so will this facility be closing?

4. Why did the company pick this particular property to build on? There is certainly no demand for this service within the community, for those who live in the area. There are other counties that have vacant land and better infrastructure to accommodate this type of truck traffic i.e. Route 29 in Madison, etc.... It seems to us that they are located too far away from their core customer base. If they are relocating then very few, new jobs will be generated.

5. We are already negatively impacted by the lighting from the Fluvanna Womens' Prison and this is only going to make it worse. We live approximately 2 miles west of the prison.

6. The more industry that is approved the more air pollution that these vehicles generate in their travels. Industrial vehicles run with diesel fuel which causes air pollution. We can smell the diesel fuel when we are with our daughter waiting for the school bus to pick her up around 7:00 in the morning and drop her off around 4:00 in the afternoon. Numerous television news reports have linked air pollution to negative health effects in humans, including, but not limited to: fetal development in early stages in pregnancy, young children and the elderly are most vulnerable, breathing and lung issues.

7. A large tree buffer, preferably 50 feet, around the entire property, needs to be added as a condition of approval for aesthetics to screen neighbors and passersby from the looks of the business, light pollution, noise pollution, odors, noise, etc.... Green giant Thuja trees, 50 feet tall, would do the trick. They are pollution, drought tolerant, freeze tolerant, grow quickly, and provide a year around buffer. They are one of the toughest if not the toughest trees you can plant.

Thank you so much for taking the time to read our e-mail message and for listening to our concerns.

Edward and Kara Thomas
89 Redskins Lane
Troy, VA 22974
(p) 984-2368

=====
=====

*

https://www.fluvannacounty.org/sites/default/files/fileattachments/planning_commission/meeting/packets/13065/packet_complete_2017-12-12.pdf

*This link is from Page 110 of the Adobe Acrobat attachment. However, the rezoning request begins on Page 103 and ends on Page 130.

From: [Stephanie Keuther](#)
To: [Brad Robinson](#)
Subject: FW: Letter for rezoning meeting
Date: Tuesday, December 12, 2017 3:49:56 PM
Attachments: [WARD property hearing letter.pdf](#)

-----Original Message-----

From: Katie Gar Ward [<mailto:katiegar86@gmail.com>]
Sent: Tuesday, December 12, 2017 3:45 PM
To: Stephanie Keuther <skeuther@fluvannacounty.org>
Subject: Letter for rezoning meeting

Good afternoon ma'am!

I believe my sister just spoke with you about the rezoning meeting tonight. I've attached a letter for consideration by the planning committee.

Would you be able to reply back and confirm if you've received this, and if it made it in time for consideration?

Thank you very much!

Katie Ward

12 DEC 17

Dear Fluvanna County Planning Commission members,

My name is Katie Ward, and I grew up on 12 acres bordering the land for which a rezoning application is being initiated, and being discussed at this hearing tonight. I graduated from Fluvanna County High School in 2004, and from UVA in 2008. I am now 31 years old and in the U.S. Air Force, currently stationed in Hampton, Virginia. I would like this information to be considered for public comment, as I am unable to attend tonight's meeting due to my geographic location and work duties.

My husband and I recently purchased the property that was split off from the above-mentioned property owned by Amber Hill LLC. Being in the Air Force for nearly 10 years and seeing so many different places throughout my career, one of the things that drew me to wanting to move back home was for the simplicity, beauty, and peace found in Fluvanna County properties. Needless to say, I was thrilled when the Amber Hill LLC lot went up for sale earlier this year, because it would give me the chance to not only live next to my parents, but my sister and her husband as well. To me, that is what rural life is all about – being with family, and that makes me proud to be a native of Fluvanna.

Having just closed on this former Amber Hill LLC property in July, imagine my surprise that just 4 months later, I learned Amber Hill LLC now wanted to industrialize the land bordering the lot they had sold to us. I am not sure to what degree this industrialization plan extends (I was also unable to attend the neighborhood meeting), but regardless of the scope or size, I am extremely disheartened. What I thought would be a peaceful future for my husband and I, after his military retirement and my separation from the Air Force next summer – our plan to build a house and start a family – now may face a complete shift, at its core, due to this rezoning.

Fluvanna is so unique in that it provides the opportunity for wholesome upbringings and country living, with the benefit of being close to other industrialized and commercial areas, such as Zion's Crossroads in Louisa, and the city of Charlottesville. As a new property owner, I am completely happy to drive the 10 minutes to Zion's Crossroads, or 20 minutes to Pantops Mountain to get whatever commercial or industrial goods I may need.

Although one can not go back in time, I will say that had I known the intent was to industrialize the bordering property, my husband and I would not have purchased the acreage from Amber Hill, LLC that we did. We wanted to be away from all noise, businesses, and commotion, and I fear this rezoning will bring just that.

Received
DEC 12 2017
Fluvanna County

If the planning commission is to take any inputs from the county's residents, I urge you, please reconsider any application to rezone this area. My parents are in their retirement years and love the quiet of nature found on their property. My sister and her husband just celebrated their first year of homeownership on their land, next to my parents' land, and within close proximity to the land under consideration for rezoning. The three families also bordering and living close to this property on Buck Ridge Road have been there since before I was born, buying land for the same reasons of being away from the hustle and bustle of an industrialized or commercial area. And of course, my husband and I, soon to close one chapter of our lives to open a new one, yet with the possibility of our dreams now being stunted by this rezoning.

I understand the planning commission has its own needs and reasons for considering such an application for rezoning in the county, but please know, not one family within close proximity to this property wants this. Not one. And I hope that may speak louder than any desire for industrialization.

Thank you so very much for your consideration in this matter.

Sincerely,



Katie Gar Ward
Buck Ridge Road property owner

Received

DEC 12 2017

Fluvanna County

An Ordinance To Amend The Fluvanna County Zoning Map, With Respect To 90.17 acres of Tax Map 4, Section A, Parcel 27A to rezone the same from A-1, Agricultural, General to I-2, Industrial, General (ZMP 17:04)

BE IT ORDAINED BY THE FLUVANNA BOARD OF SUPERVISORS, pursuant to Virginia Code Section 15.2-2285, that the Fluvanna County Zoning Map be, and it is hereby, amended, as follows:

That 90.17 acres of Tax Map 4, Section A, Parcel 27A, be and is hereby, rezoned from A-1, Agricultural, General to I-2, Industrial, General.

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

TAB O

MEETING DATE:	December 20, 2017				
AGENDA TITLE:	SUP 17:04 – The Light Academy				
MOTION(s):	I move to approve/deny/defer Special Use Permit 17:04, a request to establish an Educational Facility with respect to 10 acres of Tax Map 39, Section A, Parcel 48, [if approved] subject to the six (6) conditions listed in the Staff Report.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
	X				
STAFF CONTACT(S):	James Newman, Planner				
PRESENTER(S):	James Newman, Planner				
RECOMMENDATION:	At its meeting on December 12, 2017, the Planning Commission recommended approval of SUP 17:04 (5-0); Ms. Cotellessa moved to approve and Mr. Johnson seconded. AYES: Bibb, Zimmer, Johnson, Lagomarsino, Cotellessa.				
TIMING:	Immediate decision requested at current meeting.				
DISCUSSION:	Special Use Permit for an Educational Facility for preschool through 12 th grade at the former Cunningham School				
FISCAL IMPACT:	-				
POLICY IMPACT:	The Board of Supervisors may: <ul style="list-style-type: none"> • Approve this request; OR • Deny this request; OR • Defer this request and make a final decision at a later date. 				
LEGISLATIVE HISTORY:	Board of Supervisors approved sale of property to The Light Academy Inc. on September 20, 2017, vote of 5-0. Planning Commission voted to recommend approval 5-0 of SUP 17:04 on December 12, 2017				
ENCLOSURES:	Staff Report (with accompanying attachments)				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
					X



COUNTY OF FLUVANNA

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

STAFF REPORT

To: Fluvanna County Board of Supervisors
Case Number: SUP 17:04
Tax Map: Tax Map 39, Section A, Parcel 48

From: James Newman
District: Fork Union
Date: December 20, 2017

General Information: This request is to be heard by the Board of Supervisors on Wednesday, December 20, 2017 at 7:00 pm in the Circuit Court Room in the Courts Building.

Owner/Applicant: The Light Academy

Representative: Joyce Parr

Requested Action: A request to establish an Educational Facility with respect to 10 acres of Tax Map 39, Section A, Parcel 48. (Attachment A)

Location: The property is located on the north side of Cunningham Road (Route 697), approximately 350 feet west of the intersection with Shores Road (Route 640). The property is located in the Fork Union Election District and is within a Rural Preservation Planning Area. (Attachment B)

Existing Zoning: A-1, Agricultural, General

Planning Area: Rural Preservation Planning Area

Existing Land Use: Former Cunningham Elementary School

Adjacent Land Use: The surrounding area is zoned A-1, Agricultural, General.

Zoning History: Board of Supervisors approved sale of property to The Light Academy Inc. on September 20, 2017, vote of 5-0.

Planning Commission voted to recommend **approval** 5-0 of SUP 17:04 on December 12, 2017

Neighborhood Meeting:

There were no attendees for this item at the November 15, 2017 Neighborhood Meeting.

Technical Review Committee:

The following comments are the result of the Technical Review Committee meeting that was held on Thursday, November 9, 2017:

1. Planning: Wanted to know if there would be any new parking, fencing, or landscaping. Applicant does not plan on any new additions for those items. Hopes to have a 1:10 staff to student ratio (not teacher to student, merely staff to student). Applicant was informed a minor site plan would be required if the Special Use Permit is approved.
2. Fire Chief: Applicant must contact State Fire Marshall's office about alarm and fire suppression requirements. Advised applicant that part of the property near the east is designated an Emergency Landing Zone for helicopters.
3. Sherriff's Office had no comments.
4. Department of Forestry had no comments.
5. Erosion and Sediment Control had no comments
6. Building Official had no comments.
7. VDOT did not give written comments by November 20, 2017. Based on conversation at TRC meeting, a dead tree which blocks line-of-sight in front of school must be taken down, but no other concerns. You will be notified of official VDOT comments once they are received by the Planning Department.
8. Environmental Health Department: Per the Light Academy's request to establish a school in the Cunningham School Bldg, this office recommends they contact the Office of Water Programs for a waterworks permit. They should have the septic systems located so their plans for gardens and ball pits will not interfere. An evaluation of the condition of the systems is recommended, also. This office has diagrams that we could furnish, if requested.
9. The Chamber of Commerce had no comments.

(Attachment C)

Planning Commission

The Planning Commission heard this item at their December 12, 2017 public hearing meeting.

There were no comments from the public.

There were two questions from the Planning Commission, both from Ms. Cotellessa. She wanted to know how many students were currently enrolled at the Light Academy, and how many teachers worked there.

Applicant answered that there were 50 students currently enrolled. Also, there are three full time teachers, two half-day teachers, and five or six part-time teachers.

Ms. Cotellessa made a motion to approve, and was seconded by Mr. Johnson. The Planning Commission voted 5-0 to recommend **approval**.

Primary Use:

The applicant is proposing to use the vacant school on site as an Educational Facility for preschool through 12th grade. The Planning Commission Staff report stated the proposed use was for Kindergarten through 12th grade. This was incorrect. The applicant wishes to use the property as an educational facility for preschool through 12th grade.

Secondary Activities on site:

The applicant proposes several activities at the rear of the property:

- Playground
- Gaga ball pit
- Garden
- Possible chicken coops or other animal enclosures for educational purposes.

Other potential uses are designed towards making the school a community space:

- After school and summer school programs
- Use of facility and land for community groups and as a meeting space
- Use of the stage for community theater
- Community yard sale once or twice a year
- Dances
- Clubs

Approval of this Special Use Permit will allow for these types of activities to occur as well, unless otherwise specified by the current Zoning Ordinance.

Analysis:

The applicant is proposing to use the vacant school on site as an Educational Facility for Preschool through 12th grade. Educational Facility is defined in the Zoning Ordinance as “A *public or private institution for the teaching of children or adults including primary and secondary schools, colleges, and similar facilities*”.

The applicant does not propose any new landscaping, parking, lighting, or screening at this time. The applicant was notified at the TRC meeting that there exists an Emergency Landing Zone.

Two criteria are used by staff when evaluating Special Use Permit requests:

First, the proposed use should not tend to change the character and established pattern of the area or community.

According to the Virginia Mass Appraisal Network, the school was built in 1966 and therefore predates County zoning. The building has been in the neighborhood for 51 years and was used as a school until 2013; therefore the proposed use is keeping with the character and former use of the structure and the established community.

Second, the proposed use should be compatible with the uses permitted by-right in that zoning district and shall not adversely affect the use/or value of neighboring property.

The proposed use is in keeping with the character of the structure and neighborhood, and will enhance the value of neighboring properties by turning a vacant building into an active one. The space is proposed to be open for community use and a variety of activities.

Proposed Conditions for Special Use Permit

1. Regular hours of operation shall be 6:30 A.M. to 6:30 P.M. After school activities and ancillary uses of the property and facilities (such as community classes, dances, club meetings, sports, etc.) shall be permitted until 11 P.M.
2. A minor site plan will be required to be filed within two (2) years of the date of Special Use Permit approval.
3. Outdoor events featuring 200 or more people will require a separate Special Use Permit for an ‘*Outdoor Gathering*’, as specified in the current Zoning Ordinance.
4. The property shall be maintained in a neat and orderly manner so that the visual appearance from the road and adjacent properties is acceptable to County officials.
5. The Board of Supervisors, or its representative, reserves the right to inspect the property for compliance with these conditions at any time.
6. Under Sec. 22-17-4 F (2) of the Fluvanna County Code, the Board of Supervisors has the authority to revoke a Special Use Permit if the property owner has substantially breached the conditions of the Special Use Permit.

Conclusion:

The Board of Supervisors should consider any potential adverse impacts, such as traffic entering and exiting the property.

Suggested Motion:

I move to approve/deny/defer Special User Permit 17:04, a request to establish an Educational Facility with respect to 10 acres of Tax Map 39, Section A, Parcel 48, [if approved] subject to the six (6) conditions listed in the Staff Report.

Attachments:

A – Application & APO Letter

B – Zoning and Aerial Map

C – TRC Letter

Copy: File

Applicant – Joyce Parr at thelightacademyva@gmail.com



COMMONWEALTH OF VIRGINIA
COUNTY OF FLUVANNA
Application for Special Use Permit (SUP)

Owner of Record: The Light Academy Inc. **Applicant of Record:** The Light Academy Inc.
 E911 Address: 479 Cunningham Rd., Palmyra, VA 22963 E911 Address: 6 Centre Ct., Palmyra, VA 22963
 Phone: 434-806-2903 Fax: _____ Phone: 434-806-2903 Fax: _____
 Email: thelightacademyva@gmail.com Email: thelightacademyva@gmail.com

Representative: Joyce Parr
 E911 Address: 6 Centre Ct., Palmyra, VA 22963
 Phone: 434-806-2903 Fax: _____
 Email: thelightacademyva@gmail.com

Note: If applicant is anyone other than the owner of record, written authorization by the owner designating the applicant as the authorized agent for all matters concerning the request shall be filed with this application.

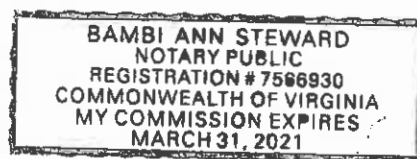
Is property in Agricultural Forestal District? No Yes
 If Yes, what district: _____

Tax Map and Parcel(s): 39 A 48 **Deed Book Reference:** _____
Acres: 10 **Zoning:** A-1 **Deed Restrictions?** No Yes (Attach copy)
Request for a SUP in order to: have a school and preschool **Proposed use of Property:** school and preschool

*Two copies of a plan must be submitted, showing size and location of the lot, dimensions and location of the proposed building, structure or proposed use, and the dimensions and location of the existing structures on the lot.

By signing this application, the undersigned owner/applicant authorizes entry onto the property by County Employees, the Planning Commission, and the board of Supervisors during the normal discharge of their duties in regard to this request and acknowledges that county employees will make regular inspections of the site.

Date: 10/02/17 Signature of Owner/Applicant: Joyce Parr
 Subscribed and sworn to before me this 2nd day of October, 2017
 Notary Public: Bambi Steward Register # 75160930
 My commission expires: 3-31-2021



Certification: Date: _____
 Zoning Administrator: _____

All plats must be folded prior to submission to the Planning Department for review. Rolled plats will not be accepted.

OFFICE USE ONLY			
Date Received: <u>10/2/17</u>	Pre-Application Meeting:	PH Sign Deposit Received:	Application #: SUP <u>17</u> : <u>004</u>
\$800.00 fee plus mailing costs paid: <u>800.00 CASH</u>		Mailing Costs: \$20.00 Adjacent Property Owner(APO) after 1st 15, Certified Mail	
Amendment of Condition: \$400.00 fee plus mailing costs paid:			
Telecommunications Tower \$1,500.00 fee plus mailing costs paid:		\$5,500 w/Consultant Review paid:	
Election District: <u>Fork Union</u>	Planning Area: <u>Rural Preservation</u>		
Public Hearings		Public Hearings	
Planning Commission		Board of Supervisors	
Advertisement Dates:	Advertisement Dates:		
APO Notification:	APO Notification:		
Date of Hearing:	Date of Hearing:		
Decision:	Decision:		



COMMONWEALTH OF VIRGINIA
COUNTY OF FLUVANNA
Public Hearing Sign Deposit

Name: Joyce Parr

Address: 6 Centre Ct.

City: Palmyra

State: VA Zip Code: 22963

I hereby certify that the sign issued to me is my responsibility while in my possession. Incidents which cause damage, theft, or destruction of these signs will cause a partial or full forfeiture of this deposit.

Joyce Parr 10/02/17
 Applicant Signature Date

*Number of signs depends on number of roadways property adjoins.

OFFICE USE ONLY	
Application #: BZA _____ : CPA _____ : SUP _____ : ZMP _____ : ZTA _____ :	
\$90 deposit paid per sign*:	Approximate date to be returned:

Page 3 of 5

Describe briefly the **improvements** proposed. State whether new buildings are to be constructed, existing buildings are to be used, or additions made to existing buildings.

We are requesting a Special Use Permit to have a Christian private school for Kindergarten through 12th grades and a preschool. We would possibly have an after-school program as well as a summer day program in the future if there was a need in the community.

NECESSITY OF USE: Describe the reason for the requested change.

The property is currently zoned A-1. We would need a SUP to have a school and preschool.

PROTECTION OF ADJOINING PROPERTY: Describe the effects of the proposed use on adjacent property and the surrounding neighborhood. What protection will be offered adjoining property owners?

The former use of this property was a public elementary school. We plan to have minimal effects of the propose use on adjacent property and surrounding neighborhood. Our school is much smaller than the former school so traffic will be significantly lighter than it was in its previous use.

ENHANCEMENT OF COUNTY: Why does the applicant believe that this requested change would be advantageous to the County of Fluvanna? (Please substantiate with facts.)

We believe having a school and preschool in this building and location will provide some opportunities for the community that weren't readily available due to being a rural part of the county. We plan to form relationships within our community and county with several groups to share our space.

PLAN: Furnish plot plan showing boundaries and dimensions of property, width of abutting right-of-ways, location and size of buildings on the site, roadways, walks, off-street parking and loading space, landscaping, etc. Architect's sketches showing elevations of proposed buildings and complete plans are desirable and may be required with the application. Remarks:

Meetings for the processing of the application

- 祺 Applicant or a representative must appear at the scheduled hearing. The Planning Commission may recommend to the Board of Supervisors: approval; approval subject to submittal or correction; or denial of the special use permit.
- 祺 Notification to the applicant regarding the Planning Commission's decision.
- 祺 Placed as a Public Hearing on the next available agenda of the Board of Supervisors.
- 祺 Staff Report and Planning Commission recommendation forwarded to the Board.
- 祺 Notification of the scheduled Public Hearing to the following:
 - ___ Applicant
 - ___ All adjacent property owners
 - ___ Local Newspaper advertisement
- 祺 Applicant or a representative must appear at the scheduling hearing. After considering all relevant information from the applicant and the public, the Board will deliberate on points addressed in the Staff Report.
- 祺 The Board may approve; deny; or defer the request pending further consideration; or remand the case back to the Planning Commission for further consideration.

Actions

- 祺 With approval, the development may proceed.
- 祺 If denied, an appeal to the Courts may be prescribed by law
- 祺 No similar request for a special use permit for the same use at the same site may be made within one year after the denial.
- 祺 The Special Use Permit Application fee is made payable to the **County of Fluvanna**.



The Light Academy

6 Centre Court
 Palmyra, Virginia 22963
 434-806-2903

www.thelightacademy.com

Resolution of
 The Light Academy Inc.
 6 Centre Ct.
 Palmyra, VA 22963

Resolved, that

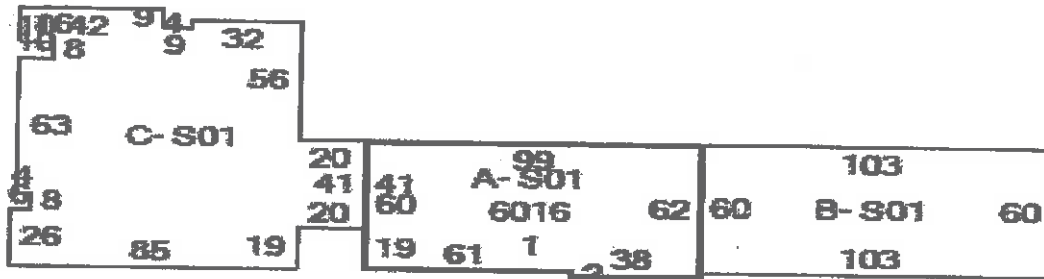
Joyce Parr

Are hereby authorized to sign documents, give information, and execute any documents relating the purchase of the former Cunningham School from Fluvanna County.

I, Neal Ley, treasurer of The Light Academy Inc., do hereby certify that the forgoing is a true copy of a resolution adopted by the board of directors of The Light Academy Inc. on the 23rd day of October, 2017 at which a quorum was present and voted that said resolution is in full force and effect, and the signatures of the board of directors as shown below are genuine.

<u>Neal Ley</u>	<u>Neal Ley</u>	<u>10/23/17</u>
<u>Alex Martinez</u>	<u>Alex Martinez</u>	<u>10-23-17</u>
<u>Kathleen Martin-Hanck</u>	<u>Kathleen Martin-Hanck</u>	<u>10/23/2017</u>
<u>Howie Hilsinger</u>	<u>Howie Hilsinger</u>	<u>10/23</u>
<u>Joyce Parr</u>	<u>Joyce Parr</u>	<u>10/23/17</u>

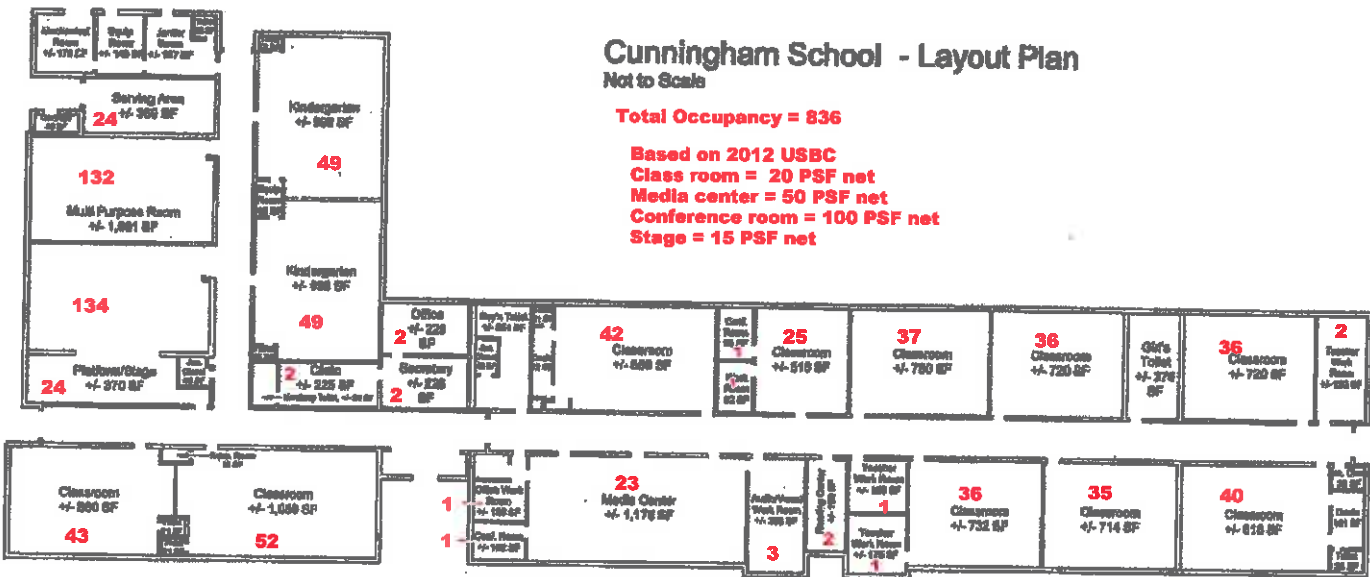
Property Sketch:



Cunningham School - Layout Plan
Not to Scale

Total Occupancy = 836

- Based on 2012 USBC**
- Class room = 20 PSF net**
- Media center = 50 PSF net**
- Conference room = 100 PSF net**
- Stage = 15 PSF net**



22,758

ATTACHMENT A

The Light Academy 10/31/17

- A. This picture is one of the previous playground areas looking towards the school. We plan to rebuild a playground there.**
- B. This area behind the building may be a potential garden spot depending on the amount of light that area gets during different parts of the day. This area is also a potential area to build Gaga ball pits.**
- C. The outlined area is where we plan to build a playground, Gaga ball pits, move a chicken tractor around, and plant a garden. A potential garden spot is dependent on the sunlight and shade from the trees. It is also dependent upon water source and the septic drain field.**

October 31, 2017

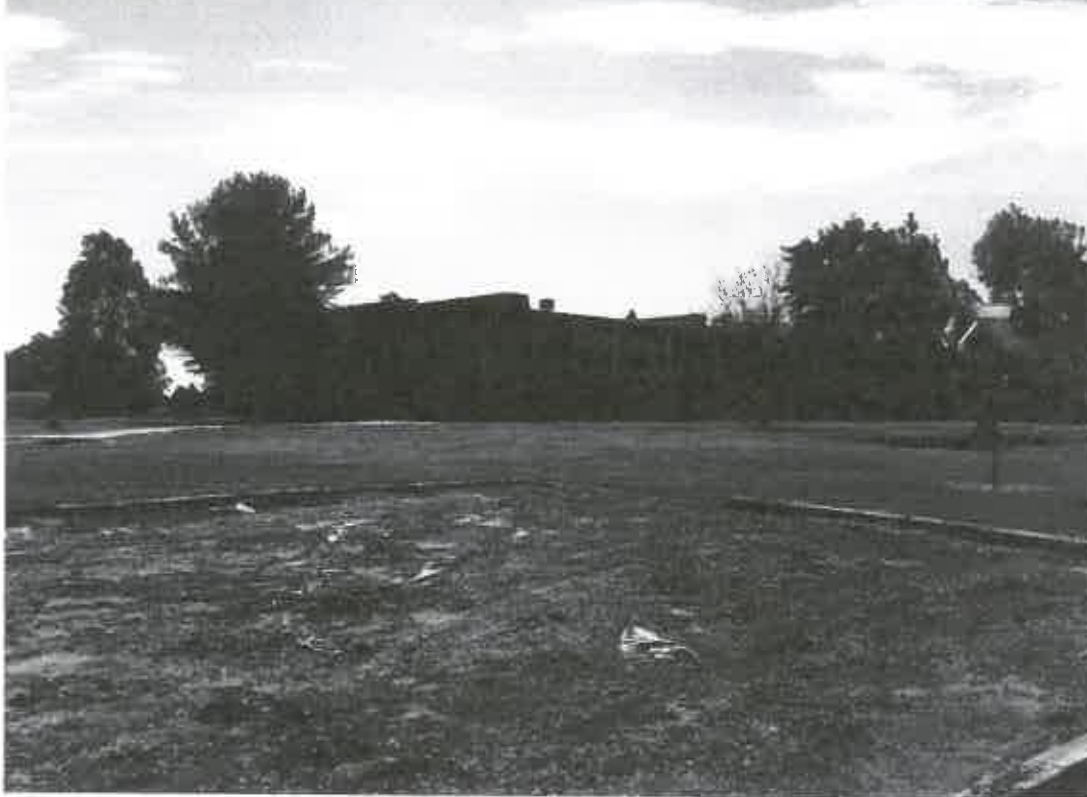


See attached.

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus
 DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

C

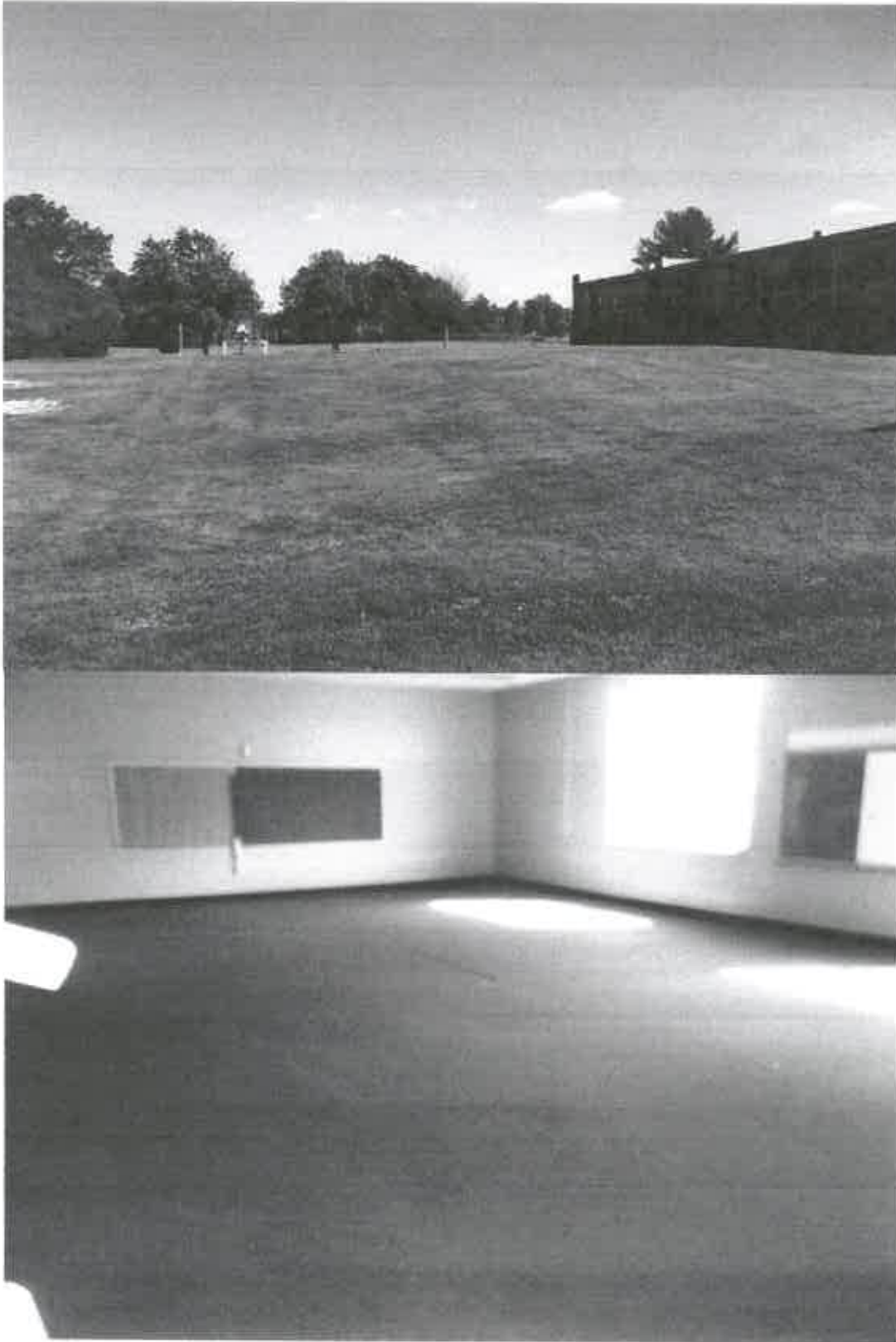
ATTACHMENT A



A

See attached

ATTACHMENT A



B

see attached

ATTACHMENT A

CONTRACT FOR PURCHASE OF REAL PROPERTY

This CONTRACT OF PURCHASE OF REAL PROPERTY (the "Contract") made as of the 25 day of October, 2017 between THE COUNTY OF FLUVANNA, a Political Subdivision of the Commonwealth of Virginia, also sometimes referred to as the **BOARD OF SUPERVISORS OF FLUVANNA COUNTY**, a political subdivision of the Commonwealth of Virginia, (the "Seller," whether one or more), whose address is 132 Main Street, Palmyra, Virginia 22963; and **THE LIGHT ACADEMY INC.**, a Virginia non-stock corporation (the "Purchaser", whether one or more), whose address is 6 Centre Court, Palmyra, VA 22963, provides as follows:

1. **REAL PROPERTY:** Purchaser agrees to buy and Seller agrees to sell that land and all improvements thereon known by current street numbering as 479 Cunningham Road, Palmyra, Virginia 22963 less and except that monople and related items as more specifically described in the attached Schedule A (the "Property"); subject to a reservation and grant of an Easement over the property to the Seller as defined in paragraph 13; and subject to that Conterra Agreement as defined in paragraph 14 and that reservation of certain rights to the Seller and other third parties beneficiaries under that Conterra Agreement.

2. **PERSONAL PROPERTY:** The following items of personal property are included in this sale: None.

3. **PURCHASE PRICE:** The Purchase Price of the Property is ONE HUNDRED EIGHTEEN THOUSAND SEVEN-HUNDRED FIFTY AND NO/100 DOLLARS (\$118,750.00) (the "Purchase Price") which shall be paid to Seller at settlement by wired funds subject to the prorations described herein.

4. **DEPOSIT:** None.

5. **FINANCING; APPRAISAL:** This Contract is contingent on Purchaser obtaining financing of \$95,000.00 pursuant to that pre-approval letter attached hereto as **Exhibit 1**; with the remainder of the Purchase Price to be paid from Purchaser's funds. Purchaser is satisfied with the condition of the Property which is sold as is and this contract is not contingent on any appraisals or inspections of the Property of any kind by the Purchaser. Notwithstanding the foregoing, the Purchaser's lender may make reasonable inspections or appraisals required for the financing described in Exhibit 1 ("Lender Inspections") at Purchaser's sole cost and expense. Purchaser agrees to indemnify and hold Seller harmless for any claims, damages, actions, or costs relating to any Lender Inspections or other access by Purchaser or its agents, representatives, employees, officers, invitees, guests, or directors to the Property prior to Settlement; and Purchaser agrees to repair any damages to the Property at Purchaser's sole cost and expense relating to such Lender Inspections and access described supra.

6. **SETTLEMENT; POSSESSION:** Settlement shall be made at the Seller's attorney's office located at 414 East Jefferson Street, Charlottesville, Virginia 22902 on or about **December 6, 2017**. Possession of the Property shall be given to Purchaser at settlement. At settlement, Seller will deliver the deed described in paragraph 11, an affidavit substantially conforming to the

ATTACHMENT A

include the feminine and singular shall include the plural. Unless otherwise provided herein, the provisions of this Contract affecting title shall be deemed merged into the deed delivered at settlement and shall not survive settlement. The County of Fluvanna's General Terms, Conditions and Instructions to Bidders and Contractors are incorporated herein by reference as material provisions of this Contract and are available at: https://www.fluvannacounty.org/sites/default/files/fileattachments/finance_department/page/1481/general-terms-and-conditions.pdf.

IN WITNESS WHEREOF, the following parties have executed this Contract the day and year shown below.

SELLER:
The County of Fluvanna

Steven M. Nichols, County Administrator

Date

PURCHASER:
The Light Academy Inc.

Joyce Parr

10/25/17

Print Name: Joyce Parr

Date

Title: Director

Approved as to form:

Fluvanna County Attorney

MEMORANDUM

Date: December 5, 2017
From: Stephanie Keuther
To: Jason Stewart
Subject: Board of Supervisors APO Letter

Please be advised the attached letter went out to the attached list of Adjacent Property Owners for the December 20, 2017 Board of Supervisors Meeting.



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

BOS Package 2017-12-20 p.64/619
132 Main Street
P.O. Box 540
Palmyra, VA 22963
(434) 591-1910
Fax (434) 591-1911
www.fluvannacounty.org

NOTICE OF PUBLIC HEARING

December 4 , 2017

Name
Address Line 1
Address Line 2

Re: Public Hearing on SUP 17:04

Dear NAME,

This letter is to notify you that the Fluvanna County Board of Supervisors will hold a public hearing on the above referenced item as noted below:

Purpose: Board of Supervisors Public Hearing
Day/Date: Wednesday, December 20, 2017
Time: 7:00 PM
Location: Fluvanna County Circuit Court Room, Palmyra, VA

The applicant or applicant's representative will be present at the Board of Supervisors meeting for the special use permit request that is described as follows:

1. **SUP 17:04 – The Light Academy** – A request to establish an Educational Facility with respect to 10 acres of Tax Map 39, Section A, Parcel 48. The property is zoned A-1 (Agricultural, General) and located on the north side of Cunningham Road (Route 697), approximately 350 feet west of the intersection with Shores Road (Route 640). The property is located within the Rural Preservation Planning Area and the Fork Union Election District.

You are welcome to attend the Public hearing and you will have an opportunity to comment, if desired. The tentative agenda and staff report for this action is available for public review on the County website at: <https://www.fluvannacounty.org/meetings> . You can also view the report in the Fluvanna County Planning and Zoning Department during working hours (8:00 am – 5:00 pm, Monday through Friday).

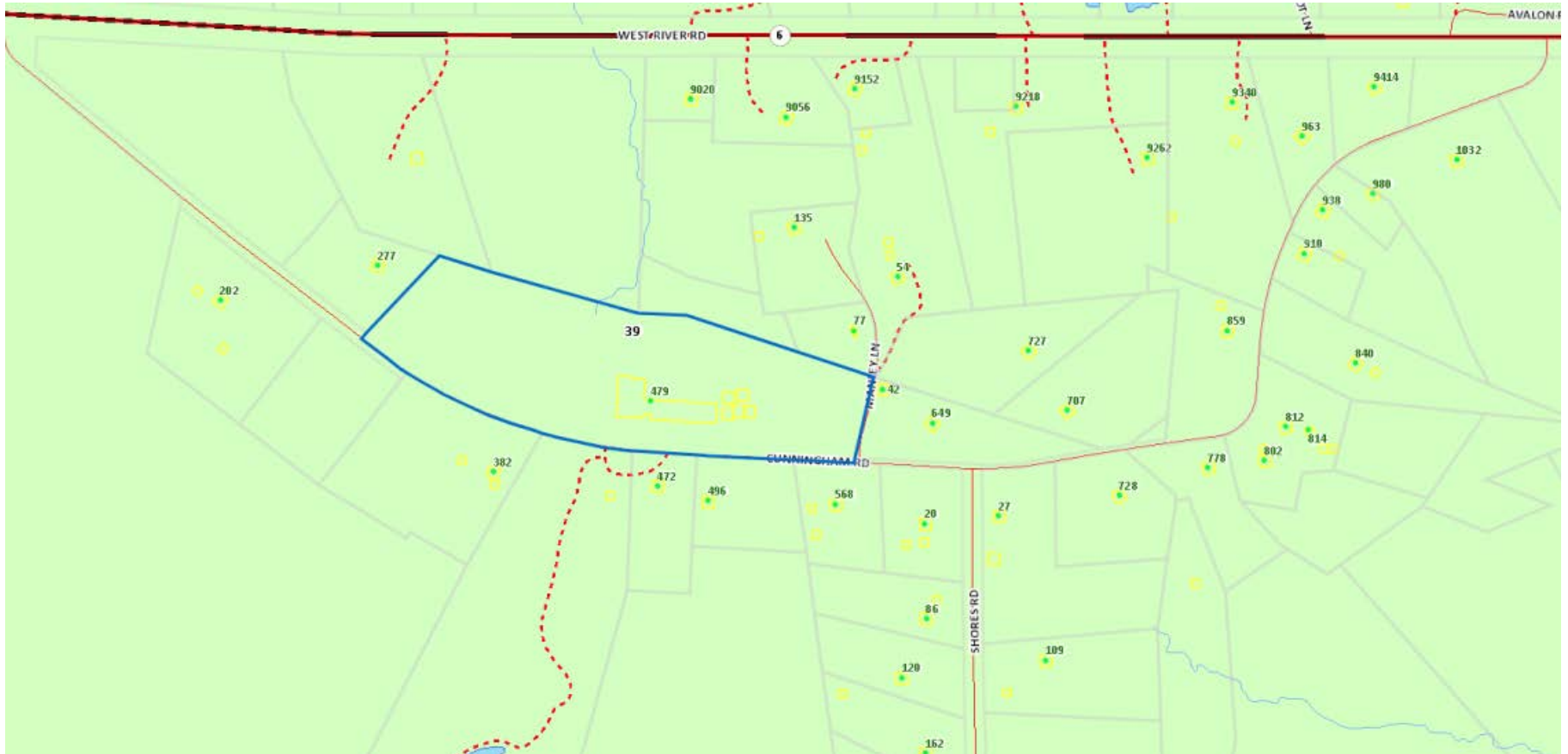
If you have any questions regarding this special use permit application or the Public Hearing, please contact me at 434-591-1910.

Sincerely,

Jason Stewart
Planning and Zoning Administrator



Zoning Map. All parcels are zoned A-1 Agricultural General.





COUNTY OF FLUVANNA

"Responsive & Responsible Government"

132 Main Street
BOS Package 2017-12-20 p.68/619
P.O. Box 540
Palmyra, VA 22963
(434) 591-1910
Fax (434) 591-1911
www.fluvannacounty.org

November 20, 2017

Joyce Parr
6 Centre Court
Palmyra, VA 22963

Delivered via email to thelightacademyva@gmail.com

Re: SUP 17:04-The Light Academy
Tax Map: 39, Section A, Parcel 48

Dear Ms. Parr:

The following comments are the result of the Technical Review Committee meeting that was held on Thursday, November 9, 2017:

1. Planning: Wanted to know if there would be any new parking, fencing, or landscaping. Applicant does not plan on any new additions for those items. Hopes to have a 1:10 staff to student ratio (not teacher to student, merely staff to student). Applicant was informed a minor site plan would be required if the Special Use Permit is approved.
2. Fire Chief: Applicant must contact State Fire Marshall's office about alarm and fire suppression requirements. Advised applicant that part of the property near the east is designated an Emergency Landing Zone for helicopters.
3. Sherriff's Office had no comments.
4. Department of Forestry had no comments.
5. Erosion and Sediment Control had no comments
6. Building Official had no comments.
7. VDOT did not give written comments by November 20, 2017. Based on conversation at TRC meeting, a dead tree which blocks line-of-sight in front of school must be taken down, but no other concerns. You will be notified of official VDOT comments once they are received by the Planning Department.
8. Environmental Health Department: Per the Light Academy's request to establish a school in the Cunningham School Bldg, this office recommends they contact the Office of Water Programs for a waterworks permit. They should have the septic systems located so their plans for gardens and ball pits will not interfere. An evaluation of the condition of the

systems is recommended, also. This office has diagrams that we could furnish, if requested.

9. The Chamber of Commerce had no comments.

The Planning Commission will have a meeting to discuss this item at their Tuesday, December 12, 2017 meeting. Your attendance is required at this meeting.

If you have any questions or need additional information, please contact me at 434-591-1910, or jnewman@fluvannacounty.org .

Sincerely,
James Newman
Planner
Dept. of Planning & Zoning

cc: File

From: Mike-Kathy Brent
To: [James Newman](#)
Subject: Re: Cunningham School Emergency Zone
Date: Tuesday, November 21, 2017 8:48:40 AM

The open field on the east side of the school and adjacent to Cunningham Road has been used as a Helicopter Landing Zone over the years. The Incident Commander can use any property, public or private, to land the helicopter without the owners permission. Most of the Landing Zones that we use in the county are on private property and there has never been any objections by property owners. Landing Zones are typically 150'X 150' with no nearby obstructions such as trees, power lines, etc. They need to be relatively level with closely mowed grass. I mentioned it at the TRC to see if the owner had any objections for its use as an LZ and make them aware that we do use it on occasion (once every couple of years). Fluvanna is in the Piedmont of Virginia which means hilly terrain and limited locations for LZ's. People think that we can just land the helicopter anywhere but that's not the case. Hope this answers your questions. Just let me know if you have any additional.

Thanks
Mike

On Mon, Nov 20, 2017 at 11:31 AM, James Newman <jnewman@fluvannacounty.org> wrote:

Good morning,

When we were at the TRC this month, you mentioned that the Cunningham Elementary School property has an emergency landing zone for helicopters on the eastern portion of the property. Do you have any additional information about that? I can see the Planning Commission having questions about that.

James Newman

County Planner & GIS Coordinator

Fluvanna County Planning Dept.

[\(434\) 591 1910 ext: 1023](tel:(434)5911910)

Special Use Permit

The Light Academy

SUP 17:04

Board of Supervisors
Staff Presentation
December 20, 2017

Fluvanna County
Planning & Zoning Department



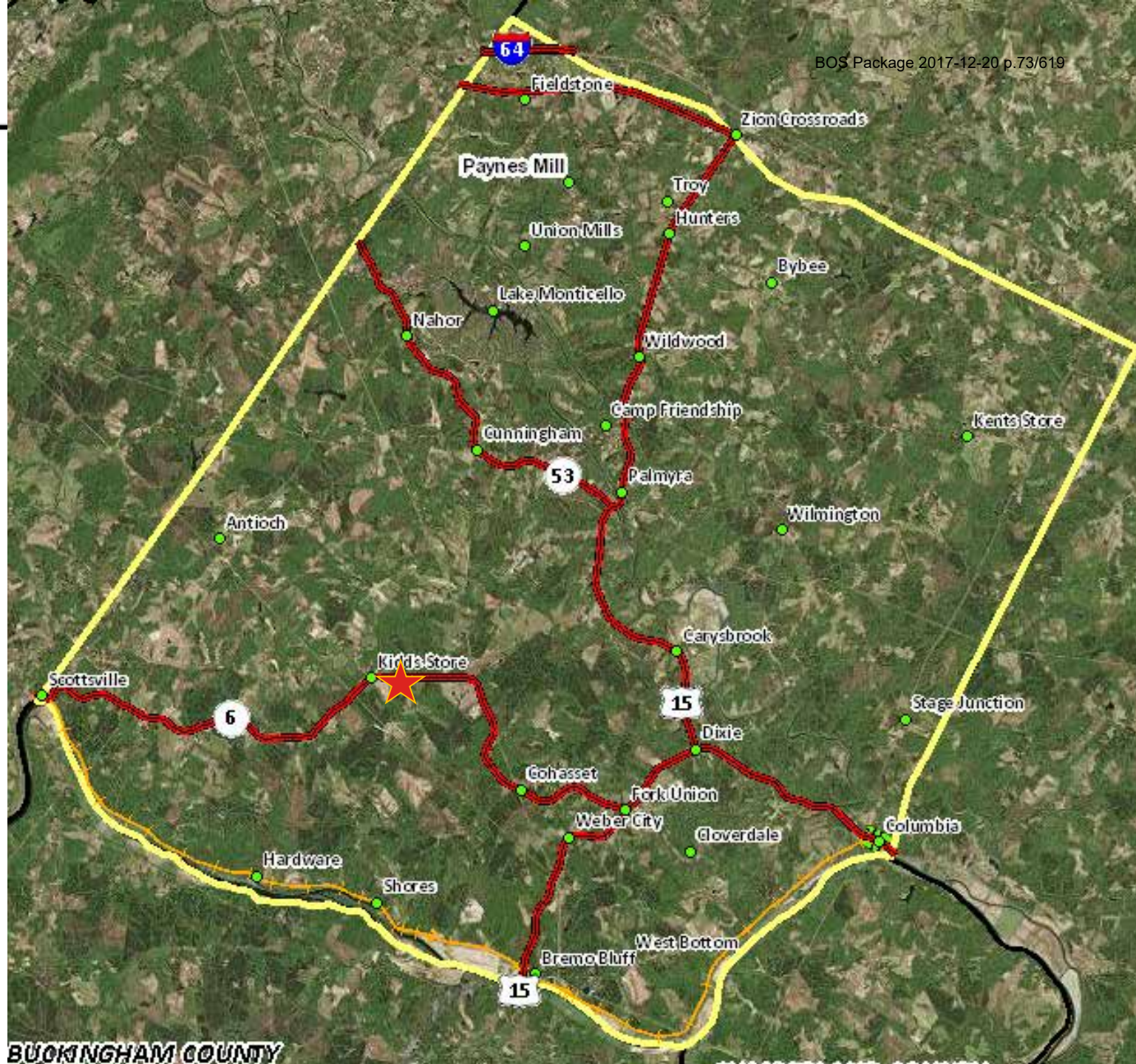
“Responsive & Responsible Government”

Request

Fluvanna County

- A request to establish an Educational Facility with respect to 10 acres of Tax Map 39, Section A, Parcel 48.
- Educational Facility: “*A public or private institution for the teaching of children or adults including primary and secondary schools, colleges, and similar facilities*”.
- Parcel and surrounding properties have A-1, Agricultural General Zoning.

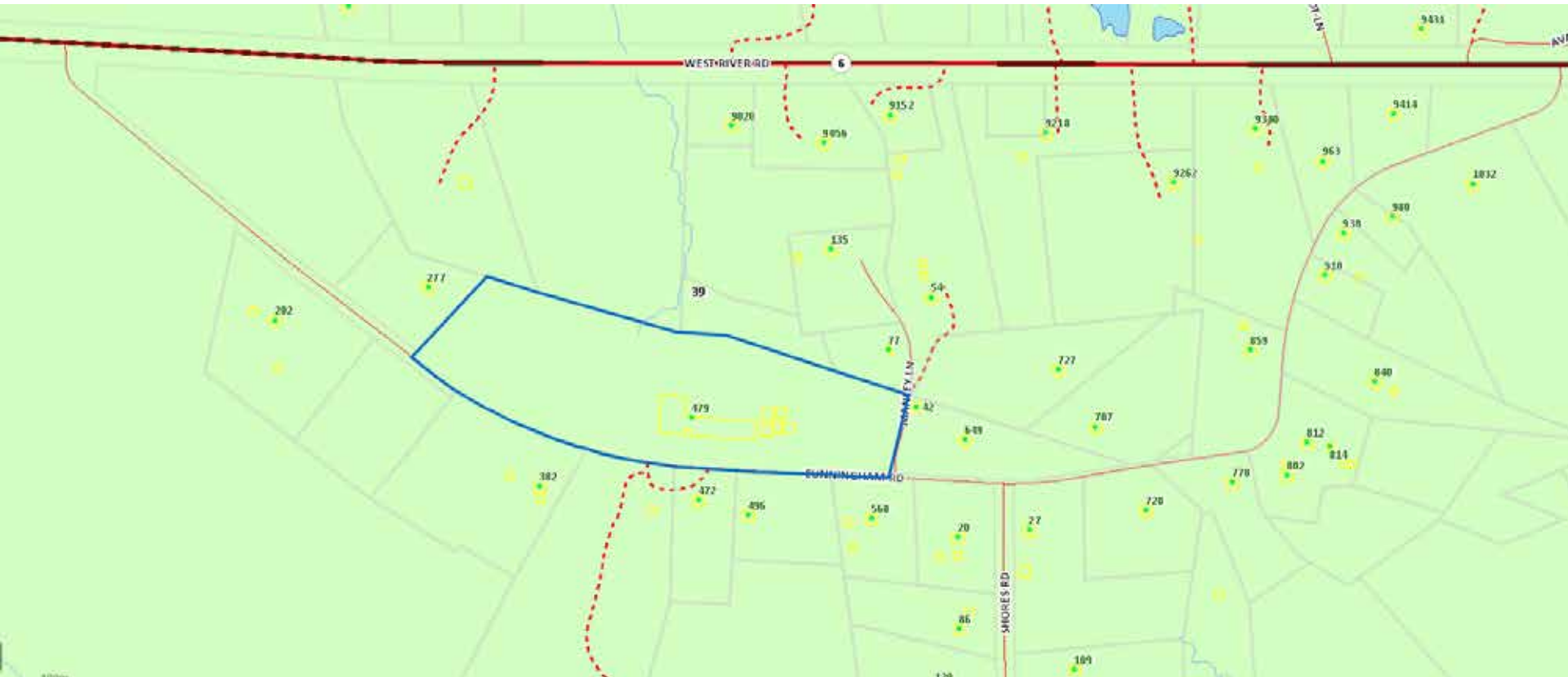
Location





Zoning

Fluvanna County



- Educational Use Facility
- K-12th grade
- Planned staff to student ratio of 1:10
- Regular hours: 6:30AM-6:30PM. After school activities permitted until 11PM.---Condition 1
- Space for community events
- Structure was built in 1961 as a school. Use stopped in 2013

Exterior-Front (December 8, 2017)

BOS Package 2017-12-20 p.77/619

Fluvanna County



Exterior-Front, Left (December 8, 2017)

BOS Package 2017-12-20 p.78/619

Fluvanna County



Sketch Plan

Fluvanna County



Conclusion

Fluvanna County

- Special Use Permit for an Educational Facility
- Proposed use will be inside former Cunningham Elementary School
- Board of Supervisors approved sale to Light Academy on September 20, 2017
- Appears to meet the requirements of zoning ordinance
- Planning Commission unanimously voted to recommend **approval** on Dec. 12, 2017

- I move to approve/deny/defer SUP 17:04, a request to establish an Educational Facility with respect to 10 acres of Tax Map 39, Section A, Parcel 48, [*if approved*] subject to the six (6) conditions listed in the Staff Report.

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

TAB P

MEETING DATE:	December 20, 2017				
AGENDA TITLE:	FY17 Comprehensive Annual Financial Report (CAFR)				
MOTION(S):	I move the Board of Supervisors accept the Fiscal Year 2017 Comprehensive Annual Financial Report (CAFR), as presented.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		XX			
STAFF CONTACT(S):	Eric Dahl, Deputy County Admin/Finance Director				
PRESENTER(S):	Eric Dahl, Deputy County Admin/Finance Director, and David Foley, Robinson, Famer, Cox Associates				
RECOMMENDATION:	Approval				
TIMING:	Current				
DISCUSSION:	FY17 Comprehensive Annual Financial Report summary brief for the Board of Supervisors.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	<ul style="list-style-type: none"> · FY17 Comprehensive Annual Financial Report (CAFR) - Presentation · FY17 Comprehensive Annual Financial Report (CAFR) - Final 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

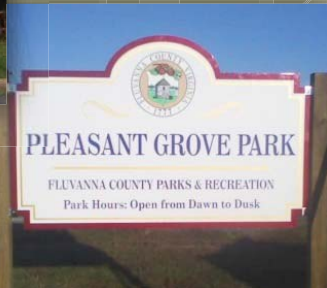


County of Fluvanna, Virginia

Comprehensive Annual Financial Report

Fiscal Year Ended
June 30, 2017

*A great place to live,
learn, work, and play!*



COUNTY OF FLUVANNA, VIRGINIA
COMPREHENSIVE ANNUAL FINANCIAL REPORT
YEAR ENDED JUNE 30, 2017

Prepared By:

Department of Finance
County of Fluvanna, Virginia
Eric Dahl
Director of Finance

COUNTY OF FLUVANNA, VIRGINIAComprehensive Annual Financial Report
For The Fiscal Year Ended June 30, 2017**TABLE OF CONTENTS**

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COUNTY OF FLUVANNA, VIRGINIAComprehensive Annual Financial Report
For The Fiscal Year Ended June 30, 2017**TABLE OF CONTENTS**
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COUNTY OF FLUVANNA, VIRGINIA
 Comprehensive Annual Financial Report
 For The Fiscal Year Ended June 30, 2017

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COUNTY OF FLUVANNA

“Responsive & Responsible Government”

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

BOARD OF SUPERVISORS

John M. “Mike” Sheridan
Chair
Columbia District

Mozell H. Booker
Vice Chair
Fork Union District

Patricia B. Eager
Palmyra District

Anthony P. “Tony” O’Brien
Rivanna District

Donald W. Weaver
Cunningham District

COUNTY ADMINISTRATION

Steven M. Nichols
County Administrator

Kelly Belanger Harris
*Clerk to the Board/
FOIA Officer*

November 30, 2017

To the Citizens of Fluvanna County, Virginia To the Honorable Members of the Board of Supervisors of Fluvanna County

We are pleased to submit to you the Comprehensive Annual Financial Report (CAFR) for the County of Fluvanna (the “County”) for the fiscal year ended June 30, 2017. The *Code of Virginia* requires that local governments publish, within six months of the close of each fiscal year, a complete set of financial statements presented in conformity with accounting principles generally accepted in the United States of America (GAAP) and audited in accordance with auditing standards generally accepted in the United States of America by a firm of licensed certified public accountants. This report has been prepared by the Department of Finance in accordance with the standards of financial reporting as prescribed by the Governmental Accounting Standards Board (GASB), the Financial Accounting Standards Board (FASB) where applicable, and the Auditor of Public Accounts (APA).

This report consists of management’s representations concerning the finances of the County. Consequently, management assumes full responsibility for the completeness and fairness of presentation of all of the information presented in this report. To provide a reasonable basis for making these representations, management of the County has established a comprehensive internal control framework that is designed to ensure compliance with applicable laws, regulations and County policies, to safeguard the County’s assets, and to compile sufficient reliable information for the preparation of the County financial statements in conformity with GAAP. Because the cost of internal controls should not outweigh their benefits, the County’s comprehensive framework of internal controls has been designed to provide reasonable rather than absolute assurance that the financial statements will be free from material misstatement. As management, we assert that, to the best of our knowledge and belief, this financial report is complete and accurate in all material respects, and presents fairly the financial position and results of operations of the various funds and component units of the County

This report is intended to provide informative and relevant financial information for the citizens of the County, the Board of Supervisors (the Board), investors, creditors and other concerned readers. All are encouraged to contact the Department of Finance with any comments or questions concerning this report.

The County's financial statements have been audited by Robinson, Farmer, Cox, Associates, L.L.P., a firm of licensed certified public accountants. The goal of the independent audit was to provide reasonable assurance that the financial statements of the County for the fiscal year ended June 30, 2017, are free of material misstatement. The independent audit involved examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; assessing the accounting principles used and significant estimates made by management; and evaluating the overall financial statement presentation.

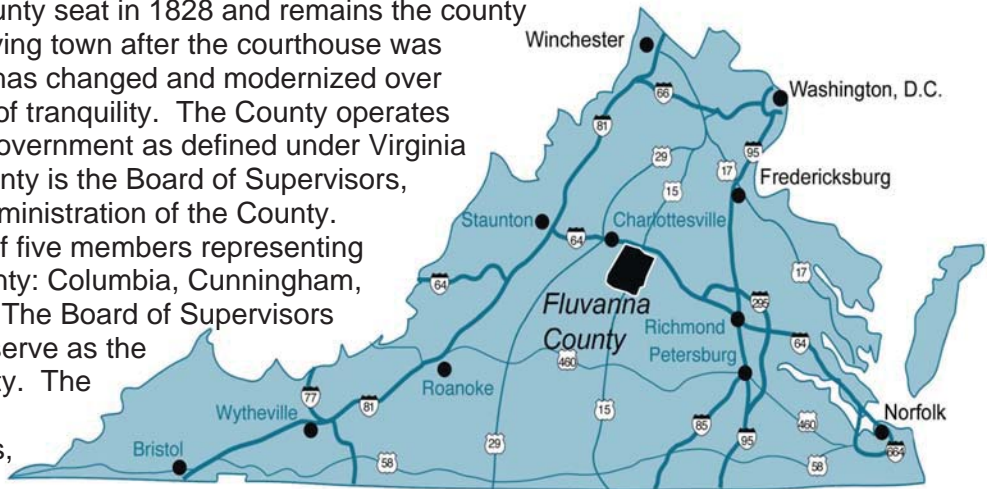
The independent auditors concluded, based upon the audit, that there was a reasonable basis for rendering an unqualified opinion that the County's financial statements for the fiscal year ended June 30, 2017 are fairly presented in all material respects, in conformity with GAAP. The auditors' report is presented as the first component of the financial section of this report.

The independent audit of the financial statements of the County was part of a broader, federally mandated "Single Audit" designed to meet the special needs of federal grantor agencies. The standards governing Single Audit engagements require the independent auditor to report not only on the fair presentation of the financial statements, but also on the County's compliance with the financial and administrative requirements applicable to each of the County's major federal programs. These reports are available in the Compliance Section of this report.

GAAP requires that management provide a narrative introduction, overview, and analysis to accompany the basic financial statements in the form of Management's Discussion and Analysis (MD&A). This letter of transmittal is designed to complement the MD&A and should be read in conjunction with it. The County's MD&A can be found immediately following the report of the independent auditors.

PROFILE OF THE COUNTY

The County was established in 1777 after several divisions from other counties with the final division from Albemarle County. Fluvanna County was once part of Henrico County, one of the original shires of the Virginia Colony. In 1727, Henrico County was divided and Fluvanna County became a part of Goochland County. Goochland County was divided in 1744 and Fluvanna became a part of Albemarle County. In 1777, Albemarle County was divided to create Fluvanna County. The County was named for the Fluvanna River, the name given to the James River west of Columbia. Fluvanna is Latin for "Anne's River" – in honor of Queen Anne of England. Palmyra was made the county seat in 1828 and remains the county seat today. It quickly became a thriving town after the courthouse was completed in 1830. While Palmyra has changed and modernized over the years, it still possesses an aura of tranquility. The County operates under the traditional board form of government as defined under Virginia law. The governing body of the County is the Board of Supervisors, which establishes policies for the administration of the County. The Board of Supervisors consists of five members representing the five electoral districts in the County: Columbia, Cunningham, Fork Union, Palmyra, and Rivanna. The Board of Supervisors appoints a County Administrator to serve as the administrative manager of the County. The County Administrator serves at the pleasure of the Board of Supervisors, carries out the policies established by the Board of Supervisors, and directs business and administrative procedures within the County government. The County has taxing powers subject to statewide restriction and tax limits.



Fluvanna County is centrally located in the heart of Virginia, 120 miles south of Washington, D.C., 60 miles west of Richmond, Virginia, and 25 miles southeast of Charlottesville, Virginia. The location of the County can be described as the Piedmont Plateau Physiographic Province and is characterized by gently rolling hills. The County encompasses a land area of 282 square miles. Two U.S. primary and two State primary routes traverse the County. The County is bounded, in effect, by Interstate 64 to the north and by the James River to the south. The Rivanna River, the Commonwealth's first designated "Scenic River", bisects the county and joins the James at the historic town of Columbia. Agriculture remains important in Fluvanna's economy. Two-thirds of the county's land is forested with most open land devoted to farming and grazing.

In addition to the elected Board of Supervisors, five constitutional officers are elected. These officers include the Clerk of the Circuit Court, the Sheriff, the Commonwealth's Attorney, the Treasurer, and the Commissioner of the Revenue. Two officials are elected to serve as County representatives on the Thomas Jefferson Soil & Water Conservation District Board. Five officials are elected to serve as the Fluvanna County School Board.

The departments of the Board of Supervisors, County Administrator, County Attorney, Commissioner of the Revenue, Treasurer, Information Technology, Finance, Registrar, and Human Resources constitute the general government administration of the County. The County Administrator, Constitutional officers, along with the Directors of the various departments, implement the laws and policies of the County by developing and executing the procedures that are necessary in order to provide general support services to County residents.

The Court system is made up of the Circuit Court, General District Court, Juvenile and Domestic Relations Court, Clerk of the Circuit Court, Court Services, and Commonwealth's Attorney. The public safety operations of the County include the Sheriff, Emergency Communications, Emergency Management, Fire and Rescue Squads, Animal Control, Building Inspections, Blue Ridge Juvenile Detention, and Central Virginia Regional Jail.

Public Works is comprised of the departments of Facilities, Utilities, and Public Works which administers capital projects of the County and oversees solid waste management, sewer, and the Fork Union Sanitary District.

The Department of Social Services determines eligibility for public assistance programs, which are mandated by federal and state law. The Community Services Board provides mental health, mental retardation, and substance abuse services. In addition, it provides adult services, group home services, and supervised living services. Fluvanna is served by the Thomas Jefferson Health District along with Charlottesville, and Albemarle, Greene, Louisa, and Nelson counties.

Parks and Recreation provides and promotes leisure services including park activities, educational and hobby programs, senior citizen activities, youth programs, adult athletic leagues, special events, and other activities for County residents. The Fluvanna County Library provides public library service to the County.

The Planning and Zoning Department provides numerous services that relate to the well-being and orderly development of the community. Primary areas of responsibility include the Comprehensive Plan, current and long range planning, and code enforcement. This Department also maintains the geographic information system (GIS) for developing, maintaining, and distributing geographic related data sets and applications. The Economic Development Department has responsibility for attracting and retaining high quality business and industry.

The County provides education through its own school system administered by the Fluvanna County School Board (the School Board). The County promotes commerce through the Economic Development Authority of Fluvanna County, Virginia (the EDA). These agencies have been classified as discretely presented component units in the financial reporting entity because they are legally separate entities for which the County is financially accountable. The EDA has the power to issue tax-exempt industrial development revenue bonds on behalf of qualifying enterprises wishing to utilize that form of financing, as well as to finance County facilities. Those bonds do not constitute a debt or pledge of the faith and credit of the County, but represent limited obligations of the EDA payable solely from the revenue and receipts derived from the projects funded with the proceeds.

The School Board administers its own appropriations within the categories defined by the Commonwealth of Virginia. The Board of Supervisors' financial accountability over the School Board is also limited to approving transfers to the education funds and authorizing school debt issuances. The Fluvanna County Public Schools is the single largest service provided by the County. The elected School Board is composed of five members who represent the five electoral districts. The School Board appoints a Superintendent to administer the policies of the School Board. The school system is comprised of one high school, one middle school, and three elementary schools. The K-12 End-of-Year Membership as of June 2017 totaled 3,488 students. The Fluvanna High School Completion Rate is 97.4% (VA On-Time Graduation Rate) with 80% of graduates seeking higher education.

Virginia law requires the County to maintain a balanced budget in each fiscal year. The annual budget serves as the foundation of the County's financial planning and control. These budgetary controls ensure compliance with provisions embodied in the annual appropriated budget approved by the Board of Supervisors. Activities of the general fund and capital projects fund are included in the annual appropriated budget. All agencies and departments of the County are required to submit requests for appropriation to the County Administrator by the date established in the budget calendar. The County Administrator uses these requests as the starting point for developing a proposed budget. Then, the County Administrator presents the proposed budget to the Board who begin a series of work sessions. The Board is required to hold a public hearing on the proposed budget and to adopt a final budget by no later than June 30th, the close of the County's fiscal year, as required by 15.2-2503, Code of Virginia of 1950, as amended. A budget is not required for fiduciary funds. The appropriated budget is prepared by fund and function (e.g., public safety) with the appropriations resolution adopted by the Board placing legal restrictions on expenditures at the fund and function level.

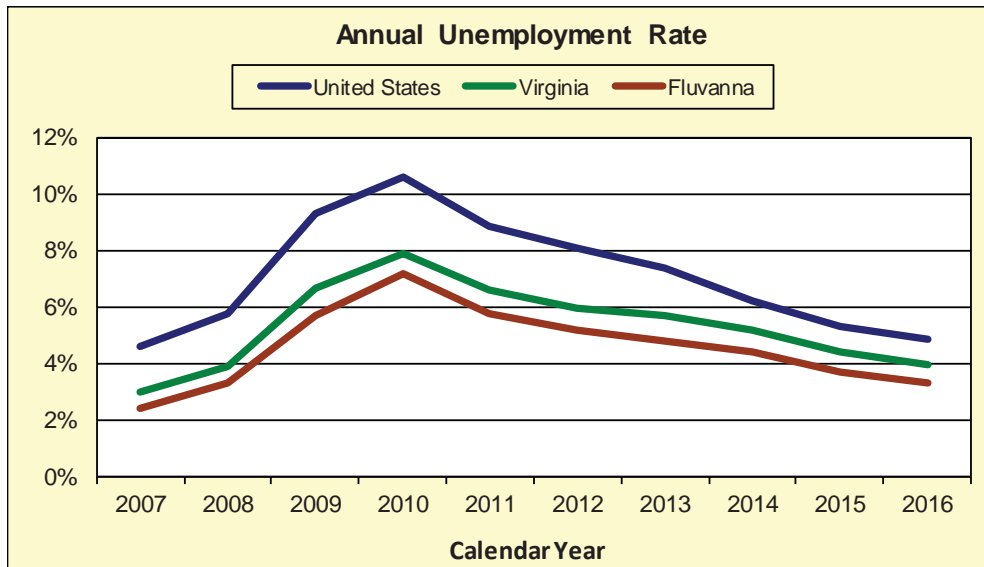
When necessary, the Board of Supervisors approves amendments to the adopted budget in accordance with 15.2-2507, Code of Virginia of 1950, as amended. Budgetary compliance is monitored and reported at the department level. The budget is implemented through appropriations that the Board makes annually, with supplemental appropriations made as required. These appropriations, except those to incur mandated expenditures, may be greater or less than contemplated in the budget.

FACTORS AFFECTING FINANCIAL CONDITION

The information presented in the financial statements is perhaps best understood when it is considered from the broader perspective of the specific environment within which Fluvanna County operates.

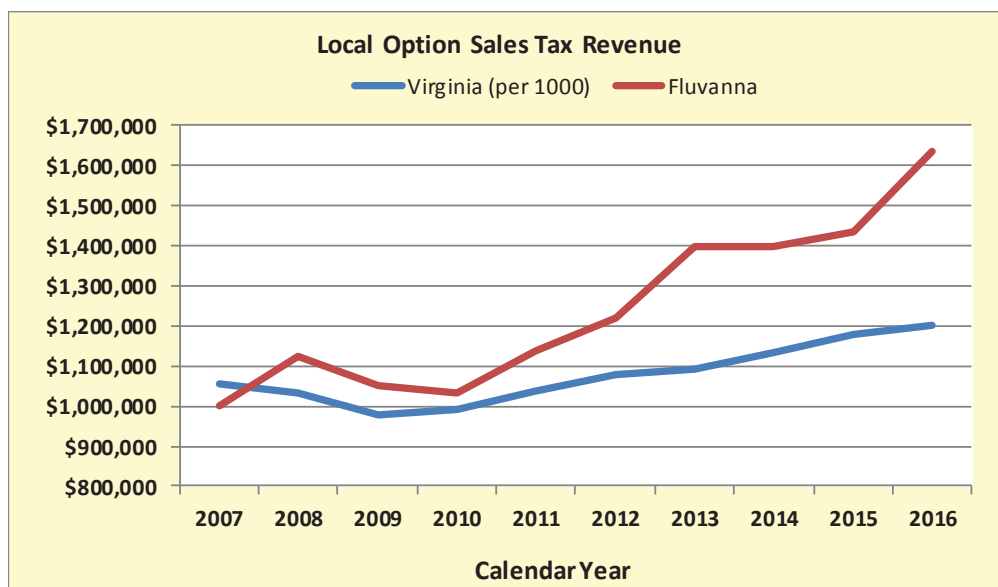
Local Economy

Based on available economic data, the annual local unemployment rate for 2016 was 3.3%, 0.4% lower than the 3.7% annual local unemployment rate for 2015. The local unemployment rate compares favorably to the state and national rate of 4.0% and 4.9%, respectively. The predominant industries are government, education, administrative and support services, health care, and retail trade. As seen in the chart below, while unemployment in Fluvanna County continues to compare favorably to the state and national numbers, unemployment remains 0.9% higher than at pre-recession levels in 2007.



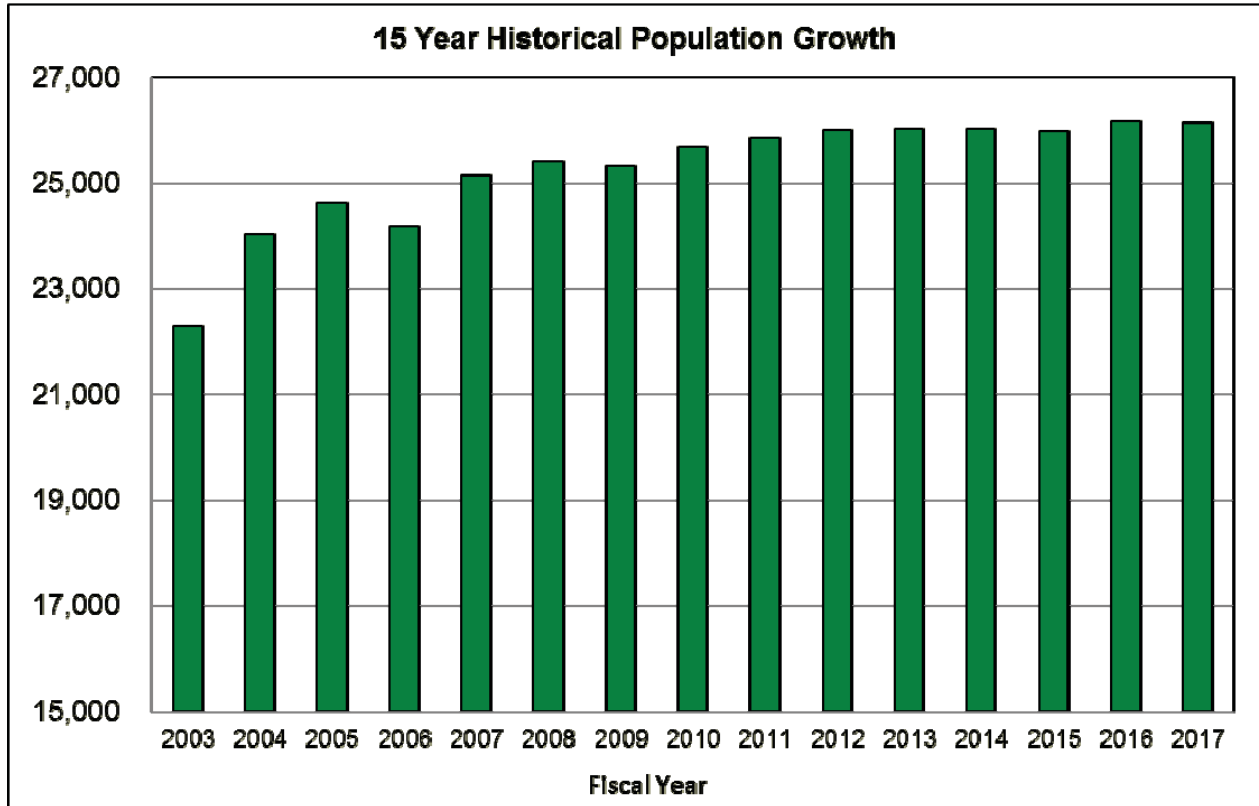
Source: Virginia Employment Commission, Local Area Unemployment Statistics - Annual, Not Seasonally Adjusted

Sales tax revenue can also be an indicator of the overall condition of the County’s economy. As seen in the chart below, there has been strong growth in sales tax revenue in Fluvanna County over the past ten years. The effects of the recession are seen in 2009 and 2010; however, post-recession sales tax revenue has increased 63.8% from 2010 to 2016. In contrast, Virginia has seen a 13.8% increase during the same time period.



Source: Virginia Department of Taxation, Revenue Forecasting – Annual

The population growth in the County has increased over the years due to competitively priced housing, a rural setting, and approximation to major urban centers including Charlottesville and Richmond. Fluvanna County saw an increase of 28.2% in population growth between the 2000 and the 2010 census. However, population growth has moderated from the 2010 census to 2017 at a rate of 1.7%.



Source: Weldon Cooper Center for Public Service, Demographics & Workforce Group - July 1st Estimates

The County received their first formal public credit ratings in July 2008. Standard & Poor’s provided a rating of AA- with remarks of “strong wealth and income levels, developing local economy has access to the Charlottesville core based statistical area, and solid financial performance with positive operating results and strong reserves.” Moody’s provided a rating of Aa2 (recalibration of ratings under the Global Scale) with remarks of “favorable location along Interstate 64 between the major employment centers of Charlottesville (G.O. rated Aaa) and Richmond (G.O. rated Aa3/stable outlook) is expected to support ongoing growth, albeit at more moderate levels.” In March 2012, Standard & Poor’s affirmed its AA- rating with a stable outlook. In May 2014, Standard & Poor’s upgraded its rating for the County from AA- to AA with a stable outlook.

Financial Policies

Fluvanna continues to adhere to a conservative fund balance policy that maintains unassigned fund balance at a minimum of 12% of General Fund revenues plus Component Unit School Fund revenues, less the operating transfer from the General Fund.

MAJOR INITIATIVES

For fiscal year 2017, following the priorities established by the County of Fluvanna Board of Supervisors, and with the assistance and guidance of the County Administrator, County staff and agencies implemented and continued a number of specific projects designed to provide County residents with cost efficient government while enhancing their home and employment environment. Major initiatives begun, continued, or completed during this fiscal year are:

Zion Crossroads Water and Sewer System

This system will provide water and sewer infrastructure for Fluvanna County's growth corridor from the intersection of U.S. Route 250/Route 15, going west approximately 2.5 miles on U.S. Route 250 towards Charlottesville and going south approximately 1 mile on Route 15. For fiscal year 2014, the Board of Supervisors appropriated \$575,000 from unassigned fund balance for the design of the Zion Crossroads Water and Sewer System. For fiscal year 2015, the Board of Supervisors approved in the budget \$4.1 million towards the project, with the funding source to be long-term debt. In fiscal year 2017, the Board of Supervisors approved an additional \$4.0 million towards the project, again planning to issue long-term debt. Prior to debt issuance, additional project funds from unassigned fund balance in excess of \$200,000 have been approved for the design phases of the project. In August 2017, a Water and Sewer Revenue Bond was issued, providing \$8.5 million in project funds. The final design was just completed and approved by the Board of Supervisors in November 2017. An Invitation For Bid (IFB) for construction will be issued in December 2017 and the project will take approximately 18 months to complete after construction begins.

James River Water Authority (JRWA) Water System

The James River Water Authority is supported 50/50 and made up of the County of Fluvanna and the County of Louisa. This project will construct a raw water intake system and pipeline from the James River to serve the 50 year water supply needs of Fluvanna and Louisa County. The pipeline from the water intake system will stop at Route 6 in the southeast corner of Fluvanna County. Both County's will have access to the system and be responsible for building any future pipelines that connect to the system. In fiscal year 2014, the Board of Supervisors appropriated \$175,000 from unassigned fund balance for initial permitting and design costs of the JRWA Water System. In fiscal year 2015, the Board of Supervisors appropriated an additional \$362,500 from unassigned fund balance for design costs on the project. In May 2016, a Revenue Bond was issued, providing \$9.0 million in project funds. The project is currently in the permitting phase. The project will take 18 months to complete after construction begins.

Public Safety Emergency Communications Radio System

For fiscal year 2012, the Board of Supervisors appropriated \$3.5 million from unassigned fund balance for the planning of a new Public Safety Emergency Communication Radio System. For fiscal year 2013, the Board of Supervisors appropriated an additional \$4.0 million from unassigned fund balance towards the project. The primary intent of the original project was to upgrade the current system, provide new equipment to all Public Safety personnel and build (1) class III self-supported lattice tower and lease additional tower space from a third-party to provide a better system for the citizens and Public Safety personnel. A contract was awarded and a lease purchase financing agreement was executed in June 2015 for \$6.6 million, therefore allowing \$6.6 to be uncommitted from fund balance for the project. Toward the end of fiscal year 2016, the Board of Supervisors determined that it would be beneficial long-term for the County to build their own class III self-supported lattice towers for the communications equipment. This change will lower the overall costs long-term, by reducing the number of tower leases the County has to obtain from other tower providers in the County. This change to the project added building (3) class III self-supported lattice towers on County owned land for an additional \$1.4 million. In October 2016, the Board of Supervisors refinanced the original capital lease and a new capital lease in the amount \$8.2 million was issued for the entire project. The scheduled completion date for the project is December 2017.

Energy Performance Contracting

In fiscal year 2016, the Board of Supervisors and the School Board begun the process of Energy Performance Contracting, which is intended to replace and enhance energy-powered equipment and appliances throughout the buildings and schools in the County. The type of projects include; HVAC replacements/upgrades, lighting improvements, weatherization, and control system upgrades. In addition to upgrading aging systems and equipment, the energy savings achieved will offset the ongoing debt service payments, making the project cost neutral. The Board of Supervisors and the School Board jointly awarded an Energy Performance Contract and approved a Qualified Energy Conservation Revenue Bond for the project in February 2017 through the VA Saves Green Community Program, providing \$7.4 million in project funds. This project is eligible for a federal interest rate subsidy, making the effective interest rate 0.91%. The project began in April 2017 and is expected to be completed in December 2017.

Middle School Renovation

For fiscal year 2015, the Board of Supervisors approved Virginia Public School Authority Bonds for the renovation of Fluvanna Middle School. This issuance provided \$5.1 million in project funds for a new HVAC system, roofing, new dropped ceilings, LED lighting, gymnasium flooring, bathroom renovations and other improvements. This project was awarded in the spring of 2015 and the renovations/upgrades have taken place over the summer of 2015, 2016 and 2017. The final renovations/upgrades are scheduled for the summer of 2018.

Route 15 and Route 53 Roundabout Project

In fiscal year 2012, the County appropriated \$570,000 from unassigned fund balance to take part in the VDOT Revenue Sharing Program to build a roundabout at the intersection of Route 15 and Route 53. This was a matching funds program and subsequently VDOT provided the remaining funds needed to start the project. Construction began in the spring of 2017 and the project was completed in August 2017. This will be the second roundabout in the County, with one already built at Route 53 and Route 600. A third roundabout is planned to be built by VDOT at Route 53 and Route 618 around 2019-2020.

Municipal Software

For fiscal year 2014, the Board of Supervisors appropriated \$185,000 for the purchase of the Munis financial software system for the School Board. The County implemented the same system in May 2010. The Schools project implementation began in October 2014. The financial module including general ledger, budgeting, purchasing, and accounts payable went live July 2015. The implementation of the HR/payroll module has been ongoing and went live in July 2017.

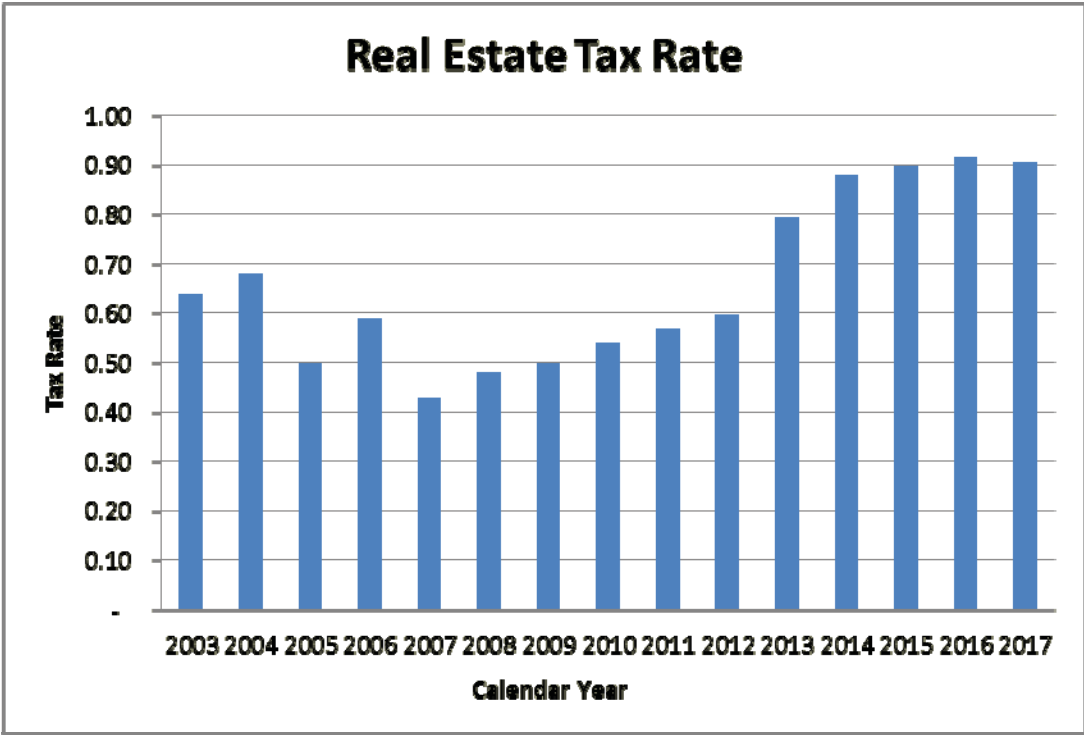
For fiscal year 2017, the Board of Supervisors appropriated \$84,000 from unassigned fund balance for the purchase of the EnerGov Community Development and Infrastructure software module that integrates into our financial software system Munis. EnerGov platform uses GIS to automate and centrally connect critical processes, including land use planning and project review, regulatory management, inspections, code enforcement, citizen requests, asset management, work order management and more. Project implementation began in the spring of 2017 and is targeted for completion by the end of 2017.

County and School Fiber Infrastructure Project

In fiscal year 2017, the County appropriated \$483,500 from unassigned fund balance to construct a fiber infrastructure to connect all school buildings and a majority of the County buildings. This project will provide reliable connectivity and the necessary bandwidth for instruction and operation, meet federal Erate modernization bandwidth requirements, and eliminate expense of leasing connectivity between sites. Construction began in July 2017 and the project will be completed by June 2018.

FUTURE BUDGET CONSIDERATIONS

For fiscal year 2018, the Board of Supervisors approved an Operating Budget of \$75.6 million inclusive of a General Fund budget of \$49.9 million. The Board of Supervisors elected to decrease the real estate tax rate from \$0.917 to \$0.907 per \$100 of assessed value for calendar year 2017. Below is the real estate tax rate history for 15 years.



Awards and Acknowledgments

The Governmental Finance Officers Association (GFOA) of the United States and Canada awarded a Certificate of Achievement for Excellence in Financial Reporting (CAFR) to the County of Fluvanna for its comprehensive annual financial report for the fiscal year ended

June 30, 2016. This is the tenth year that the County has received this prestigious award. In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized CAFR. This report must satisfy both generally accepted accounting principles and applicable legal requirements.

A Certificate of Achievement is valid for a period of one year only. We believe that our current CAFR continues to meet the Certificate of Achievement Program’s requirements, and we are submitting it to the GFOA to determine its eligibility for another certificate.

The preparation of this report could not have been accomplished without the cooperation and dedication of the staff of the Fluvanna County Finance Department, Robinson Farmer Cox Associates, and all County agencies and departments that assisted and contributed to the preparation of this Report. Credit also must be given to the Board of Supervisors for their unwavering support for maintaining the highest standards of professionalism in the management of Fluvanna County’s finances.

Respectfully submitted,

Steven M. Nichols
County Administrator

Eric M. Dahl
Deputy County Administrator/Director of Finance

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COUNTY OF FLUVANNA, VIRGINIA
DIRECTORY OF PRINCIPAL OFFICIALS
June 30, 2017

Board of Supervisors

John M. Sheridan, Chair Columbia District
 Mozell H. Booker, Vice Chair Fork Union District
 Patricia B. Eager Palmyra District
 Anthony P. O'Brien Rivanna District
 Donald W. Weaver Cunningham District
 Kelly Belanger Harris Clerk

Constitutional Officers

Andrew M. Sheridan Commissioner of Revenue
 Linda H. Lenherr Treasurer
 Jeffrey W. Haislip Commonwealth's Attorney
 Eric B. Hess Sheriff
 Tristana Treadway Clerk of the Circuit Court

County Administrative Officials

Steven M. Nichols County Administrator

School Board

Carol Tracy Carr, Chair Rivanna District
 Camilla Washington, Vice Chair Columbia District
 Brenda Pace Palmyra District
 Perrie Johnson Fork Union District
 Charles Rittenhouse Cunningham District
 Brandi Critzer Clerk

School Administrative Officials

Chuck Winkler Interim Superintendent of Schools
 Frank Leach Interim Assistant Superintendent

Social Services Board

Kathy Brent, Chair Columbia District
 Thomas E. Payne, Vice Chair Palmyra District
 Linda Y. Mitchell Cunningham District
 Deborah T. Johnson Fork Union District
 Leonard Gardner Rivanna District
 Patricia B. Eager Board of Supervisor's Representative

Social Services Administrative Official

Kimberly Mabe Director of Social Services

Other Officials

Hon. Richard E. Moore Judge of the Circuit Court
 Hon. Dale B. Durrer Judge of the General District Court
 Hon. Claude V. Worrell Judge of the Juvenile and Domestic Relations District Court

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Government Finance Officers Association

**Certificate of
Achievement
for Excellence
in Financial
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Presented to

**County of Fluvanna
Virginia**

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

June 30, 2016

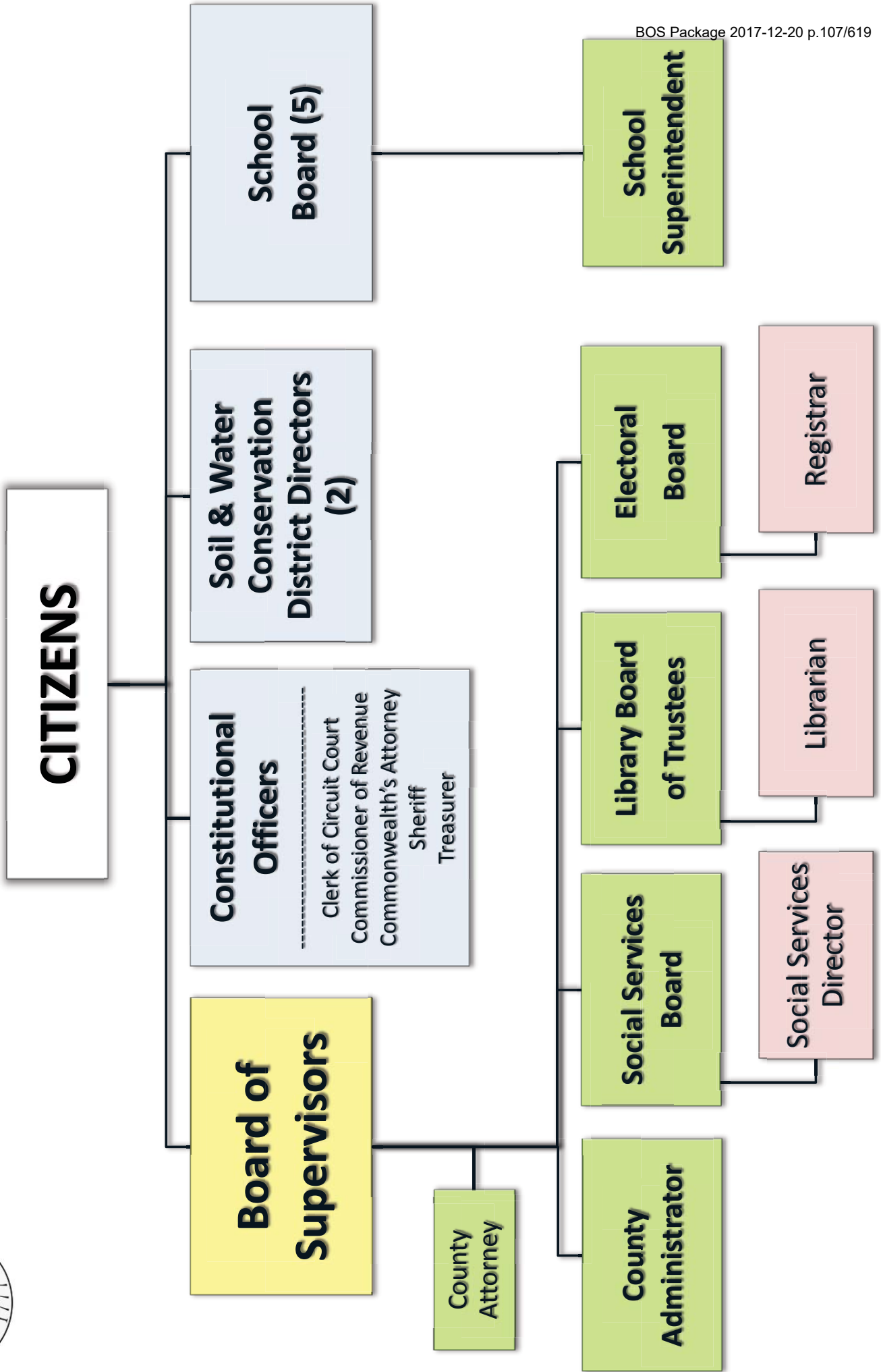
A handwritten signature in black ink, reading "Jeffrey R. Egan". The signature is written in a cursive, flowing style.

Executive Director/CEO

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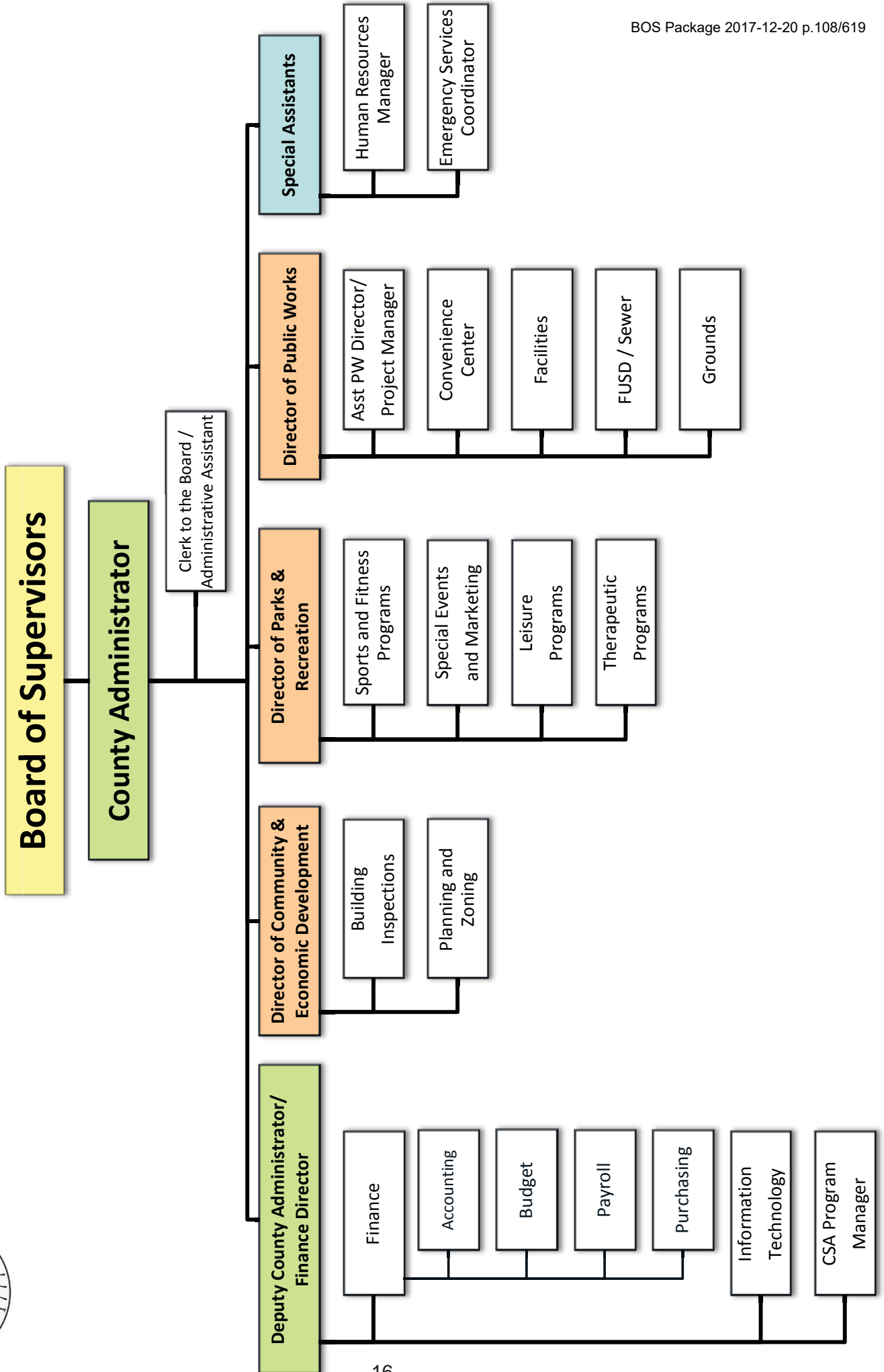
County Organization





County Administration Structure

Eff. July 1, 2016



ROBINSON, FARMER, COX ASSOCIATES

*CERTIFIED PUBLIC ACCOUNTANTS**A PROFESSIONAL LIMITED LIABILITY COMPANY*

Independent Auditors' Report

**To the Honorable Members of the Board of Supervisors
County of Fluvanna, Virginia**

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the discretely presented component units, each major fund, and the aggregate remaining fund information of County of Fluvanna, Virginia, as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the County's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Specifications for Audits of Counties, Cities, and Towns*, issued by the Auditor of Public Accounts of the Commonwealth of Virginia. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component units, each major fund, and the aggregate remaining fund information of the County of Fluvanna, Virginia, as of June 30, 2017, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, and schedules related to pension and OPEB funding on pages 19-28, 119, and 120-128 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The budgetary comparison information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the County of Fluvanna, Virginia's basic financial statements. The introductory section, other supplementary information, and statistical section, are presented for purposes of additional analysis and are not a required part of the basic financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and is also not a required part of the basic financial statements.

The other supplementary information and the schedule of expenditures of federal awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the other supplementary information and the schedule of expenditures of federal awards are fairly stated in all material respects in relation to the basic financial statements as a whole.

The introductory and statistical sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 30, 2017, on our consideration of the County of Fluvanna, Virginia's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering County of Fluvanna, Virginia's internal control over financial reporting and compliance.

Robinson, Farnell, Cox Associates

Charlottesville, Virginia
November 30, 2017

MANAGEMENT'S DISCUSSION AND ANALYSIS

**To the Honorable Members of the Board of Supervisors
To the Citizens of Fluvanna County
County of Fluvanna, Virginia**

The management of the County of Fluvanna, Virginia presents the following discussion and analysis as an overview of the County's financial activities for the fiscal year ended June 30, 2017. We encourage readers to read this discussion and analysis in conjunction with the transmittal letter in the Introductory Section of this report, and the County's financial statements which follow this discussion and analysis.

Financial Highlights

- The assets and deferred outflows of the County exceeded its liabilities and deferred inflows at the close of the most recent fiscal year by \$45.8 million (net position). Of this amount, \$23.3 million (unrestricted net position) may be used to meet the government's ongoing obligations to citizens and creditors.
- The County's total net position increased by \$1.9 million, of which the governmental activities increased by \$1.8 million and business-type activities increased by \$100,000.
- As of the close of fiscal year 2017, the County's governmental funds reported combined ending fund balances of \$28.1 million (Exhibit 3). Approximately 56.5% of this amount (\$15.9 million) is available for spending at the government's discretion (unassigned fund balance).
- At the end of the current fiscal year, unrestricted fund balance (the total of committed, assigned, and unassigned components of fund balance) for the general fund was \$22.5 million, or approximately 51.8% of total general fund expenditures.
- The County's total long-term obligations increased by \$3.3 million during fiscal year 2017. This net increase was the result of a new capital lease obligation, the issuance of a Qualified Energy Conservation Revenue Bond and reductions from principal payments on existing debt for fiscal year 2017.

Overview of the Financial Statements

This discussion and analysis are intended to serve as an introduction to the County's basic financial statements. The County's basic financial statements comprise three components:

1. Government-wide financial statements,
2. Fund financial statements, and
3. Notes to the financial statements.

This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-Wide Financial Statements

The *government-wide financial statements* (Exhibits 1 and 2) are designed to report information about the County as a whole using accounting methods similar to those found in the private sector. They also report the County's net position and how it has changed during the fiscal year. These statements provide both short-term and long-term information about the County's overall financial status.

The *statement of net position* (Exhibit 1) presents information on all of the County's assets, liabilities, and deferred inflows/outflows of resources including governmental activities, business-type activities, and component unit activities. Net position is the difference between assets and deferred outflows and liabilities and deferred inflows, which provides a measure of the County's financial health, or financial condition. Over time increases or decreases in the net position may serve as an indicator of whether the County's financial condition is improving or deteriorating. Other non-financial factors will also need to be considered, such as changes in the County's property tax base and the condition of the County's facilities.

The *statement of activities* (Exhibit 2) presents information using the accrual basis of accounting, and shows how the County's net position changed during the fiscal year. All of the current year's revenues and expenses are shown in this statement, regardless of when cash is received or paid. The Statement of Activities presents expenses before revenues to emphasize that the government's revenue is generated for the express purpose of providing services.

In the government-wide financial statements, the County's activities are divided into three categories:

Governmental activities: Most of the County's basic services are reported here, including general governmental; judicial administration; public safety; public works; health and welfare; education; parks, recreation and cultural; and community development. These activities are financed primarily by property taxes, other local taxes, and Federal and State grants.

Business-type activities: The County charges fees to users to cover all, or a significant portion, of the costs associated with the provision of certain services. These business-type activities of Fluvanna County are intended to be self-supporting and include the Fork Union Sanitary District and the sewer program.

Component units: The County has two component units, the Fluvanna County Public Schools (School Board) and the Economic Development Authority of Fluvanna County, which are included in this annual financial report. Although legally separate, the discretely presented component units are important because the County is financially accountable for them. A primary government is accountable for an organization if the primary government is able to impose its will on the organization or the organization is capable of imposing specific financial burdens on the primary government. The County approves debt issuances to finance School Board assets and provides significant funding for its operation. Additional information on the component units can be found in Note 1 of the Notes to Financial Statements section of this report.

Fund Financial Statements

These statements focus on individual parts of the County's government, reporting the County's operations in more detail than the government-wide statements. Funds are used to ensure compliance with finance-related legal requirements and are to keep track of specific sources of revenue and expenses for particular purposes. The County has three kinds of funds:

Governmental funds – Most of the County’s basic services are included in governmental funds, which focus on (1) the inflows and out flows of cash and other financial assets that can be readily converted to cash, and (2) the balances remaining at year-end that are available for spending. The governmental funds financial statements provide a detailed short-term view that helps the reader determine whether there are more or fewer financial resources that can be spent in the near future to finance the County’s programs. Because this information does not encompass the additional long-term focus of the government-wide statements, additional information is provided with the fund financial statements to explain the relationship (or differences). The County has two major funds, the General Fund and the Capital Projects Fund. The General fund is the main operating account of the County and therefore, the largest of the governmental funds. The Capital Projects Fund is used to account for major capital projects, primarily construction related. It provides control over resources that have been segregated for specific capital projects. All other governmental funds, which include special revenue funds, are collectively referred to as non-major governmental funds.

The County adopts an annual appropriated budget for its Governmental funds. A budgetary comparison statement has been provided for the General Fund and Capital Projects Fund to demonstrate compliance with this budget.

Proprietary funds – The County maintains two types of Proprietary Funds: enterprise and internal service. Enterprise funds are used to report the same functions presented as *business-type activities* in the government-wide financial statements. The County uses enterprise funds to account for its water and sewer programs. Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for the water and sewer activities, which are considered to be major funds of the County. Internal service funds are an accounting device used to accumulate and allocate for the County’s healthcare activities.

Fiduciary funds – The County is the trustee, or fiduciary, for the County’s *agency funds*. It is responsible for ensuring that the assets reported in these funds are used for their intended purposes. All of the County’s fiduciary activities are reported in a separate statement of fiduciary net assets and a statement of changes in fiduciary net assets. The County excludes these activities from the County’s government-wide financial statements because the County cannot use these assets to finance its operations. Agency funds are County custodial funds used to provide accountability of client monies for which the County is custodian.

Notes to the financial statements - The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other information - In addition to the basic financial statement and accompanying notes, this report also presents certain *required supplementary information* for budgetary comparison schedules and presentation of combining financial statements for the discretely presented component unit School Board. The School Board does not issue separate financial statements.

Government-wide Overall Financial Analysis**Statement of Net Position**

Table 1 summarizes the Statement of Net Position (Exhibit 1 in the Financial Section of the CAFR) for the primary government as of June 30, 2017 and 2016.

Table 1

County of Fluvanna, Virginia
Summary of Net Position
(\$ in millions)

	Primary Government					
	Governmental Activities		Business-type Activities		Total	
	2017	2016	2017	2016	2017	2016
Current and other assets	\$ 52.1	46.6	\$ 0.5	\$ 0.4	\$ 52.6	\$ 47.0
Capital assets	107.0	105.3	4.9	5.1	111.9	110.4
Total assets	<u>\$ 159.1</u>	<u>\$ 151.9</u>	<u>\$ 5.4</u>	<u>\$ 5.5</u>	<u>\$ 164.5</u>	<u>\$ 157.4</u>
Total deferred outflows of resources	15.5	16.6	-	-	15.5	16.6
Long-term liabilities outstanding	\$ 104.9	101.5	\$ 1.0	\$ 1.1	\$ 105.9	\$ 102.6
Other liabilities	11.2	9.1	0.2	0.2	11.4	9.3
Total liabilities	<u>\$ 116.1</u>	<u>\$ 110.6</u>	<u>\$ 1.2</u>	<u>\$ 1.3</u>	<u>\$ 117.3</u>	<u>\$ 111.9</u>
Total deferred inflows of resources	16.9	17.4	-	-	16.9	17.4
Net position:						
New investment in capital assets	\$ 18.6	17.9	\$ 3.8	\$ 3.9	\$ 22.4	\$ 21.8
Restricted	0.1	0.1	-	-	0.1	0.1
Unrestricted	22.9	21.8	0.4	0.2	23.3	22.0
Total net position	<u>\$ 41.6</u>	<u>\$ 39.8</u>	<u>\$ 4.2</u>	<u>\$ 4.1</u>	<u>\$ 45.8</u>	<u>\$ 43.9</u>

As noted earlier, net position over time may serve as a useful indicator of a County's financial position. The County's assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$45.8 million at the close of the most recent fiscal year. The County's overall net position increased \$1.9 million from the prior year. The reasons for this overall increase are discussed in the following sections for governmental and business-type activities.

The County's investment in capital assets of \$22.4 million, or 48.9% of total net position, reflects its investment in capital assets (e.g., land, buildings, machinery, equipment, vehicles, and infrastructure) less any related debt used to acquire those assets that is still outstanding. The County uses these capital assets to provide services to citizens, like schools, libraries, law enforcement, fire and emergency medical services. Consequently, these assets are *not* available for future spending. Although the County's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities (i.e., the County's investment in capital assets is of a permanent nature, as assets acquired are generally not sold or otherwise disposed of during their useful life).

The remaining \$23.4 million balance of net position contains \$23.3 million unrestricted, which may be used to meet the County's ongoing obligations to citizens and creditors, and \$100,000 restricted, due to an assets liability.

Statement of Activities

Table 2 summarizes the Statement of Activities (Exhibit 2 in the Financial Section of the CAFR) for the primary government.

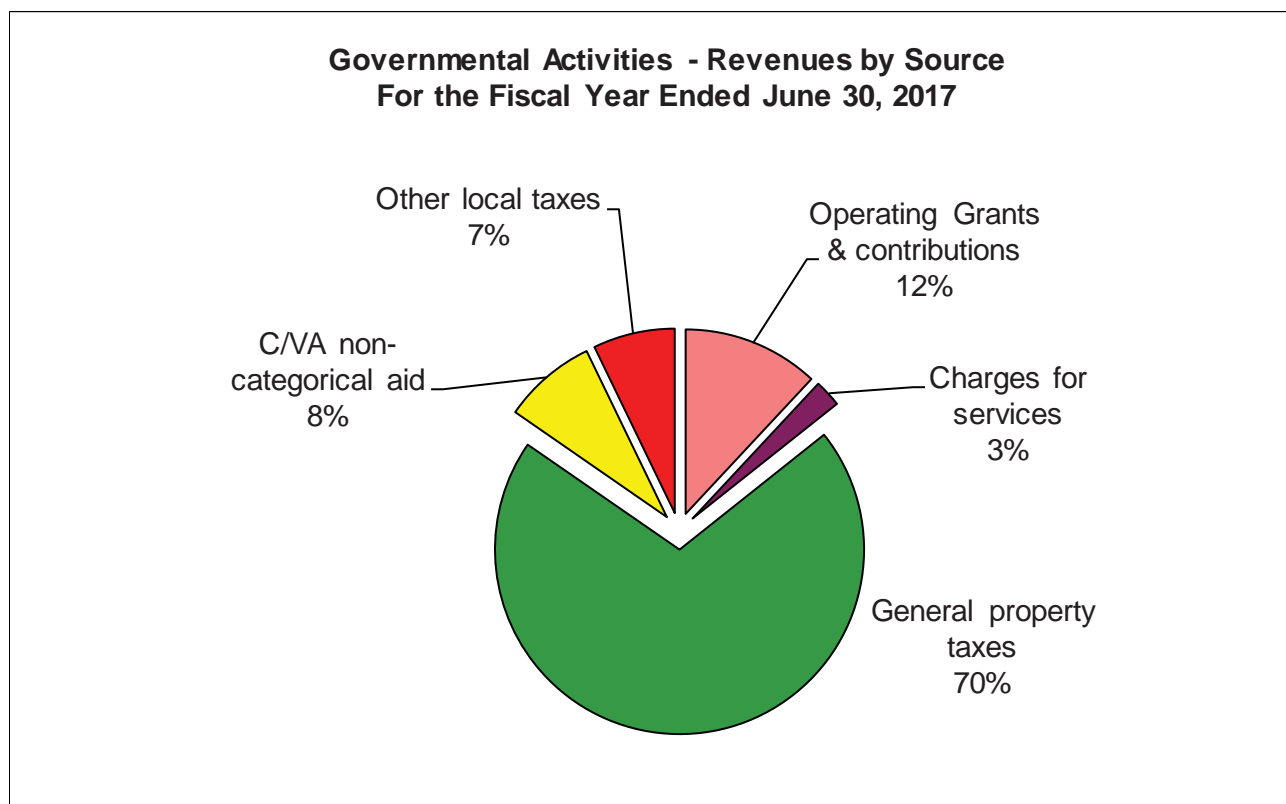
Table 2

County of Fluvanna, Virginia
Changes in Net Position
(\$in millions)

	Primary Government					
	Governmental Activities		Business-type Activities		Totals	
	2017	2016	2017	2016	2017	2016
Revenues:						
Program revenues:						
Charges for services	\$ 1.1	\$ 1.0	\$ 0.4	\$ 0.4	\$ 1.5	\$ 1.4
Operating grants and contributions	5.7	5.3	-	-	5.7	5.3
Capital grants and contributions	-	0.1	-	-	-	0.1
General revenues:						
General property taxes	33.7	32.8	-	-	33.7	32.8
Other local taxes	3.4	3.1	-	-	3.4	3.1
Use of money and property	0.1	0.2	-	-	0.1	0.2
C/VA non-categorical aid	3.9	3.9	-	-	3.9	3.9
Other general revenues	0.1	0.1	-	-	0.1	0.1
Total revenues	\$ 48.0	\$ 46.5	\$ 0.4	\$ 0.4	\$ 48.4	\$ 46.9
Expenses:						
General government administration	\$ 2.6	\$ 2.3	\$ -	\$ -	\$ 2.6	\$ 2.3
Judicial administration	1.3	1.1	-	-	1.3	1.1
Public safety	7.9	7.1	-	-	7.9	7.1
Public works	1.7	3.5	-	-	1.7	3.5
Health and welfare	6.1	5.4	-	-	6.1	5.4
Education	21.1	21.4	-	-	21.1	21.4
Parks, recreation, and cultural	0.8	0.9	-	-	0.8	0.9
Community development	0.9	1.0	-	-	0.9	1.0
Interest and other fiscal charges	3.6	3.7	-	-	3.6	3.7
Water	-	-	0.4	0.4	0.4	0.4
Sewer	-	-	0.3	0.2	0.3	0.2
Total expenses	\$ 46.0	\$ 46.4	\$ 0.7	\$ 0.6	\$ 46.7	\$ 47.0
Increase in net position before transfers	\$ 2.0	\$ 0.1	\$ (0.3)	\$ (0.2)	\$ 1.7	\$ (0.1)
Transfers	(0.3)	(0.2)	0.3	0.2	-	-
Increase in net position	\$ 1.7	\$ (0.1)	\$ -	\$ -	\$ 1.7	\$ (0.1)
Net position, July 1, 2016	39.8	39.9	4.1	4.1	43.9	44.0
Net position, June 30, 2017	<u>\$ 41.5</u>	<u>\$ 39.8</u>	<u>\$ 4.1</u>	<u>\$ 4.1</u>	<u>\$ 45.6</u>	<u>\$ 43.9</u>

The net position for governmental activities increased \$1.7 million for the current fiscal year, for an ending balance of \$41.5 million. Generally, net asset changes are the result of the difference between revenues and expenses. Total revenues exceeded expenses by \$2.0 million in the current fiscal year, but transfers of \$300,000 reduced the net position. Key revenue elements include:

- General property taxes are the largest source of County revenue, totaling \$33.7 million for fiscal year 2017, an increase of \$900,000, or 2.7%, in comparison to fiscal year 2016. The County had a general reassessment that exceeded last year's total assessed value of real property by 3.98% percent. With the increase in total assessed value of real property effective January 01, 2017, it resulted in higher tax levies for the second half billing for fiscal year 2017. In addition, there was higher than anticipated collection of delinquent real property and personal property taxes, as well as penalties and interest.
- Other local taxes increased \$300,000, with \$200,000 from the local sales and use tax and \$100,000 from recordation taxes.
- Operating grants and contributions increased \$400,000, while the net of all other remaining revenues reflect a \$100,000 decrease.

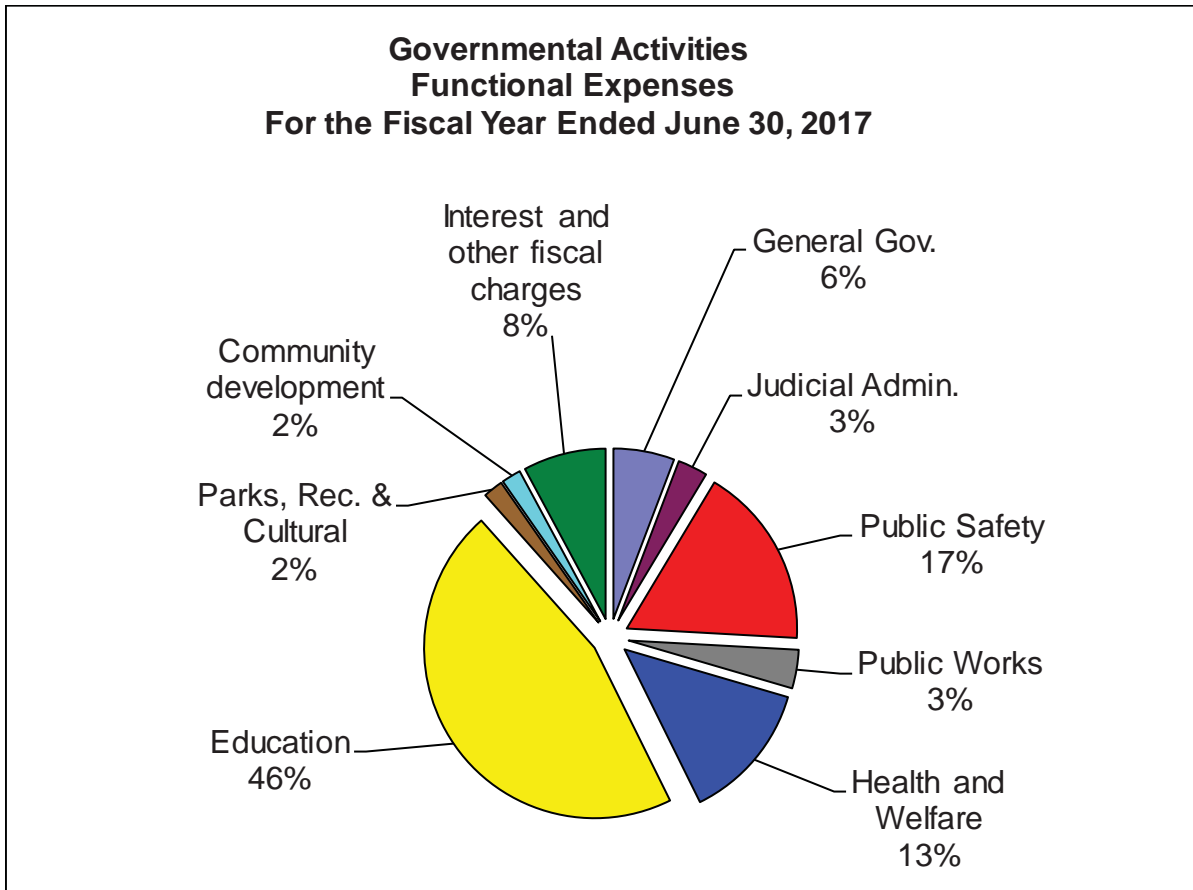


For the fiscal year June 30, 2017, the expenses for governmental activities totaled \$46.0 million, a decrease of \$400,000 compared to the prior fiscal year. Key expense elements include:

- General Government Administration increased \$300,000, primarily as a result of \$100,000 in increased legal costs and \$200,000 in capital expenses.
- Public Safety increased \$800,000; \$200,000 for increased Correction and Detention costs, \$200,000 increase for the Sheriff from new personnel and reduced vacancies, and the remaining \$400,000 increase from capital expenses.
- Public Works decreased \$1.8 million as a result of decreased capital expenses.
- Health and Welfare increased \$700,000, with \$600,000 attributed to increased services for the Children's Services Act (CSA) and \$100,000 increase for the Department of Social Services from new personnel and reduced vacancies.

- Education decreased \$300,000 over the previous fiscal year, with a \$700,000 increase in operational costs and a \$1.0 million decrease in capital expenses.

The following graph illustrates the County's expenses for each functional area comprising its governmental activities. Education continues to be the County's largest program and highest priority, with Public Safety and Health and Welfare the County's next two largest functional expenses.



Business-Type Activities – For the County's business-type activities, the net position for the current fiscal year remains unchanged for an ending balance of \$4.1 million. While revenues and expenses were virtually unchanged from the previous fiscal year, expenses exceeded revenues by \$300,000. A transfer from the General Fund of \$300,000 resulted in the net position remaining unchanged.

Financial Analysis of the Governmental Funds

As noted earlier, the County uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The focus of the County's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources.

Governmental Funds

At June 30, 2017, the County's governmental funds reported combined ending fund balances of \$28.1 million (Exhibit 3), increasing in comparison with the prior year by \$3.6 million. Of the \$28.1 million fiscal year 2017 fund balance, \$100,000 is nonspendable from a note receivable; \$5.2 million is classified as restricted to indicate that it can only be spent for specific purposes as stipulated by external resource providers such as debt covenants; \$6.7 million is classified as committed to indicate that it has been set aside for specific purposes by the County's Board of Supervisors; \$200,000 is assigned to expenditures for capital outlays; and \$15.9 million is unassigned or available for any purpose, but maintained at targeted levels in accordance with sound financial management practices.

Financial Analysis of the Governmental Funds: (Continued)

The General Fund is the main operating fund of the County. The fund balance of the General Fund increased by \$500,000 (Exhibit 4) at \$22.7 million during fiscal year 2017, of which \$6.6 million is committed and \$15.9 million is unassigned. The excess of revenues over expenditures was \$4.1 million, offset by \$3.7 million of interfund transfers for the Capital Improvements Fund and the Sewer Fund. General Fund revenues exceeded budget by \$400,000, with the biggest impact coming from higher than anticipated collection of general property taxes and other local taxes. General Fund expenditures came in below budget by \$2.7 million, with significant savings from Public Safety, Health & Welfare and Education. As a measure of the General Fund's liquidity, it may be useful to compare unassigned fund balance to total General Fund revenues. Unassigned fund balance represents 33.4% of General Fund revenues for fiscal year 2017. The Board of Supervisors uses a policy to maintain unassigned General Fund balance at a minimum of 12% of the total General Fund revenues and component unit – school board operating revenues, reduced by the General Fund contribution. The unassigned fund balance in the General Fund exceeds this guideline by \$7.5 million.

The fund balance in the Capital Projects Fund increased by \$3.2 million, to a balance of \$5.4 million for fiscal year 2017. This increase resulted from unexpended Qualified Energy Conservation Revenue Bond proceeds during 2017, issued for the combined County and School energy project.

Proprietary Funds

The County's proprietary funds provide the same type of information found in the government-wide financial statements, but in more detail. Operations of the proprietary funds were included in the discussion of business-type activities.

General Fund Budgetary Highlights

General fund budget amendments resulted in an increase of \$1.0 million between the original budget and the final budget. Significant appropriations included:

- \$775,726 increase – Children's Services Act
 - Anticipating costs and services associated with the Children's Services Act can be difficult and can change dramatically depending upon the type of services required. In April of fiscal year 2017, encumbered services had reached the original fiscal year 2017 budget. The average funding match is 62% state and 38% local funding. The local funding for this budget amendment was to come from unassigned fund balance. At the end of the fiscal year, actuals came in \$285,991 under budget.
- \$189,525 increase – Hazard Mitigation Grant Program
 - The County was awarded a VDEM-FEMA grant to mitigate damaged structures and create green space in the former Town of Columbia. The County match is \$9,975, with the remaining to come from state/federal funds
- \$30,000 increase – Community Development Block Grant
 - The County was awarded a Virginia Department of Housing and Community Development planning grant for assessing current senior affordable housing needs within the County and will develop an implementation plan for curing those deficiencies identified. Funding is to come from state/federal funds.

Capital Asset and Debt Administration

Capital assets

The County's investment in capital assets as of June 30, 2017 totals \$111.9 million, net of accumulated depreciation. This represents an increase of \$1.6 million, or 1.5% above fiscal year 2016. Capital assets are illustrated in Table 3 below.

Table 3

(\$ in millions)

	Governmental Activities	Business-type Activities	Totals at June 30	
			2017	2016
Land and improvements	\$ 1.9	\$ 0.3	\$ 2.2	\$ 2.1
Construction in progress - jointly owned	7.8	-	7.8	3.7
Construction in progress	9.3	-	9.3	7.5
Subtotal, capital assets not being depreciated	\$ 19.0	\$ 0.3	\$ 19.3	\$ 13.3
Buildings and improvements	\$ 22.6	\$ -	\$ 22.6	\$ 21.8
Equipment	9.0	0.2	9.2	8.2
Infrastructure	-	7.0	7.0	6.9
Jointly owned assets	79.5	-	79.5	83.2
Subtotal, capital assets being depreciated	\$ 111.1	\$ 7.2	\$ 118.3	\$ 120.1
Less: accumulated depreciation	\$ 23.1	\$ 2.6	\$ 25.7	\$ 23.1
Net capital assets being depreciated	\$ 88.0	\$ 4.6	\$ 92.6	\$ 97.0
Capital assets, net	\$ 107.0	\$ 4.9	\$ 111.9	\$ 110.3

Additional information on the County's capital assets can be found in Note 6 of this report.

Long-term debt

Table 4 illustrates the County's outstanding debt at June 30, 2017.

Table 4

(\$ in millions)

	Governmental Activities	Business-type Activities	Totals at June 30	
			2017	2016
General obligations bonds	\$ 83.5	\$ -	\$ 83.5	\$ 87.5
Qualified energy conservation revenue bonds	7.7	-	7.7	-
State moral obligation bonds	2.8	-	2.8	3.2
Utility bonds	-	1.1	1.1	1.2
Capital lease obligations	8.2	-	8.2	7.1
Total	\$ 102.2	\$ 1.1	\$ 103.3	\$ 99.0

The County has adopted two debt ratios as a management tool. The first ratio adopted limits the annual general governmental debt service to no more than 12% of total General Fund revenues. In fiscal year 2017, the County's debt service to revenue ratio was 16.0%, which decreased 0.7% from the previous fiscal year. The second ratio is the net general obligation of debt to assessed value which should not exceed 3.5%. This ratio measures the relationship between County's tax-supported debts to the taxable value of property in the County. In fiscal year 2017, this ratio increased 0.3%, to 3.3% (Table 10).

Additional information on the County's long-term obligations can be found in Note 7 of this report.

Economic Factors and Next Year's Budgets and Rates

Economic Factors

The annual local unemployment rate was 3.3% for calendar year 2016, which is a 0.4% improvement from 3.7% for calendar year 2015. The local unemployment rate compares favorably to the State's rate of 4.0% and national rate of 4.9% for calendar year 2016.

Fiscal Year 2018 Budget and Rates

For the fiscal year ending June 30, 2018, the adopted budget is \$75.6 million, a decrease of \$2.7 million from fiscal year 2017. This net decrease over the previous fiscal year was primarily the result of the following:

- \$8.0 million decrease for capital projects
- \$2.6 million increase for debt service
 - \$1.6 million for Literary Loan early redemption
 - \$1.0 million for new debt service payments
- \$1.3 million increase for County operations
 - \$700,000 increase for Public Safety
 - \$200,000 increase for Health & Welfare
 - \$400,000 increase for all others combined
- \$1.4 million increase for Education

For calendar year 2017, the real estate tax rate decreased from \$0.917 to \$0.907 per \$100 of assessed value. Although the tax rate decreased, the County had a general reassessment that exceeded last year's total assessed value of real property by 3.98% percent. With the increase in total assessed value of real property, the lowered tax rate was an effective tax rate increase.

Key factors that are expected to impact future budgets include:

- Continued gradual recovery of assessed property values
- Increased revenue from EMS Cost Recovery
- Options for new revenue sources and enhancing existing sources
- State mandates on localities
- Economic Development opportunities for Zions Crossroads and the County as a whole
- Debt service for capital improvement projects
- Maintenance, repair and replacement of County government and school buildings
- Increases for Health and Welfare services
- Increases for Public Safety services, personnel, vehicles and equipment

Requests for Information

This financial report is designed to provide a general overview of the County of Fluvanna, Virginia's finances for all those with an interest in the County's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Director of Finance, 132 Main Street, Fluvanna, Virginia 22963.

BASIC FINANCIAL STATEMENTS

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Government-wide Financial Statements

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COUNTY OF FLUVANNA, VIRGINIA

Exhibit 1

Statement of Net Position
At June 30, 2017

	Primary Government			Component Unit	Component Unit
	Governmental Activities	Business Type Activities	Total	School Board	Fluvanna County EDA
ASSETS					
Current Assets					
Cash and cash equivalents	\$ 19,492,565	\$ 494,826	\$ 19,987,391	\$ 1,745,845	\$ 75,246
Restricted assets	8,618,864	-	8,618,864	-	-
Receivables (net of allowance for uncollectibles):					
Property taxes	20,640,701	-	20,640,701	-	-
Accounts receivable	304,772	19,036	323,808	34,843	-
Notes receivable	82,133	-	82,133	-	-
Prepaid expenses	36,685	-	36,685	-	-
Due from other governments	2,656,431	-	2,656,431	781,297	-
Total Current Assets	<u>\$ 51,832,151</u>	<u>\$ 513,862</u>	<u>\$ 52,346,013</u>	<u>\$ 2,561,985</u>	<u>\$ 75,246</u>
Noncurrent Assets					
Net other postemployment benefit asset	\$ 229,887	\$ -	\$ 229,887	\$ -	\$ -
Capital assets (net of accumulated depreciation):					
Land	\$ 1,908,616	\$ 296,176	\$ 2,204,792	\$ 359,782	\$ -
Buildings and improvements	15,290,882	1,549	15,292,431	2,703,974	-
Infrastructure	-	4,556,602	4,556,602	-	-
Equipment	3,010,020	7,654	3,017,674	2,639,239	-
Jointly owned assets	69,681,844	-	69,681,844	12,662,273	-
Construction in progress	17,127,144	-	17,127,144	425,894	-
Total capital assets	<u>\$ 107,018,506</u>	<u>\$ 4,861,981</u>	<u>\$ 111,880,487</u>	<u>\$ 18,791,162</u>	<u>\$ -</u>
Total Noncurrent Assets	<u>\$ 107,248,393</u>	<u>\$ 4,861,981</u>	<u>\$ 112,110,374</u>	<u>\$ 18,791,162</u>	<u>\$ -</u>
Total Assets	<u>\$ 159,080,544</u>	<u>\$ 5,375,843</u>	<u>\$ 164,456,387</u>	<u>\$ 21,353,147</u>	<u>\$ 75,246</u>
DEFERRED OUTFLOWS OF RESOURCES					
Deferred charge on refunding	\$ 14,434,761	\$ -	\$ 14,434,761	\$ -	\$ -
Items related to measurement of net pension liability/asset	1,051,524	31,958	1,083,482	5,947,823	-
Total Deferred Outflows of resources	<u>\$ 15,486,285</u>	<u>\$ 31,958</u>	<u>\$ 15,518,243</u>	<u>\$ 5,947,823</u>	<u>\$ -</u>
Total Assets and Deferred Outflows of Resources	<u>\$ 174,566,829</u>	<u>\$ 5,407,801</u>	<u>\$ 179,974,630</u>	<u>\$ 27,300,970</u>	<u>\$ 75,246</u>
LIABILITIES					
Current Liabilities					
Accounts payable and other current liabilities	\$ 2,989,955	\$ 14,757	\$ 3,004,712	\$ 2,280,222	\$ -
Amounts held for others	196,027	-	196,027	-	-
Unearned revenue - grants	1,785	-	1,785	-	-
Accrued interest payable	1,547,004	-	1,547,004	-	-
Notes payable	-	82,133	82,133	-	-
Current portion of long-term obligations	6,437,403	102,421	6,539,824	152,666	-
Total Current Liabilities	<u>\$ 11,172,174</u>	<u>\$ 199,311</u>	<u>\$ 11,371,485</u>	<u>\$ 2,432,888</u>	<u>\$ -</u>
Noncurrent Liabilities					
Noncurrent portion of long-term obligations	104,917,220	1,035,815	105,953,035	37,409,129	-
Total Liabilities	<u>\$ 116,089,394</u>	<u>\$ 1,235,126</u>	<u>\$ 117,324,520</u>	<u>\$ 39,842,017</u>	<u>\$ -</u>
DEFERRED INFLOWS OF RESOURCES					
Deferred revenues - taxes	\$ 16,781,326	\$ -	\$ 16,781,326	\$ -	\$ -
Items related to measurement of net pension liability/asset	146,721	3,772	150,493	2,628,133	-
Total Deferred Inflows of resources	<u>\$ 16,928,047</u>	<u>\$ 3,772</u>	<u>\$ 16,931,819</u>	<u>\$ 2,628,133</u>	<u>\$ -</u>
NET POSITION					
Net investment in capital assets	\$ 18,561,846	\$ 3,806,518	\$ 22,368,364	\$ 18,791,162	\$ -
Restricted for:					
Debt service	59,520	-	59,520	-	-
Unrestricted	22,928,022	362,385	23,290,407	(33,960,342)	75,246
Total Net Position	<u>\$ 41,549,388</u>	<u>\$ 4,168,903</u>	<u>\$ 45,718,291</u>	<u>\$ (15,169,180)</u>	<u>\$ 75,246</u>
Total Liabilities, Deferred Outflows of Resources, and Net Position	<u>\$ 174,566,829</u>	<u>\$ 5,407,801</u>	<u>\$ 179,974,630</u>	<u>\$ 27,300,970</u>	<u>\$ 75,246</u>

The accompanying notes to financial statements are an integral part of this statement.

COUNTY OF FLUVANNA, VIRGINIA

Statement of Activities
Year Ended June 30, 2017

Functions/Programs	Expenses	Program Revenues		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
PRIMARY GOVERNMENT:				
Governmental activities:				
General government administration	\$ 2,660,192	\$ -	\$ 289,763	\$ -
Judicial administration	1,302,495	101,825	563,532	-
Public safety	7,949,729	836,723	1,280,976	-
Public works	1,683,873	82,127	8,269	-
Health and welfare	6,063,693	-	3,497,265	-
Education	21,054,581	-	-	-
Parks, recreation, and cultural	869,068	118,073	76,600	-
Community development	854,527	-	-	-
Interest on long-term debt	3,611,012	-	-	-
Total governmental activities	<u>\$ 46,049,170</u>	<u>\$ 1,138,748</u>	<u>\$ 5,716,405</u>	<u>\$ -</u>
Business-type activities:				
Fork Union Sanitary District	\$ 361,760	\$ 365,562	\$ -	\$ -
Sewer	302,949	42,255	-	-
Total business-type activities	<u>\$ 664,709</u>	<u>\$ 407,817</u>	<u>\$ -</u>	<u>\$ -</u>
Total primary government	<u>\$ 46,713,879</u>	<u>\$ 1,546,565</u>	<u>\$ 5,716,405</u>	<u>\$ -</u>
COMPONENT UNITS:				
School Board	\$ 40,968,336	\$ 814,948	\$ 22,071,667	\$ -
Fluvanna County EDA	3,216	4,073	-	-
Total component units	<u>\$ 40,971,552</u>	<u>\$ 819,021</u>	<u>\$ 22,071,667</u>	<u>\$ -</u>
General revenues:				
General property taxes				
Local sales and use taxes				
Consumer utility taxes				
Motor vehicle license taxes				
Recordation taxes				
Other local taxes				
Commonwealth of Virginia non-categorical aid				
Unrestricted revenues from use of money and property				
Miscellaneous				
Contribution from county				
Transfers				
Total general revenues and transfers				
Change in net position				
Net position - beginning				
Net position - ending				

The accompanying notes to financial statements are an integral part of this statement.

Exhibit 2

Net (Expense) Revenue and Changes in Net Position				
Primary Government			Component Unit	Component Unit
Governmental Activities	Business Type Activities	Total	School Board	Fluvanna County EDA
\$ (2,370,429)	\$ -	\$ (2,370,429)	\$ -	\$ -
(637,138)	-	(637,138)	-	-
(5,832,030)	-	(5,832,030)	-	-
(1,593,477)	-	(1,593,477)	-	-
(2,566,428)	-	(2,566,428)	-	-
(21,054,581)	-	(21,054,581)	-	-
(674,395)	-	(674,395)	-	-
(854,527)	-	(854,527)	-	-
<u>(3,611,012)</u>	<u>-</u>	<u>(3,611,012)</u>	<u>-</u>	<u>-</u>
<u>\$ (39,194,017)</u>	<u>\$ -</u>	<u>\$ (39,194,017)</u>	<u>\$ -</u>	<u>\$ -</u>
\$ -	\$ 3,802	\$ 3,802	\$ -	\$ -
-	(260,694)	(260,694)	-	-
<u>\$ -</u>	<u>\$ (256,892)</u>	<u>\$ (256,892)</u>	<u>\$ -</u>	<u>\$ -</u>
<u>\$ -</u>	<u>\$ (256,892)</u>	<u>\$ (39,450,909)</u>	<u>\$ -</u>	<u>\$ -</u>
\$ -	\$ -	\$ -	\$ (18,081,721)	\$ -
-	-	-	-	857
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (18,081,721)</u>	<u>\$ 857</u>
\$ 33,676,413	\$ -	\$ 33,676,413	\$ -	\$ -
1,696,819	-	1,696,819	-	-
438,801	-	438,801	-	-
733,566	-	733,566	-	-
352,133	-	352,133	-	-
215,290	-	215,290	-	-
3,925,416	-	3,925,416	-	-
91,055	-	91,055	13,913	60
113,059	-	113,059	553,527	-
-	-	-	18,424,993	1,000
<u>(300,308)</u>	<u>300,308</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>\$ 40,942,244</u>	<u>\$ 300,308</u>	<u>\$ 41,242,552</u>	<u>\$ 18,992,433</u>	<u>\$ 1,060</u>
\$ 1,748,227	\$ 43,416	\$ 1,791,643	\$ 910,712	\$ 1,917
39,801,161	4,125,487	43,926,648	(16,079,892)	73,329
<u>\$ 41,549,388</u>	<u>\$ 4,168,903</u>	<u>\$ 45,718,291</u>	<u>\$ (15,169,180)</u>	<u>\$ 75,246</u>

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Fund Financial Statements

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COUNTY OF FLUVANNA, VIRGINIA

Exhibit 3

Balance Sheet - Governmental Funds
At June 30, 2017

	Governmental Funds		Total Governmental Funds
	General	Capital Projects	
ASSETS			
Cash and cash equivalents	\$ 20,663,373	\$ -	\$ 20,663,373
Cash in custody of others	-	8,618,864	8,618,864
Receivables (Net of allowance for uncollectibles):			
Taxes, including penalties	20,640,701	-	20,640,701
Accounts	304,772	-	304,772
Notes receivable	82,133	-	82,133
Prepaid items	36,685	-	36,685
Due from other governmental units	2,656,431	-	2,656,431
Total assets	<u>\$ 44,384,095</u>	<u>\$ 8,618,864</u>	<u>\$ 53,002,959</u>
LIABILITIES			
Accounts payable and accrued expenses	\$ 923,896	\$ 2,066,059	\$ 2,989,955
Reconciled overdraft	-	1,170,808	1,170,808
Unearned revenue - grants	1,785	-	1,785
Amounts held for others	196,027	-	196,027
Total liabilities	<u>\$ 1,121,708</u>	<u>\$ 3,236,867</u>	<u>\$ 4,358,575</u>
DEFERRED INFLOWS OF RESOURCES			
Unavailable revenue - property taxes	\$ 20,579,039	\$ -	\$ 20,579,039
FUND BALANCES			
Nonspendable	\$ 118,818	\$ -	\$ 118,818
Restricted	59,520	5,175,016	5,234,536
Committed	6,649,051	27,535	6,676,586
Assigned	-	179,446	179,446
Unassigned	15,855,959	-	15,855,959
Total fund balances	<u>\$ 22,683,348</u>	<u>\$ 5,381,997</u>	<u>\$ 28,065,345</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 44,384,095</u>	<u>\$ 8,618,864</u>	

Detailed explanation of adjustments from fund statements to government-wide statement of net position:

When capital assets (land, buildings, equipment) that are to be used in governmental activities are purchased or constructed, the costs of those assets are reported as expenditures in governmental funds. However, the statement of net position includes those capital assets among the assets of the County as a whole.	\$ 107,018,506
The net other postemployment benefits asset is not an available resource and, therefore, is not reported in the funds.	229,887
Interest on long-term debt is not accrued in governmental funds, but rather is recognized as an expenditure when due.	(1,547,004)
Because the focus of governmental funds is on short-term financing, some assets will not be available to pay current-period expenditures. Those assets (for example, receivables) are offset by unavailable revenues in the governmental funds and thus are not included in the fund balance.	
Unavailable revenue - property taxes	3,797,713
Items related to measurement of net pension liability	(146,721)
Deferred outflows - Pension deferrals	1,051,524
Long-term liabilities applicable to the County's governmental activities are not due and payable in the current period and accordingly are not reported as fund liabilities. All liabilities--both current and long-term--are reported in the statement of net position.	<u>(96,919,862)</u>
Net position of General Government Activities	<u>\$ 41,549,388</u>

The accompanying notes to financial statements are an integral part of this statement.

Statement of Revenues, Expenditures and Changes in Fund Balances -
 Governmental Funds
 Year Ended June 30, 2017

	<u>Governmental Funds</u>		<u>Total Governmental Funds</u>
	<u>General</u>	<u>Capital Projects</u>	
Revenues:			
General property taxes	\$ 33,035,019	\$ -	\$ 33,035,019
Other local taxes	3,436,609	-	3,436,609
Permits, privilege fees and regulatory licenses	325,604	-	325,604
Fines and forfeitures	52,335	-	52,335
Revenue from use of money and property	51,892	39,163	91,055
Charges for services	760,809	-	760,809
Miscellaneous	113,059	-	113,059
Recovered costs	116,344	358,968	475,312
Intergovernmental:			
Commonwealth	8,491,421	-	8,491,421
Federal	1,150,400	-	1,150,400
Total revenues	<u>\$ 47,533,492</u>	<u>\$ 398,131</u>	<u>\$ 47,931,623</u>
Expenditures:			
Current:			
General government administration	\$ 2,571,167	\$ 104,716	\$ 2,675,883
Judicial administration	1,140,751	-	1,140,751
Public safety	6,870,756	2,232,489	9,103,245
Public works	1,842,047	1,224,635	3,066,682
Health and welfare	6,047,790	-	6,047,790
Education	15,623,059	5,430,957	21,054,016
Parks, recreation, and cultural	824,491	16,905	841,396
Community development	779,505	-	779,505
Nondepartmental	25,699	-	25,699
Debt service:			
Principal retirement	4,406,065	6,981,424	11,387,489
Interest and other fiscal charges	3,252,642	249,183	3,501,825
Bond issuance cost	-	272,142	272,142
Total expenditures	<u>\$ 43,383,972</u>	<u>\$ 16,512,451</u>	<u>\$ 59,896,423</u>
Excess (deficiency) of revenues over (under) expenditures	<u>\$ 4,149,520</u>	<u>\$ (16,114,320)</u>	<u>\$ (11,964,800)</u>
Other financing sources (uses):			
Transfers in	\$ -	\$ 3,398,928	\$ 3,398,928
Transfers (out)	(3,699,236)	-	(3,699,236)
Issuance of lease revenue bonds	-	7,653,740	7,653,740
Issuance of capital lease	-	8,223,125	8,223,125
Total other financing sources (uses)	<u>\$ (3,699,236)</u>	<u>\$ 19,275,793</u>	<u>\$ 15,576,557</u>
Changes in fund balances	\$ 450,284	\$ 3,161,473	\$ 3,611,757
Fund balances at beginning of year	<u>22,233,064</u>	<u>2,220,524</u>	<u>24,453,588</u>
Fund balances at end of year	<u>\$ 22,683,348</u>	<u>\$ 5,381,997</u>	<u>\$ 28,065,345</u>

The accompanying notes to financial statements are an integral part of this statement.

COUNTY OF FLUVANNA, VIRGINIA

Reconciliation of Statement of Revenues, Expenditures and Changes in Fund Balances
to the Statement of Activities - Governmental Funds
For the Year Ended June 30, 2017

		<u>Primary Government Governmental Funds</u>
Amounts reported for governmental activities in the Statement of Activities are different because:		
Net change in fund balances - total governmental funds	\$	3,611,757
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which the depreciation exceeded capital outlays in the current period. The following details support this adjustment.		
Capital outlay	\$ 7,856,540	
Depreciation expense	<u>(3,351,433)</u>	4,505,107
Transfer of joint tenancy assets from Primary Government to the Component Unit		(2,809,314)
Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds. Details of this item consist of the change in unavailable taxes.		
Unearned revenue - property taxes	\$ 641,394	
(Increase) decrease in deferred inflows related to the measurement of the net pension liability	<u>421,704</u>	1,063,098
The issuance of long-term debt (e.g. bonds, leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. A summary of items supporting this adjustment is as follows:		
Proceeds from debt issued	\$ (15,876,865)	
Principal retired on school general obligation bonds	3,650,056	
Principal retired on public facility note	345,000	
Principal retired on capital lease obligations	7,082,582	
Principal retired on state literary fund loans	309,851	
Landfill postclosure costs	<u>27,111</u>	(4,462,265)
Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore are not reported as expenditures in governmental funds. The following is a summary of items supporting this adjustment:		
Change in compensated absences	\$ (21,976)	
Change in net other postemployment benefits asset	(2,084)	
Deferred amount on refunding	(764,976)	
Amortization of bond discount	(31,697)	
Amortization of bond premium	699,808	
Change in net pension liability	(905,412)	
Change in deferred outflows related to pensions	634,212	
Change in accrued interest payable	<u>231,969</u>	(160,156)
Change in net position of governmental activities	\$	<u>1,748,227</u>

The accompanying notes to financial statements are an integral part of this statement.

Statement of Net Position
 Proprietary Funds
 At June 30, 2017

	Business-Type Activities - Enterprise Funds		
	Fork Union Sanitary District	Sewer	Totals
ASSETS			
Current Assets			
Cash and cash equivalents	\$ 55,790	\$ 439,036	\$ 494,826
Accounts receivable	16,624	2,412	19,036
Total Current Assets	\$ 72,414	\$ 441,448	\$ 513,862
Noncurrent Assets			
Capital assets:			
Land and construction in progress	\$ 11,736	\$ 284,440	\$ 296,176
Other capital assets, net of depreciation	1,525,345	3,040,460	4,565,805
Total Noncurrent Assets	\$ 1,537,081	\$ 3,324,900	\$ 4,861,981
Total Assets	\$ 1,609,495	\$ 3,766,348	\$ 5,375,843
DEFERRED OUTFLOWS OF RESOURCES			
Pension deferrals	\$ 22,191	\$ 9,767	\$ 31,958
Total Assets and Deferred Outflows of Resources	\$ 1,631,686	\$ 3,776,115	\$ 5,407,801
LIABILITIES			
Current Liabilities			
Accounts payable and accrued expenses	\$ 13,084	\$ 1,673	\$ 14,757
Note payable	82,133	-	82,133
Current portion of long-term obligations	41,415	61,006	102,421
Total Current Liabilities	\$ 136,632	\$ 62,679	\$ 199,311
Noncurrent Liabilities			
Noncurrent portion of long-term obligations	\$ 472,638	\$ 563,177	\$ 1,035,815
Total Liabilities	\$ 609,270	\$ 625,856	\$ 1,235,126
DEFERRED INFLOWS OF RESOURCES			
Items related to measurement of net pension liability	\$ 2,814	\$ 958	\$ 3,772
NET POSITION			
Net investment in capital assets	\$ 1,081,618	\$ 2,724,900	\$ 3,806,518
Unrestricted	(62,016)	424,401	362,385
Total Net Position	\$ 1,019,602	\$ 3,149,301	\$ 4,168,903
Total Liabilities, Deferred Inflows of Resources, and Net Position	\$ 1,631,686	\$ 3,776,115	\$ 5,407,801

The accompanying notes to financial statements are an integral part of this statement.

COUNTY OF FLUVANNA, VIRGINIA

Exhibit 7

Statement of Revenues, Expenses and Changes in Net Position --
 Proprietary Funds
 Year Ended June 30, 2017

	Business-Type Activities - Enterprise Funds		
	Fork Union Sanitary District	Sewer	Totals
Operating revenues:			
Charges for services	\$ 365,562	\$ 42,255	\$ 407,817
Total operating revenues	\$ 365,562	\$ 42,255	\$ 407,817
Operating expenses:			
Personal services	\$ 99,128	\$ 79,463	\$ 178,591
Fringe benefits	35,086	28,990	64,076
Contractual services	39,620	48,846	88,466
Other charges	79,213	49,035	128,248
Depreciation	87,280	96,615	183,895
Total operating expenses	\$ 340,327	\$ 302,949	\$ 643,276
Operating income (loss)	\$ 25,235	\$ (260,694)	\$ (235,459)
Nonoperating revenues (expenses):			
Interest expense	\$ (21,433)	\$ -	\$ (21,433)
Total nonoperating revenues (expenses)	\$ (21,433)	\$ -	\$ (21,433)
Income (loss) before contributions and transfers	\$ 3,802	\$ (260,694)	\$ (256,892)
Transfers			
Transfers in	\$ -	\$ 300,308	\$ 300,308
Change in net position	\$ 3,802	\$ 39,614	\$ 43,416
Net position at beginning of year	1,015,800	3,109,687	4,125,487
Net position at end of year	\$ 1,019,602	\$ 3,149,301	\$ 4,168,903

The accompanying notes to financial statements are an integral part of this statement.

Statement of Cash Flows
 Proprietary Funds
 Year Ended June 30, 2017

	Business-Type Activities - Enterprise Funds		
	Fork Union Sanitary District	Sewer	Totals
Cash flows from operating activities:			
Receipts from customers and users	\$ 381,138	\$ 41,226	\$ 422,364
Payments to suppliers	(129,069)	(98,156)	(227,225)
Payments to employees (including fringe benefits)	<u>(133,520)</u>	<u>(109,758)</u>	<u>(243,278)</u>
Net cash provided by (used for) operating activities	<u>\$ 118,549</u>	<u>\$ (166,688)</u>	<u>\$ (48,139)</u>
Cash flows from noncapital financing activities:			
Transfers in	\$ -	\$ 300,308	\$ 300,308
Increase (decrease) in due to other funds	<u>(17,867)</u>	<u>-</u>	<u>(17,867)</u>
Net cash provided by (used for) noncapital financing activities	<u>\$ (17,867)</u>	<u>\$ 300,308</u>	<u>\$ 282,441</u>
Cash flows from capital and related financing activities:			
Interest expense	\$ (21,433)	\$ -	\$ (21,433)
Retirement of indebtedness	<u>(38,088)</u>	<u>(60,000)</u>	<u>(98,088)</u>
Net cash provided by (used for) capital and related financing activities	<u>\$ (59,521)</u>	<u>\$ (60,000)</u>	<u>\$ (119,521)</u>
Increase (decrease) in cash and cash equivalents	\$ 41,161	73,620	\$ 114,781
Cash and cash equivalents at beginning of year	<u>14,629</u>	<u>365,416</u>	<u>380,045</u>
Cash and cash equivalents at end of year	<u>\$ 55,790</u>	<u>\$ 439,036</u>	<u>\$ 494,826</u>
Reconciliation of operating income (loss) to net cash provided by (used for) operating activities:			
Operating income (loss)	\$ 25,235	\$ (260,694)	\$ (235,459)
Adjustments to reconcile net loss to net cash provided by (used for) operating activities:			
Depreciation	\$ 87,280	\$ 96,615	\$ 183,895
Changes in operating assets, liabilities, and deferred inflows/outflows of resources:			
(Increase)/decrease in accounts receivable	15,576	(1,029)	14,547
(Increase)/decrease in deferred outflows	(9,141)	(5,466)	(14,607)
Increase/(decrease) in compensated absences	2,493	2,373	4,866
Increase/(decrease) in net pension liability	20,141	6,393	26,534
Increase/(decrease) in deferred inflows	(12,799)	(4,605)	(17,404)
Increase/(Decrease) in accounts payable and accrued expenses	<u>(10,236)</u>	<u>(275)</u>	<u>(10,511)</u>
Total adjustments	<u>\$ 93,314</u>	<u>\$ 94,006</u>	<u>\$ 187,320</u>
Net cash provided by (used for) operating activities	<u>\$ 118,549</u>	<u>\$ (166,688)</u>	<u>\$ (48,139)</u>

The accompanying notes to financial statements are an integral part of this statement.

COUNTY OF FLUVANNA, VIRGINIA

Exhibit 9

Statement of Fiduciary Net Position
 Fiduciary Funds
 At June 30, 2017

	Other Post - Employment Benefits Trust	Agency Fund
	<u> </u>	<u> </u>
ASSETS		
Cash and cash equivalents	\$ -	\$ 146,837
Investments:		
Fixed income	615,788	
Stocks	877,030	
Real Estate	130,621	
Alternative investments	242,583	-
	<u> </u>	<u> </u>
Total investments	\$ 1,866,022	\$ -
	<u> </u>	<u> </u>
Total assets	\$ 1,866,022	\$ 146,837
	<u> </u>	<u> </u>
LIABILITIES		
Amounts held for social services clients	\$ -	\$ 146,837
	<u> </u>	<u> </u>
Total liabilities	\$ -	\$ 146,837
	<u> </u>	<u> </u>
NET POSITION		
Restricted - postemployment benefits other than pensions	\$ 1,866,022	\$ -
	<u> </u>	<u> </u>
Total liabilities and net position	\$ 1,866,022	\$ 146,837
	<u> </u>	<u> </u>

The accompanying notes to financial statements are an integral part of this statement.

COUNTY OF FLUVANNA, VIRGINIA

Statement of Changes in Fiduciary Net Position
 Fiduciary Funds
 For the Year Ended June 30, 2017

	Other Post - Employment Benefits Trust
	<u> </u>
ADDITIONS	
Contributions:	
Employer	\$ 110,460
Total contributions	<u>\$ 110,460</u>
Investment income or (loss)	
Net increase in the fair market value of investments	\$ 213,116
Total investment earnings	<u>\$ 213,116</u>
Total additions	<u>\$ 323,576</u>
DEDUCTIONS	
Benefits	\$ 110,460
Administrative expenses	2,479
Total deductions	<u>\$ 112,939</u>
Change in net position	\$ 210,637
Net Position Restricted for Postemployment Benefits other than Pensions	
Net position - beginning	1,655,385
Net position - ending	<u>\$ 1,866,022</u>

The notes to the financial statements are an integral part of this statement.

COUNTY OF FLUVANNA, VIRGINIANotes to Financial Statements
At June 30, 2017

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

The County of Fluvanna, Virginia is governed by an elected five member Board of Supervisors. The Board of Supervisors is responsible for appointing the County Administrator. The County provides a full range of services for its citizens. These services include sheriff and volunteer fire protection, recreational activities, cultural events, education, and social services.

The financial statements of the County of Fluvanna, Virginia have been prepared in conformity with the specifications promulgated by the Auditor of Public Accounts (APA) of the Commonwealth of Virginia, and the accounting principles generally accepted in the United States as specified by the Governmental Accounting Standards Board. The more significant of the government's accounting policies are described below.

Government-wide and Fund Financial StatementsGovernment-wide Financial Statements

The reporting model includes financial statements prepared using full accrual accounting for all of the government's activities. This approach includes not just current assets and liabilities but also capital assets and long-term liabilities (such as buildings and general obligation debt).

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all of the nonfiduciary activities of the primary government and its components unit. For the most part, the effect of interfund activity has been removed from these statements. However, interfund services provided and used are not eliminated in the process of consolidation. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. Likewise, the primary government is reported separately from certain legally separate component units for which the primary government is financially accountable.

Statement of Net Position

The Statement of Net Position is designed to display financial position of the primary government (governmental and business-type activities) and its discretely presented component units. Governments report all capital assets in the government-wide Statement of Net Position and report depreciation expense - the cost of "using up" capital assets - in the Statement of Activities. The net position of a government is broken down into three categories: 1) net investment in capital assets; 2) restricted; and 3) unrestricted.

Statement of Activities

The government-wide Statement of Activities reports expenses and revenues in a format that focuses on the cost of each of the government's functions. The expense of individual functions is compared to the revenues generated directly by the function (for instance, through user charges or intergovernmental grants).

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segments are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include: 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)**Fund Financial Statements**

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

Budgetary Comparison Schedules

Demonstrating compliance with the adopted budget is an important component of a government's accountability to the public. Many citizens participate in one way or another in the process of establishing the annual operating budgets of state and local governments, and have a keen interest in following the actual financial progress of their governments over the course of the year. Many governments revise their original budgets over the course of the year for a variety of reasons. Under the GASB 34 reporting model, governments provide budgetary comparison information in their annual reports, including the requirement to report the government's original budget in addition to the comparison of final budget and actual results.

A. Financial Reporting Entity

The basic criterion for determining whether a governmental department, agency, institution, commission, public authority, or other governmental organization should be included in a primary governmental unit's reporting entity for basic financial statements is financial accountability. Financial accountability includes the appointment of a voting majority of the organization's governing body and the ability of the primary government to impose its will on the organization or if there is a financial benefit/burden relationship. In addition, an organization which is fiscally dependent on the primary government should be included in its reporting entity. These financial statements present the County of Fluvanna, Virginia (the primary government) and its component units. Blended component units, although legally separate entities, are, in substance, part of the government's operations and so data from these units are combined with data of the primary government. Each discretely presented component unit, on the other hand, is reported in a separate column in the combined financial statements to emphasize it is legally separate from the government.

B. Individual Component Unit Disclosures*Blended component Units:*

The County has no blended component units.

Discretely Presented Component Units:

School Board: The School Board operates the County Public School System. Members are currently elected by popular vote. The School Board adopts an annual budget for the schools. The School Board submits an appropriation request to the Board of Supervisors. The Board of Supervisors can decline to fund the entire appropriation which they adopt (as modified) in the annual County Budget. A separate financial report for the School Board is not prepared.

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)**B. Individual Component Unit Disclosures: (Continued)**

Discretely Presented Component Units: (Continued)

Economic Development Authority: The Economic Development Authority of Fluvanna County, Virginia (the EDA) was established by the Fluvanna County Board of Supervisors pursuant to the Industrial Development and Revenue Bond Act (Chapter 33, Title 15.1, Code of Virginia of 1950, as amended) so that such authorities may be able to promote industry and develop trade in the Commonwealth. The County appoints the board members of the EDA. The EDA does not issue separate financial statements.

Other Related Organizations included in the County's CAFR: None

C. Measurement Focus, Basis of Accounting and Financial Statement Presentation

The accompanying financial statements are prepared in accordance with pronouncements issued by the Governmental Accounting Standards Board. The principles prescribed by GASB represent generally accepted accounting principles applicable to governmental units.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund financial statements. Agency funds have no measurement focus. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The government-wide Statement of Activities reflects both the gross and net cost per functional category (public safety, public works, health and welfare, etc.) which are otherwise being supported by general government revenues (property, sales and use taxes, certain intergovernmental revenues, fines, permits and charges, etc.) The Statement of Activities reduces gross expenses (including depreciation) by related program revenues, operating and capital grants, and contributions. The program revenues must be directly associated with the function (public safety, public works, health and welfare, etc.) or a business-type activity.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. This is the manner in which these funds are normally budgeted. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)**C. Measurement Focus, Basis of Accounting and Financial Statement Presentation: (Continued)**

Property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Accordingly, real and personal property taxes are recorded as revenues and receivables when billed, net of allowances for uncollectible amounts. Property taxes not collected within 60 days after year-end are reflected as unavailable revenues. Sales and utility taxes, which are collected by the state or utilities and subsequently remitted to the County, are recognized as revenues and receivables upon collection by the state or utility, which is generally in the month preceding receipt by the County.

Licenses, permits, fines and rents are recorded as revenues when received. Intergovernmental revenues, consisting primarily of federal, state and other grants for the purpose of funding specific expenditures, are recognized when earned or at the time of the specific expenditure. Revenues from general purpose grants are recognized in the period to which the grant applies. All other revenue items are considered to be measurable and available only when cash is received by the government.

The County's fiduciary funds are presented in the fund financial statements by type. Since by definition these assets are being held for the benefit of a third party and cannot be used to address activities or obligations of the government, these funds are not incorporated into the government-wide statements.

In the fund financial statements, financial transactions and accounts of the County are organized on the basis of funds. The operation of each fund is considered to be an independent fiscal and separate accounting entity, with a self-balancing set of accounts recording cash and/or other financial resources together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

1. Governmental Funds

Governmental Funds are those through which most governmental functions typically are financed. The government reports the following major governmental funds:

a. General Fund

The General Fund is the primary operating fund of the County. This fund is used to account for and report all financial transactions and resources except those required to be accounted for in another fund. Revenues are derived primarily from property and other local taxes, state and federal distributions, licenses, permits, charges for service, and interest income. A significant part of the General Fund's revenues is used principally to finance the operations of the Component Unit School Board.

b. Capital Projects Fund

The Capital Projects Fund (Capital Improvements) accounts for and reports financial resources that are restricted, committed, or assigned to expenditure for capital outlays, except for those financed by proprietary funds or for assets held in trust for individuals, private organizations, or other governments.

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)**C. Measurement Focus, Basis of Accounting and Financial Statement Presentation: (Continued)****2. Proprietary Funds**

Proprietary Funds account for operations that are financed in a manner similar to private business enterprises. The Proprietary Fund measurement focus is based upon determination of net income, financial position, and changes in financial position. Proprietary Funds consist of Enterprise Funds and Internal Service Funds.

Enterprise Funds

Enterprise Funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the County's enterprise funds are charges to customers for sales and services. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

Enterprise funds consist of Fork Union Sanitary District (F.U.S.D.), and Sewer.

3. Fiduciary Funds (Trust and Agency Funds)

Fiduciary Funds (Trust and Agency Funds) account for assets held by the County unit in a trustee capacity or as an agent or custodian for individuals, private organizations, other governmental units, or other funds. These funds include Agency Funds. These funds utilize the accrual basis of accounting. Fiduciary funds are not included in the government-wide financial statements. The County's only Agency Fund is the Special Welfare Fund. The County's only Trust Fund is the Other Post Employment Benefits Fund.

D. Budgets and Budgetary Accounting

The following procedures are used by the County in establishing the budgetary data reflected in the financial statements:

1. Prior to March 30, the County Administrator submits to the Board of Supervisors a proposed operating and capital budget for the fiscal year commencing the following July 1. The operating and capital budget includes proposed expenditures and the means of financing them.
2. Public hearings are conducted to obtain citizen comments.
3. Prior to June 30, the budget is legally enacted through passage of an Appropriations Resolution.

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)**D. Budgets and Budgetary Accounting: (Continued)**

4. The Appropriations Resolution places legal restrictions on expenditures at the function level. The appropriation for each department or category can be revised only by the Board of Supervisors. The County Administrator is authorized to transfer budgeted amounts within general government departments; and the School Board is authorized to transfer budgeted amounts within the school system's categories.
5. Formal budgetary integration is employed as a management control device during the year for the General Fund and the Capital Project Fund. The School Fund is integrated only at the level of legal adoption.
6. All budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP).
7. Appropriations lapse on June 30, for all County units.
8. All budgetary data presented in the accompanying financial statements is the original to the current comparison of the final budget and actual results.

E. Cash and Cash Equivalents

The government's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

F. Investments

Money market investments, participating interest-earning investment contracts (repurchase agreements) that have a remaining maturity at time of purchase of one year or less, nonparticipating interest-earning investment contracts (nonnegotiable certificates of deposit (CDs) and external investment pools are measured at amortized cost. All other investments are stated at fair value which approximates market; no investments are valued at cost. Certificates of deposit and short-term repurchase agreements are reported in the accompanying financial statements as cash and cash equivalents. Investments consist of assets held by a trustee. Bond proceeds are maintained to comply with the provisions of the Internal Revenue Tax Code and various bond indentures. Bond proceeds are deposited in the State Non-Arbitrage Program (SNAP). Values of shares in the SNAP reflect fair value. Capital lease proceeds are held in escrow and deposited in money market funds.

State statutes authorize the County government and the School Board to invest in obligations of the U.S. Treasury, commercial paper, corporate bonds, repurchase agreements, and the Local Government Investment Pool.

G. Receivables and Payables

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e., the current portion of interfund loans) All other outstanding balances between funds are reported as "advances to/from other funds." (i.e. the noncurrent portion of interfund loans).

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)**G. Receivables and Payables: (Continued)**

All trade and property tax receivables are shown net of an allowance for uncollectibles. The County calculates its allowance for uncollectible accounts using historical collection data and, in certain cases, specific account analysis. The allowance amounted to approximately \$268,323 at June 30, 2017 and is comprised of the following:

Fork Union Sanitary District	\$	22,469
Sewer		6,584
Property Taxes		<u>239,270</u>
Total	\$	<u><u>268,323</u></u>

Property Tax Calendar

The County collects real and personal property taxes semiannually. Real and personal property taxes are levied as of January 1 for a calendar year and are due on June 5 and December 5; penalties and interest accrue on all unpaid balances as of these dates. Unpaid real and personal property taxes constitute a lien against the property as of the due date of the tax. The County bills and collects its own property taxes.

H. Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

I. Capital Assets

Capital assets, which include property, plant and equipment, and infrastructure are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the County as land, buildings, road registered vehicles, and equipment with an initial individual cost of more than \$5,000 (amount not rounded) and an estimated useful life in excess of five years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend the asset's life are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets of business-type activities is included as part of the capitalized value of the assets constructed. There was no interest capitalized in the year ended June 30, 2017.

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)**I. Capital Assets: (Continued)**

Property, plant and equipment and infrastructure of the primary government, as well as the component unit, are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings	40 to 50
Building improvements	30 to 40
Vehicles and equipment	5 to 10
Water and sewer system	20 to 50
Buses	12

J. Compensated Absences

Vested or accumulated vacation leave that is expected to be liquidated with expendable available financial resources is reported as an expenditure and a fund liability of the governmental fund that will pay it. Amounts of vested or accumulated vacation leave that are not expected to be liquidated with expendable available financial resources are reported as an expense in the Statement of Activities and a long-term obligation in the Statement of Net Position. In accordance with the provisions of Government Accounting Standards No. 16, *Accounting for Compensated Absences*, no liability is recorded for nonvesting accumulating rights to receive sick pay benefits. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

K. Long-term Obligations

In the government-wide financial statements, long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net position. Bonds payable are reported net of the applicable bond premium or discount.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, during the current period. The face amount of debt issued and premiums are reported as other financing sources while discounts on debt issuances are reported as other financing uses.

L. Fund Balances**Financial Policies**

The Board of Supervisors meets on a monthly basis to manage and review cash financial activities and to ensure compliance with established policies. It is the County's policy to fund current expenditures with current revenues and the County's mission is to strive to maintain a diversified and stable revenue stream to protect the government from problematic fluctuations in any single revenue source and provide stability to ongoing services. The County's unassigned General Fund balance will be maintained to provide the County with sufficient working capital and a margin of safety to address local and regional emergencies without borrowing.

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)**L. Fund Balances: (Continued)**Financial Policies: (Continued)

Under GASB 54, fund balances are required to be reported according to the following classifications:

Nonspendable fund balance – Includes amounts that cannot be spent because they are either not in spendable form, or, for legal or contractual reasons, must be kept intact. This classification includes inventories, prepaid amounts, assets held for sale, long-term receivables and corpus of a permanent fund.

Restricted fund balance – Constraints placed on the use of these resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors or other governments; or are imposed by law (through constitutional provisions or enabling legislation).

Committed fund balance – Amounts that can only be used for specific purposes because of a formal action (resolution) by the government's highest level of decision-making authority.

Assigned fund balance – Amounts that are constrained by the County's intent to be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed. Intent can be stipulated by the governing body, another body (such as a Finance Committee), or by an official to whom that authority has been given. With the exception of the General Fund, this is the residual fund balance classification for all governmental funds with positive balances.

Unassigned fund balance – This is the residual classification of the General Fund. Only the General Fund reports a positive unassigned fund balance. Other governmental funds might report a negative balance in this classification, as the result of overspending for specific purposes for which amounts had been restricted, committed or assigned.

When fund balance resources are available for a specific purpose in more than one classification, it is the County's policy to use the most restrictive funds first in the following order: restricted, committed, assigned, and unassigned as they are needed.

The committed fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the County's highest level of decision-making authority. The Board of Supervisors is the highest level of decision-making authority for the County that can, by adoption of a resolution prior to the end of the fiscal year, commit fund balance. Once adopted, the limitation imposed by the resolution remains in place until a similar action is taken (the adoption of another resolution) to remove or revise the limitation.

Amounts in the assigned fund balance classification are intended to be used by the County for specific purposes but do not meet the criteria to be classified as committed. The Board of Supervisors may also assign fund balance as it does through the adoption or amendment of the budget as intended for specific purpose. Unlike commitments, assignments generally only exist temporarily. In other words, an additional action does not normally have to be taken for the removal of an assignment. Conversely, as discussed above, an additional action is essential to either remove or revise a commitment. Please see detail of County's Fund Balances on the following page.

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)**L. Fund Balances: (Continued)**

Category	General Fund	Capital Projects Fund	Component Unit School Board Cafeteria Fund
Nonspendable:			
Prepaid Items	\$ 36,685	\$ -	\$ -
Note Receivable	82,133	-	-
Total Nonspendable	\$ 118,818	\$ -	\$ -
Restricted:			
Unexpended Bond Proceeds - School	\$ -	\$ 414,892	\$ -
Unexpended Bond Proceeds - E911 Radio Project	-	340,988	-
Unexpended Bond Proceeds - VA Saves Energy Project	-	4,419,136	-
USDA Debt Reserve	59,520	-	-
Total Restricted	\$ 59,520	\$ 5,175,016	\$ -
Committed:			
Capital Projects:			
Replacement of Co Bldg HVAC	\$ 13,279	\$ -	\$ -
E911 Radio	374,084	-	-
Old HS WW treatment plant PH I-FY12	27,450	-	-
County Fiber Infrastructure	31,592	-	-
School Fiber Infrastructure	298,475	-	-
County Capital Reserve	226,391	-	-
School Capital Reserve	240,644	-	-
Schools Computer Instructional Technology and Infrastructure	210,401	-	-
School Board Office Renovations	297,524	-	-
Courts Building Lighting Upgrades	30,000	-	-
Schools Safety and Security Upgrades	33,774	-	-
Schools MUNIS Financial Systems	1,856	-	-
Elementary School Flooring and Playground Equipment	-	27,535	-
Access Control Monitoring	82,814	-	-
Hydrogeologic Study	22,591	-	-
Water/Sewer Zion Crossroads	72,653	-	-
Building Assessment	21,860	-	-
County Admin Complex Foundation & Drainage Repairs	150,000	-	-
Library & Public Safety - Combined Water System	50,000	-	-
Treasurer/COR Building Upgrades	106,774	-	-
Computer Aided Dispatch/Records Management System	498,543	-	-
County VoIP Phone Equipment	144,925	-	-
Facilities Security Upgrade	4,840	-	-
Convenience Center Road & Trailer	21,475	-	-
Courts Fire Detection and Alarm System	35,000	-	-
F&R Personal Protective Equipment	20,021	-	-
F&R Vehicle Replacement and Rechasis	60,000	-	-
F&R Thermal Imaging Camera Replacement	50,400	-	-
F&R Toughbook Replacement	28,000	-	-
Recoat Central WW Treatment Plant	70,000	-	-
Carysbrook School Renovation	138,978	-	-
Server Consolidation & Disaster Recovery	21,766	-	-
Phillips MRx Wireless Link Upgrade	7,044	-	-
Carysbrook Roof Replacement	73,246	-	-
Building Envelope Exterior Repairs	120,130	-	-
Pleasant Grove Road Paving	98,000	-	-
County Government Vehicles	89,915	-	-
Schools Floor Covering Replacement	156,784	-	-
Sheriff Reserve for Vehicles	164,260	-	-
Social Services Vehicles	24,593	-	-
School Buses	401,146	-	-
School Transportation & Facility Vehicles	30,017	-	-
FY18 Budget - Use of Fund Balance	2,022,734	-	-
Other Carryforwards	75,072	-	-
Total Committed	\$ 6,649,051	\$ 27,535	\$ -
Assigned:			
Other capital projects	\$ -	\$ 179,446	\$ -
Cafeteria	-	-	281,763
Total Assigned	\$ -	\$ 179,446	\$ 281,763
Unassigned:	\$ 15,855,959	\$ -	\$ -
Total Fund Balance	\$ 22,683,348	\$ 5,381,997	\$ 281,763

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)**M. Net Position**

Net position is the difference between (a) assets and deferred outflows of resources and (b) liabilities and deferred inflows of resources. Net investment in capital assets represents capital assets, less accumulated depreciation, less any outstanding debt related to the acquisition, construction or improvement of those assets. Deferred outflows of resources and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets or related debt are also included in this component of net position.

N. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

O. Component Unit – School Board Capital Asset and Debt Presentation

By law, the School Board does not have taxing authority and, therefore, it cannot incur debt through general obligation bonds to fund the acquisition, construction or improvement of its capital assets. That responsibility lies with the County who issues the debt on behalf of the School Board. However, the Code of Virginia requires the School Board to hold title to the capital assets (buildings and equipment) due to their responsibility for maintaining the asset.

In the Statement of Net Position, this scenario presents a dilemma for the County. Debt issued on behalf of the School Board is reported as a liability of the primary government, thereby reducing the net position of the County. The corresponding capital assets are reported as assets of the Component Unit-School Board (title holder), thereby increasing its net position.

The Virginia General Assembly amended the Code of Virginia to allow a tenancy in common with the School Board whenever the locality incurs a financial obligation which is payable over more than one fiscal year for any school property. The tenancy in common terminates when the associated debt has been paid in full. For financial reporting purposes, the legislation permits the locality to report the portion of the school property related to any outstanding financial obligation, thus eliminating a potential deficit from financing capital assets with debt.

P. Net Position Flow Assumption

Sometimes the County will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted – net position and unrestricted – net position in the government-wide and proprietary fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the County's policy to consider restricted – net position to have been depleted before unrestricted – net position is applied.

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)**Q. Deferred Outflows/Inflows of Resources**

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The County has two items that qualify for reporting in this category. One item is the deferred amount on refunding reported in the government-wide statement of net position. A deferred charge on refunding results from the difference in the carrying value of refunded debt and its reacquisition price. This amount is deferred and amortized over the shorter of the life of the refunded or refunding debt. The other item is comprised of contributions to the pension plan made during the current year and subsequent to the net pension asset or liability measurement date, which will be recognized as an increase to or a reduction of the net pension asset or liability next fiscal year as well as other items related to the measurement of the net pension liability. For more detailed information on these items, reference the pension note.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The County has two types of items that qualify for reporting in this category. Under a modified accrual basis of accounting, unavailable revenue representing property taxes receivable is reported in the governmental funds balance sheet. This amount is comprised of amounts prepaid on the 2nd half installments and the 2nd half installment and is deferred and recognized as an inflow of resources in the period that the amount becomes available. This also includes uncollected property taxes due prior to June 30. Under the accrual basis, amounts prepaid on the 2nd half installments and the 2nd half installment are reported as deferred inflows of resources. In addition, certain items related to the measurement of the net pension asset or liability are reported as deferred inflows of resources. These include differences between expected and actual experience, change in assumptions, the net difference between projected and actual earnings on pension plan investments, and changes in proportion and differences between employer contributions and proportionate share of contributions. For more detailed information on these items, reference the pension note.

R. Pensions

For purposes of measuring the net pension asset or liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the County's Retirement Plan and the additions to/deductions from the County's Retirement Plan's net fiduciary position have been determined on the same basis as they were reported by the Virginia Retirement System (VRS). For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 2 - DEPOSITS AND INVESTMENTS:Deposits

Deposits with banks are covered by the Federal Deposit Insurance Corporation (FDIC) and collateralized in accordance with the Virginia Security for Public Deposits Act (the "Act"), Section 2.2-4400 et. seq. of the Code of Virginia. Under the Act, banks and savings institutions holding public deposits in excess of the amount insured by the FDIC must pledge collateral to the Commonwealth of Virginia Treasury Board. Financial Institutions may choose between two collateralization methodologies and depending upon that choice, will pledge collateral that ranges in the amounts from 50% to 130% of excess deposits. Accordingly, all deposits are considered fully collateralized.

Investments

Statutes authorize the County and School Board Component Unit to invest in obligations of the United States or agencies thereof, obligations of the Commonwealth of Virginia or political subdivisions thereof, obligations of the International Bank for Reconstruction and Development (World Bank), the Asian Development Bank, the African Development Bank, "prime quality" commercial paper and certain corporate notes, banker's acceptances, repurchase agreements and the State Treasurer's Local Government Investment Pool (LGIP). Bond proceeds subject to arbitrage rebate are invested in the State Non-Arbitrage Program (See Note 1). Capital lease proceeds are held in escrow and invested in money market funds.

Credit Risk of Debt Securities

The County limits the investment of funds in Debt Securities to those with credit ratings of at least Aa3/AA-.

The County's rated debt investments as of June 30, 2017 were rated by Standard & Poor's and the ratings are presented below using Standard & Poor's rating scale.

Rated Debt Investments' Values				
Rated Debt Investments	Fair Value	AAAm	AAA	AA+
Virginia Investment Pool	\$ 7,155,722	\$ 7,155,722	\$ -	\$ -
Money Market Mutual Funds (SNAP)	8,618,864	8,618,864	-	-
Total	\$ <u>15,774,586</u>	\$ <u>15,774,586</u>	\$ <u>-</u>	\$ <u>-</u>

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 2 - DEPOSITS AND INVESTMENTS: (CONTINUED)**Interest Rate Risk**

The County Investment Policy requires that investment cash flows be optimized to match expected cash flow needs and are limited to investments with an average life of 5 years or less.

Investment Maturities (in years)		
Investment Type	Fair Value	Less Than 1 Year
Virginia Investment Pool	\$ 7,155,722	\$ 7,155,722
Money Market Mutual Funds (SNAP)	8,618,864	8,618,864
Total	<u>\$ 15,774,586</u>	<u>\$ 15,774,586</u>

Custodial Credit Risk

The County's investments are all insured, registered in the County's name and held in an account in the County's name, or invested in an external investment pool.

Fair Value Measurements:

Fair value of the Virginia Investment Pool is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The County has measured fair value of the above investments at the net asset value (NAV).

External Investment Pool

The State Non-Arbitrage Pool (SNAP) is an open-end management investment company registered with the Securities and Exchange Commission. In May 2016, the Board voted to convert the SNAP fund to an LGIP structure, which would be managed in conformance with GASB 79. On October 3, 2016, the Prime Series became a government money market fund and the name was changed to Government Select Series. The Government Select Series has a policy of investing at least 99.5% of its assets in cash, U.S. Government securities (including securities issued or guaranteed by the U.S. government or its agencies or instrumentalities) and/or repurchase agreements that are collateralized fully.

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 3 - DUE FROM OTHER GOVERNMENTAL UNITS:

Receivables due from other governmental units consist of the following at June 30, 2017:

	<u>Primary Government</u>	<u>Component Unit School Board</u>
Commonwealth of Virginia:		
Local sales tax	\$ 306,986	\$ -
Communication tax	130,008	-
Public assistance and welfare administration	21,324	-
State sales tax	-	765,010
PPTRA	1,438,261	-
Shared expenses	147,368	-
Children's services	486,937	-
Other	26,821	-
Federal Government:		
School grants	-	12,599
Public assistance and welfare administration	81,049	-
Other	17,677	3,688
Totals	<u>\$ 2,656,431</u>	<u>\$ 781,297</u>

NOTE 4 - INTERFUND OBLIGATIONS/TRANSFERS:

There were no Interfund obligations at June 30, 2017.

Interfund transfers for the year ended June 30, 2017, consisted of the following:

<u>Fund</u>	<u>Transfers In</u>	<u>Transfers Out</u>
Primary Government		
General Fund	\$ -	\$ 3,699,236
Sewer	300,308	-
Capital Projects Fund	3,398,928	-
Total	<u>\$ 3,699,236</u>	<u>\$ 3,699,236</u>

Transfers are used to (1) move revenue from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them and (2) use unrestricted revenues collected in the General Fund to finance various programs accounted for in other funds in accordance with budgeting authorization.

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 5 - DUE TO/FROM PRIMARY GOVERNMENT/COMPONENT UNIT:

There were no interfund obligations between the primary government and its component unit.

NOTE 6 - CAPITAL ASSETS:

The following is a summary of changes in capital assets for the fiscal year ended June 30, 2017:

	Beginning Balance July 1, 2016	Additions	Deletions	Ending Balance June 30, 2017
Governmental Activities:				
Capital assets, not being depreciated:				
Land	\$ 1,827,916	\$ 80,700	\$ -	\$ 1,908,616
Construction in progress-jointly owned assets	3,708,557	4,346,472	279,106	7,775,923
Construction in progress	7,499,138	2,248,773	396,690	9,351,221
Total capital assets not being depreciated	<u>\$ 13,035,611</u>	<u>\$ 6,675,945</u>	<u>\$ 675,796</u>	<u>\$ 19,035,760</u>
Capital assets being depreciated:				
Buildings and improvements	\$ 21,809,492	\$ 805,094	\$ -	\$ 22,614,586
Equipment	7,952,116	1,051,297	28,300	8,975,113
Jointly owned assets	83,208,041	-	3,744,907	79,463,134
Total capital assets being depreciated	<u>\$ 112,969,649</u>	<u>\$ 1,856,391</u>	<u>\$ 3,773,207</u>	<u>\$ 111,052,833</u>
Less accumulated depreciation for:				
Buildings and improvements	\$ 6,736,391	\$ 587,313	\$ -	\$ 7,323,704
Equipment	5,215,851	777,542	28,300	5,965,093
Jointly owned assets	8,730,305	1,986,578	935,593	9,781,290
Total accumulated depreciation	<u>\$ 20,682,547</u>	<u>\$ 3,351,433</u>	<u>\$ 963,893</u>	<u>\$ 23,070,087</u>
Total capital assets being depreciated, net	<u>\$ 92,287,102</u>	<u>\$ (1,495,042)</u>	<u>\$ 2,809,314</u>	<u>\$ 87,982,746</u>
Governmental activities capital assets, net	<u>\$ 105,322,713</u>	<u>\$ 5,180,903</u>	<u>\$ 3,485,110</u>	<u>\$ 107,018,506</u>

Tenancy in Common – State legislation enacted in 2002, Section 15.2-1800.1 of the Code of Virginia, (1950), as amended, granted the County a tenancy in common with the School Board when the County incurs a financial obligation for school property which is payable over more than one fiscal year. For financial reporting purposes, the net book value of School capital assets financed by the County guaranteed debt is shown under the County up to the amount of outstanding debt. At June 30, 2017, the School component unit capital assets financed by the outstanding County guaranteed debt with a book value of \$77,457,767 were reported in the Primary Government as tenant in common with the School Board.

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 6 - CAPITAL ASSETS: (CONTINUED)

	Beginning Balance July 1, 2016	Additions	Deletions	Ending Balance June 30, 2017
Business-type Activities:				
<u>Fork Union Sanitary District:</u>				
Capital assets, not being depreciated:				
Land	\$ 11,736	\$ -	\$ -	\$ 11,736
Total capital assets not being depreciated	<u>\$ 11,736</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 11,736</u>
Capital assets being depreciated:				
Buildings and improvements	\$ 18,079	\$ -	\$ -	\$ 18,079
Infrastructure	3,100,962	-	-	3,100,962
Equipment	163,911	-	-	163,911
Total capital assets being depreciated	<u>\$ 3,282,952</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,282,952</u>
Less accumulated depreciation for:				
Buildings and improvements	\$ 16,308	\$ 222	\$ -	\$ 16,530
Infrastructure	1,505,415	79,405	-	1,584,820
Equipment	148,604	7,653	-	156,257
Total accumulated depreciation	<u>\$ 1,670,327</u>	<u>\$ 87,280</u>	<u>\$ -</u>	<u>\$ 1,757,607</u>
Total capital assets being depreciated, net	<u>\$ 1,612,625</u>	<u>\$ (87,280)</u>	<u>\$ -</u>	<u>\$ 1,525,345</u>
Fork Union Sanitary District capital assets, net	<u>\$ 1,624,361</u>	<u>\$ (87,280)</u>	<u>\$ -</u>	<u>\$ 1,537,081</u>

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 6 - CAPITAL ASSETS: (CONTINUED)

	Beginning Balance July 1, 2016	Additions	Deletions	Ending Balance June 30, 2017
Business-type Activities: (continued)				
<u>Sewer Fund:</u>				
Capital assets, not being depreciated:				
Land	\$ 284,440	\$ -	\$ -	\$ 284,440
Total capital assets not being depreciated	<u>\$ 284,440</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 284,440</u>
Capital assets being depreciated:				
Infrastructure	\$ 3,864,580	\$ -	\$ -	\$ 3,864,580
Total capital assets being depreciated	<u>\$ 3,864,580</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,864,580</u>
Less accumulated depreciation for:				
Infrastructure	\$ 727,505	\$ 96,615	\$ -	\$ 824,120
Total accumulated depreciation	<u>\$ 727,505</u>	<u>\$ 96,615</u>	<u>\$ -</u>	<u>\$ 824,120</u>
Total capital assets being depreciated, net	<u>\$ 3,137,075</u>	<u>\$ (96,615)</u>	<u>\$ -</u>	<u>\$ 3,040,460</u>
Sewer capital assets, net	<u>\$ 3,421,515</u>	<u>\$ (96,615)</u>	<u>\$ -</u>	<u>\$ 3,324,900</u>
Business-type activities capital assets, net	<u><u>\$ 5,045,876</u></u>	<u><u>\$ (183,895)</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 4,861,981</u></u>

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 6 - CAPITAL ASSETS: (CONTINUED)

	Beginning Balance July 1, 2016	Additions	Deletions	Ending Balance June 30, 2017
Discretely Presented Component-Unit School Board:				
Capital assets, not being depreciated:				
Land	\$ 359,782	\$ -	\$ -	\$ 359,782
Construction in progress	<u>1,008,505</u>	<u>220,503</u>	<u>803,114</u>	<u>425,894</u>
Total capital assets not being depreciated	<u>\$ 1,368,287</u>	<u>\$ 220,503</u>	<u>\$ 803,114</u>	<u>\$ 785,676</u>
Capital assets being depreciated:				
Buildings and improvements	\$ 8,608,767	\$ 279,106	\$ -	\$ 8,887,873
Equipment	5,979,549	1,351,059	219,474	7,111,134
Jointly owned assets	<u>18,184,958</u>	<u>3,744,907</u>	<u>-</u>	<u>21,929,865</u>
Total capital assets being depreciated	<u>\$ 32,773,274</u>	<u>\$ 5,375,072</u>	<u>\$ 219,474</u>	<u>\$ 37,928,872</u>
Less accumulated depreciation for:				
Buildings and improvements	\$ 5,485,142	\$ 698,757	\$ -	\$ 6,183,899
Equipment	4,159,895	531,474	219,474	4,471,895
Jointly owned assets	<u>8,331,999</u>	<u>935,593</u>	<u>-</u>	<u>9,267,592</u>
Total accumulated depreciation	<u>\$ 17,977,036</u>	<u>\$ 2,165,824</u>	<u>\$ 219,474</u>	<u>\$ 19,923,386</u>
Total capital assets being depreciated, net	<u>\$ 14,796,238</u>	<u>\$ 3,209,248</u>	<u>\$ -</u>	<u>\$ 18,005,486</u>
School Board capital assets, net	<u>\$ 16,164,525</u>	<u>\$ 3,429,751</u>	<u>\$ 803,114</u>	<u>\$ 18,791,162</u>

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 6 - CAPITAL ASSETS: (CONTINUED)

Depreciation expense was charged to functions/programs of the primary government and component unit as follows:

Governmental Activities:

General government administration	\$ 175,808
Judicial administration	185,130
Public safety	727,494
Public works	88,550
Health and welfare	33,494
Education	1,986,578
Parks, recreation and cultural	79,654
Community development	<u>74,725</u>
Total	<u>\$ 3,351,433</u>

Business-Type Activities:

Fork Union Sanitary District	<u>\$ 87,280</u>
Sewer	<u>\$ 96,615</u>
Component Unit School Board	<u>\$ 1,230,231 (1)</u>
(1) Depreciation Expense	\$ 1,230,231
Accumulated depreciation on joint tenancy asset transfer	<u>935,593</u>
Total additions to accumulated depreciation	<u>\$ 2,165,824</u>

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 7 - LONG-TERM OBLIGATIONS:

The following is a summary of changes in long-term obligation transactions for the fiscal year ended June 30, 2017:

	<u>Balance</u> <u>July 1, 2016</u>	<u>Issuances/</u> <u>Increases</u>	<u>Retirements/</u> <u>Decreases</u>	<u>Balance</u> <u>June 30, 2017</u>	<u>Amounts</u> <u>Due Within</u> <u>One Year</u>
Governmental Activities:					
School general obligation bonds	\$ 85,598,934	\$ -	\$ 3,650,056	\$ 81,948,878	\$ 3,710,736
Premium on general obligation bonds	6,434,241	-	604,787	5,829,454	592,200
Discount on general obligation bonds	(348,664)	-	(31,697)	(316,967)	(31,697)
Infrastructure and state moral obligation revenue bonds	3,180,000	-	345,000	2,835,000	355,000
Premium on infrastructure revenue bonds	438,972	-	95,021	343,951	85,358
Qualified energy conservation revenue bonds	-	7,653,740	-	7,653,740	236,000
Landfill postclosure costs	757,593	7,674	34,785	730,482	34,785
Capital leases	7,082,582	8,223,125	7,082,582	8,223,125	1,096,159
Literary fund loans	1,859,107	-	309,851	1,549,256	309,851
Net pension liability	1,162,183	2,149,591	1,244,179	2,067,595	-
Compensated absences	468,133	68,789	46,813	490,109	49,011
Total governmental activities	<u>\$ 106,633,081</u>	<u>\$ 18,102,919</u>	<u>\$ 13,381,377</u>	<u>\$ 111,354,623</u>	<u>\$ 6,437,403</u>

The general fund revenues are used to liquidate compensated absences and other long-term obligations.

	<u>Balance</u> <u>July 1, 2016</u>	<u>Issuances/</u> <u>Increases</u>	<u>Retirements/</u> <u>Decreases</u>	<u>Balance</u> <u>June 30, 2017</u>	<u>Amounts</u> <u>Due Within</u> <u>One Year</u>
Business-type Activities:					
Compensated absences	\$ 20,948	\$ 6,961	\$ 2,095	\$ 25,814	\$ 2,581
Net pension liability	30,425	60,768	34,234	56,959	-
Water facilities bonds	493,551	-	38,088	455,463	39,840
Sewer system revenue bonds	660,000	-	60,000	600,000	60,000
Total business-type activities	<u>\$ 1,204,924</u>	<u>\$ 67,729</u>	<u>\$ 134,417</u>	<u>\$ 1,138,236</u>	<u>\$ 102,421</u>
Total Primary Government	<u>\$ 107,838,005</u>	<u>\$ 18,170,648</u>	<u>\$ 13,515,794</u>	<u>\$ 112,492,859</u>	<u>\$ 6,539,824</u>

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 7 - LONG-TERM OBLIGATIONS: (CONTINUED)Primary Government

Annual requirements to amortize long-term obligations and related interest are as follows:

Year	Literary Fund Loans		General Obligation Bonds		Infrastructure and State Moral Obligation Revenue Bond	
	Principal	Interest	Principal	Interest	Principal	Interest
2018	\$ 309,851	\$ 46,478	\$ 3,710,736	\$ 2,868,462	\$ 355,000	133,247
2019	309,851	37,182	3,846,143	2,723,148	385,000	114,284
2020	309,851	27,887	3,956,834	2,600,794	400,000	94,168
2021	309,851	18,591	3,973,139	2,483,111	420,000	74,631
2022	309,852	9,296	4,114,442	2,327,283	440,000	54,069
2023	-	-	4,286,073	2,151,613	205,000	37,541
2024	-	-	4,292,128	1,959,676	220,000	26,650
2025	-	-	4,458,030	1,780,723	230,000	15,119
2026	-	-	4,624,210	1,611,025	180,000	4,612
2027	-	-	4,407,143	1,443,584	-	-
2028	-	-	4,195,000	1,276,646	-	-
2029	-	-	4,340,000	1,134,003	-	-
2030	-	-	4,480,000	989,337	-	-
2031	-	-	4,240,000	817,391	-	-
2032	-	-	4,415,000	645,883	-	-
2033	-	-	4,575,000	489,720	-	-
2034	-	-	4,535,000	353,025	-	-
2035	-	-	4,675,000	214,875	-	-
2036	-	-	4,825,000	72,375	-	-
Totals	\$ <u>1,549,256</u>	\$ <u>139,434</u>	\$ <u>81,948,878</u>	\$ <u>27,942,674</u>	\$ <u>2,835,000</u>	\$ <u>554,321</u>

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 7 - LONG-TERM OBLIGATIONS: (CONTINUED)

Primary Government: (Continued)

Annual requirements to amortize long-term obligations and related interest are as follows: (Continued)

Year	Qualified				Revenue Bonds			
	Energy Conservation Revenue Bonds		Capital Leases		Water Facilities Bond		Sewer System Revenue Bond	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2018	\$ 236,000	\$ 270,114	\$ 1,096,159	\$ 140,041	\$ 39,840	\$ 19,680	\$ 60,000	\$ -
2019	472,812	278,636	1,148,393	87,807	41,670	17,850	60,000	-
2020	478,320	260,184	1,163,885	72,315	43,584	15,936	60,000	-
2021	483,893	241,517	1,179,587	56,614	45,587	13,934	60,000	-
2022	489,530	222,632	1,195,500	40,701	47,681	11,839	60,000	-
2023	495,233	203,528	1,211,628	24,573	49,871	9,649	60,000	-
2024	501,002	184,201	1,227,973	8,227	52,162	7,358	60,000	-
2025	506,839	164,649	-	-	54,559	4,961	60,000	-
2026	512,744	144,869	-	-	57,065	2,455	60,000	-
2027	518,717	124,859	-	-	23,444	209	60,000	-
2028	524,760	104,615	-	-	-	-	-	-
2029	530,873	84,136	-	-	-	-	-	-
2030	537,058	63,418	-	-	-	-	-	-
2031	543,315	42,459	-	-	-	-	-	-
2032	549,644	21,255	-	-	-	-	-	-
2033	273,000	5,296	-	-	-	-	-	-
Totals	\$ 7,653,740	\$ 2,416,368	\$ 8,223,125	\$ 430,278	\$ 455,463	\$ 103,871	\$ 600,000	\$ -

The total cost of equipment under current capital leases is \$8,223,125.

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 7 - LONG-TERM OBLIGATIONS: (CONTINUED)Detail of Long-Term Obligations

	<u>Amount Outstanding</u>	<u>Amounts Due Within One Year</u>
<i><u>Infrastructure and State Moral Obligation Revenue Bonds:</u></i>		
\$3,520,000 Virginia Resources Authority Infrastructure and State Moral Obligation Revenue Bonds Series 2014C, issued November 19, 2014 maturing annually in installments ranging from \$180,000 to \$440,000 through October 1, 2025. Interest payable semiannually at ranging 3.007% to 5.125%.	\$ 2,835,000	\$ 355,000
Premium on School Bonds 2014C	<u>343,951</u>	<u>85,358</u>
Total infrastructure and state moral obligation revenue bonds	\$ <u>3,178,951</u>	\$ <u>440,358</u>
<i><u>School General Obligation Bonds:</u></i>		
\$1,000,000 Refunding School Bonds, 1999A, issued May 13, 1999, maturing annually in installments of \$50,000 through July 15, 2019, interest payable semiannually at 4.1%.	\$ 150,000	\$ 50,000
\$6,411,957 School Bonds, 2005A, issued November 10, 2005, maturing annually in installments ranging from \$273,104 to \$372,067 through July 15, 2025, interest payable semiannually at 5.1%.	3,128,403	323,911
\$67,525,000 School Bonds, 2008A, issued December 22, 2008, maturing annually in installments ranging from \$700,000 to \$5,115,000 through December 1, 2018, interest payable semiannually at 5.95%.	3,625,000	1,770,000

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 7 - LONG-TERM OBLIGATIONS: (CONTINUED)Detail of Long-Term Obligations: (Continued)

	<u>Amount Outstanding</u>	<u>Amounts Due Within One Year</u>
<i>School General Obligation Bonds: (continued)</i>		
Premium on School Bonds 2008A	\$ 12,242	\$ 12,242
\$5,420,000 School Bonds, 2009A, issued November 13, 2009, maturing annually in installments ranging from \$135,500 to \$387,143 through September 15, 2026. The interest rate is 0.0%.	3,990,475	426,825
Discount on School Bonds 2009A	(316,967)	(31,697)
\$66,120,000 School Refunding Bonds, 2012B, issued December 20, 2012, maturing annually in installments ranging from \$345,000 to \$4,825,000 through June 30, 2036, interest payable semiannually at ranging from 1.25% to 5.00%.	63,850,000	675,000
Premium on School Bonds 2012B	5,059,453	462,530
\$3,995,000 School Bonds, 2012, issued November 15, 2012, maturing annually in installments ranging from \$135,000 to \$305,000 through July 15, 2032, interest payable semiannually at ranging from 2.05% to 5.05%.	3,170,000	240,000
Premium on School Bonds 2012	221,699	41,864
\$4,420,000 School Bonds, 2014C, issued November 20, 2014, maturing annually in installments ranging from \$170,000 to \$405,000 through July 15, 2029, interest payable semiannually at ranging from 2.05% to 5.05%.	4,035,000	225,000
Premium on School Bonds 2014C	<u>536,060</u>	<u>75,564</u>
Total school general obligation bonds	\$ <u>87,461,365</u>	\$ <u>4,271,239</u>
<i>State Literary Fund Loans:</i>		
\$6,197,023, issued July 15, 2001 due in principal annual installments of \$309,851 through July 15, 2021, interest at 3%.	\$ <u>1,549,256</u>	\$ <u>309,851</u>
Total state literary fund loans	\$ <u>1,549,256</u>	\$ <u>309,851</u>

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 7 - LONG-TERM OBLIGATIONS: (CONTINUED)

Detail of Long-Term Obligations: (Continued)

	<u>Amount Outstanding</u>	<u>Amounts Due Within One Year</u>
<u>Qualified Energy Conservation Revenue Bonds:</u>		
\$7,653,740 Qualified Energy Conservation Revenue Bonds, Series 2017, issued February 28, 2017, maturing annually in installments ranging from \$236,000 to \$549,644 through August 1, 2032, interest payable semiannually at 3.88%.	\$ 7,653,740	\$ 236,000
<u>Capital Leases:</u>		
\$8,223,125 capital lease dated October 31, 2016 maturing annually in installments ranging from \$1,096,159 to \$1,227,973 through September 1, 2023. Interest payable semiannually at 1.34%. Lease is for Radio Equipment.	\$ 8,223,125	\$ 1,096,159
Total capital leases	\$ 8,223,125	\$ 1,096,159
Landfill postclosure costs	\$ 730,482	\$ 34,785
Net pension liability	\$ 2,067,595	\$ -
Compensated absences	\$ 490,109	\$ 49,011
Total Governmental Funds	<u>\$ 111,354,623</u>	<u>\$ 6,437,403</u>
<u>Business-type Activities:</u>		
Water Facilities Bond:		
\$1,000,000, Series 1998-A, authorized June 25, 1998, due in monthly installments of \$4,960, including principal and interest. The interest rate is 4.5% and final payment is due December 31, 2030.	\$ 455,463	\$ 39,840
Sewer System Revenue Bond:		
\$1,200,000, Series 2006, authorized August 1, 2006, due in semi-annual installments of \$30,000, principal only. The interest rate is 0.0% and final payment is due March 1, 2027.	600,000	60,000
Net pension liability	56,959	-
Compensated absences	25,814	2,581
Total Business-type Activities Obligations	<u>\$ 1,138,236</u>	<u>\$ 102,421</u>
Total Primary Government	<u>\$ 112,492,859</u>	<u>\$ 6,539,824</u>

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 7 - LONG-TERM OBLIGATIONS: (CONTINUED)**USDA Revenue Bond**

Under the terms of the USDA Revenue Bonds, the County is required to establish a reserve equal to 10% of the monthly installments of principal and interest until an amount equal to twelve monthly installments has been established. The funds are not required to be held in a separate bank account. The County has established this reserve and has a balance of \$59,520. The reserve had been reflected as restricted fund balance in the General Fund in the accompanying financial statements.

Component Unit School Board

The following is a summary of long-term obligations for the fiscal year ended June 30, 2017:

	Balance			Balance	Amounts
	July 1, 2016	Increases	Decreases	June 30, 2017	Due Within
					One Year
Compensated absences	\$ 1,802,734	\$ 180,273	\$ 456,345	\$ 1,526,662	\$ 152,666
Net pension liability	32,436,490	10,025,162	6,426,519	36,035,133	-
Total	<u>\$ 34,239,224</u>	<u>\$ 10,205,435</u>	<u>\$ 6,882,864</u>	<u>\$ 37,561,795</u>	<u>\$ 152,666</u>

The School Operating and School Cafeteria Funds are used to liquidate the School Board's compensated absences liability.

NOTE 8 - PENSION PLAN:***Plan Description***

Name of Plan: Virginia Retirement System (VRS)
Identification of Plan: Agent and Cost-Sharing Multiple-Employer Pension Plan
Administering Entity: Virginia Retirement System (System)

All full-time, salaried permanent employees of the County and (nonprofessional) employees of public school divisions are automatically covered by VRS Retirement Plan upon employment. This is an agent multiple-employer plan administered by the Virginia Retirement System (the System) along with plans for other employer groups in the Commonwealth of Virginia. Members earn one month of service credit for each month they are employed and for which they and their employer pay contributions to VRS. Members are eligible to purchase prior service, based on specific criteria as defined in the Code of Virginia, as amended. Eligible prior service that may be purchased includes prior public service, active military service, certain periods of leave, and previously refunded service.

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 8 - PENSION PLAN: (CONTINUED)

Plan Description: (Continued)

The System administers three different benefit structures for covered employees – Plan 1, Plan 2, and, Hybrid. Each of these benefit structures has a different eligibility criteria. The specific information for each plan and the eligibility for covered groups within each plan are set out in the following table:

RETIREMENT PLAN PROVISIONS		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
<p>About Plan 1 Plan 1 is a defined benefit plan. The retirement benefit is based on a member’s age, creditable service and average final compensation at retirement using a formula. Employees are eligible for Plan 1 if their membership date is before July 1, 2010, and they were vested as of January 1, 2013.</p>	<p>About Plan 2 Plan 2 is a defined benefit plan. The retirement benefit is based on a member’s age, creditable service and average final compensation at retirement using a formula. Employees are eligible for Plan 2 if their membership date is on or after July 1, 2010, or their membership date is before July 1, 2010, and they were not vested as of January 1, 2013.</p>	<p>About the Hybrid Retirement Plan The Hybrid Retirement Plan combines the features of a defined benefit plan and a defined contribution plan. Most members hired on or after January 1, 2014 are in this plan, as well as Plan 1 and Plan 2 members who were eligible and opted into the plan during a special election window. (see “Eligible Members”)</p> <ul style="list-style-type: none"> • The defined benefit is based on a member’s age, creditable service and average final compensation at retirement using a formula. • The benefit from the defined contribution component of the plan depends on the member and employer contributions made to the plan and the investment performance of those contributions.

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 8 - PENSION PLAN: (CONTINUED)**Plan Description: (Continued)**

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
<p>About Plan 1 (Cont.)</p>	<p>About Plan 2 (Cont.)</p>	<p>About the Hybrid Retirement Plan (Cont.)</p> <ul style="list-style-type: none"> • In addition to the monthly benefit payment payable from the defined benefit plan at retirement, a member may start receiving distributions from the balance in the defined contribution account, reflecting the contributions, investment gains or losses, and any required fees.
<p>Eligible Members Employees are in Plan 1 if their membership date is before July 1, 2010, and they were vested as of January 1, 2013.</p> <p>Hybrid Opt-In Election VRS non-hazardous duty covered Plan 1 members were allowed to make an irrevocable decision to opt into the Hybrid Retirement Plan during a special election window held January 1 through April 30, 2014.</p> <p>The Hybrid Retirement Plan's effective date for eligible Plan 1 members who opted in was July 1, 2014.</p> <p>If eligible deferred members returned to work during the election window, they were also eligible to opt into the Hybrid Retirement Plan.</p>	<p>Eligible Members Employees are in Plan 2 if their membership date is on or after July 1, 2010, or their membership date is before July 1, 2010, and they were not vested as of January 1, 2013.</p> <p>Hybrid Opt-In Election Eligible Plan 2 members were allowed to make an irrevocable decision to opt into the Hybrid Retirement Plan during a special election window held January 1 through April 30, 2014.</p> <p>The Hybrid Retirement Plan's effective date for eligible Plan 2 members who opted in was July 1, 2014.</p> <p>If eligible deferred members returned to work during the election window, they were also eligible to opt into the Hybrid Retirement Plan.</p>	<p>Eligible Members Employees are in the Hybrid Retirement Plan if their membership date is on or after January 1, 2014. This includes:</p> <ul style="list-style-type: none"> • Political subdivision employees* • School division employees • Members in Plan 1 or Plan 2 who elected to opt into the plan during the election window held January 1-April 30, 2014; the plan's effective date for opt-in members was July 1, 2014. <p>*Non-Eligible Members Some employees are not eligible to participate in the Hybrid Retirement Plan. They include:</p> <ul style="list-style-type: none"> • Political subdivision employees who are covered by enhanced benefits for hazardous duty employees.

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 8 - PENSION PLAN: (CONTINUED)

Plan Description: (Continued)

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
<p>Hybrid Opt-In Election (Cont.) Members who were eligible for an optional retirement plan (ORP) and had prior service under Plan 1 were not eligible to elect the Hybrid Retirement Plan and remain as Plan 1 or ORP.</p>	<p>Hybrid Opt-In Election (Cont.) Members who were eligible for an optional retirement plan (ORP) and have prior service under Plan 2 were not eligible to elect the Hybrid Retirement Plan and remain as Plan 2 or ORP.</p>	<p>*Non-Eligible Members (Cont.) Those employees eligible for an optional retirement plan (ORP) must elect the ORP plan or the Hybrid Retirement Plan. If these members have prior service under Plan 1 or Plan 2, they are not eligible to elect the Hybrid Retirement Plan and must select Plan 1 or Plan 2 (as applicable) or ORP.</p>
<p>Retirement Contributions Employees contribute 5% of their compensation each month to their member contribution account through a pre-tax salary reduction. Some political subdivisions and school divisions elected to phase in the required 5% member contribution but all employees are be paying the full 5% as of July 1, 2016. Member contributions are tax-deferred until they are withdrawn as part of a retirement benefit or as a refund. The employer makes a separate actuarially determined contribution to VRS for all covered employees. VRS invests both member and employer contributions to provide funding for the future benefit payment.</p>	<p>Retirement Contributions Employees contribute 5% of their compensation each month to their member contribution account through a pre-tax salary reduction. Some political subdivisions and school divisions elected to phase in the required 5% member contribution but all employees are paying the full 5% as of July 1, 2016.</p>	<p>Retirement Contributions A member's retirement benefit is funded through mandatory and voluntary contributions made by the member and the employer to both the defined benefit and the defined contribution components of the plan. Mandatory contributions are based on a percentage of the employee's creditable compensation and are required from both the member and the employer. Additionally, members may choose to make voluntary contributions to the defined contribution component of the plan, and the employer is required to match those voluntary contributions according to specified percentages.</p>

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 8 - PENSION PLAN: (CONTINUED)

Plan Description: (Continued)

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
<p>Creditable Service Creditable service includes active service. Members earn creditable service for each month they are employed in a covered position. It also may include credit for prior service the member has purchased or additional creditable service the member was granted. A member's total creditable service is one of the factors used to determine their eligibility for retirement and to calculate their retirement benefit. It also may count toward eligibility for the health insurance credit in retirement, if the employer offers the health insurance credit.</p>	<p>Creditable Service Same as Plan 1.</p>	<p>Creditable Service <u>Defined Benefit Component:</u> Under the defined benefit component of the plan, creditable service includes active service. Members earn creditable service for each month they are employed in a covered position. It also may include credit for prior service the member has purchased or additional creditable service the member was granted. A member's total creditable service is one of the factors used to determine their eligibility for retirement and to calculate their retirement benefit. It also may count toward eligibility for the health insurance credit in retirement, if the employer offers the health insurance credit.</p> <p><u>Defined Contributions Component:</u> Under the defined contribution component, creditable service is used to determine vesting for the employer contribution portion of the plan.</p>

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 8 - PENSION PLAN: (CONTINUED)

Plan Description: (Continued)

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
<p>Vesting Vesting is the minimum length of service a member needs to qualify for a future retirement benefit. Members become vested when they have at least five years (60 months) of creditable service. Vesting means members are eligible to qualify for retirement if they meet the age and service requirements for their plan. Members also must be vested to receive a full refund of their member contribution account balance if they leave employment and request a refund.</p> <p>Members are always 100% vested in the contributions that they make.</p>	<p>Vesting Same as Plan 1.</p>	<p>Vesting <u>Defined Benefit Component:</u> Defined benefit vesting is the minimum length of service a member needs to qualify for a future retirement benefit. Members are vested under the defined benefit component of the Hybrid Retirement Plan when they reach five years (60 months) of creditable service. Plan 1 or Plan 2 members with at least five years (60 months) of creditable service who opted into the Hybrid Retirement Plan remain vested in the defined benefit component.</p> <p><u>Defined Contributions Component:</u> Defined contribution vesting refers to the minimum length of service a member needs to be eligible to withdraw the employer contributions from the defined contribution component of the plan.</p> <p>Members are always 100% vested in the contributions that they make.</p> <p>Upon retirement or leaving covered employment, a member is eligible to withdraw a percentage of employer contributions to the defined contribution component of the plan, based on service.</p> <ul style="list-style-type: none"> • After two years, a member is 50% vested and may withdraw 50% of employer contributions.

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 8 - PENSION PLAN: (CONTINUED)

Plan Description: (Continued)

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
<p>Vesting (Cont.)</p>	<p>Vesting (Cont.)</p>	<p>Vesting (Cont.) <u>Defined Contributions Component: (Cont.)</u></p> <ul style="list-style-type: none"> • After three years, a member is 75% vested and may withdraw 75% of employer contributions. • After four or more years, a member is 100% vested and may withdraw 100% of employer contributions. <p>Distribution is not required by law until age 70½.</p>
<p>Calculating the Benefit The Basic Benefit is calculated based on a formula using the member's average final compensation, a retirement multiplier and total service credit at retirement. It is one of the benefit payout options available to a member at retirement.</p> <p>An early retirement reduction factor is applied to the Basic Benefit if the member retires with a reduced retirement benefit or selects a benefit payout option other than the Basic Benefit.</p>	<p>Calculating the Benefit See definition under Plan 1.</p>	<p>Calculating the Benefit <u>Defined Benefit Component:</u> See definition under Plan 1</p> <p><u>Defined Contribution Component:</u> The benefit is based on contributions made by the member and any matching contributions made by the employer, plus net investment earnings on those contributions.</p>
<p>Average Final Compensation A member's average final compensation is the average of the 36 consecutive months of highest compensation as a covered employee.</p>	<p>Average Final Compensation A member's average final compensation is the average of their 60 consecutive months of highest compensation as a covered employee.</p>	<p>Average Final Compensation Same as Plan 2. It is used in the retirement formula for the defined benefit component of the plan.</p>

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 8 - PENSION PLAN: (CONTINUED)

Plan Description: (Continued)

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
<p>Service Retirement Multiplier VRS: The retirement multiplier is a factor used in the formula to determine a final retirement benefit. The retirement multiplier for non-hazardous duty members is 1.70%.</p> <p>Sheriffs and regional jail superintendents: The retirement multiplier for sheriffs and regional jail superintendents is 1.85%.</p> <p>Political subdivision hazardous duty employees: The retirement multiplier of eligible political subdivision hazardous duty employees other than sheriffs and regional jail superintendents is 1.70% or 1.85% as elected by the employer.</p>	<p>Service Retirement Multiplier VRS: Same as Plan 1 for service earned, purchased or granted prior to January 1, 2013. For non-hazardous duty members the retirement multiplier is 1.65% for creditable service earned, purchased or granted on or after January 1, 2013.</p> <p>Sheriffs and regional jail superintendents: Same as Plan 1.</p> <p>Political subdivision hazardous duty employees: Same as Plan 1.</p>	<p>Service Retirement Multiplier Defined Benefit Component: VRS: The retirement multiplier for the defined benefit component is 1.00%.</p> <p>For members who opted into the Hybrid Retirement Plan from Plan 1 or Plan 2, the applicable multipliers for those plans will be used to calculate the retirement benefit for service credited in those plans.</p> <p>Sheriffs and regional jail superintendents: Not applicable.</p> <p>Political subdivision hazardous duty employees: Not applicable.</p> <p>Defined Contribution Component: Not applicable.</p>
<p>Normal Retirement Age VRS: Age 65.</p> <p>Political subdivisions hazardous duty employees: Age 60.</p>	<p>Normal Retirement Age VRS: Normal Social Security retirement age.</p> <p>Political subdivisions hazardous duty employees: Same as Plan 1.</p>	<p>Normal Retirement Age Defined Benefit Component: VRS: Same as Plan 2.</p> <p>Political subdivisions hazardous duty employees: Not applicable.</p> <p>Defined Contribution Component: Members are eligible to receive distributions upon leaving employment, subject to restrictions.</p>

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 8 - PENSION PLAN: (CONTINUED)

Plan Description: (Continued)

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
<p>Earliest Unreduced Retirement Eligibility VRS: Age 65 with at least five years (60 months) of creditable service or at age 50 with at least 30 years of creditable service.</p> <p>Political subdivisions hazardous duty employees: Age 60 with at least five years of creditable service or age 50 with at least 25 years of creditable service.</p>	<p>Earliest Unreduced Retirement Eligibility VRS: Normal Social Security retirement age with at least five years (60 months) of creditable service or when their age and service equal 90.</p> <p>Political subdivisions hazardous duty employees: Same as Plan 1.</p>	<p>Earliest Unreduced Retirement Eligibility <u>Defined Benefit Component:</u> VRS: Normal Social Security retirement age and have at least five years (60 months) of creditable service or when their age and service equal 90.</p> <p>Political subdivisions hazardous duty employees: Not applicable.</p> <p><u>Defined Contribution Component:</u> Members are eligible to receive distributions upon leaving employment, subject to restrictions.</p>
<p>Earliest Reduced Retirement Eligibility VRS: Age 55 with at least five years (60 months) of creditable service or age 50 with at least 10 years of creditable service.</p> <p>Political subdivisions hazardous duty employees: 50 with at least five years of creditable service.</p>	<p>Earliest Reduced Retirement Eligibility VRS: Age 60 with at least five years (60 months) of creditable service.</p> <p>Political subdivisions hazardous duty employees: Same as Plan 1.</p>	<p>Earliest Reduced Retirement Eligibility <u>Defined Benefit Component:</u> VRS: Members may retire with a reduced benefit as early as age 60 with at least five years (60 months) of creditable service.</p> <p>Political subdivisions hazardous duty employees: Not applicable.</p> <p><u>Defined Contribution Component:</u> Members are eligible to receive distributions upon leaving employment, subject to restrictions.</p>

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 8 - PENSION PLAN: (CONTINUED)

Plan Description: (Continued)

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
<p>Cost-of-Living Adjustment (COLA) in Retirement The Cost-of-Living Adjustment (COLA) matches the first 3% increase in the Consumer Price Index for all Urban Consumers (CPI-U) and half of any additional increase (up to 4%) up to a maximum COLA of 5%.</p> <p><u>Eligibility:</u> For members who retire with an unreduced benefit or with a reduced benefit with at least 20 years of creditable service, the COLA will go into effect on July 1 after one full calendar year from the retirement date.</p> <p>For members who retire with a reduced benefit and who have less than 20 years of creditable service, the COLA will go into effect on July 1 after one calendar year following the unreduced retirement eligibility date.</p> <p><u>Exceptions to COLA Effective Dates:</u> The COLA is effective July 1 following one full calendar year (January 1 to December 31) under any of the following circumstances:</p> <ul style="list-style-type: none"> • The member is within five years of qualifying for an unreduced retirement benefit as of January 1, 2013. • The member retires on disability. 	<p>Cost-of-Living Adjustment (COLA) in Retirement The Cost-of-Living Adjustment (COLA) matches the first 2% increase in the CPI-U and half of any additional increase (up to 2%), for a maximum COLA of 3%.</p> <p><u>Eligibility:</u> Same as Plan 1</p> <p><u>Exceptions to COLA Effective Dates:</u> Same as Plan 1</p>	<p>Cost-of-Living Adjustment (COLA) in Retirement <u>Defined Benefit Component:</u> Same as Plan 2.</p> <p><u>Defined Contribution Component:</u> Not applicable.</p> <p><u>Eligibility:</u> Same as Plan 1 and Plan 2.</p> <p><u>Exceptions to COLA Effective Dates:</u> Same as Plan 1 and Plan 2.</p>

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 8 - PENSION PLAN: (CONTINUED)

Plan Description: (Continued)

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
<p>Cost-of-Living Adjustment (COLA) in Retirement (Cont.)</p> <p><u>Exceptions to COLA Effective Dates: (Cont.)</u></p> <ul style="list-style-type: none"> • The member retires directly from short-term or long-term disability under the Virginia Sickness and Disability Program (VSDP). • The member is involuntarily separated from employment for causes other than job performance or misconduct and is eligible to retire under the Workforce Transition Act or the Transitional Benefits Program. • The member dies in service and the member's survivor or beneficiary is eligible for a monthly death-in-service benefit. The COLA will go into effect on July 1 following one full calendar year (January 1 to December 31) from the date the monthly benefit begins. 	<p>Cost-of-Living Adjustment (COLA) in Retirement (Cont.)</p>	<p>Cost-of-Living Adjustment (COLA) in Retirement (Cont.)</p>
<p>Disability Coverage Members who are eligible to be considered for disability retirement and retire on disability, the retirement multiplier is 1.7% on all service, regardless of when it was earned, purchased or granted.</p>	<p>Disability Coverage Members who are eligible to be considered for disability retirement and retire on disability, the retirement multiplier is 1.65% on all service, regardless of when it was earned, purchased or granted.</p>	<p>Disability Coverage Employees of political subdivisions and School divisions (including Plan 1 and Plan 2 opt-ins) participate in the Virginia Local Disability Program (VLDP) unless their local governing body provides an employer-paid comparable program for its members.</p>

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 8 - PENSION PLAN: (CONTINUED)

Plan Description: (Continued)

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
<p>Disability Coverage (Cont.)</p> <p>VSDP members are subject to a one-year waiting period before becoming eligible for non-work-related disability benefits.</p>	<p>Disability Coverage (Cont.)</p> <p>VSDP members are subject to a one-year waiting period before becoming eligible for non-work related disability benefits.</p>	<p>Disability Coverage (Cont.)</p> <p>Hybrid members (including Plan 1 and Plan 2 opt-ins) covered under VLDP are subject to a one-year waiting period before becoming eligible for non-work-related disability benefits.</p>
<p>Purchase of Prior Service</p> <p>Members may be eligible to purchase service from previous public employment, active duty military service, an eligible period of leave or VRS refunded service as creditable service in their plan. Prior creditable service counts toward vesting, eligibility for retirement and the health insurance credit. Only active members are eligible to purchase prior service. When buying service, members must purchase their most recent period of service first. Members also may be eligible to purchase periods of leave without pay.</p>	<p>Purchase of Prior Service</p> <p>Same as Plan 1.</p>	<p>Purchase of Prior Service</p> <p><u>Defined Benefit Component:</u> Same as Plan 1, with the following exceptions:</p> <ul style="list-style-type: none"> • Hybrid Retirement Plan members are ineligible for ported service. • The cost for purchasing refunded service is the higher of 4% of creditable compensation or average final compensation. • Plan members have one year from their date of hire or return from leave to purchase all but refunded prior service at approximate normal cost. After that one-year period, the rate for most categories of service will change to actuarial cost. <p><u>Defined Contribution Component:</u> Not applicable.</p>

Pension Plan Data

Information about the VRS Political Subdivision Retirement Plan is also available in the separately issued VRS 2016 Comprehensive Annual Financial Report (CAFR). A copy of the 2016 VRS CAFR may be downloaded from the VRS website at <http://www.varetire.org/Pdf/Publications/2016-annual-report.pdf>, or by writing to the System’s Chief Financial Officer at P.O. Box 2500, Richmond, VA 23218-2500.

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 8 - PENSION PLAN: (CONTINUED)***Employees Covered by Benefit Terms***

As of the June 30, 2015 actuarial valuation, the following employees were covered by the benefit terms of the pension plan:

	Primary Government	Component Unit School Board Nonprofessional
Inactive members or their beneficiaries currently receiving benefits	73	48
Inactive members:		
Vested inactive members	28	11
Non-vested inactive members	51	34
Inactive members active elsewhere in VRS	93	21
Total inactive members	172	66
Active members	141	93
Total covered employees	<u>386</u>	<u>207</u>

Contributions

The contribution requirement for active employees is governed by §51.1-145 of the Code of Virginia, as amended, but may be impacted as a result of funding options provided to political subdivisions by the Virginia General Assembly. Employees are required to contribute 5.00% of their compensation toward their retirement. Prior to July 1, 2012, all or part of the 5.00% member contribution may have been assumed by the employer. Beginning July 1, 2012, new employees were required to pay the 5% member contribution. In addition, for existing employees, employers were required to begin making the employee pay the 5.00% member contribution. This could be phased in over a period of up to 5 years and the employer is required to provide a salary increase equal to the amount of the increase in the employee-paid member contribution.

The County's contractually required contribution rate for the year ended June 30, 2017 was 8.35% of covered employee compensation. This rate was based on an actuarially determined rate from an actuarial valuation as of June 30, 2015.

This rate, when combined with employee contributions, was expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. Contributions to the pension plan from the County were \$545,998 and \$641,170 for the years ended June 30, 2017 and June 30, 2016, respectively.

The Component Unit School Board's contractually required contribution rate for nonprofessional employees for the year ended June 30, 2017 was 5.40% of covered employee compensation. This rate was based on an actuarially determined rate from an actuarial valuation as of June 30, 2015.

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 8 - PENSION PLAN: (CONTINUED)***Contributions (Continued)***

This rate, when combined with employee contributions, was expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. Contributions to the pension plan from the Component Unit School Board's nonprofessional employees were \$120,005 and \$153,781 for the years ended June 30, 2017 and June 30, 2016, respectively.

Net Pension Liability/Asset

The County's and Component Unit School Board's (nonprofessional) net pension liability/asset were measured as of June 30, 2016. The total pension liabilities used to calculate the net pension liability/asset were determined by an actuarial valuation performed as of June 30, 2015, using updated actuarial assumptions, applied to all periods included in the measurement and rolled forward to the measurement date of June 30, 2016.

Actuarial Assumptions – General Employees

The total pension liability for General Employees in the County's and Component Unit School Board's (nonprofessional) Retirement Plan was based on an actuarial valuation as of June 30, 2015, using the Entry Age Normal actuarial cost method and the following assumptions, applied to all periods included in the measurement and rolled forward to the measurement date of June 30, 2016.

Inflation	2.5%
Salary increases, including inflation	3.5% – 5.35%
Investment rate of return	7.0%, net of pension plan investment expense, including inflation*

* Administrative expenses as a percent of the market value of assets for the last experience study were found to be approximately 0.06% of the market assets for all of the VRS plans. This would provide an assumed investment return rate for GASB purposes of slightly more than the assumed 7.0%. However, since the difference was minimal, and a more conservative 7.0% investment return assumption provided a projected plan net position that exceeded the projected benefit payments, the long-term expected rate of return on investments was assumed to be 7.0% to simplify preparation of pension liabilities.

Mortality rates: 14% of deaths are assumed to be service related

Largest 10 – Non-LEOS:**Pre-Retirement:**

RP-2000 Employee Mortality Table Projected with Scale AA to 2020 with males set forward 4 years and females set back 2 years

Post-Retirement:

RP-2000 Combined Mortality Table Projected with Scale AA to 2020 with males set forward 1 year

Post-Disablement:

RP-2000 Disability Life Mortality Table Projected to 2020 with males set back 3 years and no provision for future mortality improvement

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 8 - PENSION PLAN: (CONTINUED)***Actuarial Assumptions – General Employees (Continued)***

All Others (Non 10 Largest) – Non-LEOS:

Pre-Retirement:

RP-2000 Employee Mortality Table Projected with Scale AA to 2020 with males set forward 4 years and females set back 2 years

Post-Retirement:

RP-2000 Combined Mortality Table Projected with Scale AA to 2020 with males set forward 1 year

Post-Disablement:

RP-2000 Disability Life Mortality Table Projected to 2020 with males set back 3 years and no provision for future mortality improvement

The actuarial assumptions used in the June 30, 2015 valuation were based on the results of an actuarial experience study for the period from July 1, 2008 through June 30, 2012. Changes to the actuarial assumptions as a result of the experience study are as follows:

Largest 10 – Non-LEOS:

- Update mortality table
- Decrease in rates of service retirement
- Decrease in rates of disability retirement
- Reduce rates of salary increase by 0.25% per year

All Others (Non 10 Largest) – Non-LEOS:

- Update mortality table
- Decrease in rates of service retirement
- Decrease in rates of disability retirement
- Reduce rates of salary increase by 0.25% per year

Actuarial Assumptions – Public Safety Employees

The total pension liability for Public Safety employees in the County's Retirement Plan was based on an actuarial valuation as of June 30, 2015, using the Entry Age Normal actuarial cost method and the following assumptions, applied to all periods included in the measurement and rolled forward to the measurement date of June 30, 2016.

Inflation	2.5%
Salary increases, including inflation	3.5% – 4.75%
Investment rate of return	7.0%, net of pension plan investment expense, including inflation*

* Administrative expenses as a percent of the market value of assets for the last experience study were found to be approximately 0.06% of the market assets for all of the VRS plans. This would provide an assumed investment return rate for GASB purposes of slightly more than the assumed 7.0%. However, since the difference was minimal, and a more conservative 7.0% investment return assumption provided a projected plan net position that exceeded the projected benefit payments, the long-term expected rate of return on investments was assumed to be 7.0% to simplify preparation of pension liabilities.

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 8 - PENSION PLAN: (CONTINUED)***Actuarial Assumptions – Public Safety Employees (Continued)***

Mortality rates: 60% of deaths are assumed to be service related

Largest 10 – Non-LEOS:

Pre-Retirement:

RP-2000 Employee Mortality Table Projected with Scale AA to 2020 with males set back 2 years and females set back 2 years

Post-Retirement:

RP-2000 Combined Mortality Table Projected with Scale AA to 2020 with males set forward 1 year

Post-Disablement:

RP-2000 Disability Life Mortality Table Projected to 2020 with males set back 3 years and no provision for future mortality improvement

All Others (Non 10 Largest) – Non-LEOS:

Pre-Retirement:

RP-2000 Employee Mortality Table Projected with Scale AA to 2020 with males set back 2 years and females set back 2 years

Post-Retirement:

RP-2000 Combined Mortality Table Projected with Scale AA to 2020 with males set forward 1 year

Post-Disablement:

RP-2000 Disability Life Mortality Table Projected to 2020 with males set back 3 years and no provision for future mortality improvement

The actuarial assumptions used in the June 30, 2015 valuation were based on the results of an actuarial experience study for the period from July 1, 2008 through June 30, 2012. Changes to the actuarial assumptions as a result of the experience study are as follows:

Largest 10 – LEOS:

- Update mortality table
- Decrease in male rates of disability

All Others (Non 10 Largest) – LEOS:

- Update mortality table
- Adjustments to rates of service retirement for females
- Increase in rates of withdrawal
- Decrease in male and female rates of disability

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 8 - PENSION PLAN: (CONTINUED)***Long-Term Expected Rate of Return***

The long-term expected rate of return on pension System investments was determined using a log-normal distribution analysis in which best-estimate ranges of expected future real rates of return (expected returns, net of pension System investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target asset allocation and best estimate of arithmetic real rates of return for each major asset class are summarized in the following table:

<u>Asset Class (Strategy)</u>	<u>Target Allocation</u>	<u>Arithmetic Long-Term Expected Rate of Return</u>	<u>Weighted Average Long-Term Expected Rate of Return</u>
U.S. Equity	19.50%	6.46%	1.26%
Developed Non U.S. Equity	16.50%	6.28%	1.04%
Emerging Market Equity	6.00%	10.00%	0.60%
Fixed Income	15.00%	0.09%	0.01%
Emerging Debt	3.00%	3.51%	0.11%
Rate Sensitive Credit	4.50%	3.51%	0.16%
Non Rate Sensitive Credit	4.50%	5.00%	0.23%
Convertibles	3.00%	4.81%	0.14%
Public Real Estate	2.25%	6.12%	0.14%
Private Real Estate	12.75%	7.10%	0.91%
Private Equity	12.00%	10.41%	1.25%
Cash	1.00%	-1.50%	-0.02%
Total	<u>100.00%</u>		<u>5.83%</u>
		Inflation	<u>2.50%</u>
	*Expected arithmetic nominal return		<u>8.33%</u>

* Using stochastic projection results provides an expected range of real rates of return over various time horizons. Looking at one year results produces an expected real return of 8.33% but also has a high standard deviation, which means there is high volatility. Over larger time horizons the volatility declines significantly and provides a median return of 7.44%, including expected inflation of 2.50%.

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 8 - PENSION PLAN: (CONTINUED)***Discount Rate***

The discount rate used to measure the total pension liability was 7.00%. The projection of cash flows used to determine the discount rate assumed that System member contributions will be made per the VRS Statutes and the employer contributions will be made in accordance with the VRS funding policy at rates equal to the difference between actuarially determined contribution rates adopted by the VRS Board of Trustees and the member rate. Through the fiscal year ending June 30, 2018, the rate contributed by the employer for the County and Component Unit School Board (nonprofessional) Retirement Plans will be subject to the portion of the VRS Board-certified rates that are funded by the Virginia General Assembly. From July 1, 2018 on, participating employers are assumed to contribute 100% of the actuarially determined contribution rates. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore the long-term expected rate of return was applied to all periods of projected benefit payments to determine the total pension liability.

Changes in Net Pension Liability

	Primary Government		
	Increase (Decrease)		
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (a) - (b)
Balances at June 30, 2015	\$ 20,284,324	\$ 19,091,716	\$ 1,192,608
Changes for the year:			
Service cost	\$ 776,673	\$ -	\$ 776,673
Interest	1,388,974	-	1,388,974
Differences between expected and actual experience	31,303	-	31,303
Contributions - employer	-	636,560	(636,560)
Contributions - employee	-	299,883	(299,883)
Net investment income	-	340,419	(340,419)
Benefit payments, including refunds of employee contributions	(883,686)	(883,686)	-
Administrative expenses	-	(11,717)	11,717
Other changes	-	(143)	143
Net changes	\$ 1,313,264	\$ 381,316	\$ 931,948
Balances at June 30, 2016	\$ 21,597,588	\$ 19,473,032	\$ 2,124,556

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 8 - PENSION PLAN: (CONTINUED)

Changes in Net Pension Liability (Asset)

	Component School Board (nonprofessional)		
	Increase (Decrease)		
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (Asset) (a) - (b)
Balances at June 30, 2015	\$ 5,686,195	\$ 5,838,622	\$ (152,427)
Changes for the year:			
Service cost	\$ 205,816	\$ -	\$ 205,816
Interest	389,212	-	389,212
Differences between expected and actual experience	290,694	-	290,694
Contributions - employer	-	149,321	(149,321)
Contributions - employee	-	111,415	(111,415)
Net investment income	-	104,465	(104,465)
Benefit payments, including refunds of employee contributions	(252,043)	(252,043)	-
Administrative expenses	-	(3,586)	3,586
Other changes	-	(44)	44
Net changes	\$ 633,679	\$ 109,528	\$ 524,151
Balances at June 30, 2016	\$ 6,319,874	\$ 5,948,150	\$ 371,724

Sensitivity of the Net Pension Liability (Asset) to Changes in the Discount Rate

The following presents the net pension liability (asset) of the County and Component Unit School Board (nonprofessional) using the discount rate of 7.00%, as well as what the County's and Component Unit School Board's (nonprofessional) net pension liability (asset) would be if it were calculated using a discount rate that is one percentage point lower (6.00%) or one percentage point higher (8.00%) than the current rate:

	Rate		
	(6.00%)	(7.00%)	(8.00%)
County			
Net Pension Liability (Asset)	\$ 4,926,563	\$ 2,124,556	\$ (201,332)
Component Unit School Board (nonprofessional)			
Net Pension Liability (Asset)	\$ 1,176,935	\$ 371,724	\$ (301,539)

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 8 - PENSION PLAN: (CONTINUED)

Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

For the year ended June 30, 2017, the County and Component Unit School Board (nonprofessional) recognized pension expense of \$379,407 and \$153,436, respectively. At June 30, 2017, the County and Component Unit School Board (nonprofessional) reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Primary Government</u>		<u>Component Unit School Board (nonprofessional)</u>	
	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 20,799	\$ 147,854	\$ 210,169	\$ 11,553
Change in assumptions	-	-	-	-
Net difference between projected and actual earnings on pension plan investments	514,047	-	153,595	-
Employer contributions subsequent to the measurement date	<u>545,998</u>	<u>-</u>	<u>120,005</u>	<u>-</u>
Total	<u>\$ 1,080,844</u>	<u>\$ 147,854</u>	<u>\$ 483,769</u>	<u>\$ 11,553</u>

\$545,998 and \$120,005 reported as deferred outflows of resources related to pensions resulting from the County's and Component Unit School Board's (nonprofessional) contributions, respectively, subsequent to the measurement date will be recognized as a reduction of the Net Pension Liability in the fiscal year ended June 30, 2018. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense in future reporting periods as follows:

<u>Year ended June 30</u>	<u>Primary Government</u>	<u>Component Unit School Board (nonprofessional)</u>
2018	\$ (123,404)	\$ 75,074
2019	24,241	79,678
2020	286,667	136,575
2021	199,488	60,884
Thereafter	-	-

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 8 - PENSION PLAN: (CONTINUED)**Component Unit School Board (professional)*****Plan Description***

All full-time, salaried permanent (professional) employees of public school divisions are automatically covered by the VRS Teacher Retirement Plan upon employment. This is a cost-sharing multiple employer plan administered by the Virginia Retirement System (the system). Additional information regarding the plan description can be found in the first section of this note.

Contributions

The contribution requirement for active employees is governed by §51.1-145 of the Code of Virginia, as amended, but may be impacted as a result of funding options provided to school divisions by the Virginia General Assembly. Employees are required to contribute 5.00% of their compensation toward their retirement. Prior to July 1, 2012, all or part of the 5.00% member contribution may have been assumed by the employer. Beginning July 1, 2012, new employees were required to pay the 5% member contribution. In addition, for existing employees, employers were required to begin making the employee pay the 5.00% member contribution. This could be phased in over a period of up to 5 years and the employer is required to provide a salary increase equal to the amount of the increase in the employee-paid member contribution.

Each School Division's contractually required contribution rate for the year ended June 30, 2017 was 14.66% of covered employee compensation. This rate was based on an actuarially determined rate from an actuarial valuation as of June 30, 2015 and reflects the transfer in June 2015 of \$192,884,000 as an accelerated payback of the deferred contribution in the 2010-2012 biennium. The actuarial rate for the Teacher Retirement Plan was 18.20% however, it was reduced to 17.64% as a result of the transfer. The actuarially determined rate, when combined with employee contributions, was expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. Based on the provisions of §51.1-145 of the Code of Virginia, as amended the contributions were funded at 79.69% of the actuarial rate for the year ended June 30, 2017. Contributions to the pension plan from the School Board were \$2,845,848 and \$2,801,113 for the years ended June 30, 2017 and June 30, 2016, respectively.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2017, the school division reported a liability of \$35,663,409 for its proportionate share of the Net Pension Liability. The Net Pension Liability was measured as of June 30, 2016 and the total pension liability used to calculate the Net Pension Liability was determined by an actuarial valuation as of that date. The school division's proportion of the Net Pension Liability was based on the school division's actuarially determined employer contributions to the pension plan for the year ended June 30, 2016 relative to the total of the actuarially determined employer contributions for all participating employers. At June 30, 2016, the school division's proportion was .28335% as compared to .25892% at June 30, 2015.

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 8 - PENSION PLAN: (CONTINUED)**Component Unit School Board (professional) (Continued)*****Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)***

For the year ended June 30, 2017, the school division recognized pension expense of \$2,726,159. Since there was a change in proportionate share between June 30, 2015 and June 30, 2016, a portion of the pension expense was related to deferred amounts from changes in proportion and from differences between employer contributions and the proportionate share of employer contributions.

At June 30, 2017, the school division reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ -	\$ 1,155,897
Change in assumptions	-	-
Net difference between projected and actual earnings on pension plan investments	2,036,936	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	581,270	1,460,683
Employer contributions subsequent to the measurement date	<u>2,845,848</u>	<u>-</u>
Total	<u>\$ 5,464,054</u>	<u>\$ 2,616,580</u>

\$2,845,848 reported as deferred outflows of resources related to pensions resulting from the school division's contributions subsequent to the measurement date will be recognized as a reduction of the Net Pension Liability in the fiscal year ended June 30, 2018. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense in future reporting periods as follows:

<u>Year ended June 30</u>	
2018	\$ (578,779)
2019	(578,779)
2020	741,535
2021	545,563
Thereafter	(123,727)

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 8 - PENSION PLAN: (CONTINUED)**Component Unit School Board (professional) (Continued)*****Actuarial Assumptions***

The total pension liability for the VRS Teacher Retirement Plan was based on an actuarial valuation as of June 30, 2015, using the Entry Age Normal actuarial cost method and the following assumptions, applied to all periods included in the measurement and rolled forward to the measurement date of June 30, 2016.

Inflation	2.5%
Salary increases, including inflation	3.5% – 5.95%
Investment rate of return	7.0%, net of pension plan investment expense, including inflation*

* Administrative expenses as a percent of the market value of assets for the last experience study were found to be approximately 0.06% of the market assets for all of the VRS plans. This would provide an assumed investment return rate for GASB purposes of slightly more than the assumed 7.0%. However, since the difference was minimal, and a more conservative 7.0% investment return assumption provided a projected plan net position that exceeded the projected benefit payments, the long-term expected rate of return on investments was assumed to be 7.0% to simplify preparation of pension liabilities.

Mortality rates:**Pre-Retirement:**

RP-2000 Employee Mortality Table Projected with Scale AA to 2020 with males set back 3 years and females set back 5 years

Post-Retirement:

RP-2000 Combined Mortality Table Projected with Scale AA to 2020 with males set back 2 years and females set back 3 years

Post-Disablement:

RP-2000 Disability Life Mortality Table Projected to 2020 with males set back 1 year and no provision for future mortality improvement

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 8 - PENSION PLAN: (CONTINUED)**Component Unit School Board (professional) (Continued)*****Actuarial Assumptions (Continued)***

The actuarial assumptions used in the June 30, 2015 valuation were based on the results of an actuarial experience study for the period from July 1, 2008 through June 30, 2012. Changes to the actuarial assumptions as a result of the experience study are as follows:

- Update mortality table
- Adjustments to the rates of service retirement
- Decrease in rates of withdrawals for 3 through 9 years of service
- Decrease in rates of disability
- Reduce rates of salary increase by 0.25% per year

Net Pension Liability

The net pension liability (NPL) is calculated separately for each system and represents that particular system's total pension liability determined in accordance with GASB Statement No. 67, less that system's fiduciary net position. As of June 30, 2017, NPL amounts for the VRS Teacher Employee Retirement Plan is as follows (amounts expressed in thousands):

	<u>Teacher Employee Retirement Plan</u>	
Total Pension Liability	\$	44,184,326
Plan Fiduciary Net Position		<u>30,168,211</u>
Employer's Net Pension Liability (Asset)	\$	14,012,115
 Plan Fiduciary Net Position as a Percentage of the Total Pension Liability		 68.28%

The total pension liability is calculated by the System's actuary, and each plan's fiduciary net position is reported in the System's financial statements. The net pension liability is disclosed in accordance with the requirements of GASB Statement No. 67 in the System's notes to the financial statements and required supplementary information.

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 8 - PENSION PLAN: (CONTINUED)**Component Unit School Board (professional) (Continued)*****Long-Term Expected Rate of Return***

The long-term expected rate of return on pension System investments was determined using a log-normal distribution analysis in which best-estimate ranges of expected future real rates of return (expected returns, net of pension System investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target asset allocation and best estimate of arithmetic real rates of return for each major asset class are summarized in the following table:

<u>Asset Class (Strategy)</u>	<u>Target Allocation</u>	<u>Arithmetic Long-Term Expected Rate of Return</u>	<u>Weighted Average Long-Term Expected Rate of Return</u>
U.S. Equity	19.50%	6.46%	1.26%
Developed Non U.S. Equity	16.50%	6.28%	1.04%
Emerging Market Equity	6.00%	10.00%	0.60%
Fixed Income	15.00%	0.09%	0.01%
Emerging Debt	3.00%	3.51%	0.11%
Rate Sensitive Credit	4.50%	3.51%	0.16%
Non Rate Sensitive Credit	4.50%	5.00%	0.23%
Convertibles	3.00%	4.81%	0.14%
Public Real Estate	2.25%	6.12%	0.14%
Private Real Estate	12.75%	7.10%	0.91%
Private Equity	12.00%	10.41%	1.25%
Cash	1.00%	-1.50%	-0.02%
Total	<u>100.00%</u>		<u>5.83%</u>
		Inflation	<u>2.50%</u>
		*Expected arithmetic nominal return	<u>8.33%</u>

* Using stochastic projection results provides an expected range of real rates of return over various time horizons. Looking at one year results produces an expected real return of 8.33% but also has a high standard deviation, which means there is high volatility. Over larger time horizons the volatility declines significantly and provides a median return of 7.44%, including expected inflation of 2.50%.

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 8 - PENSION PLAN: (CONTINUED)

Component Unit School Board (professional) (Continued)

Discount Rate

The discount rate used to measure the total pension liability was 7.00%. The projection of cash flows used to determine the discount rate assumed that member contributions will be made per the VRS Statutes and the employer contributions will be made in accordance with the VRS funding policy at rates equal to the difference between actuarially determined contribution rates adopted by the VRS Board of Trustees and the member rate. Through the fiscal year ending June 30, 2018, the rate contributed by the school division for the VRS Teacher Retirement Plan will be subject to the portion of the VRS Board-certified rates that are funded by the Virginia General Assembly. From July 1, 2018 on, school divisions are assumed to contribute 100% of the actuarially determined contribution rates. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore the long-term expected rate of return was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the School Division's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the school division's proportionate share of the net pension liability using the discount rate of 7.00%, as well as what the school division's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage point lower (6.00%) or one percentage point higher (8.00%) than the current rate:

	Rate		
	(6.00%)	(7.00%)	(8.00%)
School division's proportionate share of the VRS Teacher Employee Retirement Plan Net Pension Liability (Asset)	\$ 50,838,710	\$ 35,663,409	\$ 23,162,781

Pension Plan Fiduciary Net Position

Detailed information about the VRS Teacher Retirement Plan's Fiduciary Net Position is available in the separately issued VRS 2016 Comprehensive Annual Financial Report (CAFR). A copy of the 2016 VRS CAFR may be downloaded from the VRS website at <http://www.varetire.org/Pdf/Publications/2016-annual-report.pdf>, or by writing to the System's Chief Financial Officer at P.O. Box 2500, Richmond, VA, 23218-2500.

NOTE 9 - COMPENSATED ABSENCES:

In accordance with GASB Statement 16, *Accounting for Compensated Absences*, the County has accrued the liability arising from outstanding claims and judgments and compensated absences.

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 9 - COMPENSATED ABSENCES: (CONTINUED)

The County employees earn vacation and sick leave based on years of service at the rate of eight hours per month for each full-time employee with less than 5 years of service. Twenty-five percent of the unused sick leave or \$2,500 for County or \$5,000 for Social Services, whichever is less, will be paid to an employee who leaves county employment after five or more years of service. Accumulated vacation is paid upon termination based on length of employment as defined in the County’s personnel policy. The County has accrued vacation and sick leave pay as follows:

Governmental Activities	\$ 490,109
Business-type Activities	\$ 25,814
Component Unit School Board	\$ 1,526,662

NOTE 10 - SELF INSURANCE/RISK MANAGEMENT:

The County is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The County contracts with the Virginia Association of Counties Municipal Liability Pool to provide insurance coverage for these risk losses. The County pays an annual premium to the association for its general workers compensation insurance coverage. In the event of a loss deficit and depletion of all available excess insurance, the Association may assess all members in the proportion which the premium of each bears to the total premiums of all members in the year in which such deficit occurs.

The County continues to carry commercial insurance for all other risks of loss, including general liabilities and accident insurance. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

NOTE 11 - DEFERRED/UNAVAILABLE/UNEARNED REVENUE:

	<u>Government-wide Statements</u>	<u>Balance Sheet</u>
	<u>Governmental Activities</u>	<u>Governmental Funds</u>
Primary Government:		
Deferred/Unavailable property tax revenue:		
Deferred/Unavailable revenue representing uncollected property tax billings for which asset recognition criteria has not been met. The uncollected tax billings are not available for the funding of current expenditures.	\$ -	\$ 3,797,713
Tax assessments due after June 30	16,481,819	16,481,819
Prepaid property tax revenues representing collections received for property taxes that are applicable to the subsequent budget year.	<u>299,507</u>	<u>299,507</u>
Total governmental activities	<u>\$ 16,781,326</u>	<u>\$ 20,579,039</u>

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 12 - CONTINGENT LIABILITIES:

Federal assistance programs in which the County and its component units participate were audited in accordance with the provisions of the Uniform Guidance. Pursuant to the above provisions, major and nonmajor programs were tested for compliance with applicable grant requirements. While there are no items of non-compliance, as noted in the compliance report, the federal government may subject grant programs to additional compliance testing which may result in disallowances of current grant program expenditures. However, management believes that if any of these expenditures were disallowed it would be immaterial to the overall general-purpose financial statements.

NOTE 13 - LITIGATION:

At June 30, 2017, there were no matters of litigation involving the County which would materially affect the County's financial position should any court decisions on pending matters not be favorable to the County.

NOTE 14 - LANDFILL CLOSURE AND POSTCLOSURE CARE COST:

The County of Fluvanna, Virginia owns and operates a landfill site. State and federal laws and regulations require the County to place a final cover on each phase of its landfill site when it stops accepting waste and to perform certain maintenance and monitoring functions at the site for thirty years after closure. Closure and postclosure care costs will be paid only near or after the date that the landfill stops accepting waste. In accordance with Statement 18 of the Governmental Accounting Standards Board entitled *Accounting for Municipal Solid Waste Landfill Closure and Postclosure Care Costs*, the County reports a portion of these closure and postclosure care costs as an operating expense in each period based on landfill capacity used as of each balance sheet date. The \$730,482 reported as a landfill closure and postclosure care liability at June 30, 2017, represents the cumulative amount reported based on the use of 100% of the estimated capacity used of the landfill. The County has closed the landfill. These amounts are based on what it would cost to perform all closures and postclosure care in 2017. Actual closure and postclosure care costs may be higher due to inflation, changes in technology, or changes in regulations.

The County has demonstrated financial assurance requirements for closure and postclosure care and corrective action costs through the submission of a Local Government Financial Test to the Virginia Department of Environmental Quality in accordance with Section 9VAC20-70 of the Virginia Administrative Code.

The County plans to meet all federal laws, regulations and tests of financial assurance related to the financing of closure and postclosure care when they become effective.

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 15 - SURETY BONDS:Fidelity and Deposit Company of Maryland - Surety:

Tristana Treadway, Clerk of the Circuit Court	\$ 25,000
Linda H. Lenherr, Treasurer	\$ 400,000
Andrew M. Sheridan, Commissioner of the Revenue	\$ 3,000
Eric B. Hess, Sheriff	\$ 30,000

The Department of Risk Management of the Virginia General Services Administration maintains a self-insurance plan which covers any duly elected Constitutional Officer required to present a bond and all deputies and/or employees of such Constitutional Officers. The coverage provided by the plan is \$500,000.

Western Surety Company - Surety:

Gena Keller, Superintendent of Schools	\$ 10,000
Brandi Critzer, Clerk of the School Board	\$ 10,000
Steven M. Nichols, County Administrator	\$ 2,000
John M. Sheridan, Supervisor	\$ 2,500
Anthony P. O'Brien, Supervisor	\$ 2,500
Donald W. Weaver, Supervisor	\$ 2,500
Mozell Booker, Supervisor	\$ 2,500
Patricia B. Eager, Supervisor	\$ 2,500

Continental Insurance Company - Surety:

Social Services Department employees - blanket bond	\$ 100,000
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The Travelers - Surety:

Manager, Fork Union Sanitary District	\$ 10,500
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NOTE 16 - TRUST FOR OTHER POSTEMPLOYMENT BENEFITS:

The County of Fluvanna has established a irrevocable trust pursuant to Section 15.2-1544 of the Code of Virginia, as amended for the purpose of accumulated and investing assets to fund Other Postemployment Benefits (OPEB) and to participate in the Virginia Pooled OPEB Trust Fund and has established a Local Finance Board to become a Participating Employer in the Trust Fund. The Trust Fund provides administrative, custodial and investment services to the Participating Employers in the Trust Fund. For the fiscal year ending June 30, 2017 the County contributed \$0 to the Trust Fund. There have been no expenses allocated to the Trust Fund during the fiscal year ended June 30, 2017.

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 16 - TRUST FOR OTHER POSTEMPLOYMENT BENEFITS: (CONTINUED)

The County participates in the Virginia Pooled OPEB Trust Fund, an irrevocable trust established for the purpose of accumulating assets to fund postemployment benefits other than pensions. The Trust Fund issues a separate report, which can be obtained by requesting a copy from the plan administrator, Virginia Municipal League (VML) at P.O. Box 12164, Richmond, Virginia 23241.

NOTE 17 - OTHER POSTEMPLOYMENT BENEFITS-HEALTH INSURANCE:**County:****A. Plan Description**

The County Post-Retirement Medical Plan (CPRMP) is a single-employer defined benefit healthcare plan which offers health insurance for retired employees. Retirees are eligible for postretirement medical coverage if they are a full-time employee who retires directly from the County and is eligible for retirement from VRS. The County's post-retirement medical plan does not issue a separate, audited GAAP basis report.

B. Funding Policy

The County establishes employer contribution rates for plan participants as part of the budgetary process each year. The County also determines how the plan will be funded each year whether it will partially fund the plan or fully fund the plan. Again this is determined annually as part of the budgetary process. Retirees pay 100 % of premiums. Coverage ceases when retirees reach the age of 65. Surviving spouses are not allowed access to the plan.

C. Annual OPEB Cost and Net OPEB Obligation

The annual cost of other post employment benefits (OPEB) under GASB 45 is calculated based on the annual required contribution or ARC, an amount actuarially determined in accordance with the parameters of GASB Statement 45. The County elected to prefund OPEB liabilities. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years. The following table shows the components of the County's annual OPEB cost for the year, the amount actually contributed to the plan, and changes in the County's net OPEB obligation:

Annual required contribution	\$ 21,600
Interest on net OPEB asset	(16,238)
Adjustment to annual required contribution	<u>13,622</u>
Annual OPEB cost (expense)	\$ 18,984
Contribution made	<u>16,900</u>
Increase in net OPEB asset	\$ 2,084
Net OPEB (asset) obligation-beginning of year	<u>(231,971)</u>
Net OPEB (asset) obligation-end of year	<u><u>\$ (229,887)</u></u>

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 17 - OTHER POSTEMPLOYMENT BENEFITS-HEALTH INSURANCE: (CONTINUED)**County: (Continued)****C. Annual OPEB Cost and Net OPEB Obligation (Continued)**

The County's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for 2017 and the two preceding years are as follows:

<u>Fiscal Year Ended</u>	<u>Annual OPEB Cost</u>	<u>Percentage of Annual OPEB Cost Contributed</u>	<u>Net OPEB Asset</u>
June 30, 2017	\$ 18,984	89%	\$ (229,887)
June 30, 2016	18,952	85%	(231,971)
June 30, 2015	38,582	107%	(234,823)

D. Funded Status and Funding Progress

The funded status of the plan as of July 1, 2015 the most recent actuarial valuation date is as follows:

Actuarial accrued liability (AAL)	\$ 258,700
Actuarial value of plan assets	318,377
Unfunded actuarial accrued liability	-59,677
Funded ratio (actuarial value of plan assets / AAL)	123.07%
Covered payroll (active plan members)	5,960,400
UAAL as a percentage of covered payroll	-1.00%

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revisions as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multi-year trend information about whether the actuarial value of assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

E. Actuarial Methods and Assumptions

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 17 - OTHER POSTEMPLOYMENT BENEFITS-HEALTH INSURANCE: (CONTINUED)**County: (Continued)****E. Actuarial Methods and Assumptions (Continued)**Cost Method

The cost method for valuation of liabilities used for this valuation is the **Projected Unit Credit (PUC) Actuarial Cost Method**. A PUC accrued benefit is determined for each active member in the Plan on the basis of the member's average final compensation projected to the assumed date of retirement and the member's creditable service at the valuation date. The actuarial liability for retirement benefits is the sum of the actuarial present value of the PUC accrued benefit of each active member. The normal cost for retirement benefits is the sum of the actuarial present value for the expected increase in the PUC accrued benefit during the plan year for each active member under the assumed retirement age.

The actuarial liability and the normal cost for termination benefits, disability benefits, and pre-retirement spouse's death benefits are determined in a similar manner by projecting the member's average final compensation to each assumed date of termination, disablement, or death. The actuarial liability and normal cost for the supplemental benefits are based upon the present value of the expected supplement expected to be paid to those covered employees attaining eligibility. The actuarial liability for inactive members is determined as the actuarial present value of the pension and supplemental benefits expected to be paid.

The difference between the actuarial liability and the actuarial value of assets is the unfunded actuarial liability. The annual required contribution is the sum of the normal cost and the amount necessary to amortize the unfunded actuarial liability over the amortization period. The amortization amount is determined as a level percentage of payroll.

Interest Assumptions

In the July 1, 2015, actuarial valuation, the entry age actuarial cost method was used. The actuarial assumptions included a 7.0 percent investment rate of return (net of administrative expenses), which is a blended rate of the expected long-term investment returns on plan assets and on the employer's own investments calculated based on the funded level of the plan at the valuation date, and an annual healthcare cost trend rate of 6.00 percent initially, reduced by decrements to an ultimate rate of 4.20 percent after 57 years. Both rates included a 4.5 percent inflation assumption. The actuarial value of assets was determined using techniques that spread the effects of short-term volatility in the market value of investments over a five-year period. The UAAL is being amortized as a level percentage of projected payroll on an open basis. The remaining amortization period at July 1, 2015, was thirty years.

	<u>Funded</u>
Discount rate	7.0%
Payroll growth	3.00%

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 17 - OTHER POSTEMPLOYMENT BENEFITS-HEALTH INSURANCE: (CONTINUED)**School Board:****A. Plan Description**

The School Board Post-Retirement Medical Plan (CPRMP) is a single-employer defined benefit healthcare plan which offers health insurance for retired employees. Retirees are eligible for postretirement medical coverage if they are a full-time employee who retires directly from the County and is eligible for retirement from VRS. The School Board's Post-Retirement Medical Plan does not issue a separate, audited GAAP basis report.

B. Funding Policy

The School Board Post-Retirement Medical Plan (SBPRMP) is a single-employer defined benefit healthcare plan which offers health insurance for retired employees. Retirees are eligible for postretirement medical coverage if they are a full-time employee who retires directly from the School Board and is eligible for retirement from VRS.

C. Annual OPEB Cost and Net OPEB Obligation

The annual cost of other post employment benefits (OPEB) under GASB 45 is calculated based on the annual required contribution or ARC an amount actuarially determined in accordance with the parameters of GASB Statement 45. The estimated pay as you go cost for OPEB benefits is \$52,600 for fiscal year 2017. The School Board elected to pre-fund OPEB liabilities. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years.

For 2017, the School Board's expected cash payment of \$52,600 is equal to the ARC. The School Board's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for 2017 and the two preceding years are as follows:

<u>Fiscal Year Ended</u>	<u>Annual OPEB Cost</u>	<u>Percentage of Annual OPEB Cost Contributed</u>	<u>Net OPEB Obligation</u>
June 30, 2017	\$ 52,600	100%	\$ -
June 30, 2016	52,600	100%	-
June 30, 2015	94,900	100%	-

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 17 - OTHER POSTEMPLOYMENT BENEFITS-HEALTH INSURANCE: (CONTINUED)**School Board:****D. Funded Status and Funding Progress**

The funded status of the plan as of July 1, 2015 the most recent actuarial valuation date is as follows:

Actuarial accrued liability (AAL)	\$	1,094,200
Actuarial value of plan assets		1,346,610
Unfunded actuarial accrued liability		-252,410
Funded ratio (actuarial value of plan assets / AAL)		123.07%
Covered payroll (active plan members)		20,150,500
UAAL as a percentage of covered payroll		-1.25%

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revisions as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multi-year trend information about whether the actuarial value of assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

E. Actuarial Methods and Assumptions

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

Cost Method

The cost method for valuation of liabilities used for this valuation is the **Projected Unit Credit (PUC) Actuarial Cost Method**. A PUC accrued benefit is determined for each active member in the Plan on the basis of the member's average final compensation projected to the assumed date of retirement and the member's creditable service at the valuation date. The actuarial liability for retirement benefits is the sum of the actuarial present value of the PUC accrued benefit of each active member. The normal cost for retirement benefits is the sum of the actuarial present value for the expected increase in the PUC accrued benefit during the plan year for each active member under the assumed retirement age.

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 17 - OTHER POSTEMPLOYMENT BENEFITS-HEALTH INSURANCE: (CONTINUED)**School Board: (Continued)****E. Actuarial Methods and Assumptions: (Continued)**Cost Method: (Continued)

The actuarial liability and the normal cost for termination benefits, disability benefits, and pre-retirement spouse's death benefits are determined in a similar manner by projecting the member's average final compensation to each assumed date of termination, disablement, or death. The actuarial liability and normal cost for the supplemental benefits are based upon the present value of the expected supplement expected to be paid to those covered employees attaining eligibility. The actuarial liability for inactive members is determined as the actuarial present value of the pension and supplemental benefits expected to be paid.

The difference between the actuarial liability and the actuarial value of assets is the unfunded actuarial liability. The annual required contribution is the sum of the normal cost and the amount necessary to amortize the unfunded actuarial liability over the amortization period. The amortization amount is determined as a level percentage of payroll.

Interest Assumptions

In the July 1, 2015, actuarial valuation, the entry age actuarial cost method was used. The actuarial assumptions included a 7.0 percent investment rate of return (net of administrative expenses), which is a blended rate of the expected long-term investment returns on plan assets and on the employer's own investments calculated based on the funded level of the plan at the valuation date, and an annual healthcare cost trend rate of 6.00 percent initially, reduced by decrements to an ultimate rate of 4.20 percent after 57 years. Both rates included a 4.5 percent inflation assumption. The actuarial value of assets was determined using techniques that spread the effects of short-term volatility in the market value of investments over a five-year period. The UAAL is being amortized as a level percentage of projected payroll on an open basis. The remaining amortization period at July 1, 2016, was thirty years.

Funded

Discount rate	7.0%
Payroll growth	3.0%

NOTE 18 - VRS HEALTH INSURANCE CREDIT OTHER POSTEMPLOYMENT BENEFITS:**A. Plan Description**

The County participates in the Health Insurance Credit Program, a plan designed to assist retirees with the cost of health insurance coverage. This program is an agent and cost sharing, multiple-employer defined benefit plan administered by the Virginia Retirement System (VRS). The Virginia General Assembly establishes the dollar amount of the health insurance credit for each year of creditable service. The credit amount and eligibility differs for state, school division, political subdivision, local officer, local social services department and general registrar retirees.

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 18 - VRS HEALTH INSURANCE CREDIT OTHER POSTEMPLOYMENT BENEFITS: (CONTINUED)**A. Plan Description (Continued)**

An employee of the County, who retires under VRS with at least 15 years of total creditable service under the System and is enrolled in a health insurance plan, is eligible to receive a monthly health insurance credit of \$1.50 per year of creditable service up to a maximum monthly credit of \$45. However, such credit shall not exceed the health insurance premium for the retiree. Disabled retirees automatically receive the maximum monthly health insurance credit of \$45.

Benefit provisions and eligibility requirements are established by Title 51.1, Chapter 14 of the Code of Virginia. The VRS actuarially determines the amount necessary to fund all credits provided, reflects the cost of such credits in the applicable employer contribution rate pursuant to §51.1-145, and prescribes such terms and conditions as are necessary to carry out the provisions of the health insurance credit program. VRS issues separate financial statements as previously discussed in Note 8.

B. Funding Policy

As a participating local political subdivision, the County is required to contribute the entire amount necessary to fund participation in the program using the actuarial basis specified by the Code of Virginia and the VRS Board of Trustees. The County's contribution rate for the fiscal year ended 2017 was .22% of annual covered payroll.

C. OPEB Cost and Net OPEB Obligation:

The annual cost of OPEB under Governmental Accounting Standards Board (GASB) 45, Accounting and Financial Reporting by Employers for Postemployment Benefits Other than Pensions, is based on the annual required contribution (ARC). The County is required to contribute the ARC, an amount actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years.

For 2017, the County's contribution of \$4,699 was equal to the ARC and OPEB cost. The County's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for 2017 and the two preceding years are as follows:

<u>Fiscal Year Ended</u>	<u>Annual OPEB Cost</u>	<u>Percentage of Annual OPEB Cost Contributed</u>	<u>Net OPEB Obligation</u>
June 30, 2015	\$ 4,826	100%	\$ -
June 30, 2016	3,207	100%	-
June 30, 2017	4,699	100%	-

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 18 - VRS HEALTH INSURANCE CREDIT OTHER POSTEMPLOYMENT BENEFITS: (CONTINUED)**D. Funded Status and Funding Progress**

The funded status of the plan as of June 30, 2016, the most recent actuarial valuation date, is as follows:

Actuarial accrued liability (AAL)	\$	114,195
Actuarial value of plan assets		85,702
Unfunded actuarial accrued liability		28,493
Funded ratio (actuarial value of plan assets / AAL)		75.05%
Covered payroll (active plan members)		2,034,876
UAAL as a percentage of covered payroll		1.40%

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future and reflect a long-term perspective. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future.

The schedule of funding progress, presented as required supplementary information following the notes to the financial statements presents multi-year trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liability for benefits. The projection of benefits for financial reporting purposes does not explicitly incorporate the potential effects of legal or contractual funding limitations.

E. Actuarial Methods and Assumptions

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used included techniques that are designed to reduce short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

The entry age normal cost method was used to determine the plan's funding liabilities and costs. The actuarial assumptions included a 7.0% investment rate of return, compounded annually, including an inflation component of 2.5%, and a payroll growth rate of 3%. The UAAL is being amortized as a level percentage of payroll on an closed basis. The remaining closed amortization period at June 30, 2017 was 28 years.

The Retiree Health Insurance Credit benefit is based on a member's employer eligibility and his or her years of service. The monthly maximum credit amount cannot exceed the member's actual health insurance premium costs. The actuarial valuation for this plan assumes the maximum credit is payable for each eligible member. Since this benefit is a flat dollar amount multiplied by years of service and the maximum benefit is assumed, no assumption relating to healthcare cost trend rates is needed or applied.

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 18 - VRS HEALTH INSURANCE CREDIT OTHER POSTEMPLOYMENT BENEFITS: (CONTINUED)**F. Professional Employees – Discretely Presented Component Unit School Board:**

The School Board participates in the Health Insurance Credit Program, a plan designed to assist retirees with the cost of health insurance coverage. This program is a cost sharing, multiple-employer defined benefit plan administered by the Virginia Retirement System (VRS). The Virginia General Assembly establishes the dollar amount of the health insurance credit for each year of creditable service.

A teacher, who retires under VRS with at least 15 years of total creditable service under the System and is enrolled in a health insurance plan, is eligible to receive a monthly health insurance credit of \$4 per year of creditable service. However, such credit shall not exceed the health insurance premium for the retiree. Disabled retirees automatically receive a monthly health insurance credit of \$4 multiplied by the smaller of (i) twice the amount of their creditable service or (ii) the amount of creditable service they would have completed at age 60 if they had remained in service to that age.

The School Board is required to contribute, at an actuarially determined rate, the entire amount necessary to fund participation in the program. The current rate is 1.11% of annual covered payroll. The School Board's contribution to VRS for the year ended June 30, 2017, was \$261,399, and equaled the required contributions for each year.

NOTE 19 - RESTRICTED ASSETS:

Restricted assets at June 30, 2017 consist of the following:

	<u>Governmental Activities</u>
Cash for Capital Projects - Middle School	\$ 1,194,051
Cash for E-911 Radio Project	340,988
Cash for VA Saves Energy Project	<u>7,424,813</u>
Total	<u>\$ 8,959,852</u>

NOTE 20 - OTHER POSTEMPLOYMENT BENEFITS-TRUST FUND:**Plan Description**

Plan administration. The County administers the County of Fluvanna's Retiree Benefits Plan (FCRBP)-a single-employer defined benefit plan that is used to provide postemployment benefits other than pensions (OPEB) for all permanent full-time general and public safety employees of the County.

Management of the FCRBP is vested in the County Finance Board, which consists of three members-the Chairman of the Board of Supervisors, the County Treasurer, and a Citizen of the County of proven integrity and business ability appointed by the current Court of the County.

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 20 - OTHER POSTEMPLOYMENT BENEFITS-TRUST FUND: (CONTINUED)**Plan Description (Continued)**

Plan membership. At June 30, 2017, FCRBP membership consisted of the following:

Inactive plan members or beneficiaries currently receiving benefit payments	22
Inactive plan members entitled to but not yet receiving benefit payments	-
Active plan members	603
	<u>625</u>

Benefits provided. FCRBP provides healthcare and vision benefits for retirees and their dependents. Benefits are provided through a third-party insurer, and the full cost of benefits is covered by the plan. Chapter 2 of the County Code grants the authority to establish and amend the benefit terms to the County Finance Board.

Contributions. Chapter 2 of the County Code grants the authority to establish and amend the contribution requirements of the County and plan members to the County Finance Board. The Board establishes rates based on an actuarially determined rate. For the year ended June 30, 2017, the County's average contribution rate was 4.19 percent of covered-employee payroll. Plan members are not required to contribute to the plan.

Investments

Investment policy. FCRBP's policy in regard to the allocation of invested assets is established and may be amended by the County Finance Board by a majority vote of its members. It is the policy of the County Finance Board to pursue an investment strategy that reduces risk through the prudent diversification of the portfolio across a broad selection of distinct asset classes. FCRBP's investment policy discourages the use of cash equivalents, except for liquidity purposes, and aims to refrain from dramatically shifting asset class allocations over short time spans. The following was the Board's adopted asset allocation policy as of June 30, 2017:

<u>Asset Class</u>	<u>Target Allocation</u>
Core Fixed Income	21 %
Core Bonds	12
Large Cap US Equities	22
Small Cap US Equities	10
Developed Foreign Equities	10
Emerging Market Equities	5
Hedge Funds/Absolute Return	10
Real Estate	7
Commodities	3
	<u> </u>
Total	<u>100 %</u>

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 20 - OTHER POSTEMPLOYMENT BENEFITS-TRUST FUND: (CONTINUED)**Investments: (Continued)**

Rate of return. For the year ended June 30, 2017, the annual money-weighted rate of return on investments, net of investment expense, was 12.89 percent. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

Net OPEB liability of the County

The components of the net OPEB liability of the County at June 30, 2017, were as follows:

Total OPEB liability	\$ 1,645,566
Plan fiduciary net position	<u>1,866,022</u>
County's net OPEB liability	<u><u>(220,456)</u></u>
 Plan fiduciary net position as a percentage of the total OPEB liability	 -113.40%

Actuarial assumptions. The total OPEB liability was determined by an actuarial valuation as of June 30, 2017, using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Inflation	3.0%
Salary increases	3.0% per year
Investment rate of return	7.00% annual returns net of both investment and non-actuarial
Healthcare cost trend rates	7.1 percent initial, decreasing 0.5 percent per year ultimate rate of 4.2 percent

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 20 - OTHER POSTEMPLOYMENT BENEFITS-TRUST FUND: (CONTINUED)**Net OPEB liability of the County: (Continued)**

Mortality rates were based on the RP-2000 Healthy Annuitant Mortality Table for Males or Females, as appropriate, with adjustments for mortality improvements based on Scale AA.

The actuarial assumptions used in the June 30, 2017 valuation were based on the results of an actuarial experience study at July 1, 2017.

The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the target asset allocation as of June 30, 2017 (see the discussion of FCRBP's investment policy) are summarized in the following table:

<u>Asset Class</u>	<u>Long-Term Expected Real Rate of Return</u>
Core Fixed Income	2.17%
Core Bonds	2.01
Large Cap US Equities	4.55
Small Cap US Equities	5.77
Developed Foreign Equities	5.76
Emerging Market Equities	8.06
Hedge Funds/Absolute Return	1.97
Real Estate	5.04
Commodities	3.04

Discount rate. The discount rate used to measure the total OPEB liability was 7.0 percent. The projection of cash flows used to determine the discount rate assumed that County contributions will be made at rates equal to the actuarially determined contribution rates. Based on those assumptions, the OPEB plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on OPEB plan investments was applied to all periods of projected benefit payments to determine the total OPEB liability.

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 20 - OTHER POSTEMPLOYMENT BENEFITS-TRUST FUND: (CONTINUED)**Net OPEB liability of the County: (Continued)**

Sensitivity of the net OPEB liability to changes in the discount rate. The following presents the net OPEB liability of the County, as well as what the County's net OPEB liability would be if it were calculated using a discount rate that is 1-percentage- point lower (6.0 percent) or 1-percentage-point higher (8.0 percent) than the current discount rate:

	1% Decrease	Discount Rate	1% Increase
	(6.0%)	(7.0%)	(8.0%)
Net OPEB Liability (Asset)	\$ (96,082)	\$ (220,456)	\$ (333,657)

Sensitivity of the net OPEB liability to changes in the healthcare cost trend rates. The following presents the net OPEB liability of the County, as well as what the County's net OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower (6.1 percent decreasing to 3.2 percent) or 1-percentage-point higher (8.1 percent decreasing to 5.2 percent) than the current healthcare cost trend rates:

	1% Decrease	Healthcare Cost	1% Increase
	(6.1% decreasing	Trend Rates	(8.1% decreasing
	to 3.2%)	(7.1% decreasing	to 5.2%)
Net OPEB Liability (Asset)	\$ (399,511)	\$ (220,456)	\$ (11,965)

NOTE 21 - ADOPTION OF ACCOUNTING PRINCIPLES:

Statement No. 74, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*, improves the usefulness of information about postemployment benefits other than pensions (other postemployment benefits or OPEB) included in the general purpose external financial reports of state and local governmental OPEB plans for making decisions and assessing accountability. This Statement replaces Statements No. 43, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*, as amended, and No. 57, *OPEB Measurements by Agent Employers and Agent Multiple Employer Plans*. It also includes requirements for defined contribution OPEB plans that replace the requirements for those OPEB plans in Statement No. 25, *Financial Reporting for Defined Benefit Pension Plans and Note Disclosures for Defined Contribution Plans*, as amended, Statement 43, and Statement No. 50, *Pension Disclosures*. This Statement is effective for financial statements for fiscal years beginning after June 15, 2016.

COUNTY OF FLUVANNA, VIRGINIA

Notes to Financial Statements
At June 30, 2017 (Continued)

NOTE 21 - UPCOMING PRONOUNCEMENTS:

Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pension*, improves accounting and financial reporting by state and local governments for postemployment benefits other than pensions (other postemployment benefits or OPEB). This Statement replaces the requirements of Statements No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*, as amended, and No. 57, *OPEB Measurements by Agent Employers and Agent Multiple Employer Plans*, for OPEB. Statement No. 74, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*, establishes new accounting and financial reporting requirements for OPEB plans. This Statement is effective for fiscal years beginning after June 15, 2017.

Management is currently evaluating the impact these standards will have on the financial statements when adopted.

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REQUIRED SUPPLEMENTARY INFORMATION

Note to Required Supplementary Information:

Presented budgets were prepared on the modified accrual basis of accounting which is in accordance with accounting principles generally accepted in the United States of America. The basis of budgeting is the same as generally accepted accounting principles.

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COUNTY OF FLUVANNA, VIRGINIA

Exhibit 11

Schedule of Revenues, Expenditures and Changes in Fund Balances -
 Budget and Actual - General Fund
 Year Ended June 30, 2017

	General Fund			Variance From Amended Budget Positive (Negative)
	Original Budget	Budget As Amended	Actual	
Revenues:				
General property taxes	\$ 32,523,971	\$ 32,523,971	\$ 33,035,019	\$ 511,048
Other local taxes	2,980,000	2,980,000	3,436,609	456,609
Permits, privilege fees and regulatory licenses	259,450	283,450	325,604	42,154
Fines and forfeitures	18,500	18,500	52,335	33,835
Revenue from use of money and property	76,000	76,000	51,892	(24,108)
Charges for services	642,700	642,700	760,809	118,109
Miscellaneous	37,000	158,108	113,059	(45,049)
Recovered costs	133,451	144,942	116,344	(28,598)
Intergovernmental:				
Commonwealth	8,540,180	9,129,767	8,491,421	(638,346)
Federal	911,403	1,191,109	1,150,400	(40,709)
Total revenues	<u>\$ 46,122,655</u>	<u>\$ 47,148,547</u>	<u>\$ 47,533,492</u>	<u>\$ 384,945</u>
Expenditures:				
Current:				
General government administration	\$ 2,516,890	\$ 2,705,826	\$ 2,571,167	\$ 134,659
Judicial administration	1,166,524	1,222,742	1,140,751	81,991
Public safety	7,293,488	7,320,035	6,870,756	449,279
Public works	1,930,867	1,950,230	1,842,047	108,183
Health and welfare	5,768,988	6,564,103	6,047,790	516,313
Education	16,892,695	16,892,695	15,623,059	1,269,636
Parks, recreation, and cultural	856,488	869,450	824,491	44,959
Community development	667,636	1,010,616	779,505	18,986
Nondepartmental	327,325	73,487	25,699	47,788
Debt service:				
Principal retirement	4,406,065	4,406,065	4,406,065	-
Interest and other fiscal charges	3,440,944	3,263,944	3,252,642	11,302
Total expenditures	<u>\$ 45,267,910</u>	<u>\$ 46,279,193</u>	<u>\$ 43,383,972</u>	<u>\$ 2,683,096</u>
Excess (deficiency) of revenues over (under) expenditures	<u>\$ 854,745</u>	<u>\$ 869,354</u>	<u>\$ 4,149,520</u>	<u>\$ 3,068,041</u>
Other financing sources (uses):				
Transfers (out)	<u>\$ (3,528,495)</u>	<u>\$ (4,913,810)</u>	<u>\$ (3,699,236)</u>	<u>\$ 1,214,574</u>
Total other financing sources (uses)	<u>\$ (3,528,495)</u>	<u>\$ (4,913,810)</u>	<u>\$ (3,699,236)</u>	<u>\$ 1,214,574</u>
Changes in fund balances	\$ (2,673,750)	\$ (4,044,456)	\$ 450,284	\$ 4,494,740
Fund balances at beginning of year	<u>2,673,750</u>	<u>4,070,535</u>	<u>22,233,064</u>	<u>18,162,529</u>
Fund balances at end of year	<u>\$ -</u>	<u>\$ 26,079</u>	<u>\$ 22,683,348</u>	<u>\$ 22,657,269</u>

COUNTY OF FLUVANNA, VIRGINIA

Schedule of Changes in Net Pension Liability and Related Ratios
 Primary Government
 For the Years Ended June 30, 2015 through June 30, 2017

	<u>2014</u>	<u>2015</u>	<u>2016</u>
Total pension liability			
Service cost	\$ 751,409	\$ 730,337	\$ 776,673
Interest	1,250,832	1,338,612	1,388,974
Changes of benefit terms	-	-	-
Differences between expected and actual experience	-	(517,486)	31,303
Changes in assumptions	-	-	-
Benefit payments, including refunds of employee contributions	(716,133)	(780,346)	(883,686)
Net change in total pension liability	<u>\$ 1,286,108</u>	<u>\$ 771,117</u>	<u>\$ 1,313,264</u>
Total pension liability - beginning	18,227,099	19,513,207	20,284,324
Total pension liability - ending (a)	<u>\$ 19,513,207</u>	<u>\$ 20,284,324</u>	<u>\$ 21,597,588</u>
 Plan fiduciary net position			
Contributions - employer	\$ 753,913	\$ 645,140	\$ 636,560
Contributions - employee	294,866	304,586	299,883
Net investment income	2,447,855	836,435	340,419
Benefit payments, including refunds of employee contributions	(716,133)	(780,346)	(883,686)
Administrative expense	(12,807)	(11,109)	(11,717)
Other	129	(179)	(143)
Net change in plan fiduciary net position	<u>\$ 2,767,823</u>	<u>\$ 994,527</u>	<u>\$ 381,316</u>
Plan fiduciary net position - beginning	15,329,366	18,097,189	19,091,716
Plan fiduciary net position - ending (b)	<u>\$ 18,097,189</u>	<u>\$ 19,091,716</u>	<u>\$ 19,473,032</u>
 County's net pension liability - ending (a) - (b)	 \$ 1,416,018	 \$ 1,192,608	 \$ 2,124,556
 Plan fiduciary net position as a percentage of the total pension liability	 92.74%	 94.12%	 90.16%
 Covered payroll	 \$ 5,879,750	 \$ 6,175,095	 \$ 6,116,923
 County's net pension liability as a percentage of covered payroll	 24.08%	 19.31%	 34.73%

Schedule is intended to show information for 10 years. Information prior to the 2014 valuation is not available. However, additional years will be included as they become available.

COUNTY OF FLUVANNA, VIRGINIA

Schedule of Changes in Net Pension Liability(Asset) and Related Ratios
 Component Unit School Board (nonprofessional)
 For the Years Ended June 30, 2015 through June 30, 2017

	<u>2014</u>	<u>2015</u>	<u>2016</u>
Total pension liability			
Service cost	\$ 232,280	\$ 191,346	\$ 205,816
Interest	345,212	369,056	389,212
Changes of benefit terms	-	-	-
Differences between expected and actual experience	-	(27,711)	290,694
Changes in assumptions	-	-	-
Benefit payments, including refunds of employee contributions	(236,272)	(237,449)	(252,043)
Net change in total pension liability	<u>\$ 341,220</u>	<u>\$ 295,242</u>	<u>\$ 633,679</u>
Total pension liability - beginning	<u>5,049,733</u>	<u>5,390,953</u>	<u>5,686,195</u>
Total pension liability - ending (a)	<u>\$ 5,390,953</u>	<u>\$ 5,686,195</u>	<u>\$ 6,319,874</u>
Plan fiduciary net position			
Contributions - employer	\$ 167,500	\$ 141,552	\$ 149,321
Contributions - employee	104,820	106,079	111,415
Net investment income	760,024	257,575	104,465
Benefit payments, including refunds of employee contributions	(236,272)	(237,449)	(252,043)
Administrative expense	(4,020)	(3,467)	(3,586)
Other	40	(54)	(44)
Net change in plan fiduciary net position	<u>\$ 792,092</u>	<u>\$ 264,236</u>	<u>\$ 109,528</u>
Plan fiduciary net position - beginning	<u>4,782,294</u>	<u>5,574,386</u>	<u>5,838,622</u>
Plan fiduciary net position - ending (b)	<u>\$ 5,574,386</u>	<u>\$ 5,838,622</u>	<u>\$ 5,948,150</u>
School Division's net pension liability (asset) - ending (a) - (b)	\$ (183,433)	\$ (152,427)	\$ 371,724
Plan fiduciary net position as a percentage of the total pension liability	103.40%	102.68%	94.12%
Covered payroll	\$ 2,094,015	\$ 2,152,114	\$ 2,312,495
School Division's net pension liability (asset) as a percentage of covered payroll	-8.76%	-7.08%	16.07%

Schedule is intended to show information for 10 years. Information prior to the 2014 valuation is not available. However, additional years will be included as they become available.

Schedule of Employer's Share of Net Pension Liability VRS Teacher Retirement Plan
 For the Years Ended June 30, 2015 through June 30, 2017*

	<u>2014</u>	<u>2015</u>	<u>2016</u>
Employer's Proportion of the Net Pension Liability (Asset)	0.23700%	0.25892%	0.28335%
Employer's Proportionate Share of the Net Pension Liability (Asset)	\$ 28,804,733	\$ 32,588,917	\$ 35,663,409
Employer's Covered Payroll	22,170,275	19,224,600	19,224,600
Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Payroll	129.93%	169.52%	185.51%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	70.88%	70.88%	70.88%

Schedule is intended to show information for 10 years. Information prior to the 2014 valuation is not available. However, additional years will be included as they become available.

* The amounts presented have a measurement date of the previous fiscal year end.

COUNTY OF FLUVANNA, VIRGINIA

Schedule of Employer Contributions
 For the Years Ended June 30, 2008 through June 30, 2017

<u>Date</u>	<u>Contractually Required Contribution (1)</u>	<u>Contributions in Relation to Contractually Required Contribution (2)</u>	<u>Contribution Deficiency (Excess) (3)</u>	<u>Employer's Covered Payroll (4)</u>	<u>Contributions as a % of Covered Payroll (5)</u>
Primary Government					
2017	\$ 545,998	\$ 545,998	\$ -	\$ 6,538,898	8.35%
2016	647,170	647,170	-	6,116,923	10.58%
2015	653,325	653,325	-	6,175,095	10.58%
2014	755,548	755,548	-	5,879,750	12.85%
2013	718,465	718,465	-	5,591,165	12.85%
2012	550,380	550,380	-	5,206,999	10.57%
2011	558,946	558,946	-	5,288,046	10.57%
2010	479,024	479,024	-	5,499,701	8.71%
2009	499,970	499,970	-	5,740,188	8.71%
2008	375,800	375,800	-	5,190,612	7.24%
Component Unit School Board (nonprofessional)					
2017	\$ 120,005	\$ 120,005	\$ -	\$ 2,222,315	5.40%
2016	153,781	153,781	-	2,312,495	6.65%
2015	143,116	143,116	-	2,152,114	6.65%
2014	167,312	167,312	-	2,094,015	7.99%
2013	169,325	169,325	-	2,119,206	7.99%
2012	106,915	106,915	-	1,936,870	5.52%
2011	107,190	107,190	-	1,941,842	5.52%
2010	130,063	130,063	-	1,994,838	6.52%
2009	131,036	131,036	-	2,009,761	6.52%
2008	101,300	101,300	-	1,879,412	5.39%
Component Unit School Board (professional)					
2017	\$ 2,845,848	\$ 2,845,848	\$ -	\$ 19,412,333	14.66%
2016	2,801,113	2,801,113	-	19,922,568	14.06%
2015	2,787,567	2,787,567	-	19,224,600	14.50%

Current year contributions are from County of Culpeper and Culpeper County School Board's records and prior year contributions are from the VRS actuarial valuation performed each year.

The School Board Professional Schedule is intended to show information for 10 years. Information prior to 2015 is not available. However, additional years will be included as they become available.

COUNTY OF FLUVANNA, VIRGINIA

Notes to Required Supplementary Information
For the Year Ended June 30, 2017

Changes of benefit terms – There have been no actuarially material changes to the System benefit provisions since the prior actuarial valuation. The 2014 valuation includes Hybrid Retirement Plan members for the first time. The hybrid plan applies to most new employees hired on or after January 1, 2014 and not covered by enhanced hazardous duty benefits. Because this is a fairly new benefit and the number of participants was relatively small, the impact on the liabilities as of the measurement date of June 30, 2015 is not material.

Changes of assumptions – The following changes in actuarial assumptions were made effective June 30, 2013 based on the most recent experience study of the System for the four-year period ending June 30, 2012:

Largest 10 – Non-LEOS:

- Update mortality table
- Decrease in rates of service retirement
- Decrease in rates of disability retirement
- Reduce rates of salary increase by 0.25% per year

Largest 10 – LEOS:

- Update mortality table
- Decrease in male rates of disability

All Others (Non 10 Largest) – Non-LEOS:

- Update mortality table
- Decrease in rates of service retirement
- Decrease in rates of disability retirement
- Reduce rates of salary increase by 0.25% per year

All Others (Non 10 Largest) – LEOS:

- Update mortality table
- Adjustments to rates of service retirement for females
- Increase in rates of withdrawal
- Decrease in male and female rates of disability

Component Unit School Board - Professional Employees

- Update mortality table
- Adjustments to the rates of service retirement
- Decrease in rates of withdrawals for 3 through 9 years of service
- Decrease in rates of disability retirement
- Reduce rates of salary increase by 0.25% per year

Schedule of OPEB Funding Progress
For the Year Ended June 30, 2017

OTHER POSTEMPLOYMENT BENEFITS:

COUNTY:

Actuarial Valuation Date	Actuarial Value of Assets (AVA)	Actuarial Accrued Liability (AAL)	Unfunded (Excess Funded) Actuarial Accrued Liability	Funded Ratio (2)/(3)	Annual Covered Payroll	UAAL as % of Payroll (4)/(6)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
7/1/2015	\$ 318,377	\$ 258,700	(59,677)	123.07%	\$ 5,960,400	-1.00%
7/1/2013	315,222	349,100	33,878	90.30%	6,805,700	0.50%
7/1/2011	245,839	325,000	79,161	75.64%	5,148,300	1.54%

DISCRETELY PRESENTED COMPONENT UNIT-SCHOOL BOARD

Actuarial Valuation Date	Actuarial Value of Assets (AVA)	Actuarial Accrued Liability (AAL)	Unfunded (Excess Funded) Actuarial Accrued Liability	Funded Ratio (2)/(3)	Annual Covered Payroll	UAAL as % of Payroll (4)/(6)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
7/1/2015	\$ 1,346,610	\$ 1,094,200	(252,410)	123.07%	\$ 20,150,500	-1.25%
7/1/2013	1,131,855	1,253,500	121,645	90.30%	20,614,100	0.59%
7/1/2011	716,033	946,600	230,567	75.64%	20,633,800	1.12%

VIRGINIA RETIREMENT SYSTEM - HEALTH INSURANCE CREDIT:

COUNTY:

Actuarial Valuation Date	Actuarial Value of Assets (AVA)	Actuarial Accrued Liability (AAL)	Unfunded (Excess Funded) Actuarial Accrued Liability	Funded Ratio (2)/(3)	Annual Covered Payroll	UAAL as % of Payroll (4)/(6)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
6/30/2016	\$ 85,702	\$ 114,195	28,493	75.05%	\$ 2,034,876	1.40%
6/30/2015	87,584	104,246	16,662	84.02%	2,521,713	0.66%
6/30/2014	84,197	99,891	15,694	84.29%	2,433,922	0.64%

Schedule of Changes in the County's Net OPEB Liability and Related Ratios
 Last Ten Fiscal Years

	<u>2017</u>
Total OPEB liability	
Service cost	\$ 86,972
Interest	111,328
Changes of benefit terms	-
Differences between expected and actual experience	-
Changes in assumptions	-
Benefit payments	(110,460)
Net change in total OPEB liability	<u>\$ 87,840</u>
Total OPEB liability - beginning	1,557,726
Total OPEB liability - ending (a)	<u><u>\$ 1,645,566</u></u>
Plan fiduciary net position	
Contributions - employer	\$ 110,460
Net investment income	213,116
Benefit payments	(110,460)
Administrative expense	(2,479)
Net change in plan fiduciary net position	<u>\$ 210,637</u>
Plan fiduciary net position - beginning	1,655,385
Plan fiduciary net position - ending (b)	<u><u>\$ 1,866,022</u></u>
Political subdivision's net OPEB liability - ending (a) - (b)	\$ (220,456)
Plan fiduciary net position as a percentage of the total OPEB liability	113.40%
Covered-employee payroll	\$ 26,110,900
Political subdivision's net OPEB liability as a percentage of covered payroll	-0.84%

This schedule is intended to show information for 10 years. Since 2017 is the first year for this presentation, only one year is available. Additional years will be included as they become available.

Schedule of Employer Contributions
Last Ten Fiscal Years

Date	Actuarially Determined Contribution	Contributions in Relation to Contractually Required Contribution	Contribution Deficiency (Excess)	Covered Employee Payroll	Contributions as a % of Covered Employee Payroll
2017	\$ 80,000	\$ 110,460	\$ (30,460)	\$ 26,110,900	0.42%
2016	74,200	100,000	(25,800)	26,110,900	0.38%
2015	136,100	124,400	11,700	27,419,800	0.45%
2014	136,100	102,300	33,800	27,419,800	0.37%
2013	141,700	183,600	(41,900)	25,782,200	0.71%
2012	133,000	321,700	(188,700)	25,782,200	1.25%

Only 6 years available

Notes to Schedule

Valuation date: July 1, 2015

Actuarially determined contribution rates are calculated as of June 30, two years prior to the end of the fiscal year in which contributions are reported.

Methods and assumptions used to determine contribution rates:

Actuarial cost method	Projected Unit Credit
Amortization method	Level percentage of payroll
Amortization period	30 years
Asset valuation method	Market Value
Inflation	3.0 percent
Healthcare cost trend rates	7.1 percent initial, decreasing 0.5 percent per year to an ultimate rate of 4.2 percent
Salary increases	3.0 percent per year
Investment rate of return	7.00% annual returns net of both investment and non-actuarial
Retirement age	In the 2017 actuarial valuation, expected retirement ages of general employees were adjusted to more closely reflect actual experience.
Mortality	In the 2017 actuarial valuation, assumed life expectancies were adjusted as a result of adopting the RP-2000 Healthy Annuitant Mortality Table. In prior years, those assumptions were based on the 1994 Group Annuity Mortality Table.

Schedule of Investment Returns
Last Ten Fiscal Years

	<u>2017</u>
Annual money-weighted rate of return, net of investment expense	\$ 12.89%

This schedule is intended to show information for 10 years. Since 2017 is the first year for this presentation, only one year is available. Additional years will be included as they become available.

OTHER SUPPLEMENTARY INFORMATION

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Combining and Individual Fund Statements and Schedules

COUNTY OF FLUVANNA, VIRGINIA

Exhibit 21

Capital Projects Fund
 Schedule of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual
 Year Ended June 30, 2017

	Original Budget	Budget As Amended	Actual	Variance From Amended Budget Positive (Negative)
Revenues:				
Revenue from use of money	\$ -	\$ -	\$ 39,163	\$ 39,163
Miscellaneous	-	160,825	-	(160,825)
Recovered costs	-	-	358,968	358,968
Total revenues	<u>\$ -</u>	<u>\$ 160,825</u>	<u>\$ 398,131</u>	<u>\$ 237,306</u>
Expenditures:				
Capital projects:				
General government administration	\$ -	\$ 272,425	\$ 104,716	\$ 167,709
Public safety	1,184,750	3,382,719	2,232,489	1,150,230
Public works	7,239,000	10,891,212	1,224,635	9,666,577
Education	1,050,000	10,051,662	5,430,957	4,620,705
Parks, recreation, and cultural	-	273,825	16,905	256,920
Total capital projects	<u>\$ 9,473,750</u>	<u>\$ 24,871,843</u>	<u>\$ 9,009,702</u>	<u>\$ 15,862,141</u>
Debt service:				
Principal retirement	\$ -	\$ 6,995,118	\$ 6,981,424	\$ 13,694
Interest	-	235,949	249,183	(13,234)
Bond issuance cost	-	272,142	272,142	-
Total debt service	<u>\$ -</u>	<u>\$ 7,503,209</u>	<u>\$ 7,502,749</u>	<u>\$ 460</u>
Total expenditures	<u>\$ 9,473,750</u>	<u>\$ 32,375,052</u>	<u>\$ 16,512,451</u>	<u>\$ 15,862,601</u>
Excess (deficiency) of revenues over (under) expenditures	<u>\$ (9,473,750)</u>	<u>\$ (32,214,227)</u>	<u>\$ (16,114,320)</u>	<u>\$ 16,099,907</u>
Other financing sources (uses):				
Transfers in	\$ 3,223,750	\$ 6,930,438	\$ 3,398,928	\$ (3,531,510)
Issuance of lease revenue bonds	6,250,000	15,631,530	7,653,740	(7,977,790)
Issuance of capital lease	-	8,223,125	8,223,125	-
Total other financing sources (uses)	<u>\$ 9,473,750</u>	<u>\$ 30,785,093</u>	<u>\$ 19,275,793</u>	<u>\$ (11,509,300)</u>
Changes in fund balances	\$ -	\$ (1,429,134)	\$ 3,161,473	\$ 4,590,607
Fund balance at beginning of the year	<u>-</u>	<u>1,429,134</u>	<u>2,220,524</u>	<u>791,390</u>
Fund balance at end of the year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,381,997</u>	<u>\$ 5,381,997</u>

COUNTY OF FLUVANNA, VIRGINIA

Exhibit 22

Statement of Fiduciary Net Position -
Agency Fund
At June 30, 2016

**Special
Welfare
Fund**

ASSETS

Cash and cash equivalents	\$ <u>146,837</u>
Total assets	\$ <u><u>146,837</u></u>

LIABILITIES

Amounts held for social services clients	\$ <u>146,837</u>
Total liabilities	\$ <u><u>146,837</u></u>

Agency Fund
 Statement of Changes in Assets and Liabilities
 Year Ended June 30, 2017

	<u>Balance Beginning of Year</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance End of Year</u>
Special Welfare Fund:				
Assets:				
Cash and cash equivalents	\$ <u>116,757</u>	\$ <u>48,465</u>	\$ <u>18,385</u>	\$ <u>146,837</u>
Liabilities:				
Amounts held for social services clients	\$ <u>116,757</u>	\$ <u>48,465</u>	\$ <u>18,385</u>	\$ <u>146,837</u>
Total liabilities	\$ <u>116,757</u>	\$ <u>48,465</u>	\$ <u>18,385</u>	\$ <u>146,837</u>

Discretely Presented Component Unit-School Board

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COUNTY OF FLUVANNA, VIRGINIA

Exhibit 24

Combining Balance Sheet - Discretely Presented Component Unit - School Board
At June 30, 2017

	School Operating Fund	School Cafeteria Fund	Total
ASSETS			
Cash and cash equivalents	\$ 1,419,586	\$ 326,259	\$ 1,745,845
Accounts receivable	34,843	-	34,843
Due from other governmental units	<u>777,609</u>	<u>3,688</u>	<u>781,297</u>
Total assets	<u>\$ 2,232,038</u>	<u>\$ 329,947</u>	<u>\$ 2,561,985</u>
LIABILITIES			
Accrued liabilities	\$ 2,232,038	\$ 48,184	\$ 2,280,222
Total liabilities	<u>\$ 2,232,038</u>	<u>\$ 48,184</u>	<u>\$ 2,280,222</u>
FUND BALANCES			
Assigned	\$ -	\$ 281,763	\$ 281,763
Total fund balances	<u>\$ -</u>	<u>\$ 281,763</u>	<u>\$ 281,763</u>
Total liabilities and fund balances	<u>\$ 2,232,038</u>	<u>\$ 329,947</u>	

Detailed explanation of adjustments from fund statements to government-wide statement of net position:

When capital assets (land, buildings, equipment) that are to be used in governmental activities are purchased or constructed, the costs of those assets are reported as expenditures in governmental funds. However, the statement of net position includes those capital assets among the assets of the School Board as a whole.

18,791,162

Items related to measurement of net pension liability/asset not available to pay for current-period expenditures

(2,628,133)

Deferred outflows related to pensions

5,947,823

Long-term liabilities applicable to the School Board's governmental activities are not due and payable in the current period and accordingly are not reported as fund liabilities. All liabilities, both current and long-term, are reported in the statement of net position.

(37,561,795)

Net position of General Government Activities

\$ (15,169,180)

COUNTY OF FLUVANNA, VIRGINIA

Exhibit 25

Combining Statement of Revenues, Expenditures and Changes in Fund Balances-
 Governmental Funds - Discretely Presented Component Unit - School Board
 Year Ended June 30, 2017

	School Operating Fund	School Cafeteria Fund	Total
Revenues:			
Revenue from use of money and property	\$ 13,913	\$ -	\$ 13,913
Charges for services	16,058	798,890	814,948
Miscellaneous	553,527	-	553,527
Recovered costs	78,430	-	78,430
Intergovernmental:			
County contribution to School Board	15,615,679	-	15,615,679
Commonwealth	20,079,018	24,848	20,103,866
Federal	1,249,113	718,688	1,967,801
Total revenues	<u>\$ 37,605,738</u>	<u>\$ 1,542,426</u>	<u>\$ 39,148,164</u>
Expenditures:			
Current:			
Education	<u>\$ 37,605,738</u>	<u>\$ 1,480,671</u>	<u>\$ 39,086,409</u>
Total expenditures	<u>\$ 37,605,738</u>	<u>\$ 1,480,671</u>	<u>\$ 39,086,409</u>
Changes in fund balances	\$ -	\$ 61,755	\$ 61,755
Fund balances at beginning of year	<u>-</u>	<u>220,008</u>	<u>220,008</u>
Fund balances at end of year	<u><u>\$ -</u></u>	<u><u>\$ 281,763</u></u>	<u><u>\$ 281,763</u></u>

COUNTY OF FLUVANNA, VIRGINIA

Reconciliation of Statement of Revenues, Expenditures, and Changes in Fund Balances
to the Statement of Activities - Discretely Presented Component Unit - School Board
For the Year Ended June 30, 2017

	Component Unit
	School Board
Amounts reported for governmental activities in the statement of activities are different because:	
Net change in fund balances - total governmental funds	\$ 61,755
<p>Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which the depreciation exceeded capital outlays in the current period. The following details support this adjustment.</p>	
Capital additions	\$ 1,047,554
Depreciation expense	<u>(1,230,231)</u> (182,677)
Increase (decrease) in deferred inflows related to the measurement of the net pension liability/asset	1,335,823
<p>Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore are not reported as expenditures in governmental funds. This amount reflects the change in compensated absences.</p>	
Change in compensated absences	\$ 276,072
Change in net pension liability/asset	(3,598,643)
Change in deferred outflows related to pensions.	<u>209,068</u> (3,113,503)
Transfer of joint tenancy assets from Primary Government to the Component Unit	<u>2,809,314</u>
Change in net position of governmental activities	\$ <u><u>910,712</u></u>

COUNTY OF FLUVANNA, VIRGINIA

Schedule of Revenues, Expenditures and Changes in Fund Balances -
 Budget and Actual - Discretely Presented Component Unit - School Board
 Year Ended June 30, 2017

	School Operating Fund			Variance From Amended Budget Positive (Negative)
	Original Budget	Budget As Amended	Actual	
Revenues:				
Revenue from use of money and property	\$ -	\$ -	\$ 13,913	\$ 13,913
Charges for services	-	-	16,058	16,058
Miscellaneous	779,600	874,488	553,527	(320,961)
Recovered costs	-	-	78,430	78,430
Intergovernmental:				
County contribution to School Board	16,885,315	16,885,315	15,615,679	(1,269,636)
Commonwealth	19,470,642	20,242,003	20,079,018	(162,985)
Federal	1,142,866	1,276,680	1,249,113	(27,567)
Total revenues	\$ 38,278,423	\$ 39,278,486	\$ 37,605,738	\$ (1,672,748)
Expenditures:				
Current:				
Instruction	\$ 28,055,654	\$ 28,492,587	\$ 28,172,330	\$ 320,257
Administration, attendance, and health	1,686,125	1,720,170	1,707,257	12,913
Pupil transportation	2,872,099	3,002,356	2,646,854	355,502
Operation and maintenance	3,909,906	4,012,523	3,363,854	648,669
School food service costs	-	-	-	-
Technology	1,754,639	2,050,850	1,715,443	335,407
Total expenditures	\$ 38,278,423	\$ 39,278,486	\$ 37,605,738	\$ 1,672,748
Excess (deficiency) of revenues over expenditures	\$ -	\$ -	\$ -	\$ -
Net changes in fund balances	\$ -	\$ -	\$ -	\$ -
Fund balances at beginning of year	-	-	-	-
Fund balances at end of year	\$ -	\$ -	\$ -	\$ -

Exhibit 27

School Cafeteria Fund			
Original Budget	Budget As Amended	Actual	Variance From Amended Budget Positive (Negative)
\$ -	\$ -	\$ -	\$ -
1,478,168	1,532,499	798,890	(733,609)
-	-	-	-
-	-	-	-
-	-	-	-
-	-	24,848	24,848
-	-	718,688	718,688
<u>\$ 1,478,168</u>	<u>\$ 1,532,499</u>	<u>\$ 1,542,426</u>	<u>\$ 9,927</u>
\$ -	\$ -	\$ -	\$ -
-	-	-	-
-	-	-	-
-	-	-	-
1,478,168	1,532,499	1,480,671	51,828
-	-	-	-
<u>\$ 1,478,168</u>	<u>\$ 1,532,499</u>	<u>\$ 1,480,671</u>	<u>\$ 51,828</u>
\$ -	\$ -	\$ 61,755	\$ 61,755
\$ -	\$ -	\$ 61,755	\$ 61,755
-	-	220,008	220,008
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 281,763</u>	<u>\$ 281,763</u>

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Discretely Presented Component Unit-EDA

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COUNTY OF FLUVANNA, VIRGINIA

Exhibit 28

Discretely Presented Component Unit - Fluvanna County EDA
 Statement of Net Position
 At June 30, 2017

Assets

Current assets:		
Cash and cash equivalents	\$	<u>75,246</u>
Total assets	\$	<u><u>75,246</u></u>

Net Position

Unrestricted	\$	<u>75,246</u>
Total net position	\$	<u><u>75,246</u></u>

COUNTY OF FLUVANNA, VIRGINIA

Discretely Presented Component Unit - Fluvanna County EDA
 Statement of Revenues, Expenses, and Changes in Net Position
 Year Ended June 30, 2017

Operating revenues	
Charges for services	\$ 4,073
Operating Expenses	
Other operating expenses	<u>3,216</u>
Operating income (loss)	\$ <u>857</u>
Nonoperating revenues	
Investment income	\$ 60
Contribution from Fluvanna County	<u>1,000</u>
Total nonoperating revenues	\$ <u>1,060</u>
Change in net position	\$ 1,917
Net position, beginning of year	<u>73,329</u>
Net position, end of year	\$ <u><u>75,246</u></u>

COUNTY OF FLUVANNA, VIRGINIA

Discretely Presented Component Unit - Fluvanna County EDA
 Statement of Cash Flows
 Year Ended June 30, 2017

Cash flows from operating activities	
Receipts from customers	\$ 4,073
Payments to suppliers	<u>(3,216)</u>
Net cash provided by (used for) by operating activities	<u>\$ 857</u>
Cash flows from noncapital financing activities	
Contribution from Fluvanna County	<u>\$ 1,000</u>
Cash flows from investing activities	
Investment earnings	<u>\$ 60</u>
Net increase (decrease) in cash and cash equivalents	\$ 1,917
Cash and cash equivalents, beginning of year	<u>73,329</u>
Cash and cash equivalents, end of year	<u><u>\$ 75,246</u></u>
Reconciliation of operating income (loss) to net cash provided by (used for) operating activities:	
Operating income (loss)	\$ 857
Change in assets and liabilities:	<u>-</u>
Net cash provided by (used for) by operating activities	<u><u>\$ 857</u></u>

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Supporting Schedules

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COUNTY OF FLUVANNA, VIRGINIA

Schedule 1
Page 1 of 3

Governmental Funds
 Schedule of Revenues -- Budget and Actual
 Year Ended June 30, 2017

Fund, Major and Minor Revenue Source	Original Budget	Budget As Amended	Actual	Variance From Amended Budget Positive (Negative)
Primary Government:				
General Fund:				
Revenue from local sources:				
General property taxes:				
Real property taxes	\$ 21,689,873	\$ 21,689,873	\$ 22,171,385	\$ 481,512
Real and personal public service corporation taxes	4,954,927	4,954,927	4,451,833	(503,094)
Personal property taxes	5,507,698	5,507,698	5,897,231	389,533
Mobile home taxes	18,373	18,373	15,498	(2,875)
Machinery and tools taxes	3,100	3,100	9,899	6,799
Penalties	250,000	250,000	357,187	107,187
Interest	100,000	100,000	131,986	31,986
Total general property taxes	<u>\$ 32,523,971</u>	<u>\$ 32,523,971</u>	<u>\$ 33,035,019</u>	<u>\$ 511,048</u>
Other local taxes:				
Local sales and use taxes	\$ 1,350,000	\$ 1,350,000	\$ 1,696,819	\$ 346,819
Consumer utility taxes	420,000	420,000	438,801	18,801
Gross receipts tax - utilities	115,000	115,000	134,222	19,222
Motor vehicle licenses	705,000	705,000	733,566	28,566
Bank stock taxes	55,000	55,000	76,925	21,925
Recordation taxes	327,500	327,500	352,133	24,633
Tax on wills	7,500	7,500	4,143	(3,357)
Total other local taxes	<u>\$ 2,980,000</u>	<u>\$ 2,980,000</u>	<u>\$ 3,436,609</u>	<u>\$ 456,609</u>
Permits, privilege fees, and regulatory licenses:				
Animal licenses	\$ 17,000	\$ 17,000	\$ 13,559	\$ (3,441)
Building permits	125,000	125,000	116,849	(8,151)
Other permits, fees, and licenses	117,450	141,450	195,196	53,746
Total permits, privilege fees and regulatory licenses	<u>\$ 259,450</u>	<u>\$ 283,450</u>	<u>\$ 325,604</u>	<u>\$ 42,154</u>
Fines and Forfeitures:				
Court and other fines and forfeitures	\$ 18,500	\$ 18,500	\$ 52,335	\$ 33,835
Revenue from use of money and property:				
Revenue from use of money	\$ 26,000	\$ 26,000	\$ 673	\$ (25,327)
Revenue from use of property	50,000	50,000	51,219	1,219
Total revenue from use of money and property	<u>\$ 76,000</u>	<u>\$ 76,000</u>	<u>\$ 51,892</u>	<u>\$ (24,108)</u>
Charges for services:				
Charges for Commonwealth Attorney	\$ 1,600	\$ 1,600	\$ 1,878	\$ 278
Charges for library	12,000	12,000	11,517	(483)
Law library fees	1,500	1,500	2,025	525
Courthouse maintenance fees	7,000	7,000	6,643	(357)
Courthouse security	27,000	27,000	28,335	1,335
Recreation program fees	112,000	112,000	106,556	(5,444)
EMS cost recovery	400,000	400,000	509,941	109,941
Landfill fees	76,500	76,500	82,127	5,627
Other charges for services	1,100	1,100	1,178	78
Fees of clerk	4,000	4,000	10,609	6,609
Total charges for services	<u>\$ 642,700</u>	<u>\$ 642,700</u>	<u>\$ 760,809</u>	<u>\$ 118,109</u>

Governmental Funds
 Schedule of Revenues -- Budget and Actual
 Year Ended June 30, 2017 (continued)

Fund, Major and Minor Revenue Source	Original Budget	Budget As Amended	Actual	Variance From Amended Budget Positive (Negative)
Primary Government: (Continued)				
General Fund: (Continued)				
Revenue from local sources: (Continued)				
Miscellaneous revenue:				
Miscellaneous	\$ 37,000	\$ 158,108	\$ 113,059	\$ (45,049)
Total miscellaneous revenue	\$ 37,000	\$ 158,108	\$ 113,059	\$ (45,049)
Recovered costs:				
Miscellaneous	\$ 133,451	\$ 144,942	\$ 116,344	\$ (28,598)
Total recovered costs	\$ 133,451	\$ 144,942	\$ 116,344	\$ (28,598)
Total revenue from local sources	\$ 36,671,072	\$ 36,827,671	\$ 37,891,671	\$ 1,064,000
Intergovernmental:				
Revenue from the Commonwealth:				
Noncategorical aid:				
Motor vehicle carriers tax	\$ 42,000	\$ 42,000	\$ 38,606	\$ (3,394)
Mobile home titling taxes	7,500	7,500	5,978	(1,522)
Auto rental taxes	5,000	5,000	7,964	2,964
Recordation taxes	82,000	82,000	85,504	3,504
Communication taxes	815,000	815,000	790,794	(24,206)
PPTRA	2,996,570	2,996,570	2,996,570	-
Total noncategorical aid	\$ 3,948,070	\$ 3,948,070	\$ 3,925,416	\$ (22,654)
Categorical aid:				
Shared expenses:				
Commonwealth's Attorney	\$ 283,841	\$ 277,205	\$ 275,353	\$ (1,852)
Sheriff	990,271	986,249	970,257	(15,992)
Commissioner of the Revenue	117,387	114,408	115,590	1,182
Treasurer	133,661	131,918	132,277	359
Registrar/electoral board	41,809	41,000	41,896	896
Clerk of the Circuit Court	254,193	249,382	288,179	38,797
Total shared expenses	\$ 1,821,162	\$ 1,800,162	\$ 1,823,552	\$ 23,390
Other categorical aid:				
Litter control	\$ 8,500	\$ 8,500	\$ 8,269	\$ (231)
Library grant	65,050	71,600	71,600	-
Public assistance and welfare administration	644,798	659,677	462,483	(197,194)
Children's services act	1,836,000	2,320,159	1,944,494	(375,665)
E911 funds	75,000	93,000	83,994	(9,006)
Fire funds	80,000	101,761	83,371	(18,390)
Victim/witness coordinator grant	30,000	33,758	9,396	(24,362)
Four for life	25,000	26,680	26,270	(410)
Drug forfeitures	-	-	11,240	11,240
Other categorical aid	6,600	66,400	41,336	(25,064)
Total other categorical aid	\$ 2,770,948	\$ 3,381,535	\$ 2,742,453	\$ (639,082)
Total categorical aid	\$ 4,592,110	\$ 5,181,697	\$ 4,566,005	\$ (615,692)
Total revenue from the Commonwealth	\$ 8,540,180	\$ 9,129,767	\$ 8,491,421	\$ (638,346)

Governmental Funds
 Schedule of Revenues -- Budget and Actual
 Year Ended June 30, 2017 (continued)

Fund, Major and Minor Revenue Source	Original Budget	Budget As Amended	Actual	Variance From Amended Budget Positive (Negative)
Primary Government: (Continued)				
General Fund: (Continued)				
Intergovernmental: (Continued)				
Revenue from the federal government:				
Categorical aid:				
Criminal justice grants	\$ 7,500	\$ 7,500	\$ 33,221	\$ 25,721
Commission for arts grant	5,000	5,000	5,000	-
Homeland security program grant				-
Other federal revenue	-	279,007	21,891	(257,116)
Public assistance and welfare administration	898,903	899,602	1,090,288	190,686
Total revenue from the federal government	<u>\$ 911,403</u>	<u>\$ 1,191,109</u>	<u>\$ 1,150,400</u>	<u>\$ (40,709)</u>
Total General Fund	<u>\$ 46,122,655</u>	<u>\$ 47,148,547</u>	<u>\$ 47,533,492</u>	<u>\$ 384,945</u>
Capital Projects Fund:				
Revenue from local sources:				
Revenue from use of money and property:				
Revenue from use of money	\$ -	\$ -	\$ 39,163	\$ 39,163
Miscellaneous:				
Miscellaneous	-	160,825	-	(160,825)
Recovered costs:				
Miscellaneous	-	-	358,968	358,968
Total revenue from local sources	<u>\$ -</u>	<u>\$ 160,825</u>	<u>\$ 398,131</u>	<u>\$ 237,306</u>
Total Capital Projects Fund	<u>\$ -</u>	<u>\$ 160,825</u>	<u>\$ 398,131</u>	<u>\$ 237,306</u>
Grand Total Revenues -- Primary Government	<u>\$ 46,122,655</u>	<u>\$ 47,309,372</u>	<u>\$ 47,931,623</u>	<u>\$ 622,251</u>

COUNTY OF FLUVANNA, VIRGINIA

Schedule 2

Page 1 of 4

General Fund - Schedule of Expenditures - Budget and Actual
Year Ended June 30, 2017

Fund, Function, Activities and Elements	Original Budget	Budget As Amended	Actual	Variance From Amended Budget Positive (Negative)
General Fund:				
General government administration:				
Legislative:				
Board of supervisors	\$ 168,800	\$ 159,964	\$ 159,964	\$ -
General and financial administration:				
County administrator	\$ 225,379	\$ 238,587	\$ 238,587	\$ -
County attorney	168,140	273,140	271,879	1,261
Commissioner of the revenue	355,764	360,264	352,312	7,952
Reassessment	91,922	95,550	95,550	-
Human resources	105,445	109,098	103,400	5,698
Information technology	372,617	409,248	361,408	47,840
Treasurer	457,517	456,108	432,376	23,732
Finance department	336,407	346,984	335,703	11,281
Total general and financial administration	\$ 2,113,191	\$ 2,288,979	\$ 2,191,215	\$ 97,764
Board of Elections:				
Electoral board general registrar	\$ 234,899	\$ 256,883	\$ 219,988	\$ 36,895
Total board of elections	\$ 234,899	\$ 256,883	\$ 219,988	\$ 36,895
Total general government administration	\$ 2,516,890	\$ 2,705,826	\$ 2,571,167	\$ 134,659
Judicial administration:				
Courts:				
Circuit court	\$ 57,090	\$ 64,952	\$ 35,794	\$ 29,158
General district and juvenile relations court	8,537	8,537	6,736	1,801
Juvenile court service unit	2,860	2,860	1,954	906
VJCCCA	6,585	6,585	5,575	1,010
Clerk of the circuit court	610,392	648,423	611,614	36,809
Total courts	\$ 685,464	\$ 731,357	\$ 661,673	\$ 69,684
Commonwealth's attorney:				
Commonwealth's attorney	\$ 481,060	\$ 491,385	\$ 479,078	\$ 12,307
Total judicial administration	\$ 1,166,524	\$ 1,222,742	\$ 1,140,751	\$ 81,991
Public safety:				
Law enforcement and traffic control:				
Sheriff	\$ 2,578,479	\$ 2,653,266	\$ 2,600,174	\$ 53,092
Public safety grants	-	144,923	14,089	130,834
Total law enforcement and traffic control	\$ 2,578,479	\$ 2,798,189	\$ 2,614,263	\$ 183,926

COUNTY OF FLUVANNA, VIRGINIA

Schedule 2

Page 2 of 4

General Fund - Schedule of Expenditures - Budget and Actual
Year Ended June 30, 2017 (continued)

Fund, Function, Activities and Elements	Original Budget	Budget As Amended	Actual	Variance From Amended Budget Positive (Negative)
General Fund: (Continued)				
Public Safety: (Continued)				
Fire and rescue services:				
Forest warden	\$ 9,053	\$ 9,053	\$ 9,012	\$ 41
Volunteer fire and rescue	923,480	946,921	903,221	43,700
Emergency Medical Services Council	16,095	16,095	16,095	-
Total fire and rescue services	<u>\$ 948,628</u>	<u>\$ 972,069</u>	<u>\$ 928,328</u>	<u>\$ 43,741</u>
Correction and detention:				
Care of prisoners	\$ 1,291,089	\$ 1,291,089	\$ 1,243,381	\$ 47,708
Inspections:				
Building	\$ 246,694	\$ 197,346	\$ 186,813	\$ 10,533
Other protection:				
Animal control	\$ 251,098	\$ 269,719	\$ 262,257	\$ 7,462
Emergency management	992,654	770,706	694,292	76,414
E-911	980,846	1,016,917	937,422	79,495
Legal aid service	4,000	4,000	4,000	-
Total other protection	<u>\$ 2,228,598</u>	<u>\$ 2,061,342</u>	<u>\$ 1,897,971</u>	<u>\$ 163,371</u>
Total public safety	<u>\$ 7,293,488</u>	<u>\$ 7,320,035</u>	<u>\$ 6,870,756</u>	<u>\$ 449,279</u>
Public works:				
Sanitation and waste removal:				
Landfill	\$ 156,132	\$ 169,293	\$ 169,292	\$ 1
Landfill post closure cost	46,500	46,500	20,066	26,434
Litter control	8,664	8,664	8,146	518
Total sanitation and waste removal	<u>\$ 211,296</u>	<u>\$ 224,457</u>	<u>\$ 197,504</u>	<u>\$ 26,953</u>
Maintenance of general buildings and grounds:				
Facilities	\$ 892,148	\$ 924,142	\$ 923,984	\$ 158
Public works	252,423	265,306	250,555	14,751
General services	575,000	536,325	470,004	66,321
Total maintenance of general buildings and grounds	<u>\$ 1,719,571</u>	<u>\$ 1,725,773</u>	<u>\$ 1,644,543</u>	<u>\$ 81,230</u>
Total public works	<u>\$ 1,930,867</u>	<u>\$ 1,950,230</u>	<u>\$ 1,842,047</u>	<u>\$ 108,183</u>
Health and welfare:				
Health:				
Local health department	\$ 265,060	\$ 265,060	\$ 263,658	\$ 1,402
Mental health and mental retardation:				
Region Ten Community Services Board	\$ 126,250	\$ 126,250	\$ 126,250	\$ -

COUNTY OF FLUVANNA, VIRGINIA

Schedule 2

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General Fund - Schedule of Expenditures - Budget and Actual
Year Ended June 30, 2017 (continued)

Fund, Function, Activities and Elements	Original Budget	Budget As Amended	Actual	Variance From Amended Budget Positive (Negative)
General Fund: (Continued)				
Health and Welfare: (Continued)				
Welfare:				
Public assistance and welfare administration	\$ 2,279,888	\$ 2,299,277	\$ 2,071,364	\$ 227,913
Children's services act program	2,784,670	3,560,396	3,274,505	285,891
Jefferson area board on aging	83,946	83,946	83,946	-
JAUNT, Inc.	79,404	79,404	79,404	-
Shelter for help in emergency	9,000	9,000	9,000	-
Sexual assault resource agency	1,000	1,000	1,000	-
Fluvanna housing foundation	16,000	16,000	16,000	-
Piedmont housing alliance	2,100	2,100	2,100	-
Jefferson area chip	51,000	51,000	51,000	-
Children, youth and family services	2,100	2,100	2,100	-
Youth advisory council	1,500	1,500	393	1,107
Piedmont workforce network	3,896	3,896	3,896	-
Offender Aid & Rescue	13,261	13,261	13,261	-
Monticello area community action agency	49,913	49,913	49,913	-
Total welfare	<u>\$ 5,377,678</u>	<u>\$ 6,172,793</u>	<u>\$ 5,657,882</u>	<u>\$ 514,911</u>
Total health and welfare	<u>\$ 5,768,988</u>	<u>\$ 6,564,103</u>	<u>\$ 6,047,790</u>	<u>\$ 516,313</u>
Education:				
Contributions to community colleges	\$ 7,380	\$ 7,380	\$ 7,380	-
Contribution to Component Unit School Board	16,885,315	16,885,315	15,615,679	1,269,636
Total education	<u>\$ 16,892,695</u>	<u>\$ 16,892,695</u>	<u>\$ 15,623,059</u>	<u>\$ 1,269,636</u>
Parks, recreation and cultural:				
Parks and recreation:				
Parks and recreation	\$ 510,626	\$ 495,511	\$ 450,552	\$ 44,959
Total parks and recreation	<u>\$ 510,626</u>	<u>\$ 495,511</u>	<u>\$ 450,552</u>	<u>\$ 44,959</u>
Cultural enrichment:				
Cultural arts	\$ 10,000	\$ 10,000	\$ 10,000	-
County museum	525	525	525	-
Total cultural enrichment	<u>\$ 10,525</u>	<u>\$ 10,525</u>	<u>\$ 10,525</u>	<u>\$ -</u>
Library:				
Regional library	\$ 335,337	\$ 363,414	\$ 363,414	-
Total parks, recreation and cultural	<u>\$ 856,488</u>	<u>\$ 869,450</u>	<u>\$ 824,491</u>	<u>\$ 44,959</u>

COUNTY OF FLUVANNA, VIRGINIA

Schedule 2

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General Fund - Schedule of Expenditures - Budget and Actual
Year Ended June 30, 2017 (continued)

Fund, Function, Activities and Elements	Original Budget	Budget As Amended	Actual	Variance From Amended Budget Positive (Negative)
General Fund: (Continued)				
Community development:				
Planning and community development:				
Planning commission	\$ 36,337	\$ 59,687	\$ 55,773	\$ 3,914
Planning	-	219,525	7,400	
Zoning board	1,046	1,460	1,459	1
Economic development	115,040	117,561	117,560	1
County planner	352,308	420,946	406,293	14,653
Chamber of commerce	3,500	3,500	3,500	-
Small business development center	2,500	2,500	2,500	-
Rivanna River Basin	1,750	1,750	1,750	-
Leadership development program	1,000	1,000	1,000	-
Central Virginia Partnership for Economic Development	12,985	12,985	12,985	-
Thomas Jefferson Planning District Commission	33,843	33,843	33,843	-
Total planning and community development	<u>\$ 560,309</u>	<u>\$ 874,757</u>	<u>\$ 644,063</u>	<u>\$ 18,569</u>
Environmental management:				
Soil and water conservation district	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ -</u>
Cooperative extension program:				
Cooperative extension service	<u>\$ 87,327</u>	<u>\$ 115,859</u>	<u>\$ 115,442</u>	<u>\$ 417</u>
Total community development	<u>\$ 667,636</u>	<u>\$ 1,010,616</u>	<u>\$ 779,505</u>	<u>\$ 18,986</u>
Nondepartmental:				
Miscellaneous	<u>\$ 327,325</u>	<u>\$ 73,487</u>	<u>\$ 25,699</u>	<u>\$ 47,788</u>
Total nondepartmental	<u>\$ 327,325</u>	<u>\$ 73,487</u>	<u>\$ 25,699</u>	<u>\$ 47,788</u>
Debt service:				
Principal retirement	\$ 4,406,065	\$ 4,406,065	\$ 4,406,065	-
Interest and fiscal charges	<u>3,440,944</u>	<u>3,263,944</u>	<u>3,252,642</u>	<u>11,302</u>
Total debt service	<u>\$ 7,847,009</u>	<u>\$ 7,670,009</u>	<u>\$ 7,658,707</u>	<u>\$ 11,302</u>
Total General Fund Expenditures	<u><u>\$ 45,267,910</u></u>	<u><u>\$ 46,279,193</u></u>	<u><u>\$ 43,383,972</u></u>	<u><u>\$ 2,683,096</u></u>

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Statistical Section

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Sources: Unless otherwise noted, the information in these tables is derived from the comprehensive annual financial reports for the relevant year. The County implemented GASB Statement 34 in fiscal year 2003; schedules presenting government-wide information include information beginning in that year.

COUNTY OF FLUVANNA, VIRGINIA

Net Position by Component
 Last Ten Fiscal Years
(accrual basis of accounting)

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
Governmental activities				
Net investment in capital assets	\$ 8,715,583	\$ 9,453,382	\$ 12,884,537	\$ 15,481,925
Restricted	-	3,922,469	12,966	-
Unrestricted	<u>19,637,501</u>	<u>15,327,034</u>	<u>18,671,672</u>	<u>21,244,585</u>
Total governmental activities net position	<u>\$ 28,353,084</u>	<u>\$ 28,702,885</u>	<u>\$ 31,569,175</u>	<u>\$ 36,726,510</u>
Business-type activities				
Net investment in capital assets	\$ 3,431,925	\$ 3,572,328	\$ 4,548,235	\$ 4,359,941
Restricted	-	-	-	-
Unrestricted	<u>(728,810)</u>	<u>(945,709)</u>	<u>(657,499)</u>	<u>145,337</u>
Total business-type activities net position	<u>\$ 2,703,115</u>	<u>\$ 2,626,619</u>	<u>\$ 3,890,736</u>	<u>\$ 4,505,278</u>
Primary government				
Net investment in capital assets	\$ 12,147,508	\$ 13,025,710	\$ 17,432,772	\$ 19,841,866
Restricted	-	3,922,469	12,966	-
Unrestricted	<u>18,908,691</u>	<u>14,381,325</u>	<u>18,014,173</u>	<u>21,389,922</u>
Total primary government net position	<u>\$ 31,056,199</u>	<u>\$ 31,329,504</u>	<u>\$ 35,459,911</u>	<u>\$ 41,231,788</u>

Table 1

<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
\$ 17,779,481	\$ 18,058,155	\$ 18,203,194	\$ 18,855,190	\$ 17,955,779	\$ 18,561,846
-	-	-	-	59,520	59,520
<u>20,452,313</u>	<u>21,488,429</u>	<u>22,113,118</u>	<u>21,036,690</u>	<u>21,785,862</u>	<u>22,928,022</u>
<u>\$ 38,231,794</u>	<u>\$ 39,546,584</u>	<u>\$ 40,316,312</u>	<u>\$ 39,891,880</u>	<u>\$ 39,801,161</u>	<u>\$ 41,549,388</u>
\$ 4,220,066	\$ 4,130,335	\$ 4,046,836	\$ 3,979,806	\$ 3,892,325	\$ 3,806,518
-	-	-	-	-	-
<u>174,173</u>	<u>126,485</u>	<u>152,478</u>	<u>141,897</u>	<u>233,162</u>	<u>362,385</u>
<u>\$ 4,394,239</u>	<u>\$ 4,256,820</u>	<u>\$ 4,199,314</u>	<u>\$ 4,121,703</u>	<u>\$ 4,125,487</u>	<u>\$ 4,168,903</u>
\$ 21,999,547	\$ 22,188,490	\$ 22,250,030	\$ 22,834,996	\$ 21,848,104	\$ 22,368,364
-	-	-	-	59,520	59,520
<u>20,626,486</u>	<u>21,614,914</u>	<u>22,265,596</u>	<u>21,178,587</u>	<u>22,019,024</u>	<u>23,290,407</u>
<u>\$ 42,626,033</u>	<u>\$ 43,803,404</u>	<u>\$ 44,515,626</u>	<u>\$ 44,013,583</u>	<u>\$ 43,926,648</u>	<u>\$ 45,718,291</u>

COUNTY OF FLUVANNA, VIRGINIA

Table 2
Page 1 of 2Changes in Net Position
Last Ten Fiscal Years
(accrual basis of accounting)

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Expenses										
Governmental activities:										
General government administration	\$ 2,212,493	\$ 2,349,221	\$ 2,088,545	\$ 2,266,965	\$ 2,946,369	\$ 2,179,821	\$ 2,092,329	\$ 2,912,977	\$ 2,316,368	\$ 2,660,192
Judicial administration	1,140,519	1,160,816	1,111,127	1,092,325	1,147,418	1,168,114	1,206,938	1,164,502	1,085,464	1,302,495
Public Safety	4,374,838	4,738,756	5,458,590	4,875,996	5,298,372	5,515,173	6,549,800	6,642,850	7,061,106	7,949,729
Public works	1,484,129	1,405,843	1,506,088	1,324,088	1,461,832	1,458,736	2,135,218	2,451,166	3,512,015	1,683,873
Health and welfare	4,790,192	5,007,658	4,955,292	4,826,649	5,203,796	4,660,190	4,989,704	4,861,639	5,423,546	6,063,693
Education	15,276,510	16,408,027	16,020,958	10,796,609	14,938,085	16,997,681	19,422,301	18,425,758	21,413,366	21,054,581
Parks, recreation and cultural	872,307	909,931	741,582	723,393	736,581	722,937	777,854	850,915	854,231	869,068
Community development	453,556	606,155	509,233	447,602	592,966	1,108,602	682,766	806,016	1,008,822	854,527
Interest on long-term debt	1,090,223	1,046,588	637,891	4,667,841	4,653,204	4,113,741	3,381,824	3,864,041	3,724,460	3,611,012
Total governmental activities expenses	\$ 31,694,767	\$ 33,632,995	\$ 33,029,306	\$ 31,021,468	\$ 36,978,623	\$ 37,924,995	\$ 41,238,734	\$ 41,979,864	\$ 46,399,378	\$ 46,049,170
Business-type activities:										
Community Programs	\$ 62,667	\$ 60,912	\$ 50,157	\$ 45,710	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water	405,108	445,563	379,109	368,737	391,788	400,650	373,351	385,374	395,482	361,760
Sewer	33,015	139,834	159,433	182,931	195,289	203,840	200,969	207,350	191,119	302,949
Landfill	1,588,412	264,311	165,517	-	-	-	-	-	-	-
Total business-type activities expenses	\$ 2,089,202	\$ 910,620	\$ 754,216	\$ 597,378	\$ 587,077	\$ 604,490	\$ 574,320	\$ 592,724	\$ 586,601	\$ 664,709
Total primary government expenses	\$ 33,783,969	\$ 34,543,615	\$ 33,783,522	\$ 31,618,846	\$ 37,565,700	\$ 38,529,485	\$ 41,813,054	\$ 42,572,588	\$ 46,985,979	\$ 46,713,879
Program Revenues										
Governmental activities:										
Charges for services:										
General government administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Judicial administration	68,352	83,773	69,546	74,985	64,598	69,974	76,552	63,426	53,289	101,825
Public safety	131,542	183,433	133,186	196,820	240,503	292,484	272,560	332,650	698,281	836,723
Public works	-	-	-	102,391	85,096	80,067	78,475	76,198	76,173	82,127
Parks, recreation and cultural	139,337	109,084	93,476	82,284	100,865	74,038	115,460	116,282	133,330	118,073
Community development	137,721	140,484	145,684	109,880	-	-	-	-	-	-
Operating grants and contributions	4,878,357	4,753,650	4,586,272	4,609,047	4,840,524	4,296,841	4,853,380	4,895,422	5,316,713	5,716,405
Capital grants and contributions	185,706	348,260	743,377	151,576	4,145	1,273,986	941,858	338,485	93,911	-
Total governmental activities program revenues	\$ 5,541,015	\$ 5,618,684	\$ 5,771,541	\$ 5,326,983	\$ 5,335,731	\$ 6,087,390	\$ 6,338,285	\$ 5,822,463	\$ 6,371,697	\$ 6,855,153
Business-type activities:										
Charges for services:										
Community Programs	\$ 49,505	\$ 49,339	\$ 36,172	\$ 30,134	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water	328,873	320,562	279,980	301,071	302,522	318,506	302,439	356,573	375,863	365,562
Sewer	1,778	59,830	1,223,327	12,791	8,229	19,828	20,134	22,822	20,738	42,255
Landfill	404,191	124,695	97,752	-	-	-	-	-	-	-
Capital grants and contributions	60,527	-	258,300	-	-	-	-	-	-	-
Total business-type activities program revenues	\$ 844,874	\$ 554,426	\$ 1,895,531	\$ 343,996	\$ 310,751	\$ 338,334	\$ 322,573	\$ 379,395	\$ 396,601	\$ 407,817
Total primary government program revenues	\$ 6,385,889	\$ 6,173,110	\$ 7,667,072	\$ 5,670,979	\$ 5,646,482	\$ 6,425,724	\$ 6,660,858	\$ 6,201,858	\$ 6,768,298	\$ 7,262,970
Net (expense) / revenue										
Governmental activities	\$ (26,153,752)	\$ (28,014,311)	\$ (27,257,765)	\$ (25,694,485)	\$ (31,642,892)	\$ (31,837,605)	\$ (34,900,449)	\$ (36,157,401)	\$ (40,027,681)	\$ (39,194,017)
Business-type activities	(1,244,328)	(356,194)	1,141,315	(253,382)	(276,326)	(266,156)	(251,747)	(213,329)	(190,000)	(256,892)
Total primary government net expense	\$ (27,398,080)	\$ (28,370,505)	\$ (26,116,450)	\$ (25,947,867)	\$ (31,919,218)	\$ (32,103,761)	\$ (35,152,196)	\$ (36,370,730)	\$ (40,217,681)	\$ (39,450,909)

Changes in Net Position
Last Ten Fiscal Years
(accrual basis of accounting)

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
General Revenues and Other Changes in Net Position										
Governmental activities:										
Taxes										
Property taxes	\$ 21,008,065	\$ 21,534,695	\$ 22,880,842	\$ 24,510,584	\$ 26,319,292	\$ 26,889,099	\$ 28,622,456	\$ 30,857,284	\$ 32,784,240	\$ 33,676,413
Local sales and use taxes	1,070,306	1,062,461	1,062,633	1,061,791	1,217,038	1,267,142	1,403,062	1,413,860	1,518,328	1,696,819
Taxes on recordation and wills	377,965	277,611	241,505	244,066	253,686	272,347	187,733	239,086	241,846	352,133
Motor vehicle licenses taxes	368,629	373,002	438,089	667,940	688,726	745,234	715,553	703,417	728,942	733,566
Consumer utility taxes	1,369,502	1,285,679	1,306,540	1,290,455	418,280	423,000	440,464	428,843	397,316	438,801
Other local taxes	217,929	210,213	197,684	236,955	228,344	264,079	210,955	267,393	262,373	215,290
Unrestricted grants and contributions	3,171,261	3,166,206	3,145,750	3,152,927	3,991,243	3,997,213	3,977,097	3,966,837	3,945,610	3,925,416
Unrestricted revenues from use of money and property	863,366	525,726	445,339	307,436	65,369	66,792	50,189	59,654	159,491	91,055
Miscellaneous	362,539	207,765	528,475	247,590	131,485	103,010	256,909	76,133	92,600	113,059
Transfers	(475,340)	(279,246)	(122,802)	(867,924)	(165,287)	(128,737)	(194,241)	(193,783)	(193,784)	(300,308)
Total governmental activities	\$ 28,334,222	\$ 28,364,112	\$ 30,124,055	\$ 30,851,820	\$ 33,148,176	\$ 33,899,179	\$ 35,670,177	\$ 37,818,724	\$ 39,936,962	\$ 40,942,244
Business-type activities:										
Unrestricted revenues from use of money and property	\$ 24,477	\$ 452	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers	475,340	279,246	122,802	867,924	165,287	128,737	194,241	193,783	193,784	300,308
Total business-type activities	\$ 499,817	\$ 279,698	\$ 122,802	\$ 867,924	\$ 165,287	\$ 128,737	\$ 194,241	\$ 193,783	\$ 193,784	\$ 300,308
Total primary government	\$ 28,834,039	\$ 28,643,810	\$ 30,246,857	\$ 31,719,744	\$ 33,313,463	\$ 34,027,916	\$ 35,864,418	\$ 38,012,507	\$ 40,130,746	\$ 41,242,552
Change in Net Position										
Governmental activities	\$ 2,180,470	\$ 349,801	\$ 2,866,290	\$ 5,157,335	\$ 1,505,284	\$ 2,061,574	\$ 769,728	\$ 1,661,323	\$ (90,719)	\$ 1,748,227
Business-type activities	(744,511)	(76,496)	1,264,117	614,542	(111,039)	(137,419)	(57,506)	(19,546)	3,784	43,416
Total primary government	\$ 1,435,959	\$ 273,305	\$ 4,130,407	\$ 5,771,877	\$ 1,394,245	\$ 1,924,155	\$ 712,222	\$ 1,641,777	\$ (86,935)	\$ 1,791,643

COUNTY OF FLUVANNA, VIRGINIA

Fund Balances of Governmental Funds
 Last Ten Fiscal Years
 (modified accrual basis of accounting)

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
General fund				
Nonspendable	\$ -	\$ -	\$ -	\$ 35,080
Reserved	78,938	4,001,407	91,904	-
Restricted	-	-	-	78,938
Unreserved, designated for capital projects	1,858,037	2,033,250	2,526,018	-
Unreserved, designated for high school debt service	-	1,036,500	2,761,681	-
Unreserved, designated for subsequent expenditures	10,015,676	-	-	-
Committed	-	-	-	7,077,296
Assigned	-	-	-	63,698
Unreserved, undesignated	6,846,383	15,346,007	15,032,678	-
Unassigned	-	-	-	13,528,036
Total general fund	<u>\$ 18,799,034</u>	<u>\$ 22,417,164</u>	<u>\$ 20,412,281</u>	<u>\$ 20,783,048</u>
All other governmental funds				
Reserved for Capital Projects	\$ 9,071,275	\$ 67,190,334	\$ 43,912,030	\$ -
Nonspendable	-	-	-	-
Restricted	-	-	-	16,544,058
Committed	-	-	-	183,265
Assigned	-	-	-	-
Unassigned	-	-	-	-
Unreserved, reported in:				
Capital projects funds	-	-	-	-
Total all other governmental funds	<u>\$ 9,071,275</u>	<u>\$ 67,190,334</u>	<u>\$ 43,912,030</u>	<u>\$ 16,727,323</u>

The County implemented GASB 54, the new standard for fund balance reporting, in FY2011. Restatement of prior year balances is not feasible. Therefore, ten years of fund balance information in accordance with GASB 54 is not available, but will be accumulated over time.

<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
\$ 2,000	\$ 17,775	\$ -	\$ 133,933	\$ 100,000	\$ 118,818
-	-	-	-	-	-
-	-	-	-	59,520	59,520
-	-	-	-	-	-
-	-	-	-	-	-
9,834,019	11,319,125	12,206,403	10,737,302	4,875,335	6,649,051
29,914	22,727	1,781	-	-	-
<u>10,348,950</u>	<u>10,271,385</u>	<u>9,576,832</u>	<u>10,974,265</u>	<u>17,198,209</u>	<u>15,855,959</u>
<u>\$ 20,214,883</u>	<u>\$ 21,631,012</u>	<u>\$ 21,785,016</u>	<u>\$ 21,845,500</u>	<u>\$ 22,233,064</u>	<u>\$ 22,683,348</u>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
-	-	-	531,616	-	-
3,312,322	519,759	70,462	3,963,624	1,678,501	5,175,016
-	-	50,697	51,292	50,000	27,535
-	229,421	455,854	237,844	492,023	179,446
(655,894)	-	-	-	-	-
-	-	-	-	-	-
<u>\$ 2,656,428</u>	<u>\$ 749,180</u>	<u>\$ 577,013</u>	<u>\$ 4,784,376</u>	<u>\$ 2,220,524</u>	<u>\$ 5,381,997</u>

COUNTY OF FLUVANNA, VIRGINIA

Changes in Fund Balances of Governmental Funds
 Last Ten Fiscal Years
 (modified accrual basis of accounting)

	2008	2009	2010	2011
Revenues				
General property taxes	\$ 21,261,041	\$ 21,348,203	\$ 22,881,694	\$ 24,333,649
Other local taxes	3,404,331	3,208,966	3,246,451	3,501,207
Permits, privilege fees and regulatory licenses	399,327	424,842	361,142	347,774
Fines and forfeitures	17,895	36,545	27,752	60,363
Revenue from use of money and property	863,366	525,726	445,339	307,436
Charges for services	59,730	55,387	52,998	158,223
Miscellaneous	362,539	207,764	528,475	247,590
Recovered costs	220,734	215,758	252,899	218,277
Intergovernmental:				
Contribution from School Board	248,648	-	-	-
Commonwealth	7,053,225	7,004,314	6,860,079	6,761,028
Federal	1,182,099	1,263,803	1,615,320	1,152,522
Total revenues	\$ 35,072,935	\$ 34,291,308	\$ 36,272,149	\$ 37,088,069
Expenditures				
General government administration	\$ 1,999,645	\$ 2,178,358	\$ 1,998,758	\$ 2,283,864
Judicial administration	991,983	991,921	941,916	924,825
Public safety	4,841,652	4,610,938	6,132,985	5,551,650
Public works	1,668,794	1,530,900	1,435,000	1,444,944
Health and welfare	4,814,963	4,934,848	4,928,507	4,858,939
Education	15,774,008	18,395,167	37,947,333	41,174,205
Parks, recreation and cultural	2,307,236	2,088,594	689,922	629,182
Community development	490,571	623,204	531,699	453,826
Nondepartmental	88,617	380,835	509,718	383,995
Debt service				
Principal	1,150,687	1,394,882	1,476,141	1,436,343
Interest and other fiscal charges	939,119	2,867,392	4,923,406	4,748,216
Bond Issuance Costs	-	777,900	-	-
Total expenditures	\$ 35,067,275	\$ 40,774,939	\$ 61,515,385	\$ 63,889,989
Excess (deficiency) of revenues over (under) expenditures	\$ 5,660	\$ (6,483,631)	\$ (25,243,236)	\$ (26,801,920)
Other financing sources (uses)				
Transfers in	\$ 910,587	\$ 6,370,065	\$ 976,518	\$ 1,157,587
Transfers out	(1,260,263)	(6,649,311)	(1,099,320)	(1,203,684)
Bonds issued	9,400,000	67,525,000	5,420,000	2,704,077
Early retirement of indebtedness	(1,500,000)	-	(4,830,000)	(2,670,000)
Payments to refunded bond escrow agent	-	525,066	-	-
Issuance of capital leases	170,415	-	(507,149)	-
Sale of capital assets	-	450,000	-	-
Total other financing sources (uses)	\$ 7,720,739	\$ 68,220,820	\$ (39,951)	\$ (12,020)
Net change in fund balances	\$ 7,726,399	\$ 61,737,189	\$ (25,283,187)	\$ (26,813,940)
Debt service as a percentage of noncapital expenditures	6.62%	12.56%	19.32%	19.98%

	2012	2013	2014	2015	2016	2017
\$	25,783,612	\$ 26,886,904	\$ 28,437,543	\$ 30,390,483	\$ 32,381,780	\$ 33,035,019
	2,806,074	2,971,802	2,957,767	3,052,599	3,148,805	3,436,609
	239,463	266,139	271,315	328,492	316,674	325,604
	26,384	30,225	36,762	19,127	17,071	52,335
	65,369	66,792	50,189	59,654	159,491	91,055
	225,215	220,199	234,970	240,937	627,328	760,809
	131,485	103,010	256,909	76,133	92,600	113,059
	239,814	537,891	198,556	159,452	175,019	475,312
	-	-	-	-	-	-
	7,824,876	7,421,770	8,200,504	7,768,139	8,186,120	8,491,421
	1,011,036	2,146,270	1,571,831	1,432,605	1,170,114	1,150,400
\$	<u>38,353,328</u>	<u>\$ 40,651,002</u>	<u>\$ 42,216,346</u>	<u>\$ 43,527,621</u>	<u>\$ 46,275,002</u>	<u>\$ 47,931,623</u>
\$	2,948,951	\$ 2,457,582	\$ 2,375,839	\$ 2,973,426	\$ 2,504,595	\$ 2,675,883
	966,938	997,142	1,043,554	1,033,414	1,116,896	1,140,751
	5,111,665	7,774,015	7,046,266	6,504,341	14,031,007	9,103,245
	1,527,887	1,484,008	2,302,295	2,670,609	3,340,430	3,066,682
	5,163,813	4,588,355	4,961,275	4,900,555	5,494,433	6,047,790
	28,136,631	16,921,134	14,735,070	17,150,935	18,825,010	21,054,016
	716,477	687,593	1,734,527	1,055,476	830,275	841,396
	517,276	1,027,505	609,918	1,072,057	959,759	779,505
	435,867	159,496	18,742	26,199	37,462	25,699
	2,285,259	7,272,220	3,531,444	7,303,148	4,257,098	11,387,489
	4,689,001	2,858,997	3,681,338	3,433,568	3,455,086	3,501,825
	-	393,927	-	137,388	-	272,142
\$	<u>52,499,765</u>	<u>\$ 46,621,974</u>	<u>\$ 42,040,268</u>	<u>\$ 48,261,116</u>	<u>\$ 54,852,051</u>	<u>\$ 59,896,423</u>
\$	<u>(14,146,437)</u>	<u>\$ (5,970,972)</u>	<u>\$ 176,078</u>	<u>\$ (4,733,495)</u>	<u>\$ (8,577,049)</u>	<u>\$ (11,964,800)</u>
\$	863,523	\$ 1,913,411	\$ 2,590,807	\$ 2,999,934	\$ 3,308,881	\$ 3,398,928
	(1,356,146)	(1,994,483)	(2,785,048)	(3,193,717)	(3,502,665)	(3,699,236)
	-	77,542,813	-	9,195,125	-	7,653,740
	-	-	-	-	-	-
	-	(72,784,959)	-	-	-	-
	-	803,071	-	-	6,594,545	8,223,125
	-	-	-	-	-	-
\$	<u>(492,623)</u>	<u>\$ 5,479,853</u>	<u>\$ (194,241)</u>	<u>\$ 9,001,342</u>	<u>\$ 6,400,761</u>	<u>\$ 15,576,557</u>
\$	<u>(14,639,060)</u>	<u>\$ (491,119)</u>	<u>\$ (18,163)</u>	<u>\$ 4,267,847</u>	<u>\$ (2,176,288)</u>	<u>\$ 3,611,757</u>
	18.57%	24.60%	18.24%	23.64%	17.30%	29.13%

Assessed Value and Estimated Actual Value of Taxable Property
 Last Ten Fiscal Years

Fiscal Year June 30	Real Estate	Personal Property	Mobile Homes	Machinery and Tools	Public Service	Total Taxable Assessed Value	Total Direct Tax Rate	Estimated Actual Taxable Value	Assessed Value as a Percentage of Actual Value
2008	2,997,714,100	189,245,088	2,629,502	258,300	513,525,759	3,703,372,749	6.810	3,948,158,581	93.80%
2009	3,056,760,900	173,090,987	2,577,958	234,509	487,403,843	3,720,068,197	6.850	3,720,068,197	100.00%
2010	3,064,883,350	175,944,814	2,571,353	218,951	507,275,582	3,750,894,050	6.930	3,750,894,050	100.00%
2011	3,095,758,000	181,590,092	2,576,016	216,911	533,735,987	3,813,877,006	7.290	3,813,877,006	100.00%
2012	3,112,787,100	184,437,171	2,587,284	230,729	532,397,425	3,832,439,709	7.350	3,832,439,709	100.00%
2013	3,517,225,600	188,459,699	2,567,684	243,801	496,073,506	4,204,570,290	7.740	4,204,570,290	100.00%
2014	2,611,906,300	191,333,953	2,201,249	636,444	501,948,833	3,308,026,779	7.910	3,308,026,779	100.00%
2015	2,625,367,600	190,731,239	2,043,565	735,590	497,863,789	3,316,741,783	8.148	3,316,741,783	100.00%
2016	2,683,562,300	192,165,797	2,029,462	538,634	543,812,012	3,422,108,205	8.184	3,422,108,205	100.00%
2017	3,249,573,301	217,648,526	1,954,200	495,288	523,791,381	3,993,462,696	8.064	3,993,462,696	100.00%

Source: Commissioner of Revenue

Property Tax Rates (1)
 Direct and Overlapping Governments
 Last Ten Fiscal Years

Fiscal Years	Direct Rates				Total Direct Rates
	Real Estate	Personal Property / Business Personal Property (3)	Mobile Homes	Machinery and Tools	
2008	0.48	3.85	0.48	2.00	6.81
2009	0.50	3.85	0.50	2.00	6.85
2010	0.54	3.85	0.54	2.00	6.93
2011	0.57	4.15	0.57	2.00	7.29
2012	0.5981	4.15	0.5981	2.00	7.3462
2013	0.7950	4.15	0.7950	2.00	7.7400
2014	0.8800	4.15	0.8800	2.00	7.9100
2015	0.8990	4.35	0.8990	2.00	8.1480
2016	0.9170	4.35	0.9170	2.00	8.1840
2017	0.9070	4.35 / 2.90	0.9070	1.90	8.0640

(1) Per \$100 of assessed value.

(2) There were no overlapping Governments.

(3) A separate tax rate for Business Personal Property was established in 2017

COUNTY OF FLUVANNA, VIRGINIA

Table 7

Principal Property Taxpayers
Current Year and the Period Nine Years Prior

Fiscal Year 2017			
Taxpayer	Type Business	2016 Assessed Valuation	% of Total Assessed Valuation
Tenaska Virginia Partners, LP	Utility/Electric	248,604,516	7.26%
Virginia Electric and Power	Utility/Electric	112,009,600	3.27%
Central Va. Electric Co-op	Utility/Electric	39,716,700	1.16%
Transcontinental Gas Pipeline	Utility/Gas	23,180,235	0.68%
Aqua Resources	Utility/Water	19,848,219	0.58%
Colonial Pipeline Co.	Utility/Gas	11,952,680	0.35%
CSX Transportation	Railroad	10,450,351	0.31%
Columbia Gas of Va.	Utility/Gas	10,067,108	0.29%
Central Telephone Co. of Virginia	Utility/Telephone	9,492,273	0.28%
East Coast transport	Utility/Gas	6,285,009	0.18%
		<u>\$ 491,606,691</u>	<u>14.37%</u>

Fiscal Year 2008			
Taxpayer	Type Business	2007 Assessed Valuation	% of Total Assessed Valuation
Tenaska Virginia Partners, LP	Utility/Electric	313,839,725	11.79%
Virginia Electric & Power	Utility/Electric	108,948,695	4.09%
Central Va. Electric Co-op	Utility/Electric	29,294,840	1.10%
Aqua Resources	Utility/Water	17,455,226	0.66%
Central Telephone of Virginia	Utility/Telephone	13,350,743	0.50%
Colonial Pipeline Co.	Utility/Gas	9,642,146	0.36%
CSX Transportation Inc.	Railroad	8,184,854	0.31%
Transcontinental Gas Pipeline	Utility/Gas	7,815,714	0.29%
Carysbrook Holdings LLC	Commercial Property	5,310,800	0.20%
Macon Partners LLP	Commercial Property	3,811,500	0.14%
		<u>\$ 517,654,243</u>	<u>19.44%</u>

Property Tax Levies and Collections
Last Ten Fiscal Years

Fiscal Year	Total Tax Levy for Fiscal Year (1) (3)	Collected within the Fiscal Year of the Levy		Collections in Subsequent Years (1)	Total Collections to Date	
		Amount	Percentage of Levy (1)		Amount (1)	Percentage of Levy
2008	\$ 23,963,600	23,110,441	96.44%	\$ 986,152	\$ 24,096,593	100.55%
2009	24,173,299	19,998,028	82.73%	926,670	20,924,698	86.56%
2010	25,271,025	24,399,808	96.55%	962,552	25,362,360	100.36%
2011	27,322,612	22,860,700	83.67%	1,039,175	23,899,875	87.47%
2012	29,015,715	27,372,053	94.34%	1,134,981	28,507,034	98.25%
2013	29,846,109	28,261,251	94.69%	941,812	29,203,063	97.85%
2014	31,288,974	29,831,066	95.34%	900,853	30,731,919	98.22%
2015	33,381,054	31,724,032	95.04%	1,000,571	32,724,603	98.03%
2016	35,095,785	33,410,667	95.20%	832,638	34,243,305	97.57%
2017	36,527,462	34,182,932	93.58%	-	34,182,932	93.58%

Source: Commissioner of Revenue, County Treasurer's office

Notes: (1) Exclusive of the penalties and interest.
(3) Original levy

COUNTY OF FLUVANNA, VIRGINIA

Table 9

Ratios of Outstanding Debt by Type
Last Ten Fiscal Years

Fiscal Years	Governmental Activities				Business- Type Activities	Total Primary Government	Percentage of Personal Income (1)	Per Capita (1)
	General Obligation Bonds (2)	Literary Fund Loans	Other Notes/ Bonds	Capital Leases	General Obligation Bonds			
2008	\$ 14,683,236	\$ 5,233,125	\$ 7,500,000	\$ 629,104	\$ 1,883,808	\$ 29,929,273	3.13%	\$ 1,178
2009	81,455,801	4,737,774	7,500,000	932,008	1,792,254	96,417,837	10.71%	3,807
2010	86,057,976	4,242,423	2,670,000	769,043	1,709,406	95,448,848	10.48%	3,715
2011	85,223,117	3,746,605	2,704,077	663,377	1,620,960	93,958,136	9.27%	3,615
2012	83,530,386	3,264,254	2,704,077	553,200	1,529,890	91,581,807	8.65%	3,518
2013	101,441,566	2,788,660	-	1,092,806	1,438,771	106,761,803	9.82%	4,103
2014	97,882,452	2,478,809	-	868,897	1,344,780	102,574,938	9.16%	3,943
2015	95,742,783	2,168,958	-	638,273	1,249,965	99,799,979	9.72%	3,794
2016	91,684,511	1,859,107	-	7,082,582	1,153,551	101,779,751	9.92%	3,869
2017	98,294,056	1,549,256	-	8,223,125	1,055,463	109,121,900	9.81%	4,176

Note: Details regarding the County's outstanding debt can be found in the notes to the financial statements.

(1) See the Schedule of Demographic and Economic Statistics - Table 12.

(2) Includes Public Facility Bonds and School General Obligation Bonds.

COUNTY OF FLUVANNA, VIRGINIA

Table 10

Ratio of Net General Bonded Debt to
Assessed Value and Net Bonded Debt Per Capita
Last Ten Fiscal Years

Fiscal Year	Gross Bonded Debt (3)	Ratio of Net General Obligation Debt to Assessed Value (2)	Net Bonded Debt per Capita (1)
2008	\$ 29,300,169	0.79%	1,153
2009	95,485,829	2.56%	3,770
2010	94,679,805	2.52%	3,685
2011	93,294,759	2.45%	3,590
2012	91,028,607	2.38%	3,462
2013	105,323,032	2.50%	4,048
2014	101,230,158	3.06%	3,891
2015	98,550,014	2.97%	3,746
2016	100,626,200	3.03%	3,825
2017	108,066,437	3.26%	4,108

(1) Population data can be found in the Schedule of Demographic and Economic Statistics - Table 12.

(2) See the Schedule of Assessed Value and Estimated Value of Taxable Property - Table 5.

(3) Includes all long-term general obligation bonded debt, Literary Fund Loans, excludes revenue bonds, capital leases, and compensated absences.

COUNTY OF FLUVANNA, VIRGINIADebt Policy Information
Last Ten Fiscal Years

	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Total net debt applicable to debt limits (1)	\$ 108,066,437	\$ 101,626,200	\$ 98,550,014	\$ 101,230,158
Ratio of net debt to assessed taxable property value (2)	3.26%	3.03%	2.97%	3.06%
Debt limit per policy for property value	3.50%	3.50%	3.50%	3.50%
Total general governmental revenue (3)	47,931,623	46,275,002	43,527,621	42,216,346
Debt service to general governmental revenues (3)	15.98%	16.67%	16.55%	17.09%
Debt limit per policy for general governmental revenues	12.00%	12.00%	12.00%	12.00%

Notes:

- (1) Net bonded debt can be found on Table 10.
- (2) Property value data can be found on Table 5.
- (3) General governmental revenues can be found on Table 4

The County does not have any Constitutional or Statutory Debt Limits.

Table 11

2013	2012	2011	2010	2009	2008
\$ 105,323,032	\$ 91,028,607	\$ 93,294,759	\$ 94,679,805	\$ 95,485,829	\$ 29,300,169
2.50%	2.38%	2.45%	2.52%	2.57%	0.79%
3.50%	3.50%	3.50%	3.50%	3.50%	3.50%
40,651,002	38,353,328	37,088,069	36,272,149	34,291,308	35,072,935
14.58%	18.18%	16.68%	17.64%	12.43%	5.96%
12.00%	12.00%	12.00%	12.00%	12.00%	12.00%

COUNTY OF FLUVANNA, VIRGINIA

Table 12

Demographic and Economic Statistics
Last Ten Fiscal Years

<u>Fiscal Year</u>	<u>Population(1)</u>	<u>Personal Income(2)</u>	<u>Per Capita Personal Income (3)</u>	<u>School Enrollment (4)</u>	<u>Unemployment Rate (5)</u>
2008	25,411	869,927,000	34,234	3,638	3.1%
2009	25,328	871,861,000	34,423	3,673	5.8%
2010	25,691	883,890,000	34,405	3,703	6.4%
2011	25,844	926,497,000	35,850	3,691	6.0%
2012	25,989	953,214,000	36,678	3,736	5.8%
2013	26,033	961,195,000	36,922	3,660	5.2%
2014	26,019	989,636,000	38,035	3,591	4.7%
2015	25,970	1,052,417,000	40,524	3,541	4.0%
2016	26,162	1,072,515,000	40,995	3,482	3.5%
2017	26,133	1,101,472,905	42,149	3,488	3.2%

- (1) Source: Weldon Cooper Center for Public Service, Demographics & Workforce Group - July 1st Estimates
- (2) Source: Personal income data for 2008 to 2016 is from the Bureau of Economic Analysis. Personal income data for 2017 was N/A. Personal income estimates for 2017 are based on an average growth rate of 2.7% from 2008 to 2016.
- (3) Source: Per capita personal income is calculated by dividing the personal income data (2) by the population data (1).
- (4) Source: Virginia Department of Education "Superintendent's Annual Report" (End-of-Year Membership), Includes K-12, special education, and post graduate, but excludes pre-kindergarten. School Enrollment data was N/A for 2017. 2017 data is provided by Fluvanna County Public Schools.
- (5) Source: Virginia Employment Commission, unemployment rates for June of the fiscal year.

Principal Employers
 Current Year and the Period Nine Years Prior

Fiscal Year 2017

Employer	Employees	Rank
Fluvanna County Public Schools	500-999	1
Fluvanna Correctional Center	250-499	2
County of Fluvanna	100-249	3
Fork Union Military Academy	100-249	4
BFI Transfer Systems of Va	100-249	5
Dominos Pizza	50-99	6
Lake Monticello Owners	50-99	7
Foodlion	50-99	8
Armor Correctional Health	50-99	9
A G Dillard Inc	50-99	10

Fiscal Year 2008

Employer	Employees	Rank
Fluvanna County Public Schools	250-499	1
Fluvanna Correctional Center	250-499	2
Fork Union Military Academy	100-249	3
County of Fluvanna	100-249	4
Virginia Electric & Power Company Inc	50-99	5
Lake Monticello Owners	50-99	6
Food Lion	50-99	7
Ruxton Health at the Village	50-99	8
A G Dillard Inc	50-99	9
Correctional Medical Services	50-99	10

Source: Virginia Employment Commission, Quarter Census of Employment and Wages (QCEW).

COUNTY OF FLUVANNA, VIRGINIA

Table 14

Full-time Equivalent County Government Employees by Function
Last Ten Fiscal Years

Function	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
General government	24	24	22	21	22.5	21.5	21.5	23.5	22.75	22.25
Judicial administration	12	12	12	12	12	12	12	12	13	13
Public safety										
Sheriffs department	54	53	53	39	43	40.5	43.5	47.5	48	48.5
Fire & rescue	0	0	0	0	0	0	0	0	0	0
Building inspections	4	4	4	3	4	4	4	4	3	3
Animal control	2	2	2	2	2	2	2	2	2	2
Emergency management	0	0	0	0	0	1	1	1	1	1
Public works										
General maintenance	18	18	18	18	16	16	16	17	17	17
Landfill	4	3	3	0	2	1.25	1.25	1.25	1.25	1.25
Engineering	1	1	1	0	1	1	1	1	1	1
Health and welfare										
Department of social services	21	25	25	22	25	29	29	28	30	33.5
Culture and recreation										
Parks and recreation	7	7	7	5	5	5	5	5	5	7.5
Museum	0	0	0	0	0	0	1.5	1.5	1.5	1
Library	6	6	6	3	3	3	3	3	3.75	4.25
Community development										
Planning	5	5	5	4	5.5	4.5	5	5	6	6
Economic development	0	0	0	0	0	1	1	1	1	1
Totals	<u>158</u>	<u>160</u>	<u>158</u>	<u>129</u>	<u>141</u>	<u>141.75</u>	<u>146.75</u>	<u>152.75</u>	<u>156.25</u>	<u>162.25</u>

Source: County Payroll Records.

COUNTY OF FLUVANNA, VIRGINIA

Table 15

Operating Indicators by Function
Last Nine Fiscal Years

Function	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Public safety										
Sheriffs department:										
Physical arrests	1,735	1,625	1,985	2,246	1,648	600	724	623	576	733
Traffic violations	n/a	n/a	n/a	n/a	n/a	775	712	460	500	948
Civil papers received	6,021	7,115	7,911	7,179	7,907	6,493	6,105	5,754	5,221	6,370
E911:										
Total calls	26,000	24,058	21,158	25,507	24,926	20,109	25,923	21,667	18,410	26,973
Emergency calls	n/a	n/a	n/a	n/a	n/a	6,568	6,144	6,106	6,256	6,590
Fire & Rescue calls:										
Number of fire calls answered	1,859	1,958	1,981	963	1,671	1,995	1,907	1,777	1,854	1,938
Number of rescue calls answered	n/a	n/a	n/a	n/a	n/a	n/a	2,697	2,628	2,644	2,591
Building inspections:										
Permits issued	478	439	385	415	424	386	461	469	463	547
Animal control:										
Number of calls answered	1,973	n/a	1,852	1,952	1,345	1,418	1,671	1,863	1,664	1,558
Public works										
Facilities Service Requests	4,500	5,280	6,000	6,950	376	555	817	776	546	500
Landfill:										
Refuse collected (tons/day)	27.79	9	7	7	6.56	6.67	6.67	7.14	6.44	6.5
Recycling (tons/day)	3.09	n/a	1	0	0.37	0.40	0.77	0.77	0.59	0.85
Health and welfare										
Department of Social Services:										
Adoption Cases	87	91	159	154	176	214	235	234	228	219
Adult Services	649	638	665	765	850	810	863	1,071	982	629
Child Protective Services Cases	208	314	262	285	327	292	382	335	342	409
Family Services Cases	1,163	1,326	1,186	1,127	991	952	874	955	1,051	869
Foster Care Cases	386	376	264	296	240	157	125	59	115	169
VIEW Cases	143	153	245	229	358	365	282	306	228	98
Auxiliary Grant Cases	88	76	75	43	55	27	12	35	40	27
General Relief Cases	96	51	61	30	43	47	30	6	12	5
Medicaid Cases	14,687	12,618	19,122	20,930	22,646	24,206	25,697	26,499	32,235	24,885
SNAP Cases	9,615	11,512	16,463	19,341	22,163	21,906	21,845	20,655	18,888	7,890
TANF Cases	364	404	587	622	715	777	609	663	654	575
Caseload	27,486	27,559	39,089	43,822	48,564	49,753	50,954	50,818	54,775	35,775
Culture and recreation										
Parks and recreation:										
Youth sports participants	1,078	1,128	1,200	1,300	1,350	1,400	1,359	250	1,186	1,351
Total program participants	n/a	n/a	n/a	n/a	n/a	n/a	4,267	10,870	8,007	12,323
Community development										
Planning:										
Zoning permits issued	295	246	227	185	157	148	181	267	219	326
Component Unit - School Board										
Education:										
School age population enrolled	3,850	3,736	3,761	3,703	3,696	3,669	3,593	3,564	3,522	3,556
Number of teachers	315	311	303	286	293	264	280	271	272	271
Local expenditures per pupil	\$ 9,773	\$ 9,967	\$ 9,999	\$ 9,249	\$ 9,153	\$ 9,080	\$ 9,498	\$ 9,804	\$ 10,452	\$ 10,556

Source: Individual county departments

COUNTY OF FLUVANNA, VIRGINIA

Capital Asset Statistics by Function
Last Ten Fiscal Years

Function	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
General government										
Administration buildings	31	31	31	31	31	31	31	32	32	32
Vehicles	4	4	4	4	4	3	2	3	3	2
Public safety										
Sheriffs office:										
Patrol units	45	43	43	43	34	35	34	28	32	32
Other vehicles	7	7	7	7	3	4	4	5	8	8
Building inspections:										
Vehicles	2	2	2	2	4	4	3	3	3	2
Animal control:										
Vehicles	2	2	2	2	2	2	3	3	2	2
Public works										
General maintenance:										
Trucks/vehicles	14	14	14	14	13	14	12	13	13	18
Landfill:										
Vehicles	3	3	3	3	2	1	1	1	1	1
Equipment	2	4	4	4	4	4	4	4	4	4
Sites	1	1	1	1	1	1	1	1	1	1
Health and welfare										
Department of Social Services:										
Vehicles	7	7	7	7	8	8	9	9	9	9
Culture and recreation										
Parks and recreation:										
Community centers	2	2	2	2	2	2	2	2	2	2
Vehicles	6	6	6	6	3	4	3	3	3	3
Parks acreage	2	2	2	2	2	2	2	4	4	4
Swimming pools	0	0	0	0	0	0	0	0	0	0
Tennis courts	0	0	0	0	0	0	0	0	0	0
Community development										
Planning:										
Vehicles	2	2	2	2	2	2	3	2	2	3
Component Unit - School Board										
Education:										
Schools	9	9	9	9	9	6	5	5	5	5
School buses	88	90	90	90	74	80	78	82	84	84

Source: Individual county departments.

ROBINSON, FARMER, COX ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

A PROFESSIONAL LIMITED LIABILITY COMPANY

Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

To the Honorable Members of the Board of Supervisors County of Fluvanna, Virginia

We have audited, in accordance with the auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Specifications for Audits of Counties, Cities, and Towns*, issued by the Auditor of Public Accounts of the Commonwealth of Virginia, the financial statements of the governmental activities, the business-type activities, the discretely presented component units, each major fund, and the aggregate remaining fund information of County of Fluvanna, Virginia, as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the County of Fluvanna, Virginia's basic financial statements, and have issued our report thereon dated November 30, 2017.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered County of Fluvanna, Virginia's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of County of Fluvanna, Virginia's internal control. Accordingly, we do not express an opinion on the effectiveness of County of Fluvanna, Virginia's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether County of Fluvanna, Virginia's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Robinson, Farnell, Cox Associates

Charlottesville, Virginia
November 30, 2017

ROBINSON, FARMER, COX ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

A PROFESSIONAL LIMITED LIABILITY COMPANY

Independent Auditors' Report on Compliance For Each Major Program and on Internal Control over Compliance Required by the Uniform Guidance

**To the Honorable Members of the Board of Supervisors
County of Fluvanna, Virginia**

Report on Compliance for Each Major Federal Program

We have audited County of Fluvanna, Virginia's compliance with the types of compliance requirements described in the Uniform Guidance *Compliance Supplement* that could have a direct and material effect on each of County of Fluvanna Virginia's major federal programs for the year ended June 30, 2017. County of Fluvanna, Virginia's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of County of Fluvanna, Virginia's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirement, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about County of Fluvanna, Virginia's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of County of Fluvanna, Virginia's compliance.

Opinion on Each Major Federal Program

In our opinion, County of Fluvanna, Virginia complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2017.

Report on Internal Control over Compliance

Management of County of Fluvanna, Virginia is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered County of Fluvanna, Virginia's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of County of Fluvanna, Virginia's internal control over compliance.

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Robinson, Farnell, Cox Associates

Charlottesville, Virginia
November 30, 2017

COUNTY OF FLUVANNA, VIRGINIA

Schedule of Expenditures of Federal Awards - Primary Government and
Discretely Presented Component Unit
Year Ended June 30, 2017

Federal Grantor/State Pass - Through Grantor/ Program or Cluster Title	Pass-through Entity Identifying Number	Federal CFDA Number	Federal Expendi- tures
PRIMARY GOVERNMENT:			
<u>DEPARTMENT OF AGRICULTURE:</u>			
<u>Pass through payments:</u>			
Department of Social Services:			
State Administrative Matching Grants for the Supplemental Nutrition Assistance Program	0010109/0010110/0040109/0040110	10.561	\$ 243,311
<u>DEPARTMENT OF JUSTICE</u>			
<u>Pass through payments:</u>			
Department of Criminal Justice Services:			
Bulletproof Vest Partnership Program	N/A	16.607	\$ 1,359
Crime Victim Assistance	CJS86015	16.575	24,362
Total Department of Justice			\$ 25,721
<u>DEPARTMENT OF TRANSPORTATION:</u>			
<u>Pass through payments:</u>			
Virginia Department of Motor Vehicles:			
Alcohol Open Container Requirements	154AL 1757323	20.607	\$ 13,971
<u>DEPARTMENT OF HEALTH AND HUMAN SERVICES:</u>			
<u>Pass Through Payments:</u>			
Department of Social Services:			
Promoting Safe and Stable Families	0950109/0950110	93.556	\$ 14,207
Temporary Assistance for Needy Families	0400109/0400110	93.558	122,590
Refugee and Entrant Assistance - State Administered Programs	0500109/0500110	93.566	431
Low-Income Home Energy Assistance	0600409/0600410	93.568	15,980
Child Care and Development Block Grant (CCDF Cluster)	0770109/0770110	93.575	(139)
Child Care Mandatory and Matching Funds of the Child Care and Development Fund (CCDF Cluster)	0760109/0760110	93.596	24,708
Total Child Care Cluster			\$ 24,569
Chafee Education and Training Voucher Program	9160108/9160109	93.599	2,085
Stephanie Tubbs Jones Child Welfare Services Program	0900109	93.645	148
Foster Care-Title IV-E	1100109/1100110	93.658	114,081
Adoption Assistance	1120109/1120110	93.659	132,047
Social Services Block Grant	1000109/1000110	93.667	106,754
Chafee Foster Care Independence Program	915108/9150109/9150110	93.674	680
Children's Health Insurance Program	0540109/0540110	93.767	13,365
Medical Assistance Program	1200109/1200110	93.778	300,040
Total Department of Health and Human Services			\$ 846,977
<u>NATIONAL ENDOWMENT FOR THE ARTS:</u>			
<u>Pass through payments:</u>			
Virginia commission for the arts			
Promotion of the Arts - Partnership Agreements	99910-10-0440	45.025	\$ 5,000
<u>DEPARTMENT OF HOMELAND SECURITY:</u>			
<u>Pass through payments:</u>			
Virginia Department of Emergency Management			
Emergency Management Performance Grant	N/A	97.042	\$ 7,500
Total Department of Homeland Security			\$ 7,500
<u>DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT</u>			
<u>Pass through payments:</u>			
Virginia Department of Housing and Community Development:			
Community Development Block Grants/State's Program and Non-Entitlement Grants in Hawaii	N/A	14.228	\$ 7,920
Total Primary Government			\$ 1,150,400

Schedule of Expenditures of Federal Awards - Primary Government and
Discretely Presented Component Units
Year Ended June 30, 2017 (Continued)

Federal Grantor/State Pass - Through Grantor/ Program Title	Pass-through Entity Identifying Number	Federal CFDA Number	Federal Expendi- tures
COMPONENT UNIT-SCHOOL BOARD:			
<u>DEPARTMENT OF AGRICULTURE:</u>			
<u>Pass through payments:</u>			
Department of Agriculture and Consumer Services: Food distribution (Child Nutrition Cluster)	N/A	10.555	\$ 87,491
Department of Education: National School Lunch Program (Child Nutrition Cluster)	2013IN109941/2014IN109941	10.555	494,909
School Breakfast Program (Child Nutrition Cluster)	2013IN109941/2014IN109941	10.553	\$ 136,288
Total Department of Agriculture			\$ 718,688
<u>DEPARTMENT OF EDUCATION:</u>			
<u>Pass through payments:</u>			
Department of Education:			
Title 1 Grants to Local Educational Agencies	S010A120046/S010A130046	84.010	\$ 361,180
Career and Technical Education - Basic Grants to States	V048A130046/V048A140046	84.048	43,840
Special Education - Grants to States (Special Education Cluster)	H027A130107/H027A140107	84.027	700,029
Special Education - Preschool Grant (Special Education Cluster)	H173A140112	84.173	19,403
Total Special Education Cluster			\$ 719,432
Advanced Placement Program	S330B140002	84.330	684
English Language Acquisition State Grants	N/A	84.365	10,154
Supporting Effective Instruction State Grant	S367A130044/S367A140044	84.367	113,823
Total Department of Education			\$ 1,249,113
Total Component Unit School Board			\$ 1,967,801
Total Expenditures of Federal Awards			\$ 3,118,201

See accompanying notes to schedule of expenditures of federal awards.

COUNTY OF FLUVANNA, VIRGINIA

Notes to Schedule of Expenditures of Federal Awards
Year Ended June 30, 2017

Note 1 - Basis of Presentation

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal grant activity of the County of Fluvanna, Virginia under programs of the federal government for the year ended June 30, 2017. The information in this Schedule is presented in accordance with the requirements of the Uniform Guidance. Because the Schedule presents only a selected portion of the operations of the County of Fluvanna, Virginia, it is not intended to and does not present the financial position, changes in net position, or cash flows of the County of Fluvanna, Virginia.

Note 2 - Summary of Significant Accounting Policies

(1) Expenditures on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

(2) Pass-through entity identifying numbers are presented where available.

Note 3 - Food Donation

Nonmonetary assistance is reported in the schedule at fair market value of the commodities received and disbursed.

Note 4 - De Minimis Cost Rate

The County did not elect to use the 10-percent de minimis indirect cost rate allowed under Uniform Guidance.

Note 5 - Subrecipients

No awards were passed through to subrecipients.

Note 6 - Relationship to Financial Statements

Federal expenditures, revenues and capital contributions are reported in the County's basic financial statements as follows:

Intergovernmental federal revenues per the basic financial statements:

Primary government:

General Fund	\$ 1,150,400
--------------	--------------

Total primary government	\$ 1,150,400
--------------------------	--------------

Component Unit School Board:

School Operating Fund	\$ 1,249,113
-----------------------	--------------

School Cafeteria Fund	718,688
-----------------------	---------

Total component unit school board	\$ 1,967,801
-----------------------------------	--------------

Total federal expenditures per basic financial statements	\$ 3,118,201
---	--------------

Total federal expenditures per the Schedule of Expenditures of Federal Awards	\$ 3,118,201
---	--------------

COUNTY OF FLUVANNA, VIRGINIA

Schedule of Findings and Questioned Costs
Year Ended June 30, 2017

Section I - Summary of Auditors' Results**Financial Statements**

Type of auditors' report issued:	Unmodified
Internal control over financial reporting: Material weakness(es) identified?	No
Significant deficiency(ies) identified?	None reported
Noncompliance material to financial statements noted?	No

Federal Awards

Internal control over major programs: Material weakness(es) identified?	No
Significant deficiency(ies) identified?	None reported
Type of auditors' report issued on compliance for major programs:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with 2 CFR Section 200.516 (a)?	No
Identification of major programs:	

<u>CFDA #</u>	<u>Name of Federal Program or Cluster</u>
10.553/10.555	Child Nutrition Cluster

Dollar threshold used to distinguish between Type A and Type B programs.	\$750,000
Auditee qualified as low-risk auditee?	Yes

Section II - Financial Statement Findings

There are no financial statement findings to report.

Section III - Federal Award Findings and Questioned Costs

There are no federal award findings and questioned costs to report.

Section IV - Prior Year Findings

There were no prior year findings.



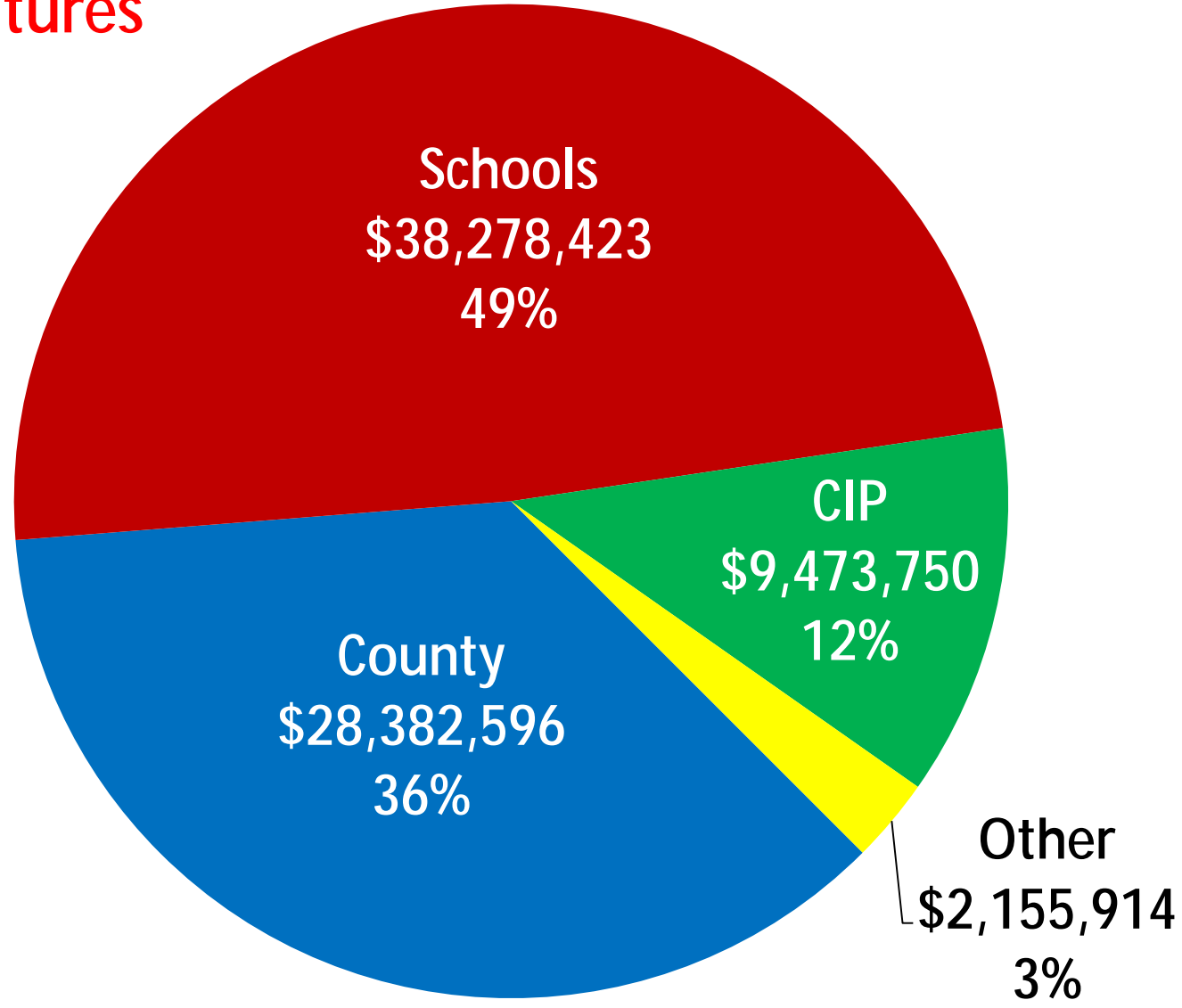
Budget Summary

Fiscal Year 2017



FY17 Adopted Budget (\$78,290,683)

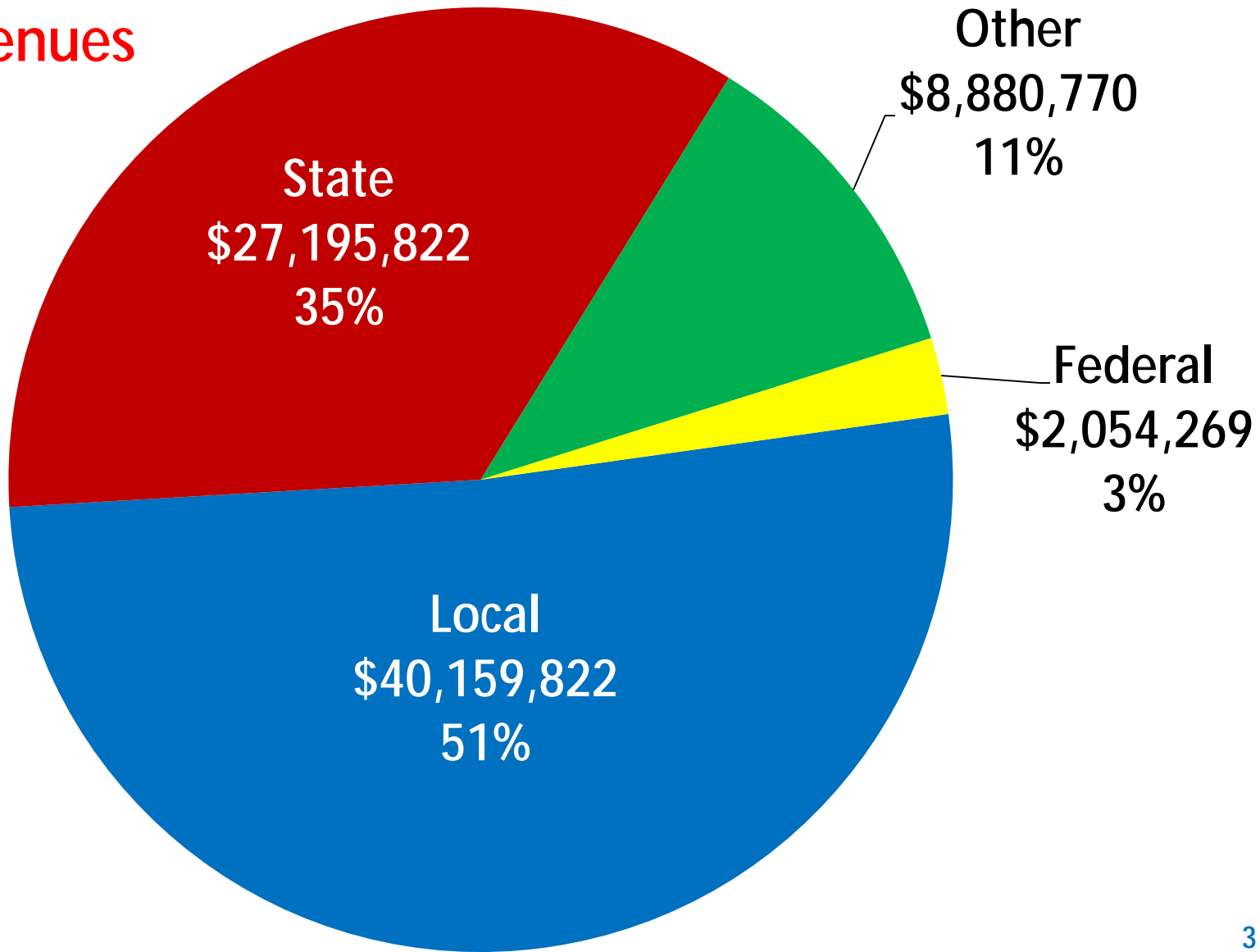
Total Expenditures





FY17 Adopted Budget (\$78,290,683)

Total Revenues

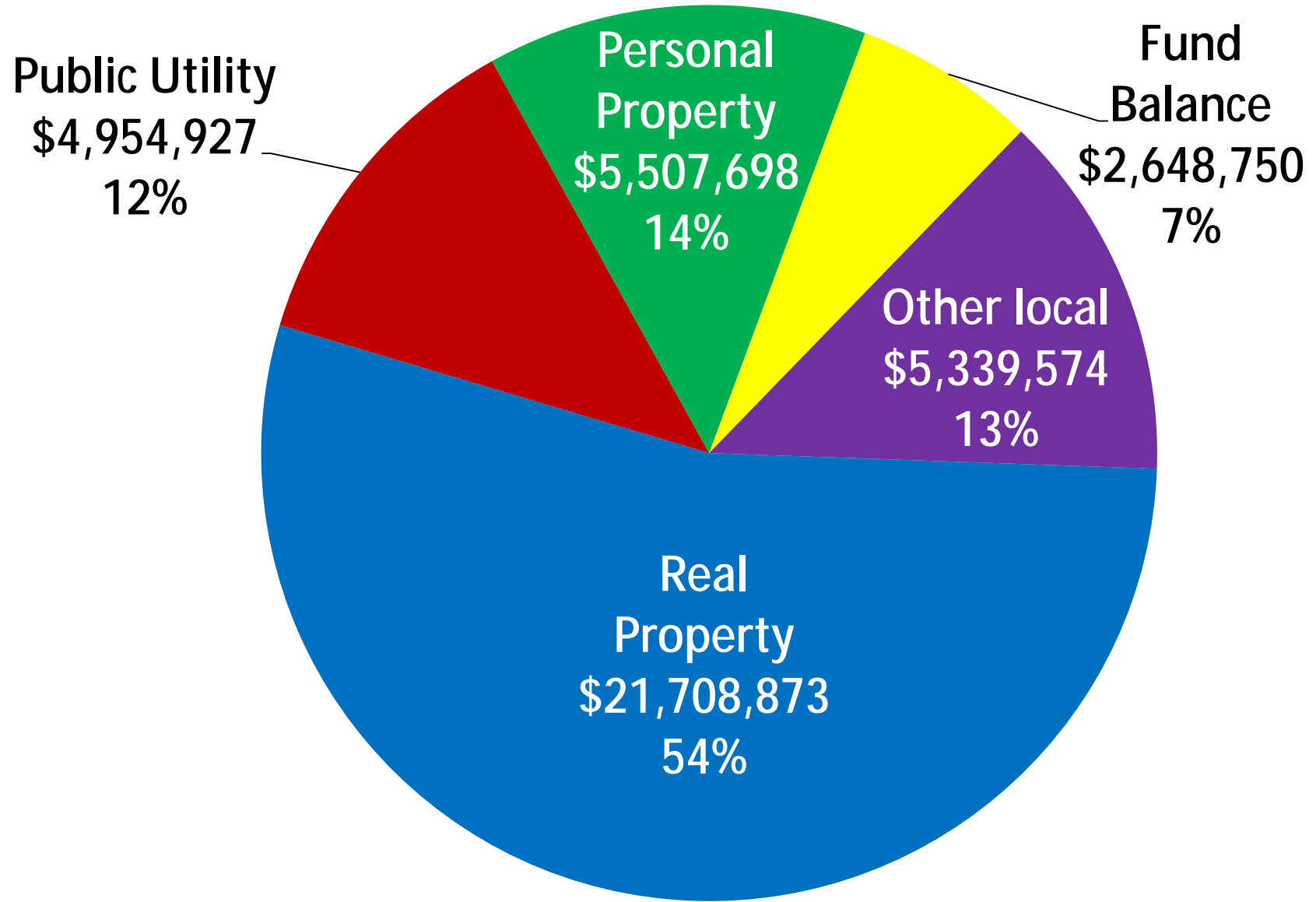




FY17 Adopted Budget (Local dollars only)

BOS Package 2017-12-20 p.284/619

Revenue from local sources only





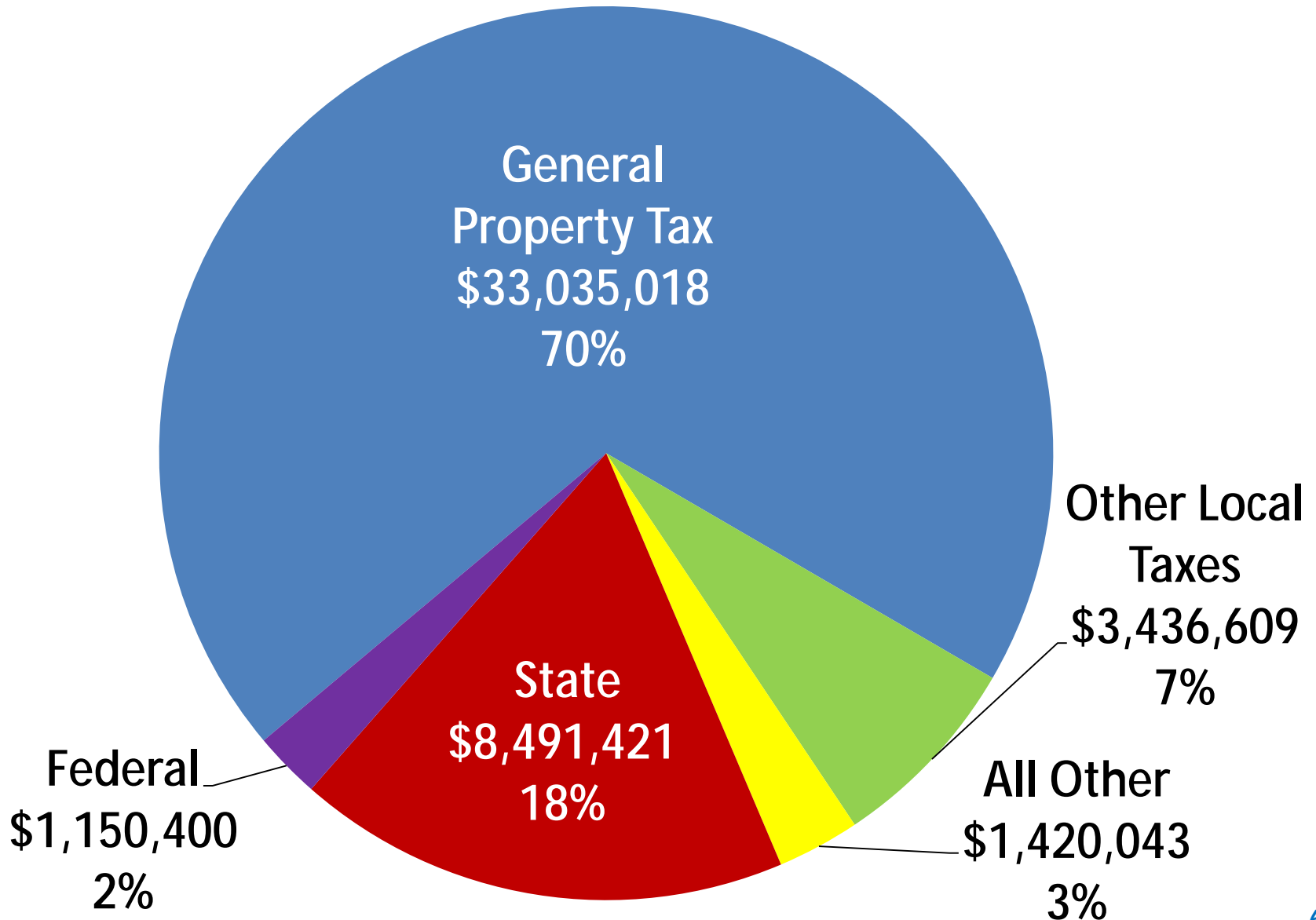
Comprehensive Annual Financial Report

Fiscal Year 2017

As of 06/30/17



FY17 General Fund Revenues





FY17 General Fund Revenues

A	B	C	D	E	F
Revenue Source	FY16 Actual	FY17 Amended Budget	FY17 Actual	Over/(Under) Budget	FY16 to FY17 Inc/Dec
General Property Taxes	\$32,381,780	\$32,523,971	\$33,035,019	\$511,048	2.02%
Other local taxes	3,148,805	2,980,000	3,436,609	\$456,609	9.14%
Permits and fees	316,674	283,450	325,604	\$42,154	2.82%
Fines and forfeitures	17,071	18,500	52,335	\$33,835	206.57%
Use of money	149,476	76,000	51,892	(\$24,108)	-65.28%
Charges for services	627,328	642,700	760,809	\$118,109	21.28%
Miscellaneous	92,600	158,108	113,059	(\$45,049)	22.09%
Recovered Cost	175,019	144,942	116,344	(\$28,598)	-33.52%
Commonwealth	8,186,120	9,129,767	8,491,421	(\$638,346)	3.73%
Federal	1,076,203	1,191,109	1,150,400	(\$40,709)	6.89%
Total	\$46,171,076	\$47,148,547	\$47,533,492	\$384,945	2.95%



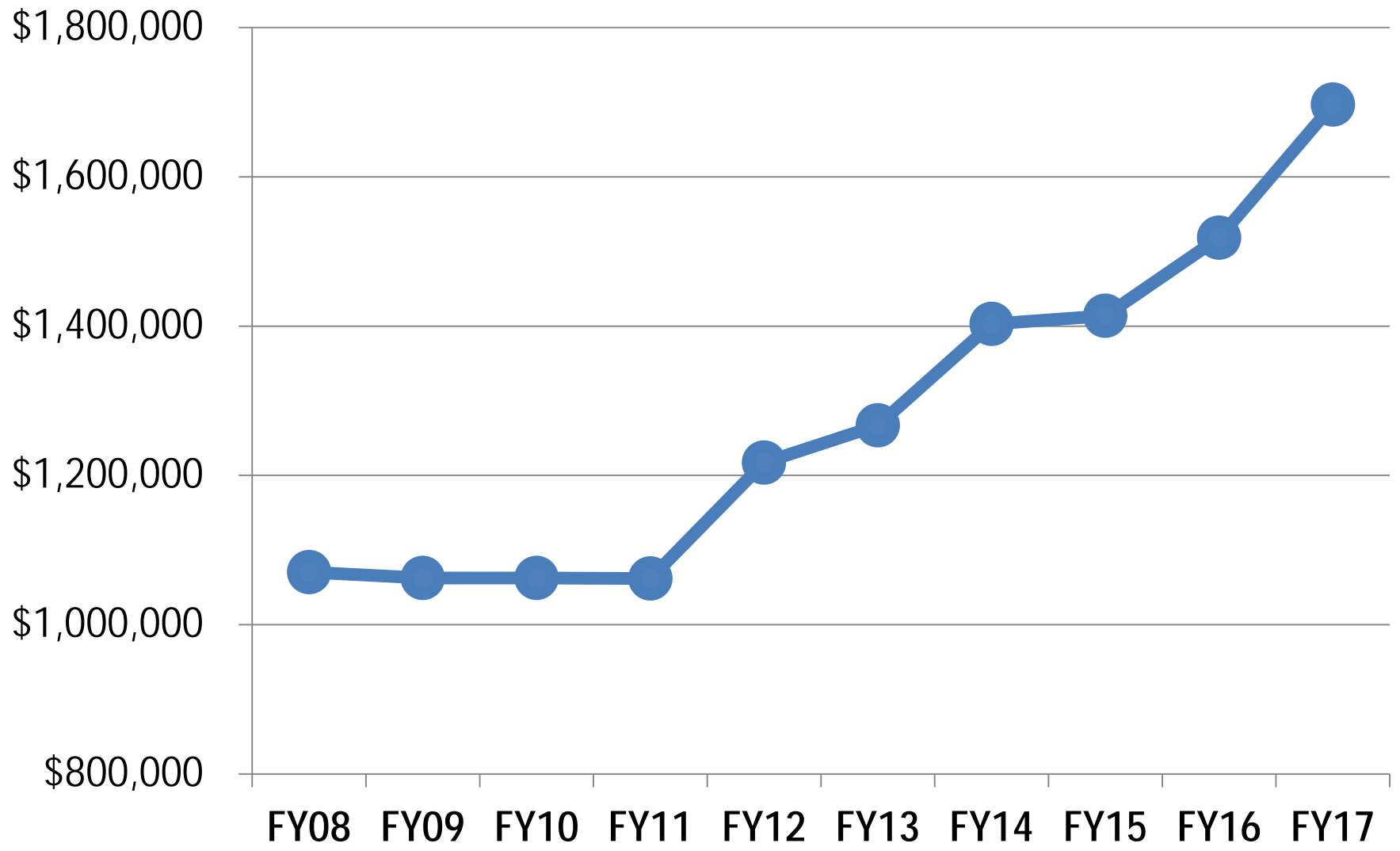
FY17 Top 4 Local Revenues

A	B	C	D	E	F	G
Revenue Source	FY13	FY14	FY15	FY16	FY17	FY16 to FY17 Inc/Dec
Real Estate Taxes	\$18,389,722	\$19,002,826	\$20,289,353	\$21,511,249	\$22,171,385	3.1%
Personal Property Taxes	4,714,910	4,825,586	4,949,139	5,404,855	5,897,231	9.1%
Public Service Corporation	3,379,009	4,259,048	4,653,744	4,981,936	4,451,833	-10.6%
Local Sales Taxes	1,267,142	1,403,062	1,413,860	1,518,328	1,696,819	11.8%

~72% of General Fund

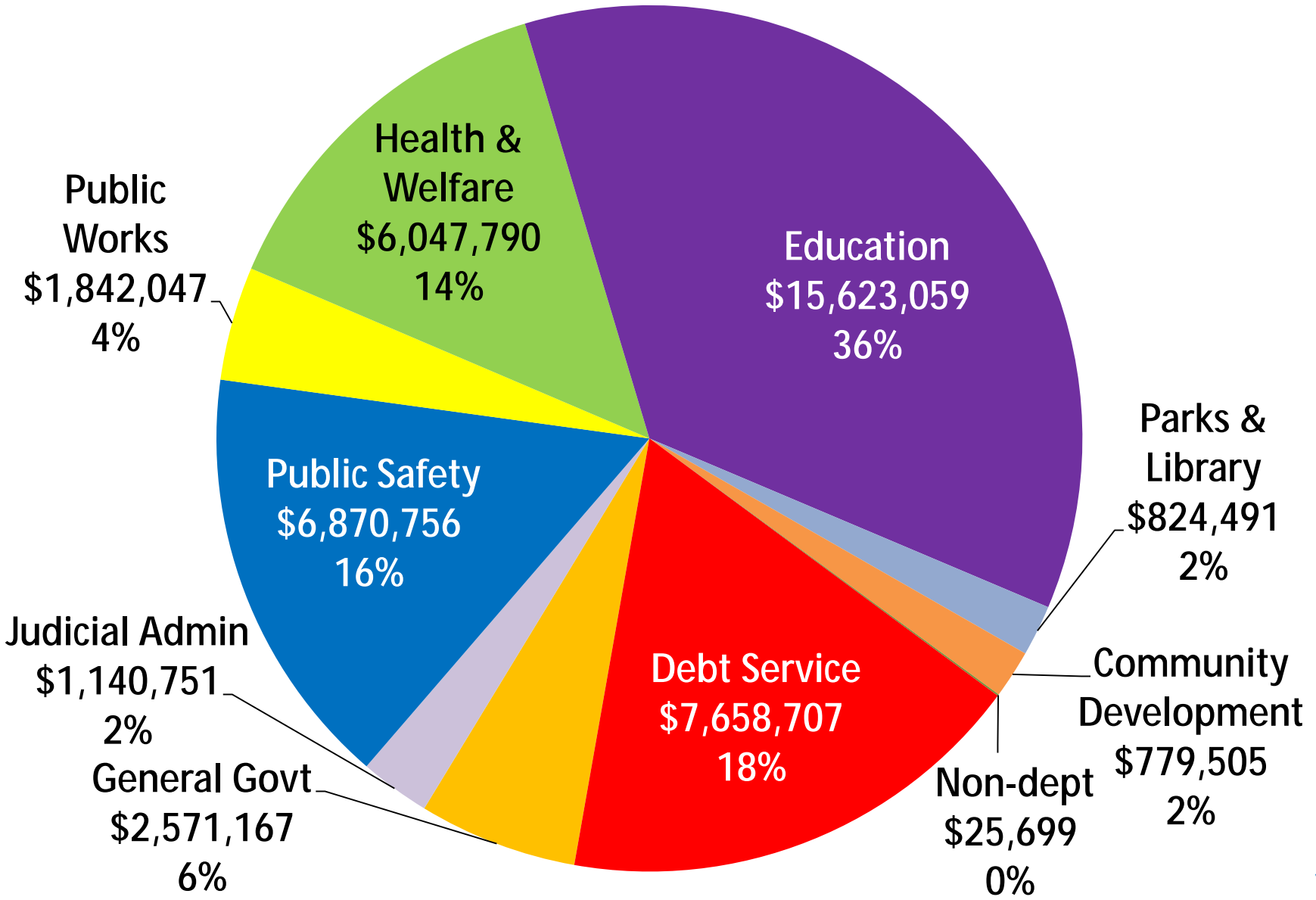


Sales Tax Revenues - FY08 to FY17





FY17 General Fund Expenditures





FY17 General Fund Expenditures

A	B	C	D	E	F
Expenditure	FY16 Actual	FY17 Amended Budget	FY17 Actual	Over/(Under) Budget	FY16 to FY17 Inc/Dec
General Govt	\$2,504,595	\$2,705,826	\$2,571,167	(\$134,659)	2.66%
Judicial Admin	1,116,896	1,222,742	1,140,751	(\$81,991)	2.14%
Public Safety	6,460,710	7,320,035	6,870,756	(\$449,279)	6.35%
Public Works	1,722,636	1,950,230	1,842,047	(\$108,183)	6.93%
Health & Welfare	5,494,433	6,564,103	6,047,790	(\$516,313)	10.07%
Education	15,748,304	16,892,695	15,623,059	(\$1,269,636)	-0.80%
Parks, Rec. & Library	830,275	869,450	824,491	(\$44,959)	-0.70%
Comm. Development	653,352	1,010,616	779,505	(\$231,111)	19.31%
Non-departmental	37,462	73,487	25,699	(\$47,788)	-31.40%
Debt Service	7,712,184	7,670,009	7,658,707	(\$11,302)	-0.69%
Total	\$42,280,847	\$46,279,193	\$43,383,972	(\$2,895,221)	2.61%



FY17 General Fund Results

Year Ended June 30, 2017	
Revenue	\$ 47,533,492
Expenditures	(43,383,972)
Excess of revenues over expenditures	4,149,520
Transfers out (CIP & Sewer)	(3,699,236)
Change in fund balance	450,284
Fund balance beginning of year	22,233,064
Fund balance at end of year	\$ 22,683,348



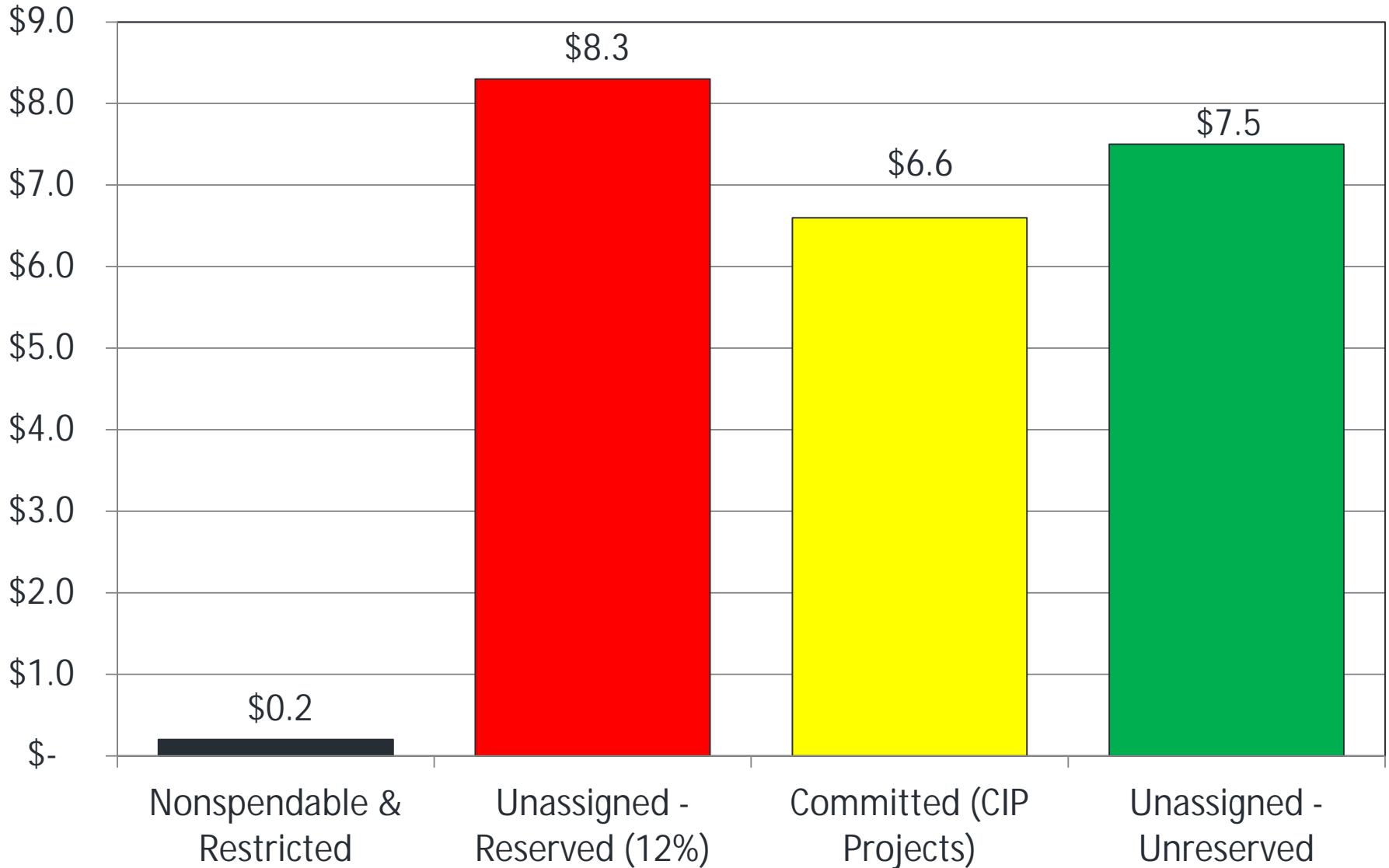
General Fund Balance June 30, 2017

As of June 30, 2017	
Non-spendable (Prepaid expenses, N.R.)	\$118,818
Restricted (e.g., FUSD Debt Reserve)	\$59,520
Committed (e.g., CIP Projects)	\$6,649,051
Assigned (Prior obligations)	\$0
Unassigned	\$15,855,959
Total	\$22,683,348
Unassigned Fund Balance Target per Policy	\$8,342,826
Excess Above Target	\$7,513,133



General Fund Balance (\$M)

– as of June 30, 2017



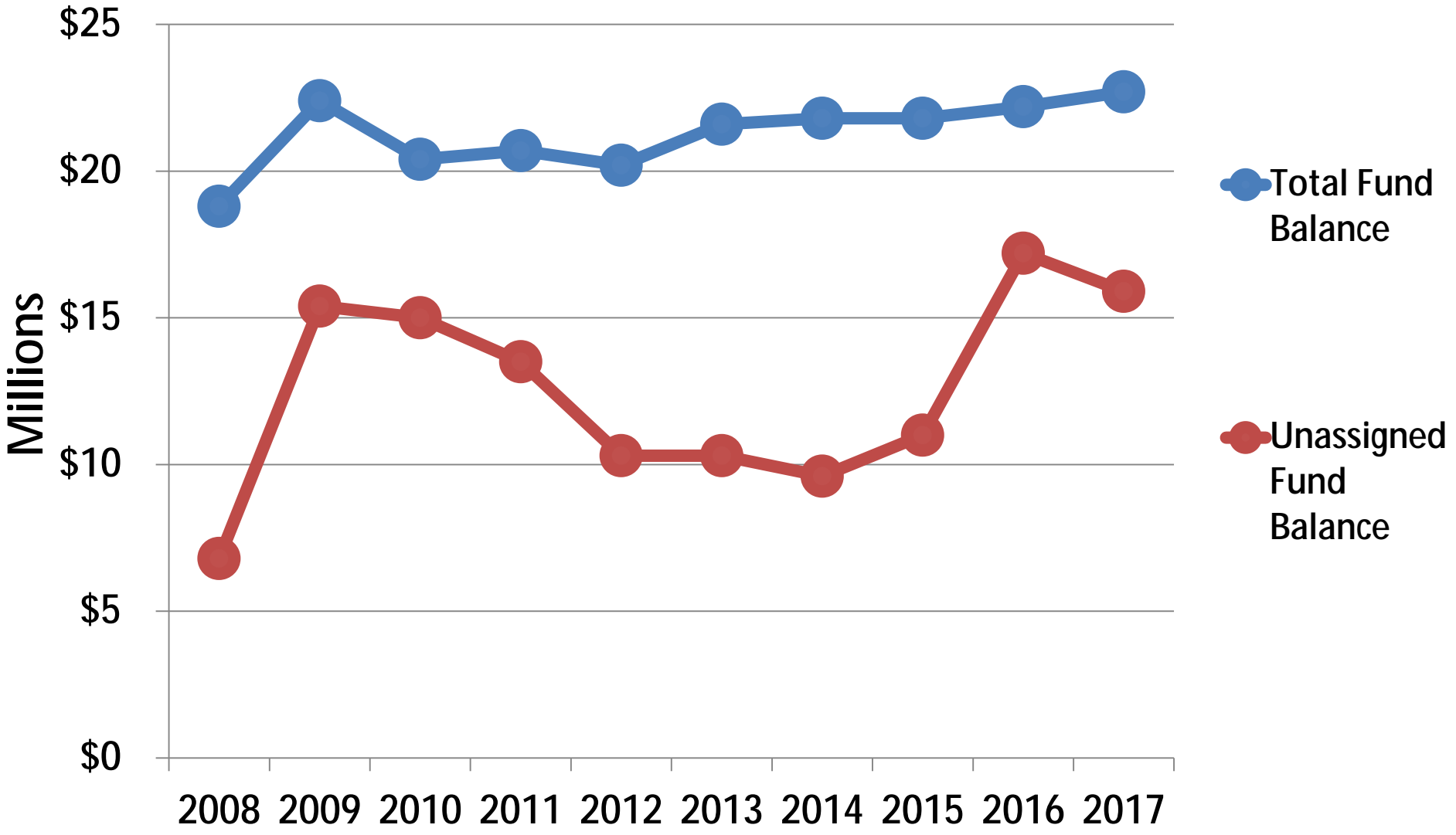


Fund Balance – Committed to CIP Projects

Original Budget Year	Project	Committed Funds Remaining 6/30/17
FY12	Replacement of Co Bldg HVAC	13,279
FY12	E911 Radio	374,084
FY12	Old HS (Middle School) Waste Water Treatment Plant	27,450
FY14	Hydrogeologic Study	22,591
FY14	Water/Sewer Zion Crossroads	72,653
FY14	Building Assessment	21,860
FY14	Schools MUNIS Financial Systems	1,858
FY14	Recoat Central Waste Water Treatment Plant	70,000
FY14	Carysbrook Elementary Renovation	138,978
FY15	Schools Safety & Security Upgrades	33,774
FY15	Convenience Center Road & Trailer	21,475
FY16	County VoIP Phone System	144,925
FY16	Server Consolidation & Disaster Recovery	21,766
FY16	Phillips MRx Wireless Link Upgrade	7,044
FY16	County Admin Complex Foundation & Drainage Repairs	150,000
FY17	Library & Public Safety - Combined Water System	50,000
FY17	Courts Fire Detection and Alarm System	35,000
FY17	Treasurer/COR Building Upgrades	106,774
FY17	Computer Aided Dispatch/Records Management System	498,543
FY17	F&R Personal Protective Equipment	20,021
FY17	F&R Toughbook Replacement	28,000
FY17	Schools Computer Instructional Technology & Infrastructure Repl.	210,401
FY17	School Board Office Renovations	297,524
FY17	Courts Building Lighting Upgrades	30,000
FY17	Carysbrook Roof Replacement (Gym and Social Services)	73,246
FY17	Building Envelope Exterior Repairs	120,130
FY17	Schools Floor Covering Replacement	156,784
FY17	Access Control Monitoring	82,814
FY17	County Fiber Infrastructure	31,592
FY17	Schools Fiber Infrastructure	298,475
FY17	Facilities Security Upgrade	4,840
FY17	Pleasant Grove Road Paving	98,000
FY17	County Capital Reserve	226,391
FY17	School Capital Reserve	240,644
FY17	Fleet Replacement - F&R Apparatus and Vehicles	60,000
FY17	Fleet Replacement - County Government Vehicles	89,915
FY17	Fleet Replacement - Sheriff Vehicles	164,260
FY17	Fleet Replacement - Social Service Vehicles	24,593
FY17	Fleet Replacement - School Buses	401,146
FY17	Fleet Replacement - School Student Transport/ Facilities Vehicles	30,017
FY18	Thermal Imaging Camera Replacement	50,400
FY18	FY18 Budget Use of Fund Balance	2,022,734
FY17	FY16-FY17 Other Carryforwards	75,072
TOTAL		6,649,051



General Fund Balance - FY08 to FY17



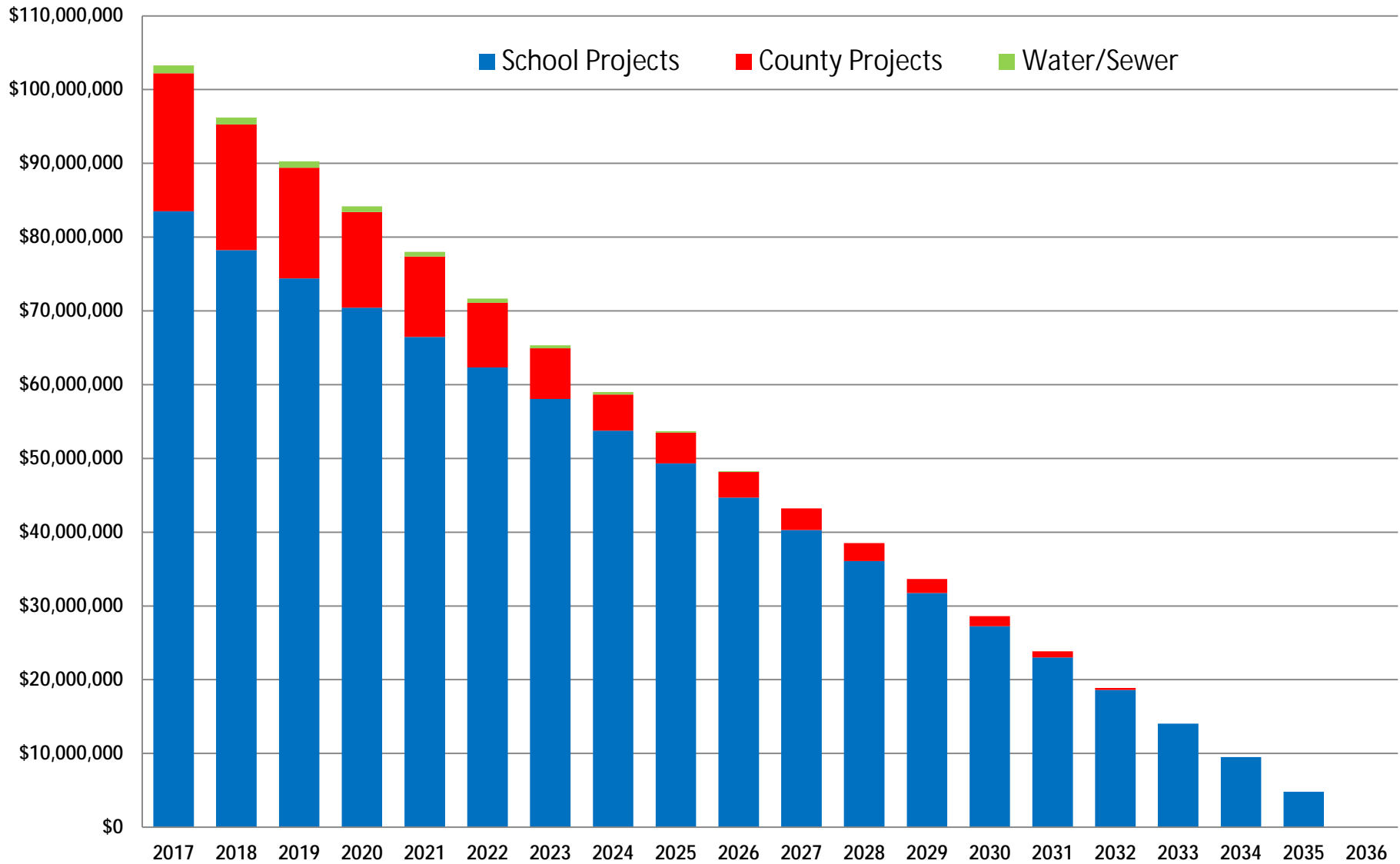


Debt & Capital Leases - June 30, 2017

A	B	C	D
Outstanding Debt	2016	2017	FY16 to FY17 Inc/Dec
General Obligation Bonds	\$ 85,598,934	\$81,948,878	-4%
Literary Fund Loans	1,859,107	1,549,256	-17%
State Moral Obligation Bonds	3,180,000	2,835,000	-11%
Qualified Energy Conservation Bond	0	7,653,740	0%
Capital Leases	7,082,582	8,223,125	16%
Water/Sewer Bonds	1,153,551	1,055,463	-9%
Total	\$98,874,174	\$103,265,462	4%

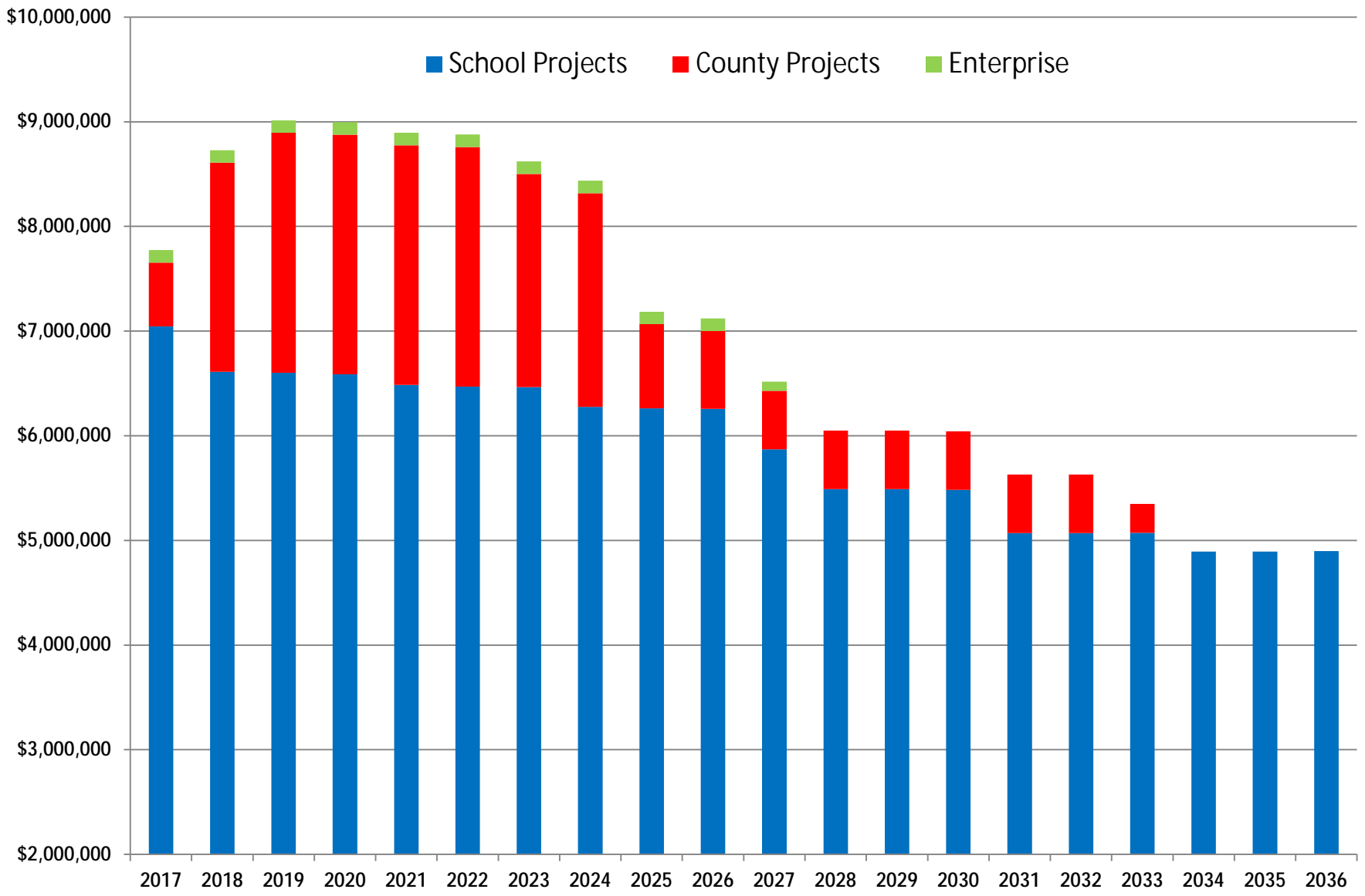


Total Debt (at end of FY17)





Annual Debt Service (at end of FY17)





Robinson, Farmer, Cox Associates

BOS Package 2017-12-20 p.300/619

- **Audit Opinion**
- **Management Letter**
- **Questions?**

FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT

TAB Q

MEETING DATE:	December 20, 2017				
AGENDA TITLE:	CONTRACT FOR SECURITY, SURVEILLANCE AND SAFETY SYSTEMS – INSTALLATION AND SERVICE				
MOTION(S):	I move the Board of Supervisors approve the contract between County of Fluvanna and EC&M Integrated Solutions, for Security, Surveillance and Safety System and further authorize the County Administrator to execute the agreement subject to the County Attorney revisions for a proper agreement and approval as to form				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Cyndi Toler, Purchasing Officer				
PRESENTER(S):	Cyndi Toler, Purchasing Officer				
RECOMMENDATION:	recommend approval				
TIMING:	Routine				
DISCUSSION:	<ul style="list-style-type: none"> Ø The Sheriff's office is in need of an upgraded surveillance and access control systems in order to remain functional for security. Ø \$83546.19 had been set aside during the FY16 Carryover for this purpose. Ø An RFP was issued in June 2017, with 3 responses received. Ø EC&M Integrated Solutions was chosen by the committee Ø Access Control System will include - \$30,795.00 <ul style="list-style-type: none"> o All new Access control system hardware to secure necessary doors – existing locking hardware will be reused where possible o New security cards o New Panic Buttons o Accessible from any workstation. Ø Video System will include - \$42,500.00 <ul style="list-style-type: none"> o New Video Server o 7 exterior Cameras, 4 of those are PTZ cameras, 360-degree coverage than can be controlled from the network o 12 interior cameras will be installed at all points of entry and critical areas. Ø Both Video and Access Control Systems will be linked. This allows for monitoring access control alarms from anywhere on the network. Ø Total installation Cost - \$73,295.00 Ø Ongoing Maintenance <ul style="list-style-type: none"> o First 2 years are included in our warranty o Year 3 \$3,500.00 o Year 4 \$3,800.00 o Year 5 \$4,200.00 o All device failures will be covered by flat rate fee. No other costs will be incurred by Fluvanna County except damages caused by Acts of God, Power Surges or abuse of equipment. 				
FISCAL IMPACT:	<ul style="list-style-type: none"> Ø Total installation Cost - \$73,295.00 Ø Maintenance Year 3 \$3,500.00 Ø Maintenance Year 4 \$3,800.00 				

	Ø Maintenance Year 5 \$4,200.00				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	· CONTRACT FOR SECURITY, SURVEILLANCE AND SAFETY SYSTEMS – INSTALLATION AND SERVICE				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X		X		X- Sheriff

COUNTY OF FLUVANNA, VIRGINIA

**CONTRACT FOR SECURITY, SURVEILLANCE AND SAFETY SYSTEMS –
INSTALLATION AND SERVICE**

This **Contract for Security, Surveillance and Safety Systems – Installation and Service** (collectively with all exhibits hereto, the “**Contract**”), is made this ___ day of _____, 201_ between the County of Fluvanna, a political subdivision of the Commonwealth of Virginia, and the Fluvanna County Sheriff’s Office (collectively the “**County**”); and Electrical, Controls and Maintenance, Inc., a Virginia corporation doing business as EC&M Integrated Solutions (“**Contractor**”).

WITNESSETH that the Contractor and the County, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

I. EXHIBITS: The following exhibits are attached hereto and incorporated herein as material parts of this Contract:

Exhibit 1 – the Contractor’s Proposal dated June 26, 2017, included all attachments and exhibits thereto (collectively the “Proposal”);

Exhibit 2 – Confidentiality and Non-Disclosure Agreement;

Exhibit 3 – Pricing letters dated August 29, 2017 (the “Maintenance Pricing”) and October 25, 2017 (the “Replacement Pricing”), respectively (collectively the “Revised Pricing”).

The Contractor affirms, ratifies, adopts, approves, certifies, agrees and consents to, as applicable, the documents making up its Proposal. Notwithstanding the foregoing, the parties hereto agree that the pricing letter dated July 27, 2017 included in its Proposal has been replaced in its entirety with the Revised Pricing.

II. SCOPE OF SERVICES: The Contractor shall provide all equipment, products, items, installation, labor, supervision, training, maintenance, support, warranties, tools, services and materials to complete the Project which shall include, but is not limited to,: (i) delivering to the County all the equipment and products listed in the Proposal and the Revised Pricing (collectively the “Surveillance System”); (ii) installation of the Surveillance System at the locations so designated in the Proposal; (iii) configuration of the Surveillance System on the County’s network recording device; (iv) setup and instruction of how to view live/recorded video using the Surveillance System on computers and or devices to be designated by the County in its sole discretion; (v) any and all work required under that RFP 2017-10 issued by the County, as amended, such RFP and amendments being incorporated into the Proposal in their entirety and specifically including, without limitation, Article IV “Scope of Services” (collectively referred to as the “Project”). Also included in the Proposal are the County’s General Terms, Conditions and

Instructions to Bidders and Contractors (the “General Terms”). All materials and work on the Projects must meet or exceed all requirements and provisions of this Contract, the General Terms and the Proposal. In addition, the Contractor shall provide a warranty on the work on the Project, including all parts and labor, for at minimum two (2) years or longer if so required by the Proposal or this Contract. All of the equipment being a part of the Surveillance System is owned by the County and any and all manufacturer’s warranties shall be assigned to or otherwise granted to the County.

The work on the Project must be furnished by Contractor in a good and workmanlike manner using the highest quality new materials and so as to pass without exception in the industry.

Notwithstanding any other provision hereof, the County is **not** purchasing the optional services to replace the system at the Courthouse as described in the Replacement Pricing. Should the County desire to amend this Contract to purchase such optional services, the County shall notify the Contractor in writing that it desires to replace the Courthouse system at a cost of \$83,000.00. The County shall have one (1) year from the date of execution of this Contract to notify the Contractor in writing that it desires to purchase such optional services and the Contractor agrees to perform such services for no more than \$83,000.00; at which time an appropriate amendment will be executed adding such services.

The County is also purchasing “Option 3: Full Maintenance Contract” for the Surveillance System and work relating to this Project as described on page 2 of the Maintenance Pricing and in the Proposal (the “Full Maintenance Services”).

IIA. ESTIMATES AND NOTICE TO PROCEED: Any hourly services provided under this Contract pursuant to page 2 of the Maintenance Pricing must be incorporated into an Notice to Proceed which at minimum must include the following:

- i) A description of the task/service and any items, materials or products being purchased;
- ii) Each County Notice to Proceed must cite the agreed upon timeframe to complete specified tasks and the total cost based on the County accepted project estimate (may be stated as a “not to exceed” dollar amount) with all rates conforming to the pricing shown on page 2 of the Maintenance Pricing;
- iii) The Notice to Proceed must be signed by an authorized representative of the County to be valid and binding on the County;
- iv) The Contractor shall have no claim for compensation greater than the approved amount in the Notice to Proceed; and
- v) A separate Notice to Proceed is be required for each Service task.

III. COMPENSATION:

Replacement Services: In accordance with the Replacement Pricing, the Contractor shall be paid a total of SEVENTY-THREE THOUSAND TWO-HUNDRED NINETY-FIVE AND NO/100 DOLLARS (\$73,295.00) for the work on the Project in accordance with the Proposal (except the Full Maintenance Services described in the Maintenance Pricing, which shall be billed separately) after the completion of the all of the work on the Project to the sole satisfaction of the County. Such payment shall be made in accordance with Section 47 “Payment” of the General Terms, and in no event, shall Contractor be paid prior to the Completion Date of the Project, as defined below in Section V. Notwithstanding the foregoing, the County has agreed to modify Section 47 of its General Terms to require payment within thirty (30) days of the Completion Date instead of 45 days.

Maintenance Services: In accordance with the Maintenance Pricing, page 2 “Option 3: Full Maintenance Contract”, the Contractor shall be paid annually for the Full Maintenance Services described in Option 3 in the following amounts:

Year 1: \$0.00 included

Year 2: \$0.00 included

Year 3: \$3,500.00

Year 4: \$3,800.00

Year 5: \$4,200.00

Such annual maintenance fee shall be billed annually in advance. The Contractor will send an invoice for the applicable annual maintenance fees to the County and such shall be payable within 45 days’ receipt or within 45 days’ of the start date of the applicable renewal term, whichever is later. In the event that this Contract is terminated for any reason prior to the expiration of the current coverage year, the County shall receive a pro-rata reimbursement from Emerson of the total Contract price hereunder based on the number of days left in the coverage year for which services will not be provided by reason of such termination.

Hourly Services: Any hourly service fees for “any programming changes or other additions or changes required” provided under this Contract must be incorporated into a Notice to Proceed and will be charged to the County at no higher than the current State Contract Labor Rates, or the rates shown on page 2 of the Maintenance Pricing, whichever is lower. All material and equipment provided under this Contract and incorporated into a Notice to Proceed will be provided to the County at a 25% discount off MSRP, or if applicable at a greater discount. No Overtime, holiday and night/weekend rates apply. All Notice to Proceed hourly service work shall be billable to the County in increments of a quarter of an hour, or smaller increments if that is the Contractor’s standard practice. The minimum charge shall be a quarter of an hour, or smaller increment if that is the Contractor’s standard practice. Any payments shall be made in

accordance with Section 47 of the General Terms, and in no event shall Contractor be paid prior to the Hourly Service Completion Date of any one project under a Notice to Proceed. The date that all services and work related to or necessary for completion of all work under any one Notice to Proceed is installed, operational and in full compliance with this Contract, to the sole satisfaction of the County is the “Hourly Service Completion Date”. Notwithstanding any of the foregoing, the cost of any Services under a Notice to Proceed shall not exceed any not to exceed amount set out in such Notice to Proceed. The Contractor agrees to complete the Services under any Notice to Proceed with a not to exceed cost for the not to exceed amount set out therein.

IV. OTHER CONTRACT TERMS: The General Terms are specifically incorporated herein by reference as a material part of this Contract. Where any of the provisions of the General Terms or Proposal directly conflict with any of the specific terms of this Contract, this Contract shall control. Where any of the terms of the Proposal directly conflict with the General Terms, the General Terms shall control.

V. PERIOD OF PERFORMANCE: All work on the Project is to be installed, operational and in compliance with this Contract, the Proposal and the General Terms to the sole satisfaction of the County within _____ days after execution of this Contract by the County. The date that all work on the Project is installed, operational and in full compliance with this Contract, the General Terms and the Proposal to the sole satisfaction of the County is the “**Completion Date**”. The Full Maintenance Services shall begin on the Completion Date and shall continue for one year thereafter. The Full Maintenance Services shall automatically renew annually thereafter for four (4) additional one-year terms unless terminated by the County prior to the renewal.

VI. MISCELLANEOUS. The headings of the sections of this Contract 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 contract may be executed in multiple counterparts each of which shall be deemed an original and together which shall constitute the Contract. This Contract 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 Contract, as provided by Virginia law, facsimile signatures upon any signature page will be considered to be original signatures. This Contract, 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 Contract. The legal address for the County and for the Contractor and the addresses for delivery of Notices and other documents related to the administration of this Contract are as follows:

County

Fluvanna County
ATTN: Cyndi Toler, Purchasing Officer
P.O. Box 540
Palmyra, VA 22963
Telephone (434) 591-1930
FAX (434) 591-1911

With a copy to:
Mr. Frederick W. Payne, Fluvanna County Attorney
414 East Jefferson Street
Charlottesville, VA 22902; and

Contractor:
EC&M Integrated Solutions
C/O: Joseph D. Huff Jr., Vice President
8149-A Walnut Grove Road
Mechanicsville, VA 23111
Telephone: (804) 640-7120
FAX: (804) 741-2280

Any party may substitute another address for the one set forth above by giving a notice in the manner required. Any notice given by mail will be deemed to be received on the fifth (5th) day after deposit in the United States mail. Any notice given by hand will be deemed to be received when delivered. Notice by courier will be deemed to have been received on the date shown on any certificate of delivery.

[SIGNATURE PAGE TO FOLLOW.]

Witness the following duly authorized signatures and seals:

Electrical, Controls and Maintenance, Inc.
a Virginia corporation,
d/b/a EC&M Integrated Solutions

Fluvanna County,
a political subdivision of the
Commonwealth of Virginia

BY: _____

BY: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Fluvanna County Sheriff's Office

Eric Hess, Sheriff

Date: _____

Approved as to Form:

Fluvanna County Attorney

Request for Proposals # 2017-10

SECURITY, SURVEILLANCE, AND SAFETY SYSTEMS— INSTALLATION AND SERVICE FOR FLUVANNA COUNTY SHERIFF'S OFFICE BUILDING

Issue Date: June 26, 2017

Prepared by



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**COUNTY OF FLUVANNA, VIRGINIA
REQUEST FOR PROPOSALS # 2017-10
SECURITY, SURVEILLANCE, AND SAFETY SYSTEMS—INSTALLATION AND SERVICE
FOR FLUVANNA COUNTY SHERIFF’S OFFICE BUILDING**

Issue Date: June 26, 2017

Due Date & Time: July 20, 2017 @ 2:00 p.m. local prevailing time

Procurement Contact:

County of Fluvanna
Cyndi Toler, Purchasing Officer
132 Main Street
P.O. Box 540
Palmyra, VA 22963
Ph: (434) 591-1930 ext. 1124
Email: ctoler@fluvannacounty.org

Issuing Department Contact:

Captain Von Hill
Chief of Administration
Fluvanna County Sheriff’s Office
P.O. Box 113
160 Commons Boulevard
Palmyra, VA 22963
(office) 434-589-8211
Email: vhill@fluvannasheriff.com

The Fluvanna County Board of Supervisors (hereinafter the “County”) is requesting sealed proposals from qualified Offerors to provide a SECURITY, SURVEILLANCE, AND SAFETY SYSTEMS—INSTALLATION AND SERVICE FOR FLUVANNA COUNTY SHERIFF’S OFFICE BUILDING (hereinafter the “Sheriff’s Office”). The firm shall have the necessary expertise to perform such services as described within this solicitation. This solicitation shall be referred to as the “RFP”.

All sealed proposals shall be turned in no later than July 20, 2017 2:00 p.m. EST. All Proposals that are delivered via mail or are hand delivered must be addressed to the “Procurement Contact” listed above. Any Proposals that are turned in late will be rejected and returned unopened. Any Proposals sent in via facsimile, telephone, or email shall not be considered.

Proposal documents may be picked up at the Fluvanna County Department of Finance located at 132 Main Street, 2nd floor, Palmyra, VA 22963 or by clicking on the following link: <https://www.fluvannacounty.org/rfps>.

I. PURPOSE

A. The purpose of this Request for Proposals (“RFP”) is to solicit sealed proposals from qualified sources to establish a contract through competitive negotiations with one (1) or more contractors (each an “Offeror”) to furnish, deliver, install, operate, configure, implement, repair, service, maintain and render fully functional a Surveillance and Access System including without limitation, alarms, software, hardware, security devices, support, locks, physical access control, surveillance, and security alarms (collectively the “System”) for Fluvanna County Sheriff’s Office and to train and assist Sheriff’s Office employees and staff in using such System and trouble-shooting any and all issues related to the System in accordance with the specifications contained herein (collectively all work hereunder is referred to as the “Services” and is described in detail in Article IV).

II. BACKGROUND

A. Fluvanna County, in central Virginia, is approximately 282 square miles. The county is a rural area with the potential for business growth. The estimated population in 2011 was 25,989. Fluvanna County was established in 1777.

- B. The men and women of the Sheriff's Office are committed to serving the citizens of Fluvanna County in a fair, honest and professional manner. The goal of the Sheriff's Office is to provide the best law enforcement possible to the citizens.
- C. The needs of the Sheriff's Office are multifaceted. The Sheriff's Office functions as the County's primary law enforcement agency, 911/Emergency Communications Center, and Emergency Operations Center.
- D. A sound IT infrastructure is especially critical because the IT systems at the Sheriff's Office must be operational and fully functional at all times (twenty-four hours a day, seven days a week). The System must work seamlessly with the County's existing infrastructure, data and software/hardware.
- E. The current IT infrastructure, including without limitation all networks, fiber connectivity, hardware, software, storage, data, systems, and accessories, and current surveillance equipment (the "Environment") for the Sheriff's Office is to be examined by the Offerors at the mandatory pre-offer conference. All Offerors are required to make their own inspection of the Environment of the Sheriff's Office and the County shall not be held responsible for any errors or omissions contained herein relating to the description of the current Environment at the Sheriff's Office.

III. MANDATORY SITE INSPECTION

- A. All potential offerors **MUST** attend a mandatory pre-offer conference at the Sheriff's Office, 160 Commons Boulevard, Palmyra, VA 22963, on the 6th day of July, 2017 at 10 a.m., where the offerors will be allowed to inspect and analyze the current environment and collect further data in determination of their ability to perform the Services required. Any Procurement and technical questions shall be directed to Cyndi Toler, Purchasing Officer at ctoler@fluvannacounty.org during the course of this solicitation. The Offeror shall be presumed to have made a reasonable inspection of the premises before the time of proposal submission and shall be held responsible for all information available through such inspections; and submission of a proposal will be a confirmation that the Offeror did make a site inspection and is aware of all conditions affecting performance and price(s) submitted. The County may determine in its sole discretion that a second mandatory pre-bid conference is necessary, the date and time of any such second mandatory pre-bid conference will be disclosed in an amendment to this RFP.
- B. FLOOR PLANS ARE AVAILABLE UPON WRITTEN REQUEST, EXECUTION AND SUBMITTAL TO THE COUNTY OF THE ATTACHED CONFIDENTIALITY AGREEMENT, **Exhibit 1** hereto.
- C. The County will not be responsible for any expenses incurred by a firm in preparing and submitting a Proposal. All Proposals shall provide a straight-forward, concise delineation of the firm's capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content. The contents of the Proposal submitted by the successful Proposer and this RFP, and any amendments thereto, will become part of any contract awarded as a result of this RFP.
- D. The successful firm will be expected to sign a contract with the County acceptable to the County in its sole discretion and such contract shall include an appropriate business associate agreement that properly protects the County and its data.
- E. Proposers shall include a list of any subcontractors it may use in its Proposal; all subcontractors will also be required to enter into a business associate agreement acceptable to the County in its sole discretion to which the Proposer and the County are a party. The form of the required Business Associate Agreement is attached hereto as **Exhibit 2** and made a part of this RFP.

IV. SCOPE OF SERVICES

The Contractor (also referred to herein as the "Offeror") shall furnish all labor and materials as required to deliver, install, and render operational security devices and ancillary services for the System in the Environment at the Sheriff's Office Building. The System must be custom-tailored to accommodate the needs of this site. The

Project, as defined below, is to be turn-key. This Sheriff's Office Building is owned by the County. Offeror must be willing to meet all the requirements, supply all the items and materials, and perform all the work and Services for the System (the "Project") and related matters, including, but not limited to the following Services:

A. System Requirements:

1. System suitable for use at a law enforcement office where: (i) sensitive data, items, evidence, and other information or materials are stored; (ii) sensitive, expensive and potentially dangerous equipment, firearms, and other items may be stored, held or otherwise exist; and (iii) where persons because of the nature of the facility may attempt to access the facility in bad faith or for a bad purpose.
2. Seamless integration from the prior surveillance, access and security system to the new System considering the nature and importance of 24/7 functionality of the Sheriff's Office and all systems used thereby.
3. A fully integrated System able to store data including without limitation records, video and other information maintained or collected by the System. Notwithstanding the foregoing, except in specific cases where monitoring information is retained for a specific purpose, the Sheriff's Office intends to store video and other surveillance footage for no longer than 30 days.
4. Equipment Requirements: The System must include (if any Offeror purposes to replace any of the below requirements with a functional equivalent, then the functional equivalent must be better than or at least as good as the equipment being replaced and the Offeror must specifically note the same as an exception and state with particularity why the functional equivalent is being used in lieu of the below requirement and the reasons the same is better or as good as the item being so replace)
 - i. digital video recorder (DVR) with the following features:
 - a. DVR capable of reproduction of high resolution video to CD, DVD, USB flash drive, SD memory card, and/or Blue-Ray DVD media or other local or networked mass storage device
 - b. Time stamping and password-based security required to fulfill chain of custody requirements.
 - c. minimum 16-channel video recording
 - d. cost-effective, user-friendly surveillance solution
 - e. network-friendly dual streaming for efficient and flexible video transmission
 - f. capability to allow viewers to efficiently view, record, and play back recorded high-quality video that is transmitted based on alarms, events, and/or recording attributes such as schedules
 - g. view live video or search and play back video through the remote control, mouse, or the remote browser
 - h. capability to view live real time video, or search for previously recorded material, from the Sheriff's Office
 - i. Video compression technology that allows users to save high resolution images into smaller file sizes for easier storage and streaming over an Ethernet network.
 - j. ease with which a user may select any given range of recorded video and copy this video to a blank recordable CD or DVD, and played back (preferably without installing any proprietary software or codecs) on the playback PC
 - k. simple one-button archive video via USB 2.0, CD/DVD or download to allow convenient remote access to archived video
 - l. fully programmable DVR to record by number of days or by frame rate
 - m. high-quality recording resolutions for clear images
 - n. motion-detection recording to save storage space and time required to search for events
 - o. network capable via Ethernet (TCP/IP) to provide remote monitoring, searching, playback, archiving, configuration, alarm notifications and firmware upgrades
 - ii. monitors

- iii. surveillance system tied into a digital video recorder (DVR) which shall combine video multiplexing, recording, and viewing locally the appropriate number of cameras for the location
 - iv. Cameras capable of exporting video and audio which can be saved to USB drives, CD/DVD using the built-in burner or via a remotely connected computer. System is capable of simultaneous export, review and recording on all channels
 - v. Cameras, to include pan, tilt, zoom, fixed-mounted, tamper proof, and weatherproof and as more particularly described below:
 - a. Cameras at minimum at every entrance
 - b. Interior Cameras with the following features:
 - 1. provide high-quality, high-resolution surveillance images in a variety of applications
 - 2. capable of being mounted in a variety of positions including wall mount, ceiling mount, pendant mount and flush mount
 - 3. camera can be rotated 360 degrees and tilted 90 degrees
 - 4. housing comes with a captive shroud that conceals the easy-to-position camera
 - 5. true day/night (removable IR cut filter), Ethernet connections
 - 6. vandal-resistant and durable housings
 - c. Exterior Cameras with the following features:
 - 1. infrared (IR) cameras for standalone or basic integrated installations that are flexible
 - 2. capability to see in total darkness, providing color images by day and black-and-white images under IR operation in low-light applications omnidirectional dome or traditional bullet cameras, as needed
 - 3. pan, tilt, zoom, or fixed-mounted as needed Weather-resistant and well-suited for outdoor applications.
 - 4. external cameras which can be mounted with tilt-drive housing enabling cameras to move, zoom, and provide the best possible view for surveillance
 - 5. external cameras which are high impact vandal resistant and weatherproof
 - vi. digital camera(s)
 - vii. scream alarms
 - viii. door alarms
 - ix. key pads
 - x. card readers
 - xi. digital locks
 - xii. panic buttons
 - xiii. control system
5. Building Permits & Inspections
- i. The Contractor shall apply for all required building permits before starting the Work on this project.
 - ii. Contractor shall notify Department of Public Works to arrange for inspections at agreed milestones and shall notify Department of Public Works for final inspection.
6. Record Retention and Freedom of Information Act Requirements:
- i. Any data, videos, materials, reports, recordings, or other items created, compiled or made by the System (the "Records") may be subject to disclosure under the Virginia Freedom of Information Act as both the County and the Sheriff's Office are public bodies of the Commonwealth of Virginia.
 - ii. The System must insure that Records are created, kept, stored and maintained: (i) such that the County and Sheriff's Office can meet all requirements of Federal, state and local laws, statutes, regulations, rules and provisions, (hereinafter "Applicable Law") including without limitation, the Virginia Freedom of Information Act and the Virginia Public Records Act; and (ii) with the highest degree of care and diligence considering the sensitive nature of the Records.
 - iii. Optional: Offerors must include in their Proposals the cost of software, accessories and systems that can be used to redact and otherwise modify Records of the System (the "Redaction

Software”) with a description of the functionality of the Redaction Software and how the same can be used in conjunction with the System. The price for the Redaction Software must be offered to the County for at least two years from the due date of this RFP. In its sole discretion, the County may not purchase the Redaction Software, may purchase the same by amendment to a contract entered into hereunder at a later time, or may purchase the same as a part of the System under the initial contract.

7. Installation, Testing, and Adjustment Requirements

- i. After award, the contract will be administered by the Sheriff or his designee. Contractor shall plan and coordinate the performance of the work with the Sheriff or his designated contact persons, and when needed, other Contractors to expedite the work and to cause minimal disturbance of facilities. The Contractor shall notify the Sheriff at least seven (7) working days prior to beginning such work. Once begun, the Contractor shall successfully complete all work without interruptions, delays, or stoppages.
- ii. In accordance with generally accepted construction practices, and the requirements for OSHA, the Contractor shall be solely and completely responsible for conditions of the job site, including safety of all persons and property during performance of the work. The requirement will apply continuously during performance of the work. The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work.
- iii. The Contractor shall always keep premises free from the accumulation of waste materials and rubbish caused by installation work and shall be responsible for proper disposal of all debris. At the completion of work, the Contractor shall remove all tools, scaffolding and surplus materials and shall leave job site clean, dust free and ready to use. At the conclusion of each workday, the Contractor shall pick up all construction debris and waste materials and lawfully dispose of it. The Contractor shall use protective dust screens, floor and wall covers, and floor runners to protect building and contents from damage. The Contractor shall keep all public and private drives and streets clean of spilled or stacked material resulting from any trucking and/or installation operations.
- iv. The Contractor shall make any and all necessary adjustments to equipment to ensure smooth and accurate operations.
- v. The finished installation shall be certified by the Contractor as: following manufacturer's installation requirements, meeting or exceeding all applicable industry standards, all federal, State and local code requirements, ANSI standards (see below), all requirements of this RFP and the Contract.
- vi. The Contractor shall demonstrate that the systems are fully operational and in compliance with specifications in the presence of the Sheriff and Fluvanna County Sheriff's Office personnel. The Contractor shall repair or replace equipment which is found to be defective in operation.
- vii. The Contractor shall train the Sheriff and Sheriff's Office personnel on use of the System and functionalities thereof. A training and implementation plan must be included in the Proposal. The Contractor shall fully instruct Fluvanna County Sheriff's Office personnel on the proper use and maintenance of all equipment prior to submitting an invoice. This instruction session shall be conducted for FCSO staff prior to final acceptance of the work by the County. The Contractor shall provide written operating and maintenance instructions to Fluvanna County Sheriff's Office.
- viii. The Contractor shall also provide a follow-up visit to ensure the systems are operating properly and to make any needed or requested adjustments approximately thirty (30) business days after installation, or sooner, if necessary.
- ix. Contractor shall perform all work during normal State of Virginia workdays, Monday through Friday, exclusive of State and Federal holidays, between 8:00 a.m. and 5:00 p.m. except in case of any work emergency repair, maintenance or warranty required where such services will be performed in coordination with the Sheriff's office as soon as practicable.
- x. Proposal shall detail available support services including customer services hours and preference will be given to those Offerors who can offer 24/7 support services.

8. Warranty
 - i. The Contractor shall warrant all work relating to the System for at minimum a period of two (2) years from the date of final completion (the date of final completion shall be the date all work is final on the Project is paid for, approved and accepted by the County in its sole discretion).
 - ii. In addition, it is required that the Offeror provide a warranty for both the software and implementation services, as specified below:
 - a. Software. The Offeror shall warrant that the proposed software will conform to the requirements and specifications as stated in this RFP and the Contract. The detailed requirements as stated in this RFP will become part of the selected software Offeror's contract and will be warranted as such. The Offeror shall warrant that the content of its proposal accurately reflects the software's ability to satisfy the technical and functional requirements as included in this RFP. Furthermore, the warranty, at a minimum, shall be valid for a period of 24 months from the acceptance of the software.
 - b. Implementation Services. The Offeror shall provide a warranty for implementation services (e.g. work products, developed modifications, and system configuration) for a minimum of 24 months after the system acceptance date of the respective modules.
 - iii. All manufacturer's warranties shall be assigned to the County.

V. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

A. GENERAL INSTRUCTIONS

1. **Each Offeror shall submit one (1) original and four (4) copies of its proposal, as well as one (1) electronic copy of its proposal on CD ROM, DVD, or USB flash drive/memory stick.**
2. Any inquiries or requests for clarification or additional information must be delivered in writing (via email) to the County no later than July 10, 2017 by 2:00pm to the following email address: ctoler@fluvannacounty.org. All inquiries will be answered via an addendum, posted to eVA and the County website.
3. An authorized representative of the Offeror shall sign proposals. All information requested should be submitted. Failure to submit all information requested may result in the County, requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the County.
4. All forms attached to this RFP must be fully completed, executed by the Offeror and returned as a part of Offer's Proposal.
5. Offers shall be prepared simply and economically, providing a straight forward, concise description of firm's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.
6. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph of the corresponding section of the RFP. It is also helpful to repeat the text of the requirement as it appears in the RFP. The proposal should contain a table of contents, which cross-references the RFP requirements. Information which the Offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.

7. Each proposal shall be in writing and received in hard copy by the deadline. Oral proposals, proposals received by telephone, fax, telegraph, or email shall be rejected.
8. Cost will be considered in evaluating the Proposals.

B. SPECIFIC PROPOSAL INSTRUCTIONS

1. The proposal package shall include as a minimum:
 - i. The RFP document with any addenda acknowledgements filled out and signed as required (see attachments hereto).
 - ii. A detailed, completed, signed pricing schedule for each proposal; pricing shall include individual costs for all equipment, power supplies, training, installation supplies, labor, annual maintenance fees, extended maintenance agreement, warranties, etc. Pricing shall be inclusive of all goods and services proposed herein.
 - iii. Description of experience and confirmation to have been regularly engaged in the supply, installation, and training of commercial and industrial low voltage systems and related access and security systems for a period of at least three (3) years.
 - iv. Company Background Information, to include but not limited to the following:
 - a. Provide the legal name of the company, the size of the company and organizational structure.
 - b. Date the company went into business.
 - c. Date the company began selling the proposed software/services to the public sector.
 - d. Status of the company.
 - e. Number of employees supporting/developing the proposed System.
 - f. Define the company's long-term development strategy and plans for the system.
 - g. Number of public sector installs and size of these organizations including names and locations.
 - h. Future technology direction.
 - i. Future application revisions and enhancements.
 - j. Provide recent audited financial statements for the past two (2) years.
 - k. Offerors are required to disclose threatened, past and pending litigation.
 - v. Client References: Offerors shall provide a minimum of five (5) client references that are similar in size and scope to the Sheriff's Office Project, that have utilized a similar System in a comparable environment. Client reference information must include the date of installation, length of implementation, installed release at the site and a point of contact. Fluvanna County reserves the option to contact references. All client customers in the State of Virginia must be provided, regardless of circumstances.
 - vi. Documentation of any other certification demonstrating the Offeror's capabilities;
 - vii. Delivery: provide a timeline and state your earliest firm delivery or performance after date of contract. This date may be a factor in making the award.
 - viii. The Offeror shall
 - a. Include a detailed response to all System requirements, general, specific, functional and technical as defined within this RFP including Exhibit 1 and 2.
 - b. Clearly and specifically identify the equipment/products to be furnished, including but not limited to conduit routing, cable, wire, fittings, hardware and materials to be installed;
 - c. Provide equipment specifications to show how Fluvanna County Sheriff's Office staff are to access and utilize all equipment;
 - d. Provide complete and detailed descriptive literature, catalog cuts and technical specifications with the proposal to enable the County to determine if the product offered meets the requirements of the solicitation;
 - e. Describe and/or demonstrate how it plans to provide the services;
 - f. Provide any applicable diagrams illustrating the systems by using floor layouts (the floor plans provided by Fluvanna County upon request and execution of the Confidentiality

Agreement, being Exhibit 1 hereto —see Page 2 of this RFP) as a guide (i.e., using arrows and/or highlighting on all copies which item(s) are being submitted, location, etc.);

- g. Describe ability to provide support, troubleshooting, service, etc. after the systems are installed. Describe your firm’s ability to respond to emergencies on a 24/7 basis;
- h. Specify if there is availability of extended maintenance agreements for the systems; and
- i. Identify any specific information or other requirements to be provided by Fluvanna County prior to the installation or necessary for all equipment to be operational.
- j. Proposers shall include a list of any subcontractors it may use in its Proposal.

C. PRICING

- 1. Offerors shall provide all hardware and project costs for the System and implementation thereof.
- 2. Pricing must include all costs related to implementing the detailed requirements in this RFP.

D. PAYMENT

- 1. The Offeror will not be paid under any contract resulting here from until final acceptable of the System and performance is demonstrated as shown by the Sheriff’s Office’s final acceptance of the products and services produced by the Offeror.
- 2. The Sheriff’s Office reserves the right to use products furnished under a contract resulting from this proposal prior to final acceptance. Such use shall not constitute acceptance of the work or any part thereof by the Sheriff’s Office.

VI. EVALUATION AND AWARD CRITERIA

A. EVALUATION CRITERIA:

- 1. All Proposals received shall be evaluated based upon the evaluation criteria listed below.

Description of all goods and materials to be used (Please note: proposals MUST include manufacturer model numbers for ALL electronic equipment in the proposal, as well as manufacturer technical specification sheets)	30 Points
Price and Value	25 Points
Description of plan for the implementation of goods and services	25 Points
Experience of Offeror, to include references	20 Points

- 2. The County may arrange for discussions with Offerors submitting Proposals for obtaining additional information or clarification if needed.
- 3. The Selection Committee may make such reasonable investigations as it deems proper and necessary to determine the ability of the Offeror to perform the work.
- 4. The County reserves the right to make such additional investigations as it may deem necessary to establish competency and financial stability of any Offeror. If, after the investigation, the evidence of competency and financial stability is not satisfactory, in the sole opinion of the County, the County reserves the right to reject the Proposal.
- 5. The County reserves the right to hire a firm to assist the County in evaluating Proposals and determining which Proposal meets

B. AWARD OF CONTRACT

The award(s) shall be based on the Offeror(s)' ability to meet all RFP requirements and the right is reserved to make the award to other than the lowest priced Offeror when it is in the best interest of the

County and consistent with the Virginia Procurement Act, the County's Code, the County's Procurement Policies and Procedures and other Applicable Law. The provisions set forth herein are for contractual goods/services rendered to the County of Fluvanna, Virginia and this solicitation is done under Virginia Code Section 2.2-4302.2(A)(3) as a competitive negotiation for goods and/or nonprofessional services. Selection shall be made to an Offeror deemed to be fully qualified and best suited among those submitting proposals, based on the factors involved in the RFP, including price. Negotiations shall then be conducted with each of the Offerors so selected. Price shall be considered, but need not be the sole or primary determining factor. After negotiations, have been conducted with each Offeror so selected, the public body shall select the Offeror which, in its opinion, has made the best proposal and provides the best values, and shall award the contract to that Offeror.

The County's General Terms, Conditions, and Instructions to Bidders and Contractors are attached hereto and incorporated herein by reference as Appendix I. These provisions bind all Offerors. Further, the conditions and requirements of this RFP, including, but not limited to, County's General Terms, Conditions, and Instructions to Bidders and Contractors, are a material part of any contract awarded between the County and the successful Offeror(s).

The County may choose not to award a contract or Notice to proceed for any or all of the Services described herein. The County may choose to award this Contract, or portion thereof, to one or more Contractors as it deems in the best interest of the County.

VENDOR DATA SHEET

Note: The following information is required as part of your response to this solicitation. Failure to complete and provide this sheet may result in finding your bid nonresponsive.

1. Qualification: The vendor must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.

2. Vendor's Primary Contact:

Name: Joseph D Huff Jr Phone: 804-640-7120

3. Years in Business: Indicate the length of time you have been in business providing this type of good or service:
16 Years Months

4. Vendor Information:

FIN or FEI Number: 54-1792168 If Company, Corporation, or Partnership

5. Indicate below a listing of at least four (4) current or recent accounts, either commercial or governmental, that your company is servicing, has serviced, or has provided similar goods. Include the length of service and the name, address, and telephone number of the point of contact.

Company: Henrico County	Contact: Carl Brown
Phone: 804-652-3890	Email: cbbrown@henrico.k12.va.us
Dates of Service: Started May 2014	\$\$ Value: \$2.5 million and ongoing

Company: James City County	Contact: James Wilson
Phone: 757-253-6843	Email: james.wilson@jamescitycountyva.gov
Dates of Service: 2013 to present	\$\$ Value: \$350,000 and ongoing

Company: Albemarle County	Contact: Michael Freitas
Phone: 434-296-5816	Email: mfreitas@albemarle.org
Dates of Service: 2008 to Present	\$\$ Value: \$750,000 and ongoing

Company: James Madison University	Contact: Brian Clements
Phone: 540-568-4352	Email: clementsbf@jmu.edu
Dates of Service: 2011 to present	\$\$ Value: \$500,000 and ongoing

I certify the accuracy of this information.

Signed: 07/27/2017 Title: Vice President Date: _____

PLEASE RETURN THIS PAGE WITH BID SUBMISSION

PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA

THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAL/BID. FAILURE TO INCLUDE THIS FORM MAY RESULT IN REJECTION OF YOUR PROPOSAL/BID

Pursuant to Virginia Code §2.2-4311.2, an Offeror/Bidder organized or authorized to transact business in The Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia shall include in its proposal/bid the identification number issued to it by the State Corporation Commission ("SCC"). Any Offeror/Bidder that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its proposal/bid a statement describing why the Offeror/Bidder is not required to be so authorized. Any Offeror/Bidder described herein that fails to provide the required information shall not receive an award unless a waiver of this requirement and the administrative policies and procedures established to implement this section is granted by the County Administrator, as applicable. If this quote for goods or services is accepted by the County of Fluvanna, Virginia, the undersigned agrees that the requirements of the Code of Virginia Section 2.2-4311.2 have been met.

Please complete the following by checking the appropriate line that applies and providing the requested information. **PLEASE NOTE: The SCC number is NOT your federal ID number or business license number.**

A. Offeror/Bidder is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such vendor's Identification Number issued to it by the SCC is 0463372-3.

B. Offeror/Bidder is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such vendor's Identification Number issued to it by the SCC is _____.

C. Offeror/Bidder does not have an Identification Number issued to it by the SCC and such vendor is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):
Please attach additional sheets if you need to explain why such Offeror/Bidder is not required to be authorized to transact business in Virginia.

Legal Name of Company (as listed on W-9)

Legal Name of Offeror/Bidder Electrical, Controls and Maintenance, Inc dba EC&M Integrated Solutions
Date 07/27/2017

Authorized Signature
Print or Type Name and Title Joseph D Huff Jr Vice President

PLEASE RETURN THIS PAGE WITH BID SUBMISSION

CERTIFICATION OF NO COLLUSION

The undersigned, acting on behalf of EC&M Integrated Solutions, does hereby certify in connection with the procurement and bid to which this Certification of No Collusion is attached that:

This bid is not the result of, or affected by, any act of collusion with another person engaged in the same line of business or commerce: nor is this bid the result of, or affected by, any act of fraud punishable under Article 1.1 of Chapter 12 of Title 18.2 Code of Virginia, 1950 as amended (&&18.2-498.1 et seq.)

[Signature]
Signature of Company Representative

EC&M Integrated Solutions
Name of Company

07/27/2017
Date

ACKNOWLEDGEMENT

STATE OF VIRGINIA
FLUVANNA COUNTY, to wit:

The foregoing Certification of No Collusion bearing the signature of Joseph Huff and dated July 27, 2017 was subscribed and sworn to before the undersigned notary public by Joseph Huff on July 27, 2017.

Amber Nadeau
Notary Public

My commission expires: October 31, 2019



CODE OF VIRGINIA
& 18.2-498.4. Duty to provide certified statement:

A. The Commonwealth, or any department or agency thereof, and any local government or any department or agency thereof, may require that any person seeking, offering or agreeing to transact business or commerce with it, or seeking, offering or agreeing to receive any portion of the public funds or moneys, submit a certification that the offer or agreement or any claim resulting thereon is not the result of, or affected by, any act of collusion with another person engaged in the same line of business or commerce, or any act of fraud punishable under this article.

A. Any person required to submit a certified statement as provided in paragraph A, above who knowingly makes a false statement shall be guilty of a Class 6 felony. (1980, c.472)

A false statement shall be guilty of a Class 6 felony. (1980, c.472)

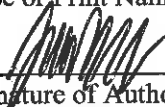
PLEASE RETURN THIS PAGE WITH BID SUBMISSION

OFFEROR STATEMENT

Undersigned Bidder hereby certifies that he/she has carefully examined all conditions and specifications of this invitation for Bid and hereby submits this bid pursuant to such instructions and instructions.

Joseph D Huff Jr Vice President

Type or Print Name & Title of Authorized Person


Signature of Authorized Person Submitting This Bid

7/27/2017

Date

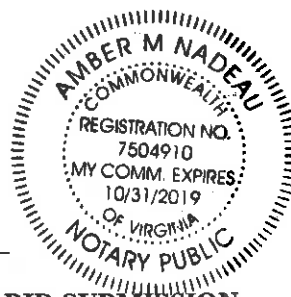
SUBSCRIBED AND SWORN to before me by the above named

Joseph Huff on the 27th day of July, ²⁰¹⁷~~2013~~

Amber Nadeau

Notary Public in and for the State of Virginia

My commission expires: October 31, 2019



PLEASE RETURN THIS PAGE WITH BID SUBMISSION

Exhibit 1
CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

This CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT (the “Agreement”) is entered into by and between EC&M Integrated Solutions (hereinafter the “Business Associate”), and FLUVANNA COUNTY, a political subdivision of the Commonwealth of Virginia, (hereinafter the “County”) and the FLUVANNA COUNTY SHERIFF’S OFFICE (the “Sheriff”) effective as of the date of the Computer Aided Dispatch/Public Safety Software Solution Contract (the “Contract”) between the County and the Business Associate to which this Agreement is attached.

Fluvanna County and the Sheriff are collectively referred to herein as the “County”. Any capitalized terms shall have the same meaning as in the Contract, unless otherwise defined in this Agreement. For valuable consideration, the parties agree as follows:

I. GENERAL PROVISIONS

- A. Purpose.** Business Associate desires to respond to that RFP # 2017-¹⁰ (the “RFP”) issued by the County for Security, Surveillance, and Safety System – Installation and Service for Fluvanna County Sheriff’s Office Building (collectively, “Services”) as described in the RFP. This Agreement is intended to ensure that the Business Associate will establish and implement appropriate privacy and security safeguards with respect to Confidential Information (as defined below) that the Business Associate may affect, view, access, move, transmit, create, receive, or use in connection with the RFP consistent with the standards set forth in this Agreement and all requirements of Federal, state and local laws, statutes, regulations, rules and provisions (hereinafter “Applicable Law”). This Agreement is intended to protect the County and its Confidential Information and the Agreement is a material term to the County’s providing the floor plans of the Sheriff’s Office and other RFP documentation. **Any notification to the County hereunder to be made shall be directed to the County of Fluvanna, Attention Steve Nichols, 132 Main Street, Palmyra, VA 22963 with a copy to the County Attorney, Frederick W. Payne, 414 east Jefferson Street, Charlottesville, VA 22902. County**
- B. Effective Date.** The provisions of this Agreement shall take effect on the date the Business Associate signs his Agreement and shall continue in full force and effect until the Business Associate has destroyed or returned all Confidential Information to the County as defined herein, whichever is later.
- C. Definitions.**
1. “Breach” shall mean a failure of Business associate to meet any of the requirements or provisions of this Agreement.
 2. “Confidential Information” shall include any and all the floorplans, employee information, personal information, social security numbers, data, materials, products, technology, computer programs, specifications, manuals, business plans, software, records, information, videos, electronic recordings of any kind,

case information, marketing plans, financial information, statistical information, trade secrets, technical or test data, scientific data, graphic communication, “know-how”, drawings, in any format whatsoever, including, but not limited to electronic documentation or files of any kind, and other information disclosed or submitted, orally, in writing, or by any other media of the County.

3. “Security Incident” shall have the same mean any disclosure of any Confidential Information to a third party.

II. OBLIGATIONS AND ACTIVITIES OF BUSINESS ASSOCIATE

- A. Scope of Use and Disclosure.** Business Associate agrees to not use or further disclose Confidential Information other than as permitted or required by this Agreement or as required by Applicable Law. Business Associate understands and agrees that the Confidential Information includes sensitive data maintained by the Sheriff and/or the County and that its disclosure could cause irreparable damage to the County and potentially to on-going investigations and cases related to the Sheriff. This Agreement is being entered into so as to protect the disclosure and confidentiality of all Confidential Information.
- B. Safeguards Against Misuse of Information.** Business Associate agrees to use appropriate safeguards to prevent any and all use or disclosure of the Confidential Information. Business Associate agrees that its access to and use of any Confidential Information shall be limited to access and use of such information only as necessary and required to respond to the RFP. Furthermore, Business Associate will implement administrative, physical, and technical safeguards (including written policies and procedures) that reasonably and appropriately protect the confidentiality, integrity, and availability of all Confidential Information that it creates, receives, maintains, or transmits on behalf of the County.
- C. Duty to Mitigate.** Business Associate agrees to cure or mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of Confidential Information by Business Associate or its agents or subcontractors in violation of the requirements of this Agreement.
- D. Reporting of Violations.** Business Associate agrees to notify the County, in writing, of any use or disclosure of the Confidential Information, any Security Incident, and any Breach of County’s Confidential Information. This notification will be made as soon as possible, but no more than within one (1) day after the discovery of the use, disclosure, Security Incident, or Breach.
- E. Use or Disclosure to Subcontractors.** Business Associate shall not use subcontractors. To the extent that Business Associate does use subcontractors, Business Associate shall ensure that any subcontractor or agent to whom it provides Confidential Information agrees to be bound under this Agreement and shall be liable to the County for the subcontractors compliance with this Agreement.

- F. Access, Amendment, and Accounting Responsibilities.** Business Associate shall not keep or retain, in any format, any Confidential Information after announcement of an award under the RFP or an announcement no contract will be awarded thereunder.

III. NON-DISCLOSURE PROVISIONS

- A. The Business Associate agrees that the Confidential Information is to be considered confidential and not to be disclosed and the Business Associate shall hold same in confidence, shall not use the Confidential Information other than for the purposes of the preparing its response to the RFP and shall disclose it only to the authorized agents of the County any. The Business Associate shall not disclose, publish or otherwise reveal any of the Confidential Information received from the County to any other party whatsoever except with the specific prior written authorization of the County.
- A. Confidential Information furnished in tangible or electronic form shall not be duplicated by the Business Associate except for purposes of responding to the RFP and consistent with the terms of this Agreement. Upon the request of the County, the Business Associate shall destroy and/or return all Confidential Information received in written or tangible form, including copies, or reproductions or other media containing such Confidential Information, within five (5) days of such request.
- B. The Business Associate shall not, without specific prior written authorization of the County, remove any Confidential Information from the Sheriff's Office.

IV. PERMITTED USES AND DISCLOSURES BY BUSINESS ASSOCIATE

- A. **Limits on Use.** Business Associate may only use or access Confidential Information as necessary and required to respond to the RFP. Business Associate cannot modify, alter or change, in any way, any Confidential Information of the County.

V. TERM AND TERMINATION

- A. **Term.** The term of this Agreement shall commence as of the Effective Date set forth above in Section I.B, and shall terminate when Business Associate no longer has any access to Confidential Information of any kind and all the Confidential Information provided by County to Business Associate, or created or received by Business Associate on behalf of County, is returned to County. Notwithstanding any other provision of this Agreement, the Business Associate shall be liable to the County for any and all damages and losses of any kind caused by any failure of Business Associate to abide by this Agreement, including, but not limited to, unauthorized access or loss of Confidential information, even if the damages caused thereby are occur after or are discovered after the termination of this agreement.
- B. **Termination for Cause.** Upon County's knowledge of a material breach by Business Associate, County may in its sole discretion:

1. Provide an opportunity for Business Associate to cure the breach or end the violation and terminate this Agreement and require immediate return of all Confidential Information if Business Associate does not cure the breach or end the violation within the time specified by County; OR
2. Immediately terminate this Agreement if Business Associate has breached a material term of this Agreement, in which case the Business Associate shall be considered not responsible if it submits a proposal to the RFP.

In addition, the County may report the violation to any applicable state, local or federal agency or department.

C. Effect of Termination.

1. Upon termination of the Agreement, for any reason, Business Associate shall return all Confidential Information received from County, or created or received by Business Associate on behalf of Count and shall no longer access the County's Confidential Information for any reason. Business Associate shall retain no copies of the Confidential Information. This section shall also apply to Confidential Information that is in the possession of subcontractors or agents of Business Associate.

VI. ACKNOWLEDGEMENT AND SIGNATURES

The parties acknowledge that they have read this agreement, understand it, and agree to be bound by its terms. Accordingly, in witness whereof, this Agreement is executed by the parties, by their duly authorized representatives as of the date set forth above.

THE COUNTY: County of Fluvanna

Signature: _____

Printed Name of Officer: Steve Nichols

Title: County Administrator Date: _____

SHERIFF: The Fluvanna County Sheriff's Office

_____ Date: _____

Eric Hess, Sheriff

BUSINESS ASSOCIATE: EC&M Integrated Solutions _____

Signature: _____

Printed Name of Officer: Joseph D Huff Jr _____

Title: Vice President Date: 07/06/2017 _____

Exhibit 2
BUSINESS ASSOCIATE, CONFIDENTIALITY AND NON-DISCLOSURE
AGREEMENT

This BUSINESS ASSOCIATE AGREEMENT, CONFIDENTIALITY AND NON-DISCLOSURE (the “Agreement”) is entered into by and between EC&M Integrated Solutions (hereinafter the “Business Associate”), and **FLUVANNA COUNTY**, a political subdivision of the Commonwealth of Virginia, (hereinafter the “County”) and the **FLUVANNA COUNTY SHERIFF’S OFFICE** (the “Sheriff”) effective as of the date of the Computer Aided Dispatch/Public Safety Software Solution Contract (the “Contract”) between the County and the Business Associate to which this Agreement is attached.

Fluvanna County and the Sheriff are collectively referred to herein as the “County”. Any capitalized terms shall have the same meaning as in the Contract, unless otherwise defined in this Agreement. For valuable consideration, the parties agree as follows:

I. GENERAL PROVISIONS

- A. Purpose.** Business Associate has been retained by the County to perform certain activities, or services (collectively, “Services”) as described in the Contract. This Agreement is intended to ensure that the Business Associate will establish and implement appropriate privacy and security safeguards with respect to “Protected Health Information” (as defined below) and Confidential Information (as defined below) that the Business Associate may affect, view, access, move, transmit, create, receive, or use in connection with the Services to be provided by Business Associate to the County the County, consistent with the standards set forth in this Agreement and the regulations and administrative guidance with respect to the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 (“HIPAA”), including as amended by the Health Information Technology for Economic and Clinical Health Act as set forth in Title XIII of Division A and Title IV of Division B of the American Recovery and Reinvestment Act of 2009 (“HITECH Act”). This Agreement is intended to protect the County and its PHI and Confidential Information and the Agreement is a material term to the County’s acceptance of and desire to enter into the Contract **Any notification to the County hereunder to be made shall be directed to the County of Fluvanna, Attention Steve Nichols, 132 Main Street, Palmyra, VA 22963 with a copy to the County Attorney, Frederick W. Payne, 414 east Jefferson Street, Charlottesville, VA 22902. County**
- B. Effective Date.** The provisions of this Agreement shall take effect on the date the Contract takes effect and shall continue in full force and effect for the Term of the Contract, including any and all renewals or extensions thereof or until the Business Associate has returned all PHI and Confidential Information as defined herein, whichever is later.

C. Definitions. Capitalized terms used, but not otherwise defined, in this Agreement shall have the same meaning as those terms in the HIPAA Privacy and Security Rules. Other defined terms include:

1. “Breach” shall have the meaning given such term in 45 C.F.R. §164.402.
 2. “Confidential Information” shall include any and all all employee information, personal information, social security numbers, data, materials, products, technology, computer programs, specifications, manuals, business plans, software, records, information, videos, electronic recordings of any kind, case information, marketing plans, financial information, statistical information, trade secrets, technical or test data, scientific data, graphic communication, “know-how”, drawings, inn any format whatsoever, including, but not limited to electronic documentation or files of any kind, and other information disclosed or submitted, orally, in writing, or by any other media of the County; and shall also include, but is not limited to, PHI as defined below.
 2. “Designated Record Set” shall have the meaning given such term in 45 C.F.R. §164.501.
 3. “Electronic Protected Health Information” shall have the same meaning as the term “electronic protected health information” in 45 C.F.R. § 160.103.
 4. “Individual” shall have the same meaning given such term under 45 C.F.R. §160.103, and shall include a person who qualifies as a personal representative in accordance with 45 C.F.R. §164.502(g).
- 5.County
6. “Privacy Rules” shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. Part 160 and Part 164, subparts A and E.
 7. “Protected Health Information” (or “PHI”) shall have the meaning given to such term in 45 C.F.R. §160.103, limited to the information created or received by Business Associate from or on behalf of County.
 8. “Required By Law” shall include any requirements or protections under applicable federal, state, local or other law, regulation or ordinance and shall include, but not be limited to, 45 C.F.R. §164.103.
 9. “Secretary” shall mean the Secretary of the United States Department of Health and Human Services (“HHS”) or his designee.
 10. “Security Incident” shall have the same meaning given to such term in 45 C.F.R. §164.304.
 11. “Security Rules” shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 C.F.R. Part 160 and Part 164, subpart C.
 12. “Unsecured Protected Health Information” shall have the same meaning given to such term in 45 CFR §164.402.

II. OBLIGATIONS AND ACTIVITIES OF BUSINESS ASSOCIATE

- A. Scope of Use and Disclosure of Protected Health Information.** Business Associate agrees to not use or further disclose PHI and Confidential Information other than as permitted or required by this Agreement or as Required By Law. Business Associate understands and agrees that the PHI and Confidential Information includes sensitive and personal data maintained by the Sheriff and/or the County and that its disclosure could cause irreparable damage to the County and potentially to on-going investigations and cases related to the Sheriff. This Agreement is being entered into so as to protect the disclosure and confidentiality of all PHI and Confidential Information and is material to the award of the Contract to the Business Associate. Business Associate shall be responsible under the Contract for the Services for the new System as described in the Contract.
- B. Safeguards Against Misuse of Information.** Business Associate agrees to use appropriate safeguards to prevent any and all use or disclosure of the PHI and Confidential Information. Business Associate agrees that its access to and use of any PHI or Confidential Information shall be limited to access and use of such information only as necessary and required under the Contract. Furthermore, Business Associate will implement administrative, physical, and technical safeguards (including written policies and procedures) that reasonably and appropriately protect the confidentiality, integrity, and availability of Electronic Protected Health Information that it creates, receives, maintains, or transmits on behalf of the County as required by the Security Rules. To the extent practicable, Business Associate will secure all Protected Health Information by technological means that render such information unusable, unreadable, or indecipherable to unauthorized individuals and in accordance with any applicable guidance issued by the Department of Health and Human Services under Section 13402 of the HITECH Act.
- C. Duty to Mitigate.** Business Associate agrees to cure or mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of PHI or Confidential Information by Business Associate or its agents or subcontractors in violation of the requirements of this Agreement.
- D. Reporting of Violations.** Business Associate agrees to notify the County, in writing, of any use or disclosure of the PHI and Confidential Information, any Security Incident, and any Breach of County's Unsecured Protected Health Information. This notification will be made as soon as possible, but no more than within one (1) day after the discovery of the use, disclosure, Security Incident, or Breach. In the event of a Breach, if a delay is requested by law enforcement under 45 CFR §164.412, Business Associate may delay notifying the County for the applicable timeframe. This notification will include, to the extent possible, the identification of each individual whose Unsecured Protected Health Information has been, or is reasonably believed by the Business Associate to have been, accessed, acquired used or disclosed during the Breach. Business Associate will also provide the County with any other available information that the County is required to include in its notification to the individual under 45 CFR

§164.404(c) at the time of the initial notification or promptly thereafter as the information becomes available.

- E. Use or Disclosure to Subcontractors.** Business Associate shall not use subcontractors. To the extent that Business Associate does use subcontractors, Business Associate shall ensure that any subcontractor or agent to whom it provides PHI or Confidential Information agrees to be bound under this Agreement and shall be liable to the County for the subcontractors compliance with this Agreement.
- F. Access, Amendment, and Accounting Responsibilities.** Business Associate shall not keep or retain, in any format, any PHI or Confidential Information.
- G. Electronic Data Interchange.** Solely in the event that Business Associate transmits or receives any Transactions (including, but not limited to, as that term is defined in 45 C.F.R. §160.103) on behalf of County, Business Associate shall comply with any applicable provisions of the Electronic Data Interchange Requirement (as set forth in 45 C.F.R. parts 160 and 162) and shall ensure that any subcontractors or agents that assist Business Associate in conducting Transactions on behalf of County agree in writing to comply with the Electronic Data Interchange Requirements.
- H. Availability of Books and Records.** For purposes of the Secretary determining the County's compliance with the Privacy Rules, Business Associate agrees to make internal practices, books, and records, including policies and procedures and PHI relating to the use and disclosure of PHI received from, or created or received by the Business Associate on behalf of, the County available (i) to the County in a mutually agreeable time and manner, or (ii) to the Secretary in the manner designated by the Secretary.
- I. HITECH Act Business Associate Agreement Requirements.** The parties intended for this Agreement to satisfy the requirements of sections 13401(a) and 13404(a) of the HITECH Act that specified security and privacy provisions requirements be incorporated into business associate agreements. This Agreement shall be interpreted in a manner consistent with this intention.

III. NON-DISCLOSURE PROVISIONS

- A.** The Business Associate agrees that the PHI and Confidential Information is to be considered confidential and not to be disclosed and the Business Associate shall hold same in confidence, shall not use the PHI or Confidential Information other than for the purposes of the Contract, and shall disclose it only to the authorized agents of the County any PHI or Confidential Information. The Business Associate shall not disclose, publish or otherwise reveal any of the PHI or Confidential Information received from the County or under the Contract to any other party whatsoever except with the specific prior written authorization of the County.

- A. PHI and Confidential Information furnished in tangible or electronic form shall not be duplicated by the Business Associate except for purposes of the Contract and consistent with the terms of this Agreement. Upon the request of the County, the Business Associate shall return all PHI and Confidential Information received in written or tangible form, including copies, or reproductions or other media containing such Confidential Information, within five (5) days of such request.
- B. The Business Associate shall not, without specific prior written authorization of the County, remove any PHI or Confidential Information from the Sheriff's Office.

IV. PERMITTED USES AND DISCLOSURES BY BUSINESS ASSOCIATE

- A. **Limits on Use.** Business Associate may only use or access PHI and Confidential Information as necessary and required to perform functions, activities, or services required under the Contract. Business Associate cannot modify, alter or change, in any way, any PHI or Confidential Information of the County.
- B. **Applicability.** This Agreement applies with respect to any aspect of the Services Agreement that involves the use or disclosure of PHI but only to the extent that the services or transactions of Business Associate are not exempt from HIPAA pursuant to 1179 of the Social Security Act (42 U.S.C. §1320d-8).

V. TERM AND TERMINATION

- A. **Term.** The term of this Agreement shall commence as of the Effective Date set forth above in Section I.B, and shall terminate when Business Associate no longer has any access to PHI or Confidential Information of any kind and all of the PHI and Confidential Information provided by County to Business Associate, or created or received by Business Associate on behalf of County, is returned to County. Notwithstanding any other provision of this Agreement, the Business Associate shall be liable to the County for any and all damages and losses of any kind caused by any failure of Business Associate to abide by this Agreement, including, but not limited to, unauthorized access or loss of PHI or Confidential information, even if the damages caused thereby are occur after or are discovered after the termination of this agreement.
- B. **Termination for Cause.** Upon County's knowledge of a material breach by Business Associate, County may in its sole discretion:
 1. Provide an opportunity for Business Associate to cure the breach or end the violation and terminate this Agreement and the Service Agreement if Business Associate does not cure the breach or end the violation within the time specified by County; OR
 2. Immediately terminate this Agreement and the Contract if Business Associate has breached a material term of this Agreement, in which case the Business Associate shall be in default under the Contract and the default provisions shall apply.

In addition, the County may report the violation to the Secretary.

C. Effect of Termination.

- 1. Except as provided in Section V.C.2, upon termination of the Agreement, for any reason, Business Associate shall return all PHI and Confidential received from County, or created or received by Business Associate on behalf of Count and shall no longer access the County’s PHI or Confidential Information for any reason. Business Associate shall retain no copies of the PHI. This section shall also apply to PHI and Confidential Information that is in the possession of subcontractors or agents of Business Associate.

VI. ACKNOWLEDGEMENT AND SIGNATURES

The parties acknowledge that they have read this agreement, understand it, and agree to be bound by its terms. Accordingly, in witness whereof, this Agreement is executed by the parties, by their duly authorized representatives as of the date set forth above.

THE COUNTY: County of Fluvanna

Signature: _____

Printed Name of Officer: Steve Nichols

Title: County Administrator Date: _____

SHERIFF: The Fluvanna County Sheriff’s Office

_____ Date: _____

Eric Hess, Sheriff

BUSINESS ASSOCIATE: EC&M Integrated Solutions _____

Signature: _____

Printed Name of Officer: Joseph D Huff Jr _____

Title: Vice President Date: 7/27/2017

Appendix I

COUNTY OF FLUVANNA

GENERAL TERMS, CONDITIONS AND INSTRUCTIONS TO BIDDERS AND CONTRACTORS

GENERAL TERMS, CONDITIONS AND INSTRUCTIONS TO BIDDERS AND CONTRACTORS

These General Terms, Conditions and Instructions to Bidders and Contractor (hereinafter referred to as the “General Conditions”) shall apply to all purchases and be incorporated into and be a part of each Solicitation (as defined below) and every Contract (as defined below) awarded by Fluvanna County, a political subdivision of the Commonwealth of Virginia (hereinafter referred to as the “County”) unless otherwise specified by the County in writing. Bidders, Offerors and Contractors or their authorized representatives are expected to inform themselves fully as to these General Conditions before submitting Bids or Proposals to and/or entering into any Contract with the County: failure to do so will be at the Bidder’s/Contractor’s own risk and except as provided by law, relief cannot be secured on the plea of error.

Subject to all Federal, State and local laws, policies, resolutions, regulations, rules, limitations and legislation, including the County’s Procurement Policies and Procedures, Bids or Proposals on all Solicitations issued by County will bind Bidders or Offerors, as applicable, and Contracts will bind Contractors, to all applicable terms, conditions, instructions, rules and requirements herein set forth unless otherwise SPECIFICALLY set forth by the County in writing in the Solicitation or Contract. All provisions of these General Conditions are material to any contract between the County and a Contractor.

INTRODUCTION

1. **VIRGINIA PUBLIC PROCUREMENT ACT AND ETHICS IN PUBLIC CONTRACTING:** The Virginia Public Procurement Act of Virginia Code §§ 2.2-4300 *et seq.* (hereinafter the “VPPA”) is incorporated herein by reference. Nothing in these General Conditions is intended to conflict with the VPPA and in case of any conflict, the VPPA controls. Specifically, the provisions of Article 6 of the VPPA (Virginia Code §§ 2.2-4367 through 2.2-4377) relating to ethics in contracting, shall be applicable to all Solicitations and Contracts solicited or entered into by the County. By submitting their Bids or signing any Contract, all Bidders and Contractors certify that they have not violated any of the provisions of Article 6 of the VPPA, including, but not limited to, that their Bids are made without collusion or fraud and that they have not offered or received any kickbacks or inducements.
2. **DEFINITIONS:** The definitions of Virginia Code §§ 2.2-4301, 2.2-4302.1 and 2.2-4302.2 are specifically incorporated herein by reference and as used in these General Conditions, whether capitalized or not, any of such defined terms have the same meaning as such terms have under the VPPA: such defined terms include: “Affiliate”, “Best Value”, “Business”, “Competitive Negotiation”, “Competitive Sealed Bidding”, “Construction”, “Construction Management Contract”, “Design-Build Contract”, “Employment Services Organization”, “Goods”, “Informality”, “Job Order Contracting”, “Multiphase Professional Services Contract”, “Nonprofessional Services”, “Potential Bidder or Offeror”, “Professional Services”, “Public Body”, “Public Contract”, “Responsible Bidder or Offeror”, “Responsive Bidder”, “Reverse Auctioning” and

“Services”. Additionally, as used in these General Conditions, the following terms, whether capitalized or not, have the following meanings:

- a. Bid/Proposal: The offer of a Bidder or Offeror to provide specific Goods or Services at specified prices and/or other conditions specified in the Solicitation. The term “Bid” is used throughout these General Conditions and where appropriate includes the term “Proposal” or any modifications or amendments to any Bid or Proposal.
- b. Bidder/Offeror/Vendor: Any individual(s), company, firm, corporation, partnership or other organization bidding or offering on any Solicitation issued by the County and/or offering to enter into Contracts with the County. The term “Bidder” is used throughout these General Conditions and where appropriate includes the term “Offeror” and/or “Vendor”.
- c. Contract: Any contract to which the County will be a party.
- d. Contractor: Any individual(s), company, firm, corporation, partnership, or other organization to whom an award is made by the County or whom enters into any contract to which the County is a party.
- e. County: The County of Fluvanna, a political subdivision of the Commonwealth of Virginia, including where applicable all agencies and departments of the County.
- f. County Administrator: The Fluvanna County Administrator.
- g. County Attorney: The Fluvanna County Attorney.
- h. Purchasing Agent: The County Administrator is the County’s Purchasing Agent and is responsible for the purchasing activity of Fluvanna County; and has signatory authority to bind the County to all contracts and purchases made lawfully under the Fluvanna County Small Purchasing Procedures. The Purchasing Agent has signatory authority to bind the County to all other contracts and purchases only after the contracts or purchases have been approved by a vote of the Fluvanna County Board of Supervisors.
- i. General Terms, Conditions and Instructions to Bidders and Contractors (also referred to herein as the “General Conditions”): These General Terms, Conditions and Instructions to Bidders and Contractors shall be attached to and made a part of all Solicitations by the County and all Contracts to which the County is party.
- j. His: Any references to “his” shall include his, her, their, or its as appropriate.
- k. Invitation to Bid (also referred to herein as an “IFB”): A request which is made to prospective Bidders for their quotation on Goods or Services desired by the County. The issuance of an IFB will contain or incorporate by reference the General Conditions and the other specifications and contractual terms and

conditions applicable to the procurement.

- l. Purchasing Officer: The Purchasing Officer employed by the County and to whom Bidders/Contractors can submit questions relating to any Bid or Contract.
 - m. Request for Proposal (also referred to herein as a “RFP”): A request for an offer from prospective Offerors which shall indicate the general terms which are sought to be procured from Offerors. The RFP will specify the evaluation factors to be used and will contain or incorporate by reference the General Conditions and other applicable contractual terms and conditions, including any unique capabilities or qualifications that will be required of the Contractor.
 - n. Small Purchasing Procedures: The County’s Small Purchasing Procedures, being Chapter 4 of the County’s Procurement Policies and Procedures, a method of purchasing not requiring competitive sealed bids or competitive negotiation for single or term contracts for goods and services other than professional services if the aggregate or the sum of all phases is not expected to exceed \$50,000; and also allowing for single or term contracts for professional services without requiring competitive negotiation, provided the aggregate or the sum of all phases is not expected to exceed \$50,000.
 - o. Solicitation: The process of notifying prospective Bidders or Offerors that the County wishes to receive Bids or Proposals on a set of requirements to provide Goods or Services. “Solicitation” includes any notification of the County requirements may consist of public advertising (newspaper, County’s website, or other electronic notification), the mailing of notices of Solicitation, any Invitation for Quotes (“IFQ”), Initiations to Bid (“IFB”), or Requests for Proposal (“RFP”), the public posting of notices, issuance of an Open Market Procurement (“OMP”), or telephone calls to prospective Bidders or Offerors.
 - p. State: The Commonwealth of Virginia.
3. **AUTHORITY**: The Purchasing Agent shall serve as the principal public purchasing official for the County, and shall be responsible for the procurement of goods, services, insurance and construction in accordance with the County’s Procurement Policies and Procedures. The Purchasing Agent has responsibility and authority for negotiating, placing and when necessary modifying every Solicitation, Contract and purchase order issued by the County under the County’s Small Purchasing Procedures. The Purchasing Agent has signatory authority to bind the County to all contracts and purchases made lawfully under the County’s Small Purchasing Procedures. The Purchasing Agent has responsibility and authority for negotiating, placing and when necessary modifying every other Solicitation, Contract and purchase order issued by the County except that the Purchasing Agent has signatory authority to bind the County to all other contracts and purchases ONLY after the contracts or purchases have been adopted and approved by a vote of the Fluvanna County Board of Supervisors (the “Board”).

Unless specifically delegated by the Board or the Purchasing Agent, and consistent with the limited authority granted thereto, no other County officer or employee is authorized to order supplies or Services, enter into purchase negotiations or Contracts, or in any way obligate the County for any indebtedness. Any purchase or contract made which is contrary to such authority shall be of no effect and void and the County shall not be bound thereby.

For convenience, the County's Purchasing Officer shall serve as an intermediary between the Purchasing Agent and the Bidder or Contractor and any Bidder or Contractor may direct communications regarding any purchase, Solicitation or Contract to the Purchasing Officer; however as stated *supra* only the Board or County's Purchasing Agent can bind the County and only upon the conditions stated *supra*.

CONDITIONS OF BIDDING

4. **COMPETITION INTENDED:** It is the County's intent to encourage and permit open and competitive bidding in all Solicitations. It shall be the Bidder's responsibility to advise the County in writing if any language, requirement, specification, etc., or any combination thereof, stifles competition or inadvertently restricts or limits the requirements stated in a Solicitation to a single source. The County must receive such notification not later than seven (7) business days prior to the deadline set for acceptance of the Bids. In submitting a Bid, the Bidder guarantees that he or she has not been a party with other Bidders to an agreement to bid a fixed or uniform price. Violation of this implied guarantee shall render the Bid of any Bidder involved void.
5. **DISCRIMINATION PROHIBITED:** Pursuant to Virginia Code § 2.2-4310, the County does not discriminate against Bidders, Offerors or Contractors because of race, religion, color, sex, national origin, age, disability, status as a service disabled veteran, or any other basis prohibited by state law relating to discrimination in employment. Whenever solicitations are made, the County shall include businesses selected from a list made available by the Department of Small Business and Supplier Diversity. Pursuant to Virginia Code § 2.2-4343.1, the County does not discriminate against "faith-based organizations", being a religious organization that is or applies to be a contractor to provide goods or services for programs funded by the block grant provided pursuant to the Personal Responsibility and Work Reconciliation Act of 1996, P.L. 104-193.
6. **CLARIFICATION OF TERMS:** Pursuant to Virginia Code § 2.2-4316, if any Bidder has questions or comments about the specifications or other Solicitation documents, the prospective Bidder should contact the County no later than seven (7) business days prior to the date set for the opening of Bids or receipt of Proposals. Any revisions to the Solicitation will be made only by written addendum issued by the County. Notifications regarding specifications may not be considered if received in less than seven (7) business days of the date set for opening of Bids/receipt of Proposals.
7. **MANDATORY USE OF COUNTY FORM AND TERMS AND CONDITIONS:** Unless otherwise specified in the Solicitation, all Bids must be submitted on the forms

provided by the County, including but not limited to, a Cover Sheet or Pricing Schedule, if applicable, properly signed in ink in the proper spaces and submitted in a sealed envelope or package. Unauthorized modification of or additions to any portion of the Solicitation may be cause for rejection of the Bid. However, the County reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject any Bid or Proposal which has been modified. These General Conditions are mandatory provisions of all Solicitations and all Contracts of the County.

8. LATE BIDS & MODIFICATION OF BIDS: Any Bid or modification thereto received at the office designated in the Solicitation after the exact time specified for receipt of the Bid is considered a late Bid or modification thereof. The County is not responsible for delays in the delivery of the mail by the U.S. Postal Service, private carriers or the inter-office mail system. It is the sole responsibility of the Bidder to ensure their Bid reaches County by the designated date and hour. The following rules apply to all Bids submitted to the County:

- a. The official time used in the receipt of Bids/Proposals is that time on the automatic time stamp machine in the Finance Department;
- b. Late Bids or modifications thereof will be returned to the Bidder UNOPENED, if Solicitation number, due date and Bidder's return address is shown on the container;
- c. If a Bid is submitted on time, however a modification thereto is submitted after the due date and time, then the County in its sole discretion may choose to consider the original Bid except that the County may not consider such original Bid if the Bid is withdrawn by the Bidder pursuant to Section 9 below; and
- d. If an emergency or unanticipated event or closing interrupts or suspends the County's normal business operations so that Bids cannot be received by the exact time specified in the Solicitation, then the due date/time specified for receipt of Bids will be deemed to be extended to the same time of day specified in the Solicitation on the first work day on which normal County business operations resume.

9. WITHDRAWAL OF BIDS:

- a. Pursuant to Virginia Code § 2.2-4330, a Bidder for a public construction contract, other than a contract for construction or maintenance of public highways, may withdraw his Bid from consideration if the price bid was substantially lower than the other Bids due solely to a mistake in the Bid, provided the Bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a Bid, which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the Bid sought to be withdrawn.

If a Bid contains both clerical and judgment mistakes, a Bidder may withdraw his Bid from consideration if the price bid would have been substantially lower than the other Bids due solely to the clerical mistake, that was an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a Bid that shall be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the Bid sought to be withdrawn. The Bidder shall give notice in writing to the County of his or her claim of right to withdraw his or her Bid within two (2) business days after the conclusion of the Bid opening procedure and shall submit original work papers with such notice.

- b. A Bidder for a Contract other than for public construction may request withdrawal of his or her Bid under the following circumstances:
 - i. Bids may be withdrawn on written request from the Bidder received at the address shown in the Solicitation prior to the time of opening.
 - ii. Requests for withdrawal of Bids after opening of such Bids but prior to award shall be transmitted to the County, in writing, accompanied by full documentation supporting the request. If the request is based on a claim of error, documentation must show the basis of the error. Such documentation may take the form of supplier quotations, Bidder work sheets, etc. If Bid bonds were tendered with the Bid, the County may exercise its right of collection.
- c. No Bid may be withdrawn under this Section 9 when the result would be the awarding of the Contract on another Bid of the same Bidder or of another Bidder in which the ownership of the withdrawing Bidder is more than five percent (5%).
- d. If a Bid is withdrawn under the authority of this Section 9 the lowest remaining Bid shall be deemed to be the low Bid.
- e. No Bidder who, is permitted to withdraw a Bid shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the Contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn Bid was submitted.
- f. The County shall notify the Bidder in writing within five (5) business days of its decision regarding the Bidder's request to withdraw its Bid. If the County denies the withdrawal of a Bid under the provisions of this Section 9, it shall State in such notice the reasons for its decision and award the Contract to such Bidder at the Bid price, provided such Bidder is a responsible and responsive Bidder. At the same time that the notice is provided, the County shall return all work papers and copies thereof that have been submitted by the Bidder.

- g. Under these procedures, a mistake shall be proved only from the original work papers, documents and materials delivered as required herein. The work papers, documents and materials submitted by the bidder shall, at the bidder's request, be considered trade secrets or proprietary information subject to the conditions of subsection F of Virginia Code § 2.2-4342.

10. ERRORS IN BIDS: When an error is made in extending total prices, the unit Bid price will govern. Erasures in Bids must be initialed by the Bidder. Carelessness in quoting prices, or otherwise in preparation of the Bid, will not relieve the Bidder. Bidders/Offerors are cautioned to recheck their Bids for possible error. Errors discovered after public opening cannot be corrected and the Bidder will be required to perform if his or her Bid is accepted.

11. IDENTIFICATION ON BID ENVELOPE: All Bids, Proposals and requested copies thereof submitted to the County shall be in a separate envelope or package, sealed and identified with the following information clearly marked on the outside of the envelope or package:

- a. Addressed as indicated on page 1 of the solicitation;
- b. Solicitation number;
- c. Title;
- d. Bid due date and time;
- e. Bidder's name and complete mailing address (return address); and
- f. Pursuant to Virginia Code § 2.2-4311.2, the Bidder's identification number issued by the State Corporation Commission, or if the bidder is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law shall include in its bids or proposal a statement describing why the bidder or offeror is not required to be so authorized.

If a Bid is not addressed with the information as shown above, the Bidder takes the risk that the envelope may be inadvertently opened and the information compromised, which may cause the Bid to be disqualified. Bids may be hand delivered to the designated location in the County's offices. No other correspondence or other Proposals/Bids should be placed in the envelope. Any Bidder or Offeror that fails to provide the information required in (f) above shall not receive an award unless a waiver is specifically granted by the County Administrator.

12. ACCEPTANCE OF BIDS: Unless otherwise specified, all formal Bids or Proposals submitted shall be valid for a minimum period of one hundred twenty (120) calendar days following the date established for opening or receipt, respectively, unless extend by mutual agreement of the parties. At the end of the one hundred twenty (120) calendar days the Bid/Proposal may be withdrawn at the written request of the Bidder. Thereafter, unless and until the Proposal is withdrawn, it remains in effect until an award is made or the Solicitation is canceled by the County. The County may cancel any Solicitation at any time by notice of such cancelation to the Bidders.

- 13. COMPLETENESS:** To be responsive, a Bid must include all information required by the Solicitation.
- 14. CONDITIONAL BIDS:** Conditional Bids are subject to rejection in whole or in part.
- 15. RESPONSE TO SOLICITATIONS:** In the event a Bidder cannot submit a Bid on a Solicitation, the Bidder is requested to return the Solicitation cover sheet with an explanation as to why the Bidder is unable to Bid on these requirements, or if there be no cover sheet for the Solicitation a letter to the County explaining the same.
- 16. BIDDER INTERESTED IN MORE THAN ONE BID AND COLLUSION:** More than one bid from an individual, firm, partnership, corporation or association under the same or different name will be rejected. Reasonable grounds for believing that a bidder is interested in more than one bid for the work contemplated will cause rejection of all bids in which the bidder is interested. Any or all bids may be rejected if there is any reason for believing that collusion exists among the bidders. Participants in such collusion may not be considered in future bids for the same work. Each bidder, as a condition of submitting a bid, shall certify that he is not a party to any collusive action as herein defined. However, a party who has quoted prices on work, materials, or supplies to a Bidder is not thereby disqualified from quoting prices to other Bidders or firms submitting a Bid directly for the work, materials or supplies.
- 17. BID OPENING:** Pursuant to Virginia Code § 2.2-4301, all Bids received in response to an IFB will be opened at the date, time and place specified, and announced publicly, and made available for inspection as provided in Section 21 of these General Conditions. Proposals received in response to an RFP will be made available for inspection as provided in Section 21 of these General Conditions.
- 18. TAX EXEMPTION:** The County is exempt from the payment of any federal excise or any Virginia sales tax. The price bid must be net, exclusive of taxes. Tax exemption certificates will be furnished if requested by the Bidder.
- 19. DEBARMENT STATUS:** By submitting their Bids, Bidders certify that they are not currently debarred from submitting Bids on Contracts by the County, nor are they an agent of any person or entity that is currently debarred from submitting Bids or Proposals on Contracts by the County or any agency, public entity/locality or authority of the State.
- 20. NO CONTACT POLICY:** No Bidder shall initiate or otherwise have contact related to the Solicitation with any County representative or employee, other than the Purchasing Officer or Purchasing Agent, after the date and time established for receipt of Bids. Any contact initiated by a Bidder with any County representative, other than the Purchasing Officer or Purchasing Agent, concerning this Solicitation is prohibited and may cause the disqualification of the Bidder.

21. VIRGINIA FREEDOM OF INFORMATION ACT: As provided under Virginia Code § 2.2-4342, all proceedings, records, Contracts and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act of Virginia Code §§ 2.2-3700 *et seq.*, except:

- a. Cost estimates relating to a proposed procurement transaction prepared by or for the County shall not be open to public inspection;
- b. Any competitive sealed bidding Bidder, upon request, shall be afforded the opportunity to inspect Bid records within a reasonable time after the opening of Bids but prior to award, except in the event that the County decides not to accept any of the Bids and to reopen the Contract. Otherwise, Bid records shall be open to public inspection only after award of the Contract;
- c. Any competitive negotiation Offeror, upon request, shall be afforded the opportunity to inspect Proposal records within a reasonable time after the evaluation and negotiations of Proposals are completed but prior to award except in the event that the County decides not to accept any of the Proposals and to reopen the Contract. Otherwise, Proposal records shall be open to the public inspection only after award of the Contract;
- d. Any inspection of procurement transaction records under this Section 21 shall be subject to reasonable restrictions to ensure the security and integrity of the records;
- e. Trade secrets or proprietary information submitted by a Bidder, Offeror or Contractor in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Bidder, Offeror or Contractor must invoke the protections of this Section 21 prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and State the reasons why protection is necessary; and
- f. Nothing contained in this Section 21 shall be construed to require the County, when procuring by “competitive negotiation” (RFP), to furnish a Statement of reasons why a particular Proposal was not deemed to be the most advantageous to the County.

22. CONFLICT OF INTEREST: Bidder/Contractor certifies by signing any Bid/Contract to/with the County that no conflict of interest exists between Bidder/Contractor and County that interferes with fair competition and no conflict of interest exists between Bidder/Contractor and any other person or organization that constitutes a conflict of interest with respect to the Bid/Contract with the County.

SPECIFICATIONS

23. OMISSIONS OR DISCREPANCIES: Any items or parts of any equipment listed in a Solicitation which are not fully described or are omitted from such specification, and which are clearly necessary for the completion of such equipment and its appurtenances, shall be considered a part of such equipment although not directly specified or called for

in the specifications. Should a Bidder find a discrepancy or ambiguity in, or an omission from, the Solicitation, including the drawings and/or specifications, he or she shall so notify the County within twenty-four (24) hours of noting the discrepancy, ambiguity or omission and in any event no less than five (5) days prior to the date set for the opening of Bids. If necessary, the County will send a written addendum for clarification to all Bidders no later than three (3) days before the date set for opening of Bids. Any notification regarding specifications received less than five (5) days prior to the date set for the opening of Bids may or may not be considered by the County in its sole discretion. The Bidder shall abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission, but shall fully complete every part as the true intent and meaning of the specifications and drawings. Whenever the mention is made of any articles, material or workmanship to be in accordance with laws, ordinances, building codes, underwriter's codes, A.S.T.M. regulations or similar expressions, the requirements of these laws, ordinances, etc., shall be construed as to the minimum requirements of these specifications.

- 24. BRAND NAME OR EQUAL ITEMS:** Pursuant to Virginia Code § 2.2-4315, unless otherwise provided in the Solicitation, the name of a certain brand, make or manufacturer does not restrict Bidders to the specific brand, make or manufacturer named; it conveys the general style, type, character, and quality of the article desired, and any article which the County in its sole discretion determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The Bidder is responsible to clearly and specifically indicate the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the County to determine if the product offered meets the requirements of the Solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding, only the information furnished with the Bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a Bid non-responsive. Unless the Bidder clearly indicates in its Bid that the product offered is "equal" product, such Bid will be considered to offer the brand name product referenced in the Solicitation.
- 25. FORMAL SPECIFICATIONS:** When a Solicitation contains a specification which states no substitutes, no deviation therefrom will be permitted and the Bidder will be required to furnish articles in conformity with that specification.
- 26. CONDITION OF ITEMS:** Unless otherwise specified in the Solicitation, all items shall be new, in first class condition.

AWARD

- 27. RESPONSIBLE BIDDERS:** In determining whether a Bidder is a responsible Bidder as defined herein, at minimum, the following criteria will be considered:
- a. The ability, capacity and skill of the Bidder to perform the Contract or provide the service required under the Solicitation;

- b. Whether the Bidder can perform the Contract or provide the service promptly, or within the time specified, without delay or interference;
- c. The character, integrity, reputation, judgment, experience and efficiency of the Bidder;
- d. The quality of performance of previous Contracts or Services;
- e. The previous and existing compliance by the Bidder with laws and ordinances relating to the Contract or Services;
- f. The sufficiency of the financial resources and ability of the Bidder to perform the Contract or provide the service;
- g. The quality, availability and adaptability of the Goods or Services to the particular use required;
- h. The ability of the Bidder to provide future maintenance and service for the use of the subject of the Contract;
- i. The number and scope of the conditions attached to the Bid;
- j. Whether the Bidder is in arrears to the County on debt or Contract or is a defaulter on surety to the County or whether the Bidder's County taxes or assessments are delinquent; and
- k. Such other information as may be secured by the County, the Purchasing Agent or the Purchasing Officer having a bearing on the decision to award the Contract. If an apparent low Bidder is not awarded a Contract for reasons of nonresponsibility, the County shall so notify that Bidder and shall have recorded the reasons in the Solicitation or Contract file.

28. AWARD OR REJECTION OF BIDS; WAIVER OF INFORMALITIES: The County shall award the Contract to the lowest responsive and responsible Bidder complying with all provisions of the IFB, provided the Bid price is reasonable and it is in the best interest of the County to accept it. Awards made in response to a RFP will be made to the highest qualified Offeror whose Proposal is determined, in writing, to be the most advantageous to the County taking into consideration the evaluation factors set forth in the RFP. The County reserves the right to award a Contract by individual items, in the aggregate, or in combination thereof, or to reject any or all Bids and to waive any informality in Bids received whenever such rejection or waiver is in the best interest of the County. Award may be made to as many Bidders/Offerors as deemed necessary to fulfill the anticipated requirements of the County. The County also reserves the right to reject the Bid if a Bidder is deemed to be a non-responsible Bidder. Pursuant to Virginia Code § 2.2-4319, an IFB, a RFP, any other solicitation, or any and all bids or proposals, may be canceled or rejected by the County at any time. The reasons for cancellation or rejection shall be made part of the contract file. The County shall not cancel or reject an IFB, a RFP, any other solicitation, bid or proposal solely to avoid awarding a contract to a particular responsive and responsible bidder or offeror.

29. EXCLUSION OF INSURANCE BIDS PROHIBITED: Pursuant to Virginia Code § 2.2-4320, notwithstanding any other provision of law or these General Conditions, no insurer licensed to transact the business of insurance in the State or approved to issue surplus lines insurance in the State shall be excluded from presenting an insurance bid proposal to the County in response to a RFP or an IFB; excepting that the County may

debar a prospective insurer pursuant to its Debarment Policy, see Chapter 2 of the County's Procurement Policies and Procedures.

30. ANNOUNCEMENT OF AWARD: Upon the award or announcement of the decision to award a Contract as a result of this Solicitation, the County will publicly post such notice on the County's bulletin board located at 72 Main Street, 2nd Floor, Palmyra, Virginia 22963. Award results may also be viewed on the County's website.

31. QUALIFICATIONS OF BIDDERS OR OFFERORS: The County may make such reasonable investigations as deemed proper and necessary to determine the ability of the Bidder to perform the work/furnish the item(s) and the Bidder shall furnish to the County all such information and data for this purpose as may be requested. The County reserves the right to inspect Bidder's physical facilities prior to award to satisfy questions regarding the Bidder's capabilities. The County further reserves the right to reject any Bid or Proposal if the evidence submitted by or investigations of, such Bidder fails to satisfy the County that such Bidder is properly qualified to carry out the obligations of the Contract and to complete the work/furnish the item(s) contemplated therein.

32. TIE BIDS AND PREFERENCE FOR VIRGINIA PRODUCTS WITH RECYCLED CONTENT AND FOR VIRGINIA FIRMS:

- a. Pursuant to Virginia Code § 2.2-4328, in the case of a tie bid on an IFB only, the County may give preference to Goods, Services and construction produced in Fluvanna County or provided by persons, firms or corporations having principal places of business in Fluvanna County. If such choice is not available, preference shall then be given to Goods produced in Virginia, or for goods, services or construction provided by Virginia persons, firms, corporations, pursuant Virginia Code § 2.2-4324. If no County or State choice is available, the tie shall be decided publicly by lot. The decision by the County to make award to one or more such Bidders shall be final.
- b. Whenever the lowest responsive and responsible bidder is a resident of any other state and such state under its laws allows a resident contractor of that state a percentage preference, a like preference shall be allowed to the lowest responsive and responsible bidder who is a resident of Virginia and is the next lowest bidder. If the lowest responsive and responsible bidder is a resident of any other state and such state under its laws allows a resident contractor of that state a price-matching preference, a like preference shall be allowed to responsive and responsible bidders who are residents of Virginia. If the lowest bidder is a resident contractor of a state with an absolute preference, the bid shall not be considered. The Department of General Services shall post and maintain an updated list on its website of all states with an absolute preference for their resident contractors and those states that allow their resident contractors a percentage preference, including the respective percentage amounts. For purposes of compliance with this Section 32, the County may rely upon the accuracy of the information posted on this website.
- c. Notwithstanding the provisions of subsections a and b, in the case of a tie bid in instances where goods are being offered, and existing price preferences have

already been taken into account, preference shall be given to the bidder whose goods contain the greatest amount of recycled content.

- d. For the purposes of this Section 32, a Virginia person, firm or corporation shall be deemed to be a resident of Virginia if such person, firm or corporation has been organized pursuant to Virginia law or maintains a principal place of business within Virginia.

33. NEGOTIATION WITH LOWEST RESPONSIBLE BIDDER: Pursuant to Virginia Code § 2.2-4318, unless cancelled or rejected, a responsive Bid from the lowest responsible Bidder shall be accepted as submitted, except that if the Bid from the lowest responsible Bidder exceeds available funds, the County may negotiate with the apparent low Bidder to obtain a Contract price within available funds. However, the negotiation may be undertaken only under conditions and procedures described in writing and approved by the County prior to issuance of the IFB and summarized therein.

CONTRACT PROVISIONS

34. APPLICABLE LAW AND COURTS: Any Bid or Contract resulting from a Solicitation 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 Contractor shall comply with applicable federal, State and local laws, ordinances, rules and regulations in performance of the Contract.

35. PROVISION AND OWNERSHIP OF INFORMATION: The County shall make a good faith effort to identify and make available to the Contractor all non-confidential technical and administrative data in the County's possession which the County may lawfully release including, but not limited to Contract specifications, drawings, correspondence, and other information specified and required by the Contractor and relating to its work under any Contract. The County reserves its rights of ownership to all material given to the Contractor by the County and to all background information documents, and computer software and documentation developed by the Contractor in performing any Contract.

36. 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 Contractor pursuant to any Contract shall be the sole property of the County. At the direction of the County, the Contractor shall have the right to make copies of the documents produced available to other parties. The County shall be entitled to delivery of possession of all documents, upon payment in accordance with the terms of any Contract for the service incurred to produce such documents.

37. CONFIDENTIALITY: Contractor shall not publish, copyright or otherwise disclose or permit to be disclosed or published, the results of any work performed pursuant to this contract, or any particulars thereof, including forms or other materials developed for the County in connection with the performance by Contractor of its services hereunder, without prior written approval of the County. Contractor, cognizant of the sensitive nature of much of the data supplied by the County, shall not disclose any information (other than information which is readily available from sources available to the general public) obtained by it in the course of providing services 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.

38. INDEPENDENT CONTRACTOR: The Contractor and any agents, or employees of the Contractor, in the performance of any Contract shall act as an independent contractor and not as officers, employees or agents of the County.

39. INSURANCE: The Contractor agrees that, during the period of time it renders services to the County pursuant to any Contract, it shall carry (and provide the County with evidence of coverage) the following minimum amounts of insurance:

Automobile	\$500,000	Liability Medical Payment Comprehensive Collision
Public Liability	\$1,000,000	
Professional 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	

The Contract may specifically require the Contractor to carry higher minimum amounts of insurance.

In addition, the Contractor shall require, and shall include in every subcontract, that any subcontractor providing any goods or services related to such Contract obtain, and continue to maintain for the duration of the work, workers' compensation coverage in the amount required by Virginia law.

40. KEY PERSONNEL: For the duration of any Contract, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment, or as expressly approved by the County. The Contractor

shall notify the County within five (5) calendar days after the occurrence of any of these events and provide the information required by the paragraph below.

The Contractor shall provide a detailed explanation of the circumstances necessitating any proposed substitution, complete resumes for the proposed substitute, and any additional information requested by the County. The proposed substitute should have comparable qualifications to those of the person being replaced. The County will notify the Contractor within fifteen (15) calendar days after receipt of all required information of its approval or disapproval of the proposed substitution.

- 41. SEVERABILITY:** If any term, covenant or provision of these General Conditions or any Contract shall be held to be invalid, illegal or unenforceable in any respect, these General Conditions and any Contract shall remain in effect and be construed without regard to such provision.
- 42. TITLES:** The titles and section headings herein and in any Contract are inserted solely for convenience and are not to be construed as a limitation on the scope of the provisions to which they refer.
- 43. ATTORNEYS' FEES:** In the event of a dispute between the County and Contractor under any Contract 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.
- 44. NO WAIVER:** Neither any payment for, nor acceptance of, the whole or any part of the services by the County, nor any extension of time, shall operate as a waiver of any provision of any Contract, nor of any power herein reserved to the County, or any right to damages herein provided, nor shall any waiver of any breach of any Contract 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 any Contract shall not be deemed a waiver of such term or condition or a waiver of the subsequent enforcement thereof.
- 45. NO FINANCE CHARGES:** No finance charges shall be paid by the County.
- 46. ANTITRUST:** By entering into a Contract, the Contractor conveys, sells, assigns, and transfers to the County all rights, title and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust law of the United States or the State, relating to the particular Goods or Services purchased or acquired by the County under said Contract. Consistent and continued tie bidding could cause rejection of Bids by the County and/or investigation for antitrust violations.
- 47. PAYMENT:** Pursuant to Virginia Code § 2.2-4352, unless more time is provided in the Solicitation or Contract, payment will be made forty-five (45) days after receipt by the County of a proper invoice, or forty-five (45) days after receipt of all Goods or acceptance of work, whichever is later. The County reserves the right to withhold any or all payments or portions thereof for Contractor's failure to perform in accordance with the

provision of the Contract or any modifications thereto. Within twenty (20) days of receipt of proper invoice or of goods or services, the County shall notify the Contractor if any defect or impropriety that would prevent payment by the payment date. The following provisions apply to such payments:

- a. Invoices for items/Services ordered, delivered/performed and accepted shall be submitted by the Contractor in duplicate directly to the payment address shown on the purchase order, Solicitation or Contract, as applicable. All invoices shall show the Contract number, purchase order number, or Solicitation number, as applicable, and as required under Virginia Code § 2.2-4354, either the individual Contractor's social security number or the Contractor's federal employer identification number, whichever is applicable.
- b. Any payment terms requiring payment in less than forty-five (45) days will be regarded as requiring payment forty-five (45) days after receipt of proper invoice or receipt of all Goods or acceptance of work, whichever occurs later. Notwithstanding the foregoing, offers of discounts for payment in less than forty-five (45) days are valid and enforceable.
- c. Pursuant to Virginia Code § 2.2-4353, the date any payment shall be deemed the date of postmark in all cases where payment is made by mail.
- d. The County's fiscal year is July 1 to June 30. Contractors are advised to submit invoices, especially for Goods and/or Services provided in the month of June, for the entire month (i.e. June 1 - June 30), so that expenses are recognized in the appropriate fiscal year.
- e. Any payment made by the Contractor to the County shall only be made in U.S. Dollars. If payment is received in foreign currency the County may, in its sole discretion, reject such payment and require immediate compensation in U.S. Dollars.

48. SUBCONTRACTORS: Pursuant to Virginia Code § 2.2-4354, in the event that any subcontractors are used by Contractor in connection with the work, Contractor shall:

- a. Within seven (7) days after receipt of amounts paid to the Contractor for work performed by a subcontractor, either:
 - i. Pay the subcontractor for the proportionate share of the total payment received attributable to the work performed by the subcontractor under any Contract; or
 - ii. Notify the County and subcontractor, in writing, of his intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.

- b. Contractor shall require each subcontractor to provide either (i) for an individual, their social security numbers, or (ii) for proprietorships, partnerships, and corporations to provide their federal employer identification numbers.
- c. The Contractor shall pay interest to any subcontractor on all amounts owed by the Contractor that remain unpaid after seven days following receipt by the Contractor of payment from the County for work performed by the subcontractor under any Contract, except for amounts withheld as allowed in subdivision (a)(II) above. Unless otherwise provided under the terms of any Contract, interest shall accrue at the rate of one percent (1%) per month.
- d. The Contractor shall include in each of its subcontracts under any Contract a provision requiring each subcontractor to include or otherwise be subject to the above payment and interest requirements (a), (b) and (c) with respect to each lower tier subcontractor.
- e. The Contractor's obligation to pay an interest charge to a subcontractor pursuant to the payment clause in this Section 48 shall not be construed to be an obligation of the County. No Contract modification may be made for the purpose of providing reimbursement for such interest charge. No cost reimbursement claim may include any amount for reimbursement for such interest charge.

49. RETAINAGE ON CONSTRUCTION CONTRACTS: Pursuant to Virginia Code 2§ 2.2-4333, if a Contract for construction provides for progress payments in installments based upon an estimated percentage of completion, then the contractor shall be paid at least ninety-five percent (95%) of the earned sum when payment is due, with no more than five percent (5%) being retained to ensure faithful performance of the contract. All amounts withheld may be included in the final payment. Any subcontract related to work on a Contract that provides for similar progress payments shall be subject to the provisions above and the Contractor agrees to include such provisions in every subcontract.

50. SUCCESSORS AND ASSIGNS: The County and the Contractor bind themselves and their respective successors and assigns to any Contract. The foregoing notwithstanding, the Contractor shall not assign, sublet or transfer its interest in any Contract without the prior written consent of the County, which may be granted or withheld in the County's sole discretion. Nothing hereinafter mentioned shall be construed as creating any personal liability on the part of any officer, agent or employee of the County, nor shall it be construed as giving any benefits hereunder to anyone other than the County and the Contractor.

51. DEFAULT: Failure of a Contractor to deliver Goods or Services in accordance with Contract terms and conditions and/or within the time specified, or within reasonable time as interpreted by the County in its sole discretion, or failure to make replacements/corrections of rejected articles/services when so requested, immediately or as directed by the County, or failure of the Contractor to act in accordance with the Contract in any material respect, as reasonably determined by the County, shall constitute

a “default” by the Contractor and shall further authority for the County to purchase in the open market articles/services of comparable grade/quality to replace the services, articles rejected, and/or not delivered. On all such purchases, the Contractor shall reimburse the County, within a reasonable time specified by the County, for any expense incurred in excess of Contract prices including, but not limited to, any purchase and administrative costs. Such purchases shall be deducted from the Contract quantities, if applicable. Should public necessity demand it, the County reserves the right to use or consume articles delivered or services performed which are substandard in quality, subject to an adjustment in price to be determined by the County. In case of any default, the County, after due oral or written notice if required in accordance with the Contract, may terminate the Contract at its option in its sole discretion effective immediately. These remedies shall be in addition to any other remedies which the County may have, including but not limited to, any remedies at law, under the Contract or in equity.

Notwithstanding the foregoing, the Contractor shall not be liable for damages for delay in shipment or failure to deliver when such delay or failure is the result of fire, flood, strike, act of God, act of Government, act of an alien enemy or by any other circumstances which, in the County's opinion, are beyond the control of the Contractor. Under such circumstances, however, the County may, at its sole discretion, terminate or cancel the Contract effective immediately.

52. NON-DISCRIMINATION ASSURANCES: The Contractor shall conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, where applicable, and § 2.2-4311 of the Virginia Procurement Act:

- a. During the performance of any Contract, the Contractor agrees as follows: the Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. The Contractor, in all Solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer. Notices, advertisements and Solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this Section 52.
- b. The Contractor shall include the provisions of paragraph (a) above in every subcontract or purchase over \$10,000.00 so that the provisions will be binding upon each subcontractor or Vendor.

53. MODIFICATION:

- a. Pursuant to Virginia Code § 2.2-4309, these General Conditions and any Contract entered into by the County and any Contractor shall not be subject to change, modification, or discharge except by written instrument signed by the County and Contractor, but no fixed-price contract may be increased by more than twenty-five percent (25%) of the amount of the contract or \$50,000, whichever is greater, without the advance written approval of the County's Board. In no event may the amount of any contract, without adequate consideration, be increased for any purpose, including, but not limited to, relief of an offeror from the consequences of an error in its bid or offer.
- b. The County may, but is not obligated to, extend the term of an existing contract for services to allow completion of any work undertaken but not completed during the original term of the contract.
- c. Nothing in this Section 53 shall prevent the County from placing greater restrictions on contract modifications.

54. INDEMNIFICATION: Contractor agrees to indemnify, keep and save harmless the County, 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 Contractor's, its agents', subcontractors', employees', or volunteers' negligence or wrongful acts or omissions in connection with its performance of any Contract. The Contractor shall, at his or her 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 in any such action, the Contractor shall, at his or her own expenses, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by any Contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County as herein provided. Nothing contained in this Solicitation or the Contract shall be deemed to be a waiver of the County's sovereign immunity.

55. DRUG-FREE WORKPLACE: Pursuant to Virginia Code § 2.2-4312, in every Contract over \$10,000.00 the following provisions apply: During the performance of any Contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a Statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all Solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the

foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this Section, “*drug-free workplace*” means a site for the performance of work done in connection with a specific Contract awarded to a Contractor in accordance with this the VPPA and the County’s Procurement Procedures, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the Contract.

56. TERMINATION: Contracts will remain in force for full periods specified and/or until all articles ordered before date of termination shall have been satisfactorily delivered and accepted and thereafter until all requirements and conditions shall have been met, unless:

- a. Terminated prior to expiration date by satisfactory deliveries of entire Contract requirements;
- b. Terminated by the County upon thirty (30) days written notice to the Contractor at the County’s convenience in the County’s sole discretion (“termination for convenience”), unless a termination for convenience is specifically and expressly prohibited by the Contract. Any Contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of the termination;
- c. Terminated by the County for cause, default or negligence on the part of the Contractor. However, pursuant to Section 51 of these General Conditions, the County may hold the Contractor responsible for any resulting additional purchase and administrative costs. There is no advance notice requirement in the event of Termination for Cause and termination is effective immediately upon notice to Contractor of the termination for cause;
- d. Extended upon written authorization of County and accepted by Contractor, to permit ordering of unordered balances or additional quantities at Contract prices and in accordance with Contract terms.

57. APPROPRIATIONS: Notwithstanding any other provision of any Contract, the payment of the County's obligations under any Contract shall be subject to annual appropriations by the Board of Supervisors of the County in each fiscal year of monies sufficient to satisfy the same.

58. REFERENCES TO VIRGINIA LAW: Any reference in these General Conditions to the Code of Virginia or other relevant Federal, State or local law is incorporated in whole herein by reference as in effect at the time of the Solicitation or Contract as such statutory provisions may be amended or replaced by any statute dealing with the same or similar subject matter.

59. COOPERATIVE PROCUREMENT: Except as prohibited by the current Code of Virginia, all resultant Contracts will be extended to other Public Bodies of the Commonwealth of Virginia, to permit their ordering of Goods, supplies and/or Services at the prices and terms of the resulting Contract (“cooperative procurement”). By submitting any Bid or entering into any Contract with the County a Bidder/Contractor expressly authorizes cooperative procurement under Virginia Code § 2.2-4304 to the full extent permitted by law. If any other public body decides to use any Contract, the Contractor must deal directly with that public body concerning all matters relating thereto, including but not limited to, the placement or orders, issuance of the purchase order, contractual disputes, invoicing and payment. The County acts only as the “Contracting Agent” for these public bodies. Any resulting contract with other public bodies shall be governed by the laws of that specific entity. It is the Contractor’s responsibility to notify the public bodies of the availability of the Contract. Fluvanna County shall not be held liable for any direct or indirect costs, damages or other claim of any kind incurred by another public body or any Contractor as a result of any cooperative procurement.

60. AUDIT: The Contractor hereby agrees to retain all books, records and other documents relative to any Contract for five (5) years after final payment, or until audited by the County, whichever is sooner. The County, its authorized agents, and/or County auditors shall have full access to and right to examine any of said materials during said period.

61. GUARANTIES AND WARRANTIES: All guarantees, representations and warranties required shall be furnished by the Contractor and shall be delivered to the Purchasing Agent before final payment on any Contract is made. In addition to any guarantees, representations and warranties required under the Contract, the Contractor agrees to:

- a. Save the County, its agents and employees harmless from liability of any nature or kind for the use of any copyrighted or un-copyrighted composition; secret process, patented or unpatented; invention; article or appliance furnished or used in the performance of a Contract for which the Contractor is not the patentee, assignee, licensee or owner;
- b. Protect the County against latent defective material or workmanship and to repair or replace any damages or marring occasioned in transit or delivery;
- c. Furnish adequate protection against damage to all work and to repair damages of any kind to the building or equipment, to the Contractor’s own work or to the work of other contractors, for which the Contractor’s workers are responsible;
- d. Pay for all permits, licenses and fees and give all notices and comply with all laws, ordinances, rules and regulations of the County; and
- e. Protect the County from loss or damage to County owned property while it is in the custody of the Contractor;

- f. At minimum supply all Goods or Services with the manufacturer's standard warranty, if applicable; and
- g. For any Contract involving Services of any nature, the Contractor further agrees to:
 - i. Enter upon the performance of Services with all due diligence and dispatch, assiduously press to its complete performance, and exercise therein the highest degree of skill and competence;
 - ii. Allow Services to be inspected or reviewed by an employee of the County at any reasonable time and place selected by the County;
 - iii. Acknowledges that the County shall be under no obligation to compensate Contractor for any Services not rendered in strict conformity with the Contract; and
 - iv. Stipulates that the presence of a County Inspector shall not lessen the obligation of the Contractor for performance in accordance with the Contract requirements, or be deemed a defense on the part of the Contractor for infraction thereof. The Inspector is not authorized to revoke, alter, enlarge, relax, or release any of the requirements of any Contract. Any omission or failure on the part of the Inspector to disapprove or reject any work or material shall not be construed to be an acceptance of any such defective work or material.

62. PRICE REDUCTIONS: If at any time after the date of the Bid/Contract the Contractor makes a general price reduction in the comparable price of any material covered by the Contract to customers generally, an equivalent price reduction based on similar quantities and/or considerations shall apply to any Contract for the duration of the Contract period (or until the price is further reduced). Such price reduction shall be effective at the same time and in the same manner as the reduction in the price to customers generally. For purpose of this provision, a "general price reduction" shall mean any horizontal reduction in the price of an article or service offered (1) to Contractor's customers generally, or (2) in the Contractor's price schedule for the class of customers, i.e., wholesalers, jobbers, retailers, etc., which was used as the basis for bidding on this Solicitation. An occasional sale at a lower price, or sale of distressed merchandise at a lower price, would not be considered a "general price reduction" under this provision. The Contractor shall submit his or her invoice at such reduced prices indicating on the invoice that the reduction is pursuant to the "Price Reduction" provision of the Contract documents. The Contractor in addition will within ten (10) days of any general price reduction notify the County of such reduction by letter. FAILURE TO DO SO IS A DEFAULT UNDER THE CONTRACT AND MAY RESULT IN TERMINATION OF THE CONTRACT IN THE COUNTY'S DISCRETION. The Contractor, if requested, shall furnish, within ten (10) days after the end of the Contract period, a statement certifying either (1) that no general price reduction, as defined above, was made after the date of the Bid or Contract, or (2) if any such general price reductions were made, that as provided above, they were reported to the County within ten (10) days and the County was billed at the reduced prices. Where one or more such general price reductions were made, the statement furnished by

the Contractor shall include with respect to each price reduction (1) the date when notice of any such reduction was issued, (2) the effective date of the reduction, and (3) the date when the County was notified of any such reduction.

63. COMPLIANCE WITH IMMIGRATION LAW: Pursuant to Virginia Code § 2.2-4311.1, in every Contract the following provision applies: the Contractor does not, and shall not during the performance of the Contract, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

64. VIRGINIA STATE CORPORATION COMMISSION: Pursuant to Virginia Code § 2.2-4311.2, Any Bidder or Contractor organized as a stock or non-stock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia, or as otherwise required by law, at the time of the Bid, Proposal or any response to Solicitation and during the term of the Contract and any Contract renewal. The Contractor shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required, to be revoked or cancelled at any time during the term or any renewal of the Contract. If the Contractor fails to remain in compliance with the provisions of this Section 64, the Contract may become void at the option of the County.

65. CLAIMS PROCEDURE:

- a. The procedure for consideration by the County of contractual claims for any Contract shall be that set forth in Virginia Code § 15.2-1243, *et seq.*
- b. In addition, pursuant to Virginia Code § 2.2-4364, contractual claims, whether for money or other relief, shall be submitted in writing to the County Administrator no later than sixty (60) days after final payment; however, written notice of the Contractor's intention to file such claim shall have been given at the time of the occurrence or beginning of the work upon which the claim is based. Nothing herein shall preclude a Contract from requiring submission of an invoice for final payment within a certain time after completion and acceptance of the work or acceptance of the Goods. Pendency of claims shall not delay payment of amount agreed due in the final payment.
- c. No written decision denying a claim or addressing issues related to the claim shall be considered a denial of the claim unless the written decision is signed by the Board or the County Administrator. The contractor may not institute legal action prior to receipt of the final written decision on the claim unless the County fails to render a decision within ninety (90) days of submission of the claim. Failure of the County to render a decision within ninety (90) days shall not result in the contractor being awarded the relief claimed or in any other relief or penalty. The sole remedy for the County's failure to render a decision within 90 days shall be the contractor's right to institute immediate legal action.

- d. A Contractor may not institute legal action, prior to receipt of the County's decision on the claim, unless the County fails to render such decision within the time specified by law. A failure by the County to render a decision within the time provided by law shall be deemed a final decision denying the claim by the County.
- e. The decision of the Board or the County Administrator shall be final and conclusive unless the Contractor appeals within six (6) months of the date of the final written decision by instituting legal action as provided in Virginia Code § 2.2-4364.
- f. No administrative appeals procedure pursuant to Virginia Code § 2.2-4365 has been adopted for contractual claims by the County.
- g. Nothing herein shall be construed to prevent the County from instituting legal action against any Contractor or Bidder.

66. NOTICES: All written notices required or permitted under any Solicitation, Bid or Contract shall be deemed sufficient if delivered in person to the County Purchasing Agent or Bidder/Contractor, as applicable, or sent by first class mail to the County or Bidder/Contractor at the addresses set forth in the Solicitation, Bid or Contract or at such other address as a party may designate from time to time by notice given in accordance with the terms of this Section 66; except that where a Solicitation, Bid or Contract expressly requires notice to a specific individual or at a specific location, such shall control. 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.

DELIVERY

67. SHIPPING INSTRUCTIONS-CONSIGNMENT: Unless otherwise specified in the Solicitation or Contract, as applicable, each case, crate, barrel, package, etc., delivered under the Contract must be plainly stenciled or securely tagged, stating the Contractor's name, purchase order number, and delivery address as indicated in the order. Where shipping containers are to be used, each container must be marked with the purchase order number, name of the Contractor, the name of the item, the item number, and the quantity contained therein. Deliveries must be made within the hours of 8:00 a.m. – 3:00 p.m. Deliveries at any other time will not be accepted unless specific arrangements have been previously made with the designated individual at the delivery point. No deliveries will be accepted on Saturdays, Sundays and holidays unless previous arrangements have been made. It shall be the responsibility of the Contractor to insure compliance with these instructions for items that are drop-shipped.

68. RESPONSIBILITY FOR SUPPLIES TENDERED: The Contractor shall be responsible for the materials or supplies covered by the Contract until they are delivered

at the designated point. The Contractor shall additionally bear all risk on rejected materials or supplies after notice of rejection is tendered by the County. Rejected materials or supplies must be removed by and at the expense of the Contractor promptly after notification of rejection, unless public health and safety require immediate destruction or other disposal of rejected delivery. If rejected materials are not removed by the Contractor within ten (10) days after date of notification, the County may return the rejected materials or supplies to the Contractor at the Contractor's risk and expense or dispose of them as abandoned property.

- 69. INSPECTIONS:** The County reserves the right to conduct any test/inspection it may deem advisable to assure supplies and Services conform to the specification in the Solicitation, Bid or Contract, as applicable. Inspection and acceptance of materials or supplies will be made after delivery at destinations herein specified unless otherwise stated. Unless otherwise specified in the Contract, if inspection is made after delivery at the destination specified, the County will bear the expense of inspection except for the value of samples used in case of rejection. Final inspection shall be conclusive except in regard to latent defects, fraud or such gross mistakes as to amount to fraud. Final inspection and acceptance or rejection of the materials or supplies will be made as promptly as practicable, but failure to inspect and accept or reject materials or supplies shall not impose liability on the County for such materials or supplies as are not in accordance with the specifications.
- 70. COMPLIANCE:** Delivery must be made as ordered and in accordance with the Solicitation, Bid or Contract, as applicable, or as directed by the County when not in conflict with the Bid/Contract. The decision as to reasonable compliance with delivery terms shall be final. Burden of proof of delay in receipt of Goods by the purchaser shall rest with the Contractor. Any request for extension of time of delivery from that specified must be approved by the County, such extension applying only to the particular item or shipment affected. Unless otherwise specified in the Contract, should the Contractor be unreasonably delayed by the County, there shall be added to the time of completion a time equal to the period of such delay caused by the County. However, the Contractor shall not be entitled to claim damages or extra compensation for such delay or suspension. These conditions may vary for construction Contracts.
- 71. POINT OF DESTINATION:** All materials shipped to the County must be shipped F.O.B. DESTINATION unless otherwise stated specifically in the Solicitation, Bid or Contract, as applicable. The materials must be delivered to the "Ship To" address indicated on the purchase order or Solicitation, as applicable.
- 72. REPLACEMENT:** Materials or components that have been rejected by the County, in accordance with the terms of the Contract, shall be replaced by the Contractor at no cost to the County.
- 73. DAMAGES:** Any and all damages to property of the "County" that is the direct result of the Contractor, the employees of the Contractor and/or its subcontractors, agents, licensees, successors, or assigns, shall be the sole responsibility of the Contractor. The

property shall be repaired to its last known condition prior to the damages and/or replaced at no cost to the County. The County shall approve any and all repairs/replacements prior to acceptance of the repairs/replacement.

74. PACKING SLIPS OR DELIVERY TICKETS: All shipments shall be accompanied by Packing Slips or Delivery Tickets and shall contain the following information for each item delivered:

- a. Purchase Order Number;
- b. Name of Article and Stock Number;
- c. Quantity Ordered;
- d. Quantity Shipped;
- e. Quantity Back Ordered; and
- f. The Name of the Contractor.

Contractors are cautioned that failure to comply with these conditions shall be considered sufficient reason for refusal to accept the Goods.

75. ADDITIONAL CHARGES: No delivery charges of any kind shall be added to any invoice; except that (i) if Goods are expressly bought F.O.B. "shipping point" under the Contract and the Contractor prepays transportation, then delivery charges shall be added to invoices; and (ii) if express delivery is authorized and substituted by the County on orders for the method specified in the Contract, then the difference between freight or mail and express charges may be added to invoice.

76. METHOD AND CONTAINERS: Unless otherwise specified, Goods shall be delivered in commercial packages in standard commercial containers, so constructed as to ensure acceptance by common or other carrier for safe transportation to the point of delivery. Containers become the property of the County unless otherwise specified by bidder.



COUNTY OF FLUVANNA, VIRGINIA
Request for Proposals (RFP) #2017-10
SECURITY, SURVEILLANCE, AND SAFETY SYSTEMS—INSTALLATION AND
SERVICE FOR FLUVANNA COUNTY SHERIFF’S OFFICE BUILDING

ADDENDUM # 1:

Reference – Request for Proposal: RFP #2017-10
Title of Request for Proposal: SECURITY, SURVEILLANCE, AND SAFETY SYSTEMS—INSTALLATION AND SERVICE FOR FLUVANNA COUNTY SHERIFF’S OFFICE BUILDING
Issue Date: June 26, 2017
Bid Due Date and Time: August 1, 2016 at 2pm (Pursuant to this Addendum 1)

The above RFP #2017-10 is hereby amended and modified as follows:

1. Page 1, Due Date & Time shall be changed to “August 1, 2017 @ 2:00 p.m. local prevailing time” and the first sentence of the second paragraph on page one shall be changed to read “All sealed proposals shall be turned in no later than August 1, 2017 2:00 p.m. EST.”

The following are clarifications from questions received:

1. What is the manufacture and model of the Access Control system in the Courthouse?
 - a. Bosch Hardware/Custom software
2. What is the manufacture and model of the Panic Alarm system in the Courthouse?
 - a. Custom
3. What is the manufacture and model of the Fire Alarm system in the Courthouse?
 - a. Simplex Gunnel
4. What is the manufacture and model of the Intercom system in the Courthouse?
 - a. Unknown
5. What is the manufacture and model of the Fire Alarm system in the Sheriff’s office?
 - a. MXLIQ Siemens
6. What is the manufacture and model of the Lighting Control in the Sheriff’s office?
 - a. None exist
7. What is the manufacture and model of the Intercom system in the Sheriff’s office?
 - a. Phone system
8. Can we get a map of the existing/new locations of the Intercom stations in the Sheriff’s office?
 - a. No, they are not a part the request.
9. How many card holders are in the current access control system?
 - a. 200

10. Is there any electronic access control on the jail cells?
 - a. No
11. How many access controlled doors are on the system?
 - a. 8
12. Does the project call for additional doors of access control?
 - a. 2
13. If the Monitors are going to be on the wall do they need to be touchscreen monitors?
 - a. Yes
14. How many concurrent users of the systems will there be? Example, will there be more than 5 people at any time needing to view cameras? This will affect whether you need standard or Enterprise licenses.
 - a. There will be no more than 5 at any time.
15. Can you confirm the question that was asked about Permits? Will these be required and if so will the fee be waived as was discussed during the meeting.
 - a. All final plans will need to be cleared thru the County Building Official to determine if a permit is needed. However, since this is a county project, the fee for a building permit would be waived.
16. Is the customer's intent to replace the entire access control system (controllers, readers, etc.)?
 - a. Yes
17. Please provide more information about the current access control system (manufacturer, control panel part #, software etc.)
 - a. Software- Millennium Entry version 4.0.1006.0
 - b. Site Controller- KABA
 - c. Power- Altonix al600ulxpd16
18. Please provide quantity for: scream alarms, door alarms, key pads, card readers, digital locks and panic buttons
 - a. Scream Alarms 0
 - b. Keypads 0
 - c. Card readers 9
 - d. Electronic Locks 8
 - e. Panic buttons
19. What type of locks are required for the doors that are to be equipped with card readers? And, are the locks to be provided under this bid?
 - a. Latch - All existing door hardware is in good working order, and would not need to be replaced. We added one new door in the request, along with the door to our records room- it's the one with the hardware, and no access reader.
20. How many days of recordings are required?
 - a. 60
21. How many hours of recording per day?
 - a. 24
22. What is the required recording resolution?
 - a. 4K
23. What is the required recording frame rate?
 - a. Live

- 24. Is there an UPS back-up time requirement for the CCTV system?
 - a. There is a 15-20 second delay between loss of power in the building and the buildings backup generator restoring power. It would be ideal if the system had a built in UPS to cover that time span.
- 25. Is there an UPS back-up time requirement for the access control system?
 - a. There is a 15-20 second delay between loss of power in the building and the buildings backup generator restoring power. It would be ideal if the system had a built in UPS to cover that time span.

Note: A signed acknowledgment of this addendum must be received at the location indicated on the RFP either prior to the bid due date and hour or attached to your bid. Signature on this addendum does not substitute for your signature on the original bid document. The original bid document must be signed. All inquiries, clarifications and additional information must be delivered in writing (via email) no later than December 2, 2016 by 11:00am and the responses will be provided in subsequent addendums.

Very truly yours,

Cyndi Toler, Purchasing Officer
 Fluvanna County, Virginia
 132 Main Street
 Palmyra, VA 22963
 (434) 591-1930

Name of Firm: EC&M Integrated Solutions

BY:  _____

Signature of duly authorized representative

Title: Vice President

Date: 07/27/2017



**COUNTY OF FLUVANNA, VIRGINIA
Request for Proposals (RFP) #2017-10
SECURITY, SURVEILLANCE, AND SAFETY SYSTEMS—INSTALLATION AND
SERVICE FOR FLUVANNA COUNTY SHERIFF’S OFFICE BUILDING**

ADDENDUM # 2:

Reference – Request for Proposal: RFP #2017-10
Title of Request for Proposal: SECURITY, SURVEILLANCE, AND SAFETY SYSTEMS—INSTALLATION AND SERVICE FOR FLUVANNA COUNTY SHERIFF’S OFFICE BUILDING
Issue Date: June 26, 2017
Bid Due Date and Time: August 1, 2016 at 2pm (Pursuant to this Addendum 1)

The above RFP #2017-10 is hereby amended and modified as follows:

The following are corrections for responses in Addendum 1:

- 1. Question # 22 from Addendum # 1- What is the required recording resolution?
 - a. Please provide us with what you believe to be industry standard for this type of environment.
- 2. Question # 22 from Addendum # 1- What is the required recording frame rate?
 - a. Please provide us with what you believe to be industry standard for this type of environment.

Note: A signed acknowledgment of this addendum must be received at the location indicated on the RFP either prior to the bid due date and hour or attached to your bid. Signature on this addendum does not substitute for your signature on the original bid document. The original bid document must be signed.

Very truly yours,

Cyndi Toler, Purchasing Officer
Fluvanna County, Virginia
132 Main Street
Palmyra, VA 22963
(434) 591-1930

Name of Firm: EC&M Integrated Solutions

BY: 

Signature of duly authorized representative

Title: Vice President

Date: 07/27/2017



EC&M Integrated Solutions

EC&M Integrated Solutions is a service centric organization dedicated to providing industry leading customer satisfaction in the electronic security field. We offer complete turnkey solutions from design, implementation, commissioning, training and service of a complete line of integrated security solutions to the University, Healthcare, Government and Corporate enterprises in the Mid-Atlantic States. Our goal is to set the standard for performance and reliability in the market places we serve. Our excellent reputation and relentless pursuit to surpass our client's expectations has contributed to the growth and continued success of our organization.

- DCJS Licensed and trained Sales and technical Staff
- Security System Design, CAD and Engineering Staff
- Project management Staff
- Management Staff with combined security industry experience over 95 years
- IT Staff to support Customer Networks
- UL 2050 Alarm Certifications

EC&M provides Design- Build Projects with the following capabilities:

- Security System Planning, Engineering and Design
- Structured Cable System Planning, Engineering and Design
- CAD Drawings and Documentation
- One year Warranty and 24/7 Service Agreements
- System Programming and Training

EC&M provides services for renovation projects, system evaluation, diagnosis and repair and security equipment Sales which includes:

- | | |
|---------------------------------|--------------------------------------|
| • Access Control Systems | • Infant Protection Systems |
| • CCTV | • Fire Alarm Systems |
| • Card Reader Technologies | • Intercom and Communication Systems |
| • Biometric Reader Technologies | • Electrical System Design |
| • Alarm Systems | • Warehouse Security |



Our Experience

EC&M Integrated Solutions clients receive the highest level of reliability and expertise in all customer services provided. These services result in value added solutions that minimize the clients risk and exposure to loss, liability and labor costs. We take pride in our ability to provide same day turn around on service by having our technicians strategically located throughout our coverage area. Our well-earned reputation for excellent service and relentless pursuit to exceed our client’s expectations has contributed to the success and growth of the entire EC&M Systems Integration Team.

Vertical markets

- Banking/Financial
- Commercial/Office
- Corporate Facilities
- Education
- Energy/Critical Infrastructure
- Government
- Healthcare
- Industrial/Warehouse
- Retail
- Warehouse Security

Our Mission: To deliver a client partnership experience offering Committed, Aligned, Reliable, Expectations.

Experience and Qualifications of Firm

EC&M Integrated Solutions is a service centric organization dedicated to providing industry leading customer satisfaction in the electronic security field. We offer complete turnkey solutions from design, implementation, commissioning, training and service of a complete line of integrated security solutions. Our goal is to set the standard for performance and reliability in the market places we serve. Our excellent reputation and relentless pursuit to surpass our client's expectations has contributed to the growth and continued success of our organization.

EC&M Integrated Solutions clients receive the highest level of reliability and expertise in all customer services provided. These services result in value added solutions that minimize the clients risk and exposure to loss, liability and labor costs. We take pride in our ability to provide same day turn around on service by having our technicians strategically located throughout our coverage area.

EC&M Integrated Solutions is a regional security systems integrator serving University, Healthcare, Local and State Government and Corporate clients in the Mid-Atlantic States. EC&M was incorporated in the State of Virginia in 1996. EC&M provides a professionally trained staff to include:

DCJS Licensed and trained Sales, and Technical Staff
Security System Design, CAD and Engineering Staff
Project Management Staff
Management Staff with a combined security industry experience of over 100 years.
IT Staff to Support Customer Networks and Networking Systems

EC&M provides Design-Build Projects with the following capabilities:

Security System Planning, Engineering and Design
CAD Drawings and Documentation
System Procurement with Value Engineering
Professional Project Management
Quality Control and System Acceptance Standards
One Year Warranty and 24/7 Service Agreements
System Programming and Training

In addition to providing Design-Build projects, EC&M also provides services for renovation projects, system evaluation, diagnosis and repair, and security equipment sales which include:

Access Control Systems
CCTV Systems
Card Reader Technologies
Biometric Reader Technologies
Intrusion Alarm Systems
Infant Protection Systems
Fire Alarm Systems
Intercom and Communication Systems
Electrical System Design
Full Service Electrical Division

EC&M is well qualified as a security system integrator and Class A Electrical Contractor to provide the security system services required and noted in RFP 2017-10

Installations in Similar Environment

EC&M is the current System Integrator for several of the Major University campuses in the Virginia. We currently provide service and installation of Access Control, Video and Intrusion Detection systems at the following client locations.

- Virginia Commonwealth University Health System
- Henrico County Government
- Henrico County Public Schools
- John Tyler Community College
- Sussex County Schools
- County of Albemarle
- James City County Government
- James City County Schools
- Bon Secours Health System
- Sentara Health System
- Mary Baldwin University
- James Madison University

EC&M Integrated Solutions currently has (2) State Cooperative Contracts with James Madison University
 UCPJMU4668 Video Surveillance Systems
 UCPJMU4671 Intrusion Detection Services

Financial Stability

EC&M has been in business since 1996 and has a strong foundation and is a Financially Sound organization. We are a privately held corporation and normally do not release financial statements. If Fluvanna County would like a copy of the 2015 Audited Statements one can be provided but EC&M would like to provide this under separate cover as required. This can be requested via email or phone call so that this information can be provided.

References

Offeror shall provide a minimum of three (3) references that will be contacted by Fluvanna County. References shall be of customers for whom you have provided similar services within the last three years. For each customer listed, provide the customer name and address, contact name, title and telephone number and a brief description of the services your company provided. References from school systems are preferred.

1. School System Name: Virginia Commonwealth University Health System
 Address: 1250 East Marshall Street
 City, State, Zip: Richmond, VA 23284
 Contact Person/Title: Cenvonal Fells / Safety and Security Director
 Telephone Number: 804-828-5281
 Description of services provided: Access Control, Intrusion Detection System and Video Surveillance System Installation and Maintenance

2. School System Name: County of Albemarle
 Address: 401 Mcintire Road
 City, State, Zip: Charlottesville, VA, 22901
 Contact Person/Title: Michael Freitas
 Telephone Number: 804-296-5816
 Description of services provided: Access Control, Intrusion Detection Systems and Video Surveillance System Installation and Maintenance

3. School System Name: Henrico County Schools

Address: 3820 Nine Mile Road

City, State, Zip: Richmond, VA 22807

Contact Person/Title: Carl Brown \ Safety and Security

Telephone Number: 804-652-3890

Description of services provided: Access Control, Intrusion Detection Systems, and Video Surveillance Systems Installation and Maintenance

Additional Systems and Products Can be provided under Pricing Schedule as specified in this RFP

Exceptions to this pricing noted below

- **Access Control**
Software House
Avigilon
S2
DMP

- **Video Surveillance Systems and Cameras**
Avigilon
Exacqvision
S2 NetVR
Samsung
Arecont
Axis can be provide at MSRP-5%
Bosch
Sony
Pelco

- **Intrusion Detection Systems**
DMP
Honeywell

Virginia DCJS (Dept. of Criminal Justice Services) license # 11-2949

Class A Virginia Contractor Registration Number # 2705-033713

EC&M Personnel and Qualifications

EC&M periodically sends all of its Installation and Service Technicians to factory training to keep up with the latest updates and changes to all of the Products currently in use at Fluvanna County. All of our technicians have a minimum of 2 years with the majority having 5 or more years of experience servicing all of the equipment currently installed at Fluvanna County.

Please find below a list of all of the personnel and their duties who will be involved in the execution of the Fluvanna County contract.

<u>Joe Huff</u>	Vice President of the Security Division. Responsible for all operations of the Security Division 30+ Years of Security Industry Experience
<u>Dan Swick</u>	Project Manager, Responsible for all Project Management and single point of contact for Fluvanna County for any and all issues.
<u>Mac Houston</u>	Service Manager Avigilon Access Control and Video Surveillance 20 years of experience servicing or managing service of all kinds of low voltage building systems to include access control, security, fire alarm, CCTV Systems and detention facilities.
<u>Jason Saunders</u>	Service Technician Avigilon Access Control Certified and Video Surveillance Numerous CCTV Products Certified DMP Certified
<u>Victor DaSilva</u>	Service Technician, Avigilon Access Control Certified and Video Surveillance Numerous CCTV Products Certified DMP Certified

Technical Staff will include the following personnel who are fully trained to service and install Avigilon Access Control and Video Surveillance and Various other CCTV Product as well as DMP Intrusion systems

<u>Brian Voegel</u>	<u>Michael Deberry</u>
<u>Dennis Ehlert</u>	<u>Seth Swick</u>
<u>John Daugherty</u>	<u>Greg Gilbert</u>
<u>Phong Luu</u>	<u>Marcus Deberry</u>

RFP Reference Page 6 Section B Specific Proposal Instructions

Service Call Procedures

Service Calls can be placed in a number of different ways and will be addressed and dispatched appropriately.

Service Calls can be placed over the Phone, via Fax or via email during normal Business Hours. After Hours calls should be placed by phone to ensure proper response.

Below you will find listed specific details on how a Business Hours Calls and an After-Hours Service Calls would be handled for Fluvanna County.

Business Hours Service calls.

1. Fluvanna County designate can email, call or fax the office a Fluvanna County work order form requesting service.
2. Authorized person from Fluvanna County contacts EC&M office to initiate a Service Request.
3. Email, Fax or Call is received by EC&M Office Personnel, assigned a EC&M Work Order number and is immediately transferred to the Service Manager for dispatch.
4. Service Manager relays all call information for the service call to the assigned technician. If requested the Fluvanna County requestor is then notified of the ETA from the Service Manager or the responding technician.
5. Upon arrival, the Technician contacts Fluvanna County designate, checking in at the location of the requested service.
6. Technician addresses issue at hand and at the completion of the service advises the Fluvanna County requestor or Point of Contact the status and/or resolution of the requested service.
7. Before leaving the designated location, a written Work Order report will be left onsite with Point of Contact. Technician will then check out from the service location.

After Hours Calls

1. Fluvanna County Designate calls the EC&M Office service requesting service and providing the Fluvanna County work order number if required.
2. The assigned on-call Service Technician will check in with the Fluvanna County Designate within four hours of receiving an emergency service request.
3. The Technician relays resolution to Fluvanna County Site personnel if possible. Fluvanna County Designate and/or Fluvanna County facilities designate.
4. Before leaving the designated location, a written Work Order report will be left onsite with Point of Contact. Technician will then check out from the service location.
5. Fluvanna County personnel are notified the next business day via email a written report of what transpired on the call and what if any further action is required on the part of EC&M or Fluvanna County.

Contact Numbers:

Main Office	804-741-2280
Fax	804-779-3279
Toll Free	855-326-2050
Email	service@ec-m.com

EC&M Compliance Statement

EC&M has read the Request for Proposal #2017-10 Security, Surveillance and Safety Systems-Installation and Service for the Fluvanna County Sheriff's Department in its entirety and understands and will comply with all included Statements, Regulations and Listed Terms and Conditions contained within this solicitation.

COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400, Richmond, VA 23233
Telephone: (804) 367-8500

EXPIRES ON
04-30-2018

NUMBER
2705033713

BOARD FOR CONTRACTORS
CLASS A CONTRACTOR
CLASSIFICATIONS CBC ELE RBC



ELECTRICAL, CONTROLS AND MAINTENANCE, INC.
EC&M INTEGRATED SOLUTIONS
PO BOX 128
MECHANICSVILLE, VA 23111

James W. DeBart
James W. DeBart, Director

Status can be verified at <http://www.dpor.virginia.gov>

Commonwealth of Virginia



Department of Criminal Justice Services
certifies that

Electrical Controls & Maintenance, Inc.
T/A: EC & M Integrated Solutions

has satisfied the licensing requirements for

Private Security Service Business

To provide services for:

BU06 Electronic Security Services

11-2949

License #

10/31/2018

Expiration Date

Teresa Gooch

Director, Law Enforcement & Security Services

EC&M Holiday Schedule

New Years Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day



Corporate Offices
8149-A Walnut Grove Road
Mechanicsville, VA 23111
Voice (804) 741-2280
Fax (804) 673-6275

July 27, 2017

RE: RFP 2017-10 SECURITY, SURVEILLANCE, AND SAFETY SYSTEMS—INSTALLATION AND SERVICE FOR FLUVANNA COUNTY SHERIFF'S OFFICE BUILDING

EC&M Integrated Solutions is pleased to have the opportunity to work with you to provide this response to your RFP for the Fluvanna County Sheriff's department upgrades.

Scope of work

Access Control

Replace the existing KABA, Millennium System with an Avigilon Web Based Access Control System.

- Install New Access Control appliance in the Network\Server room rack
- Replace existing KABA Door controllers with Avigilon Non-Proprietary Mercury panels
- Upgrade all card Readers to r10 Multiclass readers
- Install card readers on two new doors
- Existing door locking hardware will be reused. New Hardware will be installed on the new doors.
- Supply new IClass credentials to replace the existing cards in use. Newer technology which will provide higher level of security.
- Avigilon Software is accessible via web browser so no client software need be installed. Persons with valid user name and password can access anywhere from the Fluvanna County network. This will allow monitoring of multiple sites and facilities.

Price to replace the existing Access Control System with Avigilon Access Control \$26,500.00



Video System

EC&M will remove and replace the existing Pelco Video system and Matrix switch and replace with Avigilon HD Video System. This system will be an IP based intelligent video system with built in analytics for all exterior cameras.

- Install new Avigilon Video System server to accommodate new and future camera installations
- Install new cameras on exterior as shown in files attached.
- Exterior Cameras (4) 2 MP PTZ cameras with analytics and (3) Fixed 3.0MP Bullet cameras with analytics
- Interior cameras. All cameras will be 2.0 MP H4SL cameras. All existing cameras will be replaced and repositioned for optimum view. New cameras will be installed at all points of entry and critical areas as deemed by Fluvanna County. A total of 12 interior cameras are being provided at this time.
- EC&M will install separate network switch for the cameras and only the Camera server will reside on the Fluvanna County network. This will alleviate any bandwidth issues.

Price to replace the existing Video System with Avigilon Video System	\$42,500.00
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Total Project Cost	\$69,000.00
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EC&M remains committed to working hard to earn your business and look forward to starting a mutually beneficial business relationship with Fluvanna County.

If you have any questions or require additional information, please contact me at (804) 640-7120

Sincerely,

Joseph D Huff Jr
 Vice President
 EC&M Integrated Solutions
 804-640-7120
 804-741-2280

Send this PDF to Sales at Avigilon (sales@avigilon.com) or your local Avigilon representative to receive a quote on this design.

HD NVRs

NAME	MODEL	EXPANSIONS	STORAGE	TOTAL DATA	STORAGE TIME	STATUS
Main Server	HD-NVR3-VAL-12TB-NA	n/a	11.87 TB	105.64 Mbps	43 days 13 hours	Valid

Cameras

NAME	MODEL	NVR	QTY	LENS	FL. (MM)	IPS	DUTY CYCLE	COMPRESSION	BITRATE
Right Rear of Building	3.0C-H3A-BO1-IR	Main Server	1	Built-In Lens, 3-9mm, f/1.2, P-Iris, Vari Focal	6.9	7	6	Quality 6	6.63 Mbps
Left Rear of Building and Sally Port	3.0C-H3A-BO1-IR	Main Server	1	Built-In Lens, 3-9mm, f/1.2, P-Iris, Vari Focal	6.9	7	6	Quality 6	6.63 Mbps
View of drive coming into Building	3.0C-H3A-BO1-IR	Main Server	1	Built-In Lens, 3-9mm, f/1.2, P-Iris, Vari Focal	> max	7	6	Quality 6	6.63 Mbps

HDSM Smart Cameras

NAME	MODEL	NVR	QTY	LENS	FL. (MM)	IPS	DUTY CYCLE	COMPRESSION	BITRATE	HDSM SMARTCODEC		
										ENABLED	STRENGTH	MIN IPS
Tower and Tank	2.0C-H4PTZ-DP30	Main Server	1	Built-In Lens, 4.3-129 mm, f/1.6-f/4.7	8.1	7	6	Quality 6	12.00 Mbps	X		
Center Rear of Building	2.0C-H4PTZ-DP30	Main Server	1	Built-In Lens, 4.3-129 mm, f/1.6-f/4.7	7.2	7	6	Quality 6	12.00 Mbps	X		
View of Parking lot left of Building	2.0C-H4PTZ-DP30	Main Server	1	Built-In Lens, 4.3-129 mm, f/1.6-f/4.7	< min	7	6	Quality 6	12.00 Mbps	X		
Front Door Exterior	2.0C-H4PTZ-DC30	Main Server	1	Built-In Lens, 4.3-129 mm, f/1.6-f/4.7	7.4	60	6	Quality 6	12.00 Mbps	X		
Interior cameras	2.0C-H4SL-D1-IR	Main Server	12	Built-In Lens, 3-9mm, f/1.4, P-Iris, Vari Focal	6	8	6	Quality 6	4.19 Mbps	X		

Scene Details

NAME	MOUNTING HEIGHT (FT)	TARGET HEIGHT (FT)	TARGET DISTANCE (FT)	SCENE WIDTH (FT)	MOUNTING ANGLE	MAXIMUM DISTANCE (FT)	PX/FT
Tower and Tank	10	6	168.8	112.6	77.8	422	17
Right Rear of Building	10	6	118.7	91	71.4	296.9	22.5
Center Rear of Building	10	6	162.8	124	76.2	407	15.5
Left Rear of Building and Sally Port	10	6	198.6	151.3	72.3	496.6	13.5
View of Parking lot left of Building	10	6	96.6	108.8	62.6	241.6	16
Front Door Exterior	8.5	6	56.1	41.4	75.5	190.9	46.3
View of drive coming into Building	8.5	6	222.2	128.6	77	755.4	15.6
Interior cameras	8.5	6	16.5	16.8	64.9	56.1	114

Main Server

Model: HD-NVR3-VAL-12TB-NA

Record Times

MODEL	QTY	TOTAL DAYS	FULL DAYS	HALF DAYS	QUARTER DAYS	LOW RES. DAYS
2.0C-H4PTZ-DP30	1	43 days 13 hours	43 days 13 hours			0 days 0 hours
3.0C-H3A-BO1-IR	1	43 days 13 hours	43 days 13 hours			0 days 0 hours
2.0C-H4PTZ-DP30	1	43 days 13 hours	43 days 13 hours			0 days 0 hours
3.0C-H3A-BO1-IR	1	43 days 13 hours	43 days 13 hours			0 days 0 hours
2.0C-H4PTZ-DP30	1	43 days 13 hours	43 days 13 hours			0 days 0 hours
2.0C-H4PTZ-DC30	1	43 days 13 hours	43 days 13 hours			0 days 0 hours
3.0C-H3A-BO1-IR	1	43 days 13 hours	43 days 13 hours			0 days 0 hours
2.0C-H4SL-D1-IR	9	43 days 13 hours	43 days 13 hours			0 days 0 hours



Reference Image



Reference images are captured under ideal conditions. Poor lighting, increased compression, or use of a lower quality lens will affect the quality of the images captured.

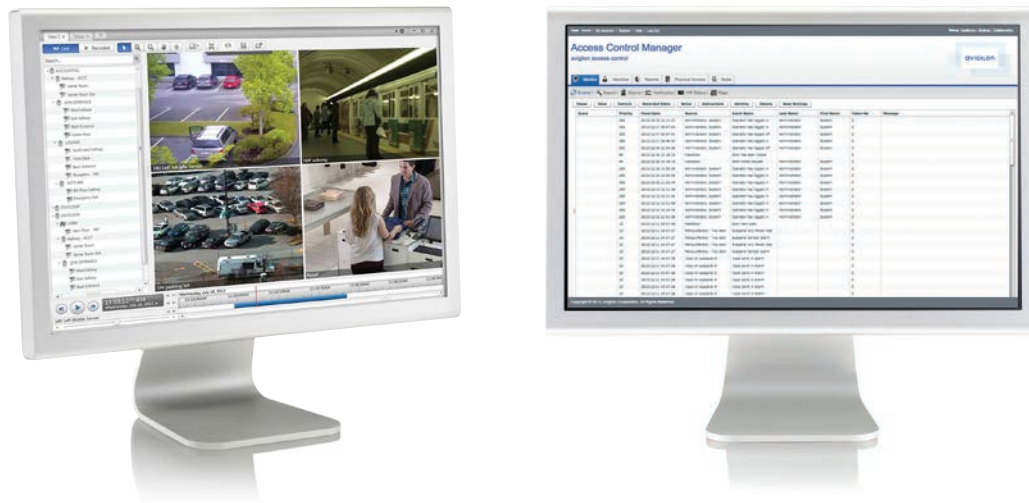
Avigilon™ Control Center System Integration with Access Control Manager


 AVIGILON

Avigilon™ Control Center (ACC) is the industry's easiest-to-use video management software, and has revolutionized how security professionals manage and interact with high definition video. As a distributed network platform with enterprise-class reliability, Avigilon Control Center is able to efficiently capture, manage and store high definition surveillance video while intelligently managing bandwidth and storage.

Avigilon™ Access Control Manager (ACM) is a revolutionary access control solution, engineered from the ground up by IT and security veterans to deliver a new standard in performance, integration and efficiency that can only be achieved through convergence. Avigilon's patented, web-based, physical and virtual appliance platform leverages an open architecture, integrates identity management and video surveillance and achieves the highest level of scalability with the lowest cost of ownership, making Avigilon the logical choice in access control.

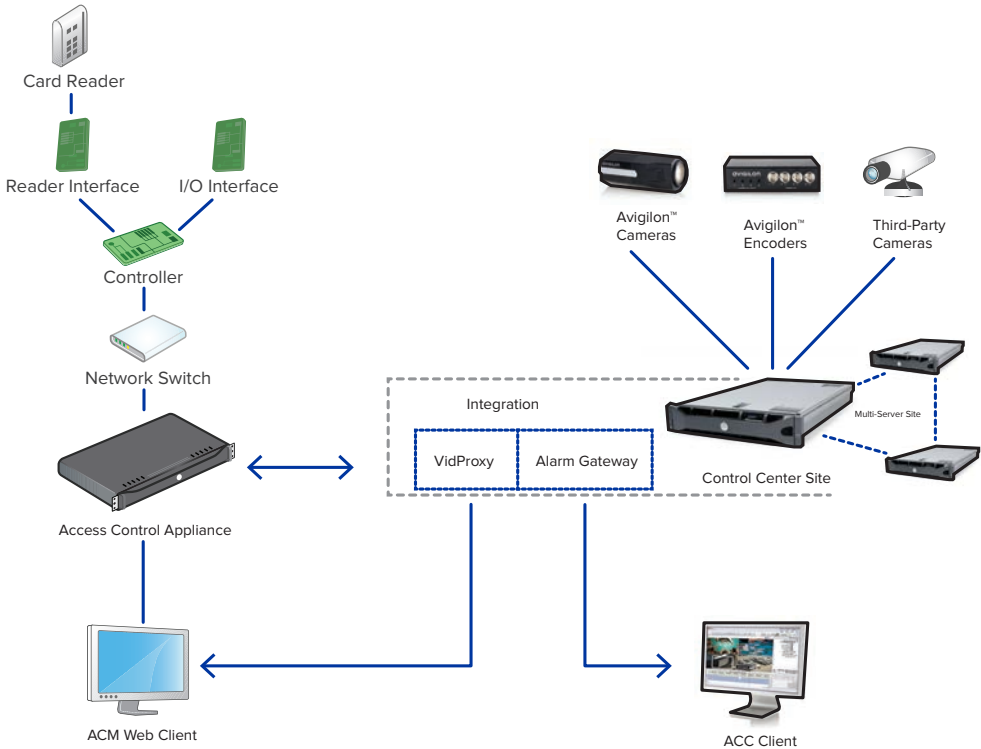
The Avigilon software integration allows you to achieve a unified security center. The Avigilon Alarm Gateway integration software component allows you to monitor your access control alarms in the ACC Client software. The Avigilon VidProxy integration software component allows you to monitor video streamed to ACC directly in the ACM software.



BENEFITS

- Link video to access control alarms to provide video verification in emergency scenarios
- Any camera connected to ACC can be monitored in ACM with related access control events
- Trigger event specific recording for efficient use of storage (requires Alarm Gateway software component)
- Control pan-tilt-zoom cameras through ACM, ensuring all video angles associated with alarms are viewed (requires VidProxy software component)
- Playback control:
 - Start and stop playback
 - Pause and resume
 - Fast forward and rewind

System Architecture



Specifications

SOFTWARE REQUIREMENTS	Control Center Server version	5.2 or later
	Access Control Manager version	5.2 or later

SYSTEM REQUIREMENTS	Access Control Manager System Requirements	Compatible Access Control Hardware and Applications	ACM Enterprise Appliance ACM Professional Appliance ACM Virtual Appliance
	Control Center System Requirements	OS	Windows Server 2003 SP2, Windows Server 2008, or Windows 7
		Processor	Intel Quad Core Xeon 2.0 GHz
		System RAM	4 GB DDR2
		Network Interface	1 Gbps
		Video Card	nVidia Quadro FX 570 dual DVI
		Hard Drives	SATA-II 7200 RPM Hard Drives

KEY FEATURES	Avigilon VidProxy Integration Software	Easily access live and recorded video from any camera that is connected to the ACC in the ACM software.
		Receive camera motion events and device notifications through both the ACM and ACC software.
Avigilon Alarm Gateway Software	Allows ACM alarms to be linked to ACC alarms, so alerts from both systems can be monitored within a single interface	
	Link alarms to specific identities in the ACM for greater access control.	

ORDERING INFORMATION	Available for free with all Standard and Enterprise Avigilon systems installed with ACC and ACM. Download the integrations at avigilon.com/support-and-downloads/ .
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Avigilon Control Center™ 6 Software



ACC™ software is easy-to-use video management software that optimizes the way security professionals manage and interact with high-definition video. It efficiently captures and stores high-definition video, while intelligently managing bandwidth and storage using our patented High Definition Stream Management (HDSM)™ technology. ACC 6 software combines an intuitive interface with an advanced search function called Avigilon Appearance Search™ video analytics technology. Avigilon Appearance Search technology is a sophisticated search engine for video data that enables users to quickly locate a specific person or vehicle of interest across an entire site.



RECORDING NVR PLATFORMS PURPOSE-BUILT FOR ACC

ACC software is pre-installed and configured on HD Video Appliances, HD Network Video Recorders (NVRs), HD NVR Workstations, ACC Edge Solution (ES) HD Recorders, ACC ES Analytics Appliances and the H4 ES camera line. It also works as a stand-alone software, to meet the needs of a wide variety of installations.

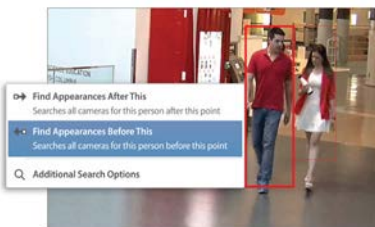


SELF-LEARNING VIDEO ANALYTICS

ACC video management software enables analytics events and alarms to be viewed and searched through an intuitive user interface. Real-time events and forensic capabilities detect and notify scene changes and rules violations.

AVIGILON APPEARANCE SEARCH TECHNOLOGY

Avigilon Appearance Search video analytics technology is a sophisticated search engine for video data. It sorts through hours of footage with ease, to quickly locate people and vehicles of interest across an entire site. Using Avigilon Appearance Search technology can dramatically improve incident response time and enhance forensic investigations by allowing operators to build robust video evidence and create a powerful narrative of events.



Advanced Control Center Features

HDSM™ Technology
Efficiently compresses and preserves image quality while intelligently managing HD image transmission throughout the Avigilon system — sending only the requested portions of captured images to operator workstations.

HDSM SmartCodec™ Support
Avigilon HDSM SmartCodec technology automatically optimizes compression levels for regions in a scene, to maximize bandwidth while still maintaining image quality.

Avigilon Appearance Search Technology
Allows you to quickly search recorded video to find instances of a person or vehicle across the entire site from all Avigilon cameras with self-learning analytics.

Intelligent Search
Powerful search tools enable you to quickly search recorded video for motion, the presence of classified objects (people or vehicles), background changes in the scene (thumbnail search), and for events.

Simple Camera and Server Installation
Plug-and-play capabilities for NVRs and cameras that automatically identify themselves on the network, without manual configuration or searching — eliminating complex network configuration.

Alarm Escalation
Allows the creation of complete end-to-end workflows for the monitoring, assignment, and acknowledgement of alarms.

ACC Mobile
Provides push alarm notifications, access to live and recorded video, and integrated audio talkdown from Android and iOS mobile devices.

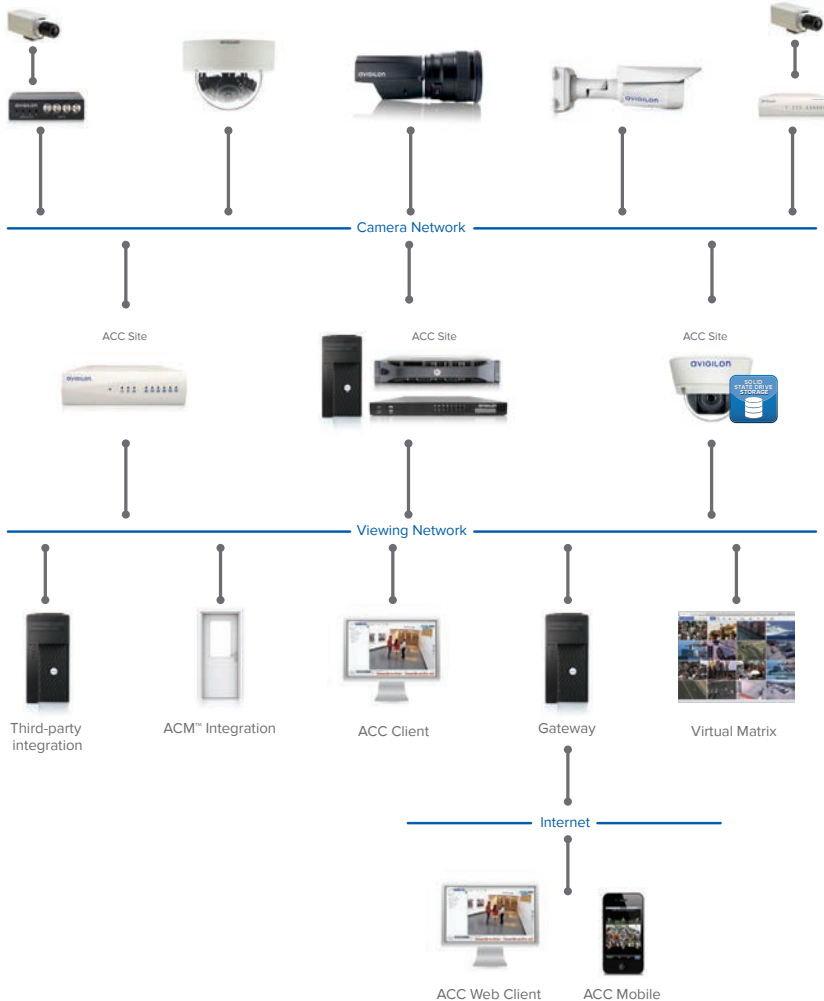
Detailed Management, Monitoring, and Reporting of System Status and Security
Detailed logs of storage, network, and overall system status to ensure the highest possible system uptime for critical applications.

POS Transaction Engine
Link HD surveillance footage (viewed instantly) with transaction data to address compliance requirements and reduce shrinkage and theft.

Scalable Integration with Legacy Systems
Distributed architecture features a .NET-based API that can easily be integrated with other systems, such as access control and building management.

ONVIF ONVIF® Profile S Conformant VMS
ONVIF profile S conformance ensures interoperability between IP based ONVIF security devices regardless of manufacturer.

System Architecture



Core, Standard & Enterprise

To create a system most suited for your surveillance needs, the Avigilon Control Center software is offered in three editions: Core, Standard and Enterprise. The Enterprise edition includes more advanced features for a sophisticated solution, whereas the Standard edition is used for more focused needs or for those looking to transition to HD surveillance in a cost-effective way. ACC Core is an entry-level version of our award-winning software that delivers advanced high definition surveillance capabilities, ease of use, and superior image quality to smaller implementations. No matter what the size of your installation, you can customize a solution that is right for you.



SYSTEM	CORE	STANDARD	ENTERPRISE
Number of cameras per server	24	48	300+
Number of cameras per site	24	48	10 000+
Number of servers per site	1	1	100+
Number of client licenses per server	2	5	Unlimited
High Definition Stream Management (HDSM)	Yes	Yes	Yes
HDSM SmartCodec Support	Yes	Yes	Yes

DEVICE SUPPORT	CORE	STANDARD	ENTERPRISE
Automatic device discovery	Yes	Yes	Yes
Third-party IP cameras & encoders	Yes	Yes	Yes
HD Pro cameras	No	No	Yes
H4 HD cameras with self-learning video analytics	Yes	Yes	Yes
HD cameras with self-learning video analytics	Yes	Yes	Yes
HD Micro Dome, HD Multisensor, HD Panoramic, HD PTZ, H4 Fisheye, H4 SL cameras	Yes	Yes	Yes
ONVIF compliant cameras & encoders	Yes	Yes	Yes
Avigilon encoders	Yes	Yes	Yes
H.264 support	Yes	Yes	Yes
MPEG4 support	Yes	Yes	Yes
MJPEG support	Yes	Yes	Yes
JPEG2000 support	Yes	Yes	Yes

CLIENT	CORE	STANDARD	ENTERPRISE
Powerful, easy-to-use client interface	Yes	Yes	Yes
Self-learning video analytics overlay	Yes	Yes	Yes
Joystick support	Yes	Yes	Yes
ACC Mobile / HTML5 Web Client / Gateway	Yes	Yes	Yes
Saved views	No	Yes	Yes
Maps	No	Yes	Yes
Web pages	No	Yes	Yes
Windows user authentication	No	No	Yes
Editable Site View	Yes	Yes	Yes
Intelligent Virtual Matrix	No	No	Yes
Collaborative investigations	No	No	Yes
Multi-camera export	Yes	Yes	Yes
Live export	Yes	Yes	Yes
Hourly configurable recording schedule	Yes	Yes	Yes

SEARCHING	CORE	STANDARD	ENTERPRISE
Avigilon Appearance Search Technology	No	No	Yes
Intelligent motion search	Yes	Yes	Yes
Thumbnail search	Yes	Yes	Yes
Event search	Yes	Yes	Yes
POS transaction search	No	Yes	Yes
Alarm search	No	No	Yes
License plate event search	No	No	Yes

ADD-ON MODULES AND INTEGRATIONS	CORE	STANDARD	ENTERPRISE
Point of Sale Transaction Engine	No	Yes	Yes
Avigilon developed and supported integrations	No	Yes*	Yes
3rd party system integrations	No	Yes	Yes

*CommScope iPatch, RS2 Accessit, DDS Aamadeus 5 and DSX only

ADDITIONAL FEATURES	CORE	STANDARD	ENTERPRISE
E-Mail event notification (motion & system event)	Yes	Yes	Yes
Central station notifications	No	Yes	Yes
Digital input email trigger	No	Yes	Yes
Manual digital output trigger	No	Yes	Yes
Audio recording	No	Yes	Yes
Audio output	No	Yes	Yes
Rule triggers	No	21	Unlimited
Self-learning video analytics event configuration	No	Yes	Yes
Redundant recording	No	No	Yes
Failover connections	No	No	Yes
Alarm escalation	No	No	Yes
Scheduled and one-time video archive	No	No	Yes
License Plate Recognition	No	No	Yes

For the most current list of integrations and add-ons supported by Avigilon Control Center software, please visit avigilon.com

System Requirements

NOTE: For all Windows versions, it is recommended that the latest Microsoft service pack is deployed. NVR recording throughput and retention times can vary according to the number of cameras, camera resolution, estimated percent of motion, continuous recording settings and predefined retention period. For full server performance, choose an Avigilon Certified Solution option.

AVIGILON CONTROL CENTER CLIENT

AVIGILON CERTIFIED SOLUTIONS	DISPLAY MODEL NUMBER	KEY FEATURES
2 Monitor Professional High Performance Remote Monitoring Workstation	HD-RMWS3-2MN	<ul style="list-style-type: none"> Preloaded with Avigilon Control Center (ACC) client software. Supports high resolution monitors. Includes the adapters and accessories for quick deployment. Avigilon warranty and support included.
4 Monitor Professional High Performance Remote Monitoring Workstation	HD-RMWS3-4MN	
SOFTWARE SYSTEM REQUIREMENTS	MINIMUM	RECOMMENDED
Operating System	Windows 7 (32-bit or 64-bit), Windows 8.1 (32-bit or 64-bit) or Windows 10 (32-bit or 64-bit) Microsoft .NET 4.6.2	Windows 10 (64-bit) Microsoft .NET 4.6.2
Processor	Intel® dual-core CPU (2.0 GHz)	Intel Core™ i5 (Quad-core, 3.3 GHz)
System RAM	4 GB DDR3	8 GB DDR4
Video Card	PCI Express, DirectX 10.0 compliant with 256 MB RAM	NVIDIA Quadro K620
Network Interface	1 Gbps	1 Gbps
Hard Disk Space	500 MB	500 MB

AVIGILON CONTROL CENTER SERVER

AVIGILON CERTIFIED SOLUTIONS	DISPLAY MODEL NUMBER	KEY FEATURES
HD NVR Premium	HD-NVR3-PRM-32TB / HD-NVR3-PRM-48TB / HD-NVR3-PRM-56TB / HD-NVR3-PRM-84TB	<ul style="list-style-type: none"> Optimized for video surveillance applications in a 24/7/365 environment ACC Server software is preinstalled, configured and enhanced for optimal system compatibility Certified for the Avigilon surveillance environment - ACC software, LPR, Mobile Gateway, Analytics, HDSM and 1-30MP cameras High throughputs of up to 1670 Mbps Documented network architecture for a wide variety of applications Avigilon enhanced warranty and premium support included Access to Avigilon System Design Tool (SDT) to calculate storage requirements
HD NVR Standard	HD-NVR3-STD-16TB / HD-NVR3-STD-24TB	
HD NVR Value	HD-NVR3-VAL-3TB / HD-NVR3-VAL-12TB / HD-NVR3-VAL-18TB	
SOFTWARE SYSTEM REQUIREMENTS	MINIMUM	RECOMMENDED
Operating System	Windows Server 2012, Windows Server 2012 R2, Windows 7 (64-bit), Windows 8.1 (64-bit) or Windows 10 (64-bit)	Windows Server 2012 R2
Processor	x86 64 bit dual-core (1.9 GHz)	Intel Xeon® E5 v3 (6 cores, 1.9GHz)
System RAM	4 GB DDR3	16 GB DDR4
Network Interface	1 Gbps	4 x 1 Gbps
Hard Drives	SATA-II 7200 RPM Enterprise Class Hard Drives	SATA-III 7200 RPM Enterprise Class Hard Drives

AVIGILON CONTROL CENTER SERVER WORKSTATION

AVIGILON CERTIFIED SOLUTIONS	DISPLAY MODEL NUMBER	KEY FEATURES
HD Video Appliance	VMA-AS1-8P2 / VMA-AS1-8P4 VMA-AS1-16P06 / VMA-AS1-16P09 / VMA-AS1-16P12 VMA-AS1-24P09 / VMA-AS1-24P12	<ul style="list-style-type: none"> Preloaded and configured with Avigilon Control Center (ACC) video management software High-performance recording capacity Throughputs of up to 336 Mbps Avigilon warranty and support included Access to Avigilon System Design Tool (SDT) to calculate storage requirements
ACC ES HD Recorder	VMA-RPO-4P2 / VMA-RPO-4P4	
ACC ES Analytics Appliance	VMA-RPA-4P2 / VMA-RPA-4P4	
HD NVR Workstation	HD-NVRWS3-8TB	
SOFTWARE SYSTEM REQUIREMENTS	MINIMUM	RECOMMENDED
Operating System	Windows Server 2012, Windows Server 2012 R2, Windows 7 (64-bit), Windows 8.1 (64-bit) or Windows 10 (64-bit)	Windows 10 (64-bit)
Processor	Intel Quad-core CPU (2.0 GHz)	Intel Core i5 (Quad-core, 3.3 GHz)
System RAM	4 GB DDR3	8 GB DDR4
Network Interface	1 Gbps	1 Gbps
Video Card	PCI Express, DirectX 10.0 compliant with 256 MB RAM	NVIDIA Quadro K620
Hard Drives	SATA-II 7200 RPM Hard Drives	SATA-III 7200 RPM Hard Drives

AVIGILON APPEARANCE SEARCH TECHNOLOGY

Avigilon Appearance Search technology requires the ACC Analytics Service to be installed on the same computer as the ACC Server software, and must meet the listed system requirements:

AVIGILON CERTIFIED SOLUTIONS	DISPLAY MODEL NUMBER	KEY FEATURES
Analytics Kit for Avigilon Appearance Search Software	HD-NVR3-ANK1-1	<ul style="list-style-type: none"> Tested and verified to provide enough processing power to run Avigilon Appearance Search feature.

SOFTWARE SYSTEM REQUIREMENTS	
NVIDIA CUDA Compute Capability	5.0 or above
GPU Memory	4 GB or above

AVIGILON CONTROL CENTER GATEWAY

Avigilon Control Center Gateway can be installed on the same computer as the ACC Server software, but for optimal performance results it is recommended that the Gateway be installed separately. The Gateway can handle up to 36 concurrent video streams if installed on a computer with the listed requirements (with recommended specs).

SOFTWARE SYSTEM REQUIREMENTS	MINIMUM	RECOMMENDED
Operating System	Windows Server 2012, Windows Server 2012 R2, Windows 7 (64-bit), Windows 8.1 (64-bit) or Windows 10 (64-bit) Microsoft .NET 4.6.2	Windows 10 (64-bit) Microsoft .NET 4.6.2
Processor	Intel quad-core CPU (2.0 GHz)	Intel Core i5 (Quad-core, 3.3 GHz)
System RAM	4 GB DDR3	8 GB DDR4
Hard Disk Space	500 MB	500 MB

AVIGILON CONTROL CENTER WEB CLIENT

Avigilon Control Center Web Client can be accessed from the listed web browsers.

Web Browsers	Internet Explorer version 9.0 or later Chrome version 20 or later	Firefox version 15 or later Safari version 9.0 or later
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AVIGILON CONTROL CENTER MOBILE 2.X

Avigilon Control Center Mobile (ACC Mobile) version 2.x is currently only available for the listed device platforms.

Platforms	Android version 4.x or 5.x	iPad with iOS 7, 8 or 9 iPhone with iOS 7, 8 or 9 iPod Touch with iOS 7, 8 or 9
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AVIGILON CONTROL CENTER MOBILE 3.X PREVIEW

ACC Mobile version 3.x is currently only available for the listed device platforms and requires the ACC Web Endpoint software. The ACC Web Endpoint software comes pre-installed on ACC ES HD Recorder and ACC ES Analytics Appliance. For NVR systems and HD Video Appliances, it should be installed on the same server as the ACC Server software.

Platforms	Android version 5.0 or later	iPad with iOS 9 or later iPhone with iOS 9 or later iPod Touch with iOS 9 or later
Processor	n/a	64-bit (Apple A7 or later)

AVIGILON CONTROL CENTER LPR PLUGIN

Avigilon Control Center LPR Plugin is supported on the listed operating systems.

Operating System	Windows 7 only
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Avigilon™ Access Control Manager Professional


 AVIGILON

Avigilon™ Access Control Manager (ACM) Professional is a web-based, access control network appliance designed for small- to medium-sized installations, with up to 32 readers. Intuitive and easy to use, ACM Professional simplifies access control with a cost-effective, all-in-one appliance. With a small form factor and powerful performance, ACM Professional installs into compact spaces with limited power consumption requirements.



PROFESSIONAL

INTEGRATED ACCESS CONTROL NETWORK APPLIANCE

Avigilon™ Access Control Manager Professional provides the ease-of-use demanded by facility managers and the flexibility required by IT departments. Administrators can focus on securing facilities, people and assets without IT needing to deal with configuration issues, compatibility problems, system requirements and software vulnerabilities.

100% BROWSER-BASED WEB APPLICATION

Unlike legacy, client/server-based access control systems, Access Control Manager Professional is accessible anytime, anywhere from any standard web browser, including Firefox, Safari, Chrome or Internet Explorer. Manage employee facility access privileges quickly and easily from any location without being tied to a dedicated client workstation or paying for individual software licenses per user.

BENEFITS

- Video and alarm integration with Avigilon™ Control Center (ACC)
- Manage facility access from any web browser
- Simplify security with an all-in-one network appliance
- Install a cost-effective, easy-to-use security system
- Eliminate the maintenance of servers and security patches

Specifications

SYSTEM	Readers	Up to 32
	Hard Disk Drive Configuration	500GB 3.5inch Serial ATA (7,200 Rpm) Hard Drive
	Processor	Intel® Pentium® G3420 Processor, dual Core, 3M Cache, 3.20GHz
	Memory	4 GB 1600MHz DDR3 Non-ECC
	Network Interface	Broadcom NetXtreme® 10/100/1000 PCIe Gigabit Networking Card
	Card Readers	16 - 32
	Max. Simultaneous Operators	50
	Max. Identities	500,000
	Max. Stored Events	75,000,000

MECHANICAL	Form Factor	Small Form Factor
	Dimensions (HxWxD)	29 mm x 9.3 mm x 31.2 mm; 11.4" x 3.7" x 12.3"
	Weight	6.0 kg (13.2 lbs)

ELECTRICAL	Power Input	100 to 240 VAC, 50/60 Hz, 4.4A
	Power Supply	Single non-redundant
	Power Consumption	315 W

ENVIRONMENTAL	Operating Temperature	5° C to 35° C (41° F to 95° F)
	Storage Temperature	-40° C to 65° C (-40° F to 149° F)
	Humidity	20 - 80% Relative humidity (non-condensing)
	Operating Vibration	0.26GRMS
	Storage Vibration	2.20GRMS
	Operating Shock	40G
	Storage Shock	105G
	Operating Altitude	G1 or lower as defined by ANSI/ISA-S71.04-1985
Storage Altitude	G1 or lower as defined by ANSI/ISA-S71.04-1985	

CERTIFICATIONS	ENERGY STAR	CEL	CECP	EPEAT
	RoHS	NFPA 99:2012	EMC Class B	

SUPPORTED IT PLATFORMS	Linux®	SUPPORTED ACCESS CONTROL SOLUTIONS	HID VertX EVO™	SUPPORTED VIDEO INTEGRATION SOLUTIONS	Avigilon™ Control Center
	OpenLDAP®		HID Global		Pelco by Schneider Electric
	VMware™ Ready		Mercury Security		Exacq Technologies by Tyco Security
	VerAfied		ASSA ABLOY		Salient Systems
	Firefox™		Allegion plc		Milestone Systems
	Google Chrome™		Farpointe Data®		Dedicated Micros
	Apple Safari®		EasyLobby® by HID		
	Internet Explorer®		LifeSafety Power		

ORDERING INFORMATION	AC-APP-16R-PRO	Access Control Professional Appliance with 16 Readers
	AC-APP-32R-PRO	Access Control Professional Appliance with 32 Readers
	AC-SW-16RCU	16 Reader software add-on (for AC-APP-16R-PRO only)

HD Bullet Camera with Self-Learning Video Analytics


 AVIGILON

Avigilon offers the broadest range of high definition cameras in the industry – from 1 – 5 MP and 4 – 7K (based on horizontal resolution) – and are available in a variety of formats, including dome, panoramic and fixed. Whether it's a small storefront that requires a few cameras or a large complex system requiring complete coverage of numerous areas, you can trust that you're getting the best solution for your security needs.

The innovative HD Bullet camera is just one way Avigilon can help provide the very best monitoring and protection.



The HD Bullet camera with self-learning video analytics brings together Avigilon's world renowned camera technology with video analytics. The combination of instant and accurate object detection and classification alerts, with the identification performance of high-definition video, provides users with an unmatched level of perimeter protection to keep both personnel and assets safe. Equipped with built-in adaptive infrared (IR) illumination, our HD Bullet cameras increase in-the-dark detection and visibility without using a visible light source.

KEY FEATURES

Patented Advanced Video Pattern Detection and Teach by Example Technology
Self-Learning Video Analytics
Available with 3-9 mm or 9-22 mm P-Iris lens with remote focus and zoom
Up to 30 images per second
Triple Exposure Ultra Wide Dynamic Range (3 Megapixel)
Avigilon's LightCatcher™ technology provides unsurpassed image quality in low light environments
SD card slot for onboard storage support
Integrated IR (Infrared) LEDs provide uniform illumination in the dark, even at 0 lux, up to maximum of 200 ft (60 m) away
Zoom and content adaptive IR provides the most effective illumination at all zoom positions, while maintaining optimum scene illumination
PoE (Power over Ethernet) enables operating temperatures of -40°C to 50°C (-40°F to 122°F) with no auxiliary power required.
Additional configuration Ethernet port for easy installation
Vandal resistant construction and IP66 compliant
ONVIF compliant with version 2.2.0 of the Analytics Service Specification

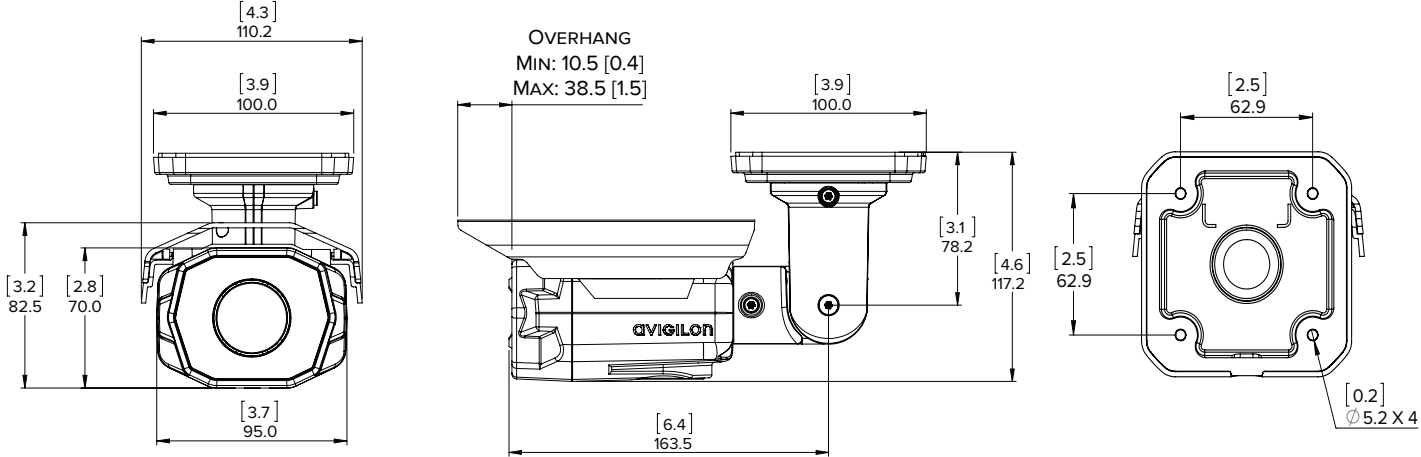
Specifications

		1.0 MP	2.0 MP	3.0 MP						
IMAGE PERFORMANCE	Image Sensor	1/2.8" progressive scan CMOS								
	Active Pixels	1280 (H) x 720 (V)	1920 (H) x 1080 (V)	2048 (H) x 1536 (V)						
	Imaging Area	4.8 mm (H) x 2.7 mm (V); 0.189"(H) x 0.106"(V)		4.92 mm (H) x 3.69 mm (V); 0.194" (H) x 0.145" (V)						
	Illuminator Technology	High-power IR LEDs								
	IR Illumination	3-9 mm lens: 850 nm wavelength, 30 m (100 ft) max. distance of IR illumination at 0 lux with auxiliary power or PoE 9-22 mm lens: 850 nm wavelength, 60 m (200 ft) max. distance of IR illumination at 0 lux with auxiliary power or PoE								
	Minimum Illumination	3-9 mm lens: 0.1 lux (F1.2) in color mode; 0 lux in monochrome mode with IR 9-22 mm lens: 0.2 lux (F1.6) in color mode; 0 lux in monochrome mode with IR								
	Dynamic Range	100 dB Dual Exposure True WDR		120 dB Triple Exposure Ultra WDR						
	Image Rate	30 fps (all resolutions)		20 fps (at full resolution); 30 fps (at 1920 x 1080 or smaller)						
	LENS	Lens	3-9 mm, F1.2, P-Iris, remote focus and zoom 9-22 mm, F1.6, P-Iris, remote focus and zoom							
		Angle of View	3-9 mm lens: 32° - 91° 9-22 mm lens: 13° - 28°		33° - 94° 15° - 31°					
IMAGE CONTROL		Image Compression Method	H.264 (MPEG-4 Part 10/AVC), Motion JPEG							
		Streaming	Multi-stream H.264 and Motion JPEG							
	Motion Detection	Pixel and classified objects								
	Camera Tampering Detection	Yes								
	Electronic Shutter Control	Automatic, Manual (1/6 to 1/8000 sec)								
	Iris Control	Automatic, Manual								
	Day/Night Control	Automatic, Manual								
	Flicker Control	50 Hz, 60 Hz								
	White Balance	Automatic, Manual								
	Backlight Compensation	Adjustable								
	Privacy Zones	Up to 64 zones								
	Audio Compression Method	G.711 PCM 8 kHz								
	Audio Input/Output	Line level input and output								
External I/O Terminals	Alarm In, Alarm Out									
NETWORK	Network	100BASE-TX								
	Cabling Type	CAT5								
	Connector	RJ-45								
	ONVIF	ONVIF compliant with version 1.02, 2.00, Profile S and 2.2.0 of the Analytics Service Specification ("bounding boxes" and scene descriptions not available with third-party VMS)								
	Security	Password protection, HTTPS encryption, digest authentication, WS authentication, user access log, 802.1x port based authentication								
	Protocol	IPv4, HTTP, HTTPS, SOAP, DNS, NTP, RTSP, RTP, TCP, UDP, IGMP, ICMP, DHCP, Zeroconf, ARP								
	Streaming Protocols	RTP/UDP, RTP/UDP multicast, RTP/RTSP/TCP, RTP/RTSP/HTTP/TCP, RTP/RTSP/HTTPS/TCP, HTTP								
	MECHANICAL	Dimensions (LxWxH)	241.7 mm x 95.0 mm x 70 mm; 9.5" x 3.7" x 2.8"							
Weight		1.15 kg (2.5 lbs)								
Body		Aluminum								
Housing		Surface mount, tamper resistant								
Finish		Powder coat, cool gray 2								
Adjustment Range		±175° pan, -45° to +90° tilt, ±175° azimuth								
Onboard Storage		SD/SDHC/SDXC slot – minimum class 4; class 6 or better recommended								
ELECTRICAL		Power Consumption	22 W with external power or IEEE802.3at Class 4 PoE Plus	12.95 W with IEEE 802.3af Class PoE						
	Power Source	VDC: 12 V +/- 10%, 22 W min	VAC: 24 V +/- 10%, 28 VA min	PoE: IEEE802.3af Class 3 compliant	PoE+: IEEE802.3at Class 4 PoE Plus					
	RTC Backup Battery	3V Manganese Lithium								
ENVIRONMENTAL	Operating Temperature	-40 °C to +50 °C (-40 °F to 122 °F)								
	Storage Temperature	-40 °C to +70 °C (-40 °F to 158 °F)								
	Humidity	0 - 95% non-condensing								
CERTIFICATIONS	Certifications/Directives	UL	cUL	CE	ROHS	WEEE	RCM	EAC	KC	
	Safety	UL 60950-1		CSA 60950-1		IEC/EN 60950-1		IEC 62471		
	Environmental	IK10 Impact Rating		UL/CSA/IEC 60950-22		IEC 60529 IP66 Rating				
	Electromagnetic Emissions	FCC Part 15 Subpart B Class B		IC ICES-003 Class B		EN 55022 Class B		EN 61000-6-3	EN 61000-3-2	EN 61000-3-3
	Electromagnetic Immunity	EN 55024				EN 61000-6-1				
SUPPORTED VIDEO ANALYTICS EVENTS	Objects in Area	The event is triggered when the selected object type moves into the region of interest. If the number of objects is exceeded, a new event is not triggered until the number of objects falls below the defined value.								
	Object Loitering	The event is triggered when the selected object type stays within the region of interest for an extended amount of time. The event is reset when the object leaves the region of interest.								
	Objects Crossing Beam	The event is triggered when the specified number of objects have crossed the directional beam that has is configured over the camera's field of view. The beam can be unidirectional or bidirectional. If the number of objects is exceeded, a new event is not triggered until the event timeout.								
	Object Appears or Enters Area	The event is triggered by each object that enters the region of interest. This event can be used to count objects.								
	Object Not Present in Area	The event is triggered when no objects are present in the region of interest.								
	Objects Enter Area	The event is triggered when the specified number of objects have entered the region of interest.								
	Objects Leave Area	The event is triggered when the specified number of objects have left the region of interest.								
	Object Stops in Area	The event is triggered when an object in a region of interest stops moving for the specified threshold time.								
	Direction Violated	The event is triggered when an object moves in the prohibited direction of travel.								
	Tamper Detection	The event is triggered when the scene unexpectedly changes.								

Outline Dimensions

HD Bullet Camera

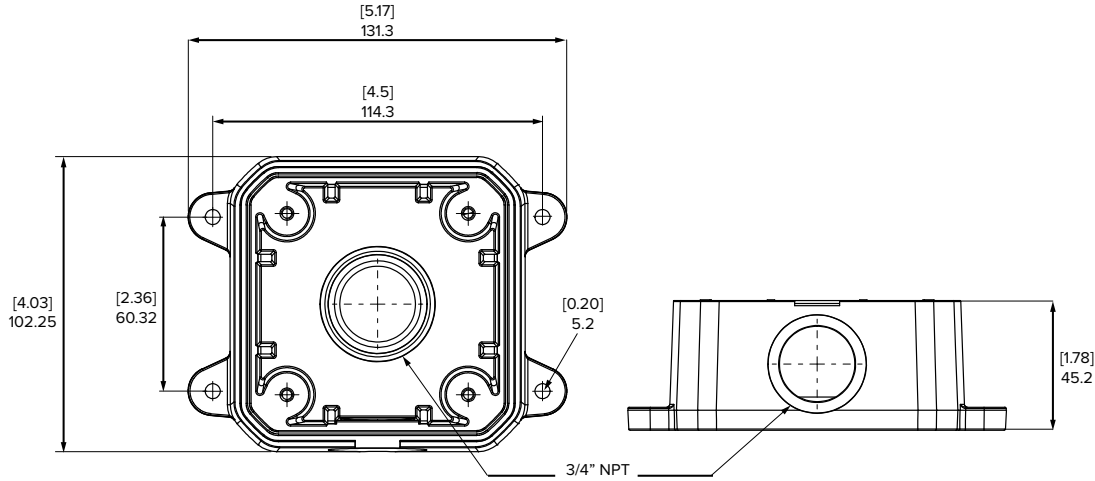
(H3A-BO-IR)



[X.X]	INCHES
X	MM

HD Bullet Camera Junction Box

(H3-BO-JB)



Ordering Information

1.0C-H3A-BO1-IR	1.0 Megapixel WDR 3-9 mm HD Bullet Camera with Self-Learning Video Analytics and LightCatcher Technology
1.0C-H3A-BO2-IR	1.0 Megapixel WDR 9-22 mm HD Bullet Camera with Self-Learning Video Analytics and LightCatcher Technology
2.0C-H3A-BO1-IR	2.0 Megapixel WDR 3-9mm HD Bullet Camera with Self-Learning Video Analytics and LightCatcher Technology
2.0C-H3A-BO2-IR	2.0 Megapixel WDR 9-22 mm HD Bullet Camera with Self-Learning Video Analytics and LightCatcher Technology
3.0C-H3A-BO1-IR	3.0 Megapixel WDR 3-9 mm HD Bullet Camera with Self-Learning Video Analytics and LightCatcher Technology
3.0C-H3A-BO2-IR	3.0 Megapixel WDR 9-22 mm HD Bullet Camera with Self-Learning Video Analytics and LightCatcher Technology
H3-BO-JB	Junction box for the H3-BO-IR HD Bullet Cameras
MNT-AD-POLE-B	Aluminum pole mounting bracket for Dome Cameras and HD Bullet Cameras using Pendant Mount Brackets
MNT-AD-CORNER	Aluminum corner mounting bracket for Dome Cameras and HD Bullet Cameras using Pendant Mount Brackets

H4 PTZ Dome Camera Line with Self-Learning Video Analytics

Pan-tilt-zoom (PTZ) cameras are a useful surveillance solution because of their ability to simultaneously cover wide areas and zoom in for finer details with a single camera. With the new Avigilon™ H4 PTZ, we are pushing the boundaries of the traditional PTZ camera by offering a high-performance camera with even greater zoom and evidentiary detail.



The Avigilon H4 PTZ camera line combines high-speed tracking and 360-degree coverage with excellent image quality, low-light performance and video analytics. The new H4 PTZ camera line is available in 1 and 2 megapixel (MP) camera resolutions in outdoor pendant and in-ceiling mount formats. The 1 MP PTZ camera has 45x zoom, while the 2 MP PTZ has a built-in 30x zoom lens for high-quality, detailed images from great distances.

This camera line is equipped with our patented LightCatcher™ technology, enabling exceptional color images in low light, as well as true wide dynamic range (WDR) for detailed images in both extreme brightness and darkness. It is also enabled with self-learning video analytics, for object tracking, alarm notifications and the ability to zoom in for key details.

Avigilon HDSM SmartCodec technology H4 platform optimizes the video stream in real time using automatic ROI encoding to save bandwidth and storage requirements while maintaining image quality.

KEY FEATURES

1 MP and 2 MP camera resolutions

1 MP zooms up to 45x and 2 MP zooms up to 30x

Self-learning video analytics

Patented Advanced Video Pattern Detection and Teach by Example Technology

Patented High Definition Stream Management (HDSM) technology

Idle Scene Mode lowers bandwidth and storage usage if there are no motion events detected in the scene

Avigilon LightCatcher technology provides exceptional image quality in low-light environments

Avigilon HDSM SmartCodec technology for reduce bandwidth and storage requirements

Up to 60 fps high frame rate operation

IP67 certified for comprehensive dust and water ingress protection

True wide dynamic range (WDR)

Specifications

		1.0 MP	2.0 MP
IMAGE PERFORMANCE	Image Sensor	WDR 1/2.8" progressive scan CMOS	
	Active Pixels	1280 (H) x 720 (V)	1920 (H) x 1080 (V)
	Imaging Area	4.8 mm (H) x 2.7 mm (V); 0.189" (H) x 0.106" (V)	
	Minimum Illumination	0.1 lux (F/1.6) in color mode; 0.03 lux (F/1.6) in monochrome mode	
	Dynamic Range	120+ dB	
	Image Rate	Up to 60 fps	
	(Aspect Ratio) Resolution Scaling	down to (16:9) 384x216 or (5:4) 320x256	
	3D Noise Reduction Filter	Yes	
LENS	Lens	4.3 to 129 mm, F/1.6 – F/4.7, autofocus	4.3 to 129 mm, F/1.6 – F/4.7, autofocus
	Angle of View	1.5° - 63.7°	2.3° - 63.7°
	Optical Zoom	45x	30x
IMAGE CONTROL	Video Compression	H.264 (MPEG-4 Part 10/AVC), Motion JPEG, HDSM SmartCodec Technology	
	Streaming	Multi-stream H.264 and Motion JPEG	
	Motion Detection	Selectable sensitivity and threshold	
	Electronic Shutter Control	Automatic, Manual (1/1 to 1/10,000 sec)	
	Iris Control	Automatic, Manual	
	Day/Night Control	Automatic, Manual	
	Flicker Control	50 Hz, 60 Hz	
	White Balance	Automatic, Manual	
	Backlight Compensation	Manual	
	Privacy Zones	Up to 64 zones, 3D privacy mask supported	
	Presets	500 named presets	
	Tours	10 named guard tours	
	Audio Compression Method	G.711 PCM 8 kHz	
	Digital Zoom	Up to 100x when used with ACC Client for Windows	
	Electronic Image Stabilization	On/Off	
	Digital Defog	Adjustable/Off	
NETWORK	Network	100BASE-TX	
	Cabling Type	CAT5e	
	Connector	RJ-45	
	API	ONVIF Profile S compliant (www.onvif.org)	
	Security	Password protection, HTTPS encryption, digest authentication, WS authentication, user access log, 802.1x port based authentication	
	Protocol	IPv4, HTTP, HTTPS, SOAP, DNS, NTP, RTSP, RTP, TCP,UDP, IGMP, ICMP, DHCP, Zeroconf, ARP, LLDP	
	Streaming Protocols	RTP/UDP, RTP/UDP multicast, RTP/RTSP/TCP, RTP/RTSP/HTTP/TCP, RTP/RTSP/HTTPS/TCP, HTTP	
	Device Management Protocols	SNMP v2c, SNMP v3	
	PERIPHERALS	Audio Input/Output	Line level input and output
Video Output		NTSC/PAL	
External I/O Terminals		Alarm In, Alarm Out	
Onboard Storage		SD/SDHC/SDXC slot – minimum class 4; class 6 or better recommended	
MECHANICAL		IN-CEILING MOUNT	PENDANT MOUNT
	Dimensions (ØxH)	232 mm x 222.7 mm; 9.13" x 8.77"	226 mm x 313 mm; 8.9" x 12.32"
	Weight	2.18 kg; 4.85 lbs	3.9 kg; 8.6 lbs
	Dome Bubble	Nylon	
	Body	Plastic	Aluminum
	Housing	Recessed mount	Pendant mount
	Finish	Plastic, cool grey	Powder coat, cool grey
	Tilt	-10° to 90°, e-Flip, 360°/second	
Pan	360°, endless, 450°/second		
ELECTRICAL	Power Consumption	23 W max with external power (24 V DC) or PoE+ (32 VA with 24 V AC power)	57 W max with external power (24 V DC) or 60 W PoE (25.5 W max with PoE+ (80 VA with 24 V AC power)
	Power Source	External Power	V DC: 24 V +/- 10%; V AC: 24 Vrms +/- 10%, 50 or 60Hz
	PoE	IEEE 802.3at Class 4 PoE+	IEEE 802.3at Class 4 PoE+ (60 W PoE (POE-INJ2-60W))
Power Connector	2-pin terminal block	Waterproof 3-pin connector	
ENVIRONMENTAL	Operating Temperature	-10 °C to +50 °C (14 °F to 122 °F)	-40 °C to +50 °C (-40 °F to 122 °F) with external power or 60 W PoE -10 °C to +50 °C (14 °F to 122 °F) with IEEE 802.3at Class 4 PoE+ power
	Storage Temperature	-10 °C to +70 °C (14 °F to 158 °F)	
	Humidity	0 - 95% non-condensing	

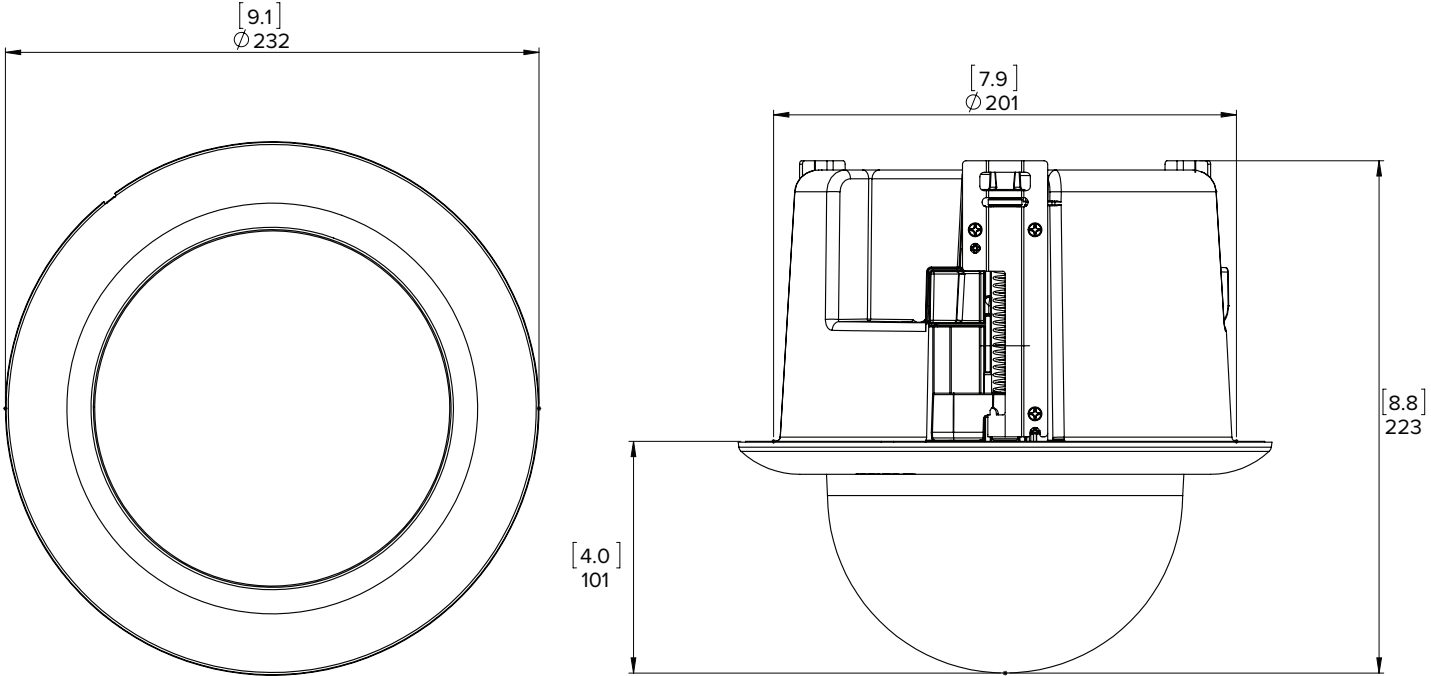
CERTIFICATIONS	Certifications/Directives	UL, cUL, CE, ROHS, WEEE, RCM, EAC, KC
	Safety	UL 60950-1, CSA 60950-1, IEC/EN 60950-1
	Environmental	(Pendant model only) IK10 Impact Rating, IEC 60529 IP66/IP67 Rating, UL/CSA/IEC 60950-22
	Electromagnetic Emissions	FCC Part 15 Subpart B Class B, IC ICES-003 Class B, EN 55032 Class B, EN 61000-6-3, EN 61000-3-2, EN 61000-3-3, EN 55032, KN 32
	Electromagnetic Immunity	EN 55024, EN 61000-6-1, EN 50130-4, KN 35

SUPPORTED VIDEO ANALYTICS EVENTS AT HOME POSITION	Objects in Area	The event is triggered when the selected object type moves into the region of interest.
	Object Loitering	The event is triggered when the selected object type stays within the region of interest for an extended amount of time.
	Objects Crossing Beam	The event is triggered when the specified number of objects have crossed the directional beam that is configured over the camera's field of view. The beam can be unidirectional or bidirectional.
	Object Appears or Enters Area	The event is triggered by each object that enters the region of interest. This event can be used to count objects.
	Object Not Present in Area	The event is triggered when no objects are present in the region of interest.
	Objects Enter Area	The event is triggered when the specified number of objects have entered the region of interest.
	Objects Leave Area	The event is triggered when the specified number of objects have left the region of interest.
	Object Stops in Area	The event is triggered when an object in a region of interest stops moving for the specified threshold time.
	Direction Violated	The event is triggered when an object moves in the prohibited direction of travel.
	Tamper Detection	The event is triggered when the scene unexpectedly changes.

Outline Dimensions

In-Ceiling PTZ Dome Camera

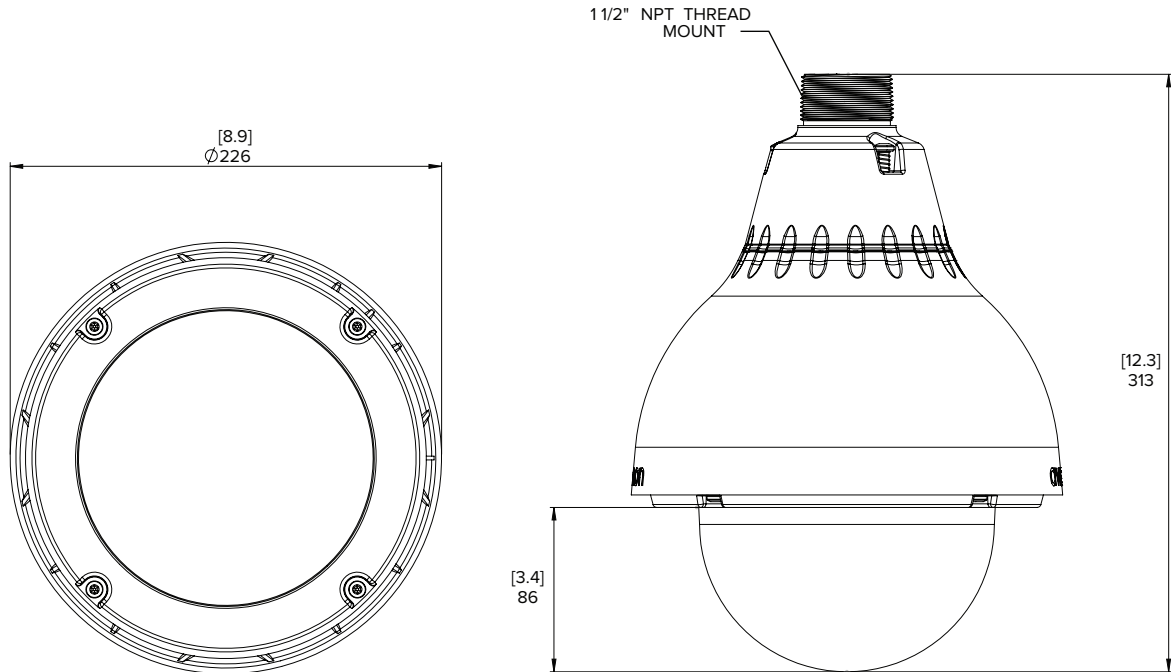
(H4PTZ-DC)



[X.X]	INCHES
X	MM

Pendant PTZ Dome Camera

(H4PTZ-DP)



Ordering Information

IN-CEILING PTZ DOME CAMERAS	MP	WDR	LIGHTCATCHER TECHNOLOGY	ANALYTICS	LENS	ZOOM	HDSM SMARTCODEC
1.0C-H4PTZ-DC45	1.0	✓	✓	✓	4.3 to 129 mm	45x	✓
2.0C-H4PTZ-DC30	2.0	✓	✓	✓	4.3 to 129 mm	30x	✓

PTZMH-DC-CLER1	PTZ In-Ceiling Dome Camera Cover with Clear Bubble						
PTZMH-DC-SMOK1	PTZ In-Ceiling Dome Camera Cover with Smoked Bubble						
PTZMH-DC-CPNL1	Metal Ceiling Panel						

PENDANT PTZ DOME CAMERAS	MP	WDR	LIGHTCATCHER TECHNOLOGY	ANALYTICS	LENS	ZOOM	IP66/IP67	HDSM SMARTCODEC
1.0C-H4PTZ-DP45	1.0	✓	✓	✓	4.3 to 129 mm	45x	✓	✓
2.0C-H4PTZ-DP30	2.0	✓	✓	✓	4.3 to 129 mm	30x	✓	✓

CM-MT-WALL1	Pendant wall mount						
H4-MT-POLE1	Pole Mounting Bracket						
H4-MT-CRNR1	Corner Mounting Bracket						
PTZMH-DP-CLER1	Dome Camera Cover with Clear Bubble (IK10)						
PTZMH-DP-SMOK1	Dome Camera Cover with Smoked Bubble (IK10)						
POE-INJ2-60W	60 W PoE Injector						

H4 SL Dome Camera with LightCatcher™ Technology

The H4 SL camera line has an innovative and modular design that is easy to install. Built on the H4 platform, it combines our patented LightCatcher and Wide Dynamic Range (WDR) technologies to provide exceptional image quality in complex lighting.

Using HDSM SmartCodec™ and idle scene mode technologies, the H4 SL camera optimizes video streams in real time, minimizing bandwidth and storage requirements while maintaining clear, detailed images. It integrates with Avigilon Control Center™ video management software (VMS), and is ONVIF-compliant for integration with a third-party VMS. With significant improvements to bandwidth savings and lower storage retention, as well as its easy-to-install, modular design, the H4 SL camera line adds even more value than before, lowering your total cost of ownership.



Straight out of the box, the H4 SL camera is designed and packaged for simple ordering and quick and flexible installation. This camera line's discreet and modular design allows it to seamlessly fit in to its surroundings. Dome models come with surface and in-ceiling mounts that can quickly and easily be alternated.

The H4 SL camera's IK10-rated, vandal-resistant and IP66 dust and water-resistant housing (outdoor model only) make it ideal for monitoring a variety of indoor and outdoor environments, such as hallways, public entrances and lobbies of banks, schools, retail outlets and hotels.

Avigilon HDSM SmartCodec technology H4 SL optimizes the video stream in real time using automatic ROI encoding to save bandwidth and storage requirements while maintaining image quality.

KEY FEATURES

1.3, 2.0 and 3.0 megapixel resolution models
Innovative modular design for quick and easy installs
3-9 mm F/1.4 lens with remote zoom and focus
Content adaptive IR technology provides effective illumination through the field of view, while maintaining exceptional scene illumination
Wi-Fi camera configuration support
Avigilon LightCatcher technology provides exceptional image quality in low light environments
Dual exposure Wide Dynamic Range for complex lighting environments
Integrated IR (Infrared) LEDs provide uniform illumination in the dark, even at 0 lux, up to maximum of 15 m (~50 ft) away (outdoor model only)
Avigilon HDSM SmartCodec technology for reduce bandwidth and storage requirements
Idle scene mode lowers bandwidth and storage usage if there are no motion events detected in the scene
(Outdoor model only) IK10 vandal resistant construction and IP66 compliant

Specifications

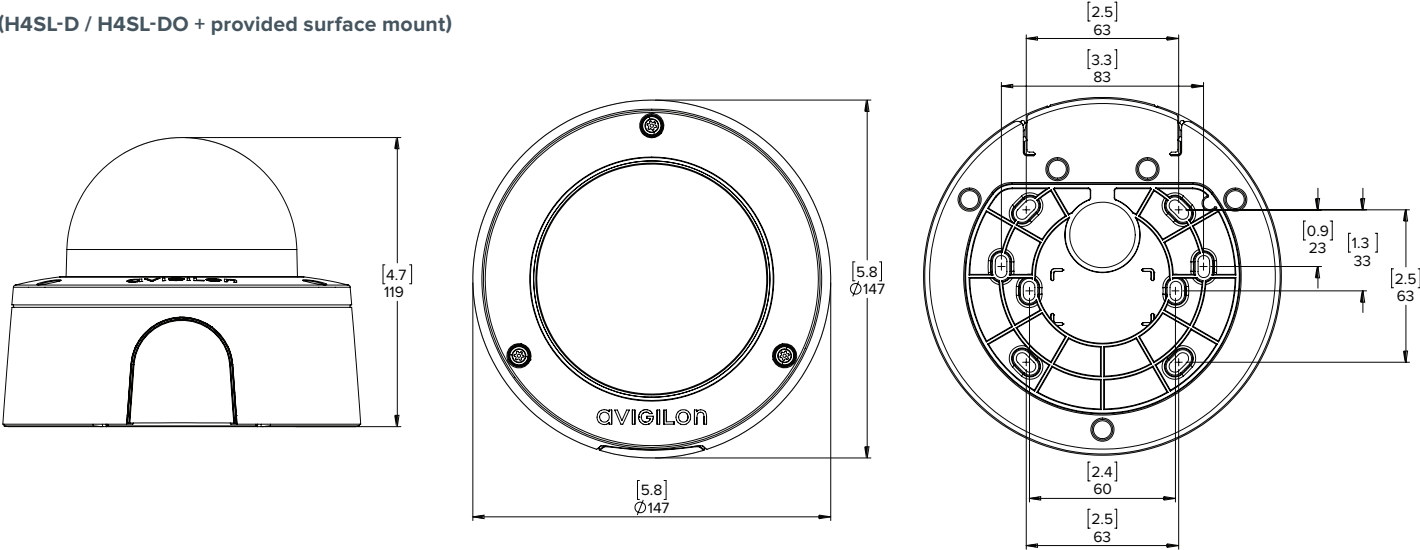
BOS Package 2017-12-20 p.405/619
3.0 MP

		1.3 MP	2.0 MP	3.0 MP	
IMAGE PERFORMANCE	Image Sensor	1/2.8" progressive scan CMOS			
	Aspect Ratio	5:4	16:9	4:3	
	Active Pixels (H x V)	1280 x 1024	1920 x 1080	2048 x 1536	
	Imaging Area (H x V)	3.7 mm x 3.0mm; 0.145" x 0.118"	5.6 mm x 3.1 mm; 0.22" x 0.122"	5.12 mm x 3.84 mm; 0.202" x 0.157"	
	Image Rate	30 fps	30 fps	20 fps	
	Minimum Illumination	with IR	0.01 lux in color mode; 0 lux (F/1.4) in monochrome mode		0.02 lux in color mode; 0 lux (F/1.4) in monochrome mode
		without IR	0.01 lux in color mode; 0.002 lux (F/1.4) in monochrome mode		0.02 lux in color mode; 0.004 lux (F/1.4) in monochrome mode
	IR Illumination (high power 850 nm LEDs)	(H4SL-D) Indoor model — 10 m (33 ft) max. distance at 0 lux (H4SL-DO) Outdoor model — 15 m (50 ft) max. distance at 0 lux			
	Dynamic Range	100 dB			
	Resolution Scaling	Down to 384 x 216			
	Bandwidth Management	HDSM SmartCodec technology; Idle scene mode			
	3D Noise Reduction Filter	Yes			
	LENS	Lens	F/1.4, 3-9 mm, motorized, varifocal		
(Aspect ratio) HFoV		(5:4) 26° – 60°; (16:9) 39° – 90°		(5:4) 36° – 84°; (16:9) 39° – 90°; (4:3) 39° – 90°	
IMAGE CONTROL	Image Compression Method	H.264 (MPEG-4 Part 10/AVC), Motion JPEG			
	Streaming	Multi-stream H.264 and Motion JPEG			
	Video Compression	H.264/MJPEG/HDSM SmartCodec technology			
	Motion Detection	Pixel			
	Tamper Detection	Yes			
	Electronic Shutter Control	Automatic, Manual (1/6 to 1/8000 sec)			
	Iris Control	Automatic, Manual			
	Day/Night Control	Automatic, Manual			
	Flicker Control	50 Hz, 60 Hz			
	White Balance	Automatic, Manual			
	Backlight Compensation	Adjustable			
	Privacy Zones	Up to 64 zones			
	NETWORK	Network	100BASE-TX		
Cabling Type		CAT5			
Connector		RJ-45			
ONVIF		ONVIF compliant with version 1.02, 2.00, Profile S			
Security		Password protection, HTTPS encryption, digest authentication, WS authentication, user access log, 802.1x port based authentication			
Protocols		IPv4, HTTP, HTTPS, SOAP, DNS, NTP, RTSP, RTCP, RTP, TCP, UDP, IGMP, ICMP, DHCP, Zeroconf, ARP			
Streaming Protocols		RTP/UDP, RTP/UDP multicast, RTP/RTSP/TCP, RTP/RTSP/HTTP/TCP, RTP/RTSP/HTTPS/TCP, HTTP			
Device Management Protocols		SNMP v2c, SNMP v3			
PERIPHERALS		USB Port	USB 2.0		
	Onboard Storage	microSD/microSDHC/microSDXC slot – minimum class 6; class 10/UHS-1 or better recommended			
MECHANICAL		SURFACE MOUNT	IN-CEILING MOUNT	PENDANT MOUNT	
				NPT ADAPTER	NPT + WALL MOUNT
	Dimensions (LxWxH)	147 mm x 147 mm x 119 mm; 5.8" x 5.8" x 4.7"	174 mm x 174 mm x 162 mm; 6.9" x 6.9" x 6.4"	153 mm x 153 mm x 166 mm; 6.0" x 6.0" x 6.5"	269 mm x 153 mm x 214 mm; 10.6" x 6.0" x 8.4"
	Max. Ceiling Thickness	n/a	32 mm (1.25")	n/a	n/a
	Weight	H4SL-D — 0.76 kg; 1.68 lbs	H4SL-D — 0.75 kg; 1.65 lbs	H4SL-D — 0.75 kg; 1.65 lbs	H4SL-D — 2.02 kg; 4.45 lbs
		H4SL-DO — 0.78 kg; 1.72 lbs	H4SL-DO — 0.77 kg; 1.69 lbs	H4SL-DO — 0.77 kg; 1.69 lbs	H4SL-DO — 2.04 kg; 4.49 lbs
	Dome Bubble	Polycarbonate, clear			
	Body	Polycarbonate			Polycarbonate/aluminum
	Housing	Vandal resistant			
	Finish	Fog coat, cool grey			Powder coat, RAL 9003
	Adjustment Range	360° pan, 30° – 95° tilt, ±180° azimuth			
	ELECTRICAL	Power Consumption	H4SL-D — 4 W max H4SL-DO — 7 W max		
		Power Source	PoE: IEEE802.3af Class 3 compliant		
RTC Backup Battery		3V manganese lithium			
ENVIRONMENTAL	Operating Temperature	Outdoor: -30 °C to +60 °C (-22 °F to 140 °F); Indoor: 0 °C to +60 °C (32 °F to 140 °F)			
	Storage Temperature	-10 °C to +70 °C (14 °F to 158 °F)			
	Humidity	0 - 95% non-condensing			
CERTIFICATIONS	Certifications/Directives	UL, cUL, CE, ROHS, WEEE, RCM, EAC (not applicable to 3MP indoor dome), KC			
	Safety	UL 60950-1, CSA 60950-1, IEC/EN 60950-1, IEC 62471			
	Environmental	(H4SL-DO outdoor models only) IK10 Impact Rating, UL/CSA/IEC 60950-22, IEC 60529 IP66 Rating			
	Electromagnetic Emissions	FCC Part 15 Subpart B Class B, ICES-003 Class B, EN 55032 Class B, EN 61000-6-3, EN 61000-3-2, EN 61000-3-3, EN 55032, KN 32			
	Electromagnetic Immunity	EN 55024, EN 61000-6-1, EN 50130-4, KN 35			

Outline Dimensions

Surface Mount

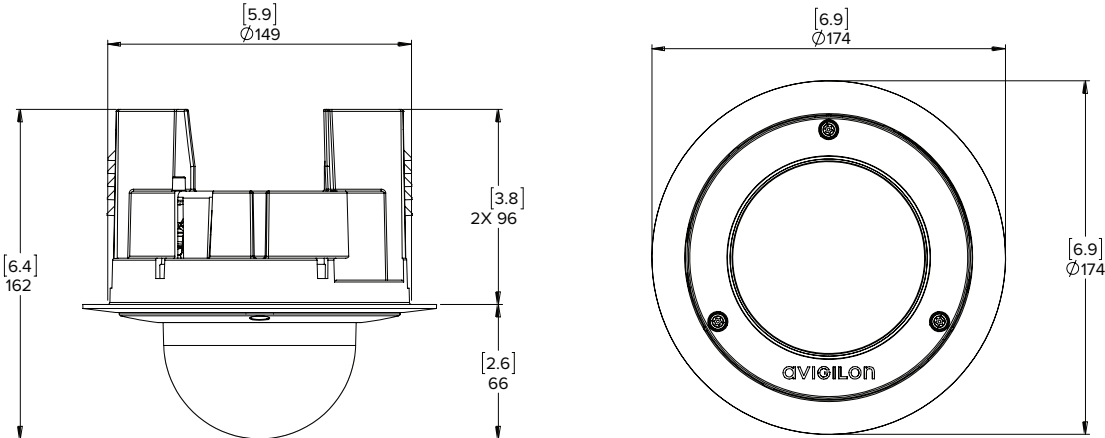
(H4SL-D / H4SL-DO + provided surface mount)



In-Ceiling Mount

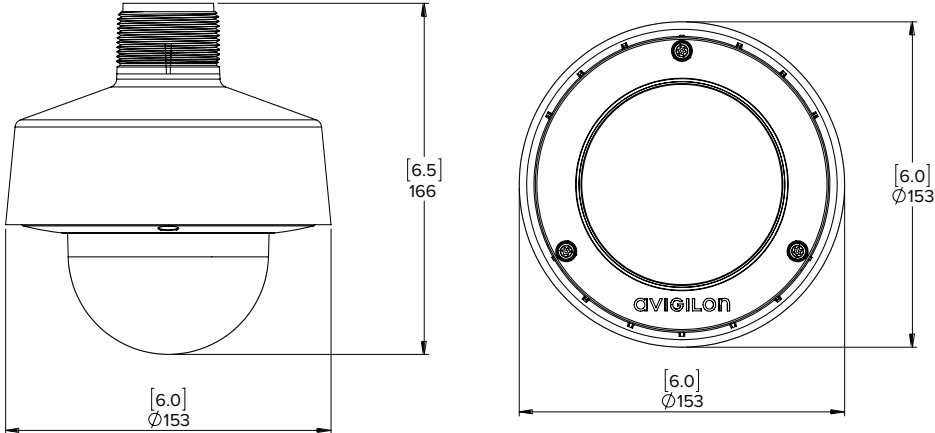
(H4SL-D/H4SL-DO + H4SL-MT-DCIL)

[X.X]	INCHES
X	MM



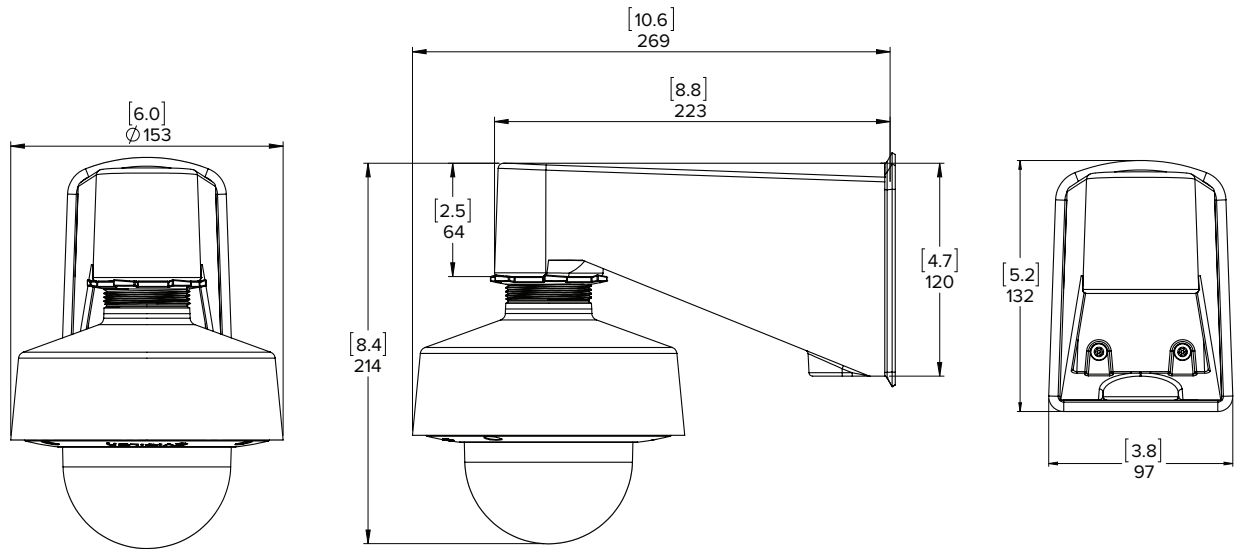
NPT Adapter

(H4SL-D/H4SL-DO + H4SL-MT-NPTA)



NPT Adapter and Pendant Wall Mount

(H4SL-D/H4SL-DO + H4SL-MT-NPTA + CM-MT-WALL1)



Ordering Information

	MP	WDR	LightCatcher Technology	Lens	IR	IP66	HDSM SmartCodec
1.3C-H4SL-D1	1.3	✓	✓	3 - 9 mm			✓
2.0C-H4SL-D1	2.0	✓	✓	3 - 9 mm			✓
3.0C-H4SL-D1	3.0	✓	✓	3 - 9 mm			✓
1.3C-H4SL-D1-IR	1.3	✓	✓	3 - 9 mm	✓		✓
2.0C-H4SL-D1-IR	2.0	✓	✓	3 - 9 mm	✓		✓
3.0C-H4SL-D1-IR	3.0	✓	✓	3 - 9 mm	✓		✓
1.3C-H4SL-DO1-IR	1.3	✓	✓	3 - 9 mm	✓	✓	✓
2.0C-H4SL-DO1-IR	2.0	✓	✓	3 - 9 mm	✓	✓	✓
3.0C-H4SL-DO1-IR	3.0	✓	✓	3 - 9 mm	✓	✓	✓
H4SL-MT-DCIL1	In-ceiling mounting adapter for the H4 SL dome camera						
H4SL-MT-NPTA1	NPT adapter for the H4 SL dome camera						
CM-MT-WALL1	Pendant wall mount						
H4-DC-CPNL1	Metal ceiling panel						
H4-MT-POLE1	Aluminum pole mounting bracket						
H4-MT-CRNR1	Aluminum corner mounting bracket						
H4-AC-WIFI2-NA	USB Wi-Fi adapter						
H4-AC-WIFI2-EU	USB Wi-Fi adapter						

Exhibit 1
CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

This CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT (the “Agreement”) is entered into by and between EC&M Integrated Solutions (hereinafter the “Business Associate”), and FLUVANNA COUNTY, a political subdivision of the Commonwealth of Virginia, (hereinafter the “County”) and the FLUVANNA COUNTY SHERIFF’S OFFICE (the “Sheriff”) effective as of the date of the Computer Aided Dispatch/Public Safety Software Solution Contract (the “Contract”) between the County and the Business Associate to which this Agreement is attached.

Fluvanna County and the Sheriff are collectively referred to herein as the “County”. Any capitalized terms shall have the same meaning as in the Contract, unless otherwise defined in this Agreement. For valuable consideration, the parties agree as follows:

I. GENERAL PROVISIONS

- A. Purpose.** Business Associate desires to respond to that RFP # 2017-¹⁰ (the “RFP”) issued by the County for Security, Surveillance, and Safety System – Installation and Service for Fluvanna County Sheriff’s Office Building (collectively, “Services”) as described in the RFP. This Agreement is intended to ensure that the Business Associate will establish and implement appropriate privacy and security safeguards with respect to Confidential Information (as defined below) that the Business Associate may affect, view, access, move, transmit, create, receive, or use in connection with the RFP consistent with the standards set forth in this Agreement and all requirements of Federal, state and local laws, statutes, regulations, rules and provisions (hereinafter “Applicable Law”). This Agreement is intended to protect the County and its Confidential Information and the Agreement is a material term to the County’s providing the floor plans of the Sheriff’s Office and other RFP documentation. **Any notification to the County hereunder to be made shall be directed to the County of Fluvanna, Attention Steve Nichols, 132 Main Street, Palmyra, VA 22963 with a copy to the County Attorney, Frederick W. Payne, 414 east Jefferson Street, Charlottesville, VA 22902. County**
- B. Effective Date.** The provisions of this Agreement shall take effect on the date the Business Associate signs his Agreement and shall continue in full force and effect until the Business Associate has destroyed or returned all Confidential Information to the County as defined herein, whichever is later.
- C. Definitions.**
1. “Breach” shall mean a failure of Business associate to meet any of the requirements or provisions of this Agreement.
 2. “Confidential Information” shall include any and all the floorplans, employee information, personal information, social security numbers, data, materials, products, technology, computer programs, specifications, manuals, business plans, software, records, information, videos, electronic recordings of any kind,

case information, marketing plans, financial information, statistical information, trade secrets, technical or test data, scientific data, graphic communication, “know-how”, drawings, in any format whatsoever, including, but not limited to electronic documentation or files of any kind, and other information disclosed or submitted, orally, in writing, or by any other media of the County.

3. “Security Incident” shall have the same mean any disclosure of any Confidential Information to a third party.

II. OBLIGATIONS AND ACTIVITIES OF BUSINESS ASSOCIATE

- A. Scope of Use and Disclosure.** Business Associate agrees to not use or further disclose Confidential Information other than as permitted or required by this Agreement or as required by Applicable Law. Business Associate understands and agrees that the Confidential Information includes sensitive data maintained by the Sheriff and/or the County and that its disclosure could cause irreparable damage to the County and potentially to on-going investigations and cases related to the Sheriff. This Agreement is being entered into so as to protect the disclosure and confidentiality of all Confidential Information.
- B. Safeguards Against Misuse of Information.** Business Associate agrees to use appropriate safeguards to prevent any and all use or disclosure of the Confidential Information. Business Associate agrees that its access to and use of any Confidential Information shall be limited to access and use of such information only as necessary and required to respond to the RFP. Furthermore, Business Associate will implement administrative, physical, and technical safeguards (including written policies and procedures) that reasonably and appropriately protect the confidentiality, integrity, and availability of all Confidential Information that it creates, receives, maintains, or transmits on behalf of the County.
- C. Duty to Mitigate.** Business Associate agrees to cure or mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of Confidential Information by Business Associate or its agents or subcontractors in violation of the requirements of this Agreement.
- D. Reporting of Violations.** Business Associate agrees to notify the County, in writing, of any use or disclosure of the Confidential Information, any Security Incident, and any Breach of County’s Confidential Information. This notification will be made as soon as possible, but no more than within one (1) day after the discovery of the use, disclosure, Security Incident, or Breach.
- E. Use or Disclosure to Subcontractors.** Business Associate shall not use subcontractors. To the extent that Business Associate does use subcontractors, Business Associate shall ensure that any subcontractor or agent to whom it provides Confidential Information agrees to be bound under this Agreement and shall be liable to the County for the subcontractors compliance with this Agreement.

- F. Access, Amendment, and Accounting Responsibilities.** Business Associate shall not keep or retain, in any format, any Confidential Information after announcement of an award under the RFP or an announcement no contract will be awarded thereunder.

III. NON-DISCLOSURE PROVISIONS

- A. The Business Associate agrees that the Confidential Information is to be considered confidential and not to be disclosed and the Business Associate shall hold same in confidence, shall not use the Confidential Information other than for the purposes of the preparing its response to the RFP and shall disclose it only to the authorized agents of the County any. The Business Associate shall not disclose, publish or otherwise reveal any of the Confidential Information received from the County to any other party whatsoever except with the specific prior written authorization of the County.
- A. Confidential Information furnished in tangible or electronic form shall not be duplicated by the Business Associate except for purposes of responding to the RFP and consistent with the terms of this Agreement. Upon the request of the County, the Business Associate shall destroy and/or return all Confidential Information received in written or tangible form, including copies, or reproductions or other media containing such Confidential Information, within five (5) days of such request.
- B. The Business Associate shall not, without specific prior written authorization of the County, remove any Confidential Information from the Sheriff's Office.

IV. PERMITTED USES AND DISCLOSURES BY BUSINESS ASSOCIATE

- A. **Limits on Use.** Business Associate may only use or access Confidential Information as necessary and required to respond to the RFP. Business Associate cannot modify, alter or change, in any way, any Confidential Information of the County.

V. TERM AND TERMINATION

- A. **Term.** The term of this Agreement shall commence as of the Effective Date set forth above in Section I.B, and shall terminate when Business Associate no longer has any access to Confidential Information of any kind and all the Confidential Information provided by County to Business Associate, or created or received by Business Associate on behalf of County, is returned to County. Notwithstanding any other provision of this Agreement, the Business Associate shall be liable to the County for any and all damages and losses of any kind caused by any failure of Business Associate to abide by this Agreement, including, but not limited to, unauthorized access or loss of Confidential information, even if the damages caused thereby are occur after or are discovered after the termination of this agreement.
- B. **Termination for Cause.** Upon County's knowledge of a material breach by Business Associate, County may in its sole discretion:

1. Provide an opportunity for Business Associate to cure the breach or end the violation and terminate this Agreement and require immediate return of all Confidential Information if Business Associate does not cure the breach or end the violation within the time specified by County; OR
2. Immediately terminate this Agreement if Business Associate has breached a material term of this Agreement, in which case the Business Associate shall be considered not responsible if it submits a proposal to the RFP.

In addition, the County may report the violation to any applicable state, local or federal agency or department.

C. Effect of Termination.

1. Upon termination of the Agreement, for any reason, Business Associate shall return all Confidential Information received from County, or created or received by Business Associate on behalf of Count and shall no longer access the County's Confidential Information for any reason. Business Associate shall retain no copies of the Confidential Information. This section shall also apply to Confidential Information that is in the possession of subcontractors or agents of Business Associate.

VI. ACKNOWLEDGEMENT AND SIGNATURES

The parties acknowledge that they have read this agreement, understand it, and agree to be bound by its terms. Accordingly, in witness whereof, this Agreement is executed by the parties, by their duly authorized representatives as of the date set forth above.

THE COUNTY: County of Fluvanna

Signature: _____

Printed Name of Officer: Steve Nichols

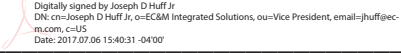
Title: County Administrator Date: July 7, 2017

SHERIFF: The Fluvanna County Sheriff's Office

_____ Date: _____

Eric Hess, Sheriff

BUSINESS ASSOCIATE: EC&M Integrated Solutions

Signature: Joseph D Huff Jr 

Printed Name of Officer: Joseph D Huff Jr

Title: Vice President Date: 07/06/2017



Corporate Offices
8149-A Walnut Grove Road
Mechanicsville, VA 23111
Voice (804) 741-2280
Fax (804) 673-6275

August 29, 2017

RE: RFP 2017-10 SECURITY, SURVEILLANCE, AND SAFETY SYSTEMS—INSTALLATION AND SERVICE FOR FLUVANNA COUNTY SHERIFF’S OFFICE BUILDING

EC&M Integrated Solutions is pleased to have the opportunity to work with you to provide this response to your RFP for the Fluvanna County Sheriff’s department upgrades. This is a follow up to meeting on 8-25-17 during in person discussion to provide maintenance pricing.

Scope of work

Maintenance Pricing:

Option 1:

State Contract Rates	Service during normal workday	\$80.00 per hour
	Overtime, Holidays and Weekends	\$160.00 per hour

The above listed rates would be just a normal break fix arrangement. If the Fluvanna County Sheriff’s office has an issue after the warranty period of 2 Years then a service call would be placed and EC&M would come repair at normal T&M rates and parts would be sold per State contract prices at MSRP -25%.

Option 2:

State Contract Rates	Service during normal workday	\$80.00 per hour
	Overtime, Holidays and Weekends	\$160.00 per hour

EC&M will perform (1) Annual preventative maintenance visit to the site. All devices will be put through a full functional test.

- Batteries will be tested.
- Cameras will be cleaned and adjusted as necessary
- NVR will be tested for proper setup
- Hard Drives will be inspected in NVR to ensure they are Healthy

Cost of PM will be: \$1,000.00
After (2) Year Warranty any parts found to be defective will be replaced at State Contract Rate of MSRP -25%.
Additional PM’s can be scheduled if deemed necessary at the same cost.



Option 3:

Full Maintenance Contract.

All device failures will be covered by flat rate fee as listed below. No other costs will be incurred by Fluvanna County except damages caused by Acts of God, Power Surges or abuse of equipment.

Any programming changes or other additions or changes required will be performed at State Contract Labor Rates and material and equipment at MSRP -25%:

State Contract Rates	Installation Labor Rate	\$62.00 per hour
	Service during normal workday	\$80.00 per hour
	Overtime, Holidays and Weekends	\$160.00 per hour

EC&M will perform (1) Annual preventative maintenance visit to the site. All devices will be put through a full functional test.

- Batteries will be tested.
- Cameras will be cleaned and adjusted as necessary
- NVR will be tested for proper setup
- Hard Drives will be inspected in NVR to ensure they are Healthy

Cost of Full Maintenance Contract	Year 1 and 2	Warranty no cost
	Year 3	\$3,500.00
	Year 4	\$3,800.00
	Year 5	\$4,200.00

EC&M remains committed to working hard to earn your business and look forward to starting a mutually beneficial business relationship with Fluvanna County.

If you have any questions or require additional information, please contact me at (804) 640-7120

Sincerely,

Joseph D Huff Jr
 Vice President
 EC&M Integrated Solutions
 804-640-7120
 804-741-2280



Corporate Offices
8149-A Walnut Grove Road
Mechanicsville, VA 23111
Voice (804) 741-2280
Fax (804) 673-6275

December 8, 2017

RE: RFP 2017-10 SECURITY, SURVEILLANCE, AND SAFETY SYSTEMS—INSTALLATION AND SERVICE FOR FLUVANNA COUNTY SHERIFF'S OFFICE BUILDING

EC&M Integrated Solutions is pleased to have the opportunity to work with you to provide this response to your RFP for the Fluvanna County Sheriff's department upgrades.

Scope of work

Access Control

Replace the existing KABA, Millennium System with an Avigilon Web Based Access Control System.

- Install New Access Control appliance in the Network\Server room rack
- Replace existing KABA Door controllers with Avigilon Non-Proprietary Mercury panels
- Upgrade all card Readers to r10 Multiclass readers
- Install card readers on two new doors as described during Pre-Bid meeting
- Install additional Card Readers on Exterior Door to EOC and to Squad Storage Inventory Room
- Existing door locking hardware will be reused. New Hardware will be installed on the new doors.
- Supply new IClass credentials to replace the existing cards in use. Newer technology which will provide higher level of security.
- Two new panic buttons to be added, (1) in the Magistrates Office and (1) in the Breathalyzer Room
- Avigilon Software is accessible via web browser so no client software need be installed. Persons with valid user name and password can access anywhere from the Fluvanna County network. This will allow monitoring of multiple sites and facilities.

Price to replace the existing Access Control System with Avigilon Access Control \$30,795.00



Video System

EC&M will remove and replace the existing Pelco Video system and Matrix switch and replace with Avigilon HD Video System. This system will be an IP based intelligent video system with built in analytics for all exterior cameras.

- Install new Avigilon Video System server to accommodate new and future camera installations
- Install new cameras on exterior as shown in files attached.
- Exterior Cameras (4) 2 MP PTZ cameras with analytics and (3) Fixed 3.0MP Bullet cameras with analytics
- Interior cameras. All cameras will be 2.0 MP H4SL cameras. All existing cameras will be replaced and repositioned for optimum view. New cameras will be installed at all points of entry and critical areas as deemed by Fluvanna County. A total of 12 interior cameras are being provided at this time.
- EC&M will install separate network switch for the cameras and only the Camera server will reside on the Fluvanna County network. This will alleviate any bandwidth issues.

Price to replace the existing Video System with Avigilon Video System \$42,500.00

Total Project Cost \$73,295.00

Optional Quote to replace system at the Courthouse

The option to upgrade the Courthouse will be replacement and upgrade of all systems To match the new systems to be installed at the Sheriffs Office. This includes new Touchscreen Integration. Existing Intercom and door hardware will be reused.

\$83,000.00

EC&M remains committed to working hard to earn your business and look forward to starting a mutually beneficial business relationship with Fluvanna County.

If you have any questions or require additional information, please contact me at (804) 640-7120

Sincerely,

Joseph D Huff Jr
Vice President
EC&M Integrated Solutions
804-640-7120
804-741-2280



CONTRACT FOR SECURITY, SURVEILLANCE AND SAFETY SYSTEMS – INSTALLATION AND SERVICE

December 20, 2017



Background

- Ø The Sheriff's office is in need of an upgraded surveillance and access control systems in order to remain functional for security.
- Ø \$83,546.19 had been set aside during the FY16 Carryover for this purpose.
- Ø An RFP was issued in June 2017, with 3 responses received.
- Ø EC&M Integrated Solutions was chosen by the committee
 - Ø Established in 1996
 - Ø Located in Mechanicsville, Va



Avigilon System

Ø Access Control System will include - \$30,795.00

- All new Access control system hardware to secure necessary doors – existing locking hardware will be reused where possible
- New security cards
- New Panic Buttons
- Software that allows access to the system from anywhere on the county Network.

Ø Video System will include - \$42,500.00

- New Video Server
- 7 exterior Cameras, 4 of those are PTZ cameras, 360-degree coverage than can be controlled from the network
- 12 interior cameras will be installed at all points of entry and critical areas.



Costs

- Ø Both Video and Access Control Systems will be linked. This allows for monitoring access control alarms from anywhere on the network.
- Ø Total installation Cost - \$73,295.00
- Ø Ongoing Maintenance
 - First 2 years are included in our warranty
 - Year 3 \$3,500.00
 - Year 4 \$3,800.00
 - Year 5 \$4,200.00
- All device failures will be covered by flat rate fee. No other costs will be incurred by Fluvanna County except damages caused by Acts of God, Power Surges or abuse of equipment.



CONTRACT FOR SECURITY, SURVEILLANCE AND SAFETY SYSTEMS – INSTALLATION AND SERVICE

QUESTIONS?

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

TAB R

MEETING DATE:	December 20, 2017				
AGENDA TITLE:	Lucas 3 Chest Compression System				
MOTION(S):	I move the Board of Supervisors approve a supplemental appropriation of \$14,735.50 from BOS Contingency to the FY18 CIP budget for the purchase of one Lucas 3 Chest Compression System.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Cyndi Toler, Purchasing Officer				
PRESENTER(S):	Cyndi Toler, Purchasing Officer				
RECOMMENDATION:	recommend approval				
TIMING:	Routine				
DISCUSSION:	<ul style="list-style-type: none"> Ø The quality of CPR is an important factor that contributes to survival in sudden cardiac arrest. Just maintaining the proper rate is a major challenge, especially in the back of a moving ambulance. Ø Mechanical chest compression devices are increasingly used during CPR. They provide uninterrupted and reliable chest compressions and may lead to a better outcome compared with manual chest compressions. Ø The most reported complications of this therapy are skin or skeletal injury, but more serious injuries and life-threatening complications have been seen. Ø Lake Monticello Rescue will be requested funds for the purchase of several CPR devices in FY19, this request is to purchase one(1) device so they can begin testing the device to ensure funding is spent appropriately Ø \$14,735.50 per device cost. Plus \$5,260 after year 1, for 4 years of maintenance. Ø This is only being requested for Lake Monticello use. 				
FISCAL IMPACT:	Ø \$14,735.50 per device cost. Plus \$5,260 after year 1, for 4 years of maintenance.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	· Lucas 3 Brochure				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X		X		

Meet the LUCAS[®] 3 Chest Compression System



LUCAS System

Smart. Hardworking. Built for the future.

The LUCAS chest compression system has been helping lifesaving teams around the world deliver high-quality, Guidelines-consistent compressions; in the field, on the move and in the hospital.

With over 12 years of clinical experience, we proudly present the third generation LUCAS device, built on the LUCAS legacy. The LUCAS 3 chest compression system has improved features to facilitate maintenance and handling and allows for new insights through easy, wireless access to device data.



LUCAS Case

Strong. Smart. Modern.



Hard Shell Case

- Polycarbonate
- Easy to clean
- Reflective badging
- Large multi-point handles
- Large zipper grips
- Adjustable backpack straps



Molded Design

- Compact, portable and durable
- Protected and organised inside
- Smart storage compartment of accessories (batteries, straps, suction cups)
- Can also be used with the LUCAS 2 device



Top Window

- Quick check of battery status (press MUTE button)



Charge Port (on back of hard shell case)

- Charge the device without removing from the case

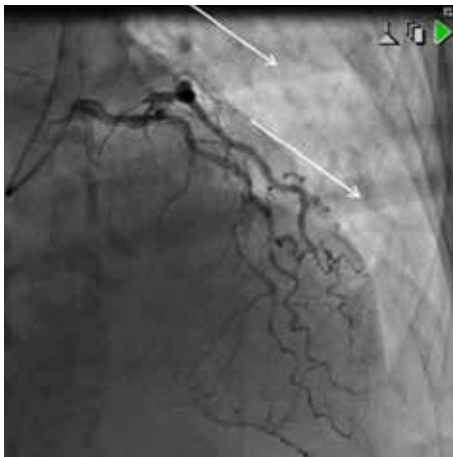
LUCAS Slim Back Plate

Simple. Skinny.



Single Piece

- ~50% slimmer
- Easy to clean
- Tapered edge for easier adjustment
- Larger contact area for stability
- Additional attach points for transportation
- Can also be used also with LUCAS 2 devices



Cath Lab/Fluoroscopy

- Allows for emergency angiography/angioplasty during ongoing LUCAS CPR
- Vague grid shadows in oblique views (see angiogram)
- For optimal performance; use PCI back plate (available separately)

LUCAS Device Connectivity

Connected. Insights.

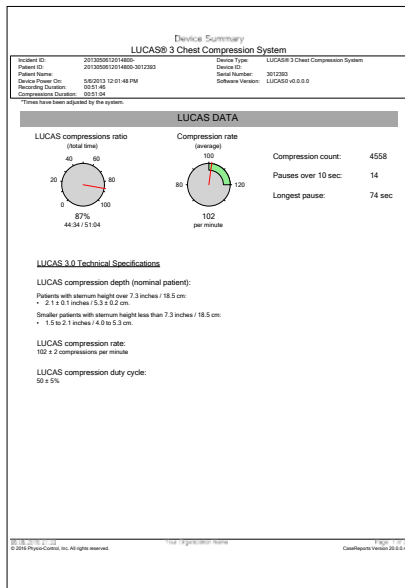
Data-Enabled

- Post-event performance reports for review
- Bluetooth® connectivity
- Easy to pair with PC/Windows®
- LUCAS Report Generator software



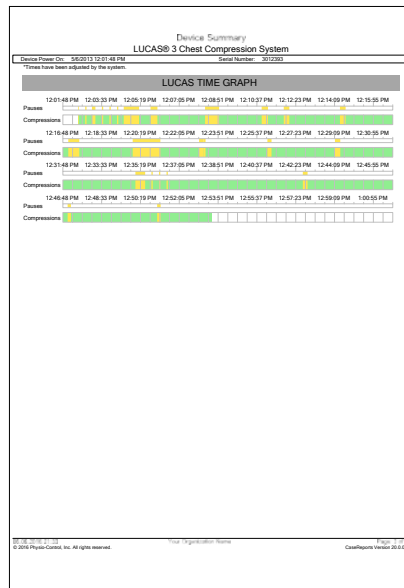
LUCAS Report Generator

- LUCAS chest compression statistics, pauses, user modes and device alarms and alerts
- Review LUCAS device performance data at the end of the case or shift
- Device summary, timeline and event log



Device Summary

- Quick glance dials of ratio and rate
- Compression and pause data



Time Graph

- Timeline from first LUCAS device compression to last
- Pauses automatically highlighted

Event log
LUCAS® 3 Chest Compression System

Device ID: 2016860310425600-3110000
 Patient ID: 2016860310425600-3110000-10000
 Patient Name: 6030225 10:41:58 AM
 Device Power On: 03:02:25 10:41:58 AM
 Recording Duration: 03:02:25
 Compression System: 3012803

Device Type: LUCAS® 3 Chest Compression System
 Device ID: 2016860310425600-3110000
 Serial Number: 3012803
 Software Version: LUCAS® v3.0.0.0

Elapsed Time	Real Time	Description	Elapsed Time	Real Time	Description
00:00:00	10:42:25 AM	Power On	00:00:00	10:42:25 AM	Continuous Mode
00:00:00	10:41:58 AM	Adjust Mode	00:00:08	10:47:08 AM	Adjust Mode
00:00:10	10:42:38 AM	Pause/Resume	00:00:12	10:47:10 AM	Pause/Resume
00:00:16	10:42:12 AM	Continuous Mode	00:00:14	10:47:12 AM	Continuous Mode
00:00:14	10:42:12 AM	First Compression	00:00:12	10:48:10 AM	Pause/Resume
00:00:25	10:42:22 AM	Pause/Resume	00:00:14	10:48:12 AM	Adjust Mode
00:00:25	10:42:24 AM	Start Position Adjustment Required	00:00:17	10:48:15 AM	Pause/Resume
00:00:29	10:42:27 AM	Start Position Adjustment Required	00:00:21	10:48:18 AM	Continuous Mode
00:00:30	10:42:28 AM	Adjust Mode	00:00:24	10:48:22 AM	Start Position Adjustment Required
00:00:36	10:43:02 AM	Pause/Resume	00:00:24	10:48:22 AM	Pause/Resume
00:00:35	10:43:03 AM	Continuous Mode	00:00:29	10:48:18 AM	Continuous Mode
00:00:35	10:43:14 AM	Pause/Resume	00:00:42	10:48:40 AM	Start Position Adjustment Required
00:00:37	10:43:16 AM	Adjust Mode	00:00:42	10:48:40 AM	Pause/Resume
00:00:39	10:43:18 AM	Pause/Resume	00:00:43	10:48:41 AM	Adjust Mode
00:00:39	10:43:20 AM	Continuous Mode	00:00:44	10:48:42 AM	Pause/Resume
00:00:39	10:43:20 AM	Start Position Adjustment Required	00:00:47	10:48:45 AM	Continuous Mode
00:00:54	10:43:52 AM	Start Position Adjustment Required	00:10:10	10:52:28 AM	Pause/Resume
00:00:54	10:43:52 AM	Pause/Resume	00:10:10	10:52:28 AM	Last Compression
00:00:55	10:43:52 AM	Adjust Mode	00:10:23	10:52:28 AM	Power Off
00:00:55	10:43:56 AM	Pause/Resume			

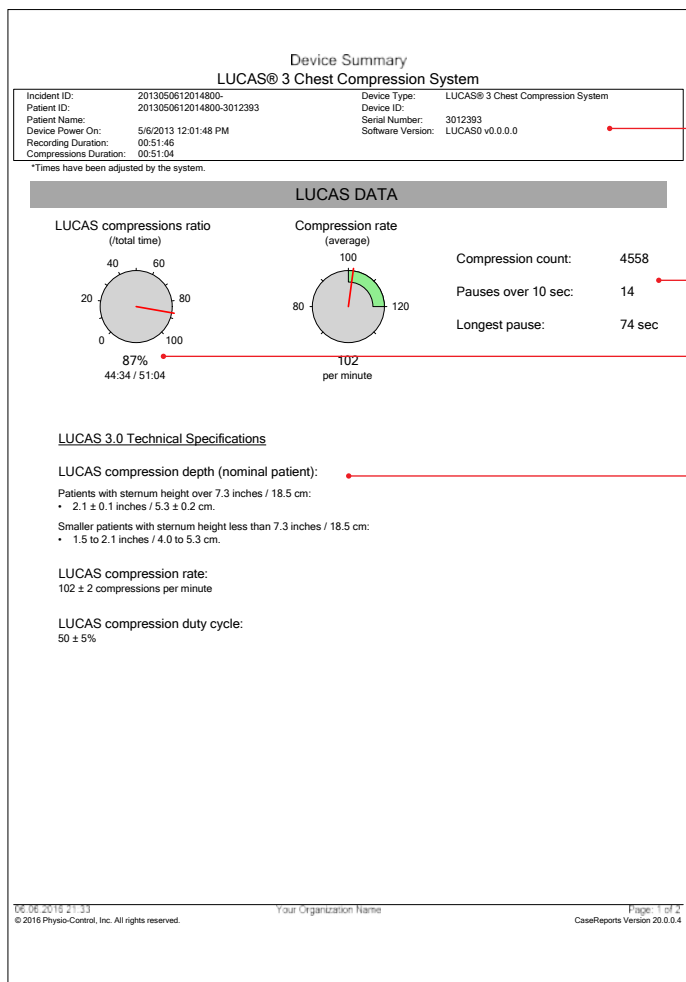
Event Log

- Insight into user interaction, device operational mode, battery information and any alarms

LUCAS Device Report

Connected. Insights.

Device Summary



Device name, case date, case time and duration

Consistent, high-quality LUCAS compressions

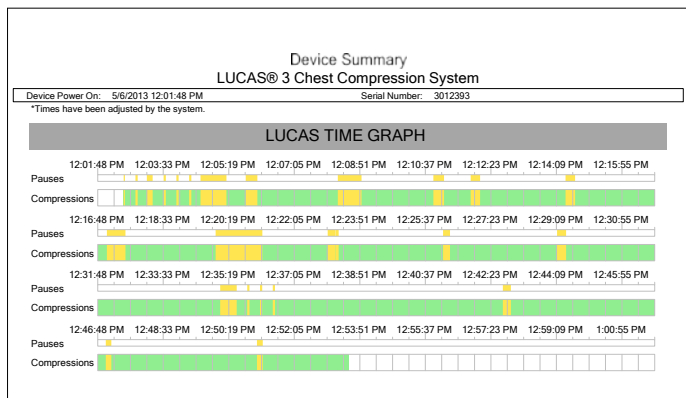
Compression count, pauses >10 seconds and longest pause readout

Compression ratio between first and last LUCAS compression

LUCAS device technical specifications

Time Graph

- Time Axis
- Pauses (automatic by device or user initiated)
- Compressions (device only)



Specifications

Compressions

Compression Frequency: 102 ± 2 compressions per minute

Compression depth (nominal patient):

- 2.1± 0.1 inches / 53±2 mm for patients with sternum height greater than 7.3 inches / 185 mm
- 1.5 to 2.1 inches / 40 to 53 mm for patients with sternum height less than 7.3 inches / 185 mm

Compression/Decompression Duty Cycle: 50 ± 5%

Patients Eligible for Treatment:

- 6.7 to 11.9 inches / 17.0 to 30.3 cm sternum height (anterior – posterior)
- 17.7 inches / 44.9 cm chest width

The use of the LUCAS device is not restricted by patient weight.

Device specifications

Height x Width x Depth (assembled): 22.0 x 20.5 x 9.4 inches / 56 x 52 x 24 cm

Height x Width x Depth (stowed in backpack): 22.8 x 13.0 x 10.2 inches / 58 x 33 x 26 cm

Weight device with battery (no straps): 17.7 lbs / 8.0 kg

Device storage temperature: -4°F to +158°F / -20°C to +70°C

Device IP Classification: IP43

Operation

Power Source: Battery – Rechargeable Lithium-ion Polymer (LiPo), and (optional) external power supply or car cable

Battery run time (typical): 45 minutes (typical), prolonged operation time with (optional) external power supply or car power cable

External Power supply: 100-240VAC, 50/60Hz, 2.3A, Class II, Output 24VDC, 4.2A

Car Power Cable: Voltage / Current 10-28VDC / 0-10A

Operating temperature:

- +32°F to +104°F / +0°C to +40°C
- -4°F / -20°C for 1 hour after storage at room temperature

Battery specifications

Battery charge time:

Charged in the device using external power supply:

- Less than two hours at room temperature (+72°F/+22°C)

Charged in the external battery charger:

- Less than four hours at room temperature (+72°F/+22°C)

Battery weight: 1.3 lbs / 0.6 kg

Battery capacity: 3300 mAh (typical), 86 Wh

Battery voltage: 25.9 V

Interval for replacement of battery: recommendation to replace battery every 3 to 4 years or after 200 uses (of more than 10 minutes each time)

Battery charge temperature: +32°F to +104°F / +0°C to +40°C (+68°F to +77°F / +20°C to +25°C preferred)

Battery storage temperature: +32°F to +104°F / 0°C to +40°C (-4°F to +158°F / -20°C to +70°C ambient for less than a month)

Battery IP Classification: IP44

Data transmission post-event

Radio module: Bluetooth® v2.1 + EDR Class 1 - up to 3Mbps, Modulation method; 8DPSK, π/4 DQPSK, GFSKFSK, Operating channel; BT 2.4GHz: Ch. 0 to 78, Frequency range; 2.4000 to 2.4835 GHz, Radio frequency; Output Power (Bluetooth) Max + 10dBm

The LUCAS 3 device is for use as an adjunct to manual CPR when effective manual CPR is not possible (e.g., transport, extended CPR, fatigue, insufficient personnel).

For further information, please contact Physio-Control at 800.442.1142 (U.S.), 800.895.5896 (Canada) or visit our website at www.physio-control.com



Physio-Control Headquarters

11811 Willows Road NE
Redmond, WA 98052
www.physio-control.com

Customer Support

P. O. Box 97006
Redmond, WA 98073
Toll free 800 442 1142
Fax 800 426 8049

Physio-Control Canada

Physio-Control Canada Sales, Ltd.
7111 Syntex Drive, 3rd Floor
Mississauga, ON
L5N 8C3
Canada
Toll free 800 895 5896
Fax 866 430 6115



Jolife AB, Scheelevägen 17, Ideon Science Park, SE-223 70 LUND, Sweden

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

TAB S

MEETING DATE:	December 20, 2017				
AGENDA TITLE:	Purchase of ImageTrend Software				
MOTION(S):	<p>I move the Board of Supervisors approve a supplemental appropriation of \$29,750.00 from BOS Contingency/Unassigned Fund Balance to ____ for the purchase of a County version of ImageTrend.</p> <p>I move the Board of Supervisors approve the contract between Fluvanna County and ImageTrend, Inc. for purchase of a County version of ImageTrend Software in the amount of \$29,750.00 and further authorize the County Administrator to execute the agreement subject to the County Attorney revisions for a proper agreement and approval as to form</p>				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Cyndi Toler, Purchasing Officer				
PRESENTER(S):	Cyndi Toler, Purchasing Officer				
RECOMMENDATION:	recommend approval				
TIMING:	Routine				
DISCUSSION:	<ul style="list-style-type: none"> Ø Both fire and rescue agencies use State provided "Image Trend Elite" for EMS call reporting <ul style="list-style-type: none"> o each agency has own license and login o State-provided Image Trend Elite (VaV3) is free o In FY16 Fluvanna purchased ImageTrend interface for call data to go from Dispatch CAD to Image Trend Elite (\$7,000) Ø Fire companies use "Firehouse" software to report fire calls to State Fire Programs <ul style="list-style-type: none"> o Firehouse software costs \$2,000/annually Ø For EMS agencies, Elite is very basic for data entry, with no options to require data entries. Ø EMS volunteers have to remember to fill out each appropriate tab. Ø If EMS MC finds missing data, a "Return to Provider" form is sent. Ø One log in site for <u>all fire and rescue</u> to do all reporting to State (fire and EMS) and to EMS MC for cost recovery billing. Ø Deletes need for Firehouse: <ul style="list-style-type: none"> o Removes need to replace and update Firehouse server o Removes the need for annual maintenance on Firehouse server Ø Have ability to "require" providers to fill out appropriate sections (validity score of less than 100%). Ø Will interface with new CAD system. Ø COST: <ul style="list-style-type: none"> o Setup and Service Costs for Year 1: \$29,750.00 o Year 2: \$20,500.00 (includes up to 3% escalation annually) 				
FISCAL IMPACT:	<ul style="list-style-type: none"> Ø COST: <ul style="list-style-type: none"> o Setup and Service Costs for Year 1: \$29,750.00 o Year 2: \$20,500.00 (includes up to 3% escalation annually) 				
POLICY IMPACT:	N/A				

LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	· Contract				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X		X		

CONTRACT No.: 302716

SOFTWARE LICENSING AGREEMENT

BETWEEN

FLUVANNA COUNTY SHERIFF'S OFFICE
123 MAIN STREET
PALMYRA, VA 22963;

FLUVANNA COUNTY
132 MAIN STREET
PALMYRA, VA 22963

AND

IMAGETREND, INC.
20855 KENSINGTON BLVD.
LAKEVILLE, MN 55044

IMAGETREND[®]

THIS AGREEMENT (the "Agreement") is made and entered into on the ____ day of December, 2017, by and between the ImageTrend, Inc., a Minnesota corporation authorized to transact business in Virginia (hereinafter "IMAGETREND"), and Fluvanna County and the Fluvanna County Sheriff's Office (hereinafter "CLIENT").

RECITALS

WHEREAS, IMAGETREND owns the software system known SOFTWARE; and

Whereas, Imagetrend and the Virginia Department of Health entered into that Sole Source Contract Number 517-16-101 dated December 1, 2015 (the "Cooperative Agreement");

Whereas, the Cooperative Agreement pursuant to Article IV, Section F thereof was conducted on behalf of state and local agencies and other public bodies as described therein;

Whereas, Client is an authorized additional uses and desires to cooperatively procurement certain licenses and associated services under the Cooperative Agreement;

WHEREAS, CLIENT desires to obtain the license of the Software mentioned above; and

WHEREAS, IMAGETREND is willing to provide CLIENT with a non-exclusive license of the Software on the terms and conditions contained herein;

NOW, THEREFORE, for good and valuable consideration the sufficiency of which the parties confirm, **THE PARTIES HEREBY AGREE AS FOLLOWS:**

The foregoing recitations are confirmed and incorporated herein. The Cooperative Agreement is attached hereto as Exhibit 1 and incorporated herein as a material part of this Agreement. This Agreement must conform in all respects to all requirements, provisions, and terms of the Cooperative Agreement. In the event of any conflict between this Agreement and the Cooperative Agreement, the Cooperative Agreement shall control and bind the parties. Where any provision of this Agreement is in conflict with the spirit or intent if the Coopertive Agreement, the Cooperative Agreement shall control and such provision hereof shall be deleted.

The County of Fluvanna's General Terms, Conditions and Instructions to Bidders and Contractors (the County's General Terms) are attached hereto as Exhibit 2 and incorporated herein by reference as a material part of this Agreement. This Agreement must conform in all respects to all requirements, provisions, and terms of the County's General Terms. In the event of any conflict between this Agreement and the County's General Terms, the County's General Terms shall control and bind the parties.

SECTION 1. DEFINITIONS.

"Authorized personnel" means officers, directors, officials, and employees of CLIENT that use the Software in the scope of their employment, or CLIENT's contractors where the contractor's services must necessarily require access to the Software. Personnel who intend to: reverse engineer, disclose, or use or acquire for any purpose not in the scope of the personnel's employment or necessary for contractor services, any Confidential Information are not Authorized Personnel.

"Confidential information" means the proprietary products and trade secrets of IMAGETREND and/or its suppliers, including, but not limited to, computer software, code, technical parameters, price lists, customer lists, designs, software documentations, manuals, models and account tables, and any and all

information maintained or developed by CLIENT pursuant to this AGREEMENT which is deemed confidential under existing state and/or federal law.

“Custom Development” means that CLIENT contracts IMAGETREND through a signed and accepted Statement of Work to customize the software. Each CLIENT shall have the non-exclusive license to utilize such software. Such software may then become a part of the core product and be distributed. Custom Development may require ongoing support and/or hosting and shall be subject to support and/or hosting fee increases. IMAGETREND maintains ownership of all Custom Development.

“ePCR” means an Electronic Patient Care Report.

“ImageTrend Elite Data Marts” means the relational database(s) that contain an enhanced and simplified reporting-ready format of the transactional data collected within ImageTrend Elite. The Elite Data Marts are available for use with the ImageTrend Elite Reporting Tools.

“ImageTrend Elite Reporting Tools” means the Transactional Report Writer, Visual Informatics, Analytical Chart Reporting Tool and Analytical Tabular Reporting Tool in the Software that are based on a set of Elite Data Marts.

“Incident” means any time the CLIENT sends a vehicle to a potential or actual patient.

“License” means an unlimited use license of the software, without rights for resale, for the duration of the contract, defined as Software as a Service (SaaS) which expires when this AGREEMENT expires.

“Licensed Information” means any information pertaining to the Software which is owned by IMAGETREND and is licensed to CLIENT. Licensed Information includes such information as input form, user manuals and user documentation, interface format and input/output format, and any other materials pertaining to the Software.

“Reference” means referral in the promotion of IMAGETREND'S software to other potential CLIENTS.

“Run(s)” means an incident where the CLIENTS sends a vehicle to a potential or actual patient.

“Software” means the computer program(s) in machine readable object code form listed in Exhibit “A”, including the executable processing programs comprising the various modules from the Software and the Licensed Information.

“Statement of Work” means the technical document which outlines mutually agreed upon system specification for Custom Development and associated costs, payment terms and acceptance procedures. This document requires CLIENT acceptance and signature prior to beginning work.

“Support” means interactive telephone and e-mail support, computer based online training, product upgrades and enhancements, along with defect corrections, delivered from IMAGETREND's offices.

“Upgraded Version” means the Licensed Software and/or Licensed Information to which updates, enhancements, corrections, installations of patches or other changes have been made. The exterior form of the Updated Version is reflected by changes to the version numbers.

SECTION 2. TERM OF AGREEMENT.

The term of this AGREEMENT shall be one year(s) from signature date, subject to Section 13 of this AGREEMENT. This AGREEMENT shall be subject to 4 automatic annual renewal unless terminated by either party as provided in Section 13, below.

SECTION 3. GRANT OF LICENSE.**A. NON-EXCLUSIVE USE LICENSE.**

In accordance with the terms and conditions hereof, IMAGETREND agrees to grant to CLIENT and CLIENT agrees to accept a non-transferable and non-exclusive use license of the Software for the term of this Agreement. During the term of the AGREEMENT, the CLIENT shall have access to the Software, which will be installed on servers at the IMAGETREND hosting facility and subject to the Service Level Agreement attached as Exhibit B. CLIENT expressly acknowledges that all copies of the Software and/or Licensed Information in any form provided by IMAGETREND to CLIENT hereunder are the sole property of IMAGETREND and/or its suppliers, and that CLIENT shall not have any right, title, or interest to any such Software and/or Licensed Information or copies thereof except as provided in this AGREEMENT.

B. IMAGETREND ELITE DATA MARTS NON-EXCLUSIVE USE LICENSE

In accordance with the terms and conditions hereof, IMAGETREND agrees to grant the use of the ImageTrend Elite Data Marts only via ImageTrend Elite Reporting Tools as included and detailed in Exhibit A. This AGREEMENT does not give the CLIENT the rights to access and query the ImageTrend Elite Data Marts directly using SQL query tools, reporting tools, ETL tools, or any other tools or mechanisms. Direct access to ImageTrend Elite Data Marts is available via separately-priced product and service offerings from IMAGETREND. This Section 3.B, is subject to the Non-Exclusive Use License as covered in Section 3.A and terms of this AGREEMENT.

C. PROTECTION OF SOFTWARE AND LICENSED INFORMATION.

CLIENT agrees to respect and not to, nor permit any third-party to, remove, obliterate, or cancel from view any copyright, trademark, confidentiality or other proprietary notice, mark, or legend appearing on any of the Software or Licensed Information, and to reproduce and include the same on each authorized copy of the Software and Licensed Information.

CLIENT shall not nor shall CLIENT permit any third-party to, copy or duplicate the Software or any part thereof except for the purposes of system backup, testing, maintenance, or recovery. CLIENT may duplicate the Licensed Information only for internal training, provided that all the names, trademark rights, product names, copyright statement, and other proprietary right statements of IMAGETREND are reserved. IMAGETREND reserves all rights which are not expressly granted to CLIENT in this AGREEMENT.

CLIENT shall not, nor shall CLIENT permit any third-party to, modify, reverse engineer, disassemble, or decompile the Software, or any portion thereof, and shall not use the software or portion thereof for purposes other than as intended and provided for in this AGREEMENT.

D. DATA OWNERSHIP AND DATA PROTECTION.

All CLIENT data collected with IMAGETREND Software remains at all times the property of the CLIENT. IMAGETREND will not to use or make available any personally identifiable information other than for administering the CLIENT's account and collecting usage statistics in order to improve our products and services specifications. During the term of this AGREEMENT and after termination or

expiration of this AGREEMENT, IMAGETREND will not in any way transfer to any third party or use in direct or indirect competition with the other party any information or data posted by CLIENT's and others on IMAGETREND's website and acknowledges that all such information is confidential.

CLIENT shall have access to creative tools within the Elite Software platform. Use of these features is conditioned upon assignment to IMAGETREND of all copyrights in any work created within and using the Elite software platform, the terms of use for such creative tool features will prompt all users upon first use to agree to terms of use; those terms are hereby incorporated as part of this AGREEMENT and valid whether accepted before or after execution of this AGREEMENT. Please contact IMAGETREND for a copy of these terms prior to final acceptance of this AGREEMENT, if necessary.

E. CLIENT DATA.

Within thirty (30) days after the expiration of this AGREEMENT, the termination of this AGREEMENT, or IMAGETREND is no longer in business, IMAGETREND will deliver to the CLIENT its data, in machine readable format, on appropriate media, at the CLIENT's option. If the CLIENT wants the data to be delivered in a medium other than tape or CD, IMAGETREND shall do its best to accommodate the CLIENT, provided the CLIENT shall provide the medium on which the data is to be provided and shall pay for any additional cost incurred by IMAGETREND in accommodating this request. Imagetrend will comply with all Applicable Laws related to Client data and shall use reasonable efforts to assist Client to comply with all data retention and record keeping responsibilities and requirements under Applicable Laws. Applicable Laws means all laws, regulations, statutes, codes and guidelines of the United States, Commonwealth of Virginia, Fluvanna County and other state, local other applicable governing body.

SECTION 4. SOFTWARE ABSTRACT.

A. The IMAGETREND Elite contains and stores the data elements of an emergency medical database, including data schema and values that may originate from traditional computer aided dispatch (CAD) sources and data values that may be used in billing from pre-hospital patient care. The emergency medical database may contain certain vehicle transport information but does not contain data elements and/or values specific to the vehicle path tracking such as automatic vehicle location (AVL) or third party AVL integrations. The emergency medical database does support integrations to third party CAD and billing solutions. The emergency medical database does not support any AVL, CAD or billing functions executed directly from the database. CLIENT shall not use IMAGETREND Software to integrate patient information from a clinical encounter associated with a patient incident requiring emergency medical care by the emergency transport crew with flight information relating to an emergency transport crew dispatch to produce an encounter record indicative of the patient's clinical encounter.

B. The IMAGETREND Elite contains and stores the data elements of an emergency medical database as defined, described and mandated by the National EMS Information System (NEMSIS). The dataset was adopted by IMAGETREND for State and local regulatory authorities as required by NEMSIS. The NEMSIS data schema and elements are the sole work of the NEMSIS organization in conjunction with the National Highway Traffic Safety Administration (NHTSA). The NEMSIS dataset contains data elements and data structures originating and potentially owned by a number of nonprofit third party organizations and government agencies such as the World Health Organization (ICD 9 and ICD 10), International Health Terminology Standards Development Organization (SNOMED), U.S Department of the Interior and U.S. Geological Survey (GNIS), National Institute of Standards and Technology (FIPS), Health Level Seven International (HL7), Joint APCO/NENA Data Standardization Working Group (AACN). The

NEMSIS dataset offers customer driven extensibility that allows the end user to extend and define the dataset at their own discretion.

SECTION 5. SERVICES PROVIDED BY IMAGETREND.

A. SUPPLY OF SOFTWARE AND LICENSED INFORMATION.

IMAGETREND shall provide CLIENT software and services as detailed in Exhibit A.

B. MODIFICATIONS, IMPROVEMENTS AND ENHANCEMENTS.

During the terms of this AGREEMENT and any extensions under Section 2, IMAGETREND will provide CLIENT with error corrections, bug fixes, patches or other updates to the Software in object code form, to the extent available in accordance with IMAGETREND's release schedule. If CLIENT desires to add new functions or make enhancements to the Software, CLIENT must, for additional consideration, negotiate with IMAGETREND to develop new functions or improvements to the existing Software. All such error corrections, bug fixes, patches, updates, or other improvements or modifications shall be the sole property of IMAGETREND.

C. IMPLEMENTATION SERVICES

1. IMAGETREND shall provide CLIENT with initial services such as the system configuration and installation into the IMAGETREND hosting infrastructure.
2. "Train-the-trainer" training for administrators as detailed in Exhibit A. Additionally, online training videos and user guides in electronic format will be made available.

SECTION 6. MAINTAINENCE AND SUPPORT.

A. Application use support as detailed in Service Level Agreement Exhibit B.

B. Server hosting environment is monitored and supported 24/7. Emergency support information is available on the IMAGETREND Support site for emergency purposes. Non-emergency related contact may be charged to the CLIENT.

C. Maintenance of IMAGETREND software, which includes scheduled updates and new releases, as well as defect correction as needed, is included. Specific out-of-scope system enhancement requests will be reviewed with the CLIENT and subject to approval if additional charges are necessary.

SECTION 7. FEES.

A. Except as otherwise provided in this AGREEMENT, IMAGETREND shall offer the Products and the Services at the prices set forth on Exhibit A. Notwithstanding any other provision contained herein no pricing under this Agreement shall exceed the pricing offered under that Cooperative Agreement.

- (i) IMAGETREND will not increase prices hereunder during the term including all renewals as required by the Cooperative Contract.

B. The fees for this contract are as detailed in the attached Exhibit A.

C. If permitted under the Cooperative Agreement, at any time during this AGREEMENT, the CLIENT may contract with IMAGETREND for additional software and services not covered in this AGREEMENT with fees to be negotiated on an item-by-item basis. The CLIENT may contract Custom Development by IMAGETREND for additional fees as outlined and agreed to in a signed and accepted Statement of Work.

- D. IMAGETREND may not invoice the remaining balance on any or all of the open items for Year 1 and begin the Recurring Fees schedule until Final Acceptance by the Client to its sole satisfaction of setup and installation of the software and services.

SECTION 8. PROTECTION AND CONFIDENTIALITY.

A. ACKNOWLEDGEMENT.

CLIENT hereby acknowledges and agrees that the Software and Licensed Information provided hereunder constitute and contain valuable proprietary products and trade secrets of IMAGETREND and/or its suppliers, embodying substantial creative efforts and confidential information, ideas and expressions. Accordingly, CLIENT agrees to treat (and take precautions to ensure that its authorized personnel treat) the Software and Licensed Information as confidential in accordance with the confidentiality requirements and conditions set forth below. CLIENT acknowledges and agrees that CLIENT shall not permit any non-Authorized User from accessing the Software made available to the CLIENT.

B. MAINTENANCE OF CONFIDENTIAL INFORMATION.

Each party agrees to keep confidential all confidential information disclosed to it by the other party in accordance herewith, and to protect the confidentiality thereof in the same manner it protects the confidentiality of similar information and data of its own (at all times exercising at least a reasonable degree of care in the protection of confidential information); provided, however, that the provisions of this Section 8 shall not apply to information which: (i) is in the public domain; (ii) has been acquired by CLIENT by normal means upon the disclosure of the information by IMAGETREND; (iii) is duly obtained by CLIENT directly or indirectly from a third party who has independently developed the information and is entitled to disclose the information to CLIENT, and such disclosure does not directly or indirectly violate the confidentiality obligation of such third party; (iv) becomes known publicly, without fault on the part of CLIENT, subsequent to the receipt of the information by CLIENT; or (v) Client is required or authorized to disclose under Applicable Laws, including the Virginia FREEDOM OF INFORMATION ACT, or any court order from a court of competent jurisdiction.

C. SURVIVAL.

This Section 8 shall survive the termination of this AGREEMENT or of any license granted under this AGREEMENT.

SECTION 9. WARRANTIES.

A. PERFORMANCE.

IMAGETREND warrants that the Software will conform to the specifications as set forth in the Licensed Information. However, this warranty shall be revoked in the event that any person other than IMAGETREND and its agents make any unauthorized amendment or change to the Software in any manner.

B. OWNERSHIP.

IMAGETREND represents that it is the owner of the entire right, title, and interests in and to the Software, and that it has the sole right to grant licenses thereunder, and that it has not knowingly granted licenses thereunder to any other entity that would restrict rights granted hereunder to CLIENT.

C. LIMITATIONS ON WARRANTY.

All of IMAGETREND's obligations under this Section 9 shall be contingent on CLIENT's use of the Software in accordance with this AGREEMENT and in accordance with IMAGETREND's instructions as provided by IMAGETREND in the Licensed Information, and as such instructions may be amended, supplemented, or modified by IMAGETREND from time to time.

IMAGETREND shall have no warranty obligations with respect to any failures of the Software which are the result of accident, abuse, misapplication, extreme power surge or extreme electromagnetic field.

The express warranties provided herein are the only warranties made by IMAGETREND with respect to the Software and supersede all other express or implied warranties, including, but not limited to, any warranties of merchantability and warranties for any special purpose.

Notwithstanding the foregoing, all warranties required or provided under the Cooperative Agreement and the County's General Terms shall apply and IMAGETREND shall provide the same.

SECTION 10. LIMITATION OF LIABILITY.

As required under the Cooperative Agreement, CLIENT's remedies for any damages or losses arising out of IMAGETREND's breach of warranties shall be all those rights, claims, causes or actions of any kind Client may have in law, equity or otherwise and also at Client's option and may include, (i) immediate release from the AGREEMENT; (ii) repair of the Software; and/or (iii) any rights or remedies of any kind under the Cooperative Agreement or the County's General Terms.

SECTION 11. INDEMNIFICATION.

A. INDEMNITY

IMAGETREND (which includes its agents, employees and subcontractors, if any) agrees to indemnify CLIENT, as well as any agents thereof from all damages, judgments, loss and expenses, but not including consequential or incidental damages arising out of:

- (i) any personal injuries, property damage, or death that CLIENT may sustain while using IMAGETREND's, as well as any agents thereof, controlled property or equipment in the performance of this AGREEMENT; or
- (ii) any personal injury or death which results or increases by any action taken to medically treat CLIENT agents, employees and subcontractors; or
- (iii) any personal injury, property damage or death that CLIENT may sustain from any claim or action brought against CLIENT, as well as any agents thereof arising out of the negligence or recklessness of IMAGETREND in the performance of this AGREEMENT.

B. ENTIRE LIABILITY

The Cooperative Agreement, General Terms and this SECTION 11 (A) read collectively outline Imagetrend's INDEMNIFICATION.

SECTION 12. INSURANCE REQUIREMENTS.

IMAGETREND will provide standard insurance coverage as detailed in a Certificate of Insurance, AND ALSO AS REQUIRED UNDER THE COOPERATIVE AGREEMENT AND THE COUNTY'S GENERAL TERMS.

SECTION 13. TERMINATION.**A. TERMINATION WITHOUT CAUSE.**

Following the expiration of the original term of this AGREEMENT, either party shall have the right to terminate this AGREEMENT, without cause, by giving not less than sixty (60) days written notice of termination. Fees shall be prorated at termination and any unearned fees or fees for services not yet rendered shall be returned (and prorated if necessary) to the Client.

B. CUSTOM DEVELOPMENT TERMINATION

Either party shall have the right to terminate any Custom Development portion(s) of this AGREEMENT, without cause, by giving not less than thirty (30) days written notice of termination.

C. TERMINATION FOR CAUSE.

This AGREEMENT may be terminated by the non-defaulting party by giving not less than thirty (30) days written notice of termination if any of the following events of default occur: (i) if a party materially fails to perform or comply with this AGREEMENT or any provision hereof; (ii) if either party fails to strictly comply with the provisions of Section 8, above, or makes an assignment in violation of Section 15, below; (iii) if a party becomes insolvent or admits in writing its inability to pay its debts as they mature, or makes an assignment for the benefit of creditors; (iv) if a petition under any foreign, state, or United States bankruptcy act, receivership statute, or the like, as they now exist, or as they may be amended from time to time, is filed by a party; or (v) if such a petition is filed by any third party, or an application for a receiver is made by anyone and such petition or application is not resolved favorably within ninety (90) days.

SECTION 14. COOPERATIVE USE

Public and nonprofit agencies that have entered into a Cooperative Purchasing Agreement with the CLIENT are eligible to participate in any subsequent Agreement. The parties agree that these lists are subject to change. Any such usage by other municipalities and government agencies must be in accord with the ordinance, charter, rules and regulations of the respective political entity and with applicable State and Federal laws.

Any orders placed to, or services required from IMAGETREND will be requested by each participating agency. Payment for purchases made under this Agreement will be the sole responsibility of each participating agency. The CLIENT shall not be responsible for any disputes arising out of transactions made by others. IMAGETREND shall be responsible for correctly administering this Agreement in accordance with all terms, conditions, requirements, and approved pricing to any eligible procurement unit.

SECTION 15. NONASSIGNABILITY.

CLIENT shall not assign this AGREEMENT or its rights hereunder without the prior written consent of IMAGETREND.

SECTION 16. GOVERNING LAW.

The parties agree that the law governing this AGREEMENT shall be that of the State of Virginia without regard to its conflict of laws principles. Exclusive venue and jurisdiction for any dispute relating hereto shall be in the courts of the County of Fluvanna.

SECTION 17. COMPLIANCE WITH LAWS.

IMAGETREND shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local governments.

SECTION 18. WAIVER.

Any waiver by either party of any default or breach hereunder shall not constitute a waiver of any provision of this AGREEMENT or of any subsequent default or breach of the same or a different kind.

SECTION 19. NOTICES.

All notices and other communications required or permitted to be given under this AGREEMENT shall be in writing and shall be personally served or mailed, postage prepaid and addressed to the respective parties as follows:

TO CLIENT:

Fluvanna County Sheriff
123 Main Street
Palmyra, VA 22963

ATTENTION: Joseph Orsolini

Fluvanna County
ATTN: Ms. Cyndi Toler
132 Main Street
Palmyra, VA 22963

With a copy to:
Fluvanna County Attorney
414 East Jefferson Street
Charlottesville, VA 22902

TO IMAGETREND:

ImageTrend, Inc.
20855 Kensington Blvd.
Lakeville, MN 55044

ATTENTION: Mike McBrady

Notice shall be deemed effective on the date personally delivered or, if mailed, three (3) days after deposit in the mail.

SECTION 20. FORCE MAJEURE.

Neither party shall be liable in damages or have the right to terminate this AGREEMENT for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control including, but not limited to Acts of God, Government restrictions (including the denial or cancellation of any export or other necessary license), wars, insurrections and/or any other cause beyond the reasonable control of the party whose performance is affected.

SECTION 21. INTENTIONALLY OMITTED.

SECTION 22. INTERPRETATION.

This AGREEMENT has been negotiated between persons sophisticated and knowledgeable in the matters dealt with in this AGREEMENT. Each party further acknowledges that it has not been influenced to any extent whatsoever in executing this AGREEMENT by any other party hereto or by any person representing it, or both. Accordingly, any rule or law or legal decision that would require interpretation of

any ambiguities in this AGREEMENT against the party that has drafted it is not applicable and is waived. The provisions of this AGREEMENT shall be interpreted in a reasonable manner to effect the purpose of the parties and this AGREEMENT.

SECTION 23. SIGNATOR'S WARRANTY AND ACCEPTANCE BY PERFORMANCE.

Each party warrants to each other party that he or she is fully authorized and competent to enter into this AGREEMENT, in the capacity indicated by his or her signature and agrees to be bound by this AGREEMENT. CLIENT understands and agrees that if CLIENT accepts any Software, goods, or services from IMAGETREND prior to IMAGETREND receiving a final, mutually signed copy of this AGREEMENT, that CLIENT has accepted this AGREEMENT and all of its terms and conditions.

SECTION 24. PRIOR AGREEMENTS AND AMENDMENTS.

This AGREEMENT, including all Exhibits attached hereto, represents the entire understanding of the parties as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This AGREEMENT may only be modified by a written amendment duly executed by the parties to this AGREEMENT.

WITNESS THE EXECUTION HEREOF on the day and year last written below.

APPROVED AS:

"CLIENT"
(Fluvanna County Sheriff)

"IMAGETREND"

By: _____

By: _____

Name: _____

Name: Michael J. McBrady

Title: _____

Title: President

Dated: _____

Dated: _____

Fluvanna County

By: _____
Steven M. Nichols

Dated: _____

Approved as to form:

Fluvanna County Attorney

EXHIBITS

EXHIBIT A – Pricing Agreement

EXHIBIT B – Service Level Agreement

EXHIBIT C – HIPAA Business Associate Agreement

EXHIBIT D – Insurance Certificate

EXHIBIT E – Tax Exemption Certificate

DRAFT

EXHIBIT A – PRICING AGREEMENT

IMAGETREND's license and annual support are based upon 6,000 annual incidents as provided by CLIENT. IMAGETREND reserves the right to audit the annual incident volume and the option to increase future support costs, with prior notification to the CLIENT, if the number of annual incidents increases by more than ten percent (10%) and has a resulting effect of increased support calls to IMAGETREND.

Pricing Agreement

Description	Units	Price	Extended
ImageTrend Elite™ Rescue Implementation Setup Fee and Project Management	1	\$7,000.00	\$7,000.00
ImageTrend Elite Field Site License	1	Included	Included
ImageTrend Elite Mobile Fire Inspections Site License	1	Included	Included
FTP Automated Export of the NEMSIS v3 XML and PDF File	1	\$1,000.00	\$1,000.00
Webinar Training Sessions (a 2 hour session M-F during ImageTrend's Standard Business Hours)	5	\$250.00	\$1,250.00
TOTAL One-Time Fees			<u>\$9,250.00</u>

Recurring Fees	Units	Price	Extended
ImageTrend Elite Rescue Annual SaaS Fee	6,000	\$3.00	\$18,000.00
Credit for State ImageTrend Elite Field Site License	6,000	(\$0.75)	(\$4,500.00)
ImageTrend Elite Field Site License Annual Support	1	Included	Included
FTP Automated Export of the NEMSIS v3 XML and PDF File Annual Support & Hosting	1	\$3,500.00	\$3,500.00
CAD Integration Annual Support and Hosting	1	\$3,500.00	\$3,500.00
TOTAL Recurring Fees			<u>\$20,500.00</u>

TOTAL Year 1 \$29,750.00

Optional*	Units	Price	Extended
Out of Scope billed at \$175/Hour		\$175.00	
Onsite Training Sessions @ \$1,000/day		\$1,000.00	
Travel per Trainer (for Onsite Training at Client's Facility Training) @ \$1,750/trainer/trip		\$1,750.00	
Webinar Training Sessions (2 hour session M-F during ImageTrend's Standard Business Hours) \$250/session		\$250.00	

*The CLIENT may elect to purchase additional services as set forth in the options identified above at any time during the contract term. The CLIENT shall exercise said options by written notice to IMAGETREND. The prices above are valid for one year from contract signature.

Payment Terms:

- Upon acceptance and signature of Contract, 100% of Total Year 1 will be invoiced. The Annual Recurring Fees will be invoiced annually in advance. Payment Terms of Net 30 days. Nothing herein is intended to modify the payment terms of the Cooperative Agreement which shall control over any contrary provision contained herein.
- Project completion occurs upon receipt of the product and acceptance by the Client in its sole discretion.
- IMAGETREND may not invoice the remaining balance on any or all of the open items for Year 1 and begin the Recurring Fees schedule until Final Acceptance by the Client as described above.

- d. CLIENT is a tax exempt entity.

*Note: ImageTrend is not responsible for any CAD Vendor requirements and any associated fees
Note: CAD data will only be available for 60 days in the dispatch database; which may impact
CAD Recon Reports*

Pricing escalation factors:

- a. Notwithstanding any provision herein all fees and payment terms must comply and shall be read to conform to the Cooperative Agreement.
- b. All Annual SaaS Fees are based upon anticipated usage and are subject to an annual usage audit, which may affect future fees.
- c. All hosting fees are based upon anticipated usage and includes 30 GB of Storage total. These fees are subject to annual usage audits, which may affect future fees at an increase of \$15/10GB/month for Storage.

Statements/Invoices should be mailed to:

Cyndi Toler
County of Fluvanna
132 Main Street
PO Box 540
Palmyra, VA 22963
Phone: (434) 591-1930
Email: ctoler@fluvannacounty.org

ImageTrend Salesperson Contact:

Matt Rye
952-469-1589
mrye@imagetrend.com
contracts@imagetrend.com

EXHIBIT B – SERVICE LEVEL AGREEMENT

SOFTWARE AS A SERVICE (SAAS)

VERSION 4.0

This agreement exists for the purpose of creating an understanding between IMAGETREND and CLIENT who elect to host the application on IMAGETREND's servers. It is part of our guarantee for exceptional service levels for as long as the system annual support fee is contracted. The Service Level Agreement guarantees your web application's availability, reliability and performance. This Service Level Agreement (SLA) applies to any site or application hosted on our network as SaaS.

1. Hosting at the ImageTrend's Datacenter

IMAGETREND's hosting environment provides **99.9% availability** and is comprised of state-of-the-art Blade Servers and SAN storage that are configured with the no single point of failure through software and infrastructure virtualization, blade enclosure redundancies and backup storage policies. Our Compellent SAN has a fiber channel backend, currently hosts 8TB of storage, has dual storage controllers with redundant power supplies and redundant paths to disk, and hot swappable drives. We do offsite replication to disk on a second SAN. Scheduled maintenance and upgrades do not apply to the system availability calculation and all CLIENTS are properly notified of such scheduled occurrences to minimize accessibility interruptions.

Hardware

IMAGETREND server hardware is configured to prevent data loss due to hardware failure and utilize the following to ensure a quick recovery from any hardware related problems.

- Independent Application and Database Servers
 - Microsoft SQL Server 2012
 - Microsoft Windows Server 2012
- Redundant Power Supplies
- Off-Site Idle Emergency Backup Servers (optional)
- Sonicwall VPN Firewall
- Redundant Disk configuration
- Disk Space allocation and Bandwidth as contracted

Physical Facility

The IMAGETREND hosting facilities are located in downtown Minneapolis and Chicago with every industry standard requirement for hosting not only being met, but exceeded. Requirements such as power supply and power conditioning, normal and peak bandwidth capacity, security and fail over locations are all part of an overall strategy to provide the most reliable hosting facility possible.

- Redundant, high-speed Internet connections over fiber optics.
- Power protection via an in-line 80kVa UPS with a 150 KW backup diesel generator
- Temperature controlled
- Waterless Fire Protection and Clean agent fire suppression
- Secured site access
- Steel Vault Doors
- 21" concrete walls and ceiling

Data Integrity

IMAGETREND applications are backed up daily allowing for complete recovery of data to the most recent backup:

- Daily Scheduled Database and Application Backups.
- Daily Scheduled backup Success/Failure notification to IMAGETREND staff

2. Application and Hosting Support

IMAGETREND provides ongoing support as contracted for their applications and hosting services, including infrastructure. This includes continued attention to product performance and general maintenance needed to ensure application availability. Support includes technical diagnosis and fixes of technology issues involving IMAGETREND software. IMAGETREND has a broad range of technical support services available in the areas of:

- Web Application Hosting and Support
- Subject Matter Expert Application Usage Support
- Web Application Development/Enhancement
- Database Administration/Support
- Project Management
- Systems Engineering/Architecture

IMAGETREND offers multi-level technical support, based on level-two user support by accommodating both the general inquiries of the administrators and those of the system users. We will give the administrators the ability to field support for the system as the first level of contact while providing them the option to refer inquiries directly to IMAGETREND.

IMAGETREND's Support Team is available Monday through Friday from 7:00 am to 6:00 pm CST via the Support Suite, email or telephone.

Support Suite: www.imagetrend.com/support

Email: support@imagetrend.com

Toll Free: 1-888-730-3255

Phone: 952-469-1589

Online Support

IMAGETREND offers an online support system which incorporates around-the-clock incident reporting of all submitted tickets to IMAGETREND's application support specialists. Once a CLIENT submits a support ticket, he or she can track the progress with a secure login to the support application. The system promotes speedy resolution by offering keyword-based self-help services and articles in the knowledgebase, should CLIENTS wish to bypass traditional support services. Ticket tracking further enhances the efforts of Support Desk personnel by allowing IMAGETREND to identify patterns which can then be utilized for improvements in production, documentation, education and frequently asked questions to populate the knowledgebase. The support ticket tracking system ensures efficient workflow for the support desk specialists while keeping users informed of their incident's status. Support patterns can be referenced to populate additional knowledgebase articles.

Incident Reporting Malfunctions

IMAGETREND takes all efforts to correct malfunctions that are documented and reported by the CLIENT. IMAGETREND acknowledges receipt of a malfunction report from a CLIENT and acknowledges the disposition and possible resolution thereof according to the chart below.

Severity Level	Examples of each Severity Level:	Notification Acknowledgement: IMAGETREND Return Call to Licensee after initial notification of an Error	Action Expectation: Anticipated Error resolution notification after IMAGETREND Return Call to Licensee of Notification Acknowledgement of an error.
High/Site Down	<ul style="list-style-type: none"> - Complete shutdown or partial shutdown of one or more Software functions - Access to one or more Software functions not available - Major subset of Software application impacted 	Within one (1) hour of initial notification during business hours or via support.imagetrend.com	Six hours
Medium	<ul style="list-style-type: none"> - Minor subsystem failure -Data entry or access impaired on a limited basis – usually can be delegated to local client contact as a first level or response for resolution – usually user error (i.e. training) or forgotten passwords 	Within four (4) hours of initial notification	24 Business hours
Low	<ul style="list-style-type: none"> - System operational with minor issues; suggested enhancements as mutually agreed upon – typically covered in a future release as mutually agreed upon. 	Same day or next business day of initial notification	Future Release

Service Requests (enhancements)

Any service requests that are deemed to be product enhancements are detailed and presented to the development staff, where the assessment is made as to whether these should be added to the future product releases and with a priority rating. If an enhancement request is specific to one CLIENT and deemed to be outside of the original scope of the product, then a change order is written and presented to the CLIENT. These requests are subject to our standard rates and mutual agreement. CLIENTS review and approve the scope, specification and cost before work is started to ensure goals are properly communicated.

Product release management is handled by IMAGETREND using standard development tools and methodologies. Work items including, tasks, issues, and scenarios are all captured within the system. Releases are based on one or more iterations during a schedule development phase. This includes by not limited to: development, architecture, testing, documentation, builds, test and use cases. Submissions of issues or requests are documented within our Product Management system and from there workflow is created to track the path from initial request to resolution.

Out of Scope

CLIENT may contract with IMAGETREND for Out of Scope services. This will require a separate Statement of Work and will be billed at IMAGETREND’s standard hourly rate.

Maintenance and Upgrades

System/product maintenance and upgrades, if applicable, are included in the ongoing support and warranty as contracted. These ensure continued attention to product performance and general maintenance. Scheduled product upgrades include enhancements and minor and major product changes. Customers are notified in advance of scheduled maintenance. It is the CLIENT’s responsibility to accept all offered updates and upgrades to the system. If the CLIENT does not accept these, CLIENT should be advised that IMAGETREND, at its discretion, may offer limited support for previous versions. All code releases also maintain the integrity of any CLIENT specific configurations (i.e. templates, addresses, staff information, active protocols, etc.) that have been implemented either by IMAGETREND’s implementation staff or the CLIENT’s administrative staff.

Escalation

Our support staff is committed to resolving your issues as fast as possible. If they cannot resolve your issue, they will identify the course of action that they will be taking and indicate when an answer will be available. They in turn will seek assistance from the designated developer. The next level of escalation goes to the Project Manager, who also addresses all operational issues on an ongoing basis and reviews the issue log regularly to assess product performance and service levels. Senior Management will handle issues requiring further discussion and resolution. Any issues to be determined to be of a critical nature are immediately escalated accordingly.

DRAFT

EXHIBIT C – HIPAA BUSINESS ASSOCIATE AGREEMENT

BUSINESS ASSOCIATE AGREEMENT

This Business Associate Agreement (“Agreement”) dated _____, 201__ (the “Effective Date”), is entered into by and between Fluvanna County Fire & Rescue, a Virginia corporation (the “Covered Entity”) and ImageTrend, Inc. a Minnesota corporation (the “Business Associate”).

WHEREAS, Covered Entity and Business Associate have entered into, or are entering into, or may subsequently enter into, agreements or other documented arrangements (collectively, the “Business Arrangements”) pursuant to which Business Associate may provide products and/or services for Covered Entity that require Business Associate to access, create and use health information that is protected by state and/or federal law; and

WHEREAS, pursuant to the Administrative Simplification provisions of the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), the U.S. Department of Health & Human Services (“HHS”) promulgated the Standards for Privacy of Individually Identifiable Health Information (the “Privacy Standards”), at 45 C.F.R. Parts 160 and 164, requiring certain individuals and entities subject to the Privacy Standards (each a “Covered Entity”, or collectively, “Covered Entities”) to protect the privacy of certain individually identifiable health information (“Protected Health Information”, or “PHI”); and

WHEREAS, pursuant to HIPAA, HHS has issued the Security Standards (the “Security Standards”), at 45 C.F.R. Parts 160, 162 and 164, for the protection of electronic protected health information (“EPI”); and

WHEREAS, in order to protect the privacy and security of PHI, including EPHI, created or maintained by or on behalf of the Covered Entity, the Privacy Standards and Security Standards require a Covered Entity to enter into a “business associate agreement” with certain individuals and entities providing services for or on behalf of the Covered Entity if such services require the use or disclosure of PHI or EPHI; and

WHEREAS, on February 17, 2009, the federal Health Information Technology for Economic and Clinical Health Act was signed into law (the “HITECH Act”), and the HITECH Act imposes certain privacy and security obligations on Covered Entities in addition to the obligations created by the Privacy Standards and Security Standards; and

WHEREAS, the HITECH Act revises many of the requirements of the Privacy Standards and Security Standards concerning the confidentiality of PHI and EPHI, including extending certain HIPAA and HITECH Act requirements directly to business associates; and

WHEREAS, Business Associate and Covered Entity desire to enter into this Business Associate Agreement;

NOW THEREFORE, in consideration of the mutual promises set forth in this Agreement and the Business Arrangements, and other good and valuable consideration, the sufficiency and receipt of which are hereby severally acknowledged, the parties agree as follows:

1. **Business Associate Obligations.** Business Associate may receive from Covered Entity, or create or receive on behalf of Covered Entity, health information that is protected under applicable state and/or federal law, including without limitation, PHI and EPHI. All capitalized terms not otherwise defined in this Agreement shall have the meanings set forth in the Privacy Standards, Security Standards or the HITECH Act, as applicable (collectively referred to hereinafter as the “Confidentiality Requirements”). All references to PHI herein shall be construed to include EPHI. Business

Associate agrees not to use or disclose (or permit the use or disclosure of) PHI in a manner that would violate the Confidentiality Requirements if the PHI were used or disclosed by Covered Entity in the same manner.

2. **Use of PHI.** Except as otherwise required by law, Business Associate shall use PHI in compliance with 45 C.F.R. § 164.504(e). Furthermore, Business Associate shall use PHI (i) solely for Covered Entity's benefit and only for the purpose of performing services for Covered Entity as such services are defined in Business Arrangements, and (ii) as necessary for the proper management and administration of the Business Associate or to carry out its legal responsibilities, provided that such uses are permitted under federal and state law. Covered Entity shall retain all rights in the PHI not granted herein. Use, creation and disclosure of de-identified health information by Business Associate are not permitted unless expressly authorized in writing by Covered Entity.

3. **Disclosure of PHI.** Subject to any limitations in this Agreement, Business Associate may disclose PHI to any third party persons or entities as necessary to perform its obligations under the Business Arrangement and as permitted or required by applicable federal or state law. Further, Business Associate may disclose PHI for the proper management and administration of the Business Associate, provided that (i) such disclosures are required by law, or (ii) Business Associate: (a) obtains reasonable assurances from any third party to whom the information is disclosed that it will be held confidential and further used and disclosed only as required by law or for the purpose for which it was disclosed to the third party; (b) requires the third party to agree to immediately notify Business Associate of any instances of which it is aware that PHI is being used or disclosed for a purpose that is not otherwise provided for in this Agreement or for a purpose not expressly permitted by the Confidentiality Requirements. Additionally, Business Associate shall ensure that all disclosures of PHI by Business Associate and the third party comply with the principle of "minimum necessary use and disclosure," i.e., only the minimum PHI that is necessary to accomplish the intended purpose may be disclosed; provided further, Business Associate shall comply with Section 13405(b) of the HITECH Act, and any regulations or guidance issued by HHS concerning such provision, regarding the minimum necessary standard and the use and disclosure (if applicable) of Limited Data Sets. If Business Associate discloses PHI received from Covered Entity, or created or received by Business Associate on behalf of Covered Entity, to agents, including a subcontractor (collectively, "Recipients"), Business Associate shall require Recipients to agree in writing to the same restrictions and conditions that apply to the Business Associate under this Agreement. Business Associate shall report to Covered Entity any use or disclosure of PHI not permitted by this Agreement, of which it becomes aware, such report to be made within three (3) business days of the Business Associate becoming aware of such use or disclosure. In addition to Business Associate's obligations under Section 9, Business Associate agrees to mitigate, to the extent practical and unless otherwise requested by Covered Entity in writing or as directed by or as a result of a request by Covered Entity to disclose to Recipients, any harmful effect that is known to Business Associate and is the result of a use or disclosure of PHI by Business Associate or Recipients in violation of this Agreement.

4. **Individual Rights Regarding Designated Record Sets.** If Business Associate maintains a Designated Record Set on behalf of Covered Entity, Business Associate shall (i) provide access to, and permit inspection and copying of, PHI by Covered Entity or, as directed by Covered Entity, an individual who is the subject of the PHI under conditions and limitations required under 45 CFR §164.524, as it may be amended from time to time, and (ii) amend PHI maintained by Business Associate as requested by Covered Entity. Business Associate shall respond to any request from Covered Entity for access by an individual within five (5) days of such request and shall make any amendment requested by Covered Entity within ten (10) days of such request. Any information requested under this Section 4 shall be provided in the form or format requested, if it is readily producible in such form or format. Business Associate may charge a reasonable fee based upon the Business Associate's labor costs in responding to a request for electronic information (or a cost-based fee for the production of non-electronic media copies). Covered Entity shall determine whether a denial is appropriate or an exception applies. Business Associate shall notify Covered Entity within five (5) days of receipt of any request for access or amendment by an individual. Covered Entity shall

determine whether to grant or deny any access or amendment requested by the individual. Business Associate shall have a process in place for requests for amendments and for appending such requests to the Designated Record Set, as requested by Covered Entity.

5. **Accounting of Disclosures.** Business Associate shall make available to Covered Entity in response to a request from an individual, information required for an accounting of disclosures of PHI with respect to the individual in accordance with 45 CFR §164.528, as amended by Section 13405(c) of the HITECH Act and any related regulations or guidance issued by HHS in accordance with such provision. Business Associate shall provide to Covered Entity such information necessary to provide an accounting within thirty (30) days of Covered Entity's request or such shorter time as may be required by state or federal law. Such accounting must be provided without cost to the individual or to Covered Entity if it is the first accounting requested by an individual within any twelve (12) month period. For subsequent accountings within a twelve (12) month period, Business Associate may charge a reasonable fee based upon the Business Associate's labor costs in responding to a request for electronic information (or a cost-based fee for the production of non-electronic media copies) so long as Business Associate informs the Covered Entity and the Covered Entity informs the individual in advance of the fee, and the individual is afforded an opportunity to withdraw or modify the request. Such accounting obligations shall survive termination of this Agreement and shall continue as long as Business Associate maintains PHI.
6. **Withdrawal of Authorization.** If the use or disclosure of PHI in this Agreement is based upon an individual's specific authorization for the use of his or her PHI, and (i) the individual revokes such authorization in writing, (ii) the effective date of such authorization has expired, or (iii) the consent or authorization is found to be defective in any manner that renders it invalid, Business Associate agrees, if it has notice of such revocation or invalidity, to cease the use and disclosure of any such individual's PHI except to the extent it has relied on such use or disclosure, or where an exception under the Confidentiality Requirements expressly applies.
7. **Records and Audit.** Business Associate shall make available to the U.S. Department of Health and Human Services or its agents, its internal practices, books, and records relating to the use and disclosure of PHI received from, created, or received by Business Associate on behalf of Covered Entity for the purpose of determining Covered Entity's compliance with the Confidentiality Requirements or any other health oversight agency, in a time and manner designated by the Secretary. Except to the extent prohibited by law, Business Associate agrees to notify Covered Entity immediately upon receipt by Business Associate of any and all requests by or on behalf of any and all federal, state and local government authorities served upon Business Associate for PHI.
8. **Implementation of Security Standards; Notice of Security Incidents.** Business Associate will use appropriate safeguards to prevent the use or disclosure of PHI other than as expressly permitted under this Agreement. Business Associate will implement administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of the PHI that it creates, receives, maintains or transmits on behalf of Covered Entity. Business Associate acknowledges that the HITECH Act requires Business Associate to comply with 45 C.F.R. §§ 164.308, 164.310, 164.312, 164.314, and 164.316 as if Business Associate were a Covered Entity, and Business Associate agrees to comply with these provisions of the Security Standards and all additional security provisions of the HITECH Act. Furthermore, **to the extent feasible, Business Associate will use commercially reasonable efforts** to ensure that the technology safeguards used by Business Associate to secure PHI will render such PHI unusable, unreadable and indecipherable to individuals unauthorized to acquire or otherwise have access to such PHI in accordance with HHS Guidance published at 74 Federal Register 19006 (April 17, 2009), or such later regulations or guidance promulgated by HHS or issued by the National Institute for Standards and Technology ("NIST") concerning the protection of identifiable data such as PHI. Business Associate acknowledges and agrees that the HIPAA Omnibus Rule finalized January 25, 2013 at 78 Fed. Reg. 5566 requires Business Associate to comply with new and modified obligations imposed by that rule under 45 C.F.R. §164.306, 45 C.F.R. § 164.308, 45 C.F.R. § 163.310, 45 C.F.R. § 164.312,

45 C.F.R. § 164.316, 45 C.F.R. § 164.502, 45 C.F.R. § 164.504. Lastly, Business Associate will promptly report to Covered Entity any successful Security Incident of which it becomes aware. At the request of Covered Entity, Business Associate shall identify: the date of the Security Incident, the scope of the Security Incident, the Business Associate's response to the Security Incident and the identification of the party responsible for causing the Security Incident, if known. Business Associate and Covered Entity shall take reasonable measures to ensure the availability of all affirmative defenses under the HITECH Act, HIPAA, and other state and federal laws and regulations governing PHI and EPHI.

9. Data Breach Notification and Mitigation.

- a. HIPAA Data Breach Notification and Mitigation. Business Associate agrees to implement reasonable systems for the discovery and prompt reporting of any "breach" of "unsecured PHI" as those terms are defined by 45 C.F.R. §164.402 (hereinafter a "HIPAA Breach"). The parties acknowledge and agree that 45 C.F.R. §164.404, as described below in this Section 9.1, governs the determination of the date of a HIPAA Breach. In the event of any conflict between this Section 9.1 and the Confidentiality Requirements, the more stringent requirements shall govern. Business Associate will, following the discovery of a HIPAA Breach, notify Covered Entity immediately and in no event later than three (3) business days after Business Associate discovers such HIPAA Breach, unless Business Associate is prevented from doing so by 45 C.F.R. §164.412 concerning law enforcement investigations. For purposes of reporting a HIPAA Breach to Covered Entity, the discovery of a HIPAA Breach shall occur as of the first day on which such HIPAA Breach is known to the Business Associate or, by exercising reasonable diligence, would have been known to the Business Associate. Business Associate will be considered to have had knowledge of a HIPAA Breach if the HIPAA Breach is known, or by exercising reasonable diligence would have been known, to any person (other than the person committing the HIPAA Breach) who is an employee, officer or other agent of the Business Associate. No later than seven (7) business days following a HIPAA Breach, Business Associate shall provide Covered Entity with sufficient information to permit Covered Entity to comply with the HIPAA Breach notification requirements set forth at 45 C.F.R. §164.400 *et seq.* Specifically, if the following information is known to (or can be reasonably obtained by) the Business Associate, Business Associate will provide Covered Entity with: (i) contact information for individuals who were or who may have been impacted by the HIPAA Breach (e.g., first and last name, mailing address, street address, phone number, email address); (ii) a brief description of the circumstances of the HIPAA Breach, including the date of the HIPAA Breach and date of discovery; (iii) a description of the types of unsecured PHI involved in the HIPAA Breach (e.g., names, social security number, date of birth, address(es), account numbers of any type, disability codes, diagnostic and/or billing codes and similar information); (iv) a brief description of what the Business Associate has done or is doing to investigate the HIPAA Breach, mitigate harm to the individual impacted by the HIPAA Breach, and protect against future HIPAA Breaches; and (v) appoint a liaison and provide contact information for same so that the Covered Entity may ask questions or learn additional information concerning the HIPAA Breach. Following a HIPAA Breach, Business Associate will have a continuing duty to inform Covered Entity of new information learned by Business Associate regarding the HIPAA Breach, including but not limited to the information described in items (i) through (v), above.
- b. Data Breach Notification and Mitigation Under Other Laws. In addition to the requirements of Section 9.1, Business Associate agrees to implement reasonable systems for the discovery and prompt reporting of any breach of individually identifiable information (including but not limited to PHI, and referred to hereinafter as "Individually Identifiable Information") that, if misused, disclosed, lost or stolen, Covered Entity believes would trigger an obligation under one or more State data breach notification laws (each a "State Breach") to notify the individuals who are the subject of the information. Business Associate agrees that in the event any Individually Identifiable Information is lost, stolen, used or disclosed in violation of

- one or more State data breach notification laws, Business Associate shall promptly: (i) cooperate and assist Covered Entity with any investigation into any State Breach or alleged State Breach; (ii) cooperate and assist Covered Entity with any investigation into any State Breach or alleged State Breach conducted by any State Attorney General or State Consumer Affairs Department (or their respective agents); (iii) comply with Covered Entity's determinations regarding Covered Entity's and Business Associate's obligations to mitigate to the extent practicable any potential harm to the individuals impacted by the State Breach; and (iv) assist with the implementation of any decision by Covered Entity or any State agency, including any State Attorney General or State Consumer Affairs Department (or their respective agents), to notify individuals impacted or potentially impacted by a State Breach.
- c. **Breach Indemnification.** Business Associate shall indemnify, defend and hold Covered Entity and its officers, directors, employees, agents, successors and assigns harmless, from and against all reasonable losses, claims, actions, demands, liabilities, damages, costs and expenses (including costs of judgments, settlements, court costs and reasonable attorneys' fees actually incurred) (collectively, "Information Disclosure Claims") arising from or related to: (i) the use or disclosure of Individually Identifiable Information (including PHI) by Business Associate in violation of the terms of this Agreement or applicable law, and (ii) whether in oral, paper or electronic media, any HIPAA Breach of unsecured PHI and/or State Breach of Individually Identifiable Information by Business Associate. If Business Associate assumes the defense of an Information Disclosure Claim, Covered Entity shall have the right, at its expense and without indemnification notwithstanding the previous sentence, to participate in the defense of such Information Disclosure Claim. Business Associate shall not take any final action with respect to any Information Disclosure Claim without the prior written consent of Covered Entity. Covered Entity likewise shall not take any final action with respect to any Information Disclosure Claim without the prior written consent of Business Associate. To the extent permitted by law and except when caused by an act of Covered Entity or resulting from a disclosure to a Recipient required or directed by Covered Entity to receive the information, Business Associate shall be fully liable to Covered Entity for any acts, failures or omissions of Recipients in furnishing the services as if they were the Business Associate's own acts, failures or omissions.
- i. Covered Entity shall indemnify, defend and hold Business Associate and its officers, directors, employees, agents, successors and assigns harmless, from and against all reasonable losses, claims, actions, demands, liabilities, damages, costs and expenses (including costs of judgments, settlements, court costs and reasonable attorneys' fees actually incurred) (collectively, "Information Disclosure Claims") arising from or related to: (i) the use or disclosure of Individually Identifiable Information (including PHI) by Covered Entity, its subcontractors, agents, or employees in violation of the terms of this Agreement or applicable law, and (ii) whether in oral, paper or electronic media, any HIPAA Breach of unsecured PHI and/or State Breach of Individually Identifiable Information by Covered Entity, its subcontractors, agents, or employees.
 - ii. Covered Entity and Business Associate shall seek to keep costs or expenses that the other may be liable for under this Section 9, including Information Disclosure Claims, to the minimum reasonably required to comply with the HITECH Act and HIPAA. Covered Entity and Business Associate shall timely raise all applicable affirmative defenses in the event a violation of this Agreement, or a use or disclosure of PHI or EPHI in violation of the terms of this Agreement or applicable law occurs.

10. **Term and Termination.**

- a. This Agreement shall commence on the Effective Date and shall remain in effect until terminated in accordance with the terms of this Section 10, provided, however, that termination shall not affect the respective obligations or rights of the parties arising under this

Agreement prior to the effective date of termination, all of which shall continue in accordance with their terms.

- b. Covered Entity shall have the right to terminate this Agreement for any reason upon thirty (30) days written notice to Business Associate.
 - c. Covered Entity, at its sole discretion, may immediately terminate this Agreement and shall have no further obligations to Business Associate if any of the following events shall have occurred and be continuing:
 - i. Business Associate fails to observe or perform any material covenant or obligation contained in this Agreement for ten (10) days after written notice thereof has been given to the Business Associate by Covered Entity; or
 - ii. A violation by the Business Associate of any provision of the Confidentiality Requirements or other applicable federal or state privacy law relating to the obligations of the Business Associate under this Agreement.
 - d. Termination of this Agreement for either of the two reasons set forth in Section 10.c above shall be cause for Covered Entity to immediately terminate for cause any Business Arrangement pursuant to which Business Associate is entitled to receive PHI from Covered Entity.
 - e. Upon the termination of all Business Arrangements, either Party may terminate this Agreement by providing written notice to the other Party.
 - f. Upon termination of this Agreement for any reason, Business Associate agrees either to return to Covered Entity or to destroy all PHI received from Covered Entity or otherwise through the performance of services for Covered Entity, that is in the possession or control of Business Associate or its agents. In the case of PHI which is not feasible to "return or destroy," Business Associate shall extend the protections of this Agreement to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such PHI. Business Associate further agrees to comply with other applicable state or federal law, which may require a specific period of retention, redaction, or other treatment of such PHI.
11. **No Warranty.** PHI IS PROVIDED TO BUSINESS ASSOCIATE SOLELY ON AN "AS IS" BASIS. COVERED ENTITY DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY, AND FITNESS FOR A PARTICULAR PURPOSE.
12. **Ineligible Persons.** Business Associate represents and warrants to Covered Entity that Business Associate (i) is not currently excluded, debarred, or otherwise ineligible to participate in any federal health care program as defined in 42 U.S.C. Section 1320a-7b(f) ("the Federal Healthcare Programs"); (ii) has not been convicted of a criminal offense related to the provision of health care items or services and not yet been excluded, debarred, or otherwise declared ineligible to participate in the Federal Healthcare Programs, and (iii) is not under investigation or otherwise aware of any circumstances which may result in Business Associate being excluded from participation in the Federal Healthcare Programs. This shall be an ongoing representation and warranty during the term of this Agreement, and Business Associate shall immediately notify Covered Entity of any change in the status of the representations and warranty set forth in this section. Any breach of this section shall give Covered Entity the right to terminate this Agreement immediately for cause.
13. **Miscellaneous.**
- a. **Notice.** All notices, requests, demands and other communications required or permitted to be given or made under this Agreement shall be in writing, shall be effective upon receipt or attempted delivery, and shall be sent by (i) personal delivery; (ii) certified or registered United

States mail, return receipt requested; or (iii) overnight delivery service with proof of delivery. Notices shall be sent to the addresses below. Neither party shall refuse delivery of any notice hereunder.

If to Covered Entity:

Compliance Office

Fluvanna County Sheriff
123 Main Street
Palmyra, VA 22963

ATTENTION: Joseph Orsolini

Fluvanna County
ATTN: Ms. Cyndi Toler
132 Main Street
Palmyra, VA 22963

With a copy to:
Fluvanna County Attorney
414 East Jefferson Street
Charlottesville, VA 22902

If to Business Associate:

ImageTrend, Inc.
Attn: Michael J. McBrady
20855 Kensington Blvd.
Lakeville, MN 55044

14. **Waiver.** No provision of this Agreement or any breach thereof shall be deemed waived unless such waiver is in writing and signed by the Party claimed to have waived such provision or breach. No waiver of a breach shall constitute a waiver of or excuse any different or subsequent breach.
15. **Assignment.** Neither Party may assign (whether by operation or law or otherwise) any of its rights or delegate or subcontract any of its obligations under this Agreement without the prior written consent of the other Party. Notwithstanding the foregoing, Covered Entity shall have the right to assign its rights and obligations hereunder to any entity that is an affiliate or successor of Covered Entity, without the prior approval of Business Associate.
16. **Severability.** Any provision of this Agreement that is determined to be invalid or unenforceable will be ineffective to the extent of such determination without invalidating the remaining provisions of this Agreement or affecting the validity or enforceability of such remaining provisions.
17. **Entire Agreement.** This Agreement constitutes the complete agreement between Business Associate and Covered Entity relating to the matters specified in this Agreement, and supersedes all prior representations or agreements, whether oral or written, with respect to such matters. In the event of any conflict between the terms of this Agreement and the terms of the Business Arrangements or any such later agreement(s), the terms of this Agreement shall control unless the terms of such Business Arrangements are more strict with respect to PHI and comply with the Confidentiality Requirements, or the parties specifically otherwise agree in writing. No oral

modification or waiver of any of the provisions of this Agreement shall be binding on either Party; provided, however, that upon the enactment of any law, regulation, court decision or relevant government publication and/or interpretive guidance or policy that the Covered Entity believes in good faith will adversely impact the use or disclosure of PHI under this Agreement, Covered Entity may amend the Agreement to comply with such law, regulation, court decision or government publication, guidance or policy by delivering a written amendment to Business Associate which shall be effective thirty (30) days after receipt. No obligation on either Party to enter into any transaction is to be implied from the execution or delivery of this Agreement. This Agreement is for the benefit of, and shall be binding upon the parties, their affiliates and respective successors and assigns. No third party shall be considered a third-party beneficiary under this Agreement, nor shall any third party have any rights as a result of this Agreement.

18. **Governing Law.** This Agreement shall be governed by and interpreted in accordance with the laws of the state in which Business Associate is located, excluding its conflicts of laws provisions. Jurisdiction and venue for any dispute relating to this Agreement shall exclusively rest with the state and federal courts in the county in which Business Associate is located.
19. **Equitable Relief.** The parties understand and acknowledge that any disclosure or misappropriation of any PHI in violation of this Agreement will cause the other irreparable harm, the amount of which may be difficult to ascertain, and therefore agrees that the injured party shall have the right to apply to a court of competent jurisdiction for specific performance and/or an order restraining and enjoining any such further disclosure or breach and for such other relief as the injured party shall deem appropriate. Such right is to be in addition to the remedies otherwise available to the parties at law or in equity. Each party expressly waives the defense that a remedy in damages will be adequate and further waives any requirement in an action for specific performance or injunction for the posting of a bond.
20. **Nature of Agreement; Independent Contractor.** Nothing in this Agreement shall be construed to create (i) a partnership, joint venture or other joint business relationship between the parties or any of their affiliates, or (ii) a relationship of employer and employee between the parties. Business Associate is an independent contractor, and not an agent of Covered Entity. This Agreement does not express or imply any commitment to purchase or sell goods or services.
21. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same document. In making proof of this Agreement, it shall not be necessary to produce or account for more than one such counterpart executed by the party against whom enforcement of this Agreement is sought. Signatures to this Agreement transmitted by facsimile transmission, by electronic mail in portable document format (".pdf") form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, will have the same force and effect as physical execution and delivery of the paper document bearing the original signature.

(SIGNATURE PAGE TO FOLLOW.)

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

COVERED ENTITY:
Fluvanna County Sheriff

BUSINESS ASSOCIATE:
ImageTrend, Inc.

By: _____

By: _____

(Print or Type Name)

Michael J. McBrady
(Print or Type Name)

(Title)

President
(Title)

Date: _____

Date: _____

Fluvanna County

By: _____
Steven M. Nichols, County Administrator

Date: _____

DRAFT

EXHIBIT D – INSURANCE CERTIFICATE

Intentionally left blank

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EXHIBIT E –TAX EXEMPTION CERTIFICATE

CLIENT to provide completed Tax Exemption Form, Tax Exemption Certificate, or other applicable documentation from the State Department regarding their Tax Exemption Status.

DRAFT



2015 DEC 7 AM 10 09

COMMONWEALTH of VIRGINIA
Department of Health

Marissa J. Levine, MD, MPH, FAAFP
State Health Commissioner

Gary R. Brown
Director

P. Scott Winston
Assistant Director

Office of Emergency Medical Services
1041 Technology Park Drive
Glen Allen, VA 23059-4500

1-800-523-6019 (VA only)
804-888-9100 (Main Office)
804-888-9120 (Training Office)
FAX: 804-371-3108

SOLE SOURCE CONTRACT

Contract Number: 517-16-101

This contract entered into this 1st day of December, 2015 by the Virginia Department of Health, Office of Emergency Medical Services hereinafter called the "Purchasing Agency" and the ImageTrend, Inc., 20855 Kensington Boulevard, Lakeville, MN 55044 hereinafter called the "Contractor".

WITNESSETH that the Contractor and the Purchasing Agency, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF CONTRACT: The Contractor shall provide the services to the Purchasing Agency as set forth in the Contract Documents.

PERIOD OF PERFORMANCE: From December 1, 2015 through June 30, 2018 (3 One-Year Renewals)

The contract documents shall consist of:

- 1. This signed form;
- 2. The attached purchasing description, which consists of:
 - a. The Scope of Work, and/or item description
 - b. The General Terms and Conditions
 - c. The Special Terms and Conditions all of which documents are incorporated herein.
 - d. Payment Schedule

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

CONTRACTOR

Michael J. M. Brady

 Signature

Michael J. M. Brady

 Print Name

President

 Title

12/03/2015

 Date

PURCHASING AGENCY

Marissa J. Levine

 Signature

Marissa J. Levine, M.D., MPH

 Print Name

Commissioner, Virginia Department of Health

 Title

12/10/2015

 Date

Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, &2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

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I. STATEMENT OF NEEDS:

A. Purpose:

The intent and purpose of this Contract is to establish an agreement between the Virginia Department of Health, Office of Emergency Medical Services (hereinafter referred as Purchasing Agency), an agency of the Commonwealth of Virginia, and the ImageTrend, Inc (hereinafter referred as Contractor) for consulting services to maintain, modify and customize existing Commercial-Off-The-Shelf Software (COTS). The ImageTrend application software product is a suite of modules designed to meet the needs of state, hospital, emergency medical services (EMS), and fire service organizations.

This COTS product provides a state EMS Registry, state Electronic Medical Record, state Trauma Registry, hospital Trauma Registry, Fire Services Electronic Reporting System and Fire Inspections, statewide hospital EMS record integration, a robust Data Analytic Tool, Emergency Preparedness Application, Patient Tracking Tool, Inventory Management, Vehicle Maintenance, Computer Aided Dispatch integration, Licensure and Inspections, and Human Resource Management tool.

B. Background:

This contract is being conducted on behalf of state and local government agencies, institutions and other public bodies, Virginia licensed EMS agencies, Fire Service agencies and, Virginia licensed hospitals that may purchase applicable ImageTrend software program modules during the period of the contract.

II. Scope of Services:

- A. This Master agreement (the "Agreement" or "Contract") specifies the contractual terms and conditions by which the Commonwealth of Virginia and Additional Users will acquire software ("Software" and "Software product") and services ("Services") as identified herein, from the Contractor.
- B. As used in this Agreement:
1. Contractor Software and Services shall be all items listed in Attachment 1 VDH/OEMS ImageTrend Pricing Schedule.
 2. "Software" and "Software product" shall include all related software materials and documentation, whether in machine-readable or printed form. "Services" are all technical services, which may include, but not be limited to: installation, warranty/maintenance support, programming, trouble-shooting, consulting and training.
 3. Authorized Users include state and local government agencies, institutions and other public bodies, Virginia licensed EMS agencies, Fire Service agencies and, Virginia licensed hospitals that may purchase applicable ImageTrend software program modules during the period of the contract.
- C. Attachment 1 VDH/OEMS ImageTrend Pricing Schedule, attached hereto and incorporated herein, identifies specific Software and Services descriptions and pricing associated with ImageTrend, Inc. provided for under this Agreement.
- D. All Software and Services shall be supplied in conformance with the terms and conditions of this Master Agreement, Attachment 2 – Statement of Work (SOW), Attachment 3 – Scope of Work and any duly executed Attachment, Order, or Schedule referencing this Agreement.
- E. Upon receipt of a valid Purchase Order through eVA or any other authorized ordering process from an authorized Additional Users, the Contractor shall commence work to install all Software and/or deliver Services as stipulated in the Purchase Order.

III. GENERAL TERMS AND CONDITIONS:

A. VENDORS MANUAL:

This contract is subject to the provisions of the Commonwealth of Virginia Vendors Manual and any changes or revisions thereto, which are hereby incorporated into this contract in their entirety. The procedure for filing contractual claims is in section 7.19 of the Vendors Manual. A copy of the manual is normally available for review at the purchasing office and is accessible on the Internet at www.eva.virginia.gov under "Vendors Manual" on the "Vendor" tab.

B. APPLICABLE LAWS AND COURTS:

This contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The agency and the Contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (Code of Virginia, §2.2-4366). ADR procedures are described in Chapter 9 of the Vendors Manual. The Contractor shall comply with all applicable federal, state and local laws, rules and regulations.

C. ANTI-DISCRIMINATION:

By signing this contract, the Contractor certifies to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and §2.2-4311 of the Virginia Public Procurement Act. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body (Code of Virginia, §2.2-4343.1E).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the Contractor agrees as follows:
 - a) The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b) The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
 - c) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
2. The Contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

D. ETHICS IN PUBLIC CONTRACTING:

By signing this contract, the Contractor certifies that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services

or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

E. IMMIGRATION REFORM AND CONTROL ACT OF 1986:

By entering into a written contract with the Commonwealth of Virginia, the Contractor certifies that the Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

F. DEBARMENT STATUS:

By participating in this procurement, the vendor certifies that they are not currently debarred by the Commonwealth of Virginia from submitting a response for the type of goods and/or services covered by this solicitation. Vendor further certifies that they are not debarred from filling any order or accepting any resulting order, or that they are an agent of any person or entity that is currently debarred by the Commonwealth of Virginia.

G. ANTITRUST:

By entering into a contract, the Contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.

H. PAYMENT:

1. To Prime Contractor:

- a) Invoices for items ordered, delivered and accepted shall be submitted by the Contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number, social security number (for individual Contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
- b) Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
- c) All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the Contractor at the contract price, regardless of which public agency is being billed.
- d) The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
- e) **Unreasonable Charges.** Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, Contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges, which appear to be unreasonable, will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the Contractor, in writing, as to those charges, which it considers unreasonable, and the basis for the determination. A Contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges, which are not in dispute (Code of Virginia, §2.2-4363).

2. To Subcontractors:

a) A Contractor awarded a contract under this solicitation is hereby obligated:

- (1) To pay the subcontractor(s) within seven (7) days of the Contractor's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
- (2) To notify the agency and the subcontractor(s), in writing, of the Contractor's intention to withhold payment and the reason.

b) The Contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the Contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier Contractor performing under the primary contract. A Contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.

3. Each prime Contractor who wins an award in which provision of a SWaM procurement plan is a condition to the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWaM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.

4. The Commonwealth of Virginia encourages contractors and subcontractors to accept electronic and credit card payments.

I. PRECEDENCE OF TERMS:

The following General Terms and Conditions: VENDORS MANUAL, APPLICABLE LAWS AND COURTS, ANTI-DISCRIMINATION, ETHICS IN PUBLIC CONTRACTING, IMMIGRATION REFORM AND CONTROL ACT OF 1986, DEBARMENT STATUS, ANTITRUST AND PAYMENT shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

J. QUALIFICATIONS OF CONTRACTOR:

The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the Contractor to perform the services and the Contractor shall furnish to the Commonwealth all such information and data for this purpose as may be requested.

K. TESTING AND INSPECTION:

The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.

L. ASSIGNMENT OF CONTRACT:

A contract shall not be assignable by the Contractor in whole or in part without the written consent of the Commonwealth.

M. CHANGES TO THE CONTRACT:

Changes can be made to the contract in any of the following ways:

- 1. The parties may agree in writing to modify the terms, conditions, or scope of the contract. Any additional goods or services to be provided shall be of a sort that is ancillary to the contract goods or services, or within the

same broad product or service categories as were included in the contract award. Any increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.

2. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt, unless the contractor intends to claim an adjustment to compensation, schedule, or other contractual impact that would be caused by complying with such notice, in which case the contractor shall, in writing, promptly notify the Purchasing Agency of the adjustment to be sought, and before proceeding to comply with the notice, shall await the Purchasing Agency's written decision affirming, modifying, or revoking the prior written notice. If the Purchasing Agency decides to issue a notice that requires an adjustment to compensation, the contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:

- a) By mutual agreement between the parties in writing; or
- b) By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the contractor's records and/or to determine the correct number of units independently; or
- c) By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia Vendors Manual. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.

N. **DEFAULT:**

In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies, which the Commonwealth may have.

O. **TAXES:**

Sales to the Commonwealth of Virginia are normally exempt from State sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request. Deliveries against this contract shall usually be free of Federal excise and transportation taxes. The Commonwealth's excise tax exemption registration number is 54-73-0076K.

P. **DRUG FREE WORKPLACE:**

During the performance of this contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees, (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance, marijuana or alcohol is prohibited in the Contractor's workplace and specifying the actions

that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a Contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance, marijuana or alcohol during the performance of the contract.

Q. NONDISCRIMINATION OF CONTRACTORS:

A Bidder, Offeror, or Contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

R. eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION:

The eVA Internet electronic procurement solution, website portal www.eVA.virginia.gov, streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution by completing the free eVA Vendor Registration. All bidders or offerors must register in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in the bid/proposal being rejected. Vendor transaction fees are determined by the date the original purchase order is issued and the current fees are as follows:

1. For orders issued July 1, 2014 and after, the Vendor Transaction Fee is:
 - a) DSBSD-certified Small Businesses: 1%, capped at \$500 per order.
 - b) Businesses that are not DSBSD-certified Small Businesses: 1%, capped at \$1,500 per order.
2. For orders issued prior to July 1, 2014 the vendor transaction fees can be found at www.eVA.virginia.gov.

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, approximately 30 days after the corresponding purchase order is issued and payable 30 days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes.

S. AVAILABILITY OF FUNDS:

It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

T. AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH:

A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law. Any business entity described above that enters into a contract with a public body pursuant to the Virginia Public Procurement Act shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. A public body may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

IV. SPECIAL TERMS AND CONDITIONS:

A. AUDIT:

The Contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.

B. CANCELLATION OF CONTRACT:

The Purchasing Agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

C. eVA BUSINESS-TO-GOVERNMENT CONTRACTS AND ORDERS:

It is anticipated that the contract will result in multiple purchase orders (i.e., one for each delivery requirement) with the eVA transaction fee specified below assessed for each order.

1. For orders issued July 1, 2011 thru December 31, 2013, the Vendor Transaction Fee is:
 - a) DSBSD-certified Small Businesses: 0.75%, capped at \$500 per order.
 - b) Businesses that are not DSBSD-certified Small Businesses: 0.75%, capped at \$1,500 per order.
2. For orders issued January 1, 2014, and after, the Vendor Transaction Fee is:
 - a) DSBSD-certified Small Businesses: 1%, capped at \$500 per order.
 - b) Businesses that are not DSBSD-certified Small Businesses: 1%, capped at \$1,500 per order.

The specified vendor transaction fee will be invoiced by the Commonwealth of Virginia Department of General Services, approximately 30 days after the corresponding purchase order is issued and payable 30 days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes.

The eVA Internet electronic procurement solution, website portal www.eva.virginia.gov, streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies.

Vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution and agree to comply with the following: If this solicitation is for a term contract, failure to provide an electronic catalog (price list) or index page catalog for items awarded will be just cause for the Commonwealth to reject your bid/offer or terminate this contract for default. The format of this electronic catalog shall conform to the eVA Catalog Interchange Format (CIF) Specification that can be accessed and downloaded from www.eVA.virginia.gov. Contractors should email Catalog or Index Page information to eVA-catalog-manager@dgs.virginia.gov.

D. PRIME CONTRACTOR RESPONSIBILITIES:

The Contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using their best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime Contractor. The Contractor agrees that he is as fully responsible for the acts and omissions of their subcontractors and of persons employed by them as he is for the acts and omissions of their own employees.

E. RENEWAL OF CONTRACT:

This contract may be renewed by the Commonwealth for 3 successive one year periods) under the terms and conditions of the original contract except as stated in 1. and 2. below. Price increases may be negotiated only at the

time of renewal. Written notice of the Commonwealth's intention to renew shall be given approximately 90 days prior to the expiration date of each contract period.

1. If the Commonwealth elects to exercise the option to renew the contract for an additional one-year period, the contract price(s) for the additional one year shall not exceed the contract price(s) of the original contract increased/decreased by more than the percentage increase/decrease of the **Services: Other Services** category of the **CPI-U** section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
2. If during any subsequent renewal periods, the Commonwealth elects to exercise the option to renew the contract, the contract price(s) for the subsequent renewal period shall not exceed the contract price(s) of the previous renewal period increased/decreased by more than the percentage increase/decrease of the **Services: Other Services** category of the **CPI-U** section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.

F. **ADDITIONAL USERS:**

This contract is being conducted on behalf of state and local government agencies, institutions and other public bodies, Virginia licensed EMS agencies, Fire Service agencies and, Virginia licensed hospitals that may purchase applicable ImageTrend software program modules during the period of the contract.

G. **CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION:**

The contractor assures that information and data obtained as to personal facts and circumstances related to patients or clients will be collected and held confidential, during and following the term of this agreement, and unless disclosure is required pursuant to court order, subpoena or other regulatory authority, will not be divulged without the individual's and the agency's written consent and only in accordance with federal law or the Code of Virginia. Contractors who utilize, access, or store personally identifiable information as part of the performance of a contract are required to safeguard this information and immediately notify the agency of any breach or suspected breach in the security of such information. Contractors shall allow the agency to both participate in the investigation of incidents and exercise control over decisions regarding external reporting. Contractors and their employees working on this project may be required to sign a confidentiality statement.

H. **CONTINUITY OF SERVICES:**

1. The Contractor recognizes that the services under this contract are vital to the Agency and must be continued without interruption and that, upon contract expiration, a successor, either the Agency or another contractor, may continue them. The Contractor agrees:
 - a) To exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor;
 - b) To make all Agency owned facilities, equipment, and data available to any successor at an appropriate time prior to the expiration of the contract to facilitate transition to successor; and
 - c) That the Agency Contracting Officer shall have final authority to resolve disputes related to the transition of the contract from the Contractor to its successor.
2. The Contractor shall, upon written notice from the Contract Officer, furnish phase-in/phase-out services for up to ninety (90) days after this contract expires and shall negotiate in good faith a plan with the successor to execute the phase-in/phase-out services. This plan shall be subject to the Contract Officer's approval.
3. The Contractor shall be reimbursed for all reasonable, pre-approved phase-in/phase-out costs (i.e., costs incurred within the agreed period after contract expiration that result from phase-in, phase-out operations) and a fee (profit) not to exceed a pro rata portion of the fee (profit) under this contract. All phase-in/phase-out work fees must be approved by the Contract Officer in writing prior to commencement of said work.

I. E-VERIFY PROGRAM:

EFFECTIVE 12/1/13. Pursuant to *Code of Virginia*, §2.2-4308.2., any employer with more than an average of 50 employees for the previous 12 months entering into a contract in excess of \$50,000 with any agency of the Commonwealth to perform work or provide services pursuant to such contract shall register and participate in the E-Verify program to verify information and work authorization of its newly hired employees performing work pursuant to such public contract. Any such employer who fails to comply with these provisions shall be debarred from contracting with any agency of the Commonwealth for a period up to one year. Such debarment shall cease upon the employer's registration and participation in the E-Verify program. If requested, the employer shall present a copy of their Maintain Company page from E-Verify to prove that they are enrolled in E-Verify.

V. SPECIAL TERMS AND CONDITIONS—Information Technology Goods & Services

A. CONFIDENTIALITY:

CONFIDENTIALITY (Commonwealth): The Commonwealth agrees that neither it nor its employees, representatives, or agents shall knowingly divulge any proprietary information with respect to the operation of the software, the technology embodied therein, or any other trade secret or proprietary information related thereto, except as specifically authorized by the contractor in writing or as required by the Freedom of Information Act or similar law. It shall be the contractor's responsibility to fully comply with § 2.2-4342F of the *Code of Virginia*. All trade secrets or proprietary information must be identified in writing or other tangible form and conspicuously labeled as "proprietary" either prior to or at the time of submission to the Commonwealth.

CONFIDENTIALITY (Contractor): The contractor assures that information and data obtained as to personal facts and circumstances related to patients or clients will be collected and held confidential, during and following the term of this agreement, and will not be divulged without the individual's and the agency's written consent. Any information to be disclosed, except to the agency, must be in summary, statistical, or other form which does not identify particular individuals. Contractors and their employees working on this project will be required to sign the Confidentiality statement in this solicitation.

B. DEFINITIONS:

DEFINITION - EQUIPMENT: As used herein, the terms equipment, product, or system shall include hardware and software (when applicable) and any materials or supporting documentation. Such documentation may include but is not limited to: users' guides, operations manuals with part lists, copies of all applicable warranties, and any other pertinent information necessary for the proper operation and maintenance of the equipment being acquired.

DEFINITION - SOFTWARE: As used herein, the terms software, product, or software products shall include all related materials and documentation whether in machine readable or printed form.

C. EXCESSIVE DOWNTIME:

Equipment or software furnished under the contract shall be capable of continuous operation. Should the equipment or software become inoperable for a period of more than 24 hours, the contractor agrees to pro-rate maintenance charges to account for each full day of interoperability. The period of in operability shall commence upon initial notification. In the event the equipment or software remains inoperable for more than 1 consecutive calendar days, the contractor shall promptly replace the equipment or software at no charge upon request of the procuring agency. Such replacement shall be with new, unused product(s) of comparable quality, and must be installed and operational within 3 days following the request for replacement.

D. OWNERSHIP OF INTELLECTUAL PROPERTY:

All copyright and patent rights to all data created, stored, or otherwise produced within the Software system that is the subject of the performance of this contract shall become the sole property of the Commonwealth. On request, the contractor shall promptly provide an acknowledgment or assignment in a tangible form satisfactory to the Commonwealth to evidence the Commonwealth's sole ownership of all raw data, any reports created or stored or any subset of the data stored in other ways or developed in the performance of the contract.

E. QUALIFIED REPAIR PERSONNEL:

All warranty or maintenance services to be performed on the items specified in this solicitation as well as any associated hardware or software shall be performed by qualified technicians properly authorized by the manufacturer to perform such services. The Commonwealth reserves the right to require proof of certification prior to award and at any time during the term of the contract.

F. SERVICE PERIOD (EXTENDED):

Due to the criticality of the applications for which the equipment and/or software is purchased, the contractor shall provide 24 hours a day, 7 days a week, application support, including state holidays. This level of support will be confined to system outages, poor server performance affecting the ePCR, CAD, and billing functions of the application, and data breaches. A telephone number or on-call paging system shall be available and a live response made within 30 minutes. All necessary repairs or corrections shall be completed within four hours of the initial notification.

G. SOFTWARE UPGRADES:

The Commonwealth shall be entitled to any and all upgraded versions of the software covered in the contract that becomes available from the contractor. The maximum charge for upgrade shall not exceed the total difference between the cost of the Commonwealth's current version and the price the contractor sells or licenses the upgraded software under similar circumstances.

H. SOFTWARE DISPOSITION:

Unless otherwise instructed by the contractor, the Commonwealth shall render unusable all copies of software acquired under the contract within thirty (30) days of termination of its license, except that the Commonwealth does reserve the right to retain one copy of the software for archival purposes when appropriate.

I. SOURCE CODE:

In the event the contractor ceases to be solvent or admits in writing contractor's inability to pay debts as they mature; or if contractor petitions for bankruptcy (or under similar receivership statute), or if contractor otherwise ceases to do business as an ongoing concern, the Commonwealth shall be entitled to have, use, and duplicate for its own use, a copy of the source code and associated documentation for the software products covered by the contract. Until such time as a complete copy of such material is provided, the Commonwealth shall have exclusive right to possess all physical embodiments of such contractor owned materials. The rights of the Commonwealth in this respect shall survive for a period of twenty (20) years after the expiration or termination of the contract. All lease and royalty fees necessary to support this right are included in the initial license fee as contained in the pricing schedule.

J. WARRANTY AGAINST SHUTDOWN DEVICES:

The contractor warrants that the equipment and software provided under the contract shall not contain any lock, counter, CPU reference, virus, worm, or other device capable of halting operations or erasing or altering data or programs. Contractor further warrants that neither it, nor its agents, employees, or subcontractors shall insert any shutdown device following delivery of the equipment and software.

VI. METHOD OF PAYMENT:

The Contractor agrees to provide the services specified herein and will be paid as defined in Section V. Pricing Schedule. Payments will be made in accordance with the Prompt Payment Act of Virginia.

Invoices for orders placed by the VDH Office of EMS shall be submitted electronically to:

Office of Emergency Medical Services
Virginia Department of Health
Attention: Paul Sharpe, Contract Administrator
1041 Technology Park Drive
Glen Allen, VA 23059-4500

All invoices from the Contractor shall identify, at a minimum, the following:

Contract Number: 517-16-101
 eVA Purchase Order #:
 Invoice Date:
 Invoice Number:
 Description of Service:
 Cost per Pricing Schedule (attachment 1):

Invoices for orders placed by **Additional Users** shall be submitted to meet their requirements as mutually agreed upon.

VII. PRICING SCHEDULE:

The Contractor will charge a fee described in the attached pricing schedule. The fee includes all services described in the scope of work and is broken down as shown. The Contractor will produce invoices to initiate these payments in a timely manner as requested by the Purchasing Agency.

Attachment 1: VDH/OEMS ImageTrend Pricing Schedule Contract # 601-517-16-101

Attachment 1: VDH/OEMS ImageTrend Pricing Schedule Contract # 517-16-101**PRICING SCHEDULE A:**

Available to the Virginia Department of Health – Office of EMS		
Description	Price	Rate
State Bridge or Elite EMS		
ImageTrend Elite EMS Upgrade	Included	
ImageTrend Elite EMS Upgrade Implementation Package	Included	
<i>State System: Project management hours include 12 hours with an implementation staff member</i>	Included	
EMS Elite/State Bridge Annual Support (EMS Repository) to include data mart accessible by ODBC connection for use with other statistical software.	\$19,200.00	Annual Fee
ImageTrend Elite Field: EMS Upgrade		
<i>** Please refer to attached ImageTrend Elite Product Upgrade Software Licensing Agreement for NEMSIS Conversion Plan for further detail on included items.</i>	**Included	
EMS Elite Field/Field Bridge (ePCR) Annual Support	\$16,000.00	Annual Fee
Visual Informatics - EMS Cube (ad-hoc & all cube & mapping features)	\$7,680.00	Annual Fee
Annual Fee for Comparative Analysis Reports & key performance indicators via the EMS Compass	\$4,850.00	Annual Fee
NEMSIS Extract (Billing Module) Annual Support	\$800.00	Annual Fee
CAD API Annual Support	\$1,600.00	Annual Fee
Vehicle Maintenance Module		
Vehicle Maintenance Module Annual Fees	\$4,000.00	Annual Fee
Hospital HUB (replaces Hospital Dashboard)		
Hospital HUB Setup and Access for State Systems (Resource Bridge module)	\$30,000.00	One-Time
<i>Note: Includes unlimited number of hospital accounts within the Commonwealth of Virginia</i>		
Hospital HUB Annual Support	\$6,000.00	Annual Fee
Hospital HUB Annual Support (if Hosted at ImageTrend's Facilities)	\$4,800.00	Annual Fee
Patient Registry (Trauma)		
Patient Registry Annual Support	\$19,200.00	Annual Fee
Patient Registry Visual Informatics (ad-hoc & all cube features)	\$960.00	Annual Fee
License Management		
EMS License Management Software License Purchase	\$60,000.00	One-Time
EMS License Management Annual Support	\$18,000.00	Annual Fee
EMS Licensure Off-line Inspections License Purchase		
Licensure Off-line Inspection Annual Support	\$6,000.00	Annual Fee
EMS License Management Annual Hosting (if hosted at ImageTrend's facilities)	\$12,000.00	Annual Fee
National Registry Integration		
National Registry Integration Annual Support	\$5,000.00	One-Time
	\$1,500.00	Annual Fee
Installation of Client Servers (Install on Client Operated Server via VPN)		
EMS Licensure Management Implementation Services: Includes project management, initial system setup and 10 hours of webinar training for system administrators	\$0.00	One-Time

Continued Pricing Schedule A:		
Available to the Virginia Department of Health – Office of EMS		
Description	Price	Rate
Standard Data Migration (Client to Populate Workbook.)	\$0.00	One-Time
Webinar Meetings and Training (40 hours) based on ImageTrend's standard rate at \$125/hr)	\$5,000.00	One-Time
Training Sessions (Onsite)	\$1,000.00	Per Day
Travel for onsite training	\$1,500.00	Per Trainer
Webinar Training Sessions	\$125.00	Per Hour
Implementation and Consulting Services	\$125.00	Per Hour
Out of Scope Enhancements	\$125.00	Per Hour

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PRICING SCHEDULE B:

Available for Purchase by the Commonwealth of Virginia (Other State and Local Governments), Virginia agencies (EMS, Fire and other emergency agencies) and hospitals.

Description	Price	Rate
EMS & Fire Modules		
Elite EMS/State Bridge Setup Fee	\$5,000.00	One-Time
Service Bridge Software as a Service (Saas) Annual	\$1.25	Per Call
Service Bridge plus NFIRS Tab Setup Fee	\$6,000.00	One-Time
Service Bridge plus NFIRS Tab SaaS Annual Fee	\$1.75	Per Call
Rescue Bridge Complete Setup	\$7,000.00	One-Time
Rescue Bridge Complete SaaS Annual Fee	\$2.25	Per Call
Rescue Bridge Complete plus Mobile Fire Inspections Setup Fee	\$7,000.00	One-Time
Rescue Bridge Complete plus Mobile Fire Inspections Setup Fee SaaS Annual Fee	\$2.75	Per Call
Training Sessions (Onsite)	\$1,000.00	Per Day
Travel for Onsite Training	\$1,500.00	Per Trainer
Webinar Training Sessions	\$125.00	Per Hour
Out of Scope Enhancements and service integrations for billing and CAD.	\$125.00	Per Hour
Integration Services	\$125.00	Per Hour
Resource Bridge		
Resource Bridge	\$20,000.00	One-Time
<i>Includes Bed Tracking, Diversion Status, Regional Status</i>		
Resource Bridge Annual Support	\$12,800.00	Per Year
Patient Tracking		
Patient Tracking Module (web module)	\$18,750.00	One-Time
Patient Tracking Annual Support	\$12,000.00	Per Year
Patient Tracking Statewide Mobile (Android)* Note: Patient Tracking Statewide Mobile to replace the previously purchased Command Center Module included in the original Resource Bridge pricing. Requires final payment of the Resource Bridge License prior system use.	\$0.00	One-Time
Patient Tracking Mobile Annual Support	Included	Per Year
Resource Bridge Planning and Kickoff Meetings	\$5,000.00	One-Time
Resource Bridge Training (2days and 1 trainer)	\$5,000.00	One-Time
Resource Bridge Legacy Data Conversion (Est. \$15,000) - Requires SOW to be billed at \$125/hour	\$125.00	Per Hour
Resource Bridge Allowance for Customization and State Specific Requests \$18,750 Allowance (150 hours @ \$125/hour); Requires separate SOW for customization.	\$125.00	Per Hour
Procurement Module		
Procurement Annual Support	\$10,000.00	Per Year

Continued Pricing Schedule B:		
For Purchase by the Commonwealth of Virginia (Other State and Local Governments), Virginia agencies (EMS, Fire and other emergency agencies) and hospitals.		
Description	Price	Rate
Inventory Module for Resource Bridge	\$25,000.00	One-Time
Inventory for Resource Bridge Annual Support	\$5,000.00	Per Year
Alert Manger Module	\$15,000.00	One-Time
Alert Manager Annual Support	\$3,000.00	Per Year
Fatality Tracking Module	\$50,000.00	One-Time
Fatality Tracking Module Annual Support	\$10,000.00	Per Year
License Management		
EMS License Management Software License Purchase	\$60,000.00	One-Time
EMS License Management Annual Support	\$18,000.00	Per Year
EMS Licensure Offline Inspections License Purchase	\$20,000.00	One-Time
Licensure Offline Inspection Annual Support	\$6,000.00	Per Year
EMS License Management Annual Hosting (if hosted at ImageTrend's facilities)	\$12,000.00	Per Year
National Registry Integration	\$5,000.00	One-Time
National Registry Integration Annual Support	\$1,500.00	Per Year
Payment Gateway (Client Selected) Integration	\$5,000.00	One-Time
Payment Gateway (Client Selected) Integration and Annual Support	\$1,500.00	Per Year
Installation of Client Servers (Install on Client Operated Server via VPN)	\$5,000.00	One-Time
EMS Licensure Management Implementation Services: Includes project management, initial system setup and 10 hours of webinar training for system administrators.	\$0.00	One-Time
Standard Data Migration (Client to Populate Workbook.)	\$0.00	One-Time
Webinar Meetings and Training (40 hours) based on ImageTrend's standard rate at \$125/hr.)	\$5,000.00	One-Time
Training Sessions (Onsite)	\$1,000.00	Per Day
Travel for onsite training	\$1,500.00	Per Trainer
Webinar Training Sessions	\$125.00	Per Hour
Implementation and Consulting Services	\$125.00	Per Hour
Out of Scope Enhancements	\$125.00	Per Hour

Continued Pricing Schedule B:
For Purchase by the Commonwealth of Virginia (Other State and Local Governments), Virginia agencies (EMS, Fire and other emergency agencies) and hospitals.

Hospitals and Health Information Exchanges (HIE)		
<p>ePCR Export to HIE or electronic medical record systems (EMR)</p> <ul style="list-style-type: none"> • 0-4,999 annual incidents \$3,000 setup (per connection) • 5,000-9,999 annual incidents \$3,000 setup (per connection) • 10,000-24,999 annual incidents \$3,500 setup (per connection) • 25,000 or more annual incidents – contact ImageTrend for pricing (per connection). <p>Choice of one of the following data file export formats:</p> <ul style="list-style-type: none"> • HL7 • PDF • NEMSIS v3 Data • CCD File • EKG strips • NISE XML Data 	N/A	One_time
<p>ePCR Export to HIE or electronic medical record systems (EMR)</p> <ul style="list-style-type: none"> • 0-4,999 annual incidents \$1,050 annual support and hosting (per connection) • 5,000-9,999 annual incidents \$1,050 annual support and hosting (per connection) • 10,000-24,999 annual incidents \$1,225 annual support and hosting (per connection) • 25,000 or more annual incidents – contact ImageTrend for pricing (per connection). 	N/A	Annual
<p>ImageTrend Health Information Hub Setup Includes ePCR export from ImageTrend/VPHIB to single point of delivery.</p> <p>ePCR Export to HIE or electronic medical record systems (EMR)</p> <ul style="list-style-type: none"> • 0-4,999 annual incidents \$7,000 setup. • 5,000-9,999 annual incidents \$10,000 setup. • 10,000-24,999 annual incidents \$15,000 setup. • 25,000 or more annual incidents – contact ImageTrend for pricing. 	N/A	One-Time
<p>ImageTrend Health Information Hub Setup Annual Support and Hosting</p> <ul style="list-style-type: none"> • 0-4,999 annual incidents \$2,450 setup. • 5,000-9,999 annual incidents \$3,500 setup. • 10,000-24,999 annual incidents \$5,250 setup. • 25,000 or more annual incidents – contact ImageTrend for pricing. 	N/A	Annual

Continued Pricing Schedule B:		
For Purchase by the Commonwealth of Virginia (Other State and Local Governments), Virginia agencies (EMS, Fire and other emergency agencies) and hospitals.		
Outcome/Billing Data Import from HIE or EMR <ul style="list-style-type: none"> 0-4,999 annual incidents \$3,000 setup (per connection) 5,000-9,999 annual incidents \$3,000 setup (per connection) 10,000-24,999 annual incidents \$3,500 setup (per connection) 25,000 or more annual incidents – contact ImageTrend for pricing (per connection). 	N/A	One-Time
Outcome/Billing Data Import from HIE or EMR Annual Support and Hosting <ul style="list-style-type: none"> 0-4,999 annual incidents \$1,050 annual support and hosting (per connection) 5,000-9,999 annual incidents \$1,050 annual support and hosting (per connection) 10,000-24,999 annual incidents \$1,225 annual support and hosting (per connection) 25,000 or more annual incidents – contact ImageTrend for pricing (per connection). 	N/A	One-Time
Health Information Hub Out-of-Scope	\$125.00	Per Hour
ImageTrend Patient Registry Setup and Project Management Includes: <ul style="list-style-type: none"> Trauma Category, TQIP, and Performance Improvement. ICD-9 and ICD-10 Codes Report Writer (Transactional) Visual Informatics (Dashboard KPI's – Trauma Cube) EMS Lookup, EMS electronic medical record integration with State. <p>Level III Trauma Centers – Up to 500 incidents per year \$7,500 (setup.)</p> <p>Level I and II Trauma Centers – Up to 1,500 incidents per year \$15,000 (setup.)</p>	N/A	One-Time
Patient Registry Annual Software-as-a-Service (SaaS) Fee <p>Level III Trauma Centers – Up to 500 incidents per year \$3,000 annual SaaS Fee.</p> <p>Level I and II Trauma Centers – Up to 1,500 incidents per year \$7,500 annual SaaS Fee.</p>	N/A	Annual
Data Migration (requires statement-of-work to finalize data elements in-scope.)	\$2,500	One-Time
Onsite Project Kickoff and Travel (M-F 1 day)	\$2,500	One-Time

**ATTACHMENT 2
 STATEMENT OF WORK
 TO
 CONTRACT # 601-517-16-101
 BETWEEN
 THE <INSERT NAME OF AUTHORIZED USER>
 AND
 IMAGETREND INC.**

Attachment 2 is hereby incorporated into and made an integral part of CONTRACT # 601-517-16-101. In the event of any discrepancy between this Attachment 2 and Contract # 601-517-16-101, the provisions of Contract # 601-517-16-101 shall control.

A completed Statement of Work (SOW) from the Contractor to the requesting Authorized User is required to accompany any Request from an Authorized User to process a Contract Order. This format may be modified as mutually agreed upon to meet the needs of the Authorized User and ImageTrend, Inc.

1. Effective Date of this SOW: *This SOW is effective as of <INSERT DATE>*
2. Authorized User: <INSERT NAME OF AUTHORIZED USER>
3. Authorized User Contact Info: <<*Insert all address and other contact information of the public body*>>
4. Ship To/Bill To Addresses: <<*Insert relevant information to appear on the eVA Order or the organizations Purchase Order to correctly bill information*>>
5. Project Description: <<*Insert a name and description for project, goals, etc.*>>
6. Scope of Work:
 - a. Number of licenses by type:
 - b. Services required:
 - c. License Document templates needed:
 - d. Custom report needs (other than packaged reports):
 - e. Data conversion requirements:
 - f. Training Plan and number & type of users:
7. Timelines:
8. Deliverables:
9. Project Milestones (if applicable):

- 10. Acceptance and Testing Criteria:
- 11. Controls and Guidelines:
- 12. Scheduled Work Hours:
- 13. Travel Required / Primary Work Place:
- 14. Cost of Software/Services:
- 15. Other:
- 16. Background Info of the Authorized User (systems, equipment, etc):
- 17. Facility, equipment, etc., to be provided by Authorized User:

COORDINATED BY:

ImageTrend Inc.	<Insert Name Of Authorized User>
BY:	BY:
NAME:	NAME:
TITLE:	TITLE:
DATE:	DATE:

Attachment 3: Scope of Work

The Scope of Work establishes the functionality requirements that shall be met by the Contractor,

No.	Scope of Work	Category
A	Business Items	
A.1	The contractor agrees that this contract is for a prehospital data collection system/EMS data repository, a client level electronic medical record system for EMS, a trauma registry, a licensure and inspection system, with robust reporting tools for each system generically and not product name specific. The replacement of one repository and reporting product for another by the contractor shall be considered the same product for the purposes of this contract.	Business
A.2	<p>The application must be easily and inexpensively deployable to all Virginia Licensed EMS agencies. The state EMS data repository (currently Elite EMS), client level field electronic patient care reporting product (currently Elite Field), and EMS data reporting tool with analytics (currently Report Writer) shall be available for use by all Virginia licensed EMS agencies at no additional costs to the state or EMS agencies.</p> <p>The product utilized by hospitals to retrieve patient care reports for patients transported by EMS to their facility shall be available for use by all hospitals that receive Virginia EMS patients on a routine basis at no additional cost to the state, Virginia Licensed EMS agencies, hospitals, or third party EMS software vendors in use by Virginia licensed EMS agencies to comply with state laws and regulations related to EMS data submission.</p>	Business
A.3	To ensure cost efficiency of ownership and connectivity throughout the State of Virginia, and to minimize the risk of potential failure due to the network's configuration, the system must not be based on proprietary technology.	Business
A.4	The contractor accepts the statutorily mandated provisions at the following URL, including the contractual claims provision §2.2-4363 of the <i>Code of Virginia</i> : http://vdhweb/purchase/purchasingguidelines.asp	Business
A.5	Left blank intentionally.	
A.6	The contractor will implement, and turn over to the OEMS, a fully functional Pre-hospital data collection and reporting system, a hospital registry for trauma, and a licensure and inspection product in accordance with the provisions and requirements set forth in this and subsequent documents. The contractor will ensure that by the turnover phase of the contract, the Pre-hospital data collection and reporting system will meet all functional and performance standards established by the OEMS.	Business

A.7	The system must be a commercial off-the-shelf (COTS) product that uniquely integrates all of the underlying functionality to minimize development and customization considerations.	Business
A.8	The COTS product must be able to be customized by state system administrators.	Business
A.9	The contractor must provide a one (1) year warranty on the final application, and be willing to correct problems in a timely manner, with unmodified code/components at no cost to the OEMS. The contractor will need to certify at what point they now consider the application as being the final product.	Business
A.10	An implementation plan must be provided for installation, testing, and implementation for any new product or major revision upon request of the OEMS.	Business
A.11	Maintenance support should include new versions, replacement applications, upgrades, security updates, and patches that are issued during the term of the contract.	Business
A.12	A term of this contract requires that the contractor will maintain "certification/compliance" with the current version of the full NEMESIS data standard. At the time of this writing the required NEMESIS compliance levels includes Receive & Process State Compliant Software and Collect Data Agency Compliant Software. The contractor agrees it will make all transition timelines established by the NEMESIS TAC. The application shall be capable of meeting NEMESIS compliance at all times and not solely during initial testing.	Business
A.13	To ensure cost efficiency of ownership and connectivity throughout the Commonwealth of Virginia, and to minimize the risk of potential failure due to the network's configuration, the system must not be based on proprietary technology.	Business
A.14	The contractor must make available the technical information needed for other programs to be able to "map" their data to the state database (i.e. CSV to XML etc.),	Business
A.15	The contractor must make available the service and cost of perform mapping for other programs.	Business
A.16	The contractor must provide resources or participate in any needed implementation planning that includes how the application will be installed, testing, and implementation on both the database level and by end users statewide. The implementation plan will detail what the scope of work for implementation for the contractor and the OEMS.	Business
A.17	The contractor must be capable and upon request provide a training plan detailing how education will be provided to the statewide users. The training plan will detail what the scope of work will be for the contractor and the OEMS to train all levels of users.	Business

B	Data Base Items	
B.1	The contractor will be responsible from maintaining the application on Commonwealth owned servers.	Database
B.2	The system must have the ability to operate on both production servers and querying servers in order to minimize server slow down during peak usage times.	Database
B.3	The products used to fulfill the requirements herein shall be capable operating on state provided servers, utilize Microsoft Server and Microsoft SQL for their operating systems.	Database
B.4	It is the intention of the OEMS to house the ImageTrend application on SQL server(s).	Database
B.5	The contractor shall notify the OEMS in writing of the need for updated server software no less than six months in advance. Twelve months is preferred.	Database
B.6	The application must have the ability to quickly, easily, and securely send data to a central EMS database for collection and reporting in a real time capacity.	Database
B.7	The contractor understanding the Commonwealth is the owner of the database will provide system administrator access to the application, such as Report Writer and others upon request.	Database
B.8	The Web-based application must provide a relational database connectivity that will allow for robust analysis of data including predetermined reports, but also allow for detailed statistical analysis and querying of data for future or novel areas of interest which would support EMS in improving the delivery of pre-hospital care, improved funding, or resources allocation:	Database
B.8.1	Basic data transactions and queries that can be handled by most relational database management systems (RDBMS),	Database
B.8.2	Multidimensional queries for data analysis and complex reporting over multiyear periods.	Database
B.9	State EMS, field EMS, trauma registry, licensure/certification, and inspections products will be implemented and maintained with the most current cross-database synchronization features available.	Database
B.11	It is the intent of the state to synchronize EMS provider certification and education data from its primary Oracle database. The state will select existing training elements to be synchronized with the ImageTrend product via web services.	Database

B.12	<p>The contractor shall provide the OEMS with a list of all tables and their data elements and values for all tables installed on state servers to include service tables, user account tables etc. with the application. This list shall include all tables, elements, and values with the database and not limited to the NEMESIS elements. This includes all products/modules purchased.</p> <p>This requirement shall be met upon execution of the contract between the contractor and the OEMS annually.</p>	Database
C	Electronic Patient Care Report	
C.1	The contractor shall provide an electronic patient care-reporting tool (i.e. Field Bridge, Elite Field) that includes functionality to print patient care documentation to provide to the receiving hospital at the time of transfer of care. This shall be accomplished by the client level product having the ability to print on an agency portable printer or printers provided by the receiving facility.	ePCR
C.2	The system shall allow for multiple methods of incident reporting within the same incident. Such as point and click, pull down menus, and narratives.	ePCR
C.3	The ePCR package must be able to be hosted on multiple mobile devices, including but not limited to PC's, and tablets.	ePCR
C.4	The ePCR package shall provide anatomical diagrams for documenting patient care.	ePCR
C.5	ePCR shall have the ability to have a paperless patient care reporting program.	ePCR
C.6	The ePCR module shall have the ability to submit data to the state database directly.	ePCR
C.7	The ePCR modules shall contain an integrated method of communication between system administrators and end users within Virginia.	ePCR
C.8	The application must be easily navigated, such that a certified paramedic can complete a Patient Care Report, including Advanced Life Support documentation, within a twenty (20) - minute time limit.	ePCR
C.9	ePCR package must include touchscreen technology, handwriting recognition, and signature feature.	ePCR
C.10	ePCR package must have a GUI that is customizable, at minimum to the individual agency level, to allow the program to follow the natural progression of EMS incidents.	ePCR

C.11	<p>The contractor shall provide the functionality and environment where all records submitted to the Virginia EMS data system are available via an internet-based product where hospital can access the ePCR of patients brought to their hospital (i.e. Hospital Dashboard, Hospital HUB.)</p> <p>This environment must be capable of receiving, processing, and making the record available in real-time. This product must be available for use by all Virginia EMS agencies and all Virginia hospitals/facilities that provide emergency care and would receive Virginia EMS patients at no additional cost to agencies or hospitals. The cost of this functionality shall be a set cost for unlimited use by the state, its EMS agencies, and hospitals.</p>	Hospital
C.12	<p>The hospital environment shall have a means of hospital staff to flag an EMS incident for quality assurance review and this flag should be accessible within the reporting repository tool (i.e. Hospital Dashboard/Hospital HUB) by 6/30/2016.</p> <p>This can be as simple as a single outcome data element that can be used by hospital staffs to signify that the case was of concern. For example the element label could be Response Feedback or Quality Concern, it be a multi-select with limited values including: Crew to be commended for quality care, concerns with medication, concerns with procedure performed, patient safety concern, misdiagnosed.</p>	Hospital
D	General Application(s) Functionality	
D.1	The contractor will provide a fully functional administration tool for the application that allows the OEMS to manage/maintain the application for the statewide EMS community.	Features
D.2	The administration tool must include the capability to activate/inactivate (required/nullable) all data elements that are deemed actively available from all NEMSIS active data dictionary(ies.)	Features
D.3	The application must use and maintain the most current version(s) of the NHTSA EMS data standard and its specific definitions/variables.	Features
D.4	The application must use and maintain the most current version(s) of the NHTSA Demographic Dataset to allow data to be aggregated at the state and national level.	Features
D.5	The application must use the most current version of the NHTSA XSD standard to send and receive data.	Features
D.6	The application shall have the ability to allow the system administrator to generate a State Data Set comparable to the NEMSIS v3 State Data Set Builder.	Features
D.7	The application must include the entire current NEMSIS / NHTSA data set.	Features
D.8	The application must be able to utilize the entire current NHTSA NEMSIS XML structure.	Features

D.9	The application must support an additional ten user definable data elements as seen necessary by the OEMS or EMS agencies (user ID, password, CardCode, etc.).	Features
D.10	The application must provide a user friendly and easily navigated Graphic User Interface.	Features
D.11	The application must be accessible by any authorized user via the Internet. It shall be able to be accessed by average EMS users.	Features
D.12	The application shall operate efficiently with all levels and types of Internet connections from dial up to broadband.	Features
D.13	The application page loads/screen re-draws must be rapid. The program must be optimized to allow for fast page loading the contractor should document their ability to manage Virginia's volume across various internet access speeds as they would want to be noted in the final contract.	Features
D.14	The application must have the ability to quickly, easily, and securely send data to a central EMS database for collection and reporting in a real time capacity.	Features
D.15	The application should be scalable and have a standard that can be expanded to encompass future data systems.	Features
D.16	The contractor will provide/develop a web-based user interface/application, it must meet the following requirements:	Features
D.16.1	The application(s) must be compatible with multiple web browsers, including but not limited to, MS Internet Explorer, Mozilla's Firefox, and Chrome.	Features
D.16.2	GUI pages will contain minimal JavaScript,	Features
D.16.3	GUI Pages must be developed utilizing CSS.	Features
D.17	The application must have the ability to import and export data from other data collection systems if those applications utilize the technical standard of the current NEMESIS XML and XSD.	Features
D.18	The application must be able to handle multiple users at one time with no record locking. The contractor should document their ability to manage Virginia's volume across various internet access speeds as they would want to be noted in the final contract. The contractor should also state what hardware requirements it has to achieve this and other objectives.	Features
D.19	Contains an integrated method of communication between system administrators and end users within Virginia.	Features
D.20	Does the system log a non-received message in the real time records management system as unable to pass the message data to the substitute?	Features
D.21	Does the system allow Real Time, on screen monitoring of all details of an ongoing message broadcast. D.21 - D.24 can all be addressed by using existing "Inbox mail."	Features
D.22	(a) Overview of current call out by groups and individuals.	Features

D.23	(b) Details of current call out by groups and individual.	Features
D.24	(c) Summary of individuals who have not responded.	Features
D.25	The application must have a means to store and enter current population data for use with all health related reporting tools.	Features
D.26	EMS incident address data shall be geocoded using backend processes on a time schedule of not greater than every 24 hours.	Features
D.27	The application must have a certification dashboard / training features that allow EMS agencies to track provider certifications, and other required educational program, track continuing medical education, schedule and manage educational classes, and be alerted to expiring certifications and deficient educational requirements.	Features
D.28	The application must have QA/QI/PI functionalities that interact with individual EMS patient care records and allow for communication between administrators, medical directors, and EMS providers. These features shall allow for the documentation of pertinent information, actions taken, and loop closure.	Features
D.29	The application must continue to provide a means of scheduling training events.	Features
D.30	The application must have a dispatch interface that will enable EMS agencies to procure and utilize the ImageTrend CAD Module so it can be used in concert with the state provided program.	Features
D.31	The application must have equipment inventory capabilities interface that will enable EMS agencies to procure and utilize the ImageTrend Inventory Module so it can be used in concert with the state provided program.	Features
D.32	The application must have vehicle maintenance capabilities that will enable EMS agencies to procure and utilize the ImageTrend Vehicle Maintenance Module so it can be used in concert with the state provided program.	Features
D.33	The application must have a knowledgebase for posting of state and agency level references.	Features
D.34	The contractor will provide a robust set a features that allows state level management of agency, EMS provider, EMS medical director, and vehicle licensure from initial entry into training, application, maintenance, voluntary and involuntary license/certification.	Features
D.35	The licensure/certification functions will contain a comprehensive dataset for managing agency licenses, provider certifications, medical directors, and vehicle permits.	Features
D.36	The licensure/certification functions will be capable of developing services areas.	Features
D.37	The licensure/certification functions should be capable of generating and sending internal and external correspondents.	Features

D.38	The licensure/certification functions for EMS agencies will be robust in order to manage EMS agency licensing to include, but not be limited to, application, licensing, inspecting, and investigating EMS agencies.	Features
D.39	The licensure/certification functions for EMS providers will be robust in order to manage EMS provider certifications to include, but not be limited to, application, certifying, monitoring educational requirements, and investigating EMS providers.	Features
D.40	The licensure/certification functions for EMS medical directors, providers will be robust in order to manage EMS medical directors' certifications to include, but not be limited to, application, certifying, monitoring educational requirements, and investigating EMS medical directors.	Features
D.41	The licensure/certification functions for vehicles will be robust in order to manage EMS vehicle permits to include, but not be limited to, application, permitting, inspecting, and investigating EMS vehicles.	Features
D.42	The licensure/certification functions must be a robust customizable/state staff managed workflow product.	Features
D.43	The licensure/certification functions must contain the ability for state staff to design multiple user roles/permissions.	Features
D.44	The licensure/certification functions must have a method of alerting individual users when the workflow indicates an action is needed by the user or users based on individual accounts or roles.	Features
D.45	The licensure/certification functions must include a "dashboard" or similar interface to allow administrative staffs to monitor the status of processes system-wide.	Features
D.46	The licensure/certification functions must have the ability to inspect and manage the investigation of non-provider, agency, or vehicle entities that do not hold a license, certification, or permit. For example regional non-profit agency, grantees, educators, persons not yet certified, etc.	Features
D.47	The licensure/certification functions should have a customizable public portal. The content available to the public shall be able to be managed by state staffs based on permissions.	Features
D.48	The licensure/certification functions shall have the capability to add and run scheduled tasks. There should exist the ability to view the history of a task.	Features
E	Reporting	
E.1	The application must be able to quickly, easily, and securely access and appropriately display previously stored data from the central EMS database in a real-time capacity.	Reporting
E.2	Allows for dynamic and customized analysis without additional programming (flexibility in analysis).	Reporting

E.3	The system shall allow for the development of new canned reports in-house without having to contact the vendor.	Reporting
E.4	The application must provide community epidemiology reporting (details and levels to be provided by the OEMS).	Reporting
E.5	The application shall allow approved users to generate statistical information using a transactional (ad-hoc) reporting tool for EMS data through an Internet-based query tool. The OEMS shall be able to determine user levels for this query tool without the need for additional programming.	Reporting
E.6	The application shall allow approved users to generate statistical information using an analytical tabular and analytical data cube through an internet-based query tool. The OEMS shall be able to determine user levels for this query tool without the need for additional programming.	Reporting
E.7	Data warehouse/Data Mart functionality will be provided at a time the product has been created.	Database
E.8	The application shall allow approved users to generate statistical information utilizing a mapping report supported by backend nightly geocoding of EMS incident address information.	Reporting
E.9	Performance Improvement feature that can satisfy the Virginia EMS regulatory need for QA and allow an agency to have the capability of designing and redesigning their own QA/PI projects.	Reporting
E.10	The system must be capable of scheduling and sending developed reports to end users from within the system.	Reporting
E.11	The system shall allow for data to be exported to an outside analysis tool (.i.e.SAS, JMP, Tableau,Access,Excel) via an ODBC or similar connection to.	Reporting
F	Security	
F.1	The contractor is required to provide solutions and services that comply with the current (and any subsequently approved/published) Commonwealth and VDH security standards, policies, guidelines, and audit requirements. The Commonwealth security, standards, guidelines, and audit requirements will be reviewed annually with the vendor to ensure accessibility to the current documentation listed at: http://www.vita.virginia.gov/library/default.aspx?id=537#securityPSGs	Security
F.2	VDH policies may be found on the VDH web site, www.VDH.virginia.gov	Security
F.3	The contractor will provide timely responses to informational and audit requests from the VDH Project Manager or the VDH Information Security Officer as they relate to compliance with Commonwealth security standards; internal or APA audits; or incident response investigations.	Security

F.4	Commonwealth of Virginia, Information Technology Resource Management Standard Section 501-09 (ITRM Standard SEC501-09) or its current version. The contractor shall be responsible for utilizing the most current ITRM Standard which can be found on-line at www.vita.virginia.gov and VDH SEC IT Security Policy VDH SEC Firewall and VPN Policy VDH SEC Security and Architectural Review Policy, and 45 CFR Department of Health and Human Services - Parts 160, 162, and 164 Health Insurance Reform: Security Standards: Final Rule	Security
F.5	The contractor will limit the request for Commonwealth accounts the least number of ImageTrend staffs required to provide support coverage. Only staff properly trained should be provided Commonwealth accounts and access to the application.	Security
F.6	ImageTrend "pilots" (data base operators) will be provided with individual Commonwealth user accounts and key FOB devices to be utilized for application management.	Security
F.7	ImageTrend pilots shall only utilize their own Virginia accounts when accessing Commonwealth servers.	Security
F.8	ImageTrend shall notify the state administrator of the separation of any staff person assigned a Virginia account within 24 hours of vacating their position and return key FOB devices promptly upon request.	Security
F.9	Non-DBO support staff shall not have access to the applications used to meet the requirements listed here. DBO staffs may be provided with an application user accounts that can be activated and deactivated to provide a window of time to perform actions related to their duties.	Security
F.10	ImageTrend shall not at any time create application user accounts or generic users accounts to access the applications without the State's knowledge.	Security
F.11	ImageTrend shall provide and keep current contact information for its staff person considered its HIPAA security officer. This person shall be available to respond to security specific items.	Security
F.12	The application shall meet or exceed all applicable standards for privacy and security including, but not limited to HIPAA. System must be HIPAA compliant in both privacy rules and accepted data formats. HIPAA compliance must be maintained by adding future requirements that become part of the HIPAA privacy rule. Must also include procedures for safeguarding the system from unauthorized modification to the application programs and the data contained in the application.	Security
F.13	The application must provide a complete audit trail information for every transaction and specify who has accessed the patient's record.	Security
F.14	The application must be capable of providing 128-bit encryption.	Security
F.15	The application must be built on current J2EE standards.	Security

F.16	The contractor shall provide for multiple security levels, which can be allocated to users to allow or deny access to different portions of the system capabilities (i.e. recipient only, able to send alerts, able to manage other users, system administration, etc.)	Security
F.17	The application shall also affect how a recipient's substitute gains access (or not) to data – if the substitute's security access level doesn't allow access they don't receive that message.	Security
G	Support	
G.1	<p>The contractor shall provide contact information for emergency 24/7/365 application support. This level of support will be confined to system outages, poor server performance affecting the ePCR, CAD, and billing functions of the application, and data breaches</p> <p>A telephone number or on-call paging system shall be available and a live response made within 30 minutes. This criterion must not be dependent upon a trigger from a support product i.e. entering a ticket.</p> <p>The State may test this response up to twice per year to assure the process will work during an actual event.</p>	Support
G.2	<p>Application and database support provided by ImageTrend should include:</p> <ul style="list-style-type: none"> • Maintaining the application at the server level. • Managing application specific non-operating system programs such as Cold Fusion. • Establishing web-services connections for 3rd party vendors and data exchange with the NEMESIS repository. • Provide support for application errors. • Managing application settings that optimize speed and performance. 	Support
G.3	ImageTrend will provide user support to state system administrators / coordinators. ImageTrend support is expected to be through advising the process / features available or participate in screen sharing technology to guide state staff.	Support
G.4	ImageTrend will provide end user support to Virginia system users on matters relating to application errors, CAD and billing integrations, and web-services setups. Other issues will be referred to state staff using support contact information.	Support
G.5	Support contact information on all application pages shall not advertise ImageTrend contact information and must be updated to Commonwealth support contact information. (This excludes when users navigate to "help" aka ImageTrend University.	Support

G.6	An on-line help “user’s guide” must be implemented with the system(s).	Support
G.7	The application must provide easy to use help tools/dictionary’s with a key word search capability. (wild card searches are not considered user friendly)	Support
G.8	Authorized Users must be able to perform self-maintenance to keep their user accounts and profiles up to date.	Support
G.9	Training materials must include both general overview on concepts, and detailed hands on exercises.	Support
H	Data Quality	
H.1	Has an integrated method to ensure data submitted by an EMS agency or hospital is valid.	Validation
H.2	All EMS records collected/submitted shall pass the same data validation processes. All records whether from the state provided features, third party vendors, or from non-state licensed ImageTrend users shall pass through the same routines processes, validations, XSD, Schematron rules, application specific validation rules, or other data quality monitoring tools. EMS agencies that own their own ImageTrend products/licenses shall be considered users of a third party software product.	Validation
H.3	All hospital records collected/submitted shall pass the same data validation processes. All records whether from the state provided features, third party vendors, or from non-state licensed ImageTrend users shall pass through the same routines processes, validations, XSD, Schematron rules, application specific validation rules, or other data quality monitoring tools. Hospitals that own their own ImageTrend products/licenses shall be considered users of a third party software product.	Validation
H.4	The application shall have the ability for the system administrator to generate an accurate and detailed State Schematron File by 12/31/2015.	Validation
H.5	The application's Schematron generator shall provide a list of validation rules that were not included in the Schematron file at the time the file is generated by 12/31/2015.	Validation
H.6	90% of the back-end processes and validations must be handled by the server, the contractor must provide at no additional cost the ability to receive, and load data into the database with the same level of quality checks from other data collection applications as this application offers. (Invalid or incomplete data should be prevented from entering the state database).	Validation
H.7	The application must provide multiple checks and edits on data fields to ensure data integrity.	Validation

H.8	The application must utilize probabilistic back-end data linkages to prevent the duplication of pre-hospital EMS data by multiple agencies and allow the submission of incomplete patient care reports and then the overwrite of the incomplete record with its final version. (NOTE: A patient ID is not a suitable key for this application).	Validation
H.9	The application shall have the ability to receive an updated record and have that record accurately updated or overwrite the previous version of the record. This functionality should be capable of allowing EMS agencies with the ability to submit an initial patient care report so hospitals have the information as soon as the provider performs an initial synchronization. The record should then be able to be updated and resubmitted without create a duplicate record.	Validation
H.10	The application shall have the ability to receive an updated record and have that record accurately updated or overwrite the previous version of the record. This functionality should be capable of allowing hospitals with the ability of submitting a single or multiple updated records without creating duplicate record.	Validation
H.11	The database fields containing data quality information shall be made available via the Report Writing tools at all times. This shall include, but not be limited to, the rule number, the rule point deduction, the rule title, and the rule error message with detail for each record submitted.	Validation
H.12	Key Performance Indicators (KPI) developed from the EMS Compass Initiative shall be included in reporting tools.	Reporting

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

TAB T

MEETING DATE:	December 20, 2017				
AGENDA TITLE:	CARE Task Force Phase Plan and Charter Renewal				
MOTION(s):	<p>I move to approve the CARE Task Force Phased Action Plan for working toward improvement efforts in the Columbia area.</p> <p>I move to approve a 6-month extension of the CARE Task Force Charter until June 30, 2018.</p>				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):	D10	
	XX				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			XX		
STAFF CONTACT(S):	Steven M. Nichols, County Administrator				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	Approval				
TIMING:	Current				
DISCUSSION:	<p>The CARE Task Force was established by the BOS on July 5, 2017.</p> <p>The work of the Task Force was intended to be completed and a final report of recommendations submitted to the Board of Supervisors by December 31, 2017, unless an extension is approved by the Board.</p> <p>The Task Force is requesting approval of their CARE Phased Action Plan presented on December 6, 2017, and a 6-month renewal of the Task Force Charter to continue their work.</p>				
FISCAL IMPACT:	TBD				
POLICY IMPACT:	None				
LEGISLATIVE HISTORY:	CARE Task Force was established by the BOS on July 5, 2017.				
ENCLOSURES:	<ul style="list-style-type: none"> · Phase Plan · Charter 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other



CHARTER COLUMBIA AREA RENEWAL EFFORT (CARE) TASK FORCE

**Approved
By BOS:
July 5, 2017**

1. Purpose. The purpose of the Columbia Area Renewal Effort (CARE) Task Force is to advise, assist, support, and advocate for positive change and renewal efforts in the Columbia area. The Task Force will prepare a report of proposed actions for consideration by the Board of Supervisors.



2. Task Force Duration. The work of the Task Force is intended to be completed and a final report of recommendations submitted to the Board of Supervisors by December 31, 2017, unless an extension is approved by the Board.

3. Tasks / Responsibilities. In collaboration with County staff and other local agencies, the Task Force shall develop a list of proposed action steps to:

- a. Promote citizen engagement.
- b. Support renewal and clean-up efforts.
- c. Identify and develop green space opportunities and options.
- d. Advocate for improved public safety awareness and positive actions.
- e. Protect and enhance unique historical/architectural resources.
- f. Review and assess Historic District designation options.
- g. Support business attraction.
- h. Propose and support public events for the Columbia area.

4. Membership. Membership shall be comprised as follows:

- a. Columbia-area resident, business, and/or property owner members (8) (appointed by Board of Supervisors)
- b. Columbia Interfaith Council representative
- c. Fluvanna Historical Society Representative
- d. Fluvanna County Columbia District Supervisor
- e. Fluvanna County Sheriff (or representative)

- f. Fluvanna County Administrator (or representative)
- g. Fluvanna County Community & Economic Development representatives (2)
- h. Fluvanna County Public Works representative
- i. Fluvanna County Parks & Recreation representative
- j. The Chair may request other ad hoc members to participate in task force efforts, as needed. This will likely include subject matter experts and representatives from local support agencies.

5. Organizational Structure

a. Chair. The Task Force will be chaired by Board of Supervisors' representative (or designee).

b. Meetings

(1) Public meetings are generally scheduled for the third Monday of each month at 7:00 pm.

(2) Meetings will be advertised via the County website. Additional or special meetings may be called by the Chair with 72-hour notice to members and posting of the notification on the County website.

(3) A quorum shall consist of a simple majority of members.

c. Minutes. Minutes of each meeting will be prepared by a designated County representative, and following adoption by the Task Force, shall be posted on the County website.

d. Recommendations and Reports. Task Force reports and action recommendations will be submitted in writing to the County Administrator for consideration by the Board of Supervisors on a regular meeting agenda. Documentation will include background information and justification for any recommended actions.

6. Parliamentary Authority

a. The Task Force shall be governed in its proceedings by the current edition of Robert's Rules of Order, Newly Revised.

b. Decisions will commonly be made by consensus. A formal vote shall be taken when a decision is required for policy recommendations and action items, or if the decision requires referral to the Board of Supervisors for formal approval.

CARE Task Force Phased Action Plan

Pending BOS Approval – December 20, 2017

PHASE	ACTIONS / PLAN	STATUS
1 Jan-Dec 2017	a. Grant work (Property Acquisition work, Surveys, Titles, Demo IFB, etc.) b. Task Force Establishment c. Task Force Meetings, discussion, research, and review options d. Review of 12 task areas <ul style="list-style-type: none"> - Grant Opportunities - Easements/Maps/Flood Plain - Jurisdictional Wetlands - Tree Preservation - Historic Polegreen Church Option - CSX - Community Gardens/Beautification - Historic District Designation - Owner vs. Tenant Occupied - Sewer System Research - Building and Site Inspection Tour - BOS Presentation e. Identify possible BOS funding wedge for consideration during FY19 budget process <ul style="list-style-type: none"> - County funding commitment to facilitate grant applications (~\$15,000) - County funding for Historic District nomination work (~\$7,500) - Additional funding wedge for potential FY20 and beyond funding support needs 	Complete
2 Jan-Jun 2018	<i>Time to breathe, assess responses to the changes we are making to the town, and get our Phase III-IV plans finalized.</i> a. Complete Building Demolition b. Emphasis on County/State code enforcement and Health Department reviews <ul style="list-style-type: none"> - Based on recent Code changes and potential new Code adoption c. Celebrate successes to date d. Expand Task Force outreach and advertising efforts; get more folks involved e. Continue basic cleanup and beautification efforts with Columbia residents, other interested community members, and County <ul style="list-style-type: none"> - Install new Fluvanna County / Columbia Signage 	Pending

PHASE	ACTIONS / PLAN	STATUS
	<ul style="list-style-type: none"> - Uncover sidewalk on north side of Route 6 - Cleanup (relocate?) historical markers - Trash removal, as well as invasive species removal - Begin to incorporate some of the historical and community aspects, like marking the historic floods - Review potential use of Columbia School playground equipment <p>f. Continue green space planning efforts</p> <ul style="list-style-type: none"> - Renew Task Force Charter? - Historical Society or other group take the lead? <p>g. Eagle Scout \ Girl Scout Gold Award Projects for Columbia</p> <p>h. Detailed review of grant opportunities and other funding source options</p> <p>i. Continue feasibility assessments of Task Force options, including careful review of grant restrictions</p> <ul style="list-style-type: none"> - Columbia's History and Nature Park - Picnic and Playground Area - Community Gardens - Historic Monuments/Markers - Polegreen-style buildings and displays <p>j. Continue to identify and validate possible County funding needs for consideration during FY20 and out year budgets</p>	
<p style="text-align: center;">3</p> <p>Jul-Dec 2018</p>	<p>a. Transition away from County Task Force structure?</p> <ul style="list-style-type: none"> - Resident led effort? - Other group models? - Historical Society takes the lead? <p>b. Develop CARE Master Plan</p> <ul style="list-style-type: none"> - Hire expert to create a comprehensive plan based on Task Force work? <p>c. Hold monthly Town Hall Meetings to review plans and solicit community feedback</p>	<p>Pending</p>
<p style="text-align: center;">4</p> <p>2019 and Beyond</p>	<p>a. Present final plan proposal to BOS for approval</p> <p>b. Implement the CARE Master Plan</p>	<p>Pending</p>

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

TAB U

MEETING DATE:	December 20, 2017				
AGENDA TITLE:	Computers and Information Systems Acceptable Use Policy and User Agreements				
MOTION(s):	I move to approve the updated County policy entitled, "Computers and Information Systems Acceptable Use Policy."				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		XX			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		XX			
STAFF CONTACT(S):	Andy Notman, IT Director, and Eric Dahl, Deputy County Administrator/Finance Director				
PRESENTER(S):	Steve Nichols, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Normal				
DISCUSSION:	<p>Updated policy in connection with updates to Va. Code Section 15.2-1505.2. Mainly the changes can be summarized as: follows:</p> <ol style="list-style-type: none"> 1. Expanded the policy to cover computers and related equipment and not just e-mail and internet usage (as required under the Code); to cover leased as well as County-owned equipment; list of unacceptable usage, for example to cover "political activities" as identified under the revised statute and also to cover illegal activities, among others. 2. Eliminated the list of delineated acceptable uses, in favor of more broad language. As some of the delineated acceptable uses could be perverted to become things the County clearly would want to prohibit. 3. E-mail messages are not private and can be monitored by the County, further they may be the subject of FOIA requests, so this language has been streamlined so it appears similarly in the user agreement and policy. 4. Purpose changed so it is clear that this is to protect the County and benefits of the policy inure to the County only. 				
FISCAL IMPACT:	None				
POLICY IMPACT:	None				

LEGISLATIVE HISTORY:	None				
ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	XX				

05. Information Technology

5.1. Computers and Information Systems Acceptable Use Policy

BOS Approved - Dec 20, 2017 (*Pending*)

(Employee retains this policy document)

5.1.1. Purpose. This policy exists to protect the County from inappropriate use of its computer and information systems, virus attacks, other compromises of security, and legal and related issues.

5.1.2. Definitions

A. The County's "computer and information systems" include, but are not limited to, all County-owned or leased: computer equipment, telephones, fax machines, printers, copiers, scanners, cell/mobile phones, iPads, laptops, pagers, personal digital assistants, network devices, software, hardware, storage media, data, peripherals and accessories, and any similar devices, as well as electronic media and services that the County provides such as e-mail, voice mail, the Internet and Intranet, electronic files, downloads, uploads, podcasts, and wireless access devices.

B. The term "User" includes all persons who use or have access to the County's computers information systems, including but not limited to all County officers, employees, and certain non-employees such as volunteers and interns who may have access to the County's computers and information systems.

5.1.3. Access and Authorized Use. Access to the County's computers and information systems is restricted to appropriate individuals as determined by the County. Every attempt should be made to protect vulnerable information at every level. Users must follow general password creation and maintenance protocol, keeping passwords private, protected, and maintained at all times. Electronic communications should be accomplished with the same level of care, professional judgment, and discretion as paper documents. Users should not assume electronic communications are private. Use of the County's information systems is a privilege made available to Users to assist in the performance of their County duties or County business only. Activities that conform to the purpose, goals, and mission of Fluvanna County and to each User's authorized job duties and responsibilities are generally acceptable uses of the County's computers and information systems.

5.1.4. Unauthorized Use. Activities that do not conform to the purpose, goals, and mission of Fluvanna County or to each user's authorized job duties and responsibilities are unauthorized uses of the County's computers and information systems and are strictly prohibited. The following list, although not all-inclusive, provides some examples of unacceptable prohibited computer and information system uses:

A. Use for any illegal purpose, including communications which violate any laws or regulations;

B. Use to access, create, transmit, print, download, or upload material (including images or text) that is considered abusive, fraudulent, defamatory, obscene, indecent, or sexually oriented, or which may be construed as harassing, threatening, or discriminatory based on race, color, religion, sex, national origin, age, or disability;

C. Use for private business or secondary employment, private or personal, for-profit activities or for private or personal business and/or gain;

D. Access of any private, non-County e-mail accounts, unless necessary for conducting County business;

E. Use of internet radio or streaming audio or video except for those Users needing streaming audio or video for the temporary purpose of taking a class, professional training, teleconferencing, or other temporary function directly associated with their job with the County may have such limited use;

F. The installation or use of non-County hardware, such as personal computers, personal laptops, flash drives, or wireless access points on the County network;

G. Use for “political activities” as described in Virginia Code Sections 15.2-1505.2 and 15.2- 1512.2;

H. Intentionally seeking information about, obtaining copies of, or modifying files, other data, or passwords belonging to other Users except as may be consistent with the User’s duties as a County employee or officer;

I. Interfering with or disrupting network users, services, or equipment. Such disruptions could include, but are not limited to, (1) distribution of unsolicited advertising or messages, (2) intentional distribution of computer worms or viruses, (3) using the network to gain unauthorized entry to another machine on the network, and (4) attempting to diagnose and fix computer related problems beyond your level of expertise;

J. Installing any programs, files, screensavers, etc. which is not authorized by Fluvanna County;

K. Seeking/exchanging information, software, etc. which is not directly related to one’s duties and responsibilities. This includes the non-business related exchange of files, including “jpeg”, “gif” or other image type files and “mp3” or other audio type files; and

L. Any use of someone else’s log-on ID or password.

5.1.5. Monitoring. The monitoring, auditing, and inspection by the County of any and all information systems may occur at any time, without notice, and without the User’s permission in order to ensure compliance with this and other County policies and guidelines. Users shall have no expectation of privacy when using County computes and information systems. Electronic

records are considered public records and may be subject to disclosure under the Freedom of Information Act.

5.1.6. Violations. Violations of this policy or violations of related federal or Virginia law shall be reported immediately to the County Administrator. Any employee found to have violated this policy or related policies may be subject to disciplinary action up to and including termination of employment. Any violations by employees shall be handled according to the County's applicable personnel policies.

5.1.7. Use of Another Network or Service. Use of another network or service will subject the User to that network or service's acceptable use policy which shall apply in addition to the requirements of this policy.

5.1.8. Written Agreement Required. All Users of computer and information systems are required to acknowledge acceptance of and intention to comply with this policy, by signing the attached User Agreements. Signed agreements will be forwarded to the IT Department, and a copy will be placed in the employee's personnel file.

Attachments:

- Form 5.1A User Agreement - Computers and Information Systems
- Form 5.1B User Agreement - IT System Confidentiality and Security
- Form 5.1C User Agreement - Computer Remote Network Access (if applicable)

Fluvanna County
Computers and Information Systems User Agreement
(Sign and return this page to the IT Department)

1. I have been authorized access to the County of Fluvanna’s computers and information systems, including, but not limited to, Electronic Mail, Network/Internet services. This access is provided through Fluvanna County-owned or leased computers, other information systems and related equipment, and/or networks (Fluvanna County Local Area or Wide-Area Network or other applicable network).

2. I have read, understand, and agree to abide by the Acceptable Use Policy for Computers and Information Systems and the following additional terms and conditions that govern my use of these services:

- a. Access has been granted to me by Fluvanna County, as a privilege, for me to perform authorized duties and responsibilities as an employee or officer of Fluvanna County. I understand that Fluvanna County may revoke this privilege at any time, at Fluvanna County’s sole discretion.
- b. I will not use or knowingly permit the use of any access control mechanism (e.g., log-in ID, password, terminal ID, User IDs) for any purpose other than that required to perform authorized duties.
- c. I will not disclose to anyone any access control mechanism, unless authorized to do so, in writing, by Fluvanna County.
- d. I will not use any access control mechanism which has not been expressly assigned to me by Fluvanna County.
- e. I will report any computer hardware or software problems immediately to the Fluvanna County IT Department. I understand that only Fluvanna County authorized personnel may fix any computer problems.
- f. I understand the ethical and legal use of software, recognize that the unauthorized use or copying of software is illegal, and agree to refrain from all illegal and unethical actions involving software.
- g. I agree to abide by all Fluvanna County policies, procedures, standards, guidelines, and other regulations.
- h. I understand that any or all electronic mail messages may be monitored and that such messages are not private.
- i. I understand that downloading any file, including image (i.e., “jpg” or “gif”) or audio (i.e., mp3) files, that are not work related is prohibited.
- j. I understand that use of internet radio or streaming audio or video is forbidden with the following exceptions: those needing streaming audio or video for the temporary purpose of taking a class, professional training, teleconferencing, or other temporary function directly associated with their job with the County may have such limited use.

3. If I observe or know of any violations of the terms of this agreement, by others, I accept responsibility for reporting such violations to my immediate supervisor and the Fluvanna County IT Department.

4. By signing this agreement, I certify that I understand the terms and conditions of this agreement and that I accept responsibility for adhering to the agreement. I also acknowledge my understanding that any infractions on my part may result in disciplinary action, including but not limited to termination of my access privileges, or termination from employment consistent with the County’s personnel policies.

Employee Name	Employee Signature	Date
Department	Supervisor Signature	Date

Fluvanna County
IT System Confidentiality and Security User Agreement
(Sign and return this page to the IT Department)

IMPORTANT: Please read all sections below before signing. If you have any questions regarding this Agreement, contact the IT Director.

CONFIDENTIALITY:

As part of my affiliation with this organization, I may have access to confidential information including, but not limited to, certain records and/or information systems or data found in such systems. I understand that I have a responsibility to maintain two aspects of security regarding such information: (1) confidentiality and (2) information integrity. I understand that I have an obligation to protect and safeguard from any oral or written disclosure all confidential information, including each and every record and all information systems I may come into contact regardless of the type of media on which it is stored (e.g., paper, fiche, computer system). I agree that I will not release any confidential information from any record or information system to any unauthorized person or permit any person to examine or make copies of any confidential information prepared by me or which comes into my possession.

I understand that an information system unique user number, password, confidential signature and code, which only the user may possess is assigned to each user. It is my responsibility not to reveal my user number, signature code and/or password to anyone else as no one else is permitted to use it for any reason. I understand that I am responsible for any action occurring under my user number and all policies on confidentiality apply equally to data stored in computer and/or paper records.

ELECTRONIC SIGNATURE:

I understand that my unique user name and/or password are equivalent to an electronic or computer-generated signature to authenticate access to information systems where appropriate and that this electronic signature is my full, legal name and includes my title. I also understand I am legally prohibited from releasing any confidential code that generates my electronic signature to anyone for any reason and that no other person will be allowed to "proxy" for me in any manner by using my electronic signature.

ACCESS:

Access, attempted access or release of any information described above to parties without the right and need to know for successful completion of duties will be considered a breach of confidentiality. Further, disclosure of such information to a person with no legitimate professional need for such information will be considered a breach of confidentiality.

I understand that any breach of confidentiality, misuse of my unique user number, password, confidential signature, code or information found in and/or obtained from records or information systems of any media type, or received verbally, whether intentionally or due to neglect on my part, is grounds for system access rights and for immediate disciplinary action up to and including termination of employment, as applicable, and/or legal action. Unauthorized disclosure may give rise to irreparable injury to the owner of such information, and such injury may be addressed by injunctive and/or monetary relief, and accordingly the owner of such information may seek legal remedies against me.

I have read, understand and agree to comply at all times with the policies regarding confidentiality, security, electronic or computer-generated signatures and the terms of this agreement. I further understand the consequences of violation. My signature implies acknowledgment of the principles herein.

Printed Name	Signature	Date

Fluvanna County Computer Remote Network Access User Agreement

(Sign and return this page to the IT Department)

IMPORTANT: Please read all sections below before signing. If you have any questions regarding this Agreement, ask them before signing. In consideration for your remote access to Fluvanna County ("COUNTY") network and the confidential patient data available thereon, you agree as follows:

1. As a remote access user to the Fluvanna County network, you agree to adhere to all federal, state and local laws and regulations concerning the privacy, security, and confidentiality of COUNTY information. You agree not to use, access or disclose any information in any manner that would result in the COUNTY being in violation of any laws or legal requirements. You agree to access information only as needed to perform the tasks for which access has been granted. You agree that any equipment provided by the COUNTY will be and remain the sole property of the COUNTY.
2. You understand and agree that the COUNTY will be permitted to review and inspect the security precautions available at your place of business, at your home, and wherever you intend to remotely access the COUNTY network to ensure that information is adequately protected. You agree to maintain appropriate updated security and anti-virus software so as to prevent the introduction of any programs that could damage the system or the integrity, privacy or security of the information maintained within the system. You understand that the COUNTY will have no liability for any failure of the systems to work properly or to be operational at any specific time and the COUNTY will have no liability for any inaccuracy of information contained on the system.
3. You agree access to the network can be discontinued at any time at the sole discretion of the COUNTY for any reason, including, but not limited to, breach of federal or state law or regulations or breach of the COUNTY's privacy or security policies. Any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment. Any non-COUNTY personnel found to have violated this policy will have their access terminated immediately and will be subject to legal action.
4. You agree not to reveal your access codes, passwords or other information relating to remote access to anyone and you agree not to use, attempt to learn, or disclose another individuals' or entities' access codes or other information necessary for remote access. You agree to access the system only at a location and in a manner such that the privacy and security of the information accessed will be maintained.
5. YOU UNDERSTAND AND AGREE THAT COUNTY MAY MONITOR YOUR ACCESS TO THE SYSTEM IN ORDER TO DETERMINE WHAT INFORMATION IS ACCESSED BY YOU.
6. If you believe that the confidentiality of your access code has been compromised, you agree to notify the COUNTY IT Department immediately to have the code changed and a new code issued. If you have been granted access in connection with employment by the COUNTY, you agree not to access the system at any time following termination of your employment with the COUNTY. If you have been granted access in connection with any other contract or relationship, you agree not to access the system at any time following termination of the relationship for which such access was granted.
7. You agree to sign off of the system after completion of each computer session to prevent unauthorized use of the COUNTY network by any other individual.
8. You agree to print only as absolutely necessary and to properly care for any printed material in a confidential manner including shredding as needed.
9. You agree to indemnify and hold harmless the COUNTY, its employees, agents and representatives from any liability, expenses, losses, and damages, including court costs and reasonable attorney's fees, which may be sustained by the COUNTY as a result of (i) a breach of this agreement by you, your employees, agents or representatives, (ii) any breach of any COUNTY policies, federal or state laws, regulations or legal requirements

by you, your employees, agents or representatives, or (iii) damage to the system in connection with use of the system by you, your employees, agents or representatives.

10. Wireless Coverage Limits: If you use any wireless communications network located outside of the COUNTY office's, such as in an employee's home or other worksite, and you connect to the COUNTY internal network, you agree to ensure that the wireless network is secured and has coverage which is limited to the work areas needed for access. The wireless network must provide only the coverage necessary for prudent and sensible use of the network and not inadvertently provide access outside the immediate confines of the area where wireless network connectivity is intended or needed.

I have read, understand and agree to comply with the COUNTY Remote Access Policy. I agree to the terms above and agree to comply with all COUNTY policies relating to remote access, as in effect and amended from time to time. The COUNTY may require review/reaffirmation of this agreement and the policy as determined appropriate by the COUNTY.

Requestor Name	Position	Department
Justification		
Requestor Signature		Date

Recommended? <input type="checkbox"/> Yes <input type="checkbox"/> No	Department Head/Director Signature	Date
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Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	County Administrator Signature	Date
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FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB V

MEETING DATE:	December 20, 2017															
AGENDA TITLE:	Reclassification of Emergency Management Coordinator Position															
MOTION(s):	I move to reclassify Position #9400, Emergency Management Coordinator, from Pay Band 18 to Pay Band 19.															
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):													
		X														
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other											
		XX														
STAFF CONTACT(S):	Steve Nichols, County Administrator, and Gail Parrish, HR Manager															
PRESENTER(S):	Gail Parrish, HR Manager															
RECOMMENDATION:	Approval															
TIMING:	Current															
DISCUSSION:	Following approval of the new FY18 Pay Schematic of Classes and Pay Band revision, the already advertised salaries for the Emergency Management Coordinator position now fall outside of the current pay levels for Pay Band 18.															
	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th style="padding: 5px;">OLD PB-18</th> <th style="padding: 5px;">NEW PB-18</th> <th style="padding: 5px; color: red;">NEW PB-19</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px; text-align: center;">\$50,290</td> <td style="padding: 5px; text-align: center;">\$47,660</td> <td style="padding: 5px; text-align: center; color: red;">\$50,519</td> </tr> <tr> <td style="padding: 5px; text-align: center;">\$62,690</td> <td style="padding: 5px; text-align: center;">\$57,192</td> <td style="padding: 5px; text-align: center; color: red;">\$60,623</td> </tr> <tr> <td style="padding: 5px; text-align: center;">\$75,089</td> <td style="padding: 5px; text-align: center;">\$66,724</td> <td style="padding: 5px; text-align: center; color: red;">\$70,727</td> </tr> </tbody> </table>					OLD PB-18	NEW PB-18	NEW PB-19	\$50,290	\$47,660	\$50,519	\$62,690	\$57,192	\$60,623	\$75,089	\$66,724
OLD PB-18	NEW PB-18	NEW PB-19														
\$50,290	\$47,660	\$50,519														
\$62,690	\$57,192	\$60,623														
\$75,089	\$66,724	\$70,727														
	Moving the position to Pay Band 19 corrects the offered pay range.															
FISCAL IMPACT:	None															
POLICY IMPACT:	N/A															
LEGISLATIVE HISTORY:	N/A															
ENCLOSURES:	None															
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other											
				X												

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

TAB W

MEETING DATE:	December 20, 2017				
AGENDA TITLE:	Deer Hunt for Handicapped Hunters at Pleasant Grove				
MOTION(s):	I move that the Board of Supervisors authorize the Sheriff to conduct a deer hunt at Pleasant Grove Park for the purpose of controlling deer numbers, such hunt to be managed by Wheelin' Sportsmen, a non-profit organization providing outdoor recreation opportunities for handicapped hunters.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		D10
	XX				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			XX		
STAFF CONTACT(S):	Frederick W. Payne, County Attorney, Sheriff Eric Hess, Aaron Spitzer, Parks & Recreation Director				
PRESENTER(S):	Frederick W. Payne, County Attorney				
RECOMMENDATION:	Approval				
TIMING:	Immediate				
DISCUSSION:	<p>The sheriff's office continues to believe that it is necessary to reduce the numbers of deer in Pleasant Grove Park and that the best means of such control is through a managed hunt under the auspices of Wheelin Sportsmen, a group affiliated with the National Wild Turkey Federation. The proposal is to permit a small (7-10) group of hunters to take deer during the current hunting season. The hunt will be confined to carefully selected areas of Pleasant Grove on Friday, January 5, 2018. Like the events held in recent years past, it is proposed that the hunt be scheduled for the afternoon only (beginning around 2 p.m.). This reflects the success rate of the afternoon period of past years and is intended to minimize the closing of the Park as well as the time devoted by volunteers and maximizing the safety at the high school. Security will be provided by the sheriff's office, and portions of the property west of the dog park will be closed to public access during that day only. Primary access for hunters will be at the sheriff's office and the main entrance to the Pleasant Grove house. All hunters will be wheel-chair bound or otherwise handicapped, will be duly licensed and will escorted by qualified volunteers from the community. Wheelin Sportsmen organizes similar hunts at numerous locations in Virginia, including state parks and other similar properties as well as selected private properties and has done so for many years. It is a qualified charitable organization which maintains a \$2 million liability insurance policy. The County enjoys sovereign immunity.</p>				

	Similar shoots were held in January of 2013-2017 with safety and success. It is expected that, if approved, this hunt will be similar, with minor changes based on previous years' experience.				
FISCAL IMPACT:	None				
POLICY IMPACT:	None				
LEGISLATIVE HISTORY:	Similar activities approved and carried out in previous years.				
ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				

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

TAB YZ

MEETING DATE:	December 20, 2017				
AGENDA TITLE:	Appointments/Reappointment to the Fluvanna County Library Board of Trustees				
MOTION(s):	<p>I move the Fluvanna County Board of Supervisors:</p> <ul style="list-style-type: none"> · Appoint [Name] to the Fluvanna County Library Board of Trustees with a term beginning January 1, 2018 and ending December 31, 2021. 				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		XX			
STAFF CONTACT(S):	Kelly Belanger Harris, Clerk to the Board				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Normal				
DISCUSSION:	<p>Applicants who have previously expressed an interest in seeking appointment the Fluvanna County Library Board of Trustees:</p> <ul style="list-style-type: none"> · Nancy King 				
FISCAL IMPACT:	None				
POLICY IMPACT:	None				
LEGISLATIVE HISTORY:	None				
ENCLOSURES:	<p>Boards and Commissions Application from interested candidate:</p> <ul style="list-style-type: none"> · Nancy King 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

County of Fluvanna

Name: Nancy King		Election <input type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input checked="" type="checkbox"/> Fork Union	
		District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other	
Mailing Address (including City, State, & ZIP) PO Box 506 Fork Union, VA 23055		Physical Address (if different) 190 Careby Lane Fork Union, VA 23055	
Years Lived in Fluvanna 28+	Cell Phone – preferred? <input type="radio"/> 434-326-2343	Home Phone – preferred? <input type="radio"/> 434-842-3114	Email nancyrking@hotmail.com
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience.): BS in History from VCU Education certification and Library certification from Longwood University I worked at the TC Williams School of Law Library for 1-2 years in cataloging. Teacher in Fluvanna County 28 years: K-2 17 years and librarian for 11 years - currently librarian at Central Elementary.			
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: I was on the Fluvanna Library Board, also President of Friends of the Library many years ago.			
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): I am a member of the Palmyra Methodist Church. I have sung with the Fluvanna Community Singers for many years. I do have a library card and am currently a member of the Friends of the Library.			
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: I love libraries and want others to enjoy them. Many states are getting rid of librarians and libraries in their schools - I'd hate to see that happen in Fluvanna schools or to the public library.			
<p>Applicants are considered as vacancies occur and your application will be kept on file for three years.</p> <p>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>Submit by email (clerk@fluvannacounty.org) or mail to: Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963</p> <p>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.</p>			
Applicant's Signature Nancy King		Date Nov 11, 2017	

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

X	Board, Commission, Committee
	Agricultural/Forestral District Advisory Committee
	Audit Committee
	Board of Zoning Appeals (BZA)
	Building Code of Appeals Board
	Central Virginia Regional Jail (CVRJ) Authority
	Columbia Task Force (CARE)
	Community Policy & Management Team (CPMT)
	Economic Development Authority (EDA)
	Economic Develop. & Tourism Advisory Council (EDTAC)
	Family Assessment and Planning Team
	Finance Board
	Fluvanna Partnership for Aging Committee
	Fork Union Sanitary District (FUSD) Advisory Committee
	James River Water Authority (JRWA)

X	Board, Commission, Committee (cont.)
	JAUNT Board
	Jefferson Area Board of Aging (JABA) Advisory Council
	Jefferson Area Board of Aging (JABA) Board of Directors
X	Library Board of Trustees
	Monticello Area Community Action Agency (MACAA)
	Parks & Recreation Advisory Board
	Piedmont Virginia Community College (PVCC) Board
	Planning Commission
	Region Ten Community Services Board
	Rivanna River Basin Commission
	Social Services 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:		
Acknowledgement Sent:		
Renewal Date:		
Renewal Date:		
Renewal Date:		
Renewal Date:		

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

TAB A

MEETING DATE:	December 20, 2017				
AGENDA TITLE:	Appointments/Reappointments to the Fluvanna Partnership for Aging				
MOTION(s):	<p>I move the Fluvanna County Board of Supervisors:</p> <ul style="list-style-type: none"> · Appoint/Reappoint [Name] to the Fluvanna Partnership for Aging, Rivanna District, with a term beginning January 1, 2018 and ending December 31, 2021. and · Appoint [Name] to the Fluvanna Partnership for Aging, Cunningham District Representative, formerly held by Stephanie Fick, with a term beginning January 1, 2018 and ending December 31, 2021. 				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		XX			
STAFF CONTACT(S):	Kelly Belanger Harris, Clerk to the Board				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Normal				
DISCUSSION:	<p>Expiring Appointments/Not Seeking Reappointmen:</p> <ul style="list-style-type: none"> · Stephanie Fick, Cunningham District Rep. · Ann Kirchener, At-Large member. <p>Expiring Appointment/Seeking Reappointment:</p> <ul style="list-style-type: none"> · Sue Lieberman – currently Rivanna District Rep, seeking reappointment · Nan Weikert – currently At-Large member, seeking appointment to Cunningham District Representative position 				
FISCAL IMPACT:	None				
POLICY IMPACT:	None				
LEGISLATIVE HISTORY:	None				
ENCLOSURES:	<p>Board and Commission Application from interested candidates:</p> <ul style="list-style-type: none"> · Sue Liberman · Nan Weikert 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

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

Name (Last, First MI) Weikert Nancy W.		Election District Cunningham District	
Mailing Address 2 Edgewood Court, Palmyra, Va		Physical Address (if different)	
Home Phone 443-846-2559	Cell Phone 443 846 2559	Work Phone NA	Email nww32077@comcast.net
EXPERIENCE/PROFESSIONAL EXPERTISE: Licensed Registered Nurse (Retired), Licensed Nursing Home Administrator (Retired) Served for over 40 years in senior management positions in the Senior Living Industry. Served as the ECO of five multiple level, not for profit Continuing Care Retirement Communities, as the President of the Germantown Home (a multilevel geriatric center in Philadelphia), as The Senior Vice President of Complete Healthcare Resources responsible for the management of over 23 Senior Living Communities, and .as The President of The Episcopal Ministries for the Aging Management Group.			
EDUCATION: Abington Memorial Hospital School of Nursing, Register Nurse, Beaver College Evening Program, Business Management			
CIVIC ACTIVITIES/COMMITTEES: During my career I served on multiple ad hoc committees with the Pennsylvania Department of Health and the Pennsylvania Department of Public Welfare as a representative of The Pennsylvania Association of Not for Profit Home and Services for the Aging			
MEMBERSHIPS (FRATERNAL, BUSINESS, CHURCH OR SOCIAL GROUPS): The American Association of Services to the Aging, The Pennsylvania Association of Not for Profit Homes for the Aging, Rotary			
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: Elected to the House of Delegates for The American Association of Homes for the Aging for two, four year terms, Served as a Member of five committees of AAHSA during my tenure on the HOD. Elected to the Board of Directors for The Pennsylvania Association for Homes and Services for the Aging for two, six year terms, and served as an elected officer of this board for two years. Served as the Chairperson and as a Member of over 12 committees during my tenure on this BOD.			
REASON(S) FOR WANTING TO SERVE: I would like to have the opportunity to make a positive contribution to the Aging Services of Fluvanna County.			
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 Nancy W. Weikert		Date 6/8/14	

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



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

County of Fluvanna

Name (Last, First MI) Liberman, Susan S		Election District Rivanna	
Mailing Address (including City, State, & ZIP) 4 Ashton Road Palmyra, VA 22963		Physical Address (if different)	
Home Phone 434-510-7595	Cell Phone 434-531-5298	Work Phone Same	Email sueliberman@embarqmail.com
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION: <p>Certified Geriatric Care Manager/Consultant. Formally CEO/Pres. of Martha Jefferson House and Executive Director of Branchlands Retirement Community (s) in Charlottesville. Business owner, Senior Solutions of Charlottesville. Over 25 years experience in the Health and Senior Care industries. Courses of Study: Business Administration, Psychology, Health Care Administration and Gerontology. Moved to Fluvanna/Lake Monticello in August, 2016.</p>			
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: <p>Board Member, SARA...Sexual Assault Resource Agency Past President, Senior Statemen of Virginia, Past Board Member of Home Owners Association Board Member, Rotary Club of Charlottesville</p>			
CIVIC ACTIVITIES AND MEMBERSHIPS (ROLES with fraternal, business, church, or social groups): <p>Member, Charlottesville Chamber of Commerce...Business Womens' Roundtable and Aging in Place Roundtable; Charlottesville Area Initiative for Long Term Care; Leadship Charlottesville, Graduate; Geriatric Collaborative of Central Virginia, Member; Newcomers of Lake Monticello</p>			
REASON(S) FOR WANTING TO SERVE: <p>As a Fluvanna County resident (now), it is most important for me to become active and involved in my community. I bring years of experience and passion for our aging population and want to share my knowledge and skills to help facilitate a safe and secure life for the County's elderly, who I believe at this time are greatly under-served.</p>			
<p>Applicants are considered as vacancies occur and your application will be kept on file for three years. <small>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.</small></p> <p>Submit by email (clerk@fluvannacounty.org) or mail to: Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963</p> <p style="color: red;">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.</p>			
Signature Susan S. Liberman		Date 1/24/17	

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

<input type="checkbox"/>	Board, Commission, Committee Etc.
	Agricultural/Forestral District Advisory Committee
	Audit Committee
	Board of Zoning Appeals (BZA)
	Building Code of Appeals
	Community Policy & Management Team (CPMT)
	Economic Development Authority (EDA)
	Economic Development and Tourism Advisory Council (EDTAC)
	Finance Board
	Fork Union Sanitary District (FUSD) Advisory Committee
	James River Alcohol Safety Action Program (ASAP)
	James River Water Authority (JRWA)
	JAUNT Board
<input checked="" type="checkbox"/>	Jefferson Area Board of Aging (JABA) Advisory Council
<input checked="" type="checkbox"/>	Jefferson Area Board of Aging (JABA) Board of Directors
	Library Board of Trustees
	Monticello Area Community Action Agency (MACAA)

<input type="checkbox"/>	Board, Commission, Committee
	Parks & Recreation Advisory Board
<input checked="" type="checkbox"/>	Partnership for Aging Committee
	Piedmont Virginia Community College (PVCC) Board
<input checked="" type="checkbox"/>	Piedmont Workforce Investment Board
	Planning Commission
	Region Ten Community Services Board
	Regional Jail 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:		
Renewal Date:		Remarks:
Renewal Date:		
Renewal Date:		
Renewal Date:		

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

TAB B

MEETING DATE:	December 20, 2017				
AGENDA TITLE:	Appointments/Reappointment to the James River Water Authority (JRWA)				
MOTION(s):	<p>I move the Fluvanna County Board of Supervisors:</p> <ul style="list-style-type: none"> · Appoint/Reappoint [Name] to the James River Water Authority with a term beginning January 1, 2018 and ending December 31, 2021. 				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		XX			
STAFF CONTACT(S):	Kelly Belanger Harris, Clerk to the Board				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Normal				
DISCUSSION:	<ul style="list-style-type: none"> · The Fluvanna Citizen Position is currently held by Mr. Joe Chesser, who is seeking reappointment. · There are no other applicants seeking appointment. 				
FISCAL IMPACT:	None				
POLICY IMPACT:	None				
LEGISLATIVE HISTORY:	None				
ENCLOSURES:	<p>Board and Commission Application from interested candidates:</p> <ul style="list-style-type: none"> · Joe Chesser 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

County of Fluvanna

Name: Joe Chesser		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) 24 Out of Bounds Rd Palmyra, VA 22963		Physical Address (if different)	
Years Lived in Fluvanna 15	Cell Phone – preferred? <input checked="" type="radio"/> 434-242-7202	Home Phone – preferred? <input type="radio"/> 434-589-2133	Email jhchesser@gmail.com
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience.): BA in Business Management, 30 years Federal Government, retired as a GS -15, Consultant IT management			
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: Planning Commission (past) Board of Supervisors(past) Economic Development Commission (current) James River Water Authority (current)			
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): Fluvanna Chamber of Commerce Board Meals on Wheels Board and Volunteer			
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY:			
<p>Applicants are considered as vacancies occur and your application will be kept on file for three years.</p> <p>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>Submit by email (clerk@fluvannacounty.org) or mail to: Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963</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>			
Applicant's Signature Joe Chesser		Date Nov 11, 2017	

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

X	Board, Commission, Committee
	Agricultural/Forestral District Advisory Committee
	Audit Committee
	Board of Zoning Appeals (BZA)
	Building Code of Appeals Board
	Central Virginia Regional Jail (CVRJ) Authority
	Columbia Task Force (CARE)
	Community Policy & Management Team (CPMT)
	Economic Development Authority (EDA)
	Economic Develop. & Tourism Advisory Council (EDTAC)
	Family Assessment and Planning Team
	Finance Board
	Fluvanna Partnership for Aging Committee
	Fork Union Sanitary District (FUSD) Advisory Committee
X	James River Water Authority (JRWA)

X	Board, Commission, Committee (cont.)
	JAUNT Board
	Jefferson Area Board of Aging (JABA) Advisory Council
	Jefferson Area Board of Aging (JABA) Board of Directors
	Library Board of Trustees
	Monticello Area Community Action Agency (MACAA)
	Parks & Recreation Advisory Board
	Piedmont Virginia Community College (PVCC) Board
	Planning Commission
	Region Ten Community Services Board
	Rivanna River Basin Commission
X	Social Services 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:		
Acknowledgement Sent:		
Renewal Date:		
Renewal Date:		
Renewal Date:		
Renewal Date:		

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

TAB C

MEETING DATE:	December 20, 2017				
AGENDA TITLE:	Appointments/Reappointment to the Fluvanna Social Services Board				
MOTION(s):	<p>I move the Fluvanna County Board of Supervisors:</p> <ul style="list-style-type: none"> · Appoint [Name] to the Fluvanna County Social Services Board with a term beginning January 1, 2018 and ending December 31, 2021. 				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		XX			
STAFF CONTACT(S):	Kelly Belanger Harris, Clerk to the Board				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Normal				
DISCUSSION:	<p>Expiring Appointments:</p> <ul style="list-style-type: none"> · Len Gardner – not eligible for reappointment. <p>Applicants seeking appointment:</p> <ul style="list-style-type: none"> · Joe Chesser 				
FISCAL IMPACT:	None				
POLICY IMPACT:	None				
LEGISLATIVE HISTORY:	None				
ENCLOSURES:	<p>Board and Commission Application from interested candidates:</p> <ul style="list-style-type: none"> · Joe Chesser 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

County of Fluvanna

Name: Joe Chesser		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) 24 Out of Bounds Rd Palmyra, VA 22963		Physical Address (if different)	
Years Lived in Fluvanna 15	Cell Phone – preferred? <input checked="" type="radio"/> 434-242-7202	Home Phone – preferred? <input type="radio"/> 434-589-2133	Email jhchesser@gmail.com
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience.): BA in Business Management, 30 years Federal Government, retired as a GS -15, Consultant IT management			
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: Planning Commission (past) Board of Supervisors(past) Economic Development Commission (current) James River Water Authority (current)			
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): Fluvanna Chamber of Commerce Board Meals on Wheels Board and Volunteer			
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY:			
<p>Applicants are considered as vacancies occur and your application will be kept on file for three years.</p> <p>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>Submit by email (clerk@fluvannacounty.org) or mail to: Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963</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>			
Applicant's Signature Joe Chesser		Date Nov 11, 2017	

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

X	Board, Commission, Committee
	Agricultural/Forestral District Advisory Committee
	Audit Committee
	Board of Zoning Appeals (BZA)
	Building Code of Appeals Board
	Central Virginia Regional Jail (CVRJ) Authority
	Columbia Task Force (CARE)
	Community Policy & Management Team (CPMT)
	Economic Development Authority (EDA)
	Economic Develop. & Tourism Advisory Council (EDTAC)
	Family Assessment and Planning Team
	Finance Board
	Fluvanna Partnership for Aging Committee
	Fork Union Sanitary District (FUSD) Advisory Committee
X	James River Water Authority (JRWA)

X	Board, Commission, Committee (cont.)
	JAUNT Board
	Jefferson Area Board of Aging (JABA) Advisory Council
	Jefferson Area Board of Aging (JABA) Board of Directors
	Library Board of Trustees
	Monticello Area Community Action Agency (MACAA)
	Parks & Recreation Advisory Board
	Piedmont Virginia Community College (PVCC) Board
	Planning Commission
	Region Ten Community Services Board
	Rivanna River Basin Commission
X	Social Services 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)

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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:		
Acknowledgement Sent:		
Renewal Date:		
Renewal Date:		
Renewal Date:		
Renewal Date:		

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

TAB D

MEETING DATE:	December 20, 2017				
AGENDA TITLE:	Appointments/Reappointment to the Thomas Jefferson Planning District Commission				
MOTION(s):	<p>I move the Fluvanna County Board of Supervisors:</p> <ul style="list-style-type: none"> · Appoint [Name] to the Thomas Jefferson Planning Commission with a term beginning January 1, 2018 and ending December 31, 2020. 				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		XX			
STAFF CONTACT(S):	Kelly Belanger Harris, Clerk to the Board				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Normal				
DISCUSSION:	<p>Expiring Appointments:</p> <ul style="list-style-type: none"> · Keith Smith - Seeking reappointment. Mr. Smith was appointed in 2011 to serve the remainder of an unexpired term, previously held by Mr. Chris Fairchild; Mr. Smith was subsequently reappointed and served two, three-year terms from 2012 to 2017. <p>Other Applicants seeking appointment:</p> <ul style="list-style-type: none"> · Rudy Garcia · Debra Kurre 				
FISCAL IMPACT:	None				
POLICY IMPACT:	None				
LEGISLATIVE HISTORY:	None				
ENCLOSURES:	<p>Board and Commission Application from interested candidates:</p> <ul style="list-style-type: none"> · Keith Smith · Rudy Garcia · Debra Kurre 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

County of Fluvanna

Name: Keith Smith		Election <input checked="" type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union	
		District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other	
Mailing Address (including City, State, & ZIP) 35 Acre Ln Palmyra Va. 22963		Physical Address (if different)	
Years Lived in Fluvanna 30	Cell Phone – preferred? <input type="radio"/> 434-531-0795	Home Phone – preferred? <input type="radio"/>	Email keithsmith011163@gmail.com
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience.): please see attached resume			
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: TJPDC			
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): Please see the attached resume.			
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: I respectfully request the opportunity to continue representing Fluvanna on the TJPDC and advocating for Fluvanna's regional interests.			
<p>Applicants are considered as vacancies occur and your application will be kept on file for three years.</p> <p>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>Submit by email (clerk@fluvannacounty.org) or mail to: Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963</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>			
Applicant's Signature Keith Smith		Date Dec 12, 2017	

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

X	Board, Commission, Committee
	Agricultural/Forestral District Advisory Committee
	Audit Committee
	Board of Zoning Appeals (BZA)
	Building Code of Appeals Board
	Central Virginia Regional Jail (CVRJ) Authority
	Columbia Task Force (CARE)
	Community Policy & Management Team (CPMT)
	Economic Development Authority (EDA)
	Economic Develop. & Tourism Advisory Council (EDTAC)
	Family Assessment and Planning Team
	Finance Board
	Fluvanna Partnership for Aging Committee
	Fork Union Sanitary District (FUSD) Advisory Committee
	James River Water Authority (JRWA)

X	Board, Commission, Committee (cont.)
	JAUNT Board
	Jefferson Area Board of Aging (JABA) Advisory Council
	Jefferson Area Board of Aging (JABA) Board of Directors
	Library Board of Trustees
	Monticello Area Community Action Agency (MACAA)
	Parks & Recreation Advisory Board
	Piedmont Virginia Community College (PVCC) Board
	Planning Commission
	Region Ten Community Services Board
	Rivanna River Basin Commission
	Social Services Board
X	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)

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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:		
Acknowledgement Sent:		
Renewal Date:		
Renewal Date:		
Renewal Date:		
Renewal Date:		

Tuesday, December 12, 2017

Keith B Smith

35 Acre Lane * Palmyra, VA 22963 * (434)531-0795 * keithsmith011163@gmail.com

An experienced, self-motivated professional with outstanding communications skills, problem solving skills and customer service.

Profile:

- Over 30 years' experience in all phases of, General Real Estate, Land Planning & Development, General Contracting and Business Management to include but not limited to General & Detailed Management, Local Public Policies, Problem Solving, Sales, Marketing, Financing, and Public Relations & Advertising.
- Excellent time management skills and a personal work ethic characterized by persistence, tenacity, willingness to listen, flexibility, creativity as well as versatility.
- Very open minded to new challenges and willing to learn & hone skills through continued education and open communications.
- Detail-oriented, with good organizational, multitasking, and problem-solving skills.
- Outgoing, energetic with a proven ability to create and maintain positive and beneficial relationships with peers, administration, management, government officials and the general public.

Experience:

- 2009 – Present: Roy Wheeler Realty Co.
 - *Licensed to practice Real Estate Agent in the State of Virginia.*
- 1999 – Present: YES Business Management L.L.C.
 - *Consulting and facilitating services for local business and individuals conducting business and land planning / economic development projects with local Governments.*
- 1997 – 2011: Acres Development L.L.C.
 - *Land Planning and Development.*
- 1987 – Present: Bridge Hampton Builders Inc.
 - *Virginia State Class A General Contractor.*

Military Experience:

- 1980 to 1986 USMC, Military Police / Marine Security Guard at US Embassies abroad.
 - Sgt. Honorably discharged.

Education / Professional Studies and Certifications:

- Gen. Douglas Mac Arthur, Levittown, Long Island, NY. High School Graduation, Vocational Horticultural Degree.
- SUNY The State University of New York: Farmingdale NY, Horticultural / Landscaping, completed one year of a two-year associates degree.
- US Air Force Police Academy: Lackland AFB TX, Law Enforcement. Received Federal Police certification.

- USMC Marine Security Guard: Quantico VA, US Embassy security, received Top Secret clearance.
- EMT: Lake Monticello Rescue Squad
- Va. State Class A Contractors License: Richmond Va., Received Class A License.
- Basic Principles of Real Estate: Charlottesville Va., Received license to practice Real Estate in the State of Va.

Additional Skills:

- Experienced & knowledgeable in computer applications incl. CAD, Microsoft Word, Excel, PowerPoint.

Current public service affiliations and memberships:

- *Board Member of the Thomas Jefferson Planning District Corporation.*
- *Member of the Thomas Jefferson Planning District Commission.*
- *Board Member of the Thomas Jefferson Community Land Trust.*
- *2016 Graduate of the Charlottesville/Albemarle Chamber of Commerce "Leadership Class"*
- *Member of various committees within the Charlottesville Area Association of Realtors.*

References:

- **Mr. Chip Boyles** Phone Number, (804) 979-7310 ext 110
 - **ED, Thomas Jefferson Planning District**
- **Mr. Lenoard Bozza.** Phone Number, (516) 652-8314
 - **President, Lake Monticello Vol. Fire and Rescue Inc.**
- **Mr. Michael Guthrie** Phone Number, (434) 227-9118
 - **CEO, Roy Wheeler Realty Inc.**
- **Lt. Col. Raymond Beal III** Phone Number, (904) 451-1537
 - **Lt. Col. USMC JAG, Appellate Judge retired.**



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

County of Fluvanna

Name: Rudy L. Garcia		Election <input type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input checked="" type="checkbox"/> Fork Union	
		District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other	
Mailing Address (including City, State, & ZIP) 802 Rivanna Woods Dr Fork Union, VA 23055		Physical Address (if different)	
Years Lived in Fluvanna 17	Cell Phone – preferred? <input checked="" type="radio"/> 850-776-9209	Home Phone – preferred? <input type="radio"/> 434-842-9249	Email rleegarcia@rleegarcia.com
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience.): please see attached resume			
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: Director and President- Prevent Child Abuse Virginia- 2012-Present Rotary Club of Fluvanna County 2011-Present Director Fluvanna Chamber of Commerce 2013- Present Director Retail Merchants Association 2010-Present Director Youth Life Foundation Richmond 2012-Present Fluvanna Leadership Development Program Steering Committee 2012-Present Fluvanna County Finance Board- 2014-Present Director and Treasurer Goochland Chamber of Commerce- 2007-2013			
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): please see attached resume			
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: "I have been serving the county in some capacity since I joined my Rotary Club in January 2011. My involvement with the business community in Fluvanna County dates to November of 2012 when I was asked to serve on the Board of Directors for the Fluvanna Chamber of Commerce. I have been involved with helping to promote the County since becoming the Co-Chair for the Fluvanna Leadership Program Steering Committee in 2012. I feel that my experiences give me a rather unique perspective on the needs of the County and those perspectives could be valuable serving on the TJPDC especially as we move closer to having some of the necessary infrastructure needed to attract business prospects to the County's growth area. My flexibility in scheduling as a result of being an independent business person also allows me to contribute the time needed to be an effective member of the Commission"			
<p>Applicants are considered as vacancies occur and your application will be kept on file for three years.</p> <p>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>Submit by email (clerk@fluvannacounty.org) or mail to: Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963</p> <p>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.</p>			
Applicant's Signature Rudy L. Garcia		(Typing name below serves as digital signature)	
		Date Nov 20, 2017	

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

X	Board, Commission, Committee
	Agricultural/Forestral District Advisory Committee
	Audit Committee
	Board of Zoning Appeals (BZA)
	Building Code of Appeals Board
	Central Virginia Regional Jail (CVRJ) Authority
	Columbia Task Force (CARE)
	Community Policy & Management Team (CPMT)
	Economic Development Authority (EDA)
	Economic Develop. & Tourism Advisory Council (EDTAC)
	Family Assessment and Planning Team
	Finance Board
	Fluvanna Partnership for Aging Committee
	Fork Union Sanitary District (FUSD) Advisory Committee
	James River Water Authority (JRWA)

X	Board, Commission, Committee (cont.)
	JAUNT Board
	Jefferson Area Board of Aging (JABA) Advisory Council
	Jefferson Area Board of Aging (JABA) Board of Directors
	Library Board of Trustees
	Monticello Area Community Action Agency (MACAA)
	Parks & Recreation Advisory Board
	Piedmont Virginia Community College (PVCC) Board
	Planning Commission
	Region Ten Community Services Board
	Rivanna River Basin Commission
	Social Services Board
X	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:	November 20, 2017	Received by Kelly Harris through website. 11/20/2017
Acknowledgement Sent:	November 20, 2017	
Renewal Date:		
Renewal Date:		
Renewal Date:		
Renewal Date:		



GLOBAL VIEW CAPITAL®
A D V I S O R S

Global View Capital Advisors is a global network of financial service professionals servicing thousands of clients with innovative solutions in an unpredictable world.



Rudy Garcia

Executive Director
802 Rivanna Woods Dr
Fork Union VA 23055
Office: 804-323-3032 x 101
Fax: 804-767-1844
Cell: 850-776-9209
E-mail: rgarcia@gvcaponline.com
Web: gvcaponline.com

At Global View Capital Advisors, our mission is to help design, grow, and protect the personal economies of families from all over the world.

BIOGRAPHY

Rudy has a diverse background of over 30 years of coaching and financial consultation experience that he relies on to work with clients on their personal and business retirement plans.

Rudy grew up in south Florida and spent 18 years living in Key West before joining the US Army and spending the next 22 years serving the country in various assignments in multiple locations across the US, Europe and North Africa. It was while he was in the Army that Rudy fell in love with learning and education and developed a passion for serving others.

He has over 25 years of adult education experience, having served as a trainer educator in the U.S. Army and the Federal Emergency Management Agency. He brings over 26 years of Managerial experience in both the military and federal government, culminating his military career as the Deputy Commandant for the US Army's Quartermaster School's NCO Academy where he oversaw curriculum development and delivery of over 23 courses to over 3000 students annually. Rudy also has experience as a High School French and Spanish Teacher at Fork Union Military Academy. Because of his experience with the Army, FEMA and his own

Master's Program, Rudy is quite familiar and comfortable with distance learning as a delivery medium for training and education classes.

The passion he brings about educating others is built into the way he conducts business. Whether he is meeting with a business owner and providing an evaluation of an employer sponsored retirement plan or with a family discussing the paths they can take to move closer to their ultimate retirement goals, Rudy makes each experience an educational event.

Because of his many years of experience in adult education it was a natural outgrowth for him to adapt those skills to serving the business community; as a result he has been conducting live educational seminars for business owners for the past several years. These skills serve well in the employer sponsored retirement plan arena as he brings his experience to bear on the employee educational plans that are so essential to each plan participant achieving their goals.

Rudy's desire to serve others also manifests itself in his community involvement. He has been involved in service organizations since 1980 when he was the Lion Tamer for the Ft Bliss Lions Club in El Paso, Texas. While stationed in Tunisia in the mid 1990's he was the treasurer for the US Government Employees Recreation

Association and the President of the Tunis American Softball Association. He continued his community service throughout his military career and is still serving his community today as a Board Member for multiple non-profits and trade associations as well as a member of the Rotary Club of Fluvanna County.

Rudy is married to Catherine, who is currently teaching Freshman English at Fork Union Military Academy, and more significantly, is a Retired Command Sergeant Major with 24 years of service in the Criminal Investigation Command of the US Army. Rudy has two children, Edward and Georgia and three grandchildren, Noah, Gabriel and Hannah.

QUALIFICATIONS

Chartered Retirement Plans SpecialistSM
 Professional Plan ConsultantTM
 Accredited Domestic Partnership AdvisorSM

MEMBERSHIP ORGANIZATIONS

Director and President- Prevent Child Abuse Virginia- 2012-Present
 Rotary Club of Fluvanna County 2011-Present
 Director Fluvanna Chamber of Commerce 2013- Present
 Director Retail Merchants Association 2010-Present
 Director Youth Life Foundation Richmond 2012-Present
 Fluvanna Leadership Development Program Steering Committee 2012-Present
 Fluvanna County Finance Board- 2014-Present
 Director and Treasurer Goochland Chamber of Commerce- 2007-2013

BUSINESS PHILOSOPHY

My philosophy is relatively simple. I have adopted the filter of the Rotary Four Way Test into all of my business dealings:

First: Is it the Truth

Second: Is it fair to all concerned?

Third: Will it build good will and better friendship?

Fourth: Will it be beneficial to all concerned?

I also adhere to the ROTARIAN CODE OF CONDUCT

So As a Rotarian, I will:

1. Act with integrity and high ethical standards in my personal and professional life
2. Deal fairly with others and treat them and their occupations with respect
3. Use my professional skills through Rotary to mentor young people, help those with special needs, and improve people's quality of life in my community and in the world
4. Avoid behavior that reflects adversely on Rotary or other Rotarians

I have found that by following these two "Golden Rules" I am able to deal honestly and fairly with not only my clients, but also everyone I happen to meet during the course of a day.



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

County of Fluvanna

Name (Last, First MI) KURRE, DEBRA		Election <input type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union <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
 LMCA 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) 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>Debra Kurre</i> (Typing name below serves as digital signature)	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/Forestal 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)

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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 E

MEETING DATE:	December 20, 2017				
AGENDA TITLE:	Adoption of the Fluvanna County Board of Supervisors Regular Meeting Minutes.				
MOTION(s):	I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting of Wednesday, November 15, 2017, be adopted.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
STAFF CONTACT(S):	Kelly Belanger Harris, Clerk to the Board				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	None.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	None				
ENCLOSURES:	Draft Minutes for November 15, 2017				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

**FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Court Room
November 15, 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
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 to order the Regular Meeting of November 15, 2017
After the recitation of the Pledge of Allegiance, a moment of silence was observed.

3 - ADOPTION OF AGENDA

MOTION

Mr. Weaver moved to accept the Agenda, as presented, for the November 15, 2017 Regular Meeting of the Board of Supervisors. Mrs. Booker 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

MOTION

Mr. Weaver moved that Board of Supervisors adopt the resolution entitled, "Community Service Award Resolution Honoring Dr. Robert D. Mayfield." Mrs. Booker seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

Following the adoption of the Resolution entitled, "Community Service Award Resolution Honoring Dr. Robert D. Mayfield," Mr. Nichols invited Dr. Mayfield forward to receive the Resolution and the appreciation of the Board for his many hours of volunteer service to Fluvanna County. Mr. Nichols then welcomed Mr. Sam Graham, who will succeed Dr. Mayfield as Fluvanna Tenaska Plant Manager.

4 - COUNTY ADMINISTRATOR'S REPORT

Mr. Nichols reported on the following topics:

- Ø Community & County Staff Recognitions
 - Scott Morris, Fluvanna County Schools Athletic Director, one of 11 recipients of the 2017 Distinguished Service Awards, which are given by the National Interscholastic Athletic Administrators Association (NIAAA).
- Ø Announcements and Updates
 - Solar Farm at Zion Crossroads is progressing
 - Rte. 629 (Deep Creek Rd) Bridge Replacement - VDOT Public Hearing - Wed, Dec 13th, 5-7 pm, Library
 - County Staff Holiday Party - Fri, Dec 15th
 - TJPDC Legislative Forum, Wed, Nov 29th, 6:00 - 8:15 p.m. - Albemarle County Office Building - 401 McIntire Road (2nd floor)
 - Biennial BOS Planning Retreat - Saturday, Jan 20th, Fork Union Community Center

Ø Upcoming Meetings:

Day	Date	Time	Purpose	Location
Wed	Dec 6	4:00 PM	Regular Meeting & BOS Preliminary Budget Discussion	Courtroom
Wed	Dec 20	7:00 PM	Regular Meeting	Courtroom
Wed	Jan 10	4:00 PM	BOS Organizational Meeting & Regular Meeting	Courtroom
Wed	Jan 17	7:00 PM	Regular Meeting	Courtroom

5 - PUBLIC COMMENTS #1

At 7:12pm Chair Sheridan opened the first round of Public Comments.

- Mr. Curtis Putnam, Cunningham District, spoke in support of the Charlottesville Albemarle Alliance and the Shovel Ready Site Program.

Board of Supervisors Minutes

- Perrie Johnson, Fork Union District, spoke in support of the Schools request for carryover funds.
- Jerry Swiggett, EDA Treasurer, spoke in favor of the Shovel Ready Site Program.

With no one else wishing to speak, Chair Sheridan closed the first round of Public Comments at 7:14pm.

6 - PUBLIC HEARING

None.

7 - ACTION MATTERS

Fluvanna Shovel Ready Sites Program (FSRSP)—Jason Smith, Community and Economic Development Director presented a request for approval of the Fluvanna Shovel Ready Site Program (FSRSP.) Building on the presentation given earlier in the year, Mr. Smith provided a recap of the program, noting:

- Virginia Business Ready Sites Program : Administered by Virginia Economic Development Program, comprised of tiers of readiness
- Fluvanna Shovel Ready Site Program: partnership of Fluvanna County Economic Development + Draper Aden Associates; Benefits the County and property owners; EDA & Economic Development Director to accept applications and recommend funding; EDA approves funding and issues Approved Site Characterization letter/certificate; BOS funds program annually as needed.
- Launch in early 2018

Mr. Nichols reminded the Board that the \$35,000 has been set aside for many years to be used in a microloan program administered by the Fluvanna EDA. These funds have yet to be expended and the recommendation by staff is to use that money to fund small grants or to act as a revolving loan program.

Following general discussion,

MOTION

Mrs. Eager moved the Board of Supervisors to adopt the Fluvanna Shovel Ready Sites Program (FSRSP) Policy to support economic development in the Zion Crossroads Community Planning Area, and whereby the Fluvanna County Economic Development Authority (EDA) will manage and maintain the FSRSP as an interest-free loan program to support economic development in the Zion Crossroads Community Planning Area. Mr. O'Brien seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver.

And,

Mrs. Eager moved the Board of Supervisors approve the realignment of \$35,000 in funding FROM THE Fluvanna County Economic Development Authority's Business Microloan Program, originally approved in 2012, and thus terminating the microloan initiative, and TO THE Fluvanna County Economic Development Authority's Fluvanna Shovel Ready Sites Program fund. Mrs. Booker offered second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

Farm Heritage Museum Update and Construction Contract - Eric Dahl, DCA/Finance Director, and Marvin Moss, Fluvanna County Historical Society provided an update on the Farm Heritage Museum and requested approval of a construction contract.

Timeline of Events for Farm Heritage Museum:

- Following a failed IFB, a new IFB with clear specifications and building plans was issued in August 2017;
- In October 2017, the new IFB closed with a total of 3 bids;
- The Low bid from Fuog/InterBuild, Inc. for \$307,114.00;
- As of July 2016 the Historic Society had raised a total of \$160,824 (which is currently accounted for and budgeted);
- To date, they have raised \$270,425.00. (An increase of \$109,600.27 to what has already been budgeted);
 - \$70,000.00 coming from Grant Funds;
 - The remaining contributed by Fluvanna County Citizens and Businesses.
- Continued fundraising to donate \$5,000 per year for the next 5 years to the Fluvanna County Parks and Rec Department. This will assist in offsetting the County's out of pocket expense.
- \$54,470 needed in additional funding to move forward with construction. (This includes a 5% contingency for unknown expenses)
- The Farm Heritage Museum budget will increase to \$339,895.

Farm Museum Project

**UPDATED
Nov 14, 2017**

Funding Category	Amount
County Contribution	\$15,000
Historical Society Contribution	\$270,425
Fundraising Events	\$16,336
Anonymous Gifts	\$45,000
Grants	\$70,000
Miscellaneous citizen and business donations	\$139,089
TOTAL FUNDING COMMITMENT	\$285,425

Project Design and Construction	Costs
Site Plan	\$15,000
Custom Building Plans	\$2,425
Construction Costs (per IFB low bid)	\$307,114
Construction Contingency (5%)	\$15,356
TOTAL COSTS	\$339,895
ADDITIONAL FUNDING REQUIRED	(\$54,470)

MOTION

Mr. O'Brien moved the Board of Supervisors approve a FY18 supplemental appropriation of \$109,600.27 to the Farm Heritage Museum Capital Improvement Plan budget due to additional fund raising efforts of The Fluvanna Historical Society. Mrs. Booker gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None

And,

Mr. O'Brien moved the Board of Supervisors approve a FY18 supplemental appropriation of \$54,470 from the Fluvanna County Unassigned Fund Balance to the Farm Heritage Museum Capital Improvement Plan Budget. Mrs. Booker offered second and the motion passed 4-1. AYE: Sheridan, Booker, Eager, & O'Brien. NAY: Weaver. ABSENT: None.

And,

Mr. O'Brien moved the Board of Supervisors approve the contract between Fluvanna County and Fuog/InterBuild, Inc. for services associated with the construction of the Farm Heritage Museum totaling \$307,114, and further authorize the County Administrator to execute the agreement subject to the County Attorney revisions for a proper agreement and approval as to form. Mrs. Booker seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

Mr. Moss, on behalf of the over 500 members of the Fluvanna Historical Society, thanked the Board for their support in the realization of this project.

FY17 To FY18 County Carryover Requests – Mary Anna Twisdale, Management Analyst, presented a request for departmental and Schools carry-overs. To begin the presentation, Mrs. Twisdale provided the Fluvanna County Fluvanna County Financial Policies Section 1-10 (Re-appropriation):

Had budget authority in FY17

1. Initiative/Project was started in FY17, but was not able to be completed. - *Meets existing policy*
2. Initiative/project not started in FY17 due to circumstances - *Meets existing policy*

No budget authority in FY17

3. Requesting carryover of FY17 remaining funds to cover certain one-time special or capital projects that are not already approved/funded - *Does not meet existing policy*
4. Requesting carryover of FY17 remaining funds for unanticipated operating expenses not included in the FY18 budget - i.e., Not funded in FY18, but request/need has been identified; asking for unexpended FY17 dollars to cover that request/need (rather than wait until FY19 budget) - *Does not meet existing policy*

Tristana Treadway, Clerk of the Circuit Court presented an appeal for carryover funds in support of on-going projects to address security upgrades and disaster recovery plans. Timing constraints and coordination of projects and the necessary HVAC upgrades as requested by public works have played a significant role in several projects remaining incomplete during FY17. Ms. Treadway indicated that if FY17 carryover funds are not approved, FY18 funding will be insufficient to carry out these projects to address and implement necessary upgrades to ensure county safety, security, and abidance of state policies.

Sheriff Eric Hess came forward to present justification for the following items to be considered for FY17 carryover funds:

Security and Storage	\$9,000
CAD Training Overtime	\$7,000
Holiday & Discretionary Pay	\$13,000
Training for Mobile Devices	\$2,137
Police Supplies	\$13,230
Mobile Device Inv Services	\$2,974
Animal Control - Emergency Vet Care	\$1,140
Animal Control - Holiday & Discretionary Pay	\$6,000
E911 CAD Training Overtime	\$15,000
E911 - Holiday and Discretionary Pay	\$10,000

Following minimal discussion,

MOTION

Mr. O'Brien moved the Board of Supervisors approve the following carryover requests of FY17 unexpended budget lines from the listed departments to the FY18 Department Budget lines as specified and in the amounts listed:

<u>Department</u>	<u>Budget Line</u>	<u>Amount</u>
A. Clerk of Circuit Court	Security and Disaster Recovery	\$26,000
B. Circuit Court Judge	Security and Storage	\$9,000
C. Sheriff's Office	CAD Training Overtime	\$7,000

Board of Supervisors Minutes

November 15, 2017

D.	Sheriff's Office	Holiday & Discretionary Pay	\$13,000
E.	Sheriff's Office	Training for Mobile Devices	\$2,137
F.	Sheriff's Office	Police Supplies	\$13,230
G.	Sheriff's Office	Mobile Device Inv Services	\$2,974
H.	Animal Control	Emergency Vet Care	\$1,140
I.	Animal Control	Holiday & Discretionary Pay	\$6,000
J.	E911	CAD Training Overtime	\$15,000
K.	E911	Holiday and Discretionary Pay	\$10,000

with a total amount of \$105,481 to be re-appropriated. Mrs. Booker gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

FY17 To FY18 Schools Carryover Requests – Mary Anna Twisdale, Management Analyst, Brenda Gilliam, Executive Director of Curriculum and Instruction, presented a local-funds carryover from FY17 to FY18. The Fluvanna County School Board requests that \$675,000 of unexpended FY17 Funds be re-allocated to the school division.

The proposed carryover request includes:

- Funds to cover unanticipated costs- \$165,000
 - Laptops received after June 30
 - Bus Replacement exceeding Capital Reserve
- Vehicle Replacement- \$50,000
 - 71 cars, trucks, and vans in the fleet
 - 48 of the vehicles are 2002 or older
 - Cars needed for student transport
 - Trucks needed for maintenance staff
- School Bus Replacement- 3 buses at \$300,000
 - 20 buses in fleet on daily routes are 2002 or older
 - Suggested replacement cycle 15 years
 - Will take fewer years to achieve suggested replacement cycle
- Additional Technology needs- \$85,000
 - Chromebook Carts and other Instructional Technology Needs
- Adjustments to Personnel Compensation Schedules- \$75,000
- Total Request= \$675,000
- Remaining Balance to return to County- \$563,484.52.

This supplemental appropriation, if approved, would authorize staff to appropriate the additional funds to FY18 revenue and expenditures in the Fluvanna County Public Schools general operating budget.

After wide-ranging discussion, the Board chose not to include \$75,000 in carryover funds for Personnel Compensation Adjustment nor \$85,000 for Additional Technology.

MOTION

Mr. Weaver moved the Board of Supervisors approve carryover of FY17 Fluvanna County Public Schools unexpended local funds in the amount of \$165,000, increasing the FY18 Schools local appropriation from \$17,260,315 to \$17,425,315. Mrs. Eager gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

And,

Mrs. Eager moved the Board of Supervisors approve carryover of FY17 Fluvanna County Public Schools unexpended local funds in the amount of \$350,000 the FY18 CIP Budget (Schools), for the following items:

- A. Buses - \$300,000
- B. Student Transportation - \$50,000

Mr. Weaver seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None.

And,

MOTION

Mrs. Booker moved the Board of Supervisors approve carryover of FY17 Fluvanna County Public Schools unexpended local funds in the amount of \$35,000, increasing the FY18 Schools local appropriation from \$17,425,315 to \$17,460,315 Mr. O'Brien seconded and the motion passed 3-2. AYE: Sheridan, Booker, & O'Brien. NAY: Eager & Weaver. ABSENT: None.

Following the motion to approve the additional \$35,000 carryover, Mr. Payne ruled the motion out of order, as the issue had been determined in the previous motion.

Board of Supervisors Minutes

Request to Rescind Resolution 17-2009 GIS Mapping Fees—Fred Payne, Count Attorney presented a request to rescind Resolution 17-2009 GIS Mapping Fees in order to bring current fees in compliance with the 2017 Freedom of Information Act (FOIA.) Virginia FOIA allows only actual costs be charged to the requester, whereas resolution 17-2009 allowed a flat fee to be charged.

With no discussion,

MOTION

Mrs. Eager moved to rescind Resolution 17-2009 GIS Mapping Fees, in order to comply with the current Freedom of Information Act legislation. Mr. Weaver seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None.

Charlottesville Area Alliance Support Resolution – Steve Nichols, County Administrator brought forward a request to offer Fluvanna County support for the ongoing and expanding efforts of the new Charlottesville Area Alliance with regard to senior needs and services. Mr. Nichols reminded the Board that the Charlottesville Area Alliance presented at the November 1, 2017 Board of Supervisors Meeting.

MOTION

Mrs. Booker moved the Board of Supervisors adopt the resolution entitled, "Charlottesville Area Alliance Support Resolution." Mrs. Eager offered second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

Fluvanna County Reassessment Process Proposal – Eric Dahl, Deputy County Administrator & Finance Director, brought forward a request to authorize staff to receive proposals through an RFP process in order to conduct two general reassessments within four years. In order to schedule a general reassessment other than every 4 years, Virginia Code Section 58.1-3254 requires the board approve a resolution to do so. The last resolution was adopted by the board in September 2013, allowing for the reassessments that became effective in 2015 and 2017.

With no discussion,

MOTION

Mr. O'Brien moved the Board of Supervisors authorize staff to prepare a Request for Proposals (RFP) to conduct two general reassessments of the real property and improvements within the County with the first to become effective as of January 1, 2019, and the second general assessment to become effective on January 1, 2021. Mrs. Eager gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

8 - PRESENTATIONS

ARC Building Upgrades—Wayne Stephens, Director of Public Works & County Engineer provided an update on the ARC Building in Kent's Store. Mr. Stephens notes that the ARC Building is used throughout the year for County functions and events, including: Primary and General Election Polling Place for the Columbia District, Senior Activities Center (Parks & Recreation), and Community Town Halls and other meetings. The facility currently has inadequate heating, lighting, and kitchen facilities, and no air conditioning. Mr. Stephens stressed it may be in the best interest of the County to collaborate on facility upgrades, in order to better serve residents, to establish an agreement for continued use of the facility, and to ensure free use of the facility for County-sponsored functions.

Preliminary estimates of proposed repairs and maintenance include:

Immediate Needs	Cost Estimate
Roof (Skyline Roofing - 29 ga metal)	\$12,100
Gutters, downspouts, snowguards (Skyline Roofing)	\$1,700
Kitchen floor & kitchen remodel	\$7,500
HVAC (Cii - 2, 2.5 Ton Units)	\$25,000
Interior Lighting & Elec. Service Upgrade (Rafale Electric)	\$8,250
Rebuild Handicap Ramp	\$2,500
TOTAL for Immediate Needs	\$57,050
Additional Items ("Wish List")	Cost Estimate
Back-up Power (Rafale Electric)	\$12,500
Wall repairs & paint	\$7,500
Outdoor lighting	\$2,500
Kitchen window	\$1,000
Doors	\$2,500
Refinish wood floors (Sikman Floors)	\$3,500
New Ceilings (Commonwealth Interiors)	\$6,500
TOTAL for Wish List	\$36,000
GRAND TOTAL for all repairs	\$93,050

The Board authorized Mr. Stephens to discuss these maintenance upgrade issues with the ARC Board, to prioritize the items, and to validate the costs for each. Once determined, come back to the Board for discussion and consideration.

9 - CONSENT AGENDA

The following items were discussed before approval:

Board of Supervisors Minutes

AP Report – October 2017 – Eric Dahl, DCA/Finance Director

The following items were approved under the Consent Agenda for November 15, 2017:

AP Report – October 2017 – Eric Dahl, DCA/Finance Director

With Accounts Payable:

MOTION

Mr. O'Brien to approved the consent agenda, for the November 15, 2017 Board of Supervisors meeting, and to ratify Accounts Payable and Payroll for October 2017, in the amount of \$2,545,879.85. Mr. Weaver seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

10 - UNFINISHED BUSINESS

None.

11 - NEW BUSINESS

None.

12 - PUBLIC COMMENTS #2

At 10:12pm Chair Sheridan opened the second round of Public Comments.

- Perrie Johnson, Fork Union District School Board member, thanked the Board for partial approval of the schools' Carryover Requests.

With no one else wishing to speak, Chair Sheridan closed the second round of Public Comments at 10:13pm.

13 - CLOSED MEETING

MOTION TO ENTER INTO A CLOSED MEETING

At 10:13pm, 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.6, A.7, & A.8 of the Code of Virginia, 1950, as amended, for the purpose of discussing Investment of Funds, Legal Matters, & Litigation. 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 10:48pm, 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." Mrs. Booker seconded. The motion carried, with a roll call vote, of 5-0. AYES: Sheridan, Booker, Eager, O'Brien, and Weaver. NAYS: None. ABSENT: None.

14 - ADJOURN

MOTION:

At 10:49pm Mrs. Booker moved to adjourn the regular meeting of Wednesday, November 15, 2017. Mr. O'Brien 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

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

TAB F

MEETING DATE:	December 20, 2017				
AGENDA TITLE:	Adoption of the Fluvanna County Board of Supervisors Regular Meeting Minutes.				
MOTION(s):	I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting of Wednesday, Dec 6, 2017, be adopted.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
STAFF CONTACT(S):	Kelly Belanger Harris, Clerk to the Board				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	None.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	None				
ENCLOSURES:	Draft Minutes for December 6, 2017				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Court Room
December 6, 2017
Regular Meeting 4:00pm
Work Session, 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
 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 4:03pm Chair Sheridan, called the Regular Meeting of December 6, 2017.
 After the recitation of the Pledge of Allegiance, a moment of silence was observed.

3 - ADOPTION OF AGENDA**MOTION**

Mr. Weaver moved to accept the Agenda, for the December 6, 2017 Regular Meeting of the Board of Supervisors. Mrs. Booker seconded and the Agenda was adopted by a vote of 5-0. AYES: Sheridan, Booker, Eager, O'Brien, and Weaver. NAYS: None. ABSENT: None.

4 - COUNTY ADMINISTRATOR'S REPORT

Mr. Nichols reported on the following topics:

- Ø Pleasant Grove Park Disc Golf Course - First 9 holes open for use, First hole located just past the playground and before the ball fields, Four sets of rental discs ordered (4 discs per set), Daily rates are \$5 per disc set with a \$50 deposit
- Ø Community & County Staff Recognitions
 - Way to go to the Staff Tiger Team! Created standardized forms and hiring tools:
 - Pre-Hire Checklist
 - New Employee Orientation Checklist
 - New Employee Welcome Letter
 - New Library and Sheriff's Office Sign!
- Ø Business Spotlight - Mac's Auto Center
- Ø New Web Page: Fluvanna Business Directory - This is a FREE listing for Fluvanna County businesses registered to do business in Fluvanna. Online Submission. Contact Jason Smith, Director of Community and Economic Development at jsmith@fluvannacounty.org for further information.
- Ø Announcements and Updates
 - State Corporation Commission (SCC) plans to hold Public Hearings on the proposed Aqua Rate Increase, Thursday, April 5, 2018, 4:00 pm & 7:00 pm, at Central Elementary Auditorium
 - Biennial BOS Planning Retreat - Saturday, Jan 20th, 9:00 am to 4:00 pm, LM Fire Department Training Room
 - Annual Employee Holiday Party – December 15, 2017, 11:30am – 1:00pm, Library
 - New "Park Regulations" Signs Posted in Pleasant Grove
 - County Administration request for BOS Contingency Funding
 - Rewrite, update, format, & standardize County policies
 - Need to hire a temp person to perform the work and to coordinate with all involved departments
 - About 6 weeks of work
 - Estimate - \$7,500
 - FY17 Comprehensive Annual Financial Report (CAFR) - Advance copy to BOS, Will be presented at the Dec 20th Meeting
- Ø Next Meetings

Day	Date	Time	Purpose	Location
Wed	Dec 20	4:00 PM 7:00 PM	Non-Profit Budget Work Session & Regular Meeting	Courtroom
Wed	Jan 10	4:00 PM	BOS Organizational Meeting & Regular Meeting	Courtroom
Wed	Jan 17	4:00 PM 7:00 PM	Non-Profit Budget Work Session & Regular Meeting	Courtroom

5 - PUBLIC COMMENTS #1

At 4:17pm Chair Sheridan opened the first round of Public Comments.

- Gene Ott, Fox Hollow Subdivision, offered appreciation for the Board's involvement in the repairs to Country Creek Way, paving the way for its acceptance into the VDOT Secondary System of Roads.

With no one else wishing to speak, Chair Sheridan closed the first round of Public Comments at 4:24pm.

6 - PUBLIC HEARING

None.

7 - ACTION MATTERS

Director of Communications Position Upgrade—Eric Hess, Sheriff brought forward a request to update the Director of Communications position, reclassify the position, and approve a pay increase for Michael Grandstaff, Director of Communications.

Since January, 2016, the Director of Communications' position has evolved in order for the Sheriff's Office to meet state regulations as well as technological advancements. Michael Grandstaff, the current Director of Communications, has developed and taken on the responsibilities of four critical new functions while efficiently maintaining all the regular duties assigned to the Director of Communications.

The new functions that have become permanently assigned to the Director's position are:

- Officer of Infection Control
- Radio System Manager
- CAD System Administrator
- Everbridge System Administrator

After reviewing the new job description, Human Resources has recommended a new pay band classification from band 18 to 19 and a salary increase for Mr. Grandstaff from \$53,820 to \$59,500 annually.

The \$5,680 annual increase is requested in place of the Board approved budgeted increase of \$1,076.40 that Mr. Grandstaff would have received, effective December 24, 2017. The additional \$4,604 would compensate for the

With no discussion,

MOTION

Mrs. Eager moved that the Board of Supervisors approve the updated Director of Communications position description and reclassify the position to band 19. Mrs. Booker offered second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

And,

Mrs. Eager moved to approve the annual salary for Michael Grandstaff, Director of Communications, from \$53,820 to \$59,500 effective December 24, 2017 to accommodate for the additional job functions.

On a second from Mr. Weaver, the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

Proposed Fluvanna County Pay Bands and Schematic List of Classes – Gail Parrish, HR Manager presented a request to realign County Pay Bands, and approve salary adjustments for specific positions. Ms. Parrish provided an overview of County pay bands, noting that a pay band salary range (minimum – mid – maximum), is determined by market rates and many other factors, and is the range of pay established to pay employees for performing particular jobs and/or functions. The benefit of the salary range within the pay band allows career development and pay increases without promotion at each level. Ruling out significant changes in market factors, the pay bands' salary ranges should not be adjusted every year. The proposed Pay Bands and Schematic list of classes include several adjustments and positions moving to different pay bands that better aligns the factors used to determine the pay bands, as well as the classification for each position in the current market for Fluvanna County's positions. Position changes will be proposing during the FY19 budget process and any changes or requests for salary increases will be presented at that time.

If the proposed Pay Bands and Schematic list of classes is approved, the following positions are currently paid below the minimum of the proposed pay band's salary range, after the approved January FY18 2% increases:

- 2 – FT Deputy Treasurer I positions. Are currently \$0.29 per hour or \$2,119 annually less than the proposed minimum salary. An Annual total of \$4,238 increase to the FY19 annual budget.
- 6 – PT/Temp Library Clerk positions. Are currently \$0.66 to \$1.12 per hour less than the proposed minimum salary for employees who average 250 hours per year. An Annual total of \$1,335 increase to the FY19 annual budget.

FY19 Budgeted salaries: \$5,573 + fringes \$945 = Total FY19 Increase of \$6,518

MOTION

Mr. O'Brien moved the Board of Supervisors approve the proposed Fluvanna County Pay Bands and Schematic List of Classes as presented. Mrs. Booker gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

And,

Mr. O'Brien moved the Board of Supervisors approve salary adjustments for the Fulltime Deputy Treasurer I's and Part Time/Temp Library Clerks that are being paid below the approved band's minimum as of the first payroll in FY19. Mrs. Booker seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

Atlantic Technology Consultants, Inc. Contract—Cyndi Toler, Purchasing Officer came forward with a request to approve a contract with Atlantic Technology Consultants, Inc. This contract provides for cell tower lease management as well as cell tower review. Mrs. Toler provided a summary of events leading to this request, as well as an overview of the services provided by Atlantic Technology Consultants, Inc.:

- An RFP was issued in July 2017, resulting in 3 proposals
- The RFP Committee chose to move forward with Atlantic Technology Consultants
- Services Provided on an as needed basis:
 - New Tower Application Review Services
 - Ordinance Review
 - Lease Management Services
 - Antenna Co-location Application Review Services
 - Countywide Tower Inventory/Audit
 - Countywide Master Plan
 - Wireless Broadband Development
 - Tower Review Fees are Pass Thru fees, they are reimbursed by the applicants
- Prior contractor charged \$4,000 per tower review, and 25% share for all lease payments to manage leases.
- Atlantic Technology will charge \$3,200 for NEW Tower reviews, & \$900 for review of co-locating on EXISTING towers.
- Lease Management Service - Atlantic Technology perform the following services that we will pay an Hourly fee for (anticipated 10-15 Hours Per lease):
 - Develop Leasing Strategy for County owned Communications Towers and Water Tanks.
 - Organize Inquiry system for potential lease candidates.
 - Provider Legal documents for Right of Entry Testing, Easement and Leasing.
 - Work with county on Sign Placement for Inquiries.
 - Meet with Inquiring Party
 - Have Party Provide Documents such as Site Plan, Structural Analysis etc.
 - Negotiate Lease (Tower and Ground); Rent, Maintenance and Developmental Fees.
 - Meet with county Attorney, County Administrator etc. for Lease.
 - Present/Meet with BOS for review and Approval.
 - Remain Point of contact for project.
 - The county will be responsible for receiving and tracking lease payments.
 - Tower/Structure Leasing= \$150/hour
 - Telecom Comp Plan/Ordinance Review- If Needed (Existing document) = \$150/hour.
 - Conditional Use Permits (new WCF or rebuild of existing tower) = \$3,200.00 per Application
 - Co-location Reviews on Existing Towers = \$900.00 per application
 - Accounting/Financial Analysis/Audit.....(When Required) = \$100.00
 - Communications Technician ...(When Required) = \$75.00
- The county will be responsible for receiving and tracking lease payments.

Following brief discussion focused on projected savings and the scope of services provided by Atlantic Technology,

MOTION

Mrs. Eager moved the Board of Supervisors approve the term contract between Fluvanna County and Atlantic Technology Consultants, Inc. for services associated with Telecommunications Facilities' Application Review and General Telecommunications Services and further authorize the County Administrator to execute the agreement subject to the County Attorney revisions for a proper agreement and approval as to form. Mr. O'Brien seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

1st Addendum To The Communications System Agreement For The Fluvanna Public Safety Emergency Communications Radio System for Maintenance Services—Cyndi Toler, Purchasing Officer presented a request to amend the Communications System Agreement with Motorola Solutions, Inc. to clarify maintenance costs related to the radio system infrastructure.

Mrs. Toler noted the following:

- Ø Costs of the infrastructure Maintenance Services:
 - Initial Term (9-1-2017 to 6-30-218): \$88,106.52
 - Renewal #1 (7-1-2018 to 6-30-2019): \$313,324.20
 - Renewal #2 (7-1-2019 to 6-30-2020): \$336,606.72
 - Renewal #3 (7-1-2020 to 6-30-2021): \$343,697.16
 - Renewal #4 (7-1-2021 to 6-30-2022): \$365,827.56
- Ø Cost may change slightly in the future when additional localities join our System. Those localities would then share in the Maintenance cost of the Core of our System.
- Ø Services included
 - 24x7x365 Technical Support

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- Network Hardware Repair
- Security Patching
- Onsite Support (Dispatch and Onsite Response)
- Annual Preventive Maintenance
- Network Event Monitoring
- Microwave Repair

There being very little discussion,

MOTION

Mrs. Eager moved the Board of Supervisors approve the 1st Addendum to the Communications System Agreement for the Fluvanna Public Safety Emergency Communications Radio System for Maintenance Services and further authorize the County Administrator to execute the Addendum subject to the County Attorney revisions for a proper agreement and approval as to form. Mrs. Booker gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

Approval of the Surety for Fox Hollow Streets for VDOT Acceptance – Jason Stewart, Planning/Zoning Administrator presented a request to approve a surety amount to guarantee the integrity of the street improvements in the Fox Hollow Subdivision. The Virginia Department of Transportation (VDOT), Fluvanna County, and subdivision residents have worked together for several years to resolve items that prohibited Country Creek Way from being accepted into the VDOT Secondary System of Roads. Country Creek Way has been inspected and is ready to be taken into the state road system. Mr. Stewart noted that the Board must adopt a resolution ensuring the correction of faults in road workmanship or materials for the first year after the roads are taken into the state system, and the County needs to formally petition the Virginia Department of Transportation to begin the process for the roads to be taken into the Secondary System of Highways. Residents have borne the entirety of the costs for bringing the streets into compliance and are financially unable to commit to posting the surety amount of \$28,000 required by VDOT. The County holds funds from letters of credit, dating back to the original subdivision approval that will be used to guarantee these repairs.

MOTION

Mrs. Eager moved that the Board of Supervisors approve the resolution for a surety amount of \$28,000 to expire on December 31, 2018, in order for Fox Hollow subdivision's remaining unaccepted streets to be taken into the state roadway system. On a second from Mr. Weaver, the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

8 - PRESENTATIONS

Population Projections Presentation – Hamilton Lombard, Research Specialist, Demographics Research Group, Weldon Cooper Center for Public Service presented area population projections as prepared by the Weldon Cooper Center for Public Service.

CARE Task Force Report – Steve Nichols, County Administrator, and Task Force Members (Aaron Spitzer, Melissa Kenney, Susan Shumate, Darrick Mitchell) provided a report on the activities of the Task Force to date.

Highlights included:

- Task Force Charter and Responsibilities
- Community Presence and Participation
- FEMA Grant Update
- Actions and Plans – Phased Approach

In addition, the Task Force identified next steps, which might include:

- Approve the general CARE Concept and Phasing Plan
- Approve new signage for Columbia
- Renew Task Force Charter through June 30, 2018
- Authorize staff to begin the process of hiring expert to develop Historic District nomination
- Approve, or budget for, funding to support the CARE
 - To support grant applications (~\$15,000)
 - For Historic District nomination work (~\$7,500)
 - Add'l funding wedge for potential FY20 and beyond funding support needs

The Board directed staff to add a 6-month extension of the CARE Task Force Charter and approval of the CARE Task Force Phase Plan to the December 20, 2017, meeting agenda.

FY17 4th Quarter Budget Report—Eric Dahl, Deputy County Administrator & Finance Director, provided the FY17 4th Quarter Budget Report. Mr. Dahl noted that typically, Offices/Departments should have expended approximately 100% of their budgets at the end of the fourth quarter, and all Offices/Departments are within expected range. FUSD was expended at 100.5% owing to year-end compensated leave and depreciation adjustments.

Board of Supervisors Minutes

Unexpended dollars for all funds in the FY17 budget:

	ORIG BUDGET	XFERS	REVISED BUDGET	YTD EXPENDED	ENCUMBR	AVAIL. BUDGET	PCT USED
OPERATIONAL EXPS	20,535,586	823,835.00	21,359,421.00	20,072,859.28	-	1,286,561.72	94.0%
SCHOOL EXPENSES	38,278,423	1,000,063.00	39,278,486.00	37,605,737.89	-	1,672,748.11	95.7%
CAFETERIA EXPENSES	1,478,168	54,331.00	1,532,499.00	1,393,179.80	-	139,319.20	90.9%
DEBT SERVICE	7,847,009	(177,000.00)	7,670,009.00	7,658,707.16	-	11,301.84	99.9%
UTILITIES EXPENSES	326,745	(4,437.00)	322,308.00	302,948.90	-	19,359.10	94.0%
FUSD EXPENSES	351,002	8,922.00	359,925.00	361,760.15	-	(1,835.15)	100.5%
GRAND TOTAL	68,816,933	1,705,714.00	70,522,648.00	67,395,193.18	-	3,127,454.82	95.6%
CIP	9,473,750						
GRAND TOTAL	78,290,683						

FY18 1st Quarter Budget Report— Eric Dahl, Deputy County Administrator & Finance Director, reported on FY18 1st Quarter spending. Typically, Offices/Departments should have expended approximately 25% of their budgets at the end of the first quarter and noted that most Offices/Departments are within expected range. Three Offices/Departments are over-expended:

- Board of Supervisors– 32.1% (pg. 1)
 - Public Official Insurance/Dues
 - Advertising – costs difficult to predict, indicates an increase in Public Hearings
- Correction & Detention – 48.2% (pg. 21)
 - Second Quarter payment processed prior to October 1
- Debt Service– 60.9% (p. 53)
 - Annual payments made in July, not throughout the year

Summary of 1st Quarter Expenditures:

	ORIG BUDGET	XFERS	REVISED BUDGET	YTD EXPENDED	ENCUMBR	AVAIL. BUDGET	PCT USED
OPERATIONAL EXPS	21,768,073	296,703.00	22,170,257.00	5,092,133.54	18,327.13	17,059,796.33	23.1%
SCHOOL EXPENSES	39,634,787		39,634,787.00	8,312,372.88	-	31,322,414.12	21.0%
CAFETERIA EXPENSES	1,597,046		1,597,046.00		-	1,597,046.00	0.0%
DEBT SERVICE	10,468,627	(1,624,608.00)	8,844,019.00	5,388,901.34	-	3,455,117.66	60.9%
UTILITIES EXPENSES	354,563		354,563.00	51,056.20	-	303,506.80	14.4%
FUSD EXPENSES	354,719		354,719.00	58,623.24	-	296,095.76	16.5%
GRAND TOTAL	74,177,815	(1,327,905.00)	72,955,391.00	18,903,087.20	18,327.13	54,033,976.67	25.9%
CIP	1,447,100						
GRAND TOTAL	75,624,915						

9 - CONSENT AGENDA

The following items were approved under the Consent Agenda for September 6, 2017:

- Minutes of November 1, 2017* – Kelly Harris, Clerk to the Board
- Open Space Contract Application (Barber)*—Andrew M. (Mel) Sheridan, Commissioner of the Revenue
- VDOT Secondary Street Acceptance Request – Fox Hollow Phase 3*– Jason Stewart, Planning/Zoning Administrator
- FCPS FY18 Title IV Part A- Student Support and Academic Enrichment Grant*—Brenda Gilliam, Executive Director for Instruction and Finance
- Ratification of Sale of Former Cunningham School* – Eric Dahl, DCA/Finance Director

MOTION

Mr. Weaver moved to approved the consent agenda, for the December 6, 2017 Board of Supervisors meeting. Mr. O’Brien seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

10 - UNFINISHED BUSINESS

None.

11 - NEW BUSINESS

BOS Chair Rotation and Decorum – Mozell Booker, Vice Chair/Fork Union Supervisor brought up the possibility of rotating the Board Chair on a yearly/biennial basis. Following general discussion, the consensus of the Board is to continue with current protocol, electing a Chair and Vice Chair at each Organizational Meeting.

Mrs. Eager read a letter from citizens who live on Redskins Lane, inquiring about follow up on VDOT plans to provide signage for the school bus stop near her home. The citizen had other concerns, including trash accumulating on the road near her home. Mr. Nichols indicated that he would follow up with Mr. Alan Saunders at VDOT regarding signage.

12 - PUBLIC COMMENTS #2

At 6:40pm Chair Sheridan opened the second round of Public Comments.

With no one wishing to speak, Chair Sheridan closed the second round of Public Comments at 6:40pm.

13 - DINNER RECESS (*Recess to the Morris Room*)

Board of Supervisors Minutes
RECONVENE FOR WORK SESSION 7:10pm

MOTION TO EXTEND

MOTION

Mr. Weaver moved to extend the meeting until midnight. Mrs. Booker seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

WORK SESSION

FY19 Preliminary Budget Discussion – Steve Nichols, County Administrator, Eric Dahl, DCA/Finance Director

- Fund Balance Overview
- Debt Overview
- Tax Rates – History and Projection
- Revenue – Myths and Facts
- Expenditures Overview
- Personnel
- CIP Issues
- School System Funding
- Emergency Services
- Miscellaneous Issues – Accounting System Updates

14 – CLOSED MEETING

MOTION TO ENTER INTO A CLOSED MEETING

At 8:53pm, 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.3. A.6 & A.8 of the Code of Virginia, 1950, as amended, for the purpose of discussing Real Estate, Investment of Funds, & 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 9:48pm, 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.

15 – ADJOURN

MOTION

At 9:48pm, Mr. O'Brien moved to adjourn the regular meeting of Wednesday, December 6, 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



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

BOS Package 2017-12-20 p.567/619

P.O. Box 540

Palmyra, VA 22963

(434) 591-1910

Fax (434) 591-1911

www.fluvannacounty.org

MEMORANDUM

TAB G

Date: December 20, 2017
From: Finance Department
To: Board of Supervisors
Subject: Accounts Payable Report for November 2017

1. Staff recommends that the Board of Supervisors ratify the expenditures in the attached report and summarized below.

CATEGORY	AMOUNT
General	\$548,335.57
Capital Improvements	\$70,840.27
Debt Service	\$0.00
Sewer	\$3,803.36
Fork Union Sanitary District	\$9,400.35
TOTAL AP EXPENDITURES	\$632,379.55
Payroll	\$779,612.80
TOTAL	\$1,411,992.35

MOTION

I move the Accounts Payable and Payroll be ratified for November 2017 in the amount of \$1,411,992.35.

Encl:
AP Report

	A	B	C	D	F	G	H	J	
1	County of Fluvanna		From Date: 11/1/2017						
2	Accounts Payable List		To Date: 11/30/2017						
3									
4									
6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
7	Fund # - 100 GENERAL FUND								
8	GENERAL FUND								
9	MINNESOTA LIFE INS. CO	CLEARING ACCOUNT- PAYROLL	Payroll Run 1 - Warrant 110317	000000056456	11/2/2017	11/20/2017	146.99		
10	MINNESOTA LIFE INS. CO	CLEARING ACCOUNT- PAYROLL	Payroll Run 1 - Warrant 111717	000000056707	11/16/2017	11/20/2017	146.99		
11	VACORP	CLEARING ACCOUNT- PAYROLL	Payroll Run 1 - Warrant 110317	000000056457	11/2/2017	11/20/2017	482.83		
12	VACORP	CLEARING ACCOUNT- PAYROLL	Payroll Run 1 - Warrant 111717	000000056708	11/16/2017	11/20/2017	482.83		
13								Total:	\$1,259.64
14									
15	PERSONAL PROPERTY TAXES								
16	CAB EAST LLC	P P 2017 - 1ST	PP 2017 200041 3FA6P0K97ER211484	56366	10/31/2017	11/3/2017	188.31		
17	CRAIG, WAYNE D	P P 2017 - 1ST	PP 2017 5449	56367	10/31/2017	11/3/2017	108.47		
18	DRUMHELLER, ERIC JOSEPH	P P 2017 - 1ST	PP 2017 224717	56368	10/31/2017	11/3/2017	203.26		
19	GULLEY, STEPHANIE ALEXIS	P P 2017 - 1ST	PP 2017 9822	56370	10/31/2017	11/3/2017	362.68		
20	VANISCHAK JR, JOSEPH ANTHONY	P P 2017 - 1ST	PP 2017 212365	56371	10/31/2017	11/3/2017	87.16		
21	VANISCHAK, ANN DIETRICH	P P 2017 - 1ST	PP 2017 212366	56372	10/31/2017	11/3/2017	61.40		
22								Total:	\$1,011.28
23									
24	MOBILE HOME TAXES								
25	GIBSON, EVERETT DAVID	M H 2017 - 1ST	PP 2017 203061	56369	10/31/2017	11/3/2017	11.34		
26								Total:	\$11.34
27									
28	PROPERTY TAX PENALTIES & INT								
29	GIBSON, EVERETT DAVID	INTEREST-ALL PROPERTY TAXES	PP 2017 203061	56369	10/31/2017	11/3/2017	0.09		
30	GIBSON, EVERETT DAVID	PENALTIES-ALL PROPERTY TAXES	PP 2017 203061	56369	10/31/2017	11/3/2017	2.84		
31								Total:	\$2.93
32									
33	OTHER LOCAL TAXES								
34	CAB EAST LLC	ADMIN FEE VEHICLE LICENSE	PP 2017 200041 3FA6P0K97ER211484	56366	10/31/2017	11/3/2017	33.00		
35	GULLEY, STEPHANIE ALEXIS	ADMIN FEE VEHICLE LICENSE	PP 2017 9822	56370	10/31/2017	11/3/2017	33.00		
36	LEFFLER, KAREN POWELL	ADMIN FEE VEHICLE LICENSE	PP 2016 7081	56502	11/7/2017	11/9/2017	54.11		
37	VANISCHAK JR, JOSEPH ANTHONY	ADMIN FEE VEHICLE LICENSE	PP 2017 212365	56371	10/31/2017	11/3/2017	33.00		
38	VANISCHAK, ANN DIETRICH	ADMIN FEE VEHICLE LICENSE	PP 2017 212366	56372	10/31/2017	11/3/2017	33.00		
39	WHARTON, PAMELA MARIE	ADMIN FEE VEHICLE LICENSE	PP 2017 212925	56503	11/7/2017	11/9/2017	100.00		
40								Total:	\$286.11
41									
42	BOARD OF SUPERVISORS								
43	BANK OF AMERICA	ADVERTISING	P-CARD	1031117	11/16/2017	11/17/2017	149.95		
44	BANK OF AMERICA	OTHER OPERATING SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	18.74		
45	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD	1031117	11/16/2017	11/17/2017	290.22		
46	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	5654 101817	11/1/2017	11/3/2017	22.30		
47								Total:	\$481.21
48									



	A	B	C	D	F	G	H	J	
1	County of Fluvanna		From Date: 11/1/2017						
2	Accounts Payable List		To Date: 11/30/2017						
3									
4									
6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
49	COUNTY ADMINISTRATOR								
50	BANK OF AMERICA	DUES OR ASSOCIATION	P-CARD	1031117	11/16/2017	11/17/2017	30.00		
51	BANK OF AMERICA	FURNITURE & FIXTURES	P-CARD	1031117	11/16/2017	11/17/2017	36.73		
52	BANK OF AMERICA	POSTAL SERVICES	P-CARD	1031117	11/16/2017	11/17/2017	40.34		
53	CENTURYLINK	TELECOMMUNICATIONS	FINANCE	309762613 101617	11/1/2017	11/3/2017	7.58		
54	KODIAK, LLC.	LEASE/RENT	SHRED	65052	11/16/2017	11/17/2017	35.00		
55	PITNEY BOWES INC	POSTAL SERVICES	EASY SEAL	1005497407	11/1/2017	11/3/2017	40.34		
56	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	5654 101817	11/1/2017	11/3/2017	3.19		
57	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	SUPPLIES	8047121553	11/16/2017	11/17/2017	64.75		
58	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	SUPPLIES	8047121553	11/16/2017	11/17/2017	72.40		
59	STEVEN NICHOLS	MILEAGE ALLOWANCES	MILEAGE	111217	11/16/2017	11/17/2017	115.56		
60	THE SUPPLY ROOM	OFFICE SUPPLIES	SUPPLIES	3128783-0	11/16/2017	11/17/2017	20.28		
61	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	21508595	11/7/2017	11/9/2017	256.05		
62	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	STAPLER FINISHER	21564977	11/16/2017	11/17/2017	47.59		
63								Total:	\$769.81
64									
65	COUNTY ATTORNEY								
66	PAYNE & HODOUS, LLP.	PROFESSIONAL SERVICES	LEGAL FEES	126721	11/16/2017	11/17/2017	26,751.65		
67								Total:	\$26,751.65
68									
69	COMMISSIONER OF THE REVENUE								
70	BANK OF AMERICA	BLDGS EQUIP REP & MAINT	P-CARD	1031117	11/16/2017	11/17/2017	16.00		
71	BANK OF AMERICA	BLDGS EQUIP REP & MAINT	P-CARD	1031117	11/16/2017	11/17/2017	109.95		
72	BANK OF AMERICA	BLDGS EQUIP REP & MAINT	P-CARD	1031117	11/16/2017	11/17/2017	117.95		
73	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	3.48		
74	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	6.96		
75	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	28.27		
76	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	31.80		
77	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD	1031117	11/16/2017	11/17/2017	37.16		
78	CENTURYLINK	TELECOMMUNICATIONS	FINANCE	309762613 101617	11/1/2017	11/3/2017	12.62		
79	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	103117	11/16/2017	11/17/2017	22.10		
80	KODIAK, LLC.	LEASE/RENT	SHRED	65052	11/16/2017	11/17/2017	15.00		
81	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	SUPPLIES	8047121553	11/16/2017	11/17/2017	43.87		
82	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	SUPPLIES	8047121553	11/16/2017	11/17/2017	51.98		
83	STONEWALL TECHNOLOGIES	PROFESSIONAL SERVICES	VAMANET PUBLIC SITE	8930	11/7/2017	11/9/2017	300.00		
84	THE SUPPLY ROOM	LEASE/RENT	COOLER RENTAL	3129072-0	11/7/2017	11/9/2017	9.99		
85	THE SUPPLY ROOM	OFFICE SUPPLIES	WATER GALLONS	3121171-0	11/1/2017	11/3/2017	14.97		
86								Total:	\$822.10
87									
88	TREASURER								
89	BMS DIRECT	POSTAL SERVICES	POSTAGE	118664	11/7/2017	11/9/2017	1,511.83		
90	BMS DIRECT	POSTAL SERVICES	POSTAGE	118665	11/7/2017	11/9/2017	3,238.56		



	A	B	C	D	F	G	H	J	
1	County of Fluvanna		From Date: 11/1/2017						
2	Accounts Payable List		To Date: 11/30/2017						
3									
4									
6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
91	BMS DIRECT	POSTAL SERVICES	POSTAGE	119628	11/16/2017	11/17/2017	123.28		
92	BMS DIRECT	PRINTING AND BINDING	POSTAGE	119628	11/16/2017	11/17/2017	80.00		
93	BUSINESS DATA OF VA, INC.	PROFESSIONAL SERVICES	CONSULTING	10171007	11/7/2017	11/9/2017	150.00		
94	BUSINESS DATA OF VA, INC.	PROFESSIONAL SERVICES	CONSULTING	20171019	11/16/2017	11/17/2017	400.00		
95	CDW GOVERNMENT, INC.	EDP EQUIPMENT	SCANNER	KRD0411	11/7/2017	11/9/2017	3,182.08		
96	CENTURYLINK	TELECOMMUNICATIONS	FINANCE	309762613 101617	11/1/2017	11/3/2017	15.14		
97	CHARLOTTESVILLE OFFICE MACHINE	OFFICE SUPPLIES	SUPPLIES	672260	11/16/2017	11/17/2017	198.75		
98	CREATIVE	FURNITURE & FIXTURES	CHAIRS FOR TREASURER	262498	11/1/2017	11/3/2017	1,705.26		
99	KODIAK, LLC.	LEASE/RENT	SHRED	65052	11/16/2017	11/17/2017	35.00		
100	PITNEY BOWES	LEASE/RENT	LEASE CHARGES	3304752071	11/16/2017	11/17/2017	1,643.23		
101	QUILL	OFFICE SUPPLIES	SUPPLIES	1808187	11/7/2017	11/9/2017	71.97		
102	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	SUPPLIES	8047121553	11/16/2017	11/17/2017	78.10		
103	THE SUPPLY ROOM	LEASE/RENT	COOLER RENTAL	3129071-0	11/16/2017	11/17/2017	9.99		
104	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	21551619	11/16/2017	11/17/2017	131.38		
105							Total:	\$12,574.57	
106									
107	INFORMATION TECHNOLOGY								
108	BANK OF AMERICA	ADP SERVICES	P-CARD	1031117	11/16/2017	11/17/2017	14.99		
109	BANK OF AMERICA	ADP SERVICES	P-CARD	1031117	11/16/2017	11/17/2017	16.50		
110	BANK OF AMERICA	ADP SERVICES	P-CARD	1031117	11/16/2017	11/17/2017	36.04		
111	BANK OF AMERICA	ADP SERVICES	P-CARD	1031117	11/16/2017	11/17/2017	90.00		
112	BANK OF AMERICA	ADP SERVICES	P-CARD	1031117	11/16/2017	11/17/2017	158.21		
113	BANK OF AMERICA	ADP SERVICES	P-CARD	1031117	11/16/2017	11/17/2017	507.94		
114	BANK OF AMERICA	ADP SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	9.45		
115	BANK OF AMERICA	ADP SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	22.70		
116	BANK OF AMERICA	ADP SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	58.00		
117	BANK OF AMERICA	ADP SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	77.96		
118	BANK OF AMERICA	ADP SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	89.19		
119	BANK OF AMERICA	ADP SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	103.67		
120	BANK OF AMERICA	ADP SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	103.92		
121	BANK OF AMERICA	ADP SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	105.20		
122	BANK OF AMERICA	ADP SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	110.41		
123	BANK OF AMERICA	ADP SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	129.99		
124	BANK OF AMERICA	ADP SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	209.71		
125	BANK OF AMERICA	EDP EQUIPMENT	P-CARD	1031117	11/16/2017	11/17/2017	374.03		
126	BANK OF AMERICA	FURNITURE & FIXTURES	P-CARD	1031117	11/16/2017	11/17/2017	84.32		
127	CDW GOVERNMENT, INC.	EDP EQUIPMENT	SCANNER	KRD0411	11/7/2017	11/9/2017	3,182.07		
128	CENTURYLINK	TELECOMMUNICATIONS	FINANCE	309762613 101617	11/1/2017	11/3/2017	5.05		
129	DELL MARKETING, L.P.	ADP SUPPLIES	SUPPLIES	10192461406	11/16/2017	11/17/2017	44.98		
130	DELL MARKETING, L.P.	EDP EQUIPMENT	MONITOR/PROJECTOR	10200187406	11/16/2017	11/17/2017	3,790.16		
131	PROGENT CORPORATION	PROFESSIONAL SERVICES	ASA FIREWALL	128144	11/7/2017	11/9/2017	439.25		
132	TYLER TECHNOLOGIES	ADP SERVICES	APP SERVICES/ENERGOV	045-203830	11/7/2017	11/9/2017	40,662.00		



	A	B	C	D	F	G	H	J
1	County of Fluvanna		From Date: 11/1/2017					
2	Accounts Payable List		To Date: 11/30/2017					
3								
4								
6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount	
133							Total:	\$50,425.74
134								
135	FINANCE							
136	CENTURYLINK	TELECOMMUNICATIONS	FINANCE	309762613 101617	11/1/2017	11/3/2017	12.62	
137	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	5654 101817	11/1/2017	11/3/2017	166.82	
138	PRINCE WILLIAM COUNTY	OFFICE SUPPLIES	SUPPLIES	589	11/1/2017	11/3/2017	220.23	
139	THE SUPPLY ROOM	LEASE/RENT	5 GALLONS	3121185-0	11/7/2017	11/9/2017	74.85	
140	THE SUPPLY ROOM	OFFICE SUPPLIES	SUPPLIES	3136984-0	11/16/2017	11/17/2017	157.45	
141	UPS	POSTAL SERVICES	OVERNIGHT DELIVERY	0000Y7646Y427	11/1/2017	11/3/2017	7.72	
142	UPS	POSTAL SERVICES	OVERNIGHT DELIVERY	0000Y7646Y447	11/16/2017	11/17/2017	7.57	
143	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	21508596	11/7/2017	11/9/2017	169.45	
144							Total:	\$816.71
145								
146	REGISTRAR/ELECTORAL BOARD							
147	AUTOMATED OFFICE SYSTEMS	LEASE/RENT	COLOR COPIER	078783	11/7/2017	11/9/2017	155.00	
148	BANK OF AMERICA	POSTAL SERVICES	P-CARD	1031117	11/16/2017	11/17/2017	5.28	
149	BANK OF AMERICA	POSTAL SERVICES	P-CARD	1031117	11/16/2017	11/17/2017	6.54	
150	BANK OF AMERICA	POSTAL SERVICES	P-CARD	1031117	11/16/2017	11/17/2017	7.63	
151	BANK OF AMERICA	POSTAL SERVICES	P-CARD	1031117	11/16/2017	11/17/2017	8.72	
152	BANK OF AMERICA	POSTAL SERVICES	P-CARD	1031117	11/16/2017	11/17/2017	9.81	
153	BANK OF AMERICA	POSTAL SERVICES	P-CARD	1031117	11/16/2017	11/17/2017	10.90	
154	BANK OF AMERICA	POSTAL SERVICES	P-CARD	1031117	11/16/2017	11/17/2017	11.44	
155	BANK OF AMERICA	POSTAL SERVICES	P-CARD	1031117	11/16/2017	11/17/2017	11.99	
156	BANK OF AMERICA	POSTAL SERVICES	P-CARD	1031117	11/16/2017	11/17/2017	13.08	
157	BANK OF AMERICA	POSTAL SERVICES	P-CARD	1031117	11/16/2017	11/17/2017	16.35	
158	BANK OF AMERICA	POSTAL SERVICES	P-CARD	1031117	11/16/2017	11/17/2017	18.53	
159	BANK OF AMERICA	POSTAL SERVICES	P-CARD	1031117	11/16/2017	11/17/2017	20.24	
160	BANK OF AMERICA	POSTAL SERVICES	P-CARD	1031117	11/16/2017	11/17/2017	22.95	
161	BANK OF AMERICA	POSTAL SERVICES	P-CARD	1031117	11/16/2017	11/17/2017	38.15	
162	BANK OF AMERICA	POSTAL SERVICES	P-CARD	1031117	11/16/2017	11/17/2017	42.39	
163	BANK OF AMERICA	POSTAL SERVICES	P-CARD	1031117	11/16/2017	11/17/2017	45.78	
164	ELECTION SERVICES ONLINE	CONTRACT SERVICES	DATABASE/CODING	1584	11/1/2017	11/3/2017	6,745.80	
165	INTAB, LLC	CONTRACT SERVICES	SUPPLIES	149657A	11/1/2017	11/3/2017	105.48	
166	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	SUPPLIES	8047121553	11/16/2017	11/17/2017	155.46	
167							Total:	\$7,451.52
168								
169	HUMAN RESOURCES							
170	BANK OF AMERICA	EMPLOYEE RECOGNITION	P-CARD	1031117	11/16/2017	11/17/2017	16.70	
171	BANK OF AMERICA	EMPLOYEE RECOGNITION	P-CARD	1031117	11/16/2017	11/17/2017	175.00	
172	CENTURYLINK	TELECOMMUNICATIONS	FINANCE	309762613 101617	11/1/2017	11/3/2017	2.52	
173	FLUVANNA REVIEW	RECRUITMENT	PAGE AD	2017F45-6	11/16/2017	11/17/2017	166.00	
174	PIERCE GROUP BENEFITS	PROFESSIONAL SERVICES	BROKER FEE	17 Fluvanna	11/7/2017	11/9/2017	1,203.00	



	A	B	C	D	F	G	H	J
1	County of Fluvanna		From Date: 11/1/2017					
2	Accounts Payable List		To Date: 11/30/2017					
3								
4								
6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount	
175	THE SUPPLY ROOM	OFFICE SUPPLIES	SUPPLIES	3117975-0	11/16/2017	11/17/2017	257.06	
176	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	PRINTER	21525357	11/7/2017	11/9/2017	44.80	
177							Total:	\$1,865.08
178								
179	GENERAL DISTRICT COURT							
180	KODIAK, LLC.	LEASE/RENT	SHRED	65052	11/16/2017	11/17/2017	15.00	
181	THE SUPPLY ROOM	MAINTENANCE CONTRACTS	1 GALLON WATER	3030570-0	11/1/2017	11/3/2017	4.99	
182	THE SUPPLY ROOM	MAINTENANCE CONTRACTS	COOLER RENTAL	3129083-0	11/7/2017	11/9/2017	9.99	
183	THE SUPPLY ROOM	OFFICE SUPPLIES	SUPPLIES	3097651-0	11/16/2017	11/17/2017	631.12	
184	VIRGINIA BUSINESS SYSTEMS	MAINTENANCE CONTRACTS	COPIER	21534963	11/7/2017	11/9/2017	161.51	
185							Total:	\$822.61
186								
187	COURT SERVICE UNIT							
188	CENTURYLINK	TELECOMMUNICATIONS	FINANCE	309762613 101617	11/1/2017	11/3/2017	10.10	
189	DENNIS CRONIN	MILEAGE ALLOWANCES	MILEAGE	100317	11/16/2017	11/17/2017	78.11	
190	DONNA L. COLE	MILEAGE ALLOWANCES	MILEAGE	101917	11/1/2017	11/3/2017	26.75	
191	THE SUPPLY ROOM	LEASE/RENT	RENTAL COOLER	3129082-0	11/16/2017	11/17/2017	19.98	
192							Total:	\$134.94
193								
194	CLERK OF THE CIRCUIT COURT							
195	CENTURYLINK	TELECOMMUNICATIONS	FINANCE	309762613 101617	11/1/2017	11/3/2017	20.19	
196	CHARLOTTESVILLE OFFICE MACHINE	OFFICE SUPPLIES	SUPPLIES	672257	11/1/2017	11/3/2017	54.00	
197	KODIAK, LLC.	LEASE/RENT	SHRED	65052	11/16/2017	11/17/2017	15.00	
198	LOGAN SYSTEMS, INC.	PROFESSIONAL SERVICES	CONTRACT	50323	11/16/2017	11/17/2017	2,541.67	
199	PITNEY BOWES	LEASE/RENT	LEASING CHARGES	3304769826	11/7/2017	11/9/2017	150.00	
200	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	SUPPLIES	8047121553	11/16/2017	11/17/2017	14.99	
201	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	SUPPLIES	8047121553	11/16/2017	11/17/2017	21.39	
202	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	SUPPLIES	8047121553	11/16/2017	11/17/2017	23.39	
203	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	SUPPLIES	8047121553	11/16/2017	11/17/2017	29.99	
204	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	SUPPLIES	8047121553	11/16/2017	11/17/2017	69.66	
205	THE SUPPLY ROOM	OFFICE SUPPLIES	COOLER RENTAL	3129068-0	11/7/2017	11/9/2017	19.98	
206							Total:	\$2,960.26
207								
208	CIRCUIT COURT JUDGE							
209	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	14.92	
210	CENTURYLINK	TELECOMMUNICATIONS	FINANCE	309762613 101617	11/1/2017	11/3/2017	7.57	
211	BARBARA P. SHIFFLETT	COMPENSATION-CIVIL JURORS	JURY DUTY 11/2-3/17	CL16000118-21	11/7/2017	11/9/2017	60.00	
212	BRIANNE M. MONAHAN	COMPENSATION-CIVIL JURORS	JURY DUTY 11/2-3/17	CL16000118-13	11/7/2017	11/9/2017	60.00	
213	CHAD E. VICKERS	COMPENSATION-CIVIL JURORS	JURY DUTY 11/2/17	CL16000118-24	11/7/2017	11/9/2017	30.00	
214	CHRIS D. OWENS	COMPENSATION-CIVIL JURORS	JURY DUTY 11/2/17	CL16000118-15	11/7/2017	11/9/2017	30.00	
215	CLAUDIA BENNEWATE	COMPENSATION-CIVIL JURORS	JURY DUTY 11/2/17	CL16000118-2	11/7/2017	11/9/2017	30.00	
216	DANA M. CRONE	COMPENSATION-CIVIL JURORS	JURY DUTY 11/2/17	CL16000118-6	11/7/2017	11/9/2017	30.00	



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**County of Fluvanna
Accounts Payable List**

**From Date: 11/1/2017
To Date: 11/30/2017**



6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount
217	DEBORAH C. BOLLINGER	COMPENSATION-CIVIL JURORS	JURY DUTY 11/2/17	CL16000118-3	11/7/2017	11/9/2017	30.00
218	DIANE J. DYE	COMPENSATION-CIVIL JURORS	JURY DUTY 11/2/17	CL16000118-8	11/7/2017	11/9/2017	30.00
219	DONNIE A. WASHINGTON JR	COMPENSATION-CIVIL JURORS	JURY DUTY 11/2-3/17	CL16000118-25	11/7/2017	11/9/2017	60.00
220	GARY P. FLEMING	COMPENSATION-CIVIL JURORS	JURY DUTY 11/2/17	CL16000118-9	11/7/2017	11/9/2017	30.00
221	GEORGE C. GRAVES	COMPENSATION-CIVIL JURORS	JURY DUTY 11/2/17	CL16000118-10	11/7/2017	11/9/2017	30.00
222	JORDAN L. PERSINGER	COMPENSATION-CIVIL JURORS	JURY DUTY 11/2/17	CL16000118-16	11/7/2017	11/9/2017	30.00
223	JUNEANNE DEMEK	COMPENSATION-CIVIL JURORS	JURY DUTY 11/2/17	CL16000118-7	11/7/2017	11/9/2017	30.00
224	LARRY L. RUBENDALL	COMPENSATION-CIVIL JURORS	JURY DUTY 11/2/17	CL16000118-19	11/7/2017	11/9/2017	30.00
225	LARRY M. COUCH	COMPENSATION-CIVIL JURORS	JURY DUTY 11/2-3/17	CL16000118-5	11/7/2017	11/9/2017	60.00
226	LASHAYE N. JONES	COMPENSATION-CIVIL JURORS	JURY DUTY 11/2-3/17	CL16000118-11	11/7/2017	11/9/2017	60.00
227	LAURIE L. BROCK	COMPENSATION-CIVIL JURORS	JURY DUTY 11/2/17	CL16000118-4	11/7/2017	11/9/2017	30.00
228	MARK A. SAYERS	COMPENSATION-CIVIL JURORS	JURY DUTY 11/2/17	CL16000118-20	11/7/2017	11/9/2017	30.00
229	NADIRA M. RIVERA	COMPENSATION-CIVIL JURORS	JURY DUTY 11/2/17	CL16000118-18	11/7/2017	11/9/2017	30.00
230	RALPH A. SPAUGH	COMPENSATION-CIVIL JURORS	JURY DUTY 11/2-3/17	CL16000118-1	11/7/2017	11/9/2017	60.00
231	ROMANTHA J. TURNER	COMPENSATION-CIVIL JURORS	JURY DUTY 11/2/17	CL16000118-23	11/7/2017	11/9/2017	30.00
232	ROY R. PRICE	COMPENSATION-CIVIL JURORS	JURY DUTY 11/2/17	CL16000118-17	11/7/2017	11/9/2017	30.00
233	SHARON R. THRAIKILL	COMPENSATION-CIVIL JURORS	JURY DUTY 11/2/17	CL16000118-22	11/7/2017	11/9/2017	30.00
234	STEVEN E. MOLTER	COMPENSATION-CIVIL JURORS	JURY DUTY 11/2-3/17	CL16000118-12	11/7/2017	11/9/2017	60.00
235	VIRGINIA W. NEWSOME	COMPENSATION-CIVIL JURORS	JURY DUTY 11/2/17	CL16000118-14	11/7/2017	11/9/2017	30.00
236	CAMILLA WASHINGTON	COMPENSATION-JURY	JURY COMMISSIONER 11/8/17	JC5	11/7/2017	11/9/2017	30.00
237	IVAN DANE YONCE	COMPENSATION-JURY	JURY COMMISSIONER 11/8/17	JC6	11/7/2017	11/9/2017	30.00
238	JOHN Y. GOOCH	COMPENSATION-JURY	JURY COMMISSIONER 11/8/17	JC1	11/7/2017	11/9/2017	30.00
239	JOY L. NEEDHAM	COMPENSATION-JURY	JURY COMMISSIONER 11/8/17	JC4	11/7/2017	11/9/2017	30.00
240	MELISSA C. SHIFLETT	COMPENSATION-JURY	JURY COMMISSIONER 11/8/17	JC2	11/7/2017	11/9/2017	30.00
241	MIRANDA WESCOAT	COMPENSATION-JURY	JURY COMMISSIONER 11/8/17	JC3	11/7/2017	11/9/2017	30.00
242						Total:	\$1,162.49
243							
244	COMMONWEALTH ATTY						
245	BANK OF AMERICA	CONTRACT SERVICES	P-CARD	1031117	11/16/2017	11/17/2017	99.00
246	CENTURYLINK	TELECOMMUNICATIONS	FINANCE	309762613 101617	11/1/2017	11/3/2017	12.62
247	CHILDREN'S ADVOCACY CENTERS OF	CONVENTION AND EDUCATION	TRAINING CLASS	844	11/1/2017	11/3/2017	400.00
248	JEFF HAISLIP	CONVENTION AND EDUCATION	MILEAGE	110317	11/7/2017	11/9/2017	50.29
249	MATTHEW BENDER & CO INC	MAINTENANCE CONTRACTS	SUBSCRIPTION	309193930	11/7/2017	11/9/2017	130.00
250	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	SUPPLIES	8047121553	11/16/2017	11/17/2017	(\$129.99)
251	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	SUPPLIES	8047121553	11/16/2017	11/17/2017	67.17
252	THE SUPPLY ROOM	LEASE/RENT	COOLER RENTAL	3129077-0	11/7/2017	11/9/2017	9.99
253	TODD SHOCKLEY	CONVENTION AND EDUCATION	REIMBURSEMENT	110517	11/16/2017	11/17/2017	332.47
254						Total:	\$971.55
255							
256	SHERIFF						
257	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP SUPPLIES	CAR SUPPLIES	7306731265998	11/7/2017	11/9/2017	6.43
258	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP SUPPLIES	CAR SUPPLIES	7306730538164	11/7/2017	11/9/2017	12.14

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1	County of Fluvanna		From Date: 11/1/2017					
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6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount	
259	ADVANCE AUTO PARTS	VEHICLES REP & MAINT	CAR SUPPLIES	6063729738428	11/1/2017	11/3/2017	104.17	
260	BANK OF AMERICA	CONVENTION AND EDUCATION	P-CARD	1031117	11/16/2017	11/17/2017	77.48	
261	BANK OF AMERICA	FOOD SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	39.95	
262	BANK OF AMERICA	INVESTIGATIVE SERVICES	P-CARD	1031117	11/16/2017	11/17/2017	(\$10.00)	
263	BANK OF AMERICA	INVESTIGATIVE SERVICES	P-CARD	1031117	11/16/2017	11/17/2017	50.00	
264	BANK OF AMERICA	INVESTIGATIVE SERVICES	P-CARD	1031117	11/16/2017	11/17/2017	60.00	
265	BANK OF AMERICA	POLICE SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	1,765.61	
266	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD	1031117	11/16/2017	11/17/2017	204.92	
267	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD	1031117	11/16/2017	11/17/2017	329.48	
268	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD	1031117	11/16/2017	11/17/2017	426.91	
269	BARBARA HENSON	OTHER OPERATING SUPPLIES	REIMBURSEMENT	092917	11/7/2017	11/9/2017	103.60	
270	CENTURYLINK	TELECOMMUNICATIONS	FINANCE	309762613 101617	11/1/2017	11/3/2017	20.19	
271	CENTURYLINK	TELECOMMUNICATIONS	SHERIFF'S OFFICE	309797542 101617	11/1/2017	11/3/2017	160.41	
272	CENTURYLINK	TELECOMMUNICATIONS	SHERIFF'S OFFICE	310191749 101617	11/1/2017	11/3/2017	915.02	
273	CENTURYLINK	TELECOMMUNICATIONS	SHERIFF OFFICE	309903768 110717	11/16/2017	11/17/2017	147.73	
274	CLEAR COMMUNICATIONS AND	VEHICLES REP & MAINT	TUNING FORK	114120	11/7/2017	11/9/2017	12.00	
275	FLUVANNA ACE HARDWARE	VEHICLE/POWER EQUIP SUPPLIES	KEYS	63597	11/1/2017	11/3/2017	7.00	
276	FLUVANNA ACE HARDWARE	VEHICLE/POWER EQUIP SUPPLIES	TIRE COMPRESSOR	63711	11/7/2017	11/9/2017	139.99	
277	GALLS, LLC.	UNIFORM/WEARING APPAREL	SUPPLIES	008553045	11/7/2017	11/9/2017	71.00	
278	GALLS, LLC.	UNIFORM/WEARING APPAREL	SUPPLIES	008548581	11/7/2017	11/9/2017	87.39	
279	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	103117	11/16/2017	11/17/2017	5,043.31	
280	KODIAK, LLC.	LEASE/RENT	SHRED	65052	11/16/2017	11/17/2017	35.00	
281	LACORIE STEPPE	SUBSISTENCE & LODGING	REIMBURSEMENT	102317	11/16/2017	11/17/2017	99.40	
282	LESLIE KOCZAN	SUBSISTENCE & LODGING	REIMBURSEMENT	102317	11/7/2017	11/9/2017	116.27	
283	MANSFIELD OIL COMPANY OF GAINESVILLE,	VEHICLE FUEL	FUEL	SQLCD/365332	11/7/2017	11/9/2017	182.66	
284	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	OIL CHANGE	1001826	11/1/2017	11/3/2017	14.00	
285	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	OIL CHANGE	1001824	11/1/2017	11/3/2017	30.00	
286	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	SUPPLIES	8047121553	11/16/2017	11/17/2017	99.99	
287	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	SUPPLIES	8047121553	11/16/2017	11/17/2017	267.06	
288	THE SUPPLY ROOM	FOOD SUPPLIES	WATER GALLONS	3030572-0	11/1/2017	11/3/2017	9.98	
289	THE SUPPLY ROOM	FOOD SUPPLIES	WATER GALLONS	3030505-0	11/1/2017	11/3/2017	24.95	
290	THE SUPPLY ROOM	FOOD SUPPLIES	WATER GALLONS	3121158-0	11/1/2017	11/3/2017	34.93	
291	THE SUPPLY ROOM	FOOD SUPPLIES	WATER GALLONS	3030517-0	11/1/2017	11/3/2017	49.90	
292	THE SUPPLY ROOM	FOOD SUPPLIES	WATER GALLONS	3121165-0	11/1/2017	11/3/2017	69.86	
293	THE SUPPLY ROOM	LEASE/RENT	COOLER RENTAL	3129070-0	11/7/2017	11/9/2017	29.97	
294	TOWN GUN SHOP, INC.	POLICE SUPPLIES	SUPPLIES	R81188	11/7/2017	11/9/2017	441.00	
295	VALLEY OFFICE MACHINES, INC.	MAINTENANCE CONTRACTS	COPIER	171102-0032	11/16/2017	11/17/2017	21.40	
296	VALLEY OFFICE MACHINES, INC.	MAINTENANCE CONTRACTS	COPIER	171102-0033	11/16/2017	11/17/2017	47.00	
297	VALLEY OFFICE MACHINES, INC.	MAINTENANCE CONTRACTS	ANNUAL	171109-0017	11/16/2017	11/17/2017	119.98	
298	VERIZON BUSINESS/MCI COMM SERVICE	TELECOMMUNICATIONS	MONTHLY CHARGES	09362286	11/1/2017	11/3/2017	19.71	
299	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	21574438	11/16/2017	11/17/2017	77.72	
300	WELLS FARGO VENDOR FIN SERV	MAINTENANCE CONTRACTS	COPIER	67716648	11/16/2017	11/17/2017	289.90	



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1	County of Fluvanna		From Date: 11/1/2017						
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6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
301	WEST RIVER AUTO	VEHICLES REP & MAINT	CAR SUPPLIES	34481	11/1/2017	11/3/2017	37.77		
302	WEST RIVER AUTO	VEHICLES REP & MAINT	CAR SUPPLIES	34488	11/7/2017	11/9/2017	68.25		
303								Total:	\$11,961.43
304									
305	E911								
306	BANK OF AMERICA	BLDGS EQUIP REP & MAINT	P-CARD	1031117	11/16/2017	11/17/2017	60.91		
307	BANK OF AMERICA	BLDGS EQUIP REP & MAINT	P-CARD	1031117	11/16/2017	11/17/2017	72.93		
308	BANK OF AMERICA	CONVENTION AND EDUCATION	P-CARD	1031117	11/16/2017	11/17/2017	(\$500.00)		
309	BANK OF AMERICA	CONVENTION AND EDUCATION	P-CARD	1031117	11/16/2017	11/17/2017	41.46		
310	BANK OF AMERICA	CONVENTION AND EDUCATION	P-CARD	1031117	11/16/2017	11/17/2017	55.65		
311	BANK OF AMERICA	CONVENTION AND EDUCATION	P-CARD	1031117	11/16/2017	11/17/2017	57.09		
312	BANK OF AMERICA	CONVENTION AND EDUCATION	P-CARD	1031117	11/16/2017	11/17/2017	59.84		
313	BANK OF AMERICA	CONVENTION AND EDUCATION	P-CARD	1031117	11/16/2017	11/17/2017	76.42		
314	BANK OF AMERICA	CONVENTION AND EDUCATION	P-CARD	1031117	11/16/2017	11/17/2017	363.69		
315	BANK OF AMERICA	CONVENTION AND EDUCATION	P-CARD	1031117	11/16/2017	11/17/2017	393.69		
316	BANK OF AMERICA	CONVENTION AND EDUCATION	P-CARD	1031117	11/16/2017	11/17/2017	419.00		
317	BANK OF AMERICA	DUES OR ASSOCIATION	P-CARD	1031117	11/16/2017	11/17/2017	331.00		
318	BANK OF AMERICA	MAINTENANCE CONTRACTS	P-CARD	1031117	11/16/2017	11/17/2017	198.13		
319	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD	1031117	11/16/2017	11/17/2017	39.25		
320	CENTURYLINK	TELECOMMUNICATIONS	FINANCE	309762613 101617	11/1/2017	11/3/2017	2.52		
321	DELL MARKETING, L.P.	BLDGS EQUIP REP & MAINT	SYSTEM SERVICE TAGS	10197643627	11/7/2017	11/9/2017	5,103.84		
322	JOEL A. ZELINSKY	E911 NEW ROAD SIGNS	ADDRESS PLATES	3057	11/7/2017	11/9/2017	707.20		
323	NWG SOLUTIONS, LLC.	BLDGS EQUIP REP & MAINT	VIDEO CABLE	42138	11/1/2017	11/3/2017	43.50		
324	NWG SOLUTIONS, LLC.	IT SERVICES	MANAGED SERVICES	42251	11/7/2017	11/9/2017	875.00		
325	NWG SOLUTIONS, LLC.	MAINTENANCE CONTRACTS	DATTO MONTHLY SERVICE	42247	11/7/2017	11/9/2017	1,103.70		
326	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	SUPPLIES	8047121553	11/16/2017	11/17/2017	11.99		
327	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	SUPPLIES	8047121553	11/16/2017	11/17/2017	16.50		
328	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	SUPPLIES	8047121553	11/16/2017	11/17/2017	24.95		
329	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	SUPPLIES	8047121553	11/16/2017	11/17/2017	29.37		
330	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	21574438	11/16/2017	11/17/2017	77.73		
331								Total:	\$9,665.36
332									
333	FIRE AND RESCUE SQUAD								
334	PALMYRA VOL FIRE	FIRE & RESCUE ASSN	BRUSH REIMBURSEMENT	110117	11/16/2017	11/17/2017	20,000.00		
335								Total:	\$20,000.00
336									
337	CORRECTION AND DETENTION								
338	COUNTY OF ALBEMARLE, VIRGINIA	CONFINEMENT - BRJDC	NOV 2017	FY2018-00000447	11/1/2017	11/3/2017	14,194.92		
339								Total:	\$14,194.92
340									
341	BUILDING INSPECTIONS								
342	BANK OF AMERICA	CONVENTION AND EDUCATION	P-CARD	1031117	11/16/2017	11/17/2017	199.00		



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6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
343	CENTURYLINK	TELECOMMUNICATIONS	FINANCE	309762613 101617	11/1/2017	11/3/2017	7.57		
344	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	103117	11/16/2017	11/17/2017	24.97		
345	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	5654 101817	11/1/2017	11/3/2017	10.99		
346								Total:	\$242.53
347									
348	EMERGENCY MANAGEMENT								
349	ADAM KNIGHT	CONVENTION AND EDUCATION	INSTRUCTOR FEES	070817	11/7/2017	11/9/2017	1,625.00		
350	CENTURYLINK	TELECOMMUNICATIONS	FINANCE	309762613 101617	11/1/2017	11/3/2017	2.52		
351	EMS MANAGEMENT & CONSULTANTS, INC	CONTRACT SERVICES	NPP LETTERS MAILED	031767	11/7/2017	11/9/2017	1,512.19		
352	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	103117	11/16/2017	11/17/2017	26.82		
353								Total:	\$3,166.53
354									
355	ANIMAL CONTROL								
356	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD	1031117	11/16/2017	11/17/2017	310.38		
357	BMS DIRECT	PASS-THRU SPAY & NEUTER TAX	DOG TAGS 2018	119171	11/16/2017	11/17/2017	990.00		
358	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	103117	11/16/2017	11/17/2017	558.72		
359								Total:	\$1,859.10
360									
361	FACILITIES								
362	ALBEMARLE LOCK & SAFE, INC.	VEHICLES REP & MAINT	KEY	70079	11/7/2017	11/9/2017	32.00		
363	ASHBY'S BRAKE AND TRUCK REPAIR INC	VEHICLES REP & MAINT	LIFTGATE	W 17291	11/7/2017	11/9/2017	3,505.00		
364	AUDA JOE PHILLIPS	BLDGS EQUIP REP & MAINT	CHAIN LINK FENCE	1409	11/1/2017	11/3/2017	7,495.20		
365	BANK OF AMERICA	BLDGS EQUIP REP & MAINT	P-CARD	1031117	11/16/2017	11/17/2017	73.95		
366	BANK OF AMERICA	BLDGS EQUIP REP & MAINT	P-CARD	1031117	11/16/2017	11/17/2017	477.75		
367	BANK OF AMERICA	DUES OR ASSOCIATION	P-CARD	1031117	11/16/2017	11/17/2017	75.00		
368	BANK OF AMERICA	GENERAL MATERIALS AND	P-CARD	1031117	11/16/2017	11/17/2017	0.99		
369	BANK OF AMERICA	GENERAL MATERIALS AND	P-CARD	1031117	11/16/2017	11/17/2017	24.98		
370	BANK OF AMERICA	GENERAL MATERIALS AND	P-CARD	1031117	11/16/2017	11/17/2017	24.99		
371	BANK OF AMERICA	GENERAL MATERIALS AND	P-CARD	1031117	11/16/2017	11/17/2017	39.38		
372	BANK OF AMERICA	GENERAL MATERIALS AND	P-CARD	1031117	11/16/2017	11/17/2017	199.98		
373	BANK OF AMERICA	GENERAL MATERIALS AND	P-CARD	1031117	11/16/2017	11/17/2017	339.75		
374	BANK OF AMERICA	POSTAL SERVICES	P-CARD	1031117	11/16/2017	11/17/2017	4.19		
375	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD	1031117	11/16/2017	11/17/2017	33.27		
376	BANK OF AMERICA	VEHICLES REP & MAINT	P-CARD	1031117	11/16/2017	11/17/2017	151.46		
377	BFPE INTERNATIONAL	BLDGS EQUIP REP & MAINT	SERVICES	2137946	11/1/2017	11/3/2017	190.00		
378	BFPE INTERNATIONAL	BLDGS EQUIP REP & MAINT	SERVICES	2137947	11/1/2017	11/3/2017	190.00		
379	BFPE INTERNATIONAL	BLDGS EQUIP REP & MAINT	DETECTOR MAINTENANCE	2141797	11/7/2017	11/9/2017	488.25		
380	BFPE INTERNATIONAL	BLDGS EQUIP REP & MAINT	MAINTENANCE	2144244	11/16/2017	11/17/2017	1,098.00		
381	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	CAR MAINTENANCE	102717A	11/1/2017	11/3/2017	389.98		
382	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	CAR MAINTENANCE	102017B	11/1/2017	11/3/2017	707.96		
383	CENTURYLINK	TELECOMMUNICATIONS	FINANCE	309762613 101617	11/1/2017	11/3/2017	10.10		
384	CII SERVICE	BLDGS EQUIP REP & MAINT	WO #3662	42152	11/1/2017	11/3/2017	305.12		



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385	CII SERVICE	BLDGS EQUIP REP & MAINT	WO# 3646	42142	11/1/2017	11/3/2017	480.70		
386	CII SERVICE	BLDGS EQUIP REP & MAINT	WO# 3658	42150	11/1/2017	11/3/2017	756.18		
387	CII SERVICE	BLDGS EQUIP REP & MAINT	WO# 3644	42147	11/1/2017	11/3/2017	1,253.11		
388	CII SERVICE	BLDGS EQUIP REP & MAINT	WO# 3685	42187	11/7/2017	11/9/2017	307.02		
389	CII SERVICE	BLDGS EQUIP REP & MAINT	WO# 3682	42184	11/7/2017	11/9/2017	317.28		
390	CII SERVICE	BLDGS EQUIP REP & MAINT	WO# 3684	42186	11/7/2017	11/9/2017	424.48		
391	CII SERVICE	BLDGS EQUIP REP & MAINT	WO# 3683	42185	11/7/2017	11/9/2017	494.33		
392	CII SERVICE	BLDGS EQUIP REP & MAINT	WO# 3681	42183	11/7/2017	11/9/2017	661.41		
393	CII SERVICE	BLDGS EQUIP REP & MAINT	WO# 3641	42169	11/7/2017	11/9/2017	2,308.09		
394	CINTAS	LAUNDRY AND DRY CLEANING	DRY CLEANING	394154952	11/1/2017	11/3/2017	150.60		
395	CINTAS	LAUNDRY AND DRY CLEANING	DRY CLEANING	394156993	11/7/2017	11/9/2017	133.49		
396	CINTAS	LAUNDRY AND DRY CLEANING	DRY CLEANING	394158947	11/16/2017	11/17/2017	148.05		
397	COMMONWEALTH DISTRIBUTION, LLC.	JANITORIAL SUPPLIES	SUPPLIES	64833	11/7/2017	11/9/2017	1,550.85		
398	COMMONWEALTH DISTRIBUTION, LLC.	JANITORIAL SUPPLIES	SUPPLIES	64955	11/16/2017	11/17/2017	72.00		
399	COMMONWEALTH DISTRIBUTION, LLC.	JANITORIAL SUPPLIES	SUPPLIES	64959	11/16/2017	11/17/2017	389.28		
400	FLUVANNA ACE HARDWARE	GENERAL MATERIALS AND	SUPPLIES	103117	11/7/2017	11/9/2017	501.66		
401	GARDENKEEPERS OF VIRGINIA, LLC.	CONTRACT SERVICES	CUNNINGHAM/COLUMBIA	8156	11/16/2017	11/17/2017	390.00		
402	GARDNER SHOES CHARLOTTESVILLE LLC	GENERAL MATERIALS AND	SUPPLIES	05132890	11/16/2017	11/17/2017	315.38		
403	J&A PAINTING	BLDGS EQUIP REP & MAINT	OLD COURTHOUSE	110317	11/7/2017	11/9/2017	2,450.00		
404	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	103117	11/16/2017	11/17/2017	1,664.17		
405	JONES AUTOMOTIVE/ALL STAR AUTO	GENERAL MATERIALS AND	SUPPLIES	473072	11/7/2017	11/9/2017	92.54		
406	JONES AUTOMOTIVE/ALL STAR AUTO	VEHICLE/POWER EQUIP SUPPLIES	SUPPLIES	473072	11/7/2017	11/9/2017	582.73		
407	JONES AUTOMOTIVE/ALL STAR AUTO	VEHICLES REP & MAINT	SUPPLIES	473072	11/7/2017	11/9/2017	320.42		
408	LOWE'S	GENERAL MATERIALS AND	SUPPLIES	102517	11/16/2017	11/17/2017	994.72		
409	RAFALY ELECTRICAL CONTRACTORS, INC.	BLDGS EQUIP REP & MAINT	ADD OUTLET	7560	11/7/2017	11/9/2017	127.50		
410	RAFALY ELECTRICAL CONTRACTORS, INC.	BLDGS EQUIP REP & MAINT	REPLACE PHOTOCCELL	7564	11/7/2017	11/9/2017	160.50		
411	RAFALY ELECTRICAL CONTRACTORS, INC.	BLDGS EQUIP REP & MAINT	REPAIRS	7573	11/7/2017	11/9/2017	230.00		
412	RAFALY ELECTRICAL CONTRACTORS, INC.	BLDGS EQUIP REP & MAINT	REPAIRS	7572	11/7/2017	11/9/2017	1,045.00		
413	RAFALY ELECTRICAL CONTRACTORS, INC.	BLDGS EQUIP REP & MAINT	SERVICE TO POLE LIGHTS	7563	11/7/2017	11/9/2017	1,585.00		
414	RAFALY ELECTRICAL CONTRACTORS, INC.	BLDGS EQUIP REP & MAINT	MACAA INSTALL NEW SERVICE	7559	11/7/2017	11/9/2017	2,825.00		
415	RICH MASONRY, INC.	BLDGS EQUIP REP & MAINT	REPAIRS	558	11/16/2017	11/17/2017	2,861.41		
416	THE SUPPLY ROOM	GENERAL MATERIALS AND	SUPPLIES	3125234-0	11/1/2017	11/3/2017	113.30		
417	TRACTOR HILL EQUIPMENT, LLC.	GENERAL MATERIALS AND	INV 49644 50149 50150	INV 49029 49165	11/16/2017	11/17/2017	21.90		
418	TRACTOR HILL EQUIPMENT, LLC.	VEHICLE/POWER EQUIP SUPPLIES	INV 49644 50149 50150	INV 49029 49165	11/16/2017	11/17/2017	709.41		
419	W & H RESOURCES, INC	BLDGS EQUIP REP & MAINT	MAINTENANCE	12736	11/16/2017	11/17/2017	390.00		
420	W & H RESOURCES, INC	BLDGS EQUIP REP & MAINT	MAINTENANCE	12735	11/16/2017	11/17/2017	597.57		
421	W.W. GRAINGER INC	GENERAL MATERIALS AND	SUPPLIES	9610664923	11/16/2017	11/17/2017	36.38		
422	W.W. GRAINGER INC	JANITORIAL SUPPLIES	SUPPLIES	9609364865	11/16/2017	11/17/2017	74.86		
423							Total:	\$43,393.62	
424									
425	GENERAL SERVICES								
426	ABC EXTINGUISHERS, LLC.	MAINTENANCE CONTRACTS	MAINTENANCE	20171976	11/7/2017	11/9/2017	30.00		



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427	ABC EXTINGUISHERS, LLC.	MAINTENANCE CONTRACTS	MAINTENANCE	20171975	11/7/2017	11/9/2017	32.50	
428	ABC EXTINGUISHERS, LLC.	MAINTENANCE CONTRACTS	MAINTENANCE	20171977	11/7/2017	11/9/2017	39.00	
429	AQUA VIRGINIA, INC.	WATER SERVICES	181 MAIN ST	1530185055090 110317	11/16/2017	11/17/2017	17.86	
430	AQUA VIRGINIA, INC.	WATER SERVICES	213 MAIN ST	7970740556855 110317	11/16/2017	11/17/2017	20.61	
431	AQUA VIRGINIA, INC.	WATER SERVICES	197 MAIN ST	7929310552932 110317	11/16/2017	11/17/2017	22.86	
432	AQUA VIRGINIA, INC.	WATER SERVICES	197 MAIN ST	7929300552931 110317	11/16/2017	11/17/2017	58.76	
433	AQUA VIRGINIA, INC.	WATER SERVICES	132 MAIN ST	7800100540828 110317	11/16/2017	11/17/2017	84.98	
434	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	THOMAS JEFF PKWY	203061-001 101817	11/1/2017	11/3/2017	28.78	
435	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	479 CUNNINGHAM RD	2133-005 103017	11/7/2017	11/9/2017	615.65	
436	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	LIBRARY	275906-001 103017	11/7/2017	11/9/2017	1,274.70	
437	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	160 COMMONS BLVD	85473-002 103017	11/7/2017	11/9/2017	1,964.96	
438	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	51 KENTS STORE RD	275907-002 110617	11/16/2017	11/17/2017	305.34	
439	CENTURYLINK 589-8525	TELECOMMUNICATIONS	MONTHLY CHARGES	A393793	11/7/2017	11/9/2017	50.00	
440	CENTURYLINK	TELECOMMUNICATIONS	MONTHLY CHARGES	309428096 101617	11/1/2017	11/3/2017	42.52	
441	CENTURYLINK	TELECOMMUNICATIONS	MONTHLY CHARGES	309697981 101617	11/1/2017	11/3/2017	51.40	
442	CENTURYLINK	TELECOMMUNICATIONS	CIRCUIT COURT	310338742 101617	11/1/2017	11/3/2017	53.07	
443	CENTURYLINK	TELECOMMUNICATIONS	PERFORMING ARTS	309898636 101617	11/1/2017	11/3/2017	103.83	
444	CENTURYLINK	TELECOMMUNICATIONS	RESQUE SQUAD	310110229 101617	11/1/2017	11/3/2017	190.55	
445	CENTURYLINK	TELECOMMUNICATIONS	FINANCE	309762613 101617	11/1/2017	11/3/2017	667.70	
446	CINTAS	MAINTENANCE CONTRACTS	FIRST AID	8403278603	11/16/2017	11/17/2017	87.04	
447	CINTAS	MAINTENANCE CONTRACTS	FIRST AID	8403350803	11/16/2017	11/17/2017	105.71	
448	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	JAIL MUSEUM	1424085007 102417	11/1/2017	11/3/2017	10.71	
449	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	8952 JAMES MAD HWY	3023889169 102317	11/1/2017	11/3/2017	83.21	
450	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	181 MAIN ST	6274752663 102617	11/1/2017	11/3/2017	141.61	
451	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PUMP HOUSE	4501632147 102317	11/1/2017	11/3/2017	187.65	
452	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	35 COURT SQ	1144090006 102317	11/1/2017	11/3/2017	241.47	
453	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	8878 JAMES MAD HWY	0084297506 102317	11/1/2017	11/3/2017	248.33	
454	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	90 RESCUE LN	4894115007 102317	11/1/2017	11/3/2017	278.90	
455	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	8952 JAMES MAD HWY	4144237502 102417	11/1/2017	11/3/2017	290.13	
456	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	14567 JAMES MAD HWY	1005898992 102317	11/1/2017	11/3/2017	382.09	
457	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	5753 JAMES MAD HWY	4834680458 102417	11/1/2017	11/3/2017	415.26	
458	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	TREAS OFFICE	1024205005 102317	11/1/2017	11/3/2017	461.61	
459	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	5725 JAMES MAD HWY	4331888158 102417	11/1/2017	11/3/2017	481.48	
460	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	72 MAIN ST	1404067504 102317	11/1/2017	11/3/2017	868.40	
461	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	8952 JAMES MAD HWY	0074032509 102317	11/1/2017	11/3/2017	1,450.53	
462	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	132 MAIN ST	8895892548 102317	11/1/2017	11/3/2017	3,135.27	
463	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	51 COURT SQ	1114097502 102617	11/7/2017	11/9/2017	6.67	
464	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	BUS GARAGE	9974215007 102617	11/7/2017	11/9/2017	6.99	
465	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	222 MAIN ST	1134080009 102617	11/7/2017	11/9/2017	10.11	
466	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	196 MAIN ST	1124090000 102617	11/7/2017	11/9/2017	19.33	
467	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	14591 JAMES MAD HWY	5699060132 102617	11/7/2017	11/9/2017	26.84	
468	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	8952 JAMES MAD HWY	0692200942 102617	11/7/2017	11/9/2017	48.82	



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469	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	211 MAIN ST	1284152509 102617	11/7/2017	11/9/2017	75.00		
470	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	1038 BREMO RD	6260822157 102617	11/7/2017	11/9/2017	114.83		
471	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	8878 JAMES MAD HWY	0274195007 102617	11/7/2017	11/9/2017	150.55		
472	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	197 MAIN ST	1304130006 102617	11/7/2017	11/9/2017	154.54		
473	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	15704 W RIVER RD	8866300000 102617	11/7/2017	11/9/2017	241.61		
474	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	8880 JAMES MAD HWY	2554330007 102617	11/7/2017	11/9/2017	311.44		
475	DOMINION VIRGINIA POWER	STREET LIGHTS	COLUMBIA ST LIGHTS	4210122349 102617	11/1/2017	11/3/2017	202.72		
476	DOMINION VIRGINIA POWER	STREET LIGHTS	BESIDE POST OFFICE	7080078962 102617	11/7/2017	11/9/2017	67.16		
477	DOMINION VIRGINIA POWER	STREET LIGHTS	NEAR MASONIC LODGE	9609027314 102617	11/7/2017	11/9/2017	71.75		
478	DOMINION VIRGINIA POWER	STREET LIGHTS	PALMYRA VILLAGE	3595578927 102617	11/7/2017	11/9/2017	474.38		
479	INTRASTATE PEST	MAINTENANCE CONTRACTS	COMMUNITY CENTER	957986	11/7/2017	11/9/2017	28.00		
480	INTRASTATE PEST	MAINTENANCE CONTRACTS	PLEASANT GROVE	958002	11/7/2017	11/9/2017	32.00		
481	INTRASTATE PEST	MAINTENANCE CONTRACTS	CARYSBROOK	954686 954687	11/7/2017	11/9/2017	40.00		
482	INTRASTATE PEST	MAINTENANCE CONTRACTS	PLEASANT GROVE	954688 954689	11/7/2017	11/9/2017	40.00		
483	INTRASTATE PEST	MAINTENANCE CONTRACTS	90 RESCUE LN	949087 955055	11/7/2017	11/9/2017	68.00		
484	INTRASTATE PEST	MAINTENANCE CONTRACTS	160 COMMONS BLVD	957981 953883	11/7/2017	11/9/2017	103.00		
485	INTRASTATE PEST	MAINTENANCE CONTRACTS	35 COURT SQ	957989 947335 953207	11/7/2017	11/9/2017	145.00		
486	REPUBLIC SERVICES #410	MAINTENANCE CONTRACTS	TRASH	0410-000641501	11/16/2017	11/17/2017	1,734.42		
487	THE SUPPLY ROOM	WATER SERVICES	WATER GALLONS	3121409-0	11/1/2017	11/3/2017	44.91		
488	THE SUPPLY ROOM	WATER SERVICES	COOLER RENTAL	3129073-0	11/7/2017	11/9/2017	9.99		
489	THE SUPPLY ROOM	WATER SERVICES	COOLER RENTAL	3129079-0	11/7/2017	11/9/2017	9.99		
490	TIGER FUEL COMPANY	HEATING SERVICES	OFFROAD DIESEL	427066	11/16/2017	11/17/2017	156.47		
491								Total:	\$18,919.08
492									
493	PUBLIC WORKS								
494	BANK OF AMERICA	VEHICLE	P-CARD	1031117	11/16/2017	11/17/2017	15.00		
495	CENTURYLINK	TELECOMMUNICATIONS	FINANCE	309762613 101617	11/1/2017	11/3/2017	7.57		
496	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	21551618	11/7/2017	11/9/2017	93.04		
497	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	21564978	11/16/2017	11/17/2017	243.34		
498								Total:	\$358.95
499									
500	CONVENIENCE CENTER								
501	BFI - FLUVANNA TRANSFER STATION	CONTRACT SERVICES	TRASH	4347-000006070	11/16/2017	11/17/2017	2,552.44		
502	FAIRBANKS SCALES, INC.	BLDGS EQUIP REP & MAINT	SERVICED TRUCK SCALE	1363979	11/7/2017	11/9/2017	783.00		
503	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	103117	11/16/2017	11/17/2017	121.30		
504	MO-JOHNS, INC.	LEASE/RENT	PORTABLE TOILET	104470	11/1/2017	11/3/2017	60.00		
505	RUHLMAN'S HAULING	BLDGS EQUIP REP & MAINT	LANDFILL HAUL	100217	11/16/2017	11/17/2017	391.95		
506								Total:	\$3,908.69
507									
508	LANDFILL POST CLOSURE								
509	DRAPER ADEN ASSOCIATES	PROFESSIONAL SERVICES	LANDFILL INSPECTION	2017070467	11/16/2017	11/17/2017	254.00		
510	DRAPER ADEN ASSOCIATES	PROFESSIONAL SERVICES	SITE INSPECTION	2017100471	11/16/2017	11/17/2017	254.00		



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511	DRAPER ADEN ASSOCIATES	PROFESSIONAL SERVICES	LANDFILL GAS MONITORING	2017070466	11/16/2017	11/17/2017	543.00	
512	DRAPER ADEN ASSOCIATES	PROFESSIONAL SERVICES	LFG SAMPLING	2017100470	11/16/2017	11/17/2017	543.00	
513	DRAPER ADEN ASSOCIATES	PROFESSIONAL SERVICES	GROUNDWATER SAMPLING	2017100472	11/16/2017	11/17/2017	1,800.00	
514							Total:	\$3,394.00
515								
516	HEALTH							
517	CENTURYLINK	TELECOMMUNICATIONS	FINANCE	309762613 101617	11/1/2017	11/3/2017	145.69	
518							Total:	\$145.69
519								
520	CSA							
521	BANK OF AMERICA	FOOD SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	3.49	
522	BANK OF AMERICA	FOOD SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	8.04	
523	BANK OF AMERICA	FOOD SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	20.84	
524	BANK OF AMERICA	FOOD SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	28.94	
525	CENTURYLINK	TELECOMMUNICATIONS	FINANCE	309762613 101617	11/1/2017	11/3/2017	2.52	
526	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	5654 101817	11/1/2017	11/3/2017	76.11	
527	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	SUPPLIES	8047121553	11/16/2017	11/17/2017	39.36	
528	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	SUPPLIES	8047121553	11/16/2017	11/17/2017	51.16	
529	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	21497883	11/1/2017	11/3/2017	53.54	
530							Total:	\$284.00
531								
532	CSA PURCHASE OF SERVICES							
533	A. JAMES ANDERSON, P.H.D	COMM SVCS		P09919524999	9/29/2017	11/3/2017	1,350.00	
534		COMM SVCS		P10919508850	10/31/2017	11/17/2017	240.00	
535	BELIEVE IN ME YOUTH & FAMILY SERVICES,	COMM SVCS		P10000900394	10/31/2017	11/3/2017	900.00	
536	BELIEVE IN ME YOUTH & FAMILY SERVICES,	COMM SVCS		P10000823393	10/31/2017	11/3/2017	1,125.00	
537	BELIEVE IN ME YOUTH & FAMILY SERVICES,	COMM SVCS		P10919500992	10/31/2017	11/3/2017	1,125.00	
538	BELIEVE IN ME YOUTH & FAMILY SERVICES,	COMM SVCS		P10000901323	10/31/2017	11/9/2017	1,250.00	
539	C.M. MENTORING SERVICES LLC	COMM SVCS		P10000903997	10/31/2017	11/3/2017	662.50	
540	C.M. MENTORING SERVICES LLC	COMM SVCS		P10919539195	10/31/2017	11/3/2017	750.00	
541	C.M. MENTORING SERVICES LLC	COMM SVCS		P10000902596	10/31/2017	11/3/2017	1,175.00	
542	CHILD CARE NETWORK	COMM SVCS		P09919507900	9/30/2017	11/3/2017	920.00	
543	CHILD CARE NETWORK	COMM SVCS		P10919507946	10/31/2017	11/17/2017	920.00	
544	COMMONWEALTH CATHOLIC CHARITIES	COMM SVCS		P09919534905	9/11/2017	11/22/2017	20.00	
545	COMMONWEALTH CATHOLIC CHARITIES	COMM SVCS		P07919535088	7/31/2017	11/22/2017	40.00	
546	COMMONWEALTH CATHOLIC CHARITIES	COMM SVCS		P07919534987	7/31/2017	11/22/2017	60.00	
547	COMMONWEALTH CATHOLIC CHARITIES	COMM SVCS		P08919534982	8/31/2017	11/22/2017	80.00	
548	COMMONWEALTH CATHOLIC CHARITIES	COMM SVCS		P08919535083	8/22/2017	11/22/2017	80.00	
549	COMPASS YOUTH & FAMILY SERVICES	COMM SVCS		P10919532247	10/31/2017	11/17/2017	690.00	
550	COMPASS YOUTH & FAMILY SERVICES	COMM SVCS		P07919513290	7/31/2017	11/22/2017	40.00	
551	COMPASS YOUTH & FAMILY SERVICES	COMM SVCS		P09919518207	9/30/2017	11/22/2017	480.00	
552	COMPASS YOUTH & FAMILY SERVICES	COMM SVCS		P10919539693	10/30/2017	11/22/2017	480.00	

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553	COMPASS YOUTH & FAMILY SERVICES	COMM SVCS		P09919534408	9/30/2017	11/22/2017	780.00	
554	COMPASS YOUTH & FAMILY SERVICES	COMM SVCS		P07919539691	7/31/2017	11/22/2017	840.00	
555	COMPASS YOUTH & FAMILY SERVICES	COMM SVCS		P07919534189	7/31/2017	11/22/2017	885.00	
556	COMPASS YOUTH & FAMILY SERVICES	COMM SVCS		P09919539609	9/30/2017	11/22/2017	1,020.00	
557	COMPASS YOUTH & FAMILY SERVICES	COMM SVCS		P08919539685	8/31/2017	11/22/2017	1,080.00	
558	COMPASS YOUTH & FAMILY SERVICES	COMM SVCS		P08919534184	8/31/2017	11/22/2017	1,350.00	
559	COMPASS YOUTH & FAMILY SERVICES	COMM SVCS		P09919505206	9/30/2017	11/22/2017	2,720.00	
560	DETOUR MENTORING	COMM SVCS		P10919532324	10/31/2017	11/9/2017	330.00	
561	DETOUR MENTORING	COMM SVCS		P10000828133	10/31/2017	11/9/2017	825.00	
562	DETOUR MENTORING	COMM SVCS		P10919511230	10/31/2017	11/9/2017	990.00	
563	DETOUR MENTORING	COMM SVCS		P10919511329	10/31/2017	11/9/2017	990.00	
564	DETOUR MENTORING	COMM SVCS		P10919526231	10/31/2017	11/9/2017	1,100.00	
565	DETOUR MENTORING	COMM SVCS		P10919511526	10/31/2017	11/9/2017	1,210.00	
566	DETOUR MENTORING	COMM SVCS		P10919511625	10/31/2017	11/9/2017	1,265.00	
567	DETOUR MENTORING	COMM SVCS		P10919511132	10/31/2017	11/9/2017	1,375.00	
568	DETOUR MENTORING	COMM SVCS		P10919511728	10/31/2017	11/9/2017	1,980.00	
569	DETOUR MENTORING	COMM SVCS		P10919511827	10/31/2017	11/9/2017	1,980.00	
570	DETOUR MENTORING	POS MANDATED WSS		P10000903339	10/31/2017	11/9/2017	660.00	
571		POS MANDATED FFOP		P10919507511	10/31/2017	11/3/2017	1,820.00	
572		POS MANDATED FFOP		P10919506212	10/31/2017	11/3/2017	2,268.00	
573	DISCOVERY SCHOOL	EDUC SVCS CONG CARE		P09000902106	9/30/2017	11/3/2017	2,460.00	
574	DISCOVERY SCHOOL	EDUC SVCS CONG CARE		P07000902105	7/31/2017	11/3/2017	2,542.00	
575	DISCOVERY SCHOOL	EDUC SVCS CONG CARE		P08000902104	8/31/2017	11/3/2017	2,542.00	
576	DISCOVERY SCHOOL	EDUC SVCS CONG CARE		P07000903437	7/31/2017	11/9/2017	2,214.00	
577	DISCOVERY SCHOOL	EDUC SVCS CONG CARE		P10000902158	10/31/2017	11/17/2017	2,542.00	
578	DISCOVERY SCHOOL	RES. CONG. CARE		P09000902016	9/30/2017	11/3/2017	3,300.00	
579	DISCOVERY SCHOOL	RES. CONG. CARE		P07000902015	7/31/2017	11/3/2017	3,410.00	
580	DISCOVERY SCHOOL	RES. CONG. CARE		P08000902014	8/31/2017	11/3/2017	3,410.00	
581	DISCOVERY SCHOOL	RES. CONG. CARE		P07000903538	7/31/2017	11/9/2017	2,970.00	
582	DISCOVERY SCHOOL	RES. CONG. CARE		P10000902065	10/31/2017	11/17/2017	3,410.00	
583	DISCOVERY SCHOOL	RES. CONG. CARE		P10000901464	10/31/2017	11/17/2017	6,262.00	
584	DISCOVERY SCHOOL	RES. CONG. CARE		P10919506361	10/31/2017	11/17/2017	6,262.00	
585	ELK HILL	COMM SVCS		P10919506049	10/31/2017	11/17/2017	536.25	
586	ELK HILL	COMM SVCS		P10919507648	10/31/2017	11/17/2017	605.00	
587	FAMILY PRESERVATION SERV.	COMM SVCS		P09919511410	9/30/2017	11/22/2017	375.00	
588	FAMILY PRESERVATION SERV.	COMM SVCS		P09919511911	9/30/2017	11/22/2017	1,362.50	
589	FLUVANNA CO SCHOOL SYSTEM	COMM SVCS		P09000904012	9/30/2017	11/22/2017	15.00	
590	FLUVANNA CO SCHOOL SYSTEM	COMM SVCS		P10000904094	10/31/2017	11/22/2017	15.00	
591	FLUVANNA DEPARTMENT OF SOCIAL	COMM SVCS		P10919538598	10/30/2017	11/3/2017	315.00	
592	HALLMARK YOUTHCARE	EDUC SVCS CONG CARE		P10919532020	10/31/2017	11/22/2017	2,465.00	
593	HALLMARK YOUTHCARE	POS MAND PSYC HOSP/CRISIS		P10919531922	10/31/2017	11/22/2017	11,652.00	
594	INTERCEPT YOUTH SERVICE	COMM SVCS. TRANSITION		P09919526319	9/30/2017	11/22/2017	5,454.60	



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595	INTERCEPT YOUTH SERVICE	COMM SVCS.	TRANSITION	P08919526318	8/31/2017	11/22/2017	5,636.42	
596	INTERCEPT YOUTH SERVICE	POS MAND FC LIC RES CONG		P10919506860	10/31/2017	11/17/2017	8,951.25	
597		POS MANDATED FFOP		P10919530413	10/31/2017	11/3/2017	700.00	
598		COMM SVCS		P10919532534	10/31/2017	11/9/2017	750.00	
599		POS MANDATED WSS		P07000904173	7/31/2017	11/17/2017	600.00	
600		POS MANDATED WSS		P09000904176	9/30/2017	11/17/2017	600.00	
601		POS MANDATED WSS		P10000904175	10/31/2017	11/17/2017	675.00	
602		POS MANDATED WSS		P08000904172	8/31/2017	11/17/2017	750.00	
603		POS MANDATED FFOP		P10919517108	10/31/2017	11/3/2017	700.00	
604		POS MANDATED FFOP		P10919526609	10/31/2017	11/3/2017	1,344.00	
605	LAFAYETTE SCHOOL, INC.	POS MANDATED SPED-PRIVATE		P10000825818	10/31/2017	11/9/2017	6,090.00	
606	LAFAYETTE SCHOOL, INC.	POS MANDATED SPED-PRIVATE		P10000825921	10/31/2017	11/9/2017	6,090.00	
607	LAFAYETTE SCHOOL, INC.	POS MANDATED SPED-PRIVATE		P10000826019	10/31/2017	11/9/2017	6,090.00	
608	LAFAYETTE SCHOOL, INC.	POS MANDATED SPED-PRIVATE		P10000826120	10/31/2017	11/9/2017	6,090.00	
609	LAFAYETTE SCHOOL, INC.	POS MANDATED SPED-PRIVATE		P10000826217	10/31/2017	11/9/2017	6,090.00	
610	LIONHEART RESORT LLC	EDUC SVCS CONG CARE		P10000825759	10/31/2017	11/17/2017	9,320.00	
611	LIONHEART RESORT LLC	RES. CONG. CARE		P09000902267	9/30/2017	11/17/2017	2,100.00	
612	LIONHEART RESORT LLC	RES. CONG. CARE		P07000902263	7/31/2017	11/17/2017	2,170.00	
613	LIONHEART RESORT LLC	RES. CONG. CARE		P08000902262	8/31/2017	11/17/2017	2,170.00	
614	LIONHEART RESORT LLC	RES. CONG. CARE		P10000902266	10/31/2017	11/17/2017	2,170.00	
615		POS MANDATED FFOP		P10919530607	10/31/2017	11/3/2017	2,044.00	
616	NATIONAL COUNSELING GROUP	COMM SVCS		P09000901703	9/30/2017	11/3/2017	265.20	
617	NATIONAL COUNSELING GROUP	COMM SVCS		P08000901989	8/31/2017	11/3/2017	636.48	
618	NATIONAL COUNSELING GROUP	COMM SVCS		P09000901602	9/30/2017	11/3/2017	636.48	
619	NATIONAL COUNSELING GROUP	COMM SVCS		P09000901901	9/30/2017	11/3/2017	1,312.74	
620	NATIONAL COUNSELING GROUP	COMM SVCS		P10919506951	10/31/2017	11/17/2017	392.00	
621	NATIONAL COUNSELING GROUP	COMM SVCS		P10919531452	10/31/2017	11/17/2017	827.45	
622	NATIONAL COUNSELING GROUP	COMM SVCS		P10919533953	10/31/2017	11/17/2017	1,166.88	
623	NATIONAL COUNSELING GROUP	COMM SVCS		P10000902498	10/31/2017	11/22/2017	106.08	
624	NATIONAL COUNSELING GROUP	COMM SVCS		P10000901996	10/31/2017	11/22/2017	331.50	
625	NATIONAL COUNSELING GROUP	COMM SVCS		P10000901697	10/31/2017	11/22/2017	716.04	
626	NATIONAL COUNSELING GROUP	COMM SVCS		P10000901799	10/31/2017	11/22/2017	769.08	
627	NATIONAL COUNSELING GROUP	COMM SVCS		P10919505495	10/31/2017	11/22/2017	900.00	
628	NATIONAL COUNSELING GROUP	COMM SVCS		P09919510913	9/30/2017	11/22/2017	1,368.48	
629	NATIONAL COUNSELING GROUP	COMM SVCS		P08919510986	8/31/2017	11/22/2017	1,384.39	
630	NATIONAL COUNSELING GROUP	COMM SVCS		P07919510992	7/31/2017	11/22/2017	1,511.69	
631	NATIONAL COUNSELING GROUP	POS MANDATED WSS		P10000900574	10/31/2017	11/17/2017	729.30	
632	NORTH SPRING BEHAVIORAL HEALTHCARE,	EDUC SVCS CONG CARE		P10000902321	10/31/2017	11/22/2017	4,885.86	
633	PEOPLE PLACES, INC.	COMM SVCS		P10919522954	10/31/2017	11/17/2017	997.50	
634	PEOPLE PLACES, INC.	COMM SVCS		P10000901500	10/31/2017	11/22/2017	538.13	
635	PEOPLE PLACES, INC.	TFC LIC. RES CONG CARE		P10919523868	10/31/2017	11/17/2017	475.00	
636	PEOPLE PLACES, INC.	TFC LIC. RES CONG CARE		P09919537671	9/30/2017	11/17/2017	480.00	



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637	PEOPLE PLACES, INC.	TFC LIC. RES CONG CARE		P10919523769	10/31/2017	11/17/2017	2,480.00	
638	PEOPLE PLACES, INC.	TFC LIC. RES CONG CARE		P10919537670	10/31/2017	11/17/2017	2,480.00	
639	REGION TEN CSB	COMM SVCS		P07919508791	7/31/2017	11/3/2017	98.80	
640	REGION TEN CSB	COMM SVCS		P08919508790	8/31/2017	11/3/2017	98.80	
641	REGION TEN CSB	COMM SVCS		P09919508714	9/30/2017	11/22/2017	98.80	
642	REGION TEN	COMM SVCS		P09000901235	9/30/2017	11/9/2017	2,082.21	
643	RESCARE	RES. CONG. CARE		P10000903023	10/31/2017	11/22/2017	6,510.00	
644	SECURE CHILD IN- HOME PROGRAM	COMM SVCS		P10919533657	10/31/2017	11/17/2017	385.00	
645	SECURE CHILD IN- HOME PROGRAM	COMM SVCS		P10919528756	10/31/2017	11/17/2017	700.00	
646	SECURE CHILD IN- HOME PROGRAM	COMM SVCS		P10919524355	10/31/2017	11/17/2017	1,680.00	
647	SECURE CHILD IN- HOME PROGRAM	COMM SVCS		P10000900901	10/31/2017	11/22/2017	2,660.00	
648		COMM SVCS		P07919510622	7/31/2017	11/9/2017	810.00	
649		COMM SVCS		P09919532816	9/30/2017	11/22/2017	390.00	
650		COMM SVCS		P10919532803	10/4/2017	11/22/2017	630.00	
651		COMM SVCS		P09919500815	9/30/2017	11/22/2017	671.00	
652		COMM SVCS		P10919500802	10/31/2017	11/22/2017	793.00	
653		COMM SVCS		P09919506617	9/30/2017	11/22/2017	1,200.00	
654		COMM SVCS		P10919506604	10/31/2017	11/22/2017	1,200.00	
655	THE FAISON SCHOOL FOR AUTISM, INC.	POS MANDATED SPED-PRIVATE		P10000826544	10/31/2017	11/17/2017	420.00	
656	THE FAISON SCHOOL FOR AUTISM, INC.	POS MANDATED SPED-PRIVATE		P10000826342	10/31/2017	11/17/2017	5,610.00	
657	THE FAISON SCHOOL FOR AUTISM, INC.	POS MANDATED SPED-PRIVATE		P10000826443	10/31/2017	11/17/2017	6,710.00	
658		POS MANDATED FFOP		P10919532110	10/31/2017	11/3/2017	1,820.00	
659	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-PRIVATE		P08000903240	8/31/2017	11/17/2017	3,840.00	
660	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-PRIVATE		P07000903241	7/31/2017	11/17/2017	4,800.00	
661	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-PRIVATE		P09000903245	9/30/2017	11/17/2017	4,800.00	
662	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-PRIVATE		P10000825580	10/31/2017	11/22/2017	900.00	
663	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-PRIVATE		P10000903278	10/31/2017	11/22/2017	5,040.00	
664	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-PRIVATE		P10000825479	10/31/2017	11/22/2017	8,400.00	
665	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-PRIVATE		P10000825077	10/31/2017	11/22/2017	8,700.00	
666	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-PRIVATE		P10000825381	10/31/2017	11/22/2017	9,675.00	
667		COMM SVCS		P09919530336	9/25/2017	11/9/2017	4,999.00	
668						Total:	\$284,217.41	
669								
670	PARKS & RECREATION							
671	AUTOMATED OFFICE SYSTEMS	LEASE/RENT	COLOR PRINTER	078788	11/16/2017	11/17/2017	37.96	
672	AUTOMATED OFFICE SYSTEMS	LEASE/RENT	COLOR PRINTER	078787	11/16/2017	11/17/2017	129.00	
673	BANK OF AMERICA	CONVENTION AND EDUCATION	P-CARD	1031117	11/16/2017	11/17/2017	20.00	
674	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	(\$17.64)	
675	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	6.30	
676	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	6.94	
677	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	10.00	
678	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	12.64	

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679	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	17.31	
680	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	19.46	
681	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	21.08	
682	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	26.13	
683	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	33.61	
684	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	36.40	
685	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	45.00	
686	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	47.60	
687	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	58.67	
688	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	60.00	
689	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	60.22	
690	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	75.73	
691	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	144.46	
692	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	145.00	
693	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	198.67	
694	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	291.16	
695	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	443.60	
696	BANK OF AMERICA	SITE IMPROVEMENTS	P-CARD	1031117	11/16/2017	11/17/2017	(\$45.53)	
697	BANK OF AMERICA	SITE IMPROVEMENTS	P-CARD	1031117	11/16/2017	11/17/2017	9.97	
698	BANK OF AMERICA	SITE IMPROVEMENTS	P-CARD	1031117	11/16/2017	11/17/2017	60.35	
699	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD	1031117	11/16/2017	11/17/2017	8.39	
700	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD	1031117	11/16/2017	11/17/2017	8.50	
701	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD	1031117	11/16/2017	11/17/2017	9.07	
702	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD	1031117	11/16/2017	11/17/2017	11.59	
703	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD	1031117	11/16/2017	11/17/2017	20.81	
704	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD	1031117	11/16/2017	11/17/2017	27.22	
705	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD	1031117	11/16/2017	11/17/2017	34.95	
706	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD	1031117	11/16/2017	11/17/2017	373.68	
707	BANK OF AMERICA	VEHICLE FUEL	P-CARD	1031117	11/16/2017	11/17/2017	25.10	
708	BARBARA LANDES	PROFESSIONAL SERVICES	FALL TRAIL RIDE	10	11/16/2017	11/17/2017	277.13	
709	BETTER LIVING, INC.	SITE IMPROVEMENTS	SUPPLIES	BMZ00723328-001	11/7/2017	11/9/2017	426.85	
710	CINTAS	CONTRACT SERVICES	FIRST AID	5000916121	11/16/2017	11/17/2017	82.58	
711	CINTAS	CONTRACT SERVICES	FIRST AID	5009363929	11/16/2017	11/17/2017	155.00	
712	FLUVANNA ACE HARDWARE	SITE IMPROVEMENTS	SUPPLIES	1031117	11/7/2017	11/9/2017	29.99	
713	HEATHER ANTONACCI	PROFESSIONAL SERVICES	HORSEBACK	11 111717	11/16/2017	11/17/2017	140.00	
714	HEATHER ANTONACCI	PROFESSIONAL SERVICES	LLAMA TREK	9	11/16/2017	11/17/2017	151.20	
715	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	1031117	11/16/2017	11/17/2017	479.42	
716	MO-JOHNS, INC.	CONTRACT SERVICES	PORTABLE TOILET	104844	11/7/2017	11/9/2017	60.00	
717	MO-JOHNS, INC.	CONTRACT SERVICES	PORTABLE TOILET	104845	11/7/2017	11/9/2017	60.00	
718	MO-JOHNS, INC.	CONTRACT SERVICES	PORTABLE TOILET	104848	11/7/2017	11/9/2017	60.00	
719	MO-JOHNS, INC.	CONTRACT SERVICES	PORTABLE TOILET	104847	11/7/2017	11/9/2017	100.00	
720	MO-JOHNS, INC.	CONTRACT SERVICES	PORTABLE TOILET	104846	11/7/2017	11/9/2017	120.00	



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721	MO-JOHNS, INC.	CONTRACT SERVICES	HANDICAP UNIT	105017	11/16/2017	11/17/2017	20.00		
722	MO-JOHNS, INC.	CONTRACT SERVICES	PORTABLE TOILET	105018	11/16/2017	11/17/2017	24.00		
723	PHILLIP TATTON	PROFESSIONAL SERVICES	MAGIC SHOW	10-27-17	11/1/2017	11/3/2017	325.00		
724	PROMOTIONAL CONSIDERATIONS	UNIFORM/WEARING APPAREL	SUPPLIES	73298	11/16/2017	11/17/2017	584.74		
725	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	SUPPLIES	8047121553	11/16/2017	11/17/2017	(\$59.60)		
726	THE SUPPLY ROOM	CONTRACT SERVICES	WATER GALLONS	3056619-0	11/1/2017	11/3/2017	24.95		
727	THE SUPPLY ROOM	CONTRACT SERVICES	WATER GALLONS	3030543-0	11/1/2017	11/3/2017	49.90		
728	THE SUPPLY ROOM	CONTRACT SERVICES	WATER GALLONS	3056618-0	11/1/2017	11/3/2017	49.90		
729	THE SUPPLY ROOM	CONTRACT SERVICES	COOLER RENTAL	3129075-0	11/7/2017	11/9/2017	9.99		
730	THE SUPPLY ROOM	CONTRACT SERVICES	COOLER RENTAL	3129076-0	11/7/2017	11/9/2017	9.99		
731	THE SUPPLY ROOM	CONTRACT SERVICES	5 GALLONS	3121175-0	11/7/2017	11/9/2017	19.96		
732	THE SUPPLY ROOM	CONTRACT SERVICES	COOLER RENTAL	3129074-0	11/7/2017	11/9/2017	19.98		
733	THE SUPPLY ROOM	CONTRACT SERVICES	SUPPLIES	3133039-0	11/16/2017	11/17/2017	5.40		
734	UPS	POSTAL SERVICES	OVERNIGHT DELIVERY	0000Y7646Y427	11/1/2017	11/3/2017	5.17		
735	UPS	POSTAL SERVICES	OVERNIGHT DELIVERY	0000Y7646Y447	11/16/2017	11/17/2017	5.17		
736	VERIZON BUSINESS/MCI COMM SERVICE	TELECOMMUNICATIONS	MONTHLY CHARGES	09362286	11/1/2017	11/3/2017	19.72		
737	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	21525358	11/7/2017	11/9/2017	32.77		
738	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	21525355	11/7/2017	11/9/2017	141.48		
739	VIRGINIA RECREATION & PARK SOCIETY	RECREATIONAL SUPPLIES	KD TICKETS SOLD IN AUG17	27563B	11/7/2017	11/9/2017	39.00		
740								Total:	\$5,943.09
741									
742	LIBRARY								
743	AMAZON.COM	BOOKS/PUBLICATIONS	BOOKS	101017	11/1/2017	11/3/2017	8,508.75		
744	BANK OF AMERICA	BOOKS/PUBLICATIONS	P-CARD	1031117	11/16/2017	11/17/2017	8.00		
745	BANK OF AMERICA	BOOKS/PUBLICATIONS	P-CARD	1031117	11/16/2017	11/17/2017	17.98		
746	BANK OF AMERICA	BOOKS/PUBLICATIONS	P-CARD	1031117	11/16/2017	11/17/2017	24.50		
747	BANK OF AMERICA	BOOKS/PUBLICATIONS	P-CARD	1031117	11/16/2017	11/17/2017	24.95		
748	BANK OF AMERICA	BOOKS/PUBLICATIONS	P-CARD	1031117	11/16/2017	11/17/2017	52.57		
749	CENTURYLINK	TELECOMMUNICATIONS	LIBRARY	309647441 101617	11/1/2017	11/3/2017	2,070.11		
750	DEMCO	OFFICE SUPPLIES	SUPPLIES	6246104	11/16/2017	11/17/2017	114.07		
751	DEMCO	OFFICE SUPPLIES	SUPPLIES	6243770	11/16/2017	11/17/2017	166.65		
752	DEMCO	OFFICE SUPPLIES	SUPPLIES	6247172	11/16/2017	11/17/2017	501.38		
753	GALE	BOOKS/PUBLICATIONS	BOOK	62148832	11/1/2017	11/3/2017	26.35		
754	MICROMARKETING LLC	BOOKS/PUBLICATIONS	DVD	694216	11/1/2017	11/3/2017	22.78		
755	OVERDRIVE	BOOKS/PUBLICATIONS	BOOK	03100DA17057832	11/1/2017	11/3/2017	3.99		
756	OVERDRIVE	BOOKS/PUBLICATIONS	MARC RECORDS	MR-0023402	11/1/2017	11/3/2017	391.50		
757	SHOWCASES	OFFICE SUPPLIES	SUPPLIES	302929	11/16/2017	11/17/2017	46.44		
758	SHOWCASES	OFFICE SUPPLIES	SUPPLIES	302928	11/16/2017	11/17/2017	116.51		
759	THE LIBRARY CORPORATION	OFFICE SUPPLIES	BARCODE LABELS	62144	11/1/2017	11/3/2017	436.00		
760	THE LIBRARY STORE, INC.	OFFICE SUPPLIES	SUPPLIES	297435	11/16/2017	11/17/2017	185.09		
761	THE SUPPLY ROOM	LEASE/RENT	COOLER RENTAL	3129078-0	11/16/2017	11/17/2017	9.99		
762								Total:	\$12,727.61



	A	B	C	D	F	G	H	J	
1	County of Fluvanna		From Date: 11/1/2017						
2	Accounts Payable List		To Date: 11/30/2017						
3									
4									
6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
763									
764	COUNTY PLANNER								
765	BANK OF AMERICA	OTHER OPERATING SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	15.66		
766	CENTURYLINK	TELECOMMUNICATIONS	FINANCE	309762613 101617	11/1/2017	11/3/2017	15.14		
767	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	103117	11/16/2017	11/17/2017	221.33		
768	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	5654 101817	11/1/2017	11/3/2017	40.59		
769	THE SUPPLY ROOM	OFFICE SUPPLIES	SUPPLIES	3126436-0	11/7/2017	11/9/2017	5.68		
770	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	21551617	11/7/2017	11/9/2017	93.04		
771	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	21525356	11/7/2017	11/9/2017	395.61		
772								Total:	\$787.05
773									
774	PLANNING COMMISSION								
775	BROOKBINDERS, LTD.	OFFICE SUPPLIES	SUPPLIES	53320	11/1/2017	11/3/2017	51.63		
776	BROOKBINDERS, LTD.	OTHER OPERATING SUPPLIES	MINUTE BOOK	53176	11/16/2017	11/17/2017	265.29		
777	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	5654 101817	11/1/2017	11/3/2017	849.77		
778								Total:	\$1,166.69
779									
780	ECONOMIC DEVELOPMENT								
781	BANK OF AMERICA	CONVENTION AND EDUCATION	P-CARD	1031117	11/16/2017	11/17/2017	95.00		
782	BANK OF AMERICA	CONVENTION AND EDUCATION	P-CARD	1031117	11/16/2017	11/17/2017	299.00		
783	BANK OF AMERICA	OTHER OPERATING SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	(\$71.15)		
784	BANK OF AMERICA	OTHER OPERATING SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	9.45		
785	BANK OF AMERICA	OTHER OPERATING SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	75.00		
786	BANK OF AMERICA	OTHER OPERATING SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	103.00		
787	BANK OF AMERICA	OTHER OPERATING SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	176.90		
788	BANK OF AMERICA	OTHER OPERATING SUPPLIES	P-CARD	1031117	11/16/2017	11/17/2017	222.13		
789	CENTURYLINK	TELECOMMUNICATIONS	FINANCE	309762613 101617	11/1/2017	11/3/2017	2.52		
790	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	5654 101817	11/1/2017	11/3/2017	2.50		
791								Total:	\$914.35
792									
793	VA COOPERATIVE EXTENSION								
794	CENTURYLINK	TELECOMMUNICATIONS	FINANCE	309762613 101617	11/1/2017	11/3/2017	12.62		
795	KIMBERLY MAYO	AGRICULTURAL SUPPLIES	REIMBURSEMENT	110117	11/7/2017	11/9/2017	64.00		
796	KIMBERLY MAYO	OTHER OPERATING SUPPLIES	REIMBURSEMENT	103017	11/1/2017	11/3/2017	37.36		
797	KIMBERLY MAYO	OTHER OPERATING SUPPLIES	REIMBURSEMENT	111117	11/16/2017	11/17/2017	17.81		
798	THE SUPPLY ROOM	OFFICE SUPPLIES	SUPPLIES	3144466-0	11/16/2017	11/17/2017	372.14		
799								Total:	\$503.93
800									
801								100 GENERAL FUND	Fund Total: \$548,335.57
802	Fund # - 302 CAPITAL IMPROVEMENT								
803	PUBLIC SAFETY CAPITAL PROJ								
804	CLEAR COMMUNICATIONS AND	VEHICLE	CAR EQUIPMENT	113969	11/1/2017	11/3/2017	3,178.60		



	A	B	C	D	F	G	H	J	
1	County of Fluvanna		From Date: 11/1/2017						
2	Accounts Payable List		To Date: 11/30/2017						
3									
4									
6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
805	HALEY SOUTH INC	VEHICLE	CAR MAINTENANCE	44417632/1	11/1/2017	11/3/2017	1,566.07		
806							Total:	\$4,744.67	
807									
808	E911 CAPITAL PROJECT								
809	SAUNDERS' SURVEYS INC	CONTRACT SERVICES	TOWER SITE SURVEY	6251	11/1/2017	11/3/2017	1,700.00		
810							Total:	\$1,700.00	
811									
812	PUBLIC WORKS CAPITAL PROJECT								
813	BOWMAN CONSULTING	CONTRACT SERVICES	ZION CROSSROADS	241948	11/16/2017	11/17/2017	2,295.00		
814	DEWBERRY ENGINEERS INC.	CONTRACT SERVICES	ZION CROSSROADS	1473637	11/7/2017	11/9/2017	26,325.00		
815							Total:	\$28,620.00	
816									
817	SCHOOL OPS & MAINT CAP PROJ								
818	BSN SPORTS, INC.	CONTRACT SERVICES	FCHS BLEACHERS	900815521	11/16/2017	11/17/2017	35,775.60		
819							Total:	\$35,775.60	
820									
821							302 CAPITAL IMPROVEMENT	Fund Total:	\$70,840.27
822	Fund # - 502 SEWER								
823	UTILITY OPERATIONAL EXPENSES								
824	CENTURYLINK	TELECOMMUNICATIONS	WASTEWATER	310089744 101917	11/1/2017	11/3/2017	46.60		
825	CENTURYLINK	TELECOMMUNICATIONS	WASTEWATER	309433290 101917	11/1/2017	11/3/2017	59.18		
826	CINTAS	LAUNDRY AND DRY CLEANING	DRY CLEANING	394154948	11/1/2017	11/3/2017	8.14		
827	CINTAS	LAUNDRY AND DRY CLEANING	DRY CLEANING	394156991	11/7/2017	11/9/2017	8.14		
828	CINTAS	LAUNDRY AND DRY CLEANING	DRY CLEANING	394158945	11/16/2017	11/17/2017	8.14		
829	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	SW PUMP STATION	7712348080 102617	11/1/2017	11/3/2017	42.51		
830	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	SEWER PLANT	7129524547 102317	11/1/2017	11/3/2017	723.65		
831	INBODEN ENVIRONMENTAL SERVICES, INC.	CONTRACT SERVICES	WASTEWATER MONITORING	63521	11/16/2017	11/17/2017	447.00		
832	INBODEN ENVIRONMENTAL SERVICES, INC.	CONTRACT SERVICES	WASTEWATER MONITORING	63522	11/16/2017	11/17/2017	447.00		
833	INBODEN ENVIRONMENTAL SERVICES, INC.	CONTRACT SERVICES	WASTEWATER MONITORING	63523	11/16/2017	11/17/2017	477.00		
834	LOWE'S	GENERAL MATERIALS AND	SUPPLIES	102517	11/16/2017	11/17/2017	42.00		
835	UNIVAR USA, INC.	CHEMICAL SUPPLIES	SUPPLIES	R1728228	11/1/2017	11/3/2017	1,494.00		
836							Total:	\$3,803.36	
837									
838							502 SEWER	Fund Total:	\$3,803.36
839	Fund # - 505 FORK UNION SANITARY DISTRICT								
840	FORK UNION SANITARY DISTRICT								
841	USDA RURAL DEVELOPMENT	RDA BOND PAYABLE	FUSD DEBT SERVICE	112517	11/25/2017	11/25/2017	3,300.95		
842							Total:	\$3,300.95	
843									
844	FUSD OPERATIONAL EXPENSES								
845	CAMPBELL EQUIPMENT, INC.	BLDGS EQUIP REP & MAINT	CAR MAINTENANCE	102417	11/1/2017	11/3/2017	65.00		
846	CAMPBELL EQUIPMENT, INC.	BLDGS EQUIP REP & MAINT	CAR MAINTENANCE	102417A	11/1/2017	11/3/2017	195.00		



	A	B	C	D	F	G	H	J	
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3									
4									
6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
847	CAMPBELL EQUIPMENT, INC.	BLDGS EQUIP REP & MAINT	CAR MAINTENANCE	102017A	11/1/2017	11/3/2017	415.96		
848	CENTURYLINK	TELECOMMUNICATIONS	SANITARY DISTRICT	309719161 101617	11/1/2017	11/3/2017	196.78		
849	CINTAS	LAUNDRY AND DRY CLEANING	DRY CLEANING	394154948	11/1/2017	11/3/2017	31.48		
850	CINTAS	LAUNDRY AND DRY CLEANING	DRY CLEANING	394156991	11/7/2017	11/9/2017	31.48		
851	CINTAS	LAUNDRY AND DRY CLEANING	DRY CLEANING	394158945	11/16/2017	11/17/2017	31.48		
852	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	MELTON WELL	9594215007 102417	11/1/2017	11/3/2017	6.59		
853	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	WEST BOTTOM WELL	7224360003 102417	11/1/2017	11/3/2017	21.78		
854	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	BREMO WELL	8434345008 102417	11/1/2017	11/3/2017	48.97		
855	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	OWENS WELL	9004200003 102417	11/1/2017	11/3/2017	119.45		
856	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	OMOHUNDRO WELL	9346182505 102417	11/1/2017	11/3/2017	656.49		
857	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	MORRIS WELL	9501772108 102417	11/1/2017	11/3/2017	747.70		
858	E.W. OWEN	LEASE/RENT	WELL RENT	11012017	11/7/2017	11/9/2017	150.00		
859	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	103117	11/16/2017	11/17/2017	219.58		
860	LOWE'S	GENERAL MATERIALS AND	SUPPLIES	102517	11/16/2017	11/17/2017	176.12		
861	MANSFIELD OIL COMPANY OF GAINESVILLE,	VEHICLE FUEL	FUEL	SQLCD/365332	11/7/2017	11/9/2017	188.54		
862	MO-JOHNS, INC.	PURCHASE OF SERVICES	PORTABLE TOILET	104471	11/1/2017	11/3/2017	60.00		
863	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	5654 101817	11/1/2017	11/3/2017	327.73		
864	RUHLMAN'S HAULING	BLDGS EQUIP REP & MAINT	LANDFILL HAUL	100217	11/16/2017	11/17/2017	401.70		
865	SCHNEIDER LABRATORIES INC	PURCHASE OF SERVICES	SUSPENDED SOLIDS	234897	11/7/2017	11/9/2017	30.00		
866	UNIVAR USA, INC.	CHEMICAL SUPPLIES	SUPPLIES	RI728228	11/1/2017	11/3/2017	298.80		
867	USDA RURAL DEVELOPMENT	REDEMPTION OF INTEREST	FUSD DEBT SERVICE	112517	11/25/2017	11/25/2017	1,659.05		
868	VERIZON BUSINESS/MCI COMM SERVICE	TELECOMMUNICATIONS	MONTHLY CHARGES	09362286	11/1/2017	11/3/2017	19.72		
869							Total:	\$6,099.40	
870									
871							505 FORK UNION SANITARY DISTRICT	Fund Total:	\$9,400.35
872							Total Expenditures by Fund:	\$632,379.55	
873									





Capital Reserve Maintenance Fund Request

TAB H

MOTION: I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request in the amount of **\$8,770.00** for the purpose(s) of:
Roof repairs at Carsybrook Elementary, West Central Primary, and Fluvanna County High School.

Section 1 - REQUEST

Requesting Department/Agency FCPS	Dept/Agency Contact Don F. Stribling II	Date of Request 12/12/2018
Phone (434) 589-8208	Fax (434) 589-5393	Fiscal Year 2018

Reserve Fund Purpose Category: **Repair required due to weather-related events**

Description of Project/Repair	Qty	Unit Price	Total Price
(CAR) Remove gravel/foam, replace wet insulation board, and apply new	1	\$6,700.00	\$6,700.00
(WCP) Remove caulk from mortar joints, clean and prep, replace with new	1	\$745.00	\$745.00
(FCHS) Insulate new metal conductor head and downspout, clean joints, and	1	\$1,325.00	\$1,325.00
			\$0.00

Total Request: **\$8,770.00**

Description and justification for proposed use.

FCPS are making the CRM request to repair various roof issues and leaks at three different schools:

- (CAR) Remove gravel/foam, replace wet insulation board, and apply new foam and silicone to specific areas.**
- (WCP) Remove caulk from mortar joints, clean and prep, and replace with new silicone treatment in specific areas.**
- (FCHS) Insulate new metal conductor head and downspout, clean joints, and apply sealant to those specific areas.**

Department/Agency Head Name Don F. Stribling II	Signature Don Stribling <small>Digitally signed by Don Stribling DN: cn=Don Stribling, o=FCPS, ou=FCPS, email=dstribling@apps.fluco.org, c=US Date: 2017.12.04 13:02:15 -05'00'</small>	Date 12/12/2018
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Section 2 - REVIEW

Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Finance Director  Digitally signed by Eric Dahl Date: 2017.12.12 17:39:11 -05'00'	Date
Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Administrator  Digitally signed by Steven M. Nichols Date: 2017.12.13 07:22:53 -05'00'	Date

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 I

MOTION: I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request in the amount of \$32,450.00 for the purpose(s) of:
Fluvanna Middle School painting- (Phase 2)

Section 1 - REQUEST

Requesting Department/Agency Fluvanna County Public Schools	Dept/Agency Contact Don F. Stribling II	Date of Request 11/17/2017
Phone (434) 589-8208	Fax (434) 589-5393	Fiscal Year 2018

Reserve Fund Purpose Category: **Ongoing facility or equipment maintenance requirements**

Description of Project/Repair	Qty	Unit Price	Total Price
Fluvanna Middle School Painting - (Materials and Labor)	1	\$32,450.00	\$32,450.00
			\$0.00
			\$0.00
			\$0.00

Total Request: **\$32,450.00**

Description and justification for proposed use.

FCPS are making the CRM request to continue with and paint all the 1st floor interior doors and trim (classrooms and offices), 2nd floor hallway, 2nd floor doors and trim (classrooms and offices), all stairwells/railings/columns, and the main office at Fluvanna Middle School. Phase 1 was completed in June of 2017 and consisted of 1st floor hallways only. If approved the time line would be to complete the majority of work during winter break 2017/2018 and any undone areas over spring break 2018.

Department/Agency Head Name FCPS / Don F. Stribling II	Signature Don Stribling <small>Digitally signed by Don Stribling DN: cn=Don Stribling, o=FCPS, ou=FCPS, email=dstribling@apps.fluco.org, c=US Date: 2017.11.16 15:31:32 -05'00'</small>	Date 11/17/2017
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Section 2 - REVIEW

Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Finance Director  Digitally signed by Eric Dahl Date: 2017.12.12 17:45:23 -05'00'	Date
Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Administrator  Digitally signed by Steven M. Nichols Date: 2017.12.12 15:54:26 -05'00'	Date

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 J

MEETING DATE:	December 20, 2017				
AGENDA TITLE:	Approval of Open Space Contract for Daniel H. Barber				
MOTION(s):	I move to approve the open space contract for Daniel H. Barber for tax map parcel 20-16-26; agreement shall remain in effect for a term of fifteen (15) consecutive years.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Andrew M. Sheridan, Jr., Commissioner of the Revenue				
PRESENTER(S):	Andrew M. Sheridan, Jr., Commissioner of the Revenue				
RECOMMENDATION:	Approval				
TIMING:	Immediate				
DISCUSSION:	This property qualifies for an open space contract with Fluvanna County in accordance with Code Section 58.1-3229 et. seq. of the Virginia State Code.				
FISCAL IMPACT:	None				
POLICY IMPACT:	In accordance with Section 58.1-3229 et. seq. of Virginia State Code.				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	-Daniel H. Barber's executed open space contract -Map of tax map parcel 20-16-26				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other



CONTRACT FOR OPEN SPACE LAND USE ASSESSMENT

THIS AGREEMENT, made this 11th day of December, 2017, by and between Daniel H. Barber, party(ies) of the first part, hereinafter called the Grantor, and the COUNTY OF FLUVANNA, a political subdivision of the Commonwealth of Virginia, party of the second part, hereinafter called the County:

WITNESSETH

WHEREAS, the Grantor owns certain real estate, described below, hereinafter called the Property; and

WHEREAS, the County is the local governing body having real estate tax jurisdiction over the Property; and

WHEREAS, the County has determined:

- A. That it is in the public interest that the Property should be provided or preserved for conservation of agricultural and forestal land and of wildlife and
- B. That the property meets the applicable criteria for real estate devoted to open-space use as prescribed in Article 4 (Section 58.1-3229 et. seq.) of Chapter 32 of Title 58.1 of the Code of Virginia, and the standards for classifying such real estate prescribed by the Director of the Virginia Department of Conservation and Recreation; and
- C. That the provisions of this agreement meet the requirements and standards prescribed under section 58.1-3233 of the Code of Virginia for recorded commitments by landowners not to change an open-space use to a non-qualifying use; and

WHEREAS, the Grantor is willing to make a written recorded commitment to preserve and protect the open-space uses of the Property during the term of this agreement in order for the Property to be taxed on the basis of a use assessment, and the Grantor has submitted an application for such taxation to the Commissioner of the Revenue of the County pursuant to Section 58.1-3234 of the Code of Virginia and Section 20-4-2(d) of the Fluvanna County Code; and

WHEREAS, the County is willing to extend the tax for the Property on the basis of a use assessment commencing with the next succeeding tax year and continuing for the term of this agreement, in consideration of the Grantor's commitment to preserve and protect the open-space uses of the property, and on the condition that the Grantor's application is satisfactory and that all other requirements of Article 4, Chapter 32, Title 58.1 of the Code of Virginia and Section 20-4-2(d) of the Fluvanna County Code are complied with.

NOW, THEREFORE, in consideration of the recital and the mutual benefits, covenants and terms herein contained, the parties hereby **COVENANT** and **AGREE** as follows:

1. This agreement shall apply to all the following described real estate:

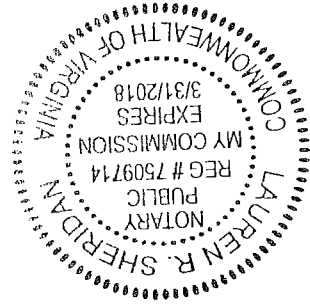
Tax Map Parcel: 20-16-26 (16.452 acres)

2. The Grantor agrees that during the term of this agreement:
 - A. There shall be no change in the use or uses of the Property that exist as of the date of this agreement to any use that would not qualify as open-space use. The qualifying use for the Property is conservation of agricultural and forestal land and of wildlife.
 - B. There shall be no display of billboards, signs or other advertisements on the property except to (i) state solely the name of the Grantor and the address of the Property, (ii) advertise the sale or lease of the Property, (iii) advertise the sale of goods or services produced pursuant to the permitted use of the Property, or (iv) provide warnings. No sign shall exceed four feet by four feet.
 - C. There shall be no construction, placement or maintenance of any structure on the Property unless such structure is either:
 - 1) on the Property as of the date of this agreement; or
 - 2) related to and compatible with the open-space uses of the Property which this agreement is intended to protect or provide for.
 - D. There shall be no dumping or storage of trash, garbage, ashes, waste, junk, abandoned property or other unsightly or offensive material on the Property.
 - E. There shall be no filling, excavating, mining, drilling, removal of topsoil, sand, gravel, rock, minerals, or other materials which alters the topography of the Property, except as required in the construction of permissible building structures and features under this agreement.

- F. There shall be no construction or placement of fences, screens, hedges, walls or other similar barriers which materially obstruct the public view of scenic areas of the Property.
 - G. The Grantor may engage in agricultural, horticultural or silvicultural activities and remove vegetation which constitutes a safety, a health or an ecological hazard, e.g., vegetation classified as noxious weed pursuant the Code of Virginia (1950), as amended.
 - H. There shall be no alteration or manipulation of natural water courses, shores, marshes, swamps, wetlands or other water bodies, nor any activities or uses which adversely affect water quality, level or flow.
 - I. On areas of the Property that are being provided or preserved for conservation of land, floodways or other natural resources, or that are to be left in a relatively natural or undeveloped state, there shall be no operation of dune buggies, all-terrain vehicles, motorcycles, motorbikes, snowmobiles or other motor vehicles, except to the extent necessary to inspect, protect or preserve the area.
 - J. There shall be no industrial or commercial activities, conducted on the property, except for the continuation of agricultural, horticultural or silvicultural activities; or activities that are conducted in a residence or an associated outbuilding such as garage, smokehouse, small shop or similar structure which is permitted on the property.
 - K. There shall be no separation or split-off of lots, pieces or parcels from the property. The Property may be sold or transferred during the term of this agreement only as the same entire parcel that is the subject to this agreement, provided, however, that the Grantor may grant to a public body or bodies open-space, conservation or historic preservation easements which apply to all or part of the Property.
3. This agreement shall be effective upon acceptance by the County, provided, however, that the real estate tax for the Property shall not be extended on the basis of its use value until the next succeeding tax year following timely application by the Grantor for the use assessment and taxation in accordance with Section 20-4-2(d) of the Fluvanna County Code. Thereafter, this agreement shall remain in effect for a terms of fifteen (15) consecutive years.

4. Nothing contained herein shall be construed as giving to the public a right to enter upon or to use the Property or any portion thereof, except as the Grantor may otherwise allow, consistent with the provisions of this agreement.
5. The County shall have the right at all reasonable times to enter the Property to determine whether the Grantor is complying with the provisions of this agreement.
6. Nothing in this agreement shall be construed to create in the public or member thereof a right to maintain a suit for any damages against the Grantor for any violation of this agreement.
7. Nothing in this agreement shall be construed to permit Grantor to conduct any activity or to build or maintain any improvement which is otherwise prohibited by law.
8. If any provision of this agreement is determined to be invalid by a court of competent jurisdiction, the remainder of the agreement shall not be affected thereby.
9. The provisions of this agreement shall run with the land and be binding upon the parties, their successors, assigns, personal representatives, and heirs.
10. Words of one gender used herein shall include the other gender, and words in the singular shall include words in the plural, whenever the sense requires.
11. This agreement may be terminated in the manner provided in Section 15.1-1513 of the Code of Virginia for withdrawal of land from an agricultural, forestal or an agricultural and forestal district.
12. Upon termination of this agreement, the Property shall thereafter be assessed and taxed at its fair market value, regardless of its actual use, unless the County determines otherwise in accordance with applicable law.
13. NOTICE: WHEN THE OPEN SPACE USE OR USES BY WHICH THE PROPERTY QUALIFIED FOR ASSESSMENT AND TAXATION ON THE BASIS OF USE CHANGES TO A NONQUALIFYING USE OR USES, OR WHEN THE ZONING FOR THE PROPERTY CHANGES TO A MORE INTENSIVE USE AT THE REQUEST OF THE GRANTOR, THE PROPERTY, OR SUCH PORTION OF THE PROPERTY WHICH NO LONGER QUALIFIES SHALL BE SUBJECT TO ROLLBACK TAXES IN ACCORDANCE WITH SECTION 58.1-3237 OF THE CODE OF VIRGINIA. THE GRANTOR SHALL BE SUBJECT TO ALL OF THE OBLIGATIONS AND LIABILITIES OF SAID CODES SECTION.

[Signature] (SEAL)
Landowner



Co-owner (s) (SEAL)

**STATE OF VIRGINIA
COUNTY OF FLUVANNA, to-wit:**

The foregoing instrument was acknowledged before me by

Daniel Barber, Landowner (s)

on this 11th day of December, 2017.

My commission expires: 3/31/2018

[Signature]
Notary Public

COUNTY OF FLUVANNA, VIRGINIA

By: _____
County Administrator

**STATE OF VIRGINIA
COUNTY OF FLUVANNA, to-wit:**

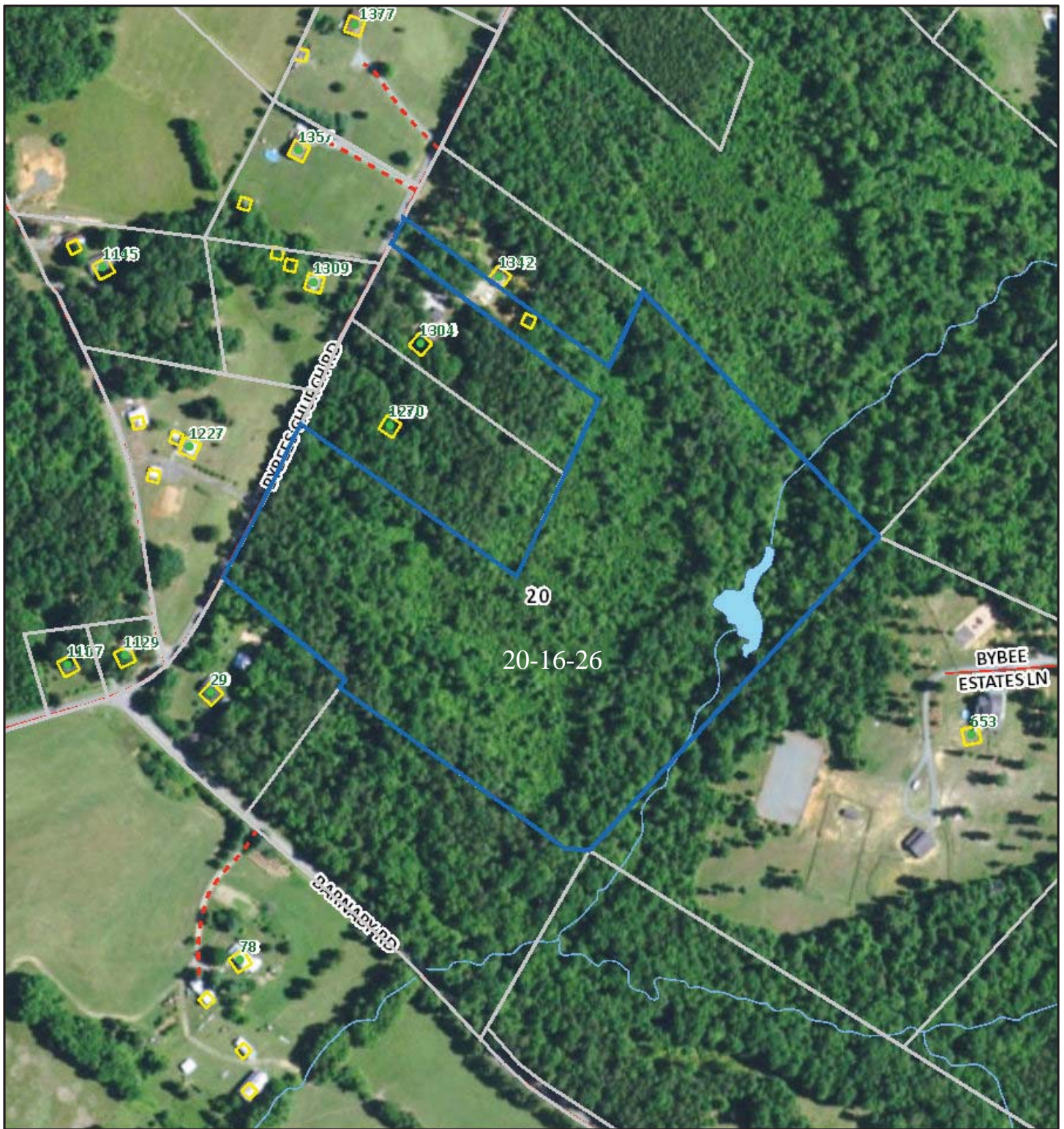
The foregoing instrument was acknowledged before me by

_____, Fluvanna County Administrator

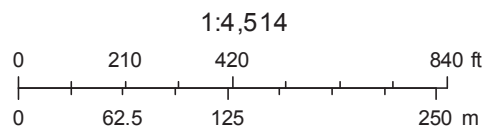
on this _____ day of _____, _____.

My commission expires: _____

Notary Public



December 11, 2017



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

TAB K

MEETING DATE:	December 20, 2017				
AGENDA TITLE:	Approval of Open Space Contract for Ronald E. Edmonds				
MOTION(s):	I move to approve the open space contract for Ronald E. Edmonds for tax map parcel 50-A-129B; agreement shall remain in effect for a term of fifteen (15) consecutive years.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Andrew M. Sheridan, Jr., Commissioner of the Revenue				
PRESENTER(S):	Andrew M. Sheridan, Jr., Commissioner of the Revenue				
RECOMMENDATION:	Approval				
TIMING:	Immediate				
DISCUSSION:	This property qualifies for an open space contract with Fluvanna County in accordance with Code Section 58.1-3229 et. seq. of the Virginia State Code.				
FISCAL IMPACT:	None				
POLICY IMPACT:	In accordance with Section 58.1-3229 et. seq. of Virginia State Code.				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	-Ronald E. Edmonds's executed open space contract -Map of tax map parcel 50-A-129B				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other



CONTRACT FOR OPEN SPACE LAND USE ASSESSMENT

THIS AGREEMENT, made this 1st day of December, 2017, by and between Ronald E. Edmonds, party(ies) of the first part, hereinafter called the Grantor, and the COUNTY OF FLUVANNA, a political subdivision of the Commonwealth of Virginia, party of the second part, hereinafter called the County:

WITNESSETH

WHEREAS, the Grantor owns certain real estate, described below, hereinafter called the Property; and

WHEREAS, the County is the local governing body having real estate tax jurisdiction over the Property; and

WHEREAS, the County has determined:

- A. That it is in the public interest that the Property should be provided or preserved for conservation of agricultural and forestal land and of wildlife and
- B. That the property meets the applicable criteria for real estate devoted to open-space use as prescribed in Article 4 (Section 58.1-3229 et. seq.) of Chapter 32 of Title 58.1 of the Code of Virginia, and the standards for classifying such real estate prescribed by the Director of the Virginia Department of Conservation and Recreation; and
- C. That the provisions of this agreement meet the requirements and standards prescribed under section 58.1-3233 of the Code of Virginia for recorded commitments by landowners not to change an open-space use to a non-qualifying use; and

WHEREAS, the Grantor is willing to make a written recorded commitment to preserve and protect the open-space uses of the Property during the term of this agreement in order for the Property to be taxed on the basis of a use assessment, and the Grantor has submitted an application for such taxation to the Commissioner of the Revenue of the County pursuant to Section 58.1-3234 of the Code of Virginia and Section 20-4-2(d) of the Fluvanna County Code; and

WHEREAS, the County is willing to extend the tax for the Property on the basis of a use assessment commencing with the next succeeding tax year and continuing for the term of this agreement, in consideration of the Grantor's commitment to preserve and protect the open-space uses of the property, and on the condition that the Grantor's application is satisfactory and that all other requirements of Article 4, Chapter 32, Title 58.1 of the Code of Virginia and Section 20-4-2(d) of the Fluvanna County Code are complied with.

NOW, THEREFORE, in consideration of the recital and the mutual benefits, covenants and terms herein contained, the parties hereby **COVENANT** and **AGREE** as follows:

1. This agreement shall apply to all the following described real estate:

Tax Map Parcel: 50-A-129B (10.0 acres)

2. The Grantor agrees that during the term of this agreement:
 - A. There shall be no change in the use or uses of the Property that exist as of the date of this agreement to any use that would not qualify as open-space use. The qualifying use for the Property is conservation of agricultural and forestal land and of wildlife.
 - B. There shall be no display of billboards, signs or other advertisements on the property except to (i) state solely the name of the Grantor and the address of the Property, (ii) advertise the sale or lease of the Property, (iii) advertise the sale of goods or services produced pursuant to the permitted use of the Property, or (iv) provide warnings. No sign shall exceed four feet by four feet.
 - C. There shall be no construction, placement or maintenance of any structure on the Property unless such structure is either:
 - 1) on the Property as of the date of this agreement; or
 - 2) related to and compatible with the open-space uses of the Property which this agreement is intended to protect or provide for.
 - D. There shall be no dumping or storage of trash, garbage, ashes, waste, junk, abandoned property or other unsightly or offensive material on the Property.
 - E. There shall be no filling, excavating, mining, drilling, removal of topsoil, sand, gravel, rock, minerals, or other materials which alters the topography of the Property, except as required in the construction of permissible building structures and features under this agreement.

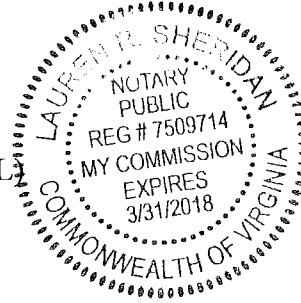
- F. There shall be no construction or placement of fences, screens, hedges, walls or other similar barriers which materially obstruct the public view of scenic areas of the Property.
 - G. The Grantor may engage in agricultural, horticultural or silvicultural activities and remove vegetation which constitutes a safety, a health or an ecological hazard, e.g., vegetation classified as noxious weed pursuant the Code of Virginia (1950), as amended.
 - H. There shall be no alteration or manipulation of natural water courses, shores, marshes, swamps, wetlands or other water bodies, nor any activities or uses which adversely affect water quality, level or flow.
 - I. On areas of the Property that are being provided or preserved for conservation of land, floodways or other natural resources, or that are to be left in a relatively natural or undeveloped state, there shall be no operation of dune buggies, all-terrain vehicles, motorcycles, motorbikes, snowmobiles or other motor vehicles, except to the extent necessary to inspect, protect or preserve the area.
 - J. There shall be no industrial or commercial activities, conducted on the property, except for the continuation of agricultural, horticultural or silvicultural activities; or activities that are conducted in a residence or an associated outbuilding such as garage, smokehouse, small shop or similar structure which is permitted on the property.
 - K. There shall be no separation or split-off of lots, pieces or parcels from the property. The Property may be sold or transferred during the term of this agreement only as the same entire parcel that is the subject to this agreement, provided, however, that the Grantor may grant to a public body or bodies open-space, conservation or historic preservation easements which apply to all or part of the Property.
3. This agreement shall be effective upon acceptance by the County, provided, however, that the real estate tax for the Property shall not be extended on the basis of its use value until the next succeeding tax year following timely application by the Grantor for the use assessment and taxation in accordance with Section 20-4-2(d) of the Fluvanna County Code. Thereafter, this agreement shall remain in effect for a terms of Fifteen (15) consecutive years.

4. Nothing contained herein shall be construed as giving to the public a right to enter upon or to use the Property or any portion thereof, except as the Grantor may otherwise allow, consistent with the provisions of this agreement.
5. The County shall have the right at all reasonable times to enter the Property to determine whether the Grantor is complying with the provisions of this agreement.
6. Nothing in this agreement shall be construed to create in the public or member thereof a right to maintain a suit for any damages against the Grantor for any violation of this agreement.
7. Nothing in this agreement shall be construed to permit Grantor to conduct any activity or to build or maintain any improvement which is otherwise prohibited by law.
8. If any provision of this agreement is determined to be invalid by a court of competent jurisdiction, the remainder of the agreement shall not be affected thereby.
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Ronald E Edmonds

Landowner

(SEAL)



Co-owner (s)

**STATE OF VIRGINIA
COUNTY OF FLUVANNA, to-wit:**

The foregoing instrument was acknowledged before me by

Ronald E. Edmonds, Landowner (s)

on this 15th day of December, 2017.

My commission expires: 3/31/2018

Lauren R. Sheridan
Notary Public

COUNTY OF FLUVANNA, VIRGINIA

By: _____
County Administrator

**STATE OF VIRGINIA
COUNTY OF FLUVANNA, to-wit:**

The foregoing instrument was acknowledged before me by

_____, Fluvanna County Administrator

on this _____ day of _____, _____.

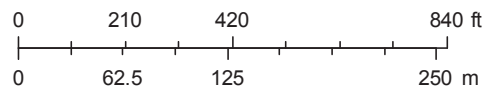
My commission expires: _____

Notary Public



December 11, 2017

1:4,514



FLUVANNA COUNTY BOARD OF SUPERVISORS
MEETING PACKAGE ATTACHMENTS
December 20, 2016

No.	Item
1	FY17 Capital Reserve Memo 2017-12-20
2	FY18 Capital Reserve Memo 2017-12-20
3	Code Compliance Report – Nov 2017
4	Unassigned Fund Balance 2017-12-20
5	
6	
7	
8	
9	
10	

CODE COMPLIANCE VIOLATION STATISTICS

November - 2017

Scott B. Miller, CZO, Code Inspector, Building Site Inspector

Complaint Number	Tax Map Number	Property Owner	Address	Date of Complaint	Violation Type	Status*	Deadline	District
1611-01	18-(A)-25B	Stevens, Roger	Thomas Farm La. (Vacant)	11/3/2016	Junk/Inoperable Vehicle	Court	4 Convictions - Appealed 11/1/2017 Court 12/19/2017	Palmyra
1705-02	36A-(A)-18	Cable, Louis A. & Susan V.	651 West River Rd.	5/9/2017	Signs	Extended	12/08/2017	Cunningham
1709-01	8-(A)-31	CP Burns Properties LLC.	677 Lake Monticello Rd.	9/17/2017	Improper Use - Junkyard	Extended	12/06/2017	Palmyra
1709-03	4-(A)-114	Herrion, Vernon L.	15 Blue Ridge Dr.	9/20/2017	Violation of SUP 04-10	Permit Pend	12/20/2017	Palmyra
1710-01	43-(A)-39	Partusch, Brian D.	4855 Stage Junction Rd.	10/17/2017	Improper Use - Junkyard	Extended	12/17/2017	Columbia
1711-01	23-(A)-4	Parker, Sandra M.	3184 Kents Store Way	11/7/2017	Illegal Sign / SUP required	Cleared	n/a	Columbia
1711-02	54-(A)-20	VATN, LLC.	2214 Stage Junction Rd.	11/21/2017	Junk/Inoperable Vehicle	Cleared	n/a	Columbia
1711-03	3-(A)-31	JWS Enterprises, LLC.	N/E of 1017 Union Mills Rd.	11/22/2017	Junkyard	Cleared	n/a	Palmyra
1711-04	3-(A)-32	JWS Enterprises, LLC.	N/E of 1017 Union Mills Rd.	11/22/2017	Junkyard	Cleared	n/a	Palmyra

STATUS DEFINITIONS*

Board - Case is pending Board Approval	Court Pending - Summons to be issued	Permit Pending - Applied for Permit to Abate Violation
Cleared - Violation Abated	Extended - Extension Given/Making Progress to Abate Violations	Rezoning - Property is in Rezoning Process
Court - Case is before Judge	Pending - Violation Notice Sent	SUP Pending - SUP Application made to Abate Violation

MISCELLANEOUS ACTIONS / TASKS

Biosolids Applied and Signs Displayed (Total – 37 Sites)
Compliance with Tenaska Virginia Sound Levels 11/16/2017
Signs Removed From Public Rights-Of-Way (Total – 41)
Placed and removed "Public Hearing Signs" as needed
Deliver packets to BOS, PC Members and Library
Received temporary certification for Erosion & Sediment Control Inspector 11/13/2017 thru 11/14/2017
Field survey of dam at Ruritan Lake to establish lake elevation versus hydrological vegetation

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: December 20, 2017
From: Mary Anna Twisdale – Management Analyst
To: Board of Supervisors
Subject: FY18 BOS Contingency Balance

The FY18 BOS Contingency line balance is as follows:

Beginning Budget:	\$150,000
Less: Arts Council FY18 Allocation Grant Supplement – 06.07.17	-\$500
Less: Quitclaim and Release for FCSS Building – 08.16.17	-\$11,520
Less: Reimbursement of Legal Fees to Linda Lenherr – 09.20.17	-\$18,132
Less: Reimbursement to Fire for Transfer of Brush 10 to Public Works – 11.01.17	-\$20,000
Available:	\$99,848

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MEMORANDUM

Date: December 20, 2017
From: Mary Anna Twisdale – 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
FY18 Allocation:	\$175,000
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
Less: Additional Historic Courthouse Roof Repairs – 09.06.17	-\$10,000
Less: Courts Building Records Room HVAC – 09.06.17	-\$55,000
Less: Palmyra Rescue Asphalt and Concrete Slab – 09.20.17	-\$39,000
Less: Demolish Old Maintenance Shop and Dispose of Debris – 11.01.17	-\$40,000
Less: Design and Construction of Foundation Underpinning Along Front of Pleasant Grove House – 11.01.17	-\$27,500
Less: Secure Evidence Storage at Public Safety Building – 11.01.17	-\$8,550
Less: Replace Fencing and Expand Impound Lot at Public Safety Building – 11.01.17	-\$15,000
Available:	\$104,756

Schools Capital Reserve:

FY17 Carryover	\$238,603
FY18 Allocation:	\$75,000

Plus: Projects Completed July 2017	\$1,159
Less: Central HVAC Unexpected Repairs – 07.05.17	-\$6,226
Less: Bus Motor Repair – 10.04.17	-\$20,000
Less: Repair and Resurface FCHS Tennis Courts and Track – 10.04.17	-\$44,400
Less: Replace FCHS Baseball Bleachers – 10.04.17	-\$36,200
Less: Maintenance of Fire Extinguishers – 10.04.17	-\$7,980
Available:	\$199,956

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MEMORANDUM

Date: December 20, 2017
From: Mary Anna Twisdale – Management Analyst
To: Board of Supervisors
Subject: Unassigned Fund Balance

FY17 Year End Audited Total Unassigned Fund Balance:	\$15,855,959
Unassigned Fund Balance – 12% Target Per Policy:	\$8,342,826
Unassigned Fund Balance – Excess Above Policy Target:	\$7,513,133
Less: FY17 to FY18 Automatic Carryovers	-\$23,862
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. Amend. to Agrmt. #6 (Dewberry) – 09.06.17	-\$13,870
Less: ZXR Water & Sewer Sys. Project FY18 Interest Payments – 09.06.17	-\$224,852
Less: ZXR Water & Sewer Sys. Project Agreement #6 (Bowman) – 10.18.17	-\$6,550
Less: Farm Heritage Museum – 11.15.17	-\$54,470
Current FY18 Unassigned Fund Balance– Excess Above Policy Target:	\$7,103,869