

| County of Madison FY2020 Budget Worksheet | | Provided by FD | | | | | | | | | |
|---|---|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|--------------|----------------------------------|
| Department: COUNTY ADMINISTRATOR | | | | | | | | | | | |
| Dept # 12110 | | | | | | | | | | | |
| Contact Jack Hobbs | | | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments | |
| 10-01 -12 -12110-1210 | COUNTY ADMINISTRATOR | 114,499.92 | 117,833.32 | 120,870.00 | 55,398.75 | 122,485 | 1 | 1,614.82 | 1.34% | 45.83% | provided by County Administrator |
| 10-01 -12 -12110-1440 | OFFICE ASSISTANT | 45,963.84 | 46,806.44 | 47,820.70 | 21,917.83 | 47,820.70 | | - | None | 45.83% | budgeted at FY19 OB |
| 10-01 -12 -12110-1900 | PROJ ACCUMULATED LEAVE PAYOUT | - | 4,321.43 | - | - | - | | - | Not budgeted | Not budgeted | budgeted at FY19 OB |
| 10-01 -12 -12110-2100 | FICA | 11,769.92 | 12,323.25 | 12,904.84 | 5,688.90 | 12,904.84 | | - | None | 44.08% | budgeted at FY19 OB |
| 10-01 -12 -12110-2210 | VRS | 14,153.04 | 13,650.42 | 14,406.19 | 6,602.86 | 14,406.19 | | - | None | 45.83% | budgeted at FY19 OB |
| 10-01 -12 -12110-2220 | VRS-HEALTH INSURANCE CREDIT | 144.24 | 139.24 | 134.96 | 61.82 | 134.96 | | - | None | 45.81% | budgeted at FY19 OB |
| 10-01 -12 -12110-2310 | HEALTH INSURANCE | 19,862.20 | 16,421.98 | 17,082.36 | 7,829.41 | 17,082.36 | | - | None | 45.83% | budgeted at FY19 OB |
| 10-01 -12 -12110-2400 | GROUP LIFE INSURANCE | 2,102.16 | 2,027.40 | 2,209.85 | 1,012.77 | 2,209.85 | | - | None | 45.83% | budgeted at FY19 OB |
| 10-01 -12 -12110-2700 | WORKMAN'S COMPENSATION | 102.96 | 120.00 | 126.00 | 63.00 | 126.00 | | - | None | 50.00% | budgeted at FY19 OB |
| 10-01 -12 -12110-2900 | PATIENT-CENTERED OUTREACH RESEARCH (PCOR) | 201.81 | 250.86 | 358.00 | - | 358.00 | | - | None | 0.00% | budgeted at FY19 OB |
| 10-01 -12 -12110-3154 | CONSULTING SVCS - MUNI ADVISORY K | 2,500.00 | 625.00 | - | - | - | | - | Not budgeted | Not budgeted | |
| 10-01 -12 -12110-3155 | CONSULTING SVCS - COMP STUDY | - | - | - | 12,198.72 | - | | - | Not budgeted | Not budgeted | |
| | PROFESSIONAL SERVICES ALLOWANCE | | | | | 3,000.00 | 2 | | | | |
| 10-01 -12 -12110-3200 | TEMPORARY SERVICES | - | - | - | 360.00 | - | | - | Not budgeted | Not budgeted | |
| 10-01 -12 -12110-3610 | ADVERTISING | 5,199.54 | 5,756.25 | 4,500.00 | 1,796.50 | 6,000.00 | | 1,500.00 | 33.33% | 39.92% | |
| 10-01 -12 -12110-5210 | POSTAL SERVICES | 316.06 | 197.70 | 500.00 | 13.40 | 500.00 | | - | None | 2.68% | |
| 10-01 -12 -12110-5230 | TELECOMMUNICATIONS | 1,655.93 | 1,559.26 | 2,200.00 | 554.76 | 2,000.00 | 3 | (200.00) | -9.09% | 25.22% | |
| 10-01 -12 -12110-5305 | INSURANCE-VEHICLE | 493.04 | 455.04 | 500.00 | 455.54 | 500.00 | | - | None | 91.11% | |
| 10-01 -12 -12110-5410 | LEASE OFFICE EQUIPMENT | 5,786.42 | 6,603.38 | 7,000.00 | 2,091.11 | 4,500.00 | 4 | (2,500.00) | -35.71% | 29.87% | |
| 10-01 -12 -12110-5510 | MILEAGE | - | - | - | 146.61 | 200.00 | | 200.00 | Not budgeted | Not budgeted | |
| 10-01 -12 -12110-5520 | MOVING EXPENSES | - | 4,355.18 | - | - | - | | - | Not budgeted | Not budgeted | |
| 10-01 -12 -12110-5530 | LODGING & MEALS | - | 611.66 | 1,800.00 | 525.89 | 1,800.00 | 5 | - | None | 29.22% | |
| 10-01 -12 -12110-5540 | SEMINARS & TUITIONS | - | 1,085.00 | 1,600.00 | 280.00 | 1,600.00 | 6 | - | None | 17.50% | |
| 10-01 -12 -12110-5810 | DUES | - | 1,509.25 | 1,600.00 | 756.18 | 1,600.00 | 7 | - | None | 47.26% | |
| 10-01 -12 -12110-6001 | OFFICE SUPPLIES | 2,338.57 | 4,156.43 | 2,500.00 | 1,793.14 | 3,500.00 | 8 | 1,000.00 | 40.00% | 71.73% | |
| 10-01 -12 -12110-6008 | VEHICLE/EQUIPMENT FUEL | 385.34 | 194.19 | 500.00 | 62.26 | 500.00 | | - | None | 12.45% | |
| 10-01 -12 -12110-6009 | VEHICLE/EQUIPMENT MAINTENANCE | 411.80 | 98.20 | 500.00 | - | 500.00 | | - | None | 0.00% | |
| 10-01 -12 -12110-6011 | UNIFORMS & WEARING APPAREL | - | - | - | 64.98 | - | | - | Not budgeted | Not budgeted | |
| 10-01 -12 -12110-6020 | BOOKS & SUBSCRIPTIONS | - | 60.42 | 500.00 | 26.92 | 500.00 | | - | None | 5.38% | |
| 10-01 -12 -12110-8101 | OFFICE EQUIPMENT | - | - | 500.00 | - | 500.00 | | - | None | 0.00% | |
| 10-01 -12 -12110-8103 | IT EQUIPMENT | 1,130.00 | - | 1,200.00 | - | 1,200.00 | | - | None | 0.00% | |
| | | 229,016.79 | 241,161.30 | 241,312.90 | 119,701.35 | 245,927.72 | | 4,614.82 | 1.91% | 49.60% | |
| 1 Ref. December 2018 contract: 12/17 CPI = 234.361, 12/18 CPI=237.492-- 1.336% increase | | | | | | | | | | | |
| 2 Allowance for long-term absences, peak work flow periods, special studies, etc. | | | | | | | | | | | |
| 3 Fax @ \$52/mo; CoAdmin mobile @ \$61/mo | | | | | | | | | | | |
| 12*52 + 12*61= 1,356.00 Say \$2,000 | | | | | | | | | | | |
| 4 Copier rent (60 mo lease per 4/11/18 contract) | | | | | | | | | | | |
| 114.50 12 1,374 | | | | | | | | | | | |
| Copies (billed per page) | | | | | | | | | | | |
| 75.00 12 900 | | | | | | | | | | | |
| 2,274 +budget copies: say \$4,500 | | | | | | | | | | | |

| County of Madison | | | | | | | | | | | |
|-------------------------|---|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|----------|--|
| FY2020 Budget Worksheet | | | | | | Provided by FD | | | | | |
| Department: | COUNTY ADMINISTRATOR | | | | | | | | | | |
| Dept # | 12110 | | | | | | | | | | |
| Contact | Jack Hobbs | | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments | |
| | Move postage machine rent to Finance Department budget: \$594/qr for 5 years per 1/23/2019 contract | | | | | | | | | | |
| 5, 6, 7 | | 5 | 5 | 6 | 7 | | | | | | |
| | VACO fall; VLGMA winter, summer | Meals | Lodging | Registration | Dues | | | | | | |
| | Misc | 500 | | 500 | | | | | | | |
| | ICMA | | | | 1000 | | | | | | |
| | ASCE | | | | 265 | | | | | | |
| | VACO, 1 night | | 300 | 305 | | | | | | | |
| | VLGMA Winter, 2 nights | | 400 | 395 | 296 | | | | | | |
| | VLGMA Summer, 2 nights | | 600 | 395 | | | | | | | |
| | | 500 | 1,300 | 1,595 | 1,561 | | | | | | |
| 8 | Underbudgeted | | | | | | | | | | |
| | | 20,216.70 | 27,266.96 | 25,400.00 | 21,126.01 | 28,400.00 | | | | | |

| County of Madison | | | | | | | | | | |
|---|-----------------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|--------------|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: | | LEGAL SERVICES | | | | | | | | |
| Dept # | | 12210 | | | | | | | | |
| Contact | | Jack Hobbs | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-01 -12 -12210-1212 | COUNTY ATTORNEY | - | 15,000.00 | - | - | | 1 | - | Not budgeted | Not budgeted |
| 10-01 -12 -12210-2100 | FICA | - | 998.03 | - | - | | - | Not budgeted | Not budgeted | |
| 10-01 -12 -12210-2210 | VRS | - | 1,181.54 | - | - | | - | Not budgeted | Not budgeted | |
| 10-01 -12 -12210-2400 | GROUP LIFE INSURANCE | - | 178.20 | - | - | | - | Not budgeted | Not budgeted | |
| 10-01 -12 -12210-3150 | LEGAL SERVICES & EXPENSES | 8,043.80 | 3,813.00 | 15,000.00 | 3,646.25 | 15,600.00 | 3 | 600.00 | 4.00% | 24.31% |
| 10-01 -12 -12210-3151 | ATTORNEY SERVICES | 55,696.00 | 41,119.85 | 56,717.00 | 23,345.26 | 56,100.00 | 2 | (617.00) | -1.09% | 41.16% |
| 10-01 -12 -12210-3152 | CONSULTING SVCS - CODIF. OF ORDIN | 3,830.00 | 2,740.00 | 5,000.00 | 2,740.00 | 12,500.00 | 4 | 7,500.00 | 150.00% | 54.80% |
| | | 67,569.80 | 65,030.62 | 76,717.00 | 29,731.51 | 84,200.00 | | 7,483.00 | 9.75% | 38.75% |
| 1 Personnel expenses associated with Clarissa Berry serving as Interim County Attorney in FY18 | | | | | | | | | | |
| 2 Reference October 1, 2018 contract with Sean Gregg | | | | | | | | | | |
| Apparent cost is \$55,000/yr retainer and specifies \$16,000 for "litigation and other extraordinary legal services" (i.e. time in court) | | | | | | | | | | |
| Expires 12/31/2019 and renegotiation around that time is envisioned | | | | | | | | | | |
| The county is supposed to pay the County Attorney's annual Virginia Local Government Attorneys membership fee from County funds | | | | | | | | | | |
| Assume a general cost increase as of 1/1/2020 - say 4% | | | | | | | | | | |
| $55000*0.5+55000*0.5*1.04=$ | | | | | | | | | | |
| 56,100 | | | | | | | | | | |
| 3 Review current/anticipated lawsuits when estimating total annual hourly fee amounts | | | | | | | | | | |
| $15000*1.04=$ | | | | | | | | | | |
| 15,600 | | | | | | | | | | |
| 4 Add funding so as to complete the recodification project in FY20 | | | | | | | | | | |
| Allowance | | | | | | | | | | |
| 12,500 | | | | | | | | | | |

12240-

Auditor

Pranod

Bt

To

Vatva

| County of Madison FY2020 Budget Worksheet | | | | | | | | | | |
|--|---------------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|--|
| Department: | | COMMISSIONER OF REVENUE | | | | Provided by FD | | | | |
| Dept # | | 12310 | | | | | | | | |
| Contact | | BD | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-01 -12 -12310-1215 | CONSTITUTIONAL OFFICER | 73,304.16 | 74,648.14 | 76,265.68 | 34,955.14 | 76,265.68 | - | None | 45.83% | |
| 10-01 -12 -12310-1455 | CONSTITUTIONAL EMPLOYEES | 67,759.68 | 69,001.80 | 70,497.13 | 32,311.18 | 75,569.27 | 5,072.14 | 7.19% | 45.83% | FY2020 payroll reflects current FY19 rates |
| 10-01 -12 -12310-1460 | FULL-TIME OVERTIME | - | - | 500.00 | - | 500.00 | - | None | 0.00% | |
| 10-01 -12 -12310-1560 | PART-TIME CLERICAL | 944.00 | 997.59 | 1,117.00 | 210.00 | 1,117.00 | - | None | 18.80% | |
| 10-01 -12 -12310-2100 | FICA | 9,838.00 | 10,043.03 | 11,351.06 | 4,680.89 | 11,739.08 | 388.02 | 3.42% | 41.24% | |
| 10-01 -12 -12310-2210 | VRS | 12,441.84 | 12,669.98 | 12,533.54 | 5,744.64 | 12,966.70 | 433.16 | 3.46% | 45.83% | |
| 10-01 -12 -12310-2310 | HEALTH INSURANCE | 20,845.20 | 21,782.80 | 21,990.24 | 10,078.86 | 21,990.24 | - | None | 45.83% | |
| 10-01 -12 -12310-2400 | GROUP LIFE INSURANCE | 1,847.76 | 1,881.64 | 1,922.59 | 881.21 | 1,989.04 | 66.45 | 3.46% | 45.83% | |
| 10-01 -12 -12310-2700 | WORKMAN'S COMPENSATION | 79.37 | 109.00 | 110.81 | 56.00 | 110.81 | - | None | 50.54% | |
| 10-01 -12 -12310-3145 | DATA PROCESSING SERVICES | 5,042.73 | 4,451.44 | 7,770.00 | 5,150.52 | 7,770.00 | - | None | 66.29% | |
| 10-01 -12 -12310-3312 | SOFTWARE UPGRADES | - | 5,000.00 | - | - | - | - | Not budgeted | Not budgeted | |
| 10-01 -12 -12310-3320 | REPAIRS & MAINTENANCE-EQUIPMENT | 152.24 | 211.98 | 235.00 | - | 235.00 | - | None | 0.00% | |
| 10-01 -12 -12310-3610 | ADVERTISING | 307.04 | 282.04 | 300.00 | - | 300.00 | - | None | 0.00% | |
| 10-01 -12 -12310-5210 | POSTAL SERVICES | 794.00 | 502.00 | 450.00 | - | 500.00 | 50.00 | 11.11% | 0.00% | postage increase |
| 10-01 -12 -12310-5230 | TELECOMMUNICATIONS | 21.01 | 23.80 | 50.00 | 5.86 | 50.00 | - | None | 11.72% | |
| 10-01 -12 -12310-5410 | LEASE OFFICE EQUIPMENT | 1,157.02 | 1,139.63 | 1,660.00 | 544.63 | 1,600.00 | (60.00) | -3.61% | 32.81% | |
| 10-01 -12 -12310-5510 | MILEAGE | 560.49 | 673.75 | 674.00 | 350.06 | 674.00 | - | None | 51.94% | |
| 10-01 -12 -12310-5530 | LODGING & MEALS | 1,186.56 | 552.83 | 2,000.00 | 1,163.95 | 1,500.00 | (500.00) | -25.00% | 58.20% | |
| 10-01 -12 -12310-5540 | SEMINARS & TUITIONS | 2,500.00 | 1,970.00 | 2,500.00 | 650.00 | 2,500.00 | - | None | 26.00% | |
| 10-01 -12 -12310-5810 | DUES | 395.00 | 365.00 | 550.00 | - | 450.00 | (100.00) | -18.18% | 0.00% | |
| 10-01 -12 -12310-5812 | VAMANET MEMBERSHIP | 3,000.00 | 3,300.00 | 3,600.00 | 1,200.00 | 3,600.00 | - | None | 33.33% | |
| 10-01 -12 -12310-5814 | RECORDS MANAGMENT SYSTEM | - | 18,768.75 | 5,000.00 | 1,200.00 | 3,500.00 | (1,500.00) | -30.00% | 24.00% | able to reduce w/ current sys |
| 10-01 -12 -12310-6001 | OFFICE SUPPLIES | 739.79 | 830.69 | 785.00 | 189.49 | 785.00 | - | None | 24.14% | |
| 10-01 -12 -12310-6008 | VEHICLE/EQUIPMENT FUEL | - | 15.80 | 200.00 | 30.65 | 200.00 | - | None | 15.33% | |
| 10-01 -12 -12310-8101 | OFFICE EQUIPMENT | 1,895.73 | 231.99 | 2,000.00 | 189.98 | 1,500.00 | (500.00) | -25.00% | 9.50% | slight reduction |
| | | 204,811.62 | 229,453.68 | 224,062.05 | 99,593.06 | 227,411.82 | 3,349.77 | 1.50% | 44.45% | |

Madison County**Departmental Expenditure Budget Outlook****Fiscal Years 2020 to 2024****Department/Office: __Commissioner of the Revenue_____****Department Head/Constitutional Officer: __Brian Daniel_____****A. FISCAL YEAR 2020 – Budgetary Needs & Requests**

1. Please discuss any relevant staffing issues faced by your department in fiscal 2020. Please address the need for additional full-time and part-time staff, as well as increases in necessary levels of overtime. This discussion should also address need for employee compensation increased based on promotion, certifications obtained, misalignment with market and/or other departments and any other relevant issues.

Professional development classes have been taken and certification as Master Commissioner of the Revenue has been awarded (pending a successful audit) as well as Master Deputy Commissioner of the Revenue by the Deputy III position (Tammy). The State Compensation Board will recognize a 9.3% increase for the Commissioner of the Revenue position and Deputy position for which I would like to request funding. There is currently discussion about recognizing the Deputy III position under the FY19 budget, for which that merit increase was budgeted. If that is not recognized under the FY19 budget I request that increase be funded under FY20.

2. Please discuss anticipated or desired programmatic changes within your department for FY2020. This can include the offering of new services, or offering services at a significantly different order of magnitude than in previous years.

No programmatic changes are anticipated at this time.

3. Please discuss any known technology needs for your department for FY2020. This should include both operating and capital items, and should address such areas as records management, state mandates, outdated software and/or hardware, and need to improve delivery of services.

Discussion is already underway for the implementation of possible new revenue software. Alternate software would provide greater efficiency in the office as well as tracking and analysis.

4. Please discuss FY2020 capital needs in your department. This should include all items except for technology related items discussed above. It should also correspond to items you have requested through the County Administrator's capital budget process.

Minor improvements to the office addressing customer service and safety concerns should be considered. A service counter with half-door is a possible solution to provide greater assistance to our constituents.

B. FISCAL YEARS 2021-2024 Budgetary Outlook

1. Please discuss any relevant staffing issues that you anticipate facing in future fiscal years 2021-2024. Please address the need for additional full-time and part-time staff, as well as increases in necessary levels of overtime. This discussion should also address need for employee compensation increased based on promotion, certifications obtained, misalignment with market and/or other departments and any other relevant issues.

I anticipate the Deputy I position to become certified as a Master Deputy Commissioner of the Revenue. A merit-based increase should be developed to recognize certification. Possible further part-time help may be needed within the office

2. Please discuss anticipated or desired programmatic changes within your department for future fiscal years 2021-2024. This can include the offering of new services, or offering services at a significantly different order of magnitude than in previous years.

None at this time.

3. Please discuss the longer term outlook for technology needs for your department. This should include both operating and capital items, and should address such areas as records management, state mandates, outdated software and/or hardware, and need to improve delivery of services.

The current real estate software appears to be adequate and function well, the base technology of the AS400 may be reaching the life expectancy or become obsolete. Some consideration may be given to the need for an alternate solution.

4. Please discuss the longer term outlook for capital needs in your department. This should include all items except for technology related items discussed above. It should also correspond to items you have requested through the County Administrator's capital budget process.

Fiber internet or other technology providing the building with a "hardwire" solution to internet access would help prevent outages as systems become further dependent on web access.



Commissioner of Revenue

Brian Daniel

FY 2019-2020 Budget Request

Mission:

Carry out the laws of the Commonwealth, providing courteous and knowledgeable service and assistance to the citizens of Madison County. It is this office's obligation and desire to use common sense, exercise good judgment and administer fairness to each taxpayer and implement ethical and moral practices.

Personnel

Professional development classes have been taken and certification as Master Commissioner of the Revenue has been awarded (pending a successful audit) as well as Master Deputy Commissioner of the Revenue by the Deputy III position (Tammy). The State Compensation Board will recognize a 9.3% increase for the Commissioner of the Revenue position and Deputy position for which I would like to request funding. There is currently discussion about recognizing the Deputy III position under the FY19 budget, for which that merit increase was budgeted. If that is not recognized under the FY19 budget I request that increase be funded under FY20.

Capital Improvements

The carpet needs replacing and painting of the wall petition.

Revenue software for the Treasurer and Commissioner office should be a priority.

Details of line item increases or decreases from the previous budget are shown below. No explanation is given for items remaining unchanged.

Commissioner of Revenue Budget - 12310

Postal Services – 5210 – \$500.00

A slight increase is due to general postage increase.

Leased Office Equipment – 5510 - \$1600.00

Slight decrease of copier lease.

Records Management System/Document Scanning – 5814 - \$3500.00

A reduction of \$1,500 from FY 19 budget. A remaining fund for cloud-based sto

Lodging & Meals – 5530 - \$1,500.00

Slight reduction of lodging & meals.

Office Equipment – 8101 - \$1,500.00

Replacement of an office PC is anticipated.

Land Use Program Budget - 12311

Advertising – 3610 - \$250.00

A small increase in advertising costs is included. This compensation is for the two week advertisement of the land use deadline.

Postal Services – 5210 – \$850.00

A slight increase is due to general postage increase.

Assessor – 12320

Assessor - New Construction – 3170 - \$7,000.00

New construction of homes to be visited by assessors.

Assessor – Postal Services – 5210 - \$250.00

Estimated mailing cost for new construction

In summary, the requested budget includes minimal change. The majority of the decrease is located in the Assessor budget as the reassessment will be completed. Slight increases have been made in postage due to those services rising costs. I have maintained a conservative budget adding only increases necessary to improve efficiency within the office and service to the citizens.

Sincerely,

Brian L. Daniel

Commissioner of Revenue

| County of Madison | | | | | | | | | | |
|-------------------------|--------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|------------------|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: | | LAND USE PROGRAM | | | | | | | | |
| Dept # | | 12311 | | | | | | | | |
| Contact | | BD | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-01 -12 -12311-3145 | DATA PROCESSING SERVICES | 500.00 | 291.67 | 500.00 | 500.00 | 500.00 | - | None | 100.00% | |
| 10-01 -12 -12311-3610 | ADVERTISING | 203.52 | 203.52 | 250.00 | 203.52 | 250.00 | - | None | 81.41% | |
| 10-01 -12 -12311-5210 | POSTAL SERVICES | 700.00 | 500.00 | 700.00 | - | 850.00 | 150.00 | 21.43% | 0.00% | postage increase |
| 10-01 -12 -12311-6001 | OFFICE SUPPLIES | 189.30 | 316.44 | 400.00 | 43.11 | 400.00 | - | None | 10.78% | |
| | | 1,592.82 | 1,311.63 | 1,850.00 | 746.63 | 2,000.00 | 150.00 | 8.11% | 40.36% | |

| County of Madison | | | | | | | | | | |
|-------------------------|--------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|----------|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: | | PERSONAL PROPERTY | | | | | | | | |
| Dept # | | 12312 | | | | | | | | |
| Contact | | BD | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-01 -12 -12312-3145 | DATA PROCESSING SERVICES | 2,469.57 | 2,905.70 | 3,000.00 | 90.00 | 3,000.00 | - | None | 3.00% | |
| 10-01 -12 -12312-3610 | ADVERTISING | 100.00 | 125.00 | 150.00 | - | 150.00 | - | None | 0.00% | |
| 10-01 -12 -12312-5210 | POSTAL SERVICES | 5,312.49 | 5,500.00 | 1,500.00 | - | 1,500.00 | - | None | 0.00% | |
| 10-01 -12 -12312-6001 | OFFICE SUPPLIES | 1,363.23 | 271.56 | 1,000.00 | - | 1,000.00 | - | None | 0.00% | |
| | | 9,245.29 | 8,802.26 | 5,650.00 | 90.00 | 5,650.00 | - | None | 1.59% | |

| County of Madison | | | | | | | | | | |
|-------------------------|-----------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|----------------------------|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: | | ASSESSOR | | | | | | | | |
| Dept # | | 12320 | | | | | | | | |
| Contact | | BD | | | | | | | | |
| | | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-01 -12 -12320-3145 | DATA PROCESSING | - | 168.75 | 5,000.00 | - | 5,000.00 | - | None | 0.00% | |
| 10-01 -12 -12320-3170 | ASSESSOR - NEW CONSTRUCTION | 5,432.00 | 6,297.50 | 6,175.00 | - | 7,000.00 | 825.00 | 13.36% | 0.00% | |
| 10-01 -12 -12320-3171 | ASSESSOR - REASSESSMENT | - | 60,518.44 | 164,300.00 | 123,155.06 | - | (164,300.00) | -100.00% | 74.96% | slight increase for const. |
| 10-01 -12 -12320-5210 | POSTAL SERVICES | - | - | 500.00 | - | 250.00 | (250.00) | -50.00% | 0.00% | |
| | | 5,432.00 | 66,984.69 | 175,975.00 | 123,155.06 | 12,250.00 | (163,725.00) | -93.04% | 69.98% | |

County of Madison
FY2020 Budget Worksheet

Department: TREASURER
Dept # 12410
Contact SM

Provided by FD

| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
|-----------------------|---------------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|---|
| 10-01 -12 -12410-1215 | CONSTITUTIONAL OFFICER | 80,121.12 | 81,589.84 | 83,357.94 | 38,205.75 | 83,357.94 | - | None | 45.83% | |
| 10-01 -12 -12410-1455 | CONSTITUTIONAL EMPLOYEES | 67,998.96 | 69,245.48 | 70,746.07 | 32,425.36 | 70,746.07 | - | None | 45.83% | FY20 Compensation set at FY19 rates |
| 10-01 -12 -12410-1460 | FULL-TIME OVERTIME | - | - | 500.00 | - | 500.00 | - | None | 0.00% | 9.3% Increase for TL for MGDGT Cert not reflected |
| 10-01 -12 -12410-1560 | PART-TIME CLERICAL | 7,903.53 | 8,269.18 | 9,305.00 | 3,197.03 | 9,305.00 | - | None | 34.36% | |
| 10-01 -12 -12410-2100 | FICA | 10,803.88 | 11,023.41 | 12,539.03 | 5,116.75 | 12,539.03 | - | None | 40.81% | |
| 10-01 -12 -12410-2210 | VRS | 13,064.47 | 13,303.78 | 13,160.49 | 6,031.96 | 13,160.49 | - | None | 45.83% | |
| 10-01 -12 -12410-2310 | HEALTH INSURANCE | 19,842.00 | 20,725.80 | 20,921.52 | 9,589.03 | 20,921.52 | - | None | 45.83% | |
| 10-01 -12 -12410-2400 | GROUP LIFE INSURANCE | 1,940.40 | 1,975.82 | 2,018.76 | 925.32 | 2,018.76 | - | None | 45.84% | |
| 10-01 -12 -12410-2700 | WORKMAN'S COMPENSATION | 91.47 | 120.00 | 122.32 | 61.50 | 122.32 | - | None | 50.28% | |
| 10-01 -12 -12410-3145 | DATA PROCESSING SERVICES | 6,449.26 | 7,156.88 | 6,500.00 | 3,541.30 | 6,700.00 | 200.00 | 3.08% | 54.48% | |
| 10-01 -12 -12410-3161 | BANK SERVICE CHARGES | 3,837.14 | (202.48) | 1,200.00 | - | 1,000.00 | (200.00) | -16.67% | 0.00% | |
| 10-01 -12 -12410-3162 | ELECTRONIC PAYMENT SERVICE | - | - | - | - | - | - | Not budgeted | Not budgeted | |
| 10-01 -12 -12410-3163 | WEB HOSTING SERVICE | 8,160.00 | 8,160.00 | 8,160.00 | 4,080.00 | 8,160.00 | - | None | 50.00% | |
| 10-01 -12 -12410-3165 | OUTSIDE SERVICES | 1,388.50 | 1,345.77 | 3,250.00 | 2,000.00 | 3,250.00 | - | None | 61.54% | |
| 10-01 -12 -12410-3320 | REPAIRS & MAINTENANCE-EQUIPMENT | 54.98 | 403.97 | 300.00 | - | 300.00 | - | None | 0.00% | |
| 10-01 -12 -12410-3610 | ADVERTISING | 407.04 | 508.80 | 1,000.00 | - | 1,000.00 | - | None | 0.00% | |
| 10-01 -12 -12410-3840 | RECORDING FEES | - | - | 100.00 | - | 100.00 | - | None | 0.00% | |
| 10-01 -12 -12410-3850 | DMV STOP REGISTRATION FEES | 8,380.00 | 11,725.00 | 8,500.00 | 2,700.00 | 8,500.00 | - | None | 31.76% | |
| 10-01 -12 -12410-5210 | POSTAL SERVICES | 14,665.88 | 15,000.00 | 15,500.00 | 6,870.00 | 16,000.00 | 500.00 | 3.23% | 44.32% | |
| 10-01 -12 -12410-5230 | TELECOMMUNICATIONS | 20.96 | 23.79 | 50.00 | 5.85 | 50.00 | - | None | 11.70% | |
| 10-01 -12 -12410-5410 | LEASE OFFICE EQUIPMENT | 1,157.02 | 1,139.61 | 1,800.00 | 544.63 | 1,650.00 | (150.00) | -8.33% | 30.26% | |
| 10-01 -12 -12410-5510 | MILEAGE | 629.18 | 300.70 | 750.00 | 202.74 | 750.00 | - | None | 27.03% | |
| 10-01 -12 -12410-5530 | LODGING & MEALS | 1,691.21 | 970.46 | 1,200.00 | 430.08 | 1,200.00 | - | None | 35.84% | |
| 10-01 -12 -12410-5540 | SEMINARS & TUITIONS | 1,690.00 | 1,235.00 | 1,550.00 | 715.00 | 1,600.00 | 50.00 | 3.23% | 46.13% | |
| 10-01 -12 -12410-5810 | DUES | 455.00 | 455.00 | 655.00 | 455.00 | 655.00 | - | None | 69.47% | |
| 10-01 -12 -12410-6001 | OFFICE SUPPLIES | 2,181.16 | 2,359.08 | 3,200.00 | 193.64 | 3,000.00 | (200.00) | -6.25% | 6.05% | |
| 10-01 -12 -12410-8101 | OFFICE EQUIPMENT | - | - | 1,150.00 | - | 1,150.00 | - | None | 0.00% | |
| 10-01 -12 -12410-8102 | OFFICE FURNITURE | - | 780.00 | 500.00 | - | 500.00 | - | None | 0.00% | |
| 10-01 -12 -12410-8103 | IT EQUIPMENT | 420.00 | 199.00 | 2,000.00 | - | 2,000.00 | - | None | 0.00% | |
| | | 253,353.16 | 257,813.89 | 270,036.13 | 117,290.94 | 270,236.13 | 200.00 | 0.07% | 43.44% | |

Madison County**Departmental Expenditure Budget Outlook****Fiscal Years 2020 to 2024****Department/Office: Treasurer****Department Head/Constitutional Officer: Stephanie Murray****A. FISCAL YEAR 2020 – Budgetary Needs & Requests**

1. Please discuss any relevant staffing issues faced by your department in fiscal 2020. Please address the need for additional full-time and part-time staff, as well as increases in necessary levels of overtime. This discussion should also address need for employee compensation increased based on promotion, certifications obtained, misalignment with market and/or other departments and any other relevant issues.

For FY20, I am requesting the same amount of part-time hours as in FY19. We will need this to get through the impending software conversion for my office. I also am requesting a 9.3 % (\$2,788.40) merit salary increase for Tessa Lester, who recently completed her Master Governmental Deputy Treasurer certification through the Weldon Cooper Center and the Treasurers Association of Virginia.

2. Please discuss anticipated or desired programmatic changes within your department for FY2020. This can include the offering of new services, or offering services at a significantly different order of magnitude than in previous years.

The Commonwealth Attorney and my office are discussing ways to bring collection of delinquent court fees and court fines in house *if* it is overall economically beneficial to the county.

3. Please discuss any known technology needs for your department for FY2020. This should include both operating and capital items, and should address such areas as records management, state mandates, outdated software and/or hardware, and need to improve delivery of services.

I am requesting a new revenue software program that will allow my office and the Commissioner of the Revenue's office to work more efficiently in order to provide our taxpayers with the best possible service.

4. Please discuss FY2020 capital needs in your department. This should include all items except for technology related items discussed above. It should also correspond to items you have requested through the County Administrator's capital budget process.

With a new revenue software system, there could be a need for new receipt printers to replace our old receipt printers. Also, I wish to replace the Deputy Treasurers' computers as needed.

Security is an ongoing concern for my office, especially in today's climate. I would like to have secure doors and the counter to be protected by glass. Safety of my employees is of the utmost importance to me as I am sure that it is the County. The glass would provide a barrier and give a sense of comfort and safety to my office.

At some point, if our office is remodeled, we would like to have new furniture. I may need a new chair in the future, but my desk is new and should carry me through for years to come.

B. FISCAL YEARS 2021-2024 Budgetary Outlook

1. Please discuss any relevant staffing issues that you anticipate facing in future fiscal years 2021-2024. Please address the need for additional full-time and part-time staff, as well as increases in necessary levels of overtime. This discussion should also address need for employee compensation increased based on promotion, certifications obtained, misalignment with market and/or other departments and any other relevant issues.

I anxiously await results of the salary study and I am hopeful that it will show that employees need to be compensated more for a job well done. My staff stays current with the changes to the Code by attending education sessions, meetings, etc. A good employee is valuable to the success of our county government and what better way to reward an employee is a raise.

2. Please discuss anticipated or desired programmatic changes within your department for future fiscal years 2021-2024. This can include the offering of new services, or offering services at a significantly different order of magnitude than in previous years.

3. Please discuss the longer term outlook for technology needs for your department. This should include both operating and capital items, and should address such areas as records management, state mandates, outdated software and/or hardware, and need to improve delivery of services.

See 2020 comments

4. Please discuss the longer term outlook for capital needs in your department. This should include all items except for technology related items discussed above. It should also correspond to items you have requested through the County Administrator's capital budget process.

IT improvements are essential, and replacement of equipment and software on a regular schedule.

Security is an ongoing concern for my office, especially in today's climate. I would like to have secure doors and the counter to be protected by glass. Safety of my employees is of the utmost importance to me as I am sure that it is the County. The glass would provide a barrier and give a sense of comfort and safety to my office. At some point, if our office is remodeled, we would like to have new furniture. I may need a new chair in the future, but my desk is new and should carry me through for years to come.

2019-2020
Budget Request Narrative

Department: Treasurer

Prepared By: Stephanie Murray, Treasurer

1455- Present Employees

I now have two full-time employees who are certified as Master Governmental Deputy Treasurers through the Weldon Cooper Center of Public Service. I am asking for a 9.3 percent salary increase for my Tessa. She and Samantha will continue to pursue courses offered through the Treasurers Association of Virginia. It is important to stay “in the know” of any changes to the Treasurer’s office. My deputies face much negativity from the public, but they do their job well and are valuable to our county government. We strive to provide exceptional customer service by treating each taxpayer with respect and a smile.

3145-Data Processing Services

I am requesting a \$200 increase. In FY18, my expenses were over \$7,000 and I’m working to close the gap for FY20.

3161-Bank Service Charges

I am decreasing this line item by \$200 because the bank has worked with me to reduce costs.

5210 – Postal Services

I am requesting \$500.00 increase due to postage rate increases that took effect in 2019. We mail out multiple tax bills per year as well as tax lien letters, debt set-off letters, etc. and have a need for this postage.

5410-Lease Office Equipment

I am reducing this line item by \$200.

6001-Office Supplies

I am reducing this line item by \$200.

Overall, my budget, other than salary and fringe line items increases \$200.00 from FY19.

I would also ask the Board to consider security upgrades to my office. I feel that it is better to be proactive rather than reactive where security is concerned. My office handles large sums of cash on a regular basis. We have basic interior doors which provide little protection and the clerk windows are not up to security standards. I appreciate your consideration to this request as it is the utmost importance to me for my staff to be secure while carrying out the business of the county and serving its citizens.

| County of Madison FY2020 Budget Worksheet | | | | | | | | | | |
|--|--|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|--|
| Department: | | FINANCE DEPARTMENT | | | Provided by FD | | | | | |
| Dept # | | 12420 | | | | | | | | |
| Contact | | MJC | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-01 -12 -12420-1211 | ASST CO ADMINISTRATOR - FINANCE | 65,000.00 | 79,430.00 | 81,151.20 | 37,194.30 | 81,151.20 | - | None | 45.83% | FY20 comp set at FY19 rates |
| 10-01 -12 -12420-1310 | DIRECTOR | 3,250.00 | - | - | - | - | - | Not budgeted | Not budgeted | |
| 10-01 -12 -12420-1410 | ACCOUNTS PAYABLE TECHNICIAN | 29,200.88 | 31,772.96 | 32,461.37 | 14,878.16 | 32,461.37 | - | None | 45.83% | |
| 10-01 -12 -12420-1412 | PAYROLL TECHNICIAN | 34,634.16 | 35,269.08 | 36,033.30 | 16,515.29 | 36,033.30 | - | None | 45.83% | |
| 10-01 -12 -12420-1560 | PART-TIME - CLERICAL | - | - | 500.00 | - | 500.00 | - | None | 0.00% | |
| 10-01 -12 -12420-2100 | FICA | 9,724.17 | 10,929.66 | 11,486.16 | 5,135.27 | 11,486.16 | - | None | 44.71% | |
| 10-01 -12 -12420-2210 | VRS | 5,577.24 | 5,913.26 | 5,849.44 | 2,681.03 | 5,849.44 | - | None | 45.83% | |
| 10-01 -12 -12420-2212 | VRS HYBRID | 4,888.00 | 5,814.32 | 5,713.04 | 2,618.44 | 5,713.04 | - | None | 45.83% | |
| 10-01 -12 -12420-2214 | VRS HYBRID 401A | 650.00 | 794.30 | 811.51 | 371.91 | 811.51 | - | None | 45.83% | |
| 10-01 -12 -12420-2216 | VIRGINIA LOCAL DISABILITY PROGRAM (VLDP) | 383.60 | 468.68 | 584.29 | 219.45 | 584.29 | - | None | 37.56% | |
| 10-01 -12 -12420-2218 | VRS RET - DC Voluntary Employer | 195.00 | 397.26 | 405.76 | 186.01 | 405.76 | - | None | 45.84% | |
| 10-01 -12 -12420-2220 | VRS-HEALTH INSURANCE CREDIT | 115.54 | 131.58 | 119.72 | 54.86 | 119.72 | - | None | 45.82% | |
| 10-01 -12 -12420-2310 | HEALTH INSURANCE | 18,958.80 | 20,180.16 | 20,332.08 | 9,318.87 | 20,332.08 | - | None | 45.83% | |
| 10-01 -12 -12420-2400 | GROUP LIFE INSURANCE | 1,713.92 | 1,918.78 | 1,918.77 | 898.59 | 1,918.77 | - | None | 46.83% | |
| 10-01 -12 -12420-2700 | WORKMAN'S COMPENSATION | 52.38 | 110.00 | 111.79 | 56.00 | 111.79 | - | None | 50.09% | |
| 10-01 -12 -12420-3127 | ACCOUNTING SERVICES - FINANCE | 9,200.63 | - | - | - | - | - | Not budgeted | Not budgeted | |
| 10-01 -12 -12420-3145 | DATA PROCESSING SERVICES | 280.00 | - | 500.00 | 50.00 | 500.00 | - | None | 10.00% | |
| 10-01 -12 -12420-3154 | CONSULTING SVCS - MUNI ADVISORY K | - | 625.00 | - | - | - | - | Not budgeted | Not budgeted | |
| 10-01 -12 -12420-3164 | FINANCE CHARGES/LATE FEES | 31.32 | - | 50.00 | - | - | (50.00) | -100.00% | 0.00% | |
| 10-01 -12 -12420-3166 | TRAINING SERVICES | 75.00 | - | 500.00 | - | 500.00 | - | None | 0.00% | |
| 10-01 -12 -12420-3196 | ELEC REQ SYSTEM | - | - | - | - | - | - | Not budgeted | Not budgeted | |
| 10-01 -12 -12420-5210 | POSTAL SERVICES | 1,500.00 | 2,128.50 | 3,000.00 | 2,000.00 | 4,000.00 | 1,000.00 | 33.33% | 66.67% | based on YTD costs |
| 10-01 -12 -12420-5230 | TELECOMMUNICATIONS | - | - | - | - | - | - | Not budgeted | Not budgeted | |
| 10-01 -12 -12420-5410 | LEASE OFFICE EQUIPMENT | - | - | - | - | 2,661.00 | 2,661.00 | Not budgeted | Not budgeted | Moved postage machine from County Administrator budget; \$665.07/qr for 5 years per 1/23/2019 contract |
| 10-01 -12 -12420-5510 | MILEAGE | 607.32 | 789.14 | 800.00 | 132.76 | 893.93 | 93.93 | 11.74% | 16.60% | 5% increase in volume and 6.42% IRS rate increase |
| 10-01 -12 -12420-5530 | LODGING & MEALS | 404.04 | 1,002.78 | 750.00 | 23.44 | 750.00 | - | None | 3.13% | |
| 10-01 -12 -12420-5540 | SEMINARS & TUITIONS | 524.00 | 2,268.00 | 2,000.00 | 50.00 | 2,500.00 | 500.00 | 25.00% | 2.50% | addl training for TS |
| 10-01 -12 -12420-5810 | DUES | 35.00 | 45.00 | 500.00 | 50.00 | 500.00 | - | None | 10.00% | |
| 10-01 -12 -12420-6001 | OFFICE SUPPLIES | 3,518.47 | 4,935.95 | 5,000.00 | 957.38 | 5,000.00 | - | None | 19.15% | |
| 10-01 -12 -12420-6020 | BOOKS & SUBSCRIPTIONS | 162.93 | 157.98 | 500.00 | 78.99 | 500.00 | - | None | 15.80% | |
| 10-01 -12 -12420-8101 | OFFICE EQUIPMENT | - | 199.98 | 3,000.00 | - | 1,000.00 | (2,000.00) | -66.67% | 0.00% | |
| 10-01 -12 -12420-8102 | OFFICE FURNITURE | 81.99 | - | - | - | - | - | Not budgeted | Not budgeted | |
| 10-01 -12 -12420-8103 | IT EQUIPMENT | 1,280.00 | - | - | - | 2,000.00 | 2,000.00 | Not budgeted | Not budgeted | may need to replace 1 computer and 1 printer |
| | | 192,044.39 | 205,282.37 | 214,078.43 | 93,470.75 | 218,283.36 | 4,204.93 | 1.96% | 43.66% | |

12510-

Data
Processing /
Tech

To Be Provided
Later

| County of Madison | | | | | | | | | | |
|-------------------------|------------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|----------|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: | | ELECTORAL BOARD | | | | Provided by FD | | | | |
| Dept # | | 13100 | | | | | | | | |
| Contact | | DEanes | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-01 -13 -13100-2100 | FICA | 298.20 | 158.35 | 300.00 | 19.13 | 300.00 | - | None | 6.38% | |
| 10-01 -13 -13100-2700 | WORKMAN'S COMPENSATION | 8.75 | - | 10.00 | - | 10.00 | - | None | 0.00% | |
| 10-01 -13 -13100-3145 | DATA PROCESSING SERVICES | 6,030.00 | 6,140.00 | 6,700.00 | 4,710.00 | 6,700.00 | - | None | 70.30% | |
| 10-01 -13 -13100-3210 | ELECTORAL BOARD FEES | 6,207.16 | 6,445.98 | 7,500.00 | 2,148.66 | 7,500.00 | - | None | 28.65% | |
| 10-01 -13 -13100-3211 | OFFICERS OF ELECTION FEES | 13,292.91 | 11,070.00 | 14,000.00 | 4,700.00 | 14,000.00 | - | None | 33.57% | |
| 10-01 -13 -13100-3323 | MAINTENANCE/SUPPORT CONTRACT | - | - | 1,900.00 | 1,200.00 | 1,900.00 | - | None | 63.16% | |
| 10-01 -13 -13100-5430 | LEASE BUILDINGS | 2,400.00 | 2,400.00 | 3,600.00 | 1,200.00 | 3,600.00 | - | None | 33.33% | |
| 10-01 -13 -13100-5510 | MILEAGE | 919.61 | 440.32 | 1,200.00 | 220.13 | 1,200.00 | - | None | 18.34% | |
| 10-01 -13 -13100-5530 | LODGING & MEALS | 1,000.24 | 458.91 | 1,800.00 | - | 1,800.00 | - | None | 0.00% | |
| 10-01 -13 -13100-5540 | SEMINARS & TUITIONS | - | - | 100.00 | - | 100.00 | - | None | 0.00% | |
| 10-01 -13 -13100-5810 | DUES | - | - | 200.00 | - | 200.00 | - | None | 0.00% | |
| 10-01 -13 -13100-6001 | OFFICE SUPPLIES | 2,654.95 | 8,234.17 | 12,000.00 | 4,757.78 | 12,000.00 | - | None | 39.65% | |
| 10-01 -13 -13100-8111 | ELECTION EQUIPMENT | - | 118,886.38 | - | - | - | - | Not budgeted | Not budgeted | |
| 10-03 -13 -13100-3323 | MAINTENANCE/SUPPORT CONTRACT | - | 7,239.62 | - | - | - | - | Not budgeted | Not budgeted | |
| | | 32,811.82 | 161,473.73 | 49,310.00 | 18,955.70 | 49,310.00 | - | None | 38.44% | |

| County of Madison | | | | | | | | | | |
|-------------------------|--------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|----------------------------------|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: | | REGISTRAR | | | | Provided by FD | | | | |
| Dept # | | 13200 | | | | | | | | |
| Contact | | DEanes | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-01 -13 -13200-1220 | REGISTRAR | 49,241.04 | 50,143.70 | 51,230.29 | 23,480.60 | 51,230.29 | - | None | 45.83% | |
| 10-01 -13 -13200-1520 | CLERICAL | 11,071.96 | 10,711.76 | 12,352.20 | 4,952.86 | 12,352.20 | - | None | 40.10% | FY2020 compensation set at |
| 10-01 -13 -13200-2100 | FICA | 4,644.35 | 4,701.32 | 4,864.06 | 2,204.04 | 4,864.06 | - | None | 45.31% | FY2019 rates |
| 10-01 -13 -13200-2210 | VRS | 4,343.04 | 4,422.68 | 4,375.07 | 2,005.19 | 4,375.07 | - | None | 45.83% | |
| 10-01 -13 -13200-2400 | GROUP LIFE INSURANCE | 645.12 | 656.78 | 671.12 | 307.56 | 671.12 | - | None | 45.83% | |
| 10-01 -13 -13200-2700 | WORKMAN'S COMPENSATION | 32.70 | 45.00 | 47.50 | 23.50 | 47.50 | - | None | 45.83% | |
| 10-01 -13 -13200-3145 | DATA PROCESSING SERVICES | 1,000.00 | - | 1,000.00 | 115.00 | 1,000.00 | - | None | 49.47% | |
| 10-01 -13 -13200-3610 | ADVERTISING | 330.00 | 330.00 | 400.00 | 440.00 | 500.00 | - | None | 11.50% | |
| 10-01 -13 -13200-5210 | POSTAL SERVICES | 94.00 | 102.00 | 500.00 | 155.45 | 500.00 | 100.00 | 25.00% | 110.00% | polling place move notice |
| 10-01 -13 -13200-5230 | TELECOMMUNICATIONS | 966.30 | 1,050.69 | 1,000.00 | 525.10 | 1,400.00 | - | None | 31.09% | |
| 10-01 -13 -13200-5410 | LEASE OFFICE EQUIPMENT | 1,476.00 | 1,476.00 | 1,476.00 | 150.00 | 700.00 | 400.00 | 40.00% | 52.51% | verizon yearly increase |
| 10-01 -13 -13200-5510 | MILEAGE | 87.74 | 183.12 | 300.00 | - | 300.00 | (776.00) | -52.57% | 10.16% | reduced downsized postage meter |
| 10-01 -13 -13200-5530 | LODGING & MEALS | 285.74 | - | 600.00 | - | 600.00 | - | None | 0.00% | |
| 10-01 -13 -13200-5540 | SEMINARS & TUITIONS | - | - | 100.00 | - | 100.00 | - | None | 0.00% | |
| 10-01 -13 -13200-5810 | DUES | 140.00 | 140.00 | 150.00 | - | 150.00 | - | None | 0.00% | |
| 10-01 -13 -13200-6001 | OFFICE SUPPLIES | 492.97 | 329.43 | 500.00 | 151.46 | 500.00 | - | None | 0.00% | |
| 10-01 -13 -13200-6020 | BOOKS & SUBSCRIPTIONS | 52.00 | - | 100.00 | - | 100.00 | - | None | 30.29% | |
| 10-01 -13 -13200-8101 | OFFICE EQUIPMENT | 499.98 | - | 500.00 | - | 1,000.00 | - | None | 0.00% | |
| | | 75,402.94 | 74,292.48 | 80,166.24 | 34,510.76 | 80,390.24 | 500.00 | 100.00% | 0.00% | replace computer conference room |
| | | | | | | | 224.00 | 0.28% | 43.05% | |

Madison County**Departmental Expenditure Budget Outlook****Fiscal Years 2020 to 2024****Department/Office: REGISTRAR/ELECTORAL BOARD****Department Head: DIANA EANES, GENERAL REGISTRAR****A. FISCAL YEAR 2020 – Budgetary Needs & Requests**

1. Please discuss any relevant staffing issues faced by your department in fiscal 2020. Please address the need for additional full-time and part-time staff, as well as increases in necessary levels of overtime. This discussion should also address need for employee compensation increased based on promotion, certifications obtained, misalignment with market and/or other departments and any other relevant issues.

GOV. NORTHAM HAS ISSUED LEGISLATIVE REQUESTS TO IMPLEMENT NO EXCUSE ABSENTEE VOTING IN VIRGINIA. IF THIS PASSES, IT COULD INCREASE OUR AB VOTING 50% BASED ON OTHER STATES THAT HAVE NO EXCUSE AB VOTING. THE REGISTRAR'S OFFICE WOULD HAVE TO HAVE ANOTHER FULL TIME EMPLOYEE OR A COUPLE OF PART/TIME EMPLOYEES TO HANDLE ALL THE ADDITIONAL VOTERS VOTING ABSENTEE. IF THE VOTER IMPACT WAS TOO MUCH, LEASING ANOTHER FACILITY COULD BE AN ADDITIONAL COST AS WELL AS ADDITIONAL EMPLOYEES AND ELECTION OFFICIAL EXPENSES. I WOULD SUGGEST AN ADDITIONAL \$15,000 AT LEAST. AFTER THE FIRST YEAR OF NO EXCUSE ABSENTEE VOTING, I WILL BE IN A BETTER POSITION TO PREDICT THE NEED FOR ADDITIONAL HELP.

2. Please discuss anticipated or desired programmatic changes within your department for FY2020. This can include the offering of new services, or offering services at a significantly different order of magnitude than in previous years.

SEE ABOVE

3. Please discuss any known technology needs for your department for FY2020. This should include both operating and capital items, and should address such areas as records management, state mandates, outdated software and/or hardware, and need to improve delivery of services.

In another year, the replacement of laptops for poll books may surface. The cost would be \$500 for 20 laptops. (\$10,000) We will delay this for as long as possible.

4. Please discuss FY2020 capital needs in your department. This should include all items except for technology related items discussed above. It should also correspond to items you have requested through the County Administrator's capital budget process.

B. FISCAL YEARS 2021-2024 Budgetary Outlook

1. Please discuss any relevant staffing issues that you anticipate facing in future fiscal years 2021-2024. Please address the need for additional full-time and part-time staff, as well as increases in necessary levels of overtime. This discussion should also address need for employee compensation increased based on promotion, certifications obtained, misalignment with market and/or other departments and any other relevant issues.

See above for 2020

2. Please discuss anticipated or desired programmatic changes within your department for future fiscal years 2021-2024. This can include the offering of new services, or offering services at a significantly different order of magnitude than in previous years.
3. Please discuss the longer term outlook for technology needs for your department. This should include both operating and capital items, and should

address such areas as records management, state mandates, outdated software and/or hardware, and need to improve delivery of services.

4. Please discuss the longer term outlook for capital needs in your department. This should include all items except for technology related items discussed above. It should also correspond to items you have requested through the County Administrator's capital budget process.

| County of Madison | | | | | | | | | | |
|---|-------------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|----------|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: | | CIRCUIT COURT | | | | | | | | |
| Dept # | | 21100 | | | | | | | | |
| Contact | | LLouk | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-02 -21 -21100-1440 | OFFICE ASSISTANT/SECRETARY | 19,844.12 | 20,471.49 | 20,213.34 | - | 21,680.00 | 1,466.66 | 7.26% | 0.00% | #1 |
| 10-02 -21 -21100-3212 | JURORS/JURY COMMISSIONER FEES | 3,006.00 | 3,318.00 | 5,000.00 | 840.00 | 5,000.00 | - | None | 16.80% | |
| 10-02 -21 -21100-5210 | POSTAL SERVICES | 1,396.00 | 1,347.50 | 1,500.00 | 500.00 | 1,800.00 | 300.00 | 20.00% | 33.33% | #2 |
| 10-02 -21 -21100-6001 | OFFICE SUPPLIES | 500.00 | - | 300.00 | - | 500.00 | 200.00 | 66.67% | 0.00% | |
| 10-02 -21 -21100-6020 | BOOKS & SUBSCRIPTIONS | 2,362.74 | 1,681.16 | 2,400.00 | 1,005.37 | 2,600.00 | 200.00 | 8.33% | 41.89% | #3 |
| 10-02 -21 -21100-8101 | OFFICE EQUIPMENT | - | - | 1,000.00 | 450.00 | 1,500.00 | 500.00 | 50.00% | 45.00% | #4 |
| | | 27,108.86 | 26,818.15 | 30,413.34 | 2,795.37 | 33,080.00 | 2,666.66 | 8.77% | 9.19% | |
| <p>#1 Office Assistant/Secretary -- Since the Judge of Madison County also presides in the Counties of Orange and Greene, personnel costs for the Judge's secretary are shared with these two counties. The County of Greene handles the administration of this employee's salary and should be in a position to provide this information when it is available. The contact person in Greene is Tracy Morris at (434) 985-5201.</p> <p>#2 Postage increase effective Jan, 2019</p> <p>#3 With postage increase effective Jan. 2019, I anticipate shipping charges on law books to increase</p> <p>#4 Yearly contract on the FTR maintenance (court-reporting equipment)</p> | | | | | | | | | | |

| County of Madison | | | | | | | | | | |
|------------------------------------|----------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|----------|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: MADISON COMBINED COURT | | | | | | | | | | |
| Dept # 21201 | | | | | | | | | | |
| Contact Wendy Gallihugh | | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-02 -21 -21201-3145 | DATA PROCESSING SERVICES | 1,044.13 | 929.54 | 1,200.00 | 476.28 | 1,200.00 | - | None | 39.69% | |
| 10-02 -21 -21201-5210 | POSTAL SERVICES | 500.00 | 166.00 | 500.00 | 182.00 | 500.00 | - | None | 36.40% | |
| 10-02 -21 -21201-5230 | TELECOMMUNICATIONS | 30.38 | 10.53 | 100.00 | 17.17 | 100.00 | - | None | 17.17% | |
| 10-02 -21 -21201-5410 | LEASE OFFICE EQUIPMENT | 4,346.94 | 4,313.59 | 6,000.00 | 1,289.15 | 6,000.00 | - | None | 21.49% | |
| 10-02 -21 -21201-5540 | SEMINARS & TUITIONS | 75.14 | 195.00 | 300.00 | - | 300.00 | - | None | 0.00% | |
| 10-02 -21 -21201-6001 | OFFICE SUPPLIES | 1,565.95 | 1,185.17 | 1,700.00 | 424.44 | 1,700.00 | - | None | 24.97% | |
| 10-02 -21 -21201-6011 | UNIFORMS & WEARING APPAREL | - | - | 300.00 | - | 300.00 | - | None | 0.00% | |
| 10-02 -21 -21201-8101 | OFFICE EQUIPMENT | 983.53 | 190.99 | 1,000.00 | 348.52 | 1,000.00 | - | None | 34.85% | |
| | | 8,546.07 | 6,990.82 | 11,100.00 | 2,737.56 | 11,100.00 | - | None | 24.66% | |

| County of Madison | | | | | | | | | | |
|-------------------------|-----------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|----------|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: | | MAGISTRATES | | | | | | | | |
| Dept # | | 21300 | | | | | | | | |
| Contact | | MIC | | | | | | | | |
| | | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-02 -21 -21300-6001 | OFFICE SUPPLIES | 242.24 | 466.27 | 500.00 | - | 500.00 | - | None | 0.00% | |

| County of Madison FY2020 Budget Worksheet | | | | | | | | | | | |
|--|----------------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|---------------------------------------|--|
| Department: | | CLERK OF CIRCUIT COURT | | | | Provided by FD | | | | | |
| Dept # | | 21700 | | | | | | | | | |
| Contact | | LLouk | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments | State reimb |
| 10-02 -21 -21700-1215 | CONSTITUTIONAL OFFICER | 102,132.72 | 104,005.14 | 106,258.97 | 48,702.06 | 106,258.97 | - | None | 45.83% | FY2020 compensation set at FY19 rates | |
| 10-02 -21 -21700-1455 | CONSTITUTIONAL EMPLOYEES | 101,873.52 | 103,741.10 | 105,989.20 | 48,578.42 | 105,989.20 | - | None | 45.83% | | |
| 10-02 -21 -21700-1460 | FULL-TIME OVERTIME | - | - | 500.00 | - | 500.00 | - | None | 0.00% | | |
| 10-02 -21 -21700-1560 | PART-TIME CLERICAL | - | - | 8,825.00 | 2,380.00 | 8,825.00 | - | None | 26.97% | | |
| 10-02 -21 -21700-1900 | PROJ ACCUMULATED LEAVE PAYOUT | - | - | - | - | - | - | None | Not budgeted | Not budgeted | |
| 10-02 -21 -21700-2100 | FICA | 14,993.52 | 15,273.80 | 16,950.53 | 7,340.54 | 16,950.53 | - | None | 43.31% | | |
| 10-02 -21 -21700-2210 | VRS | 17,993.28 | 18,322.84 | 18,126.00 | 8,307.86 | 18,126.00 | - | None | 45.83% | | |
| 10-02 -21 -21700-2310 | HEALTH INSURANCE | 19,677.90 | 20,452.98 | 20,626.80 | 9,453.95 | 20,626.80 | - | None | 45.83% | | |
| 10-02 -21 -21700-2400 | GROUP LIFE INSURANCE | 2,672.40 | 2,721.46 | 2,780.45 | 1,274.35 | 2,780.45 | - | None | 45.83% | | |
| 10-02 -21 -21700-2700 | WORKMAN'S COMPENSATION | 123.53 | 155.00 | 165.64 | 82.50 | 165.64 | - | None | 49.81% | | |
| 10-02 -21 -21700-3121 | STATE AUDIT SERVICES | 1,638.85 | 1,521.61 | 3,000.00 | - | 2,000.00 | (1,000.00) | -33.33% | 0.00% | | |
| 10-02-21-21700-3161 | BANK SERVICES CHARGES | | | | | 1,500.00 | | | | | credit card fees, may be reimbursed |
| 10-02 -21 -21700-3190 | MICROFILMING | 1,619.16 | 1,984.78 | 2,000.00 | 188.32 | 2,200.00 | 200.00 | 10.00% | 9.42% | | shipping costs increased |
| 10-02 -21 -21700-3610 | ADVERTISING | - | 148.50 | 150.00 | - | 150.00 | - | None | 0.00% | | |
| 10-02 -21 -21700-5210 | POSTAL SERVICES | 2,300.00 | 2,182.00 | 2,400.00 | 1,000.00 | 2,800.00 | 400.00 | 16.67% | 41.67% | | postage increase, Jan., 2019 |
| 10-02 -21 -21700-5230 | TELECOMMUNICATIONS | 1,260.69 | 1,289.62 | 1,300.00 | 548.00 | 1,400.00 | 100.00 | 7.69% | 42.15% | | using fax more to reduce postage |
| 10-02 -21 -21700-5410 | LEASE OFFICE EQUIPMENT | 3,446.29 | 3,471.38 | 3,600.00 | 1,442.23 | 3,600.00 | - | None | 40.06% | | reimbursed to County from Copy fees |
| 10-02 -21 -21700-5810 | DUES | 320.00 | 320.00 | 350.00 | 320.00 | 320.00 | (30.00) | -8.57% | 91.43% | | \$ 3,600.00 |
| 10-02 -21 -21700-5894 | TECHNOLOGY GRANT | 13,411.00 | 14,500.00 | 15,300.00 | 6,705.50 | 17,500.00 | 2,200.00 | 14.38% | 43.83% | | reimbursed from State from TTF fees |
| 10-02 -21 -21700-5897 | 2010B-26 ITEM CONSERVATION GRANT | 30,519.50 | 12,458.00 | - | - | 11,500.00 | 11,500.00 | Not budgeted | Not budgeted | | \$ 17,500.00 |
| 10-02 -21 -21700-6001 | OFFICE SUPPLIES | 3,500.00 | 2,899.32 | 3,500.00 | 53.09 | 3,500.00 | - | None | 1.52% | | reimbursed from Virginia State Library |
| 10-02 -21 -21700-6020 | BOOKS & SUBSCRIPTIONS | 555.22 | 1,279.39 | 1,500.00 | - | 1,700.00 | 200.00 | 13.33% | 0.00% | | paper reimbursed from copy fees |
| 10-02 -21 -21700-6025 | BINDER & BOOK RESTORATION | 426.50 | 1,352.18 | 1,200.00 | - | 1,200.00 | - | None | 0.00% | | shipping costs increased |
| 10-02 -21 -21700-8101 | OFFICE EQUIPMENT | 1,052.24 | 825.77 | 2,500.00 | - | 2,500.00 | - | None | 0.00% | | |
| 10-02 -21 -21700-8102 | OFFICE FURNITURE | - | - | 500.00 | - | 500.00 | - | None | 0.00% | | |
| 10-02 -21 -21700-8103 | IT EQUIPMENT | - | - | - | - | - | - | None | Not budgeted | Not budgeted | |
| | | 319,516.32 | 308,904.87 | 317,522.59 | 136,376.82 | 332,592.59 | 15,070.00 | 4.75% | 42.95% | | |

21700

Madison County Departmental Expenditure Budget Outlook
Fiscal Years 2020 to 2024
Department/Office: Clerk of Circuit Court (21700) and Circuit Court (21100)
Department Head/Constitutional Officer: Leeta D. Louk, Clerk

A. FISCAL YEAR 2020 – Budgetary Needs & Requests

1. Please discuss any relevant staffing issues faced by your department in fiscal 2020. Please address the need for additional full-time and part-time staff, as well as increases in necessary levels of overtime. This discussion should also address need for employee compensation increased based on promotion, certifications obtained, misalignment with market and/or other departments and any other relevant issues.

I need my part-time position to become a full time deputy position. Our caseload has increased by almost 30%, plus we are now scanning all of the files, which is taking more time. The Judge has indicated that he would like for us to start back-scanning, so that any file he might need to review at home would be available. We have scanned almost all of 2018 and would like to begin working on 2017.

We are going to begin to take on-line credit card payments this year, which will increase both mine and my bookkeeper's workload.

Because of our heavy workload, we have not had the time to shred, therefore the back storage room is quickly filling up.

The office staff experience and breakdown is as follows:

Chief Deputy has 3 years at Madison Circuit Court and 29 years total in a clerk's office. She currently has 186 hours of vacation.

Deputy III has 13 years at Madison Circuit Court and 19 years in a clerk's office. She currently has 109 hours vacation.

Deputy Clerk I/GOC has 9 years in Madison Circuit Court and she had worked 13 years in the Madison Sheriff's Office. She currently has 230 hours vacation.

Between them they work over-time well over 10-hours every week to even try to maintain their workload. We have over 525 hours of vacation/sick-time (65 days), but they find it hard to take off or use comp. time because of the workload and Court schedule. Another full time deputy would greatly benefit this office, especially in the time spent helping the public (which is a top priority for me and my staff), scanning, shredding and covering when we have a deputy out sick, vacation or during court (which if the General Assembly allows for the 6th Judge in this Circuit, it may mean another court date in Madison). My part-time deputy is currently working 3 days a week, with plenty of work duties. But she does want/need full time work. I'm not sure what the County's beginning salary is, but I'm thinking at least \$27,500.00 to \$28,000.00.

If the county does not agree to a full time deputy, I would at least like to have her 4 days a week. (\$17,640.00, \$1350.00 (FICA)= 18,990.00, which is 1680 hours at \$10.50 hr). If kept at 3 days a week I would need \$13,349.00 (12400.00 + 949.00 (FICA)).

Employee compensation:

If you look at the Virginia Judicial website at job opportunities, you will see that a General District Court Deputy Clerk starting pay is \$31,350.00. That is starting pay across the state. My Deputy Clerk I/GOC (with 9 years of experience) is only paid \$29,246.61. A General District Court Accounting Clerk starting pay is \$32,575.00. My Deputy Clerk III with 19 years of Clerks office experience makes \$34,961.71, and a Chief Deputy Clerk in the Juvenile District court starting salary is \$44,142.00. My Chief Deputy Clerk, with over 29 years of Clerks Office experience is currently paid \$41,780.88. General District & Juvenile Court deputy clerks do not have near the workload, variety of duties or responsibilities that the Circuit Court Deputy Clerk has. My staffs loyalty and dedication to this office and to this county is what has kept my staff here in Madison County, but they could easily go elsewhere and make more money.

2. Please discuss anticipated or desired programmatic changes within your department for FY2020. This can include the offering of new services, or offering services at a significantly different order of magnitude than in previous years.

If we begin accepting credit cards in the office, I will need another phone line.

The public has requested that this office start taking credit cards, but I have hesitated because I was not sure that we would make enough to pay for the credit card fees. However, after discussing this with the Supreme Court, several other clerks in the state and local attorneys as well as sever attorneys out of the immediate area, I believe that the time has come to begin accepting credit cards for the payment of fine and costs, concealed handguns, marriage licenses, even deed recordings. I think this would be a huge benefit for the public. But, that also means more work for my staff (bookkeeping, etc.) and a fee to the credit card company, which may pay for itself after several months. But for the first 6-8 months, I anticipate having to pay for these fees out of my county budget, which is why I have added a new line item for bank fees (3161). We are also going to begin accepting credit card payments on-line. The phone line for those payments will not be necessary, but again the fees will be paid for out of my county budget.

If the legislature does away with suspended driver's license for non-payment of fines and costs, I anticipate that our office will have to go through years of files to determine why a person was charged with a suspended driver's license charge and if it was only because of non-payment of fines and costs, we will need to work with DMV to have that persons driver's license restored. At this time, I can't even begin to imagine how much of a work burden this will be on our office.

I am also under the impression that the legislature is going to allow a 90 day to pay on fines, costs. If the person doesn't pay within the 90 days, we will have to show cause them to court (more work for my office, the sheriff's office and Commonwealth's attorney), have a hearing and allow another time to pay or payment agreement. If no payment after that 90 days, we will do another show cause hearing (again more work for my office, the sheriff's office and Commonwealth's attorney) and then we can suspend their driver's license.

3. Please discuss any known technology needs for your department for FY2020. This should include both operating and capital items, and should address such areas as records management, state mandates, outdated software and/or hardware, and need to improve delivery of services.

In the past, I have paid for the computers, printers and scanners with my Secure Remote Access money. If I have to continue to pay for a part-time person by reimbursing the County for her salary, I will not be able to purchase any of the above using the SRA money. I will have to budget that with the County funds. All of our computers are 3-4 years old. My main frame computer, that is our hook-up to the Supreme Court, is 3 years old.

Department: Circuit Court Deputy #21100

Last year for the Court Room, we purchased a new computer system for the court-reporting. It came with a 1 year maintenance agreement. That agreement will run out in August, 2019 and the fee for a new 1 year contract is \$718.00

4. Please discuss FY2020 capital needs in your department. This should include all items except for technology related items discussed above. It should also correspond to items you have requested through the County Administrator's capital budget process.

Bullet proof glass between the Clerk's deputies and the public. This is a huge safety concern for my staff. Besides the safety concern, we have been informed that the General District Court Judge is contemplating moving the General District Court from the War Memorial Court Room to the Juvenile Court Room in the downstairs of the Courthouse. Our office is already disrupted daily by the foot traffic of the Juvenile Court, Juvenile parties meeting with their attorneys in the upstairs conference rooms (we've actually had parties arguing (loudly) in front of our counter and children running back and forth while their parents are downstairs in court) parties paying their traffic tickets and the OAR probation officer using the conference room for meetings with their clients. If the General District Court is moved, we will have to have a barrier between us and the hall way to get downstairs. It will be a huge disruption for my staff.

I have spoken with Judge Durrer and he is also concerned about the safety of this building. The only day that anyone has to go through the metal detector is on court days. And only the public that is present for court must go through the metal detector. The judge is often here after court hours and is vulnerable to the public because the doors are not monitored by a deputy. A Sheriff's deputy monitoring the front door may be needed.

The computer system that locks the doors, etc. to this building is out of date. It needs to be upgraded. My fear is coming to work one day and none of the doors will unlock or lock. I have requested a new lock with keys for the doors.

The Court needs more parking spaces on court dates

Windows are so clouded over that you cannot see out of them.

Frame work in the courtroom is coming off the walls, mold, plaster is peeling off the walls in the record room.

Storage room is quickly filling up. Several items need to be shredded, but because of several items in our office that must be kept forever, I believe we will quickly run out of room in the storage room.

B. FISCAL YEARS 2021-2024 Budgetary Outlook

1. Please discuss any relevant staffing issues that you anticipate facing in future fiscal years 2021-2024. Please address the need for additional full-time and part-time staff, as well as increases in necessary levels of overtime. This discussion should also address need for employee compensation increased based on promotion, certifications obtained, misalignment with market and/or other departments and any other relevant issues.

If I don't receive the full time position in FY2020, I definitely see our office needing a full time position during FY2021-2024. We just will not be able to maintain the workload without another full time position. The problem will be that I may not have the trained person I have now because she will be at another job, one that offered her a full time job with benefits.

Employee compensation: Same as page 1

The legislature is discussing making e-filing mandatory in the Clerks offices, which means we would have to stop whatever we are working on when an e-filing comes in, print out the filing (which will mean more paper costs for the county), the bookkeeping deputy or Clerk would have to determine with the bank that the payment has been made to the Clerk's bank account and then process the filing. Each year there are new laws and new requirements for the Clerk's office that increases our workload.

3. Please discuss the longer term outlook for technology needs for your department. This should include both operating and capital items, and should address such areas as records management, state mandates, outdated software and/or hardware, and need to improve delivery of services.

Will need to upgrade computers, scanners, printers, main frame, telephone system, etc.

4. Please discuss the longer term outlook for capital needs in your department. This should include all items except for technology related items discussed above. It should also correspond to items you have requested through the County Administrator's capital budget process.

Bullet proof glass between the Clerk's deputies and the public or a full time Sheriff's deputy at the front door. This is a huge safety concern for my staff. Besides the safety concern, we have been informed that the General District Court Judge is contemplating moving the General District Court from the War Memorial Court Room to the Juvenile Court Room in the downstairs of the Courthouse. Our office is already disrupted daily by the foot traffic of the Juvenile Court, Juvenile parties meeting with their attorneys in the upstairs conference rooms (we've actually had parties arguing (loudly) in front of our counter and children running back and forth while their parents are downstairs in court) parties paying their traffic tickets and the OAR probation officer using the conference room for meetings with their clients. If the General District Court is moved, we will have to have a barrier between us and the hall way to get downstairs. It will be a huge disruption for my staff.

The computer system that locks the doors, etc. to this building is out of date. It needs to be upgraded. My fear is coming to work one day and none of the doors will unlock or lock.

The Court needs more parking spaces on court dates

Windows are so clouded over that you cannot see out of them.

Frame work in the courtroom is coming off the walls, mold, plaster is peeling off the walls in the record room.

Storage room is quickly filling up. Several items need to be shredded, but because of several items in our office that must be kept forever, I believe we will quickly run out of room in the storage room.



MEMORANDUM

TO: Anita Shifflett
FROM: Tillie Strothers, Payroll/Human Resources
RE: FY2019 Budget Adoption
DATE: July 13, 2018

w/ 29 years experience
in Clerk's office

As part of the adoption of the FY2019 Budget, the following pertains to your salary:

- **Salary**

- All County Staff received a 2.0% raise:

- Effective July 1, 2018, your salary will be \$41,780.88.

- **VRS**

- Effective July 1, 2018, The Virginia Retirement Systems (VRS) Board of Trustees adopted new contributions rates for FY2019 - FY2020. The new contribution amounts are: **Retirement 8.54%** (Hybrid members percentage is the same however the breakdown is as follows 7.54% goes towards VRS and 1.0% goes to ICMA-RC), **Group Life Insurance 1.31%** and **Health Insurance Credit (HIC) 0.08%** these are all COUNTY contributions. The Employee 5.0% contribution towards their VRS will stay the same. (Hybrid members percentage is the same however the breakdown is as follows 4.0% goes towards VRS and 1.0% goes to ICMA-RC).



MEMORANDUM

TO: Cheryl Myers
FROM: Tillie Strothers, Payroll/Human Resources
RE: FY2019 Budget Adoption
DATE: July 13, 2018

w/9 years in Clerk's
office
& 13 years w/Cou

As part of the adoption of the FY2019 Budget, the following pertains to your salary:

- Salary

- All County Staff received a 2.0% raise:

- Effective July 1, 2018, your salary will be \$29,246.61.

- VRS

- Effective July 1, 2018, The Virginia Retirement Systems (VRS) Board of Trustees adopted new contributions rates for FY2019 - FY2020. The new contribution amounts are: **Retirement 8.54%** (Hybrid members percentage is the same however the breakdown is as follows 7.54% goes towards VRS and 1.0% goes to ICMA-RC), **Group Life Insurance 1.31%** and **Health Insurance Credit (HIC) 0.08%** these are all **COUNTY** contributions. The Employee 5.0% contribution towards their VRS will stay the same. (Hybrid members percentage is the same however the breakdown is as follows 4.0% goes towards VRS and 1.0% goes to ICMA-RC).



MEMORANDUM

TO: Mary Smith

FROM: Tillie Strothers, Payroll/Human Resources

RE: FY2019 Budget Adoption

DATE: July 13, 2018

*w/ 19 years experience
in Clerk's office*

As part of the adoption of the FY2019 Budget, the following pertains to your salary:

- **Salary**

- All County Staff received a 2.0% raise:

- Effective July 1, 2018, your salary will be **\$34,961.71**.

- **VRS**

- Effective July 1, 2018, The Virginia Retirement Systems (VRS) Board of Trustees adopted new contributions rates for FY2019 - FY2020. The new contribution amounts are: **Retirement 8.54%** (Hybrid members percentage is the same however the breakdown is as follows 7.54% goes towards VRS and 1.0% goes to ICMA-RC), **Group Life Insurance 1.31%** and **Health Insurance Credit (HIC) 0.08%** these are all **COUNTY** contributions. The Employee 5.0% contribution towards their VRS will stay the same. (Hybrid members percentage is the same however the breakdown is as follows 4.0% goes towards VRS and 1.0% goes to ICMA-RC).

Credit card fees

Online payments of fine and costs by credit card:

\$10.00 per month fee

1.5c per transaction

1 ½ - 3 ½ % interchange fee depending on card

We can charge a fee of 4% of total transaction

Accepting credit cards in office:

\$350.00 - \$500.00 for credit card machine

1.5c per transaction

1 ½ - 3 ½ interchange fee depending on card

No monthly fee

We can charge a fee of 4% of total transaction

office = 773 locality = 113



Constitutional Officers Budgets and Salaries

◆ Approved FY19 Budgets

0.0213 1.00

The Constitutional Officer Budgets provided on this site are as approved by the Compensation Board on May 1 for the following fiscal year, effective July 1 through June 30, and do not reflect any amendments, if any, approved by the Compensation Board since May 1. The Compensation Board approved budgets reflect the minimum amount that must be approved by the local government for the Constitutional Officer. Most local governments approve additional funding for Constitutional Officers than is reflected on the Compensation Board approved budgets. Local governments may approve salary supplements, additional positions and other increased expenses for Constitutional Officers; this information is not available from the Compensation Board or on the approved budgets herein. This information is available from the Constitutional Officer or local government.

FY19 Budget For the Madison Clerk of the Circuit Court's Office

LOUK, Clerk of the Circuit Court

Positions/Salaries:

| Position Number | Class Code | Budgeted Salary | Current Salary | Estimated Fringe Benefits* |
|-----------------|------------|-----------------|----------------|----------------------------|
| 00001 | CLERK | 96,795 | 96,795 | 6,491 |
| 00002 | GOC | 24,948 | 24,948 | 1,673 |
| 00003 | DCIV | 37,115 | 37,115 | 2,489 |
| 00004 | DCIII | 30,393 | 30,393 | 2,038 |

Total Positions by Class Code:

| Class Code | Number of Positions |
|------------|---------------------|
| CLERK | 1 |
| DCIII | 1 |
| DCIV | 1 |
| GOC | 1 |

Total Number of Compensation Board Positions: 4

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Deputy Clerk

Below you will find the details for the position including any supplementary documentation and questions you should review before applying for the opening. To apply for the position, please click the [Apply for this Job](#) link/button.

If you would like to bookmark this position for later review, click on the [Bookmark](#) link. If you would like to print a copy of this position for your records, click on the [Print Preview](#) link.

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State application, resume and cover letter required. STATE APPLICATION MUST BE FULLY COMPLETED IN ORDER TO BE CONSIDERED. Applicants must apply online. Only interviewed applicants will be notified of the filling of the position. No phone calls or e-mails regarding application status. The Virginia Judicial System is an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Applicants who need accommodations for an interview should request this in advance. All candidates are subject to a criminal history background check before being offered employment.

Position Information

Position Information

| | |
|--|---|
| Working Title | Deputy Clerk |
| Role Title | Non-Classified |
| Job Open Date | 01/04/2019 |
| Job Close Date | 01/11/2019 |
| Open Until Filled | |
| Is this position funded in whole or in part by the American Recovery & Reinvestment Act (Stimulus Package)? | No |
| Hiring Range | \$31,350 |
| Agency | General District Courts (114) |
| Agency Website | www.vacourts.gov |
| Location | Fredericksburg - 630 |
| Sublocation | |
| Position Number | 14308 |
| Job Posting Number | 1046773 |
| Type of Recruitment | General Public - G |
| Does this position have telework options? | No |
| Bilingual/Multilingual Skill Requirement/Preference | No |
| Job Type | Full-Time (Salaried) |
| Job Type Detail | Full-Time Salaried - Non-Faculty- FTS-1 |
| Pay Band | UG |
| Job Description | |

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Position Information

Position Information

| | |
|--|---|
| Working Title | Deputy Clerk |
| Role Title | Non-Classified |
| Job Open Date | 01/04/2019 |
| Job Close Date | 01/11/2019 |
| Open Until Filled | |
| Is this position funded in whole or in part by the American Recovery & Reinvestment Act (Stimulus Package)? | No |
| Hiring Range | \$31,350 |
| Agency | General District Courts (114) |
| Agency Website | www.vacourts.gov |
| Location | Richmond (City) - 760 |
| Sublocation | |
| Position Number | 14309 |
| Job Posting Number | 1046776 |
| Type of Recruitment | General Public - G |
| Does this position have telework options? | No |
| Bilingual/Multilingual Skill Requirement/Preference | No |
| Job Type | Full-Time (Salaried) |
| Job Type Detail | Full-Time Salaried - Non-Faculty- FTS-1 |
| Pay Band | UG |
| Job Description | |

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Deputy Clerk

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Position Information

Position Information

| | |
|---|---|
| Working Title | Deputy Clerk |
| Role Title | Non-Classified |
| Job Open Date | 12/28/2018 |
| Job Close Date | 01/09/2019 |
| Open Until Filled | |
| Is this position funded in whole or in part by the American Recovery & Reinvestment Act (Stimulus Package)? | No |
| Hiring Range | \$31,350 |
| Agency | General District Courts (114) |
| Agency Website | www.vacourts.gov |
| Location | Middlesex - 119 |
| Sublocation | |
| Position Number | 14303 |
| Job Posting Number | 1046623 |
| Type of Recruitment | General Public - G |
| Does this position have telework options? | No |
| Bilingual/Multilingual Skill Requirement/Preference | No |
| Job Type | Full-Time (Salaried) |
| Job Type Detail | Full-Time Salaried - Non-Faculty- FTS-1 |
| Pay Band | UG |
| Job Description | |

Money from Circuit Court

Transmitted to State:

| | |
|-------------------|---------------------|
| 1/1/18 – 6/30/18 | \$274,441.12 |
| 7/1/18 – 12/31/18 | <u>\$280,964.77</u> |
| Total | \$555,405.89 |

Transmitted to County (Circuit & Gen. Dist.):

| | |
|-------------------|---------------------|
| 1/1/18 – 6/30/18 | \$158,977.02 |
| 7/1/18 – 12/31/18 | <u>\$157,319.05</u> |
| Total | \$316,296.07 |

| | |
|------------------|---------------------|
| General District | \$177,610.11 |
| Circuit Court | <u>\$138,685.96</u> |
| | \$316,296.07 |

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Accounting Clerk

Below you will find the details for the position including any supplementary documentation and questions you should review before applying for the opening. To apply for the position, please click the **Apply for this Job** link/button.

If you would like to bookmark this position for later review, click on the **Bookmark** link. If you would like to print a copy of this position for your records, click on the **Print Preview** link.

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Please see **Special Instructions** for more details.

State application, resume and cover letter required. STATE APPLICATION MUST BE FULLY COMPLETED IN ORDER TO BE CONSIDERED. Applicants must apply online. Only interviewed applicants will be notified of the filling of the position. No phone calls or e-mails regarding application status. The Virginia Judicial System is an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Applicants who need accommodations for an interview should request this in advance. All candidates are subject to a criminal history background check before being offered employment.

Position Information

Position Information

| | |
|--|---|
| Working Title | Accounting Clerk |
| Role Title | Non-Classified |
| Job Open Date | 01/04/2019 |
| Job Close Date | 01/11/2019 |
| Open Until Filled | |
| Is this position funded in whole or in part by the American Recovery & Reinvestment Act (Stimulus Package)? | No |
| Hiring Range | \$32,575 |
| Agency | General District Courts (114) |
| Agency Website | www.vacourts.gov |
| Location | Frederick - 069 |
| Sublocation | |
| Position Number | 14307 |
| Job Posting Number | 1046774 |
| Type of Recruitment | General Public - G |
| Does this position have telework options? | No |
| Bilingual/Multilingual Skill Requirement/Preference | No |
| Job Type | Full-Time (Salaried) |
| Job Type Detail | Full-Time Salaried - Non-Faculty- FTS-1 |
| Pay Band | UG |

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Chief Deputy Clerk

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State application, resume and cover letter required. STATE APPLICATION MUST BE FULLY COMPLETED IN ORDER TO BE CONSIDERED. Applicants must apply online. Only interviewed applicants will be notified of the filling of the position. No phone calls or e-mails regarding application status. The Virginia Judicial System is an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Applicants who need accommodations for an interview should request this in advance. All candidates are subject to a criminal history background check before being offered employment.

Position Information

Position Information

| | |
|---|--|
| Working Title | Chief Deputy Clerk |
| Role Title | Non-Classified |
| Job Open Date | 01/04/2019 |
| Job Close Date | 01/11/2019 |
| Open Until Filled | |
| Is this position funded in whole or in part by the American Recovery & Reinvestment Act (Stimulus Package)? | No |
| Hiring Range | \$44,142 |
| Agency | Juvenile & Domestic Relations Distr Courts (115) |
| Agency Website | www.vacourts.gov |
| Location | Chesapeake - 550 |
| Sublocation | |
| Position Number | 14305 |
| Job Posting Number | 1046775 |
| Type of Recruitment | General Public - G |
| Does this position have telework options? | No |
| Bilingual/Multilingual Skill Requirement/Preference | No |
| Job Type | Full-Time (Salaried) |
| Job Type Detail | Full-Time Salaried - Non-Faculty- FTS-1 |



QUOTE#: MCCC01022019-001
Date: January 9, 2019

Madison County Circuit Court
1 Main Street
Madison, VA 22727

Attn: Leeta D. Louk

| SALES | JOB | SHIPPING | SHIPPING TERMS | SHIP DATE | TERMS | DUE DATE |
|-------|--|----------|----------------|-----------|-------|-----------------|
| PCH | Support | NA | N/A | | * | |
| QTY | DESCRIPTION | | | UNIT | | TOTAL |
| | NIT Digital Audio & Video Recording Support | | | | | |
| 1 | <p>NITS Annual Support Agreement: Network and IT Solutions (NITS) will provide a one-year Support Agreement for your Recording Software and the listed Hardware that includes all NITS Phone, Email, Remote Help Desk Support as well as any Onsite Support NITS deems to be needed. As part of the agreement NITS Help desk can also provide operational assistance in the form of step-by-step instructions on "How To" use any features related to the Recording System. Pricing also includes installation and setup of a new audio interface device upon acceptance of this agreement.</p> <p>Coverage Period: 08/1/2019 to 07/31/2020</p> <p>Hardware Repair and Loaners: If it is determined that a failed component IS repairable NITS will send a loaner if needed for use during the repair process while the component is being repaired. If it is determined that a failed component is NOT repairable, NITS will provide a replacement, so your system is up and running as quickly as possible.</p> <p>Process: For immediate service and support, customers should contact NITS at 888-246-8980 during our normal hours of operation (Monday Thru Friday 8:30am to 5:00 pm) to begin a discussion regarding support needs and a timeline for service. A support technician will provide over-the-phone troubleshooting assistance to locate the problem and determine the proper course of action. If a customer states an urgent need for on-site service, every effort will be made to meet the required timeline. DO NOT attempt to make repairs without collaboration with a NITS technician as unauthorized repair may result in the Agreement being voided.</p> <p>Customer Responsibilities: Our agreements require the customer has someone on staff capable of describing any known issues and performing basic troubleshooting tasks as directed by a NITS technician before a technician is dispatched. If that is not possible, dispatching a technician for the purpose of this initial troubleshooting is not covered under the Agreement and is chargeable at the current per-call service rate.</p> <p>NITS Agreements DO NOT cover damage caused by accidents, misuse, lightning, fire, theft, or other acts of God, infrastructure cabling or termination unless installed by NITS, customer-provided components that are integrated with the Recording System and any unauthorized service or modifications.</p> <p>Items Covered include your FTR Software, audio interface device, Network Attached Storage Device and your Assisted Listening System.</p> | | | \$718.00 | | \$718.00 |
| | TOTAL | | | | | \$718.00 |

This quotation's pricing is based upon the quote being accepted in its entirety and is only good for 14 days from the date shown on the quotation. Client's wanting to pay invoices with Credit Cards should be aware that these are subject to additional fees. Items not in NITS stock or being expedited due to a client's request may incur additional charges (shipping) that are not included in the proposal's pricing. Invoices resulting from this proposal will be due upon receipt. Invoices not paid within 5 business days of receipt will be subject to additional finance charges. Although we strive to promptly install all systems deliveries may be subject to delays caused by external factors such as fires, strikes or other causes that are beyond our control. To accept this quotation as it is please print your name and title then sign and date.

Name

Title

Signature

Date

| County of Madison | | | | | | | | | | |
|------------------------------------|-------------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|-------------------------------------|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: SHERIFF-COURT SECURITY | | | | | | | | | | |
| Dept # 21800 | | | | | | | | | | |
| Contact TWeaver | | | | | | | | | | |
| Provided by FD | | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-02 -21 -21800-1711 | COURT SECURITY CONSTITUTIONAL | 95,222.16 | 96,967.86 | 99,069.08 | 36,013.20 | 99,069.08 | - | None | 36.35% | FY20 compensation set at FY19 rates |
| 10-02 -21 -21800-1725 | PART-TIME DEPUTY | 52,475.03 | 49,359.27 | 41,720.79 | 26,287.02 | 41,720.79 | - | None | 63.01% | |
| 10-02 -21 -21800-2100 | FICA | 11,215.51 | 11,117.24 | 10,770.43 | 4,736.46 | 10,770.43 | - | None | 43.98% | |
| 10-02 -21 -21800-2210 | VRS | 8,398.56 | 8,552.56 | 8,460.50 | 3,075.52 | 8,460.50 | - | None | 36.35% | |
| 10-02 -21 -21800-2310 | HEALTH INSURANCE | 12,610.44 | 12,466.56 | 13,554.72 | 4,711.27 | 13,554.72 | - | None | 34.76% | |
| 10-02 -21 -21800-2400 | GROUP LIFE INSURANCE | 1,247.52 | 1,270.18 | 1,297.80 | 471.73 | 1,297.80 | - | None | 36.35% | |
| 10-02 -21 -21800-2700 | WORKMAN'S COMPENSATION | 2,989.86 | 3,232.00 | 2,839.59 | 1,437.50 | 2,839.59 | - | None | 50.62% | |
| 10-02 -21 -21800-6010 | POLICE SUPPLIES | 392.00 | 333.35 | 1,500.00 | 246.00 | 1,500.00 | - | None | 16.40% | |
| 10-02 -21 -21800-6011 | UNIFORMS & WEARING APPAREL | 67.79 | 2,080.85 | 1,500.00 | - | 1,500.00 | - | None | 0.00% | |
| | | 184,618.87 | 185,379.87 | 180,712.91 | 76,978.70 | 180,712.91 | - | None | 42.60% | |

| County of Madison FY2020 Budget Worksheet | | | | | | | | | | |
|--|--|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|---|
| Department: | | VICTIM/WITNESS PROGRAM | | | | Provided by FD | | | | |
| Dept # | | 21900 | | | | | | | | |
| Contact | | CBerry | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-02 -21 -21900-1550 | VICTIM/WITNESS COORDINATOR | 29,507.01 | 35,641.66 | 36,414.00 | 16,689.75 | 36,414.00 | - | None | 45.83% | |
| 10-02 -21 -21900-2100 | FICA | 1,815.32 | 2,047.46 | 2,018.19 | 1,081.85 | 2,018.19 | - | None | 53.60% | FY2020 budget set at amended FY19 budget, which |
| 10-02 -21 -21900-2210 | VRS | - | - | - | - | - | - | None | Not budgeted | Not budgeted |
| 10-02 -21 -21900-2212 | VRS HYBRID | 1,368.48 | 2,778.00 | 2,745.62 | 1,258.40 | 2,745.62 | - | None | 45.83% | Not budgeted |
| 10-02 -21 -21900-2214 | VRS HYBRID 401A | 174.96 | 355.20 | 364.14 | 166.87 | 364.14 | - | None | 45.83% | Not budgeted |
| 10-02 -21 -21900-2216 | VIRGINIA LOCAL DISABILITY PROGRAM (VLDP) | 103.20 | 209.64 | 262.18 | 98.45 | 262.18 | - | None | 37.55% | |
| 10-02 -21 -21900-2220 | VRS-HEALTH INSURANCE CREDIT | 15.72 | 31.98 | 29.13 | 13.28 | 29.13 | - | None | 45.59% | |
| 10-02 -21 -21900-2310 | HEALTH INSURANCE | 4,549.16 | 7,988.50 | 8,435.52 | 3,241.37 | 8,435.52 | - | None | 38.43% | |
| 10-02 -21 -21900-2400 | GROUP LIFE INSURANCE | 229.20 | 465.42 | 477.02 | 218.68 | 477.02 | - | None | 45.84% | |
| 10-02 -21 -21900-2700 | WORKMAN'S COMPENSATION | 438.16 | (389.00) | 6.80 | 14.00 | 6.20 | (0.60) | -8.82% | 205.88% | |
| 10-02 -21 -21900-3157 | CONSULTANT | - | - | - | - | 2,401.00 | 2,401.00 | Not budgeted | Not budgeted | |
| 10-02 -21 -21900-3610 | ADVERTISING | 198.76 | - | - | - | - | - | Not budgeted | Not budgeted | |
| 10-02 -21 -21900-5210 | POSTAL SERVICES | 82.00 | 194.00 | 192.00 | 102.00 | - | - | None | 53.13% | |
| 10-02 -21 -21900-5230 | TELECOMMUNICATIONS | 175.51 | 600.90 | 600.00 | 250.36 | 600.00 | - | None | 41.73% | |
| 10-02 -21 -21900-5510 | MILEAGE | 364.35 | 491.13 | 599.00 | 779.28 | 1,399.00 | 800.00 | 133.56% | 130.10% | |
| 10-02 -21 -21900-5530 | LODGING & MEALS | 354.58 | 490.62 | 426.00 | 643.77 | 2,052.00 | 1,626.00 | 381.69% | 151.12% | |
| 10-02 -21 -21900-5540 | SEMINARS & TUITIONS | 100.00 | 250.00 | 200.00 | 850.00 | 1,025.00 | 825.00 | 412.50% | 425.00% | |
| 10-02 -21 -21900-5810 | DUES | 190.00 | 100.00 | 190.00 | - | 590.00 | 400.00 | 210.53% | 0.00% | |
| 10-02 -21 -21900-6001 | OFFICE SUPPLIES | 581.05 | 385.06 | 58.30 | 435.35 | 532.00 | 473.70 | 812.52% | 746.74% | |
| 10-02 -21 -21900-6011 | UNIFORMS & WEARING APPAREL | 322.82 | - | - | - | 600.00 | 600.00 | Not budgeted | Not budgeted | |
| 10-02 -21 -21900-6012 | PROMOTION SUPPLIES | 710.00 | - | - | 1,870.00 | 1,870.00 | 1,870.00 | Not budgeted | Not budgeted | |
| 10-02 -21 -21900-6020 | BOOKS & SUBSCRIPTIONS | - | - | 170.10 | - | - | (170.10) | -100.00% | 0.00% | |
| 10-02 -21 -21900-8101 | OFFICE EQUIPMENT | - | - | - | - | 1,492.00 | 1,492.00 | Not budgeted | Not budgeted | |
| 10-02 -21 -21900-8102 | OFFICE FURNITURE | 3,283.69 | - | - | 1,228.65 | - | - | Not budgeted | Not budgeted | |
| 10-02 -21 -21900-8103 | IT EQUIPMENT | 1,260.00 | - | - | - | - | - | Not budgeted | Not budgeted | |
| | | 45,823.97 | 51,640.57 | 53,188.00 | 28,942.06 | 63,505.00 | 10,317.00 | 19.40% | 54.41% | |

| County of Madison | | | | | | | | | | |
|--------------------------------------|-----------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|----------|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: COMMISSIONER OF ACCOUNTS | | | | | | | | | | |
| Dept # 21910 | | | | | | | | | | |
| Contact MIC | | | | | | | | | | |
| Provided by FD | | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-02 -21 -21910-5430 | LEASE BUILDINGS | 720.00 | 720.00 | 720.00 | 300.00 | 720.00 | - | None | 41.67% | |
| 10-02 -21 -21910-6001 | OFFICE SUPPLIES | - | - | - | - | - | - | Not budgeted | Not budgeted | |
| | | 720.00 | 720.00 | 720.00 | 300.00 | 720.00 | - | None | 41.67% | |

OFFICE OF THE MADISON COUNTY COMMONWEALTH'S ATTORNEY 22100

CLARISSA T. BERRY
Commonwealth's Attorney
cberry@madisonco.virginia.gov



Post Office Box 450
Madison, VA 22727

WADE A. GELBERT
Assistant Commonwealth's Attorney
wgelbert@madisonco.virginia.gov

Office 540-948-7000
Fax 540-948-7025

January 15, 2019

Madison County Board of Supervisors
302 Thrift Road
P.O. Box 705
Madison, Virginia 22727

Re: Departmental Expenditure Budget Outlook FY2020 to FY2024

Dear Mr. Chairman and Members:

Thank you for this opportunity to provide a limited narrative regarding the budget outlook for the Office of the Commonwealth's Attorney from FY2020 to FY2024. Technology and staffing remain our office's largest concerns followed by capitol items outlined in a previous email dated November 14, 2018. While our office does not anticipate any programmatic changes over the next five years as our duties are outlined in the Constitution of Virginia and Code of Virginia, it is possible that new legislation could impose new requirements.

Overview

Since taking office three years ago, our felony case numbers have increased from 109 felony filings in 2015 to 142 filings this year through November – an increase of almost 150% in three years. Simultaneously, our cases are becoming more felonious and more complex. As a result, they are requiring more preparation and investigative time to ensure charges are appropriately obtained and prosecuted. In addition, the administrative requirements of reporting to the state and county governments have also increased alongside (a generally appropriate) expectation of more transparency to the general public. For example, as costs for local jails, juvenile detention facilities, etc. increase there is an expectation of an explanation and suggestion of appropriate alternatives. These are challenges my office readily takes on as we continue to explore less expensive alternatives without compromising public safety.

Events outside this office's control drive our budgetary needs. For example, the number of cases brought to court by law enforcement, types of crimes committed, requirements imposed by the Supreme Court of Virginia (discovery and ethical obligations), requirements of the Virginia Criminal Sentencing Commission (sentencing guidelines), and others.

Two such mandates take effect July 1, 2019. First, a revision to the Virginia Supreme Court's Discovery Rules will require the Commonwealth to supply the Defendant additional documentation in cases. |

have attached Chief Justice Lemons's letter outlining the changes and allowing a delay in the imposition of the rule because of the impact on Commonwealth's Attorneys. Second, there is a change in the way that sentencing guidelines will be provided to the state. Currently, we print and distribute hard copies from fill-in pdf files — even filling them in by hand during court proceedings due to a last minute guilty plea. Beginning this summer (or shortly thereafter), we will be required to complete and fill in the forms electronically requiring a disruption to the court docket should someone change their plea during court.

Finally, the increasing prevalence of technology in our society means our office requires more time to comb through said technology for inculpatory and exculpatory evidence. While much of the current discussion across the Commonwealth on this issue is focused on body cam videos, currently no law enforcement officers in Madison County have body or in-car cameras and the Virginia State Police have in-car cameras but no body cameras. It is hoped in the relatively near future, the Madison County Sheriff's Office will obtain in-car or body cameras. Based on prior and current budget requests, it seems likely that Virginia State Police may have body cameras in the near future.

However, law enforcement recordings are not the only source of technology for the Commonwealth is required to review. Forensic examinations of cell phones and computers, upon which vital evidence is often found, generally requires the careful review of extraordinary amounts of data. Even beyond law enforcement, privately owned security cameras are becoming more ubiquitous. It is not unusual for "mom and pop" stores or private homes to have coverage from several camera angles. Finally, in some cases with incarcerated defendant have voluminous recorded jail telephone and visitation calls. Again, each call should be listened to and often transcribed. In many cases, these calls contain valuable information leading directly to conviction of guilty individuals. All of these varying types of technology take substantial time to review.

In addition, not only must this data be reviewed by law enforcement and prosecutors, it must be exchanged and stored by each department. Transferring large files (it is not unusual for jail calls or cell phone downloads to be far greater than a couple gigabytes), takes a substantial amount of time as does making copies, when appropriate and required, for defense counsel and storage with files or on a server.

Despite these changes and challenges, the only significant change in funding this year is a request for partial funding of a case management software system for this office. We anticipate that the software will cost ~\$14,000 and the required server ~\$6,000 for a total of \$20,000. Over the past couple of years, we have spoken with other offices about the software they chose and the actual costs. It appears that \$20,000 is a reasonable all-in cost for an office with two attorneys. Obviously, should the final cost be much more expensive than anticipated, it would be brought back to the Board's attention. It is likely the Office of the Commonwealth's Attorney will request additional personnel in future years.

Staffing

Currently, our office has two full-time attorneys, one full-time office manager, and one part-time administrative assistant. The Compensation Board acknowledges that Madison County is in need of an additional full-time attorney position; however, we do not expect that to be funded in the near future.

As a result and in an effort to help stave off another attorney position over the next five years, within the next five years we will likely be asking to transition our part-time administrative assistant to a full time administrative assistant, and to add a new part-time position to allow our office manager to serve

more as a paralegal. The hope is by supplementing support staff, through increased use of technology, and using law students when appropriate for certain tasks, we can avoid the need for a third attorney position over the next few years. However, if the increases in caseloads and demands on our office continue on the same pace, we will ask for a new attorney position within the next five years.

Technology

As our office is required to complete more submissions electronically and share more information electronically, we will need updated and improved technology—not just in our office, but in the Courthouse as well.

Our office requests funding for a proper case management system. Currently, our case file information is stored in Microsoft Works, the predecessor to Microsoft Access last sold in 2009 and no longer supported. It is a basic database requiring an employee to type in information from warrants, complaints, and reports. A “real” case management system would be able to reduce employee time inputting data because it could draw directly from the barcode on the warrant and/or the Sheriff’s Office report database. Furthermore, current case management systems automatically draft subpoenas, indictments, and other form documents saving valuable administrative time.

We talked with other similarly sized jurisdictions about how they track cases and files in their office and the cost of their systems. There are three or four companies who supply case management software to Commonwealth’s Attorneys offices in Virginia. In general, they cost between \$12,000 and \$15,000 for the software and between \$5,000 and \$6,000 for the server and other hardware necessary to operate the software resulting in our request for \$20,000 over the next two to three years.

As outlined above, technology permeates our day-to-day lives making its way into the courtroom one case at a time. To more effectively present evidence to judges and juries, our office would like to make better use of the available technology including audio visual displays in the courtrooms. In order to do so, there are a couple of relatively inexpensive items we request. First, our office needs internet access in the three courtrooms, but especially in the Juvenile and Domestic Relations Courtroom where there is no cellular service. Based on my understanding of internet access in the Courthouse, this requires coordination between the County’s IT person/agency and the Supreme Court of Virginia’s IT department.

Capital Improvements

As this was addressed in the email sent on November 14, 2018, we have cut-and-pasted our response below. Parts of this are duplicative of information above.

The three most pressing issues for my office are the wet basement, parking, and security.

1. *Wet Basement.* For example, this morning there was at least a half inch of water in the basement bathroom. There are three office “spaces” in the basement. One is used for our felony file room where we store closed felony files. We have taken steps to mitigate the damage to these files by switching from paper boxes to plastic bins, keeping things off the floor, etc.; however, there is obviously moisture in the air. The other space we use is the child friendly interview space used for forensic interviews of child victims of abuse (generally physical or sexual abuse). We have already replaced one rug once and will have to replace it again. The final space is the Facilities Manager’s Office, which

recently has started to receive water as well. For example, yesterday my office manager spent about 10 minutes every hour vacuuming up water. It is loud and distracting for meetings, phone calls, etc. I know that efforts are already underway to remedy this, for which I am deeply grateful. In fact, Roger was here today installing gutters for the portico in hopes that would solve the drainage issue. The end result is a lot of disruption to my office's ability to conduct business, and in case it ends up costing more than \$20k, however unlikely that may be, to repair/replace, the Board should be aware. (Edited to add – photographs are attached).

2. The second pressing issue is *parking*. There is a lot behind my building available for employees and the public. When all employees are at work, there are two or three spaces left for the general public. There has been on-going discussion of paving the gravel lot across Court Square for much needed additional parking. The concern with increasing the available parking spaces is that the entrance onto Main St. is essentially one-way causing near accidents between vehicles coming and going. The road is also narrowed by vehicles parking alongside the courthouse and the Commonwealth's Attorney's office. As businesses expand in town (hopefully), there will be more demand for parking and more use of Court Square, amplifying the potential for automobile accidents or damage to neighboring property.

3. *Security measures*. There is little to no security for my office. There is one camera from the courthouse that will capture a bit of what goes on in my office and who comes/goes from Main Street. The only security system on the windows is blinds to obstruct someone's view inside. As the County contemplates security measures for other Constitutional officers and county departments, please include this office as well.

Regarding *longer term concerns* there are two: office/storage space and case management software. Both concerns have similar causes: increased mandated obligations from discovery rules and increasingly serious/complex cases. While I generally have an open file policy for discovery, providing copies and access to more and more types of evidence is becoming mandated from Supreme Court of Virginia. That will require more paper, more employees, and more storage. I do not mean to suggest that any of these will be an immediate need but will likely be something the county should keep in the background.

I would anticipate that in the next decade (or much sooner) the Office of the Commonwealth's Attorney will require a third attorney. Before we get to that point, we hope to take advantage of programs that would be "free" to the County, such as the UVA Fellows Program. There are four attorney offices on the second floor; currently one is used for an intern/current files and the other for storage. Placing a third attorney plus an intern would use both offices and would mean the loss of a storage area. As most defendants are placed on a period of supervised and unsupervised probation, that plus the 10 or 20 years we're required to maintain the files means that practically speaking we are keeping files for upwards of 30 and 40 years. You can do the math: at some point we will run out of space for storage and employees in this building without a reconfiguration of the space (especially if the basement is unusable).

We are currently using Microsoft Works as a database software system; case management software would allow us to streamline those disclosures and paperwork saving employee time. I do not know when the other shoe will drop on the case management system. I have held off for three years in the hopes of having some of these other IT issues sorted out. However, I have mentioned the need for case management software every year at budget time. I am hopeful that the County will be able to hire an IT professional to help me evaluate the different programs and their requirement requirements so that we

can make the best choice for the citizens of Madison County. I am uncertain as to the effects of the new discovery rules, but they could be far more onerous than expected. Depending on how these changes shake out, I could be asking for a \$20,000 case management system (software licenses plus IT equipment) within the next five years, but I certainly hope not. (Update: After attending the Commonwealth's Attorney's Executive Conference in early December, it is apparent this issue should be addressed much sooner than I had originally hoped and is why I have requested it within the next 2-3 years).

Other non-priority areas:

There is also maintenance that is on Facilities radar (drywall/plaster repair and painting), which I hardly think would be very expensive, but mention because the last CIP barely mentioned this office. It said: "In addition to the main building there is a small brick residence known as the Estes House at the rear of the property. This house was recently refurbished in Phase 1 construction of the property in January 2007. It houses the Commonwealth's Attorneys offices. At this time there are no recommendations for this building."

Additionally, wifi in the courtrooms/courthouses would improve my office's ability to effectively and efficiently prosecute cases. The Virginia Sentencing Commission plans to require all sentencing guidelines, which are required in every felony case, to be submitted electronically next summer or shortly thereafter. We are limited to using cell phones to research questions of law that arise during court (we have a Lexis subscription to avoid more costly books; we anticipate that subscription cost to markedly decrease in the next FY) and cannot access files on the County system from our phones. All of which slows down our ability process an increasingly complex case load. (As above, based on additional information and the potential for General District Court to move into the JDR courtroom, this should likewise be addressed much more quickly than originally anticipated).

Finally, Madison County does not provide space for District 26 Probation and Parole or OAR (misdemeanor and pretrial supervision) to meet with clients in Madison. OAR misdemeanor has been meeting with clients in the main courthouse using the witness waiting rooms. I anticipate District 26 to follow shortly. There are conflicts when court is in session or when the Clerk needs to meet with citizens for their needs (for example: probate appointments). We are working to manage and reduce those conflicts, but eventually court will meet almost daily (those rooms are used during court as waiting rooms or for confidential discussions between litigants and attorneys – to include those between my office and victims). Other county-owned locations that could work in lieu would be the Arcade building or the first floor of the War Memorial Building (the lobby of the courtroom).

Conclusion

The biggest budgetary challenge for the Office of the Commonwealth's Attorney is dealing increased technology without increased staffing. By implementing a more robust and thorough case management system (a clear improvement over the simplistic database currently used), we may be able to avoid a staffing request in FY2021.

While this is current outlook for FY2020 to FY2024, public safety and prosecution is ever evolving and the FY2021 to FY2025 may include different priorities and concerns.

As always, please do not hesitate to contact me for further information or clarification. I am more than happy and willing to discuss these needs (and wants!) with members of County staff and the Board. We deeply appreciate the opportunity to present our hopes for the future and what we believe is appropriate to help ensure public safety.

Respectfully submitted,



Clarissa T. Berry
Commonwealth's Attorney

cc: Jack Hobbs, County Administrator, and Mary Jane Costello, Finance Director

Attachments:

- Letter from Chief Justice Lemons of the Supreme Court of Virginia
- Photographs of the basement of 15 Court Square
- Year over year Circuit Court case filings through November 2018

SUPREME COURT OF VIRGINIA

CHIEF JUSTICE
DONALD W. LEMONS

JUSTICES

S. BERNARD GOODWYN
WILLIAM C. MIMS
ELIZABETH A. MCCLANAHAN
CLEO E. POWELL
D. ARTHUR KELSEY
STEPHEN R. MCCULLOUGH

SENIOR JUSTICES

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ELIZABETH B. LACY
LAWRENCE L. KOONTZ, JR.
LEROY F. MILLETTE, JR.



100 NORTH NINTH STREET
RICHMOND, VIRGINIA 23219-2334
(804) 786-6455
WWW.COURTS.STATE.VA.US

CLERK
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EXECUTIVE SECRETARY
KARL R. MADE
CHIEF STAFF ATTORNEY
K. LORRAINE LORD
REPORTER OF DECISIONS
KENT SINCLAIR
STATE LAW LIBRARIAN
GAIL WARREN

September 5, 2018

Today the Supreme Court of Virginia has promulgated new rules regarding criminal discovery in the Commonwealth.

For a number of years, many defense attorneys, Commonwealth's Attorneys, bar associations and academics have advocated reform. In 2014, then Chief Justice Cynthia D. Kinser appointed the Special Committee on Criminal Discovery Rules to consider reforms to the existing criminal discovery rules. The committee presented a final report to the Court on December 2, 2014. The recommendations were posted for public comment. The Court considered the recommendations and the comments, and on November 13, 2015, the Court issued an order wherein it "declined to adopt the Committee's recommendations."

Thereafter, legislative proposals to amend the criminal discovery process failed in 2016 and 2017. With the encouragement of the Court, Virginia State Bar President Michael Robinson appointed a task force of the Bar to consider this matter once again.

The VSB Criminal Discovery Reform Task Force submitted to the Court proposed revisions to Rules 3A:11 and 3A:12 regarding criminal discovery, and the Court posted these revisions for public comment in February 2018. The Court then considered and approved these proposed revisions at its August 28, 2018, business meeting.

Criminal discovery reform is a complex matter, and while there is not 100% agreement on all issues, this proposal has significant support from the numerous stakeholders involved in the criminal discovery process. Reforms of this magnitude require cooperation among the three branches of our government. The Court is aware that these revisions may impact the workload of Commonwealth's Attorneys. The Court is also aware of language in the 2018 Appropriation Act (Compensation Board (157), Item 73.U) that requires the Executive Secretary of the Compensation Board to convene a working group "to investigate how body worn cameras have or may continue to impact the workloads experienced by Commonwealth's Attorneys offices." These new rules and increased demands upon prosecutors from the use of body worn cameras may have a financial impact. Accordingly, the Court is delaying the effective date of these rule revisions until July 1, 2019 to give the General Assembly time to receive the report from the Compensation Board's working group and consider the cost of implementation of these rules.

A handwritten signature in blue ink that reads "Donald W. Lemons".

Donald W. Lemons
Chief Justice
Supreme Court of Virginia

VIRGINIA:

In the Supreme Court of Virginia held at the Supreme Court Building in the City of Richmond on Wednesday, the 5th day of September, 2018.

It is ordered that the Rules heretofore adopted and promulgated by this Court and now in effect be and they hereby are amended to become effective July 1, 2019, subject to any further orders of this Court.

Amend Rule 3A:11 as follows:

Rule 3A:11. Discovery and Inspection.

(a) *General Provisions.* — (1) This Rule applies to any prosecution for a felony in a circuit court and to any misdemeanor brought on direct indictment.

(2) The constitutional and statutory duties of the Commonwealth's attorney to provide exculpatory and/or impeachment evidence to an accused supersede any limitation or restriction on discovery provided pursuant to this Rule.

(3) A party may satisfy the requirement to permit the opposing party to inspect and copy or photograph a document, recorded statement or recorded confession by providing an actual duplicate, facsimile or copy of the document, recorded statement or recorded confession to the opposing party in compliance with the applicable time limits and redaction standards set forth in this Rule.

(4) Any material or evidence disclosed or discovered pursuant to this Rule and filed with the clerk of court shall be placed under seal until it is either admitted as an exhibit at a trial or hearing or the court enters an order unsealing the specified material or evidence.

(b) *Discovery by the Accused.* — Upon written motion of an accused a court shall order the Commonwealth's attorney to: (1) Permit the accused to inspect and review any relevant reports prepared by law enforcement officers and made in connection with the particular case, including any written witness statements or written summaries of oral statements contained within such reports, that are known to the Commonwealth's attorney to be in the possession, custody or control of the Commonwealth. Nothing in this Rule requires that the Commonwealth provide the accused with copies of the relevant law enforcement reports, although it may do so in its discretion. The court's order providing for inspection and review of these reports shall be subject

to the provisions of subparts (c)(1) and (c)(2) of this Rule regarding redaction and restrictions on dissemination of designated material.

(2) Permit the accused to inspect, review and copy or photograph any relevant:

(A) written or recorded statements or confessions, or the substance of any oral statements or confessions, made by the accused to any law enforcement officer, that are known to the Commonwealth's attorney to be within the possession, custody or control of the Commonwealth;

(B) written or recorded statements or confessions, or the substance of any oral statements or confessions, made by the accused to any person other than a law enforcement officer, that the Commonwealth intends to introduce into evidence against the accused at trial;

(C) written or recorded statements, or the substance of any oral statements, made by a co-defendant or co-conspirator that the Commonwealth intends to introduce into evidence against the accused at trial; and

(D) written reports of autopsy examinations, ballistic tests, fingerprint analyses, handwriting analyses, blood, urine and breath tests, other scientific reports, and written reports of a physical or mental examination of the accused or the alleged victim made in connection with the particular case, that are known by the Commonwealth's attorney to be within the possession, custody, or control of the Commonwealth.

(3) Permit the accused to inspect, review and copy or photograph designated books, papers, documents, tangible objects, recordings, buildings or places, or copies or portions thereof, that are known by the Commonwealth's attorney to be within the possession, custody, or control of the Commonwealth, upon a showing that the items sought may be material to preparation of the accused's defense and that the request is reasonable.

(4)(A) Notify the accused in writing of the Commonwealth's intent to introduce expert opinion testimony at trial or sentencing and to provide the accused with: (i) any written report of the expert witness setting forth the witness's opinions and the bases and reasons for those opinions, or, if there is no such report, a written summary of the expected expert testimony setting forth the witness's opinions and the bases and reasons for those opinions, and (ii) the witness's qualifications and contact information.

(B) Nothing in subparts (b)(4)(A)(i) and (ii) of this Rule shall render inadmissible an expert witness's testimony at the trial or sentencing further explaining the opinions, bases and reasons disclosed pursuant to this Rule, or the expert witness's qualifications, just because the further explanatory language was not included in the notice and disclosure provided under this Rule.

Providing a copy of a certificate of analysis from the Virginia Department of Forensic Science or any other agency listed in Virginia Code § 19.2-187, signed by hand or by electronic means by the person performing the analysis or examination, shall satisfy the requirements of subparts (b)(4)(A)(i) and (ii) of this Rule.

(5) Provide to the accused a list of the names and, if known, the addresses of all persons who are expected to testify on behalf of the Commonwealth at trial or sentencing. This provision is subject to subpart (c)(1) of this Rule and to any protective orders entered by the court pursuant to subpart (g).

(6) This Rule does not authorize the discovery or inspection of the work product of the Commonwealth's attorney, including internal reports, witness statements, memoranda, correspondence, legal research or other internal documents prepared by the office of the Commonwealth's attorney or its agents in anticipation of trial.

(7) This Rule does not authorize the discovery of the names and/or personal identifying information of confidential informants whom the Commonwealth does not intend to call at trial and with regard to whose identity the Commonwealth asserts it holds a privilege.

(c) *Redaction and Restricted Dissemination Material.* — (1) With regard to any material or evidence provided pursuant to this Rule,

(A) the Commonwealth may redact the residential address, telephone number, email address and place of employment of any witness or victim, or any member of a witness's or victim's family, who satisfies the conditions outlined in §19.2-11.2 of the Code of Virginia. The Commonwealth may redact the date of birth and Social Security Number of any person whose information is contained in material or evidence provided pursuant to this Rule; and

(B) If the Commonwealth redacts personal identifying information pursuant to this subpart of the Rule, the accused may file a motion seeking disclosure of the redacted

information. Should the court find good cause for disclosure, it may order the Commonwealth to provide the redacted information. In its discretion, the court ordering the provision of redacted personal identifying information may order that the information be identified as "Restricted Dissemination Material" pursuant to subpart (c)(2) of this Rule.

(2) The Commonwealth may designate evidence or material disclosed pursuant to this Rule as "Restricted Dissemination Material" by prominently stamping or otherwise marking such items as "Restricted Dissemination Material."

(A) The Commonwealth may designate any evidence or material subject to disclosure pursuant to this Rule as "Restricted Dissemination Material," without supporting certification, if the accused's attorney agrees to the designation.

(B) In the absence of an agreement by the attorney for the accused, the attorney for the Commonwealth may designate any evidence or material as "Restricted Dissemination Material" by stamping or otherwise marking it as such and providing a certification in writing, upon information and belief, that: (i) the designated material relates to the statement of a child victim or witness; or (ii) disclosure of the designated material may result in danger to the safety or security of a witness or victim, danger of a witness being intimidated or tampered with, or a risk of compromising an ongoing criminal investigation or confidential law enforcement technique.

(C) Except as otherwise provided by order of the court or these Rules, "Restricted Dissemination Material" may only be disclosed to the accused's attorney, the agents or employees of the accused's attorney, or to an expert witness. The accused's attorney may orally communicate the content of "Restricted Dissemination Material" to the accused or allow the accused to view the content of such material but shall not provide the accused with copies of material so designated. "Restricted Dissemination Material" may not otherwise be reproduced, copied or disseminated in any way.

(D) If the Commonwealth designates evidence or material as "Restricted Dissemination Material" pursuant to subpart (c)(2)(B) of this Rule, the accused may at any time file a motion seeking to remove that designation from such evidence or material. Should the court find good cause to remove the designation, it may order that the evidence or material no longer be designated as "Restricted Dissemination Material."

(E) Within 21 days of the entry of a final order by the trial court, or upon the termination of the representation of the accused, the accused's attorney shall return to the court all originals and copies of any "Restricted Dissemination Material" disclosed pursuant to this Rule. The court shall maintain such returned "Restricted Dissemination Material" under seal. Any material sealed pursuant to this subpart shall remain available for inspection by counsel of record. For good cause shown, the court may enter an order allowing additional access to the sealed material as the court in its discretion deems appropriate.

(F) In any case in which an accused is not represented by an attorney, the Commonwealth may file a motion seeking to limit the scope of discovery pursuant to this Rule. For good cause shown, the court may order any limitation or restriction on the provision of discovery to an accused who is unrepresented by an attorney as the court in its discretion deems appropriate.

(d) *Discovery by the Commonwealth.* — If the court grants disclosure to the accused under subpart (b) of this Rule, it shall also order the accused to: (1) Permit the Commonwealth to inspect and copy or photograph any written reports of autopsy examinations, ballistic tests, fingerprint analyses, handwriting analyses, blood, urine and breath analyses, and other scientific testing within the accused's possession, custody or control that the defense intends to proffer or introduce into evidence at trial or sentencing.

(2) Disclose whether the accused intends to introduce evidence to establish an alibi and, if so, disclose the place at which the accused claims to have been at the time the alleged offense was committed.

(3) Permit the Commonwealth to inspect, copy or photograph any written reports of physical or mental examination of the accused made in connection with the particular case if the accused intends to rely upon the defense of insanity pursuant to Chapter 11 of Title 19.2; provided, however, that no statement made by the accused in the course of such an examination disclosed pursuant to this Rule shall be used by the Commonwealth in its case-in-chief, whether the examination was conducted with or without the consent of the accused.

(4)(A) Notify the Commonwealth in writing of the accused's intent to introduce expert opinion testimony at trial or sentencing and to provide the Commonwealth with: (i) any written

report of the expert witness setting forth the witness's opinions and the bases and reasons for those opinions, or, if there is no such report, a written summary of the expected expert testimony setting forth the witness's opinions and the bases and reasons for those opinions, and (ii) the witness's qualifications and contact information.

(B) Nothing in subparts (d)(4)(A)(i) and (ii) of this Rule shall render inadmissible an expert witness's testimony at the trial or sentencing further explaining the opinions, bases and reasons disclosed pursuant to this Rule, or the expert witness's qualifications, just because the further explanatory language was not included in the notice and disclosure provided under this Rule.

Providing a copy of a certificate of analysis from the Virginia Department of Forensic Science or any other agency listed in Virginia Code § 19.2-187, signed by hand or by electronic means by the person performing the analysis or examination, shall satisfy the requirements of subparts (d)(4)(A)(i) and (ii) of this Rule.

(5) Provide to the Commonwealth a list of the names and, if known, the addresses of all persons who are expected to testify on behalf of the accused at trial or sentencing. The accused's attorney may redact the personal identifying information of any witness if so authorized by a protective order entered by the court pursuant to subpart (g) of this Rule.

(e) *Time of Motion.* — A motion by the accused under this Rule must be made at least 10 calendar days before the day fixed for trial. The motion shall identify all relief sought pursuant to this Rule. A subsequent motion may be made only upon a showing of cause why such motion would be in the interest of justice.

(f) *Time, Place and Manner of Discovery and Inspection.* — The order granting relief under this Rule shall specify in writing the time, place and manner of making the discovery and inspection ordered. The court in its discretion may prescribe such terms and conditions as are reasonable and just.

(g) *Protective Order.* — (1) Upon the motion of either party and for good cause, the court may enter a protective order with regard to the discovery or inspection required by this Rule. The court in its discretion may order any condition that it deems necessary to the orderly adjudication

of the case or to the fair administration of justice. These conditions may include, but are not limited to:

(A) a requirement that the parties not disclose the contents of any material or evidence disclosed or discovered pursuant to this Rule in any public forum, including any website;

(B) a requirement that the parties not disclose the contents of any material or evidence disclosed or discovered pursuant to this Rule to any third-party who is not an agent or employee of the parties or an expert witness;

(C) authorization to either party to withhold the residential address, telephone number, email address or place of employment of any witness not covered by the terms of subpart (c)(1) of this Rule; or

(D) authorization for either party in appropriate circumstances to withhold from disclosure or place additional restrictions on dissemination of information otherwise discoverable but not exculpatory.

(2) Should either party believe in good faith that the terms of a protective order entered by the court have been violated, such party may move the court to enforce the order and to impose any necessary and appropriate sanction authorized by Virginia law.

(h) Continuing Duty to Disclose; Failure to Comply. — If, after disposition of a motion under this Rule, counsel or a party discovers before or during trial additional material previously requested or falling within the scope of an order previously entered, that is subject to discovery or inspection under this Rule but has not previously been disclosed, the party shall promptly notify the other party or their counsel or the court of the existence of the additional material. If at any time during the pendency of the case it is brought to the attention of the court that a party has failed to comply with this Rule or with an order issued pursuant to this Rule, the court shall order such party to permit the discovery or inspection of materials not previously disclosed, and may grant such other relief authorized by Virginia law as it may in its discretion deem appropriate:

Amend Rule 3A:12 as follows:

Rule 3A:12. Subpoena.

(a) *For Attendance of Witnesses.* — (1) A subpoena for the attendance of a witness to

testify before a court not of record shall be issued by the judge, clerk, magistrate, attorney for the Commonwealth or by the attorney for the accused.

(2) A subpoena for the attendance of a witness to testify before a circuit court or a grand jury may be issued by the clerk or attorney for the Commonwealth and, for the attendance of a witness to testify before a circuit court, by the attorney for the accused as well.

(3) A subpoena shall (i) be directed to an appropriate officer or officers, (ii) name the witness to be summoned, (iii) state the name of the court and the title, if any, of the proceeding, (iv) command the officer to summon the witness to appear at the time and place specified in the subpoena for the purpose of giving testimony, and (v) state on whose application the subpoena was issued.

(4) No subpoena or subpoena duces tecum shall be issued in any criminal case or proceeding, including any proceeding before any grand jury, which is (i) directed to a member of the bar of this Commonwealth or any other jurisdiction, and (ii) compels production or testimony concerning any present or former client of the member of the bar, unless the subpoena request has been approved in all specifics, in advance, by a judge of the circuit court wherein the subpoena is requested after reasonable notice to the attorney who is the subject of the proposed subpoena. The proceedings for approval may be conducted in camera, in the judge's discretion, and the judge may seal such proceedings. Such subpoena request shall be made by the attorney for the Commonwealth for the jurisdiction involved, either on motion of the attorney for the Commonwealth or upon request to the attorney for the Commonwealth by the foreman of any grand jury. An accused may also initiate such a subpoena request.

(b) *For Production of Documentary Evidence and of Objects Before a Circuit Court.* —

(1) Upon notice to the adverse party and on affidavit by the party applying for the subpoena that the requested writings or objects are material to the proceedings and are in the possession of a person not a party to the action, the judge or the clerk may issue a subpoena duces tecum for the production of writings or objects described in the subpoena. Such subpoena shall command either (i) that the person to whom it is addressed shall appear with

the items described either before the court or the clerk, or (ii) that such person shall deliver the items described to the clerk. The subpoena may direct that the writing or object be produced at a time before the trial or before the time when it is to be offered in evidence. The term "material to the proceedings" as used in this subpart (b) does not require that the subpoenaed writings or objects be admissible at trial or that they be exculpatory.

(2) Any subpoenaed writings and objects, regardless of which party sought production of them, shall be available for examination and review by all parties and counsel. Subpoenaed writings or objects shall be received by the clerk and shall be placed under seal and shall not be open for examination and review except by the parties and counsel unless otherwise directed by the court. The clerk shall adopt procedures to ensure compliance with this subpart of the Rule. Until such time as the subpoenaed materials are admitted into evidence they shall remain under seal unless the court orders that some or all of such materials be unsealed.

(3) Where subpoenaed writings and objects are of such nature or content that disclosure to other parties would be unduly prejudicial, the court, upon written motion and notice to all parties, may grant such relief as it deems appropriate, including: (i) quashing the subpoena in whole or in part, (ii) prohibiting or limiting disclosure, removal and copying, (iii) redacting confidential or immaterial information, (iv) prohibiting or restricting further disclosure by parties to the litigation, and/or (v) ordering return of all copies of the subpoenaed material upon completion of the litigation. Such motions may be brought by a party to the litigation, by the entity or individual subpoenaed, or by the entity or individual who is the subject of the subpoenaed material.

(4) If a subpoena requires the production of information that is stored in an electronic format, the person to whom it is addressed shall produce a tangible copy of the information. If a tangible copy cannot be reasonably produced, the subpoenaed person shall permit the parties to review the information on a computer or by other electronic means during normal business hours, provided that the information can be accessed and isolated. If a tangible copy cannot reasonably be produced and the information is commingled with information other than that requested in the subpoena and cannot reasonably be isolated, the person to whom the subpoena is

addressed may file a motion to quash the subpoena or a motion for limitations on disclosure or other appropriate relief.

(c) *Service and Return.* — A subpoena may be executed anywhere in the Commonwealth by an officer authorized by law to execute the subpoena in the place where it is executed. The officer executing a subpoena shall make return thereof to the court named in the subpoena.

(d) *Contempt.* — Failure by any person without adequate excuse to obey a properly served subpoena may be deemed a contempt of the court to which the subpoena is returnable.

(e) *Recognizance of a Witness.* — If it appears that the testimony of a person is material in any criminal proceeding, a judicial officer may require him to give a recognizance for his appearance.

(f) *Photocopying of Subpoenaed Documents.* — Subject to the provisions of subpart (b) of this Rule, removal and photocopying of subpoenaed documents by any party or counsel shall be permitted. The court shall direct a procedure for removal, photocopying and return of such documents.

(g) *Undue Burden.* — Where subpoenaed material is so voluminous that its production would place an undue burden on the subpoenaed entity, the court may order that the subpoena duces tecum be satisfied by making the writings and documents reasonably available for inspection by the requesting party, subject to review by the court.

(h) *Virginia Freedom of Information Act.* — In accordance with Virginia Code § 2.2-3703.1, the provisions of the Virginia Freedom of Information Act shall not govern a court's determinations with regard to the applicability of this Rule.

(i) *Subpoena Issued to a Party.* — In a criminal proceeding, a subpoena duces tecum may not be used to obtain material from a party. Nor may a subpoena duces tecum be used to obtain material from an agency or entity participating in, or charged with responsibility for, the investigation or prosecution of a criminal case such that the agency and its employees are deemed agents of the Commonwealth. A subpoenaed agency or entity claiming party status may move for relief from a subpoena on that basis and – if the court quashes the subpoena – discovery shall be governed by Rule 3A:11 and orders issued pursuant to that

Rule. For purposes of this rule, the Department of Forensic Science and the Division of Laboratory Consolidated Services are not parties.

(j) *In Camera Review*. — In determining whether a protective order should issue, or other relief be granted, a court may in its discretion review subpoenaed material in camera.

(k) *Confidentiality Provisions of Code §19.2-11.2*. — Where the confidentiality provisions of Virginia Code §19.2-11.2 apply, any material produced pursuant to a subpoena duces tecum shall be treated in accordance with the provisions of that statute.

(l) *Health Records Privacy*. — Any subpoena duces tecum seeking health records, or records concerning the provision of health services, as those terms are defined by Virginia Code § 32.1-127.1:03, are subject to the procedures and requirements of § 32.1-127.1:03(H), including the provisions for objecting to disclosure by a motion to quash.

(m) *Decision of the Court*. — A court must state on the record, or in writing, its reasons for making a decision pursuant to this Rule.

A Copy,

Teste:

Patricia L. Harrington, Clerk

By:



Deputy Clerk

January 2017 -- November 2018 Filings

Dashboard

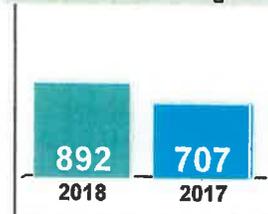
Court: Madison Circuit
 Start/End Date: Jan-17 / Nov-18
 7 Average Month: 66
 Jan-Nov 2017: 707
 Filings Trending: ▲

Circuit/Court ID: 16 216113
 Type of Case: Filings
 2018 Average Month: 81
 Jan-Nov 2018 : 892
 Overall AVG. Month: 73

Monthly Filings Summary



Jan --- Nov Filings



Filings by Division

| | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Thru Nov | % Change | Total |
|-------------------------------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----------|----------|-------|
| Total | 2018 | 92 | 99 | 86 | 85 | 60 | 71 | 54 | 83 | 73 | 104 | 85 | - | 892 | 26% | 892 |
| | 2017 | 64 | 58 | 67 | 65 | 65 | 76 | 53 | 53 | 63 | 87 | 56 | 87 | 707 | ▲ | 707 |
| Civil Division | 2018 | 69 | 57 | 56 | 51 | 40 | 34 | 31 | 36 | 40 | 43 | 38 | - | 495 | 32% | 495 |
| | 2017 | 20 | 21 | 37 | 28 | 43 | 36 | 32 | 30 | 37 | 60 | 30 | 41 | 374 | ▲ | 411 |
| Criminal Division | 2018 | 16 | 31 | 10 | 21 | 9 | 27 | 7 | 22 | 17 | 48 | 32 | - | 240 | 19% | 240 |
| | 2017 | 27 | 27 | 16 | 25 | 13 | 34 | 9 | 15 | 10 | 16 | 9 | 28 | 201 | ▲ | 222 |
| Miscellaneous Division | 2018 | 3 | 7 | 11 | 9 | 6 | 7 | 8 | 11 | 9 | 7 | 8 | - | 86 | 9% | 86 |
| | 2017 | 12 | 7 | 6 | 9 | 4 | 4 | 5 | 6 | 7 | 9 | 10 | 6 | 79 | ▲ | 81 |
| Other Division | 2018 | 4 | 4 | 9 | 4 | 5 | 3 | 8 | 14 | 7 | 6 | 7 | - | 71 | 34% | 71 |
| | 2017 | 5 | 3 | 8 | 3 | 5 | 2 | 7 | 2 | 9 | 2 | 7 | 12 | 53 | ▲ | 68 |

Filings by Case Category

| | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Thru Nov | % Change | Total |
|--|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----------|----------|-------|
| Contested Divorce | 2018 | - | - | 1 | - | - | - | - | - | 5 | 1 | - | - | 7 | 17% | 7 |
| | 2017 | 1 | - | 1 | 1 | 1 | - | - | - | 1 | 1 | - | - | 6 | ▲ | 6 |
| Domestic and Family - Level 1 | 2018 | 1 | 4 | - | - | - | - | - | - | - | - | 1 | - | 6 | -67% | 6 |
| | 2017 | - | - | - | - | - | 6 | - | - | - | 12 | - | 9 | 18 | ▼ | 27 |
| Domestic and Family - Level 2 | 2018 | - | - | 1 | 2 | 1 | 2 | - | 4 | - | 2 | 1 | - | 13 | -19% | 13 |
| | 2017 | - | - | 1 | - | 14 | - | - | - | 1 | - | - | - | 16 | ▼ | 16 |
| Felonies and Related Matters | 2018 | 4 | 13 | 8 | 14 | 5 | 17 | 5 | 15 | 11 | 37 | 13 | - | 142 | 15% | 142 |
| | 2017 | 20 | 15 | 11 | 20 | 7 | 23 | 2 | 10 | 4 | 6 | 5 | 21 | 123 | ▲ | 144 |
| General Civil - Level 1 | 2018 | - | - | - | - | - | - | - | - | - | - | - | - | 0 | -100% | 0 |
| | 2017 | - | - | - | - | - | - | - | - | 1 | - | - | - | 1 | ▼ | 1 |
| General Civil - Level 2 | 2018 | 2 | 3 | 1 | 4 | 7 | 3 | 3 | 1 | 1 | 1 | 1 | - | 26 | 30% | 26 |
| | 2017 | - | 3 | 1 | 4 | - | 2 | - | 1 | 3 | 4 | 2 | 1 | 20 | ▲ | 21 |
| General Civil - Level 3 | 2018 | 1 | 1 | 1 | 3 | 6 | 7 | 1 | - | - | - | 1 | 1 | 21 | 40% | 21 |
| | 2017 | 1 | - | 7 | 1 | - | 2 | - | 1 | - | 2 | 1 | 1 | 15 | ▲ | 16 |
| Miscellaneous Civil | 2018 | 61 | 53 | 53 | 44 | 29 | 26 | 25 | 36 | 39 | 39 | 36 | - | 441 | 38% | 441 |
| | 2017 | 24 | 18 | 30 | 21 | 28 | 23 | 33 | 33 | 35 | 44 | 31 | 31 | 320 | ▲ | 357 |
| Misdemeanor | 2018 | 12 | 11 | 2 | 2 | 4 | 5 | 2 | 6 | 4 | 8 | 17 | - | 73 | 20% | 73 |
| | 2017 | 6 | 11 | 5 | 4 | 4 | 8 | 4 | 1 | 6 | 8 | 4 | 5 | 61 | ▲ | 66 |
| Other | 2018 | 7 | 6 | 16 | 10 | 7 | 5 | 13 | 17 | 9 | 10 | 11 | - | 111 | 21% | 111 |
| | 2017 | 10 | 7 | 10 | 10 | 7 | 5 | 10 | 3 | 11 | 7 | 12 | 17 | 92 | ▲ | 109 |
| Other Criminally Related Matters | 2018 | - | 7 | - | 5 | - | 5 | - | 1 | 2 | 3 | 2 | - | 25 | 47% | 25 |
| | 2017 | 1 | 1 | - | 1 | 2 | 3 | 3 | 4 | - | 2 | - | 2 | 17 | ▲ | 19 |
| Probates/Wills & Trusts - Level 1 | 2018 | - | - | - | - | - | - | - | - | - | - | - | - | 0 | -100% | 0 |
| | 2017 | - | 1 | - | - | - | - | - | - | - | - | - | - | 1 | ▼ | 1 |
| Probates/Wills & Trusts - Level 2 | 2018 | - | 1 | 1 | 1 | - | 1 | 3 | - | - | 2 | 2 | - | 11 | 10% | 11 |
| | 2017 | - | - | - | 2 | 1 | 4 | - | - | 1 | 1 | 1 | - | 10 | ▲ | 10 |
| Uncontested Divorce | 2018 | 4 | - | 2 | - | 1 | - | 2 | 3 | 2 | 1 | 1 | - | 16 | 129% | 16 |
| | 2017 | 1 | 2 | 1 | 1 | 1 | - | 1 | - | - | - | - | - | 7 | ▲ | 7 |

MADISON COUNTY FORENSIC INTERVIEW SPACE – WATER DAMAGE

Before (6/14/2017)



After (1/11/2019)



Before (6/14/2017)



After (1/11/2019)



Before (6/14/2017)



After (1/11/2019)



| County of Madison | | | | | | | | | | |
|-------------------------|---------------------------------|-----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|----------|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: | | Rappahannock Legal Services | | | | | | | | |
| Dept # | | 22300 | | | | | | | | |
| Contact | | Ann Kloeckner | | | | | | | | |
| | | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-05 -51 -51700-5640 | PIEDMONT REGIONAL DENTAL CLINIC | - | - | - | - | 2,000.00 | 2,000.00 | Not budgeted | Not budgeted | |

22300

COUNTY OF MADISON

FY2020 AGENCY FUNDING APPLICATION

DEADLINE: January 11, 2019



| IDENTIFICATION | |
|---------------------------------|---|
| Organization/Agency Name: | Legal Aid Works® |
| Street Name: | 500 Lafayette Blvd., Suite 100 |
| Mailing Address: | Fredericksburg, VA 22401 |
| Agency Contact: | Ann H. Kloeckner, Esq. |
| Telephone Number: | 540-371-1105 EXT. 116 |
| E-mail Address – Agency Contact | akloeckner@legalaidworks.org |
| Agency's Web Address: | www.legalaidworks.org |
| Federal Tax ID#: | 23-7362601 |
| Audit: | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

| PURPOSE/NARRATIVE |
|--|
| <p>Missions and Goals: We champion fairness by advocating for those with the least access to the civil court system. We provide free, high-quality legal services for indigent clients who have civil legal issues. Our main goal is to ensure that domestic violence victims and those at risk of homelessness receive the help they need to be safe and stay in their homes.</p> |
| <p>Experience and Accomplishments: Our office in Culpeper has been serving the citizens of Madison County since 1980. Currently, two attorneys are the only resource for poor persons struggling to find equal access to justice in the civil legal system. According to the 2010 Census, there are 2,071 citizens of Madison County who qualify for our services. In FY 2018, we served 14 clients in Madison County courts.</p> |

Benefits of Funding: When Madison County funds Legal Aid Works®, they are ensuring several important benefits for the community. When Legal Aid Works® represents a client, the court system runs more smoothly instead of having to take time to deal with a confused person handling a case on her own. We help reduce the strain on Madison County's social services budget by putting dollars back into the pockets of our clients through court awards for child and spousal support and unemployment benefits that had been unlawfully denied. And we provide a service that no other agency provides. We help get protective orders for abuse victims, and keep tenants and homeowners in their homes. And we make sure that workers get the unemployment benefits they are entitled to receive.

Intention of Use: We will use this support to continue the work of our Culpeper office which provides legal services to the poor citizens of Madison County in the critical areas of domestic violence, family law, housing and public benefits.

| FUNDING | |
|---------------------|---|
| Category of Funding | <input type="checkbox"/> Public Safety <input type="checkbox"/> Health <input type="checkbox"/> Arts/Culture <input type="checkbox"/> General Community/Civic <input checked="" type="checkbox"/> Human Services <input type="checkbox"/> Education <input type="checkbox"/> Environment <input type="checkbox"/> Recreation |
| Funding Request: | \$ 2,000 |

| | |
|--------------------------------------|---------------------------|
| Signature: <u>Ann H. Kloeckner</u> | Title: Executive Director |
| Printed Name: Ann H. Kloeckner, Esq. | Date: <u>1/4/19</u> |

Legal Aid Works
Profit & Loss Budget vs. Actual

July 2018 through June 2019

PROPOSED BUDGET Non County Funding History FY20

LEGAL AID WORKS®
 KING WILLIAM COUNTY
 2020 COUNTY FUNDING REQUEST

| | <u>Jul '19 - Jun 20</u> |
|---|-------------------------|
| Ordinary Income/Expense | |
| Income | |
| 30000 · Grants | |
| 30100 · LSCV-State | 536,191.00 |
| 30102 · LSCV-BOA | 90,000.00 |
| 30103 · VOCA-DCJS | 264,368.00 |
| 30110 · LSNV | 50,000.00 |
| 30200 · Foundation Grants | 7,500.00 |
| 30300 · Local Funds | 166,056.00 |
| 30310 · CDBG | 8,400.00 |
| 30340 · VSDVVF | 30,400.00 |
| 30350 · VSTOP | 23,558.00 |
| 30400 · Title IIIB-Agencies on Aging | 7,308.60 |
| 30500 · SAFE | 1,800.00 |
| 30900 · United Way-RUW | |
| 30905 · United Way Donations | 0.00 |
| 30900 · United Way-RUW - Other | 52,000.00 |
| Total 30900 · United Way-RUW | <u>52,000.00</u> |
| Total 30000 · Grants | 1,237,581.60 |
| 31000 · Fundraising | |
| 31010 · Church | 2,500.00 |
| 31022 · PAFD | |
| 31023 · Bar Association Donations | 10,000.00 |
| 31022 · PAFD - Other | 6,000.00 |
| Total 31022 · PAFD | <u>16,000.00</u> |
| 31040 · FOLAW | 10,000.00 |
| 31050 · Events | 7,000.00 |
| Total 31000 · Fundraising | <u>35,500.00</u> |
| 32000 · Contributions - Unrestricted | |
| 32100 · Donations | |
| 32102 · Organization | 0.00 |
| 32106 · Give Local Piedmont | |
| 32100 · Donations - Other | 4,000.00 |
| Total 32100 · Donations | <u>4,000.00</u> |
| 32200 · Client Donations | 300.00 |
| 32300 · Equal Justice Society - Monthly | 800.00 |
| 32000 · Contributions - Unrestricted - Other | |
| Total 32000 · Contributions - Unrestricted | <u>5,100.00</u> |
| 33000 · Donated Services | 0.00 |

Legal Aid Works
Profit & Loss Budget vs. Actual
July 2018 through June 2019

| | <u>Jul '19 - Jun 20</u> |
|---|-------------------------|
| 35000 · Fees, Tax Benefits | |
| 35500 · Attorney Fees | 0.00 |
| 35501 · Guardian Ad Litem Fees | 13,000.00 |
| 35000 · Fees, Tax Benefits - Other | 0.00 |
| Total 35000 · Fees, Tax Benefits | <u>13,000.00</u> |
| | |
| Total Income | <u>1,286,651.00</u> |
| Gross Profit | <u>1,286,651.00</u> |

Legal Aid Works
Profit & Loss Budget vs. Actual
 July 2018 through June 2019

| Ordinary Income/Expense | Jul '18 - Jun 19 | Budget |
|---|-------------------|---------------------|
| Income | | |
| 30000 · Grants | | |
| 30100 · LSCV-State | 223,412.10 | 536,191.00 |
| 30102 · LSCV-BOA | 37,500.00 | 90,000.00 |
| 30103 · VOCA-DCJS | 35,290.28 | 264,368.00 |
| 30110 · LSNV | 20,833.35 | 50,000.00 |
| 30200 · Foundation Grants | 5,000.00 | 7,500.00 |
| 30300 · Local Funds | 112,658.00 | 158,213.00 |
| 30310 · CDBG | 1,904.00 | 8,400.00 |
| 30340 · VSDVVF | 0.00 | 30,400.00 |
| 30350 · VSTOP | 5,889.50 | 23,558.00 |
| 30400 · Title IIIB-Agencies on Aging | 1,434.31 | 7,308.60 |
| 30450 · Quin Rivers, Inc. | 0.00 | 2,500.00 |
| 30500 · SAFE | 750.00 | 1,800.00 |
| 30900 · United Way-RUW | | |
| 30905 · United Way Donations | 1,369.21 | 0.00 |
| 30900 · United Way-RUW - Other | 17,332.00 | 52,000.00 |
| Total 30900 · United Way-RUW | 18,701.21 | 52,000.00 |
| 30910 · United Way - Piedmont | 813.39 | 813.39 |
| Total 30000 · Grants | 464,186.14 | 1,233,051.99 |
| 31000 · Fundraising | | |
| 31010 · Church | 700.00 | 2,500.00 |
| 31022 · PAFD | | |
| 31023 · Bar Association Donations | 0.00 | 10,000.00 |
| 31022 · PAFD - Other | 0.00 | 6,000.00 |
| Total 31022 · PAFD | 0.00 | 16,000.00 |
| 31040 · FOLAW | 3,050.00 | 10,000.00 |
| 31050 · Events | 14,431.15 | 7,000.00 |
| Total 31000 · Fundraising | 18,181.15 | 35,500.00 |
| 32000 · Contributions - Unrestricted | | |
| 32100 · Donations | | |
| 32101 · Corporate | 1,777.77 | |
| 32102 · Organization | 24.20 | 0.00 |
| 32106 · Give Local Piedmont | 9,436.78 | |
| 32100 · Donations - Other | 30,423.75 | 4,000.00 |
| Total 32100 · Donations | 41,662.50 | 4,000.00 |
| 32200 · Client Donations | 268.85 | 300.00 |
| 32300 · Equal Justice Society - Monthly | 1,930.23 | 800.00 |
| 32000 · Contributions - Unrestricted - Other | 110.00 | |
| Total 32000 · Contributions - Unrestricted | 43,971.58 | 5,100.00 |
| 33000 · Donated Services | 1,460.00 | 0.00 |
| 35000 · Fees, Tax Benefits | | |
| 35500 · Attorney Fees | 0.00 | 0.00 |

Legal Aid Works
Profit & Loss Budget vs. Actual
 July 2018 through June 2019

| | <u>Jul '18 - Jun 19</u> | <u>Budget</u> |
|--|-------------------------|---------------------|
| 35501 · Guardian Ad Litem Fees | 11,383.75 | 13,000.00 |
| 35000 · Fees, Tax Benefits - Other | 0.00 | 0.00 |
| Total 35000 · Fees, Tax Benefits | 11,383.75 | 13,000.00 |
| Total Income | 539,182.62 | 1,286,651.99 |
| Gross Profit | 539,182.62 | 1,286,651.99 |
| Expense | | |
| 51000 · Fundraising Expense | | |
| 51100 · Events | 500.00 | 4,500.00 |
| 51200 · Letter Campaigns | 0.00 | 1,400.00 |
| 51300 · Promotion | 114.02 | 3,080.00 |
| Total 51000 · Fundraising Expense | 614.02 | 8,980.00 |
| 52000 · Subscriptions/Services | | |
| 52010 · Kemp's | 2,566.00 | 8,472.00 |
| 52020 · Online Backup | 0.00 | 400.00 |
| 52030 · Web Hosting | 350.00 | |
| Total 52000 · Subscriptions/Services | 2,916.00 | 8,872.00 |
| 53000 · Dues and Fees | 6,587.35 | 5,500.00 |
| 53602 · Litigation Expense | 300.00 | 5,000.00 |
| 53603 · Language Access | 12.23 | 500.00 |
| 54000 · Supplies | 3,619.64 | 9,000.00 |
| 54100 · Printing and Reproduction | 1,020.96 | 3,000.00 |
| 55000 · Library | 1,300.57 | 4,000.00 |
| 56000 · Postage | 1,091.09 | 3,500.00 |
| 57000 · Travel | | |
| 57100 · Statewide Conference | 1,519.00 | 6,000.00 |
| 57000 · Travel - Other | 6,518.04 | 20,000.00 |
| Total 57000 · Travel | 8,037.04 | 26,000.00 |
| 57500 · Professional Development | 2,793.09 | 10,000.00 |
| 59000 · Professional Fees | | |
| 59100 · Accounting | 4,000.00 | 4,000.00 |
| 59200 · Logo/Webdesign/Media | 0.00 | 0.00 |
| 59300 · Payroll Service Fees | 1,099.92 | 2,700.00 |
| 59400 · Insurance Service Fees | 1,821.00 | 1,700.00 |
| 59500 · Investment Management | 0.00 | 300.00 |
| 59000 · Professional Fees - Other | 103.97 | 400.00 |
| Total 59000 · Professional Fees | 7,024.89 | 9,100.00 |
| 60000 · Rent | 34,873.70 | 69,600.00 |
| 61000 · Repairs and Maintenance | | |
| 61100 · Building and Facilities | 1,221.69 | 4,740.00 |
| 61200 · Computers, Copiers, Equipment | 11,211.61 | 19,000.00 |
| Total 61000 · Repairs and Maintenance | 12,433.30 | 23,740.00 |
| 61400 · Furnishings, Equipmt, Software | 1,065.33 | 3,500.00 |
| 61500 · Equipment Rental | 205.74 | 1,000.00 |
| 62000 · Utilities | | |

Legal Aid Works
Profit & Loss Budget vs. Actual
July 2018 through June 2019

| | <u>Jul '18 - Jun 19</u> | <u>Budget</u> |
|---|-------------------------|---------------------|
| 62100 · Electric | 944.90 | 3,000.00 |
| 62200 · Gas | 131.20 | 700.00 |
| 62300 · Internet | 1,854.94 | 5,000.00 |
| 62500 · Telephone | 3,344.76 | 8,000.00 |
| 62600 · Trash Service | 20.00 | 50.00 |
| 62700 · Water | 377.26 | 955.00 |
| Total 62000 · Utilities | <u>6,673.06</u> | <u>17,705.00</u> |
| 64000 · Taxes and Licenses | 633.56 | 800.00 |
| 66000 · Payroll Expenses | | |
| 66100 · Salaries | 376,023.56 | 993,348.68 |
| 66210 · Social Security - Employer | 21,920.93 | 61,587.63 |
| 66220 · Medicare Expenses - Employer | 5,126.76 | 14,403.56 |
| 66300 · Employee Benefits | | |
| 66310 · Health Insurance | 42,388.58 | 103,463.04 |
| 66311 · HRA Payments | 24,584.81 | 52,000.00 |
| 66312 · Flex Benefits | 0.00 | 0.00 |
| 66320 · Disability | 3,423.46 | 6,384.24 |
| 66330 · Life Insurance | 1,367.25 | 2,706.48 |
| 66300 · Employee Benefits - Other | 0.00 | 0.00 |
| Total 66300 · Employee Benefits | <u>71,764.10</u> | <u>164,553.76</u> |
| Total 66000 · Payroll Expenses | <u>474,835.35</u> | <u>1,233,893.63</u> |
| 66700 · Interns/Temp Workers | 2,200.00 | |
| 67000 · Program Insurance | 8,442.32 | 10,000.00 |
| 69000 · Service Charges | 318.94 | 300.00 |
| 69500 · Donated Services Expense | | |
| 69510 · Events | 0.00 | 0.00 |
| 69530 · Library Law Books | 390.00 | 0.00 |
| 69570 · Professional Services | 0.00 | 0.00 |
| 69590 · Travel | 970.00 | 0.00 |
| 69500 · Donated Services Expense - Other | 100.00 | 0.00 |
| Total 69500 · Donated Services Expense | <u>1,460.00</u> | <u>0.00</u> |
| Total Expense | <u>578,458.18</u> | <u>1,453,990.63</u> |
| Net Ordinary Income | -39,275.56 | -167,338.64 |
| Other Income/Expense | | |
| Other Income | | |
| 70000 · Other Income | | |
| 70100 · Interest | 271.46 | 0.00 |
| 71000 · Investment Income | 6,364.25 | 0.00 |
| Total 70000 · Other Income | <u>6,635.71</u> | <u>0.00</u> |
| Total Other Income | 6,635.71 | 0.00 |
| Other Expense | | |
| 80000 · Other Expense | | |
| 81000 · Investment Loss | 0.00 | 0.00 |
| Total 80000 · Other Expense | <u>0.00</u> | <u>0.00</u> |

Legal Aid Works
Profit & Loss Budget vs. Actual
July 2018 through June 2019

| | <u>Jul '18 - Jun 19</u> | <u>Budget</u> |
|---------------------|-------------------------|--------------------|
| Total Other Expense | 0.00 | 0.00 |
| Net Other Income | 6,635.71 | 0.00 |
| Net Income | <u>-32,639.85</u> | <u>-167,338.64</u> |

Legal Aid Works Profit & Loss Budget vs. Actual

July 2017 through June 2018

BUDGET VS ACUTAL Non County Funding History FY18

LEGAL AID WORKS®

MADISON

2020 COUNTY FUNDING REQUEST

| Ordinary Income/Expense | <u>Jul '17 - Jun 18</u> | <u>Budget</u> |
|---|-------------------------|---------------------|
| Income | | |
| 30000 · Grants | | |
| 30100 · LSCV-State | 536,189.04 | 536,191.00 |
| 30102 · LSCV-BOA | 90,000.00 | 90,000.00 |
| 30103 · VOCA-DCJS | 264,368.00 | 264,368.00 |
| 30110 · LSNV | 50,000.04 | 50,000.00 |
| 30200 · Foundation Grants | 33,307.00 | 7,500.00 |
| 30300 · Local Funds | 161,213.00 | 158,213.00 |
| 30310 · CDBG | 8,373.00 | 8,400.00 |
| 30340 · VSDVVF | 22,800.00 | 30,400.00 |
| 30350 · VSTOP | 23,558.00 | 23,558.00 |
| 30400 · Title IIIB-Agencies on Aging | 4,601.51 | 7,308.60 |
| 30450 · Quin Rivers, Inc. | 0.00 | 0.00 |
| 30500 · SAFE | 1,250.00 | 0.00 |
| 30900 · United Way-RUW | | |
| 30905 · United Way Donations | 5,249.26 | 0.00 |
| 30900 · United Way-RUW - Other | 52,000.00 | 52,000.00 |
| Total 30900 · United Way-RUW | <u>57,249.26</u> | <u>52,000.00</u> |
| 30910 · United Way - Piedmont | 495.00 | 495.00 |
| Total 30000 · Grants | <u>1,253,403.85</u> | <u>1,228,433.60</u> |
| 31000 · Fundraising | | |
| 31010 · Church | 4,150.00 | 2,500.00 |
| 31022 · PAFD | | |
| 31023 · Bar Association Donations | 10,000.00 | 10,000.00 |
| 31022 · PAFD - Other | 9,058.92 | 5,000.00 |
| Total 31022 · PAFD | <u>19,058.92</u> | <u>15,000.00</u> |
| 31040 · FOLAW | 7,980.00 | 10,000.00 |
| 31050 · Events | 8,295.24 | 7,000.00 |
| Total 31000 · Fundraising | <u>39,484.16</u> | <u>34,500.00</u> |
| 32000 · Contributions - Unrestricted | | |
| 32100 · Donations | | |
| 32102 · Organization | 195.97 | 0.00 |
| 32100 · Donations - Other | 207,469.25 | 4,000.00 |
| Total 32100 · Donations | <u>207,665.22</u> | <u>4,000.00</u> |
| 32200 · Client Donations | 762.60 | 800.00 |
| 32300 · Equal Justice Society - Monthly | 2,960.76 | 0.00 |
| 32000 · Contributions - Unrestricted - Other | 3,000.00 | |
| Total 32000 · Contributions - Unrestricted | <u>214,388.58</u> | <u>4,800.00</u> |

Legal Aid Works
Profit & Loss Budget vs. Actual
 July 2017 through June 2018

| | <u>Jul '17 - Jun 18</u> | <u>Budget</u> |
|---|-------------------------|---------------------|
| 33000 · Donated Services | 179,139.30 | 0.00 |
| 35000 · Fees, Tax Benefits | | |
| 35500 · Attorney Fees | 250.00 | |
| 35501 · Guardian Ad Litem Fees | 21,022.00 | 13,000.00 |
| 35000 · Fees, Tax Benefits - Other | 212.50 | |
| Total 35000 · Fees, Tax Benefits | <u>21,484.50</u> | <u>13,000.00</u> |
| Total Income | <u>1,707,900.39</u> | <u>1,280,733.60</u> |
| Gross Profit | 1,707,900.39 | 1,280,733.60 |
| Expense | | |
| 51000 · Fundraising Expense | | |
| 51100 · Events | 516.50 | 2,500.00 |
| 51200 · Letter Campaigns | 897.96 | 1,400.00 |
| 51300 · Promotion | 850.34 | 5,080.00 |
| 51000 · Fundraising Expense - Other | -25.02 | |
| Total 51000 · Fundraising Expense | <u>2,239.78</u> | <u>8,980.00</u> |
| 52000 · Subscriptions/Services | | |
| 52010 · Kempis | 7,698.00 | 6,000.00 |
| 52020 · Online Backup | 182.50 | 400.00 |
| Total 52000 · Subscriptions/Services | <u>7,880.50</u> | <u>6,400.00</u> |
| 52500 · Misc Expense | 120.39 | |
| 52800 · Depreciation Expense | 2,049.73 | |
| 53000 · Dues and Fees | 5,068.26 | 5,000.00 |
| 53602 · Litigation Expense | 178.33 | 0.00 |
| 53603 · Language Access | 0.00 | 0.00 |
| 54000 · Supplies | 8,612.40 | 9,000.00 |
| 54100 · Printing and Reproduction | 1,017.47 | 3,000.00 |
| 55000 · Library | 2,687.40 | 4,000.00 |
| 56000 · Postage | 3,528.14 | 3,500.00 |
| 57000 · Travel | | |
| 57100 · Statewide Conference | 3,841.90 | 6,000.00 |
| 57000 · Travel - Other | 18,301.47 | 20,000.00 |
| Total 57000 · Travel | <u>22,143.37</u> | <u>26,000.00</u> |
| 57500 · Professional Development | 4,000.28 | 5,500.00 |
| 59000 · Professional Fees | | |
| 59100 · Accounting | 4,000.00 | 4,000.00 |
| 59200 · Logo/Webdesign/Media | 25.07 | 2,000.00 |
| 59300 · Payroll Service Fees | 2,809.38 | 2,700.00 |
| 59400 · Insurance Service Fees | 1,886.00 | 1,500.00 |
| 59500 · Investment Management | 370.06 | 0.00 |
| 59000 · Professional Fees - Other | 400.00 | 100.00 |
| Total 59000 · Professional Fees | <u>9,490.51</u> | <u>10,300.00</u> |
| 60000 · Rent | 69,157.80 | 69,157.80 |
| 61000 · Repairs and Maintenance | | |
| 61100 · Building and Facilities | 4,348.47 | 4,490.00 |

Legal Aid Works
Profit & Loss Budget vs. Actual
 July 2017 through June 2018

| | <u>Jul '17 - Jun 18</u> | <u>Budget</u> |
|---|-------------------------|---------------------|
| 61200 · Computers, Copiers, Equipment | 13,970.30 | 15,000.00 |
| Total 61000 · Repairs and Maintenance | 18,318.77 | 19,490.00 |
| 61400 · Furnishings, Equipmt, Software | 2,972.23 | 3,500.00 |
| 61500 · Equipment Rental | 459.67 | 1,000.00 |
| 62000 · Utilities | | |
| 62100 · Electric | 3,351.72 | 3,000.00 |
| 62200 · Gas | 278.58 | 700.00 |
| 62300 · Internet | 4,781.84 | 5,000.00 |
| 62500 · Telephone | 7,766.63 | 7,600.00 |
| 62600 · Trash Service | 73.00 | 300.00 |
| 62700 · Water | 993.69 | 955.00 |
| Total 62000 · Utilities | 17,245.46 | 17,555.00 |
| 64000 · Taxes and Licenses | 853.70 | 800.00 |
| 66000 · Payroll Expenses | | |
| 66100 · Salaries | | |
| 66110 · Change in Accrued Vacation | -4,662.45 | |
| 66100 · Salaries - Other | 855,880.25 | 902,824.14 |
| Total 66100 · Salaries | 851,217.80 | 902,824.14 |
| 66210 · Social Security - Employer | 49,778.44 | 55,975.10 |
| 66220 · Medicare Expenses - Employer | 11,642.13 | 13,090.96 |
| 66300 · Employee Benefits | | |
| 66310 · Health Insurance | 89,235.44 | 100,855.92 |
| 66311 · HRA Payments | 35,615.75 | 52,000.00 |
| 66312 · Flex Benefits | 626.51 | |
| 66320 · Disability | 6,067.18 | 6,384.24 |
| 66330 · Life Insurance | 2,543.66 | 2,706.48 |
| 66300 · Employee Benefits - Other | 0.00 | |
| Total 66300 · Employee Benefits | 134,088.54 | 161,946.64 |
| Total 66000 · Payroll Expenses | 1,046,726.91 | 1,133,836.84 |
| 66700 · Interns/Temp Workers | 11,011.17 | |
| 67000 · Program Insurance | 10,922.32 | 10,000.00 |
| 69000 · Service Charges | 368.56 | 300.00 |
| 69500 · Donated Services Expense | | |
| 69510 · Events | 5,384.00 | 0.00 |
| 69530 · Library Law Books | 780.00 | 0.00 |
| 69570 · Professional Services | 1,242.80 | 0.00 |
| 69590 · Travel | 2,185.00 | 0.00 |
| 69500 · Donated Services Expense - Other | 169,547.50 | |
| Total 69500 · Donated Services Expense | 179,139.30 | 0.00 |
| Total Expense | 1,426,192.45 | 1,337,319.64 |
| Net Ordinary Income | 281,707.94 | -56,586.04 |
| Other Income/Expense | | |
| Other Income | | |
| 70000 · Other Income | | |

Legal Aid Works
Profit & Loss Budget vs. Actual
July 2017 through June 2018

| | <u>Jul '17 - Jun 18</u> | <u>Budget</u> |
|------------------------------------|-------------------------|-------------------|
| 70100 · Interest | 1,479.92 | 0.00 |
| 71000 · Investment Income | 13,654.27 | 0.00 |
| Total 70000 · Other Income | 15,134.19 | 0.00 |
| Total Other Income | 15,134.19 | 0.00 |
| Other Expense | | |
| 80000 · Other Expense | | |
| 81000 · Investment Loss | 1,230.69 | |
| Total 80000 · Other Expense | 1,230.69 | |
| Total Other Expense | 1,230.69 | |
| Net Other Income | 13,903.50 | 0.00 |
| Net Income | 295,611.44 | -56,586.04 |

Legal Aid Works
Local Funding Awards & Budgets

PD9
PD16

Jurisdiction FY18 Cty Awards FY18 Closed cases FY18 Clients served FY18 Lump Recove FY18 Mthly Recove FY18 Avoided FY18 Mthly Avoided

| | | | | | | | |
|------------------------|------------------|------------|-------------|---------------------|--------------------|---------------------|-------------------|
| Caroline | \$1,500 | 40 | 108 | \$5,953.00 | \$3,849.00 | \$1,640.87 | \$587.00 |
| City of Fredericksburg | \$29,380 | 61 | 141 | \$13,963.50 | \$2,149.55 | \$14,614.03 | \$0.00 |
| Colonial Beach | \$0 | 16 | 34 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Culpeper Co. | \$3,645 | 30 | 85 | \$18,129.74 | \$4,565.60 | \$1,341.00 | \$0.00 |
| Culpeper Town | \$0 | 47 | 151 | \$12,738.84 | \$2,605.00 | \$1,200.00 | \$0.00 |
| Essex | \$8,500 | 122 | 207 | \$39,913.00 | \$627.00 | \$133.00 | \$0.00 |
| Fauquier | \$13,613 | 35 | 87 | \$390.30 | \$632.96 | \$56,087.29 | \$0.00 |
| King George | \$0 | 23 | 61 | \$22,780.00 | \$925.00 | \$7,980.00 | \$0.00 |
| King & Queen | \$4,712 | 17 | 30 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| King William | \$4,000 | 13 | 38 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Lancaster | \$5,600 | 36 | 69 | \$18,019.00 | \$483.00 | \$0.00 | \$0.00 |
| Madison | \$0 | 7 | 14 | \$0.00 | \$0.00 | \$1,838.33 | \$0.00 |
| Northumberland | \$9,056 | 47 | 104 | \$30,850.66 | \$1,404.31 | \$0.00 | \$0.00 |
| Orange | \$3,500 | 32 | 78 | \$650.00 | \$1,271.00 | \$0.00 | \$68.00 |
| Other Localities | | 9 | 23 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Rappahannock | \$2,147 | 3 | 14 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Richmond | \$2,467 | 44 | 78 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Spotsylvania | \$28,684 | 162 | 473 | \$92,010.74 | \$9,287.21 | \$891.70 | \$0.00 |
| Stafford | \$32,445 | 168 | 498 | \$27,852.73 | \$9,013.86 | \$20,039.17 | \$350.00 |
| Westmoreland | \$8,964 | 27 | 62 | \$22,751.00 | \$2,239.20 | \$0.00 | \$0.00 |
| Total | \$158,213 | 939 | 2355 | \$306,002.51 | \$39,052.69 | \$105,765.39 | \$1,005.00 |

\$468,632.28 \$12,060.00

PD9 \$22,905

\$306,002.51

\$105,765.39

PD16 \$92,009

Total Awards \$774,634.79 Total Awards \$117,825.39 Total All

| PD9 | Cases Closed | Clients Served | Awards | M Awards | Avoid | M Avoid |
|------------------|--------------|----------------|-------------|------------|-------------|---------|
| Culpeper | 30 | 85 | \$18,129.74 | \$4,565.60 | \$1,341.00 | \$0.00 |
| Town of Culpeper | 47 | 151 | \$12,738.84 | \$2,605.00 | \$1,200.00 | \$0.00 |
| Fauquier | 35 | 87 | \$390.30 | \$632.96 | \$56,087.29 | \$0.00 |

| | | | | | | |
|-------------------|---------------------|-----------------------|----------------------|----------------------|---------------------|---------------------|
| Madison | 7 | 14 | \$0.00 | \$0.00 | \$1,838.33 | \$0.00 |
| Orange | 32 | 78 | \$650.00 | \$1,271.00 | \$0.00 | \$68.00 |
| Rappahannock | 3 | 14 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total PD9 | 154 | 429 | \$31,908.88 | \$9,074.56 | \$60,466.62 | \$68.00 |
| | | | | \$108,894.72 | | \$816.00 |
| | | | | \$31,908.88 | | \$60,466.62 |
| | | | Total Awards | \$140,803.60 | Total Avoids | \$61,282.62 |
| | | | | | | |
| PD16 | Cases Closed | Clients Served | Awards | M Awards | Avoid | M Avoid |
| Caroline | 40 | 108 | \$5,953.00 | \$3,849.00 | \$1,640.87 | \$587.00 |
| Frederickburg | 61 | 141 | \$13,963.50 | \$2,149.55 | \$14,614.03 | \$0.00 |
| King George | 23 | 61 | \$22,780.00 | \$925.00 | \$7,980.00 | \$0.00 |
| Spotsy | 162 | 473 | \$92,010.74 | \$9,287.21 | \$891.70 | \$0.00 |
| Stafford | 168 | 498 | \$27,852.73 | \$9,013.86 | \$20,039.17 | \$350.00 |
| Other Localities | 9 | 23 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total PD16 | 463 | 1304 | \$ 162,559.97 | \$ 25,224.62 | \$ 45,165.77 | \$ 937.00 |
| | | | | \$ 302,695.44 | | \$ 11,244.00 |
| | | | | \$ 162,559.97 | | \$ 937.00 |
| | | | Total Awards | \$ 465,255.41 | Total Avoids | \$ 12,181.00 |

\$892,460.18

Legal Aid Works
Local Funding Awards & Budgets

PD9
PD16

Jurisdiction FY18 Cty Awards FY18 Closed cases FY18 Clients served FY18 Lump Recove FY18 Mthly Recove FY18 Avoided FY18 Mthly Avoided

| | | | | | | | |
|------------------------|------------------|------------|-------------|---------------------|--------------------|---------------------|-------------------|
| Caroline | \$1,500 | 40 | 108 | \$5,953.00 | \$3,849.00 | \$1,640.87 | \$587.00 |
| City of Fredericksburg | \$29,380 | 61 | 141 | \$13,963.50 | \$2,149.55 | \$14,614.03 | \$0.00 |
| Colonial Beach | \$0 | 16 | 34 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Culpeper Co. | \$3,645 | 30 | 85 | \$18,129.74 | \$4,565.60 | \$1,341.00 | \$0.00 |
| Culpeper Town | \$0 | 47 | 151 | \$12,738.84 | \$2,605.00 | \$1,200.00 | \$0.00 |
| Essex | \$8,500 | 122 | 207 | \$39,913.00 | \$627.00 | \$133.00 | \$0.00 |
| Fauquier | \$13,613 | 35 | 87 | \$390.30 | \$632.96 | \$56,087.29 | \$0.00 |
| King George | \$0 | 23 | 61 | \$22,780.00 | \$925.00 | \$7,980.00 | \$0.00 |
| King & Queen | \$4,712 | 17 | 30 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| King William | \$5,440 | 13 | 38 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Lancaster | \$5,600 | 36 | 69 | \$18,019.00 | \$483.00 | \$0.00 | \$0.00 |
| Madison | \$0 | 7 | 14 | \$0.00 | \$0.00 | \$1,838.33 | \$0.00 |
| Northumberland | \$9,056 | 47 | 104 | \$30,850.66 | \$1,404.31 | \$0.00 | \$0.00 |
| Orange | \$3,500 | 32 | 78 | \$650.00 | \$1,271.00 | \$0.00 | \$68.00 |
| Other Localities | | 9 | 23 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Rappahannock | \$2,147 | 3 | 14 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Richmond | \$2,467 | 44 | 78 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Spotsylvania | \$28,684 | 162 | 473 | \$92,010.74 | \$9,287.21 | \$891.70 | \$0.00 |
| Stafford | \$32,445 | 168 | 498 | \$27,852.73 | \$9,013.86 | \$20,039.17 | \$350.00 |
| Westmoreland | \$8,964 | 27 | 62 | \$22,751.00 | \$2,239.20 | \$0.00 | \$0.00 |
| Total | \$159,653 | 939 | 2355 | \$306,002.51 | \$39,052.69 | \$105,765.39 | \$1,005.00 |

\$468,632.28 \$12,060.00

PD9 \$22,905

\$306,002.51

\$105,765.39

PD16 \$92,009

Total Awards \$774,634.79 Total Awards \$117,825.39 Total All

| PD9 | Cases Closed | Clients Served | Awards | M Awards | Avoid | M Avoid |
|------------------|--------------|----------------|-------------|------------|-------------|---------|
| Culpeper | 30 | 85 | \$18,129.74 | \$4,565.60 | \$1,341.00 | \$0.00 |
| Town of Culpeper | 47 | 151 | \$12,738.84 | \$2,605.00 | \$1,200.00 | \$0.00 |
| Fauquier | 35 | 87 | \$390.30 | \$632.96 | \$56,087.29 | \$0.00 |

| | | | | | | |
|-------------------|---------------------|-----------------------|----------------------|----------------------|---------------------|---------------------|
| Madison | 7 | 14 | \$0.00 | \$0.00 | \$1,838.33 | \$0.00 |
| Orange | 32 | 78 | \$650.00 | \$1,271.00 | \$0.00 | \$68.00 |
| Rappahannock | 3 | 14 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total PD9 | 154 | 429 | \$31,908.88 | \$9,074.56 | \$60,466.62 | \$68.00 |
| | | | | \$108,894.72 | | \$816.00 |
| | | | | \$31,908.88 | | \$60,466.62 |
| | | | Total Awards | \$140,803.60 | Total Avoids | \$61,282.62 |
| | | | | | | |
| PD16 | Cases Closed | Clients Served | Awards | M Awards | Avoid | M Avoid |
| Caroline | 40 | 108 | \$5,953.00 | \$3,849.00 | \$1,640.87 | \$587.00 |
| Frederickburg | 61 | 141 | \$13,963.50 | \$2,149.55 | \$14,614.03 | \$0.00 |
| King George | 23 | 61 | \$22,780.00 | \$925.00 | \$7,980.00 | \$0.00 |
| Spotsy | 162 | 473 | \$92,010.74 | \$9,287.21 | \$891.70 | \$0.00 |
| Stafford | 168 | 498 | \$27,852.73 | \$9,013.86 | \$20,039.17 | \$350.00 |
| Other Localities | 9 | 23 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total PD16 | 463 | 1304 | \$ 162,559.97 | \$ 25,224.62 | \$ 45,165.77 | \$ 937.00 |
| | | | | \$ 302,695.44 | | \$ 11,244.00 |
| | | | | \$ 162,559.97 | | \$ 937.00 |
| | | | Total Awards | \$ 465,255.41 | Total Avoids | \$ 12,181.00 |

\$892,460.18

| County of Madison | | | | | | | | | | |
|-------------------------|-------------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|-------------------------------------|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: | | SHERIFF | | | | | | | | |
| Dept # | | 31200 | | | | | | | | |
| Contact | | TWeaver | | | | | | | | |
| | | | | | | Provided by FD | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-03 -31 -31200-1215 | CONSTITUTIONAL OFFICER | 82,528.56 | 84,041.72 | 85,862.78 | 39,353.82 | 85,862.78 | - | None | 45.83% | FY20 compensation set at |
| 10-03 -31 -31200-1460 | FULL-TIME OVERTIME | 68,690.65 | 70,911.85 | 69,973.02 | 39,467.40 | 75,973.02 | 6,000.00 | 8.57% | 56.40% | FY19 amended budget plus |
| 10-03 -31 -31200-1710 | DEPUTIES CONSTITUTIONAL | 468,715.56 | 401,147.88 | 464,546.86 | 212,956.97 | 464,546.86 | - | None | 45.84% | \$6K in requested OT; requested |
| 10-03 -31 -31200-1712 | DEPUTIES COUNTY FUNDED | 369,735.58 | 373,730.26 | 389,100.27 | 176,035.51 | 431,236.27 | 42,136.00 | 10.83% | 45.24% | new CID position not reflected |
| 10-03 -31 -31200-1720 | DEPUTIES PART-TIME | 73,859.88 | 65,618.83 | 91,923.42 | 22,869.50 | 91,923.42 | - | None | 24.88% | |
| 10-03 -31 -31200-1750 | OFFICE MANAGER | 34,999.92 | 34,999.92 | 35,000.00 | 16,041.63 | 35,000.00 | - | None | 45.83% | |
| 10-03 -31 -31200-1900 | PROJ ACCUMULATED LEAVE PAYOUT | 14,987.77 | 25,794.46 | - | 7,300.44 | - | - | Not budgeted | Not budgeted | |
| 10-03 -31 -31200-2100 | FICA | 84,255.34 | 78,029.56 | 86,935.09 | 37,752.77 | 90,617.09 | 3,682.00 | 4.24% | 43.43% | |
| 10-03 -31 -31200-2210 | VRS | 84,329.21 | 78,782.42 | 83,223.15 | 37,161.03 | 86,821.15 | 3,598.00 | 4.32% | 44.65% | |
| 10-03 -31 -31200-2310 | HEALTH INSURANCE | 109,472.67 | 118,561.70 | 109,951.20 | 56,750.37 | 116,728.20 | 6,777.00 | 6.16% | 51.61% | |
| 10-03 -31 -31200-2400 | GROUP LIFE INSURANCE | 12,548.32 | 12,207.13 | 12,766.08 | 5,796.45 | 13,318.08 | 552.00 | 4.32% | 45.41% | |
| 10-03 -31 -31200-2700 | WORKMAN'S COMPENSATION | 18,090.30 | 22,369.00 | 22,710.84 | 12,833.00 | 22,710.84 | - | None | 56.51% | |
| 10-03 -31 -31200-3110 | EMPLOYEE MEDICAL EXPENSES | 220.00 | 405.00 | 600.00 | - | 600.00 | - | None | 0.00% | |
| 10-03 -31 -31200-3117 | CARE & MAINTENANCE OF K-9 | 2,195.47 | 5,209.65 | 2,500.00 | 913.92 | 2,500.00 | - | None | 36.56% | |
| 10-03 -31 -31200-3145 | DATA PROCESSING SERVICES | 179.99 | 696.23 | 2,000.00 | - | 2,000.00 | - | None | 0.00% | |
| 10-03 -31 -31200-3150 | LEGAL SERVICES & EXPENSES | - | 176.00 | 1,600.00 | - | 1,600.00 | - | None | 0.00% | |
| 10-03 -31 -31200-3166 | TRAINING SERVICES | 19,487.71 | 22,725.00 | 21,460.00 | 18,974.47 | 22,080.00 | 620.00 | 2.89% | 88.42% | NEW POSITION |
| 10-03 -31 -31200-3323 | MAINTENANCE/SUPPORT CONTRACT | 11,400.00 | 11,496.62 | 13,023.57 | - | 12,100.00 | (923.57) | -7.09% | 0.00% | |
| 10-03 -31 -31200-3610 | ADVERTISING | - | - | 250.00 | - | 250.00 | - | None | 0.00% | |
| 10-03 -31 -31200-5130 | WATER & SEWER | 1,040.00 | 960.00 | 960.00 | 480.00 | 960.00 | - | None | 50.00% | |
| 10-03 -31 -31200-5210 | POSTAL SERVICES | 880.72 | 1,345.05 | 1,500.00 | 380.17 | 1,500.00 | - | None | 25.34% | |
| 10-03 -31 -31200-5230 | TELECOMMUNICATIONS | 17,150.91 | 20,035.62 | 25,000.00 | 12,651.90 | 25,000.00 | - | None | 50.61% | |
| 10-03 -31 -31200-5305 | INSURANCE-VEHICLE | 15,965.40 | 16,553.40 | 16,467.20 | 17,028.45 | 17,028.45 | 561.25 | 3.41% | 103.41% | Budgeted at FY19 actual; may change |
| 10-03 -31 -31200-5510 | MILEAGE | 4.95 | - | 300.00 | - | 300.00 | - | None | 0.00% | |
| 10-03 -31 -31200-5530 | LODGING & MEALS | 2,187.18 | 2,320.03 | 3,000.00 | 2,551.39 | 4,200.00 | 1,200.00 | 40.00% | 85.05% | |
| 10-03 -31 -31200-5540 | SEMINARS & TUITIONS | 1,325.00 | 335.00 | 2,770.00 | 2,077.72 | 4,270.00 | 1,500.00 | 54.15% | 75.01% | |
| 10-03 -31 -31200-5810 | DUES | 1,062.00 | 1,144.00 | 1,575.00 | 1,137.00 | 1,575.00 | - | None | 72.19% | |
| 10-03 -31 -31200-6001 | OFFICE SUPPLIES | 7,533.81 | 10,287.71 | 8,700.00 | 3,599.86 | 8,700.00 | - | None | 41.38% | |
| 10-03 -31 -31200-6008 | VEHICLE/EQUIPMENT FUEL | 64,673.65 | 69,895.75 | 90,000.00 | 27,223.25 | 90,000.00 | - | None | 30.25% | |
| 10-03 -31 -31200-6009 | VEHICLE/EQUIPMENT MAINTENANCE | 38,900.43 | 45,440.63 | 36,000.00 | 16,927.51 | 40,500.00 | 4,500.00 | 12.50% | 47.02% | |
| 10-03 -31 -31200-6010 | POLICE SUPPLIES | 30,251.48 | 36,624.50 | 40,665.00 | 16,145.25 | 40,665.00 | - | None | 39.70% | |
| 10-03 -31 -31200-6011 | UNIFORMS & WEARING APPAREL | 6,863.74 | 11,024.82 | 9,000.00 | 6,277.56 | 12,000.00 | 3,000.00 | 33.33% | 69.75% | |
| 10-03 -31 -31200-6020 | BOOKS & SUBSCRIPTIONS | 2,566.65 | 2,828.38 | 3,000.00 | 1,213.20 | 3,000.00 | - | None | 40.44% | |
| 10-03 -31 -31200-7001 | BLUE RIDGE TASK FORCE | 10,838.81 | 8,608.14 | 6,000.00 | - | 8,500.00 | 2,500.00 | 41.67% | 0.00% | |
| 10-03 -31 -31200-8101 | OFFICE EQUIPMENT | 408.99 | 1,908.96 | 3,600.00 | - | 3,600.00 | - | None | 0.00% | |
| 10-03 -31 -31200-8103 | IT EQUIPMENT | 3,599.62 | 55,012.50 | 5,500.00 | 755.00 | 5,500.00 | - | None | 13.73% | |
| 10-03 -31 -31200-8104 | COMMUNICATIONS EQUIPMENT | 5,235.84 | 1,583.00 | 7,370.00 | 4,000.29 | 7,370.00 | - | None | 54.28% | |
| 10-03 -31 -31200-8106 | MOTOR VEHICLES | 113,825.79 | 280,736.88 | - | - | 221,544.00 | 221,544.00 | Not budgeted | Not budgeted | 4 NEW & 2 USED |
| | | 1,780,011.90 | 1,973,547.60 | 1,754,833.48 | 796,655.83 | 2,052,080.16 | 297,246.68 | 16.94% | 45.40% | |

Madison County Sheriff's Office



Budget Justifications 2019/2020

Budgetary Needs & Requests:

FULL TIME INVESTIGATOR POSITION: **\$45,100.00**

#1

The Madison County Sheriff's Office Criminal Investigations Division is currently operating with a Division Supervisor, one full time general investigator and one part time general investigator. In 2017-2018, our county has seen a large growth in criminal cases.

Larcenies and burglaries have increased. We believe this increase to be in part an effect of the heroin epidemic. As we investigate these cases, we often learn that the offender is an addict stealing to support their addiction. With additional resources, it will allow us to focus more on taking a proactive approach to narcotic activity, therefore decreasing the volume of larcenies.

We have also experienced an increase in domestic/child abuse cases. This type of case entails a very time consuming investigation, usually worked in conjunction with the Multi-Disciplinary Team. (Department of Social Services, Child Advocacy Centers, Commonwealth Attorney's Office, Madison County Public Schools, Victim/Witness, etc)

Other frequent cases the Division handles include, frauds, scams, narcotic complaints, narcotic overdoses, and death cases. The investigator duties also include evidence transport to the Forensic laboratory in Manassas, testifying in court, assisting the Department of Social Services on home visits and assisting other divisions as needed. Each Investigator is also on-call in one week increments. Overtime costs due to the amount of call-outs have increased.

The current Criminal Investigation Division works diligently investigating crimes in Madison County. Though there are essentially three investigators, there are additional duties for all of them. The unit supervisor carries a full case load, as well as conducting administrative duties. The full time investigator often has the largest case load picking up cases when no one else is available. The part-time

investigator was originally slotted as a narcotics position, but has been unable to work a lot of proactive cases due to helping with the general case load.

Each investigator carries an open case load averaging 20+ cases at any given time.

By adding an Investigator to the Division, it will help with dispersing the case load allowing the investigators to investigate more proactively, effectively and timely.

Some of the Major Cases handled by the Criminal Investigations Division in the last two years:

Cold Case Homicide/Arson- XXX, arrest imminent prior to death of offender

Homicide- arrest and conviction of juvenile

Home invasion- 2 suspects arrested and convicted

Robbery- Subway, arrest made, pending court

Several Heroin arrests to include XXXX- huge impact on heroin activity

Cocaine Bust- XXXX, arrested pending court

Search and Rescue- XXXX, body recovered by Madison CID

\$200,000 Fraud/Embezzlement of a local businessman- 2 Arrest made, pending court

Numerous sexual assaults

Large marijuana grow- pending court

Cock fight ring/Marijuana case - Pending court

1460 FULL-TIME OVERTIME:

Increase \$6,000

Providing overtime is imperative. There are times where personnel shortages occur and times when deputies have to be called out to serve as backup for safety purposes. The Sheriff's Office is doing the best that we can with the resources available. However, when events or special circumstances occur outside of the normal operation of this office and public safety concerns have to be identified that requires deputies to work beyond their normal assigned shifts.

Special circumstances and events are described as instances when:

- A deputy calls in sick
- A deputy request extended Family Medical Leave
- A deputy is placed on injury leave
- A deputy is assigned to the required 40 hours minimum standards for training and recertification.
- To extend his/her shift to complete a criminal investigation
- A mental detention hearing and transportation of a mental subject (average time (6 -8 hours) involving a minimum of 2 deputies. New legislation being introduced in General Assembly to expand TDO time.
- Military Leave

Overtime is required once an officer has worked 86 hours in their 14 day period. (Federal Law). There is a maximum amount of comp time that an officer can accumulate. Once they have reached 480 hours of accumulated comp time they must be paid.

5530 LODGING & MEALS

Specialized training not offered by training academy

5540 SEMINARS & TUITIONS

Specialized training not offered by training academy

6009 VEHICLE MAINTENANCE

Local repair shops are unable to repair new vehicles due to computerized components.

6011 UNIFORMS

If new CID position is approved, additional funding will be necessary to provide essential uniforms and training gear.

7001 BLUE RIDGE NARCOTICS & GANG TASK FORCE

Going back active on task force. We had been inactive due to manpower issues.

8106 MOTOR VEHICLES

4 New Vehicles

2 Used Vehicles

#2. None

#3. None

#4. None

FY2021-2024 Budget Outlook

#1 Based upon call volume and case load

#2 None

#3 Mobile Data Terminals in police vehicles, if more cost effective do it in Phases.

#4 None

| County of Madison | | | | | | | | | | | | | |
|-------------------------|-----------------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|---|--|--|--|
| FY2020 Budget Worksheet | | | | | | | | | | | | | |
| Department: | PUBLIC SAFETY | | | | | Provided by FD | | | | | | | |
| Dept # | 31400 | | | | | | | | | | | | |
| Contact | J Sherer | | | | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments | | | |
| 10-03 -31 -31400-1532 | EMERGENCY SERVICES COORDINATOR | - | 3,575.00 | 30,000.00 | 12,387.50 | 30,000.00 | - | None | 41.29% | Fy2020 compensation set at FY19 | | | |
| 10-03 -31 -31400-1533 | Emergency Svcs Coordinator - Trng | - | - | 4,200.00 | - | 4,200.00 | - | None | 0.00% | OB; does not include any increase for certificaions | | | |
| 10-03 -31 -31400-2100 | FICA | - | 273.50 | 2,616.30 | 947.67 | 2,616.30 | - | None | 36.22% | | | | |
| 10-03 -31 -31400-2700 | WORKMAN'S COMPENSATION | - | - | 689.78 | 349.00 | 689.78 | - | None | 50.60% | | | | |
| 10-03 -31 -31400-3323 | MAINTENANCE/SUPPORT CONTRACT | 1,534.79 | 1,301.08 | - | - | - | - | Not budgeted | Not budgeted | | | | |
| 10-03 -31 -31400-3510 | PRINTING | 646.96 | 52.12 | 1,200.00 | - | 1,200.00 | - | None | 0.00% | | | | |
| 10-03 -31 -31400-5230 | TELECOMMUNICATIONS | - | 197.35 | 720.00 | 225.38 | 720.00 | - | None | 31.30% | | | | |
| 10-03 -31 -31400-5305 | INSURANCE-VEHICLE | - | 455.04 | 530.40 | 455.54 | - | (530.40) | -100.00% | 85.89% | | | | |
| 10-03 -31 -31400-5530 | LODGING & MEALS | - | - | 1,000.00 | - | 1,000.00 | - | None | 0.00% | | | | |
| 10-03 -31 -31400-5540 | SEMINARS & TUITIONS | - | - | 1,500.00 | - | 1,500.00 | - | None | 0.00% | | | | |
| 10-03 -31 -31400-5810 | DUES | - | - | 175.00 | - | 175.00 | - | None | 0.00% | | | | |
| 10-03 -31 -31400-5820 | EMERGENCY EVENT EXPENSES | - | 552.33 | 4,000.00 | 1,018.60 | 4,000.00 | - | None | 25.47% | | | | |
| 10-03 -31 -31400-6001 | OFFICE SUPPLIES | 78.30 | 74.47 | 900.00 | 1.99 | 900.00 | - | None | 0.22% | | | | |
| 10-03 -31 -31400-6008 | VEHICLE/EQUIPMENT FUEL | 465.30 | 733.40 | 1,750.00 | 471.07 | 1,750.00 | - | None | 26.92% | | | | |
| 10-03 -31 -31400-6009 | VEHICLE/EQUIPMENT MAINTENANCE | 840.92 | 408.59 | 1,250.00 | 2,416.82 | 1,250.00 | - | None | 193.35% | | | | |
| 10-03 -31 -31400-6011 | UNIFORMS & WEARING APPAREL | - | 264.95 | 1,200.00 | 338.20 | 1,200.00 | - | None | 28.18% | | | | |
| 10-03 -31 -31400-6014 | HAZARDOUS MATLS TRAILER SUPPLIES | 275.15 | - | 3,000.00 | - | 3,000.00 | - | None | 0.00% | | | | |
| 10-03 -31 -31400-6020 | BOOKS & SUBSCRIPTIONS | - | - | 100.00 | - | 100.00 | - | None | 0.00% | | | | |
| 10-03 -31 -31400-8103 | IT EQUIPMENT | - | 1,714.00 | - | - | 1,000.00 | 1,000.00 | Not budgeted | Not budgeted | | | | |
| 10-03 -31 -31400-8104 | COMMUNICATIONS EQUIPMENT | - | - | - | 96.29 | 750.00 | 750.00 | Not budgeted | Not budgeted | | | | |
| 10-03 -31 -31400-8106 | MOTOR VEHICLES | 24,500.00 | - | - | - | - | - | Not budgeted | Not budgeted | | | | |
| | | 28,341.42 | 9,601.83 | 54,831.48 | 18,708.06 | 56,051.08 | 1,219.60 | 2.22% | 34.12% | | | | |

Madison County**Departmental Expenditure Budget Outlook****Fiscal Years 2020 to 2024****Department/Office: __Emergency Management****Department Head/Constitutional Officer: John Sherer****A. FISCAL YEAR 2020 – Budgetary Needs & Requests**

1. The Emergency coordinator position was re-instated part-time mid-way through 2018. Without at least a full year it would be difficult to make decisions on the need for fulltime or additional staffing. Last year we did have incidents that did require more attention than years past. If that trend continues then a discussion would surely be needed for a full-time position.

2. Emergency Management in a small jurisdiction such as Madison could take on many projects to assist other agencies and the citizens. To what extent is debatable and the value of this projects would constantly be in question.
3. In times of emergency the value of having a position in place would not be in question and easily justifiable. The issue is what would you want the coordinator to be working on when the county is operating in normal conditions. My goal is to work with each department EMS, Fire and law enforcement to achieve better teamwork between each discipline. In addition, work needs to be done on the county emergency operations plan and mutual aid agreements.
4. With respect to technology we could look at several options that would help in times of emergency. The biggest being reliable communication equipment and upgrading our EOC with a smartboard.
5. Currently for 20/20 there are no items needed other than what's been stated above.
- 6.

- 7.

8.

B. FISCAL YEARS 2021-2024 Budgetary Outlook

1. Moving forward the emergency management department may move in several directions. Its all driven by significant emergency's and overall call volume. In addition, the volunteer participation may have an impact on future plans. If Volunteer participation remains strong then the need for additional staffing will remain low. If volunteer participation starts to fade then the county will be forced to place a more formal emergency services department with Fire, Ems and emergency management all working under the same umbrella. I don't look for this in years 2021 -2024 but again its driven by many variables.
2. I don't see the emergency coordinator position changing from a support role in the immediate future. This office will be a liaison to reach out to state and federal agencies for support if needed.
3. Technology is changing as fast as the weather and we should constantly be looking at options. That said for this department communications are the most important tool.
4. Currently the emergency services vehicle has 96000 miles on it and I would expect it to be replaced in the next few years. I would estimate that cost to be 50 -70 K

| County of Madison | | | | | | | | | | |
|---|---|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|--|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: EMERGENCY OPERATIONS CENTER | | | | | | | | | | |
| Dept #: 31401 | | | | | | | | | | |
| Contact: Brian Gordon | | | | | | | | | | |
| Provided by FD | | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-03 -31 -31401-1310 | DIRECTOR | 68,165.28 | 56,367.02 | 57,910.00 | 26,542.12 | 57,910.00 | - | None | 45.83% | FY20 compensation amounts reflect FY19 OB; some pay rates have changed during year |
| 10-03 -31 -31401-1312 | Interim Director | - | 10,996.00 | - | - | - | - | Not budgeted | Not budgeted | |
| 10-03 -31 -31401-1460 | FULL-TIME OVERTIME | 4,237.56 | 8,180.10 | 6,962.00 | 5,727.75 | 6,962.00 | - | None | 82.27% | |
| 10-03 -31 -31401-1610 | 911 DISPATCHERS | 258,447.23 | 238,732.53 | 255,864.90 | 102,966.89 | 255,864.90 | - | None | 40.24% | request shift supervisor increase; not reflected |
| 10-03 -31 -31401-1740 | DISPATCHERS COMP BOARD | 180,266.25 | 175,373.85 | 191,752.01 | 90,347.51 | 191,752.01 | - | None | 47.12% | |
| 10-03 -31 -31401-1900 | PROJ ACCUMULATED LEAVE PAYOUT | - | 15,443.21 | - | 260.32 | - | - | Not budgeted | Not budgeted | |
| 10-03 -31 -31401-2100 | FICA | 37,645.43 | 36,302.64 | 39,205.40 | 16,046.72 | 39,205.40 | - | None | 40.93% | |
| 10-03 -31 -31401-2210 | VRS | 39,337.68 | 35,321.13 | 34,221.61 | 14,401.61 | 34,221.61 | - | None | 42.08% | |
| 10-03 -31 -31401-2212 | VRS HYBRID | 4,601.52 | 5,881.37 | 7,719.15 | 3,727.15 | 7,719.15 | - | None | 48.28% | |
| 10-03 -31 -31401-2214 | VRS HYBRID 401A | 599.76 | 774.90 | 1,048.05 | 505.64 | 1,048.05 | - | None | 48.25% | |
| 10-03 -31 -31401-2216 | VIRGINIA LOCAL DISABILITY PROGRAM (VLDP) | 353.76 | 457.24 | 754.60 | 298.28 | 754.60 | - | None | 39.53% | |
| 10-03 -31 -31401-2218 | VRS RET - DC Voluntary Employer | 87.96 | 179.22 | 183.14 | 83.93 | 183.14 | - | None | 45.83% | |
| 10-03 -31 -31401-2220 | VRS-HEALTH INSURANCE CREDIT | 294.48 | 265.16 | 251.02 | 102.81 | 251.02 | - | None | 40.96% | |
| 10-03 -31 -31401-2310 | HEALTH INSURANCE | 93,721.40 | 94,282.14 | 93,669.60 | 44,497.39 | 93,669.60 | - | None | 47.50% | |
| 10-03 -31 -31401-2400 | GROUP LIFE INSURANCE | 6,628.50 | 6,260.79 | 6,622.40 | 2,871.42 | 6,622.40 | - | None | 43.36% | |
| 10-03 -31 -31401-2700 | WORKMAN'S COMPENSATION | 1,536.07 | 3,086.00 | 381.10 | 191.50 | 381.10 | - | None | 50.25% | |
| 10-03 -31 -31401-3315 | SIGN INSTALLATION & MAINTENANCE REPAIRS & MAINTENANCE-EQUIPMENT | 293.85 | 312.63 | 2,500.00 | 890.09 | 2,500.00 | - | None | 35.60% | |
| 10-03 -31 -31401-3320 | EQUIPMENT | 159.05 | 60.00 | 1,500.00 | - | 1,500.00 | - | None | 0.00% | |
| 10-03 -31 -31401-3321 | MAINT/SUPPORT-NTELOS | 3,020.00 | - | 6,400.00 | - | 23,271.38 | 16,871.38 | 263.62% | 0.00% | Rename SUPPORT-CENTURYLINK - Maintenance Contract payed for five years under grant coming due. |
| 10-03 -31 -31401-3322 | MAINT/SUPPORT-EAGLE GIS | 2,311.63 | - | 8,500.00 | 331.55 | 8,500.00 | - | None | 3.90% | Rename to MAINT/SUPPORT-GEOCOM |
| 10-03 -31 -31401-3323 | MAINT/SUPPORT-OTHER | 12,654.64 | 18,431.04 | 20,525.00 | 10,147.99 | 21,500.00 | 975.00 | 4.75% | 49.44% | Additional \$1K for aging generators |
| 10-03 -31 -31401-3324 | MAINT/SUPPORT-COMMUNICATION EQPT | 497.28 | 24,146.65 | 28,000.00 | 2,503.27 | 28,840.00 | 840.00 | 3.00% | 8.94% | |
| 10-03-31-31401-3328 | Radio Project - Proj Mgmt Costs | - | - | - | - | 200,000.00 | 200,000.00 | Not budgeted | Not budgeted | Black & Veach project management - Consider moving to Fund 30 CAPITAL BUDGET |
| 10-03-31-31401-3329 | Active 911 service | - | - | - | - | 1,800.00 | 1,800.00 | Not budgeted | Not budgeted | new service |
| 10-03 -31 -31401-3610 | ADVERTISING | 276.39 | 1,122.50 | 900.00 | 781.00 | 900.00 | - | None | 86.78% | |
| 10-03 -31 -31401-5210 | POSTAL SERVICES | 6.80 | 13.80 | 100.00 | - | 100.00 | - | None | 0.00% | |
| 10-03 -31 -31401-5230 | TELECOMMUNICATIONS | 660.00 | 632.66 | 700.00 | 279.69 | 700.00 | - | None | 39.96% | |
| 10-03 -31 -31401-5231 | WIRE LINE TRUNKS-911 | 9,339.23 | 9,353.66 | 15,765.00 | 3,865.78 | 15,765.00 | - | None | 24.52% | |
| 10-03 -31 -31401-5233 | ADM OF LINES & LONG DISTANCE | 5,416.53 | 5,964.76 | 6,000.00 | 283.34 | 6,000.00 | - | None | 4.72% | |
| 10-03 -31 -31401-5234 | CODE RED ALERT SYSTEM | 11,250.00 | 7,500.00 | 11,250.00 | 11,250.00 | 11,250.00 | - | None | 100.00% | |
| 10-03 -31 -31401-5305 | INSURANCE-VEHICLE | 493.04 | 455.04 | 464.14 | 455.54 | 455.54 | (8.60) | -1.85% | 98.15% | Insurance at FY19 actual; may change |
| 10-03 -31 -31401-5410 | LEASE OFFICE EQUIPMENT | 372.50 | 425.72 | 1,000.00 | - | 1,000.00 | - | None | 0.00% | |

Madison County**Departmental Expenditure Budget Outlook****Fiscal Years 2020 to 2024****Department/Office: Emergency Communications****Department Head/Constitutional Officer: Brian Gordon****A. FISCAL YEAR 2020 – Budgetary Needs & Requests**

1. Please discuss any relevant staffing issues faced by your department in fiscal 2020. Please address the need for additional full-time and part-time staff, as well as increases in necessary levels of overtime. This discussion should also address need for employee compensation increased based on promotion, certifications obtained, misalignment with market and/or other departments and any other relevant issues.

Staffing in my department over the past 18 months has been up and down with people leaving and the training of new employees. This has driven the overtime consumption over budget last year and will likely go above again this year. This can be compensated by the surplus in the Dispatcher compensation line. An increase to the overtime budget line would be beneficial to allow for these circumstances.

2. Please discuss anticipated or desired programmatic changes within your department for FY2020. This can include the offering of new services, or offering services at a significantly different order of magnitude than in previous years.

Last year I launched the Active911 program that pushes out information to first responders as we receive it in the Communications Center. The launch came after the budget process last year and the renewal costs were never placed in FY19. I would request an additional \$1800.00 in my budget to manage this program. The programs main purpose is allow responders to get location and incident specific information through their own mobile device without having to put a costly radio in the hands of every responder.

3. Please discuss any known technology needs for your department for FY2020. This should include both operating and capital items, and should address such areas as records management, state mandates, outdated software and/or hardware, and need to improve delivery of services.

Next Generation 911 (NG911) will be fully implemented between June and December 2020. The state has mandated that we be prepared for this move no later than three months prior to our launch date. That deadline is March 2020 and puts the financial burden in FY20. We will be reimbursed for all aspects of NG911 through the 911 Services Board, with that being said there are several items that we will have to pay for up front and then be reimbursed. I have attached a separate budget spreadsheet geared to NG911 only. I have outlined all costs associated with the upgrade, some of which will be paid for by the state up front (no money passing through the County's Budget).

The 911 system upgraded in 2015 under a grant had the maintenance paid for five years. That maintenance contract is now coming due and the number for that budget line has been increased to suite the need.

4. Please discuss FY20 capital needs in your department. This should include all items except for technology related items discussed above. It should also correspond to items you have requested through the County Administrator's capital budget process.

I have relayed to CA Hobbs a need for a new vehicle in my department. My current vehicle does not have the room to safely carry the equipment needed to perform my job when deployed to the field. The vehicle is also starting to show its' age; there is significant rust in the body of the vehicle and maintenance issues are starting to arise that will only increase as time goes by.

Current: 2005 Chevrolet Colorado Supercab 92K+ miles

Proposed 2019 Ford Explorer lettered and equipped with emergency lighting. Integrated work space in the hatch compartment with lighting and charging ability during deployment.

B. FISCAL YEARS 2021-2024 Budgetary Outlook

1. Please discuss any relevant staffing issues that you anticipate facing in future fiscal years 2021-2024. Please address the need for additional full-time and part-time staff, as well as increases in necessary levels of overtime. This discussion should also address need for employee compensation increased based on promotion, certifications obtained, misalignment with market and/or other departments and any other relevant issues.

There has been some discussion to run the Emergency Communications at 105% which would produce a part time position at 1248 hours per year. This position would help circumstances like the center has endured over the past 18 months but would also prove problematic when we are fully staffed and no one is on leave. While I see the validity of the conversation I also don't want to get into a situation where we are paying for hours we don't need. I would like to continue to have this conversation but also determine if our situation is the new normal or just a hiccup in staffing. I believe the next year will tell us if that is something we need to do or if the last 18 months have just been growing pains.

I would also like to pursue the certification of Certified Public Safety Executive through APCO International. This program would yield a national certification. The program is extensive and would carry tuition costs of approximately \$3500 to complete.

2. Please discuss anticipated or desired programmatic changes within your department for future fiscal years 2021-2024. This can include the offering of new services, or offering services at a significantly different order of magnitude than in previous years.

NG911 will accomplish many of the things that are new with the 911 industry. There are programs that increase the information flow with a 911 call such as RapidSOS. This program allows a citizen base to update family/illness/occupancy information at any location. When a 911 call is received from that location software located in the dispatch center would display that information along with the 911 call. This program would benefit the citizens of Madison County in times of emergency. I am currently researching this program for feasibility and costs.

3. Please discuss the longer term outlook for technology needs for your department. This should include both operating and capital items, and should address such areas as records management, state mandates, outdated software and/or hardware, and need to improve delivery of services.

The Radio Project will take center stage over the next several years. The projects parameters will be better defined when we get a proposal from a vendor. I am actively investigating grant platforms for subscriber equipment which will be substantial if awarded. I am also investigating grants for the core of the system which are proving harder to locate.

Long term will be tasked with the maintenance contracts concerning the radio system which will be substantial in comparison with what we are paying now. Right now we pay in the area of 25K for an annual maintenance contract and the maintenance contract moving forward will be closer to \$100k annually.

NG911 will upgrade nearly all of our software to present requirements but hardware will start nearing replacement age on a number of systems in three to five years. Some of our maintenance contracts cover hardware but several do not.

NG911 costs will become completely our financial burden 24 months after it is operational. The first 24 months we will pay what we have been paying for years, which is less than a \$1000/month. The cost of the NG911 service will be right at \$5000.00 per month, a nearly 500% increase. This number is continuously changing as we move closer to the cutover date and will likely continue to go down as technology for this becomes more affordable. The 911 Services Board is also now looking at this dramatic increase and how it will affect a good number of localities. As of right now our responsibility will take affect between 7/1/22 and 12/1/22.

Additional maintenance contracts will come due during the FY21 cycle for the 911 recorder (REVCORD) and the 911 mapping software (GEOCOM). REVCORD will be approximately \$5000/year and GeoCom will be approximately \$13,000/year. These numbers are based on current value and may increase with a years' time.

4. Please discuss the longer term outlook for capital needs in your department. This should include all items except for technology related items discussed above. It should also correspond to items you have requested through the County Administrator's capital budget process.

Long term issues may include additional space in the communications center. We are approaching a threshold where there is simply not enough room to effectively place all monitors and equipment for dispatchers to effectively do their job. With the increase of technology more and more items are coming down the line and in some cases being mandated. Each station currently has six monitors for the dispatcher to monitor and use. Additionally there are two monitors for building security, a tracking map for all county units, a monitor for school security and two RIOS computers on the floor. I am getting creative to manage our current situation and planning for technology currently in the works. My concern is for what I can't see and the nature of what that will mean.

FY20 Budget Concerning NG911

| Item | Description | Cost Covered by Vita | County Share |
|----------------------------|--|----------------------|--------------|
| Connection Fee | Connecting to the ESInet on the AT&T Network. VITA WILL PAY TO VENDOR | \$4,000.00 | \$0.00 |
| CHE Upgrade | Upgrading the Vesta Call Handling Equipment form Version 6.1.0 to 7.1 to handle the IP based ESInet | \$30,000.00 | \$0.00 |
| Text To 911 | Install and Initialize Text To 911 in an IP based environment. | \$30,000.00 | \$0.00 |
| CAD Upgrade | Not Necessary | \$0.00 | \$0.00 |
| Mapping Upgrade | Not Necessary | \$0.00 | \$0.00 |
| Voice Logging Upgrade | We currently record from the Trunks and Positions. The Ideal situation for this system is to record from position only. There may be a cost for this, VITA will cover. | UNK | UNK |
| ECaTS | Analytics system for the state must be upgraded to keep statistics for the ESInet. VITA WILL PAY TO VENDOR | \$1,000.00 | \$0.00 |
| Other System Upgrades | NONE | \$0.00 | \$0.00 |
| Diverse Connectivity Costs | Running Fiber into the ECC from two direction. North and South. Dual lines offer a redundancy to the citizens of Madison County. VITA WILL PAY TO VENDOR | \$49,775.50 | \$0.00 |

| Item | Description | Cost Covered by Vita | County Share |
|-------------------------------|---|----------------------|--------------|
| Disaster Recovery Upgrade | NONE | \$0.00 | \$0.00 |
| GIS Data Preperation | Repair some of the GIS Data to meet the 98% match rate required by the system | \$5,000.00 | \$0.00 |
| Legacy 911 Transition Costs | Monthly charges incurred to Verizon during the transition | \$5,000.00 | \$0.00 |
| Project Management Assistance | VITA will provide if requested. None has been requested at this time. | \$0.00 | \$0.00 |

| | |
|-------------------------|-------------|
| Pass Through Monies | \$70,000.00 |
| Non-Pass Through Monies | \$54,775.50 |

| County of Madison | | | | | | | | | | |
|--|----------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|--|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: E911 Next Generation NEW | | | | | | | | | | |
| Dept # 31402 | | | | | | | | | | |
| Contact Brian Gordon | | | | | | | | | | |
| First 4 line items in FY2020 costs will be funded by VITA on a reimbursement basis | | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2017 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-03 -31 -31402-3192 | Address Maintenance | - | - | - | - | 5,000.00 | 5,000.00 | Not budgeted | Not budgeted | Repair some GIS data to the the 98% match rate (Hurt & Profit) |
| 10-03 -31 -31402-5230 | Telecommunications | - | - | - | - | 5,000.00 | 5,000.00 | Not budgeted | Not budgeted | Monthly charges incurred to Verizon during the transition |
| 10-03 -31 -31402-8104 | Communication Equipment | - | - | - | - | 30,000.00 | 30,000.00 | Not budgeted | Not budgeted | Vesta Call Handling Equipment Upgrades |
| 10-03 -31 -31402-8117 | Purchased Software | - | - | - | - | 30,000.00 | 30,000.00 | Not budgeted | Not budgeted | Install and initialize Text to 911 in an IP based environment |
| 10-03-31-31402-???? | FIBER CONNECTION to COUNTY | - | - | - | - | - | - | Not budgeted | Not budgeted | to be determined; CONSIDER INCLUSION in CAPITAL BUDGET |
| | | - | - | - | - | 70,000.00 | 70,000.00 | Not budgeted | Not budgeted | |

| County of Madison FY2020 Budget Worksheet | | | | | | | | | | |
|--|------------------------------|--|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|--------------------------------------|
| Department: | | MADISON VOLUNTEER FIRE DEPARTMENT | | | | | | | | |
| Dept # | | 32200 | | | | | | | | |
| Contact | | Brian Gordon; President | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-03 -32 -32200-5640 | GENERAL CONTRIBUTION REQUEST | 82,000.00 | 82,000.00 | 82,000.00 | 41,000.00 | 82,000.00 | - | None | 50.00% | |
| 10-03 -32 -32200-5641 | FIRE PROGRAM FUND | 42,443.00 | 43,725.00 | 44,000.00 | - | 44,880.00 | 880.00 | 2.00% | 0.00% | estimate only; funded by State grant |
| 10-03 -32 -32200-XXXX | Local Match - FEMA grant | - | - | - | - | 40,000.00 | 40,000.00 | Not budgeted | Not budgeted | see discussion below |
| | | 124,443.00 | 125,725.00 | 126,000.00 | 41,000.00 | 126,880.00 | 880.00 | 0.70% | 32.54% | |
| | | <p>The fire department, through vote of the membership, has agreed to pursue a grant on behalf of the County for subscriber units. The idea at this point would be to join forces with the Greene County Fire Departments to apply for a grant to cover the cost of subscriber units for all four fire departments. This will be done after both counties commit to a vendor and a picture of what is needed is clearer. The target grant at this time is the FEMA AFG (Assistance to Firefighters Grant). Traditionally this grant is a 90/10 grant meaning the fire department would be responsible for 10% of the total cost. The estimated total cost for Madison County alone is approximately \$400k making our portion approximately \$40k. Greene County would cover their match appropriately; the reason to apply for the grant together is that we stand a better chance of being awarded together because of interoperability. We would ask that the members of the Board consider covering the Madison County match portion of this grant through a contingent appropriation.</p> | | | | | | | | |

| County of Madison | | | | | | | | | | |
|-------------------------|-----------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|-------------------------|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: | | RESCUE SQUAD SERVICE | | | | Provided by FD | | | | |
| Dept # | | 32300 | | | | | | | | |
| Contact | | Steve Grayson | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-03 -32 -32300-5440 | LEASE - AMBULANCE USE | 100,000.00 | 100,000.00 | 100,000.00 | 100,000.00 | 100,000.00 | - | None | 100.00% | |
| 10-03 -32 -32300-5642 | FOUR-FOR-LIFE PROGRAM | 14,600.56 | 14,802.32 | 15,000.00 | 14,802.32 | 15,000.00 | - | None | 98.68% | pass through from state |
| 10-03 -32 -32300-5643 | BUDILING PROGRAM | 150,000.00 | - | - | - | - | - | Not budgeted | Not budgeted | |
| | | 264,600.56 | 114,802.32 | 115,000.00 | 114,802.32 | 115,000.00 | - | None | 99.83% | |

Madison County Rescue Squad Inc.
Balance Sheet
As of December 31, 2018

32300

| | <u>Dec 31, 18</u> |
|---|----------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 10000 - Cash | |
| 10100 - Operating - StellarOne | 7,218.81 |
| 10200 - Savings - StellarOne | 20,636.91 |
| 10300 - Memorials - StellarOne | 4,206.41 |
| 10500 - Revenue Recovery - StellarOne | 49,077.51 |
| 10600 - Building Fund | 1,019,103.60 |
| Total 10000 - Cash | <u>1,100,243.24</u> |
| Total Checking/Savings | <u>1,100,243.24</u> |
| Other Current Assets | |
| 11000 - Due from Members | 306.00 |
| 13000 - Investments - StellarOne | 192,287.12 |
| 13500 - CD - StellarOne | |
| 13510 - CD - UnRestricted | |
| 13150-1 - 7700033746 | 40,000.00 |
| 13150-2 - 7700034574 | 54,528.31 |
| Total 13510 - CD - UnRestricted | <u>94,528.31</u> |
| 13520 - CD - Building Fund | |
| 13520-1 - 1155216.24 | 40,000.00 |
| 13520-2 - 115630121 | 160,000.00 |
| 13520-5 - 7700051735 | 44,136.00 |
| 13520-8 - 7700055461 | 50,000.00 |
| 13520-9 - 7700055473 | 150,000.00 |
| Total 13520 - CD - Building Fund | <u>444,136.00</u> |
| Total 13500 - CD - StellarOne | <u>538,664.31</u> |
| Total Other Current Assets | <u>731,257.43</u> |
| Total Current Assets | <u>1,831,500.67</u> |
| Fixed Assets | |
| 15000 - Fixed Assets | |
| 15100 - Buildings | 192,102.24 |
| 15200 - Land | 376,996.83 |
| 15500 - Vehicles | 543,743.33 |
| Total 15000 - Fixed Assets | <u>1,112,842.40</u> |
| Total Fixed Assets | <u>1,112,842.40</u> |
| TOTAL ASSETS | <u><u>2,944,343.07</u></u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | |
| 22001 - Loan Truck | 27,700.00 |
| 23000 - Building Fund Restricted | 175,000.00 |
| Total Other Current Liabilities | <u>202,700.00</u> |
| Total Current Liabilities | <u>202,700.00</u> |
| Total Liabilities | <u>202,700.00</u> |

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01/11/19
Cash Basis

Madison County Rescue Squad Inc.
Balance Sheet
As of December 31, 2018

| | <u>Dec 31, 18</u> |
|---------------------------------------|----------------------------|
| Equity | |
| 30000 - Opening Balance Equity | 1,291,304.36 |
| 32000 - Unrestricted Net Assets | 1,382,700.11 |
| Net Income | 67,638.60 |
| Total Equity | <u>2,741,643.07</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>2,944,343.07</u></u> |

2:03 PM
 01/11/19
 Cash Basis

Madison County Rescue Squad Inc.
Profit & Loss Budget vs. Actual no Building
 January through December 2018

| Ordinary Income/Expense | Jan - Dec 18 | Budget |
|----------------------------------|--------------|------------|
| Income | | |
| 40000 - Income | | |
| 40100 - Donations | 30,313.86 | 45,000.00 |
| 40200 - Estates | 10,124.99 | |
| 40300 - MCRS Auxillary | 10,000.00 | 10,000.00 |
| 41100 - Fund Drive | 34,635.00 | 30,000.00 |
| 41300 - Brunches / Dinners | 28,232.55 | 32,500.00 |
| 41400 - GML / Co. Fair | 3,128.77 | 3,000.00 |
| 42100 - Board of Supervisors | 100,000.00 | 125,000.00 |
| 42200 - Six 1/4 for Life | 14,802.32 | 14,500.00 |
| 42300 - Grants | 39,039.51 | 33,000.00 |
| 43100 - Building Rental | 1,920.00 | 2,500.00 |
| 43200 - Sale to Members | 0.00 | 300.00 |
| 43450 - Cadet Income | 0.00 | 1,500.00 |
| 45100 - Interest | 328.59 | 300.00 |
| 49000 - Transfer / Loan | 0.00 | 65,500.00 |
| Total 40000 - Income | 272,525.59 | 363,100.00 |
| Total Income | 272,525.59 | 363,100.00 |
| Expense | | |
| 50000 - Operations | | |
| 51000 - Maintenance | | |
| 51100 - Extrication / Rescue | 2,335.68 | 3,000.00 |
| 51200 - ALS Equipment | 445.94 | 14,000.00 |
| 51300 - Communications Equipment | 491.23 | 2,000.00 |
| 51400 - Vehicles | 45,001.53 | 60,000.00 |
| 51450 - 388 Upgrade | 8,662.31 | 8,000.00 |
| Total 51000 - Maintenance | 56,936.69 | 87,000.00 |
| 52000 - Purchase | | |
| 52100 - Extrication / Rescue | 13,256.13 | 10,000.00 |
| 52200 - ALS Equipment | 130,724.63 | 66,000.00 |
| 52300 - Communications Equipment | 2,495.00 | 2,000.00 |
| 52400 - Uniforms | 4,415.63 | 10,000.00 |
| 52500 - First Aid Supplies | 10,800.91 | 15,000.00 |
| 52600 - Oxygen | 5,022.13 | 5,000.00 |
| Total 52000 - Purchase | 166,714.43 | 108,000.00 |

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 01/11/19
 Cash Basis

Madison County Rescue Squad Inc.
Profit & Loss Budget vs. Actual no Building
 January through December 2018

| | Jan - Dec 18 | Budget |
|---|-------------------|-------------------|
| 53000 · Member Medical Expense | 0.00 | 750.00 |
| 54000 · Recruitment & Retention | 2,324.08 | 3,200.00 |
| 54500 · Cadet Expense | 0.00 | 2,000.00 |
| 55000 · Public Relations | 3,090.42 | 2,500.00 |
| 56000 · Freight In | 596.51 | 600.00 |
| 57000 · OMD | 5,000.00 | 5,000.00 |
| 59000 · HazMat | 285.48 | 300.00 |
| Total 50000 · Operations | 234,947.61 | 209,350.00 |
| 60000 · Training | | |
| 60100 · Convention / Symposium / Rescue | 3,401.48 | 4,000.00 |
| 60200 · Training / Instructional | 3,271.81 | 15,000.00 |
| 60300 · Meetings / Trips | 106.69 | 500.00 |
| Total 60000 · Training | 6,779.98 | 19,500.00 |
| 70000 · Fund Raising | | |
| 70100 · Brunches / Dinners | 4,654.31 | 15,000.00 |
| 70200 · Fund Drive | 2,481.78 | 3,500.00 |
| Total 70000 · Fund Raising | 7,136.09 | 18,500.00 |
| 80000 · Overhead | | |
| 80100 · Office Supplies / Postage | 2,837.59 | 3,500.00 |
| 80200 · Insurance | 43,641.00 | 45,000.00 |
| 81000 · Utilities - Electric Property | 12,489.87 | 10,000.00 |
| 81050 · Cell Phones / Fax & Modem | 540.08 | 500.00 |
| 81100 · Website / Internet | 1,174.70 | 1,500.00 |
| 81150 · Dues / Subs / Rsch / Membership | 618.05 | 750.00 |
| 82000 · Accounting | 3,335.00 | 3,500.00 |
| 86000 · Installation Banquet | 3,574.82 | 4,000.00 |
| 87500 · Interest Paid Vehicle Note | 2,362.58 | |
| 89000 · Maintenance - Building Improv. | 11,479.93 | 10,000.00 |
| 89050 · Maintenance - Office / Bldg Eq | 0.00 | 1,000.00 |
| 89100 · Purchase - Office / Bldg Eq | 3,252.27 | 4,000.00 |
| 89150 · Bank Fees | 2,119.78 | 2,000.00 |
| Total 80000 · Overhead | 87,425.67 | 85,750.00 |
| Total Expense | 336,289.35 | 333,100.00 |
| Net Ordinary Income | -63,763.76 | 30,000.00 |

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Cash Basis

Madison County Rescue Squad Inc.
Profit & Loss Budget vs. Actual no Building
January through December 2018

| | <u>Jan - Dec 18</u> | <u>Budget</u> |
|-----------------------|---------------------|------------------|
| Other Income/Expense | | |
| Other Expense | | |
| 89950 - Other Expense | 44.99 | |
| Total Other Expense | 44.99 | |
| Net Other Income | -44.99 | |
| Net Income | <u>-63,808.75</u> | <u>30,000.00</u> |

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01/11/19

Cash Basis

Madison County Rescue Squad Inc.
Profit & Loss no building
January through December 2018

| | <u>Jan - Dec 18</u> |
|---|---------------------|
| Ordinary Income/Expense | |
| Income | |
| 40000 - Income | |
| 40100 - Donations | 30,313.86 |
| 40200 - Estates | 10,124.99 |
| 40300 - MCRS Auxillary | 10,000.00 |
| 41100 - Fund Drive | 34,635.00 |
| 41300 - Brunches / Dinners | 28,232.55 |
| 41400 - GML / Co. Fair | 3,128.77 |
| 42100 - Board of Supervisors | 100,000.00 |
| 42200 - Six 1/4 for Life | 14,802.32 |
| 42300 - Grants | 39,039.51 |
| 43100 - Building Rental | 1,920.00 |
| 45100 - Interest | 328.59 |
| Total 40000 - Income | <u>272,525.59</u> |
| Total Income | 272,525.59 |
| Expense | |
| 50000 - Operations | |
| 51000 - Maintenance | |
| 51100 - Extrication / Rescue | 2,335.68 |
| 51200 - ALS Equipment | 445.94 |
| 51300 - Communications Equipment | 491.23 |
| 51400 - Vehicles | 45,001.53 |
| 51450 - 388 Upgrade | 8,662.31 |
| Total 51000 - Maintenance | <u>56,936.69</u> |
| 52000 - Purchase | |
| 52100 - Extrication / Rescue | 13,256.13 |
| 52200 - ALS Equipment | 130,724.63 |
| 52300 - Communications Equipment | 2,495.00 |
| 52400 - Uniforms | 4,415.63 |
| 52500 - First Aid Supplies | 10,800.91 |
| 52600 - Oxygen | 5,022.13 |
| Total 52000 - Purchase | <u>166,714.43</u> |
| 54000 - Recruitment & Retention | 2,324.08 |
| 55000 - Public Relations | 3,090.42 |
| 56000 - Freight In | 596.51 |
| 57000 - OMD | 5,000.00 |
| 59000 - HazMat | 285.48 |
| Total 50000 - Operations | <u>234,947.61</u> |
| 60000 - Training | |
| 60100 - Convention / Symposium / Rescue | 3,401.48 |
| 60200 - Training / Instructional | 3,271.81 |
| 60300 - Meetings / Trips | 106.69 |
| Total 60000 - Training | <u>6,779.98</u> |
| 70000 - Fund Raising | |
| 70100 - Brunches / Dinners | 4,654.31 |
| 70200 - Fund Drive | 2,481.78 |
| Total 70000 - Fund Raising | <u>7,136.09</u> |

Madison County Rescue Squad, Inc.

| <u>Expenses</u> | <u>Proposed 2019</u> | <u>Proposed 2018</u> |
|---------------------------------|--------------------------|--------------------------|
| Installation Banquet | 3,800.00 | 4,000.00 |
| Brunches/Dinners | 10,000.00 | 15,000.00 |
| Fund Drive | 3,000.00 | 3,500.00 |
| Office Supplies/Postage | 3,500.00 | 3,500.00 |
| Training/Instructional | 12,000.00 | 15,000.00 |
| Meetings/Trips | 1,000.00 | 500.00 |
| Convention/Symposium/Rescue | 4,000.00 | 4,000.00 |
| Insurance | 45,000.00 | 45,000.00 |
| Bld. Maint/Improv | 10,000.00 | 10,000.00 |
| Utilities (elec.prop) | 14,000.00 | 10,000.00 |
| Cell phones/Fax | 600.00 | 500.00 |
| Website/Internet | 1,500.00 | 1,500.00 |
| Uniforms | 5,000.00 | 10,000.00 |
| First aid supplies | 5,000.00 | 15,000.00 |
| Oxygen | 5,000.00 | 5,000.00 |
| HazMat | 300.00 | 300.00 |
| Maint: office/bldg. equip | 1,000.00 | 1,000.00 |
| Maint: extrication/Rescue | 13,000.00 | 3,000.00 |
| Maint: ALS equip | 12,000.00 | 14,000.00 |
| Maint: Communications equip | 2,000.00 | 2,000.00 |
| Vehicle Maintenance | 50,000.00 | 60,000.00 |
| Purch: Office/Bldg. Equip/Misc | 6,500.00 | 4,000.00 |
| Purch: Extrication/Rescue Equip | 31,000.00 | 10,000.00 |
| Purch: ALS Equip | 2,000.00 | 66,000.00 |
| Purch: Communications Equip | 2,000.00 | 2,000.00 |
| Member Medical Expense | 750.00 | 750.00 |
| Public Relations | 2,500.00 | 2,500.00 |
| OMD | 5,000.00 | 5,000.00 |
| Dues/Subs/Rsrch/Membrshp | 650.00 | 750.00 |
| Recruitment & Retention | 20,000.00 | 3,200.00 |
| Scrapbook | 350.00 | 0.00 |
| Concerts/Festivals/Raffles | 0.00 | 0.00 |
| Freight In | 600.00 | 600.00 |
| Loan payment principal vehicle | 24,000.00 | 27,700.00 |
| Loan payment interest vehicle | 1,000.00 | 2,300.00 |
| Accountant position | 3,500.00 | 3,500.00 |
| Cadet | 2,000.00 | 2,000.00 |
| Bank fees | 2,000.00 | 2,000.00 |
| New ambulance | 245,000.00 | 8,000.00 |
| | 550,550.00 | 363,100.00 |

| <u>Income</u> | <u>Proposed 2019</u> | <u>Proposed 2018</u> |
|-------------------------|--------------------------|--------------------------|
| Balance | | |
| Board of Supervisors | 100,000.00 | 125,000.00 |
| Donations | 45,000.00 | 45,000.00 |
| Fund Drive | 30,000.00 | 30,000.00 |
| Estates | 0.00 | 0.00 |
| MCRS Auxillary | 10,000.00 | 10,000.00 |
| Six 1/4 for Life | 14,500.00 | 14,500.00 |
| Interest | 300.00 | 300.00 |
| Sale to Members | 300.00 | 300.00 |
| Building Rental | 2,500.00 | 2,500.00 |
| Sale of Equip. & supply | 0.00 | 0.00 |
| Grants | 132,400.00 | 33,000.00 |
| Brunches/Dinners | 30,000.00 | 32,500.00 |
| GML/Co. Fair | 3,000.00 | 3,000.00 |
| Concerts/Raffles/other | 0.00 | 0.00 |
| Cadet | 0.00 | 1,500.00 |
| Transfer / loan | 182,550.00 | 65,500.00 |
| | 550,550.00 | \$0.00 363,100.00 |

| County of Madison | | | | | | | | | | |
|-------------------------|------------------------------|------------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|----------|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: | | THOMAS JEFFERSON EMS COUNCIL | | | | | | | | |
| Dept # | | 32400 | | | | | | | | |
| Contact | | OUTSIDE AGENCY | | | | | | | | |
| | | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-03 -32 -32400-5640 | GENERAL CONTRIBUTION REQUEST | 7,743.00 | 7,743.00 | 7,743.00 | 3,871.50 | 7,743.00 | - | None | 50.00% | |

COUNTY OF MADISON

FY2020 AGENCY FUNDING APPLICATION

DEADLINE: January 11, 2019



| IDENTIFICATION | |
|--|---|
| <i>Organization/Agency Name:</i> | Thomas Jefferson EMS Council |
| <i>Street Name:</i> | 100 Martha Jefferson Dr. Ste. 100 Charlottesville, VA 22911 |
| <i>Mailing Address:</i> | Same as above |
| <i>Agency Contact:</i> | Thomas P. Joyce |
| <i>Telephone Number:</i> | 434-295-6146 |
| <i>E-mail Address – Agency Contact</i> | tjoyce@vaems.org |
| <i>Agency's Web Address:</i> | tjems.org |
| <i>Federal Tax ID#:</i> | 54-1897455 |
| <i>Audit:</i> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

| PURPOSE/NARRATIVE |
|---|
| <p><i>Missions and Goals:</i></p> <p>The Thomas Jefferson Emergency Medical Services Council, Inc. (TJEMS) is an integral part of the emergency medical services (EMS) system in Central Virginia – functioning to assess, identify, coordinate, plan and implement an effective and efficient regional EMS delivery system in partnership with the Virginia Office of EMS, the Governor’s EMS Advisory Board and the local EMS and governmental agencies within Planning District 10 and Madison County (Planning District 9).</p> |

Experience and Accomplishments:

TJEMS provides Madison County certified EMS providers with continuing education classes in their locality that assists providers with acquiring Office of EMS minimal training hours to remain certified. TJEMS offers additional regional training not included in the continuing education classes.

Benefits of Funding:

Intention of Use:

FUNDING

Category of Funding

- Public Safety
- Health
- Arts/Culture
- General Community/Civic
- Human Services
- Education
- Environment
- Recreation

Funding Request:

\$ 7743.00

Signature:



Title: Executive Director

Printed Name:

Thomas Joyce

Date:

12/18/18

**THOMAS JEFFERSON EMERGENCY
MEDICAL SERVICES COUNCIL
STATEMENTS OF ACTIVITIES AND NET ASSETS
YEARS ENDED JUNE 30, 2018 AND 2017**

| | 2018 | 2017 |
|--------------------------------------|-------------------|------------------|
| PUBLIC SUPPORT AND REVENUES | | |
| Public support | | |
| Local support | \$ 62,844 | \$ 89,113 |
| Grants and donations | 49,880 | 7,372 |
| Total public support | <u>112,724</u> | <u>96,485</u> |
| Revenues | | |
| State contract | 242,941 | 195,872 |
| Training courses and materials | 29,660 | 72,887 |
| UVA contribution - rent | - | 18,812 |
| Interest | 58 | 33 |
| Total revenues | <u>272,659</u> | <u>287,604</u> |
| Total Support and Revenues | <u>385,383</u> | <u>384,089</u> |
| EXPENSES | | |
| Program services | 261,576 | 348,261 |
| Management and general | 59,412 | 66,207 |
| Total expenses | 320,988 | 414,468 |
| Abandonment loss | - | 2,510 |
| Total expenses and losses | <u>320,988</u> | <u>416,978</u> |
| CHANGE IN NET ASSETS | 64,395 | (32,889) |
| NET ASSETS, BEGINNING OF YEAR | <u>56,211</u> | <u>89,100</u> |
| NET ASSETS, END OF YEAR | <u>\$ 120,606</u> | <u>\$ 56,211</u> |

See Accompanying Notes

Thomas Jefferson EMS Council
Balance Sheet - Substantially All Disclosures Omitted
As of June 30, 2018

| | Jun 30, 18 |
|--|-------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 10 · Sun Trust | 24,870.40 |
| 20 · Business Money Market..6571 | 63,814.58 |
| 25 · Pre-Hospital Build Out Funds924 | 1,218.70 |
| Total Checking/Savings | 89,903.68 |
| Accounts Receivable | |
| 1000 · Accounts Receivable | 38,982.00 |
| Total Accounts Receivable | 38,982.00 |
| Other Current Assets | |
| 1001 · Due from staff | 65.00 |
| Total Other Current Assets | 65.00 |
| Total Current Assets | 128,950.68 |
| Fixed Assets | |
| 1600 · Computer Equipment | 13,547.36 |
| 1610 · Furniture and Equipment | 14,362.67 |
| 1630 · Training Equipment | 1,376.96 |
| 1640 · Vehicles Purchased | 81,087.14 |
| 1650 · Accumulated Depreciation | -102,232.53 |
| Total Fixed Assets | 8,141.60 |
| Other Assets | |
| 1540 · Security Deposit | 243.00 |
| Total Other Assets | 243.00 |
| TOTAL ASSETS | 137,335.28 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 20000 · Accounts Payable | 1,016.86 |
| Total Accounts Payable | 1,016.86 |
| Credit Cards | |
| 30 · Sun Trust Visa | 477.42 |
| Total Credit Cards | 477.42 |
| Other Current Liabilities | |
| 2100 · Accrued payroll benefits | -1,816.48 |
| 2105 · Payable to Medical Director | -15,000.00 |
| 2110 · Accrued Vacation Pay | 8,304.80 |
| 4000 · Payroll Liabilities | 4,456.11 |
| 5000 · Direct Deposit Liabilities | -136.00 |
| Total Other Current Liabilities | -4,191.57 |
| Total Current Liabilities | -2,697.29 |
| Total Liabilities | -2,697.29 |
| Equity | |
| 32000 · Unrestricted Net Assets | 56,210.00 |
| Net Income | 83,822.57 |
| Total Equity | 140,032.57 |

Thomas Jefferson EMS Council
Balance Sheet - Substantially All Disclosures Omitted
As of June 30, 2018

TOTAL LIABILITIES & EQUITY

Jun 30, 18

137,335.28

| County of Madison FY2020 Budget Worksheet | | | | | | Provided by FD | | | | |
|--|-------------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|--|
| Department: | EMS | | | | | | | | | |
| Dept # | 32600 | | | | | | | | | |
| Contact | N Hillstrom | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-03 -32 -32600-1310 | DIRECTOR | 75,240.00 | 76,619.40 | 76,744.72 | 32,004.91 | 76,744.72 | - | None | 41.70% | |
| 10-03 -32 -32600-1460 | FULL-TIME OVERTIME | 38,867.10 | 58,479.14 | 48,171.04 | 36,754.44 | 56,081.44 | 7,910.40 | 16.42% | 76.30% | FY2020 compensation set at current FY19 budget |
| 10-03 -32 -32600-1810 | LIEUTENANT | 107,230.68 | 106,791.30 | 111,287.37 | 47,312.28 | 111,287.37 | - | None | 42.51% | |
| 10-03 -32 -32600-1811 | PT LIEUTENANT | - | - | - | 3,720.00 | - | - | Not budgeted | Not budgeted | |
| 10-03 -32 -32600-1815 | MEDICS | 490,245.49 | 528,980.08 | 584,192.76 | 288,613.19 | 711,372.51 | 127,179.75 | 21.77% | 49.40% | |
| 10-03 -32 -32600-1825 | MEDICS PART-TIME | 101,727.21 | 94,991.85 | 63,751.00 | 42,126.54 | 68,536.60 | 4,785.60 | 7.51% | 66.08% | |
| 10-03 -32 -32600-1900 | PROJ ACCUMULATED LEAVE PAYOUT | 6,545.64 | 480.65 | - | 9,772.06 | - | - | Not budgeted | Not budgeted | |
| 10-03 -32 -32600-2100 | FICA | 61,902.74 | 64,876.87 | 67,637.24 | 34,640.77 | 78,337.74 | 10,700.50 | 15.82% | 51.22% | |
| 10-03 -32 -32600-2210 | VRS | 59,137.17 | 62,936.18 | 65,948.00 | 31,363.27 | 76,809.15 | 10,861.15 | 16.47% | 47.56% | |
| 10-03 -32 -32600-2220 | VRS-HEALTH INSURANCE CREDIT | 604.44 | 642.60 | 617.78 | 293.43 | 719.52 | 101.74 | 16.47% | 47.50% | |
| 10-03 -32 -32600-2310 | HEALTH INSURANCE | 81,740.00 | 95,827.36 | 88,106.68 | 44,452.00 | 107,989.75 | 19,883.07 | 22.57% | 50.45% | |
| 10-03 -32 -32600-2400 | GROUP LIFE INSURANCE | 8,826.88 | 9,347.22 | 10,116.15 | 4,860.06 | 11,782.20 | 1,666.05 | 16.47% | 48.04% | |
| 10-03 -32 -32600-2700 | WORKMAN'S COMPENSATION | 36,253.52 | 32,444.00 | 35,809.58 | 18,455.00 | 42,066.54 | 6,256.96 | 17.47% | 51.54% | |
| 10-03 -32 -32600-3110 | EMPLOYEE MEDICAL EXPENSES | 1,039.01 | 2,021.53 | 2,000.00 | 678.10 | 2,500.00 | 500.00 | 25.00% | 33.91% | Increase in EMS staff |
| 10-03 -32 -32600-3113 | OPERATING MEDICAL DIRECTOR | 10,000.00 | 10,000.00 | 10,000.00 | 2,500.00 | 10,000.00 | - | None | 25.00% | |
| 10-03 -32 -32600-3114 | AMBULANCE BILLING SERVICE | 23,313.84 | 26,868.52 | 27,000.00 | 16,525.55 | 31,000.00 | 4,000.00 | 14.81% | 61.21% | Increased call volume, billing percentage increase |
| 10-03 -32 -32600-3166 | TRAINING SERVICES | 2,793.56 | 7,302.08 | 5,000.00 | 4,053.49 | 6,000.00 | 1,000.00 | 20.00% | 81.07% | Increase in EMS staff |
| 10-03 -32 -32600-3323 | MAINTENANCE/SUPPORT CONTRACT | 2,063.50 | 2,063.48 | 5,500.00 | 1,798.00 | 6,500.00 | 1,000.00 | 18.18% | 32.69% | Added additional lucas CPR device and cardiac monitor |
| 10-03 -32 -32600-3510 | PRINTING | - | - | 400.00 | - | 400.00 | - | None | 0.00% | |
| 10-03 -32 -32600-3610 | ADVERTISING | 75.00 | - | 500.00 | - | 400.00 | (100.00) | -20.00% | 0.00% | |
| 10-03 -32 -32600-5110 | Electricity | - | - | - | - | \$1,400 | - | - | - | |
| 10-03 -32 -32600-5210 | POSTAL SERVICES | - | 115.89 | 100.00 | - | 100.00 | - | None | 0.00% | 1409-A North Main Street |
| 10-03 -32 -32600-5230 | TELECOMMUNICATIONS | 2,386.16 | 2,806.42 | 3,000.00 | 1,273.79 | 3,200.00 | 200.00 | 6.67% | 42.46% | |
| 10-03 -32 -32600-5305 | INSURANCE-VEHICLE | 1,479.12 | 1,365.12 | 1,900.00 | 2,243.53 | 2,243.53 | 343.53 | 18.08% | 118.08% | FY2020 set at FY19 actual; may change; consider effect of new response vehicle |
| 10-03 -32 -32600-5450 | Rent | - | - | - | - | 26,400.00 | 26,400.00 | Not budgeted | Not budgeted | |
| 10-03 -32 -32600-5510 | MILEAGE | - | 26.00 | 100.00 | - | 100.00 | - | None | 0.00% | 1409-A North Main Street |
| 10-03 -32 -32600-5530 | LODGING & MEALS | 1,433.90 | 1,151.59 | 1,500.00 | 800.80 | 1,800.00 | 300.00 | 20.00% | 53.39% | Increase in EMS staff |
| 10-03 -32 -32600-5540 | SEMINARS & TUITIONS | 2,429.00 | 2,000.00 | 2,000.00 | - | 2,000.00 | - | None | 0.00% | |
| 10-03 -32 -32600-5810 | DUES | 307.00 | 399.00 | 350.00 | 100.00 | 350.00 | - | None | 28.57% | |
| 10-03 -32 -32600-6001 | OFFICE SUPPLIES | 1,361.36 | 1,468.12 | 1,500.00 | 530.14 | 1,500.00 | - | None | 35.34% | |
| 10-03 -32 -32600-6008 | VEHICLE/EQUIPMENT FUEL | 18,280.33 | 24,000.73 | 20,000.00 | 10,264.80 | 22,000.00 | 2,000.00 | 10.00% | 51.32% | Increased call volume |
| 10-03 -32 -32600-6009 | VEHICLE/EQUIPMENT MAINTENANCE | 6,556.12 | 13,827.01 | 7,000.00 | 7,214.79 | 12,000.00 | 5,000.00 | 71.43% | 103.07% | Aging vehicle, preventative maintenance |
| 10-03 -32 -32600-6011 | UNIFORMS & WEARING APPAREL | 7,554.90 | 6,702.48 | 9,000.00 | 6,798.32 | 10,200.00 | 1,200.00 | 13.33% | 75.54% | Increase in EMS staff |
| 10-03 -32 -32600-6020 | BOOKS & SUBSCRIPTIONS | 218.87 | 825.95 | 1,000.00 | 204.00 | 1,000.00 | - | None | 20.40% | |
| 10-03 -32 -32600-6030 | MEDICAL SUPPLIES | 10,827.44 | 14,731.75 | 35,000.00 | 8,631.80 | 35,000.00 | - | None | 24.66% | Single supply-MCRS & MEMS |
| 10-03 -32 -32600-8101 | OFFICE EQUIPMENT | - | 146.93 | 500.00 | 4.00 | 500.00 | - | None | 0.80% | |
| 10-03 -32 -32600-8102 | OFFICE FURNITURE | 147.98 | 392.26 | 500.00 | 182.07 | 500.00 | - | None | 36.41% | |
| 10-03 -32 -32600-8103 | IT EQUIPMENT | 1,223.09 | 660.77 | 2,000.00 | - | 2,000.00 | - | None | 0.00% | |
| 10-03 -32 -32600-8104 | COMMUNICATIONS EQUIPMENT | 285.80 | 2,719.53 | 2,000.00 | 750.00 | 2,000.00 | - | None | 37.50% | |
| 10-03 -32 -32600-8106 | MOTOR VEHICLES | - | 149,419.00 | 60,000.00 | - | 220,000.00 | 160,000.00 | 266.67% | 0.00% | Additional County ambulance, 50/50 grant |

| County of Madison | | | | | | | | | | |
|-------------------------|-------------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|--|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: | | EMS | | | | Provided by FD | | | | |
| Dept # | | 32600 | | | | | | | | |
| Contact | | N Hillstrom | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-03 -32 -32600-8108 | EQUIPMENT-OTHER | 35,088.93 | 16,057.75 | 47,000.00 | - | 72,000.00 | 25,000.00 | 53.19% | 0.00% | Ultrasound/Supply vending machine/new ambulance supplies |
| 10-03 -32 -32600-8236 | Tenant leasehold improvements | | | | | \$10,000 | 10,000.00 | Not budgeted | Not budgeted | 1409-A North Main Street |
| | | 1,197,185.78 | 1,419,488.56 | 1,397,232.32 | 658,921.13 | 1,824,821.07 | 426,188.75 | 30.50% | 47.16% | |

Madison County
Departmental Expenditure Budget Outlook
Fiscal Years 2020 to 2024
Department/Office: EMS
Department Head/Constitutional Officer: Noah Hillstrom

A. FISCAL YEAR 2020 – Budgetary Needs & Requests

1. Please discuss any relevant staffing issues faced by your department in fiscal 2020. Please address the need for additional full-time and part-time staff, as well as increases in necessary levels of overtime. This discussion should also address need for employee compensation increased based on promotion, certifications obtained, misalignment with market and/or other departments and any other relevant issues.

At the request of the Madison County Volunteer Rescue Squad, Madison EMS has been supplementing night-time EMS coverage. The requested hours have been covered by part-time and overtime. I am expecting additional coverage requests and recommend increasing our part-time and overtime budget.

Each department is required by the Virginia Office of EMS to have an infection control officer. Our infection control officer also serves as a medic and has not received a salary increase reflecting her added duties. With our agency continuing to grow, there is an increase in demand for Infectious Control and Occupational Health Management. In December 2013 she identified a better practice for employee physicals (billing insurance instead of County paying for the visit) resulting in significant savings for the County.

2. Please discuss anticipated or desired programmatic changes within your department for FY2020. This can include the offering of new services, or offering services at a significantly different order of magnitude than in previous years.

No anticipated programmatic changes.

3. Please discuss any known technology needs for your department for FY2020. This should include both operating and capital items, and should address such areas as records management, state mandates, outdated software and/or hardware, and need to improve delivery of services.

Our patient care charting software ESO requires a PC based operating system ideally in the form of a small laptop for field operations. A rugged laptop is recommended. Three laptops would be required for each staffed ambulance.

The director computer is over 8 years old. Windows 7 is the operating system. When operating with Excel or Adobe it frequently freezes.

The other desktop computers (4) are working however they are over five years old and operating Windows 7.

4. Please discuss FY2020 capital needs in your department. This should include all items except for technology related items discussed above. It should also correspond to items you have requested through the County Administrator's capital budget process.

Madison EMS has outgrown the small annex next to the Squad. A building proposal has been presented and currently being negotiated.

A second County owned ambulance is needed. The next RSAF grant cycle begins in March 2019. It's my recommendation to apply for a 50/50 grant.

A controlled access pharmaceutical dispenser would help track valuable inventory. Helps monitor and track accountability for access to controlled substances, narcotics and pharmaceuticals. Helps ensure items with expiration dates are used in a timely manner.

B. FISCAL YEARS 2021-2024 Budgetary Outlook

1. Please discuss any relevant staffing issues that you anticipate facing in future fiscal years 2021-2024. Please address the need for additional full-time and part-time staff, as well as increases in necessary levels of overtime. This discussion should also address need for employee compensation increased based on promotion, certifications obtained, misalignment with market and/or other departments and any other relevant issues.

It is likely additional EMS staffing will be required moving into the future as volunteerism is quickly declining not just in Madison but across the nation. In order to prepare for this I've attached an outlook on what 24/7 365 staffing would like.

Many departments across the Commonwealth are having trouble filling EMS positions. Salaries and overall benefit packages are increasing to recruit and retain EMS personnel. Paramedic training programs locally are having significant troubles resulting in declining paramedic graduates which will impact the available personnel for hire.

The EMT-Intermediate program is no longer being taught which will reduce the hiring pool of qualified candidates. I would anticipate future hiring challenges.

Our overall education and experience level is high with a large percentage of our crew having a college education and over ten years of experience. It's important we are competitive with other EMS agencies and keep retention high.

2. Please discuss anticipated or desired programmatic changes within your department for future fiscal years 2021-2024. This can include the offering of new services, or offering services at a significantly different order of magnitude than in previous years.

There is a high likelihood of 24/7 operations.

Daily shift staffing: Two ambulance crews on for 24 hours. Peak activity ambulance crew on duty from 0900 to 2100. A supervisor on duty for 24 hours for operational oversight.

3. Please discuss the longer term outlook for technology needs for your department. This should include both operating and capital items, and should address such areas as records management, state mandates, outdated software and/or hardware, and need to improve delivery of services.

We rely heavily on computers and high speed internet connectivity to operate efficiently. My recommendation is to have a planned replacement interval q 5 years for computer equipment.

4. Please discuss the longer term outlook for capital needs in your department. This should include all items except for technology related items discussed above. It should also correspond to items you have requested through the County Administrator's capital budget process.

Agreement for Emergency Medical Services Between the Madison County Rescue Squad and The Madison County Board of Supervisors Line E: "Since the assets of the Company were derived through public contribution, the Company agrees in the event of dissolution to vest title to all land, buildings, apparatus and equipment to an organization who will be committed to carrying on the Company's public safety services to the citizens of Madison County, Virginia."

If the "organization" is the County then our capital needs are drastically reduced. If the assets do not come to the County then preparation for significant capital expenditures should be anticipated.

If the planned MCRS building does not occur a station will be needed to house Madison EMS. In order to reduce response times an additional station (location TBD) is recommended.

Our second response vehicle "response 1" will need to be replaced. Response vehicles are integral to our operation: fire department does not respond to medical events and it allows for another provide to assist with patient care as needed.

Future Madison EMS Staffing Work Up for 24/7 Operations

Minimum Staffing

24 hour ambulances X 2: 4 providers

Power shift ambulance 0600 to 1800 X 1: 2 providers

24 hour response car X 1: 1 supervisor

Plan

Hire 2 EMT'S: Salary \$38,000 per EMT

Breakdown

2 EMT positions w/fringe: \$100,000

Base medic salary: \$45,000

Overtime: \$13,497.12 per FTE medic

Medic overtime: \$189,000 (Current overtime projected budget distributed to salaries)

Leave: Most employees receive 224 hours of leave time. Factor out 224 hours at their overtime rate and a reduction of \$43,626.24 can be achieved. $(224 \times \$32.45 - \$21.63) \times 18$ field providers/non-supervisors

Overtime reduction: Current budget 56k, projections will be over 70k. With the reduction of overtime shifts due to current scheduling, we would have 90% of this line item shifted to salary line item.

Total cost without factoring in overtime reduction (moving current overtime line item to employee salary): \$245,375.76

Part-time staff would cover holidays, deployment, training, vacation/sick leave

Benefits

1) Employee salaries will be competitive with surrounding EMS agencies.

2) If MCRS were to dissolve the County would be prepared for 24/7 operations. Prior staffing plans indicated 10 additional FTE's would be required.

County of Madison
 FY2020 Budget Worksheet

Department: JUVENILE PROBATION
 Dept # 33300
 Contact SPQ/ M Gossweiler

| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
|-----------------------|---------------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|----------------------------|
| 10-03 -33 -33300-3191 | COUNSELING/RESIDENTIAL SERVICES | 1,307.00 | 1,255.83 | 6,060.00 | 940.00 | 6,060.00 | - | None | 15.51% | |
| 10-03 -33 -33300-5210 | POSTAL SERVICES | 64.00 | 59.00 | 200.00 | 60.00 | 200.00 | - | None | 30.00% | |
| 10-03 -33 -33300-5230 | TELECOMMUNICATIONS | 16.30 | 8.07 | 1,030.00 | 173.84 | 750.00 | (280.00) | -27.18% | 16.88% | monthly bill ~ \$50 |
| 10-03 -33 -33300-5510 | MILEAGE | 528.37 | 878.91 | 1,500.00 | 173.18 | 1,500.00 | - | None | 11.55% | |
| 10-03 -33 -33300-5530 | LODGING & MEALS | 297.52 | 251.75 | 500.00 | 111.11 | 500.00 | - | None | 22.22% | |
| 10-03 -33 -33300-5540 | SEMINARS & TUITIONS | 121.00 | 357.85 | 500.00 | - | 500.00 | - | None | 0.00% | |
| 10-03 -33 -33300-5891 | CRIME PREVENTION GRANT | 5,846.50 | 6,493.82 | 8,079.00 | 1,308.00 | 8,079.00 | - | None | 16.19% | |
| 10-03 -33 -33300-6001 | OFFICE SUPPLIES | 712.12 | 491.10 | 600.00 | 179.00 | 700.00 | 100.00 | 16.67% | 29.83% | increased cost of supplies |
| 10-03 -33 -33300-8101 | OFFICE EQUIPMENT | 2,582.95 | 1,674.86 | 2,200.00 | 514.60 | 2,200.00 | - | None | 23.39% | |
| | | 11,475.76 | 11,471.19 | 20,669.00 | 3,459.73 | 20,489.00 | (180.00) | -0.87% | 16.74% | |

33300

Juvenile Probation Office

Madison County Office – 16th District Court Service Unit

FY- 2019-2020 Budget Narrative

Prepared: January 3, 2019

The Juvenile Probation Office/Court Service Unit is responsible for providing intake services to the community for custody, visitation, and support matters, protective orders in cases of family abuse, and all matters pertaining to juvenile delinquency. The 16th District Court Service Unit provides probation and parole supervision in the community, makes referrals and coordinate treatment services, when appropriate, and delivers other services to Madison Juvenile and Domestic Relations District Court.

The office is currently staffed by full-time Probation Officer (Probation Officer Shelley Morris) and part-time Office Assistant (Margaret Gossweiler) at twenty hours per week, with supervision provided out of the Charlottesville Office of 16th District Court Service Unit (Probation Supervisor Sarah P. Quinones). The probation officer remains responsible for performing intake duties on a scheduled and emergency basis.

The budget request for FY2019-2020 (\$20,489.00) has been modified from 2018-2019 budget to include monthly service fee for the cell phone. This will enable the 16th District Court Service Unit to provide for the community safety, serve families of Madison County and work in conjunction with community partners (Department of Social Services, schools, mental health providers, etc.) This will also allow the 16th District Court Service Unit to have a phone for after hour calls and field service calls.

Counseling & Residential Services-3191 \$6,060 – (NO CHANGE)

This category is used to purchase services for families and juveniles of Madison County When other funding sources are unavailable. Services include Sex Offender and Substance Abuse Evaluations and Evidence Based Treatment, Anger Management Groups, Individual and Family Therapy, Psychological and Psychiatric Evaluations. These funds are critical to the service provision of Juvenile Probation.

Postal Service-5210 \$200 – (NO CHANGE)

During FY 2018, these monies were used to purchase stamps and other postal services. These funds are necessary for everyday office correspondence (confirming intake appointments, sending reports, etc.)

Telecommunications -5230 \$700 (CHANGE)

This category is used to pay for local and long distance telephone, cell phone, scanning and fax services.

Crime Prevention Grant (non-residential) -5891 \$8,079 (NO CHANGE)

This is a state funded grant (\$6,585) and Madison County match (\$1,494). As of this date, the CSU is unaware of the that may be made to state allocations. The total amount requested includes the Madison County match funds. Services include Evidence Based Treatment, Anger Management Groups, Individual and Family Therapy. These funds are critical to the service provision of the Juvenile Probation. Unspent money will be returned to the state.

Office Supplies-6001 \$700 (CHANGE)

To help defray costs of office supplies such as paper, envelopes, codebooks, files etc. The 16th District Court Services will continue to provide some supplies. We will be relying on County money to pay for some supplies.

Office Equipment-8101 \$2,200 (NO CHANGE)

These funds are used to cover the cost of a copy machine service agreement.

Mileage-5510 \$1,500 (NO CHANGE)

These funds will be used to reimburse staff for personnel vehicle use. The Department of Juvenile Justice will continue to provide a state car for office needs, as available. Probation Officer is required to see clients in placement and the community.

Seminars and Tuitions-5540 \$500 (NO CHANGE)

Probation officer and Supervisor are required to obtain 30 hours of training annually.

Part-time Secretary is required to obtain 15 hours of training annually. This funding will allow staff to obtain training not provided by the agency. The Department of Juvenile Justice will continue to offer opportunities at no cost.

Lodging and Meals-5530 \$500 (NO CHANGE)

This budget request is for costs associated with attending conferences and training. The 16th District Court Service Unit will continue to provide training opportunities at no cost.

Sarah P. Quinones
Probation Supervisor
16th District Court Service Unit
Department of Juvenile Justice
Madison Office 434-948-6364
Charlottesville Office 434-981-7191
Culpeper Office 540-727-3437
Greene Office 434-985-5267
Cell: 434-981-2139
Email sarah.pendleton-quinones@djj.virginia.gov

| County of Madison | | | | | | | | | | |
|-------------------------|--------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|----------|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: | CONFINEMENT OF PRISONERS | | | | | | | | | |
| Dept # | 33400 | | | | | | | | | |
| Contact | TWeaver | | | | | | | | | |
| | | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-03 -33 -33400-3111 | INMATE MEDICAL EXPENSES | 25.00 | - | 200.00 | - | 200.00 | - | None | 0.00% | |
| 10-03 -33 -33400-3820 | HOUSING OF INMATES | 16.73 | 46.83 | 200.00 | 15.54 | 200.00 | - | None | 7.77% | |
| | | 41.73 | 46.83 | 400.00 | 15.54 | 400.00 | - | None | 3.89% | |

| County of Madison | | | | | | | | | | |
|-------------------------|--------------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|----------|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: | | REGIONAL JAIL | | | | | | | | |
| Dept # | | 33401 | | | | | | | | |
| Contact | | OUTSIDE AGENCY | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-03 -33 -33401-1110 | MEMBERS | 600.00 | 675.00 | 1,000.00 | 150.00 | 1,000.00 | - | None | 15.00% | |
| 10-03 -33 -33401-2100 | FICA | 45.92 | 51.64 | 76.50 | 11.47 | 76.50 | - | None | 14.99% | |
| 10-03 -33 -33401-3111 | INMATE MEDICAL EXPENSES | 47,822.19 | - | 61,193.00 | - | 65,232.00 | 4,039.00 | 6.60% | 0.00% | |
| 10-03 -33 -33401-7002 | CENTRAL VIRGINIA REGIONAL JAIL | 711,564.00 | 918,457.00 | 838,059.00 | 419,029.50 | 838,059.00 | - | None | 50.00% | |
| 10-03 -33 -33401-7004 | CVRJ OPERATING RESERVE ADJ | - | 4,349.00 | - | - | - | - | Not budgeted | Not budgeted | |
| | | 760,032.11 | 923,532.64 | 900,328.50 | 419,190.97 | 904,367.50 | 4,039.00 | 0.45% | 46.56% | |

FY2020 PROPOSED BUDGET



Central Virginia Regional Jail

FY2020 Proposed Budget Summary

| | |
|---------------------------------|---------------|
| Total Proposed Proposed Budget: | \$ 15,942,227 |
| Increase: | \$ 394,858 |
| % Change: | 2.54% |

Expenditures:

The proposed budget shows a total of \$214,001 in cuts in various departments. These cuts help to compensate for the increases of \$508,859, leaving a total increase to the budget of \$394,858.

Salaries: Total Increase Salaries is \$300,875 – 2.86%:

- 2% raise (COLA) for staff, including required FICA/VRS/Group Life: \$139,319
- 5.57% to Health Insurance: \$104,799
- Increases to Worker’s Compensation and Hybrid Disability Insurance: \$56,757

Inmate Medical: Total Increase is \$107, 284 – 7.85%:

- Increase for Psychiatrist: \$60,000. *These services are being negotiated.*
- General increases to other line items: \$47,284.

Capital: Total Increase of \$200,700 – 21.65%

- Over all, the increase represents replacement of equipment and the renovation of the plumbing on Northside. Originally a portion of this project was budgeted in FY2019. However, after further investigation it became apparent that it would be more cost effective to have the project to include all areas of need. The original appropriation of \$500K for FY2019 will be returned to fund balance so it can be re-appropriated for the project.

Revenues

- **Local Share Revenue** is based upon the allocation formula that is outlined in the Jail Authority Agreement. Said formula is based on the average prisoners per day for each participating jurisdiction for the preceding three fiscal years, divided by the total average prisoner per day for all jurisdictions. The proposed budget shows no increase to the jurisdictions, per the recommendation of the Jail Authority Board at its meeting in December, 2018.
- **Revenue from the Commonwealth** is based upon monies received for staffing and the housing of inmates. The proposed budget shows an increase of \$58,777. This increase is due to the 2% salary increase the State will be giving across the board in July. The actual reimbursement from the State for the 2% increase is \$79,622; however, Risk Management Premiums are projected to increase due to claims paid. The 2% increase from the State is solely upon passing the same on to staff.
- In September 2017, CVRJ received from the Commonwealth a partial exemption to hold federal prisoners. Currently the prisoners that CVRJ holds are under a federal contract at a rate of \$50.00 per day. Federal Inmate Population has remained steady for the last three fiscal years. The budget reflects an increase of \$200K, based upon actuals.
- CVRJ Reserves: The proposed budget shows an increase of \$155,245 in fund balance, which will compensate for the capital improvements and other operational increases.

CENTRAL VIRGINIA REGIONAL JAIL
FY2020 PROPOSED BUDGET

PROPOSED BUDGET SUMMARY

| EXPENDITURES | | | | | | |
|---------------------------|----------------------|----------------------|----------------------|----------------------|-------------------|--------------|
| DEPARTMENTS | FY2017 ACTUALS | FY2018 ACTUALS | FY2019 ADOPTED | FY2020 PROPOSED | DIFFERENCE +/- | % CHANGE |
| Salaries | \$ 8,795,326 | \$ 8,971,066 | \$ 10,514,691 | \$ 10,815,566 | \$ 300,875 | 2.86% |
| Administration | 205,293 | 224,663 | 371,850 | 321,250 | (50,600) | -13.61% |
| Information Technology | 78,772 | 80,003 | 118,293 | 89,864 | (28,429) | -24.03% |
| Training | 195,403 | 138,772 | 321,042 | 227,540 | (93,502) | -29.12% |
| Transportation | 45,710 | 42,208 | 65,789 | 57,450 | (8,339) | -12.68% |
| Security | 128,519 | 171,575 | 226,021 | 220,625 | (5,396) | -2.39% |
| Medical | 2,047,571 | 1,340,226 | 1,365,816 | 1,473,100 | 107,284 | 7.85% |
| Food Services | 669,227 | 679,681 | 780,525 | 769,425 | (11,100) | -1.42% |
| Re-Entry Programs | - | 4,560 | 36,600 | 23,977 | (12,623) | -34.49% |
| Buildings and Grounds | 586,375 | 584,994 | 754,242 | 750,230 | (4,012) | -0.53% |
| Non-Departmental | 300 | 200 | 65,500 | 65,500 | - | 0.00% |
| Capital | 841,486 | 566,728 | 927,000 | 1,127,700 | 200,700 | 21.65% |
| Debt Service | 165,252 | - | - | - | - | 0.00% |
| Total Expenditures | \$ 13,759,234 | \$ 12,804,676 | \$ 15,547,369 | \$ 15,942,227 | \$ 394,858 | 2.54% |

| REVENUES | | | | | | |
|-------------------------------|----------------------|----------------------|----------------------|----------------------|-------------------|--------------|
| REVENUE SOURCE | FY2017 ACTUALS | FY2018 ACTUALS | FY2019 ADOPTED | FY2020 PROPOSED | DIFFERENCE +/- | % CHANGE |
| CVRJ Sources | \$ 299,118 | \$ 261,616 | \$ 267,090 | \$ 251,290 | \$ (15,800) | -5.92% |
| Local Share | 6,439,492 | 9,022,168 | 8,422,704 | 8,422,704 | - | 0.00% |
| Local Share - Medical Recover | 491,430 | 87,906 | - | - | - | 0.00% |
| Commonwealth | 5,098,055 | 5,322,631 | 5,136,867 | 5,192,280 | 55,413 | 1.08% |
| Federal | 622,280 | 667,325 | 400,000 | 600,000 | 200,000 | 50.00% |
| CVRJ Reserves | - | - | 1,320,708 | 1,475,953 | 155,245 | 11.75% |
| Total Revenues | \$ 12,950,375 | \$ 15,361,646 | \$ 15,547,369 | \$ 15,942,227 | \$ 394,858 | 2.54% |

CENTRAL VIRGINIA REGIONAL JAIL
FY2020 PROPOSED BUDGET

REVENUES

| Account Number | Description | FY2017 ACTUALS | FY2018 ACTUALS | FY2019 ADOPTED | FY2020 PROPOSED | DIFF +/- ADP - DRAFT | % INC/DEC |
|---|--|----------------|----------------|----------------|-----------------|----------------------|-----------|
| <u>CVRJ Resources</u> | | | | | | | |
| 150101 | Interest Earned | \$ 1,459 | \$ 16,126 | \$ 4,000 | \$ 20,000 | \$ 16,000 | 400.00% |
| 160503 | Work Release / EIP Programs | 140,697 | 152,905 | 170,800 | 145,000 | (25,800) | -15.11% |
| 160506 | Housing Inmates / Non-Member Jurisdictions | 12,775 | 12,775 | - | - | - | 0.00% |
| 180302 | Refunds - COBRA Premiums | 13,584 | 1,786 | - | - | - | 0.00% |
| 180303 | Refunds - Other | 97,772 | 28,047 | 3,000 | 5,000 | 2,000 | 66.67% |
| 180304 | Refunds - Inmates | 32,831 | 30,751 | 40,000 | 32,000 | (8,000) | -20.00% |
| 180306 | Refunds - Commissary Officer / Chaplain | - | 19,226 | 49,290 | 49,290 | - | 0.00% |
| | <i>Total CVRJ Resources</i> | \$ 299,118 | \$ 261,616 | \$ 267,090 | \$ 251,290 | \$ (15,800) | -5.92% |
| <u>Local Government Revenue</u> | | | | | | | |
| 180401 | Fluvanna | \$ 987,174 | \$ 1,282,050 | \$ 1,242,349 | \$ 1,242,349 | \$ - | 0.00% |
| 180402 | Greene | 1,099,221 | 1,524,746 | 1,328,261 | 1,328,261 | - | 0.00% |
| 180403 | Louisa | 2,212,610 | 3,110,844 | 2,760,962 | 2,760,962 | - | 0.00% |
| 180404 | Madison | 711,564 | 918,457 | 838,059 | 838,059 | - | 0.00% |
| 180405 | Orange | 1,428,923 | 2,186,071 | 2,253,073 | 2,253,073 | - | 0.00% |
| | <i>Total Revenue from Local Government</i> | \$ 6,439,492 | \$ 9,022,168 | \$ 8,422,704 | \$ 8,422,704 | \$ - | 0.00% |
| <u>Local Government Recovered Medical</u> | | | | | | | |
| 180401 | Fluvanna | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% |
| 180402 | Greene | 36,577 | 16,429 | - | - | - | 0.00% |
| 180403 | Louisa | 411,815 | - | - | - | - | 0.00% |
| 180404 | Madison | 21,319 | - | - | - | - | 0.00% |
| 180405 | Orange | 21,719 | 71,477 | - | - | - | 0.00% |
| | <i>Total Revenue from Local Government</i> | \$ 491,430 | \$ 87,906 | \$ - | \$ - | \$ - | 0.00% |

CENTRAL VIRGINIA REGIONAL JAIL
FY2020 PROPOSED BUDGET

REVENUES

| Account Number | Description | FY2017 ACTUALS | FY2018 ACTUALS | FY2019 ADOPTED | FY2020 PROPOSED | DIFF +/- ADP - DRAFT | % INC/DEC |
|--|--|----------------------|----------------------|----------------------|----------------------|----------------------|--------------|
| <i>Revenue from the Commonwealth</i> | | | | | | | |
| 240105 | Salaries and Fringes | \$ 4,159,811 | \$ 4,285,915 | \$ 4,232,351 | \$ 4,291,128 | \$ 58,777 | 1.39% |
| 240106 | Housing State Prisoners | 854,516 | 851,152 | 854,516 | 851,152 | (3,364) | -0.39% |
| 240107 | Expenditure Reimbursements | 83,728 | 185,564 | 50,000 | 50,000 | - | 0.00% |
| | <i>Total Revenue from the Commonwealth</i> | \$ 5,098,055 | \$ 5,322,631 | \$ 5,136,867 | \$ 5,192,280 | \$ 55,413 | 1.08% |
| <i>Revenue from the Federal Government</i> | | | | | | | |
| 330115 | Housing Federal Prisoners | \$ 622,280 | \$ 667,325 | \$ 400,000 | \$ 600,000 | \$ 200,000 | 100.00% |
| <i>Use of CVRJ Reserves</i> | | | | | | | |
| 499999 | Fund Balance | \$ - | \$ - | \$ 1,320,708 | \$ 1,475,953 | \$ 155,245 | 11.75% |
| TOTAL REVENUES | | \$ 12,950,375 | \$ 15,361,646 | \$ 15,547,369 | \$ 15,942,227 | \$ 394,858 | 2.54% |

Revenues from CVRJ Resources

150101 – Interest Earned

Interest earned on bank deposits.

160503 – Work Release / EIP

The Work Release Program allows inmates to be released during the day to be either picked up or transported to a work facility and returning to the Jail at the end of their workday. Offenders in the Work Release Program are compensated through an allowance, with the remainder being used for costs defraying and any imposed fines and restitutions. The Electronic Incarceration Program (EIP) is part of the Work Release program. It is a method of incarceration by electronic monitoring that allows inmates to remain productive in society by working and returning to their home at the end of the workday, with the home becoming the jail cell. Virginia Code 53.1-131 requires that all offenders in EIP pay a portion of their earnings to the Jail to defray costs associated with the program.

160504 – Housing Inmates – Non-Member Jurisdiction Inmates that are housed in the Jail those are from non-member jurisdictions.

CENTRAL VIRGINIA REGIONAL JAIL
FY2020 PROPOSED BUDGET

REVENUES

| Account Number | Description | FY2017 ACTUALS | FY2018 ACTUALS | FY2019 ADOPTED | FY2020 PROPOSED | DIFF +/- ADP - DRAFT | % INC/DEC |
|----------------|-------------|----------------|----------------|----------------|-----------------|----------------------|-----------|
|----------------|-------------|----------------|----------------|----------------|-----------------|----------------------|-----------|

180302 – 180306 – Refunds

Refunds received, which are netted against expenditures.

Revenues from Local Government

180401 – 180405 Local Share

Revenue is based upon the average prisoners per day for each participating jurisdiction for the preceding three fiscal years, divided by the total average prisoners per day

JURISDICTION POPULATION DAYS

| <u>Fiscal Year</u> | <u>Fluvanna</u> | <u>Greene</u> | <u>Louisa</u> | <u>Madison</u> | <u>Orange</u> | |
|-----------------------------------|-----------------|---------------|---------------|----------------|---------------|--------------|
| 2015-2016 | 13,452 | 18,247 | 37,594 | 10,252 | 29,670 | |
| 2016-2017 | 19,031 | 17,428 | 32,738 | 12,061 | 31,802 | |
| 2017-2018 | 17,742 | 20,619 | 35,008 | 13,596 | 29,295 | |
| Total Population - 3 Fiscal Years | 50,225 | 56,294 | 105,340 | 35,909 | 90,767 | |
| Average Population | 16,742 | 18,765 | 35,113 | 11,970 | 30,256 | <u>Total</u> |
| Percentage Allocation | 14.84% | 16.63% | 31.12% | 10.61% | 26.80% | 112,845 |
| | | | | | | 100.00% |

Jurisdictions Percentage Share - Overall Budget

| | FY2019 3 Year Inmate Population | FY2019 Overall Budget | FY2020 3 Year Inmate Population | FY2019 Overall Budget |
|----------|---------------------------------------|-----------------------------|---------------------------------------|-----------------------------|
| Fluvanna | 14.75% | 7.54% | 14.84% | 7.37% |
| Greene | 15.77% | 8.06% | 16.63% | 8.26% |
| Louisa | 32.78% | 16.75% | 31.12% | 15.45% |
| Madison | 9.95% | 5.08% | 10.61% | 5.27% |
| Orange | 26.75% | 13.57% | 26.80% | 13.31% |
| | 100.00% | 51.00% | 100.00% | 49.65% |

CENTRAL VIRGINIA REGIONAL JAIL
FY2020 PROPOSED BUDGET

REVENUES

| Account Number | Description | FY2017 ACTUALS | FY2018 ACTUALS | FY2019 ADOPTED | FY2020 PROPOSED | DIFF +/- ADP - DRAFT | % INC/DEC |
|----------------|-------------|----------------|----------------|----------------|-----------------|----------------------|-----------|
|----------------|-------------|----------------|----------------|----------------|-----------------|----------------------|-----------|

Based on the proposed budget's calculated "allocation" total of \$8,422,704 , the daily cost per inmate to each jurisdiction, based upon a 3 year population is \$74.64

Revenue from the Commonwealth

240105 - Salaries and Fringe

Current Positions

There are currently 124 Comp Board positions consisting of:

- Officers
- General Office Clerks
- LIDS Technician
- Records Clerks
- Medical Nursing
- Medical Clerk
- Food Services
- Administration
- Superintendent

Of these positions, 100 Officer positions are fully funded based upon the Comp Board approved salary; 1 Officer and the General Office Clerks are unfunded and the remaining 21 positions are partially funded. Fringe Benefits are reimbursed from the Comp Board on the approved salaries for the following: 2.13% for VRS, 0.28% for Group Life Insurance and 7.65% for FICA on "taxable wages".

240106 - State Prisoner Days

Revenue from the Commonwealth for per diem payments for local responsible inmates is \$4.00 per day. Per diem payments for State responsible inmates is \$12.00 per day.

240107 - Expenditure Reimbursements.

Reimbursement from the Commonwealth for medical claims for State responsible inmates.

CENTRAL VIRGINIA REGIONAL JAIL
FY2020 PROPOSED BUDGET

EXPENDITURES - Salaries and Benefits (33205-10)

| Account Number | Description | FY2017 ACTUALS | FY2018 ACUTALS | FY2019 ADOPTED | FY2020 PROPOSED | DIFFERENCE +/- | % CHANGE |
|----------------|------------------------------------|---------------------|---------------------|----------------------|----------------------|-------------------|--------------|
| 1000 | Salaries | \$ 5,918,033 | \$ 5,996,574 | \$ 6,702,849 | \$ 6,836,906 | \$ 134,057 | 2.00% |
| 1100 | Salaries - Commissary Officer | - | 21,169 | 29,016 | 29,596 | 580 | 2.00% |
| 1200 | Salaries - Overtime | 288,657 | 230,788 | 283,122 | 259,000 | (24,122) | -8.52% |
| 1210 | Salaries - Holiday | 1,433 | 4,176 | - | - | 0 | 0.00% |
| 1900 | Unemployment | 11,471 | 6,116 | 12,000 | 6,000 | (6,000) | -50.00% |
| | <i>Total Salaries and Wages</i> | \$ 6,219,594 | \$ 6,258,823 | \$ 7,026,987 | \$ 7,131,502 | \$ 104,515 | 1.49% |
| 2100 | FICA | \$ 452,106 | \$ 455,384 | \$ 536,646 | \$ 545,101 | \$ 8,455 | 1.58% |
| 2210 | VRS | 656,511 | 679,819 | 794,288 | 835,470 | 41,182 | 5.18% |
| 2211 | VRS - DC 401(A) | 3,672 | 4,284 | 5,445 | 10,401 | 4,956 | 91.02% |
| 2212 | VRS - DC 457 | 261 | 290 | 400 | 450 | 50 | 12.50% |
| 2300 | Health Insurance | 1,218,655 | 1,324,137 | 1,881,900 | 1,986,699 | 104,799 | 5.57% |
| 2310 | COBRA Premiums | 11,555 | 1,786 | - | - | 0 | 0.00% |
| 2320 | Retiree Health Insurance Credit | 22,594 | 20,339 | 18,000 | 21,000 | 3,000 | 16.67% |
| 2400 | Group Life Insurance | 75,823 | 78,121 | 87,166 | 89,563 | 2,397 | 2.75% |
| 2700 | Workers' Compensation | 104,361 | 116,274 | 129,002 | 158,493 | 29,491 | 22.86% |
| 2710 | Hybrid Disability Insurance | 2,364 | 2,770 | 4,108 | 6,137 | 2,029 | 49.39% |
| 2830 | LODA | 27,830 | 29,040 | 30,750 | 30,750 | 0 | 0.00% |
| | <i>Total Employee Benefits</i> | \$ 2,575,732 | \$ 2,712,244 | \$ 3,487,704 | \$ 3,684,064 | \$ 196,360 | 5.63% |
| | Total Salaries and Benefits | \$ 8,795,326 | \$ 8,971,066 | \$ 10,514,691 | \$ 10,815,566 | \$ 300,875 | 2.86% |

CENTRAL VIRGINIA REGIONAL JAIL
FY2020 PROPOSED BUDGET

EXPENDITURES - Salaries and Benefits (33205-10)

1000 - Salaries

Salaries represent (156) full-time staff positions, which include the following:

| <u>SWORN STAFF</u> | | <u>SUPPORT STAFF</u> | |
|--------------------------|------------|----------------------------|-----------|
| Captains | 1 | Administration | 10 |
| Classifications | 3 | Food Services | 10 |
| Dep. Superint. | 1 | Medical | 12 |
| IT | 1 | Records | 4 |
| Maintenance | 4 | Total Support Staff | 36 |
| Security | 91 | | |
| Standards | 1 | | |
| Superintendent | 1 | | |
| Training | 2 | | |
| Transportation | 8 | | |
| Work Force | 2 | | |
| Work Release | 5 | | |
| Total Sworn Staff | 120 | | |

1200 - Salaries - Overtime

Overtime associated with outside medical security details and special assignments.

1900 - Unemployment

Funding for potential unemployment compensation that is paid by the Virginia Employment Commission.

2100 - FICA

Required employer contribution of 7.65% on the taxable salary of line items #1000, #1100, #1200.

CENTRAL VIRGINIA REGIONAL JAIL
FY2020 PROPOSED BUDGET

EXPENDITURES - Salaries and Benefits (33205-10)

2210 - VRS

The current required employer contribution for VRS is 12.22%, with a required employee contribution of 5%.

2300 - Hospital / Medical Plan

Funding for coverage for participating staff with Local Choice Health Benefits Program (Anthem).

2310 - COBRA Premiums

Cobra premiums paid on behalf of individuals enrolled with CVRJ's health insurance after leaving employment. This account is netted against revenue reimbursements.

2320 - Retiree Health Insurance Credit

Benefit to retirees who were employed with CVRJ prior to December 31, 1991, and who are receiving retirement benefits from VRS, are eligible to receive up to \$250.00 towards the retiree's single coverage for health insurance.

2400 - Group Life Insurance

The current contribution for Group Life Insurance with Minnesota Life through the Virginia Retirement System is 1.31%.

2700 - Workers' Compensation Insurance

Projected rates: 1.55% for sworn personnel, medical and kitchen; 0.09% for all other staff, with an experience rate of 1.36%.

2710 - Hybrid Disability Insurance

Short Term and Long Term Disability coverage for VRS Hybrid members.

2900 - LODA

Participation in the Line of Duty Act (LODA) Fund with VACorp Risk Management; 121 covered positions at \$250.00 each.

CENTRAL VIRGINIA REGIONAL JAIL

FY2020 PROPOSED BUDGET

EXPENDITURES - Administrative (33205-20)

| Account Number | Description | FY2017 ACTUALS | FY2018 ACTUALS | FY2019 ADOPTED | FY2020 PROPOSED | DIFFERENCE +/- | % CHANGE |
|-----------------------------|--|-------------------|-------------------|-------------------|-------------------|--------------------|----------------|
| 3120 | Auditor | \$ 14,000 | \$ 13,100 | \$ 17,000 | \$ 15,000 | \$ (2,000) | -11.76% |
| 3122 | PREA Audit | 6,581 | 250 | 8,000 | 8,000 | 0 | 0.00% |
| 3130 | Financial - 5 Year Plan | 8,225 | 1,900 | 12,000 | 7,000 | (5,000) | -41.67% |
| 3150 | Legal Services | 7,913 | 8,618 | 40,000 | 20,000 | (20,000) | -50.00% |
| 3151 | Litigation | - | 810 | 65,000 | 65,000 | 0 | 0.00% |
| 3153 | General Assembly Representation | 16,859 | 16,278 | 20,000 | 20,000 | 0 | 0.00% |
| 3160 | Data Processing | 17,198 | 16,924 | 22,000 | 20,000 | (2,000) | -9.09% |
| 3170 | Community Corrections Program | 68,250 | 75,000 | 75,000 | 75,000 | 0 | 0.00% |
| 3201 | Interpreter Services | - | - | 3,750 | 3,750 | 0 | 100.00% |
| 3321 | Maintenance Contracts - Office Equipment | 2,359 | 2,182 | 4,300 | 4,300 | 0 | 0.00% |
| 3500 | Printing and Binding Services | 1,957 | 1,529 | 3,000 | 2,000 | (1,000) | -33.33% |
| 3600 | Advertising | 108 | - | 1,500 | 500 | (1,000) | -66.67% |
| 5210 | Postage | 2,718 | 6,242 | 5,000 | 5,000 | 0 | 0.00% |
| 5301 | Insurance - Boiler and Machinery | 3,163 | 3,163 | 4,000 | 4,000 | 0 | 0.00% |
| 5302 | Insurance - General and Increased Liability Limits | - | - | 1,000 | 1,000 | 0 | 0.00% |
| 5303 | Insurance - Inland Marine | - | - | 800 | 1,000 | 200 | 25.00% |
| 5307 | Insurance - Public Officials Liability | 2,529 | 2,807 | 3,500 | 3,500 | 0 | 0.00% |
| 5308 | Insurance - Law Enforcement Liability | 1,880 | 41 | 4,000 | 500 | (3,500) | -87.50% |
| 5309 | Insurance - General Property | 20,611 | 22,081 | 26,000 | 26,000 | 0 | 0.00% |
| 5320 | Insurance - Accident Inmate | 3,200 | 3,750 | 4,000 | 4,000 | 0 | 0.00% |
| 5410 | Lease - Office Equipment | 3,338 | 3,489 | 5,000 | 5,000 | 0 | 0.00% |
| 5530 | Meals and Lodging | 1,889 | 2,312 | 3,500 | 2,500 | (1,000) | -28.57% |
| 5540 | Conventions and Education | 1,490 | 360 | 5,500 | 2,500 | (3,000) | -54.55% |
| 5810 | Dues and Memberships | 1,680 | 1,863 | 2,000 | 2,500 | 500 | 25.00% |
| 5820 | Bank Service Charges | - | 129 | - | - | 0 | 0.00% |
| 6001 | Office Supplies | 16,219 | 16,834 | 27,000 | 18,000 | (9,000) | -33.33% |
| 6012 | Books and Subscriptions | 3,027 | 2,416 | 5,000 | 3,200 | (1,800) | -36.00% |
| 8102 | Furniture and Fixtures | 99 | 22,585 | 4,000 | 2,000 | (2,000) | -50.00% |
| Total Administrative | | \$ 205,293 | \$ 224,663 | \$ 371,850 | \$ 321,250 | \$ (50,600) | -13.61% |

CENTRAL VIRGINIA REGIONAL JAIL

FY2020 PROPOSED BUDGET

EXPENDITURES - Administrative (33205-20)

3120 thru 3180 – Professional Services

Professional Services are services acquired from outside sources. Purchase of the services is on a fee basis or fixed time contract basis.

3120 - Auditor

Services provided by Robinson, Farmer, & Cox Associates to verify the accuracy of the financial records and accounting practices of CVRJ. A proper audit will point out deficiencies in accounting and other financial operations.

3122 – PREA Audit

The Prison Rape Elimination Act (PREA) purpose is to: 1) establish zero tolerance for incidence of prison rape; 2) make prevention a top priority; and, 3) develop and implement standards for detection, prevention, reduction and punishment.

3130 – Consultants / Financial – 5 Year Plan

Pursuant to the Regional Jail Agreement, the Superintendent shall, in conjunction with the proposed budget, present a 5 Year Plan to each of the participating jurisdictions. The service of Robinson, Farmer, & Cox Associates is retained for developing said plan.

3150 – Legal Services – Attorney

Services provided by Helen Phillips, CVRJ's legal counsel. Services are billed on a fee basis, with any occurring costs associated with the service provided.

3151 – Litigation (Potential)

Funding for any potential litigation that falls outside of the scope of normal attorney services.

3153 – General Assembly Representation

Services provided by Kemper Consulting that specializes in providing constant individualized attention and representation of lobbying experience to the General Assembly.

3160 – Data Processing – ADP

Outside source for payroll management.

3170 – Community Corrections Program

Pursuant to Budget Bill, Item 393, Section 10.2.D.1, a total of \$300,000 is projected for the Comprehensive Community Corrections and Pretrial Services Program for localities that belong to CVRJ. Seventy five (75) percent is funded by the State and the remaining twenty-five (25) percent is required to be funded by CVRJ.

3201 - Interpreter Services

Services provided by a qualified interpreter who provides efficient and impartial translations for inmates who are deaf or have a hearing impairment.

3321 – Maintenance Contracts / Office Equipment

Payments for annual service/maintenance contracts for five (5) leased copiers.

3500 – Printing and Binding Services

CENTRAL VIRGINIA REGIONAL JAIL

FY2020 PROPOSED BUDGET

EXPENDITURES - Administrative (33205-20)

3500 – Printing and Binding Services

Payments made to outside vendors for printing and binding services for required forms, manuals, etc.

3321 – Maintenance Contracts / Office Equipment

Payments for annual service/maintenance contracts for six (6) leased copiers.

3500 – Printing and Binding Services

Payments made to outside vendors for printing and binding services for required forms, manuals, etc.

3600 – Advertising

Payments made to local news media for matters of public notice.

5210 – Postage

Payments made for postage and other mailing services.

5301 – 5309 – Insurance

Payments for insurance coverage to VACorp.

5410 – Lease – Office Equipment

Payments for leasing six (6) copiers and (1) postage meter.

5530 – Travel / Meals / Lodging

Costs of meals, lodging, tolls and parking fees related to routine business and/or attending mandatory training, conferences and workshops for CVRJ.

5540 - Conventions and Education

Costs for registration fees and materials related to attendance at conferences, conventions and workshops for CVRJ.

5810 – Dues and Memberships

Payments made for membership to the Virginia Association of Regional Jails (VARJ) and purchasing companies.

6001 – Office Supplies

Payments made for small, expendable, daily use items such as paper clips, post-it notes, pads, pens, pencils, copier paper, stationary, envelopes, and other miscellaneous items.

6012 – Books and Subscriptions

Payments made for Virginia Code Books and other legal materials, periodicals, newspapers, magazines and technical literature.

8102 – Furniture and Fixtures

Payments made for file cabinets, lamps, calculators, chairs, shredders, etc.

CENTRAL VIRGINIA REGIONAL JAIL

FY2020 PROPOSED BUDGET

EXPENDITURES - Information Technology (33205-21)

| Account Number | Description | FY2017 ACTUALS | FY2018 ACTUALS | FY2019 ADOPTED | FY2020 PROPOSED | DIFFERENCE +/- | % CHANGE |
|-------------------------------------|---------------------------------------|------------------|------------------|-------------------|------------------|--------------------|----------------|
| 3161 | Communications / IT Service Contracts | \$ 22,018 | \$ 20,044 | \$ 21,283 | \$ 16,636 | \$ (4,647) | -21.83% |
| 3311 | Outside Repairs - EDP Equipment | - | 219 | 2,000 | 1,500 | (500) | -25.00% |
| 5530 | Meals and Lodging | - | - | 1,000 | 1,000 | - | 0.00% |
| 5540 | Conventions and Education | - | 1,495 | 1,500 | 1,500 | - | 0.00% |
| 6001 | EDP Supplies | 14,029 | 14,969 | 20,000 | 20,000 | - | 0.00% |
| 6012 | Books and Subscriptions | 26 | - | 500 | 500 | - | 0.00% |
| 8107 | EDP Equipment - Replace | 21,049 | 32,260 | 35,170 | 22,300 | (12,870) | -36.59% |
| 8207 | EDP Equipment - Additional | 21,650 | 11,016 | 36,840 | 26,428 | (10,412) | -28.26% |
| Total Information Technology | | \$ 78,772 | \$ 80,003 | \$ 118,293 | \$ 89,864 | \$ (28,429) | -24.03% |

3161 – Communications and IT

Payments made for services, maintenance contracts, software updates and licenses for communication equipment, information technology systems and telephone system. Budgeted line item includes:

| | FY2020 |
|--|---------------|
| Acronis Backup | 745 |
| Comcast | 2,289 |
| DSI Annual Software Maintenance and Upgrades | 3,950 |
| DSI Annual Imaging Software Maintenance and Upgrades | 750 |
| G-Link (VCIN Software) | 50 |
| Interax | 600 |
| Laserfische (Unity Support) | 2,800 |
| OLM (Webpage/Email) | 275 |
| Time Keeping System | 2,272 |
| VITA (VCIN Login) | 800 |
| Wathguard Wi-Fi Subscription | 1,400 |
| Watchguard - Firewall | 705 |
| Total | 16,636 |

CENTRAL VIRGINIA REGIONAL JAIL

FY2020 PROPOSED BUDGET

EXPENDITURES - Information Technology (33205-21)

3311 – Outside Repairs – EDP Equipment

Payments for services to outside vendors for repairs to electronic data equipment.

5530 – Travel / Meals / Lodging

Costs of meals, lodging, tolls and parking fees related to routine business and/or attending mandatory training for CVRJ.

5540 - Convention and Education

Costs for registration fees and materials related to attendance at conferences, conventions and workshops for CVRJ.

6001 – EDP Supplies

Payments made for printer cartridges and computer supplies.

8107 – EDP Equipment – Replace :

| | FY2020 |
|--|---------------|
| Computers (5) | 6,000 |
| Printers (13) | 1,400 |
| Scanners (2) | 1,400 |
| Servers (2) | 3,000 |
| Phones and Hardware (5) | 1,000 |
| Cameras (5) | 2,500 |
| Mis. Cables/Parts/Materials/Hard Drives/Hardware | 7,000 |
| Total | 22,300 |

8207 – EDP Equipment – Additional:

| | FY2020 |
|--|---------------|
| Computers (8) | 5,600 |
| Printers (8) | 1,200 |
| Scanners (8) | 5,688 |
| Battery Backups (15) | 900 |
| Switches (3) | 3,000 |
| Misc., Cables/Parts/Materials/Hard Drives/Hardware | 4,000 |
| Toner Drums (8) | 640 |
| Servers (2) | 2,400 |
| Server Room Renovation - Properly Ventilate Room | 2,500 |
| Cable Networking Administration Area | 500 |
| Total | 26,428 |

CENTRAL VIRGINIA REGIONAL JAIL

FY2020 PROPOSED BUDGET

EXPENDITURES - Training (33205-22)

| Account Number | Description | FY2017 ACTUALS | FY2018 ACTUALS | FY2019 ADOPTED | FY2020 PROPOSED | DIFFERENCE +/- | % CHANGE |
|-----------------------|---|-------------------|-------------------|-------------------|-------------------|--------------------|----------------|
| 3180 | OAR - CIT Training | \$ 2,500 | \$ 2,500 | \$ 2,500 | \$ 2,500 | \$ - | 0.00% |
| 3181 | Basic and In-Service Training - RRCJA | 46,043 | 46,055 | 56,628 | 58,000 | 1,372 | 2.42% |
| 3500 | Printing and Binding Services | 199 | - | 2,000 | 1,000 | (1,000) | -50.00% |
| 3600 | Advertising | 1,740 | 3,140 | 6,000 | 4,000 | (2,000) | -33.33% |
| 5530 | Meals and Lodging | 17,535 | 15,828 | 24,760 | 28,760 | 4,000 | 16.16% |
| 5540 | Conventions, Seminars, Education, Recerts | 5,634 | 8,617 | 15,000 | 20,000 | 5,000 | 33.33% |
| 6010 | Security Supplies - Training | 64,538 | 40,901 | 130,604 | 22,730 | (107,874) | -82.60% |
| 6011 | Uniforms | 55,360 | 20,112 | 81,550 | 86,050 | 4,500 | 5.52% |
| 6013 | Education Supplies - Classroom | 1,854 | 1,619 | 2,000 | 2,000 | - | 0.00% |
| 8102 | Furniture and Fixtures | - | - | - | 2,500 | 2,500 | 100.00% |
| Total Training | | \$ 195,403 | \$ 138,772 | \$ 321,042 | \$ 227,540 | \$ (93,502) | -29.12% |

3120 thru 3180 – Professional Services

3180 – OAR / CIT Training

Training for Crisis Intervention Team (CIT) which is designed to train officers how to interact with individuals experiencing acute episodes of mental illness.

3181 - Basic and In-Service Training

Payments to the Rappahannock Regional Criminal Justice Academy for basic jail officers' training and the associated costs for 121 officers, including costs for in-service training.

3500 – Printing and Binding Services

Payments made to outside vendors for printing and binding services for required forms, manuals, etc.

3600 – Advertising

Payments made to local news media for advertising job vacancies.

5530 – Meals, Lodging, Meals Academy

Costs of meals, lodging, tolls and parking fees related to routine business and/or attending mandatory training for CVRJ.

CENTRAL VIRGINIA REGIONAL JAIL

FY2020 PROPOSED BUDGET

EXPENDITURES - Training (33205-22)

| | FY2020 |
|--|---------------|
| Cadets - Academy 41 days x \$12.00 per day x 30 Cadets | 14,760 |
| Meals - Conferences and Seminars | 7,000 |
| Lodging - Conferences and Seminars | 7,000 |
| Total | 28,760 |

5540 – Conventions, Seminars, Educations and Recertification

Costs for registration fees and materials related to attendance at conferences, conventions and workshops.

6010 – Security Supplies - Training

| | FY2020 |
|-----------------------|---------------|
| O.C. Aerosols & Cases | 2,530 |
| Ammo - Training/Duty | - |
| Glock Weapons | 2,500 |
| Tasers | 4,000 |
| Taser Cartridges | 7,200 |
| Range Supplies | 6,500 |
| Total | 22,730 |

6011 – Uniforms / Staff

Payments for uniforms, including badges, identification cards, holders, belts, jackets, caps, over boots and rain gear, for the benefit of sworn staff, administration and records. Includes augment and/or replacement of existing uniforms.

| | FY2020 |
|--|---------------|
| Cadet Uniforms: \$135 @ 30 | 4,050 |
| Replacement | 30,000 |
| New | 12,000 |
| Records/Classifications/Medical Officers | 5,000 |
| Duty Gear New / Replace | 30,000 |
| Protective Gear | 1,000 |
| Instructor Uniforms (25) | 4,000 |
| Total | 86,050 |

6013 – Educational Supplies - Classroom

Payments for supplies used in the training classroom (i.e. literature, CPR Manikins, trainer AEDs, etc.).

CENTRAL VIRGINIA REGIONAL JAIL

FY220 PROPOSED BUDGET

EXPENDITURES - Transportation (33205-23)

| Account Number | Description | FY2017 ACTUALS | FY2018 ACTUALS | FY2019 ADOPTED | FY2020 PROPOSED | DIFFERENCE +/- | % CHANGE |
|-----------------------------|----------------------------------|------------------|------------------|------------------|------------------|-------------------|----------------|
| 3312 | Repairs & Maintenance - Vehicles | \$ 6,031 | \$ 3,404 | \$ 12,500 | \$ 12,500 | \$ - | 0.00% |
| 3324 | GPS Tracking Services | - | - | 3,324 | - | (3,324) | -100.00% |
| 5305 | Insurance - Vehicles | 9,850 | 9,850 | 9,850 | 9,850 | - | 0.00% |
| 5510 | Tolls | 19 | 12 | 175 | 100 | (75) | -42.86% |
| 5530 | Meals | - | - | 1,440 | - | (1,440) | -100.00% |
| 6008 | Fuel - Vehicles | 26,189 | 24,858 | 33,500 | 30,000 | (3,500) | -10.45% |
| 6009 | Supplies - Vehicles | 3,621 | 4,084 | 5,000 | 5,000 | - | 0.00% |
| Total Transportation | | \$ 45,710 | \$ 42,208 | \$ 65,789 | \$ 57,450 | \$ (8,339) | -12.68% |

3312 – Repairs and Maintenance / Vehicles and Equipment

Payments for services to outside vendors for repairs and maintenance to vehicles and any insurance deductibles for automobile claims.

3324 - GPS Tracking Services

Payments for services to outside vendor for GPS tracking service on transportation fleet.

5305- Insurance

Payments for insurance coverage for 18 vehicles

5510 – Tolls

Payments associated with traveling with an E-Z pass on highways that require a toll.

5530 – Meals

Meals reimbursement to transportation staff when transporting an inmate prohibits an employee to return to the facility to have a break for meals.

6008 - Fuel

Payments for the purchase of gasoline and fuel for all facility vehicles

6009 – Supplies - Vehicles

Payments for the purchase of oil, tires, batteries and lubricants for all facility vehicles.

CENTRAL VIRGINIA REGIONAL JAIL

FY2020 PROPOSED BUDGET

EXPENDITURES - Security (33205-30)

| Account Number | Description | FY2017 ACTUALS | FY2018 ACTUALS | FY2019 ADOPTED | FY2020 PROPOSED | DIFFERENCE +/- | % CHANGE |
|-----------------------|---------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------|
| 3500 | Printing and Binding Services | 2,976 | 6,877 | 9,700 | 7,500 | (2,200) | -22.68% |
| 5410 | Lease - EIP Equipment | 3,329 | - | - | - | - | 0.00% |
| 6005 | Janitorial and Laundry Supplies | 55,930 | 45,285 | 70,000 | 70,000 | - | 0.00% |
| 6006 | Linen Supplies | 23,744 | 25,769 | 49,200 | 58,600 | 9,400 | 19.11% |
| 6010 | Security Supplies | 13,544 | 52,813 | 49,985 | 47,725 | (2,260) | -4.52% |
| 6011A | Uniforms - Inmates | 28,533 | 40,031 | 46,136 | 35,800 | (10,336) | -22.40% |
| 8102 | Furniture and Fixtures | 463 | 800 | 1,000 | 1,000 | - | 0.00% |
| Total Security | | \$ 128,519 | \$ 171,575 | \$ 226,021 | \$ 220,625 | \$ (5,396) | -2.39% |

3500 – Printing and Binding Services

Payments made to outside vendors for printing and binding services for required forms.

| | FY2020 |
|-------------------|--------------|
| Inmate Forms | 4,000 |
| Inmate Hand Books | 3,500 |
| Total | 7,500 |

5410 – Lease / Equipment

Payments made under a lease agreement for the MEMS units for the electronic incarceration.

6005 – Laundry / Janitorial

Payments for soaps, cleansers, disinfectants, toilet tissue, paper towels, waxes, mops, buckets, brooms and other disposable items associated with jail operations.

CENTRAL VIRGINIA REGIONAL JAIL

FY2020 PROPOSED BUDGET

EXPENDITURES - Security (33205-30)

6006 – Linen Supplies

Payments for the purchase and/or replacement of sheets, blankets, mattresses, pillows, towels, washcloths and similar items.

| | FY2020 |
|---------------------|---------------|
| Laundry Bags | 2,000 |
| Mattresses w/pillow | 30,000 |
| Towels | 4,300 |
| Washcloths | 800 |
| Sheets | 15,000 |
| Blankets | 5,000 |
| Shower Shoes | 500 |
| Mesh Storage Boxes | 1,000 |
| Total | 58,600 |

6010 – Security Supplies

Payments for supplies that are used for jail operations. Budgeted in this line item includes:

| | FY2020 |
|----------------------------|--------|
| Transport Hoods | 300 |
| Alcosensor | 800 |
| Body Cameras | 6,000 |
| Brass Key Chits | 300 |
| Breathalyzer Mouthpieces | 2,000 |
| Coolers | 500 |
| CPR Masks | 600 |
| Drug Test Kits | 5,000 |
| Inmate Arm Bands | 4,000 |
| Flashlights | 200 |
| Keys | 300 |
| Locks | 400 |
| Log Books | 12,000 |
| Magnetic Segregation Signs | 400 |
| Property Bags | 5,000 |
| Restraints | 8,000 |

CENTRAL VIRGINIA REGIONAL JAIL

FY2020 PROPOSED BUDGET

EXPENDITURES - Security (33205-30)

| | |
|---------------------------|---------------|
| Watchman Key Rings | 500 |
| Watchman Replacement Hubs | 500 |
| Hand Held Scanners | 500 |
| Laundry Carts \$415 x 3 | 425 |
| Carts for Floor Posts | - |
| Total | 47,725 |

6011 – Inmate Clothing

Payments for the purchase and/or replacement of inmate clothing due to "wear and tear".

| | FY2020 |
|-------------------------|---------------|
| Inmate Jumpsuits | 18,000 |
| Inmate Kitchen Uniforms | 1,000 |
| Court Jumpsuits | 4,700 |
| Inmate Slip-On Shoes | 10,500 |
| Workforce Uniforms | 1,600 |
| Total | 35,800 |

8102 – Furniture and Fixtures

Payments made for chair replacements.

CENTRAL VIRGINIA REGIONAL JAIL

FY2020 PROPOSED BUDGET

EXPENDITURES - Inmate Medical Services (33205-32)

| Account Number | Description | FY2017 ACTUALS | FY2018 ACTUALS | FY2019 ADOPTED | FY2020 PROPOSED | DIFFERENCE +/- | % CHANGE |
|--------------------------------------|--|---------------------|---------------------|---------------------|---------------------|-------------------|--------------|
| 3110 | Outside Medical, Dental and Hospital Claims | \$ 723,825 | \$ 612,612 | \$ 615,000 | \$ 615,000 | - | 0.00% |
| | <i>Outside Medical - Fluvanna Allocation</i> | 20,721 | 81,830 | 90,713 | 91,266 | 554 | 0.61% |
| | <i>Outside Medical - Greene Allocation</i> | 79,252 | 120,364 | 96,986 | 102,275 | 5,289 | 5.45% |
| | <i>Outside Medical- Louisa Allocation</i> | 497,715 | 159,388 | 201,597 | 191,388 | (10,209) | -5.06% |
| | <i>Outside Medical - Madison Allocation</i> | 48,944 | 30,539 | 61,193 | 65,252 | 4,059 | 6.63% |
| | <i>Outside Medical - Orange Allocation</i> | 77,194 | 220,492 | 164,513 | 164,820 | 308 | 0.19% |
| 3111 | Physician | 89,413 | 91,201 | 92,716 | 100,000 | 7,284 | 7.86% |
| 3112 | Dentist | 26,040 | 47,466 | 65,000 | 65,000 | - | 0.00% |
| 3113 | Psychologist / RRCSB | 12,960 | 65,760 | 80,000 | 83,200 | 3,200 | 4.00% |
| 3114 | Mental Health Emergency Prescreens | 1,575 | - | - | - | - | 0.00% |
| 3115 | Employee Medical Assessment | 2,118 | 2,015 | 2,500 | 2,500 | - | 0.00% |
| 3116 | Psychiatrist | - | - | 20,000 | 80,000 | 60,000 | 300.00% |
| 3117 | Medical - DOC Responsible Inmates | 101,758 | 244,838 | 50,000 | 50,000 | - | 0.00% |
| 3118 | Laboratory and X-ray Services | 37,358 | 42,094 | 38,000 | 42,000 | 4,000 | 10.53% |
| 3161 | EMR Maintenance Contract | - | - | 9,600 | 17,400 | 7,800 | 100.00% |
| 3323 | Infectious Waste Removal | 1,707 | 1,840 | 2,000 | 2,500 | 500 | 25.00% |
| 3500 | Medical Forms | 555 | 605 | 2,000 | 1,000 | (1,000) | -50.00% |
| 5530 | Meals and Lodging | 932 | 991 | 3,500 | 3,500 | - | 0.00% |
| 5540 | Conventions and Education | 845 | 460 | 5,000 | 5,000 | - | 0.00% |
| 5811 | Permits, Fees and Licenses | 355 | 196 | 1,500 | 1,000 | (500) | -33.33% |
| 6003 | Pharmaceuticals | 321,892 | 226,428 | 375,000 | 300,000 | (75,000) | -20.00% |
| 6011 | Uniforms - Nurses | 1,721 | 2,922 | 2,000 | 3,000 | 1,000 | 50.00% |
| 6012 | Books and Subscriptions | - | - | 0 | 1,000 | 1,000 | 100.00% |
| 6017 | Medical Supplies | - | - | 0 | 100,000 | 100,000 | 100.00% |
| 8102 | Furniture and Fixtures | 691 | 797 | 2,000 | 1,000 | (1,000) | -50.00% |
| Total Inmate Medical Services | | \$ 2,047,571 | \$ 1,340,226 | \$ 1,365,816 | \$ 1,473,100 | \$ 107,284 | 7.85% |

3110 – 3118 Medical, Dental and Hospitals Services

3110 – Anthem

Payments made to Anthem Blue Cross/Blue Shield for negotiated medical charges for inmates who have received outside medical treatment Each jurisdiction initial budgeted line item is based on the allocation formula.

CENTRAL VIRGINIA REGIONAL JAIL

FY2020 PROPOSED BUDGET

EXPENDITURES - Inmate Medical Services (33205-32)

3111-3161 – Contractual Services

Contractual medical services provided in the jail to inmates.

3323 – Infectious Waste Removal

Payments for refuse removal for infectious waste that must be disposed properly in order to protect people and the environment from the risks associated with biohazards

3500 – Printing and Binding Services

Payments made to outside vendors for printing and binding services for required forms.

5530 – Meals and Lodging

Costs of meals, lodging, tolls and parking fees related to routine business and/or attending mandatory training for CVRJ.

5540 - Conventions and Education

Costs of registration fees and materials related to attendance at conferences, conventions and workshops for CVRJ.

5811 – Permits, Fees and Licenses

Costs associates with nurses maintaining their nursing licenses.

6003 – Pharmaceuticals

Payments for inmate medications.

6011 – Uniforms / Staff

Payments for uniforms, including badges, identification cards for medical staff.

6012 - Books / Subscriptions

Payments made for periodicals and technical literature.

6017 - Medical Supplies

Payments for non-durable disposable health care materials including gloves, UT cups, oxygen and any other items ordered or prescribed.

8102 – Furniture and Fixtures

Payments made for file cabinets and chairs.

CENTRAL VIRGINIA REGIONAL JAIL
FY2020 PROPOSED BUDGET

EXPENDITURES - Inmate Food Services (33205-33)

| Account Number | Description | FY2017 ACTUALS | FY2018 ACTUALS | FY2019 ADOPTED | FY2020 PROPOSED | DIFFERENCE +/- | % CHANGE |
|-----------------------------------|--|-------------------|-------------------|-------------------|-------------------|--------------------|---------------|
| 5530 | Meals and Lodging | \$ - | \$ - | \$ 1,000 | \$ 1,000 | \$ - | 0.00% |
| 5540 | Conventions and Education | 485 | 657 | 5,400 | 5,400 | - | 0.00% |
| 5811 | Permits, Fees and Licenses | 808 | 1,176 | 1,500 | 1,500 | - | 0.00% |
| 6002 | Disposable Products | 9,445 | 6,803 | 10,950 | 10,950 | - | 0.00% |
| 6004 | Food and Beverages | 600,187 | 633,576 | 702,625 | 702,625 | - | 0.00% |
| 6005 | Janitorial and Kitchen Cleaning Supplies | 14,002 | 16,763 | 19,950 | 19,950 | - | 0.00% |
| 6006 | Kitchen Linens | 299 | 2,173 | 2,000 | 1,500 | (500) | -25.00% |
| 6011 | Uniforms - Staff | 3,723 | 3,149 | 3,500 | 3,500 | - | 0.00% |
| 6011A | Uniforms and Protective Wear - Inmates | 1,553 | 1,132 | 2,500 | 2,500 | - | 0.00% |
| 6014 | Food Services Prep Supplies | 3,224 | 3,569 | 4,000 | 4,000 | - | 0.00% |
| 8111 | Food Services Equipment / Dinnerware - Rpl | 23,685 | 5,455 | 16,100 | 7,500 | (8,600) | -53.42% |
| 8211 | Food Services Equipment / Dinnerware - New | 11,816 | 5,228 | 11,000 | 9,000 | (2,000) | -18.18% |
| Total Inmate Food Services | | \$ 669,227 | \$ 679,681 | \$ 780,525 | \$ 769,425 | \$ (11,100) | -1.42% |

5530 – Meals and Lodging

Costs of meals, lodging, tolls and parking fees related to routine business and/or attending mandatory training for CVRJ.

5540 - Conventions and Education

Costs of registration fees and materials related to attendance at conferences, conventions and workshops for CVRJ.

5811 – Permits, Fees and Licenses

Costs associated with maintaining health department food serving permit and menu analysis.

6002 – Disposable Products

Costs of disposable products use in the preparation and serving of inmate food.

6004 – Food Supplies

Costs for food and beverages for daily inmate population. In addition, this budget item includes meals for staff for lunch and dinner, jail board meetings and conference meetings held at CVRJ.

CENTRAL VIRGINIA REGIONAL JAIL

FY2020 PROPOSED BUDGET

EXPENDITURES - Inmate Food Services (33205-33)

6005 – Laundry / Janitorial Supplies

Costs for soaps, cleansers, disinfectants, paper towels, waxes, mops, buckets, brooms and other disposable items associated with food operations .

6006 – Kitchen Linens

Costs for fabric goods intended for daily use in the food services area.

6014 – Food Preparation Supplies

Costs for knives, cooking utensils, portable cookers, can openers, water pitchers, small wares and other items relevant to the preparation of food.

6011 – Uniforms / Staff

Payments for uniforms, including badges, identification cards for food services staff.

6011A – Inmate Clothing

Payments for the purchase and/or replacement of inmate clothing and protective wear who are trustees in the food services area.

8111 – Food Services Equipment and Dinnerware – Replacement:

| | FY2020 |
|----------------------|--------------|
| Beverage Containers | 500 |
| Inmate Cups | 1,200 |
| Insulated Trays | 1,100 |
| Utility Kitchen Cart | 1,000 |
| Lounge Dinnerware | 250 |
| Food Cart | 250 |
| Inmate Flex Trays | 3,200 |
| TOTAL | 7,500 |

8211 – Food Services Equipment and Dinnerware – New:

| | FY2020 |
|-------------------|--------------|
| Heated Food Carts | 5,500 |
| Pan Drying Rack | 3,500 |
| TOTAL | 9,000 |

CENTRAL VIRGINIA REGIONAL JAIL
FY2020 PROPOSED BUDGET

EXPENDITURES - RE-ENTRY PROGRAMS (33205-34)

| Account Number | Description | FY2017 ACTUALS | FY2018 ACTUALS | FY2019 ADOPTED | FY2020 PROPOSED | DIFFERENCE +/- | % CHANGE |
|----------------|--------------------------------|----------------|-----------------|------------------|------------------|--------------------|----------------|
| 3321 | Maintenance Contracts - Copier | \$ - | \$ - | \$ - | \$ 1,000 | \$ 1,000 | 100.00% |
| 3500 | Printing and Binding Services | - | 1,230 | 12,300 | 2,500 | (9,800) | -79.67% |
| 5410 | Lease - EIP Equipment | - | 988 | 6,400 | 2,400 | (4,000) | -62.50% |
| 5410 | Lease - Office Equipment | - | - | - | 1,200 | 1,200 | 100.00% |
| 5530 | Meals and Lodging | - | 481 | 6,450 | 1,000 | (5,450) | -84.50% |
| 5540 | Conventions and Education | - | 955 | 5,450 | 1,500 | (3,950) | -72.48% |
| 6010 | Security Supplies - Booking | - | 406 | 500 | 500 | - | 0.00% |
| 6013 | Classroom Education Supplies | - | - | 3,500 | 7,000 | 3,500 | 100.00% |
| 6015 | Religious / Recovery Programs | - | - | - | 4,877 | 4,877 | 100.00% |
| 8102 | Furniture and Fixtures | - | 500 | 2,000 | 2,000 | - | 0.00% |
| | Total Administrative | \$ - | \$ 4,560 | \$ 36,600 | \$ 23,977 | \$ (12,623) | -34.49% |

3321 – Maintenance Contracts / Office Equipment

Payments for annual service/maintenance contracts for one (1) copier

3500 – Printing and Binding Services

Payments made to outside vendors for printing and binding services for required forms, manuals, etc.

5410 – Lease - EIP Equipment

Payments made under a lease agreement for the HEI equipment for the electronic incarceration.

5410 – Lease – Office Equipment

Payments for leasing one (1) copier.

5530 – Meals and Lodging

Costs of meals, lodging, tolls and parking fees related to routine business and/or attending mandatory training for CVRJ.

5540 - Conventions and Education

Costs of registration fees and materials related to attendance at conferences, conventions and workshops for CVRJ.

6010 – Security Supplies - Weekend Booking Supplies

CENTRAL VIRGINIA REGIONAL JAIL
FY2020 PROPOSED BUDGET

EXPENDITURES - RE-ENTRY PROGRAMS (33205-34)

6013 - Classroom Education Supplies

Payments for educational and recreational material related to the re-entry program.

6015 - Religious / Recovery Programs

Payment for supplies and training for religious and recovery programs:

| | FY2020 |
|-----------------------------|---------------|
| Celebrate Recovery | 520 |
| Catholic Religious Material | 200 |
| Islamic Religious Material | 1,000 |
| Bibles / Purpose Driven | 1,200 |
| Network Conference Fees | 500 |
| C/R Training Conference | 300 |
| Chaplain Conference | 600 |
| Mileage - Pool Rate | 557 |
| Total | 4,877 |

8102 – Furniture and Fixtures

Payments made for file cabinets, lamps, calculators, chairs, shredder, etc.

CENTRAL VIRGINIA REGIONAL JAIL

FY2020 PROPOSED BUDGET

EXPENDITURES - Buildings and Grounds (33205-40)

| Account Number | Description | FY2017 ACTUALS | FY2018 ACTUALS | FY2019 ADOPTED | FY2020 PROPOSED | DIFFERENCE +/- | % CHANGE |
|------------------------------------|--|-------------------|-------------------|-------------------|-------------------|-------------------|---------------|
| 3310 | Repairs & Maint / Building and Grounds | \$ 15,091 | \$ 18,364 | \$ 38,000 | \$ 38,000 | \$ - | 0.00% |
| 3312 | Repairs & Maint / Equipment | 1,558 | 948 | 4,500 | 4,500 | - | 0.00% |
| 3320 | Maintenance Contracts | 44,132 | 46,386 | 63,780 | 63,780 | - | 0.00% |
| 3322 | Extermination Services | 3,203 | 3,203 | 4,800 | 4,000 | (800) | -16.67% |
| 3323 | Refuse Collection | 7,249 | 8,180 | 7,162 | 8,250 | 1,088 | 15.19% |
| 5110 | Electricity / Propane (Heat) | 304,582 | 284,957 | 355,000 | 355,000 | - | 0.00% |
| 5130 | Water and Sewer | 137,404 | 150,790 | 170,000 | 170,000 | - | 0.00% |
| 5230 | Telecommunications | 20,985 | 20,156 | 31,000 | 25,000 | (6,000) | -19.35% |
| 6007 | Supplies - Buildings and Grounds | 35,095 | 46,312 | 53,500 | 59,200 | 5,700 | 10.65% |
| 6008 | Fuel - Generators / Power Equipment | 4,279 | 312 | 16,000 | 16,000 | - | 0.00% |
| 6009 | Supplies - Power Equipment | 551 | 299 | 3,500 | 1,500 | (2,000) | -57.14% |
| 8101 | Machinery, Equipment, Power Tools | 5,471 | 5,087 | 7,000 | 5,000 | (2,000) | -28.57% |
| 8101 | Motorized Equipment | 6,775 | - | - | - | - | 0.00% |
| Total Buildings and Grounds | | \$ 586,375 | \$ 584,994 | \$ 754,242 | \$ 750,230 | \$ (4,012) | -0.53% |

3310 – Repairs and Maintenance / Buildings and Grounds

Payments for services to outside vendors for repairs to structure and equipment.

3312 – Repairs and Maintenance Equipment

Payments for services to outside vendors for repairs and maintenance to small equipment.

CENTRAL VIRGINIA REGIONAL JAIL

FY2020 PROPOSED BUDGET

EXPENDITURES - Buildings and Grounds (33205-40)

3320 – Maintenance Contracts – Buildings

Payments for maintenance contracts for:

| | FY2020 |
|----------------------------------|---------------|
| Colonial Webb | 35,000 |
| Facility Support | 3,000 |
| Fidelity Engineering - Generator | 3,600 |
| Fire Marshal Inspection | 500 |
| Fire Extinguisher Inspection | 500 |
| Fire X | 500 |
| Greer's Exhaust | 1,000 |
| VSC Fire and Security | 8,400 |
| Quench | 720 |
| Pumping Grease Traps | 800 |
| Total | 54,020 |

3322 – Extermination Services

Payments for monthly control of vermin and pests as required by the Virginia Minimum Standards.

3323 -- Refuse Collection

| | FY2020 |
|-------------------------------|--------------|
| Udike and County Dumping Fees | 8,000 |
| Valley Protein | 250 |
| Total | 8,250 |

5210 -- Electricity and Heating

Payments for electrical services from Dominion Virginia Power and for propane fillings at the warehouse.

5130 – Water and Sewer

Payments for water and sewer to the Town of Orange, Virginia.

5230 – Telecommunications

Payments for services with telephone vendors for jail telephone lines, fax lines and cellular services.

CENTRAL VIRGINIA REGIONAL JAIL

FY2020 PROPOSED BUDGET

EXPENDITURES - Buildings and Grounds (33205-40)

6007 – Supplies / Repairs and Maintenance / Buildings and Grounds

Payments for the purchase of building materials and supplies, paints and painting supplies, plumbing and electrical supplies.

| | FY2020 |
|---------------------------|---------------|
| Paint Supplies | 5,000 |
| Electric Supplies | 10,000 |
| Plumbing Supplies | 20,000 |
| Security Devices | 7,000 |
| Cameras / Monitor Repairs | 7,000 |
| Intercom / Phone Repairs | 1,200 |
| General Supplies | 1,500 |
| Kitchen Repair Supplies | 7,500 |
| Total | 59,200 |

6008 – Fuel / Power Equipment

Payments for the purchase of gasoline, fuel for lawn care equipment, tractor and emergency back-up generators.

6009 – Supplies / Power Equipment

Payments for the purchase of supplies needed to operate power equipment.

8101 – Machinery, Equipment, Power Tools – Replace:

| | FY2020 |
|---------------------------|--------------|
| Miscellaneous Power Tools | 5,000 |
| Total | 5,000 |

CENTRAL VIRGINIA REGIONAL JAIL
FY2020 - PROPOSED BUDGET

EXPENDITURES - Non-Departmental (33205-90)

| Account Number | Description | FY2017 ACTUALS | FY2018 ACTUALS | FY2019 ADOPTED | FY2020 PROPOSED | DIFFERENCE +/- | % CHANGE |
|-------------------------------|---------------|----------------|----------------|------------------|------------------|----------------|--------------|
| 5600 | Contributions | \$ 300 | \$ 200 | \$ 1,500 | \$ 1,500 | \$ - | 0.00% |
| 5840 | Contingency | - | - | 64,000 | 64,000 | - | 0.00% |
| Total Non-Departmental | | \$ 300 | \$ 200 | \$ 65,500 | \$ 65,500 | \$ - | 0.00% |

5600 – Contributions

Payments made in the form of contributions to civil charities, and volunteer fire and rescue organizations. Additionally, used for special recognitions for staff (i.e., Employee of the Quarter, retirements), and non-staff related recognitions.

5840 – Contingencies

Reserved funds for unexpected expenditures outside the range of the usual operating budget. A reserve serves as a protection against possible loss in the event of an emergency situation, forced modifications or a reduction in revenue. The funds are used to utilize unexpected expenditures and are more commonly known as a “rainy day” fund.

CENTRAL VIRGINIA REGIONAL JAIL

FY2020 PROPOSED BUDGET

EXPENDITURES - Capital Outlay (33205-94)

| Account Number | Description | FY2017 ACTUALS | FY2018 ACTUALS | FY2019 ADOPTED | FY2020 PROPOSED | DIFFERENCE +/- | % CHANGE |
|----------------|---|-------------------|-------------------|-------------------|---------------------|----------------|---------------|
| | <u>Capital - Replace</u> | | | | | | |
| 8101 | Machinery and Equipment | \$ 61,000 | \$ 23,553 | \$ 52,000 | \$ 147,000 | \$ 95,000 | 182.69% |
| 8103 | Communication Equipment | - | 13,490 | - | 15,000 | 15,000 | 100.00% |
| 8105 | Motor Vehicles and Motorized Equipment | 171,723 | 69,460 | 70,000 | 70,000 | - | 0.00% |
| | <u>Capital - New</u> | | | | | | |
| 8201 | Machinery and Equipment | \$ 14,600 | \$ - | \$ 237,000 | \$ 23,500 | \$ (213,500) | -90.08% |
| 8202 | Furniture and Fixtures | 222,723 | 4,260 | - | - | - | 0.00% |
| 8203 | Communication Equipment | - | - | - | - | - | 0.00% |
| 8205 | Motor Vehicles and Motorized Equipment | 15,000 | - | - | - | - | 0.00% |
| 8207 | EDP Equipment | 61,240 | 40,000 | 18,000 | - | (18,000) | -100.00% |
| | <u>Capital Improvement To Buildings/Grounds</u> | | | | | | |
| 8300 | Entrance Metal Detector | \$ 4,200 | \$ - | \$ - | \$ 4,200 | \$ 4,200 | 0.00% |
| | Parking Lot | 275,000 | - | - | - | - | 0.00% |
| | Sally-Port Roll Up Door | 10,000 | 8,725 | - | 12,000 | 12,000 | 0.00% |
| | Security Glass | 6,000 | 1,170 | - | 6,000 | 6,000 | 0.00% |
| | Roof Repairs | - | 369,455 | - | - | - | 0.00% |
| | Facility Locks | - | - | 15,000 | - | (15,000) | -100.00% |
| | ADA Renovations | - | - | 15,000 | - | (15,000) | -100.00% |
| | Admin Renovations | - | 16,615 | - | - | - | 0.00% |
| | Renovations (G and H Blocks) | - | 20,000 | - | - | - | 0.00% |
| | Renovations (I Block) | - | - | 20,000 | - | (20,000) | -100.00% |
| | Renovations (Northside Plumbing) | - | - | 500,000 | 850,000 | 350,000 | 100.00% |
| | Total Capital Outlay | \$ 841,486 | \$ 566,728 | \$ 927,000 | \$ 1,127,700 | 200,700 | 21.65% |

CENTRAL VIRGINIA REGIONAL JAIL

FY2020 PROPOSED BUDGET

EXPENDITURES - Capital Outlay (33205-94)

Capital - Replace

| 8101 | <i>Machinery Equipment</i> | <i>FY2020</i> |
|------|----------------------------|----------------|
| | Washing Machine/Dryer | 20,000 |
| | HVAC | 42,000 |
| | Generator | 65,000 |
| | Hot Water Heater | 20,000 |
| | TOTAL | 147,000 |

| 8103 | <i>Communication Equipment</i> | <i>FY2020</i> |
|------|--------------------------------|---------------|
| | Radios | 15,000 |

| 8105 | <i>Motor Vehicles</i> | <i>FY2020</i> |
|------|-----------------------|---------------|
| | 15 Passenger Vans (2) | 70,000 |

Capital - New

| 8201 | <i>Machinery and Equipment</i> | <i>FY2020</i> |
|------|--------------------------------|---------------|
| | Defibrillator / Monitor | 20,000 |
| | Bladder Scanner | 3,500 |
| | TOTAL | 23,500 |

CENTRAL VIRGINIA REGIONAL JAIL

FY2020 PROPOSED BUDGET

EXPENDITURES - Debt Service (33205-94)

| Account Number | Description | FY2017 ACTUALS | FY2018 ACTUALS | FY2018 ADOPTED | FY2020 PROPOSED | DIFFERENCE +/- | % CHANGE |
|----------------|---------------------------|-------------------|----------------|----------------|-----------------|----------------|--------------|
| 9120 | Interest Payment | \$ 165,252 | \$ - | \$ - | \$ - | \$ - | 0.00% |
| | Total Debt Service | \$ 165,252 | \$ - | \$ - | \$ - | \$ - | 0.00% |

| County of Madison FY2020 Budget Worksheet | | | | | | | | | | |
|--|--------------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|--------------------------|-----------------------------------|----------------------------------|
| Department: JUVENILE DETENTION | | | | | | | | | | |
| Dept # 33402 | | | | | | | | | | |
| Contact OUTSIDE AGENCY | | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %Change from FY19 Budget | FY2019 Expenditures at 12/14/2018 | Comments |
| 10-03 -33 -33402-3830 | HOUSING OF JUVENILES | 50,890.27 | 95,681.69 | 168,444.00 | 171,339.82 | 125,340.00 | (43,104.00) | -25.59% | 101.72% | estimated true needs fine tuning |
| 10-03 -33 -33402-5510 | MILEAGE | 66.42 | - | 500.00 | - | 500.00 | - | None | 0.00% | |
| | | 50,956.69 | 95,681.69 | 168,944.00 | 171,339.82 | 125,840.00 | (43,104.00) | -25.51% | 101.42% | |
| | annual contribution per budget | | | 58,516.00 | 58,516.00 | 105,340.00 | | | | |
| | estimated true-up | | | 109,928.00 | 142,081.82 | 25,000.00 | | | | |
| | | | | 168,444.00 | 200,597.82 | 130,340.00 | | | | |

33402

Proposal for 2020 Budget Year

In January 2016 we hired an external organization to research compression issues in our compensation strategy based on comparisons of similar facilities. We learned that half of our staff were not within their pay range. Out of 84 staff, thirty-four were below the minimum range for their positions. Thirty-eight were within range. No one was above the max and we were greatly lagging behind other facilities in our region by a 40% market value. This was due to not receiving salary increases over a several year period. Ultimately putting us behind in overall salaries by 12% for all positions.

At that time, the solution to our salary compression issues was to bring the thirty-four staff up to the minimum of their salary range and give a 2% increase to the other 38 staff. We have worked very hard to recruit and hire top talent. It shows in our overall staffing and general performance. However, we were still lagging behind the competition. We have been slowly moving in the right direction but we are now grouped in the Northern Virginia region where salaries out pace us dramatically. We also now compete with the new ICE facility which offers higher salaries at government contract rates. Some of our best staff are being lured away by promises of increased finances even if it is for a limited time. Even worse, we have very talented, highly skilled, employees who are migrating to Quantico and further North for higher salaries. We work hard to make this a facility where people want to work. But compensation is tied to the environment and overall culture.

For the new budget year, we are proposing a 2.5% Cost-of-Living-Adjustment (COLA) which is in line with the national average as well as our Northern Virginia region. In addition, we are proposing a minimum 1.5% increase to continue addressing our salary compression issues. Ideally, a 3% increase would help address the compression crunch that we face. But this proposed increase will not fully address the compression issues. We need to be prepared to implement a complete solution after the next salary study which will be conducted in 2020.

Stephanie Swann
Human Resources Manager

RAPPAHANNOCK JUVENILE CENTER
DRAFT BUDGET WORKSHEET - FY 2019-2020

| EXPENSE CATEGORY | | FY 2015 - 2016 | | FY 2016 - 2017 | | FY 2017 - 2018 | | FY 2018 - 2019 | | Budget FY 2019- 2020 |
|------------------|---|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|----------------------|
| | | BUDGET | ACTUAL | BUDGET | ACTUAL | BUDGET | ACTUAL | BUDGET | ACTUAL 09/30/18 | |
| | A SALARY & BENEFITS | | | | | | | | | |
| 10-5105 | 1 Salaries | \$ 3,346,875.00 | \$ 3,216,872.00 | \$ 3,435,465.00 | \$ 3,371,111.00 | \$ 3,643,555.00 | \$ 3,422,311.00 | \$ 3,643,555.00 | \$ 875,179.00 | \$ 4,222,116.20 |
| | 2 Additional Wages | | | | | | | | | |
| 10-5111 | a. Overtime | \$ 75,000.00 | \$ 14,577.00 | \$ 40,000.00 | \$ 15,980.00 | \$ 40,000.00 | \$ 28,122.00 | \$ 40,000.00 | \$ 16,530.00 | \$ 40,000.00 |
| 10-5115 | b. Part Time | \$ 10,000.00 | \$ 35,718.00 | \$ 10,000.00 | \$ 60,441.00 | \$ 25,000.00 | \$ 39,913.00 | \$ 25,000.00 | \$ 11,272.00 | \$ 30,000.00 |
| 10-5120 | c. Holiday | \$ 8,000.00 | \$ 3,778.00 | \$ - | \$ - | \$ - | \$ 27,714.00 | \$ - | \$ 1,924.00 | \$ - |
| 10-5121 | d. Termination | \$ - | \$ 16,409.00 | \$ - | \$ 10,148.00 | \$ - | \$ - | \$ - | \$ - | \$ - |
| 10-5125 | e. Opt Out Health Ins | \$ 34,000.00 | \$ 28,625.00 | \$ 34,000.00 | \$ 23,500.00 | \$ 32,000.00 | \$ 24,750.00 | \$ 32,000.00 | \$ 6,375.00 | \$ 30,000.00 |
| | SUBTOTAL WAGES | \$ 3,473,875.00 | \$ 3,315,979.00 | \$ 3,519,465.00 | \$ 3,481,180.00 | \$ 3,740,555.00 | \$ 3,542,810.00 | \$ 3,740,555.00 | \$ 911,280.00 | \$ 4,322,116.20 |
| | 3 Benefits | | | | \$ 200.00 | | | | \$ 215.00 | \$ 300.00 |
| 10-5136 | PCORI FEE | | | | \$ 200.00 | \$ 231,914.41 | \$ 215,863.00 | \$ 231,914.41 | \$ 55,593.00 | \$ 267,971.20 |
| 10-5145 | a. FICA | \$ 215,380.00 | \$ 199,323.00 | \$ 218,207.00 | \$ 211,411.00 | \$ 54,238.05 | \$ 50,484.00 | \$ 54,238.05 | \$ 13,002.00 | \$ 62,670.68 |
| 10-5147 | b. Medicare | \$ 50,372.00 | \$ 46,616.00 | \$ 51,032.00 | \$ 49,443.00 | \$ 189,829.22 | \$ 174,804.00 | \$ 189,829.22 | \$ 37,060.00 | \$ 177,751.09 |
| 10-5150 | c. VRS Retirement | \$ 210,518.00 | \$ 195,819.00 | \$ 178,988.00 | \$ 172,023.00 | \$ 7,651.47 | \$ 7,052.00 | \$ 7,651.47 | \$ 2,057.00 | \$ 10,133.08 |
| 10-5153 | d. VRS Health Credit | \$ 6,024.00 | \$ 5,600.00 | \$ 6,184.00 | \$ 6,935.00 | \$ 47,730.57 | \$ 44,040.00 | \$ 47,730.57 | \$ 11,266.00 | \$ 55,309.72 |
| 10-5155 | e. VRS Group Life | \$ 39,828.00 | \$ 37,754.00 | \$ 45,005.00 | \$ 43,261.00 | \$ 16,000.00 | \$ 15,988.00 | \$ 16,000.00 | \$ 3,966.00 | \$ 16,000.00 |
| 10-5158 | f. VRS / ING - 457b Match | \$ 16,000.00 | \$ 15,543.00 | \$ 16,000.00 | \$ 15,887.00 | \$ 600,000.00 | \$ 541,084.00 | \$ 600,000.00 | \$ 155,945.00 | \$ 686,000.00 |
| 10-5160 | g. Health Insurance | \$ 560,000.00 | \$ 530,890.00 | \$ 560,000.00 | \$ 520,064.00 | \$ 90,000.00 | \$ 70,450.00 | \$ 90,000.00 | \$ 63,208.00 | \$ 75,000.00 |
| 10-5165 | h. Workers' Compensation | \$ 60,000.00 | \$ 77,000.00 | \$ 80,000.00 | \$ 75,148.00 | \$ 19,000.00 | \$ 9,105.00 | \$ 19,000.00 | \$ 2,415.00 | \$ 10,000.00 |
| 10-5167 | i. Retiree Health Care | \$ 19,000.00 | \$ 11,374.00 | \$ 19,000.00 | \$ 8,418.00 | \$ 8,000.00 | \$ 6,155.00 | \$ 8,000.00 | \$ 1,585.00 | \$ 8,000.00 |
| 10-5169 | j. VA Corp Hybrid Short Term Disability | \$ 5,000.00 | \$ 3,718.00 | \$ 4,000.00 | \$ 5,656.00 | \$ 500.00 | \$ 150.00 | \$ 500.00 | \$ 240.00 | \$ 200.00 |
| 10-5170 | k. Employee Physicals & Background | \$ 200.00 | \$ 330.00 | \$ 500.00 | \$ 100.00 | \$ - | \$ 2,136.00 | \$ - | \$ - | \$ - |
| 10-5180 | l. VEC Unemployment Reimbursement | \$ 10,000.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | SUBTOTAL BENEFITS | \$ 1,192,322.00 | \$ 1,123,967.00 | \$ 1,178,916.00 | \$ 1,108,546.00 | \$ 1,264,863.71 | \$ 1,137,311.00 | \$ 1,264,863.71 | \$ 346,337.00 | \$ 1,369,335.78 |
| | TOTAL SALARY EXPENSE | \$ 4,666,197.00 | \$ 4,439,946.00 | \$ 4,698,381.00 | \$ 4,589,726.00 | \$ 5,005,418.71 | \$ 4,680,121.00 | \$ 5,005,418.71 | \$ 1,257,617.00 | \$ 5,691,451.98 |
| | B OPERATING EXPENSES | | | | | | | | | |
| | 1 Commission | | | | | | | | | |
| 10-5305 | a. Legal | \$ 22,000.00 | \$ 21,000.00 | \$ 22,500.00 | \$ 21,000.00 | \$ 25,235.00 | \$ 21,000.00 | \$ 25,235.00 | \$ 6,000.00 | \$ 25,000.00 |
| 10-5310 | b. Misc. Expenses | \$ 1,000.00 | \$ 798.00 | \$ 1,000.00 | \$ 668.00 | \$ 1,000.00 | \$ 926.00 | \$ 1,000.00 | \$ - | \$ 1,000.00 |
| | 2 Cost of Operations | | | | | | | | | |
| 10-5355 | a. Property Lease - Regional Jail | \$ 6,000.00 | \$ 6,000.00 | \$ 6,000.00 | \$ 6,000.00 | \$ 6,000.00 | \$ 6,000.00 | \$ 6,000.00 | \$ 6,000.00 | \$ 6,000.00 |
| 10-5360 | b. Admin. Fee - Regional Jail | \$ 7,000.00 | \$ 7,830.00 | \$ 8,000.00 | \$ 8,029.00 | \$ 13,700.00 | \$ 8,110.00 | \$ 13,700.00 | \$ 2,083.00 | \$ 10,000.00 |
| 10-5365 | c. Host Fee - Stafford County | \$ 40,000.00 | \$ 40,000.00 | \$ 40,000.00 | \$ 40,000.00 | \$ 40,000.00 | \$ 40,000.00 | \$ 40,000.00 | \$ 10,000.00 | \$ 40,000.00 |
| | 3 Equipment | | | | | | | | | |
| 10-5410 | Furn, Fix, Sm Equip. Purchase/replace | \$ 22,500.00 | \$ 25,897.00 | \$ 22,500.00 | \$ 27,363.00 | \$ 24,000.00 | \$ 37,713.00 | \$ 24,000.00 | \$ 8,033.00 | \$ 30,000.00 |
| | 4 Food Service | | | | | | | | | |
| 10-5455 | a. Meals - Regional Jail | \$ 245,000.00 | \$ 201,045.00 | \$ 245,000.00 | \$ 201,078.00 | \$ 155,600.00 | \$ 140,899.00 | \$ 155,600.00 | \$ 61,045.00 | \$ 216,646.00 |
| | b. Meals, Snacks, Incentives | | | | | \$ 90,000.00 | \$ 57,040.00 | \$ 90,000.00 | \$ - | \$ 70,000.00 |
| 10-5460 | c. Kitchen Supplies - In House | \$ 2,500.00 | \$ 2,689.00 | \$ 2,000.00 | \$ 2,408.00 | \$ 2,000.00 | \$ 4,431.00 | \$ 2,000.00 | \$ 1,074.00 | \$ 2,000.00 |
| | 5 Insurance | | | | | | | | | |
| 10-5505 | a. Bldg/Auto/Bonding/VML | \$ 21,000.00 | \$ 14,820.00 | \$ 21,000.00 | \$ 15,092.00 | \$ 21,000.00 | \$ 15,494.00 | \$ 21,000.00 | \$ 17,064.00 | \$ 20,000.00 |
| 10-5515 | b. Va. Risk - General Liability | \$ 5,000.00 | \$ 4,003.00 | \$ 5,000.00 | \$ 4,003.00 | \$ 5,000.00 | \$ 4,003.00 | \$ 5,000.00 | \$ 4,003.00 | \$ 5,000.00 |
| 10-5550 | 6 Janitorial Supplies | \$ 45,000.00 | \$ 40,906.00 | \$ 45,000.00 | \$ 37,672.00 | \$ 45,000.00 | \$ 38,276.00 | \$ 45,000.00 | \$ 12,987.00 | \$ 45,000.00 |
| | 7 Laundry | | | | | | | | | |
| 10-5605 | a. Service Regional Jail | \$ 4,000.00 | \$ 7,564.00 | \$ 7,800.00 | \$ 7,896.00 | \$ 8,100.00 | \$ 7,658.00 | \$ 8,100.00 | \$ 1,690.00 | \$ 8,000.00 |
| 10-5610 | b. Supp In House | \$ 2,000.00 | \$ 1,051.00 | \$ - | \$ 236.00 | \$ 2,000.00 | \$ 990.00 | \$ 2,000.00 | \$ 458.00 | \$ 6,000.00 |

2.5% COLA -3 positions
1.5% Compression 63220.90
1.5 Bonus 64169.21

Figure change matched jail

RAPPAHANNOCK JUVENILE CENTER
DRAFT BUDGET WORKSHEET - FY 2019-2020

| EXPENSE CATEGORY | | | FY 2015 - 2016 | | FY 2016 - 2017 | | FY 2017 - 2018 | | FY 2018 - 2019 | | Budget FY 2019- 2020 |
|---------------------------------|---|---------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|----------------------|
| | | | BUDGET | ACTUAL | BUDGET | ACTUAL | BUDGET | ACTUAL | BUDGET | ACTUAL 09/30/18 | |
| 8 | Maintenance Building/Grounds | | | | | | | | | | \$ 58,000.00 |
| 10-5655 | a. Service Agreements/Inspections | \$ 40,000.00 | \$ 40,830.00 | \$ 45,000.00 | \$ 41,276.00 | \$ 54,000.00 | \$ 52,888.00 | \$ 54,000.00 | \$ 13,198.00 | \$ 7,600.00 | \$ 5,000.00 |
| 10-5660 | b. Maintenance (Grounds) | \$ 5,000.00 | \$ 7,100.00 | \$ 5,000.00 | \$ 4,002.00 | \$ 7,600.00 | \$ 4,742.00 | \$ 7,600.00 | \$ 5,580.00 | \$ 1,281.00 | \$ 5,700.00 |
| 10-5665 | c. Trash Removal | \$ 6,000.00 | \$ 4,497.00 | \$ 7,000.00 | \$ 4,997.00 | \$ 5,580.00 | \$ 5,133.00 | \$ 5,580.00 | \$ 1,495.00 | \$ 20,000.00 | \$ 20,000.00 |
| 10-5670 | d. Supplies | \$ 18,000.00 | \$ 18,752.00 | \$ 20,000.00 | \$ 20,628.00 | \$ 20,000.00 | \$ 14,014.00 | \$ 20,000.00 | | | |
| 9 | Medical Service | | | | | | | | | | \$ 56,000.00 |
| 10-5705 | a. Professional Fees - Physician | \$ 53,665.00 | \$ 51,970.00 | \$ 54,739.00 | \$ 53,009.00 | \$ 56,000.00 | \$ 54,069.00 | \$ 56,000.00 | \$ 13,517.00 | \$ 5,000.00 | \$ 5,000.00 |
| 10-5720 | b. Medicines & Supplies | \$ 6,500.00 | \$ 4,838.00 | \$ 6,000.00 | \$ 4,245.00 | \$ 5,000.00 | \$ 4,881.00 | \$ 5,000.00 | \$ 1,752.00 | \$ 2,000.00 | \$ 6,000.00 |
| 10-5725 | c. Referrals/Hospital/Labs | \$ 3,700.00 | \$ 1,574.00 | \$ 3,500.00 | \$ 2,362.00 | \$ 2,000.00 | \$ 8,832.00 | \$ 2,000.00 | \$ 690.00 | \$ 3,500.00 | \$ 3,000.00 |
| 10-5755 | 10 Miscellaneous | \$ 3,000.00 | \$ 2,954.00 | \$ 3,000.00 | \$ 3,576.00 | \$ 3,500.00 | \$ 1,820.00 | \$ 3,500.00 | | | |
| 11 | Office Supplies | | | | | | | | | | \$ 14,000.00 |
| 10-5805 | a. Contracts & Services Office Equip. | \$ 11,000.00 | \$ 9,685.00 | \$ 9,000.00 | \$ 10,253.00 | \$ 11,000.00 | \$ 13,554.00 | \$ 11,000.00 | \$ 2,515.00 | \$ 24,000.00 | \$ 27,000.00 |
| 10-5820 | b. Accounting Fees & Contracts | \$ 22,000.00 | \$ 23,985.00 | \$ 24,500.00 | \$ 24,310.00 | \$ 24,000.00 | \$ 25,681.00 | \$ 24,000.00 | \$ 5,854.00 | \$ 18,000.00 | \$ 18,000.00 |
| 10-5825 | c. Supplies | \$ 20,000.00 | \$ 19,581.00 | \$ 18,000.00 | \$ 17,596.00 | \$ 18,000.00 | \$ 18,135.00 | \$ 18,000.00 | \$ 100.00 | \$ 9,200.00 | \$ 12,000.00 |
| 10-5826 | d. Fiscal Software Support | \$ 8,000.00 | \$ 8,856.00 | \$ 9,200.00 | \$ 8,792.00 | \$ 9,200.00 | \$ 8,875.00 | \$ 9,200.00 | | | |
| 12 | Residential Programs | | | | | | | | | | \$ 2,000.00 |
| 10-5855 | a. Education | \$ 100.00 | \$ - | \$ - | \$ 413.00 | | | \$ 2,000.00 | \$ 216.00 | \$ 2,000.00 | \$ 2,000.00 |
| 10-5860 | b. Post Dispositional Program | \$ 3,500.00 | \$ 3,376.00 | \$ 2,000.00 | \$ 905.00 | \$ 2,000.00 | \$ 1,174.00 | \$ 2,000.00 | | | |
| 10-5862 | c. CPP Commissary Items | \$ - | \$ - | \$ - | | | | \$ 8,000.00 | \$ 12,982.00 | \$ 8,000.00 | \$ 12,000.00 |
| 10-5864 | d. CPP Program | \$ 8,000.00 | \$ 7,891.00 | \$ 5,000.00 | \$ 6,304.00 | \$ 8,000.00 | \$ 10,871.00 | \$ 8,000.00 | \$ 894.00 | \$ 2,500.00 | \$ 2,500.00 |
| 10-5865 | e. Recreation | \$ 3,000.00 | \$ 2,975.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 10,485.00 | \$ 44,290.00 | \$ 45,618.00 |
| 10-5870 | f. Mental Health Services | \$ 40,800.00 | \$ 40,020.00 | \$ 43,000.00 | \$ 41,112.00 | \$ 44,290.00 | \$ 41,960.00 | \$ 44,290.00 | | | |
| 10-5875 | g. Volunteers | \$ 100.00 | \$ 100.00 | \$ 100.00 | \$ 110.00 | | \$ 80.00 | | | | |
| 13 | Human Resources | | | | | | | | | | \$ 750.00 |
| 10-5880 | a. Employee Incentives | \$ 750.00 | \$ 1,529.00 | \$ 750.00 | \$ 2,162.00 | \$ 750.00 | \$ 981.00 | \$ 750.00 | \$ 199.00 | \$ 1,500.00 | \$ 2,500.00 |
| 10-5881 | b. Recruitment | \$ 2,000.00 | \$ 565.00 | \$ 2,000.00 | \$ 82.00 | \$ 1,500.00 | \$ 2,407.00 | \$ 1,500.00 | \$ 3,058.00 | \$ 500.00 | \$ 500.00 |
| 10-5882 | c. Acknowledgements | \$ 500.00 | \$ 275.00 | \$ 500.00 | \$ 670.00 | \$ 500.00 | \$ 330.00 | \$ 500.00 | | | |
| 14 | Staff Development | | | | | | | | | | \$ 15,000.00 |
| 10-5905 | a. Training Expenses/Fees & Tuition | \$ 7,000.00 | \$ 10,105.00 | \$ 12,000.00 | \$ 7,095.00 | \$ 12,000.00 | \$ 26,861.00 | \$ 12,000.00 | \$ 2,569.00 | \$ 3,000.00 | \$ 2,000.00 |
| 10-5908 | b. P.O.V. Mileage | \$ 3,000.00 | \$ 1,802.00 | \$ 3,000.00 | \$ 944.00 | \$ 3,000.00 | \$ 1,179.00 | \$ 3,000.00 | \$ 867.00 | \$ 12,000.00 | \$ 20,000.00 |
| 10-5910 | c. Travel Per Diems & Lodging | \$ 12,000.00 | \$ 14,939.00 | \$ 12,000.00 | \$ 14,399.00 | \$ 12,000.00 | \$ 22,099.00 | \$ 12,000.00 | \$ 5,302.00 | \$ 5,000.00 | \$ 5,000.00 |
| 15 | Information Systems/Tech Support | | | | | | | | | | \$ 24,000.00 |
| 10-5950 | a. Equipment & Software Upgrades | \$ 5,000.00 | \$ 4,826.00 | \$ 3,000.00 | \$ 2,339.00 | \$ 5,000.00 | \$ 5,363.00 | \$ 5,000.00 | \$ 1,540.00 | \$ 25,000.00 | \$ 24,000.00 |
| 10-5960 | b. Onsite I.T. Services | \$ 26,000.00 | \$ 26,216.00 | \$ 20,000.00 | \$ 20,272.00 | \$ 25,000.00 | \$ 21,204.00 | \$ 25,000.00 | \$ 5,103.00 | | |
| 16 | Transportation | | | | | | | | | | \$ 281,137.00 |
| 10-6005 | a. Resident Transport - Regional Jail | \$ 246,000.00 | \$ 253,444.00 | \$ 265,000.00 | \$ 259,725.00 | \$ 266,000.00 | \$ 262,674.00 | \$ 266,000.00 | \$ 67,729.00 | \$ 5,000.00 | \$ 6,000.00 |
| 10-6010 | b. Vehicle Maintenance and Operation | \$ 6,000.00 | \$ 6,452.00 | \$ 5,000.00 | \$ 6,939.00 | \$ 5,000.00 | \$ 8,670.00 | \$ 5,000.00 | \$ 1,528.00 | | |
| 17 | Hygiene & Clothing | | | | | | | | | | \$ 10,000.00 |
| 10-6055 | a. Resident Clothing | \$ 8,000.00 | \$ 5,498.00 | \$ 8,000.00 | \$ 2,511.00 | \$ 8,000.00 | \$ 7,731.00 | \$ 8,000.00 | \$ 1,748.00 | \$ 8,000.00 | \$ 15,000.00 |
| 10-6060 | b. Staff Uniforms | \$ 8,000.00 | \$ 10,637.00 | \$ 8,000.00 | \$ 12,990.00 | \$ 8,000.00 | \$ 11,127.00 | \$ 8,000.00 | \$ 4,821.00 | \$ 8,500.00 | \$ 12,000.00 |
| 10-6065 | c. Resident Hygiene | \$ 8,000.00 | \$ 9,952.00 | \$ 8,000.00 | \$ 7,909.00 | \$ 8,500.00 | \$ 12,004.00 | \$ 8,500.00 | | | |
| 18 | Utilities | | | | | | | | | | \$ 76,000.00 |
| 10-6105 | a. Electric | \$ 80,000.00 | \$ 72,983.00 | \$ 80,000.00 | \$ 73,159.00 | \$ 80,000.00 | \$ 72,501.00 | \$ 80,000.00 | \$ 20,696.00 | \$ 32,000.00 | \$ 30,000.00 |
| 10-6110 | b. Natural Gas | \$ 30,500.00 | \$ 27,437.00 | \$ 32,000.00 | \$ 26,850.00 | \$ 32,000.00 | \$ 27,068.00 | \$ 32,000.00 | \$ 1,190.00 | \$ 15,000.00 | \$ 17,000.00 |
| 10-6115 | c. Water/Sewer | \$ 12,500.00 | \$ 14,622.00 | \$ 15,000.00 | \$ 14,064.00 | \$ 15,000.00 | \$ 15,762.00 | \$ 15,000.00 | \$ 4,813.00 | \$ 2,000.00 | \$ 2,000.00 |
| 10-6120 | e. Fuel Oil | \$ 2,000.00 | \$ 1,218.00 | \$ 2,000.00 | | \$ 2,000.00 | \$ 1,874.00 | \$ 2,000.00 | \$ 6,969.00 | \$ 33,500.00 | \$ 35,000.00 |
| 10-6125 | f. Telecom/Sat. TV/email | \$ 32,000.00 | \$ 33,701.00 | \$ 33,500.00 | \$ 22,910.00 | \$ 33,500.00 | \$ 35,556.00 | \$ 33,500.00 | \$ 325,202.00 | \$ 1,229,055.00 | \$ 1,330,351.00 |
| TOTAL OPERATING EXPENSES | | | \$ 1,164,615.00 | \$ 1,118,788.00 | \$ 1,194,589.00 | \$ 1,092,355.00 | \$ 1,229,055.00 | \$ 1,187,140.00 | \$ 1,229,055.00 | \$ 325,202.00 | \$ 1,330,351.00 |

3% COLA

Figure change matched jail

RAPPAHANNOCK JUVENILE CENTER
 DRAFT BUDGET WORKSHEET - FY 2019-2020

| EXPENSE CATEGORY | | FY 2015 - 2016 | | FY 2016 - 2017 | | FY 2017 - 2018 | | FY 2018 - 2019 | | Budget FY 2019- 2020 |
|------------------|----|-------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|----------------------|
| | | BUDGET | ACTUAL | BUDGET | ACTUAL | BUDGET | ACTUAL | BUDGET | ACTUAL 09/30/18 | |
| | 19 | <i>Capital Outlay</i> | | | | | | | | |
| 15-XXXX | | \$ 182,000.00 | \$ 167,224.00 | \$ 190,000.00 | \$ 197,613.00 | \$ 250,000.00 | \$ 155,704.00 | \$ 250,000.00 | \$ 17,498.00 | \$ 380,000.00 |
| | | <i>Capital Projects</i> | | | | | | | | |
| | | \$ 182,000.00 | \$ 167,224.00 | \$ 190,000.00 | \$ 197,613.00 | \$ 250,000.00 | \$ 155,704.00 | \$ 250,000.00 | \$ 17,498.00 | \$ 380,000.00 |
| | | TOTAL CAPITAL EXPENSES | | | | | | | | |
| | 20 | <i>Contingency</i> | | | | | \$ 148,000.00 | | | \$ 147,000.00 |
| 40-XXXX | | <i>OPEB</i> | | | | | \$ 7,271.00 | \$ 200,000.00 | | \$ 200,000.00 |
| 40-XXXX | | \$ 200,000.00 | \$ 13,055.00 | \$ 200,000.00 | \$ 20,433.00 | \$ 200,000.00 | \$ 155,271.00 | \$ 200,000.00 | \$ - | \$ 347,000.00 |
| | | <i>Contingency</i> | | | | | | | | |
| | | \$ 200,000.00 | \$ 13,055.00 | \$ 200,000.00 | \$ 20,433.00 | \$ 200,000.00 | \$ 155,271.00 | \$ 200,000.00 | \$ - | \$ 347,000.00 |
| | | TOTAL DEBT SERVICE EXPENSE | | | | | | | | |
| | 21 | <i>Long-Term Debt</i> | | | | | | | | |
| 40-XXXX | | \$ 626,250.00 | \$ 626,250.00 | \$ 624,928.00 | \$ 624,927.00 | \$ 626,029.00 | \$ 625,959.00 | \$ 626,029.00 | \$ 153,977.00 | \$ - |
| | | <i>Debt Service</i> | | | | | | | | |
| | | \$ 626,250.00 | \$ 626,250.00 | \$ 624,928.00 | \$ 624,927.00 | \$ 626,029.00 | \$ 625,959.00 | \$ 626,029.00 | \$ 153,977.00 | \$ - |
| | | TOTAL DEBT SERVICE EXPENSE | | | | | | | | |
| | | \$ 626,250.00 | \$ 626,250.00 | \$ 624,928.00 | \$ 624,927.00 | \$ 626,029.00 | \$ 625,959.00 | \$ 626,029.00 | \$ 153,977.00 | \$ - |
| | | GRAND TOTAL OPERATING BUDGET | | | | | | | | |
| | | \$ 6,839,062.00 | \$ 6,365,263.00 | \$ 6,907,898.00 | \$ 6,525,054.00 | \$ 7,310,502.71 | \$ 6,804,195.00 | \$ 7,310,502.71 | \$ 1,754,294.00 | \$ 7,748,802.98 |

| County of Madison | | | | | | | | | | |
|-------------------------|------------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|----------|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: | | JEFFERSON AREA COMMUNITY | | | | | | | | |
| Dept # | | CORRECTIONS | | | | | | | | |
| Contact | | 33403 | | | | | | | | |
| | | OUTSIDE AGENCY | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-03 -33 -33403-5640 | GENERAL CONTRIBUTION REQUEST | 7,978.00 | 7,978.00 | 8,137.00 | 8,137.00 | 8,286.00 | 149.00 | 1.83% | 100.00% | |



January 4, 2019

Madison County Finance Department
Attn: Mary Jane Costello
P.O. Box 705
Madison, Virginia 22727

750 Harris Street, Suite 207
Charlottesville, VA 22903
(434) 296-2441
FAX (434) 979-4038

Re: FY2020 Madison County Budget

Dear Ms. Costello,

Attached please find the OAR/Jefferson Area Community Corrections budget application for FY2020. Included in our application is the supplemental information, IRS letter and FY18 audit. We value our partnership with Madison County and hope the support continues. **Our request is for a total of \$5,064 for OAR Local Probation services and \$3,222 for the Criminal Justice Planner.**

OAR is requesting funding to provide services to address Madison County's anticipated increase for Public Safety Costs due to population growth, capital costs and other County economic indicators. Local probation services directly impact public safety, improved the lives of those involved with the criminal justice system and will reduce costly jail expenditures. Comprehensive regional criminal justice planning also impacts public safety, jail cost expenditures and provides for enhanced collaboration, integration and innovation. Investment in these programs returns tax dollar savings, increased public safety and opportunity for the citizens of Madison County.

I look forward to support for both OAR and the Criminal Justice Planner from Madison County. If you need additional information please contact me at the above number or you can reach me by email at rcarew@oar-jacc.org Thank you for your consideration of our request.

Respectfully,

W. R. Carew III
Executive Director

Support



COUNTY OF MADISON

FY2020 AGENCY FUNDING APPLICATION

DEADLINE: January 11, 2019



| IDENTIFICATION | |
|--|---|
| <i>Organization/Agency Name:</i> | OAR/Jefferson Area Community Correction |
| <i>Street Name:</i> | 750 Harris Street |
| <i>Mailing Address:</i> | 750 Harris St. Suite 207 Charlottesville, Va 22903 |
| <i>Agency Contact:</i> | W. Ross Carew III |
| <i>Telephone Number:</i> | 434 296 2441 Ext108 |
| <i>E-mail Address – Agency Contact</i> | rcarew@oar-jacc.org |
| <i>Agency's Web Address:</i> | www-oar-jacc.org |
| <i>Federal Tax ID#:</i> | 23-737389 |
| <i>Audit:</i> | X Yes <input type="checkbox"/> No |

| PURPOSE/NARRATIVE |
|--|
| <p><i>Missions and Goals:</i></p> <p>Mission and Purpose of Agency</p> <p>To assist individuals who are arrested, imprisoned or released from incarceration to gain and retain self-respecting, self-sustaining and crime-free lifestyles.</p> <ul style="list-style-type: none"> • By providing sentencing alternatives to reduce the rate of incarceration • By encouraging offenders to become responsible member of the community • By reducing the negative impact of incarceration • By supporting offender's transition back into the community • By informing and promoting a more effective criminal justice system |

Experience and Accomplishments:

Local Probation Services

The OAR local probation program addresses the community need to safely and effectively manage and supervise local responsible offenders in the community as an alternative to incarceration. Through the effective and efficient diversion of local responsible probationers, the localities save approximately \$4,900 per probationer in avoided jail costs per diversion to OAR. Additionally, through the use of effective evidence based supervision strategies, OAR Local Probation reduces the likelihood of probationer re-offending.

Performance Measures

FY20 Proposed Outcomes

70% of 900 participants with avoidance of or mitigation of risk factors by successful completion of terms of probation as measured by standardized program and court records
65% of 900 program participants who do not reoffend with jailable offenses for three years post release from supervision as measured by statistically valid representative sampling of program records and state police records

Note: the three year time frame is the national and state benchmark for recidivism evaluation.

FY18 Outcomes

73.3% of 981 probationers successfully complete the terms of probation as measured by program and court records.

(75% crime-free) In FY16, The National Center for State Courts determined an overall program three year recidivism rate of 25% for cases closed from 2012.

FY18 Program performance

During FY18, OAR local probation provided probation supervision to 1740 clients (including carry-over probation placements). Of that population, 91 (5%) were Madison County residents. The program's rate of successful completion of probation for FY18 was 73.3% exceeding the projected rate of 70%. The most recent three year recidivism evaluation of OAR local probation clients by the National Center of State Courts¹ indicated a recidivism rate of 25%, an 18% improvement versus the national average of 43%.² For the OAR local probation population, during FY 2018, the highest percentage of the population fell within the following four offense categories: Assault (30%), Narcotics (28%), Alcohol (13%) and Fraud/Larceny (7%). The remaining probation clients are convicted of a wide range of other class 1 misdemeanors or class 5 or 6 felonies. The majority of the population were white (62%), male (73%), single (87%) and were employed (61%). The average age of the population is 30 years old. Using a validated recidivism risk assessment, the program determined that the FY2018 recidivism risk profile of

¹ National Center for State Courts, Virginia Local Community Based Probation Recidivism Results FY12, Sept 2016

² The Pew Center on the States, State of Recidivism; April 2010

the population was 54% low risk, 40% medium risk and 6% high risk for recidivism. As demonstrated by the offense and risk/need profile of the population, probation clients need supervision and intervention to address intimate partner and family relationship dysfunction, antisocial attitudes and belief systems, negative peers, and substance abuse to reduce the risk and expense of further criminal behavior.

Criminal Justice Planning

The Criminal Justice Coordinator/Planner for the Thomas Jefferson Area Community Criminal Justice Board (CCJB) is co-located with OAR. The Coordinator/Planner serves as a liaison to the nine localities represented on the CCJB. Those include the same localities that OAR serves: Charlottesville, Albemarle, Louisa, Fluvanna, Greene, Goochland, Madison, Nelson and Orange. The purpose of the CCJB and the Coordinator/Planner is to enable the participating localities to work together to develop and support an effective and comprehensive range of services that promote public safety and offender accountability and rehabilitation. The Planner coordinates the work of the Thomas Jefferson Area Community Criminal Justice Board, which supports the implementation of evidence-based strategies among nine participating jurisdictions. The Planner provides the Board with jurisdictional and regional-level data, identifies primary cost drivers, and recommends evidence-based approaches to enhance public safety regionally and in each jurisdiction specifically. The long term goal is to develop a comprehensive system to analyze and promote programs and services that enhance public safety, offender accountability, rehabilitation, better informed decision making, better use of resources, and more effective remedial efforts. The Planner works to address jail overcrowding through effective data management and analysis, probation violation reduction, reduction in pretrial defendants held in jail, and strategies for addressing cost savings and recidivism reduction. .

The Planner addresses the needs of the region by: (1) Writing grants, (2) Developing and providing staff support to new efficient criminal justice programs/projects, (3) Facilitating Board and Committee meetings. (4) Conducting research on regional and jurisdictional crime trends, (5) Studying jail utilization, length of stay, and associated costs, and proposing more effective, less costly alternatives wherever consistent with public safety interests.

Benefits of Funding:

Local Probation Financial Benefit:

The local probation program provides significant financial benefit to the localities as an alternative to high cost of incarceration and as an adult recidivism reducing program. Incarceration has been identified by research to be the least effective and most costly response to crime, subject to diminishing returns. The cost to incarcerate an individual at the local Central Virginia Regional Jail is \$79.92 per day according to the Virginia Compensation Board. The average length of stay at the Central Virginia Regional Jail (2012-2015) was 68 days. The projected cost to incarcerate an individual is \$5,434. The total average cost per client supervised by local probation in lieu of incarceration is approximately \$461. Thus, the resultant savings for community supervision versus jail is \$4,973 per individual. The OAR local probation program supervised 91 individuals from Madison County. **The total jail cost savings for Louisa County due to probation supervision is \$452,543.**

These services benefit and have significant fiscal impact for Madison County. OAR is dedicated to improving the lives of our clients and improving the quality of life for the residents of Madison County. Each successful placement equals lives that have been changed for the better. Families kept together, restitution debts paid, taxes paid, and victims made whole are all benefits for Madison County through the successful completion of supervision.

Criminal Justice Planner Accomplishments and Financial Benefits

The benefits resulting from implementing evidence-based practices are significant. Effective and efficient criminal justice system decision making reduces the use of high cost alternatives. Each key decision point in the criminal justice system impacts the cost of criminal justice for the locality. Individuals who are placed in evidence-based sentencing alternatives, who do not commit additional crimes, and who do not become incarcerated remain contributing members of the community through wages, family support, and taxes thus generating revenue for the localities.

- During FY18, the Planner served a key role in ensuring that community resources are applied to meet the needs of those at greatest risk to recidivate without support and intervention. While the Planner does not provide direct client services to offenders, the position provides support for criminal justice and behavioral health stakeholders who do provide direct services.
- In the fall of 2016, the Criminal Justice Planner, with the support of Albemarle County and Charlottesville City, wrote a grant application to the Virginia Department of Criminal Justice Services to fund a comprehensive community-wide study of the disproportionate number of African American adults arrested, booked, detained pretrial, incarcerated post-sentence and revoked from probation. This grant, in the amount of \$200,000 over two years (including a \$20,000 City match), was awarded in October 2016. That grant award was later approved for Year 2 funding. The Planner has been a primary liaison between the consultant and the project team as the study has progressed. A final report will be issued in June 2019.
- In 2017, the Planner wrote a grant to the Virginia Department of Behavioral Health and Developmental Services to establish a Therapeutic Docket for criminal defendants in the Albemarle and Charlottesville General District Courts. The Department awarded \$64,504 in funding to implement the docket, which now serves misdemeanor defendants suffering from serious mental illness that significantly contributed to their unlawful behavior. The planner also wrote the application to the Supreme Court of Virginia to establish the docket, which was approved in February 2018. Once the docket application was approved, the Planner approached the Albemarle County Board of Supervisors and Charlottesville City Council to secure \$110,000 in operating funds for the Therapeutic Docket for FY19.
- Leveraging that investment by Albemarle County and the City of Charlottesville, the Planner approached the Charlottesville Area Community Foundation (CACF) with a Strengthening Systems grant proposal designed to enhance mental health treatment linkage for newly-released jail inmates who are ineligible for the Therapeutic Docket. The CACF awarded a grant in the amount of \$253,000 over a three year period to

- implement this treatment linkage initiative, in collaboration with the Planner, the jail, Region Ten, OAR, Virginia District 9 Probation and Partner for Mental Health.
- Also within the past year, the planner has secured a \$50,000 grant from the Virginia Department of Criminal Justice Services to support the development of a new three-year strategic plan for the Thomas Jefferson Area Community Criminal Justice Board.
 - Indirect financial benefits provided in 2017-18 include the Planner's analysis of five-year crime trends across the region, a comparative study of inmate reentry populations at the two regional jails, a recidivism risk and needs study of the Albemarle-Charlottesville Regional Jail inmate population, a return-to custody analysis of the most frequent jail utilizers, and Year 3 of a comprehensive study of the mentally ill inmate cohort at the Albemarle-Charlottesville Regional Jail, matched to treatment records at Region Ten Community Services. All of the above are the first of their kind in the local criminal justice system, providing actionable data for decision-making to enhance efficiency and effectiveness, while creating opportunities for cost avoidance at the regional jails.
 - This year, the Planner has been working directly with MGT Consulting Group, under a cooperative agreement between Albemarle County and Charlottesville, to study the extent of disproportionate minority contact within the local criminal justice system.
 - During Academic Year 2018, the Planner worked extensively with the University of Virginia Department of Systems and Information Engineering to develop a comprehensive mental health/criminal justice system evaluation framework, culminating in a first-of-its-kind study of the preponderance of serious mental illness in the jail population. The research team was also able to determine the degree to which mental health treatment linkage is achieved once mentally ill inmates are released from jail. This work facilitated the establishment of plan for a Therapeutic Docket to divert mentally ill defendants from jail and into treatment.
 - The Planner has also worked with the Albemarle-Charlottesville Regional Jail to track booking and intake patterns for Fiscal Years 2012-2017 (to better understand the charge types that are producing the greatest booking volume year over year), and has put together the first recidivism risk/needs profile in the jail's history (to determine the percentage of inmates who are at low, medium and high risk to recidivate during the two years following their release, and the most likely programming needs that they have).
 - The Planner has also worked with the Albemarle-Charlottesville Reentry Council to identify, for the first time, the number of inmates that return to the community every year after serving 30+, 90+, 180+ and 365+ days at the jail, and the percentage of these inmates that return to custody during a five-year time span. As a result of this research, the characteristics of the Albemarle-Charlottesville jail reentry population are now much better understood (by jurisdiction, race, gender, age, charge, recidivism risk potential, treatment needs, etc.), as are their barriers to successful reentry. This work has allowed the Reentry Council to complete its current strategic planning process using a data-informed approach.

Intention of Use:

Local Probation Goals and Objectives

To provide evidence based local probation supervision in lieu of incarceration for 1000 adults who have been found guilty of misdemeanor and felony offenses during FY 2019-20.

- Provide supervision to local responsible offenders in the community in lieu of jail ensuring compliance with court orders
- Address risk management and provide program services and referrals to address reduction in recidivism.

Over the last eleven years, the local probation program has been a Virginia Department of Criminal Justice Services (DCJS) site for the implementation of six evidence based strategies to reduce recidivism and reduce probation failure. Through the participation in the OAR local probation program, offenders are (1)assessed for risk, (2)Purpose Driven communication techniques are utilized by staff to increase offender motivation, (3)differential supervision strategies based upon risk level, (4)offender interventions are responsive to risk, (5)positive reinforcement strategies and community supports are developed, and (6)evaluation of effectiveness is conducted. All local probation officers are state certified in Purpose Driven Communication, evidence based practices proven to enhance intrinsic motivation in the offender population. Officers are state trained and utilize validated risk instruments to assess all offenders risk and needs. Through the risk assessment process utilizing validated recidivism risk assessment tools (M-OST and OST), the local program focuses on providing interventions related to the most significant dynamic risk predictors identified by research in reducing recidivism. The officers are state trained in case planning in which low risk offenders are screened out and medium and high risk offenders, in partnership with staff, build individualized case plans to address criminogenic risk/needs factors. Medium and risk clients are provided differential supervision based on their individual risk for recidivating. The goal of this process is to provide supervision related to the identified risk level of the offender. High risk offenders receive more frequent supervision and intervention. Conversely, lower risk offenders receive the least restrictive supervision. Research has indicated that over-supervising and intermingling the low and high risk population has negative impact on recidivism reduction by raising the risk level of the low risk offender. Through the use of motivational interviewing, risk assessment and the case planning process, staff and the offenders develop positive reinforcement strategies and support networks to strengthen pro-social activity and community bonds. Finally, risk assessment information, training information, probation success and recidivism is being reported quarterly and evaluated annually by the Program and the Department of Criminal Justice Services as a continuous quality improvement strategy. All strategies are supported by national research and are identified by the National Institute of Corrections, the American Probation and Parole Association and the Center for Effective Public Policy as Evidence Based Practices (EBP) in reducing recidivism

Criminal Justice Planner Goals and Objectives

The Planner supports the use of evidence-based decision-making in all phases of the criminal justice process and facilitates a cohesive approach among member jurisdictions, informed by research. The Planner serves as an information hub between jurisdictions, supporting coordinated strategies to address common cross-jurisdictional problems.

To accomplish these goals, the Planner engages in the following work:

- Calls quarterly meetings of the Thomas Jefferson Area Community Criminal Justice Board, and supports the work of the Board.

- Conducts a variety of research for jurisdictions in support of recidivism and cost reduction.
- Writes grants to secure funding for CCJB initiatives.
- Works with state and local probation departments to measure and improve outcomes.
- Works with criminal justice and behavioral health agencies to improve collaboration and service provision to those with substance abuse and mental health issues.
- Serves on Reentry Councils serving Louisa, Orange, Madison, Greene, Albemarle and Charlottesville (note not all jurisdictions have these councils).
- Works with criminal justice and behavioral health agencies to improve collaboration and service provision to those with substance abuse and mental health issues.
- Works with both regional jails (CVRJ and ACRJ) to better understand long-term booking trends, average length of stay by crime type, the demographics of the average daily jail population, and the expenditure of jail bed days by crime type/severity.

| FUNDING | |
|---------------------|---|
| Category of Funding | <input checked="" type="checkbox"/> Public Safety <input type="checkbox"/> Health <input type="checkbox"/> Arts/Culture <input type="checkbox"/> General Community/Civic <input type="checkbox"/> Human Services <input type="checkbox"/> Education <input type="checkbox"/> Environment <input type="checkbox"/> Recreation |
| Funding Request: | \$5,062 for local probation \$3,222 for criminal justice planner \$8,284 total |

Signature: W. R. Carew III Title: Executive Director

Printed Name: W. R. Carew III Date: 12/28/18

OAR FY20 Madison County Additional Information

- 1) FY18 Audit – submitted
- 2) IRS letter of Exemption – submitted
- 3) Financial Analysis- Agency budget submitted

Local Probation Funding

OAR has made an effort to share the cost of the Probation services across all the localities. A formula was developed for requesting funds from each locality served. The total cost has been decreased due to charging fees for services. **The request for Probation Services for Madison is \$5,062.** This is an increase of 3% from last year's request.

Budget Summary for Local Probation

| | FY18 Actual | FY19 Budget | FY20 Projected | % change |
|----------------------------|-------------|-------------|----------------|----------|
| Personnel | \$446,438 | \$459,852 | \$464,450 | 1% |
| Occupancy | \$29,128 | \$28,200 | \$28,200 | 0% |
| Operational | \$43,758 | \$68,718 | \$65,378 | -4% |
| Total | \$519,324 | \$556,770 | \$558,028 | >1% |
| Full time Positions | 9 | 9 | 9 | 0 |
| Part time positions | 0 | 0 | 0 | 0 |

Changes to budget: No changes are expected other than the increase in personnel salary of 1%

Local Probation source funding from all localities

| Source | FY19 req | FY19 rec | FY20 proposed req +3% |
|------------------------|----------|----------|-----------------------|
| Albemarle | \$6,222 | \$6,222 | \$6,409 |
| Charlottesville | \$21,539 | \$21,539 | \$21,539 |
| Fluvanna | \$9,365 | \$7,374 | \$9,646 |
| Goochland | \$4,869 | \$4,869 | \$5,015 |
| Greene | \$5,392 | \$5,362 | \$5,554 |
| Louisa | \$8,783 | \$2,830 | \$9,046 |
| Madison | \$4,915 | \$4,915 | \$5,062 |
| Nelson | \$3,415 | \$3,352 | \$3,517 |
| Orange | \$7,000 | \$7,000 | \$7,210 |
| Total | \$71,245 | \$63,463 | \$72,998 |

Note: Charlottesville has “frozen” funding requests for FY20

The local probation program also receives funding in the amount of \$486,807 from the Department of Criminal Justice Services. Additionally, the program receives approximately \$6,500 in client fees.

Criminal Justice Planner Funding

In an effort to equitably share the cost of the Coordinator/Planner across all the localities served, a formula was developed for requesting funds from each locality served, based on their population size. (2015 UVA Weldon Cooper Center) **The request for Criminal Justice Coordination and Planning for Madison is \$3,319.** This is a 3% increase from last year's request.

Budget Summary for the Criminal Justice Planner

| | FY18 Actual | FY19 Budget | FY20 Projected | % change |
|----------------------------|-------------|-------------|----------------|----------|
| Personnel | \$64,309 | \$66,162 | \$68,146 | 3% |
| Occupancy | \$3,180 | \$3,350 | \$3,350 | 0% |
| Operational | \$31,522 | \$125,787 | \$75,316 | -41% |
| Total | \$99,011 | \$195,299 | \$146,812 | -25% |
| | | | | |
| Full time Positions | 1 | 1 | 1 | 0 |
| Part time positions | 0 | 0 | 0 | 0 |

Changes to Budget:

- 3% increase in personnel
- In FY19, the Planner completed the 1 year (\$50,000) CCJB strategic planning grant.
- In FY19-20, the Planner (OAR) will be the fiscal agent for the three year (\$84,475) CACF Mental Health Treatment Navigation grant. This grant is in partnership with Region Ten and Partners for Mental Health for the provision of direct service.

Criminal Justice Planner source funding from all localities based on population (FY20 includes 3% increase)

| Source | FY19 req | FY19 rec | FY20 proposed req +3% |
|------------------------|----------|----------|-----------------------|
| Albemarle | \$20,790 | \$20,790 | \$21,414 |
| Charlottesville | \$10,398 | \$10,398 | \$10,398 |
| Fluvanna | \$6,474 | \$6,126 | \$6,668 |
| Greene | \$4,773 | \$4,010 | \$4,916 |
| Louisa | \$8,528 | \$6,022 | \$8,784 |
| Madison | \$3,222 | \$3,222 | \$3,319 |
| Nelson | \$3,664 | \$1,500 | \$3,774 |
| Orange | \$8,756 | \$8,756 | \$9,019 |
| Total | \$66,605 | \$60,824 | \$68,603 |

Note: Charlottesville has “frozen” funding requests for FY20

4) Clients served

| | FY18 Actual | FY19 proj | FY20 proj |
|------------------------|------------------------|----------------------|----------------------|
| Albemarle | 901 | 850 | 850 |
| Charlottesville | 1432 | 1400 | 1400 |
| Fluvanna | 258 | 250 | 250 |
| Goochland | 63 | 60 | 60 |
| Greene | 197 | 175 | 175 |
| Louisa | 397 | 375 | 375 |
| Madison | 113 | 100 | 100 |
| Nelson | 119 | 100 | 100 |
| Orange | 320 | 300 | 300 |
| Other | 682 | 675 | 675 |
| Total | 4482 | 4285 | 4285 |

We define clients served as face to face contact with residents of that locality.

Total Agency Revenue and Expense Report

Agency: OAR- Jefferson Area Community Corrections

| | Prior Yr. | Current Yr. | Proposed Yr. | \$ Diff. | % Chg. | % Agency Total |
|--------------------------------|---------------|---------------|------------------|----------|--------|----------------|
| | 2017/2018 | 2018/2019 | 2019/2020 | | | |
| Revenue : | Actual | Budget | Projected | | | |
| Albemarle County | 189686 | 214,034 | 218,805 | 4,771 | 2.2% | 9.0% |
| City of Charlottesville | 235343 | 297,404 | 297,404 | 0 | 0.0% | 12.2% |
| Fluvanna | 13,261 | 13,500 | 13,905 | 405 | 3.0% | 0.6% |
| Goochland | 4,869 | 4,869 | 5,015 | 146 | 3.0% | 0.2% |
| Greene | 4,000 | 9,372 | 9,653 | 281 | 3.0% | 0.4% |
| Louisa | 8,852 | 8,852 | 9,118 | 266 | 3.0% | 0.4% |
| Madison | 7,978 | 8,137 | 8,381 | 244 | 3.0% | 0.3% |
| Nelson | 5,602 | 5,602 | 6,255 | 653 | 11.7% | 0.3% |
| Orange | 14,700 | 15,756 | 16,228 | 472 | 3.0% | 0.7% |
| United Way -Thomas Jeff. Area | 30,596 | 24,000 | 24,000 | 0 | 0.0% | 1.0% |
| State Funding | 1,311,146 | 1,332,195 | 1,287,195 | -45,000 | -3.4% | 53.0% |
| Federal Funding | 102,468 | 291,086 | 298,844 | 7,758 | 2.7% | 12.3% |
| Grants: Foundation and Corp. | 0 | 84,475 | 84,475 | 0 | 0.0% | 3.5% |
| Fees: Program Service Fees | 62,351 | 46,500 | 46,500 | 0 | 0.0% | 1.9% |
| Fees: Government | 75,000 | 75,000 | 75,000 | 0 | 0.0% | 3.1% |
| Fundraising/Gifts and Bequests | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Investment Income/Transactions | 205 | 0 | 0 | 0 | 0.0% | 0.0% |
| Miscellaneous Revenue | 22,047 | 28,512 | 28,867 | 355 | 1.2% | 1.2% |

TOTAL REVENUE

| | | | | | |
|-----------|-----------|-----------|---------|-------|--|
| 2,088,104 | 2,459,294 | 2,429,645 | -29,649 | -1.2% | |
|-----------|-----------|-----------|---------|-------|--|

Expenses :

| | | | | | | |
|-------------------------------------|-----------|-----------|-----------|---------|--------|-------|
| 20. Personnel (Salaries/Fringes) | 1,489,448 | 1,499,416 | 1,519,952 | 20,536 | 1.4% | 62.6% |
| 21. Professional Fees (Consultants) | 86,261 | 332,371 | 332,371 | 0 | 0.0% | 13.7% |
| 22. Occupancy | 127,651 | 145,480 | 145,480 | 0 | 0.0% | 6.0% |
| 23. Supplies | 14,350 | 13,740 | 13,740 | 0 | 0.0% | 0.6% |
| 24. Equipment | 69,451 | 27,100 | 27,100 | 0 | 0.0% | 1.1% |
| 25. Miscellaneous | 323,552 | 441,187 | 391,002 | -50,185 | -11.4% | 16.1% |

TOTAL EXPENSES

| | | | | | |
|-----------|-----------|-----------|---------|-------|--|
| 2,110,713 | 2,459,294 | 2,429,645 | -29,649 | -1.2% | |
|-----------|-----------|-----------|---------|-------|--|

40. Surplus/(Deficit) *

| | | | | | |
|---------|---|---|---|------|--|
| -22,609 | 0 | 0 | 0 | 0.0% | |
|---------|---|---|---|------|--|

* Explain any Surplus or Deficit:

Deficit for FY18 was due to deficit income for Criminal Justice Planner

due to multi-year funding cycles. Also, deferred income was not carried into FY18 as current year revenue.

| County of Madison | | | | | | | | | | |
|-------------------------|--|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|--|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: | | BUILDING OFFICIAL | | | | | | | | |
| Dept # | | 34100 | | | | | | | | |
| Contact | | WSmith | | | | | | | | |
| Provided by FD | | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-03 -34 -34100-1310 | DIRECTOR | 61,673.52 | 62,804.10 | 64,165.04 | 29,408.94 | 64,165.04 | - | None | 45.83% | Fy20 compensation set at FY19 OB |
| 10-03 -34 -34100-1425 | BUILDING INSPECTOR | 30,262.84 | 35,142.80 | 37,699.54 | 16,755.31 | 37,699.54 | - | None | 44.44% | does not include any requested increases |
| 10-03 -34 -34100-1426 | BUILDING PERMIT TECHNICIAN | 27,356.04 | 28,359.76 | 28,974.36 | 13,279.97 | 28,974.36 | - | None | 45.83% | |
| 10-03 -34 -34100-1445 | SOIL & EROSION TECHNICIAN | 40,452.35 | 42,012.60 | 42,923.01 | 19,673.06 | 42,923.01 | - | None | 45.83% | |
| 10-03 -34 -34100-1900 | PROJ ACCUMULATED LEAVE PAYOUT | 3,515.40 | - | - | - | - | - | Not budgeted | Not budgeted | |
| 10-03 -34 -34100-2100 | FICA | 12,039.51 | 11,918.98 | 13,292.79 | 5,612.40 | 13,292.79 | - | None | 42.22% | |
| 10-03 -34 -34100-2210 | VRS | 10,497.64 | 9,244.83 | 9,145.32 | 4,191.55 | 9,145.32 | - | None | 45.83% | |
| 10-03 -34 -34100-2212 | VRS HYBRID | 2,969.00 | 4,824.04 | 4,882.34 | 2,203.89 | 4,882.34 | - | None | 45.14% | |
| 10-03 -34 -34100-2214 | VRS HYBRID 401A | 388.48 | 635.20 | 666.74 | 301.08 | 666.74 | - | None | 45.16% | |
| 10-03 -34 -34100-2216 | VIRGINIA LOCAL DISABILITY PROGRAM (VLDP) | 229.18 | 374.56 | 480.05 | 177.65 | 480.05 | - | None | 37.01% | |
| 10-03 -34 -34100-2218 | VRS RET - DC Voluntary Employer | 68.76 | 141.71 | 144.87 | 66.44 | 144.87 | - | None | 45.86% | |
| 10-03 -34 -34100-2220 | VRS-HEALTH INSURANCE CREDIT | 142.06 | 151.64 | 139.01 | 63.35 | 139.01 | - | None | 45.57% | |
| 10-03 -34 -34100-2310 | HEALTH INSURANCE | 25,491.61 | 28,501.03 | 28,767.60 | 11,773.20 | 28,767.60 | - | None | 40.93% | |
| 10-03 -34 -34100-2400 | GROUP LIFE INSURANCE | 2,067.90 | 2,205.10 | 2,276.28 | 1,037.47 | 2,276.28 | - | None | 45.58% | |
| 10-03 -34 -34100-2700 | WORKMAN'S COMPENSATION | 3,132.87 | 2,828.00 | 3,821.89 | 1,832.00 | 3,821.89 | - | None | 47.93% | |
| 10-03 -34 -34100-3000 | CONTRACTUAL SERVICES | - | - | - | - | - | - | Not budgeted | Not budgeted | |
| 10-03 -34 -34100-3166 | TRAINING SERVICES | 1,238.00 | 1,075.00 | 750.00 | 130.00 | 630.00 | (120.00) | -16.00% | 17.33% | 3 certification exams x &210.00 each) |
| 10-03 -34 -34100-3320 | REPAIRS & MAINTENANCE EQUIPMENT | 300.00 | 60.00 | 250.00 | - | 250.00 | - | None | 0.00% | estimated |
| 10-03 -34 -34100-3610 | ADVERTISING | 120.38 | - | 70.00 | - | 70.00 | - | None | 0.00% | |
| 10-03 -34 -34100-5210 | POSTAL SERVICES | 100.00 | 100.00 | 100.00 | - | 100.00 | - | None | 0.00% | |
| 10-03 -34 -34100-5230 | TELECOMMUNICATIONS | 819.13 | 1,001.31 | 1,050.00 | 400.35 | 1,050.00 | - | None | 38.13% | |
| 10-03 -34 -34100-5305 | INSURANCE-VEHICLE | 1,479.12 | 1,365.12 | 1,543.80 | 1,366.62 | 1,366.62 | (177.18) | -11.48% | 88.52% | budgeted at FY19 actual; may change |
| 10-03 -34 -34100-5410 | LEASE OFFICE EQUIPMENT | 1,215.01 | 1,197.59 | 1,710.00 | 544.68 | 1,550.00 | (160.00) | -9.36% | 31.85% | postage lease, copier lease, fax machine maintenance agreement |
| 10-03 -34 -34100-5510 | MILEAGE | - | - | - | - | - | - | Not budgeted | Not budgeted | |
| 10-03 -34 -34100-5530 | LODGING & MEALS | 118.25 | 126.55 | 300.00 | 59.48 | 300.00 | - | None | 19.83% | |
| 10-03 -34 -34100-5540 | SEMINARS & TUITIONS | 180.00 | 75.00 | 500.00 | 40.00 | 250.00 | (250.00) | -50.00% | 8.00% | |
| 10-03 -34 -34100-5810 | DUES | 495.00 | 495.00 | 445.00 | 175.00 | 535.00 | 90.00 | 20.22% | 39.33% | NFPA, VBCOA, JMBCOA, VPMIA Dues for staff |
| 10-03 -34 -34100-6000 | MATERIALS & SUPPLIES | - | - | - | - | - | - | Not budgeted | Not budgeted | |
| 10-03 -34 -34100-6001 | OFFICE SUPPLIES | 577.13 | 988.71 | 950.00 | 361.05 | 950.00 | - | None | 38.01% | |
| 10-03 -34 -34100-6008 | VEHICLE/EQUIPMENT FUEL | 2,565.54 | 2,941.04 | 3,400.00 | 1,400.98 | 3,200.00 | (200.00) | -5.88% | 41.21% | |
| 10-03 -34 -34100-6009 | VEHICLE/EQUIPMENT MAINTENANCE | 1,586.47 | 3,875.93 | 2,000.00 | 828.03 | 2,000.00 | - | None | 41.40% | |
| 10-03 -34 -34100-6011 | UNIFORMS & WEARING APPAREL | - | 703.49 | 350.00 | - | 350.00 | - | None | 0.00% | |
| 10-03 -34 -34100-6020 | BOOKS & SUBSCRIPTIONS | 601.12 | 282.15 | 600.00 | 138.95 | 450.00 | (150.00) | -25.00% | 23.16% | |
| 10-03 -34 -34100-6023 | FORMS | 300.00 | 248.00 | 300.00 | - | 300.00 | - | None | 0.00% | |

| County of Madison | | | | | | | | | | |
|-------------------------|------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|--|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: | | BUILDING OFFICIAL | | | | | | | | |
| Dept # | | 34100 | | | | | | | | |
| Contact | | WSmith | | | | | | | | |
| Provided by FD | | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-03 -34 -34100-8101 | OFFICE EQUIPMENT | 137.95 | 486.90 | 150.00 | - | 430.00 | 280.00 | 186.67% | 0.00% | new desktop scanner for Permit Tech (recommended by Innovative Technology Solutions - priced through Amazon) |
| 10-03 -34 -34100-8102 | OFFICE FURNITURE | 129.79 | - | 150.00 | - | 150.00 | - | None | 0.00% | |
| 10-03 -34 -34100-8103 | IT EQUIPMENT | 940.00 | 935.00 | 1,100.00 | - | 1,100.00 | - | None | 0.00% | |
| 10-03 -34 -34100-8106 | MOTOR VEHICLES | - | - | - | 270.08 | - | - | Not budgeted | Not budgeted | \$28452.00 included in CIP request for replacement vehicle |
| 10-03 -34 -34100-8108 | EQUIPMENT-OTHER | 31.25 | - | 50.00 | - | 50.00 | - | None | 0.00% | GFCI testers, measuring devices, levels, etc.. |
| | | 233,221.30 | 245,101.14 | 253,147.64 | 112,091.53 | 252,460.46 | (687.18) | -0.27% | 44.28% | |

Madison County
Departmental Expenditure Budget Outlook
Fiscal Years 2020 to 2024

Department/Office: Inspections / GIS _____

Department Head/Constitutional Officer: Wes Smith _____

A. FISCAL YEAR 2020 – Budgetary Needs & Requests

1. Please discuss any relevant staffing issues faced by your department in fiscal 2020. Please address the need for additional full-time and part-time staff, as well as increases in necessary levels of overtime. This discussion should also address need for employee compensation increased based on promotion, certifications obtained, misalignment with market and/or other departments and any other relevant issues. FY19 was and continues to be an extremely busy year for the Inspections Department which put us behind on plan reviews where customers were waiting 30 days or more for approvals, therefore I am requesting employee compensation increases for my employees who obtain the residential plan review certification and overtime pay to be added to the budget. My current estimate is two employees (Alicia and Matt) will or will already have received this certification for FY 2020. I am requesting a one-step increase for these employees (Matt and Alicia) along with overtime pay for a plan reviewer during busy times. Overtime rate requested is based on Matt's salary. - \$3400.00.

I am also requesting that part time money be added for clerical staff to sit in for the Permit Technician when out on vacation or leave. – \$500.00 (based on 40 hours -1 week)

2. Please discuss anticipated or desired programmatic changes within your department for FY2020. This can include the offering of new services, or offering services at a significantly different order of magnitude than in previous years. New services would be based on the capabilities of a new permitting module and/or software mentioned in A (#3).

3. Please discuss any known technology needs for your department for FY2020. This should include both operating and capital items, and should address such areas as records management, state mandates, outdated software and/or hardware, and need to improve delivery of services. I would like to see the county investigate and purchase building permitting and code enforcement software that will interact and communicate with the county financial software (currently RDA) and the GIS software (ArcView). This module should focus on code enforcement, scheduling, electronic submittals and plan reviews, record keeping, contractor licensing, etc... – cost TBD.

4. Please discuss FY2020 capital needs in your department. This should include all items except for technology related items discussed above. It should also correspond to items you have requested through the County Administrator's capital budget process. CIP request included the purchase of a state contract vehicle to replace the Ford Explorer (2006 with 162,000 miles) currently driven by the building inspector. (\$28,453.00)

B. FISCAL YEARS 2021-2024 Budgetary Outlook

1. Please discuss any relevant staffing issues that you anticipate facing in future fiscal years 2021-2024. Please address the need for additional full-time and part-time staff, as well as increases in necessary levels of overtime. This discussion should also address need for employee compensation increased based on promotion, certifications obtained, misalignment with market and/or other departments and any other relevant issues based on a continual increase in construction activity, I anticipate the need for a full time Plan reviewer/Inspector (Salary TBD based on experience and certifications)

2. Please discuss anticipated or desired programmatic changes within your department for future fiscal years 2021-2024. This can include the offering of new services, or offering services at a significantly different order of magnitude than in previous years. After hours plan reviews and inspections are currently offered in Culpeper County and I anticipate a need for this for Madison County in the future.

3. Please discuss the longer term outlook for technology needs for your department. This should include both operating and capital items, and should address such areas as records management, state mandates, outdated software and/or hardware, and need to improve delivery of services.

4. Please discuss the longer term outlook for capital needs in your department. This should include all items except for technology related items discussed above. It should also correspond to items you have requested through the County Administrator's capital budget process.

| Vehicle Order Preparation Sheet <small>(Use to configure vehicle before submitting purchase order. All purchase orders must be placed through the eVA electronic catalog system)</small> | | | | Vehicle Configuration 1 <small>ENTER QUANTITY IN YELLOW COLUMN ONLY.</small> | | Vehicle Configuration 2 <small>ENTER QUANTITY IN YELLOW COLUMN ONLY.</small> | | | |
|---|---|------|-----------|--|---------------------|--|--------------|---------------------|---------|
| DPS Contract # E194-75485 Commodity: SUV, Ford Explorer - Mid-Size, 4WD Contract Period: May 20, 2018 through May 19, 2019 eVA Vendor: HALEY FORD SOUTH NIGP Commodity Code: 07180 <small>This form may be used to order a model with the same options & configuration per row. Please complete additional spreadsheets as needed for models with different configurations/options. Complete the yellow blocks only. Any grayed lines mean the option is not available for the model. Be sure to attach all</small> | | | | Option / Order Code | UNIT PRICE | | | | |
| Ford Explorer 4WD, 3.5L Ti-VCT V6 engine, BASE VEHICLE Price | | | | K8B /100A | \$ 27,672.40 | 1 | \$ 27,672.40 | | |
| Additional Delivery Charges - (Note: 50 Miles are included in the base price of each vehicle.) Only enter miles in excess of 50. The spreadsheet will auto calculate the mileage by the qty of vehicles ordered. | | | | N/A | \$ 1.80 | | \$ - | | |
| ADD-ON OPTIONS | | | | | | | | | |
| TOWING | Trailer Tow Package | 52T | \$ 570.00 | | \$ - | | \$ - | | |
| MANUAL | Service Manuals | HELM | \$ 340.00 | 1 | \$ 340.00 | | \$ - | | |
| SAFETY | Voice Activated Communications | STD | NC | | | | | | |
| | Daytime Running Lamps Continuous Non Controlled | 942 | \$ 45.00 | 1 | \$ 45.00 | | \$ - | | |
| | Reverse Sensing | 76R | \$ 275.00 | 1 | \$ 275.00 | | \$ - | | |
| | All Weather Floor Mats | 16N | \$ 120.00 | 1 | \$ 120.00 | | \$ - | | |
| | Color, Agate Black Metallic | UM | \$ - | | \$ - | | \$ - | | |
| | Color, Ingot Silver Metallic | UX | \$ - | | \$ - | | \$ - | | |
| | Color, Blue Metallic | FT | \$ - | | \$ - | | \$ - | | |
| | Color, Oxford White | YZ | \$ - | 1 | \$ - | | \$ - | | |
| | | | | | | 1 ea | \$ 28,452.40 | 1 ea | #DIV/0! |
| | | | | | | 1 | \$ 28,452.40 | 0 | \$ - |
| | | | | | | Grand Total of all vehicles ordered on this spreadsheet | | \$ 28,452.40 | |

Standard Exterior Colors:
MUST CHOOSE ONE!

| County of Madison | | | | | | | | | | |
|-------------------------|-------------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|----------|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: | | VA BUILDING PERMIT FEE | | | | | | | | |
| Dept # | | 34270 | | | | | | | | |
| Contact | | WSmith | | | | | | | | |
| | | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-03 -34 -34270-3810 | VIRGINIA BUILDING PERMIT FEES | 2,022.29 | 1,705.05 | 2,500.00 | 1,007.87 | 2,500.00 | - | None | 40.31% | |

| County of Madison | | | | | | | | | | | | | | | | | | | | | |
|-------------------------|---------------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|-----------------------------------|--|--|--|--|--|--|--|--|--|--|--|
| FY2020 Budget Worksheet | | | | | | | | | | | | | | | | | | | | | |
| Department: | | ANIMAL CONTROL & FACILITY | | | | | | Provided by FD | | | | | | | | | | | | | |
| Dept # | | 35103 | | | | | | | | | | | | | | | | | | | |
| Contact | | GCave | | | | | | | | | | | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments | | | | | | | | | | | |
| 10-03 -35 -35103-1415 | ANIMAL CONTROL OFFICER | 77,809.68 | 79,236.16 | 80,953.17 | 37,103.55 | 80,953.17 | - | None | 45.83% | FY2020 compensation at FY19 rates | | | | | | | | | | | |
| 10-03 -35 -35103-1460 | FULL-TIME OVERTIME | 24,220.64 | 23,208.90 | 23,213.00 | 10,368.53 | 23,213.00 | - | None | 44.67% | | | | | | | | | | | | |
| 10-03 -35 -35103-1510 | ANIMAL SHELTER ASSISTANTS | 38,325.78 | 39,372.13 | 42,682.00 | 17,713.19 | 42,682.00 | - | None | 41.50% | | | | | | | | | | | | |
| 10-03 -35 -35103-2100 | FICA | 10,643.30 | 10,371.11 | 11,233.89 | 4,732.57 | 11,233.89 | - | None | 42.13% | | | | | | | | | | | | |
| 10-03 -35 -35103-2210 | VRS | 6,862.83 | 6,988.74 | 6,913.40 | 3,168.47 | 6,913.40 | - | None | 45.83% | | | | | | | | | | | | |
| 10-03 -35 -35103-2220 | VRS-HEALTH INSURANCE CREDIT | 70.08 | 71.40 | 64.76 | 29.70 | 64.76 | - | None | 45.86% | | | | | | | | | | | | |
| 10-03 -35 -35103-2310 | HEALTH INSURANCE | 13,009.20 | 13,699.04 | 13,849.44 | 6,347.66 | 13,849.44 | - | None | 45.83% | | | | | | | | | | | | |
| 10-03 -35 -35103-2400 | GROUP LIFE INSURANCE | 1,019.28 | 1,038.04 | 1,060.49 | 486.09 | 1,060.49 | - | None | 45.84% | | | | | | | | | | | | |
| 10-03 -35 -35103-2700 | WORKMAN'S COMPENSATION | 1,038.87 | 1,518.00 | 1,477.91 | 780.00 | 1,477.91 | - | None | 52.78% | | | | | | | | | | | | |
| 10-03 -35 -35103-3110 | EMPLOYEE MEDICAL EXPENSES | 831.01 | 478.53 | 1,000.00 | - | 1,000.00 | - | None | 0.00% | | | | | | | | | | | | |
| 10-03 -35 -35103-3118 | VETERINARIAN MEDICAL EXPENSES | 17,608.99 | 20,028.49 | 18,000.00 | 8,488.15 | 21,500.00 | 3,500.00 | 19.44% | 47.16% | | | | | | | | | | | | |
| 10-03 -35 -35103-3119 | BOARDING FEES FOR ANIMALS | - | - | 500.00 | - | 500.00 | - | None | 0.00% | | | | | | | | | | | | |
| 10-03 -35 -35103-3166 | TRAINING SERVICES | 225.00 | 75.00 | 500.00 | 465.00 | 500.00 | - | None | 93.00% | | | | | | | | | | | | |
| 10-03 -35 -35103-3310 | REPAIRS & MAINTENANCE-BUILDINGS | - | 464.50 | 1,000.00 | 51.84 | 1,000.00 | - | None | 5.18% | | | | | | | | | | | | |
| 10-03 -35 -35103-3313 | MAINTENANCE - | - | - | - | - | - | - | - | - | | | | | | | | | | | | |
| 10-03 -35 -35103-3313 | HARDWARE/SOFTWARE | 380.00 | - | 250.00 | - | 250.00 | - | None | 0.00% | | | | | | | | | | | | |
| 10-03 -35 -35103-3610 | ADVERTISING | 446.70 | 293.62 | 500.00 | - | 450.00 | (50.00) | -10.00% | 0.00% | | | | | | | | | | | | |
| 10-03 -35 -35103-5110 | ELECTRICITY | 4,444.31 | 4,521.49 | 4,900.00 | 1,864.75 | 4,900.00 | - | None | 38.06% | | | | | | | | | | | | |
| 10-03 -35 -35103-5130 | WATER & SEWER | - | - | 500.00 | - | 500.00 | - | None | 0.00% | | | | | | | | | | | | |
| 10-03 -35 -35103-5230 | TELECOMMUNICATIONS | 2,221.15 | 2,696.42 | 2,300.00 | 1,167.82 | 2,800.00 | 500.00 | 21.74% | 50.77% | | | | | | | | | | | | |
| 10-03 -35 -35103-5305 | INSURANCE-VEHICLE | 986.08 | 910.08 | 1,392.30 | 1,366.62 | 1,366.62 | (25.68) | -1.84% | 98.16% | set at FY19 rates; may change | | | | | | | | | | | |
| 10-03 -35 -35103-5510 | MILEAGE | 6.00 | - | - | - | - | - | Not budgeted | Not budgeted | | | | | | | | | | | | |
| 10-03 -35 -35103-5530 | LODGING & MEALS | - | - | 300.00 | - | 300.00 | - | None | 0.00% | | | | | | | | | | | | |
| 10-03 -35 -35103-5540 | SEMINARS & TUITIONS | - | - | 300.00 | - | 300.00 | - | None | 0.00% | | | | | | | | | | | | |
| 10-03 -35 -35103-5640 | SPAY/NEUTER PROGRAM | - | - | 539.42 | - | - | (539.42) | -100.00% | 0.00% | | | | | | | | | | | | |
| 10-03 -35 -35103-5810 | DUES | 72.00 | 113.00 | 100.00 | - | 100.00 | - | None | 0.00% | | | | | | | | | | | | |
| 10-03 -35 -35103-5870 | REFUND DOG TAG FEE | 814.00 | 886.00 | 750.00 | 58.00 | - | (750.00) | -100.00% | 7.73% | | | | | | | | | | | | |
| 10-03 -35 -35103-6001 | OFFICE SUPPLIES | 1,173.90 | 1,220.39 | 1,200.00 | 98.49 | 1,360.00 | 160.00 | 13.33% | 8.21% | | | | | | | | | | | | |
| 10-03 -35 -35103-6003 | FEED & ANIMAL CARE SUPPLIES | 2,388.99 | 1,764.81 | 4,500.00 | 1,318.63 | 4,000.00 | (500.00) | -11.11% | 29.30% | | | | | | | | | | | | |
| 10-03 -35 -35103-6004 | ANIMAL CARE MEDICAL SUPPLIES | 6,394.02 | 6,202.90 | 5,100.00 | 2,878.86 | 6,500.00 | 1,400.00 | 27.45% | 56.45% | | | | | | | | | | | | |
| 10-03 -35 -35103-6005 | CLEANING & JANITORIAL SUPPLIES | 3,153.74 | 2,558.82 | 3,200.00 | 642.14 | 3,200.00 | - | None | 20.07% | | | | | | | | | | | | |
| 10-03 -35 -35103-6008 | VEHICLE/EQUIPMENT FUEL | 4,496.39 | 5,023.85 | 6,000.00 | 2,403.10 | 6,000.00 | - | None | 40.05% | | | | | | | | | | | | |
| 10-03 -35 -35103-6009 | VEHICLE/EQUIPMENT MAINTENANCE | 2,469.63 | 2,770.39 | 3,000.00 | 1,066.91 | 3,000.00 | - | None | 35.56% | | | | | | | | | | | | |
| 10-03 -35 -35103-6011 | UNIFORMS & WEARING APPAREL | 90.40 | 319.60 | 700.00 | - | 700.00 | - | None | 0.00% | | | | | | | | | | | | |
| 10-03 -35 -35103-6021 | RECORD BOOKS & TAGS | 454.98 | 670.99 | 775.00 | 715.00 | 600.00 | (175.00) | -22.58% | 92.26% | | | | | | | | | | | | |
| 10-03 -35 -35103-8102 | OFFICE FURNITURE | - | - | 339.98 | - | 339.98 | - | None | 0.00% | | | | | | | | | | | | |
| 10-03 -35 -35103-8104 | COMMUNICATIONS EQUIPMENT | - | - | 100.00 | 138.40 | 140.00 | 40.00 | 40.00% | 138.40% | | | | | | | | | | | | |
| 10-03 -35 -35103-8106 | MOTOR VEHICLES | - | - | - | 33,565.58 | - | - | Not budgeted | Not budgeted | | | | | | | | | | | | |
| 10-03 -35 -35103-8108 | EQUIPMENT-OTHER | 2,487.07 | 2,068.26 | 2,500.00 | 190.27 | 2,500.00 | - | None | 7.61% | | | | | | | | | | | | |
| | | 224,144.02 | 228,570.66 | 241,694.76 | 137,209.32 | 245,254.66 | 3,559.90 | 1.47% | 56.77% | | | | | | | | | | | | |

Madison County**Departmental Expenditure Budget Outlook****Fiscal Years 2020 to 2024****Department/Office: Animal Control & Animal Shelter****Department Head/Constitutional Officer: Greg A. Cave****A. FISCAL YEAR 2020 – Budgetary Needs & Requests**

1. Please discuss any relevant staffing issues faced by your department in fiscal 2020. Please address the need for additional full-time and part-time staff, as well as increases in necessary levels of overtime. This discussion should also address need for employee compensation increased based on promotion, certifications obtained, misalignment with market and/or other departments and any other relevant issues.
We have recently needed the additional coverage of covering after hour emergency calls. I have met with Jack Hobbs for approval of promoting senior shelter staff, Tammy Owens to part time Animal Control Officer. She will attend the Central Shenandoah Criminal Justice Academy in April of this year to receive her certification. This will not result in additional on call/over time pay since Tammy will only be covering when Annette and I are unavailable.
2. Please discuss anticipated or desired programmatic changes within your department for FY2020. This can include the offering of new services, or offering services at a significantly different order of magnitude than in previous years. **N/A**
3. Please discuss any known technology needs for your department for FY2020. This should include both operating and capital items, and should address such areas as records management, state mandates, outdated software and/or hardware, and need to improve delivery of services.
Both departments could benefit the use of a scanner to scan documents instead of faxing. This would help ensure that documents are delivered and received.

4. Please discuss FY2020 capital needs in your department. This should include all items except for technology related items discussed above. It should also correspond to items you have requested through the County Administrator's capital budget process. **N/A**

B. FISCAL YEARS 2021-2024 Budgetary Outlook

1. Please discuss any relevant staffing issues that you anticipate facing in future fiscal years 2021-2024. Please address the need for additional full-time and part-time staff, as well as increases in necessary levels of overtime. This discussion should also address need for employee compensation increased based on promotion, certifications obtained, misalignment with market and/or other departments and any other relevant issues.
I would ask that the board review and discuss a pay increase for both Animal Control Officers. This should follow the current pay study performed by Springsted. I also plan to meet with Jack Hobbs to discuss a pay increase for the part time employees currently employed at the Animal Shelter.
2. Please discuss anticipated or desired programmatic changes within your department for future fiscal years 2021-2024. This can include the offering of new services, or offering services at a significantly different order of magnitude than in previous years. **N/A**
3. Please discuss the longer term outlook for technology needs for your department. This should include both operating and capital items, and should address such areas as records management, state mandates, outdated software and/or hardware, and need to improve delivery of services. **N/A**
4. Please discuss the longer term outlook for capital needs in your department. This should include all items except for technology related items discussed above. It should also correspond to items you have requested through the County Administrator's capital budget process. **N/A**

| County of Madison | | | | | | | | | | |
|-------------------------|---------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|----------|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: | | MEDICAL EXAMINER | | | | | | | | |
| Dept # | | 35300 | | | | | | | | |
| Contact | | MJC | | | | | | | | |
| | | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-03 -35 -35300-3112 | MEDICAL EXAMINER EXPENSES | 40.00 | 340.00 | 500.00 | 80.00 | 500.00 | - | None | 16.00% | |

| | | | | | | | | | | |
|-------------------------|------------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|----------|
| County of Madison | | | | | | | | | | |
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: | SERVICES TO ABUSED FAMILIES | | | | | | | | | |
| Dept # | 35600 | | | | | | | | | |
| Contact | OUTSIDE AGENCY | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-03 -35 -35600-5640 | GENERAL CONTRIBUTION REQUEST | 1,000.00 | - | 1,000.00 | 1,000.00 | 1,000.00 | - | None | 100.00% | |

COUNTY OF MADISON

FY2020 AGENCY FUNDING APPLICATION

DEADLINE: January 11, 2019



| IDENTIFICATION | |
|--|---|
| <i>Organization/Agency Name:</i> | Services to Abused Families, Inc. (SAFE) |
| <i>Street Name:</i> | 501 East Piedmont Street |
| <i>Mailing Address:</i> | P.O. Box 402 Culpeper, VA 22701 |
| <i>Agency Contact:</i> | Cindy Hedges, Executive Director |
| <i>Telephone Number:</i> | 540-825-8891 |
| <i>E-mail Address – Agency Contact</i> | director@safejourneys.org |
| <i>Agency's Web Address:</i> | www.safejourneys.org |
| <i>Federal Tax ID#:</i> | 52-1227834 |
| <i>Audit:</i> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

| PURPOSE/NARRATIVE |
|--|
| <i>Missions and Goals:</i> SAFE is a private, non-profit organization established in 1980. Our mission is to provide shelter, support and advocacy to survivors of domestic violence and/or sexual assault. Through community education and prevention programs, we strive to eliminate the negative effects and incidents of domestic and sexual violence. Within the five county service area of Culpeper, Orange, Rappahannock, Madison and Fauquier, SAFE continues to be the only accredited domestic violence and sexual assault crisis center. |
| <i>Experience and Accomplishments:</i> |

SAFE strives to assist those in need with new programs, employees and volunteers. SAFE provides 24-hour access to services, a hotline with access to TDD and language lines, emergency shelter, individual and group counseling, community system advocacy and accompaniment (including rape victim companionship), support groups, and community awareness and education. All our services are available to Madison residents. In 2018, SAFE provided the following services to persons who identified as Madison residents:

52 Hotline calls

Shelter for 1 adult and 1 child for 63 nights.

Provided advocacy to 11 people from Madison. This may include one on one counseling, court accompaniment, and/or support group.

SAFE holds cooperative agreements and networks with many community partners. SAFE's collaborative Partnerships in Madison County include but not limited to:

Madison County Commonwealth Attorney's Office

Madison County Victim Witness

Madison County Sheriff's Office

Madison County Department of Human Services

Madison County Courts

Madison County Public Schools

Benefits of Funding:

SAFE is the only accredited domestic and sexual violence program serving Madison County. No other programs offer shelter, support, and advocacy specific to the needs of domestic and sexual violence survivors.

By investing in SAFE, Madison County will ensure that those fleeing or seeking services as a result of domestic and sexual violence will have a safe place to turn. With the ability to provide these services, SAFE can assist more survivors in their efforts to overcome the trauma of domestic violence and sexual violence. The health of a community can only be measured by the support provided to those most in need.

Intention of Use:

Funding from Madison will be used to cover things that our restricted funds from grants do not cover. This may include items such as medications, relocation expenses, food, hygiene products and needed documents (birth certificates, driver's license, etc).

FUNDING

| | |
|----------------------------|---|
| Category of Funding | <input type="checkbox"/> Public Safety <input type="checkbox"/> Health <input type="checkbox"/> Arts/Culture <input type="checkbox"/> General Community/Civic <input checked="" type="checkbox"/> Human Services <input type="checkbox"/> Education <input type="checkbox"/> Environment <input type="checkbox"/> Recreation |
| Funding Request: | \$ 1,000.00 |

| | |
|---|----------------------------------|
| Signature:  | Title: EXECUTIVE DIRECTOR |
| Printed Name: Cindy Hedges | Date: 12-20-18 |

Services to Abused Families, Inc. (SAFE)

BUDGET OVERVIEW: SAFE FY 19 - FY19 P&L

July 2018 - June 2019

| | TOTAL |
|--|---------------------|
| Income | |
| 4010 Donations | 84,000.00 |
| 4020 Grant Income | 623,715.00 |
| 4040 General Funds | 10,357.02 |
| 4070 Misc Income - Non Categorized | 3,152.00 |
| 4080 In Kind Contributions | 100,500.00 |
| Total Income | \$821,724.02 |
| GROSS PROFIT | \$821,724.02 |
| Expenses | |
| 5090 Professional Fees | 40,050.00 |
| 5120 Insurance | 9,500.00 |
| 5180 Maintenance/Repair | 10,000.00 |
| 5224 Fundraising | 15,000.00 |
| 5226 Memberships | 2,800.00 |
| 5230 Public Awareness, Fairs, Shows, Events | 2,220.00 |
| 5280 Postage | 1,200.00 |
| 5370 Rent | 60,000.00 |
| 5400 Salaries/Payroll Expenses | 474,812.00 |
| 5420 Payroll Tax | 39,275.00 |
| 5430 Payroll Employee Benefits | 7,360.00 |
| 5440 Supplies | 13,400.00 |
| 5460 Utilities/Telephone | 8,500.00 |
| 5470 Utilities/Electric/water/sewer/ | 8,500.00 |
| 5480 Utilities/Cable/Internet | 2,250.00 |
| 5490 Utilities/Gas/Propane | 1,850.00 |
| 5495 Security Costs | 500.00 |
| 5500 Travel - Mileage Reimbursement | 12,000.00 |
| 5520 Travel - Food & Lodging costs | 2,500.00 |
| 5550 Staff Training Education Fees | 2,925.00 |
| 5560 Victim/Survivor Assistance | 1,200.00 |
| 5800 In Kind Donations | 100,500.00 |
| Total Expenses | \$816,342.00 |
| NET OPERATING INCOME | \$5,382.02 |
| Other Expenses | |
| 5900 Corporate taxes, penalties, etc | 25.00 |
| Total Other Expenses | \$25.00 |
| NET OTHER INCOME | \$-25.00 |
| NET INCOME | \$5,357.02 |

Services to Abused Families, Inc. (SAFE)

BUDGET VS. ACTUALS: SAFE FY 18 - FY18 P&L

July 2017 - June 2018

| | TOTAL | | |
|--|---------------------|---------------------|----------------------|
| | ACTUAL | BUDGET | REMAINING |
| Income | | | |
| 4000 Donor Restricted Donations | 2,155.00 | 600.00 | -1,555.00 |
| 40091 Task Force Vigil | 1,600.00 | 1,950.00 | 350.00 |
| Total 4000 Donor Restricted Donations | 3,755.00 | 2,550.00 | -1,205.00 |
| 4010 Donations | | | |
| 4011 Business Donations | 7,111.75 | 4,870.00 | -2,241.75 |
| 4012 Clubs/Civic Donations | 6,474.38 | 9,640.00 | 3,165.62 |
| 4013 Faith Based Donations | 8,664.00 | 11,148.25 | 2,484.25 |
| 4014 Fundraising | | 6,534.22 | 6,534.22 |
| 40168 Golf Event | 30,141.25 | 13,810.30 | -16,330.95 |
| Total 4014 Fundraising | 30,141.25 | 20,344.52 | -9,796.73 |
| 4015 Individual Donations | 13,512.59 | 12,350.61 | -1,161.98 |
| 4018 Foundations | 1,000.00 | | -1,000.00 |
| Total 4010 Donations | 66,903.97 | 58,353.38 | -8,550.59 |
| 4019 Gift Card | 150.00 | 165.00 | 15.00 |
| 4020 Grant Income | | | |
| 4021 DSS - DVP | 141,240.77 | 139,792.44 | -1,448.33 |
| 4028 DCJS - VSTOP | 32,295.03 | 30,579.43 | -1,715.60 |
| 4029 DCJS - SAGP | 374,334.99 | 398,539.64 | 24,204.65 |
| 4030 DCJS - VICTIM | 43,553.20 | 43,840.59 | 287.39 |
| 4033 SASP | 13,153.73 | 9,283.79 | -3,869.94 |
| 4039 Grants - one time/short term | 1,686.65 | 1,000.00 | -686.65 |
| 4039.01 FEMA | 2,000.00 | 2,000.00 | 0.00 |
| Total 4039 Grants - one time/short term | 3,686.65 | 3,000.00 | -686.65 |
| Total 4020 Grant Income | 608,264.37 | 625,035.89 | 16,771.52 |
| 4040 General Funds | | | |
| 4016 County/Local Funds | 4,000.00 | 4,000.00 | 0.00 |
| 4016.01 Town of Culpeper | | 16,875.00 | 16,875.00 |
| 4016.03 County of Madison | | 1,000.00 | 1,000.00 |
| Total 4016 County/Local Funds | 4,000.00 | 21,875.00 | 17,875.00 |
| 4017 United Way Funds | 13,110.46 | 12,947.47 | -162.99 |
| Total 4040 General Funds | 17,110.46 | 34,822.47 | 17,712.01 |
| 4080 In Kind Contributions | | | |
| 4081 In Kind Contributions - GOODS | 61,748.00 | 56,317.00 | -5,431.00 |
| 4082 In Kind Contributions - SERVICE | 38,717.06 | | -38,717.06 |
| Total 4080 In Kind Contributions | 100,465.06 | 56,317.00 | -44,148.06 |
| Total Income | \$796,648.86 | \$777,243.74 | \$ -19,405.12 |
| GROSS PROFIT | \$796,648.86 | \$777,243.74 | \$ -19,405.12 |
| Expenses | | | |
| 5051 CrCrd/Vendr/Bank-fees | 192.82 | 779.57 | 586.75 |
| 5090 Professional Fees | | | |

| | TOTAL | | |
|---|-------------------|-------------------|-------------------|
| | ACTUAL | BUDGET | REMAINING |
| 5091 Bookkeeper | 12,432.00 | 12,343.96 | -88.04 |
| 5092 Legal Services | 1,250.00 | 6.50 | -1,243.50 |
| 5093 IT Support | 2,533.76 | 1,770.06 | -763.70 |
| 5095 Background/employment verific | 369.00 | 17.00 | -352.00 |
| 5097 CPA-Audit Fees | -4,210.00 | 15,735.00 | 19,945.00 |
| 5098 Payroll Service | 1,440.00 | 1,276.00 | -164.00 |
| Total 5090 Professional Fees | 13,814.76 | 31,148.52 | 17,333.76 |
| 5120 Insurance | | | |
| 5125 Professional Liability | 8,505.53 | 6,414.01 | -2,091.52 |
| 5126 Director's & Officers | 999.00 | 914.75 | -84.25 |
| Total 5120 Insurance | 9,504.53 | 7,328.76 | -2,175.77 |
| 5150 Interest Expense | | | |
| 5152 Interest Expense - Financing | | 204.75 | 204.75 |
| 5153 Interest Expense - Bank Loans | | 2,932.59 | 2,932.59 |
| Total 5150 Interest Expense | | 3,137.34 | 3,137.34 |
| 5180 Maintenance/Repair | 5.56 | 29,434.00 | 29,428.44 |
| 5181 Administrative Offices | 9,323.56 | 10,414.20 | 1,090.64 |
| 5182 Shelter 405 | 2,566.03 | 4,913.77 | 2,347.74 |
| Total 5180 Maintenance/Repair | 11,895.15 | 44,761.97 | 32,866.82 |
| 5224 Fundraising | 1,065.00 | 214.02 | -850.98 |
| Golf Event | 13,314.95 | 96.00 | -13,218.95 |
| Total 5224 Fundraising | 14,379.95 | 310.02 | -14,069.93 |
| 5226 Memberships | 2,355.00 | 2,250.00 | -105.00 |
| 5230 Public Awareness, Fairs, Shows, Events | 934.58 | 523.07 | -411.51 |
| 5231 Fairs, Shows & Events (deleted) | 118.26 | | -118.26 |
| 5280 Postage | 563.07 | 490.64 | -72.43 |
| 5310 Printing | 80.00 | | -80.00 |
| 5370 Rent | 60,000.00 | 40,650.00 | -19,350.00 |
| 5400 Salaries/Payroll Expenses | | | |
| 5410 Salary Expense | 480,288.37 | 428,624.64 | -51,663.73 |
| 5411 Salary Exp-leave accrual adj | -6,715.00 | | 6,715.00 |
| Total 5400 Salaries/Payroll Expenses | 473,573.37 | 428,624.64 | -44,948.73 |
| 5420 Payroll Tax | | | |
| 5421 Fica/Medicare Tax | 36,545.75 | 32,628.22 | -3,917.53 |
| 5422 SUTA Tax | 3,040.85 | 3,985.81 | 944.96 |
| Total 5420 Payroll Tax | 39,586.60 | 36,614.03 | -2,972.57 |
| 5430 Payroll Employee Benefits | | | |
| 5435 Workmen's Comp Ins | 7,621.76 | 8,922.19 | 1,300.43 |
| 5436 Staff Recognition | 85.83 | 33.79 | -52.04 |
| Total 5430 Payroll Employee Benefits | 7,707.59 | 8,955.98 | 1,248.39 |
| 5440 Supplies | | | |
| 5441 Office Supplies - Grant related | | 9,015.76 | 9,015.76 |
| 5442 Shelter Food | 3,642.86 | 4,305.53 | 662.67 |
| 5443 Office | 3,331.15 | 2,551.76 | -779.39 |
| 5444 Facility | 1,817.97 | 993.18 | -824.79 |
| 5445 Staff & Volunteer Training costs (Inhouse) | 505.88 | | -505.88 |
| 5446 Educational/Presentations | 494.21 | 7,490.29 | 6,996.08 |

| | TOTAL | | |
|---|---------------------|---------------------|----------------------|
| | ACTUAL | BUDGET | REMAINING |
| 5449 Children's Programs/Events | 704.73 | 44.45 | -660.28 |
| Total 5440 Supplies | 10,496.80 | 24,400.97 | 13,904.17 |
| 5456 Software - Client Mngmnt | 240.00 | 240.00 | 0.00 |
| 5460 Utilities/Telephone | | | |
| 5461 Administrative Offices | 4,946.01 | 5,979.67 | 1,033.66 |
| 5462 Administrative Cell Phone | 2,200.00 | 2,077.50 | -122.50 |
| 5464 Sue's Place - 501 | 540.68 | 560.82 | 20.14 |
| 5465 Language Line | 110.20 | 91.35 | -18.85 |
| Total 5460 Utilities/Telephone | 7,796.89 | 8,709.34 | 912.45 |
| 5470 Utilities/Electric/water/sewer/ | | | |
| 5471 Administration | 5,425.08 | 4,548.96 | -876.12 |
| 5472 Shelter - 405 | 2,068.74 | 6,160.61 | 4,091.87 |
| Total 5470 Utilities/Electric/water/sewer/ | 7,493.82 | 10,709.57 | 3,215.75 |
| 5480 Utilities/Cable/Internet | | | |
| 5481 Administrative Offices | | 1,066.92 | 1,066.92 |
| 5482 Shelter - 405 | 1,664.85 | 1,637.79 | -27.06 |
| 5483 Sue's Place - 501 | 413.05 | 287.13 | -125.92 |
| Total 5480 Utilities/Cable/Internet | 2,077.90 | 2,991.84 | 913.94 |
| 5490 Utilities/Gas/Propane | | | |
| 5492 Shelter - 405 | 1,848.74 | 1,742.95 | -105.79 |
| Total 5490 Utilities/Gas/Propane | 1,848.74 | 1,742.95 | -105.79 |
| 5495 Security Costs | 446.70 | 494.40 | 47.70 |
| 5500 Travel - Mileage Reimbursement | 2,907.50 | 761.90 | -2,145.60 |
| 5511 Travel Grant - Mileage Reimburs | 8,903.76 | 10,058.56 | 1,154.80 |
| 5520 Travel - Food & Lodging costs | 1,157.93 | 592.77 | -565.16 |
| 5550 Staff Training Education Fees | 2,625.24 | 2,460.00 | -165.24 |
| 5560 Victim/Survivor Assistance | 268.85 | 233.99 | -34.86 |
| 5800 In Kind Donations | | | |
| 5801 Donated Goods | 61,748.00 | | -61,748.00 |
| 5802 Donated Services | 38,717.06 | 190.00 | -38,527.06 |
| Total 5800 In Kind Donations | 100,465.06 | 190.00 | -100,275.06 |
| 6000 Equipment | | 17,757.14 | 17,757.14 |
| 6900 Restricted Fund Expenditures | | | |
| 6901 Vigil | 884.44 | 1,362.82 | 478.38 |
| 6910 Restricted Funds prior year(s) | 523.89 | | -523.89 |
| 6920 Restricted Funds current FY | 2,000.00 | | -2,000.00 |
| Total 6900 Restricted Fund Expenditures | 3,408.33 | 1,362.82 | -2,045.51 |
| 8055 Depreciation Expense | 19,800.00 | 19,800.00 | 0.00 |
| Total Expenses | \$804,643.20 | \$708,080.79 | \$ -96,562.41 |
| NET OPERATING INCOME | \$ -7,994.34 | \$69,162.95 | \$77,157.29 |
| Other Expenses | | | |
| 5900 Corporate taxes, penalties, etc | 25.00 | 323.41 | 298.41 |
| 7000 Gift Cards | 150.00 | 165.00 | 15.00 |
| Total Other Expenses | \$175.00 | \$488.41 | \$313.41 |
| NET OTHER INCOME | \$ -175.00 | \$ -488.41 | \$ -313.41 |
| NET INCOME | \$ -8,169.34 | \$68,674.54 | \$76,843.88 |

Services to Abused Families, Inc. (SAFE)

BUDGET VS. ACTUALS: SAFE FY 19 - FY19 P&L

July - December, 2018

| | TOTAL | | |
|--|---------------------|---------------------|--------------------|
| | ACTUAL | BUDGET | REMAINING |
| Income | | | |
| 4000 Donor Restricted Donations | | | |
| 40091 Task Force Vigil | 500.00 | | -500.00 |
| Total 4000 Donor Restricted Donations | 500.00 | | -500.00 |
| 4010 Donations | 220.00 | | -220.00 |
| 4011 Business Donations | 7,635.00 | 3,750.00 | -3,885.00 |
| 4012 Clubs/Civic Donations | 3,101.36 | 3,250.02 | 148.66 |
| 4013 Faith Based Donations | 3,821.00 | 4,500.00 | 679.00 |
| 4014 Fundraising | 960.30 | | -960.30 |
| 40168 Golf Event | 8,379.05 | 0.00 | -8,379.05 |
| Total 4014 Fundraising | 9,339.35 | 0.00 | -9,339.35 |
| 4015 Individual Donations | 7,613.49 | 7,500.00 | -113.49 |
| 4018 Foundations | 1,000.00 | 0.00 | -1,000.00 |
| Total 4010 Donations | 32,730.20 | 19,000.02 | -13,730.18 |
| 4020 Grant Income | | | |
| 4021 DSS - DVP | 52,418.07 | 71,584.02 | 19,165.95 |
| 4028 DCJS - VSTOP | 16,697.52 | 16,147.50 | -550.02 |
| 4029 DCJS - SAGP | 186,000.00 | 194,979.00 | 8,979.00 |
| 4030 DCJS - VICTIM | 10,936.86 | 21,985.02 | 11,048.16 |
| 4033 SASP | 6,182.75 | 6,162.00 | -20.75 |
| 4039 Grants - one time/short term | | | |
| 4039.01 FEMA | 1,000.00 | 1,000.02 | 0.02 |
| Total 4039 Grants - one time/short term | 1,000.00 | 1,000.02 | 0.02 |
| Total 4020 Grant Income | 273,235.20 | 311,857.56 | 38,622.36 |
| 4040 General Funds | | | |
| 4016 County/Local Funds | 4,000.00 | | -4,000.00 |
| 4016.03 County of Madison | 1,000.00 | 1,000.00 | 0.00 |
| 4016.04 County of Orange | | 4,000.00 | 4,000.00 |
| Total 4016 County/Local Funds | 5,000.00 | 5,000.00 | 0.00 |
| 4017 United Way Funds | 6,870.63 | 5,357.02 | -1,513.61 |
| Total 4040 General Funds | 11,870.63 | 10,357.02 | -1,513.61 |
| 4080 In Kind Contributions | | 50,250.00 | 50,250.00 |
| 4082 In Kind Contributions - SERVICE | 30.00 | | -30.00 |
| Total 4080 In Kind Contributions | 30.00 | 50,250.00 | 50,220.00 |
| Total Income | \$318,366.03 | \$391,464.60 | \$73,098.57 |
| GROSS PROFIT | \$318,366.03 | \$391,464.60 | \$73,098.57 |
| Expenses | | | |
| 5051 CrCrd/Vendr/Bank-fees | 10.00 | | -10.00 |
| 5090 Professional Fees | 594.72 | | -594.72 |
| 5091 Bookkeeper | 7,865.91 | 10,200.00 | 2,334.09 |
| 5092 Legal Services | 1,800.00 | 900.00 | -900.00 |

| | TOTAL | | |
|---|-------------------|-------------------|------------------|
| | ACTUAL | BUDGET | REMAINING |
| 5093 IT Support | 645.28 | 1,875.00 | 1,229.72 |
| 5095 Background/employment verific | 0.00 | 49.98 | 49.98 |
| 5097 CPA-Audit Fees | 5,000.00 | 6,250.02 | 1,250.02 |
| 5098 Payroll Service | 733.00 | 750.00 | 17.00 |
| Total 5090 Professional Fees | 16,638.91 | 20,025.00 | 3,386.09 |
| 5120 Insurance | | | |
| 5125 Professional Liability | 3,500.00 | 4,249.98 | 749.98 |
| 5126 Director's & Officers | 425.00 | 499.98 | 74.98 |
| Total 5120 Insurance | 3,925.00 | 4,749.96 | 824.96 |
| 5180 Maintenance/Repair | 650.00 | 4,999.98 | 4,349.98 |
| 5181 Administrative Offices | 366.39 | | -366.39 |
| 5182 Shelter 405 | 3,036.37 | | -3,036.37 |
| Total 5180 Maintenance/Repair | 4,052.76 | 4,999.98 | 947.22 |
| 5224 Fundraising | | | |
| Golf Event | 6,380.24 | 0.00 | -6,380.24 |
| Total 5224 Fundraising | 6,380.24 | 0.00 | -6,380.24 |
| 5226 Memberships | 275.00 | 1,399.98 | 1,124.98 |
| 5230 Public Awareness, Fairs, Shows, Events | 679.11 | 1,110.00 | 430.89 |
| 5280 Postage | 259.30 | 600.00 | 340.70 |
| 5310 Printing | 874.24 | | -874.24 |
| 5370 Rent | 30,000.00 | 30,000.00 | 0.00 |
| 5400 Salaries/Payroll Expenses | | | |
| 5410 Salary Expense | 225,424.64 | 237,406.02 | 11,981.38 |
| Total 5400 Salaries/Payroll Expenses | 225,424.64 | 237,406.02 | 11,981.38 |
| 5420 Payroll Tax | | | |
| 5421 Fica/Medicare Tax | 17,130.60 | 18,161.52 | 1,030.92 |
| 5422 SUTA Tax | 476.37 | 1,476.00 | 999.63 |
| Total 5420 Payroll Tax | 17,606.97 | 19,637.52 | 2,030.55 |
| 5430 Payroll Employee Benefits | | | |
| 5435 Workmen's Comp Ins | 2,905.05 | 3,679.98 | 774.93 |
| Total 5430 Payroll Employee Benefits | 2,905.05 | 3,679.98 | 774.93 |
| 5440 Supplies | | | |
| 5442 Shelter Food | 127.90 | 1,999.98 | 1,872.08 |
| 5443 Office | 477.55 | 2,500.02 | 2,022.47 |
| 5444 Facility | 1,561.97 | 1,249.98 | -311.99 |
| 5445 Staff & Volunteer Training costs (Inhouse) | 149.35 | 199.98 | 50.63 |
| 5449 Children's Programs/Events | 98.33 | 750.00 | 651.67 |
| Total 5440 Supplies | 2,415.10 | 6,699.96 | 4,284.86 |
| 5456 Software - Client Mngmnt | 1,734.85 | | -1,734.85 |
| 5460 Utilities/Telephone | | 4,249.98 | 4,249.98 |
| 5461 Administrative Offices | 2,419.95 | | -2,419.95 |
| 5462 Administrative Cell Phone | 2,407.34 | | -2,407.34 |
| 5464 Sue's Place - 501 | 276.11 | | -276.11 |
| 5465 Language Line | 7.25 | | -7.25 |
| Total 5460 Utilities/Telephone | 5,110.65 | 4,249.98 | -860.67 |
| 5470 Utilities/Electric/water/sewer/ | | 4,249.98 | 4,249.98 |
| 5471 Administration | 3,000.01 | | -3,000.01 |

| | TOTAL | | |
|---|----------------------|---------------------|--------------------|
| | ACTUAL | BUDGET | REMAINING |
| 5472 Shelter - 405 | 1,832.62 | | -1,832.62 |
| Total 5470 Utilities/Electric/water/sewer/ | 4,832.63 | 4,249.98 | -582.65 |
| 5480 Utilities/Cable/Internet | | 1,125.00 | 1,125.00 |
| 5482 Shelter - 405 | 878.50 | | -878.50 |
| 5483 Sue's Place - 501 | 222.42 | | -222.42 |
| Total 5480 Utilities/Cable/Internet | 1,100.92 | 1,125.00 | 24.08 |
| 5490 Utilities/Gas/Propane | | 925.02 | 925.02 |
| 5492 Shelter - 405 | 976.00 | | -976.00 |
| Total 5490 Utilities/Gas/Propane | 976.00 | 925.02 | -50.98 |
| 5495 Security Costs | 57.00 | 250.02 | 193.02 |
| 5500 Travel - Mileage Reimbursement | 557.05 | 6,000.00 | 5,442.95 |
| 5511 Travel Grant - Mileage Reimburs | 4,974.70 | | -4,974.70 |
| 5520 Travel - Food & Lodging costs | -12.99 | 1,249.98 | 1,262.97 |
| 5550 Staff Training Education Fees | 338.14 | 1,462.50 | 1,124.36 |
| 5560 Victim/Survivor Assistance | 849.41 | 600.00 | -249.41 |
| 5800 In Kind Donations | | 50,250.00 | 50,250.00 |
| 5802 Donated Services | 30.00 | | -30.00 |
| Total 5800 In Kind Donations | 30.00 | 50,250.00 | 50,220.00 |
| 6900 Restricted Fund Expenditures | | | |
| 6901 Vigil | 1,363.88 | | -1,363.88 |
| Total 6900 Restricted Fund Expenditures | 1,363.88 | | -1,363.88 |
| 8055 Depreciation Expense | 9,900.00 | | -9,900.00 |
| Total Expenses | \$343,258.56 | \$400,670.88 | \$57,412.32 |
| NET OPERATING INCOME | \$ -24,892.53 | \$ -9,206.28 | \$15,686.25 |
| NET INCOME | \$ -24,892.53 | \$ -9,206.28 | \$15,686.25 |

Analysis of Clients Served

FY2018 07/01/17-06/30/18 ACTUAL

Clients served:

| | | |
|--------------|------------|----------|
| Culpeper | 115 adults | 36 youth |
| Madison | 9 adults | 0 youth |
| Fauquier | 19 adults | 4 youth |
| Orange | 44 adults | 14 youth |
| Rappahannock | 3 adults | 2 youth |

Hotline contacts (called 24-hour hotline)

| | |
|--------------|-----------|
| Culpeper | 312 calls |
| Madison | 45 calls |
| Fauquier | 54 calls |
| Orange | 103 calls |
| Rappahannock | 22 calls |

Clients in Emergency Shelter

| | | |
|--------------|-----------|----------|
| Culpeper | 11 adults | 28 youth |
| Madison | 1 adult | 1 youth |
| Fauquier | 5 adults | 3 youth |
| Orange | 4 adults | 8 youth |
| Rappahannock | 0 adults | 0 youth |

Madison Community Engagements

| | |
|--------------------------------------|-----|
| Total number of educational programs | 21 |
| Number of all participants | 247 |
| Total number of hours | 35 |

Analysis of Clients Served

FY2018 07/01/18-06/30/19 Budgeted

Clients budgeted:

| | | |
|--------------|------------|----------|
| Culpeper | 130 adults | 40 youth |
| Madison | 15 adults | 5 youth |
| Fauquier | 25 adults | 8 youth |
| Orange | 55 adults | 25 youth |
| Rappahannock | 8 adults | 5 youth |

Hotline contacts (called 24-hour hotline)

| | |
|--------------|-----------|
| Culpeper | 375 calls |
| Madison | 65 calls |
| Fauquier | 70 calls |
| Orange | 150 calls |
| Rappahannock | 35 calls |

Clients in Emergency Shelter

| | | |
|--------------|-----------|----------|
| Culpeper | 20 adults | 35 youth |
| Madison | 5 adult | 3 youth |
| Fauquier | 8 adults | 5 youth |
| Orange | 10 adults | 8 youth |
| Rappahannock | 1 adults | 2 youth |

Madison Community Engagements

| | |
|--------------------------------------|-----|
| Total number of educational programs | 50 |
| Number of all participants | 400 |
| Total number of hours | 50 |

Analysis of Clients Served

FY2018 07/01/19-06/30/20 Projected

Clients budgeted:

| | | |
|--------------|------------|----------|
| Culpeper | 150 adults | 50 youth |
| Madison | 20 adults | 15 youth |
| Fauquier | 30 adults | 10 youth |
| Orange | 60 adults | 30 youth |
| Rappahannock | 10 adults | 8 youth |

Hotline contacts (called 24-hour hotline)

| | |
|--------------|-----------|
| Culpeper | 400 calls |
| Madison | 90 calls |
| Fauquier | 80 calls |
| Orange | 165 calls |
| Rappahannock | 40 calls |

Clients in Emergency Shelter

| | | |
|--------------|-----------|----------|
| Culpeper | 25 adults | 40 youth |
| Madison | 10 adults | 7 youth |
| Fauquier | 10 adults | 7 youth |
| Orange | 15 adults | 10 youth |
| Rappahannock | 3 adults | 2 youth |

Madison Community Engagements

| | |
|--------------------------------------|-----|
| Total number of educational programs | 75 |
| Number of all participants | 550 |
| Total number of hours | 75 |

The number of clients served for all served, budgeted and projected would be either done through face to face contact, email, telephone or through support groups.

| County of Madison | | | | | | | | | | |
|------------------------------|-----------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|---|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: LINE OF DUTY ACT | | | | | | | | | | |
| Dept # 35700 | | | | | | | | | | |
| Contact MIC | | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-03 -35 -35700-2311 | LINE OF DUTY BENEFITS | 13,114.00 | - | - | - | | - | Not budgeted | Not budgeted | |
| 10-03 -35 -35700-2800 | LODA FUND PAYMENT | 43,296.00 | 51,254.00 | 39,078.00 | 21,525.00 | 44,068.50 | 4,990.50 | 12.77% | 55.08% | increased 5% over FY19 actual; may change based on updated info from VaCorp |
| 10-03 -35 -35700-5312 | INSURANCE - ADM FEE | - | 1,603.23 | - | - | | - | Not budgeted | Not budgeted | |
| | | 56,410.00 | 52,857.23 | 39,078.00 | 21,525.00 | 44,068.50 | 4,990.50 | 12.77% | 55.08% | |

| County of Madison | | | | | | | | | | |
|-------------------------|---------------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|----------|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: | Foothills Child Advocacy Center | | | | | | | | | |
| Dept # | 35800 | | | | | | | | | |
| Contact | OUTSIDE AGENCY | | | | | | | | | |
| | | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-03 -35 -35800-5640 | GENERAL CONTRIBUTION REQUEST | - | - | 2,400.00 | 2,400.00 | 3,000.00 | 600.00 | 25.00% | 100.00% | |

35800

COUNTY OF MADISON

FY2020 AGENCY FUNDING APPLICATION

DEADLINE: January 11, 2019



| IDENTIFICATION | |
|--|---|
| <i>Organization/Agency Name:</i> | Foothills Child Advocacy Center |
| <i>Street Name:</i> | 1106 East High Street Charlottesville, VA 22902 |
| <i>Mailing Address:</i> | 1106 East High Street, Suite 200 Charlottesville, VA 22902 |
| <i>Agency Contact:</i> | Cathee Johnson Phillips |
| <i>Telephone Number:</i> | 434-971-733 |
| <i>E-mail Address – Agency Contact</i> | cjphillips@foothillscac.org |
| <i>Agency’s Web Address:</i> | www.foothillscac.org |
| <i>Federal Tax ID#:</i> | 20-5182316 |
| <i>Audit:</i> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

| PURPOSE/NARRATIVE |
|---|
| <p><i>Missions and Goals:</i></p> <p>Foothills Child Advocacy Center is a non-profit, accredited agency designed to provide a culturally sensitive, coordinated community response to child victims in a child-friendly setting. Our goals are to minimize trauma, promote healing, and ensure child safety.</p> |
| <p><i>Experience and Accomplishments:</i></p> <p>Since 2006, Foothills has provided a culturally sensitive, coordinated system of effective response and intervention for alleged child victims of sexual or physical abuse, neglect, or violence and their nonoffending caregivers in a safe, child-friendly setting. Since its founding in 2006, the number of new children served annually has increased from 77 in FY 2007 to 352 in FY 2018.</p> |

How We Serve Children and Families in Madison County

Since FY 2012, Foothills has been providing courtesy services to assist the Madison County Commonwealth’s Attorney, Madison County Law Enforcement, and Madison County Child Protective Services (CPS) in child abuse investigations and family support. The children and families are referred to Foothills by Madison County Law Enforcement or CPS. Besides providing courtesy services to these children and families, Foothills staff have assisted the Madison County child abuse Multidisciplinary Team (MDT) in the development of guidelines/protocols and participate regularly in the MDT case review meetings. The protocols are available for download at <http://www.foothillscac.org/standards.html> (scroll to the bottom of the webpage). From FY 2012 through FY 2016, Foothills served 27 children and their families from Madison County.

Until December 2016, the children and families had no choice but to travel to Foothills’ facility in Charlottesville, which presented an obstacle for families due to lack of transportation as well as the amount of time needed to travel back and forth in addition to the time for the forensic interview. Thanks to Victims of Crime Act (VOCA) funding, Foothills was able to launch its Victim Outreach Expansion Program and hire a part-time forensic interviewer to travel to Madison County and other localities surrounding Charlottesville. The Madison Commonwealth’s Attorney’s Office prepared a child-friendly space for providing forensic interviews and other services. Foothills was able to use approximately \$4,000 of grant money for furnishings for the space, including a couch, rugs, an easel, and sound-absorbing acoustic panels, and recording equipment, including a camera and a computer, that was permanently installed in the space.

Since July 2017, when the space was ready to use, Foothills staff have been able to bring services to the children and families of Madison County. During FY 2018 (July 2017 through June 2018), nine children have been served, compared with four children in the previous year. Already, in FY 2019, as of January 10, 2019, 13 children have been served.

Benefits of Funding:

Foothills’ data shows that most of the children served in FY 2018 had immediate and continuing needs for physical and psychological safety and security: 68 percent needed well-coordinated competent follow-up and intervention throughout the investigation and prosecution; and 59 percent needed access to additional resources.

According to national research, children who have adverse childhood experiences, including sexual and physical abuse, are at a significantly greater risk for post-traumatic stress, suicide, substance abuse, pregnancy at a young age, and other negative consequences, and they are more likely to become involved in crime, to perform poorly academically, and to have serious health problems as adults (<https://www.cdc.gov/violenceprevention/acestudy/index.html>). The earlier that the abuse is stopped and that child victims receive services, the more likely they are to avoid such consequences. Child abuse not only has costly consequences for its victims but also for society, not only in terms of quality of life and community safety but also financially.

The child advocacy center (CAC) model, based on trauma-informed care, is considered a best practice for allegations of criminal child maltreatment. The CAC model decreases trauma for child victims and promotes healing, making it less likely that those children will become involved with the juvenile

justice or foster care systems – at great expense to the taxpayers. In communities with a CAC, there are increased joint investigations by police and CPS, increased likelihood of mental health referrals for the child, increased caregiver satisfaction with services, and other positive impacts (Cross et al, 2008).

In FY17, Foothills successfully underwent a rigorous evaluation during the re-accreditation process by the NCA, which signified that it had achieved the highest level of multidisciplinary collaboration and coordinated service delivery to child victims. Foothills has been a fully accredited child advocacy center since 2011.

Foothills' services help to reduce trauma for child victims from Madison County, to keep them safe, and to promote their healing. Madison County child victims and families benefit because:

- They can receive help where they live, which reduces or eliminates transportation and work barriers;
- They have greater access to resources, especially in non-caretaker cases; and
- Access to family support reduces the likelihood that a child must enter foster care.

Benefits to the Madison child abuse investigative team include:

- Investigators' time is maximized because investigators have less driving to Charlottesville and back, which also reduces mileage costs;
- Investigators receive more accurate information from the forensic interview that aids the investigators and the Commonwealth Attorney in making decisions on charging and prosecution in a timely manner; and
- Foothills assists in acquiring resources and referrals for children and families, especially in non-caretaker cases.

According to National Children's Advocacy Center researchers in Huntsville, Alabama, studies indicate that communities using the child advocacy center model versus communities using the traditional Child Protective Services-Law Enforcement response to child abuse saves \$1,318 per child abuse case. The researchers also found that traditional investigations cost 45% more than investigations using the child advocacy center model.

Intention of Use:

Foothills is seeking funding from the five counties served by the Child Abuse Victim Outreach Expansion Program (Buckingham, Fluvanna, Greene, Madison, and Nelson). In FY 2018, Foothills served a total of 100 new children from these localities. Nine of these children, or 9 percent, were referred by Madison County CPS or Law Enforcement. Although Foothills has already served 13 children from Madison this year, it is projecting the expenses for FY 2020 based on FY 2018 actual costs.

The total annual cost for serving the five counties in FY 2018 was \$58,886, including \$31,753 for forensic interviewer services, \$18,742 for ongoing family support services, \$4,276 for staff mileage, \$3,432.00 for administrative costs, and \$683 for printing/resources for caregivers. The total annual cost for bringing services to Madison children and families in FY 2018 was 9 percent of that, or \$5,299.

A renewable VOCA grant administered by the Virginia Department of Social Services, will cover the cost (\$1,687) of the ongoing family support services for FY 2020 for Madison families. That leaves a balance of \$3,612 that will be needed to provide these services in FY 2020.

Foothills respectfully requests \$3,000 towards providing services to child victims and their families from Madison County in FY 2020. Foothills will raise the remaining balance through private contributions.

FUNDING

| | |
|----------------------------|---|
| <i>Category of Funding</i> | <input type="checkbox"/> <i>Public Safety</i> <input type="checkbox"/> <i>Health</i> <input type="checkbox"/> <i>Arts/Culture</i> <input type="checkbox"/> <i>General Community/Civic</i> <input checked="" type="checkbox"/> <i>Human Services</i> <input type="checkbox"/> <i>Education</i> <input type="checkbox"/> <i>Environment</i> <input type="checkbox"/> <i>Recreation</i> |
| <i>Funding Request:</i> | \$ 3,000 |

| | |
|---|---|
| <i>Signature:</i> <u></u> | <i>Title:</i> <u>Executive Director</u> |
| <i>Printed Name:</i> Cathee Johnson Phillips | <i>Date:</i> January 10, 2019 |

Comparative Financial Analysis

| Revenue | FY 2018 Actual | FY 2019 Actual as of 12/31/2018 | FY 2019 Budget | FY 2020 Projected |
|---|----------------------|---------------------------------------|----------------------|----------------------|
| Direct Public Support (includes some private foundation grants) | \$ 96,254.48 | \$ 67,082.08 | \$ 104,840.00 | \$ 112,661.70 |
| Fundraising Campaigns/Events | \$ 236.91 | \$ - | \$ 5,000.00 | \$ 4,000.00 |
| Government Grants, Local & State | | | | |
| Charlottesville | \$ 27,578.00 | \$ 43,405.00 | \$ 43,405.00 | \$ 43,405.00 |
| Albemarle | \$ 31,297.00 | \$ 43,486.00 | \$ 43,486.00 | \$ 43,486.00 |
| Buckingham | \$ - | \$ 4,000.00 | \$ 4,000.00 | \$ 4,000.00 |
| Fluvanna | \$ - | \$ 10,000.00 | \$ 10,000.00 | \$ 12,000.00 |
| Greene | \$ - | \$ - | \$ - | \$ 3,000.00 |
| Madison | \$ - | \$ 2,400.00 | \$ 2,400.00 | \$ 3,000.00 |
| National Children's Alliance | \$ 4,045.29 | \$ - | \$ - | \$ - |
| FACT | \$ 14,493.92 | \$ - | \$ - | \$ - |
| Virginia HHS Grant | \$ 69,702.97 | \$ 93,818.15 | \$ 93,818.15 | \$ 103,818.15 |
| VOCA Renewable Grant | \$ 87,411.82 | \$ 94,599.46 | \$ 94,599.46 | \$ 104,599.46 |
| VOCA New Initiative Grant | \$ 31,315.00 | \$ 15,861.05 | \$ 15,861.05 | \$ 18,250.62 |
| <i>Subtotal, Government Grants</i> | \$ 265,844.00 | \$ 307,569.66 | \$ 307,569.66 | \$ 335,559.23 |
| Indirect Public Support (all restricted funds) | \$ 10,000.00 | \$ 31,700.00 | \$ 25,000.00 | \$ 55,000.00 |
| Program, Interest, and Other Income | \$ 101.30 | \$ 47.86 | \$ 450.00 | \$ 450.00 |
| TOTAL ACTUAL REVENUE | \$ 372,436.69 | \$ 406,399.60 | \$ 442,859.66 | \$ 507,670.93 |
| Program Income Forwarded | \$ 22,976.23 | \$ 19,790.99 | \$ 19,790.99 | \$ 1,000.00 |
| Medical Reserves | \$ 22,516.50 | \$ 8,998.22 | \$ 44,608.50 | \$ 4,000.00 |
| TOTAL REVENUE | \$ 395,412.92 | \$ 426,190.59 | \$ 507,259.15 | \$ 512,670.93 |

Continued on next page...

| Expenditures | FY 2018 Actual | FY 2019 Actual as of 12/31/2018 | FY 2019 Budget | FY 2020 Projected |
|--|----------------------|---------------------------------|----------------------|----------------------|
| PAYROLL | | | | |
| General & Administrative (including Advocacy) | \$ 35,865.00 | \$ 18,198.18 | \$ 36,311.04 | \$ 37,604.21 |
| Development | \$ 10,454.00 | \$ 5,281.08 | \$ 10,562.16 | \$ 10,578.04 |
| Programs | \$ 177,993.00 | \$ 97,185.64 | \$ 195,816.18 | \$ 197,774.34 |
| Benefits, FICA, Unemployment, Workmen's Comp, Direct Deposit Fees | \$ 39,886.00 | \$ 24,087.25 | \$ 49,856.76 | \$ 50,187.49 |
| TOTAL PAYROLL | \$ 264,198.00 | \$ 144,752.15 | \$ 292,546.14 | \$ 296,144.08 |
| OPERATIONS | | | | |
| Contract Services | \$ 14,550.00 | \$ 8,594.20 | \$ 7,750.00 | \$ 9,750.00 |
| Equipment | \$ 2,399.56 | \$ 438.49 | \$ 2,000.00 | \$ 3,885.60 |
| Facilities & Utilities | \$ 38,248.45 | \$ 36,488.05 | \$ 85,860.00 | \$ 89,399.32 |
| New space moving & renovaton expenses | n/a | \$ 11,508.31 | \$ - | \$ - |
| Insurance | \$ 8,426.00 | \$ 1,670.04 | \$ 4,144.30 | \$ 3,847.10 |
| Licenses, dues, fees | \$ 4,405.00 | \$ 3,075.00 | \$ 4,500.00 | \$ 4,500.00 |
| Operations (office supplies, postage, printing) | \$ 9,196.69 | \$ 3,814.69 | \$ 8,400.00 | \$ 8,400.00 |
| Fundraising | \$ 4,177.31 | \$ 5,241.61 | \$ 9,000.00 | \$ 9,000.00 |
| Public Education and Outreach | \$ 3,002.00 | \$ 1,241.60 | \$ 2,000.00 | \$ 2,000.00 |
| Medical Program | \$ 16,372.00 | \$ 29,751.93 | \$ 73,754.00 | \$ 65,204.00 |
| Training, Meetings, Travel (includes mileage and parking expenses) | \$ 12,550.00 | \$ 7,789.53 | \$ 8,600.00 | \$ 9,600.00 |
| Miscellaneous (honorariums, background checks, social events, contingency, program expense, bus tickets, web maintenance, and food for clients and MDT & Board | \$ 7,786.44 | \$ 2,285.87 | \$ 3,870.00 | \$ 3,870.00 |
| TOTAL OPERATING EXPENSES | \$ 121,113.45 | \$ 111,899.32 | \$ 209,878.30 | \$ 209,456.02 |
| TOTAL PAYROLL & OPERATING EXPENSES | \$ 385,311.45 | \$ 256,651.47 | \$ 502,424.44 | \$ 505,600.10 |

Please note:

- Foothills' Fiscal Year runs from July 1 through June 30.
- The FY 2017 audited statements are included in this application. The FY 2018 audited statements will not be available until later this year, but the CPA's draft of the FY 2018 form 990 is attached as a separate file. This draft is currently undergoing Board review.
- Foothills' budget increased significantly in FY 2019 and FY 2020 because (1) Foothills leased a much larger space to meet the increased demand for its services, which significantly increased its facility expense, and (2) Foothills launched its medical program on April 1, 2018. (Restricted funds for the medical program had been received prior to its launch and held in reserve.)
- Foothills is required by several funders to have a reserve that covers at least three months of expenses and preferably six months; the FY 2018 surplus was allocated to that reserve.

Analysis of Clients

Please see Table 1 for the analysis of clients. These numbers represent unique children served and are taken from our case tracking software, NCAtrak, a database developed by the National Children's Alliance for child advocacy centers.

Foothills Child Advocacy Center only serves children who are referred to the center by Child Protective Services or Law Enforcement in each locality. Each child is only counted once and is associated with only one locality.

FY 2019 numbers are based on the number of children served during the first six months of FY 2019 compared with the number served in FY 2018. FY 2020 numbers are projected based on the number served in each locality in FY 2018 and FY 2019.

Table 1.

| Locality Served | FY2018 Actual | FY 2019 Budgeted | FY 2020 Projected |
|--|--------------------------|-----------------------------|------------------------------|
| Charlottesville | 125 | 125 | 125 |
| Albemarle | 108 | 110 | 110 |
| Buckingham | 17 | 17 | 20 |
| Fluvanna | 51 | 53 | 60 |
| Greene | 12 | 15 | 20 |
| Madison | 9 | 15 | 20 |
| Nelson | 14 | 10 | 15 |
| Courtesy services provided to children in various other localities, such as Louisa, Orange, and Culpeper | 16 | 15 | 15 |
| TOTALS | 352 | 360 | 385 |

| County of Madison FY2020 Budget Worksheet | | | | | | | | | | |
|--|---|----------------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|---|
| Department: | | TRANSFER STATION & RECYCLING CTR | | | | | | | | |
| Dept # | | 42400 | | | | | | | | |
| Contact | | RBerry | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-04 -41 -42400-3160 | MONITORING | 39,627.38 | 33,485.39 | 40,000.00 | 14,338.51 | 40,000.00 | - | None | 35.85% | |
| 10-04 -41 -42400-3165 | OUTSIDE SERVICES | 400.96 | - | 1,000.00 | - | 1,000.00 | - | None | 0.00% | |
| 10-04 -41 -42400-3172 | PLANNING ASSISTANCE | - | 1,104.00 | - | - | - | - | Not budgeted | Not budgeted | |
| 10-04 -41 -42400-3176 | RECYCLING PROGRAM | 825.32 | 56.47 | 3,500.00 | - | 3,500.00 | - | None | 0.00% | |
| 10-04 -41 -42400-3320 | REPAIRS & MAINTENANCE-EQUIPMENT | - | - | 900.00 | - | 900.00 | - | None | 0.00% | |
| 10-04 -41 -42400-3410 | TRANSPORTATION CONTRACT | 101,290.49 | 112,434.06 | 111,000.00 | 46,365.38 | 111,000.00 | - | None | 41.77% | Budgeted at FY2019 original budget; Will need to be revised |
| 10-04 -41 -42400-3411 | TRANSP CONTRACT-FUEL SURCHARGE | - | - | 6,500.00 | - | 6,500.00 | - | None | 0.00% | Budgeted at FY2019 original budget; Will need to be revised |
| 10-04 -41 -42400-3412 | TRANSP CONTRACT-FACILITY CHARGE | 176,580.00 | 178,776.00 | 182,530.00 | 60,820.00 | 182,530.00 | - | None | 33.32% | Budgeted at FY2019 original budget; Will need to be revised |
| 10-04 -41 -42400-3413 | TRANSPORTATION CONTRACT-DISPOSAL CHARGE | 122,631.66 | 130,963.18 | 131,000.00 | 52,250.18 | 131,000.00 | - | None | 39.89% | Budgeted at FY2019 original budget; Will need to be revised |
| 10-04 -41 -42400-5110 | ELECTRICITY | 2,877.75 | 3,749.16 | 3,000.00 | 850.60 | 4,000.00 | 1,000.00 | 33.33% | 28.35% | |
| 10-04 -41 -42400-5230 | TELECOMMUNICATIONS | 1,220.14 | 1,455.11 | 1,200.00 | 520.06 | 1,500.00 | 300.00 | 25.00% | 43.34% | |
| 10-04 -41 -42400-5510 | MILEAGE | - | 299.60 | 300.00 | 63.00 | 300.00 | - | None | 21.00% | |
| 10-04 -41 -42400-5530 | LODGING & MEALS | - | 300.49 | 300.00 | - | 300.00 | - | None | 0.00% | |
| 10-04 -41 -42400-5540 | SEMINARS & TUITIONS | - | 150.00 | 225.00 | - | 225.00 | - | None | 0.00% | |
| 10-04 -41 -42400-5800 | MICELLANEOUS | - | 300.00 | 125.00 | - | 125.00 | - | None | 0.00% | |
| 10-04 -41 -42400-5810 | DUES | 99.36 | 50.00 | 500.00 | - | 500.00 | - | None | 0.00% | |
| 10-04 -41 -42400-6022 | SUPPLIES | 238.56 | 272.98 | - | 125.00 | 150.00 | 150.00 | Not budgeted | Not budgeted | |
| 10-04 -41 -42400-8109 | CHIPPING WOOD WASTE | - | 11,300.00 | - | 12,500.00 | 12,500.00 | 12,500.00 | Not budgeted | Not budgeted | Amount paid in FY19 was paid from FY18 encumbered funds which were reappropriated as a supplemental appropriation in FY19 |
| | | 445,791.62 | 474,696.44 | 482,080.00 | 187,832.73 | 496,030.00 | 13,950.00 | 2.89% | 38.96% | |

| County of Madison | | | | | | | | | | | | | | | | | | | | | |
|-------------------------|---------------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|---|--|--|--|--|--|--|--|--|--|--|--|
| FY2020 Budget Worksheet | | | | | | | | | | Provided by FD | | | | | | | | | | | |
| Department: | | FACILITIES & MAINTENANCE | | | | | | | | | | | | | | | | | | | |
| Depr # | | 43200 | | | | | | | | | | | | | | | | | | | |
| Contact | | RBerry | | | | | | | | | | | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments | | | | | | | | | | | |
| 10-04 -42 -43200-1311 | MANAGER | 47,607.60 | 48,480.34 | 49,530.90 | 22,701.69 | 49,530.90 | - | None | 45.83% | FY2020 comp set at FY19 rates | | | | | | | | | | | |
| 10-04 -42 -43200-1313 | Assistant Manager | - | - | 40,000.00 | - | 40,000.00 | - | None | 0.00% | | | | | | | | | | | | |
| 10-04 -42 -43200-1436 | CUSTODIAN | 23,452.08 | 23,881.96 | 24,399.46 | 11,183.04 | 24,399.46 | - | None | 45.83% | Roger Berry believes this is not a competitive for this position. | | | | | | | | | | | |
| 10-04 -42 -43200-1516 | PART-TIME CUSTODIAN | - | 1,805.00 | 1,366.80 | 714.00 | 1,366.80 | - | None | 52.24% | | | | | | | | | | | | |
| 10-04 -42 -43200-1565 | PART-TIME MAINTENANCE | 12,269.02 | 6,834.21 | 535.06 | 3,418.88 | 535.06 | - | None | 638.97% | | | | | | | | | | | | |
| 10-04 -42 -43200-2100 | FICA | 6,174.41 | 5,560.76 | 8,861.16 | 2,616.47 | 8,861.16 | - | None | 29.53% | | | | | | | | | | | | |
| 10-04 -42 -43200-2210 | VRS | 6,267.60 | 6,382.45 | 9,729.65 | 2,893.80 | 9,729.65 | - | None | 29.74% | | | | | | | | | | | | |
| 10-04 -42 -43200-2220 | VRS-HEALTH INSURANCE CREDIT | 64.08 | 65.18 | 91.14 | 27.06 | 91.14 | - | None | 29.69% | | | | | | | | | | | | |
| 10-04 -42 -43200-2310 | HEALTH INSURANCE | 13,022.81 | 13,734.75 | 20,921.52 | 6,347.66 | 20,921.52 | - | None | 30.34% | | | | | | | | | | | | |
| 10-04 -42 -43200-2400 | GROUP LIFE INSURANCE | 930.96 | 948.33 | 1,492.49 | 444.04 | 1,492.49 | - | None | 29.75% | | | | | | | | | | | | |
| 10-04 -42 -43200-2700 | WORKMAN'S COMPENSATION | 947.00 | 1,231.00 | 1,884.36 | 836.00 | 1,884.36 | - | None | 44.37% | | | | | | | | | | | | |
| 10-04 -42 -43200-3165 | OUTSIDE SERVICES | 13,439.49 | 25,786.08 | 36,000.00 | 23,827.91 | 36,000.00 | - | None | 66.19% | | | | | | | | | | | | |
| 10-04 -42 -43200-3166 | TRAINING SERVICES | 40.00 | - | 250.00 | - | 250.00 | - | None | 0.00% | | | | | | | | | | | | |
| 10-04 -42 -43200-3172 | PLANNING ASSISTANCE | - | 749.00 | - | - | - | - | Not budgeted | Not budgeted | | | | | | | | | | | | |
| 10-04 -42 -43200-3310 | REPAIRS & MAINTENANCE-BUILDINGS | 39,311.48 | 15,206.37 | 45,000.00 | 12,818.83 | 45,000.00 | - | None | 28.49% | | | | | | | | | | | | |
| 10-04 -42 -43200-3320 | REPAIRS & MAINTENANCE-EQUIPMENT | - | - | 500.00 | - | 500.00 | - | None | 0.00% | | | | | | | | | | | | |
| 10-04 -42 -43200-3323 | MAINTENANCE/SUPPORT CONTRACT | 15,187.55 | 24,189.56 | 31,500.00 | 8,939.00 | 31,500.00 | - | None | 28.38% | | | | | | | | | | | | |
| 10-04 -42 -43200-3610 | ADVERTISING | 109.50 | - | 300.00 | - | 300.00 | - | None | 0.00% | | | | | | | | | | | | |
| 10-04 -42 -43200-5110 | ELECTRICITY | 112,083.48 | 97,550.54 | 112,000.00 | 41,981.41 | 112,000.00 | - | None | 37.48% | | | | | | | | | | | | |
| 10-04 -42 -43200-5120 | HEATING SERVICES | 17,489.63 | 22,979.79 | 21,000.00 | 5,287.87 | 21,000.00 | - | None | 25.18% | | | | | | | | | | | | |
| 10-04 -42 -43200-5130 | WATER & SEWER | 9,384.65 | 9,424.17 | 13,000.00 | 4,938.59 | 13,000.00 | - | None | 37.99% | | | | | | | | | | | | |
| 10-04 -42 -43200-5230 | TELECOMMUNICATIONS | 72,838.45 | 74,012.82 | 70,000.00 | 30,685.11 | 70,000.00 | - | None | 43.84% | | | | | | | | | | | | |
| 10-04 -42 -43200-5240 | ALARM SYSTEM | 3,122.62 | 3,183.36 | 4,000.00 | 1,848.45 | 4,000.00 | - | None | 46.21% | | | | | | | | | | | | |
| 10-04 -42 -43200-5305 | INSURANCE-VEHICLE | 2,465.20 | 1,820.16 | 1,856.56 | 1,822.16 | 1,822.16 | (34.40) | -1.85% | 98.15% | FY20 set at FY19 actual | | | | | | | | | | | |
| 10-04 -42 -43200-5306 | INSURANCE-PROPERTY | 10,298.00 | 12,357.00 | 12,604.14 | 12,588.00 | 12,588.00 | (16.14) | -0.13% | 99.87% | | | | | | | | | | | | |
| 10-04 -42 -43200-5307 | INSURANCE-GENERAL LIABILITY | 7,754.00 | 7,754.00 | 7,909.08 | 7,855.00 | 7,855.00 | (54.08) | -0.68% | 99.32% | | | | | | | | | | | | |
| 10-04 -42 -43200-5308 | INSURANCE-BOILER & MACHINERY | 1,366.00 | 1,377.00 | 1,404.54 | 1,395.00 | 1,395.00 | (9.54) | -0.68% | 99.32% | | | | | | | | | | | | |
| 10-04 -42 -43200-5309 | INSURANCE-PUBLIC OFFICIALS LIAB | 6,107.00 | 6,107.00 | 6,229.14 | 6,186.00 | 6,186.00 | (43.14) | -0.69% | 99.31% | | | | | | | | | | | | |
| 10-04 -42 -43200-5310 | INSURANCE-INCREASED LIMITS | 2,360.00 | 2,359.00 | 2,406.18 | 2,469.00 | 2,469.00 | 62.82 | 2.61% | 102.61% | | | | | | | | | | | | |
| 10-04 -42 -43200-5311 | INSURANCE-CRIME | 750.00 | 750.00 | 765.00 | 750.00 | 750.00 | (15.00) | -1.96% | 98.04% | | | | | | | | | | | | |
| 10-04 -42 -43200-5312 | INSURANCE-ADM FEE | 4,350.00 | 2,100.00 | 1,249.50 | 1,225.00 | 1,225.00 | (24.50) | -1.96% | 98.04% | | | | | | | | | | | | |
| 10-04 -42 -43200-5420 | LEASE UNIFORMS & MATS | 5,254.32 | 5,097.66 | 6,000.00 | 2,194.88 | 6,000.00 | - | None | 36.58% | | | | | | | | | | | | |
| 10-04 -42 -43200-5510 | MILEAGE | 197.95 | - | 300.00 | (154.26) | 300.00 | - | None | -51.42% | | | | | | | | | | | | |
| 10-04 -42 -43200-5530 | LODGING & MEALS | - | - | 100.00 | 7.30 | 100.00 | - | None | 7.30% | | | | | | | | | | | | |
| 10-04 -42 -43200-5810 | DUES | 220.00 | 150.00 | 100.00 | - | 100.00 | - | None | 0.00% | | | | | | | | | | | | |
| 10-04 -42 -43200-6001 | OFFICE SUPPLIES | 18.99 | - | 100.00 | 7.85 | 100.00 | - | None | 7.85% | | | | | | | | | | | | |
| 10-04 -42 -43200-6005 | CLEANING & JANITORIAL SUPPLIES | 4,457.45 | 5,003.64 | 6,000.00 | 115.86 | 6,000.00 | - | None | 1.93% | | | | | | | | | | | | |
| 10-04 -42 -43200-6007 | REPAIRS & MAINTENANCE-SUPPLIES | 5,437.64 | 5,007.70 | 6,500.00 | 999.65 | 6,500.00 | - | None | 15.38% | | | | | | | | | | | | |
| 10-04 -42 -43200-6008 | VEHICLE/EQUIPMENT FUEL | 2,786.58 | 3,101.51 | 3,000.00 | 1,298.24 | 3,000.00 | - | None | 43.27% | | | | | | | | | | | | |

| County of Madison | | | | | | | | | | |
|--------------------------------------|---------------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|--------------------------------------|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: FACILITIES & MAINTENANCE | | | | | | | | | | |
| Dept # 43200 | | | | | | | | | | |
| Contact RBerry | | | | | | | | | | |
| Provided by FD | | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-04 -42 -43200-6009 | VEHICLE/EQUIPMENT MAINTENANCE | 3,214.55 | 3,955.27 | 5,000.00 | 1,504.53 | 5,000.00 | - | None | 30.09% | |
| 10-04 -42 -43200-6011 | UNIFORMS & WEARING APPAREL | 430.67 | 184.22 | 640.00 | 35.98 | 640.00 | - | None | 5.62% | |
| 10-04 -42 -43200-8107 | TOOLS & RELATED EQUIPMENT | 389.35 | 527.59 | 1,000.00 | 19.25 | 1,000.00 | - | None | 1.93% | |
| 10-04 -42 -43200-8108 | EQUIPMENT-OTHER | 35,652.47 | 6,993.83 | 5,000.00 | 172.08 | 5,000.00 | - | None | 3.44% | |
| 10-04 -42 -43200-8110 | KEMPER ROOF PAINTING | 13,000.00 | - | - | - | - | - | Not budgeted | Not budgeted | |
| 10-04 -42 -43200-8112 | HVAC REPLACEMENTS | - | - | - | 6,645.01 | - | - | Not budgeted | budgeted | excludes \$8,298 from capital budget |
| 10-04 -42 -43200-8115 | Equipmnet replacement (cap bud) | - | - | - | - | - | - | Not budgeted | Not budgeted | |
| 10-04 -42 -43200-8116 | Parking lot paving | - | - | - | - | - | - | Not budgeted | budgeted | |
| 10-04 -42 -43200-8231 | DSS ROOF REPLACEMENT | - | - | - | 22,318.00 | - | - | Not budgeted | Not budgeted | |
| 10-04 -42 -43200-8232 | CTHOUSE BELL TOWER REPAIR | - | - | - | - | - | - | Not budgeted | Not budgeted | |
| | | 500,252.58 | 446,651.25 | 560,526.68 | 250,964.34 | 560,392.70 | (133.98) | -0.02% | 44.77% | |
| | | | Capital budget | 50,000.00 | | | | | | |
| | | | Total budget | 610,526.68 | | | | | | |

| County of Madison | | | | | | | | | | |
|-------------------------|---------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|----------|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: | MADISON HEALTH DEPARTMENT | | | | | | | | | |
| Dept # | 51100 | | | | | | | | | |
| Contact | Dana McClelland | | | | | | | | | |
| | | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-05 -51 -51100-5610 | LOCAL HEALTH DEPARTMENT | 140,412.00 | 140,412.00 | 140,412.00 | 70,206.00 | 158,700.00 | 18,288.00 | 13.02% | 50.00% | |

51100

Madison County Health Department Budget

Updated December 31, 2018

| | FY20 Budget Request | FY19 YTD | FY19 Approved Budget | FY18 Actual | FY17 Actual | % Change FY20 - FY19 |
|----------------------------------|------------------------------------|---------------------|-------------------------------------|------------------------|------------------------|-------------------------------------|
| INCOME | | | | | | |
| State Contribution | \$ 277,685 | \$ 245,685 | \$ 245,685 | \$ 245,685 | \$ 245,685 | |
| State General Fund (GF) | 277,685 | 245,685 | 245,685 | 245,685 | 245,685 | 13% |
| <i>Percent of Total Income</i> | 52.3% | 68.0% | 50.0% | 50.3% | 51.1% | |
| Locality Contribution | \$ 158,700 | \$ 70,206 | \$ 140,412 | \$ 140,416 | \$ 140,412 | |
| Local Match | 158,700 | 70,206 | 140,412 | 140,412 | 140,412 | 13% |
| 100% Local Only | - | - | - | - | - | 0% |
| Carry-Forward | - | - | 0 | 4 | - | 0% |
| <i>Percent of Total Income</i> | 29.9% | 19.4% | 28.6% | 28.8% | 29.2% | |
| Revenue | \$ 94,749 | \$ 45,582 | \$ 105,296 | \$ 101,975 | \$ 94,524 | |
| Environmental Health Services | 48,683 | 22,114 | 48,438 | 47,114 | 45,658 | 1% |
| Clinical Services | 46,066 | 23,469 | 56,858 | 54,860 | 48,866 | -19% |
| <i>Percent of Total Income</i> | 17.8% | 12.6% | 21.4% | 20.9% | 19.7% | |
| TOTAL INCOME | \$ 531,134 | \$ 361,473 | \$ 491,393 | \$ 488,076 | \$ 480,621 | 8% |
| EXPENSES | | | | | | |
| Personnel | \$ 374,803 | \$ 200,714 | \$ 370,300 | \$ 312,254 | \$ 352,147 | 1% |
| Payroll - Coop/Local | 386,294 | 200,714 | 370,300 | 312,254 | 352,147 | 4% |
| <i>Budgeted Salary Lapse</i> | (11,491) | | | - | - | |
| <i>Turn-over Percentage</i> | 2.97% | 0.00% | 0.00% | 0.00% | 0.00% | |
| <i>Percent of Total Expenses</i> | 70.6% | 77.9% | 75.4% | 64.0% | 73.3% | |
| Non-Personnel | \$ 156,331 | \$ 56,794 | \$ 121,093 | \$ 175,822 | \$ 128,465 | |
| Contractual Services | 57,458 | 27,828 | 64,085 | 66,268 | 53,150 | -10% |
| Supplies | 6,960 | 2,921 | 10,991 | 17,001 | 16,142 | -37% |
| Transfer Funds | - | - | - | 2,352 | - | - |
| Continuous Charges | 91,714 | 24,552 | 45,817 | 43,474 | 43,144 | 100% |
| Equipment | 200 | 1,493 | 200 | 46,728 | 16,029 | 0% |
| <i>Percent of Total Expenses</i> | 29.4% | 22.1% | 24.6% | 36.0% | 26.7% | |
| <i>Unexpended Balance</i> | | | | \$ 0.14 | \$ 9.00 | |
| TOTAL EXPENSES | \$ 531,134 | \$ 257,508 | \$ 491,393 | \$ 488,076 | \$ 480,621 | 8% |

| Madison (113) Non-Personnel Expenses | Acutal FY17 | Acutal FY18 | YTD FY19 | FY20 | FY21 | FY22 | % Change |
|---|------------------|------------------|------------------|------|------|------|-------------|
| 1211 EXPRESS SERVICE | 54 | 37 | 38 | | | | 3% |
| 1212 OUTBOUND FREIGHT | 184 | 148 | 108 | | | | -27% |
| 1213 MESSENGER SERVICES | - | - | - | | | | 0% |
| 1214 POSTAL SERVICES | 4,500 | 5,094 | - | | | | -100% |
| 1215 PRINTING SERVICES | 63 | 52 | 90 | | | | 74% |
| 1216 TELECOMMUNICA (VITA) | 21,801 | 23,878 | 12,338 | | | | -48% |
| 1217 TELECOM (NON-STATE) | 36 | - | - | | | | 0% |
| 1218 NON-DIT TELECOMM SVCS | - | - | - | | | | 0% |
| 1219 INBOUND FREIGHT | - | - | - | | | | 0% |
| 1210 COMMUNICATION SVC | \$ 26,638 | \$ 29,209 | \$ 12,575 | | | | -57% |
| 1222 PUBLICATION SUBSC. | 33 | - | - | | | | 0% |
| 1224 EMPL TRAINING COURSES | 372 | 590 | 5 | | | | -99% |
| 1226 EMPL TRAINING/CONS SERV | - | - | - | | | | 0% |
| 1227 EMPL TRAINING/TRANSP | 483 | 3,575 | 582 | | | | -84% |
| 1220 EMPLY DEVEL SVC. | \$ 888 | \$ 4,166 | \$ 587 | | | | -86% |
| 1231 CLINIC SERVICES | - | - | - | | | | 0% |
| 1232 DENTAL SERVICES | - | - | - | | | | 0% |
| 1234 MEDICAL SERVICES | - | - | - | | | | 0% |
| 1236 X-RAY AND LAB SVC | 485 | 1,426 | 510 | | | | -64% |
| 1230 HEALTH SERVICES | \$ 485 | \$ 1,426 | \$ 510 | | | | -64% |
| 1241 AUDITING SERVICES | - | - | - | | | | 0% |
| 1242 FISCAL SERVICES | 376 | 229 | 146 | | | | -36% |
| 1243 ATTORNEY SERVICES | - | - | - | | | | 0% |
| 1244 MANAGEMENT SVC | 29 | 91 | - | | | | -100% |
| 1245 PERS. DEVL. SVC | 13 | - | - | | | | 0% |
| 1247 Legal Services | - | - | 1 | | | | 0% |
| 1248 MEDIA SERVICES | - | - | - | | | | 0% |
| 1249 RECRUITMENT ADVERTISING | 28 | - | - | | | | 0% |
| 1240 MNG. INFO. SVS. | \$ 445 | \$ 320 | \$ 147 | | | | -54% |
| 1251 CUSTODIAL SERVICE | 6,511 | 14,681 | 6,282 | | | | -57% |
| 1252 ELEC REPAIR/MAIN. | 1,520 | 450 | - | | | | -100% |
| 1253 EQUIP REPAIR/MAIN. | 822 | 1,312 | 201 | | | | -85% |
| 1254 EXTERMINATION SVC | 396 | 396 | - | | | | -100% |
| 1256 MECH. REPAIR/MAIN. | - | - | - | | | | 0% |
| 1259 Vehicle REPAIR/ MAIN. | - | 75 | - | | | | -100% |
| 1250 REPAIR & MAIN. SVCS. | \$ 9,248 | \$ 16,914 | \$ 6,482 | | | | -62% |
| 1263 Clerical Services | 144 | 42 | - | | | | -100% |
| 1266 Manual Labor Service | 5,398 | 60 | 206 | | | | 244% |
| 1268 Skilled Serv. | 44 | 2,997 | - | | | | -100% |
| 1260 SUPPORT SERVICES | \$ 5,585 | \$ 3,099 | \$ 206 | | | | -93% |
| 1275 Comp. Software Main | 22 | 300 | - | | | | -100% |
| 1277 Comp. Oper. Non Vita | - | 209 | - | | | | -100% |

| Madison (113) Non-Personnel Expenses | Acutal FY17 | Acutal FY18 | YTD FY19 | FY20 | FY21 | FY22 | % Change |
|---|------------------|------------------|------------------|------|------|------|--------------|
| 1276 COMP. OPER. SVC.(Vita) | - | - | - | | | | 0% |
| 1278 COMP. OPER.SVC. (STATE) | 4,386 | 4,848 | 3,164 | | | | -35% |
| 1279 COMP. SFTWR. COST | 107 | - | - | | | | 0% |
| 1270 TECHNICAL SERVICES | \$ 4,516 | \$ 5,357 | \$ 3,164 | | | | -41% |
| 1282 TRAVEL, PERS. VEHICLE | 4,185 | 3,259 | 2,516 | | | | -23% |
| 1283 TRAVEL, PUBLIC CAR | 15 | 32 | - | | | | -100% |
| 1284 TRAVEL, STATE VEHICLE | 1,146 | 2,418 | 1,479 | | | | -39% |
| 1285 TRAVEL, SUBSI/LODGING | - | 70 | 162 | | | | 132% |
| 1297 LATE PAY PENALTIES | - | - | - | | | | 0% |
| 1280 TRANS. SERVICES | \$ 5,346 | \$ 5,778 | \$ 4,157 | | | | -28% |
| 1200 TOTAL CONTRACT SVCE | \$ 53,150 | \$ 66,268 | \$ 27,828 | | | | -58% |
| 1309 CHARGE CARD PURCH. | - | - | - | | | | 0% |
| 1312 OFFICE SUPPLIES | 1,535 | 1,534 | 757 | | | | -51% |
| 1313 STATIONERY AND FORMS | 104 | 6 | - | | | | -100% |
| 1310 ADMIN. SUPP | \$ 1,638 | \$ 1,540 | \$ 757 | | | | -51% |
| 1322 GAS | - | - | - | | | | 0% |
| 1323 GASOLINE | 280 | 303 | 177 | | | | -42% |
| 1324 OIL | - | - | - | | | | 0% |
| 1320 ENERGY SUPP | \$ 280 | \$ 303 | \$ 177 | | | | -42% |
| 1335 PACK AND SHIP SUPP | - | - | - | | | | 0% |
| 1330 MAIN. AND MER SUPP | \$ - | \$ - | \$ - | | | | 0% |
| 1341 LAB SUPPLIES | - | - | - | | | | 0% |
| 1342 MED & DEN SUPP. | 1,025 | 2,028 | 295 | | | | -85% |
| 1343 FIELD SUPPLIES | 86 | 595 | - | | | | -100% |
| 1344 PHARMACEUTICAL DRUGS | 9,164 | 5,931 | 1,262 | | | | -79% |
| 1340 MED & LAB SUPP. | \$ 10,276 | \$ 8,554 | \$ 1,557 | | | | -82% |
| 1351 BUL REP AND MAIN. MAT | 696 | 83 | - | | | | -100% |
| 1352 CUST REP. & MAIN. MAT | 871 | 421 | 251 | | | | -40% |
| 1353 ELEC REP. & MAIN. MAT | 790 | - | - | | | | 0% |
| 1354 MECH REP & MAIN MAT | 250 | - | - | | | | 0% |
| 1355 VEH REP & MAIN MAT | - | - | - | | | | 0% |
| 1350 REP & MAIN SUPP | \$ 2,606 | \$ 504 | \$ 251 | | | | -50% |
| 1361 Clothing Supplies | - | - | - | | | | 0% |
| 1363 FOOD SVC SUPP | - | 5 | - | | | | -100% |
| 1365 PERSONAL CARD SUPPLIES | - | 78 | - | | | | -100% |
| 1360 RESIDENTIALSUPP | \$ - | \$ 83 | \$ - | | | | -100% |
| 1373 COMUP OPER. SUPP. | 1,301 | 4,252 | 180 | | | | -96% |
| 1374 EDUCATIONAL SUP | 41 | 1,764 | - | | | | -100% |
| 1377 PHOTOGRAPHIC SUPPLIES | - | - | - | | | | 0% |
| 1370 SPECIFIC USE SUPP | \$ 1,342 | \$ 6,016 | \$ 180 | | | | -97% |
| 1397 LATE PAY. PEN SUPP. | - | - | - | | | | 0% |
| 1390 LATE PAYMENT | 0 | \$ - | \$ - | | | | 0% |

| Madison (113) Non-Personnel Expenses | Acutal FY17 | Acutal FY18 | YTD FY19 | FY20 | FY21 | FY22 | % Change |
|---|----------------|----------------|-------------|------|------|------|-------------|
| 1300 TOTAL SUPP AND MAT | \$ 16,142 | \$ 17,001 | \$ 2,921 | | | | -83% |
| 1415 UNEMPLOYMENT COMP | - | - | - | | | | 0% |
| 1418 INCENTIVES | - | 2,352 | - | | | | -100% |
| 1413 Premiums | - | - | - | | | | 0% |
| 1400 TOTAL TRANS PAY. | \$ - | \$ 2,352 | \$ - | | | | -100% |
| 1516 PROPERTY INSURANCE | 348 | 348 | - | | | | -100% |
| 1512 Auto Liability INS | 28 | 29 | 43 | | | | 50% |
| 1510 INS-FIXED ASSETS | \$ 377 | \$ 377 | \$ 43 | | | | -89% |
| 1523 COMP SFTWR LEASE | - | - | - | | | | 0% |
| 1524 EQUIP CAP LEASES | - | - | - | | | | 0% |
| 1520 CAP LEASE PAY. | \$ - | \$ - | \$ - | | | | 0% |
| 1534 EQUIPMENT RENTAL | 3,015 | 2,506 | 744 | | | | -70% |
| 1535 BUILDING RENTALS | - | - | - | | | | 0% |
| 1539 BLDG RENT NON-STATE OWN | 32,920 | 32,126 | 16,857 | | | | -48% |
| 1533 Comp. Software RENTAL | - | - | - | | | | 0% |
| 1530 OPER. LEASE PAY. | \$ 35,935 | \$ 34,633 | \$ 17,601 | | | | -49% |
| 1541/1546 AGENCY SVC CHRG | 127 | 115 | 50 | | | | -57% |
| 1542 ELEC SVC CHARGE | 5,968 | 7,189 | 3,082 | | | | -57% |
| 1543 REFUSE SVC CHRGS. | 727 | 1,124 | 409 | | | | -64% |
| 1544 WAT & SEW SVC CHRG. | - | - | - | | | | 0% |
| 1547 PRIVATE VENDOR SVC (EVA) | 10 | 36 | 20 | | | | -44% |
| 1540 SERVICES CHARGED | \$ 6,832 | \$ 8,464 | \$ 3,561 | | | | -58% |
| 1551 GEN LIAB. INS. | - | - | - | | | | 0% |
| 1553 PAY ST INSURANCE TRUST F | - | - | - | | | | 0% |
| 1554 SURETY BONDS | - | - | - | | | | 0% |
| 1555 WORKMENS COMP | - | - | 3,348 | | | | 0% |
| 1550 INSURANCE - OPER | \$ - | \$ - | \$ 3,348 | | | | 0% |
| 1597 LATE PAYMENT COST | - | - | - | | | | 0% |
| 1599 INTRA-AGENCY RECOVER | - | - | - | | | | 0% |
| 1590 LATE PAYMENT PENALTY | \$ - | \$ - | \$ - | | | | 0% |
| 1500 CONTINOUS CHARGES | \$ 43,144 | \$ 43,474 | \$ 24,552 | | | | -44% |
| 2131 SITE IMPROVEMENT | \$ - | \$ - | \$ - | | | | 0% |
| 2211/2216/2217/2218 COMPUTER | 264 | 1,164 | 501 | | | | -57% |
| 2210 COMPUTER EQUIP | \$ 264 | \$ 1,164 | \$ 501 | | | | -57% |
| 2222 EDUCATIONAL EQUIP | - | - | - | | | | 0% |
| 2224 REFERENCE EQUIP | 62 | 348 | - | | | | -100% |
| 2220 EDUC & CULT. EQUIP. | \$ 62 | \$ 348 | \$ - | | | | -100% |
| 2231 ELECTRONIC EQUIP | 657 | 567 | 1 | | | | -100% |
| 2233 VOICE AND DATE TRANS. | - | - | - | | | | 0% |
| 2230 ELEC. &PHOTO EQUIP | \$ 657 | \$ 567 | \$ 1 | | | | -100% |
| 2241 LAB EQUIPMENT | 1,399 | - | - | | | | 0% |

| Madison (113) Non-Personnel Expenses | Acutal FY17 | Acutal FY18 | YTD FY19 | FY20 | FY21 | FY22 | % Change |
|---|------------------------------|------------------------------|---------------------------|-------------|-------------|-------------|---------------------------|
| 2242 MED. & DENT EQUIP. | 111 | 155 | - | | | | -100% |
| 2243 FIELD EQUIPMENT | - | - | - | | | | 0% |
| 2248 MED & LAB EQUIP IMP. | - | - | - | | | | 0% |
| 2240 MED & LAB EQUIP | \$ 1,510 | \$ 155 | \$ - | | | | -100% |
| 2261 OFFICE APPUR | 293 | - | 19 | | | | 0% |
| 2262 OFFICE FURNITURE | 9,228 | 39,689 | 965 | | | | -98% |
| 2263 OFFICE INCIDENTALS | - | - | - | | | | 0% |
| 2264 OFFICE MACHINES | 3,792 | 4,095 | - | | | | -100% |
| 2260 OFFICE EQUIPMENT | \$ 13,313 | \$ 43,784 | \$ 984 | | | | -98% |
| 2271 HOUSEHOLD EQUIP | 222 | 555 | - | | | | -100% |
| 2274 NON-POW REP & MAIN. | - | - | - | | | | 0% |
| 2270 SPECIFIC EQUIPMENT | \$ 222 | \$ 555 | \$ - | | | | -100% |
| 2282 FIXTURES | 0 | \$ 155 | \$ 7 | | | | -95% |
| 2200 TOTAL EQUIPMENT | \$ 16,029 | \$ 46,728 | \$ 1,493 | | | | -97% |
| Non-Personnel Total | \$ 128,465 | \$ 175,822 | \$ 56,794 | | | | -68% |

**Rappahannock Rapidan Health District
FY20 Madison County Health Department**

| | Position Title | Employee | Employee Status | % assigned | Funding Source |
|----|--|--------------------|-----------------|------------|--|
| 1 | Environmental Health Specialist | Fortenberry, Susan | Classified | 100% | 100% Coop (66.63% State, 36.37% Local) |
| 2 | Office Support Specialist | Brown, E. Brown | Classified | 100% | 100% Coop (66.63% State, 36.37% Local) |
| 3 | Office Support Specialist | Gipson, Lorna | Wage | 100% | 100% Coop (66.63% State, 36.37% Local) |
| 4 | Public Health Nurse | Smith, Amy | Classified | 90% | 100% Coop (66.63% State, 36.37% Local) |
| 5 | Environmental Health Supervisor | Cook, Steven | Classified | 25% | 100% Coop (66.63% State, 36.37% Local) |
| 6 | Health Care Technician | Gorman, Tanya | Classified | 10% | 100% Coop (66.63% State, 36.37% Local) |
| 7 | Office Service Supervisor | Hill, Donna | Classified | 20% | 100% Coop (66.63% State, 36.37% Local) |
| 8 | Nurse Practitioner | Bond, Jo | Classified | 13% | 100% Coop (66.63% State, 36.37% Local) |
| 9 | Public Health Nurse Supervisor | Flynn, Karen | Classified | 10% | 100% Coop (66.63% State, 36.37% Local) |
| 10 | Accountant | Atkins, Tammy | Classified | 11% | 100% Coop (66.63% State, 36.37% Local) |
| 11 | Business Manager | McClelland, Dana | Classified | 11% | 100% Coop (66.63% State, 36.37% Local) |
| 12 | Environmental Health Manager | Wright, Whitney | Classified | 11% | 100% Coop (66.63% State, 36.37% Local) |
| 13 | Environmental Health Technical Specialist - Food | Segarra, Marta | Classified | 11% | 100% Coop (66.63% State, 36.37% Local) |
| 14 | Environmental Health Technical Specialist - Onsite | Merten, Katherine | Classified | 11% | 100% Coop (66.63% State, 36.37% Local) |
| 15 | Fiscal Technician - Accounts Payable | Taylor, Kathi | Wage | 11% | 100% Coop (66.63% State, 36.37% Local) |
| 16 | Fiscal Technician - Accounts Receivable | Peters, Mike | Classified | 11% | 100% Coop (66.63% State, 36.37% Local) |
| 17 | Health Director | Kartchner, Wade | Classified | 11% | 100% Coop (66.63% State, 36.37% Local) |
| 18 | Information Technology Specialist | Malm, Anthoni | Classified | 11% | 100% Coop (66.63% State, 36.37% Local) |
| 19 | Nurse Manager | Donner, Paula | Classified | 11% | 100% Coop (66.63% State, 36.37% Local) |
| 20 | Population Health Coordinator | Achter, April | Classified | 11% | 100% Coop (66.63% State, 36.37% Local) |
| 21 | Procurement Specialist/Human Resource Asst. | Licklitter, Lorie | Classified | 11% | 100% Coop (66.63% State, 36.37% Local) |
| | | | | 6.1 | FTEs |
| 22 | Epidemiologist | Ferrell, Daniel | Classified | 11% | 100% Grant |
| 23 | Immunization Action Program Nurse | Johnson, Karen | Classified | 11% | 100% Grant |
| 24 | Local Emergency Coordinator | Hatter, Kathryn | Classified | 11% | 100% Grant |
| 25 | MRC Coordinator | Dailey, Kate | Classified | 6% | 100% Grant |
| 26 | WIC Nutritionist | Farina, Emily | Classified | 11% | 100% Grant |
| 27 | WIC Nutritionist | Moya, Rebeca | Classified | 11% | 100% Grant |
| 28 | WIC Nutritionist | Roudabush, Carolyn | Classified | 11% | 100% Grant |
| 29 | WIC Program Manager | O'Connor, Ann | Classified | 11% | 100% Grant |
| | | | | 0.8 | FTEs |
| | | | | 6.9 | Total FTEs |

= Home office in Madison

**Rappahannock Rapidan Health District
FY19 Madison County Health Department**

| | Position Title | Employee | Employee Status | % assigned | Funding Source |
|----|--|--------------------|-----------------|------------|--|
| 1 | Environmental Health Specialist | Fortenberry, Susan | Classified | 100% | 100% Coop (66.63% State, 36.37% Local) |
| 2 | Office Support Specialist | Brown, E. Brown | Classified | 100% | 100% Coop (66.63% State, 36.37% Local) |
| 3 | Office Support Specialist | Gipson, Lorna | Wage | 100% | 100% Coop (66.63% State, 36.37% Local) |
| 4 | Public Health Nurse | Smith, Amy | Classified | 90% | 100% Coop (66.63% State, 36.37% Local) |
| 5 | Environmental Health Supervisor | Cook, Steven | Classified | 25% | 100% Coop (66.63% State, 36.37% Local) |
| 6 | Health Care Technician | Gorman, Tanya | Classified | 10% | 100% Coop (66.63% State, 36.37% Local) |
| 7 | Office Service Supervisor | Hill, Donna | Classified | 20% | 100% Coop (66.63% State, 36.37% Local) |
| 8 | Nurse Practitioner | Bond, Jo | Classified | 13% | 100% Coop (66.63% State, 36.37% Local) |
| 9 | Public Health Nurse Supervisor | Flynn, Karen | Classified | 10% | 100% Coop (66.63% State, 36.37% Local) |
| 10 | Accountant | Atkins, Tammy | Classified | 11% | 100% Coop (66.63% State, 36.37% Local) |
| 11 | Business Manager | McClelland, Dana | Classified | 11% | 100% Coop (66.63% State, 36.37% Local) |
| 12 | Environmental Health Manager | Wright, Whitney | Classified | 11% | 100% Coop (66.63% State, 36.37% Local) |
| 13 | Environmental Health Technical Specialist - Food | Segarra, Marta | Classified | 11% | 100% Coop (66.63% State, 36.37% Local) |
| 14 | Environmental Health Technical Specialist - Onsite | Merten, Katherine | Classified | 11% | 100% Coop (66.63% State, 36.37% Local) |
| 15 | Fiscal Technician - Accounts Payable | Taylor, Kathi | Wage | 11% | 100% Coop (66.63% State, 36.37% Local) |
| 16 | Fiscal Technician - Accounts Receivable | Peters, Mike | Classified | 11% | 100% Coop (66.63% State, 36.37% Local) |
| 17 | Health Director | Kartchner, Wade | Classified | 11% | 100% Coop (66.63% State, 36.37% Local) |
| 18 | Information Technology Specialist | Malm, Anthoni | Classified | 11% | 100% Coop (66.63% State, 36.37% Local) |
| 19 | Nurse Manager | Donner, Paula | Classified | 11% | 100% Coop (66.63% State, 36.37% Local) |
| 20 | Population Health Coordinator | Achter, April | Classified | 11% | 100% Coop (66.63% State, 36.37% Local) |
| 21 | Procurement Specialist/Human Resource Asst. | Licklitter, Lorie | Classified | 11% | 100% Coop (66.63% State, 36.37% Local) |
| | | | | 6.1 | FTEs |
| 22 | Epidemiologist | Ferrell, Daniel | Classified | 11% | 100% Grant |
| 23 | Immunization Action Program Nurse | Johnson, Karen | Classified | 11% | 100% Grant |
| 24 | Local Emergency Coordinator | Hatter, Kathryn | Classified | 11% | 100% Grant |
| 25 | MRC Coordinator | Dailey, Kate | Classified | 6% | 100% Grant |
| 26 | WIC Nutritionist | Farina, Emily | Classified | 11% | 100% Grant |
| 27 | WIC Nutritionist | Moya, Rebeca | Classified | 11% | 100% Grant |
| 28 | WIC Nutritionist | Roudabush, Carolyn | Classified | 11% | 100% Grant |
| 29 | WIC Program Manager | O'Connor, Ann | Classified | 11% | 100% Grant |
| | | | | 0.8 | FTEs |
| | | | | 6.9 | Total FTEs |

= Home office in Madison

**Rappahannock Rapidan Health District
FY18 Madison County Health Department**

| | Position Title | Employee | Employee Status | % assigned | Funding Source |
|----|--|--------------------|-----------------|------------|--|
| 1 | Environmental Health Specialist | Fortenberry, Susan | Classified | 100% | 100% Coop (66.63% State, 36.37% Local) |
| 2 | Office Support Specialist | Brown, E. Brown | Classified | 100% | 100% Coop (66.63% State, 36.37% Local) |
| 3 | Public Health Nurse | Vacant | Classified | 80% | 100% Coop (66.63% State, 36.37% Local) |
| 4 | Environmental Health Supervisor | Cook, Steven | Classified | 25% | 100% Coop (66.63% State, 36.37% Local) |
| 5 | Health Care Technician | Gorman, Tanya | Classified | 10% | 100% Coop (66.63% State, 36.37% Local) |
| 6 | Office Service Supervisor | Hill, Donna | Classified | 20% | 100% Coop (66.63% State, 36.37% Local) |
| 7 | Nurse Practitioner | Bond, Jo | Classified | 13% | 100% Coop (66.63% State, 36.37% Local) |
| 8 | Public Health Nurse Supervisor | Flynn, Karen | Classified | 10% | 100% Coop (66.63% State, 36.37% Local) |
| 9 | Accountant | Atkins, Tammy | Classified | 11% | 100% Coop (66.63% State, 36.37% Local) |
| 10 | Business Manager | McClelland, Dana | Classified | 11% | 100% Coop (66.63% State, 36.37% Local) |
| 11 | Environmental Health Manager | Wright, Whitney | Classified | 11% | 100% Coop (66.63% State, 36.37% Local) |
| 12 | Environmental Health Technical Specialist - Food | Segarra, Marta | Classified | 11% | 100% Coop (66.63% State, 36.37% Local) |
| 13 | Environmental Health Technical Specialist - Onsite | Merten, Katherine | Classified | 11% | 100% Coop (66.63% State, 36.37% Local) |
| 14 | Fiscal Technician - Accounts Payable | Peters, Mike | Wage | 11% | 100% Coop (66.63% State, 36.37% Local) |
| 15 | Fiscal Technician - Accounts Receivable | Vacant | Classified | 11% | 100% Coop (66.63% State, 36.37% Local) |
| 16 | Health Director | Kartchner, Wade | Classified | 11% | 100% Coop (66.63% State, 36.37% Local) |
| 17 | Information Technology Specialist | Malm, Anthoni | Classified | 11% | 100% Coop (66.63% State, 36.37% Local) |
| 18 | Nurse Manager | Donner, Paula | Classified | 11% | 100% Coop (66.63% State, 36.37% Local) |
| 19 | Procurement Specialist/Human Resource Asst. | Licklitter, Lorie | Classified | 11% | 100% Coop (66.63% State, 36.37% Local) |
| | | | | 4.8 | FTEs |
| 20 | Office Support Specialist | Gipson, Lorna | Wage | 100% | 100% Grant |
| 21 | Epidemiologist | Ferrell, Daniel | Classified | 11% | 100% Grant |
| 22 | Immunization Action Program Nurse | Johnson, Karen | Classified | 11% | 100% Grant |
| 23 | Local Emergency Coordinator | Hatter, Kathryn | Classified | 11% | 100% Grant |
| 24 | MRC Coordinator | Dailey, Kate | Classified | 6% | 100% Grant |
| 25 | WIC Nutritionist | Farina, Emily | Classified | 11% | 100% Grant |
| 26 | WIC Nutritionist | Moya, Rebeca | Classified | 11% | 100% Grant |
| 27 | WIC Nutritionist | Roudabush, Carolyn | Classified | 11% | 100% Grant |
| 28 | WIC Program Manager | O'Connor, Ann | Classified | 11% | 100% Grant |
| | | | | 1.8 | FTEs |
| | | | | 6.60 | Total FTEs |

= Home office in Madison

The mission of the Madison County Health Department is to attain optimal health for the people of our community through disease prevention, environmental safe guards and health promotion by implementing individual and population-level strategies to reduce morbidity and mortality.

Environmental Health

- Permit and regulate food service establishments and monitor and educate the providers of these services
- Assist with communicable disease outbreak investigations and emergency preparedness and response activities
- Permit installation of private wells and sewage disposal systems
- Assist local government with control of animal rabies, promotion of vector controls for arboviral illness, and providing referral or information to respond to other environmental health concerns of citizens

These activities help prevent disease through safe disposal of sewage and assurance of safe drinking water for the homes and businesses not served by a public water and sewer system; safe food preparation in foodservice establishments, including schools; prevention of rabies and arboviral disease transmission to humans; proper sanitation in facilities that serve the public such as summer camps, hotels, day care centers, and migrant labor camps.

Family Planning

- Provide clinic services for persons who are sexually active and need education and/or contraceptives in order to prevent unintended pregnancies. Services are targeted to low-income persons. Services are provided on a sliding scale
- Provide outreach education about family planning to teens and hard-to-reach populations

These activities reduce unintended pregnancies leading to better maternal and child health outcomes in the community.

Maternal & Child Health

- Distribute free car seats and cribs to eligible caregivers and teach families about how to use them safely
- Teach mandated health classes for day care providers
- Provide health education to the public for improved child health

These programs benefit the community by improving children's ability to learn, preventing negative health outcomes in children, promoting healthy pregnancies, helping parents and childcare providers in offering a safe and healthy environment for children.

Immunizations

- Provide immunizations for residents of all ages, including those required and recommended for children. Many who seek immunizations at the health department do so because they have no regular doctor or because the cost is minimal or free.
- Provide assessment, guidance and training for health care providers, schools and childcare providers.

These services prevent outbreaks of serious vaccine-preventable diseases.

Communicable Disease Control

- Provide surveillance, investigate and implement controls for communicable diseases and threats (including tuberculosis, sexually transmitted infections (STI), and influenza)
- Provide STI testing and treatment.

This activity benefits all residents and visitors to the area by preventing the spread of diseases.

Population Health

- Enhance partnerships to build healthy communities
- Use Community Health Assessment data to determine and prioritize public health issues
- Educate the community on Safe Sleep for infants & smoking cessation resources
- Implement a Community Health Improvement Plan to guide health improvement efforts, including:
 - Nutrition & Physical Activity
 - Literacy
 - Adolescent Vaccinations
 - Injury Prevention

These activities help maintain and improve the health of the entire population. Public health aims to work with local partners to guide and assess prevention initiatives, including those that target social determinants of health and enhance equity.

Emergency Preparedness and Response

- Work with community partners to plan for and educate the public about public health emergencies

By having coordinated response plans with others in order to mitigate the impact of health emergencies such as bioterrorism or pandemic influenza.

Chronic Disease Prevention and Control

- Assess residents at risk of nursing home placement and plan care in facility or in the community in partnership with the Department of Social Services (DSS)
- Provide public education, health promotion and prevention activities such as childhood obesity prevention, promoting healthy lifestyles, community assessment to monitor disease prevalence and environmental factors that promote healthy lifestyles

The intended impact of these services on the community is to reverse the trend of increasing incidence of chronic diseases associated with unhealthy lifestyle behaviors, to prevent progression of chronic disease and to optimize life quality for those afflicted with chronic disease.

WIC Nutrition

- Provide nutrition education and food vouchers for low-income mothers, infants and children.

These services and the nutritious foods provided increase the likelihood of positive pregnancy outcomes and proper growth and development of infants and children. Health departments are the only access points for WIC in the Commonwealth.

Our agency strategic plan includes, but is not limited to, the following goals:

Chronic Disease:

- Increase the percentage of Virginians reporting physical activity or exercise outside of work in the last 30 days
- Increase the number of children and pregnant women access to healthy, nutritional food
- Increase the percentage of mothers reporting not to have smoked during pregnancy

Maternal and Child Health:

- Increase the number of infants who survive their first year of life
- Reduce the pregnancy rate of women age 15-19 years

Communicable Disease:

- Increase the percentage of children receiving four does of DTaP by age 2
- Increase the percentage of adolescent women receiving three doses of HPV vaccine
- Increase the percentage of active Tuberculosis cases completing a standard treatment regime within 12 months
- Stabilize the incidence rate of reported cases of Chlamydia, Syphilis, and Gonorrhea
- Increase the percentage of reported disease cases in which control measures were initiated within Public Health Emergency Preparedness required timeframes

Operations:

- Continue to support and improve the health of all Virginians through efficient and effective execution of operations and delivery of services

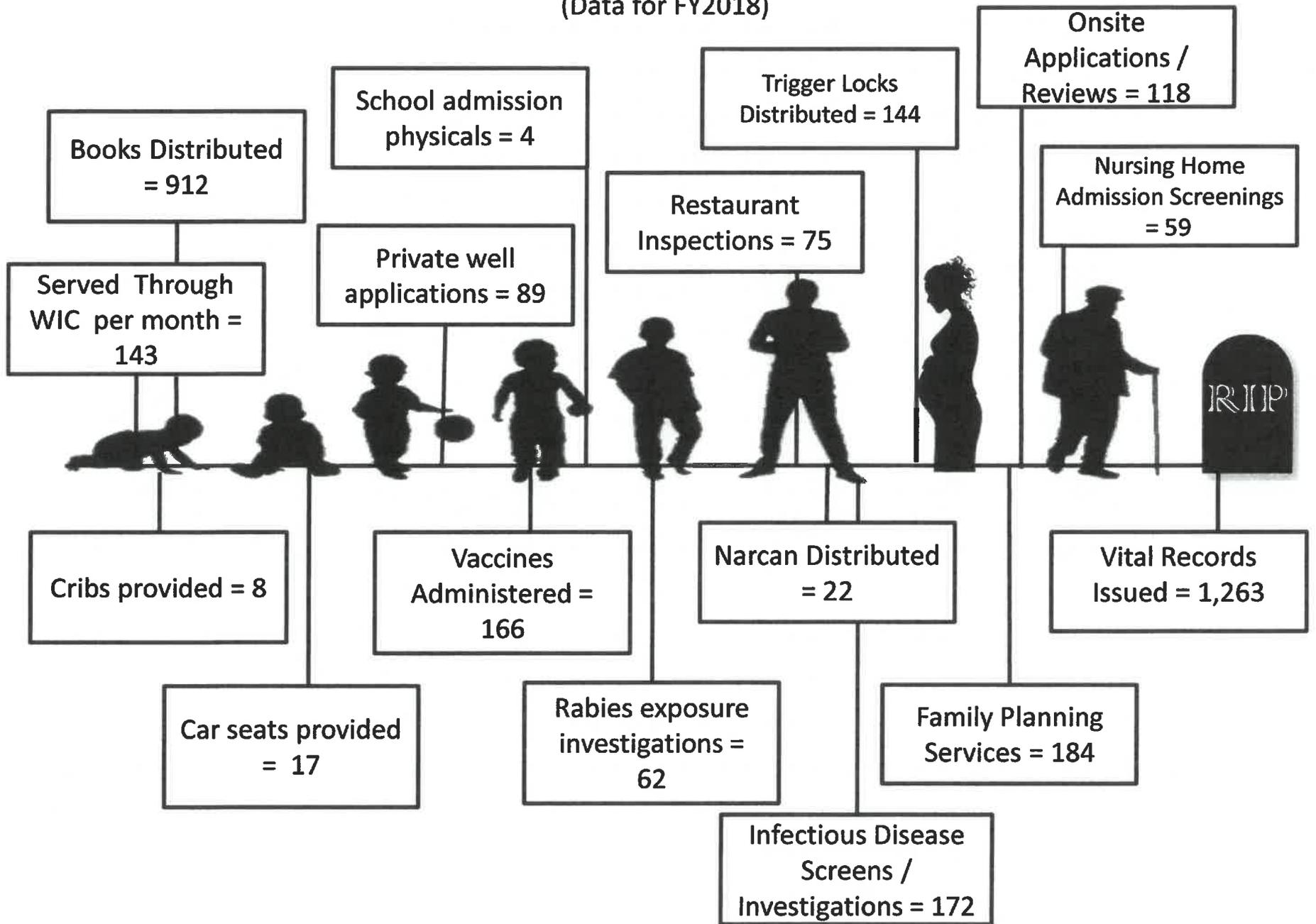
Emergency Preparedness:

- Maintain NACCHO Project Public Health designation

Environmental Health:

- Complete scheduled food facility inspections within required timeframes
- Increase the percentage of food facility violations corrected at the time of inspection
- Increase percentage of failing onsite sewage systems corrected within 60 days of health department awareness

MCHD Serves the Community Across The Life Span of Residents
(Data for FY2018)



| County of Madison | | | | | | | | | | |
|-------------------------|------------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|----------|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: | MADISON FREE CLINIC | | | | | | | | | |
| Dept # | 51500 | | | | | | | | | |
| Contact | OUTSIDE AGENCY | | | | | | | | | |
| | | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-05 -51 -51500-5640 | GENERAL CONTRIBUTION REQUEST | 2,500.00 | 2,500.00 | 2,500.00 | 2,500.00 | - | (2,500.00) | -100.00% | 100.00% | |

51500



Madison County Free Clinic, Inc.
"Neighbors giving neighbors a hand."

Brenda Clements
Executive Director

1/11/2018

Diana Kornegay
Pharmacy Coordinator

Madison County Board of Supervisors and Mr. Hobbs

Beverly Teel
President

Dear Friends,

Cynthia Napier
Vice President

I would like to inform you that with extreme gratitude we are NOT requesting funds from the County this year.

Bargmann, Dr. Eve
Medical Director
Secretary

Our organization was blessed with several large gifts and grants this year and in light of the County's generosity in allowing us to continue to operate our clinic in the building we occupy with such a reasonable rent, we will not request funds from the County for the upcoming fiscal year.

Carty Yowell
Treasurer

We do not anticipate that we will be recipients of these unexpected funds next year so we may ask for funds in future years but this year we know that our County has many difficult financial decisions to make. We thank you for your kindness to us and to all of the residents of Madison County.

Lydia E. Hansen

Norris John

Best Regards,

Frank Lewis

William Laffond, M.D.

Brenda Clements
Executive Director

Aliya Wilson, M.D.

Maryanne Colucci, R.N.

Candace Cowan

Willie Lamar
Advisor

James Lamar
Advisor

| County of Madison | | | | | | | | | | |
|-------------------------|---------------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|----------|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: | PIEDMONT REGIONAL DENTAL CLINIC | | | | | | | | | |
| Dept # | 51700 | | | | | | | | | |
| Contact | OUTSIDE AGENCY | | | | | | | | | |
| | | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-05 -51 -51700-5640 | PIEDMONT REGIONAL DENTAL CLINIC | 3,000.00 | - | 2,500.00 | 2,500.00 | 5,000.00 | 2,500.00 | 100.00% | 100.00% | |

COUNTY OF MADISON

FY2020 AGENCY FUNDING APPLICATION

DEADLINE: January 11, 2019



| IDENTIFICATION | |
|--|---|
| <i>Organization/Agency Name:</i> | Piedmont Regional Dental Clinic |
| <i>Street Name:</i> | 13296 James Madison Highway Orange, VA 22960 |
| <i>Mailing Address:</i> | PO Box 151 Orange, VA |
| <i>Agency Contact:</i> | Mary C Foley |
| <i>Telephone Number:</i> | (540)661-0008 |
| <i>E-mail Address – Agency Contact</i> | Mary.Foley@VAPRDC.org |
| <i>Agency's Web Address:</i> | www.VAPRDC.org |
| <i>Federal Tax ID#:</i> | 27-0625764 |
| <i>Audit:</i> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

| PURPOSE/NARRATIVE |
|--|
| <p>Missions and Goals: PRDC's mission is make affordable dental care accessible to all residents of Virginia's Piedmont.</p> |
| <p>Experience and Accomplishments: PRDC has treated over 11,850 patients since opening its doors in 2011. Our clinic provides care to over 1000 Madison residents from infants to seniors. We treat patients of all income levels but offer much lower fees to patients at or below 200% of the federal poverty level (about \$49,200 for a family of four). Approximately 94% of our patients receive Medicaid and/or reduced rates. We are maintaining the 200%</p> |

FPL threshold post-Medicaid expansion. Our nonprofit status and sliding scale fee schedule make it possible for many to receive dental care that would not otherwise be financially possible. 65% of our patients use Medicaid to pay for that care...we expect that percentage to increase in the coming years. More than half of our Madison patients use Medicaid. Only 13% of dentists in Virginia accept Medicaid because reimbursement rates average 64% of usual and customary fees. It is as a nonprofit that we can afford to see an unlimited number of Medicaid patients because we receive philanthropic support to cover unreimbursed costs. This year, communicating the nuances of a complicated new program to people who haven't had such coverage since they were children is a time-consuming, and therefore costly, process.

PRDC receives no support from the Commonwealth of Virginia.

To fulfill our mission, PRDC has created several programs designed to reach under-served populations in our four-county region.

- We started what is now Virginia's largest school-based dental exam program, Smile Time. One of PRDC's dentists and team visit the schools to provide exams and preventative care (i.e. cleanings, fluoride varnish and sealants) as well as detailed reports to parents on the state of their child's oral health. The program began at Waverly-Yowell in 2012. We have now examined over 5,400 Smile Time children in every primary and elementary school in Madison, Culpeper, Orange and Greene Counties. Over 90% of participating children use Medicaid to cover their care.
- We also run one of the largest free dental care events for low-income veterans in the Commonwealth. Most Americans do not realize that unless a veteran is homeless or 100% service-related disabled, they don't have a dental benefit once they separate from military service. Medicare doesn't provide a dental benefit either. Most of the veterans we care for each year are senior citizens. These veterans served our country in World War II, Korea, and Vietnam. We are also seeing more low-income younger vets from Afghanistan and Iraq. PRDC must raise approximately \$20,000 each year from philanthropic sources to continue this program. Approximately 10% of the veterans participating in 2018 were from Madison County. In fact, one Madison County Korean War-era veteran was selected to receive almost \$5000 in additional care after the event, from a new grant earmarked for that purpose. In all, the 2018 "Our Turn To Serve" event provided \$24,835 worth of oral health care to area veterans.
- One of the three largest health problems in the Culpeper/Madison/Orange area is lack of dental care according to a report by the Culpeper hospital system. Our Affordable Care program for uninsured adults from households under 200% of the FPL offers discounts from 40% - 80% off commercial rates. We have worked with area Free Clinics to provide the lowest fees possible for their patients including use of some grant monies that we raised for diabetic patients. We offer a walk-in extraction clinic every Monday where exam fees are waived for low-income patients wanting same day extractions. Our Medicaid patients, because they come from the lowest

income households, receive even lower fees if they wish to have a service, such as a filling, that is not covered by Medicaid.

- Senior Smile Time is a new program started in 2018 to reach residents at assisted living and dementia units, including Mountain View Nursing Home in Aroda. These are not independent living patients, they have extremely challenging health needs and their ability to travel away from the facility is a difficult logistical exercise. Many receive no dental care short of a dental emergency once they become residents. So PRDC brings exams, cleanings and preventative care to them. It also helps us monitor issues like dry mouth resulting from medications, ill-fitting dentures, and loose teeth that interfere with their ability to eat further complicating their health. PRDC works with the families to obtain permission to treat and to communicate the oral health status of their loved ones. We provide restorative care if requested by the family. PRDC also treats patients in residence at Dogwood Village and Mountainside Senior Living in Crozet. We expect the need for this program to grow as the population ages.

Benefits of Funding: PRDC wishes to continue providing service these under-served patients. We receive no state funding. To bridge the gap between what we receive from Medicaid or self-pay patients, we rely on donors like the County of Madison to help us chip away at the almost \$100,000 per year we must raise philanthropically. The other three counties we primarily serve (i.e. Culpeper, Greene and Orange) also provide annual support to our programs because they realize the benefit of our services for their citizens. Not only is there relief of pain and improved health outcomes for citizens, but the costs to social service organizations and ambulance runs to the ER that are reduced or avoided make it good business to support all points on the health safety net.

Please note that PRDC budgets are based on a July-June fiscal year. The final audit for the 16/17 fy is attached. The 17/18 audit is on-going, and I will forward a copy of the report when it is received.

Intention of Use:

Providing low-cost direct dental care to low-income children, veterans, uninsured adults, and senior citizens in Madison County.

FUNDING

Category of Funding

- Public Safety
- Health
- Arts/Culture

| | |
|-------------------------|--|
| | <input type="checkbox"/> General Community/Civic <input type="checkbox"/> Human Services <input type="checkbox"/> Education <input type="checkbox"/> Environment <input type="checkbox"/> Recreation |
| Funding Request: | \$5000 |

| | |
|--------------------------------|----------------------------------|
| Signature: <u>Mary C Foley</u> | Title: <u>Executive Director</u> |
| Printed Name: Mary C Foley | Date: January 11, 2019 |

Local Government Funding
2018

| Entity | Amount |
|------------------------|-----------------|
| Town of Orange | \$1,500 |
| County of Orange | \$5,000 |
| Town of Gordonsville | \$500 |
| County of Culpeper | \$1,500 |
| County of Madison | \$2,500 |
| County of Greene* | \$5,000 |
| Town of Stanardsville* | \$2,500 |
| | <u>\$18,500</u> |

* PRDC received the first-ever external entity grant from the Town of Stanardsville when we were pursuing a project in 2018 to open a bricks and mortar office in Stanardsville. The funding from Region X did not come through and PRDC voluntarily withdrew its grant request from VHCF. We returned the money to Town of Stanardsville. Similarly, the County of Greene doubled its annual contribution to the Clinic because of our efforts to open the new office there. We met with the Assistant County Manager and verbally "gave back" the increased portion of the funds (which had not been disbursed).

PATIENT STATUS

1/1/2016 - 12/31/2018 Procedure Date

Clinics: <ALL>

Providers: <ALL>

Billing Types: <ALL>

ADA Codes: <ALL>

Report Date: 1/11/2019

Report Generated By: MHINTERMAN

| REPORT | TOTA |
|-------------------------|-------|
| Homeless Status | 6,836 |
| County: <Unspecified> | 210 |
| <Unspecified> | 203 |
| Homeless Shelter | 7 |
| County: 22701 | 2 |
| <Unspecified> | 2 |
| County: 22960 | 1 |
| <Unspecified> | 1 |
| County: Albemarie | 1 |
| <Unspecified> | 1 |
| County: Albemarle | 242 |
| <Unspecified> | 242 |
| County: Albermarle | 6 |
| <Unspecified> | 6 |
| County: Albemarle | 1 |
| <Unspecified> | 1 |
| County: Amherst | 2 |
| <Unspecified> | 2 |
| County: Augusta | 6 |
| <Unspecified> | 6 |
| County: Augusta County | 1 |
| <Unspecified> | 1 |
| County: Barbourville | 1 |
| <Unspecified> | 1 |
| County: Buckingham | 6 |
| <Unspecified> | 6 |
| County: Cadmus | 1 |
| <Unspecified> | 1 |
| County: Campbell | 1 |
| <Unspecified> | 1 |
| County: Caroline | 4 |
| <Unspecified> | 4 |
| County: Charlottesville | 52 |
| <Unspecified> | 51 |
| Unknown | 1 |
| County: Crozet | 1 |
| <Unspecified> | 1 |
| County: Culepeper | 1 |
| <Unspecified> | 1 |

County: Culkpeper
<Unspecified>

1
1

Report Date: 1/11/2019

Report Generated By: MHINTERMAN

| REPORT | TOTA |
|--|----------------|
| County: Culoeoer <Unspecified> | 1 1 |
| County: Culpeper <Unspecified> | 2,094 2,080 |
| Homeless Shelter | 13 |
| Other | 1 |
| County: Culpepre <Unspecified> | 1 1 |
| County: Cuipper <Unspecified> | 1 1 |
| County: Cupeper <Unspecified> | 1 1 |
| County: Fairfax <Unspecified> | 1 1 |
| County: Faquier <Unspecified> | 1 1 |
| County: Fauqier <Unspecified> | 1 1 |
| County: Fauquier <Unspecified> | 25 25 |
| County: Fluvana <Unspecified> | 5 5 |
| County: Fluvanna <Unspecified> | 32 32 |
| County: Fluvanna County <Unspecified> | 1 1 |
| County: Fredericksburg <Unspecified> | 11 11 |
| County: Fredericksburge <Unspecified> | 1 1 |
| County: Fredricksburg <Unspecified> | 5 5 |
| County: Gaston <Unspecified> | 1 1 |
| County: Goochland <Unspecified> | 1 1 |
| County: Gordonsville <Unspecified> | 8 8 |
| County: Greeme <Unspecified> | 1 1 |
| County: Green <Unspecified> | 4 4 |
| County: Greene <Unspecified> | 464 462 |
| Doubling Up | 2 |

| | |
|----------------------|---|
| County: Halifax | 1 |
| <Unspecified> | 1 |
| County: Hanover | 1 |
| <Unspecified> | 1 |
| County: Harrisonburg | 2 |

Report Date: 1/11/2019
Report Generated By: MHINTERMAN

| REPORT | TOTA |
|-----------------------|-------|
| | 1 |
| <Unspecified> | 2 |
| County: Henrico | 9 |
| <Unspecified> | 9 |
| County: Hopewell | 1 |
| <Unspecified> | 1 |
| County: Keswick | 1 |
| <Unspecified> | 1 |
| County: King George | 3 |
| <Unspecified> | 3 |
| County: King William | 1 |
| Homeless Shelter | 1 |
| County: Locust Grove | 1 |
| <Unspecified> | 1 |
| County: Loudoun | 1 |
| <Unspecified> | 1 |
| County: Louisa | 366 |
| <Unspecified> | 366 |
| County: Madion | 1 |
| <Unspecified> | 1 |
| County: Madiosn | 5 |
| <Unspecified> | 5 |
| County: Madison | 703 |
| <Unspecified> | 698 |
| Doubling Up | 1 |
| Homeless Shelter | 1 |
| Street | 2 |
| Unknown | 1 |
| County: Madsion | 1 |
| <Unspecified> | 1 |
| County: Manassas | 1 |
| <Unspecified> | 1 |
| County: McGaheysville | 1 |
| <Unspecified> | 1 |
| County: Nelson | 5 |
| <Unspecified> | 5 |
| County: Oarnge | 1 |
| <Unspecified> | 1 |
| County: Ocean | 1 |
| <Unspecified> | 1 |
| County: Oramge | 1 |
| <Unspecified> | 1 |
| County: Orange | 2,384 |

| | |
|----------------|-------|
| <Unspecified> | 2,379 |
| Doubling Up | 2 |
| Street | 1 |
| Transitional | 1 |
| Unknown | 1 |
| County: Ornage | 1 |
| <Unspecified> | 1 |

Report Date: 1/11/2019 Report Generated By: MHINTERMAN

| REPORT | TOTAL |
|------------------------|-------|
| County: Page | 5 |
| <Unspecified> | 5 |
| County: Palm Beach | 1 |
| <Unspecified> | 1 |
| County: Portsmouth | 1 |
| <Unspecified> | 1 |
| County: Prince William | 11 |
| <Unspecified> | 11 |
| County: Rapidan | 1 |
| <Unspecified> | 1 |
| County: Rappahannock | 11 |
| <Unspecified> | 11 |
| County: Rappahanock | 4 |
| <Unspecified> | 4 |
| County: Rhoadesville | 1 |
| <Unspecified> | 1 |
| County: Richmond | 4 |
| <Unspecified> | 4 |
| County: Rockbridge | 2 |
| <Unspecified> | 2 |
| County: Rockingham | 3 |
| <Unspecified> | 3 |
| County: Ruckersville | 1 |
| <Unspecified> | 1 |
| County: Sposylvania | 1 |
| <Unspecified> | 1 |
| County: Spotsylvania | 3 |
| <Unspecified> | 3 |
| County: Spotsylvania | 78 |
| <Unspecified> | 78 |
| County: Spottsylvania | 1 |
| <Unspecified> | 1 |
| County: Spotysylvania | 2 |
| <Unspecified> | 2 |
| County: Stafford | 6 |
| <Unspecified> | 6 |
| County: Standardsville | 1 |
| <Unspecified> | 1 |
| County: Staunton | 1 |
| <Unspecified> | 1 |

| | |
|-----------------------|---|
| County: Unionville | 1 |
| <Unspecified> | 1 |
| County: Vienna | 1 |
| <Unspecified> | 1 |
| County: Warren County | 1 |
| <Unspecified> | 1 |
| County: Waynesboro | 2 |
| <Unspecified> | 2 |
| County: Woodstock | 1 |
| <Unspecified> | 1 |

Piedmont Regional Dental Clinic

Profit and Loss

July - November, 2018

| | Jul 2018 | Aug 2018 | Sep 2018 | Oct 2018 | Nov 2018 | Total |
|--|---------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Income | | | | | | 0.00 |
| 4000 Production | | | | | | 0.00 |
| 4001 Self Pay | | | | | | 145,798.68 |
| 4001.01 Self Pay - A | 17,922.04 | 37,095.39 | 25,085.12 | 32,958.02 | 32,738.11 | 139,976.00 |
| 4001.02 Self Pay - B | 18,227.00 | 39,863.00 | 22,083.00 | 33,360.00 | 26,443.00 | 139,976.00 |
| Total 4001 Self Pay | \$ 36,149.04 | \$ 76,958.39 | \$ 47,168.12 | \$ 66,318.02 | \$ 59,181.11 | \$ 285,774.68 |
| 4010 Medicaid | | | | | | 151,897.20 |
| 4010.01 Children | 23,826.06 | 37,947.00 | 22,597.50 | 39,081.17 | 28,445.47 | 118,503.21 |
| 4010.02 Adults | 22,042.54 | 19,286.79 | 22,196.45 | 33,779.25 | 21,198.18 | 118,503.21 |
| Total 4010 Medicaid | \$ 45,868.60 | \$ 57,233.79 | \$ 44,793.95 | \$ 72,860.42 | \$ 49,643.65 | \$ 270,400.41 |
| 4012 EARNED GRANT REVENUE | | | | | | 14,709.00 |
| 4012.01 | 3,023.00 | 2,697.00 | 2,322.00 | 3,822.00 | 2,845.00 | 14,709.00 |
| Total 4000 Production | \$ 85,040.64 | \$ 136,889.18 | \$ 94,284.07 | \$ 143,000.44 | \$ 111,669.76 | \$ 570,884.09 |
| 4900 Adjmnts/Discnts/Rfnds/W-offs | | | | | | 0.00 |
| 4900.04 Previous month adjustments | -7,813.40 | -10,034.31 | -14,095.97 | -11,825.41 | -9,313.57 | -53,082.66 |
| 4900.06 Bad Debt Write Off | | | | | 166.00 | 166.00 |
| Total 4900 Adjmnts/Discnts/Rfnds/W-offs | -\$ 7,813.40 | -\$ 10,034.31 | -\$ 14,095.97 | -\$ 11,825.41 | -\$ 9,147.57 | -\$ 52,916.66 |
| Total Income | \$ 77,227.24 | \$ 126,854.87 | \$ 80,188.10 | \$ 131,175.03 | \$ 102,522.19 | \$ 517,967.43 |
| Cost of Goods Sold | | | | | | 0.00 |
| 5010 Dental Supplies | | | | | | 2,437.96 |
| 5010.01 Oxygen/ Nitrous | 356.63 | 703.11 | 368.19 | 657.77 | 352.26 | 40,234.57 |
| 5010.02 Consumable Supplies | 6,338.11 | 6,413.66 | 3,239.72 | 13,143.24 | 11,099.84 | 5,038.50 |
| 5010.03 Equipment | | 3,178.43 | 498.14 | 1,315.13 | 46.80 | 47,711.03 |
| Total 5010 Dental Supplies | \$ 6,694.74 | \$ 10,295.20 | \$ 4,106.05 | \$ 15,116.14 | \$ 11,498.90 | \$ 47,711.03 |
| 5020 Other Dental Expenses | | | | | | 12,987.50 |
| 5020.01 Laboratory Expenses | 1,288.35 | 3,001.95 | 2,502.40 | 6,129.15 | 65.65 | 176.65 |
| 5020.02 Waste Disposal | | | 176.65 | | | 883.85 |
| 5020.03 Dental Equipment Maintenance | 334.46 | 230.00 | | 319.39 | | -249.85 |
| 5020.05 Licensing Costs | -300.00 | | | | 50.15 | 1,161.66 |
| 5020.07 Other Costs of Services - COS | 695.83 | 465.83 | | | | |

Piedmont Regional Dental Clinic

Profit and Loss

July - November, 2018

| | | | | | | |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| | | | 1,971.69 | 1,822.23 | 1,193.23 | 4,987.15 |
| 5020.08 Dental IT | | | \$ 4,650.74 | \$ 8,270.77 | \$ 1,309.03 | \$ 19,946.96 |
| Total 5020 Other Dental Expenses | \$ 2,018.64 | \$ 3,697.78 | | | | 0.00 |
| 5090 Dental Salaries & Services | | | 18,000.00 | 27,250.00 | 23,000.00 | 109,214.15 |
| 5090.01 Dentist Salaries | 20,164.15 | 20,800.00 | 5,212.20 | 8,659.20 | 8,529.15 | 30,112.93 |
| 5090.02 Hygienist Salaries | 3,820.25 | 3,892.13 | 10,683.07 | 14,315.17 | 13,715.35 | 61,998.39 |
| 5090.03 Dental Assistant Salaries | 11,283.57 | 12,001.23 | | | | |
| Total 5090 Dental Salaries & Services | \$ 35,267.97 | \$ 36,693.36 | \$ 33,895.27 | \$ 50,224.37 | \$ 45,244.50 | \$ 201,325.47 |
| 5091 Contract Labor - COS | | | 800.00 | 4,400.00 | | 6,200.00 |
| 5091.01 Dentist - Contractual Services | 1,000.00 | | | | | |
| Total 5091 Contract Labor - COS | \$ 1,000.00 | \$ 0.00 | \$ 800.00 | \$ 4,400.00 | \$ 0.00 | \$ 6,200.00 |
| 5093 Payroll Taxes & Benefits | | | 2,571.95 | 2,624.46 | 2,187.62 | 12,840.37 |
| 5093.01 FICA/MC | 2,670.31 | 2,786.03 | 76.36 | 277.59 | 170.74 | 720.59 |
| 5093.02 SUTA | 89.95 | 105.95 | 897.94 | 2,053.72 | 1,236.76 | 5,395.44 |
| 5093.04 Medical Ins | 811.00 | 396.02 | 133.36 | 192.95 | 189.37 | 830.52 |
| 5093.05 Worker's Comp Ins | 145.45 | 169.39 | 612.68 | -251.49 | 644.18 | 2,775.40 |
| 5093.06 Accrued Vacation | 581.38 | 1,188.65 | | 161.34 | -97.16 | 64.18 |
| 5093.07 Dental Insurance | | | | | | |
| Total 5093 Payroll Taxes & Benefits | \$ 4,298.09 | \$ 4,646.04 | \$ 4,292.29 | \$ 5,058.57 | \$ 4,331.51 | \$ 22,626.50 |
| 5094 VCU | | | 6,000.00 | 10,000.00 | 8,000.00 | 38,400.00 |
| 5094.01 Salaries | 7,200.00 | 7,200.00 | 50.00 | 200.00 | | 450.00 |
| 5094.09 Student Stipend | | 200.00 | | | | |
| Total 5094 VCU | \$ 7,200.00 | \$ 7,400.00 | \$ 6,050.00 | \$ 10,200.00 | \$ 8,000.00 | \$ 38,850.00 |
| Total Cost of Goods Sold | \$ 56,479.44 | \$ 62,732.38 | \$ 53,794.35 | \$ 93,269.85 | \$ 70,383.94 | \$ 336,659.96 |
| Gross Profit | \$ 20,747.80 | \$ 64,122.49 | \$ 26,393.75 | \$ 37,905.18 | \$ 32,138.25 | \$ 181,307.47 |
| Expenses | | | | | | 0.00 |
| 6000 Operating Expenses | | | 2,452.32 | 4,244.20 | 844.72 | 7,732.89 |
| 6000.01 Advertising and Promotion | 74.00 | 117.65 | | | | 162.95 |
| 6000.02 Outreach | | 162.95 | 1,483.47 | 898.44 | 1,687.58 | 6,917.20 |
| 6000.03 Bank & Other Service Charges | 843.18 | 2,004.53 | | | | 1,000.00 |
| 6000.05 Consultant | 1,000.00 | | | | | |

Piedmont Regional Dental Clinic

Profit and Loss

July - November, 2018

| | | | | | | | |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|--|
| | | | | | | | |
| 6000.08 Legal & Accounting | 783.44 | 2,521.77 | 2,812.14 | 2,688.71 | 1,375.00 | 10,181.06 | |
| 6000.09 Recruiter | | 30.00 | 30.00 | | | 60.00 | |
| 6000.12 IT/Software | 1,537.80 | 1,474.90 | 1,345.26 | 655.97 | 1,204.54 | 6,218.47 | |
| 6000.13 Memberships & Assn | 371.00 | | | | | 371.00 | |
| 6000.14 Publications | 198.40 | | | | | 198.40 | |
| Total 6000 Operating Expenses | \$ 4,807.82 | \$ 6,311.80 | \$ 8,123.19 | \$ 8,487.32 | \$ 5,111.84 | \$ 32,841.97 | |
| 6100 Facilities and Office | | | | | | 0.00 | |
| 6100.01 Rent | 5,000.00 | 5,000.00 | 5,000.00 | 5,000.00 | 5,000.00 | 25,000.00 | |
| 6100.02 Telephone & Communications | 394.22 | 394.17 | 577.22 | 379.83 | 377.70 | 2,123.14 | |
| 6100.03 Electric, water, sewer | 885.94 | 1,066.76 | 1,067.79 | 1,083.24 | 1,091.48 | 5,195.21 | |
| 6100.04 Office Supplies | 555.80 | 1,676.84 | 314.99 | 337.41 | 559.41 | 3,444.45 | |
| 6100.05 Facility/Cleaning Supplies | 39.74 | | 41.02 | | 8.48 | 89.24 | |
| 6100.06 Postage & Shipping | 245.42 | 83.52 | 150.33 | 131.70 | 67.93 | 678.90 | |
| 6100.07 Stationery & Printing | 55.06 | 4,281.06 | 747.50 | 409.36 | 96.48 | 5,589.46 | |
| 6100.08 Cleaning Services | 800.00 | 800.00 | 2,465.00 | 685.00 | | 4,750.00 | |
| 6100.09 Repair & Maintenance | 150.00 | 867.64 | 435.00 | 1,850.00 | | 3,302.64 | |
| Total 6100 Facilities and Office | \$ 8,126.18 | \$ 14,169.99 | \$ 10,798.85 | \$ 9,876.54 | \$ 7,201.48 | \$ 50,173.04 | |
| 6200 Insurance | | | 422.60 | | | 422.60 | |
| 6200.01 Directors & Officers | | 1,176.00 | | 588.00 | | 1,764.00 | |
| 6200.03 Commerical | 510.00 | 851.00 | 654.00 | 654.00 | 654.00 | 3,323.00 | |
| Total 6200 Insurance | \$ 510.00 | \$ 2,027.00 | \$ 1,076.60 | \$ 1,242.00 | \$ 654.00 | \$ 5,509.60 | |
| 7000 Admin Expenses | | | | | | 0.00 | |
| 7001 Salaries | | | | | | 0.00 | |
| 7001.01 Salary Expense - Admin | 12,659.38 | 17,125.72 | 15,553.59 | 17,315.96 | 16,079.48 | 78,734.13 | |
| Total 7001 Salaries | \$ 12,659.38 | \$ 17,125.72 | \$ 15,553.59 | \$ 17,315.96 | \$ 16,079.48 | \$ 78,734.13 | |
| 7100 Payroll Taxes & Benefits - Admin | | | | | | 0.00 | |
| 7100.01 FICA/MC | 891.52 | 1,237.49 | 1,117.19 | 1,248.53 | 1,159.82 | 5,654.55 | |
| 7100.02 SUTA | 0.00 | 6.73 | 8.60 | 22.15 | 18.07 | 55.55 | |
| 7100.04 Medical Insurances | 2,160.37 | 3,166.12 | 2,216.60 | 147.29 | 2,293.32 | 9,983.70 | |
| 7100.05 Workers Comp Ins | 48.49 | 56.58 | 44.45 | 71.54 | 63.10 | 284.16 | |

Piedmont Regional Dental Clinic

Profit and Loss

July - November, 2018

| | | | | | | | |
|--|----------------------|---------------------|----------------------|---------------------|---------------------|----------------------|--|
| | | | | | | | |
| 7100.06 Accrued Vacation | -886.74 | 1,066.72 | 469.09 | 241.90 | 244.67 | 1,135.64 | |
| 7100.07 Dental Insurance Premiums | | | | 160.26 | -45.76 | 114.50 | |
| Total 7100 Payroll Taxes & Benefits - Admin | \$ 2,213.64 | \$ 5,533.64 | \$ 3,855.93 | \$ 1,891.67 | \$ 3,733.22 | \$ 17,228.10 | |
| 7200 Other Admin Expenses | | | | | | 0.00 | |
| 7200.02 Background Check | | 19.95 | | 80.00 | | 99.95 | |
| 7200.03 Staff Appreciation | 346.59 | 194.28 | 145.58 | 181.06 | | 867.51 | |
| 7200.04 Staff Training | | 228.95 | 95.00 | 999.98 | 848.54 | 2,172.47 | |
| Total 7200 Other Admin Expenses | \$ 346.59 | \$ 443.18 | \$ 240.58 | \$ 1,261.04 | \$ 848.54 | \$ 3,139.93 | |
| 7500 Travel | | | | | | 0.00 | |
| 7500.01 Travel Mileage | | | | 206.65 | 104.63 | 311.28 | |
| 7500.02 Travel Meals | | | 33.79 | | | 33.79 | |
| 7500.03 Lodging | | | | 134.77 | | 134.77 | |
| Total 7500 Travel | \$ 0.00 | \$ 0.00 | \$ 33.79 | \$ 341.42 | \$ 104.63 | \$ 479.84 | |
| 7600 Staff Expenses | | | | | 80.00 | 80.00 | |
| 7710 Vehicle Expenses | | 45.75 | | | | 45.75 | |
| 7710.01 Fuel | 45.15 | | 50.01 | 50.36 | 43.40 | 188.92 | |
| 7710.03 Repair and Maintenance | 299.71 | 119.91 | | 218.04 | 117.55 | 755.21 | |
| Total 7710 Vehicle Expenses | \$ 344.86 | \$ 165.66 | \$ 50.01 | \$ 268.40 | \$ 160.95 | \$ 989.88 | |
| 7900 Depreciation Expense | | | | | | 0.00 | |
| 7900.11 Depreciation-Dental Equipment | 1,808.88 | 1,808.88 | 1,808.88 | 1,808.88 | 1,808.88 | 9,044.40 | |
| 7900.12 Depreciation-Office Equipment | 258.66 | 258.66 | 258.66 | 258.66 | 258.66 | 1,293.30 | |
| Total 7900 Depreciation Expense | \$ 2,067.54 | \$ 2,067.54 | \$ 2,067.54 | \$ 2,067.54 | \$ 2,067.54 | \$ 10,337.70 | |
| Total 7000 Admin Expenses | \$ 17,632.01 | \$ 25,335.74 | \$ 21,801.44 | \$ 23,146.03 | \$ 23,074.36 | \$ 110,989.58 | |
| 8000 Miscellaneous Expenses | | 233.74 | 24.22 | | 35.07 | 293.03 | |
| 8500 Taxes & Licenses | | | | 68.44 | | 68.44 | |
| Total Expenses | \$ 31,076.01 | \$ 48,078.27 | \$ 41,824.30 | \$ 42,820.33 | \$ 36,076.75 | \$ 199,875.66 | |
| Net Operating Income | -\$ 10,328.21 | \$ 16,044.22 | -\$ 15,430.55 | -\$ 4,915.15 | -\$ 3,938.50 | -\$ 18,568.19 | |
| Other Income | | | | | | 29.99 | |
| 9000 Other Income | 29.99 | | | | | 0.00 | |
| 9020 Donations | | | | | | | |

Piedmont Regional Dental Clinic

Profit and Loss

July - November, 2018

| | | | | | | | |
|------------------------------------|--------------|--------------|--------------|--------------|--------------|----------|--------------|
| | | | | | | 5,200.00 | 5,733.40 |
| 9021 Individuals | 533.40 | | | | | | 13,500.00 |
| 9022 Business | 5,000.00 | | 6,000.00 | 2,500.00 | | 5.99 | 32.97 |
| 9023 Foundations | | 9.30 | | 17.68 | | | 0.00 |
| 9025 Local Funds | | | 5,000.00 | | | | 5,000.00 |
| 9025.03 County of Greene | | | 1,000.00 | | | | 1,000.00 |
| 9025.04 Town of Gordonsville | | | | | -2,500.00 | | -2,500.00 |
| 9025.07 Town of Stanardsville | | | | | | | 3,500.00 |
| Total 9025 Local Funds | \$ 0.00 | \$ 0.00 | \$ 6,000.00 | \$ 0.00 | -\$ 2,500.00 | | \$ 605.00 |
| 9026 Faith Based Donations | | | 355.00 | | 250.00 | | 23,371.37 |
| Total 9020 Donations | \$ 5,533.40 | \$ 9.30 | \$ 12,355.00 | \$ 2,517.68 | \$ 2,955.99 | | 0.00 |
| 9040 Grants | | | | | | | 3,882.65 |
| 9040.03 Other Miscellaneous Income | 2,017.99 | 1,864.66 | | | | | 3,882.65 |
| Total 9040 Grants | \$ 2,017.99 | \$ 1,864.66 | \$ 0.00 | \$ 0.00 | \$ 0.00 | | 67.25 |
| 9990 Interest Income | 9.82 | 15.49 | 15.47 | 16.73 | | 9.74 | 30.00 |
| 9999 Miscellaneous Income | | | | | | 30.00 | 30.00 |
| Total Other Income | \$ 7,591.20 | \$ 1,889.45 | \$ 12,370.47 | \$ 2,534.41 | \$ 2,995.73 | | \$ 27,381.26 |
| Other Expenses | | | | | | 0.00 | 0.00 |
| Reconciliation Discrepancies | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | | \$ 0.00 |
| Total Other Expenses | \$ 7,591.20 | \$ 1,889.45 | \$ 12,370.47 | \$ 2,534.41 | \$ 2,995.73 | | \$ 27,381.26 |
| Net Other Income | -\$ 2,737.01 | \$ 17,933.67 | -\$ 3,060.08 | -\$ 2,380.74 | -\$ 942.77 | | \$ 8,813.07 |
| Net Income | | | | | | | |

Tuesday, Jan 08, 2019 11:04:01 AM GMT-8 - Accrual Basis

Piedmont Regional Dental Clinic Proposed Budget Overview: FY20

July 2019 - June 2020

| | Jul-19 | Aug-19 | Sep-19 | Oct-19 | Nov-19 | Dec-19 | Jan-20 | Feb-20 | Mar-20 | Apr-20 | May-20 | Jun-20 |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------|
| 6000.13 Memberships & Assn | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 12 |
| 6000.14 Publications | 0.00 | 0.00 | 580.42 | 0.00 | 36.05 | 0.00 | 27.81 | 2.32 | 4.64 | 4.64 | | |
| Total 6000 Operating Expenses | \$ 6,442.65 | \$ 6,442.65 | \$ 7,023.07 | \$ 6,442.65 | \$ 9,265.56 | \$ 6,442.65 | \$ 6,470.46 | \$ 6,444.97 | \$ 6,447.29 | \$ 6,447.29 | \$ 6,447.29 | \$ 6,56 |
| 6100 Facilities and Office | | | | | | | | | | | | |
| 6100.01 Rent | 5,150.00 | 5,150.00 | 5,150.00 | 5,150.00 | 5,150.00 | 5,150.00 | 5,150.00 | 5,150.00 | 5,150.00 | 5,150.00 | 5,150.00 | 5,15 |
| 6100.02 Telephone & Communications | 1,940.42 | 318.73 | 164.42 | 1,294.55 | 690.38 | 687.61 | 340.37 | 289.76 | 404.99 | 387.53 | 387.53 | 31 |
| 6100.03 Electric, water, sewer | 1,056.78 | 1,056.78 | 1,056.78 | 1,056.78 | 1,056.78 | 1,056.78 | 1,056.78 | 1,056.78 | 1,056.78 | 1,056.78 | 1,056.78 | 1,05 |
| 6100.04 Office Supplies | 566.50 | 566.50 | 566.50 | 566.50 | 566.50 | 566.50 | 566.50 | 566.50 | 566.50 | 566.50 | 566.50 | 5 |
| 6100.05 Facility/Cleaning Supplies | 103.00 | 103.00 | 103.00 | 103.00 | 103.00 | 103.00 | 103.00 | 103.00 | 103.00 | 103.00 | 103.00 | 1 |
| 6100.06 Postage & Shipping | 206.00 | 206.00 | 206.00 | 206.00 | 206.00 | 206.00 | 206.00 | 206.00 | 206.00 | 206.00 | 206.00 | 2 |
| 6100.07 Stationery & Printing | 257.50 | 257.50 | 257.50 | 257.50 | 257.50 | 257.50 | 257.50 | 257.50 | 257.50 | 257.50 | 257.50 | 2 |
| 6100.08 Cleaning Services | 515.00 | 515.00 | 772.50 | 772.50 | 772.50 | 772.50 | 772.50 | 772.50 | 772.50 | 772.50 | 772.50 | 7 |
| 6100.09 Repair & Maintenance | 515.00 | 515.00 | 515.00 | 515.00 | 515.00 | 515.00 | 515.00 | 515.00 | 515.00 | 515.00 | 515.00 | 5 |
| Total 6100 Facilities and Office | \$ 10,310.20 | \$ 8,688.51 | \$ 8,791.70 | \$ 9,921.83 | \$ 9,317.66 | \$ 9,314.89 | \$ 8,967.65 | \$ 8,917.04 | \$ 9,032.27 | \$ 9,014.81 | \$ 9,014.81 | \$ 9,0 |
| 6200 Insurance | | | | | | | | | | | | |
| 6200.01 Directors & Officers | 175.44 | 175.44 | 175.44 | 167.02 | 167.02 | 167.02 | 167.02 | 167.02 | 167.02 | 167.02 | 167.02 | 167.02 |
| 6200.03 Commerical | 1,583.11 | 0.00 | 0.00 | 1,583.11 | 0.00 | 0.00 | 1,583.11 | 0.00 | 0.00 | 1,583.11 | 1,583.11 | |
| Total 6200 Insurance | \$ 1,758.55 | \$ 175.44 | \$ 175.44 | \$ 1,750.13 | \$ 167.02 | \$ 167.02 | \$ 1,750.13 | \$ 167.02 | \$ 167.02 | \$ 167.02 | \$ 1,750.13 | \$ |
| 7000 Admin Expenses | | | | | | | | | | | | |
| 7001 Salaries | | | | | | | | | | | | |
| 7001.01 Salary Expense - Admin | 15,060.66 | 18,751.17 | 16,958.98 | 18,955.14 | 20,688.86 | 17,915.25 | 19,977.09 | 18,145.72 | 18,113.22 | 19,704.65 | 19,704.65 | 19 |
| Total 7001 Salaries | \$ 15,060.66 | \$ 18,751.17 | \$ 16,958.98 | \$ 18,955.14 | \$ 20,688.86 | \$ 17,915.25 | \$ 19,977.09 | \$ 18,145.72 | \$ 18,113.22 | \$ 19,704.65 | \$ 19,704.65 | \$ 19 |
| 7100 Payroll Taxes & Benefits - Admin | | | | | | | | | | | | |
| 7100.01 FICA/MC | 1,152.14 | 1,434.46 | 1,297.36 | 1,450.06 | 1,582.70 | 1,370.56 | 1,528.25 | 1,388.15 | 1,385.66 | 1,507.41 | 1,507.41 | 1 |
| 7100.02 SUTA | 120.49 | 150.01 | 135.67 | 151.64 | 165.51 | 143.32 | 159.81 | 145.17 | 144.91 | 157.64 | 157.64 | |
| 7100.04 Medical Insurances | 2,183.80 | 2,718.92 | 2,459.05 | 2,748.49 | 2,999.89 | 2,597.78 | 2,896.68 | 2,631.12 | 2,626.42 | 2,857.18 | 2,857.18 | 2 |
| 7100.05 Workers Comp Ins | 75.30 | 93.76 | 84.80 | 94.78 | 103.44 | 89.58 | 99.89 | 90.73 | 90.57 | 98.52 | 98.52 | |
| 7100.06 Accrued Vacation | 515.00 | 515.00 | 515.00 | 515.00 | 515.00 | 515.00 | 515.00 | 515.00 | 515.00 | 515.00 | 515.00 | |
| Total 7100 Payroll Taxes & Benefits - Admin | \$ 4,046.73 | \$ 4,912.15 | \$ 4,491.88 | \$ 4,959.98 | \$ 5,366.54 | \$ 4,716.25 | \$ 5,199.64 | \$ 4,770.18 | \$ 4,762.56 | \$ 5,135.74 | \$ 5,135.74 | \$ |

Piedmont Regional Dental Clinic Proposed Budget Overview: FY20

July 2019 - June 2020

| | Jul-19 | Aug-19 | Sep-19 | Oct-19 | Nov-19 | Dec-19 | Jan-20 | Feb-20 | Mar-20 | Apr-20 | May-20 |
|--|---------------------|---------------------|---------------------|---------------------|----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| 7200 Other Admin Expenses | | | | | | | | | | | |
| 7200.02 Background Check | 103.00 | 103.00 | 103.00 | 103.00 | 103.00 | 103.00 | 103.00 | 103.00 | 103.00 | 103.00 | 103.00 |
| 7200.03 Staff Appreciation | 154.50 | 154.50 | 154.50 | 154.50 | 154.50 | 154.50 | 154.50 | 154.50 | 154.50 | 154.50 | 154.50 |
| 7200.04 Staff Training | 257.50 | 257.50 | 257.50 | 257.50 | 257.50 | 257.50 | 257.50 | 257.50 | 257.50 | 257.50 | 257.50 |
| Total 7200 Other Admin Expenses | \$ 515.00 | \$ 515.00 | \$ 515.00 | \$ 515.00 | \$ 515.00 | \$ 515.00 | \$ 515.00 |
| 7500 Travel | | | | | | | | | | | |
| 7500.01 Travel Mileage | 51.50 | 51.50 | 51.50 | 51.50 | 51.50 | 51.50 | 51.50 | 51.50 | 51.50 | 51.50 | 51.50 |
| Total 7500 Travel | \$ 51.50 | \$ 51.50 | \$ 51.50 | \$ 51.50 | \$ 51.50 | \$ 51.50 | \$ 51.50 |
| 7600 Staff Expenses | | | | | | | | | | | |
| 7710 Vehicle Expenses | | | | | | | | | | | |
| 7710.01 Fuel | 133.90 | 41.20 | 0.00 | 0.00 | 0.00 | 0.00 | 82.40 | 0.00 | 0.00 | 0.00 | 0.00 |
| 7710.03 Repair and Maintenance | 103.00 | 103.00 | 103.00 | 103.00 | 103.00 | 103.00 | 103.00 | 103.00 | 103.00 | 103.00 | 103.00 |
| Total 7710 Vehicle Expenses | \$ 206.00 | \$ 206.00 | \$ 206.00 | \$ 206.00 | \$ 206.00 | \$ 206.00 | \$ 206.00 |
| 7900 Depreciation Expense | | | | | | | | | | | |
| 7900.11 Depreciation-Dental Equipment | 731.30 | 731.30 | 731.30 | 731.30 | 731.30 | 731.30 | 731.30 | 731.30 | 731.30 | 731.30 | 731.30 |
| 7900.12 Depreciation-Office Equipment | 175.10 | 175.10 | 175.10 | 175.10 | 175.10 | 175.10 | 175.10 | 175.10 | 175.10 | 175.10 | 175.10 |
| Total 7900 Depreciation Expense | \$ 906.40 | \$ 906.40 | \$ 906.40 | \$ 906.40 | \$ 906.40 | \$ 906.40 | \$ 906.40 |
| Total 7000 Admin Expenses | \$ 20,920.19 | \$ 25,383.42 | \$ 23,129.76 | \$ 25,594.02 | \$ 27,734.30 | \$ 24,310.40 | \$ 26,938.02 | \$ 24,594.79 | \$ 24,554.67 | \$ 26,519.30 | \$ 26,519.30 |
| 8000 Miscellaneous Expenses | 103.00 | 103.00 | 103.00 | 103.00 | 103.00 | 103.00 | 103.00 | 103.00 | 103.00 | 103.00 | 103.00 |
| 8500 Taxes & Licenses | 103.00 | 0.00 | 0.00 | 73.39 | 51.50 | 52.29 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Expenses | \$ 39,637.58 | \$ 40,793.03 | \$ 39,222.97 | \$ 43,885.01 | \$ 46,639.04 | \$ 40,390.26 | \$ 44,229.27 | \$ 40,226.83 | \$ 40,304.25 | \$ 43,834.52 | \$ 43,834.52 |
| Net Operating Income | \$ 7,274.01 | \$ 7,067.17 | -\$ 4,231.93 | -\$ 1,762.64 | -\$ 22,017.43 | -\$ 9,895.45 | -\$ 2,618.01 | -\$ 75.90 | -\$ 1,533.12 | \$ 2,800.47 | \$ 2,800.47 |
| Other Income | | | | | | | | | | | |
| 9000 Other Income | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 9020 Donations | | | | 406.85 | 7,982.50 | 1,545.00 | 103.00 | 5,150.00 | 4,041.57 | | 0.00 |
| 9021 Individuals | 0.00 | 0.00 | 0.00 | 0.00 | 1,030.00 | 0.00 | 0.00 | 10,300.00 | 0.00 | 5,150.00 | |
| 9022 Business | 0.00 | 0.00 | 2,575.00 | | | | | | | | |
| 9023 Foundations | | | | | | | | | | | |
| 9023.02 Foundations Unrestricted | 0.00 | 6,708.85 | 2,575.00 | 0.00 | 12.05 | 5,150.00 | 0.00 | 17.54 | 2,575.00 | 11.27 | |

Piedmont Regional Dental Clinic Proposed Budget Overview: FY20

July 2019 - June 2020

| | Jul-19 | Aug-19 | Sep-19 | Oct-19 | Nov-19 | Dec-19 | Jan-20 | Feb-20 | Mar-20 | Apr-20 | May-20 |
|------------------------------------|--------------|--------------|-------------|--------------|---------------|--------------|--------------|--------------|-------------|-------------|---------|
| Total 9023 Foundations | \$ 0.00 | \$ 6,708.85 | \$ 2,575.00 | \$ 0.00 | \$ 12.05 | \$ 5,150.00 | \$ 0.00 | \$ 17.54 | \$ 2,575.00 | \$ 11.27 | \$ |
| 9024 Clubs/Civic | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 458.35 | 0.00 | 257.50 | 0.00 | 0.00 | |
| 9025 Local Funds | | | | | | | | | | | 3.60 |
| 9025.01 Town of Orange | 515.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 9025.03 County of Greene | 0.00 | 0.00 | 1,339.00 | 0.00 | 0.00 | 1,339.00 | 0.00 | 0.00 | 1,339.00 | 0.00 | 2.57 |
| 9025.05 Madison County | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1.54 |
| 9025.06 County of Culpeper | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 7.72 |
| Total 9025 Local Funds | \$ 515.00 | \$ 0.00 | \$ 1,339.00 | \$ 0.00 | \$ 0.00 | \$ 1,339.00 | \$ 0.00 | \$ 0.00 | \$ 1,339.00 | \$ 0.00 | \$ 7.72 |
| 9026 Faith Based Donations | 0.00 | 0.00 | 365.65 | 0.00 | 0.00 | 623.15 | 0.00 | 0.00 | 365.65 | 0.00 | |
| Total 9020 Donations | \$ 515.00 | \$ 6,708.85 | \$ 6,854.65 | \$ 406.85 | \$ 9,024.55 | \$ 9,115.50 | \$ 103.00 | \$ 15,725.04 | \$ 8,321.22 | \$ 5,161.27 | \$ 7.72 |
| 9040 Grants | | | | | | | | | | | 7 |
| 9040.03 Other Miscellaneous Income | 3,791.99 | 11,658.01 | 0.00 | 0.00 | 2,492.47 | 2,875.44 | 621.21 | 1,206.01 | 0.00 | 612.04 | 7 |
| Total 9040 Grants | \$ 3,791.99 | \$ 11,658.01 | \$ 0.00 | \$ 0.00 | \$ 2,492.47 | \$ 2,875.44 | \$ 621.21 | \$ 1,206.01 | \$ 0.00 | \$ 612.04 | \$ 7 |
| 9990 Interest Income | 6.77 | 11.81 | 5.56 | 4.17 | 3.21 | 3.99 | 3.32 | 3.77 | 3.70 | 5.70 | |
| 9999 Miscellaneous Income | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Total Other Income | \$ 4,313.75 | \$ 18,378.68 | \$ 6,860.21 | \$ 411.02 | \$ 11,520.23 | \$ 11,994.93 | \$ 727.53 | \$ 16,934.82 | \$ 8,324.91 | \$ 5,779.00 | \$ 8.4 |
| Net Other Income | \$ 4,313.75 | \$ 18,378.68 | \$ 6,860.21 | \$ 411.02 | \$ 11,520.23 | \$ 11,994.93 | \$ 727.53 | \$ 16,934.82 | \$ 8,324.91 | \$ 5,779.00 | \$ 8.4 |
| Net Income | \$ 11,587.77 | \$ 25,445.85 | \$ 2,628.28 | -\$ 1,351.62 | -\$ 10,497.20 | \$ 2,099.48 | -\$ 1,890.48 | \$ 16,858.92 | \$ 6,791.79 | \$ 8,579.47 | \$ 9.4 |

Tuesday, Jan 08, 2019 11:05:21 AM GMT-8 - Accrual Basis

Piedmont Regional Dental Clinic
Budget Overview: FY19 - FY19 P&L
 July 2018 - June 2019

| | Jul 2018 | Aug 2018 | Sep 2018 | Oct 2018 | Nov 2018 | Dec 2018 | Jan 2019 | Feb 2019 | Mar 2019 | Apr 2019 | May 2019 | Jun 2019 | Total |
|---|---------------|---------------|--------------|---------------|--------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|-----------------|
| Income | | | | | | | | | | | | | 0.00 |
| 4000 Production | | | | | | | | | | | | | 0.00 |
| 4001 Self Pay | | | | | | | | | | | | | 346,634.78 |
| 4001.01 Self Pay - A | 29,347.11 | 33,749.18 | 26,412.40 | 33,749.18 | 26,412.40 | 24,945.05 | 28,914.47 | 27,447.11 | 28,914.47 | 30,381.83 | 28,914.47 | 27,447.11 | 185,833.33 |
| 4001.02 Self Pay - B | 15,232.24 | 17,517.08 | 13,709.02 | 17,517.08 | 13,709.02 | 12,947.40 | 15,993.85 | 15,232.24 | 15,993.85 | 16,755.46 | 15,993.85 | 15,232.24 | 532,468.11 |
| Total 4001 Self Pay | \$ 44,579.35 | \$ 51,266.26 | \$ 40,121.42 | \$ 51,266.26 | \$ 40,121.42 | \$ 37,892.45 | \$ 44,908.32 | \$ 42,679.35 | \$ 44,908.32 | \$ 47,137.29 | \$ 44,908.32 | \$ 42,679.35 | \$ 532,468.11 |
| 4010 Medicaid | | | | | | | | | | | | | 0.00 |
| 4010.01 Children | 36,964.26 | 42,508.90 | 33,267.83 | 42,508.90 | 33,267.83 | 31,419.62 | 38,812.47 | 36,964.26 | 38,812.47 | 40,660.69 | 38,812.47 | 36,964.26 | 450,963.96 |
| 4010.02 Adults | 18,456.39 | 21,224.84 | 16,610.75 | 21,224.84 | 16,610.75 | 15,687.93 | 21,279.21 | 20,356.39 | 21,279.21 | 22,202.02 | 21,279.21 | 20,356.39 | 236,567.93 |
| Total 4010 Medicaid | \$ 55,420.65 | \$ 63,733.74 | \$ 49,878.58 | \$ 63,733.74 | \$ 49,878.58 | \$ 47,107.55 | \$ 60,091.68 | \$ 57,320.65 | \$ 60,091.68 | \$ 62,862.71 | \$ 60,091.68 | \$ 57,320.65 | \$ 687,531.89 |
| Total 4000 Production | \$ 100,000.00 | \$ 115,000.00 | \$ 90,000.00 | \$ 115,000.00 | \$ 90,000.00 | \$ 85,000.00 | \$ 105,000.00 | \$ 100,000.00 | \$ 105,000.00 | \$ 110,000.00 | \$ 105,000.00 | \$ 100,000.00 | \$ 1,220,000.00 |
| 4900 Adjmnts/Discnts/Rfnds/W-offs | 1,511.20 | -1,696.02 | 6,759.85 | -8,776.82 | -3,037.71 | 927.06 | -3,035.52 | -2,902.98 | -7,239.07 | -3,333.32 | 0.00 | 0.00 | -20,823.33 |
| 4900.90 Refunds | 0.00 | 0.00 | -11.00 | -65.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -66.00 | 0.00 | -142.00 |
| Total 4900 Adjmnts/Discnts/Rfnds/W-offs | \$ 1,511.20 | \$ -1,696.02 | \$ 6,748.85 | \$ -8,841.82 | \$ -3,037.71 | \$ 927.06 | \$ -3,035.52 | \$ -2,902.98 | \$ -7,239.07 | \$ -3,333.32 | \$ -66.00 | \$ 0.00 | \$ -20,965.33 |
| Total Income | \$ 101,511.20 | \$ 113,303.98 | \$ 96,748.85 | \$ 106,158.18 | \$ 86,962.29 | \$ 85,927.06 | \$ 101,964.48 | \$ 97,097.02 | \$ 97,760.93 | \$ 106,666.68 | \$ 104,934.00 | \$ 100,000.00 | \$ 1,199,034.67 |
| Cost of Goods Sold | | | | | | | | | | | | | 0.00 |
| 5010 Dental Supplies | | | | | | | | | | | | | 6,000.00 |
| 5010.01 Oxygen/ Nitrous | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 6,000.00 |
| 5010.02 Consumable Supplies | 5,000.00 | 6,090.67 | 6,798.24 | 5,804.93 | 6,369.49 | 5,217.74 | 5,155.62 | 6,117.87 | 5,825.82 | 5,865.66 | 6,400.00 | 6,296.04 | 70,942.08 |
| 5010.03 Equipment | 2,349.21 | 6,688.24 | 1,554.24 | 2,187.93 | 0.00 | 0.00 | 0.00 | 0.00 | 199.75 | 0.00 | 0.00 | 0.00 | 12,979.37 |
| Total 5010 Dental Supplies | \$ 7,849.21 | \$ 13,278.91 | \$ 8,852.48 | \$ 8,492.86 | \$ 6,869.49 | \$ 5,717.74 | \$ 5,655.62 | \$ 6,617.87 | \$ 6,525.57 | \$ 6,365.66 | \$ 6,900.00 | \$ 6,796.04 | \$ 89,921.45 |
| 5020 Other Dental Expenses | | | | | | | | | | | | | 0.00 |
| 5020.01 Laboratory Expenses | 2,518.53 | 2,513.00 | 1,319.10 | 4,605.00 | 2,374.00 | 2,389.00 | 1,731.80 | 2,026.00 | 2,506.56 | 1,876.12 | 2,000.00 | 2,000.00 | 27,859.11 |
| 5020.02 Waste Disposal | 208.33 | 208.33 | 208.33 | 208.33 | 208.33 | 208.33 | 208.33 | 208.33 | 208.33 | 208.33 | 208.33 | 208.37 | 2,500.00 |
| 5020.03 Dental Equipment Maintenance | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 6,000.00 |
| 5020.04 Insurance - Dental Liability | 521.00 | 521.00 | 521.00 | 521.00 | 521.00 | 521.00 | 521.00 | 521.00 | 521.00 | 521.00 | 521.00 | 521.00 | 6,252.00 |
| 5020.05 Licensing Costs | 0.00 | 400.00 | 166.25 | 166.25 | 166.25 | 0.00 | 0.00 | 0.00 | 297.27 | 0.00 | 300.00 | 0.00 | 1,496.02 |
| 5020.06 Outside Dental Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,934.80 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,934.80 |
| 5020.08 Dental IT | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 6,000.00 |
| Total 5020 Other Dental Expenses | \$ 4,247.86 | \$ 4,642.33 | \$ 3,214.68 | \$ 6,500.58 | \$ 4,269.58 | \$ 4,118.33 | \$ 6,395.93 | \$ 3,755.33 | \$ 4,533.16 | \$ 3,605.45 | \$ 4,029.33 | \$ 3,729.37 | \$ 53,041.93 |
| 5090 Dental Salaries & Services | | | | | | | | | | | | | 0.00 |
| 5090.01 Dentist Salaries | 18,333.33 | 18,333.33 | 18,333.33 | 18,333.33 | 18,333.33 | 18,333.33 | 18,333.33 | 18,333.33 | 18,333.33 | 18,333.33 | 18,333.33 | 18,333.37 | 220,000.00 |
| 5090.02 Hygienist Salaries | 1,109.26 | 1,334.22 | 1,270.21 | 946.83 | 1,631.70 | 628.26 | 1,250.97 | 1,721.61 | 2,787.95 | 3,537.20 | 3,427.68 | 3,427.68 | 23,073.57 |
| 5090.03 Dental Assistant Salaries | 11,463.41 | 13,668.58 | 16,967.86 | 16,369.21 | 15,745.04 | 13,668.96 | 15,861.36 | 14,216.47 | 14,164.30 | 15,762.34 | 17,001.98 | 17,001.98 | 181,891.49 |
| Total 5090 Dental Salaries & Services | \$ 30,906.00 | \$ 33,336.13 | \$ 36,571.40 | \$ 35,649.37 | \$ 35,710.07 | \$ 32,630.55 | \$ 35,445.66 | \$ 34,271.41 | \$ 35,285.58 | \$ 37,632.87 | \$ 38,762.99 | \$ 38,763.03 | \$ 424,965.06 |
| 5091 Contract Labor - COS | | | | | | | | | | | | | 0.00 |
| 5091.01 Dentist - Contractual Services | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 | 24,000.00 |
| Total 5091 Contract Labor - COS | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 24,000.00 |
| 5093 Payroll Taxes & Benefits | | | | | | | | | | | | | 0.00 |
| 5093.01 FICA/MC | 2,410.67 | 2,600.22 | 2,852.57 | 2,780.65 | 2,785.39 | 2,545.18 | 2,764.76 | 2,673.17 | 2,752.28 | 2,935.36 | 3,023.51 | 3,023.51 | 33,147.27 |

**Piedmont Regional Dental Clinic
Budget Overview: FY19 - FY19 P&L**

July 2018 - June 2019

| | 116.98 | 145.64 | 131.72 | 147.22 | 160.69 | 139.15 | 155.16 | 140.94 | 140.69 | 153.05 | 150.23 | 150.22 | 1,731.69 |
|--|--------------|--------------|--------------|--------------|---------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------|
| 7100.02 SUTA | | | | | | | | | | | | | |
| 7100.04 Medical Insurances | 2,120.19 | 2,639.73 | 2,387.43 | 2,668.44 | 2,912.51 | 2,522.12 | 2,812.31 | 2,554.49 | 2,549.92 | 2,773.96 | 2,722.87 | 2,722.86 | 31,386.83 |
| 7100.05 Workers Comp Ins | 73.11 | 91.03 | 82.33 | 92.02 | 100.43 | 86.97 | 96.98 | 88.09 | 87.93 | 95.65 | 93.89 | 93.87 | 1,082.30 |
| 7100.06 Accrued Vacation | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 6,000.00 |
| Total 7100 Payroll Taxes & Benefits - Admin | \$ 3,928.86 | \$ 4,769.08 | \$ 4,361.05 | \$ 4,815.51 | \$ 5,210.23 | \$ 4,578.88 | \$ 5,048.19 | \$ 4,631.24 | \$ 4,623.84 | \$ 4,986.16 | \$ 4,903.54 | \$ 4,903.50 | \$ 56,760.08 |
| 7200 Other Admin Expenses | | | | | | | | | | | | | |
| 7200.02 Background Check | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 1,200.00 |
| 7200.03 Staff Appreciation | 150.00 | 150.00 | 150.00 | 150.00 | 150.00 | 150.00 | 150.00 | 150.00 | 150.00 | 150.00 | 150.00 | 150.00 | 1,800.00 |
| 7200.04 Staff Training | 250.00 | 250.00 | 250.00 | 250.00 | 250.00 | 250.00 | 250.00 | 250.00 | 250.00 | 250.00 | 250.00 | 250.00 | 3,000.00 |
| Total 7200 Other Admin Expenses | \$ 500.00 | \$ 500.00 | \$ 500.00 | \$ 500.00 | \$ 500.00 | \$ 500.00 | \$ 500.00 | \$ 500.00 | \$ 500.00 | \$ 500.00 | \$ 500.00 | \$ 500.00 | \$ 6,000.00 |
| 7500 Travel | | | | | | | | | | | | | |
| 7500.01 Travel Mileage | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 600.00 |
| Total 7500 Travel | \$ 50.00 | \$ 50.00 | \$ 50.00 | \$ 50.00 | \$ 50.00 | \$ 50.00 | \$ 50.00 | \$ 50.00 | \$ 50.00 | \$ 50.00 | \$ 50.00 | \$ 50.00 | \$ 600.00 |
| 7600 Staff Expenses | 130.00 | 40.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 80.00 | 0.00 | 0.00 | 0.00 | 0.00 | 250.00 |
| 7710 Vehicle Expenses | | | | | | | | | | | | | |
| 7710.01 Fuel | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 1,200.00 |
| 7710.03 Repair and Maintenance | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 1,200.00 |
| Total 7710 Vehicle Expenses | \$ 200.00 | \$ 200.00 | \$ 200.00 | \$ 200.00 | \$ 200.00 | \$ 200.00 | \$ 200.00 | \$ 200.00 | \$ 200.00 | \$ 200.00 | \$ 200.00 | \$ 200.00 | \$ 2,400.00 |
| 7900 Depreciation Expense | | | | | | | | | | | | | |
| 7900.11 Depreciation-Dental Equipment | 710.00 | 710.00 | 710.00 | 710.00 | 710.00 | 710.00 | 710.00 | 710.00 | 710.00 | 710.00 | 710.00 | 710.00 | 8,520.00 |
| 7900.12 Depreciation-Office Equipment | 170.00 | 170.00 | 170.00 | 170.00 | 170.00 | 170.00 | 170.00 | 170.00 | 170.00 | 170.00 | 170.00 | 170.00 | 2,040.00 |
| Total 7900 Depreciation Expense | \$ 880.00 | \$ 880.00 | \$ 880.00 | \$ 880.00 | \$ 880.00 | \$ 880.00 | \$ 880.00 | \$ 880.00 | \$ 880.00 | \$ 880.00 | \$ 880.00 | \$ 880.00 | \$ 10,560.00 |
| Total 7000 Admin Expenses | \$ 20,310.86 | \$ 24,644.10 | \$ 22,456.08 | \$ 24,848.56 | \$ 26,926.50 | \$ 23,602.33 | \$ 26,153.42 | \$ 23,878.44 | \$ 23,839.49 | \$ 25,746.89 | \$ 25,311.93 | \$ 25,311.89 | \$ 293,030.49 |
| 8000 Miscellaneous Expenses | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 1,200.00 |
| 8500 Taxes & Licenses | 100.00 | 0.00 | 0.00 | 71.25 | 50.00 | 50.77 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 272.02 |
| Total Expenses | \$ 38,483.09 | \$ 39,604.88 | \$ 38,080.55 | \$ 42,606.81 | \$ 45,280.62 | \$ 39,213.84 | \$ 42,941.04 | \$ 39,055.17 | \$ 39,130.34 | \$ 42,557.79 | \$ 40,701.33 | \$ 40,581.29 | \$ 488,236.75 |
| Net Operating Income | \$ 7,062.15 | \$ 6,861.33 | -\$ 4,108.67 | -\$ 1,711.30 | -\$ 21,376.15 | -\$ 9,607.23 | -\$ 2,541.76 | -\$ 73.69 | -\$ 1,488.47 | \$ 2,718.90 | \$ 987.00 | -\$ 3,251.27 | -\$ 26,529.16 |
| Other Income | | | | | | | | | | | | | |
| 9000 Other Income | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 7.99 | 7.99 |
| 9020 Donations | | | | | | | | | | | | | |
| 9021 Individuals | 0.00 | 0.00 | 0.00 | 395.00 | 7,750.00 | 1,500.00 | 100.00 | 5,000.00 | 3,923.85 | 0.00 | 0.00 | 0.00 | 18,668.85 |
| 9022 Business | 0.00 | 0.00 | 2,500.00 | 0.00 | 1,000.00 | 0.00 | 0.00 | 10,000.00 | 0.00 | 5,000.00 | 0.00 | 0.00 | 18,500.00 |
| 9023 Foundations | | | | | | | | | | | | | |
| 9023.02 Foundations Unrestricted | 0.00 | 6,513.45 | 2,500.00 | 0.00 | 11.70 | 5,000.00 | 0.00 | 17.03 | 2,500.00 | 10.94 | 0.00 | 0.00 | 16,553.12 |
| Total 9023 Foundations | \$ 0.00 | \$ 6,513.45 | \$ 2,500.00 | \$ 0.00 | \$ 11.70 | \$ 5,000.00 | \$ 0.00 | \$ 17.03 | \$ 2,500.00 | \$ 10.94 | \$ 0.00 | \$ 0.00 | \$ 16,553.12 |
| 9024 Clubs/Civic | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 445.00 | 0.00 | 250.00 | 0.00 | 0.00 | 0.00 | 0.00 | 695.00 |
| 9025 Local Funds | | | | | | | | | | | | | |
| 9025.01 Town of Orange | 500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,500.00 | 0.00 | 4,000.00 |
| 9025.03 County of Greene | 0.00 | 0.00 | 1,300.00 | 0.00 | 0.00 | 1,300.00 | 0.00 | 0.00 | 1,300.00 | 0.00 | 0.00 | 1,300.00 | 5,200.00 |
| 9025.05 Madison County | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,500.00 | 0.00 | 2,500.00 |
| 9025.06 County of Culpeper | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,500.00 | 0.00 | 1,500.00 |
| Total 9025 Local Funds | \$ 500.00 | \$ 0.00 | \$ 1,300.00 | \$ 0.00 | \$ 0.00 | \$ 1,300.00 | \$ 0.00 | \$ 0.00 | \$ 1,300.00 | \$ 0.00 | \$ 7,500.00 | \$ 1,300.00 | \$ 13,200.00 |

**Piedmont Regional Dental Clinic
Budget Overview: FY19 - FY19 P&L**

July 2018 - June 2019

| | 0.00 | 0.00 | 355.00 | 0.00 | 0.00 | 605.00 | 0.00 | 0.00 | 355.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,315.00 |
|--|--------------|--------------|-------------|--------------|---------------|--------------|--------------|--------------|-------------|-------------|-------------|--------------|--------------|--------------|
| 9026 Faith Based Donations | | | | | | | | | | | | | | |
| Total 9020 Donations | \$ 500.00 | \$ 6,513.45 | \$ 6,655.00 | \$ 395.00 | \$ 8,761.70 | \$ 8,850.00 | \$ 100.00 | \$ 15,267.03 | \$ 8,078.85 | \$ 5,010.94 | \$ 7,500.00 | \$ 1,300.00 | \$ 68,931.97 | 0.00 |
| 9040 Grants | | | | | | | | | | | | | | |
| Total 9040 Grants | 3,681.54 | 11,318.46 | 0.00 | 0.00 | 2,419.87 | 2,791.69 | 603.12 | 1,170.88 | 0.00 | 594.21 | 683.39 | 0.00 | 23,263.16 | 0.00 |
| 9040.03 Other Miscellaneous Income | | | | | | | | | | | | | | |
| Total 9040 Grants | \$ 3,681.54 | \$ 11,318.46 | \$ 0.00 | \$ 0.00 | \$ 2,419.87 | \$ 2,791.69 | \$ 603.12 | \$ 1,170.88 | \$ 0.00 | \$ 594.21 | \$ 683.39 | \$ 0.00 | \$ 23,263.16 | 55.82 |
| 9990 Interest Income | | | | | | | | | | | | | | |
| Total 9990 Interest Income | 6.57 | 11.47 | 5.40 | 4.05 | 3.12 | 3.87 | 3.22 | 3.66 | 3.59 | 5.53 | 5.34 | 0.00 | 8.18 | 8.18 |
| 9999 Miscellaneous Income | | | | | | | | | | | | | | |
| Total 9999 Miscellaneous Income | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 8.18 | 0.00 | 8.18 | 8.18 |
| Total Other Income | \$ 4,188.11 | \$ 17,843.38 | \$ 6,660.40 | \$ 399.05 | \$ 11,184.69 | \$ 11,645.56 | \$ 706.34 | \$ 16,441.57 | \$ 8,082.44 | \$ 5,610.68 | \$ 8,204.90 | \$ 1,300.00 | \$ 92,267.12 | \$ 92,267.12 |
| Net Other Income | \$ 4,188.11 | \$ 17,843.38 | \$ 6,660.40 | \$ 399.05 | \$ 11,184.69 | \$ 11,645.56 | \$ 706.34 | \$ 16,441.57 | \$ 8,082.44 | \$ 5,610.68 | \$ 8,204.90 | \$ 1,300.00 | \$ 92,267.12 | \$ 92,267.12 |
| Net Income | \$ 11,250.26 | \$ 24,704.71 | \$ 2,551.73 | -\$ 1,312.25 | -\$ 10,191.46 | \$ 2,038.33 | -\$ 1,835.42 | \$ 16,367.88 | \$ 6,593.97 | \$ 8,329.58 | \$ 9,191.90 | -\$ 1,951.27 | \$ 65,737.96 | \$ 65,737.96 |

Tuesday, Jan 08, 2019 11:05:21 AM GMT-8 - Accrual Basis

| County of Madison | | | | | | | | | | |
|-------------------------|-------------------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|----------|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: | COMMUNITY SERVICES | | | | | | | | | |
| Dept # | 52200 | | | | | | | | | |
| Contact | OUTSIDE AGENCY | | | | | | | | | |
| | | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2017 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-05 -52 -52200-5620 | MENTAL HEALTH | 75,979.00 | 75,979.00 | 75,979.00 | 37,989.50 | 88,241.00 | 12,262.00 | 16.14% | 50.00% | |
| 10-05 -52 -52200-5622 | RRRC CRISIS INTERVENTION TEAM (CIT) | 5,488.00 | 5,488.00 | 5,488.00 | 2,744.00 | 5,653.00 | 165.00 | 3.01% | 50.00% | |
| | | 81,467.00 | 81,467.00 | 81,467.00 | 40,733.50 | 93,894.00 | 12,427.00 | 15.25% | 50.00% | |

52200

Administrative Offices

P. O. Box 1568
 Culpeper, VA 22701
 Telephone: (540) 825-3100
 FAX: (540) 825-6245
 TDD: (540) 825-7391



Rappahannock Rapidan Community Services

Programs that matter. People who care.

January 23, 2019

Mary Jane Costello
 Director of Finance/Assistant County Administrator
 Madison County

RE: RRCS Fiscal Year 2020 Local Funding Request

Dear Ms. Costello,

RRCS is the local Community Services Board and Area Agency on Aging that has been providing services to Madison citizens since 1975. We are a regional provider that also provides programs to all of Planning District 9. Per your request, I am providing information for the FY2020 funding request. The table below provides information for our current funding request of \$88,241 based on our per capital funding model and \$5,653 in support of our Crisis Intervention Team Coordinator position.

| County | Population 2017 Estimate | Fiscal 2018 | Fiscal 2019 | Fiscal 2020 | |
|-----------------|-----------------------------|--------------------|---------------------|--------------------|---|
| Per Capita | | \$ 6.69 | \$ 6.69 | \$ 6.69 | |
| Fauquier | 69098 | \$ 451,655 | \$ 451,655 | \$ 462,266 | |
| Culpeper | 50272 | \$ 324,853 | \$ 324,853 | \$ 336,320 | |
| Rappahannock | 7288 | \$ 49,713 | \$ 49,713 | \$ 48,757 | |
| Orange | 34521 | \$ 230,718 | \$ 230,718 | \$ 230,945 | |
| Madison | 13190 | \$ 76,979 | \$ 76,979 | \$ 88,241 | |
| Total | 174369 | \$1,132,918 | \$ 1,132,918 | \$1,166,529 | Regional Rapid Access for Nonemergency MH Care Senior Centers in each locality |
| CIT Funding | | Fiscal 2018 | Fiscal 2019 | Fiscal 2020 | |
| | | Current | Current | Request | |
| Fauquier | | \$ 23,560 | \$ 23,560 | \$ 23,560 | |
| Warrenton | | \$ 5,000 | \$ 5,000 | \$ 5,000 | |
| Culpeper County | | \$ 12,618 | \$ 12,618 | \$ 12,618 | |
| Culpeper Town | | \$ 6,967 | \$ 6,967 | \$ 6,967 | |
| Orange County | | \$ 12,238 | \$ 12,238 | \$ 12,238 | |
| Orange Town | | \$ 2,006 | \$ 2,006 | \$ 2,006 | |
| Madison | | \$ 5,488 | \$ 5,488 | \$ 5,653 | |
| Rappahannock | | \$ 3,144 | \$ 3,144 | \$ 3,144 | |
| Total | | \$ 71,021 | \$ 71,021 | \$ 71,186 | Full Time CIT Coordinator Position |



**Rappahannock Rapidan
Community Services**

Programs that matter. People who care.

Administrative Offices

P. O. Box 1568
Culpeper, VA 22701
Telephone: (540) 825-3100
FAX: (540) 825-6245
TDD: (540) 825-7391

Past three years of funding data for Madison County (excluding CIT):

FY19: 75,979

FY18: 75,979

FY17: 75,979

RRCS provides publically funded aging, behavioral health, substance use disorder and developmental disability services on behalf of the local governments in Planning District 9. A per capital model of funding has been utilized by the region for over twenty years. Shortfalls in local funding affect the organizations ability to sustain and develop services. As you are aware, RRCS operates the Madison Senior Center located on North Main Street. In addition, we are very pleased with the current ongoing plan to house our RRCS staff in the county. Other RRCS services are available to citizens in either Fauquier or Culpeper. RRCS provides a wide array of services for local citizens. I have attached a two-page summary of our Madison citizens served as well as our agency FY18 audited financials.

A number of years ago our region formed a regional Crisis Intervention Team. This is a national program model for collaboration between RRCS mental health evaluators and law enforcement officials. The regional CIT has been very successful and funding for the CIT Coordinator position is shared by the five County local governments and three Towns.

For further questions regarding this information please feel free to contact me directly.

Sincerely,

James LaGrafte
Executive Director
(540)825-3100 x 3145
jlagrafte@rrcsb.org



Madison County

- RRCS Appointees:
- Clare Lillard
 - Amber Foster
 - Valerie Ward

| Service Outcomes Community Services Board | Behavioral Health | Intellectual Disability | Substance Use Disorder |
|---|------------------------------|------------------------------------|---------------------------------------|
| Provision of individual and group counseling, psychiatry services, evaluations, and treatment of moderate to severe mental illness in children and adults at outpatient community centers. | 119 | 0 | 17 |
| Urgent care and crisis intervention services provided in multiple community settings for children and adults experiencing a mental health crisis. | 89 | 3 | 29 |
| Service coordination and linking to community services for children and adults with disabilities to reinforce quality of life and success in community living and work. | 22 | 30 | 0 |
| Stable housing for adults and residential care and support in community-based housing provided up to 24-hours-a-day in the local community. | 0 | 0 | 0 |
| Families supported with early intervention services for their infants and toddlers age birth to 3. | NA | 32 | NA |
| Meaningful day activities and work for adults with disabilities for rehabilitation, recovery, and training. | 2 | 4 | NA |
| Inpatient detox, rehabilitation, and recovery services for adults seeking recovery from addiction disorders. | NA | NA | 15 |
| OBOT (Office Based Opioid Treatment) Services | NA | NA | 6 |

Madison County – Slide 2

| Service Outcomes Area Agency on Aging | Seniors Served |
|--|---------------------------|
| Provision of nutritious meals, health education, socialization, recreational, fundraising, and volunteerism for local seniors in local Senior Centers. | 84 |
| Aging and disability resource connection for all information needed by seniors and caregivers needing services and supports in our area. A principle of “No Wrong Door” is used, meaning, one call should enable someone to obtain the information they need and to start a process for support and referrals. Support Coordinators also provide insurance counseling, emergency supports, options counseling, and care coordination services. | 118 |
| An adult day healthcare program provides seniors meaningful activity and a break for caregivers. | 0 |
| With the assistance of local volunteers, distribute home delivered meals and nutritional to seniors for improved health and quality of life. | 11 |
| Human Services Transportation (CSB and AAA) provides access to needed services using a combination of professional drivers, trained volunteers, and transportation specialist for improved mobility. | 55 |

49 Registered Volunteers

| | | | | | | | | | | |
|-------------------------|------------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|----------|
| County of Madison | | | | | | | | | | |
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: | GERMANNA COMMUNITY COLLEGE | | | | | | | | | |
| Dept # | 66100 | | | | | | | | | |
| Contact | OUTSIDE AGENCY | | | | | | | | | |
| | #N/A | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-06 -61 -66100-5640 | GENERAL CONTRIBUTION REQUEST | 3,525.00 | 3,620.00 | 5,000.00 | 5,000.00 | 31,711.00 | 26,711.00 | 534.22% | 100.00% | |



January 9, 2019

Mary Jane Costello
 Director of Finance/ Assistant County Administrator
 Madison County
 PO Box 705
 Madison, VA 22727

Dear Ms. Costello:

The Germanna Community College funding request to Madison County for Fiscal Year 2020 is \$31,711. Of this request, \$7,711 is the same as our FY'2019 request, composed of local operating funding of \$7,246 and maintenance reserve funding of \$465. The balance of the request is to support construction of a new Allied Health building in Locust Grove.

| <u>Madison County</u> | <u>FY20</u> <u>Request</u> | <u>FY19</u> <u>Approved</u> |
|-----------------------|-------------------------------|--------------------------------|
| Operating Funds | \$ 7,246 | \$ 4,535 |
| Maintenance Reserve | 465 | 465 |
| Construction Funds | 24,000 | 0 |
| Total Request | \$ 31,711 | \$ 5,000 |

Operating Funds

Germanna Community College requests funding to sustain our higher education offerings and fulfill our mission of providing accessible, quality educational and training opportunities to meet our communities' needs. Our offerings include opportunities in the form of associate degree programs, transfer programs, workforce training, credential programs, early college and dual enrollment programs - including the dual enrollment offerings at Madison High School. In addition to the dual enrollment program, Germanna also provides a career coach at Madison High School. Coaches empower students to make informed decisions about their career and educational plans and to prepare for success in postsecondary education and training.

Germanna's education and training can have a positive economic impact in Madison County in the form of higher tax revenue due to higher wages and salaries. Indirect societal benefits include reduced crime rates, reduced public assistance cost, and increased health benefits associated with employment and wage growth.

Fredericksburg Area Campus
 10000 Germanna Point Drive
 Fredericksburg, VA 22408

Locust Grove Campus
 2130 Germanna Highway
 Locust Grove, VA 22508
 Fax: 540-727-3207

Joseph R. Daniel Technology Ctr.
 18121 Technology Drive
 Culpeper, VA 22701
 Fax: 540-937-2918

Stafford County Center
 2761 Jefferson Davis Hwy.
 Stafford, VA 22554

Automotive Technology Center
 42 BlackJack Road
 Fredericksburg, VA 22405

Operating funds help Germanna support student-centered programs not funded by the State. These funds go towards student development, student recruitment, and student recognition as well as to integrate problem-based learning into the curriculum. This effort will produce students with improved ability to solve problems in a variety of contexts, including in the workplace and as citizens.

Calculations for locality requests are based on overall need, and reflect the learners served in our localities. For Fiscal Year 2018, Germanna served 280 learners in Madison County in credit-based training leading to a degree or transfer as well as in vocational training. The 208 Madison County learners include 13 who earned credentials in Nursing (6), Transportation (5), and Architecture and Construction (2).

Maintenance Reserve

The \$465 request is to support upkeep of existing college infrastructure.

Capital (Construction) Funds

The Commonwealth has approved construction of a new Allied Health Building on the Locust Grove campus. While the Commonwealth provides the funding for the building itself, Germanna must fund all infrastructure and land improvement including lighting, storm water management, utilities, parking, and sidewalks. Additionally, state-of-the-art medical equipment will be required to simulate the real-life environments of labs, hospitals, and clinics. The request anticipates spreading an estimated \$2.3 million investment over a five-year commitment for all localities served by the college. The request for \$24,000 per year, over a five-year period, represents an investment of \$120,000 for Madison County.

This focus on Nursing and Health Technology programs serves a projected need for healthcare workers in the region. Further information may be found on the project and on our other services to Madison County may be found on the enclosure.

If you need further information to support this request, please contact me at jgullickson@germanna.edu or 540.891.3031. Thank you for your continued support of Germanna Community College. We love having Madison County students!

Sincerely,



Dr. Janet Gullickson
President



GERMANNA
COMMUNITY COLLEGE

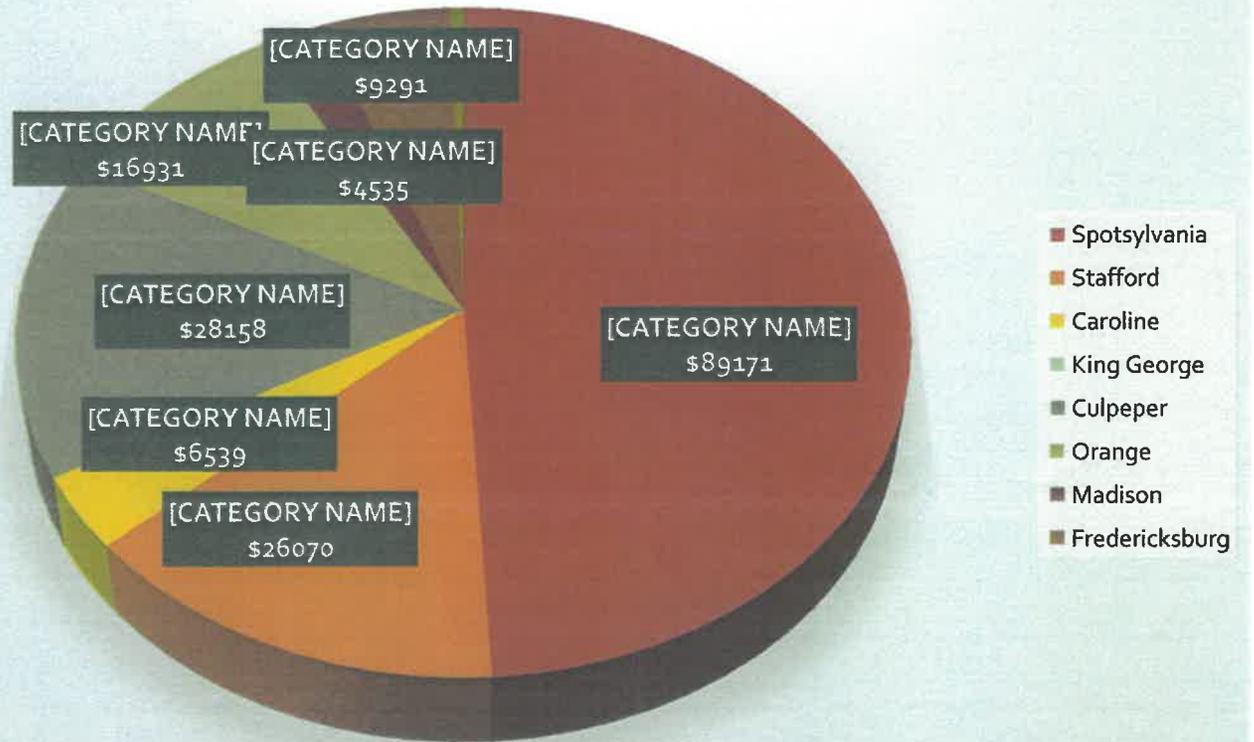
Madison County

2019-2020



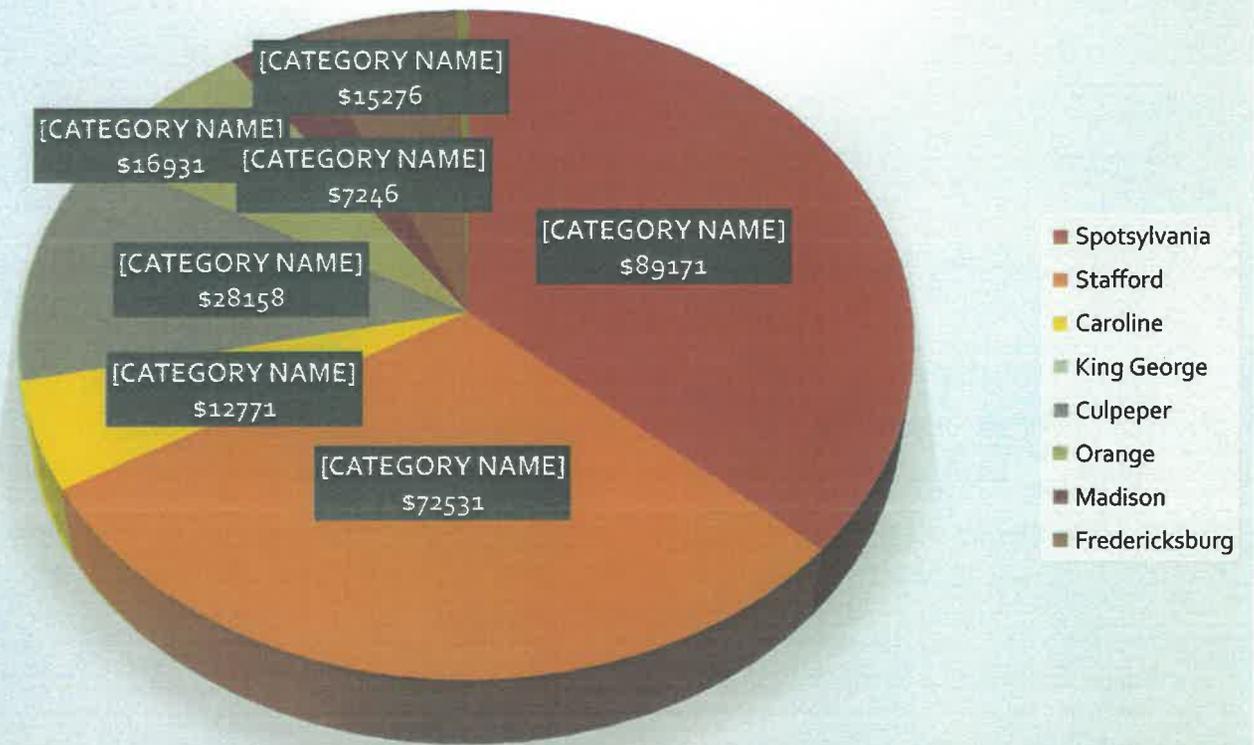
Local Operating Funds 2019

2019 Approved



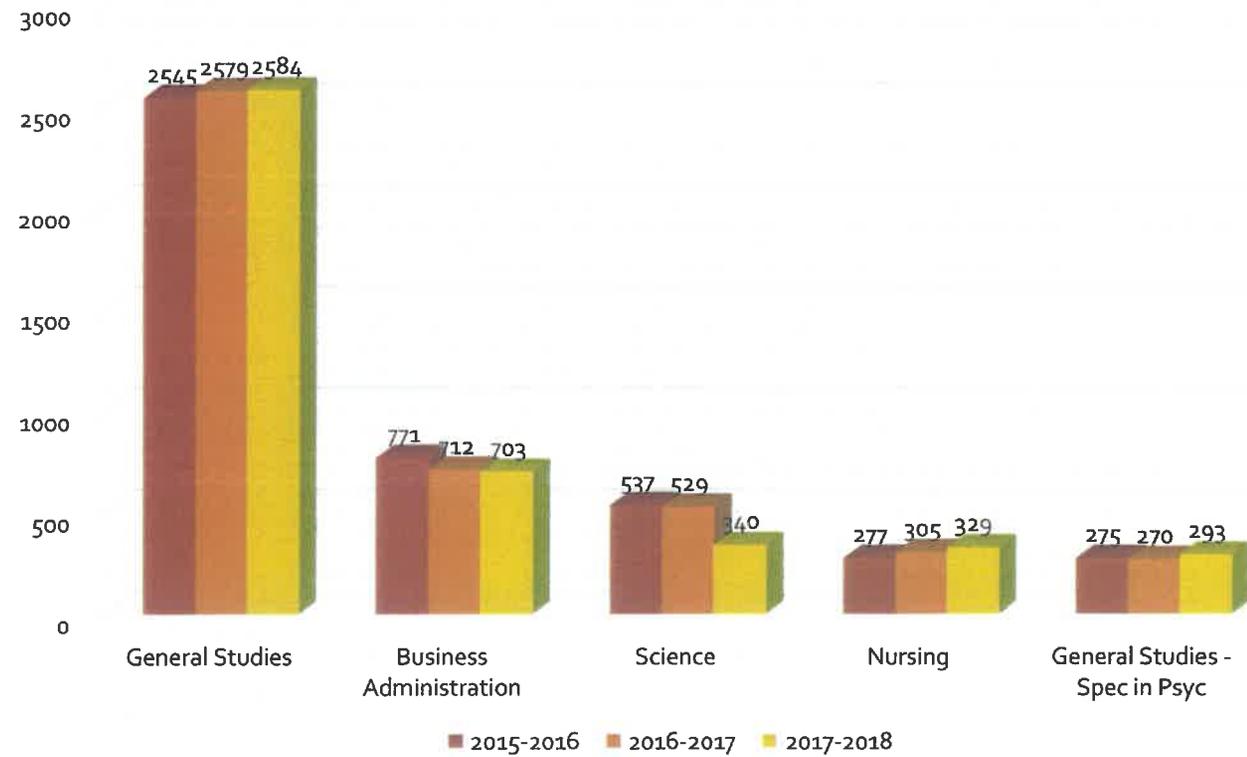
Local Operating Funds 2020

2020 Request

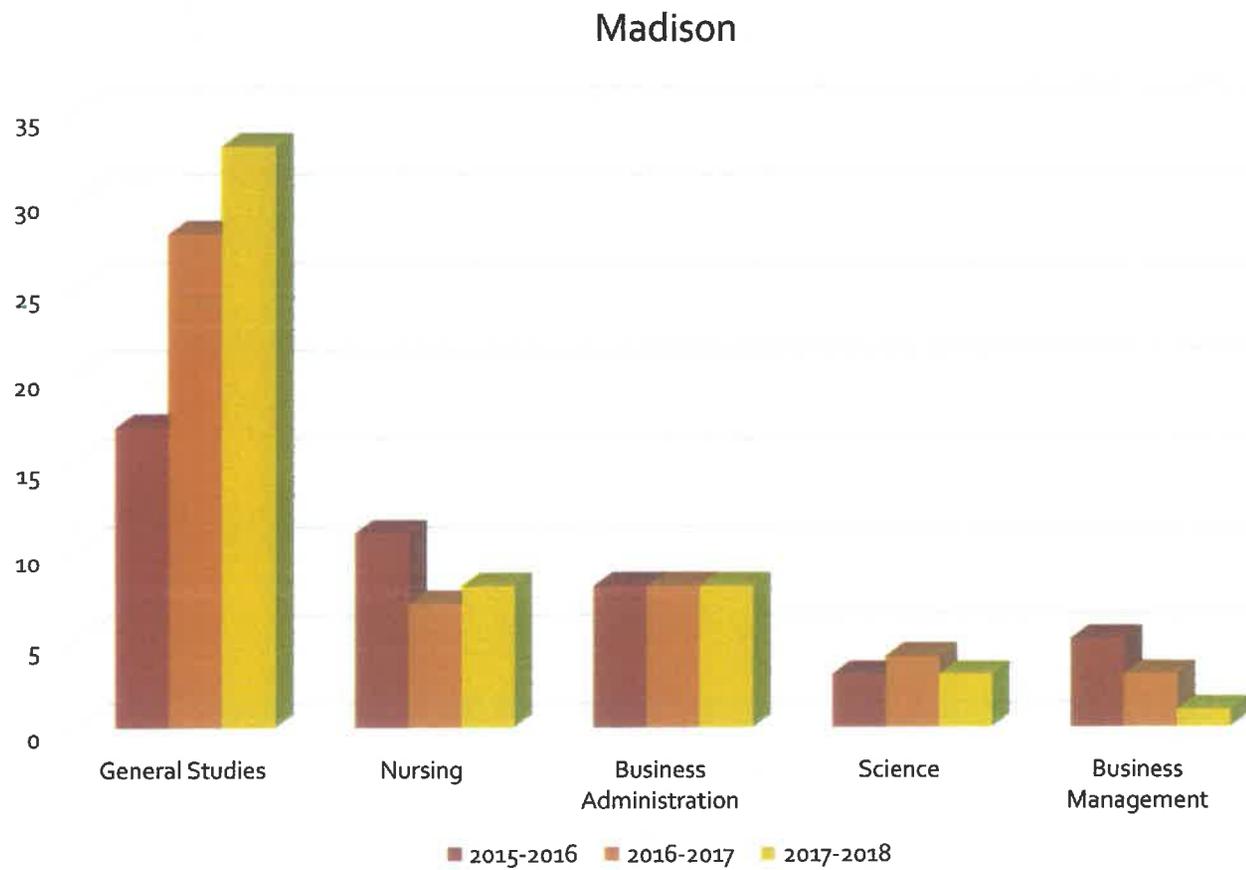


Academic Plan All Germanna

All Germanna



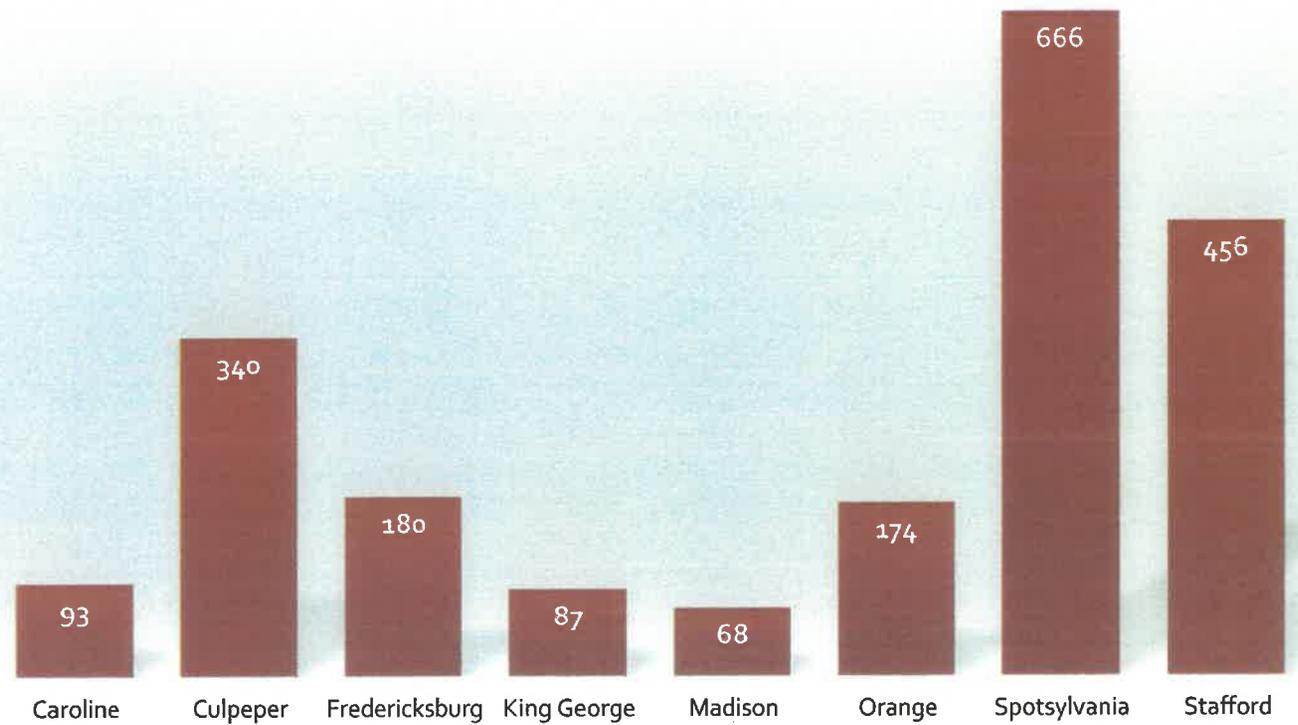
Academic Plan Madison



Workforce students served by locality

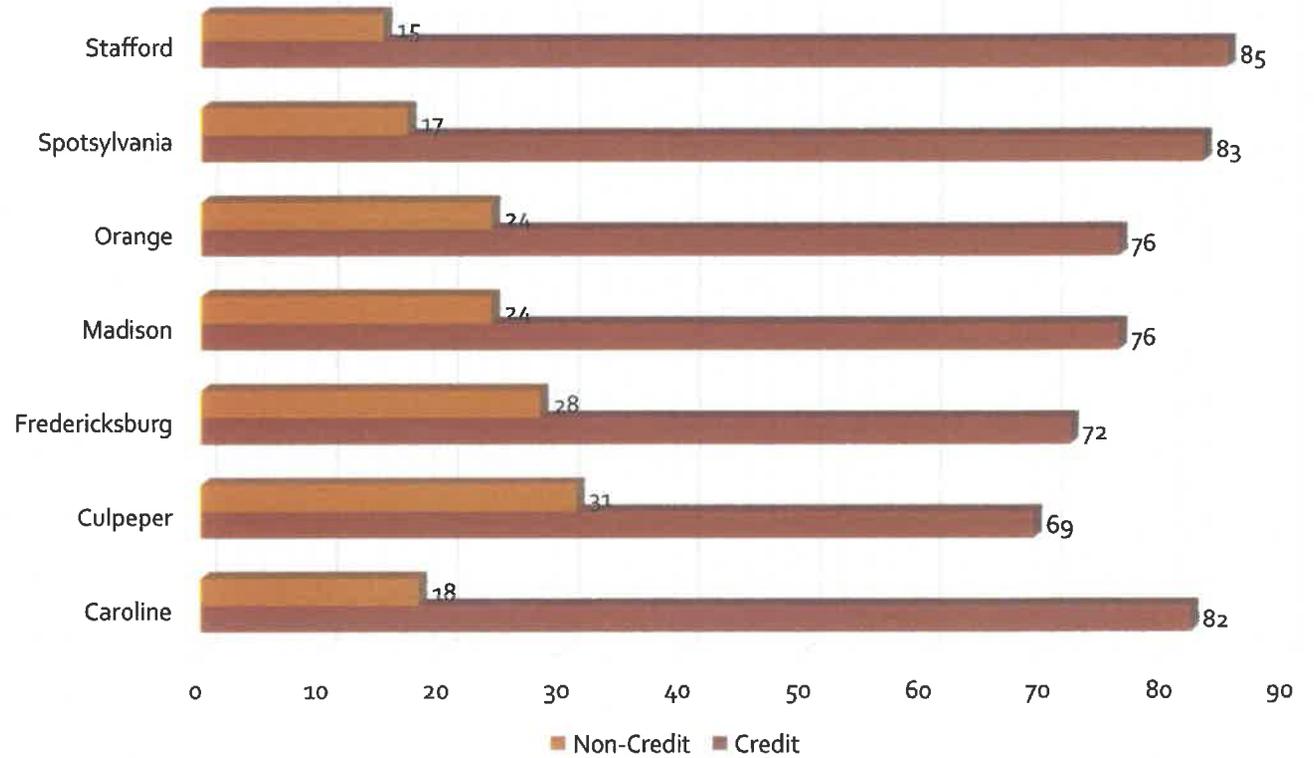
July 1, 2017 to June 30, 2018

Series 1



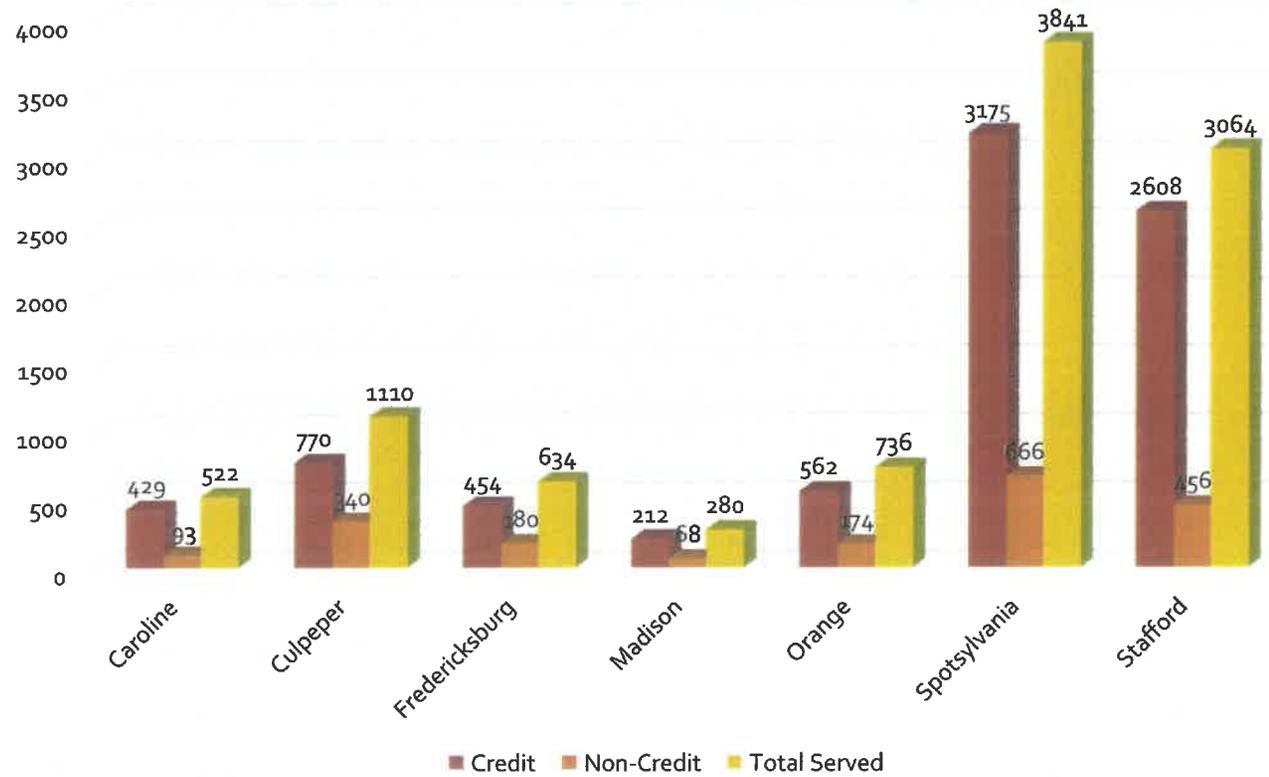
% Credit to Non-Credit Students

Percent of Students Credit to Non-Credit



Unduplicated Head Count FY18

Unduplicated Head Count



Allied Health Center at Locust Grove

New Construction



Cost for new Allied Health Center at Locust Grove

- Construction fund requests \$458,000 for a five-year obligation to support a new, high-tech, \$30 million Allied Health Center at Locust Grove
- Virginia Community College System requires that expenditures for site preparation beyond five feet from a building, including outdoor lighting, sidewalks, and parking lots be made only from local government appropriations and other non-state sources
- \$2.29 million is being requested from localities for site improvements, ongoing maintenance, scholarships, equipment and infrastructure with payments

Center for Advanced Technology FredCAT

- 675 Students served
- 74 courses offered
- 640 credentials awarded

Top five credentials obtained

- Asphalt 563
- HVAC 29
- Core Craft 25
- Electrical 24
- NCCER Train-the-trainer 10

Allied Health Enrollment

| ALL GERManna | | Academic Year | | | |
|--------------------------------|--------|---------------|-----------|-----------|-------------|
| Academic Plan | Degree | 2015-2016 | 2016-2017 | 2017-2018 | Grand Total |
| Nursing | AAS | 277 | 305 | 329 | 911 |
| General Studies - Spec in Psyc | AA&S | 275 | 270 | 293 | 838 |
| General Studies - Pre-BSN | AA&S | | | 117 | 117 |
| Lpn To Rn - Nursing | AAS | 40 | 33 | 24 | 97 |
| Physical Therapist Assistant | AAS | 12 | 25 | 29 | 66 |
| Gen Studies-Spec in Rad Tech | AA&S | 1 | 1 | 1 | 3 |

Support for the new Center

Locality requests to support the new Allied Health Center project at Locust Grove:

- Orange: \$500,000
or \$100,000 per year
- Spotsylvania: \$500,000
or \$100,000 per year
- Stafford: \$500,000
or \$100,000 per year
- Culpeper: \$250,000
or \$50,000 per year
- Fredericksburg: \$250,000
or \$50,000 per year
- Madison: \$120,000
or \$24,000 per year
- Caroline: \$120,000
or \$24,000 per year
- King George: \$50,000
or \$10,000 per year



A design firm has been selected for the Locust Grove project, and the design phase is expected to occur over the next 12 months. Construction is expected to begin during Fiscal 2020.

New Health Care Training Campus

- New cutting-edge medical training facility to be built at Locust Grove Campus in 2019
- Facility will include an updated Virtual Hospital with computerized human simulators
- While urban hospitals are expected to have enough health care professionals in 2025, rural areas, particular emergency care centers and nursing homes, are not
- Cost will be \$30 million, with \$3.5 million needed in local funds and contributions



Clinical Experiences

Moss Free Clinic

- Dental– uses the clinic as the primary site for clinical. Since 2017, students have provided over \$338,000 in free dental care to area residents
- Give Kids a Smile Day through Moss Free Clinic: \$12,000–\$15,000 of free care to children in our area
- Physical Therapy Assistant students provide free care to patients each Friday

Rappahannock Goodwill

- Nursing students provide free wellness assessments to members of the community two days per week

Micah House

- Nursing students provide meals, wellness assessments and health education



Health Care Technology and Nursing Classes

- Nursing offered at Locust Grove Campus and new Stafford Center
- Physical Therapy Assistant training is offered at Locust Grove Campus
- Clinical experience is offered at Mary Washington Hospital Center, HCA/Spotsylvania Regional Medical Center, Fredericksburg Orthopedic Assoc., Fusion Physical Therapy,
- Long-term care clinical experience offered at Woodmont, Carriage Hill Health and Rehab, others



Local Health Care Skills Gap

Local health care jobs with the most retirees in the next three years:

- Registered Nurses
- Medical Technologists/Medical Lab Technician
- Clinical Specialists
- Physical Therapists
- Pharmacist
- Respiratory Therapy
- Certified Nursing Assistants

Top ten positions local providers consider most critical to delivering quality care:

- Registered Nurses
- Medical Technologists
- Clinical Specialists
- Physical Therapists
- Pharmacist
- Caregivers
- Lab Technicians
- Staffing Coordinators
- Respiratory Therapy
- Medical Imaging Technicians

Allied Health Building Master Plan

Programmatically, the college's decision to emphasize Nursing and Health Technology programs at the Locust Grove Campus is strongly supported by the data gathered. By not duplicating academic offerings of the Fredericksburg Campus or the two centers, enrollments at the other sites are strengthened. At the same time, creating a "destination" campus focused on Nursing and Health Technology programs allows the Locust Grove Campus to participate in the population growth projected to occur in the college's service area over the next 25 years. Enrollment projections for the campus are based on a health sciences emphasis. The enrollment projections and space needs of nursing and health sciences curricula guided the layout and sizes of the buildings shown in the masterplan. The projected need for healthcare workers in the region over the next 25 years means the Locust Grove Campus has an opportunity to play a critical role in the health of its community.

In summary, the masterplan for the Locust Grove Campus celebrates the historic setting of the campus, engages the site in ways that protect its natural beauty, recognizes the important role the campus will play in the college's future success and responds to a projected need for healthcare professionals in the region in the coming years.

The Locust Grove Campus vision is to become an outstanding Nursing and Health Technology campus attracting students from across the Germanna Community College service area and beyond. By dedicating its curricula and facilities to comprehensive high quality healthcare programs, the campus will play a major role in meeting the region's growing needs for healthcare workers.

Allied Health Building Master Plan

In July, 2015 the Chmura Economics & Analytics firm published an Economic Overview for each of the counties in the Locust Grove Campus service area, as well as, an Economic Overview for the entire Germanna Community College service area. These reports categorized each county's total workforce by industry, noting the highest employment sectors. The five largest industry sectors for the three service area counties are shown in Figure 4.5. Of note, the healthcare and social assistance industry sector has one of the largest workforces in the counties.

| Business Sectors | Culpeper | Madison | Orange |
|---------------------------------|----------|---------|--------|
| Health Care & Social Assistance | 2,482 | 345 | 1,083 |
| Retail Trade | 2,193 | 737 | 1,242 |
| Educational Services | 1,544 | 635 | 1,089 |
| Accommodation & Food Services | 1,328 | 216 | 668 |
| Manufacturing | 1,167 | 269 | 1,048 |
| Construction | 1,136 | 220 | - |
| Public Administration | - | - | 504 |

Source: JobsEQ®, <http://www.chmuraecon.com/jobsq>
 Copyright ©2015 Chmura Economics & Analytics. All Rights Reserved.

Figure 4.5. Largest Business Sectors by Workforce Size by County

Allied Health Building Master Plan

The Chmura Economics & Analytics firm also published an Economic Overview of the Germanna Community College service area, which is directly applicable to the development of a healthcare campus at LGC. As can be seen in Figure 4.6 below, the healthcare and social assistance industrial sector is the second largest workforce in the service area with more than 19,000 workers.

| | | |
|---|----------------|---------------|
| Retail Trade | 20,755 | 20.1% |
| Health Care & Social Assistance | 19,123 | 18.6% |
| Educational Services | 17,435 | 16.9% |
| Accommodation & Food Services | 14,912 | 14.5% |
| Public Administration | 14,208 | 13.8% |
| Professional, Scientific & Technical Services | 8,881 | 8.6% |
| Construction | 7,753 | 7.5% |
| TOTAL | 103,067 | 100.0% |

Figure 4.6. Largest Business Sectors by Workforce in the GCC Service Area

The Chmura Economic Overview also projected workforce growth over the next ten years, as well as, the number of individuals in the workforce who would need to be replaced. As can be seen in Figure 4.7, the healthcare and social assistance industry sector will need more than 11,000 new workers over the next ten years within the Germanna Community College service area.

| Business Sector | Culpeper | Madison | Orange |
|---------------------------------|----------|---------|--------|
| Health Care & Social Assistance | 2,482 | 345 | 1,083 |

Figure 4.7. Healthcare & Social Assistance Workforce Projections for Replacement and Growth (2015-2025)

Allied Health Building Master Plan

MASTERPLAN (PHASE 1A)



PHASE 1A

| ACADEMIC BUILDINGS | OTHER BUILDINGS | ROADWAY IMPROVEMENTS / PARKING FACILITIES | SITE IMPROVEMENTS |
|---|---|---|--|
| A. New Building A | E. New Community Amphitheater | G. New Campus Entrance | J. New Plaza / Greenspace / Walking Trails |
| B. New Building B | F. New Childcare Building & Outdoor Play Area | H. Parking Lot Addition | K. New Plaza / Greenspace |
| C. New Building C | | I. Parking Lot Addition | L. New Recreational Area |
| D. French Slaughter Building (Demolition) | | | M. New Cell Tower Area |
| | | | N. New Historic Resource Area / Walking Trails |
| | | | O. New Plaza / Greenspace |

Allied Health Building Master Plan

COMPREHENSIVE MASTERPLAN (OVERALL)



COMPREHENSIVE MASTERPLAN

| ACADEMIC BUILDINGS | OTHER BUILDINGS | ROADWAY IMPROVEMENTS / PARKING FACILITIES | SITE IMPROVEMENTS |
|---|---|---|--|
| A. New Building A | E. New Community Amphitheater | G. New Campus Entrance | J. New Plaza / Greenspace / Walking Trails |
| B. New Building B | F. New Childcare Building & Outdoor Play Area | H. Parking Lot Addition | K. New Plaza / Greenspace |
| C. New Building C | | I. Parking Lot Addition | L. New Recreational Area |
| D. French Slaughter Building (Demolition) | | | M. New Cell Tower Area |
| | | | N. New Historic Resource Area / Walking Trails |
| | | | O. New Plaza / Greenspace |

| County of Madison | | | | | | | | | | |
|----------------------------------|--|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|----------------|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: PARKS & RECREATION | | | | | | | | | | Provided by FD |
| Dept #: 71100 | | | | | | | | | | |
| Contact: Carty Yowell/Lindsay Vo | | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-07 -71 -71100-1310 | DIRECTOR | 37,169.20 | 37,440.00 | 38,562.63 | 17,674.58 | 38,480.00 | (82.63) | -0.21% | 45.83% | |
| 10-07 -71 -71100-1460 | FULL-TIME OVERTIME | 1,782.00 | 5,616.00 | 7,230.60 | 3,476.25 | 7,215.00 | (15.60) | -0.22% | 48.08% | |
| 10-07 -71 -71100-1750 | OFFICE MANAGER | - | - | 31,200.00 | 15,617.28 | 36,658.40 | 5,458.40 | 17.49% | 50.06% | |
| 10-07 -71 -71100-2100 | FICA | 2,222.00 | 2,533.14 | 5,889.98 | 2,448.13 | 6,300.04 | 410.06 | 6.96% | 41.56% | |
| 10-07 -71 -71100-2210 | VRS | 3,278.29 | 3,302.18 | 3,293.25 | 1,509.42 | 1,509.42 | (1,783.83) | -54.17% | 45.83% | |
| 10-07 -71 -71100-2212 | VRS HYBRID | - | - | 2,352.48 | 1,037.84 | 1,037.84 | (1,314.64) | -55.88% | 44.12% | |
| 10-07 -71 -71100-2214 | VRS HYBRID 401A | - | - | 312.00 | 162.10 | 162.10 | (149.90) | -48.04% | 51.96% | |
| 10-07 -71 -71100-2216 | VIRGINIA LOCAL DISABILITY PROGRAM (VLDP) | - | - | 224.64 | 95.66 | 95.66 | (128.98) | -57.42% | 42.58% | |
| 10-07 -71 -71100-2218 | VRS RET - DC Voluntary Employer | - | - | - | 184.15 | 184.15 | 184.15 | Not budgeted | Not budgeted | |
| 10-07 -71 -71100-2220 | VRS-HEALTH INSURANCE CREDIT | 33.42 | 33.60 | 55.81 | 27.14 | 27.14 | (28.67) | -51.37% | 48.63% | |
| 10-07 -71 -71100-2310 | HEALTH INSURANCE | 7,836.00 | 8,329.36 | 16,871.04 | 6,125.40 | 6,125.40 | (10,745.64) | -63.69% | 36.31% | |
| 10-07 -71 -71100-2400 | GROUP LIFE INSURANCE | 486.95 | 490.56 | 913.89 | 443.85 | 443.85 | (470.04) | -51.43% | 48.57% | |
| 10-07 -71 -71100-2700 | WORKMAN'S COMPENSATION | 1,095.09 | 833.00 | 1,343.35 | 760.50 | 760.50 | (582.85) | -43.39% | 56.61% | |
| 10-07 -71 -71100-5640 | GENERAL CONTRIBUTION REQUEST | 175,290.00 | 175,290.00 | 210,300.00 | 105,150.00 | 241,200.00 | 30,900.00 | 14.69% | 50.00% | |
| | | 229,192.95 | 233,867.84 | 318,549.67 | 154,712.30 | 340,199.50 | 21,649.83 | 6.80% | 48.57% | |
| | | | | reimbursable expenses | | 98,999.50 | | | | |

Madison County Park and Recreation Authority
PY20 Budget

71100

2.8% Escalation (based on Social Security cost of living adjustment)

| | FY19 Budget | FY20 Budget | Justification |
|---|----------------|----------------|--|
| 410000 · Contribution from Madison Co | 210,300 | 241,200 | FY19 Budget + escalation + \$25K for the remainder of Lindsay's salary |
| 410100 · Madison County School Fund | 30,000 | - | Project complete in FY19 |
| 411010 · Hoover Ridge Pledge Payments | 0 | 5,400 | FY19 Actual thru Nov annualized |
| 411015 · Hoover Ridge Fund | 46,501 | 5,000 | Estimated donations to Hoover Ridge Fund |
| 411016 · Fund Balance | 19,250 | 10,000 | Estimated profit from events, pavilion rental |
| xxxxxx - Income from Programs | 165,285 | 201,000 | Same amount as 517000 |
| 411050 · In-Kind | | 26,000 | Estimated |
| 411051 · In-Kind - Concession Stand | 99,003 | - | Project complete in FY19 |
| 413000 · Brought forward from prior year | 48,691 | 0 | None anticipated |
| 422000 · User Fee | 26,140 | 22,700 | FY19 Actual thru Nov annualized |
| Total Income | 645,170 | 511,300 | |
| 501101 · Part-Time Custodian | 11,138 | 10,920 | See Labor page |
| 501102 · Part-Time Clerical | 14,586 | 10,691 | See Labor page |
| 501103 · Part-Time Maintenance | 23,185 | 27,315 | See Labor page |
| Total 501100 · Labor | 48,909 | 48,926 | |
| 501110 · Fringe | | | |
| 501111 · FICA and Medicare | 3,742 | 3,743 | See Labor page |
| 501112 · VEC Expense | 697 | 949 | See Labor page |
| Total 501110 · Fringe | 4,439 | 4,692 | |
| Total 501000 · Payroll Expenses | 53,348 | 53,617 | |
| Total 502000 · Leased Employees | 113,339 | 114,166 | See Labor page |
| 503000 · Outside Services | 800 | 340 | Intrastate Pest Control @ \$85 / quarter |
| 504000 · Repairs & Maintenance | | | |
| 504110 · Field Maintenance | 12,084 | 12,420 | FY19 Budget + escalation |
| 504120 · Supplies | 6,854 | 7,050 | FY19 Budget + escalation |
| 504130 · Maintenance | 11,273 | 11,590 | FY19 Budget + escalation |
| Total 504000 · Repairs & Maintenance | 30,211 | 31,060 | |
| 505000 · Advertising | 956 | 980 | FY19 Budget + escalation |
| 506000 · Utilities | | | |
| 506100 · Electricity | | | |
| 506101 · Red Barn | 464 | 820 | FY18 Actuals + escalation |
| 506102 · PRA Office | 1,115 | 1,150 | FY18 Actuals + escalation |
| 506103 · E1 | 372 | 340 | FY18 Actuals + escalation |
| 506104 · E2/Concessions | 1,393 | 1,090 | FY18 Actuals + escalation |
| 506105 · American Legion Pavilion | 650 | 840 | FY18 Actuals + escalation |
| 506106 · Hockey Rink/Concessions | 464 | 520 | FY18 Actuals + escalation |
| 506107 · Soccer Field | 372 | 390 | FY18 Actuals + escalation |
| 506108 · Camp Crockett | 93 | 190 | FY18 Actuals + escalation |
| 506109 · Performing Arts Stage | | 190 | Estimated at same as Camp Crockett |
| 506110 · JV Football | 0 | 340 | Estimated at same as E1 |
| Total 506100 · Electricity | 4,923 | 5,870 | |

Madison County Park and Recreation Authority FY20 Budget

2.8% Escalation (based on Social Security cost of living adjustment)

| | FY19 Budget | FY20 Budget | |
|---|----------------|----------------|--|
| 506119 · Heating Services | 1,684 | 1,730 | FY19 Budget + escalation |
| 506120 · Water & Sewer | | | |
| 506121 · Portajohn Costs | 13,662 | 12,210 | FY19 Annualized less \$2,000 |
| 506122 · Rec Ctr. Road | 186 | 190 | FY19 Budget + escalation |
| Total 506120 · Water & Sewer | 13,848 | 12,400 | |
| 506130 · Telecommunications | 3,754 | 3,380 | FY19 Actual thru Nov annualized |
| Total 506000 · Utilities | 24,209 | 23,380 | |
| 507000 · Insurance | | | |
| 507100 · Insurance - Vehicle | 1,765 | 1,780 | FY19 Actual thru Nov + escalation |
| 507110 · Insurance - Property | 186 | 170 | FY19 Actual thru Nov + escalation |
| 507120 · Insurance - General Liability | 279 | 340 | FY19 Actual thru Nov + escalation |
| 507130 · Insurance - Boiler & Machinery | 19 | 0 | FY19 Actual thru Nov + escalation |
| 507140 · Insurance - Public Officials | 557 | 570 | FY19 Actual thru Nov + escalation |
| 507150 · Insurance - Crime | 650 | 690 | FY19 Actual thru Nov + escalation |
| 507160 · Insurance—Equipment Breakdown | 0 | 10 | FY19 Actual thru Nov + escalation |
| 507170 · Insurance-Inland Marine | 0 | 150 | FY19 Actual thru Nov + escalation |
| Total 507000 · Insurance | 3,456 | 3,710 | |
| 508000 · Seminars & Tuition | 225 | 1,500 | VRPS Mgt Conf, Nat'l Conf in Baltimore |
| 509000 · Office Supplies | 5,199 | 5,340 | FY19 Budget + escalation |
| 509100 · Office Equipment | 0 | 959 | \$79.90 per month-copier lease |
| 509200 · Meals and Entertainment | 0 | 330 | FY19 Actual thru Nov annualized |
| 509300 · Subscriptions | 0 | 800 | Monthly subscriptions |
| 510000 · Postal Service | 448 | 580 | FY19 Actual thru Nov annualized |
| 511000 · Fuel | 2,787 | 4,120 | FY19 Actual thru Nov annualized |
| 512000 · Janitorial | 279 | 290 | FY19 Budget + escalation |
| 513000 · Small Tools & Equipment | 5,276 | 5,420 | FY19 Budget + escalation |
| 514000 · Fees | | | |
| 514010 · Direct Deposit Fee | 90 | 0 | None anticipated |
| 514020 · Bank Fees | 337 | 90 | FY19 Actual thru Nov annualized |
| 514030 · Credit Card Processing Fees | 1,190 | 720 | FY19 Actual thru Nov annualized |
| Total 514000 · Fees | 1,617 | 810 | |
| 516000 · Capital Outlays | 138,095 | 36,898 | Estimated |
| 516210Z · Donations - In-Kind | 99,003 | 26,000 | FY19 budgeted percent of capital outlays |
| 517000 · Expenses--Programs | 165,285 | 201,000 | 25% increase over FY18 |
| Total Expense | 645,170 | 511,300 | |
| Net Income | 0 | 0 | |

**Madison County Park and Recreation Authority
PY20 Budget
Labor**

| Position | Name (current) | Current Pay Rate | Escalation | Escalated Pay Rate | Straight Time | | Overtime | | | | Total Pay | Fringe Benefits | | | | | | Total Labor Cost | |
|--|---------------------|------------------|------------|--------------------|---------------|------------|--------------------------|-------------------|---------------|------------|-----------|---------------------|------------------|----------------------------------|--|---|---|------------------|--------------------------|
| | | | | | ST Hrs / week | # of Weeks | Straight Time Labor Cost | Overtime Pay Rate | OT Hrs / week | # of Weeks | | Overtime Labor Cost | 7.65% FICA | 2.57% Unemployment (on first 8K) | 20.12% Health Insurance (Historical %) | 1.25% Group Life Insurance (Historical %) | 2.81% Workers Compensation (Historical %) | | 8.40% VRS (Historical %) |
| Leased Employee Operations Coordinator | Jerry Carpenter | 18.00 | 2.8% | 18.50 | 40.00 | 52 | 38,480.00 | 27.75 | 5.00 | 52 | 7,215.00 | 45,695.00 | 3,495.67 | 205.60 | 7,600.00 | 571.19 | 1,284.03 | 3,838.38 | 62,689.87 |
| Leased Employee Program Coordinator | Lindsay Vonherbulis | 17.00 | 2.8% | 17.48 | 40.00 | 52 | 36,358.40 | 26.22 | - | - | - | 36,358.40 | 2,781.42 | 205.60 | 7,600.00 | 454.48 | 1,021.67 | 3,054.11 | 51,475.68 |
| Administrative Assistant | Gina Cintron-Diaz | 10.00 | 2.8% | 10.28 | 20.00 | 52 | 10,691.20 | 15.42 | - | - | - | 10,691.20 | 817.88 | 205.60 | - | - | - | - | 11,714.68 |
| Maintenance - Part Time | Larry Davis | 13.00 | 2.8% | 13.36 | 27.00 | 48 | 17,314.56 | 20.04 | - | - | - | 17,314.56 | 1,324.56 | 205.60 | - | - | - | - | 18,844.72 |
| Maintenance - Part Time | Vacant | 10.00 | 0.0% | 10.00 | 40.00 | 25 | 10,000.00 | 15.00 | - | - | - | 10,000.00 | 765.00 | 257.00 | - | - | - | - | 11,022.00 |
| Custodial - Part Time | Danny Jasper | 10.00 | 0.0% | 10.00 | 10.00 | 52 | 5,200.00 | 15.00 | - | - | - | 5,200.00 | 397.80 | 133.64 | - | - | - | - | 5,731.44 |
| Custodial - Part Time | Shirley Sipe | 11.00 | 0.0% | 11.00 | 10.00 | 52 | 5,720.00 | 16.50 | - | - | - | 5,720.00 | 437.58 | 147.00 | - | - | - | - | 6,304.58 |
| | | | | | | | | | | | | 130,979.16 | 10,019.91 | 1,360.04 | 15,200.00 | 1,025.67 | 2,305.70 | 6,892.49 | 167,782.97 |

| County of Madison | | | | | | | | | | |
|-------------------------|------------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|----------|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: | | BOYS AND GIRLS CLUB | | | | | | | | |
| Dept # | | 72601 | | | | | | | | |
| Contact | | OUTSIDE AGENCY | | | | | | | | |
| | | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-07 -72 -72601-5640 | GENERAL CONTRIBUTION REQUEST | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 | 10,000.00 | 8,000.00 | 400.00% | 100.00% | |

72601

COUNTY OF MADISON

FY2020 AGENCY FUNDING APPLICATION

DEADLINE: January 11, 2019



| IDENTIFICATION | |
|--|---|
| Organization/Agency Name: | Boys & Girls Clubs of Central Virginia (Madison Unit) |
| Street Name: | 1809 North Main Street, Madison, VA |
| Mailing Address: | PO Box 707, Charlottesville, VA 22902 |
| Agency Contact: | James Pierce, Chief Executive Officer |
| Telephone Number: | 434-971-9401 |
| E-mail Address – Agency Contact | jpierce@bgclubcva.org |
| Agency's Web Address: | www.bgclubcva.org |
| Federal Tax ID#: | 54-1602004 |
| Audit: | X Yes <input type="checkbox"/> No |

| PURPOSE/NARRATIVE |
|--|
| <p>Missions and Goals:</p> <p>In our community, young people are often left to find their own recreation and companionship in the streets. An increasing number of youth are at home with no adult care or supervision. Young people need to know that someone cares about them. The Boys & Girls Club of Madison offers that and more. Club programs promote the development of boys and girls by instilling a sense of competence, usefulness, belonging, and influence. The Club is a safe place to learn, grow, and have fun. Priority outcome areas for members focus on academic success, healthy lifestyles, and building character and leadership through service.</p> <p>The mission of the Boys & Girls Club is to enable all young people, especially those who need us most, to reach their full potential as responsible, caring, and productive citizens. As the area's leading provider of youth development programs, the Boys & Girls Club of Madison provides</p> |

safe, supervised, and educationally enriching youth development services to nearly 300 young people, ages 6 to 18, who would have limited or no out-of-school options in the absence of the Club. The Club is open every day after school, during many school breaks and all day during the summer. The Madison Club offers 40 different programs that address five Core Areas of youth development: Education & Career; Character & Leadership; Health & Life Skills; The Arts; and Sports, Fitness, & Recreation.

Experience and Accomplishments:

The Boys & Girls Club of Madison operates as a unit of Boys & Girls Clubs of Central Virginia (BGCCVA). With the support of a visionary group of community volunteers, who recognized the need for fun, positive, and affordable out-of-school activities for area kids, the Madison Club opened its doors in March, 2008, to 25 young people. Due to increasing demand for membership, the Club moved in August, 2011, from a small room at Madison County High School to a larger space at Waverly Yowell Elementary School. Today, the Club is seeing an average of 105 members daily (as many as 160 daily during the summer) and added a second full-time program staff member three years ago to support Club growth. We are proud that through the generosity of the community, including the County of Madison and the Madison County Public Schools, we are able to serve kids who need us most by keeping our fees to families affordable - \$50 for the school year and \$100 for the summer.

Recent accomplishments include 99% of Club members advancing to the next grade in June, 2018, thanks in large part to programs like *Power Hour*, an after-school homework and tutoring program, and year-round STEM (Science, Technology, Engineering and Math), overseen by a full-time STEM specialist – a position funded through the Boys & Girls Clubs of Central Virginia (BGCCVA). During the summer of 2016, BGCCVA held an organization-wide STEM Olympics in Charlottesville. Teams of six to 10 from all six Clubs gathered in Charlottesville for competitions including building the tallest tower, the strongest boat, and the most effective “egg drop” container using materials like straws, tape, balloons, and aluminum foil. At the end of the day-long competition, community volunteer judges representing all six Clubs named the Madison team BGCCVA Gold Medal STEM Olympic champions. Due to its popularity, another STEM Olympics event was held during the summer of 2018.

Two summer’s ago, a group of 15 teens from the Madison Club joined 60 other teen members from the other six BGCCVA units for the organization’s first Teen Summit, held at the Darden School of Business at the University of Virginia. The focus was on financial literacy. After being welcomed by Darden’s associate dean, participants attended morning sessions about “spending versus saving,” “goal-setting”, and “wants versus needs.” After lunch, the teens participated in a Reality Store exercise. They visited stations, staffed by community volunteers, where they were given choices in many areas including transportation, housing, job, food, savings, clothing, etc., and were asked to decide how much of their monthly funds to put toward each of these categories. At the conclusion of the event, each teen had the opportunity to discuss his or her choices with a financial professional from the community.

This past summer, a similar Teen Summit was held at the Darden School, with the theme of “Inclusivity.” The Virginia Center for Inclusive Communities (VCIC) led teens through activities to

help them learn about prejudice and bias. Then they heard from four different guest speakers who led interactive sessions about challenges based on various social identities. At the conclusion of the Summit, the 15 teen participants from Madison developed a project to promote inclusion in their Club.

Among Madison's other accomplishments, the winners of the 2011, 2012 and 2013 Youth of the Year competition for BGCCVA were from Madison. One of the winners placed second both years in the state competition and went on to study nursing at Old Dominion University. The second pursued a degree in public relations and communications at Virginia Commonwealth University and is a published author and motivational speaker.

The Madison Club is proud to have a model partnership with the Madison County Public Schools. Not only does the Club utilize school facilities at no charge, but during summers, summer school students participate in Club activities for the part of the day they are not in school. The close proximity of the school and Club also makes the Club easily accessible year-round. In addition, Madison Public Schools provides breakfast and lunch during the summer to our members through the summer food service program. During the school year, the Club provides a healthy snack after school to members through CACFP (Child and Adult Food Care Program).

We know that active participation positively impacts the lives of Club members, with 99% of our members in Madison moving to the next grade level on time – a strong indicator for on-time high school graduation. This is an important accomplishment considering the high school graduation rate in Madison has risen significantly since the Club has been in existence –96.5% in 2016, up from 85.2% in 2010.

Benefits of Funding:

The Boys & Girls Club of Madison serves all of Madison County. Direct community benefits include: crime avoidance, keeping kids safe from negative influences and situations, loitering reduction, decreased vandalism and graffiti, improved school performance, obesity prevention, and increased economic stability when adults can work knowing that their children are in a safe and productive environment.

The need to provide a bigger safety net to our community's most at-risk children is evident in the number of teens dropping out of school, joining gangs or developing alcohol and drug problems. Many of the nearly 300 members served in our Madison Club qualify for free or reduced lunch (56%) or come from single parent families (37%). In many cases, both parents work full-time and/or have second jobs and are unable to afford more expensive alternative options for after-school enrichment programs.

Investing in our children helps to develop their academic confidence, build a solid foundation, and guide them toward a positive future. Keeping youth on track to on-time graduation is vital to their successful outcomes and the long-term strength of our communities. Failing to graduate high school, conversely, has long-term negative consequences for the individual and for society. High school dropouts earn much less than those with diplomas, and are far more likely to rely on public assistance. As a result of their lower incomes, dropouts contribute much less in income taxes and sales taxes. A dropout is more likely to commit crimes and serve time in

prison. They typically have worse health outcomes and often do not live as long as someone who completed high school. On average, high school graduates earn \$10,000 more per year than high school dropouts.

According to the U.S. Census Bureaus, the estimated tax revenue and lifetime earnings loss from every male between the ages of 25 and 34 years of age who does not complete high school is approximately \$944 billion. The increased cost in public assistance and crime is calculated to be \$24 billion nationally. In addition, seventy-five percent of America's state prison inmates are high school dropouts. According to the Alliance for Excellent Education, dropouts from the class of 2008 will cost Virginia almost \$7.6 billion in lost wages over their lifetimes.

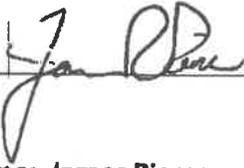
If we help just 10 members graduate who otherwise would not have, we can add \$2 million to our economy over those members' lifetimes. 100 members = \$20 Million.

According to a study published by the University of Michigan, for every \$1 invested in the Boys & Girls Club, the return in benefits to individuals and communities is \$9.60. For an investment of \$10,000 by Madison County, the return on investment is \$96,000.

In addition to being a sound investment in an organization with a proven track record, financial support from Madison County reflects well on our organization and helps to leverage dollars from other funding sources, including local individuals and businesses, Boys & Girls Clubs of America, the Commonwealth of Virginia Department of Social Services, the Child and Adult Care Food Program (CACFP), the Virginia Foundation for Healthy Youth, and the Office of Justice Programs.

Intention of Use: Funds will support the Club's year-round programs, including staffing, supplies, equipment, and field trips. The Madison Club has seen a significant increase in average daily attendance over the past year. This past summer, as many as 160 youth attended the Club daily. During the school year, attendance is regularly over 100. An increased investment from Madison County would provide essential funding to sustain new staff hired as a result of the Club's growth.

| FUNDING | |
|----------------------------|---|
| <i>Category of Funding</i> | <input type="checkbox"/> <i>Public Safety</i> <input type="checkbox"/> <i>Health</i> <input type="checkbox"/> <i>Arts/Culture</i> <input type="checkbox"/> <i>General Community/Civic</i> <input checked="" type="checkbox"/> <i>Human Services</i> <input type="checkbox"/> <i>Education</i> <input type="checkbox"/> <i>Environment</i> <input type="checkbox"/> <i>Recreation</i> |
| <i>Funding Request:</i> | \$ 10,000 |

Signature: 

Title: Chief Executive Officer

Printed Name: James Pierce

Date: 1/10/2019

Madison County Boys Girls Club
Comparative Financials

Madison Boys & Girls Club

| | 110 | 120 | 120 | 120 |
|---|------------------------------------|----------------------------------|---|---|
| <i>Clients Served - (Average Daily)</i> | | | | |
| <i>Clients Served (Total)</i> | 325 | 330 | 330 | 340 |
| | 7/1/2017 - 6/30/2018 ACTUALS | 7/1/2018- 6/30/2019 BUDGET | 7/1/2018 - 12/31/2018 YTD ACTUALS | PROPOSED 7/1/2019 - 6/30/2020 Budget |
| Revenue | | | | |
| Donations | 123,635 | 113,000 | 101,999 | 115,000 |
| Program Fees | 29,065 | 21,000 | 4,210 | 21,000 |
| Grants | 56,041 | 78,500 | 27,975 | 79,000 |
| Interest/Investment Income | 122 | 250 | 1,616 | 1,000 |
| Total Revenue | 208,862 | 212,750 | 135,799 | 216,000 |
| Net Income from Special Events | | | | |
| Special Events Income | 153,133 | 150,000 | 5,000 | 150,000 |
| Special Event Expense | (49,495) | (44,550) | (1,278) | (44,550) |
| Total Net Income from Special Events | 103,638 | 105,450 | 3,722 | 105,450 |
| Total Revenue | 312,501 | 318,200 | 139,522 | 321,450 |
| Expenses | | | | |
| Compensation | 144,499 | 211,365 | 88,682 | 213,000 |
| Benefits & Payroll Taxes | 23,732 | 33,887 | 12,427 | 33,500 |
| Program Supplies | 9,695 | 8,750 | 6,149 | 10,000 |
| Program Refreshments | 11,261 | 20,000 | 6,546 | 18,000 |
| Program Field Trips | 2,532 | 2,500 | 3,883 | 2,840 |
| Youth Clubs | 350 | 0 | 1,946 | 250 |
| Office Operations | 4,601 | 5,170 | 757 | 5,000 |
| Occupancy | 21,949 | 2,200 | 1,231 | 2,500 |
| Staff Costs | 1,007 | 1,825 | 1,088 | 1,000 |
| Vehicle Costs | 4,842 | 3,000 | 30 | 4,000 |
| Staff Training & Education | 874 | 2,600 | 11 | 2,000 |
| Dues | 60 | 0 | 4,159 | 150 |
| Banking/Interest | 587 | 400 | 777 | 500 |
| Marketing & Cultivation | 780 | 1,000 | 0 | 1,000 |
| Unclassified Expenses | 243 | 0 | - | - |
| Shared Expenses | 20,256 | 26,963 | 10,331 | 33,829 |
| Other Expenses | 1 | 0 | 0 | 0 |
| Total Expenses | 237,205 | 319,660 | 138,017 | 327,569 |
| Operating Revenue Fav. (Unfav.) | 75,296 | (1,460) | 1,505 | (6,119) |
| Other Income (Expense) | | | | |
| Investment transfer | 0 | 1,460 | 0 | 6,119 |
| Depreciation Expense | (163) | 0 | 0 | 0 |
| Total Other Income (Expense) | (163) | 1,460 | 0 | 6,119 |
| Revenue Fav. (Unfav.) After Other Income (Expense) | 75,133 | 0 | 0 | 0 |

FY18 favorable revenue is due to one unfilled budgeted full-time position @ \$40k plus payroll taxes, and benefits. Shared expenses were also lower due to the unfilled position, which has since been filled. In addition, the Club negotiated lower health insurance premiums than budgeted. Madison applied for and received CACFP funding to cover budgeted food expenses.

| County of Madison | | | | | | | | | | |
|-------------------------|------------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|-------------------------------|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: | | SENIOR CENTER | | | | | | | | |
| Dept # | | 72602 | | | | | | | | |
| Contact | | OUTSIDE AGENCY | | | | | | | | |
| | | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-07 -72 -72602-5640 | GENERAL CONTRIBUTION REQUEST | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | - | None | 100.00% | not requested by organization |

72602



Rappahannock Rapidan
Community Services

Programs that matter. People who care.

Administrative Offices

P. O. Box 1568
Culpeper, VA 22701
Telephone: (540) 825-3100
FAX: (540) 825-6245
TDD: (540) 825-7391

January 2, 2019

Madison County Board of Supervisors
Attention: Sara Jean Costella
PO Box 705
Madison, VA 22727
540-948-5938

Dear Madison County Board of Supervisors,

Madison Senior Center, a program of Rappahannock Rapidan Community Services, would like to extend our sincere gratitude for the annual allocation awarded to the center year after year.

Madison Senior Center provides a nutritious noon meal four times a week and fellowship for eligible older adults age 60 and better. In addition to lunch, participants enjoy the opportunity to socialize and meet new friends, experience educational opportunities, participate in wellness programs, and enjoy interesting and fun activities. Door-to-door free transportation can be provided by Rappahannock Rapidan Community Services in most cases to the center.

The allocation provided by the county helps subsidize programming at the center, in the community, and throughout Virginia. To say that some of the members of the center would not be able to participate with the many events the center provides without these funds would be an understatement.

Your continued support of this worthwhile active and engaging center would most definitely be appreciated. Please continue to provide annual support for Madison Senior Center.

Sincerely,

Shirley Workman & Lola Walker

Shirley Workman
Madison Senior Center Administrator
Rappahannock-Rapidan Community Services
sworkman@rrcsb.org, 540-948-4131

Lola I. Walker
Nutrition & Volunteer Services Manager
Rappahannock Rapidan Community Services
lwalker@rrcsb.org, 540-825-3100 x3358

| County of Madison | | | | | | | | | | |
|-------------------------|------------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|----------|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: | MADISON COUNTY FAIR | | | | | | | | | |
| Dept # | 72604 | | | | | | | | | |
| Contact | OUTSIDE AGENCY | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-07 -72 -72604-5640 | GENERAL CONTRIBUTION REQUEST | 1,000.00 | 500.00 | 500.00 | 500.00 | 1,000.00 | 500.00 | 100.00% | 100.00% | |

72604

COUNTY OF MADISON

FY2020 AGENCY FUNDING APPLICATION

DEADLINE: January 11, 2019



| IDENTIFICATION | |
|--|--|
| <i>Organization/Agency Name:</i> | Madison County Fair, Incorporated |
| <i>Street Name:</i> | 1015 Fairgrounds Rd. Madison, VA 22727 |
| <i>Mailing Address:</i> | PO Box 1071 Madison, VA 22727 |
| <i>Agency Contact:</i> | Scott Daniel, Treasurer |
| <i>Telephone Number:</i> | 540-717-0899 |
| <i>E-mail Address – Agency Contact</i> | madisoncountyfairva@gmail.com |
| <i>Agency's Web Address:</i> | www.madisoncountyfairva.com |
| <i>Federal Tax ID#:</i> | 54-1567542 |
| <i>Audit:</i> | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Reviewed annually by Fair Finance Comm. |

| PURPOSE/NARRATIVE |
|--|
| <p>Missions and Goals: To provide an exposition for citizens of Madison County and the surrounding areas that educates patrons on agricultural and rural life, facilitates community interaction and yields an entertaining experience for all ages. Our goal is to preserve and enhance the rich heritage of our agricultural community by providing a venue to exhibit and reward the talents of our community's youth in the areas of animal husbandry, arts and crafts, and home economics.</p> <p>Experience and Accomplishments: We have provided a quality fair to our community for 28 consecutive years, continually providing participation and recognition of our county's youth. The Madison County Fair provides a variety of entertainment, food, and music options, balancing each year between</p> |

traditional favorites and new experiences. The Fair has been recognized with multiple awards in recent year at the Virginia Association of Fairs convention, recognizing the theme, marketing materials and promotional materials produced by the Madison County Fair.

Benefits of Funding:

To provide educational and entertaining experiences for residents of Madison County and the surrounding areas, and provide quality events and entertainment that are family friendly and acceptable for all ages. The fair attracts over 8,000 – 10,000 visitors annually during the 4 days of operation, drawing commerce to county businesses and providing a positive impression to visitors of our community.

Intention of Use:

Funding will be used toward premiums paid to youth exhibitors in the livestock and home, farm and garden areas. The fair receives over 1300 total home, farm and garden entries annually and has over 50 different livestock exhibitors, with many of youth caring for multiple animal projects.

| FUNDING | |
|----------------------------|---|
| Category of Funding | <input checked="" type="checkbox"/> Public Safety <input type="checkbox"/> Health <input checked="" type="checkbox"/> Arts/Culture <input checked="" type="checkbox"/> General Community/Civic <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> Education <input type="checkbox"/> Environment <input checked="" type="checkbox"/> Recreation |
| Funding Request: | \$ 1,000 |

| | |
|--|--|
| Signature: <u>M. Scott Daniel</u> | Title: Treasurer, Madison County Fair Board |
| Printed Name: M. Scott Daniel | Date: 01/10/2019 |

Madison County Fair - Treasurer's Report - Fiscal Year Ended 12/31/2018

| Assets | 12/31/18 | 12/31/2017 | 12/31/2016 |
|--------------------|-----------------|-------------------|-------------------|
| Checking Account | \$ 29,662.00 | \$ 15,778.55 | \$ 33,098.56 |
| CD/Savings | \$ 50,346.58 | \$ 50,296.26 | \$ 30,257.81 |
| Youth Scholarships | \$ 5,101.17 | \$ 5,320.67 | \$ 4,182.67 |

| | | | |
|---------------------|---------------------|---------------------|---------------------|
| Total Assets | \$ 85,109.75 | \$ 71,395.48 | \$ 67,539.04 |
|---------------------|---------------------|---------------------|---------------------|

| Income | 12/31/18 | 12/31/2017 | 12/31/2016 | Budget 2018 | Budget 2019 |
|---------------------|----------------------|----------------------|----------------------|--------------------|--------------------|
| Admissions | \$ 52,835.00 | \$ 56,367.00 | \$ 45,449.50 | \$ 51,000 | \$ 52,000 |
| Advance Sales | \$ 300.00 | \$ 25.00 | \$ 40.00 | \$ 1,000 | \$ 500 |
| Carnival | \$ 8,557.81 | \$ 8,686.11 | \$ 8,166.56 | \$ 8,800 | \$ 8,500 |
| Sponsorships & Ads | \$ 25,725.00 | \$ 24,725.00 | \$ 26,290.00 | \$ 30,000 | \$ 26,000 |
| Vendors | \$ 5,347.00 | \$ 5,100.00 | \$ 4,450.00 | \$ 5,000 | \$ 5,200 |
| Donations | \$ 290.00 | \$ 120.00 | \$ - | \$ 250 | \$ 500 |
| Entry Fees | \$ 6,980.00 | \$ 6,315.00 | \$ 6,738.00 | \$ 6,500 | \$ 6,600 |
| Grants & Other | \$ 2,149.48 | \$ 653.00 | \$ 1,030.26 | \$ 700 | \$ 1,500 |
| 50/50 Raffle | \$ - | \$ 195.00 | \$ 315.00 | \$ 250 | |
| Livestock Floor | \$ 25,583.75 | \$ 25,034.06 | | \$ 25,000 | \$ 25,000 |
| Fundraisers | \$ 8,719.88 | \$ 15,896.36 | \$ 19,967.63 | \$ 16,000 | \$ 9,000 |
| Scholarship | \$ - | | \$ 5,082.67 | | |
| Total Income | \$ 136,487.92 | \$ 143,116.53 | \$ 117,529.62 | \$ 144,500 | \$ 134,800 |

| Expenses | 12/31/18 | 12/31/2017 | 12/31/2016 | Budget 2018 | Budget 2019 |
|------------------------------|----------------------|----------------------|----------------------|--------------------|--------------------|
| Administration | \$ 6,423.07 | \$ 9,229.26 | \$ 8,684.49 | \$ 9,400 | \$ 8,500 |
| Insurance | \$ 6,169.07 | \$ 5,027.35 | \$ 5,165.66 | \$ 5,200 | \$ 6,200 |
| Advertising & Awards | \$ 17,053.01 | \$ 16,772.32 | \$ 22,944.42 | \$ 19,000 | \$ 17,000 |
| Entertainment | \$ 19,834.50 | \$ 26,515.00 | \$ 2,938.08 | \$ 20,000 | \$ 20,000 |
| Premiums | \$ 4,577.00 | \$ 4,178.00 | \$ 4,059.00 | \$ 4,200 | \$ 4,600 |
| Events | \$ 14,632.99 | \$ 15,731.99 | \$ 41,040.00 | \$ 20,000 | \$ 17,000 |
| Tickets, Parking, & Security | \$ 3,950.00 | \$ 3,945.00 | \$ 3,200.00 | \$ 4,200 | \$ 4,000 |
| Grounds | \$ 15,341.18 | \$ 14,585.74 | \$ 18,594.96 | \$ 16,000 | \$ 16,000 |
| Judging & HFG | \$ 1,125.99 | \$ 2,338.05 | \$ 1,097.33 | \$ 2,500 | \$ 2,000 |
| 4-H Livestock & Floor Sales | \$ 26,004.25 | \$ 25,309.25 | \$ 931.18 | \$ 25,000 | \$ 25,000 |
| Fundraisers | \$ 6,444.13 | \$ 10,950.48 | \$ 12,392.36 | \$ 11,500 | \$ 6,000 |
| Gifts & Donations | \$ 2,700.00 | \$ 2,000.00 | \$ 900.00 | \$ 1,500 | \$ 2,500 |
| Total Expenses | \$ 124,255.19 | \$ 136,582.44 | \$ 121,947.48 | \$ 138,500 | \$ 128,800 |

| | | | | | |
|--------------------|---------------------|--------------------|----------------------|--------------------|--------------------|
| Profit/Loss | \$ 12,232.73 | \$ 6,534.09 | \$ (4,417.86) | \$ 6,000.00 | \$ 6,000.00 |
|--------------------|---------------------|--------------------|----------------------|--------------------|--------------------|

| County of Madison | | | | | | | | | | |
|-------------------------|------------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|----------|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: | | MADISON LIBRARY | | | | | | | | |
| Dept # | | 73100 | | | | | | | | |
| Contact | | Bonnie Utz | | | | | | | | |
| | | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-07 -73 -73100-5640 | GENERAL CONTRIBUTION REQUEST | 123,772.00 | 124,772.00 | 131,972.00 | 65,986.02 | 143,600.00 | 11,628.00 | 8.81% | 50.00% | |

COUNTY OF MADISON

FY2020 AGENCY FUNDING APPLICATION

DEADLINE: January 11, 2019



| IDENTIFICATION | |
|--|--|
| <i>Organization/Agency Name:</i> | MADISON COUNTY LIBRARY, INC. |
| <i>Street Name:</i> | 402 N MAIN ST |
| <i>Mailing Address:</i> | PO BOX 243, MADISON VA. 22727 |
| <i>Agency Contact:</i> | Bonnie Utz, Library Director Bonita Burr – Treasurer, Board of Directors |
| <i>Telephone Number:</i> | 540-948-4720 |
| <i>E-mail Address – Agency Contact</i> | bonnie@madisoncountyvalibrary.org bonitaburr@gmail.com |
| <i>Agency's Web Address:</i> | www.madisoncountyvalibrary.org |
| <i>Federal Tax ID#:</i> | EIN 54-0831592 |
| <i>Audit:</i> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

| PURPOSE/NARRATIVE |
|---|
| <p><i>Missions and Goals:</i></p> <p>The Madison County Library, Inc. provides materials and services to help community residents obtain information to meet their personal and educational needs. The Library serves as a learning and educational center for all residents of the community. Special emphasis is placed on stimulating children's interest and appreciation for reading and learning.</p> |
| <p><i>Experience and Accomplishments:</i> During the 84 years that the library has been open, our support of our community has grown. From term papers that require our databases, and</p> |

programming that supports our schools, to college degrees being earned and job applications applied for online, the Library has enriched the citizens of Madison. Telecommuters use our Wi-Fi to earn their livings. 1,357 children attended our pre-school programming and another 962 attended our Summer Reading programs just in this year alone.

Benefits of Funding:

Continue to provide and improve the services provided to the community. Madison County Library expenditure of \$15.53 per Capita, is 5th from the bottom out of 97 VA libraries

Intention of Use

In 2019-20 we will continue to update salaries to keep up with the cost of living. We plan to upgrade our current library catalog program (now over 20 years old) to a 21st century system. We also plan to increase our wi-fi capacity with Federal E-Program Assistance. It is well known that the Library is a much used wi-fi "hotspot" in the County. We will begin planning for the completion of the Library basement which will increase the library's contribution to community resources. Last but not least with will continue to improve and enhance our Community and School support programs

FUNDING

Category of Funding

- Public Safety
- Health
- Arts/Culture
- General Community/Civic
- Human Services
- Education
- Environment
- Recreation

Funding Request:

\$ \$143,600.00

Signature: Bonnie G. Utz

Title: Director

Printed Name: Bonnie Utz

Date: 1/10/19

MADISON COUNTY LIBRARY - Additional Financial Information

| | FY18 6/30/18 2017-18 final | FY19 6/30/19 2018-19 budget | FY19 Dec 31 actuals | FY20 proposed 2019-20 |
|-----------------------|---------------------------------------|--|--------------------------------|----------------------------------|
| Revenue | | | | |
| VA State Aid | \$38,622.00 | \$41,425.00 | \$20,622.50 | \$42,589.00 |
| Madison County | \$124,772.00 | \$131,972.00 | \$76,983.69 | \$143,600.00 |
| Library fundraising * | \$189,187.00 | \$53,487.00 | \$155,797.11 | \$55,010.00 |
| Total | \$352,581.00 | \$226,884.00 | \$253,403.30 | \$241,199.00 |
| Expenses | \$241,026.00 | \$226,704.00 | \$101,487.28 | \$241,199.00 |
| Endowment * | \$122,311.00 | | \$23,565.00 | |

2019 2020 Budget Draft**1/3/2019**

| Virginia Library State Aid/ Expense item | 18-19 Budget | 19-20 Budget | |
|---|---------------------|---------------------|------------------------------|
| Audio | \$4,359.00 | \$4,500.00 | |
| Blue Ridge Consortium / Ebooks | \$1,800.00 | \$1,800.00 | |
| Books | \$20,085.00 | \$21,000.00 | |
| Business Travel, Meetings. | \$670.00 | \$700.00 | |
| Computers H W S W Maintenance | \$2,000.00 | \$2,000.00 | |
| Dues Associations | \$261.00 | \$261.00 | |
| Data Base | \$1,800.00 | \$1,800.00 | |
| E Rate Services and E Books | \$105.00 | \$105.00 | |
| Furniture Fixtures (Book related) | \$750.00 | \$750.00 | |
| Maintenance Contract Copier | \$260.00 | \$260.00 | |
| Office Supplies | \$7,500.00 | \$7,500.00 | |
| Subscriptions | \$1,100.00 | \$1,100.00 | |
| Story Hour | \$235.00 | \$463.00 | |
| Summer Reading Adult | \$0.00 | \$0.00 | |
| Video Micro Film | \$320.00 | \$350.00 | |
| Total State Aid | \$41,245.00 | \$42,589.00 | may be reduced by LVA |
| Personnel - Fixed | | | |
| Payroll | \$113,994.00 | \$119,000.00 | 4% inc. |
| Employers Share Payroll Taxes | \$9,135.00 | \$9,410.00 | |
| Workman's Compensation | \$3,300.00 | \$3,650.00 | |
| Health Insurance | \$16,000.00 | \$18,400.00 | |
| Total | \$142,429.00 | \$150,460.00 | |

Utilities/ Services Fixed

| | | |
|--------------------|--------------------|--------------------|
| Electricity | \$7,500.00 | \$7,725.00 |
| Propane | \$1,200.00 | \$1,200.00 |
| Telephone Internet | \$3,500.00 | \$3,500.00 |
| Trash Pick Up | \$400.00 | \$425.00 |
| Water Sewage | \$500.00 | \$500.00 |
| Total | \$13,100.00 | \$13,350.00 |

Programs- fixed

| | | |
|------------------------|-------------------|-------------------|
| Scholarship | \$2,000.00 | \$2,000.00 |
| Summer Reading Program | \$5,000.00 | \$6,500.00 |
| Totals | \$7,000.00 | \$8,500.00 |

Other Expenses

| | | |
|-----------------------|-------------------|-------------------|
| Advertising - D | \$330.00 | \$100.00 |
| Audit- fixed | \$2,700.00 | \$2,700.00 |
| Business Expenses - D | \$200.00 | \$200.00 |
| Local Travel - D | \$100.00 | \$250.00 |
| Miscellaneous - D | \$100.00 | \$200.00 |
| Totals | \$3,430.00 | \$3,450.00 |

Fund Raising Promotional Expenses

| | | |
|-----------------------------|-------------------|-------------------|
| FOL Fund Raising Expenses D | \$400.00 | \$0.00 |
| BOD Fund Rasing Expenses- D | \$4,000.00 | \$4,500.00 |
| Total | \$4,400.00 | \$4,500.00 |

Building Office

| | | |
|--|--------------------|--------------------|
| Building Maintenance - D | \$4,000.00 | \$4,000.00 |
| IT Maintenance | \$0.00 | \$5,000.00 |
| Contracted Services - D | \$1,000.00 | \$1,000.00 |
| Furniture Including Cabinets, Shed - D | \$1,000.00 | \$1,000.00 |
| Insurance General Building - fixed | \$2,800.00 | \$3,100.00 |
| Intuit Subscription - Fixed | \$700.00 | \$750.00 |
| Janitorial Supplies - D | \$700.00 | \$700.00 |
| Office Equipment not state - D | \$3,000.00 | \$1,000.00 |
| Office Supplies Not state aid - D | \$1,100.00 | \$1,000.00 |
| Postage - D | \$800.00 | \$800.00 |
| Total | \$15,100.00 | \$18,350.00 |

| | | |
|---------------------|---------------------|---------------------|
| Total Budget | \$226,704.00 | \$241,199.00 |
|---------------------|---------------------|---------------------|

REVENUES

| | | |
|---------------------------|---------------------|---------------------|
| Total State Aid | \$41,245.00 | \$42,589.00 |
| Total County Aid | \$131,972.00 | \$143,600.00 |
| County In Kind Services | \$0.00 | \$0.00 |
| Library Revenue-projected | \$53,487.00 | \$55,010.00 |
| Totals | \$226,704.00 | \$241,199.00 |

Library Generated Income. previous year

| | |
|------------------------|---------------------|
| Endowment Dividends | \$5,312.25 |
| Bank Interest | \$162.20 |
| Misc Donations | \$19,414.00 |
| Federal E Rate | \$1,319.57 |
| FOL | \$5,709.28 |
| Front Desk | \$2,281.26 |
| Auction | \$12,926.00 |
| Fall Letter Drive | \$12,165.00 |
| Spring Endowment Drive | \$22,311.20 |
| Give Local | \$5,462.44 |
| Grants | \$925.00 |
| Other Fund Raiser | \$1,106.00 |
| Vanguard Endowment | \$100,000.00 |
| Total Library | \$189,094.20 |

**MADISON COUNTY LIBRARY 2019-20 BUDGET REQUEST
 COMPARED WITH LIBRARY OF VIRGINIA 5 YEAR PLAN**

| | 2016-17 | 2017-18 | 2018-19 | 2019-20 | 2020-21 |
|---------------------------------------|----------------|----------------|----------------|----------------|----------------|
| COUNTY CASH | \$ 123,772.00 | \$ 124,772.00 | \$ 131,972.00 | \$ 143,600.00 | \$ 155,228.00 |
| COUNY IN-KIND | \$ 3,500.00 | \$ - | \$ - | \$ - | \$ - |
| TOTAL | \$ 127,272.00 | \$ 124,772.00 | \$ 131,972.00 | \$ 143,600.00 | \$ 155,228.00 |
| AMT INCREASE FROM PREVIOUS YEAR | \$ 7,744.00 | \$ 1,000.00 | \$ 7,200.00 | \$ 11,628.00 | \$ 11,628.00 |
| LVA 5 YEAR PLAN | \$ 130,928.00 | \$ 139,028.00 | \$ 147,128.00 | \$ 155,228.00 | |
| UNDERFUNDING | \$ 3,656.00 | \$ 14,256.00 | \$ 15,156.00 | \$ 23,256.00 | |
| STATE AID AMOUNT | \$ 37,332.00 | \$ 38,622.00 | \$ 41,245.00 | \$ 42,589.00 | ? |

NOTES

1. 2017-2018 increase in Madison County contribution = \$1000.00 (compared with expected \$8100 increase on Library of VA plan) This will reduce library state aid amount in 2019-20 by at least \$3500.
2. With current 2018-19 County contributions, MAD LIB is still underfunded by \$15,156.
3. LVA 5-year plan ends 2020. To meet the plan, we need to request \$23,256 increase in county funding.
4. The Board proposes to negotiate a one-year extension with the LVA if Madison County commits to \$11,628 increase in 2019-20 and \$11,628 increase in 2020-21. Hopefully this solution will avoid future penalties.
5. 2017 Library of Virginia data shows Average Expenditure (Total budget) of all VA libraries - \$32.86 per capita. Madison County Library - \$15.53 per Capita, 5th from the bottom out of 97 VA libraries.

From: Bonita Burr
Sent: Thursday, November 15, 2018 11:59 AM
To: Bonnie Utz
Subject: Re: in kind funding

Thanks Bonnie, this a great help. We'll be able to talk to MJ and Jack Hobbs when I get back. B

Sent from my iPad

On Nov 14, 2018, at 3:24 PM, Bonnie Utz <bonnie@madisoncountyvalibrary.org> wrote:

In FY '17, the State accepted a letter from the Madison County Financial Director in lieu of receipts for the in-kind services that the County provided as part of their contribution to the Library. The Library and the County were told by the State that this would not be accepted for the following year. Your emails to Kim Armentrout and Ms. Costello starting in April confirmed this. When I entered the Bibliostat data for FY '18, I could no longer enter the in-kind services. That means that the County fell \$3,500 short of their stated line item contribution for the Library. When I called the State to ask what to do about the situation, I was told that I could do nothing but put a note beside the missing data in Bibliostat. When I inquired about inevitable consequences I was told that at best we would lose \$3,500 from State Aid. - 10/15/18 2019-20

The following is the instruction for the input of Data into Bibliostat.

Help For Question 13.5

If funds were expended for library purposes which were not included under local government income, enter the amount of funds. Based on the review of waiver request related to common government expenditures, the LVA Board would like to clarify that common government expenditures are funds that are expended in the fiscal year being reported on the direct operation of the library that do not appear in the library budget. These are typically things like utilities, building and grounds maintenance, and library staff wages or benefits. It should not include any indirect or administrative cost such as services for HR, IT support, county administration, and building depreciation. If you are using any data from a cost allocation plan, the plan must be from the same fiscal year and include only direct costs. Contact your fiscal officer to determine these costs. You must submit documentation from the local fiscal officer to support common governmental funds.

Bonnie Utz, Dir.
Madison County Library, Inc.
402 N Main St
PO Box 243
Madison, VA 22727
Phone 540-948-4720
Fax 540-948-4919
www.madisoncountyvalibrary.org

Madison County Library

FIVE YEAR PLAN FOR MEETING STATE AID REQUIREMENTS

*Based on FY2013 data:

Population = 13,325

State's 50% of the Median = \$11.62

Local Funding Level Needed to reach 50% Median = \$154,837

Funding Difference Total = \$59,609

Incremental Increase Amounts [FY'16 - FY'20] = \$8,100.00

| Fiscal Year Ending | Local Gov't Support | Incremental increases (Cash + in kind) | Total Local Funding |
|--------------------|---------------------|---|---------------------|
| FY2013 | \$95,228.00 | 0.00 | \$95,228.00 |
| FY2014 | \$95,228.00 | \$8,000 + 3000.00 = \$ 11,000.00 | \$106,228.00 |
| FY2015 | \$106,228.00 | \$5,000 + \$3500.00 = \$8,500.00 | \$114,728.00 |
| FY2016 | \$114,728.00 | \$4,600 + \$3500 = \$8,100.00 | \$122,828.00 |
| FY2017 | \$122,828.00 | \$4,600 + \$3500 = \$8,100.00 | \$130,928.00 |
| FY2018 | \$130,928.00 | \$4,600 + \$3500 = \$8,100.00 | \$139,028.00 |
| FY2019 | \$139,028.00 | \$4,600 + \$3500 = \$8,100.00 | \$147,128.00 |
| FY2020 | \$147,128.00 | \$4,600 + \$3500 = \$8,100.00 | \$155,228.00 |

Ernie Hoch
County Administrator

____/____/____

Gary W. Jones
Library Treasurer

____/____/____

Madison County Library

Five-Year Plan for Meeting State Aid Requirements

The State Library Board requires all funded libraries to receive, from their local government, 50% of the state's median per capita and 66.6% of total income from taxation.

Based on 2013 data:

50% of the median of the state's per capita giving: \$11.62

Madison's per capita funding from local government: \$7.15

Madison's total funding from local government for FY2013: \$95,228

Funding level needed to reach 50% of the state's median: \$154,837

Difference: \$59,609

Schedule of Incremental Increase Amounts:

| Fiscal Year Ending | Increase in Funding over Previous Year | Total Local Funding (cash + in kind services) |
|--------------------|--|---|
| FY2013 | 0.00 | 95,228 |
| FY2014 | 11,000 | 106,228 |
| FY2015 | 8,500 | 114,728 |
| FY2016 | 8,100 | 122,828 |
| FY2017 | 8,100 | 130,928 |
| FY2018 | 8,100 | 139,028 |
| FY2019 | 8,100 | 147,128 |
| FY2020 | 8,100 | 155,228 |

Summary of the library's funding with Madison County

Many years ago the Madison County Board of Supervisors made an agreement with the Library of Virginia of how to locally fund the Madison County Library; this agreement was made between the LOV and all libraries in Virginia receiving state funding. In order for local libraries to receive state funding, the LOV required that local governments give libraries 50% of the median per capita giving in the state. For many years Madison County has not met that requirement. The state was lenient for several years because of the economic situation, but in 2014 began requiring localities to meet their funding obligations again.

In 2015, representatives from Madison County BOS, the Library of Virginia, and the Madison County Library met to discuss how to work toward meeting the funding requirement. The LOV forgave much of the underfunding of the past, settling on \$40,109 in arrears that the county would need to pay the MCL. Parties agreed that this could (as an option) be paid over five years (FY16-20), at \$8,022 per year.

In FY15-16, the county funded \$117,228 to the Madison County Library, or approximately \$13.50 per capita, which met the median requirement for the first time in years.

| County of Madison | | | | | | | | | | |
|-------------------------|-------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|----------|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: | PLANNING COMMISSION | | | | | | | | | |
| Dept # | 81100 | | | | | | | | | |
| Contact | Carty Yowell/ B Grayson | | | | | | | | | |
| | | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-08 -81 -81100-1110 | MEMBERS | - | - | - | - | - | - | Not budgeted | Not budgeted | |
| 10-08 -81 -81100-2100 | FICA | - | - | - | - | - | - | Not budgeted | Not budgeted | |
| 10-08 -81 -81100-3166 | TRAINING SERVICES | - | - | 1,500.00 | - | 1,500.00 | - | None | 0.00% | |
| 10-08 -81 -81100-3172 | PLANNING ASSISTANCE | 236.43 | 5,250.00 | - | - | - | - | None | Not budgeted | |
| 10-08 -81 -81100-3213 | COMMITTEE MEMBERS | 10,410.00 | 10,285.00 | 10,440.00 | 2,370.00 | 10,440.00 | - | None | 22.70% | |
| 10-08 -81 -81100-3214 | COMMITTEE CLERICAL | 1,650.00 | 1,725.00 | 1,900.00 | 450.00 | 1,900.00 | - | None | 23.68% | |
| 10-08 -81 -81100-5810 | DUES | - | - | - | - | - | - | None | Not budgeted | |
| 10-08 -81 -81100-6001 | OFFICE SUPPLIES | 279.95 | 134.79 | 500.00 | 73.45 | 500.00 | - | None | 14.69% | |
| 10-08 -81 -81100-8103 | IT EQUIPMENT | - | 1,270.00 | 300.00 | - | 300.00 | - | None | 0.00% | |
| | | 12,576.38 | 18,664.79 | 14,640.00 | 2,893.45 | 14,640.00 | - | None | 19.76% | |

81100

MADISON COUNTY PLANNING COMMISSION

MADISON, VIRGINIA 22727

TO: Mary Jane Costello, Finance Director

FROM: Betty C. Grayson, Zoning Administrator *Betty C. Grayson*

DATE: January 11, 2019

RE: FY 2020 Budget Request

The Madison County Planning Commission at their workshop meeting on December 19, 2018 discussed their budget and decided to submit the same budget request as last year.

Attached please find their request.

If you have any questions about the Planning Commission budget, you can contact me or Carty Yowell, Chairman of the Planning Commission.

Madison County**Departmental Expenditure Budget Outlook****Fiscal Years 2020 to 2024****Department/Office: Zoning****Office _____****Department Head/Constitutional Officer: Betty C. Grayson, Zoning Administrator****A. FISCAL YEAR 2020 – Budgetary Needs & Requests**

1. Please discuss any relevant staffing issues faced by your department in fiscal 2020. Please address the need for additional full-time and part-time staff, as well as increases in necessary levels of overtime. This discussion should also address need for employee compensation increased based on promotion, certifications obtained, misalignment with market and/or other departments and any other relevant issues. I only have \$200.00 in Part-Time help and I would like to increase that to \$500.00 for FY 2020. There are only the 2 of us and occasionally it happens that both of us have to be off at the same time; normally something that cannot be pre-planned such as surgery or a funeral and both of those instances have happened this year.
2. Please discuss anticipated or desired programmatic changes within your department for FY2020. This can include the offering of new services, or offering services at a significantly different order of magnitude than in previous years. I know of no changes at this time.
3. Please discuss any known technology needs for your department for FY2020. This should include both operating and capital items, and should address such areas as records management, state mandates, outdated software and/or hardware, and need to improve delivery of services. I did ask for a new computer for Carol, that computer was purchased in 2012 and needs updating.

4. Please discuss FY2020 capital needs in your department. This should include all items except for technology related items discussed above. It should also correspond to items you have requested through the County Administrator's capital budget process. Like all the offices located at the Administration Center, we could use some more space especially for our files. Consider renovating and adding onto the Administration Building so all the county offices could be housed under one roof.

B. FISCAL YEARS 2021-2024 Budgetary Outlook

1. Please discuss any relevant staffing issues that you anticipate facing in future fiscal years 2021-2024. Please address the need for additional full-time and part-time staff, as well as increases in necessary levels of overtime. This discussion should also address need for employee compensation increased based on promotion, certifications obtained, misalignment with market and/or other departments and any other relevant issues. At this time, I do not anticipate any additional staffing, if anything, maybe some increase in Part-Time.
2. Please discuss anticipated or desired programmatic changes within your department for future fiscal years 2021-2024. This can include the offering of new services, or offering services at a significantly different order of magnitude than in previous years. None at this time.
3. Please discuss the longer term outlook for technology needs for your department. This should include both operating and capital items, and should address such areas as records management, state mandates, outdated software and/or hardware, and need to improve delivery of services. Consider establishing a county wide IT department. I think having one person in charge of the County's IT needs would be better.
4. Please discuss the longer term outlook for capital needs in your department. This should include all items except for technology related items discussed

above. It should also correspond to items you have requested through the County Administrator's capital budget process. Renovations and addition to the Administration Building.

MADISON COUNTY PLANNING COMMISSION

OFFICE OF ZONING



PO BOX 1206
MADISON, VIRGINIA 22727-1206

TELEPHONE (540) 948-7599
FAX (540) 348-3939

TO: Mary Jane Costello, Finance Director

FROM: Betty C. Grayson, Zoning Administrator *Betty C. Grayson*

DATE: January 14, 2019

RE: FY 2020 Budget Request

In line item 3320, I am asking for \$300.00 again this year and that money is used for computer repairs.

In line item 3610, I am going to leave the advertising at \$3,000.00. I am skeptical of decreasing it too much not knowing how the caseload is going to be for the upcoming year.

In line item 5210, I raised the postage to \$1,200.00 instead of \$1,000.00. The current price of a certified letter with return receipt is \$6.80 and according to one of the clerks at the Madison Post Office, it will probably be going up effective January 27, 2019 but they have not been told the cost yet. Postage is going up again January 27, 2019, currently regular mail is .47 cents because we use a postage machine but that will be going to .50 cents on January 27, 2019. If we have a rezoning application, then the State Code of Virginia requires us to send a certified letter to every adjoining property owner each time it is on the agenda and that can get expensive. Also, according to the clerk at the Post Office our Post Office box rent will be going up again this year. We have a small box and it is currently \$102.00.

In line item 5410, I put that line item at \$1,550.00. The cost of the postage meter machine for the building is split four ways (Zoning, Building, Treasurer and Commissioner; each pays \$618.00. The copier costs are also split by the four offices. Each office currently pays \$850.00 which includes meter billing, lease agreement,

color copies and the personal property taxes. Wes and I share the cost of the fax machine and that is around \$65.00 per department.

In line item 6001, I am asking to raise that line item to \$1,550.00 because since the Administration Building purchased the big scanner/printer, they print some of the big plats and site plans that come in for review. Also, we can print our own tax maps now with that printer and those rolls of big paper is \$50.00 per roll so I am budgeting for 2 rolls. Also, the Administration Building splits the cost of the copy paper used between the 4 offices.

In line item 8101, I am going to ask for \$200.00 in that category in case we need a calculator, etc.

In line item 8103, I am asking for \$1,100.00. I am asking for a new computer for Carol. Her current computer was purchased in August 2012 so it is 7 ½ years old.

Under revenue refunds (5832) I am going to ask for \$2,000.00 again this fiscal year. This year so far we have had one refund of \$25.00. With our current fee schedule if someone withdraws a rezoning application which is a minimum of \$2,000.00 application fee and they withdraw the application before a vote is taken, we deduct the advertising and postage costs and refund the remainder. For instance, if we only advertise one month and send the letters out once then they would probably be entitled to quite a bit of that money back. The same would hold true to a one lot subdivision request which is an application fee of \$1,650.00.

Any questions, please give me a call.

Enclosures

| County of Madison | | | | | | | | | | | | | |
|-------------------------|-----------------------------------|-------------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|-------------------------------------|--|--|--|
| FY2020 Budget Worksheet | | | | | | | | | | | | | |
| Department: | | DEPT. OF ECONOMIC DEVELOPMENT | | | | | | | | | | | |
| Dept # | | 81110 | | | | | | | | | | | |
| Contact | | TGardner | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments | | | |
| 10-08 -81 -81110-1310 | DIRECTOR | 66,624.96 | 67,846.40 | 69,316.65 | 31,770.09 | 69,316.65 | - | None | 45.83% | FY20 compensation set at FY19 rates | | | |
| 10-08 -81 -81110-1560 | PART-TIME - CLERICAL | 5,007.14 | 5,311.45 | 5,462.63 | 2,174.74 | 5,462.63 | - | None | 39.81% | | | | |
| 10-08 -81 -81110-2100 | FICA | 5,453.03 | 5,541.43 | 5,720.61 | 2,583.36 | 5,720.61 | - | None | 45.16% | | | | |
| 10-08 -81 -81110-2212 | VRS HYBRID | 5,043.60 | 4,626.58 | 4,879.89 | 1,601.16 | 4,879.89 | - | None | 32.81% | | | | |
| 10-08 -81 -81110-2214 | VRS HYBRID 401A | 666.23 | 678.56 | 693.17 | 317.68 | 693.17 | - | None | 45.83% | | | | |
| 10-08 -81 -81110-2216 | VIRGINIA LOCAL DISABILITY PROGRAM | 393.12 | 400.38 | 499.08 | 187.44 | 499.08 | - | None | 37.56% | | | | |
| 10-08 -81 -81110-2218 | VRS RET - DC Voluntary Employer | 166.56 | 679.06 | 346.58 | 794.20 | 346.58 | - | None | 229.15% | | | | |
| 10-08 -81 -81110-2220 | VRS-HEALTH INSURANCE CREDIT | 60.00 | 61.10 | 55.45 | 25.41 | 55.45 | - | None | 45.83% | | | | |
| 10-08 -81 -81110-2400 | GROUP LIFE INSURANCE | 872.88 | 888.72 | 908.05 | 416.24 | 908.05 | - | None | 45.84% | | | | |
| 10-08 -81 -81110-2700 | WORKMAN'S COMPENSATION | 36.72 | 57.00 | 55.86 | 27.50 | 55.86 | - | None | 49.23% | | | | |
| 10-08 -81 -81110-3314 | WEBSITE MANAGEMENT | 1,056.25 | - | 1,000.00 | - | 500.00 | (500.00) | -50.00% | 0.00% | Shared cost w/Tourism | | | |
| 10-08 -81 -81110-3316 | MAINTENANCE OF SIGNS | - | - | 200.00 | - | 200.00 | - | None | 0.00% | | | | |
| 10-08 -81 -81110-3510 | PRINTING | - | - | 800.00 | 88.00 | 800.00 | - | None | 11.00% | | | | |
| 10-08 -81 -81110-3610 | ADVERTISING | 1,000.00 | 973.00 | 1,000.00 | - | 1,000.00 | - | None | 0.00% | | | | |
| 10-08 -81 -81110-3611 | ADVERTISING-CRUSH FRIDAY | - | 3,180.00 | - | 1,597.53 | - | - | Not budgeted | Not budgeted | | | | |
| 10-08 -81 -81110-5110 | ELECTRICITY | 4,804.60 | 5,607.36 | 4,000.00 | 2,142.63 | 6,000.00 | 2,000.00 | 50.00% | 53.57% | Expected increase in cost | | | |
| 10-08 -81 -81110-5130 | WATER & SEWER | - | - | - | - | - | - | Not budgeted | Not budgeted | | | | |
| 10-08 -81 -81110-5210 | POSTAL SERVICES | - | - | 250.00 | - | 250.00 | - | None | 0.00% | | | | |
| 10-08 -81 -81110-5230 | TELECOMMUNICATIONS | 1,861.48 | 2,128.50 | 1,900.00 | 912.52 | 2,200.00 | 300.00 | 15.79% | 48.03% | | | | |
| 10-08 -81 -81110-5306 | INSURANCE - PROPERTY | - | - | 600.00 | - | 600.00 | - | None | 0.00% | | | | |
| 10-08 -81 -81110-5450 | RENT | 16,900.56 | 16,900.56 | 16,920.00 | 8,450.28 | 16,920.00 | - | None | 49.94% | Hopefully this will be 0.00 | | | |
| 10-08 -81 -81110-5510 | MILEAGE | 616.86 | 1,006.42 | 1,000.00 | 281.22 | 1,000.00 | - | None | 28.12% | | | | |
| 10-08 -81 -81110-5530 | LODGING & MEALS | 785.91 | 642.85 | 1,800.00 | 111.28 | 1,800.00 | - | None | 6.18% | | | | |
| 10-08 -81 -81110-5540 | SEMINARS & TUITIONS | 926.00 | 960.00 | 1,000.00 | 285.00 | 1,000.00 | - | None | 28.50% | | | | |
| 10-08 -81 -81110-5810 | DUES | 250.00 | 250.00 | 300.00 | - | 300.00 | - | None | 0.00% | | | | |
| 10-08 -81 -81110-6001 | OFFICE SUPPLIES | 480.62 | 333.94 | 800.00 | 37.50 | 800.00 | - | None | 4.69% | | | | |
| 10-08 -81 -81110-6012 | PROMOTION SUPPLIES | 733.38 | 1,431.59 | 2,500.00 | - | 2,500.00 | - | None | 0.00% | | | | |
| 10-08 -81 -81110-6035 | CENTRAL VA ECO PARTNERSHIP | 10,000.00 | - | - | - | - | - | Not budgeted | Not budgeted | | | | |
| 10-08 -81 -81110-8103 | IT EQUIPMENT | - | - | - | - | - | - | Not budgeted | Not budgeted | | | | |
| | | 123,739.90 | 119,504.90 | 122,007.97 | 53,803.78 | 123,807.97 | 1,800.00 | 1.48% | 44.10% | | | | |

Madison County**Departmental Expenditure Budget Outlook****Fiscal Years 2020 to 2024****Department/Office: Economic Development & Tourism****Department Head/Constitutional Officer: Tracey Gardner****A. FISCAL YEAR 2020 – Budgetary Needs & Requests**

1. Please discuss any relevant staffing issues faced by your department in fiscal 2020. Please address the need for additional full-time and part-time staff, as well as increases in necessary levels of overtime. This discussion should also address need for employee compensation increased based on promotion, certifications obtained, misalignment with market and/or other departments and any other relevant issues.

I do not anticipate any staffing issues for FY2020, assuming we remain in current location.

2. Please discuss anticipated or desired programmatic changes within your department for FY2020. This can include the offering of new services, or offering services at a significantly different order of magnitude than in previous years.

Should the office remain as it is, I don't foresee any changes, hopefully a continued effort for a better flow and communication with other departments in helping new businesses or potential new businesses. I hope to continue to work with the Small Business Development Center and become more streamlined.

3. Please discuss any known technology needs for your department for FY2020. This should include both operating and capital items, and should address such areas as records management, state mandates, outdated software and/or hardware, and need to improve delivery of services.

I don't anticipate any technology needs.

4. Please discuss FY2020 capital needs in your department. This should include all items except for technology related items discussed above. It

should also correspond to items you have requested through the County Administrator's capital budget process.

Just the one capital spending request I submitted; the building itself.

B. FISCAL YEARS 2021-2024 Budgetary Outlook

1. Please discuss any relevant staffing issues that you anticipate facing in future fiscal years 2021-2024. Please address the need for additional full-time and part-time staff, as well as increases in necessary levels of overtime. This discussion should also address need for employee compensation increased based on promotion, certifications obtained, misalignment with market and/or other departments and any other relevant issues.

It is quite possible we will need additional staff in years to come, especially if our advertising efforts bring in more walk in traffic, loss of volunteers due to age and a possible smaller pool of more volunteers, and if we become busier with grants and additional Economic Development efforts.

Again, assuming we are in this building and are operating the Visitor Center, this may only require an additional part time person.

Probably another reminder at this time is that the salary study initially done for my current position was based on average Tourism Director salary alone in our region.

2. Please discuss anticipated or desired programmatic changes within your department for future fiscal years 2021-2024. This can include the offering of new services, or offering services at a significantly different order of magnitude than in previous years.

I don't foresee changes, but hope to continue on current path and increased awareness and education for myself, employees, coworkers and businesses.

3. Please discuss the longer term outlook for technology needs for your department. This should include both operating and capital items, and should address such areas as records management, state mandates,

outdated software and/or hardware, and need to improve delivery of services.

May very well need new equipment within this timeframe, computer, monitors, printer, laptop, estimated \$5,000.

We will probably need more funds to maintain existing and new signage.

The website (Madisonva.com) may need to be upgraded within that timeframe.

4. Please discuss the longer term outlook for capital needs in your department. This should include all items except for technology related items discussed above. It should also correspond to items you have requested through the County Administrator's capital budget process.
Just the facility itself.

| County of Madison | | | | | | | | | | |
|-------------------------|-------------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|----------|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: | CENTRAL VA ECON DEVELOP PSHIP | | | | | | | | | |
| Dept # | 81111 | | | | | | | | | |
| Contact | Helen Cauthen | | | | | | | | | |
| | | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-08 -81 -81111-5640 | GENERAL CONTRIBUTION REQUEST | - | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 | - | None | 100.00% | |

COUNTY OF MADISON

FY2020 AGENCY FUNDING APPLICATION

DEADLINE: January 11, 2019



| IDENTIFICATION | |
|--|--|
| <i>Organization/Agency Name:</i> | Central Virginia Partnership for Economic Development |
| <i>Street Name:</i> | 1001 Research Park Blvd, Suite 301, Charlottesville VA 22911 |
| <i>Mailing Address:</i> | 100 Research Park Blvd, Suite 301, Charlottesville VA 22911 |
| <i>Agency Contact:</i> | Helen Cauthen, President |
| <i>Telephone Number:</i> | 434.979.5610 ext 100 |
| <i>E-mail Address – Agency Contact</i> | hcauthen@centralvirginia.org |
| <i>Agency's Web Address:</i> | www.centralvirginia.org |
| <i>Federal Tax ID#:</i> | 54-1788499 |
| <i>Audit:</i> | X Yes <input type="checkbox"/> No |

| PURPOSE/NARRATIVE |
|---|
| <p><i>Missions and Goals:</i></p> <p>The Central Virginia Partnership for Economic Development (Partnership) is a non-profit, public/private partnership with the mission of fostering job creation and new capital investment. By combining the expertise and resources of the region's localities (Counties of Madison, Albemarle, Culpeper, Fluvanna, Greene, Louisa, Nelson, Orange and City of Charlottesville), private sector businesses, the University of Virginia, and two community colleges, the Partnership is uniquely positioned to strategically and sustainably promote new investment and career ladder job growth.</p> |

- Engages with site selectors across the country to promote Central Virginia as a premier business location.
- **Cultivate & Grow Local Businesses:** Help existing businesses remain and grow in Central Virginia and support entrepreneurship, small business, and workforce development. To support this goal, the Partnership:
 - Partners with the Virginia Career Works – Piedmont Region (formerly called the Piedmont Workforce Network) to bring strong workforce development support to Madison County and other localities.
 - Provides research and administrative support to economic development partners working with local businesses.
- **Regional Collaboration:** Foster regional collaboration and a pro-business environment throughout the region. To support this goal, the Partnership:
 - Serves as the lead support organization for GO Virginia Region 9, the “Piedmont Opportunity Corridor,” which covers Planning Districts 9 and 10, and encourages collaboration between localities to develop projects to take advantage of state funds for regional economic development initiatives.
 - Assists in finding solutions to the region’s need for additional prepared land and available buildings, including leading the approved GO Virginia Site Readiness Project and providing the matching funds to advance preparedness of 1 site in each of 8 counties, including the South Park Centre site in Madison County.
 - Assists towards the attainment of the economic development goals and priorities of each partner locality.

Every year, the Partnership’s Board of Directors approves the Program of Work. Each of our localities has a voting seat on this Board, and County Administrator Jack Hobbs serves as Madison County’s representative on the Board. Madison County’s funds will be used to support implementation of a similar Program of Work for FY 2020.

| FUNDING | |
|----------------------------|---|
| <i>Category of Funding</i> | <input type="checkbox"/> <i>Public Safety</i> <input type="checkbox"/> <i>Health</i> <input type="checkbox"/> <i>Arts/Culture</i> <input checked="" type="checkbox"/> <i>General Community/Civic</i> <input type="checkbox"/> <i>Human Services</i> <input type="checkbox"/> <i>Education</i> <input type="checkbox"/> <i>Environment</i> <input type="checkbox"/> <i>Recreation</i> |
| <i>Funding Request:</i> | \$10,000 |

| | |
|---------------------------------|--------------------------|
| Signature: <u>Helen Cauthen</u> | Title: <u>12.14.2018</u> |
| Printed Name: Helen M Cauthen | Date: 12/17/2018 |

Central Virginia Partnership for Economic Development
Statement of Revenues and Expenses
Through October 31, 2018 (Draft)

| | July 18 - Oct 18 ((c)(6)) | July 18 - Oct 18 ((c)(3)) | July 18 - Oct 18 Total | Budget | % of Budget |
|---|---------------------------|---------------------------|------------------------|--------------------|---------------|
| Revenues | | | | | |
| Local Government Sponsorship ¹ | 111,922.50 | - | 111,922.50 | 179,200.00 | 62.46% |
| State Sponsorship (UVA, PVCC, GCC) | 50,000.00 | - | 50,000.00 | 60,000.00 | 83.33% |
| GO Virginia Site Readiness Project - Local Government | 20,475.00 | - | 20,475.00 | 20,475.00 | 100.00% |
| GO Virginia Site Readiness Project - State | - | - | - | 58,675.00 | 0.00% |
| Private Sector Sponsorship ² | 30,300.00 | 13,625.00 | 43,925.00 | 150,000.00 | 29.28% |
| New Private Sector Sponsorship ² | 2,500.00 | 500.00 | 3,000.00 | 25,000.00 | 12.00% |
| Donated Services and Restricted Sponsorship ³ | - | - | - | - | 0.00% |
| Miscellaneous Income (Website Advertising, prior year refunds) | - | - | - | - | 0.00% |
| Total Revenues | 215,197.50 | 14,125.00 | 229,322.50 | 493,350.00 | 46.48% |
| Expenses | | | | | |
| Employee Benefits (Insurance, taxes, retirement contributions) | 10,630.57 | 2,445.63 | 13,076.20 | 44,000.00 | 29.72% |
| Salaries | 44,991.11 | 13,205.52 | 58,196.63 | 127,000.00 | 45.82% |
| Wages (Hourly Personnel) | 15,581.76 | 66.92 | 15,648.68 | 75,000.00 | 20.86% |
| Total Employee Expenses ⁶ | 71,203.44 | 15,718.07 | 86,921.51 | 246,000.00 | 35.33% |
| Total Miscellaneous expenses (Taxes, registration, misc.) | - | - | - | 300.00 | 0.00% |
| Communication Services (Phone, postage, printing) | 1,577.89 | 27.74 | 1,605.63 | 5,200.00 | 30.88% |
| Employee Development Services (Conferences, memberships, materials) | 2,924.60 | - | 2,924.60 | 9,000.00 | 32.50% |
| Management & Info. Services (Auditing, legal services) ⁴ | 375.00 | - | 375.00 | 9,600.00 | 3.91% |
| Repair & Maintenance Services (Equipment, office) | - | - | - | 500.00 | 0.00% |
| Support Services (Internal meeting costs) | 276.58 | - | 276.58 | 2,000.00 | 13.83% |
| Technical Support Services (IT related) | 833.75 | - | 833.75 | 3,000.00 | 27.79% |
| Transportation Services (Employee mileage) | 193.16 | - | 193.16 | 2,500.00 | 7.73% |
| Office furniture and fixtures | 370.00 | - | 370.00 | 2,500.00 | 14.80% |
| Total Services | 6,550.98 | 27.74 | 6,578.72 | 34,300.00 | 19.18% |
| Total Supplies and Materials | 394.44 | - | 394.44 | 2,000.00 | 19.72% |
| Lease (Partnership office and utilities) | 5,382.34 | 453.34 | 5,835.68 | 18,000.00 | 32.42% |
| Services Charges (Bank, other) | 685.17 | - | 685.17 | 1,500.00 | 45.68% |
| Insurance (D&O, liability) | - | - | - | 2,000.00 | 0.00% |
| Total Continuous Charges | 6,067.51 | 453.34 | 6,520.85 | 21,500.00 | 30.33% |
| Lease (CVA SBDC office and utilities) | 5,524.88 | - | 5,524.88 | 8,517.00 | 64.87% |
| CV SBDC Hosting - Bookkeeping | 821.25 | - | 821.25 | 3,050.00 | 26.93% |
| Donation to Central Virginia SBDC | 5,000.00 | - | 5,000.00 | 5,000.00 | - |
| Total Direct Contribution to Central Virginia SBDC | 11,346.13 | - | 11,346.13 | 16,567.00 | - |
| Marketing | 15,196.10 | - | 15,196.10 | 40,000.00 | 37.99% |
| Research Databases | - | 5,979.08 | 5,979.08 | 12,000.00 | 49.83% |
| Local Meetings | 1,122.26 | - | 1,122.26 | 5,000.00 | 22.45% |
| 310 Marketing | - | 7,300.00 | 7,300.00 | 15,000.00 | 48.67% |
| Special Projects/Other | - | - | - | - | 0.00% |
| GO Virginia Site Readiness | 55,475.00 | - | 55,475.00 | 117,350.00 | 47.27% |
| Total Work Program ⁶ | 71,793.36 | 13,279.08 | 85,072.44 | 189,350.00 | 44.93% |
| Equipment and Software | 1,502.91 | - | 1,502.91 | 6,000.00 | 25.05% |
| Copier Lease | 828.28 | 68.83 | 897.11 | 4,000.00 | 22.43% |
| Total Equipment & Software (including copier lease) | 2,331.19 | 68.83 | 2,400.02 | 10,000.00 | 24.00% |
| Total Depreciation and Amortization Expense | - | - | - | 574.00 | 0.00% |
| Total Ordinary Expenses | 169,687.05 | 29,547.06 | 199,234.11 | 520,591.00 | 38.27% |
| Net Ordinary Revenues (Expenses) | 45,510.45 | (15,422.06) | 30,088.39 | (27,241.00) | - |
| Total Net Revenues (Expenses) - Funded by useage of Fund balance | 45,510.45 | (15,422.06) | 30,088.39 | (27,241.00) | - |

*33% of the year reported

¹ Madison, Orange, Culpeper and Fluvanna pay annual sponsorships. All other localities pay on a quarterly basis.

² Private sector sponsorships are reported upon receipt of payment.

Central Virginia Partnership for Economic Development Foundation (c)(3)
Statement of Financial Position
Through October 31, 2018 (Draft)

| ASSETS | | LIABILITIES & EQUITY | |
|---|-------------------------|--|------------------|
| Current Assets | | Accounts Payable | 0.00 |
| Cash and cash equivalents | | Due to SBDC | 0.00 |
| Wells Fargo - Foundation | 38,187.93 | Due to Partnership (c)(6) | 7,472.48 |
| Undeposited Funds | 0.00 | | |
| Total Checking/Savings | <u>38,187.93</u> | Other Current Liabilities | |
| | | Accrued Vacation | 1,415.22 |
| Accounts Receivable | | Accrued Expenses | 0.00 |
| Accounts receivable (501(c)(3)) - less allowances | 0.00 | Unearned Revenue | 0.00 |
| Total Accounts Receivable - External | <u>0.00</u> | Total Other Current Liabilities | <u>1,415.22</u> |
| | | Total Liabilities | <u>8,887.70</u> |
| Total Accounts Receivable | <u>0.00</u> | | |
| | | Equity | |
| Other Current Assets | | Temp. Restricted Net Assets | 0.00 |
| Prepaid Expenses | 0.00 | Unrestricted Net Assets | 44,722.29 |
| Undeposited Funds | 0.00 | Net Revenues (Expenses) | -15,422.06 |
| Total Other Current Assets | <u>0.00</u> | Total Equity | <u>29,300.23</u> |
| | | | |
| Total Current Assets | <u>38,187.93</u> | TOTAL LIABILITIES & EQUITY | <u>38,187.93</u> |
| | | | |
| TOTAL ASSETS | <u><u>38,187.93</u></u> | | |

FY 2018, FY 2018 and FY 2020 Budgets

The Partnership's Fiscal Year runs from July 1 to June 30.

| | <u>FY 2018 Actual</u> | <u>Current Year FY 2019 Budget</u> | <u>FY 2019 as of 10/31/18</u> | <u>Proposed FY 2020 Budget</u> |
|----------------------------------|----------------------------------|---|--|---|
| <u>REVENUE</u> | | | | |
| Madison County | 10,000 | 10,000 | 10,000 | 10,000 |
| Albemarle County | 52,525 | 52,857 | 26,428 | 53,848 |
| Culpeper County | 24,454 | 24,694 | 24,694 | 25,136 |
| City of Charlottesville | 24,105 | 24,535 | 12,268 | 24,566 |
| Louisa County | 17,122 | 17,122 | 4,100 | 17,517 |
| Orange County | 17,007 | 16,888 | 16,888 | 17,260 |
| Fluvanna County | 13,081 | 13,066 | 13,066 | 13,233 |
| Greene County | 10,000 | 10,000 | 2,500 | 10,000 |
| Nelson County | 10,000 | 10,000 | 5,000 | 10,000 |
| Locality – Site Readiness | | 20,475 | 20,475 | |
| State Funding | 50,000 | 118,675 | 50,000 | 60,000 |
| Private Sector Support | 158,104 | 175,000 | 43,905 | 175,000 |
| TOTAL REVENUE | \$386,399 | \$493,350 | \$229,324 | \$416,560 |
| <u>EXPENSES</u> | | | | |
| Personnel (Salaries/Benefits) | 186,655 | 246,000 | 86,921 | 250,000 |
| Occupancy | 41,187 | 29,000 | 5,835 | 31,000 |
| Operational Expenses | 122,850 | 128,241 | 106,478 | 130,000 |
| GO Virginia Site Project | | 117,350 | | |
| TOTAL EXPENSES | \$350,692 | \$520,591 | \$199,234 | \$411,000 |
| Surplus/(Deficit) | \$35,707 | \$(27,241) | \$30,088 | \$5,560 |

| County of Madison | | | | | | | | | | |
|-------------------------|------------------------------|---|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|----------|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: | | FOOTHILLS HOUSING CORP. (FORMERLY RAP BET HOUSING) | | | | | | | | |
| Dept # | | 81300 | | | | | | | | |
| Contact | | OUTSIDE AGENCY | | | | | | | | |
| | | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2017 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-08 -81 -81300-5640 | GENERAL CONTRIBUTION REQUEST | 7,000.00 | 7,000.00 | 7,000.00 | 7,000.00 | 7,500.00 | 500.00 | 7.14% | 100.00% | |

8) 300

COUNTY OF MADISON

FY2020 AGENCY FUNDING APPLICATION

DEADLINE: January 11, 2019



| IDENTIFICATION | |
|--|---|
| <i>Organization/Agency Name:</i> | Foothills Housing Corporation |
| <i>Street Name:</i> | 47 Garrett Street, Suite 205 Warrenton, VA 20186 |
| <i>Mailing Address:</i> | As Above |
| <i>Agency Contact:</i> | John Reid |
| <i>Telephone Number:</i> | 540 222 1128 |
| <i>E-mail Address – Agency Contact</i> | jreid@fhcorp.org |
| <i>Agency's Web Address:</i> | www.foothillshousingcorp.com |
| <i>Federal Tax ID#:</i> | 54-1128998 |
| <i>Audit:</i> | X Yes No |

| PURPOSE/NARRATIVE |
|---|
| <p><i>Missions and Goals:</i></p> <p>Provide safe, decent & affordable housing opportunities</p> |
| <p><i>Experience and Accomplishments:</i></p> <p>Since the founding of the organization in 1970 Foothills Housing Corporation (FHC) has been known by different names but has always remained focused on it's mission "providing safe, decent, affordable housing opportunities."</p> <p>FHC seeks to give people healthy affordable housing opportunity offering affordable rental properties with below market rents. It is a place to live, to get out of the elements, and into healthy environments. We repair and build houses for low to moderate income families, and can deliver a home in 60-90 days.</p> |

Foothills Housing Corporation values shelter and believes it is not a privilege, a home is an extension of the individuals it shelters, a healthy home supports healthy people, a house can and should co-exist with the larger community.

For the last 45 years FHC has been serving low to moderate income individuals with their Home repairs through use of DHCD Grant Funds and zero percent interest loans.

Since FHC has been involved in the IPR program they have completed 195 projects worth over \$9 million in construction costs.

Benefits of Funding:

FHC will continue to provide support through its no interest loan program to help low to moderate income home owners in the county with repairs to their properties to make them safe and livable. These loans are paid back only at the ability of the home owner and incur no interest or cost for the assistance. There will be approx. \$30,000 available per year for this assistance and on average we complete 20 projects per year.

FHC will continue to administer the Emergency home repair program (EHARP) \$16,500 is awarded as a grant through VADHCD to FHC for emergency projects. This Program has no administration funding component, so to provide the funding to individuals that need it we must use our internal resources to pay for administration.

Intention of Use:

FHC will continue to provide support to low to moderate income home owners who are in need of assistance with emergency repairs to their dwellings to make them safe, decent and livable. This will add to the wellbeing and health of the occupants of the households in the community.

| FUNDING | |
|---|---|
| <i>Category of Funding</i> | <input checked="" type="checkbox"/> <i>Public Safety</i> <input checked="" type="checkbox"/> <i>Health</i> <input type="checkbox"/> <i>Arts/Culture</i> <input type="checkbox"/> <i>General Community/Civic</i> <input checked="" type="checkbox"/> <i>Human Services</i> <input type="checkbox"/> <i>Education</i> <input type="checkbox"/> <i>Environment</i> <input type="checkbox"/> <i>Recreation</i> |
| <i>Funding Request:</i> | \$ 7,500.00 |
| <i>Signature:</i>  | <i>Title:</i> Executive Director |
| <i>Printed Name:</i> John Reid | <i>Date:</i> 12/13/18 |

**CONSOLIDATED BUDGET - INCOME & EXPENSES
FOOTHILLS HOUSING CORPORATION AND AFFILIATES
FOR THE YEAR ENDED DECEMBER 31, 2019**

| | Foothills Housing Corporation | Foothills Housing Property Management L.L.C. | Countryside Associates L.L.C. | Stuart Street L.L.C. | Oaks Springs L.L.C. | Oaks II Associates L.P. | Fletcherville L.L.C. | Total Real Estate Investments | Inter-entity Eliminations | 2019 Total |
|--|-------------------------------|--|-------------------------------|----------------------|---------------------|-------------------------|----------------------|-------------------------------|---------------------------|------------------|
| Unrestricted Net Assets | | | | | | | | | | |
| Revenue, Gains, and Other Support | | | | | | | | | | |
| Management Fee Income | - | 79,941 | - | - | - | - | - | - | - | 79,941 |
| Rental Income | - | - | 86,292 | 78,100 | 1,061,517 | 184,931 | 359,969 | 1,770,809 | - | 1,770,809 |
| Contributions | 64,800 | - | - | - | - | - | - | - | - | 64,800 |
| Other Income | - | - | 112 | - | 11,916 | - | - | 12,028 | - | 12,028 |
| Reimbursement (Payroll) | 104,016 | 150,057 | - | - | - | - | - | - | (254,073) | - |
| Interest Income | 336,380 | - | 60 | 232 | 4,449 | 486 | - | 5,207 | (336,368) | 5,219 |
| Grant Income - EHARP & BAMA | 16,500 | - | - | - | - | - | - | - | - | 16,500 |
| Program Income Loans | 24,000 | - | - | - | - | - | - | - | - | 24,000 |
| Program Fees | 4,800 | - | - | - | - | - | - | - | - | 4,800 |
| Total Revenues, Gains, and Other Support | 550,496 | 229,998 | 86,464 | 78,332 | 1,077,882 | 185,397 | 359,969 | 1,788,044 | (590,441) | 1,978,097 |
| Expenses and Losses | | | | | | | | | | |
| Salaries | 218,889 | 107,962 | - | - | - | - | - | - | - | 326,852 |
| Payroll Taxes | 18,136 | 9,057 | - | - | - | - | - | - | - | 27,192 |
| Payroll Reimbursement (FHPM) | - | 104,016 | 8,003 | 6,002 | 96,038 | 15,006 | 27,350 | 152,399 | (256,415) | - |
| Benefits, Insurances (ST,LT,Life & Health) and Retirement contr. | 16,682 | 8,030 | - | - | - | - | - | - | - | 24,712 |
| Total Payroll Expenses | 253,707 | 229,065 | 8,003 | 6,002 | 96,038 | 15,006 | 27,350 | 152,399 | (256,415) | 378,756 |
| Program Income projects | 24,000 | - | - | - | - | - | - | - | - | 24,000 |
| EHARP & BAMA projects | 16,500 | - | - | - | - | - | - | - | - | 16,500 |
| Ramp Projects | 5,000 | - | - | - | - | - | - | - | - | 5,000 |
| Interest Expense | - | - | 22,912 | 26,896 | 478,713 | 72,090 | 147,836 | 748,447 | (336,368) | 412,079 |
| Insurance | 7,394 | - | 4,400 | 3,064 | 12,700 | 5,378 | 22,500 | 48,042 | - | 55,436 |
| Supplies | 4,313 | - | - | - | 3,748 | - | 1,000 | 4,748 | - | 9,061 |
| Program Expenses | 7,800 | - | - | - | - | - | - | - | - | 7,800 |
| Repairs & Maintenance | - | - | 11,450 | 4,025 | 139,494 | 30,236 | 55,500 | 240,705 | - | 240,705 |
| Management Fees | - | - | 3,966 | 3,584 | 47,768 | 8,444 | 16,199 | 79,941 | - | 79,941 |
| Accounting Fees | 7,762 | - | - | - | 900 | 1,000 | 3,000 | 4,900 | - | 12,662 |
| Legal Fees | 4,000 | - | - | - | - | - | 2,000 | - | - | 6,000 |
| Finance, leasing expense | - | - | - | - | 3,000 | 465 | - | 3,465 | - | 3,465 |
| Training, Conference & Travel | 2,644 | 400 | - | - | 1,250 | - | - | 1,250 | - | 4,294 |
| Utilities | - | - | 11,798 | 10,306 | 114,271 | 28,803 | 13,500 | 178,678 | - | 178,678 |
| Advertising | 200 | - | 400 | - | 9,348 | 200 | 5,000 | 14,948 | - | 15,148 |
| Administrative | 5,289 | - | 455 | 50 | 7,052 | 664 | - | 8,221 | - | 13,520 |
| Resident Services | - | - | - | - | 13,002 | 1,204 | - | 14,206 | - | 14,206 |
| Rent | 13,308 | - | - | - | - | - | - | - | - | 13,308 |
| Telephone | 8,460 | - | - | - | 4,174 | 3,120 | 2,500 | 9,794 | - | 18,254 |
| Depreciation & Amortization | - | - | 12,455 | 16,258 | 201,624 | 69,609 | - | 299,946 | - | 299,946 |
| Total Expenses and Losses | 360,387 | 229,465 | 75,839 | 70,166 | 1,133,082 | 236,219 | 296,385 | 1,811,690 | (592,783) | 1,808,759 |
| Check! | | | | | | | | | | |
| Net Income Operating | 190,109 | 533 | 10,625 | 8,166 | (55,200) | (50,822) | 63,585 | (87,231) | 2,342 | 169,338 |
| Capital Expenditure | | | | | | | | | | |
| Cap Ex Appliances | - | - | - | - | 17,280 | - | - | 17,280 | - | 17,280 |
| Cap Ex Carpet/Vinyl | - | - | - | - | 26,172 | - | - | 26,172 | - | 26,172 |
| Capital Improvement Expense | - | - | 4,000 | 3,600 | 9,996 | 18,000 | 6,000 | 41,596 | - | 41,596 |
| Total Capital Expenditure | - | - | 4,000 | 3,600 | 53,448 | 18,000 | 6,000 | 85,048 | - | 85,048 |
| Net Income Operating and Capital | 190,109 | 533 | 6,625 | 4,566 | (108,648) | (68,822) | 57,585 | (172,279) | 2,342 | 84,290 |

Foothills Housing Corporation
Profit & Loss Budget Performance
 January through October 2018

| | <u>Jan - Oct 18 YTD Budget</u> | |
|--------------------------------------|--------------------------------|-------------------------|
| Ordinary Income/Expense | | |
| Income | | |
| EHARP reimbursement | 20,299.25 | 13,750.00 |
| Oaks Ownership Distribution | 140,000.00 | 140,000.00 |
| VADHCD IPR Loan Revenue | 31,112.00 | 0.00 |
| VADHCD PI Admin \$5 fee | 1,520.00 | 2,000.00 |
| VADHCD PI Admin 10% | 1,831.02 | 2,000.00 |
| VADHCD PI Loan Revenue | 23,088.18 | 20,000.00 |
| 401.01 · Contributions and Grants | 90,860.00 | 67,045.00 |
| 401.04 · Investment Income | 12.31 | 30.20 |
| 401.05 · Management Income | 45,000.00 | 45,000.00 |
| 47500 · Rentals | 3,980.00 | 4,975.00 |
| Total Income | <u>357,702.76</u> | <u>294,800.20</u> |
| Gross Profit | 357,702.76 | 294,800.20 |
| Expense | | |
| 501.01 · Payroll and Related Taxes | 188,529.54 | 186,703.93 |
| 501.02 · Donations | 1,000.00 | 0.00 |
| 501.03 · Office Expense | 23,584.74 | 20,344.55 |
| 501.05 · Legal and Professional Fees | 350.00 | 4,000.00 |
| 501.07 · Conference & Travel | 1,541.51 | 2,643.65 |
| 501.08 · Insurance | 5,614.00 | 6,234.00 |
| 501.10 · Program Services | 48,727.72 | 40,250.00 |
| 501.11 · Real Estate Development | 54,146.14 | 880.94 |
| Total Expense | <u>323,493.65</u> | <u>261,057.07</u> |
| Net Ordinary Income | 34,209.11 | 33,743.13 |
| Other Income/Expense | | |
| Other Expense | | |
| 8010 · Other Expenses | 0.00 | 0.00 |
| Total Other Expense | <u>0.00</u> | <u>0.00</u> |
| Net Other Income | 0.00 | 0.00 |
| Net Income | <u><u>34,209.11</u></u> | <u><u>33,743.13</u></u> |



FOOTHILLS HOUSING CORPORATION

Committed to sustainable community development and ecological design



2017 ANNUAL REPORT

OUR MISSION & VALUES

Since the founding of the organization in 1970 Foothills Housing Corporation (FHC) has been known by different names but has always remained focused on its mission "providing safe, decent, affordable housing opportunities."

FHC seeks to give people healthy affordable housing opportunity offering affordable rental properties with below market rents. It is a place to live, to get out of the elements, and into healthy environments. We repair and build houses for low to moderate income families, and can deliver a home in 60-90 days.

Foothills Housing Corporation values shelter and believes it is not a privilege, a home is an extension of the individuals it shelters, a healthy home supports healthy people, a house can and should co-exist with the larger community.

COMMUNITIES WE WORK IN



**Fauquier County
Rappahannock County
Madison County
Culpeper County**

**Orange County
Warren County
Frederick County**

**Winchester
Stafford County
Spotsylvania County**

"Shelter is one of man's basic needs. Homeownership builds pride in people. We are trying to serve those needs as best we can" - Fauquier Housing Co-Founder Maximilian Tufts



ABOUT FOOTHILLS HOUSING CORPORATION

Community Impact

338 People
Active & New in 2017 Total

1227 People
Since beginning "1970"



Total Impact of Foothills Housing Corporation Projects and support in the Community delivering safe, decent and affordable housing opportunities for those that are in need.

Affordable Housing

126 Homes
Active as at 12.31.17

148 People Housed
Active as at 12.31.17



Providing affordable housing at below market rents for senior living, families and individuals. Includes Properties: Oaks I & II, Stuart Street Apartments, Countryside Apartments, Remington House.

Indoor Plumbing Rehab

84 Projects
Active as at 12.31.17

0 **195**
2017 Total new Projects Since beginning



Indoor Plumbing Rehabilitation funding available to assist Low-to-Moderate income homeowners that do not have indoor plumbing or their well and/or drain field has failed. Average Job Cost \$42,500 & over \$8 Million provided.

Program Loans

80 Loans
Active as at 12.31.17

14 **111**
2017 Total new Projects Since beginning



0% financing for qualifying low-to-moderate income individuals and families in need of assistance with repairs or improvements to their homes to meet the Virginia Housing Quality Standards (HQ5). Average Loan Issued \$3,800 paid back using the borrowers ability to pay.

Emergency Home Repair

20 Projects
2017 Total

85
Since program started 2012



The Emergency Home Repair (EHR) program provides grant funds to assist very low-income homeowners to make emergency, safety and handicap accessibility repairs to their homes, with no repayment required.

Disability Access Ramps Install

6 Projects
2017 Total

34
Total since 2013



The Disability Ramp program builds and repairs permanent ramps, and lends portable, ADA approved aluminum ramps to persons who need a temporary ramp, for up to 12 months, with no project cost repayment required.

* Stated figures above include Foothills Housing Corporation and all it's affiliates including it's sister organization Rapidan Better Housing

Impact of every dollar contributed



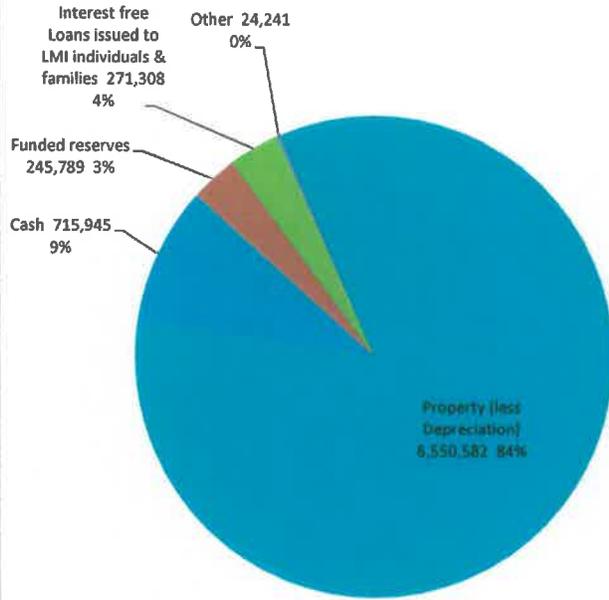
| | | | | | |
|---|----|----------------|----------|----|-------------|
| Total Value added to Community | \$ | <u>913,367</u> | = | \$ | 7.52 |
| Total Contributions & Donations (Not Incl. Grants) | \$ | 121,448 | | | |

To Donate please visit our website: www.foothillshousingcorp.com



Foothills Housing Corporation Assets 2017

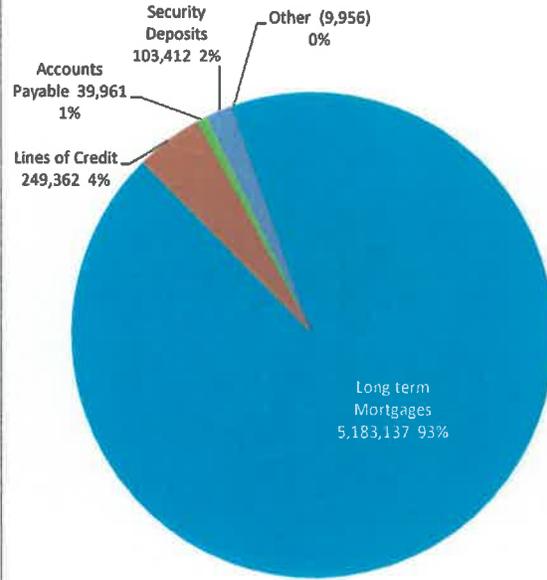
(Consolidated Assets for FHC and all it's subsidiaries)



\$7,807,865

Foothills Housing Corporation Liabilities 2017

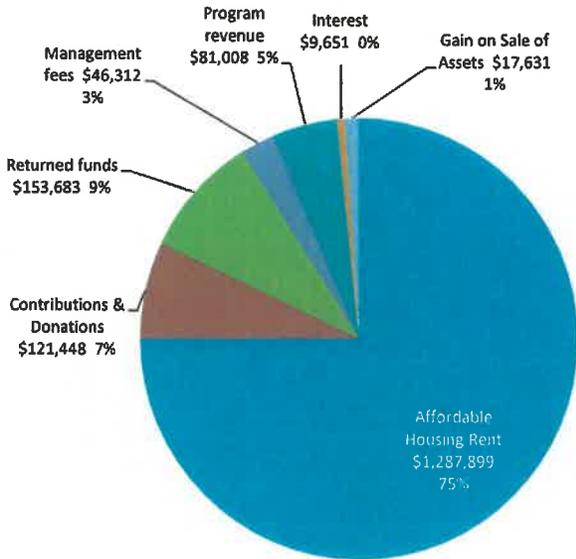
(Consolidated Liabilities for FHC and all it's subsidiaries)



\$5,565,916

Foothills Housing Corporation Revenue 2017

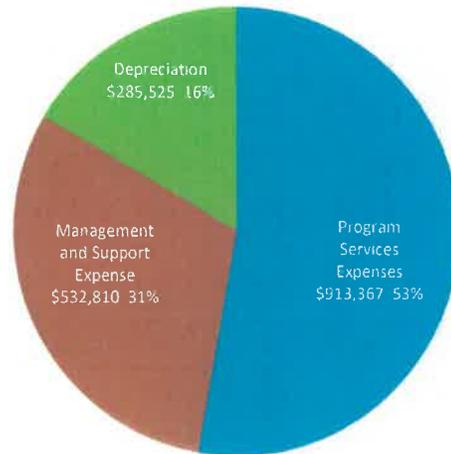
(Consolidated Revenue for FHC and all it's subsidiaries)



\$1,717,632

Foothills Housing Corporation Expenditure 2017

(Consolidated expenditure for FHC and all it's subsidiaries)

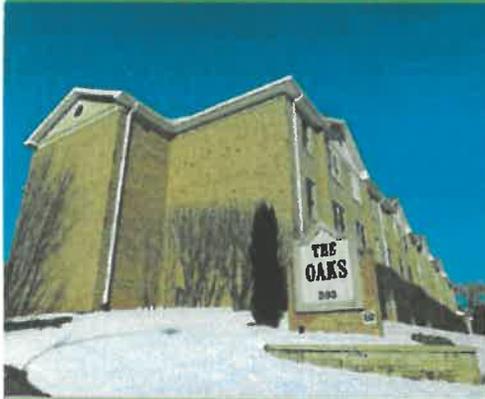


\$1,731,702



Foothills Housing Property Management - FHPM

FHPM was created in July 2017 to manage Foothills Housing Corporations four affordable housing properties



The Oaks I - 93 one bedroom and 3 two bedroom apartments located in Warrenton. The property is restricted to residents 55 years and over. Oaks I is a convenient, beautiful, active and affordable place to live. FHC offers rent levels at both 50% & 60% of the area median rents to qualifying tenants.

Countryside Townhomes - 8 two bedroom townhomes located in Bealeton, VA. Offering permanent housing to low income individuals and families. Rents of up to 60% of the area median rents to qualifying tenants.



The Oaks II - 15 Two bedroom apartments located on the same grounds as Oaks I. Also a 55+ age requirement and income restrictions. Offers rents at 60% of the area Median to qualifying seniors.



FHPM employs local administrative staff and maintenance personnel to perform the operation and up keep duties of the properties.



Stuart Street Townhomes - 6 two bedroom townhomes located in the Plains, VA. These homes are offered as workforce housing, there are no rent restrictions however in line with FHC's mission it's rents are only 50% of the median for like accomodation in Fauquier County.

Foothills Housing Corporation would like to Thank everyone for their very generous donations throughout the 2017 year. FHC looks forward to continuing the great work helping people that live in our community in the coming year providing safe, decent and affordable housing opportunities.

To Donate please visit our website: www.foothillshousingcorp.com

BOARD OF DIRECTORS

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Robert Lee
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Huntley Thorpe
Director
Laura Fox
Director

STAFF

John Reid
Executive Director
Grant Pearce
Chief Financial Officer
Tish Robinson
FHPM Property Manager
Cindy Reid
Project Manager

Janice Adams
Receptionist and Account Manager
Kaylyn Colvin
FHPM - Administrative assistant
Albert Sigouin
FHPM - Oaks maintenance personnel
Jeri Burns
FHPM - Oaks maintenance personnel



FOOTHILLS HOUSING CORPORATION

Committed to sustainable community development and ecological design



2016 ANNUAL REPORT

OUR MISSION & VALUES

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Madison County
Culpeper County

Orange County
Warren County
Frederick County

Winchester
Stafford County
Spotsylvania County

"Shelter is one of man's basic needs. Homeownership builds pride in people. We are trying to serve those needs as best we can" - Fauquier Housing Co-Founder Maximilian Tufts



ABOUT FOOTHILLS HOUSING CORPORATION

Community Impact

345 People
Active & New in 2016 Total

1187 People
Since beginning "1970"



Total Impact of Foothills Housing Corporation Projects and support in the Community delivering safe, decent and affordable housing opportunities for those that are in need.

Affordable Housing

128 Homes
Active as at 12.31.16

149 People Housed
Active as at 12.31.16



Providing affordable housing at below market rents for senior living, families and individuals. Includes Properties: Oaks I & II, Stuart Street Apartments, Countryside Apartments, Remington House & Forrest Lane Rental Houses.

Indoor Plumbing Rehab

86 Projects
Active as at 12.31.16

3 2016 Total new Projects **195** Since beginning



Indoor Plumbing Rehabilitation funding available to assist Low-to-Moderate income homeowners that do not have indoor plumbing or their well and/or drain field has failed. Average Job Cost \$42,500 & over \$8 Million provided.

Program Loans

69 Loans
Active as at 12.31.16

16 2016 Total new Projects **97** Since beginning



0% financing for qualifying low-to-moderate income Individuals and families in need of assistance with repairs or improvements to their homes to meet the Virginia Housing Quality Standards (HQS). Average Loan Issued \$3,800 paid back using the borrowers ability to pay.

Emergency Home Repair

23 Projects
2016 Total

65
Since program started 2012



The Emergency Home Repair (EHR) program provides grant funds to assist very low-income homeowners to make emergency, safety and handicap accessibility repairs to their homes, with no repayment required.

Disability Access Ramps Install

18 Projects
2016 Total

28
Total since 2013



The Disability Ramp program builds and repairs permanent ramps, and lends portable, ADA approved aluminum ramps to persons who need a temporary ramp, for up to 12 months, with no project cost repayment required.

* Stated figures above include Foothills Housing Corporation and all it's affiliates including it's sister organization Rapidan Better Housing

Impact of every dollar contributed



\$1 Contributed



FHC provided \$10 in Valuable Community Programs & Services

Total Value added to Community

\$ 916,560

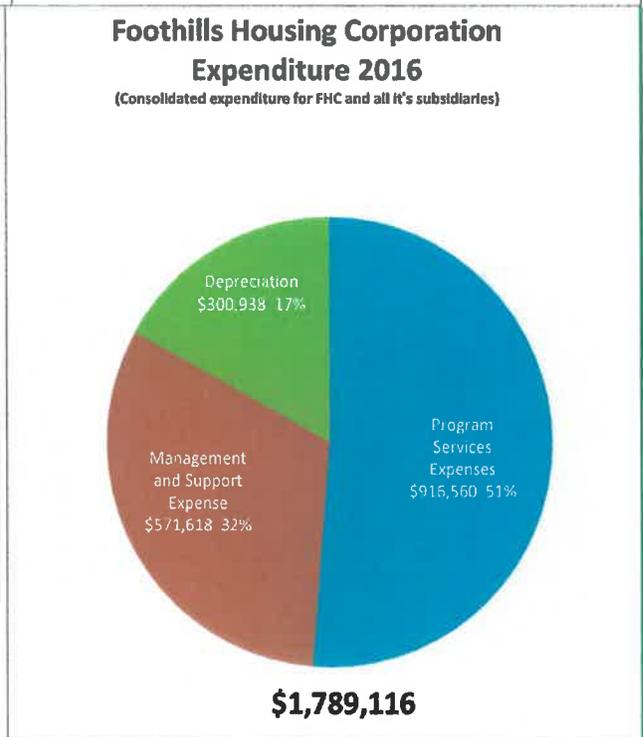
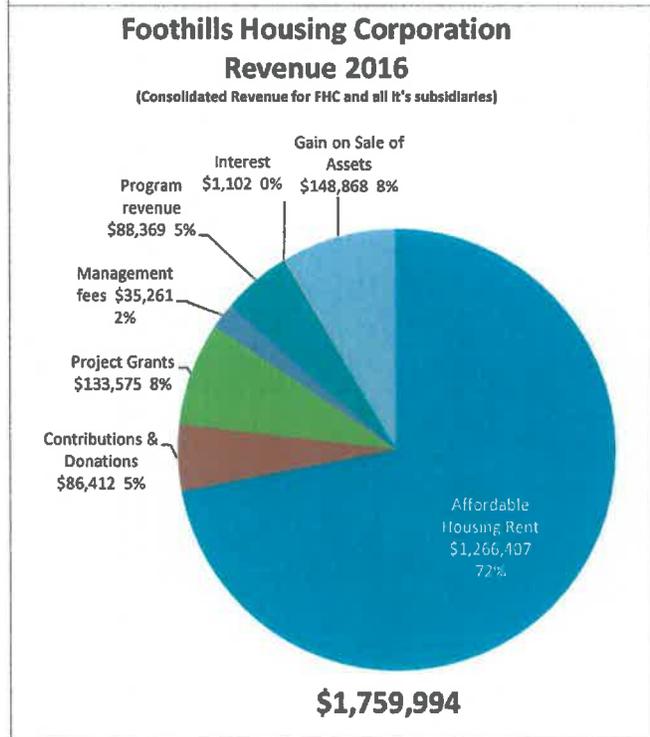
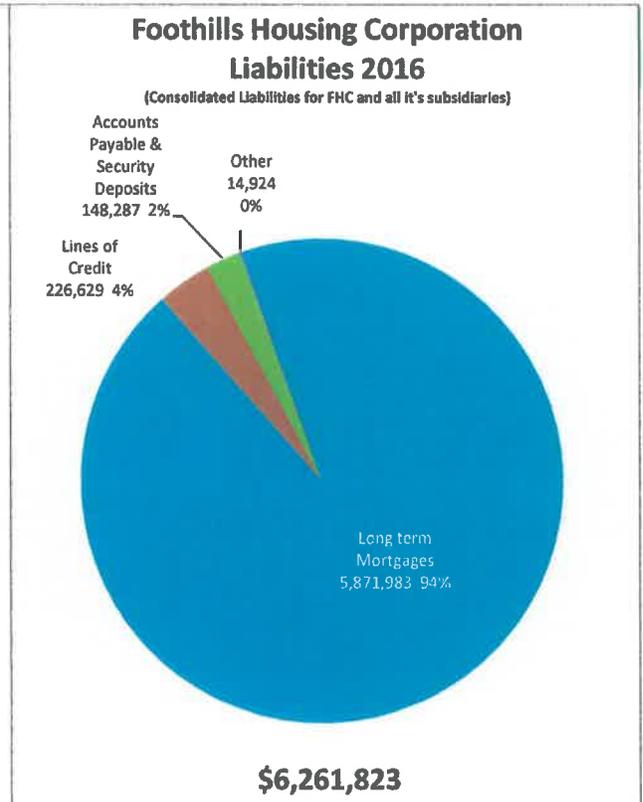
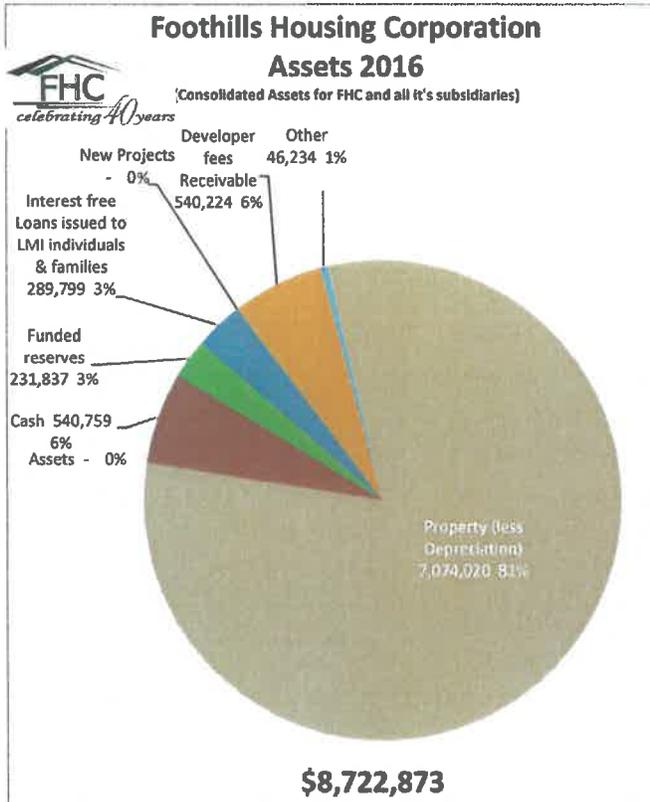


\$ 10.61

Total Contributions & Donations (Not incl. Grants)

\$ 86,412

To Donate please visit our website: www.foothillshousingcorp.com





Foothills Housing Corporation would like to Thank everyone for their very generous donations throughout the 2016 year. FHC looks forward to continuing the great work helping people that live in our community in the coming year providing safe, decent and affordable housing opportunities.



From Left: Grant Pearse, Cindy Reid, Tish Robinson, Janice Adams & John Reid.

To Donate please visit our website: www.foothillshousingcorp.com

BOARD OF DIRECTORS

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Vice President & Secretary

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Treasurer

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Huntley Thorpe

Director

Laura Fox

Director

STAFF

John Reid

Executive Director

Grant Pearse

Chief Financial Officer

Tish Robinson

Project Manager

Cindy Reid

Project Manager

Janice Adams

Receptionist and Account Manager



FHC project - Before & After photo

How can I sign up for this?

- Start by contacting our Madison office on (540) 948 3274.
- Receive and complete an application form.
- Provide the list of papers FHC requires to determine your eligibility.

Work to be completed

- FHC only uses qualified, licensed and insured contractors.
- Help from this program is limited to available funding each project is put out to bid using pre-qualified Contractors who will submit their cost for work.

About Us

Since the founding of the organization in 1970, Foothills Housing Corporation (FHC) has been known by different names but has always remained focused on its mission "providing safe, decent, affordable housing opportunities."

Foothills Housing Corporation values shelter and believes a home is an extension of the individuals it shelters. A healthy home supports healthy people. A house can and should co-exist with the larger community.

FHC is a 501(c)3 non-profit organization whose goal is to assist in meeting the housing needs of low and moderate income individuals and families who are unable to meet these needs on their own. To accomplish this mission, funds are solicited from public and private sources.

This program is another opportunity to help families in Madison County get the health & safety home repairs they need.

Contact Us

Phone: (540) 948 3274

Email: creid@fhcorp.org

Web: www.foothillshousingcorp.com



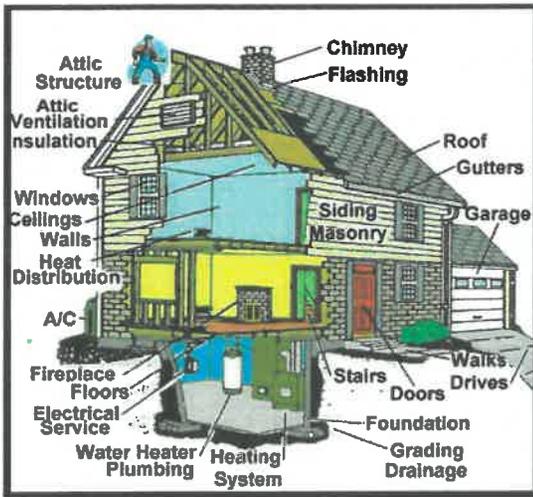
Foothills Housing Corporation

Home Repair Loan
Program

Madison County

Foothills Housing Corporation
47 Garrett street, Suite 205
Warrenton, VA 20186
Phone: (540) 948 3274
Email: creid@fhcorp.org

Providing safe, decent, affordable housing
opportunities
www.foothillshousingcorp.com



Purpose of Loan program

The loan program is available to low-to-moderate income homeowners whose homes do not meet Housing Quality Standards set by the Virginia Department of Housing and Community Development (DHCD).

Typical types of repairs

Repairs that may qualify under this program include wells, drain fields, roofs, electrical, plumbing, access ramps, grab bars/rails, plus other disability related repairs.

To qualify for this program:

- Must be a homeowner, who lives in Madison County, Virginia.
- Be unable to attain a loan through other sources.
- Have sufficient household income to pay current house payments, taxes, insurance, living expenses & repayment on repair loan given.
- Have household income totaling less than 80% Median income for Madison County -provided by (HUD) Department of Housing and Urban Development (table below).

| HUD - Income Limits per household | |
|-----------------------------------|-----------|
| 1 Person | \$ 33,100 |
| 2 Person | \$ 37,800 |
| 3 Person | \$ 42,550 |
| 4 Person | \$ 47,250 |
| 5 Person | \$ 51,050 |
| 6 Person | \$ 54,850 |

"Shelter is one of man's basic needs. Homeownership builds pride in people. We are trying to serve those needs as best we can" - Fauquier Housing Co-Founder Maximilian Tufts



FHC accessibility ramp project.

Loan details

- The rehabilitation work will be completed using a 0% interest loan between the homeowner and FHC.
- Foothills Housing Corporation will use the homeowner's income & expenses to calculate their ability to repay the loan on a monthly basis.
- There are no fees or charges for setting up or maintaining the loan.
- There are limited funds available and applications will be reviewed and approved on a first come, first served basis until funding is depleted.

| County of Madison | | | | | | | | | | |
|-------------------------|------------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|----------|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: | | AGING TOGETHER | | | | | | | | |
| Dept # | | 81301 | | | | | | | | |
| Contact | | OUTSIDE AGENCY | | | | | | | | |
| | | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-08 -81 -81301-5640 | GENERAL CONTRIBUTION REQUEST | 3,000.00 | 3,000.00 | 3,000.00 | 3,000.00 | 5,000.00 | 2,000.00 | 66.67% | 100.00% | |

81301

COUNTY OF MADISON

FY2020 AGENCY FUNDING APPLICATION

DEADLINE: January 11, 2019



| IDENTIFICATION | |
|--|---|
| <i>Organization/Agency Name:</i> | Aging Together Corporation |
| <i>Street Name:</i> | 1835 Industry Drive, Culpeper, VA 22701 |
| <i>Mailing Address:</i> | P. O. Box 367, Culpeper, VA 22701 |
| <i>Agency Contact:</i> | Carol G Simpson |
| <i>Telephone Number:</i> | 540-829-6405 |
| <i>E-mail Address – Agency Contact</i> | csimpson@agingtogether.org |
| <i>Agency's Web Address:</i> | www.agingtogether.org |
| <i>Federal Tax ID#:</i> | 46-2046459 |
| <i>Audit:</i> | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

| PURPOSE/NARRATIVE |
|---|
| <p><i>Missions and Goals:</i> Our mission is to build collaborations that create and enhance supports for older persons, their families and their caregivers. Current goals are:</p> <ol style="list-style-type: none"> 1. Identify resources and gaps in service for older adults that make ours a livable community for aging in place. Ensure that older adults and their families know where to turn for help when needed. 2. Facilitate high-quality partnerships, planning and resource-sharing that expand services for older adults and their families, maintaining their health, safety and quality of life. 3. Collaborate with older adults to increase their participation in the fullest range of community activities. 4. Assure the sustainability of Aging Together as a valued community resource in the |

Rappahannock-Rapidan region.

Experience and Accomplishments: Aging Together has over 150 community partners including individuals and organizations dedicated to improving the lives of older adults and their families, as well as caregivers. We were established in 2003 and became our own 501-c-3 in 2013. Aging Together implements local programs and activities through the Madison Aging Together Team. Team members include caregivers, home care providers, and representatives of local community resources, such as DSS and the Senior Center, faith-based organizations, etc. Aging Together participates in Madison Area Partners (formerly known as Madison Non-Profit Council). Aging Together also conducts regional programs encompassing Madison, Culpeper, Orange, Rappahannock and Fauquier Counties.

Aging Together's Madison Team continues to provide educational workshops and community events for Madison County residents. Team co-chairs are Rebecca Wareham of DSS and Michelle Pitts of Grace Retirement Village (and Madison County resident.) Valerie Ward, DSS Director, is on Aging Together's Board of Directors. Community programs conducted in the past year included "Educate Before You Medicate" and "Suicide Prevention and Mental Health Issues". We also had the Board of Supervisors recognize May 2018 as "Older Americans Month" with a proclamation.

Aging Together orchestrates four regional events each year that are heavily promoted to Madison County seniors and caregivers: "Five Over Fifty" awards program (last year's recipient was Valerie Cruz, volunteer for Hospice of the Piedmont, MESA and DAR); Senior-Senior Prom; 3rd Annual Conference for Caregivers of those with Dementia; and the Art of Aging Expo.

Benefits of Funding: The 2010 US census documented the increase in older adults living in Madison County. According to Weldon Cooper projections, 30% of the Madison population will be over age 60 by the year 2020 and by 2030 that percentage is expected to increase to 34%. While the general population is projected to increase only 5% in Madison County, those 60+ are predicted to increase by almost 20%. On top of that, many Madison seniors live in isolated areas with little access to assistance from neighbors or family. It is imperative that these elders be made aware of community services that could help them age in their homes, safely and in good health.

With the funds requested from the County, Aging Together will be able to address these needs:

1. Support, education and training for family caregivers. More than 80% of all caregiving for frail senior citizens is done by relatives, most of whom also work outside the home. There is a real need to support both these unpaid workers as well as their employers who are feeling the impact of stressed and stretched employees on their productivity.
2. No one organization has the resources to address all the needs of senior citizens or caregivers. Aging Together provides a collaborative framework that has and will continue to benefit many needed resources in Madison County. Aging Together has helped to create, currently convenes, or currently participates in numerous partnerships that have brought new funding and new programs into the County and Planning District 9 regionally. Over its history, we have brought more than \$2 million in new dollars in to our territory. In 2018 we formed an exciting relationship with AARP-VA which will continue to bring new dollars and relationships as well.

Intention of Use: Aging Together's big undertaking for 2019 is the development of a strategic

plan. As an important step in planning for FY20 and beyond, Aging Together, in coordination with the Madison Aging Together Team, will plan and carry out a "Community Conversation" in which older adults, caregivers, County officials, Chamber members, and anyone who cares about the future of senior citizens in the County, will be invited to participate. There will be carefully crafted questions for the attendees in order to gather as much information as possible about the gaps in service and unmet needs, as well as potential solutions to problems. The results of this conversation, coupled with secondary data collection and interviews with senior-serving professionals, will form the basis of Aging Together's strategic plan for 2020-2023. That having been said, plans have not been finalized for FY'20 programming, but the following activities are being considered:

In the area of **public education**, the Madison Aging Together team will plan and carry out at least two community workshops on topics identified in the community conversation. Topics may include keeping yourself safe from scams and financial abuse; falls prevention; and making your home safe for aging in place. Aging Together will hold its regional "Art of Aging Expo" on October 8, 2019, a free event for older adults and caregivers with exhibitors, classes, demonstrations, giveaways and much more. 2018's event hosted 540 attendees from our five counties. It is held at Germanna Community College's Daniel Technology Center since that is easily accessible, plenty of parking, and central to our territory. In 2018, the Madison Senior Center participants were bussed in by the RRCS vehicle.

In the area of **caregiving**, Aging Together, as part of a consortium known as the Piedmont Dementia Education Committee, will host its fourth annual all-day caregiver's conference on July 17, 2019 with Teepa Snow, internationally known expert in dementia care. Grant funds have been received to keep the cost low to attendees and scholarships are available for those not able to pay the fee. This year we are making a special effort to reach out to nursing students. When Ms. Snow came in 2016 and 2018, we sold out (345 participants each) so we have moved to Eastern View High School for 2019 with a larger capacity.

In the area of **outreach**, we received a grant from American Woodmark Foundation to create, print and distribute a rack card of important phone numbers for seniors. The card will be made available in as many public places as possible. We will continue to work with faith community leaders, medical offices, government leaders and others to ensure that they are adequately equipped to serve and provide seniors with appropriate and accurate referrals to community resources, such as long-term care facilities, home care agencies, home-delivered meals, etc. We will also publicly recognize and honor the contributions of Madison County older adults in a variety of ways, including our "Five Over Fifty" Award Ceremony held each spring. We have not chosen the 2019 award winner yet, but several worthy candidates have been nominated.

In the area of **social isolation**, Aging Together will continue its annual, regional "Senior-senior Prom" to engage seniors and promote awareness (via the media) of the vibrant and active senior population we have in Madison County and the rest of our region.

Knowing that there are issues with **EMS** in the County (as in many rural counties around the Commonwealth) we will be reaching out to Madison rescue and first responders to see what we can do to cut down on the number of calls from older citizens with either non-emergency situations or assistance with daily needs.

| FUNDING | |
|---------------------|---|
| Category of Funding | <input type="checkbox"/> Public Safety <input type="checkbox"/> Health <input type="checkbox"/> Arts/Culture <input type="checkbox"/> General Community/Civic <input checked="" type="checkbox"/> Human Services <input type="checkbox"/> Education <input type="checkbox"/> Environment <input type="checkbox"/> Recreation |
| Funding Request: | \$ 5,000 |

| | |
|------------------------------------|---------------------------|
| Signature: <u>Carol G. Simpson</u> | Title: Executive Director |
| Printed Name: Carol G. Simpson | Date: 1/11/19 |



MADISON COUNTY FY'20 FUNDING APPLICATION ADDENDUM

COPY of most recent financial statements: attached

Most recent IRS form 990ez: attached (please note, 2017-2018 990ez will be available on 2/15/19, so we can forward that if you'd like).

IRS Letter of Exemption: attached

Date of Fiscal Year End: June 30th

Proposed revenues & expenses for 2020: Our Board of Directors will put together the budget for FY'20 at its Board meeting in May, 2019. However, we do not expect our revenue or expenses to increase or decrease by more than 5%.

YTD budgeted revenue and expenses for 2019: attached

Actual revenues and expenses for 2018: see above, attached, most recent financial statements

ANALYSIS OF CLIENTS SERVED FOR 2018 (ACTUAL): approx. 2,000 for entire five-county region

PROJECTED FOR 2019: approx. 2,250

PROJECTED FOR 2020: approx. 2,300

It is virtually impossible for us to know how many clients live in each of our localities since all our programs are free and open to the public (except for our one fundraiser) and we don't require sign-ins for our large events, such as Senior Prom and Art of Aging Expo. We also have no way to delete duplicates.

We arrived at our number for 2018 by adding attendance at all events across all counties.

Aging Together
Profit & Loss Budget Performance
December 2018

| | Dec 18 | Jul - Dec 18 | Annual Budget | \$ Over Budget |
|---|-----------------|-------------------|-------------------|-------------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 4* - Contributed support | | | | |
| 4000 - Revenue-Direct Contributions | | | | |
| 4010 - Individual | 885.00 | 6,193.75 | 5,000.00 | 1,193.75 |
| Total 4000 - Revenue-Direct Contributions | 885.00 | 6,193.75 | 5,000.00 | 1,193.75 |
| 4100 - Donated goods & services | | | | |
| 4130 - Gifts in kind - goods | 0.00 | 0.00 | 0.00 | 0.00 |
| Total 4100 - Donated goods & services | 0.00 | 0.00 | 0.00 | 0.00 |
| 4200 - Revenue from non-govt grants | | | | |
| 4210 - Corporate/business grants | 0.00 | 1,000.00 | 3,000.00 | -2,000.00 |
| 4250 - Nonprofit organization grants | | | | |
| 4255 - Northern Piedmont Comm Found | 0.00 | 1,000.00 | 0.00 | 1,000.00 |
| 4256 - PATH Foundation | | | | |
| 4257 - PATH Foundation - DRPT | 0.00 | 5,000.00 | | |
| 4258 - PATH Foundation - Other | 0.00 | 63,000.00 | 62,000.00 | 1,000.00 |
| Total 4256 - PATH Foundation | 0.00 | 68,000.00 | 62,000.00 | 6,000.00 |
| 4250 - Nonprofit organization grants - Other | 0.00 | 0.00 | 10,000.00 | -10,000.00 |
| Total 4250 - Nonprofit organization grants | 0.00 | 68,000.00 | 72,000.00 | -3,000.00 |
| Total 4200 - Revenue from non-govt grants | 0.00 | 70,000.00 | 75,000.00 | -5,000.00 |
| 4400 - Revenue-indirect contributions | | | | |
| 4405 - Give Local Piedmont | 0.00 | 0.00 | 2,000.00 | -2,000.00 |
| 4410 - UW or CFC contributions | 3,000.00 | 3,223.41 | 189.55 | 3,033.86 |
| Total 4400 - Revenue-indirect contributions | 3,000.00 | 3,223.41 | 2,189.55 | 1,033.86 |
| 4500 - Revenue from government grants | | | | |
| 4510 - Government agency grants | | | | |
| 4512 - RRCSB-AAA | 0.00 | 3,000.00 | 3,000.00 | 0.00 |
| Total 4510 - Government agency grants | 0.00 | 3,000.00 | 3,000.00 | 0.00 |
| 4630 - State grants | | | | |
| 4633 - DRPT | 0.00 | 7,411.00 | 18,000.00 | -8,589.00 |
| Total 4630 - State grants | 0.00 | 7,411.00 | 18,000.00 | -8,589.00 |
| 4540 - Local government grants | | | | |
| 4541 - Culpeper County | 0.00 | 2,000.00 | 2,000.00 | 0.00 |
| 4542 - Fauquier County | 0.00 | 12,000.00 | 12,000.00 | 0.00 |
| 4544 - Madison County | 3,000.00 | 3,000.00 | 3,000.00 | 0.00 |
| 4546 - Orange County | 0.00 | 5,000.00 | 5,000.00 | 0.00 |
| 4548 - Rappahannock County | 0.00 | 7,500.00 | 7,500.00 | 0.00 |
| Total 4540 - Local government grants | 3,000.00 | 29,500.00 | 29,500.00 | 0.00 |
| Total 4500 - Revenue from government grants | 3,000.00 | 39,911.00 | 48,500.00 | -8,589.00 |
| Total 4* - Contributed support | 6,885.00 | 119,328.16 | 130,689.55 | -11,361.39 |
| 5800 - Special Events | | | | |
| 5810 - Art of Aging Expo | 0.00 | 10,988.07 | 9,000.00 | 1,988.07 |
| 5815 - Five Over Fifty | 0.00 | 0.00 | 8,000.00 | -8,000.00 |
| 5835 - Caregiving | 0.00 | 7,572.28 | 3,000.00 | 4,572.28 |
| 5860 - Senior Prom | 0.00 | 0.00 | 2,000.00 | -2,000.00 |
| Total 5800 - Special Events | 0.00 | 18,560.35 | 22,000.00 | -3,439.65 |
| Total Income | 6,885.00 | 137,888.51 | 152,689.55 | -14,801.04 |
| Expense | | | | |
| 7000 - Grant & contract expense | | | | |
| 7020 - Grants to other organizations | | | | |
| 7024 - PATH Grant Expense | 0.00 | 0.00 | 20,000.00 | -20,000.00 |
| Total 7020 - Grants to other organizations | 0.00 | 0.00 | 20,000.00 | -20,000.00 |
| Total 7000 - Grant & contract expense | 0.00 | 0.00 | 20,000.00 | -20,000.00 |
| 7200 - Salaries & related expenses | | | | |
| 7210 - Directors salary | 4,291.66 | 25,749.98 | 50,000.00 | -24,250.04 |
| 7220 - Salaries & wages - other | 1,840.50 | 12,818.02 | 33,160.00 | -20,331.98 |
| 7250 - FICA Taxes Match | 453.79 | 2,950.98 | 6,381.00 | -3,410.82 |
| 7260 - Federal Unemployment Taxes | 0.00 | 0.00 | 84.00 | -84.00 |
| 7270 - State Unemployment Taxes | 0.00 | 0.00 | 17.60 | -17.60 |
| Total 7200 - Salaries & related expenses | 6,385.95 | 41,518.98 | 89,612.60 | -48,094.24 |
| 7500 - Contract service expenses | | | | |
| 7540 - Other contractual expense | 0.00 | 600.00 | 1,000.00 | -400.00 |
| Total 7500 - Contract service expenses | 0.00 | 600.00 | 1,000.00 | -400.00 |
| 8100 - Non-personnel expenses | | | | |
| 8110 - Office Supplies | 0.00 | 483.13 | 260.00 | 233.13 |
| 8115 - Food - program related | 15.38 | 182.34 | 2,000.00 | -1,807.66 |
| 8117 - Supplies - program related | 235.00 | 488.05 | 4,000.00 | -3,513.95 |
| 8120 - Donated materials & supplies | 0.00 | 0.00 | 0.00 | 0.00 |
| 8140 - Postage, shipping, delivery | 23.50 | 154.69 | 400.00 | -245.41 |
| 8170 - Printing & copying | 73.85 | 2,048.48 | 1,500.00 | 548.48 |
| 8180 - Books, subscriptions, reference | 0.00 | 69.68 | 175.00 | -105.32 |
| Total 8100 - Non-personnel expenses | 347.53 | 3,434.27 | 8,325.00 | -4,890.73 |
| 8200 - Occupancy expenses | | | | |
| 8210 - Venue Rental | 1,300.00 | 1,300.00 | 1,025.00 | 275.00 |
| Total 8200 - Occupancy expenses | 1,300.00 | 1,300.00 | 1,025.00 | 275.00 |
| 8300 - Travel & meetings expenses | | | | |
| 8310 - Food and Lodging | 697.29 | 697.29 | 0.00 | 697.29 |
| Total 8300 - Travel & meetings expenses | 697.29 | 697.29 | 0.00 | 697.29 |

Aging Together
Profit & Loss Budget Performance
December 2018

| | Dec 18 | Jul - Dec 18 | Annual Budget | \$ Over Budget |
|---|------------------|------------------|-------------------|-------------------|
| 8500 - Misc expenses | | | | |
| 8520 - Insurance | 0.00 | 1,177.32 | 2,689.00 | -1,511.68 |
| 8530 - Membership dues - organization | 180.00 | 405.00 | 290.00 | 115.00 |
| 8540 - Staff development - Workshops | 0.00 | 500.00 | 0.00 | 500.00 |
| 8550 - Marketing/Outreach | 0.00 | 55.00 | 108.00 | -51.00 |
| 8560 - Outside computer services | 0.00 | 477.03 | 2,000.00 | -1,522.97 |
| 8565 - Website redesign | 0.00 | 316.45 | 200.00 | 116.45 |
| 8570 - Advertising expenses | 0.00 | 2,557.50 | 2,000.00 | 557.50 |
| 8595 - Misc expenses | 100.00 | 137.78 | | |
| Total 8500 - Misc expenses | 280.00 | 5,626.08 | 7,285.00 | -1,658.92 |
| 8700 - DRPT Sub-grantee (RRCS) | | | | |
| 8710 - RRCS | 0.00 | 7,821.00 | 6,400.00 | 1,221.00 |
| 8720 - Volunteer Luncheon | 0.00 | 0.00 | 1,468.00 | -1,468.00 |
| Total 8700 - DRPT Sub-grantee (RRCS) | 0.00 | 7,821.00 | 7,868.00 | -247.00 |
| Total Expense | 8,010.77 | 60,787.00 | 135,115.60 | -74,318.60 |
| Net Ordinary Income | -2,125.77 | 77,089.51 | 17,573.95 | 59,515.56 |
| Net Income | -2,125.77 | 77,089.51 | 17,573.95 | 59,515.56 |

Piedmont Regional Dental Clinic

Profit and Loss

July - November, 2018

| | Jul 2018 | Aug 2018 | Sep 2018 | Oct 2018 | Nov 2018 | Total |
|--|---------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Income | | | | | | |
| 4000 Production | | | | | | 0.00 |
| 4001 Self Pay | | | | | | 0.00 |
| 4001.01 Self Pay - A | 17,922.04 | 37,095.39 | 25,085.12 | 32,958.02 | 32,738.11 | 145,798.68 |
| 4001.02 Self Pay - B | 18,227.00 | 39,863.00 | 22,083.00 | 33,360.00 | 26,443.00 | 139,976.00 |
| Total 4001 Self Pay | \$ 36,149.04 | \$ 76,958.39 | \$ 47,168.12 | \$ 66,318.02 | \$ 59,181.11 | \$ 285,774.68 |
| 4010 Medicaid | | | | | | 0.00 |
| 4010.01 Children | 23,826.06 | 37,947.00 | 22,597.50 | 39,081.17 | 28,445.47 | 151,897.20 |
| 4010.02 Adults | 22,042.54 | 19,286.79 | 22,196.45 | 33,779.25 | 21,198.18 | 118,503.21 |
| Total 4010 Medicaid | \$ 45,868.60 | \$ 57,233.79 | \$ 44,793.95 | \$ 72,860.42 | \$ 49,643.65 | \$ 270,400.41 |
| 4012 EARNED GRANT REVENUE | 3,023.00 | 2,697.00 | 2,322.00 | 3,822.00 | 2,845.00 | 14,709.00 |
| Total 4000 Production | \$ 85,040.64 | \$ 136,889.18 | \$ 94,284.07 | \$ 143,000.44 | \$ 111,669.76 | \$ 570,884.09 |
| 4900 Adjmnts/Discnts/Rfnds/W-offs | | | | | | 0.00 |
| 4900.04 Previous month adjustments | -7,813.40 | -10,034.31 | -14,095.97 | -11,825.41 | -9,313.57 | -53,082.66 |
| 4900.06 Bad Debt Write Off | | | | | 166.00 | 166.00 |
| Total 4900 Adjmnts/Discnts/Rfnds/W-offs | -\$ 7,813.40 | -\$ 10,034.31 | -\$ 14,095.97 | -\$ 11,825.41 | -\$ 9,147.57 | -\$ 52,916.66 |
| Total Income | \$ 77,227.24 | \$ 126,854.87 | \$ 80,188.10 | \$ 131,175.03 | \$ 102,522.19 | \$ 517,967.43 |
| Cost of Goods Sold | | | | | | |
| 5010 Dental Supplies | | | | | | 0.00 |
| 5010.01 Oxygen/ Nitrous | 356.63 | 703.11 | 368.19 | 657.77 | 352.26 | 2,437.96 |
| 5010.02 Consumable Supplies | 6,338.11 | 6,413.66 | 3,239.72 | 13,143.24 | 11,099.84 | 40,234.57 |
| 5010.03 Equipment | | 3,178.43 | 498.14 | 1,315.13 | 46.80 | 5,038.50 |
| Total 5010 Dental Supplies | \$ 6,694.74 | \$ 10,295.20 | \$ 4,106.05 | \$ 15,116.14 | \$ 11,498.90 | \$ 47,711.03 |
| 5020 Other Dental Expenses | | | | | | 0.00 |
| 5020.01 Laboratory Expenses | 1,288.35 | 3,001.95 | 2,502.40 | 6,129.15 | 65.65 | 12,987.50 |
| 5020.02 Waste Disposal | | | 176.65 | | | 176.65 |
| 5020.03 Dental Equipment Maintenance | 334.46 | 230.00 | | 319.39 | | 883.85 |
| 5020.05 Licensing Costs | -300.00 | | | | 50.15 | -249.85 |
| 5020.07 Other Costs of Services - COS | 695.83 | 465.83 | | | | 1,161.66 |

Piedmont Regional Dental Clinic

Profit and Loss

July - November, 2018

| | | | | | | |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| 5020.08 Dental IT | | | 1,971.69 | 1,822.23 | 1,193.23 | 4,987.15 |
| Total 5020 Other Dental Expenses | \$ 2,018.64 | \$ 3,697.78 | \$ 4,650.74 | \$ 8,270.77 | \$ 1,309.03 | \$ 19,946.96 |
| 5090 Dental Salaries & Services | | | | | | 0.00 |
| 5090.01 Dentist Salaries | 20,164.15 | 20,800.00 | 18,000.00 | 27,250.00 | 23,000.00 | 109,214.15 |
| 5090.02 Hygienist Salaries | 3,820.25 | 3,892.13 | 5,212.20 | 8,659.20 | 8,529.15 | 30,112.93 |
| 5090.03 Dental Assistant Salaries | 11,283.57 | 12,001.23 | 10,683.07 | 14,315.17 | 13,715.35 | 61,998.39 |
| Total 5090 Dental Salaries & Services | \$ 35,267.97 | \$ 36,693.36 | \$ 33,895.27 | \$ 50,224.37 | \$ 45,244.50 | \$ 201,325.47 |
| 5091 Contract Labor - COS | | | | | | 0.00 |
| 5091.01 Dentist - Contractual Services | 1,000.00 | | 800.00 | 4,400.00 | | 6,200.00 |
| Total 5091 Contract Labor - COS | \$ 1,000.00 | \$ 0.00 | \$ 800.00 | \$ 4,400.00 | \$ 0.00 | \$ 6,200.00 |
| 5093 Payroll Taxes & Benefits | | | | | | 0.00 |
| 5093.01 FICA/MC | 2,670.31 | 2,786.03 | 2,571.95 | 2,624.46 | 2,187.62 | 12,840.37 |
| 5093.02 SUTA | 89.95 | 105.95 | 76.36 | 277.59 | 170.74 | 720.59 |
| 5093.04 Medical Ins | 811.00 | 396.02 | 897.94 | 2,053.72 | 1,236.76 | 5,395.44 |
| 5093.05 Worker's Comp Ins | 145.45 | 169.39 | 133.36 | 192.95 | 189.37 | 830.52 |
| 5093.06 Accrued Vacation | 581.38 | 1,188.65 | 612.68 | -251.49 | 644.18 | 2,775.40 |
| 5093.07 Dental Insurance | | | | 161.34 | -97.16 | 64.18 |
| Total 5093 Payroll Taxes & Benefits | \$ 4,298.09 | \$ 4,646.04 | \$ 4,292.29 | \$ 5,058.57 | \$ 4,331.51 | \$ 22,626.50 |
| 5094 VCU | | | | | | 0.00 |
| 5094.01 Salaries | 7,200.00 | 7,200.00 | 6,000.00 | 10,000.00 | 8,000.00 | 38,400.00 |
| 5094.09 Student Stipend | | 200.00 | 50.00 | 200.00 | | 450.00 |
| Total 5094 VCU | \$ 7,200.00 | \$ 7,400.00 | \$ 6,050.00 | \$ 10,200.00 | \$ 8,000.00 | \$ 38,850.00 |
| Total Cost of Goods Sold | \$ 56,479.44 | \$ 62,732.38 | \$ 53,794.35 | \$ 93,269.85 | \$ 70,383.94 | \$ 336,659.96 |
| Gross Profit | \$ 20,747.80 | \$ 64,122.49 | \$ 26,393.75 | \$ 37,905.18 | \$ 32,138.25 | \$ 181,307.47 |
| Expenses | | | | | | |
| 6000 Operating Expenses | | | | | | 0.00 |
| 6000.01 Advertising and Promotion | 74.00 | 117.65 | 2,452.32 | 4,244.20 | 844.72 | 7,732.89 |
| 6000.02 Outreach | | 162.95 | | | | 162.95 |
| 6000.03 Bank & Other Service Charges | 843.18 | 2,004.53 | 1,483.47 | 898.44 | 1,687.58 | 6,917.20 |
| 6000.05 Consultant | 1,000.00 | | | | | 1,000.00 |

Piedmont Regional Dental Clinic

Profit and Loss

July - November, 2018

| | | | | | | |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| 6000.08 Legal & Accounting | 783.44 | 2,521.77 | 2,812.14 | 2,688.71 | 1,375.00 | 10,181.06 |
| 6000.09 Recruiter | | 30.00 | 30.00 | | | 60.00 |
| 6000.12 IT/Software | 1,537.80 | 1,474.90 | 1,345.26 | 655.97 | 1,204.54 | 6,218.47 |
| 6000.13 Memberships & Assn | 371.00 | | | | | 371.00 |
| 6000.14 Publications | 198.40 | | | | | 198.40 |
| Total 6000 Operating Expenses | \$ 4,807.82 | \$ 6,311.80 | \$ 8,123.19 | \$ 8,487.32 | \$ 5,111.84 | \$ 32,841.97 |
| 6100 Facilities and Office | | | | | | 0.00 |
| 6100.01 Rent | 5,000.00 | 5,000.00 | 5,000.00 | 5,000.00 | 5,000.00 | 25,000.00 |
| 6100.02 Telephone & Communications | 394.22 | 394.17 | 577.22 | 379.83 | 377.70 | 2,123.14 |
| 6100.03 Electric, water, sewer | 885.94 | 1,066.76 | 1,067.79 | 1,083.24 | 1,091.48 | 5,195.21 |
| 6100.04 Office Supplies | 555.80 | 1,676.84 | 314.99 | 337.41 | 559.41 | 3,444.45 |
| 6100.05 Facility/Cleaning Supplies | 39.74 | | 41.02 | | 8.48 | 89.24 |
| 6100.06 Postage & Shipping | 245.42 | 83.52 | 150.33 | 131.70 | 67.93 | 678.90 |
| 6100.07 Stationery & Printing | 55.06 | 4,281.06 | 747.50 | 409.36 | 96.48 | 5,589.46 |
| 6100.08 Cleaning Services | 800.00 | 800.00 | 2,465.00 | 685.00 | | 4,750.00 |
| 6100.09 Repair & Maintenance | 150.00 | 867.64 | 435.00 | 1,850.00 | | 3,302.64 |
| Total 6100 Facilities and Office | \$ 8,126.18 | \$ 14,169.99 | \$ 10,798.85 | \$ 9,876.54 | \$ 7,201.48 | \$ 50,173.04 |
| 6200 Insurance | | | 422.60 | | | 422.60 |
| 6200.01 Directors & Officers | | 1,176.00 | | 588.00 | | 1,764.00 |
| 6200.03 Commerical | 510.00 | 851.00 | 654.00 | 654.00 | 654.00 | 3,323.00 |
| Total 6200 Insurance | \$ 510.00 | \$ 2,027.00 | \$ 1,076.60 | \$ 1,242.00 | \$ 654.00 | \$ 5,509.60 |
| 7000 Admin Expenses | | | | | | 0.00 |
| 7001 Salaries | | | | | | 0.00 |
| 7001.01 Salary Expense - Admin | 12,659.38 | 17,125.72 | 15,553.59 | 17,315.96 | 16,079.48 | 78,734.13 |
| Total 7001 Salaries | \$ 12,659.38 | \$ 17,125.72 | \$ 15,553.59 | \$ 17,315.96 | \$ 16,079.48 | \$ 78,734.13 |
| 7100 Payroll Taxes & Benefits - Admin | | | | | | 0.00 |
| 7100.01 FICA/MC | 891.52 | 1,237.49 | 1,117.19 | 1,248.53 | 1,159.82 | 5,654.55 |
| 7100.02 SUTA | 0.00 | 6.73 | 8.60 | 22.15 | 18.07 | 55.55 |
| 7100.04 Medical Insurances | 2,160.37 | 3,166.12 | 2,216.60 | 147.29 | 2,293.32 | 9,983.70 |
| 7100.05 Workers Comp Ins | 48.49 | 56.58 | 44.45 | 71.54 | 63.10 | 284.16 |

Piedmont Regional Dental Clinic

Profit and Loss

July - November, 2018

| | | | | | | |
|--|----------------------|---------------------|----------------------|---------------------|---------------------|----------------------|
| 7100.06 Accrued Vacation | -886.74 | 1,066.72 | 469.09 | 241.90 | 244.67 | 1,135.64 |
| 7100.07 Dental Insurance Premiums | | | | 160.26 | -45.76 | 114.50 |
| Total 7100 Payroll Taxes & Benefits - Admin | \$ 2,213.64 | \$ 5,533.64 | \$ 3,855.93 | \$ 1,891.67 | \$ 3,733.22 | \$ 17,228.10 |
| 7200 Other Admin Expenses | | | | | | 0.00 |
| 7200.02 Background Check | | 19.95 | | 80.00 | | 99.95 |
| 7200.03 Staff Appreciation | 346.59 | 194.28 | 145.58 | 181.06 | | 867.51 |
| 7200.04 Staff Training | | 228.95 | 95.00 | 999.98 | 848.54 | 2,172.47 |
| Total 7200 Other Admin Expenses | \$ 346.59 | \$ 443.18 | \$ 240.58 | \$ 1,261.04 | \$ 848.54 | \$ 3,139.93 |
| 7500 Travel | | | | | | 0.00 |
| 7500.01 Travel Mileage | | | | 206.65 | 104.63 | 311.28 |
| 7500.02 Travel Meals | | | 33.79 | | | 33.79 |
| 7500.03 Lodging | | | | 134.77 | | 134.77 |
| Total 7500 Travel | \$ 0.00 | \$ 0.00 | \$ 33.79 | \$ 341.42 | \$ 104.63 | \$ 479.84 |
| 7600 Staff Expenses | | | | | 80.00 | 80.00 |
| 7710 Vehicle Expenses | | 45.75 | | | | 45.75 |
| 7710.01 Fuel | 45.15 | | 50.01 | 50.36 | 43.40 | 188.92 |
| 7710.03 Repair and Maintenance | 299.71 | 119.91 | | 218.04 | 117.55 | 755.21 |
| Total 7710 Vehicle Expenses | \$ 344.86 | \$ 165.66 | \$ 50.01 | \$ 268.40 | \$ 160.95 | \$ 989.88 |
| 7900 Depreciation Expense | | | | | | 0.00 |
| 7900.11 Depreciation-Dental Equipment | 1,808.88 | 1,808.88 | 1,808.88 | 1,808.88 | 1,808.88 | 9,044.40 |
| 7900.12 Depreciation-Office Equipment | 258.66 | 258.66 | 258.66 | 258.66 | 258.66 | 1,293.30 |
| Total 7900 Depreciation Expense | \$ 2,067.54 | \$ 2,067.54 | \$ 2,067.54 | \$ 2,067.54 | \$ 2,067.54 | \$ 10,337.70 |
| Total 7000 Admin Expenses | \$ 17,632.01 | \$ 25,335.74 | \$ 21,801.44 | \$ 23,146.03 | \$ 23,074.36 | \$ 110,989.58 |
| 8000 Miscellaneous Expenses | | 233.74 | 24.22 | | 35.07 | 293.03 |
| 8500 Taxes & Licenses | | | | 68.44 | | 68.44 |
| Total Expenses | \$ 31,076.01 | \$ 48,078.27 | \$ 41,824.30 | \$ 42,820.33 | \$ 36,076.75 | \$ 199,875.66 |
| Net Operating Income | -\$ 10,328.21 | \$ 16,044.22 | -\$ 15,430.55 | -\$ 4,915.15 | -\$ 3,938.50 | -\$ 18,568.19 |
| Other Income | | | | | | |
| 9000 Other Income | 29.99 | | | | | 29.99 |
| 9020 Donations | | | | | | 0.00 |

Piedmont Regional Dental Clinic

Profit and Loss

July - November, 2018

| | | | | | | |
|---|--------------|--------------|--------------|--------------|--------------|--------------|
| 9021 Individuals | 533.40 | | | | 5,200.00 | 5,733.40 |
| 9022 Business | 5,000.00 | | 6,000.00 | 2,500.00 | | 13,500.00 |
| 9023 Foundations | | 9.30 | | 17.68 | 5.99 | 32.97 |
| 9025 Local Funds | | | | | | 0.00 |
| 9025.03 County of Greene | | | 5,000.00 | | | 5,000.00 |
| 9025.04 Town of Gordonsville | | | 1,000.00 | | | 1,000.00 |
| 9025.07 Town of Stanardsville | | | | | -2,500.00 | -2,500.00 |
| Total 9025 Local Funds | \$ 0.00 | \$ 0.00 | \$ 6,000.00 | \$ 0.00 | -\$ 2,500.00 | \$ 3,500.00 |
| 9026 Faith Based Donations | | | 355.00 | | 250.00 | 605.00 |
| Total 9020 Donations | \$ 5,533.40 | \$ 9.30 | \$ 12,355.00 | \$ 2,517.68 | \$ 2,955.99 | \$ 23,371.37 |
| 9040 Grants | | | | | | 0.00 |
| 9040.03 Other Miscellaneous Income | 2,017.99 | 1,864.66 | | | | 3,882.65 |
| Total 9040 Grants | \$ 2,017.99 | \$ 1,864.66 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 3,882.65 |
| 9990 Interest Income | 9.82 | 15.49 | 15.47 | 16.73 | 9.74 | 67.25 |
| 9999 Miscellaneous Income | | | | | 30.00 | 30.00 |
| Total Other Income | \$ 7,591.20 | \$ 1,889.45 | \$ 12,370.47 | \$ 2,534.41 | \$ 2,995.73 | \$ 27,381.26 |
| Other Expenses | | | | | | |
| Reconciliation Discrepancies | | | | | 0.00 | 0.00 |
| Total Other Expenses | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| Net Other Income | \$ 7,591.20 | \$ 1,889.45 | \$ 12,370.47 | \$ 2,534.41 | \$ 2,995.73 | \$ 27,381.26 |
| Net Income | -\$ 2,737.01 | \$ 17,933.67 | -\$ 3,060.08 | -\$ 2,380.74 | -\$ 942.77 | \$ 8,813.07 |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Tuesday, Jan 08, 2019 11:04:01 AM GMT-8 - Accrual Basis

Aging Together
Balance Sheet
As of December 31, 2018
Dec 31, 18

ASSETS

Current Assets

Checking/Savings

1000 · Cash & Equivalents

1010 · Union Bank & Trust 93,781.98

Total 1000 · Cash & Equivalents 93,781.98

Total Checking/Savings 93,781.98

Total Current Assets 93,781.98

TOTAL ASSETS 93,781.98

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Credit Cards

2050 · Credit card 322.08

Total Credit Cards 322.08

Other Current Liabilities

2100 · Payroll Liabilities

2120 · Federal Taxes Withheld 584.00

2130 · FICA payroll tax payable - Empl 367.79

2135 · Medicare payroll tax - empl 86.00

2140 · State Taxes Withheld Payable 365.79

2150 · FICA payroll tax - employer 367.79

2160 · Medicare payroll tax - employer 86.00

2190 · Federal Unemployment 84.00

Total 2100 · Payroll Liabilities 1,941.37

Total Other Current Liabilities 1,941.37

Total Current Liabilities 2,263.45

Total Liabilities 2,263.45

Equity

3010 · Unrestrict (retained earnings) 14,429.02

Net Income 77,089.51

Total Equity 91,518.53

TOTAL LIABILITIES & EQUITY 93,781.98

Aging Together
Statement of Cash Flows
December 2018

Dec 18

OPERATING ACTIVITIES

| | |
|--|-------------------------|
| Net Income | (2,125.77) |
| Adjustments to reconcile Net Income to net cash provided by operations: | |
| 2050 · Credit card | 65.38 |
| 2100 · Payroll Liabilities:2120 · Federal Taxes Withheld | (38.00) |
| 2100 · Payroll Liabilities:2130 · FICA payroll tax payable - Empl | (24.77) |
| 2100 · Payroll Liabilities:2135 · Medicare payroll tax - empl | (5.80) |
| 2100 · Payroll Liabilities:2140 · State Taxes Withheld Payable | (22.16) |
| 2100 · Payroll Liabilities:2150 · FICA payroll tax - employer | (24.77) |
| 2100 · Payroll Liabilities:2160 · Medicare payroll tax - employer | (5.80) |
| Net cash provided by Operating Activities | <u>(2,181.69)</u> |
| Net cash increase for period | (2,181.69) |
| Cash at beginning of period | <u>95,963.67</u> |
| Cash at end of period | <u><u>93,781.98</u></u> |

| County of Madison | | | | | | | | | | |
|--|--------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|----------|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: | | BOARD OF ZONING APPEALS | | | | | | | | |
| Dept # | | 81400 | | | | | | | | |
| Contact | | Suzanne Long | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-08 -81 -81400-2100 | FICA | - | - | - | - | 56.61 | 56.61 | Not budgeted | Not budgeted | |
| 10-08 -81 -81400-3213 | COMMITTEE MEMBERS | 810.00 | 660.00 | 810.00 | - | 810.00 | - | None | 0.00% | |
| 10-08 -81 -81400-3214 | COMMITTEE CLERICAL | 700.00 | 500.00 | 740.00 | - | 683.39 | (56.61) | -7.65% | 0.00% | |
| 10-08 -81 -81400-3610 | ADVERTISING | 946.00 | 630.00 | 1,350.00 | 170.00 | 1,350.00 | - | None | 12.59% | |
| 10-08 -81 -81400-5210 | POSTAL SERVICES | 107.07 | 27.93 | 100.00 | 39.89 | 56.00 | (44.00) | -44.00% | 39.89% | |
| 10-08 -81 -81400-6001 | OFFICE SUPPLIES | 4.59 | 15.78 | - | 73.45 | 44.00 | 44.00 | Not budgeted | Not budgeted | |
| | | 2,567.66 | 1,833.71 | 3,000.00 | 283.34 | 3,000.00 | - | None | 9.44% | |
| Note: the BZA approved a total budget of \$3,000. Clerical support reduced by amount of FICA owed. | | | | | | | | | | |

| County of Madison | | | | | | | | | | |
|-------------------------|-----------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|---|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: | BUILDING CODE APPEALS BOARD | | | | | | | | | |
| Dept # | 81401 | | | | | | | | | |
| Contact | WSmith | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-08 -81 -81401-3213 | COMMITTEE MEMBERS | - | - | 300.00 | - | 300.00 | - | None | 0.00% | |
| 10-08 -81 -81401-3214 | COMMITTEE CLERICAL | - | - | 100.00 | - | 105.00 | 5.00 | 5.00% | 0.00% | 5 hours at \$21/hour - may change based on AG's FY20 rate |
| 10-08 -81 -81401-2100 | FICA | | | | | 8.03 | 8.03 | Not budgeted | Not budgeted | |
| | | - | - | 400.00 | - | 405.00 | 5.00 | 1.25% | 0.00% | |

| County of Madison | | | | | | | | | | |
|-------------------------|--|--|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|----------|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: | | RAPPAHANNOCK-RAPIDAN PLANNING DISTRICT | | | | | | | | |
| Dept # | | 81600 | | | | | | | | |
| Contact | | OUTSIDE AGENCY | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-08 -81 -81600-5640 | GENERAL CONTRIBUTION REQUEST | 10,736.88 | 10,736.88 | 10,673.80 | 10,673.80 | 10,763.80 | 90.00 | 0.84% | 100.00% | |
| 10-08 -81 -81600-5652 | REGIONAL HOUSING & HOMELESSNESS PREVENTI | 5,548.42 | 5,548.42 | 5,548.42 | 5,548.42 | 5,548.42 | - | None | 100.00% | |
| 10-08 -81 -81600-5653 | FOOTHILLS EXPRESS (TRANSPORT) | 4,883.00 | 4,758.00 | 5,024.00 | 5,024.00 | 4,500.00 | (524.00) | -10.43% | 100.00% | |
| | | 21,168.30 | 21,043.30 | 21,246.22 | 21,246.22 | 20,812.22 | (434.00) | -2.04% | 100.00% | |

81600-5640 Rappahannock Rapidan Regional Commission

81600 - ~~5673~~ 5640
Regional Comm



Rappahannock-Rapidan
REGIONAL COMMISSION

OFFICERS

CHAIRMAN
JAMES CROZIER

VICE-CHAIRMAN
ROBERT COINER

TREASURER
MEAGHAN TAYLOR

SECRETARY &
EXECUTIVE DIRECTOR
PATRICK L. MAUNEY

COMMISSIONERS

CULPEPER COUNTY
JOHN EGERTSON
STEVE WALKER

TOWN OF CULPEPER
CHRIS HIVELY
MEAGHAN TAYLOR

FAUQUIER COUNTY
CHRISTOPHER T. BUTLER
PAUL S. McCULLA

TOWN OF THE PLAINS
CHRISTOPHER R. MALONE

TOWN OF REMINGTON
EVAN H. "SKEET" ASHBY

TOWN OF WARRENTON
BRANDIE SCHAEFFER
JERRY WOOD

MADISON COUNTY
AMBER FOSTER
JACK HOBBS

TOWN OF MADISON
WILLIAM L. LAMAR

ORANGE COUNTY
JAMES CROZIER
R. BRYAN DAVID

TOWN OF GORDONSVILLE
ROBERT COINER

TOWN OF ORANGE
MARTHA R. ROBY
GREG WOODS

RAPPAHANNOCK COUNTY
GARREY W. CURRY, JR.
ROGER WELCH

TOWN OF WASHINGTON
JOHN FOX SULLIVAN

January 8, 2019

Ms. Mary Jane Costello
Madison County Finance Director
302 Thrift Road
Madison, VA 22727
* Via Email: mjcostello@madisonco.virginia.gov *

Dear Ms. Costello:

Please find attached a copy of the Regional Commission's FY 2020 annual budget request/per capita dues assessment and associated supporting documentation, as authorized by the Members of the Regional Commission at their August 22, 2018 meeting. At that time, the Regional Commission adopted an unchanged per capita rate of \$0.83 along with the utilization of 2016 population estimates from the U.S. Census Bureau population estimates program, per the organizational bylaws.

The Regional Commission respectfully requests funding in the amount of **\$10,673.80**, based on the calculation below, for FY 2020 to support our efforts to address priorities and projects identified by the Commission Board and our member jurisdictions.

| | Est. Population (2016) | less town(s) | | per capita rate | | FY'20 assessment |
|---------|------------------------|--------------|---|-----------------|---|------------------|
| Madison | (13,078 | - 218) | x | .83 | = | \$10,673.80 |

The County's past and ongoing support plays a critical role in enabling staff to leverage outside grant monies on behalf of member jurisdictions. In recent years, an increasing number of public, non-profit, and private funding sources having instituted thresholds for the amount of cash match required in order for organizations to qualify for grant awards. Staff at the Regional Commission continues to identify new funding sources to offset these changes. As always, our pledge remains to serve as careful and conservative stewards of local resources, using those funds to support priorities identified by the Regional Commission and our member jurisdictions.

On behalf of the Rappahannock-Rapidan Regional Commission, I thank you for the County's past and continuing support and partnership. I also gratefully acknowledge the County's support for the 0.5 FTE Regional Housing request and the Foothills Express local matching funds, both submitted under separate cover.

Sincerely,

Patrick L. Mauney
Executive Director

Encl



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: December 4, 2018
Subject: FY 2019 Year to Date Revenues & Expenditures

FY 2019 Revenue and Expenditure reports through November 30, 2018 are enclosed for your review. These are unaudited reports through 42% of the fiscal year.

Revenues received are at 50.5%. For the remainder of the fiscal year, revenues will be generated from project/grant reimbursements and will vary month to month based on the program. At this time, all projects are within expected totals, although some projects may exceed expected revenues by the end of the fiscal year.

Expenditures are at 37.2% of budgeted amounts as of the end of November. Two items over budget are the Office Maintenance line, previously discussed, and the Virginia Homeless Solutions Program (VHSP) expense related to staff attendance at the Governor's Housing Conference. Those expenses are reimbursable through the grant.

I also note that we have added a line item for expenses from a PATH Foundation grant for Mobility Management outreach and gas cards. These funds were received in FY 2018, but will be expended before the end of the 2018 calendar year. The addition of this line item is offset by reductions in the DRPT Mobility Management and 5310 Operating expense line items.

REQUESTED ACTION: Approval of the Revised Budget to reflect the PATH Foundation grant expenses.

**Rappahannock-Rapidan Regional Commission
Revenue Snapshot - November 30, 2018**

| Budget Items | Proposed Budget | Adjustments | Adjusted Budget | July | August | September | October | November | YTD Actual | YTD % |
|-----------------------------------|----------------------|-------------|----------------------|----------------------|---------------------|---------------------|---------------------|---------------------|----------------------|--------------|
| Revenues | | | | | | | | | | |
| Dues: | | | | | | | | | | |
| Culpeper County | \$ 26,624.00 | | \$ 26,624.00 | \$ 26,623.91 | | | | | \$ 26,623.91 | 100.0% |
| Fauquier County | \$ 48,430.00 | | \$ 48,430.00 | \$ 48,429.67 | | | | | \$ 48,429.67 | 100.0% |
| Madison County | \$ 10,674.00 | | \$ 10,674.00 | | | | | \$ 10,673.80 | \$ 10,673.80 | 100.0% |
| Orange County | \$ 24,039.00 | | \$ 24,039.00 | \$ 24,038.46 | | | | | \$ 24,038.46 | 100.0% |
| Rappahannock County | \$ 6,027.00 | | \$ 6,027.00 | \$ 6,027.46 | | | | | \$ 6,027.46 | 100.0% |
| Town of Culpeper | \$ 14,945.00 | | \$ 14,945.00 | \$ 14,944.98 | | | | | \$ 14,944.98 | 100.0% |
| Town of Gordonsville | \$ 1,314.00 | | \$ 1,314.00 | \$ 1,313.89 | | | | | \$ 1,313.89 | 100.0% |
| Town of Madison | \$ 181.00 | | \$ 181.00 | \$ 180.94 | | | | | \$ 180.94 | 100.0% |
| Town of Orange | \$ 4,140.00 | | \$ 4,140.00 | \$ 4,140.04 | | | | | \$ 4,140.04 | 100.0% |
| Town of The Plains | \$ 189.00 | | \$ 189.00 | | | \$ 189.24 | | | \$ 189.24 | 100.1% |
| Town of Remington | \$ 524.00 | | \$ 524.00 | \$ 523.73 | | | | | \$ 523.73 | 99.9% |
| Town of Warrenton | \$ 8,185.00 | | \$ 8,185.00 | \$ 8,184.63 | | | | | \$ 8,184.63 | 100.0% |
| Town of Washington | \$ 105.00 | | \$ 105.00 | | \$ 104.58 | | | | \$ 104.58 | 99.6% |
| Interest Income | \$ 1,500.00 | | \$ 1,500.00 | \$ 245.92 | \$ 271.26 | \$ 263.69 | \$ 291.34 | \$ 293.22 | \$ 1,365.43 | 91.0% |
| Other Income | \$ 750.00 | | \$ 750.00 | \$ 299.12 | \$ 3.93 | \$ 188.97 | | | \$ 492.02 | 65.6% |
| DEQ Chesapeake Bay WIP III | \$ 50,000.00 | | \$ 50,000.00 | | | | | | \$ - | 0.0% |
| DRPT Mobility Management Grant | \$ 150,000.00 | | \$ 150,000.00 | \$ 9,523.00 | \$ 4,994.00 | \$ 4,643.00 | \$ 18,605.00 | \$ 30,550.00 | \$ 68,315.00 | 45.5% |
| DRPT Section 5310 Operating Grant | \$ 100,000.00 | | \$ 100,000.00 | \$ 13,088.01 | | \$ 14,414.00 | \$ 5,024.00 | \$ 20,347.00 | \$ 52,873.01 | 52.9% |
| Hazard Mitigation | \$ 13,819.78 | | \$ 13,819.78 | | | | | | \$ - | 0.0% |
| Madison County Planning | \$ 2,000.00 | | \$ 2,000.00 | \$ 1,853.00 | | | | | \$ 1,853.00 | 92.7% |
| Rappahannock Comp Plan | \$ 4,000.00 | | \$ 4,000.00 | | | | | | \$ - | 0.0% |
| Regional Housing | \$ 48,604.00 | | \$ 48,604.00 | \$ 42,032.87 | \$ 26.32 | \$ 43.41 | \$ 953.64 | \$ 5,548.42 | \$ 48,604.66 | 100.0% |
| Regional Tourism | \$ 7,000.00 | | \$ 7,000.00 | \$ 2,800.00 | \$ 1,400.00 | | \$ 2,800.00 | | \$ 7,000.00 | 100.0% |
| Rideshare Program | \$ 118,400.00 | | \$ 118,400.00 | | \$ 5,890.00 | | \$ 37,493.00 | | \$ 43,383.00 | 36.6% |
| Rideshare Vanpool Grant | \$ 8,000.00 | | \$ 8,000.00 | | | | \$ 706.00 | | \$ 706.00 | 8.8% |
| Rural Transportation Planning | \$ 58,000.00 | | \$ 58,000.00 | | \$ 15,553.06 | | | \$ 11,999.89 | \$ 27,552.95 | 47.5% |
| State Regional Planning Grant | \$ 75,971.00 | | \$ 75,971.00 | | | \$ 18,992.00 | \$ 18,993.00 | | \$ 37,985.00 | 50.0% |
| Town of Madison Comp Plan | \$ 500.00 | | \$ 500.00 | | | | | | \$ - | 0.0% |
| USDA FMPP Grant | \$ 83,000.00 | | \$ 83,000.00 | | | \$ 38,026.70 | | \$ 8,944.12 | \$ 46,970.82 | 56.6% |
| VHDA VISTA Grant | \$ 15,000.00 | | \$ 15,000.00 | | \$ 4,000.00 | | \$ 4,000.00 | | \$ 8,000.00 | 53.3% |
| VHSP Grant | \$ 84,000.00 | | \$ 84,000.00 | | | \$ 8,031.51 | | | \$ 8,031.51 | 9.6% |
| VTC Marketing Grant | \$ 21,012.50 | | \$ 21,012.50 | | | | | | \$ - | 0.0% |
| Total Revenue | \$ 986,934.28 | \$ - | \$ 986,934.28 | \$ 204,249.63 | \$ 32,243.15 | \$ 84,792.52 | \$ 88,865.98 | \$ 88,356.45 | \$ 498,507.73 | 50.5% |

**Rappahannock-Rapidan Regional Commission
Expenditure Snapshot - November 30, 2018**

| Budget Items | Proposed Budget | Adjustments | Adjusted Budget | July | August | September | October | November | YTD Actual | YTD % |
|--------------------------------------|----------------------|--------------------|----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|--------------|
| Expenditures | | | | | | | | | | |
| Advertising | \$ 500.00 | | \$ 500.00 | | | | | | \$ - | 0.0% |
| Annual Meeting/Retreat | \$ 4,500.00 | | \$ 4,500.00 | | \$ 818.64 | \$ 3,708.36 | \$ (40.00) | \$ (30.00) | \$ 4,457.00 | 99.0% |
| Audit/Legal | \$ 5,500.00 | | \$ 5,500.00 | | | | | | \$ - | 0.0% |
| Equipment/Software | \$ 7,000.00 | | \$ 7,000.00 | | \$ 139.95 | | \$ 199.98 | | \$ 339.93 | 4.9% |
| FICA | \$ 30,600.00 | | \$ 30,600.00 | \$ 1,994.51 | \$ 2,017.78 | \$ 2,133.92 | \$ 2,256.51 | \$ 3,396.36 | \$ 11,799.08 | 38.6% |
| Health & Dental | \$ 45,000.00 | | \$ 45,000.00 | \$ 2,808.04 | \$ 2,799.00 | \$ 2,799.00 | \$ 2,799.00 | \$ 2,799.00 | \$ 14,004.04 | 31.1% |
| Meals | \$ 2,000.00 | | \$ 2,000.00 | \$ 197.73 | \$ 351.85 | \$ 91.41 | \$ 86.09 | \$ 51.25 | \$ 778.33 | 38.9% |
| Membership Dues | \$ 4,000.00 | | \$ 4,000.00 | | | \$ 3,145.00 | | | \$ 3,145.00 | 78.6% |
| Miscellaneous | \$ 500.00 | | \$ 500.00 | | | | \$ 40.00 | | \$ 40.00 | 8.0% |
| Mortgage | \$ 23,916.00 | | \$ 23,916.00 | \$ 1,993.00 | \$ 1,993.00 | \$ 1,993.00 | \$ 1,993.00 | \$ 1,993.00 | \$ 9,965.00 | 41.7% |
| Office & P.O. Liability Insurance | \$ 1,400.00 | | \$ 1,400.00 | \$ 1,295.00 | | | | | \$ 1,295.00 | 92.5% |
| Office Maintenance | \$ 10,000.00 | \$ 8,525.38 | \$ 18,525.38 | \$ 16,254.30 | | \$ 6,927.00 | \$ 691.40 | \$ 275.00 | \$ 24,147.70 | 130.3% |
| Payroll Expenses | \$ 400,000.00 | | \$ 400,000.00 | \$ 26,832.21 | \$ 27,135.97 | \$ 28,654.56 | \$ 30,256.41 | \$ 45,156.64 | \$ 158,035.79 | 39.5% |
| Postage | \$ 750.00 | | \$ 750.00 | \$ 2.05 | \$ 60.34 | \$ 21.60 | \$ 68.68 | \$ 50.00 | \$ 202.67 | 27.0% |
| Printing | \$ 2,000.00 | | \$ 2,000.00 | \$ 74.20 | \$ 259.11 | \$ 105.19 | \$ 55.90 | \$ (60.00) | \$ 434.40 | 21.7% |
| Reserve | \$ - | | \$ - | | | | | | \$ - | 0.0% |
| Strategic Planning | \$ 7,500.00 | | \$ 7,500.00 | | | | | | \$ - | 0.0% |
| Subscriptions and Books | \$ 750.00 | | \$ 750.00 | \$ 14.00 | \$ 12.00 | \$ 12.00 | \$ 14.00 | \$ 14.00 | \$ 66.00 | 8.8% |
| Supplies | \$ 4,500.00 | | \$ 4,500.00 | \$ 398.51 | \$ 229.56 | \$ 413.71 | \$ 187.10 | \$ 267.91 | \$ 1,496.79 | 33.3% |
| Technology | \$ 7,000.00 | | \$ 7,000.00 | | \$ 341.21 | \$ 352.99 | \$ 356.43 | \$ 712.86 | \$ 1,763.49 | 25.2% |
| Travel & Training | \$ 8,000.00 | | \$ 8,000.00 | \$ 978.40 | \$ 676.66 | \$ 361.31 | \$ 1,083.90 | \$ 741.14 | \$ 3,841.41 | 48.0% |
| Utilities | \$ 6,200.00 | | \$ 6,200.00 | \$ 377.53 | \$ 449.45 | \$ 375.06 | \$ 403.38 | \$ 258.01 | \$ 1,863.43 | 30.1% |
| VRS | \$ 9,000.00 | | \$ 9,000.00 | \$ 707.61 | \$ 707.61 | \$ 707.61 | \$ 792.20 | \$ 832.20 | \$ 3,747.23 | 41.6% |
| Website Update | \$ 7,000.00 | | \$ 7,000.00 | | | | | | \$ - | 0.0% |
| Workman's Comp | \$ 500.00 | | \$ 500.00 | \$ 500.00 | | | | | \$ 500.00 | 100.0% |
| America's Wine Country | \$ 1,100.00 | | \$ 1,100.00 | | | | | | \$ - | 0.0% |
| DEQ Chesapeake Bay WIP III Expenses | \$ 2,500.00 | | \$ 2,500.00 | | | | | | \$ - | 0.0% |
| DRPT Mobility Management Expenses | \$ 122,500.00 | \$ (6,500.00) | \$ 116,000.00 | \$ 3,792.18 | \$ 3,986.32 | \$ 10,891.86 | \$ 8,686.97 | \$ 13,142.38 | \$ 40,499.71 | 34.9% |
| DRPT Section 5310 Operating Expenses | \$ 100,000.00 | \$ (6,000.00) | \$ 94,000.00 | | \$ 16,014.50 | \$ 8,254.00 | \$ 7,485.00 | \$ 7,018.00 | \$ 38,771.50 | 41.2% |
| PATH/New Freedom Expenses | | \$ 12,500.00 | \$ 12,500.00 | | | | | \$ 541.96 | \$ 541.96 | 4.3% |
| Regional Tourism Expenses | \$ 9,692.90 | | \$ 9,692.90 | \$ 19.87 | \$ 4.99 | \$ 432.65 | \$ 106.81 | \$ 138.96 | \$ 703.28 | 7.3% |
| Rideshare Expenses | \$ 50,000.00 | | \$ 50,000.00 | \$ 209.96 | \$ 2,905.28 | \$ 3,122.52 | \$ 773.21 | \$ 920.73 | \$ 7,931.70 | 15.9% |
| Rideshare Vanpool Expenses | \$ 8,500.00 | | \$ 8,500.00 | \$ 150.00 | | \$ 650.00 | \$ 442.00 | \$ 250.70 | \$ 1,492.70 | 17.6% |
| RTP Expenses | \$ 1,000.00 | | \$ 1,000.00 | \$ 30.52 | \$ 105.00 | \$ 72.49 | \$ 212.55 | \$ 58.86 | \$ 479.42 | 47.9% |
| USDA FMPP Expenses | \$ 61,000.00 | | \$ 61,000.00 | \$ 225.00 | \$ 8.59 | \$ 18,030.78 | \$ 168.00 | \$ 6,088.87 | \$ 24,521.24 | 40.2% |
| VHDA VISTA Expenses | \$ 15,000.00 | | \$ 15,000.00 | \$ 4,000.00 | | \$ 4,000.00 | | | \$ 8,000.00 | 53.3% |
| VHSP Expenses | \$ 1,000.00 | | \$ 1,000.00 | \$ 77.37 | \$ 161.47 | \$ 25.50 | \$ 557.94 | \$ 1,647.02 | \$ 2,469.30 | 246.9% |
| VTC Marketing Grant Expenses | \$ 18,000.00 | | \$ 18,000.00 | | | | | | \$ - | 0.0% |
| Total Expenditures | \$ 978,408.90 | \$ 8,525.38 | \$ 986,934.28 | \$ 62,931.99 | \$ 61,178.28 | \$ 97,281.52 | \$ 59,676.46 | \$ 86,264.85 | \$ 367,333.10 | 37.2% |
| Unprogrammed Revenues: | | | \$ - | | | | | | | |

Manock-Rapidan Regional Commission
 FY 2018 Final Revenues

Fiscal Year Ending June 30

| September | October | November | December | January | February | March | April | May | June | YTD Actual |
|-----------|---------------|--------------|--------------|---------------|--------------|--------------|---------------|--------------|--------------|---------------|
| | | | | | | | | | | \$ 26,356.65 |
| | | | | | | | | | | \$ 47,721.68 |
| | | | | | | | | | | \$ 10,736.88 |
| | \$ 10,736.88 | | | | | | | | | \$ 23,708.12 |
| 23,708.12 | | | | | | | | | | \$ 6,003.39 |
| | | | | | | | | | | \$ 14,451.13 |
| | | | | | | | | | | \$ 1,294.80 |
| | | | | | | | | | | \$ 183.43 |
| | | | | | | | | | | \$ 4,068.66 |
| | | | | | | | | | | \$ 185.92 |
| | | | | | | | | | | \$ 515.43 |
| | | | | | | | | | | \$ 8,222.81 |
| | | | | | | | | | | \$ 106.24 |
| | | | | | | | | | | \$ 1,848.38 |
| 113.14 | \$ 133.25 | \$ 145.96 | \$ 155.06 | \$ 175.27 | \$ 171.82 | \$ 193.68 | \$ 210.44 | \$ 221.98 | \$ 218.38 | \$ 1,848.38 |
| 100.00 | | \$ 100.00 | | | \$ 3.48 | \$ 97.07 | | | \$ 174.34 | \$ 574.89 |
| | | | | | | | | | | \$ 750.00 |
| 7,722.00 | \$ 46,013.00 | | \$ 33,977.00 | \$ 42,447.00 | \$ 4,977.00 | \$ 31,701.00 | \$ 20,014.00 | \$ 10,508.00 | \$ 12,398.00 | \$ 255,587.27 |
| | | | | | | \$ 6,500.00 | | | | \$ 6,500.00 |
| | \$ 2,650.00 | | | | | | | | | \$ 2,650.00 |
| | | | \$ 22,920.90 | | | | \$ 17,259.32 | | | \$ 40,180.22 |
| | | | \$ 5,250.00 | | | | | | | \$ 5,250.00 |
| | | | | | | | | | | \$ 1,078.78 |
| | \$ 5,548.42 | \$ 26.32 | | | \$ 250.00 | | | | | \$ 48,854.66 |
| | \$ 1,400.00 | | \$ 1,400.00 | | | | | | | \$ 7,000.00 |
| | \$ 37,493.00 | | | \$ 37,493.00 | | | \$ 37,493.00 | | | \$ 114,323.00 |
| | | | \$ 522.00 | | | | | | \$ 374.00 | \$ 896.00 |
| | | \$ 12,616.10 | | | \$ 16,097.97 | | | \$ 13,732.87 | | \$ 60,038.23 |
| 18,992.00 | \$ 18,993.00 | | | \$ 18,993.00 | | | \$ 18,993.00 | | | \$ 75,971.00 |
| | | | | | | | | \$ 1,000.00 | | \$ 1,000.00 |
| | | | \$ 10,195.34 | \$ 14,659.92 | | | \$ 7,130.53 | | | \$ 64,749.22 |
| | \$ 12,853.08 | | | | | | | | | \$ 26,157.82 |
| | | | | \$ 19,029.50 | | | | | | \$ 37,571.80 |
| | \$ 10,655.90 | | \$ 16,825.59 | \$ 16,475.80 | | \$ 6,729.81 | | \$ 9,840.98 | \$ 23,904.92 | \$ 84,433.00 |
| 50,635.26 | \$ 146,476.53 | \$ 12,888.38 | \$ 91,245.89 | \$ 149,273.49 | \$ 21,500.27 | \$ 45,221.56 | \$ 101,100.29 | \$ 35,303.83 | \$ 37,069.64 | \$ 978,969.41 |

Shannock-Rapidan Regional Commission
FY 2018 Final Expenditures

Fiscal Year Ending June 30

| September | October | November | December | January | February | March | April | May | June | YTD Actual |
|------------------|---------------------|---------------------|----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| | | | | | | | | | | \$ - |
| | | | | | \$ 150.00 | | | | | \$ 3,603.85 |
| 4,093.85 | \$ (640.00) | | \$ 3,450.00 | | | | | | | \$ 3,450.00 |
| 399.98 | | | | \$ 242.18 | \$ 34.95 | | \$ 33.94 | \$ 2,174.63 | \$ 1,034.09 | \$ 3,919.77 |
| 2,272.47 | \$ 2,280.73 | \$ 2,256.07 | \$ 3,483.22 | \$ 2,283.03 | \$ 2,276.87 | \$ 2,291.73 | \$ 2,263.02 | \$ 2,284.55 | \$ 3,239.52 | \$ 29,360.73 |
| 2,799.00 | \$ 6,842.00 | \$ 200.00 | \$ 6,842.00 | \$ 3,521.00 | \$ 200.00 | \$ 3,521.00 | \$ 3,521.00 | \$ 3,521.00 | \$ 5,398.00 | \$ 40,780.58 |
| | \$ 78.54 | \$ 175.50 | \$ 355.00 | \$ 12.30 | \$ 83.40 | \$ 144.69 | \$ 132.10 | \$ 31.07 | \$ 206.71 | \$ 1,369.92 |
| | | | | | \$ 350.00 | | | | | \$ 2,745.00 |
| | | | | | | | \$ 40.74 | \$ 96.83 | | \$ 147.40 |
| | \$ 9.83 | | | | | | | | | \$ 23,916.00 |
| 1,993.00 | \$ 1,993.00 | \$ 1,993.00 | \$ 1,993.00 | \$ 1,993.00 | \$ 1,993.00 | \$ 1,993.00 | \$ 1,993.00 | \$ 1,993.00 | \$ 1,993.00 | \$ 1,378.00 |
| 200.00 | \$ 491.40 | \$ 190.00 | \$ 200.00 | \$ 491.40 | \$ 260.00 | \$ 400.00 | \$ 1,088.09 | \$ 302.00 | \$ 435.00 | \$ 5,177.68 |
| 30,499.98 | \$ 30,607.15 | \$ 30,285.47 | \$ 45,394.65 | \$ 30,499.92 | \$ 30,419.50 | \$ 30,647.40 | \$ 30,272.00 | \$ 30,553.51 | \$ 43,107.69 | \$ 391,813.38 |
| | \$ 47.32 | \$ 77.67 | \$ 66.08 | \$ 21.79 | \$ 59.78 | \$ 50.00 | \$ 76.78 | \$ 24.60 | \$ 67.70 | \$ 539.25 |
| 161.44 | \$ 104.75 | \$ 50.35 | \$ 3.87 | \$ 111.71 | \$ 116.67 | \$ 23.19 | \$ 121.21 | \$ 42.57 | \$ 68.18 | \$ 1,067.02 |
| | | | | | | | | | | \$ - |
| 132.56 | \$ 14.00 | \$ 14.00 | \$ 138.80 | \$ 70.00 | \$ 14.00 | \$ 43.08 | | | \$ 14.00 | \$ 468.44 |
| 205.02 | \$ 397.68 | \$ 143.44 | \$ 454.14 | \$ 504.91 | \$ 57.25 | \$ 456.08 | \$ 682.00 | \$ 435.33 | \$ 378.77 | \$ 4,178.10 |
| (14.78) | \$ 792.87 | \$ 168.00 | \$ 156.39 | \$ 824.73 | \$ 403.58 | \$ 785.64 | | \$ 358.71 | \$ 778.83 | \$ 4,783.82 |
| 53.50 | \$ 120.79 | \$ 325.51 | \$ 463.17 | \$ 501.26 | \$ 338.69 | \$ 553.36 | \$ 712.65 | \$ 971.00 | \$ 1,262.44 | \$ 6,414.56 |
| 477.88 | \$ 341.54 | \$ 292.03 | \$ 291.32 | \$ 450.49 | \$ 651.02 | \$ 527.85 | \$ 421.06 | \$ 368.14 | \$ 302.65 | \$ 5,034.89 |
| 2,341.40 | \$ 2,341.40 | \$ 2,341.40 | \$ 2,324.53 | \$ 2,341.40 | \$ 2,341.40 | \$ 2,341.40 | \$ 2,341.40 | \$ 2,341.40 | \$ 2,059.22 | \$ 27,672.02 |
| | | | | | | | | | | \$ 500.00 |
| | | | | | | | | | | \$ - |
| | | | | | | | | | | \$ 6,164.00 |
| | | | | | | | | | | \$ 258.89 |
| | \$ 258.89 | | | | | | | | | \$ 201,349.07 |
| 16,389.12 | \$ 12,624.55 | \$ 20,824.99 | \$ 23,700.88 | \$ 19,838.84 | \$ 25,698.51 | \$ 7,675.48 | \$ 9,002.39 | \$ 21,081.64 | \$ 16,385.87 | \$ - |
| | | \$ 45.59 | \$ 4,708.13 | \$ 39.59 | | \$ 25.07 | | \$ 762.93 | \$ 170.00 | \$ 5,876.12 |
| 71.38 | \$ 1,308.26 | \$ 1,958.20 | \$ 749.43 | \$ 152.27 | \$ 556.43 | \$ 427.16 | \$ 247.04 | \$ 2,843.62 | \$ 1,996.36 | \$ 10,530.77 |
| 351.05 | \$ 400.07 | \$ 492.27 | \$ 4,680.00 | \$ 814.96 | \$ 2,006.99 | \$ 3,433.03 | \$ 7,617.01 | \$ 8,475.61 | \$ 13,512.27 | \$ 48,219.53 |
| 267.33 | | \$ 156.33 | | | | | | \$ 416.21 | \$ 44.15 | \$ 884.02 |
| 488.62 | \$ 49.76 | \$ 33.17 | \$ 80.26 | | \$ 2.18 | \$ 143.88 | \$ 43.60 | \$ 127.53 | | \$ 1,134.85 |
| 212.40 | \$ 6,072.41 | \$ 1,234.00 | \$ 405.38 | \$ 5,207.32 | \$ (363.28) | | \$ 5,204.20 | \$ 10,644.39 | \$ 2,160.01 | \$ 50,695.53 |
| | | | | | | | | | | \$ - |
| | | | \$ 20,312.83 | | | | | | | \$ 38,855.13 |
| 25.50 | \$ 25.50 | \$ 208.77 | \$ 25.50 | \$ 25.50 | \$ 25.50 | \$ 25.50 | \$ 55.50 | \$ 47.30 | \$ 1,316.13 | \$ 1,831.70 |
| 63,420.70 | \$ 66,562.44 | \$ 63,465.76 | \$ 120,278.58 | \$ 69,947.60 | \$ 67,676.44 | \$ 55,508.54 | \$ 65,868.73 | \$ 89,897.57 | \$ 95,930.59 | \$ 924,120.02 |

81600-5652 Foothills Housing

-5652

81600(A)
Foothills Housing



Rappahannock-Rapidan
REGIONAL COMMISSION

OFFICERS

CHAIRMAN
JAMES CROZIER

VICE-CHAIRMAN
ROBERT COINER

TREASURER
MEAGHAN TAYLOR

**SECRETARY &
EXECUTIVE DIRECTOR**
PATRICK L. MAUNEY

COMMISSIONERS

CULPEPER COUNTY
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TOWN OF CULPEPER
CHRIS HIVELY
MEAGHAN TAYLOR

FAUQUIER COUNTY
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TOWN OF WARRENTON
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MADISON COUNTY
AMBER FOSTER
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TOWN OF ORANGE
MARTHA R. ROBY
GREG WOODS

RAPPAHANNOCK COUNTY
GARREY W. CURRY, JR.
ROGER WELCH

TOWN OF WASHINGTON
JOHN FOX SULLIVAN

January 8, 2019

Ms. Mary Jane Costello
Madison County Finance Director
302 Thrift Road
Madison, VA 22727
* Via Email: mjcostello@madisonco.virginia.gov *

Dear Ms. Costello:

Please find attached a copy of our FY 2020 request for a 0.5 full-time equivalent regional housing coordination position as authorized by the Members of the Regional Commission at their August 23, 2018 meeting. Also included with this request are supporting documents from the Rappahannock-Rapidan Regional Commission, which serves as the fiscal agent for the Foothills Housing Network, along with a breakdown of funding requests to each jurisdiction for this regional housing position. The Regional Commission's FY 2020 request of \$5,548.42 is unchanged from the Commission's previously approved requests between FY 2016 and FY 2019.

Regional coordination is a requirement from federal and state funding sources for area homeless services and shelter programs to access funding sources. Funding for this 0.5 FTE position has resulted in the region's ability to leverage over \$600,000 for the FY 2018 fiscal year that would otherwise be unavailable. Our pledge remains to serve as careful and conservative stewards of local resources in coordination with our many public, private and non-profit partners supporting the Foothills Housing Network.

The County's past and ongoing support of this request enables RRRC staff to support the ongoing efforts of the Foothills Housing Network in addressing homelessness and housing in the region. In FY 2018, the grant funds for Homelessness Prevention and Rapid Re-Housing prevented homelessness and/or provided permanent housing solutions for more than 200 individuals in the region, and FHN partners served nearly 700 individuals including more than 300 children during the fiscal year. Those requests not qualifying for assistance through the grants received for the Foothills Housing Network receive referrals to other resources in their locality.

On behalf of the Rappahannock-Rapidan Regional Commission and the Foothills Housing Network local planning group, I thank you for the County's past and continuing support of the 0.5 FTE Regional Housing position. Please contact Jenny Biché, RRRC Human Services Program Manager, or me with any questions or clarifications.

Sincerely,

Patrick L. Mauney
Executive Director

Encl

As of December 2018

81600 (3)

COUNTY OF MADISON

FY2020 AGENCY FUNDING APPLICATION

DEADLINE: January 11, 2019



| IDENTIFICATION | |
|--|--|
| <i>Organization/Agency Name:</i> | Rappahannock-Rapidan Regional Commission Foothills Housing Network Request |
| <i>Street Name:</i> | 420 Southridge Parkway, Suite 106 Culpeper, VA 22701 |
| <i>Mailing Address:</i> | Same |
| <i>Agency Contact:</i> | Patrick Mauney, Executive Director |
| <i>Telephone Number:</i> | (540) 829-7450, ext. 11 |
| <i>E-mail Address – Agency Contact</i> | plmauney@rrregion.org |
| <i>Agency's Web Address:</i> | http://www.rrregion.org http://www.foothillshousing.org |
| <i>Federal Tax ID#:</i> | 54-0944913 |
| <i>Audit:</i> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

| PURPOSE/NARRATIVE |
|--|
| <p><i>Missions and Goals:</i></p> <p>The Foothills Housing Network (FHN) is a partnership of homeless service providers and other health and human services stakeholders in the region. Member organizations that serve the Madison County community include the Madison County Department of Social Services, Madison Emergency Services Association, Services to Abused Families (SAFE), Legal Aid Works, Rappahannock-Rapidan Community Services, Skyline CAP, Aging Together, Culpeper Community Development Corporation, Community Touch, and the Rappahannock-Rapidan Regional Commission.</p> |

The FHN 10-year Plan includes three overarching goals for the region:

1. Reduce the number of individuals/households who become homeless
2. Shorten the length of time an individual or household is homeless
3. Reduce the number of individuals/households that return to homelessness

FHN is guided by a strategic plan completed in 2017 and 2018. The planning process developed a set of strategies to enhance the collaboration and improve coordination in the region.

Experience and Accomplishments:

Since 2009, the Rappahannock-Rapidan Regional Commission (RRRC) has served as lead agency for the Foothills Housing Network (FHN), which is the partnership that coordinates homeless services for the PD9 region. Since 2012, RRRC has been responsible for administering and providing project management for all state and federal homeless prevention and Rapid Re-housing grants in the region.

This funding request covers Madison County's share of a 0.5 FTE position at RRRC to serve as the FHN facilitator, grant-writer, grant administrator and project manager for most of the federal and state homeless grants in the region. Grant funding pays only a small percentage of the position cost and it is not possible to sustain the position without contribution from all of RRRC's member localities. This Lead Agency position is necessary for the operation of FHN rapid re-housing, prevention and central entry programs. Individual nonprofit service providers cannot apply independently for the state and federal homeless grants; applications must be submitted through a regional Lead Agency.

Benefits of Funding:

In FY 2019, state and federal grants awarded to the Foothills Housing Network, with grant-writing and coordination support from RRRC totaled over \$600,000 and helped prevent homelessness and provide housing assistance for more than 200 individuals through Homelessness Prevention and Rapid Re-Housing grants. In total, FHN partners operating shelters or transitional housing units served nearly 700 individuals, including more than 300 children during the 2018 fiscal year.

FHN uses the Homeless Management Information System (HMIS) to record data on services provided and outcomes achieved for each individual and household served. Quarterly and annual reports are produced from HMIS data. Point-in-time results are used to produce trend outcomes. For example, while the number of homeless individuals identified in the annual Point-in-time Count has been trending downward since 2011. In 2018, the count was held on the night of January 24th. Within the region, the 2018 P-I-T count found 139 individuals in 79 households in homeless shelters or unsheltered in the region.

FHN's Homeless Central Entry Program, which is operated by RRRC, received over 1,800 calls in each of the past two fiscal years, and numbers provided below for the first half of FY 2019

follow a similar trend. These numbers reflect citizens and residents of the region seeking housing assistance. While Foothills Housing Network can assist those residents that are homeless or are immediately facing homelessness, the partnership also provides resource referral and diversion, in accordance with federal and state guidelines.

A conservative approach would instruct FHN to expect similar requests in future fiscal years with some potential for variation based on geography. In the first half of FY 2019 (July to December 2018), 33.1% of requests met pre-screening requirements for Homeless Prevention and/or Rapid Re-Housing funding available through FHN partners. However, it should also be noted that the amount of funding available through state and federal grants is limited and does not ensure that all requests are able to be met. Funding and/or service provision is not projected nor budgeted by jurisdiction at this time.

FHN Central Entry (July – December 2018)

| County | Total Requests | Total Requests Screened In for FHN Prevention or Rapid Re-Housing Assistance | % of Requests Qualifying by FHN Prevention and/or Rapid Re-Housing Grants |
|----------------|----------------|--|---|
| Culpeper | 364 (41.9%) | 138 | 37.9% |
| Fauquier | 260 (30.0%) | 98 | 37.7% |
| Madison | 50 (5.8%) | 11 | 22.0% |
| Orange | 114 (13.1%) | 35 | 30.7% |
| Rappahannock | 7 (0.7%) | 1 | 16.7% |
| Outside Region | 74 (8.5%) | 4 | 5.4% |

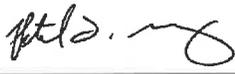
Intention of Use:

The requested funds will be used as Madison County’s allocation for one-half of the FY 2019 salary of the RRRC Program Manager who oversees the Foothills Housing Network and its homeless services programs. This staff position is responsible for homeless services grant writing and administration, program evaluation, the annual Point-in-time count, facilitating FHN meetings, and ensuring compliance with state and federal Continuum of Care requirements, which includes producing a 10-year Plan to End Homelessness, and mandated policies and procedures. The funds will allow continuation of this regional cooperative effort, which has been in effect since FY 2016. The local funding provided by each county and town in the region enabled RRRC and the Foothills Housing Network to secure over \$600,000 in state and federal grants for the region in FY 2017. These funds would be unavailable without the presence of FHN as the coordinating and convening entity for homelessness response. A summary of the FY 2019 grants received in support of FHN is attached.

Local funding for this 0.5 full-time equivalent position is received from each county and town in the Rappahannock-Rapidan region. The funding equation that is in place was conceived in 2015 using 2013 population estimates, and remains unchanged for this request. Each jurisdiction contributes at a per capita rate of \$0.196, with each of the five counties contributing a base

rate of \$3,000 in addition to the per capita rate. Madison County's requested FY 2018 contribution (\$5,548.42) is equal to 11.4% of the total request (\$48,604.38) to the region's jurisdictions (see attachment for complete breakdown).

| FUNDING | |
|----------------------------|---|
| <i>Category of Funding</i> | <input checked="" type="checkbox"/> <i>Public Safety</i> <input type="checkbox"/> <i>Health</i> <input type="checkbox"/> <i>Arts/Culture</i> <input checked="" type="checkbox"/> <i>General Community/Civic</i> <input checked="" type="checkbox"/> <i>Human Services</i> <input type="checkbox"/> <i>Education</i> <input type="checkbox"/> <i>Environment</i> <input type="checkbox"/> <i>Recreation</i> |
| <i>Funding Request:</i> | \$ 5,548.42 |

| | |
|--|----------------------------------|
| Signature: <u></u> | Title: <u>Executive Director</u> |
| Printed Name: Patrick L. Mauney | Date: 1/4/2019 |

| 1/2 FTE Position for Regional Housing & Homelessness Prevention | | 2013 Prov. Population* | | 3K per county | pct pop. * remaining amt | Total | |
|--|-----------------|----------------------------|-----------------|---------------|--------------------------|---------------------|------------------|
| | | Individual population | percent overall | | | | |
| <i>formula</i> | | | | | | | |
| Annual Salary | Salary + Fringe | Culpeper County | 31,361 | 18.3% | 3,000 | \$ 6,160.08 | 9,160.08 |
| | \$ 64,283.00 | Town of Culpeper | 17,145 | 10.0% | | \$ 3,367.71 | 3,367.71 |
| Benefits: Fringe @ .5122, per recently completed FY'13 agency audit (includes 7.43% VRS, 7.65% FICA, health insurance, annual and sick leave) | \$ 32,925.75 | Fauquier County | 56,509 | 33.0% | 3,000 | \$ 11,099.78 | 14,099.78 |
| | | Town of Remington | 615 | 0.4% | | \$ 120.80 | 120.80 |
| | | Town of The Plains | 221 | 0.1% | | \$ 43.41 | 43.41 |
| | | Town of Warrenton | 9,862 | 5.8% | | \$ 1,937.14 | 1,937.14 |
| | | Madison County | 12,974 | 7.6% | 3,000 | \$ 2,548.42 | 5,548.42 |
| | | Town of Madison | 226 | 0.1% | | \$ 44.39 | 44.39 |
| | | Orange County | 28,279 | 16.5% | 3,000 | \$ 5,554.70 | 8,554.70 |
| | | Town of Gordonsville | 1,555 | 0.9% | | \$ 305.44 | 305.44 |
| | | Town of Orange | 4,855 | 2.8% | | \$ 953.64 | 953.64 |
| | | Rappahannock County | 7,344 | 4.3% | 3,000 | \$ 1,442.54 | 4,442.54 |
| .05 FTE position | \$ 48,604.38 | Town of Washington | 134 | 0.1% | | \$ 26.32 | 26.32 |
| | | | 171,080 | 100.0% | 15,000 | \$ 33,604.38 | 48,604.38 |

* Interim year, provisional population figures from US Census

| <u>Foothills Housing Network FY19 Grants</u> | <u>Grant Amount</u> | <u>RRRC Salaries</u> |
|--|-------------------------|------------------------|
| • VHDA Capacity Building; Grantee: RRRC For AmeriCorps VISTA Member Support | \$30,000 | \$0 |
| • HUD Continuum of Care; Grantee: People, Inc. For Rapid Re-housing | \$46,510 | \$0 |
| • HUD CoC Permanent Supportive Housing; Grantee: People, Inc. | \$114,404 | \$0 |
| • Virginia Homeless Solutions Program (VHSP) Grantees: | \$414,844 | \$55,000* |
| ○ CCDC Emergency Shelter - \$48,945 | | |
| ○ People, Incorporated - RRH and Prevention - \$256,929 | | |
| ○ FHN Planning - \$25,101 | | |
| ○ RRRC Central Entry - \$55,000* | | |
| ○ FHN Homeless Management Information System - \$18,043 | | |
| ○ FHN Administration - \$10,826 | | |
| TOTAL FY 18 | <u>\$605,758</u> | <u>\$55,000</u> |

81600-5653 Foothills Express

81600-5253
Foothills Express

Rappahannock-Rapidan
REGIONAL COMMISSION

OFFICERS

CHAIRMAN
JAMES CROZIER

VICE-CHAIRMAN
ROBERT COINER

TREASURER
MEAGHAN TAYLOR

**SECRETARY &
EXECUTIVE DIRECTOR**
PATRICK L. MAUNEY

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CULPEPER COUNTY
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TOWN OF CULPEPER
CHRIS HIVELY
MEAGHAN TAYLOR

FAUQUIER COUNTY
CHRISTOPHER T. BUTLER
PAUL S. McCULLA

TOWN OF THE PLAINS
CHRISTOPHER R. MALONE

TOWN OF REMINGTON
EVAN H. "SKEET" ASHBY

TOWN OF WARRENTON
BRANDIE SCHAEFFER
JERRY WOOD

MADISON COUNTY
AMBER FOSTER
JACK HOBBS

TOWN OF MADISON
WILLIAM L. LAMAR

ORANGE COUNTY
JAMES CROZIER
R. BRYAN DAVID

TOWN OF GORDONSVILLE
ROBERT COINER

TOWN OF ORANGE
MARTHA R. ROBY
GREG WOODS

RAPPAHANNOCK COUNTY
GARREY W. CURRY, JR.
ROGER WELCH

TOWN OF WASHINGTON
JOHN FOX SULLIVAN

January 8, 2019

Ms. Mary Jane Costello
Madison County Finance Director
302 Thrift Road
Madison, VA 22727

* Via Email: mjcostello@madisonco.virginia.gov *

Dear Ms. Costello:

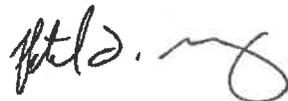
Please find attached a copy of our FY 2020 request for local matching funds for the Foothills Express transit service between Madison County, Culpeper, and Charlottesville, as authorized by the Members of the Regional Commission at their August 22, 2018 meeting. Also included with this request are supporting documents from the Rappahannock-Rapidan Regional Commission, which serves as the fiscal agent for the Foothills Express.

The Regional Commission's FY 2020 request of **\$4,500** will provide one-half of the required 10% local matching funds for the Foothills Express to operate 3 times per day, 3 days per week. As with the past requests, an equal request for the remaining local match funds was previously submitted to Culpeper County in support of this service.

The Foothills Express transit route enables Madison County citizens to access services in Charlottesville and Culpeper for medical needs, employment and social/recreational outings. Between January and November 2018, the Foothills Express provided 1,971 passenger trips, an increase of nearly 50% from that period in 2017. The service is handicap-accessible and connects with existing transit routes in both Culpeper and Charlottesville.

On behalf of the Rappahannock-Rapidan Regional Commission and the Foothills Area Mobility System (FAMS) committee, I thank you for the county's past and continuing support of the Foothills Express. Please contact me with any questions or clarifications, and our staff will seek to provide additional information, as needed.

Sincerely,



Patrick L. Mauney
Executive Director

Encl

As of December 2018

COUNTY OF MADISON

FY2020 AGENCY FUNDING APPLICATION

DEADLINE: **January 11, 2019**



| IDENTIFICATION | |
|--|--|
| <i>Organization/Agency Name:</i> | Rappahannock-Rapidan Regional Commission Foothills Express Request |
| <i>Street Name:</i> | 420 Southridge Parkway, Suite 106 Culpeper, VA 22701 |
| <i>Mailing Address:</i> | Same |
| <i>Agency Contact:</i> | Patrick Mauney |
| <i>Telephone Number:</i> | (540) 829-7450 ext. 11 |
| <i>E-mail Address – Agency Contact</i> | plmauney@rrregion.org |
| <i>Agency's Web Address:</i> | http://www.rrregion.org |
| <i>Federal Tax ID#:</i> | 54-0944913 |
| <i>Audit:</i> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

| PURPOSE/NARRATIVE |
|--|
| <p><i>Missions and Goals:</i></p> <p>The Foothills Express transit service currently serves Madison County by picking residents up at the Madison Food Lion off of Route 29 and providing transportation to any location in Charlottesville, as well as to the NOVANT UVA Culpeper Hospital. Passengers taking the Foothills Express from Madison north to Culpeper are also able to access the Culpeper Trolley or On Demand Bus to arrive at destinations in the Town and County of Culpeper. The bus makes three round trips per day and the funding requested for FY 2020 would enable operation of the service three days a week (Tuesday, Wednesday and Thursday). The bus is handicapped accessible. The bus also provides transportation for field trips (non-medical) from Madison to Culpeper and to Charlottesville in coordination with the Madison Senior Center and other organizations.</p> |

Goals include increased ridership, increased awareness of the service, increase in investment partners and a decrease in unmet needs. Data is collected and includes number of one way trips, number of riders, destination and unmet needs.

Experience and Accomplishments:

The Foothills Express transit service was identified as a critical need as part of the development of the Coordinated Human Services Mobility Plan (CHSM) in 2009. The Rappahannock-Rapidan Regional Commission is the fiscal agent for the Foothills Area Mobility System (FAMS), and oversees and manages the Foothills Express service under contractual agreement with Virginia Regional Transit.

FAMS is a regional partnership comprised of human service agencies, transportation providers, non-profit organizations, businesses, and other stakeholders who work to support, expand and improve transportation services in Planning District 9. FAMS has been working collaboratively since 2009 and in that time has accomplished the following:

- Development of the region's Consolidated Human Services Mobility Plan
- Implementation of a regional one-call/click transportation center (FAMS Call Center)
- Regional Mobility Management program
- Coordination of volunteer transportation programs, including development of single volunteer application serving multiple programs
- Foothills Express transit route between Culpeper, Madison, and Charlottesville
- Ride 2 Wellness (R2W) pilot program with the Culpeper, Fauquier and Rappahannock Free Clinics.

Benefits of Funding:

As of January 1, 2018, the Foothills Express is operated by Virginia Regional Transit under contractual agreement with RRR. Between January and November 2018, the Foothills Express provided 1,971 passenger trips. Ridership from the Madison Food Lion stop has shown an increasing trend from January through November 2018. The predominant destination for passengers was medical appointments, but passengers also utilized the service to reach social, education, and employment locations.

Madison County residents are able to utilize the Foothills Express service to get to locations in both Charlottesville and Culpeper with pickup location at the Madison Food Lion. Fares are charged for the service at a rate of \$2 each way for seniors or individuals with disabilities, or \$3 each way for other riders. Seniors and individuals with disabilities receive priority for boarding and use of the service.

The Foothills Express is an affordable way for Madison County residents to access the services they need and remain engaged in the community, preventing isolation and allowing them to

age in place.

Intention of Use:

The \$4,500 requested will be used to meet 50% of the 10% local cash match Virginia Department of Rail and Public Transportation (DRPT) requires under their Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities Program grant. The Section 5310 grant program is funded by 50% Federal Transit Administration funds, 40% Commonwealth of Virginia Paratransit funds, and 10% local funds. The total project cost for the Foothills Express to run three times a day, three days a week for one year is \$90,000. The service would run from October 1, 2019 and end September 30, 2020. The timeline is as follows:

- New Freedom grant application submitted to DRPT by February 1, 2019
- DPRT makes their recommendations for funding to Commonwealth Transportation Board in June/July 2019
- If recommended for funding by the Commonwealth Transportation Board, RRRRC will invoice for local match amount in July 2019
- Data will be shared with Culpeper and Madison Counties during FY 21 budget season

The partnership between FAMS, RRRRC, and Virginia Regional Transit will market the Foothills Express in Culpeper, Madison and Charlottesville for the duration of the service, and seek sustainable solutions for long-term funding. Customer Satisfaction surveys will be distributed quarterly to ensure quality and efficient service.

FUNDING

Category of Funding

- Public Safety
- Health
- Arts/Culture
- General Community/Civic
- Human Services
- Education
- Environment
- Recreation

Funding Request:

\$ 4,500

Signature: _____



Title: Executive Director

Printed Name: Patrick L. Mauney

Date: 1/4/2019

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|-------------------------|------------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|----------|--|
| County of Madison | | | | | | | | | | | |
| FY2020 Budget Worksheet | | | | | | | | | | | |
| Department: | PIEDMONT WORKFORCE NETWORK | | | | | | | | | | |
| Dept # | 81800 | | | | | | | | | | |
| Contact | OUTSIDE AGENCY | | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments | |
| 10-08 -81 -81800-5640 | GENERAL CONTRIBUTION REQUEST | - | - | 500.00 | 500.00 | 1,979.00 | 1,479.00 | 295.80% | 100.00% | | |

COUNTY OF MADISON

FY2020 AGENCY FUNDING APPLICATION

DEADLINE: January 11, 2019



2,800

| IDENTIFICATION | |
|--|--|
| <i>Organization/Agency Name:</i> | Virginia Career Works-Piedmont Region (Formerly Piedmont Workforce Network) |
| <i>Street Name:</i> | 1001 Research Park Blvd, Suite 301 |
| <i>Mailing Address:</i> | 1001 Research Park Blvd, Suite 301 |
| <i>Agency Contact:</i> | Helen Cauthen |
| <i>Telephone Number:</i> | 434-979-5610 ext 100 |
| <i>E-mail Address – Agency Contact</i> | hcauthen@centralvirginia.org |
| <i>Agency's Web Address:</i> | Vcwpiedmont.com |
| <i>Federal Tax ID#:</i> | 54-1788499 |
| <i>Audit:</i> | X Yes <input type="checkbox"/> No |

| PURPOSE/NARRATIVE |
|--|
| <i>Missions and Goals:</i> Formerly the Piedmont Workforce Network, the region's workforce development organization has been renamed the Virginia Career Works – Piedmont Region (VCW-Piedmont) at the state's request. Serving all of the localities in Planning Districts 9 and 10, the mission of VCW-Piedmont is to be a proactive partner with employers and economic development leaders by providing a qualified workforce that meets current and future job demand. |
| <i>Experience and Accomplishments:</i> |

Virginia Career Works – Piedmont Region serves as the umbrella to bring together community partners, such as the Virginia Employment Commission, Department of Aging & Rehabilitation Services, and many others, to help streamline and reduce duplication of workforce development efforts. The organization oversees a comprehensive “one-stop” center, named the Virginia Career Works-Charlottesville Center, as well as two affiliate centers, the Culpeper Center and the Orange Center.

In FY 2018, the Culpeper Center welcomed 2,831 residents from the region (mainly from PD-9), including 306 residents from Madison County. The Culpeper visits resulted in 9 job placements for Madison residents. Additionally, six Madison residents enrolled in WIOA Youth, Adult, or Dislocated Worker programs. Through VCW-Piedmont’s efforts, those Madison residents, who became participants in the WIOA program, received direct services by working with well-trained case managers. Participants received staff-assisted job searches, and in some cases, were eligible for financial support for occupational skills training to help them become more marketable.

Benefits of Funding:

VCW-Piedmont Centers serve any job seeker at no charge. Extensive services, including training and education assistance, are available to Adults, Dislocated Workers, and Youth who qualify as WIOA participants. Typically, participants are low income, have barriers to employment, or have been laid off due to a business closing or reduction in force.

The federal funds received from the U.S. Department of Labor Employment and Training Administration as part of the Workforce Innovation and Opportunity Act are the main source of funding for the VCW-Piedmont. While the federal funds are helpful in operating the WIOA programs, there are many restrictions and regulations on allowable activities for these funds. Because of this, the PWN requests 15 cents per capita from all 11 localities within the region, based upon population data provided by the Weldon Cooper Center. The region includes the Counties of Madison, Albemarle, Culpeper, Fauquier, Fluvanna, Greene, Louisa, Nelson, Orange and Rappahannock, and the City of Charlottesville.

Intention of Use:

GO Virginia Region 9 covers the same geographic footprint as VCW-Piedmont. The GO Virginia Growth & Diversification Plan for our region was released on last September. This plan provides a framework for workforce development and identifies 4 opportunities: promoting in-demand career opportunities to students; strengthening communication (led by VCW-Piedmont), developing more sector-specific workforce strategies; and increasing focus on career pathways. VCW-Piedmont is working to determine an initiative that would be a good fit for GO Virginia.

The locality contributions are divided into three separate funds and the VCW-Piedmont Council oversees the allocations. The three funds include a matching grant fund to apply for other federal, state, and local grants, such as GO Virginia, which requires a local match, a special projects fund to tackle regional workforce challenges, and an emergency fund to continue to provide services if federal funds are decreased. The VCW-Piedmont Council, which is comprised of local elected officials from each locality, including the Madison County designee (currently Supervisor Amber Foster), will designate how locality funding is spent to ensure the monies are used appropriately

| FUNDING | |
|---------------------|---|
| Category of Funding | <input type="checkbox"/> Public Safety <input type="checkbox"/> Health <input type="checkbox"/> Arts/Culture <input type="checkbox"/> General Community/Civic <input checked="" type="checkbox"/> Human Services <input type="checkbox"/> Education <input type="checkbox"/> Environment <input type="checkbox"/> Recreation |
| Funding Request: | \$ 1,979 |

| | |
|---------------------------------|----------------------------------|
| Signature: <u>Helen Cauthen</u> | Title: <u>Executive Director</u> |
| Printed Name: Helen Cauthen | Date: <u>1-3-2019</u> |



1001 Research Park Blvd, Suite 301, Charlottesville, VA 22911
434.979.5610
www.vwcpiedmont.com

PIEDMONT REGION

COMPARATIVE FINANCIAL ANALYSIS

Fiscal Year: July 1, 2018 to June 30, 2019

| | <u>Actual FY2018</u> | <u>Current Year FY2019</u> | <u>Projected Amount FY2020</u> |
|------------------------------------|---------------------------|--------------------------------|------------------------------------|
| Revenues | | | |
| Albemarle County | 15,758 | 15,857 | 16,332.71 |
| City of Charlottesville | 7,232 | 7,361 | 7,581.83 |
| Culpeper County | 7,336 | 7,408 | 7,630.24 |
| Orange County | 5,102 | 5,066 | 5,217.98 |
| Fluvanna County | 3,924 | 3,920 | 4,037.60 |
| Madison County | | 500 | 515.00 |
| Rappahannock County | - | 1,096 | 1,128.88 |
| Federal Funding - Including grants | 1,309,075 | 1,067,732 | 970,666 |
| Miscellaneous Income | 115,919 | 115,919 | 115,919 |
| Total | <u>\$1,464,346</u> | <u>\$1,224,859</u> | <u>\$1,129,029</u> |
| Funding Uses/Expenses | | | |
| Personnel (Salary/Fringe) | 642,019 | 611,809 | 566,490 |
| Operating | 824,427 | 600,986 | 572,066 |
| Total | <u>\$1,466,446</u> | <u>\$1,212,795</u> | <u>\$1,138,556</u> |



**VIRGINIA
CAREER WORKS**

1001 Research Park Blvd, Suite 301, Charlottesville, VA 22911
434.979.5610
www.vwcpiedmont.com

PIEDMONT REGION

Total Beneficiaries by Locality

The numbers below reflect the number of visitors to the Virginia Career Works Centers which are overseen by the Piedmont Workforce Development Board.

| Locality | FY2018 Actual | FY2019 Budgeted | FY2020 Projected |
|---------------------|------------------|--------------------|---------------------|
| Albemarle | 3,022 | 4,000 | 4,000 |
| Charlottesville | 3,279 | 4,000 | 4,000 |
| Culpeper County | 2,018 | 2,100 | 2,100 |
| Fauquier County | 1,570 | 1,600 | 1,600 |
| Fluvanna County | 543 | 550 | 550 |
| Greene County | 491 | 500 | 500 |
| Louisa County | 396 | 400 | 400 |
| Madison County | 306 | 350 | 350 |
| Nelson County | 233 | 250 | 250 |
| Orange County | 1,198 | 1,200 | 1,200 |
| Rappahannock County | 49 | 50 | 50 |
| Other | 1,347 | 500 | 500 |
| Undetermined | 1,888 | 1,000 | 1,000 |
| Totals | 16,340 | 16,500 | 16,500 |

| County of Madison | | | | | | | | | | |
|-------------------------|--------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|----------|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: | | SKYLINE CAP | | | | | | | | |
| Dept # | | 81900 | | | | | | | | |
| Contact | | OUTSIDE AGENCY | | | | | | | | |
| | | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2017 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-08 -81 -81900-5630 | SKYLINE CAP | 47,585.00 | 47,585.00 | 47,585.00 | 23,792.50 | 47,585.00 | - | None | 50.00% | |

COUNTY OF MADISON

FY2020 AGENCY FUNDING APPLICATION

DEADLINE: **January 11, 2019**



| IDENTIFICATION | |
|---------------------------------|--|
| Organization/Agency Name: | Skyline CAP, Inc. |
| Street Name: | 532 S. Main St |
| Mailing Address: | PO Box 588, Madison, VA 22727 |
| Agency Contact: | Carty Yowell, Finance Director |
| Telephone Number: | 540.948.2237 ext 210 |
| E-mail Address – Agency Contact | financedirector@skylinecap.org |
| Agency's Web Address: | www.skylinecap.org |
| Federal Tax ID#: | 54-1570712 |
| Audit: | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

| PURPOSE/NARRATIVE |
|--|
| <p><i>Missions and Goals:</i></p> <p>Skyline CAP, Inc. (Skyline) is a non-profit community action agency (CAA) responsible for providing resources that combat poverty. Our vision is that all people within our service area will have access to education, housing, economic opportunities and services necessary to become self-sufficient. Our mission is to strengthen our communities by improving the lives of those in need through actions promoting self-sufficiency. We seek to eliminate the impact of poverty by focusing on education, housing stability and economic opportunities.</p> |

Experience and Accomplishments:

Skyline Community Action Partnership has been Madison County's Community Action Agency (CAA) since 1991 and has maintained strong financial and service-oriented operations during that time and generally under distressed budgetary constraints. Community Action organizations are approved by the local government and designated by the Governor under the Federal and State CSBG Act and, as such, guarantees each community that certain standards and compliance guidelines are met and maintained. Heavily monitored for compliance, Skyline has excelled as a CAA for 28 years in Madison County with the support of local government, other community organizations and volunteers. We continue to successfully provide core services including Head Start Pre-school for 3 and 4-year-old children, Healthy Families, Emergency Home Repair, Housing Choice Voucher rental assistance, Housing Counseling, Housing Foreclosure Prevention, Project Discovery and Financial Skills education.

Accomplishments in *Madison County* this past year include:

Skyline works primarily with families in poverty and their diverse needs are represented in the services we consistently provide.

- This past year Skyline filled a void by taking on the Healthy Families program in Madison, Orange, Fauquier, and Rappahannock counties. Program goals include:
1. Achieving positive pregnancy outcomes and maternal and child health outcomes
2. Promote optimal child development and
3. Having parents demonstrate positive parent-child interaction and positive parenting knowledge and behavior.
- Maintained four (4) 2-bedroom rental units located on Duplex Lane in Madison County, providing low income families with safe and affordable housing with rent that is below HUD's fair market rent for this area.
- Housing vouchers issued for rental assistance to 29 families with \$167,984 in rental payments to Madison County Landlords. (289 total vouchers issued across all counties)
- Employed two (2) Head Start teachers and two (2) teacher aides for Skyline's Head Start Pre-School Program. These teachers and aides worked with 42 very low and low-income students last year and built relationships with their parents to prepare them for public school education. Skyline has continued to make repairs to both Head Start classrooms located behind the Madison County Primary School. We continue to build relationships with Madison County school staff and Superintendent.
- We operated Project Discovery with a portion of Madison County funds and funding from Project Discovery of Virginia. The total enrollment in the program was 20.
- Sixty-eight (68) families received mortgage and rental housing counseling.

- Skyline’s Emergency Home Repair program completed five (5) projects. This included three seniors and two low income single parents. (12 customers are currently on our waiting list). Repairs included ramps, heating, plumbing, insulation repair, and roof repair.
- During the last year (and continuing), Skyline conducted rental workshops, fair housing workshops for renter’s financial skills workshops and a first-time home buyer workshop for potential new homeowners (18 participants).

Benefits of Funding:

Skyline operates to help address local community needs and provide direct services to clients in Madison County (and all its service areas). Funding from Skyline’s local government partners is critical to the services provided and is a strong endorsement to the community of the services provided by Skyline. We determine the needs of Madison County (and our service area) through a needs assessment conducted using surveys, phone calls, community forums and meetings and other assessments when available. The services we provide are a direct result of the analysis of the information we receive from residents and other service workers. We provide our assessments to other organizations to help with their funding and planning as well, whenever asked. Skyline intends to maintain its high level of service to Madison County residents and Madison County Government. For 28 years, hundreds of families and individuals, as well as community providers, including MESA, Habitat, Churches, Free Clinic, Literacy Council and DSS have sought out Skyline for support and assistance to clients. The benefit of our services and operations is two-fold; direct service to Madison’s neediest and service to Madison’s service community. As part of Madison County’s safety net to the neediest residents, Skyline tries to offer services that are not provided elsewhere in the county and works with other providers to accomplish its goals. Clients seeking our free services are encouraged to set goals and follow through. We offer experienced and credentialed staff who work with low and moderate-income individuals and families in Madison County. Ongoing training is required. Services are accessible, confidential and customized to individual needs. Skyline’s turnover in Head Start teachers has been non-existent since the County agreed to subsidize teacher pay. The same two teachers have been in the Madison classrooms for 3 years. These at-risk children need stability and Madison County’s contribution is indisputably beneficial to this end.

Intention of Use:

Budget Narrative Detail: The request of \$47,585 will help defray some of the costs associated with the following:

- **\$17,108 Salary and Fringe:** The County’s only HUD Certified Housing Counselor, offering housing and foreclosure prevention counseling to individuals and families in jeopardy of losing their homes. Services include default counseling, financial skills group workshops and home repair intake for needy residents. HUD reports show that families who receive housing counseling in one form or another become more self-reliant and better equipped to move out of poverty and maintain housing. We also seek funding from HUD, VHDA and

other funders to help maintain our certifications and adherence to national best practice standards. Skyline's total annual cost of this program in calendar 2018 was \$108,385.

- **\$4,000 Emergency Home Repair:** Home repair for seniors, seniors with disabilities, veterans, and low-income families such as well repair, roof repair, wheelchair ramps and other health and safety fixes is a constant need in our community. Funds from the county will help with repairs as it is leveraged with other resources (labor and funding) from RBHC in Madison, Southeast Rural Community Action Program (SERCAP), Senior Center in Madison and private grants. Skyline's total annual cost varies with funding but has averaged \$13,000 over the past five (5) years. Skyline intends to ramp this program up as a result of an increase in requests for repairs.

- **\$1,000 Project Discovery Program:** Funding will help support a counselor working very closely with MCHS administration and guidance counselors to bring career choices to the students. Students and their parents are assisted with financial applications, college applications and recommendation letters. During the year, students also visit at least three colleges, universities, community colleges or vocational schools and are given socialization opportunities to help prepare them for their future. They hear from guest speakers and alumni. Madison County funding is critical to the continuation of this program. Skyline's total annual cost of this program is \$15,282.

- **\$5,892 Operating Costs:** Funds will help defray some of the operating cost associated with the Madison office. Services available to Madison County residents are provided in the Madison county office where they live. Skyline's annual operating cost associated with the Madison office is \$62K.

- **\$19,585 to support Head Start Teacher salaries:** The Head Start program receives a federal grant for \$1,372,878 annually to serve 178 preschool slots. The portion of the grant allotted to serve up to 40 (currently 36) at-risk students in Madison County is \$274,575, with the base salary of each of the two bachelor degreed Head Start teachers' salaries being \$28,462. Every year our program loses quality teaching staff to the public-school system due to higher pay and benefits (Madison County \$40,000 base teacher pay). Through this request, we are asking the county to alleviate a portion of this pay discrepancy to help stabilize and support mandated preschool services to the at-risk children (100% of federal poverty level and below with at least 10% (historically 20%) having a disability) within Madison County. Madison County's funding reflects an 7.13% match that will also be used to provide a portion of the federally mandated 25% non-federal match.

FUNDING

Category of Funding

- Public Safety
- Health
- Arts/Culture
- General Community/Civic
- Human Services
- Education
- Environment
- Recreation

| | |
|-------------------------|--------------|
| <i>Funding Request:</i> | \$ 47,585.00 |
|-------------------------|--------------|

| | |
|---|---------------------------------------|
| Signature: <u><i>Carty M. Yowell</i></u> | Title: <u>Finance Director</u> |
| Printed Name: Carty Yowell | Date: 01/10/2019 |

Skyline CAP, Inc.

Proposed Revenues Expenses for FY2020

Revenue

| | |
|-----------------------------------|------------|
| Madison County | \$ 47,585 |
| Head Start | \$ 262,015 |
| Madison DSS for Project Discovery | \$ 3,282 |
| Project Discovery of Virginia | \$ 11,000 |
| Healthy Families | \$ 52,500 |
| VHDA | \$ 17,160 |
| Skyline Assets | \$ 21,910 |

Total Revenue **\$ 415,452**

Expenses

Salary / Benefits

| | |
|--|------------|
| Housing / Foreclosure Prevention Counselor | |
| Salary | \$ 34,320 |
| Fringe Benefits | \$ 9,970 |
| Head Start | |
| Salary | \$ 174,170 |
| Fringe Benefits | \$ 50,580 |
| Other Direct Costs | \$ 56,850 |
| Healthy Families | |
| Salary | \$ 20,345 |
| Fringe Benefits | \$ 5,910 |
| Other Direct Costs | \$ 26,245 |

Direct Client Services

| | |
|--|-----------|
| Emergency Home Repair - Seniors and disabled | \$ 10,280 |
| Project Discovery of Virginia | \$ 15,282 |

Other

| | |
|---|-----------|
| Office operations to include utilities, maintenance, and association membership | \$ 11,500 |
|---|-----------|

Total Expenses **\$ 415,452**

Skyline CAP, Inc.

YTD Budgeted Revenues and Expenses for FY2019

Revenue

| | |
|-------------------------------|--------------|
| Madison County | \$ 23,792.50 |
| Head Start | \$ 59,996.06 |
| Healthy Families | \$ 39,719.28 |
| Project Discovery of Virginia | \$ 6,946.18 |
| VHDA | \$ 3,671.77 |
| Skyline Assets | \$ 18,142.72 |

Total Revenue

\$ 152,268.51

Expenses

Salary / Benefits

| | |
|--|--------------|
| Housing / Foreclosure Prevention Counselor | |
| Salary | \$ 5,690.90 |
| Fringe Benefits | \$ 1,652.64 |
| Head Start | |
| Salary | \$ 54,176.69 |
| Fringe Benefits | \$ 15,732.91 |
| Other Direct Cost | \$ 20,610.20 |

Direct Client Services

| | |
|--|--------------|
| Emergency Home Repair - Seniors and disabled | \$ 4,053.96 |
| Mortgage Default assistance | \$ 477.96 |
| Healthy Families | \$ 39,719.28 |
| Project Discovery | \$ 7,263.60 |

Other

| | |
|---|-------------|
| Office operations to include utilities, maintenance, and association membership | \$ 2,890.37 |
|---|-------------|

Total Expenses

\$ 152,268.51

Skyline CAP, Inc.

Actual Revenues and expenses for FY2018

Revenue

| | |
|-----------------------------------|------------|
| Madison County | \$ 47,585 |
| Head Start | \$ 254,989 |
| Madison DSS for Project Discovery | \$ 3,282 |
| Skyline Assets | \$ 27,275 |

Total Revenue **\$ 333,131**

Expenses

Salary / Benefits

| | |
|--|------------|
| Housing / Foreclosure Prevention Counselor | |
| Salary | \$ 20,050 |
| Fringe Benefits | \$ 5,257 |
| Head Start | |
| Salary | \$ 164,524 |
| Fringe Benefits | \$ 43,140 |
| Other Direct Costs | \$ 66,910 |

Direct Client Services

| | |
|--|-----------|
| Emergency Home Repair - Seniors and disabled | \$ 4,778 |
| Mortgage Default assistance | \$ 1,151 |
| Project Discovery | \$ 15,186 |

Other

| | |
|---|-----------|
| Office operations to include utilities, maintenance, and association membership | \$ 12,135 |
|---|-----------|

Total Expenses **\$ 333,131**

Funding from other localities:

| | |
|---------------|---------------------|
| Orange County | \$ 2,000.00 |
| Greene County | \$ 42,367.00 |
| | <u>\$ 44,367.00</u> |

| County of Madison | | | | | | | | | | |
|-------------------------|--------------------------|----------------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|----------|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: | | WATER QUALITY MANAGEMENT PROGRAM | | | | | | | | |
| Dept # | | 82200 | | | | | | | | |
| Contact | | OUTSIDE AGENCY | | | | | | | | |
| | | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-08 -82 -82200-5646 | RAPPAHANNOCK RIVER BASIN | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | - | None | 100.00% | |

82200



Be River Friendly
It's Your Backyard

The Rappahannock River Basin Commission

MEMO

To: Mary Jane Costello, Director of Finance/Assistant County Administrator
From: Eldon James, Commission Staff
Date: January 11, 2019
Re: FY 2020 Funding Request

Attached please find the Rappahannock River Basin Commission's Funding Request and Supplemental Information that Madison County requires from outside agencies.

As a member of the Rappahannock River Basin Commission, Madison County has contributed to the shared funding support of the Commission since joining. The Commission was formed in 1999. The local member annual contribution of \$1,000 has remained constant since that time -- 21 budget cycles with NO requested increase.

The Commission continues to be a forum for the discussion of water resources issues important to Madison County. The Commission brings together 14 of the basin's counties, the city of Fredericksburg, members of the General Assembly and key regional, state and federal agencies to engage in policy and implementation discussions that are not offered elsewhere.

Over the last 23 years (including the 2-year Study Commission that predated the current Commission) the RRBC has provided critical input to the members (local and state) on water supply planning and water quality. Some of the accomplishments include:

- Eight River Basin Summits each leading to recommendations for state policy changes and initiatives including:
 - Establishment of agricultural education programs for real estate agents and developers;
 - Citizen water quality testing programs in key tributaries;
 - Nutrient management training for golf course managers;
- Regularly advocate for adequate and consistent funding for non-point source programs;
- The first public body to recommend guiding principles for regional water supply planning;
- Advocate for flexibility in Virginia's Ches-Bay Watershed Implementation Plan to encourage innovation and resource allocation decisions based on environmental efficiency (the most pounds of nutrient and sediment removed per dollar spent);
- Submitted real-world recommendations to the DEQ Nutrient Credit Trading Program Expansion Study;
- Advocated for critical changes to stormwater management legislation in the 2014 General Assembly;
- Advocate with the Department of Health for appropriate AOSS regulations.

As we go forward into FY 2020 the Commission will actively advocate for sensible and cost-effective approaches to the Ches-Bay clean up program. The principles of environmental efficiency in resource allocation decisions, public policies that promote innovation and creativity and encouragement of private market transactions that achieve the public goals of reduced nutrient and sediment pollution of the Rappahannock and its tributaries.

Thank you for your continued support. We hope that you will find the attached information helpful and are prepared to provide additional information if you have the need.

COUNTY OF MADISON

FY2020 AGENCY FUNDING APPLICATION

DEADLINE: January 11, 2019



| IDENTIFICATION | |
|--|--|
| <i>Organization/Agency Name:</i> | Rappahannock River Basin Commission |
| <i>Street Name:</i> | 406 Princess Anne Street Fredericksburg, VA 22401 |
| <i>Mailing Address:</i> | Same |
| <i>Agency Contact:</i> | Eldon James |
| <i>Telephone Number:</i> | 540-907-2008 |
| <i>E-mail Address – Agency Contact</i> | Ejames7@me.com |
| <i>Agency's Web Address:</i> | www.RappRiverBasin.org |
| <i>Federal Tax ID#:</i> | 54-0715969 |
| <i>Audit:</i> | X Yes <input type="checkbox"/> No |

| PURPOSE/NARRATIVE |
|---|
| <p><i>Missions and Goals:</i></p> <p>The Mission and Purpose of the Commission is spelled out in Section 62.1-69.27 of the Code of Virginia:</p> <p>"The Commission's purposes and mission shall be to provide guidance for the stewardship and enhancement of the water quality and natural resources of the Rappahannock River Basin. The Commission shall be a forum in which local governments and citizens can discuss issues affecting the Basin's water quality and quantity and other natural resources. Through promoting communication, coordination and education, and by suggesting appropriate solutions to identified problems, the Commission shall promote activities by local, state and</p> |

federal governments, and by individuals, that foster resource stewardship for the environmental and economic health of the Basin.”

Experience and Accomplishments:
The RRBC operates under the authority provided in the Code of Virginia § 62.1-69.25 through § 62.1- 69.33:2
The RRBC and its staff maintain an annual work program that supports the Goals and Objectives of the Commission. The Board meets quarterly and reviews the activities undertaken by the staff and the Technical Committee during the previous period to carry out the work program. A written work plan report is prepared by the staff and distributed to Commission members in advance of the meeting.

Benefits of Funding:
Clientele and Service Area – The activities of the RRBC have the potential to impact all people within the river basin. According to GWRC the estimated population of the river basin in 2000 was 255,558 persons. That increased to 317,305 by 2010 and 336,825 by 2015.

Intention of Use:
Support for the ongoing activities of the Commission and its Technical Committee.

| FUNDING | |
|---------------------|---|
| Category of Funding | <input type="checkbox"/> Public Safety <input type="checkbox"/> Health <input type="checkbox"/> Arts/Culture <input type="checkbox"/> General Community/Civic <input type="checkbox"/> Human Services <input type="checkbox"/> Education <input checked="" type="checkbox"/> Environment <input type="checkbox"/> Recreation |
| Funding Request: | \$ 1,000 |

Signature:  Title: Coordinator
Printed Name: Eldon James Date: 1/11/18

**Rappahannock River Basin Commission
FY 2020 Budget Request to Madison County, Virginia**

| | |
|-------------------------|--|
| Organization: | Rappahannock River Basin Commission |
| Primary Contact: | Eldon James |
| Telephone: | 540-907-2008 |
| Address: | 406 Princess Anne Street Fredericksburg, VA 22401 |
| Email Address: | Ejames7@me.com |

Financial History

| Fiscal Year | Total Budget | County Funding |
|-------------|--------------|----------------|
| 2014 | 35,100 | 1,000.00 |
| 2015 | 35,500 | 1,000.00 |
| 2016 | 43,500 | 1,000.00 |
| 2017 | 35,500 | 1,000.00 |
| 2018 | 50,000 | 1,000.00 |
| 2019 | 166,100 | 1,000.00 |

Non-County sources of funding:

Annually we receive non-county funding from: The Commonwealth of Virginia (direct appropriation), Virginia VDOF (MOU) and each of the 14 other member localities.

FY 2020 Request

| | |
|---|------------|
| Madison County Funding: | 1,000.00 |
| Total Budget: | 100,000.00 |
| Other Funding Sources (specify): | |
| • Commonwealth of Va. | 15,000.00 |
| • Virginia DOF | 70,000.00 |
| • Other member localities | 14,000.00 |

As a founding member of the Rappahannock River Basin Commission, Madison County has contributed to the shared funding support of the Commission since its inception in FY 1999. The County's \$1,000 annual contribution has remained constant since that time, this will be the 21st budget cycle with NO requested increase.

**Rappahannock River Basin Commission
FY 2020 Budget Request to Madison County, Virginia**

RRBC mission:

The Rappahannock River Basin Commission was created jointly by the General Assembly of Virginia and the Counties and the City of the basin. Madison County passed a resolution in 1998 to express its support for and participation in the Commission. The Mission and Purpose of the Commission is spelled out in Section 62.1-69.27 of the Code of Virginia:

“The Commission's purposes and mission shall be to provide guidance for the stewardship and enhancement of the water quality and natural resources of the Rappahannock River Basin. The Commission shall be a forum in which local governments and citizens can discuss issues affecting the Basin's water quality and quantity and other natural resources. Through promoting communication, coordination and education, and by suggesting appropriate solutions to identified problems, the Commission shall promote activities by local, state and federal governments, and by individuals, that foster resource stewardship for the environmental and economic health of the Basin.”

The RRBC operates under the authority provided in the Code of Virginia § 62.1-69.25 through § 62.1- 69.33:2

The RRBC and its staff maintain an annual work program that supports the Goals and Objectives of the Commission. The Board meets quarterly and reviews the activities undertaken by the staff and the Technical Committee during the previous period to carry out the work program. A written work plan report is prepared by the staff and distributed to Commission members in advance of the meeting.

Clientele and Service Area – The activities of the RRBC have the potential to impact all people within the river basin. According to GWRC the estimated population of the river basin in 2000 was 255,558 persons. That increased to 317,305 by 2010 and 336,825 by 2015.

Sub-Basin Geography: All or Portions of -

Upper: Counties of Albemarle, Culpeper, Fauquier, Greene, Madison, Orange & Rappahannock

Middle: Counties of Caroline, King George, Spotsylvania, and Stafford & City of Fredericksburg

Lower: Counties of Essex, Lancaster, Middlesex, Richmond and Westmoreland

Underlined localities are participating members of the Commission

Estimates provided to the Commission by GWRC in March 2011:

2010 Population for Basin:

Est. Watershed Population = 317,305

Upper: 119,193 (37.6 %)

Middle: 160,315 (50.5 %)

Lower: 37,797 (11.9%)

**Rappahannock River Basin Commission
FY 2020 Budget Request to Madison County, Virginia**

Estimates provided to the RRBC in October 2016:

2015 Ext. Watershed Population for the Basin –

Upper: 124,335 (36.9%)

Middle: 174,059 (50.5%)

Lower: 37,318 (11.4%)

Proposed Annual Budget (FY 2020)

Annual Line Item Budget

| | CASH | In Kind |
|--|-------------------|------------------|
| I. Staff (professional & technical) (meetings - \$12,800 ; communications & committees - \$11,600; Outreach - \$7,400) | 28,200 | |
| II. Printing, Postage, Office & Meeting Supplies, Conference Calls | 1,000 | |
| III. Healthy Watershed Forest Phase 3 (Contractor & Staff) | 70,000 | |
| IV. Travel (members & staff) & Per Diem (General Assembly members) | 1,000 | |
| V. Office and meeting space, furniture & equipment (including telecommunications) (<u>in kind</u> space from PDC) | | 2,000 |
| VI. Outside support (from localities, PDCs, SWCDs, etc. <u>in kind</u> services for technical support) | | 14,100 |
| Sub Totals | \$ 100,000 | \$ 16,100 |
| Total | \$ 116,100 | |

Funding Sources:

| | |
|--------------------------|--------|
| In Kind, PDC's, SWCD's | 16,100 |
| Local Cash | 15,000 |
| VDOF Grants | 70,000 |
| Commonwealth of Virginia | 15,000 |

Total \$ 116,100

**Rappahannock River Basin Commission
FY 2020 Budget Request to Madison County, Virginia**

As required by State Code, the audit is conducted by the Auditor of Public Accounts – the most recent APA letter has been provided as a separate attachment to this application

The RRBC is an agency of the Commonwealth and the local governments of the basin and therefore a 501(c)(3) letter and IRS990 are not applicable.

Federal Tax ID#: PD16/George Washington Regional Commission serves as fiscal agents (54-0715969)

Rappahannock River Basin Commission (2018)

General Assembly Members:

Senate of Virginia

Emmett W. Hanger, Jr.
Post Office Box 2
Mt. Solon, Virginia 22843

Ryan McDougle
Post Office Box 187
Mechanicsville, VA 23111

Mark D. Obenshain
Post Office Box 555
Harrisonburg, Virginia 22803

Bryce E. Reeves
10151 South Point Parkway
Fredericksburg, Virginia 22407

Richard H. Stuart
P.O. Box 1146
Montross, VA 22520

Jill Holtzman Vogel
117 East Picadilly St, Suite 100-B
Winchester, Virginia 22601

House of Delegates

Robert B. Bell
2 Boar's Head Place, Suite 1100
Charlottesville, Virginia 22903

Mark L. Cole
Post Office Box 6046
Fredericksburg, Virginia 22403

M. Keith Hodges (Chair)
P. O. Box 928
Urbanna, Virginia 23175

Robert M. "Bob" Thomas
Post Office Box 9142
Fredericksburg, Virginia 22403

Elizabeth R. Guzman
P. O. box 181
Woodbridge, Virginia 22193

Robert D. Orrock, Sr.
Post Office Box 458
Thornburg, Virginia 22564

Margaret Bevans Ransone
P. O. Box 358
Kinsale, Virginia 22488

Nicolas J. Fretas
P. O. Box 693
Culpeper, Virginia 22701

Michael J. Webert
P. O. Box 631
Marshall, Virginia 20116

**Rappahannock River Basin Commission
FY 2020 Budget Request to Madison County, Virginia**

Local Government Representatives

| Member | Alternate (Localities may choose to appoint an alternate) |
|---|---|
| <u>Jeff Black</u> Caroline County Board of Supervisors 208 Woodside Lane Ruther Glen, Virginia 22546 | None |
| <u>Brad C. Rosenberger</u> Culpeper County Board of Supervisors 302 N. Main St. Culpeper, Virginia 22701 | <u>Sue Hansohn</u> Culpeper County Board of Supervisors 302 N. Main St. Culpeper, Virginia 22701 |
| <u>Margaret H. Davis</u> Essex County Board of Supervisors Post Office Box 129 Center Cross, Virginia 22437 | None |
| <u>Chris Butler</u> Fauquier County Board of Supervisors 10 Hotel Street Warrenton, Virginia 20186 | None |
| <u>William C. Withers, Jr.</u> Fredericksburg City Council 1103 Kenmore Ave. Fredericksburg, Virginia 22401 | None |
| <u>Richard Granger</u> King George County Board of Supervisors 10459 Courthouse Drive, Suite 200 King George, Virginia 22485 | None |
| <u>Jason Bellows</u> Lancaster County Board of Supervisors 8311 Mary Ball Road Lancaster, VA 22503 | None |
| <u>Jonathon Weakley</u> Madison County Board of Supervisors 760 Tryme Road Reva, Virginia 22735 | <u>Kevin McGhee</u> Madison County Board of Supervisors P. O. Box 25 Oak Park, Virginia 22730 |

**Rappahannock River Basin Commission
FY 2020 Budget Request to Madison County, Virginia**

Pete Mansfield

Middlesex County Board of Supervisors None
P. O. Box 40
Locust Hill, Virginia 23092

James K. (Jim) White (Vice-Chair)

Orange County Board of Supervisors None
22373 Berry Run road
Orange, Virginia 22960

I. Christopher Parrish

Rappahannock County Board of
Supervisors
c/o General Delivery
P. O. Box 1
Viewtown, Virginia 22746

John Lesinski

Rappahannock County Board of Supervisors
210 Grand View Road
Washington, Virginia 22747

Bobby Pemberton

Richmond County Board of Supervisors
P. O. Box 97
Sharps, Virginia 22548

Richard Thomas

Richmond County Board of Supervisors
678 Sharps Road
Warsaw, Virginia 22572

Kevin Marshall

Spotsylvania County Board of Supervisors
Post Office Box 99
Spotsylvania, Virginia 22553

Greg Benton

Spotsylvania County Board of Supervisors
Post Office Box 99
Spotsylvania, Virginia 22553

Tom Coen

Stafford County Board of Supervisors
P. O. Box 339
Stafford, Virginia 22555

Meg Bohmke

Stafford County Board of Supervisors
P. O. Box 339
Stafford, Virginia 22555

W. W. Hynson

Westmoreland County Board of
Supervisors
3895 James Monroe Highway
Colonial Beach, Virginia 22443

Dorothy Dickerson Tate

Westmoreland County Board of Supervisors
10400 Kings Highway
Montross, Virginia 22520

Soil & Water Conservation District Representatives

Member

Thomas O' Halloran

Culpeper SWCD
P. O. Box 503
Rixeyville, Virginia 22737

Alternate

Joseph H. Stepp, III

Hanover-Caroline SWCD
2565 Buckner Road
Rappahannock Academy, Virginia 22538



COMMONWEALTH of VIRGINIA

Auditor of Public Accounts

Martha S. Mavredes, CPA
Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

June 26, 2018

**Eldon James
Coordinator
Rappahannock River Basin Commission
406 Princess Anne Street
Fredericksburg, VA 22401**

Dear Mr. James:

We have reviewed the Rappahannock River Basin Commission's (RRBC) financial information and the George Washington Regional Commission's (GWRC) audit report relating to fiscal year 2017. We have determined that the audit performed by Dunham, Aukamp & Rhodes, PLC for fiscal year 2017 satisfies our statutory requirement to audit the Rappahannock River Basin Commission under Section 62.1-69.33 of the Code of Virginia.

If anyone inquires about your audit status, please have them contact us.

Sincerely,

**Martha S. Mavredes
Auditor of Public Accounts**

AVC/cj

| County of Madison | | | | | | | | | | |
|-------------------------|------------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|----------|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: | | CULPEPER SOIL & WATER | | | | | | | | |
| Dept # | | 82400 | | | | | | | | |
| Contact | | OUTSIDE AGENCY | | | | | | | | |
| | | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-08 -82 -82400-5640 | GENERAL CONTRIBUTION REQUEST | 34,587.00 | 34,587.00 | 29,321.00 | 14,660.50 | 32,865.00 | 3,544.00 | 12.09% | 50.00% | |

82400



Culpeper Soil & Water Conservation District

Serving Culpeper, Greene, Madison, Orange, & Rappahannock

*351 Lakeside Drive
Culpeper, Va. 22701
(540) 825-8591 Culp
(540) 645-6624 fax
(540) 672-1638 Orange
(540) 672-2455 fax
(540) 948-7531 Madison*

MEMO

January 7, 2019

To: Mary Jane Costello, Culpeper County Finance Director

From: Greg Wichelns, District Manager CSWCD *GW*

Enclosed please find the Culpeper Soil and Water Conservation District's Budget Support Request for Fiscal Year 2019-2020. This year's request of Madison County is \$32,865.

This years request includes a 5 percent increase applied to the total 5-county request. This is to support district salary increases. This year's request of Madison is comprised of the \$28,130 general support funding and \$4,735 in funding for direct services to the County.

If you have any questions regarding this Budget Request, please contact me. Workload at the District is very much at an all-time high and expected to continue indefinitely.

COUNTY OF MADISON

FY2020 AGENCY FUNDING APPLICATION

DEADLINE: January 11, 2019



| IDENTIFICATION | |
|--|---|
| <i>Organization/Agency Name:</i> | Culpeper Soil and Water Conservation District |
| <i>Street Name:</i> | 351 Lakeside Drive Culpeper, Virginia 22701 |
| <i>Mailing Address:</i> | Same as above |
| <i>Agency Contact:</i> | Greg Wichelns, District Manager |
| <i>Telephone Number:</i> | 540-825-8591 |
| <i>E-mail Address – Agency Contact</i> | gregw@culpeperswcd.org |
| <i>Agency's Web Address:</i> | www.culpeperswcd.org |
| <i>Federal Tax ID#:</i> | 54-0857782 |
| <i>Audit:</i> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

| PURPOSE/NARRATIVE |
|--|
| <p><i>Missions and Goals:</i></p> <p>To promote the stewardship of soil and water and the conservation of our natural resources by educating and providing technical assistance to manage, protect, and enhance the land and water for the benefit and enjoyment of the citizens of Culpeper, Greene, Madison, Orange and Rappahannock Counties.</p> <p>1) continue historic services as in recent years; ag bmp programming, TMDL grant project implementation (4), water quality septic project implementation, erosion/sediment control and stormwater services, education programming/workshops, flood control dam inspections and maintenance, other county services. 2) continue restoration/stream bank stabilization</p> |

programming mostly utilizing grant source funding. 3) reinvigorate implementation efforts into Robinson River TMDL project – work with county and state implementation funding. New grant has been obtained (2 years). 4) initiate TMDL implementation planning for the Rapidan River. Another new grant has been obtained (2 years). 5) continue to expand educational support to K-12 including teacher accreditation. A third new grant has been obtained (3 years). 6) participate in BAY TMDL planning and implementation efforts as mandated. 7. Continue to pursue recently accelerated ag BMP implementations.

Experience and Accomplishments:

The Conservation District has been in existence since 1939, providing citizens and local government of Madison and surrounding counties with technical guidance and planning services for land use and land management decisions. The District workload can be categorized as agricultural, urban/residential, direct county government services, educational, regional and state planning efforts (TMDL, River Basin, etc...) and dam maintenance and operation. We also actively pursue project grants to support specific accomplishments and supplement state and local operations funding. In 2018 the District directly administered \$506,196 in direct conservation incentive programs and provided all technical planning to support these and those still underway but yet to be paid. We also assisted with delivery of USDA incentive programs on 2,500 acres in Madison. Eight dams located in Beautiful Run watershed were inspected and maintenance operations completed, much to the benefit of ag producers in the watershed. The District continues to work with the commonwealth agencies towards expansion of local water TMDL implementations. We have received two additional implementation grants in recent months both of significance to Madison County. Grazing management implementation is at an all-time high.

Benefits of Funding:

- conservation planning assistance and incentive payments/programs available to Madison county farmers
- conservation planning assistance for erosion/sediment control, drainage and stormwater for county government
- grant services and residential cost-share provided
- technical and educational workshops
- District functions as a good liaison between the state and county on many environmental topics
- neutral partner for grant projects
- direct technical assistance to residents on a wide variety of topics
- flood control
- assistance with BAY TMDL issues and responses
- direct technical assistance to County
- Culpeper SWCD recognized as a leader amongst SWCD's and this reflects well for our localities

Intention of Use:

Madison County funds will be utilized to support five of twelve staff positions with District; District Manager, Administrative Secretary, Education Specialist, Conservation Specialist and two farm Conservation Specialists. The funds will also support overhead expenses such as rent, equipment needs, office, IT, staff travel expenses (within District) and educational outreach. The ratio of Madison County to other sources for the support of these uses is approximately 1:20.

FUNDING

Category of Funding

- X Public Safety
- Health
- Arts/Culture
- General Community/Civic
- Human Services
- X Education
- X Environment
- Recreation

Funding Request:

\$ 32,865

Signature: Gregory Wichelns

Title: 1-7-19

Printed Name: Gregory Wichelns

Date: 1-7-19

**CULPEPER SOIL & WATER CONSERVATION DISTRICT
TOTAL BASE FUNDING REQUEST FROM ALL COUNTIES 2019-2020**

12/15/2018

Total base funding requested from all counties for FY 2019-2020 \$139,904.00

Population based funding (1/2 total = \$69,952)

Personnel "time spent" based funding (1/2 total = \$69,952)

POPULATION BASED FUNDING PER COUNTY

(Data from County Administration)

| County | Population | Percent of Total | Request |
|--------------|------------|------------------|-------------|
| Culpeper | 50,272 | 40.2 | \$28,121.00 |
| Madison | 13,122 | 10.5 | \$ 7,345.00 |
| Rappahannock | 7,321 | 5.8 | \$ 4,057.00 |
| Greene | 19,612 | 15.7 | \$10,982.00 |
| Orange | 34,873 | 27.8 | \$19,477.00 |
| | 125,200 | 100% | \$69,952.00 |

PERSONNEL TIME BASED FUNDING PER COUNTY

Calculations based on time spent per county December 2017 through November 2018.

Total work hours all employees for time period = 16,745

| County | Hours spent | Percent of Total | Projected Request |
|--------------|-------------|------------------|-------------------|
| Culpeper | 4,136 | 24.7 | \$17,288.00 |
| Madison | 4,990 | 29.8 | \$20,785.00 |
| Rappahannock | 1,675 | 10.0 | \$ 6,985.00 |
| Greene | 1,624 | 9.7 | \$ 6,896.00 |
| Orange | 4,320 | 25.8 | \$17,988.00 |
| | 16,745 | 100% | \$69,952.00 |

| TOTAL REQUEST / PER COUNTY | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 | 2013-2014*** | 2014-2015*** | 2015-2016**** | 2016-2017 | 2017-2018***** | 2018-2019 |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Culpeper | 57,797 | 59,078 | 57,489 | 47,546 | 55,099 | 61,495 | 57,005 | 66,111 | 77,451 | 73,458 |
| Madison | 24,132 | 29,284 | 36,429 | 33,944 | 34,397 | 38,791 | 40,035 | 34,587 | 34,587 | 29,321 |
| Rappahannock | 12,373 | 13,915 | 11,961 | 17,170 | 21,406 | 21,301 | 18,675 | 20,183 | 20,183 | 14,662 |
| Greene | 12,093 | 10,274 | 14,034 | 13,620 | 15,989 | 16,624 | 18,421 | 18,454 | 33,034 | 18,920 |
| Orange | 64,656 | 58,499 | 56,138 | 60,380 | 56,987 | 45,577 | 61,666 | 67,590 | 71,090 | 60,292 |
| | \$171,051 | \$171,051 | \$176,051***** | \$172,660 | \$183,788 | \$183,788 | \$196,802 | \$196,925 | \$236,345 | \$196,653 |
| | (\$117,412 base) | (\$117,412 base) | (\$117,412 base) | (\$117,412 base) | (\$126,898 base) | (\$126,898 base) | (\$133,243 base) | (\$133,243 base) | (\$133,243 base) | (\$139,904 base) |

***Included increase in base support -- rent requirements.

****Included 5% increase in base support.

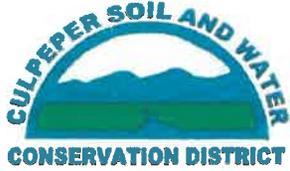
*****Included one-time increase for workload "bubble" w/vehicles
(Culpeper, Orange, and Greene only)

Erosion and Sediment Control Site Plan and Stormwater Management Review
and associated services and activities

December 1, 2017 – November 30, 2018

Calculations based on percentage of total number of plans reviewed. Total employee cost with benefits and taxes is \$66,685.

| | | | | |
|--------------|----------------|-------|----------|---|
| Culpeper | 43 plan points | 34.2% | of plans | $66,685 \times .342 = \$22,806.$ |
| Orange | 55 plan points | 43.6% | of plans | $66,685 \times .436 = \$29,075$ |
| Madison | 9 plan points | 7.1% | of plans | $66,685 \times .071 = \$ 4,735$ |
| Rappahannock | 19 plan points | 15.1% | of plans | $66,685 \times .151 = \underline{\$10,069}$ |
| | | | | \$66,685 |



Madison County Return On Conservation \$\$

2017—2018

\$\$ Invested by Madison:

\$34,587

**Acres Entered into Federal
Conservation Programs FY17:**



147.3 ac

**\$\$ Returned in State
BMP Ag Cost Share:**



\$517,514

+

**\$\$ Returned in State
BMP Tax Credits:**



\$18,524

+

**\$\$ Returned in Federal
BMP Septic Cost Share:**



\$57,381

**Landowner Investment in
Cost Share Programs:**

+



\$146,593

+

\$\$ Returned in Kind*:



\$3,075

=

Madison's Estimated Return:



\$743,087

*** Time spent for technical assistance to landowners outside of program delivery, estimated at \$25 per hour

Invest in the Future!

November 2018 Balance on Budgeted Accounts

| Local Cont. Membr Ctys. | Amount Funded FY 18-19 | Actual Rec. to Date | Balance Due | Amount Actual 17-18 |
|--|-----------------------------------|--------------------------------|----------------------------|--------------------------------|
| <i>Culpeper</i> | 73,458 | 38,726 | 34,733 | 77,451 |
| <i>Orange</i> | 60,292 | 30,146 | 30,146 | 71,090 |
| <i>Madison</i> | 29,321 | 0 | 29,321 | 34,587 |
| <i>Greene</i> | 18,920 | 12,989 | 5,932 | 24,776 |
| <i>Rappahannock</i> | 14,662 | 7,331 | 7,331 | 20,183 |
| Total Local Funds | 196,653 | 89,191 | 107,462 | 228,087 |
| <i>State Operations</i> | 178,025 | 89,013 | 89,013 | 178,025 |
| <i>VNRCF T/A</i> | 218,072 | 109,036 | 109,036 | 439,009 |
| <i>GRANTS T/A</i> | 158,633 | 81,649 | 76,984 | 182,595 |
| <i>District Savings</i> | 90,747 | 0 | 90,747 | 0 |
| <i>WaterShed Maint (State)</i> | 33,000 | 99,126 | -66,126 | 140,230 |
| Total Other Funds | 678,477 | 378,824 | 299,653 | 939,859 |
| Total Funds Avail | 875,130 | 468,015 | 407,115 | 1,167,946 |
| Budgeted Item | Amount Budgeted 18-19 | Amt. Spent to Date | Balance to Date | Amount Actual 17-18 |
| <i>Greg Wichelns District Manager</i> | 112,858 | 44,275 | 68,583 | 109,498 |
| <i>Joann Neal Administrative Sec.</i> | 74,946 | 26,322 | 48,624 | 70,785 |
| <i>Richard Jacobs Con. Spec.III Urban</i> | 84,047 | 34,710 | 49,337 | 78,209 |
| <i>Stephanie DeNicola Communication Spec.</i> | 61,891 | 23,325 | 38,566 | 59,821 |
| <i>D. Massie Conservation Spec.III</i> | 83,899 | 33,610 | 50,289 | 78,989 |
| <i>W. Spencer Yager Conservation Spec.III</i> | 81,162 | 32,441 | 48,721 | 75,862 |
| <i>Amanda Chester Conservation Spec. II</i> | 58,589 | 23,855 | 34,734 | 54,504 |
| <i>H. Calloway Conservation Spec. II</i> | 65,317 | 27,033 | 38,284 | 64,178 |
| <i>James Henshaw District Rep.</i> | 20,216 | 6,588 | 13,628 | 16,546 |
| <i>John Jeffries Technical Trainer</i> | 13,024 | 4,561 | 8,463 | 11,840 |
| <i>Kendall Dellinger Conservation Specialist</i> | 35,980 | 11,686 | 24,294 | 41,454 |
| <i>Building Rent</i> | 50,000 | 12,566 | 37,434 | 21,919 |
| <i>Copier rent & supplies</i> | 3,300 | 1,269 | 2,031 | 3,072 |
| <i>Office Supplies</i> | 6,500 | 2,539 | 3,961 | 5,374 |

November 2018 Balance on Budgeted Accounts

| Budgeted Item | Amount Budgeted 18-19 | Amt. Spent to Date | Balance to Date | Amount Actual 17-18 |
|---------------------------------------|------------------------------|---------------------------|------------------------|----------------------------|
| Insurance/Fire/Theft | 350 | 350 | 0 | 350 |
| Insurance/Vehicle | 4,000 | 1,992 | 2,008 | 3,940 |
| IT | 12,200 | 5,851 | 6,349 | 15,107 |
| Postage | 2,000 | 1,179 | 821 | 1,867 |
| District Dues | 4,300 | 4,107 | 193 | 4,107 |
| Director Travel/lunch <i>9,000</i> | 12,000 | 4,351 | 7,649 | 10,584 |
| Staff travel/vehicle maintenance | 17,000 | 4,123 | 12,877 | 14,433 |
| Employee Develop- ment | 3,000 | 865 | 2,135 | 2,727 |
| Awards Program | 4,000 | 2,960 | 1,040 | 2,816 |
| Equipment | 2,500 | 268 | 2,232 | 500 |
| Accounting/Payroll Ser. | 1,500 | 0 | 1,500 | 1,210 |
| Miscellaneous | 1,000 | 200 | 800 | 335 |
| Sponsorships | 1,500 | 200 | 1,300 | 1,050 |
| District Scholarship | 4,000 | 0 | 4,000 | 9,750 |
| Educational Materials | 1,000 | 88 | 912 | 200 |
| Envirothon | 1,000 | 208 | 792 | 663 |
| Marketing/PR | 3,500 | 643 | 2,857 | 2,315 |
| Newsletter | 14,000 | 4,904 | 9,097 | 11,584 |
| YCC/ForestryCamp | 1,700 | 400 | 1,300 | 0 |
| Dams | 33,000 | 128,740 | -95,740 | 91,570 |
| Totals | 875,279 | 446,209 | 429,070 | 867,159 |

| | | | | | | | |
|------------------------|----------|----------|----------|----------|--|--|----------------|
| Educational Materials | | | | | | | 1,000 |
| Envirothon | | | | | | | 1,000 |
| Marketing/PR | | | | | | | 3,500 |
| Newsletter | | | | | | | 14,000 |
| YCC/ForestryCamp | | | | | | | 1,700 |
| Dams | | | | | | | 33,000 |
| Sub-Total | | | | | | | 186,150 |
| Total Budgeted | 0 | 0 | 0 | 0 | | | 870,479 |
| Total Available | | | | | | | 870,479 |
| Balance | | | | | | | 0 |

Signature _____ Date _____

| County of Madison | | | | | | | | | | |
|-------------------------|------------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|---------------------------|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: | | FORESTRY SERVICE | | | | | | | | |
| Dept # | | 82500 | | | | | | | | |
| Contact | | MJC | | | | | | | | |
| | | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-08 -82 -82500-5640 | GENERAL CONTRIBUTION REQUEST | 5,984.46 | 5,984.46 | 5,984.46 | 5,941.98 | 5,941.98 | (42.48) | -0.71% | 99.29% | \$.09/acre per state code |

| County of Madison | | | | | | | | | | |
|-------------------------|------------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|----------|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: | | NORTHERN VA 4-H | | | | | | | | |
| Dept # | | 83400 | | | | | | | | |
| Contact | | OUTSIDE AGENCY | | | | | | | | |
| | | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-08 -83 -83400-5640 | GENERAL CONTRIBUTION REQUEST | 750.00 | 750.00 | 750.00 | 750.00 | 750.00 | - | None | 100.00% | |



NORTHERN VIRGINIA 4-H EDUCATIONAL AND CONFERENCE CENTER
600 4-H Center Drive – Front Royal, VA 22630
Phone: (540) 635-7171 – Fax: (540) 635-6876
www.nova4h.com

December 18, 2018

Ms. Mary Jane Costello
Madison County Director of Finance
302 Thrift Road
P.O. Box 705
Madison, VA 22727

Dear Ms. Costello:

We are most appreciative of the support the Northern Virginia 4-H Educational and Conference Center has received from Madison County in the past and very respectfully request continued funding in the amount of \$750 for FY20 which is the same amount appropriated for the 4-H Center for FY19.

The 4-H Center is in existence because of caring people like the citizens of Madison County and support from the Madison Board of Supervisors. Thank you.

Per your request, enclosed you will find the following documents:

Completed Application Form
IRS Form 990
IRS letter of exemption
Camping Statistical Information (clients served)
Statement of Intended Use of Funds
2018 Activity/Accomplishments
4-H Center 2019 Goals
Operating Budget - 2018
Local Government Requests for Counties Served
Mission Statement

Thank you for processing our request.

With much appreciation,

Susan Scott
Finance Director

Enclosures (10)



COUNTY OF MADISON

FY2020 AGENCY FUNDING APPLICATION

DEADLINE: **January 11, 2019**



| IDENTIFICATION | |
|--|---|
| <i>Organization/Agency Name:</i> | Northern Virginia 4-H Educational and Conference Center |
| <i>Street Name:</i> | 600 4H Center Drive, Front Royal, VA 22630 |
| <i>Mailing Address:</i> | 600 4H Center Drive, Front Royal, VA 22630 |
| <i>Agency Contact:</i> | Susan Scott, Finance Director |
| <i>Telephone Number:</i> | (540)635-7171 |
| <i>E-mail Address – Agency Contact</i> | finance@nova4h.com |
| <i>Agency's Web Address:</i> | www.nova4h.com |
| <i>Federal Tax ID#:</i> | 54-1035176 |
| <i>Audit:</i> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

| PURPOSE/NARRATIVE |
|---|
| <p>Missions and Goals:</p> <p>The Northern Virginia 4-H Educational and Conference Center's mission is to facilitate proven experiential learning programs for youth, families, and adults that educate, inspire and connect.</p> <p>The Center's vision is to improve all aspects of the world in which we live, work and play through recreation, education, leadership, and life skill development. Our vision is put into action through the support of diverse communities, impactful stewardship and the creation of meaningful relationships with those around us, making the 4-H Center a truly sustainable organization. Our Core values are to Educate, Inspire and Connect.</p> |

Experience and Accomplishments:

See attached list of accomplishments.

Benefits of Funding:

Providing funding to the Northern Virginia 4-H Educational and Conference Center will help Madison youth benefit from educational programs offered at the 4-H Center which are designed to help prevent juvenile delinquency.

Intention of Use:

To help minimize 4-H Camping fees so more youth from Madison County can attend 4-H camp and also to help maintain the 4-H Center.

FUNDING

Category of Funding

- Public Safety
- Health
- Arts/Culture
- General Community/Civic
- Human Services
- Education
- Environment
- Recreation

Funding Request:

\$ 750.00

Signature: _____



Title: Finance Director

Printed Name: _____

Susan P. Scott

Date: 12/20/18

| Summer Programs & Camp Numbers 2009-2018 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | Year-Over-Year | 5 Yr Avg | 10 Yr Avg |
|--|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|---------------|---------------|
| Jr 4-H Camp | | | | | | | | | | | | | |
| Alexandria | 22 | | 5 | 14 | 11 | 33 | 32 | 31 | 52 | 30 | -42.31% | 36 | 26 |
| Arlington | 76 | 98 | 57 | 37 | 44 | 58 | 73 | 73 | 61 | 52 | -14.75% | 63 | 63 |
| Caroline | 55 | 63 | 64 | 65 | 59 | 46 | 47 | 39 | 36 | 31 | -13.89% | 40 | 51 |
| Clarke | 109 | 116 | 128 | 105 | 99 | 87 | 97 | 90 | 69 | 58 | -15.94% | 80 | 96 |
| Culpeper | 114 | 113 | 97 | 90 | 86 | 93 | 84 | 77 | 69 | 53 | -23.19% | 75 | 88 |
| Fairfax | 177 | 172 | 131 | 145 | 173 | 162 | 148 | 154 | 113 | 82 | -27.43% | 132 | 146 |
| Fauquier | 97 | 107 | 136 | 119 | 136 | 142 | 142 | 144 | 179 | 183 | 2.23% | 158 | 139 |
| Frederick | 125 | 138 | 130 | 127 | 147 | 150 | 153 | 134 | 109 | 98 | -10.09% | 129 | 131 |
| King George | 149 | 142 | 163 | 153 | 147 | 155 | 109 | 146 | 161 | 157 | -2.48% | 146 | 148 |
| Loudoun | 184 | 184 | 152 | 173 | 148 | 162 | 177 | 180 | 138 | 140 | 1.45% | 159 | 164 |
| Madison | 93 | 75 | 77 | 72 | 75 | 80 | 76 | 61 | 59 | 67 | 13.56% | 69 | 74 |
| Orange | 172 | 195 | 175 | 164 | 143 | 129 | 103 | 100 | 88 | 79 | -10.23% | 100 | 135 |
| Page | 75 | 82 | 81 | 73 | 71 | 63 | 70 | 82 | 64 | 71 | 10.94% | 70 | 73 |
| Prince William | 130 | 141 | 137 | 158 | 123 | 142 | 154 | 157 | 162 | 157 | -3.09% | 154 | 146 |
| Rappahannock | 69 | 87 | 76 | 86 | 63 | 65 | 70 | 60 | 57 | 58 | 1.75% | 62 | 69 |
| Shenandoah | 84 | 69 | 75 | 54 | 47 | 57 | 54 | 52 | 59 | 31 | -47.46% | 51 | 58 |
| Spotsylvania | 116 | 114 | 104 | 98 | 92 | 88 | 77 | 93 | 96 | 67 | -30.21% | 84 | 95 |
| Stafford | 117 | 113 | 101 | 108 | 157 | 156 | 151 | 144 | 129 | 102 | -20.93% | 136 | 128 |
| Warren | 128 | 130 | 134 | 147 | 141 | 171 | 166 | 175 | 158 | 165 | 4.43% | 167 | 152 |
| Totals | 2092 | 2139 | 2023 | 1988 | 1962 | 2039 | 1983 | 1992 | 1859 | 1681 | -9.58% | 1911 | 1976 |
| Bedspace | 81.72% | 83.55% | 79.02% | 77.66% | 76.64% | 79.65% | 77.46% | 77.81% | 72.62% | 65.66% | -6.95% | 74.64% | 77.18% |
| Special Interest Camps | | | | | | | | | | | | | |
| TALT | 235 | 287 | 296 | 298 | 265 | 236 | 209 | 222 | 199 | 200 | 0.50% | 213 | 245 |
| WCSD Camp | 42 | 34 | 42 | 38 | 40 | 43 | 40 | 46 | 45 | 41 | -8.89% | 43 | 41 |
| Horse Camp | 32 | 22 | 25 | 27 | 22 | 22 | 15 | 18 | 0 | 0 | N/A | 11 | 18 |
| Cloverbud | 58 | 30 | 40 | 45 | 41 | 36 | 52 | 70 | 55 | 49 | -10.91% | 52 | 48 |
| Camp Corral | | | | 151 | 160 | 259 | 230 | 237 | 243 | 237 | -2.47% | 241 | 217 |
| OMK Camp | | | 44 | | | | 28 | | | | N/A | 28 | 36 |
| Horse Day Camp | | | | | | 20 | 16 | | | | N/A | 18 | 18 |

Northern Virginia 4-H Educational and Conference Center

FY 2020 BUDGET INTENDED USE STATEMENT

The Northern Virginia 4-H Educational and Conference Center is the camping site for Madison County 4-H'ers ages 9-19 (4-H Junior Camp) and ages 5-8 (Cloverbud Camp).

Contributions are being requested to continue minimizing 4-H camping fees so more Madison County boys and girls can attend 4-H Camp. Funds are also needed to maintain the facility and replace worn out equipment and furnishings.

Maintain the Conference Center – Replace Madison Conference Center carpeting in auditorium, replace double-pane windows that have vapor between panes in public areas. Estimated cost \$55,000.

Foodservice Equipment – Update and replace aging kitchen equipment for improved efficiency and food safety. Estimated cost \$42,000

Upgrade Athletic Fields – Soccer field is in need of field goals. Four basketball goals need new backboards and nets. Estimated cost \$15,000.

Replace HVAC Units in Congressman Lodge. Individual PTAC units, some over 25 years old and in need of update and replacement. Estimated cost \$30,000.

Purchase an all-terrain vehicle – Four-wheel drive utility vehicle for providing medical support and transportation of non-mobile program participants in remote areas on site. Estimated cost \$65,000.

Replace three maintenance vehicles – Vehicles needed for hauling equipment, plowing roadways, and transporting supplies for operational support. Estimated cost - \$85,000.

Resurface paved roadways - Another need is to repair and repave roadways, tennis courts and basketball courts. Estimated Cost \$150,000.

Raise funds to upgrade, renovate and develop the 4-H Center's James E. Swart Animal Center, located on the site and utilizing facilities of the historical US Calvary Remount Depot. Estimated cost \$575,000

Expanded Wi-Fi network – Expanding Wi-Fi access from one building to all lodging and meeting facilities, enabling increased STEM program opportunities and distance training providing access to new educational resources for youth and adults. Estimated cost \$75,000-\$100,000

Create a general covered purpose area over the tennis court - \$250,000

The Northern Virginia 4-H Educational and Conference Center is open to all citizens of Madison County and has served as the principle camping facility for the youth of Madison County since 1981. The basic eligibility age for youth is between ages 9-19 and Cloverbud campers ages 5-8.

NORTHERN VIRGINIA 4-H EDUCATIONAL AND CONFERENCE CENTER

2018 ACTIVITY/ACCOMPLISHMENTS

The number of participants in 4-H youth programs at the Northern Virginia 4-H Educational and Conference Center continues to increase because, in addition to 4-H junior camp, many youth are participating in education programs that are offered at the Center year-round. During 2018 new school audiences as well as church groups and civic organizations used the 4-H Center.

Many of these groups from Madison County, participated in multi-day programs designed to meet Virginia Standards of Learning. Among the programs that youth from Madison County participated in is the ropes challenge course, an experience designed to develop individual and group life-skills and emphasize the importance of cooperation and communication in achieving goals and meeting challenges.

Another noteworthy accomplishment in 2018 was the addition of STEAM programming during our 9 weeks of 4-H summer camp. This year, the camp population participated in afternoon STEAM focused active learning exploration activities focused on citizen science and answering the question, "*What does it mean to be a scientist?*" and engineering problems focused on answering the question, "*What does it mean to be an engineer?*" We were able to provide the program to a total of 1,500 youth as a recipient of a grant through HugesNet and the National 4-H Council.

The 4-H Center is the host for Camp Fantastic, a camp for children living with and undergoing treatment for cancer, in late summer. A team of doctors and nurses from the National Institutes of Health volunteer their time and are on-site the entire week, providing the same level of critical care available to juvenile cancer patients available in any major hospital. Camp Fantastic is sponsored by Special Love Inc. which is headquartered in Winchester, VA. Children have attended from all over the United States over the past 36 years of the camp's history.

This year the 4-H Center partnered again with Golden Corral to host Camp Corral, a special week of camp for children from families of military heroes who have been wounded or fallen in service to the United States. Now in its sixth year at the 4-H Center, Camp Corral drew 192 children, many of whose parents, siblings and other family members are deployed or have been deployed overseas. Through Camp Corral we are able to provide these youth and their families the "a week of a lifetime". The Northern Virginia 4-H Educational Center is one of eight sites chosen in a competitive process to host Camp Corral. For the sixth year in a row, youth from Madison County have participated, free of charge, in this special week of camp.

Nearly every weekend in 2018 was booked for conferences, youth programs or other groups at the 4-H Center. The Center continues to seek more mid-week business, especially during the winter months. Like the camping and other educational programs, use of the Center by youth and adult groups, i.e., schools, churches, civic organizations, businesses, governments and more continues to increase. We are pleased with the diversity of audiences who use the 4-H Center but constantly strive to be as inclusive as we can.

Contributions from Local Governments are critical in enabling the 4-H Center to minimize program fees and provide scholarships where we can which ensures access to programs and enrichment for youth regardless of economic status. In order to continue providing programs and facilities for all audiences, including the underserved and underprivileged in Madison County, support from local governments is desperately needed. The 4-H Center respectfully requests \$750 for FY20, the same amount that was allocated for FY19.

NORTHERN VIRGINIA 4-H EDUCATIONAL AND CONFERENCE CENTER

2019 GOALS

Prevent the increase of Jr. 4-H camping fees so we can accommodate more youth from Madison County. 4-H junior camp allows youth from Madison to participate in multi-day programs designed to develop individual and group life skills.

Continue providing educational programs for youth and adults including those who are underserved and underprivileged as well as those who have special needs i.e., children with cancer, children of military families, autistic youth, senior citizens, etc.

Maintain a safe and secure facility. Make needed repairs and ADA suitable upgrades to the Madison Conference Center as well as dining hall and all lodges. Repair and paint all structures as needed.

Replace air conditioning units in lodges that need it or not have it. Add A/C to Peters and Rector Lodge. These lodges sleep a total of 144 youth every summer.

Upgrade and maintain the athletic fields, tennis courts, archery range and Ropes Challenge Course.

Replace maintenance vehicles used for operational support of the Center year round.

Purchase or rent all-terrain vehicles or golf carts to provide transportation for program participants who have ambulatory needs.

Raise funds to upgrade, renovate and develop the 4-H Center's James E. Swart Animal Center, located on the site and utilizing facilities of the historical US Calvary Remount Depot.

Increase new user groups from Madison that use the 4-H Center during FY 2020 by 10% and encourage schools to allow students to participate in programs meeting the SOL requirements by 5%.

Resurface roadways, parking lots, tennis courts and basketball courts used by school buses and parents to drop youth off at camp every year.

Build a covered general purpose area that can be used by campers in inclement weather on the already existing tennis courts.

| Northern Virginia 4-H Center 2018 Operating Budget | Jan-Dec 17 Actual | Jan-Dec 18 Budget |
|---|------------------------------|------------------------------|
| | | |
| General Donations | \$28,209 | \$60,000 |
| Government Contributions | \$41,972 | \$45,000 |
| Grants & Foundations | \$16,250 | \$25,000 |
| VT Contribution (Hokie Mart) | \$10,000 | \$10,000 |
| Events/Conferences | \$560,491 | \$575,000 |
| Programs | \$639,378 | \$695,000 |
| Other Income | \$4,115 | \$1,500 |
| Restricted/Capital Contributions | \$35,828 | \$50,000 |
| In-Kind Donations | | \$5,000 |
| Scholarships | \$10,220 | \$15,000 |
| | | |
| TOTAL REVENUE | \$1,346,463 | \$1,481,500 |
| | | |
| MATERIALS & GOODS PURCHASED | | |
| Food & drinks | \$211,694 | \$215,000 |
| Supplies, Chemical & Linens | \$33,346 | \$25,000 |
| Program Supplies/Camp Store | \$18,143 | \$5,000 |
| TOTAL MATERIALS & GOODS PURCHASED | \$263,183 | \$245,000 |
| | | |
| PERSONNEL | | |
| Salaries & Wages | \$751,985 | \$680,000 |
| Employee Appreciation | \$953 | \$1,750 |
| Health Insurance | \$45,652 | \$45,000 |
| Payroll Taxes | \$52,839 | \$50,000 |
| Workers Comp/Unemp. Ins. | \$13,931 | \$14,000 |
| TOTAL PERSONNEL | \$865,360 | \$790,750 |
| | | |
| OPERATING EXPENSES | | |
| Advertising | \$1,462 | \$1,500 |
| Credit Card / Late Fees | \$3,746 | \$3,750 |
| Contract Labor | \$40,198 | \$30,000 |
| Dues & Subscriptions | \$3,012 | \$3,200 |
| Hokie expenditures (copier +) | \$10,000 | \$10,000 |
| Licences & Fees | \$5,624 | \$6,000 |
| Liability Insurance/Property Taxes | \$25,048 | \$30,000 |
| Marketing/Fund Raising | \$5,911 | \$5,000 |
| Office Supplies | \$3,166 | \$2,000 |
| Postage & Shipping | \$2,275 | \$1,500 |
| Professional Fees | \$8,730 | \$8,500 |
| Restricted/Capital Expenditures | \$67,556 | \$50,000 |
| Small Equipment & Furniture | \$23,571 | \$8,000 |

| | | |
|--|--------------------|--------------------|
| Special Events Expenditures | \$13,739 | \$5,000 |
| Training | \$6,729 | \$7,500 |
| Travel & Mileage | \$4,110 | \$2,000 |
| TOTAL OPERATING EXPENSES | \$224,877 | \$173,950 |
| | | |
| MAINTENANCE & REPAIRS | | |
| Maintenance Contracts (bldgs) | \$9,005 | \$10,000 |
| Repairs & Maintenance/Groundskeeping | \$78,450 | \$45,000 |
| Trash Removal | \$8,100 | \$8,000 |
| Utilities | \$220,005 | \$220,000 |
| Vehicles/Equipment Repair | \$10,139 | \$3,000 |
| TOTAL MAINTENANCE & REPAIRS | \$325,699 | \$286,000 |
| | | |
| | | |
| TOTAL EXPENSE | \$1,679,119 | \$1,495,700 |

Northern Virginia 4-H Educational Center
Local Gov't Allocations for Fiscal Years 2016 - 2019

| County | Received F16 | Received F17 | Received F18 | Received F19 |
|----------------|---------------------|---------------------|---------------------|---------------------|
| ALEXANDRIA | \$ - | \$ - | \$ - | \$ - |
| ARLINGTON | \$ - | \$ - | \$ - | \$ - |
| CAROLINE | \$ 1,000.00 | \$ 1,250.00 | \$ 1,250.00 | \$ 1,250.00 |
| CLARKE | \$ 2,300.00 | \$ 2,300.00 | \$ 2,300.00 | \$ - |
| CULPEPER | \$ 1,500.00 | \$ 1,500.00 | \$ 1,500.00 | \$ 1,500.00 |
| FAIRFAX | \$ 15,000.00 | \$ 15,000.00 | \$ 15,000.00 | \$ 15,000.00 |
| FAUQUIER | \$ 6,172.00 | \$ 6,172.00 | \$ 6,172.00 | \$ 6,172.00 |
| FREDERICK | \$ - | \$ - | \$ - | \$ - |
| KING GEORGE | \$ 1,114.00 | \$ - | \$ - | \$ - |
| LOUDOUN | \$ - | \$ 4,000.00 | \$ - | \$ 4,000.00 |
| MADISON | \$ 750.00 | \$ 750.00 | \$ 750.00 | \$ 750.00 |
| ORANGE | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 |
| PAGE | \$ 1,500.00 | \$ 1,500.00 | \$ 1,500.00 | \$ 1,500.00 |
| PRINCE WILLIAM | \$ - | \$ - | \$ - | \$ - |
| RAPPAHANNOCK | \$ 4,000.00 | \$ 4,000.00 | \$ 4,000.00 | \$ - |
| SHENANDOAH | \$ 1,500.00 | \$ 1,500.00 | \$ 1,500.00 | \$ 1,500.00 |
| SPOTSYLVANIA | \$ 2,000.00 | \$ 2,000.00 | \$ 1,000.00 | \$ 1,000.00 |
| STAFFORD | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 |
| WARREN | \$ 3,000.00 | \$ 3,000.00 | \$ 3,000.00 | \$ 3,000.00 |
| TOTAL | \$ 41,836.00 | \$ 44,972.00 | \$ 39,972.00 | \$ 37,672.00 |



NORTHERN VIRGINIA 4-H EDUCATIONAL AND CONFERENCE CENTER
600 4-H Center Drive – Front Royal, VA 22630
Phone: (540) 635-7171 – Fax: (540) 635-6876
www.nova4h.com

Mission

The Northern Virginia 4-H Educational and Conference Center's mission is to facilitate proven experiential learning programs for youth, families, and adults that educate, inspire and connect.

Vision

The Center's vision is to improve all aspects of the world in which we live, work and play through recreation, education, leadership, and life skill development. Our vision is put into action through the support of diverse communities, impactful stewardship and the creation of meaningful relationships with those around us, making the 4-H Center a truly sustainable organization.

Core Values

Educate, Inspire, Connect

Virginia Cooperative Extension programs and employment are open to all, regardless of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status, or any other basis protected by law.
An equal opportunity/affirmative action employer.



| County of Madison | | FY2020 Budget Worksheet | | EXTENSION & CONT'D ED. | | 83500 | | Blarvis | | Provided by FD | | | | | |
|---------------------|-------------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|---------------------------|---------------------------------|----------------|--|--|--|--|--|
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | % Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments | | | | | |
| 10-08-83-83500-1310 | DIRECTOR | 65,258.88 | 58,184.52 | 75,060.93 | 15,159.42 | 76,865.22 | 1,804.29 | 2.40% | 20.20% | | | | | | |
| 10-08-83-83500-1520 | CLERICAL | 11,053.26 | 16,824.38 | 18,023.04 | 7,457.35 | 18,432.00 | 408.96 | 2.27% | 41.38% | | | | | | |
| 10-08-83-83500-1560 | STUDENT INTERNS | 6,968.00 | 3,704.00 | 2,586.00 | 342.00 | 2,400.00 | (186.00) | -7.19% | 13.23% | | | | | | |
| 10-08-83-83500-2100 | FICA | 994.82 | 1,357.81 | 1,576.59 | 596.66 | 1,593.65 | 17.06 | 1.08% | 37.84% | | | | | | |
| 10-08-83-83500-2700 | WORKMAN'S COMPENSATION | (7.69) | 17.00 | - | 8.50 | 17.00 | 17.00 | Not budgeted | Not budgeted | | | | | | |
| 10-08-83-83500-5210 | POSTAL SERVICES | 94.00 | - | - | - | - | - | Not budgeted | Not budgeted | | | | | | |
| 10-08-83-83500-5230 | TELECOMMUNICATIONS | 558.27 | 603.86 | 500.00 | 250.87 | 500.00 | - | None | 50.17% | | | | | | |
| 10-08-83-83500-5540 | SEMINARS & TUITIONS | 45.00 | 942.48 | 1,000.00 | 521.68 | 1,200.00 | 200.00 | 20.00% | 52.17% | | | | | | |
| 10-08-83-83500-5651 | PESTICIDE PROGRAM | 275.56 | - | 1,875.00 | 1,014.17 | 1,875.00 | - | None | 54.09% | | | | | | |
| 10-08-83-83500-5810 | DUES | 615.92 | 741.00 | 1,000.00 | 676.00 | 1,000.00 | - | None | 67.60% | | | | | | |
| 10-08-83-83500-5897 | MISCELLANEOUS GRANTS | 1,174.88 | 416.25 | - | - | - | - | Not budgeted | Not budgeted | | | | | | |
| 10-08-83-83500-6001 | OFFICE SUPPLIES | 2,867.95 | 2,969.07 | 3,000.00 | 573.11 | 3,000.00 | - | None | 19.10% | | | | | | |
| 10-08-83-83500-6009 | VEHICLE/EQUIPMENT MAINTENANCE | - | - | 2,500.00 | - | 2,500.00 | - | None | 0.00% | | | | | | |
| 10-08-83-83500-6020 | BOOKS & SUBSCRIPTIONS | - | - | 500.00 | - | 500.00 | - | None | 0.00% | | | | | | |
| | | 89,898.35 | 85,760.37 | 107,621.56 | 26,599.76 | 109,882.87 | 2,261.31 | 2.10% | 24.72% | | | | | | |

83500



VIRGINIA TECH.

Virginia Cooperative Extension- Madison County
Brad Jarvis
Extension Agent
Agriculture and Natural Resources
P.O. Box 10, War Memorial Building 2nd Floor
Madison, VA 22727
540-948-6881 Fax: 540-948-6883
email: bjarvis@vt.edu

January 4, 2019

Jack Hobbs
County Administrator
Madison County Board of Supervisors
P.O. Box 705
Madison, VA 22727

Dear Jack,

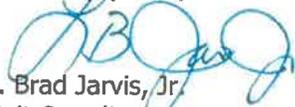
The Madison County Extension Office budget request for the 2019-2020 is \$108,272.22. Attached is a copy of the budget request that provides the line item details. This budget request reflects a 2.5% increase for Extension Agent salaries and a \$.50 wage increase to \$14.40 per hour for part-time clerical staff (Dillion). All wage increases are pending Madison Board of Supervisor and Virginia General Assembly approval.

Funding for summer 4-H intern will continue to be cost shared with Virginia Tech. Summer Intern is responsible for the development and delivery of summer youth workshops for underserved audiences in our community in the areas of nutrition, natural resources, science and technology. The summer intern program is a valuable career development tool. Recent graduates of the intern program include a teacher, local veterinarian, four Extension Agents, high school agriculture teacher, geologist, Virginia Tech graduate student and farm manager.

Virginia Department of Agriculture and Consumer Services grant funding of \$1,875 for the pesticide container recycling program at the Orange-Madison Coop will continue for the next fiscal year. These funds provide valuable resources for pesticide safety training, integrated pest management and crop management programs at no cost to the county, but the budget includes a reimbursement line item.

Thank you for your consideration. If you have any questions, please feel free to call me. Please let me know the dates and time of any budget work sessions. We are in the process of preparing the 2019 – 2020 program report for the Board of Supervisors.

Sincerely yours,



L. Brad Jarvis, Jr.
Unit Coordinator

C: Mary Jane Costello, Director of Finance

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY

Extension is a joint program of Virginia Tech, Virginia State University, the U.S. Department of Agriculture, and state and local governments.

Virginia Cooperative Extension programs and employment are open to all, regardless of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status, or any other basis protected by law. An equal opportunity/affirmative action employer.



Virginia
Cooperative
Extension
Virginia Tech • Virginia State University
www.ext.vt.edu

Virginia Cooperative Extension Budget Request

Virginia Polytechnic Institute and State University

Virginia State University

FY 2020

July 1, 2019-June 30, 2020

Budget Request To: County of Madison Unit: Madison VCE

STATE EMPLOYEE SALARIES:

Stafford, ANR Orange Vacant, Jarvis, Appling,
Mallory, Lillard

| | VCE/Other Match | Local Request | Local Appropriation |
|----------------------------|-----------------|---------------|---------------------|
| Salary Requirements | \$ 243,165.00 | \$ 56,106.00 | |
| Benefit Requirements: 37% | \$ 89,971.05 | \$ 20,759.22 | |
| Total Salary and Benefits: | \$ 333,136.05 | \$ 76,865.22 | \$ - |

COUNTY/CITY EMPLOYEE SALARIES:

County Payroll

Dillion

| | VCE Contribution | Local Request | Local Appropriation |
|--------------------------------|------------------|---------------|---------------------|
| Salary Requirements: | \$ - | \$ 18,432.00 | |
| Benefit Requirements: FD Input | \$ - | \$ - | |
| Total Salary and Benefits: | \$ - | \$ 18,432.00 | \$ - |

PROGRAMMATIC SUPPORT SALARIES:

UAA

Interns (one)

| | VCE Contribution | Local Request | Local Appropriation |
|--------------------------------------|------------------|---------------|---------------------|
| State Payroll -FICA 7.75% | | | |
| Salary Requirements: | \$ 30,063.00 | \$ 2,400.00 | |
| State Benefit Requirements: 53.5% FT | \$ 16,083.71 | \$ - | |
| Total Salary and Benefits: | \$ 46,146.71 | \$ 2,400.00 | \$ - |

OFFICE RENT SECTION:

| | VCE Contribution | Local Request | Local Appropriation |
|---|------------------|---------------|---------------------|
| Rental Value of Non-Leased Space: | | | |
| \$ 88,000.00 | | | |
| Actual Rent of Leased Space: | | \$ - | |

OFFICE SUPPORT SERVICES:

| | VCE Contribution | Local Request | Local Appropriation |
|--------------------------------|------------------|---------------|---------------------|
| Total Office Support Services: | \$ 19,600.00 | \$ 10,575.00 | |

GRAND TOTALS:

| | VCE Contribution | Local Request | Local Appropriation |
|--|------------------|---------------|---------------------|
| | \$ 398,882.76 | \$ 108,272.22 | \$ - |

*Total cost of Program: \$ 507,154.98

COUNTY/BILLING ADDRESS:

| | |
|-----------------|-------------------------|
| Bill to: | Mary Jane Costello |
| Address 1: | Director of Finance |
| Address 2: | P.O. Box 705 |
| City/State/Zip: | Madison, Virginia 22727 |

COUNTY/CITY BILLING INSTRUCTIONS:

| |
|--|
| |
|--|

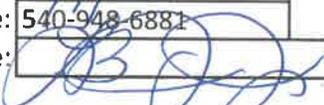
SIGNATURES:

| | | | |
|--------------------------|----------------------------------|----|---|
| County of Madison | has approved an appropriation of | \$ | - |
|--------------------------|----------------------------------|----|---|

as shown in the local appropriation column for Virginia Cooperative Extension work during the

| |
|---------|
| FY 2020 |
|---------|

 fiscal year.

| | |
|-------------------|---|
| Unit Coordinator: | Brad Jarvis |
| Date: | 1/4/19 |
| Telephone: | 540-948-6881 |
| Signature: |  |

| | |
|-----------------------------|--------------------|
| County/City Representative: | Mary Jane Costello |
| Date: | |
| Telephone: | 540-948-5938 |
| Signature: | |

| | |
|--------------------|---------------------|
| District Director: | John G Thompson |
| Date: | |
| Telephone: | (540) 432-6029 x104 |
| Signature: | |

*Total investment in program does not reflect VCE investment in professional development, VCE operational support for information technology (IT) and mobile phones, value of volunteer hours, waived indirect overhead, and pro-rated value of Extension specialists.

| County of Madison | | | | | | | | | | |
|-------------------------|----------------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|---|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: | | CONTINGENCY FUND | | | | | | | | |
| Dept # | | 91100 | | | | | | | | |
| Contact | | MJC | | | | | | | | |
| | | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 10-09 -91 -91100-9200 | CONTINGENCY - GENERAL OPERATIONS | - | - | 265,120.00 | - | 265,120.00 | - | None | 0.00% | set at FY19 rates; to be revised later in budget season |
| 10-09 -91 -91100-9202 | CONTINGENCY - ACCUMULATED LEAVE | - | - | 47,228.00 | - | 47,228.00 | - | None | 0.00% | set at FY19 rates; to be revised later in budget season |
| 10-09 -91 -91100-9206 | Contingency - IT needs | - | - | - | - | - | - | Not budgeted | Not budgeted | |
| | | - | - | 312,348.00 | - | 312,348.00 | - | None | 0.00% | |

| County of Madison | | | | | Bldg Dept | | | | | | |
|-----------------------------|-------------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|----------|--|
| FY2020 Budget Worksheet | | | | | Zoning | | | | | | |
| Department: REVENUE REFUNDS | | | | | CofR | | | | | | |
| Dept # 92100 | | | | | Treas | | | | | | |
| Contact MULT | | | | | Admin Control | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2018 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments | |
| 10-09 -91 -92100-5830 | REFUND BUILDING PERMITS FEES | 199.95 | 112.50 | 1,000.00 | 56.25 | 1,000.00 | - | None | 5.63% | | |
| 10-09 -91 -92100-5831 | REFUND SOIL & EROSION BOND | - | - | - | 8,208.75 | XXXXXXXXXXXX | N/A | Not budgeted | Not budgeted | | |
| 10-09 -91 -92100-5832 | REFUND ZONING APPLICATION FEE | - | 25.00 | 2,000.00 | 25.00 | 2,000.00 | - | None | 1.25% | | |
| 10-09 -91 -92100-5834 | REFUND MISCELLANEOUS | 2,670.95 | 5.00 | 1,500.00 | 1,585.18 | 1,500.00 | - | None | 105.68% | | |
| 10-09 -91 -92100-5840 | REFUND LAND USE FEES | 450.00 | - | 500.00 | 50.00 | 500.00 | - | None | 10.00% | | |
| 10-09 -91 -92100-5860 | REFUND TAXES/INTEREST | 35.70 | - | 250.00 | - | 250.00 | - | None | 0.00% | | |
| 10-09 -91 -92100-5884 | REFUND MISCELLANEOUS | - | 87.44 | - | 1,250.71 | - | - | Not budgeted | Not budgeted | | |
| 10-09 -91 -92100-5885 | REFUND ANIMAL ADOPTION FEE | 265.00 | 475.00 | 300.00 | 285.00 | 300.00 | 200.00 | 66.67% | 95.00% | | |
| 10-09 -91 -92100-5886 | PRA Cash Balance Distribution | 60,475.32 | - | - | - | XXXXXXXXXXXX | N/A | Not budgeted | Not budgeted | | |
| | | 64,096.92 | 704.94 | 5,550.00 | 11,460.89 | 5,750.00 | 200.00 | 3.60% | 206.50% | | |

96100-

Transfers

provided

To Be
Later

| County of Madison FY2020 Budget Worksheet | | | | | | | | | | |
|--|---------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|---|
| Department: | | TOT Fund | | | | | | | | |
| Dept # | | ALL | | | | | | | | |
| Contact | | Tracey Gardener | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2017 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| Tourism: | | | | | | | | | | |
| 11-08 -81 -81902-3314 | WEBSITE MANAGEMENT | - | - | 960.00 | 400.00 | 500.00 | (460.00) | -47.92% | 41.67% | Shared expense w/Eco-Dev |
| 11-08 -81 -81902-3510 | PRINTING | - | - | 7,800.00 | - | 7,800.00 | - | None | 0.00% | |
| 11-08 -81 -81902-3610 | ADVERTISING | - | - | 27,465.00 | 20,295.84 | 23,225.00 | (4,240.00) | -15.44% | 73.90% | Moved some funds for promo |
| 11-08 -81 -81902-5210 | POSTAL SERVICES | - | - | 2,000.00 | 1,226.60 | 2,000.00 | - | None | 61.33% | |
| 11-08 -81 -81902-5540 | SEMINARS & TUITIONS | - | - | 3,000.00 | 682.90 | 3,000.00 | - | None | 22.76% | |
| 11-08 -81 -81902-5810 | DUES | - | - | 3,295.00 | 2,535.00 | 3,295.00 | - | None | 76.93% | |
| 11-08 -81 -81902-5900 | TOURISM ENHANCEMENT | 50,074.17 | 49,809.03 | - | - | - | - | Not budgeted | Not budgeted | |
| 11-08 -81 -81902-6001 | OFFICE SUPPLIES | - | - | 180.00 | 74.95 | 180.00 | - | None | 41.64% | |
| 11-08 -81 -81902-6012 | PROMOTION SUPPLIES | - | - | 5,300.00 | - | 10,000.00 | 4,700.00 | 88.68% | 0.00% | Increased for lapels, kiosks,lights |
| 11-08 -81 -81902-8504 | Signage | - | - | - | - | - | - | Not budgeted | Not budgeted | Excludes \$1,935 in signange paid for from capital budget |
| | | 50,074.17 | 49,809.03 | 50,000.00 | 25,215.29 | 50,000.00 | - | Not budgeted | Not budgeted | |
| | | | | | | | - | None | 50.43% | |
| Germanna Foundation Heritage Promotion: | | | | | | | | | | |
| 11-08 -81 -81903-5530 | LODGING & MEALS | - | - | - | 472.82 | - | - | Not budgeted | Not budgeted | |
| 11-08 -81 -81903-5810 | DUES & ASSOC. MEMBERSHIPS | - | - | - | - | - | - | Not budgeted | Not budgeted | |
| 11-08 -81 -81903-6000 | MATERIALS & SUPPLIES | - | - | - | 223.00 | - | - | Not budgeted | Not budgeted | |
| 11-08 -81 -81903-6008 | VEHICLE/EQUIPMENT FUEL | - | - | - | 42.91 | - | - | Not budgeted | Not budgeted | |
| | | - | - | - | 738.73 | - | - | Not budgeted | Not budgeted | |
| Transfers: | | | | | | | | | | |
| 11-09 -96 -96100-9829 | Transfer to GF | 32500 | 32500 | 47500 | 0 | 47,500.00 | - | None | 0.00% | may change based on revenue budget |
| | | 82,574.17 | 82,309.03 | 97,500.00 | 25,954.02 | 97,500.00 | - | None | 26.62% | |

Virginia
Public
Assistance
Fund

Provided

To Be
Later

| County of Madison | | | | | | | | | | |
|-------------------------|-------------------------------|----------------------------|----------------------------|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|----------|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: | Children's Services Act | | | | | | | | | |
| Dept # | Fund 26 | | | | | | | | | |
| Contact | Tiffany Woodward/Valerie Ward | | | | | | | | | |
| | | | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2017 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 26-05 -53 -53500-9000 | CSA Expenditures | 3,374,910.68 | 2,119,894.35 | 2,953,920.00 | 671,400.26 | 2,750,000.00 | {203,920.00} | -6.90% | 22.73% | |

| County of Madison | | | | | | | | | | |
|-------------------------|--|----------------------------|--|------------------------|---------------------------------------|------------------------|---------------------------|------------------------------|---------------------------------|----------|
| FY2020 Budget Worksheet | | | | | | | | | | |
| Department: | | DEBT SERVICE | NOTE: Debt service for potential capital projects has not been included in this budget | | | | | | | |
| Dept # | | Fund #40 | | | | | | | | |
| Contact | | MIC | | | | | | | | |
| Account No. | Account Name | FY2017 Actual Expenditures | FY2018 Actual Expenditures | FY2019 Original Budget | FY2019 YTD Expenditures at 12/14/2017 | Proposed FY2020 Budget | \$Change from FY19 Budget | %age Change from FY19 Budget | FY2019 % Expended at 12/14/2018 | Comments |
| 95100 | DEBT SERVICE - SCHOOL BOND | | | | | | | | | |
| 40-09 -95 -95100-9110 | PRINCIPAL - DEBT SERVICE | 310,000.00 | 310,000.00 | 310,000.00 | 310,000.00 | 310,000.00 | - | None | 100.00% | |
| 40-09 -95 -95100-9120 | INTEREST - DEBT SERVICE | 46,500.00 | 37,200.00 | 27,900.00 | 27,900.00 | 18,600.00 | (9,300.00) | -33.33% | 100.00% | |
| 95100 Total | | 356,500.00 | 347,200.00 | 337,900.00 | 337,900.00 | 328,600.00 | (9,300.00) | -2.75% | 100.00% | |
| 95104 | DEBT SERVICE - CAPITAL LEASES | | | | | | | | | |
| 40-09 -95 -95104-9111 | PRINCIPAL - CAPITAL LEASE | 76,281.70 | 78,444.15 | 40,053.00 | 40,052.07 | - | (40,053.00) | -100.00% | 100.00% | |
| 40-09 -95 -95104-9121 | INTEREST - CAPITAL LEASE | 4,949.92 | 2,787.47 | 564.00 | 563.74 | - | (564.00) | -100.05% | 99.95% | |
| 95104 Total | | 81,231.62 | 81,231.62 | 40,617.00 | 40,615.81 | - | (40,617.00) | -100.00% | 100.00% | |
| 95105 | DEBT SERVICE - AUTOS | | | | | | | | | |
| 40-09 -95 -95105-9111 | PRINCIPAL - CAPITAL LEASE AUTOS | 56,888.46 | 28,834.47 | - | - | - | - | Not budgeted | Not budgeted | |
| 40-09 -95 -95105-9121 | INTEREST - CAPITAL LEASE AUTOS | 1,307.14 | 263.33 | - | - | - | - | Not budgeted | Not budgeted | |
| 95105 Total | | 58,195.60 | 29,097.80 | - | - | - | - | Not budgeted | Not budgeted | |
| 95107 | DEBT SERVICE - SCHOOL JOINT CIP | | | | | | | | | |
| 40-09 -95 -95107-9110 | PRINCIPAL - DEBT SERVICE | 660,000.00 | 674,500.00 | 690,000.00 | 690,000.00 | 703,500 | 13,500.00 | 1.96% | 100.00% | |
| 40-09 -95 -95107-9120 | INTEREST - DEBT SERVICE | 192,059.50 | 177,869.50 | 163,368.00 | 163,367.75 | 148,533.00 | (14,835.00) | -9.08% | 100.00% | |
| 95107 Total | | 852,059.50 | 852,369.50 | 853,368.00 | 853,367.75 | 852,033.00 | (1,335.00) | -0.16% | 100.00% | |
| 95108 | DEBT SERVICE - SCHOOL LOC | | | | | | | | | |
| 40-09 -95 -95108-9110 | PRINCIPAL - DEBT SERVICE | - | 2,000,000.00 | - | - | - | - | Not budgeted | Not budgeted | |
| 40-09 -95 -95108-9120 | INTEREST - DEBT SERVICE | 39,271.41 | 3,224.02 | - | - | - | - | Not budgeted | Not budgeted | |
| 95108 Total | | (39,271.41) | (2,003,224.02) | - | - | - | - | Not budgeted | Not budgeted | |
| 95109 | Pub Improv Ref Bond,2017 | | | | | | | | | |
| 40-09 -95 -95109-9110 | PRINCIPAL - DEBT SERVICE | - | 89,990.00 | 184,020.00 | 91,460.00 | 188,440 | 4,420.00 | 4.83% | 49.70% | |
| 40-09 -95 -95109-9120 | INTEREST - DEBT SERVICE | - | 24,638.51 | 45,226.00 | 23,159.22 | 40,802 | (4,424.00) | -19.10% | 51.21% | |
| 95109 Total | | - | 114,628.51 | 229,246.00 | 114,619.22 | 229,242.00 | (4.00) | 0.00% | 50.00% | |
| 95200 | Capital Lease- Election Equipment | | | | | | | | | |
| 40-09 -95 -95200-9111 | PRINCIPAL - CAPITAL LEASE | - | - | 23,761.16 | 23,761.16 | 24,472.00 | 710.84 | 2.99% | 100.00% | |
| 40-09 -95 -95200-9121 | INTEREST - CAPITAL LEASE | - | - | 3,771.17 | 3,771.17 | 3,061.00 | (710.17) | -18.83% | 100.00% | |
| 95200 Total | | - | - | 27,532.33 | 27,532.33 | 27,533.00 | 0.67 | 0.00% | 100.00% | |
| TOTAL for FUND | | 1,308,715.31 | (578,696.59) | 1,488,663.33 | 1,374,035.11 | 1,437,408.00 | (51,255.33) | -3.73% | 92.30% | |