

County of Madison	
FY2020 Budget Worksheet	

Department:	BOARD OF SUPERVISORS
Dept #	11100
Contact	Jack Hobbs

Provided by FD

[illegible]

County of Madison FY2020 Budget Worksheet					Provided by FD						
Department:		COUNTY ADMINISTRATOR									
Dept #		12110									
Contact		Jack Hobbs									

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/qtr 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										
					15000x1.04=	15,600				
4 Add funding so as to complete the recodification project in FY20										
					Allowance	12,500				

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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	YAMANET 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 MANAGEMENT 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								
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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	-			
10-01 -12 -12320-3171	ASSESSOR - REASSESSMENT	-	60,518.44	164,300.00	123,155.06	-	825.00	13.36%	0.00%	slight increase for const.
10-01 -12 -12320-5210	POSTAL SERVICES	-	-	500.00	-	250.00	(164,300.00)	-100.00%	74.96%	
		5,432.00	66,984.69	175,975.00	123,155.06	12,250.00	(250.00)	-50.00%	0.00%	
							(163,725.00)	-93.04%	69.98%	

County of Madison										
FY2020 Budget Worksheet										
Department:		BOARD OF EQUALIZATION								
Dept #		12330								
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 -12330-1110	MEMBERS	-	-	12,500.00	-	500.00	1 (12,000.00)	-96.00%	0.00%	
10-01 -12 -12330-1560	PART-TIME - CLERICAL	-	-	2,500.00	-	1,000.00	2 (1,500.00)	-60.00%	0.00%	
10-01 -12 -12330-2100	FICA	-	-	1,147.50	-	114.75	3 (1,032.75)	-90.00%	0.00%	
10-01 -12 -12330-5210	POSTAL SERVICES	-	-	700.00	-	100.00	(600.00)	-85.71%	0.00%	
10-01 -12 -12330-6001	OFFICE SUPPLIES	-	-	700.00	-	100.00	(600.00)	-85.71%	0.00%	
		-	-	17,547.50	-	1,814.75	(15,732.75)	-89.66%	0.00%	
1 BOE term ends 12/31/2019. Estimate 2 meetings if FY20				2 meetings						
				5 members						
				\$ 50.00	\$/meeting/member					
				500.00						
2 Assume reports and other paperwork has to be filed by 12/31/2019										
3 FICA @ 7.65% of member pay and PT clerical										

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	45.83%	9.3% Increase for TL for MGMT 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	0.00%	
10-01 -12 -12410-2100	FICA	10,803.88	11,023.41	12,539.03	5,116.75	12,539.03	-	None	34.36%	
10-01 -12 -12410-2210	VRS	13,064.47	13,303.78	13,160.49	6,031.96	13,160.49	-	None	40.81%	
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	45.83%	
10-01 -12 -12410-2700	WORKMAN'S COMPENSATION	91.47	120.00	122.32	61.50	122.32	-	None	45.84%	
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%	50.28%	
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						Provided by FD					
Department:	REGISTRAR										
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%	FY2020 compensation set at FY2019 rates	
10-01 -13 -13200-1520	CLERICAL	11,071.96	10,711.76	12,352.20	4,952.86	12,352.20	-	None	40.10%		
10-01 -13 -13200-2100	FICA	4,644.35	4,701.32	4,864.06	2,204.04	4,864.06	-	None	45.31%		
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.

[illegible]

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		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		
10-02 -21 -21300-6001	OFFICE SUPPLIES	242.24	466.27	500.00	-	500.00	-	None	0.00%			

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

21700

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.

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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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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	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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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.

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Please see [Special Instructions](#) for more details.

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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

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	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

Madison, VA 22121

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						Provided by FD				
Department:	SHERIFF-COURT SECURITY									
Dept #	21800									
Contact	TWeaver									

County of Madison FY2020 Budget Worksheet												
Department:	VICTIM/WITNESS PROGRAM					Provided by FD						
Dept #	21900											
Contact	CBerry											

County of Madison											
FY2020 Budget Worksheet											
Department:	COMMISSIONER OF ACCOUNTS					Provided by FD					
Dept #	21910										
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
10-02 -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%		

County of Madison																				
FY2020 Budget Worksheet																				
Department:		COMMONWEALTH ATTORNEY						Provided by FD												
Dept #		22100																		
Contact		CBerry																		

OFFICE OF THE MADISON COUNTY COMMONWEALTH'S ATTORNEY²²¹⁰¹

CLARISSA T. BERRY

Commonwealth's Attorney
cberry@madisonco.virginia.gov



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Madison, VA 22727

WADE A. GELBERT

Assistant Commonwealth's Attorney
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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. I

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

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

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

SUPREME COURT OF VIRGINIA



100 NORTH NINTH STREET
RICHMOND, VIRGINIA 23219-2334
(804) 786-6455
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CLERK
PATRICIA L. HARRINGTON
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, reading "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:

A handwritten signature in dark ink, appearing to read 'JBO', followed by a long horizontal flourish.

Deputy Clerk

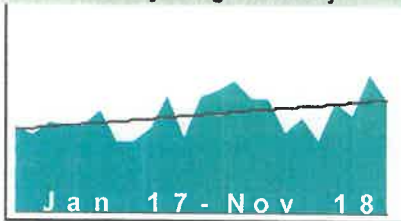
January 2017 -- November 2018 Filings

Dashboard

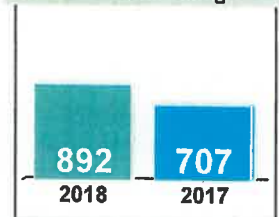
Court: Madison Circuit
 Start/End Date: Jan-17 / Nov-18
 7 Average Month: 66
 Jan-Nov 2017: 707
 Filings Trending: ▲

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	-	-	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	-	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	▲	351
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		

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: Ann H. Kloeckner Title: Executive Director

Printed Name: Ann H. Kloeckner, Esq.

Date: 1/4/19

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

	Jul '19 - Jun 20
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	52,000.00
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	16,000.00
31040 · FOLAW	10,000.00
31050 · Events	7,000.00
Total 31000 · Fundraising	35,500.00
32000 · Contributions - Unrestricted	
32100 · Donations	
32102 · Organization	0.00
32106 · Give Local Piedmont	
32100 · Donations - Other	4,000.00
Total 32100 · Donations	4,000.00
32200 · Client Donations	300.00
32300 · Equal Justice Society - Monthly	800.00
32000 · Contributions - Unrestricted - Other	
Total 32000 · Contributions - Unrestricted	5,100.00
33000 · Donated Services	0.00

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

	Jul '19 - Jun 20
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	13,000.00
Total Income	1,286,651.00
Gross Profit	1,286,651.00

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	<u>18,701.21</u>	<u>52,000.00</u>
30910 · United Way - Piedmont	<u>813.39</u>	<u>813.39</u>
Total 30000 · Grants	<u>464,186.14</u>	<u>1,233,051.99</u>
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	<u>0.00</u>	<u>16,000.00</u>
31040 · FOLAW	3,050.00	10,000.00
31050 · Events	14,431.15	7,000.00
Total 31000 · Fundraising	<u>18,181.15</u>	<u>35,500.00</u>
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	<u>41,662.50</u>	<u>4,000.00</u>
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	<u>43,971.58</u>	<u>5,100.00</u>
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

	Jul '18 - Jun 19	Budget
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 · Kemps	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

	Jul '18 - Jun 19	Budget
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	6,673.06	17,705.00
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	71,764.10	164,553.76
Total 66000 · Payroll Expenses	474,835.35	1,233,893.63
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	1,460.00	0.00
Total Expense	578,458.18	1,453,990.63
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	6,635.71	0.00
Total Other Income	6,635.71	0.00
Other Expense		
80000 · Other Expense		
81000 · Investment Loss	0.00	0.00
Total 80000 · Other Expense	0.00	0.00

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

Total Other Expense
Net Other Income
Net Income

Jul '18 - Jun 19	Budget
0.00	0.00
6,635.71	0.00
-32,639.85	-167,338.64

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	Jul '17 - Jun 18	Budget
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	57,249.26	52,000.00
30910 · United Way - Piedmont	495.00	495.00
Total 30000 · Grants	1,253,403.85	1,228,433.60
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	19,058.92	15,000.00
31040 · FOLAW	7,980.00	10,000.00
31050 · Events	8,295.24	7,000.00
Total 31000 · Fundraising	39,484.16	34,500.00
32000 · Contributions - Unrestricted		
32100 · Donations		
32102 · Organization	195.97	0.00
32100 · Donations - Other	207,469.25	4,000.00
Total 32100 · Donations	207,665.22	4,000.00
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	214,388.58	4,800.00

Legal Aid Works

Profit & Loss Budget vs. Actual

July 2017 through June 2018

	Jul '17 - Jun 18	Budget
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	21,484.50	13,000.00
Total Income	1,707,900.39	1,280,733.60
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	2,239.78	8,980.00
52000 · Subscriptions/Services		
52010 · Kemps	7,698.00	6,000.00
52020 · Online Backup	182.50	400.00
Total 52000 · Subscriptions/Services	7,880.50	6,400.00
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	22,143.37	26,000.00
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	9,490.51	10,300.00
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

	Jul '17 - Jun 18	Budget
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	<u>295,611.44</u>	<u>-56,586.04</u>

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

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 certicaltons
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		
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						Provided by FD				
Department:	EMERGENCY OPERATIONS CENTER									
Dept #	31401									
Contact	Brian Gordon									

County of Madison										
FY2020 Budget Worksheet						Provided by FD				
Department:	EMERGENCY OPERATIONS CENTER									
Dept #	31401									
Contact	Brian Gordon									
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 -31401-5530	LODGING & MEALS	-	50.67	500.00	-	500.00	-	None	0.00%	
10-03 -31 -31401-5540	SEMINARS & TUITIONS	-	-	500.00	-	500.00	-	None	0.00%	
10-03 -31 -31401-5810	DUES	5,755.00	8,784.50	9,400.00	8,330.00	9,400.00	-	None	88.62%	
10-03 -31 -31401-5890	GRANT EXPENDITURES	-	(38,425.00)	-	-	-	-	Not budgeted	Not budgeted	
10-03 -31 -31401-5897	MISCELLANEOUS GRANTS	58,659.95	138,848.92	-	-	-	-	Not budgeted	Not budgeted	
10-03 -31 -31401-6001	OFFICE SUPPLIES	980.67	709.70	1,000.00	96.89	1,000.00	-	None	9.69%	
10-03 -31 -31401-6008	VEHICLE/EQUIPMENT FUEL	257.49	141.53	1,250.00	449.19	1,250.00	-	None	35.94%	
10-03 -31 -31401-6009	VEHICLE/EQUIPMENT MAINTENANCE	26.22	384.21	1,250.00	648.87	1,500.00	250.00	20.00%	51.91%	
10-03 -31 -31401-6011	UNIFORMS & WEARING APPAREL	-	921.98	1,250.00	-	1,250.00	-	None	0.00%	
10-03 -31 -31401-8101	OFFICE EQUIPMENT	112.49	-	1,600.00	-	1,600.00	-	None	0.00%	
10-03 -31 -31401-8102	OFFICE FURNITURE	759.98	21.15	1,000.00	-	1,000.00	-	None	0.00%	
10-03 -31 -31401-8103	IT EQUIPMENT	3,208.64	763.84	6,000.00	-	6,000.00	-	None	0.00%	
NG911 UP FRONT COSTS						-	-	Not budgeted	Not budgeted	moved to new dept - 31402
FIBER CONNECTION TO COUNTY						-	-	Not budgeted	Not budgeted	moved to new dept - 31402
		812,434.26	868,523.26	823,899.12	348,884.24	1,044,626.90	220,727.78	26.79%	42.35%	

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		First 4 line items in FY2020 costs will be funded by VITA on a reimbursement basis						
Contact		Brian Gordon								
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%	
		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.									

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			
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%			
10-03 -32 -32300-5643	BUDILING PROGRAM	150,000.00	-	-	-	-		-	Not budgeted	Not budgeted			pass through from state
		264,600.56	114,802.32	115,000.00	114,802.32	115,000.00		-	None	99.83%			

1:59 PM

01/11/19

Cash Basis

Madison County Rescue Squad Inc.

Balance Sheet

As of December 31, 2018

32300

Dec 31, 18

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

1,100,243.24

Total Checking/Savings

1,100,243.24

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

94,528.31

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

444,136.00

Total 13500 - CD - StellarOne

538,664.31

Total Other Current Assets

731,257.43

Total Current Assets

1,831,500.67

Fixed Assets

15000 - Fixed Assets

15100 - Buildings

192,102.24

15200 - Land

376,996.83

15500 - Vehicles

543,743.33

Total 15000 - Fixed Assets

1,112,842.40

Total Fixed Assets

1,112,842.40

TOTAL ASSETS

2,944,343.07

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

202,700.00

Total Current Liabilities

202,700.00

Total Liabilities

202,700.00

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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

	Jan - Dec 18	Budget
Ordinary Income/Expense		
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

2:03 PM
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

2:03 PM
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
Other Income/Expense		
Other Expense		
89950 - Other Expense	44.99	
Total Other Expense	44.99	
Net Other Income	-44.99	
Net Income	-63,808.75	30,000.00

1:55 PM

01/11/19

Cash Basis

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

	Jan - Dec 18
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	272,525.59
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	56,936.69
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	166,714.43
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	234,947.61
60000 - Training	
60100 - Convention / Symposium / Rescue	3,401.48
60200 - Training / Instructional	3,271.81
60300 - Meetings / Trips	106.69
Total 60000 - Training	6,779.98
70000 - Fund Raising	
70100 - Brunches / Dinners	4,654.31
70200 - Fund Drive	2,481.78
Total 70000 - Fund Raising	7,136.09

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											
												</

COUNTY OF MADISON

FY2020 AGENCY FUNDING APPLICATION

DEADLINE: January 11, 2019



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

PURPOSE/NARRATIVE
<p>Missions and Goals:</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										
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 bud@eted	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								

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.

33300

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											

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%	



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

E X P E N D I T U R E S						
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%

R E V E N U E S						
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><i>CVRJ Resources</i></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><i>Local Government Revenue</i></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><i>Local Government Recovered Medical</i></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
	<u>Revenue from the Commonwealth</u>						
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%
	<u>Revenue from the Federal Government</u>						
330115	Housing Federal Prisoners	\$ 622,280	\$ 667,325	\$ 400,000	\$ 600,000	\$ 200,000	100.00%
	<u>Use of CVRJ Reserves</u>						
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
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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
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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
		Total Support	4
Maintenance	4	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%
	Outside Medical - Fluvanna Allocation	20,721	81,830	90,713	91,266	554	0.61%
	Outside Medical - Greene Allocation	79,252	120,364	96,986	102,275	5,289	5.45%
	Outside Medical- Louisa Allocation	497,715	159,388	201,597	191,388	(10,209)	-5.06%
	Outside Medical - Madison Allocation	48,944	30,539	61,193	65,252	4,059	6.63%
	Outside Medical - Orange Allocation	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 / RRCB	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
Updike 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	Machinery Equipment	FY2020
	Washing Machine/Dryer	20,000
	HVAC	42,000
	Generator	65,000
	Hot Water Heater	20,000
	TOTAL	147,000

8103	Communication Equipment	FY2020
	Radios	15,000

8105	Motor Vehicles	FY2020
	15 Passenger Vans (2)	70,000

Capital - New

8201	Machinery and Equipment	FY2020
	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%

RAPPAHANNOCK JUVENILE CENTER
Draft Revenue Source - FY 2019 - 2020
As of 11/30/18

Budget Expenses	\$ 7,748,803
Sources of Revenue:	
DJJ Block Grant	\$ 1,685,137
Net DJJ Block Grant	\$ 1,685,137
Misc. Revenue/Other Funding Sources:	
USDA Fund Transfer	\$ 75,000
Community Placement Program	\$ 1,401,600
Estimated Interest	\$ 21,000
Estimated Per Diem - Non Jurisdictional	\$ 100,000
Total Misc. Rev./Other Funding Sources:	\$ 1,597,600
Use of RJC Fund Balance:	
Locality - Debt Service	
OP&B	\$ 147,000
Capital Equipment Repair/Replacement	\$ 320,000
Contingency Plan	\$ 200,000
Salary/Incentive	\$ 127,390
Total RJC Funding	\$ 794,390
Sub-Total	\$ 4,077,127
Locality Revenues:	
Grand Total Revenue less DJJ, RJC	\$ 3,671,676
Locality - Debt Service	\$ -
Total Locality Revenues	\$ 3,671,676
Grand Total Revenue	\$ 7,748,803

FREDERICKSBURG - CCD = 2741	Appropriations	\$ 405,537	11.045%	\$ 405,537	TOTAL
KING GEORGE - CCD = 1875	Appropriations	\$ 277,432	7.556%	\$ 277,432	TOTAL
LOUISA - CCD = 714	Appropriations	\$ 105,634	2.877%	\$ 105,634	TOTAL
MADISON - CCD = 712	Appropriations	\$ 105,340	2.869%	\$ 105,340	TOTAL
ORANGE - CCD = 1663	Appropriations	\$ 246,039	6.701%	\$ 246,039	TOTAL
SPOTSYLVANIA - CCD = 8298	Appropriations	\$ 1,227,735	33.438%	\$ 1,227,735	TOTAL
STAFFORD - CCD = 8813	Appropriations	\$ 1,303,922	35.513%	\$ 1,303,922	TOTAL
Grand Total		\$ 3,671,639	100.00%	\$ 3,671,639	

201920

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	\$ -	\$ -	\$ -	\$ 24,750.00	\$ 32,000.00	\$ 6,375.00	\$ 30,000.00
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									
10-5136		PCORI FEE				\$ 200.00				\$ 215.00	\$ 300.00
10-5145	a.	FICA	\$ 215,380.00	\$ 199,323.00	\$ 218,207.00	\$ 211,411.00	\$ 231,914.41	\$ 215,863.00	\$ 231,914.41	\$ 55,593.00	\$ 267,971.20
10-5147	b.	Medicare	\$ 50,372.00	\$ 46,616.00	\$ 51,032.00	\$ 49,443.00	\$ 54,238.05	\$ 50,484.00	\$ 54,238.05	\$ 13,002.00	\$ 62,670.68
10-5150	c.	VRS Retirement	\$ 210,518.00	\$ 195,819.00	\$ 178,988.00	\$ 172,023.00	\$ 189,829.22	\$ 174,804.00	\$ 189,829.22	\$ 37,060.00	\$ 177,751.09
10-5153	d.	VRS Health Credit	\$ 6,024.00	\$ 5,600.00	\$ 6,184.00	\$ 6,935.00	\$ 7,651.47	\$ 7,052.00	\$ 7,651.47	\$ 2,057.00	\$ 10,133.08
10-5155	e.	VRS Group Life	\$ 39,828.00	\$ 37,754.00	\$ 45,005.00	\$ 43,261.00	\$ 47,730.57	\$ 44,040.00	\$ 47,730.57	\$ 11,266.00	\$ 55,309.72
10-5158	f.	VRS / ING - 457b Match	\$ 16,000.00	\$ 15,543.00	\$ 16,000.00	\$ 15,887.00	\$ 16,000.00	\$ 15,988.00	\$ 16,000.00	\$ 3,966.00	\$ 16,000.00
10-5160	g.	Health Insurance	\$ 560,000.00	\$ 530,890.00	\$ 560,000.00	\$ 520,064.00	\$ 600,000.00	\$ 541,084.00	\$ 600,000.00	\$ 155,945.00	\$ 686,000.00
10-5165	h.	Workers' Compensation	\$ 60,000.00	\$ 77,000.00	\$ 80,000.00	\$ 75,148.00	\$ 90,000.00	\$ 70,450.00	\$ 90,000.00	\$ 63,208.00	\$ 75,000.00
10-5167	i.	Retiree Health Care	\$ 19,000.00	\$ 11,374.00	\$ 19,000.00	\$ 8,418.00	\$ 19,000.00	\$ 9,105.00	\$ 19,000.00	\$ 2,415.00	\$ 10,000.00
10-5169	j.	VA Corp Hybrid Short Term Disability	\$ 5,000.00	\$ 3,718.00	\$ 4,000.00	\$ 5,656.00	\$ 8,000.00	\$ 6,155.00	\$ 8,000.00	\$ 1,585.00	\$ 8,000.00
10-5170	k.	Employee Physicals & Background	\$ 200.00	\$ 330.00	\$ 500.00	\$ 100.00	\$ 500.00	\$ 150.00	\$ 500.00	\$ 240.00	\$ 200.00
10-5180	l.	VEC Unemployment Reimbursement	\$ 10,000.00					\$ 2,136.00			
		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.	Supplies - In House	\$ 2,000.00	\$ 1,051.00	\$ 2,000.00	\$ 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									
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	\$ 58,000.00
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		\$ 5,000.00
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	\$ 1,281.00	\$ 5,700.00
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	\$ 1,495.00	\$ 20,000.00
	9	Medical Service									
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	\$ 56,000.00
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	\$ 5,000.00
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	\$ 1,654.00	\$ 6,000.00
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	\$ 690.00	\$ 3,000.00
	11	Office Supplies									
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	\$ 14,000.00
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		\$ 27,000.00
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	\$ 5,854.00	\$ 18,000.00
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	\$ 100.00	\$ 12,000.00
	12	Residential Programs									
10-5855		a. Education	\$ 100.00	\$ -	\$ -	\$ 413.00			\$ 2,000.00	\$ 216.00	\$ 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			
10-5862		c. CPP Commissary Items	\$ -	\$ -	\$ -				\$ 8,000.00	\$ 12,982.00	\$ 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
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	\$ 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									
10-5880		a. Employee Incentives	\$ 750.00	\$ 1,529.00	\$ 750.00	\$ 2,162.00	\$ 750.00	\$ 981.00	\$ 750.00	\$ 199.00	\$ 750.00
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	\$ 2,500.00
10-5882		c. Acknowledgements	\$ 500.00	\$ 275.00	\$ 500.00	\$ 670.00	\$ 500.00	\$ 330.00	\$ 500.00		\$ 500.00
	14	Staff Development									
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	\$ 15,000.00
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	\$ 2,000.00
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	\$ 20,000.00
	15	Information Systems/Tech Support									
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	\$ 5,000.00
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	\$ 24,000.00
	16	Transportation									
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	\$ 281,137.00
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	\$ 6,000.00
	17	Hygiene & Clothing									
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		\$ 10,000.00
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	\$ 1,748.00	\$ 15,000.00
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	\$ 4,821.00	\$ 12,000.00
	18	Utilities									
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	\$ 76,000.00
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	\$ 30,000.00
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	\$ 17,000.00
10-6120		e. Fuel Oil	\$ 2,000.00	\$ 1,218.00	\$ 2,000.00		\$ 2,000.00	\$ 1,874.00	\$ 2,000.00		\$ 2,000.00
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	\$ 6,969.00	\$ 35,000.00
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	Capital Outlay									
15-XXXX		Capital Projects	\$ 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			\$ 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
	20	Contingency						\$ 148,000.00			\$ 147,000.00
40-XXXX		OPEB						\$ 7,271.00	\$ 200,000.00		\$ 200,000.00
40-XXXX		Contingency	\$ 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			\$ 200,000.00	\$ 13,055.00	\$ 200,000.00	\$ 20,433.00	\$ 200,000.00	\$ 155,271.00	\$ 200,000.00	\$ -	\$ 347,000.00
	21	Long-Term Debt									
40-XXXX		Debt Service	\$ 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%		



JEFFERSON AREA COMMUNITY CORRECTIONS

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,

A handwritten signature in black ink, appearing to read "W. R. Carew III".

W. R. Carew III
Executive Director

Support



An Equal Opportunity Employer

COUNTY OF MADISON

FY2020 AGENCY FUNDING APPLICATION

DEADLINE: January 11, 2019



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

PURPOSE/NARRATIVE
<p>Missions and Goals:</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

☒ Public Safety

☐ Health

☐ Arts/Culture

☐ General Community/Civic

☐ Human Services

☐ Education

☐ Environment

☐ 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

Revenue :

	Prior Yr. 2017/2018	Current Yr. 2018/2019	Proposed Yr. 2019/2020			
	Actual	Budget	Projected	\$ Diff.	% Chg.	% Agency Total
Albemarle County	189,686	214,034	218,805	4,771	2.2%	9.0%
City of Charlottesville	235,343	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%	
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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%	
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40. Surplus/(Deficit) *

-22,609	0	0	0	0.0%	
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* 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						Provided by FD				
Department:		BUILDING OFFICIAL								
Dept #		34100								
Contact		WSmith								
							</			

County of Madison											
FY2020 Budget Worksheet						Provided by FD					
Department:	BUILDING OFFICIAL										
Dept #	34100										
Contact	WSmith										

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>			<small>Option / Order Code</small>	<small>UNIT PRICE</small>			
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.) <small>Only enter miles in excess of 50. The spreadsheet will auto calculate the mileage by the qty of vehicles ordered.</small>			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										

County of Madison FY2020 Budget Worksheet																				
Department:		ANIMAL CONTROL & FACILITY					Provided by FD													
Dept #		35103																		
Contact		GCave																		

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

PURPOSE/NARRATIVE
<p>Missions and Goals:</p> <p>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.</p>
<p>Experience and Accomplishments:</p>

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: <u>EXECUTIVE DIRECTOR</u>
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	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 -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%		

COUNTY OF MADISON

FY2020 AGENCY FUNDING APPLICATION

DEADLINE: January 11, 2019



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

PURPOSE/NARRATIVE
<p>Missions and Goals:</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>Experience and Accomplishments:</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

Category of Funding

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

Funding Request:

\$ 3,000

Signature: _____



Title: Executive Director

Printed Name: Cathee Johnson Phillips

Date: 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, NCAttrak, 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										
Dept #: 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						Provided by FD					
Department:	FACILITIES & MAINTENANCE										
Dept #	43200										
Contact	RBerry										

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 CHRGR	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 CHRGR.	-	-	-				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 CONTINUOUS 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)	Acutal	Acutal	YTD				%
Non-Personnel Expenses	FY17	FY18	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	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.	Lickliter, 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)
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20	Population Health Coordinator	Achter, April	Classified	11%	100% Coop (66.63% State, 36.37% Local)
21	Procurement Specialist/Human Resource Asst.	Lickliter, 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	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.	Lickliter, 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 doses 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

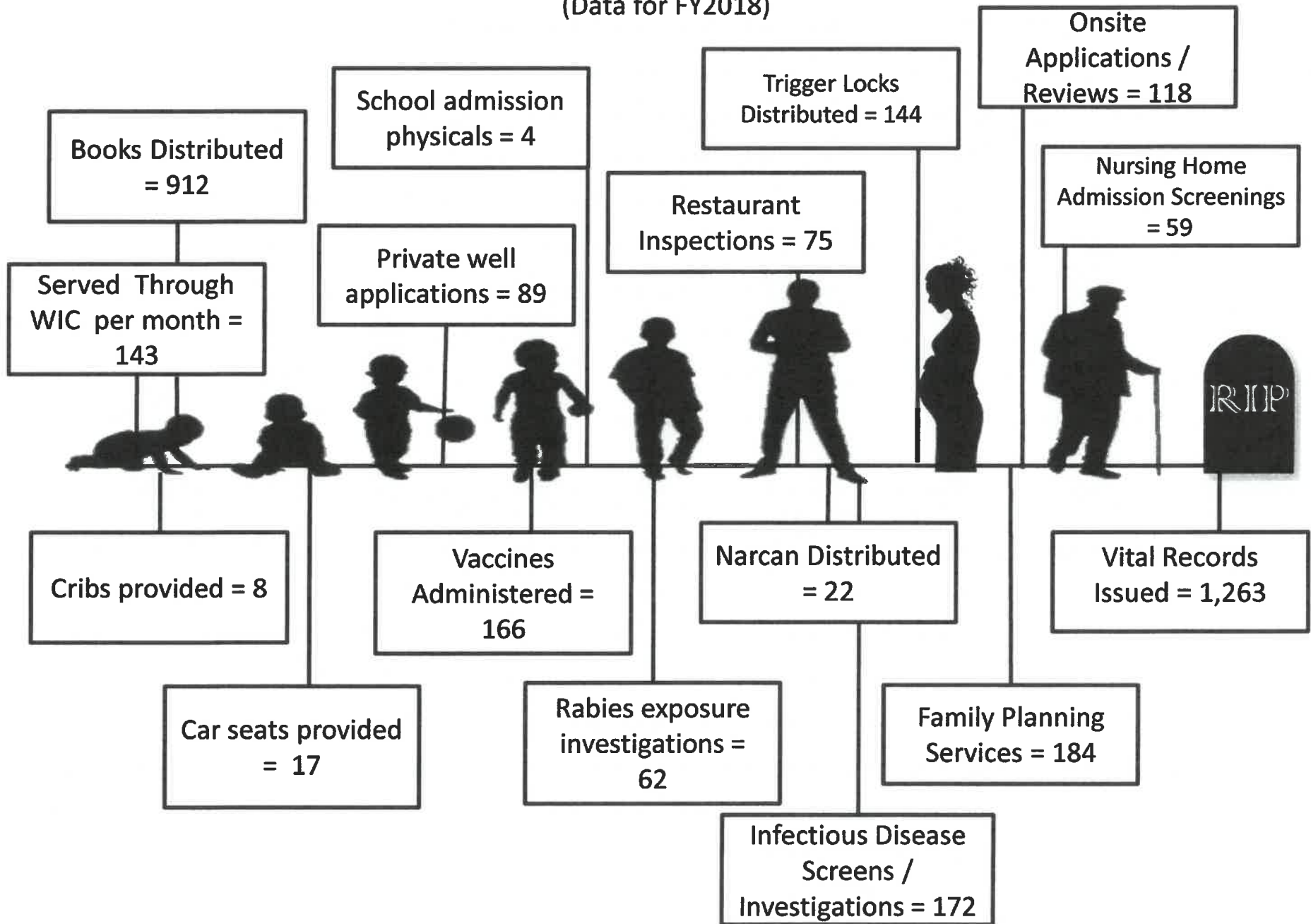
Emergency Preparedness:

- 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											

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	TOTAL
Homeless Status	6,836
County: <Unspecified>	210
<Unspecified>	203
Homeless Shelter	7
County: 22701	2
<Unspecified>	2
County: 22960	1
<Unspecified>	1
County: Albemarle	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: Culpper <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	17,922.04	37,095.39	25,085.12	32,958.02	32,738.11	145,798.68
4001.01 Self Pay - A	18,227.00	39,863.00	22,083.00	33,360.00	26,443.00	139,976.00
4001.02 Self Pay - B	\$ 36,149.04	\$ 76,958.39	\$ 47,168.12	\$ 66,318.02	\$ 59,181.11	\$ 285,774.68
Total 4001 Self Pay						0.00
4010 Medicaid	23,826.06	37,947.00	22,597.50	39,081.17	28,445.47	151,897.20
4010.01 Children	22,042.54	19,286.79	22,196.45	33,779.25	21,198.18	118,503.21
4010.02 Adults	\$ 45,868.60	\$ 57,233.79	\$ 44,793.95	\$ 72,860.42	\$ 49,643.65	\$ 270,400.41
Total 4010 Medicaid	3,023.00	2,697.00	2,322.00	3,822.00	2,845.00	14,709.00
4012 EARNED GRANT REVENUE	\$ 85,040.64	\$ 136,889.18	\$ 94,284.07	\$ 143,000.44	\$ 111,669.76	\$ 570,884.09
Total 4000 Production						0.00
4900 Adjmnts/Discnts/Rfnds/W-offs	-7,813.40	-10,034.31	-14,095.97	-11,825.41	-9,313.57	-53,082.66
4900.04 Previous month adjustments					166.00	166.00
4900.06 Bad Debt Write Off	-\$ 7,813.40	-\$ 10,034.31	-\$ 14,095.97	-\$ 11,825.41	-\$ 9,147.57	-\$ 52,916.66
Total 4900 Adjmnts/Discnts/Rfnds/W-offs	\$ 77,227.24	\$ 126,854.87	\$ 80,188.10	\$ 131,175.03	\$ 102,522.19	\$ 517,967.43
Total Income						0.00
Cost of Goods Sold						0.00
5010 Dental Supplies	356.63	703.11	368.19	657.77	352.26	2,437.96
5010.01 Oxygen/ Nitrous	6,338.11	6,413.66	3,239.72	13,143.24	11,099.84	40,234.57
5010.02 Consumable Supplies		3,178.43	498.14	1,315.13	46.80	5,038.50
5010.03 Equipment	\$ 6,694.74	\$ 10,295.20	\$ 4,106.05	\$ 15,116.14	\$ 11,498.90	\$ 47,711.03
Total 5010 Dental Supplies						0.00
5020 Other Dental Expenses	1,288.35	3,001.95	2,502.40	6,129.15	65.65	12,987.50
5020.01 Laboratory Expenses			176.65			176.65
5020.02 Waste Disposal	334.46	230.00		319.39		883.85
5020.03 Dental Equipment Maintenance	-300.00				50.15	-249.85
5020.05 Licensing Costs	695.83	465.83				1,161.66
5020.07 Other Costs of Services - COS						

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							
	\$ 2,018.64	\$ 3,697.78	\$ 4,650.74	\$ 8,270.77	\$ 1,309.03	\$	19,946.96
Total 5020 Other Dental Expenses							0.00
5090 Dental Salaries & Services							
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
	\$ 35,267.97	\$ 36,693.36	\$ 33,895.27	\$ 50,224.37	\$ 45,244.50	\$	201,325.47
Total 5090 Dental Salaries & Services							0.00
5091 Contract Labor - COS							
	1,000.00		800.00	4,400.00			6,200.00
5091.01 Dentist - Contractual Services							
	\$ 1,000.00	\$ 0.00	\$ 800.00	\$ 4,400.00	\$ 0.00	\$	6,200.00
Total 5091 Contract Labor - COS							0.00
5093 Payroll Taxes & Benefits							
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
	\$ 4,298.09	\$ 4,646.04	\$ 4,292.29	\$ 5,058.57	\$ 4,331.51	\$	22,626.50
Total 5093 Payroll Taxes & Benefits							0.00
5094 VCU							
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
	\$ 7,200.00	\$ 7,400.00	\$ 6,050.00	\$ 10,200.00	\$ 8,000.00	\$	38,850.00
Total 5094 VCU							
	\$ 56,479.44	\$ 62,732.38	\$ 53,794.35	\$ 93,269.85	\$ 70,383.94	\$	336,659.96
Total Cost of Goods Sold							
	\$ 20,747.80	\$ 64,122.49	\$ 26,393.75	\$ 37,905.18	\$ 32,138.25	\$	181,307.47
Gross Profit							
Expenses							0.00
6000 Operating Expenses							
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

	783.44	2,521.77	2,812.14	2,688.71	1,375.00	10,181.06
6000.08 Legal & Accounting		30.00	30.00			60.00
6000.09 Recruiter						
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
						0.00
6100 Facilities and Office						25,000.00
6100.01 Rent	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	
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
			422.60			422.60
6200 Insurance		1,176.00		588.00		1,764.00
6200.01 Directors & Officers						
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
						0.00
7000 Admin Expenses						0.00
7001 Salaries						78,734.13
7001.01 Salary Expense - Admin	12,659.38	17,125.72	15,553.59	17,315.96	16,079.48	
Total 7001 Salaries	\$ 12,659.38	\$ 17,125.72	\$ 15,553.59	\$ 17,315.96	\$ 16,079.48	\$ 78,734.13
						0.00
7100 Payroll Taxes & Benefits - Admin						5,654.55
7100.01 FICA/MC	891.52	1,237.49	1,117.19	1,248.53	1,159.82	
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

	-886.74	1,066.72	469.09	241.90	244.67	1,135.64	
7100.06 Accrued Vacation				160.26	-45.76	114.50	
7100.07 Dental Insurance Premiums							17,228.10
Total 7100 Payroll Taxes & Benefits - Admin	\$ 2,213.64	\$ 5,533.64	\$ 3,855.93	\$ 1,891.67	\$ 3,733.22	\$	0.00
7200 Other Admin Expenses							99.95
7200.02 Background Check		19.95		80.00			867.51
7200.03 Staff Appreciation	346.59	194.28	145.58	181.06			2,172.47
7200.04 Staff Training		228.95	95.00	999.98	848.54		3,139.93
Total 7200 Other Admin Expenses	\$ 346.59	\$ 443.18	\$ 240.58	\$ 1,261.04	\$ 848.54	\$	0.00
7500 Travel				206.65	104.63		311.28
7500.01 Travel Mileage			33.79				33.79
7500.02 Travel Meals				134.77			134.77
7500.03 Lodging							479.84
Total 7500 Travel	\$ 0.00	\$ 0.00	\$ 33.79	\$ 341.42	\$ 104.63	\$	80.00
7600 Staff Expenses					80.00		45.75
7710 Vehicle Expenses		45.75					188.92
7710.01 Fuel	45.15		50.01	50.36	43.40		755.21
7710.03 Repair and Maintenance	299.71	119.91		218.04	117.55		989.88
Total 7710 Vehicle Expenses	\$ 344.86	\$ 165.66	\$ 50.01	\$ 268.40	\$ 160.95	\$	0.00
7900 Depreciation Expense							9,044.40
7900.11 Depreciation-Dental Equipment	1,808.88	1,808.88	1,808.88	1,808.88	1,808.88		1,293.30
7900.12 Depreciation-Office Equipment	258.66	258.66	258.66	258.66	258.66		10,337.70
Total 7900 Depreciation Expense	\$ 2,067.54	\$ 2,067.54	\$ 2,067.54	\$ 2,067.54	\$ 2,067.54	\$	110,989.58
Total 7000 Admin Expenses	\$ 17,632.01	\$ 25,335.74	\$ 21,801.44	\$ 23,146.03	\$ 23,074.36	\$	293.03
8000 Miscellaneous Expenses		233.74	24.22		35.07		68.44
8500 Taxes & Licenses				68.44			199,875.66
Total Expenses	\$ 31,076.01	\$ 48,078.27	\$ 41,824.30	\$ 42,820.33	\$ 36,076.75	\$	-18,568.19
Net Operating Income	-\$ 10,328.21	\$ 16,044.22	-\$ 15,430.55	-\$ 4,915.15	-\$ 3,938.50	-\$	
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
	533.40						13,500.00
9021 Individuals	5,000.00		6,000.00	2,500.00			32.97
9022 Business		9.30		17.68	5.99		0.00
9023 Foundations							5,000.00
9025 Local Funds			5,000.00				1,000.00
9025.03 County of Greene			1,000.00				-2,500.00
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	\$ 3,500.00	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	\$ 23,371.37	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	\$ 3,882.65	67.25
9990 Interest Income	9.82	15.49	15.47	16.73	9.74		30.00
9999 Miscellaneous Income					30.00		27,381.26
Total Other Income	\$ 7,591.20	\$ 1,889.45	\$ 12,370.47	\$ 2,534.41	\$ 2,995.73	\$ 27,381.26	0.00
Other Expenses					0.00		0.00
Reconciliation Discrepancies	\$ 0.00	\$ 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	8,813.07
Net Other Income	-\$ 2,737.01	\$ 17,933.67	-\$ 3,060.08	-\$ 2,380.74	-\$ 942.77		
Net Income							

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Piedmont Regional Dental Clinic Proposed Budget Overview: FY20

July 2019 - June 2020

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
Income											
4000 Production											
4001 Self Pay											
4001.01 Self Pay - A	30,227.52	34,761.66	27,204.77	34,761.66	27,204.77	25,693.40	29,781.90	28,270.52	29,781.90	31,293.28	29,781.90
4001.02 Self Pay - B	15,689.21	18,042.59	14,120.29	18,042.59	14,120.29	13,335.82	16,473.67	15,689.21	16,473.67	17,258.12	16,473.67
Total 4001 Self Pay	\$ 45,916.73	\$ 52,804.25	\$ 41,325.06	\$ 52,804.25	\$ 41,325.06	\$ 39,029.22	\$ 46,255.57	\$ 43,959.73	\$ 46,255.57	\$ 48,551.41	\$ 46,255.57
4010 Medicaid											
4010.01 Children	38,073.19	43,784.17	34,265.86	43,784.17	34,265.86	32,362.21	39,976.84	38,073.19	39,976.84	41,880.51	39,976.84
4010.02 Adults	19,010.08	21,861.59	17,109.07	21,861.59	17,109.07	16,158.57	21,917.59	20,967.08	21,917.59	22,868.08	21,917.59
Total 4010 Medicaid	\$ 57,083.27	\$ 65,645.75	\$ 51,374.94	\$ 65,645.75	\$ 51,374.94	\$ 48,520.78	\$ 61,894.43	\$ 59,040.27	\$ 61,894.43	\$ 64,748.59	\$ 61,894.43
Total 4000 Production	\$ 103,000.00	\$ 118,450.00	\$ 92,700.00	\$ 118,450.00	\$ 92,700.00	\$ 87,550.00	\$ 108,150.00	\$ 103,000.00	\$ 108,150.00	\$ 113,300.00	\$ 108,150.00
4900 Adjmnts/Discnts/Rfnds/W-offs	1,556.54	-1,746.90	6,962.65	-9,040.12	-3,128.84	954.87	-3,126.59	-2,990.07	-7,456.24	-3,433.32	-
4900.90 Refunds	0.00	0.00	-11.33	-66.95	0.00	0.00	0.00	0.00	0.00	0.00	-
Total 4900 Adjmnts/Discnts/Rfnds/W-offs	\$ 1,556.54	-\$ 1,746.90	\$ 6,951.32	-\$ 9,107.07	-\$ 3,128.84	\$ 954.87	-\$ 3,126.59	-\$ 2,990.07	-\$ 7,456.24	-\$ 3,433.32	-\$ 3,433.32
Total Income	\$ 104,556.54	\$ 116,703.10	\$ 99,651.32	\$ 109,342.93	\$ 89,571.16	\$ 88,504.87	\$ 105,023.41	\$ 100,009.93	\$ 100,693.76	\$ 109,866.68	\$ 108,000.00
Cost of Goods Sold											
5010 Dental Supplies											
5010.01 Oxygen/ Nitrous	515.00	515.00	515.00	515.00	515.00	515.00	515.00	515.00	515.00	515.00	515.00
5010.02 Consumable Supplies	5,150.00	6,273.39	7,002.19	5,979.08	6,560.57	5,374.27	5,310.29	6,301.41	6,000.59	6,041.63	6,041.63
5010.03 Equipment	2,419.69	6,888.89	1,600.87	2,253.57	0.00	0.00	0.00	0.00	205.74	0.00	0.00
Total 5010 Dental Supplies	\$ 8,084.69	\$ 13,677.28	\$ 9,118.05	\$ 8,747.65	\$ 7,075.57	\$ 5,889.27	\$ 5,825.29	\$ 6,816.41	\$ 6,721.34	\$ 6,556.63	\$ 7,000.00
5020 Other Dental Expenses											
5020.01 Laboratory Expenses	2,594.09	2,588.39	1,358.67	4,743.15	2,445.22	2,460.67	1,783.75	2,086.78	2,581.76	1,932.40	2,086.78
5020.02 Waste Disposal	214.58	214.58	214.58	214.58	214.58	214.58	214.58	214.58	214.58	214.58	214.58
5020.03 Dental Equipment Maintenance	515.00	515.00	515.00	515.00	515.00	515.00	515.00	515.00	515.00	515.00	515.00
5020.04 Insurance - Dental Liability	536.63	536.63	536.63	536.63	536.63	536.63	536.63	536.63	536.63	536.63	536.63
5020.05 Licensing Costs	0.00	412.00	171.24	171.24	171.24	0.00	0.00	0.00	306.19	0.00	0.00
5020.06 Outside Dental Services	0.00	0.00	0.00	0.00	0.00	0.00	3,022.84	0.00	0.00	0.00	0.00
5020.08 Dental IT	515.00	515.00	515.00	515.00	515.00	515.00	515.00	515.00	515.00	515.00	515.00

July 2019 - June 2020

Proposed Budget 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
	\$ 4,375.30	\$ 4,781.60	\$ 3,311.12	\$ 6,695.60	\$ 4,397.67	\$ 4,241.88	\$ 6,587.81	\$ 3,867.99	\$ 4,669.15	\$ 3,713.61	\$ 4,150.00
Total 5020 Other Dental Expenses											
5090 Dental Salaries & Services	18,883.33	18,883.33	18,883.33	18,883.33	18,883.33	18,883.33	18,883.33	18,883.33	18,883.33	18,883.33	18,883.33
5090.01 Dentist Salaries	1,142.54	1,374.25	1,308.32	975.23	1,680.65	647.11	1,288.50	1,773.26	2,871.59	3,643.32	3,530.00
5090.02 Hygienist Salaries	11,807.31	14,078.64	17,476.90	16,860.29	16,217.39	14,079.03	16,337.20	14,642.96	14,589.23	16,235.21	17,510.00
5090.03 Dental Assistant Salaries											
Total 5090 Dental Salaries & Services	\$ 31,833.18	\$ 34,336.21	\$ 37,668.54	\$ 36,718.85	\$ 36,781.37	\$ 33,609.47	\$ 36,509.03	\$ 35,299.55	\$ 36,344.15	\$ 38,761.86	\$ 39,920.00
5091 Contract Labor - COS	2,060.00	2,060.00	2,060.00	2,060.00	2,060.00	2,060.00	2,060.00	2,060.00	2,060.00	2,060.00	2,060.00
5091.01 Dentist - Contractual Services											
Total 5091 Contract Labor - COS	\$ 2,060.00	\$ 2,060.00	\$ 2,060.00	\$ 2,060.00	\$ 2,060.00	\$ 2,060.00	\$ 2,060.00	\$ 2,060.00	\$ 2,060.00	\$ 2,060.00	\$ 2,060.00
5093 Payroll Taxes & Benefits	2,482.99	2,678.23	2,938.15	2,864.07	2,868.95	2,621.54	2,847.70	2,753.37	2,834.85	3,023.42	3,100.00
5093.01 FICA/MC	222.84	240.35	263.68	257.04	257.47	235.26	255.56	247.10	254.41	271.33	270.00
5093.02 SUTA	742.49	3,041.21	492.31	739.73	3,081.97	707.14	471.53	235.94	612.23	432.32	410.00
5093.04 Medical Ins	108.16	145.79	130.68	176.62	186.55	148.01	172.33	158.40	186.50	172.51	170.00
5093.05 Worker's Comp Ins	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5093.06 Accrued Vacation											
Total 5093 Payroll Taxes & Benefits	\$ 3,556.48	\$ 6,105.57	\$ 3,824.81	\$ 4,037.46	\$ 6,394.94	\$ 3,711.94	\$ 3,747.13	\$ 3,394.81	\$ 3,887.99	\$ 3,899.59	\$ 3,900.00
5094 VCU	7,416.00	7,416.00	8,240.00	8,240.00	8,240.00	8,240.00	8,240.00	8,240.00	8,240.00	8,240.00	8,240.00
5094.01 Salaries	319.30	466.24	437.75	721.00	0.00	257.50	442.90	180.25	0.00	0.00	0.00
5094.09 Student Stipend											
Total 5094 VCU	\$ 7,735.30	\$ 7,882.24	\$ 8,677.75	\$ 8,961.00	\$ 8,240.00	\$ 8,497.50	\$ 8,682.90	\$ 8,420.25	\$ 8,240.00	\$ 8,240.00	\$ 8,240.00
Total Cost of Goods Sold	\$ 57,644.94	\$ 68,842.90	\$ 64,660.28	\$ 67,220.55	\$ 64,949.55	\$ 58,010.06	\$ 63,412.16	\$ 59,859.01	\$ 61,922.63	\$ 63,231.69	\$ 65,000.00
Gross Profit	\$ 46,911.60	\$ 47,860.20	\$ 34,991.04	\$ 42,122.38	\$ 24,621.60	\$ 30,494.81	\$ 41,611.26	\$ 40,150.92	\$ 38,771.13	\$ 46,634.99	\$ 42,000.00
Expenses											
6000 Operating Expenses	1,030.00	1,030.00	1,030.00	1,030.00	3,816.86	1,030.00	1,030.00	1,030.00	1,030.00	1,030.00	1,030.00
6000.01 Advertising and Promotion	1,030.00	1,030.00	1,030.00	1,030.00	1,030.00	1,030.00	1,030.00	1,030.00	1,030.00	1,030.00	1,030.00
6000.03 Bank & Other Service Charges	2,291.75	2,291.75	2,291.75	2,291.75	2,291.75	2,291.75	2,291.75	2,291.75	2,291.75	2,291.75	2,291.75
6000.08 Legal & Accounting	30.90	30.90	30.90	30.90	30.90	30.90	30.90	30.90	30.90	30.90	30.90
6000.09 Recruiter	2,060.00	2,060.00	2,060.00	2,060.00	2,060.00	2,060.00	2,060.00	2,060.00	2,060.00	2,060.00	2,060.00
6000.12 IT/Software											

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
											12
6000.13 Memberships & Assn	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
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	\$ 6,56
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	5,15
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	38
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	1,05
6100.04 Office Supplies	566.50	566.50	566.50	566.50	566.50	566.50	566.50	566.50	566.50	566.50	56
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	10
6100.06 Postage & Shipping	206.00	206.00	206.00	206.00	206.00	206.00	206.00	206.00	206.00	206.00	20
6100.07 Stationery & Printing	257.50	257.50	257.50	257.50	257.50	257.50	257.50	257.50	257.50	257.50	25
6100.08 Cleaning Services	515.00	515.00	772.50	772.50	772.50	772.50	772.50	772.50	772.50	772.50	77
6100.09 Repair & Maintenance	515.00	515.00	515.00	515.00	515.00	515.00	515.00	515.00	515.00	515.00	51
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	\$ 9,0
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	16
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	1,5
Total 6200 Insurance	\$ 1,758.55	\$ 175.44	\$ 175.44	\$ 1,750.13	\$ 167.02	\$ 167.02	\$ 1,750.13	\$ 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
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
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
7100.02 SUTA	120.49	150.01	135.67	151.64	165.51	143.32	159.81	145.17	144.91	157.64	15
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
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	9
7100.06 Accrued Vacation	515.00	515.00	515.00	515.00	515.00	515.00	515.00	515.00	515.00	515.00	51
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	\$

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	\$ 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	\$ 51.50	\$ 51.50	\$ 51.50	\$ 51.50
7600 Staff Expenses											
7710 Vehicle Expenses	133.90	41.20	0.00	0.00	0.00	0.00	82.40	0.00	0.00	0.00	0.00
7710.01 Fuel											
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	\$ 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	\$ 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											
8500 Taxes & Licenses	103.00	103.00	103.00	103.00	103.00	103.00	103.00	103.00	103.00	103.00	103.00
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											
9021 Individuals	0.00	0.00	0.00	406.85	7,982.50	1,545.00	103.00	5,150.00	4,041.57	0.00	0.00
9022 Business	0.00	0.00	2,575.00	0.00	1,030.00	0.00	0.00	10,300.00	0.00	5,150.00	0.00
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	0.00

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	\$ 0.00
9024 Clubs/Civic	0.00	0.00	0.00	0.00	0.00	458.35	0.00	257.50	0.00	0.00	3.60
9025 Local Funds	515.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.57
9025.01 Town of Orange	0.00	0.00	1,339.00	0.00	0.00	1,339.00	0.00	0.00	1,339.00	0.00	1.54
9025.03 County of Greene	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.72
9025.05 Madison County	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9025.06 County of Culpeper	\$ 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
Total 9025 Local Funds	0.00	0.00	365.65	0.00	0.00	623.15	0.00	0.00	365.65	0.00	7.72
9026 Faith Based 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
Total 9020 Donations											7.72
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	7.72
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	\$ 7.72
Total 9040 Grants	6.77	11.81	5.56	4.17	3.21	3.99	3.32	3.77	3.70	5.70	0.00
9990 Interest Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9999 Miscellaneous 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	\$ 8.44
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	\$ 8.44
Net Other 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	\$ 9.44
Net Income											

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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	0.00
4010 Medicaid													450,963.96
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	236,567.93
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	687,531.89
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	1,220,000.00
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	-20,823.33
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	-142.00
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	20,965.33
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	\$ 1,199,034.67
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	0.00
Cost of Goods Sold													6,000.00
5010 Dental Supplies													70,942.08
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	12,979.37
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	89,921.45
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	0.00
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	27,859.11
5020 Other Dental Expenses													2,500.00
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	6,000.00
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	208.33	6,252.00
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	1,496.02
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	2,934.80
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	6,000.00
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	53,041.93
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	0.00
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	220,000.00
5090 Dental Salaries & Services													23,073.57
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	18,333.33	181,891.49
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	424,965.06
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	0.00
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	24,000.00
5091 Contract Labor - COS													24,000.00
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	0.00
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	33,147.27
5093 Payroll Taxes & Benefits													
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	

Piedmont Regional Dental Clinic
Budget Overview: FY19 - FY19 P&L

July 2018 - June 2019

Budget Overview - FY 2019														
July 2018 - June 2019														
5093.02 SUTA	216.35	233.35	256.00	249.55	249.97	228.41	248.12	239.90	247.00	263.43	271.34	271.34	2,974.76	
5093.04 Medical Ins	720.86	2,952.63	477.97	718.18	2,992.20	686.54	457.80	229.07	594.40	419.73	0.00	0.00	10,249.38	
5093.05 Worker's Comp Ins	105.01	141.54	126.87	171.48	181.12	143.70	167.31	153.79	181.07	167.49	158.50	0.00	1,697.88	
5093.06 Accrued Vacation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	86.69	86.69	
Total 5093 Payroll Taxes & Benefits	\$ 3,452.89	\$ 5,927.74	\$ 3,713.41	\$ 3,919.86	\$ 6,208.68	\$ 3,603.83	\$ 3,637.99	\$ 3,295.93	\$ 3,774.75	\$ 3,786.01	\$ 3,453.35	\$ 3,381.54	\$ 48,155.98	
5094 VCU													94,400.00	
5094.01 Salaries	7,200.00	7,200.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	2,842.66	
5094.09 Student Stipend	310.00	452.66	425.00	700.00	0.00	250.00	430.00	175.00	0.00	0.00	100.00	0.00	\$ 97,242.66	
Total 5094 VCU	\$ 7,510.00	\$ 7,652.66	\$ 8,425.00	\$ 8,700.00	\$ 8,000.00	\$ 8,250.00	\$ 8,430.00	\$ 8,175.00	\$ 8,000.00	\$ 8,000.00	\$ 8,100.00	\$ 8,000.00	\$ 97,327.08	
Total Cost of Goods Sold	\$ 55,965.96	\$ 66,837.77	\$ 62,776.97	\$ 65,262.67	\$ 63,057.82	\$ 56,320.45	\$ 61,565.20	\$ 58,115.54	\$ 60,119.06	\$ 61,389.99	\$ 63,245.67	\$ 62,669.98	\$ 737,327.08	
Gross Profit	\$ 45,545.24	\$ 46,466.21	\$ 33,971.88	\$ 40,895.51	\$ 23,904.47	\$ 29,606.61	\$ 40,399.28	\$ 38,981.48	\$ 37,641.87	\$ 45,276.69	\$ 41,688.33	\$ 37,330.02		0.00
Expenses														14,705.69
6000 Operating Expenses														12,000.00
6000.01 Advertising and Promotion	1,000.00	1,000.00	1,000.00	1,000.00	3,705.69	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	26,700.00
6000.03 Bank & Other Service Charges	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	360.00
6000.08 Legal & Accounting	2,225.00	2,225.00	2,225.00	2,225.00	2,225.00	2,225.00	2,225.00	2,225.00	2,225.00	2,225.00	2,225.00	2,225.00	2,225.00	24,000.00
6000.09 Recruiter	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	120.00
6000.12 IT/Software	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	2,000.00	0.00
6000.13 Memberships & Assn	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.00	0.00	0.00	636.76
6000.14 Publications	0.00	0.00	563.51	0.00	35.00	0.00	27.00	2.25	4.50	4.50	0.00	0.00	0.00	0.00
Total 6000 Operating Expenses	\$ 6,255.00	\$ 6,255.00	\$ 6,818.51	\$ 6,255.00	\$ 8,995.69	\$ 6,255.00	\$ 6,282.00	\$ 6,257.25	\$ 6,259.50	\$ 6,259.50	\$ 6,375.00	\$ 6,255.00	\$ 78,522.45	
6100 Facilities and Office														60,000.00
6100.01 Rent	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	7,081.36
6100.02 Telephone & Communications	1,883.90	309.45	159.63	1,256.84	670.27	667.58	330.46	281.32	393.19	376.24	376.24	376.24	376.24	12,312.00
6100.03 Electric, water, sewer	1,026.00	1,026.00	1,026.00	1,026.00	1,026.00	1,026.00	1,026.00	1,026.00	1,026.00	1,026.00	1,026.00	1,026.00	1,026.00	6,600.00
6100.04 Office Supplies	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	1,200.00
6100.05 Facility/Cleaning Supplies	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	2,400.00
6100.06 Postage & Shipping	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	3,000.00
6100.07 Stationery & Printing	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	8,500.00
6100.08 Cleaning Services	500.00	500.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	6,000.00
6100.09 Repair & 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	500.00	107,093.36
Total 6100 Facilities and Office	\$ 10,009.90	\$ 8,435.45	\$ 8,535.63	\$ 9,632.84	\$ 9,046.27	\$ 9,043.58	\$ 8,706.46	\$ 8,657.32	\$ 8,769.19	\$ 8,752.24	\$ 8,752.24	\$ 8,752.24	\$ 8,752.24	0.00
6200 Insurance														1,970.43
6200.01 Directors & Officers	170.33	170.33	170.33	162.16	162.16	162.16	162.16	162.16	162.16	162.16	162.16	162.16	162.16	6,148.00
6200.03 Commerical	1,537.00	0.00	0.00	1,537.00	0.00	0.00	1,537.00	0.00	0.00	1,537.00	0.00	0.00	0.00	8,118.43
Total 6200 Insurance	\$ 1,707.33	\$ 170.33	\$ 170.33	\$ 1,699.16	\$ 162.16	\$ 162.16	\$ 1,699.16	\$ 162.16	\$ 162.16	\$ 1,699.16	\$ 162.16	\$ 162.16	\$ 162.16	0.00
7000 Admin Expenses														0.00
7001 Salaries														216,460.41
7001.01 Salary Expense - Admin	14,622.00	18,205.02	16,465.03	18,403.05	20,086.27	17,393.45	19,395.23	17,617.20	17,585.65	19,130.73	18,778.39	18,778.39	18,778.39	\$ 216,460.41
Total 7001 Salaries	\$ 14,622.00	\$ 18,205.02	\$ 16,465.03	\$ 18,403.05	\$ 20,086.27	\$ 17,393.45	\$ 19,395.23	\$ 17,617.20	\$ 17,585.65	\$ 19,130.73	\$ 18,778.39	\$ 18,778.39	\$ 18,778.39	0.00
7100 Payroll Taxes & Benefits - Admin														16,559.26
7100.01 FICA/MC	1,118.58	1,392.68	1,259.57	1,407.83	1,536.60	1,330.64	1,483.74	1,347.72	1,345.30	1,463.50	1,436.55	1,436.55	1,436.55	

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	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
7100.04 Medical Insurances	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
7100.05 Workers Comp Ins	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
7100.06 Accrued Vacation													0.00
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													1,200.00
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													0.00
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	80.00	0.00	0.00	0.00	0.00	0.00	250.00
7710 Vehicle Expenses													0.00
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													0.00
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.99	0.00	7.99
9000 Other Income													0.00
9020 Donations	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
9021 Individuals	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
9022 Business													0.00
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
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	0.00	0.00	0.00	0.00	445.00	0.00	250.00	0.00	0.00	0.00	0.00	695.00
9024 Clubs/Civic													0.00
9025 Local Funds	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
9025.01 Town of Orange	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
9025.03 County of Greene	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
9025.05 Madison County	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
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	7,500.00	\$ 1,300.00	\$ 13,200.00
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

July 2018 - June 2019

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	1,315.00
9026 Faith Based 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
Total 9020 Donations													0.00
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
9040.03 Other Miscellaneous Income	\$ 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
Total 9040 Grants	6.57	11.47	5.40	4.05	3.12	3.87	3.22	3.66	3.59	5.53	5.34	0.00	55.82
9990 Interest 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
9999 Miscellaneous 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
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
Net Other 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
Net Income													

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											



Rappahannock Rapidan Community Services

Programs that matter. People who care.

52200

Administrative Offices

P. O. Box 1568
Culpeper, VA 22701
Telephone: (540) 825-3100
FAX: (540) 825-6245
TDD: (540) 825-7391

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		Current Base	Request		
		\$ 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	\$ 75,979	\$ 75,979	\$ 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>FY20</u>	<u>FY19</u>
<u>Madison County</u>	<u>Request</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

Web site: www.germanna.edu

Telephone: 540-891-3000

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

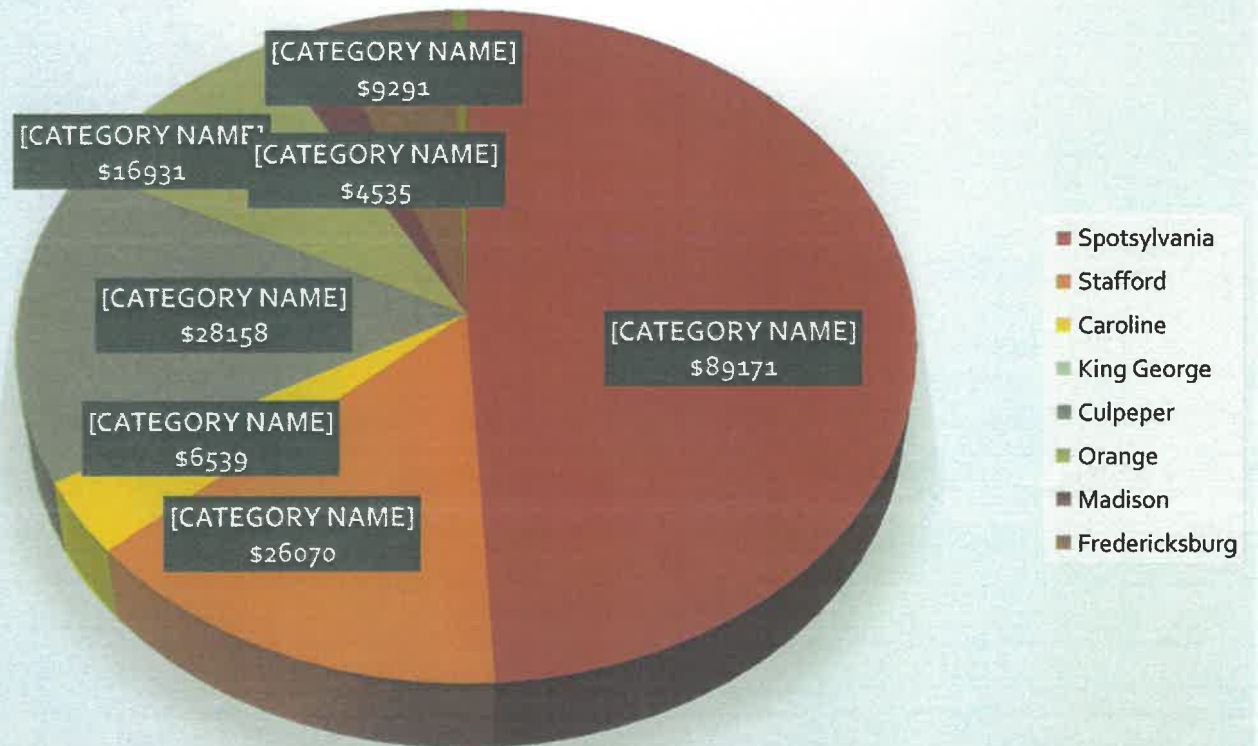
Madison County

2019-2020



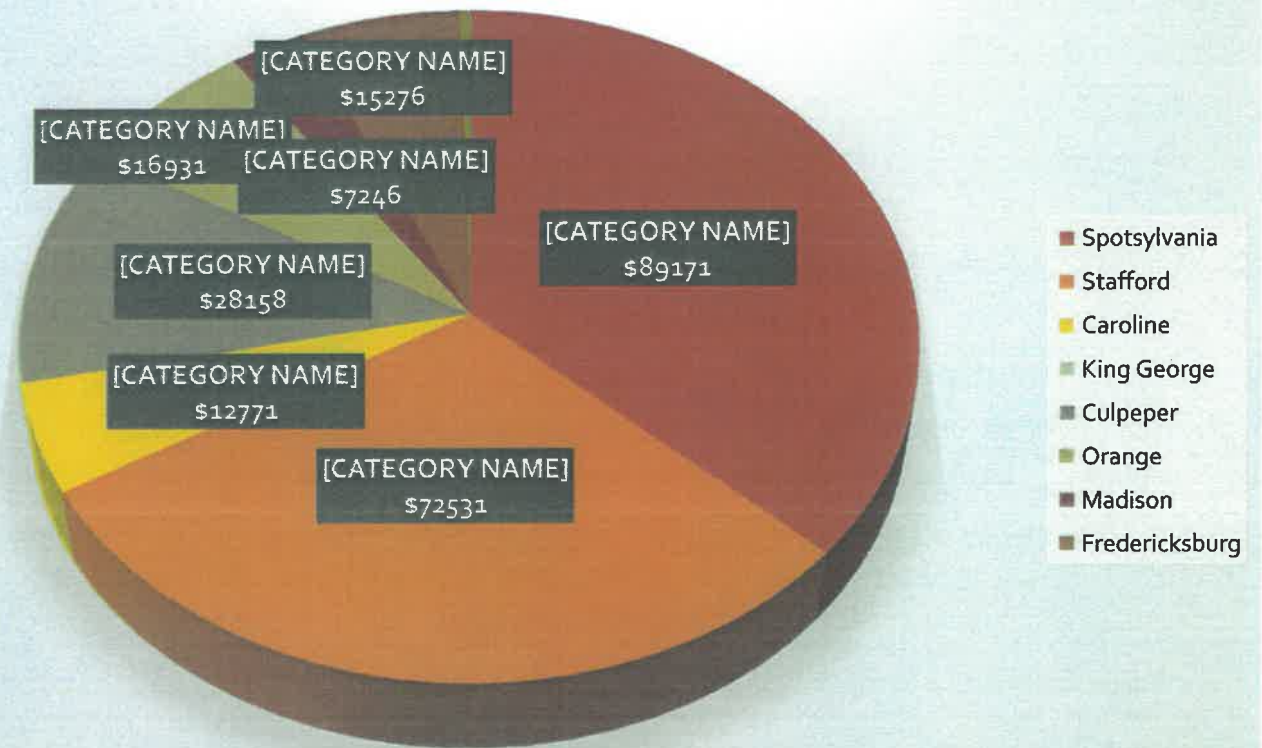
Local Operating Funds 2019

2019 Approved



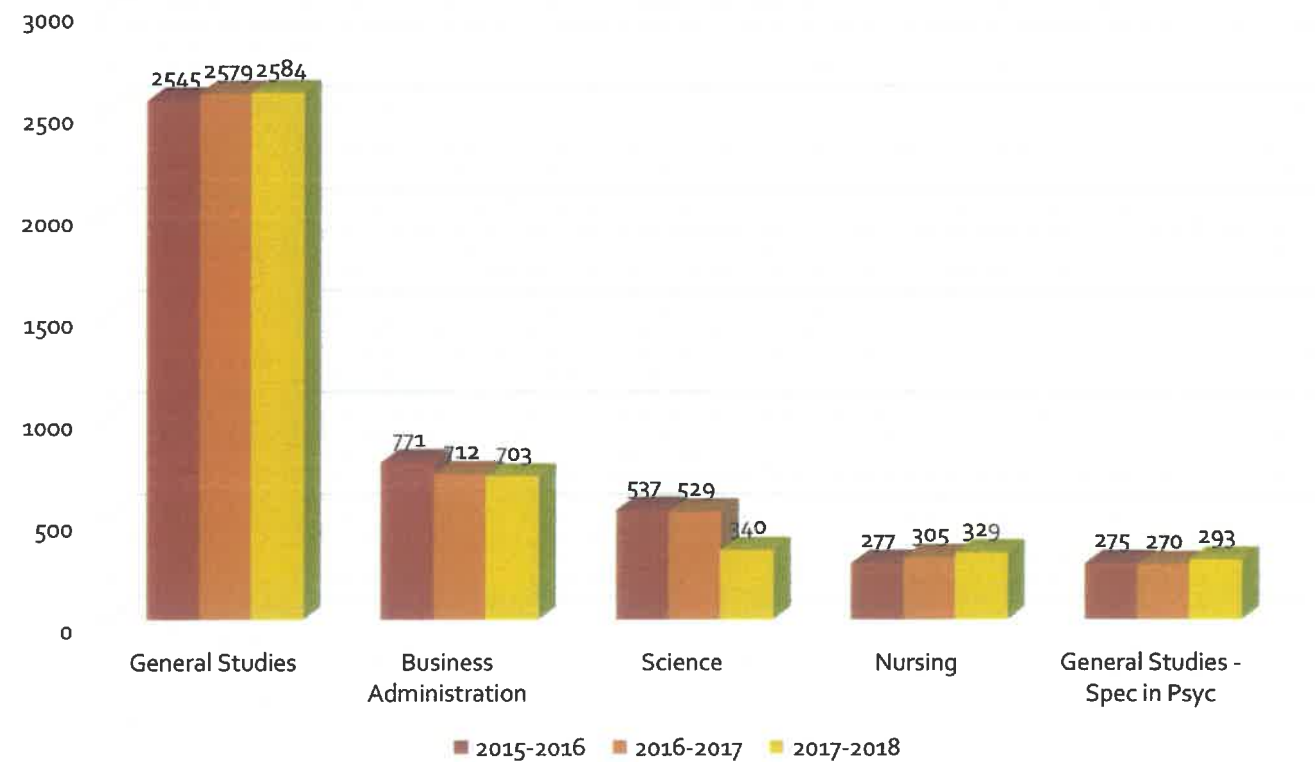
Local Operating Funds 2020

2020 Request

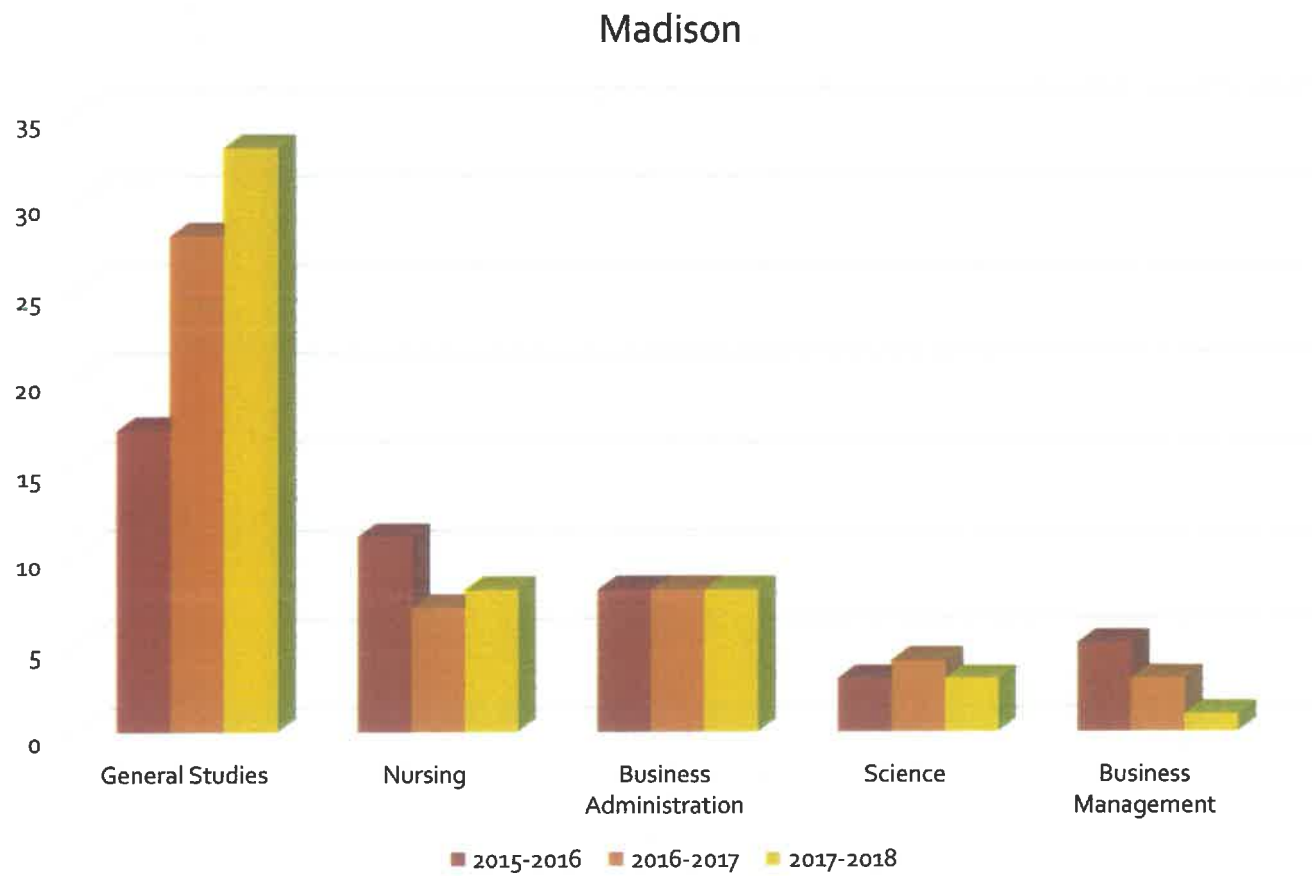


Academic Plan All Germanna

All Germanna



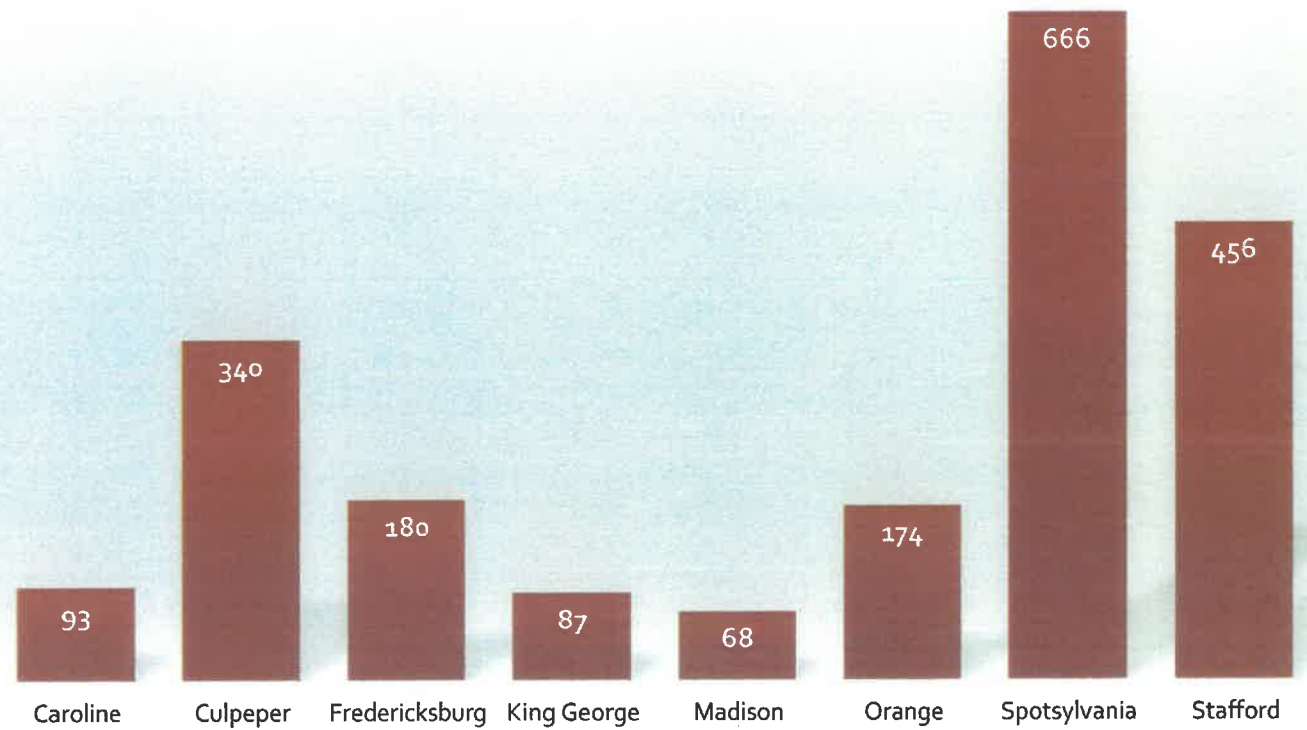
Academic Plan Madison



Workforce students served by locality

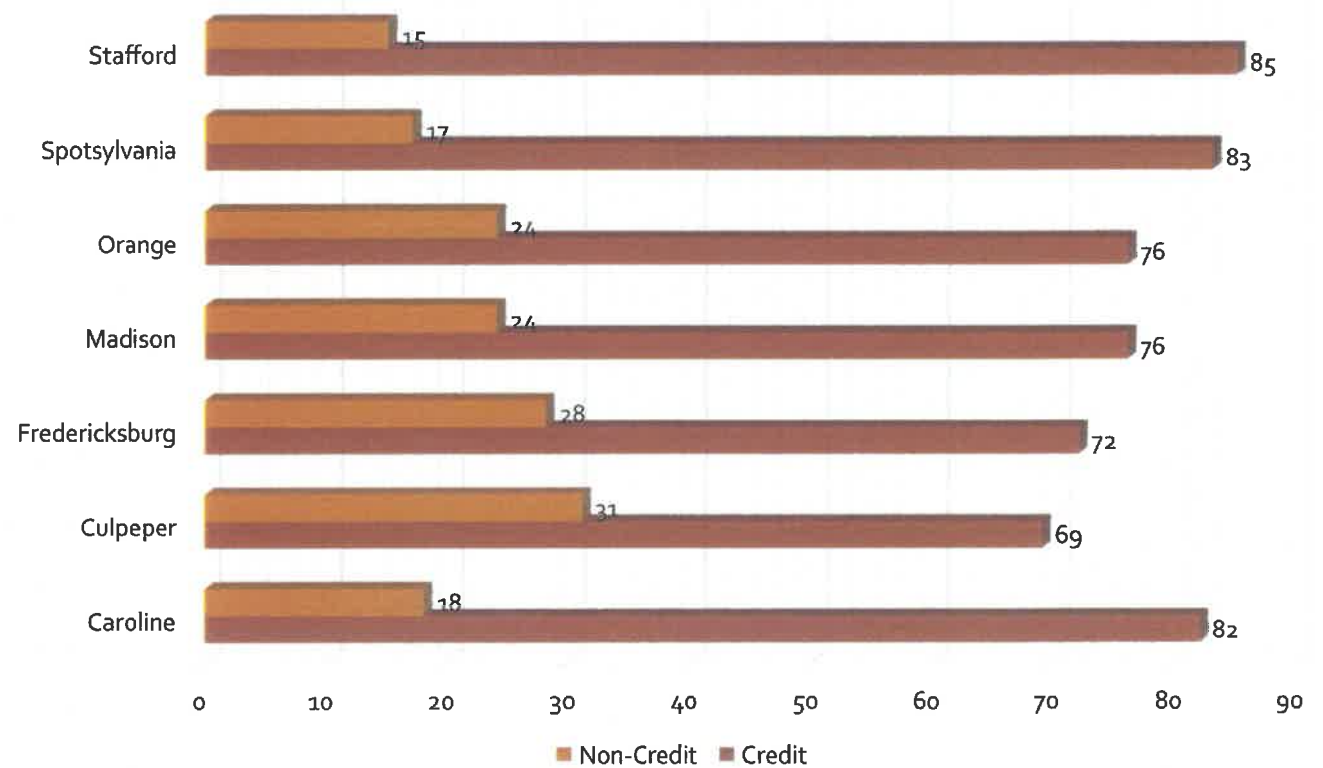
July 1, 2017 to June 30, 2018

Series 1

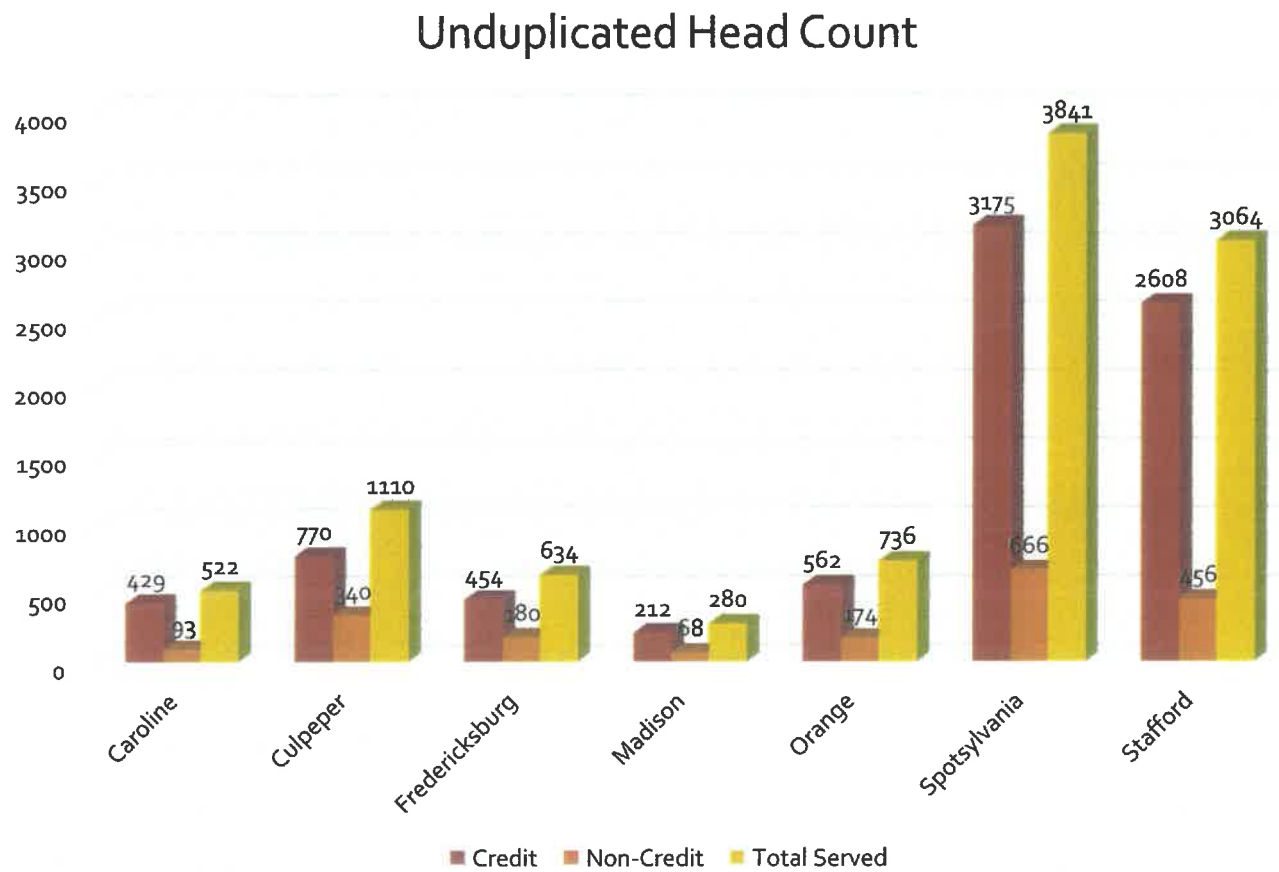


% Credit to Non-Credit Students

Percent of Students Credit to Non-Credit



Unduplicated Head Count FY18



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 GERMANNNA		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/jobsseq 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

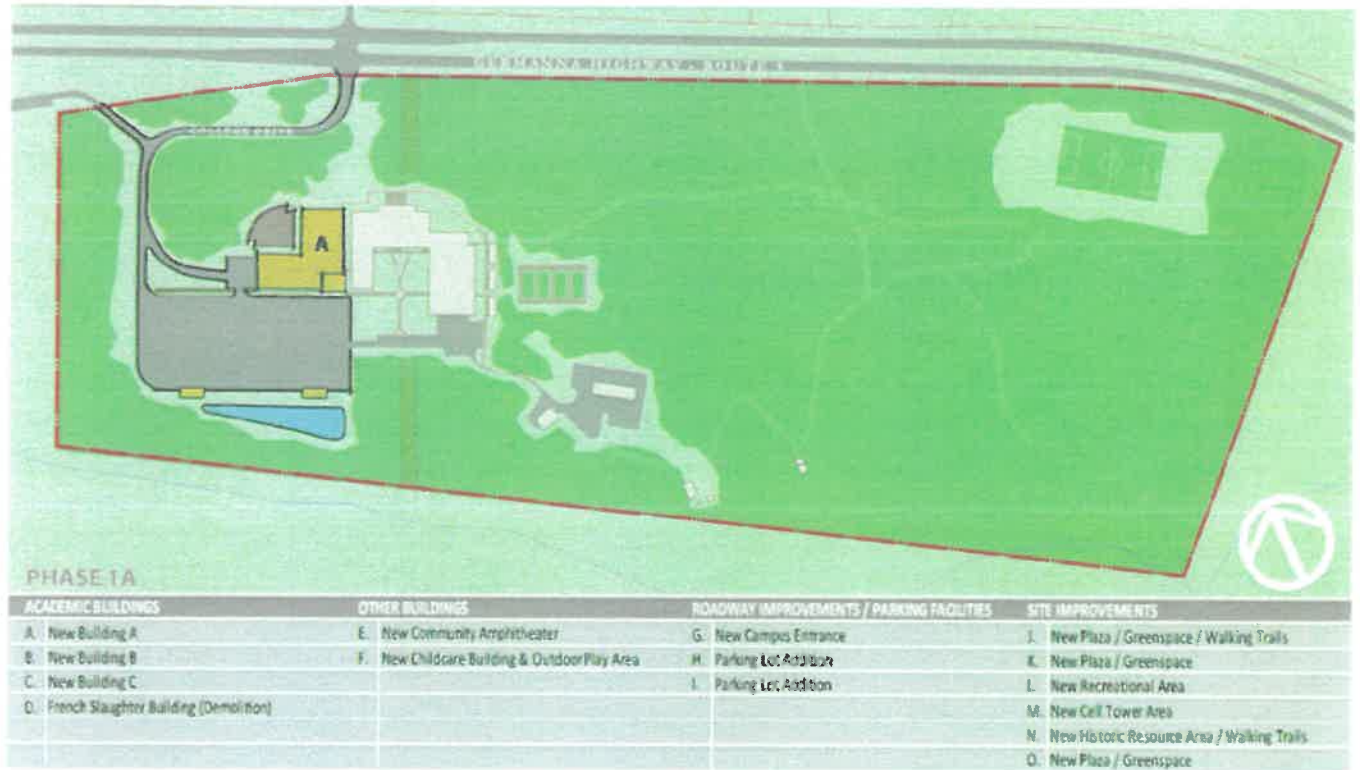
The Chmura Economic Overview also projected workforce growth over the next ten years, as well as, the number of individuals in the workforce who would need to be replaced. As can be seen in Figure 4.7, the healthcare and social assistance industry sector will need more than 11,000 new workers over the 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)



Allied Health Building Master Plan

COMPREHENSIVE MASTERPLAN (OVERALL)



[illegible]

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	Justification
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**

													20.12%		1.25%		2.81%		8.40%			
Position	Name (current)	Current Pay Rate	2.8%	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%	2.57%	Fringe Benefits						
																FICA	Unemployment (on first 8K)	Health Insurance (Historical %)	Group Life Insurance (Historical %)		Workers Compensation (Historical %)	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.

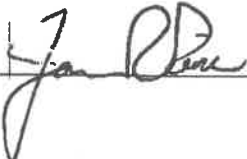
If we help just 10 members graduate who otherwise would not have, we can add \$2 million to our economy over those members' lifetimes. 100 members = \$20 Million.

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	
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:	\$ 10,000

Signature: 	Title: <u>Chief Executive Officer</u>
Printed Name: James Pierce	Date: 1/10/2019

Madison County Boys Girls Club
Comparative Financials

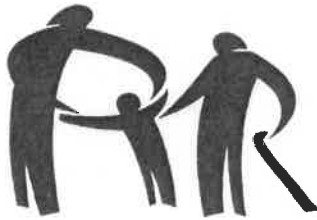
Madison Boys & Girls Club

<i>Clients Served - (Average Daily)</i>	110	120	120	120
<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									

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																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
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COUNTY OF MADISON

FY2020 AGENCY FUNDING APPLICATION

DEADLINE: January 11, 2019



IDENTIFICATION	
Organization/Agency Name:	Madison County Fair, Incorporated
Street Name:	1015 Fairgrounds Rd. Madison, VA 22727
Mailing Address:	PO Box 1071 Madison, VA 22727
Agency Contact:	Scott Daniel, Treasurer
Telephone Number:	540-717-0899
E-mail Address – Agency Contact	madisoncountyfairva@gmail.com
Agency's Web Address:	www.madisoncountyfairva.com
Federal Tax ID#:	54-1567542
Audit:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Reviewed annually by Fair Finance Comm.

PURPOSE/NARRATIVE
<p>Missions and Goals:</p> <p>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:</p> <p>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

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

Funding Request:

\$ 1,000

Signature: M. Scott Daniel

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
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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					
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
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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>Missions and Goals:</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>Experience and Accomplishments: 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
COUNTY 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@madisoncountyalibrary.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. - 11/15/18 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.madisoncountyalibrary.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											

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.

County of Madison											
FY2020 Budget Worksheet											
Department:	ZONING & PLANNING					Provided by FD					
Dept #	81101										
Contact	BGrayson										
</											

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

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	
10-08 -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 -81110-2700	WORKMAN'S COMPENSATION	872.88	888.72	908.05	416.24	908.05	-	None	45.84%		
10-08 -81 -81110-3314	WEBSITE MANAGEMENT	36.72	57.00	55.86	27.50	55.86	-	None	49.23%		
10-08 -81 -81110-3316	MAINTENANCE OF SIGNS	1,056.25	-	1,000.00	-	500.00	(500.00)	-50.00%	0.00%	Shared cost w/Tourism	
10-08 -81 -81110-3510	PRINTING	-	-	200.00	-	200.00	-	None	0.00%		
10-08 -81 -81110-3610	ADVERTISING	-	-	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	-	-	-	-	-	-	-	Not budgeted		
10-08 -81 -81110-5110	ELECTRICITY	-	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	
Category of Funding	<input type="checkbox"/> Public Safety <input type="checkbox"/> Health <input type="checkbox"/> Arts/Culture <input checked="" type="checkbox"/> General Community/Civic <input type="checkbox"/> Human Services <input type="checkbox"/> Education <input type="checkbox"/> Environment <input type="checkbox"/> Recreation
Funding Request:	\$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	38,187.93	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	0.00	Total Other Current Liabilities	1,415.22
		Total Liabilities	8,887.70
Total Accounts Receivable	0.00		
		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	0.00	Total Equity	29,300.23
Total Current Assets	38,187.93	TOTAL LIABILITIES & EQUITY	38,187.93
TOTAL ASSETS	38,187.93		

FY 2018, FY 2018 and FY 2020 Budgets

The Partnership's Fiscal Year runs from July 1 to June 30.

	<u>FY 2018</u> <u>Actual</u>	<u>Current Year</u> <u>FY 2019</u> <u>Budget</u>	<u>FY 2019 as</u> <u>of</u> <u>10/31/18</u>	<u>Proposed</u> <u>FY 2020</u> <u>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%			

COUNTY OF MADISON

FY2020 AGENCY FUNDING APPLICATION

DEADLINE: January 11, 2019



IDENTIFICATION	
Organization/Agency Name:	Foothills Housing Corporation
Street Name:	47 Garrett Street, Suite 205 Warrenton, VA 20186
Mailing Address:	As Above
Agency Contact:	John Reid
Telephone Number:	540 222 1128
E-mail Address – Agency Contact	jreid@fhcorp.org
Agency's Web Address:	www.foothillshousingcorp.com
Federal Tax ID#:	54-1128998
Audit:	X Yes No

PURPOSE/NARRATIVE
Missions and Goals: Provide safe, decent & affordable housing opportunities
Experience and Accomplishments: 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." 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.

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

Category of Funding

X Public Safety

X Health

☐ *Arts/Culture*

☐ *General Community/Civic*

X Human Services

☐ *Education*

☐ *Environment*

☐ *Recreation*

Funding Request:

\$ 7,500.00

Signature:



Title: Executive Director

Printed Name: John Reid

Date: 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	-	79,941	-	-	-	-	-	-	-	79,941
Management Fee Income	-	-	86,292	78,100	1,061,517	184,931	359,969	1,770,809	-	1,770,809
Rental Income	64,800	-	-	-	-	-	-	-	-	64,800
Contributions	-	-	112	-	11,916	-	-	12,028	-	12,028
Other Income	-	-	-	-	-	-	-	-	-	-
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	107,952	-	-	-	-	-	-	-	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	3,564	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	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	5,299	-	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	8,480	-	-	-	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	1,133,062	236,219	296,385	1,811,690	(592,783)	1,808,759
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

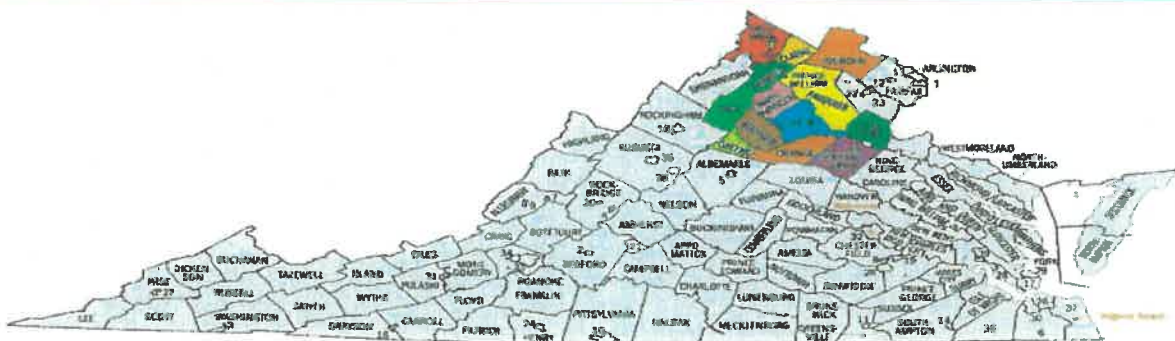
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COMMUNITIES WE WORK IN



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

2017 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

80 Loans

Active as at 12.31.17

14

2017 Total new Projects

111

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**



\$1 Contributed



FHC provided \$7.52 in Valuable Community Programs & Services

Total Value added to Community

\$ 913,367

Total Contributions & Donations (Not Incl. Grants)

\$ 121,448



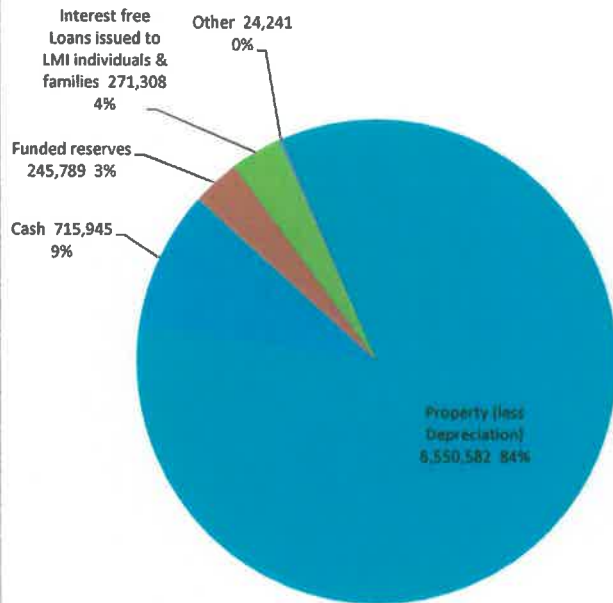
\$ 7.52

To Donate please visit our website: www.foothillshousingcorp.com



Foothills Housing Corporation Assets 2017

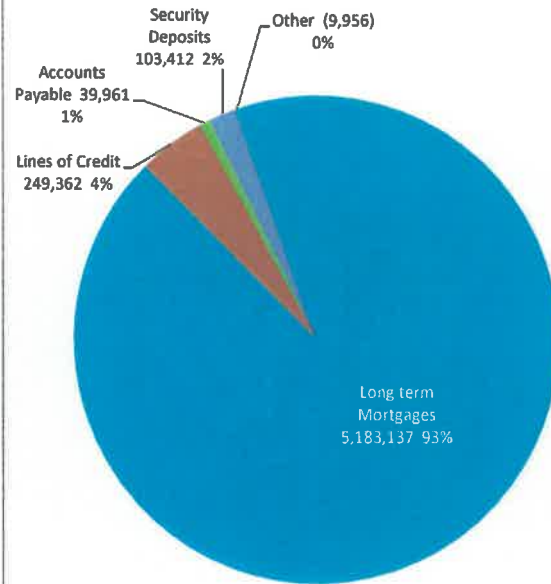
(Consolidated Assets for FHC and all its subsidiaries)



\$7,807,865

Foothills Housing Corporation Liabilities 2017

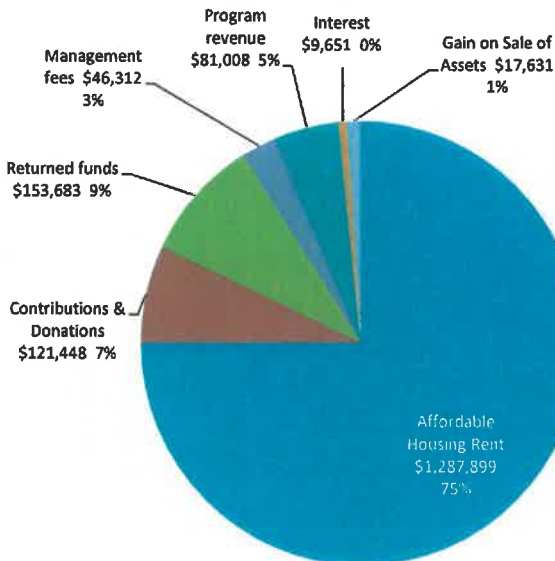
(Consolidated Liabilities for FHC and all its subsidiaries)



\$5,565,916

Foothills Housing Corporation Revenue 2017

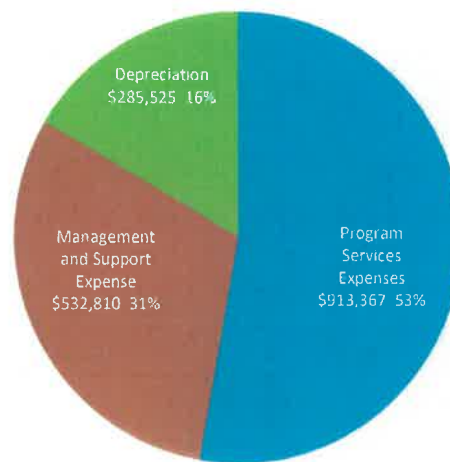
(Consolidated Revenue for FHC and all its subsidiaries)



\$1,717,632

Foothills Housing Corporation Expenditure 2017

(Consolidated expenditure for FHC and all its 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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Director
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Director

STAFF

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Project Manager

Janice Adams
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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

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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 its affiliates including its 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

Total Contributions & Donations (Not incl. Grants)

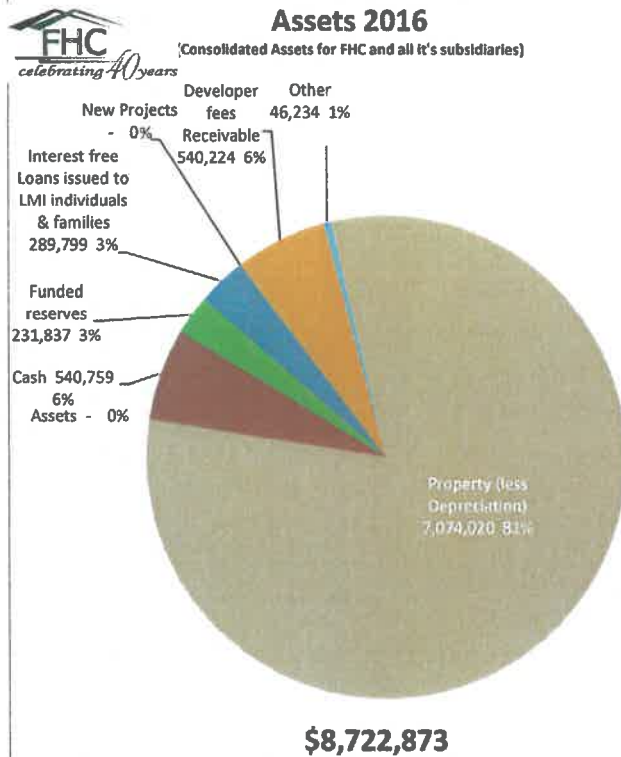
\$ 86,412



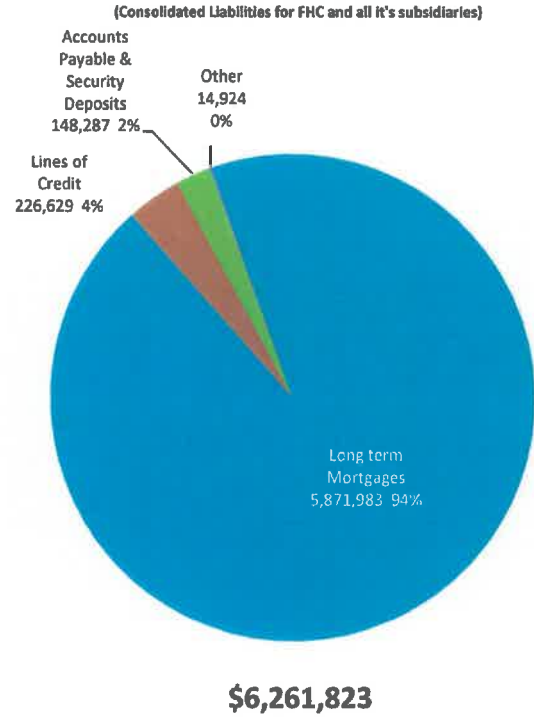
\$ 10.61

To Donate please visit our website: www.foothillshousingcorp.com

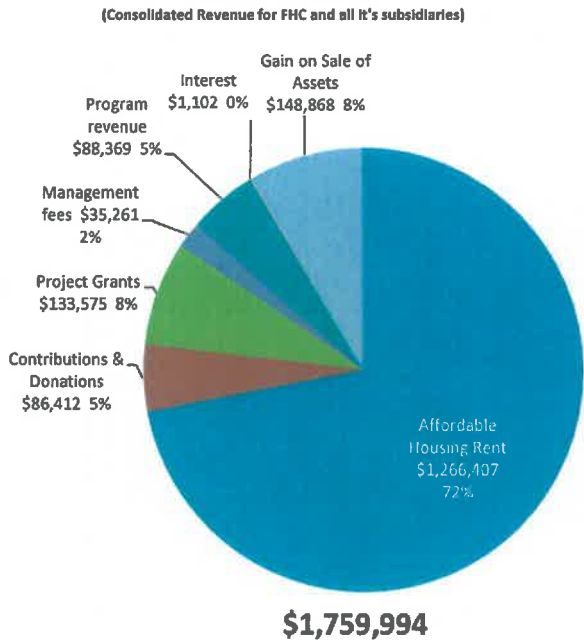
Foothills Housing Corporation Assets 2016



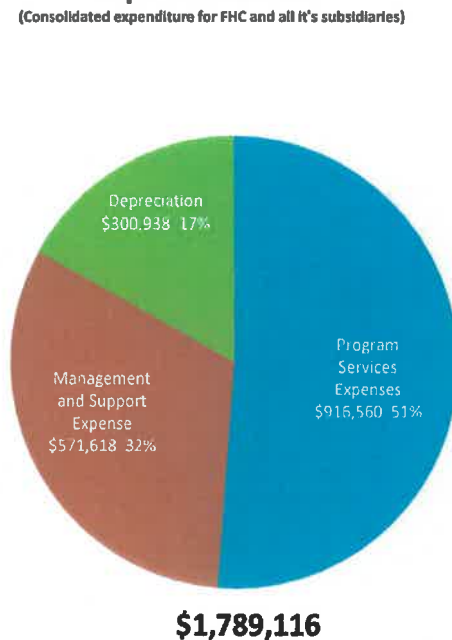
Foothills Housing Corporation Liabilities 2016



Foothills Housing Corporation Revenue 2016



Foothills Housing Corporation Expenditure 2016





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 Pearce, Cindy Reid, Tish Robinson, Janice Adams & John Reid.

To Donate please visit our website: www.foothillshousingcorp.com

BOARD OF DIRECTORS

John S.M. Wayland

President

Maximilian A. Tufts Jr.

Vice President & Secretary

Sarah Godfrey

Treasurer

Robert Lee

Director

Huntley Thorpe

Director

Laura Fox

Director

STAFF

John Reid

Executive Director

Grant Pearce

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



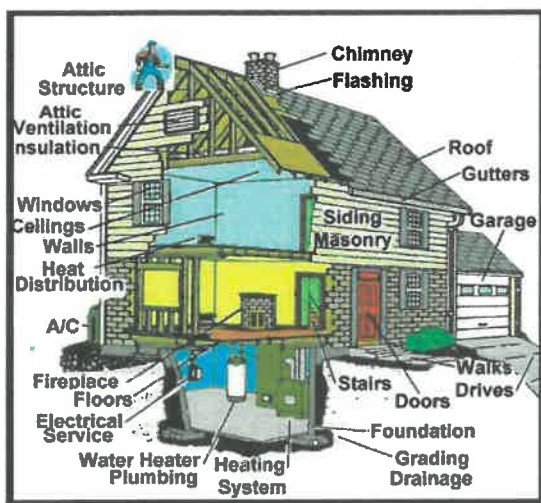
Foothills Housing Corporation

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									

COUNTY OF MADISON

FY2020 AGENCY FUNDING APPLICATION

DEADLINE: January 11, 2019



IDENTIFICATION	
Organization/Agency Name:	Aging Together Corporation
Street Name:	1835 Industry Drive, Culpeper, VA 22701
Mailing Address:	P. O. Box 367, Culpeper, VA 22701
Agency Contact:	Carol G Simpson
Telephone Number:	540-829-6405
E-mail Address – Agency Contact	csimpson@agingtogether.org
Agency's Web Address:	www.agingtogether.org
Federal Tax ID#:	46-2046459
Audit:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

PURPOSE/NARRATIVE
<p>Missions and Goals: 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 equipt 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
4530 - State grants				
4533 - DRPT	0.00	7,411.00	16,000.00	-8,589.00
Total 4530 - State grants	0.00	7,411.00	16,000.00	-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	38,911.00	48,500.00	-8,589.00
Total 4* - Contributed support	6,885.00	110,328.16	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	18,558.35	22,000.00	-3,441.65
Total Income	6,885.00	137,886.51	152,689.55	-14,803.04
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	1,640.50	12,818.02	33,150.00	-20,331.98
7250 - FICA Taxes Match	453.79	2,950.98	6,361.00	-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 expenses	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	250.00	233.13
8115 - Food - program related	15.38	192.34	2,000.00	-1,807.66
8117 - Supplies - program related	235.00	468.05	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	318.45	200.00	118.45
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	8,400.00	1,221.00
8720 - Volunteer Luncheon	0.00	0.00	1,488.00	-1,488.00
Total 8700 - DRPT Sub-grantee (RRCS)	0.00	7,821.00	7,888.00	-247.00
Total Expense	9,010.77	60,787.00	135,115.00	-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>

Department:	BOARD OF ZONING APPEALS
Dept #	81400
Contact	Suzanne Long

[illegible]

County of Madison											
FY2020 Budget Worksheet											
Department:	BUILDING CODE APPEALS BOARD										
Dept #	81401										
Contact	WSmith										

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 - ~~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

As of December 2018



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	\$ 574.89
100.00		\$ 100.00			\$ 3.48	\$ 97.07			\$ 174.34	\$ 750.00
										\$ 255,587.27
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	\$ 6,500.00
						\$ 6,500.00				\$ 2,650.00
	\$ 2,650.00									\$ 40,180.22
			\$ 22,920.90				\$ 17,259.32			\$ 5,250.00
			\$ 5,250.00							\$ 1,078.78
										\$ 48,854.66
	\$ 5,548.42	\$ 26.32			\$ 250.00					\$ 7,000.00
	\$ 1,400.00		\$ 1,400.00							\$ 114,323.00
	\$ 37,493.00			\$ 37,493.00			\$ 37,493.00			\$ 896.00
			\$ 522.00						\$ 374.00	\$ 60,038.23
		\$ 12,616.10			\$ 16,097.97			\$ 13,732.87		\$ 75,971.00
18,992.00	\$ 18,993.00			\$ 18,993.00			\$ 18,993.00			\$ 1,000.00
								\$ 1,000.00		\$ 64,749.22
			\$ 10,195.34	\$ 14,659.92			\$ 7,130.53			\$ 26,157.82
	\$ 12,853.08									\$ 37,571.80
				\$ 19,029.50						\$ 84,433.00
	\$ 10,655.90		\$ 16,825.59	\$ 16,475.80		\$ 6,729.81		\$ 9,840.98	\$ 23,904.92	
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

Shannon-Raplan 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
	\$ 9.83						\$ 40.74	\$ 96.83		\$ 147.40
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	\$ 23,916.00
										\$ 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
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	\$ 201,349.07
		\$ 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(4)
Foothills Housing



Rappahannock-Rapidan
REGIONAL COMMISSION

OFFICERS

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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

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AMBER FOSTER
JACK HOBBS

TOWN OF MADISON
WILLIAM L. LAMAR

ORANGE COUNTY
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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:

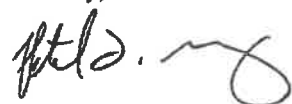
Please find attached a copy of our FY 2020 request for a 0.5 full-time equivalent regional housing coordination position as authorized by the Members of the Regional Commission at their August 23, 2018 meeting. Also included with this request are supporting documents from the Rappahannock-Rapidan Regional 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	
Organization/Agency Name:	Rappahannock-Rapidan Regional Commission Foothills Housing Network Request
Street Name:	420 Southridge Parkway, Suite 106 Culpeper, VA 22701
Mailing Address:	Same
Agency Contact:	Patrick Mauney, Executive Director
Telephone Number:	(540) 829-7450, ext. 11
E-mail Address – Agency Contact	plmauney@rrregion.org
Agency's Web Address:	http://www.rrregion.org http://www.foothillshousing.org
Federal Tax ID#:	54-0944913
Audit:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

PURPOSE/NARRATIVE

Missions and Goals:

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.

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	
Category of Funding	<input checked="" type="checkbox"/> Public Safety <input type="checkbox"/> Health <input type="checkbox"/> Arts/Culture <input checked="" 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:	\$ 5,548.42

Signature: 

Title: Executive Director

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			
formula							
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)		Fauquier County	56,509	33.0%	3,000	\$ 11,099.78	14,099.78
		Town of Remington	615	0.4%		\$ 120.80	120.80
	\$ 32,925.75	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
	\$ 97,208.75	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

Foothills Housing Network FY19 Grants**Grant Amount****RRRC Salaries**

• 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**\$605,758****\$55,000**

81600-5653 Foothills Express

81600-5253
Foothills Express



Rappahannock-Rapidan
REGIONAL COMMISSION

OFFICERS

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JAMES CROZIER

VICE-CHAIRMAN
ROBERT COINER

TREASURER
MEAGHAN TAYLOR

**SECRETARY &
EXECUTIVE DIRECTOR**
PATRICK L. MAUNEY

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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 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	
Organization/Agency Name:	Rappahannock-Rapidan Regional Commission Foothills Express Request
Street Name:	420 Southridge Parkway, Suite 106 Culpeper, VA 22701
Mailing Address:	Same
Agency Contact:	Patrick Mauney
Telephone Number:	(540) 829-7450 ext. 11
E-mail Address – Agency Contact	plmauney@rrregion.org
Agency's Web Address:	http://www.rrregion.org
Federal Tax ID#:	54-0944913
Audit:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

PURPOSE/NARRATIVE
<p>Missions and Goals:</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 RRRC. 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
- DRPT makes their recommendations for funding to Commonwealth Transportation Board in June/July 2019
- If recommended for funding by the Commonwealth Transportation Board, RRTC 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, RRTC, 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						TBD by Finance Bldg Dept					
Department: Dept # Contact	GEOGRAPHIC INFORMATION SYSTEM 81700 MULT					E911 CofR					

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



21800

IDENTIFICATION	
Organization/Agency Name:	Virginia Career Works-Piedmont Region (Formerly Piedmont Workforce Network)
Street Name:	1001 Research Park Blvd, Suite 301
Mailing Address:	1001 Research Park Blvd, Suite 301
Agency Contact:	Helen Cauthen
Telephone Number:	434-979-5610 ext 100
E-mail Address – Agency Contact	hcauthen@centralvirginia.org
Agency's Web Address:	Vcwpiedmont.com
Federal Tax ID#:	54-1788499
Audit:	X Yes <input type="checkbox"/> No

PURPOSE/NARRATIVE
<p>Missions and Goals:</p> <p>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.</p>
<p>Experience and Accomplishments:</p>

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

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

Funding Request:

\$ 1,979

Signature: Helen CauthenTitle: Executive Director

Printed Name: Helen Cauthen

Date: 1-3-2019



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</u> <u>FY2018</u>	<u>Current Year</u> <u>FY2019</u>	<u>Projected Amount</u> <u>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>



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									

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

Funding Request:

\$ 47,585.00

Signature:

Carty M. Yowell

Title:

Finance Director

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
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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
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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
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Total Expenses	\$ 152,268.51
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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	<u>\$ 27,275</u>

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	<u>\$ 15,186</u>

Other

Office operations to include utilities, maintenance, and association membership	<u>\$ 12,135</u>
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Total Expenses **\$ 333,131**

Funding from other localities:

Orange County	\$ 2,000.00
Greene County	<u>\$ 42,367.00</u>
	\$ 44,367.00

County of Madison												
FY2020 Budget Worksheet												
Department: WATER QUALITY MANAGEMENT												
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%		



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	
Organization/Agency Name:	Rappahannock River Basin Commission
Street Name:	406 Princess Anne Street Fredericksburg, VA 22401
Mailing Address:	Same
Agency Contact:	Eldon James
Telephone Number:	540-907-2008
E-mail Address – Agency Contact	Ejames7@me.com
Agency's Web Address:	www.RappRiverBasin.org
Federal Tax ID#:	54-0715969
Audit:	X Yes <input type="checkbox"/> No

PURPOSE/NARRATIVE
<p>Missions and Goals:</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

- ☐ Public Safety
- ☐ Health
- ☐ Arts/Culture
- ☐ General Community/Civic
- ☐ Human Services
- ☐ Education
- ☒ Environment
- ☐ 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/clj

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	
Organization/Agency Name:	Culpeper Soil and Water Conservation District
Street Name:	351 Lakeside Drive Culpeper, Virginia 22701
Mailing Address:	Same as above
Agency Contact:	Greg Wichelns, District Manager
Telephone Number:	540-825-8591
E-mail Address – Agency Contact	gregw@culpeperswcd.org
Agency's Web Address:	www.culpeperswcd.org
Federal Tax ID#:	54-0857782
Audit:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

PURPOSE/NARRATIVE
<p>Missions and Goals:</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	<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 checked="" type="checkbox"/> Education <input checked="" type="checkbox"/> Environment <input type="checkbox"/> Recreation
Funding Request:	\$ 32,865

Signature: <u>Gregory Wichelns</u>	Title: <u>1-7-19</u>
Printed Name: <u>Gregory Wichelns</u>	Date: <u>1-7-19</u>

**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	19,675	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
<u>Culpeper</u>	73,458	38,726	34,733	77,451
<u>Orange</u>	60,292	30,146	30,146	71,090
<u>Madison</u>	29,321	0	29,321	34,587
<u>Greene</u>	18,920	12,989	5,932	24,776
<u>Rappahannock</u>	14,662	7,331	7,331	20,183
Total Local Funds	196,653	89,191	107,462	228,087
<u>State Operations</u>	178,025	89,013	89,013	178,025
<u>VNRCF T/A</u>	218,072	109,036	109,036	439,009
<u>GRANTS T/A</u>	158,633	81,649	76,984	182,595
<u>District Savings</u>	90,747	0	90,747	0
<u>WaterShed Maint (State)</u>	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
Greg Wichelns <i>District Manager</i>	112,858	44,275	68,583	109,498
Joann Neal <i>Administrative Sec.</i>	74,946	26,322	48,624	70,785
Richard Jacobs <i>Con. Spec.III Urban</i>	84,047	34,710	49,337	78,209
Stephanie DeNicola <i>Communication Spec.</i>	61,891	23,325	38,566	59,821
D. Massie <i>Conservation Spec.III</i>	83,899	33,610	50,289	78,989
W. Spencer Yager <i>Conservation Spec.III</i>	81,162	32,441	48,721	75,862
Amanda Chester <i>Conservation Spec. II</i>	58,589	23,855	34,734	54,504
H. Calloway <i>Conservation Spec. II</i>	65,317	27,033	38,284	64,178
James Henshaw <i>District Rep.</i>	20,216	6,588	13,628	16,546
John Jeffries <i>Technical Trainer</i>	13,024	4,561	8,463	11,840
Kendall Dellinger <i>Conservation Specialist</i>	35,980	11,686	24,294	41,454
Building Rent	50,000	12,566	37,434	21,919
Copier rent & supplies	3,300	1,269	2,031	3,072
Office Supplies	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 9,000	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

Draft

Culpeper SWCD 2020 Operating Budget

1-7-19

Revenues							FY19
<u>Local Government</u>	206,589						206,589
<u>State Operations</u>	178,025						178,025
<u>VNRCF T/A</u>	250,000						250,000
<u>Grants TA</u>	102,397						102,397
<u>District Savings</u>	100,468						100,468
<u>Dams</u>	33,000						33,000
<u>Total Funds Available</u>	870,479						870,479
Expenditures-	Local	State	VNRCF T/A	Grants T/A	Savings	Dams	FY19
Personnel	Total Employee Costs						
Wichelns							106,835
Neal							73,094
Jacobs							83,781
DeNicola							60,891
Massie							83,899
Yager							81,162
McCullen							60,130
Calloway							65,317
Henshaw							20,216
Jeffries							13,024
Dellinger							35,980
<u>Sub-Total</u>							684,329
Expenditures-							FY19
Operations							
Building Rent							50,000
Copier rent							3,300
Office Supplies							6,500
Insurance/Fire/Theft							350
Insurance/Vehicle							4,000
IT							15,000
Postage							2,000
District Dues							4,300
Director Travel/lunch							12,000
Staff travel/vehicle Maint							17,000
Employee Develop.							3,000
Awards Program							4,000
Equipment							2,500
Accounting/Payroll Ser.							1,500
Miscellaneous							1,000
Sponsorships							1,500
District Scholars ship							4,000

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											

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	
Organization/Agency Name:	Northern Virginia 4-H Educational and Conference Center
Street Name:	600 4H Center Drive, Front Royal, VA 22630
Mailing Address:	600 4H Center Drive, Front Royal, VA 22630
Agency Contact:	Susan Scott, Finance Director
Telephone Number:	(540)635-7171
E-mail Address – Agency Contact	finance@nova4h.com
Agency's Web Address:	www.nova4h.com
Federal Tax ID#:	54-1035176
Audit:	<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

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 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: Unit:

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:			
<input type="text" value="\$ 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:

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				Anim 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
Voted

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 Excludes \$1,935 in signange paid for from capital budget
11-08 -81 -81902-8504	Signage	-	-	-	-	-	-	Not budgeted	Not budgeted	
		50,074.17	49,809.03	50,000.00	25,215.29	50,000.00	-	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

TO
Be
Later
Provided

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	MJC									
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%	