



**Agenda**  
**Regular Meeting**  
**Madison County Board of Supervisors**  
**Tuesday, August 28, 2018 at 4:00 p.m.**  
**County Administration Building, Auditorium**  
**414 N Main Street, Madison, Virginia 22727**



**Call to Order (4:00 PM)**

**Pledge of Allegiance & Moment of Silence**

- 1. Determine Presence of a Quorum / Adopt Agenda**
- 2. Closed Session** – *Personnel (County Attorney interviews)*

**Reconvene in Open Session (6:00 PM)**

- 3. Public Comment**
  - a. *Public Hearing: Change of Etlan Polling Place..... County Attorney Thomas*
- 4. Constitutional Officers**
- 5. County Departments**
  - a. *Radio Project Consulting..... Director of Emergency Communications Gordon*
- 6. Committees or Organizations**
- 7. Finance..... Director of Finance/Assistant County Administrator Costello**
  - a. *Claims*
  - b. *Budget Supplements*
  - c. *FY18 General Fund Budget Report*
- 8. Minutes**
  - a. *August 14, 2018 meeting*
- 9. Old Business**
  - a. *Report on the Criglersville School Property ..... Supervisor Jackson*
  - b. *Structure Numbering Ordinance..... County Attorney Thomas*
  - c. *Vehicle and Driving Policy..... County Attorney Thomas*
  - d. *Facilities Planning and Health Department Lease..... County Administrator Hobbs*
- 10. New Business**
  - a. *Surplus Vehicle List..... Supervisor Jackson*
  - b. *Report on Equal Employment Opportunity Plan Requirement ..... County Administrator Hobbs*
- 11. Public Comment**
- 12. Closed Session** – *Legal (Opioid lawsuit)*  
– *Personnel (EMS Director interviews, County Attorney selection)*

- 13. Information/Correspondence**
- 14. Adjourn**

**Motion to Go Into Closed Session: #1 for August 28, 2018**

I move that the Board convene in a closed session pursuant to Virginia Code Section 2.2-3711(A)(1) for discussion on prospective candidates for appointment as the County Attorney, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body.

	<b>Foster</b>	<b>Jackson</b>	<b>Hoffman</b>	<b>McGhee</b>	<b>Weakley</b>
Motion:					
Second:					
“Aye”:					
“Nay”:					

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**Motion to Reconvene In Open Session:**

I move that the Board re-convene in open session.

	<b>Foster</b>	<b>Jackson</b>	<b>Hoffman</b>	<b>McGhee</b>	<b>Weakley</b>
Motion:					
Second:					
“Aye”:					
“Nay”:					

**Motion to Certify Compliance:**

I move to certify by roll-call vote that only matters lawfully exempted from open meeting requirements pursuant to Virginia Code Section 2.2-3711(A)(1), only matters that were identified in the motion to convene in a closed session were heard, discussed or considered in the closed meeting.

	<b>Foster</b>	<b>Jackson</b>	<b>Hoffman</b>	<b>McGhee</b>	<b>Weakley</b>
Motion:					
Second:					
“Aye”:					
“Nay”:					

## § 2.2-3711. Closed meetings authorized for certain limited purposes.

A. Public bodies may hold closed meetings only for the following purposes:

**Personnel** 1. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals. Any teacher shall be permitted to be present during a closed meeting in which there is a discussion or consideration of a disciplinary matter that involves the teacher and some student and the student involved in the matter is present, provided the teacher makes a written request to be present to the presiding officer of the appropriate board. Nothing in this subdivision, however, shall be construed to authorize a closed meeting by a local governing body or an elected school board to discuss compensation matters that affect the membership of such body or board collectively.

**Real Estate** 3. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

**Privacy** 4. The protection of the privacy of individuals in personal matters not related to public business.

**Economic Development** 5. Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

**Legal** 7. Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

**Legal** 8. Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

**Public Safety** 19. Discussion of plans to protect public safety as it relates to terrorist activity or specific cybersecurity threats or vulnerabilities and briefings by staff members, legal counsel, or law-enforcement or emergency service officials concerning actions taken to respond to such matters or a related threat to public safety; discussion of information subject to the exclusion in subdivision 2 or 14 of § 2.2-3705.2, where discussion in an open meeting would jeopardize the safety of any person or the security of any facility, building, structure, information technology system, or software program; or discussion of reports or plans related to the security of any governmental facility, building or structure, or the safety of persons using such facility, building or structure.

**Negotiations** 29. Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.

**Economic Development** 39. Discussion or consideration of information subject to the exclusion in subdivision 3 of § 2.2-3705.6 related to economic development.

## MADISON COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

**MEETING DATE:** August 23, 2018

**AGENDA TITLE:** 3a – Relocation of Etlan Voting Precinct

**INDICATED MOTION(s):** I move to approve the proposed ordinance that would have the effect of changing the polling place for the Etlan precinct to Etlan United Methodist Church, located at 217 Church Hill Road.

**AGENDA CATEGORY:** Public Hearing      Financial      Old Business      New Business      Other

**STAFF LEAD:** County Attorney Thomas

**TIMING:** It appears that complaints received during the June 5 primary have led to a Madison County Electoral Board proposal to relocate the Etlan voting precinct to Etlan United Methodist Church.

The Electoral Board indicates its goal to have this accomplished in time for the November 2018 general election.

A public hearing on the matter has been scheduled for 6 PM on August 28.

**DISCUSSION:** It appears that the process involves a public hearing before the Board of Supervisors and the adoption of an ordinance before everything is routed back to the election officials. It seems that the Department of Justice is no longer involved in such matters.

There was some early confusion on the church's building number but that has since been resolved.

**FISCAL IMPACT:** Minimal, if any

**REFERENCES:** N/A

**HISTORY:** N/A

**RECOMMENDATION:** Hold the advertised public hearing and adopt the ordinance as proposed.

**ENCLOSURES:**

- Public hearing notice and proposed ordinance
- June 21, 2018 letter from the Madison County Electoral Board

## **NOTICE OF PUBLIC HEARING**

The Madison County Board of Supervisors will hold a public hearing on August 28, 2018, at 6:00 p.m. in the meeting room of the Madison County Administration Center, 414 N. Main Street, Madison, Virginia, to receive public comment and consider adoption of an Ordinance to Change the Polling Place for the Etlan Precinct in all elections and commencing with the general election on November 6, 2018, from the former Etlan Rescue Squad facility, located at 5395 FT Valley Road, Etlan, Virginia to the Etlan United Methodist Church located at 217 Church Hill Road, Etlan, Virginia 22719.

The public is invited to attend the public hearing and comment on the aforesaid Ordinance. A copy of the proposed Ordinance is on file in the office of the Madison County Board of Supervisors and Madison County Registrar, 302 Thrift Road, Madison, Virginia 22727, where it may be inspected on Monday – Friday, 8:30 a.m. to 4:30 p.m.

Frank A. Thomas, III  
Interim Madison County Attorney

Publish: August 16, 2018  
August 23, 2018

Rec'd 7/3/2018  
AK

**Chairman**  
**Beth Eddins**  
**Vice-Chairman**  
**Susanna C. Spencer**  
**Secretary**  
**Bonita Burr**

**Debbie Nicholson**  
**Assistant Registrar**

**302 Thrift Road**  
**P. O. Box 267**  
**Madison, Virginia 22727**  
**(540) 948-6533 (ph)**  
**(540) 948-7825 (fax)**

## Madison County Electoral Board

**Diana A. Eanes**  
**General Registrar**

June 21, 2018

Madison County Board of Supervisors

The Madison County Electoral Board has voted to move the Etlan Precinct from its current location to the Etlan United Methodist Church located at 245 Church Hill Rd, Etlan, Va. 22719.

This move is prompted by the increased deterioration of the current location in recent years and concerns for the safety of the voters and poll workers. It is of utmost importance that this change be implemented prior to the November 2018 General Election.

On previous occasions the county has prepared an Ordinance for the change which in turn has been forwarded by the County Attorney to the Virginia State Board of Elections, Virginia Division of Legislative Services and the Department of Justice. In addition, the County Attorney has drawn up a contract with the new location. Diana Eanes, General Registrar, can provide additional information if needed.

Therefore, we are requesting you to begin the process of approval by the Madison County Board of Supervisors.

Respectfully,

*BE*  
Beth Eddins, Chair

  
Susanna Spencer, Vice Chair

  
Bonita Burr, Secretary

**ORDINANCE TO CHANGE THE POLLING PLACE FOR THE  
ETLAN PRECINCT  
MADISON COUNTY, VIRGINIA**

**ORDINANCE #2018-5**

WHEREAS, the Madison County Electoral Board has recommended that the polling place for the Etlan Precinct be changed from the former Etlan Rescue Squad facility located at 5395 S. FT Valley Road, Etlan, Virginia 22719, to the Etlan United Methodist Church located at 217 Church Hill Road, Etlan, Virginia 22719.

NOW, THEREFORE, BE IT ORDAINED by the Board of Supervisors of Madison County, Virginia, as follows:

1. The polling place for the Etlan Precinct in all elections is hereby changed from the former Etlan Rescue Squad facility located at 5395 S. FT Valley Road, Etlan, Virginia 22719, to the Etlan United Methodist Church located at 217 Church Hill Road, Etlan, Virginia 22719.
2. A copy of this Ordinance shall be sent to the Madison County Electoral Board, the Madison County Registrar, the Virginia State Board of Elections, and the Virginia Division of Legislative Services.
3. This Ordinance shall be effective upon adoption.

Enacted this \_\_\_\_ day of \_\_\_\_\_, 2018, on motion of Supervisor \_\_\_\_\_, seconded by Supervisor \_\_\_\_\_.

\_\_\_\_\_  
R. Clay Jackson, Chair  
Madison County Board of Supervisors

	Aye	Nay	Abstain	Absent
R. Clay Jackson	___	___	___	___
Jonathon Weakley	___	___	___	___
Kevin McGhee	___	___	___	___
Charlotte Hoffman	___	___	___	___
Amber Foster	___	___	___	___

## MADISON COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

**MEETING DATE:** August 28, 2018

**AGENDA TITLE:** 5a – Emergency Services Radio System

**INDICATED MOTION(s):** I move to authorize staff to accept a Black & Veatch proposal involving (1) a \$37,633 for consulting that will result in the specification development, procurement and proposal review phases of the public safety radio project and (2) a \$4,000 contingency that would fund grant application assistance if needed.

**AGENDA CATEGORY:** Public Hearing      Financial      **Old Business**      New Business      Other

**STAFF LEAD:** Director of Emergency Communications Brian Gordon

**TIMING:** The Board will recall the February 27, 2018 presentation on the replacement of Madison County’s public safety radio system. The approval of additional consulting work is the next step in a multi-year project timetable for the envisioned system.

**DISCUSSION:** The initial Black & Veatch report presented a review and inventory of Madison County’s current situation, analyzed need, identified the type of system the County should pursue and indicated preliminary budget estimates under several scenarios.

Staff has reviewed the matter and has concluded that Madison County’s integration with Greene County into the existing Fluvanna County/Louisa County emergency radio system is consistent with the consultant’s recommendation. Such an arrangement would have a variety of improved service, redundancy, economy of scale, cost containment and project management/system maintenance benefits. There may be a concern regarding high and unknown costs of going into a “no-bid” procurement transaction with a sole-source vendor, but it is staff’s opinion that there is no better alternative available to Madison County.

Of course, there are numerous details to work out before such a system would be fully operational. These include entering a formal agreement between the partner counties, better understanding the County’s capital and life-cycle costs for the system, acquiring land and facilitating the installation of any required radio system towers, financing, managing construction, retraining personnel in each of the County’s public safety unit and then switching over to the new radio system.

Per the consultant’s proposal, deliverables from this second phase of consulting include the creation of a technical specification, a request for a fully operational public safety radio system proposal, and evaluation of the installation proposal.

**FISCAL IMPACT:** The cost of the work contemplated is estimated to be \$37,633 without contingency plus \$4,000 for grant funding assistance. Although they have not been appropriated to date, monies that would fund this item are contained in the FY19 budget. Staff would follow up at a later date with the usual budget adjustment documents.

**REFERENCES:** N/A

**HISTORY:** N/A

**RECOMMENDATION:** Staff recommends that the Board authorize this next project phase according the indicated motion.

**ENCLOSURES:**

- Black & Veatch proposal dated July 24, 2018

# MADISON COUNTY EMERGENCY COMMUNICATIONS

Brian J. Gordon, *Director*  
P. O. Box 705  
107 Church Street  
Madison, Virginia 22727

Tel.: (540) 948-5144  
(540) 395-7033 (cell)

Fax: (540) 948-3069  
Email: bgordon@madisonco.virginia.gov

## Black and Veatch Phase II Proposal

### The Need

The current radio system being utilized by the County's first responders is increasingly becoming unreliable to the users. There are many instances where responders and 911 dispatchers can't communicate with each and this is causing a public and responder safety concern. Phase II of the project will develop technical specifications to develop and build and new P25 (Federal Standard) radio system that will provide a high level of dependability and functionality to the responders and citizens of Madison County.

### Phase II Deliverables

- Technical Specification Document
- Proposal Evaluation Criteria
- Pre-Proposal Conference Assistance and Technical Addenda
- Proposal Evaluation, Questions and Summary
- Attendance at Oral Presentations and Vendor Interviews/Questions Support
- Recommended Revisions to the Proposed Acceptance Test Procedure, Vendor Statement of Work, and Comments or Typical Verbiage Regarding the System Purchase Contract
- Comments and Revisions to the Acceptance Test Procedure, Vendor Statement of Work and System Purchase Contract
- A List of Funding Sources Along with Applications as Applicable (*Optional*)
  - The grant portion of the proposal has been discussed with Black and Veatch and I have found the proposal of \$4000 is an allowance and they have stipulated that costs are difficult to define because of the complex nature of some of the grants. Below is an exert from an email received from Black and Veatch citing a potential breakdown of costs:

*Depending on the services engaged, grant research and opportunity identification or actual grant application completion and writing support, costs can vary. Much of the variance is related to the grant offer, Federal Grant programs being the more complex and grants from Foundations or Corporations being less complex. That said, some **budgetary only** costs considerations would be:*

- *Research Grant Funding Opportunities: \$500-\$750*
- *Grant Application / Proposal Writing:*
  - *Foundations/Corporations: \$3500-\$5000*
  - *State/Federal Grants: \$7000-\$8000*

*Ultimately, it comes down to the relative requirements in applying for the grant, the amount of research required to ensure a high level understanding of the ideal grant recipient such that a competitive grant application can be made. This is why the costs for government grants are higher as they are more complex. Grant Management costs would be relative the amount of support required to compliantly manage the grant and thus it is very difficult to suggest a budgetary value without first having a better understanding of the organization's needs and capabilities around managing grants.*

MADISON COUNTY  
 VENDOR PAYMENTS CHECK REGISTER  
 Executed By: cjones

Page:  
 Date: 08/24/1  
 Time: 15:15:2

CHECK NO.	CHK DATE	VENDOR IDENTIFICATION	VENDOR NAME	TYPE	AMOUNT	VOID	OUTST.
CKING-UNION 1ST UNION BANK & TRUST							
10156794	08/16/2018	REC	RAPPAHANNOCK ELECTRIC COOPERATIVE	DIRECT	\$ 9,454.19		Ye
10156795	08/16/2018	VERIZONWIRELESS	VERIZON WIRELESS	DIRECT	\$ 1,794.65		Ye
10156796	08/24/2018	ANS	ADVANCED NETWORK SYSTEMS, INC.	DIRECT	\$ 1,235.00		Ye
10156797	08/24/2018	AIRECO	AIRECO SUPPLY, INC.	DIRECT	\$ 57.19		Ye
10156798	08/24/2018	AYLORSGARAGE	AYLOR'S GARAGE & TOWING, INC.	DIRECT	\$ 16.00		Ye
10156799	08/24/2018	BOBSWHEELALIGNMENT	BOB'S WHEEL ALIGNMENT, INC.	DIRECT	\$ 35.00		Ye
10156800	08/24/2018	CENTRALVANENSPAPERS	CENTRAL VIRGINIA COMMUNITY NEWSPAP	DIRECT	\$ 58.50		Ye
10156801	08/24/2018	CINTAS	CINTAS CORPORATION #385	DIRECT	\$ 228.60		Ye
10156802	08/24/2018	CLEARCOMM	CLEAR COMMUNICATIONS & ELECTRONICS	DIRECT	\$ 1,825.00		Ye
10156803	08/24/2018	COMCAST-ECONOMIC	COMCAST	DIRECT	\$ 182.37		Ye
10156804	08/24/2018	COMCAST-SHELBYRD	COMCAST	DIRECT	\$ 85.69		Ye
10156805	08/24/2018	CRYSTALSPPRINGS	CRYSTAL SPRINGS	DIRECT	\$ 217.56		Ye
10156806	08/24/2018	CUMMINSATLANTIC	CUMMINS ATLANTIC, LLC	DIRECT	\$ 761.70		Ye
10156807	08/24/2018	EAST COAST EMERGENCY VEHICLES,	EAST COAST EMERGENCY VEHICLES, LLC	DIRECT	\$ 270.28		Ye
10156808	08/24/2018	FAYESOFFICE	FAYE'S OFFICE SUPPLY, INC.	DIRECT	\$ 79.98		Ye
10156809	08/24/2018	FOODLION	FOOD LION CHARGE SALES	DIRECT	\$ 19.84		Ye
10156810	08/24/2018	HART-ELECTION	HART INTERCIVIC INC	DIRECT	\$ 1,200.00		Ye
10156811	08/24/2018	HURT-GIS	HURT & PROFFITT, INC	DIRECT	\$ 500.00		Ye
10156812	08/24/2018	JOEPHILLIPSFENCE	JOE PHILLIPS FENCE COMPANY	DIRECT	\$ 845.00		Ye
10156813	08/24/2018	MADISONEAGLE	MADISON COUNTY EAGLE	DIRECT	\$ 53.84		Ye
10156814	08/24/2018	MADISONCOFAIR	MADISON COUNTY FAIR	DIRECT	\$ 85.00		Ye
10156815	08/24/2018	MCI	MCI COMM SERVICE	DIRECT	\$ 132.83		Ye
10156816	08/24/2018	MWP	MWP SUPPLY	DIRECT	\$ 40.36		Ye
10156817	08/24/2018	NEALESAUTO	NEALE'S AUTO REPAIR, INC.	DIRECT	\$ 430.38		Ye
10156818	08/24/2018	QUILL	QUILL CORPORATION	DIRECT	\$ 228.26		Ye
10156819	08/24/2018	RSA	RAPIDAN SERVICE AUTHORITY	DIRECT	\$ 886.93		Ye
10156820	08/24/2018	REC	RAPPAHANNOCK ELECTRIC COOPERATIVE	DIRECT	\$ 855.65		Ye
10156821	08/24/2018	RIDDLEBERGER	RIDDLEBERGER BROTHERS, INC.	DIRECT	\$ 568.50		Ye
10156822	08/24/2018	SIGNS@WORK	SIGNS@WORK, INC	DIRECT	\$ 125.00		Ye
10156823	08/24/2018	SOUTHERNSOFTWARE	SOUTHERN SOFTWARE, INC	DIRECT	\$ 850.00		Ye
10156824	08/24/2018	SPRINGSTED	SPRINGSTED WATERS INC	DIRECT	\$ 12,198.72		Ye
10156825	08/24/2018	DAILYPROGRESS	THE DAILY PROGRESS	DIRECT	\$ 704.50		Ye
10156826	08/24/2018	TREAS - DEQ	TREASURER OF VIRGINIA	DIRECT	\$ 7,291.00		Ye
10156827	08/24/2018	POSTMASTER	U.S. POSTAL SERVICE	DIRECT	\$ 102.00		Ye
					-----		
TOTAL BANK CKING-UNION 1ST					\$	43,419.52	
					=====		
TOTAL ALL					\$	43,419.52	

MADISON COUNTY  
 VENDOR PAYMENTS VOUCHERS BY BANK, CHECK/EFT NUMBER, VENDOR ID, AND INVOICE ID  
 Executed By: cJones

PAGE:  
 TIME: 15:16:3  
 DATE: 08/24/201

CAL YEAR FY TRANS MAN PO ACCOUNT CODE CREDIT CODE DESCRIPTION AMOUNT

Bank: CKING-UNION 1ST UNION BANK & TRUST

-----Checks-----

Vendor: REC				RAPPAHANNOCK ELECTRIC COOPERATIVE				REMIT ADDRESS						
Invoice ID:	JUL18	107327849		Invoice Date:	07/25/2018	Due Date:	08/31/2018							
2018	2019	1	No	10-04	-42	-43200-5110	10-101		THRIFT ROAD COMPLEX	\$		357.53		
Invoice ID:	JUL18	107328180		Invoice Date:	07/25/2018	Due Date:	08/31/2018							
2018	2019	1	No	10-04	-42	-43200-5110	10-101		CRIGLERSVILLE VOTING BLDG	\$		21.00		
Invoice ID:	JUL18	107328820		Invoice Date:	07/25/2018	Due Date:	08/31/2018							
2018	2019	1	No	10-04	-42	-43200-5110	10-101		COMMONWEALTH ATTY BLDG	\$		440.75		
Invoice ID:	JUL18	107328925		Invoice Date:	07/25/2018	Due Date:	08/31/2018							
2018	2019	1	No	10-04	-42	-43200-5110	10-101		VACANT BLDG-THRIFT ROAD	\$		21.13		
Invoice ID:	JUL18	107330434		Invoice Date:	07/25/2018	Due Date:	08/31/2018							
2018	2019	1	No	10-04	-42	-43200-5110	10-101		WELCOME SIGN LIGHT-29 & 231N	\$		27.75		
Invoice ID:	JUL18	107330447		Invoice Date:	07/25/2018	Due Date:	08/31/2018							
2018	2019	1	No	10-04	-42	-43200-5110	10-101		WELCOME SIGN LIGHT-29 & MAIN	\$		22.52		
Invoice ID:	JUL18	107330454		Invoice Date:	07/25/2018	Due Date:	08/31/2018							
2018	2019	1	No	10-04	-42	-43200-5110	10-101		KEMPER HOUSE	\$		118.67		
Invoice ID:	JUL18	107331845		Invoice Date:	07/25/2018	Due Date:	08/31/2018							
2018	2019	1	No	10-04	-42	-43200-5110	10-101		CRIGLERSVILLE COTTAGE	\$		21.00		
Invoice ID:	JUL18	107819999		Invoice Date:	07/25/2018	Due Date:	08/31/2018							
2018	2019	1	No	10-04	-42	-43200-5110	10-101		EMS BLDG	\$		218.09		
Invoice ID:	JUL18	107994477		Invoice Date:	07/25/2018	Due Date:	08/31/2018							
2018	2019	1	No	10-04	-42	-43200-5110	10-101		BEASLEY PARK	\$		48.52		
Invoice ID:	JUL18	107996703		Invoice Date:	07/25/2018	Due Date:	08/31/2018							
2018	2019	1	No	10-04	-42	-43200-5110	10-101		PARKING LOT LIGHT-WMB/SOC SER	\$		68.03		
Invoice ID:	JUL18	107999005		Invoice Date:	07/25/2018	Due Date:	08/31/2018							
2018	2019	1	No	10-04	-42	-43200-5110	10-101		KEMPER HOUSE	\$		69.78		
Invoice ID:	JUL18	110407352		Invoice Date:	07/25/2018	Due Date:	08/31/2018							
2018	2019	1	No	10-08	-81	-81110-5110	10-101		VISITOR CENTER	\$		522.90		
Invoice ID:	JUL18	113876744		Invoice Date:	07/25/2018	Due Date:	08/31/2018							
2018	2019	1	No	10-04	-42	-43200-5110	10-101		HABITAT/LITERACY COUNCIL BLDG	\$		129.08		
2018	2019	2	No	10-04	-42	-43200-5110	10-101		OUTDOOR LIGHTING-304 THRIFT R	\$		11.02		
											INVOICE TOTAL (INVOICE ID: JUL18 113876744 ) =	\$	140.10	
Invoice ID:	JUL18	113876787		Invoice Date:	07/25/2018	Due Date:	08/31/2018							
2018	2019	1	No	10-04	-42	-43200-5110	10-101		CRIGLERSVILLE BLDG	\$		21.00		
2018	2019	2	No	10-04	-42	-43200-5110	10-101		OUTDOOR LIGHTING-CRIGLERSVILL	\$		11.02		
											INVOICE TOTAL (INVOICE ID: JUL18 113876787 ) =	\$	32.02	
Invoice ID:	JUL18	11651968		Invoice Date:	07/25/2018	Due Date:	08/31/2018							
2018	2019	1	No	10-04	-42	-43200-5110	10-101		BLAKEY TOWER	\$		93.78		
Invoice ID:	JUL18	13189780		Invoice Date:	07/25/2018	Due Date:	08/31/2018							
2018	2019	1	No	10-04	-42	-43200-5110	10-101		SOUTH MAIN STREET	\$		331.12		
Invoice ID:	JUL18	13190826		Invoice Date:	07/25/2018	Due Date:	08/31/2018							
2018	2019	1	No	10-04	-42	-43200-5110	10-101		WAR MEMORIAL BLDG	\$		713.73		
Invoice ID:	JUL18	13190876		Invoice Date:	07/25/2018	Due Date:	08/31/2018							
2018	2019	1	No	10-04	-42	-43200-5110	10-101		SHERIFF/E-911 BLDG	\$		1,762.27		
Invoice ID:	JUL18	13190877		Invoice Date:	07/25/2018	Due Date:	08/31/2018							
2018	2019	1	No	10-04	-42	-43200-5110	10-101		ADMINISTRATION BLDG	\$		638.68		
2018	2019	2	No	10-04	-42	-43200-5110	10-101		OUTDOOR LIGHTING-414 N MAIN	\$		11.02		
											INVOICE TOTAL (INVOICE ID: JUL18 13190877 ) =	\$	649.70	
Invoice ID:	JUL18	13190878		Invoice Date:	07/25/2018	Due Date:	08/31/2018							
2018	2019	1	No	10-04	-42	-43200-5110	10-101		COURTHOUSE	\$		3,736.07		
Invoice ID:	JUL18	220755020		Invoice Date:	07/25/2018	Due Date:	08/31/2018							
2018	2019	1	No	10-04	-42	-43200-5110	10-101		OUTDOOR LIGHTING-101 S MAIN	\$		22.04		
Invoice ID:	JUL18	98402886		Invoice Date:	07/25/2018	Due Date:	08/31/2018							
2018	2019	1	No	10-04	-42	-43200-5110	10-101		THRIFT ROAD/MAIN STREET POLE	\$		15.69		
											CHECK TOTAL (CHECK #: 10156794 DATE: 08/16/2018 ) =	\$	9,454.19	

Vendor: VERIZONWIRELESS				VERIZON WIRELESS				REMIT ADDRESS					
Invoice ID:	9811862420			Invoice Date:	08/01/2018	Due Date:	08/31/2018						
2018	2019	1	No	10-02	-21	-21900-5230	10-101		CELL PHONE(3550)	\$		50.00	
2018	2019	2	No	10-03	-31	-31200-5230	10-101		CELL PHONE(5737)	\$		50.00	
2018	2019	3	No	10-03	-32	-32600-5230	10-101		MIFI SERVICE	\$		40.01	
2018	2019	4	No	10-03	-31	-31401-5233	10-101		MIFI SERVICE	\$		40.01	
2018	2019	5	No	10-03	-31	-31200-5230	10-101		CELL PHONE(3105)	\$		50.00	

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2018	2019	6	No		10-03 -31 -31200-5230	10-101	CELL PHONE(5125)	\$ 50.00
2018	2019	7	No		10-03 -33 -33300-5230	10-101	CELL PHONE(8041)	\$ 50.00
2018	2019	8	No		10-03 -33 -33300-5230	10-101	EQUIPMENT INCENTIVE CREDIT	\$ 100.00
2018	2019	9	No		10-03 -31 -31400-5230	10-101	CELL PHONE(2057)	\$ 74.00
2018	2019	10	No		10-03 -31 -31200-5230	10-101	CELL PHONE(4033)	\$ 50.00
2018	2019	11	No		10-03 -31 -31200-5230	10-101	CELL PHONE(6053)	\$ 50.00
2018	2019	12	No		10-03 -31 -31200-5230	10-101	CELL PHONE(6105)	\$ 50.00
2018	2019	13	No		10-03 -31 -31200-5230	10-101	CELL PHONE(6727)	\$ 50.00
2018	2019	14	No		10-03 -31 -31200-5230	10-101	CELL PHONE(6738)	\$ 50.00
2018	2019	15	No		10-03 -31 -31200-5230	10-101	CELL PHONE(6864)	\$ 50.00
2018	2019	16	No		10-03 -31 -31200-5230	10-101	CELL PHONE(6877)	\$ 50.00
2018	2019	17	No		10-03 -31 -31200-5230	10-101	CELL PHONE(6926)	\$ 50.00
2018	2019	18	No		10-03 -31 -31200-5230	10-101	CELL PHONE(6934)	\$ 50.00
2018	2019	19	No		10-03 -31 -31200-5230	10-101	CELL PHONE(6936)	\$ 50.00
2018	2019	20	No		10-03 -31 -31200-5230	10-101	CELL PHONE(6980)	\$ 50.00
2018	2019	21	No		10-03 -31 -31200-5230	10-101	CELL PHONE(6990)	\$ 50.00
2018	2019	22	No		10-03 -31 -31200-5230	10-101	CELL PHONE(6994)	\$ 50.00
2018	2019	23	No		10-03 -31 -31200-5230	10-101	CELL PHONE(7017)	\$ 50.00
2018	2019	24	No		10-03 -31 -31200-5230	10-101	CELL PHONE(7026)	\$ 50.00
2018	2019	25	No		10-03 -31 -31401-5230	10-101	CELL PHONE(7033)	\$ 50.00
2018	2019	26	No		10-03 -31 -31200-5230	10-101	CELL PHONE(0459)	\$ 50.00
2018	2019	27	No		10-02 -22 -22100-5230	10-101	CELL PHONE(0712)	\$ 50.00
2018	2019	28	No		10-03 -35 -35103-5230	10-101	CELL PHONE(0835)	\$ 50.00
2018	2019	29	No		10-03 -35 -35103-5230	10-101	CELL PHONE(0944)	\$ 50.00
2018	2019	30	No		10-08 -83 -83500-5230	10-101	CELL PHONE(1964)	\$ 50.00
2018	2019	31	No		10-03 -31 -31200-5230	10-101	CELL PHONE(2805)	\$ 50.00
2018	2019	32	No		10-03 -34 -34100-5230	10-101	CELL PHONE	\$ 50.00
2018	2019	33	No		10-03 -32 -32600-5230	10-101	MIFI SERVICE	\$ 32.81
2018	2019	34	No		10-03 -32 -32600-5230	10-101	CELL PHONE(6643)	\$ 65.01
2018	2019	35	No		10-03 -32 -32600-5230	10-101	CELL PHONE(6952)	\$ 50.00
2018	2019	36	No		10-01 -12 -12110-5230	10-101	CELL PHONE(8956)	\$ 60.00
2018	2019	37	No		10-03 -32 -32600-5230	10-101	DATA CARD	\$ 32.81
2018	2019	38	No		10-03 -31 -31200-5230	10-101	CELL PHONE(8780)	\$ 50.00
2018	2019	39	No		10-03 -31 -31200-5230	10-101	CELL PHONE(3526)	\$ 50.00

INVOICE TOTAL (INVOICE ID: 9811862420 ) = \$ 1,794.65

CHECK TOTAL (CHECK #: 10156795 DATE: 08/16/2018 ) = \$ 1,794.65

Vendor: ANS ADVANCED NETWORK SYSTEMS, INC. REMIT ADDRESS  
 Invoice ID: 41249 Invoice Date: 08/15/2018 Due Date: 08/31/2018  
 2018 2019 1 No 10-01 -12 -12510-3145 10-101 MONTHLY NETWORK SERVICES \$ 1,235.00

CHECK TOTAL (CHECK #: 10156796 DATE: 08/24/2018 ) = \$ 1,235.00

Vendor: AIRECO AIRECO SUPPLY, INC. REMIT ADDRESS  
 Invoice ID: 7127307-00 Invoice Date: 08/14/2018 Due Date: 08/31/2018  
 2018 2019 1 No 10-04 -42 -43200-3310 10-101 EASY SEAL DIRECT INJECT \$ 57.19

CHECK TOTAL (CHECK #: 10156797 DATE: 08/24/2018 ) = \$ 57.19

Vendor: AYLORSGARAGE AYLOR'S GARAGE & TOWING, INC. REMIT ADDRESS  
 Invoice ID: I082018-7 Invoice Date: 08/20/2018 Due Date: 08/31/2018  
 2018 2019 1 No 10-03 -31 -31401-6009 10-101 INSPECTION \$ 16.00

CHECK TOTAL (CHECK #: 10156798 DATE: 08/24/2018 ) = \$ 16.00

Vendor: BOBSWHEELALIGNMENT BOB'S WHEEL ALIGNMENT, INC. REMIT ADDRESS  
 Invoice ID: 10628 Invoice Date: 08/17/2018 Due Date: 08/31/2018  
 2018 2019 1 No 10-03 -31 -31200-6009 10-101 SPEEDOMETER CALIBRATION \$ 35.00

CHECK TOTAL (CHECK #: 10156799 DATE: 08/24/2018 ) = \$ 35.00

Vendor: CENTRALVANEWS PAPERS CENTRAL VIRGINIA COMMUNITY NEWSPAPERS REMIT ADDRESS  
 Invoice ID: JUL18 3316171 Invoice Date: 08/05/2018 Due Date: 08/31/2018  
 2018 2019 1 No 10-01 -12 -12110-3610 10-101 ADVERTISING-AUCTIONEER SERVIC \$ 58.50

CHECK TOTAL (CHECK #: 10156800 DATE: 08/24/2018 ) = \$ 58.50

Vendor: CINTAS CINTAS CORPORATION #385 REMIT ADDRESS  
 Invoice ID: 385553110 Invoice Date: 08/15/2018 Due Date: 08/31/2018

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2018	2019	1	No		10-03 -35 -35103-6005	10-101	AIR FRESHENERS	\$ 17.88
Invoice ID: 385553111 Invoice Date: 08/15/2018 Due Date: 08/31/2018								
2018	2019	1	No		10-04 -42 -43200-5420	10-101	538 S MAIN STREET	\$ 2.75
Invoice ID: 385553112 Invoice Date: 08/15/2018 Due Date: 08/31/2018								
2018	2019	1	No		10-04 -42 -43200-5420	10-101	COMMONWEALTH ATTY BLDG	\$ 7.99
Invoice ID: 385553113 Invoice Date: 08/15/2018 Due Date: 08/31/2018								
2018	2019	1	No		10-04 -42 -43200-5420	10-101	SHERIFF'S OFFICE	\$ 19.07
Invoice ID: 385553114 Invoice Date: 08/15/2018 Due Date: 08/31/2018								
2018	2019	1	No		10-04 -42 -43200-5420	10-101	HEALTH DEPARTMENT	\$ 6.86
Invoice ID: 385553115 Invoice Date: 08/15/2018 Due Date: 08/31/2018								
2018	2019	1	No		10-04 -42 -43200-5420	10-101	ADMINISTRATION BLDG	\$ 14.90
Invoice ID: 385553116 Invoice Date: 08/15/2018 Due Date: 08/31/2018								
2018	2019	1	No		10-04 -42 -43200-5420	10-101	COURTHOUSE	\$ 12.15
Invoice ID: 385553117 Invoice Date: 08/15/2018 Due Date: 08/31/2018								
2018	2019	1	No		10-04 -42 -43200-5420	10-101	302 THRIFT ROAD	\$ 4.17
Invoice ID: 385553118 Invoice Date: 08/15/2018 Due Date: 08/31/2018								
2018	2019	1	No		10-04 -42 -43200-5420	10-101	WMB/UNIFORMS	\$ 29.31
Invoice ID: 385555239 Invoice Date: 08/22/2018 Due Date: 08/31/2018								
2018	2019	1	No		10-03 -35 -35103-6005	10-101	AIR FRESHENERS	\$ 17.88
Invoice ID: 385555240 Invoice Date: 08/22/2018 Due Date: 08/31/2018								
2018	2019	1	No		10-04 -42 -43200-5420	10-101	538 S MAIN STREET	\$ 2.75
Invoice ID: 385555241 Invoice Date: 08/22/2018 Due Date: 08/31/2018								
2018	2019	1	No		10-04 -42 -43200-5420	10-101	COMMONWEALTH ATTY BLDG	\$ 7.99
Invoice ID: 385555242 Invoice Date: 08/22/2018 Due Date: 08/31/2018								
2018	2019	1	No		10-04 -42 -43200-5420	10-101	SHERIFF'S OFFICE	\$ 19.07
Invoice ID: 385555243 Invoice Date: 08/22/2018 Due Date: 08/31/2018								
2018	2019	1	No		10-04 -42 -43200-5420	10-101	HEALTH DEPARTMENT	\$ 6.86
Invoice ID: 385555244 Invoice Date: 08/22/2018 Due Date: 08/31/2018								
2018	2019	1	No		10-04 -42 -43200-5420	10-101	ADMINISTRATION BLDG	\$ 14.90
Invoice ID: 385555245 Invoice Date: 08/22/2018 Due Date: 08/31/2018								
2018	2019	1	No		10-04 -42 -43200-5420	10-101	COURTHOUSE	\$ 12.15
Invoice ID: 385555246 Invoice Date: 08/22/2018 Due Date: 08/31/2018								
2018	2019	1	No		10-04 -42 -43200-5420	10-101	302 THRIFT ROAD	\$ 4.17
Invoice ID: 385555247 Invoice Date: 08/22/2018 Due Date: 08/31/2018								
2018	2019	1	No		10-04 -42 -43200-5420	10-101	WMB/UNIFORMS	\$ 27.75
CHECK TOTAL (CHECK #: 10156801 DATE: 08/24/2018 ) = \$ 228.60								
Vendor: CLEARCOMM CLEAR COMMUNICATIONS & ELECTRONICS, INC. REMIT ADDRESS								
Invoice ID: 116770 Invoice Date: 08/06/2018 Due Date: 08/31/2018								
2018	2019	1	No		10-03 -31 -31401-3324	10-101	BATTERY REVERTING CHARGER	\$ 1,825.00
CHECK TOTAL (CHECK #: 10156802 DATE: 08/24/2018 ) = \$ 1,825.00								
Vendor: COMCAST-ECONOMIC COMCAST REMIT ADDRESS								
Invoice ID: AUGUST 2018 Invoice Date: 08/10/2018 Due Date: 08/31/2018								
2018	2019	1	No		10-08 -81 -81110-5230	10-101	INTERNET/PHONE/CABLE	\$ 182.37
CHECK TOTAL (CHECK #: 10156803 DATE: 08/24/2018 ) = \$ 182.37								
Vendor: COMCAST-SHELBYRD COMCAST REMIT ADDRESS								
Invoice ID: AUGUST 2018 Invoice Date: 08/10/2018 Due Date: 08/31/2018								
2018	2019	1	No		10-03 -35 -35103-5230	10-101	INTERNET SERVICES	\$ 85.69
CHECK TOTAL (CHECK #: 10156804 DATE: 08/24/2018 ) = \$ 85.69								
Vendor: CRYSTALSPRINGS CRYSTAL SPRINGS REMIT ADDRESS								
Invoice ID: 16369848 081418 Invoice Date: 08/14/2018 Due Date: 08/31/2018								
2018	2019	1	No		10-04 -42 -43200-5130	10-101	EMS BLDG	\$ 63.67
Invoice ID: 16369855 081418 Invoice Date: 08/14/2018 Due Date: 08/31/2018								
2018	2019	1	No		10-04 -42 -43200-5130	10-101	REGISTRAR'S OFFICE	\$ 38.92
Invoice ID: 16369911 081418 Invoice Date: 08/14/2018 Due Date: 08/31/2018								
2018	2019	1	No		10-04 -42 -43200-5130	10-101	SHERIFF'S OFFICE	\$ 56.89
Invoice ID: 16369940 081418 Invoice Date: 08/14/2018 Due Date: 08/31/2018								
2018	2019	1	No		10-04 -42 -43200-5130	10-101	ANIMAL SHELTER BLDG	\$ 27.41
Invoice ID: 16382467 081418 Invoice Date: 08/14/2018 Due Date: 08/31/2018								
2018	2019	1	No		10-04 -42 -43200-5130	10-101	ECONOMIC DEVELOPMENT BLDG	\$ 30.67
CHECK TOTAL (CHECK #: 10156805 DATE: 08/24/2018 ) = \$ 217.56								
Vendor: CUMMINSATLANTIC CUMMINS ATLANTIC, LLC REMIT ADDRESS								

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Vendor: EAST COAST EMERGENCY VEHICLES, EAST COAST EMERGENCY VEHICLES, LLC								
Invoice ID: 017-27074			Invoice Date: 08/13/2018			Due Date: 08/31/2018		
2018	2019	1	No		10-03 -31 -31401-3323	10-101	REPAIRS TO GENERATOR	\$ 761.70
CHECK TOTAL (CHECK #: 10156806 DATE: 08/24/2018 ) = \$								761.70
Vendor: FAYESOFFICE								
Invoice ID: 12190			Invoice Date: 08/14/2018			Due Date: 08/31/2018		
2018	2019	1	No		10-03 -35 -35103-8106	10-101	WHELEN RED T-SERIES ION	\$ 270.28
CHECK TOTAL (CHECK #: 10156807 DATE: 08/24/2018 ) = \$								270.28
Vendor: FAYE'S OFFICE SUPPLY, INC.								
Invoice ID: 0189583-001			Invoice Date: 08/20/2018			Due Date: 08/31/2018		
2018	2019	1	No		10-03 -32 -32600-6001	10-101	PAPER	\$ 79.98
CHECK TOTAL (CHECK #: 10156808 DATE: 08/24/2018 ) = \$								79.98
Vendor: FOODLION								
Invoice ID: 2825673325872			Invoice Date: 08/16/2018			Due Date: 08/31/2018		
2018	2019	1	No		10-03 -35 -35103-6003	10-101	KITTEN FOOD	\$ 19.84
CHECK TOTAL (CHECK #: 10156809 DATE: 08/24/2018 ) = \$								19.84
Vendor: HART-ELECTION								
Invoice ID: 074074			Invoice Date: 08/09/2018			Due Date: 08/31/2018		
2018	2019	1	No		10-01 -13 -13100-3145	10-101	EXTENDED WARRANTY-VERITY SCAN	\$ 1,200.00
CHECK TOTAL (CHECK #: 10156810 DATE: 08/24/2018 ) = \$								1,200.00
Vendor: HURT & PROFFITT, INC								
Invoice ID: 50184			Invoice Date: 08/15/2018			Due Date: 08/31/2018		
2018	2019	1	No		10-08 -81 -81700-3145	10-101	DATA PROCESSING-ONLINE GIS	\$ 500.00
CHECK TOTAL (CHECK #: 10156811 DATE: 08/24/2018 ) = \$								500.00
Vendor: JOE PHILLIPS FENCE COMPANY								
Invoice ID: 1695			Invoice Date: 08/14/2018			Due Date: 08/31/2018		
2018	2019	1	No		10-04 -42 -43200-3165	10-101	REPAIR CHAIN LINK FENCE	\$ 845.00
CHECK TOTAL (CHECK #: 10156812 DATE: 08/24/2018 ) = \$								845.00
Vendor: MADISON COUNTY EAGLE								
Invoice ID: AUG18 302100546			Invoice Date: 08/02/2018			Due Date: 08/31/2018		
2018	2019	1	No		10-01 -12 -12110-6020	10-101	SUBSCRIPTIONS-56 WEEKS	\$ 26.92
Invoice ID: AUG18 302101335			Invoice Date: 08/16/2018			Due Date: 08/31/2018		
2018	2019	1	No		10-08 -81 -81101-3610	10-101	SUBSCRIPTIONS-56 WEEKS	\$ 26.92
CHECK TOTAL (CHECK #: 10156813 DATE: 08/24/2018 ) = \$								53.84
Vendor: MADISON COUNTY FAIR								
Invoice ID: #2			Invoice Date: 08/15/2018			Due Date: 08/31/2018		
2018	2019	1	No		10-08 -83 -83500-6001	10-101	HALF OF THE COST FOR PA SYSTE	\$ 85.00
CHECK TOTAL (CHECK #: 10156814 DATE: 08/24/2018 ) = \$								85.00
Vendor: MCI								
Invoice ID: AUGUST 2018			Invoice Date: 08/11/2018			Due Date: 08/31/2018		
2018	2019	1	No		10-04 -42 -43200-5230	10-101	LONG DISTANCE CHARGES	\$ 34.63
2018	2019	2	No		10-04 -42 -43200-5230	10-101	LONG DISTANCE CHARGES	\$ 32.78
2018	2019	3	No		10-04 -42 -43200-5230	10-101	LONG DISTANCE CHARGES	\$ 32.78
2018	2019	4	No		10-04 -42 -43200-5230	10-101	LONG DISTANCE CHARGES	\$ 32.64
INVOICE TOTAL (INVOICE ID: AUGUST 2018 ) = \$								132.83
CHECK TOTAL (CHECK #: 10156815 DATE: 08/24/2018 ) = \$								132.83
Vendor: MWP								
Invoice ID: 703223			Invoice Date: 07/12/2018			Due Date: 08/31/2018		
2018	2019	1	No		10-03 -35 -35103-8108	10-101	PADLOCK COMBO/WD-40 SPRAY	\$ 32.73
Invoice ID: 703227			Invoice Date: 07/12/2018			Due Date: 08/31/2018		
2018	2019	1	No		10-03 -31 -31400-6009	10-101	PADLOCK FOR TRAILER	\$ 7.63

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CHECK TOTAL (CHECK #: 10156816 DATE: 08/24/2018 ) = \$								40.36
Vendor: NEALESAUTO			NEALE'S AUTO REPAIR, INC.			REMIT ADDRESS		
Invoice ID:	18896			Invoice Date:	08/10/2018	Due Date:	08/31/2018	
2018	2019	1	No	10-03	-31 -31200-6009	10-101	OIL CHANGE/ROTATE TIRES/SWAY	\$ 191.69
Invoice ID:	18929			Invoice Date:	08/16/2018	Due Date:	08/31/2018	
2018	2019	1	No	10-03	-31 -31200-6009	10-101	OIL CHANGE/INPSECTION/WIPERS/	\$ 206.69
Invoice ID:	18953			Invoice Date:	08/21/2018	Due Date:	08/31/2018	
2018	2019	1	No	10-03	-31 -31200-6009	10-101	INSPECTION	\$ 16.00
Invoice ID:	18970			Invoice Date:	08/23/2018	Due Date:	08/31/2018	
2018	2019	1	No	10-03	-31 -31200-6009	10-101	INSPECTION	\$ 16.00
CHECK TOTAL (CHECK #: 10156817 DATE: 08/24/2018 ) = \$								430.38
Vendor: QUILL			QUILL CORPORATION			REMIT ADDRESS		
Invoice ID:	9146421			Invoice Date:	08/07/2018	Due Date:	08/31/2018	
2018	2019	1	No	10-02	-22 -22100-6001	10-101	FILE BOX/TISSUES/FOLDERS/HING	\$ 113.80
Invoice ID:	9333778			Invoice Date:	08/14/2018	Due Date:	08/31/2018	
2018	2019	1	No	10-01	-12 -12110-6001	10-101	UBS DRIVES/INK	\$ 114.46
CHECK TOTAL (CHECK #: 10156818 DATE: 08/24/2018 ) = \$								228.26
Vendor: RSA			RAPIDAN SERVICE AUTHORITY			REMIT ADDRESS		
Invoice ID:	AUGUST 2018			Invoice Date:	08/14/2018	Due Date:	08/31/2018	
2018	2019	1	No	10-04	-42 -43200-5130	10-101	SOUTH MAIN STREET	\$ 55.24
2018	2019	2	No	10-04	-42 -43200-5130	10-101	302 THRIFT ROAD	\$ 19.54
2018	2019	3	No	10-04	-42 -43200-5130	10-101	WAR MEMORIAL BLDG	\$ 73.63
2018	2019	4	No	10-04	-42 -43200-5130	10-101	EXTENSION BLDG	\$ 96.62
2018	2019	5	No	10-04	-42 -43200-5130	10-101	COURT HOUSE CIR	\$ 55.24
2018	2019	6	No	10-04	-42 -43200-5130	10-101	ESTES HOUSE	\$ 55.24
2018	2019	7	No	10-04	-42 -43200-5130	10-101	410 N MAIN STREET	\$ 101.21
2018	2019	8	No	10-04	-42 -43200-5130	10-101	115 CHURCH STREET	\$ 430.21
INVOICE TOTAL (INVOICE ID: AUGUST 2018 ) = \$								886.93
CHECK TOTAL (CHECK #: 10156819 DATE: 08/24/2018 ) = \$								886.93
Vendor: REC			RAPPAHANNOCK ELECTRIC COOPERATIVE			REMIT ADDRESS		
Invoice ID:	JUL18 107330788			Invoice Date:	08/10/2018	Due Date:	08/31/2018	
2018	2019	1	No	10-04	-41 -42400-5110	10-101	TRANSFER STATION-SCALE HOUSE	\$ 150.24
Invoice ID:	JUL18 107330840			Invoice Date:	08/10/2018	Due Date:	08/31/2018	
2018	2019	1	No	10-04	-41 -42400-5110	10-101	TRANSFER STATION-TIPPING FLOO	\$ 111.11
Invoice ID:	JUL18 116193774			Invoice Date:	08/10/2018	Due Date:	08/31/2018	
2018	2019	1	No	10-03	-35 -35103-5110	10-101	ANIMAL SHELTER BLDG	\$ 560.88
Invoice ID:	JUL18 220755035			Invoice Date:	08/10/2018	Due Date:	08/31/2018	
2018	2019	1	No	10-03	-35 -35103-5110	10-101	OUTDOOR LIGHT-ANIMAL SHELTER	\$ 12.42
Invoice ID:	JUL18 37205855			Invoice Date:	08/10/2018	Due Date:	08/31/2018	
2018	2019	1	No	10-04	-42 -43200-5110	10-101	STORAGE SHED	\$ 21.00
CHECK TOTAL (CHECK #: 10156820 DATE: 08/24/2018 ) = \$								855.65
Vendor: RIDDLEBERGER			RIDDLEBERGER BROTHERS, INC.			REMIT ADDRESS		
Invoice ID:	111098			Invoice Date:	08/17/2018	Due Date:	08/31/2018	
2018	2019	1	No	10-04	-42 -43200-3310	10-101	NO A/C	\$ 568.50
CHECK TOTAL (CHECK #: 10156821 DATE: 08/24/2018 ) = \$								568.50
Vendor: SIGNS@WORK			SIGNS@WORK, INC			REMIT ADDRESS		
Invoice ID:	3782			Invoice Date:	08/22/2018	Due Date:	08/31/2018	
2018	2019	1	No	10-03	-31 -31200-6009	10-101	REAR DOOR DECAL	\$ 125.00
CHECK TOTAL (CHECK #: 10156822 DATE: 08/24/2018 ) = \$								125.00
Vendor: SOUTHERNSOFTWARE			SOUTHERN SOFTWARE, INC			REMIT ADDRESS		
Invoice ID:	241378			Invoice Date:	08/17/2018	Due Date:	08/31/2018	
2018	2019	1	No	10-03	-31 -31200-3166	10-101	ONSITE EVIDENCE TRAINING	\$ 850.00
CHECK TOTAL (CHECK #: 10156823 DATE: 08/24/2018 ) = \$								850.00
Vendor: SPRINGSTED			SPRINGSTED WATERS INC			REMIT ADDRESS		

MADISON COUNTY  
 VENDOR PAYMENTS VOUCHERS BY BANK, CHECK/EFT NUMBER, VENDOR ID, AND INVOICE ID  
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CAL YEAR	FY	TRANS	MAN	PO	ACCOUNT CODE	CREDIT CODE	DESCRIPTION	AMOUNT
-----								
Invoice ID: 004284.103-1REV		Invoice Date: 08/09/2018		Due Date: 08/31/2018				
2018	2019 1	No		10-01	-12 -12110-3155	10-101	25% OF CONTRACT-PERSONNEL STU	\$ 11,207.50
2018	2019 2	No		10-01	-12 -12110-3155	10-101	TRAVELING EXPENSE-PERSONNEL S	\$ 991.22
INVOICE TOTAL (INVOICE ID: 004284.103-1REV ) =								\$ 12,198.72
CHECK TOTAL (CHECK #: 10156824 DATE: 08/24/2018 ) =								\$ 12,198.72
-----								
Vendor: DAILYPROGRESS		THE DAILY PROGRESS		REMIT ADDRESS				
Invoice ID: JUL18 3660338		Invoice Date: 08/05/2018		Due Date: 08/31/2018				
2018	2019 1	No		10-03	-31 -31401-3610	10-101	ADVERTISING-DISPATCH	\$ 380.00
2018	2019 2	No		10-01	-12 -12110-3610	10-101	ADVERTISING	\$ 324.50
INVOICE TOTAL (INVOICE ID: JUL18 3660338 ) =								\$ 704.50
CHECK TOTAL (CHECK #: 10156825 DATE: 08/24/2018 ) =								\$ 704.50
-----								
Vendor: TREAS - DEQ		TREASURER OF VIRGINIA		REMIT ADDRESS				
Invoice ID: 904902		Invoice Date: 09/01/2018		Due Date: 08/31/2018				
2018	2019 1	No		10-04	-41 -42400-3160	10-101	SOLID WASTE ANNUAL PERMIT	\$ 6,169.00
Invoice ID: 904952		Invoice Date: 09/01/2018		Due Date: 08/31/2018				
2018	2019 1	No		10-04	-41 -42400-3160	10-101	SOLID WASTE ANNUAL PERMIT	\$ 1,122.00
CHECK TOTAL (CHECK #: 10156826 DATE: 08/24/2018 ) =								\$ 7,291.00
-----								
Vendor: POSTMASTER		U.S. POSTAL SERVICE		REMIT ADDRESS				
Invoice ID: AUGUST 2018		Invoice Date: 08/23/2018		Due Date: 08/31/2018				
2018	2019 1	No		10-02	-21 -21900-5210	10-101	BOX RENTAL #515	\$ 102.00
CHECK TOTAL (CHECK #: 10156827 DATE: 08/24/2018 ) =								\$ 102.00
-----								
TOTAL CHECKS =								\$ 43,419.52
TOTAL BANK ( CKING-UNION 1ST ) =								\$ 43,419.52
TOTAL PAYMENTS =								\$ 43,419.52

MADISON COUNTY  
 VENDOR PAYMENTS CHECK REGISTER  
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CHECK NO.	CHK DATE	VENDOR IDENTIFICATION	VENDOR NAME	TYPE	AMOUNT	VOID	OUTST.
CKING-UNION 1ST UNION BANK & TRUST							
10156828	08/28/2018	ANS	ADVANCED NETWORK SYSTEMS, INC.	DIRECT	\$ 93.75		Ye
10156829	08/28/2018	AYLORSGARAGE	AYLOR'S GARAGE & TOWING, INC.	DIRECT	\$ 275.17		Ye
10156830	08/28/2018	BOUNDTREE	BOUND TREE MEDICAL, LLC	DIRECT	\$ 688.97		Ye
10156831	08/28/2018	BANKOFAMERICA	BUSINESS CARD	DIRECT	\$ 566.93		Ye
10156832	08/28/2018	BANKOFAMERICA1062	BUSINESS CARD	DIRECT	\$ 244.77		Ye
10156833	08/28/2018	BANKOFAMERICA5045	BUSINESS CARD	DIRECT	\$ 97.73		Ye
10156834	08/28/2018	BANKOFAMERICA8236	BUSINESS CARD	DIRECT	\$ 503.26		Ye
10156835	08/28/2018	BANKOFAMERICA9703	BUSINESS CARD	DIRECT	\$ 1,361.91		Ye
10156836	08/28/2018	CIT	CIT	DIRECT	\$ 229.00		Ye
10156837	08/28/2018	COWANCONSTRUCTION	COWAN CONSTRUCTION	DIRECT	\$ 1,244.00		Ye
10156838	08/28/2018	FAYESOFFICE	FAYE'S OFFICE SUPPLY, INC.	DIRECT	\$ 237.92		Ye
10156839	08/28/2018	GALLS	GALLS, LLC	DIRECT	\$ 161.78		Ye
10156840	08/28/2018	GREENWASTE	GREEN WASTE RECYCLERS, LLC	DIRECT	\$ 12,500.00		Ye
10156841	08/28/2018	MALLORYJERRY	JERRY L. MALLORY	DIRECT	\$ 200.00		Ye
10156842	08/28/2018	K&SPORTA	K & S PORTA JOHNS, INC	DIRECT	\$ 80.00		Ye
10156843	08/28/2018	KUSTOMSIGNALS	KUSTOM SIGNALS, INC.	DIRECT	\$ 25.00		Ye
10156844	08/28/2018	LUMOS	LUMOS NETWORKS	DIRECT	\$ 2,234.77		Ye
10156845	08/28/2018	MANSFIELD	MANSFIELD OIL COMPANY	DIRECT	\$ 5,790.39		Ye
10156846	08/28/2018	TAYLOR, MICHAEL	MICHAEL TAYLOR	DIRECT	\$ 11.99		Ye
10156847	08/28/2018	MWP	MWP SUPPLY	DIRECT	\$ 134.46		Ye
10156848	08/28/2018	NATIONALSAFETY	NATIONAL SAFETY SUPPLY INC	DIRECT	\$ 504.48		Ye
10156849	08/28/2018	NETWORK & IT SOLUTIONS, LLC	NETWORK & IT SOLUTIONS, LLC	DIRECT	\$ 450.00		Ye
10156850	08/28/2018	PROBENEFITS	PROBENEFITS, INC.	DIRECT	\$ 725.00		Ye
10156851	08/28/2018	REC	RAPPAHANNOCK ELECTRIC COOPERATIVE	DIRECT	\$ 104.74		Ye
10156852	08/28/2018	SOUTHERN AIR	SOUTHERN AIR	DIRECT	\$ 212.50		Ye
10156853	08/28/2018	TARGETSOLUTIONS	TARGETSOLUTIONS LEARNING LLC	DIRECT	\$ 2,837.49		Ye
10156854	08/28/2018	TREAS - FIRE	TREASURER OF VIRGINIA	DIRECT	\$ 278.20		Ye
10156855	08/28/2018	TRUPOWER	TRU-POWER CORPORATION	DIRECT	\$ 3,000.00		Ye
10156856	08/28/2018	VALLEYOFFICE	VALLEY OFFICE MACHINES & EQUIPMENT	DIRECT	\$ 163.67		Ye
10156857	08/28/2018	VERIZON	VERIZON	DIRECT	\$ 1,252.70		Ye
10156858	08/28/2018	VERIZONONLINE	VERIZON	DIRECT	\$ 104.95		Ye
10156859	08/28/2018	VCCA	VIRGINIA COURT CLERKS' ASSOCIATION	DIRECT	\$ 320.00		Ye
10156860	08/28/2018	WASTEMGMT	WASTE MANAGEMENT	DIRECT	\$ 43,215.82		Ye
10156861	08/28/2018	BANKOFAMERICA9616	BUSINESS CARD	DIRECT	\$ 548.99		Ye
10156862	08/28/2018	LEISUREPUBLISHINGCO	LEISURE MEDIA 360	DIRECT	\$ 1,490.00		Ye
10156863	08/28/2018	GARDNERTRACEY	TRACEY GARDNER	DIRECT	\$ 43.60		Ye
TOTAL BANK CKING-UNION 1ST					\$	81,933.94	
TOTAL ALL					\$	81,933.94	

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CAL YEAR	FY	TRANS	MAN	PO	ACCOUNT CODE	CREDIT CODE	DESCRIPTION	AMOUNT
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Bank: CKING-UNION 1ST UNION BANK & TRUST

-----Checks-----

Vendor: ANS ADVANCED NETWORK SYSTEMS, INC. REMIT ADDRESS  
 Invoice ID: 41276 Invoice Date: 08/15/2018 Due Date: 08/31/2018  
 2018 2019 1 No 10-01 -12 -12510-3145 10-101 TECHNICAL SUPPORT-PHONE SYSTE \$ 93.75  
 CHECK TOTAL (CHECK #: 10156828 DATE: 08/28/2018 ) = \$ 93.75

Vendor: AYLORSGARAGE AYLOR'S GARAGE & TOWING, INC. REMIT ADDRESS  
 Invoice ID: I080918-7 Invoice Date: 08/09/2018 Due Date: 08/31/2018  
 2018 2019 1 No 10-08 -83 -83500-6001 10-101 INSPECTION/DOOR HANDLE/LABOR \$ 265.17  
 Invoice ID: I082718-1 Invoice Date: 08/27/2018 Due Date: 08/31/2018  
 2018 2019 1 No 10-03 -31 -31400-6009 10-101 PLUG RIGHT FRONT TIRE \$ 10.00  
 CHECK TOTAL (CHECK #: 10156829 DATE: 08/28/2018 ) = \$ 275.17

Vendor: BOUNDTREE BOUND TREE MEDICAL, LLC REMIT ADDRESS  
 Invoice ID: 82945639 Invoice Date: 08/06/2018 Due Date: 08/31/2018  
 2018 2019 1 No 10-03 -32 -32600-6030 10-101 MEDICAL SUPPLIES \$ 142.00  
 Invoice ID: 82945640 Invoice Date: 08/06/2018 Due Date: 08/31/2018  
 2018 2019 1 No 10-03 -32 -32600-6030 10-101 MEDICAL SUPPLIES \$ 488.99  
 Invoice ID: 82947153 Invoice Date: 08/07/2018 Due Date: 08/31/2018  
 2018 2019 1 No 10-03 -32 -32600-6030 10-101 MEDICAL SUPPLIES \$ 57.98  
 CHECK TOTAL (CHECK #: 10156830 DATE: 08/28/2018 ) = \$ 688.97

Vendor: BANKOFAMERICA BUSINESS CARD REMIT ADDRESS  
 Invoice ID: JUL18 5363 Invoice Date: 07/11/2018 Due Date: 08/31/2018  
 2018 2019 1 No 10-03 -31 -31200-6001 10-101 STAPLES-OFFICE SUPPLIES \$ 76.87  
 2018 2019 2 No 10-03 -31 -31200-6009 10-101 UNITY MANUFACTURING-WEDGE BUS \$ 30.28  
 2018 2019 3 No 10-03 -31 -31200-5210 10-101 USPS-POSTAL SERVICES \$ 16.77  
 2018 2019 4 No 10-03 -31 -31200-6001 10-101 LOWES-OFFICE SUPPLIES \$ 228.50  
 2018 2019 5 No 10-03 -31 -31200-6001 10-101 FOODLION-BACK TO SCHOOL NIGHT \$ 25.63  
 2018 2019 6 No 10-03 -31 -31200-6001 10-101 STAPLES-OFFICE SUPPLIES \$ 188.88  
 INVOICE TOTAL (INVOICE ID: JUL18 5363 ) = \$ 566.93  
 CHECK TOTAL (CHECK #: 10156831 DATE: 08/28/2018 ) = \$ 566.93

Vendor: BANKOFAMERICA1062 BUSINESS CARD REMIT ADDRESS  
 Invoice ID: JUL18 1062 Invoice Date: 07/18/2018 Due Date: 08/31/2018  
 2018 2019 1 No 10-03 -35 -35103-6005 10-101 WALMART-CLEANING SUPPLIES \$ 14.00  
 2018 2019 2 No 10-03 -35 -35103-6003 10-101 WALMART-KITTEN FOOD \$ 80.77  
 2018 2019 3 No 10-03 -35 -35103-3166 10-101 VACA-TRAINING \$ 150.00  
 INVOICE TOTAL (INVOICE ID: JUL18 1062 ) = \$ 244.77  
 CHECK TOTAL (CHECK #: 10156832 DATE: 08/28/2018 ) = \$ 244.77

Vendor: BANKOFAMERICA5045 BUSINESS CARD REMIT ADDRESS  
 Invoice ID: JUL18 5063 Invoice Date: 07/14/2018 Due Date: 08/31/2018  
 2018 2019 1 No 10-04 -42 -43200-6001 10-101 AMAZON-BUSINESS CARD HOLDER B \$ 7.85  
 2018 2019 2 No 10-04 -42 -43200-6005 10-101 AMAZON-VACUUM FILTERS \$ 89.88  
 INVOICE TOTAL (INVOICE ID: JUL18 5063 ) = \$ 97.73  
 CHECK TOTAL (CHECK #: 10156833 DATE: 08/28/2018 ) = \$ 97.73

Vendor: BANKOFAMERICA8236 BUSINESS CARD REMIT ADDRESS  
 Invoice ID: JUL18 4114 Invoice Date: 08/02/2018 Due Date: 08/31/2018  
 2018 2019 1 No 10-03 -32 -32600-6009 10-101 MICHELIN TIRES-RESPONSE 3 \$ 371.26  
 2018 2019 2 No 10-03 -32 -32600-3166 10-101 ONLINE AHA-HEARTCODE PALS \$ 132.00  
 INVOICE TOTAL (INVOICE ID: JUL18 4114 ) = \$ 503.26  
 CHECK TOTAL (CHECK #: 10156834 DATE: 08/28/2018 ) = \$ 503.26

Vendor: BANKOFAMERICA9703 BUSINESS CARD REMIT ADDRESS

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Invoice ID: JUL18 9703				Invoice Date: 07/25/2018		Due Date: 08/31/2018		
2018	2019	1	No		10-02 -22 -22100-6020	10-101	LAWYERS WEEKLY SUBSCRIPTION	\$ 389.00
2018	2019	2	No		10-02 -21 -21900-5510	10-101	MEARS RESERVATIONS-SHUTTLE SE	\$ 33.30
2018	2019	3	No		10-02 -21 -21900-5510	10-101	AMERICAN AIRLINES-CVILLE TO O	\$ 364.61
2018	2019	4	No		10-02 -21 -21900-5540	10-101	NATIONAL CENTER FOR VICTIMS O	\$ 575.00
INVOICE TOTAL (INVOICE ID: JUL18 9703 ) =								\$ 1,361.91
CHECK TOTAL (CHECK #: 10156835 DATE: 08/28/2018 ) =								\$ 1,361.91
Vendor: CIT				CIT		REMIT ADDRESS		
Invoice ID: 32330613				Invoice Date: 08/24/2018		Due Date: 08/31/2018		
2018	2019	1	No		10-01 -12 -12310-5410	10-101	LEASE OFFICE EQUIPMENT-COPIER	\$ 28.62
2018	2019	2	No		10-01 -12 -12410-5410	10-101	LEASE OFFICE EQUIPMENT-COPIER	\$ 28.62
2018	2019	3	No		10-03 -34 -34100-5410	10-101	LEASE OFFICE EQUIPMENT-COPIER	\$ 28.63
2018	2019	4	No		10-08 -81 -81101-5410	10-101	LEASE OFFICE EQUIPMENT-COPIER	\$ 28.63
INVOICE TOTAL (INVOICE ID: 32330613 ) =								\$ 114.50
Invoice ID: 32330614				Invoice Date: 08/24/2018		Due Date: 08/31/2018		
2018	2019	1	No		10-01 -12 -12110-5410	10-101	LEASE OFFICE EQUIPMENT-COPIER	\$ 114.50
CHECK TOTAL (CHECK #: 10156836 DATE: 08/28/2018 ) =								\$ 229.00
Vendor: COWANCONSTRUCTION				COWAN CONSTRUCTION		REMIT ADDRESS		
Invoice ID: AUGUST 2018				Invoice Date: 08/23/2018		Due Date: 08/31/2018		
2018	2019	1	No		10-04 -42 -43200-3165	10-101	REPAIRS TO COURTHOUSE ROOF-LE	\$ 944.00
2018	2019	2	No		10-04 -42 -43200-3165	10-101	REPAIRS TO SHERIFF'S OFFICE R	\$ 300.00
INVOICE TOTAL (INVOICE ID: AUGUST 2018 ) =								\$ 1,244.00
CHECK TOTAL (CHECK #: 10156837 DATE: 08/28/2018 ) =								\$ 1,244.00
Vendor: FAYESOFFICE				FAYE'S OFFICE SUPPLY, INC.		REMIT ADDRESS		
Invoice ID: 0189710-001				Invoice Date: 08/23/2018		Due Date: 08/31/2018		
2018	2019	1	No		10-08 -81 -81101-6001	10-101	PAPER	\$ 41.24
2018	2019	2	No		10-03 -34 -34100-6001	10-101	PAPER	\$ 41.23
2018	2019	3	No		10-01 -12 -12410-6001	10-101	PAPER	\$ 41.24
2018	2019	4	No		10-01 -12 -12310-6001	10-101	PAPER	\$ 41.24
2018	2019	5	No		10-08 -81 -81101-6001	10-101	INK/RUBBERBANDS	\$ 72.97
INVOICE TOTAL (INVOICE ID: 0189710-001 ) =								\$ 237.92
CHECK TOTAL (CHECK #: 10156838 DATE: 08/28/2018 ) =								\$ 237.92
Vendor: GALLS				GALLS, LLC		REMIT ADDRESS		
Invoice ID: 010521236				Invoice Date: 08/13/2018		Due Date: 08/31/2018		
2018	2019	1	No		10-03 -35 -35103-8106	10-101	SURFACE MOUNT LED LIGHTS	\$ 161.78
CHECK TOTAL (CHECK #: 10156839 DATE: 08/28/2018 ) =								\$ 161.78
Vendor: GREENWASTE				GREEN WASTE RECYCLERS, LLC		REMIT ADDRESS		
Invoice ID: 7309				Invoice Date: 08/24/2018		Due Date: 08/31/2018		
2018	2019	1	No		10-04 -41 -42400-8109	10-101	GRIND WOOD/HAUL OFFSITE	\$ 12,500.00
CHECK TOTAL (CHECK #: 10156840 DATE: 08/28/2018 ) =								\$ 12,500.00
Vendor: MALLORYJERRY				JERRY L. MALLORY		REMIT ADDRESS		
Invoice ID: 080718A				Invoice Date: 08/07/2018		Due Date: 08/31/2018		
2018	2019	1	No		10-03 -31 -31200-6009	10-101	DENT REPAIR TO EXPLORER	\$ 200.00
CHECK TOTAL (CHECK #: 10156841 DATE: 08/28/2018 ) =								\$ 200.00
Vendor: K&SPORTA				K & S PORTA JOHNS, INC		REMIT ADDRESS		
Invoice ID: 6715				Invoice Date: 08/27/2018		Due Date: 08/31/2018		
2018	2019	1	No		10-03 -31 -31200-5130	10-101	PORTA JOHN-SHOOTING RANGE	\$ 80.00
CHECK TOTAL (CHECK #: 10156842 DATE: 08/28/2018 ) =								\$ 80.00
Vendor: KUSTOMSIGNALS				KUSTOM SIGNALS, INC.		REMIT ADDRESS		
Invoice ID: 551655				Invoice Date: 08/28/2018		Due Date: 08/31/2018		
2018	2019	1	No		10-03 -31 -31200-6009	10-101	WARRANTY/CREDIT	\$ 25.00

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CHECK TOTAL (CHECK #: 10156843 DATE: 08/28/2018 ) = \$								25.00
Vendor: LUMOS			LUMOS NETWORKS			REMIT ADDRESS		
Invoice ID: AUGUST 2018			Invoice Date: 08/20/2018			Due Date: 08/31/2018		
2018	2019	1	No		10-04 -42 -43200-5230	10-101	TELEPHONE/INTERNET SERVICE	\$ 2,234.77
CHECK TOTAL (CHECK #: 10156844 DATE: 08/28/2018 ) = \$								2,234.77
Vendor: MANSFIELD			MANSFIELD OIL COMPANY			REMIT ADDRESS		
Invoice ID: SQLCD-430294			Invoice Date: 08/02/2018			Due Date: 08/31/2018		
2018	2019	1	No		10-03 -31 -31200-6008	10-101	FUEL 07/16-07/31	\$ 3,669.23
2018	2019	2	No		10-03 -32 -32600-6008	10-101	EMS FUEL 07/16-07/31	\$ 349.74
2018	2019	3	No		10-03 -32 -32600-6008	10-101	MVRS FUEL 07/16-07/31	\$ 1,047.67
2018	2019	4	No		10-03 -35 -35103-6008	10-101	FUEL 07/16-07/31	\$ 291.28
2018	2019	5	No		10-03 -34 -34100-6008	10-101	FUEL 07/16-07/31	\$ 152.41
2018	2019	6	No		10-04 -42 -43200-6008	10-101	FUEL 07/16-07/31	\$ 124.42
2018	2019	7	No		10-03 -31 -31401-6008	10-101	FUEL 07/16-07/31	\$ 38.04
2018	2019	8	No		10-03 -31 -31400-6008	10-101	FUEL 07/16-07/31	\$ 84.12
2018	2019	9	No		10-01 -12 -12310-5510	10-101	FUEL 07/16-07/31	\$ 33.48
INVOICE TOTAL (INVOICE ID: SQLCD-430294 ) = \$								5,790.39
CHECK TOTAL (CHECK #: 10156845 DATE: 08/28/2018 ) = \$								5,790.39
Vendor: TAYLOR, MICHAEL			MICHAEL TAYLOR			REMIT ADDRESS		
Invoice ID: AUG18 REIM			Invoice Date: 08/17/2018			Due Date: 08/31/2018		
2018	2019	1	No		10-03 -32 -32600-6001	10-101	REIMBURSEMENT-WINDOWS 7 LICEN	\$ 11.99
CHECK TOTAL (CHECK #: 10156846 DATE: 08/28/2018 ) = \$								11.99
Vendor: MWP			MWP SUPPLY			REMIT ADDRESS		
Invoice ID: 506257			Invoice Date: 07/09/2018			Due Date: 08/31/2018		
2018	2019	1	No		10-04 -42 -43200-6009	10-101	WEEDEATER REPAIR	\$ 30.00
Invoice ID: 552239			Invoice Date: 07/18/2018			Due Date: 08/31/2018		
2018	2019	1	No		10-04 -42 -43200-6009	10-101	SPARK PLUG/OIL/SHOP REPAIR	\$ 57.59
Invoice ID: 702607			Invoice Date: 07/05/2018			Due Date: 08/31/2018		
2018	2019	1	No		10-04 -42 -43200-6007	10-101	CAP SCREWS/WASHERS-SHELTER	\$ 0.83
Invoice ID: 702846			Invoice Date: 07/09/2018			Due Date: 08/31/2018		
2018	2019	1	No		10-04 -42 -43200-3310	10-101	TOUCH N FORAN WINDOW/DOOR-SHE	\$ 17.28
Invoice ID: 703053			Invoice Date: 07/11/2018			Due Date: 08/31/2018		
2018	2019	1	No		10-04 -42 -43200-6007	10-101	WHITE FL PH PROCON-COMMONWEAL	\$ 0.57
Invoice ID: 703063			Invoice Date: 07/11/2018			Due Date: 08/31/2018		
2018	2019	1	No		10-04 -42 -43200-8107	10-101	INSERT BIT-COMMONWEALTH	\$ 4.96
Invoice ID: 704163			Invoice Date: 07/24/2018			Due Date: 08/31/2018		
2018	2019	1	No		10-04 -42 -43200-3310	10-101	CAULK	\$ 9.93
Invoice ID: 704424			Invoice Date: 07/27/2018			Due Date: 08/31/2018		
2018	2019	1	No		10-04 -42 -43200-3310	10-101	ALUM MEDIUM RIVET 100CT	\$ 5.88
Invoice ID: K02336			Invoice Date: 07/02/2018			Due Date: 08/31/2018		
2018	2019	1	No		10-04 -42 -43200-3310	10-101	COMBO ANCHOR KIT-SHELTER	\$ 7.42
CHECK TOTAL (CHECK #: 10156847 DATE: 08/28/2018 ) = \$								134.46
Vendor: NATIONALSAFETY			NATIONAL SAFETY SUPPLY INC			REMIT ADDRESS		
Invoice ID: 00249546			Invoice Date: 07/16/2018			Due Date: 08/31/2018		
2018	2019	1	No		10-03 -32 -32600-6030	10-101	GAS MONITOR-CO/BATTERY/CLIPS	\$ 504.48
CHECK TOTAL (CHECK #: 10156848 DATE: 08/28/2018 ) = \$								504.48
Vendor: NETWORK & IT SOLUTIONS, LLC			NETWORK & IT SOLUTIONS, LLC			REMIT ADDRESS		
Invoice ID: 1084			Invoice Date: 08/20/2018			Due Date: 08/31/2018		
2018	2019	1	No		10-02 -21 -21100-8101	10-101	PTR RECORDING SYSTEM	\$ 450.00
CHECK TOTAL (CHECK #: 10156849 DATE: 08/28/2018 ) = \$								450.00
Vendor: PROBENEFITS			PROBENEFITS, INC.			REMIT ADDRESS		
Invoice ID: 156167-3156K			Invoice Date: 08/24/2018			Due Date: 08/31/2018		
2018	2019	1	No		10-04 -42 -43200-5312	10-101	INSURANCE-ADM FEE	\$ 125.00
2018	2019	2	No		10-04 -42 -43200-5312	10-101	FSA RENEWAL FEE	\$ 600.00
INVOICE TOTAL (INVOICE ID: 156167-3156K ) = \$								725.00

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CHECK TOTAL (CHECK #: 10156850 DATE: 08/28/2018 ) = \$								725.00
Vendor: REC			RAPPAHANNOCK ELECTRIC COOPERATIVE			REMIT ADDRESS		
Invoice ID: JUL18 107330698			Invoice Date: 08/09/2018 Due Date: 08/31/2018					
2018	2019	1	No		10-04 -42 -43200-5110	10-101	RADIANT TOWER	\$ 104.74
CHECK TOTAL (CHECK #: 10156851 DATE: 08/28/2018 ) = \$								104.74
Vendor: SOUTHERN AIR			SOUTHERN AIR			REMIT ADDRESS		
Invoice ID: C138865			Invoice Date: 08/23/2018 Due Date: 08/31/2018					
2018	2019	1	No		10-04 -42 -43200-3323	10-101	QTRLY WATER TREATMENT	\$ 212.50
CHECK TOTAL (CHECK #: 10156852 DATE: 08/28/2018 ) = \$								212.50
Vendor: TARGETSOLUTIONS			TARGETSOLUTIONS LEARNING LLC			REMIT ADDRESS		
Invoice ID: JULY 2018			Invoice Date: 07/01/2018 Due Date: 08/31/2018					
2018	2019	1	No		10-03 -32 -32600-3166	10-101	ONLINE TRAINING/MAINTENANCE F	\$ 2,837.49
CHECK TOTAL (CHECK #: 10156853 DATE: 08/28/2018 ) = \$								2,837.49
Vendor: TREAS - FIRE			TREASURER OF VIRGINIA			REMIT ADDRESS		
Invoice ID: 89773			Invoice Date: 08/22/2018 Due Date: 08/31/2018					
2018	2019	1	No		10-04 -42 -43200-3165	10-101	LIFE SAFETY CODE INSPECTION	\$ 278.20
CHECK TOTAL (CHECK #: 10156854 DATE: 08/28/2018 ) = \$								278.20
Vendor: TRUPOWER			TRU-POWER CORPORATION			REMIT ADDRESS		
Invoice ID: 19817			Invoice Date: 08/23/2018 Due Date: 08/31/2018					
2018	2019	1	No		10-03 -31 -31401-3323	10-101	UPS UNIT MAINTENANCE AGREEMEN	\$ 3,000.00
CHECK TOTAL (CHECK #: 10156855 DATE: 08/28/2018 ) = \$								3,000.00
Vendor: VALLEYOFFICE			VALLEY OFFICE MACHINES & EQUIPMENT, INC.			REMIT ADDRESS		
Invoice ID: 180803-0031			Invoice Date: 08/03/2018 Due Date: 08/31/2018					
2018	2019	1	No		10-01 -12 -12310-5410	10-101	METER BILLING	\$ 15.44
2018	2019	2	No		10-01 -12 -12410-5410	10-101	METER BILLING	\$ 15.44
2018	2019	3	No		10-03 -34 -34100-5410	10-101	METER BILLING	\$ 15.44
2018	2019	4	No		10-08 -81 -81101-5410	10-101	METER BILLING	\$ 15.44
INVOICE TOTAL (INVOICE ID: 180803-0031 ) = \$								61.76
Invoice ID: 180810-0152			Invoice Date: 08/10/2018 Due Date: 08/31/2018					
2018	2019	1	No		10-01 -12 -12110-5410	10-101	METER BILLING	\$ 101.91
CHECK TOTAL (CHECK #: 10156856 DATE: 08/28/2018 ) = \$								163.67
Vendor: VERIZON			VERIZON			REMIT ADDRESS		
Invoice ID: AUG18 16363185			Invoice Date: 08/16/2018 Due Date: 08/31/2018					
2018	2019	1	No		10-02 -21 -21700-5230	10-101	FAX LINE	\$ 111.66
Invoice ID: AUG18 16364976			Invoice Date: 08/16/2018 Due Date: 08/31/2018					
2018	2019	1	No		10-04 -42 -43200-5240	10-101	ALARM SYSTEM	\$ 268.65
Invoice ID: AUG18 651002386			Invoice Date: 08/08/2018 Due Date: 08/31/2018					
2018	2019	1	No		10-04 -42 -43200-5230	10-101	STORAGE SHED	\$ 46.28
Invoice ID: AUG18 743673817			Invoice Date: 08/16/2018 Due Date: 08/31/2018					
2018	2019	1	No		10-04 -42 -43200-5230	10-101	TELEPHONE SERVICE	\$ 629.58
Invoice ID: AUG18 892384938			Invoice Date: 08/13/2018 Due Date: 08/31/2018					
2018	2019	1	No		10-02 -22 -22100-5230	10-101	BROAD BAND/FAX LINE	\$ 146.33
Invoice ID: AUG18 993450951			Invoice Date: 08/08/2018 Due Date: 08/31/2018					
2018	2019	1	No		10-01 -12 -12110-5230	10-101	FAX LINE	\$ 50.20
CHECK TOTAL (CHECK #: 10156857 DATE: 08/28/2018 ) = \$								1,252.70
Vendor: VERIZONONLINE			VERIZON			REMIT ADDRESS		
Invoice ID: AUGUST 2018			Invoice Date: 08/09/2018 Due Date: 08/31/2018					
2018	2019	1	No		10-01 -13 -13200-5230	10-101	ONLINE SERVICES	\$ 104.95
CHECK TOTAL (CHECK #: 10156858 DATE: 08/28/2018 ) = \$								104.95
Vendor: VCCA			VIRGINIA COURT CLERKS' ASSOCIATION INC.			REMIT ADDRESS		
Invoice ID: AUGUST 2018			Invoice Date: 08/23/2018 Due Date: 08/31/2018					
2018	2019	1	No		10-02 -21 -21700-5810	10-101	2018-2019 ANNUAL DUES	\$ 320.00

MADISON COUNTY  
 VENDOR PAYMENTS VOUCHERS BY BANK, CHECK/EFT NUMBER, VENDOR ID, AND INVOICE ID  
 Executed By: cjones

PAGE:  
 TIME: 13:29:1  
 DATE: 08/28/201

CAL YEAR	FY	TRANS	MAN	PO	ACCOUNT CODE	CREDIT CODE	DESCRIPTION	AMOUNT
CHECK TOTAL (CHECK #: 10156859 DATE: 08/28/2018 ) = \$								320.00
Vendor: WASTEMGMT			WASTE MANAGEMENT			REMIT ADDRESS		
Invoice ID: 0008514-0275-0			Invoice Date: 08/02/2018			Due Date: 08/31/2018		
2018	2019	1	No		10-04 -41 -42400-3410	10-101	TRANSPORTATION CONTRACT	\$ 13,158.05
2018	2019	2	No		10-04 -41 -42400-3412	10-101	FACILITY CHARGE	\$ 15,205.00
2018	2019	3	No		10-04 -41 -42400-3413	10-101	DISPOSAL CHARGE	\$ 14,852.77
INVOICE TOTAL (INVOICE ID: 0008514-0275-0 ) = \$								43,215.82
CHECK TOTAL (CHECK #: 10156860 DATE: 08/28/2018 ) = \$								43,215.82
Vendor: BANKOFAMERICA9616			BUSINESS CARD			REMIT ADDRESS		
Invoice ID: AUG18 0525 TOT			Invoice Date: 08/01/2018			Due Date: 08/31/2018		
2018	2019	1	No		11-08 -81 -81902-6001	11-101	ADOBE SUBSCRIPTION	\$ 14.99
2018	2019	2	No		11-08 -81 -81902-3314	11-101	VISION HIVE-WEBSITE MAINT	\$ 80.00
2018	2019	3	No		11-08 -81 -81902-5540	11-101	CONFERENCE REGISTRATION	\$ 454.00
INVOICE TOTAL (INVOICE ID: AUG18 0525 TOT ) = \$								548.99
CHECK TOTAL (CHECK #: 10156861 DATE: 08/28/2018 ) = \$								548.99
Vendor: LEISUREPUBLISHINGCO			LEISURE MEDIA 360			REMIT ADDRESS		
Invoice ID: 71187			Invoice Date: 08/14/2018			Due Date: 08/31/2018		
2018	2019	1	No		11-08 -81 -81902-3610	11-101	ADVERTISING-BLUE RIDGE COUNTR	\$ 1,490.00
CHECK TOTAL (CHECK #: 10156862 DATE: 08/28/2018 ) = \$								1,490.00
Vendor: GARDNERTRACEY			TRACEY GARDNER			REMIT ADDRESS		
Invoice ID: AUG18 TOT REIM			Invoice Date: 08/16/2018			Due Date: 08/31/2018		
2018	2019	1	No		11-08 -81 -81902-5540	11-101	REIMBURSEMENT-MILEAGE	\$ 43.60
CHECK TOTAL (CHECK #: 10156863 DATE: 08/28/2018 ) = \$								43.60
Vendor: QUILL			QUILL CORPORATION			REMIT ADDRESS		
Invoice ID: 8239415			Invoice Date: 06/29/2018			Due Date: 08/31/2018		
2018	2018	1	No		10-02 -22 -22100-8103	10-101	GIGASTONE 8GB USB(10)	\$ 79.90
CHECK TOTAL (CHECK #: 10156864 DATE: 08/28/2018 ) = \$								79.90
Vendor: OPENRDA			RDA SYSTEMS			REMIT ADDRESS		
Invoice ID: 080518-002			Invoice Date: 08/05/2018			Due Date: 08/31/2018		
2018	2018	1	No		10-01 -12 -12420-6001	10-101	2200 A/P CHECKS	\$ 397.30
CHECK TOTAL (CHECK #: 10156865 DATE: 08/28/2018 ) = \$								397.30
TOTAL CHECKS = \$								82,411.14
TOTAL BANK ( CKING-UNION 1ST ) = \$								82,411.14
TOTAL PAYMENTS = \$								82,411.14



MADISON COUNTY  
 VENDOR PAYMENTS CHECK REGISTER  
 Executed By: cjones

Post Year

Page:  
 Date: 08/28/1  
 Time: 13:24:3

CHECK NO.	CHK DATE	VENDOR IDENTIFICATION	VENDOR NAME	TYPE	AMOUNT	VOID	OUTST.
CKING-UNION 1ST UNION BANK & TRUST							
10156864	08/28/2018	QUILL	QUILL CORPORATION	DIRECT	\$ 79.90		Ye
10156865	08/28/2018	OPENRDA	RDA SYSTEMS	DIRECT	\$ 397.30		Ye
TOTAL BANK CKING-UNION 1ST					\$ 477.20		
TOTAL ALL					\$ 477.20		

**BOARD OF SUPERVISORS  
COUNTY OF MADISON**

**PROPOSED SUPPLEMENTAL APPROPRIATION**

**DATE:** 8/28/2018

**FY2019**

Type of Supplement	Interdepartmental transfer (same fund)
	Interfund transfer
x	Revenue/Expense offset
	Use of contingency
	Other use of fund balance not in original budget

**PURPOSE:** To supplement Emergency Management budget for insurance claim received to reimburse vehicle damage

GL Account Reference	Account type	Fund Name	Department	Object Code/Source	Debit	Credit
10-03-31-31400-6009	EXP	GF	Emergency Management	Vehicle/Equip Maintenance	1,894.00	
10-180916	Rev	GF	N/A	Insurance claims		1,894.00
					<u>1,894.00</u>	<u>1,894.00</u>

**Supplemental Appropriation for BoS vote**

General Fund appropriation

1,894.00

Note: A debit charged to a budgeted expense line increases the appropriated expense; a credit charged to a budgeted expense line item decreases the appropriated expense.  
A credit charged to a budgeted revenue line item increases the anticipated revenue available.

Upon approval by the Board of Supervisors, the County Administrator shall forward a signed copy of the proposed supplemental appropriation to the County Finance Director.

Jack Hobbs, County Administrator

Date

3400647  
07/10/2018  
2002762122

REMITTANCE ADVICE

CHECK NUMBER	ACCOUNT	ID	ISSUE DATE	CHECK AMOUNT
0406272456	EPIC CLAIMS	21	07/16/2018	\$2,125.72
6542726040				DO NOT CASH

EPA  
PO BOX 705  
MADISON VA 22727-0705

Estimate Payment  
Property Damage, EPA

\*\* DESCRIPTION \*\*

*John Sherr's Vehicle*

*FY19 Supplement  
31400  
Waiting on getting  
a permit*

*Emergency services claim  
Public safety*

DETACH CAREFULLY AND RETAIN THIS PORTION FOR YOUR RECORDS PRIOR TO CASHING OR DEPOSITING

THIS MULTI-TONE AREA OF THE DOCUMENT CHANGES COLOR GRADUALLY AND EVENLY FROM DARK TO LIGHT WITH DARKER AREAS BOTH TOP AND BOTTOM.



JPMorgan Chase Bank N.A.  
NEW YORK, NY

P.O. Box 3199  
Winston-Salem, NC 27102-3199

CHECK NO. 0406272456  
50-937/213

AMOUNT: *Two Thousand One Hundred And Twenty Five And 72/100 US Dollars*

POLICY/VENDOR/CLAIM/DATE OF LOSS  
3400647 07/10/2018

PAY TO THE  
ORDER OF: EPA

VOID AFTER SIX MONTHS ISSUE DATE	AMOUNT
07/16/2018	*****\$2,125.72

Integon Casualty Insurance Company

Property Damage: EPA

Code/signature  
*[Signature]*

⑈0406272456⑈ ⑆021309379⑆

508072712⑈



**BOARD OF SUPERVISORS  
COUNTY OF MADISON**

**PROPOSED SUPPLEMENTAL APPROPRIATION**

**DATE:** 8/28/2018

**FY2019**

Type of Supplement
Interdepartmental transfer (same fund)
Interfund transfer
Revenue/Expense offset
Use of contingency
Other use of fund balance not in original budget
x

**PURPOSE:** To appropriate funds from Sheriff's & Commonwealth Attorney's Asset Forfeiture and Associates accounts for FY19

GL Account Reference	Account type	Fund Name	Department	Object Code/Source	Debit	Credit
20-499999	rev	Sheriff Asset Forfeitures - State	n/a	Use of FB	31,315.44	
20-03-31-31210-6010	exp	Sheriff Asset Forfeitures - State	Law Enforcement	Purchases		31,315.44
21-499999	rev	Sheriff Asset Forfeitures - Federal	n/a	Use of FB	8,944.63	
21-03-31-31210-6010	exp	Sheriff Asset Forfeitures - Federal	Law Enforcement	Purchases		8,944.63
22-499999	rev	Sheriff Associates	n/a	Use of FB	13,187.26	
22-03-31-31200-5823	exp	Sheriff Associates	Law Enforcement	Purchases		13,187.26
28-499999	rev	C/W Asset Forfeitures - State	n/a	Use of FB	367.38	
28-02-22-22100-6010	exp	C/W Asset Forfeitures - State	Commonwealth's Attorney	Purchases		367.38
34-499999	rev	C/W Asset Forfeitures - Federal	n/a	Use of FB	91.28	
34-02-22-22100-6010	exp	C/W Asset Forfeitures - Federal	Commonwealth's Attorney	Purchases		91.28
					<u>53,905.99</u>	<u>53,905.99</u>

**Amount for Board to vote on**  
 Sheriff Asset Forfeitures - State 31,315.44  
 Sheriff Asset Forfeitures - Fed 8,944.63  
 Sheriff Associates 13,187.26  
 Commonwealth's Attorney- State 367.38  
 Commonwealth's Attorney- Fed 91.28

Note: A debit charged to a budgeted expense line increases the appropriated expense; a credit charged to a budgeted expense line item decreases the appropriated expense. A credit charged to a budgeted revenue line item increases the anticipated revenue available.

Upon approval by the Board of Supervisors, the County Administrator shall forward a signed copy of the proposed supplemental appropriation to the County Finance Director.

Jack Hobbs, County Administrator

Date

**Madison County**  
**Sheriff and Commonwealth's Attorney**  
**Special Accounts**  
**As of June 30, 2018**

<b>Fund #</b>	<b>Fund Name</b>	<b>Fund Balance at 6/30/2018</b>	<b>Requested Appropriation for FY2019</b>	<b>Expenditure Account</b>
20	Sheriff Asset Forfeitures - State	31,315.44	31,315.44	20-03-31-31210-6010
21	Sheriff Asset Forfeitures - Federal	8,944.63	8,944.63	21-03-31-31210-6010
22	Sheriff's Associates Fund	13,187.26	13,187.26	22-03-31-31200-5822
28	C/W Attorney Asset Forfeitures - State	367.38	367.38	28-02-22-22100-6010
34	C/W Attorney Asset Forefeitures - Federal	91.28	91.28	34-02-22-22100-6010
		<u>53,905.99</u>	<u>53,905.99</u>	

**BOARD OF SUPERVISORS  
COUNTY OF MADISON**

**PROPOSED SUPPLEMENTAL APPROPRIATION**

**DATE:** 8/28/2018

**FY2019**

Type of Supplement	
<input type="checkbox"/>	Interdepartmental transfer (same fund)
<input type="checkbox"/>	Interfund transfer
<input checked="" type="checkbox"/>	Revenue/Expense offset
<input type="checkbox"/>	Use of contingency
<input type="checkbox"/>	Other use of fund balance not in original budget

**PURPOSE:** To appropriate additional funds to the Victim Witness program based on final FY19 funding from DCJS

GL Account Reference	Account type	Fund Name	Department	Object Code/Source	Debit	Credit
10-02-21-21900-2700	EXP	GF	Victim Witness	Workers Comp		0.60
10.02-21-21900-3157	EXP	GF	Victim Witness	Consultant	2,401.00	
10-02-21-21900-5510	EXP	GF	Victim Witness	Mileage	800.00	
10-02-21-21900-5530	EXP	GF	Victim Witness	Lodging & Meals	1,626.00	
10-02-21-21900-5540	EXP	GF	Victim Witness	Seminars & Tuitions	825.00	
10-02-21-21900-5810	EXP	GF	Victim Witness	Dues & Assoc Member	400.00	
10-02-21-21900-6001	EXP	GF	Victim Witness	Office Supplies	473.70	
10-02-21-21900-6011	EXP	GF	Victim Witness	Uniforms/Apparel	600.00	
10-02-21-21900-6012	EXP	GF	Victim Witness	Promotion Supplies	1,870.00	
10-02-21-21900-6020	EXP	GF	Victim Witness	Books & Subscriptions		170.10
10-02-21-21900-8101	EXP	GF	Victim Witness	Office Equipment	1,492.00	
10-240104	REV	GF	Victim Witness	VW Grant - State		2,579.26
10-330300	REV	GF	Victim Witness	VW Grant - Federal		7,737.74
					<u>10,487.70</u>	<u>10,487.70</u>

**Amount for Board to vote on**  
General Fund

**10,317.00**

Note: A debit charged to a budgeted expense line increases the appropriated expense; a credit charged to a budgeted expense line item decreases the appropriated expense. A credit charged to a budgeted revenue line item increases the anticipated revenue available.

Upon approval by the Board of Supervisors, the County Administrator shall forward a signed copy of the proposed supplemental appropriation to the County Finance Director.

\_\_\_\_\_  
Jack Hobbs, County Administrator

\_\_\_\_\_  
Date

Madison County					
Program Adjustment to Victim Witness					
For Final FY2019 DCJS Funding					
21900					
VICTIM/WITNESS PROGRAM					
Account No.	Account Name	Adopted FY2019 Budget	Revised DCJS Budget	Change	
10-02-21-21900-1550	VICTIM/WITNESS COORDINATOR	36,414.00	36,414.00	-	
10-02-21-21900-2100	FICA	2,018.19	2,018.19	-	
10-02-21-21900-2210	VRS	-	-	-	
10-02-21-21900-2212	VRS HYBRID	2,745.62	2,745.62	-	
10-02-21-21900-2214	VRS HYBRID 401A	364.14	364.14	-	
10-02-21-21900-2216	VIRGINIA LOCAL DISABILITY PROGRAM (VLDP)	262.18	262.18	-	
10-02-21-21900-2220	VRS-HEALTH INSURANCE CREDIT	29.13	29.13	-	
10-02-21-21900-2310	HEALTH INSURANCE	8,435.52	8,435.52	-	
10-02-21-21900-2400	GROUP LIFE INSURANCE	477.02	477.02	-	
10-02-21-21900-2700	WORKMAN'S COMPENSATION	6.80	6.20	(0.60)	
10-02-21-21900-3157(NEW)	CONSULTANT	-	2,401.00	2,401.00	
10-02-21-21900-5210	POSTAL SERVICES	192.00	192.00	-	
10-02-21-21900-5230	TELECOMMUNICATIONS	600.00	600.00	-	
10-02-21-21900-5510	MILEAGE	599.00	1,399.00	800.00	
10-02-21-21900-5530	LODGING & MEALS	426.00	2,052.00	1,626.00	
10-02-21-21900-5540	SEMINARS & TUITIONS	200.00	1,025.00	825.00	
10-02-21-21900-5810	DUES & ASSOC. MEMBERSHIPS	190.00	590.00	400.00	
10-02-21-21900-6001	OFFICE SUPPLIES	58.30	532.00	473.70	
10-02-21-21900-6011	UNIFORMS & WEARING APPAREL		600.00	600.00	
10-02-21-21900-6012	PROMOTION SUPPLIES		1,870.00	1,870.00	
10-02-21-21900-6020	BOOKS & SUBSCRIPTIONS	170.10		(170.10)	
10-02-21-21900-8101	OFFICE EQUIPMENT		1,492.00	1,492.00	
10-02-21-21900-8102	OFFICE FURNITURE			-	
10-02-21-21900-8103	IT EQUIPMENT			-	
<b>TOTAL 21900</b>		<b>53,188.00</b>	<b>63,505.00</b>	<b>10,317.00</b>	
10-240104	VW Grant - State	13,297.00	15,876.26	2,579.26	
10-330300	VW Grant - Federal	39,891.00	47,628.74	7,737.74	
		53,188.00	63,505.00	10,317.00	

# Grant Application

Department of Criminal Justice Services, 1100 Bank Street, Richmond, Virginia 23219 ATTACHMENT 1

Grant Program:	<input type="checkbox"/> WW	Congressional District(s)	districts #'s
Applicant:	Madison County	Faith Based Org:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Fed ID #	54-6001409	Best Practice	<input type="checkbox"/> Yes <input type="checkbox"/> No
Jurisdiction(s) Served:	Madison County	CCPC	<input type="checkbox"/> Yes <input type="checkbox"/> No
Program Title/Sponsor:	Madison County Victim/Witness Program - Commonwealth's Attorneys Office	DUNS Number	9 digit #
Grant Period:	<input type="checkbox"/> 7/1/18 -6/30/21	<input checked="" type="checkbox"/> Rural	
Type of Application:	<input type="checkbox"/> New	<input checked="" type="checkbox"/> Urban	
	<input checked="" type="checkbox"/> Continuation of Grant #		
	18-S3592VW17		
	<input type="checkbox"/> Revision of Grant #	<input type="checkbox"/> Suburban	

	Project Director	Project Administrator	Finance Officer
Name:	Jennifer Hayes	Jack Hobbs	Mary Jane Costello
Title:	VW Director	Co. Administrator	Director of Finance
Address:	P.O. Box 515	P.O. Box 705	P.O. Box 705
	15 Court Square	302 Thrift Rd	302 Thrift Rd
	Madison, VA 22727	Madison, VA 22727	Madison, VA 22727
Phone:	540-948-7550	540-948-7500	540-948-5438
Fax:	540-948-7025	540-948-3843	540-948-3843
E-mail:	jhayes@madisonco.virginia.gov	jhobbs@madisonco.virginia.gov	mcostello@madisonco.virginia.gov

Signature of Project Administrator: *Jack Hobbs* 8/27/2018

**Brief Project Description:**  
 The Madison County victim/witness program provides comprehensive information and direct services to crime victims and witnesses in accordance with the Crime Victim and Witness Rights Act and other applicable victims' rights laws. During July 1, 2018 through June 30, 2019 (FY2019), it is estimated that 200 victims and 20 witnesses will receive direct services through this program. For the period July 1, 2017 through December 31, 2017, the program provided direct services to 72 victims and 14 witnesses. We anticipate 100 volunteer hours to be provided in FY2019.

Section A. Project Budget	Summary	DCJS Funds		Total
		Federal 75%	State 25%	
Personnel		\$38,064.17	\$12,688.06	✓ \$50,752.22
Consultants		1800.75	600.25	\$2,401.00
Travel/Subsistence		\$2,588.25	\$862.75	\$3,451.00
Equipment		\$1,119.00	\$373.00	\$1,492.00
Indirect Costs		\$0.00	\$0.00	\$0.00
Supplies/Other Operating Expenses		\$4,056.75	\$1,352.25	\$5,409.00
<b>Totals:</b>		<b>\$47,628.92</b>	<b>\$15,876.31</b>	<b>\$63,505.22</b>
<b>Grand Total: \$</b>				<b>\$63,505</b>

See letter dated August 17, 2018 regarding the status of Madison County's compliance with special conditions 41c and 41d.



2. Consultants MA

Type	Cost Pr. Hr.	Tot. Hrs	FEDERAL 75%	STATE 25%	TOTAL REQUEST
Domestic Violence Consultant - To be determined	\$1.75	24	1492.5	487.5	1950
Total			0	0	0
Operational & Administrative Fee of Time Devoted			\$1,462.50	\$487.50	\$1,950.00
Operational Substance and Travel			0	0	0
Lodging 170night Meals \$1/day			0	0	0
Travel 200 miles @ 0.545/mile			0	0	0
Total			\$0.00	\$0.00	\$0.00

3. Travel and Subsistence for Project Personnel

Category	Rate	Quantity	Total Cost
Local Message 720 x 0.565 per mile = 392	\$0.565	392	\$220.64
Non-local Miles 048 x 0.646 per mile = 617	\$0.646	617	\$400.08
Subsistence 12 days x \$1.10 plus 120 nights x 1.71 per day = 2052	\$1.71	120	\$205.20
As for other items - Affairs 100 & 2 cab miles 45 each = 400	\$0.40	400	\$160.00
Total			\$825.92
TOTAL CONSULTANTS (a+b+c)			\$1,800.75
Total			\$600.25
Total			\$2,401.00

4. Equipment

Type	Quantity	Unit Price	Total Cost	FEDERAL 75%	STATE 25%	TOTAL
Standard Fin Cabinet	1	652	\$652.00	\$489.00	\$163.00	\$652.00
Campy Tent	1	130	\$130.00	\$97.50	\$32.50	\$130.00
Tables and Chairs	4	50	\$200.00	\$150.00	\$50.00	\$200.00
Pop up Barrow	1	270	\$270.00	\$202.50	\$67.50	\$270.00
Label maker and labels	2	50	\$100.00	\$75.00	\$25.00	\$100.00
Shower	1	100	\$100.00	\$75.00	\$25.00	\$100.00
table cloth	2	20	\$40.00	\$30.00	\$10.00	\$40.00
Total Equipment			\$1,118.00	\$837.00	\$281.00	\$1,118.00
Total Travel			\$662.75	\$497.06	\$165.69	\$662.75
Total			\$1,780.75	\$1,334.06	\$446.69	\$1,780.75



Madison County  
GENERAL FUND Projection

**NET OF INTERFUND TRANSFERS**  
FY2018

REVENUES & EXPENDITURES - INCLUDES INTERFUND TRANSFERS - DOES NOT INCLUDE BUDGETED USE OF FUND BALANCE

	REVENUES			EXPENDITURES			NET		
	Final Budget	Final Estimated Actual	Actual Over/<Under Budget>	Final Budget	Final Estimated Actual	Actual Over/<Under Budget>	Final Budget	Final Estimated Actual	Actual Over/<Under Budget>
10 General Fund	22,190,650.11	22,752,449.68	561,799.57	20,508,298.98	19,870,073.69	(638,225.29)	1,682,351.13	2,882,375.99	1,200,024.86
11 TOT Fund	82,500.00	86,470.49	3,970.49	50,000.00	49,809.03	(190.97)	32,500.00	36,661.46	4,161.46
12 Toppings Fund	-	-	-	15,356.07	9,634.90	(5,721.17)	(15,356.07)	(9,634.90)	5,721.17
13 Animal Donations	14,137.75	20,178.16	6,040.41	19,137.75	18,099.27	(1,038.48)	(5,000.00)	2,078.89	7,078.89
20 State Asset Forf - Sheriff	-	499.90	499.90	5,910.00	5,910.00	-	(5,910.00)	(5,410.10)	499.90
21 Fed Asset Forf - Sheriff	-	503.91	503.91	9,817.00	9,817.00	-	(9,817.00)	(9,313.09)	503.91
22 Sheriff Assoc Fund	-	3,603.72	3,603.72	5,932.38	5,932.38	-	(5,932.38)	(2,328.66)	3,603.72
25 VPA	2,282,402.00	1,824,146.83	(458,255.17)	2,778,429.00	2,299,365.60	(479,063.40)	(496,027.00)	(475,218.77)	20,808.23
26 CSA	2,045,455.00	1,407,565.00	(637,890.00)	3,045,455.00	2,132,945.00	(912,510.00)	(1,000,000.00)	(725,380.00)	274,620.00
34 Fed Asset Forf - C/W Attny	-	-	-	-	-	-	-	-	-
40 Debt Service	-	-	-	1,424,530.51	1,424,527.43	(3.08)	(1,424,530.51)	(1,424,527.43)	3.08
<i>Total Projected GF, NET</i>	<u>26,615,144.86</u>	<u>26,095,417.69</u>	<u>(519,727.17)</u>	<u>27,862,866.69</u>	<u>25,826,114.30</u>	<u>(2,036,752.39)</u>	<u>(1,247,721.83)</u>	<u>269,303.39</u>	<u>1,517,025.22</u>

**Changes**

Restricted Fund Balance	21,569.05
FY18 Encumbered Funds	159,170.40
Unexpended grant funds	6,820.00
Unrestricted fund balance	1,329,465.77
Estimated change in GF FB	<u>1,517,025.22</u>
Savings in local share to SB	21,278.15
Savings in local share - CSA	274,620.00
Savings in local share - VPA	20,808.23
Favorable variance - PP Tax	400,507.00
Favorable variance - RE Tax	77,187.89
Favorable variance - Interest inc	66,530.35
Unspent prov - Electoral Board	50,000.00
Favorable variance - Sheriff	142,960.58
Favorable variance - E911	72,165.00
Favorable variance - F & M	70,214.01
Favorable variance - CVRJ	62,607.00
Other	70,587.56
	<u>1,329,465.77</u>

## MEETING #30 – August 14

At a Regular Meeting (#1) of the Madison County Board of Supervisors on August 14, 2018 at 4:00 p.m. in the Madison County Administrative Center Auditorium located at 414 N. Main Street:

PRESENT: R. Clay Jackson, Chairman  
Jonathon Weakley, Vice-Chairman  
Charlotte Hoffman, Member  
Kevin McGhee, Member  
Amber Foster, Member  
Jack Hobbs, County Administrator  
Mary Jane Costello, Asst. County Administrator/Finance Director  
Frank Thomas, Interim County Attorney  
Jacqueline S. Frye, Deputy Clerk

### Call to Order

*Pledge of Allegiance & Moment of Silence*

### 1. Determine Presence of a Quorum/Adopt Agenda

Chairman Jackson advised that a quorum was established.

Chairman Jackson called for the following additions to today's Agenda:

- **3a - Sheriff's Office Training**
- **10b - CSB**
- **13 Closed Session [Regarding the Robert Legge Case]**

Supervisor Hoffman moved that the Agenda be adopted as presented, seconded by Supervisor Foster. *Aye: Jackson, Weakley, Hoffman, Foster. Absent: McGhee. Nay: (0).*

### **1a: SPECIAL ITEM: Board Photo with the new Animal Shelter Rescue Van**

Chairman Jackson advised that the Board would briefly leave the auditorium to take a photo with the new Animal Shelter Rescue Van.

### 2. Public Comment:

Chairman Jackson opened the floor for public comment.

The following individual(s) provided comment(s):

- Joe May: Advised that VDOT has done nothing to Whippoorwill Road due to citizen's refusal to donate any right-of-way (cracks and potholes now in place); thanked Supervisor Weakley for his efforts; VDOT representative has suggested that tar and gravel be done to the roadway; improvements to Stagecoach Road may pose a hazard during the winter season (in his opinion); suggested the proposed personnel policy not be a mechanism to 'buy favors' for County employees - County's tax base and lack of industry can't afford significant pay increases

- *Chairman Jackson: Suggested that VDOT be asked to assess if anything can be done on Whippoorwill Road; noted that the personal policy process doesn't guarantee pay raises and is being done for organizational purposes (i.e. job descriptions/duties, etc.), similar to what the Madison County Planning Commission is doing with review of all County ordinances and practices, etc.; the Board is well aware of the County's current tax base*

With no further comments being brought forth, the public comment opportunity was closed.

### 3. Constitutional Officers

**a. Sheriff's Office Training:** Supervisor Foster provided a brief overview of the recent Sheriff's Office training that pertaining to school security policies/procedures; the training session was extremely informative and well implemented.

**b. Circuit Clerk's Office:** Leeta Louk, Clerk of Circuit Court, was present and advised that her office received a \$10,000.00 Virginia Library Grant.

### 4. County Departments

**Economic Development & Tourism:** Tracey Gardner, Director of Economic Development, was present and advised that a local business has gone through a 'rebranding' process and will reopen under a new name with special promotions to follow; TOTM posts have increased from 28,000 to 41,500; vendor spaces are still available for the event. Highlights from the monthly report focused on the following:

- Madison County and the Central Virginia Partnership of Economic Development and VEDP hosted the Economic Development Round Table and lunch with Secretary of Commerce and Trade Brian Ball on July 11th
- Parade was well attended as was the County Fair
- There were about 80 new visitors in the Visitor Center in July
- We are waiting for Google Analytics report for July still unavailable
- Attended Celebrate Shenandoah and Tween Rivers meetings, Central VA Partnership
- Still sending out leads
- We will have full back page of this week's Cville weekly advertising our website, and upcoming festivals for their festival issue, Hops Fest, TOTM, and Apple Harvest, and Rural Madison's Hops and Homestead festival
- CBS's Tyler Hawn working on another story
- Next Tourism Committee Meeting Sept 11, 1:30pm at the Visitor Center Conf. Room
- We are in full planning mode for Taste of the Mountains, many press releases, reporters calling, delivering promo items to radio/tv stations. Some exciting things happening that day
- Many ads in digital and other magazines (gorgeous one is in the Food Traveler's Wine, beer and Spirits magazine) which Economic Development/Tourism will match
- Efforts to establish the local coffee shop are still in process

Ms. Gardner also noted that commercial presence is a part of the "Crush Friday" funding that was received; will also be working with an entity in Culpeper that does business videos (from Culpeper into Maryland). Also noted that the Madison County Animal Shelter will have pets for adoption at the upcoming event.

**Madison Schools:** Karen Allen, School Board member, advised that the new school year has begun; recent teacher's training focused on "Trauma"; thanked Supervisor Foster for attending the Sheriff's Office training; advised of a 'welcome' event scheduled for the new Superintendent on August 24th at the High school media center courtyard beginning at 5:00 p.m.

- *Supervisor Weakley: Extended an invitation for the new Superintendent to feel free to attend any of the Board's meetings*

### 5. Reports from Committees & Organizations:

*a. George Washington Carver Regional High School:* Hortense Hinton-Jackson, Vice Chairman for History (of the GWC) was present to provide a presentation to support the GWC's request for funding to support the future four-County museum endeavor. Highlights focused on:

- The history in the development of GWC (as a school for African Americans) in the 1940's
- Funding support provided for Madison, Culpeper, Orange and Rappahannock to support the school facility (i.e. Madison County donated \$46,000.00 in 1946)
- The facility (located on Route 15) still stands as a beacon of light to all of the educational achievements (from 1948 to 1968) and beyond
- Culpeper County BOS recently engaged in repurposing the building with a focus on education, training and economic development
- The original school library space has been designed as a museum to showcase the history of the only regional high school for African American children, the families and communities that supported those children and their enduring legacy
- Culpeper
- A financial report (with a start-up budget of about \$90,000.00), a historical brochure, a mission overview and an "about" exhibits as provided for review and advisement

Furthermore, she noted that African American students are only taught facts of slavery, with no focus in the classroom on the positive contributions that have been made within our culture in this immediate area. Additionally, it's felt that the history surrounding GWC will be an enlightened teaching tool for educators, to learn about the area, our history here, and to influence the classroom curriculum and eliminate some of the 'voids' that exist in our (African American) own history. Focus was also made on the desire to influence genealogical facts that may assist individuals that have an interest in discovering their family history/roots in this area.

Ms. Jackson encouraged Madison County to 'catch the excitement' that the GWC Alumni is experiencing and welcomed funding support from the County to support the proposed efforts being discussed. Additionally, a number of grants have been received, as well as furniture donations from a Culpeper businessman.

A proposed pre-opening ceremony to celebrate the opening of the museum is scheduled for Saturday, October 13th at 11:00 a.m., marking the 70th anniversary of GWC's opening and the 50th anniversary of its closing (in 1968), and a grand opening will be held in February 2019.

The facility is currently housing a:

- Technology center & Machinist training
- New Farmer's Program

And a:

- Proposed food enterprise center

Currently, Culpeper County has invested over \$400,000.00 in building renovations (entire library) and asbestos removal, etc.; project is being done in phases.

In closing, she noted that efforts are being shared with the Madison County Historical Society and a proposed joint partnership with the museum. Presentations are also being planned with the Orange County Historical Society and Rappahannock County Library. The GWC is trying to get all localities involved in the proposed endeavor.

**6. Finance:** Mary Jane Costello, Director of Finance/Asst. County Administrator, advised that the State allows the County to continue process orders from the previous budget year for sixty (60) days after the FY end and to adjust the budget for that period. In closing, it was noted that there may still be a few bills to come forth from the FY18 for payment and approval. August 2018) and FY19.

**a. Claims**

**Post Year FY18**

\$8,279.30 (8'14'18)

**FY19**

\$131,463.14 (8'10'18)

\$ 42,622.57 (8'14'18)

\$174,085.71 (Total)

**Highlights:**

- \$25,000.00 (Shenandoah Criminal Justice Academy)
- \$30,000.00 (Purchase of a truck for Animal Control)
- \$37,000.00 (Wingate Appraisal [reassessment process (38% of total amount)])

**FY18 Post Year**

Supervisor Weakley moved that the Board approve FY18 post year claims totaling \$8,279.30, seconded by Supervisor Foster.

*Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).*

**FY19:**

Supervisor McGhee moved that the Board approve FY19 claims totaling \$174,085.71 as presented, seconded by Supervisor Hoffman. *Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).*

**b. Supplemental Appropriation Requests**

**i. Sheriff's Asset Forfeiture (FY2018 Proposed Supplemental Appropriation #41\_08142018 - \$21,659.38):** The Finance Director explained that the amount of funds being requested can only be spent by the Sheriff's Office and the Commonwealth's Attorney and are not part of the original budget. These funds will need to be appropriation (by the County) in order for both departments to utilize these restricted funds and can be spent at their discretion only.

Teresa Weaver, Sheriff's Department Office Manager, was present and advised that funds being discussed are mandated to be utilized by the Sheriff's Office as deemed appropriate. In closing, she suggested that the Sheriff's departmental balances be assessed at the end of each fiscal year and that one supplemental appropriation be initiated at that time.

Supervisor Weakley moved that the Board approve FY2018 Proposed Supplemental Appropriation #41\_08142018 in the amount of \$21,659.38 as presented, seconded by Supervisor Hoffman. *Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).*

**ii. Four For Life (FY2018 Proposed Supplemental Appropriation #42\_08142018 - \$802.32):** The Finance Director explained that the funding for Four For Life hasn't yet been received but will be allocated to the Madison County Volunteer Rescue Squad upon receipt. The estimate in the budget was originally \$14,000.00; however, the amount to be allocated from the State will be \$802.32.

Supervisor Foster moved that the Board approve FY2018 Proposed Supplemental Appropriation #42\_08142018 in the amount of \$802.32 as presented, seconded by Supervisor McGhee. *Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).*

**iii. PRA - Reimbursable Salary Related Expenses (FY2018 Proposed Supplemental Appropriation**

**#43\_08142018 - \$5,949.70):** The Finance Director explained that there was a change in the salary range for the PRA Manager that wasn't a part of the original budget. The PRA has already reimbursed the County for the funds being requested, but their budget will need to reflect today's requested amount.

Supervisor McGhee moved that the Board approve FY2018 Proposed Supplemental Appropriation #43\_08142018 in the amount of \$5,949.70 as presented, seconded by Supervisor Foster. *Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).*

**7. Minutes: July 24 and August 1, 2018 Meetings**

**July 24th (#28)**

Supervisor Foster moved that the Board approve the Minutes for July 24, 2018 meeting as presented, seconded by Supervisor Hoffman. *Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).*

**August 1st (#29)**

Supervisor Foster moved that the Board approve Minutes for August 1, 2018 meeting as presented, seconded by Supervisor Hoffman. *Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).*

**8. Old Business:**

**a. Status of Report on Reassessment Project:** Brian Daniel, Commissioner of the Revenue, was present and advised that about ¾ of the reassessment process has been complete. The process appears to be going well with minimal complaints from County residents. He suggested the Board consider seeking nominations for the Board of Equalization. The incumbents will be required to serve from January 1, 2019 until December 31, 2019. BOE members will be appointed by the Judge and will receive training from the State's Tax Department. Requirements call for at least 1/3 of the BOE members to have a real estate background.

The County Administrator advised that the Judge has the authority to appoint individuals, but it's the tradition in the State of Virginia for the Board of Supervisors to nominate individuals. Advertising will be required to attract interested individuals. Furthermore, it was noted that the reassessment process is moving along well, and that Mr. Daniel has done an excellent job throughout the process.

After discussion, it was the consensus of the Board to advertise for the Board of Equalization.

**b. Status Report on RDA/Breeze Project:** Stephanie Murray, Treasurer, was present and advised that the RDA/Breeze conversion isn't going as well as anticipated. Currently, the County utilizes RDA software and is supposed to convert to RDA/Breeze which is supposed to be a web-based program. To date, contact has been made without much progress in attaining necessary information on the process. The following message content was read for the record (as received from Eric Morrow of RDA Systems, Inc.):

*"Good afternoon. We have learned a lot from the Charlotte implementation and there are 3 main areas that are under development. These include improvements on address tracking, adjustments, and computes. The enhancements on addresses, adjustments, and compute are at the core Breeze and touch many points in the system. I feel we need more testing and refinement here before we bring you all live so that you all have a good transition and minimize potential issues. An additional area that you all use is the Building Inspection module. There are continued refinements needed here. Other areas that still need some review are Land Use, Rollbacks, Late Filing Penalty, Lifetime Dog Tag, and the CAMA Import. There are some refinements and additional testing needed here as well since Charlotte does not use*

*these functions. In the meantime, we will continue to work on data conversion and start looking at some training dates to show progress and get the staff comfortable with the new system.*

*Thanks"*

In response to the letter received, she replied that:

*" Given the amount of work that is left to do, when is the earliest that you feel that we will be ready for "Go Live"? I don't want to rush it in January if the product is not ready to go and accurate. It sounds like there are many things still in the works and since this report will be going to our Board of Supervisors, I want to intelligently answer their questions...."*

And the reply from Mr. Morrow was:

*"We very much want a very smooth go Live. If January is not achievable, what would be the next date you all would prefer; maybe March to July?"*

*Thanks!"*

In closing, she noted that she and Brian Daniel, Commissioner of the Revenue, and all Chief Deputies are planning to visit Charlotte County in September to assess what's going on there and assess any problems they may be having. The County Administrator has also been asked to go along and meet with the County Administrator in Charlotte County.

Concerns focused on the fact that:

- Charlotte County doesn't utilize the same program aspects that Madison County will need to access
- Charlotte County went live in May 2018 (had a rep in place until about six weeks ago)
- Going live (in January 2019) would not be an advantage to the County or Treasurer's office

Furthermore, she advised that (in her opinion) converting to another RDA program would be easier since the County is already utilizing another RDA software package. In closing, she offered to remain with the existing financial software package that's currently be used by the County. Furthermore, RDA representative, Dave Davis, has agreed to support the County until the proposed product is done correctly.

The County Administrator advised that the proposed package involves an upgrade to the RDA financial system and does affect operations in the Treasurer's Office. He also advised that the County could attain the proposed upgrade without cost, excluding maintenance fees.

Comments:

- *Chairman Jackson: Verbalized concerns regarding the County's past commitment with another software programmer (i.e. Tyler Technologies, Inc.,) and felt that the agreement to remain with RDA Systems, Inc., precipitated the proposed program*
- *Supervisor Weakley: Questioned the timetable for delivery of the proposed product; also questioned the 'shelf life' of the product being presented; suggested that an RDA representative attend a future Board meeting*

Ms. Murray also noted that there are cheaper systems available that may be a better alternative for the County.

The Finance Director explained that (in her opinion), the program offered by RDA Systems, Inc. is best utilized by school systems and not County offices; also verbalized disfavor of having a 'line item budget' maintenance process; the County utilizes RDA programs for tax purposes; noted there are various types of software systems available and suggested the County assess:

- ❖ What type of software program(s) are utilized by localities similar to Madison
- ❖ How well the program(s) work and meet specific needs of the locality(ies)

Concerns were verbalized by the Board regarding procurement software, to which the Finance Director advised that this type of software tends to be very cumbersome, as isn't geared to maintain 'a line item' budget.

- *Supervisor McGhee: Questioned whether the County may need to seek out another alternative (based on reported findings)*

The Finance Director also noted that RDA Systems, Inc., has failed to keep the current software modules up-to-date as promised.

- *Chairman Jackson: Advised that (in his opinion) the County does have some leverage - RDA Systems, Inc. should be able to adhere to all requirements to provide maintenance updates to the existing financial modules that the County utilizes*

The County Administrator advised that no formal contract has been initiated or signed for the proposed product offered by RDA Systems, Inc.

After discussion, it was the consensus of the Board to receive input once an assessment of the program has been made in Charlotte County.

**c. Smart Scale Resolution:** The County Administrator advised that the Board previously decided to proceed with the:

*a. Shely Road "R-cut"*

*b. Pratts Roundabout*

Paperwork and online documents would be initiated along with the application, followed up with a resolution to express official intentions (Resolution #2018-10), to be recommended for advisement and approval.

Comments:

- *Chairman Jackson: Questioned if today's proposal will encumber future Boards to proceed with the proposed projects*

The County Administrator explained that the proposed process is to request that the State fully fund both projects.

Frank Thomas, Interim County Attorney was in agreement with the documented resolution being presented.

- *Supervisor Weakley: Clarified that today's proposed action will not affect future Boards' and will allow time for receipt of public comment/input from the citizens*

Supervisor Hoffman moved that the Board approve Resolution #2018-10 [Support from Madison County for Projects submitted for the FY2020/2026 Smart Scale Prioritization Process], seconded by Supervisor McGhee. *Aye: Jackson, Weakley, McGhee, Hoffman, Foster.*

The County Administrator encouraged the Board to start these types of processes early next year and that discussion on projects be assessed (i.e. process runs on a two-year cycle) in a more timelier manner.

**d. Status on Personnel Study:** The County Administrator advised that the personnel study is moving forward. The goal is for staff to have provide input on their various positions (i.e. jobs tasks, percentage of time involved, qualifications, etc.) before the end of the calendar year. Once reviewed, this information will be used to update job descriptions for each position.

This information will also be reviewed during the FY20 budget process. The following list of benchmark employers: The Board was encouraged to review the list of benchmark employers as provided by Springstead, Inc.

A list of benchmark employers (by Springstead, Inc.):

- ✚ Albemarle County Government
- ✚ Culpeper County Government
- ✚ Fauquier County Government
- ✚ Greene County Government
- ✚ Orange County Government
- ✚ Page County Government
- ✚ Rappahannock County Government
- ✚ Rockingham County Government
- ✚ Warren County Government

And was advised to understand that it might be difficult to change the aforementioned list later in the process.

- *Chairman Jackson: Suggested that Rappahannock County be eliminated; also clarified that the personnel process doesn't guarantee any employee raises*

The County Administrator clarified that the pay study is just an assessment of best personnel policy practices to include job descriptions.

- *Supervisor Weakley: Noted that the aforementioned list of localities does surround Madison*

Clarissa Berry, Commonwealth Attorney, was present and advised that (in her opinion) the list of localities would be considered by an individual in the event they found it necessary to seek alternative employment, despite the size of the locality involved.

After discussion, it was the consensus of the Board to work with the proposed list as presented. It was also suggested that future pay study information be provided in a simple one-page format.

The County Administrator advised that he was approached by the Treasurer, who offered Mr. Allen Berry (Radford graduate study) to provide services with the personnel study.

The Board thanked Mr. Berry for all of his efforts.

**e. Leathers Lane:** The County Administrator advised that the statement for Leathers Lane was prepared in conjunction with Mr. Sean Gregg. Comments have been received by some of the residents. A copy of the statement has been submitted to all residents and posted to the County's website. Additionally, there will still need to be a community meeting scheduled. An additional detail involves a list of proposed improvements submitted by the residents (in July 2018), which will also be reviewed for action, in conjunction with the proposed statement.

**f. Health Department Building Lease:** The County Administrator advised that the lease between the Madison County Board of Supervisors and the Madison Health Department was initiated in 1995, expired in 2015, but terms allow automatic renewal of the document unless a party gives notice otherwise (i.e. three [3] months before the end of the lease term). If the Board desires to do anything with the building before November 2019, the Madison Health Department personnel will need to be put on notice by August 31, 2018. He suggested the Board discuss these facts as presented.

Wade Kartchner, VDH Director, was present and advised that the VDH is still in the information collection phase.

- *Chairman Jackson: Advised of concerns that (in his opinion) the health department hasn't been very responsive to the needs of the community or County organizations (i.e. Madison County Planning Commission); no representative attends County meetings on a consistent basis*

#### 9. New Business:

**a. Agricultural Storm Damage Report:** The County Administrator provided extensive reports (as prepared by Brad Jarvis, Extension Office) on storm damage sustained in the County caused by two (2) recent major rain storms that caused:

- ❖ *Approximately 1,500 acres of planted soybean, corn, wheat and barley crops and 10,000 acres of mixed forages sustained major damage, which constitutes for over a 30% economic loss of crop revenue (approximately \$2.6M) to Madison agriculture.*
- ❖ *Flooding caused severe cropland erosion, stream channel failures, debris deposits, sedimentation, fencing losses and streambank degradation with an estimated cost of remediation and fence at \$500,000.*

Adoption of today's recommended resolution will allow the County to make an application to the Governor to request a release of funds to assist local farmers that have been impacted.

Supervisor Weakley moved to approve the Resolution [Agricultural Disaster Relief for County of Madison Farmers] as presented, seconded by Supervisor Foster. Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).

**b. Proposed Building Numbering Policy:** Brian Gordon, Director of Emergency Communications, was present to advise that in March 2002, the Board approved a 911 road naming/structure numbering process within the County. A recent discussion with Wes Smith, Building Official, was held pertaining citizens' concerns that E911 was unable to provide prompt assistance to an injured neighbor because of the County's guideline of not providing an E911 address for a barn (or other structure being prior built prior to construction of the actual dwelling). After discussions, it was suggested that the County consider reviewing an addendum to the initial Ordinance. The following guidelines were provided for review and/or action:

#### Secondary Structure Addressing Policy

This policy sets forth guidelines for the addressing of unoccupied structures on properties that were not addressed at the time of construction or were not deemed to have a telephone and/or occupied at the time the current county addressing system was put into place. These guidelines shall be followed to maintain the effectiveness of the addressing system.

**Process** – Upon written request (form shall be available online if passed) a property owner may be eligible to have a secondary structure assigned an E-911 address. The property owner shall deliver the request to the Director of Emergency Communications to be considered by the Director of Emergency Communication, County Building Official and the Zoning Official. Once approval has been made the scheduled fee will be due to be paid to Madison County and delivered to the Director of Emergency Communications. The work will then be performed to gather information and to assign the address (typically 10 business days).

1. *The structure shall be permanent with an established foundation. Temporary or movable structures shall not be addressed.*
2. *Addressing the structure shall be deemed to serve a commercial or public safety purpose.*
3. *The structure shall have an established entrance and egress and shall accessible by emergency vehicles. The access road shall at a minimum have a gravel surface, be ten (10) feet wide, and have a height clearance of thirteen feet six inches (13'6").*

4. *The proposed secondary structure shall not be addressed if the structure is in close proximity to an established address, on the same property, that could reasonably be used to locate the secondary structure.*
5. *The structure shall be approved by the Director of Emergency Communications and the Madison County Building Official for addressing.*
6. *The addressing of the structure shall follow the same guidelines as when any new construction is addressed and will be numeric. The Alpha Character method will not be used when addressing secondary structures on a property.*
7. *A fee of Fifty Dollars (\$50.00) will be assessed to the requestor and shall be submitted before addressing of structure is performed.*

Information being considered today will also be posted online for the public.

Comments:

- *Supervisor Weakley: Questioned if the address is provided for a temporary structure, will this address be converted to the permanent address*
- *Chairman Jackson: Questioned whether there will be something in place to assist with location of fields at Hoover Ridge*

Mr. Gordon noted that:

- The temporary address can only be used if another structure is built in the same location of the building associated with the temporary address
- All fields at Hoover Ridge have now been uploaded to the County's mapping system and all locations at the property can now be pinpointed

The County Administrator noted that the E911 naming process was adopted by way of an Ordinance in 2002; today's suggestions are presented as an effective policy to said Ordinance.

Mr. Gordon referred to contents of the original Ordinance that was adopted in March 2002; however, at this time, structures being considered aren't occupied all the time (as a dwelling).

Frank Thomas, Interim County Attorney, suggested that the Board amend the existing Ordinance and advertise for a public hearing to attain public input on today's proposed changes

**c. *Emergency Services Radio System:*** Brian Gordon, Director of Emergency Communications, advised that information has been received from Black & Veatch concerning Phase II of the proposed radio project. Phase I advised the County of what's already in place. Phase II will involve what the County will need. A list of criteria involved with Phase II was reviewed (i.e. technical specs, development/evaluation of criteria. Vendor interviews, contract deliverables, assist & negotiate grant funding). Additionally, it was noted that the total cost of the Phase II proposal will be about \$76,266.00 (County's share will be \$37,633.00). Today's information has been proposed to Greene County and they will discuss this information with their governing Board.

The Board was encouraged to present any concerns/questions to Mr. Gordon and/or to the Sheriff. This item will be added to the next meeting Agenda for further discussion.

Erik Weaver, Sheriff, was present and advised that the proposed radio system is greatly needed, and that it will take about three (3) months to get underway.

## 10. Information/Correspondence

**a. Status Report on Projects:** The County Administrator provided a document that provided highlights on all open County projects as listed:

- Reassessment
- Recodification
- Driving & Vehicle Use Policy
- Architectural & Engineering Consultant Procurement
- Etlan Polling Place Relocation Personnel Study
- Criglersville Property Personnel Study
- Various Pending Studies Underway and Under Review
  - Criglersville Museum House
  - Water Supply Plan Update
  - Solid Waste Management Plan Update
  - Hazard Mitigation Plan
  - Public Safety Radios
  - Emergency Operations Plan
  - Flood Plain Maps
  - Personnel Study

- *Supervisor McGhee: Questioned if some there are any items at the old school that can be used at the GWC facility (i.e. kitchen items)*

John Scherer, Emergency Management Coordinator, was present and advised that updates to the Emergency Operations Plan are being initiated.

**b. CSB Update: Supervisor Foster:** Supervisor Foster advised that the recent CSB meeting involved a 7-hour Board retreat that was most positive. Additional highlights focused on review of:

- Mission statement
- Bylaws
- Committee structure
- Identification of programs being offered

And:

- Other relevant data

County concerns were also brought forth and immediately addressed. It's anticipated that the new Director will provide a presentation by January 2019 to address ideas and resolutions. It's felt that the RRCSB will be moving forward in a more positive direction.

**c. MCPRA Vacancy:** Chairman Jackson advised that the Madison County Parks & Recreation Authority will have a vacancy; a letter of resignation has been received from one of the current members.

After discussion, it was the consensus of the Board to advertise for the MCPRA Board vacancy.

Loretta Strothers, Assistant Director of Emergency Communications, was present and encouraged the County to move forward with the proposed purchase of new radios for emergency and law enforcement personnel to keep everyone safe.

**11. Public Comment**

Chairman Jackson opened the floor for public comment.

With no further public comment(s) being brought forth, Chairman Jackson closed the public comment opportunity.

Chairman Jackson advised that the Board will need to enter into a closed session upon completion of the tour of the Free Clinic of the Health Department Building.

**12. Tour of the Free Clinic Side of the Health Department Building (Approximately 6:00 p.m.)**

**13. Closed Session**

**a. Closed Session:** On motion of Supervisor Weakley, seconded by Supervisor Hoffman, the Board convened in a closed session pursuant to:

- 1. Virginia Code Section 2.2-3711(A)(1) for discussion and consideration of prospective candidates for promotion to the Director of Emergency Medical Services position and for discussion on prospective candidates for appointment as the County Attorney, and;
- 2. Virginia Code Section 2.2-3711(A)(7) for consultation with legal counsel and briefings by staff members or consultants to actual or probably litigation on injuries incurred by the County with respect to the sales and marketing of opioid pain killers, and discussion of litigation brought against the Board by Robert Legge, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. *Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).*

**b. Motion to Reconvene in Open Session:** On motion of Supervisor Weakley, seconded by Supervisor McGhee, the Board reconvened in open session, with the following vote recorded: *Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).*

**c. Motion to Certify Compliance:** On motion of Supervisor Weakley, seconded by Supervisor Hoffman, the Board certified by roll-call vote that only matters lawfully exempted from open meeting requirements pursuant to Virginia Code 2.2-3711(A)(1) and Virginia Code 2.2-3711(A)(7) and only matters that were identified in the motion to convene in a closed session were heard, discussed or considered in the closed meeting. *Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).*

**\*As a result of closed session:**

*The Board agreed to interview County Attorney candidates at 4:00 p.m. on August 28th, 2018.*

**14. Adjourn**

With no further action being required, Supervisor McGhee, seconded by Supervisor Foster, Chairman Jackson adjourned tonight's meeting **until 4:00 p.m. on August 28, 2018.** *Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).*

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R. Clay Jackson, Chairman  
Madison County Board of Supervisors

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Clerk of the Board of the Madison County Board of Supervisors

Adopted on:

Copies: Board of Supervisors, County Attorney & Constitutional Officers

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Agenda **(Amended)**

Regular Meeting

Madison County Board of Supervisors

Tuesday, August 14, 2018 at 4:00 p.m.

County Administration Building, Auditorium

414 N Main Street, Madison, Virginia 22727

*Call to Order*

*Pledge of Allegiance & Moment of Silence*

1. Determine Presence of a Quorum / Adopt Agenda
  - a. **SPECIAL ITEM: Board Photo with the new Animal Shelter Rescue Van**
2. Public Comment
3. Reports from Constitutional Officers
4. Reports from County Departments
5. Reports from Committees and Organizations
  - a. Carver Washington Carver Regional High School..... Hortense Hinton-Jackson
6. Finance.....Director of Finance/Assistant County Administrator Costello
  - a. Claims
  - b. Supplemental Appropriation Requests
7. Approval of Minutes: July 24 and August 1, 2018 Meetings
8. Old Business
  - a. Status Report on Reassessment Project ..... Commissioner of the Revenue Daniel
  - b. Status Report on RDA/Breeze Project .....Treasurer Murray
  - c. Smart Scale Resolution ..... County Administrator Hobbs
  - d. Status Report on Personnel Study ..... County Administrator Hobbs
  - e. Leathers Lane Statement ..... County Administrator Hobbs
  - f. Health Department Building Lease ..... County Administrator Hobbs
9. New Business
  - a. Agricultural Storm Damage Report .....Extension Agent Brad Jarvis
  - b. Proposed Building Numbering Policy ....Dir. Of Emergency Communications Gordon
  - c. Emergency Services Radio System .....Dir. Of Emergency Communications Gordon
10. Information/Correspondence
  - a. Status Report on Projects..... County Administrator Hobbs
  - b. **CSB ..... Supervisor Foster**
  - c. **MCPRA Vacancy .....Chairman Jackson**
11. Public Comment
12. Tour of the Free Clinic side of the Health Department Building (Approximately 6:00 PM)

13. Closed Session: Personnel (County Attorney Services Proposals & Director of EMS Candidates)  
Legal (Potential Opioid Lawsuit) & Legal (Discussion of Litigation Brought Against the County by Robert Legge)
14. Adjourn

AMENDMENTS NOTED IN ROYAL BLUE WITH YELLOW HIGHLIGHT

DRAFT

## MADISON COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

**MEETING DATE:** August 28, 2018

**AGENDA TITLE:** 9a –Report on the Criglersville School Property

**INDICATED MOTION(s):** N/A

**AGENDA CATEGORY:** Public Hearing      Financial      **Old Business**      New Business      Other

**STAFF LEAD:** County Administrator Hobbs

**TIMING:** The Criglersville School Property Repurposing Advisory Committee’s report is due soon. Schedules for when that would be delivered and the date for the “yard sale” surplus sale event at the school have not been set.

**DISCUSSION:** Mr. Jackson asked that for this item to be on the agenda for the August 28 meeting so the Board can be briefed on:

1. Alternatives the Committee contemplated.
2. The surplus sale. The Committee hopes that it would be staged on October 6, 13 or 20 – on a Saturday morning coinciding with the Graves Lodge Apple Harvest Festival weekends. Note that such an open house sale would be an opportunity for interested individuals to tour the building.
3. A community meeting or hearing at which time the Board would receive both the Committee’s report and comments from the public. Staff suggests that this should follow the sale/open house activity so interested individuals can better understand the condition of the building.
4. The probable recommendation and the process by which the County might solicit proposals to reuse or purchase the building before it pursues a demolition scenario.

**FISCAL IMPACT:** The fiscal impact is difficult to estimate, but it is clear that the sale of the property would help the County to avoid paying for building demolition and general property maintenance for the foreseeable future.

**REFERENCES:** N/A

**HISTORY:** N/A

**RECOMMENDATION:** Receive the report, discuss the matter as appropriate and provide guidance to staff and the Committee.

**ENCLOSURES:** N/A

# CRIGLERSVILLE ELEMENTARY SCHOOL ALTERNATIVES AVAILABLE TO MADISON COUNTY

August 23, 2018

## Specific Items of Concern:

- Respecting the history of the buildings and site
- Respecting existing uses such as the voting precinct, resettlement monument, playground and museum
- Lack of a long-term plan for the museum house, the voting house and the brick school building
- Relieving the County of the liability associated with having vacant and (generally) unused and deteriorating building(s)
- Ensuring that the future use of the property is compatible with neighboring uses
- Complying with relevant regulations such as building, health, zoning and floodplain laws
- Having a thoughtful, open and fair process decision making process

## Alternatives:

Identified alternatives to the Criglersville school issue that might be pursued are:

1. Improve the building(s) so that it (they) can be used for County operations  
*Building renovation and upfit is expected to be quite costly due to required building rehabilitation, complying with floodplain regulations, and the lack of water and sewer service at the site. The largest flaw with this alternative is that, even if funding were not an issue, no County agency has expressed a desire for this location.*
2. Demolish the school building down to the foundation which would be repurposed as the floor for a picnic shelter and work with the Madison County Parks and Recreation Authority to operate the site as a County park  
*Conversations with a demolition contractor indicate that it is impractical to “save” the building foundation for reuse as a picnic shelter pad. There is some question regarding how the floodplain rules would apply to the reuse of the building pad or, alternatively, to the installation of a “new” picnic shelter. The MCPRA has not been consulted regarding the operation of a new County park to date.*
3. Demolish the building(s) and retain County ownership of the land  
*Although costly, this appears to be the “option to beat” at this point in time.*
4. Sell some portion of the property after demolition of the building(s)  
*Although moving the property into the hands of a taxpaying entity might normally be pursued, development problems such as the floodplain and zoning restrictions, lack of water and sewer facilities, and lack of traffic to support a commercial operation reduce the practicality of this alternative.*
5. Sell some portion of the property with the building(s) in place  
*This alternative could have the effect of “saving” the building(s) in the near term, but many of the concerns articulated under Alternative 4 would apply. Further, the County would need to ensure that the dilapidated building problem would be resolved and not just transferred to another owner.*
6. Nominally improve the building(s) so it (they) can be better utilized for County storage  
*If the Board of Supervisors decides to not pursue any of the above, the best practical use of such a large, sturdy County-owned building would be for “dead storage” by the various County departments after some enhanced security and other relatively minor improvements have been made.*
7. Do nothing  
*Continuing to “do nothing” has resulted in the current state of affairs at the Criglersville site. Note that the current effort began after it was understood that the County should actively pursue a resolution and stop merely watching the abandoned school building continue to deteriorate.*

# MADISON COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

**MEETING DATE:** August 28, 2018

**AGENDA TITLE:** 9b –Structure Numbering Ordinance

**INDICATED MOTION(s):** N/A

**AGENDA CATEGORY:** Public Hearing      Financial      **Old Business**      New Business      Other

**STAFF LEAD:** County Attorney Thomas

**TIMING:** The need for a better response to property owners who request County building numbers on secondary structures is an issue the County staff has known about for some time, and a policy proposal was being developed by staff when this matter came to the Board’s attention during the July 24 meeting. A draft policy was presented to the Board on August 14 and the task of proposing an update to the ordinance that would clarify the alignment between the ordinance and proposed policy that regulates building numbering was referred to the County Attorney.

The Board will remember that §15.2-1427 F of the Code of Virginia requires a public hearing before an ordinance can be adopted.

**DISCUSSION:** The “911” building numbering system was set up for public safety purposes in 2002. It appears that the situation has changed since that date: the expectations on the level of public safety services the County should be providing, the proliferation of smart phones and reduction in reliance on landlines, and the advent of GPS and digital mapping. In short, current County policies were written in a different environment and under a different set of circumstances than we have today.

The staff would work to have the policy ready to go upon adoption of the ordinance amendment.

**FISCAL IMPACT:** Existing “main” buildings in the County have numbers, and new ones are typically assigned during construction after the building foundation has been inspected. There is no mechanism in place to compensate for staff time required to field inspect/collect GPS coordinates for other existing buildings or fund the contractor that enters information into the mapping system. The fee proposed might not fully compensate the County for the additional cost for issuing additional numbers but would discourage unnecessary building numbering requests.

**REFERENCES:** N/A

**HISTORY:** N/A

**RECOMMENDATION:** Order a public hearing on the ordinance if the Board is satisfied with the language proposed in the ordinance and policy.

**ENCLOSURES:**

- Draft ordinance amendment (August 20, 2018 edition)
- Draft policy and form (August 13, 2018 drafts)
- 911 road naming/structure numbering ordinance (March 27, 2002)

**AMENDMENT TO ORDINANCE TO PROVIDE FOR THE ASSIGNMENT OF NAMES TO STREETS AND ROADS IN MADISON COUNTY AND THE POSTING OF STREET SIGNS AND BUILDING NUMBERS**

**ORDINANCE #2018 - \_\_\_\_\_**

WHEREAS, by Ordinance the County has established a process for the naming of all streets and roads in the County and the assignment of numbers to all buildings having telephones and/or occupants to be used in connection with the 9-1-1 emergency telephone system; and

WHEREAS, it will facilitate the provision of emergency services within the County to establish a procedure for the assignment of numbers to any structure which is not occupied and does not have a telephone number and to other locations.

NOW, THEREFORE, BE IT ORDAINED that the Ordinance to Provide for the Assignment of Names to Streets and Roads in Madison County and the Posting of Street Signs and Building Numbers is hereby amended in the following respects:

1. Existing Sections 16, 17, 18 and 19 are renumbered as Sections 17, 18, 19, and 20 respectively.
2. Immediately following existing Section 15 and immediately preceding renumbered Section 17, a new Section 16 is added, reading as follows:

**SECTION 16.** By Resolution, the Board of Supervisors may provide that structures which are not occupied and do not have telephone numbers and other locations may be assigned a number subject to certain terms and conditions as may be set forth in said resolution. Any number assigned pursuant to such resolution shall bear the same effect as a house or building number otherwise assigned hereunder.

The aforesaid shall be effective upon enactment.

ENACTED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

---

R. Clay Jackson, Chair  
Madison County Board of Supervisors

	Aye	Nay	Abstain	Absent
R. Clay Jackson	_____	_____	_____	_____
Jonathon Weakley	_____	_____	_____	_____
Kevin McGhee	_____	_____	_____	_____
Charlotte Hoffman	_____	_____	_____	_____
Amber Foster	_____	_____	_____	_____

---

Jack Hobbs  
Madison County Administrator

**Chairman**  
R. Clay Jackson

**Vice-Chairman**  
Jonathon Weakley

**BOARD MEMBERS**  
Amber Foster  
Charlotte Hoffman  
Kevin McGhee

## Madison County Board of Supervisors



**Jack Hobbs**  
County Administrator

**V. R. Shackelford, III**  
County Attorney

302 Thrift Road  
P. O. Box 705  
Madison, Virginia 22727  
(540) 948-7500 (ph)  
(540) 948-3843 (fax)

### Secondary Structure Addressing Policy

This policy sets forth guidelines for the addressing of unoccupied structures on properties that were not addressed at the time of construction or were not deemed to have a telephone and/or occupied at the time the current county addressing system was put into place. These guidelines shall be followed to maintain the effectiveness of the addressing system.

**Process** – Upon written request (form shall be available online if passed) a property owner may be eligible to have a secondary structure assigned an E-911 address. The property owner shall deliver the request to the Director of Emergency Communications to be considered by the Director of Emergency Communication, County Building Official and the Zoning Official. Once approval has been made the scheduled fee will be due to be paid to Madison County and delivered to the Director of Emergency Communications. The work will then be performed to gather information and to assign the address (typically 10 business days).

- 1. The structure shall be permanent with an established foundation. Temporary or movable structures shall not be addressed.*
- 2. Addressing the structure shall be deemed to serve a commercial or public safety purpose.*
- 3. The structure shall have an established entrance and egress and shall accessible by emergency vehicles. The access road shall at a minimum have a gravel surface, be ten (10) feet wide, and have a height clearance of thirteen feet six inches (13'6").*
- 4. The proposed secondary structure shall not be addressed if the structure is in close proximity to an established address, on the same property, that could reasonably be used to locate the secondary structure.*
- 5. The structure shall be approved by the Director of Emergency Communications and the Madison County Building Official for addressing.*
- 6. The addressing of the structure shall follow the same guidelines as when any new construction is addressed and will be numeric. The Alpha Character method will not be used when addressing secondary structures on a property.*
- 7. A fee of Fifty Dollars (\$50.00) will be assessed to the requestor and shall be submitted before addressing of structure is performed.*

Pending BOS Approval.  
July 23, 2018

**Chairman**  
R. Clay Jackson

**Vice-Chairman**  
Jonathon Weakley

**BOARD MEMBERS**  
Amber Foster  
Charlotte Hoffman  
Kevin McGhee

## Madison County Board of Supervisors



**Jack Hobbs**  
County Administrator

**V. R. Shackelford, III**  
County Attorney

302 Thrift Road  
P. O. Box 705  
Madison, Virginia 22727  
(540) 948-7500 (ph)  
(540) 948-3843 (fax)

### Secondary Structure Application for Addressing

**Fee: \$50.00 once application is approved by county staff.**

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

**Tax Map Number:** \_\_\_\_\_

#### Primary E-911 Address

\_\_\_\_\_  
\_\_\_\_\_

**Telephone Number:** \_\_\_\_\_  
Home Mobile

**Email:** \_\_\_\_\_

#### Exact Location of the structure in question and the reason for request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Dimensions of Structure:** \_\_\_\_\_

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

#### **Office Use Only**

**Director of Emergency Communications**  Approved  Denied \_\_\_\_\_  
Cited Reason

**Madison County Building Official**  Approved  Denied \_\_\_\_\_  
Cited Reason

**Madison County Zoning Official**  Approved  Denied \_\_\_\_\_  
Cited Reason

**AN ORDINANCE TO PROVIDE FOR THE ASSIGNMENT  
OF NAMES TO STREETS AND ROADS IN MADISON COUNTY  
AND THE POSTING OF STREET SIGNS AND BUILDING NUMBERS**

**WHEREAS**, the establishment of an Enhanced 9-1-1 emergency telephone system in County has been approved by the Madison County Board of Supervisors to become effective in Madison County; and

**WHEREAS**, the establishment of such system requires the assignment of names to all streets and roads in the county, the assignment of building numbers to all buildings having telephones and/or occupancies, and the erection of appropriate street signs at intersections; and

**WHEREAS**, elected officials, committees, and staff have recommended the adoption of names for streets and roads after receiving public input during a duly advertised public hearing and otherwise; and

**WHEREAS**, a professional consultant experienced in comprehensive addressing has been employed to map streets and roads in Madison County and to assign building numbers to buildings in Madison County.

**NOW, THEREFORE, BE IT ORDAINED:**

**SECTION 1.** The "Madison County Road Name Index" to be adopted and filed in the Office of the Madison County E-9-1-1 Coordinator shall be the official listing of names for streets and roads in Madison County and such streets and roads are hereby assigned the names listed therein. As used in the ordinance, the terms "street" and "road" shall have the same meaning and shall also include avenues, boulevards, highways, lanes, ways, and similar street types.

**SECTION 2.** The Madison County Administrator, or his duly authorized agent, is hereby authorized to assign names to any public or private road or street in the County which provides access to four or more occupied buildings.

**SECTION 3.** The Madison County Administrator, or his duly authorized agent, is hereby authorized to negotiate with residents along streets or roads bearing duplicate or confusingly similar names in the County and to change the names of such roads or streets to eliminate such duplication.

**SECTION 4.** No street or road within the County shall be assigned a name on a subdivision plat or otherwise until such name is registered with the Madison County Administrator, or his duly authorized agent, approved, and added to the "Madison County Road Name Index". The Madison County Administrator, or his duly authorized agent, shall have the authority to refuse registration of any name already in use, confusingly similar to a name already registered, or deemed confusing for purposes of emergency response.

**SECTION 5.** No street or road named currently shown on a subdivision plat filed with County or otherwise shall be implemented by a subdivision owner until such name has been registered with the Madison County Administrator, or his duly authorized agent, approved and added to the "Madison County Road Name Index"; provided however, that this section shall not apply to any road or street presently constructed on which street signs have been placed prior to the effective date of this ordinance. The Madison County Administrator, or his duly authorized agent, shall have the right to refuse registration of any name already in use, confusingly similar to a name already registered, or deemed confusing for purposes of emergency response.

**SECTION 6.** All new street signs erected within Madison County shall be in conformance with the specifications of this section unless a variance is granted by the Virginia Department of Transportation (VDOT) or the Madison County Board of Supervisors. Street names signs for use on Primary routes and collector Secondary roads shall have a minimum height of nine (9) inches, a minimum width of thirty (30) inches and a maximum width of forty-eight (48) inches. Widths greater than forty-eight (48) inches may be allowed in special cases upon approval of the VDOT district traffic engineer. The standard letter height shall be six (6) inch Series C letters for the street name. The standard letter height of the suffix and prefix (if any) shall be three (3) inch Series C letters. Non-standard letter height may be allowed in special cases upon approval of the VDOT district traffic engineer.

Street name signs for use on local Secondary roads, subdivision streets and private roads assigned names under this ordinance shall have a minimum height of six (6) inches, a minimum width of twenty-four (24) inches and a maximum width of forty-two (42) inches. Widths greater than forty-two (42) inches may be allowed in special cases upon approval of the VDOT district traffic engineer. The standard letter height shall be four (4) inch Series C letters for the street name. The standard letter height of the suffix and prefix (if any) shall be two (2) inch Series C letters. Non-standard letter heights may be allowed in special cases upon approval from the VDOT district traffic engineer.

All street name signs in the County shall be fabricated with high intensity reflectorized sign sheeting. All sign text and numerals shall be white and the background of signs shall be brown for private and subdivision roads and blue for state roads. Signs at intersections of all public and private roads assigned names under this ordinance shall be mounted atop 2 3/8 inch galvanized pipes with the signs appearing at a height of not less than seven (7) feet above grade.

**SECTION 7.** The Madison County Administrator, or his duly authorized agent, is hereby authorized to direct the placement of street signs at intersections within the County. The initial costs of such signs and installation to be appropriated from E-9-1-1 telephone taxes as approved by the Madison County Board of Supervisors.

**SECTION 8.** The owner of any subdivision or other development shall erect or cause to be erected street signs in conformance with this ordinance at any and all intersections within such subdivision of development upon the construction on any street on or after the effective date of this ordinance. Where any subdivision owner is currently required to erect street signs but has failed to do so, the future erection of street signs shall be in conformance with this ordinance.

**SECTION 9.** All properties or parcels of land within Madison County shall hereafter be identified by reference to a uniform numbering system, as shown on maps filed in the Office of the Madison County E-9-1-1 Coordinator. Said maps and the explanatory matter thereon are hereby adopted and made a part of this ordinance.

**SECTION 10.** A house or building number shall be assigned to each dwelling or other building in the County. The combination of such numbers and the road or street name shall be the official address of such dwelling or building. Such location shall serve as the official mailing address for postal patrons receiving home or rural delivery.

**SECTION 11.** When each house or building has been assigned its respective address, the owner, occupant, or agent shall place or cause to be placed upon each house or building controlled by him the number or numbers assigned under the uniform numbering system. Such numbers shall be placed on existing buildings within sixty (60) days of notification of the assigned address. Such numbers shall be placed on new buildings prior to occupancy. The cost of posting the address shall be the responsibility of the property owner.

**SECTION 12.** Street address numbers for residence shall be at least three (3) inches in height and shall be of a durable and clearly visible material. The numbers shall be conspicuously placed on, above, or at the side of the main entrance so that the number is discernible from the street. Whenever a residence is more than seventy-five (75) feet from the street, or when the entrance is not visible from the street, the number shall be placed along a walk, driveway, or other suitable location so that address numbers shall be of a contrasting color to the background on which they are mounted.

**SECTION 13.** Street address numbers for commercial and industrial structures shall be at least four (4) inches in height if located within seventy-five (75) feet of a roadway or at least (10) inches in height if located greater than seventy-five (75) feet from the street. The number shall be placed above or on the main entrance to the structure when possible. If such number is not visible from the street, the number shall be placed along a driveway or on a sign visible from the street.

**SECTION 14.** Apartments and similar complexes assigned a single building number shall display address numbers on each assigned structure using numbers having a minimum height of eight (8) inches. Trailer parks and similar complexes assigned a single building number shall display the assigned number at the main entranceway using numbers having a minimum height of eight (8) inches. Numbers or letters from individual's apartments, trailers, or units within these complexes shall be displayed on, above, or to the side of the main doorway of each apartment, trailer, or unit, and shall be at least three (3) inches in height.

**SECTION 15.** Whenever any house, building, or structure shall be erected or located after the initial establishment of the uniform numbering system as provided herein, it shall be the duty of the property owner to procure the correct number or numbers for the said property and to affix said numbers to said building in accordance with this ordinance. An application for a building permit for a new building shall be considered an application for an address assignment. The building official shall coordinate the application with the designated agent of the Madison County E-9-1-1 Coordinator responsible for the assignment of addresses, and forward the assigned address to the applicant not later than sixty (60) days following issuance of said permit. The applicant shall be required to furnish such measurements in relation to other properties or required to furnish such measurements in relation to intersections or other landmarks as shall be deemed necessary for assignment of a valid address.

**SECTION 16.** In applying the guidelines specified herein, the Madison County Administrator, or his duly authorized agent, shall have the authority to make minor adjustments and modifications to ensure a logical and efficient street address system.

**SECTION 17.** The provisions of this ordinance shall be applicable in all areas of Madison County outside the incorporated Town of Madison. The provisions of this ordinance shall be applicable within the Town of Madison if the Madison Town Council has adopted and endorsed this ordinance by resolution.

**SECTION 18.** Whenever the Madison County Administrator, or his duly authorized agent, has reason to believe there has been or there exists a violation of this ordinance, he shall give written notice of such violation to the person failing to comply, and order said person to take corrective measures within thirty (30) days from the date of notification. If such person fails to comply with the duly issued order, the County Administrator, or his agent, shall initiate necessary actions to terminate the violation through criminal or civil measures.

**SECTION 19.** Any violation of this ordinance shall constitute a Class 1 misdemeanor. Subsequent to the thirty (30) day period following notification of violation, each day of violation shall constitute a separate violation.

**SECTION 20.** This ordinance shall be effective immediately upon its adoption.

**ADOPTED** this 27<sup>th</sup> day of March, 2002.

MADISON COUNTY BOARD OF SUPERVISORS

By



David C. Jones, Chairman

## MADISON COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

**MEETING DATE:** August 28, 2018

**AGENDA TITLE:** 09c – County Vehicle Use and Driver Policy

**INDICATED MOTION(s):** I move to amend the Madison County Personnel Policy by amending §6-7.3. (Use of property and equipment) and adding §6-7.5. (Driving and vehicle policy) as proposed.

**AGENDA CATEGORY:** Public Hearing      Financial      **Old Business**      New Business      Other

**STAFF LEAD:** County Administrator Hobbs

**TIMING:** The proposed policy amendment presented to the Board in May has been updated per the attached.

**DISCUSSION:** The Board is aware that the lack of a County policy on the use of County vehicles and who can drive them was brought to staff's attention during the procurement of the animal shelter adoption van which would be driven by volunteers. Basic but clear guidance to staff in this area is needed. A staff team developed a policy proposal that has since been refined and wordsmithed by the County Attorney.

**FISCAL IMPACT:** N/A

**REFERENCES:** N/A

**HISTORY:** N/A

**RECOMMENDATION:** Staff suggest that this matter is ready for approval.

**ENCLOSURES:**

- Draft policy amendment (August 23, 2018 edition)

Amend Section 6-7.3 as noted:

6-7.3. Use of property and equipment.

6-7.3.1. County property and equipment. County vehicles, machinery, uniforms, badges, equipment, materials, supplies and other items used by or assigned to a County employee in connection with the performance of his job duties are for official county business only. Any unauthorized or inappropriate usage is prohibited.

6-7.3.1.1. All such items are the sole property of the County of Madison and must be returned to the employee's immediate supervisor upon separation from employment or movement into another position.

~~6-7.3.1.2. Payment for unreturned vehicles, equipment, machinery, uniforms, badges, materials or supplies may be withheld from the employee's final paycheck if settlement is not resolved prior to the date of the final paycheck.~~

6-7.3.2. Employees' property and equipment. Employees shall perform their job duties utilizing equipment and materials provided by the County. ~~Use of employees' own equipment and materials is discouraged.~~ except for de minimis, incidental use approved by employee's supervisor. No employee shall utilize his own equipment, materials or supplies in the performance of County duties in excess of de minimis, incidental use, without advance written approval of his supervisor. At the time of such approval, agreement must be reached as to the terms and conditions upon which such privately-owned equipment will be utilized in performance of County functions, including compensation, liability, maintenance, wear and tear, etc.

6-7.3.3. Employee's authorized to take home County owned vehicles. The following County employees are essential to public safety and subject to being called in or mobilization at any time and they are, therefore, authorized to take their assigned County vehicle home during off-work or non-scheduled hours: ~~a)~~

1. Employees under the supervision of the Madison County Sheriff; as directed and authorized by the Sheriff and as vehicles are made available to the Sheriff's office; ~~b) Animal Control Officers employed by the County, as vehicles are available, and; c) Emergency Management Staff (Director of Emergency Services), as vehicles are available.~~

2. Animal Control Officers employed by the County, as vehicles are available. ~~6-7-3.4.~~

3. The Emergency Services Coordinator, as vehicles are available,

4. The Director of Emergency Communications, as vehicles are available, and

5. On an event-by-event basis, employees designated by the County Administrator that would respond to an impending emergency event or be involved in the initial post-event mitigation.

6. County Administration as agreed to and as included in any employment contract entered into by the Board of Supervisors and such management staff.

~~7. 6-7-3.5.~~ Facilities and Maintenance Department staff when associated with pending or called for adverse weather conditions (snow, ice storms), so that such staff will be better able to reach county facilities with proper and necessary snow plowing and spreader equipment.

Add Section 7.5 to read as follows:

6-7.5. Driving and vehicle policy.

6-7.5.1. Purpose: The purpose of this policy is to provide operational guidelines and procedures to the operations of motor vehicles owned by Madison County for the protection and safety of human life and providing for the protection of private and County property and equipment.

Scope: This policy applies to County employees, volunteers, and agents who drive on County business. Supervisors of employees, volunteers and agents are responsible for enforcing this policy and shall ensure all persons who drive are notified of these policies, and the potential consequences of violating them.

6-7.5.2. Supervisors of employees, volunteers and agents shall allow only those drivers who meet the following eligibility criteria to drive on County business. The supervisor is responsible to see these criteria are met before authorization to drive is granted to an individual:

1. Be at least 18 years old.
2. Possesses a valid Virginia driver's license.
3. The license must have the proper classification based upon the type of vehicle the employee is driving and the state requirements (cars, trucks, and other equipment requiring a license to drive).
4. Emergency medical personnel must successfully complete an Emergency Vehicle Operators Course prior to driving County emergency vehicles both emergent and non-emergent.
5. A Department of Motor Vehicles driving record request ("MVR") is required for each prospective driver whose position requires driving. Prospective drivers must cooperate by completing the necessary forms to obtain their driving records. The MVR will be reviewed prior to the driver performing the required driving duties. The MVR will continue to be monitored throughout the driver's affiliation with the County.
6. Drivers including but not limited to public safety employees such as firefighters, law enforcement officers, and emergency services personnel (career and volunteer), may be subject to alcohol and drug testing in accordance with applicable federal, state, or County regulations.
7. Non Employee Drivers: Officers or agents representing the County, and volunteers or other persons acting on behalf of the County, are only authorized to drive vehicles on County business if they obtain written permission from their supervisor within the area to which they are assigned.

6-7.5.3. Driver Responsibilities. The following responsibilities apply to anyone who drives any County vehicle on County business:

1. Drivers shall report mechanical problems to their supervisors as soon as possible.
2. Drivers shall understand and comply with all applicable federal and state driving laws, parking regulations, and all County and departmental safety policies and rules.
3. Except as may be required for patient care provided by emergency services personnel, all drivers and passengers shall wear safety belts when the vehicle is in motion.
4. Except as may be required for the performance of the official duties of an operator of any emergency vehicle all drivers shall refrain from using devices such as PDAs and cellular phones, either hand-held or hands-free, while operating a motor vehicle.
5. Drivers shall be held *personally* responsible and *liable* for any failure to comply with the rules of the road for drivers while driving a vehicle on County business.
6. Driving while impaired or possibly impaired by drugs, medication, alcohol, regardless of whether the substance is prescribed or otherwise consumed is strictly prohibited.
7. Drivers shall notify their supervisor as soon as possible of any accident involving damage to County vehicles or to any other property, injury to any individual, or any violation of moving vehicle laws (citations or arrest).
8. A fleet fuel card is provided with all county vehicles. The card may be utilized for fuel only. The employee utilizing vehicles shall retain receipts and submit them to his supervisor for reconciliation. Misuse of fuel cards may subject an employee to disciplinary action up to and

including termination.

6-7.5.4. Passengers. Only authorized passengers are allowed to ride in County vehicles in use for County business. Authorized passengers are:

1. County employees conducting County business;
2. Officer and agents representing the County;
3. Volunteers acting on behalf of the County;
4. Participants in official County business and programs;
5. Representatives of other governmental agencies working with the County;
6. Anyone with prior authorization by the driver's supervisor or with specific authorization by the County Administrator.

6-7.5.5. Incidental Use of County Owned Vehicle for Non-Business Purpose. When operating the County's vehicles, drivers may:

1. Make stops for meals if appropriate to the time of day.
2. Make stops for restroom breaks as needed.

Any stops or other uses of County vehicle equipment is prohibited in all instances if it would expose the County to public perception of misuse or abuse of the driving privilege. County employees or volunteers may not purchase or transport alcoholic beverages at any time, nor transport unauthorized passengers at any time, in a County vehicle.

6-7.5.6. Vehicle Accident Procedures.

1. All accidents and property damage to vehicles must be reported as soon as possible to the driver's supervisor.
2. The appropriate law enforcement authority must be promptly notified and an ambulance requested, as necessary.
3. Except as may be necessary for the preservation of life or property or the prevention or treatment of personal injury, the driver should not make any statements to anyone except the driver's supervisor and any law enforcement or emergency services personnel on the scene.
4. If the vehicle is disabled, the driver must contact his or her supervisor for instructions.
5. Failure to report damage or accident involving County vehicles in accordance with this policy may be subject to disciplinary action up to and including termination.

6-7.5.7. Maintenance of Vehicle Purchase and Title Records

6-7.5.7.1. The Finance Director shall maintain a current listing of all county-owned vehicles and the County department where each is assigned and provide said listing immediately upon request.

6-7.5.7.2. All original vehicle titles shall be filed in the Finance Director's office.

6-7.5.7.3. The Finance Director shall serve as the County's primary representative to the Department of Motor Vehicles and shall have the authority to execute title acquisition and disposal records and other Department of Motor Vehicles documents subject to all County procurement and disposal policies, departmental needs and budget constraints.

## MADISON COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

- MEETING DATE:** August 28, 2018
- AGENDA TITLE:** 9d – Facilities Planning and Health Department Lease
- INDICATED MOTION(s):** (Pending Board discretion) I move to authorize and direct the County Administrator to terminate the health department building lease effective November 30, 2018.
- AGENDA CATEGORY:** Public Hearing      Financial      **Old Business**      New Business      Other
- STAFF LEAD:** County Administrator Hobbs
- TIMING:** As an outcome of long-known County needs and conversations that apparently go back several years, the FY19 budget contains money to begin the process of renovating and consolidating County facilities. Funding for some of the required consulting work is contained in the FY19 budget but significant progress on these projects has not been made to date. The most pressing issue is the 1995 health department lease agreement that would require the Board to give notice of lease termination by the end of August 2018 if it wants to be able to use the building for other purposes prior to November 30, 2019.
- DISCUSSION:** Although “statements of qualification” were received from a series of architects and engineers as a byproduct of the primary school project solicitation, none has been selected for “county” work to date. Consulting support anticipated to be needed in the near future includes:
- County Administration Building and Health Department Renovations – Space and construction sequence planning, plans and specifications for building renovations, contractor procurement services and construction administration services. (FY19 Capital Budget: \$60,000)
  - Chamber/Arcade Evaluation – Evaluating the costs and benefits of purchasing and renovating the Chamber building vs. renovating the Arcade building and moving the visitor center into that space, then consulting work as needed to renovate the building(s) to implement the selected alternative. (Not budgeted)
  - Criglersville Elementary School – If no appropriate tenant comes forward or if the property is not sold, preparing specifications, contractor procurement and construction administration for demolition of building(s). (FY19 Capital Budget: \$25,000)
- Board direction on the priority and timing of these projects would inform staff’s work plan for the next few months.
- FISCAL IMPACT:** To be determined via the selected consultant(s).
- REFERENCES:** N/A
- HISTORY:** N/A
- RECOMMENDATION:** Receive this report, discuss the issue as appropriate and provide direction to staff.  
A positive action would be required to terminate the health department lease. Whether to take such an action depends upon conclusions reached during the Board’s discussion.
- ENCLOSURES:**
- Health department building lease (1995)

**DEED OF LEASE**

This DEED OF LEASE, is made this 1st day of December 19 95 by and between Madison County Board of Supervisors (The "Lessor") and the COMMONWEALTH OF VIRGINIA, by the VIRGINIA DEPARTMENT OF HEALTH (the "Lessee") with approval of the Governor pursuant to §2.1-504.2 of the Code of Virginia (1950), as amended.

**WITNESSETH**

For and in consideration of the terms, conditions, covenants, promises and agreements herein made, Lessor hereby leases and demises unto Lessee the following described real property (the "demised premises"): (Include parking facilities and number of parking spaces, if any, and rentable square footage or acreage.) One story brick building located behind the Madison County Office Building, 414-A North Main Street, Madison, Virginia, containing approximately 5,600 square feet, together with adjacent parking lot with 14 parking spaces.

1. INITIAL TERM OF LEASE: The demised premises are leased to Lessee for a period of 240 (months, ~~years~~), beginning on the 1st day of December, 19 95 and terminating on the 30 day of November, 19 2015 (the "initial term").

2. RENT: Lessee covenants to pay Lessor the sum of SIX HUNDRED SEVENTY THOUSAND FORTY-FOUR AND 23/100 Dollars (\$ 670,044.23\*) as rent for the initial term which amount shall be paid in installments of TWO THOUSAND SEVEN HUNDRED / NINETY-ONE and 85/100 Dollars (\$ 2,791.85\*) due and payable in arrears at the end of each month (month / quarter).

\* See Attachment No. 1

Rent shall be made payable to Treasurer, Madison County, Virginia  
Treasurer, Madison County and  
mailed to P. O. Box 309  
at Madison, Virginia 22727

\_\_\_\_\_ or  
to such other party and such other place as Lessor may from time to time designate in writing as provided herein.

EX-111 Rev.  
LI-A DEB

3. PURPOSE AND USE OF DEMISED PREMISES:

The demised premises are leased to be used and occupied by the VIRGINIA DEPARTMENT OF HEALTH, a department, agency or institution of the Commonwealth of Virginia (the "leasing agency"), and its agents and employees, for such purposes and uses as it may now or hereafter be empowered by law to use same.

4. ACCESSIBILITY BY THE HANDICAPPED

- (A) Prior to commencement of the initial term and delivery of possession, Lessor shall certify to Lessee in writing that the demised premises complies with minimum requirements of the Americans with Disabilities Act of 1990 (the "ADA"). In the event the demised premises is not required to comply with the ADA., Lessor shall certify to Lessee in writing that the demised premises complies with minimum requirements of the Virginia Uniform Statewide Building Code pertaining to access by disabled persons. As hereinafter used, the term "the standards" shall mean and incorporate those standards approved by the United State Department of Justice for meeting the minimum requirements of the Americans with Disabilities Act of 1990 or, if applicable, those standards issued or promulgated by the American National Standards Institute, entitled "American National Standard Specifications for Making Buildings and Facilities Accessible to and Usable by Physically Handicapped People", ANSI-A117.1-1980, and the term "accessible" shall mean accessible to disabled individuals in accordance with the ADA. The minimum Virginia Uniform Statewide Building Code requirements are:
- (1) If public or private parking is provided, at least one accessible parking space shall be provided as close as possible to an accessible route to the primary building entrance.
  - (2) Walks used as accessible routes to the building shall comply with the standards.
  - (3) An accessible primary entrance to the building shall be at grade or ramped to grade in accordance with the standards.
  - (4) An accessible entrance to the building shall comply with the standards.
  - (5) At least one accessible route (corridors and doors) to the demised premises shall comply with the standards.
  - (6) If support areas within the building (e.g., lunch rooms, cafeteria, etc.) are used by Lessee, its employees or the public, such areas shall be accessible.
  - (7) If Lessee occupies floors others than the main floor of access to the building, at least one accessible elevator shall be provided.
  - (8) Accessible public rest rooms for each sex shall be provided, preferably on all floors. As a minimum, accessible rest rooms shall be provided on the ground floor or the floor occupied by Lessee if the building is four stories or less in height. If Lessee occupies an area above the fourth floor, accessible public rest rooms for each sex shall be provided on the floor occupied by Lessee. If Lessee occupies more than one floor, at lease one accessible public rest room for each sex shall be provided on at least every fourth floor occupied by Lessee.

- (9) All corridors, doors and spaces in or about the demised premises and used by the public or employees of Lessee shall be accessible.
- (10) Directional signs complying with the standards shall be provided directing the public to the demised premises occupied by Lessee.
- (11) Where the foregoing standards for accessibility by the disabled conflict with or are superseded by state, federal or local laws, ordinances, rules, or regulations setting forth standards for access by the disabled, the more favorable standards for accessibility by the disabled shall govern.

5. DELIVERY OF POSSESSION:

(A) Lessor covenants to deliver quiet possession of the demised premises at the commencement of the initial term.

(B) Lessor covenants to deliver the demised premises to Lessee at the commencement of the initial term in good repair and condition, suitable to the purpose and use for which the demised premises are leased. Lessor warrants that all plumbing, heating, air conditioning, electrical and mechanical devices and appliances of every kind or nature located upon or serving the demised premises shall be in good repair, condition and working order as of the commencement of the initial term.

(C) Lessor covenants that the demised premises and the building of which the demised premises forms a part have been inspected by an Asbestos Inspector licensed by the Virginia Department of Professional and Occupational Regulations and the building is free of friable asbestos that is not managed under a management plan prepared by an Asbestos Management Planner licensed by the Virginia Department of Professional and Occupational Regulation.

(D) Prior to occupancy by Lessee, Lessor shall complete to the satisfaction of Lessee the interior finish of the demised premises, including installation of any equipment, fixtures and furnishings, ~~in compliance with the Lessor's work letter attached hereto as Exhibit~~

6. MAINTENANCE:

(A) Lessor covenants to keep, repair and maintain, at Lessor's expense, the demised premises and all plumbing, heating, air conditioning, electrical and mechanical devices, appliances and equipment of every kind or nature affixed to or serving the demised premises in good repair, condition and working order, suitable to the purpose and use for which Lessee has leased same, during the initial term and any renewal terms and, if necessary, shall make such alterations, additions and/or modifications of the demised premises and all equipment, electrical and mechanical devices and appliances thereon or serving same so as to comply at all times with all applicable federal, State and local laws, ordinances, rules and regulations pertaining to health, safety, fire and public welfare. As used herein, the word "repair" shall be deemed to include replacement of broken or cracked glass.

(B) If Lessor fails to keep, repair and maintain the demised premises and all plumbing, heating, air conditioning, electrical and mechanical devices, appliances and equipment of every kind or nature affixed to or serving the demised premises in good repair, condition and working order as provided in sub-paragraph 6(A), then Lessee, at its option, may either (a) immediately terminate this lease and all obligations hereunder, or (b) proceed to make, or cause to be made, such upkeep, repair and/or maintenance, at Lessor's expense, so as to render the demised premises suitable for the purpose and use for which same are leased, in which event, Lessee may deduct the cost of same from future rent installments as they become due and/or may collect such cost from Lessor in any manner provided by law.

FEB 12 1996



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DEB LI-A  
Revised 11/1/93

10. RENEWAL OF LEASE:

Unless otherwise terminated as herein provided, at the end of the initial term this lease shall automatically renew and continue in full force and effect from year to year ("renewal term") at the same rental, adjusted pro rata on an annual basis and due and payable in the same periodic installments as provided in paragraph 2, and subject to all terms, conditions, covenants, promises and agreements herein contained. Such year-to-year or renewal term shall continue to renew automatically unless terminated by either party in such manner and at such time as hereinafter provided for termination of the initial term.

11. TERMINATION:

(A) This lease and any renewal term of this lease may be terminated by either party only upon written notice to the other party by certified or registered mail, return receipt requested, at least three (3) months prior to the expiration of the initial term or any renewal term; otherwise, this lease shall renew and continue as provided in paragraph 10. In addition, during any renewal term, Lessee, at its option, may terminate this lease at any time upon at least three (3) months written notice to Lessor by certified or registered mail, return receipt requested.

(B) Agencies of the Commonwealth of Virginia cannot expend funds unless appropriated by the Virginia General Assembly and may not obligate a future session of the Virginia General Assembly. Therefore, notwithstanding any provision in this lease to the contrary, if any session of the Virginia General Assembly fails to appropriate funds for the continuance of this lease or the federal government fails to appropriate or allocate sufficient funds for the purpose of continuation of this lease, the lease and all obligations hereunder shall automatically terminate upon depletion of the then currently appropriated or allocated funds.

(C) Notwithstanding any provision in this lease to the contrary, if, by operation of law, the leasing agency designated in paragraph 3 shall cease to exist or its powers and authority are limited so as not to permit the continued use of the demised premises for the purpose and use for which same is leased, then this lease and all obligations of Lessee hereunder shall terminate.

12. NOTICE:

(A) Any and all notices affecting this lease may be served by the parties hereto, or by their duly authorized agents, as effectively as if same were served by any officer authorized by law to serve such notices. The return of such party, or its duly authorized agent, showing the time, place and manner of service of such notice shall have the same force and effect in any legal proceedings based thereon as a return of service by any officer authorized by law to serve such notice.

(B) All notices required by law to be served upon and all notices permitted by this lease to be mailed to a party to this lease shall be served upon or mailed to, as the case may be, the following agents for each party who are hereby appointed and designated as such for the purpose of receiving all such notices:

(1) Lessor's agent shall be Madison County Administrator, whose address is P. O. Box 705, Madison, Virginia 22727

(2) Lessor's agent shall be District Health Director, whose address is Rappahannock-Rapidan Health District, 640 Laurel Street, Culpeper, Virginia 22701

FEB 12 1996  
11:30 AM

12/11/11  
V. T. B.

Each party shall immediately notify the other party, in writing, of any change of agents, and no change of agents shall be effective until such notice is given.

(C) Where under the terms of this lease a notice is required or permitted to be mailed by certified or registered mail, return receipt requested, and such notice is not mailed in such manner, the notice shall be effective if actually received by the party, or its appointed agent, to whom the notice is directed.

13. BINDING UPON SUCCESSORS:

(A) This lease shall be binding upon the parties hereto and their successors in interests, including but not limited to heirs, assigns, purchasers at lien, deeds of trust, or mortgage foreclosure.

(B) In the event of foreclosure of the Deed of Trust prior to the expiration of this Lease according to its terms, including any extensions and renewals thereof, Lender or any other successor in interest of the Landlord shall take title to the demised premises subject to the terms, covenants, agreements and conditions of this Lease, and Tenant's quiet and peaceful possession and enjoyment of the demised premises shall not be disturbed.

14. ENTIRE AGREEMENT:

This written Deed of Lease constitutes the entire, full and complete understanding and agreement of the parties, and all representations, conditions, statements, warranties, covenants, promises or agreements previously made or given by either party to the other are hereby expressly merged into this written Deed of Lease and shall be null, void and without legal effect.

15. MODIFICATION:

This Deed of Lease shall not be modified, altered or amended except by written agreement executed by the parties hereto with the same formality as this agreement.

16. PARAGRAPH HEADINGS:

Headings to the paragraphs are mere catchwords and are illustrative only; they do not form a part of this lease nor are they intended to be used in construing same.

17. ADDITIONAL PROVISIONS:

This lease is subject to the terms, conditions, modifications, additions and/or deletions provided in the following designated attachments which are incorporated herein by reference: [Designate as "Attachment No. 1," etc. If none, state "NONE."] Attachment No. 1

18. EXECUTION:

This Deed of Lease shall not be effective or binding unless and until signed by both parties and, where required by law, approved by the Governor of Virginia pursuant to §2.1-504.2 of the Code of Virginia (1950), as amended.

In WITNESS WHEREOF, the parties have affixed their signatures and seals.

LESSOR: Madison County Board of Supervisors  
(Type or print name)

By: [Signature]  
(Signature) (Title)

on put  
5/DEB LI-A  
Revised 11/1/93

LESSEE: COMMONWEALTH OF VIRGINIA,

VA Dept of Health  
(Department, Institution, Agency or Board)

By: James Earl Dainton  
(Signature) (Title)

COMMONWEALTH OF VIRGINIA

CITY/COUNTY OF Richmond to-wit:

The foregoing Deed of Lease was acknowledged before me

by James Finch on the 12<sup>th</sup> day of February

1996 in the jurisdiction aforesaid.

My commission expires: 9-30-99

[Signature]  
Notary Public

COMMONWEALTH OF VIRGINIA

CITY/COUNTY OF \_\_\_\_\_ to-wit:

The foregoing Deed of Lease was acknowledged before me

by \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_

19\_\_, in the jurisdiction aforesaid.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

RECOMMEND APPROVAL:  
DIVISION OF ENGINEERING AND  
BUILDINGS

RECOMMEND APPROVAL:  
DEPARTMENT OF GENERAL SERVICES

By: \_\_\_\_\_  
Director

By: \_\_\_\_\_  
Director

APPROVED BY THE GOVERNOR:

Pursuant to § 2.1-504.2 of the Code of Virginia (1950), as amended, and by the authority delegated to me under Executive Order \_\_\_\_\_, dated \_\_\_\_\_, 19\_\_\_\_, I hereby approve the acquisition of the demised premises pursuant to this Deed of Lease and the execution of this instrument for and on behalf of the Governor of Virginia.

\_\_\_\_\_  
Secretary of Administration

(Date)

FEB 12 1996

LESSEE: COMMONWEALTH OF VIRGINIA  
VIRGINIA DEPARTMENT OF HEALTH

By: Virginia State Department of Health  
(Signature)

District Director

(Title)

COMMONWEALTH OF VIRGINIA

CITY / COUNTY OF Madison

to-wit:

The foregoing Deed of Lease was acknowledge before me  
by David C. Jones on the 16<sup>th</sup> day of January,  
1996, in the jurisdiction aforesaid.

My commission expires: September 30, 1998

Carol Ann Davis

Notary Public

COMMONWEALTH OF VIRGINIA

CITY / COUNTY OF Colquhoun

to-wit:

The foregoing Deed of Lease was acknowledge before me  
by James E Burns on the 25<sup>th</sup> day of January,  
1996, in the jurisdiction aforesaid.

My commission expires: Apr 30, 1997

Kathleen B. Acker

Notary Public

RECOMMEND APPROVAL:

DIVISION OF ENGINEERING AND  
BUILDINGS

By: [Signature]  
Director

RECOMMEND APPROVAL:

DEPARTMENT OF GENERAL SERVICES

By: [Signature]  
Director

APPROVED BY THE GOVERNOR:

Pursuant to § 2.1-504.2 of the Code of Virginia (1950), as amended, and by the authority dele-  
gated to me under Executive Order 31 (94), dated October 25, 1994, I  
hereby approve the acquisition of the demised premises pursuant to this Deed of Lease and the exe-  
cution of this instrument for and on behalf of the Governor of Virginia.

[Signature]  
Secretary of Administration

2/5/96  
(Date)

Attachment No. 1

The annual rent may be adjusted on the first anniversary and each anniversary thereafter throughout the initial term of this lease by an amount equal to the increase in the cost of insurance in the previous year.

The State Health Department has an approved allowance of \$1,680.00 per year for the cost of maintenance of facilities which it occupies under lease agreements. The annual rent may be adjusted on the first anniversary and each anniversary thereafter throughout the initial term of this lease by an amount equal to the amount of increase over \$1,680.00 per year. However, any increase must first be approved by the State Department of Health.

mc/attach

FEB 12 1995



**From:** Desmond, Melissa [mailto:melissa.desmond@dgs.virginia.gov]

**Sent:** Tuesday, August 28, 2018 1:43 PM

**To:** Jack Hobbs <jhobbs@madisonco.virginia.gov>

**Cc:** McClelland, Dana <dana.mcclelland@vdh.virginia.gov>; Wade Kartchner (VDH) <wade.kartchner@vdh.virginia.gov>; Christopher Gordon <christopher.gordon@vdh.virginia.gov>

**Subject:** Re: Health Department Lease

Mr. Hobbs,

Thank you for your email and the offer by the County to permit VDH to remain in their current space, until they find new quarters, on a month-to-month basis. Given that in the absence of your offer the medical clinic would likely be forced to close, at least for a period of time, we welcome your offer and look forward to working with you. In order for this to work without executing an amendment to the lease, it is necessary that, with respect to your offer, the termination letter address your proposal in the form of waivers. That is, by the County waiving certain of its rights under the lease, the offer would be binding on the County without the necessity of an amendment. The specifics that need to be addressed in the letter are the following:

- 1) that notwithstanding the termination date set out in the letter, the County waives its right to require that the Health Department vacate the premises, and permits the Health Department to remain in possession, under the terms of the Lease, except as provided below.
- 2) the County waives its right to issue a subsequent termination notice, with the understanding that when the Health Department finds a new location for its clinic that the County will be given not less than a three month notice, which notice may be given at any time.

It is important that there be nothing in the letter that alters any obligation of the Commonwealth under the terms of the lease. Any such alteration would require that we address this situation by an amendment to the lease, and it would take more than a few days to address this situation in that manner.

As I envision it, your letter to us will first state the termination of the lease as of the end of November, but then address the numbered items above after the termination provision.

As you know, August 31 is the deadline for submitting to us any termination letter. It is acceptable if the letter is prepared, signed, scanned and then emailed to my attention by that date. The original can then be sent by mail.

Please feel free to contact me if you have any questions.

Thank you,  
Melissa

~~~~~  
[Melissa K. Desmond, Transaction Manager](#)  
[DGS/Division of Real Estate Services](#)  
[Office: \(804\) 225-4003](#)  
[1100 Bank St., Third Floor, Richmond, VA 23219](#)  
[dgs.virginia.gov](#) | [Follow us @DGSVirginia](#)

On Mon, Aug 27, 2018 at 12:12 PM, Jack Hobbs <[jhobbs@madisonco.virginia.gov](mailto:jhobbs@madisonco.virginia.gov)> wrote:  
Ms. Desmond,

Dana McClelland indicates that I should communicate with you on this item.

It is my understanding that the initial term for the attached lease expired in November 2015 and that it has continued on a year-to-year basis (with a 3-month advance notice termination clause) since then.

The County is considering relocating other offices to that building. What is the possibility of adjusting the lease to a month-to-month basis (while retaining the 3-month notice) if Madison County acts to terminate the current arrangement by the end of this month?

Jack Hobbs  
Madison County

# MADISON COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

**MEETING DATE:** August 28, 2018  
**AGENDA TITLE:** 10a –Surplus Vehicle List  
**INDICATED MOTION(s):** N/A

**AGENDA CATEGORY:** Public Hearing      Financial      Old Business      **New Business**      Other

**STAFF LEAD:** County Administrator Hobbs

**TIMING:** The Board will remember that it authorized the funding for purchase of vehicles in the Animal Control, Building Inspections and Sheriff’s departments several months back. All vehicles have been received and are in the process of being upfit prior to being put into service, so at some point the County will have several surplus vehicles.

**DISCUSSION:** Mr. Jackson asked that the potential for reusing these vehicles instead of selling them be an agenda item at the August 28 meeting. The list of current and upcoming surplus vehicles is as follows:

| <u>Department</u> | <u>Year</u> | <u>Make</u> | <u>Model</u> |           |
|-------------------|-------------|-------------|--------------|-----------|
| Animal Control    | 2003        | Ford        | Pick Up      |           |
| Inspections       | 2004        | Ford        | SUV          | Explorer  |
| Sheriff           | 2005        | Chev        | Sedan        | Sedan     |
| Sheriff           | 2008        | Ford        | Crown Vic    | Sedan     |
| Sheriff           | 2010        | Ford        | Crown Vic    | Crown Vic |

**FISCAL IMPACT:** The sale of old vehicles is typically are not a big money maker for local governments, and the process is often focused on giving interested parties a fair chance at procuring them and disposing of unneeded items in the most efficient way possible.

The County does need to have a number of vehicles ready for use if it is to maintain acceptable levels of service, but upkeep and carrying old vehicles on the insurance policy can be an unnecessary expense if the vehicles are not needed.

**REFERENCES:** N/A

**HISTORY:** N/A

**RECOMMENDATION:** Per the Board’s discretion. Absent instructions to the contrary, staff will proceed with a disposal sale.

**ENCLOSURES:** N/A

## MADISON COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

**MEETING DATE:** August 28, 2018

**AGENDA TITLE:** 10b – Report on Equal Employment Opportunity Plan Requirement

**INDICATED MOTION(s):** N/A

**AGENDA CATEGORY:** Public Hearing      Financial      Old Business      **New Business**      Other

**STAFF LEAD:** County Administrator Hobbs

**TIMING:** This issue came to staff's attention in April and has been the subject of research and discussion since that time. Temporary relief has been provided by the funding agency, but the EEOP item needs to be addressed in the near future.

**DISCUSSION:** A condition of several grants funded by the (federal) Department of Justice through the (state) Department of Criminal Justice Services involves the development and maintenance of an Equal Employment Opportunity Plan (EEOP). To date, staff has been unable to create an EEOP for Madison County due to lack of good models to follow, understanding what data to collect coupled with collection problems and staff capacity limitations. However, we hope to work with Springsted to pull one together in the coming months.

The grant programs involved have, in the past, helped to fund the victim witness coordinator in the Commonwealth Attorney's office and school resource officers in the Sheriff's Department. It appears that having an EEOP may have been a requirement in past years but was highlighted during the recent grant application season via new forms.

The solution for the County is likely to involve a new policy, a more centralized (such as an online) employee application process, maintaining a new employee database, tracking of various disciplinary actions, and the compiling and analysis of statistics so that the indicated annual reports can be filed. Alternatively, the County could elect to not accept the monies and either fund the associated positions with local monies or eliminate the positions (or some combination of those.) Major staff concerns are (a) compliance with conditions imposed on the receipt of current as well as past monies and (b) impact on future grant applications.

**FISCAL IMPACT:** Monies from the grants that require an EEOP have funded several positions in recent budgets. Since this year's SRO grant application failed, the only currently active position funded by the EEOP grants this year is the victim witness coordinator. Note that this is not an issue that affects only one budget year.

**REFERENCES:** Good background on the EEOP requirement can be found at these web sites:

- <https://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/grants/fy-2019-2021-victim-witness-grant-program-guidelines-new-and-continuation-applicants/20192021vw-attachment5.docx> for the form they wanted us to sign; Madison falls under part B
- <https://www.law.cornell.edu/cfr/text/28/part-42/subpart-E> (see Sec. 304)
- [https://ojp.gov/about/ocr/faq\\_eeop.htm#1](https://ojp.gov/about/ocr/faq_eeop.htm#1)

**HISTORY:** N/A

**RECOMMENDATION:** The Board should receive the report and ask questions as appropriate. No action is required at this time.

**ENCLOSURES:**

- Federal code articulating the required EEOP content and a sample of one of the required analyses.

#### **§ 42.304 Written equal employment opportunity program.**

Each [recipient](#)'s equal employment opportunity program shall be in writing and shall include:

- (a) A job classification table or chart which clearly indicates for each job classification or assignment the number of employees within each respective job category classified by race, sex and national origin (include for example Hispanic, Asian or Pacific Islander, and American Indian or Alaskan Native). Also, principal duties and rates of pay should be clearly indicated for each job classification. Where auxiliary duties are assigned or more than one rate of pay applies because of length of time in the job or other factors, a special notation should be made. Where the [recipient](#) operates more than one shift or assigns employees within each shift to varying locations, as in law enforcement agencies, the number by race, sex and national origin on each shift and in each location should be identified. When relevant, the [recipient](#) should indicate the racial/ethnic mix of the geographic area of assignments by the inclusion of minority population and percentage statistics.
- (b) The number of disciplinary actions taken against employees by race, sex and national origin within the preceding [fiscal year](#), the number and types of sanctions imposed (suspension indefinitely, suspension for a term, loss of pay, written reprimand, oral reprimand, other) against individuals by race, sex and national origin.
- (c) The number of individuals by race, sex and national origin (if available) applying for employment within the preceding [fiscal year](#) and the number by race, sex and national origin (if available) of those applicants who were offered employment and those who were actually hired. If such data is unavailable, the [recipient](#) should institute a system for the collection of such data.
- (d) The number of employees in each job category by race, sex and national origin who made application for promotion or transfer within the preceding [fiscal year](#) and the number in each job category by race, sex, and national origin who were promoted or transferred.
- (e) The number of employees by race, sex, and national origin who were terminated within the preceding [fiscal year](#), identifying by race, sex, and national origin which were voluntary and involuntary terminations.
- (f) Available community and area labor characteristics within the relevant geographical area including total population, workforce and existing unemployment by race, sex and national origin. Such data may be obtained from the Bureau of Labor Statistics, Washington, DC, [State](#) and local employment services, or other reliable sources. [Recipient](#) should identify the sources of the data used.
- (g) A detailed narrative statement setting forth the [recipient](#)'s existing employment policies and practices as defined in [§ 42.202\(c\)](#). Thus, for example, where testing is used in the employment selection process, it is not sufficient for the [recipient](#) to simply note the fact. The [recipient](#) should identify the test, describe the procedures followed in administering and scoring the test, [state](#) what weight is given to test scores, how a cut-off score is established and whether the test has been validated to predict or measure job performance and, if so, a detailed description of the validation study. Similarly detailed responses are required with respect to other employment policies, procedures, and practices used by the applicant.
  - (1) The statement should include the [recipient](#)'s detailed analysis of existing employment policies, procedures, and practices as they relate to employment of minorities and women (see [§ 42.303](#)) and, where improvements are necessary, the statement should set forth in detail the specific steps the [recipient](#) will take for the achievement of full and equal employment opportunity. The Department of Justice Guidelines on Employee Selection Procedures, [28 CFR part 50](#), set out the appropriate standards for nondiscriminatory selection procedures. [Recipients](#) of [LEAA](#) assistance using selection procedures which are not in conformity with the Department of Justice guidelines shall set forth the specific areas of nonconformity, the reasons which may explain any such nonconformity, and if necessary, the steps the [recipient agency](#) will take to correct any existing deficiency.

- (2) The recipient should also set forth a program for recruitment of minority persons based on an informed judgment of what is necessary to attract minority applications including, but not necessarily limited to, dissemination of posters, use of advertising media patronized by minorities, minority group contacts and community relations programs. As appropriate, recipients may wish to refer to recruitment techniques suggested in revised order No. 4 of the Office of Federal Contract Compliance, U.S. Department of Labor, found at [41 CFR 60-2.24\(e\)](#).
- (h) Plan for dissemination of the applicant's Equal Employment Opportunity Program to all personnel, applicants and the general public. As appropriate, recipients may wish to refer to the recommendations for dissemination of policy suggested in revised order No. 4 of the Office of Federal Contract Compliance, U.S. Department of Labor, found at [41 CFR 60-2.21](#).
- (i) Designation of specified personnel to implement and maintain adherence to the equal employment opportunity program and a description of their specific responsibilities suggested in revised order No. 4 of the Office of Federal Contract Compliance, U.S. Department of Labor, found at [41 CFR 60-2.22](#).

**Utilization Analysis Chart**  
**Relevant Labor Market: Douglas County, Nevada**

| Job Categories                                    | Male    |                    |                           |                                  |       |                                           |                   |       | Female   |                    |                           |                                  |       |                                           |                   |       |
|---------------------------------------------------|---------|--------------------|---------------------------|----------------------------------|-------|-------------------------------------------|-------------------|-------|----------|--------------------|---------------------------|----------------------------------|-------|-------------------------------------------|-------------------|-------|
|                                                   | White   | Hispanic or Latino | Black or African American | American Indian or Alaska Native | Asian | Native Hawaiian or Other Pacific Islander | Two or More Races | Other | White    | Hispanic or Latino | Black or African American | American Indian or Alaska Native | Asian | Native Hawaiian or Other Pacific Islander | Two or More Races | Other |
| <b>Officials/Administrators</b>                   |         |                    |                           |                                  |       |                                           |                   |       |          |                    |                           |                                  |       |                                           |                   |       |
| Workforce #%                                      | 2/50%   | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 0/0%     | 0/0%               | 1/25%                     | 0/0%                             | 1/25% | 0/0%                                      | 0/0%              | 0/0%  |
| CLS #%                                            | 1/100%  | 25/1%              | 0/0%                      | 30/1%                            | 25/1% | 0/0%                                      | 30/1%             | 100%  | 1/100%   | 19/1%              | 8/0%                      | 4/0%                             | 6/0%  | 0/0%                                      | 15/1%             | 0/0%  |
| Utilization #%                                    | -1/7%   | -1%                | 0%                        | -1%                              | -1%   | 0%                                        | -1%               | 0%    | -2/4%    | -1%                | 25%                       | 0%                               | 23%   | 0%                                        | -1%               | 0%    |
| <b>Professionals</b>                              |         |                    |                           |                                  |       |                                           |                   |       |          |                    |                           |                                  |       |                                           |                   |       |
| Workforce #%                                      | 3/21%   | 0/0%               | 0/0%                      | 1/7%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 9/84%    | 0/0%               | 1/7%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| CLS #%                                            | 9/5/3%  | 10/0%              | 0/0%                      | 45/2%                            | 1/0%  | 0/0%                                      | 0/0%              | 0/0%  | 1/10/2%  | 55/2%              | 13/1%                     | 10/0%                            | 15/1% | 0/0%                                      | 0/0%              | 0/0%  |
| Utilization #%                                    | -1/7%   | 0%                 | 0%                        | 5%                               | -4%   | 0%                                        | 0%                | 0%    | 13%      | -2%                | 6%                        | -2%                              | -1%   | 0%                                        | 0%                | 0%    |
| <b>Technicians</b>                                |         |                    |                           |                                  |       |                                           |                   |       |          |                    |                           |                                  |       |                                           |                   |       |
| Workforce #%                                      | 8/44%   | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 8/44%    | 2/11%              | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| CLS #%                                            | 19/22%  | 10/1%              | 35/5%                     | 0/0%                             | 25/4% | 0/0%                                      | 0/0%              | 0/0%  | 27/41%   | 11/16%             | 25/4%                     | 4/1%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| Utilization #%                                    | 16%     | -1%                | -5%                       | 0%                               | -4%   | 0%                                        | 0%                | 0%    | 4%       | -5%                | -4%                       | -1%                              | 0%    | 0%                                        | 0%                | 0%    |
| <b>Protective Services: Sworn-Officials</b>       |         |                    |                           |                                  |       |                                           |                   |       |          |                    |                           |                                  |       |                                           |                   |       |
| Workforce #%                                      | 51/75%  | 4/6%               | 1/1%                      | 1/1%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 11/16%   | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| CLS #%                                            | 40/76%  | 35/7%              | 8/2%                      | 4/1%                             | 0/0%  | 0/0%                                      | 10/2%             | 0/0%  | 35/7%    | 30/6%              | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| Utilization #%                                    | -3%     | -1%                | -1%                       | 1%                               | 0%    | 0%                                        | -2%               | 0%    | 9%       | -6%                | 0%                        | 0%                               | 0%    | 0%                                        | 0%                | 0%    |
| <b>Protective Services: Sworn-Patrol Officers</b> |         |                    |                           |                                  |       |                                           |                   |       |          |                    |                           |                                  |       |                                           |                   |       |
| Workforce #%                                      | 20/74%  | 18/5%              | 6/2%                      | 2/1%                             | 6/2%  | 3/1%                                      | 0/0%              | 0/0%  | 48/13%   | 7/2%               | 1/0%                      | 2/1%                             | 1/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| Civilian Labor Force #%                           | 79/49%  | 74/5%              | 12/1%                     | 49/3%                            | 0/0%  | 15/1%                                     | 14/1%             | 0/0%  | 54/33%   | 12/0/7%            | 0/0%                      | 3/0%                             | 4/0%  | 0/0%                                      | 39/2%             | 0/0%  |
| Utilization #%                                    | 25%     | 1%                 | 2%                        | -2%                              | 2%    | 1%                                        | -1%               | 0%    | -2/0%    | -5%                | 0%                        | 1%                               | 0%    | 0%                                        | -2%               | 0%    |
| <b>Protective Services: Non-sworn</b>             |         |                    |                           |                                  |       |                                           |                   |       |          |                    |                           |                                  |       |                                           |                   |       |
| Workforce #%                                      | 0/0%    | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 0/0%     | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| CLS #%                                            | 55/42%  | 0/0%               | 0/0%                      | 15/12%                           | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 20/15%   | 40/31%             | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| Utilization #%                                    |         |                    |                           |                                  |       |                                           |                   |       |          |                    |                           |                                  |       |                                           |                   |       |
| <b>Administrative Support</b>                     |         |                    |                           |                                  |       |                                           |                   |       |          |                    |                           |                                  |       |                                           |                   |       |
| Workforce #%                                      | 54/25%  | 2/1%               | 2/1%                      | 0/0%                             | 3/1%  | 0/0%                                      | 0/0%              | 0/0%  | 143/67%  | 7/3%               | 0/0%                      | 1/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| CLS #%                                            | 1/100%  | 35/7%              | 22/0%                     | 25/0%                            | 20/0% | 0/0%                                      | 50/1%             | 20/0% | 1/0/57%  | 24/0/4%            | 0/0%                      | 45/1%                            | 85/2% | 0/0%                                      | 30/1%             | 25/0% |
| Utilization #%                                    | -1%     | -6%                | 1%                        | 0%                               | 1%    | 0%                                        | -1%               | 0%    | 11%      | -1%                | 0%                        | -1%                              | -2%   | 0%                                        | -1%               | 0%    |
| <b>Skilled Craft</b>                              |         |                    |                           |                                  |       |                                           |                   |       |          |                    |                           |                                  |       |                                           |                   |       |
| Workforce #%                                      | 1/100%  | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 0/0%     | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| CLS #%                                            | 1/75/2% | 35/14%             | 55/2%                     | 30/1%                            | 0/0%  | 0/0%                                      | 30/1%             | 4/0%  | 205/8%   | 10/0%              | 0/0%                      | 4/0%                             | 15/1% | 0/0%                                      | 0/0%              | 0/0%  |
| Utilization #%                                    | 28%     | -14%               | -2%                       | -1%                              | 0%    | 0%                                        | -1%               | 0%    | -8%      | 0%                 | 0%                        | 0%                               | -1%   | 0%                                        | 0%                | 0%    |
| <b>Service/Maintenance</b>                        |         |                    |                           |                                  |       |                                           |                   |       |          |                    |                           |                                  |       |                                           |                   |       |
| Workforce #%                                      | 14/74%  | 1/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 4/21%    | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| CLS #%                                            | 2/25/3% | 1/85/18%           | 25/0%                     | 55/1%                            | 75/1% | 0/0%                                      | 75/1%             | 35/0% | 1/24/20% | 64/0/9%            | 0/0%                      | 95/1%                            | 14/2% | 0/0%                                      | 70/1%             | 35/0% |
| Utilization #%                                    | 39%     | -13%               | 0%                        | -1%                              | -1%   | 0%                                        | -1%               | 0%    | -9%      | -9%                | 0%                        | -1%                              | -2%   | 0%                                        | -1%               | -0%   |

**Motion to Go Into Closed Session: #2 - August 128, 2018**

I move that the Board convene in a closed session

1. pursuant to Virginia Code Section 2.2-3711(A)(1) for discussion and consideration of prospective candidates for promotion to the Director of Emergency Medical Services position,
2. pursuant to Virginia Code Section 2.2-3711(A)(1) for discussion and consideration of prospective candidates for appointment to the County Attorney position,
3. and
4. pursuant to Virginia Code Section 2.2-3711(A)(7) for consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation on injuries incurred by the County with respect to the sales and marketing of opioid pain killers;

where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body.

|         | <b>Foster</b> | <b>Jackson</b> | <b>Hoffman</b> | <b>McGhee</b> | <b>Weakley</b> |
|---------|---------------|----------------|----------------|---------------|----------------|
| Motion: |               |                |                |               |                |
| Second: |               |                |                |               |                |
| “Aye”:  |               |                |                |               |                |
| “Nay”:  |               |                |                |               |                |

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**Motion to Reconvene In Open Session:**

I move that the Board re-convene in open session.

|         | <b>Foster</b> | <b>Jackson</b> | <b>Hoffman</b> | <b>McGhee</b> | <b>Weakley</b> |
|---------|---------------|----------------|----------------|---------------|----------------|
| Motion: |               |                |                |               |                |
| Second: |               |                |                |               |                |
| “Aye”:  |               |                |                |               |                |
| “Nay”:  |               |                |                |               |                |

**Motion to Certify Compliance:**

I move to certify by roll-call vote that only matters lawfully exempted from open meeting requirements pursuant to Virginia Code Section 2.2-3711(A)(1) and (7), only matters that were identified in the motion to convene in a closed session were heard, discussed or considered in the closed meeting.

|         | <b>Foster</b> | <b>Jackson</b> | <b>Hoffman</b> | <b>McGhee</b> | <b>Weakley</b> |
|---------|---------------|----------------|----------------|---------------|----------------|
| Motion: |               |                |                |               |                |
| Second: |               |                |                |               |                |
| “Aye”:  |               |                |                |               |                |
| “Nay”:  |               |                |                |               |                |

## § 2.2-3711. Closed meetings authorized for certain limited purposes.

A. Public bodies may hold closed meetings only for the following purposes:

**Personnel** 1. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals. Any teacher shall be permitted to be present during a closed meeting in which there is a discussion or consideration of a disciplinary matter that involves the teacher and some student and the student involved in the matter is present, provided the teacher makes a written request to be present to the presiding officer of the appropriate board. Nothing in this subdivision, however, shall be construed to authorize a closed meeting by a local governing body or an elected school board to discuss compensation matters that affect the membership of such body or board collectively.

**Real Estate** 3. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

**Privacy** 4. The protection of the privacy of individuals in personal matters not related to public business.

**Economic Development** 5. Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

**Legal** 7. Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

**Legal** 8. Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

**Public Safety** 19. Discussion of plans to protect public safety as it relates to terrorist activity or specific cybersecurity threats or vulnerabilities and briefings by staff members, legal counsel, or law-enforcement or emergency service officials concerning actions taken to respond to such matters or a related threat to public safety; discussion of information subject to the exclusion in subdivision 2 or 14 of § 2.2-3705.2, where discussion in an open meeting would jeopardize the safety of any person or the security of any facility, building, structure, information technology system, or software program; or discussion of reports or plans related to the security of any governmental facility, building or structure, or the safety of persons using such facility, building or structure.

**Negotiations** 29. Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.

**Economic Development** 39. Discussion or consideration of information subject to the exclusion in subdivision 3 of § 2.2-3705.6 related to economic development.

**From:** [Lewis Jenkins](#)  
**To:** [Jack Hobbs](#)  
**Cc:** [Mary Jane Costello](#)  
**Subject:** Fw: Additional Assistance  
**Date:** Tuesday, August 28, 2018 6:36:53 AM

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Jack,  
See request from MCRS below. I'll plan to be at the BOS meeting this evening.  
Lewis

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**From:** Anne Jenkins <anne.d.jenkins@gmail.com>  
**Sent:** Tuesday, August 28, 2018 00:27  
**To:** Coleman Walters; Steve Grayson; Lewis Jenkins  
**Subject:** Additional Assistance

The Madison County Rescue Squad has by a majority vote on August 27, 2018 decided to request additional assistance from Madison EMS. Madison EMS has recently placed an additional medic on certain nights to ensure that there is enough personnel to cover two calls within a short period of time. This assistance was requested on a temporary basis for a period of six months before reviewing if this assistance would be a continued need.

As we are still attempting to get consistently get two crews for every shift, we have decided to request this additional assistance continue. Madison County Rescue Squad appreciates its responsibility to the citizens of Madison County and as a measure to ensure that all calls are covered would like to request an the continued coverage of additional medics for certain nights where coverage has become an issue for our agency.

In total we are requesting an additional 88 hours/month for our weeknight coverage. As our weeknight duty rotates to cover Sunday night, we also will need to request occasional assistance for Sunday nights which would be two shifts a month (or 24 hours).

The total additional request is for an additional 112 hours.

It is our hope that we will be able to provide consistent coverage as our recently certified members complete their probationary period with the rescue squad and can fill the gaps. However, until that time we would request the assistance of Madison County EMS, beginning as soon as possible after the Board of Supervisors approves the additional hours.

**Analysis of MCRS staffing request from 180827 meeting**

|          |          | Sunday    |        | Monday    |        | Tuesday   |        | Wednesday |        | Thursday  |        | Friday    |        | Saturday  |        |
|----------|----------|-----------|--------|-----------|--------|-----------|--------|-----------|--------|-----------|--------|-----------|--------|-----------|--------|
|          |          | EMS Staff | Change |
| Midnight | 1:00 AM  | 2 ALS     | +1 EOW | 1 ALS     |        | 1 ALS     | +1     | 1 ALS     |        | 2 ALS     | +1     | 2 ALS     | +1     | 2 ALS     | -1     |
| 1:00 AM  | 2:00 AM  | 2 ALS     | +1 EOW | 1 ALS     |        | 1 ALS     | +1     | 1 ALS     |        | 2 ALS     | +1     | 2 ALS     | +1     | 2 ALS     | -1     |
| 2:00 AM  | 3:00 AM  | 2 ALS     | +1 EOW | 1 ALS     |        | 1 ALS     | +1     | 1 ALS     |        | 2 ALS     | +1     | 2 ALS     | +1     | 2 ALS     | -1     |
| 3:00 AM  | 4:00 AM  | 2 ALS     | +1 EOW | 1 ALS     |        | 1 ALS     | +1     | 1 ALS     |        | 2 ALS     | +1     | 2 ALS     | +1     | 2 ALS     | -1     |
| 4:00 AM  | 5:00 AM  | 2 ALS     | +1 EOW | 1 ALS     |        | 1 ALS     | +1     | 1 ALS     |        | 2 ALS     | +1     | 2 ALS     | +1     | 2 ALS     | -1     |
| 5:00 AM  | 6:00 AM  | 2+Trucks  |        |
| 6:00 AM  | 7:00 AM  | 2+Trucks  |        |
| 7:00 AM  | 8:00 AM  | 2+Trucks  |        |
| 8:00 AM  | 9:00 AM  | 2+Trucks  |        |
| 9:00 AM  | 10:00 AM | 2+Trucks  |        |
| 10:00 AM | 11:00 AM | 2+Trucks  |        |
| 11:00 AM | Noon     | 2+Trucks  |        |
| Noon     | 1:00 PM  | 2+Trucks  |        |
| 1:00 PM  | 2:00 PM  | 2+Trucks  |        |
| 2:00 PM  | 3:00 PM  | 2+Trucks  |        |
| 3:00 PM  | 4:00 PM  | 2+Trucks  |        |
| 4:00 PM  | 5:00 PM  | 2+Trucks  |        |
| 5:00 PM  | 6:00 PM  | 2+Trucks  |        |
| 6:00 PM  | 7:00 PM  | 2 ALS     | +1 EOW | 1 ALS     |        | 1 ALS     | +1     | 1 ALS     |        | 2 ALS     | +1     | 2 ALS     | +1     | 2 ALS     | -1     |
| 7:00 PM  | 8:00 PM  | 2 ALS     | +1 EOW | 1 ALS     |        | 1 ALS     | +1     | 1 ALS     |        | 2 ALS     | +1     | 2 ALS     | +1     | 2 ALS     | -1     |
| 8:00 PM  | 9:00 PM  | 2 ALS     | +1 EOW | 1 ALS     |        | 1 ALS     | +1     | 1 ALS     |        | 2 ALS     | +1     | 2 ALS     | +1     | 2 ALS     | -1     |
| 9:00 PM  | 10:00 PM | 2 ALS     | +1 EOW | 1 ALS     |        | 1 ALS     | +1     | 1 ALS     |        | 2 ALS     | +1     | 2 ALS     | +1     | 2 ALS     | -1     |
| 10:00 PM | 11:00 PM | 2 ALS     | +1 EOW | 1 ALS     |        | 1 ALS     | +1     | 1 ALS     |        | 2 ALS     | +1     | 2 ALS     | +1     | 2 ALS     | -1     |
| 11:00 PM | Midnight | 2 ALS     | +1 EOW | 1 ALS     |        | 1 ALS     | +1     | 1 ALS     |        | 2 ALS     | +1     | 2 ALS     | +1     | 2 ALS     | -1     |

Add 5.5 hrs/wk                      No change                      Add 11 hrs/wk                      No change                      Add 11 hrs/wk                      Add 11 hrs/wk                      Reduce 11 hrs/wk  
**Net add: 27.5 hrs/wk**

MEMS already has staff on duty 24/7/365. MEMS covers almost 100% of daylight hours (5A-6P)  
 Practice has been to have at least 2 staffed trucks always on duty, 3 or more depending on projected demand and resource availability  
 This needs to be effective ASAP to maintain coverage  
 Immediate strategy: cover with part time and overtime  
 Longer term strategy: depends on EMS director selection, backfilling needs, and his/her guidance

Background:  
 The need for additional MEMS hours has been increasing since 1999.  
 Service expectations dictate that if MCRS cannot cover then MEMS has to pick up the slack  
 Need better predicting in re total staffing hours and associated costs for budgeting