

Sussex County Board of Supervisors Regular Meeting
Thursday, October 19, 2023 – 6 pm
General District Courtroom – Sussex Judicial Center
15098 Courthouse Road, Sussex VA 23884

ZOOM LINK
<https://us02web.zoom.us/j/88516668024>
Meeting ID: 885 1666 8024

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1. Commencement

- A. Approval of Board Member(s) Participating by Phone under Board Remote Participation Policy
- 1.01 Call to Order/Determine Quorum
- 1.02 The Invocation
- 1.03 The Pledge of Allegiance
- 1.04 Agenda Amendment(s)
- 1.05 Approval of Regular Agenda

2. Approval of Consent Agenda

- 2.01 Approval of Minutes: October 21, 2023 Special and Regular Board of Supervisors Meetings
- 2.02 Warrants and Vouchers
- 2.03 Treasurer’s Report & Financial Update – *for information only*
- 2.04 Departmental Reports – *for information only*
- 2.05 Victim Witness Assistance Grant Award Acceptance

3. Recognitions/Awards/Presentation

- 3.01 VATI Broadband Project Update – Sarat Yellepeddi and Justin Harville, Ruralband
- 3.02 Fire and EMS Study Report – Walt Bailey, Virginia Fire Services Board
- 3.03 Introduction of New VDOT Franklin Residency Staff and Update of Routes 35/40 Safety Improvements and Other Projects – Paul Matticks, Resident Administrator
- 3.04 Regional EPA Brownfield Grant Application – Thomas Laughlin, TRC
- 3.05 Stony Creek Grocery Store IRF Planning Grant Report – Jeff Sadler, Complete Community Economy
- 3.06 CARES Act Audit Compliance Letter
- 3.07 APA Audit Compliance Letter for Sussex Constitutional Officers
- 3.08 Introduction of Sussex’s New Victim Witness Director

4. Public Hearing – none

5. Appointments – none

6. Action Items

- 6.01 Pocahontas CDBG Project Update and Infrastructure Project Bid Award
- 6.02 2023-24 Legislative Agenda
- 6.03 Route 602 Industrial Site Recertification
- 6.04 Accounts Payable Clerk Appropriation

7. Citizens' Comments

8. Unfinished Business

8.01 Codification Update

9. New Business

9.01 Finance Committee Recommendations – 10/18/23 Meeting with Rescue Squads

10. Board Members Comments

10.01 Blackwater District

10.02 Courthouse District

10.03 Henry District

10.04 Stony Creek District

10.05 Wakefield District

10.06 Waverly District

11. Closed Session - none

12. Recess/Adjournment

12.01 Recess/Adjournment

12.02 Next Meeting, Thursday, November 16, 2023 at 6 p.m.

**At a Regular Meeting of the
Sussex County Board of Supervisors
Held in the General District Courtroom on
Thursday, September 21, 2023 at 6 pm**

BOARD MEMBERS PRESENT

C. Eric Fly, Sr.
Alfred G. Futrell
Debbie P. Jones
Wayne O. Jones
Susan B. Seward
Rufus E. Tyler, Sr.
Steve White, Tie Breaker (Virtual)

STAFF PRESENT:

Richard Douglas, County Administrator
David Conmy, Deputy County Administrator/
Economic Development Director
Danielle Powell, County Attorney
Jordan Baldwin, PT Kennel Technician
Ellen G. Boone, Commissioner of the Revenue
Debbie Broughton, Animal Services Director
Savannah Byrum, Kennel Technician
Deste J. Cox, Treasurer
Eric Danuser, IT Manager (Virtual)
Jeff Gary, Public Works Director
Ernest Giles, Sheriff
Tommy Hicks, Consultant
Michael Kessinger, Sergeant
Emmy Matthews, Animal Control Officer
Kelly W. Moore, Finance Director
Michael Poarch, Planner
Nick Sheffield, Emergency Services Chief
Shilton R. Butts, Asst. to the County Administrator/
Clerk to the Board of Supervisors

1. Commencement (6:17 p.m.)

1.01 Call to Order/Determine Quorum

Chairman W. Jones called the September 21, 2023 regular meeting of the Sussex County Board of Supervisors to order.

1.02 The Invocation

Supervisor Fly offered the Invocation.

1.03 The Pledge of Allegiance

The Pledge of Allegiance was recited by all.

1.04. Agenda Amendments

County Administrator Douglas requested to add under Item 2. Consent Agenda, as Item 2.09 Strickler, LLC Refund.

Supervisor Fly requested to add under Item 3. Recognitions/Awards/Presentation, as Item 3.05 Southeastern 4-H Conference Center presentation and as Item 3.06 Veteran's for Veterans.

1.05. Approval of Regular Agenda

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR SEWARD and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the September 21, 2023 regular agenda to include adding under Item 2, Consent Agenda, as Item 2.09 Strickler, LLC Refund; under Item 3. Recognitions/Awards/Presentation, as Item 3.05 Southeastern 4-H Conference Center Report from Director; and as Item 3.06 Veteran's for Veterans Presentation (Interest in Hunting County Property). All Board members present voted aye.

2. Approval of Consent Agenda

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR SEWARD and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the Consent agenda inclusive of the following: (a) August 17, 2023 Meeting minutes; (b) the Approval of Warrants and Vouchers; (c) the Treasurer's Report and Financial Update; (d) Departmental Reports; (e) CSA Revolving Loan Cap Increase; (f) Compensatory Leave Overage Payout Approval/Budget Amendment; (g) Gro52 Property Clawback – Contingency Reimbursement; (h) School Rollover Resolution; and (i) Strickler, LLC Refund. All Board members present voted aye.

3. Recognitions/Awards/Presentation

3.01 Sussex County Animal Services FY23 Update and Introduction of Staff

Debbie Broughton, Animal Services Director was in attendance to provide an update FY23 Animal Services update and introduce staff.

Ms. Broughton introduced new staff and gave a brief background on the staff to include Kennel Technician Savannah Byrum, ACO Emmy Matthews. ACO Christa Palmer was not in attendance; however, she's the second Animal Control Officer. She introduced Part-time Kennel Technician Jordan Baldwin. Katie Daniel, Sue Vaughn and Erica Vaughan are part time Kennel Technicians; however, they were not in attendance at the meeting.

Ms. Broughton brought some of the animals from the shelter to the meeting, that included Canine Wobble, as well.

Ms. Broughton reviewed the 2023 statistics to include:

- Intake to date - 675
- Returned to owner – 71
- Adopted – 134
- Transferred – 180
- In custody to the date – 84
- Highest total daily count – 111.

Other important facts included: (1) 650 calls for service through dispatch, not including telephone calls; (2) 82% live release rate; (3) two new cat community play room; (4) new floors through out kennels; thanks to Energix; and (5) a new outdoor kennels, thanks to Lamburtus Grant to help pay for equipment.

Ms. Broughton noted the partners of the animal shelter to include: (1) Dr. Cupp, DVM, (2) Richmond Animal League (RAL), (3) Erica Gunn Photography, (4) Animal Aid, (5) Symbiotic Rescue, (6) Richmond SPCA, (7) Coastal Paws Rescue, (8) Surry Animal Services, and (9) Dr. Kim Eaton, DVM.

Mr. Broughton provided the Board a handout of the update that included the staff information.

3.02 Sussex County Building Services FY23 Update

Building Official Matt Westheimer was in attendance to present a FY23 review of the Building Services program and progress made since the formation of the shared program with Surry County. It was noted that Mr. Westheimer, along with the Surry and Sussex County Administrators, will present a session, “Partnering for Virginia’s First Shared Building Services Program,” on September 30th at the ICMA Annual Conference in Austin.

Mr. Westheimer stated that he wanted to take this opportunity to give a quick update on the shared building services program now they we had completed one full fiscal year of the program.

He thanked them for the opportunity to serve you. He gave a special thanks to Mr. Douglas and Mrs. Rollins for selecting me for the position. He stated that in the past nearly 2 years some tremendous strides had been made in revamping the building inspections program. An overwhelming positive response from citizens, contractors, and other customers of the department has been received. Mr. Westheimer stated that he would be remiss if he did not to mention that the program has received so much positive feedback that they were selected to present an overview of the program at this year's ICMA annual conference in Austin Texas. He hoped that they are as pleased and as proud of the outcome of the program as he was! Most importantly, all staff is fully certified through the State, giving the program full accreditation through the Department of Housing and Community Development, and at the national level through the International Code

Council. Our permit technician at Sussex, Ms. Monica Whitney is representing the County as an instructor at the Department of Housing and Community Development. She has also been asked to serve as a co-chair for the permit technicians committee for the Virginia Building Code Officials Association. Mr. Westheimer stated that the County really has some great staff members that are willing to go the extra mile for each other and the customers.

Mr. Westheimer reviewed the numbers for the last fiscal year. He stated program wide, they conducted just over 1,200 inspections. Of the 1,200 inspections, 612 were conducted in Sussex County. All inspections were completed within 24 hours of being called in to the new inspection's hotline. All plans were reviewed and approved or given comments within 10 business days from being received by the Inspections Department.

They completed a revamp of the permit fee schedule. Because of this, the total fees collected for FY23 were \$425,828. The departmental budget was \$250,077, leaving a net positive revenue of almost \$176,000. Surry County saw a similar increase in revenue with a total of fees collected for FY23 being \$441,229 and net revenue thereof \$152,000. Mr. Westheimer noted that he doesn't see this happening every year, however, it was very nice to see since they have put so much time into the development of the program.

One of the last task that still has to be accomplished is updating the permitting software. Updating the software will allow for much better customer service to the customers. It will give real time inspection updates, allow for electronic plan review, easier online permit application submittals and a host of other features that is much more user friendly. He stated that he had done several demos with numerous vendors; however, he is still looking for the best fit for both counties.

He thanked everyone again for the opportunity to serve and present the update.

3.03 Introduction of New VDOT Franklin Residency Staff and Update of Routes 35/40 Safety Improvements and Other Projects

County Administrator Douglas stated that Paul Matticks, Resident Administrator of the VDOT Franklin Residency, was expected to be in attendance to introduce himself and George Bowman, new Assistant Residency Administrator, who replaced Jerry Kee. In addition, Mr. Matticks will present an update on the Route 35/40 intersection and recommended safety improvements to be implemented in the near future.

The VDOT representative was not in attendance. This item was moved to the October agenda.

3.04 Revised Sussex County Debt Capacity and Affordability Analysis

County Administrator Douglas stated that as requested by the Board of Supervisors at the August regular meeting, Roland Kooch with Davenport & Company will present a revised debt capacity and affordability analysis, originally presented in May 2022. This analysis has been revised to reflect the most current figures through FY23, and is intended to help guide the Board of Supervisors in deciding the affordability of the proposed courthouse renovation/administrative

facility project, as presented at the August regular meeting. Mr. Kooch will also review some possible financing option for this project.

Roland Kooch with Davenport was in attendance. Mr. Kooch presented the Debt Capacity and Affordability Analysis to the Board. As Financial Advisor to the Sussex County, Davenport and Company, LLC was requested to (1) provide an overview of the County's Existing Debt Profile which incorporates both tax supported debt and lease obligations; (2) analyze the County's potential Debt Capacity and Debt Affordability; and (3) provide an update to the County's multi-year funding strategy for its identified Capital Improvement Needs.

Davenport and Company, LLC was also requested, based on the County's Existing Debt Profile, provide a preliminary estimate of the revenues needed to fund the identified future capital needs and/or other potential obligations.

A handout of the Debt Capacity and Affordability Analysis was provided to the Board. Mr. Kooch reviewed the goals and objectives as requested.

No action is requested at this meeting, but staff is soliciting for design and construction administration services for consideration at the October regular meeting.

3.05 Southeast 4-H Conference Center

Ms. Kathy Guindon, Southeast 4-H Conference Center Director, was in attendance to provide a one-year update.

Ms. Guindon stated that in the spring the Board inquired about the number of Sussex County residents visiting the 4-H Center. At the time the numbers were low. She stated that the largest week of summer camp consisted of 199 people. Of that 199, 112 were Sussex residents in comparison to the 30-35 that attended last year. She noted that she worked with some members of Sussex County Coalition who reached out to some local churches, schools, etc. to get children to the camp.

The youth could choose three out of 14 classes during that week of summer camp. They participated in yoga, archery, shooting sports, canoeing, fishing, swimming class, leathercraft, nature and forestry, and the teaching of life skills.

Ms. Guindon stated that the 4-H Center had some grant support, as well as support from Sussex County. She stated that model that was used could be replicated in the 16 counties and cities that visit.

She stated that you do not have to be in 4-H to come the camp. The Camp is for everyone. A 2023 school field trip was started. Sussex school had a school field trip. There was a Mentor/Mentee Program where upper classman in which they did an overnight field trip. They participated/saw in campfire, S'mores, turtles, walk in the woods, field guides and ferns.

She reviewed some improvements made to include the roof, decking, new six feet pool fence and

ropes, permanent Program Director (Joey Patterson), permanent Executive Director (Ms. Guindon), staff increasing, Crater Regional Workforce, monthly programming, work days and upgrade to walking trails.

Crater Regional Workforce paid for six seasonal staff. The Backyard Marathon Ultramarathon was hosted in May.

New educational opportunities were provided. A grant was received. A 3-D Archery Range was installed. Fishing programs and clinics for all ages are in place, as well as Bees program, public gardens and a 5-Stand/Wobble Range-ASC.

There was inquiry of offering swimming lessons. It was advised that there was no swimming instructor on site. The pool will be open Memorial Day through Labor Day.

3.06 Veteran's for Veterans

Mr. Harrup, a Veterans for Veterans representative, a non-profit organization, was in attendance. He stated that he was a former fighter pilot and retired Major in the United States Air Force. He stated that he came up with an idea with a former chairman of Wings of Hope. The former chairman resigned from Wings of Hope to help him form and establish Veterans for Veterans. The idea of coming home and being able to use their blessings in life--great airline careers--and take their flying skills and use it to move disabled veterans and service dogs around the United States with donated corporate aircrafts. He stated that he owned a business in Dinwiddie County called Central Virginia Aviation Used Aircrafts that he holds to resale to do that as well and partner with Angel Flight. He stated that this had grown into the Disable Veterans Hunt. He stated that he was looking for land. Last year, he was fortunate enough to buy 200 acres in Sussex on Cabin Point Road next to the landfill.

He mentioned the County property off Highway 460, near Waverly, behind to old tank service station. He stated that his family was from Waverly and Dendron. His grandfather, Dennis Harrup, Sr., was the founder of Waverly Hunting Club. He discussed some of the clubs he hunted. He's familiar with the County and has a love for the County.

He stated that they had the opportunity to provide the County with some revenue or the wherewithal to purchase the land. He stated they looked forward to partner with other/surrounding hunting clubs.

He stated he didn't need the land for himself. He see a way to make things better and help the veterans and the County. He wanted the opportunity to discuss.

There was inquiry of whether he wanted to hunt County land. He stated that he was looking for a place provide hunting for veterans. He was advised that the County no longer allow hunting on the Mega Site property. The County is in the process of developing the property for economic development. There would be a liability and conflict due to developing it.

David Conmy, Deputy County Administrator and Economic Development Director, stated as an

additional point of information that not only does the County need to protect the conflicts and liability, but many of the prospects visiting the Mega Site prefer almost like an aura of secrecy because it could jeopardize the deal. He stated that the County has spent a considerable amount of money to acquire the Mega Site to grow its tax base. He stated that staff recommendation would be no to allowing hunting on the land.

4. Public Hearings

There was no Public Hearing.

5. Appointments

There were no appointments.

6. Action Items

There were no Action items.

7. Citizens' Comments

- Kenneth Young (Courthouse District) - Got wind of something (4-H Center) on Facebook; made a post on Facebook calling out Board members; given other information and made post apologizing; wanted to apologize to Board members in person; thanked Board members wanting the 4-H to uphold values.

8. Unfinished Business

Item 8.01 Design Services Task Order for DMV Select ADA Compliant Restroom

County Administrator Douglas stated that Russell Pearlman with the Wooten Company presented a proposed task order under their engineering term contract for design and construction services for the upgrade of restrooms at the Treasurer's Office, in order to meet ADA compliance necessary for DMV-Select operational requirements, but the board tabled this item for further discussion. The task order and budget amendment in the amount of \$44,200 are attached for your review and consideration.

While optimal for the design and management of this project by our contracted architect to ensure that the improvements are compatible with the proposed courthouse restoration/administrative building project, staff understands the concerns related to professional services costs for a relatively minor project. Therefore, based on these concerns and given that minimal structural improvements would be made to the building as reflected in the conceptual plan, staff is recommending either:

- 1) that the design-build method is utilized for this project to allow a contractor to work with its own design professional to ensure compatibility of the ADA improvements with the overall

conceptual design of the larger project (this method should also expedite the implementation timeline); or

- 2) that architectural services be solicited for a more basic plan that accounts for ADA compliance while maintaining general conformance with the overall building plans. Under either scenario, staff would handle bidding and construction administration of the restroom project, and Mr. Pearlman has agreed to provide some minimal interaction with the selected architect to ensure overall compatibility.

Staff recommends the Board approves either option 1 or 2 as noted above, and approves to move forward with the design and bidding process and budget amendment.

There were inquiries as to the deadline and why an architect was needed. County Administrator Douglas stated that it cost would be \$3,000 to \$5,000 for the design. He stated that the Budget Amendment for \$44,000 was placed in the Board packet because it was what was presented at the August meeting.

Wooten Task and Budget Amendment #23-72 were included in the Board packet

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR D. JONES and carried: RESOLVED that the Sussex County Board of Supervisors hereby gives the County Administrator the authority to go through procurement and obtain an architect, up to \$5,000, to make the design for the bathroom ADA compliance. All Board members present voted aye.

Supervisor D. Jones departed at 8:10 p.m.

8.02 Proposed ARPA Recommended Project List and Resolution

County Administrator Douglas stated that attached for the Board's consideration was a list of proposed ARPA expenditures utilizing the \$242,780.50 of remaining unallocated ARPA funds, which must be allocated by December 2023, and related budget amendment. For reference, this list includes all previously approved ARPA expenditures over the past couple years. It has been amended since being presented at the August regular meeting to reflect the expenditure of \$12,000 for Waverly Meadows road improvements (as approved by the board in the interest of public safety at the August regular meeting). The requested expenditures primarily reflect capital needs excluded from the current operating budget, as well as an update to the county's personnel policies and a pay/position classification plan that will improve the county's HR efforts moving forward.

Staff recommended approval of the ARPA expenditures as presented and the related budget amendment of \$242,780.50.

Kelly Moore, Finance Director, noted that the Board had until December 2024 to allocate funds.

The ARPA comprehensive list and Budget Amendment #23-81 were included in the Board packet.

After discussion, it was the consensus of the Board to not move forward with the approval of the ARPA list and budget amendment.

Supervisor Fly asked the Board to allocate \$40,000 of ARPA funds for the purchase of a used ambulance. There was discussion of storage and back up.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR SEWARD and carried: RESOLVED that the Sussex County Board of Supervisors hereby allocate \$40,000 of ARPA funds for the purchase of a backup ambulance.

Voting aye: Supervisors Fly, W. Jones, Seward

Voting nay: Supervisor Futrell

Abstaining: Supervisor Tyler

Absent during Vote: Supervisor D. Jones

County Administrator Douglas stated that Nick Sheffield, Chief of Fire and Rescue, brought to his attention that the Board had indicated its interest in purchasing automated external defibrillators (AEDs) in the deputy vehicles and fire stations. An official appropriation was never done.

Supervisor Fly made the motion, seconded by Supervisor Seward to allocate \$50,000 for the deputy vehicles.

There was discussion of who would receive the AEDs. It was clarified the AEDs would be provided for the deputy vehicles. Supervisor Fly noted that the 4-H Conference Center had a project that the County needed to complete regarding providing another AED as only one of the two had been provided. He amended his motion to change the amount to \$55,000 and added providing an AED to the 4-H Center.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR SEWARD and carried: RESOLVED that the Sussex County Board of Supervisors hereby approve \$55,000 for the automated external defibrillators (AEDs) in the Deputy Sheriff vehicles and one AED to the Airfield 4-H Conference Center. All Board members present voted.

8.03 Abbreviated FY24 Capital Improvement Plan

County Administrator Douglas stated that Section 15.2-2316.7 of the Code of Virginia establishes the process by which localities may enter into siting agreements with applicants for solar projects or energy storage projects. The siting agreement may include terms and conditions such as financial compensation to the host locality to address needs set out in the capital improvement plan adopted by the host locality.

Several years have passed since Sussex County adopted a Capital Improvement Plan (CIP), though County Administration intends to restart the formal CIP process soon. Meanwhile, the County has been approached by several applicants proposing solar projects and/or energy storage projects within the County. In the event that one or more solar projects and/or energy storage projects are approved by the County Board of Supervisors, then it will be imperative for the County to have a CIP in place to ensure that financial compensation provided in the siting agreement can be used to address capital improvement needs of the County.

The attached document identifies the most immediate capital needs of the County and which have been discussed by the County on several occasions. The document will serve as an abbreviated CIP in the event the County enters into a siting agreement with an applicant for a solar project and/or energy storage project until a more formal CIP can be developed over a longer period of time.

Staff recommended the Board adopt the Abbreviated FY2024 Capital Improvement Plan.

A copy of the Sussex County Capital Improvement Plan FY2024 – FY2028 was included in the Board packet.

ON MOTION OF SUPERVISOR SEWARD, seconded by SUPERVISOR FLY and carried: RESOLVED that the Sussex County Board of Supervisors hereby adopts the Abbreviated FY2024 Capital Improvement Plan. All Board members present voted aye.

9. New Business

Item 9.01 Proposed Lobbying Services for PILOT Issue

County Administrator Douglas that Staff has discussed possible lobbying services with the County Attorney and Supervisors Seward and Fly as a possible solution for addressing the reinstatement of payment in lieu of taxes (PILOT) from DOC for the two state prisons in Sussex County. Since 2009 the PILOT has not been made to Sussex County or other dozen rural counties containing state prisons, resulting in a minimal annual loss of \$500k, but estimated by Davenport to be much higher. Numerous attempts to reinstate the PILOT by a legislative budget amendment have been attempted unsuccessfully over the ten years, so staff is recommending that the board consider the solicitation of an experienced lobbying firm that can work to ensure the PILOT is reinstated through the Governor's proposed budget, or if necessary a legislative budget amendment.

Staff recommends that lobbying firms be solicited per the attached solicitation, and given time considerations related to the upcoming state budget process, approve staff to engage the services of a lobbying firm.

There was lengthy discussion of the pros and cons of the program to include

David Conmy provided a spreadsheet listing session years from 2009 through 2023 laying out the fiscal year, category, if it included pilot exemptions language; budget amendment patron, estimated amount and general notes and links.

It was noted that the Legislative Committee was formed, but never met.

There was discussion that if the County (Supervisors Seward and Fly, and DC/EDD Conmy) goes to the Governor's next week (the week of September 25th) and get in the Governor's budget, that the County would discuss with Greensville, Brunswick, other localities to contribute.

A Draft Solicitation for Lobbying Services for PILOT Issue and Small Purchasing Policy were included in the Board packet.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR SEWARD and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the draft proposal for solicitation, given time considerations related to the upcoming state budget process, approve staff to engage the services of a lobbying firm.

Voting aye: Supervisors Fly, Seward

Voting nay: Supervisors Futrell, W. Jones, Tyler

Absent during vote: Supervisor D. Jones

Motion failed. Vice Chair Seward offered a substitute motion.

ON MOTION OF SUPERVISOR SEWARD, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby approve the Board would engage a lobbyist if the County is successful at getting included in the Governor's budget. All Board members present voted aye.

10. Board Member Comments

10.01 Blackwater District – none

10.02 Courthouse District – none

10.03 Henry District – none

10.04 Stony Creek District – absent during comments.

10.05 Wakefield District – Shout out appreciation to Nick Sheffield and EMS for assisting wife with transporting

10.06 Waverly District – none

Supervisor Tyler departed at 9:42 p.m.

11. Closed Session

11.01 Convene to Closed Session

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR SEWARD and carried: RESOLVED that the Sussex County Board of Supervisors entered Closed Session for (1) discussion or disposition of the conveyance of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, applicable Virginia Code Section 2.2-3711(A)3, property located at Mega Site; (2) discussion of 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, applicable Virginia Code Section 2.2-3711(A)5 prospective property; and (3) consultation of legal counsel for actual or probable future litigation, applicable Virginia Code Section 2.2-3711(A)7

Voting aye: Supervisors Fly, Futrell, W. Jones, Seward

Voting nay: none

Absent during vote: Supervisors D. Jones, Tyler

11.02/3 Reconvene to Open Session/Certification

ON MOTION OF SUPERVISOR FLY, seconded SUPERVISOR SEWARD and carried: RESOLVED that the Sussex County Board of Supervisors Personnel Committee hereby reconvened to Open Session.

WHEREAS, the Sussex County Board of Supervisors hereby approves adoption of resolution for certification, to-wit:

WHEREAS, that the Sussex County Board of Supervisors convened a Closed Meeting on this date pursuant to an affirmative recorded vote in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia, as amended, requires a certification by the Board that such Closed Meeting was conducted in conformity with Virginia law.

NOW THEREFORE BE IT RESOLVED that the Board of Supervisors hereby certifies that, to the best of each member's knowledge (i) only public business matters lawfully exempted from Open Meeting requirements by Virginia law were discussed in the Closed Meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the Closed Meeting were heard discussed or considered.

Voting aye: Supervisors Fly, Futrell, W. Jones, Seward

Voting nay: none

Absent during vote: Supervisors D. Jones, Tyler

11.04 Action Resulting from Closed Session, if any

There was no action on the Closed Session items.

12. Adjournment

12.01 Adjournment

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR D. JONES and carried: RESOLVED that the September 21, 2023 regular meeting of the Sussex County Board of Supervisors hereby adjourned at 9:24 p.m. All Board members present voted aye.

12.02 Next Meeting

The next regular Board of Supervisors meeting is scheduled to be held, Thursday, October 19, 2023 at 6 p.m.

DRAFT

At a Finance Committee Meeting of the Board of Supervisors
Held in the General District Courtroom
on Thursday, September 21, 2023 – 4:00 pm

BOARD MEMBERS PRESENT

C. Eric Fly, Sr.
Rufus E. Tyler, Sr

BOARD MEMBER ABSENT

Wayne O. Jones

STAFF PRESENT

Richard Douglas, County Administrator
Deste J. Cox, Treasurer
Ernest Giles, Sheriff
Nick Sheffield, Emergency Services Chief
Shilton R. Butts, Assistant to the County Administrator/
Clerk of the Board

Item 1. Call to order/Determine Quorum (

The September 21, 2023 Finance Committee meeting of the Sussex County Board of Supervisors was called to order by Chairman Fly.

Item 2. Invocation

There was no invocation.

Item 3. The Pledge of Allegiance.

There was no Pledge of Allegiance.

Item 4. Agenda Amendment

There were no agenda amendments.

Item 5. Approval of Agenda

By general consensus, the agenda was approved.

Item 6. EMS Cost

The Finance Committee reviewed/discussed the answered questions submitted by EMS.

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Item 8 Adjournment

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR FLY and carried: RESOLVED that the Sussex County Board of Supervisors hereby adjourned the September 21, 2023 Finance Committee Meeting at 5:34 p.m. All members present voted aye.

October 19, 2023

WARRANTS & VOUCHERS SUMMARY

TOTAL ALL WARRANTS FOR APPROVAL \$1,417,081.13

TOTAL ALL VOID CHECKS FOR APPROVAL \$0.00

| ACCOUNTS PAYABLE WARRANTS: | CHECK NO. | AMOUNTS | PROCESS DATE |
|-----------------------------------|------------------|----------------|---------------------|
| FOR MONTH OF September 2023 | 226052-226109 | \$ 873,418.33 | 1-Sep-23 |
| | 226110 | \$ 1,282.86 | 6-Sep-23 |
| | 226111-226170 | \$ 200,081.23 | 8-Sep-23 |
| | 226186-226237 | \$ 187,677.90 | 15-Sep-23 |
| | 226238-226285 | \$ 92,359.87 | 21-Sep-23 |
| | 226324-226359 | \$ 64,552.24 | 27-Sep-23 |

Total Regular Warrants \$1,262,460.32

| PAY. DEDUCTION WARRANTS: | CHECK NO. | AMOUNTS | PROCESS DATE |
|---------------------------------|------------------|----------------|---------------------|
| FOR MONTH OF September 2023 | 226171-226185 | \$ 62,318.61 | 11-Sep-23 |
| | 226309-226323 | \$ 59,221.03 | 26-Sep-23 |

Total Payroll Deduction Warrants: \$121,539.64

| CSA WARRANTS: | CHECK NO. | AMOUNTS | PROCESS DATE |
|-----------------------------|------------------|----------------|---------------------|
| FOR MONTH OF September 2023 | 226286-226292 | \$ 11,440.76 | 25-Sep-23 |

Total CSA Warrants: \$11,440.76

| ACH PAYMENTS | CHECK NO. | AMOUNTS | PROCESS DATE |
|--------------------------|------------------|----------------|---------------------|
| WEX INC | 13 | \$ 20,813.71 | 18-Sep-23 |
| Commercial Card Services | 91923 | 826.7 | 9/19/2023 |

Total Payroll Deduction Warrants: \$21,640.41

TOTAL VOUCHERS & WARRANTS FOR APPROVAL \$1,417,081.13

| VOIDED | CHECK NO. | AMOUNTS | PROCESS DATE |
|---------------|------------------|----------------|---------------------|
| | 226293 | \$ - | |
| | 226294-226308 | \$ - | |

| P.O. NO. | VENDOR NO. | VENDOR NAME | INVOICE NO. | INVOICE DATE | A/P ACCL | ACCOUNT NO. | NET AMOUNT | CHECK NO. | ACH PMT | ACH G/L | ACCOUNT DESC. | BATCH INVENTORY DESCRIPTION |
|----------|-------------|---------------------------|----------------|--------------|---------------|--------------------------|------------|---------------|---------|---------|-------------------------------|-----------------------------|
| 0000000 | 001960 | ACT PAYMENTS, INC. | 1900099941 | 8/14/2023 | | 4100-041100-1292-411-410 | 293.56 | 226052 | | | Bank/CC & Other Fees | 01917 # 39343 |
| | DISC. TOTAL | .00 | CHECK TOTAL | 293.56 | ACH PMT TOTAL | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 293.56 | |
| 0000000 | 001671 | ADVANCED NETWORK SYSTEMS | INV73909 | 8/19/2023 | | 4100-051100-1224-512-510 | 1,135.00 | 226053 | | | Information System Services | 01917 SUSSEX SHERIFF |
| | DISC. TOTAL | .00 | CHECK TOTAL | 1,135.00 | ACH PMT TOTAL | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 1,135.00 | |
| 0000000 | 000923 | ALL SEASONS TERMITE & | 4027082323 | 8/23/2023 | | 4100-051500-1272-551-510 | 95.00 | 226054 | | | Building Maintenance & Repair | 01917 SUSSEX COUNTY JAIL |
| | DISC. TOTAL | .00 | CHECK TOTAL | 95.00 | ACH PMT TOTAL | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 95.00 | |
| 0000000 | 001917 | AMAZON CAPTIAL SERVICES | 1GHE-F4D1-KGPR | 8/21/2023 | | 4100-023100-1241-291-230 | 16.98 | 226055 | | | Office Supplies | 01917 # AIUJ83SE5CTAJC |
| 0000000 | 001917 | | 1RGW-GRMT-6HFT | 8/23/2023 | | 4100-023100-1241-291-230 | 78.22 | 226055 | | | Office Supplies | 01917 # AIUJ83SE5CTAJC |
| 0000000 | 001917 | | 1X54-GMPW-FVYY | 8/26/2023 | | 4100-051100-1257-516-510 | 579.54 | 226055 | | | Furniture | 01917 # AIUJ83SE5CTAJC |
| 0000000 | 001917 | | 13QH-TLRR-GLM6 | 7/26/2023 | | 4100-021600-1241-261-210 | 46.75 | 226055 | | | Office Supplies | 01917 # AIUJ83SE5CTAJC |
| 0000000 | 001917 | | 13QH-TLRR-GLM6 | 7/26/2023 | | 4100-021600-1242-261-210 | 244.02 | 226055 | | | Agricultural Supplies | 01917 # AIUJ83SE5CTAJC |
| 0000000 | 001917 | | 13QH-TLRR-GLM6 | 7/26/2023 | | 4100-021600-1242-261-210 | 109.68 | 226055 | | | Agricultural Supplies | 01917 # AIUJ83SE5CTAJC |
| | DISC. TOTAL | .00 | CHECK TOTAL | 1,075.19 | ACH PMT TOTAL | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 1,075.19 | |
| 0000000 | 001746 | AMERICAN HOUSING SPECIAL | 23-33 | 8/14/2023 | | 4100-021400-9003-244-210 | 2,199.40 | 226056 | | | Pocahontas-CDBG Grant | 01917 617 RAILROAD AVENUE |
| | DISC. TOTAL | .00 | CHECK TOTAL | 2,199.40 | ACH PMT TOTAL | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 2,199.40 | |
| 0000000 | 000010 | BANK OF SOUTHSIDE VA | 0107 0823 01 | 7/14/2023 | | 4100-051100-1203-512-510 | 250.00 | 226057 | | | Workshops and Conferences | 01917 JAIL ACCT |
| 0000000 | 000010 | | 0107 0823 02 | 7/17/2023 | | 4100-051500-1277-551-510 | 160.70 | 226057 | | | Water Services | 01917 JAIL ACCT |
| 0000000 | 000010 | | 0107 0823 03 | 7/20/2023 | | 4100-051100-1205-512-510 | 12.34 | 226057 | | | Meals | 01917 JAIL ACCT |
| 0000000 | 000010 | | 0107 0823 04 | 7/30/2023 | | 4100-051100-1299-512-510 | 48.30 | 226057 | | | Miscellaneous Others | 01917 JAIL ACCT |
| 0000000 | 000010 | | 0107 0823 05 | 7/30/2023 | | 4100-051100-1299-512-510 | 38.64 | 226057 | | | Miscellaneous Others | 01917 JAIL ACCT |
| 0000000 | 000010 | | 0107 0823 06 | 7/30/2023 | | 4100-051500-1246-551-510 | 23.72 | 226057 | | | Food Supplies | 01917 JAIL ACCT |
| 0000000 | 000010 | | 0107 0823 07 | 7/31/2023 | | 4100-051100-1299-512-510 | 13.80 | 226057 | | | Miscellaneous Others | 01917 JAIL ACCT |
| 0000000 | 000010 | | 0107 0823 08 | 8/03/2023 | | 4100-051100-1204-512-510 | 450.00 | 226057 | | | Lodging | 01917 JAIL ACCT |
| 0000000 | 000010 | | 0107 0823 09 | 8/03/2023 | | 4100-051100-1204-512-510 | 450.00 | 226057 | | | Lodging | 01917 JAIL ACCT |
| 0000000 | 000010 | | 0107 0823 09 | 8/03/2023 | | 4100-051100-1204-512-510 | 450.00 | 226057 | | | Lodging | 01917 JAIL ACCT |
| 0000000 | 000010 | | 0107 0823 09 | 8/03/2023 | | 4100-051100-1204-512-510 | 450.00 | 226057 | | | Lodging | 01917 JAIL ACCT |
| 0000000 | 000010 | | 0107 0823 09 | 8/03/2023 | | 4100-051500-1204-551-510 | 450.00 | 226057 | | | Lodging | 01917 JAIL ACCT |
| 0000000 | 000010 | | 0107 0823 09 | 8/08/2023 | | 4100-051100-1245-512-510 | 147.10 | 226057 | | | Law Enforcement Supplies | 01917 JAIL ACCT |
| | DISC. TOTAL | .00 | CHECK TOTAL | 2,944.60 | ACH PMT TOTAL | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 2,944.60 | |
| 0000000 | 000363 | BENJ.FRANKLIN PRINTING CO | 45355 | 8/24/2023 | | 4100-023100-1233-291-230 | 195.77 | 226056 | | | Printing | 01917 SUSSEX CO. ELECT. |
| | DISC. TOTAL | .00 | CHECK TOTAL | 195.77 | ACH PMT TOTAL | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 195.77 | |
| 0000000 | 001676 | BERKLEY GROUP | NO#15A INV#3 | 8/21/2023 | | 4100-021400-1225-241-210 | 3,500.00 | 226059 | | | Management Consulting Service | 01917 PLANNER POSITION |
| 0000000 | 001676 | | NO#15B INV#3 | 8/21/2023 | | 4100-021400-1225-241-210 | 4,704.00 | 226059 | | | Management Consulting Service | 01917 PLANNING DIRECTOR |
| | DISC. TOTAL | .00 | CHECK TOTAL | 8,204.00 | ACH PMT TOTAL | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 8,204.00 | |
| 0000000 | 000183 | BRITT'S SERVICE CENTER | 648655 | 8/23/2023 | | 4100-051100-1265-512-510 | 57.00 | 226060 | | | Vehicle Maintenance & Repairs | 01917 SUSSEX SHERIFF |
| | DISC. TOTAL | .00 | CHECK TOTAL | 57.00 | ACH PMT TOTAL | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 57.00 | |
| 0000000 | 000738 | BUTLER'S TOWING AND | 1002055 | 8/23/2023 | | 4100-051100-1265-512-510 | 37.00 | 226061 | | | Vehicle Maintenance & Repairs | 01917 SUSSEX SHERIFF |
| 0000000 | 000738 | | 1002057 | 8/23/2023 | | 4100-051100-1265-512-510 | 195.00 | 226061 | | | Vehicle Maintenance & Repairs | 01917 SUSSEX SHERIFF |
| 0000000 | 000739 | | 1002059 | 8/23/2023 | | 4100-051100-1265-512-510 | 57.21 | 226061 | | | Vehicle Maintenance & Repairs | 01917 SUSSEX SHERIFF |
| 0000000 | 000739 | | 1002070 | 8/25/2023 | | 4100-051100-1244-512-510 | 37.00 | 226061 | | | Uniform Services | 01917 SUSSEX SHERIFF |
| | DISC. TOTAL | .00 | CHECK TOTAL | 326.21 | ACH PMT TOTAL | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 326.21 | |

| P.O. NO. | VENDOR NO. | VENDOR NAME | INVOICE NO. | INVOICE DATE | A/P ACCAL | ACCOUNT NO. | NET AMOUNT | CHECK NO. | ACH PMT | ACH G/L | ACCOUNT DESC. | BATCH INVENTORY DESCRIPTION |
|----------|-------------|--------------------------------|-----------------|--------------|---------------|------------------------------|---------------|-----------|---------------|---------|----------------------------------|-----------------------------|
| 0000000 | 000728 | CARQUEST OF WAKEFIELD | 15335-48136 | 8/21/2023 | | 4100-051100-1255-512-510 | 71.09 | 226062 | | | Vehicle Maintenance & Repairs | 01917 # 5001 |
| | DISC. TOTAL | .00 | CHECK TOTAL | 71.09 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 71.09 |
| 0000000 | 001485 | CENTRAL AGRIBUSINESS | JR34017 | 8/16/2023 | | 4100-051500-1246-551-510 | 61.60 | 226063 | | | Food Supplies | 01917 SUSSEX SHERIFF |
| 0000000 | 001485 | | JR34091 | 8/22/2023 | | 4100-051500-1246-551-510 | 61.60 | 226063 | | | Food Supplies | 01917 SUSSEX SHERIFF |
| | DISC. TOTAL | .00 | CHECK TOTAL | 123.20 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 123.20 |
| 0000000 | 001630 | CHENEY BROTHERS | 12-925074618 | 8/16/2023 | | 4100-051500-1247-551-510 | 57.29 | 226064 | | | Janitorial Supplies | 01917 # 60030700 |
| 0000000 | 001630 | | 12-925074618 | 8/16/2023 | | 4100-051500-1246-551-510 | 4,688.74 | 226064 | | | Food Supplies | 01917 # 60030700 |
| | DISC. TOTAL | .00 | CHECK TOTAL | 4,746.03 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 4,746.03 |
| 0000000 | 001981 | CHESTERFIELD INSURERS | 144127 | 6/06/2023 | | 4100-021500-1295-251-210 | 27,117.00 | 226065 | | | Insurance Services (Non Vehicle) | 01917 SUSSEX COUNTY |
| | DISC. TOTAL | .00 | CHECK TOTAL | 27,117.00 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 27,117.00 |
| 0000000 | 002169 | CRATER REGIONAL WORKFORCE 2307 | | 7/20/2023 | | 4100-081800-2110-872-910 | 10,000.00 | 226066 | | | Crater Regional Workforce Dev | 01917 FY24 LOCAL GRANT |
| | DISC. TOTAL | .00 | CHECK TOTAL | 10,000.00 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 10,000.00 |
| 0000000 | 000871 | CRYSTAL SPRINGS | 12841556 071623 | 7/16/2023 | | 4100-063100-1277-631-630 | 102.42 | 226067 | | | Water Services | 01917 # 114253012841556 |
| 0000000 | 000871 | | 1352055 081723 | 8/17/2023 | | 4100-061100-1277-612-610 | 39.97 | 226067 | | | Water Services | 01917 # 11421181352055 |
| | DISC. TOTAL | .00 | CHECK TOTAL | 142.39 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 142.39 |
| 0000000 | 001613 | CUSTOM CLEANERS | 12184 | 7/23/2023 | | 4100-051500-1244-551-510 | 126.00 | 226068 | | | Uniform Services | 01917 SUSSEX SHERIFF |
| 0000000 | 001613 | | 12184 | 7/23/2023 | | 4100-051100-1244-512-510 | 26.00 | 226068 | | | Uniform Services | 01917 SUSSEX SHERIFF |
| | DISC. TOTAL | .00 | CHECK TOTAL | 154.00 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 154.00 |
| 0000000 | 000510 | D.O.C. FARMER'S MARKET | MKT101087 | 6/26/2023 | | 4100-051500-1246-551-510 | 260.70 | 226069 | | | Food Supplies | 01917 SUSSEX COUNTY JAIL |
| 0000000 | 000510 | | MKT101247 | 7/03/2023 | | 4100-051500-1246-551-510 | 287.65 | 226069 | | | Food Supplies | 01917 SUSSEX COUNTY JAIL |
| 0000000 | 000510 | | MKT102367 | 8/21/2023 | | 4100-051500-1246-551-510 | 252.95 | 226069 | | | Food Supplies | 01917 SUSSEX COUNTY JAIL |
| 0000000 | 000510 | | MKT102527 | 8/28/2023 | | 4100-051500-1246-551-510 | 256.70 | 226069 | | | Food Supplies | 01917 SUSSEX COUNTY JAIL |
| | DISC. TOTAL | .00 | CHECK TOTAL | 1,058.00 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 1,058.00 |
| 0000000 | 001651 | DOCUMENT SYSTEMS | 132416 | 8/03/2023 | | 4100-062100-1252-621-620 | 46.15 | 226070 | | | Equipment Lease/Rental | 01917 #SC07 |
| 0000000 | 001651 | | 132568 | 8/17/2023 | | 4100-021100-1251-211-210 | 1,248.00 | 226070 | | | Computer & Printer Purchase | 01917 # SC17 |
| | DISC. TOTAL | .00 | CHECK TOTAL | 1,294.15 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 1,294.15 |
| 0000000 | 000084 | DOMINION VIRGINIA POWER | 561293952-0723 | 7/28/2023 | | 4100-021600-1276-263-210 | 6.59 | 226071 | | | Electric | 01917 # 561293952 |
| 0000000 | 000084 | | 7378703693 0823 | 8/10/2023 | | 4100-021600-1276-266-210 | 67.63 | 226071 | | | Electric | 01917 # 7378703693 |
| | DISC. TOTAL | .00 | CHECK TOTAL | 74.22 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 74.22 |
| 0000000 | 001756 | EAST COAST EMERGENCY VEH | 34690 | 8/14/2023 | | 4100-021500-2110-251-210-504 | 657.50 | 226072 | | | State Fireman's Fund | 01917 SUSSEX PUBLIC SAFE |
| | DISC. TOTAL | .00 | CHECK TOTAL | 657.50 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 657.50 |
| 0000000 | 002157 | EMERGENCY SOLUTIONS, INC. | 688 | 8/03/2023 | | 4100-021500-2110-252-210-524 | 69,200.00 | 226073 | | | Emergency Med. SVC - Pd EMT | 01917 SUSSEX COUNTY |
| | DISC. TOTAL | .00 | CHECK TOTAL | 69,200.00 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 69,200.00 |
| 0000000 | 001703 | HEITY WILEY & SCORE P.C. | 12551 | 8/25/2023 | | 4100-022100-1223-281-220 | 9,180.00 | 226074 | | | Legal Services | 01917 SUSSEX COUNTY |
| | DISC. TOTAL | .00 | CHECK TOTAL | 9,180.00 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 9,180.00 |
| 0000000 | 001747 | HERC RENTALS INC. | 33423577-011 | 8/14/2023 | | 4100-021600-1252-264-210 | 1,166.83 | 226075 | | | Equipment Lease/Rental | 01917 # 3041262 |
| | DISC. TOTAL | .00 | CHECK TOTAL | 1,166.83 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 1,166.83 |

| F.O. NO. | VENDOR NO. | VENDOR NAME | INVOICE NO. | INVOICE DATE | A/P ACCRL | ACCOUNT NO. | NET AMOUNT | CHECK NO. | ACH PMT | ACH PMT G/L | ACCOUNT DESC. | BATCH INVENTORY DESCRIPTION |
|----------|------------|-------------------------------------------|-------------|--------------|------------|------------------------------|------------|---------------|---------|-------------|--------------------------------|-----------------------------|
| 0000000 | 000885 | JARRATT FAST SHOP | 185 | 8/15/2023 | | 4100-051500-1246-551-510 | 112.00 | 226076 | | | Food Supplies | 01917 SUSSEX COUNTY JAIL |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 112.00 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | | | EPY PMT TOTAL | TOTAL 112.00 |
| 0000000 | 000049 | JARRATT HARDWARE | 2308-165713 | 8/24/2023 | | 4100-023100-1241-291-230 | 17.42 | 226077 | | | Office Supplies | 01917 # 1045 |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 17.42 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | | | EPY PMT TOTAL | TOTAL 17.42 |
| 0000000 | 001959 | JENSEN MECHANICAL INC. | 2565 | 8/19/2023 | | 4100-021200-1273-221-210 | 637.00 | 226078 | | | Building Systems Main & Repair | 01917 SUSSEX COUNTY |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 637.00 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | | | EPY PMT TOTAL | TOTAL 637.00 |
| 0000000 | 001550 | KINEX NETWORKING SOLUTION INV-2308-002246 | | 8/19/2023 | | 4100-021600-1234-263-210 | 1,350.00 | 226079 | | | Telecommunications | 01917 # SUB-2201-0000487 |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 1,350.00 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | | | EPY PMT TOTAL | TOTAL 1,350.00 |
| 0000000 | 000129 | LOGAN SYSTEMS, INC | 58090 | 8/15/2023 | | 4100-062100-1236-621-620 | 945.06 | 226080 | | | Microfilming & Scanning Servi | 01917 SUSSEX CIRCUIT COU |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 945.06 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | | | EPY PMT TOTAL | TOTAL 945.06 |
| 0000000 | 001983 | MID-ATLANTIC PEST AND LAW | 4313 | 7/01/2023 | | 4100-021200-1274-221-210 | 320.00 | 226081 | | | Grounds Maintenance & Repairs | 01917 SUSSEX COUNTY |
| 0000000 | 001983 | | 4571 | 8/14/2023 | | 4100-021200-1274-221-210 | 125.00 | 226081 | | | Grounds Maintenance & Repairs | 01917 SUSSEX COUNTY |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 445.00 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | | | EPY PMT TOTAL | TOTAL 445.00 |
| 0000000 | 995999 | HEWMAN, MICHAEL | HN 0723 | 8/18/2023 | | 4100-051500-1215-551-510 | 130.73 | 226082 | | | Inmate Pay | 01917 INMATE PAY |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 130.73 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | | | EPY PMT TOTAL | TOTAL 130.73 |
| 0000000 | 001187 | OWEN PRINTING COMPANY | 30310 | 8/22/2023 | | 4100-023100-1241-291-230 | 237.51 | 226083 | | | Office Supplies | 01917 SUSSEX REGISTRAR |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 237.51 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | | | EPY PMT TOTAL | TOTAL 237.51 |
| 0000000 | 001749 | PGEC ENTERPRISES, LLC | VATI #3 | 8/23/2023 | | 4100-021100-1299-211-210-601 | 625,026.45 | 226084 | | | ARPA-Broadband PGEC/TOBB COMM | 01917 VATISF#2022-034 |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 625,026.45 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | | | EPY PMT TOTAL | TOTAL 625,026.45 |
| 0000000 | 001226 | R.M. WILKINSON OIL CO, INC | 23689 | 8/14/2023 | | 4100-051500-1272-551-510 | 477.98 | 226085 | | | Building Maintenance & Repair | 01917 SUSSEX COUNTY JAIL |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 477.98 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | | | EPY PMT TOTAL | TOTAL 477.98 |
| 0000000 | 002083 | READ'S UNIFORMS INC. | 203644-99 | 8/23/2023 | | 4100-051100-1244-512-510 | 247.96 | 226086 | | | Uniform Services | 01917 # 16956-99 |
| 0000000 | 002083 | | 203643-99 | 8/23/2023 | | 4100-051100-1244-512-510 | 135.50 | 226086 | | | Uniform Services | 01917 # 16956-99 |
| 0000000 | 002083 | | 203646-99 | 8/23/2023 | | 4100-051500-1244-551-510 | 210.00 | 226086 | | | Uniform Services | 01917 # 16956-99 |
| 0000000 | 002083 | | 203647-99 | 8/23/2023 | | 4100-051100-1244-512-510 | 12.07 | 226086 | | | Uniform Services | 01917 # 16956-99 |
| 0000000 | 002083 | | 203648-99 | 8/23/2023 | | 4100-051500-1244-551-510 | 59.81 | 226086 | | | Uniform Services | 01917 # 16956-99 |
| 0000000 | 002083 | | 203649-99 | 8/23/2023 | | 4100-051100-1244-512-510 | 320.42 | 226086 | | | Uniform Services | 01917 # 16956-99 |
| 0000000 | 002083 | | 203750-99 | 8/24/2023 | | 4100-051100-1244-512-510 | 793.20 | 226086 | | | Uniform Services | 01917 # 16956-99 |
| 0000000 | 002083 | | 203751-99 | 8/24/2023 | | 4100-051100-1244-512-510 | 793.20 | 226086 | | | Uniform Services | 01917 # 16956-99 |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 2,572.16 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | | | EPY PMT TOTAL | TOTAL 2,572.16 |
| 0000000 | 999999 | RICHARDSON, CORNELL | CR 0723 | 8/18/2023 | | 4100-051500-1215-551-510 | 161.33 | 226087 | | | Inmate Pay | 01917 INMATE PAY |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 161.33 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | | | EPY PMT TOTAL | TOTAL 161.33 |
| 0000000 | 999999 | ROGERS, PAUL JR. | PR 0723 | 8/29/2023 | | 4100-021100-1204-211-210 | 3,932.80 | 226088 | | | Lodging | 01917 REIMBURSEMENT |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 3,932.80 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | | | EPY PMT TOTAL | TOTAL 3,932.80 |
| 0000000 | 001709 | SCHULTZ LAWNSCAPES, INC. | 41906 | 7/01/2023 | | 4100-021200-1229-221-210 | 5,239.89 | 226089 | | | Other Professional Services | 01917 SUSSEX COUNTY |
| 0000000 | 001709 | | 41906 | 7/01/2023 | | 4100-021600-1229-264-210 | 1,338.46 | 226089 | | | Other Professional Services | 01917 SUSSEX COUNTY |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 6,578.35 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | | | EPY PMT TOTAL | TOTAL 6,578.35 |

| P.O. NO. | VENDOR NO. | VENDOR NAME | INVOICE NO. | INVOICE DATE | A/P ACCT# | ACCOUNT NO. | NET AMOUNT | CHECK NO. | ACH PMT | ACH PMT | G/L ACCOUNT DESC. | BATCH INVT. DESCRIPTION |
|----------|------------|--------------------------|-----------------|--------------|-----------|--------------------------|------------|---------------|---------|---------|-------------------------------|--------------------------|
| 0000000 | 001866 | SHANDS, RUDOLPH | RS 081423 | 8/18/2023 | | 4100-021400-1217-241-210 | 75.00 | 326090 | | | Commission/Board Compensation | 01917 PLANNING COMMISSIO |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 75.00 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | | | TOTAL | 75.00 |
| 0000000 | 002125 | SIMMONS, JULIA | 102.SUSSEX2022 | 8/18/2023 | | 4100-021400-9003-244-210 | 800.00 | 226091 | | | Pocahontas-CDBG Grant | 01917 SUSSEX PLANNING DE |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 800.00 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | | | TOTAL | 800.00 |
| 0000000 | 000615 | SOUTHEAST 4-H EDUCATION | FY24 1ST HALF | 8/29/2023 | | 4100-081600-2110-844-810 | 12,500.00 | 226092 | | | Southeast 4-H Center | 01917 FY24 CONTRIBUTION |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 12,500.00 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | | | TOTAL | 12,500.00 |
| 0000000 | 001975 | STAPLES, INC. | 7612787009-0-1 | 8/08/2023 | | 4100-021100-1241-211-210 | 171.85 | 226093 | | | Office Supplies | 01917 # 660883 |
| 0000000 | 001975 | | 7612931452-0-1 | 8/09/2023 | | 4100-021100-1241-211-210 | 57.37 | 226093 | | | Office Supplies | 01917 # 660883 |
| 0000000 | 001975 | | 7612971041-0-2 | 8/14/2023 | | 4100-063100-1241-631-630 | 102.97 | 226093 | | | Office Supplies | 01917 # 676592 |
| 0000000 | 001975 | | 7612971041-0-3 | 8/14/2023 | | 4100-063100-1241-631-630 | 38.74 | 226093 | | | Office Supplies | 01917 # 676592 |
| 0000000 | 001975 | | 7613395872-0-1 | 8/16/2023 | | 4100-021100-1241-211-210 | 410.70 | 226093 | | | Office Supplies | 01917 # 660883 |
| 0000000 | 001975 | | 7902167089-0-1 | 7/12/2023 | | 4100-021100-1241-211-210 | 372.37 | 226093 | | | Office Supplies | 01917 # 660883 |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 1,154.00 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | | | TOTAL | 1,154.00 |
| 0000000 | 001869 | SUSSEX DISTRICT COURT | SDC 063123 | 8/31/2023 | | 4100-061100-1223-611-610 | 725.67 | 226094 | | | Legal Services - Court Appt. | 01917 REIMBURSEMENT |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 725.67 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | | | TOTAL | 725.67 |
| 0000000 | 002173 | TERRY'S COLLISION CENTER | 002750 | 8/10/2023 | | 4100-051100-1265-512-510 | 4,033.38 | 226095 | | | Vehicle Maintenance & Repairs | 01917 SUSSEX SHERIFF |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 4,033.38 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | | | TOTAL | 4,033.38 |
| 0000000 | 001822 | TFELTSMWELDING,LLC | TFELTS 070523 | 7/05/2023 | | 4100-021600-1274-264-210 | 60.00 | 226096 | | | Grounds Maintenance & Repairs | 01917 SUSSEX PUBLIC WOR |
| 0000000 | 001822 | | TFELTS 070623 | 7/06/2023 | | 4100-021200-1273-221-210 | 747.00 | 226096 | | | Building Systems Main & Repai | 01917 SUSSEX PUBLIC WORK |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 807.00 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | | | TOTAL | 807.00 |
| 0000000 | 000929 | THE IMPROVEMENT | FY24 1ST HALF | 8/29/2023 | | 4100-081300-2110-814-810 | 52,000.00 | 226097 | | | The Improvement Assoc | 01917 FY24 ALLOCATION |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 52,000.00 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | | | TOTAL | 52,000.00 |
| 0000000 | 001766 | THE SUPPLY ROCK | 5070845-0 | 8/22/2023 | | 4100-051100-1241-512-510 | 81.32 | 226098 | | | Office Supplies | 01917 SUSSEX SHERIFF |
| 0000000 | 001766 | | 5070845-0 | 8/22/2023 | | 4100-051100-1241-516-510 | 81.32 | 226098 | | | Office Supplies | 01917 SUSSEX SHERIFF |
| 0000000 | 001766 | | 5070845-0 | 8/22/2023 | | 4100-051500-1241-551-510 | 81.32 | 226098 | | | Office Supplies | 01917 SUSSEX SHERIFF |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 243.96 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | | | TOTAL | 243.96 |
| 0000000 | 002138 | TOMINICH, RODNEY | RT 082123 | 8/21/2023 | | 4100-051100-1244-512-510 | 54.00 | 225099 | | | Uniform Services | 01917 REIMBURSEMENT |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 54.00 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | | | TOTAL | 54.00 |
| 0000000 | 000317 | TOWN OF WAKEFIELD | 1943 080123 | 8/01/2023 | | 4100-021200-1277-221-210 | 15.53 | 226100 | | | Water Services | 01917 # 1943 |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 15.53 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | | | TOTAL | 15.53 |
| 0000000 | 001646 | ULINE | 164862917 | 6/14/2023 | | 4100-021100-1241-211-210 | 485.10 | 226101 | | | Office Supplies | 01917 # 19648356 |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 485.10 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | | | TOTAL | 485.10 |
| 0000000 | 000503 | UNIVERSITY OF VIRGINIA | 56253 | 8/17/2023 | | 4100-041100-1203-411-410 | 80.00 | 226102 | | | Workshops and Conferences | 01917 COX, DESTE |
| 0000000 | 000503 | | 56254 | 8/17/2023 | | 4100-041100-1203-411-410 | 80.00 | 226102 | | | Workshops and Conferences | 01917 PARRAM, RAVEN |
| 0000000 | 000503 | | 56255 | 8/17/2023 | | 4100-041100-1203-411-410 | 80.00 | 226102 | | | Workshops and Conferences | 01917 HARRUP, MARINA |
| 0000000 | 000503 | | 56259 | 8/17/2023 | | 4100-041100-1203-411-410 | 80.00 | 226102 | | | Workshops and Conferences | 01917 ELLIS, KELLY |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 320.00 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | | | TOTAL | 320.00 |
| 0000000 | 000769 | VERIZON | 0601250741 0623 | 6/21/2023 | | 4100-021600-1234-263-210 | 759.22 | 226103 | | | Telecommunications | 01917 # 551326675000162 |

| P.O. NO. | VENDOR NO. | VENDOR NAME | INVOICE NO. | INVOICE DATE | A/P ACCRL | ACCOUNT NO. | NET AMOUNT | CHECK NO. | ACH PMT | ACH G/L | ACCOUNT DESc. | BATCH INVENTORY DESCRIPTION | |
|----------|------------|---------------------------------|---------------|--------------|---------------|------------------------------|---------------|---------------|---------------|---------------|------------------------------|-----------------------------|----------|
| 0000000 | 000769 | | 0601250741 | 0723 | 7/21/2023 | 4100-021600-1234-263-210 | 762.49 | 226103 | | | Telecommunications | 01917 # 551326675000162 | |
| 0000000 | 000769 | | 0601250741 | 0823 | 8/21/2023 | 4100-021600-1234-263-210 | 767.63 | 226103 | | | Telecommunications | 01917 # 551326675000162 | |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 2,289.34 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 2,289.34 |
| 0000000 | 000757 | VERIZON BUSINESS | 61413350 | | 8/10/2023 | 4100-021600-1234-263-210 | 486.11 | 226104 | | | Telecommunications | 01917 # Y2694822 | |
| 0000000 | 000757 | | 66895803-0623 | | 6/10/2023 | 4100-021600-1234-263-210 | 431.66 | 226104 | | | Telecommunications | 01917 # Y2694822 | |
| 0000000 | 000757 | | 74934353 | | 7/10/2023 | 4100-021600-1234-263-210 | 435.20 | 226104 | | | Telecommunications | 01917 # Y2694822 | |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 1,342.97 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 1,342.97 |
| 0000000 | 000039 | VERIZON WIRELESS | 9941934440 | | 8/12/2023 | 4100-051100-1234-516-510 | 824.09 | 226105 | | | Telecommunications | 01917 # 942619089-00001 | |
| 0000000 | 000039 | | 9941934440 | | 8/12/2023 | 4100-051100-1234-512-510 | 824.09 | 226105 | | | Telecommunications | 01917 # 942619089-00001 | |
| 0000000 | 000039 | | 9941934440 | | 8/12/2023 | 4100-051500-1234-551-510 | 96.86 | 226105 | | | Telecommunications | 01917 # 942619089-00001 | |
| 0000000 | 000039 | | 9942425176 | | 8/19/2023 | 4100-051100-1234-512-510 | 194.01 | 226105 | | | Telecommunications | 01917 # 742314083-00002 | |
| 0000000 | 000039 | | 9942425176 | | 8/19/2023 | 4100-051100-1234-516-510 | 194.01 | 226105 | | | Telecommunications | 01917 # 742314083-00002 | |
| 0000000 | 000039 | | 9942425176 | | 8/19/2023 | 4100-051500-1234-551-510 | 194.01 | 226105 | | | Telecommunications | 01917 # 742314083-00002 | |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 2,327.07 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 2,327.07 |
| 0000000 | 000373 | VIRGINIA UNIVERSITY OF VIRGINIA | 55591 | | 5/12/2023 | 4100-021100-1201-211-210 | 400.00 | 226106 | | | Organization Membership | 01917 DOUGLAS, RICHARD | |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 400.00 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 400.00 |
| 0000000 | 000322 | WILLIAMS, GARY M., CLERK | COS 083623 | | 8/30/2023 | 4100-021400-9003-244-210 | 46.00 | 226107 | | | Pocahontas-CDBG Grant | 01917 612 HIGGINS STREET | |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 46.00 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 46.00 |
| 0000000 | 001966 | MOOTEN COMPANY, THE | 79280 | | 8/17/2023 | 4100-021100-1226-211-210-601 | 9,515.75 | 226109 | | | VDEM-FEMA-Localized Drainage | 01917 PROJ# 3399-C | |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 9,515.75 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 9,515.75 |
| 0000000 | 000893 | XEROX CORPORATION | 4648545 | | 8/12/2023 | 4100-062100-1252-621-620 | 149.63 | 226109 | | | Equipment Lease/Rental | 01917 # 020-0128117-001 | |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 149.63 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 149.63 |
| | | .00 | CHECK TOTAL | 873,418.33 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 873,418.33 | |
| | | .00 | CHECK TOTAL | 873,418.33 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 873,418.33 | |

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 873,418.33- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

9-1-23
DATE

9-1-23
DATE

9-1-23
DATE

Kelly J. Bellis
DIRECTOR OF FINANCE

Richard Douglas
COUNTY ADMINISTRATION

Kelly Bellis
DEPUTY CH. TREASURER

| P.O. NO. | VENDOR NO. | VENDOR NAME | INVOICE NO. | CHECK DATE | A/P ACCRL | ACCOUNT NO. | DISCOUNT AMOUNT | NET AMOUNT | CHECK/ACH NO. | DESCRIPTION | BATCH |
|-------------|------------|-----------------------|-------------|------------|-----------|---------------------------|-----------------|------------|---------------|--------------------------------|-------|
| 00000 | 002005 | BANK OF AMERICA, N.A. | 08/30/2023 | 9/06/2023 | | 4100-021200-1272-221-210- | .00 | .00 | 226110 | Building Maintenance & Repairs | 01919 |
| 00000 | 002005 | | 08/30/2023 | 9/06/2023 | | 4100-021200-1272-221-210- | .00 | 56.52 | 226110 | Building Maintenance & Repairs | 01919 |
| 00000 | 002005 | | 08/30/2023 | 9/06/2023 | | 4100-021200-1272-221-210- | .00 | 653.11 | 226110 | Building Maintenance & Repairs | 01919 |
| 00000 | 002005 | | 08/30/2023 | 9/06/2023 | | 4100-021200-1273-221-210- | .00 | 573.23 | 226110 | Building Systems Main & Repair | 01919 |
| CHECK TOTAL | | | | | | | .00 | 1,282.86 | | | |
| CLASS TOTAL | | | | | | | .00 | 1,282.86 | | | |
| ACH TOTAL | | | | | | | | .00 | | | |
| CHK TOTAL | | | | | | | | 1,282.86 | | | |
| FINAL TOTAL | | | | | | | .00 | 1,282.86 | | | |
| ACH TOTAL | | | | | | | | .00 | | | |
| CHK TOTAL | | | | | | | | 1,282.86 | | | |

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 1,282.86 EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

9-6-23
DATE

9-6-23
DATE

9/6/23
DATE

Kelly Z Moore
DIRECTOR OF FINANCE

Rudolf Taylor
COUNTY ADMINISTRATION

Dest J. Cox
DEST J. COX, TREASURER

| P.O. NO. | VENDOR NO. | VENDOR NAME | INVOICE NO. | INVOICE DATE | A/P ACCRL | ACCOUNT NO. | NET AMOUNT | CHECK NO. | ACH PMT | ACH PMT | G/L ACCOUNT DESC. | BATCH INV. DESCRIPTION | |
|----------|------------|---------------------------|----------------|--------------|-----------|--------------------------|------------|---------------|---------|---------|-------------------------------|--------------------------|-----------|
| 0000000 | 000342 | AGRI-VA. INC | 22552/6 | 8/02/2023 | | 4100-021200-1254-221-210 | 17.54 | 226111 | | | Equipment Maintenance | 01920 # 60039 | |
| 0000000 | 000342 | | 22588/6 | 8/07/2023 | | 4100-021200-1274-221-210 | 90.48 | 226111 | | | Grounds Maintenance & Repairs | 01920 # 60039 | |
| 0000000 | 000342 | | 22680/6 | 8/22/2023 | | 4100-021600-1274-264-210 | 56.88 | 226111 | | | Grounds Maintenance & Repairs | 01920 # 60039 | |
| | | DISC. TOTAL | | | | | .00 | EPY PMT TOTAL | | | .00 | TOTAL | 164.90 |
| 0000000 | 001917 | AMAZON CAPTIAL SERVICES | 1HDV-GRG7-Y3PG | 8/31/2023 | | 4100-051100-1241-512-510 | 36.84 | 226112 | | | Office Supplies | 01920 # A1UJ83E5CTAJC | |
| | | DISC. TOTAL | | | | | .00 | EPY PMT TOTAL | | | .00 | TOTAL | 36.84 |
| 0000000 | 001011 | ANTHEM BLUE CROSS& SHIELD | 532732611402 | 8/25/2023 | | 4100-051500-1293-551-510 | 16,051.42 | 226113 | | | Inmate Medical Expenses | 01920 # 5327370866 | |
| | | DISC. TOTAL | | | | | .00 | EPY PMT TOTAL | | | .00 | TOTAL | 16,051.42 |
| 0000000 | 001010 | AT&T | 1929241808 | 8/16/2023 | | 4100-021600-1234-263-210 | 3,909.16 | 226114 | | | Telecommunications | 01920 # 831-001-1553 257 | |
| 0000000 | 001010 | | 8909498707 | 6/16/2023 | | 4100-021600-1234-263-210 | 3,909.16 | 226114 | | | Telecommunications | 01920 # 831-001-1553 257 | |
| | | DISC. TOTAL | | | | | .00 | EPY PMT TOTAL | | | .00 | TOTAL | 7,818.32 |
| 0000000 | 001769 | ATLANTIC EMERGENCY SOLUTI | 14774RICB | 7/07/2023 | | 4100-021500-1265-251-210 | 534.60 | 226115 | | | Vehicle Maintenance & Rpairs | 01920 # 17366 | |
| | | DISC. TOTAL | | | | | .00 | EPY PMT TOTAL | | | .00 | TOTAL | 534.60 |
| 0000000 | 000383 | BENJ.FRANKLIN PRINTING CO | 45416 | 8/28/2023 | | 4100-023100-1233-291-230 | 102.35 | 226116 | | | Printing | 01920 SUSSEX CO. ELECT B | |
| | | DISC. TOTAL | | | | | .00 | EPY PMT TOTAL | | | .00 | TOTAL | 102.35 |
| 0000000 | 999999 | BOLLINGER, KIM | KB 080923 | 8/21/2023 | | 4100-063100-1205-631-630 | 41.38 | 226117 | | | Meals | 01920 REIMBURSEMENT | |
| 0000000 | 999999 | | KB 080923 | 8/21/2023 | | 4100-063100-1241-631-630 | 21.06 | 226117 | | | Office Supplies | 01920 REIMBURSEMENT | |
| | | DISC. TOTAL | | | | | .00 | EPY PMT TOTAL | | | .00 | TOTAL | 62.44 |
| 0000000 | 000183 | BRITT'S SERVICE CENTER | 648686 | 9/02/2023 | | 4100-051100-1265-512-510 | 40.00 | 226118 | | | Vehicle Maintenance & Repairs | 01920 SUSSEX SHERIFF | |
| | | DISC. TOTAL | | | | | .00 | EPY PMT TOTAL | | | .00 | TOTAL | 40.00 |
| 0000000 | 000738 | BUTLER'S TOWING AND | 1002101 | 8/31/2023 | | 4100-051100-1265-512-510 | 20.00 | 226119 | | | Vehicle Maintenance & Repairs | 01920 SUSSEX SHERIFF | |
| | | DISC. TOTAL | | | | | .00 | EPY PMT TOTAL | | | .00 | TOTAL | 20.00 |
| 0000000 | 001251 | CABIN POINT VETERINARY | 77805 | 8/01/2023 | | 4100-021600-1227-261-210 | 16.00 | 226120 | | | Medical Services | 01920 # 1707 | |
| 0000000 | 001251 | | 77826 | 8/02/2023 | | 4100-021600-1227-261-210 | 90.00 | 226120 | | | Medical Services | 01920 # 1707 | |
| 0000000 | 001251 | | 77831 | 8/04/2023 | | 4100-021600-1227-261-210 | 90.00 | 226120 | | | Medical Services | 01920 # 1707 | |
| 0000000 | 001251 | | 77858 | 8/04/2023 | | 4100-021600-1227-261-210 | 130.00 | 226120 | | | Medical Services | 01920 # 1707 | |
| 0000000 | 001251 | | 77871 | 8/07/2023 | | 4100-021600-1227-261-210 | 150.00 | 226120 | | | Medical Services | 01920 # 1707 | |
| 0000000 | 001251 | | 77889 | 8/08/2023 | | 4100-021600-1227-261-210 | 88.25 | 226120 | | | Medical Services | 01920 # 1707 | |
| 0000000 | 001251 | | 77911 | 8/09/2023 | | 4100-021600-1227-261-210 | 150.00 | 226120 | | | Medical Services | 01920 # 1707 | |
| 0000000 | 001251 | | 77915 | 8/09/2023 | | 4100-021600-1227-261-210 | 32.00 | 226120 | | | Medical Services | 01920 # 1707 | |
| 0000000 | 001251 | | 77916 | 8/09/2023 | | 4100-021600-1227-261-210 | 498.50 | 226120 | | | Medical Services | 01920 # 1707 | |
| 0000000 | 001251 | | 77941 | 8/11/2023 | | 4100-021600-1227-261-210 | 80.00 | 226120 | | | Medical Services | 01920 # 1707 | |
| | | DISC. TOTAL | | | | | .00 | EPY PMT TOTAL | | | .00 | TOTAL | 1,324.75 |
| 0000000 | 001251 | CABIN POINT VETERINARY | 77965 | 8/14/2023 | | 4100-021600-1227-261-210 | 297.00 | 226121 | | | Medical Services | 01920 # 1707 | |
| 0000000 | 001251 | | 77998 | 8/16/2023 | | 4100-021600-1227-261-210 | 484.50 | 226121 | | | Medical Services | 01920 # 1707 | |
| 0000000 | 001251 | | 78010 | 8/16/2023 | | 4100-021600-1227-261-210 | 35.00 | 226121 | | | Medical Services | 01920 # 1707 | |
| 0000000 | 001251 | | 78025 | 8/18/2023 | | 4100-021600-1227-261-210 | 272.00 | 226121 | | | Medical Services | 01920 # 1707 | |
| 0000000 | 001251 | | 78026 | 8/18/2023 | | 4100-021600-1227-261-210 | 8.00 | 226121 | | | Medical Services | 01920 # 1707 | |
| 0000000 | 001251 | | 78061 | 8/22/2023 | | 4100-021600-1227-261-210 | 745.75 | 226121 | | | Medical Services | 01920 # 1707 | |
| 0000000 | 001251 | | 78072 | 8/23/2023 | | 4100-021600-1227-261-210 | 180.00 | 226121 | | | Medical Services | 01920 # 1707 | |
| 0000000 | 001251 | | 78079 | 8/23/2023 | | 4100-021600-1227-261-210 | 185.25 | 226121 | | | Medical Services | 01920 # 1707 | |

AP100 9/08/2023 SUSSEX COUNTY

A/P CHECK REGISTER

TIME-11:59:07 ActPd - 2023/08

| P.O. NO. | VENDOR NO. | VENDOR NAME | INVOICE NO. | INVOICE DATE | A/P ACCRL | ACCOUNT NO. | NET AMOUNT | CHECK NO. | ACH PMT | ACH PMT | G/L | ACCOUNT DESC. | BATCH | INV. DESCRIPTION |
|----------|------------|---------------------------|-----------------|--------------|-----------|------------------------------|------------|---------------|---------|---------|-----|-------------------------------|--------------------------|------------------|
| 0000000 | 001251 | | 78098 | 8/25/2023 | | 4100-021600-1227-261-210 | 16.00 | 226121 | | | | Medical Services | 01920 # 1707 | |
| 0000000 | 001251 | | 78099 | 8/25/2023 | | 4100-021600-1227-261-210 | 16.00 | 226121 | | | | Medical Services | 01920 #1707 | |
| | DISC. | TOTAL | | | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | | .00 | TOTAL | 2,239.50 |
| 0000000 | 001251 | CABIN POINT VETERINARY | 78114 | 8/28/2023 | | 4100-021600-1227-261-210 | 16.00 | 226122 | | | | Medical Services | 01920 # 1707 | |
| 0000000 | 001251 | | 78123 | 8/28/2023 | | 4100-021600-1227-261-210 | 266.50 | 226122 | | | | Medical Services | 01920 # 1707 | |
| | DISC. | TOTAL | | | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | | .00 | TOTAL | 282.50 |
| 0000000 | 000728 | CARQUEST OF WAKEFIELD | 15335-48568 | 9/05/2023 | | 4100-051100-1265-519-510 | 40.87 | 226123 | | | | Vehicle Maintenance Repairs | 01920 # 5001 | |
| 0000000 | 000728 | | 15335-48569 | 9/05/2023 | | 4100-051100-1265-515-510 | 40.87 | 226123 | | | | Vehicle Maintenance & Repairs | 01920 # 5001 | |
| | DISC. | TOTAL | | | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | | .00 | TOTAL | 81.74 |
| 0000000 | 001485 | CENTRAL AGRIBUSINESS | JR34169 | 8/30/2023 | | 4100-051500-1246-551-510 | 61.60 | 226124 | | | | Food Supplies | 01920 SUSSEX SHERIFF | |
| | DISC. | TOTAL | | | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | | .00 | TOTAL | 61.60 |
| 0000000 | 002175 | COMPLETE COMMUNITY ECONOM | SUSSEX-IRF-2023 | 8/30/2023 | | 4100-021100-9001-211-210-601 | 34,900.00 | 226125 | | | | FY23 IRF Planning Grant | 01920 SUSSEX IRF GRANT | |
| | DISC. | TOTAL | | | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | | .00 | TOTAL | 34,900.00 |
| 0000000 | 000024 | CRATER YOUTH CARE | 24013 | 8/22/2023 | | 4100-081800-2110-863-810 | 6,156.83 | 226126 | | | | Crater Youth Care Commission | 01920 AUG 2023 USAGE FEE | |
| | DISC. | TOTAL | | | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | | .00 | TOTAL | 6,156.83 |
| 0000000 | 000871 | CRYSTAL SPRINGS | 1352472 081623 | 8/16/2023 | | 4100-021200-1277-221-210 | 32.98 | 226127 | | | | Water Services | 01920 # 11425301352472 | |
| | DISC. | TOTAL | | | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | | .00 | TOTAL | 32.98 |
| 0000000 | 002174 | CUSTOM INK | 67565401 | 8/18/2023 | | 4100-021100-1241-211-210 | 258.12 | 226128 | | | | Office Supplies | 01920 CSA | |
| | DISC. | TOTAL | | | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | | .00 | TOTAL | 258.12 |
| 0000000 | 000510 | D.O.C. FARMER'S MARKET | MKT102687 | 9/05/2023 | | 4100-051500-1246-551-510 | 236.90 | 226129 | | | | Food Supplies | 01920 SUSSEX COUNTY JAIL | |
| | DISC. | TOTAL | | | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | | .00 | TOTAL | 236.90 |
| 0000000 | 001651 | DOCUMENT SYSTEMS | 132910 | 9/01/2023 | | 4100-041100-1255-411-410 | 48.90 | 226130 | | | | Maintenance Service Contract | 01920 # SC05-001 | |
| 0000000 | 001651 | | 132911 | 9/01/2023 | | 4100-021100-1252-211-210 | 1,044.46 | 226130 | | | | Equipment Lease/Rental | 01920 # SC05-002 | |
| 0000000 | 001651 | | 132912 | 9/01/2023 | | 4100-021100-1255-211-210 | 115.88 | 226130 | | | | Maintenance Service Contract | 01920 # SC05-003 | |
| | DISC. | TOTAL | | | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | | .00 | TOTAL | 1,209.24 |
| 0000000 | 000084 | DOMINION VIRGINIA POWER | 1088433121 0823 | 8/29/2023 | | 4100-021600-1276-263-210 | 84.39 | 226131 | | | | Electric | 01920 # 1088433121 | |
| 0000000 | 000084 | | 2921584914 0823 | 8/28/2023 | | 4100-051500-1276-551-510 | 6.59 | 226131 | | | | Electric | 01920 # 2921584914 | |
| 0000000 | 000084 | | 3500335009 0823 | 8/29/2023 | | 4100-021600-1276-263-210 | 1,578.68 | 226131 | | | | Electric | 01920 # 3500335009 | |
| 0000000 | 000084 | | 3776508966 0823 | 8/30/2023 | | 4100-021600-1276-263-210 | 6.59 | 226131 | | | | Electric | 01920 # 3776508966 | |
| 0000000 | 000084 | | 4204030300 0823 | 8/28/2023 | | 4100-021600-1276-263-210 | 17.81 | 226131 | | | | Electric | 01920 # 4204030300 | |
| 0000000 | 000084 | | 482572328 0823 | 8/25/2023 | | 4100-021600-1276-263-210 | 3,352.45 | 226131 | | | | Electric | 01920 # 482572328 | |
| 0000000 | 000084 | | 5080737736 0823 | 8/25/2023 | | 4100-021600-1276-263-210 | 42.18 | 226131 | | | | Electric | 01920 # 5080737736 | |
| 0000000 | 000084 | | 561293952 0823 | 8/28/2023 | | 4100-021600-1276-263-210 | 6.59 | 226131 | | | | Electric | 01920 # 561293952 | |
| 0000000 | 000084 | | 6305358712 0823 | 8/28/2023 | | 4100-021600-1276-264-210 | 53.99 | 226131 | | | | Electric | 01920 # 6305358712 | |
| 0000000 | 000084 | | 6860160149 0823 | 8/29/2023 | | 4100-021600-1276-263-210 | 658.95 | 226131 | | | | Electric | 01920 # 6860160149 | |
| | DISC. | TOTAL | | | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | | .00 | TOTAL | 5,808.22 |
| 0000000 | 000084 | DOMINION VIRGINIA POWER | 7190905005 0823 | 8/29/2023 | | 4100-021600-1276-263-210 | 111.00 | 226132 | | | | Electric | 01920 # 7190905005 | |
| 0000000 | 000084 | | 7860242267 0823 | 8/29/2023 | | 4100-021600-1276-263-210 | 431.33 | 226132 | | | | Electric | 01920 # 7860242267 | |
| 0000000 | 000084 | | 8855852839 0823 | 8/28/2023 | | 4100-021600-1276-263-210 | 601.66 | 226132 | | | | Electric | 01920 # 8855852839 | |
| 0000000 | 000084 | | 9073933633 0823 | 8/28/2023 | | 4100-051500-1276-551-510 | 113.99 | 226132 | | | | Electric | 01920 # 9073933633 | |

AP100 9/08/2023 SUSSEX COUNTY

A/P CHECK REGISTER TIME-11:59:07 ActPd - 2023/08

| P.O. NO. | VENDOR NO. | VENDOR NAME | INVOICE NO. | INVOICE DATE | A/P ACCRL | ACCOUNT NO. | NET AMOUNT | CHECK NO. | ACH PMT | ACH PMT | G/L | ACCOUNT DESC. | BATCH | INV. DESCRIPTION |
|----------|------------|-----------------------------|----------------|--------------|-----------|------------------------------|------------|-----------|---------|---------|-----|-------------------------------|-------|--------------------|
| 0000000 | 000084 | | 9447701492 | 0823 | | 4100-021600-1276-263-210 | 20.10 | | | | | Electric | 01920 | # 9447701492 |
| 0000000 | 000084 | | 9560347503 | 0823 | | 4100-021600-1276-263-210 | 2.880.17 | | | | | Electric | 01920 | # 9560347503 |
| 0000000 | 000084 | | 9630317502 | 0823 | | 4100-021600-1276-263-210 | 612.35 | | | | | Electric | 01920 | # 9630317502 |
| 0000000 | 000084 | | 9650330005 | 0823 | | 4100-021600-1276-263-210 | 332.78 | | | | | Electric | 01920 | # 9650330005 |
| 0000000 | 000084 | | 9660330003 | 0823 | | 4100-021600-1276-263-210 | 244.22 | | | | | Electric | 01920 | # 9660330003 |
| 0000000 | 000084 | | 9670342501 | 0823 | | 4100-021600-1276-263-210 | 243.47 | | | | | Electric | 01920 | # 9670342501 |
| | | | | | | | .00 | | | | | EPY PMT TOTAL | | |
| | | | | | | | .00 | | | | | CPA PMT TOTAL | | |
| | | | | | | | .00 | | | | | TOTAL | | 5.591.07 |
| 0000000 | 002151 | FAST TRACK EMS LLC | SUSSEX813T0819 | 8/25/2023 | | 4100-021500-2110-252-210-524 | 21.823.75 | | | | | Emergency Med. SVC - Pd EMT. | 01920 | SUSSEX COUNTY |
| 0000000 | 002151 | | SUSSEX820T0826 | 8/28/2023 | | 4100-021500-2110-252-210-524 | 18.130.00 | | | | | Emergency Med. SVC - Pd EMT. | 01920 | SUSSEX COUNTY |
| | | | | | | | .00 | | | | | EPY PMT TOTAL | | |
| | | | | | | | .00 | | | | | CPA PMT TOTAL | | |
| | | | | | | | .00 | | | | | TOTAL | | 39.953.75 |
| 0000000 | 000276 | GREENSVILLE COUNTY WATER | 1175 082823 | 8/28/2023 | | 4100-021200-1277-221-210 | 61.16 | | | | | Water Services | 01920 | # 1175 |
| | | | | | | | .00 | | | | | EPY PMT TOTAL | | |
| | | | | | | | .00 | | | | | CPA PMT TOTAL | | |
| | | | | | | | .00 | | | | | TOTAL | | 61.16 |
| 0000000 | 001563 | HARRIS CORPORATION-PSPC | 93413719 | 7/24/2023 | | 4100-021500-1254-251-210 | 3.312.00 | | | | | Equipment Maintenance | 01920 | # 4451124230 |
| | | | | | | | .00 | | | | | EPY PMT TOTAL | | |
| | | | | | | | .00 | | | | | CPA PMT TOTAL | | |
| | | | | | | | .00 | | | | | TOTAL | | 3.312.00 |
| 0000000 | 000049 | JARRATT HARDWARE | 2308-165423 | 8/22/2023 | | 4100-021200-1273-221-210 | 11.52 | | | | | Building Systems Main & Repai | 01920 | # 136 |
| 0000000 | 000049 | | 2308-165538 | 8/23/2023 | | 4100-021200-1273-221-210 | 21.96 | | | | | Building Systems Main & Repai | 01920 | # 136 |
| 0000000 | 000049 | | 2308-166160 | 8/30/2023 | | 4100-021200-1273-221-210 | 10.99 | | | | | Building Systems Main & Repai | 01920 | # 136 |
| | | | | | | | .00 | | | | | EPY PMT TOTAL | | |
| | | | | | | | .00 | | | | | CPA PMT TOTAL | | |
| | | | | | | | .00 | | | | | TOTAL | | 44.47 |
| 0000000 | 001213 | LEETE TIRE & AUTO CENTER | 1042481 | 8/31/2023 | | 4100-051100-1265-519-510 | 588.16 | | | | | Vehicle Maintenance Repairs | 01920 | # 1008167 |
| | | | | | | | .00 | | | | | EPY PMT TOTAL | | |
| | | | | | | | .00 | | | | | CPA PMT TOTAL | | |
| | | | | | | | .00 | | | | | TOTAL | | 588.16 |
| 0000000 | 001943 | MARK D. MILITANA MD PC | AUGUST 2023 | 8/01/2023 | | 4100-051500-1293-551-510 | 3.750.00 | | | | | Inmate Medical Expenses | 01920 | SUSSEX SHERIFF |
| | | | | | | | .00 | | | | | EPY PMT TOTAL | | |
| | | | | | | | .00 | | | | | CPA PMT TOTAL | | |
| | | | | | | | .00 | | | | | TOTAL | | 3.750.00 |
| 0000000 | 999999 | MCGHEE, ROBIN H. | RM 090523 | 8/30/2023 | | 4100-061100-1264-612-610 | 29.80 | | | | | Mileage | 01920 | REIMBURSEMENT |
| | | | | | | | .00 | | | | | EPY PMT TOTAL | | |
| | | | | | | | .00 | | | | | CPA PMT TOTAL | | |
| | | | | | | | .00 | | | | | TOTAL | | 29.80 |
| 0000000 | 001983 | MID-ATLANTIC PEST AND LAW | 4609 | 9/01/2023 | | 4100-021200-1274-221-210 | 440.00 | | | | | Grounds Maintenance & Repairs | 01920 | SUSSEX COUNTY |
| 0000000 | 001983 | | 4610 | 9/01/2023 | | 4100-021200-1274-221-210 | 320.00 | | | | | Grounds Maintenance & Repairs | 01920 | SUSSEX COUNTY |
| | | | | | | | .00 | | | | | EPY PMT TOTAL | | |
| | | | | | | | .00 | | | | | CPA PMT TOTAL | | |
| | | | | | | | .00 | | | | | TOTAL | | 760.00 |
| 0000000 | 999999 | NEWMAN, MICHAEL | MN 0823 | 9/05/2023 | | 4100-051500-1215-551-510 | 207.90 | | | | | Inmate Pay | 01920 | INMATE PAY |
| | | | | | | | .00 | | | | | EPY PMT TOTAL | | |
| | | | | | | | .00 | | | | | CPA PMT TOTAL | | |
| | | | | | | | .00 | | | | | TOTAL | | 207.90 |
| 0000000 | 000056 | OWEN FORD, INC | 103900 | 6/05/2023 | | 4100-021500-1265-253-210 | 200.00 | | | | | Vehicle Maintenance & Repairs | 01920 | SUSSEX COUNTY |
| 0000000 | 000056 | | 23620 | 8/01/2023 | | 4100-021500-1265-253-210 | 133.65 | | | | | Vehicle Maintenance & Repairs | 01920 | SUSSEX PUBLIC SAFE |
| 0000000 | 000056 | | 23787 | 8/14/2023 | | 4100-021200-1265-221-210 | 879.38 | | | | | Vehicle Maintenance & Repairs | 01920 | SUSSEX BLDG&GRNDS |
| | | | | | | | .00 | | | | | EPY PMT TOTAL | | |
| | | | | | | | .00 | | | | | CPA PMT TOTAL | | |
| | | | | | | | .00 | | | | | TOTAL | | 1.213.03 |
| 0000000 | 001246 | PHILLIPS TELECOMMUNICATIONS | 33499 | 9/05/2023 | | 4100-021600-1234-263-210 | 492.55 | | | | | Telecommunications | 01920 | SUSSEX COUNTY |
| | | | | | | | .00 | | | | | EPY PMT TOTAL | | |
| | | | | | | | .00 | | | | | CPA PMT TOTAL | | |
| | | | | | | | .00 | | | | | TOTAL | | 492.55 |
| 0000000 | 000164 | PITNEY-BOWES, LLC | 1023010086 | 4/27/2023 | | 4100-063100-1252-632-630 | 156.84 | | | | | Equipment Lease/Rental | 01920 | # 18433172 |
| | | | | | | | .00 | | | | | EPY PMT TOTAL | | |
| | | | | | | | .00 | | | | | CPA PMT TOTAL | | |
| | | | | | | | .00 | | | | | TOTAL | | 156.84 |
| 0000000 | 000061 | PRINCE GEORGE ELECTRIC | 1413003200 | 0823 | | 4100-021600-1276-263-210 | 49.21 | | | | | Electric | 01920 | # 1413003200 |

AP100 9/08/2023 SUSSEX COUNTY

A/P CHECK REGISTER TIME-11:59:07 ActPd - 2023/08

| P.O. NO. | VENDOR NO. | VENDOR NAME | INVOICE NO. | INVOICE DATE | A/P ACCRL | ACCOUNT NO. | NET AMOUNT | CHECK NO. | ACH PMT | ACH PMT | G/L | ACCOUNT DESC. | BATCH | INV. DESCRIPTION |
|----------|-------------|----------------------------|-------------------|--------------|-----------|------------------------------|------------|---------------|---------|---------|-----|-------------------------------|--------------------------|------------------|
| 0000000 | 000061 | | 1423010000-0823 | 8/29/2023 | | 4100-021600-1276-263-210 | 85.81 | 226145 | | | | Electric | 01920 # 1423010000 | |
| 0000000 | 000061 | | 16670002000-823 | 8/29/2023 | | 4100-021600-1276-263-210 | 51.49 | 226145 | | | | Electric | 01920 # 1667000200 | |
| 0000000 | 000061 | | 2006028100 0823 | 8/03/2023 | | 4100-021600-1276-263-210 | 570.10 | 226145 | | | | Electric | 01920 # 2006028100 | |
| | DISC. TOTAL | .00 | CHECK TOTAL | 756.61 | | ACH PMT TOTAL | .00 | EPY PMT TOTAL | | | | TOTAL | 756.61 | |
| 0000000 | 002176 | R. W. BAKER & CO. | FUNERAL W2023-045 | 8/21/2023 | | 4100-051100-1227-512-510 | 800.00 | 226146 | | | | Medical Services inc/k9 | 01920 SUSSEX SHERIFF | |
| | DISC. TOTAL | .00 | CHECK TOTAL | 800.00 | | ACH PMT TOTAL | .00 | EPY PMT TOTAL | | | | TOTAL | 800.00 | |
| 0000000 | 001226 | R.M. WILKINSON OIL CO. INC | 588531 | 5/02/2023 | | 4100-021500-1279-251-210 | 84.18 | 226147 | | | | Propane Gas & Electric | 01920 SUSSEX PUBLIC SAFE | |
| 0000000 | 001226 | | 592111 | 6/30/2023 | | 4100-021500-1279-251-210 | 1.26 | 226147 | | | | Propane Gas & Electric | 01920 SUSSEX PUBLIC SAFE | |
| 0000000 | 001226 | | 593729 | 7/31/2023 | | 4100-021500-1279-251-210 | 1.26 | 226147 | | | | Propane Gas & Electric | 01920 SUSSEX PUBLIC SAFE | |
| | DISC. TOTAL | .00 | CHECK TOTAL | 86.70 | | ACH PMT TOTAL | .00 | EPY PMT TOTAL | | | | TOTAL | 86.70 | |
| 0000000 | 001160 | RAINES GARDEN CENTER | 096720 | 8/31/2023 | | 4100-021100-1299-211-210 | 40.00 | 226148 | | | | Miscellaneous Others | 01920 SUSSEX ADMIN | |
| | DISC. TOTAL | .00 | CHECK TOTAL | 40.00 | | ACH PMT TOTAL | .00 | EPY PMT TOTAL | | | | TOTAL | 40.00 | |
| 0000000 | 999999 | RICHARDSON, CORNELL | CR 0823 | 9/05/2023 | | 4100-051500-1215-551-510 | 218.70 | 226149 | | | | Inmate Pay | 01920 INMATE PAY | |
| | DISC. TOTAL | .00 | CHECK TOTAL | 218.70 | | ACH PMT TOTAL | .00 | EPY PMT TOTAL | | | | TOTAL | 218.70 | |
| 0000000 | 001758 | RIDEOUT EQUIPMENT CO. INC | 415 | 8/18/2023 | | 4100-021200-1274-221-210-601 | 12,000.00 | 226150 | | | | ARPA-Waverly Meadows Road | 01920 SUSSEX PUBLIC WORK | |
| | DISC. TOTAL | .00 | CHECK TOTAL | 12,000.00 | | ACH PMT TOTAL | .00 | EPY PMT TOTAL | | | | TOTAL | 12,000.00 | |
| 0000000 | 001488 | RRS FOODSERVICE | 2297333 | 8/30/2023 | | 4100-051500-1246-551-510 | 2,807.08 | 226151 | | | | Food Supplies | 01920 # 118626 | |
| | DISC. TOTAL | .00 | CHECK TOTAL | 2,807.08 | | ACH PMT TOTAL | .00 | EPY PMT TOTAL | | | | TOTAL | 2,807.08 | |
| 0000000 | 001935 | RUBBER STAMP CHAMP | 1272835 | 8/07/2023 | | 4100-021100-1241-211-210 | 68.00 | 226152 | | | | Office Supplies | 01920 SUSSEX ADMIN | |
| 0000000 | 001935 | | 1274191 | 8/17/2023 | | 4100-021100-1241-211-210 | 46.50 | 226152 | | | | Office Supplies | 01920 SUSSEX ADMIN | |
| | DISC. TOTAL | .00 | CHECK TOTAL | 114.50 | | ACH PMT TOTAL | .00 | EPY PMT TOTAL | | | | TOTAL | 114.50 | |
| 0000000 | 001618 | SHRED-IT USA, LLC | 8004615175 | 8/31/2023 | | 4100-021100-1228-211-210 | 263.44 | 226153 | | | | Contractual Services | 01920 # 1000528107 | |
| | DISC. TOTAL | .00 | CHECK TOTAL | 263.44 | | ACH PMT TOTAL | .00 | EPY PMT TOTAL | | | | TOTAL | 263.44 | |
| 0000000 | 001591 | SOUTHERN AUTO SALES, INC. | SA 072623 | 7/26/2023 | | 4100-021500-1265-253-210 | 55.00 | 226154 | | | | Vehicle Maintenance & Repairs | 01920 SUSSEX PUBLIC SAFE | |
| | DISC. TOTAL | .00 | CHECK TOTAL | 55.00 | | ACH PMT TOTAL | .00 | EPY PMT TOTAL | | | | TOTAL | 55.00 | |
| 0000000 | 000077 | SUSSEX SERVICE AUTHORITY | 292 | 7/31/2023 | | 4100-021600-1277-263-210 | 5,690.00 | 226155 | | | | Water Services | 01920 # 41638 | |
| | DISC. TOTAL | .00 | CHECK TOTAL | 5,690.00 | | ACH PMT TOTAL | .00 | EPY PMT TOTAL | | | | TOTAL | 5,690.00 | |
| 0000000 | 000963 | TIMMONS GROUP | 319995 | 8/08/2023 | | 4305-091400-0101- | 17,500.00 | 226156 | | | | Professional Service - Land | 01920 PROJ# 33994.007 | |
| | DISC. TOTAL | .00 | CHECK TOTAL | 17,500.00 | | ACH PMT TOTAL | .00 | EPY PMT TOTAL | | | | TOTAL | 17,500.00 | |
| 0000000 | 001833 | TRANSUNION RISK & ALTERNA | 5687311-202308-1 | 9/01/2023 | | 4100-051100-1229-512-510 | 80.80 | 226157 | | | | Other Professional Services | 01920 SUSSEX SHERIFF | |
| | DISC. TOTAL | .00 | CHECK TOTAL | 80.80 | | ACH PMT TOTAL | .00 | EPY PMT TOTAL | | | | TOTAL | 80.80 | |
| 0000000 | 001995 | TRUIST BANK | 2338 0823 01 | 7/25/2023 | | 4100-021100-1203-211-210 | 415.00 | 226158 | | | | Workshops and Conferences | 01920 # 4046011199882338 | |
| 0000000 | 001995 | | 2338 0823 02 | 7/25/2023 | | 4100-011100-1203-111-110 | 350.00 | 226158 | | | | Workshops and Conferences | 01920 # 4046011199882338 | |
| 0000000 | 001995 | | 2338 0823 03 | 7/25/2023 | | 4100-011100-1203-111-110 | 525.00 | 226158 | | | | Workshops and Conferences | 01920 # 4046011199882338 | |
| 0000000 | 001995 | | 2338 0823 04 | 7/25/2023 | | 4100-011100-1203-111-110 | 350.00 | 226158 | | | | Workshops and Conferences | 01920 # 4046011199882338 | |
| 0000000 | 001995 | | 2338 0823 05 | 7/25/2023 | | 4100-011100-1203-111-110 | 350.00 | 226158 | | | | Workshops and Conferences | 01920 # 4046011199882338 | |
| 0000000 | 001995 | | 2338 0823 06 | 7/25/2023 | | 4100-011100-1203-111-110 | 350.00 | 226158 | | | | Workshops and Conferences | 01920 # 4046011199882338 | |
| 0000000 | 001995 | | 2338 0823 07 | 7/25/2023 | | 4100-011100-1203-111-110 | 350.00 | 226158 | | | | Workshops and Conferences | 01920 # 4046011199882338 | |

| P.O. NO. | VENDOR NO. | VENDOR NAME | INVOICE NO. | INVOICE DATE | A/P ACCRL | ACCOUNT NO. | NET AMOUNT | CHECK NO. | ACH PMT | ACH PMT | G/L | ACCOUNT DESC. | BATCH | INV. DESCRIPTION |
|----------|------------|---------------------------|----------------|---------------|-----------|--------------------------|------------|---------------|---------|---------|-----|-------------------------------|-------|--------------------|
| 0000000 | 002050 | VIRGINIA AMERICAN WATER C | 976204-0823 | 8/21/2023 | | 4100-021200-1277-221-210 | 18.05 | 226165 | | | | Water Services | 01920 | #1027-210045976204 |
| | | DISC. TOTAL | .00 | ACH PMT TOTAL | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | | TOTAL | | 18.05 |
| 0000000 | 000873 | WASTE MANAGEMENT OF | 3332980-2425-3 | 8/16/2023 | | 4123-085000-5210- | 773.17 | 226166 | | | | Construction - Budget Project | 01920 | #28-91356-03000 |
| | | DISC. TOTAL | .00 | ACH PMT TOTAL | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | | TOTAL | | 773.17 |
| 0000000 | 002093 | WEX BANK | 90592847 | 7/23/2023 | | 4100-021600-1278-264-210 | 1.725.26 | 226167 | | | | Diesel Fuel | 01920 | # 0496-00-926622-2 |
| 0000000 | 002093 | | 90592847 | 7/23/2023 | | 4100-021200-1299-221-210 | 10.00 | 226167 | | | | Miscellaneous Oth./First Aid | 01920 | # 0496-00-926622-2 |
| 0000000 | 002093 | | 90592847 | 7/23/2023 | | 4100-021200-1299-221-210 | 14.08 | 226167 | | | | Miscellaneous Oth./First Aid | 01920 | # 0496-00-926622-2 |
| | | DISC. TOTAL | .00 | ACH PMT TOTAL | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | | TOTAL | | 1.749.34 |
| 0000000 | 000322 | WILLIAMS, GARY M. CLERK | DEED 090723 | 9/07/2023 | | 4100-021100-1299-211-210 | 72.00 | 226168 | | | | Miscellaneous Others | 01920 | GR052 LLC |
| | | DISC. TOTAL | .00 | ACH PMT TOTAL | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | | TOTAL | | 72.00 |
| 0000000 | 001966 | WOOTEN COMPANY, THE | 79341 | 9/01/2023 | | 4100-021200-1228-221-210 | 6.645.00 | 226169 | | | | Contractual Services-Schultz | 01920 | PROJ# 3399-E |
| | | DISC. TOTAL | .00 | ACH PMT TOTAL | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | | TOTAL | | 6.645.00 |
| 0000000 | 000093 | XEROX CORPORATION | 4705719 | 8/16/2023 | | 4100-061100-1252-612-610 | 106.36 | 226170 | | | | Equipment Lease/Rental | 01920 | # 020-0078186-001 |
| | | DISC. TOTAL | .00 | ACH PMT TOTAL | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | | TOTAL | | 106.36 |
| | | | .00 | ACH PMT TOTAL | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | | TOTAL | | 200.081.23 |
| | | | .00 | ACH PMT TOTAL | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | | TOTAL | | 200.081.23 |

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 200.081.23- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

9-8-23
 DATE
 Sep 8, 2023
9/8/23
 DATE

Richard Douglas
 DIRECTOR OF FINANCE
 COUNTY ADMINISTRATION
Deste J. Cox
 DESTA J. COX, TREASURER

| P.O. NO. | VENDOR NO. | VENDOR NAME | INVOICE NO. | INVOICE DATE | A/P ACCRL | ACCOUNT NO. | NET AMOUNT | CHECK NO. | ACH PMT | G/L | ACCOUNT DESC. | BATCH | INV. DESCRIPTION |
|----------|------------|--------------------------|----------------|--------------|-----------|--------------------------|------------|---------------|---------|-----|-------------------------------|--------------------------|------------------|
| 0000000 | 001917 | AMAZON CAPTIAL SERVICES | 1LYV-974D-69CP | 9/11/2023 | | 4100-023100-1241-291-230 | 44.99 | 226186 | | | Office Supplies | 01921 # AIUJ83SE5CTAJC | |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 44.99 | ACH PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | 44.99 | |
| 0000000 | 001746 | AMERICAN HOUSING SPECIAL | 23-23 | 9/04/2023 | | 4100-021400-9003-244-210 | 2,189.00 | 226187 | | | Pocahontas-CDBG Grant | 01921 632 RAILROAD AVENU | |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 2,189.00 | ACH PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | 2,189.00 | |
| 0000000 | 001676 | BERKLEY GROUP | WO#10 INV#4 | 9/05/2023 | | 4100-021500-1229-253-210 | 1,590.00 | 226188 | | | Other Professional Services | 01921 SOLAR PROJECT APP | |
| 0000000 | 001676 | | WO#12 INV#7 | 9/05/2023 | | 4100-021400-1225-241-210 | 4,346.72 | 226188 | | | Management Consulting Service | 01921 EMERGENCY MANAGEME | |
| 0000000 | 001676 | | WO#15A INV#4 | 9/05/2023 | | 4100-021400-1225-241-210 | 3,500.00 | 226188 | | | Management Consulting Service | 01921 PLANNER POSITION | |
| 0000000 | 001676 | | WO#15B INV#4 | 9/05/2023 | | 4100-021400-1225-241-210 | 7,098.00 | 226188 | | | Management Consulting Service | 01921 PLANNING DIRECTOR | |
| 0000000 | 001676 | | WO#2C INV#11 | 9/05/2023 | | 4100-021400-1228-241-210 | 150.00 | 226188 | | | Contractual Services | 01921 PLANNER PROJ DEV | |
| 0000000 | 001676 | | WO#5 INV#31 | 9/05/2023 | | 4100-021400-1225-241-210 | 500.00 | 226188 | | | Management Consulting Service | 01921 EROSION & SEDIMENT | |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 17,184.72 | ACH PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | 17,184.72 | |
| 0000000 | 001680 | BLUE 360 MEDIA.LLC | IN2304194267 | 8/30/2023 | | 4100-063100-1202-631-630 | 586.76 | 226189 | | | Pub.. Subsc.. Books, Ref. Mat | 01921 # B100105006505 | |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 586.76 | ACH PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | 586.76 | |
| 0000000 | 001639 | BMS DIRECT INC. | 203375P | 8/31/2023 | | 4100-041100-1231-411-410 | 8,160.00 | 226190 | | | Postage | 01921 # MW421 | |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 8,160.00 | ACH PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | 8,160.00 | |
| 0000000 | 000183 | BRITT'S SERVICE CENTER | 648703 | 9/08/2023 | | 4100-051100-1265-515-510 | 79.95 | 226191 | | | Vehicle Maintenance & Repairs | 01921 SUSSEX SHERIFF | |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 79.95 | ACH PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | 79.95 | |
| 0000000 | 000738 | BUTLER'S TOWING AND | I002145 | 9/08/2023 | | 4100-051100-1265-512-510 | 19.00 | 226192 | | | Vehicle Maintenance & Repairs | 01921 SUSSEX SHERIFF | |
| 0000000 | 000738 | | I002148 | 9/08/2023 | | 4100-051100-1265-519-510 | 65.53 | 226192 | | | Vehicle Maintenance Repairs | 01921 SUSSEX SHERIFF | |
| 0000000 | 000738 | | I002162 | 9/11/2023 | | 4100-051100-1265-512-510 | 1,176.69 | 226192 | | | Vehicle Maintenance & Repairs | 01921 SUSSEX SHERIFF | |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 1,261.22 | ACH PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | 1,261.22 | |
| 0000000 | 000728 | CARQUEST OF WAKEFIELD | 15335-48513 | 9/01/2023 | | 4100-051100-1265-519-510 | 35.18 | 226193 | | | Vehicle Maintenance Repairs | 01921 # 5001 | |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 35.18 | ACH PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | 35.18 | |
| 0000000 | 001485 | CENTRAL AGRIBUSINESS | JR34244 | 9/05/2023 | | 4100-051500-1246-551-510 | 61.60 | 226194 | | | Food Supplies | 01921 SUSSEX SHERIFF | |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 61.60 | ACH PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | 61.60 | |
| 0000000 | 001630 | CHENEY BROTHERS | 12-925172354 | 9/06/2023 | | 4100-051500-1246-551-510 | 2,303.02 | 226195 | | | Food Supplies | 01921 # 60030700 | |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 2,303.02 | ACH PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | 2,303.02 | |
| 0000000 | 001449 | CONVERGENT TECHNOLOGIES | 25897 | 9/05/2023 | | 4100-051100-1224-516-510 | 359.00 | 226196 | | | Information System Services | 01921 SUSSEX SHERIFF | |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 359.00 | ACH PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | 359.00 | |
| 0000000 | 000020 | COWLING BROTHERS | 333252 | 8/02/2023 | | 4100-051500-1272-551-510 | 15.26 | 226197 | | | Building Maintenance & Repair | 01921 # SCJ001 | |
| 0000000 | 000020 | | 333508 | 8/08/2023 | | 4100-051100-1245-512-510 | 86.88 | 226197 | | | Law Enforcement Supplies | 01921 # SCJ001 | |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 102.14 | ACH PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | 102.14 | |
| 0000000 | 000871 | CRYSTAL SPRINGS | 6091788 081723 | 8/17/2023 | | 4100-062100-1277-621-620 | 71.95 | 226198 | | | Water Services | 01921 # 11421076091788 | |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 71.95 | ACH PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | 71.95 | |
| 0000000 | 000510 | D.O.C. FARMER'S MARKET | MKT102847 | 9/11/2023 | | 4100-051500-1246-551-510 | 228.85 | 226199 | | | Food Supplies | 01921 SUSSEX COUNTY JAIL | |
| 0000000 | 000510 | | MKT102847-1 | 9/11/2023 | | 4100-051500-1246-551-510 | 116.55 | 226199 | | | Food Supplies | 01921 SUSSEX COUNTY JAIL | |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 345.40 | ACH PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | 345.40 | |

| P.O. NO. | VENDOR NO. | VENDOR NAME | INVOICE NO. | INVOICE DATE | A/P ACCRL | ACCOUNT NO. | NET AMOUNT | CHECK NO. | ACH PMT | ACH PMT | G/L ACCOUNT DESC. | BATCH INV. DESCRIPTION |
|----------|------------|---------------------------|-----------------|--------------|---------------|------------------------------|------------|---------------|---------|---------|-------------------------------|--------------------------|
| 0000000 | 000193 | DEPART OF MOTOR VEHICLES | 202324300803 | 9/11/2023 | | 4100-041100-1299-411-410 | 2,450.00 | 226200 | | | Misc.Oth-DMV Stops | 01921 # 546001642019 |
| | | DISC. TOTAL .00 | CHECK TOTAL | 2,450.00 | ACH PMT TOTAL | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | .00 TOTAL | 2,450.00 |
| 0000000 | 002018 | DILLARD ELECTRICAL | DE 091323 | 9/13/2023 | | 4100-021200-1273-221-210 | 495.00 | 226201 | | | Building Systems Main & Repai | 01921 SUSSEX COURTHOUSE |
| | | DISC. TOTAL .00 | CHECK TOTAL | 495.00 | ACH PMT TOTAL | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | .00 TOTAL | 495.00 |
| 0000000 | 001651 | DOCUMENT SYSTEMS | 132916 | 9/01/2023 | | 4100-021400-1252-241-210 | 68.83 | 226202 | | | Equipment Lease/Rental | 01921 # SC16 |
| 0000000 | 001651 | | 133046 | 9/07/2023 | | 4100-021100-1252-211-210 | 99.00 | 226202 | | | Equipment Lease/Rental | 01921 # SC05-004 |
| | | DISC. TOTAL .00 | CHECK TOTAL | 167.83 | ACH PMT TOTAL | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | .00 TOTAL | 167.83 |
| 0000000 | 000084 | DOMINION VIRGINIA POWER | 2406362505 0823 | 8/30/2023 | | 4100-051500-1276-551-510 | 2,987.26 | 226203 | | | Electric | 01921 # 2406362505 |
| 0000000 | 000084 | | 4714897313-0823 | 8/29/2023 | | 4100-021600-1276-263-210 | 140.99 | 226203 | | | Electric | 01921 # 4714897313 |
| 0000000 | 000084 | | 4723819456-0823 | 9/01/2023 | | 4100-021600-1276-263-210 | 37.04 | 226203 | | | Electric | 01921 # 4723819456 |
| 0000000 | 000084 | | 5690307508-0823 | 8/28/2023 | | 4100-021500-1279-251-210 | 217.31 | 226203 | | | Propane Gas & Electric | 01921 # 5690307508 |
| 0000000 | 000084 | | 6138125478-0823 | 8/31/2023 | | 4100-021600-1276-264-210 | 26.64 | 226203 | | | Electric | 01921 # 6138125478 |
| 0000000 | 000084 | | 7248699964-0823 | 8/31/2023 | | 4100-021600-1276-263-210 | 1,052.43 | 226203 | | | Electric | 01921 # 7248699964 |
| 0000000 | 000084 | | 7378703693 0923 | 9/01/2023 | | 4100-021600-1276-266-210 | 69.10 | 226203 | | | Electric | 01921 # 7378703693 |
| 0000000 | 000084 | | 9293060001-0823 | 8/31/2023 | | 4100-021600-1276-266-210 | 75.07 | 226203 | | | Electric | 01921 # 9293060001 |
| 0000000 | 000084 | | 963166285-0823 | 8/31/2023 | | 4100-021600-1276-263-210 | 215.41 | 226203 | | | Electric | 01921 # 963166285 |
| | | DISC. TOTAL .00 | CHECK TOTAL | 4,821.25 | ACH PMT TOTAL | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | .00 TOTAL | 4,821.25 |
| 0000000 | 002157 | EMERGENCY SOLUTIONS, INC. | 700 | 9/07/2023 | | 4100-021500-2110-252-210-524 | 71,950.00 | 226204 | | | Emergency Med. SVC - Pd EMT. | 01921 SUSSEX COUNTY |
| | | DISC. TOTAL .00 | CHECK TOTAL | 71,950.00 | ACH PMT TOTAL | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | .00 TOTAL | 71,950.00 |
| 0000000 | 001692 | FERRELLGAS | 1123450679B2 | 5/18/2023 | | 4100-021600-1279-263-210 | 908.56 | 226205 | | | Propane | 01921 # 112364120 |
| 0000000 | 001692 | | 1123482396B1 | 5/19/2023 | | 4100-021600-1279-263-210 | 689.24 | 226205 | | | Propane | 01921 # 112364120 |
| 0000000 | 001692 | | 2033037980B1 | 7/06/2023 | | 4100-021600-1279-263-210 | 416.74 | 226205 | | | Propane | 01921 # 112364120 |
| | | DISC. TOTAL .00 | CHECK TOTAL | 2,014.54 | ACH PMT TOTAL | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | .00 TOTAL | 2,014.54 |
| 0000000 | 002137 | FLOCK SAFETY | INV-21632 | 9/05/2023 | | 4100-051100-1245-512-510-603 | 18,550.00 | 226206 | | | SWAT ARPA Grant-Supplies | 01921 SUSSEX SHERIFF |
| | | DISC. TOTAL .00 | CHECK TOTAL | 18,550.00 | ACH PMT TOTAL | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | .00 TOTAL | 18,550.00 |
| 0000000 | 002030 | FLORES & ASSOCIATES,LLC | 472796 | 9/05/2023 | | 4100-093200-9403- | 434.00 | 226207 | | | HRA Admin Fee | 01921 SUSSEX COUNTY |
| | | DISC. TOTAL .00 | CHECK TOTAL | 434.00 | ACH PMT TOTAL | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | .00 TOTAL | 434.00 |
| 0000000 | 000152 | GALLS, LLC | 025484720 | 8/25/2023 | | 4100-051100-1244-512-510 | 91.70 | 226208 | | | Uniform Services | 01921 # 5417395 |
| 0000000 | 000152 | | 025484721 | 8/25/2023 | | 4100-051500-1244-551-510 | 91.70 | 226208 | | | Uniform Services | 01921 # 5417395 |
| 0000000 | 000152 | | 025484722 | 8/25/2023 | | 4100-051500-1244-551-510 | 91.70 | 226208 | | | Uniform Services | 01921 # 5417395 |
| | | DISC. TOTAL .00 | CHECK TOTAL | 275.10 | ACH PMT TOTAL | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | .00 TOTAL | 275.10 |
| 0000000 | 001747 | HERC RENTALS INC. | 33423577-012 | 9/11/2023 | | 4100-021600-1252-264-210 | 1,166.83 | 226209 | | | Equipment Lease/Rental | 01921 # 3041262 |
| | | DISC. TOTAL .00 | CHECK TOTAL | 1,166.83 | ACH PMT TOTAL | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | .00 TOTAL | 1,166.83 |
| 0000000 | 000932 | INTERNATIONAL CODE | 1001740436 | 8/17/2023 | | 4100-021400-1202-242-210 | 158.00 | 226210 | | | Publ., Subsc., Books, Ref. Ma | 01921 ACCT# 5165291 |
| | | DISC. TOTAL .00 | CHECK TOTAL | 158.00 | ACH PMT TOTAL | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | .00 TOTAL | 158.00 |
| 0000000 | 001616 | INTRENSIC LLC | 1560 | 7/05/2023 | | 4100-051100-1245-512-510 | 757.80 | 226211 | | | Law Enforcement Supplies | 01921 SUSSEX SHERIFF |
| | | DISC. TOTAL .00 | CHECK TOTAL | 757.80 | ACH PMT TOTAL | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | .00 TOTAL | 757.80 |
| 0000000 | 000885 | JARRATT FAST SHOP | 106 | 9/11/2023 | | 4100-051500-1246-551-510 | 58.80 | 226212 | | | Food Supplies | 01921 SUSSEX COUNTY JAIL |
| | | DISC. TOTAL .00 | CHECK TOTAL | 58.80 | ACH PMT TOTAL | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | .00 TOTAL | 58.80 |

| P.O. NO. | VENDOR NO. | VENDOR NAME | INVOICE NO. | INVOICE DATE | A/P ACCRL | ACCOUNT NO. | NET AMOUNT | CHECK NO. | ACH PMT | ACH PMT | G/L | ACCOUNT DESC. | BATCH | INV. DESCRIPTION |
|----------|------------|--------------------------|-------------|--------------|-----------|--------------------------|------------|---------------|---------|---------------|-----|-------------------------------|--------------------------|------------------|
| 0000000 | 000049 | JARRATT HARDWARE | 2308-163870 | 8/04/2023 | | 4100-051500-1272-551-510 | 9.49 | 226213 | | | | Building Maintenance & Repair | 01921 # 159 | |
| 0000000 | 000049 | | 2308-163969 | 8/05/2023 | | 4100-051500-1272-551-510 | 5.29 | 226213 | | | | Building Maintenance & Repair | 01921 # 159 | |
| 0000000 | 000049 | | 2308-164028 | 8/08/2023 | | 4100-051500-1272-551-510 | 5.29 | 226213 | | | | Building Maintenance & Repair | 01921 # 159 | |
| 0000000 | 000049 | | 2308-164388 | 8/10/2023 | | 4100-051500-1272-551-510 | 105.04 | 226213 | | | | Building Maintenance & Repair | 01921 # 159 | |
| 0000000 | 000049 | | 2308-164420 | 8/10/2023 | | 4100-051500-1272-551-510 | 82.47 | 226213 | | | | Building Maintenance & Repair | 01921 # 159 | |
| 0000000 | 000049 | | 2308-164422 | 8/10/2023 | | 4100-051500-1272-551-510 | 35.54 | 226213 | | | | Building Maintenance & Repair | 01921 # 159 | |
| 0000000 | 000049 | | 2308-164693 | 8/14/2023 | | 4100-051500-1272-551-510 | 64.47 | 226213 | | | | Building Maintenance & Repair | 01921 # 159 | |
| 0000000 | 000049 | | 2308-164764 | 8/14/2023 | | 4100-051500-1272-551-510 | 6.79 | 226213 | | | | Building Maintenance & Repair | 01921 # 159 | |
| 0000000 | 000049 | | 2308-164791 | 8/15/2023 | | 4100-051500-1272-551-510 | 18.00 | 226213 | | | | Building Maintenance & Repair | 01921 # 159 | |
| 0000000 | 000049 | | 2308-165144 | 8/18/2023 | | 4100-051500-1272-551-510 | 15.99 | 226213 | | | | Building Maintenance & Repair | 01921 # 159 | |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 172.85 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | | .00 | TOTAL | 172.85 |
| 0000000 | 000049 | JARRATT HARDWARE | 2308-165292 | 8/21/2023 | | 4100-051500-1272-551-510 | 7.29 | 226214 | | | | Building Maintenance & Repair | 01921 # 159 | |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 7.29 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | | .00 | TOTAL | 7.29 |
| 0000000 | 000044 | JIMMY MATTHEWS TOWING & | 50773 | 8/05/2023 | | 4100-051100-1265-512-510 | 200.00 | 226215 | | | | Vehicle Maintenance & Repairs | 01921 SUSSEX SHERIFF DEP | |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 200.00 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | | .00 | TOTAL | 200.00 |
| 0000000 | 001281 | NAFECO | 1195986 | 3/08/2023 | | 4100-021500-1259-251-210 | 5,731.00 | 226216 | | | | Other Equipment Purchases | 01921 SUSSEX PUBLIC SAFE | |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 5,731.00 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | | .00 | TOTAL | 5,731.00 |
| 0000000 | 001246 | PHILLIPS TELECOMMUNICION | 33386 | 7/02/2023 | | 4100-021600-1234-263-210 | 492.55 | 226217 | | | | Telecommunications | 01921 SUSSEX COUNTY | |
| 0000000 | 001246 | | 33400 | 7/16/2023 | | 4100-021600-1234-263-210 | 592.65 | 226217 | | | | Telecommunications | 01921 SUSSEX COUNTY | |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 1,085.20 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | | .00 | TOTAL | 1,085.20 |
| 0000000 | 000164 | PITNEY-BOWES, LLC | 3317952076 | 8/30/2023 | | 4100-041100-1252-411-410 | 146.34 | 226218 | | | | Equipment Lease/Rental | 01921 # 11643517 | |
| 0000000 | 000164 | | 3317967325 | 8/30/2023 | | 4100-021100-1252-211-210 | 1,394.70 | 226218 | | | | Equipment Lease/Rental | 01921 # 16519256 | |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 1,541.04 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | | .00 | TOTAL | 1,541.04 |
| 0000000 | 000061 | PRINCE GEORGE ELECTRIC | 2006028100 | 9/06/2023 | | 4100-021600-1276-263-210 | 528.48 | 226219 | | | | Eletric | 01921 # 2006028100 | |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 528.48 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | | .00 | TOTAL | 528.48 |
| 0000000 | 002083 | READ'S UNIFORMS INC. | 206418-99 | 9/06/2023 | | 4100-051500-1244-551-510 | 192.14 | 226220 | | | | Uniform Services | 01921 # 16956-99 | |
| 0000000 | 002083 | | 206420-99 | 9/06/2023 | | 4100-051500-1244-551-510 | 206.56 | 226220 | | | | Uniform Services | 01921 # 16956-99 | |
| 0000000 | 002083 | | 206421-99 | 9/06/2023 | | 4100-051100-1244-512-510 | 143.43 | 226220 | | | | Uniform Services | 01921 # 16956-99 | |
| 0000000 | 002083 | | 206423-99 | 9/06/2023 | | 4100-051500-1244-551-510 | 163.12 | 226220 | | | | Uniform Services | 01921 # 16956-99 | |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 705.25 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | | .00 | TOTAL | 705.25 |
| 0000000 | 001023 | RICOH USA, INC. | 38398721 | 8/11/2023 | | 4100-063100-1252-632-630 | 232.32 | 226221 | | | | Equipment Lease/Rental | 01921 # 37023603 | |
| 0000000 | 001023 | | 38398721 | 8/11/2023 | | 4100-063100-1252-631-630 | 232.33 | 226221 | | | | Equipment Lease/Rental | 01921 # 37023603 | |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 464.65 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | | .00 | TOTAL | 464.65 |
| 0000000 | 001488 | RRS FOODSERVICE | 2288758 | 6/07/2023 | | 4100-051500-1246-551-510 | 910.30 | 226222 | | | N | Food Supplies | 01921 # 118626 | |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 910.30 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | | .00 | TOTAL | 910.30 |
| 0000000 | 000832 | SAM'S CLUB DIRECT | 001829 | 8/07/2023 | | 4100-051500-1247-551-510 | 934.72 | 226223 | | | | Janitorial Supplies | 01921 # 0402188473177 | |
| 0000000 | 000832 | | 001829 | 8/07/2023 | | 4100-051500-1247-551-510 | 265.40 | 226223 | | | | Janitorial Supplies | 01921 # 0402188473177 | |
| 0000000 | 000832 | | 008725 | 7/27/2023 | | 4100-051100-1299-512-510 | 210.98 | 226223 | | | | Miscellaneous Others | 01921 # 0402188473177 | |
| 0000000 | 000832 | | 008728 | 7/27/2023 | | 4100-051500-1246-551-510 | 57.80 | 226223 | | | | Food Supplies | 01921 # 0402188473177 | |
| 0000000 | 000832 | | 008729 | 7/27/2023 | | 4100-051500-1246-551-510 | 9.98 | 226223 | | | | Food Supplies | 01921 # 0402188473177 | |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 948.08 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | | .00 | TOTAL | 948.08 |

| P.O. NO. | VENDOR NO. | VENDOR NAME | INVOICE NO. | INVOICE DATE | A/P ACCRL | ACCOUNT NO. | NET AMOUNT | CHECK NO. | ACH PMT | ACH PMT | G/L | ACCOUNT DESC. | BATCH | INV. DESCRIPTION |
|----------|------------|-----------------------------|-----------------|--------------|-----------|--------------------------|------------|-----------|---------|---------|-----|-------------------------------|-------|--------------------|
| 0000000 | 001787 | SIMPLE COM | 24600-OTS | 9/06/2023 | | 4100-051100-1224-512-510 | 25.00 | 226224 | | | | Information System Services | 01921 | SUSSEX SHERIFF |
| 0000000 | 001787 | | 24600-OTS | 9/06/2023 | | 4100-051500-1224-551-510 | 25.00 | 226224 | | | | Information Systems Services | 01921 | SUSSEX SHERIFF |
| | | DISC. TOTAL | | | .00 | CHECK TOTAL | 50.00 | | | | | ACH PMT TOTAL | | 50.00 |
| 0000000 | 001975 | STAPLES, INC. | 7612890570-0-1 | 8/09/2023 | | 4100-021400-1241-242-210 | 80.12 | 226225 | | | | Office Supplies | 01921 | # 660883 |
| 0000000 | 001975 | | 7902631443-0-1 | 7/26/2023 | | 4100-021400-1241-242-210 | 43.56 | 226225 | | | | Office Supplies | 01921 | # 660883 |
| | | DISC. TOTAL | | | .00 | CHECK TOTAL | 123.68 | | | | | ACH PMT TOTAL | | 123.68 |
| 0000000 | 002022 | STAR2STAR COMMUNICATIONS, L | SUB01617403 | 9/05/2023 | | 4100-021600-1234-263-210 | 218.18 | 226226 | | | | Telecommunications | 01921 | # 812800 |
| | | DISC. TOTAL | | | .00 | CHECK TOTAL | 218.18 | | | | | ACH PMT TOTAL | | 218.18 |
| 0000000 | 000067 | STONY CREEK PHARMACY | SCP 0823 | 9/07/2023 | | 4100-051500-1293-551-510 | 511.82 | 226227 | | | | Inmate Medical Expenses | 01921 | SUSSEX SHERIFF DEP |
| | | DISC. TOTAL | | | .00 | CHECK TOTAL | 511.82 | | | | | ACH PMT TOTAL | | 511.82 |
| 0000000 | 001215 | SUSSEX COUNTY SCHOOL | 091123 | 9/11/2023 | | 4100-021100-1299-211-210 | 609.00 | 226228 | | | | Miscellaneous Others | 01921 | SUSSEX COUNTY |
| | | DISC. TOTAL | | | .00 | CHECK TOTAL | 609.00 | | | | | ACH PMT TOTAL | | 609.00 |
| 0000000 | 000077 | SUSSEX SERVICE AUTHORITY | 1814040098 0823 | 8/31/2023 | | 4100-021600-1277-263-210 | 34.50 | 226229 | | | | Water Services | 01921 | # 1814040098 |
| | | DISC. TOTAL | | | .00 | CHECK TOTAL | 34.50 | | | | | ACH PMT TOTAL | | 34.50 |
| 0000000 | 000485 | THOMSON WEST | 848912108 | 9/01/2023 | | 4100-063100-1202-631-630 | 54.00 | 226230 | | | | Pub., Subsc., Books, Ref. Mat | 01921 | # 1005559182 |
| | | DISC. TOTAL | | | .00 | CHECK TOTAL | 54.00 | | | | | ACH PMT TOTAL | | 54.00 |
| 0000000 | 000080 | TRI CITY OFFICE PRODUCTS | 150045-00 | 2/17/2023 | | 4100-063100-1241-631-630 | 239.44 | 226231 | | | | Office Supplies | 01921 | # SXCWAT |
| 0000000 | 000080 | | 150508-01 | 8/29/2023 | | 4100-062100-1241-621-620 | 157.14 | 226231 | | | | Office Supplies | 01921 | # SXCC |
| 0000000 | 000080 | | 150577-00 | 8/30/2023 | | 4100-062100-1241-621-620 | 384.26 | 226231 | | | | Office Supplies | 01921 | # SXCC |
| 0000000 | 000080 | | 150578-00 | 9/06/2023 | | 4100-041100-1241-411-410 | 20.92 | 226231 | | | | Office Supplies | 01921 | # STO |
| | | DISC. TOTAL | | | .00 | CHECK TOTAL | 801.76 | | | | | ACH PMT TOTAL | | 801.76 |
| 0000000 | 000090 | WAVERLY MOTORS, INC | 17721 | 8/08/2023 | | 4100-051100-1265-512-510 | 20.00 | 226232 | | | | Vehicle Maintenance & Repairs | 01921 | SUSSEX SHERIFF |
| 0000000 | 000090 | | 17743-1 | 8/24/2023 | | 4100-051100-1265-512-510 | 20.00 | 226232 | | | | Vehicle Maintenance & Repairs | 01921 | SUSSEX SHERIFF |
| | | DISC. TOTAL | | | .00 | CHECK TOTAL | 40.00 | | | | | ACH PMT TOTAL | | 40.00 |
| 0000000 | 002158 | WILBERT WILLIAMS AND SONS | 08212023 | 8/31/2023 | | 4100-021400-9003-244-210 | 27,505.80 | 226233 | | | | Pocahontas-CDBG Grant | 01921 | 632 RAILROAD AVE |
| | | DISC. TOTAL | | | .00 | CHECK TOTAL | 27,505.80 | | | | | ACH PMT TOTAL | | 27,505.80 |
| 0000000 | 001078 | WILKINS & COMPANY, INC | 617 RAILROAD A | 9/07/2023 | | 4100-021400-9003-244-210 | 1,518.00 | 226234 | | | | Pocahontas-CDBG Grant | 01921 | 617 RAILROAD |
| | | DISC. TOTAL | | | .00 | CHECK TOTAL | 1,518.00 | | | | | ACH PMT TOTAL | | 1,518.00 |
| 0000000 | 000322 | WILLIAMS, GARY M., CLERK | DEED 090823 | 9/08/2023 | | 4123-085000-5210- | 26.00 | 226235 | | | | Construction - Budget Project | 01921 | DEED 612 HIGGINS S |
| | | DISC. TOTAL | | | .00 | CHECK TOTAL | 26.00 | | | | | ACH PMT TOTAL | | 26.00 |
| 0000000 | 001966 | WOOTEN COMPANY, THE | 79364 | 9/06/2023 | | 4305-091400-0101- | 7,700.00 | 226236 | | | | Professional Service - Land | 01921 | PROJ# 3399-G |
| | | DISC. TOTAL | | | .00 | CHECK TOTAL | 7,700.00 | | | | | ACH PMT TOTAL | | 7,700.00 |
| 0000000 | 001978 | YELVERTON, FAYE | FY 090723 | 9/07/2023 | | 4100-061100-1244-612-610 | 68.00 | 226237 | | | | Uniforms | 01921 | REIMBURSEMENT |
| 0000000 | 001978 | | FY 090723 | 9/07/2023 | | 4100-061100-1241-612-610 | 9.99 | 226237 | | | | Office Supplies | 01921 | REIMBURSEMENT |
| 0000000 | 001978 | | FY 090723 | 9/07/2023 | | 4100-061100-1241-612-610 | 26.99 | 226237 | | | | Office Supplies | 01921 | REIMBURSEMENT |
| 0000000 | 001978 | | FY 090723 | 9/07/2023 | | 4100-061100-1241-612-610 | 1.96 | 226237 | | | | Office Supplies | 01921 | REIMBURSEMENT |
| | | DISC. TOTAL | | | .00 | CHECK TOTAL | 106.94 | | | | | ACH PMT TOTAL | | 106.94 |
| | | | | | .00 | CHECK TOTAL | 187,677.90 | | | | | ACH PMT TOTAL | | 187,677.90 |
| | | | | | .00 | CHECK TOTAL | 187,677.90 | | | | | ACH PMT TOTAL | | 187,677.90 |

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.

THE TOTAL 187,677.90-

EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

9-15-23

DATE

DATE

DATE



DIRECTOR OF FINANCE

COUNTY ADMINISTRATION

DESTE J. COX, TREASURER

| P.O. NO. | VENDOR NO. | VENDOR NAME | INVOICE NO. | INVOICE DATE | A/P ACCRL | ACCOUNT NO. | NET AMOUNT | CHECK NO. | ACH PMT | G/L | ACCOUNT DESC. | BATCH | INV. DESCRIPTION |
|----------|------------|--------------------------|----------------|--------------|-----------|--------------------------|------------|-----------|---------|-----|-------------------------------|-------|--------------------------------|
| 0000000 | 001917 | AMAZON CAPTIAL SERVICES | 1LYV-9740-69CP | 9/11/2023 | | 4100-023100-1241-291-230 | 44.99 | 226186 | | | Office Supplies | 01921 | # AIUJ83SE5CTAJC 44.99 |
| | | DISC. TOTAL | CHECK TOTAL | | 44.99 | ACH PMT TOTAL | | | | | TOTAL | | |
| 0000000 | 001746 | AMERICAN HOUSING SPECIAL | 23-23 | 9/04/2023 | | 4100-021400-9003-244-210 | 2.189.00 | 226187 | | | Pocahontas-CDBG Grant | 01921 | 632 RAILROAD AVENU 2.189.00 |
| | | DISC. TOTAL | CHECK TOTAL | | 2.189.00 | ACH PMT TOTAL | | | | | TOTAL | | |
| 0000000 | 001676 | BERKLEY GROUP | WO#10 INV#4 | 9/05/2023 | | 4100-021500-1229-253-210 | 1.590.00 | 226188 | | | Other Professional Services | 01921 | SOLAR PROJECT APP |
| 0000000 | 001676 | | WO#12 INV#7 | 9/05/2023 | | 4100-021400-1225-241-210 | 4.346.72 | 226188 | | | Management Consulting Service | 01921 | EMERGENCY MANEGEME |
| 0000000 | 001676 | | WO#15A INV#4 | 9/05/2023 | | 4100-021400-1225-241-210 | 3.500.00 | 226188 | | | Management Consulting Service | 01921 | PLANNER POSITION |
| 0000000 | 001676 | | WO#15B INV#4 | 9/05/2023 | | 4100-021400-1225-241-210 | 7.098.00 | 226188 | | | Management Consulting Service | 01921 | PLANNING DIRECTOR |
| 0000000 | 001676 | | WO#2C INV#11 | 9/05/2023 | | 4100-021400-1228-241-210 | 150.00 | 226188 | | | Contractual Services | 01921 | PLANNER PROJ DEV |
| 0000000 | 001676 | | WO#5 INV#31 | 9/05/2023 | | 4100-021400-1225-241-210 | 500.00 | 226188 | | | Management Consulting Service | 01921 | EROSION & SEDIMENT |
| | | DISC. TOTAL | CHECK TOTAL | | 17.184.72 | ACH PMT TOTAL | | | | | TOTAL | | 17.184.72 |
| 0000000 | 001680 | BLUE 360 MEDIA.LLC | IN2304194267 | 8/30/2023 | | 4100-063100-1202-631-630 | 586.76 | 226189 | | | Pub.. Subsc.. Books. Ref. Mat | 01921 | # B100105006505 586.76 |
| | | DISC. TOTAL | CHECK TOTAL | | 586.76 | ACH PMT TOTAL | | | | | TOTAL | | |
| 0000000 | 001639 | BMS DIRECT INC. | 203375P | 8/31/2023 | | 4100-041100-1231-411-410 | 8.160.00 | 226190 | | | Postage | 01921 | # Mw421 8.160.00 |
| | | DISC. TOTAL | CHECK TOTAL | | 8.160.00 | ACH PMT TOTAL | | | | | TOTAL | | |
| 0000000 | 000183 | BRITT'S SERVICE CENTER | 648703 | 9/08/2023 | | 4100-051100-1265-515-510 | 79.95 | 226191 | | | Vehicle Maintenance & Repairs | 01921 | SUSSEX SHERIFF 79.95 |
| | | DISC. TOTAL | CHECK TOTAL | | 79.95 | ACH PMT TOTAL | | | | | TOTAL | | |
| 0000000 | 000738 | BUTLER'S TOWING AND | 1002145 | 9/08/2023 | | 4100-051100-1265-512-510 | 19.00 | 226192 | | | Vehicle Maintenance & Repairs | 01921 | SUSSEX SHERIFF |
| 0000000 | 000738 | | 1002148 | 9/08/2023 | | 4100-051100-1265-519-510 | 65.53 | 226192 | | | Vehicle Maintenance Repairs | 01921 | SUSSEX SHERIFF |
| 0000000 | 000738 | | 1002162 | 9/11/2023 | | 4100-051100-1265-512-510 | 1.176.69 | 226192 | | | Vehicle Maintenance & Repairs | 01921 | SUSSEX SHERIFF |
| | | DISC. TOTAL | CHECK TOTAL | | 1.261.22 | ACH PMT TOTAL | | | | | TOTAL | | 1.261.22 |
| 0000000 | 000728 | CARQUEST OF WAKEFIELD | 15335-48513 | 9/01/2023 | | 4100-051100-1265-519-510 | 35.18 | 226193 | | | Vehicle Maintenance Repairs | 01921 | # 5001 35.18 |
| | | DISC. TOTAL | CHECK TOTAL | | 35.18 | ACH PMT TOTAL | | | | | TOTAL | | |
| 0000000 | 001485 | CENTRAL AGRIBUSINESS | JR34244 | 9/05/2023 | | 4100-051500-1246-551-510 | 61.60 | 226194 | | | Food Supplies | 01921 | SUSSEX SHERIFF 61.60 |
| | | DISC. TOTAL | CHECK TOTAL | | 61.60 | ACH PMT TOTAL | | | | | TOTAL | | |
| 0000000 | 001630 | CHENEY BROTHERS | 12-925172354 | 9/06/2023 | | 4100-051500-1246-551-510 | 2.303.02 | 226195 | | | Food Supplies | 01921 | # 60030700 2.303.02 |
| | | DISC. TOTAL | CHECK TOTAL | | 2.303.02 | ACH PMT TOTAL | | | | | TOTAL | | |
| 0000000 | 001449 | CONVERGENT TECHNOLOGIES | 25897 | 9/05/2023 | | 4100-051100-1224-516-510 | 359.00 | 226196 | | | Information System Services | 01921 | SUSSEX SHERIFF 359.00 |
| | | DISC. TOTAL | CHECK TOTAL | | 359.00 | ACH PMT TOTAL | | | | | TOTAL | | |
| 0000000 | 000020 | COWLING BROTHERS | 333252 | 8/02/2023 | | 4100-051500-1272-551-510 | 15.26 | 226197 | | | Building Maintenance & Repair | 01921 | # SCJ001 |
| 0000000 | 000020 | | 333508 | 8/08/2023 | | 4100-051100-1245-512-510 | 86.88 | 226197 | | | Law Enforcement Supplies | 01921 | # SCJ001 |
| | | DISC. TOTAL | CHECK TOTAL | | 102.14 | ACH PMT TOTAL | | | | | TOTAL | | 102.14 |
| 0000000 | 000871 | CRYSTAL SPRINGS | 6091788 081723 | 8/17/2023 | | 4100-062100-1277-621-620 | 71.95 | 226198 | | | Water Services | 01921 | # 11421076091788 71.95 |
| | | DISC. TOTAL | CHECK TOTAL | | 71.95 | ACH PMT TOTAL | | | | | TOTAL | | |
| 0000000 | 000510 | D.O.C. FARMER'S MARKET | MKT102847 | 9/11/2023 | | 4100-051500-1246-551-510 | 228.85 | 226199 | | | Food Supplies | 01921 | SUSSEX COUNTY JAIL |
| 0000000 | 000510 | | MKT102847-1 | 9/11/2023 | | 4100-051500-1246-551-510 | 116.55 | 226199 | | | Food Supplies | 01921 | SUSSEX COUNTY JAIL |
| | | DISC. TOTAL | CHECK TOTAL | | 345.40 | ACH PMT TOTAL | | | | | TOTAL | | 345.40 |

| P.O. NO. | VENDOR NO. | VENDOR NAME | INVOICE NO. | INVOICE DATE | A/P ACCRL | ACCOUNT NO. | NET AMOUNT | CHECK NO. | ACH PMT | ACH PMT | G/L ACCOUNT DESC. | BATCH INV. DESCRIPTION |
|----------|------------|---------------------------|-----------------|--------------|-----------|------------------------------|------------|---------------|---------|---------|--------------------------------|--------------------------|
| 0000000 | 000193 | DEPART OF MOTOR VEHICLES | 202324300803 | 9/11/2023 | | 4100-041100-1299-411-410 | 2,450.00 | 226200 | | | Misc.Oth-DMV Stops | 01921 # 546001642019 |
| | DISC. | TOTAL | .00 | CHECK TOTAL | 2,450.00 | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | 2,450.00 |
| 0000000 | 002018 | DILLARD ELECTRICAL | DE 091323 | 9/13/2023 | | 4100-021200-1273-221-210 | 495.00 | 226201 | | | Building Systems Main & Repair | 01921 SUSSEX COURTHOUSE |
| | DISC. | TOTAL | .00 | CHECK TOTAL | 495.00 | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | 495.00 |
| 0000000 | 001651 | DOCUMENT SYSTEMS | 132916 | 9/01/2023 | | 4100-021400-1252-241-210 | 68.83 | 226202 | | | Equipment Lease/Rental | 01921 # SC16 |
| 0000000 | 001651 | | 133046 | 9/07/2023 | | 4100-021100-1252-211-210 | 99.00 | 226202 | | | Equipment Lease/Rental | 01921 # SC05-004 |
| | DISC. | TOTAL | .00 | CHECK TOTAL | 167.83 | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | 167.83 |
| 0000000 | 000084 | DOMINION VIRGINIA POWER | 2406362505 0823 | 8/30/2023 | | 4100-051500-1276-551-510 | 2,987.26 | 226203 | | | Electric | 01921 # 2406362505 |
| 0000000 | 000084 | | 4714897313-0823 | 8/29/2023 | | 4100-021600-1276-263-210 | 140.99 | 226203 | | | Electric | 01921 # 4714897313 |
| 0000000 | 000084 | | 4723819456-0823 | 9/01/2023 | | 4100-021600-1276-263-210 | 37.04 | 226203 | | | Electric | 01921 # 4723819456 |
| 0000000 | 000084 | | 5690307508-0823 | 8/28/2023 | | 4100-021500-1279-251-210 | 217.31 | 226203 | | | Propane Gas & Electric | 01921 # 5690307508 |
| 0000000 | 000084 | | 6138125478-0823 | 8/31/2023 | | 4100-021600-1276-264-210 | 26.64 | 226203 | | | Electric | 01921 # 6138125478 |
| 0000000 | 000084 | | 7248699964-0823 | 8/31/2023 | | 4100-021600-1276-263-210 | 1,052.43 | 226203 | | | Electric | 01921 # 7248699964 |
| 0000000 | 000084 | | 7378703693 0923 | 9/01/2023 | | 4100-021600-1276-266-210 | 69.10 | 226203 | | | Electric | 01921 # 7378703693 |
| 0000000 | 000084 | | 9293060001-0823 | 8/31/2023 | | 4100-021600-1276-266-210 | 75.07 | 226203 | | | Electric | 01921 # 9293060001 |
| 0000000 | 000084 | | 963166285-0823 | 8/31/2023 | | 4100-021600-1276-263-210 | 215.41 | 226203 | | | Electric | 01921 # 963166285 |
| | DISC. | TOTAL | .00 | CHECK TOTAL | 4,821.25 | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | 4,821.25 |
| 0000000 | 002157 | EMERGENCY SOLUTIONS, INC. | 700 | 9/07/2023 | | 4100-021500-2110-252-210-524 | 71,950.00 | 226204 | | | Emergency Med. SVC - Pd EMT. | 01921 SUSSEX COUNTY |
| | DISC. | TOTAL | .00 | CHECK TOTAL | 71,950.00 | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | 71,950.00 |
| 0000000 | 001692 | FERRELLGAS | 1123450679B2 | 5/18/2023 | | 4100-021600-1279-263-210 | 908.56 | 226205 | | | Propane | 01921 # 112364120 |
| 0000000 | 001692 | | 1123482396B1 | 5/19/2023 | | 4100-021600-1279-263-210 | 689.24 | 226205 | | | Propane | 01921 # 112364120 |
| 0000000 | 001692 | | 2033037980B1 | 7/06/2023 | | 4100-021600-1279-263-210 | 416.74 | 226205 | | | Propane | 01921 # 112364120 |
| | DISC. | TOTAL | .00 | CHECK TOTAL | 2,014.54 | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | 2,014.54 |
| 0000000 | 002137 | FLOCK SAFETY | INV-21632 | 9/05/2023 | | 4100-051100-1245-512-510-603 | 18,550.00 | 226206 | | | SWAT ARPA Grant-Supplies | 01921 SUSSEX SHERIFF |
| | DISC. | TOTAL | .00 | CHECK TOTAL | 18,550.00 | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | 18,550.00 |
| 0000000 | 002030 | FLORES & ASSOCIATES,LLC | 472796 | 9/05/2023 | | 4100-093200-9403- | 434.00 | 226207 | | | HRA Admin Fee | 01921 SUSSEX COUNTY |
| | DISC. | TOTAL | .00 | CHECK TOTAL | 434.00 | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | 434.00 |
| 0000000 | 000152 | GALLS, LLC | 025484720 | 8/25/2023 | | 4100-051100-1244-512-510 | 91.70 | 226208 | | | Uniform Services | 01921 # 5417395 |
| 0000000 | 000152 | | 025484721 | 8/25/2023 | | 4100-051500-1244-551-510 | 91.70 | 226208 | | | Uniform Services | 01921 # 5417395 |
| 0000000 | 000152 | | 025484722 | 8/25/2023 | | 4100-051500-1244-551-510 | 91.70 | 226208 | | | Uniform Services | 01921 # 5417395 |
| | DISC. | TOTAL | .00 | CHECK TOTAL | 275.10 | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | 275.10 |
| 0000000 | 001747 | HERC RENTALS INC. | 33423577-012 | 9/11/2023 | | 4100-021600-1252-264-210 | 1,166.83 | 226209 | | | Equipment Lease/Rental | 01921 # 3041262 |
| | DISC. | TOTAL | .00 | CHECK TOTAL | 1,166.83 | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | 1,166.83 |
| 0000000 | 000932 | INTERNATIONAL CODE | 1001740436 | 8/17/2023 | | 4100-021400-1202-242-210 | 158.00 | 226210 | | | Publ.. Subsc.. Books, Ref. | Ma01921 ACCT# 5165291 |
| | DISC. | TOTAL | .00 | CHECK TOTAL | 158.00 | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | 158.00 |
| 0000000 | 001616 | INTRENSIC LLC | 1560 | 7/05/2023 | | 4100-051100-1245-512-510 | 757.80 | 226211 | | | Law Enforcement Supplies | 01921 SUSSEX SHERIFF |
| | DISC. | TOTAL | .00 | CHECK TOTAL | 757.80 | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | 757.80 |
| 0000000 | 000885 | JARRATT FAST SHOP | 106 | 9/11/2023 | | 4100-051500-1246-551-510 | 58.80 | 226212 | | | Food Supplies | 01921 SUSSEX COUNTY JAIL |
| | DISC. | TOTAL | .00 | CHECK TOTAL | 58.80 | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | 58.80 |

| P.O. NO. | VENDOR NO. | VENDOR NAME | INVOICE NO. | INVOICE DATE | A/P ACCRL | ACCOUNT NO. | NET AMOUNT | CHECK NO. | ACH PMT | ACH PMT G/L | ACCOUNT DESC. | BATCH | INV. DESCRIPTION |
|----------|------------|---------------------------|----------------|--------------|-----------|--------------------------|------------|---------------|---------|-------------|-------------------------------|-------|--------------------|
| 0000000 | 001787 | SIMPLE COM | 24600-OTS | 9/06/2023 | | 4100-051100-1224-512-510 | 25.00 | 226224 | | | Information System Services | 01921 | SUSSEX SHERIFF |
| 0000000 | 001787 | | 24600-OTS | 9/06/2023 | | 4100-051500-1224-551-510 | 25.00 | 226224 | | | Information Systems Services | 01921 | SUSSEX SHERIFF |
| | | DISC. TOTAL | | | | | .00 | EPY PMT TOTAL | | | TOTAL | | 50.00 |
| 0000000 | 001975 | STAPLES, INC. | 7612890570-0-1 | 8/09/2023 | | 4100-021400-1241-242-210 | 80.12 | 226225 | | | Office Supplies | 01921 | # 660883 |
| 0000000 | 001975 | | 7902631443-0-1 | 7/26/2023 | | 4100-021400-1241-242-210 | 43.56 | 226225 | | | Office Supplies | 01921 | # 660883 |
| | | DISC. TOTAL | | | | | .00 | EPY PMT TOTAL | | | TOTAL | | 123.68 |
| 0000000 | 002022 | STAR2STAR COMMUNCATIONS.L | SUB01617403 | 9/05/2023 | | 4100-021600-1234-263-210 | 218.18 | 226226 | | | Telecommunications | 01921 | # 812800 |
| | | DISC. TOTAL | | | | | .00 | EPY PMT TOTAL | | | TOTAL | | 218.18 |
| 0000000 | 000067 | STONY CREEK PHARMACY | SCP 0823 | 9/07/2023 | | 4100-051500-1293-551-510 | 511.82 | 226227 | | | Inmate Medical Expenses | 01921 | SUSSEX SHERIFF DEP |
| | | DISC. TOTAL | | | | | .00 | EPY PMT TOTAL | | | TOTAL | | 511.82 |
| 0000000 | 001215 | SUSSEX COUNTY SCHOOL | 091123 | 9/11/2023 | | 4100-021100-1299-211-210 | 609.00 | 226228 | | | Miscellaneous Others | 01921 | SUSSEX COUNTY |
| | | DISC. TOTAL | | | | | .00 | EPY PMT TOTAL | | | TOTAL | | 609.00 |
| 0000000 | 000077 | SUSSEX SERVICE AUTHORITY | 1814040098 | 8/31/2023 | 0823 | 4100-021600-1277-263-210 | 34.50 | 226229 | | | Water Services | 01921 | # 1814040098 |
| | | DISC. TOTAL | | | | | .00 | EPY PMT TOTAL | | | TOTAL | | 34.50 |
| 0000000 | 000485 | THOMSON WEST | 848912108 | 9/01/2023 | | 4100-063100-1202-631-630 | 54.00 | 226230 | | | Pub.. Subsc.. Books. Ref. Mat | 01921 | # 1005559182 |
| | | DISC. TOTAL | | | | | .00 | EPY PMT TOTAL | | | TOTAL | | 54.00 |
| 0000000 | 000080 | TRI CITY OFFICE PRODUCTS | 150045-00 | 2/17/2023 | | 4100-063100-1241-631-630 | 239.44 | 226231 | | | Office Supplies | 01921 | # SXCWAT |
| 0000000 | 000080 | | 150508-01 | 8/29/2023 | | 4100-062100-1241-621-620 | 157.14 | 226231 | | | Office Supplies | 01921 | # SXCC |
| 0000000 | 000080 | | 150577-00 | 8/30/2023 | | 4100-062100-1241-621-620 | 384.26 | 226231 | | | Office Supplies | 01921 | # SXCC |
| 0000000 | 000080 | | 150578-00 | 9/06/2023 | | 4100-041100-1241-411-410 | 20.92 | 226231 | | | Office Supplies | 01921 | # STO |
| | | DISC. TOTAL | | | | | .00 | EPY PMT TOTAL | | | TOTAL | | 801.76 |
| 0000000 | 000090 | WAVERLY MOTORS, INC | 17721 | 8/08/2023 | | 4100-051100-1265-512-510 | 20.00 | 226232 | | | Vehicle Maintenance & Repairs | 01921 | SUSSEX SHERIFF |
| 0000000 | 000090 | | 17743-1 | 8/24/2023 | | 4100-051100-1265-512-510 | 20.00 | 226232 | | | Vehicle Maintenance & Repairs | 01921 | SUSSEX SHERIFF |
| | | DISC. TOTAL | | | | | .00 | EPY PMT TOTAL | | | TOTAL | | 40.00 |
| 0000000 | 002158 | WILBERT WILLIAMS AND SONS | 08212023 | 8/31/2023 | | 4100-021400-9003-244-210 | 27,505.80 | 226233 | | | Pocahontas-CDBG Grant | 01921 | 632 RAILROAD AVE |
| | | DISC. TOTAL | | | | | .00 | EPY PMT TOTAL | | | TOTAL | | 27,505.80 |
| 0000000 | 001078 | WILKINS & COMPANY, INC | 617 RAILROAD A | 9/07/2023 | | 4100-021400-9003-244-210 | 1,518.00 | 226234 | | | Pocahontas-CDBG Grant | 01921 | 617 RAILROAD |
| | | DISC. TOTAL | | | | | .00 | EPY PMT TOTAL | | | TOTAL | | 1,518.00 |
| 0000000 | 000322 | WILLIAMS, GARY M., CLERK | DEED 090823 | 9/08/2023 | | 4123-085000-5210- | 26.00 | 226235 | | | Construction - Budget Project | 01921 | DEED 612 HIGGINS S |
| | | DISC. TOTAL | | | | | .00 | EPY PMT TOTAL | | | TOTAL | | 26.00 |
| 0000000 | 001966 | WOOTEN COMPANY, THE | 79364 | 9/06/2023 | | 4305-091400-0101- | 7,700.00 | 226236 | | | Professional Service - Land | 01921 | PROJ# 3399-G |
| | | DISC. TOTAL | | | | | .00 | EPY PMT TOTAL | | | TOTAL | | 7,700.00 |
| 0000000 | 001978 | YELVERTON, FAYE | FY 090723 | 9/07/2023 | | 4100-061100-1244-612-610 | 68.00 | 226237 | | | Uniforms | 01921 | REIMBURSEMENT |
| 0000000 | 001978 | | FY 090723 | 9/07/2023 | | 4100-061100-1241-612-610 | 9.99 | 226237 | | | Office Supplies | 01921 | REIMBURSEMENT |
| 0000000 | 001978 | | FY 090723 | 9/07/2023 | | 4100-061100-1241-612-610 | 26.99 | 226237 | | | Office Supplies | 01921 | REIMBURSEMENT |
| 0000000 | 001978 | | FY 090723 | 9/07/2023 | | 4100-061100-1241-612-610 | 1.96 | 226237 | | | Office Supplies | 01921 | REIMBURSEMENT |
| | | DISC. TOTAL | | | | | .00 | EPY PMT TOTAL | | | TOTAL | | 106.94 |
| | | | | | | | .00 | EPY PMT TOTAL | | | TOTAL | | 187,677.90 |
| | | | | | | | .00 | EPY PMT TOTAL | | | TOTAL | | 187,677.90 |

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.

THE TOTAL 187,677.90- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

9-15-23

DATE

Sep 15, 2023

DATE

9-15-23

DATE

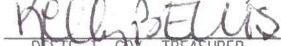


DIRECTOR OF FINANCE

Richard Douglas

Richard Douglas (Sep 15, 2023 12:40 EDT)

COUNTY ADMINISTRATION



DESTE J. COX, TREASURER

| P.O. NO. | VENDOR NO. | VENDOR NAME | INVOICE NO. | INVOICE DATE | A/P ACCRL | ACCOUNT NO. | NET AMOUNT | CHECK NO. | ACH PMT | ACH PMT | G/L | ACCOUNT DESC. | BATCH | INV. DESCRIPTION |
|----------|------------|----------------------------|-----------------|--------------|-----------|--------------------------|------------|-----------|---------|---------|-----|-------------------------------|--------------------------|------------------|
| 0000000 | 001960 | ACI PAYMENTS. INC. | 1000100499 | 9/14/2023 | | 4100-041100-1292-411-410 | 377.59 | 226238 | | | | Bank/CC & Other Fees | 01924 # 39343 | |
| | | DISC. TOTAL | | | 377.59 | 00 CPA PMT TOTAL | | | | | | TOTAL | | 377.59 |
| 0000000 | 001917 | AMAZON CAPTIAL SERVICES | 1DPN-C134-1FFP | 9/19/2023 | | 4100-021600-1242-261-210 | 103.48 | 226239 | | | | Agricultural Supplies | 01924 # AIUJ83SE5CTAJC | |
| 0000000 | 001917 | | 1RKG-WM7P-GNLY | 8/24/2023 | | 4100-021600-1241-261-210 | 20.97 | 226239 | | | | Office Supplies | 01924 # AIUJ83SE5CTAJC | |
| 0000000 | 001917 | | 13NF-604G-GGLM | 8/24/2023 | | 4100-021600-1241-261-210 | 26.98 | 226239 | | | | Office Supplies | 01924 # AIUJ83SE5CTAJC | |
| | | DISC. TOTAL | | | 151.43 | 00 CPA PMT TOTAL | | | | | | TOTAL | | 151.43 |
| 0000000 | 000717 | ASHLEY'S FLORIST | 0656 | 9/15/2023 | | 4100-021100-1299-211-210 | 70.00 | 226240 | | | | Miscellaneous Others | 01924 SUSSEX COUNTY | |
| | | DISC. TOTAL | | | 70.00 | 00 CPA PMT TOTAL | | | | | | TOTAL | | 70.00 |
| 0000000 | 001676 | BERKLEY GROUP | WO#10 INV#3 | 8/02/2023 | | 4100-021400-1228-241-210 | 517.50 | 226241 | | | | Contractual Services | 01924 SOLAR PROJECT APP | |
| 0000000 | 001676 | | WO#12 INV#6 | 8/02/2023 | | 4100-021500-1229-253-210 | 720.00 | 226241 | | | | Other Professional Services | 01924 EMERGENCY MANAGEME | |
| 0000000 | 001676 | | WO#15A INV#2 | 8/02/2023 | | 4100-021400-1225-241-210 | 3,500.00 | 226241 | | | | Management Consulting Service | 01924 PLANNER POSITION | |
| 0000000 | 001676 | | WO#15B INV#2 | 8/02/2023 | | 4100-021400-1225-241-210 | 6,048.00 | 226241 | | | | Management Consulting Service | 01924 PLANNER DIRECTOR | |
| 0000000 | 001676 | | WO#16 INV#2 | 8/02/2023 | | 4100-021100-1225-211-210 | 8,320.00 | 226241 | | | | Management Consulting Service | 01924 CSA SUPPORT SERVIC | |
| 0000000 | 001676 | | WO#2C INV#10 | 8/02/2023 | | 4100-021400-1228-241-210 | 1,700.00 | 226241 | | | | Contractual Services | 01924 PLANNER PROJ DEV | |
| 0000000 | 001676 | | WO#5 INV#30 | 8/02/2023 | | 4100-021400-1225-241-210 | 500.00 | 226241 | | | | Management Consulting Service | 01924 EROS[ON & SEDIMENT | |
| | | DISC. TOTAL | | | 21,305.50 | 00 CPA PMT TOTAL | | | | | | TOTAL | | 21,305.50 |
| 0000000 | 000183 | BRITT'S SERVICE CENTER | 648710 | 9/14/2023 | | 4100-051100-1265-512-510 | 260.00 | 226242 | | | | Vehicle Maintenance & Repairs | 01924 SUSSEX SHERIFF | |
| | | DISC. TOTAL | | | 260.00 | 00 CPA PMT TOTAL | | | | | | TOTAL | | 260.00 |
| 0000000 | 000738 | BUTLER'S TOWING AND | 1002196 | 9/15/2023 | | 4100-051100-1265-512-510 | 25.00 | 226243 | | | | Vehicle Maintenance & Repairs | 01924 SUSSEX SHERIFF | |
| 0000000 | 000738 | | 1002197 | 9/15/2023 | | 4100-051100-1265-512-510 | 25.00 | 226243 | | | | Vehicle Maintenance & Repairs | 01924 SUSSEX SHERIFF | |
| | | DISC. TOTAL | | | 50.00 | 00 CPA PMT TOTAL | | | | | | TOTAL | | 50.00 |
| 0000000 | 000728 | CARQUEST OF WAKEFIELD | 5484-183873 | 9/13/2023 | | 4100-051100-1265-512-510 | 26.89 | 226244 | | | | Vehicle Maintenance & Repairs | 01924 # 5001 | |
| | | DISC. TOTAL | | | 26.89 | 00 CPA PMT TOTAL | | | | | | TOTAL | | 26.89 |
| 0000000 | 002072 | CORONET CYBER SECURITY, IN | 45691 | 8/16/2023 | | 4100-021700-1258-271-210 | 101.53 | 226245 | | | | Computer Software/application | 01924 SUSSEX COUNTY | |
| | | DISC. TOTAL | | | 101.53 | 00 CPA PMT TOTAL | | | | | | TOTAL | | 101.53 |
| 0000000 | 000020 | COWLING BROTHERS | 334239 | 8/23/2023 | | 4100-021600-1272-261-210 | 18.29 | 226246 | | | | Building Maintenance & Repair | 01924 # SCA002 | |
| | | DISC. TOTAL | | | 18.29 | 00 CPA PMT TOTAL | | | | | | TOTAL | | 18.29 |
| 0000000 | 000845 | CROWN CASTLE GT COMPANY | 42542015 | 10/01/2023 | | 4100-021500-1252-253-210 | 1,491.54 | 226247 | | | | Equipment Lease/Rental | 01924 # 106663 | |
| | | DISC. TOTAL | | | 1,491.54 | 00 CPA PMT TOTAL | | | | | | TOTAL | | 1,491.54 |
| 0000000 | 000871 | CRYSTAL SPRINGS | 12841556 091623 | 9/16/2023 | | 4100-063100-1277-631-630 | 116.41 | 226248 | | | | Water Services | 01924 # 114253012841556 | |
| 0000000 | 000871 | | 1352055 091423 | 9/14/2023 | | 4100-061100-1277-612-610 | 26.98 | 226248 | | | | Water Services | 01924 # 11421181352055 | |
| 0000000 | 000871 | | 15692716 083023 | 8/30/2023 | | 4100-041100-1277-411-410 | 27.11 | 226248 | | | | Water Services | 01924 # 695034615692716 | |
| 0000000 | 000871 | | 7302164 081723 | 8/17/2023 | | 4100-061100-1277-611-610 | 52.94 | 226248 | | | | Water Services | 01924 # 37281837302164 | |
| | | DISC. TOTAL | | | 223.44 | 00 CPA PMT TOTAL | | | | | | TOTAL | | 223.44 |
| 0000000 | 002178 | CUSTOM WORKFLOW SOLUTIONS | 38311 | 9/13/2023 | | 4100-051100-1229-512-510 | 469.25 | 226249 | | | | Other Professional Services | 01924 SUSSEX SHERIFF | |
| | | DISC. TOTAL | | | 469.25 | 00 CPA PMT TOTAL | | | | | | TOTAL | | 469.25 |
| 0000000 | 000510 | D.O.C. FARMER'S MARKET | MKT103007 | 9/18/2023 | | 4100-051500-1246-551-510 | 345.40 | 226250 | | | | Food Supplies | 01924 SUSSEX COUNTY JAIL | |
| | | DISC. TOTAL | | | 345.40 | 00 CPA PMT TOTAL | | | | | | TOTAL | | 345.40 |

| P.O. NO. | VENDOR NO. | VENDOR NAME | INVOICE NO. | INVOICE DATE | A/P ACCRL | ACCOUNT NO. | NET AMOUNT | CHECK NO. | ACH PMT | ACH PMT G/L | ACCOUNT DESC. | BATCH | INV.DESCRPTION |
|----------|------------|--------------------------------|--------------------------|--------------|-----------|------------------------------|------------|---------------|---------|-------------|-------------------------------|--------------------------|----------------|
| 0000000 | 001892 | DIRECTV.LLC | 034959122X23081 | 8/10/2023 | | 4100-021500-1234-253-210 | 219.11 | 226251 | | | Telecommunications | 01924 # 34959122 | |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 219.11 | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | | 219.11 |
| 0000000 | 001651 | DOCUMENT SYSTEMS | 133138 | 9/08/2023 | | 4100-021100-1255-211-210 | 82.25 | 226252 | | | Maintenance Service Contract | 01924 # SC17 | |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 82.25 | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | | 82.25 |
| 0000000 | 002134 | DRAKE VETERINARY SERVICES | 499 | 8/03/2023 | | 4100-021600-1227-261-210 | 86.63 | 226253 | | | Medical Services | 01924 SUSSEX ANIMAL SRVC | |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 86.63 | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | | 86.63 |
| 0000000 | 001756 | EAST COAST EMERGENCY VEH | 34539 | 7/31/2023 | | 4100-021500-2110-251-210-504 | 754.00 | 226254 | | | State Fireman's Fund | 01924 SUSSEX PUBLIC SAFE | |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 754.00 | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | | 754.00 |
| 0000000 | 002151 | FAST TRACK EMS LLC | SUSSEX827T0902 | 9/11/2023 | | 4100-021500-2110-252-210-524 | 15,463.75 | 226255 | | | Emergency Med. SVC - Pd EMT. | 01924 SUSSEX COUNTY | |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 15,463.75 | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | | 15,463.75 |
| 0000000 | 001605 | GLOBAL SIGNAL ACQUISITIONS | 42596714 | 10/01/2023 | | 4100-021500-1252-253-210 | 491.95 | 226256 | | | Equipment Lease/Rental | 01924 # 393860 | |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 491.95 | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | | 491.95 |
| 0000000 | 001747 | HERC RENTALS INC. | 33823595-004 | 9/13/2023 | | 4100-021600-1252-264-210 | 1,859.98 | 226257 | | | Equipment Lease/Rental | 01924 # 3041262 | |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 1,859.98 | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | | 1,859.98 |
| 0000000 | 000049 | JARRATT HARDWARE | 2308-165437 | 8/22/2023 | | 4100-021600-1247-261-210 | 139.32 | 226258 | | | Janitorial Supplies | 01924 # 135 | |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 139.32 | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | | 139.32 |
| 0000000 | 001550 | KINEX NETWORKING | SOLUTION INV-2309-002371 | 9/19/2023 | | 4100-021600-1234-263-210 | 1,350.00 | 226259 | | | Telecommunications | 01924 # SUB-2201-0000487 | |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 1,350.00 | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | | 1,350.00 |
| 0000000 | 001477 | KING, ROGER | RK 091823 | 9/18/2023 | | 4100-021400-1217-241-210 | 75.00 | 226260 | | | Commission/Board Compensation | 01924 PLANNING COMMISSIO | |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 75.00 | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | | 75.00 |
| 0000000 | 000309 | MASSENBURG, TERRY | TM 091823 | 9/18/2023 | | 4100-021400-1217-241-210 | 100.00 | 226261 | | | Commission/Board Compensation | 01924 PLANNING COMMISSIO | |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 100.00 | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | | 100.00 |
| 0000000 | 001600 | MAYES, ANDREW W. | AM 091823 | 9/18/2023 | | 4100-021400-1217-241-210 | 75.00 | 226262 | | | Commission/Board Compensation | 01924 PLANNING COMMISSIO | |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 75.00 | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | | 75.00 |
| 0000000 | 001980 | MCNEIL & COMPANY, INC. | 4816207 | 8/30/2023 | | 4100-021500-1262-251-210 | 25,150.00 | 226263 | | | Insurance | 01924 SUSSEX COUNTY | |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 25,150.00 | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | | 25,150.00 |
| 0000000 | 001983 | MID-ATLANTIC PEST AND LAW MAPL | 0923 | 9/12/2023 | | 4100-021600-1274-261-210 | 70.00 | 226264 | | | Grounds Maintenance & Repairs | 01924 SUSSEX ANIMAL SRVC | |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 70.00 | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | | 70.00 |
| 0000000 | 000947 | MUNICIPAL EMERGENCY | IN1920713 | 8/17/2023 | | 4100-021500-1265-251-210 | 1,864.87 | 226265 | | | Vehicle Maintenance & Repairs | 01924 # C36508 | |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 1,864.87 | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | | 1,864.87 |
| 0000000 | 001498 | PRINTELECT | 30310 | 8/22/2023 | | 4100-023100-1241-291-230 | 237.51 | 226266 | | | Office Supplies | 01924 SUSSEX ELECT BOARD | |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 237.51 | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | | 237.51 |
| 0000000 | 000829 | PURCHASE POWER | 10888506 0923 | 9/13/2023 | | 4100-063100-1231-632-630 | 140.04 | 226267 | | | Postage | 01924 # 8000909010888506 | |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 140.04 | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | | 140.04 |


| P.O. NO. | VENDOR NO. | VENDOR NAME | INVOICE NO. | INVOICE DATE | A/P ACCRL | ACCOUNT NO. | NET AMOUNT | CHECK NO. | ACH PMT | ACH PMT G/L | ACCOUNT DESC. | BATCH | INV DESCRIPTION |
|----------|------------|---------------------------|----------------|--------------|-----------|--------------------------|------------|-----------|---------|-------------|-------------------------------|----------------|--------------------------|
| 0000000 | 000176 | ROBINSON FARMER & COX | FY22 CAP | 9/06/2023 | | 4100-021100-1225-211-210 | 5,000.00 | 226268 | | | Management Consulting Service | 01924 | SUSSEX COUNTY |
| | | DISC. TOTAL | .00 | | | | .00 | | | | TOTAL | | 5,000.00 |
| 0000000 | 001025 | ROTO-ROOTER | 190354 | 8/30/2023 | | 4100-021600-1272-261-210 | 1,988.00 | 226269 | | | Building Maintenance & Repair | 01924 | SUSSEX ANIMAL SRVC |
| | | DISC. TOTAL | .00 | | | | .00 | | | | TOTAL | | 1,988.00 |
| 0000000 | 002074 | RUSSELL'S AUTO-TRUCK PART | 4752 | 9/12/2023 | | 4100-051100-1265-512-510 | 25.00 | 226270 | | | Vehicle Maintenance & Repairs | 01924 | SUSSEX SHERIFF |
| | | DISC. TOTAL | .00 | | | | .00 | | | | TOTAL | | 25.00 |
| 0000000 | 001866 | SHANDS, RUDOLPH | RS 091823 | 9/18/2023 | | 4100-021400-1217-241-210 | 75.00 | 226271 | | | Commission/Board Compensation | 01924 | PLANNING COMMISSIO |
| | | DISC. TOTAL | .00 | | | | .00 | | | | TOTAL | | 75.00 |
| 0000000 | 001427 | SHAW, MARQUITTA | MS 091423 | 9/18/2023 | | 4100-061100-1264-612-610 | 29.80 | 226272 | | | Mileage | | 01924 REIMBURSEMENT |
| | | DISC. TOTAL | .00 | | | | .00 | | | | TOTAL | | 29.80 |
| 0000000 | 001772 | SOUTHSIDE ELECTRIC COOPER | 561962001 0923 | 9/07/2023 | | 4100-021600-1276-264-210 | 82.32 | 226273 | | | Electric | | 01924 # 561962001 |
| | | DISC. TOTAL | .00 | | | | .00 | | | | TOTAL | | 82.32 |
| 0000000 | 001975 | STAPLES, INC. | 7614474490-0-3 | 9/06/2023 | | 4100-021500-1241-253-210 | 196.99 | 226274 | | | Office Supplies | | 01924 # 660883 |
| 0000000 | 001975 | | 7614474490-0-4 | 9/12/2023 | | 4100-021500-1241-253-210 | 54.09 | 226274 | | | Office Supplies | | 01924 # 660883 |
| | | DISC. TOTAL | .00 | | | | .00 | | | | TOTAL | | 251.08 |
| 0000000 | 000942 | SUSSEX MINI MART | SHERIFF 0923 | 9/05/2023 | | 4100-051100-1264-512-510 | 204.83 | 226275 | | | Mileage/Gas | | 01924 SUSSEX SHERIFF |
| | | DISC. TOTAL | .00 | | | | .00 | | | | TOTAL | | 204.83 |
| 0000000 | 000897 | TRANE COMPANY | 313551365 | 4/26/2023 | | 4100-021200-1273-221-210 | 832.00 | 226276 | | | Building Systems Main & Repai | 01924 # 115365 | |
| 0000000 | 000897 | | 313635989 | 5/30/2023 | | 4100-021200-1273-221-210 | 3,451.00 | 226276 | | | Building Systems Main & Repai | 01924 # 115365 | |
| | | DISC. TOTAL | .00 | | | | .00 | | | | TOTAL | | 4,283.00 |
| 0000000 | 001254 | TREASURER OF VIRGINIA | COMMVA 090523 | 8/25/2023 | | 4100-051100-1227-512-510 | 40.00 | 226277 | | | Medical Services inc/k9 | | 01924 MEDICAL FEES |
| | | DISC. TOTAL | .00 | | | | .00 | | | | TOTAL | | 40.00 |
| 0000000 | 001002 | TYLER, RUFUS | RT 091823 | 9/18/2023 | | 4100-011100-1264-111-110 | 62.30 | 226278 | | | Mileage | | 01924 REIMBURSEMENT |
| | | DISC. TOTAL | .00 | | | | .00 | | | | TOTAL | | 62.30 |
| 0000000 | 000087 | VAN CLEEF AUTO PARTS INC | 653008 | 8/17/2023 | | 4100-021600-1242-261-210 | 501.15 | 226279 | | | Agricultural Supplies | | 01924 # 24730 |
| 0000000 | 000087 | | 653913 | 9/06/2023 | | 4100-021600-1242-261-210 | 209.89 | 226279 | | | Agricultural Supplies | | 01924 # 27430 |
| | | DISC. TOTAL | .00 | | | | .00 | | | | TOTAL | | 711.04 |
| 0000000 | 000581 | VIRGINIA DINER | VD 091423 | 9/14/2023 | | 4100-021100-1205-211-210 | 687.08 | 226280 | | | Meals | | 01924 SUSSEX CSA |
| | | DISC. TOTAL | .00 | | | | .00 | | | | TOTAL | | 687.08 |
| 0000000 | 002139 | VIRGINIA STATE POLICE | 09142023 | 9/14/2023 | | 4100-021100-1299-211-210 | 40.00 | 226281 | | | Miscellaneous Others | | 01924 SUSSEX COUNTY |
| | | DISC. TOTAL | .00 | | | | .00 | | | | TOTAL | | 40.00 |
| 0000000 | 002093 | WEX BANK | 91307877 | 8/23/2023 | | 4100-021600-1278-264-210 | 1,630.71 | 226282 | | | Diesel Fuel | | 01924 # 0496-00-926622-2 |
| 0000000 | 002093 | | 91307877 | 8/23/2023 | | 4100-021200-1299-221-210 | 60.00 | 226282 | | | Miscellaneous Oth./First Aid | | 01924 # 0496-00-926622-2 |
| 0000000 | 002093 | | 91307877 | 8/23/2023 | | 4100-021200-1299-221-210 | 10.37 | 226282 | | | Miscellaneous Oth./First Aid | | 01924 # 0496-00-926622-2 |
| | | DISC. TOTAL | .00 | | | | .00 | | | | TOTAL | | 1,701.08 |
| 0000000 | 001408 | WITMER PUBLIC SAFETY GRP. | INV315359 | 8/31/2023 | | 4100-021600-1244-261-210 | 90.00 | 226283 | | | Uniform Services | | 01924 # S082763 |
| | | DISC. TOTAL | .00 | | | | .00 | | | | TOTAL | | 90.00 |

| P.O. NO. | VENDOR NO. | VENDOR NAME | INVOICE NO. | INVOICE DATE | A/P ACCRL | ACCOUNT NO. | NET AMOUNT | CHECK NO. | ACH PMT | ACH PMT | G/L | ACCOUNT DESC. | BATCH | INV. DESCRIPTION |
|----------|------------|--------------------------|-------------|--------------|-----------|------------------------------|------------|---------------|---------|---------|-----|------------------------------|-------|------------------|
| 0000000 | 001966 | WOOTEN COMPANY, THE | 79454 | 9/15/2023 | | 4100-021100-1226-211-210-601 | 3,486.00 | 226284 | | | | VDEM-FEMA-Localized Drainage | 01924 | PROJ# 3399-C |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 3,486.00 | ACH PMT TOTAL | .00 | EPY PMT TOTAL | | | | TOTAL | | 3,486.00 |
| 0000000 | 001644 | XEROX FINANCIAL SERVICES | 4767667 | 9/08/2023 | | 4100-051100-1252-512-510 | 276.54 | 226285 | | | | Equipment Lease/Rental | 01924 | SUSSEX SHERIFF |
| 0000000 | 001644 | | 4767667 | 9/08/2023 | | 4100-051500-1252-551-510 | 276.53 | 226285 | | | | Equipment Lease/Rental | 01924 | SUSSEX SHERIFF |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 553.07 | ACH PMT TOTAL | .00 | EPY PMT TOTAL | | | | TOTAL | | 553.07 |
| | | | .00 | CHECK TOTAL | 92,359.87 | ACH PMT TOTAL | .00 | EPY PMT TOTAL | | | | TOTAL | | 92,359.87 |
| | | | .00 | CHECK TOTAL | 92,359.87 | ACH PMT TOTAL | .00 | EPY PMT TOTAL | | | | TOTAL | | 92,359.87 |

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 92,359.87- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

9-21-23
 DATE
 Sep 21, 2023
 DATE

 DATE


 DIRECTOR OF FINANCE
 Richard Douglas
 COUNTY ADMINISTRATION

 DESTE J. COX, TREASURER

| P. O. NO. | VENDOR NO. | VENDOR NAME | INVOICE NO. | INVOICE DATE | A/P ACCRL | ACCOUNT NO. | NET AMOUNT | CHECK NO. | ACH PMT | ACH PMT | G/L ACCOUNT DESC. | BATCH INV. DESCRIPTION |
|-----------|-------------|----------------------------|----------------|--------------|---------------|--------------------------|---------------|-----------|---------------|---------|-------------------------------|--------------------------|
| 0000000 | 001917 | AMAZON CAPTIAL SERVICES | 1C3C-GXLG-WL3V | 9/24/2023 | | 4100-051500-1272-551-510 | 335.00 | 226324 | | | Building Maintenance & Repair | 01926 # AIUJ83SE5CTAJC |
| 0000000 | 001917 | | 1LC9-WCWL-7GKY | 9/20/2023 | | 4100-051100-1241-516-510 | 32.55 | 226324 | | | Office Supplies | 01926 # AIUJ83SE5CTAJC |
| 0000000 | 001917 | | 1LC9-WCWL-7GKY | 9/20/2023 | | 4100-051100-1245-512-510 | 99.99 | 226324 | | | Law Enforcement Supplies | 01926 # AIUJ83SE5CTAJC |
| 0000000 | 001917 | | 1TVV-W4QV-3F14 | 9/21/2023 | | 4100-051500-1272-551-510 | 69.84 | 226324 | | | Building Maintenance & Repair | 01926 # AIUJ83SE5CTAJC |
| | DISC. TOTAL | .00 | CHECK TOTAL | 537.38 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 537.38 |
| 0000000 | 002146 | ANDERSON, THOMAS | TA 092223 | 9/22/2023 | | 4100-061100-1241-613-610 | 210.94 | 226325 | | | Office Supplies | 01926 REIMBURSEMENT |
| | DISC. TOTAL | .00 | CHECK TOTAL | 210.94 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 210.94 |
| 0000000 | 001011 | ANTHEM BLUE CROSS & SHIELD | 532739967955 | 9/19/2023 | | 4100-051500-1293-551-510 | 413.18 | 226326 | | | Inmate Medical Expenses | 01926 # 5327370866 |
| | DISC. TOTAL | .00 | CHECK TOTAL | 413.18 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 413.18 |
| 0000000 | 001010 | AT&T | 1191112803 | 9/16/2023 | | 4100-021600-1234-263-210 | 3,909.16 | 226327 | | | Telecommunications | 01926 # 8310011553257 |
| | DISC. TOTAL | .00 | CHECK TOTAL | 3,909.16 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 3,909.16 |
| 0000000 | 000010 | BANK OF SOUTHSIDE VA | 0107 0923 01 | 8/22/2023 | | 4100-051100-1231-512-510 | 26.40 | 226328 | | | Postage | 01926 JAIL ACCT |
| 0000000 | 000010 | | 0107 0923 02 | 9/07/2023 | | 4100-051100-1202-512-510 | 70.76 | 226328 | | | Publ., Subsc., Books, Ref. Ma | 01926 JAIL ACCT |
| 0000000 | 000010 | | 0107 0923 03 | 9/10/2023 | | 4100-051100-1203-512-510 | 390.00 | 226328 | | | Workshops and Conferences | 01926 JAIL ACCT |
| | DISC. TOTAL | .00 | CHECK TOTAL | 487.16 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 487.16 |
| 0000000 | 000383 | BENJ. FRANKLIN PRINTING CO | 45465 | 9/18/2023 | | 4100-023100-1233-291-230 | 61.50 | 226329 | | | Printing | 01926 SUSSEX CO. ELECT B |
| | DISC. TOTAL | .00 | CHECK TOTAL | 61.50 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 61.50 |
| 0000000 | 001676 | BERKLEY GROUP | WO#15A INV#5 | 9/19/2023 | | 4100-021400-1225-241-210 | 3,500.00 | 226330 | | | Management Consulting Service | 01926 PLANNER POSITION |
| 0000000 | 001676 | | WO#15B INV#5 | 9/19/2023 | | 4100-021400-1225-241-210 | 5,334.00 | 226330 | | | Management Consulting Service | 01926 PLANNING DIRECTOR |
| | DISC. TOTAL | .00 | CHECK TOTAL | 8,834.00 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 8,834.00 |
| 0000000 | 000002 | BOB BARKER COMPANY | INV1944407 | 9/21/2023 | | 4100-051500-1243-551-510 | 578.83 | 226331 | | | Linen Supplies | 01926 # SUSVA5 |
| | DISC. TOTAL | .00 | CHECK TOTAL | 578.83 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 578.83 |
| 0000000 | 000183 | BRITT'S SERVICE CENTER | 648722 | 9/18/2023 | | 4100-051100-1265-512-510 | 19.95 | 226332 | | | Vehicle Maintenance & Repairs | 01926 SUSSEX SHERIFF |
| 0000000 | 000183 | | 648725 | 9/18/2023 | | 4100-051100-1265-512-510 | 12.50 | 226332 | | | Vehicle Maintenance & Repairs | 01926 SUSSEX SHERIFF |
| | DISC. TOTAL | .00 | CHECK TOTAL | 32.45 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 32.45 |
| 0000000 | 000738 | BUTLER'S TOWING AND | I002231 | 9/22/2023 | | 4100-051100-1265-519-510 | 68.22 | 226333 | | | Vehicle Maintenance Repairs | 01926 SUSSEX SHERIFF |
| | DISC. TOTAL | .00 | CHECK TOTAL | 68.22 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 68.22 |
| 0000000 | 000728 | CARQUEST OF WAKEFIELD | 15335-49122 | 9/22/2023 | | 4100-051100-1265-512-510 | 32.29 | 226334 | | | Vehicle Maintenance & Repairs | 01926 # 5001 |
| | DISC. TOTAL | .00 | CHECK TOTAL | 32.29 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 32.29 |
| 0000000 | 001485 | CENTRAL AGRIBUSINESS | JR34398 | 9/19/2023 | | 4100-051500-1246-551-510 | 92.40 | 226335 | | | Food Supplies | 01926 SUSSEX SHERIFF |
| | DISC. TOTAL | .00 | CHECK TOTAL | 92.40 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 92.40 |
| 0000000 | 001630 | CHENEY BROTHERS | 12-925241416 | 10/19/2023 | | 4100-051500-1246-551-510 | 2,746.72 | 226336 | | | Food Supplies | 01926 # 60030700 |
| | DISC. TOTAL | .00 | CHECK TOTAL | 2,746.72 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 2,746.72 |
| 0000000 | 002055 | COMMONWEALTH CALIBRATIONS | 2023#72 | 9/15/2023 | | 4100-051100-1265-512-510 | 75.00 | 226337 | | | Vehicle Maintenance & Repairs | 01926 SUSSEX SHERIFF |
| | DISC. TOTAL | .00 | CHECK TOTAL | 75.00 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 75.00 |
| 0000000 | 001173 | COPY CAT PRINTING | 81031 | 9/22/2023 | | 4100-051100-1245-512-510 | 300.00 | 226338 | | | Law Enforcement Supplies | 01926 SUSSEX SHERIFF |
| | DISC. TOTAL | .00 | CHECK TOTAL | 300.00 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 300.00 |

| P.O. NO. | VENDOR NO. | VENDOR NAME | INVOICE NO. | INVOICE DATE | A/P ACCRL | ACCOUNT NO. | NET AMOUNT | CHECK NO. | ACH PMT | ACH PMT | G/L ACCOUNT DESC. | BATCH INV. DESCRIPTION |
|----------|-------------|-----------------------|-----------------|--------------|---------------|--------------------------|------------|---------------|---------|---------|-------------------------------|--------------------------|
| 0000000 | 002053 | COV DESIGNS | 2878 | 9/21/2023 | | 4100-021100-1224-211-210 | 350.00 | 226339 | | | Information Systems Services | 01926 SUSSEX COUNTY |
| | DISC. TOTAL | .00 | CHECK TOTAL | 350.00 | ACH PMT TOTAL | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | 350.00 |
| 0000000 | 000871 | CRYSTAL SPRINGS | 1352472 | 9/16/2023 | 091623 | 4100-021100-1277-211-210 | 20.98 | 226340 | | | Water Services | 01926 # 11425301352472 |
| | DISC. TOTAL | .00 | CHECK TOTAL | 20.98 | ACH PMT TOTAL | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | 20.98 |
| 0000000 | 000902 | DOC FARMER'S MARKET | MKT103167 | 9/25/2023 | | 4100-051500-1246-551-510 | 265.90 | 226341 | | | Food Supplies | 01926 SUSSEX SHERIFF |
| | DISC. TOTAL | .00 | CHECK TOTAL | 265.90 | ACH PMT TOTAL | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | 265.90 |
| 0000000 | 001651 | DOCUMENT SYSTEMS | 133027 | 9/07/2023 | | 4100-062100-1252-621-620 | 46.15 | 226342 | | | Equipment Lease/Rental | 01926 # SC07 |
| | DISC. TOTAL | .00 | CHECK TOTAL | 46.15 | ACH PMT TOTAL | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | 46.15 |
| 0000000 | 001692 | FERRELLGAS | 1124273524 | 9/13/2023 | | 4100-051500-1279-551-510 | 385.24 | 226343 | | | Propane Gas | 01926 # 112364120 |
| 0000000 | 001692 | | 1124330615 | 9/20/2023 | | 4100-051500-1279-551-510 | 817.72 | 226343 | | | Propane Gas | 01926 # 112364120 |
| | DISC. TOTAL | .00 | CHECK TOTAL | 1,202.96 | ACH PMT TOTAL | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | 1,202.96 |
| 0000000 | 000885 | JARRATT FAST SHOP | 107 | 9/19/2023 | | 4100-051500-1246-551-510 | 56.00 | 226344 | | | Food Supplies | 01926 SUSSEX COUNTY JAIL |
| | DISC. TOTAL | .00 | CHECK TOTAL | 56.00 | ACH PMT TOTAL | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | 56.00 |
| 0000000 | 000129 | LOGAN SYSTEMS, INC | 58179 | 9/18/2023 | | 4100-062100-1236-621-620 | 992.84 | 226345 | | | Microfilming & Scanning Servi | 01926 SUSSEX CIRCUIT COU |
| | DISC. TOTAL | .00 | CHECK TOTAL | 992.84 | ACH PMT TOTAL | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | 992.84 |
| 0000000 | 000165 | POSTMASTER | REGSTRAR 092123 | 9/21/2023 | | 4100-023100-1231-291-230 | 264.00 | 226346 | | | Postage | 01926 POSTAGE |
| | DISC. TOTAL | .00 | CHECK TOTAL | 264.00 | ACH PMT TOTAL | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | 264.00 |
| 0000000 | 001952 | PSIGEN SOFTWARE, INC. | SIN017350-2ND | 5/05/2022 | | 4100-062100-1255-621-620 | 3,378.25 | 226347 | | | Maintenance Service Contract | 01926 SUSSEX CIRCUIT COU |
| | DISC. TOTAL | .00 | CHECK TOTAL | 3,378.25 | ACH PMT TOTAL | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | 3,378.25 |
| 0000000 | 002083 | READ'S UNIFORMS INC. | 186251-99 | 5/18/2023 | | 4100-051100-1244-519-510 | 121.02 | 226348 | | | Uniform Services | 01926 # 16956-99 |
| 0000000 | 002083 | | 190820-99-2 | 6/16/2023 | | 4100-051100-1244-512-510 | 763.81 | 226348 | | | Uniform Services | 01926 #16956-99 |
| 0000000 | 002083 | | 190821-99-2 | 6/16/2023 | | 4100-051100-1244-512-510 | 763.81 | 226348 | | | Uniform Services | 01926 #16956-99 |
| 0000000 | 002083 | | 190822-99-2 | 6/16/2023 | | 4100-051100-1244-512-510 | 763.81 | 226348 | | | Uniform Services | 01926 #16956-99 |
| 0000000 | 002083 | | 192095-99 | 6/27/2023 | | 4100-051100-1244-512-510 | 12.07 | 226348 | | | Uniform Services | 01926 # 16956-99 |
| 0000000 | 002083 | | 209960-99 | 9/22/2023 | | 4100-051100-1244-512-510 | 396.27 | 226348 | | | Uniform Services | 01926 #16956-99 |
| | DISC. TOTAL | .00 | CHECK TOTAL | 2,820.79 | ACH PMT TOTAL | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | 2,820.79 |
| 0000000 | 000832 | SAM'S CLUB DIRECT | 3533-082423 | 8/24/2023 | | 4100-051500-1201-551-510 | 106.19 | 226349 | | | Organization Membership | 01926 # 0402188473177 |
| 0000000 | 000832 | | 3534 | 8/24/2023 | | 4100-051500-1277-551-510 | 57.12 | 226349 | | | Water Services | 01926 # 0402188473177 |
| 0000000 | 000832 | | 3535 | 8/24/2023 | | 4100-051500-1247-551-510 | 43.92 | 226349 | | | Janitorial Supplies | 01926 # 0402188473177 |
| 0000000 | 000832 | | 4247 | 8/27/2023 | | 4100-051500-1246-551-510 | 29.84 | 226349 | | | Food Supplies | 01926 # 0402188473177 |
| 0000000 | 000832 | | 7602-091823 | 9/18/2023 | | 4100-051500-1246-551-510 | 50.96 | 226349 | | | Food Supplies | 01926 # 0402188473177 |
| | DISC. TOTAL | .00 | CHECK TOTAL | 288.03 | ACH PMT TOTAL | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | 288.03 |
| 0000000 | 999999 | SMITH, MARQUISE | MS 091923 | 9/19/2023 | | 4100-051100-1244-512-510 | 75.00 | 226350 | | | Uniform Services | 01926 SUSSEX SHERIFF |
| | DISC. TOTAL | .00 | CHECK TOTAL | 75.00 | ACH PMT TOTAL | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | 75.00 |
| 0000000 | 000292 | STANDBY SYSTEMS, INC | 09231644 | 9/18/2023 | | 4100-051500-1272-551-510 | 208.29 | 226351 | | | Building Maintenance & Repair | 01926 # 268 |
| | DISC. TOTAL | .00 | CHECK TOTAL | 208.29 | ACH PMT TOTAL | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | 208.29 |
| 0000000 | 002046 | SURRY COUNTY | 06302023-SUSSEX | 9/26/2023 | | 4100-021400-1228-242-210 | 29,180.33 | 226352 | | | Contractual Services | 01926 SHARED BDLG INSPCT |
| | DISC. TOTAL | .00 | CHECK TOTAL | 29,180.33 | ACH PMT TOTAL | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | | TOTAL | 29,180.33 |

| P.O. NO. | VENDOR NO. | VENDOR NAME | INVOICE NO. | INVOICE DATE | A/P ACCRL | ACCOUNT NO. | NET AMOUNT | CHECK NO. | ACH PMT | ACH PMT | G/L ACCOUNT DESC. | BATCH INV. DESCRIPTION |
|----------|------------|---------------------------|-------------|--------------|---------------|--------------------------|---------------|---------------|---------|---------|---------------------------|--------------------------|
| 0000000 | 000080 | TRI CITY OFFICE PRODUCTS | 150604-00 | 9/11/2023 | | 4100-062100-1241-621-620 | 32.52 | 226353 | | | Office Supplies | 01926 # SXCC |
| | | DISC. TOTAL | .00 | | | | .00 | EPY PMT TOTAL | | | TOTAL | 32.52 |
| | | CHECK TOTAL | | 32.52 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | | | | | |
| 0000000 | 000503 | UNIVERSITY OF VIRGINIA | 56822 | 9/19/2023 | | 4100-041100-1203-411-410 | 100.00 | 226354 | | | Workshops and Conferences | 01926 PARHAM, RAVEN |
| | | DISC. TOTAL | .00 | | | | .00 | EPY PMT TOTAL | | | TOTAL | 100.00 |
| | | CHECK TOTAL | | 100.00 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | | | | | |
| 0000000 | 000039 | VERIZON WIRELESS | 9944163445 | 9/10/2023 | | 4100-011100-1234-111-110 | 88.51 | 226355 | | | Telecommunications | 01926 # 805250394-00001 |
| 0000000 | 000039 | | 9944163445 | 9/10/2023 | | 4100-021100-1234-211-210 | 414.56 | 226355 | | | Telecommunications | 01926 # 805250394-00001 |
| 0000000 | 000039 | | 9944163445 | 9/10/2023 | | 4100-021200-1234-221-210 | 231.34 | 226355 | | | Telecommunications | 01926 # 805250394-00001 |
| 0000000 | 000039 | | 9944163445 | 9/10/2023 | | 4100-021400-1234-241-210 | 35.01 | 226355 | | | Telecommunications | 01926 # 805250394-00001 |
| 0000000 | 000039 | | 9944163445 | 9/10/2023 | | 4100-021500-1234-253-210 | 88.51 | 226355 | | | Telecommunications | 01926 # 805250394-00001 |
| 0000000 | 000039 | | 9944163445 | 9/10/2023 | | 4100-021600-1234-261-210 | 314.90 | 226355 | | | Telecommunications | 01926 # 805250394-00001 |
| 0000000 | 000039 | | 9944163445 | 9/10/2023 | | 4100-021600-1234-262-210 | 88.51 | 226355 | | | Mobile Telecommunications | 01926 # 805250394-00001 |
| 0000000 | 000039 | | 9944163445 | 9/10/2023 | | 4100-023100-1234-291-230 | 40.01 | 226355 | | | Telecommunications | 01926 # 805250394-00001 |
| 0000000 | 000039 | | 9944163445 | 9/10/2023 | | 4100-031100-1234-311-310 | 40.01 | 226355 | | | Telecommunications | 01926 # 805250394-00001 |
| 0000000 | 000039 | | 9944163445 | 9/10/2023 | | 4100-041100-1234-411-410 | 40.01 | 226355 | | | Telecommunications | 01926 # 805250394-00001 |
| 0000000 | 000039 | | 9944163445 | 9/10/2023 | | 4100-021600-1234-263-210 | 40.01 | 226355 | | | Telecommunications | 01926 # 805250394-00001 |
| | | DISC. TOTAL | .00 | | | | .00 | EPY PMT TOTAL | | | TOTAL | 1.421.38 |
| | | CHECK TOTAL | | 1.421.38 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | | | | | |
| 0000000 | 002158 | WILBERT WILLIAMS AND SONS | 09252023 | 9/25/2023 | | 4100-021400-9003-244-210 | 5,000.00 | 226356 | | | Pocahontas-CDBG Grant | 01926 612 HIGGINS STREET |
| | | DISC. TOTAL | .00 | | | | .00 | EPY PMT TOTAL | | | TOTAL | 5,000.00 |
| | | CHECK TOTAL | | 5,000.00 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | | | | | |
| 0000000 | 000879 | WOMACK PUBLISHING CO. | 56530 | 8/30/2023 | | 4100-023100-1235-291-230 | 183.60 | 226357 | | | Advertising | 01926 # 5439 |
| | | DISC. TOTAL | .00 | | | | .00 | EPY PMT TOTAL | | | TOTAL | 183.60 |
| | | CHECK TOTAL | | 183.60 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | | | | | |
| 0000000 | 000093 | XEROX CORPORATION | 4756169 | 9/11/2023 | | 4100-062100-1252-621-620 | 149.63 | 226358 | | | Equipment Lease/Rental | 01926 # 020-0128117-001 |
| | | DISC. TOTAL | .00 | | | | .00 | EPY PMT TOTAL | | | TOTAL | 149.63 |
| | | CHECK TOTAL | | 149.63 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | | | | | |
| 0000000 | 001644 | XEROX FINANCIAL SERVICES | 4830521 | 9/15/2023 | | 4100-061100-1252-612-610 | 106.36 | 226359 | | | Equipment Lease/Rental | 01926 # 0200078186001 |
| | | DISC. TOTAL | .00 | | | | .00 | EPY PMT TOTAL | | | TOTAL | 106.36 |
| | | CHECK TOTAL | | 64,522.24 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | | | | TOTAL | 64,522.24 |
| | | CHECK TOTAL | | 64,522.24 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | | | | TOTAL | 64,522.24 |

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 64,522.24- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

9-27-23
 DATE

Kelly W Moore
 DIRECTOR OF FINANCE

DATE

COUNTY ADMINISTRATION

DATE

DESTE J. COX, TREASURER

| P/O NO. | VEND. NO. | VENDOR NAME | INVOICE NO. | INVOICE DATE | ACCOUNT NO. | NET AMOUNT | CHECK NO. | DESCRIPTION | BATCH |
|---------|-----------|---------------------------|-------------------|--------------|------------------|------------|-----------|-------------|-------|
| 00000 | 000245 | AFLAC | DC040230916230900 | 9/15/2023 | 100-000200-0100- | 715.25 | 226171 | | 00000 |
| 00000 | 000245 | | DC040230916230900 | 9/15/2023 | 105-000200-0100- | 68.64 | 226171 | | 00000 |
| 00000 | 000245 | | DC041230916230900 | 9/15/2023 | 100-000200-0100- | 621.59 | 226171 | | 00000 |
| 00000 | 000245 | | DC041230916230900 | 9/15/2023 | 105-000200-0100- | 109.99 | 226171 | | 00000 |
| | | | | | CHECK TOTAL | 1,515.47 | | | |
| 00000 | 000881 | ANTHEM BLUE CROSS AND | DC005230916230900 | 9/15/2023 | 100-000200-0100- | 11,237.00 | 226172 | | 00000 |
| 00000 | 000881 | | DC005230916230900 | 9/15/2023 | 105-000200-0100- | 1,983.00 | 226172 | | 00000 |
| 00000 | 000881 | | DC015230916230900 | 9/15/2023 | 100-000200-0100- | 6,751.50 | 226172 | | 00000 |
| 00000 | 000881 | | DC015230916230900 | 9/15/2023 | 105-000200-0100- | 964.50 | 226172 | | 00000 |
| 00000 | 000881 | | DC126230916230900 | 9/15/2023 | 100-000200-0100- | 27,846.00 | 226172 | | 00000 |
| 00000 | 000881 | | DC126230916230900 | 9/15/2023 | 105-000200-0100- | 5,355.00 | 226172 | | 00000 |
| | | | | | CHECK TOTAL | 54,137.00 | | | |
| 00000 | 002034 | CHAPPELL REAL ESTATE, INC | DC140230916230900 | 9/15/2023 | 100-000200-0100- | 217.96 | 226173 | | 00000 |
| | | | | | CHECK TOTAL | 217.96 | | | |
| 00000 | 002171 | JAMES CITY COUNTY TREASUR | DC204230916230900 | 9/15/2023 | 100-000200-0100- | 100.00 | 226174 | | 00000 |
| | | | | | CHECK TOTAL | 100.00 | | | |
| 00000 | 001397 | LEGAL SHIELD | DC097230916230900 | 9/15/2023 | 100-000200-0100- | 71.84 | 226175 | | 00000 |
| 00000 | 001397 | | DC097230916230900 | 9/15/2023 | 105-000200-0100- | 26.93 | 226175 | | 00000 |
| | | | | | CHECK TOTAL | 98.77 | | | |
| 00000 | 002177 | LVNV FUNDING LLC | DC141230916230900 | 9/15/2023 | 100-000200-0100- | 512.50 | 226176 | | 00000 |
| | | | | | CHECK TOTAL | 512.50 | | | |
| 00000 | 001410 | MIDLAND FUNDING LLC | DC098230916230900 | 9/15/2023 | 100-000200-0100- | 140.39 | 226177 | | 00000 |
| | | | | | CHECK TOTAL | 140.39 | | | |
| 00000 | 001021 | MINNESOTA LIFE INS CO | DC200230916230900 | 9/15/2023 | 100-000200-0100- | 481.81 | 226178 | | 00000 |
| 00000 | 001021 | | DC200230916230900 | 9/15/2023 | 105-000200-0100- | 109.23 | 226178 | | 00000 |
| | | | | | CHECK TOTAL | 591.04 | | | |
| 00000 | 000872 | NATIONWIDE RETIREMENT | DC090230916230900 | 9/15/2023 | 100-000200-0100- | 486.71 | 226179 | | 00000 |
| 00000 | 000872 | | DC090230916230900 | 9/15/2023 | 105-000200-0100- | 100.00 | 226179 | | 00000 |
| | | | | | CHECK TOTAL | 586.71 | | | |
| 00000 | 001851 | NYS CHILD SUPPORT PROCESS | DC114230916230900 | 9/15/2023 | 100-000200-0100- | 121.33 | 226180 | | 00000 |
| | | | | | CHECK TOTAL | 121.33 | | | |
| 00000 | 001560 | SUZANNE E WADE, TRUSTEE | DC107230916230900 | 9/15/2023 | 100-000200-0100- | 448.50 | 226181 | | 00000 |
| | | | | | CHECK TOTAL | 448.50 | | | |
| 00000 | 002087 | TRANSWORLD SYSTEMS, INC. | DC134230916230900 | 9/15/2023 | 100-000200-0100- | 233.10 | 226182 | | 00000 |
| | | | | | CHECK TOTAL | 233.10 | | | |
| 00000 | 000247 | TREASURER OF VIRGINIA | DC080230916230900 | 9/15/2023 | 100-000200-0100- | 2,603.99 | 226183 | | 00000 |
| | | | | | CHECK TOTAL | 2,603.99 | | | |
| 00000 | 000831 | VACORP | DC035230916230900 | 9/15/2023 | 100-000200-0100- | 289.34 | 226184 | | 00000 |

| P/O NO. | VEND. NO. | VENDOR NAME | INVOICE NO. | INVOICE DATE | ACCOUNT NO. | NET AMOUNT | CHECK NO. | DESCRIPTION | BATCH |
|---------|-----------|---------------------------|-------------------|--------------|------------------|------------|-----------|-------------|-------|
| 00000 | 000245 | AFLAC | DC040230930230900 | 9/29/2023 | 100-000200-0100- | 715.25 | 226309 | | 00000 |
| 00000 | 000245 | | DC040230930230900 | 9/29/2023 | 105-000200-0100- | 68.64 | 226309 | | 00000 |
| 00000 | 000245 | | DC041230930230900 | 9/29/2023 | 100-000200-0100- | 621.59 | 226309 | | 00000 |
| 00000 | 000245 | | DC041230930230900 | 9/29/2023 | 105-000200-0100- | 109.99 | 226309 | | 00000 |
| | | | | | CHECK TOTAL | 1,515.47 | | | |
| 00000 | 000881 | ANTHEM BLUE CROSS AND | DC005230930230900 | 9/29/2023 | 100-000200-0100- | 11,237.00 | 226310 | | 00000 |
| 00000 | 000881 | | DC005230930230900 | 9/29/2023 | 105-000200-0100- | 1,983.00 | 226310 | | 00000 |
| 00000 | 000881 | | DC015230930230900 | 9/29/2023 | 100-000200-0100- | 4,822.50 | 226310 | | 00000 |
| 00000 | 000881 | | DC015230930230900 | 9/29/2023 | 105-000200-0100- | 964.50 | 226310 | | 00000 |
| 00000 | 000881 | | DC126230930230900 | 9/29/2023 | 100-000200-0100- | 26,418.00 | 226310 | | 00000 |
| 00000 | 000881 | | DC126230930230900 | 9/29/2023 | 105-000200-0100- | 6,069.00 | 226310 | | 00000 |
| | | | | | CHECK TOTAL | 51,494.00 | | | |
| 00000 | 002034 | CHAPPELL REAL ESTATE, INC | DC140230930230900 | 9/29/2023 | 100-000200-0100- | 77.60 | 226311 | | 00000 |
| | | | | | CHECK TOTAL | 77.60 | | | |
| 00000 | 002171 | JAMES CITY COUNTY TREASUR | DC204230930230900 | 9/29/2023 | 100-000200-0100- | 100.00 | 226312 | | 00000 |
| | | | | | CHECK TOTAL | 100.00 | | | |
| 00000 | 001397 | LEGAL SHIELD | DC097230930230900 | 9/29/2023 | 100-000200-0100- | 71.84 | 226313 | | 00000 |
| 00000 | 001397 | | DC097230930230900 | 9/29/2023 | 105-000200-0100- | 26.93 | 226313 | | 00000 |
| | | | | | CHECK TOTAL | 98.77 | | | |
| 00000 | 002177 | LVNV FUNDING LLC | DC141230930230900 | 9/29/2023 | 100-000200-0100- | 394.64 | 226314 | | 00000 |
| | | | | | CHECK TOTAL | 394.64 | | | |
| 00000 | 001410 | MIDLAND FUNDING LLC | DC098230930230900 | 9/29/2023 | 100-000200-0100- | 140.39 | 226315 | | 00000 |
| | | | | | CHECK TOTAL | 140.39 | | | |
| 00000 | 001021 | MINNESOTA LIFE INS CO | DC200230930230900 | 9/29/2023 | 100-000200-0100- | 481.81 | 226316 | | 00000 |
| 00000 | 001021 | | DC200230930230900 | 9/29/2023 | 105-000200-0100- | 109.23 | 226316 | | 00000 |
| | | | | | CHECK TOTAL | 591.04 | | | |
| 00000 | 000872 | NATIONWIDE RETIREMENT | DC090230930230900 | 9/29/2023 | 100-000200-0100- | 395.00 | 226317 | | 00000 |
| 00000 | 000872 | | DC090230930230900 | 9/29/2023 | 105-000200-0100- | 100.00 | 226317 | | 00000 |
| | | | | | CHECK TOTAL | 495.00 | | | |
| 00000 | 001851 | NYS CHILD SUPPORT PROCESS | DC114230930230900 | 9/29/2023 | 100-000200-0100- | 121.33 | 226318 | | 00000 |
| | | | | | CHECK TOTAL | 121.33 | | | |
| 00000 | 001560 | SUZANNE E WADE, TRUSTEE | DC107230930230900 | 9/29/2023 | 100-000200-0100- | 448.50 | 226319 | | 00000 |
| | | | | | CHECK TOTAL | 448.50 | | | |
| 00000 | 002087 | TRANSWORLD SYSTEMS, INC. | DC134230930230900 | 9/29/2023 | 100-000200-0100- | 128.45 | 226320 | | 00000 |
| | | | | | CHECK TOTAL | 128.45 | | | |
| 00000 | 000247 | TREASURER OF VIRGINIA | DC080230930230900 | 9/29/2023 | 100-000200-0100- | 2,603.99 | 226321 | | 00000 |
| | | | | | CHECK TOTAL | 2,603.99 | | | |
| 00000 | 000831 | VACORP | DC035230930230900 | 9/29/2023 | 100-000200-0100- | 289.34 | 226322 | | 00000 |

| P.O. NO. | VENDOR NO. | VENDOR NAME | INVOICE NO. | INVOICE DATE | A/P ACCRL | ACCOUNT NO. | NET AMOUNT | CHECK NO. | ACH PMT | ACH G/L | ACCOUNT DESC. | BATCH | INV.DESCRPTION |
|----------|------------|---------------------------|-----------------|--------------|---------------|-------------------|---------------|---------------|---------------|---------------|-------------------------------|-----------|--------------------|
| 0000000 | 003001 | ALLIED INSTRUCTIONAL SERV | JUN1012914-0007 | 9/22/2023 | | 4110-053000-1013- | 624.00 | 226286 | | | 2g-Special Education Private | 01931 | TRISVAN, KHALIJA |
| 0000000 | 003001 | | JUN1012952-0008 | 9/22/2023 | | 4110-053000-1013- | 27.50 | 226286 | | | 2g-Special Education Private | 01931 | TRISVAN, KHALIJA |
| 0000000 | 003001 | | MAY1012914-0010 | 9/22/2023 | | 4110-053000-1013- | 598.26 | 226286 | | | 2g-Special Education Private | 01931 | TRISVAN, KHALIJA |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 1,249.76 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 1,249.76 |
| 0000000 | 003003 | BARROW, RAYSHARA | AUG1012904-0011 | 9/22/2023 | | 4110-053000-1008- | 609.00 | 226287 | | | 2e-Family Foster Care | 01931 | WILLIAMS, RAYSHAAD |
| 0000000 | 003003 | | SEP1012904-0015 | 9/22/2023 | | 4110-053000-1008- | 121.80 | 226287 | | | 2e-Family Foster Care | 01931 | WILLIAMS, RAYSHAAD |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 730.80 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 730.80 |
| 0000000 | 003004 | BELIEVE-N-U YOUTH EMPOWER | JUN1012915-0009 | 9/22/2023 | | 4110-053000-1013- | 2,450.00 | 226288 | | | 2g-Special Education Private | 01931 | TRISVAN, KHALIJA |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 2,450.00 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 2,450.00 |
| 0000000 | 003008 | COUNTRY DAYCARE | AUG1012942-0012 | 9/22/2023 | | 4110-053000-1008- | 490.00 | 226289 | | | 2e-Family Foster Care | 01931 | BYNUM, JEREMIAH |
| 0000000 | 003008 | | JUL1012942-0013 | 9/22/2023 | | 4110-053000-1008- | 600.00 | 226289 | | | 2e-Family Foster Care | 01931 | BYNUM, JEREMIAH |
| 0000000 | 003008 | | JUN1012943-0002 | 9/22/2023 | | 4110-053000-1008- | 990.00 | 226289 | | | 2e-Family Foster Care | 01931 | BYNUM, JEREMIAH |
| 0000000 | 003008 | | MAY1012943-0005 | 9/22/2023 | | 4110-053000-1008- | 1,000.00 | 226289 | | | 2e-Family Foster Care | 01931 | BYNUM, JEREMIAH |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 3,080.00 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 3,080.00 |
| 0000000 | 003016 | INTERCEPT YOUTH SERVICES | JUN1012916-0003 | 9/22/2023 | | 4110-053000-1008- | 772.00 | 226290 | | | 2e-Family Foster Care | 01931 | FREEMAN, EARNEESE |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 772.00 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 772.00 |
| 0000000 | 003019 | MS. ALYSON'S DAYCARE | JUL1012920-0014 | 9/22/2023 | | 4110-053000-1008- | 600.00 | 226291 | | | 2e-Family Foster Care | 01931 | BYNUM JR., JONATHA |
| 0000000 | 003019 | | JUN1012919-0004 | 9/22/2023 | | 4110-053000-1008- | 480.00 | 226291 | | | 2e-Family Foster Care | 01931 | BYNUM JR., JONATHA |
| 0000000 | 003019 | | MAY1012919-0006 | 9/22/2023 | | 4110-053000-1008- | 460.00 | 226291 | | | 2e-Family Foster Care | 01931 | BYNUM JR., JONATHA |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 1,540.00 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 1,540.00 |
| 0000000 | 003033 | NORTH SPRING BEHAVIORAL H | JUN1012929-0001 | 9/22/2023 | | 4110-053000-1003- | 1,618.20 | 226292 | | | 1e-Educational Services Congr | 01931 | FOSTER, KAYLA |
| | | DISC. TOTAL | .00 | CHECK TOTAL | 1,618.20 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 1,618.20 |
| | | .00 | CHECK TOTAL | 11,440.76 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 11,440.76 | |
| | | .00 | CHECK TOTAL | 11,440.76 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 11,440.76 | |

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 11,440.76- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

9-25-23
 DATE

9-25-23
 DATE

9/25/23
 DATE

[Signature]
 DIRECTOR OF FINANCE

[Signature]
 COUNTY ADMINISTRATION

[Signature]
 DESTE J. COX, TREASURER

AP100 9/18/2023 SUSSEX COUNTY

A/P CHECK REGISTER

TIME-11:49:03

ActPd - 2023/09

| P.O. NO. | VENDOR NO. | VENDOR NAME | INVOICE NO. | INVOICE DATE | A/P ACCRL | ACCOUNT NO. | NET AMOUNT | CHECK NO. | ACH PMT | ACH PMT | G/L |
|----------|-------------|-------------|-------------|--------------|---------------|--------------------------|-------------------|-----------|---------|---------|-----|
| 0000000 | 002135 | WEX INC | 91700122 | 9/06/2023 | | 4100-021600-1264-261-210 | 407.96 | 13 | Y | | Mi |
| 0000000 | 002135 | | 91700122 | 9/06/2023 | | 4100-021500-1264-253-210 | 311.85 | 13 | Y | | Mi |
| 0000000 | 002135 | | 91700122 | 9/06/2023 | | 4100-021700-1264-271-210 | 46.62 | 13 | Y | | Fu |
| 0000000 | 002135 | | 91700122 | 9/06/2023 | | 4100-021200-1264-221-210 | 638.14 | 13 | Y | | Mi |
| 0000000 | 002135 | | 91700122 | 9/06/2023 | | 4100-051100-1264-512-510 | 16,419.67 | 13 | Y | | Mi |
| 0000000 | 002135 | | 91700122 | 9/06/2023 | | 4100-021600-1264-262-210 | 233.27 | 13 | Y | | Mi |
| 0000000 | 002135 | | 91700122 | 9/06/2023 | | 4105-071100-1264-711-710 | 2,756.20 | 13 | Y | | Ga |
| | DISC. TOTAL | .00 | CHECK TOTAL | .00 | ACH PMT TOTAL | 20,813.71 CPA PMT TOTAL | .00 EPY PMT TOTAL | | | | |
| | | .00 | CHECK TOTAL | .00 | ACH PMT TOTAL | 20,813.71 CPA PMT TOTAL | .00 EPY PMT TOTAL | | | | |
| | | .00 | CHECK TOTAL | .00 | ACH PMT TOTAL | 20,813.71 CPA PMT TOTAL | .00 EPY PMT TOTAL | | | | |

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED. THE TOTAL 20,813.71- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

9-18-23
DATE
Sep 18, 2023
DATE
9/18/23
DATE

Richard Douglas
DIRECTOR OF FINANCE
Richard Douglas (Sep 18, 2023 11:49:03 AM EDT)
COUNTY ADMINISTRATION
Deste J. Cox
DESTE J. COX, TREASURER

| P.O. NO. | VENDOR NO. | VENDOR NAME | INVOICE NO. | INVOICE DATE | A/P ACCRL | ACCOUNT NO. | NET AMOUNT | CHECK NO. | ACH PMT | ACH G/L | ACCOUNT DESC. | BATCH INVENTORY | DESCRIPTION |
|-------------|------------|--------------------------|-------------|--------------|---------------|--------------------------|---------------|-----------|---------------|---------|-------------------------------|-----------------|--------------------|
| 0000000 | 002172 | COMMERCIAL CARD SERVICES | 09/18/2023 | 09/18/2023 | | 4100-021200-1273-221-210 | .00 | 91923 | Y | | Building Systems Main & Repai | 01925 | LGWES #02918 - Pur |
| 0000000 | 002172 | | 09/18/2023 | 09/18/2023 | | 4100-021200-1273-221-210 | 34.98 | 91923 | Y | | Building Systems Main & Repai | 01925 | #4715292806958949 |
| 0000000 | 002172 | | 09/18/2023 | 09/18/2023 | | 4100-021200-1241-221-210 | 42.04 | 91923 | Y | | Office Supplies | 01925 | #4715292806958949 |
| 0000000 | 002172 | | 09/18/2023 | 09/18/2023 | | 4100-021600-1278-264-210 | 289.50 | 91923 | Y | | Diesel Fuel | 01925 | #4715292806958949 |
| 0000000 | 002172 | | 09/18/2023 | 09/18/2023 | | 4100-021600-1278-264-210 | 276.13 | 91923 | Y | | Diesel Fuel | 01925 | #4715292806958949 |
| 0000000 | 002172 | | 09/18/2023 | 09/18/2023 | | 4100-021600-1278-264-210 | 184.05 | 91923 | Y | | Diesel Fuel | 01925 | #4715292806958949 |
| DISC. TOTAL | | .00 | CHECK TOTAL | 826.70 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 826.70 | |
| | | .00 | CHECK TOTAL | 826.70 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 826.70 | |
| | | .00 | CHECK TOTAL | 826.70 | ACH PMT TOTAL | .00 | CPA PMT TOTAL | .00 | EPY PMT TOTAL | .00 | TOTAL | 826.70 | |

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 826.70- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

9-19-23

DATE

Sep 19, 2023

DATE

9/20/23

DATE

Kelly Moore

DIRECTOR OF FINANCE

Richard Douglas

Richard Douglas (See 10/20/22 20 EDT)

COUNTY ADMINISTRATION

Beste J. Cox

BESTE J. COX, TREASURER

SUSSEX COUNTY
TREASURER'S REPORT
AND
FINANCIAL UPDATE

SUBMITTED BY DESTE J. COX, TREASURER

SEPTEMBER 30, 2023

- Bank Reconciliation
- General Fund Revenue/Expenditure Summary



TREASURER'S OFFICE

DESTE JARRATT COX
TREASURER
SUSSEX COUNTY

15074 COURTHOUSE ROAD
P.O. BOX 1399
SUSSEX, VA. 23884

Phone (434)246-1086 or
(434)246-1087
Fax (434)246-2347

Statement of money in the banks to the credit of Sussex County as shown by the Treasurer's books at the close of business September 30, 2023

TRUIST #201- SUSSEX, VA

| | | |
|-----------------------------|-------------|-------------|
| Bank Balance ----- | \$24,056.90 | |
| Bank Fees/Adjustments ----- | 119.61 | |
| Deposits in Transit----- | 0.00 | |
| Outstanding Checks----- | 0.00 | \$24,176.51 |

BSV #301- STONY CREEK, VA

| | | |
|-----------------------------------|----------------|----------------|
| Bank Balance----- | \$3,595,687.02 | |
| Bank Fees/Returned Checks----- | 584.70 | |
| Credit Card Fees/Adjustments----- | 605.35 | |
| Deposits in Transit ----- | (909.72) | |
| Outstanding Checks----- | (1,102,834.22) | \$2,493,133.13 |


PRIMIS #401- WAVERLY, VA

| | | |
|---------------------------|----------------|----------------|
| Bank Balance----- | \$16,855.28 | |
| Deposits in Transit----- | (0.67) | \$16,854.61 |
| Investments and CD's----- | | |
| #30392331 - Primis #451 | \$1,032,961.78 | |
| #30391992 - Primis #451 | \$2,068,384.19 | |
| #30390504 - Primis #451 | \$2,549,208.97 | |
| | | \$5,650,554.94 |

| | | |
|-----------------------------------------------------|----------------|-----------------|
| <u>LGIP INVESTMENT #803</u> Investment Balance----- | \$2,225,421.95 | |
| <u>VA INV POOL #804</u> Investment Balance----- | \$757,823.61 | |
| TOTAL IN BANKS REC W/GL----- | | \$11,167,964.75 |

Letters or statements from each of the above mentioned banks are on file in the Treasurer's Office of Sussex County certifying the balance as listed above.

Respectfully submitted:


Deste J. Cox, Treasurer

SUSSEX COUNTY - DESTE J. COX, TREASURER
REVENUE/EXPENDITURE SUMMARY REPORT
SEPTEMBER 2023

General Fund **FUND BALANCE as of 9/30/23 = \$ 5,494,907.83**

| <i>REVENUES</i> | | <i>ANNUAL APPROPRIATED</i> | <i>CURRENT MONTH ACTIVITY</i> | <i>YTD ACTUAL 09/30/2023</i> | <i>PRIOR FY - YTD Through 09/30/2022</i> | <i>COLLECTED % YTD</i> |
|------------------------------------|--|----------------------------|-------------------------------|------------------------------|------------------------------------------|------------------------|
| Real Estate - 2023 | | 5,434,283 | 36,628 | 36,628 | 0 | 0.7% |
| Public Service Corp - 2023 | | 711,534 | 0 | 0 | 0 | 0.0% |
| Personal Property - 2023 | | 3,710,092 | 17,716 | 17,716 | 0 | 0.5% |
| Machinery & Tools - 2023 | | 599,000 | 0 | 0 | 0 | 0.0% |
| Local Sales & Use Taxes (net) | | 1,125,928 | 99,388 | 319,959 | 287,094 | 28.4% |
| Transient Occupancy Tax | | 100,000 | 5,003 | 20,567 | 27,750 | 20.6% |
| Consumer Utility Taxes | | 93,000 | 4,691 | 16,725 | 18,583 | 18.0% |
| Business License Taxes | | 106,825 | 1,765 | 5,365 | 10,287 | 5.0% |
| Motor Vehicle Licenses | | 227,100 | 2,336 | 12,918 | 5,900 | 5.7% |
| Landfill Tipping Fees | | 5,500,000 | 486,604 | 1,406,309 | 1,433,690 | 25.6% |
| Delinquent Tax - Real Estate | | 140,000 | 13,257 | 56,198 | 56,444 | 40.1% |
| Delinquent Tax - Personal Property | | 93,350 | 19,359 | 120,816 | 38,832 | 129.4% |
| Penalties - All Property | | 105,000 | 3,971 | 19,061 | 9,610 | 18.2% |
| Interest - All Property | | 30,000 | 1,467 | 5,754 | 4,335 | 19.2% |
| Court Fines | | 750,000 | 56,087 | 159,104 | 159,843 | 21.2% |
| EMS Billing | | 200,000 | 0 | 0 | 0 | 0.0% |
| State | | 4,994,773 | 206,465 | 926,430 | 1,064,943 | 18.5% |
| Federal | | 1,000 | 519,020 | 751,679 | 0 | - |
| Transfer from Reserve & FR Escr | | 618,209 | 274,711 | 379,711 | 244,444 | 61.4% |
| Designated Use of Fund Balance | | 5,530,623 | 0 | 0 | 2,203,012 | 0.0% |
| | | | | | | |
| <i>EXPENDITURES</i> | | <i>ANNUAL APPROPRIATED</i> | <i>CURRENT MONTH ACTIVITY</i> | <i>YTD ACTUAL 09/30/2023</i> | <i>PRIOR FY - YTD Through 09/30/2022</i> | <i>SPENT % YTD</i> |
| General Government | | 2,953,166 | 249,595 | 708,145 | 673,462 | 24.0% |
| Judicial Administration | | 1,382,129 | 98,943 | 309,436 | 355,556 | 22.4% |
| Fire, Rescue, EMS | | 2,556,428 | 328,687 | 1,217,020 | 979,167 | 47.6% |
| Sheriff's Operations & Jail | | 6,838,610 | 486,609 | 1,627,249 | 1,376,451 | 23.8% |
| Public Works | | 2,075,889 | 165,786 | 593,757 | 614,354 | 28.6% |
| Health & Welfare | | 889,971 | 54,731 | 216,463 | 221,395 | 24.3% |
| Education | | 8,408,081 | 1,246,709 | 1,300,123 | 366,435 | 15.5% |
| Rec & Cultural Enrichment | | 236,645 | 12,500 | 78,661 | 77,565 | 33.2% |
| Planning/Community Dev | | 613,753 | 81,133 | 217,648 | 143,145 | 35.5% |
| Grants | | 4,579,439 | 712,651 | 1,017,855 | 12,000 | 22.2% |
| Debt Service | | 1,547,941 | 0 | 1,215,504 | 1,123,813 | 78.5% |

** Federal YTD Includes VATI Grant

| General Fund | | | | | | | |
|-----------------------------------------------|--|--|---------------------|------------------|------------------|-----------------------|----------------|
| | | | ANNUAL | CURRENT | ACTUAL | YTD 09/30/2022 | Spent % |
| EXPENDITURES BY DEPARTMENT | | | APPROPRIATED | ACTIVITY | YEAR TO | PRIOR FISCAL | YTD |
| | | | | | DATE | YEAR | |
| Board of Supervisors | | | 163,427 | 11,702 | 41,995 | 34,640 | 25.7% |
| Administration | | | 1,262,858 | 145,940 | 350,251 | 240,954 | 27.7% |
| Contingency Acct (7/1/23 = \$125,000) | | | 37,522 | 0 | 0 | 0 | 0.0% |
| HRA Admin Fee | | | 6,020 | 434 | 1,306 | 0 | 21.7% |
| HRA Employer Spend | | | 188,000 | 0 | 24,213 | 65,531 | 12.9% |
| IT & Central Acct | | | 59,500 | 148 | 15,632 | 72,966 | 26.3% |
| County Attorney | | | 111,000 | 9,180 | 18,360 | 33,242 | 16.5% |
| Registrar/Board of Elections | | | 261,518 | 17,316 | 62,783 | 64,008 | 24.0% |
| Com of Revenue | | | 311,581 | 22,314 | 69,329 | 65,652 | 22.3% |
| Treasurer | | | 551,740 | 42,562 | 124,276 | 96,469 | 22.5% |
| General Government | | | 2,953,166 | 249,595 | 708,145 | 673,462 | 24.0% |
| ARPA - 2nd Tranche | | | 147,781 | 0 | 0 | 0 | 0.0% |
| ARPA - Broadband | | | 4,171,305 | 625,026 | 868,337 | 0 | 20.8% |
| Admin/Indust Dev Grants | | | 75,424 | 47,902 | 63,650 | 0 | 84.4% |
| CDBG Pocahontas Grt | | | 184,930 | 39,722 | 85,868 | 12,000 | 46.4% |
| Grants | | | 4,579,439 | 712,651 | 1,017,855 | 12,000 | |
| Courts | | | 144,210 | 2,734 | 16,030 | 18,753 | 11.1% |
| Clerk of Courts | | | 475,543 | 39,761 | 119,017 | 151,051 | 25.0% |
| Commonwealth Atty | | | 656,902 | 55,918 | 159,924 | 159,623 | 24.3% |
| Victim Witness | | | 105,474 | 529 | 14,464 | 26,130 | 13.7% |
| Judicial Administration | | | 1,382,129 | 98,943 | 309,436 | 355,556 | 22.4% |
| Fire/Rescue/EMS | | | 2,105,997 | 281,570 | 1,082,757 | 861,131 | 51.4% |
| Animal Control | | | 450,431 | 47,117 | 134,262 | 118,036 | 29.8% |
| Fire, Rescue, EMS | | | 2,556,428 | 328,687 | 1,217,020 | 979,167 | 47.6% |
| Court Sec/Spot/FO/E911 | | | 4,636,165 | 308,262 | 1,025,263 | 866,528 | 22.1% |
| Confinement of Inmates | | | 2,070,867 | 172,190 | 567,832 | 478,587 | 27.4% |
| Crater Crim Justice Aca. | | | 131,578 | 6,157 | 34,154 | 31,336 | 26.0% |
| Sheriff's Operations & Jail | | | 6,838,610 | 486,609 | 1,627,249 | 1,376,451 | 23.8% |
| Building & Grounds | | | 962,451 | 70,894 | 310,176 | 312,480 | 32.2% |
| Envir Inspections | | | 262,911 | 322 | 40,118 | 35,801 | 15.3% |
| General Works | | | 362,500 | 44,594 | 93,328 | 75,784 | 25.7% |
| Convenience Ctrs. | | | 488,027 | 49,976 | 150,135 | 190,288 | 30.8% |
| Public Works | | | 2,075,889 | 165,786 | 593,757 | 614,354 | 28.6% |
| Health - Outside Agencies | | | 244,691 | 0 | 48,187 | 43,149 | 19.7% |
| Com. Support Services - Outside Agencies | | | 167,691 | 52,000 | 63,191 | 82,525 | 37.7% |
| Local Contrib to DSS | | | 300,951 | 0 | 36,676 | 47,684 | 12.2% |
| Local Contrib to CSA | | | 176,638 | 2,731 | 68,409 | 48,038 | 38.7% |
| Health & Welfare | | | 889,971 | 54,731 | 216,463 | 221,395 | 24.3% |
| Local Contrib to Sch Fd | | | 8,408,081 | 1,246,709 | 1,300,123 | 366,435 | 15.5% |
| Education | | | 8,408,081 | 1,246,709 | 1,300,123 | 366,435 | 15.5% |
| Library/Cultural - Outside Agencies | | | 178,145 | 0 | 47,661 | 35,815 | 26.8% |
| Recreational Contrib- Outside Agencies | | | 58,500 | 12,500 | 31,000 | 41,750 | 53.0% |
| Recreational & Cultural Enrichment | | | 236,645 | 12,500 | 78,661 | 77,565 | 33.2% |
| Planning/Building/Zoning | | | 465,548 | 81,133 | 152,706 | 87,208 | 32.8% |
| Crater Planning Com | | | 17,039 | 0 | 17,039 | 8,771 | 100.0% |
| IDA | | | 82,500 | 0 | 23,569 | 0 | 28.6% |
| Va Gateway Region | | | 47,166 | 0 | 23,583 | 47,166 | 50.0% |
| Crater SBDC | | | 1,500 | 0 | 750 | 0 | 50.0% |
| Planning/Community Dev | | | 613,753 | 81,133 | 217,648 | 143,145 | 35.5% |
| Debt Service | | | 1,547,941 | 0 | 1,215,504 | 1,123,813 | 78.5% |
| Debt Service | | | 1,547,941 | 0 | 1,215,504 | 1,123,813 | 78.5% |

**SUSSEX COUNTY
REVENUE/EXPENDITURE SUMMARY REPORT
SEPTEMBER 2023**

Capital Projects Fund - Fund 302

FUND BALANCE as of 09/30/23 = \$ 93,621 plus \$445,000 F&R Dedicated Funds

| | | ANNUAL APPROPRIATED | CURRENT MONTH ACTIVITY | YTD ACTUAL 09/30/2023 | PRIOR FY - YTD Through 09/30/2022 | |
|-------------------------------------------------|--|------------------------|------------------------------|--------------------------|-----------------------------------------|-------|
| REVENUES | | | | | | |
| Interest Earned | | 4,000 | 0 | 0 | 0 | 0.0% |
| Transfer from General Fund | | 0 | 0 | 0 | 0 | |
| Total Capital Projects Fund Revenues | | 4,000 | 0 | 0 | 0 | |
| EXPENDITURES | | | | | | |
| Replace E911 Equip | | 19,323.29 | 0 | 0 | 0 | 0.0% |
| Sheriff Patrol Vehicle | | 53,739.77 | 0 | 0 | 0 | 0.0% |
| Communications | | 20,000.00 | 0 | 0 | 0 | 0.0% |
| Renovations-Co. Buildings | | 216,303.00 | 0 | 0 | 0 | 0.0% |
| Trf to General Fund | | 463,968.00 | 224,470 | 224,470 | 0 | 48.4% |
| Trf to Fire/Rescue Escrow | | 4,000.00 | 0 | 0 | 0 | 0.0% |
| Total Capital Projects Fund Expenditures | | 777,334 | 224,470 | 224,470 | 0 | |

**SUSSEX COUNTY
REVENUE/EXPENDITURE SUMMARY REPORT
SEPTEMBER 2023**

Reserve Fund 135

FUND BALANCE as of 09/30/23 = \$ 5,251,573

| | | ANNUAL APPROPRIATED | CURRENT MONTH ACTIVITY | YTD ACTUAL 09/30/2023 | PRIOR FY - YTD Through 09/30/2022 | |
|----------------------------------------|--|------------------------|------------------------------|--------------------------|-----------------------------------------|-------|
| REVENUES | | | | | | |
| Interest | | 30,000 | 0 | 0 | 0 | 0.0% |
| Transfer from General Fund | | 0 | 0 | 0 | 0 | |
| Total Reserve Fund Revenues | | 30,000 | 0 | 0 | 0 | |
| EXPENDITURES | | | | | | |
| Transfer to General Fund | | 185,241 | 50,241 | 155,241 | 244,444 | 83.8% |
| Total Reserve Fund Expenditures | | 185,241 | 50,241 | 155,241 | 244,444 | |

BUILDING INSPECTIONS DEPARTMENT



October 19, 2023 Monthly Reports



MEMORANDUM

DATE: October 2, 2023
 TO: Richard Douglas, County Administrator
 FROM: Matt Westheimer, Building Official
 SUBJECT: September 2023 - Monthly Report

Please accept this as the September 2023 update for the Building Department.

BUILDING ACTIVITY

- September 2023

| <i>Building Permits</i> | <i>Electrical Permits</i> | <i>Plumbing & Sprinkler Permits</i> | <i>Mechanical Permits</i> | <i>Field Inspections</i> | <i>Improvement Value</i> | <i>Revenue Generated</i> |
|-------------------------|---------------------------|-----------------------------------------|---------------------------|--------------------------|--------------------------|--------------------------|
| 16 | 15 | 2 | 6 | 73 | \$1,921,774.22 | \$16,306.73 |

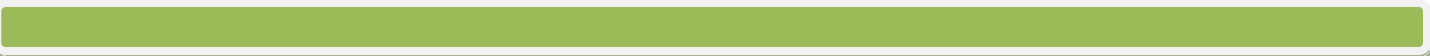
- September 2022

| <i>Building Permits</i> | <i>Electrical Permits</i> | <i>Plumbing & Sprinkler Permits</i> | <i>Mechanical Permits</i> | <i>Field Inspections</i> | <i>Improvement Value</i> | <i>Revenue Generated</i> |
|-------------------------|---------------------------|-----------------------------------------|---------------------------|--------------------------|--------------------------|--------------------------|
| 14 | 11 | 2 | 3 | 57 | \$1,475,161.00 | \$7,040.69 |

- January 2023 – December 2023 (Yearly totals)

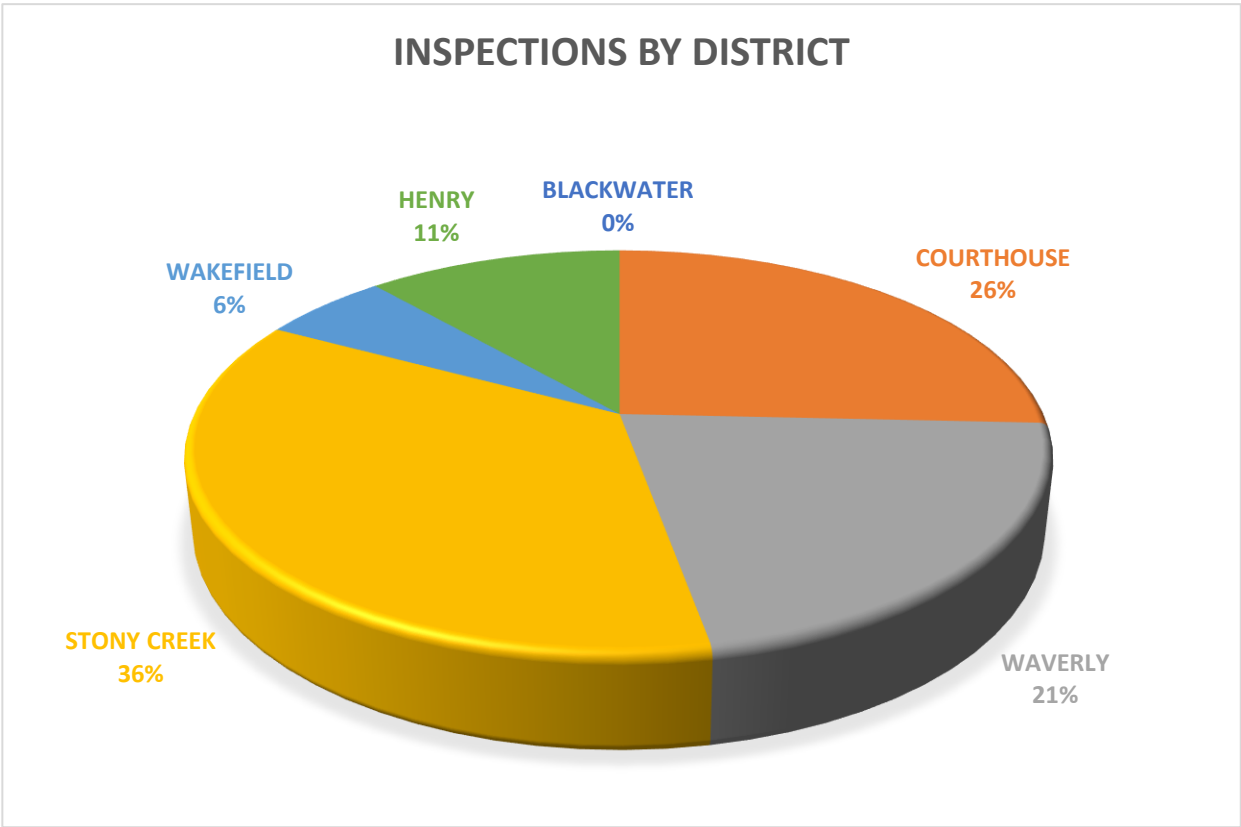
| <i>Building Permits</i> | <i>Electrical Permits</i> | <i>Plumbing & Sprinkler Permits</i> | <i>Mechanical Permits</i> | <i>Field Inspections</i> | <i>Improvement Value</i> | <i>Revenue Generated</i> |
|-------------------------|---------------------------|-----------------------------------------|---------------------------|--------------------------|--------------------------|--------------------------|
| 104 | 118 | 36 | 60 | 618 | \$34,612,134.79 | \$356,353.50 |

| | |
|-------------------------------------------------------------|------|
| <i>Inspections completed within 24 hours For September</i> | 100% |
| <i>Plans reviewed within 10 business days For September</i> | 100% |

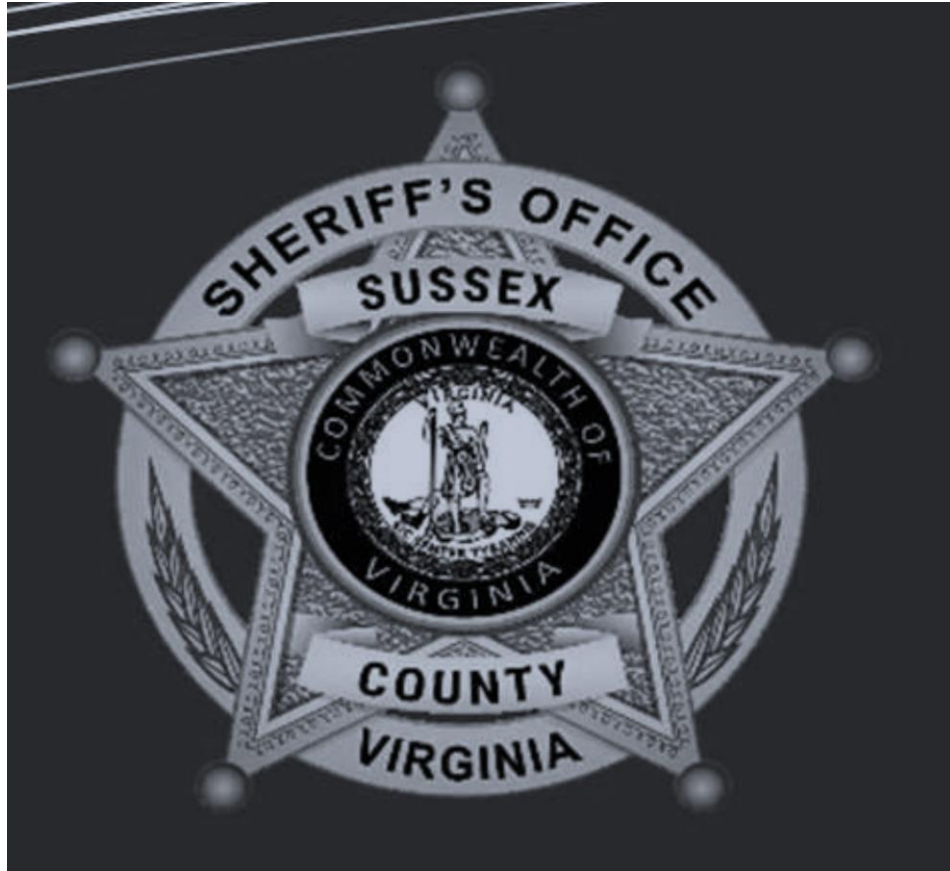


**SUSSEX COUNTY
INSPECTIONS PERFORMED BY DISTRICT
SEPTEMBER 2023**

| DISTRICT | INSPECTIONS |
|-----------------|--------------------|
| BLACKWATER | 0 |
| COURTHOUSE | 18 |
| WAVERLY | 15 |
| STONY CREEK | 25 |
| WAKEFIELD | 4 |
| HENRY | 8 |



Sheriff's Department



October 19, 2023

Monthly Reports



Sheriff E.L. Giles, Sr.
Sussex County Sheriff's Office

"One Family, One Mission, One Goal"

Sussex County Sheriff's Office Monthly Report
Month of September 2023

PATROL

| CALLS FOR SERVICE | |
|-------------------|--------|
| Type: | Total: |
| Sheriff | 1,183 |
| Fire | 75 |
| Rescue | 231 |
| Animal Control | 88 |
| Town of Wakefield | 51 |
| Traffic | 691 |
| TOTAL | 2,319 |

COURTS

| Court: | Days of Court: |
|------------------|----------------|
| Circuit Court | 4 |
| General District | 10 |
| JDR Court | 5 |

| Court: | Judges: |
|------------------|---------|
| Circuit Court | 3 |
| General District | 5 |
| JDR Court | 3 |

P. O. Box 1326 Sussex, Virginia 23884
Telephone: 434-246-5000
Fax: 434-246-5714
Email: Egiles@susova.us

CIVIL

| Type: | Total: |
|-------------------|--------|
| Subpoenas Served | 315 |
| Jury Summoned | 0 |
| Criminal Warrants | 51 |
| DMV Notices | 5 |
| Levies | 1 |
| TDO | 2 |
| ECO | 0 |
| Other Civil | 116 |

| | |
|-----------------------|-------------|
| Fines and Forfeitures | \$49,109.27 |
| Sheriff's Fees | \$206.00 |
| Courthouse Security | \$7,532.68 |

JAIL

During the month of September 2023, our average daily population was 37.8 inmates. The jail booked in 31 individuals during September 2023.

The classification of these inmates as reported by the Commonwealth of Virginia's LIDS computer system is as follows:

| | |
|------------------------|------------------------------------------------------|
| Pre- Trial | 43 inmates, having been confined a total of 622 days |
| Sentenced Misdemeanant | 6 inmates, having been confined a total of 70 days |
| Sentenced Felons | 9 inmates, having been confined a total of 177 days. |
| Others | 5 inmates, convicted but not sentenced, etc. |
| Weekenders | 6 inmates serving a misdemeanor sentence. |

Transports of inmates for various reasons are listed below:

| | |
|--------------|---|
| Court / Jail | 7 |
| Medical | 0 |
| Juvenile | 0 |
| Road Crew | 0 |
| TDO (Mental) | 0 |
| TOTAL | 7 |

BOARD FORM

Agenda Item: Consent Agenda Item #2.05

Subject: Department of Criminal Justice Services Grant #24-O1439VW20 - \$98,091 & Budget Amendment

Board Meeting Date: September 19 2023

=====

Summary: Staff is in receipt of the FY23-24 Statement of Grant Award (SOGA) and Budget Narrative for the Department of Criminal Justice Services Grant #24-O1439VW20 for the Sussex County Victim Witness Grant Program (Year 3).

Federal funds were approved in the amount of \$66,449 and \$31,642 in State Special Funds for a total award of \$98,091.00 for the Victim Witness Program.

The Finance Department is requesting that the Board of Supervisors accepts and appropriates Victim Grant #24-O1439VW20 for FY23-24 from the Virginia Department of Criminal Justice in the amount of \$98,091.00. There is no local match.

A resolution for a budget amendment is also included for your approval as well.

Recommendation: That the Board accepts Victim Witness Grant #24-O1439VW20 from the Virginia Department of Criminal Justice Services (DCJS) in the amount of f \$66,449 in Federal Funds and \$31,642 in State Special Funds for a total award of \$98,091.00 and appropriates the same, as well as approve Resolution #22-106

Attachments: Copies of FY23-24 Statement of Grant Award & Budget Narrative for Sussex County Victim Witness Program for Grant #24-O1439VW20

=====

ACTION: That the Board accepts Victim Witness Grant #24-O1439VW20 from the Virginia Department of Criminal Justice Services (DCJS) in the amount of f \$66,449 in Federal Funds and \$31,642 in State Special Funds for a total award of \$98,091.00 and appropriates the same; and

FURTHER RESOLVED that the Board approves Resolution #22-106.

MOTION BY: _____ **SECONDED BY:** _____

| <u>Member</u> | <u>Aye</u> | <u>Nay</u> | <u>Member</u> | <u>Aye</u> | <u>Nay</u> |
|---------------|------------|------------|---------------------|------------|------------|
| Fly | ___ | ___ | W. Jones | ___ | ___ |
| Futrell | ___ | ___ | Seward | ___ | ___ |
| D. Jones | ___ | ___ | Tyler | ___ | ___ |
| | | | White (Tie Breaker) | ___ | ___ |



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

The Honorable Jackson H. Miller
Director

Tracy Louise Winn Banks, Esq.
Chief Deputy Director

Washington Building
1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
www.dcjs.virginia.gov

June 30, 2023

Richard Douglas
County Administrator
20135 Princeton Road
Sussex, Virginia 23884

RE: Victim Witness Grant Program (Year 3)

Dear Richard Douglas:

Congratulations on being a recipient of the above referenced grant program! Your DCJS grant award number is **24-O1439VW20** and was approved for a total award of **\$98,091**, funded in part through Award Numbers **2020-V2-GX-0048**, **15POVC-21-GG-00602-ASSI**, and/or **15POVC-22-GG-00681-ASSI**. The project period is **7/1/2023** through **6/30/2024**. Pursuant to the VOCA Fix to Sustain the Crime Victims Fund Act of 2021 (VOCA Fix) (Public Law No: 117-27) and the DCJS Emergency Match Waiver Request Policy for VOCA Subawards, there is no local match obligation for this award.

Included with this letter is a Statement of Grant Award/Acceptance (SOGA). Copies of the FY24 Special Conditions, Reporting Requirements, and Projected Due Dates are posted online at <https://www.dcjs.virginia.gov/grants/grant-requirements> for your review. In addition, there may be "Action Item" Special Conditions related to your grant award called *Encumbrances* that require your immediate attention. If there are any, please submit those documents via the On-line Grants Management System (OGMS) at <https://ogms.dcjs.virginia.gov/>.

If you have not previously done so, you must register to use this web-based system. The instructions on *Registering for a New Account* and *Submitting Action Item Encumbrances* are posted here <https://www.dcjs.virginia.gov/grants/ogms-training-resources> along with other resources and training videos. All registrants will be approved within 3 – 5 business days.

We will be happy to assist you in any way we can to assure your project's success. To indicate your acceptance of the award and conditions, please sign the included SOGA and return it electronically within the next 60 days to grantsmgmt@dcjs.virginia.gov. Please note that you will not be able to draw down funds on this grant until DCJS receives the signed SOGA, and the grant is in Underway status in OGMS. If you have any questions, please contact your DCJS Grant Monitor **Chrissy Smith** at **804 339 9137** or via email at chrissy.smith@dcjs.virginia.gov.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jackson Miller'.

Jackson Miller

STATEMENT OF GRANT AWARD (SOGA)

Virginia Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, Virginia 23219

| |
|----------------------------------------------|
| Victim Witness Grant Program (Year 3) |
|----------------------------------------------|

| | |
|--------------------------|--------------------------------------------------------------------------|
| Subgrantee: | Sussex |
| DCJS Grant Number: | 24-O1439VW20 |
| UEI Number: | PVUJUTLZKEP1 |
| Grant Start Date: | 7/1/2023 |
| Grant End Date: | 6/30/2024 |
| Federal Grant Number(s): | 2020-V2-GX-0048, 15POVC-21-GG-00602-ASSI, and/or 15POVC-22-GG-00681-ASSI |
| Federal Awardee: | OVC |
| Federal Catalog Number: | 16.575 |
| Project Description: | To provide direct services for crime victims. |
| Federal Start Date: | 10/1/2019, 10/1/2020, and/or 10/1/2021 |

| | | | |
|----------------------|-----------------|----------------------------|-----------------------|
| Federal VOCA Funds: | \$66,449 | | |
| State Special Funds: | \$31,642 | | |
| State General Funds: | \$0 | | |
| _____ | | | |
| Total Budget: | \$98,091 | Indirect Cost Rate: _____% | *If applicable |

| Project Director | Project Administrator | Finance Officer |
|--------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| Kelli Wyatt Director 20209 Thornton Square Sussex, Virginia 23884 434-246-1085 kwyatt@sussexcao.com | Richard Douglas County Administrator 20135 Princeton Road Sussex, Virginia 23884 434-246-1000 rdouglas@sussexcountyva.gov | Kelly Moore Finance Director 20135 Princeton Road Sussex, Virginia 23884 434-246-1000 kmoore@sussexcountyva.gov |

***Please indicate your ICR in the space provided, if applicable.** As the duly authorized representative, the undersigned, having received the Statement of Grant Awards (SOGA) and reviewing the Special Conditions, hereby accepts this grant and agree to the conditions and provisions of all other Federal and State laws and rules and regulations that apply to this award.

Signature: _____

Authorized Official (Project Administrator)

Title: _____

Date: _____

**SUSSEX COUNTY VICTIM WITNESS ASSISTANCE PROGRAM
BUDGET SUMMARY FY24**

The Sussex County Victim Witness Assistance Program was awarded \$98,091.00 from the Department of Criminal Justice Services (DCJS) for FY24. The Victim Witness Assistance Program receives one hundred percent of its operating budget from DCJS. Due to the increase in the health insurance for Sussex County and the change in the percentage used to calculate the Virginia Retirement System figures the actual budget provided by the county is more than what was awarded by DCJS. However, I do not anticipate the locality receiving anything less than one hundred percent of reimbursement for the funding used in FY24 as in previous years.

The personnel and employee fringe benefits totals cover the salaries and wages for one full time employee with benefits and one part time employee. Being that this program is a state funded program, DCJS requires certain training hours to be completed within the year. The victim witness assistance program staff anticipates attending three training events over the course of the year. The travel totals will cover any funds used during that time. As shown in the attached detailed budget amendment, the supplies and other line items will cover any costs that are necessary to the overall function of the program. Some of these items include, postage, lease/service agreements, and telecommunications.

As stated in the Victim's Bill of Rights, the mission of the Sussex County Victim Witness Assistance Program is to ensure that crime victims and witnesses are treated with dignity, respect, sensitivity, and that their privacy is protected to the extent permissible under law. This program is housed in the Office of the Commonwealth's Attorney, the sponsoring agency, and has been operating over twenty years. While the program provides services to the County of Sussex, it should be noted that the county actually encompasses the following four communities: Jarratt, Stony Creek, Wakefield, and Waverly. Without funding to implement a victim witness assistance program, particularly in a rural area like Sussex County, it would be impossible to meet even the most basic rights of victims and witnesses let alone assuring them of being able to receive all of the services afforded to them by law through the Crime Victim and Witness Rights Act. This program is still needed in the community but it will have to be financially efficient if the staff want to continue providing a full time level of service when it only receives and only is expected to receive level funding.

**SUSSEX COUNTY VICTIM WITNESS ASSISTANCE PROGRAM
FY24 BUDGET**

| <u>Account No.</u> | <u>Description</u> | <u>Budget Amount</u> |
|-----------------------|--------------------------------------------|----------------------|
| Personnel | | |
| 1111-630 | Salaries and Wages – Full Time | \$65,000.00 |
| 1118-630 | Salaries and Wages – Part Time | \$1,449.00 |
| | All to the paid from Federal Funds: | \$66,449.00 |
| 1121-630 | Employer FICA Tax | \$5,569.00 |
| 1123-630 | VRS Contributions | \$3,846.00 |
| 381124-630 | Health Care Benefits | \$9,531.00 |
| 1125-630 | Group Life Insurance | \$875.00 |
| 1128-630 | Worker’s Comp- Self Insurance | \$73.00 |
| | Subtotal | \$86,343.00 |
| Travel | | |
| 1204-630 | Lodging | \$760.00 |
| 1205-630 | Meals | \$319.00 |
| 1264-630 | Gasoline/Mileage | \$300.00 |
| | Subtotal | \$1,379.00 |
| Supplies/Other | | |
| 1201-630 | Organization Membership | \$252.00 |
| 1203-630 | Workshops and Conferences | \$780.00 |
| 1224-630 | Information System Services | \$100.00 |
| 1231-630 | Postage | \$504.00 |
| 1233-630 | Printing | \$612.00 |
| 1234-630 | Telecommunications | \$1,500.00 |
| 1241-630 | Office Supplies | \$1,516.00 |
| 1251-630 | Computer & Printer Purchase | \$0.00 |
| 1252-630 | Equipment Lease/Rental | \$3,402.00 |
| 1257-630 | Furniture | \$0.00 |
| 1258-630 | Computer Software/Application | \$703.00 |
| 1295-630 | Insurance Services | \$0.00 |
| | Emergency Witness Expenses | \$1,000.00 |
| | Subtotal: | \$10,369.00 |
| | All to be paid from Special Funds: | \$31,642.00 |
| | GRANT TOTAL: | \$98,091.00 |

BOARD ACTION FORM

Agenda Item: Recognitions #3.01

Subject: VATI Broadband Project Update – Sarat Yellepeddi and Justin Harville, Ruralband

Board Meeting Date: October 19 2023

=====

Summary: Sarat Yellepeddi and Justin Harville with Ruralband will provide a brief update on the implementation status of the county-wide broadband project being funded in part by DHCD grant funds. Ruralband will not meet the project completion date of December 2023 as initially projected, so the county will need to request an extension from DHCD.

Recommendation: No action requested.

Attachment: None

=====

ACTION:

MOTION BY: _____ **SECONDED BY:** _____

| <u>Member</u> | <u>Aye</u> | <u>Nay</u> | <u>Member</u> | <u>Aye</u> | <u>Nay</u> |
|----------------------|-------------------|------------------------|----------------------|-------------------|-------------------|
| Fly | ___ | ___ | W. Jones | ___ | ___ |
| Futrell | ___ | ___ | Seward | ___ | ___ |
| D. Jones | ___ | ___ | Tyler | ___ | ___ |
| | | White (Tie Breaker) | ___ | ___ | |

BOARD ACTION FORM

Agenda Item: Recognitions #3.02

Subject: Fire and EMS Study Report – Walt Bailey, VFS Board

Board Meeting Date: October 19 2023

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Summary: Walt Bailey with the Virginia Fire Services Board will be present to provide a summary of findings and recommendations from its recently completed fire and EMS study of Sussex County. During this study, a team met with representatives from each volunteer fire department and rescue squad, county staff, and others, as well as reviewed applicable ordinances, plans, and documents. The Board may consider adopting the study findings at a later date, but no action is requested at this time.

Recommendation: No action requested.

Attachment: None

=====

ACTION:

MOTION BY: _____ **SECONDED BY:** _____

| <u>Member</u> | <u>Aye</u> | <u>Nay</u> | <u>Member</u> | <u>Aye</u> | <u>Nay</u> |
|---------------|------------|------------------------|---------------|------------|------------|
| Fly | ___ | ___ | W. Jones | ___ | ___ |
| Futrell | ___ | ___ | Seward | ___ | ___ |
| D. Jones | ___ | ___ | Tyler | ___ | ___ |
| | | White (Tie Breaker) | ___ | ___ | |

Sussex County

FIRE & EMS STUDY

In consultation with the Virginia Department of Fire Programs and the Virginia Department of Health's Office of Emergency Medical Services.



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The foregoing is a recommendation authorized pursuant to Va. Code 9.1-203.A.4 and is not to be construed as legal advice or as a binding recommendation.

STUDY TEAM MEMBERS

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The group above is herein after referred to as “Study Team.”

ACKNOWLEDGMENT

The Virginia Fire Services Board would like to extend thanks to the following organizations and individuals for their contribution to this study:

Sussex County Board of Supervisors

Stony Creek Volunteer Fire Dept.

Richard Douglas, County Administrator

Sussex Courthouse Volunteer Fire Dept.

Reid Foster, Public Safety Coordinator

Wakefield Volunteer Fire Dept.

Nick Sheffield, Chief of Emergency Services

Waverly Volunteer Fire Dept.

Thomas Hicks, Interim Public Safety
Coordinator

Stony Creek Rescue Squad

Jarratt Volunteer Fire Dept.

Waverly Rescue Squad

EXECUTIVE SUMMARY

This report documents the findings and recommendations for the Sussex County Fire and Emergency Medical Services (EMS) Study. This study and the information contained herein should not be construed as legal advice or as binding recommendations for Sussex County. This report provides guidance to the Sussex County Board of Supervisors, its fire and EMS organizations, and other stakeholders in the community regarding public safety. Sussex County should strive to meet and/or exceed the recommendations contained in this report to enhance the overall quality of fire-rescue delivered to citizens and visitors of Sussex County.

This study was requested by a resolution of the Sussex County Board of Supervisors to analyze five working areas which include:

- Organization
- Budget and Administration
- Training
- Delivery of Services/staffing
- Fleet Design and Management (Equipment/Apparatus)

In addition, community risk reduction was included by members of the study team because it encompasses all the above areas.

The study was conducted by the Virginia Fire Services Board, in partnership with the Virginia Department of Fire Programs and the Virginia Department of Health's Office of Emergency Medical Services. The above referenced working areas served as a guide for the study team to identify issues, evaluate current fire-rescue operations, and make recommendations to improve Sussex County fire and rescue services.

Sussex County recently created the Chief of Emergency Services position to oversee fire and EMS. This position replaced the Public Safety Coordinator. This report makes recommendations that should be carried out by the Chief of Emergency Services with the support of the County Administrator and the Sussex County Board of Supervisors. Sussex County should establish and codify the Sussex County Department of Emergency Services, which should be led by the Chief of Emergency Services and include the five volunteer fire departments, two rescue squads, contract staff and future career staff. This department should establish standard operating procedures and guidelines, coordinate recruitment and retention, manage the county's emergency services budget, and ensure training is provided to both career and volunteer personnel.

As part of the creation of the Department of Emergency Services, each public safety agency should sign a memorandum of understanding that outlines expectations and responsibilities for responding to emergencies. The Department of Emergency Services should also oversee one county EMS license from the Virginia Department of Health that all volunteer agencies fall under.

The Chief of Emergency Services should establish county-wide fire-EMS training standards, explore expanding training opportunities, and hire full-time or part-time staff to support volunteers in the delivery of emergency services. Training could include establishing a

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relationship with Sussex County Public Schools and providing county level training on a monthly or quarterly basis. As a result of a declining number of volunteer EMS providers, Sussex County should hire part-time or full-time staff that work directly for the Department of Emergency Services to provide staffing on ambulances when volunteers are unavailable. These personnel should be cross trained as firefighters to offer immediate support to the volunteer fire departments when requested.

It is in the best interests of Sussex County to establish a working relationship with Waverly Rescue Squad. In addition, it is in the best interests of Waverly Rescue Squad to work with the Chief of Emergency Services to begin providing more services to the citizens of Sussex County. The equipment and facilities owned by WRS and Stony Creek Rescue Squad could be utilized by county staff to provide EMS when volunteers are not available. The Chief of Emergency Services should work with both squads to expand recruitment and training opportunities to create more volunteer providers or drivers.

The Chief of Emergency Services must examine the current practices and risks in Sussex County to better provide services. The study team recommends that the Chief of Emergency Services complete a community risk assessment to examine possible capital projects such as fleet replacement needs. This should lead to the development of a capital improvement plan to replace apparatus and improve public safety facilities in the county. As a component of the risk assessment, the Chief of Emergency Services should research the use of cooperative purchasing and centralized purchasing.

Other important recommendations contained in this report include efforts to reduce cancer in firefighters, community paramedicine and encouraging the reporting of fires or emergencies to VFIRS and NFIRS.

METHODOLOGY

The following is an overview of the study process:

PHASE I: INITIATE PROJECT

Objectives: Initiation of Study

To initiate the study, the Sussex County Administrator sent a Resolution, on behalf of the Sussex County Board of Supervisors, to the Virginia Fire Services Board requesting a complete and thorough review of the fire and EMS system in the county (Reference Appendix A).

The county requested the following areas of concentration:

- Organization
- Budget and Administration
- Training
- Delivery of Services/staffing
- Fleet Design and Management (Equipment/Apparatus)

A study team was convened and the study team began by reviewing county-submitted data including the self-assessment questionnaire completed by the county. The team also began collecting and reviewing existing data, memorandums of understanding and relevant policies and procedures.

As part of Phase I, the study team met with leadership from Sussex County to establish working relationships, make logistical arrangements, and determine communication lines. During these meetings, the study team discussed the objectives of the project and identified any issues and concerns central to the study.

PHASE II: OBTAIN STAKEHOLDER INPUT

Objectives: Conduct Leadership Interviews & Capture Input from the Departments

The second phase of the study consisted of leadership interviews and department evaluations. The expectations were as follows:

- Identify opinions of department officials concerning the operations and performance of their department and county coordination;
- Identify issues and concerns of officials regarding fire and rescue services;
- Identify perceived gaps in existing service levels and new priorities in mission; and,
- Identify strengths and weaknesses as perceived by departmental personnel.

The study team, in coordination with county leadership, developed a schedule of face-to-face interviews with the five independent fire departments to include: Jarratt, Stony Creek, Sussex Courthouse, Wakefield, and Waverly. The study team also conducted face-to-face interviews with rescue squads in Stony Creek and Waverly.

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The study team met with leadership from Sussex County to include the Sussex County Administrator as well as the outgoing Sussex County Public Safety Coordinator. The study team also visited the Sussex County Sheriff's Office 911 Communications Center.

All interviews were conducted during an allotted timeframe and a considerable amount of information was collected. A public hearing was advertised by the county and held on February 27, 2023 to give the public an opportunity to share feedback with the study team regarding the Fire & EMS system in Sussex.

During the interviews and public hearing, the study team received information regarding volunteer staffing levels, service delivery, budget information, apparatus, relationships between contract providers and volunteers, and other information about the operation of each volunteer department. The discussion also provided an opportunity for each organization to share comments regarding service delivery of fire & EMS services in the county and possible areas for improvement.

PHASE III: PREPARE ANALYSES AND DEVELOP CORE STRATEGIES

Objectives: Evaluate Current Trends and Prepare a Report

The third phase of the study involved further investigation and understanding of the organizational structures, operations, limitations, achievements, and opportunities for improvement within the fire and EMS delivery system. The activities that supported this process consisted of additional requests for information not already obtained in Phase I and II of the work plan. Data requests, made in this phase of the study, attempt to address any issues that emerged from the interviews, and further evaluate implications of the operational issues cited. During this phase, the study team worked with incoming Chief of Emergency Services Nick Sheffield and Thomas Hicks, Interim Public Safety Director. Data obtained during the study process also assists the study team in identifying issues influencing the current levels of service.

After receiving and critically evaluating information from the interviews and all supporting materials, the study team began identifying the necessary and critical action steps to achieve effective and uniform service levels throughout the county.

PHASE IV: PREPARE FINAL REPORT

Objectives: Prepare and Present Final Report

The final phase of the study involved documenting the results of all previous tasks into a written report with critical components, such as an executive summary, methodology, background, and findings and recommendations. Once completed, a draft report was shared with the Sussex County Administrator to ensure the technical content in this report is accurate. Upon receiving corrections, the study team revised the draft report, as needed, to assist in the preparation and issuance of the final report.

COUNTY INFORMATION

Sussex County is a rural community located southeast of the City of Richmond, Virginia with a primarily agricultural economy. Natural resources in the county are plentiful, with 130 farms and over 250,000 acres of commercial forestry land.¹ The county was developed in 1754 from portions of Surry County, with original settlers arriving in the early 1600s from England.²

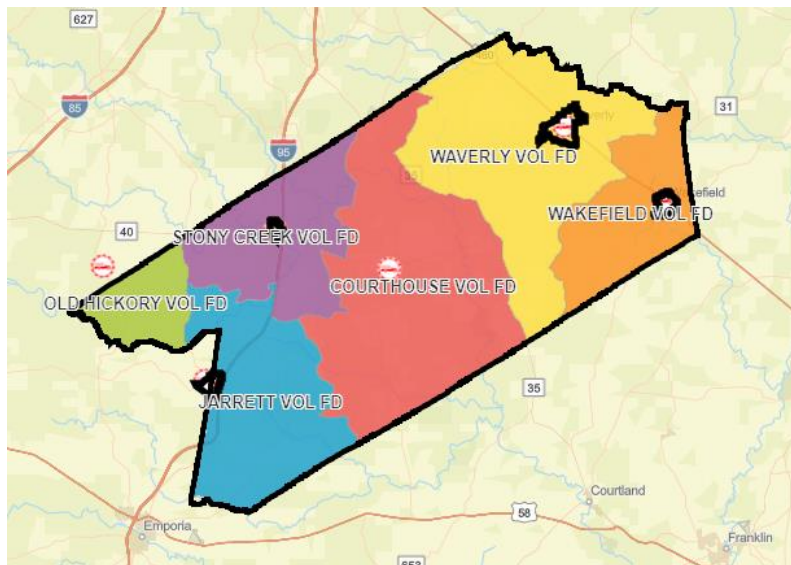
The county has 496 square miles of land, with 4 incorporated towns that include Wakefield, Waverly, Jarratt, and Stony Creek. Interstate 95 traverses the county and splits the county between Eastern and Western areas. Five counties border Sussex County including Dinwiddie, Prince George, Surry, Southampton, and Greenville.

The estimated population in Sussex County in 2021 was 10,763 people with a household income of \$56,968 and a total of 4,677 housing units.³ The majority of the county's citizens reside in the Eastern half of the County, near the Towns of Wakefield and Waverly.

The county operates under the guidance of the Board of Supervisors. Board members represent each of the six magisterial districts. In addition, there is one at-large member elected to break ties on the six-member Board of Supervisors. The County Administrator serves as the Chief Administrative Officer and executive for the county.

FIGURE 1: SUSSEX COUNTY EXISTING FIRE DISTRICTS

A snapshot of Sussex County GIS mapping software shows the location of each fire station in the county. EMS stations are not shown.



¹ "About Sussex County" *Sussex County, Virginia* (2023)

² "Sussex History" *Sussex County, Virginia* (2023)

³ "Sussex County, Virginia" *U.S. Census Bureau* (2022)

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FINDINGS AND RECOMMENDATIONS

The recommendations contained in this study are not a requirement for the county to implement. The recommendations are to be used as a guideline of potential solutions that will assist the county as it further develops its capabilities to provide fire and EMS services. The purpose of the study is to review weaknesses and strengths of Sussex County’s current fire and EMS practices, providing recommendations to better serve the citizens and visitors of Sussex County.

Recommendations below refer to National Fire Protection Association (NFPA) standards, including NFPA 1720: Standard on Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments. According to chapter 1 of NFPA 1720, the standard defines “levels of service, deployment capabilities, and staffing levels for substantially volunteer fire departments. It contains minimum requirements for deploying fire suppression and EMS for service delivery, response capabilities and resources. It also contains requirements for managing resources and systems such as health and safety, incident management, training, communications, and pre-incident planning. It addresses the strategic and system issues involving the organization, operations, and deployment of a volunteer fire department.”⁴

The National Fire Protection Association provides industry-wide best practices for fire and EMS service. Although the NFPA standards are considered best practices, the study team understands that not all NFPA standards are attainable in individual jurisdictions. Sussex County should strive to meet NFPA standards to provide best-in-class service to its citizens and visitors.

It is important to keep in mind who the Authority Having Jurisdiction (AHJ) is, which in this case could be the Sussex County Department of Emergency Services. In accordance with all NFPA codes the AHJ is “an organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure. (1720 -2020, 3.2.2)

I. CREATE A DEPARTMENT OF EMERGENCY SERVICES

Sussex County is experiencing significant strain providing emergency medical services to its citizens and visitors. Historically, volunteers from Stony Creek Rescue Squad and Waverly Rescue Squad provided EMS within Sussex County. Both organizations still have state of the art equipment, are licensed through the Commonwealth of Virginia, and are capable of providing EMS within Sussex County. Stony Creek Rescue Squad continues to provide volunteer staffing for the Western half of Sussex County.

Sussex County utilizes contract EMS providers to provide EMS coverage in addition to volunteer staffing during the day countywide, with contract staff being the sole providers in the Eastern half of the county. The ability of volunteer rescue squads to staff has decreased, resulting in the increased use of contract staff. Sussex County, and some volunteer organizations, have had difficulty with the contract providers and the level of service provided.

⁴ NFPA 1720, *Standard on Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments*, NFPA 2020

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Considering the issues associated with previous contract coverage in Sussex County, and with a decline in volunteer membership at both Waverly and Stony Creek Rescue Squads', it is highly recommended that Sussex County create a Department of Emergency Services.

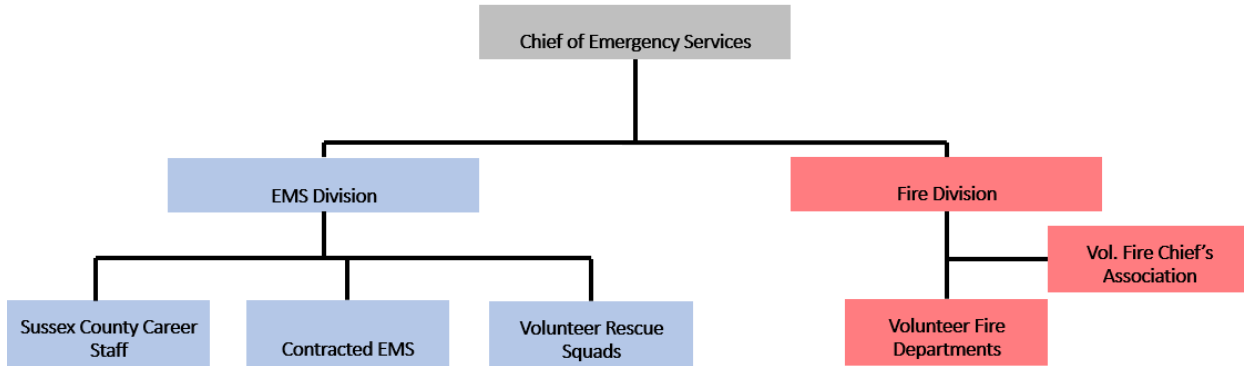
Recommendations:

1. Board of Supervisors should codify a Department of Emergency Services.
2. Board of Supervisors should identify the Chief of Emergency Services as the position responsible for the supervision and authority of the Department of Emergency Services.
 - a. This position should be codified through a local ordinance outlining expectations and responsibilities.
 - b. Administrative staff/support should be considered for the Chief of Emergency Services.
3. The Chief of Emergency Services should be responsible for providing training, oversee county funding for all fire and EMS operations, and for developing Standard Operating Procedures and Guidelines for all aspects of emergency operations.
4. The Chief of Emergency Services should create an EMS Division and a Fire Division.
 - a. The EMS Division should include future career staff, contract staff, and the two (2) volunteer rescue squads.
 - b. The Fire Division should consist of the five (5) volunteer fire departments.
5. The Chief of Emergency Services should provide oversight for Waverly Rescue Squad and Stony Creek Rescue Squad. Both squads should retain their own membership and equipment, with clear roles and expectation for both the EMS division and the squads outlined in standard operating procedures.
6. EMS Division career staff should staff ambulances when volunteer staffing is not adequate or available as determined by the Chief of Emergency Services.
7. The County should provide senior volunteer leadership with the tools and responsibility to properly manage the administrative activities of their agencies and assist the Department of Emergency Services.
8. The Department of Emergency Services should oversee the purchase of supplies and equipment.
9. The Chief of Emergency Services should continuously reassess staffing, both career and volunteer, and make appropriate modifications to ensure adequate coverage 24-7.
 - a. If volunteer coverage is unavailable during an allotted time, career or contract staff must be available to ensure adequate coverage.
10. The Department of Emergency Services should utilize the Virginia OEMS Standards of Excellence Program. The purpose of the Virginia Standards of Excellence program is to

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identify and recognize EMS agencies that strive to operate above the standards and requirements of the Virginia EMS Regulations (12VAC5-31). The evaluation addresses several areas that collectively make up the operations of an EMS agency from several perspectives.⁵

FIGURE 2: SUSSEX COUNTY DEPARTMENT OF EMERGENCY SERVICES



II. DEVELOP A RELATIONSHIP WITH WAVERLY RESCUE SQUAD

The study team was provided a draft agreement between Waverly Rescue Squad and Sussex County to continue services, whether through volunteer providers or paid staff utilizing Waverly Rescue Squad resources. The study team makes the following recommendations concerning Waverly Rescue Squad.

Recommendations:

1. The Department of Emergency Services and Waverly Rescue Squad sign a Memorandum of Understanding outlining expectations over facilities, equipment, staffing, and response expectations.
2. Waverly Rescue Squad become a component of the EMS Division of the Department of Emergency Services.
3. Any contracted EMS staff should be under contract with Sussex County. If the contracted EMS staff utilize WRS equipment, the county and WRS should establish in the above-mentioned MOU what responsibilities the contracted staff have for maintaining WRS owned property.

⁵ OEMS: Virginia Standards of Excellence Program

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- a. A formalized process should be developed for WRS to file grievances with county staff or contracted staff.
 - b. The above-mentioned MOU should outline an investigative process and possible consequences if the MOU is not followed by county staff, contracted staff, or WRS volunteers.
4. The Chief of Emergency Services may consult the Virginia Department of Health's Office of Emergency Medical Services for mediation in the process of establishing the future EMS system in Sussex County.
 5. The Chief of Emergency Services should support WRS with recruitment (highlighted in various areas of this report) and training. Increasing the number of volunteer providers benefits the county and continues to support the community's wishes.

III. HIRE FULL-TIME OR PART-TIME PROVIDERS

Sussex County has one full-time position in public safety, the Chief of Emergency Services. This position oversees public safety and emergency preparedness in the county while working with volunteer agencies and contracted providers. A decline in volunteer providers, especially regarding EMS, and issues regarding contract providers, suggest that Sussex County should hire full-time or part-time staffing.

Recommendations:

1. The Chief of Emergency Services should hire full-time or part-time staff to primarily provide EMS, with additional fire response duties if required.
 - a. This staff should report to the Chief of Emergency Services and fall under the EMS Division.
 - b. This staff should provide primary EMS coverage for Sussex County, utilizing county-owned ambulances or rescue squad ambulances through an agreement with each rescue squad.
 - i. Both Waverly Rescue Squad and Stony Creek Rescue Squad can staff additional ambulances or work with Sussex County to establish a crew schedule to reduce the need for county staff.
2. Enough county staff should be hired/on a shift to cover regular operations and call volume in Sussex County.
 - a. Currently contract providers provide three ambulances during the day and one at night with a total of six (6) personnel. At night, two (2) contracted personnel respond from Waverly and volunteers respond from Stony Creek.
 - b. The study team recommends that the county staff a Quick Response Vehicle at night with paid personnel in the Western half of Sussex County. This would increase paid staffing to four (4) at night.
 - c. The Chief of Emergency Services should explore hiring Sussex County staff to cover the six (6) positions during the day and four (4) at night. Volunteer leadership should be approached to fill these positions with regular duty crews to

reduce the number of career staff needed. Volunteers and county staff should be able to respond together to reduce the number of career staff required.

3. Sussex County should transition from contracted EMS to a combination system of county staff and volunteers as suggested above.
4. County staff should regularly train and interact with volunteer EMS providers and firefighters.

IV. ADOPT ONE COUNTY EMS LICENSE

The study team noted that Waverly Rescue Squad and Stony Creek Rescue Squad each operated under their own EMS license as issued by the Virginia Department of Health. In addition, contract providers operated under their own license issued by the Virginia Department of Health. Sussex County did not have an EMS license.

Recommendations:

1. Sussex County should have one EMS license and one operational medical director (OMD) under the Department of Emergency Services.
2. Any EMS agency operating in Sussex County should fall under this EMS license.
3. One EMS license and OMD ensures uniformity across the county and reduces liability for personnel working together from different agencies with different OMDs.
4. The Chief of Emergency Services should contact the Virginia Department of Health's Office of Emergency Medical Services for assistance and mediation in the process of establishing a single EMS license in the county.

V. FIRE AND EMS RISK ASSESSMENT

A fire and EMS risk assessment is essential to make strategic long-term decisions regarding fire and EMS in Sussex County. A comprehensive assessment must look at the apparatus fleet, facilities, staffing, funding, and other aspects of the fire and EMS system deemed necessary by the locality.

The study team visited five fire stations and two rescue squad stations, as well as a county public safety facility, while compiling information for this report. Many of the facilities were in need of repair or expansion. Most of the facilities did not have the ability to accommodate overnight crews and some lacked space for regular business of the volunteer agencies. Of note, Sussex County Public Safety was operating out of a former business that did not provide indoor storage for ambulances or adequate housing for staff.

Recommendations:

1. The Chief of Emergency Services conduct a fleet risk assessment that includes:

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- a. A focus on apparatus that meet community specific needs such as population density, zoning, development, previous call data, etc.
 - a. The assessment should examine what the adequate number of each category of response vehicle is for each fire district or EMS district. The referenced categories of response vehicles include:
 - i. engine/pumper
 - ii. aerial device
 - iii. tanker/tender
 - iv. brush vehicle
 - v. EMS vehicle (ambulance or other).
2. The Chief of Emergency Services should create a fleet replacement schedule in consultation with the volunteer emergency agencies.
- a. The Chief of Emergency Services should prioritize future fleet replacement plans based on the most urgent needs.
 - b. The Chief of Emergency Services should consult volunteer agencies regarding volunteer owned apparatus. This apparatus should be included in the fleet replacement schedule if county funds will be utilized to maintain the vehicle or purchase a replacement.
 - c. The fleet replacement schedule should consider which vehicles gain more mileage or engine time. These vehicles should be rotated with lesser used vehicles of the same type to ensure complete use of a vehicle.
 - i. For example, if station #1's ladder truck runs more often than station #2's, then these units should be swapped to create a longer service life for both ladder trucks.
 - d. Apparatus that cannot be regularly staffed by volunteers or career staff (75% of the time) should be considered surplus apparatus and be of lower priority compared to frequently used apparatus.
 - e. See the below fleet management plan as examples only. The study team does not endorse any of the information contained in these reports produced by outside agencies.
 - i. Tuolumne County, Cal Fire:
<https://tuolumnecounty.ca.gov/DocumentCenter/View/20010/2022-TCFD-Fleet-Replacement-Plan-FINAL?bidId=>
3. The Chief of Emergency Services should analyze staffing for both fire and EMS in the county. NFPA 1720 refers to staffing recommendations for fire apparatus and fire responses in volunteer organizations. This should be used as a reference when making staffing decisions.
- a. This staffing model should consider volunteer recruitment and retention. If volunteer numbers continue to decline, Sussex County must invest in the necessary facilities, equipment, and personnel to provide fire and EMS to citizens and visitors.

4. The Chief of Emergency Services should analyze how fire and EMS is funded. This should include an audit of fire and EMS agencies, a review of major sources of revenue, and an analysis of how other similarly sized jurisdictions are funded.
5. The Chief of Emergency Services should review facilities for building age, location, ability to house current and future apparatus, and connection to the community.
6. The Chief of Emergency Services should plan for the renovation or construction of new facilities that include overnight housing options for potential career staff or volunteers to utilize.
7. The Chief of Emergency Services should consider combining fire and EMS stations in areas that currently have multiple stations serving the same general area. These shared facilities could be utilized by the volunteer fire departments, rescue squads, county staff, and the community. This would foster greater cohesion between all parties involved.

VI. DEVELOP STANDARD OPERATING PROCEDURES AND GUIDELINES

It was noted that Standard Operating Procedures or Guidelines were either not in place or were incomplete during interviews with the volunteer organizations. Further, it was noted that standards were not uniform from agency to agency, including contract EMS providers.

It was clear to the study team that the county volunteer fire departments operated well together and had a positive relationship with the county. It was also clear that there were operational issues between Waverly Rescue Squad and Sussex County. A proposed EMS plan was provided to the Study Team between Waverly Rescue Squad and Sussex County.

The Study Team found that no formal agreement existed between the 5 fire departments, the 2 rescue squads, or Sussex County.

Standard Operating Guidelines (SOGs) are written guidelines that explain what is expected of emergency personnel in performing their duties. SOGs are a “how-to” guideline to follow in order to achieve a desired goal. SOGs are not necessarily rules or regulations, but rather a path to achieve specific goals and objectives. Standard Operating Procedures (SOP) are formal policies that specify a course of action, thereby ensuring efficiency, predictability, consistency, and safety.

Recommendations:

1. Sussex County should form a team that includes representatives from each volunteer emergency agency, the EMS contract provider, and the Chief of Emergency Services to develop SOGs and SOPs. These SOGs and SOPs should reflect the needs of the citizens, capabilities of the involved parties, and the safety of emergency personnel.
2. NFPA 1720 recommends that fire departments have written administrative regulations, departmental orders, and/or procedures. The above recommendation helps Sussex move closer to NFPA compliance.

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3. It is recommended that SOPs be developed that outline response expectations, duties of Sussex County, and duties of the individual volunteer organizations.
 - a. The agreements should ensure there is a clear delineation for liabilities, cost of service, authorization to respond, as well as staffing and equipment.
4. This recommendation meets NFPA 1720.⁶

VII. BUDGET RECOMMENDATIONS

The study team noted that Sussex County provided substantial funding for new apparatus for the volunteer fire departments and assisted with other operating costs. The study team makes the following recommendations to improve the fiscal stability of the Department of Emergency Services because many require long-term planning and funding to be successful. In addition, centralized and cooperative purchasing can be utilized to reduce costs.

Recommendations:

1. The Chief of Emergency Services should, in consultation with the volunteer agencies, implement a capital improvement plan that addresses apparatus, equipment such as hose, turnout gear, and self-contained breathing apparatus, facilities, and other long-term projects for fire and EMS as identified in the risk assessment.
2. The Chief of Emergency Services should implement centralized purchasing for fire and EMS. This process should be included in county SOP.
 - a. Many items, including medical supplies and items used daily, can be centrally stored in accordance with OEMS regulation and distributed. In addition, many equipment purchases could be made county-wide to increase interoperability and reduce costs
3. The Chief of Emergency Services should implement cooperative purchasing. This process should be included in county SOP.
 - a. Cooperative purchasing is frequently used by government and among businesses to aggregate demand to reduce prices from suppliers. This option often reduces costs for localities and leverages buying power more effectively than ordering supplies independently. The recommendations below provide information on two cooperative purchasing options. The study team does not endorse either program. Each locality should research cooperative purchasing and find what is best for them.
4. The Department of Emergency Services should work with Sussex County staff to implement centralized purchasing and cooperative purchasing. SOP should establish processes for volunteer and paid staff to request items for purchase.

Examples:

⁶ NFPA 1720 4.8

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1. NPPGov: The National Volunteer Fire Council has partnered with NPPGov, a cooperative purchasing organization focusing on fire and emergency medical products and services. NVFC members can use NPPGov’s competitively bid agreements to purchase products and services at national pricing without having to conduct their own RFP process.⁷
2. Sourcewell: Sourcewell is one of the largest cooperative purchasing organizations in the United States. Combining the purchasing power of over 50,000 public agencies, this option also allows localities to purchase products at national pricing without conducting an RFP process.⁸

Please refer to Virginia procurement policy and your locality’s procurement policy when examining cooperative purchasing.

VIII. DEVELOP COUNTY-WIDE TRAINING STANDARDS

The importance of training in fire and EMS cannot be overstated. Training can occur at many levels, including local agency specific training, certification level training, or skills-based training offered through private organizations. Many of the fire departments in Sussex County stated they scheduled monthly training for membership. The county does not offer training directly or provide dedicated resources for training. Most departments did not have minimum training standards that required certification level training such as Firefighter I and Firefighter II. VDFFP suggests that firefighters receive certification level training such as Firefighter I to be considered interior firefighters and encourages the Chief of Emergency Services to work with VDFFP to provide a certification class, such as modular Firefighter I, in Sussex County.

County-wide training standards should be developed for possible paid staff and volunteer fire and EMS professionals.

Recommendations:

1. The Chief of Emergency Services, in consultation with the volunteer fire chiefs and rescue squad leadership, should develop county-wide training standards with reasonable timeline requirements.
2. Fire and EMS training standards should be uniform across all agencies.
3. The Chief of Emergency Services should consider adding a training coordinator position under the Chief of Emergency Services (career or volunteer) that schedules county-sponsored training for fire and EMS services. This training should occur at each fire station and rescue squad and be open to all first responders in Sussex County.
 - a. The training coordinator should also be responsible for working with VDFFP staff, OEMS staff, and Sussex County first responders to schedule training and continuing education.

⁷ “NPPGOV Provides Cooperative Purchasing Options” *National Volunteer Fire Council*, 2022

⁸ “Cooperative Purchasing” *Sourcewell*, 2023

4. The Chief of Emergency Services should explore creating a Firefighter I training program with Sussex County Public Schools. The academic portion of the course could be taught within Sussex County Public Schools, with the Department of Emergency Services handling skills training with the assistance of the volunteer fire departments.
5. The Chief of Emergency Services should explore creating an EMT-basic course with Sussex County Public Schools in partnership with OEMS.
6. The Chief of Emergency Services should implement the EMS Officer Program. The Office of EMS and the State EMS Advisory Board Workforce Development Committee has created an EMS Officer Program that can be implemented in EMS agencies to help boost leadership and help develop and maintain quality leaders in the EMS Community. The program covers topics like human resource management, community and government relations, administration and more.

Sussex County may need to adopt ordinances for training students under the age of 18 if not already established. Please contact VDFFP to connect with other localities that utilize high school firefighter training programs.

IX. CROSS-TRAIN FIREFIGHTERS AND EMS PROVIDERS

Currently, Sussex County has two rescue squads and one fire department that are licensed to provide EMS care. In addition, Sussex County utilizes contract EMS to provide care. According to Sussex County response data, the majority of emergency calls in the county are EMS related.

Recommendations:

1. The Chief of Emergency Services encourage cross-training of firefighters and EMS providers. This can be accomplished by providing EMT-Basic courses or firefighter level training.
2. Sussex County volunteer agencies encourage joint membership opportunities for members to serve on both the fire department and rescue squad.
3. Sussex County fire departments establish a formal process for providing drivers to each rescue squad when needed to reduce liability.
4. Any full-time or part-time staffing under the Department of Emergency Services should be trained as both firefighters and EMS professionals (EMT-Basic, Paramedic, etc).
 - a. The primary role for staff should be EMS related.
 - b. Staff should have the ability, if requested or approved by the Chief of Emergency Services and the volunteer fire chiefs, to utilize fire department equipment to assist in life safety.

X. INCREASE RECRUITMENT AND RETENTION EFFORTS

Volunteerism has been a part of the community tradition of the United States since the beginning of colonization. At the origin of volunteer fire departments, volunteers were often the political leaders in a community. Today, the volunteer labor force consists of citizens who are more technologically savvy and driven by an entirely different set of criteria with a common bond of helping the community. The average age of a volunteer member in the fire service today is above 50 years old.⁹ The fire service often tends to subscribe to the belief that all members should be able to do all things. This strategy may not be successful in today's culture. A more productive belief is that a fire department should be viewed as a team with several different groups of individuals being responsible for specific functions.

Sussex County is made up of dedicated volunteer first responders who provide emergency services to their fellow citizens. All Sussex County fire departments and rescue squads expressed issues with recruitment of volunteers. This poses the strongest threat to public safety in Sussex County if numbers continue to decline. The study team learned that there was no formalized recruitment or marketing of volunteer agencies in the county.

Recommendations:

1. Review Fire Department Culture: The Chief of Emergency Services, and each volunteer agency, should encourage a modification of the "how we do things culture". Each department should do an assessment to determine what the main operational areas are for their organization. This would allow for the targeted recruitment of individual members to handle non-emergent functions such as fundraising, entering fire reports, marketing/social media initiatives, fire & life safety education and community programs, human resource management, station & apparatus maintenance, and In-house training. By utilizing these specialized groups to achieve specific tasks, it works to free up the demands on those members that are interested in responding to emergencies and maintaining the necessary training.
2. Develop a "See People Like Me" Culture: The "culture" should become more inclusive. It appeared that white male members outnumbered all other members. It is difficult to recruit members from citizens receiving services if they don't "see people like me". It should be a goal of the Chief of Emergency Services to have membership which reflects the race and gender demographics of the county which are approximately:

| | | |
|---------------|---------------|--------------|
| White – 39.1% | Black – 55.1% | Other – 1.8% |
| Male – 58.6% | Female 41.3% | |

3. Utilize the "Make Me a Firefighter" Recruitment Tool: The Chief of Emergency Services and each volunteer agency should utilize The NVFC's "Make Me A Firefighter" recruitment tool. This features a department portal filled with resources and tools for implementing a local recruitment campaign as well as a public web site to allow potential volunteers to find local opportunities. There are step-by-step guides and resources on marketing and planning events to engage prospective recruits. It allows the posting of

⁹ "Volunteer firefighters are getting older. It could be a life-or-death issue" *NPR* 2023

volunteer opportunities by entering them into a database which is searchable to potential volunteers who can connect directly with the department through MakeMeAFirefighter.org. It is possible to customize campaign materials with departmental specific information and customize outreach materials for each individual department for use in the community.

4. The Chief of Emergency Services should develop a Recruitment and Retention Plan with consultation from each volunteer agency.
 - a. The National Volunteer Fire Council provides an outline for volunteer agencies to use when developing this plan.¹⁰
 - b. Sussex County should market volunteer agencies through social media and other means to solicit volunteers.
 - c. Sussex County should explore direct benefits for volunteers such as:
 - i. Pay per call
 - ii. VOLSAP
 - iii. Tax Exemptions

XI. COMMUNITY RISK REDUCTION PLANNING

Why do public safety agencies respond to an emergency? They respond to emergency incidents to mitigate the impact, damage, and injury within communities. Communities can proactively approach and possibly prevent these same “risks” or events by utilizing the concepts of community risk reduction (CRR).

CRR is defined by Vision 20/20 as “a process to identify and prioritize local risks, followed by the integrated and strategic investment of resources (emergency response and prevention) to reduce their occurrence and impact.”¹¹ Fire departments have been actively involved in fire prevention for many years through public education, building inspections and other activities.

CRR provides a more focused approach to reducing local identified specific risks. Although there is no specific blueprint for developing CRR plans, there are some common and essential steps. Much of the current literature and training materials suggest that community risk reduction programs use a six-step approach towards development.

- | | |
|-----------------------|-------------------------------------|
| 1) Identify Risks | 4) Prepare Plan |
| 2) Prioritize Risks | 5) Implement Plan |
| 3) Develop Strategies | 6) Monitor, Evaluate, & Modify Plan |

Ultimately, the CRR plan will be unique to each locality, based on the types of risks identified for that community.

Risk assessment is the identification of potential and likely risks within a particular community, and the process of prioritizing those risks. It is the critical initial step in emergency preparedness. This process is based on the collection and review of community profile information comprised

¹⁰ “Develop a Recruitment and Retention Plan” *National Volunteer Fire Council*

¹¹ Vision 20/20 Community Risk Reduction, *Institution of Fire Engineers-USA Branch*

of a loss /event history profile and the response environment. The response environment looks at the type of incidents to which public safety organizations in the community respond, and the capabilities of these organizations. The loss/event profile looks at past experiences and trends in response, losses and causes. A risk assessment helps focus the fire prevention/loss prevention activities of the community and department.”¹²

Recommendation:

1. The Chief of Emergency Services should conduct a community risk assessment to identify potential and likely risks within Sussex County, prioritize those risks, and analyze the capabilities of fire and EMS agencies in Sussex County. A CRA is the first step in strategically planning for a safer community in Sussex County.
2. The Chief of Emergency Services can request the VDFP CRR Coordinator return and assist the county in its Community Risk Assessment (CRA)
 - a. NFPA 1720 indicates that the emergency services engage in the development of a community risk management plan for fire, emergency medical service, and hazardous materials use, storage, and transportation within the county. (NFPA 1720, 4.2;4.2.1;4.2.2; 4.2.3.1)
3. The Chief of Emergency Services should ensure that all non-reporting county fire departments are strongly encouraged to start or continue fire reporting via VFIRS. Not only does this process provide insight into the county’s emergency responses and trends, but it can also provide a means of comparing local trends to regional and national trends. As stated above this information is critical for the identification and mitigation of any community risks.
4. The Chief of Emergency Services should explore a Community Paramedicine (CP) Program.
 - a. A CP program is designed to alleviate the burden on existing medical, social services, and emergency services by misappropriated requests for resources. Disparities in access to healthcare exist across the system and involve many factors including location, race, gender and income. Due to the inability of some Americans to obtain effective healthcare, patients will turn to one resource that is always available – EMS, supported by hospital-based emergency medicine. Inability to access appropriate care leads to activation of the EMS system as it is the only assistance some people can depend on.
 - b. An effective CP program must be data-driven. A common reason programs fail is that their creation and intent differ from the needs of the community. An effective CP program must be a root cause and data-driven process. Root causes may consist of geographic locations of frequent EMS calls, spikes in call volume at a particular location or for a person, and/or repeated requests for service for another individual. A common reason programs fail is that their creation and intent differ from the needs of the community.¹³

¹² “Understanding & Implementing Standards” (2010) *NVFC*

¹³ *Community Paramedicine: What, why and how?*, 2022

- c. Consult the Office of Emergency Medical Services’ website for more information and important documents or refer to NFPA 451 – Guide for Community Health Care Programs as a resources for this recommendation:
<https://www.vdh.virginia.gov/emergency-medical-services/community-paramedicine-mobile-integrated-healthcare/>

XII. CANCER PREVENTION

As stated in the Lavender Ribbon Report developed by the NVFC and IAFC, cancer is the leading health risk facing firefighters, largely due to the chemicals and carcinogens they are exposed to while engaged in response activities.¹⁴ Chemically based plastics are in use in nearly every product in our homes, business and vehicles and when they burn, their chemical composition changes.

Recommendations:

1. The Chief of Emergency Services should develop operational SOP’s that establish safe cancer prevention practices such as:
 - a. Gross decontamination after fire incidents
 - b. Washing of firefighter PPE following fire or hazardous materials incidents
 - c. A fire hood exchange program
 - d. Shower facilities at fire stations
2. The Chief of Emergency Services should encourage /facilitate National Firefighter Registry (NFR) sign up.
 - a. The Firefighter Cancer Registry Act of 2018 mandated the Centers for Disease Control and Prevention (CDC) create a voluntary registry of firefighters to collect health and occupational information to determine cancer incidence in the U.S. fire service. In response to this mandate, CDC’s National Institute of Occupational Safety and Health (NIOSH) established the National Firefighter Registry (NFR).¹⁵
 - b. There have been no comprehensive, national data sources in the United States for studying the relationship between firefighting and cancer among all firefighters. The NFR will help researchers better understand and reduce cancer in firefighters by matching the information provided by participating NFR firefighters with cancer diagnosis information from state cancer registries. This matching process will allow NIOSH to study the relationship between firefighting and cancer outcomes over time.

Step 1: Firefighters sign up for the NFR.

Step 2: NIOSH researchers match firefighter profiles with potential information in state cancer registries over time. This makes it possible to study the relationship between firefighting and cancer over time, even if cancer diagnoses occur in the future.

¹⁴ “Lavender Ribbon Report-Best Practices for Preventing Firefighter Cancer” (2021) *NVFC & IAFC*

¹⁵ H.R 931 “Firefighter Cancer Registry Act of 2018”. (2018) *115th U.S Congress*

Step 3: NIOSH captures work history details. This information can be used to better understand firefighters' exposures and how they may be related to cancer.

Step 4: Stronger evidence can help inform new health and safety measures to protect firefighters from cancer. Combining information from firefighters across the U.S. will help researchers better understand cancer and its risk factors in the fire service, which could ultimately help reduce cancer among firefighters for generations to come.

XIII. COMMUNICATIONS

Sussex County should consider updating its communication system to provide countywide radio coverage. During multiple meetings, fire and EMS personnel expressed concern over "dead" zones in the county where radio traffic could not be maintained.

911 Communications was not within the scope of this study. The below recommendations are based on comments by fire and EMS personnel and are suggestions for Sussex County to investigate.

Recommendation:

1. The Chief of Emergency Services should conduct a study of radio communications in Sussex County, working with each volunteer agency to determine areas that are not able to be reached.
2. The Chief of Emergency Services should work with the Sussex County Sheriff's Office to address the reported "dead" zones in the county.
3. Sussex County should reference NFPA 1225: Standard for Emergency Services Communications to review current radio usage and procedure

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The foregoing is a recommendation authorized pursuant to Va. Code 9.1-203.A.4 and is not to be construed as legal advice or as a binding recommendation.

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APPENDIX A

Resolution requesting the Virginia Fire Services Board conduct a comprehensive analysis of the Fire and EMS system of Sussex County, Virginia

RESOLUTION #22-86



REQUESTING THE VIRGINIA FIRE SERVICES BOARD
TO COMPLETE A COMPREHENSIVE FIRE AND EMS ANALYSIS OF SUSSEX COUNTY

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR W. JONES and carried:
RESOLVED that the Sussex County Board of Supervisors hereby approved resolution requesting Virginia Fire Services (VFS) Board to complete a comprehensive Fire and EMS Analysis of Sussex County, to-wit:

WHEREAS, fire and EMS studies are conducted by the Virginia Fire Services Board at the request of a local jurisdiction, per Section 9.1-203.4 of the Code of Virginia; and

WHEREAS, the purpose of the study is to provide an objective view of the fire and EMS services provided in a local jurisdiction, and to provide feedback in areas that are successful and areas that need improvement, to include recommendations on how to improve fire and EMS service delivery; and

WHEREAS, the Sussex County Board of Supervisors wishes to provide excellent fire and EMS service delivery to its residents in the most cost-effect manner; and

WHEREAS, recognizing that fire and EMS volunteers have declined in number but have been historically relied upon to provide these services both in the rural areas and towns of Sussex County, the Sussex County Board of Supervisors wishes to maintain the involvement of fire and EMS volunteers to the maximum extent possible while maintaining adequate response standards in the interest of public safety; and

WHEREAS, given the Sussex County Board of Supervisors' objective to support volunteer organizations, and as a standard part of the study process of the Virginia Fire Services Board, this analysis will include the involvement of all volunteer fire and EMS organizations within Sussex County, to include the Waverly Rescue Squad, which as of January 2022 is not providing direct EMS service delivery; and

WHEREAS, the Sussex County Fire and Rescue Association has endorsed this request to address all fire and rescue needs across the entire county.

THEREFORE BE IT RESOLVED that the Sussex County Board of Supervisors requests the Virginia Fire Services Board to complete a comprehensive fire and EMS analysis (fire and EMS study) of Sussex County, with the objective of identifying strengths and areas of needed

Page 2: Resolution R-22-86: Request for VFS Board to Complete a Comprehensive Fire & EMS Analysis
July 28, 2022

improvement in the provision of fire and EMS service delivery across the county, in order to best meet the public safety needs of the residents in the most cost-effective manner.

Adopted this 28th day of July, 2022


Susan B. Seward, Chair
Sussex County Board of Supervisors

A COPY TESTE:


Richard Douglas, Clerk

APPENDIX B

Scope of Agreement between the County of Sussex and the Virginia Fire Services Board



COMMONWEALTH of VIRGINIA

Keith H. Johnson
VIRGINIA FIRE SERVICES
BOARD CHAIR

Virginia Department of Fire Programs

Scope of Fire and EMS Study Agreement

between the

County of Sussex

and the

Virginia Fire Services Board

PURPOSE AND SCOPE

The purpose of this agreement is to establish mutually accepted duties, responsibilities, and expectations between the Virginia Fire Services Board, its designated Fire and EMS Study Committee and the locality which has requested the Fire and EMS Study/Technical Assistance from the Virginia Fire Service Board. The agreement is provided to help define activities and expectations between both parties.

AGREEMENT

- Study results/recommendations shall be comprehensive in nature and shall be consistent with and organized according to a final revised scope of work as negotiated between the Study Committee and the locality prior to the formal commencement of the Study. *****Refer to Self-Assessment Questionnaire for Scope of Study.***
- While questions of staffing ratios, response time, capital equipment purchases, etc. are relevant to the Study process, the locality should not expect detailed recommendations in these areas beyond system-wide recommendations.
- Study Results will be openly presented to the elected/appointed governing body, the requesting agency as well as any additional requesting organization(s);
- The time frame noted for technical assistance will be accepted;

- All relevant organizational data will be made available to the study committee; and,
- Locality will provide to the Virginia Department of Fire Programs a central point of contact. Please ensure the contact is available Monday – Friday from 9 am to 5 pm, and nighttime and weekends as needed.
- Within 6 to 9 months of the Study completion, the Department of Fire Programs will email the locality a feedback follow-up survey. It is requested that the locality complete the survey so the Agency and Board can gain valuable in-sight into the success and areas of improvements for future studies. Your participation in the feedback survey is important to the Agency and Board.

REVIEW AND TERM

This agreement shall be in effect until the end of the Fire and EMS Study.

SIGNED

We do hereby acknowledge and agree to abide by the provisions of this Memorandum of Understanding.



 Kath H. Johnson
 Chairman, Virginia Fire Services Board

3-3-2023
 Date



 County Administrator

1-30-23
 Date

BOARD ACTION FORM

Agenda Item: Recognitions #3.03

Subject: Introduction of New VDOT Franklin Residency Staff and Update of Routes 35/40 Safety Improvements and Other Projects – Paul Matticks, Resident Administrator

Board Meeting Date: October 19 2023

=====

Summary: Paul Matticks, Resident Administrator of the VDOT Franklin Residency, will be present to provide an introduction and present an update on various items, to include: 1) Route 35/40 intersection safety improvements; 2) recommendations from the completed Wakefield-Rt 460 safety study; and 3) other recent VDOT requests.

Recommendation: No action requested.

Attachment: None

=====

ACTION:

MOTION BY: _____ **SECONDED BY:** _____

| <u>Member</u> | <u>Aye</u> | <u>Nay</u> | <u>Member</u> | <u>Aye</u> | <u>Nay</u> |
|---------------|------------|------------------------|---------------|------------|------------|
| Fly | ___ | ___ | W. Jones | ___ | ___ |
| Futrell | ___ | ___ | Seward | ___ | ___ |
| D. Jones | ___ | ___ | Tyler | ___ | ___ |
| | | White (Tie Breaker) | ___ | ___ | |

BOARD ACTION FORM

Agenda Item: Recognition #3.04

Subject: Regional EPA Brownfield Grant Application – Thomas Laughlin, TRC

Board Meeting Date: October 19 2023

=====

Summary: For informational purposes, Thomas Laughlin with TRC will present an overview of a regional EPA Brownfields grant application being prepared on behalf of Virginia’s Gateway Region. If funded this study would address reuse of identified brownfield sites in Sussex County and throughout the region. No local match is being requested for this grant application.

Recommendation: N/A

Attachment: None

=====

ACTION: No action requested.

MOTION BY: _____ **SECONDED BY:** _____

| <u>Member</u> | <u>Aye</u> | <u>Nay</u> | <u>Member</u> | <u>Aye</u> | <u>Nay</u> |
|----------------------|-------------------|-------------------|---------------------------|-------------------|-------------------|
| Fly | ___ | ___ | W. Jones | ___ | ___ |
| Futrell | ___ | ___ | Seward | ___ | ___ |
| D. Jones | ___ | ___ | Tyler | ___ | ___ |
| | | | S. White (Tie Breaker) | ___ | ___ |

BOARD ACTION FORM

Agenda Item: Recognition #3.05

Subject: Stony Creek Grocery Store IRF Planning Grant Report – Jeff Sadler, Complete Community Economies

Board Meeting Date: October 19 2023

=====

Summary: Jeff Sadler with Complete Community Economies will present an overview of his recently completed feasibility study for the vacant grocery store property in Stony Creek (provided for your review separately). This study was funded by an IRF planning grant and includes recommendations for the property.

Recommendation: No action is requested.

Attachment: Stony Creek Grocery Feasibility Final without ESA

=====

ACTION: No action requested.

MOTION BY: _____ **SECONDED BY:** _____

| <u>Member</u> | <u>Aye</u> | <u>Nay</u> | <u>Member</u> | <u>Aye</u> | <u>Nay</u> |
|---------------|------------|------------|---------------------------|------------|------------|
| Fly | ___ | ___ | W. Jones | ___ | ___ |
| Futrell | ___ | ___ | Seward | ___ | ___ |
| D. Jones | ___ | ___ | Tyler | ___ | ___ |
| | | | S. White (Tie Breaker) | ___ | ___ |

August 28, 2023

12485 MAIN ST STONY CREEK, VA

FEASIBILITY STUDY



Prepared by

Complete Community Economies

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| | |
|-----|------------------------------------------|
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EXECUTIVE SUMMARY

This report is to provide Sussex County, Virginia information on the feasibility of rehabilitating the former grocery store property at 12485 Main Street in the Town of Stony Creek. The property consists of two adjoining buildings, a parking lot and additional unimproved land, some of which is used as a runoff swale.

The main building, known as the Jones & Company Supermarket, was erected in 1976 and has approximately 10000 sf under roof. The smaller, attached building was built in 2010 and, at roughly 2200 sf, was used as a laundromat. The parking lot can accommodate approximately 31 cars in its current configuration and is in satisfactory shape.



The property is zoned C-1, which is consistent with the past use and most likely future uses. However, depending on the layout and future use, the parking lot may need to be expanded or reconfigured to meet the requirements of one space for every 200 sf of retail floor space.

The grocery business was an important asset to the community, providing essential products and services in an area otherwise bereft of fresh foods. According to the building owner, who operated the supermarket for 40 years and currently runs a grocery business in Charlottesville, business was still good until the COVID-19 pandemic interrupted customer visits, staff availability, and supply chains. These hardships were compounded when the Family Dollar store opened less than a half mile away, undercutting the prices on dry goods. As the property owner describes it, “business dropped off 30% within a week of Family Dollar opening.”

Stony Creek has many vacancies in commercial buildings, both retail and industrial. However, overall, the Town looks well maintained, with a few buildings in poor repair, including the building next to the subject property, which has a collapsed roof. There are at least two large defunct peanut sorting facilities, which dominate the built landscape. While most of the retail spaces are empty, a new barbecue place has recently opened, Big Pig Bar B Q, which, after only been a few months of operation, has more than 200 positive Google reviews. The Town has a park with a playground that looks to be in good repair.

The two biggest issues facing Stony Creek and this property are:

- 1 Stony Creek is a low-lying area prone to flooding. Most of the Town is within the 100 year flood plain and a good portion of the commercial area is within the 50-year flood plain. According to the most recent flood risk maps, this particular property is a little higher than much of the surrounding area and is rated to be in the 75-year flood plain, with an estimated 2% risk of flooding in any year. While this can not be ignored, mitigation efforts are likely possible and must be considered to protect the building and contents. To this point, there is a flood swale next to the building, built to redirect water from the building hold excessive runoff.

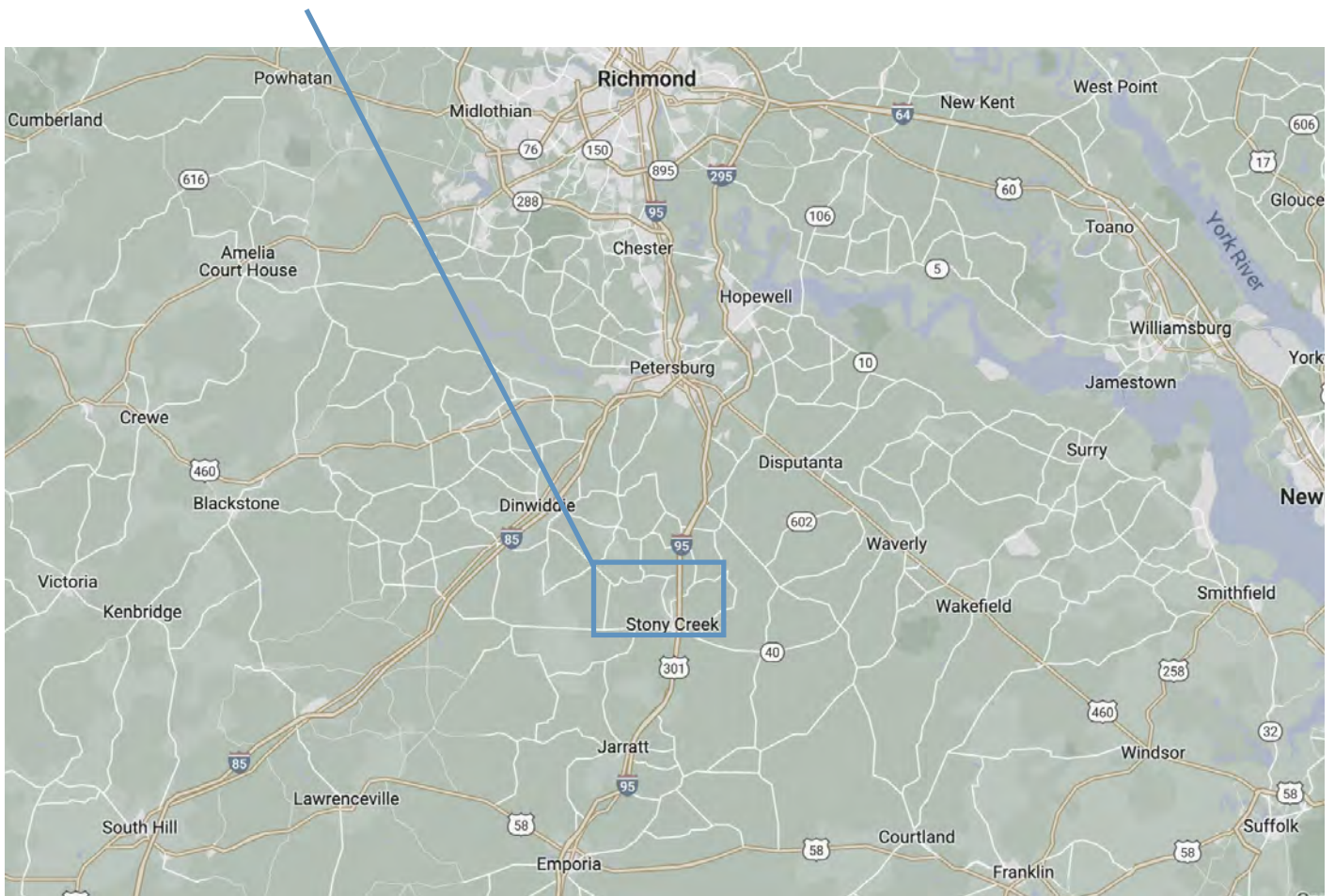
2

It was founded as major crossroads community, being at the intersection of US 301 and state route 40 and with the completion of I-95, this crossing is no longer a major commercial intersection. Both Routes 40 and 301 skirt the downtown of Stony Creek now, rather than intersect within district.

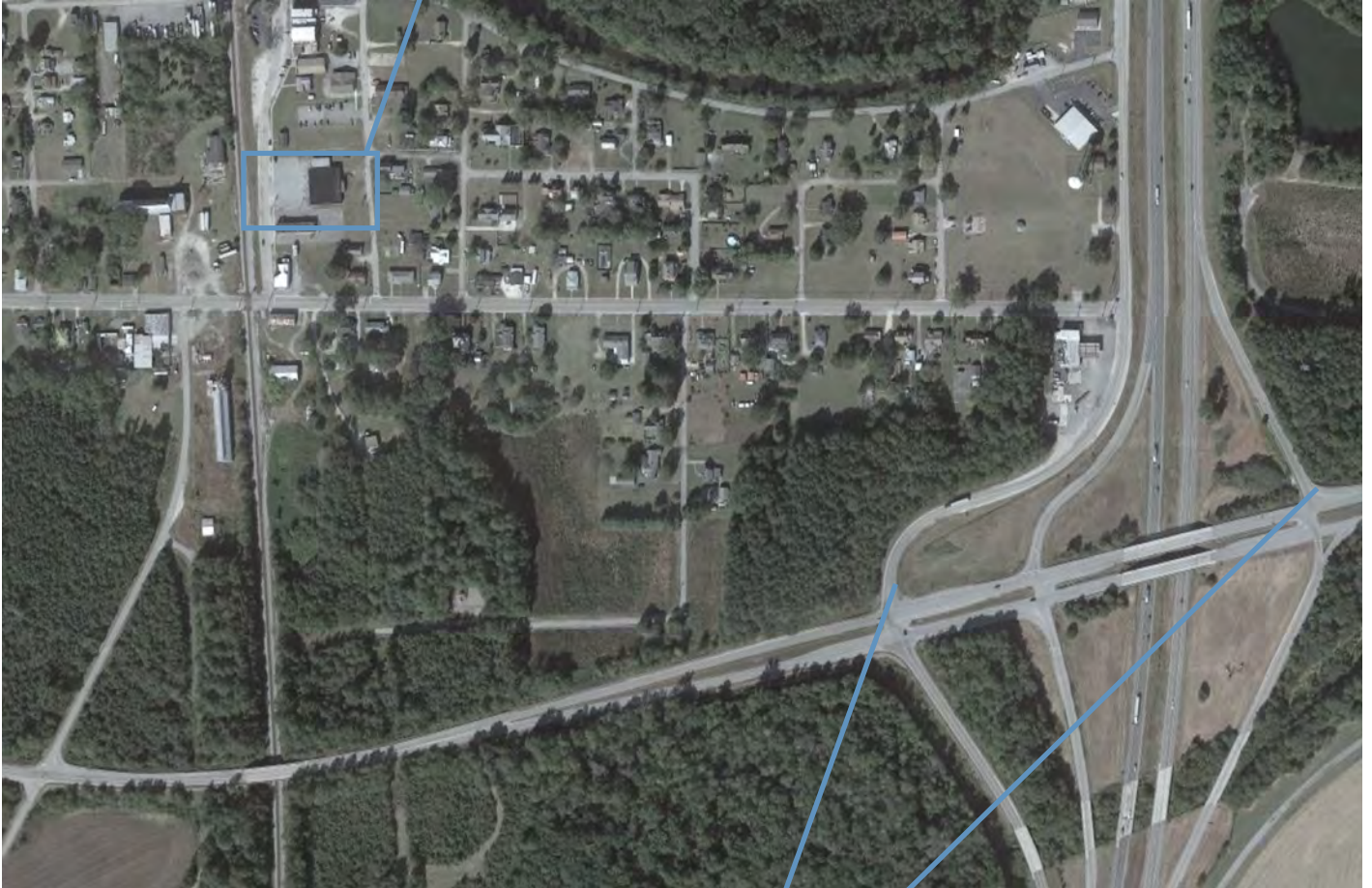
However, this access to I-95 and the more than 81,000 cars traveling past Stony Creek exit 31 each day is likely to be the key to any successful reuse of the subject property.

SITE MAP

STONY CREEK, VA



12485 MAIN STREET



I-95 EXIT 31

THE PROPERTY

The property was built in 1976 and the grocery was opened for business January 1977. In the early 1980s, the business changed hands and was run successfully for almost 40 years before closing.

From the exterior, the brick and glass façade is in mostly good condition, but shows some neglect from vacancy. The roof line shows damage to the drip edge and soffit in a couple of spots. The parking lot looks to be in acceptable condition and the general grounds are maintained satisfactorily.



Once inside, however, the main building immediately shows damage from a significant roof leak. The owner stated that he was told that the fire department was using the building for training and accidentally put the hole in the roof. The entire roof will likely need to be removed and replaced, with the possibility of structural work being necessary, as well. Otherwise, the interior looks to have mostly deep cosmetic damages and will require a full “gut” job, which would likely be necessary, anyway, to meet contemporary design expectations and product needs. Roofing costs in the region are estimated at \$12/sf. Although it may be possible to find a lower price, or it could be slightly higher, the roof replacement estimate for both buildings is \$150,000.

The structure showed no signs of instability, so a structural analysis was not made. Additionally, due to the date of construction and the adoption of the “Toxic Substances Control Act” in 1976 it is very unlikely that there is any asbestos in the building. While it is possible, a walk through did not identify any products (such as pipe wrap, tiles, fire retardant, or mastic) that would indicate the presence of asbestos. The same is true of underground oil tanks, as they were mostly no longer installed by the late 1970s. The owner stated that he did not use one and that he did not think there were any underground oil/fuel tanks on the property. However, since most lenders will require it, a Phase 1 Environmental Inspection was procured and is attached as Appendix D. This report states there are no environmental hazards that need to be addressed, and the results of the Environmental Inspection need to be addressed.



Overall, the property is not currently in a usable condition, but could be salvaged. New construction of a similar type is currently running \$230 - \$300/sf, while high quality commercial rehab costs using a professional, licensed and bonded general contractor are in the \$150 - \$250/sf range, depending on finishes, Mechanical, Electrical, and Plumbing needs and how divided the finished interior is. It is possible for a property owner to perform the General Contractor duties themselves and save as much as 50% of the rehab costs, but this often has a cost measured in time.

The assessed value of the land is \$137,900 and the buildings are \$196,300 for a total assessed value of \$334,000. The location of the building and the condition and size of the parcel provide value to the building, but the building itself has very limited sales value, due to the condition, regardless of the assessed value. It has less than shell building value, because while a shell building is available for almost immediate move-in with custom upfit ready to commence upon sale or lease, this building needs extensive envelope repair (mostly the roof) and interior demolition, both of which have monetary and time costs.

Raw land values in the area range from \$2,000 - \$10,000 per acre and a paved parking lot adds value to a property, but is itself only as valuable as the parking needs of the attached businesses or residences. As stated earlier, the parking area may need to be reconfigured or enlarged, depending on the end use, or a variance may need to be permitted. In Stony Creek proper, the building next door on Lee Avenue, on .3 acres and with a collapsed roof, is listed for sale at \$50,000. The Lee Avenue building does not have a parking lot, but was a 2-story structure before neglect destroyed the interior.



The property has a total of \$174,039.03 in filed legal liens against the property. Of this amount, \$120,157.34 is owed to the Commonwealth of Virginia Department of Taxation and \$27,842.30, or approximately 16%, is owed to the US Internal Revenue Service, making these liens more difficult to discharge. These amounts are from judgments filed at least eight years ago and likely have additional interest and penalties attached at this time.

Typically, Federal Tax Liens have a 10-year duration, which would have the IRS lien expire in 2026. State Tax Liens have a 20-year duration. Furthermore, the Private Judgement of \$26,039.39 has an 18% interest rate attached. While the attorney handling the judgment could not be reached, it is estimated that the payoff amount required to clear this lien is approximately \$115,500. It may be possible to negotiate this amount down, however.

While the US Treasury debt is unlikely to be discharged prematurely, it may be possible to negotiate with the Virginia Department of Taxation or Treasurer of Virginia, if the property was deemed a vital economic development project. If this effort were to be successful, it would likely require the cooperation or participation of the Town and/or County and support from regional or state economic development partners.

Additionally, as of August 15, 2023, the property owner owes \$3,399.73 in back taxes to Sussex County. According to the Sussex County Treasurer's office, the owner is on a payment plan. While it should be clear that the following is not legal advice, our research indicates that if the County forced a tax sale and purchased the property during that sale, the previous debts may be discharged.

The owner is asking \$350,000 for the property, which would likely cover the judgements and interest and penalties. Based on an estimated \$1,250,000 - \$2,000,000 in rehabilitation and upfit costs, this would put the project cost at approximately \$1,600,000 to \$2,350,000.

Given the lack of available or recently sold properties of this type in the area, there is no way to provide an accurate property appraisal, as stated by two commercial appraisers who were approached about providing an appraisal. Therefore, using a mathematical approach of the end use income vs cost of rehab, the estimated property value is in the \$125,000 - \$250,000 range. However, it is unlikely that the owner will be able to part with the property for anything less than the accumulated lien amounts.

MARKET STUDY

A 2022 Grocery Store Study of the property location, prepared by ROIC Analytics, showed that even with an expanded primary market area, the site would have total weekly sales of just over \$100,000 per week. There is some doubt that this would be possible, given the proximity of a Family Dollar store about ½ mile away. The owner of the property, who ran the previous grocery in the location, stated that the Family Dollar opening resulted in an immediate 30% reduction in the business. This report is found in Appendix E.

If the \$100,000 per week business were correct, with a shrinkage rate of 3% and average grocery store profit margin of 3%, there would be a profit of approximately \$2,910 per week, or \$151,000 per year. This profit would be on sales and operations, however and does not include the cashflows including debt service. With assumed yearly debt service of approximately \$145,000 per year, this would leave the standard grocery operations unfeasible, even before staff, overhead, taxes, utilities, and insurance requirements.

In looking more deeply into the 2022 ROIC report, however, we see that the primary market area is approximately 13,000 people who earn, on average, below the state and national median income, as most of the area covered by the primary market area is roughly Sussex County, which has an AMI of \$54,282 as of 2021. The Virginia median income is \$80,615 and the US median income is \$70,784. Additionally, the grocery business is notorious for its low profit margins and requiring large volume to turn a profit. Grocery shoppers exhibit high levels of price consciousness and have become used to a great variety of products at the grocery stores they frequent. In short, while the success of the Wakefield Market has shown it is possible to make a small grocery operation profitable, the Wakefield Market customer base overlaps with the proposed primary market area used in the ROIC report, so it could cannibalize the existing market base, making even the projections of the ROIC seem optimistic.

With this in mind, the effort turned to flipping these disadvantages and determining a use for the property that could make the rehabilitation of the building worthwhile. To do this, we looked at three main opportunities:

- 1 LARGER POTENTIAL CUSTOMER BASE**
- 2 HIGHER MARGIN PRODUCT LINES**
- 3 LOWER COMPETITION**

LARGER POTENTIAL CUSTOMER BASE

Given Stony Creek’s location on I-95 with an exit leading to the entrance of the town, the obvious way to increase the potential customer base is to create a business that would appeal to some of the 81,000 vehicles that pass the nearest exit daily on I-95. According to VDOT, approximately 85% of these vehicles are “four tire,” meaning light duty trucks and passenger cars and vans. Extrapolating from this, there are approximately 68,000 passenger vehicles that pass the Stony Creek exit each day.

Additionally, if the operations of the property offered an experience that was unique enough, the market could draw some portion of the Richmond-Petersburg region, as it is approximately 45 minutes from Richmond and 20 minutes from Petersburg.

Both of these scenarios – attracting customers from the Richmond-Petersburg area and compelling through travelers off of I-95 who may have a broader range of tastes and preferences – could also have the effect of increasing the income/wealth of the average customer, and therefore, their disposable income.

HIGHER MARGIN PRODUCT LINES

Groceries have some of the lowest profit margins in retail, relying on extraordinary volume per square foot which are unlikely to be able to be supported by the local population or store size. By identifying products that have much higher profit margins and, preferably, higher individual item sales prices, this location could make higher profits on fewer customers.

Some product lines that have higher profit margins are:

- 1 Luxury Goods:** Luxury items such as designer clothing, high-end accessories, and premium jewelry often have significant profit margins often exceeding 150% due to their exclusivity and brand value.
- 2 Electronics:** Certain electronic products like smartphones, tablets, and gaming consoles can have high-profit margins near 50%, especially when they are in high demand or have advanced features. However, these items are easily outdated and then require significant discounts.
- 3 Cosmetics and Skincare:** Beauty products, including cosmetics, skincare, and fragrances, often have high-profit margins of 50% - 300% due to their brand reputation and the perceived value they offer to consumers.
- 4 Specialty Foods and Beverages:** Gourmet foods, artisanal chocolates, fine wines, and craft spirits are examples of high margin retail goods. These products often cater to niche markets and offer unique flavors or experiences. Exclusivity of market adds interest and value to these products. While traditional retailing of these products produces margins of 20-50%, a white label item (produced by another manufacturer but branded as the store's exclusive item) or item prepared on site can have a profit margin exceeding 300%.

5 **Home Decor and Furniture:** Upscale home decor items, luxury furniture, and unique home accessories and art can have higher profit margins, especially when they are positioned as premium or exclusive products. These products vary significantly in margin from 10% to more than 1000% for hard to find items, such as antiques and art.

6 **Designer Handbags and Accessories:** Designer handbags, wallets, and accessories from well-known luxury brands are often associated with high margins due to their brand recognition and desirability.

LOWER COMPETITION

While grocery stores have immense competition from other grocery stores, they also have competition from dollar stores like Family Dollar and Dollar General, as well as “big box” stores such as Wal-Mart and Target and discount clubs such as Sam’s Club.

What none of those options offer is a “special” experience that would reduce the number of potential competitors. Identifying some products that would make this location the only place – or at least one of the few places – that certain items can be found could allow for increased margins and destination shopping.

Experiential retail refers to a marketing strategy that focuses on creating immersive and engaging experiences for customers within a retail environment. It goes beyond traditional retail by offering interactive elements, sensory stimulation, and personalized interactions to enhance the overall shopping experience. Experiential retail aims to create memorable moments that connect with customers on an emotional level, fostering brand loyalty, increasing customer engagement, and driving sales. This approach often involves incorporating interactive displays, events, workshops, demonstrations, and other experiential elements to create a unique and memorable shopping experience.

In addition to strictly experiential retail, personal services such as salons and spas can be attractions in themselves, as they don’t often rely on spur of the moment customers or drive-by traffic for their business.

STONY CREEK

COUNTRY STORE

CONCEPT

As described earlier, the changes in the local markets require utilizing I-95 and proximity to larger population centers such as Richmond/Petersburg and Emporia to increase the customer base. It is clear that the previous use as a local grocery store is no longer a viable option for the building.

After reviewing these prospects and researching the market, the most viable concept that fit the requirements to expand the primary market, increase profit margins, and differentiate the store from the surrounding market by highlighting the rural nature of the area and promoting its quality of life was The Stony Creek Country Store.

Stony Creek is a unique place with its own, unique feel. While we used several existing businesses as inspiration, none of them should be replicated whole cloth. What is presented below is a concept that draws from successful businesses but combines their elements in a way that will not only justify the rehabilitation of the former Jones and Company Super Market property, but can revitalize the Town of Stony Creek.

After reviewing these prospects and researching the market, the concept that fit the requirements to expand the primary market, increase profit margins, and differentiate the store from the surrounding market was The Stony Creek Country Store.

While everyone knows about “South of the Border,” the famous tourist trap just south of the North Carolina/South Carolina line, this concept would be the “anti-South of the Border;” a place where quality and calm prevail. While most people are embarrassed to say they stopped at a tourist trap, the Stony Creek Country Store will make visitors feel like they stumbled on to some great secret and can’t wait to tell their friends. Instead of junk made overseas, it could provide high quality and handcrafted goods made locally or regionally. The concept would be to attract I-95 travelers as they return home to the Northeast from trips the beaches of the Southeast or other places such as winter homes or family vacations. Let them stop for trinkets on their way down the coast, but have them stop for artisanal goods and beloved, one-of-a-kind gifts on their way back North.

The exit for the subject property, Exit 31, is one of the last “calm” exits as you head north on I-95. Every exit moving north from Exit 31 has increased traffic counts from the approximately 2,200 vehicles that use Exit 31. By the time a traveler passes Exit 41 (Courtland Road), traffic counts are well above 6,000 vehicles per day. This provides an opportunity to provide one last stop for a peaceful respite before continuing a trip home to the North. With a gas station down the street, those stopping at the Country Store can fill up and not need to stop again until at least Wilmington; whether that be Wilmington, Delaware or Wilmington, North Carolina.



| TRAFFIC COUNTS ON SELECT VIRGINIA EXITS | | |
|-----------------------------------------|--------------------|---------------|
| EXIT | LOCATION | # OF VEHICLES |
| VA-31 | STONY CREEK, VA | 2,200 |
| VA-33 | RTE 602 | 3,300 |
| VA-41 | RTE 35 | 5,600 |
| VA-53 | TEMPLE AVE | 14,900 |
| VA-61 | OLD HUNDRED RD | 23,400 |
| VA-92 | ASHLAND, VA | 10,400 |
| VA-126 | FREDERICKSBURG, VA | 34,000 |
| VA-160 | OCCOQUAN, VA | 41,000 |

Traffic count represents vehicles exiting both Northbound and Southbound on I-95.

Having established that there is a potential market of some portion of the nearly 70,000 vehicles that pass on I-95 every day, plus some of the local 13,000 residents in the primary market area, and the addition of – potentially – a small fraction of the 1.3 million people in the greater Richmond-Petersburg MSA, the goal would be to determine what product lines and/or services and activities would compel these people to stop at the Stony Creek Country Store and spend disposable income on goods and services with higher margins than standard groceries.

To be clear, the goal here is not to create a bustling tourist trap, but to provide a short respite to discerning customers with higher than average disposable incomes and to families who need to get their kids out of the car for a bit. Having 10 carloads at a time, each spending \$45-\$450 is better suited to the location than having 50 cars each buying \$10 worth of low margin sodas and chips.

In the conceptual layouts attached in Appendix A, the square footage dedicated to retail use is a combined 7,150 sf. Given that current zoning requires one parking space for every 200 square feet of retail floor space, the concept and configuration presented would require 36 parking spaces. With proper reconfiguration, the current parking lot could be reconfigured to accommodate at least 36 parking spaces, making it satisfactory for the Country Store concept as presented.

There are two keys to making this a success. The first is a **quality experience** and the second is **marketing**.

For a quality experience, the entire operation must be relaxing and inviting. The ambiance of the space must be rustic, yet clean; full, but not cluttered. The products must be well curated and each item must be of higher quality than can be found at a truck stop or travel station and there must be items that the customers can't find at home, with enough variety of such items that the visitors feel compelled to make the Stony Creek Country Store a regular stop. The staff must be knowledgeable and welcoming. Bathrooms must work properly and be clean and smell fresh.

As we noted, the Town is generally well maintained, with some private properties in disrepair. Continuing to focus on "street appeal" such as landscaping and eliminating blight will provide visitors a charming experience.

Farm Stand:

The Farmers' Market has established itself as an appointment activity in many communities, although often in locations that are not easily available to a traveler and with limited operational hours. Using the above Vanderwende's example as well as numerous smaller operations – branded and unnamed, alike – that dot Virginia's older two- and four-lane highways, the Stony Creek Country Store can offer local, in-season produce from nearby farms, as well as more regional produce like apples from the Blue Ridge region.

While the fresh local produce of the farm stand should be a day-in, day-out staple offering of the Country Store, the plan as presented includes parking lot space for a weekend Farmers' Market that will be a draw for locals as well as through travelers. The Farmers' market also offers a chance to invite other local businesses to present their products and to have live music performed by local musicians, much as the Floyd Country Store has presented on Friday Nights and made Floyd, VA a destination.

<https://www.floydcountystore.com/>



While focusing on local and regional items, especially those that do not have national distribution, it will also be helpful to have specialty products made on site. A smokehouse for Virginia Hams and other pork products such as bacon and sausages would be an attraction in itself, as Benton's Country Hams in Tennessee (<https://www.youtube.com/watch?v=UUE2v2IPQeQ>) (<https://bentonscountryhams2.com>) and Col. Newsom's has done in Kentucky (<https://www.youtube.com/watch?v=hFcU3sjbCk8>) (<https://www.newsomscountryham.com/>).

Both of these curing houses are nationally and internationally known and have regular visitors from out of state come to their locations to purchase their products, even though neither location has direct interstate exit access and both are many miles from the nearest interstate and both are hours from major population centers.





The Marketplace in Thee Draper Village

Thee Draper Village in Pulaski County, VA was begun as a small shop and café called the Draper Mercantile, located just under a mile from an exit off of I-81. By providing friendly and helpful service, seasonal produce, local and regionally created art and products, and high-quality food, the business attracted a loyal following of both regular through-travelers and local/regional customers.

Over the years, the offerings expanded to include outdoor activities, events, and accommodations ranging from camping to yurts to cabins. Thee Draper Village has been an economic driver for an extremely rural area and has highlighted the remote environment rather than exploit it.
(<https://www.draperisfordreamers.com/>)



Other than a smoke house, opportunities could be a coffee roaster, a craft nanobrewery, a distillery, or a cheese maker. While local, premium Virginia Peanuts should definitely be sold on site, there are enough existing producers and packagers that selling their items should cover this niche – although “white label” branded peanuts from another producer could be an option, as would selling bags of fresh, hot peanuts and highlighting the multitude of products that can be made from peanuts, such as peanut "milk," soaps, and cosmetics. Similarly, even if the coffees aren't roasted on-site, there could be an entire shelf unit of regionally roasted coffees from dozens of places like Demolition in Petersburg and Rostov's or Black Hand in Richmond. If on-site brewing isn't an option, a refrigerated display of regional craft beers can be available in singles, 4- & 6-packs, or even premixed cases and a growler filling station could be considered. A large selection of Virginia Wines should be well displayed with tasting sessions at key travel times.



Additionally, the following could be part of the operation, or could eventually locate nearby:

Value-added food products:

Producing and packaging value-added food products using ingredients from local farms. This could include items like jams, jellies, sauces, pickles, dried herbs, or even baked goods, as well as the aforementioned peanut-based products. These products can attract customers looking for unique, locally made items.

Handcrafted soaps and candles:

Utilizing natural ingredients from local farms, such as herbs, flowers, or beeswax, to create handcrafted soaps and candles. These products have a growing market, especially among consumers who prefer natural and sustainable options, and they make great gifts for friends and family upon returning from a vacation.

Artisanal crafts:

Tap into local creativity and producers of artisanal crafts using materials found in the area's farms and older homes. This could include items like handwoven baskets, pottery, woodworking, metalcrafts, or even handmade jewelry. These unique and locally-made products can attract customers looking for one-of-a-kind items and these, too, are excellent gift ideas. The attached plans have a gallery in the old laundromat space that could combine local folk and fine art with pieces from some of VCU's students, graduates and faculty.

As business increases, these artists and wood/metalcrafters could eventually set up shop in other vacant buildings in Stony Creek, with open workshops taking custom orders.

Homemade Ice Cream:

Homemade Ice Cream, made from regional dairy products (could be from Homestead Creamery in Bedford if a closer option can't be sourced) can be an extremely attractive motivator for pulling off the interstate, especially if the car load has children on board. Approaching billboards could even offer a "free cone for kids under 12," which makes passing up the opportunity almost unthinkable.



Vanderwende's "Farm Fresh Ice Cream" (<https://www.vanderwendefarmcreamery.com/>) started as a farm stand in Bridgeville, DE and was a regular stop for people returning to the Baltimore-Washington region on their way home from the Delaware beaches (Rehoboth, Dewey, and Bethany) for years. As time went by, they noticed a that families would stop and the kids needed something beyond a cantaloupe or some corn, so they introduced ice cream made from the cows on their farm. Not only does Vanderwende's now have five ice cream locations, but it is a treasured family tradition for many visitors to the area to stop and get a cone to enjoy now and a box to take home.

Fresh Butcher:

One of the core grocery items that the Country Store can still offer; one that has no nearby competition and can carry a higher profit margin, is the butcher shop. While sourcing local chickens and heritage beef would be an exceptional marketing point, there are easily available options for purchasing premium meats through a distributor. People will travel for a good steak, and if the meat is good enough and is sold at “southern prices” – ie: less than in New York – it may be possible to earn repeat business from those who regularly travel back and forth between northern and southern destinations or those who are returning from vacation and know their refrigerator at home is empty after 10 days in Charleston.



Stony Creek Country Store Merchandise:

No shot glasses here (unless a distillery is part of the operation), Stony Creek Country store merchandise should be simple and tasteful, complementing the other items in the store. Logo etched pint and wine glasses, logo embroidered hats and shirts, laser-etched cutting boards, tea towels, and the like should give patrons an opportunity to show off their good taste and invite conversations with family and friends about “what is the Stony Creek Country Store and where is it?”

Custom branded merchandise often has markups of 200% - 400%.

MARKETING

Using the South of the Border model, primary marketing will be on billboards, which, while expensive, provide immediate “top-of-mind” awareness to the exact customer the Country Store is looking to attract – through travelers on I-95.

The billboards should be augmented with targeted advertising in the Richmond Petersburg area, local media, targeted social media, and targeted ad sense purchases for appropriate online searches. The starting budget for this is \$125,000 annually.

Additionally, online sales can be an important part of the business plan and will need to include direct sales marketing through both email and direct snail mail. If a ham-curing or similar on-site production model is used (and it is highly recommended), then the Col. Newsom’s model of sending an annual direct mail order form in September/October for holiday ordering should be followed.



FEASIBILITY

The biggest hindrance to the reuse of the former Jones & Company Grocery Store property at 12485 Main Street in the Town of Stony Creek is finding a new use that will attract through travelers on I-95 as well as attract local and regional customers by offering a product that has high margins and an experience that is not easily replicable. To meet this, we have designed the “Stony Creek Country Store.”

While it should be noted that there are no true, one-to-one comparable concepts in operation, Complete Community Economies, LLC investigated several similar operations and then accounted for the differences in operating model, location, size, and time in business. The general concept was vetted through several conversations with tourism and economic development professionals in the Mid-Atlantic region. While individual preferences varied, the core of the proposed project met with resounding optimism and further research was done into prospective profit margins and lines of business, which were all used to create the following pro forma models.

For the following pro forma analysis, the assumptions are as follows, based on adjusted current market averages:

- ~\$160/sf building rehab costs
- \$300,000 in equipment costs
- \$750,000 initial completed property value
- 4% - 6% annual increases in expenses
- 4% - 10% annual increases in revenues
- Most equipment acquired on a lease model of 2% per month
- Operating income estimates include product specific costs, such as labor and cost of goods and are broken out by months with all assumptions included in the spreadsheet (Appendix B).
- Other operating costs are shown on the 10-Year Pro Forma sheets (excerpted below and available in full in Appendix B)
- In all scenarios, “Year 1” refers to the first full operational year after start up activities are complete and business has begun stabilization. Therefore, a significant reserve of “start-up funding” - estimated to be between 4% and 8% of the rehab costs - is required in addition to the costs illustrated, although initial inventory is included in the pro formas.

If the asking price for the building is paid with a 20% down payment, and all construction/rehab costs are made using traditional financing options, then the net cash equity requirements are approximately \$605,000, leaving an annual debt service of ~\$243,000.

FACILITY EXPENSES

| EXPENSES | TOTAL COST | TERMS | CASH/EQUITY | MONTHLY PAYMENTS | YEARLY |
|---------------|-----------------|-------------------------|---------------|------------------|---------------|
| Purchase | \$ 350,000.00 | 20% Down; 20 yrs @ 7.5% | \$ 70,000.00 | \$ 2,250.00 | \$ 27,000.00 |
| Roof | \$ 150,000.00 | | | | \$ - |
| Demolition | \$ 360,000.00 | | | | \$ - |
| General Upfit | \$ 1,200,000.00 | | | | \$ - |
| CONSTRUCTION | \$ 1,710,000.00 | \$1,300,000 20 YRS 8%; | \$ 410,000.00 | \$ 12,000.00 | \$ 144,000.00 |
| Equipment | \$ 300,000.00 | 5yr lease 2% per month | | \$ 6,000.00 | \$ 72,000.00 |
| Inventory | \$ 125,000.00 | | \$ 125,000.00 | | \$ - |
| TOTALS | | | \$ 605,000.00 | \$ 20,250.00 | \$ 243,000.00 |

Given the estimates for operating estimates, it is possible for the project to be profitable using traditional financing and a full upfit. However, due to high cash equity requirements and few existing incentives, the project is fairly high risk.

5-YEAR PRO FORMA

| 10 Year Pro Forma | | YEAR 1 | YEAR 2 | YEAR 3 | YEAR 4 | YEAR 5 |
|---------------------------|----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Unaccounted for Expenses: | | | | | | |
| | Maintenance/Improvements | \$30,000.00 | \$31,500.00 | \$32,760.00 | \$34,070.40 | \$35,433.22 |
| | Unaccounted for Staff | \$180,000.00 | \$189,000.00 | \$198,450.00 | \$208,372.50 | \$218,791.13 |
| | Utilities | \$24,000.00 | \$24,960.00 | \$25,958.40 | \$26,996.74 | \$28,076.61 |
| | Debt Service | \$243,000.00 | \$243,000.00 | \$243,000.00 | \$243,000.00 | \$243,000.00 |
| | Taxes (other than Meals & Sales) | \$4,875.00 | \$4,875.00 | \$5,167.50 | \$5,477.55 | \$5,806.20 |
| | General Supplies | \$12,000.00 | \$12,720.00 | \$13,483.20 | \$14,292.19 | \$15,149.72 |
| | Advertising & Marketing | \$125,000.00 | \$130,000.00 | \$135,200.00 | \$140,608.00 | \$146,232.32 |
| | Insurance & Other | \$30,000.00 | \$31,800.00 | \$33,708.00 | \$35,730.48 | \$37,874.31 |
| TOTAL EXPENSES | | \$648,875.00 | \$667,855.00 | \$687,727.10 | \$708,547.86 | \$730,363.50 |
| | | | | | | |
| | | | | | | |
| Income: | | | | | | |
| | Farmers Market (6% yr) | \$26,550.00 | \$28,143.00 | \$29,831.58 | \$31,621.47 | \$33,518.76 |
| | Christmas Market (10% yr) | \$5,100.00 | \$5,610.00 | \$6,171.00 | \$6,788.10 | \$7,466.91 |
| | Grocery Sales (4% yr) | \$556,875.00 | \$579,150.00 | \$602,316.00 | \$626,408.64 | \$651,464.99 |
| | Mail Order (10% yr) | \$22,500.00 | \$24,750.00 | \$27,225.00 | \$29,947.50 | \$32,942.25 |
| | Branded Merch (4% yr) | \$132,000.00 | \$137,280.00 | \$142,771.20 | \$148,482.05 | \$154,421.33 |
| | Art Gallery (5% yr) | \$15,318.75 | \$16,084.69 | \$16,888.92 | \$17,733.37 | \$18,620.04 |
| | | | | | | |
| TOTAL INCOME | | \$758,343.75 | \$791,017.69 | \$825,203.70 | \$860,981.13 | \$898,434.28 |
| | | | | | | |
| NET Profit or Loss | | \$109,468.75 | \$123,162.69 | \$137,476.60 | \$152,433.27 | \$168,070.77 |

Below is the rehabilitation proforma using a \$1 million Industrial Revitalization Fund (IRF) loan. At 2.5% the debt service is more manageable at ~\$213,800 annually. Also, the ability of the loan to be subordinated allows for a higher borrowing capacity, thus reducing cash equity into the project to approximately \$405,000.

FACILITY EXPENSES WITH IRF

| EXPENSES | TOTAL COST | TERMS | CASH/EQUITY | MONTHLY PAYMENTS | YEARLY |
|---------------|-----------------|--------------------------------|---------------|------------------|---------------|
| Purchase | \$ 350,000.00 | 20% Down; 20 yrs @ 7.5% | \$ 70,000.00 | \$ 2,250.00 | \$ 27,000.00 |
| Roof | \$ 150,000.00 | | | | \$ - |
| Demolition | \$ 360,000.00 | | | | \$ - |
| General Upfit | \$ 1,200,000.00 | | | | \$ - |
| CONSTRUCTION | \$ 1,710,000.00 | \$1,000,000 20 YRS 2.5%; (IRF) | \$ 210,000.00 | \$ 5,300.00 | \$ 63,600.00 |
| | | \$500,000 20 yrs 8% | | \$ 4,250.00 | \$ 51,000.00 |
| Equipment | \$ 300,000.00 | 5yr lease 2% per month | | \$ 6,000.00 | \$ 72,000.00 |
| Inventory | \$ 125,000.00 | | \$ 125,000.00 | | \$ - |
| TOTALS | | | \$ 405,000.00 | \$ 17,800.00 | \$ 213,600.00 |

While the use of the IRF financing provides a modest increase in annual profits, as seen below, the reduction of needed cash equity by roughly 1/3 makes the project far more attractive from an investment standpoint and reduces the investors risk by a corresponding 1/3.

5-YEAR PRO FORMA WITH IRF

| 10 Year Pro Forma w/ IRF | | YEAR 1 | YEAR 2 | YEAR 3 | YEAR 4 | YEAR 5 |
|--------------------------|----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Unaccounted for Expenses | | | | | | |
| | Maintenance/Improvements | \$30,000.00 | \$31,500.00 | \$32,760.00 | \$34,070.40 | \$35,433.22 |
| | Unaccounted for Staff | \$180,000.00 | \$189,000.00 | \$198,450.00 | \$208,372.50 | \$218,791.13 |
| | Utilities | \$24,000.00 | \$24,960.00 | \$25,958.40 | \$26,996.74 | \$28,076.61 |
| | Debt Service | \$213,600.00 | \$213,600.00 | \$213,600.00 | \$213,600.00 | \$213,600.00 |
| | Taxes (other than Meals & Sales) | \$4,875.00 | \$4,875.00 | \$5,167.50 | \$5,477.55 | \$5,806.20 |
| | General Supplies | \$12,000.00 | \$12,720.00 | \$13,483.20 | \$14,292.19 | \$15,149.72 |
| | Advertising & Marketing | \$125,000.00 | \$130,000.00 | \$135,200.00 | \$140,608.00 | \$146,232.32 |
| | Insurance & Other | \$30,000.00 | \$31,800.00 | \$33,708.00 | \$35,730.48 | \$37,874.31 |
| | TOTAL EXPENSES | \$619,475.00 | \$638,455.00 | \$658,327.30 | \$679,147.86 | \$700,963.50 |
| | | | | | | |
| | | | | | | |
| | INCOME | | | | | |
| | Farmers Market (6% yr) | \$26,550.00 | \$28,143.00 | \$29,831.58 | \$31,621.47 | \$33,518.76 |
| | Christmas Market (10% yr) | \$5,100.00 | \$5,610.00 | \$6,171.00 | \$6,788.10 | \$7,466.91 |
| | Grocery Sales (4% yr) | \$556,875.00 | \$579,150.00 | \$602,316.00 | \$626,408.64 | \$651,464.99 |
| | Mail Order (10% yr) | \$22,500.00 | \$24,750.00 | \$27,225.00 | \$29,947.50 | \$32,942.25 |
| | Branded Merch (4% yr) | \$132,000.00 | \$137,280.00 | \$142,771.20 | \$148,482.05 | \$154,421.33 |
| | Art Gallery (5% yr) | \$15,318.75 | \$16,084.69 | \$16,888.92 | \$17,733.37 | \$18,620.04 |
| | | | | | | |
| | TOTAL INCOME | \$758,343.75 | \$791,017.69 | \$825,203.70 | \$860,981.13 | \$898,434.28 |
| | | | | | | |
| | NET Profit or Loss | \$138,868.75 | \$152,562.69 | \$166,876.60 | \$181,833.27 | \$197,470.77 |

Another option, which would further reduce the upfront risk and further reduce annual debt service, is to open in phases and begin operations with a lean model. This would also reduce income, but allow the operator to expand the business gradually and use operating income to offset some upfit and equipment costs. The chief risk to this model is not being able to offer the “wow” factor to first time visitors in their initial visits. This option also reduces the ability of the investor to fully leverage renovations and equipment costs. However, as the Draper Mercantile to Thee Draper Village example shows, this can be a successful way to open and expand this type of business.

The model below also includes using the IRF program to finance the bulk of the construction costs and shows a purchase price of \$200,000, which is roughly the amount needed to make the current owner whole after paying off existing liens. Initial cash equity is reduced by \$80,000 (~20%) and annual debt service is reduced by roughly \$75,000 (~35%).

LEAN FACILITY EXPENSES

| EXPENSES | TOTAL COST | TERMS | CASH/EQUITY | MONTHLY PAYMENTS | YEARLY |
|---------------|-----------------|--------------------------------|---------------|------------------|---------------|
| Purchase | \$ 200,000.00 | 20% Down; 20 yrs @ 7.5% | \$ 40,000.00 | \$ 1,300.00 | \$ 15,600.00 |
| Roof | \$ 120,000.00 | | | | \$ - |
| Demolition | \$ 275,000.00 | | | | \$ - |
| General Upfit | \$ 1,000,000.00 | | | | \$ - |
| CONSTRUCTION | \$ 1,395,000.00 | \$1,000,000 20 YRS 2.5%; (IRF) | \$ 150,000.00 | \$ 5,300.00 | \$ 63,600.00 |
| | | \$245,000 20 yrs 8% | | \$ 2,050.00 | \$ 24,600.00 |
| Equipment | \$ 150,000.00 | 5yr lease 2% per month | | \$ 3,000.00 | \$ 36,000.00 |
| Inventory | \$ 125,000.00 | | \$ 125,000.00 | | \$ - |
| | | | \$ 315,000.00 | \$ 11,650.00 | \$ 139,800.00 |

As mentioned, however, income would be expected to be reduced by approximately 30%, as there would be fewer lines of business operating, as well as fewer items available for purchase. Additionally, as shown in the spreadsheet below, Maintenance and Improvements would increase three-fold to \$90,000 per year. These two issues would significantly reduce operating profits in the first few years, but possibly offer a more resilient business model in the long term. The lean model reduces both out of pocket initial risk and long-term ongoing operating costs as profit tick up significantly in Year 5.

| 10 Year Pro Forma | | YEAR 1 | YEAR 2 | YEAR 3 | YEAR 4 | YEAR 5 |
|---------------------------------|----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Unaccounted for Expenses | | | | | | |
| | Maintenance/Improvements | \$90,000.00 | \$94,500.00 | \$98,280.00 | \$102,211.20 | \$35,000.00 |
| | Unaccounted for Staff | \$120,000.00 | \$126,000.00 | \$132,300.00 | \$138,915.00 | \$145,860.75 |
| | Utilities | \$24,000.00 | \$24,960.00 | \$25,958.40 | \$26,996.74 | \$28,076.61 |
| | Debt Service | \$139,800.00 | \$139,800.00 | \$139,800.00 | \$139,800.00 | \$139,800.00 |
| | Taxes (other than Meals & Sales) | \$4,875.00 | \$4,875.00 | \$5,167.50 | \$5,477.55 | \$5,806.20 |
| | General Supplies | \$6,000.00 | \$6,360.00 | \$6,741.60 | \$7,146.10 | \$7,574.86 |
| | Advertising & Marketing | \$90,000.00 | \$93,600.00 | \$97,344.00 | \$101,237.76 | \$105,287.27 |
| | Insurance & Other | \$30,000.00 | \$31,800.00 | \$33,708.00 | \$35,730.48 | \$37,874.31 |
| TOTAL EXPENSES | | \$504,675.00 | \$521,895.00 | \$539,299.50 | \$557,514.82 | \$505,280.00 |
| Income | | | | | | |
| | Farmers Market (10% yr) | \$18,585.00 | \$20,443.50 | \$22,487.85 | \$24,736.64 | \$27,210.30 |
| | Christmas Market (10% yr) | \$3,570.00 | \$3,927.00 | \$4,319.70 | \$4,751.67 | \$5,226.84 |
| | Grocery Sales (6% yr) | \$389,812.50 | \$413,201.25 | \$437,993.33 | \$464,272.92 | \$492,129.30 |
| | Mail Order (10% yr) | \$15,750.00 | \$17,325.00 | \$19,057.50 | \$20,963.25 | \$23,059.58 |
| | Branded Merch (10% yr) | \$92,400.00 | \$101,640.00 | \$111,804.00 | \$122,984.40 | \$135,282.84 |
| | Art Gallery (5% yr) | \$10,723.13 | \$11,259.28 | \$11,822.25 | \$12,413.36 | \$13,034.03 |
| TOTAL INCOME | | \$530,840.63 | \$567,796.03 | \$607,484.62 | \$650,122.24 | \$695,942.88 |
| NET Profit or Loss | | \$26,165.63 | \$45,901.03 | \$68,185.12 | \$92,607.42 | \$190,662.88 |

While each of these models shows the opportunity for success and were all built based on rather conservative projections, no model can fully capture the full array of potential costs and risks, nor the varying tastes of the consumer. Therefore, an energetic and competent operator will be the primary driver of success.

RECOMMENDATIONS

The following are recommendations to help facilitate the transfer and rehabilitation of the former grocery property at 12485 Main Street in Stony Creek:

- 1 Work with the owner to assist with discharging the current liens. This may involve conversations with Virginia Department of Taxation and will likely involve an attorney.
- 2 Convene a group task meeting with representatives from the County, Town, VA Dept of Agriculture & Consumer Affairs, VA Dept of Housing and Community Development, Tobacco Commission, VA Tourism, USDA Rural Development, State Delegate and Senator, Virginia Community Capital (VCC) and VA Gateway Region to discuss the subject property, the Country Store concept, and support for the rehabilitation of the building and ongoing business operations.
- 3 Establish a Tourism Zone for not only this property, but much of the commercial Stony Creek area around the I-95/ Rte. 40 interchange. Use the Zone to establish appropriate local incentives to support the rehabilitation of this and other buildings within the Zone and their continued profitable operation.
- 4 Work with the County IDA to establish a Revolving Loan Fund, which will allow for Industrial Revitalization Funds to be granted to the locality to be loaned to the investor, and repaid to the Revolving Loan Fund for future economic development use. Alternatively, work with Waverly to contract use of their Revolving Loan Fund for the same purpose.
- 5 Stony Creek should join the VA Main Street program. This will unlock additional revitalization resources, including potential small grant funds for local projects. <https://www.dhcd.virginia.gov/vms>

- 6 Make improvements to the Stony Creek playground and park, as well as targeted select streetscape projects. While this playground and park seem to be in good shape, parents with smaller children on long car trips are often desperate for a safe and fun place for their children to run around and expend some pent-up energy. Improving the park could create one more reason for through travelers to stop in Stony Creek and would complement the Country Store business. Stony Creek/Sussex should investigate grant funds for park improvements.
- 7 Develop a dog park. Stony Creek seems to have plenty of available and unused land near the subject property and the aforementioned playground. While there is a small, astro-turfed "doggy rest area" at the Davis Travel Plaza at Exit 33, by developing a true dog park with room to run and marketing it appropriately, Stony Creek could entice travelers with dogs to take a quick time out and stop in the Town. While the visitors would likely spend enough to offset the costs of maintaining the park, a small fee could be charged, if necessary, although this may defeat the goal of the dog park project. Stony Creek/Sussex should investigate grant funds for building a dog park.
- 8 Work with the Chamber of Commerce to build out a strong entrepreneurial ecosystem within the County, especially around agricultural value added and creative, small scale manufacturing such as woodworking and metal crafting.
- 9 Consider acquiring the property and readying it for rehabilitation. This approach has proven successful in turning blighted, vacant properties into successful businesses that employ local residents and increase tax receipts.
- 10 Work with Virginia Clean Cities to install Electric Vehicle Chargers in the parking lot.
- 11 Conduct a campaign to recruit a highly-qualified operator for the Country Store using this document and the previous recommendations.
- 12 Apply for an Industrial Revitalization Fund grant.

APPENDIX A

ARCHITECTURAL DESIGN

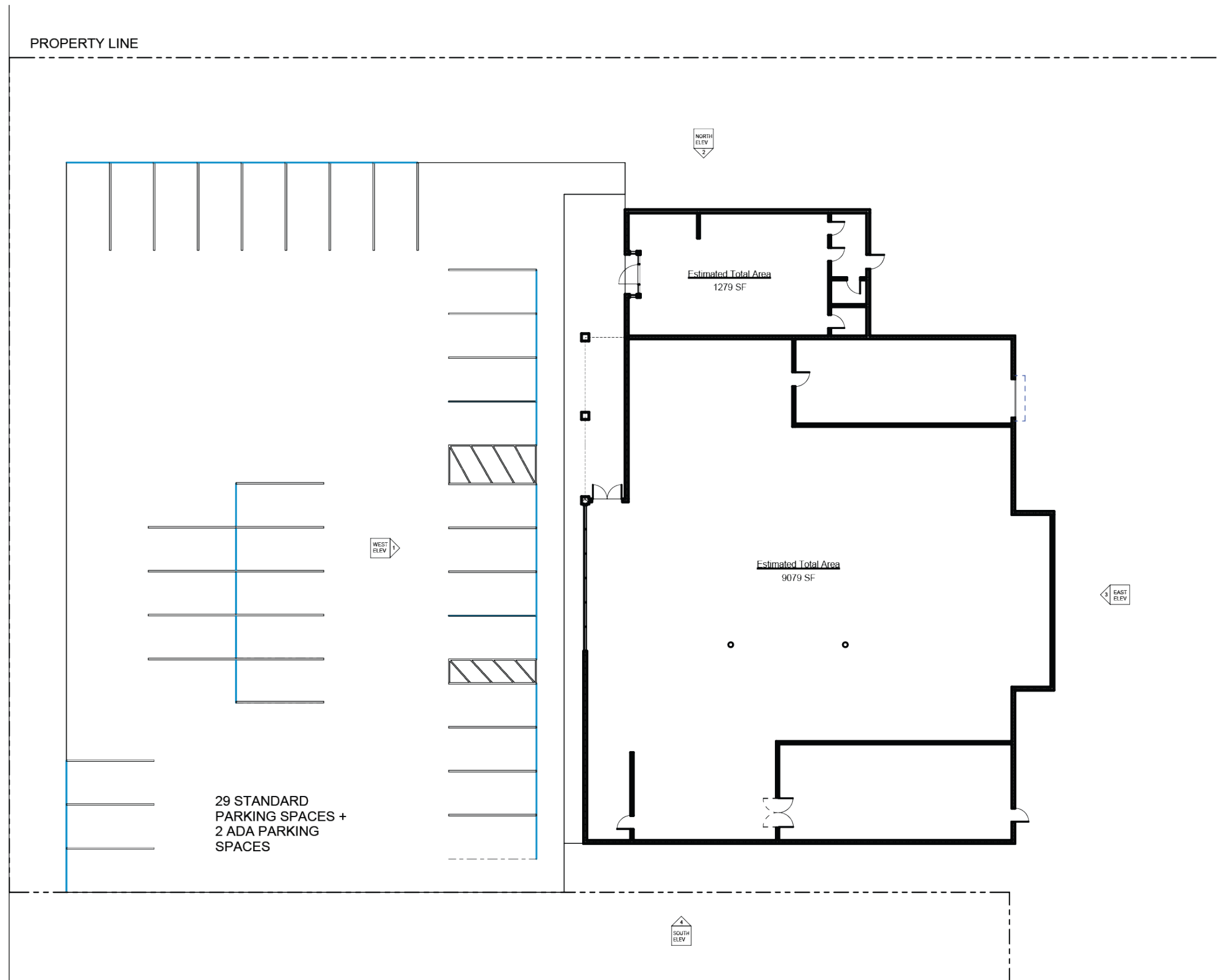
AS-BUILT DRAWINGS



Main St.

PROPERTY LINE

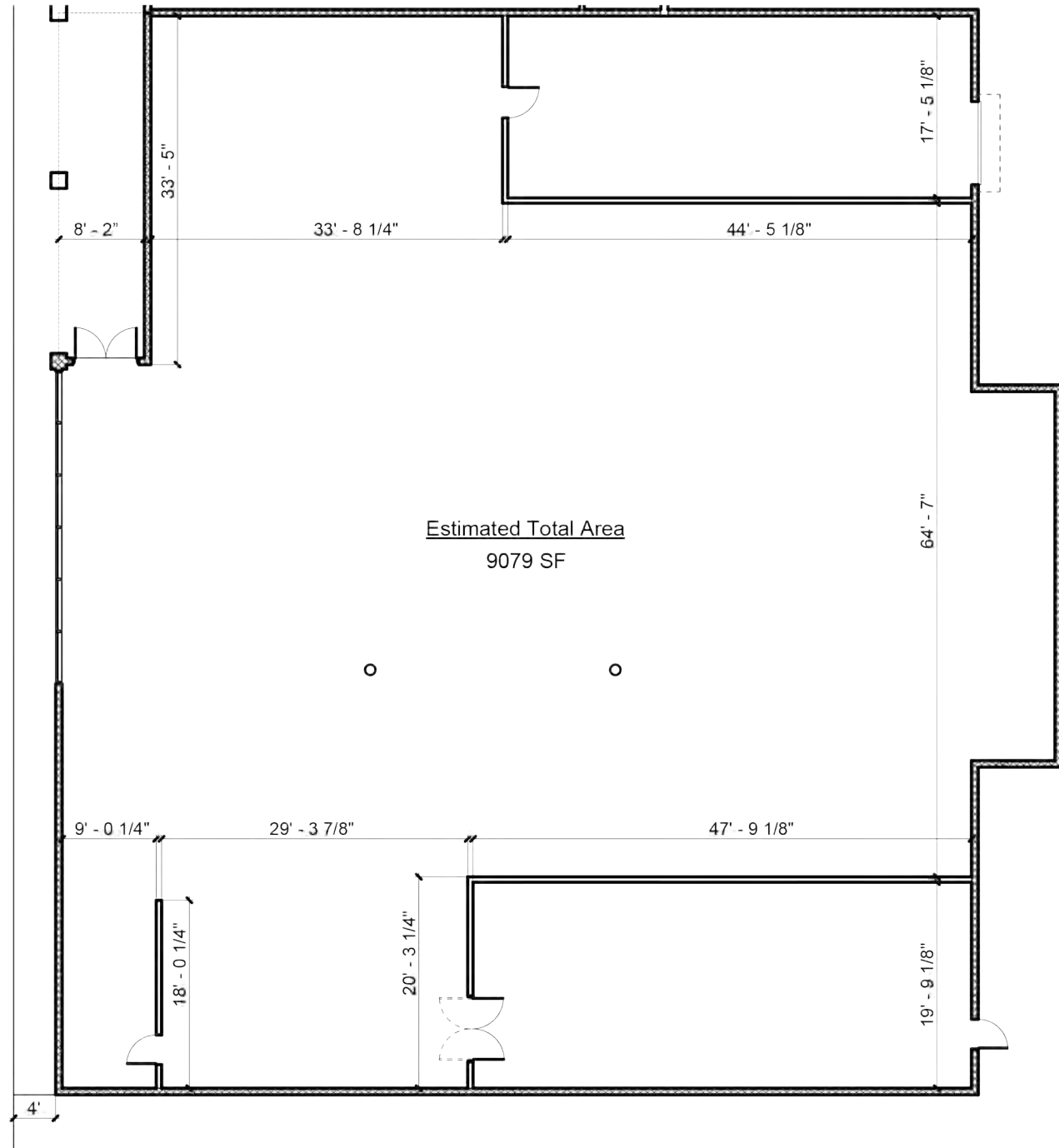
SITE DIAGRAM



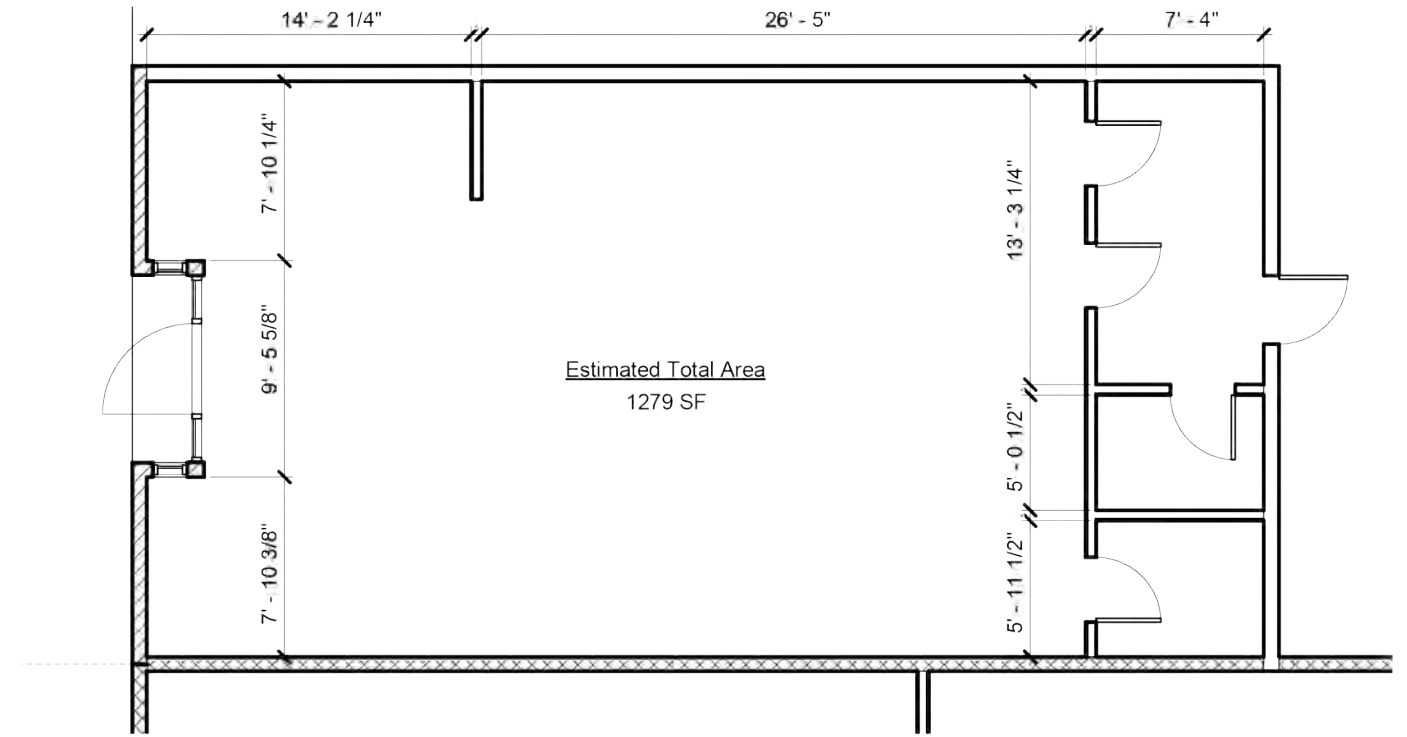
29 STANDARD
PARKING SPACES +
2 ADA PARKING
SPACES

Estimated Total Area
1279 SF

Estimated Total Area
9079 SF

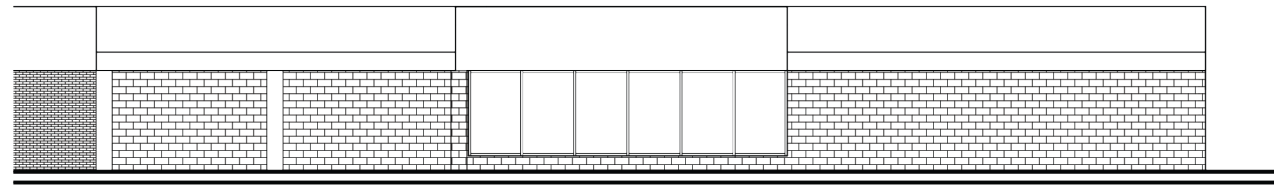


SUPERMARKET PLAN

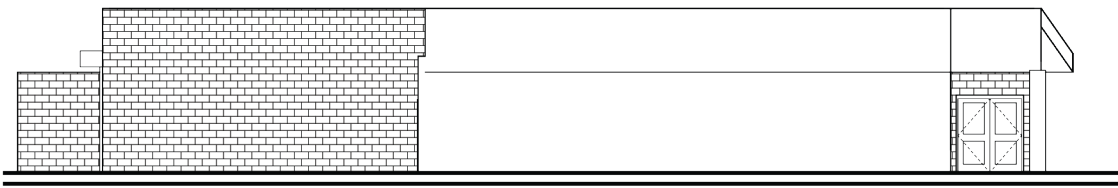


LAUNDROMAT PLAN

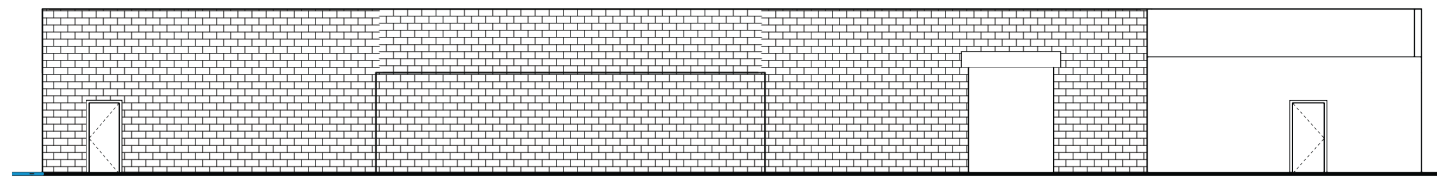
EXTERIOR ELEVATIONS



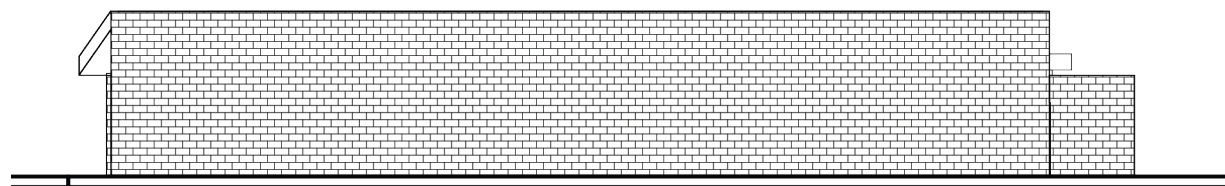
WEST



NORTH

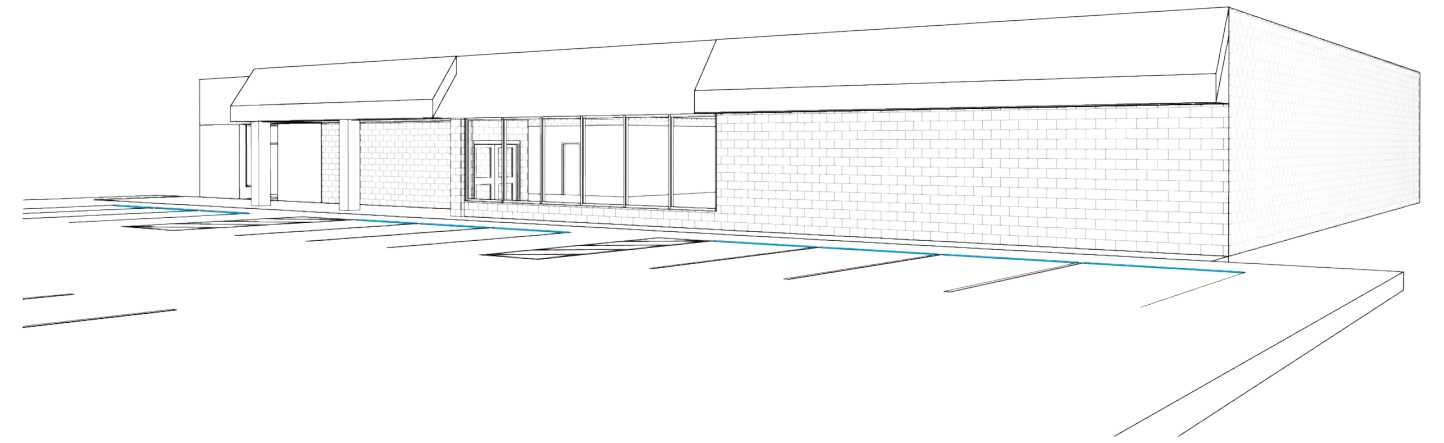


EAST

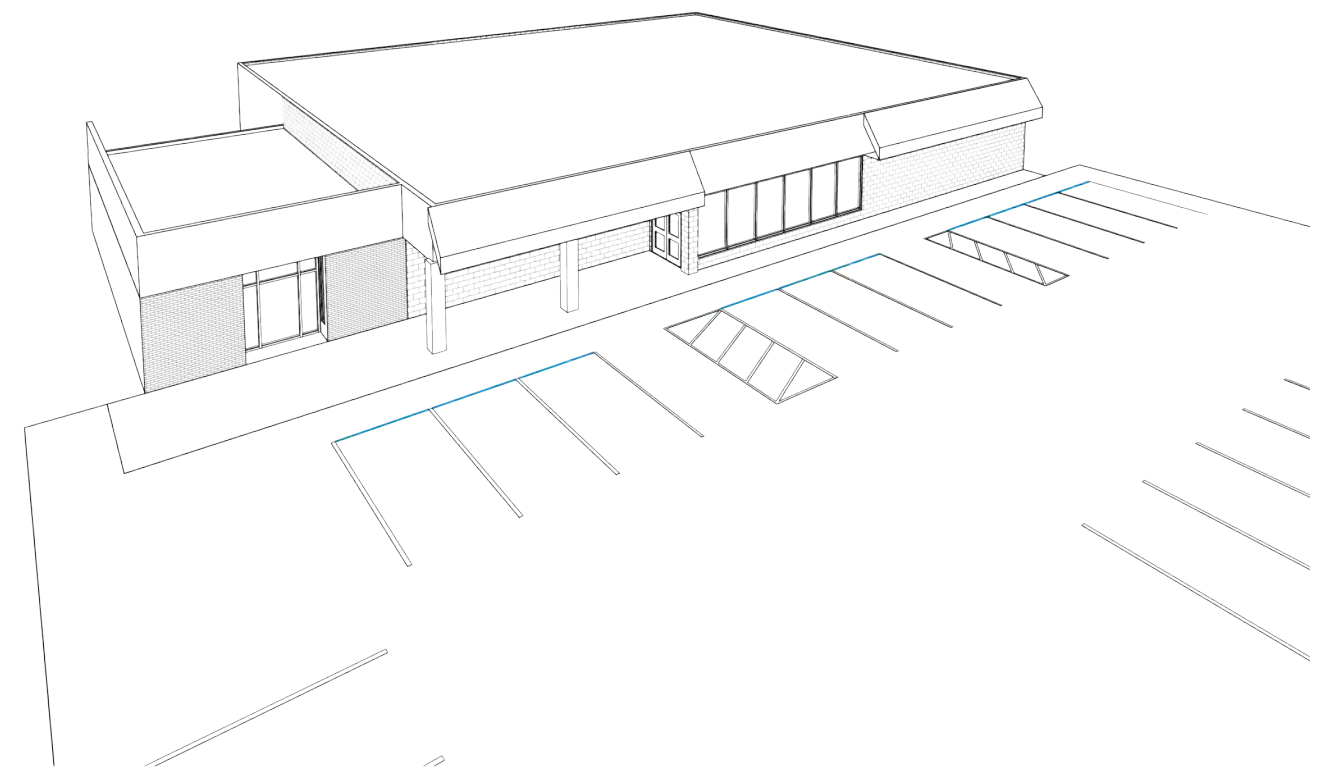


SOUTH

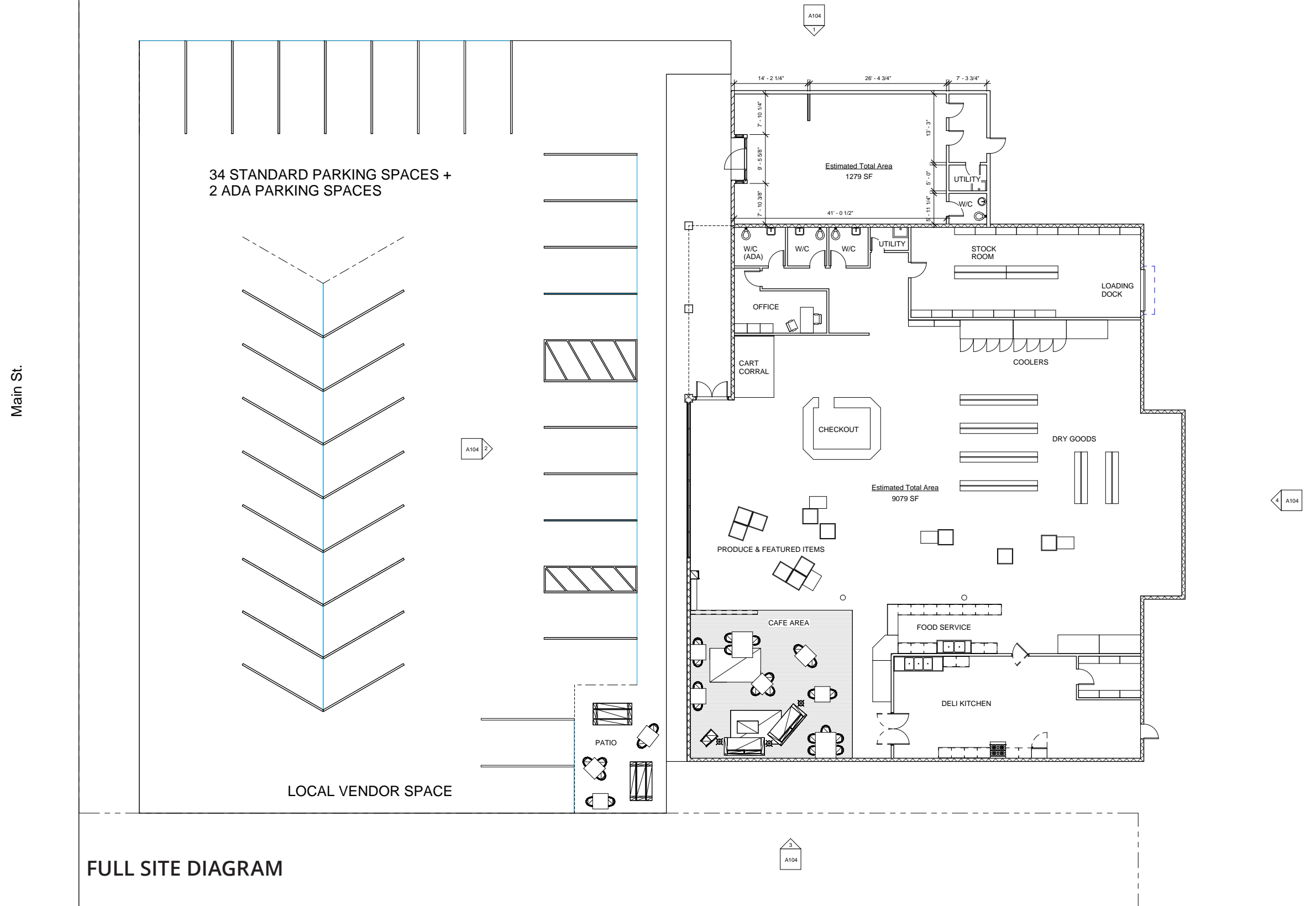
EXTERIOR RENDERS



STREETVIEW

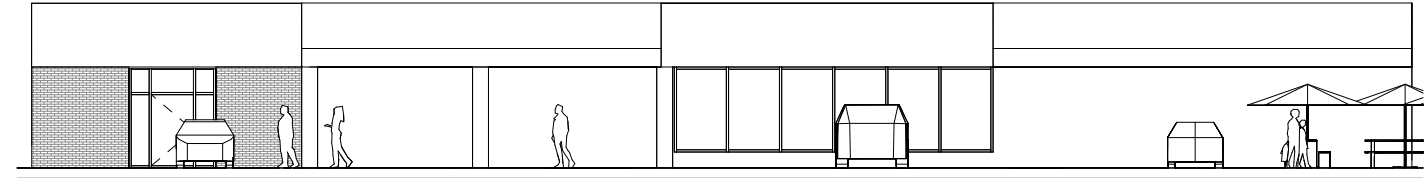


AERIAL



FULL SITE DIAGRAM

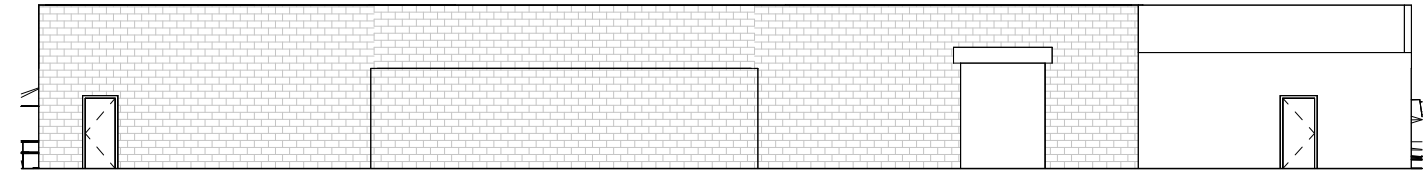
EXTERIOR ELEVATIONS



WEST



NORTH



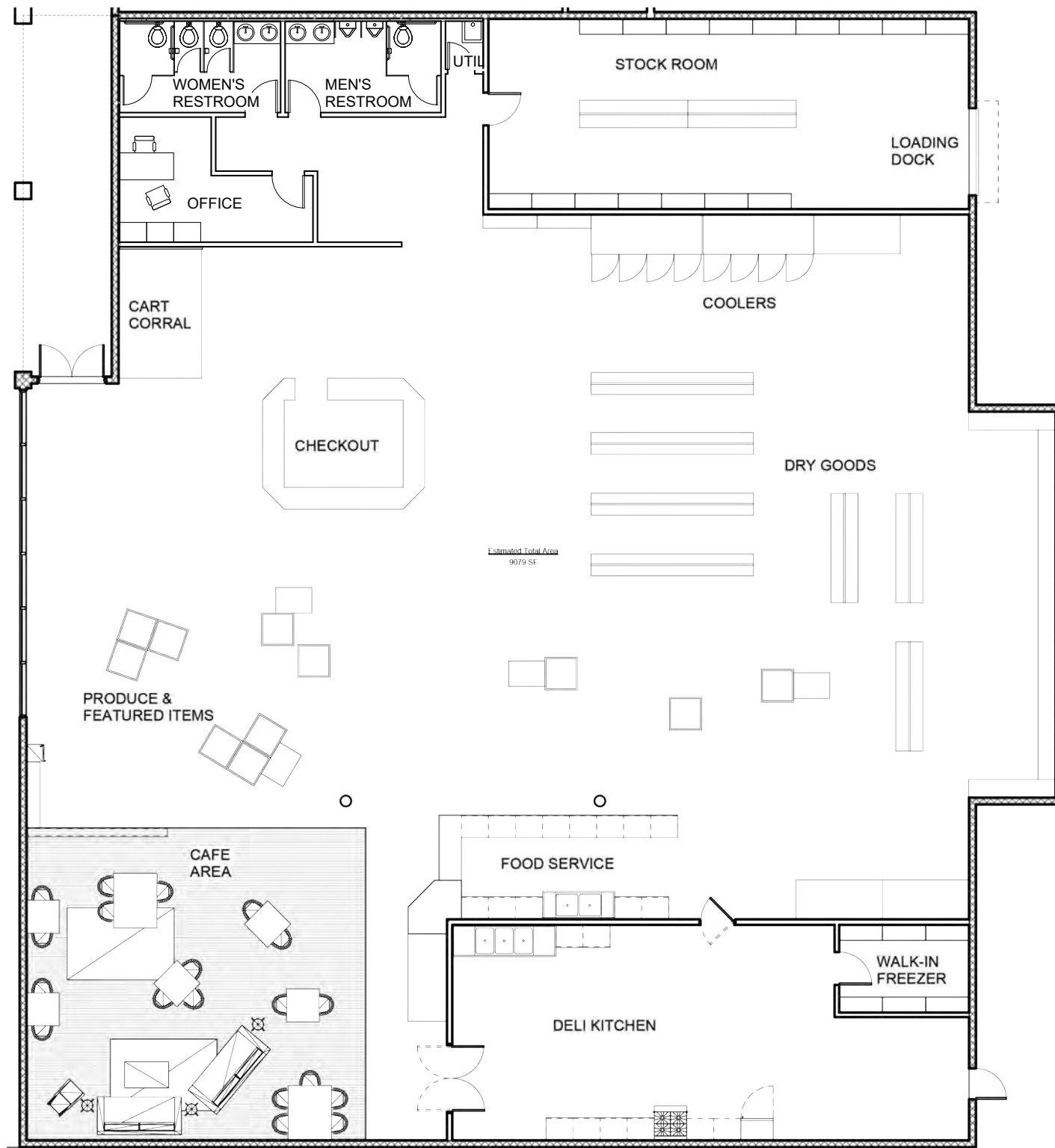
EAST



SOUTH



WEST FACADE RENDER



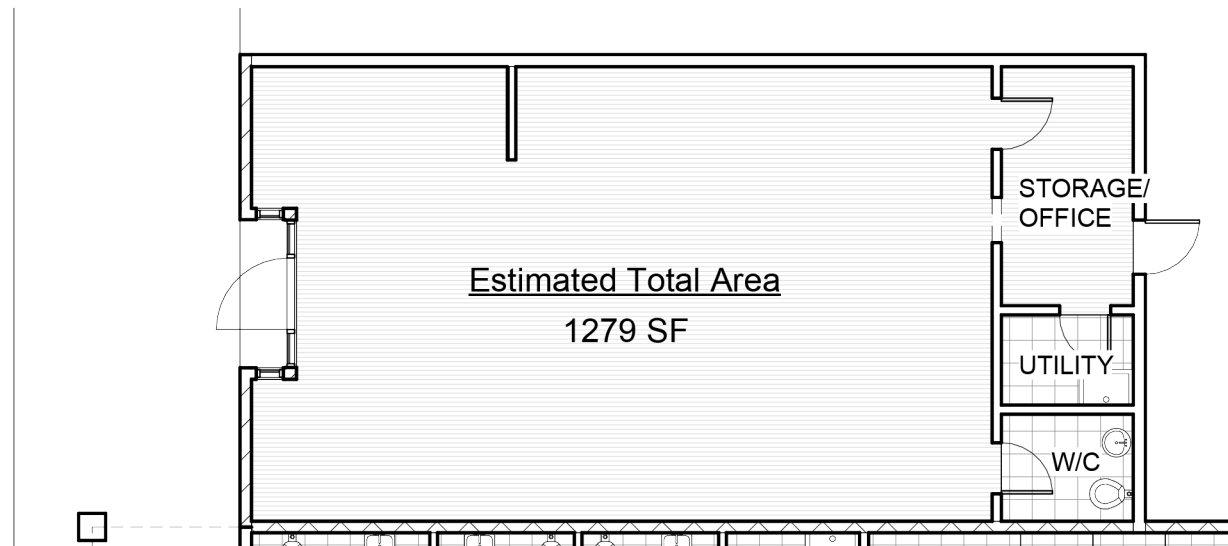
COUNTRY STORE PLAN



COUNTRY STORE INTERIOR FROM ENTRANCE



COUNTRY STORE INTERIOR



GALLERY SPACE PLAN



GALLERY INTERIOR RENDER

COUNTRY STORE REFERENCE IMAGES



GALLERY SPACE REFERENCE IMAGES



APPENDIX B

PRO FORMAS

FACILITY EXPENSES

| EXPENSES | TOTAL COST | TERMS | CASH/EQUITY | MONTHLY PAYMENTS | YEARLY |
|---------------|-----------------|-------------------------|---------------|------------------|---------------|
| Purchase | \$ 350,000.00 | 20% Down; 20 yrs @ 7.5% | \$ 70,000.00 | \$ 2,250.00 | \$ 27,000.00 |
| Roof | \$ 150,000.00 | | | | \$ - |
| Demolition | \$ 360,000.00 | | | | \$ - |
| General Upfit | \$ 1,200,000.00 | | | | \$ - |
| CONSTRUCTION | \$ 1,710,000.00 | \$1,300,000 20 YRS 8%; | \$ 410,000.00 | \$ 12,000.00 | \$ 144,000.00 |
| Equipment | \$ 300,000.00 | 5yr lease 2% per month | | \$ 6,000.00 | \$ 72,000.00 |
| Inventory | \$ 125,000.00 | | \$ 125,000.00 | | \$ - |
| TOTALS | | | \$ 605,000.00 | \$ 20,250.00 | \$ 243,000.00 |

FACILITY EXPENSES WITH IRF

| EXPENSES | TOTAL COST | TERMS | CASH/EQUITY | MONTHLY PAYMENTS | YEARLY |
|---------------|-----------------|--------------------------------|---------------|------------------|---------------|
| Purchase | \$ 350,000.00 | 20% Down; 20 yrs @ 7.5% | \$ 70,000.00 | \$ 2,250.00 | \$ 27,000.00 |
| Roof | \$ 150,000.00 | | | | \$ - |
| Demolition | \$ 360,000.00 | | | | \$ - |
| General Upfit | \$ 1,200,000.00 | | | | \$ - |
| CONSTRUCTION | \$ 1,710,000.00 | \$1,000,000 20 YRS 2.5%; (IRF) | \$ 210,000.00 | \$ 5,300.00 | \$ 63,600.00 |
| | | \$500,000 20 yrs 8% | | \$ 4,250.00 | \$ 51,000.00 |
| Equipment | \$ 300,000.00 | 5yr lease 2% per month | | \$ 6,000.00 | \$ 72,000.00 |
| Inventory | \$ 125,000.00 | | \$ 125,000.00 | | \$ - |
| TOTALS | | | \$ 405,000.00 | \$ 17,800.00 | \$ 213,600.00 |

LEAN FACILITY EXPENSES

| EXPENSES | TOTAL COST | TERMS | CASH/EQUITY | MONTHLY PAYMENTS | YEARLY |
|---------------|-----------------|--------------------------------|---------------|------------------|---------------|
| Purchase | \$ 200,000.00 | 20% Down; 20 yrs @ 7.5% | \$ 40,000.00 | \$ 1,300.00 | \$ 15,600.00 |
| Roof | \$ 120,000.00 | | | | \$ - |
| Demolition | \$ 275,000.00 | | | | \$ - |
| General Upfit | \$ 1,000,000.00 | | | | \$ - |
| CONSTRUCTION | \$ 1,395,000.00 | \$1,000,000 20 YRS 2.5%; (IRF) | \$ 150,000.00 | \$ 5,300.00 | \$ 63,600.00 |
| | | \$245,000 20 yrs 8% | | \$ 2,050.00 | \$ 24,600.00 |
| Equipment | \$ 150,000.00 | 5yr lease 2% per month | | \$ 3,000.00 | \$ 36,000.00 |
| Inventory | \$ 125,000.00 | | \$ 125,000.00 | | \$ - |
| | | | \$ 315,000.00 | \$ 11,650.00 | \$ 139,800.00 |

OPERATING INCOME

| SALES ACTIVITY | FARMER'S MARKET | CHRISTMAS MARKET | GROCERY OPERATIONS (incl prepared foods) | | MAIL ORDER BUSINESS | | BRANDED MERCHANDISE | Art/Craft Gallery | MONTHLY TOTALS |
|-------------------|----------------------------------------------------|----------------------------------------------------|------------------------------------------|--------------------------------------------------------------|---------------------|-------------------------------------|---------------------------------------------|--------------------------------------------------|----------------|
| | \$150 per vendor * # of Vendors * operational days | \$150 per vendor * # of Vendors * operational days | PAR | par = 300 visitors per day * 25 days * \$45 per * 15% profit | PAR | par = 100 order * \$75 * 30% profit | 40/day * 25 days * \$20 * 60% profit margin | 50/mo * \$45 * 25% com + 10/mo * \$250 * 25% com | |
| Month | | | | \$ 50,625.00 | | \$ 2,250.00 | \$ 12,000.00 | \$ 1,187.50 | \$ 66,062.50 |
| January | \$ - | | 0.6 | \$ 30,375.00 | 0.5 | \$ 1,125.00 | \$ 7,200.00 | \$ 712.50 | \$ 39,412.50 |
| February | \$ - | | 0.6 | \$ 30,375.00 | 0.5 | \$ 1,125.00 | \$ 7,200.00 | \$ 712.50 | \$ 39,412.50 |
| March | \$ 1,500.00 | | 0.8 | \$ 40,500.00 | 0.5 | \$ 1,125.00 | \$ 9,600.00 | \$ 950.00 | \$ 53,675.00 |
| April | \$ 3,000.00 | | 1 | \$ 50,625.00 | 0.6 | \$ 1,350.00 | \$ 12,000.00 | \$ 1,187.50 | \$ 68,162.50 |
| May | \$ 4,200.00 | | 1 | \$ 50,625.00 | 0.6 | \$ 1,350.00 | \$ 12,000.00 | \$ 1,187.50 | \$ 69,362.50 |
| June | \$ 4,200.00 | | 1.2 | \$ 60,750.00 | 0.6 | \$ 1,350.00 | \$ 14,400.00 | \$ 1,425.00 | \$ 82,125.00 |
| July | \$ 3,600.00 | | 1.2 | \$ 60,750.00 | 0.6 | \$ 1,350.00 | \$ 14,400.00 | \$ 1,425.00 | \$ 81,525.00 |
| August | \$ 3,600.00 | | 1.2 | \$ 60,750.00 | 0.8 | \$ 1,800.00 | \$ 14,400.00 | \$ 1,425.00 | \$ 81,975.00 |
| September | \$ 4,200.00 | | 1 | \$ 50,625.00 | 1 | \$ 2,250.00 | \$ 12,000.00 | \$ 1,187.50 | \$ 70,262.50 |
| October | \$ 2,250.00 | | 0.8 | \$ 40,500.00 | 1.1 | \$ 2,475.00 | \$ 9,600.00 | \$ 1,306.25 | \$ 56,131.25 |
| November | | \$ 1,500.00 | 0.8 | \$ 40,500.00 | 1.4 | \$ 3,150.00 | \$ 9,600.00 | \$ 1,662.50 | \$ 56,412.50 |
| December | | \$ 3,600.00 | 0.8 | \$ 40,500.00 | 1.8 | \$ 4,050.00 | \$ 9,600.00 | \$ 2,137.50 | \$ 59,887.50 |
| YEARLY TOTALS | \$ 26,550.00 | \$ 5,100.00 | | \$ 556,875.00 | | \$ 22,500.00 | \$ 132,000.00 | \$ 15,318.75 | \$ 758,343.75 |
| LEAN YEARLY (70%) | \$ 18,585.00 | \$ 3,570.00 | \$ - | \$ 389,812.50 | \$ - | \$ 15,750.00 | \$ 92,400.00 | \$ 10,723.13 | \$ 530,840.63 |

10-YEAR PRO FORMA

| 10 Year Pro Forma | YEAR 1 | YEAR 2 | YEAR 3 | YEAR 4 | YEAR 5 | YEAR 6 | YEAR 7 | YEAR 8 | YEAR 9 | YEAR 10 | TOTAL |
|----------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------|----------------|----------------|----------------|
| Unaccounted for Expenses | | | | | | | | | | | |
| Maintenance/Improvements | \$30,000.00 | \$31,500.00 | \$32,760.00 | \$34,070.40 | \$35,433.22 | \$36,850.54 | \$38,324.57 | \$39,857.55 | \$41,451.85 | \$43,109.93 | \$363,358.05 |
| Unaccounted for Staff | \$180,000.00 | \$189,000.00 | \$198,450.00 | \$208,372.50 | \$218,791.13 | \$229,730.68 | \$241,217.22 | \$253,278.08 | \$265,941.98 | \$279,239.08 | \$2,264,020.66 |
| Utilities | \$24,000.00 | \$24,960.00 | \$25,958.40 | \$26,996.74 | \$28,076.61 | \$29,199.67 | \$30,367.66 | \$31,582.36 | \$32,845.66 | \$34,159.48 | \$288,146.57 |
| Debt Service | \$243,000.00 | \$243,000.00 | \$243,000.00 | \$243,000.00 | \$243,000.00 | \$243,000.00 | \$243,000.00 | \$243,000.00 | \$243,000.00 | \$243,000.00 | \$2,430,000.00 |
| Taxes (other than Meals & Sales) | \$4,875.00 | \$4,875.00 | \$5,167.50 | \$5,477.55 | \$5,806.20 | \$6,154.56 | \$6,523.85 | \$6,915.28 | \$7,330.20 | \$7,770.01 | \$60,895.17 |
| General Supplies | \$12,000.00 | \$12,720.00 | \$13,483.20 | \$14,292.19 | \$15,149.72 | \$16,058.71 | \$17,022.23 | \$18,043.56 | \$19,126.18 | \$20,273.75 | \$158,169.54 |
| Advertising & Marketing | \$125,000.00 | \$130,000.00 | \$135,200.00 | \$140,608.00 | \$146,232.32 | \$152,081.61 | \$158,164.88 | \$164,491.47 | \$171,071.13 | \$177,913.98 | \$1,500,763.39 |
| Insurance & Other | \$30,000.00 | \$31,800.00 | \$33,708.00 | \$35,730.48 | \$37,874.31 | \$40,146.77 | \$42,555.57 | \$45,108.91 | \$47,815.44 | \$50,684.37 | \$395,423.85 |
| TOTAL EXPENSES | \$648,875.00 | \$667,855.00 | \$687,727.10 | \$708,547.86 | \$730,363.50 | \$753,222.56 | \$777,175.97 | \$802,271.21 | \$828,582.44 | \$856,150.59 | \$7,460,777.22 |
| Income | | | | | | | | | | | \$0.00 |
| Farmers Market (6% Yr) | \$26,550.00 | \$28,143.00 | \$29,831.58 | \$31,621.47 | \$33,518.78 | \$35,529.89 | \$37,661.68 | \$39,921.38 | \$42,316.67 | \$44,855.67 | \$349,950.11 |
| Christmas Market (10% Yr) | \$5,100.00 | \$5,610.00 | \$6,171.00 | \$6,788.10 | \$7,466.91 | \$8,213.60 | \$9,034.96 | \$9,938.46 | \$10,932.30 | \$12,025.53 | \$81,280.87 |
| Grocery Sales (4% Yr) | \$556,875.00 | \$579,150.00 | \$602,316.00 | \$626,408.64 | \$651,464.99 | \$677,523.59 | \$704,624.53 | \$732,809.51 | \$762,121.89 | \$792,606.77 | \$6,685,900.90 |
| Mail Order (10% Yr) | \$22,500.00 | \$24,750.00 | \$27,225.00 | \$29,847.50 | \$32,642.25 | \$34,598.36 | \$36,318.83 | \$38,134.77 | \$40,041.51 | \$42,043.59 | \$328,492.81 |
| Branded Merch (4% Yr) | \$132,000.00 | \$137,280.00 | \$142,771.20 | \$148,482.05 | \$154,421.33 | \$160,598.18 | \$167,022.11 | \$173,702.99 | \$180,651.11 | \$187,877.16 | \$1,584,806.14 |
| Art Gallery (5% Yr) | \$15,318.75 | \$16,084.69 | \$16,888.92 | \$17,733.37 | \$18,620.04 | \$19,551.04 | \$20,528.59 | \$21,555.02 | \$22,632.77 | \$23,764.41 | \$192,677.59 |
| TOTAL INCOME | \$758,343.75 | \$791,017.69 | \$825,203.70 | \$860,981.13 | \$898,434.28 | \$936,005.66 | \$975,190.70 | \$1,016,062.14 | \$1,058,696.26 | \$1,103,173.12 | \$9,223,108.42 |
| NET Profit or Loss | \$109,468.75 | \$123,162.69 | \$137,476.60 | \$152,433.27 | \$168,070.77 | \$183,783.10 | \$199,014.74 | \$213,784.92 | \$230,113.82 | \$247,022.53 | \$1,762,331.20 |

10-YEAR PRO FORMA FULL IRF

| 10 Year Pro Forma w/ IRF | YEAR 1 | YEAR 2 | YEAR 3 | YEAR 4 | YEAR 5 | YEAR 6 | YEAR 7 | YEAR 8 | YEAR 9 | YEAR 10 | TOTAL |
|-----------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------|----------------|----------------|----------------|
| Unaccounted for Expenses: | | | | | | | | | | | |
| Maintenance/Improvements | \$20,000.00 | \$31,500.00 | \$32,750.00 | \$34,070.40 | \$35,433.22 | \$36,850.54 | \$38,324.57 | \$39,857.55 | \$41,451.85 | \$43,109.93 | \$363,358.05 |
| Unaccounted for (Start) | \$160,000.00 | \$189,000.00 | \$198,450.00 | \$208,372.50 | \$218,791.13 | \$229,730.68 | \$241,217.32 | \$253,276.08 | \$265,941.98 | \$279,239.08 | \$2,264,020.66 |
| Utilities | \$24,000.00 | \$24,960.00 | \$25,958.40 | \$26,996.74 | \$28,076.61 | \$29,199.87 | \$30,367.66 | \$31,582.36 | \$32,845.66 | \$34,159.48 | \$286,146.57 |
| Debt Service | \$213,600.00 | \$213,600.00 | \$213,600.00 | \$213,600.00 | \$213,600.00 | \$213,600.00 | \$213,600.00 | \$213,600.00 | \$213,600.00 | \$213,600.00 | \$2,136,000.00 |
| Travel (other than Meets & Sales) | \$4,875.00 | \$4,875.00 | \$5,187.50 | \$5,477.55 | \$5,806.20 | \$6,154.58 | \$6,523.95 | \$6,915.28 | \$7,330.20 | \$7,770.01 | \$60,895.17 |
| General Supplies | \$12,000.00 | \$12,720.00 | \$13,483.20 | \$14,292.19 | \$15,149.72 | \$16,056.71 | \$17,022.23 | \$18,043.56 | \$19,126.18 | \$20,273.75 | \$158,169.54 |
| Advertising & Marketing | \$125,000.00 | \$130,000.00 | \$135,300.00 | \$140,608.00 | \$146,232.32 | \$152,081.61 | \$158,164.98 | \$164,491.47 | \$171,071.13 | \$177,913.98 | \$1,500,763.39 |
| Insurance & Other | \$10,000.00 | \$31,600.00 | \$33,708.00 | \$35,730.48 | \$37,674.31 | \$40,146.77 | \$42,655.57 | \$45,109.91 | \$47,615.44 | \$50,164.37 | \$395,423.65 |
| TOTAL EXPENSES | \$613,475.00 | \$638,455.00 | \$658,327.10 | \$679,147.86 | \$700,963.50 | \$723,822.56 | \$747,775.97 | \$772,877.21 | \$799,182.44 | \$826,750.59 | \$7,166,777.22 |
| Income: | | | | | | | | | | | \$0.00 |
| Farmers Market (6% Yr) | \$26,350.00 | \$28,143.00 | \$29,831.58 | \$31,621.47 | \$33,518.76 | \$35,529.88 | \$37,661.68 | \$39,921.38 | \$42,316.67 | \$44,855.67 | \$349,950.11 |
| Christmas Market (10% Yr) | \$5,100.00 | \$5,610.00 | \$6,171.00 | \$6,788.10 | \$7,466.91 | \$8,213.60 | \$9,034.96 | \$9,938.46 | \$10,932.30 | \$12,025.63 | \$81,280.87 |
| Grocery Sales (4% Yr) | \$556,875.00 | \$579,150.00 | \$602,316.00 | \$626,408.64 | \$651,464.99 | \$677,563.59 | \$704,624.52 | \$732,809.51 | \$762,124.89 | \$792,606.77 | \$6,685,900.90 |
| Main Order (10% Yr) | \$22,500.00 | \$24,750.00 | \$27,225.00 | \$29,847.50 | \$32,642.25 | \$35,699.36 | \$39,018.83 | \$42,614.77 | \$46,504.151 | \$50,703.59 | \$326,492.81 |
| Branded Merch (4% Yr) | \$132,000.00 | \$137,280.00 | \$142,771.20 | \$148,482.03 | \$154,421.33 | \$160,598.18 | \$167,022.11 | \$173,702.89 | \$180,651.11 | \$187,877.16 | \$1,584,806.14 |
| Art Gallery (6% Yr) | \$15,318.75 | \$16,084.69 | \$16,868.92 | \$17,733.37 | \$18,620.04 | \$19,551.04 | \$20,528.59 | \$21,555.02 | \$22,632.77 | \$23,764.41 | \$182,677.59 |
| TOTAL INCOME | \$756,343.75 | \$791,017.69 | \$826,203.70 | \$860,981.13 | \$896,434.28 | \$936,005.66 | \$979,190.70 | \$1,016,062.14 | \$1,058,696.26 | \$1,103,173.12 | \$9,223,108.42 |
| NET Profit or Loss | \$138,668.75 | \$152,562.69 | \$166,676.60 | \$181,633.27 | \$197,470.77 | \$212,183.10 | \$227,414.74 | \$243,184.92 | \$259,513.82 | \$276,422.53 | \$2,056,331.20 |

10-YEAR PRO FORMA LEAN IRF

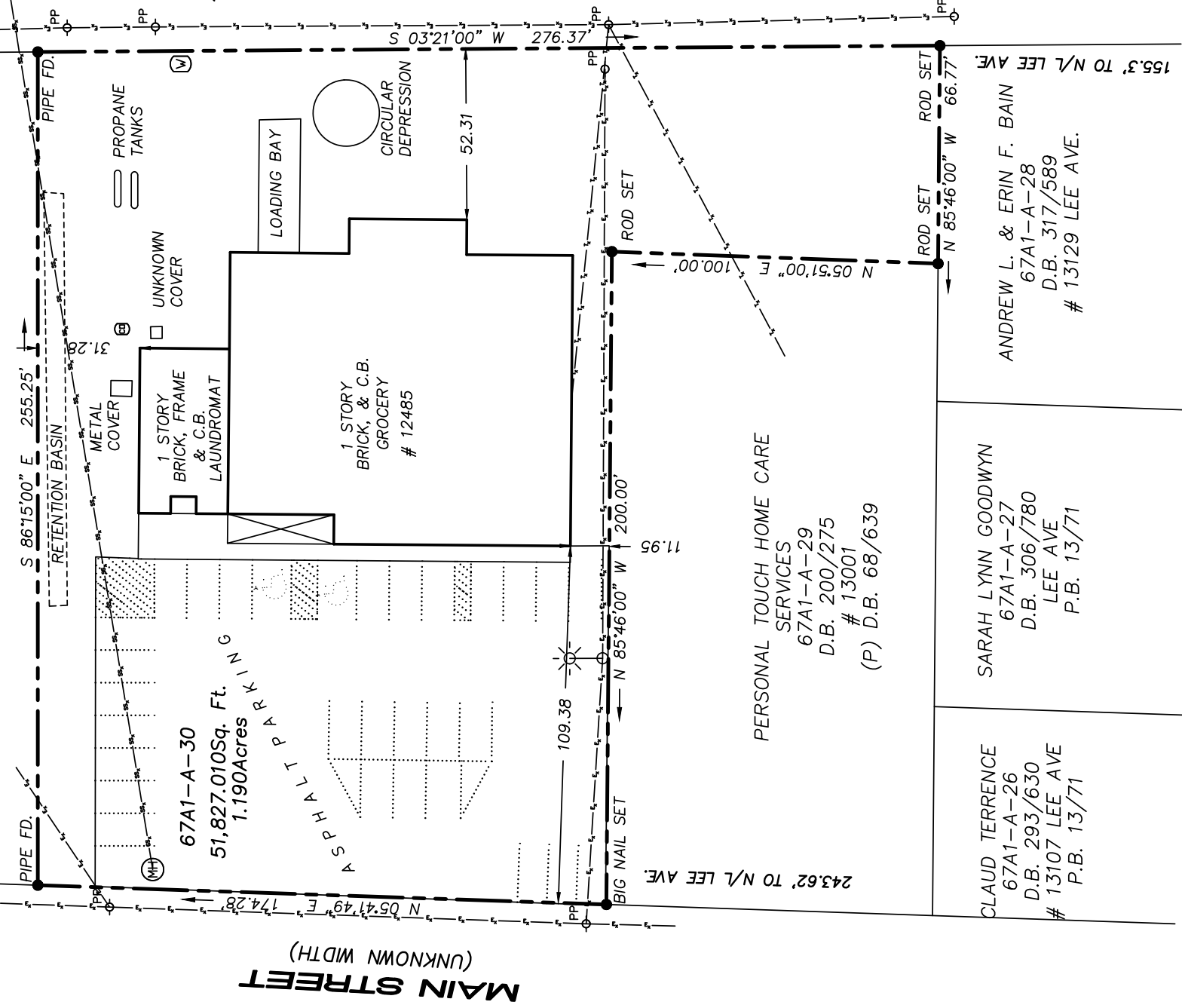
| 10 Year Pro Forma | YEAR 1 | YEAR 2 | YEAR 3 | YEAR 4 | YEAR 5 | YEAR 6 | YEAR 7 | YEAR 8 | YEAR 9 | YEAR 10 | TOTAL |
|----------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------|
| Unaccounted for Expenses | | | | | | | | | | | |
| Maintenance/Improvements | \$90,000.00 | \$94,500.00 | \$99,000.00 | \$102,211.20 | \$35,000.00 | \$36,400.00 | \$37,856.00 | \$40,945.05 | \$40,945.05 | \$42,582.85 | \$637,145.34 |
| Unaccounted for Staff | \$120,000.00 | \$126,000.00 | \$132,000.00 | \$138,915.00 | \$145,860.75 | \$153,153.79 | \$160,311.48 | \$168,852.05 | \$177,294.65 | \$186,159.39 | \$1,509,347.10 |
| Utilities | \$24,000.00 | \$24,960.00 | \$25,920.00 | \$26,896.74 | \$28,076.61 | \$29,199.67 | \$30,267.66 | \$31,892.36 | \$32,845.66 | \$34,159.48 | \$288,146.57 |
| Direct Service | \$139,800.00 | \$139,800.00 | \$139,800.00 | \$139,800.00 | \$139,800.00 | \$139,800.00 | \$139,800.00 | \$139,800.00 | \$139,800.00 | \$139,800.00 | \$1,398,000.00 |
| Taxes (other than Meals & Sales) | \$4,875.00 | \$4,875.00 | \$5,167.50 | \$5,477.65 | \$5,806.20 | \$6,154.68 | \$6,523.85 | \$6,919.28 | \$7,330.20 | \$7,770.01 | \$60,895.17 |
| General Supplies | \$6,000.00 | \$6,260.00 | \$6,741.60 | \$7,146.10 | \$7,574.36 | \$8,029.35 | \$8,511.11 | \$9,021.78 | \$9,565.09 | \$10,136.87 | \$79,084.77 |
| Advertising & Marketing | \$90,000.00 | \$93,600.00 | \$97,344.00 | \$101,237.76 | \$105,287.27 | \$109,498.76 | \$113,878.71 | \$118,433.86 | \$123,171.21 | \$128,099.06 | \$1,080,549.64 |
| Insurance & Other | \$10,000.00 | \$11,800.00 | \$33,708.00 | \$35,730.48 | \$37,874.31 | \$40,146.77 | \$42,556.57 | \$45,108.91 | \$47,815.44 | \$50,684.37 | \$395,423.85 |
| TOTAL EXPENSES | \$804,075.00 | \$821,895.00 | \$839,299.50 | \$857,014.82 | \$905,280.00 | \$922,382.81 | \$950,304.39 | \$959,084.48 | \$978,765.30 | \$989,391.04 | \$5,428,592.44 |
| Income | | | | | | | | | | | \$0.00 |
| Farmers Market (10% yr) | \$18,585.00 | \$20,441.50 | \$22,487.85 | \$24,736.64 | \$27,210.30 | \$29,931.33 | \$32,924.46 | \$36,216.91 | \$39,838.60 | \$43,832.46 | \$296,197.04 |
| Chevron's Market (10% yr) | \$3,370.00 | \$3,927.00 | \$4,319.70 | \$4,751.67 | \$5,226.04 | \$5,749.62 | \$6,324.47 | \$6,966.92 | \$7,682.61 | \$8,477.87 | \$66,896.61 |
| Grocery Stores (6% yr) | \$89,812.50 | \$413,201.25 | \$437,893.33 | \$464,279.92 | \$492,129.30 | \$521,657.06 | \$552,956.48 | \$586,133.87 | \$621,301.90 | \$658,580.02 | \$5,138,038.63 |
| Mail Order (10% yr) | \$15,750.00 | \$17,325.00 | \$19,057.50 | \$20,963.25 | \$23,059.58 | \$24,212.55 | \$25,423.18 | \$26,694.34 | \$28,029.06 | \$29,430.51 | \$229,844.97 |
| Branded Merch (20% yr) | \$92,400.00 | \$103,640.00 | \$111,804.00 | \$122,984.40 | \$135,282.84 | \$148,811.12 | \$163,692.24 | \$180,061.46 | \$198,067.61 | \$217,674.37 | \$1,472,618.03 |
| Art Gallery (5% yr) | \$10,713.13 | \$11,259.28 | \$11,822.25 | \$12,413.36 | \$13,034.03 | \$13,685.73 | \$14,370.01 | \$15,088.51 | \$15,842.94 | \$16,635.09 | \$134,874.31 |
| TOTAL INCOME | \$530,840.63 | \$567,796.03 | \$607,484.63 | \$650,122.24 | \$695,942.68 | \$744,047.31 | \$795,690.65 | \$851,152.01 | \$910,732.72 | \$974,760.31 | \$7,328,569.59 |
| NET Profit or Loss | \$26,165.63 | \$45,901.03 | \$68,185.13 | \$92,607.42 | \$190,662.68 | \$221,664.40 | \$255,386.46 | \$292,067.53 | \$331,967.41 | \$375,369.28 | \$1,899,977.15 |

APPENDIX C

SURVEY



WALLACE F. BROWN
67A1-A-31
D.B. 129/824
12473.
P.B. 13/71



1.190 ACRES OF LAND ON THE EAST SIDE OF MAIN STREET
PLAT SHOWING
TOWN OF STONY CREEK, SUSSEX COUNTY, VIRGINIA
SURVEYED FOR
JEFF SADLER

THIS PROPERTY IS SERVED BY PUBLIC WATER AND SEWER. THE FIRE HYDRANT IS LOCATED LESS THAN 100' FROM THE BUILDING. THE FIRE DEPARTMENT IS THE STONY CREEK VOLUNTEER FIRE DEPARTMENT. THE ZONING IS LISTED AS STONY CREEK. THERE IS NO ACCESS TO HARTLEY STREET.

THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE BINDER AND IS SUBJECT TO ANY ENCUMBRANCES THAT ONE MAY REVEAL.
THIS IS TO CERTIFY THAT ON 7/24/23 TO THE BEST OF MY PROFESSIONAL KNOWLEDGE AND BELIEF I MADE AN ACCURATE FIELD SURVEY OF THE PREMISES SHOWN HEREON; THAT ALL IMPROVEMENTS KNOWN OR VISIBLE ARE SHOWN HEREON; THAT THERE ARE NO VISIBLE ENCROACHMENTS BY IMPROVEMENTS EITHER FROM ADJOINING PREMISES OR FROM SUBJECT PREMISES UPON ADJOINING PREMISES OTHER THAN AS SHOWN HEREON.
THIS PROPERTY IS IN ZONE "X" OF THE HUD DEFINED FLOOD HAZARD AREA AS SHOWN ON F.E.M.A. FLOOD INSURANCE RATE MAPS, COMMUNITY PANEL # 51183C0184D, DATED 7/07/2009.



NOT VALID UNLESS SIGNED IN RED PREVIOUS JOB NO.



BASELINE LAND SURVEYING
526 GROVE AVENUE
PETERSBURG, VIRGINIA 23803
BLS23803@MSN.COM
PH.: 804.520.9180 / FX.: 804.722.9517

DATE: JULY 24, 2023 SCALE: 1" = 40'
DRAWN BY: SLB
CHECKED BY: CALC. CHK.: SLB
JOB NO.: 23709 F.B. LL

BOARD ACTION FORM

Agenda Item: Recognitions #3.06

Subject: CARES Act Compliance Letter

Board Meeting Date: October 19 2023

=====

Summary: Sussex County’s Finance Department is pleased to announce that the Virginia Department of Accounts completed its Sub recipient Monitor Review (SMR) pursuant to the compliance monitoring and oversight requirements detailed in the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) and Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards (Uniform Guidance) 2 CFR § 200.332, for recipients of Coronavirus Relief Funds (CRF) (ALN 21.019). *Sussex County certified affirmatively that all requirements of the CARES Act funding distributed by DOA have been met and that all obligations and expenditures of the funds have been reported accurately.*

Recommendation: N/A

Attachment: Letter from DOA

=====

ACTION:

MOTION BY: _____ **SECONDED BY:** _____

| <u>Member</u> | <u>Aye</u> | <u>Nay</u> | <u>Member</u> | <u>Aye</u> | <u>Nay</u> |
|----------------------|-------------------|-------------------|------------------------|-------------------|-------------------|
| Fly | ___ | ___ | W. Jones | ___ | ___ |
| Futrell | ___ | ___ | Seward | ___ | ___ |
| D. Jones | ___ | ___ | Tyler | ___ | ___ |
| | | | White (Tie Breaker) | ___ | ___ |



COMMONWEALTH of VIRGINIA

SHARON H. LAWRENCE, CPA, CGMA
COMPTROLLER

Office of the Comptroller

P. O. BOX 1971
RICHMOND, VIRGINIA 23218-1971

July 6, 2023

MEMORANDUM

TO: Richard Douglas, County Administrator
Sussex County

FROM: Amanda R. Simpson, Director, Compliance Oversight and Federal Reporting
Department of Accounts

SUBJECT: **Subrecipient Monitoring Review Report**

The Department of Accounts (DOA) has performed a Subrecipient Monitoring Review (SMR) pursuant to the compliance monitoring and oversight requirements detailed in the *Coronavirus Aid, Relief, and Economic Security Act* (CARES Act) and Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards (Uniform Guidance) 2 CFR § 200.332, for recipients of Coronavirus Relief Funds (CRF) (ALN 21.019).

Scope of Review

In order to substantiate Sussex County's compliance with the CARES Act requirements, the SMR process required certifications regarding the proper use of the CARES Act funds, return of any unused funds, maintenance of proper accounting records, and accurate reporting of expenditures to DOA of Coronavirus Relief Funds. These certifications were produced using DOA's Subrecipient Monitoring Secure Portal upon completion of a survey that was then signed electronically by the Authorized Representative (County Administrator) and a Fiscal Contact from Sussex County.

Conclusion

Sussex County certified affirmatively that all requirements of the CARES Act funding distributed by DOA have been met and that all obligations and expenditures of the funds have been reported accurately. DOA has no further questions at this time.

Closeout of the Subaward

Because Sussex County has certified all CRF funds as fully compliant with the Commonwealth's and U.S. Department of the Treasury's requirements, the subawards (Transfers 1 and 2 of CRF Funds; and, if applicable, Municipal Utility Relief funds of the CARES Act) to Sussex County are considered fully expended; completely and accurately reported; and therefore, closed. No further expenditures related to CRF will be considered. However, if you become aware of anything that impacts your locality certification status, Sussex County must contact DOA and report the modification immediately.

Richard Douglas, County Administrator

July 6, 2023

Page 2

Summary and Remarks

Thank you for your and your staff's assistance through this Subrecipient Monitoring Review process. If any questions arise regarding the above, please contact me.

cc: Kelly Moore, Director of Finance, Sussex County

Department of Accounts

Sharon H. Lawrence, Acting Comptroller

Linda Lee, Assistant Director, Compliance Oversight

Marquinta Lee-Reynolds, Quality Assurance Analyst, Compliance Oversight

BOARD ACTION FORM

Agenda Item: Recognition #3.07

Subject: APA Audit Compliance Letter for Sussex Constitutional Officers

Board Meeting Date: October 19 2023

=====

Summary: Administration receive notice that the Auditor of Public Accounts reviewed the Commonwealth collections and remittances of the Sussex’s Treasurer, Commissioner of the Revenue, and Sheriff of the locality indicated for the year ended June 30, 2023.

Sussex County would like to recognize and announce the results of their found that the constitutional officers complied, in all material respects, to State laws, regulations and other procedures relating to the receipt, disbursement, and custody of State funds.

Congratulations to Treasurer Deste Cox, Commissioner Ellen Boone and Sheriff Ernest Giles, Sr. for jobs well done!

Recommendation: N/A

Attachment: APA Letter, dated September 29, 2023

=====

ACTION: N/A

MOTION BY: _____ **SECONDED BY:** _____

| <u>Member</u> | <u>Aye</u> | <u>Nay</u> | <u>Member</u> | <u>Aye</u> | <u>Nay</u> |
|---------------|------------|------------|---------------------------|------------|------------|
| Fly | ___ | ___ | W. Jones | ___ | ___ |
| Futrell | ___ | ___ | Seward | ___ | ___ |
| D. Jones | ___ | ___ | Tyler | ___ | ___ |
| | | | S. White (Tie Breaker) | ___ | ___ |



Staci A. Henshaw, CPA
Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

September 29, 2023

Deste J. Cox
Treasurer

Ellen G. Boone
Commissioner of the Revenue

Ernest Giles, Sr.
Sheriff

Locality: County of Sussex

We have reviewed the Commonwealth collections and remittances of the Treasurer, Commissioner of the Revenue, and Sheriff of the locality indicated for the year ended June 30, 2023. Our primary objectives were to determine that the officials have maintained accountability over Commonwealth collections, established internal controls, and complied with state laws and regulations. We limited our work to the collection of Commonwealth revenues. Local governments hire certified public accountants to audit all other financial activities of the locality and these firms issue separate reports on the results of their audits.

The results of our tests found the constitutional officers complied, in all material respects, with state laws, regulations and other procedures relating to the receipt, disbursement, and custody of state funds.

Staci A. Henshaw
AUDITOR OF PUBLIC ACCOUNTS

LJH

cc: Wayne O. Jones, Board Chair
Richard Douglas, County Administrator

www.apa.virginia.gov | (804) 225-3350 | reports@apa.virginia.gov

BOARD ACTION FORM

Agenda Item: Recognition #3.08

Subject: Introduction of Sussex's New Victim Witness Director

Board Meeting Date: October 19 2023

=====

Summary: Commonwealth's Attorney Vincent Robertson, Sr. will be present to introduce Sussex's New Victim Witness Director, Ms. Yolanda Hines.

Recommendation: N/A

Attachment: None

=====

ACTION: N/A

MOTION BY: _____ **SECONDED BY:** _____

| <u>Member</u> | <u>Aye</u> | <u>Nay</u> | <u>Member</u> | <u>Aye</u> | <u>Nay</u> |
|---------------|------------|------------|---------------------------|------------|------------|
| Fly | ___ | ___ | W. Jones | ___ | ___ |
| Futrell | ___ | ___ | Seward | ___ | ___ |
| D. Jones | ___ | ___ | Tyler | ___ | ___ |
| | | | S. White (Tie Breaker) | ___ | ___ |

BOARD ACTION FORM

Agenda Item: Action Items #6.01

Subject: Pocahontas CDBG Project Update and Infrastructure Project Bid Award - \$260,369.

Board Meeting Date: October 19 2023

=====

Summary: Planning Staff will provide a status update on the Pocahontas Neighborhood CDBG Project, i.e. housing rehabilitation, street light installation, drainage and hydrant improvements.

Planning staff advertised an Invitation to Bid for drainage improvements to the main ditch and hydrant installation in the Pocahontas Neighborhood as part of the grant project. One bid was received from Rickmond General Contracting, Inc. in the amount of \$260,369. The bid documents have been reviewed by the project engineer (CHA) and was found to be in order, with no math errors. This work will be accomplished under Phase II of the grant upon authorization by DHCD.

Recommendation: Planning staff and CHA recommends award of the project bid to Rickmond General Contracting, Inc. in the amount of \$260,369 contingent upon authorization of the Phase II funding by DHCD.

Attachment: CHA recommendation letter.

=====

ACTION: That the Board approves the project bid to Rickmond General Contracting, Inc. in the amount of \$260,369 contingent upon authorization of the Phase II funding by DHCD.

MOTION BY: _____ **SECONDED BY:** _____

| <u>Member</u> | <u>Aye</u> | <u>Nay</u> | <u>Member</u> | <u>Aye</u> | <u>Nay</u> |
|---------------|------------|------------|---------------|------------|------------|
| Fly | ___ | ___ | W. Jones | ___ | ___ |
| Futrell | ___ | ___ | Seward | ___ | ___ |
| D. Jones | ___ | ___ | Tyler | ___ | ___ |

White
(Tie Breaker) ___ ___



October 3, 2023

Beverly Walkup
Director of Planning
Sussex County
20135 Princeton Road
Sussex, Virginia 23884

Re: **Recommendation of Award for the Pocahontas Community Improvement Project**

Dear Ms. Walkup,

On Tuesday, September 19, 2023, bids were received and opened for the above referenced project. The Work involves clearing and regrading an existing drainage channel from Higgins Street to King Street and installation of four fire hydrants in the Pocahontas Neighborhood. One bid was received for the work. A detailed bid tabulation is attached to this letter. Rickmond General Contracting, Inc. was the apparent low bidder. The bid form appears to be in good order, with no math errors.

Based upon our knowledge of the Bid and Rickmond General Contracting, Inc. credentials, CHA recommends award of the Pocahontas Community Improvement Project to Rickmond General Contracting, Inc. in the amount of \$260,369.00.

Should you have any questions, please feel free to contact me at 540-212-4368 or ssteele@chacompanies.com.

Sincerely,

A handwritten signature in blue ink that reads 'Stephen M. Steele'.

Stephen Steele, PE
Project Manager
CHA Consulting, Inc.

DEPARTMENT OF PLANNING
 Beverly Walkup, Director of Planning
 Phone (434) 246-1043
 Fax (434) 246-2175



COUNTY OF SUSSEX, VIRGINIA
 P. O. BOX 1397 ~ 20135 PRINCETON ROAD
 SUSSEX, VIRGINIA 23884-0397
 www.sussexcountyva.gov

Bid Opening Tabulation Sheet

IFB: Pocahontas Neighborhood Drainage Improvement

Date Solicited: August 28, 2023

Date Due: September 19, 2023 at 3:00 p.m.

of Bids Received: 1

Time of Bid Opening: 3:01 pm

| Bidder: | Bid Amount: | Date/Time Received: |
|-----------------------------------|--------------|---------------------|
| Rickmond General Contracting, Inc | \$260,369.00 | 9/19/23 2:53 pm |
| | | |
| | | |
| | | |

BOARD ACTION FORM

Agenda Item: Action Items #6.02

Subject: Proposed 2024 Legislative Agenda

Board Meeting Date: October 19 2023

=====

Summary: The Board of Supervisors granted staff the authority to develop a Legislative Program for Sussex County. In furtherance of that matter, the attached legislative program has been prepared for the Board’s consideration. Similar to previous years, the County’s only priority item is to remove the Virginia Department of Corrections’ exemption from making PILOT payments to Sussex County for the Sussex I & II prisons. The 2024 Legislative Program of the Virginia Association of Counties (VACo) is unavailable at this time so it will not be included in Sussex County’s 2024 program.

If adopted by the Board of Supervisors, staff would reach out to the County’s state legislative delegation to request that they introduce legislation and/or amendments to effect these changes.

Recommendation: Staff recommends the Board of Supervisors adopt the draft 2024 Legislative Program.

Attachment: Draft 2024 Legislative Program

=====

ACTION: That the Board adopts the draft 2024 Legislative Program.

MOTION BY: _____ **SECONDED BY:** _____

| <u>Member</u> | <u>Aye</u> | <u>Nay</u> | <u>Member</u> | <u>Aye</u> | <u>Nay</u> |
|---------------|------------|------------|------------------------|------------|------------|
| Fly | ___ | ___ | W. Jones | ___ | ___ |
| Futrell | ___ | ___ | Seward | ___ | ___ |
| D. Jones | ___ | ___ | Tyler | ___ | ___ |
| | | | White (Tie Breaker) | ___ | ___ |



"Rooted in the past...Growing for the Future!"

**2024 Legislative Program
October 2023**

Board of Supervisors

Wayne O. Jones, Chair
Susan B. Seward, Vice-Chair
C. Eric Fly, Sr.
Alfred G. Futrell
Debbie P. Jones
Rufus E. Tyler, Sr.

County Administrator

Richard Douglas
Post Office Box 1397
20135 Princeton Road
Sussex, Virginia 23884
Telephone: (434) 246-1000
Facsimile: (434) 246-6013
www.sussexcountyva.gov

Budget Priority

Remove Department of Corrections PILOT Payment Exemption

Relevant Statute: Item 404 (G), Chapter 1, 2023 Acts of Assembly, Special Session I (attached)

Background

Section 58.1-3403 of the Code of Virginia, as amended, provides that “a service charge may be levied on real property owned by the Commonwealth if the value of all such property located within a county, city or town exceeds three percent of the value of all real property located within such county, city or town.” The service charge is generally referred to as payments in lieu of taxes (PILOTs). Generally, these payments are made to compensate localities for the cost of providing law enforcement, fire protection, emergency medical services (EMS), refuse collection/disposal, and public school education (when student/faculty housing is involved).

Provisions in the State Budget have provided the Virginia Department of Corrections (DOC) with an exemption to this PILOT requirement since 2010. More specifically, the budget language states “Notwithstanding the provisions of § 58.1-3403, Code of Virginia, the Department of Corrections shall be exempt from the payment of service charges levied in lieu of taxes by any county, city, or town.” There are two such DOC facilities in Sussex County: Sussex I & II State Prisons.

The exemption originated out of fiscal austerity measures taken by Governor Kaine’s administration to maintain a balanced state budget during the Great Recession. These measures were intended to be temporary; however, the language remains and has had significant negative effects on Sussex County’s fiscal health (ranked as the 5th most fiscally stressed county in Virginia) and operations.¹

Over \$2.5 million in PILOT payments have been exempted since 2015, representing over \$420,000 annually on average and over 1.5% of the County’s average revenues. The two DOC facilities represent more than 11% of total county assessed real estate values – nearly four times the eligibility threshold established in § 58.1-3403. The County estimates it spends over \$775,000 to provide EMS and Commonwealth’s attorney services to Sussex I and II (see attached estimates). In some alarming cases, the County’s EMS has been delayed and/or unable to delivery timely services to residents because they were occupied responding to incidents at Sussex I and II.

A total of 20 budget amendment requests to eliminate this exemption have been requested since 2011. Only one such request reported out of committee over the last 12 years despite previous budget amendment requests from patrons of both major political parties and representing a broad spectrum of Virginia geography (see attached budget amendment history sheet).

Resolution of this matter would make a significant difference to the County and at least ten other rural localities (see attached list of facilities and 2010 PILOTs). While other localities are affected, Sussex County experiences the greatest fiscal impact with nearly 33% of the total DOC PILOT exemptions.

¹ Report on Comparative Revenue Capacity, Revenue Effort, And Fiscal Stress of Virginia’s Cities and Counties FY 2021. VA Commission on Local Government. July 2023. <https://www.dhcd.virginia.gov/sites/default/files/Docx/clg/fiscal-stress/fiscal-stress-2021.pdf>

Attachments

DRAFT

VIRGINIA STATE BUDGET

2023 Special Session I

Budget Bill - HB6001 (Chapter 1)

Bill Order » Office of Public Safety and Homeland Security » Item 404

Department of Corrections

| Item 404 | First Year - FY2023 | Second Year - FY2024 |
|---------------------------------------------------------------|----------------------|---------------------------------------------------|
| Administrative and Support Services (39900) | \$193,189,083 | \$192,727,270 \$193,864,949 |
| General Management and Direction (39901) | \$33,235,862 | \$32,977,922 |
| Information Technology Services (39902) | \$80,215,543 | \$80,201,040 |
| Accounting and Budgeting Services (39903) | \$6,327,168 | \$6,327,168 |
| Architectural and Engineering Services (39904) | \$18,395,849 | \$17,973,910 \$19,111,589 |
| Jail Regulation, Inspections, and Investigations (39905) | \$971,215 | \$971,215 |
| Human Resources Services (39914) | \$13,806,733 | \$14,039,302 |
| Planning and Evaluation Services (39916) | \$1,917,612 | \$1,917,612 |
| Procurement and Distribution Services (39918) | \$16,842,666 | \$16,842,666 |
| Training Academy (39929) | \$11,144,616 | \$11,144,616 |
| Offender Classification and Time Computation Services (39930) | \$10,331,819 | \$10,331,819 |
| Fund Sources: | | |
| General | \$185,743,442 | \$185,281,629 \$186,419,308 |
| Special | \$7,290,106 | \$7,290,106 |
| Dedicated Special Revenue | \$155,535 | \$155,535 |

Authority: §§ [53.1-1](#) and [53.1-10](#), Code of Virginia.

A.1. Any plan to modernize and integrate the automated systems of the Department of Corrections shall be based on developing the integrated system in phases, or modules. Furthermore, any such integrated system shall be designed to provide the department the data needed to evaluate its programs, including that data needed to measure recidivism.

2. The appropriation in this Item includes \$600,000 the first year and \$600,000 the second year from the Contract Prisoners Special Revenue Fund to defray a portion of the costs of maintaining and enhancing the offender management system.

B. Included in this appropriation is \$550,000 the first year and \$550,000 the second year from nongeneral funds to be used for installation and operating expenses of the telemedicine program operated by the Department of Corrections. The source of the funds is revenue from inmate fees collected for medical services.

C. Included in this appropriation is \$1,100,000 the first year and \$1,100,000 the second year from nongeneral funds to be used by the Department of Corrections for the operations of its Corrections Construction Unit. The State Comptroller shall continue the Corrections Construction Unit Special Operating Fund on the books of the Commonwealth to reflect the activities of contracts between the Corrections Construction Unit and (i) institutions within the Department of Corrections for work not related to a capital project and (ii) agencies without the Department of Corrections for work performed for those agencies.

D. Notwithstanding the provisions of § 53.1-20 A. and B., Code of Virginia, the Director, Department of Corrections, shall receive offenders into the state correctional system from local and regional jails at such time as he determines that sufficient, secure and appropriate housing is available, placing a priority on receiving inmates diagnosed and being treated for HIV, mental illnesses requiring medication, or Hepatitis C. The director shall maximize, consistent with inmate and staff safety, the use of bed space in the state correctional system. The director shall report monthly to the Secretary of Public Safety and Homeland Security and the Department of Planning and Budget on the number of inmates housed in the state correctional system, the number of inmate beds available, and the number of offenders housed in local and regional jails that meet the criteria set out in § 53.1-20 A. and B.

E. Notwithstanding any requirement to the contrary, any building, fixture, or structure to be placed, erected or constructed on, or removed or demolished from the property of the Commonwealth of Virginia under the control of the Department of Corrections shall not be subject to review and approval by the Art and Architectural Review Board as contemplated by § 2.2-2402, Code of Virginia. However, if the Department of Corrections seeks to construct a facility that is not a secure correctional facility or a structure located on the property of a secure correctional facility, then the Department of Corrections shall submit that structure to the Art and Architectural Review Board for review and approval by that board. Such other structures could include probation and parole district offices or regional offices.

F. The Commonwealth of Virginia shall convey 45 acres (more or less) of property, being a portion of Culpeper County Tax Map No. 75, parcel 32, lying in the Cedar Mountain Magisterial District of Culpeper County, Virginia, in consideration of the County's construction of water capacity and service line(s) adequate to serve the needs of the Department of Corrections' Coffeewood Facility and the Department of Juvenile Justice's Culpeper Juvenile Correctional Facility (hereinafter "the facilities"). The cost of the water improvements necessary to serve the facilities, including an eight-inch water service line, and including engineering and land/easement acquisition costs, shall be paid by the Commonwealth, less and except (i) the value of the property for the jail conveyed by the Commonwealth to the County (\$150,382, based on valuation by the Culpeper County Assessor), and (ii) the cost of increasing the size of the water service line from eight inches to twelve inches, in order to accommodate planned county needs.

G. Notwithstanding the provisions of § 58.1-3403, Code of Virginia, the Department of Corrections shall be exempt from the payment of service charges levied in lieu of taxes by any county, city, or town.

H. The Department of Corrections shall serve as the Federal Bonding Coordinator and shall work with the Virginia Community College System and its workforce development programs and services to provide fidelity bonds to those offenders released from jails or state correctional centers who are required to provide fidelity bonds as a condition of employment. The department is authorized to use funds from the Contract Prisoners Special Revenue Fund to pay the costs of this activity.

I. In the event the Department of Corrections closes a correctional facility for which it has entered into an agreement with any locality to pay a proportionate share of the debt service for the establishment of utilities to serve the facility, the department shall continue to pay its agreed upon share of the debt service, subject to the schedule previously agreed upon.

J. Included in the appropriation for this Item is \$1,000,000 the first year and \$1,000,000 the second year from the general fund for the costs of security technology and hardware for the inmate telephone system.

K. From the appropriation in this Item, \$500,000 the first year and \$500,000 the second year from the general fund shall be used to present seminars on overcoming obstacles to re-entry and to promote family integration in the correctional centers designated for intensive re-entry programs. The department shall submit a report by October 15 of each year to the Chairs of the House Appropriations and Senate Finance and Appropriations Committees, the Secretary of Public Safety and Homeland Security, and the Department of Planning and Budget on the use of this funding.

L. Included in the appropriation for this Item is \$426,832 the first year and \$426,832 the second year from the general fund and four positions to assist the State Board of Local and Regional Jails in carrying out its duties under the authority of § 53.1-69.1, Code of Virginia, to review deaths of inmates in local correctional facilities. One of the positions provided is for an Executive Director.

M.1. Consistent with the provisions of Chapter 198 of the 2017 Session of the General Assembly, the Director, Department of Corrections, shall implement the recommendations relating to the Department of Corrections made by the Department of Medical Assistance Services in its November 30, 2017 report on streamlining the Medicaid application and enrollment process for incarcerated individuals.

2. For the purpose of implementing these recommendations, included in the appropriation for this item are \$37,400 the first year and \$37,400 the second year from the general fund, and \$112,200 the first year and \$112,200 the second year from nongeneral funds and two positions.

N. By September 1 of each year, the Department of Corrections shall remit data to the Director of the Department of Planning and Budget and the Chairs of the House Appropriations and Senate Finance and Appropriations Committees regarding medical treatment provided to offenders at each facility. The data shall include, as a proportion of average daily population at each facility, the levels of inmates who received care, including: the specific proportions of inmates from each facility who were treated as inpatients, the specific proportion of inmates from each facility who were treated as outpatients, data on prescription drug administration, and the proportion of inmates from each facility who received other discrete services. When negotiating contracts with healthcare vendors, the Department of Corrections shall include the reporting of data required under this paragraph as a requirement within the contract.

O. The Department of Corrections is authorized to purchase from the Town of Craigsville approximately 122 acres, more or less, located adjacent to the Augusta Correctional Center. In consideration for this acreage, the Department will provide wastewater treatment services to the Town at no cost for a period adequate to equal the value of the property conveyed. The value of the property shall be established by averaging the value of one appraisal provided by the Department of Corrections and one by the Town of Craigsville.

P. The Commonwealth of Virginia shall convey 65 acres of property consisting of Clarke County Tax Map No. 27, new parcel A, situated in the Greenway Magisterial District of Clarke County, Virginia, to the Virginia Port Authority (VPA), on behalf of the Virginia Inland Port (VIP). The VPA, on behalf of the VIP, shall collaborate with representatives of Clarke County to promote the use of the land for economic development purposes. The VIP shall enter into a memorandum-of-understanding with Clarke County on the development and execution of mutually advantageous economic development proposals.

Q.1. Included within the appropriation for this item is \$7,281,666 the first year and \$7,281,666 the second year from the general fund and \$1,000,000 the first year and \$1,000,000 the second year from the Contract Prisoners Special Revenue Fund for implementation of an electronic health records system in all facilities.

2. The Department of Corrections shall report on the total costs of implementing electronic health records at all of

its facilities based on the selected vendor and the sufficiency of its on-going funding for full implementation at all facilities. The report shall identify all funding currently budgeted for the project, the timeline for implementation, and the inter-operability of the system with the information technology systems used by the Department and its vendors. The Department shall utilize its nongeneral funds appropriated for this purpose prior to using the general fund appropriation. The Department shall provide a report containing the aforementioned information to the Chairs of the House Appropriations and Senate Finance and Appropriations Committees within 60 days of selecting its vendor.

R. 1. Included in the appropriation for this item is \$7,909,652 in the first year and \$8,125,783 in the second year and 105 positions from the general fund for the Department to implement the earned-sentence-credit structure set forth in House Bill 5148 and Senate Bill 5034 of the 2020 Special Session I.

2. Notwithstanding the provisions of § 53.1-202.3, Code of Virginia, a maximum of 4.5 sentence credits may be earned for each 30 days served on a sentence that is concurrent with or consecutive to a sentence for a conviction of an offense enumerated in subsection A of § 53.1-202.3, Code of Virginia.

S. Included in the appropriation for this Item is \$500,000 the first year from the general fund for the estimated net increase in the operating cost of adult correctional facilities resulting from the enactment of sentencing legislation as listed below. This amount shall be paid into the Corrections Special Reserve Fund, established pursuant to § 30-19.1:4, Code of Virginia.

1. House Bill 434 -- \$50,000

2. House Bill 451 -- \$50,000

3. House Bill 496 and Senate Bill 687 -- \$50,000

4. House Bill 740 and Senate Bill 729 -- \$50,000

5. House Bill 993 and Senate Bill 440 -- \$50,000

6. House Bill 763 and Senate Bill 403 -- \$50,000

7. House Bill 1332 and Senate Bill 700 -- \$50,000

8. House Bill 1306 -- \$50,000

9. Senate Bill 227 -- \$50,000

10. Senate Bill 249 -- \$50,000

T. Included in the appropriation for this Item is \$1,137,679 the second year from the general fund for the estimated net increase in the operating cost of adult correctional facilities resulting from the enactment of sentencing legislation as listed below. This amount shall be paid into the Corrections Special Reserve Fund, established pursuant to § 30-19.1:4, Code of Virginia.

1. House Bill 1636 -- \$50,000

2. House Bill 1699 -- \$50,000

3. House Bill 1892 -- \$50,000

4. *House Bill 2398 -- \$50,000*
5. *House Bill 1931 and Senate Bill 973 -- \$50,000*
6. *House Bill 2166 and Senate Bill 896 -- \$50,000*
7. *House Bill 1897 and Senate Bill 1532 -- \$50,000*
8. *House Bill 1885 and Senate Bill 1396 -- \$50,000*
9. *House Bill 2024 and Senate Bill 1310 -- \$50,000*
10. *House Bill 1572 and Senate Bill 1291 -- \$50,000*
11. *House Bill 1478 and Senate Bill 1207 -- \$437,679*
12. *House Bill 1682 and Senate Bill 1188 -- \$50,000*
13. *House Bill 1673 and Senate Bill 1156 -- \$50,000*
14. *House Bill 2372 and Senate Bill 1135 -- \$50,000*
15. *House Bill 2132 and Senate Bill 1145 -- \$50,000*

DRAFT

EXHIBIT
Service Charges On
State Tax Exempt Real Estate
Sussex County, Virginia
2021-2022

| | | |
|--------------------------------------|----|---------------|
| Total Real Estate Assessment (2021) | \$ | 1,183,345,622 |
| Less: Federal Real Property | | 318,800 |
| Adjusted Real Estate Assessment Base | | 1,183,026,822 |

| | | |
|-------------------------------------------------|--|-------------|
| State Tax Exempt Real Estate Assessments (2021) | | 141,628,600 |
| Less: Excludable VDOT Real Estate | | 493,100 |
| Adjusted State Property Assessment Base | | 141,135,500 |

Adjusted State Property Assessment Base as a % of
Adjusted Real Estate Assessment Base
141,135,500 divided by 1,183,026,822 11.93%

| | | |
|-----------------------------------------------|--|-----------|
| Local Government Expenditure Base (2020-2021) | | |
| Police Protection | | 4,250,386 |
| Fire Protection | | 498,859 |
| Refuse Disposal | | 5,772 |
| | | 4,755,017 |
| Less: State & Federal Assistance | | 1,653,875 |
| Adjusted Expenditure Base | | 3,101,142 |

Service Charge Rate & 20% Limit Calculation
 $3,101,142 / (1,183,026,822 / 100)$ \$ 0.2621

| | Assessed Value | | | | |
|----------------------------------|----------------|---------------------------------------|-----------|----|------------|
| VDOT | \$ 1,254,200 | <i>divided by \$100 multiplied by</i> | \$ 0.2621 | \$ | 3,287.26 |
| Department of Corrections | 130,261,600 | <i>divided by \$100 multiplied by</i> | \$ 0.2621 | \$ | 341,415.65 |
| Conservation & Recreation | 2,102,800 | <i>divided by \$100 multiplied by</i> | \$ 0.2621 | \$ | 5,511.44 |
| State Police | 494,900 | <i>divided by \$100 multiplied by</i> | \$ 0.2621 | \$ | 1,297.13 |
| Department of Wildlife Resources | 4,905,100 | <i>divided by \$100 multiplied by</i> | \$ 0.2621 | \$ | 12,856.27 |
| Division of Forestry | 2,116,900 | <i>divided by \$100 multiplied by</i> | \$ 0.2621 | \$ | 5,548.39 |
| | | | | | 369,916.14 |
| Total | \$ 141,135,500 | <i>divided by \$100 multiplied by</i> | \$ 0.2621 | \$ | 369,916.15 |

Authority: An Ordinance Levying a Service Charge on Real Estate Owned by the Commonwealth of Virginia that is Located in Sussex County, Virginia," enacted pursuant to Chapter 34, of Title 58.1 of the Code of Virginia, 1950, as amended.



COMMONWEALTH OF VIRGINIA
COUNTY OF SUSSEX
OFFICE OF THE COMMONWEALTH'S ATTORNEY



VINCENT L. ROBERTSON, SR.
COMMONWEALTH'S ATTORNEY

February 10, 2022

To: Supervisor Mr. Eric Fly

Subject: Sussex Prison Prosecution Cost

Dear Mr. Fly:

The below is in response to your request for the Commonwealth's Attorney's office to provide the number of cases it has handled for Sussex State Prison for the last three years, as well as the cost of prison cases per case.

I first want to offer my sincere appreciation for your interest in this matter. I am truly grateful. As an aside, the 120 Commonwealth's Attorney offices are in the process of conducting a time study. This study is designed to focus on the prosecutor's work load. It will hopefully determine the appropriate staffing requirements for the Commonwealth's Attorney offices throughout the Commonwealth. The study is due to commence February 28, 2022 and run for 90 days. It will hopefully capture and present a more accurate picture of the additional workload created from prosecuting prison cases. I will share the results with you once it is done. Unfortunately, the work study will not be completed in time to inform our response in this effort. Nonetheless, I see this as a continuing action. We have started the ball rolling. Please let me know if there is anything else that needs to be done to advance this issue with the General Assembly.

The following response takes in to account several factors that are all task driven. These factors include initial intake process, pretrial preparation and pretrial settlement. It does not take into consideration the actual number of hours it takes to prosecute a bench or jury trial. The numbers would vary too widely and would adversely affect the reliability of this estimate. Furthermore, this estimate addresses the human resource cost and not the ancillary costs associated with prosecuting prison cases.

We have largely determined that this office has processed roughly 238 Sussex inmate cases at an estimated cost of \$712,080 per year or \$2,136,240 between FY 2018 and 2021. Based on these estimates, the average cost of prosecuting a Sussex Prison case is \$8976 per inmate. A detailed estimate follows.

INITIAL INTAKE PROCESS = 5 hours

Overall, it is a challenge to provide the actual cost of prosecuting any one ^{*1}case, whether the case originates in the prison or otherwise. There are too many factors that are associated with establishing a set cost. However, we estimate that each prison case whether prosecuted or not takes a minimum of 5 hours to process, screen and determine whether it will be prosecuted. Additionally, we determine if the suggested charges are sufficient or whether additional charges should be brought. This will often require additional legal research. Once the decision is made, a notice letter is generated and sent to prison officials along with witness subpoenas. A letter declining prosecution is also sent when a decision is made not to prosecute. That decision is based on several objective factors. Those factors will not be covered here. In some instances, we request more information to assist us in our decision. No matter if we proceed with prosecution or not, a file is generated and the investigator's report with accompanying DVDs are scanned and/or copied into our digital database.

PRETRIAL PREPARATION = 20 hours

Hours spent on case preparation is generally dictated by three main factors; (1) the number of and type of witnesses that may be called to testify, (2) the nature and seriousness of the charges and (3) the extent to which Discovery is required and the amount associated with the case. Each case goes through a review process to determine whether charges will be brought. Each case, if accepted for prosecution, must then be presented to the grand jury via an indictment.

A number of experts are generally needed in the most serious cases that involve acts of violence against the person. They may be called upon to establish the cause of death or the extent of the victim's injuries. Additionally, forensic scientists may be needed when the case involves possession or consumption of a controlled substance. Experts require more trial preparation due to the technical nature of their testimony.

The Discovery process consists of reviewing victim and witness statements, voice recordings, photographs, criminal histories, call logs, JPAY system documents, and Rapid Eye videos, and certificates of analysis. Discovery is a continuing duty. We must provide, disclose and inform the defense of any evidence that might be favorable to the defendant's case. That along with proving defense counsel any and all evidence, documents and/or videos or recordings in the case. In these specific types of cases, the discovery process is highly sensitive and voluminous. Special care is required to ensure that personal information is not inadvertently disclosed to the defendant, his co-defendants or associates. Hence, documents must be redacted to ensure non-disclosure. The redaction process is time consuming and labor intensive.

Preparing, presenting and/or responding to and arguing pretrial motions, victim/witness preparation, and preparing Discovery responses that requires certain disclosures for expert witnesses adds to the workload. Mostly because it requires extensive legal research, human resources and time. This workload is considerably increased if a jury trial is requested.

¹ A case is defined as a single criminal charge that has a case number assigned, in this case by the Circuit Court Clerk. In this instance, the term "case" is often used interchangeably with the term "case file." For example, a case file may contain several separate and distinct charges. The Clerk assigns a separate case number to each charge. So although our research shows that this office had 138 cases, that terms represents the number of case files.

PRETRIAL SETTLEMENT = 15 hours

Generally, there is a two-fold objective that should be achieved when deciding to settle any case. Those objectives are namely prosecutorial restraint and litigation economy. Prosecutors possess a considerable amount of discretion. This is largely the case especially with regard to plea bargaining. The plea bargain is a tool that is used in an attempt to strike the correct balance between the law and public policy. When settling cases, the role of the prosecutor is to observe and adhere to sentencing policy considerations such as retribution, rehabilitation, restitution or deterrence. Care must also be given to maintain the integrity of the case as well as the victim's rights.

Secondarily settlements reduce litigation cost. Overall, a settlement offer requires the attorney to conduct an assessment of the case with respect to all of the evidence, the nature of the charge(s), the strength of the case and several other intangibles such as victim/witness cooperation or availability. There are generally pretrial settlement negotiations in every case. Settlement conferences with defense counsel are scheduled to discuss the strengths or weaknesses of the case. Albeit, a number of cases may result in a settlement agreement, this generally will not reduce the overall number of hours spent on trial preparation. For example, the settlement process generally takes many days to finalize. Plea agreements require settlement negotiations, which include preparing sentencing recommendations which must be reduced to writing and presented for the Judge's for sentencing guidance. A comprehensive plea agreement package is prepared for the defense and the court. A trial date must then be scheduled for the submission and acceptance of the plea agreement. This requires a hearing on the record. Both defense and prosecution may elect to introduce evidence in support of the agreement.

The defendant may also have to appear in court more than once particularly when the agreement calls for the preparation of a Pre-Sentencing Report. Should a Pre-Sentencing Report be prepared by Adult Probation and Parole, a sentencing date is set for argument and presentment of any further evidence by the Commonwealth or the defense. This involves another layer of preparation for sentencing. Each time he or she appears a transportation order must be requested. There must also be time allocated for post-trial processing. This involves reviewing and filing the sentencing order and closing the file.

THE GROSS TOTAL OF PRISON CASES = 414

During FY 2018 through 2021, this office processed a total of 138 inmate case files. It is rare that an inmate will be charged with a single criminal charge. Most often a prison defendant will on average have 3 criminal offenses. This being the case, we estimate roughly 414 cases over a 3-year period, which is equivalent to an average of 138 case files per year.

For example, a typical prison drug possession case may be accompanied by a distribution and conspiracy charge and will usually involve an un-incarcerated co-defendant. One of our most recent cases involved a prison riot. Seven co-defendants were indicted. They each are charged with multiple offenses ranging from attempted capital murder on law enforcement, gang participation, malicious wounding by mob, bodily injury by prisoner, stabbing while committing a felony to

simple assault on law enforcement. They each have an average of 5 felony charges. Each defendant has separate counsel. So all together, there are a total of 7 defense attorneys representing 7 codefendants on forty (40) felony charges. (See, Exhibit A, as chart of MS-13 Prison Riot case).

WORK HOURS = 16,560

This office has processed 414 cases over the last three years. The average case requires 40 hours to prosecute. That equals 16,560 hours over a 3-year period. That's \$8976 hours per fiscal year.

THREE YEAR ESTIMATE = \$2,136,240

The simplest way to estimate the cost to prosecute prison cases is to use the billable hour² process. (See Exhibit B, as chart of billable hours). Billable hours include those tasks where an attorney is working on an actual matter for a client. In this case, the client would ostensibly be the Sussex Prison or the Department of Corrections. The number represents an estimate of what it would cost Sussex Prison to hire a firm at an average of \$129 per hour. This number is based on the average annual wage of a two attorney workload. Using that number, it would cost the prison \$712,080 per year or \$2,136,240 between FY 2018 and 2021. Hence, the average cost of prosecuting the Sussex Prison case is. \$8976 per inmate.

SUMMARY

Human resource is but one factor when assessing the overall cost to prosecute prison cases. And although these numbers are a gross generalization, they do represent a realistic cost estimate for attorney criminal prosecution services. In fact, these numbers do not account for case materials, supplies, equipment acquisition, or wear and depreciation. It also does include office support staff, equipment warranties and servicing, telephones, computers, and facsimile machines. Although the aforementioned are not purchased and utilized exclusively for prison case prosecution, the fiscal impact to service these cases cannot be discounted especially considering the amount of hours dedicated solely to prison case prosecution.

Respectfully submitted,


Vincent L. Robertson, Sr.

² The average range in 2021 per Clio, a popular attorney case management system, is between \$186-\$391 per hour depending on the type of matter.

EXHIBIT A

DRAFT

| | |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Melvin Yovany Argueta-Diaz | <ol style="list-style-type: none"> 1. Attempted Murder (18.2-26/18.2-32) [Sgt. Perez] {F4} 2. Malicious Wounding by Mob (18.2-41) [Sgt. Perez] {F3} 3. Gang Participation (18.2-46.2) [MS-13] {F5} 4. Bodily Injury by Prisoner (18.2-55) [Sgt. Perez] {F5} 5. Stabbing in Commission of a Felony (18.2-53) [Sgt. Perez] {F6} 6. Assault & Batter Correctional Officer [Kohler] {F6} 7. Possess Weapon by Prisoner (53.1-203)(4) {F6} |
| Jose Ivan Castillo Rivas | <ol style="list-style-type: none"> 1. Malicious Wounding by Mob (18.2-41) [Sgt. Perez] 2. Gang Participation (18.2-46.2) [MS-13] 3. Assault & Batter Correctional Officer [Kohler] 4. Injure Police Animal (18.2-144.1) [Tobi] 5. Possess Weapon by Prisoner (53.1-203)(4) |
| Ronald Antonio Rauda Marquez | <ol style="list-style-type: none"> 1. Malicious Wounding by Mob (18.2-41) [Sgt. Perez] 2. Gang Participation (18.2-46.2) [MS-13] 3. Assault & Batter Correctional Officer [Kohler] 4. Injure Police Animal (18.2-144.1) [Tobi] 5. Possess Weapon by Prisoner (53.1-203)(4) |
| Jose Guadalupe Saldanes Villobaos | <ol style="list-style-type: none"> 1. Attempted Murder (18.2-26/18.2-32) 2. Malicious Wounding by Mob (18.2-41) [Sgt. Perez] 3. Gang Participation (18.2-46.2) [MS-13] 4. Bodily Injury by Prisoner (18.2-55) [Sgt. Perez] 5. Stabbing in Commission of a Felony (18.2-53) [Sgt. Perez] 6. Assault & Batter Correctional Officer [Kohler] 7. Possess Weapon by Prisoner (53.1-203)(4) |
| Gerson Sorto-Ramirez | <ol style="list-style-type: none"> 1. Malicious Wounding by Mob (18.2-41) [Sgt. Perez] 2. Gang Participation (18.2-46.2) [MS-13] 3. Bodily Injury by Prisoner (18.2-55) [Sgt. Perez] 4. Bodily Injury by Prisoner (18.2-55) [Kohler] 5. Stabbing in Commission of a Felony (18.2-53) [Kohler] 6. Assault & Batter Correctional Officer [Kohler] 7. Injure Police Animal (18.2-144.1) [Tobi] 8. Possess Weapon by Prisoner (53.1-203)(4) |
| Esau Soto-Avila | <ol style="list-style-type: none"> 1. Malicious Wounding by Mob (18.2-41) [Sgt. Perez] 2. Assault & Batter Correctional Officer [Kohler] 3. Injure Police Animal (18.2-144.1) [Tobi] |
| Jose Williams Torres-Cerrato | <ol style="list-style-type: none"> 1. Malicious Wounding by Mob (18.2-41) [Sgt. Perez] 2. Assault & Batter Correctional Officer [Kohler] 3. Gang Participation (18.2-46.2) [MS-13] 4. Injure Police Animal (18.2-144.1) [Tobi] 5. Possess Weapon by Prisoner (53.1-203)(4) |

EXHIBIT B

DRAFT

How much do lawyers charge in Virginia?

The typical lawyer in Virginia charges between \$186 and \$391 per hour. Costs vary depending on the type of lawyer, so review our lawyer rates table to find out the average cost to hire an attorney in Virginia.

| Practice Type | Average Hourly Rate |
|--------------------------|---------------------|
| Administrative | \$275 |
| Bankruptcy | \$258 |
| Business | \$302 |
| Civil Litigation | \$299 |
| Collections | \$278 |
| Commercial/Sale of Goods | \$344 |
| Contracts | \$331 |
| Corporate | \$283 |
| Criminal | \$186 |
| Elder Law | \$283 |
| Employment/Labor | \$305 |
| Family | \$264 |

| | |
|-----------------------|-------|
| Intellectual Property | \$391 |
| Personal Injury | \$266 |
| Real Estate | \$336 |
| Tax | \$297 |
| Traffic Offenses | \$351 |
| Trusts | \$285 |
| Wills & Estates | \$332 |

DRAFT

Hi there 🙌 Can we help you?



David Conmy

From: Richard Douglas
Sent: Wednesday, February 22, 2023 4:41 PM
To: Susan Seward
Cc: David Conmy; Reid Foster; Thomas Hicks
Subject: slightly revised figures to reflect \$48 rate

Sussex County EMS response (Lifestar) for CY2022 (Eastern Sussex County/Waverly/Wakefield)

Sussex 1 Prison= 30 incidents/responses in 2022

Sussex 2 Prison= 63 incidents/responses in 2022

TOTAL 2022 RESPONSES= 93 responses, plus approximately 20 mutual aid responses= 113

- Total incidents/responses for 2022 for Eastern Sussex County/Waverly/Wakefield= 1750
- Response to Sussex 1 and 2 represents 6 percent of EMS response for 2022
- Minimum three hours per response to Sussex 1 and 2= 279 hours for 2022
- Based on \$48/hr EMS contractual rate, 279 hours x hourly rate= \$13,392, plus \$450/day for one ambulance (\$50,850 assuming one call/day)= \$64,242

DRAFT

DOC PILOT Budget Amendment History

| Session Year | Name of Session | Fiscal Years | Category | Includes PILOT Exemption Language? | Budget Amendment Patron | Estimated Amount (if any) | Notes | Link |
|--------------|------------------------|--------------|-------------------|------------------------------------|-------------------------|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2009 | 2009 Session | 2009 - 2010 | Final Budget | N | N/A | N/A | - Item 4-1.08 - Department of Corrections "Additional Budget Reductions of \$1,500,000 for FY2010" | https://budget.lis.virginia.gov/item/2009/1/HB1600/Chapter/4/4-1.08/ |
| 2010 | 2010 Session | 2010 - 2012 | Introduced Budget | Y | N/A | N/A | Item 380 I | https://budget.lis.virginia.gov/item/2010/1/SB30/Introduced/1/380/ |
| 2010 | 2010 Session | 2010 - 2012 | Final Budget | Y | N/A | N/A | Item 380 H | https://budget.lis.virginia.gov/item/2010/1/HB30/Chapter/1/380/ |
| 2011 | 2011 Session | 2011 - 2012 | Introduced Budget | Y | N/A | N/A | Item 380 H | https://budget.lis.virginia.gov/item/2011/1/HB1500/Introduced/1/380/ |
| 2011 | 2011 Session | 2011 - 2012 | Budget Amendment | N/A | Tyler, Co-Patron Wright | None provided | - Item 380 H - Governor also supports amendment to delay PILOT exemption until July 1, 2011, because "The localities affected did not receive sufficient notice during the development of their FY2011 budgets in the Spring of 2010 to plan for this loss of state payments...." - Impact estimated to be \$1,221,830 for FY2011 - Failed to report out of Committee | https://budget.lis.virginia.gov/amendment/2011/1/HB1500/Introduced/MR/380/13h/ |
| 2011 | 2011 Session | 2011 - 2012 | Budget Amendment | N/A | Lucas | - \$1,221,831 (FY2011) - \$1,221,831 (FY2012) | - Reported out of Senate Finance but only with funding for FY2012 - "H. Included within this appropriation is \$1,221,831 from the general fund the second year for the Department of Corrections to make payments in lieu of taxes to those localities to which payments were made in fiscal year 2010, pursuant to § 58.1-3403, Code of Virginia." | https://budget.lis.virginia.gov/amendment/2011/1/SB800/Introduced/MR/380/1s/ |
| 2011 | 2011 Session | 2011 - 2012 | Final Budget | Y | N/A | N/A | Item 380 H Clairifying language "Effective July 1, 2011" | https://budget.lis.virginia.gov/item/2011/1/HB1500/Chapter/1/380/ |
| 2012 | 2012 Session | 2013 - 2014 | Introduced Budget | Y | N/A | N/A | Item 389 H | https://budget.lis.virginia.gov/item/2012/1/HB30/Introduced/1/389/ |
| 2012 | 2012 Session | 2013 - 2014 | Budget Amendment | N/A | Tyler, Co-Patron Morris | - \$1,152,000 (FY2013) - \$1,152,000 (FY2014) | Failed to report out of Committee | https://budget.lis.virginia.gov/amendment/2012/1/HB30/Introduced/MR/389/1h/ |
| 2012 | 2012 Session | 2013 - 2014 | Budget Amendment | N/A | Lucas | - \$1,152,000 (FY2013) - \$1,152,000 (FY2014) | - Language specifies amounts for certain communities (Sussex County = "\$415,000 each year") - Reported out of Committee with an increase to \$1,352,000 (Sussex County = "\$415,000 each year") | https://budget.lis.virginia.gov/amendment/2012/1/SB30/Introduced/MR/389/1s/ |
| 2012 | 2012 Special Session I | 2013 - 2014 | Final Budget | Y | N/A | N/A | Item 389 H | https://budget.lis.virginia.gov/item/2012/2/HB1301/Chapter/1/389/ |
| 2013 | 2013 Session | 2013 - 2014 | Introduced Budget | Y | N/A | N/A | Item 389 H | https://budget.lis.virginia.gov/item/2013/1/HB1500/Introduced/1/389/ |
| 2013 | 2013 Session | 2013 - 2014 | Budget Amendment | N/A | Tyler | - \$815,000 (FY2013) - \$815,000 (FY2014) | - "R. Out of the appropriations for this item, \$815,000 the first year and \$815,000 the second year from the general fund is included for the provision of payments in lieu of taxes for the counties of Brunswick, Greensville, Lunenburg, Southampton, and Sussex." - Failed to report out of Committee | https://budget.lis.virginia.gov/amendment/2013/1/HB1500/Introduced/MR/389/2h/ |
| 2013 | 2013 Session | 2013 - 2014 | Final Budget | Y | N/A | N/A | Item 389 H | https://budget.lis.virginia.gov/item/2013/1/HB1500/Chapter/1/389/ |
| 2014 | 2014 Session | 2015 - 2016 | Introduced Budget | Y | N/A | N/A | Item 385 H | https://budget.lis.virginia.gov/item/2014/1/HB30/Introduced/1/385/ |
| 2014 | 2014 Session | 2015 - 2016 | Budget Amendment | N/A | Tyler, Co-Patron Morris | - \$707,000 (FY2015) - \$707,000 (FY2016) | - "M. Out of the appropriations for this item, \$707,000 the first year and \$707,000 the second year from the general fund is included for the provision of payments in lieu of taxes for the counties of Greensville, Lunenburg, Southampton, and Sussex." | https://budget.lis.virginia.gov/amendment/2014/1/HB30/Introduced/MR/385/8h/ |
| 2014 | 2014 Special Session I | 2015 - 2016 | Introduced Budget | Y | N/A | N/A | Item 385 H | https://budget.lis.virginia.gov/item/2014/2/HB5002/Introduced/1/385/ |
| 2014 | 2014 Special Session I | 2015 - 2016 | Substitute | Y | N/A | N/A | Item 385 H | https://budget.lis.virginia.gov/item/2014/2/HB5002/Substitute/1/385/ |
| 2014 | 2014 Special Session I | 2015 - 2016 | Final Budget | Y | N/A | N/A | Item 385 H | https://budget.lis.virginia.gov/item/2014/2/HB5002/Chapter/1/385/ |
| 2014 | 2014 Special Session I | 2015 - 2016 | Introduced Budget | Y | N/A | N/A | Item 385 H | https://budget.lis.virginia.gov/item/2014/2/HB5003/Introduced/1/385/ |
| 2014 | 2014 Special Session I | 2015 - 2016 | Introduced Budget | Y | N/A | N/A | Item 385 H | https://budget.lis.virginia.gov/item/2014/2/HB5004/Introduced/1/385/ |
| 2014 | 2014 Special Session I | 2015 - 2016 | Final Budget | Y | N/A | N/A | - Item 385 H - Amended and re-enacted Acts of Assembly, Chapter 2, 2014 Special Session I | https://budget.lis.virginia.gov/bill/2014/2/HB5010/Introduced/ |
| 2015 | 2015 Session | 2015 - 2016 | Introduced Budget | Y | N/A | N/A | Item 385 H | https://budget.lis.virginia.gov/item/2015/1/HB1400/Introduced/1/385/ |
| 2015 | 2015 Session | 2015 - 2016 | Final Budget | Y | N/A | N/A | Item 385 H | https://budget.lis.virginia.gov/item/2015/1/HB1400/Chapter/1/385/ |
| 2016 | 2016 Session | 2017 - 2018 | Introduced Budget | Y | N/A | N/A | Item 394 H | https://budget.lis.virginia.gov/item/2016/1/HB30/Introduced/1/394/ |
| 2016 | 2016 Session | 2017 - 2018 | Budget Amendment | N/A | Tyler, Co-Patron Wright | - \$1,119,000 (FY2017) - \$1,119,000 (FY2018) | Failed to report out of Committee | https://budget.lis.virginia.gov/amendment/2016/1/HB30/Introduced/MR/394/4h/ |
| 2016 | 2016 Session | 2017 - 2018 | Budget Amendment | N/A | Kilgore | - \$1,119,000 (FY2017) - \$1,119,000 (FY2018) | Failed to report out of Committee | https://budget.lis.virginia.gov/amendment/2016/1/HB30/Introduced/MR/394/5h/ |

DOC PILOT Budget Amendment History

| Session Year | Name of Session | Fiscal Years | Category | Includes PILOT Exemption Language? | Budget Amendment Patron | Estimated Amount (if any) | Notes | Link |
|--------------|------------------------|--------------|-------------------|------------------------------------|-------------------------|--------------------------------------------------|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2016 | 2016 Session | 2017 - 2018 | Budget Amendment | N/A | Lucas | - \$1,429,575 (FY2017) - \$1,429,575 (FY2018) | Failed to report out of Committee | https://budget.lis.virginia.gov/amendment/2016/1/SB30/Introduced/MR/394/3s/ |
| 2016 | 2016 Session | 2017 - 2018 | Budget Amendment | N/A | Ruff | - \$1,429,575 (FY2017) - \$1,429,575 (FY2018) | Failed to report out of Committee | https://budget.lis.virginia.gov/amendment/2016/1/SB30/Introduced/MR/394/4s/ |
| 2016 | 2016 Session | 2017 - 2018 | Budget Amendment | N/A | Carrico | - \$1,429,575 (FY2017) - \$1,429,575 (FY2018) | Failed to report out of Committee | https://budget.lis.virginia.gov/amendment/2016/1/SB30/Introduced/MR/394/6s/ |
| 2016 | 2016 Session | 2017 - 2018 | Final Budget | Y | N/A | N/A | Item 394 H | https://budget.lis.virginia.gov/item/2016/1/HB30/Chapter/1/394/ |
| 2017 | 2017 Session | 2017 - 2018 | Introduced Budget | Y | N/A | N/A | Item 394 H | https://budget.lis.virginia.gov/item/2017/1/HB1500/Introduced/1/394/ |
| 2017 | 2017 Session | 2017 - 2018 | Budget Amendment | N/A | Ruff | - \$0 (FY2017) - \$1,429,575 (FY2018) | Failed to report out of Committee | https://budget.lis.virginia.gov/amendment/2017/1/SB900/Introduced/MR/394/3s/ |
| 2017 | 2017 Session | 2017 - 2018 | Budget Amendment | N/A | Ruff | - \$0 (FY2017) - \$1,429,575 (FY2018) | Failed to report out of Committee | https://budget.lis.virginia.gov/amendment/2017/1/SB900/Introduced/MR/394/23s/ |
| 2017 | 2017 Session | 2017 - 2018 | Final Budget | Y | N/A | N/A | Item 394 H | https://budget.lis.virginia.gov/item/2017/1/HB1500/Chapter/1/394/ |
| 2018 | 2018 Session | 2019 - 2020 | Introduced Budget | Y | N/A | N/A | Item 391 H | https://budget.lis.virginia.gov/item/2018/1/HB30/Introduced/1/391/ |
| 2018 | 2018 Session | 2019 - 2020 | Budget Amendment | N/A | Kilgore | - \$1,430,964 (FY2019) - \$1,430,964 (FY2020) | Failed to report out of Committee | https://budget.lis.virginia.gov/amendment/2018/1/HB30/Introduced/MR/391/30h/ |
| 2018 | 2018 Session | 2019 - 2020 | Budget Amendment | N/A | Lucas, Co-Patron Peake | - \$1,430,964 (FY2019) - \$1,430,964 (FY2020) | Failed to report out of Committee | https://budget.lis.virginia.gov/amendment/2018/1/SB30/Introduced/MR/391/13s/ |
| 2018 | 2018 Special Session I | 2019 - 2020 | Introduced Budget | Y | N/A | N/A | Item 391 H | https://budget.lis.virginia.gov/item/2018/2/HB5002/Introduced/1/391/ |
| 2018 | 2018 Special Session I | 2019 - 2020 | Final Budget | Y | N/A | N/A | Item 391 G | https://budget.lis.virginia.gov/item/2018/2/HB5002/Chapter/1/391/ |
| 2019 | 2019 Session | 2019 - 2020 | Introduced Budget | Y | N/A | N/A | Item 391 G | https://budget.lis.virginia.gov/item/2019/1/HB1700/Introduced/1/391/ |
| 2019 | 2019 Session | 2019 - 2020 | Budget Amendment | N/A | Peake | - \$1,286,134 (FY2019) - \$1,286,134 (FY2020) | Failed to report out of Committee | https://budget.lis.virginia.gov/amendment/2019/1/SB1100/Introduced/MR/391/2s/ |
| 2019 | 2019 Session | 2019 - 2020 | Final Budget | Y | N/A | N/A | Item 391 G | https://budget.lis.virginia.gov/item/2019/1/HB1700/Chapter/1/391/ |
| 2020 | 2020 Session | 2021 - 2022 | Introduced Budget | Y | N/A | N/A | Item 402 G | https://budget.lis.virginia.gov/item/2020/1/HB30/Introduced/1/402/ |
| 2020 | 2020 Session | 2021 - 2022 | Budget Amendment | N/A | Tyler | - \$1,600,000 (FY2021) - \$1,600,000 (FY2022) | Failed to report out of Committee | https://budget.lis.virginia.gov/amendment/2020/1/HB30/Introduced/MR/402/6h/ |
| 2020 | 2020 Session | 2021 - 2022 | Budget Amendment | N/A | Ruff | - \$1,600,000 (FY2021) - \$1,600,000 (FY2022) | Failed to report out of Committee | https://budget.lis.virginia.gov/amendment/2020/1/SB30/Introduced/MR/402/26s/ |
| 2020 | 2020 Special Session I | 2021 - 2022 | Introduced Budget | Y | N/A | N/A | Item 402 G | https://budget.lis.virginia.gov/item/2020/2/HB5005/Introduced/1/402/ |
| 2020 | 2020 Special Session I | 2021 - 2022 | Final Budget | Y | N/A | N/A | Item 402 G | https://budget.lis.virginia.gov/item/2020/2/HB5005/Chapter/1/402/ |
| 2021 | 2021 Session | 2021 - 2022 | Introduced Budget | Y | N/A | N/A | Item 402 G | https://budget.lis.virginia.gov/item/2021/1/HB1800/Introduced/1/402/ |
| 2021 | 2021 Special Session I | 2021 - 2022 | Introduced Budget | Y | N/A | N/A | Item 402 G | https://budget.lis.virginia.gov/item/2021/2/HB1800/Introduced/1/402/ |
| 2021 | 2021 Special Session I | 2021 - 2022 | Final Budget | Y | N/A | N/A | Item 402 G | https://budget.lis.virginia.gov/item/2021/2/HB1800/Chapter/1/402/ |
| 2022 | 2022 Session | 2023 - 2024 | Introduced Budget | Y | N/A | N/A | Item 404 G | https://budget.lis.virginia.gov/item/2022/1/HB30/Introduced/1/404/ |
| 2022 | 2022 Session | 2023 - 2024 | Budget Amendment | N/A | Wachsmann | - \$1,400,000 (FY2023) - \$1,400,000 (FY2024) | Failed to report out of Committee | https://budget.lis.virginia.gov/amendment/2022/1/HB30/Introduced/MR/404/10h/ |
| 2022 | 2022 Special Session I | 2023 - 2024 | Introduced Budget | Y | N/A | N/A | Item 404 G | https://budget.lis.virginia.gov/item/2022/2/HB30/Introduced/1/404/ |
| 2022 | 2022 Special Session I | 2023 - 2024 | Final Budget | Y | N/A | N/A | Item 404 G | https://budget.lis.virginia.gov/item/2022/2/HB30/Chapter/1/404/ |
| 2023 | 2023 Session | 2023 - 2024 | Introduced Budget | Y | N/A | N/A | Item 404 G | https://budget.lis.virginia.gov/item/2023/1/HB1400/Introduced/1/404/ |
| 2023 | 2023 Session | 2023 - 2024 | Budget Amendment | N/A | Wachsmann | - \$0 (FY2023) - \$2,000,00 (FY2024) | Failed to report out of Committee | https://budget.lis.virginia.gov/amendment/2023/1/HB1400/Introduced/MR/404/1h/ |

| <i>Agency Name</i> | <i>County</i> | <i>Amount</i> | <i>Comments</i> |
|----------------------------------------|-----------------|-----------------------|-------------------------------------------------------------------------|
| Brunswick Correctional Center | N/A | \$ 84,089.92 | Facility now Closed |
| Brunswick Work Center | Brunswick | \$ 25,117.78 | |
| Sussex I State Prison | Sussex | \$ 233,979.72 | |
| Sussex II State Prison | Sussex | \$ 233,979.72 | |
| Wallens Ridge State Prison | N/A | \$ 55,000.00 | Payment to locality not PILT, but rather based on contractual agreement |
| Red Onion State Prison | Wise | \$ 180,724.96 | |
| Fluvanna Correctional Center for Women | Fluvanna | \$ 34,115.48 | |
| Buckingham Correctional Center | Buckingham | \$ 36,938.07 | |
| Deerfield Correctional Center | Southampton | \$ 47,524.00 | |
| Lawrenceville Correctional Center | N/A | \$ 164,690.44 | Payment to locality not PILT, but rather based on contractual agreement |
| Wise Correctional Field Unit | Wise | \$ 6,226.34 | |
| Greensville Correctional Center | Greensville | \$ 238,779.15 | |
| Dillwyn Correctional Center | Buckingham | \$ 14,364.70 | |
| Haynesville Correctional Center | Richmond County | \$ 31,669.00 | |
| Lunenburg Correctional Center | Lunenburg | \$ 42,375.74 | |
| | | <u>\$1,429,575.02</u> | |

Sussex \$ 467,959.44
as percent of total 32.73%
as percent of total less closed facilities 41.57%

DRAFT

BOARD ACTION FORM

Agenda Item: Action Items #6.02

Subject: Route 602 Industrial Site Recertification

Board Meeting Date: October 19 2023

=====

Summary: The Virginia Economic Development Partnership (VEDP) requires updates to various environmental and due diligence reports for economic development sites every five years in order to retain their certification status with VEDP. This period of time is consistent with validity requirements by the U.S. Army Corps of Engineers and others. Expired reports can add substantial time to the development process and diminish the credibility of locations under consideration.

VEDP’s records for the Route 602 Industrial Park indicate that the U.S. Army Corp Certified Wetland Study expiration date is 4/1/2024 and the Threatened & Endangered Species expiration date is 8/1/2013. An update of these reports is required for the site to maintain its certified status. Meanwhile, VEDP can offer provisional certification for sites if updates are forthcoming.

In accordance with this requirement and the County’s term contract with Timmons Group, the attached \$25,000 proposal was provided and will require a budget amendment.

Recommendation: Staff recommends that the Board adopt the proposed budget amendment.

Attachments: (1) Email from VEDP Re: VBRSP Site Recertification, (2) Budget Amendment Resolution, and (3) Proposal for Updated Due Diligence Studies – Route 602 Industrial Park

=====

ACTION: That the Board adopt the proposed budget amendment.

MOTION BY: _____ **SECONDED BY:** _____

| <u>Member</u> | <u>Aye</u> | <u>Nay</u> | <u>Member</u> | <u>Aye</u> | <u>Nay</u> |
|---------------|------------|------------|------------------------|------------|------------|
| Fly | ___ | ___ | W. Jones | ___ | ___ |
| Futrell | ___ | ___ | Seward | ___ | ___ |
| D. Jones | ___ | ___ | Tyler | ___ | ___ |
| | | | White (Tie Breaker) | ___ | ___ |

David Conmy

From: Mende, Michelle <MMende@vedp.org>
Sent: Tuesday, August 8, 2023 10:59 AM
To: David Conmy
Subject: VBRSP Site Recertification

Follow Up Flag: Follow up
Due By: Tuesday, August 15, 2023 9:00 AM
Flag Status: Flagged

CAUTION: This email originated from outside of the organization. Do not follow guidance, click links, or open attachments unless you know the content is safe.

As you are aware, several of the environmental reports that are conducted as part of the site due diligence have expiration dates and require updates to remain valid and in compliance. As the environmental rules and regulations become more complex, maintaining a detailed inventory of these reports' availability and expiration date is vital. An expired report, such as a wetlands delineation, can add substantial time to the development process and diminish the credibility of the location under consideration.

To enhance the effectiveness of our site development efforts, VEDP is implementing a recertification program for all Tier 4 and Tier 5 properties. All sites with a minimum Tier level of 4 will require recertification every five years. The VirginiaScan database is designed to track each site's characterization date and the availability and expiration date of site due diligence reports.

Current regulations require streams and wetlands delineations to be updated and submitted to the U.S. Army Corp every five years to remain valid. To maintain a site's certified status, the U.S. Army Corps Certified Wetland Study must be current and on file at VEDP. A desktop review of the Threatened & Endangered Species Database is also required to verify that there are no changes to species statuses that could potentially impact the site.

If the Wetland Study and/or Threatened & Endangered Species expires or becomes outdated, the site Tier level will drop, and the site will no longer be listed as a certified site on VEDP's website. The expiration of these reports will require an updated characterization report to address these and any other items for the site.

Our records for Route 602 Industrial Park indicate that the U.S. Army Corp Certified Wetland Study expiration date is 4/1/2024 and the Threatened & Endangered Species expiration date is 8/1/2013. For the site to maintain its certified status, an update of these reports is required.

If the reports have been updated, please send copies of the updated reports. If the reports are in process or are in the process of being approved for updating by the locality, please let us know. A response indicating the status of the reports is required by August 31, 2023, for the site to maintain its certified tier level. If the reports are in process or are in the process of being approved, the site will maintain a provisional certification for three months. An extension of the provisional certification may be granted if the reports are in process.

Please feel free to reach out to [Abigail Patterson](#) at 804-545-5774 or [John Loftus](#) at 804-545-5786 if you have any questions.

Michelle Mende
Sites and Buildings Specialist, Real Estate Solutions
Virginia Economic Development Partnership

804.545.5785

vedp.org

RESOLUTION #23-83
FY24 BUDGET AMENDMENT

BE IT RESOLVED by the Sussex County Board of Supervisors that the following budget amendment for the Administration/Economic Development department be and hereby is made for the period of July 1, 2023 through June 30, 2024. This resolution will appropriate reserve funds to Timmons Group for Route 602 Industrial Site Recertification.

FUND # 100
GENERAL FUND

REVENUE

| | |
|-------------------------|-----------------|
| Fund 135 Local Reserves | <u>\$25,000</u> |
| Total Revenues | \$25,000 |

EXPENDITURE

| | |
|---------------------------|-----------------|
| Fund 100 Administration | <u>\$25,000</u> |
| Total Expenditures | \$25,000 |

Adopted this 19th day of October, 2023.

Wayne O. Jones, Chairman
Sussex County Board of Supervisors

ATTEST:

Shilton R. Butts, Clerk
Sussex County Board of Supervisors



September 14, 2023

Mr. J. David Conmy
Deputy County Administrator & Economic Development Director
Sussex County
20135 Princeton Road
P.O. Box 1397
Sussex, Virginia 23884

**Re: Proposal for Updated Due Diligence Studies – Route 602 Industrial Park
Sussex County, Virginia**

Dear Mr. Conmy:

In accordance with your request, we are pleased to submit the following proposal for your consideration:

Project Background and Understanding

Sussex County has previously completed all necessary due diligence and planning efforts to classify the Route 602 Industrial Site as a Tier 4 site according to Virginia Business Ready Sites Program (VBRSP) standards. Recently, Virginia Economic Development Partnership (VEDP) notified Sussex County that a few of the due diligence studies were out of date or were going to be in the near future. This proposal outlines the scope of services necessary to update those studies and keep the site’s Tier 4 designation.

Scope of Services

1. Wetland Delineation

Timmons Group will conduct a site visit to review and refresh the previous wetland delineated linework confirmed in 2019 and update where necessary based on the 2023 Waters of the U.S. ruling. An updated wetland delineation of the subject property will be performed in accordance with the 1987 U.S. Army Corps of Engineers (COE) Wetland Delineation Manual and appropriate Regional Supplement. The flagged wetland limits will be GPS located for mapping purposes where necessary (Note that this GPS location is for confirmation and planning purposes and is not a substitute for traditional field survey and that in the event wetlands and streams may be impacted by the project the limits should be located by traditional survey means). A preliminary wetland delineation map showing the approximate size, shape and location of wetlands and or waters of the U.S. present on the subject property will then be prepared.

2. Wetland Confirmation

Timmons Group will facilitate the confirmation of wetland locations through wetland flagging and request to extend the 2019 Preliminary Jurisdictional Determination (PJD) for an additional 5 years with the submittal of a PJD package to the U.S. Army Corps of Engineers (COE). This package will consist of a narrative, wetland delineation map and updated wetland delineation field data sheets. Timmons Group will conduct a site visit with the COE to review the site conditions, flagged wetland limits and confirm findings. A Preliminary Jurisdictional Determination (PJD) letter for the wetland delineation will be obtained from the COE.

3. Phase I Environmental Site Assessment

Timmons Group will complete a Phase I Environmental Site Assessment (ESA) in full compliance with the scope and limitations of ASTM Standard E 1527-21 (Environmental Site Assessments: Phase I Environmental Site Assessment Process) of the Route 602 Industrial Park site which totals approximately 148 acres located on Cabin Point Road (Route 602) in Sussex County, Virginia.

In accordance with ASTM standards as prescribed by the United States Environmental Protection Agency All Appropriate Inquiry process, reasonably available environmental regulatory database listings and historical information will be accessed and reviewed prior to evaluating the presence and/or locations of recognized environmental conditions (RECs) as defined by ASTM standards. Utilized historic resource data will include, but not be limited to, aerial photographs, city directories, topographic maps, and fire insurance maps. Any identified RECs and/or areas of potential environmental concern will be a focal point of site inspection.

Records on file with the state and local officials, as available, will be reviewed to identify active and/or historic facilities that may represent a REC or an area of potential environmental concern. Any risk(s) associated with these facilities will be assessed, as able.

Timmons Group will complete a site inspection of the interior and exterior of the on-site structures, as necessary, which will also include a visual reconnaissance of the immediately adjoining properties. RECs and/or areas of potential environmental concern will be documented photographically.

Per ASTM standards, an environmental liens search must be completed. An environmental lien is a charge, security, or encumbrance on title to a property to secure the payment of a cost, damage, debt obligation, or duty arising out of response actions, cleanup, or other remediation of hazardous substances or petroleum products. Timmons Group requests the client provide any knowledge of environmental liens or a copy of the property deed/title commitments. Additionally, Timmons Group will complete a search through resource review.

In order to qualify for one of the Landowner Liability Protections (LLPs) offered by the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), the “User” or party for whom the Phase I ESA is prepared must complete the ASTM Standard E 1527 User Questionnaire provided by Timmons Group. Failure to provide this information could result in a determination that “all appropriate inquiry” is not complete and forfeiture of CERCLA protection. In addition to the User, interviews will be conducted with the present owner and one (1) or more state and/or local agency officials (as applicable and accessible) with the objective to obtain information identifying RECs.

Upon completion of the site reconnaissance, file reviews, and interviews, a report on the findings of the Phase I ESA will be prepared in accordance with ASTM Standard E 1527-21. Included within the Phase I ESA report will be recommendations for additional investigations as warranted. Per ASTM standards, the Phase I ESA will be valid for 180 days or 6 months.

The performance of this Phase I ESA specifically excludes any subsurface investigations, radon investigations, chain-of-title reports/investigations, cultural resource investigations, or any sample collection and analysis (including asbestos-containing materials).

4. Cultural Resources Review

Timmons Group will complete a desktop review of the Department of Historic Resources - Virginia Cultural Resource Information System to identify and evaluate the location and nature of archeological and architectural resources both on-site and within a one-quarter (0.25) mile radius beyond the perimeter of the proposed area of disturbance. The evaluation will additionally consider the listing status of identified resources on the National Register of Historic Places and/or the Virginia Landmarks Register. At the conclusion of the review, a memorandum will be prepared summarizing the results.

5. Threatened & Endangered Species Review

A database search will be completed to determine the likely occurrence of populations of federal and state protected threatened and/or endangered species within the project area. Database reviews will include the Virginia Department of Wildlife Resources (VDWR) online Virginia Fish and Wildlife Information Services (VAFWIS) database, the United States Fish and Wildlife Service (USFWS) online Information, Planning and Conservation (IPaC) database and the Center for Conservation Biology's Eagle Nest Mapper (CCB) tool. In addition, Timmons Group will coordinate with the Department of Conservation and Recreation's Division of Natural Heritage (DCR) for a review of its Biotics Data System for occurrences of state protected plant and insect species within and in the vicinity of the project area.

Timmons Group will incorporate database search results into a memorandum which will summarize the potential protected flora and fauna that may occur within the project area. Recommendations for avoidance, additional coordination and/or additional studies related to potential protected species will be included in the memorandum report.

6. Project Management

Project management of all services being provided to assure the efficient delivery and accuracy of the project and active communication amongst the Timmons Group team, County personnel, and key stakeholders. Project management responsibilities include the following:

- Providing project updates (internally and externally) and reporting to project personnel
- Managing and supervising Timmons Group teams while working in the County
- Enforcing quality control and quality assurance practices throughout the project

Locality Responsibilities

1. Provide and/or help coordinate access to the property
2. Provide any additional information as necessary in a timely manner for Timmons Group to complete the study within the appropriate time frame

Project Schedule

We are prepared to begin work immediately upon notice to proceed and will complete the above referenced work within approximately 5 – 6 months from notice to proceed. Please note that the Wetland Confirmation is dependent upon regulatory agency review timelines.

**Rt 602 Industrial Park – Updated Due Diligence Studies Proposal
September 2023**

Proposed Fee Schedule:

Timmons Group will perform this work under a lump-sum fixed-fee arrangement as noted below.

| | |
|-------------------------------------------|------------------|
| 1. Wetland Delineation | \$ 9,000 |
| 2. Wetland Confirmation | \$ 4,000 |
| 3. Phase I Environmental Site Assessment | \$ 5,000 |
| 4. Cultural Resources Review | \$ 1,500 |
| 5. Threatened & Endangered Species Review | \$ 2,500 |
| 6. Project Management | \$ 3,000 |
| Total | \$ 25,000 |

Thanks again for the opportunity to submit this proposal for your consideration. Should you have any questions or need any additional information, please don't hesitate to contact me at your earliest convenience.

Sincerely,



Joseph C. Hines, PE, MBA
Principal in Charge



Garland "Mac" McKenzie, PE
Senior Project Manager

Attachment: Exhibit A – Standard Terms and Conditions

Accepted by: **Sussex County, VA**

Signature

Date

Printed Name

Title

EXHIBIT A - STANDARD TERMS AND CONDITIONS

- 1. SCOPE OF SERVICES:** The Scope of Services performed under this Agreement shall be as described above in the Letter of Agreement from TIMMONS GROUP to which these Terms and Conditions are attached. Separate Change Orders signed by authorized representatives of TIMMONS GROUP and the Client may, from time to time, describe additional or different services to be performed under this Agreement, such Change Orders are incorporated by reference herein. These Terms and Conditions shall apply to the Change Orders except to the extent expressly modified by such Change Order. TIMMONS GROUP services with regard to the specific properties covered by this Agreement and subsequent Change Orders, if any, shall hereinafter be referred to as the “Project” or “Projects.”
- 2. DEFINED TERMS:** Capitalized terms used in this Exhibit A but not defined shall share the meanings ascribed in the Letter of Agreement.
- 3. STANDARD OF CARE:** In providing services under this Agreement, TIMMONS GROUP will endeavor to perform in a manner consistent with the degree of skill and care ordinarily exercised by members of the same profession currently practicing under similar circumstances. It is not the intention of TIMMONS GROUP to provide or offer to provide services inconsistent with or contrary to such practices, nor to make any warranty or guaranty, expressed or implied, nor to have any agreement or contract for services subject to provisions of any section of any Uniform Commercial Code. Moreover, it is not the intention of TIMMONS GROUP to accept any terms and conditions offered by the Client in its purchase order, requisition, or notice of authorization to proceed except as set forth herein or as expressly accepted in writing. Written acknowledgement or receipt of the actual performance of services subsequent to receipt of any such purchase order, requisition or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.
- 4. CODE COMPLIANCE:** TIMMONS GROUP shall exercise usual and customary professional care in its efforts to comply with all applicable codes, laws, regulations and the policies of regulatory agencies in effect as of the date of the Agreement. Design changes made necessary by newly enacted codes, laws, regulations and the policies of regulatory agencies after the date of this Agreement shall be treated as an additional service subject to an executed Change Order and TIMMONS GROUP shall be entitled to appropriate additional compensation. The Client understands that different officials charged with the enforcement of such codes, laws, regulations and policies of regulatory agencies may have different or inconsistent interpretations of the requirements of such codes, laws, regulations and policies of regulatory agencies, and that TIMMONS GROUP shall not be liable for any damages arising from conflicting interpretations by different officials. In the event of a conflict between the codes, laws, regulations or policies of regulatory agencies which apply to the Project, TIMMONS GROUP shall notify the Client of the nature and impact of such conflict, and the Client agrees to cooperate and work with TIMMONS GROUP in an effort to resolve the conflict.
- 5. ELECTRONIC FILES:** Because of the possibility that information and data delivered in an electric file format may be altered, whether inadvertently or otherwise, TIMMONS GROUP reserves the right to retain the original tapes, disks and other forms of electronic data, and to remove from copies provided to the Client all identification reflecting the involvement of TIMMONS GROUP in their preparation. TIMMONS GROUP also reserves the right to retain hard copy originals of all Project documentation which is delivered to the Client in electronic file format, which originals shall govern in the event of any inconsistency between the two. It is also understood that the automated conversion of information and data from the system and format used by TIMMONS GROUP to an alternate system or format may not be able to be accomplished without the introduction of inaccuracies, errors and anomalies. In the event any Project documentation provided to the Client in electronic file format is so converted by the Client, or someone acting on the Client’s behalf, Client agrees to assume all risks associated therewith and, to the fullest extent permitted by law, to hold TIMMONS GROUP harmless and indemnify it from and against any claims, liabilities, damages, losses and costs, including but not limited to attorney’s fees, arising therefrom or in connection therewith.

- 6. GOVERNING LAW:** This Agreement shall be governed according to the laws of the Commonwealth of Virginia.
- 7. THIRD PARTY RIGHTS:** This Agreement shall not create any rights or benefits to parties other than the Client and TIMMONS GROUP.
- 8. ASSIGNMENT:** This Agreement may not be assigned without the prior written consent of the Client and TIMMONS GROUP, such consent not to be unreasonably withheld.
- 9. PROJECT SITE SAFETY:** TIMMONS GROUP's Project site responsibilities are limited solely to the activities of TIMMONS GROUP and TIMMONS GROUP's employees on the Project site. These responsibilities shall not be inferred by any party to mean that TIMMONS GROUP has responsibility for Project site safety. The Client and TIMMONS GROUP agree that Project site safety is the sole and exclusive responsibility of the Project's owners or contractor(s). The parties likewise agree that the Project contractor(s) is solely responsible for Project means, methods, techniques, sequences of operation and procedures, and that TIMMONS GROUP shall have no obligations relating to these contractor(s) duties.
- 10. LIMITATION OF LIABILITY:** To the fullest extent permitted by law, except as expressly stated in this Agreement, Timmons Group makes no representations or warranties, express or implied. Notwithstanding any other provision of this Agreement, the maximum liability, in the aggregate, to the Client and anyone claiming by or through the Client, of TIMMONS GROUP and its officers, directors, shareholders, partners, employees, agents and subconsultants, and any of them, for any and all claims, losses, or damages, including attorney's fees, in any way related to or arising from the Project or this Agreement, shall not exceed the total compensation received over the past six calendar months by TIMMONS GROUP under this Agreement, or \$50,000, whichever is greater.
- 11. INDEMNIFICATION:** TIMMONS GROUP agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors and employees, against all damages, liabilities or costs, including reasonable attorney's fees and defense costs, to the extent caused solely and directly by the negligent performance of professional services by TIMMONS GROUP or its agents under this Agreement. The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless TIMMONS GROUP, its officers, directors, employees and agents, against all damages, costs and liabilities, including reasonable attorney's fees, caused solely by the Client's negligent acts in connection with the Project or that of its Contractor(s), subcontractors or consultants or anyone for whom the Client is legally liable. Neither TIMMONS GROUP nor the Client shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.

BOARD ACTION FORM

Agenda Item: Action Items #6.04

Subject: Accounts Payable Clerk Appropriation

Board Meeting Date: October 19 2023

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Summary: Sussex County has a current vacant position of an Accounts Payable Clerk in the Finance sub-department of Administration. This position was previously held for multiple years by the same employee. Due to the 2005 classification plan labeling this position as entry-level, funding has been maintained under an entry-level pay grade. Over the years, this position has matured from entry-level to experience/professional. With the current employment market and especially competitiveness of the surrounding localities, Sussex will have to increase its pay grade for this position in order to retain a qualified/committed employee. Therefore, staff is recommending an appropriation up to \$28,000 for salary and benefits (range: \$39,500 - \$64,000) to secure an Accounts Payable Clerk.

Recommendation: Staff is recommending an appropriation up to \$28,000 to secure an Accounts Payable Clerk.

Attachment: Position Ad

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ACTION: That the Board appropriates up to \$28,000 to secure an Accounts Payable Clerk.

MOTION BY: _____ **SECONDED BY:** _____

| <u>Member</u> | <u>Aye</u> | <u>Nay</u> | <u>Member</u> | <u>Aye</u> | <u>Nay</u> |
|---------------|------------|------------------------|---------------|------------|------------|
| Fly | ___ | ___ | W. Jones | ___ | ___ |
| Futrell | ___ | ___ | Seward | ___ | ___ |
| D. Jones | ___ | ___ | Tyler | ___ | ___ |
| | | White (Tie Breaker) | ___ | ___ | |

**RESOLUTION #23-84
FY24 BUDGET AMENDMENT**

BE IT RESOLVED by the Sussex County Board of Supervisors that the following budget amendment for the Administration department be and hereby is made for the period of July 1, 2023 through June 30, 2024. This resolution will appropriate reserve funds to Administration to retain an Accounts Payable Clerk.

**FUND # 100
GENERAL FUND**

REVENUE

| | |
|-------------------------|-----------------|
| Fund 135 Local Reserves | <u>\$28,000</u> |
| Total Revenues | \$28,000 |

EXPENDITURE

| | |
|---------------------------|-----------------|
| Fund 100 Administration | <u>\$28,000</u> |
| Total Expenditures | \$28,000 |

Adopted this 19th day of October, 2023.

Wayne O. Jones, Chairman
Sussex County Board of Supervisors

ATTEST:

Shilton R. Butts, Clerk
Sussex County Board of Supervisors

County of Sussex
Position Announcement

Accounts Payable Clerk

The County of Sussex is accepting applications for the position of Accounts Payable Clerk. Duties include, but are not limited to the following: Receive, process, and verify invoices and purchase orders; Reconcile general ledger accounts; Reconcile credit account statements; Prepare and maintain Excel spreadsheets and financial reports; Process and record payments to suppliers and vendors; Resolve billing discrepancies; Process accounts payable checks and ACH's to include final corrections and adjustments; Post correcting journal entries in General Ledger; Process Juror payments; Process Employee Travel Reimbursements; Maintain Vendor Files & W-9 Schedule; Compile Monthly Expenditure Reports for the Board meeting; Prepare and distribute monthly expenditure reports to departments; Prepare annual tax reporting forms e.g. 1099's; Research and verify financial data; Draft correspondence/reports when needed; Performs clerical and office assistant duties as required by supervisor.

Requirements: General knowledge of finance with experience in accounting and/or bookkeeping; considerable experience with Microsoft Office products, especially Excel and AS400 accounting software; general knowledge of standard office procedures, practices and equipment; High School graduate with a minimum of three years or more experience in finance and experience in local government finance preferred. Salary range: \$39,500-\$58,400 DOE/DOQ.

Submit Confidential VA State Applications Form (DHRM10-012), cover letter, and resume to: Kelly W. Moore, Director of Finance at Post Office Box 1397, 20135 Princeton Road, Sussex, Virginia 23884 or e-mail kmoore@sussexcountyva.gov. Call (434)-246-1006 or email kmoore@sussexcountyva.gov to request that the application be emailed to you. Position is open until filled. If mailing or hand delivering documents, please mark the sealed envelope "CONFIDENTIAL".

BOARD ACTION FORM

Agenda Item: Unfinished Business Item #8.01

Subject: Codification Update

Board Meeting Date: October 19 2023

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Summary: County Attorney Danielle Powell will provide a brief update on the codification process for county ordinances. Civic Plus (formerly Municode) recently completed the process, and staff is requesting that a public hearing be scheduled and adoption be considered for the November board meeting.

Recommendation: None

Attachment: None

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ACTION:

MOTION BY: _____ **SECONDED BY:** _____

Member **Aye** **Nay**

Fly ___ ___

Futrell ___ ___

D. Jones ___ ___

Member **Aye** **Nay**

W. Jones ___ ___

Seward ___ ___

Tyler ___ ___

White ___ ___
(Tie Breaker)

BOARD ACTION FORM

Agenda Item: New Business #9.01

Subject: Finance Committee Recommendations – 10/18/23 Meeting with Rescue Squads

Board Meeting Date: October 19 2023

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Summary: A Special Meeting will be held Wednesday, October 18, 2023 at 7 p.m.

Finance Committee Recommendations will be provided at the Thursday, October 19, 2023 regular Board meeting based on the results of the Special Meeting.

Recommendation: None

Attachments: None

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ACTION: TBD

MOTION BY: _____ **SECONDED BY:** _____

| <u>Member</u> | <u>Aye</u> | <u>Nay</u> | <u>Member</u> | <u>Aye</u> | <u>Nay</u> |
|---------------|------------|------------|------------------------|------------|------------|
| Fly | ___ | ___ | W. Jones | ___ | ___ |
| Futrell | ___ | ___ | Seward | ___ | ___ |
| D. Jones | ___ | ___ | Tyler | ___ | ___ |
| | | | White (Tie Breaker) | ___ | ___ |