

Sussex County Board of Supervisors Meeting
Thursday, July 18, 2019 – 7 pm
General District Courtroom – Sussex Judicial Center
15098 Courthouse Road, Sussex VA 23884

1. Commencement

- 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 Minutes of June 20, 2019 regular Board meetings
- 2.02 Warrants and Vouchers
- 2.03 Drug & Asset Forfeiture - \$28,439.31/Dare Appropriation FYE19 - \$1,269.00
- 2.04 Board of Supervisors August 15, 2019 meeting

3. Recognitions/Awards/Presentation

- 3.01 RECOGNITION: Ms. Kathy P. Beale's Retirement, Sussex County Sheriff's Department
- 3.02 Blackwater Regional Library – Mrs. Jenny Bakos, Director
- 3.03 Recognition: Early Childhood Learning and Head Start Day – August 28, 2019

4. Public Hearing

- 4.01 Zoning Ordinance Amendment #2019-03, Article III, Section 34-217 (Use Regulations), Subsection #33
 - Public Comments
 - Board Comments
- 4.02 Action on Public Hearing Item (if any)

5. Appointments – none

6. Action Items

- 6.01 Appropriation and Transfer from General Fund to Reserve Fund (135)
- 6.02 Amendment to Personnel Policy – Staff Training
- 6.03 Federal Uniform Guidance Policy (Administration)
- 6.04 Federal Uniform Guidance Conflict of Interest Policy
- 6.05 Corrected April 18, 2019 BOS Meeting Minutes

7. Report of Departments

- 7.01 Atlantic Waste Disposal, Inc. – Mr. Jason Williams
- 7.02 Treasurer's Report – *for information only*
- 7.03 Animal Services Report – *for information only*
- 7.04 Public Safety Report – *for information only*
- 7.05 Community Development Report – *for information only*

- 7.06 Environmental Inspections Report – *for information only*
- 7.07 Housing Department Report – *for information only*
- 7.08 Sheriff’s Department Monthly Report – *for information only*

8. Citizens’ Comments (8 pm)

9. Unfinished Business

10. New Business - none

11. Board Members Comments

- 11.01 Blackwater District
- 11.02 Courthouse District
- 11.03 Henry District
- 11.04 Stony Creek District
- 11.05 Wakefield District
- 11.06 Waverly District

12. Closed Session

- 12.01 Convene to Closed Session
 - a. Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, applicable Va. Code Section §2.2- 3711(A)7
- 12.02 Reconvene to Open Session
- 12.03 Certification
- 12.04 Action Resulting from Closed Session (if any)

13. Recess/Adjournment

- 13.01 Recess/Adjournment
- 13.02 Regular Meeting, **date to be determined** @ 7 p.m., General District Courtroom – Sussex Judicial Center, 15098 Courthouse Road, Sussex VA 23884

**At a Regular Meeting of the
Sussex County Board of Supervisors
Held in the General District Courtroom on
Thursday, June 20, 2019 at 7 pm**

BOARD MEMBERS PRESENT

Keith C. Blowe
C. E. Fly, Sr.
Alfred G. Futrell
Susan B. Seward
John A. Stringfield
Rufus E. Tyler, Sr.

STAFF PRESENT:

Vandy V. Jones, III, County Administrator
Millard D. Stith, Independent Consultant
Wallace Brittle, County Attorney
Ellen G. Boone, Commissioner of the Revenue
Deste J. Cox, Treasurer
G. Reid Foster, Public Safety Coordinator
Ernest Giles, Sheriff
Melissa Hartless, Animal Control Officer
Kelly W. Moore, Director of Finance
Shilton R. Butts, Assistant to the County Administrator/
Deputy Clerk to the Board

1. Commencement

1.01 Call to Order/Determine Quorum

The June 20, 2019 meeting of the Sussex County Board of Supervisors was called to order by Chairman Seward.

1.02 The Invocation

The Invocation was offered by Supervisor Fly.

1.03 The Pledge of Allegiance

The Pledge of Allegiance was recited by all.

1.04 Agenda Amendments

County Administrator Jones requested to (1) add under Item 6. Action Items, as Item 6.07 Sussex Service Authority – Appropriation of \$25,000 for Repairs at Sussex Courthouse Complex Water Treatment Plant; (2) add as Item 6.08 Request from Supervisor Tyler, add Improvement

Association Approved Funding in FY20 Budget; (3) add as Item 6.09 Amendment to the County Ordinance – Wild and Exotic Animals.

Supervisor Fly requested to add under Item 9. Unfinished Business, as Item 9.02 Parks and Recreation Director.

1.05 Approval of Agenda

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR BLOWE and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the following amendments to the June 20, 2019 agenda inclusive of: (1) adding under Item 6. Action Items, as Item 6.07 Sussex Service Authority – Appropriation of \$25,000 for Repairs at Sussex Courthouse Complex Water Treatment Plant; (2) adding as Item 6.08 Request from Supervisor Tyler, add Improvement Association Allocation in the Approved FY20 Budget; (3) adding as Item 6.09 Amendment to the County Ordinance – Wild and Exotic Animals; and (4) adding under Item 9. Unfinished Business, as Item 9.02 Parks and Recreation Department.

Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield, Tyler

Voting nay: none

2. Approval of Consent Agenda

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR BLOWE and carried: RESOLVED that the Sussex County Board of Supervisors hereby approved the consent agenda inclusive of the following: (a) Minutes of the May 14, Special (Budget Work Session) meeting, May 16, 2019 Recessed meeting, May 16, 2019 Regular meeting and June 6, 2019 Personnel Committee meeting; and (b) Approval of Warrants and Vouchers.

Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield

Voting nay: none

Abstained: Supervisor Tyler

3. Recognition/Awards

Chairman Seward recognized that Delegate Roslyn Tyler, 75th District Virginia House of Delegates representative, was present at the meeting.

3.01 Recognition of Mr. Wallace W. Brittle, Esquire

County Administrator Jones stated that Mr. Wallace W. Brittle began serving as the County Attorney for Sussex County in January 2019. Shortly after, he was appointed to sit as the Judge for Virginia 6th Judicial District, Juvenile and Domestic Relations District Courts, beginning July 1, 2019. This meeting will be his last meeting serving as our county attorney.

The Board, County Administration and citizens would like express our gratitude for his service and congratulate Attorney Brittle on his new appointment.

4. Public Hearing

There was no Public Hearing.

5. Appointments

5.01 Appointment to Social Services Board

County Administrator Jones stated that Ms. Evelyn Giles', P.O. Box 475, Waverly, Virginia 23890, term on the Social Services Board is due to expire June 30, 2019. Staff contacted Ms. Giles. She is willing to continue to serve, if reappointed. If reappointed, Ms. Giles' term will expire June 30, 2023.

A copy of Ms. Giles' confirmation letter was included in the Board packet along with the Social Services Board Roster.

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby reappoints Ms. Evelyn Giles, P.O. Box 475, Waverly, Virginia 23890, to the Social Services Board, with a term expiring June 30, 2023.

Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield, Tyler

Voting nay: none

5.02 Appointment to the Building Code Appeals

County Administrator Jones stated that the term of Mr. Keith Cox, 35360 Shingleton Road, Waverly, Virginia 23890, on the Building Code Appeals Board is due to expire June 30, 2019. Staff has contacted Mr. Cox. He is willing to continue to serve, if reappointed. If reappointed, Mr. Cox's term will expire June 30, 2022.

A copy of Mr. Cox's confirmation letter was included in the Board packet along with the Building Code Appeals Board roster.

Vice Chairman Blowe stated for the record, have staff to check with individuals that are appointed and/or reappointed to receive required training needed to serve in there capacity.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby reappoints Mr. Keith Cox's, 35360 Shingleton Road, Waverly, Virginia 23890, to the Building Code Appeals Board with a term expiring June 30, 2022.

Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield, Tyler

Voting nay: none

5.03 Appointment to District 19 Community Services Board of Directors

County Administrator Jones stated that the term of Dr. Phyllis Moore Tolliver will expire June 30, 2019. Staff has spoken with District 19 Community Services Board and was advised that Dr. Tolliver is not eligible for reappointment due to Dr. Tolliver serving the maximum allowance of two (2) consecutive terms.

As noted on the website, District 19 Community Services Board (D19 CSB) is a multi-jurisdictional, community-based organization with the mission to improve the quality and productivity of the lives of individuals who experience, or are at risk of experiencing, mental disabilities and/or substance abuse. D19 CSB is licensed by the Virginia Department of Behavioral Health and Developmental Services to provide mental health, intellectual disability, substance abuse and prevention services to the citizens of the cities of Colonial Heights, Emporia, Hopewell, and Petersburg, and the counties of Dinwiddie, Greenville, Prince George, Surry, and Sussex.

Integrated services are available for adults, children and families through a screening/assessment process. Services are provided directly by the staff of District 19 and through contracts with private providers in the community. Behavioral health services are provided to all residents of their catchment area regardless of race, color, sex, age, religion, disabilities or national origin.

Staff has spoken with Ms. Bertha Judge, Director of Social Services. Ms. Judge has expressed interest in serving on the District 19 Community Services Board as Sussex County's representative, if appointed. If appointed Ms. Judge's term will begin July 1, 2019 and expire June 30, 2022.

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR BLOWE and carried: RESOLVED that the Sussex County Board of Supervisors hereby appoints Ms. Bertha Judge, Sussex County Director of Social Services, to the District 19 Community Services Board of Directors, with a term expiring June 30, 2022.

Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield, Tyler

Voting nay: none

6. Action Items

6.01 Evaluation

The Board of Supervisors Personnel Committee has held several discussions and meetings in regards to employee evaluations on an annual basis. After review of several evaluation forms, at its June 6, 2019 meeting, the Personnel Committee voted to recommend the adoption of the evaluation form currently used by Greenville County.

Copies of the Greenville County and updated form for Sussex County evaluations was included in the Board packet.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby adopts the updated evaluation form to be implemented by County staff, effective July 1, 2019.

Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield, Tyler

Voting nay: none

6.02 Approval of Appropriation for Purchase of BB&T Bank

County Administrator Jones stated that at its April 24, 2019 Budget Work Session, the Board of Supervisors authorized the county administrator to enter into negotiation for the acquisition of the bank.

Conversations have been held. Contracts are in the process of being executed. Monies needed for the acquisition of the BB&T Bank is requested to be appropriated in the amount of \$140,000.

ON MOTION OF SUPERVISOR BLOWE, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the appropriation of \$140,000 for the acquisition of the BB&T Bank (Stony Creek VA Branch).

Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield, Tyler

Voting nay: none

6.03 Approval of Animal Control Fee Adjustments

County Administrator Jones stated that the Animal Control Department is proposing to adjust fees for the adoption of canines and felines. The fee adjustments are in an effort to help offset the costs of medical expenses.

A breakdown of up-to-date prices for vaccines versus adoption rates are included.

General information is provided regarding costs to the owner if an animal is returned to the owner, per Code of Virginia 3.2-6545, as well as impoundment fee, veterinarian fee (if care is needed), daily board and fee charge and a breakdown of up-to-date prices for vaccines versus adoption rates are as follows:

Animal Control is proposing to raise the adoption fees for canines from eighty (\$80.00) dollars to one hundred (\$100.00) dollars and felines from fifty dollars (\$50.00) to sixty-five dollars (\$65.00) due to operating in the red with medical line #21600-1227-261-210.

Presently, we give canines vaccinations (i.e.; 5 in 1 Distemper, Bordetella, Stongid, or Panacur) after the holding period of five (5) days without a collar or ten (10) days with a collar. Being under advisement from Dr. Dale Cupp, we should be giving vaccinations upon impoundment in prevention of disease.

NOTE: In case of animal Returned to Owner; Code of Virginia 32-6546 paragraph C. - *During the time that an animal is confined pursuant to this subsection, the operator or custodian of the public animal shelter may vaccinate the animal to prevent the risk of communicable diseases, provided that (i) all vaccines are administered in accordance with a protocol approved by a licensed veterinarian and (ii) rabies vaccines are administered by a licensed veterinarian or licensed veterinary technician under the immediate direction and supervision of a licensed veterinarian in accordance with § 3.2-6521.*

If any animal confined pursuant to this section is claimed by its rightful owner, such owner may be charged with the actual expenses incurred in keeping the animal impounded. In addition to this and any other fees that might be levied, the locality may, after a public hearing, adopt an ordinance

to charge the owner of an animal a fee for impoundment and increased fees for subsequent impoundments of the same animal.)

Presently the adoption fee for canines include spay/neuter which is at no cost (using PETAS's Mobile Clinic) for the county and the rabies vaccination cost \$10.00, fuel, and officer's time for transportation.

The county's costs for injections are:

Canines

5 in 1 Distemper – \$150.00 for a package of 25 doses (order from Valley Vet)

Bordetella CAe - \$335.00 for a package of 50 doses (order from Revival Animal Health)

Stongid - \$35.00 for 946 ml bottle (order from Valley Vet)

Panacur - \$140.00 for 1000 ml bottle (order from Revival Animal Health)

Breakdown of canine shelter vaccination:

1. \$6.00 per 5 in 1 shot,
2. \$6.70 per Bordetella shot,
3. average 10 cc's Stongid is 40 cents and/or
4. average 10cc's Panacur for 3 days consecutive days is \$4.20.

Total cost of vaccinations per canine equals \$17.30; multiply by 232 canines, equals \$4,013.60 in vaccinations. The number 232 is used from year 2018.

During the 2018 year, thirty-eight (38) canines were adopted, intake of \$3,040.00 at \$80.00 each. Subtract the \$3040.00 from \$4013.600 (vaccine cost), totals \$973.60 in the red for medical line.

A total of \$3800.00 would be collected if the adoption fee was one hundred (\$100.00) dollars per canine. Minus the \$3800.00 from vaccine cost \$4013.60; would put the medical line \$213.60 in the red.

Felines

Nobivac Feline 1 HCPCCh (Eclipse 4) (order from Valley Vet) – 89.99 per case of 25 doses

Breakdown of cost: \$3.60 per shot.

Presently the adoption fee for felines is \$10.00 plus a vetting fee of \$40.00, total of \$50.00. This includes spay/neuter (no charge to county), rabies vaccination cost \$10.00, fuel, and officer's time for transportation. The spay/neuter cost for feral felines cost \$60.00.

During the 2018 year, 16 cats were adopted, an intake of \$800.00 versus \$1,040.00 if the adoption fee was sixty-five (\$65.00) dollars per feline. This would provide a \$240.00 gain on intake minus the 89.99 (vaccine cost); creating a line item gain of \$150.01.

Conclusion: If you subtract the \$150.01 gain from feline vaccines from the loss of \$213.60 for canine shots, county shows loss of \$63.59 total for vaccinations.

During the 2018 year – 38 canines and 16 felines were adopted. Up to date for 2019 year – 24 canines and 9 felines have been adopted. Info added for comparison of adoptions.

Extra testing requested by adopter on canines or felines are at the adopter’s expense.

The surrounding counties have fixed their adoption fees as follows:

Surry County – cat (if fixed upon intake) - \$25.00 adoption fee includes shots

Cat - \$85.00 adoption fee (includes spay/neuter and all shots)

Dog (if fixed upon intake) - \$25.00 adoption fee includes shots

Dog - \$125.00 adoption fee (includes spay/neuter and all shots)

Prince George County – cat - \$75.00 (includes spay/neuter and shots)

Dog - \$100.00 (includes spay/neuter and shots)

Hopewell – Dogs and cats - \$10.00 adoption fee (no medical or shots)

Dinwiddie County – Dogs – \$75.00 (includes spay/neuter and shots)

Cats – \$45.00 (includes spay/neuter and shots)

Colonial Heights – cats – Male – 50.00 (includes spay/neuter and shots)

Cats – Female – 70.00 (includes spay/neuter and shots)

Dogs – Male – 90.00 (includes spay/neuter and shots)

Dogs – Female – 100.00 (includes spay/neuter and shots)

Greenville County – \$25.00 for cats and dogs – no medical or shots

Southampton County – cats and dogs – FREE – no medical or shots

Isle of Wight County – Dogs & Puppies are \$90 and includes: Spay/Neuter, Vaccinations & Deworming (Rabies included), Heartworm Tests

– Cats & Kittens are \$75 and includes: Spay/Neuter, Vaccinations & Deworming (Rabies included)

**cat tested for FIV/FeLV your adoption fee will be \$9*

A copy of proposal of Raising Adoption Fees was included in the Board packet.

ON MOTION OF SUPERVISOR BLOWE seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves and adopts Animal Control Fee Adjustments as presented:

Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield, Tyler

Voting nay: none

6.04 Approval of Appropriation for New Telephone System

County Administrator Jones stated that the County has experienced significant issues with its current phone system. The system drops calls during conversation. This problem is experienced across the entire County complex. Over the last two (2) years, numerous repairs have been made to the existing system. Administration has been advised that there is no “repair” remaining for the existing system. The system will have to be replaced. The new system will be Voice over Internet Protocol (VOIP) versus the existing copper line system. The County has received quotes for the new system. The best quote received is for \$8,635 from Verizon. It is anticipated that the system could be installed by the second week in July. However, this anticipated timeframe may be moved based on issues that has been discussed since meeting with Verizon. (It was noted that the new system/service would be with Verizon Wireless.)

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR BLOWE and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves and appropriates \$8,635 for the purchase of the new County Telephone System.

Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield, Tyler

Voting nay: none

6.05 Approval of Encumbrances

County Administrator Jones stated that at the end of the each fiscal year there are projects that have been appropriated but have not been completed. Further expenses are likely to incur through June 2019, therefore, these multiple-year projects are “carried over” or encumbered at the end of each fiscal year until completion. The remaining balances of these projects will be carried forward for FY20.

An informational “Summary of Ongoing Projects” to be encumbered at the close of FY19 was provided. Each project lists, the Total Project Funding, Total Project Expenditures (as of May 31, 2019) and Available Balance (as of May 31, 2019).

ON MOTION OF SUPERVISOR BLOWE, seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves and appropriates the FYE19 Encumbrances.

Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield, Tyler

Voting nay: none

6.06 Personnel Policy Suggested Amendments

County Administrator Jones stated that the Board was provided recommendations for amendments to the County’s Personnel Policy from the Personnel Committee at the May 16, 2019 regular Board meeting.

The Board was requested to review the amendments and edits from the Personnel Committee, as well as the former County Attorney Mark Flynn changes, for adoption at the June 20, 2019 Board meeting.

Vice Chairman Blowe inquired and discussed Code of Ethics training for employees.

The Draft Personnel Policy with Mr. Flynn's changes was distributed to the Board previously under separate cover.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves amendments to the Sussex County Personnel Policy as recommended by the Sussex County Board of Supervisors Personnel Committee and former County Attorney Flynn; and

FURTHER RESOLVED that the updated Personnel Policy effective date is July 1, 2019.

Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield, Tyler

Voting nay: none

6.07 Sussex Service Authority Request for Appropriation for Repairs

County Administrator Jones stated that a request was received from Sussex Service Authority informing the Board and County Administration that repairs are being done at the Sussex Courthouse Complex Waste Water Treatment Plant. The cost of repairs will be in excess of \$50,000, with the steel repairs being \$26,000 alone. Fees in place are not sufficient to cover repairs for the current system.

Sussex Service Authority is requesting \$25,000 from the County as the County's share in the cost of the repairs. As noted in the letter from Sussex Service Authority, the repairs will include removal and replacement of various portions of the in-ground steel tank and repair of the existing lab building.

Mr. Frank Irving, Executive Director of the Sussex Service Authority, was present to answer any questions.

A copy of the letter to the County Administrator from the Sussex Service Authority was provided to the Board.

Vice Chairman Blowe made the motion, seconded by Supervisor Futrell, to appropriate the \$25,000 for the repair of the Sussex Courthouse Complex Waste Water Treatment Plant. It was noted that the repairs would not be finished prior to July 1. It was recommended to amend the motion to include encumbering the funds. The amendment was accepted and restated.

ON MOTION OF SUPERVISOR BLOWE, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby appropriates \$25,000 for the repair of the Sussex Courthouse Complex Waste Water Treatment Plant; and

FURTHER RESOLVED that the funds are to be encumbered.

Voting aye: Supervisors Blowe, Futrell, Seward, Stringfield, Tyler

Voting nay: Supervisor Fly

6.08 Improvement Association Allocation Approval for FY20 Budget

County Administrator Jones stated that item was requested by Supervisor Tyler.

Supervisor Tyler stated that it was the discussion of the Improvement Association Allocation. Supervisor Tyler gave his disclosure stating that he was an employee of the Improvement Association and receives a salary in excess of \$10,000 annually. He stated that the addresses of the Improvement Association are 1750 East Atlantic Street, Emporia, VA and 120 Coppahaunk Avenue, Waverly, Virginia. He stated that he is a member of three (3) or more employees of the Association. He stated that he has a personal interest in the Board of Supervisors' action taken regarding the funding of the Improvement Association. Supervisor Tyler stated that he feels he's able to act fairly and impartial in the best interest of the public in the funding of the Improvement Association which affects many children and families in Sussex County.

Supervisor Tyler stated that at the last meeting when the Board was voting on the allocation in the budget, the Board appropriated \$43,813 to close the gap and/or retain highly qualified Head Start teachers in Sussex County to ensure that all children, in kindergarten and thereafter, were ready to learn, move forward and do well. Supervisor Tyler stated that he was one of the individuals voting in the affirmative in support of the funding. He stated after the vote, he was reviewing the minutes, he called the county attorney for guidance regarding that—the vote. After a detailed discussion, Supervisor Tyler stated they both felt it might be in the best interest of the County that he would rescind his vote on the allocation for the Improvement Association. Supervisor Tyler stated that he was rescinding his vote for reconsideration. Supervisor Tyler stated that he wanted to report that and asked for confirmation from the county attorney that it was done correctly.

County Attorney Brittle reviewed the vote which was three (3) to three (3) with a tie breaker. County Attorney Brittle stated that with Supervisor Tyler being on the prevailing side, he and Supervisor Tyler had talked; he could make a motion to reconsider. County Attorney Brittle stated that Supervisor Tyler had been given counsel that he could vote on the budget. However, when the line item was pulled out, County Attorney Brittle stated that Supervisor Tyler felt that he should not have voted and that he should rescind his vote and abstain from voting.

County Attorney Brittle stated that Supervisor Tyler made a motion to reconsider. County Attorney Brittle stated that he would think that a vote/motion had to be taken on whether or not the motion can be reconsidered. If it's voted that it can be reconsidered, then a new vote will be taken at the current meeting.

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby reconsiders the vote for the budget line item for the Improvement Association in the amount of \$43,813.

Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield, Tyler

Voting nay: none

ON MOTION OF SUPERVISOR BLOWE, seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the Sussex County Board of Supervisors hereby appropriates \$43,813 to the Improvement Association for its teachers.

Voting aye: Supervisors Blowe, Stringfield

Voting nay: Supervisors Fly, Futrell, Seward

Abstained: Supervisor Tyler

Supervisor Futrell made a motion, seconded by Supervisor Fly to give the money to the public schools. Supervisor Fly made a substitute motion. Supervisor Futrell withdrew his motion.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby moves the \$43,813 to the Contingency Fund to allow time for discussions with the school.

Voting aye: Supervisors Blowe, Fly, Futrell, Seward

Voting nay: Supervisor Stringfield

Abstained: Supervisor Tyler

6.09 Ordinance Amendment: Wild and Exotic Animals

County Attorney Brittle stated that some time ago the County was approached with the problem of wolves and wolf primates staying the County. County Attorney stated that in the County Code wolves are not allowed; however, wolf hybrids are still allowed. He stated that in his understanding by the Animal Control Office that wolves do not respond to the rabies vaccination. The rabies vaccine is not affective. Wolf hybrids also, possibly, does not respond to the vaccination. Efficacy is unproved and unknown at this time, which is enough to be concerned. Therefore, County Attorney Brittle stated that he was providing language.

County Attorney Brittle stated that in (Chapter 4 Animals, Article I. In General) Section 4.1 Definitions, wild and exotic animals mean any live monkey (non-human primate), raccoon, skunk, wolf, squirrel, fox, leopard, panther, tiger, lion, lynx or any non-native warm-blooded mammal. County Attorney Brittle is proposing that the County add after wolf, the language “any hybrid canine”.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR BLOWE and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves updating the Ordinance to add the language of “any hybrid canine” to Chapter 4 Animals, Article I. In General Section 4.1 Definitions, for the term “wild or exotic animal”.

Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield, Tyler

Voting nay: none

7. Reports of Departments

7.01 Treasurer’s Report – *included in Board packet – included in Board packet.*

7.02 Animal Services Report – *included in Board packet*

Chairman Seward stated that last year the Animal Shelter adopted 38 dogs & 16 cats for the whole year. Currently, 31 dogs and 11 cats have been adopted. Also, Animal Control had a perfect score from the State Veterinarian.

7.03 Public Safety Report – *included in Board packet*

7.04 Community Development Report – included in Board packet.

7.05 Environmental Inspections Monthly Report – included in Board packet

7.06 Sheriff's Department Report – included in Board packet

7.07 Housing Department Monthly Report – included in Board packet

7.08 Finance Department Report – included in Board packet

7.09 County Administrator's Report – included in Board packet

8. Citizens' Comments (8:00 p.m.)

There were comments heard from:

- Franklin Cox (Waverly District/Town Council) – Meals Taxes – against Meals Taxes; Encourage business; Town of Waverly meals taxes.
- Angela McPhaul (Mayor/Town of Waverly) – Public Safety SONA System – communications; Movie Night (Bumble Bee) on June 28, 2019 from 7:30 p.m. – 10:30 p.m. at Ruritan Field; donations to 4-H Camp.
- Darrell Boykins (Courthouse District) – Free Basketball Camp – June 25-27 at the Empowerment Temple; Certificates on June 29 for participation.
- Kevin Bracy (Courthouse District) – Verizon telephone system – sold to AT&T; rehabbing County buildings; employing people that live in County; builders' complaints; Improvement Association vote; voting on Housing items.
- Anne Joyner (Wakefield District) – Support Animal Shelter; animal adoption

9. Unfinished Business

9.01 Meals Tax Referendum

Staff stated that this item was requested to be placed on the agenda by Supervisor Fly.

Supervisor Fly discussed the process of the referendum and what happens when the referendum is approved, and approving of the meals tax. The main point brought about was, after the Referendum was voted on, if approved, it is mandatory to come back to the Board. The Board has to enact a tax.

It was stated that the County was operating on the Virginia State Code.

Mr. Wayne Jones, Wakefield Town Council member, stated that the Town of Wakefield meals and cigarettes taxes mostly effect people passing through Wakefield. Mr. Jones stated that the meals taxes has not hurt the Town of Wakefield. Upon inquiry, Mr. Jones gave an approximate of monies generated from meal taxes.

9.02 Park & Recreations Department

Supervisor Fly stated that he had discussed creating a Parks and Recreation Department unsuccessfully with previous Administrations to include the beginning term of the new Board prior to the current county administrator. He stated that the first step in developing a Parks and Recreation Department would be to hire a director of Parks and Recreation to have some coordination. He discussed reviewing the feasibility of moving forward with an organized Parks and Recreation Department in Sussex County.

There was discussion of some specific individuals for the position within the School Division. However, it was noted that the process for advertising should not be restricted to the School Division. It should be available to anyone in the public who wanted to apply for the position.

It was asked that the motion be reconsidered in regards to requesting information to be presented at the July 18, 2019 Board meeting. It was discussed that information should be presented at either the September or October 2019 regular Board meeting due to staff closing out on the budget and other end of year procedures. There was further discussion that was in agreement with allowing staff ample time to do due diligence in researching information to be presented to the Board.

There was also discussion that Administration has been tasked with and is currently in the process of completing two (2) departmental analysis that is due to the Board January 2020 with anticipation of the results being used for that upcoming budget. It was stated that he would requested that something similar for the information for the Parks and Recreation Director.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby authorize County Administration to research costs of a full time or part time Parks & Recreation Director for Sussex County compatible with surrounding localities; and

FURTHER RESOLVED that the information be presented to Board of Supervisors at the July 18, 2019 regular Board meeting.

Voting aye: Supervisors Fly, Futrell, Seward

Voting nay: Supervisors Blowe, Stringfield, Tyler

There was a tie vote; however, Mr. Steve White, the Board of Supervisors Tie Breaker, was not present at the meeting.

Supervisor Tyler put forth a new/substitute motion to bring information back in January 2020; however, after clarification in the absence of the Tie Breaker, of whether the motion failed and a substitute motion or new motion could be made, it was determined by the county attorney that information is to be forwarded to Mr. White. Mr. White will be asked for his vote at the July 18, 2019 regular Board meeting. Supervisor Tyler withdrew his motion.

There was discussion of the County historically not hold an August meeting and information would be presented in September if so voted. There was also clarification that the Deputy County Administrator (Independent Consultant) calling to verify whether the surrounding localities had a Parks and Recreation Department, if so, what was the salary for this position—be it full time or part time.

10. New Business

10.01 Housing Choice Voucher (HCV) Program

Staff stated that this item was requested to be placed on the agenda by Supervisor Fly.

Supervisor Fly stated that this item was placed back on the agenda because there was a misunderstanding among some of the Board members. He stated that the Section 8 Housing Program is a federal program, federally funded. Supervisor Fly stated that he and other Board members were not trying to do away with the Housing program. It cannot be done. The County doesn't have the authority.

Supervisor Fly stated that two (2) things were trying to be accomplished. The State would take over functions of the Housing programs and employ the Housing workers. Employees would be disbursed through the State—Petersburg and Franklin. Citizens would not miss any services. Restructuring the housing program was to save taxpayers' money. He stated that they were trying to accomplish the County citizens to stop paying for other participating localities—Brunswick, Emporia, Greenville, and Surry.

11. Board Member Comments

11.01 Blackwater District – none

11.02 Courthouse District – none

11.03 Henry District – Governor passed proclamation; Designated August 28th Early Childhood Day in Sussex County, Surry, Brunswick, Greenville, and Franklin.

11.04 Stony Creek District – Former Stony Creek Town Council Member Percy Owen buried earlier during the week; Brief of moment of silence for Mr. Owens; Sunday, June.23, 10-6 at Stony Creek Park – Unity in Community Event.

11.05 Wakefield District – none

11.06 Waverly District – Swimming Pool; statement about kids in Waverly taken out context; helps everyone in County when needed.

12. Closed Session

ON MOTION OF SUPERVISOR BLOWE, seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the Sussex County Board of Supervisors hereby enters Closed Session for (1) personnel matters, discussion, consideration, or interview of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body, applicable Va. Code Section 2.2-3711(A)1, Personnel; and (2) Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation

or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, applicable Va. Code Section §2.2- 3711(A)7

Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield, Tyler

Voting nay: none

12.02/3 Reconvene to Open Session/Certification

ON MOTION OF SUPERVISOR BLOWE, seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the Sussex County Board of Supervisors 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 2.2-3711 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 Blowe, Fly, Futrell, Seward, Stringfield, Tyler

Voting nay: none

12.04 Action Resulting from Closed Session

ON MOTION OF SUPERVISOR BLOWE, seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the Sussex County Board of Supervisors hereby authorizes the county administration to move forward with making a counter offer with Hefty and Wiley; and Mark Flynn are to be retained as the County Attorneys

FURTHER RESOLVED that not exceed \$90,000.

Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield, Tyler

Voting nay: none

ON MOTION OF SUPERVISOR BLOWE, and seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves a three percent (3%) pay increase to the county administrator and deputy county administrator (independent consultant), effective July 1, 2019.

Voting aye: Supervisors Blowe, Fly, Seward, Stringfield, Tyler

Voting nay: Supervisor Futrell

13. Adjournment

13.01 Adjournment

ON MOTION OF SUPERVISOR BLOWE, seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the June 20, 2019 meeting of the Sussex County Board of Supervisors hereby adjourned at 10:57 p.m.

Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield, Tyler

Voting nay: none

13.02 Next Meeting

The next regular Board of Supervisors meeting will be held on Thursday, July 19, 2019 at 7 p.m. in the Sussex Judicial Center - General District Courtroom, 15098 Courthouse Road, Sussex, VA 23884.

DRAFT

July 18, 2019

WARRANTS & VOUCHERS SUMMARY

TOTAL ALL WARRANTS FOR APPROVAL \$600,575.15

TOTAL ALL VOID CHECKS FOR APPROVAL \$27,117.99

ACCOUNTS PAYABLE WARRANTS:	CHECK NO.	AMOUNTS	PROCESS DATE
FOR MONTH OF JUNE 2019	213422-213474	\$ 56,955.73	RUN DATE 6/07/19
	213485	\$ 10,000.00	RUN DATE 6/10/19
	213486-213539	\$ 61,988.27	RUN DATE 6/12/19
	213540-213588	\$ 194,396.02	RUN DATE 6/20/19
	213599-213657	\$ 160,164.61	RUN DATE 6/26/19

Total Regular Warrants \$483,504.63

PAY. DEDUCTION WARRANTS:	213475-213484	\$ 58,535.26	RUN DATE 6/14/19
	213589-213598	\$ 58,535.26	RUN DATE 6/28/19

Total Deduction Warrants: \$117,070.52

TOTAL VOUCHERS & WARRANTS FOR APPROVAL \$600,575.15

VOID CHECKS See attached \$ 27,117.99

ACCOUNTS PAYABLE CHECKS



P.O. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCR	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH ACH	BATCH INV. DESCRIPTION
00000 001449	CONVERGENT TECHNOLOGIES	22163	5/31/2019		4100-051100-1224-516-510	306.25	213435			Information System Services 01582 SUSSEX SHERIFF
00000 001449		22176	6/01/2019		4100-051100-1224-516-510	359.00	213435			Information System Services 01582 SUSSEX SHERIFF
	DISC. TOTAL		665.25	ACH PMT TOTAL		.00	EPY PMT TOTAL			665.25
00000 001722	COPELAND LTD-PREPWORK	195	5/22/2019		4100-021400-1225-242-210	450.00	213436			Management Consulting Service01582 SUSSEX COUNTY
00000 001722		196	5/30/2019		4100-021400-1225-242-210	450.00	213436			Management Consulting Service01582 SUSSEX COUNTY
	DISC. TOTAL		900.00	ACH PMT TOTAL		.00	EPY PMT TOTAL			900.00
00000 001074	COX, DESTI	DC 060319 01	6/03/2019		4100-041100-1264-411-410	217.61	213437			Gasoline/Mileage-Non Training01582 REIMBURSEMENT
00000 001074		DC 060319 02	6/03/2019		4100-041100-1241-411-410	106.83	213437			Office Supplies 01582 REIMBURSEMENT
00000 001074		DC 060319 02	6/03/2019		4100-041100-1241-411-410	39.05	213437			Office Supplies 01582 REIMBURSEMENT
	DISC. TOTAL		363.49	ACH PMT TOTAL		.00	EPY PMT TOTAL			363.49
00000 000024	CRATER YOUTH CARE	19086	5/21/2019		4100-081800-2110-863-810	4,028.42	213438			Crater Youth Care Commission 01582 MAY 2019 USAGE FEE
	DISC. TOTAL		4,028.42	ACH PMT TOTAL		.00	EPY PMT TOTAL			4,028.42
00000 000902	DOC FARMER'S MARKET	MKT65861	4/15/2019		4100-051500-1246-551-510	246.35	213439			Food Supplies 01582 SUSSEX COUNTY JAIL
00000 000902		MKT68088	6/03/2019		4100-051500-1246-551-510	215.00	213439			Food Supplies 01582 SUSSEX COUNTY JAIL
	DISC. TOTAL		461.35	ACH PMT TOTAL		.00	EPY PMT TOTAL			461.35
00000 000084	DOMINION VIRGINIA POWER	0482572328 0519	5/29/2019		4100-021600-1276-263-210	2,956.44	213440			Electric 01582 # 0482572328
00000 000084		056123952 0519	5/30/2019		4100-021200-1276-221-210	7.29	213440			Electric 01582 # 056123952
00000 000084		2921584914 0519	5/30/2019		4100-051500-1276-551-510	6.77	213440			Electric 01582 # 2921584914
00000 000084		4204030300 0519	5/30/2019		4100-021600-1276-262-210-601	16.35	213440			Electric 01582 # 4204030300
00000 000084		5080737736 0519	5/29/2019		4100-021200-1276-221-210	27.67	213440			Electric 01582 # 5080737736
00000 000084		5690307508 0519	5/30/2019		4100-021500-1279-251-210	131.43	213440			Propane Gas & Electric 01582 # 5690307508
00000 000084		7378703693 0519	5/30/2019		4100-021600-1276-266-210	72.21	213440			Electric 01582 # 7378703693
00000 000084		8855852839 0519	5/30/2019		4100-021200-1276-221-210	497.49	213440			Electric 01582 # 8855852839
00000 000084		9073933633 0519	5/30/2019		4100-051500-1276-551-510	31.84	213440			Electric 01582 # 9073933633
00000 000084		9447701492 0519	5/24/2019		4100-021200-1276-221-210	6.87	213440			Electric 01582 # 9447701492
	DISC. TOTAL		3,754.36	ACH PMT TOTAL		.00	EPY PMT TOTAL			3,754.36
00000 000084	DOMINION VIRGINIA POWER	9660330003 0519	5/30/2019		4100-021200-1276-221-210	164.66	213441			Electric 01582 # 9660330003
	DISC. TOTAL		164.66	ACH PMT TOTAL		.00	EPY PMT TOTAL			164.66
00000 000910	GILLIAM, MONTAQUE	MG 053119	5/31/2019		4105-071100-1265-711-710	5.00	213442			Vehicle maintenance & Repairs01582 REIMBURSEMENT
	DISC. TOTAL		5.00	ACH PMT TOTAL		.00	EPY PMT TOTAL			5.00
00000 000276	GREENSVILLE COUNTY WATER	1175 052319	5/23/2019		4100-021200-1277-221-210	51.11	213443			Water Services 01582 ACCT# 1175
	DISC. TOTAL		51.11	ACH PMT TOTAL		.00	EPY PMT TOTAL			51.11
00000 000049	JARRATT HARDWARE	1905-009234	5/02/2019		4100-021600-1274-261-210	29.97	213444			Grounds Maintenance & Repairs01582 ACCT# 136
00000 000049		1905-009273	5/02/2019		4100-051500-1241-551-510	7.96	213444			Office Supplies 01582 ACCT# 159
00000 000049		1905-010176	5/10/2019		4100-021200-1272-221-210	33.99	213444			Building Maintenance & Repair01582 ACCT# 136
00000 000049		1905-010179	5/10/2019		4100-021200-1272-221-210	3.98	213444			Building Maintenance & Repair01582 ACCT# 136
00000 000049		1905-010528	5/14/2019		4100-051500-1272-551-510	16.55	213444			Building Maintenance & Repair01582 ACCT# 159
00000 000049		1905-010566	5/14/2019		4100-051500-1272-551-510	2.29	213444			Building Maintenance & Repair01582 ACCT# 159
00000 000049		1905-011180	5/18/2019		4100-051500-1247-551-510	9.48	213444			Janitorial Supplies 01582 ACCT# 159
00000 000049		1905-011499	5/22/2019		4100-021200-1272-221-210	26.99	213444			Building Maintenance & Repair01582 ACCT# 136
	DISC. TOTAL		131.21	ACH PMT TOTAL		.00	EPY PMT TOTAL			131.21

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCEL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV DESCRIPTION
00000	000769		4342468326	0519		4100-023100-1234-291-230	73.06	213464		Telecommunications	01582 # 000130840277
00000	000769		4342468326	0519		4100-063100-1234-631-630	73.06	213464		Telecommunications	01582 # 000130840277
00000	000769		4342468326	0519		4100-023100-1234-291-230	73.06	213464		Telecommunications	01582 # 000130840277
00000	000769		4342468326	0519		4100-031100-1234-311-310	22.51	213464		Telecommunications	01582 # 000130840277
00000	000769		4342468326	0519		4105-071100-1234-711-710	29.15	213464		Telecommunications	01582 # 000130840277
00000	000769		4342468327	0519		4100-021500-1234-253-210	64.97	213464		Telecommunications	01582 # 000130811997
00000	000769		4342468327	0519		4100-051100-1234-516-510	80.89	213464		Telecommunications	01582 # 000130811997
00000	000769		4342468327	0519		4100-051100-1234-516-510	67.89	213464		Telecommunications	01582 # 000130811997
00000	000769		4342468327	0519		4100-051100-1234-516-510	67.89	213464		Telecommunications	01582 # 000130811997
00000	000769		4342468327	0519		4100-021100-1234-211-210	64.99	213464		Telecommunications	01582 # 000130811997
00000	000769		4342468327	0519		4100-051100-1234-516-510	64.99	213464		Telecommunications	01582 # 000130811997
00000	000769		4342468327	0519		4100-041100-1234-411-410	64.99	213464		Telecommunications	01582 # 000130811997
00000	000769		4342468327	0519		4100-061100-1234-611-610	78.96	213464		Telecommunications	01582 # 000130811997
00000	000769		4342468327	0519		4100-061100-1234-611-610	13.24	213464		Telecommunications	01582 # 000130811997
00000	000769		4342468327	0519		4100-061100-1234-612-610	13.64	213464		Telecommunications	01582 # 000130811997
00000	000769		4342468327	0519		4100-061100-1234-612-610	74.21	213464		Telecommunications	01582 # 000130811997
00000	000769		4342468327	0519		4100-061100-1234-611-610	78.96	213464		Telecommunications	01582 # 000130811997
00000	000769		4342468327	0519		4100-061100-1234-611-610	13.24	213464		Telecommunications	01582 # 000130811997
00000	000769		4342468327	0519		4100-021100-1234-211-210	64.99	213464		Telecommunications	01582 # 000130811997
00000	000769		4342468327	0519		4100-021100-1234-211-210	64.99	213464		Telecommunications	01582 # 000130811997
00000	000769		4342468327	0519		4100-021100-1234-211-210	64.99	213464		Telecommunications	01582 # 000130811997
00000	000769		4342468327	0519		4100-061100-1234-612-610	74.21	213464		Telecommunications	01582 # 000130811997
00000	000769		4342468327	0519		4100-061100-1234-612-610	13.64	213464		Telecommunications	01582 # 000130811997
00000	000769		8045205137	0819		4100-061100-1234-613-610	73.83	213464		Telecommunications	01582 # 00050404195
00000	000769		8048341302	0519		4100-021300-1234-231-210	496.51	213464		Telecommunications	01582 # 00077088064
							4,500.92			TOTAL	4,500.92
00000	000769	VERIZON	8048341309	0519		4100-081300-2110-822-810	119.41	213465		VA Cooperative Extension	01582 # 000635121520
							119.41			TOTAL	119.41
00000	001770	VIRGINIA COMMONWEALTH CON	041619	4/16/2019		4100-021600-1274-262-210-601	9,445.00	213466		Grnds Maint & Repairs-Conv.	01582 SUSSEX ENVR INSP
00000	001770		VCC 050619	5/06/2019		4100-021600-1274-262-210-601	6,750.00	213466		Grnds Maint & Repairs-Conv.	01582 SUSSEX ENVR INSP
							16,195.00			TOTAL	16,195.00
00000	001601	W.S. CAMPBELL TOWING & REP	45485	6/05/2019		4100-021500-1265-251-210	51.00	213467		Vehicle Maintenance & Rpairs	01582 SUSSEX PUBLIC SAFETY
							51.00			TOTAL	51.00
00000	000873	WASTE MANAGEMENT OF	3361910-2424-7	5/24/2019		4100-021600-1229-262-210-601	635.87	213468		Professional Svcs-Convenience	01582 # 103305252006
							635.87			TOTAL	635.87
00000	000090	HAVERLY MOTORS, INC	15094-	5/30/2019		4100-021600-1265-262-210	16.00	213469		Vehicle Maintenance & Repairs	01582 SUSSEX ENVR INSP
							16.00			TOTAL	16.00
00000	999999	WILLIAMS, RUTH	RH 050919	5/09/2019		4100-021300-1205-231-210	136.00	213470		Meals	01582 REIMBURSEMENT
							136.00			TOTAL	136.00
00000	001408	WITMER PUBLIC SAFETY GRP.	1944876	5/20/2019		4100-051100-1244-512-510	65.00	213471		Uniform Services	01582 ACCTH SUSCOU
							65.00			TOTAL	65.00
00000	000093	XEROX CORPORATION	096933714	5/18/2019		4100-061100-1252-612-610	226.19	213472		Equipment Lease/Rental	01582 # 721126803
							226.19			TOTAL	226.19

A/P CHECK REGISTER

TIME-10:42:30

ActPd - 2019/06

P.O. NO.	VENDOR NAME	INVOICE NO.	INVOICE CHECK TOTAL	ACH DATE	A/P DATE	ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT TOTAL	EPY PMT TOTAL	ACCT#	BATCH INV. DESCRIPTION	
000000 001344	ZOLL MEDICAL CORPORATION	2861642	.00	4/25/2019	568.67		4100-021500-1254-252-210	568.67	213473	.00	.00	01592	ACCT# 104323 568.67	
000000 000039	VERIZON WIRELESS	9829965243	.00	5/10/2019	110.28		4125-011700-5841	110.28	213474	.00	.00	01582	Fund / Com. Atty. Drug Porf. 110.28	
											TOTAL			TOTAL
											568.67	213473	01592	568.67
											110.28	213474	01582	110.28
											TOTAL		TOTAL	
											.00	EPY PMT TOTAL		56,955.73
											.00	EPY PMT TOTAL		56,955.73
											.00	EPY PMT TOTAL		56,955.73

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 56,955.73 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

6-7-19
 DATE
6-10-19
 DATE
6-10-19
 DATE

Kelly M. Jones
 DIRECTOR OF FINANCE

 VADY V. COX, III ADMIN
 TRESTA J. COX
 DEPT. J. COX, TREASURER

P.O. VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH TOTAL	CONTRACTUAL SERVICES	BATCH INV. DESCRIPTION
00000	001782 OLD DOMINION TITLE & ESCR 15103	PURCHASE1	5/15/2019		4180-021100-1228-211-210	10,000.00	213485	.00	10,000.00	Contractual Services	01503 15103 COURTHOUSE RD
		CHECK TOTAL	10,000.00	ACH PMT TOTAL	.00	EPY PMT TOTAL		10,000.00			10,000.00
		CHECK TOTAL	10,000.00	ACH PMT TOTAL	.00	EPY PMT TOTAL		10,000.00			10,000.00
		CHECK TOTAL	10,000.00	ACH PMT TOTAL	.00	EPY PMT TOTAL		10,000.00			10,000.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 10,000.00 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

6-10-19
 DATE

6-10-19
 DATE

6/10/19
 DATE

Dusty Williams
 DIRECTOR OF FINANCE

DESTIE J COX
 DESTIE J COX, TREASURER

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH TOTAL	BATCH INV. DESCRIPTION
00000	001435	ADVANCE AUTO PARTS	2860915721246	6/06/2019		4100-021200-1265-221-210	222.21	213486			Vehicle Maintenance & Repairs01584 ACCT# 2860027805
00000	001435		2860915721247	6/06/2019		4100-021200-1265-221-210	15.98	213486			Vehicle Maintenance & Repairs01584 ACCT# 2860027805
		DISC. TOTAL		238.19	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			238.19
00000	001445	ANIMAL HOSPITAL OF	216279	5/06/2019		4100-051100-1227-512-510	410.00	213487			Medical Services inc/k9 01584 ACCT# 9027
		DISC. TOTAL		410.00	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			410.00
00000	001507	BARKSDALE OILS INC.	SUSSECTY 0519	5/31/2019		4100-021600-1264-261-210	268.81	213488			Mileage 01584 SUSSEX COUNTY
00000	001507		SUSSECTY 0519	5/31/2019		4100-021200-1264-221-210	985.69	213488			Mileage 01584 SUSSEX COUNTY
00000	001507		SUSSECTY 0519	5/31/2019		4100-021400-1264-242-210	146.43	213488			Mileage 01584 SUSSEX COUNTY
00000	001507		SUSSECTY 0519	5/31/2019		4100-021600-1264-262-210	1,737.53	213488			Mileage 01584 SUSSEX COUNTY
00000	001507		SUSSECTY 0519	5/31/2019		4100-021300-1264-231-210	118.02	213488			Gasoline/Mileage-Non Training01584 SUSSEX COUNTY
00000	001507		SUSSECTY 0519	5/31/2019		4100-021400-1264-241-210	115.84	213488			Mileage 01584 SUSSEX COUNTY
00000	001507		SUSSECTY 0519	5/31/2019		4100-021500-1264-253-210	251.34	213488			Mileage 01584 SUSSEX COUNTY
00000	001507		SUSSECTY 0519	5/31/2019		4100-051100-1264-512-510	8,204.62	213488			Mileage/Gas 01584 SUSSEX COUNTY
		DISC. TOTAL		12,352.82	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			12,352.82
00000	000383	BENJ. FRANKLIN PRINTING CO	40811	3/22/2019		4100-021100-1233-291-230	128.95	213489			Printing 01584 SUSSEX CO ELECT BD
		DISC. TOTAL		128.95	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			128.95
00000	001534	BLONE, KEITH	KB 061119	6/11/2019		4100-011100-1264-111-110	189.84	213490			Mileage 01584 MILEAGE
		DISC. TOTAL		189.84	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			189.84
00000	001573	BOYD CHEVROLET BUICK GMC	6078066/1	5/03/2019		4100-051100-1265-512-510	973.23	213491			Vehicle Maintenance & Repairs01584 SUSSEX SHERIFF
		DISC. TOTAL		973.23	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			973.23
00000	001472	BRACY, KEVIN	KB 060619	6/06/2019		4100-021400-1217-241-210	75.00	213492			Commission/Board Compensation01584 PLANNING COMMISSION
		DISC. TOTAL		75.00	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			75.00
00000	001474	BURGESS, BRENDA	BB 060619	6/06/2019		4100-021400-1217-241-210	75.00	213493			Commission/Board Compensation01584 PLANNING COMMISSION
		DISC. TOTAL		75.00	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			75.00
00000	001485	CENTRAL AGRIBUSINESS	JR22409	6/05/2019		4100-051500-1246-551-510	73.50	213494			Food Supplies 01584 SUSSEX SHERIFF
		DISC. TOTAL		73.50	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			73.50
00000	001630	CHENEY BROTHERS	10-917748896	6/06/2019		4100-051500-1246-551-510	1,233.84	213495			Food Supplies 01584 ACCT# 60030700
		DISC. TOTAL		1,233.84	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			1,233.84
00000	001706	CLANTON, TAMIKA D.	TC 051319	5/13/2019		4100-051500-1264-512-510	77.43	213496			Gasoline/Mileage-Non Training01584 MILEAGE
		DISC. TOTAL		77.43	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			77.43
00000	001783	CLEANING SYSTEM, INC	56461	6/05/2019		4100-021200-1253-221-210	854.35	213497			Equipment Lease/Purchase 01584 SUSSEX COUNTY
		DISC. TOTAL		854.35	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			854.35
00000	001694	COMMONWEALTH INDUSTRIAL	23783	6/04/2019		4100-051100-1245-512-510	2,599.50	213498			Law Enforcement Supplies 01584 SUSSEX SHERIFF
		DISC. TOTAL		2,599.50	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			2,599.50
00000	001722	COPELAND LTD-PREFPORK	197	6/06/2019		4100-021400-1225-242-210	450.00	213499			Management Consulting Service01584 SUSSEX COUNTY
		DISC. TOTAL		450.00	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			450.00

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P	ACCOUNT NO.	ACH PNT TOTAL	ACH PNT TOTAL	NET AMOUNT	CHECK NO.	ACH PNT TOTAL	BATCH INV. DESCRIPTION
00000	000875	CORRECTIONAL ENTERPRISES	6892442	6/06/2019		4100-051100-1257-516-510	2,696.64	2,696.64	2,696.64	213500	2,696.64	01584 ACCT# 6896
		DISC. TOTAL							.00			
00000	000931	COUNTY OF PRINCE GEORGE	QTR 4 2019	6/11/2019		4100-061100-1214-611-610	1,267.72	1,267.72	1,267.72	213501	1,267.72	01584 COURT ADMINISTRATOR
		DISC. TOTAL							.00			
00000	000020	COWLING BROTHERS	115952	5/23/2019		4100-021200-1272-221-210	5.53	5.53	5.53	213502	5.53	Building Maintenance & Repair01584 ACCT# SC0006
00000	000020		116274	5/30/2019		4100-021200-1272-221-210	4.99	4.99	4.99	213502	4.99	Building Maintenance & Repair01584 ACCT# SC0006
00000	000020		120677	5/01/2019		4100-051500-1273-551-510	4.78	4.78	4.78	213502	4.78	Building Systems Main & Repair01584 ACCT# SCJ001
00000	000020		121072	5/06/2019		4100-021200-1272-221-210	26.95	26.95	26.95	213502	26.95	Building Maintenance & Repair01584 ACCT# SC0006
00000	000020		121129	5/06/2019		4100-021200-1272-221-210	8.99	8.99	8.99	213502	8.99	Building Maintenance & Repair01584 ACCT# SC0006
00000	000020		123102	5/31/2019		4100-021600-1273-261-210	29.98	29.98	29.98	213502	29.98	Building Maintenance & Repair01584 ACCT# SC0006
		DISC. TOTAL					81.22	81.22	.00			
00000	000871	CRYSTAL SPRINGS	6094788 050219	5/02/2019		4100-062100-1277-621-620	39.55	39.55	39.55	213503	39.55	Water Services
00000	000871		6094788 053019	5/30/2019		4100-062100-1277-621-620	19.56	19.56	19.56	213503	19.56	Water Services
00000	000871		7302164 053019	5/30/2019		4100-061100-1277-611-610	31.41	31.41	31.41	213503	31.41	Water Services
		DISC. TOTAL					90.52	90.52	.00			
00000	001651	DOCUMENT SYSTEMS	100303	6/05/2019		4100-021100-1252-211-210	383.02	383.02	383.02	213504	383.02	01584 SUSSEX COUNTY
		DISC. TOTAL							.00			
00000	000084	DOMINION VIRGINIA POWER	0963166285 0619	6/04/2019		4100-021200-1276-221-210	153.87	153.87	153.87	213505	153.87	Electric
00000	000084		108843121-0519	5/31/2019		4100-021200-1276-221-210	57.35	57.35	57.35	213505	57.35	Electric
00000	000084		2406362505-0519	5/31/2019		4100-051500-1276-551-510	1,765.27	1,765.27	1,765.27	213505	1,765.27	Electric
00000	000084		3500335009-0519	5/31/2019		4100-021200-1276-221-210	1,164.95	1,164.95	1,164.95	213505	1,164.95	Electric
00000	000084		3776508966 0619	6/03/2019		4100-021200-1276-221-210	6.59	6.59	6.59	213505	6.59	Electric
00000	000084		4723819456 0619	6/04/2019		4100-021200-1276-221-210	58.68	58.68	58.68	213505	58.68	Electric
00000	000084		6138125478 0619	6/04/2019		4100-021600-1276-262-210-601	24.91	24.91	24.91	213505	24.91	Electric
00000	000084		6860160149-0519	5/31/2019		4100-021200-1276-221-210	392.55	392.55	392.55	213505	392.55	Electric
00000	000084		7190950005-0519	5/31/2019		4100-021600-1276-263-210	102.88	102.88	102.88	213505	102.88	Electric
00000	000084		7248699964 0619	6/04/2019		4100-021300-1276-221-210	775.63	775.63	775.63	213505	775.63	Electric
		DISC. TOTAL					4,502.68	4,502.68	.00			
00000	000084	DOMINION VIRGINIA POWER	7860242267-0519	5/31/2019		4100-021200-1276-221-210	324.09	324.09	324.09	213506	324.09	Electric
00000	000084		9293060001 0619	6/04/2019		4100-021500-1276-266-210	54.17	54.17	54.17	213506	54.17	Electric
00000	000084		9560347503-0519	5/31/2019		4100-021200-1276-221-210	1,953.33	1,953.33	1,953.33	213506	1,953.33	Electric
00000	000084		9630317502-0519	5/31/2019		4100-021200-1276-221-210	368.23	368.23	368.23	213506	368.23	Electric
00000	000084		9650330005-0519	5/31/2019		4100-021200-1276-221-210	241.85	241.85	241.85	213506	241.85	Electric
00000	000084		9670342501-0519	5/31/2019		4100-021200-1276-221-210	194.43	194.43	194.43	213506	194.43	Electric
		DISC. TOTAL					3,136.10	3,136.10	.00			
00000	000123	EDMOND, J. LAFAYETTE	JLE 060619	6/06/2019		4100-021400-1217-241-210	100.00	100.00	100.00	213507	100.00	Commission/Board Compensation01584 PLANNING COMMISSION
		DISC. TOTAL							.00			
00000	999999	HAROLD L. TOMNSEND, III	HT 060719	6/07/2019		4100-061100-1206-612-610	612.00	612.00	612.00	213508	612.00	01584 REIMBURSEMENT
		DISC. TOTAL							.00			
00000	001475	IRVING, FRANK	FI 060619	6/06/2019		4100-021400-1217-241-210	75.00	75.00	75.00	213509	75.00	Commission/Board Compensation01584 PLANNING COMMISSION
		DISC. TOTAL							.00			

F.O. VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH TOTAL	G/L ACCOUNT DESC.	BATCH INV DESCRIPTION
00000 001460	KESSINGER, MICHAEL	MK 061019	6/10/2019	ACH PMT	4100-051100-1244-512-510	75.00	213510	75.00	75.00	Uniform Services	01584 BOOT STIPEND 75.00
00000 001477	KING, ROGER	PK 060619	6/06/2019	ACH PMT	4100-021400-1217-241-210	75.00	213511	75.00	75.00	Commission/Board Compensation	01584 PLANNING COMMISSION 75.00
00000 001336	LAW OFFICES OF WALLACE	3864	5/31/2019	ACH PMT	4100-022100-1223-281-220	5,125.00	213512	5,125.00	5,125.00	Legal Services	01584 ACCT# 193769 5,125.00
00000 000129	LOGAN SYSTEMS, INC	52337	5/15/2019	ACH PMT	4100-062100-1236-621-620	764.23	213513	764.23	764.23	Microfilming & Scanning Service	01584 SUSSEX CIRCUIT COURT 764.23
00000 001392	MASON, DENNIS	DM 060619	6/06/2019	ACH PMT	4100-021400-1217-241-210	75.00	213514	75.00	75.00	Commission/Board Compensation	01584 PLANNING COMMISSION 75.00
00000 000369	MASSENSBURG, TERRY	TM 060619	6/06/2019	ACH PMT	4100-021400-1217-241-210	75.00	213515	75.00	75.00	Commission/Board Compensation	01584 PLANNING COMMISSION 75.00
00000 001600	MAYES, ANDREW W.	AM 060619	6/06/2019	ACH PMT	4100-021400-1217-241-210	75.00	213516	75.00	75.00	Commission/Board Compensation	01584 PLANNING COMMISSION 75.00
00000 000164	PITNEY-BOWES, LLC	3308941497	5/31/2019	ACH PMT	4100-021100-1252-211-210	1,239.00	213517	1,239.00	1,239.00	Equipment Lease/Rental	01584 # 0016519256 1,239.00
00000 000165	POSTMASTER	REGSTRAR 061019	6/10/2019	ACH PMT	4100-023100-1231-291-230	500.00	213518	500.00	500.00	Postage	01584 POSTAGE 504.29
00000 000061	PRINCE GEORGE ELECTRIC	2006028100 0619	6/04/2019	ACH PMT	4100-021200-1276-221-210	504.29	213519	504.29	504.29	Electric	01584 # 2006028100 504.29
00000 001543	STITH, HILLARD	MS JUN19-01	6/10/2019	ACH PMT	4100-021100-1225-211-210	3,433.51	213520	3,433.51	3,433.51	Management Consulting Service	01584 JUNE 1ST HALP 3,433.51
00000 000139	STONY CREEK HEALTH CENTER	159860	6/05/2019	ACH PMT	4100-051500-1293-551-510	113.00	213521	113.00	113.00	Inmate Medical Expenses	01584 SCOTT, TANZIE 113.00
00000 000067	STONY CREEK PHARMACY	SCP 050119	5/01/2019	ACH PMT	4100-051500-1293-551-510	473.36	213522	473.36	473.36	Inmate Medical Expenses	01584 APRIL 2019 473.36
00000 000162	SUFFOLK ENERGIES INC	500492	5/31/2019	ACH PMT	4100-051100-1264-512-510	379.80	213523	379.80	379.80	Mileage/Gas	01584 ACCT# 66740352 379.80
00000 000081	THACKER HARDWARE	65559/1	5/06/2019	ACH PMT	4100-021200-1272-221-210	9.18	213524	9.18	9.18	Building Maintenance & Repair	01584 ACCT# 341500 9.18
00000 000081	THACKER HARDWARE	65731/1	5/16/2019	ACH PMT	4100-021200-1272-221-210	24.99	213524	24.99	24.99	Building Maintenance & Repair	01584 ACCT# 341500 24.99
00000 000081	THACKER HARDWARE	65952/1	5/31/2019	ACH PMT	4100-021200-1272-221-210	6.99	213524	6.99	6.99	Building Maintenance & Repair	01584 ACCT# 341500 6.99
00000 001461	THE SHERWIN WILLIAMS CO	8461-7	5/30/2019	ACH PMT	4100-021600-1272-261-210	157.98	213525	157.98	157.98	Building Maintenance & Repair	01584 ACCT# 425939469 157.98

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00000	000485	THOMSON WEST	840130160	4/04/2019	4/04/2019	4201-021800-6012	104.36	213526			Books and Subscriptions / Sup01584 # 1000717371	
00000	000485	THOMSON WEST	840294109	5/04/2019	5/04/2019	4201-021800-6012	118.14	213526			Books and Subscriptions / Sup01584 # 1000717371	
				222.50			.00	EPY PMT TOTAL				222.50
00000	000318	TOWN OF WAVERLY	1814040098	5/31/2019	5/31/2019	4100-021200-1277-221-210	64.00	213527			Water Services	01584 # 1814040098
				64.00			.00	EPY PMT TOTAL				64.00
00000	999999	TREASURER OF VIRGINIA	WC 061119	6/11/2019	6/11/2019	4100-021100-1299-212-210	345.85	213528			Miscellaneous Others	01584 GLORIA FAULTZ
				345.85			.00	EPY PMT TOTAL				345.85
00000	000080	TRI CITY OFFICE PRODUCTS	0127092-001	2/27/2019	2/27/2019	4100-062100-1241-621-620	51.84	213529			Office Supplies	01584 ACCT# SXCC-0
00000	000080	TRI CITY OFFICE PRODUCTS	0131087-002	4/12/2019	4/12/2019	4100-062100-1241-621-620	201.22	213529			Office Supplies	01584 ACCT# SXCC-0
00000	000080	TRI CITY OFFICE PRODUCTS	0131786-001	5/24/2019	5/24/2019	4100-062100-1241-621-620	261.55	213529			Office Supplies	01584 ACCT# SXCC-0
00000	000080	TRI CITY OFFICE PRODUCTS	0131786-002	5/31/2019	5/31/2019	4100-062100-1241-621-620	13.40	213529			Office Supplies	01584 ACCT# SXCC-0
00000	000080	TRI CITY OFFICE PRODUCTS	0131938-001	6/05/2019	6/05/2019	4100-051100-1241-516-510	83.09	213529			Office Supplies	01584 ACCT# SCSD-0
00000	000080	TRI CITY OFFICE PRODUCTS	0131938-001	6/05/2019	6/05/2019	4100-051100-1241-512-510	17.29	213529			Office Supplies	01584 ACCT# SCSD-0
00000	000080	TRI CITY OFFICE PRODUCTS	0131938-002	6/06/2019	6/06/2019	4100-051100-1241-516-510	194.98	213529			Office Supplies	01584 ACCT# SCSD-0
				823.37			.00	EPY PMT TOTAL				823.37
00000	001723	UNITED AMERICAN SECURITY	1117945	6/03/2019	6/03/2019	4100-021600-1229-262-210-601	1,071.00	213530			Professional Svcs-Convenience	01584 ACCT# SUS001
00000	001723	UNITED AMERICAN SECURITY	1117946	6/03/2019	6/03/2019	4100-021600-1229-262-210-601	1,071.00	213530			Professional Svcs-Convenience	01584 ACCT# SUS001
00000	001723	UNITED AMERICAN SECURITY	1117947	6/03/2019	6/03/2019	4100-021600-1229-262-210-601	1,071.00	213530			Professional Svcs-Convenience	01584 ACCT# SUS001
00000	001723	UNITED AMERICAN SECURITY	1117948	6/03/2019	6/03/2019	4100-021600-1229-262-210-601	1,071.00	213530			Professional Svcs-Convenience	01584 ACCT# SUS001
00000	001723	UNITED AMERICAN SECURITY	1117949	6/03/2019	6/03/2019	4100-021600-1229-262-210-601	1,071.00	213530			Professional Svcs-Convenience	01584 ACCT# SUS001
00000	001723	UNITED AMERICAN SECURITY	1117950	6/03/2019	6/03/2019	4100-021600-1229-262-210-601	1,071.00	213530			Professional Svcs-Convenience	01584 ACCT# SUS001
00000	001723	UNITED AMERICAN SECURITY	1117951	6/03/2019	6/03/2019	4100-021600-1229-262-210-601	1,058.25	213530			Professional Svcs-Convenience	01584 ACCT# SUS001
00000	001723	UNITED AMERICAN SECURITY	1117952	6/03/2019	6/03/2019	4100-021600-1229-262-210-601	1,071.00	213530			Professional Svcs-Convenience	01584 ACCT# SUS001
				8,555.25			.00	EPY PMT TOTAL				8,555.25
00000	000087	VAN CLEEF AUTO PARTS INC	4912	5/01/2019	5/01/2019	4100-051100-1265-512-510	111.96	213531			Vehicle Maintenance & Repairs	01584 ACCT# 27431
00000	000087	VAN CLEEF AUTO PARTS INC	4957	5/06/2019	5/06/2019	4100-051100-1265-512-510	43.98	213531			Vehicle Maintenance & Repairs	01584 ACCT# 27431
00000	000087	VAN CLEEF AUTO PARTS INC	4966	5/07/2019	5/07/2019	4100-051100-1265-512-510	564.38	213531			Vehicle Maintenance & Repairs	01584 ACCT# 27431
00000	000087	VAN CLEEF AUTO PARTS INC	4974	5/08/2019	5/08/2019	4100-051100-1265-512-510	226.49	213531			Vehicle Maintenance & Repairs	01584 ACCT# 27431
00000	000087	VAN CLEEF AUTO PARTS INC	4976	5/08/2019	5/08/2019	4100-051100-1265-512-510	124.33	213531			Vehicle Maintenance & Repairs	01584 ACCT# 27431
00000	000087	VAN CLEEF AUTO PARTS INC	5026	5/13/2019	5/13/2019	4100-051100-1265-512-510	523.60	213531			Vehicle Maintenance & Repairs	01584 ACCT# 27431
00000	000087	VAN CLEEF AUTO PARTS INC	5081	5/20/2019	5/20/2019	4100-051100-1265-512-510	10.54	213531			Vehicle Maintenance & Repairs	01584 ACCT# 27431
00000	000087	VAN CLEEF AUTO PARTS INC	5115	5/21/2019	5/21/2019	4100-051100-1265-512-510	314.78	213531			Vehicle Maintenance & Repairs	01584 ACCT# 27431
00000	000087	VAN CLEEF AUTO PARTS INC	5125	5/24/2019	5/24/2019	4100-051100-1265-512-510	32.77	213531			Vehicle Maintenance & Repairs	01584 ACCT# 27431
00000	000087	VAN CLEEF AUTO PARTS INC	5155	5/29/2019	5/29/2019	4100-051100-1265-512-510	87.96	213531			Vehicle Maintenance & Repairs	01584 ACCT# 27431
				2,040.79			.00	EPY PMT TOTAL				2,040.79
00000	000087	VAN CLEEF AUTO PARTS INC	5192	5/30/2019	5/30/2019	4100-051100-1265-512-510	459.52	213532			Vehicle Maintenance & Repairs	01584 ACCT# 27431
00000	000087	VAN CLEEF AUTO PARTS INC	578893	5/31/2019	5/31/2019	4100-051100-1242-512-510	24.35	213532			Agricultural Supplies	01584 ACCT# 27431
				483.87			.00	EPY PMT TOTAL				483.87
00000	000769	VERIZON	0212504072	6/07/2019	6/07/2019	4100-063100-1234-631-630	275.00	213533			Telecommunications	01584 # 000695890340
00000	000769	VERIZON	0232504134	6/07/2019	6/07/2019	4100-063100-1234-631-630	275.00	213533			Telecommunications	01584 # 000749973011
00000	000769	VERIZON	0237854482	6/07/2019	6/07/2019	4100-061100-1234-613-610	168.98	213533			Telecommunications	01584 # 0001566873625
00000	000769	VERIZON	4342462453	6/05/2019	6/05/2019	4100-061100-1234-613-610	103.53	213533			Telecommunications	01584 # 000732325316
00000	000769	VERIZON	4342463724	6/07/2019	6/07/2019	4100-063100-1234-631-630	65.85	213533			Telecommunications	01584 # 000866301725
00000	000769	VERIZON	4342465362	6/07/2019	6/07/2019	4100-051100-1234-512-510	743.46	213533			Telecommunications	01584 # 000130840093

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00000 000769		4342468256 0619	6/07/2019		4100-051100-1234-512-510	65.85	213533			Telecommunications	01584 # 000777014348
00000 000769		4345358364 0619	6/07/2019		4100-021200-1234-221-210	68.94	213533			Telecommunications	01584 # 000130843684
00000 000769		4346340705 0619	6/07/2019		4100-051500-1234-551-510	86.61	213533			Telecommunications	01584 # 000763493682
00000 000769		4346341094 0619	6/07/2019		4100-061100-1234-613-610	86.61	213533			Telecommunications	01584 # 000770254016
		DISC. TOTAL				.00		1,939.83			
00000 000757	VERIZON BUSINESS	08951301	6/10/2019		4100-021100-1234-211-210	47.93	213534			Telecommunications	01584 ACCT# Y2694822
00000 000757		08951301	6/10/2019		4100-021400-1234-241-210	47.93	213534			Telecommunications	01584 ACCT# Y2694822
00000 000757		08951301	6/10/2019		4100-021400-1234-242-210	47.93	213534			Telecommunications	01584 ACCT# Y2694822
00000 000757		08951301	6/10/2019		4100-041100-1234-411-410	47.93	213534			Telecommunications	01584 ACCT# Y2694822
00000 000757		08951301	6/10/2019		4100-031100-1234-311-310	47.93	213534			Telecommunications	01584 ACCT# Y2694822
00000 000757		08951301	6/10/2019		4100-023100-1234-291-230	47.93	213534			Telecommunications	01584 ACCT# Y2694822
00000 000757		08951301	6/10/2019		4100-021500-1234-253-210	47.93	213534			Telecommunications	01584 ACCT# Y2694822
00000 000757		08951301	6/10/2019		4100-051100-1234-516-510	47.93	213534			Telecommunications	01584 ACCT# Y2694822
00000 000757		08951301	6/10/2019		4100-063100-1234-631-630	47.93	213534			Telecommunications	01584 ACCT# Y2694822
		DISC. TOTAL				.00		431.35			
00000 001601	W.S. CAMPBELL TOWING & REP 45912		6/06/2019		4100-021500-1265-251-210	63.89	213535			Vehicle Maintenance & Repairs	01584 SUSSEX PUBLIC SAFETY
		DISC. TOTAL				.00					
00000 000873	WASTE MANAGEMENT OF	3364373-2424-5	6/04/2019		4100-021600-1229-262-210-601	170.06	213636			Professional Svcs-Convenience	01584 # 203115233083
		DISC. TOTAL				.00					
00000 000322	WILLIAMS, GARY M., CLERK GRW 061119		6/11/2019		4100-062100-1292-621-620	33.81	213537			Bank/CC & Other Fees	01584 BANK FEES
		DISC. TOTAL				.00					
00000 000093	XEROX CORPORATION	094933713	5/18/2019		4100-062100-1252-621-620	205.66	213538			Equipment Lease/Rental	01584 # 099018525
		DISC. TOTAL				.00					
00000 050312	YOUNG, ROBERT JR	RY 060619	6/06/2019		4100-021400-1217-241-210	75.00	213539			Commission/Board Compensation	01584 PLANNING COMMISSION
		DISC. TOTAL				.00					
		DISC. TOTAL				.00		61,988.27			
		DISC. TOTAL				.00		61,988.27			

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 61,988.27 EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

6-12-19 DATE
 6-12-19 DATE
 6-12-19 DATE

DEBTS J. CDX, TREASURER

F.O. VENDOR NO.	VENDOR NAME	INVOICE NO.	A/P DATE	ACCOUNT NO.	ACH PMT TOTAL	NET AMOUNT	CHECK NO.	ACH PMT TOTAL	BATCH INV DESCRIPTION
00000 999999	HAROLD L. TOMSEND, III	HT 061419	6/14/2019	4100-061100-1206-612-610	.00 CPA PMT TOTAL	585.60	213566	585.60	01585 FLIGHT REIMBURSEMENT
DISC. TOTAL									TOTAL
00000 001538	JIM MHELAN'S SERV. CENTER	87556	6/13/2019	4100-051100-1265-512-510	.00 CPA PMT TOTAL	49.95	213557	49.95	Vehicle Maintenance & Repairs
DISC. TOTAL									TOTAL
00000 000044	JIMMY MATTHEWS TOWING &	52988	4/01/2019	4100-021500-1265-252-210		60.00	213558	60.00	Vehicle Maintenance & Repairs
00000 000044		54459	6/07/2019	4100-051100-1265-512-510		150.00	213558	150.00	Vehicle Maintenance & Repairs
DISC. TOTAL									TOTAL
00000 001662	JOHNSON, GEORGE	050319	5/03/2019	4100-021200-1275-221-210	.00 CPA PMT TOTAL	35.00	213559	35.00	Maintenance Equipment
DISC. TOTAL									TOTAL
00000 001115	LIFESTAR AMBULANCE	052019SC	6/03/2019	4100-021500-1210-252-210-524		22,728.00	213560	22,728.00	Emergency Med. SVC - Pd EMT.
00000 001115		052019W	6/03/2019	4100-021500-1210-252-210-524		53,568.00	213560	53,568.00	Emergency Med. SVC - Pd EMT.
DISC. TOTAL									TOTAL
00000 000129	LOGAN SYSTEMS, INC	52137	3/15/2019	4100-062100-1236-621-620-700		6,000.00	213561	6,000.00	Microfilm, Rest. & Binding
00000 000129		52138	3/15/2019	4100-062100-1236-621-620-700		6,000.00	213561	6,000.00	Microfilm, Rest. & Binding
DISC. TOTAL									TOTAL
00000 000551	MCBRIDE, STEPHEN E	SEM 061019	6/10/2019	4100-021400-1225-241-210	.00 CPA PMT TOTAL	60.00	213562	60.00	Management Consulting Services
DISC. TOTAL									TOTAL
00000 000947	MUNICIPAL EMERGENCY	IN1348316	6/10/2019	4100-021500-1254-251-210		1,355.00	213563	1,355.00	Equipment Maintenance
00000 000947		SO1276914	6/07/2019	4100-021500-1254-251-210		8,509.23	213563	8,509.23	Equipment Maintenance
DISC. TOTAL									TOTAL
00000 000540	HOLLAND COMPANY	331160 00	6/13/2019	4100-051500-1272-551-510	.00 CPA PMT TOTAL	1,340.00	213564	1,340.00	Building Maintenance & Repairs
DISC. TOTAL									TOTAL
00000 001785	ONK HALL INDUSTRIES, L.P.	1892286	6/10/2019	4100-061100-1241-612-610	.00 CPA PMT TOTAL	1,448.03	213565	1,448.03	Office Supplies
DISC. TOTAL									TOTAL
00000 0008056	OHEN FORD, INC	03654	5/17/2019	4100-021200-1265-221-210	.00 CPA PMT TOTAL	54.55	213566	54.55	Vehicle Maintenance & Repairs
DISC. TOTAL									TOTAL
00000 999999	PEACE FUNERAL HOME	PFH 061219	6/12/2019	4100-021100-1229-211-210	.00 CPA PMT TOTAL	1,595.00	213567	1,595.00	Other Professional Services
DISC. TOTAL									TOTAL
00000 001246	PHILLIPS TELECOMMUNICATION	23479	5/29/2019	4100-021400-1234-241-210		100.00	213568	100.00	Telecommunications
00000 001246		23479	5/29/2019	4105-071100-1234-711-710		50.00	213568	50.00	Telecommunications
DISC. TOTAL									TOTAL
00000 000164	PITNEY-BOWES, LLC	3308950895	5/31/2019	4100-041100-1252-411-410	.00 CPA PMT TOTAL	144.00	213569	144.00	Equipment Lease/Rental
DISC. TOTAL									TOTAL
00000 000165	POSTMASTER	BKRENT1315 0619	6/13/2019	4100-061100-1231-612-610		56.00	213570	56.00	Postage
00000 000165		BKRENT1337 0619	6/13/2019	4100-062100-1231-621-620		76.00	213570	76.00	Postage
00000 000165		BKRENT1397 0619	6/13/2019	4100-011100-1231-111-110		76.00	213570	76.00	Postage
DISC. TOTAL									TOTAL

NET AMOUNT	CHECK NO.	ACH PMT TOTAL	BATCH INV DESCRIPTION
585.60	213566	585.60	01585 FLIGHT REIMBURSEMENT
.00	EPY PMT TOTAL		TOTAL
49.95	213557	49.95	Vehicle Maintenance & Repairs
.00	EPY PMT TOTAL		TOTAL
60.00	213558	60.00	Vehicle Maintenance & Repairs
150.00	213558	150.00	Vehicle Maintenance & Repairs
.00	EPY PMT TOTAL		TOTAL
35.00	213559	35.00	Maintenance Equipment
.00	EPY PMT TOTAL		TOTAL
22,728.00	213560	22,728.00	Emergency Med. SVC - Pd EMT.
53,568.00	213560	53,568.00	Emergency Med. SVC - Pd EMT.
.00	EPY PMT TOTAL		TOTAL
6,000.00	213561	6,000.00	Microfilm, Rest. & Binding
6,000.00	213561	6,000.00	Microfilm, Rest. & Binding
.00	EPY PMT TOTAL		TOTAL
60.00	213562	60.00	Management Consulting Services
.00	EPY PMT TOTAL		TOTAL
1,355.00	213563	1,355.00	Equipment Maintenance
8,509.23	213563	8,509.23	Equipment Maintenance
.00	EPY PMT TOTAL		TOTAL
1,340.00	213564	1,340.00	Building Maintenance & Repairs
.00	EPY PMT TOTAL		TOTAL
1,448.03	213565	1,448.03	Office Supplies
.00	EPY PMT TOTAL		TOTAL
54.55	213566	54.55	Vehicle Maintenance & Repairs
.00	EPY PMT TOTAL		TOTAL
1,595.00	213567	1,595.00	Other Professional Services
.00	EPY PMT TOTAL		TOTAL
100.00	213568	100.00	Telecommunications
50.00	213568	50.00	Telecommunications
.00	EPY PMT TOTAL		TOTAL
144.00	213569	144.00	Equipment Lease/Rental
.00	EPY PMT TOTAL		TOTAL
56.00	213570	56.00	Postage
76.00	213570	76.00	Postage
76.00	213570	76.00	Postage
.00	EPY PMT TOTAL		TOTAL

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P DATE	ACCOUNT NO.	ACH PMT TOTAL	ACH PMT	ACH	ACH	NET AMOUNT	CHECK NO.	CHECK PMT TOTAL	G/L ACCOUNT DESC.	BATCH INV DESCRIPTION
00000	001784	ROCIC	0043630-IN	5/30/2019	5/30/2019	4100-051100-1201-512-510	300.00	300.00			300.00	213571	300.00	Organization Membership	01585 ACCT# 0003452
															300.00
00000	001488	RMS FOODSERVICE	2077031	6/12/2019	6/12/2019	4100-051500-1246-551-510	1,775.45	1,775.45			1,775.45	213572	1,775.45	Food Supplies	01585 ACCT# 118626
															1,775.45
00000	000068	SADLER BROS. OIL CO., INC	307215	5/27/2019	5/27/2019	4100-051100-1264-512-510	12.76	12.76			12.76	213573	12.76	Mileage/Gas	01585 ACCT# 12520019
			346598	5/05/2019	5/05/2019	4100-051100-1264-512-510	27.47	27.47			27.47	213573	27.47	Mileage/Gas	01585 ACCT# 12520019
															40.23
00000	001772	SOUTHSIDE ELECTRIC COOPER	561962001	6/06/2019	6/06/2019	4100-021600-1276-262-210-601	57.26	57.26			57.26	213574	57.26	Electric	01585 # 561962001
															57.26
00000	001219	STEPHEN D. BLOOM	SDB 0611319	6/13/2019	6/13/2019	4100-061100-1206-612-610	909.43	909.43			909.43	213575	909.43	Transportation	01585 FLIGHT REIMBURSEMENT
			SDB 061719	6/17/2019	6/17/2019	4100-061100-1206-612-610	1,315.00	1,315.00			1,315.00	213575	1,315.00	Transportation	01585 S.BLOOM/H.TOWNSEND
															2,224.43
00000	000162	SUFFOLK ENERGIES INC	500507	5/31/2019	5/31/2019	4100-021600-1264-261-210	322.37	322.37			322.37	213576	322.37	Mileage	01585 ACCT# 66740484
															322.37
00000	001733	SUMMIT DESIGN & ENGINEERI	21805	3/27/2019	3/27/2019	4100-021300-9003-231-210	2,532.00	2,532.00			2,532.00	213577	2,532.00	Pocahontas-CDBG Housing Grt	01585 PROJ# 18-0141.V71
			21843	3/28/2019	3/28/2019	4100-021100-1229-211-210	1,450.00	1,450.00			1,450.00	213577	1,450.00	Other Professional Services	01585 PROJ# 18-0141.V77
			22542	6/13/2019	6/13/2019	4100-021300-9003-231-210	635.00	635.00			635.00	213577	635.00	Pocahontas-CDBG Housing Grt	01585 PROJ# 18-7910.CPP
			22543	6/13/2019	6/13/2019	4100-021300-9004-231-210	2,200.00	2,200.00			2,200.00	213577	2,200.00	UNOS-CDBG Housing Grt	01585 PROJ# 18-7911.V60
															6,807.00
00000	000296	TREASURER OF VIRGINIA	063019	6/14/2019	6/14/2019	4100-095000-9330-	23,359.47	23,359.47			23,359.47	213578	23,359.47	DHCD Loan-WoodFuel Dev Reimb	01585 LOAN# 11-CED-20
															23,359.47
00000	001254	TREASURER OF VIRGINIA	COMVA 060519	6/05/2019	6/05/2019	4100-051100-1227-512-510	40.00	40.00			40.00	213579	40.00	Medical Services inc/K9	01585 MEDICAL FEES
															40.00
00000	999999	TREASURER OF VIRGINIA	WC 061319	6/13/2019	6/13/2019	4100-021100-1299-211-210	345.85	345.85			345.85	213580	345.85	Miscellaneous Others	01585 GLORIA FALTZ
															345.85
00000	000080	TRI CITY OFFICE PRODUCTS	0131825-001	6/12/2019	6/12/2019	4100-063100-1233-631-630	137.50	137.50			137.50	213581	137.50	Printing	01585 ACCT# EXCWAT-0
			0131922-001	6/04/2019	6/04/2019	4100-041100-1241-412-410	179.96	179.96			179.96	213581	179.96	Office Supplies	01585 ACCT# STO-0
			0131947-001	6/12/2019	6/12/2019	4100-051500-1241-551-510	91.20	91.20			91.20	213581	91.20	Office Supplies	01585 ACCT# SCSD-0
			0131974-001	6/10/2019	6/10/2019	4100-063100-1241-631-630	138.14	138.14			138.14	213581	138.14	Office Supplies	01585 ACCT# EXCWAT-0
			0131974-002	6/17/2019	6/17/2019	4100-063100-1241-631-630	20.50	20.50			20.50	213581	20.50	Office Supplies	01585 ACCT# EXCWAT-0
			0132028-001	6/12/2019	6/12/2019	4100-051500-1241-551-510	1,050.86	1,050.86			1,050.86	213581	1,050.86	Office Supplies	01585 ACCT# SCSD-0
			0132029-001	6/12/2019	6/12/2019	4100-051100-1241-516-510	86.87	86.87			86.87	213581	86.87	Office Supplies	01585 ACCT# SCSD-0
			0132029-002	6/13/2019	6/13/2019	4100-051100-1241-512-510	4.05	4.05			4.05	213581	4.05	Office Supplies	01585 ACCT# SCSD-0
			0132041-001	6/13/2019	6/13/2019	4100-051100-1241-512-510	83.48	83.48			83.48	213581	83.48	Office Supplies	01585 ACCT# SCSD-0
			0132061-001	6/14/2019	6/14/2019	4100-051100-1241-516-510	79.78	79.78			79.78	213581	79.78	Office Supplies	01585 ACCT# SCSD-0
			0132061-001	6/14/2019	6/14/2019	4100-051100-1257-512-510	652.86	652.86			652.86	213581	652.86	Purniture	01585 ACCT# SCSD-0
															4,282.50
00000	000080	TRI CITY OFFICE PRODUCTS	0132097-001	6/17/2019	6/17/2019	4100-051100-1241-512-510	53.91	53.91			53.91	213582	53.91	Office Supplies	01585 ACCT# SCSD-0
															53.91

P.O. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	ACH DATE	ACH PMT TOTAL	NET AMOUNT	CHECK NO.	ACH ACH PMT TOTAL	BATCH INV DESCRIPTION
000000	U.S. BANK	5376646	5/24/2019		4100-095000-9410-		.00 CPA PMT TOTAL	775.00	213583		Elem. School VPSA 2012 Debt S01585 ACCT# 803403200
	DISC. TOTAL	.00	775.00					.00			TOTAL 775.00
000000	VAN CLEEF AUTO PARTS INC	4761	4/15/2019		4100-021500-1265-252-210		.00 CPA PMT TOTAL	513.80	213584		Vehicle Maintenance & Repairs01585 ACCT# 27430
000000	4910	4/30/2019			4100-021500-1265-252-210		.00 CPA PMT TOTAL	158.32	213584		Vehicle Maintenance & Repairs01585 ACCT# 27430
000000	4987	5/09/2019			4100-021600-1265-261-210		.00 CPA PMT TOTAL	456.19	213584		Vehicle Maintenance & Repairs01585 ACCT# 27430
000000	5202	5/31/2019			4100-021600-1265-261-210		.00 CPA PMT TOTAL	400.88	213584		Vehicle Maintenance & Repairs01585 ACCT# 27430
000000	579622	6/14/2019			4100-021500-1265-251-210		.00 CPA PMT TOTAL	128.49	213584		Vehicle Maintenance & Rpairs 01585 ACCT# 27430
	DISC. TOTAL	.00	1,657.68					.00			TOTAL 1,657.68
000000	VERIZON	0237854482-0619	6/01/2019		4100-051100-1334-516-510		.00 CPA PMT TOTAL	.97	213585		Telecommunications
	DISC. TOTAL	.00	.97					.00			TOTAL .97
000000	W.S CAMPBELL TOWING & REP	45967	6/13/2019		4100-021500-1265-251-210		.00 CPA PMT TOTAL	51.00	213586		Vehicle Maintenance & Rpairs 01585 SUSSEX PUBLIC SAFETY
	DISC. TOTAL	.00	51.00					.00			TOTAL 51.00
000000	WATKINS INSURANCE AGENCY,	30915	4/04/2019		4100-021500-1295-251-210		.00 CPA PMT TOTAL	23,735.00	213587		Insurance Services (Non Vehicle)
000000	30915	4/04/2019			4100-021500-1295-252-210		.00 CPA PMT TOTAL	9,694.00	213587		Insurance Services (Non Vehicle)
	DISC. TOTAL	.00	33,429.00					.00			TOTAL 33,429.00
000000	XEROX FINANCIAL SERVICES	1662813 A	6/17/2019		4100-021100-1252-211-210		.00 CPA PMT TOTAL	295.09	213588		Equipment Lease/Rental
000000	1662813 B	6/17/2019			4100-021400-1252-241-210		.00 CPA PMT TOTAL	147.54	213588		Equipment Lease/Rental
000000	1662813 B	6/17/2019			4100-021400-1252-242-210		.00 CPA PMT TOTAL	147.55	213588		Equipment Lease/Rental
	DISC. TOTAL	.00	590.18					.00			TOTAL 590.18
000000	XEROX FINANCIAL SERVICES	1662813 A	6/17/2019		4100-021100-1252-211-210		.00 CPA PMT TOTAL	194,396.02	213588		Equipment Lease/Rental
000000	1662813 B	6/17/2019			4100-021400-1252-241-210		.00 CPA PMT TOTAL	194,396.02	213588		Equipment Lease/Rental
	DISC. TOTAL	.00	388,792.04					.00			TOTAL 388,792.04

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 194,396.02 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

Kelly S. Jones
 DIRECTOR OF FINANCE

V. JONES
 V. JONES, TREASURER

Deste J. Cox
 DESTE J. COX, TREASURER

6-20-19
 DATE

6-20-19
 DATE

6/20/19
 DATE

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH TOTAL	BATCH INV DESCRIPTION
00000	001786	AED BRANDS, LLC	97624	6/18/2019		4100-051100-1245-512-510	11,524.75	213599			01586 SUSSEX SHERIFF
											11,524.75
00000	001011	ANTHEM BLUE CROSS& SHIELD	532736984474	6/14/2019		4100-051500-1293-551-510	10,145.29	213600			01586 # 5327370866
											10,145.29
00000	001696	AXON ENTERPRISE, INC.	50190468172	6/21/2019		4100-051100-1245-512-510	19,110.00	213601			01586 ACCT# 157996
											19,110.00
00000	000010	BANK OF SOUTHSIDE VA	0099 0619 01	5/09/2019		4100-051100-1205-512-510	28.39	213602			01586 SHERIFFS OFFICE
			0099 0619 02	5/20/2019		4100-051100-1205-512-510	34.00	213602			01586 SHERIFFS OFFICE
			0099 0619 03	5/22/2019		4100-051100-1205-512-510	32.40	213602			01586 SHERIFFS OFFICE
			0099 0619 04	5/22/2019		4100-051100-1205-512-510	36.99	213602			01586 SHERIFFS OFFICE
			0099 0619 05	5/23/2019		4100-051100-1264-512-510	30.53	213602			01586 SHERIFFS OFFICE
			0198 0619 01	5/18/2019		4100-051500-1247-551-510	84.40	213602			01586 V.GIVENS ACCT
			0198 0619 02	5/18/2019		4100-051500-1247-551-510	50.97	213602			01586 V.GIVENS ACCT
			0198 0619 03	5/30/2019		4100-051500-1299-551-510	39.98	213602			01586 V.GIVENS ACCT
			0198 0619 04	5/30/2019		4100-051500-1272-551-510	17.94	213602			01586 V.GIVENS ACCT
			0198 0619 05	6/01/2019		4100-051500-1233-551-510	275.00	213602			01586 V.GIVENS ACCT
											630.60
00000	000010	BANK OF SOUTHSIDE VA	0198 0619 06	6/05/2019		4100-051500-1259-551-510	1,076.82	213603			01586 V.GIVENS ACCT
			0198 0619 07	6/05/2019		4100-051500-1204-551-510	149.06	213603			01586 V.GIVENS ACCT
			0198 0619 08	6/06/2019		4100-051500-1233-551-510	30.00	213603			01586 V.GIVENS ACCT
			0206 0619 01	5/11/2019		4100-051100-1204-516-510	229.72	213603			01586 J.HARRISON ACCT
			0206 0619 02	5/11/2019		4100-051100-1204-516-510	229.72	213603			01586 J.HARRISON ACCT
			0206 0619 03	5/20/2019		4100-051100-1204-512-510	316.11	213603			01586 J.HARRISON ACCT
			0206 0619 04	5/24/2019		4100-051500-1201-551-510	35.00	213603			01586 J.HARRISON ACCT
			0206 0619 05	5/27/2019		4100-051100-1224-512-510	62.00	213603			01586 J.HARRISON ACCT
			0206 0619 06	5/30/2019		4100-051100-1201-512-510	15.00	213603			01586 J.HARRISON ACCT
			0206 0619 07	6/04/2019		4100-051100-1203-512-510	440.00	213603			01586 J.HARRISON ACCT
			0206 0619 07	6/04/2019		4100-051100-1203-516-510	440.00	213603			01586 J.HARRISON ACCT
											3,023.43
00000	000010	BANK OF SOUTHSIDE VA	0206 0619 08	6/06/2019		4100-051100-1241-516-510	83.49	213604			01586 J.HARRISON ACCT
			0214 0619 01	5/29/2019		4100-051100-1205-512-510	67.35	213604			01586 C.WYCHE ACCT
			0214 0619 02	5/30/2019		4100-051100-1205-512-510	75.53	213604			01586 C.WYCHE ACCT
			0214 0619 03	5/31/2019		4100-051100-1205-516-510	46.80	213604			01586 C.WYCHE ACCT
											273.17
00000	000300	BATTERY BARN OF VA INC	347209	6/19/2019		4100-021500-1254-253-210	651.30	213605			01586 ACCT# 749
											651.30
00000	999999	BRASHELL, KATHRYN	KB 062619	6/26/2019		4100-023100-1264-291-230	51.62	213606			01586 MILEAGE
											51.62
00000	000183	BRITT'S SERVICE CENTER	642146	4/19/2019		4100-051500-1265-551-510	68.49	213607			01586 SUSSEX SHERIFF
			642155	4/10/2019		4100-051100-1265-512-510	60.00	213607			01586 SUSSEX SHERIFF
			642169	4/09/2019		4100-051100-1265-512-510	60.00	213607			01586 SUSSEX SHERIFF
			642170	4/15/2019		4100-051100-1265-512-510	388.18	213607			01586 SUSSEX SHERIFF
			642248	4/26/2019		4100-051100-1265-512-510	60.00	213607			01586 SUSSEX SHERIFF

P.O. VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH ACH	BATCH INV. DESCRIPTION
00000 000183		642249	4/24/2019		4100-051100-1265-512-510	359.44	213607			Vehicle Maintenance & Repairs01586 SUSSEX SHERIFF
00000 000183		642278	4/29/2019		4100-051500-1265-551-510	66.00	213607			Vehicle Maintenance & Repairs01586 SUSSEX SHERIFF
00000 000183		642290	5/06/2019		4100-051100-1265-512-510	920.96	213607			Vehicle Maintenance & Repairs01586 SUSSEX SHERIFF
00000 000183		642474	5/02/2019		4100-051100-1265-512-510	60.00	213607			Vehicle Maintenance & Repairs01586 SUSSEX SHERIFF
00000 000183		642476	5/02/2019		4100-051100-1265-512-510	60.00	213607			Vehicle Maintenance & Repairs01586 SUSSEX SHERIFF
			2,103.07		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL 2,103.07
00000 000183	BRITT'S SERVICE CENTER	642477	5/02/2019		4100-051100-1265-512-510	72.00	213608			Vehicle Maintenance & Repairs01586 SUSSEX SHERIFF
00000 000183		642478	5/02/2019		4100-051100-1265-512-510	75.00	213608			Vehicle Maintenance & Repairs01586 SUSSEX SHERIFF
00000 000183		642479	5/06/2019		4100-051100-1265-512-510	72.00	213608			Vehicle Maintenance & Repairs01586 SUSSEX SHERIFF
00000 000183		642480	5/07/2019		4100-051100-1265-512-510	66.00	213608			Vehicle Maintenance & Repairs01586 SUSSEX SHERIFF
00000 000183		642482	5/07/2019		4100-051100-1265-512-510	60.00	213608			Vehicle Maintenance & Repairs01586 SUSSEX SHERIFF
00000 000183		642483	5/07/2019		4100-051100-1265-512-510	16.00	213608			Vehicle Maintenance & Repairs01586 SUSSEX SHERIFF
00000 000183		642484	5/21/2019		4100-051100-1265-512-510	66.00	213608			Vehicle Maintenance & Repairs01586 SUSSEX SHERIFF
00000 000183		642485	5/21/2019		4100-051100-1265-512-510	103.00	213608			Vehicle Maintenance & Repairs01586 SUSSEX SHERIFF
00000 000183		642486	5/24/2019		4100-051100-1265-512-510	60.00	213608			Vehicle Maintenance & Repairs01586 SUSSEX SHERIFF
00000 000183		642487	5/31/2019		4100-051100-1265-512-510	66.00	213608			Vehicle Maintenance & Repairs01586 SUSSEX SHERIFF
			656.00		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL 656.00
00000 000183	BRITT'S SERVICE CENTER	642488	6/06/2019		4100-051100-1265-512-510	60.00	213609			Vehicle Maintenance & Repairs01586 SUSSEX SHERIFF
00000 000183		642489	6/06/2019		4100-051100-1265-512-510	75.00	213609			Vehicle Maintenance & Repairs01586 SUSSEX SHERIFF
00000 000183		642490	6/06/2019		4100-051100-1265-512-510	72.00	213609			Vehicle Maintenance & Repairs01586 SUSSEX SHERIFF
00000 000183		642491	6/07/2019		4100-051100-1265-512-510	82.00	213609			Vehicle Maintenance & Repairs01586 SUSSEX SHERIFF
			289.00		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL 289.00
00000 001251	CABIN POINT VETERINARY	59846	6/17/2019		4100-021600-1227-261-210	222.50	213610			Medical Services 01586 ACCT# 1707
00000 001251		59863	6/17/2019		4100-021600-1227-261-210	65.00	213610			Medical Services 01586 ACCT# 1707
00000 001251		59891	6/18/2019		4100-021600-1227-261-210	140.00	213610			Medical Services 01586 ACCT# 1707
			427.50		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL 427.50
00000 001664	CAPITAL TRISTATE	S037044040.001	6/12/2019		4100-021200-1272-221-210	184.67	213611			Building Maintenance & Repair01586 ACCT# 276110
			184.67		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL 184.67
00000 001485	CENTRAL AGRIBUSINESS	JR22596	6/18/2019		4100-051500-1246-551-510	73.50	213612			Food Supplies 01586 SUSSEX SHERIFF
			73.50		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL 73.50
00000 001630	CHENEY BROTHERS	10-917816878	6/20/2019		4100-051500-1246-551-510	2,294.27	213613			Food Supplies 01586 ACCT# 60030700
			2,294.27		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL 2,294.27
00000 001758	COMPTONICS OF VA INC	520833	6/07/2019		4100-021500-1256-253-210	7,808.00	213614			Communication Equipment 01586 ACCT# 1267
			7,808.00		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL 7,808.00
00000 001722	COPELAND LTD-PREFORK	202	6/19/2019		4100-021400-1225-242-210	450.00	213615			Management Consulting Service01586 SUSSEX COUNTY
			450.00		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL 450.00
00000 001173	COPY CAT PRINTING	70479	6/06/2019		4100-021100-1233-211-210	449.52	213616			Printing 01586 SUSSEX COUNTY ADMIN
			449.52		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL 449.52
00000 000020	COMLING BROTHERS	263071	5/31/2019		4100-021200-1274-221-210	195.00	213617			Grounds Maintenance & Repairs01586 ACCT# SCO006
			195.00		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL 195.00

P.O. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH ACH PMT	G/L ACCOUNT DESC.	BATCH INV DESCRIPTION
00000 000871	CRYSTAL SPRINGS	10726073 061519	6/15/2019		4100-021200-1277-221-210	41.21	213618			Water Services	01586 # 508239010726073
00000 000871		12841556 061619	6/16/2019		4100-063100-1277-631-630	46.53	213618			Water Services	01586 # 114253012841556
00000 000871		1352472 061619	6/16/2019		4100-021100-1277-211-210	207.39	213618			Water Services	01586 # 11425301352472
00000 000871		15692716 061219	6/12/2019		4100-041100-1277-411-410	21.94	213618			Water Services	01586 # 695034615692716
		DISC. TOTAL				317.07					317.07
00000 000983	DELL MARKETING L.P.	10323165678	6/23/2019		4100-063100-1251-632-630	359.35	213619			Computer & Printer Purchases	01586 ACCT# 1453579
00000 000983		10323407892	6/24/2019		4100-063100-1251-632-630	1,483.59	213619			Computer & Printer Purchases	01586 ACCT# 1453579
		DISC. TOTAL				1,842.94					1,842.94
00000 000193	DEPART OF MOTOR VEHICLES	201914000023	5/20/2019		4100-041100-1224-411-410	130.00	213620			Information Sys Serv VEC	01586 # 546001642014
		DISC. TOTAL				130.00					130.00
00000 000902	DOC FARMER'S MARKET	MKT68394	6/17/2019		4100-051500-1246-551-510	175.00	213621			Food Supplies	01586 SUSSEX COUNTY JAIL
		DISC. TOTAL				175.00					175.00
00000 001777	FARM AND LAWN SERVICE	01-7215	6/24/2019		4100-021200-1275-221-210	58.47	213622			Maintenance Equipment Repairs	01586 ACCT# 3739
		DISC. TOTAL				58.47					58.47
00000 001703	HEFTY WILEY & GORE P.C.	9969	6/25/2019		4100-022100-1223-281-220	2,500.00	213623			Legal Services	01586 SUSSEX COUNTY
		DISC. TOTAL				2,500.00					2,500.00
00000 001538	JIM WHELAM'S SERV. CENTER	87669	6/14/2019		4100-051100-1268-512-510	49.95	213624			Vehicle Maintenance & Repairs	01586 SUSSEX SHERIFF
		DISC. TOTAL				49.95					49.95
00000 001460	KESSINGER, MICHAEL	MK 041819 01	4/18/2019		4100-051100-1245-512-510	79.75	213625			Law Enforcement Supplies	01586 REIMBURSEMENT
		DISC. TOTAL				79.75					01586 REIMBURSEMENT
00000 001550	KINEX NETWORKING SOLUTION	190619-0001	6/19/2019		4100-021100-1234-211-210	97.24	213626			Telecommunications	01586 SUSSEX COUNTY
		DISC. TOTAL				97.24					01586 SUSSEX COUNTY
00000 001550		190619-0001	6/19/2019		4100-021400-1234-241-210	97.22	213626			Telecommunications	01586 SUSSEX COUNTY
		DISC. TOTAL				97.22					01586 SUSSEX COUNTY
00000 001550		190619-0001	6/19/2019		4100-041100-1234-411-410	97.22	213626			Telecommunications	01586 SUSSEX COUNTY
		DISC. TOTAL				97.22					01586 SUSSEX COUNTY
00000 001550		190619-0001	6/19/2019		4100-031100-1234-311-310	97.22	213626			Telecommunications	01586 SUSSEX COUNTY
		DISC. TOTAL				97.22					01586 SUSSEX COUNTY
00000 001550		190619-0001	6/19/2019		4100-021100-1234-231-210	97.22	213626			Telecommunications	01586 SUSSEX COUNTY
		DISC. TOTAL				97.22					01586 SUSSEX COUNTY
00000 001550		190619-0001	6/19/2019		4100-021500-1234-253-210	97.22	213626			Telecommunications	01586 SUSSEX COUNTY
		DISC. TOTAL				97.22					01586 SUSSEX COUNTY
00000 001550		190619-0001	6/19/2019		4100-051100-1234-516-510	97.22	213626			Telecommunications	01586 SUSSEX COUNTY
		DISC. TOTAL				97.22					01586 SUSSEX COUNTY
00000 001046	MCI	4342462428 0619	6/17/2019		4100-061100-1234-613-610	32.72	213627			Telecommunications	01586 ACCT# 2DGA0965
		DISC. TOTAL				32.72					01586 ACCT# 2DGA0966
00000 001046		4342462453 0619	6/17/2019		4100-061100-1234-613-610	32.72	213627			Telecommunications	01586 # 08692926192
		DISC. TOTAL				32.72					01586 # 08692926192
00000 001046		4342465511 0619	6/13/2019		4100-021100-1234-211-210	49.37	213627			Telecommunications	01586 # 08692926192
		DISC. TOTAL				49.37					01586 # 08692926192
00000 001046		4342465511 0619	6/13/2019		4100-021400-1234-242-210	8.18	213627			Telecommunications	01586 # 08692926192
		DISC. TOTAL				8.18					01586 # 08692926192
00000 001046		4342465511 0619	6/13/2019		4100-021300-1234-231-210	30.16	213627			Telecommunications	01586 # 08692926192
		DISC. TOTAL				30.16					01586 # 08692926192
00000 001046		4342465511 0619	6/13/2019		4100-021400-1234-241-210	8.28	213627			Telecommunications	01586 # 08692926192
		DISC. TOTAL				8.28					01586 # 08692926192
00000 001046		4342465511 0619	6/13/2019		4100-021500-1234-251-210	4.21	213627			Telecommunications	01586 # 08692926192
		DISC. TOTAL				4.21					01586 # 08692926192
00000 001046		4342465511 0619	6/13/2019		4100-021100-1234-231-210	12.36	213627			Telecommunications	01586 # 08692926192
		DISC. TOTAL				12.36					01586 # 08692926192
00000 001046		4342465511 0619	6/13/2019		4100-041100-1234-411-410	17.00	213627			Telecommunications	01586 # 08692926192
		DISC. TOTAL				17.00					01586 # 08692926192
00000 001046		4342465511 0619	6/13/2019		4100-031100-1234-311-310	16.74	213627			Telecommunications	01586 # 08692926192
		DISC. TOTAL				16.74					01586 # 08692926192

F.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH ACH PNT	BATCH INV. DESCRIPTION
00000	001046		4342465511 0619	6/13/2019		4100-063100-1234-631-630	22.39	213627		Telecommunications
00000	001046		4342465511 0619	6/13/2019		4100-062100-1234-621-620	40.90	213627		Telecommunications
00000	001046		4342465511 0619	6/13/2019		4100-063100-1234-632-630	4.09	213627		Telecommunications
00000	001046		4342465511 0619	6/13/2019		4100-061100-1234-611-610	1.46	213627		Telecommunications
00000	001046		4342465511 0619	6/13/2019		4100-061100-1234-612-610	65.82	213627		Telecommunications
00000	001046		4342465511 0619	6/13/2019		4100-081300-2110-822-810	24.14	213627		VA Cooperative Extension
00000	001046		4342465511 0619	6/13/2019		4100-061100-1234-613-610	12.27	213627		Telecommunications
00000	001046		4342465511 0619	6/13/2019		4100-051100-1234-512-510	79.46	213627		Telecommunications
00000	001046		4342465511 0619	6/13/2019		4105-071100-1234-711-710	114.09	213627		Telecommunications
							.00	EPY PNT TOTAL		580.45
00000	000530	OTIS ELEVATOR COMPANY	NPN05035719	6/20/2019		4100-021200-1273-221-210	7,694.44	213628		Building Systems Main & Repair
							.00	EPY PNT TOTAL		7,694.44
00000	000056	OWEN FORD, INC	04057	6/17/2019		4100-021300-1265-231-210	836.91	213629		Vehicle Maintenance & Repairs
							.00	EPY PNT TOTAL		836.91
00000	001256	PAJ SERVICES	SUC062019	6/21/2019		4100-021600-1247-262-210-601	270.00	213630		Janitorial Supplies-Conventio
							.00	EPY PNT TOTAL		270.00
00000	000165	POSTMASTER	BKRENT1398 0619	6/13/2019		4100-031100-1231-311-310	120.00	213631		Postage
00000	000165	POSTMASTER	BKRENT1399 0619	6/13/2019		4100-041100-1231-411-410	120.00	213631		Postage
							.00	EPY PNT TOTAL		240.00
00000	001781	RICHROOD GRAPHICS	23164	6/21/2019		4100-021100-1244-211-210	377.85	213632		Uniform Services
							.00	EPY PNT TOTAL		377.85
00000	001023	RICOH USA, INC,	32012305	6/14/2019		4100-051500-1252-551-510	43.59	213633		Equipment Lease/Rental
00000	001023	RICOH USA, INC,	32012305	6/14/2019		4100-051100-1252-512-510	43.59	213633		Equipment Lease/Rental
00000	001023	POSTMASTER	9027474298	6/15/2019		4100-051100-1252-512-510	194.54	213633		Equipment Lease/Rental
00000	001023	POSTMASTER	9027474298	6/15/2019		4100-051500-1252-551-510	194.54	213633		Equipment Lease/Rental
							.00	EPY PNT TOTAL		476.26
00000	999999	ROGERS, PENNA	PR 062619	6/26/2019		4100-023100-1264-291-230	72.09	213634		Gasoline/Mileage-Non Training
							.00	EPY PNT TOTAL		72.09
00000	000832	SM'S CLUB DIRECT	6538	5/20/2019		4100-021200-1299-221-210	58.64	213635		Miscellaneous Oth./First Aid
00000	000832	SM'S CLUB DIRECT	6538	5/20/2019		4100-021600-1299-262-210	32.68	213635		Miscellaneous Othrs
							.00	EPY PNT TOTAL		91.32
00000	000074	STAPLES CREDIT PLAN	2299405011	5/30/2019		4100-021100-1241-211-210	243.07	213636		Office Supplies
00000	000074	STAPLES CREDIT PLAN	2299435491	5/31/2019		4100-021100-1241-211-210	90.69	213636		Office Supplies
00000	000074	STAPLES CREDIT PLAN	2299653161	5/31/2019		4100-021100-1241-211-210	168.28	213636		Office Supplies
00000	000074	STAPLES CREDIT PLAN	2300275781	6/01/2019		4100-021100-1241-211-210	524.67	213636		Office Supplies
00000	000074	STAPLES CREDIT PLAN	2301167981	6/04/2019		4100-041100-1241-411-410	284.38	213636		Office Supplies
00000	000074	STAPLES CREDIT PLAN	2301871391	6/04/2019		4100-021100-1241-211-210	17.34	213636		Office Supplies
00000	000074	STAPLES CREDIT PLAN	2301545421	6/04/2019		4100-041100-1241-411-410	89.95	213636		Office Supplies
00000	000074	STAPLES CREDIT PLAN	2302534781	6/06/2019		4100-021100-1241-211-210	1,126.14	213636		Office Supplies
00000	000074	STAPLES CREDIT PLAN	2302805181	6/06/2019		4100-021100-1241-211-210	37.55	213636		Office Supplies
00000	000074	STAPLES CREDIT PLAN	2302867691	6/06/2019		4100-021500-1258-253-210	77.59	213636		Computer Software/Applicatio
							.00	EPY PNT TOTAL		2,659.66

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
00000	001723	UNITED AMERICAN SECURITY	1118066	6/17/2019		4100-021600-1229-262-210-601	994.50	213649		Professional Svcs-Convenience01586 ACCT# SUS001	
00000	001723		1118067	6/17/2019		4100-021600-1229-262-210-601	994.50	213649		Professional Svcs-Convenience01586 ACCT# SUS001	
00000	001723		1118068	6/17/2019		4100-021600-1229-262-210-601	994.50	213649		Professional Svcs-Convenience01586 ACCT# SUS001	
00000	001723		1118069	6/17/2019		4100-021600-1229-262-210-601	994.50	213649		Professional Svcs-Convenience01586 ACCT# SUS001	
00000	001723		1118070	6/17/2019		4100-021600-1229-262-210-601	994.50	213649		Professional Svcs-Convenience01586 ACCT# SUS001	
00000	001723		1118071	6/17/2019		4100-021600-1229-262-210-601	994.50	213649		Professional Svcs-Convenience01586 ACCT# SUS001	
		DISC. TOTAL				.00	5,967.00			TOTAL	5,967.00
00000	000087	VAN CLEEF AUTO PARTS INC	5053	5/16/2019		4100-021300-1265-231-210	16.00	213650		Vehicle Maintenance & Repairs01586 ACCT# 27430	
		DISC. TOTAL				.00	16.00			TOTAL	16.00
00000	000769	VERIZON	434246326	6/22/2019		4100-021600-1234-261-210	133.70	213651		Telecommunications	01586 # 000837858428
00000	000769		434246326	6/01/2019		4100-051100-1234-516-510	298.95	213651		Telecommunications	01586 # 000130839639
00000	000769		434246326	6/22/2019		4100-061100-1234-612-610	257.73	213651		Telecommunications	01586 # 000641808907
00000	000769		434246326	6/19/2019		4100-061100-1234-613-610	60.30	213651		Telecommunications	01586 # 000990361639
00000	000769		434246326	6/22/2019		4100-061100-1234-612-610	44.49	213651		Telecommunications	01586 # 00077016136
00000	000769		434246326	6/01/2019		4100-051100-1234-516-510	65.85	213651		Telecommunications	01586 # 000790535026
00000	000769		434246326	6/16/2019		4100-051100-1234-512-510	65.85	213651		Telecommunications	01586 # 000130999200
00000	000769		434246326	6/22/2019		4100-061100-1234-612-610	65.85	213651		Telecommunications	01586 # 000690060677
00000	000769		434246326	6/22/2019		4100-061100-1234-612-610	29.19	213651		Telecommunications	01586 # 000130840277
00000	000769		434246326	6/22/2019		4100-061100-1234-612-610	29.20	213651		Telecommunications	01586 # 000130840277
00000	000769		434246326	6/22/2019		4100-061100-1234-611-610	73.11	213651		Telecommunications	01586 # 000130840277
00000	000769		434246326	6/22/2019		4100-021400-1234-242-210	73.11	213651		Telecommunications	01586 # 000130840277
00000	000769		434246326	6/22/2019		4100-021400-1234-211-210	89.20	213651		Telecommunications	01586 # 000130840277
00000	000769		434246326	6/22/2019		4100-021400-1234-241-210	73.11	213651		Telecommunications	01586 # 000130840277
00000	000769		434246326	6/22/2019		4100-021400-1234-211-210	73.11	213651		Telecommunications	01586 # 000130840277
00000	000769		434246326	6/22/2019		4100-023100-1234-291-230	73.11	213651		Telecommunications	01586 # 000130840277
00000	000769		434246326	6/22/2019		4100-061100-1234-611-610	73.11	213651		Telecommunications	01586 # 000130840277
00000	000769		434246326	6/22/2019		4100-023100-1234-291-230	73.11	213651		Telecommunications	01586 # 000130840277
00000	000769		434246326	6/22/2019		4100-023100-1234-291-230	22.56	213651		Telecommunications	01586 # 000130840277
00000	000769		434246326	6/23/2019		4100-031100-1234-311-310	29.20	213651		Telecommunications	01586 # 000130840277
00000	000769		434246326	6/22/2019		4105-071100-1234-711-710	64.97	213651		Telecommunications	01586 # 000130811997
00000	000769		434246326	6/22/2019		4100-021500-1234-253-210	80.89	213651		Telecommunications	01586 # 000130811997
00000	000769		434246326	6/22/2019		4100-051100-1234-516-510	67.89	213651		Telecommunications	01586 # 000130811997
00000	000769		434246326	6/22/2019		4100-051100-1234-516-510	67.89	213651		Telecommunications	01586 # 000130811997
00000	000769		434246326	6/22/2019		4100-021100-1234-211-210	64.99	213651		Telecommunications	01586 # 000130811997
00000	000769		434246326	6/22/2019		4100-051100-1234-516-510	64.99	213651		Telecommunications	01586 # 000130811997
00000	000769		434246326	6/22/2019		4100-041100-1234-411-410	64.99	213651		Telecommunications	01586 # 000130811997
00000	000769		434246326	6/22/2019		4100-061100-1234-611-610	78.96	213651		Telecommunications	01586 # 000130811997
00000	000769		434246326	6/22/2019		4100-061100-1234-611-610	13.24	213651		Telecommunications	01586 # 000130811997
00000	000769		434246326	6/22/2019		4100-061100-1234-611-610	13.64	213651		Telecommunications	01586 # 000130811997
00000	000769		434246326	6/22/2019		4100-061100-1234-612-610	74.21	213651		Telecommunications	01586 # 000130811997
00000	000769		434246326	6/22/2019		4100-061100-1234-612-610	78.96	213651		Telecommunications	01586 # 000130811997
00000	000769		434246326	6/22/2019		4100-061100-1234-611-610	13.24	213651		Telecommunications	01586 # 000130811997
00000	000769		434246326	6/22/2019		4100-021100-1234-211-210	64.99	213651		Telecommunications	01586 # 000130811997
00000	000769		434246326	6/22/2019		4100-021100-1234-211-210	64.99	213651		Telecommunications	01586 # 000130811997
00000	000769		434246326	6/22/2019		4100-061100-1234-611-610	74.21	213651		Telecommunications	01586 # 000130811997
00000	000769		434246326	6/22/2019		4100-061100-1234-612-610	13.64	213651		Telecommunications	01586 # 000130811997
		DISC. TOTAL				.00	2,670.53			TOTAL	2,670.53
00000	000039	VERIZON WIRELESS	9831919264	6/10/2019		4100-011100-1234-111-110	191.42	213652		Telecommunications	01586 # 805250194-00001

P.O. 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. DESCRIPTION
00000 000039		9831919264	6/10/2019		4100-021100-1234-211-210	615.42	213652			Telecommunications	01586 # 805250394-00001
00000 000039		9831919264	6/10/2019		4100-021200-1234-221-210	83.92	213652			Telecommunications	01586 # 805250394-00001
00000 000039		9831919264	6/10/2019		4100-021300-1234-231-210	127.76	213652			Telecommunications	01586 # 805250394-00001
00000 000039		9831919264	6/10/2019		4100-021400-1234-241-210	115.31	213652			Telecommunications	01586 # 805250394-00001
00000 000039		9831919264	6/10/2019		4100-021500-1234-251-210	90.15	213652			Telecommunications	01586 # 805250394-00001
00000 000039		9831919264	6/10/2019		4100-021600-1234-261-210	330.46	213652			Telecommunications	01586 # 805250394-00001
00000 000039		9831919264	6/10/2019		4100-021700-1234-271-210	234.43	213652			Telecommunications	01586 # 805250394-00001
00000 000039		9831919264	6/10/2019		4100-021800-1234-281-210	40.01	213652			Telecommunications	01586 # 805250394-00001
00000 000039		9831919264	6/10/2019		4100-061100-1234-613-610	50.14	213652			Telecommunications	01586 # 805250394-00001
00000 000039		9831919264	6/10/2019		4100-021600-1234-263-210	40.05	213652			Telecommunications	01586 # 805250394-00001
00000 000039		9832013603	6/12/2019		4100-051500-1234-551-510	160.42	213652			Telecommunications	01586 # 805250394-00001
00000 000039		9832013603	6/12/2019		4100-051100-1234-516-510	590.70	213652			Telecommunications	01586 # 520620824-00001
00000 000039		9832013603	6/12/2019		4100-051100-1234-516-510	590.70	213652			Telecommunications	01586 # 520620824-00001
						3,300.90					3,300.90
00000 001408	WITHER PUBLIC SAFETY GRP.	1954897	6/18/2019		4100-051100-1245-512-510	14,155.00	213653			Law Enforcement Supplies	01586 ACCT# SUSCOU
											14,155.00
00000 000879	WOMACK PUBLISHING CO.	1889393	5/15/2019		4100-021100-1235-211-210	153.30	213654			Advertising	01586 ACCT# W0048
00000 000879		1889394	5/15/2019		4100-021100-1235-211-210	153.30	213654			Advertising	01586 ACCT# W0048
00000 000879		1889641	5/22/2019		4100-021600-1235-261-210	149.25	213654			Advertising	01586 ACCT# W0048
						455.85					455.85
00000 001634	XEROX FINANCIAL SERVICES	1652615	6/14/2019		4100-021300-1252-231-210	129.17	213655			Equipment Lease/Rental	01586 # 020074478001
											129.17
00000 000317	TOWN OF WAKEFIELD	1943 071519	7/15/2019		4100-021200-1277-221-210	32.58	213656			Water Services	01586 ACCT# 01943.00
											32.58
00000 000039	VERIZON WIRELESS	9831941341	6/10/2019		4125-031700-5841-	110.28	213657			Drug Forf. Fund / Com. Acty.	01586 # 905440571-00001
											110.28
						160,164.61					160,164.61
						160,164.61					160,164.61

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 160,164.61 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

6-26-19
 DATE
 6-26-19
 DATE
 6-26-19
 DATE

Kelly M. Moran
 DIRECTOR OF FINANCE

Dustin Jones
 VAULT J. JONES III ADMIN

Deste J. Cox
 DESTE J. COX, TREASURER

001408 WITMER PUBLIC SAFETY 1925222 4100-051100-1244-512-510- 3/07/2019 3/25/2019 117.99- 117.99- .00 *PAID*
 INVOICE TOTAL CK#-0212922/4100 117.99- 117.99- .00

VEND. VENDOR NO. NAME	INVOICE NO.	G/L ACCOUNT	INVOICE DATE	DUE DATE	GROSS AMOUNT	CASH DISCOUNT	CLS NET PO AMT NO.
	1925222	4100-051100-1244-512-510- CK#-0212922/4100	3/07/2019	3/25/2019	117.99-	.00	117.99- 00000
Term Code:							
VENDOR TOTAL					117.99-	.00	117.99-
FINAL TOTAL					117.99-	.00	117.99-

BATCH#- 340 CREATED BY JBINNS ON 6/12/2019 RUN BY JBINNS ON 6/12/2019

VEND. VENDOR NO. NAME INVOICE NO. G/L ACCOUNT NO. INVOICE DATE DUE DATE GROSS AMOUNT CASH DISCOUNT CLS NET AMT FO NO.

000362 SUSSEX CTY SCHOOL BOA BUS FY19 4302-094500-0001- 4/18/2019 4/29/2019 27000.00- 27000.00- .00 *PAID*
 INVOICE TOTAL CK#-0213167/4302 27000.00- 27000.00- .00 27000.00- 00000

Term Code:

VENDOR TOTAL 27000.00- 27000.00- .00
 FINAL TOTAL 27000.00- 27000.00- .00

BATCH#- 341 CREATED BY JBINNS ON 6/21/2019 RUN BY JBINNS ON 6/21/2019

PAYROLL DEDUCTION CHECKS



A/P CHECK REGISTER
PAYROLL DEDUCTION CHECKS

TIME-14:15:36

P/O NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET CHECK AMOUNT	CHECK NO.	BATCH
00000	000245 AFLAC	DC040190616190600	6/14/2019	100-000200-0100-	942.81	213475	00000
00000	000245	DC040190616190600	6/14/2019	105-000200-0100-	162.32	213475	00000
00000	000245	DC041190616190600	6/14/2019	100-000200-0100-	672.87	213475	00000
00000	000245	DC041190616190600	6/14/2019	105-000200-0100-	182.98	213475	00000
				CHECK TOTAL	1,960.98		
00000	001397 LEGAL SHIELD	DC097190616190600	6/14/2019	100-000200-0100-	21.46	213476	00000
00000	001397	DC097190616190600	6/14/2019	105-000200-0100-	14.95	213476	00000
				CHECK TOTAL	36.41		
00000	001021 MINNESOTA LIFE INS CO	DC200190616190600	6/14/2019	100-000200-0100-	327.64	213477	00000
00000	001021	DC200190616190600	6/14/2019	105-000200-0100-	67.57	213477	00000
				CHECK TOTAL	395.21		
00000	001443 N.C. CHILD SUPPORT	DC101190616190600	6/14/2019	100-000200-0100-	133.50	213478	00000
				CHECK TOTAL	133.50		
00000	000872 NATIONWIDE RETIREMENT	DC090190616190600	6/14/2019	100-000200-0100-	2,133.33	213479	00000
00000	000872	DC090190616190600	6/14/2019	105-000200-0100-	120.00	213479	00000
				CHECK TOTAL	2,253.33		
00000	001560 SUZANNE E WADE, TRUSTER	DC107190616190600	6/14/2019	100-000200-0100-	130.00	213480	00000
				CHECK TOTAL	130.00		
00000	000779 TREASURER OF SUSSEX CO.	DC001190616190600	6/14/2019	100-000200-0100-	32,548.00	213481	00000
00000	000779	DC001190616190600	6/14/2019	105-000200-0100-	7,416.00	213481	00000
00000	000779	DC002190616190600	6/14/2019	100-000200-0100-	4,572.00	213481	00000
00000	000779	DC002190616190600	6/14/2019	105-000200-0100-	762.00	213481	00000
00000	000779	DC004190616190600	6/14/2019	100-000200-0100-	514.00	213481	00000
00000	000779	DC006190616190600	6/14/2019	100-000200-0100-	1,878.00	213481	00000
00000	000779	DC006190616190600	6/14/2019	105-000200-0100-	1,878.00	213481	00000
00000	000779	DC012190616190600	6/14/2019	100-000200-0100-	914.00	213481	00000
				CHECK TOTAL	50,882.00		
00000	000247 TREASURER OF VIRGINIA	DC080190616190600	6/14/2019	100-000200-0100-	2,379.08	213482	00000
				CHECK TOTAL	2,379.08		
00000	000831 VACORP	DC035190616190600	6/14/2019	100-000200-0100-	74.56	213483	00000
00000	000831	DC035190616190600	6/14/2019	105-000200-0100-	100.19	213483	00000
				CHECK TOTAL	174.75		
00000	001027 VALIC RETIREMENT	DC091190616190600	6/14/2019	100-000200-0100-	115.00	213484	00000
00000	001027	DC091190616190600	6/14/2019	105-000200-0100-	75.00	213484	00000
				CHECK TOTAL	190.00		
				CLASS TOTAL	58,535.26		
				FINAL TOTAL	58,535.26		

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
THE TOTAL 58,535.26 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADVISED.

6-10-19

DATE

6/10/19

[Signature]
COUNTY ADMINISTRATOR

[Handwritten mark]

[Handwritten mark]

A/P CHECK REGISTER
PAYROLL DEDUCTION CHECKS

TIME- 8:50:03

P/O NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	BATCH
00000	000245	AFLAC	DC040190630190600	6/28/2019	100-000200-0100-	942.81	213589	00000
00000	000245		DC040190630190600	6/28/2019	105-000200-0100-	162.32	213589	00000
00000	000245		DC041190630190600	6/28/2019	100-000200-0100-	672.87	213589	00000
00000	000245		DC041190630190600	6/28/2019	105-000200-0100-	162.98	213589	00000
					CHECK TOTAL	1,960.98		
00000	001397	LEGAL SHIELD	DC097190630190600	6/28/2019	100-000200-0100-	21.46	213590	00000
00000	001397		DC097190630190600	6/28/2019	105-000200-0100-	14.95	213590	00000
					CHECK TOTAL	36.41		
00000	001021	MINNESOTA LIFE INS CO	DC200190630190600	6/28/2019	100-000200-0100-	327.64	213591	00000
00000	001021		DC200190630190600	6/28/2019	105-000200-0100-	67.57	213591	00000
					CHECK TOTAL	395.21		
00000	001443	N.C. CHILD SUPPORT	DC101190630190600	6/28/2019	100-000200-0100-	133.50	213592	00000
					CHECK TOTAL	133.50		
00000	000872	NATIONWIDE RETIREMENT	DC090190630190600	6/28/2019	100-000200-0100-	2,133.33	213593	00000
00000	000872		DC090190630190600	6/28/2019	105-000200-0100-	120.00	213593	00000
					CHECK TOTAL	2,253.33		
00000	001560	SUZANNE E WADE, TRUSTEE	DC107190630190600	6/28/2019	100-000200-0100-	130.00	213594	00000
					CHECK TOTAL	130.00		
00000	000779	TREASURER OF SUSSEX CO.	DC001190630190600	6/28/2019	100-000200-0100-	32,548.00	213595	00000
00000	000779		DC001190630190600	6/28/2019	105-000200-0100-	7,416.00	213595	00000
00000	000779		DC002190630190600	6/28/2019	100-000200-0100-	4,572.00	213595	00000
00000	000779		DC004190630190600	6/28/2019	105-000200-0100-	762.00	213595	00000
00000	000779		DC006190630190600	6/28/2019	100-000200-0100-	914.00	213595	00000
00000	000779		DC006190630190600	6/28/2019	105-000200-0100-	1,678.00	213595	00000
00000	000779		DC012190630190600	6/28/2019	100-000200-0100-	1,878.00	213595	00000
					CHECK TOTAL	50,882.00		
00000	000247	TREASURER OF VIRGINIA	DC080190630190600	6/28/2019	100-000200-0100-	2,379.08	213596	00000
					CHECK TOTAL	2,379.08		
00000	000831	VACORP	DC035190630190600	6/28/2019	100-000200-0100-	74.56	213597	00000
00000	000831		DC035190630190600	6/28/2019	105-000200-0100-	100.19	213597	00000
					CHECK TOTAL	174.75		
00000	001027	VALIC RETIREMENT	DC091190630190600	6/28/2019	100-000200-0100-	115.00	213598	00000
00000	001027		DC091190630190600	6/28/2019	105-000200-0100-	75.00	213598	00000
					CHECK TOTAL	190.00		
					CLASS TOTAL	58,535.26		
					FINAL TOTAL	58,535.26		

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
THE TOTAL 58,535.26 -
EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

06-25-19
DATE
6/25/19

[Signature]
COUNTY ADMINISTRATOR

BOARD ACTION FORM

Agenda Item: Consent Agenda Item #2.03

Subject: Drug & Asset Forfeiture - \$28,439.31/Dare Appropriation FYE19 - \$1,269.00

Board Meeting Date: July 18 2019

=====
Summary: Staff received a request from Ms. Deste Cox, Treasurer to appropriate the Drug and Asset Forfeiture proceeds for fiscal year ending 2019.

Drug and Asset Forfeiture proceeds for Sussex are allocated through the Courts and the Department of Criminal Justice system to the Sheriff and Commonwealth Attorney’s Offices under the Drug Forfeiture Fund. There is a standing resolution that authorizes the Treasurer to receipt and appropriate all receipts and beginning balances for Drug and Asset Forfeiture proceeds and Dare Contributions through the fiscal year to allow for proper internal controls, reporting and tracking purposes.

The total beginning 2019 fiscal balance for the Drug Forfeiture account was \$16,408.49 and the total proceeds collected were \$12,030.82 for a total appropriation of \$28,439.31 for the fiscal year.

The total beginning 2019 fiscal balance for the DARE account was \$600.00 and the total proceeds collected were \$669.00 for a total appropriation of \$1,269.00 for the fiscal year. For audit purposes, this appropriation is done each year.

Recommendation: That the Board of Supervisors appropriates \$28,439.31 to the Drug and Asset Forfeiture accounts and \$1,269.00 to the Dare Program account; and authorize the Treasurer to continue appropriating all proceeds and beginning balances for the Drug Forfeiture and DARE funds.

Attachment: Letter from Ms. Deste Cox, Treasurer, dated July 8, 2019

=====
ACTION: That the Board of Supervisors appropriates \$28,439.31 to the Drug and Asset Forfeiture accounts and \$1,269.00 to the Dare Program account; and

FURTHER RESOLVED that the Treasurer is authorized to continue appropriating all proceeds and beginning balances for the Drug Forfeiture and DARE funds.

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

Table with 6 columns: Member, Aye, Nay, Member, Aye, Nay. Rows include Blowe, Fly, Futrell, Seward, Stringfield, Tyler.



SUSSEX COUNTY

DESTE JARRATT COX
TREASURER
15074 COURTHOUSE ROAD

TREASURERS OFFICE
P O BOX 1399
SUSSEX, VA 23884

Phone (434) 246-1087

Fax (804) 246-2347

To: Sussex County Board of Supervisors

From: Deste J. Cox, Treasurer

Date: July 8, 2019

RE: Drug Forfeiture/Dare Appropriation FYE19

Drug and Asset Forfeiture proceeds for Sussex are allocated through the Courts and the Department of Criminal Justice system to the Sheriff and Commonwealth Attorney's Offices under the Drug Forfeiture Fund. There is a standing resolution that authorizes the Treasurer to receipt and appropriate all receipts and beginning balances for Drug and Asset Forfeiture proceeds and Dare Contributions through the fiscal year to allow for proper internal controls, reporting and tracking purposes.

The total beginning 2019 fiscal balance for the Drug Forfeiture account was \$16,408.49 and the total proceeds collected were \$12,030.82 for a total appropriation of \$28,439.31 for the fiscal year.

The total beginning 2019 fiscal balance for the DARE account was \$600.00 and the total proceeds collected were \$669.00 for a total appropriation of \$1,269.00 for the fiscal year.

For audit purposes, please appropriate the following for fiscal year ending 2019 and further authorize the Treasurer to continue appropriating all proceeds and beginning balances for the Drug Forfeiture and DARE funds:

\$28,439.31 to the Drug and Asset Forfeiture accounts
\$ 1,269.00 to the Dare Program account

BOARD ACTION FORM

Agenda Item: Consent Agenda Item #2.04

Subject: Board of Supervisors August 15, 2019 Meeting

Board Meeting Date: July 18 2019

=====
Summary: Historically, for the last two (2) years, the Board of Supervisors has cancelled its August meeting. If the Board so desires, the August 15, 2019 will be cancelled as well.

Attachments (if any): N/A

=====
ACTION: That the Board approves the cancellation of the Board of Supervisors August 15, 2019 regular meeting.

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

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Blowe	___	___	Seward	___	___
Fly	___	___	Stringfield	___	___
Futrell	___	___	Tyler	___	___

BOARD ACTION FORM

Agenda Item: Recognition #3.01

Subject: RESOLUTION: Ms. Kathryn “Kathy” P. Beale’s Retirement – Sussex Sheriff’s Department

Board Meeting Date: July 18 2019

=====

Summary: At the May 16, 2019 Board meeting, staff advised that a request was received from Sheriff Giles to prepare a resolution for adoption by the Board of Supervisors in recognition of Ms. Kathryn P. Beale’s retirement. Ms. Beale retired May 31, 2019—after working over 40 years in various positions with the Sussex County Sheriff’s Department. Ms. Beale wasn’t present at that meeting. As a result, it was requested that the resolution be adopted and presented at a later Board meeting.

Again, the Sheriff’s Department and their staff, the Board, County Administration and fellow co-workers on the complex and the citizens are most appreciative of Ms. Beale’s years of dedicated services and hard work. Ms. Beale has and will be missed by all. We all want to wish her a happy retirement and hope she enjoys the time with her grandchildren and the next chapter in her life.

Ms. Beale will be present to accept the resolution.

Recommendation: That the Board approves and adopts the resolution honoring Mrs. Kathy P. Beale on her retirement.

Attachments: (1) Copy of the Resolution Honoring of Ms. Kathy P. Beale
(2) Copy of Sheriff Giles’ Request, dated May 1, 2019

=====

ACTION: That the Board approves and adopts the resolution honoring Ms. Kathy P. Beale on her retirement.

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

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Blowe	___	___	Seward	___	___
Fly	___	___	Stringfield	___	___
Futrell	___	___	Tyler	___	___

Resolution



In Recognition of

Kathryn P. Beale

WHEREAS, Kathryn “Kathy” Beale retired on May 1, 2019, after dedicating 40 years of service to the Sussex County Sheriff’s Department; and

WHEREAS, Ms. Beale began her employment with the Sussex County Sheriff’s Department on April 9, 1979 under Sheriff Kitchen’s Administration; and

WHEREAS, She began her career as a deputy sheriff working as the Civil Process Deputy; and

WHEREAS, She was promoted to Secretary I in 1989, and

WHEREAS, through the years Ms. Beale was promoted to Secretary II and, finally, Administrative Assistant; and

WHEREAS, Ms. Beale served under three Sheriffs—Sheriff E. S. Kitchen, the Sheriff R. R. Bell, and Sheriff E. L. Giles, Jr.;

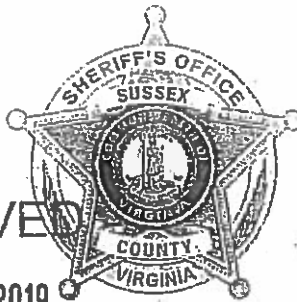
NOW, THEREFORE, BE RESOLVED that the Sussex County Board of Supervisors hereby takes great pleasure in recognizing and honoring Ms. Kathryn “Kathy” P. Beale on her retirement after many years of dedicated service to the Sussex County Sheriff’s Department, the County and its citizens. This Resolution is presented as a token of Sussex County’s appreciation; and

BE IT FURTHER RESOLVED that a copy of this Resolution be spread upon the minutes of this Board meeting this 18th day of July, 2019.

*Susan B. Seward, Chair
Board of Supervisors*

*Keith C. Blowe, Vice-Chairman
Board of Supervisors*

OFFICE OF THE SHERIFF
Ernest L. Giles, Sr., Sheriff
TEL 434-246-5000
FAX 434-246-5714



RECEIVED
MAY 01 2019

P. O. Box 1326
20212 Thornton Square
Sussex, Virginia 23884
www.sussexsheriffva.com
email: egiles@sussexso.com

SUSSEX COUNTY
ADMINISTRATION

May 1, 2019

Ms. Susan Seward, Chairman
Board of Supervisors
County of Sussex
Sussex, Virginia 23884

RE: Recognition of Retirement

Ms. Seward,

This letter to request at the next monthly Board of Supervisors Meeting to recognize the retirement of Kathryn P. Beale from the Sussex County Sheriff's Office on May 1, 2019 after 40 years of dedicated service to the Department. I am also requesting a resolution be given to Ms. Beale.

Kathryn P. Beale began her employment with the Sussex County Sheriff's Office on April 9, 1979 under Sheriff E.S. Kitchen's Administration. She began her career as a deputy sheriff working as the Civil Process Deputy. In 1981 she was promoted to Secretary I and then through the years promoted to Secretary II and finally Administrative Assistant. Kathy Beale retired from the Sussex County Sheriff's Office on May 1, 2019 after forty years of service. Kathy served under three Sheriff's: Sheriff E.S. Kitchen, Sheriff R.R. Bell, and Sheriff E.L. Giles, Sr. While employed at the Sheriff's Office, Kathy had two children who are now grown. She now has four grandchildren that she plans to enjoy now that she is retired. We want to thank Ms. Beale for her dedicated service to the Department and wish her a happy retirement.

If you have any questions, please contact me.

Respectfully,

A handwritten signature in black ink, appearing to read "E.L. Giles Sr.", written over a faint circular stamp.

Sheriff E.L. Giles, Sr., Sheriff
County of Sussex

cc: File

BOARD ACTION FORM

Agenda Item: Presentation #3.02

Subject: Blackwater Regional Library – Mrs. Jenny Bakos, Director

Board Meeting Date: July 20 2019

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Summary: After reviewing one of the Blackwater Regional Library reports, Vice Chairman Blowe had some concerns regarding the lack of service in the Courthouse and Stony Creek areas. Vice Chairman Blowe is requesting a report of what is being done to provide services for these areas.

Mrs. Jenny Bakos, Director of the Blackwater Regional Library, will be in attendance to provide a report.

Recommendation: N/A

Attachments: N/A

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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>
Blowe	___	___	Seward	___	___
Fly	___	___	Stringfield	___	___
Futrell	___	___	Tyler	___	___

BOARD ACTION FORM

Agenda Item: Recognition/Awards #3.03

Subject: Recognition: Early Childhood Learning and Head Start Day – August 28, 2019

Board Meeting Date: July 20 2019

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Summary: Although the Improvement Association (the “Association”) has operated an Early Childhood and Head Start program since 1991, the Association held its grand opening of the new Early Childhood Learning and Workforce Development Center in Waverly, Virginia on August 28, 2018—in which Governor Northam made a special visit and performed the dedication and ribbon cutting ceremony.

The Association serves as the first Early Childhood and Work Development Center in Virginia. During a Head Start Transition Ceremony here in Sussex County, a Certificate of Recognition issued by Governor Northam declaring August 28, 2019, as Early Childhood Learning and Head Start Day for the counties of Sussex, Surry, Greensville, Brunswick, and Dinwiddie, and the city of Emporia. The Certificate of Recognition was presented by the 75th District Virginia House of Delegates representative, Delegate Roslyn Tyler.

Information taken from Sussex-Surry Dispatch newspaper. Further details can be found in its a July 10, 2019 edition.

Recommendation: N/A

Attachment: A Copy of Certification of Recognition – Early Childhood Learning and Head Start Day – August 28, 2019 issued by Governor Ralph Northam

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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>
Blowe	___	___	Seward	___	___
Fly	___	___	Stringfield	___	___
Futrell	___	___	Tyler	___	___



CERTIFICATE of RECOGNITION

By virtue of the authority vested by the Constitution of Virginia in the Governor of the Commonwealth of Virginia, there is hereby officially recognized:

EARLY CHILDHOOD LEARNING AND HEAD START DAY

WHEREAS, the health and safety of all Virginians is important to the happiness, well-being, and prosperity of our Commonwealth's families and communities; and

WHEREAS, every child in Virginia is a precious individual, full of promise and great potential; and

WHEREAS, Virginia's early childhood professionals work daily to ensure our children's safety, health, and well-being, and further our children's educational and social skills; and

WHEREAS, it is important to encourage professional levels of practice among those who have chosen to assist families in safeguarding and nurturing children, and recognize the efforts of those who are working directly with our children and building Virginia's future; and

WHEREAS, The Improvement Association, Inc., has operated an Early Childhood and Head Start Program since 1991 commencing in Sussex County, Virginia, and the programs have expanded over the last 28 years to include the counties of Surry, Greensville, Brunswick, and Dinwiddie and the City of Emporia and the Historical Campus of St. Paul College in Lawrenceville, Virginia; and

WHEREAS, as Governor, I performed the dedication and ribbon cutting ceremony of The Improvement Association, Inc.'s newly-constructed Early Learning and Workforce Development Center in Waverly, Virginia, on August 28, 2018, which serves as the first early childhood and work development center in Virginia;

NOW, THEREFORE, I, Ralph S. Northam, do hereby recognize August 28, 2019, as **EARLY CHILDHOOD LEARNING AND HEAD START DAY** in the 75th House District Represented by Delegate Roslyn Tyler for the counties of Sussex, Surry, Greensville, Brunswick, and Dinwiddie, and the City of Emporia in our **COMMONWEALTH OF VIRGINIA**, and I call this observance to the attention of all our citizens.




Governor


Secretary of the Commonwealth

BOARD ACTION FORM

Agenda Item: Public Hearing – Item #4.01

Subject: Zoning Ordinance Amendment #2019-13, Article III, General Agricultural District, Section 34-217, Use Regulations

Board Meeting Date: July 18 2019

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Summary: On April 1, 2019, the Sussex County Board of Supervisors referred the proposed amendment of the Zoning Ordinance to the Planning Commission for further study and recommendation. The proposed amendment would remove the requirement of a conditional use permit for towing/wrecker operations located in the A-1, General Agricultural District. Towing/wrecker operations would be allowed “by-right” in the A-1 Zoning District. If the amendment is approved, towing/facilities would be allowed anywhere in the County that is zoned Agricultural.

As stated at the Board of Supervisors and Planning Commission joint public hearing held on April, 1, 2019, the removal of the requirement of a conditional use permit is requested in part to accommodate Butler’s Towing which has been operating under a Conditional Use Permit since 2006 (approximately 13 years). If the Zoning Ordinance Amendment is approved, any conditional use permit regulating the operation of a towing/wrecker business will become null and void.

The Planning Commission held a public hearing on June 3, 2019 to consider this matter.

Recommendation: The Planning Commission voted unanimously (9-0) to forward the item to the Board of Supervisors with a recommendation for approval.

- Attachments:** (1) Copy of Staff Report for Zoning Ordinance Amendment #2019-03
(2) Copy of Article III, General Agricultural District, Section 34-217, Use Regulations, Subsection #33
(3) Copy of Notice of Public Hearing

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ACTION: That the Board accepts the Planning Commission recommendation for approval and adopts Zoning Ordinance Amendment #2019-03, Article III, Section 34-17, Use Regulations, Subsection #33 to remove the requirement of a conditional use permit for towing/wrecker operations located in the A-1, General Agricultural District. Towing/wrecker operations would be allowed “by-right” in the A-1 Zoning District. If the amendment is approved, towing/facilities would be allowed anywhere in the County that is zoned Agricultural; and

FURTHER RESOLVED that any Conditional Use Permit(s) imposed on existing towing/wrecker operations will be null and void.

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

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Blowe	___	___	Seward	___	___
Fly	___	___	Stringfield	___	___
Futrell	___	___	Tyler	___	___

STAFF REPORT: Zoning Ordinance Amendment #2019-03
Article III, Section 34-217 (Use Regulations), Subsection #33

REQUEST

Zoning Ordinance Amendment #2019-03

An Ordinance to Amend the Zoning Ordinance of Sussex County as follows:

- Amend Article III, General Agricultural District, Section 34-217, Use Regulations, Subsection #33 by deleting the conditional use permit requirement for towing/wrecker operations

On April 1, 2019, the Sussex County Board of Supervisors referred the proposed amendment of the Zoning Ordinance to the Planning Commission for further study and recommendation. The proposed amendment would remove the requirement of a conditional use permit for towing/wrecker operations located in the A-1, General Agricultural District. Towing/wrecker operations would be allowed “by-right” in the A-1 Zoning District. If the amendment is approved, towing/facilities would be allowed anywhere in the County that is zoned Agricultural. As stated at the Board of Supervisors and Planning Commission joint public hearing held on April, 1, 2019, the removal of the requirement of a conditional use permit is requested in part to accommodate Butler’s Towing which has been operating under a Conditional Use Permit since 2006 (approximately 13 years). If the Zoning Ordinance Amendment is approved, any conditional use permit regulating the operation of a towing/wrecker business will become null and void.

PLANNING COMMISSION’S RECOMMENDATION – APPROVAL OF ZONING ORDINANCE AMENDMENT #2019-03

The Planning Commission held a public hearing on June 3, 2019 to consider this matter and voted unanimously (9-0) to forward the item to the Board of Supervisors with a recommendation for approval.

- (31) Farm supplies, agricultural equipment sales and services, with a conditional use permit.
- (32) Commercial horse and pony farms, riding stables, horse show area and horse racing tracks, with a conditional use permit.
- (33) Towing/wrecker service with storage of inoperable and/or damaged vehicles allowed within fully enclosed structures such as warehouses, garages or similar buildings, ~~with a conditional use permit.~~
- (34) Garage apartment contained within or attached to the structure of a single-family dwelling, with a conditional use permit and subject to the following:
 - a. The garage apartment shall not contain more than two rooms plus a kitchenette and bathroom.
 - b. The owner must reside in the single-family dwelling in which the garage apartment is contained or to which the garage apartment is attached.
 - c. The garage apartment shall not be offered to the general public for rent and the use of which shall be limited to either members of the principal owner's family or to domestic servants/caretakers employed by the owner.
 - d. No dwelling units other than the principal single-family dwelling and one such garage apartment shall be located on a lot, tract or parcel of land.
 - e. Any single-family dwelling which adds a garage apartment shall be deemed to remain a single-family dwelling and shall be considered to be one dwelling unit for the purpose of yard, setbacks, lot coverage and minimum lot size requirements.
- (35) Trucking operation, with a conditional use permit.
- (36) Organics recycling facility, with a conditional use permit.
- (37) Two-family dwelling with a conditional use permit.
- (38) Private kennels.
- (39) Commercial kennels with a conditional use permit.
- (40) Wayside stand, roadside stand, farmers market.
- (41) Commercial child care centers with a conditional use permit.
- (42) Commercial greenhouses with a conditional use permit.
- (43) Volunteer fire or rescue squad.
- (44) Retreat centers with a conditional use permit.
- (45) Churches and their associated facilities.
- (46) Public schools.
- (47) Private schools and training facilities with a conditional use permit.

Deletion of text is
 example of a By-right
 use without a CUP →

**NOTICE OF PUBLIC HEARING
SUSSEX COUNTY BOARD OF SUPERVISORS
THURSDAY, JULY 18, 2019 AT 7:00 P.M.
GENERAL DISTRICT COURTROOM, SUSSEX COUNTY JUDICIAL CENTER
15098 COURTHOUSE ROAD, SUSSEX, VIRGINIA**

The Sussex County Board of Supervisors will hold a Public Hearing to discuss and consider a proposed amendment to the Sussex County Zoning Ordinance as briefly described below.

Zoning Ordinance Amendment #2019-03

An Ordinance to Amend the Zoning Ordinance of Sussex County as follows:

- Amend Article III, General Agricultural District, Section 34-217, Use Regulations, Sub-section #33 by deleting the conditional use permit requirement for towing/wrecker operations

Any persons desiring to be heard in favor of or in opposition to the above is hereby invited to be present at the Public Hearing to be held on July 18, 2019 at 7:00 p.m. at the General District Courtroom, Sussex County Judicial Center, 15098 Courthouse Road, Sussex, Virginia.

Any interested person may stop and review the associated materials and case file at the Sussex County Community Development Office, during regular business hours Monday thru Friday from 8:00 a.m. to 4:30 p.m. at 20135 Princeton Road, Sussex, Virginia 23884. Anyone needing assistance or accommodation under the American with Disabilities Act should call the County Administrator's Office at least five (5) days prior the public hearing.

Authorized by:
Vandy V. Jones, III
County Administrator
07/3/2019 & 07/10/2019

BOARD ACTION FORM

Agenda Item: Action Item #6.01

Subject: Appropriation and Transfer of Funds from General Fund to Reserve for Capital Projects Fund

Board Meeting Date: July 18 2019

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Summary: Staff received a request for recommendation to the Board from Ms. Deste Cox, Treasurer, that the Board consider an appropriation and transfer of \$2 million from the General Fund to the Reserve for Capital Projects Fund (135) to better monitor cash flow and increase the Reserve Fund

Ms. Cox advised that on a cash basis, the General Fund ended FYE 2019 with a balance of \$6,362,998 which is an increase of \$2.87 million over last year’s balance on June 30, 2018. A large portion of this increase is due to the overage in landfill tipping fees. This is also reflected in the General Fund current fund balance for FYE 2019 of \$2,788,927. This would increase the Reserve Fund to \$5.604 million, while maintaining a General Fund operating balance of over \$4.36 million. This operating balance would leave the County in good standing for the FYE20 budget, while allowing for encumbrances and designated use of fund balance.

Recommendation: That the Board appropriates and transfers \$2,000,000 from the General Fund (100) to the Reserve Capital Project (135) Fund.

Attachment: Copy of Letter from Ms. Deste Cox, Treasurer, dated July 9, 2019, RE: Transfer from General Fund to Reserve Fund (135)

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ACTION: That the Board appropriates and transfers \$2,000,000 from the General Fund (100) to the Reserve Capital Project (135) Fund.

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

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Blowe	___	___	Seward	___	___
Fly	___	___	Stringfield	___	___
Futrell	___	___	Tyler	___	___



SUSSEX COUNTY

DESTE JARRATT COX
TREASURER
15074 COURTHOUSE ROAD

TREASURERS OFFICE
P O BOX 1399
SUSSEX, VA 23884

Phone (434) 246-1087

Fax (804) 246-2347

To: Sussex County Board of Supervisors

From: Deste J. Cox, Treasurer

Date: July 9, 2019

RE: Transfer from General Fund to Reserve Fund (135)

On a cash basis, the General Fund ended FYE 2019 with a balance of \$6,362,998. This is an increase of \$2.87 million over last year's balance on June 30, 2018. A large portion of this increase is due to the overage in landfill tipping fees. This is also reflected in your General Fund current fund balance for FYE 2019 of \$2,788,927. To better monitor cash flow and increase the Reserve Fund, I recommend that the Board consider an appropriation and transfer of \$2 million from the General Fund to the Reserve for Capital Projects Fund (135). This would increase the Reserve Fund to \$5.604 million, while maintaining a General Fund operating balance of over \$4.36 million. This operating balance would leave the County in good standing for the FYE20 budget, while allowing for encumbrances and designated use of fund balance.

If the Board chooses to make this transfer, it would necessitate a vote to appropriate and transfer \$2,000,000 from the General Fund (100) to the RCPF (135) Fund.

BOARD ACTION FORM

Agenda Item: Action Item #6.02

Subject: PERSONNEL POLICY – Employee Training and Certification

Board Meeting Date: July 18 2019

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Summary: At its June 20, 2019 Board meeting, the Board approved recommended changes to the County’s Personnel Policy from the Personnel Committee and County Attorney Mark Flynn with an effective date of July 1, 2019.

In order to not delay the approval of the changes and the date the changes would be effective of the previous amendments to the Personnel Policy at the June meeting, Vice Chairman Blowe wanted to consider employee training and certification at this meeting. Vice Chairman Blowe requested that the County employees that are required to go through training that keeps their licenses and certificates current, continues. Also, all employees are encouraged to participate in training related to their job requirements. This training will include, but not limited to workshops, seminars, conferences as well as academic courses through an approved college or university. Approvals for professional training must be approved by the employee’s supervisor.

Recommendation: That the Board approve this Policy that all County employees that are required to go through training that keeps their licenses and certificates current, continues. Also, all employees are encouraged to participate in training related to their job requirements to include, but not limited, to workshops, seminars, conferences as well as academic courses through an approved college or university. Approvals for professional training must be approved by the employee’s supervisor.

Attachment: N/A

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ACTION: That the Board approves this Policy that all County employees that are required to go through training that keeps their licenses and certificates current, continues; and

FURTHER RESOLVED that all employees are encouraged to participate in training related to their job requirements to include, but not limited, to workshops, seminars, conferences as well as academic courses through an approved college or university.

BE IT FURTHER RESOLVED that approvals for professional training must be approved by the employee’s supervisor.

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

Member	<u>Aye</u>	<u>Nay</u>	Member	<u>Aye</u>	<u>Nay</u>
Blowe	___	___	Seward	___	___
Fly	___	___	Stringfield	___	___
Futrell	___	___	Tyler	___	___

BOARD ACTION FORM

Agenda Item: Action Item #6.03

Subject: Federal Uniform Guidance Policy (Administration)

Board Meeting Date: July 18 2019

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Summary: Staff was advised by Mr. Aaron B. Hawkins, of Robinson, Farmer, Cox Associates, federal compliance guidelines changed a couple of years ago from OMB Circular A-133 over to the OMB Uniform Guidance. The attached policy will keep the County in compliance with the Uniform Guidance.

Mr. Hawkins advised to make sure that there are no contradictions with the current policies in places in regards to purchasing/procurement from the Uniform Guidance Policy. This policy will need to be in place for FY20.

Recommendation: That the Board adopts the Federal Uniform Guidance Policy for Administration.

Attachment: Federal Uniform Guidance Policy (Administration)

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ACTION: That the Board adopts the Federal Uniform Guidance Policy for Administration.

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

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Blowe	___	___	Seward	___	___
Fly	___	___	Stringfield	___	___
Futrell	___	___	Tyler	___	___

Federal Awards Administration:

GRANT ADMINISTRATION

County of Sussex, Virginia does not have a centralized grants department, therefore it is the responsibility of each department obtaining a grant to care for and be familiar with all grant documents and requirements. If a grant is Federal, the department should immediately notify the designated Chief Accounting Officer for inclusion in the Town's Single Audit. For the purpose of this policy "Program Director" applies to the individual within a given department who will be responsible for the grant.

1. Grant Development, Application, and Approval –

- a. Legislative Approval – The point at which legislative approval is required is determined by the requirements of the grant program. If the grant must be submitted by "an individual authorized by the legislative body", then Governing Body approval is required prior to submitting the application. If such legislative approval is not specifically required by the written terms of the grant, then the department head may, at his or her discretion, approve grant applications. In this case, a copy of the application shall be sent to the Administrator's office. If an award is given, a copy of the agreement shall also be furnished to the Administrator's office. Electronic copies are preferable.
- b. Matching Funds – Grants that require cash local matches must be coordinated through the Administrator's office. At a minimum, funds must be identified within the existing budget to provide the match, or a budget adjustment will be required. Depending on the nature of the grant, there may also be some policy implications that will bear discussion. (For example, will the grant establish a level of service that cannot be sustained once the grant funds are depleted?)
- c. Grant Budgets – Most grants require the submission of an expenditure budget. The department head should review this portion of the grant request prior to submission. The Chief Accounting Officer will need to be contacted regarding personnel projections.

2. Grant Program Implementation –

- a. Notification and Acceptance of an Award – Official notification of a grant award is typically sent by a funding agency to the Program Director and/or other official designated in the original grant proposal. However, the authorization to actually spend grant funds is derived from the Governing Body through the approval of a grant budget. This is done with the adoption of the Government-wide operating budget, as the grant budget is a component of such.
- b. Establishment of Accounts – The department that obtained the grant will provide the Chief Accounting Officer office with information needed to establish revenue and expense accounts for the project. Ordinarily, this information will include a copy of a summary of the project and a copy of the full project budget.

Federal Awards Administration (continued)

- c. Purchasing Guidelines – All other Town purchasing and procurement guidelines apply to the expenditure of grant funds. The use of grant funds does not exempt any purchase from normal purchasing requirements. All typical paperwork, staff approvals, and bidding requirements apply. When in doubt, the Program Director should contact the Administrator’s office for further assistance.

3. Financial and Budgetary Compliance –

- a. Monitoring Grant Funds – Departments may use some internal mechanism (such as a spreadsheet) to monitor grant revenues, expenditures and budgetary compliance, however all such financial information will also be maintained in the Town’s finance software at some level. The finance software is considered to be Town’s “official” accounting system. Ultimately, the information in this system is what will be audited and used to report to governing bodies, not information obtained from offline spreadsheets. Program Directors are strongly encouraged to use inquiries and reports generated directly from the finance software to aide in grant tracking. If any “off-system” accounting records are maintained, it is the responsibility of the Program Director to ensure that the program’s internal records agree to the Town’s accounting system.
- b. Fiscal Years – Occasionally, the fiscal year for the granting agency will not coincide with the Town’s fiscal year. This may require adjustments to the internal budget accounts and interim financial reports as well as special handling during fiscal year-end close. It is the responsibility of the department head to oversee grant budgets within his/her department and to bring such discrepancies to the attention of the Administrator’s office at the time the grant accounts are established.
- c. Grant Budgets – When the accounting structure for a grant is designed, it will include the budget that was prepared when the grant application was submitted. The terms of each specific grant will dictate whether any budget transfers between budgeted line items will be permitted. In no case will the Program Director be authorized to exceed the total budget authority provided by the grant.

If grant funds have not been totally expended by fiscal year-end, it is the responsibility of the Program Director to notify the Chief Accounting Officer that budget funds need to be carried forward to the new fiscal year, and to confirm the amounts of such carry-forwards. This can be done during the Town’s normal annual budgeting process. Carry-forwards of grant funds will be subjected to maximum allowable amounts/percentages based on the grant award agreement and/or the Uniform Guidance compliance supplement.

- d. Capital Assets – The Town is responsible for maintaining an inventory of assets purchased with grant monies. The Town is accountable for them and must make them physically available for inspection during any audit. The Chief Accounting Officer must be notified immediately of any sale of these assets.

Federal Awards Administration (continued)

Customarily, the proceeds of the sale can only be used on the grant program that purchased them. In most cases, specific governing regulations can be found in the original grant.

The individual department overseeing the grant will coordinate this requirement. All transactions that involve the acquisition or disposal of grant funded fixed assets must be immediately brought to the attention of the Chief Accounting Officer.

4. Record Keeping –

- a. Audit Workpapers – The Town’s external auditors audit federal grants at the end of each fiscal year in accordance with the requirements of the Single Audit Act. The department who obtained the grant will prepare the required audit workpapers. These will then need to be sent to the Chief Accounting Officer within a reasonable time following year end.
- b. Record Keeping Requirements – Grant record keeping requirements may vary substantially from one granting agency to another. Consequently, a clear understanding of these grant requirements at the beginning of the grant process is vital. The Program Director within a department applying for a grant will maintain copies of all grant draw requests, and approved grant agreements (including budgets). Records shall be retained for a minimum of 5 years from the date on which the final Financial Status Report is submitted, or as otherwise specified in the requirements of the federal award, unless a written extension is provided by the awarding agency, cognizant agency for audit or cognizant agency for indirect costs.

Uniform Guidance Compliance Supplement - General Information

Policies. The Governing Body has adopted various financial policies independent of those now required for federal awards under the Uniform Guidance. These policies may be incorporated into this document by reference. All of the established policies also apply to federal grants where appropriate. These policies include:

- **(List policies or provide link to policies)**

Federal Awards Administration (continued)

Uniform Guidance Compliance Supplement - Activities Allowed/Unallowed and Allowable Costs/Cost Principles

The requirements for allowable costs/cost principles are contained in the Uniform Guidance, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

In order to ensure compliance with these requirements, the Town has implemented the following policies and procedures:

1. All grant expenditures will be in compliance with the Uniform Guidance, State law, Town policy, and the provisions of the grant award agreement will also be considered in determining allowability. Grant funds will only be used for expenditures that are considered reasonable and necessary for the administration of the program and treatment will be consistent with the policies and procedures the Town would apply to non-federally financed work.
2. Grant expenditures will be approved by the department head, or their designee, when the bill or invoice is received. The terms and conditions of the Federal Award will be considered when approving. The approval will be evidenced by the designee's initials on the original bill or invoice. Accounts payable disbursements will not be processed for payment until necessary approval has been obtained.
3. Payroll costs will be documented in accordance with the Uniform Guidance. Specifically, compensation for personal services will be handled as set forth in §200.430 and compensation for fringe benefits will follow §200.431 of the Uniform Guidance.
4. An indirect cost rate will only be charged to the grant to the extent that it was specifically approved through the grant budget/agreement.

Part 200 examines the allowability of 55 specific cost items (commonly referred to as Selected Items of Cost) at 2 CFR 200.420-200.475. These cost items are listed in the chart below along with the citation where it is discussed whether the item is allowable. Town personnel responsible for spending federal grant funds and for determining allowability must be familiar with the Part 200 selected items of cost section. The Town must follow these rules when charging these specific expenditures to a federal grant. When applicable, staff must check costs against the selected items of cost requirements to ensure the cost is allowable. The general provisions for selected items of cost can be found at: <https://www.law.cornell.edu/cfr/text/2/part-200/subpart-E>

The selected item of cost addressed in Part 200 includes the following (in alphabetical order):

Item of Cost	Citation of Allowability Rule
Advertising and public relations costs	2 CFR § 200.421
Advisory councils	2 CFR § 200.422
Alcoholic beverages	2 CFR § 200.423
Alumni/ae activities	2 CFR § 200.424
Audit services	2 CFR § 200.425
Bad debts	2 CFR § 200.426
Bonding costs	2 CFR § 200.427
Collection of improper payments	2 CFR § 200.428

Federal Awards Administration (continued)

Commencement and convocation costs	2 CFR § 200.429
Compensation – personal services	2 CFR § 200.430
Compensation – fringe benefits	2 CFR § 200.431
Conferences	2 CFR § 200.432
Contingency provisions	2 CFR § 200.433
Contributions and donations	2 CFR § 200.434
Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringements	2 CFR § 200.435
Depreciation	2 CFR § 200.436
Employee health and welfare costs	2 CFR § 200.437
Entertainment costs	2 CFR § 200.438
Equipment and other capital expenditures	2 CFR § 200.439
Exchange rates	2 CFR § 200.440
Fines, penalties, damages and other settlements	2 CFR § 200.441
Fund raising and investment management costs	2 CFR § 200.442
Gains and losses on disposition of depreciable assets	2 CFR § 200.443
General costs of government	2 CFR § 200.444
Goods and services for personal use	2 CFR § 200.445
Idle facilities and idle capacity	2 CFR § 200.446
Insurance and indemnification	2 CFR § 200.447
Intellectual property	2 CFR § 200.448
Interest	2 CFR § 200.449
Lobbying	2 CFR § 200.450
Losses on other awards or contracts	2 CFR § 200.451
Maintenance and repair costs	2 CFR § 200.452
Materials and supplies costs, including costs of computing devices	2 CFR § 200.453
Memberships, subscriptions, and professional activity costs	2 CFR § 200.454
Organization costs	2 CFR § 200.455
Participant support costs	2 CFR § 200.456
Plant and security costs	2 CFR § 200.457
Pre-award costs	2 CFR § 200.458
Professional services costs	2 CFR § 200.459
Proposal costs	2 CFR § 200.460
Publication and printing costs	2 CFR § 200.461
Rearrangement and reconversion costs	2 CFR § 200.462
Recruiting costs	2 CFR § 200.463
Relocation costs of employees	2 CFR § 200.464
Rental costs of real property and equipment	2 CFR § 200.465
Scholarships and student aid costs	2 CFR § 200.466
Selling and marketing costs	2 CFR § 200.467
Specialized service facilities	2 CFR § 200.468
Student activity costs	2 CFR § 200.469

Federal Awards Administration (continued)	
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Taxes (including Value Added Tax)	2 CFR § 200.470
Termination costs	2 CFR § 200.471
Training and education costs	2 CFR § 200.472
Transportation costs	2 CFR § 200.473
Travel costs	2 CFR § 200.474
Trustees	2 CFR § 200.475

Uniform Guidance Compliance Supplement - Cash Management

Source of Governing Requirements – The requirements for cash management are contained in the Uniform Guidance, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

In order to ensure compliance with these requirements, the Town has implemented the following policies and procedures:

1. Most of the Town’s grants are awarded on a reimbursement basis. As such, program costs will be expended and disbursed prior to requesting reimbursement from the grantor agency. If Federal grant funds are received first, care will be taken in order to minimize the time elapsing between receipt of Federal funds and disbursement to contractors/employees/subrecipients according to §200.302 (6) of the Uniform Guidance. Expenditures will be compared with budgeted amounts for each Federal award.
2. Cash draws will be initiated by the Program Director who will determine the appropriate draw amount. Documentation of how this amount was determined will be retained. Payments and travel costs will be handled in a manner consistent with the Town’s existing Accounts Payable policies and in accordance with §200.305 (payments) and §200.474 (travel costs) of the Uniform Guidance.
3. The physical draw of cash will be processed in the Town’s finance software, or through the means prescribed by the grant agreement for other awards.
4. Supporting documentation or a copy of the cash draw paperwork will be filed along with the approved paperwork described above and retained for audit purposes.

Uniform Guidance Compliance Supplement - Eligibility

Source of Governing Requirements – The requirements for eligibility are contained in program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

Additional Policies and Procedures. The following policies and procedures will also be applied:

1. Federal grants will only benefit those individuals and/or groups of participants that are deemed to be eligible.
2. Initial eligibility determinations will be made by the Program Director based on the grant award/contract. Sufficient documentation to support these determinations will be retained and made available to administration, auditors, and pass-through or grantor agencies, upon request. It is the department’s responsibility to maintain complete, accurate, and organized records to support eligibility determinations.

Federal Awards Administration (continued)

Uniform Guidance Compliance Supplement - Equipment and Real Property Management

Source of Governing Requirements – The requirements for equipment are contained in the Uniform Guidance, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

Additional Policies and Procedures. The following policies and procedures will also be applied:

In order to ensure compliance with these requirements, Town has implemented the following policies and procedures:

1. All equipment will be used in the program for which it was acquired or, when appropriate, in other Federal programs.
2. When required, purchases of equipment will be pre-approved by the grantor or pass-through agency. The Program Director will be responsible for ensuring that equipment purchases have been previously approved, if required, and will retain evidence of this approval.
3. Property/Equipment records will be maintained, a physical inventory shall be taken every two years, and an appropriate system shall be used to safeguard assets.
4. When assets with a current per unit fair market value of \$5,000 or more are no longer needed for a Federal program, a request for written guidance shall be made from the grantor agency as to what to do with the property/equipment prior to sale or relocation. The Town shall abide with the requirements set out in §200.311 and §200.313 of the Uniform Guidance in this regard. If a sale will take place, proper procedures shall be used to provide for competition to the extent practical and result in the highest possible return.

Uniform Guidance Compliance Supplement - Matching, Level of Effort and Earmarking

Source of Governing Requirements – The requirements for matching are contained in the Uniform Guidance, program legislation, Federal awarding agency regulations, and the terms and conditions of the award. The requirements for level of effort and earmarking are contained in program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

Town defines “matching”, “level of effort”, and “earmarking” consistent with the definitions of the Uniform Guidance Compliance Supplement:

Matching or cost sharing includes requirements to provide contributions (usually non-Federal) or a specified amount or percentage of match Federal awards. Matching may be in the form of allowable costs incurred or in-kind contributions (including third-party in-kind contributions).

Federal Awards Administration (continued)

Level of effort includes requirements for (a) a specified level of service to be provided from period to period, (b) a specified level of expenditures from non-Federal or Federal sources for specified activities to be maintained from period to period, and (c) Federal funds to supplement and not supplant non-Federal funding of services.

Earmarking includes requirements that specify the minimum and/or maximum amount of percentage of the program's funding that must/may be used for specified activities, including funds provided to subrecipients. Earmarking may also be specified in relation to the types of participants covered.

In order to ensure compliance with these requirements, the Town has implemented the following policies and procedures:

1. Compliance with matching, level of effort, and earmarking requirements will be the responsibility of Program Director and Chief Accounting Officer.
2. Adequate documentation will be maintained to support compliance with matching, level of effort, and earmarking requirements. Such information will be made available to administration, auditors, and pass-through or grantor agencies, as requested.

Uniform Guidance Compliance Supplement - Period of Performance

Source of Governing Requirements – The requirements for period of performance of Federal funds are contained in the Uniform Guidance, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

In order to ensure compliance with these requirements, the Town has implemented the following policies and procedures:

1. Costs will be charged to an award only if the obligation was incurred during the funding period (unless pre-approved by the Federal awarding agency or pass-through grantor agency).
2. All obligations will be liquidated no later than 90 days after the end of the funding period (or as specified by program legislation).
3. Compliance with period of performance requirements will initially be assigned to the Program Director.
4. Vendor accounts payable disbursements are subject to the review and approval by Program Director, accounts payable staff and other Administrators as part of the payment process.

Federal Awards Administration (continued)

Uniform Guidance Compliance Supplement - Procurement, Suspension and Debarment

Source of Governing Requirements – The requirements for procurement are contained in the Uniform Guidance, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

The requirements for suspension and debarment are contained in OMB guidance in 2 CFR part 180, which implements Executive Orders 12549 and 12689, Debarment and Suspension; Federal agency regulations in 2 CFR implementing the OMB guidance; the Uniform Guidance; program legislation; Federal awarding agency regulations; and the terms and conditions of the award.

In order to ensure compliance with these requirements, Town has implemented the following policies and procedures:

1. Purchasing and procurement related to Federal grants will be subject to the general policies and procedures of the Town, and to the provisions of the uniform guidance as detailed below.
2. Contract files will document the significant history of the procurement, including the rationale for the method of procurement, selection of the contract type, contractor selection or rejection, and the basis of contract price.
3. Procurement will provide for full and open competition.
4. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents can neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. If the financial interest is not substantial or the gift is an unsolicited item of nominal value, no further action will be taken. However, disciplinary actions will be applied for violations of such standards otherwise.
5. The Town will avoid acquisition of unnecessary or duplicative items. Consideration will be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. The Town will also analyze other means, as described in §200.318 of the Uniform Guidance, in order to ensure appropriate and economic acquisitions.
6. The Town is prohibited from contracting with or making subawards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred.

“Covered transactions” include those procurement contracts for goods and services awarded under a nonprocurement transaction (i.e., grant or cooperative agreement) that are expected to equal or exceed \$20,000 or meet certain other specified criteria. All nonprocurement transactions (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions.

Federal Awards Administration (continued)

7. Town will include a suspension/debarment clause in all written contracts in which the vendor/contractor will certify that it is not suspended or debarred. The contract will also contain language requiring the vendor/contractor to notify the Government immediately upon becoming suspended or debarred. This will serve as adequate documentation as long as the contract remains in effect.

The Program Director or designee will be responsible for running a year-to-date transaction report from the Town's accounting system. Any vendor with accumulated transactions equaling or exceeding \$20,000 that is not subject to a written contract including a suspension/debarment clause or for which a signed statement of suspension or debarment is not on file will be subject to additional procedures. The Program Director or designee will check the Excluded Parties List System (EPLS) on the Federal System for Award Management (SAM), <https://www.sam.gov/SAM> maintained by the General Services Administration (GSA) for the vendor name. A potential match will be followed-up on immediately. Each vendor searched on EPLS will be initialed on the vendor transaction report and the report will be signed and dated on the first or last page. The vendor transaction report will be retained as evidence of the control.

8. If a vendor is found to be suspended or debarred, the Town will immediately cease to do business with this vendor.
9. Executed contracts and signed quarterly vendor transaction history reports will be retained and filed by the Program Director.
10. When a request for purchase of equipment, supplies, or services for a federal program has been submitted the procurement method to be used will be determined based on the total cost of the purchase as further outlined below. This procedure outlines how the cost thresholds for determining when the quote or formal bidding procedures that are required by state law must be modified when making purchases for federally funded purposes to which the Uniform Grant Guidance regulations apply.

- A. Micro-purchases not requiring quotes or bidding (up to \$10,000)

For purposes of this procedure, **micro-purchase** means a purchase of equipment, supplies, or services for use in federally funded programs using simplified acquisition procedures, the aggregate amount of which does not exceed a base amount of \$10,000. The micro-purchase dollar threshold is adjusted periodically by the federal government, and the threshold most recently published and published in the Federal Register shall apply if other than \$10,000.

The micro-purchase method is used in order to expedite the completion of its lowest dollar small purchase transactions and minimize the associated administrative burden and cost. Procurement by micro-purchase is the acquisition of equipment, supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold.

To the extent practicable, the Town distributes micro-purchases equitably among qualified suppliers when the same or materially interchangeable products are identified and such suppliers offer effectively equivalent rates, prices and other terms.

Federal Awards Administration (continued)

Micro-purchases may be awarded without soliciting competitive quotations if the Town considers the price to be reasonable. Evidence will be maintained of this reasonableness in the records of all micro-purchases. Reasonable means that sound business practices were followed and the purchase is comparable to market prices for the geographic area. Such determinations of reasonableness may include comparison of the price to previous purchases of the same item or comparison of the price of items similar to the item being purchased.

Even if the cost of a purchase qualifies it as a micro-purchase, bidding or small purchase procedures may be used optionally when those procedures may result in cost savings.

- B. Small Purchase Procedures (Between \$10,000 and \$50,000 or insert amount not to exceed \$150,000)

For purposes of this procedure, **small purchase procedures** are those relatively simple and informal procurement methods for securing equipment, services, or supplies that cost more than the amount qualifying as micro-purchase and do not exceed \$50,000 or insert amount not to exceed \$250,000. Small purchase procedures cannot be used for purchases of equipment or supplies for construction, repair or maintenance services costing \$50,000 insert amount not to exceed \$250,000 because the Town purchasing policy requires formal competitive bidding at that level of cost.

If small purchase procedures are used, written or telephonic price or rate quotations are obtained from at least three (3) qualified sources and records of quotes are maintained.

- C. Publicly Solicited Sealed Competitive Bids (Purchase exceeds \$50,000 or insert amount up to \$250,000)

For purchases of equipment or supplies, or of services for construction, maintenance or repairs of facilities, sealed competitive bids are publicly solicited and awarded to the lowest responsive and responsible bidder as provided in the Town's procurement policy.

- D. Competitive Proposals (Purchase exceeds \$50,000 or insert amount up to \$250,000)

For purchases of qualifications based procurement of architectural/engineering professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. If this method is used, the following requirements apply:

1. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
2. Proposals must be solicited from an adequate number of qualified sources; and
3. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

Federal Awards Administration (continued)

E. Noncompetitive Proposals (Sole Source)

Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

1. The item is available only from a single source; or
 2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; or
 3. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
 4. After solicitation of a number of sources, competition is determined inadequate.
11. The Town must use the micro-purchase and small purchase methods only for procurements that meet the applicable criteria under 2 CFR sections 200.320(a) and (b). Under the micro-purchase method, the aggregate dollar amount does not exceed \$10,000. Small purchase procedures must be used for purchases that exceed the micro-purchase amount but do not exceed the simplified acquisition threshold of \$250,000. Micro-purchases may be awarded without soliciting competitive quotations if the Town considers the price to be reasonable (2 CFR section 200.320(a)). If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources (2 CFR section 200.320(b)).

Federal Awards Administration (continued)

Uniform Guidance Compliance Supplement - Program Income

Source of Governing Requirements – The requirements for program income are found in the Uniform Guidance, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

In order to ensure compliance with these requirements, Town has implemented the following policies and procedures:

1. Program income will include (but will not be limited to): income from fees for services performed, the use or rental of real or personal property acquired with grant funds, the sale of commodities or items fabricated under a grant agreement, and payments of principal and interest on loans made with grant funds. It will not include interest on grant funds, rebates, credits, discounts, refunds, etc., or interest earned on any of these items unless otherwise provided in the Federal awarding agency regulations or terms and conditions of the award. It will also not include proceeds from the sale of equipment or real property.
2. The Town will allow program income to be used in one of three methods:
 - a. Deducted from outlays
 - b. Added to the project budget
 - c. Used to meet matching requirements

Absent specific guidance in the Federal awarding agency regulations or the terms and conditions of the award, program income shall be deducted from program outlays.

3. Program income, when applicable, will be accounted for as a revenue source in the same program code as the Federal grant.

Uniform Guidance Compliance Supplement - Reporting

Source of Governing Requirements – Reporting requirements are contained in the following documents:

Uniform Guidance, Performance reporting, 2 CFR section 215, Performance reporting, 2 CFR section 215.51, program legislation, ARRA (and the previously listed OMB documents and future additional OMB guidance documents that may be issued), the Transparency Act, implementing requirements in 2 CFR part 170 and the FAR, and previously listed OMB guidance documents, Federal awarding agency regulations, and the terms and conditions of the award.

In order to ensure compliance with these requirements, Town has implemented the following policies and procedures:

1. Reports will be submitted in the required frequency and within the required deadlines.
2. Reports will be completed using the standard forms (as applicable) and method of delivery (i.e., e-mail, grantor website, postal service, etc.).
3. Regardless of the method of report delivery, a copy of the submitted report will be retained along with any documentation necessary to support the data in the report. The report will evidence the date of submission in order to document compliance with timeliness requirements. This may be done either physically or electronically.

Federal Awards Administration (continued)

4. Financial reports will always be prepared based on the general ledger using the required basis of accounting (i.e., cash or accrual). In cases where financial data is tracked outside of the accounting system (such as in spreadsheets or paper ledgers), this information will be reconciled to the general ledger prior to report submission.
5. Any report with financial-related data will either be prepared or reviewed by the Program Director and will have the appropriate review based on specific grant guidelines.
6. Preparation of reports will be the responsibility of Program Director. All reports (whether financial, performance, or special) must be reviewed and approved (as applicable) prior to submission. This will be evidenced by either physical signatures or electronic timestamps of approval.
7. Copies of submitted reports with preparer and reviewer signatures and data will be filed with supporting documentation and any follow-up correspondence from the grantor or pass-through agency. Copies of all such reports will be made available to administration, auditors, and pass-through or grantor agencies, as requested.

Uniform Guidance Compliance Supplement – Subrecipient Monitoring

Source of Governing Requirements – The requirements for subrecipient monitoring are contained in 31 USC 7502(f)(2)(B) (Single Audit Act Amendments of 1996 (Pub. L. No. 104-156)), Uniform Guidance, program legislation, 2 CFR parts 25 and 170, and 48 CFR parts 4, 42, and 52 Federal awarding agency regulations, and the terms and conditions of the award.

The Town will review and oversee subrecipient activity and obtain a copy of their single audit. Additionally the Town will evaluate the subrecipient’s risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate monitoring procedures as required by the Uniform Guidance Title 2 CFR 200.331. Other oversight processes and procedures will be established on a case by case basis, dependent on grant requirements and the level of activity of the subrecipient.

Uniform Guidance Compliance Supplement - Special Tests and Provisions

Source of Governing Requirements – The laws, regulations, and the provisions of contract or grant agreements pertaining to the program.

Additional Policies and Procedures. The following policies and procedures will also be applied:

In order to ensure compliance with these requirements, Town has implemented the following policies and procedures:

The Program Director will be assigned the responsibility for identifying compliance requirements for special tests and provisions, determining approved methods for compliance, and retaining any necessary documentation.

Federal Awards Administration (continued)

Uniform Guidance– Federal Program Travel Costs

The Town shall reimburse administrative, professional, and support employees, and officials, for travel costs incurred in the course of performing services related to official business as a federal grant recipient.

For the purposes of this policy, **travel costs** shall mean the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business as a federal grant recipient.

Employees shall comply with the applicable Town policies and administrative regulations established for reimbursement of travel and other expenses.

The validity of payments for travel costs for all employees shall be determined by the Program Director in the context of federal awards.

Travel costs shall be reimbursed on a mileage basis for travel using an employee's personal vehicle and on an actual cost basis for meals, lodging and other allowable expenses, consistent with those normally allowed in like circumstances in the Town's nonfederally funded activities, and in accordance with the Town's travel reimbursement policies and administrative regulations.

Mileage reimbursements shall be at the rate approved by Governing Body for other Town travel reimbursements. Actual costs for meals, lodging and other allowable expenses shall be reimbursed only to the extent they are reasonable and do not exceed the per diem limits established by federal Administration.

If travel reimbursement costs are charged directly to a federal award, documentation must be maintained that justifies that (1) participation of the individual is necessary to the federal award, and (2) the costs are reasonable and consistent with the Town's established policy.

Policy effective date: **To be determined**

BOARD ACTION FORM

Agenda Item: Action Item #6.04

Subject: Federal Uniform Guidance Conflict of Interest Policy

Board Meeting Date: July 18 2019

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Summary: Staff was advised by Mr. Aaron B. Hawkins, of Robinson, Farmer, Cox Associates, federal compliance guidelines changed a couple of years ago from OMB Circular A-133 over to the OMB Uniform Guidance. The attached policy will keep the County in compliance with the Uniform Guidance.

Mr. Hawkins advised to make sure that there are no contradictions with the current policies in places in regards to purchasing/procurement from the Uniform Guidance Policy. This policy will need to be in place for FY20.

Recommendation: That the Board adopts the Federal Uniform Guidance Conflict of Interest Policy.

Attachment: Federal Uniform Guidance Conflict of Interest Policy

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ACTION: That the Board adopts the Federal Uniform Guidance Conflict of Interest Policy

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

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Blowe	___	___	Seward	___	___
Fly	___	___	Stringfield	___	___
Futrell	___	___	Tyler	___	___

Conflict of Interest Policy

Conflicts of Interest

This policy shall affirm standards of conduct established to ensure that members of Governing Body and employees avoid potential and actual conflicts of interest, as well as the perception of a conflict of interest.

Confidential information shall mean information not obtainable from reviewing a public document or from making inquiry to a publicly available source of information.

Conflict or **Conflict of interest** shall mean use by a member of the Governing Body or employee of the local government of his/her office or employment, or any confidential information received through his/her holding public office or employment, for the private pecuniary benefit of him/herself, a member of his/her immediate family or a business with which s/he or a member of his/her immediate family is associated. The term does not include an action having a de minimis economic impact, or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the member of Governing Body or employee, a member of his/her immediate family or a business with which s/he or a member of his/her immediate family is associated.

Apparent Conflict of Interest shall mean a situation in which a reasonable person would perceive that a decision-maker's (member of Governing Body or employee) judgment is likely to be compromised.

De minimis economic impact shall mean an economic consequence which has an insignificant effect.

Financial interest shall mean any financial interest in a legal entity engaged in business for profit which comprises more than five percent (5%) of the equity of the business or more than five percent (5%) of the assets of the economic interest in indebtedness.

Honorarium shall mean payment made in recognition of published works, appearances, speeches and presentations, and which is not intended as consideration for the value of such services which are nonpublic occupational or professional in nature. The term does not include tokens presented or provided which are of de minimis economic impact.

Immediate family shall mean a parent, parent-in-law, spouse, child, spouse of a child, brother, brother-in-law, sister, sister-in-law, or the domestic partner of a parent, child, brother or sister.

Business partner shall mean a person who, along with another person, plays a significant role in owning, managing, or creating a company in which both individuals have a financial interest in the company.

Conflict of Interest Policy

Each employee and member of Governing Body shall be responsible to maintain standards of conduct that avoid conflicts of interest. The Governing Body prohibits members of the Governing Body and employees from engaging in conduct that constitutes a conflict of interest as outlined in this policy.

All members of Governing Body and employees shall be provided with a copy of this policy and acknowledge in writing that they have been made aware of it. Additional training shall be provided to designated individuals.

Disclosure of Financial Interests

No member of Governing Body shall be allowed to take the oath of office or enter or continue upon his/her duties, nor shall s/he receive compensation from public funds, unless s/he has filed a statement of financial interests as required by law.

Standards of Conduct (*This section specifically addresses requirements of 2 CFR § 200.318*)

The Town maintains the following standards of conduct covering conflicts of interest and governing the actions of its employees and members of Governing Body engaged in the selection, award and administration of contracts.

No employee or member of Governing Body may participate in the selection, award or administration of a contract supported by a federal award if s/he has a real or apparent conflict of interest as defined above, as well as any other circumstance in which the employee, member of Governing Body, any member of his/her immediate family, his/her business partner, or an organization which employs or is about to employ any of them, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The Town shall not enter into any contract with a member of Governing Body or employee, or his/her spouse or child, or any business in which the person or his/her spouse or child is associated valued at \$500 or more, nor in which the person or spouse or child or business with which associated is a subcontractor unless the Governing Body has determined it is in the best interests of the Town to do so, and the contract has been awarded through an open and public process, including prior public notice and subsequent public disclosure of all proposals considered and contracts awarded. In such a case, the member of Governing Body or employee shall not have any supervisory or overall responsibility for the implementation or administration of the contract.

When advertised formal bidding is not required or used, an open and public process shall include at a minimum:

1. Public notice of the intent to contract for goods or services;
2. A reasonable amount of time for potential contractors to consider whether to offer quotes; and
3. Post-award public disclosure of who made bids or quotes and who was chosen.

Conflict of Interest Policy

Any member of Governing Body or employee who in the discharge of his/her official duties would be required to vote on a matter that would result in a conflict of interest shall abstain from voting and, prior to the vote being taken, publicly announce and disclose the nature of his/her interest as a public record.

No public official or public employee shall accept an honorarium.

Members of Governing Body and employees may neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts, unless the gift is an unsolicited item of nominal value. Gifts of a nominal value may be accepted in accordance with policy.

Improper Influence

No person shall offer or give to a member of Governing Body, employee or nominee or candidate for the Governing Body, or a member of his/her immediate family or a business with which s/he is associated, anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment based on the offeror's or donor's understanding that the vote, official action or judgment of the member of Governing Body, employee or nominee or candidate for the Governing Body would be influenced thereby.

No member of Governing Body, employee or nominee or candidate for the Governing Body shall solicit or accept anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment, based on any understanding of that member of Governing Body, employee or nominee or candidate that the vote, official action or judgment of the member of Governing Body, employee or nominee or candidate for the Governing Body would be influenced thereby.

Organizational Conflicts *(This section specifically addresses requirements of 2 CFR §200.318)*

Organizational conflicts of interest may exist when due to the Town's relationship with a subsidiary, affiliated or parent organization that is a candidate for award of a contract in connection with federally funded activities, the Town may be unable or appear to be unable to be impartial in conducting a procurement action involving a related organization.

In the event of a potential organizational conflict, the potential conflict shall be reviewed by the Manager or designee to determine whether it is likely that the Town would be unable or appear to be unable to be impartial in making the award. If such likelihood exists, this shall not disqualify the related organization; however, the following measures shall be applied:

1. The organizational relationship shall be disclosed as part of any notices to potential contractors;
2. Any Town employees or officials directly involved in the activities of the related organization are excluded from the selection and award process;
3. A competitive bid, quote or other basis of valuation is considered; and
4. The Governing Body has determined that contracting with the related organization is in the best interests of the program involved.

Conflict of Interest Policy

Reporting

Any perceived conflict of interest that is detected or suspected by any employee or third party shall be reported to the Manager. If the Manager is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Governing Body Chairperson.

Any perceived conflict of interest of a member of Governing Body that is detected or suspected by any employee or third party shall be reported to the Governing Body Chairperson. If the Governing Body Chairperson is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Manager, who shall report the incident to the solicitor.

The non-Federal entity must disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity in accordance with applicable Federal awarding agency policy.

No reprisals or retaliation shall occur as a result of good faith reports of conflicts of interest.

Investigation

Investigations based on reports of perceived violations of this policy shall comply with state and federal laws and regulations. No person sharing in the potential conflict of interest being investigated shall be involved in conducting the investigation or reviewing its results.

In the event an investigation determines that a violation of this policy has occurred, the violation shall be reported to the federal awarding agency in accordance with that agency's policies.

Disciplinary Actions

If an investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the Town shall take prompt, corrective action to ensure that such conduct ceases and will not recur. Town staff shall document the corrective action taken and, when not prohibited by law, inform the complainant.

Violations of this policy may result in disciplinary action up to and including discharge, fines and possible imprisonment. Disciplinary actions shall be consistent with Governing Body policies, procedures, applicable collective bargaining agreements and state and federal laws.

Policy effective date: To be determined.

BOARD ACTION FORM

Agenda Item: Action #6.05

Subject: Correction: April 18, 2019 BOS Meeting Minutes

Board Meeting Date: July 18 2019

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Summary: _ Upon preparing information to move forward with the order with the meals tax referendum, it was discovered, the incorrect motion had been listed in the April 18, 2019 Board of Supervisors meeting minutes. The minutes did not reflect what the Board had voted on/the correct action taken due to a technical error.

The motion included in the minutes read: ON MOTION OF SUPERVISOR BLOWE, seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the Sussex County Board of Supervisors hereby adopts a resolution authorizing the County to request the Circuit Court to order a special election to consider adopting a meals tax in order to address the public education and public safety capital needs of Sussex County.

The motion was verified via the audio recording. The motion was supposed to read: ON MOTION OF SUPERVISOR BLOWE, seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the Sussex County Board of Supervisors hereby adopts a resolution authorizing the County to request the Circuit Court to order a referendum to consider adopting a meals tax 4% in order to address the public education and public safety capital needs of Sussex County.

The Board will need to accept the amendment and approve the corrected minutes.

Recommendation: The first motion is that the Board accepts the amendment to the April 18, 2019 Board of Supervisors meeting.

The second motion is that the Board approves the April 18, 2019 Board of Supervisors meeting minutes.

Attachments: (1) Corrected April 18, 2019 BOS meeting minutes
(2) Copy of April 18, 2019 BOS Meeting, Board Action Form - Item 9.01 Meals Tax Referendum

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ACTION: The first motion is that the Board accepts the amendment to the April 18, 2019 Board of Supervisors meeting.

The second motion is that the Board approves the April 18, 2019 Board of Supervisors meeting minutes.

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Blowe	___	___	Seward	___	___
Fly	___	___	Stringfield	___	___
Futrell	___	___	Tyler	___	___

**At a Regular Meeting of the
Sussex County Board of Supervisors
Held in the General District Courtroom on
Thursday, April 18, 2019 at 7 pm**

BOARD MEMBERS PRESENT

Keith C. Blowe
C. E. Fly, Sr.
Alfred G. Futrell
Susan B. Seward
John A. Stringfield
Rufus E. Tyler, Sr.

STAFF PRESENT:

Vandy V. Jones, III, County Administrator
Millard D. Stith, Independent Consultant
Steve White, BOS Tie Breaker
Wallace Brittle, County Attorney
Deste J. Cox, Treasurer
Andre M. Greene, Director of Community Development
Kelly W. Moore, Director of Finance
Cecil Stainback, Animal Control Officer
Lorenzo D. Turner, Assistant to the Director of Community Development
Monica J. Whitney, Permit Technician
Shilton R. Butts, Assistant to the County Administrator/
Deputy Clerk to the Board

1. Commencement

1.01 Call to Order/Determine Quorum

The April 18, 2019 meeting of the Sussex County Board of Supervisors was called to order by Chairman Seward.

1.02 The Invocation

The Invocation was offered by Supervisor Futrell.

1.03 The Pledge of Allegiance

The Pledge of Allegiance was recited by all.

1.04 Agenda Amendments

County Administrator Jones stated that the minutes of the Thursday, March 21, 2019 regular meeting needed to be amended to add Mr. Steve White as being present at the meeting.

County Administrator Jones requested the following agenda amendments: (1) under Item 3. Recognitions, move Item 3.01 Presentation FY19 Audit: County of Sussex Annual Presentation by Aaron Hawkins to Item 3.03; (2) add as Item 3.01 Introduction of Mr. J. Reid Foster, Sussex County Public Safety Coordinator; (3) add as Item 3.02 Adoption of Proclamation in recognition of May 2019 Mental Health Month; and (4) move under Item 4. Public Hearing, move Item 4.03 Conditional Use Permit #2019-02, Calvin Pegram, applicant, to Item 4.01, moving Item 4.01 Fiscal Year 2020 Proposed County Budget to Item 4.02, and Item 4.02 Calendar Year 2019 Proposed Tax to Item 4.03.

ON MOTION OF SUPERVISOR BLOWE, seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the following amendments to the April 18, 2019 agenda inclusive of: (1) under Item 3. Recognitions, moving Item 3.01 Presentation FY19 Audit: County of Sussex Annual Presentation by Aaron Hawkins to Item 3.03; (2) adding as Item 3.01 Introduction of Mr. J. Reid Foster, Sussex County Public Safety Coordinator; (3) adding as Item 3.02 Adoption of Proclamation in recognition of May 2019 Mental Health Month; and (4) move under Item 4. Public Hearing, moving Item 4.03 Conditional Use Permit #2019-02, Calvin Pegram, applicant, to Item 4.01, moving Item 4.01 Fiscal Year 2020 Proposed County Budget to Item 4.02, and moving Item 4.02 Calendar Year 2019 Proposed Tax to Item 4.03.

Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield

Voting nay: none

Absent during vote: Supervisor Tyler

1.05 Approval of Agenda

ON MOTION OF SUPERVISOR BLOWE, seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the April 18, 2019 agenda of the Sussex County Board of Supervisors is hereby approved inclusive of the following amendments: 1) under Item 3. Recognitions, moving Item 3.01 Presentation FY19 Audit: County of Sussex Annual Presentation by Aaron Hawkins to Item 3.03; (2) adding as Item 3.01 Introduction of Mr. J. Reid Foster, Sussex County Public Safety Coordinator; (3) adding as Item 3.02 Adoption of Proclamation in recognition of May 2019 Mental Health Month; and (4) move under Item 4. Public Hearing, moving Item 4.03 Conditional Use Permit #2019-02, Calvin Pegram, applicant, to Item 4.01, moving Item 4.01 Fiscal Year 2020 Proposed County Budget to Item 4.02, and moving Item 4.02 Calendar Year 2019 Proposed Tax to Item 4.03.

Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield

Voting nay: none

Absent during vote: Supervisor Tyler

2. Approval of Consent Agenda

ON MOTION OF SUPERVISOR BLOWE, seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the Sussex County Board of Supervisors hereby approved the consent agenda inclusive of the following: (a) Minutes of the March 18, 2019 Personnel Committee meeting and March 21, 2019 Regular Board meeting inclusive of adding Mr. Steve White, Board Tie Breaker, as being present, (b) Approval of Warrants and Vouchers; (c) Proclamation: March

2019 Colon Cancer Awareness Month in Sussex County; and (d) Proclamation: April 2019 Fair Housing Month in Sussex County.

Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield

Voting nay: none

Absent during vote: Supervisor Tyler

3. Recognition/Awards

3.01 Introduction of Mr. J. Reid Foster, Jr., Sussex County Public Safety Coordinator

County Administrator Jones introduced Mr. Reid Foster, the County's new Public Safety Coordinator, to the Board and citizens.

Mr. Foster expressed pleasure and excitement of working for Sussex County and with its citizens. Mr. Foster spoke in reference to the forecasted severe weather alert.

Vice Chairman Blowe requested information to be placed on the County website so that citizens can have access to information.

3.02. Proclamation: May 2019 Mental Health Month for Sussex County

Vice Chairman Blowe requested staff to prepare a proclamation for the Board to adopt declaring May 2019 as Mental Health Month in Sussex County.

Vice Chairman Blowe gave a brief review of some statistics and background of mental health.

ON MOTION OF SUPERVISOR BLOWE, seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the Sussex County Board of Supervisors hereby adopts resolution proclaiming May 2019 as Mental Health Month in Sussex County, to-wit:

WHEREAS, mental health is part of overall health; and

WHEREAS, mental health sustains an individual's thought processes, relationships, productivity, and ability to adapt to change; and

WHEREAS, one in twenty-five adults live with mental illness, such as major depression, bipolar disorder, or schizophrenia; and

WHEREAS, roughly one-half of chronic mental illness begin by the mid-teens and three-fourths by the mid-20s; and

WHEREAS, early identification and treatment can make a difference in successful management of mental illness and recovery; and

WHEREAS, it is important to maintain mental health and to recognize the symptoms of mental illness and seek help when it is needed; and

WHEREAS, every citizen and community can help end the silence and stigma surrounding mental illness; and

WHEREAS, through public education and civic activities, Virginia remains engaged in the promise to address the challenges facing people with mental illness; and

WHEREAS, Mental Health Awareness Month is an opportunity to increase public understanding of the importance of mental health and to promote the identification and treatment of mental illness;

NOW THEREFORE, the Sussex County Board of Supervisors do hereby recognize May 2019 as **MENTAL HEALTH AWARENESS MONTH**, in **SUSSEX COUNTY** and call this observance to the attention of all our citizens.

Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield

Voting nay: none

Absent during vote: Supervisor Tyler

3.03 Presentation: FY19 Audit: County of Sussex Annual Presentation, Mr. Aaron Hawkins (Robinson, Farmer, Cox Associates)

Mr. Aaron Hawkins, with Robinson, Farmer, Cox Associates, gave a brief review of the FY18 Final Audit Report. Mr. Hawkins stated that the report is later than normal due to accounting changes that required a new type of evaluation to be performed by actuaries for other post-employment benefits.

Mr. Hawkins stated that the unmodified opinion states that the financial statements that come after this opinion are free of any material misstatement due to error or fraud based on their testing.

He stated that the County had a change in accounting principles restatement of beginning balances which has to do with the new standards that came out this year regarding post-employment benefits. The liability and other factors that go into health insurance that is provided to retirees had to be recognized. Also, through the VRS program, there are post employee benefits, such as group life, that's administered through the VRS program. Mr. Hawkins stated that the School Board had health insurance credits.

Mr. Hawkins reviewed fund statements, balance sheet, total assets of the County's General Fund (approximately \$6.8 million), and the Total Fund Balance (\$6,000,047 million). Mr. Hawkins stated that it is typically recommended to have 10%-20% Fund Balance compared to the expenditures. He stated that the County was in excess of that percentage.

Mr. Hawkins advised that the audit is annual. Going forward, the County should have their report finalized by November 30, to be presented in December.

It was requested to have auditors look at credit card practices for any recommendations, if any.

The Annual Financial Report for the Fiscal Year Ending June 30, 2018 was provided to Board members.

County Administrator Jones thanked Ms. Moore, Director of Finance, and Ms. Cox, Treasurer, for their work.

4. Public Hearing

Chairman Seward entered Public Hearing.

4.01 Conditional Use Permit #2019-02, Calvin Pegram, Applicant

Ms. Monica J. Whitney, Permit Technician, provided the staff report for Conditional Use Permit #2019-02, Calvin Pegram, applicant.

Ms. Whitney reported that the applicant, Calvin Pegram, is requesting a conditional use permit (CUP) to operate a truck and tractor pulling track. The site is located on the north line of General Mahone Highway (U.S. Route 460), approximately two (2) miles west of the corporate limits of the Blackwater Election District. The property in question, identified as tax map number 16-A-1 (owned by the Town of Waverly), is zoned A-1, General Agricultural District and consists of approximately 167 acres. The effected parcel is partially wooded. Surrounding land use include woodlands, a single family residence, Norfolk and Southern Railroad, and several commercial establishments—B & B Motor, John's Body Shop, and Row-Mic Construction, Inc.

The applicant is requesting a Conditional Use Permit to operate a truck and tractor pulling track on a portion of the 167 acre site in question.

The Planning Commission held a public hearing on March 4, 2019 and found the following:

1. The proposed use for the property for the tractor pulling track is consistent with other uses allowed in the A-1 General Agricultural as the A-1 District currently allowed mudbog with a conditional use permit.
2. Only six (6) events will be held on the first (1st) Saturday, from May to October; therefore, any impact such as increased traffic or noise will be temporary.
3. The proposed truck and tractor pulling operation will provide a recreational opportunity to the residents in Sussex County, as sources of recreation in Sussex County are limited.
4. To date, no objections have been received to the Conditional Use Permit application #2019-02.
5. The nearest residential dwelling in the area is located across the highway and is approximately 1,600 feet from the proposed site of the track.
6. Trees exist on site to buffer the proposed truck and tractor pulling track.

Based on these findings, the Planning Commission voted (8 ayes, 1 abstention) to approve Conditional Use Permit application #2019-02, Calvin Pegram, applicant, subject to the following conditions:

1. The conditional use permit may be revoked by the Sussex County Board of Supervisors at any time, following a public hearing, if the truck and tractor pulling track is deemed to be a public nuisance.

2. The conditional use permit shall not be transferable or assignable to future property owners.
3. No events shall be held on Sunday and all events shall comply with the Sussex County Noise Ordinance.
4. The number of races per calendar year shall be limited to six (6) unless an exception is granted by the Sussex County Board of Supervisors.
5. No alcoholic beverages shall be allowed or served onsite.
6. There shall be no overnight camping of RV's, travel trailers or campers.
7. The applicant shall obtain any permits required by the Virginia Department of Transportation (VDOT) and to make any required road improvements prior to holding any event at site in question.
8. The buffer of trees located on the subject property shall be maintained for the life of the truck and tractor pulling track.
9. Food vendors and/or the applicant must secure the appropriate permit(s) from the Department of Health and any required local business license(s) from the Commissioner of Revenue's Office.

A copy of the staff report and conditions, summation of CUP #2019-02, a copy Conditional Use Permit Application #2019-02, dated 1.27.2019, and a copy of Certification sent Adjacent Property Owners, dated 4.8.2019 were included in the Board packet.

There were no comments from the public.

Messrs. Calvin Pegram, John Jones, and Tracy Pegram (Waverly District) were the owners. They were present to answer any questions. They gave a brief overview of trying to provide recreation for the Waverly area and the County.

Mayor Angela McPhaul (Town of Waverly) – Explained the rescue squad members' intention; rescue squad didn't ask for compensation; gave a brief overview of the Town of Waverly responsibility and willingness to assist with donation for the rescue squad.

Board member comments were heard from:

- Supervisor Tyler (Henry District) – absent
- Supervisor Futrell (Waverly District) – Mini tractors & small pick-up trucks; building for over 20 years; help economy on Rte. 460.
- Supervisor Stringfield (Wakefield District) – none
- Supervisor Blowe (Stony Creek District) – none
- Supervisor Fly (Courthouse District) – Inquiry of rescue squad services compensation, no campers, trailers, RV, no tents; no overnight lodging.
- Supervisor Seward (Blackwater District) – Inquiry of site location as Waverly Election District: verified the location—Blackwater Election District, staff is to correct information on CUP application regarding election district.

Public Hearing was closed on for Conditional Use Permit #2019-02, Calvin Pegram, applicant.

Action on Public Hearing Item

ON MOTION OF SUPERVISOR FUTRELL seconded SUPERVISOR STRINGFIELD and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves Conditional Use Permit #2019-02, Calvin Pegram, applicant, to operate a truck and tractor pulling track subject to the following conditions:

1. The conditional use permit may be revoked by the Sussex County Board of Supervisors at any time, following a public hearing, if the truck and tractor pulling track is deemed to be a public nuisance.
2. The conditional use permit shall not be transferable or assignable to future property owners.
3. No events shall be held on Sunday and all events shall comply with the Sussex County Noise Ordinance.
4. The number of races per calendar year shall be limited to six (6) unless an exception is granted by the Sussex County Board of Supervisors.
5. No alcoholic beverages shall be allowed or served onsite.
6. There shall be no overnight camping of RV's, travel trailers or campers.
7. The applicant shall obtain any permits required by the Virginia Department of Transportation (VDOT) and to make any required road improvements prior to holding any event at site in question.
8. The buffer of trees located on the subject property shall be maintained for the life of the truck and tractor pulling track.
9. Food vendors and/or the applicant must secure the appropriate permit(s) from the Department of Health and any required local business license(s) from the Commissioner of Revenue's Office.

Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield

Voting nay: none

Absent: Supervisor Tyler

Supervisor Tyler entered at 7:36 p.m.

Chairman Seward entered Public Hearing.

4.02 Fiscal Year 2020 Proposed County Budget

County Administrator Jones stated that the Public Hearing was in regards to Fiscal Year 2020 Proposed County Budget. He gave an overview of the budget cycle stating that the budget process started in November 2018. Letters and packages were distributed to County departments. Discussions were had with these departments. At the regular Board meeting held March 21, 2019, County Administrator Jones presented the Fiscal Year 2020 Proposed Budget.

County Administrator Jones began his presentation of the Fiscal Year 2020 Proposed County Budget. He stated that the proposed budget for Fiscal Year 2020 is \$37,191,756. The current budget, FY19, is \$36,297,742. The proposed budget for Fiscal Year 2020 is an increase of \$894,014, over the fiscal year budget, reflecting a 2.5% increase.

County Administrator Jones stated that there were some notable items in the Fiscal Year 2020 proposed budget. A three percent (3%) cost of living adjustment (COLA) for all employees and a less than one percent (1%) increase in the health insurance benefits rates are included in the proposed budget. The health insurance increase will be \$5,424 for all employees, which is a notable decrease.

County Administrator Jones stated that some Budget Work sessions have been held. He stated that the Board approved the \$5,424 health insurance increase and the County's public school system local funding in the amount of \$7,999,170.

County Administrator Jones stated that in the budget work sessions there were extensive discussions regarding the Office Space Needs Study. It was decided to focus on renovating existing building on the complex versus some of the previous discussions of new construction,

County Administrator Jones discussed the Capital Improvements Plan (CIP). He stated that the total of the proposed Fiscal Year 2020 budgeted CIP is \$503,223 of which the majority is vehicles and bulk equipment. The significance difference in the current CIP budget and the proposed CIP budget is the Board's approval of the purchase of a fire truck. The fire truck has been ordered and under construction and is anticipated to be completed in August 2019—the next year, FY21. There have been discussions between the Finance and Treasurer departments to encumber these funds for the next fiscal year when the vehicle is received.

Public Comments were heard from:

Kevin Bracy (Courthouse District) – BB&T bank closure; encourage the Board to take care of senior citizens.

There were no Board comments.

Chairman Seward closed the Public Hearing for the Fiscal Year 2020 Proposed County Budget.

The next Board of Supervisors Budget Work Session was scheduled Wednesday, April 24, 2019 at 1:00 p.m. Location to be determined. County Administrator Jones asked the Board to submit any items they may have for the Budget, so that Administration can have the opportunity to prepare for the Budget Work session.

Chairman Seward entered Public Hearing for the Calendar Year 2019 Proposed Tax Rates.

4.03 Calendar Year 2019 Proposed Tax Rates

County Administrator Jones stated that there are no increases in tax levy for Calendar Year 2019 Proposed Tax Rates.

There were no Public Comments.

There were no Board Comments.

Chairman Seward closed the Public Hearing for the Calendar Year 2019 Proposed Tax Rates.

4.04 Action on Public Hearing Items

There was no action on the Fiscal Year 2020 Proposed County Budget and Calendar Year Proposed Tax Rates public hearing items.

5. Appointments

5.01 Appointment to Planning Commission

County Administrator Jones stated that the term of Mr. J. Lafayette Edmond (Courthouse District), 16423 Jerusalem Plank Road, Waverly, VA, on the Planning Commission is due to expire April 30, 2019. Staff has contacted Mr. Edmond. He is willing to continue to serve, if reappointed.

A copy of Mr. Edmond's confirmation letter included in the Board packet along with the list of Planning Commission members.

ON MOTION OF SUPERVISOR BLOWE, seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the Sussex County Board of Supervisors hereby reappoints Mr. J. Lafayette Edmond, 16423 Jerusalem Plank Road, Waverly, VA 23890, to the Planning Commission – with a term expiring June 30, 2023.

Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield, Tyler

Voting nay: none

5.02 Appointment to the Industrial Development Authority (IDA) Board of Directors

County Administrator Jones stated that the term of Mr. Charles D. Ross, 23200 Moore's Lane, Jarratt, Virginia 23867 on the Industrial Development Authority (IDA) Board of Directors is due to expire May 15, 2019. Staff has contacted Mr. Ross. Mr. Ross is willing to continue to serve, if reappointed.

A copy of Mr. Ross' confirmation letter was included in the Board packet along with the IDA Board of Directors list of members.

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR BLOWE and carried: RESOLVED that the Sussex County Board of Supervisors hereby reappoints Mr. Charles D. Ross, 23200 Moore's Lane, Jarratt, Virginia 23867, to the Industrial Development Authority (IDA) Board of Directors, with a term expiring May 15, 2023.

Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield, Tyler

Voting nay: none

6. Action Items

6.01 Town of Waverly Voting Precinct

Mr. William Jenkins, Sussex County General Registrar, contacted Administration and advised that several years ago the Board of Supervisors moved four (4) voting precincts to locations that were handicapped accessible and well known to voters.

Mr. Jenkins advised that the Town of Waverly's voting location was not moved at that time because input had not been received from Waverly. Due to reluctance to vote in the Town Hall of Waverly from various mayors, an "emergency relocation" was used temporarily to facilitate two (2) Town of Waverly Elections.

Mr. Jenkins advised that it is the desire of the Sussex Electoral Board to request the Board to vote to officially move the Town Election of Waverly to the Sussex County Waverly Office Building at 233L South Country Drive, Waverly, Virginia 23890. (This is the office building in the Family Dollar parking lot, adjacent to the Sonabank Drive Through.) The next election will be in May 2020.

There will be no update cost to use this building. It is "Election Ready".

Mr. Jenkins was present and provided a brief overview of his request and was present to answer any questions.

A copy of Mr. Jenkins' letter to the Board, dated April 4, 2019, was included in the Board packet.

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR FLY and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the official moving of the Town Election of Waverly to the Sussex County Waverly Office Building at 233L South Country Drive, Waverly, Virginia 23890.

Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield, Tyler

Voting nay: none

7. Reports of Departments/Agencies

7.01 Atlantic Waste Disposal, Inc. – Mr. Jason Williams

Mr. Jason Williams, Senior District Manager of Atlantic Waste Disposal, Inc., stated that there were some issues with the disposal of items that are not allowed at the convenience sites, especially tires. There was an issue at the landfill on Cabin Point Road where the dumpster was almost completely filled with tires. There was an issue when the Stony Creek convenience site can was dump at the landfill, a fire started. Mr. Williams stated that it isn't known as to what exactly caused the fire. Once it hit the ground, the fire ignited. However with fire extinguishing equipment, they were able to put out the fire. He stated that these issues increase during summer months particularly with the disposal of swimming pool chemicals, charcoal, etc. Mr. Williams requested that the convenience site workers be informed and made aware and check for such items.

Mr. Williams stated that the recycle business is experiencing significant changes. The business model of being paid when recycling has changed drastically. Recycling centers are actually charging to accept material. Mr. Williams advised that convenience sites are cognizant of items that are placed in the recycle bins. Communicate with staff at the convenience sites regarding

items that can be accepted for recycle. If items are not recyclable, Atlantic Waste Disposal, Inc. will be charged for those non-recyclable items wherein they will have to communicate with the County regarding those incurred charges. Cameras will be installed at the gate at the Cabin Point Road landfill to try to combat some of the issues with dumping going forward.

Mr. Williams stated that tires are no longer accepted at their facility since Emmanuel Tires moved from the landfill. During Amnesty Days, vouchers are given to any resident for disposal of four (4) free tires to be taken to Emmanuel Tires. In turn, Emmanuel Tires bills Atlantic Waste Disposals, Inc. for tires disposed of using the vouchers. Mr. Williams stated the Amnesty Days are April 17th – 20th. Amnesty Days will be scheduled in September 2019.

It was discussed to extend the Amnesty Days to April 22nd due to the pending inclement weather.

There was discussion of safety issue and status of lighting at Jarratt Convenience sites and for another site. It was noted that this was a County matter. County Administrator Jones stated that the project was underway, as stated at the Jarratt as the other site. In regards to the Jarratt Convenience site, there is a matter of the easement to property. Other alternatives are being considered.

There was also discussion of communication of convenience site workers of the diameters of shrubbery/branches accepted.

There discussion of moving towards adding a dumpster at conveniences site for other things such as furniture and appliances. Mr. Williams stated that if any items such as refrigerators and the like, their staff is trained wherein they will not pick up/pull those items unless it's documented that the chlorofluorocarbon (CFC) has been removed from the refrigerator. There's an exception on Amnesty Days. There's a separate dumpster, at that time, for such items. He also stated that businesses can't dispose of e-computers; however, residents are exempt. There is concern for the mercury in the items.

There was discussion of the train schedule at the landfill. Mr. Williams stated that Norfolk Southern delivers to the landfill. Mr. Williams discussed the window of delivery time. It was noted that Atlantic Waste Disposal, Inc. had no control of their delivery schedule. However, Atlantic Waste Disposal, Inc. will try to minimize time that the road's blocked.

It was also discussion of the Board members receiving letters regarding tipping receipts.

7.02 Treasurer's Report – *included in Board packet – included in Board packet.*

The Treasurer's office was recognized for staff receiving Office Accreditation through the Treasurer's Association of Virginia and completion of requirements for Master Governmental Certification through the Weldon Cooper Center for Public Service at UVA at the Treasurer's Association Career Development Program. Documentation was included in the Board packet.

7.03 Animal Services Report– *included in Board packet*

There was inquiry regarding the contract for the Animal Shelter slab.

7.04 Community Development Report – *included in Board packet.*

7.05 Housing Department Monthly Report – *included in Board packet*

There was inquiry, regarding bids for Manufactured/Modular Homes, of rental properties owned by out of state residents.

7.06 Environmental Inspections Monthly Report – *included in Board packet*

7.07 Virginia Cooperative Extension Report - – *included in Board packet*

7.08 Sheriff's Department Report – *included in Board packet*

8. Citizens' Comments (8:00 p.m.)

There were comments heard from:

- Angela McPhaul (Mayor – Town of Waverly) – abandoned homes, inoperable vehicles and disrepaired homes posing health and safety risks to residents and neighbors; efforts to collect property and real estate taxes and delinquent business license payments; counties and other town join in efforts on addressing issues.
- Cecil Stainback (ACO for Sussex County) – Reminder to take of pets and take inside home due to forecasted severe storm the weekend.
- Janet Gray-Stith (Wakefield District) – Concern with storm; plan for storm; suggested committee for elderly citizens and designated area in place for forecasted severe storm; signage for speed in Carver Heights in Wakefield.

9. Unfinished Business

9.01 Meals Tax Referendum

County Administrator Jones stated that at a previous Board meeting, staff was directed to proceed with the process of preparing the meals tax for the November 2019 Election Referendum.

Staff recommends a referendum seeking approval for a 4% meals tax. Revenue from the meals tax would be designated as capital improvement project funding for the Sussex County Public Schools and Public Safety.

Based on the data from the Virginia Department of Taxation (Taxable Sales by Business Classification) as given at a previous meeting, a meals tax of 4% levied in past years would have yielded \$215,441 in 2015, \$190,185 in 2016, and \$183,077 in 2017. County Administrator Jones noted that Sussex County is viewed as a whole in regards to numbers in data. The Department of Taxation does not differentiate in the entities located within the Towns versus entities located within the County. However, the referendum is only for the County. It doesn't apply to businesses located within the Towns.

County Administrator Jones stated that in order for the referendum to appear on the November 5, 2019 election ballot, the referendum must be ordered by the court at least 81 days prior to the date set for the election. He stated that the request for the Order needs to be sent by Mid-August to allow time to have the Order entered to appear on the November 5, 2019 election ballot. County Administrator Jones noted that it has been the Board's practice in the last couple of years that there has been no regular meeting held in August. County Administrator Jones stated that it is his hope that if something is done, it would be done by the regular meeting held in June to allow time to meet the mid-August deadline for the request to go forward to the Courts.

Supervisor Fly noted the numbers/trend of meals taxes for the past couple of years, designation for meals tax revenue, public school system request for capital projects, and the resolution.

A copy of the language for the referendum and a copy of the Analysis of Potential County Meals Tax Using Taxable Sales from Food and Drinking Establishments were included in the Board packet.

ON MOTION OF SUPERVISOR BLOWE, seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the Sussex County Board of Supervisors hereby adopts a resolution authorizing the County to request the Circuit Court to order a referendum to consider adopting a meals tax 4% in order to address the public education and public safety capital needs of Sussex County.

Voting aye: Supervisors Blowe, Futrell, Stringfield, Tyler

Voting nay: Supervisors Fly, Seward

10. New Business

There was no New Business.

11. Board Member Comments

11.01 Blackwater District – none

11.02 Courthouse District – none

11.03 Henry District – Governor's visit to County; \$350,000 grant County received; progress of attracting revenue and creating jobs in Sussex County; exploring using the Improvement Association's building in Waverly for shelter.

11.04 Stony Creek District – Wished everyone a Happy Easter; mental health awareness and resolution; New Hope Baptist Church sponsoring mental health groups once a month.

11.05 Wakefield District – Shared achievements of his daughter, Cherish Stringfield, a Sussex County Public School graduate; supplying resources Sussex children need; shelter in the Wakefield area; cost to renovate/rehab Chambliss Elementary School for shelter.

11.06 Waverly District – none

12. Closed Session

There was no Closed Session.

13. Adjournment

13.01 Adjournment

ON MOTION OF SUPERVISOR BLOWE, seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the April 18, 2019 meeting of the Sussex County Board of Supervisors hereby adjourned at 8:50 p.m.

Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield, Tyler

Voting nay: none

13.02 Next Meeting

Sussex County Board of Supervisors Special (Budget Work Session) Meeting will be held Wednesday, April 24, 2019 at 1:00 p.m. Location to be determined.

The next regular Board of Supervisors meeting will be held on Thursday, May 16, 2019 at 7 p.m. in the Sussex Judicial Center - General District Courtroom, 15098 Courthouse Road, Sussex, VA 23884.

BOARD ACTION FORM

Agenda Item: Unfinished Business #9.01

Subject: Referendum for Meals Tax

Board Meeting Date: April 18 2019

=====
Summary: At a previous Board meeting, staff was directed to proceed with the process of preparing the meals tax for the November 2019 Election Referendum.

Staff recommends a referendum seeking approval for a 4% meals tax. Revenue from the meals tax would be designated as capital project funding for Sussex County Public Schools and Public Safety. Based on the data from the Virginia Department of Taxation (Taxable Sales by Business Classification) a meals tax of 4% levied in past years would have yielded \$215,441 in 2015, \$190,185 in 2016, and \$183,077 in 2017.

Again, the referendum election must be ordered by the court at least 81 days prior to the date set for the election.

Recommendation: That the Board adopts a resolution authorizing the County to request the Circuit Court to order a referendum to consider adopting a meals tax 4% in order to address the public education and public safety capital needs of Sussex County.

Attachment:

=====
ACTION: That the Board adopts a resolution authorizing the County to request the Circuit Court to order a referendum to consider adopting a meals tax in order to address the public education and public safety capital needs of Sussex County.

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

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Blowe	___	___	Seward	___	___
Fly	___	___	Stringfield	___	___
Futrell	___	___	Tyler	___	___

Atlantic Waste Disposal

**July 18, 2019
Quarterly Report**

AGENDA ITEM #7-01

Reports of Departments/Agencies
Atlantic Waste Disposal Update

=====

Mr. Jason Williams, Senior District Manager (Atlantic Waste Disposal), will give a quarterly update on Atlantic Waste Disposal at the Board meeting.

SUSSEX COUNTY

FINANCIAL STATEMENTS

SUBMITTED BY DESTE J. COX, TREASURER

June 30, 2019

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13 - 15	GEN FUND (100) EXPENDITURE SUMMARY BY DEPT
16 - 18	CIF (302) DETAIL REVENUE/EXPENSE SUMMARY
19 - 19	LANDFILL TIPPING FEES
20 - 20	LANDFILL REVENUE SUMMARY - 10 YR REPORT
21 - 21	BALANCE OF LOCAL APPR TO SCHOOLS



TREASURER'S OFFICE

*DESTE J. 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 June 30, 2019

BB&T #201- SUSSEX, VA

Bank Balance - Money Market Checking	\$5,818,286.69	
Plus Cr Card Chg - in bank, not in office—JE		
Plus Bank Svc Chg - in bank, not in office—JE		
Plus Deposits in Transit - in office, not in bank	1,964.05	
Plus Cr Card Deposits in Transit - in office, not in bank	398.68	
Less Outstanding Checks not cleared bank	(1,606,387.53)	
Less Deposits in Transit - in bank, not in office	(192.45)	\$4,214,069.44

BSV #301- STONY CREEK, VA

Bank Balance	\$88,653.79	
Plus Bank Svc Chg - in office, not in bank—JE		
Plus Online Credit Cd Pmts in Transit - in office, not in bank	\$996.71	
Less Deposits in Transit - in bank, not in office		89,650.50

SONA #401- WAVERLY, VA

Bank Balance	\$16,532.30	
Less Deposits in Transit - in bank, not in office	(\$0.63)	16,531.67
Investments and CD's #30371619 - SONA #451		\$2,234,156.13

<u>QZAB -05 #701</u> Investment Balance		887,247.10
<u>QZAB -06 #702</u> Investment Balance		1,518,702.43
<u>LGIP INVESTMENT #803</u> Investment Balance		2,465,519.45
<u>VA INV POOL #804</u> Investn Investment Balance		4,563,683.00

TOTAL IN BANKS REC W/GL \$15,989,559.72

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

Deste J. Cox, Treasurer

kbe

BALANCE SHEET - COMPARATIVE PERIODS
2015/07 - 2019/06

FUND #-999 TREASURER'S ACCOUNTABILITY FUND
GL070C

MAJOR#	DESCRIPTION	FY/2016 Bal. Sheet 2015/07 Thru 2016/06	FY/2017 Bal. Sheet 2016/07 Thru 2017/06	FY/2018 Bal. Sheet 2017/07 Thru 2018/06	FY/2019 Bal. Sheet 2018/07 Thru 2019/06
000000-0000	TREASURER'S ACCOUNTABILITY FUND	.00	.00	.00	.00
	TREASURER'S ACCOUNTABILITY FUND	.00	.00	.00	.00
		.00	.00	.00	.00
000100-0000	ASSETS	.00	.00	.00	.00
000100-0101	Cash in Office - Treasurer	600.00	600.00	600.00	1,000.00
000100-0201	BB&T - MM Checking	1,945,299.61	4,880,120.43	3,294,843.79	4,214,069.44
000100-0251	BB&T - CD's	.00	.00	.00	.00
000100-0252	BB&T - Repos	.00	.00	.00	.00
000100-0301	BSV - MM Checking	34,521.47	913,255.85	10,211.19	89,650.50
000100-0351	BSV - CD's	.00	.00	.00	.00
000100-0352	BSV - Repos	.00	.00	.00	.00
000100-0401	SONA BANK (SB) CHECKING	36,096.53	257,486.19	11,541.02	16,531.67
000100-0451	SONA BANK (SB) CD'S	4,376,987.92	2,216,289.69	2,219,253.59	2,234,156.13
000100-0452	SONA BANK (SB) REPOS	.00	.00	.00	.00
000100-0701	Bank of America QZAB Acct	657,203.49	732,000.43	808,610.88	887,247.10
000100-0702	Bk of America QZAB 06 Escrow	1,097,274.42	1,234,383.85	1,374,803.64	1,518,702.43
000100-0803	LGIP - Investments	4,573,515.48	2,091,301.86	4,642,188.50	2,465,519.45
000100-0804	VIP - Investments	.00	.00	512,840.37	4,563,683.00
000100-0805	Mentor Snap - VPSA Bond Proceeds	.00	.00	.00	.00
000100-0806	Va.Snap/PFM-VPSA Int. Acct	.00	.00	.00	.00
000100-0901	NSF Checks	245.13	720.09	625.59	832.74
	ASSETS	12,721,744.05	12,326,158.39	12,875,518.57	15,991,392.46
	TOTAL ASSETS	12,721,744.05	12,326,158.39	12,875,518.57	15,991,392.46
000300-0000	FUND EQUITY	.00	.00	.00	.00
000300-0100	General Fund	4,008,355.50	3,396,237.87	3,491,608.53	6,362,998.62
000300-0105	VPA Fund	.00	.00	21,331.36	.00
000300-0110	CSA Fund	54,527.98	182,453.58	158,900.10	140,508.93
000300-0115	BJA Trust Fund	.00	.00	.00	.00
000300-0120	IPR Loan Program Fund	.00	.00	.00	.00
000300-0121	IPR Program Income Fund (11/02)	44,004.43	35,530.87	37,002.20	39,169.92
000300-0122	Disaster Recovery Relief Fund	.00	.00	.00	.00
000300-0123	CDBG Housing Program	53,057.99	56,866.99	58,918.99	59,415.99
000300-0124	Sussex Gardens Proj FD (Revl FD)	.00	.00	.00	.00
000300-0125	Drug Forfeiture Fund	12,105.16	20,248.94	16,408.49	18,045.35
000300-0135	Reserve for CP and DS	2,875,305.02	3,578,423.02	3,589,722.02	3,604,103.02
000300-0140	Criminal Justice Reserve Fund	.00	.00	.00	.00
000300-0201	Law Library Fund	27,393.63	27,681.07	28,263.52	29,178.16
000300-0251	School Fund	1,153,669.78	1,127,969.14	1,186,644.27	1,164,477.75
000300-0252	School Food Services Fund	22,049.42	29,988.01	33,855.45	100,058.48
000300-0253	Summer Food Service Fund	9,199.13	7,554.86	5,535.81	6,210.01
000300-0254	Title and Grant fund	295,280.20	785,225.31	937,094.66	934,020.56
000300-0255	School Textbook Fund	183,921.18	250,043.47	316,751.45	196,735.28

BALANCE SHEET - COMPARATIVE PERIODS
2015/07 - 2019/06

FUND #-999 TREASURER'S ACCOUNTABILITY FUND
GL070C

MAJOR#	DESCRIPTION	FY/2016 Bal. Sheet 2015/07 Thru 2016/06	FY/2017 Bal. Sheet 2016/07 Thru 2017/06	FY/2018 Bal. Sheet 2017/07 Thru 2018/06	FY/2019 Bal. Sheet 2018/07 Thru 2019/06
000300-0256	Smart Beg.Early Childhood Dev	.00	.00	.00	.00
000300-0301	School Capital Projects Fund	197,869.05-	197,982.05-	198,361.05-	202,117.05-
000300-0302	General Capital Projects Fund	1,365,434.77-	672,340.20-	694,004.60-	702,590.60-
000300-0303	Elementary School Capital Proj Fund	.00	.00	.00	.00
000300-0305	Mega Site - Industrial Park Fund	54,195.62	4,964.61-	120,523.69	141,535.27
000300-0306	Cabin Point - Industrail Park Fund	9,723.89	68,792.99	19,309.76	17,098.88
000300-0307	Henry - Industrial Park Fund	.00	.00	113,991.84-	113,991.84-
000300-0723	Robert Mitchell Scholarship Fund	26,449.17-	25,851.17-	25,807.17-	26,016.17-
000300-0724	Wav/Wak Rotary Scholarship Fund	28,373.86-	32,338.86-	30,996.86-	35,209.86-
000300-0725	RICHARD CLEMENTS MOORE III SCH FUND	29,457.83-	29,958.83-	31,140.83-	32,358.83-
000300-0726	Millard D. Stith Sch. Fund	80,141.00-	87,496.00-	103,302.00-	103,557.00-
000300-0733	Special Welfare Fund	1,622.42-	1,563.90-	1,344.67-	11,354.28-
000300-0135-200	Restricted Res for Elem Loans	.00	.00	.00	.00
	FUND EQUITY	10,295,242.05-	10,117,018.60-	10,623,352.22-	13,442,465.69-
	TOTAL PRIOR YR FUND BALANCE	10,295,242.05-	10,117,018.60-	10,623,352.22-	13,442,465.69-
000400-0000	OTHER ACCOUNTS	.00	.00	.00	.00
000400-0001	Treasurer's Deferred Account	1,288.68-	1,344.51-	.00	.00
000400-0002	Cash Over and Short	26.49-	.00	.00	114.10-
000400-0011	Overpayments	.00	.00	.00	.00
000400-0012	Prepaid Taxes - PP	8,858.41-	18,342.81-	13,654.54-	6,974.13-
000400-0013	Prepaid Taxes - RE	31,365.51-	26,020.69-	32,897.79-	49,339.01-
000400-0014	Available PTR for Distrib \$1.093M	.00	.00	.00	.00
000400-0015	Escrow Acct. QZAB 2005	657,203.49-	732,000.43-	808,610.88-	887,247.10-
000400-0016	QZAB 2006 Escrow Acct.	1,097,274.42-	1,234,383.85-	1,374,803.64-	1,518,702.43-
000400-0021	Escrow Acct - Perf. Surety(ESCROW)	64,235.00-	70,797.50-	70,610.00-	86,550.00-
000400-0101	Commonwealth Current Credit Account	.00	.00	.00	.00
000400-0102	Commonwealth Current Debit Account	.00	.00	.00	.00
000400-0103	Commonwealth Cur C-DHCD Ln-Woodfued	.00	.00	.00	.00
000400-0104	Escrow Sheriff's Sales (SHSALE)	.00	.00	.00	.00
000400-0150	Health Insurance Cont. Fund (HINS)	.00	.00	48,410.50	.00
	OTHER ACCOUNTS	1,860,252.00-	2,082,889.79-	2,252,166.35-	2,548,926.77-
000401-0000	ESCROW ACCTS. RESERVED CIF ACCTS	.00	.00	.00	.00
000401-0101	Escrow for Fire Dept. Vehicles	500,000.00-	60,000.00-	.00	.00
000401-0102	Escrow for Rescue Vehicles	66,250.00-	66,250.00-	.00	.00
	ESCROW ACCTS. RESERVED CIF ACCTS	566,250.00-	126,250.00-	.00	.00
	OTHER EQUITY & ESCROW ACCTS	2,426,502.00-	2,209,139.79-	2,252,166.35-	2,548,926.77-
000500-0000	UNCOLLECTED TAXES - COUNTY	.00	.00	.00	.00
	UNCOLLECTED TAXES - COUNTY	.00	.00	.00	.00
000501-0000	UNCOLLECTED TAXES - RE	.00	.00	.00	.00
000501-1990	Real Estate - 1990	.00	.00	.00	.00
000501-1991	Real Estate - 1991	.00	.00	.00	.00
000501-1992	Real Estate - 1992	.00	.00	.00	.00

BALANCE SHEET - COMPARATIVE PERIODS
2015/07 - 2019/06

FUND # - 999 TREASURER'S ACCOUNTABILITY FUND
GL070C

MAJOR#	DESCRIPTION	FY/2016 Bal. Sheet 2015/07 Thru 2016/06	FY/2017 Bal. Sheet 2016/07 Thru 2017/06	FY/2018 Bal. Sheet 2017/07 Thru 2018/06	FY/2019 Bal. Sheet 2018/07 Thru 2019/06
000501-1993	Real Estate - 1993	.00	.00	.00	.00
000501-1994	Real Estate - 1994	.00	.00	.00	.00
000501-1995	Real Estate - 1995	.00	.00	.00	.00
000501-1996	Real Estate - 1996	313.64	.00	.00	.00
000501-1997	Real Estate - 1997	342.67	193.17	.00	.00
000501-1998	Real Estate - 1998	408.18	256.14	86.04	.00
000501-1999	REAL ESTATE - 1999	443.82	291.78	121.68	121.68
000501-2000	Real Estate - 2000	540.60	322.80	168.00	168.00
000501-2001	Real Estate - 2001	627.60	409.80	168.00	168.00
000501-2002	Real Estate - 2002	880.68	557.70	182.00	182.00
000501-2003	Real Estate - 2003	942.51	578.50	182.00	182.00
000501-2004	REAL ESTATE - 2004	967.20	584.35	187.85	187.85
000501-2005	Real Estate - 2005	1,089.77	584.35	187.85	187.85
000501-2006	Real Estate - 2006	1,036.32	427.68	161.28	161.28
000501-2007	Real Estate - 2007	1,036.32	427.68	161.28	161.28
000501-2008	REAL ESTATE - 2008	1,891.65	574.11	274.41	264.55
000501-2009	RE - 2009	2,715.66	828.90	529.20	442.26
000501-2010	Real Estate - 2010	4,320.33	1,606.41	907.62	638.28
000501-2011	Real Estate - 2011	8,675.66	4,683.40	1,705.71	667.02
000501-2012	Real Estate - 2012	16,119.06	8,249.02	3,291.21	1,713.15
000501-2013	Real Estate - 2013	24,367.54	15,600.24	7,126.73	3,732.31
000501-2014	Real Estate - 2014	48,146.12	28,083.34	15,992.24	7,575.17
000501-2015	Real Estate - 2015	158,694.38	73,767.93	33,383.88	16,542.41
000501-2016	Real Estate - 2016	.00	200,819.52	94,642.56	48,938.09
000501-2017	Real Estate - 2017	.00	.00	195,852.53	104,438.41
000501-2018	Real Estate - 2018	.00	.00	.00	208,779.41
000501-2019	Real Estate - 2019	.00	.00	.00	.00
000501-9999	Reserve - Real Estate Taxes	273,559.71-	338,846.82-	355,312.07-	395,251.00-
	UNCOLLECTED TAXES - RE	.00	.00	.00	.00
000502-0000	UNCOLLECTED TAXES - PP	.00	.00	.00	.00
000502-0000	PP - 2005	.00	.00	.00	.00
000502-2006	PP - 2006	.00	.00	.00	.00
000502-2007	PP - 2007	.00	.00	.00	.00
000502-2008	PP - 2008	.00	.00	.00	.00
000502-2009	PP - 2009	.00	.00	.00	.00
000502-2010	PP - 2010	.00	.00	.00	.00
000502-2011	PP - 2011	15,474.06	.00	.00	.00
000502-2012	PP - 2012	18,994.21	18,012.90	.00	.00
000502-2013	PP - 2013	15,480.09	13,243.51	11,775.24	.00
000502-2014	PP - 2014	36,532.61	25,106.51	21,803.93	19,342.26
000502-2015	PP - 2015	246,837.31	33,848.30	23,535.13	19,394.96
000502-2016	PP - 2016	.00	219,814.97	107,756.23	93,535.46

BALANCE SHEET - COMPARATIVE PERIODS
2015/07 - 2019/06

FUND # -999 TREASURER'S ACCOUNTABILITY FUND
GL070C

MAJOR#	DESCRIPTION	FY/2016 Bal. Sheet 2015/07 Thru 2016/06	FY/2017 Bal. Sheet 2016/07 Thru 2017/06	FY/2018 Bal. Sheet 2017/07 Thru 2018/06	FY/2019 Bal. Sheet 2018/07 Thru 2019/06
000502-2017	PP - 2017	.00	.00	158,623.32	40,129.57
000502-2018	PP - 2018	.00	.00	.00	110,714.35
000502-2019	PP - 2019	.00	.00	.00	.00
000502-9999	Reserve - PP Taxes	333,318.28-	310,026.19-	323,493.85-	283,116.60-
	UNCOLLECTED TAXES - PP	.00	.00	.00	.00
000503-0000	UNCOLLECTED TAXES - PSC	.00	.00	.00	.00
000503-2006	PSC - 2006	.00	.00	.00	.00
000503-2007	PSC - 2007	.00	.00	.00	.00
000503-2008	PSC - 2008	.00	.00	.00	.00
000503-2009	PSC - 2009	.00	.00	.00	.00
000503-2010	PSC - 2010	.00	.00	.00	.00
000503-2011	PSC - 2011	.00	.00	.00	.00
000503-2012	PSC - 2012	.00	.00	.00	.00
000503-2013	PSC - 2013	.00	.00	.00	.00
000503-2014	PSC - 2014	.00	.00	.00	.00
000503-2015	PSC - 2015	.00	.00	.00	.00
000503-2016	PSC - 2016	.00	44.88	.00	.00
000503-2017	PSC - 2017	.00	.00	.00	.00
000503-2018	PSC - 2018	.00	.00	.00	.00
000503-2019	PSC - 2019	.00	.00	.00	.00
000503-9999	Reserve - PSC Taxes	.00	44.88-	.00	.00
	UNCOLLECTED TAXES - PSC	.00	.00	.00	.00
000504-0000	UNCOLLECTED BUISNESS LICENSE	.00	.00	.00	.00
000504-2015	BL - 2015	.00	.00	.00	.00
000504-2016	BL - 2016	113.68-	401.68-	.00	.00
000504-2017	BL - 2017	.00	30.00-	.00	.00
000504-2018	BL - 2018	.00	.00	32.00-	32.00-
000504-2019	BL - 2019	.00	.00	.00	174.00-
000504-9999	Reserve for Buisness License	113.68	431.68	32.00	206.00
	UNCOLLECTED BUISNESS LICENSE	.00	.00	.00	.00
000520-0000	DMV REGISTRATION WITHHOLDING FEES	.00	.00	.00	.00
000520-0001	DMV Withholding Fees Receivable	13,391.70	2,734.99-	.00	.00
000520-9999	Reserve for DMV Withholding Fees	13,391.70-	2,734.99	.00	.00
	DMV REGISTRATION WITHHOLDING FEES	.00	.00	.00	.00
000521-0000	UNCOLLECTED ADMINISTRATIVE FEES	.00	.00	.00	.00
000521-0001	Administrative Fees Receivable	18,428.56	5,867.72-	.00	.00
000521-9999	Reserve for Administrative Fees	18,428.56-	5,867.72	.00	.00
	UNCOLLECTED ADMINISTRATIVE FEES	.00	.00	.00	.00
		.00	.00	.00	.00
000600-0000	UNCOLLECTED TAXES - STATE	.00	.00	.00	.00
	UNCOLLECTED TAXES - STATE	.00	.00	.00	.00
000601-0000	UNCOLLECTED TAXES - SI	.00	.00	.00	.00

BALANCE SHEET - COMPARATIVE PERIODS
2015/07 - 2019/06

FUND #-999 TREASURER'S ACCOUNTABILITY FUND
GL070C

MAJOR#	DESCRIPTION	FY/2016 Bal. Sheet 2015/07 Thru 2016/06	FY/2017 Bal. Sheet 2016/07 Thru 2017/06	FY/2018 Bal. Sheet 2017/07 Thru 2018/06	FY/2019 Bal. Sheet 2018/07 Thru 2019/06
000601-2009	State Income Tax - 2009	.00	.00	.00	.00
000601-2010	State Income Tax - 2010	.00	.00	.00	.00
000601-2011	State Income Tax - 2011	.00	.00	.00	.00
000601-2012	State Income Tax - 2012	.00	.00	.00	.00
000601-2013	State Income Tax - 2013	.00	.00	.00	.00
000601-2014	State Income Tax - 2014	13,898.79	.00	.00	.00
000601-2015	State Income Tax - 2015	11,483.30	.00	.00	.00
000601-2016	State Income Tax - 2016	.00	4,673.80	.00	.00
000601-2017	State Income Tax - 2017	.00	.00	8,270.23	.00
000601-2018	State Income Tax - 2018	.00	.00	.00	12,381.00
000601-9999	Reserve - State Income UNCOLLECTED TAXES - SI	25,382.09-	4,673.80-	8,270.23-	12,381.00-
		.00	.00	.00	.00
		.00	.00	.00	.00
000702-0000	IPR Loan Payments Receivable	2,444.61	2,979.74	3,653.85	4,760.57
000702-9999	Reserve for IPR Loan Payments	2,444.61-	2,979.74-	3,653.85-	4,760.57-
	IPR Loan Payments Receivable	.00	.00	.00	.00
000703-0000	CDBG Loan Payments Receivable	322.00	.00	.00	.00
000703-9999	Reserve for CDBG Loan Payments	322.00-	.00	.00	.00
	CDBG Loan Payments Receivable	.00	.00	.00	.00
		.00	.00	.00	.00

FUND # -100 GENERAL FUND

BALANCE SHEET

6/30/2019

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUS BALANCE	DEBIT	CREDIT	ENDING BALANCE
	GENERAL FUND				
	ASSETS				
100-0100	Cash With Treasurer	8,971,301.02	1,249,769.94	3,858,072.34-	6,362,998.62
	ASSETS	8,971,301.02	1,249,769.94	3,858,072.34-	6,362,998.62
	OTHER ASSETS AND RESERVES				
101-0050	Revl & Ln Due From Other Funds				
101-0051	Due From School Fund				
101-0235	Reserve for IDA Lease Agreement				
101-0236	Reserve for VPSA99 Bonds High Sch.	279,581.25			279,581.25
101-0237	Res for Literary Loan - High Schoo	2,528,893.00			2,528,893.00
101-0238	Res for Literary Loan - Mid Sch 07	3,151,133.00			3,151,133.00
101-0239	Res for IDA QZAB Bond Deposit	607,322.75			607,322.75
101-0240	Reserve for VPSA 2012 Bond Elem Sc	3,180,000.00			3,180,000.00
101-0241	Woodfuel Loan Receivable(DHCD Loan	311,905.34		20,820.34-	291,085.00
101-0600	Commonwealth PTR avail. for distr.	76,947.18-	794.95		76,152.23-
101-0900	Accrued Accounts Receivable				
101-0901	Reversion Due From School Fund				
	OTHER ASSETS AND RESERVES	9,981,888.16	794.95	20,820.34-	9,961,862.77
	TOTAL ASSETS	18,953,189.18	1,250,564.89	3,878,892.68-	16,324,861.39
	LIABILITIES				
200-0000	Clearing Account - Payroll		248,359.02	248,359.02-	
200-0100	Clearing Account - Accounts Payabl	1.21	454,781.48	454,782.69-	
200-0200	IDA Lease Payable				
200-0235	VPSA99 Bonds Payable - High Sch	279,581.25-			279,581.25-
200-0236	Literary Loan Pay - High Sch.	2,528,893.00-			2,528,893.00-
200-0237	Literary Loan Pay - Middle Sch 07	3,151,133.00-			3,151,133.00-
200-0238	IDA QZAB Bond Deposit Payable	607,322.75-			607,322.75-
200-0239	VPSA 2012 Bond Payable - Elem Sch.	3,180,000.00-			3,180,000.00-
200-0240	DHCD Loan Payable (Woodfuel)	311,905.34-	20,820.34		291,085.00-
200-0241	Clearing Account - Jurors				
200-0300	Commonwealth PTR outstanding bal.	76,947.18		794.95-	76,152.23
200-0600	Deferred Revenue - Prepaid Taxes				
200-0700	Performance Surety				
200-0800	Accrued Accounts Payable				
200-0900	LIABILITIES	9,981,886.95-	723,960.84	703,936.66-	9,961,862.77-
	TOTAL LIABILITIES	9,981,886.95-	723,960.84	703,936.66-	9,961,862.77-
	FUND EQUITY				
300-0100	Fund Balance	3,574,072.32-	1.21		3,574,071.11-
	FUND EQUITY	3,574,072.32-	1.21		3,574,071.11-
	TOTAL PRIOR YR FUND BALANCE	3,574,072.32-	1.21		3,574,071.11-
	TOTAL REVENUE	23,514,713.77-		1,176,421.71-	24,691,135.48-
	TOTAL EXPENDITURE	18,117,483.86		3,784,724.11	21,902,207.97
	TOTAL CURRENT FUND BALANCE				2,788,927.51- Rev. over Exp.
	TOTAL LIABILITIES AND FUND BALANCE	18,953,189.18-	4,508,686.16	1,880,358.37-	16,324,861.39-

SUSSEX COUNTY

REVENUE SUMMARY BY FUNDS

7/01/2018 - 6/30/2019

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	% REMAIN.
100	REVENUE - GENERAL FUND	23,238,788.00	24,462,643.23	1,176,421.71	24,691,135.48	228,492.25-	.93-
105	REVENUE - VPA/DSS FUND	1,983,973.00	1,983,973.00	142,267.00	1,774,331.13	209,641.87	10.56
110	REVENUE - CSA FUND	725,000.00	725,000.00	26,062.14	508,719.15	216,280.85	29.83
121	REV.- IPR PROG. INCOME FD (11/02)	2,025.00	2,025.00	107.00	2,167.72	142.72-	7.04-
123	REV - CDBG HOUSING PRG (4/09)	3,425.00	3,425.00	125.00	497.00	2,928.00	85.48
125	REVENUE - DRUG FORFEITURE FUND	.00	11,857.82	38.00	12,030.82	173.00-	1.45-
135	REVENUE - CP / DS RESERVE FUND	.00	.00	3,601.00	14,381.00	14,381.00-	100.00-
201	REVENUE - LAW LIBRARY FUND	766.00	766.00	148.00	1,349.70	583.70-	76.20-
251	REVENUE - SCHOOL FUND	16,210,405.00	16,210,405.00	3,416,091.82	16,326,119.31	115,714.31-	.71-
252	REVENUE - SCHOOL FOOD SERVICES FUND	817,332.00	817,332.00	129,578.46	877,208.01	59,876.01-	7.32-
253	REVENUE - SUMMER FOOD SERVICES FUND	27,850.00	27,850.00	276.40	26,489.02	1,360.98	4.88
254	REVENUE - TITLE & GRANT FUND	1,681,985.00	1,681,985.00	809,930.98	1,531,084.82	150,900.18	8.97
255	REVENUE - SCH. TEXTBOOK FUND	101,697.00	101,697.00	40,945.23	102,004.00	307.00-	.30-
301	REVENUE - SCHOOL CAPITAL PROJECTS	.00	.00	946.00	3,756.00	3,756.00-	100.00-
302	REVENUE - CAPITAL PROJECT FUND	1,097,500.00	1,097,500.00	390,501.94	397,012.94	700,487.06	63.82
306	REVENUE - CABIN POINT INDUST. PARK	.00	.00	.00	36,360.88	36,360.88-	100.00-
723	REVENUE - MITCHELL SCHOLARSHIP FUND	.00	.00	593.00	1,009.00	1,009.00-	100.00-
724	REVENUE - SUSSEX ENDOWM SCHSHP FD	.00	.00	704.00	7,213.00	7,213.00-	100.00-
725	REV - RICHARD CLEMENT MOORE III FD	.00	.00	1,213.00	2,218.00	2,218.00-	100.00-
726	REV.- MILLARD & FLORENCE STITH FSF	.00	.00	570.00	2,255.00	2,255.00-	100.00-
733	REVENUE - SPECIAL WELFARE FUND	.00	.00	917.19	17,976.42	17,976.42-	100.00-
	-- REVENUE TOTAL --	45,890,746.00	47,126,459.05	6,141,037.87	46,335,318.40	791,140.65	1.67

SUSSEX COUNTY

EXPENDITURE SUMMARY BY FUNDS

7/01/2018 - 6/30/2019

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAIN.
100	EXPENDITURES - GENERAL FUND	23,238,788.00	23,843,358.23	3,784,724.11	21,902,207.97	.00	1,941,150.26	8.14
105	EXPENDITURES - VPA/DSS FUND	1,983,973.00	1,980,973.00	196,584.86	1,795,662.49	.00	185,310.51	9.35
110	EXPENDITURES - CSA FUND	725,000.00	725,000.00	109,183.65	490,327.98	.00	234,672.02	32.36
121	EXPEND. - IPR PROG. INCOME FD 11/02	2,025.00	2,025.00	.00	.00	.00	2,025.00	100.00
123	EXPEND. CDBG HOUSING PROGRAM	3,425.00	3,425.00	.00	.00	.00	3,425.00	100.00
125	EXPENDITURES - DRUG FORFEITURE FD	.00	28,439.31	220.56	10,393.96	.00	18,045.35	63.45
201	EXPENDITURES - LAW LIBRARY FUND	766.00	766.00	222.50	435.06	.00	330.94	43.20
251	SCHOOL FUND EXPENDITURES	16,210,405.00	16,210,405.00	3,416,091.82	16,326,119.31	.00	115,714.31-	.71-
252	EXPENDITURES - SCHOOL FOOD SERV	817,332.00	817,332.00	138,803.05	809,253.82	.00	8,078.18	.98
253	EXPENDITURES - SUMMER FS FUND	27,850.00	27,850.00	.00	25,814.82	.00	2,035.18	7.30
254	TITLE & GRANT REVOLVING FUND	1,681,985.00	1,681,985.00	241,992.44	1,538,266.88	.00	143,718.12	8.54
255	EXPENDITURES - TEXTBOOK FUND	101,697.00	101,697.00	.00	139,590.38	.00	37,893.38-	37.26-
302	EXPENDITURES - CAPITAL PROJECT FD	1,097,500.00	1,514,987.00	.00	388,426.94	.00	1,126,560.06	74.36
305	EXPENDITURES - MEGA SITE	.00	6,493.00	.00	21,011.58	.00	14,518.58-	223.60-
306	EXPENDITURES - CABIN POINT PARK	.00	242,694.00	.00	34,150.00	.00	208,544.00	85.92
723	EXPENDITURES - ROBERT MITCHELL SCH	.00	.00	.00	800.00	.00	800.00-	100.00-
724	EXPENDS. SUSSEX ENDOWM SCHSHP FD	.00	.00	.00	3,000.00	.00	3,000.00-	100.00-
725	EXPS.- RICHARD CLEMENT MOORE S.FD.	.00	.00	.00	1,000.00	.00	1,000.00-	100.00-
726	EXP. - MILLARD & FLORENCE STITH FSF	.00	.00	.00	2,000.00	.00	2,000.00-	100.00-
733	EXPENDITURES - SPECIAL WELFARE FD	.00	.00	.00	7,966.81	.00	7,966.81-	100.00-
	-- EXPENDITURE TOTAL --	45,890,746.00	47,187,429.54	7,887,822.99	43,496,428.00	.00	3,691,001.54	7.82

SUSSEX COUNTY

GENERAL FUND - REVENUE SUMMARY BY MAJOR SOURCE

ACCT#	DESCRIPTION	7/01/2018 - 6/30/2019		CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	% UNCOLLECTED
		BUDGET AMOUNT	APPR. AMOUNT				
999	REVENUE - GENERAL FUND						
10000	REVENUE FROM LOCAL SOURCES						
11000	GENERAL PROPERTY TAXES						
11010	REAL PROPERTY TAXES	5,186,755.00	5,186,755.00	25,443.86	5,117,408.54	69,346.46	1.33
11020	PUBLIC SERVICE CORP TAXES	754,395.00	754,395.00		727,713.66	26,681.34	3.53
11030	PERSONAL PROPERTY TAXES	2,707,913.00	2,707,913.00	27,681.15	2,413,887.86	294,025.14	10.85
11031	MOBILE HOME TAXES	20,000.00	20,000.00	238.82	14,464.00	5,536.00	27.68
11032	FIRE AND RESCUE TAXES	10,183.00	10,183.00		7,700.82	2,482.18	24.37
11040	MACHINERY AND TOOLS TAXES	1,082,947.00	1,082,947.00		972,764.96	110,182.04	10.17
11050	MERCHANTS CAPITAL TAXES	68,626.00	68,626.00	52.48	72,423.25	3,797.25-	5.53-
11060	PENALTIES, INTEREST & TREAS ADM FEES	166,000.00	166,000.00	20,217.55	204,126.17	38,126.17-	22.96-
	GENERAL PROPERTY TAXES	9,996,819.00	9,996,819.00	73,633.86	9,530,489.26	466,329.74	4.66
12000	OTHER LOCAL TAXES						
12010	LOCAL SALES USE AND TAXES	899,797.00	899,797.00	95,891.39	903,118.94	3,321.94-	.36-
12011	OCCUPANCY TAXES	64,000.00	64,000.00	5,806.46	63,954.59	45.41	.07
12020	CONSUMER UTILITY TAXES	98,000.00	98,000.00	11,444.39	93,879.66	4,120.34	4.20
12030	BUSINESS LICENSE TAXES	81,130.00	81,130.00	4,239.07	70,952.75	10,177.25	12.54
12040	FRANCHISE LICENSE TAXES						
12050	MOTOR VEHICLE LICENSES	205,000.00	205,000.00	5,855.74	231,840.12	26,840.12-	13.09-
12060	BANK STOCK TAXES	3,500.00	3,500.00		13,015.55	9,515.55-	271.87-
12070	RECORDATION TAXES						
	OTHER LOCAL TAXES	1,351,427.00	1,351,427.00	123,237.05	1,376,761.61	25,334.61-	1.87-
13000	PERMITS, FEES AND LICENSES						
13010	ANIMAL LICENSES	6,000.00	6,000.00	98.00	6,107.00	107.00-	1.78-
13030	PERMITS AND OTHER LICENSES	5,741,770.00	5,741,770.00	559,972.31	7,812,354.40	2,070,584.40-	36.06-
	PERMITS, FEES AND LICENSES	5,747,770.00	5,747,770.00	560,070.31	7,818,461.40	2,070,691.40-	36.02-
14000	FINES AND FORFEITURES						
14010	FINES AND FORFEITURES	1,100,000.00	1,100,000.00	115,656.54	1,168,271.38	68,271.38-	6.20-
	FINES AND FORFEITURES	1,100,000.00	1,100,000.00	115,656.54	1,168,271.38	68,271.38-	6.20-
15000	REVENUE FROM USE OF MONEY/PROPERTY						
15010	REVENUE FROM USE OF MONEY	35,000.00	35,000.00	5,497.96	105,251.21	70,251.21-	200.71-
15020	REVENUE FROM USE OF PROPERTY	77,500.00	77,500.00	3,967.63	65,209.35	12,290.65	15.85
	REVENUE FROM USE OF MONEY/PROPERTY	112,500.00	112,500.00	9,465.59	170,460.56	57,960.56-	51.52-
16000	CHARGES FOR SERVICES						
16010	COURT COSTS	181,315.00	181,315.00	11,386.02	166,372.98	14,942.02	8.24
16020	COMMONWEALTH'S ATTORNEY FEES	1,800.00	1,800.00	217.33	1,918.23	118.23-	6.56-
16050	CHARGES FOR CORRECTION/DETENTION	4,300.00	6,164.00	310.19	6,327.32	163.32-	2.64-
16060	CHARGES FOR OTHER PROTECTION	3,800.00	3,800.00	210.00	3,374.00	426.00	11.21

FUND # -100 REVENUE

GENERAL FUND - REVENUE SUMMARY BY MAJOR SOURCE

7/01/2018 - 6/30/2019

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	% UNCOLLECTED
16080	CHARGES FOR SANITATION/WASTE REMVL						
16160	CHARGES FOR COMMUNITY DEVELOPMENT	24,000.00	24,000.00		9,844.69	14,155.31	58.98
16210	CHG FOR CREDIT & DEBIT CARD USE	3,400.00	3,400.00	396.30	8,207.50	4,807.50	141.39
	CHARGES FOR SERVICES	218,615.00	220,479.00	12,519.84	196,044.72	24,434.28	11.08
18000	MISCELLANEOUS REVENUE						
18030	EXPENDITURE REFUNDS	41,000.00	47,272.17	3,614.64	85,477.18	38,205.01	80.81
18990	MISCELLANEOUS	9,500.00	12,392.02	10,658.89	86,589.82	74,197.80	598.75
	MISCELLANEOUS REVENUE	50,500.00	59,664.19	14,273.53	172,067.00	112,402.81	188.39
19000	RECOVERED COSTS	93,438.00	93,438.00	7,786.49	93,437.88	.12	
19020	RECOVERED COSTS - OTHER	200,433.00	206,339.00	4,847.70	207,480.96	1,141.96	.55
	RECOVERED COSTS	293,871.00	299,777.00	12,634.19	300,918.84	1,141.84	.38
20000	REVENUE FROM THE COMMONWEALTH						
21000	PAYMENT IN LIEU OF TAXES	42,000.00	42,000.00		49,710.06	7,710.06	18.35
	PAYMENT IN LIEU OF TAXES	42,000.00	42,000.00		49,710.06	7,710.06	18.35
22000	NON-CATEGORICAL AID - STATE						
22010	NON - CATEGORICAL AID	372,500.00	372,500.00	18,764.15	328,616.56	43,883.44	11.78
22011	LOCAL FINES FROM DOA TO BE DISTRIB						
	NON-CATEGORICAL AID - STATE	372,500.00	372,500.00	18,764.15	328,616.56	43,883.44	11.78
23000	SHARED EXPENSES - CATEGORICAL						
23010	COMMONWEALTH'S ATTORNEY	237,500.00	239,088.04	15,204.23	247,117.66	8,029.62	3.35
23020	SHERIFF SHARED EXPENSE	1,260,000.00	1,260,000.00	114,949.71	1,343,832.45	83,832.45	6.65
23030	COMMISSIONER OF REVENUE	77,123.00	77,123.00	12,684.22	76,324.60	798.40	1.03
23040	TREASURER SHARED EXPENSE	86,434.00	86,434.00	12,291.01	79,364.88	7,069.12	8.17
23050	MEDICAL EXAMINER SHARED EXP						
23060	REGISTRAR/ELECTORAL BD SHARED EXP	38,633.00	38,633.00		37,500.00	1,133.00	2.93
23070	CLERK OF COURT SHARED EXP	204,000.00	204,000.00	23,714.00	212,291.53	8,291.53	4.06
23080	JAIL SHARED EXPENSE	105,000.00	105,000.00		107,352.00	2,352.00	2.24
	SHARED EXPENSES - CATEGORICAL	2,008,690.00	2,010,278.04	178,843.17	2,103,783.12	93,505.08	4.65
24040	OTHER CATEGORICAL AID - STATE	1,388,579.00	1,388,579.00	57,323.48	1,493,331.41	104,752.41	7.54
	OTHER CATEGORICAL AID - STATE	1,388,579.00	1,388,579.00	57,323.48	1,493,331.41	104,752.41	7.54
30000	REVENUE FROM THE FEDERAL GOVERNMENT						
32000	NON-CATEGORICAL AID - FEDERAL						
32010	CDBG COMMUNITY DEV. BLOCK GRANT						
32020	SOCIAL SECURITY ADM. BOUNTY - JAIL				400.00	400.00	100.00
	NON-CATEGORICAL AID - FEDERAL				400.00	400.00	100.00

SUSSEX COUNTY
 GENERAL FUND - REVENUE SUMMARY BY MAJOR SOURCE

ACCT#	DESCRIPTION	7/01/2018 -		6/30/2019		Y-T-D AMOUNT	BALANCE	%	UNCOLLECTED
		BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT					
33000	CATEGORICAL AID - FED								
33030	Emergency Ser. Grant - Res								
40000	OTHER FINANCING SOURCES								
41000	NON-REVENUE RECEIPTS								
41040	PROCEEDS FROM INDEBTNESS								
41050	TRANSFERS FROM OTHER FUNDS								
41060	DESIGNATED USE OF FUND BALANCES	555,517.00	1,760,850.00			18,180.44-	1,779,030.44	101.03	
	NON-REVENUE RECEIPTS	555,517.00	1,760,850.00			18,180.44-	1,779,030.44	101.03	
	--FUND TOTAL--	23,238,788.00	24,462,643.23	1,176,421.71		24,691,135.48	228,492.25-	.93-	

FUND # -100 EXPENDITURE

GENERAL FUND - EXPENDITURE SUMMARY BY DEPARTMENTS

7/01/2018 - 6/30/2019

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAINING
999	EXPENDITURES - GENERAL FUND							
11100-111	BOARD OF SUPERVISORS	171,246.00	171,246.00	10,575.46	145,909.78		25,336.22	14.79
	--MAJOR TOTAL--	171,246.00	171,246.00	10,575.46	145,909.78		25,336.22	14.79
	BOARD OF SUPERVISORS	171,246.00	171,246.00	10,575.46	145,909.78		25,336.22	14.79
21100-211	ADMINISTRATOR	831,939.00	1,002,174.00	70,947.99	764,974.17		237,199.83	23.66
	--MAJOR TOTAL--	831,939.00	1,002,174.00	70,947.99	764,974.17		237,199.83	23.66
21200-221	BUILDING & GROUNDS	531,558.00	531,558.00	42,856.62	521,755.10		9,802.90	1.84
	--MAJOR TOTAL--	531,558.00	531,558.00	42,856.62	521,755.10		9,802.90	1.84
21300-231	HOUSING	125,547.00	125,547.00	15,774.06	247,545.31		121,998.31	97.17
	--MAJOR TOTAL--	125,547.00	125,547.00	15,774.06	247,545.31		121,998.31	97.17
21400-241	PLANNING	255,428.00	256,428.00	15,698.07	203,932.63		52,495.37	20.47
21400-242	BUILDING INSPECTIONS	219,024.00	218,610.00	12,620.60	157,987.36		60,622.64	27.73
21400-243	ZONING	1,875.00	1,875.00		356.28		1,518.72	80.99
	--MAJOR TOTAL--	476,327.00	476,913.00	28,318.67	362,276.27		114,636.73	24.03
21500-251	FIRE & RESCUE	199,900.00	199,900.00	34,112.40	124,997.15		74,902.85	37.47
21500-252	AMBULANCE & RESCUE	1,062,325.00	1,062,325.00	87,290.79	930,174.45		132,150.55	12.43
21500-253	EMERGENCY SERVICES	211,809.00	211,809.00	16,260.21	180,691.70		31,117.30	14.69
21500-255	FOREST FIRE EXTINCTION	24,000.00	24,000.00		23,067.18		932.82	3.88
	--MAJOR TOTAL--	1,498,034.00	1,498,034.00	137,663.40	1,258,930.48		239,103.52	15.96
21600-261	ANIMAL CONTROL	200,748.00	200,748.00	19,185.10	222,627.63		21,879.63	10.89
21600-262	ENVIRONMENTAL INSPECTIONS	491,162.00	578,436.00	62,240.46	759,964.57		181,528.57	31.38
21600-263	GENERAL WORKS	79,000.00	79,000.00	8,012.36	112,032.84		33,032.84	41.81
21600-266	REFUSE DISPOSAL	122,350.00	122,350.00	126.38	75,383.83		46,966.17	38.38
	--MAJOR TOTAL--	893,260.00	980,534.00	89,564.30	1,170,008.87		189,474.87	19.32
21700-271	IT AND CENTRAL ACCOUNTING AS400	35,321.00	35,321.00		38,764.97		3,443.97	9.75
	--MAJOR TOTAL--	35,321.00	35,321.00		38,764.97		3,443.97	9.75
	ADMINISTRATOR	4,391,986.00	4,650,081.00	385,125.04	4,364,255.17		285,825.83	6.14
22100-281	COUNTY ATTORNEY	90,000.00	90,000.00	7,625.00	142,976.47		52,976.47	58.86
	--MAJOR TOTAL--	90,000.00	90,000.00	7,625.00	142,976.47		52,976.47	58.86
	COUNTY ATTORNEY	90,000.00	90,000.00	7,625.00	142,976.47		52,976.47	58.86
23100-291	REGISTRAR/BOARD OF ELECTIONS	190,884.00	190,884.00	11,689.59	169,422.06		21,461.94	11.24
	--MAJOR TOTAL--	190,884.00	190,884.00	11,689.59	169,422.06		21,461.94	11.24
	REGISTRAR/BOARD OF ELECTIONS	190,884.00	190,884.00	11,689.59	169,422.06		21,461.94	11.24
31100-311	COMMISSIONER OF REVENUE	256,677.00	256,677.00	18,575.82	243,007.67		13,669.33	5.32

FUND # -100 EXPENDITURE

GENERAL FUND - EXPENDITURE SUMMARY BY DEPARTMENTS

7/01/2018 - 6/30/2019

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAINING
	--MAJOR TOTAL--	256,677.00	256,677.00	18,575.82	243,007.67		13,669.33	5.32
	COMMISSIONER OF REVENUE	256,677.00	256,677.00	18,575.82	243,007.67		13,669.33	5.32
41100-411	TREASURER	358,163.00	358,163.00	25,696.50	357,410.79		752.21	.21
41100-412	LICENSE BUREAU	52,450.00	52,450.00	8,849.44	57,437.74		4,987.74-	9.50-
	--MAJOR TOTAL--	410,613.00	410,613.00	34,545.94	414,848.53		4,235.53-	1.03-
	TREASURER	410,613.00	410,613.00	34,545.94	414,848.53		4,235.53-	1.03-
51100-511	COURTROOM SECURITY	214,411.00	214,411.00	15,728.85	190,747.78		23,663.22	11.03
51100-512	FIELD OPERATIONS	1,726,086.00	1,753,810.24	167,333.62	1,586,391.25		167,418.99	9.54
51100-513	SPOT OPERATIONS	59,973.00	59,973.00	1,517.73	38,012.35		21,960.65	36.61
51100-514	SELECTIVE ENFORCEMENT	218,800.00	234,350.00	13,156.70	178,607.75		55,742.25	23.78
51100-515	WAKEFIELD OPERATIONS	54,139.00	54,139.00	4,408.84	53,544.90		594.10	1.09
51100-516	E911	194,678.00	194,678.00	10,986.72	145,743.65		48,934.35	25.13
51100-517	SCHOOL RESOURCE OFFICERS	125,613.00	125,613.00	10,030.46	119,192.58		6,420.42	5.11
	--MAJOR TOTAL--	2,593,700.00	2,636,974.24	223,162.92	2,312,240.26		324,733.98	12.31
51500-551	CONFINEMENT OF INMATES	1,688,544.00	1,711,817.95	141,166.05	1,688,079.32		23,738.63	1.38
	--MAJOR TOTAL--	1,688,544.00	1,711,817.95	141,166.05	1,688,079.32		23,738.63	1.38
	SHERIFF'S DEPARTMENT	4,282,244.00	4,348,792.19	364,328.97	4,000,319.58		348,472.61	8.01
61100-611	CIRCUIT COURT	37,345.00	37,345.00	2,072.22	32,078.55		5,266.45	14.10
61100-612	GENERAL DISTRICT COURT	44,068.00	44,068.00	7,539.49	42,691.07		1,376.93	3.12
61100-613	SPECIAL MAGISTRATES	8,400.00	8,400.00	621.10	8,580.98		180.98-	2.15-
61100-614	JUV & DOM RELATIONS COURT	12,262.00	12,262.00		12,262.00			
	--MAJOR TOTAL--	102,075.00	102,075.00	10,232.81	95,612.60		6,462.40	6.33
	CIRCUIT COURT	102,075.00	102,075.00	10,232.81	95,612.60		6,462.40	6.33
62100-621	CLERK OF COURTS	376,212.00	376,212.00	40,737.44	377,219.72		1,007.72-	.26-
	--MAJOR TOTAL--	376,212.00	376,212.00	40,737.44	377,219.72		1,007.72-	.26-
	CLERK OF COURTS	376,212.00	376,212.00	40,737.44	377,219.72		1,007.72-	.26-
63100-631	COMMONWEALTH'S ATTORNEY	490,184.00	491,772.04	37,690.62	470,235.12		21,536.92	4.37
63100-632	VICTIM/WITNESS PROGRAM	76,285.00	105,474.00	13,542.65	101,248.19		4,225.81	4.00
	--MAJOR TOTAL--	566,469.00	597,246.04	51,233.27	571,483.31		25,762.73	4.31
	COMMONWEALTH'S ATTORNEY	566,469.00	597,246.04	51,233.27	571,483.31		25,762.73	4.31
	--MAJOR TOTAL--							
81000	CONTRIBUTIONS TO OUTSIDE AGENCIES							
81100-801	Crater Health District	198,317.00	198,317.00		148,317.00		50,000.00	25.21
81100-803	Old Dominion Emerg. Medical Serv.	982.00	982.00		982.00			

FUND #-100 EXPENDITURE

GENERAL FUND - EXPENDITURE SUMMARY BY DEPARTMENTS

7/01/2018 - 6/30/2019

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAINING
81100-805	District 19 Community Services Bd	64,499.00	64,499.00		69,719.00		5,220.00-	8.09-
	--MAJOR TOTAL--	263,798.00	263,798.00		219,018.00		44,780.00	16.97
81300-811	Crater Area Aging	7,060.00	7,060.00				7,060.00	100.00
81300-814	The Improvement Assoc	64,000.00	64,000.00		64,000.00			
81300-816	Red Cross	2,000.00	2,000.00		2,000.00			
81300-820	Virginia Legal Aid Society	1,135.00	1,135.00		1,135.00			
81300-822	VA Cooperative Extension	70,768.00	70,768.00	143.55	24,607.78		46,160.22	65.22
81300-823	Chowan Basin Soil & Water Conserv.	7,415.00	7,415.00		7,415.00			
81300-829	Chowan Basin Proj. / City Franklin	7,480.00	7,480.00		7,630.00		150.00-	2.00-
	--MAJOR TOTAL--	159,858.00	159,858.00	143.55	106,787.78		53,070.22	33.19
81400-825	Wakefield Foundation	11,500.00	11,500.00		11,500.00			
81400-826	Blackwater/Regional Library	154,985.00	154,985.00		154,985.00			
81400-827	MBC Museum	3,500.00	3,500.00		3,500.00			
	--MAJOR TOTAL--	169,985.00	169,985.00		169,985.00			
81500-831	John Tyler Community College	1,016.00	1,016.00		964.00		52.00	5.11
81500-832	Virginia State University	1,000.00	1,000.00		1,000.00			
81500-833	Southside Virginia Education Center	4,000.00	4,000.00		4,000.00			
81500-834	Richard Bland College Foundation	1,500.00	1,500.00		1,500.00			
	--MAJOR TOTAL--	7,516.00	7,516.00		7,464.00		52.00	.69
81600-840	Sussex Youth & Adult Recreation Ctr	6,000.00	6,000.00		6,000.00			
81600-843	Senior Citizens, Eastern	10,000.00	10,000.00		10,000.00			
81600-844	Southeast 4-H Center	10,000.00	12,500.00		2,500.00		10,000.00	80.00
81600-847	Recreation - Unallocated Acct.	5,000.00	6,250.00				6,250.00	100.00
	--MAJOR TOTAL--	31,000.00	34,750.00		18,500.00		16,250.00	46.76
81800-860	Crater Planning District Commission	9,790.00	9,790.00		9,790.00			
81800-861	IDA		250,000.00		250,000.00			
81800-862	Virginia's Gateway Region	22,000.00	22,000.00		21,025.00		975.00	4.43
81800-863	Crater Youth Care Commission	110,608.00	110,608.00	8,057.68	110,609.46		1.46-	
81800-869	Crater Small Bus Dev Cent Longwod U	3,000.00	3,000.00		3,000.00			
	--MAJOR TOTAL--	145,398.00	395,398.00	8,057.68	394,424.46		973.54	.24
	CONTRIBUTIONS TO OUTSIDE AGENCIES	777,555.00	1,031,305.00	8,201.23	916,179.24		115,125.76	11.16
93100	TRANSFERS TO OTHER FUNDS	9,607,004.00	9,607,004.00	2,817,719.07	8,507,466.61		1,099,537.39	11.44
93200	EXP ACCOUNT NON DEPARTMENT	115,000.00	110,400.00				110,400.00	100.00
	TRANSFERS TO OTHER FUNDS	9,722,004.00	9,717,404.00	2,817,719.07	8,507,466.61		1,209,937.39	12.45
95000	DEBT SERVICE	1,894,823.00	1,894,823.00	24,134.47	1,945,598.07		50,775.07-	2.67-
	DEBT SERVICE	1,894,823.00	1,894,823.00	24,134.47	1,945,598.07		50,775.07-	2.67-
99900	NON DEPARTMENTAL	6,000.00	6,000.00		7,909.16		1,909.16-	31.81-
	NON DEPARTMENTAL	6,000.00	6,000.00		7,909.16		1,909.16-	31.81-
	--FUND TOTAL--	23,238,788.00	23,843,358.23	3,784,724.11	21,902,207.97		1,941,150.26	8.14

FUND #-302 REVENUE

CAPITAL IMPROVEMENT FUND - DETAIL REVENUE SUMMARY

7/01/2018 - 6/30/2019

FUND #-302 REVENUE - CAPITAL PROJECT FUND

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	% REMAIN.
999	REVENUE - CAPITAL PROJECT FUND						
10000	REVENUE FROM LOCAL SOURCES						
15000	REVENUE FROM USE OF MONEY/PROPERTY						
15010	REVENUE FROM USE OF MONEY						
0001	Interest Earned on Bank Deposits	.00	.00	2,075.00	8,586.00	8,586.00-	100.00-
	REVENUE FROM USE OF MONEY	.00	.00	2,075.00	8,586.00	8,586.00-	100.00-
	REVENUE FROM USE OF MONEY/PROPERTY	.00	.00	2,075.00	8,586.00	8,586.00-	100.00-
16000	CHARGES FOR SERVICES						
16010	COURT COSTS						
18030	COURT COSTS						
20000	REVENUE FROM THE COMMONWEALTH						
24000	CATEGORICAL AID - STATE						
24040	CATEGORICAL AID - OTHER						
40000	OTHER FINANCING SOURCES						
41000	NON-REVENUE RECEIPTS						
41040	PROCEEDS FROM INDEBTNESS						
41050	FUND TRANSFERS						
0100	Transfer from General Fund	1,097,500.00	1,097,500.00	388,426.94	388,426.94	709,073.06	64.60
	FUND TRANSFERS	1,097,500.00	1,097,500.00	388,426.94	388,426.94	709,073.06	64.60
	NON-REVENUE RECEIPTS	1,097,500.00	1,097,500.00	388,426.94	388,426.94	709,073.06	64.60
	--FUND TOTAL--	1,097,500.00	1,097,500.00	390,501.94	397,012.94	700,487.06	63.82

FUND #-302 EXPENDITURES - CAPITAL PROJECT FD

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAIN.
999	EXPENDITURES - CAPITAL PROJECT FD							
90000	CAPITAL PROJECTS							
91000	CAPITAL IMPROVEMENT PLAN							
91100	NEW CONSTRUCTION, ADD. OR RE							
91200	TECHNOLOGY INFRASTRUTURE							
91201	REPLACE E911 EQUIPMENT							
1257	Replace CAD System	.00	80,000.00	.00	.00	.00	80,000.00	100.00
	REPLACE E911 EQUIPMENT	.00	80,000.00	.00	.00	.00	80,000.00	100.00
91202	Replace AS400 Server							
91203	Replace Voting Machines							
91300	VEHICLES & OTHER RELATED EQUIP.							
0001	Fire Truck	700,000.00	700,000.00	.00	.00	.00	700,000.00	100.00
0011	Sheriff Patrol Vehicle	73,500.00	147,000.00	.00	73,000.00	.00	74,000.00	50.34
0013	Buildings & Grounds - Vehicle	.00	42,000.00	.00	42,000.00	.00	.00	.00
0015	Building Inspections - Vehicle	30,000.00	30,000.00	.00	27,721.16	.00	2,278.84	7.59
	VEHICLES & OTHER RELATED EQUIP.	803,500.00	919,000.00	.00	142,721.16	.00	776,278.84	84.46
91500	MISCELLANEOUS PROJECTS							
	CAPITAL IMPROVEMENT PLAN	803,500.00	999,000.00	.00	142,721.16	.00	856,278.84	85.71
93100	TRANSFERS TO OTHER FUNDS							
94000	CAPITAL PROJECTS							
94000-120	CAPITAL PROJECTS							
	Jarratt Senior Center							
	--SUB TOTAL--	.00	.00	.00	.00	.00	.00	.00
94100	LANDFILL CLOSURE							
94250	COMMUNICATIONS							
8212	New Radio System Cost	.00	250,000.00	.00	250,000.00	.00	.00	.00
8214	Broadband Project Exp.	.00	250,000.00-	.00	250,000.00-	.00	.00	.00
	COMMUNICATIONS	.00	.00	.00	.00	.00	.00	.00
94300	EMERG REPAIR JARRATT SENIOR CTR							
94400	RENOVATION OF COUNTY BLDGS							
8212	Renov/Repair Bldg/Phone Sys. Etc.	42,000.00	72,737.00	.00	1,394.22-	.00	74,131.22	101.91
8217	Carpet Replacement - GDC	25,000.00	25,000.00	.00	.00	.00	25,000.00	100.00
8219	Judicial Complex HVAC-Phase 2	50,000.00	50,000.00	.00	.00	.00	50,000.00	100.00
8220	Water Tower Repairs	150,000.00	225,000.00	.00	217,200.00	.00	7,800.00	3.46
8223	Jail Upgrades	.00	89,000.00	.00	.00	.00	89,000.00	100.00
	RENOVATION OF COUNTY BLDGS	267,000.00	461,737.00	.00	215,805.78	.00	245,931.22	53.26
94500	SCHOOL PROJECTS							
0001	Lease Purchase - School Busses	27,000.00	27,000.00	.00	27,000.00	.00	.00	.00
	SCHOOL PROJECTS	27,000.00	27,000.00	.00	27,000.00	.00	.00	.00
94700	ANIMAL POUND BLDG & COMPLEX							
8103	Repairs ar Animal Shelter	.00	27,250.00	.00	2,900.00	.00	24,350.00	89.35
	ANIMAL POUND BLDG & COMPLEX	.00	27,250.00	.00	2,900.00	.00	24,350.00	89.35

		7/01/2018 - 6/30/2019						
MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAIN.
94800	WASTE SITE PURCHASE							
94900	COMMONWEALTH ATTN OFFICE BLDG							
	CAPITAL PROJECTS	294,000.00	515,987.00	.00	245,705.78	.00	270,281.22	52.38
95300	STONY CREEK SCHOOL SITE							
96000	PUBLIC PARK DEVELOPEMENT							
	--FUND TOTAL--	1,097,500.00	1,514,987.00	.00	388,426.94	.00	1,126,560.06	74.36

FYE19 LANDFILL TIPPING FEES

DESTE J. COX, TREASURER

Page #19

DATE REC'D	FOR MONTH	RATE/TON 0.00	NET/TON 0.00	CO. USED TONS	TOTAL REV. Bud 5.3 mil	CONSENT FEE ESCROW FD	CONSENT FEE BRAMBLES CR	BASE RENT	Ave need & Bal of Bud.
									\$5,300,000.00 Budgeted
7/24/2018	June 2018	\$4.53	35,273.33	1,284.18	\$159,788.18				
7/24/2018	June 2018	\$4.75 **	74,542.71		\$354,077.87				\$435,103.47
	rounding adj for June 2018				-\$4.23				\$435,103.47
8/23/2018	July 2018	\$4.75	110,988.33	1,736.34	\$527,099.57				\$425,903.86
9/25/2018	Aug 2018	\$4.75	141,406.78	2,014.49	\$671,682.21				\$398,595.16
11/5/2018	Sept 2018	\$4.75	126,888.28	1,438.25	\$602,719.33				\$373,079.63
11/28/2018	Oct 2018	\$4.75	162,358.63	1,496.27	\$771,203.49				\$316,204.80
1/7/2019	Nov 2018	\$4.75	129,147.62	1,285.06	\$613,451.20				\$266,663.73
1/31/2019	Dec 2018	\$4.75	145,076.23	1,370.36	\$889,112.09				\$182,174.06
2/25/2019	Jan 2019	\$4.75	157,268.17	1,393.52	\$712,424.81				\$182,174.06
**Partial Payment for January, balance = \$34,599.00									
3/20/2019	Jan 2019				\$34,599.00				
3/25/2019	Feb 2019	\$4.75	140,573.35	1,254.99	\$667,723.41				\$40,961.62
4/21/2019	Mar 2019	\$4.75	143,157.30	1,823.87	\$879,997.18				\$0.00
6/3/2019	Apr 2019	\$4.75	117,117.02	1,658.11	\$556,305.85				\$0.00
									\$0.00
AC TOT FYE 2019 Bud <u>\$5,075,000</u>									<u>1,483,777.75</u>
									<u>16,755.44</u>
									<u>\$7,040,179.95</u>
									<u>0.00</u>
									<u>0.00</u>
									<u>0.00</u>
									<u>\$1,740,179.95</u> over budgeted amt
G TOTAL PROJ			<u>34,102,561.98</u>	<u>219,488.88</u>	<u>136,376,878.83</u>	<u>4,768,264.00</u>	<u>5,192,300.00</u>	<u>5,480,000.10</u>	

Current Conditions of Agreement and CUP - Per the 5th Amendment to Host Agreement dated May 25, 2017

1. Beginning 4/1/17, rate increases from \$4.03/ton to 4.53/ton. Summer 2018 - Rate increases from \$4.53/ton to 4.75/ton on the earlier of (1) first delivery of trash by railcar from NY contract or (2) July 1, 2018.
 2. Adjustment to CPI on 10th anniversary of amendment (2028), not to exceed \$5.00/ton, but rate shall not be reduced if CPI is less than \$4.75.
 3. Minimum Monthly Payments will be 1/12th of 50% of previous calendar year's tipping fees, but not below \$2,000,000/year
 4. Beginning June 1, 2018, the County will be responsible for daily operations, acceptance of waste, & routine maintenance of Remote Convenience Centers.
 5. Lump Sum pmt of \$150,000 to erect necessary improvements to man & manage operations of Remote Convenience Centers. (Received 8/23/17)
 4. Inspection & Operations Fee paid by Waste Management to County for 2017 = \$250,000, increasing to \$375,000 January 1, 2018, and adjusted to CPI every 5 years thereafter based on the CPI for each of the five years. The fee shall not be reduced based on CPI adjustment and shall not exceed \$425,000.
 5. Landfill Current Lease 1,315 Acres
 6. Escrow Agreement: Escrow account/bond/letter \$5,000/acres with a max. of \$1,000,000 with interest earning to a gross max. of \$2,000,000. Amendment to Escrow Agreement allows for additions deposits of \$5,000/acres over 200 acres of landfill used with no maximum accumulation.
 7. Current County Capacity 800,000 tons
- Note: Sup. Rent ended 12/02

SUSSEX COUNTY
TEN YEAR LANDFILL REVENUE SUMMARY
DESTE J. COX, TREASURER

MO. RECD	FYE2009	FYE2010	FYE2011	FYE2012	FYE2013	FYE2014	FYE2015	FYE2016	FYE2017	FYE2018	FYE2019	FY16-18 3Yr Ave.
July	699,620	558,173	599,541	629,481	471,147	490,908	480,391	501,253	436,313	478,992	513,862	472,186
August	712,021	577,545	509,002	597,953	445,265	489,118	454,641	429,103	401,017	433,259	527,100	421,127
July Adj						23,595						
September	669,685	475,125	503,372	592,764	479,789	432,466	350,607	324,276	424,719	492,106	671,682	413,700
Aug. Adj						10,179						
October	683,656	500,954	545,971	514,347	408,069	401,828	399,043	308,871	367,365	417,047	602,719	364,428
Sept. Adj						20,337						
November	670,320	481,954	567,260	476,176	430,052	405,430	382,450	334,371	441,841	459,048	771,203	411,753
December	537,570	455,412	541,780	415,797	534,057	322,278	335,460	339,298	353,495	475,139	613,451	389,311
January	504,874	449,831	479,350	441,254	488,614	343,461	389,239	390,132	339,065	493,320	689,112	407,505
February	486,201	437,417	484,712	432,349	542,928	377,628	403,443	342,709	375,933	458,704	712,425	392,449
Jan CPI Adj									4,723			
Jan19 Bal											34,599	
March	449,975	419,355	472,753	404,675	403,559	317,919	290,654	341,827	314,512	480,123	667,723	378,821
April	507,925	493,043	586,694	403,647	426,530	338,922	459,688	389,559	393,938	458,270	679,997	413,922
Mar18 Bal										10,000		
May	544,548	507,140	572,823	441,761	480,225	390,339	544,490	360,063	383,640	373,837	556,306	372,513
June	518,084	571,595	578,670	458,093	473,070	399,471	508,752	400,137	467,027	432,824		433,329
Totals	<u>6,984,479</u>	<u>5,927,545</u>	<u>6,441,927</u>	<u>5,808,297</u>	<u>5,583,306</u>	<u>4,763,878</u>	<u>4,999,574</u>	<u>4,461,599</u>	<u>4,703,587</u>	<u>5,462,669</u>	<u>7,040,180</u>	<u>4,875,952</u>

Current Year Budget amount: 5,300,000

Company No: 001
 Date: 7/09/19
 Budget Amount
 \$7,963,759.00

Account Number: 4100 93100 251
 Transfer To School Fund
 Year To Date
 \$7,661,632.75
 Encumbrances
 \$.00

Period:
 Time: 1602

Balance
\$302,126.25 BALANCE OF LOCAL APPR TO SCHOOLS

Date	Source	Reference Number	PO#	Amount	Period	Description
10022018	JE	1 0001680		\$428,280.70	201809	SEP18 TRF LOC APPR TO SF FR GF
10312018	JE	1 0001684		\$800,318.15	201810	TRF LOC APPR TO SF OCT18
11302018	JE	1 0001688		\$497,625.15	201811	TRF LOC APPR TO SF NOV18
01072019	JE	1 0001695		\$693,222.06	201812	TRF LOC APPR TO SF FR GF
02042019	JE	1 0001706		\$606,963.85	201901	TRF LOC APPR TO SF JAN19
02042019	JE	1 0001709		\$1,862.92	201901	ADJ JAN19 LOCAPR TO COR AMT
02282019	JE	1 0001713		\$649,116.99	201902	FEB19 TRF LOC APPR TO SF
04022019	JE	1 0001717		\$571,670.25	201903	TRF LOC APP TO SF FR GF 3/19
04302019	JE	1 0001725		\$560,928.57	201904	TRF LOC APPR TO SF APR19
05312019	JE	1 0001730		\$585,214.63	201905	TRF LOC APPR TO SF MAY19
*****		G/L Year-To-Date-		\$5,391,477.43		
*****		Encumbrance-				
*****		A/P Holding File-				
*****		P/R Holding File-				
*****		U/T Holding File-				
*****		A/R Holding File-				
06302019	JE	1 0001753		\$2,305,566.32	201906	TRF LOC APPR TO SF JUNE19
06302019	JE	1 0001754		\$35,411.00	201906	REV LOC APPR/ADJ FOR 255 TRF
*****		G/L Holding File-		\$2,270,155.32		
*****		S/S Holding File-				
*****		INV Holding File-				
07172018	BA	1 0000105		\$7,963,759.00	201807	-APPROPRIATION ENTRY-
*****		Budget Amount-		\$7,963,759.00		

*** At the close of June 2019, there is a balance remaining in the Local Appropriation to School Fund in the amount of \$302,126.25. The Superintendent of Schools and School Finance Director are aware of this remaining balance.



Animal Services

June 2019 Monthly Report



OFFICE OF PUBLIC SAFETY
CECIL R STAINBACK
ANIMAL SERVICES OFFICER
(434) 246-1044 – FAX (434) 246-6013
EMAIL: STAINBACK@SUSSEXCOUNTYVA.GOV



COUNTY OF SUSSEX, VIRGINIA
POST OFFICE BOX 1397
15080 COURTHOUSE ROAD
SUSSEX, VIRGINIA 23884

July 2, 2019

TO: VANDY JONES, COUNTY ADMINISTRATOR
FROM: CECIL R STAINBACK, ANIMAL SERVICES OFFICER
SUBJECT: JUNE 2019 MONTHLY REPORT

=====
Enclosed is the JUNE 2019 monthly report.

State Inspection of Animal Shelter: JUNE 13, 2019 Sherry Helsel, LVT performed a State Inspection of the animal shelter; no violations noted.

Animal Services Monthly Report: Attached is the JUNE 2019 Monthly Report. As you can see, we are attempting to adopt, rescue and return as many animals as possible.

This month, eight (8) canines were rescued, five (5) canines was returned to owner and eight (8) was adopted. Zero (0) canine euthanized.

This month, seven (7) felines rescued, three (3) was adopted and seven (7) fostered. Seven (7) felines euthanized for medical reasons.

Daily Operation Data: Attached in the monthly daily operations data. The data shows the various task and functions preforms by the Officers daily. Please read the description for each category for a better understanding and the hours spent each month.

Administration: The Administration category is very broad and includes the officer's paperwork, time at the County Administration Office and taking moneys collected to the Treasurer's Office. Each animal that is picked-up and received at the shelter must have a report and paperwork throughout it's time there. This category also includes coping files, printing photographs for cases and court cases and written reports. **Total for June (18.5) Hours**

Patrol: Each Officer is required to patrol a designated area of the County each month. They are looking for stray animals, code violations, and animal welfare checks and ensure the citizens have their County Licenses and Rabies shots just to mention a few task. **Total for June (63) Hours**

Total Number of Calls for Service: A new category will be added to the report each month. This data is needed to understand the call volume within the Division. This number will be all calls

received from the County Dispatch Center “# of calls” and, all “In house calls”, those calls received at the shelter or direct calls to staffing. **Total for June (30) Calls**

Complaints: These are calls given to the Officers by the Dispatch Center or received from citizens by phone or word of mouth. **Total for June (32) Hours**

Welfare Checks: These are either response from phone calls and/or while on patrol. These times are recorded since we need to understand how many hours are spent on this task. **Total for June (7.5) Hours**

Rabies/License Check: While on Patrol or on-duty, if an animal, pen, kennel and/or evidence that an animal is present; the Officer will check to ensure the owner of the animals has their County License and their Rabies shots are current. **Total for June (3.5) Hours**

Phone Call/In/Out: During their daily task, the Officers receive and return phone calls throughout the day. These could include communications with the staff members, answering questions for the citizens and addressing concerns, just to list a few examples. **Total in June (20.5) Hours**

Investigation: While answering complaints and/or on patrol, the Officers may come across different situations such as animal cruelty, lack of care for the animals, neglect and lack of medical attention, improper care of the animals to list a few examples. The Officer will investigate the case to gather the facts, interview witnesses, communicate with the animal owner or caregiver, take photos to record the scene and gather evidence to present to the courts if needed. The Officer may have to return multiple times to gather the needed information. **Total in June (0) Hours**

Follow up Visit: While on Patrol or addressing a complaint, if an Officer identifies a code violation with an animal, the Officer will attempt to work with the owner/caregiver to resolve the issue through education provide the code section information and explain the violation and possible way to resolve the problem. The owner will be given 10 days to resolve the issue unless they have been cited for the same violation before or it is a safety, health and/or animal Welfare issue. In these listed cases, a follow-up visit is required to ensure compliance on the identified issue. **Total in June (19) Hours**

Summons: Whenever a code can't be resolved through education, information provided, working with the animal owner and other related examples, a summons will be given as a last result. In cases where the animal owner has been warned once before about an issue, cases of animal cruelty and neglect, not getting a county licenses/rabies shots and other related examples, a summons shall be issued. **Total in June (0) Hours**

After Hour Cases: Since emergency animal complaints and bites occur all the time, the Officers will be required to respond to such emergency after hours and on weekends. **Total in June (16) Hours**

Training: Each Officer is required to attend in-service hour each two (2) years. Also, the division provides training in-house during the month and also during our monthly staff meetings. **Total in June (3) Hours**

Rabies Clinic: The Officers assist the veterinarian with rabies vaccinations. Several times a year, a local rabies vaccination clinic is held throughout the county to reduce the normal cost to the citizens. **Total in June (0) Hours**

Equipment/Shelter Maintenance: The Officers provide maintenance on the shelter, traps; vehicles (wash and disinfect vehicles) and grounds whenever possible. This reduces the cost of operations and down time waiting on an outside vendor to respond to the request. **Total in June (6) Hours**

Veterinarian: Our Officers from time to time must carry animals from the shelter to our veterinarian for medical reasons, injuries, medical treatment and other related issues. **Total in June (9) Hours**

Landfill: Great strides are being made to reduce the number of Euthanized animals at our shelter. However, from time to time an animal may die within the shelter; an animal may have to be euthanized due to aggression, deemed dangerous by the courts and other related examples. In such rare cases, the animals must be properly disposed of at the county landfill. The shelter does have a large freezer to store the animals to avoid numerous trips each month. **Total in June (0) Hour**

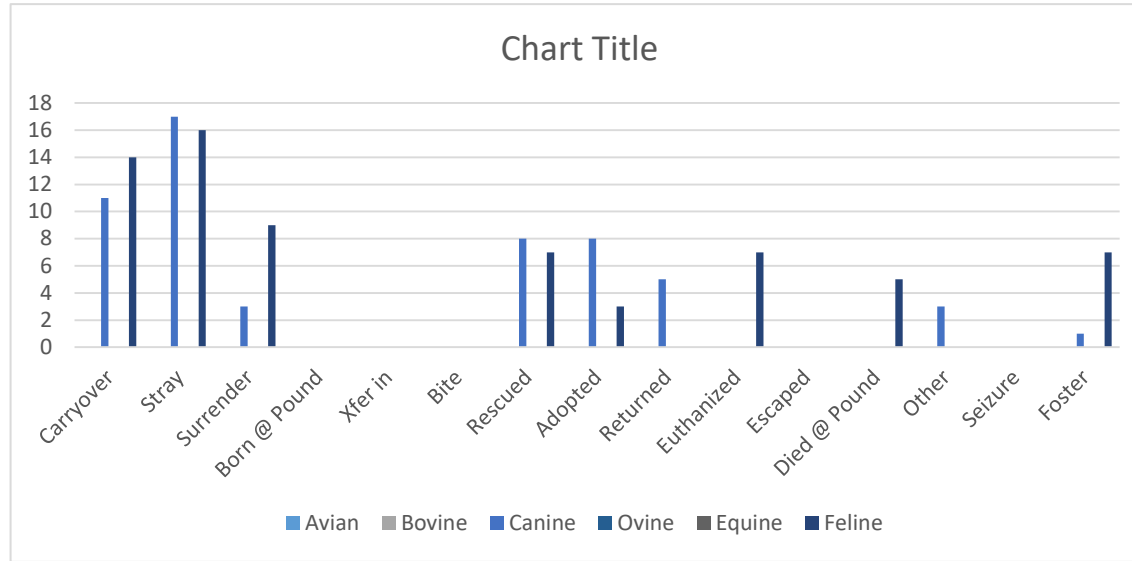
Court: In cases where the Officers attempt to resolve the animal code related issues fails, the animal owner/caretaker shall be issued a Summons to appear in court. **Total in June (0) Hours**

Kennel Inspections: Each week the Officers make kennel inspections within our shelter. They are looking for cleanliness, missing screws and/or hardware, sharp objects that could cut or injure the animals and/or possible safety and/or injury potentials to the staff and animals. **Total in June (3) Hour**

Canine Shots: Whenever needed, the Officers will provide shots to the canines within the shelter. This is based on the number of canines in the shelter. **Total in June (1) Hours**

Shelter Related: The Officers provide support to the pound attendants and the Adoption/Rescue Coordinator at the shelter. This includes but not limited to animal transports, animal feed from the storage bins to the shelter, transfer cleaning chemicals from the outside building to inside the shelter and many other related issues as an example. **Total in June (105) Hours**

Sussex County Animal Control Monthly Intake Report June 2019



	Carryover	Stray	Surrender	Born @ Pound	Xfer in	Bite	Rescued	Adopted	Returned	Euthanized	Escaped	Died @ Pound	Other	Seizure	Foster
Avian	0	0	0	0	0	0	0	0	0	0	0	0		0	0
Bovine	0	0	0	0	0	0	0	0	0	0	0	0		0	0
Canine	11	17	3	0	0	0	8	8	5	0	0	0	3	0	1
Ovine	0	0	0	0	0	0	0	0	0	0	0	0		0	0
Equine	0	0	0	0	0	0	0	0	0	0	0	0		0	0
Feline	14	16	9	0	0	0	7	3	0	7	0	5	0	0	7

ACTIVE CASES		CANINE	13	FELINE	17	EQUINE	0	Bovine	0		Ovine	0
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TOTALS	30
MILEAGE	
UNIT 6	1,910
UNIT 7	1,113
TOTALS	3,023.00
SUMMONS	0

Calls

Diesel

Gas

Canines/Felines Rescued or Transferred

June
Total of 8 Canines
Total of 7 Felines

Intake Number	Name	Rescue Organization/Animal Shelter
50-19021101	Terry	Buddy Up Animal Society, Gorham, ME
100-19042502	Brutus	Richmond SPCA
116-19051002	Chucky	Isle of Wight Animal Shelter
122-19052002	Davey	Richmond SPCA
128-19061101	Sabre	Richmond SPCA
129-19061102	Thunder	Lab Rescue of LRCP, Maryland
130-19061102	Rufus	Richmond SPCA
138-19061901	Stinky	Ruff Road, Portsmouth, VA
31-19051303	Chica	Richmond SPCA
33-19051305	Bell	Richmond SPCA
34-19051306	Carla	Richmond SPCA
35-19051307	Dee	Richmond SPCA
38-19052901	Alpha	Richmond SPCA
39-19052902	Bravo	Richmond SPCA
41-19052904	Delta	Richmond SPCA

Officers Man Hour Report

Date	Admin	Patrol	# of calls	In House calls	In House Assists	Complaints	Welfare Check	Rabies/Lic Check	Phone Calls In/Out	Invest	Follow up visit	Summons	After Duty Cases	Training	Rabies Clinic	Equip/Shelter Maint.	Vet	Landfill	Court	Kennel Inspect.	Canine Shots	Shelter Related
1																						
2																						
3	1.5	4	1	1		2	1	1	1.5							1						4
4	2	3.5	1	1		3			0.5		1		0.5							1		6
5	3	5	1	1		1.5			0.5								3					3
6	2	2	1	1		2	1	1	1.5		1											5.5
7		5	1	2		5			1.5							1						4.5
8													4									
9													3.5									
10	1.5	2	1	2		2.5	3	1	2								1			1		2
11	0.5	5	3	2	1	5			1							1.5						3
12		6	1			1					2		3				1					6
13	2	1	1	2		3	0.5		2.5								1					7
14	2	4.5		1		1			1.5		1										1	5
15																						2
16																						
17		1.5							0.5								3					4
18	0.5	1		1		1.5			1													7
19		2							0.5		1.5											4
20		2							1		1			3								4
21	0.5	1.5							0.5		1.5											4
22																						
23																						
24		5	1			1.5			1		1.5					1.5						5.5
25		1		1		1			1.5		3											9.5
26	3	3.5					0.5	0.5	1.5		3											11
27		1	2			1					1											5
28		6.5		1		1	1.5		0.5		1.5		2			1				1		3
29													3									
30																						
31																						
Total	18.5	63	14	16	1	32	7.5	3.5	20.5	0	19	0	16	3	0	6	9	0	0	3	1	105

Admin will include: Paperwork, County Admin Office, Treasurers Office

Training will include Monthly Meetings

Public Safety



June 2019 Monthly Report

OFFICE OF PUBLIC SAFETY
G. REID FOSTER, JR.
PUBLIC SAFETY COORDINATOR
(804) 834-1305 EXT. 22 – FAX (434) 246-6013
EMAIL: RFOSTER@SUSSEXCOUNTYVA.GOV



COUNTY OF SUSSEX, VIRGINIA
POST OFFICE BOX 1397
15080 COURTHOUSE ROAD
SUSSEX, VIRGINIA 23884

July 2, 2019

TO: VANDY JONES, COUNTY ADMINISTRATOR
FROM: REID FOSTER, JR., PUBLIC SAFETY COORDINATOR
SUBJECT: JUNE 2019 MONTHLY REPORT

Enclosed is the JUNE 2019 monthly report.

RADIO SYSTEM: Continue to work with HARRIS and R.J. Campbell to resolve issues. Harris is to be down on July 2, 2019 to upgrade the recording system.

Loaded one of EOC walkie-talkies to Sherriff due to radio being lost when tracking robbers in woods, waiting to see if insurance is replacing radio.

Still working on generators for tower sites. Hales Electric is installing them and Wilkerson Oil and Propane is supplying gas to sites.

Verizon is still working on getting permits to remove old radio equipment off of old tower.

CIP PLAN: Met with county administrator with Fire and Rescue 10 year plan, in process of making corrections to plan and putting it into power point presentation.

GRANTS have been submitted for two grants – one with VDEM to upgrade our radiological Monitoring plan and one to Georgia Pacific for Personal Protective equipment for Stony Creek Fire Dept.

RESCUE SQUADS Medic 340 was involved in an accident with animal while transporting patient to hospital. There were no injuries. Medic unit was able to continue transporting. Filed insurance claim and have had unit repaired.

Continue to work with squad leaders on issues they have. Tracking mutual aid calls into county to see if we need to add another shift at Stony Creek or go 24/7 there.

FIRE DEPTS Wakefield pumper is still on schedule for August Delivery.

Wakefield's tanker is out of service due to tank issue. Working with Chief Bowen and Service Center to get problem resolved.

Working on getting a company in to do pump testing and hose testing to keep us in NFPA compliance.

Courthouse Fire Engine 520 in shop to have minor repairs to pumping apparatus. Brush 540 is having braking repairs done.

Still waiting on new pump for Stony Creek fires Jaws of Life. All the tools were serviced after pump failure.

Met with current insurance agent and with Chesterfield's insurers to get price on insurance for Fire and Rescue personal and equipment. We had to renew with current company to stay active, but are waiting on new quotes to see if we can get better coverage at a lower cost.

EMERGENCY MANAGEMENT

Attended several classes for their WEB EOC. Waiting for that grant to open so that we can apply to upgrade our EOC.

Will be attending Hurricane training this month.

Sent contract to County Administrator for review and sign for CODE Red Emergency Notification System.

Community Development



June 2019

Monthly Report

Community Development Office Monthly June 2019

Mr. André M. Greene, Director of Community Development

Economic Development.

- *Staff met with representatives from several companies regarding proposed solar and/or renewable energy projects in Sussex County.*

Community Development/Special Programs Grant Administration

- *Small Area Plans are being prepared as part of the Comprehensive Plan Update.*
- *Pre-bid meetings were held at the Sussex County Housing Dept regarding the Pocahontas Neighborhood Improvement project and the UNOS project.*
- *Management team meetings were held regarding the Waverly Tornado Recovery (UNOS) project and the Pocahontas Neighborhood project.*
- *The Office of Community Development attended The Sussex County Housing Department's Oversight Board meeting.*
- *Staff met with representatives from Summit Engineering and Design Company regarding the Glyndon and Carver Lane project.*
- *Staff meet with the developer/owner, the site contractor, and the construction contractor for the Fairfield Inn Project. The construction plans are ready for submittal and will be under review soon.*

Planning & Zoning

- *A Public Hearing was held with the Sussex County Planning Commission on June 3, 2019.*
- *Three (3) Zoning Applications were reviewed and approved.*
- *Four (4) plats were approved.*
- *One (1) address application was completed.*

Erosion & Sediment Control

- *Four (4) E&S projects are active with inspections being made after each rain event.*
- *Three (3) Agreement in Lieu of an Erosion & Sediment Control Plan Application was completed.*
- *The site plan review for the Fairfield Inn project, to be located on Blue Star Highway, has been completed. A land disturbance permit for the project will be issued soon.*



MEMORANDUM

DATE: July 1, 2018
 TO: Vandy Jones, County Administrator
 FROM: Andre M. Greene, Director of Community Development
 SUBJECT: June 2019 - Monthly Report

Please accept this as the June 2019 update for the Community Development Department.

BUILDING ACTIVITY

- June 2019

<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>
8	6	1	6	49	\$300,397.00	\$2,984.99

- June 2018

<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>
11	11	2	4	96	\$328,049.00	\$2,859.23

- January 2019 – December 2019 (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>
55	54	22	42	380	\$2,852,654.00	\$19,122.46



Environmental Inspections



June 2019 Monthly Report

Origin / Material Summary Report

Criteria: 06/01/2019 12:00 AM to 06/30/2019 11:59 PM

Business Unit Name: Atlantic Waste Disposal - S05136 (USA)

Origin	Material	Tons
DC	Special Misc-Tons	292.09
Origin Total		292.09
DE	MSWT	6.61
DE	Sandblast Grit-Tons	24.70
DE	Special Misc-Tons	86.93
Origin Total		118.24
GA	MSWT	15.03
Origin Total		15.03
MA	MSWT	282.69
Origin Total		282.69
MD	MSWT	159.32
MD	Sludge Indus-Tons	160.77
MD	SludgeIndus-Tons	66.78
MD	Special Misc-Tons	96.98
MD	Special Misc-Tons	103.97
Origin Total		587.82
NC	CDTC	42.85
NC	MSWT	4,034.04
Origin Total		4,076.89
NJ	Auto Fluff RGC-Tons	15,742.07
NJ	MSWT	4,427.54
Origin Total		20,169.61
NY	MSWT	63,146.89
Origin Total		63,146.89
PA	MSWT	74.22
Origin Total		74.22
SUSS BUS	MSWT	116.89
SUSS BUS	Sludge Indus-Tons	1,018.71
Origin Total		1,135.60
SUSS RES	CDTC	1.68
SUSS RES	MSWT	484.98
Origin Total		486.66
VA	CDTC	47.45
VA	MSWT	12,334.92
VA	SludgeIndus-Tons	558.06
VA	Special Misc-Tons	305.59
Origin Total		13,246.02
Totals		103,631.76

Housing Programs- Monthly Report

JULY
2019



Brenda
County of Sussex
7/1/2019



MEMORANDUM

TO: Mr. Vandy Jones, County Administrator

FROM: Brenda H. Drew, Housing Programs Coordinator

SUBJECT: Housing Program Report

DATE: July 1, 2019

As always, we are looking forward to continuing our partnerships and programs which promotes family self-sufficiency, home ownership opportunities, housing counseling and home repairs, as well as, rental assistance to low to moderate income families in need.

During the past month the following general work tasks were performed:

<i>Activities</i>	<i>No.</i>
<i>Annual Inspections</i>	23
<i>Annual Re-certifications</i>	15
<i>Initial Inspection</i>	02
<i>Other Certifications</i>	30
<i>Family Briefings</i>	01
<i>Executing HCV Contracts</i>	02
<i>Certificates of Satisfaction</i>	0
<i>Housing Rehab (PI) projects pending</i>	6
<i>Reports Submitted in CAMS</i>	2
<i>Training Attended</i>	2

INDOOR PLUMBING PROGRAM INTERCHANGE – Updates

Department of Housing and Community Development Program Administration and Assistance Office

Housing Rehabilitation Cost Limits as of July 1, 2019

*Limits for Houses constructed **after 1978** or XRF Testing Showing No Lead*

Activity	IPR REHAB		IPR SUBSTANTIAL		CDBG	
	Failed Septic	No Bathroom	Failed Septic	No Bathroom	Rehab	Substantial
Base	50,000	85,000	85,000		50,000	85,000
Exceptions	20,000	Inclusive	Inclusive		20,000	Inclusive
Asbestos Inspection	800	800	800		800	800
Alternative Septic	10,000	10,000	10,000		10,000	10,000
Admin	6,000	6,000	6,000		Policy	Policy
Admin (add with IPR partner)	1,000	1,000	1,000		0	0
CRSC	4,500	4,500	4,500		Policy	Policy
Temp Relo	2,000	2,000	2,000		2,000	2,000
HMEP	250	250	250		Policy	Policy
Legal Fees	750	750	750		0	0
Green Build/Energy Save	N/A	N/A	4,000		N/A	4,000
TOTAL	95,300	110,300	114,300		82800	101800

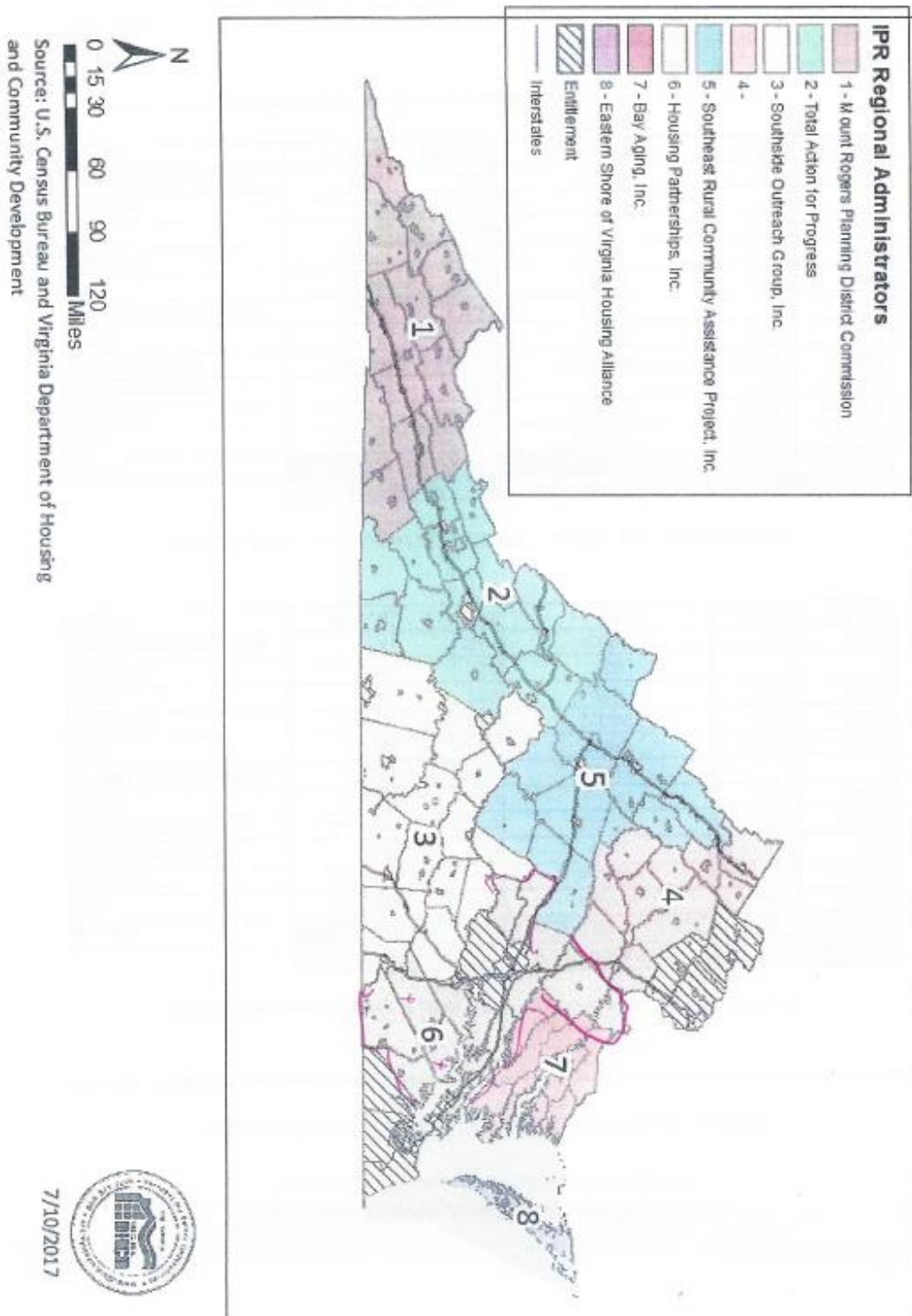
*Limits for Houses constructed **before 1978** - No XRF Test - Presumed Lead*

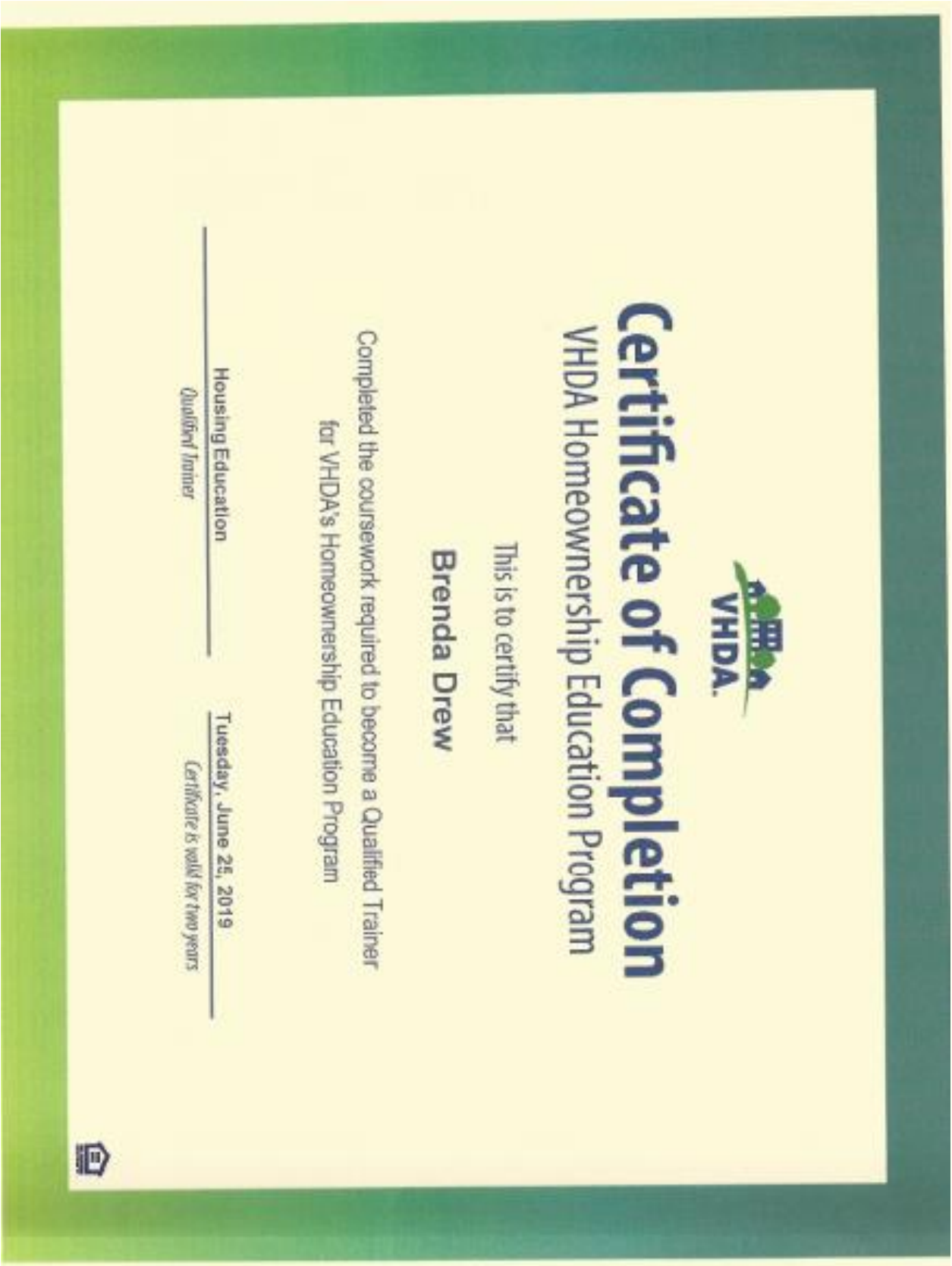
Activity	IPR REHAB		IPR SUBSTANTIAL		CDBG	
	Failed Septic	No Bathroom	Failed Septic	No Bathroom	Rehab	Substantial
Base	25,000	25,000	85,000		25,000	85,000
Exceptions	25,000	50,000	Inclusive		25,000	Inclusive
Asbestos Inspection	800	800	800		800	800
Alternative Septic	10,000	10,000	10,000		10,000	10,000
Admin	6,000	6,000	6,000		Policy	Policy
Admin (add with IPR partner)	1,000	1,000	1,000		0	0
CRSC	4,500	4,500	4,500		Policy	Policy
Temp Relo	2,000	2,000	2,000		2,000	2,000
HMEP	250	250	250		Policy	Policy
Legal Fees	750	750	750		0	0
Green Build/Energy Save	N/A	N/A	4,000		N/A	4,000
TOTAL	75,300	100,300	113,800		62800	101800

114300

All allowances are maximum allowable cost (up to) and must be substantiated by invoices.

Commonwealth of Virginia: Indoor Plumbing Rehabilitation Program Regions





7.08

Sheriff's Department



June 2019 Monthly Reports



"ONE FAMILY, ONE MISSION, ONE GOAL"

Sheriff E. L. Giles, Sr.
Sussex County Sheriff's Office
P. O. Box 1326
Sussex, Virginia 23884

Telephone 434-246-5000
Fax 434-246-5714
www.sussexsheriffva.com
Email egiles@sussexso.com

Sussex County Sheriff's Office Monthly Report
Month of June 2019

PATROL

CALLS FOR SERVICE	
Type:	Total:
Sheriff	533
Fire	28
Rescue	152
Animal Control	31
Town of Wakefield	65
Traffic	965
TOTAL	1,774

COURTS

Court:	Days of Court:
Circuit Court	3
General District	10
JDR Court	3

Court:	Judges:
Circuit Court	2
General District	2
JDR Court	1

CIVIL

Type:	Total:
Subpoenas Served	205
Jury Summoned	7
Criminal Warrants	1
DMV Notices	8
Levies	0
TDO	0

ECO	0
Other Civil	67

Fines and Forfeitures	\$100,484.11
Sheriff's Fees	\$302.00
Courthouse Security	\$11,082.31

JAIL

During the month of June 2019, our average daily population was 53 inmates. The jail booked in 43 individuals during June. Of that number, some were serving weekend confinement, so the actual number of unique (non-recurring) inmates was 37.

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

Pre- Trial	40 inmates, having been confined a total of 735 days.
Sentenced Misdemeanant	15 inmates, having been confined a total of 148 days.
Sentenced Felons	20 inmates, having been confined a total of 453 days.
Others	14 inmates, convicted but not sentenced.
Weekenders	6 inmates, serving misdemeanor sentences.

Transports of inmates for various reasons are listed below:

Court / Jail	21
Medical	8
Juvenile	2
Road Crew	3
TDO (Mental)	1
TOTAL	35