

**Sussex County Board of Supervisors Meeting**  
**Thursday, June 20, 2019 – 7 pm**  
**General District Courtroom – Sussex Judicial Center**  
**15098 Courthouse Road, Sussex VA 23884**

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**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 May 14, 2019 Special (Budget Work Session), May 16, 2019 Recessed, March 16, 2019 Regular Board, and June 6, 2019 BOS Personnel Committee meetings
- 2.02 Warrants and Vouchers

**3. Recognitions/Awards**

- 3.01 RECOGNITION: Wallace Brittle

**4. Public Hearing** – none

**5. Appointments**

- 5.01 Appointment to Social Service Board
- 5.02 Appointment to the Building Code Appeals
- 5.03 Appointment to District 19 Community Services Board of Directors

**6. Action Items**

- 6.01 Evaluation Forms
- 6.02 Approval of Appropriation for Acquisition of BB&T Bank
- 6.03 Approval of Animal Control Fee Adjustments
- 6.04 Approval of Appropriation for New Telephone System
- 6.05 Approval of Encumbrances
- 6.06 Personnel Policy: Suggested Amendments

**7. Report of Departments**

- 7.01 Treasurer's Report – *for information only*
- 7.02 Animal Services Report – *for information only*
- 7.03 Public Safety Report *for information only*
- 7.04 Community Development Report – *for information only*
- 7.05 Environmental Inspections Report – *for information only*
- 7.06 Sheriff's Department Monthly Report – *for information only*
- 7.07 Housing Department Report – *for information only*
- 7.08 Finance Department Report – *for information only*
- 7.09 County Administrator's Report – *for information only*

**8. Citizens' Comments** (8 pm)

**9. Old/Unfinished Business**

9.01 County Meals Tax

**10. New Business**

10.01 Housing Choice Voucher (HCV) Program

**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. Personnel Matters, discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body, applicable Va. Code Section §2.2- 3711(A)1
- b. 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, Thursday, July 18, 2019 @ 7 p.m., General District Courtroom – Sussex Judicial Center, 15098 Courthouse Road, Sussex VA 23884

**At a Special (Budget Work Session) Meeting of the  
Sussex County Board of Supervisors  
Held in the General District Courtroom on  
Tuesday, May 14, 2019 at 6:30 pm**

**BOARD MEMBERS PRESENT**

C. E. Fly, Sr.  
Alfred G. Futrell  
Susan B. Seward  
John A. Stringfield  
Rufus E. Tyler, Sr.  
Steve White, Tie Breaker

**BOARD MEMBER ABSENT**

Keith C. Blowe

**STAFF PRESENT**

Millard D. Stith, Consultant  
Deste J. Cox, Treasurer  
Ernest Giles, Sheriff  
William Jenkins, General Registrar  
Kelly W. Moore, Director of Finance  
Jerry Murphy, Jr., Deputy Sheriff  
Shilton R. Butts, Assistant to the County Administrator/  
Deputy Clerk to the Board

**Item 1. Call to Order/Determine Quorum**

The May 14, 2019 Special (Budget Work Session) meeting of the Sussex County Board of Supervisors was called to order by Chairman Seward.

**Item 2. The Invocation**

The Invocation was offered by Supervisor Stringfield.

**Item 3. The Pledge of Allegiance**

The Pledge of Allegiance was recited by all.

**Item 4. Agenda Amendment(s)**

There were no agenda amendments.

**Item 5. Approval of Agenda**

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the May 14, 2019 Special (Budget Work Session) Meeting agenda as presented.

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

Voting nay: none

Absent: Supervisor Blowe

#### Item 6. Budget Discussions

Chairman Seward stated that she wanted to note that there was approximately a \$400,000 typographical, mathematic error that would affect other items in the budget. There would be discussion of this matter during Item 6.04 General Budget Discussions.

#### **6.01 Improvement Association**

Supervisor Tyler gave his statement of disclosure stating that he was an employee of the Improvement Association. Supervisor Tyler stated that he does receive a salary in excess of \$10,000 annually. He stated that the address of the Improvement Association are 1750 East Atlantic Street, Emporia, Virginia 23847 and 120 Coppahaunk Avenue, Waverly 23890. He stated that he was a member of a group of three (3) or more employees of the Improvement Association. He stated that he has a personal interest of a Board of Supervisors action related to funding the Improvement Association to serve children and families throughout Sussex County. He stated that he was able to discuss and act fairly and impartial in the best interest of the public in discussing funding for the Improvement Association of the Outside Agency.

Mr. Tyler introduced Ms. Miller, Director of Head Start for the Improvement Association.

Mr. Tyler provided a PowerPoint presentation. He stated that the Improvement Association (Association) is a community action agency that has been in existence since 1968. He noted that the Improvement Association has a Board of Directors. The Federal government requires that one-third of the Board consists of local elected officials, one-third business community representatives, one-third civic, or other groups in the community. The Improvement Association service areas include Brunswick, Dinwiddie (Head Start only), Greensville, the City of Emporia, Surry and Sussex.

He reviewed the Improvement Association mission statement. He noted that comprehensive initiatives is to move people forward to become self-sufficient taxpaying citizens.

Mr. Tyler stated that the Improvement Association has a \$4 million dollar budget and is the only organization still in existence.

#### EARLY CHILDHOOD EDUCATION

Mr. Tyler discussed Early Childhood Education. He noted that the brain development is most significant from birth to age three (3). Ninety percent (90%) of the brain's capacity develops before age five (5).

Mr. Tyler noted that disadvantage children start Kindergarten 18 months behind economically advantaged children, wherein economically disadvantaged children know 500 words and economically advantaged children know 1,100 words.

He stated statistically children not Kindergarten-ready are 50% less likely to read well by the third (3<sup>rd</sup>) grade.

Mr. Tyler also discussed Social-Emotional Skills in Early Childhood Support Workforce Success (ReadyNation.org, April 3, 2018). He noted that across the country, business executives have observed that too many employees and job applicants lack the “social-emotional skills” necessary to succeed on the job. The foundation for these skills is laid in a child’s earliest years, as much of a child’s brain architecture is developed during the first five (5) years of life. This directly impacts the development of the social and emotional capabilities that support long-term success in school and the workforce.

He also discussed that soft-skills, such as working well with others, are just as important as reading and math.

Mr. Tyler stated that early interventions save local governments/school systems money: \$4,000 - \$7,000 per child.

Mr. Tyler introduced Ms. Fisher, the Coordinator of the Maternal, Infant, and Early Childhood Home Visiting (MIECHV) Program.

Ms. Fisher gave a brief overview of the MIECHV Program. Ms. Fisher shared the “whys” of “Why do Parent as Teachers” of the MIECHV Program at the Improvement Association. Some of the “whys” for the program are (1) children do not come with users’ manual; (2) parents are children first and best teachers, (3) brain development of a child—90% of the brain develop between birth and five (5) years old, and (4) the Improvement Association do the programs because they work.

The MIECHV Program is an early childhood development home visiting program that serves prenatal to three (3) years, using teachers as parents to provide school readiness skills to enhance vocabulary.

Mr. Tyler stated that the Parents as Teachers program has 66 funded enrollments, 18 families visited, and 26 children served. Seventy-seven percent (77%) of the children received health and development screenings and other services available in the Greenville/Emporia and Sussex areas.

It was stated that the “Parent as Teachers” Curriculum does assessments, parent-child interaction, family engagement and goal setting, provides resources to a number of children/families.

## HEAD START

Mr. Tyler stated that Head Start comprehensive services have been rendered successfully for 28 years. Head Start promotes school readiness by addressing the key domains of language, literacy, mathematics, science, social and emotional development.

Mr. Tyler stated that one (1) of the whys of Head Start is it's the number one (1) 1 early childhood program in the United States. Also, all of the children receive comprehensive services, education, health, nutrition, mental health, and dental screenings. Head Start emphasizes family engagement because of critical role parents' play in supporting healthy developments and school success. The Improvement Association's Policy Council consists of 50% parents who help with the decision-making—budgeting, hiring and firing, strategic planning, etc. Head Start provides comprehensive services to empower the family become self-sufficient.

Mr. Tyler stated that each class has a teacher and an assistant to be able to provide one on one instruction for a class of approximately 1:8 ratio.

There is an evidence-based curriculum, the Creative Curriculum, which is the same curriculum of the schools in the surrounding localities. Mr. Tyler reviewed teachers' qualifications and requirements. The teachers in the Improvement Association have, at minimum, a Bachelor's Degree in Early Childhood Education or related field. The teachers are required to do Home Visits which are three (3) a year. One teacher is Certified Class Observer.

The teachers receive professional development/coaching to provide high quality education to children. The Improvement Association serves 56 students and their families. The Early Childhood/Workforce Development Center serves 40 children at the Waverly location. Sixteen children are served at the Sussex County Elementary School.

Mr. Tyler reviewed the data of Head Start Results of the Phonological Awareness Literacy Screen (PALS) of the students entering and exiting the program on writing, upper case, lower case, letter sound, beginning sound, print and word, rhyme awareness and nursery rhyme.

Ms. Miller gave a brief overview of Teaching Strategies. Ms. Miller noted that Head Start is basically a data driven program. Online assessments are done in the Fall, Winter, and Spring. This assessment measures that early childhood skills and milestones are being met. The curriculum is aligned with the Virginia Foundation Blocks for Early Learning and the Head Start Child Outcomes Framework and is used to plan for "intentional" teaching strategies to achieve specific outcomes. Ms. Miller reviewed the domain areas of focus of students entering and exiting the program to include Mathematics, Approaches to Learning, Cognition, Language and Literacy, Social and Emotional Development, and Perceptual Motor and Physical Development.

## PROJECT DISCOVERY

Ms. Faye Perkins works with students in Project Discovery. She provided a brief overview of the program. Ms. Miller stated that Project Discovery has been run for 27 plus years and has been successful in Sussex County. It is an educational program offered to students in grades 6 through 12. It is designed to ensure that students are prepared for post-secondary education and/or securing an occupational skill after high school. Workshops are provided on various topics such as goal

setting, time management, and financial aid. Students are taken on sponsored college tours and fields trips. Fee waivers for college aptitude tests and college applications are also provided. There are 63 students currently enrolled in Project Discovery in Sussex County Middle and High Schools. Ms. Perkins stated that there was a high success rate. Last year, there were 15 seniors. Twelve students went to college. One student enrolled in the Newport News Shipbuilding/Huntington Ingalls Apprentice School. One student joined the United States Army. One student was gainfully employed.

### WORKFORCE DEVELOPMENT

Mr. Tyler stated that the Improvement Association located in Waverly, Virginia has a Workforce Development program. Mr. William Ricks was introduced to provide an overview of the program.

Mr. Ricks stated that the Workforce Development Initiative seeks to assist under and unemployed individuals in reaching unemployment and education goals through developmental skills to allow participants to complete their education and/or secure viable employment. Mr. Ricks stated that the program includes job-readiness assessments, development of individualized action plans (IAP), interactive workshops to assist in sharpening job-readiness skills, as well as supportive services aimed at assisting the participant in reaching the ultimate goal of self-sufficiency and job placement.

### HOUSING/RENTAL ASSISTANCE

Mr. Tyler stated that the Housing/Rental Assistance is an Emergency Services Assistance program to assist families. If a family is working, through no fault of their own, they are facing eviction, this program will step in to assist the family with rental assistance to avoid eviction. Moving assistance to avoid homelessness is provided. This program is used to try to stabilize children and families.

Ms. Darlean Whiting introduced one (1) of the home parents, Ms. Christine Newman, to the Board. Ms. Newman gave a brief testimony of services received from the program. She noted that she was new to the Waverly area and was introduced to this program through Social Services. She discussed the assistance received with her daughter in the development of her social skills and her readiness for kindergarten. She also discussed the education that her daughter and students were receiving during her visits and sit-ins in the class.

Mr. Marvin Drew, II, gave a brief overview of the things his son, Caleb Drew, learns and his appreciation of the Head Start program. His son did an awesome and most outstanding job of reciting a poem he learned in the Head Start program.

Ms. Perkins introduced Ms. Cecile Eke. Ms. Eke was one of last year's graduates who was a participant in the Project Discovery Program.

Ms. Eke stated that she was present to ask the Board to support the Improvement Association's budget request. She gave a brief report of her experience with the Improvement Association noting that she was in Head Start and a participant in the Project Discovery program. Ms. Eke stated that

she graduated from Sussex Central High School with a 3.6 GPA and finished her freshman year at Virginia Commonwealth University in Richmond, Virginia with 3.4 GPA. Ms. Eke also stated that she was the recipient of \$1,000 scholarship from Project Discovery wherein she had the pleasure of meeting Governor Northam when he presented the scholarship to her.

Mr. Ricks introduced Mr. Jerry Murphy, Jr. He stated that Mr. Murphy came to him because his job was moving. Mr. Murphy wanted to stay and give back to the community. Mr. Ricks stated that Mr. Murphy came into the Workforce Development Center. An assessment and IAP were completed to find what he needed of which was only interview skills and resume updating. He stated that Mr. Jerry Murphy, Jr. is a proud Deputy Sheriff with the Sussex County Sheriff's Department.

Deputy Sheriff Murphy discussed his background briefly. He thanked Sheriff Giles for the opportunity to work with the Department. He also thanked Supervisor Futrell.

Mr. Tyler thanked the Board for assistance provided to the Improvement Association in the past.

A copy of the federal law requirements, HEAD START ACT (as amended 42 USC 9801 et. Seq.) for the Improvement Association was provided to the Board members.

There was inquiry as to whether the budget request was going to be distributed between the four (4) departments. Mr. Tyler stated that he didn't have the request before him; however, part of the request was for the teachers' salaries and professional development.

There was discussion of the Public School system's request for level funding and providing the Improvement Association an increase. Mr. Tyler stated that Head Start program was different than public schools, as noted during a Budget Work Session with the public schools. He noted that the Improvement Association staff conducted home visits for the whole family and not just the child. He discussed the difference in Improvement Association teachers' pay, teaching the same children, with teachers with college degrees as well, making approximately \$12,000 less than the Public Schools teachers.

There was inquiry of how much of an increase does Head Start in Virginia get from the House Appropriations Bill. Mr. Tyler stated that the Improvement Association's Board had to decide whether they would apply for funding. He stated that the Federal government would give 80%; the Improvement Association would have to provide the match of 20%. He stated that if they came up short for one (1) year, the Federal government would not provide money the following year. Once the grant is written, there has to be a 20% match. One (1) grant application effects the whole program. It was noted that once a program is out of compliance, programs would be defunded.

There was also discussion of the County's In-Kind match and being allowed to use funding for salaries. .

There was inquiry as to whether any other service locality approved an increase in their budget this year and how would the Improvement Association handle the teacher pay disparity from



region to region. It was noted that Surry provided an increase last year. He wasn't sure of increases at the time.

There was inquiry as to percentage of the teachers' salary is submitted to the Federal government. It stated that 100%?? was submitted to the Federal Government. It was noted that teachers only received the one percent (1%) cost of living adjustment (COLA). It was noted that the Improvement Association could not spend over 15% on Administrative costs for Head Start which includes salaries, rent, insurance, utilities, etc.

There was inquiry as to whether the approximately \$45,000 budget request would be used in programs in other localities. Mr. Tyler stated that Sussex County funding would be spent in Sussex County.

There was discussion of current funding and the \$45,000 budget request in regards to In-Kind funding. There was also inquiry in regards to the Improvement Association applying for the grant and requesting the match from the Board. There was discussion of whether the County being at poverty level, would that be an incentive. It was noted that the grants had to be competitive.

There was discussion as to whether Federal money can be received wherein the Improvement Association could get the money needed for salary increases with only needing about \$15,000 or \$20,000 from the County.

There was discussion of requesting more money would require serving additional children. It was noted that the number of children served has been basically consistent; however, the class size has been lowered. The number of children were lowered two (2) per class. It was noted that more students are served in Sussex County than any other locality.

There was discussion of teachers conducting home visits (Parents as Teachers) and the funding cap. It was noted that the increase was for the eight (8) teachers in the Head Start program which is different program for Parents as Teachers.

There was inquiry of salaries for teachers and their assistants. It was noted that the teachers' salaries were approximately \$32,000 - \$37,000. Teachers' assistants are paid hourly. There was discussion of how the budget request would be allocated.

It was stated that, in public schools, there was no difference in salaries for teachers with provisional licenses versus certified teachers.

There was inquiry of the biggest expense for the Head Start Program. Mr. Tyler stated that he believes the biggest expense is personnel.

There was inquiry as to whether the Improvement Association applied for a waiver to exceed the 15%. Mr. Tyler stated that they had not applied for a waiver due to the fact that it was understood to be mandatory. The only waiver applied for was for transportation. Kids were being required to be in harnesses. The Improvement Association was given a waiver by the Federal government

because children/students were riding public school buses for transportation. It was confirmed that the 20% match for the approximately \$500,000, comes from all of the localities.

It was noted that in reviewing a Head Start government website, the Federal government encouraged the Head Start program to not use the terms father, mother, boy or girl. They encouraged to stay gender neutral. There was inquiry as whether this was done in the Sussex County program. It was noted that parents are considered customers—to be treated with dignity and pride. Children are called children.

There was an inquiry of whether there was a way to apply for the grant and using some Federal government funding to maximize the amount of money needed from the County to get the amount of the budget request. It was noted that the money had to go to the families and children.

It was noted that the Improvement Association program was impressive.

Chairman Seward noted that the Board would not vote on the budget at the time. There would be another Budget Work Session to decide on what monies the County had and how it would be spent.

#### 6.02 Jessica A. Moore Foundation

Supervisor Futrell stated that he was speaking on behalf of the Jessica A. Moore Foundation (the “Foundation”) which is located in the Waverly District. He stated that the Foundation is open and fully operating. He noted that the Foundation requested \$12,000. Supervisor Futrell requested the Board to fund the Jessica A. Moore Foundation \$6,000—half of the budget request amount.

It was noted that the request for \$6,000 for the Jessica A. Moore Foundation would be one of the items added to the Outside Agency list.

#### 6.03 Senior Citizens, Eastern

Supervisor Futrell was speaking for the Senior Citizens, Eastern. Their budget request was not submitted by the deadline. No budget request was funded. He noted that a couple of members were deceased. He requested the Board to fund the Senior Citizens, Eastern in the amount of \$10,000.

It was noted that the request for \$10,000 for the Senior Citizens, Eastern would be added to the Outside Agency list.

### SUSSEX COUNTY YOUTH AND ADULT RECREATION ASSOCIATION

There was discussion that the Sussex County Youth and Adult Recreation Association (SCYARA) requested \$10,000 last year and received \$6,000. It was noted that the Waverly Pool didn’t open. There were discussion of bank statements received and checks with even numbers.

It was noted that in previous discussions at another Budget Work Session, Mr. Ricks stated that part of the \$6,000 funded by the County had been spent to pay electric and water bills, and grass

cutting services. Mr. Ricks noted that funding is received approximately mid-July. Funding is carried over to prepare for the opening of the pool. Mr. Ricks noted that in preparing for opening, there were operational and facility problems in which money was spent reducing what was received in July. Mr. Ricks noted that payments with even numbers were for services provided by individuals not charging the full rate, i.e., the individual would pay for a portion, SCYARA would pick up the remainder. He noted monies were paid for work on the pump.

There was discussion of the County's deposit of \$6,000 in September 2018 bringing the total to \$8,200. There was discussion of different expenses paid for a pool that wasn't open. Mr. Ricks noted that the expenses were for work being done on the pool to bring it into compliance as the insurance company had asked them to do. He noted the different items that they were required to have done to include depths around the pool, signs stating the rules, fire extinguishers, and water problems had to be fixed.

There was discussion of even payment checks at Home Depot and purchases on bank statements and check details to account for taxpayers' money. Chairman Seward noted the need of check details before making any budget decision.

There was inquiry as to what dollar amount was needed to insure that the pool opens this summer. Mr. Ricks stated that the funding request was \$10,000. It would take approximately \$19,000 to open the pool. It was stated that if the County funded the \$10,000 request, the pool still couldn't be opened. Mr. Ricks noted that SCYARA was on a rigorous campaign. There is a "Go Fund Me" page and SCYARA is receiving donations. SCYARA has applied for grants and letters were mailed.

It was inquired that if no other funding was received and the County funded the \$10,000 request, would the pool still open July 1. Mr. Ricks stated that it would not be opened because the County's funding would not be received by July 1.

It was asked again, what would it take to open the pool? Mr. Ricks stated \$19,000, again. It was stated that for the County to insure that the pool opens, the County needed to fund SCYARA \$19,000. Mr. Ricks stated that the \$19,000 wouldn't not be accepted. He noted stated that SCYARA made a request to the County for \$10,000. He stated the County was not the only contributors to the pool.

It was stated that in a previous Budget Work Session, there was mention of losing contributors. Mr. Ricks stated that SCYARA loss one (1) major contributor, the Gray Foundation.

It was stated that \$10,000 could be put in the Contingency Fund. If the \$9,000 was raised that the County would match, then the County would have the discussion. There was a statement of the want/need to see receipts and check payees/detail.

There was inquiry of whether a generator was at the pool due to the purchase of \$14 worth of gas from a gas station. Mr. Ricks stated that there was no generator at the pool. The \$14 worth of gas was purchased for the machine that drains the pool.

There was discussion of how soon construction could be started. There was no definite dates that could be set. Contractors would have to be contacted in which the contractors would ask for money.

Mr. Ricks stated that the \$19,000 includes the painting of the pool, installing lights, making sure all the lights are **AGFI** certified and replacement of the filtration system.

There was discussion of donation for roof.

There was discussion that due to timing issue of opening the pool July 1, if the \$9,000 match could be raised, could the money be funded from the current fiscal year budget.

There was discussion of the utility bill from Dominion and large purchases from Walmart.

There was discussion of the number of people served. It was stated that approximately 500 people are served from Sussex County.

There was discussion of, if it was the Board's desire to take the money from the current budget, would this enable SCYARA to do the preliminary work to open the pool. Mr. Ricks stated that with what's in the SCYARA bank account currently, they would need to raise approximately \$4,000 more. Mr. Ricks noted that more funds would be generated for operation and maintenance. There was discussion of staff on payroll which included one (1) full time lifeguard with hopes of hiring a junior lifeguard—a school aged student that would be offered summer employment, and a gate monitor. Mr. Ricks also discussed offering free swimming. Mr. Ricks noted that everyone, except the lifeguard, there are volunteers. He stated there are approximately 15 volunteers. It was noted that the Treasurer keeps the books, who is a volunteer as well.

After inquiry of SCYARA's annual budget, Mr. Ricks stated that SCYARA's annual budget is approximately \$18,000. It was noted that the bank statements didn't reflect any amounts close to that number.

#### 6.04 General Budget Discussions

Chairman Seward stated that the Board would review the discrepancy in the FY20 Proposed Budget found by Supervisor Fly.

Supervisor Fly noted Page 4-4, Line 129, Local Sales, Use and Taxes. He stated that there was a mathematical error in the 2019/2020 budget. The \$1,379,132 should be \$984,868 which decreases the available revenue by \$394,264. This is a miscalculation of \$394,264 of money received from tax revenue. This was confirmed by Ms. Deste Cox, Treasurer. Ms. Cox stated the revenue line item that goes to the towns, should have been entered as a debit instead of a credit. Ms. Cox stated that the remittance to the towns, Lines 124, 125, 126, and 127 should have been debits.

There was discussion of getting revenue from somewhere else or cutting costs. There was discussion of Machinery and Tools taxes received from one (1) of the businesses. Ms. Cox stated that she had discussed it with Ms. Ellen Boone, the Commissioner of the Revenue. The business

had submitted the listing and will be paying their machinery and tools taxes. Ms. Cox noted that \$150,000 was already in the budget, page 4-3, line 98. The \$702,342 will become \$945,942 which is an increase of \$243,600. Ms. Cox also noted that there were corrections that could be made in the remittances to the Towns. There are updated figures. Ms. Cox stated that basically remittances to the Towns are code related. With the updated figures, the amounts to be paid to the Towns will be reduced. That line item will be reduced, saving approximately \$5,186. The \$5,186 savings along with the Machinery and Tools taxes would leave a deficit of approximately \$145,478. Ms. Cox suggested unless costs are cut, the Designated Use of Fund Balance be used to balance the budget.

There was inquiry of what was used in previous years in Fund Balance. It was noted that the Fund Balance was used previously for a much higher amount.

There was inquiry of the Transfer from General Funds. It was noted that this Fund was used to balance the budget.

There was discussion of correcting the deficit to the mathematical error. There was discussion of Local Sales, Use and Taxes and the Machinery and Tools tax.

There was discussion to be cautious in reoccurring expenses. There was inquiry as to whether money was being put the Fund 135 Reserve Fund Account.

Ms. Kelly Moore, Director of Finance, advised the Board of administrative changes that had been discussed and the Board was aware of; however, the budget needed to be changed officially. Some of those changes include:

Animal Control – Increase the Vehicle Maintenance Line by \$2,000 bringing it to \$5,000. The Contingency Fund will be decreased by the \$2,000.

Crater Youth Care Commission increase by \$1,453. When the initial budget was done, level funding was done. However, when actual percentages that were due to each County was received, Sussex had an increase in the amount of \$1,453. The Contingency Fund will be decreased by \$1,453.

The 6<sup>th</sup> Judicial Circuit Court added another judge to the County's responsibilities to allow for office supplies. There will be an increase of \$2,717. The \$2,717 will be taken from the Contingency Fund.

Ms. Moore stated that with the noted reductions, the Contingency Fund Balance will decrease from \$115,000 to \$108,830. She noted that there were discussions of taking \$145,478 from the Unassigned Fund Balance. The budget's bottom line would not change. Ms. Moore noted that the items discussed will stay in the budget. Ms. Moore also stated that the Board needed to be mindful that any increases or decreases need to be offset so that the budget can stay balanced.

There was inquiry of the increase in Judicial Administration. Ms. Moore noted that this amount includes the Circuit Court Clerk, General District Court, Special Magistrates, Juvenile & Domestic

Relations Court, Clerk of Courts, Commonwealth's Attorney, and Victim Witness Program. It was noted that the Commonwealth's Attorney's increase was due to body cameras and the additional attorney.

It was also noted that the Victim's Witness Program is State funded. There is no Local funding.

There was discussion of whether the increase in Health and Human Services was State or Local funded.

Ms. Moore noted that the Health & Human Services is a combination of different departments. Ms. Moore explained that this is one of the coded departments; however, it is not how the County breaks the budget down. It's under State Code so it has to be provided in the book; however, Social Services coding is not in the County's Accounting system. It was added in the budget to stay in compliance.

It was discussed that in the Social Services Department, some of the line items are 100% funded by the County. Some of the line items are 85%/15% funded; some are 80%/20% funded. Different lines have different percentages. Ms. Moore noted that Social Services provided the total breakdown.

*Chairman Seward noted that there is approximately a \$145,000 deficit that has to be taken from the Unassigned Fund Balance or other items in the budget have to be reduced.*

*There was discussion of holding a meeting Thursday prior to the regular Board meeting. There was general consensus to recess the meeting to Thursday, May 16, 2019 at 4:00 p.m.*

## **Item 7. Citizens' Comments**

Comments were heard from:

Kevin Bracy (Courthouse District) – Budget; cutting salaries and positions; Improvement Association school buses; businesses, Iluka Resources; landfill; tires and trash dumping; bids; subbing work out; employees making decisions not living in County.

Jacqueline Ricks (Education Specialist for Improvement Association) – Thanked the Board for the decision they were going to make on the budget for the children of Sussex County.

William Ricks (Improvement Association/SCYARA) – Thanked the Board for listening to all the requests; Board does what best for citizens of Sussex County.

Alice Harris (Teacher for the Improvement Association) – Thanked for the Board for taking the time to listening to presentation; appreciate decision; children investment of future.

Ludia Batad (Teacher for the Improvement Association) – Thanked for the Board in advance when decision is made to increase pay.

**Item 8. Recess**

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the May 14, 2019 Sussex County Board of Supervisors Special (Budget Work Session) Meeting hereby recessed at 10:05 p.m. to Thursday, May 16, 2019 at 4 p.m.

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

Voting nay: none

Absent: Supervisor Blowe

DRAFT

**At a Recessed Meeting of the  
Sussex County Board of Supervisors  
Held in the General District Courtroom on  
Thursday, May 16, 2019 at 4:00 pm**

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBER ABSENT**

Keith C. Blowe

**STAFF PRESENT**

Vandy V. Jones, III, County Administrator  
Millard D. Stith, Consultant  
Deste J. Cox, Treasurer  
Ernest Giles, Sheriff  
William Jenkins, General Registrar  
Kelly W. Moore, Director of Finance  
Shilton R. Butts, Assistant to the County Administrator/  
Deputy Clerk to the Board

**Item 1. Call to Order/Determine Quorum (4:16 p.m.)**

The May 16, 2019 Recessed meeting of the Sussex County Board of Supervisors was called to order by Chairman Seward.

**Item 2. The Invocation**

The Invocation was offered by Supervisor Blowe.

**Item 3. The Pledge of Allegiance**

The Pledge of Allegiance was recited by all.

**Item 4. Agenda Amendment(s)**

There were no agenda amendments.

**Item 5. Approval of Agenda**



By general consensus, the agenda was approved as recessed Special (Budget Work Session) meeting held on May 14, 2019.

#### Item 6. Budget Discussions

Chairman Seward opened the floor for the continuation of general budget discussion of the May 14, 2019 Special Budget Work Session.

Supervisor Fly requested the Board to consider changing the format of the way the budget is done in the upcoming years. Supervisor Fly stated that in years past, the treasurer would review each of the fund balances. He stated the treasurer would determine if the Fund Balances were too high. If funds were too high, the funds would be transferred to the Fund 135 Reserve Fund.

Supervisor Fly stated that currently Fund Balances is/are used to balance the budget. He reviewed previous ways the budget had been balanced. Supervisor Fly asked the Board to consider instructing staff to return to the previous methods of balancing the budget, if the treasurer was in agreement.

There was discussion of determining actual revenue and expenses. There was discussion of Designated Use of Fund Balance which is counted as a revenue account. This account is used to hold a place for anticipated expenditures, encumbrances, as well as being used to balance the budget from year to year if there is a deficit in the budget. Ms. Deste Cox, stated that in the past, a transfer would be made from the 135 Reserve Fund if there was a deficit. There was discussion of transparency in balancing the budget and using the 135 Reserve Fund. It was noted that any transfer of funds from the 135 Reserve Fund would require Board approval.

Ms. Kelly Moore, Director of Finance, confirmed that in balancing the budget going forward, instead of the Use of Fund Balance to balance the budget, use line Transfer from Reserve.

Supervisor Fly stated that Ms. Jenny Bakos, the Director of the Blackwater Regional Library, sent the formula regarding their contract. Supervisor Fly requested the Board to review the contract. He stated that the formula determines a percentage of Sussex's share in the Library's total budget. He stated that the Board had no control over the Library's total budget or what the County could be charged for services. Supervisor Fly encouraged the Board to discuss or meet with Isle of Wight and Surry Counties and have staff to send a letter requesting to review the contract regarding the formula.

Chair Seward stated that all of the presentations that was on the agenda had been discussed. She asked if the Board had any additional budget items they wanted to discuss.

Supervisor Fly discussed the deficit in the Revenue and the use of revenue instead of the use of Machinery and Tools taxes to offset this deficit.

There was discussion of trade initiatives, the landfill and the economy.

Supervisor Fly discussed reduction in staffing. He discussed considering the use of contract services for the Planning Department to help reduce the deficit in the budget for this year. Supervisor Fly noted the Planning Department salary line item and stated that there could be approximately a \$70,000 savings. For long term use, there could be a savings the County's budget if contracted services were used where there are currently two (2) people performing those services in the Planning Department. There was discussion of other localities with more development than the County using contracted services.

There was discussion of the getting contracted services for the small amount of estimated savings. There was discussion of making a decision on this task in the middle of the budget. It was suggested to direct the staff to conduct a thorough analysis to provide a more definitive cost to provide contracted services and to make a better, more informed decision. There was discussion of who would handle zoning regulation, erosion and sediment control, etc. on a daily basis or when there is a prospect and information is needed the same day, would a consultant have the historical knowledge to provide the information. It was noted that the Planning Department is a core department in local government.

It was stated that going forward with Planning, if the Berkley Group is still contracted with the County, all of the Conditional Use Permits (CUPs) issued in the last ten (10) years need to be reviewed by them or a third party agency. There was discussion of funds in the budget to have a third party agency review issued CUPs and the currently scheduled solar project.

County Administrator Jones stated that the County's current standard practice is that large projects are contracted out for third party inspections. Plan reviews for construction projects are done by the Building Department.

There was mention of funding for the Old Courthouse, line item for school building repairs (CIP), and the Administration office building.

Supervisor Fly discussed considering closing the Housing Department as a cost cutting measure. He stated that the Virginia Housing Development Authority (VHDA) continues to state that they could take over Housing functions. As long as office space can be provided once a month, citizens would not experience any difference in service. There was discussion of a savings in revenue over a period of time. Supervisor Fly requested the Board to take the necessary steps to close the Housing Department and turn it t over to VHDA.

There was discussion of the residents of Sussex County being a priority for service, as well as the residents need of program/service in different aspects. It was requested that the Board explore all options to keep service in Sussex County.

There was discussion of grants that the Housing office was overseeing and managing and whether VHDA would take on this service. Supervisor Fly confirmed that VHDA would take over the management of the block grant.

**ON MOTION OF SUPERVISOR BLOWE, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby directs the county administrator**

to do a complete analysis of costs to maintain the functions of the Planning Department and Housing Department to present to the Board by January 2020 to determine whether services should be contracted out for the FY21 budget.

Voting aye: Supervisors Blowe, Seward, Stringfield, Tyler

Voting nay: Supervisors Fly, Futrell

Supervisor Fly discussed decreasing staff in the County Administrator's office by eliminating one (1) position with a cost savings of \$86,412. County Administrator Jones inquired as to which position and was the intent to eliminate the position and never have the position in the budget as a cost saving measure. Supervisor Fly stated that it was the Deputy County Administrator position, with the intention of the position remaining vacant until the budget could be balanced.

Supervisor Fly discussed that there's a three percent (3%) cost of living allocation (COLA) for employees in the proposed budget at a cost of \$158,337.11. He asked the Board to consider reducing the COLA to two percent (2%), thereby saving the County \$52,779.

There was discussion of employee contributing to health insurance costs in the next budget.

Supervisor Fly made inquiry in regards to the line item for Emergency Medical Services increase of \$90,000. County Administrator Jones stated that this increase was due to the Stony Creek Medical Services change in Lifestar hours for services.

Supervisor Tyler stated there had been previous discussion of exploring the costs to have staff on payroll for emergency services with training provided through Rowanty Technical Center. Vice Chairman Blowe noted that Rowanty was not currently set up to conduct adult training.

Supervisor Fly suggested decreasing line items for VACo Workshops and Conferences, Lodging, Meals, and Transportation (excluding mileage) in the Board of Supervisors budget to \$0 for a total of \$16,500 and divide the money to fund the Senior Citizens (Eastern) and Jessica Ann Moore Foundation requests. It was stated that Board members pay for their attendance to VACo.

Vice Chairman Blowe noted that it was an election year. There may be new Board members that may need training. It was noted that Sands Anderson may possibly provide free training.

Supervisor Fly made the motion to decrease the Workshops and Conference to \$1,000 and decrease the previous stated line items to \$0. There was no second made on the motion.

Chair Seward made inquiry in regards to Management Consulting Services (\$9,000) and Other Professional Services (\$2,500) in the Board's budget. County Administrator Jones stated that Management Consulting Services line item was monies for trainer advances. The Other Professional Services line item was monies for if the Board had the opportunity to use contracted services.

Chair Seward discussed the Sussex County Youth and Adult Recreation Association (SCYARA), Waverly Pool. Chair Seward stated that clarification was received regarding the Dominion Energy bill and that Town Hall stated no bills relative to the Waverly Pool are received at the Town Hall

as reported by Mr. Ricks at a previous Budget Work Session. It was recommended that no money be given to SCYARA for the Waverly Pool until after check details and receipts have been received by the County. It was noted that a couple of the Board of Supervisors members have spoken with some of the members of SCYARA.

Supervisor Futrell stated that he was advised that one (1) of the members of SCYARA has a receipt for the \$100 checks to Home Depot for use of the pump to circulate the water. Supervisor Futrell requested that the \$10,000 be set aside in the Reserve Fund in the budget for SCYARA.

Supervisor Tyler requested clarification of prerequisites required before funding is given to SCYARA. It was stated that check details and receipts were needed.

It was noted that the Board be reminded that if \$19,000 is needed to open the pool and the County gives the \$10,000, monies will have been just given if they don't come up with the other \$9,000. Also, it was noted that the Board was advised that SCYARA had a budget of approximately \$18,000; however, bank statements does not support this information.

Supervisor Fly made inquiry in regards to the Maintenance Service Contract, line item 423 under Emergency Services, which increased by \$10,000. It was advised that this line item is for the Honeywell Contract for maintenance for the reverse 911. He made inquiry in regards to General Works, line item 695 Water Services which increased by \$5,000. It was advised that the water service is for the entire complex. It was noted that it was a combination of the increase in water services and some of the work that the County had to get done, such as implementing the SCADA system which is a board that is installed that connects to the Sussex Service Authority and ties in directly to their monitoring system for the water tower if something goes wrong with the system.

Supervisor Fly made inquiry of line item 787 Chowan Basin Project/City of Franklin (\$8,767) for study of monitoring gauges. It was suggested to stop paying this line item—decrease this line item to \$0. Supervisor Fly discussed line item 785, South Centre Corridor Resource Conservation and Development (RC&D) (\$3,000).

County Administrator Jones inquired and confirmed in regards to taking out funds, due to his absence at the May 14, 2019 Budget Work Session, was it still the intent of the Board to make decisions on items put before them to take a definitive vote to allow Ms. Moore, the Director of Finance, time to prepare the necessary ordinances that would be needed for the items on the agenda.

Ms. Moore stated that the intent of the meeting was to use debits and credits to keep the budget balanced. If there is a general consensus, there is no need to vote. If there is a general consensus to remove a line item, then it needs to be stated where the monies will be moved to specifically, or placed into the Contingency Fund or Use of Designated Fund Balance.

There was general consensus to reduce the Chowan Basin, City of Franklin line item by \$8,767, and South Centre Corridor RC&D by \$3,000.

Supervisor Tyler made inquiry in regards to line item 801 Southside Virginia Education Center (\$4,000). It was recommended to reduce this line item by \$3,000.

Supervisor Fly made inquiry in regards to line item 917 Management Consulting Services (\$25,000) under Building Inspections. It was stated that this line item was for the Building Department's consultant. He made inquiry in regards to the increase in line item 992, Part Time Salaries and Wages under Social Services (\$100,230) as to whether it is State Funds or Local funds.

### **Item 7. Citizens' Comments**

Comments were heard from:

Kevin Bracy (Courthouse District) – Waverly pool; custodian of money.

Lavern Ford (Improvement Association) – Thanked the Board for previous and continued support; advocate for students for Sussex County; Head Start Program.

### **Item 8. Adjourn**

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR BLOWE and carried: RESOLVED that the May 16, 2019 Sussex County Board of Supervisors Recessed Meeting hereby adjourned at 6:54 p.m.

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

Voting nay: none

**At a Regular Meeting of the  
Sussex County Board of Supervisors  
Held in the General District Courtroom on  
Thursday, May 16, 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.  
Steve D. White, Tie Breaker

**STAFF PRESENT:**

Vandy V. Jones, III, County Administrator  
Millard D. Stith, Independent Consultant  
Wallace Brittle, County Attorney  
Deste J. Cox, Treasurer  
Brenda H. Drew, Housing Coordinator  
Ernest Giles, Sheriff  
Kelly W. Moore, Director of Finance  
Cecil Stainback, Animal Control Officer  
Shilton R. Butts, Assistant to the County Administrator/  
Deputy Clerk to the Board

**1. Commencement**

**1.01 Call to Order/Determine Quorum (7:20 p.m.)**

The May 16, 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 move under Item 3. Recognitions/Awards, Item 3.06 Recognition of Sussex Honor Graduates to Item 3.07.; add as the new Item 3.06 Proclamation

Recognizing May 2019 as Community Action Month; and, under Item 6. Action Items, add as Item 6.04. Department of Social Services Request to Allocate Funds for the Purchase of Vehicle.

Supervisor Fly requested to add under Item 6. Action Items, as Item 6.05 Southeast 4-H Airfield Conference Center Request.

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 May 16, 2019 agenda inclusive of: (1) under Item 3. Recognitions/Awards, moving Item 3.06 Recognition of Sussex Honor Graduates to Item 3.07; (2) adding as the new Item 3.06 Proclamation Recognizing May 2019 as Community Action Month; (3) under Item 6. Action Items, adding as Item 6.04. Department of Social Services Request to Allocate Funds for the Purchase of Vehicle; and, (4) adding as Item 6.05 Southeast 4-H Airfield Conference Center Request.

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

Voting nay: none

### 1.05 Approval of Agenda

ON MOTION OF SUPERVISOR BLOWE, seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the May 16, 2019 agenda of the Sussex County Board of Supervisors is hereby approved inclusive of the following amendments: (1) under Item 3. Recognitions/Awards, moving Item 3.06 Recognition of Sussex Honor Graduates to Item 3.07; (2) adding as the new Item 3.06 Proclamation Recognizing May 2019 as Community Action Month; (3) under Item 6. Action Items, adding as Item 6.04. Department of Social Services Request to Allocate Funds for the Purchase of Vehicle; and, (4) adding as Item 6.05 Southeast 4-H Airfield Conference Center Request.

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

Voting nay: none

## **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 approves the consent agenda inclusive of the following: (a) Minutes of the April 1, 2019 Joint Public Hearing of the Board of Supervisors and the Planning Commission, April 5 and 10, 2019 Special (Budget Work Sessions), April 18, 2019 Regular Board, and April 24, 2019 Special (Budget Work Session) meetings; (b) Approval of Warrants and Vouchers; (c) Proclamation: May 2019 Business Appreciation Month in Sussex County.

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

Voting nay: none

## **3. Recognition/Awards**

### 3.01 PRESENTATION: Dominion Energy – Align Project

Mr. Earnest Green, Dominion Energy, gave a brief presentation of Renewable Natural Gas (RNG).

Mr. Green stated that it was announced a couple of months previously.

Mr. Green introduced Messrs. Jeremy Clarke and Zach Chapin, Dominion Energy – Gas New Business Development Managers.

Mr. Jeremy Clarke reviewed the Renewable Natural Gas, which is a new project in Sussex County, and the different traditional ways that they've produced energy. Mr. Clarke stated that one (1) of the new ways was swine (hog) waste. Mr. Clarke stated that they were looking at combining 19 Smithfield-owned farms. The existing farms have covered lagoons. He stated that Dominion Energy would build a new in-ground mixed digester that will be covered to capture the emissions from the waste which is about 65% methane and the rest is CO<sub>2</sub>. Five (5) to 15 horsepower motors, dewatering skids will be added at the bottom to clean the methane emissions and put it into a small, low pressure pipeline system to consolidate and bring to a central location to take the CO<sub>2</sub> and other components added in order to be pipeline quality and put it into the existing natural gas system which will be, at this point, ruled as a transmission

Mr. Zach Chapin stated that Dominion was basically, completely eliminating a source of fugitive methane. Mr. Chapin stated that by the EPA's definition, fugitive methane is 25 times more potent as a greenhouse-gas than carbon dioxide gas, which is good news on the environment side, as well as, the economic side. He stated that these projects are allowing companies to maintain around the, 24-hours a day, renewable energy. Mr. Chapin stated that there are a handful of renewable landfill gas projects that are operating within Virginia; however, there are no swine waste projects yet. He stated that this is a very unique opportunity for Sussex County.

Mr. Chapin stated that it was announced in November 2018 that Dominion Energy and Smithfield Foods would enter a \$250 million (50/50) joint venture over the next ten (10) years to try to develop 90% of Smithfield hogs, which across the country is approximately eight (8) million hogs. He stated that they had announced previously in New York City that by year 2030 throughout all of their distribution pipelines—which is over 2,000 miles of pipeline—they wanted four percent (4%) of their gas to be renewable natural gas. He stated Dominion Energy looked forward to working with Sussex County.

Mr. Clarke provided an update of projects for Virginia. He stated last fall, four (4) projects were announced. He stated that one (1) of those projects was in eastern Virginia. He stated that of the 19 farms in Virginia they are considering, approximately one-third (1/3) of the farms are in Sussex County, —which is an estimated 225,000 hog population for the project. Mr. Clarke stated they have finished the preliminary engineering phase and are evaluating development options for moving this project forward. They have identified the scope and some preliminary routes for pipelines. Ms. Clarke stated that the project will be done by breaking up different scope items. In summer 2019, they will start the detailed engineering and obtain permits and easements. Mr. Clarke stated that they will start working with the County immediately to look at potential sites. He stated that any sites located in close proximity of the Columbia pipeline and three (3) to five (5) acres for gas upgrading equipment would be needed for this project. He stated that their goal was to have the commissioning start in spring 2020 with gas flowing shortly after. After inquiry, Mr. Clarke stated that there would be underground pipeline. He stated that pipeline would be a small diameter, usually four (4) to six (6), maybe eight (8), inches depending on the system, 10 to 12 pounds or less—a very small diameter, low pressure system.



There were inquiries as to the location; whether easements would be needed from individual property owners for right of ways; pipeline breaks; even though pipeline is underground, what is the impact on the County if it breaks; and, some of the positive impacts of renewable natural gas.

Mr. Clarke stated that some of the positive impacts are, as some of the sites are developed, the options of potentially using some of the County's identified sites that are in close proximity of the pipeline for development; tax revenue; and the employment of local construction companies.

Mr. Clarke stated that regarding line leaks, it would basically be along the lines of residential or distribution lines.

In regards to right of ways, Mr. Clarke stated that they have not identified the best path, at this point; however, they would like to work with the County to figure out County roads that would run along the path.

There was inquiry as to the anticipated number of full time employees. Mr. Clarke stated that they did not have the numbers at the time; however, they were working to complete a study on economic impact, as well as the employment. He stated, as an example, the facility in North Carolina has approximately one (1) to three (3) full time employees.

There was inquiry as to the depths of the underground pipelines. Mr. Clarke stated that the depth will be determined during the detailed engineering. He stated that it is typically three (3) feet minimum. In Agriculture areas, it would be four (4) feet from the top. Roadways, and similar, would be five (5) feet.

There was inquiry in regards to challenges and/or negative impacts in other areas. Mr. Clarke stated that in the past, one of the biggest things has been, is some struggle with moving the waste efficiently and making sure the facility constructed is capturing the amount of methane expected. He stated a lot of times, other projects had to get long term off-take agreements to get financing to build it and put together supplies, and, getting banks to provide loans.

There were inquiries as to how much of the equipment would be eligible for Machinery and Tools taxes and will there be an attempt to get credit for equipment such as pollution control equipment.

A copy of the PowerPoint presentation was provided to the Board.

### 3.02. Presentation: United American Security, LLC – Major Hall

County Administrator Jones stated that Major Hall, of United American Security, LLC, was present to provide an overview of the convenience sites.

Major Hall stated that all of the shacks were up and running. The fencing was complete. Major Hall stated new security officers were working. There were 20 security officers. The officers were observing and ensuring the right items were being placed in the correct containers. She stated that the security officers checked in with her daily at 7 a.m., as well as 7 p.m. when they left. Major Hall stated that, throughout the day, the officers could call or text her to let her know

if the dumpsters had to be emptied; and, she would pass the information along. All of the officers had brooms, shovels, and cones. She stated that people are turned away if they have construction debris and tires. There was signage. She stated that there had been some issues of cars driving through mud due to a lot of rain. An order rocks was placed. Rocks were delivered. Major Hall stated that everything has been running smoothly.

Major Hall stated that an order has been placed for all officers to receive new uniforms.

Major Hall discussed the option of placing dumpsters at convenience sites for tires and furniture to eliminate having to turn residents away.

There was inquiry regarding employees not be allowed to talk to Board members. Major Hall stated that any security officer can come to the Board and discuss anything they want. She stated that her problem is that when employees speak with the Board that they have the correct information and not waste people's time. She stated that if it involves United American Security and the job the employee is doing, she respectfully asks that the employee come to her first and let her know what the issue is so that she can handle it properly, find out what the issue is and follow the proper chain of command. Major Hall discussed and explained an issue that had occurred.

There was inquiry as to who she reported information to regarding the issue. Major Hall informed them of who the information was given and that she was informed that it was taken care of.

There was discussion of the cost of uniforms and additional pay for uniforms.

There was discussion of, when and/or how often, security officers receive pay raises. Major Hall stated that the security officers pay rates were discussed during the interview and jobs were accepted. Major Hall stated that pay raises could be done. She stated that when it's time to renew the contract, discussions could be held with the County. If the County desired and/or if it's in the County's budget, raises would be given after the negotiation of how much the County would pay them. Major Hall stated that it was above her pay grade. She stated she takes care of the security officers, their uniforms, hiring and firing of security officers and everything else. She stated as far as the pay raise, it was above her, as in a higher position.

There was inquiry as to when the United American Security LLC contract with the County was due for renewal. Major Hall stated that she doesn't negotiate the contract. However, she was told that there was something in the contract regarding an extension.

County Administrator Jones stated that the County entered into the contract based upon riding a contract with the city of Hampton for security services due to the aspects in regards to timing for advertising for manned sites. County Administrator Jones stated that the contract that was written with Hampton would end in September 16, 2019. The way the contract term was written with Sussex, the contract was signed in May 2018 and will expire the end in May 2019, with outs of 30 days from either party going forward.

County Administrator Jones stated that it was his intention to get the eight (8) sites up and running completely. From that point, he would make a decision of how he would move forward with the

manning of those sites.

There was inquiry of the two (2) sites using generators.

### 3.03 Resolution: Ms. Kathy P. Beale's Retirement, Sussex County Sheriff's Department

Staff received a request from Sheriff Giles to have the Board of Supervisors adopt a resolution for presentation to Ms. Kathryn P. Beale in recognition of her retirement. Ms. Beale retired May 31, 2019—after working over 40 years in various positions with the Sussex County Sheriff's Department.

The Board, County Administration and fellow co-workers on the complex along with the Sheriff's Department and their staff and citizens are most appreciative for her years of dedicated services and hard work. Ms. Beale will be missed by all. At this time, we all want to wish her a happy retirement; and, may she enjoy the time with her grandchildren and the next chapter in her life.

Ms. Beale was not present to receive the resolution; however, County Administrator Jones read the resolution aloud.

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 and is presented this Resolution 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 16<sup>th</sup> day of May, 2019.

By request of the Chair Seward, the resolution will be presented to Ms. Beale at the June 20, 2019 regular Board of Supervisors meeting.

### 3.04 Recognition: Ernest Giles, Sheriff

County Administrator Jones stated that at an annual Virginia Sheriff Institute (VSI) Spring Conference was held in Norfolk. Sheriff Ernest Giles was elected unanimously to serve on their Board of Directors. The Board of Directors consists of nine (9) Virginia sheriffs who are responsible for approval of their annual budget and work plan for the Institute. The Board of Directors, also serve as the policy-makers and governing body of VSI.

This Board sponsors several programs such as support to families of officers killed in the line of duty, Virginia State Police Association Emergency Relief Fund, and Virginia Coalition for the Prevention of Elder Abuse, Inc. to name a few.

The Board of Supervisors and County Administration would like to take this opportunity to recognize and congratulate Sheriff Giles on this achievement.

*Information was taken from the Wednesday, May 1<sup>st</sup> edition of the Sussex-Surry Dispatch newspaper.*

### 3.05 Recognition: The Honorable Susan B. Seward, Chair, Sussex County Board of Supervisors

County Administrator Jones stated that on April 30, 2019, the Virginia Association of Counties held its 2019 VACo Regions 1 and 4 meeting in Nottoway County. Our very own, the Honorable Susan Seward, Chair of the Board of Supervisors, was the keynote speaker. Ms. Seward's topic was animal welfare.

The Honorable Susan B. Seward gave a brief overview of the progress of the animals and their upkeep of the animal shelter. Chair Seward thanked the Board, Animal Shelter Staff and volunteers for the upkeep of the shelter.

Further details can be found in the May 8, 2019 edition of the *Sussex–Surry Dispatch* newspaper.

### 3.06 Proclamation: May 2019 Community Action Month

County Administrator Jones stated that staff received a request in regards to recognizing May 2019 as Community Action Month in recognition of the Improvement Association for their work involving the community.

By general consensus, the Board r recognizes and proclaims May 2019 as Community Action Month, to-wit:

WHEREAS, Community Action has made essential contributions to individuals and families across this Nation by creating economic opportunities and strengthening communities; and

WHEREAS, Community Action is a robust state and local force connecting people to life-changing services and creating pathways to prosperity in 99% of all American counties; and

WHEREAS, Community Action builds and promotes economic stability as an essential aspect of enabling and enhancing stronger communities and stable homes; and

WHEREAS, Community Action delivers innovative services and supports that create greater opportunities for families and children to succeed; and

WHEREAS, Community Action insists on community participation and involvement ensuring that all sectors of the community have a voice and will be heard; and

WHEREAS, Community Action is celebrating 55 years of innovation, impact, and providing proven results for Americans.

NOW, THEREFORE, Sussex County Board of Supervisors of Sussex, Virginia, do hereby proclaim May 2019 as Community Action Month in recognition of the hard work and dedication of The Improvement Association as a Community Action Agency.

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

Voting nay: none

### 3.07 Resolution: Recognition of Sussex County Honor Graduates

County Administrator Jones stated that this was an annual occurrence wherein the Board recognizes all the Sussex County Honor Graduates for the Class of 2019.

There were 63 honor graduates from Sussex Central High School. There were three (3) honor students from Sussex County graduating from the Appomattox Regional Governor's School. There was one (1) honor student from Sussex County graduating from Southampton Academy. There were three (3) honor students graduating from Tidewater Academy.

County Administrator Jones read the resolution aloud naming the students from the different schools.

ON MOTION OF SUPERVISOR BLOWE, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby adopts resolutions recognizing the Class of 2019 Honor Graduates from Sussex County attending Sussex Central High School, Appomattox Regional Governor's School, Southampton Academy and Tidewater Academy, to-wit:

#### **Resolution in Recognition of Sussex Central High School Honor Graduates**

**WHEREAS**, on June 7, 2019 at 7:00 p.m., Sussex Central High School will hold its fifty seventh (58<sup>th</sup>) commencement exercises; and

**WHEREAS**, the sixty-three (63) graduates of the Class of 2019 are to be acknowledged and congratulated for their outstanding achievements; and,

**WHEREAS**, the Sussex County Board of Supervisors and County Employees are proud to urge each graduating Senior to continue along the path of academic progression, professional development and lifelong success; and

**WHEREAS**, a special recognition is given to the twenty-three (23) students who have maintained an overall grade point average of 3.0 or better and for that reason will graduate as Honor Students; and

**WHEREAS**, these outstanding and talented members of the Sussex County family have exhibited extraordinary academic and social skills to be so honored; and

**WHEREAS**, each parent, grandparent, family and community member who have helped raise the Sussex Central High School Class of 2019 are to also be acknowledged for their contributions and support.

**THEREFORE BE IT RESOLVED** that (*Name of Student*) is encouraged to continue the pursuit of excellence and high achievement; and

**BE IT FURTHER RESOLVED** that this resolution shall be spread upon the Minutes Book of the Sussex County Board of Supervisors May 16, 2019 meeting and presented to said graduate.

VAUGHAN, Zhane'  
CHEILCHANI, Armani  
HILL, Martika  
CLARY, Lashanna  
JONES, Yasmeen  
MALPICA, Tabyas  
JONES, Chenelle  
KITCHEN, Cassandra  
HILL, Cornelious  
JENKINS, Savannah  
POARCH, Corey

BAILEY, Myesha  
BATES, Montell  
KING, MaKiya  
WILLIAMS, Kamryn  
FRANCO-ARIAS, Shelsey  
BULLOCK, Michelle  
BAILEY, Tyesha  
STITH, Tyrese  
BAILEY, Morgan  
KIGLER, Devon  
ELLIS, James  
WESTBROOK, Kailee

### **Appomattox Regional Governor's School Honor Graduates**

**WHEREAS**, on June 14, 2019 at 7:00 p.m., Appomattox Regional Governor School will hold its commencement exercises; and

**WHEREAS**, the three (3) Sussex County graduates of the Class of 2019 are to be acknowledged and congratulated for their outstanding achievements; and,

**WHEREAS**, the Sussex County Board of Supervisors and County Employees are proud to urge each graduating Senior to continue along the path of academic progression, professional development and lifelong success; and

**WHEREAS**, a special recognition is given to the three (3) students from Sussex County who maintained honor status whose final grade point average point average was 4.01 and for that reason will graduate as an Honor Student; and

**WHEREAS**, these outstanding and talented members of the Sussex County family have exhibited extraordinary academic and social skills to be so honored; and

**WHEREAS**, each parent, grandparent, family and community member who have helped raise the Appomattox Regional Governor's School Class of 2019 are to also be acknowledged for their contributions and support.

**THEREFORE BE IT RESOLVED** that (*Name of Student*) is encouraged to continue the pursuit of excellence and high achievement; and

**BE IT FURTHER RESOLVED** that this resolution shall be spread upon the Minutes Book of the Sussex County Board of Supervisors May 16, 2019 meeting and presented to said graduate.

Erin C. Dodson  
Jalen T. Gary  
Jonalen T. Gary

### **Southampton Academy Honor Graduates**

**WHEREAS**, on May 23, 2019 at 7:00 p.m., Southampton Academy will hold its commencement exercises; and

**WHEREAS**, the forty-two (42) graduates of the Class of 2019 were acknowledged and congratulated for their outstanding achievements; and,

**WHEREAS**, the Sussex County Board of Supervisors and County Employees are proud to urge each graduating Senior to continue along the path of academic progression, professional development and lifelong success; and

**WHEREAS**, a special recognition is given to the one (1) student from Sussex County who has maintained an overall grade point average of 3.5 or better and for that reason will graduate as Honor Students; and

**WHEREAS**, the outstanding and talented member of the Sussex County family have exhibited extraordinary academic and social skills to be so honored; and

**WHEREAS**, each parent, grandparent, family and community member who have helped raise the Southampton Academy Class of 2019 are to also be acknowledged for their contributions and support.

**THEREFORE BE IT RESOLVED** that *Virginia Blair Harrell* is encouraged to continue the pursuit of excellence and high achievement; and

**BE IT FURTHER RESOLVED** that this resolution shall be spread upon the Minutes Book of the Sussex County Board of Supervisors May 16, 2019 meeting and presented to said graduate.

### **Tidewater Academy Honor Graduates**

**WHEREAS**, on May 23, 2019 at 7:00 p.m., Tidewater Academy will hold its commencement exercises; and

**WHEREAS**, the five (5) graduates of the Class of 2019 are to be acknowledged and congratulated for their outstanding achievements; and,

**WHEREAS**, the Sussex County Board of Supervisors and County Employees are proud to urge each graduating Senior to continue along the path of academic progression, professional development and lifelong success; and

**WHEREAS**, a special recognition is given to the three (3) students from Sussex County who have maintained an overall grade point average of 3.5 or better and for that reason will graduate as Honor Students; and

**WHEREAS**, these outstanding and talented members of the Sussex County family have exhibited extraordinary academic and social skills to be so honored; and

**WHEREAS**, each parent, grandparent, family and community member who have helped raise the Tidewater Academy Class of 2019 are to also be acknowledged for their contributions and support.

**THEREFORE BE IT RESOLVED** that (*Name of Student*) is encouraged to continue the pursuit of excellence and high achievement; and

**BE IT FURTHER RESOLVED** that this resolution shall be spread upon the Minutes Book of the Sussex County Board of Supervisors May 16, 2019 meeting and presented to said graduate.

Rebecca Caroline Norris  
Cameron Rai Parham  
Peyton Elisabeth Quisenberry  
Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield, Tyler  
Voting nay: none

#### **4. Public Hearing**

Chairman Seward entered Public Hearing.

4.01 Virginia Department of Transportation (VDOT) Proposed Secondary Six Year Plan System Construction and Budget



The purpose of the public hearing is to receive public comments on the proposed Secondary Six Year Plan for Fiscal Year 2020 through 2025 in Sussex County and on the Secondary System Construction Plan and Budget for 2020.

All projects in the Secondary Six Year Plan that are eligible for federal funds will be included in the Statewide Transportation Improvement Plan, which documents how Virginia will obligate Federal transportation.

Mr. Jerry Kee, Virginia Department of Transportation (VDOT), reviewed the Construction Program Estimated Allocation Plan. Mr. Kee stated that there was \$130,408 of Unpaved Road funding and \$38,448 in Telecommuting fees, for a total of \$168,856.

Mr. Kee reviewed the Secondary System Construction Plan. Mr. Kee stated that the Steel Bridge Road project was fully funded. Work on that project will start this summer.

Mr. Kee stated that approximately \$300,000 was funded for Courthouse Road.

Mr. Kee stated that the first section of Longevity Road has been completed. Mr. Kee, stated that he will talk with County Administrator Jones regarding Longevity Road. There is enough Unpaved Road money to pave the whole road; however, some right of way issues may have to be done due to the road being narrow at the end.

Mr. Kee stated that VDOT receives an amount of money each year for Future Unpaved Roads. He stated that he has identified four (4) roads in Sussex County that qualify by count. He will send the information to County Administrator Jones for distribution and discussion with the Board. Mr. Kee stated that there has to be a minimum of 50 vehicles a day on the road before funds can be used.

Mr. Kee stated that Stokes Road is a bridge project. He stated that Stokes Road was listed in the Six Year plan because it was a secondary construction project; however, it was funded by bridge funds, which was Federal and State. No funds came out of the Six-Year Secondary funds. Mr. Kee noted that this project has been completed and will be removed from the plan.

Mr. Kee stated that VDOT is waiting for the right of way documents for the Glyndon and Carver Lane Project and resolution. He stated that there is \$150,000 for construction once documents are received.

Copies of the proposed Resolution, the Sussex County Construction Program Estimated Allocations, and the Secondary System Construction Plan were included in the Board packet.

Public Comments were heard from:

Anne Joyner (Wakefield District) – Areas Supervisor Stringfield referred to on Main Street - VDOT has made presentation at Wakefield Town Council Meeting, no answers had been received yet; investigation of what can and cannot be done; Town ownership of sidewalk.

Board member comments were heard from:

- Supervisor Stringfield (Wakefield District) –. Inquired as to how soon project could start; application of highway safety money; sidewalks for Main Street in Wakefield; Pine Street— contact Town of Wakefield, resolution needed from Town; Smart Scale Turn Lane Project in Wakefield. (*County Administrator Jones recognized the assistance received from VDOT in regards to the Smart Scale Turn Lane Project in the Town of Wakefield.*)
- Supervisor Blowe (Stony Creek District) – Longevity Road; using funding for road with citizens.

Chairman Seward closed the Public Hearing.

#### 4.02 Action on Public Hearing Item

ON MOTION OF SUPERVISOR BLOWE, seconded by SUPERVISOR STRINGFIED and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the resolution for the Six Year Plan for Secondary Roads and the Construction Priority List for Sussex County, to wit:

WHEREAS, Section 33.1-23 and 33.1-23.4 of the Code of Virginia, 1950, as amended, provides the opportunity for each County to work with the Virginia Department of Transportation in developing a Secondary Six Year Road Plan; and

WHEREAS, this Board has previously agreed to assist in the preparation of this Plan, in accordance with the Virginia Department of Transportation policies and procedures and participated in a public hearing on the Proposed (FY2020/2021 through 2024/2025) on May 16, 2019, after duly advertised so that all citizens of the County had the opportunity to participate in said hearing and to make comments and recommendations concerning the proposed Plan and Priority List; and

WHEREAS, Jerry Kee, Virginia Department of Transportation appeared before the Board and recommended approval of the Six Year Plan for Secondary Roads and the Construction Priority List for Sussex County; and

WHEREAS, the Priority List is as follows:

Priority #1: Route 635 (Steel Bridge Road) pave non hard surface road, to Route 610 and Route 609 (3.4 miles)

Priority #2: Route 735 (Courthouse Road) Reconstruction and drainage improvements on Route 735, to Route 660 (Gilliam Road) and Route 631 (Gray Road) (2.1 miles) from Route

Priority #3: Route 636 (Longevity Road) Pave non-hard surface road, to Route 626 (Courthouse Road) (1.2 miles) from Route 626

Priority #4: Future unpaved roads: 4-6 Years, various locations through the County

Priority #5: Route 635 (Stokes Road), over Magus Mill Pond, 0.783 mile north of Route 644 and 0.823 mile north of Route 644.

Priority #6: Glyndon Lane and Carver Lane; Glyndon Lane and Carver Lane Rural Addition, Various

NOW THEREFORE BE IT RESOLVED that since the plan appears to be in the best interest of the Secondary Road System, said Secondary Six Year Plan is hereby approved as presented at the public hearing.

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

Voting nay: none

## **5. Appointments**

### 5.01 Appointment to Crater Workforce Investment Board

County Administrator Jones stated that Mr. Jason Williams, Senior District Manager of Atlantic Waste Disposal, Inc., 3474 Atlantic Lane, Waverly, Virginia 23890, is serving in the capacity of the Chief Elected Officials (CLEO) business representative for Sussex County on the Crater Workforce Investment Board. Mr. Williams' term is due to expire June 30, 2019. Staff has contacted Mr. Williams. Mr. Williams will not be able to continue to serve.

An appointment will need to be made to fill this vacancy created. The appointment for this vacancy has to be someone from a business in Sussex County. The initial term of appointment is a two (2) year term, expiring June 30, 2021. The following term will be a three (3) year term. This Board meets once a month.

County Administrator Jones stated that if no appointment was made at this meeting, an appointment would be needed at the Board of Supervisors regular meeting, June 20, 2019.

*It was noted that the Crater Workforce Investment Board would be addressing the Transportation Project running from Petersburg to Emporia to Jarratt to Stony Creek to Waverly to Surry and back to Petersburg.*

A copy of Mr. Williams' Letter, dated March 27, 2019, declining to continue to serve on the Crater Workforce Investment Board was included in the Board packet.

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

County Administrator Jones stated that the term of Ms. Ann Dix, 23200 Moore's Lane, Jarratt, Virginia 23867 on the Industrial Development Authority (IDA) Board of Directors expired May 15, 2019. Staff has contacted Ms. Dix. She does not wish to continue to serve on the IDA Board of Directors.

County Administrator Jones stated that if no appointment was made at this meeting, the IDA Board of Directors consisted of seven (7) members, so it would still have a quorum should the IDA Board

need to meet. However, an appointment would be needed at the Board of Supervisors regular meeting, June 20, 2019.

This Board meets on an on-call, as needed basis.

A copy of Ms. Dix's letter declining to continue to serve on the IDA Board of Directors was included in the Board packet along with the IDA Board of Directors list of members.

## **6. Action Items**

### 6.01a Adoption of the Fiscal Year 2020 Budget

County Administrator Jones stated that the action would be to adopt of the Fiscal Year 2020 Budget. County Administrator Jones stated that, in this regards, deliberation that was started at the Special (Budget Work Session) meeting held earlier at 4:00 p.m., prior to this regular Board of Supervisors meeting is to be finished. He stated that there were a number of items that the Board needed to address before the final budget could be adopted.

County Administrator Jones stated that the final adoption of the Fiscal Year 2020 Budget would necessitate the Board adopting the ordinance to that effect for Fiscal Year 2020. County Administrator Jones stated that as long as the deliberations do debits and credits, there would be no change to the numbers, wherein the budget could go forward with that number. He stated that if there were going to be changes made outside of the debits and credits, it would change the overall numbers of the adopted budget. County Administrator Jones stated that the number in the current budget is \$37,191,756.

Supervisor Tyler provided 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 as it relates to 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 and other Outside Agencies.

Ms. Deste Cox, Treasurer, clarified some funds in question that the Board was considering reducing in the Board section and identified what the funds were. Ms. Cox stated that in the Management Consulting Services line item, \$3,000 of the \$9,000 was for the Cost Allocation Plan for the auditors. Ms. Kelly Moore, Director of Finance, suggested reducing the line item by \$5,000 leaving \$4,000. Ms. Cox stated that the Other Professional Services line item (\$2,500) had not been used this current fiscal year. This line item was typically used for Board retreats. Ms. Cox noted that if the line item was reduced, if the Board decided to use this line item later, money would have to be re-appropriated.

Documentation of noted reductions includes:

- Board of Supervisors Line Item 011100-1225-111-110, Management Consulting Services – \$5,000 reduction
- Outside Agencies, Chowan Basin Project/City of Franklin (Acct #81300-829) – \$8,767 reduction
- South Centre Corridors Resource Conservation – \$3,000 reduction
- Southside Virginia Educational Center – \$3,000 reduction
- Jessica A. Moore Foundation - \$10,000 increased/credited There was discussion of clarification of the decision regarding funding for the Sussex County Youth and Adult Recreation Association (SCYARA). It was suggested to leave the funding in budget; however, set funding aside in the Recreation – Unallocated Account, line item 081600-2110-847-810— increase the funding from \$6,000 to \$10,000. Discussion regarding distribution, would pending information from SCYARA. It was noted that \$6,000 would stay in the budget in the Recreation – Unallocated Account; however, the \$4,000 to be added for the total of \$10,000 would be taken out of the total adjusted reductions of \$19,767 and added to the Recreation – Unallocated Account, line item 081600-2110-847-810, as well, making total amount of reduction, \$15,767.

Supervisor Tyler made the motion, seconded by Supervisor Stringfield that the Board of Supervisors approve that \$49,813 for funding for Jessica A. Moore Foundation, Senior Citizens—Eastern, and the Improvement Association be taken from the Unassigned or Unallocated Fund Account or the Fund 135 Reserve Fund.

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves \$49,813 for funding for Jessica A. Moore Foundation, Senior Citizens—Eastern, and the Improvement Association be taken from the Unassigned Fund Balance or the 135 Reserve Fund.

A substitute motion was made by Supervisor Fly. Supervisor Fly stated that funding was identified in the reductions made to fund Jessica A. Moore and the Senior Citizens—Eastern; no funding had been identified for the Improvement Association.

Supervisor Tyler discussed voting on noted items together rather than separate.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby accepts the substitute motion to allocate \$10,000 to Senior Citizens—Eastern, and allocate \$5,000 to the Jessica A. Moore Foundation; and,

FURTHER RESOLVED that the Improvement Association be voted on separately.

Voting aye: Supervisors Fly, Futrell, Seward, White

Voting nay: Supervisors Blowe, Stringfield, Tyler

There was a Tie vote. Mr. Steve White, BOS Tie Breaker, voted aye. The motion carried.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby allocate \$10,000 to Senior Citizens—Eastern, and allocate \$5,000 to the Jessica A. Moore Foundation.

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 approves the Improvement Association's request for \$43,813.

Voting aye: Supervisors Blowe, Stringfield, Tyler, White

Voting nay: Supervisors Fly, Futrell, Seward

There was a Tie vote. Mr. Steve White, BOS Tie Breaker, voted aye. The motion carried.

County Administrator Jones stated that Administration had three (3) items incorporated into budget:

- The 6<sup>th</sup> Judicial Court added a third (3<sup>rd</sup>) judge, an increase of \$2,717
- Animal Shelter increase from \$3,000 to \$5,000
- Crater Youth Care increased by approximately \$1,400. (County under contract. Formula used to calculate amount.)

*The Contingency Fund will be decreased by these amounts.*

ON MOTION OF SUPERVISOR BLOWE, seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the Sussex County Board of Supervisors hereby adopts and appropriates Ordinance No. 19-01 for total budget of \$37,234,802 for Sussex County and the Sussex County School Division for the Fiscal Year 2020 beginning July 1, 2019, and ending June 30, 2020.

ON MOTION OF SUPERVISOR BLOWE, and seconded by SUPERVISOR STRINGFIELD, which carried 4:3, the following ordinance was adopted:

**AN ORDINANCE TO APPROVE THE BUDGETS AND APPROPRIATE FUNDS FOR THE COUNTY OF SUSSEX AND THE SUSSEX COUNTY SCHOOL DIVISION FOR THE FISCAL YEAR BEGINNING JULY 1, 2019, AND ENDING JUNE 30, 2020**

WHEREAS, the County Administrator has submitted to the Sussex County Board of Supervisors a proposed annual budget for the County for the fiscal year beginning July 1, 2019 and ending June 30, 2020, which has been reviewed by the Board of Supervisors; and

WHEREAS, the Board has duly advertised and held a public hearing on the proposed budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020; and

WHEREAS, it is necessary to adopt said budget and appropriate sufficient funds to cover the requirements included therein; and

WHEREAS, the Board of Supervisors, in exercising its independent judgement and in concert with the Sussex County School Board, has considered the school's annual operating budget; and

WHEREAS, after considering availability of local funds, approval of the Sussex County School Board's fiscal year 2019 educational budget is based upon funding from the federal government in the amount of \$1,989,678; from the state government in the amount of \$9,180,083; from the local appropriations in the amount of \$7,999,170; and other local revenues in the amount of \$381,855;

NOW, THEREFORE, BE IT ORDAINED by the Sussex County Board of Supervisors this 16th day of May, 2019, that the fiscal year 2020 annual budget of the Sussex County School Division for school operations in the amount of \$19,545,786 be, and is hereby, approved subject to and contingent upon the availability of funds as indicated in the preamble hereto.

BE IT FURTHER ORDAINED that the annual budget in the sum of \$845,341 for fiscal year 2020 be, and is hereby, approved for the operation of food service programs for purposes authorized and approved by the Sussex County School Board subject to and contingent upon the availability of funds.

BE IT STILL FURTHER ORDAINED that the fiscal year 2020 annual budget for the County of Sussex be, and is hereby, adopted as proposed on this date.

BE IT STILL FURTHER ORDAINED that the following annual appropriations for fiscal year 2020 be, and are hereby made in the General fund for the following functions:

Fire, Rescue & Emergency Services	1,808,770
Sheriff's Operations & Jail	4,548,477
Public Works	1,395,244
Health & Welfare	961,305
Education	8,003,665
Parks, Recreation & Cultural	231,698
Planning & Community Development	646,426
Debt Service	1,892,533
Non-Departmental & Fund Transfers	<u>618,053</u>
Total General Fund	<u>23,332,919\$</u>

BE IT STILL FURTHER ORDAINED that the County Administrator be, and is hereby, authorized to transfer the appropriations in the General Fund Non-Departmental function to the related categories in the various General Fund functions.

BE IT STILL FURTHER ORDAINED that the \$8,003,665 appropriated above from the General Fund for Education, includes \$7,959,170 for the local contribution to the School Division for support of the School operating budget and, is appropriated as a non-categorical appropriation to be allocated among the various operating categories as the School Board deems necessary and the remaining \$40,000 is appropriated as the County's share of IT salary expenses and \$4,495 is appropriated for contributions to outside educational institutions.

BE IT STILL FURTHER ORDAINED that the annual appropriation in the sum of \$2,127,832 for fiscal year 2020 be, and is hereby, made in the Social Services Fund for the operations of the Sussex Department of Social Services.

BE IT STILL FURTHER ORDAINED that the annual appropriation of the Social Services Fund be, and is hereby, increased if and when additional federal and/or state funds or local contributions become available. The County Administrator shall advise the Board of Supervisors in writing of all such actions.

BE IT STILL FURTHER ORDAINED that the annual appropriation in the sum of \$725,000 for fiscal year 2020 be, and is hereby, made in the CSA Fund to carry out the mandates of the Comprehensive Services Act.

BE IT STILL FURTHER ORDAINED that the annual appropriation of the CSA Fund be, and is hereby, increased if and when additional federal and/or state funds or local contributions become available. The County Administrator shall advise the Board of Supervisors in writing of all such actions.

BE IT STILL FURTHER ORDAINED that the annual appropriation in the sum of \$2,025 for fiscal year 2020 be, and is hereby, made in the IPR Program Income Fund.

BE IT STILL FURTHER ORDAINED that the annual appropriation of the IPR Program Income Fund be, and is hereby, increased if and when additional federal and/or state funds or local contributions become available. The County Administrator shall advise the Board of Supervisors in writing of all such actions.

BE IT STILL FURTHER ORDAINED that the annual appropriation in the sum of \$3,425 for fiscal year 2020 be, and is hereby, made in the CDBG Housing Program Fund.

BE IT STILL FURTHER ORDAINED that the annual appropriation of the CDBG Housing Program Fund be, and is hereby, increased if and when additional federal and/or state funds or local contributions become available. The County Administrator shall advise the Board of Supervisors in writing of all such actions.

BE IT STILL FURTHER ORDAINED that the annual appropriation in the sum of \$766 for fiscal year 2020 be, and is hereby, made in the Law Library Fund.

BE IT STILL FURTHER ORDAINED that the annual appropriation of the Law Library Fund be, and is hereby, increased if and when additional federal and/or state funds or local contributions become available. The County Administrator shall advise the Board of Supervisors in writing of all such actions.

BE IT STILL FURTHER ORDAINED that the annual appropriation in the sum of \$503,223 for fiscal year 2020 be, and is hereby, made in the Capital Projects Fund.

BE IT STILL FURTHER ORDAINED that, the County Treasurer, upon receipt of a written order from the County Administrator, is authorized to advance monies between the several County funds under his custody provided, however, that the total advanced to any particular fund, plus the amount of monies disbursed from that fund, does not exceed the annual appropriation of said fund.



BE IT STILL FURTHER ORDAINED that, upon receiving notice of grant of program opportunities offered by various federal, state, local and other outside organizations, the County Administrator or his designee be, and is hereby designated as the agent to execute the necessary grant or program application and other documentation, unless the terms of the grant or program require specific actions by the Board, to give such assurances as may be required by the agreement subject to approval as to form by the County Attorney and to provide such additional information as may be required by the awarding organization. In addition, the funding awarded, not to exceed \$50,000, shall be, and is hereby, appropriated to the applicable functional area.

BE IT STILL FURTHER ORDAINED that interest earned on grant and program awards received from federal, state, local and other outside organizations be, and is hereby, appropriated to the appropriate functional area to be expended in accordance with the guidelines as established by the organizations.

BE IT STILL FURTHER ORDAINED that additional funds received for various County programs, including contributions and donations, be, and are hereby, appropriated for the purposes established by each program.

BE IT STILL FURTHER ORDAINED that funds received from the Federal Emergency Management Agency (FEMA) for reimbursements for expenses incurred as a result of unusual or infrequent events not to exceed \$50,000 per incident be, and are hereby, appropriated under this program for the appropriate functional area.

BE IT STILL FURTHER ORDAINED that funds received through insurance claims for damages incurred to County property as a result of unusual or infrequent events not to exceed \$50,000 per incident be, and are hereby, appropriated under this program to the appropriate functional area.

BE IT STILL FURTHER ORDAINED that upon receipt of written notification from the State Compensation Board of additional funds for the Constitutional Officers (Commonwealth's Attorney, Sheriff, Clerk of Court, Treasurer and Commissioner of the Revenue) be, and are hereby, appropriated in the General fund to be expended in accordance with guidelines as established by the state government.

BE IT STILL FURTHER ORDAINED that the monies be, and are hereby, appropriated for fiscal year 2020 in the various funds for the purpose of liquidating encumbered purchase transactions and for continuing capital and special projects as of June 30, 2019 not to exceed the applicable fund balance/net assets/net position as recorded in the County's audited accounting records. The County Administrator shall advise the Board of Supervisors in writing of all such actions.

BE IT STILL FURTHER ORDAINED that the County Administrator be, and is hereby, authorized to transfer funds within and between appropriation functions. These transfers may be made to allow the disbursement of funds for unanticipated costs incurred in daily County operations.

Voting aye: Supervisors Blowe, Stringfield, Tyler, White

Voting nay: Supervisors Fly, Futrell, Seward

There was a Tie vote. Mr. Steve White, BOS Tie Breaker, voted aye. The motion carried.

6.01b Adoption and Appropriation of Fiscal Year 2020 Capital Improvement Plan

County Administrator Jones stated that the Fiscal Year 2020 Capital Improvement Plan is being brought before the Board of Supervisors for adoption of Ordinance 19-02 for Fiscal Year 2020 Capital Improvements Plan. The CIP budget amount is 503,223. The Fiscal Year 2020 Capital Improvement Plan (CIP) was presented to the Board in the original budget and Budget Work Sessions. He stated that there were no discussion for changes at the current Board meeting.

There was discussion of the Public Schools System CIP budget and clarified no funding was included for Office Space Study Needs.

ON MOTION OF SUPERVISOR BLOWE, seconded by SUPERVISOR STRINGFIELD, which carried 4:2, the following ordinance was adopted:

**AN ORDINANCE TO ADOPT THE FISCAL YEAR 2020 – 2024 CAPITAL IMPROVEMENTS PROGRAM AS A LONG-RANGE PLANNING DOCUMENT**

WHEREAS, in consideration of materials received from the departments and agencies of the County and direction from the Board of Supervisors, the County Administrator has developed a Proposed Fiscal Year 2020 – 2024 Capital Improvements Program; and

WHEREAS, the Capital Improvements Program serves as a long-range planning document subject each year to review and approval of funding by the Board of Supervisors; and

WHEREAS, such a review has been completed for the fiscal year 2020 – 2024 Capital Improvements Program;

NOW, THEREFORE, BE IT ORDAINED by the Sussex County Board of Supervisors this 16th day of May, 2019, that the County Administrator’s proposed Fiscal Year 2020 – 2024 Capital Improvements Program be, and is hereby, adopted.

Voting aye: Supervisors Blowe, Futrell, Stringfield, Tyler

Voting nay: Supervisors Fly, Seward

6.01c Laying of Tax Levy for Calendar Year 2019

County Administrator Jones stated that the proposed budget had no increases in taxes; therefore, there was no change in levy for Calendar Year 2019.

ON MOTION OF SUPERVISOR BLOWE, seconded by SUPERVISOR STRINGFIELD which carried 6:0, the following ordinance was adopted:

**AN ORDINANCE TO IMPOSE TAX LEVIES UPON TANGIBLE PERSONAL PROPERTY, UPON MACHINERY AND TOOLS, UPON MERCHANT’S CAPITAL, UPON FIRE & RESCUE, UPON MOBILE HOMES, AND UPON REAL ESTATE FOR THE CALENDAR YEAR 2019**

WHEREAS, it is necessary for the Board of Supervisors to establish real estate and personal property tax levies for the County of Sussex for calendar year beginning January 1, 2019 and ending December 31, 2019; and

WHEREAS, the Board has duly advertised and held a public hearing on the subject of tax levies;

NOW, THEREFORE, BE IT ORDAINED by the Sussex County Board of Supervisors this 16<sup>th</sup> day of May, 2019, that the following County tax levies be, and they hereby are, imposed for the calendar year 2019:

<u>Class of Property</u>	<u>Rate Per \$100 of Assessed Valuation</u>
Real Estate (including Public Service Corporations)	\$0.58
Mobile Homes	\$0.58
Machinery & Tools	\$2.43
Merchant's Capital	\$1.00
Fire & Rescue	\$2.43
Tangible Personal Property (including Public Service Corporations)	\$4.85
Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield, Tyler	
Voting nay: none	

6.02 Compensatory Leave

County Administrator Jones stated that Compensatory leave balances for general and public safety employees may not exceed 120 hours at the end of the calendar year per the Sussex County Personnel Policy and Procedures Manual.

There were two (2) employees that had over the allowed 120 hours at the end of the calendar year. The compensatory leave overages total 126 hours valued at \$3,646.29.

ON MOTION OF SUPERVISOR BLOWE, seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the compensatory leave overages for the two (2) employees to be paid out in the May 31, 2019 pay period.

Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield, Tyler  
 Voting nay: none

6.03 Hybrid Disability Program

County Administrator Jones stated that beginning January 1, 2014, Sussex County contracted with The Standard to handle the Hybrid Disability Program, which was sponsored by VACORP. The contract with The Standard ends June 30, 2019. Beginning July 1, 2019, VACORP has decided to offer the Hybrid Disability Program through Anthem. Anthem will offer the same benefits and

customer service as The Standard, but our rate will decrease from 0.59% to 0.528% with a guaranteed rate stability for an additional five-year term through FY2024.

A copy of the VACORP Disability Program Participation Agreement Amendment 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 to contract with Anthem sponsored by VACORP to handle the Hybrid Disability Program; and

FURTHER RESOLVED that the county administrator is authorized to complete any necessary paperwork required.

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

Voting nay: none

#### 6.04 Department of Social Services Request

County Administrator Jones stated that this request was made by Ms. Bertha Judge, Director of the Department of Social Services. The Department of Social Services (DSS) has surplus funds in their current budget. Ms. Judge would like to spend these funds before DSS' fiscal year ends, May 31, 2019, for the purchase of a new vehicle for their department. Ms. Judge's request is to use existing funds within the budget in the amount of \$24,250 to purchase a 2019 Ford Escape SEL. Ms. Judge has gotten the contract from Owen Ford. County Administrator Jones stated that this item had to come before the Board for approval because funding will be used from DSS' General Budget for a CIP item which will require funds to be moved from General Funding to the CIP Fund for this purchase.

ON MOTION OF SUPERVISOR BLOWE, seconded by SUPERVISOR FLY and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves moving funds from the Department of Social Services General Fund to the Department of Social Services Capital Improvement Program (CIP) Funds in the amount of \$24,250 to purchase a 2019 Ford Escape SEL for the Department of Social Services.

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

Voting nay: none

#### 6.05 Southeast 4-H Airfield Conference Center Request

Supervisor Fly stated that he received a request from the Director of the Southeast 4-H Airfield Conference Center (4-H Center). The Southeast 4-H Airfield Conference Center has an opportunity to expand their efforts in tourism and economic development in Sussex County. Supervisor Fly stated that the 4-H Center is asking the County to partner with them to help fund 50% of one (1) of the two (2) intern positions to focused on tourism and educational programs to include the Big Woods Forest State Tract, the Wildlife Management Area, the Piney Grove Preserve and other natural resources in Sussex County. They are exploring their options to allow the 4-H Center to expand their Biological Field Station that can provide a year round location to conduct field research.

Supervisor Fly stated that the 4-H Center is requesting a one-time contribution of \$2,500 to pay 50% of one (1) of the two (2) Summer intern positions.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR BLOWE and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves providing a one-time contribution of \$2,500 to the Southeast 4-H Airfield Conference Center from the current Fiscal Year Contingency Fund.

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

Voting nay: none

## **7. Reports of Departments/Agencies**

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

7.02 Animal Services Report – *included in Board packet*

7.03 Community Development Report – *included in Board packet*

7.04 Housing Department Monthly 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*

## **8. Citizens' Comments (8:35 p.m.)**

Comments were heard from:

Anne Joyner (Wakefield District) – Animal Shelter Salty Paws Dog Walking campaign to sell T-Shirts (\$22.99 S, M, L, 2X, 3X) for animal medical needs.

## **9. Unfinished Business – none**

## **10. New Business**

### 10.01 Personnel Policy: Suggested Amendments

County Administrator Jones stated that the Board of Supervisors Personnel Committee has held several meetings to review the County's Personnel Policy.

After reviewing the Policy, the Personnel Committee has recommended several amendments and/or additions to forward to the Board for review at its May 2019 regular meeting.

The Personnel Committee is also recommending adoption of changes made by former County Attorney Mark Flynn. This document was sent under separate cover with former County Attorney Mark Flynn's changes in "purple" or "blue".

County Administrator Jones stated that it is requested that the full Board review the amendments recommended by the Personnel Committee along with the amendments made by former Attorney Mark Flynn with the idea that the Board would revisit the changes and adopt by the July 18, 2019 Board meeting.

It was noted that starting July 1, 2019, employees will start receiving evaluations annually.

The recommended edits and/or amendments from the March 18, 2019 Board of Supervisors Personnel Committee meeting include the following:

## **SECTION 5 APPLICATIONS AND SELECTION**

### 5.2 Interviewing

It was recommended to change the latter part of the last sentence in paragraph two (2) to read: “supervisory staff employed by the County and appropriate professionals”, deleting “and/or other individuals outside of County employment” from the sentence.

### 5.4 References

It was recommended to remove the sentence, “No employment offers will be made unless background checks are completed”, from Section 5.4 References to Section 5.6 Pre-Employment Criminal Background Check.

### 5.6 Pre-Employment Criminal Background Check

Change Sussex County “may” require a criminal background check for applicants to “shall” require a criminal background check for application.

### 5.7 Selection and Notification of Offer

It was recommended to add the language, “The Department Head will select top candidate in job related criteria after an interview process”. It was also recommended to include salary or rate of pay in letter of job offer.

## **SECTION 7 EMPLOYMENT REQUIREMENT**

### 7.1 Pre-Employment Examinations

There was discussion in terms of pre-employment examinations such as how, when, and who would access and/or determine when psychological testing is needed. There was a recommendation of removing this section and/or language regarding psychological testing from the Personnel Policy due to possible discrimination in determining the selection of the candidate to be tested for employment. After further discussion, it was decided to include deleting “psychological testing” and add language to note “additional testing may be required”.

### 7.2 Employee Examinations

After discussion, it was determined to require a mandatory substance abuse/drug test as a condition of employment. It was also determined to require an employee to take a mandatory drug test if involved in an accident. Employees are subject to random drug tests was recommended to be added to the Personnel Policy, as well.

## **SECTION 9 NEPOTISM POLICY**

9.1 Supervisor – Employee: correct typographical errors.

## **SECTION 10 - ORIENTATION**

There was discussion of Section 10 – Orientation of new employees. It was determined that language should be added stating “Employee shall complete orientation within ten (10) days of date of hire”.

## **SECTION 13 FINANCIAL COMPENSATION**

There was recommendation to change the first sentence in paragraph two (2), under 13.1 Merit Increase from “acceptable” to “exceptional”. There was also a recommendation to delete Section 13.1 Merit Increase from the Personnel Policy.

There was discussion that a Wage & Salary study completed by Springsted; however, it was not implemented.

There was inquiry as to whether the non-financial section of the Personnel Policy could be forwarded to the Board for review for updates and adopted by July 1, 2019. It was noted that this should be able to be done.

## **SECTION 39 EMPLOYEE CODE OF ETHICS**

### Section 39.1 Code of Ethics, #5

It was recommended to change verbiage to state “Employee shall not conduct personal business, nor shall they consume illegal drugs or alcoholic beverages while on the job”.

Under the Appendix Agreement for Training and Uniform Reimbursement for Police Officers, Police Department should be changed to Sheriff’s Department. Police Officers should be changed to Deputy Officers.

It was recommended to have the County Administrator, Sheriff, and Director of Finance review this section regarding uniforms.

There was also discussion of adding a Work from Home Policy, if the County participated in telecommuting.

**Recommended amendments from the April 16, 2019 Board of Supervisors Personnel Committee meeting include:**

- Developing an employee evaluation form. The top portion of the form will be standard for all employees; however, the other portion of the evaluation form will be specific to the employees' responsibilities in his/her department. It was recommended to develop the evaluation form and present it at the June 2019 regular Board meeting and schedule meetings accordingly to have evaluations forms in place by July 1, 2019 as well.
- Including edits of the former County Attorney Flynn

There was general discussions of recommended changes, amendments or additions to the following sections.

**SECTION 8 ALCOHOL AND DRUG TESTING**

- Have a drug testing policy as a standalone policy to cover various scenarios where drug testing will be required.
- Have each employee sign to acknowledge reading and receipt of policy.
- Language in the Personnel Policy regarding employees being compelled to take drug tests for certain situations. It was stated that language for random drug testing should be added. It was also recommended that any employee involved in a vehicular and physical accident on the job, require immediate drug testing. It was recommended that the County would also reserve the right to request a drug test due to performance. The drug testing policy needed to be amended due to its vagueness and the history of the County in dealing with drug testing in the past.
- Require drug tests for new employees going forward.

**SECTION 22 OVERTIME COMPENSATION**

Section 22.7 Flexible Scheduling

In a previous Personnel Committee meeting, there was discussion of whether or not staff would be allowed to work from home or whether working from home would be appropriate. If so, a telecommuting policy for staff employees would have to be drafted and put in place. There was discussion of certain situations/task wherein an employee may be more productive working from home without interruptions. It was also discussed that certain medical situations that may prohibit an employee from coming to work; however, the employee may be allowed to telecommute (work from home) without disrupting the office workflow.

The recommended amendments - March 18 & April 16, 2019 BOS Personnel Committee meetings were included in the Board packets.

*A Personnel Committee Meeting was scheduled for Thursday, June 6, 2019 at 10:00 a.m. Location to be determined.*



## **11. Board Member Comments**

11.01 Blackwater District – none

11.02 Courthouse District – none

11.03 Henry District – none

11.04 Stony Creek District – May 2019 Mental Health Month; New Hope Baptist Church Symposium 9 a.m. – 12 noon; registration is required.

11.05 Wakefield District – none

11.06 Waverly District – none

## **12. Closed Session**

### 12.01 Convene into 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

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 FLY 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

Vice-Chairman Blowe stated that there were several items regarding increases for the County Administrator and the Deputy County Administrator (Consultant) to the Board of Supervisors. Specific requests were made. Vice-Chairman Blowe stated that the Board could move forward on the motion to act on the items rather than delaying to a future meeting.

After inquiry regarding numbers put forward, County Administrator Jones stated that the request for Consultant's position to the Board was an increase of \$5,000 to his contract. He stated no number had been put forth for compensation for the county administrator.

Mr. Stith, the consultant, recommended to the Board that the county administrator be given one percent (1%) increase more than what the County employees received, which would be four percent (4%).

Supervisor Futrell, Chairman of the Personnel Committee, stated that a Personnel Committee meeting had been scheduled for Thursday, June 6, 2019. He requested that the evaluation be done at the Personnel Committee meeting for recommendation to the Board.

Mr. Stith inquired for clarification, as to whether the evaluation at the scheduled Personnel Committee meeting included his position, as he had been evaluated previously. It was noted that the evaluation was for the county administrator.

ON MOTION OF SUPERVISOR BLOWE, seconded by SUPERVISOR FLY and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the evaluation of the County Administrator to be done by the Sussex County Personnel Committee for recommendation to the Board of Supervisors on Thursday, June 6, 2019 at 10:00 a.m.

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

Voting nay: none

There was discussion of the car allowance currently provided to Mr. Stith.

ON MOTION OF SUPERVISOR BLOWE, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Board of Supervisors hereby approves the request for the \$5,000 increase to the Consultant to the Board of Supervisors' contract.

Voting aye: Supervisors Blowe, Stringfield, Tyler

Voting nay: Supervisors Fly, Futrell, Seward, White

There was a tie vote Mr. Steve White, was asked for his vote. Mr. White voted nay. The motion failed.

### **13. Adjournment**

### 13.01 Adjournment

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR BLOWE and carried: RESOLVED that the May 16, 2019 meeting of the Sussex County Board of Supervisors hereby adjourned at 10:42 p.m.

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

Voting nay: none

### 13.02 Next Meeting

Sussex County Board of Supervisors Personnel Committee Meeting will be held Thursday, June 6, 2019 at 10:00 a.m. Location to be determined.

The next regular Board of Supervisors meeting will be held on Thursday, June 20, 2019 at 7 p.m. in the Sussex Judicial Center - General District Courtroom, 15098 Courthouse Road, Sussex, VA 23884.

**At a Personnel Committee Meeting of the  
Sussex County Board of Supervisors  
Juvenile & Domestic Relations District Court  
on Thursday, June 6, 2019 at 10:00 a.m.**

**COMMITTEE MEMBERS PRESENT:**

C. E. Fly, Sr.  
Alfred G. Futrell  
Susan B. Seward, Ex Officio

**COMMITTEE MEMBERS ABSENT:**

Rufus E. Tyler, Sr.

**STAFF PRESENT:**

Millard D. Stith, Independent Consultant  
Wallace W. Brittle, County Attorney  
Shilton R. Butts, Assistant to the County Administrator/  
Deputy Clerk to the Board

**Item 1. Call to Order (10:15 a.m.)**

The June 6, 2019 meeting of the Sussex County Board of Supervisors Personnel Committee was called to order by Chairman Futrell.

**Item 2. Invocation**

The invocation was offered by Supervisor Fly.

**Item 3. The Pledge of Allegiance**

The Pledge of Allegiance was recited by all.

**Item 4. Agenda Amendments**

There were no amendments to the agenda.

**Item 5. Approval of Agenda**

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR SEWARD and carried:  
RESOLVED that the Sussex County Board of Supervisors Personnel Committee hereby approved the agenda as presented.

Voting aye: Supervisors Fly, Futrell, Seward

Voting nay: none

Absent: Supervisor Tyler

**Item 6. Review of Evaluation Forms**

At a previous meeting, the Personnel Committee (Committee) discussed putting an evaluation system in place for County employees. Several evaluation forms were provided to the Committee. The Committee reviewed the evaluation forms. After discussion of the verbiage and scoring system of the evaluation forms, the Greenville County evaluation form was selected.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR SEWARD and carried: RESOLVED that the Sussex County Board of Supervisors Personnel Committee hereby recommends the Greenville County Evaluation Form to the Board of Supervisors.

Voting aye: Supervisors Fly, Futrell, Seward

Voting nay: none

Absent during vote: Supervisor Tyler

### **Item 7. Citizens' Comments**

There were no citizens' comments.

### **Item 8. Closed Session**

Due to extenuating circumstances, County Administrator Jones was not present at the meeting. As a result, the Personnel Committee did not enter into Closed Session, pursuant to Virginia Code Section §2.2- 3711(A)1, personnel matter, to allow County Administrator Jones to be present to provide his input.

Mr. Millard, Independent Consultant, stated County Administrator Jones had drafted a letter to the Personnel Committee. However, the Personnel Committee deferred the Closed Session item to the Board of Supervisors at its regular meeting, June 20, 2019 for the full Board's discussion.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR SEWARD and carried: RESOLVED that the Sussex County Personnel Committee hereby recommends that the Closed Session Item, pursuant to Virginia Code Section §2.2- 3711(A)1, personnel matter, be deferred to the June 20, 2019 regular Board of Supervisors meeting to be discussed by the full Board.

Voting aye: Supervisors Fly, Futrell, Seward

Voting nay: none

Absent during vote: Supervisor Tyler

### **Item. 9 Adjournment**

ON MOTION OF SUPERVISOR FLY, seconded SUPERVISOR SEWARD and carried: RESOLVED that the June 6, 2019 Sussex County Board of Supervisors Personnel Committee meeting hereby adjourned at 10:24 a.m.

Voting aye: Supervisors Fly, Futrell, Seward

Voting nay: none

Absent during vote: Supervisor Tyler

**JUNE 20, 2019**

**WARRANTS & VOUCHERS SUMMARY**

**TOTAL ALL WARRANTS FOR APPROVAL \$532,151.65**

**TOTAL ALL VOID CHECKS FOR APPROVAL \$0.00**

<b>ACCOUNTS PAYABLE WARRANTS:</b>	<b>CHECK NO.</b>	<b>AMOUNTS</b>	<b>PROCESS DATE</b>
FOR MONTH OF MAY 2019	213181-213243	\$ 88,488.71	RUN DATE 5/03/19
	213244	\$ 9,875.00	RUN DATE 5/03/19
	213255-213259	\$ 150.00	RUN DATE 5/10/19
	213260-213304	\$ 155,603.28	RUN DATE 5/13/19
	213305-213340	\$ 34,443.82	RUN DATE 5/16/19
	213341-213386	\$ 62,184.38	RUN DATE 5/23/19
	213397-213421	\$ 61,813.60	RUN DATE 5/30/19

**Total Regular Warrants \$412,558.79**

PAY. DEDUCTION WARRANTS:	213245-213254	\$ 60,900.41	RUN DATE 5/16/19
	213387-213396	\$ 58,692.45	RUN DATE 5/31/19

**Total Deduction Warrants: \$119,592.86**

**TOTAL VOUCHERS & WARRANTS FOR APPROVAL \$532,151.65**

**VOID CHECKS See attached \$ -**

# ACCOUNTS PAYABLE CHECKS



P.O. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCLD	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	EPY PMT	ACH ACH	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
00000	000923 ALL SEASONS TERMITE & DISC. TOTAL	54222	4/24/2019		4100-051500-1272-551-510	65.00	213181				Building Maintenance & Repair	01575 # 4046011199882338
00000	001767 BB&T	2338	3/26/2019		4100-021200-1247-221-210	289.86	213182				Janitorial Supplies	01575 # 4046011199882338
00000	001767	2338	3/26/2019		4100-023100-1204-291-230	301.25	213182				Lodging	01575 # 4046011199882338
00000	001767	2338	4/02/2019		4100-021600-1205-262-210	33.80	213182				Meals	01575 # 4046011199882338
00000	001767	2338	4/04/2019		4100-021600-1204-262-210	345.66	213182				Lodging	01575 # 4046011199882338
00000	001767	2338	4/18/2019		4100-023100-1231-291-230	108.00	213182				Postage	01575 # 4046011199882338
00000	001767	2338	4/19/2019		4100-023100-1231-291-230	4.00	213182				Postage	01575 # 4046011199882338
00000	001767	2346	4/12/2019		4100-041100-1257-411-410	126.35	213182				Office Furniture	01575 # 4046011199882346
00000	001767	2346	4/12/2019		4100-041100-1257-411-410	589.53	213182				Office Furniture	01575 # 4046011199882346
00000	001767	2346	4/16/2019		4100-021400-1202-241-210	49.00	213182				Public., Susc./ Books, Ref.	01575 # 4046011199882346
00000	001767	2353	3/26/2019		4100-021100-1203-211-210	225.00	213182				Workshops and Conferences	01575 # 4046011199882353
00000	001767	2353	2,072.45								TOTAL	2,072.45
00000	001767 BB&T	2353	3/27/2019		4100-021100-1203-211-210	250.00	213183				Workshops and Conferences	01575 # 4046011199882353
00000	001767	2353	4/17/2019		4100-021400-1205-241-210	33.53	213183				Meals	01575 # 4046011199882353
00000	001715 BLUE COMFORT DENTAL PC	DUNN 032219	3/22/2019		4100-051500-1293-551-510	189.00	213184				Inmate Medical Expenses	01575 DUNN, RICHARD
00000	001715	JONES 032019	3/20/2019		4100-051500-1293-551-510	370.00	213184				Inmate Medical Expenses	01575 JONES, BRIAN L
00000	999999 BOYKINS, CHARLIE	CB 0419	5/01/2019		4100-051500-1215-551-510	4.95	213185				Inmate Pay	01575 INMATE PAY
00000	000728 CARQUEST OF WAKEFIELD	5484-132475	4/01/2019		4100-021600-1265-262-210	13.58	213186				Vehicle Maintenance & Repairs	01575 ACCT# 2836
00000	001485 CENTRAL AGRIBUSINESS	JR21781	4/16/2019		4100-051500-1246-551-510	58.80	213187				Food Supplies	01575 SUSSEX SHERIFF
00000	001485	JR21870	4/24/2019		4100-051500-1246-551-510	58.80	213187				Food Supplies	01575 SUSSEX SHERIFF
00000	999999 CHEEKS, MICHAEL	MC 0419	5/01/2019		4100-051500-1215-551-510	188.10	213188				Inmate Pay	01575 INMATE PAY
00000	001722 COPELAND LTD-PREPWORK	186	4/25/2019		4100-021400-1225-242-210	675.00	213189				Management Consulting Service	01575 SUSSEX COUNTY
00000	999999 CORNER, TASHONNA	TC 0419	5/01/2019		4100-051500-1215-551-510	75.15	213190				Inmate Pay	01575 INMATE PAY
00000	000024 CRATER YOUTH CARE	19078-01	4/17/2019		4100-081800-2110-863-810	4,028.42	213191				Crater Youth Care Commission	01575 APR 2019 USAGE FEE
00000	000024	19078-02	4/17/2019		4100-081800-2110-863-810	15,567.00	213191				Crater Youth Care Commission	01575 4TH QTR 2019
00000	000902 DOC FARMER'S MARKET	MKT67127	4/22/2019		4100-051500-1246-551-510	218.25	213192				Food Supplies	01575 SUSSEX COUNTY JAIL
00000	000902	MKT67281	4/29/2019		4100-051500-1246-551-510	199.65	213192				Food Supplies	01575 SUSSEX COUNTY JAIL
00000	000084 DOMINION VIRGINIA POWER	9447701492 0419	4/25/2019		4100-021200-1276-221-210	6.67	213193				Electric	01575 # 9447701492
00000	000084		6.67								TOTAL	6.67







P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	R/P ACCL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH ACH PMT	G/L ACCOUNT DBSC.	BATCH INV. DESCRIPTION
00000	000318	TOWN OF WAVERLY	TWN WVRLY 0319	4/30/2019		4100-041100-1296-412-410	4,141.43	213226			Refund to Towns	01575 VEH.LIC.REG.SHARE
		DISC. TOTAL					.00					4,141.43
00000	999999	TREASURER OF VIRGINIA	WC 050219	5/02/2019		4100-021100-1299-211-210	691.70	213227			Miscellaneous Others	01575 GLORIA FALITZ
		DISC. TOTAL					.00					691.70
00000	000080	TRI CITY OFFICE PRODUCTS	0131408-001	4/23/2019		4100-031100-1241-311-310	33.07	213228			Office Supplies	01575 ACCT# SCR-0
		DISC. TOTAL					.00					33.07
00000	999999	TURNER, LORENZO	LT 0419	5/01/2019		4100-051500-1215-551-510	109.80	213229			Inmate Pay	01575 INMATE PAY
		DISC. TOTAL					.00					109.80
00000	001723	UNITED AMERICAN SECURITY	1117545	4/15/2019		4100-021600-1229-262-210-601	994.50	213230			Professional Svcs-Convenience	01575 ACCT# SUS001
00000	001723	UNITED AMERICAN SECURITY	1117546	4/15/2019		4100-021600-1229-262-210-601	994.50	213230			Professional Svcs-Convenience	01575 ACCT# SUS001
00000	001723	UNITED AMERICAN SECURITY	1117547	4/15/2019		4100-021600-1229-262-210-601	994.50	213230			Professional Svcs-Convenience	01575 ACCT# SUS001
00000	001723	UNITED AMERICAN SECURITY	1117548	4/15/2019		4100-021600-1229-262-210-601	994.50	213230			Professional Svcs-Convenience	01575 ACCT# SUS001
00000	001723	UNITED AMERICAN SECURITY	1117549	4/15/2019		4100-021600-1229-262-210-601	994.50	213230			Professional Svcs-Convenience	01575 ACCT# SUS001
00000	001723	UNITED AMERICAN SECURITY	1117550	4/15/2019		4100-021600-1229-262-210-601	994.50	213230			Professional Svcs-Convenience	01575 ACCT# SUS001
00000	001723	UNITED AMERICAN SECURITY	1117551	4/15/2019		4100-021600-1229-262-210-601	994.50	213230			Professional Svcs-Convenience	01575 ACCT# SUS001
00000	001723	UNITED AMERICAN SECURITY	1117552	4/15/2019		4100-021600-1229-262-210-601	994.50	213230			Professional Svcs-Convenience	01575 ACCT# SUS001
00000	001723	UNITED AMERICAN SECURITY	1117602	4/22/2019		4100-021600-1229-262-210-601	994.50	213230			Professional Svcs-Convenience	01575 ACCT# SUS001
00000	001723	UNITED AMERICAN SECURITY	1117603	4/22/2019		4100-021600-1229-262-210-601	994.50	213230			Professional Svcs-Convenience	01575 ACCT# SUS001
		DISC. TOTAL					.00					9,945.00
00000	001723	UNITED AMERICAN SECURITY	1117604	4/22/2019		4100-021600-1229-262-210-601	994.50	213231			Professional Svcs-Convenience	01575 ACCT# SUS001
00000	001723	UNITED AMERICAN SECURITY	1117605	4/22/2019		4100-021600-1229-262-210-601	994.50	213231			Professional Svcs-Convenience	01575 ACCT# SUS001
00000	001723	UNITED AMERICAN SECURITY	1117606	4/22/2019		4100-021600-1229-262-210-601	994.50	213231			Professional Svcs-Convenience	01575 ACCT# SUS001
00000	001723	UNITED AMERICAN SECURITY	1117607	4/22/2019		4100-021600-1229-262-210-601	994.50	213231			Professional Svcs-Convenience	01575 ACCT# SUS001
00000	001723	UNITED AMERICAN SECURITY	1117608	4/22/2019		4100-021600-1229-262-210-601	994.50	213231			Professional Svcs-Convenience	01575 ACCT# SUS001
00000	001723	UNITED AMERICAN SECURITY	1117609	4/22/2019		4100-021600-1229-262-210-601	994.50	213231			Professional Svcs-Convenience	01575 ACCT# SUS001
		DISC. TOTAL					.00					5,967.00
00000	000371	VA ASSOC.OF COUNTIES	VACO 19 MANUAL	5/01/2019		4100-021100-1202-211-210	600.00	213232			Publ., Subsc., Books, Ref.	Ma01575 SUSSEX COUNTY BOS
		DISC. TOTAL					.00					600.00
00000	999999	VA SEXUAL & DOMESTIC VIOL AA TRAIN	042419	4/24/2019		4100-063100-1203-632-630	210.00	213233			Workshops and Conferences	01575 AVERY ALLEN SUSS VWP
		DISC. TOTAL					.00					210.00
00000	000769	VERIZON	4342462167	4/22/2019		4100-021600-1234-261-210	131.70	213234			Telecommunications	01575 # 000837858428
00000	000769	VERIZON	4342462294	4/22/2019		4100-061100-1234-612-610	257.73	213234			Telecommunications	01575 # 000641808907
00000	000769	VERIZON	4342462347	4/28/2019		4100-041100-1234-411-410	71.10	213234			Telecommunications	01575 # 000979866056
00000	000769	VERIZON	4342462427	4/19/2019		4100-061100-1234-613-610	112.17	213234			Telecommunications	01575 # 0009903161639
00000	000769	VERIZON	4342462912	4/19/2019		4100-061100-1234-612-610	44.49	213234			Telecommunications	01575 # 00077016136
00000	000769	VERIZON	4342465436	3/16/2019		4100-051100-1234-512-510	66.04	213234			Telecommunications	01575 # 000130999200
00000	000769	VERIZON	4342465436	04/19		4100-051100-1234-512-510	70.85	213234			Telecommunications	01575 # 000130999200
00000	000769	VERIZON	4342465511	04/19		4100-021100-1234-211-210	215.35	213234			Telecommunications	01575 # 000973062717
00000	000769	VERIZON	4342465511	04/19		4100-021400-1234-241-210	47.86	213234			Telecommunications	01575 # 000973062717
00000	000769	VERIZON	4342465511	04/19		4100-021400-1234-242-210	71.79	213234			Telecommunications	01575 # 000973062717
00000	000769	VERIZON	4342465511	04/19		4100-021600-1234-261-210	23.93	213234			Telecommunications	01575 # 000973062717
00000	000769	VERIZON	4342465511	04/19		4100-021500-1234-253-210	23.93	213234			Telecommunications	01575 # 000973062717
00000	000769	VERIZON	4342465511	04/19		4100-023100-1234-291-230	71.79	213234			Telecommunications	01575 # 000973062717

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH ACH	G/L ACCOUNT	DESC.	BATCH	INV. DESCRIPTION
00000	000769		4342465511	4/28/2019		4100-041100-1234-411-410	95.72	213234			Telecommunications		01575	# 000973062717
00000	000769		4342465511	4/28/2019		4100-031100-1234-311-310	95.72	213234			Telecommunications		01575	# 000973062717
00000	000769		4342465511	4/28/2019		4100-063100-1234-631-630	119.65	213234			Telecommunications		01575	# 000973062717
00000	000769		4342465511	4/28/2019		4100-062100-1234-621-620	143.58	213234			Telecommunications		01575	# 000973062717
00000	000769		4342465511	4/28/2019		4100-063100-1234-632-630	23.93	213234			Telecommunications		01575	# 000973062717
00000	000769		4342465511	4/28/2019		4105-071100-1234-711-710	646.10	213234			Telecommunications		01575	# 000973062717
00000	000769		4342466604	4/22/2019		4100-061100-1234-612-610	65.85	213234			Telecommunications		01575	# 00060806077
00000	000769		4342468326	4/22/2019		4100-063100-1234-632-630	29.19	213234			Telecommunications		01575	# 000130840277
00000	000769		4342468326	4/22/2019		4100-061100-1234-612-610	29.20	213234			Telecommunications		01575	# 000130840277
00000	000769		4342468326	4/22/2019		4100-061100-1234-611-610	73.11	213234			Telecommunications		01575	# 000130840277
00000	000769		4342468326	4/22/2019		4100-021400-1234-242-210	73.11	213234			Telecommunications		01575	# 000130840277
00000	000769		4342468326	4/22/2019		4100-021100-1234-211-210	89.20	213234			Telecommunications		01575	# 000130840277
00000	000769		4342468326	4/22/2019		4100-021400-1234-241-210	73.11	213234			Telecommunications		01575	# 000130840277
00000	000769		4342468326	4/22/2019		4100-021100-1234-211-210	73.11	213234			Telecommunications		01575	# 000130840277
00000	000769		4342468326	4/22/2019		4100-023100-1234-231-230	73.11	213234			Telecommunications		01575	# 000130840277
00000	000769		4342468326	4/22/2019		4100-063100-1234-631-630	73.11	213234			Telecommunications		01575	# 000130840277
00000	000769		4342468326	4/22/2019		4100-023100-1234-231-230	73.11	213234			Telecommunications		01575	# 000130840277
00000	000769		4342468326	4/22/2019		4100-031100-1234-311-310	22.56	213234			Telecommunications		01575	# 000130840277
00000	000769		4342468326	4/22/2019		4105-071100-1234-711-710	29.20	213234			Telecommunications		01575	# 000130840277
			DISC. TOTAL			3,110.40								3,110.40
			CHECK TOTAL											
00000	000769	VERIZON	4342468327	4/22/2019		4100-021500-1234-253-210	64.97	213235			Telecommunications		01575	# 000130811997
00000	000769		4342468327	4/22/2019		4100-051100-1234-516-510	80.89	213235			Telecommunications		01575	# 000130811997
00000	000769		4342468327	4/22/2019		4100-051100-1234-516-510	67.89	213235			Telecommunications		01575	# 000130811997
00000	000769		4342468327	4/22/2019		4100-051100-1234-516-510	67.89	213235			Telecommunications		01575	# 000130811997
00000	000769		4342468327	4/22/2019		4100-021100-1234-211-210	64.99	213235			Telecommunications		01575	# 000130811997
00000	000769		4342468327	4/22/2019		4100-051100-1234-516-510	64.99	213235			Telecommunications		01575	# 000130811997
00000	000769		4342468327	4/22/2019		4100-041100-1234-411-410	64.99	213235			Telecommunications		01575	# 000130811997
00000	000769		4342468327	4/22/2019		4100-061100-1234-611-610	78.96	213235			Telecommunications		01575	# 000130811997
00000	000769		4342468327	4/22/2019		4100-061100-1234-611-610	13.24	213235			Telecommunications		01575	# 000130811997
00000	000769		4342468327	4/22/2019		4100-061100-1234-612-610	13.64	213235			Telecommunications		01575	# 000130811997
00000	000769		4342468327	4/22/2019		4100-061100-1234-612-610	74.21	213235			Telecommunications		01575	# 000130811997
00000	000769		4342468327	4/22/2019		4100-061100-1234-611-610	78.96	213235			Telecommunications		01575	# 000130811997
00000	000769		4342468327	4/22/2019		4100-061100-1234-611-610	13.24	213235			Telecommunications		01575	# 000130811997
00000	000769		4342468327	4/22/2019		4100-021100-1234-211-210	64.99	213235			Telecommunications		01575	# 000130811997
00000	000769		4342468327	4/22/2019		4100-021100-1234-211-210	64.99	213235			Telecommunications		01575	# 000130811997
00000	000769		4342468327	4/22/2019		4100-061100-1234-612-610	74.21	213235			Telecommunications		01575	# 000130811997
00000	000769		4342468327	4/22/2019		4100-061100-1234-612-610	13.64	213235			Telecommunications		01575	# 000130811997
00000	000769		8048341302	4/28/2019		4100-061100-1234-613-610	73.83	213235			Telecommunications		01575	# 000050404195
00000	000769		8048341302	4/25/2019		4100-021300-1234-231-210	500.93	213235			Telecommunications		01575	# 00077088064
00000	000769		8048341309	4/25/2019		4100-081300-2110-822-810	116.83	213235			VA Cooperative Extension		01575	# 000635121520
			DISC. TOTAL			1,658.28								1,658.28
			CHECK TOTAL											
00000	000873	WASTE MANAGEMENT OF	3355651-2424-5	4/25/2019		4100-021600-1229-262-210-601	631.31	213236			Professional Svcs-Convenience		01575	# 103305252006
			DISC. TOTAL			631.31								631.31
			CHECK TOTAL											
00000	000090	WAVERLY MOTORS, INC	14940	3/29/2019		4100-021500-1265-253-210	300.00	213237			Vehicle Maintenance & Repairs		01575	SUSSEX PUBLIC SAFETY
			DISC. TOTAL			300.00								300.00
			CHECK TOTAL											
00000	000879	WOMACK PUBLISHING CO.	702 RENEWAL-19	4/19/2019		4100-041100-1202-411-410	34.00	213238			Publ., Subsc., Books, Ref.		Ma01575	ACCT# 702
			DISC. TOTAL			34.00								34.00
			CHECK TOTAL											

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P DATE	ACCOUNT NO.	ACH PMT TOTAL	ACH ACCL	NET AMOUNT	CHECK NO.	ACH PMT TOTAL	G/L ACCOUNT DISC.	BATCH INV. DESCRIPTION
00000	999999	WOOD, ADAM	7621639*	4/02/2019	4/02/2019	4100-061100-1223-611-610	.00	CFA PMT TOTAL	129.00	213239	.00	Legal Services - Court Appt.	01575 MARKS, TRAVIS L
			CHECK TOTAL	120.00	ACH PMT TOTAL				.00				120.00
00000	001590	WOODLEY & FLYNN, PLLC	187	4/26/2019	4/26/2019	4100-022100-1223-281-220	.00	CFA PMT TOTAL	6,263.19	213240	.00	Legal Services	01575 SUSSEX COUNTY
			CHECK TOTAL	6,263.19	ACH PMT TOTAL				.00				6,263.19
00000	000093	XEROX CORPORATION	096422038*	4/01/2019	4/01/2019	4100-031100-1252-311-310	.00	CFA PMT TOTAL	223.71	213241	.00	Equipment Lease/Rental	01575 # 101294460
			CHECK TOTAL	223.71	ACH PMT TOTAL				.00				223.71
00000	001644	XEROX FINANCIAL SERVICES	1587619*	4/14/2019	4/14/2019	4100-021300-1252-231-210	.00	CFA PMT TOTAL	129.17	213242	.00	Equipment Lease/Rental	01575 # 0200074478001
			CHECK TOTAL	129.17	ACH PMT TOTAL				.00				129.17
00000	001644	XEROX FINANCIAL SERVICES	1588293 A*	4/18/2019	4/18/2019	4100-021100-1252-211-210	.00	CFA PMT TOTAL	295.09	213242	.00	Equipment Lease/Rental	01575 # 0200073202001
			CHECK TOTAL	295.09	ACH PMT TOTAL				.00				295.09
00000	001644	XEROX FINANCIAL SERVICES	1588293 B*	4/18/2019	4/18/2019	4100-021400-1252-241-210	.00	CFA PMT TOTAL	147.55	213242	.00	Equipment Lease/Rental	01575 # 0200073202001
			CHECK TOTAL	147.55	ACH PMT TOTAL				.00				147.55
00000	001644	XEROX FINANCIAL SERVICES	1588293 B*	4/18/2019	4/18/2019	4100-021400-1252-242-210	.00	CFA PMT TOTAL	147.54	213242	.00	Equipment Lease/Rental	01575 # 0200073202001
			CHECK TOTAL	147.54	ACH PMT TOTAL				.00				147.54
00000	999999	YELVERTON, FAYE	FY 040919	4/09/2019	4/09/2019	4100-061100-1203-612-610	.00	CFA PMT TOTAL	50.00	213243	.00	Workshops and Conferences	01575 REIMBURSEMENT
			CHECK TOTAL	50.00	ACH PMT TOTAL				.00				50.00
00000	999999	YELVERTON, FAYE	FY 040919	4/09/2019	4/09/2019	4100-061100-1204-612-610	.00	CFA PMT TOTAL	434.82	213243	.00	Lodging	01575 REIMBURSEMENT
			CHECK TOTAL	434.82	ACH PMT TOTAL				.00				434.82
00000	999999	YELVERTON, FAYE	FY 040919	4/09/2019	4/09/2019	4100-061100-1205-612-610	.00	CFA PMT TOTAL	50.00	213243	.00	Meals	01575 REIMBURSEMENT
			CHECK TOTAL	50.00	ACH PMT TOTAL				.00				50.00
00000	999999	YELVERTON, FAYE	FY 040919	4/09/2019	4/09/2019	4100-061100-1264-612-610	.00	CFA PMT TOTAL	161.98	213243	.00	Mileage	01575 REIMBURSEMENT
			CHECK TOTAL	161.98	ACH PMT TOTAL				.00				161.98
			DISC. TOTAL										696.80
			CHECK TOTAL	88,488.71	ACH PMT TOTAL				.00				88,488.71
			DISC. TOTAL										88,488.71

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

THE TOTAL 88,488.71 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

5-3-19  
 DATE  
 5-3-19  
 DATE  
 5/3/19  
 DATE

*[Signature]*  
 DIRECTOR OF FINANCE  
*[Signature]*  
 VANITA W. JONES, INT. ADMIN.  
 DESTE J. COX, TREASURER

P.O. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT TOTAL	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
00000	001770 VIRGINIA COMMONWEALTH CON	040119	4/01/2019		4100-021600-1274-262-210-601	9,875.00	213244	9,875.00	Grnds Maint & Repairs-Conv.	S01576 SUSSEX ENVR INSP
		CHECK TOTAL	9,875.00	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00				9,875.00
		CHECK TOTAL	9,875.00	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00				9,875.00
		CHECK TOTAL	9,875.00	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00				9,875.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 9,875.00 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

5.319  
 DATE  
 5.319  
 DATE  
 5/31/19  
 DATE

*[Handwritten Signature]*  
 DIRECTOR OF FINANCE  
*[Handwritten Signature]*  
 VANDY JONES, III ADMIN  
*[Handwritten Signature]*  
 DESTIE J COX, TREASURER

P.O. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	CHECK EPY	ACH PMT TOTAL	WITNESS FEES	BATCH INV. DESCRIPTION
00000 999999	EARLINE T.	000001790190312JU	3/12/2019	ACH PMT TOTAL	4100-061100-1213-611-610	30.00	213255	213255	30.00	.00	01578 JUROR PAYMNT
DISC. TOTAL	.00	CHECK TOTAL	30.00	ACH PMT TOTAL	.00	.00	EPY PMT TOTAL	TOTAL	.00	.00	30.00
00000 999999	GAIL FORD-	000001788190312JU	3/12/2019	ACH PMT TOTAL	4100-061100-1213-611-610	30.00	213256	213256	30.00	.00	01578 JUROR PAYMNT
DISC. TOTAL	.00	CHECK TOTAL	30.00	ACH PMT TOTAL	.00	.00	EPY PMT TOTAL	TOTAL	.00	.00	30.00
00000 999999	JULIAN DOU	000001459190312JU	3/12/2019	ACH PMT TOTAL	4100-061100-1213-611-610	30.00	213257	213257	30.00	.00	01578 JUROR PAYMNT
DISC. TOTAL	.00	CHECK TOTAL	30.00	ACH PMT TOTAL	.00	.00	EPY PMT TOTAL	TOTAL	.00	.00	30.00
00000 999999	ROBERT KEV	000001381190312JU	3/12/2019	ACH PMT TOTAL	4100-061100-1213-611-610	30.00	213258	213258	30.00	.00	01578 JUROR PAYMNT
DISC. TOTAL	.00	CHECK TOTAL	30.00	ACH PMT TOTAL	.00	.00	EPY PMT TOTAL	TOTAL	.00	.00	30.00
00000 999999	STEPHANIE	000001789190312JU	3/12/2019	ACH PMT TOTAL	4100-061100-1213-611-610	30.00	213259	213259	30.00	.00	01578 JUROR PAYMNT
DISC. TOTAL	.00	CHECK TOTAL	30.00	ACH PMT TOTAL	.00	.00	EPY PMT TOTAL	TOTAL	.00	.00	30.00
00000 999999				ACH PMT TOTAL	.00	.00	EPY PMT TOTAL	TOTAL	.00	.00	150.00
DISC. TOTAL	.00	CHECK TOTAL	150.00	ACH PMT TOTAL	.00	.00	EPY PMT TOTAL	TOTAL	.00	.00	150.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 150.00- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

5.23.19

DATE

5.23.19

DATE

5.23.19

DATE

*Kelly Williams*  
 DIRECTOR OF FINANCE

*Andy Jones*  
 ANDY J. JONES, CLU ADMIN

*Deste J. Cox*  
 DESTE J. COX, TREASURER

P.O. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
00000 001746	AMERICAN HOUSING SPECIAL	19-25	5/04/2019		4100-021300-9004-231-210	954.00	213260		UNOS-CDBG Housing Grt	01577 CDBG-UNOS
00000 001746		19-26	5/04/2019		4100-021300-9004-231-210	789.00	213260		UNOS-CDBG Housing Grt	01577 CDBG-UNOS
00000 001746		19-27	5/04/2019		4100-021300-9004-231-210	2,211.00	213260		UNOS-CDBG Housing Grt	01577 CDBG-UNOS
00000 001746		19-28	5/04/2019		4100-021300-9004-231-210	2,172.00	213260		UNOS-CDBG Housing Grt	01577 CDBG-UNOS
00000 001746		19-29	5/04/2019		4100-021300-9003-231-210	2,241.00	213260		Pocahontas-CDBG Housing Grt	01577 CDBG-POCAHONTAS
00000 001746		19-30	5/07/2019		4100-021300-9003-231-210	2,241.00	213260		Pocahontas-CDBG Housing Grt	01577 CDBG-POCAHONTAS
	DISC. TOTAL		10,608.00							10,608.00
00000 000382	BAI TREASURER'S USERS	DUES FY19/20	5/01/2019		4100-041100-1201-411-410	350.00	213261		Organization Membership	01577 SUSSEX CO TREASURER
	DISC. TOTAL		350.00							350.00
00000 001507	BARKSDALE OILS INC.	SUSCTY 0419	4/30/2019		4100-021600-1264-261-210	178.86	213262		Mileage	01577 SUSSEX COUNTY
00000 001507		SUSCTY 0419	4/30/2019		4100-021600-1264-221-210	693.87	213262		Mileage	01577 SUSSEX COUNTY
00000 001507		SUSCTY 0419	4/30/2019		4100-021400-1264-242-210	196.09	213262		Mileage	01577 SUSSEX COUNTY
00000 001507		SUSCTY 0419	4/30/2019		4100-021600-1264-262-210	1,476.09	213262		Mileage	01577 SUSSEX COUNTY
00000 001507		SUSCTY 0419	4/30/2019		4100-021300-1264-231-210	73.27	213262		Gasoline/Mileage-Non Training	01577 SUSSEX COUNTY
00000 001507		SUSCTY 0419	4/30/2019		4100-021400-1264-241-210	124.98	213262		Mileage	01577 SUSSEX COUNTY
00000 001507		SUSCTY 0419	4/30/2019		4100-021500-1264-253-210	189.63	213262		Mileage	01577 SUSSEX COUNTY
00000 001507		SUSCTY 0419	4/30/2019		4100-051100-1264-512-510	6,897.77	213262		Mileage/Gas	01577 SUSSEX COUNTY
00000 001507		SUSCTY 0419	4/30/2019		4105-071100-1264-711-710	549.49	213262		Gasoline	01577 SUSSEX COUNTY
	DISC. TOTAL		10,380.05							10,380.05
00000 001774	BLOOD HOUND, LLC	142132	4/18/2019		4100-021200-1274-221-210	1,197.50	213263		Grounds Maintenance & Repair	01577 SUSSEX COUNTY
	DISC. TOTAL		1,197.50							1,197.50
00000 001630	CHENEY BROTHERS	10-917579451	5/02/2019		4100-051500-1246-551-510	888.04	213264		Food Supplies	01577 ACCT# 60030700
	DISC. TOTAL		888.04							888.04
00000 001598	CONNOR SMALL ENGINE	243504	5/02/2019		4100-021200-1254-221-210	135.49	213265		Equipment Maintenance	01577 ACCT# 2461000
	DISC. TOTAL		135.49							135.49
00000 001722	COPELAND LTD-PREFWORK	187	5/02/2019		4100-021400-1225-242-210	450.00	213266		Management Consulting Service	01577 SUSSEX COUNTY
	DISC. TOTAL		450.00							450.00
00000 000020	COWLING BROTHERS	114588	4/30/2019		4100-021200-1272-221-210	67.59	213267		Building Maintenance & Repair	01577 ACCT# SC0006
	DISC. TOTAL		67.59							67.59
00000 001651	DOCUMENT SYSTEMS	99693	5/02/2019		4100-021400-1252-241-210	85.09	213268		Equipment Lease/Rental	01577 SUSSEX COUNTY
00000 001651		99693	5/02/2019		4100-021400-1252-242-210	85.10	213268		Equipment Lease/Rental	01577 SUSSEX COUNTY
	DISC. TOTAL		948.29							948.29
00000 000084	DOMINION VIRGINIA POWER	0482572328	4/29/2019		4100-021600-1276-263-210	2,956.44	213269		Electric	01577 # 0482572328
00000 000084		0561293952	4/30/2019		4100-021200-1276-221-210	6.67	213269		Electric	01577 # 0561293952
00000 000084		0963166285	5/03/2019		4100-021200-1276-221-210	119.48	213269		Electric	01577 # 0963166285
00000 000084		1088433121	5/01/2019		4100-021200-1276-221-210	67.09	213269		Electric	01577 # 1088433121
00000 000084		2406362505	5/01/2019		4100-051500-1276-551-510	1,706.41	213269		Electric	01577 # 2406362505
00000 000084		2921584914	4/30/2019		4100-051500-1276-551-510	6.77	213269		Electric	01577 # 2921584914
00000 000084		3500335009	5/01/2019		4100-021200-1276-221-210	1,187.58	213269		Electric	01577 # 3500335009
00000 000084		3776508966	5/02/2019		4100-021200-1276-221-210	6.59	213269		Electric	01577 # 3776508966
00000 000084		4204030300	4/30/2019		4100-021600-1276-262-210-601	27.81	213269		Electric	01577 # 4204030300



P.O. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P DATE	ACCOUNT NO.	AMOUNT	CHECK NO.	ACH PMT	ACH TOTAL	NET AMOUNT	ACH PMT	ACH TOTAL	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
00000 000084		4723819456	0519	5/03/2019	4100-021200-1276-221-210	6,124.90	213269		6,124.90	40.06	213269	6,124.90	Electric	01577 # 4723819456 6,124.90
00000 000084	DOMINION VIRGINIA POWER	5080737736	0419	4/29/2019	4100-021200-1276-221-210		213270			52.10	213270		Electric	01577 # 5080737736
00000 000084		5690307508	0419	4/30/2019	4100-021500-1279-251-210		213270			161.58	213270		Propane Gas & Electric	01577 # 5690307508
00000 000084		6860160149	0519	5/01/2019	4100-021200-1276-221-210		213270			328.22	213270		Electric	01577 # 6860160149
00000 000084		7190905005	0519	5/01/2019	4100-021600-1276-263-210		213270			123.07	213270		Electric	01577 # 7190905005
00000 000084		7248699964	0519	5/03/2019	4100-021200-1276-221-210		213270			598.18	213270		Electric	01577 # 7248699964
00000 000084		7378703693	0419	4/30/2019	4100-021600-1276-262-210-601		213270			80.66	213270		Electric	01577 # 7378703693
00000 000084		7860242267	0519	5/01/2019	4100-021200-1276-221-210		213270			284.20	213270		Electric	01577 # 7860242267
00000 000084		8855852839	0419	4/30/2019	4100-021200-1276-221-210		213270			412.55	213270		Electric	01577 # 8855852839
00000 000084		9073933633	0419	4/30/2019	4100-051500-1276-551-510		213270			26.97	213270		Electric	01577 # 9073933633
00000 000084		9293060001	0519	5/03/2019	4100-021600-1276-262-210-601		213270			55.74	213270		Electric	01577 # 9293060001
						2,123.27							TOTAL	2,123.27
00000 000084	DOMINION VIRGINIA POWER	9560347503	0519	5/01/2019	4100-021200-1276-221-210		213271			1,865.64	213271		Electric	01577 # 9560347503
00000 000084		9630317502	0519	5/01/2019	4100-021200-1276-221-210		213271			448.83	213271		Electric	01577 # 9630317502
00000 000084		9650330003	0519	5/01/2019	4100-021200-1276-221-210		213271			309.09	213271		Electric	01577 # 9650330003
00000 000084		9660330003	0419	4/30/2019	4100-021200-1276-221-210		213271			137.65	213271		Electric	01577 # 9660330003
00000 000084		9670342501	0519	5/01/2019	4100-021200-1276-221-210		213271			83.56	213271		Electric	01577 # 9670342501
						2,844.77							TOTAL	2,844.77
00000 001692	FERRELLGAS	1105951995		3/26/2019	4100-021200-1279-221-210		213272			819.80	213272		Propane Gas	01577 # 112364120
00000 001692		1106550014		5/09/2019	4100-021200-1279-221-210		213272			100.00	213272		Propane Gas	01577 # 112364120
						919.80							TOTAL	919.80
00000 001063	GAY, CLYDE	CG 050219		5/01/2019	4100-021300-1217-231-210		213273			50.00	213273		Commission/Board Compensation	01577 HOUSING OVERSIGHT BD
						50.00							TOTAL	50.00
00000 001066	GREENE, TANISHA	TG 050219		5/01/2019	4100-021300-1217-231-210		213274			50.00	213274		Commission/Board Compensation	01577 HOUSING OVERSIGHT BD
						50.00							TOTAL	50.00
00000 000049	JARRATT HARDWARE	1904-006066		4/04/2019	4100-051500-1272-551-510		213275			83.98	213275		Building Maintenance & Repair	01577 ACCT# 159
00000 000049		1904-006217		4/06/2019	4100-051500-1272-551-510		213275			15.99	213275		Building Maintenance & Repair	01577 ACCT# 159
00000 000049		1904-006884		4/12/2019	4100-051500-1272-551-510		213275			163.96	213275		Building Maintenance & Repair	01577 ACCT# 159
00000 000049		1904-007471		4/17/2019	4100-051500-1272-551-510		213275			9.98	213275		Building Maintenance & Repair	01577 ACCT# 159
00000 000049		1904-008274		4/24/2019	4100-051500-1272-551-510		213275			16.79	213275		Building Maintenance & Repair	01577 ACCT# 159
00000 000049		1904-008295		4/24/2019	4100-051500-1272-551-510		213275			79.98	213275		Building Maintenance & Repair	01577 ACCT# 159
00000 000049		1904-008452		4/26/2019	4100-051500-1272-551-510		213275			4.99	213275		Building Maintenance & Repair	01577 ACCT# 159
00000 000049		1904-008713		4/29/2019	4100-051500-1272-551-510		213275			10.58	213275		Building Maintenance & Repair	01577 ACCT# 159
00000 000049		1904-008730		4/29/2019	4100-051500-1246-551-510		213275			18.47	213275		Food Supplies	01577 ACCT# 159
						404.72							TOTAL	404.72
00000 001732	JASON T. UPTON	050119		5/01/2019	4100-021600-1274-262-210-601		213276			1,000.00	213276		Grnds Maint & Repairs-Conv.	S01577 SUSSEX COUNTY
						1,000.00							TOTAL	1,000.00
00000 001336	LAW OFFICES OF WALLACE	3859		4/30/2019	4100-022100-1223-281-220		213277			5,075.00	213277		Legal Services	01577 ACCT# 193769
						5,075.00							TOTAL	5,075.00
00000 001115	LIFESTAR AMBULANCE	042019SC		5/02/2019	4100-021500-2110-252-210-524		213278			22,068.00	213278		Emergency Med. SVC - Pd EMT.	01577 APRIL 2019
00000 001115		042019W		5/02/2019	4100-021500-2110-252-210-524		213278			51,978.00	213278		Emergency Med. SVC - Pd EMT.	01577 APRIL 2019
						74,046.00							TOTAL	74,046.00

P.O. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH	BATCH	INV. DESCRIPTION
00000 001433	LOWE'S	909031	4/04/2019		4100-021200-1272-221-210	210.33	213279				Building Maintenance & Repairs01577 # 99000502080
00000 001433		911369	4/15/2019		4100-021200-1274-221-210	63.64	213279				Grounds Maintenance & Repairs01577 # 99000502080
00000 001433		911369	4/15/2019		4100-021200-1272-221-210	77.85	213279				Building Maintenance & Repairs01577 # 99000502080
00000 001433		911944	3/27/2019		4100-021200-1272-221-210	221.62	213279				Building Maintenance & Repairs01577 # 99000502080
00000 001433		919132	3/29/2019		4100-021600-1299-262-210-551	114.86	213279				Miscellaneous - Liter Cont Gr01577 # 99000502080
	DISC. TOTAL		688.30			.00					TOTAL
00000 001776	MIKES AUTO AND TRUCK REPA	042219	4/22/2019		4100-021600-1265-262-210	2,373.19	213280				Vehicle Maintenance & Repairs01577 SUSSEX ENVR INSP
	DISC. TOTAL		2,373.19			.00					TOTAL
00000 000530	OTIS ELEVATOR COMPANY	NP917568001	4/25/2019		4100-021200-1273-221-210	1,236.25	213281				Building Systems Main & Repai01577 ACCT# 372260
	DISC. TOTAL		1,236.25			.00					TOTAL
00000 000056	OWEN FORD, INC	02958	4/03/2019		4100-021400-1265-241-210	44.20	213282				Vehicle Maintenance & Repairs01577 SUSSEX PLANNING COMM
	DISC. TOTAL		44.20			.00					TOTAL
00000 001187	OWEN PRINTING COMPANY	30268	4/30/2019		4100-021500-1233-253-210	75.00	213283				Printing
	DISC. TOTAL		75.00			.00					TOTAL
00000 000061	PRINCE GEORGE ELECTRIC	1413003200 0419	4/29/2019		4100-021600-1276-263-210	52.89	213284				Electric
00000 000061		1423010000 0419	4/29/2019		4100-021600-1276-263-210	80.69	213284				Electric
00000 000061		1667000200 0419	4/29/2019		4100-021200-1276-221-210	142.49	213284				Electric
00000 000061		2006028100 0519	5/02/2019		4100-021200-1276-221-210	539.61	213284				Electric
	DISC. TOTAL		815.68			.00					TOTAL
00000 000074	STAPLES CREDIT PLAN	2269584601	4/02/2019		4100-021100-1241-211-210	481.33	213285				Office Supplies
00000 000074		2270808621	4/30/2019		4100-021100-1241-211-210	73.69	213285				Office Supplies
00000 000074		2275514421	4/12/2019		4100-021100-1241-211-210	65.34	213285				Office Supplies
00000 000074		51004	4/04/2019		4100-021600-1241-261-210	70.99	213285				Office Supplies
00000 000074		68156	4/23/2019		4100-021400-1241-242-210	50.25	213285				Office Supplies
00000 000074		68156	4/23/2019		4100-021300-1241-231-210	50.25	213285				Office Supplies
00000 000074		82774	4/18/2019		4100-063100-1233-632-630	132.23	213285				Printing
	DISC. TOTAL		924.08			.00					TOTAL
00000 001543	STITH, MILLARD	MS MAY19-01	5/09/2019		4100-021100-1225-211-210	3,433.51	213286				Management Consulting Service01577 MAY 1ST HALF
	DISC. TOTAL		3,433.51			.00					TOTAL
00000 000139	STONY CREEK HEALTH CENTER	158729	5/02/2019		4100-051500-1293-551-510	61.00	213287				Inmate Medical Expenses
	DISC. TOTAL		158832		4100-051500-1293-551-510	77.00	213287				Inmate Medical Expenses
	DISC. TOTAL		138.00			.00					TOTAL
00000 000162	SUFFOLK ENERGIES INC	497562	3/31/2019		4100-021600-1264-261-210	209.33	213288				Mileage
00000 000162		497562	3/31/2019		4100-021600-1264-262-210	297.97	213288				Mileage
00000 000162		498261	4/30/2019		4100-051100-1264-512-510	52.57	213288				Mileage/Gas
00000 000162		498263	4/30/2019		4100-051100-1264-512-510	404.75	213288				Mileage/Gas
00000 000162		498273	4/30/2019		4100-021600-1264-261-210	245.96	213288				Mileage
	DISC. TOTAL		1,210.58			.00					TOTAL
00000 000081	THACKER HARDWARE	65302/1	4/16/2019		4100-021200-1272-221-210	94.97	213289				Building Maintenance & Repair01577 ACCT# 341500
00000 000081		65394/1	4/22/2019		4100-021200-1272-221-210	20.94	213289				Building Maintenance & Repair01577 ACCT# 341500
00000 000081		65454/1	4/26/2019		4100-021200-1274-221-210	17.18	213289				Grounds Maintenance & Repairs01577 ACCT# 341500

P.O. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH TOTAL	CPA PMT	CPA TOTAL	BATCH INV. DESCRIPTION
00000 000081		65494/1	4/30/2019		4100-021200-1272-210-210	18.96	213289	152.05	152.05			Building Maintenance & Repair01577 ACCT# 341500
		CHECK TOTAL				.00						TOTAL
00000 001766	THE SUPPLY ROOM	3656577-0	4/30/2019		4100-061100-1259-612-610	2,163.02	213290	2,163.02				Equipment 01577 ACCT# 1411900
		CHECK TOTAL				.00						TOTAL
00000 000318	TOWN OF WAVERLY	043019	4/30/2019		4100-021200-1277-210-210	64.00	213291	64.00				Water Services 01577 # 1814040098
		CHECK TOTAL				.00						TOTAL
00000 001723	UNITED AMERICAN SECURITY	1117657	4/29/2019		4100-021600-1229-262-210-601	994.50	213292	994.50				Professional Svcs-Convenience01577 ACCT# SUS001
00000 001723		1117658	4/29/2019		4100-021600-1229-262-210-601	994.50	213292	994.50				Professional Svcs-Convenience01577 ACCT# SUS001
00000 001723		1117659	4/29/2019		4100-021600-1229-262-210-601	994.50	213292	994.50				Professional Svcs-Convenience01577 ACCT# SUS001
00000 001723		1117660	4/29/2019		4100-021600-1229-262-210-601	994.50	213292	994.50				Professional Svcs-Convenience01577 ACCT# SUS001
00000 001723		1117661	4/29/2019		4100-021600-1229-262-210-601	994.50	213292	994.50				Professional Svcs-Convenience01577 ACCT# SUS001
00000 001723		1117662	4/29/2019		4100-021600-1229-262-210-601	994.50	213292	994.50				Professional Svcs-Convenience01577 ACCT# SUS001
00000 001723		1117663	4/29/2019		4100-021600-1229-262-210-601	994.50	213292	994.50				Professional Svcs-Convenience01577 ACCT# SUS001
00000 001723		1117664	4/29/2019		4100-021600-1229-262-210-601	994.50	213292	994.50				Professional Svcs-Convenience01577 ACCT# SUS001
		CHECK TOTAL				.00						TOTAL
00000 000087	VAN CLEEF AUTO PARTS INC	4719	4/09/2019		4100-051100-1265-512-510	4,708.84	213293	4,708.84				Vehicle Maintenance & Repairs01577 ACCT# 27431
00000 000087		4740	4/11/2019		4100-051100-1265-512-510	17.69	213293	17.69				Vehicle Maintenance & Repairs01577 ACCT# 27431
00000 000087		4781	4/15/2019		4100-051100-1265-512-510	90.37	213293	90.37				Vehicle Maintenance & Repairs01577 ACCT# 27431
00000 000087		4793	4/15/2019		4100-051100-1265-512-510	59.83	213293	59.83				Vehicle Maintenance & Repairs01577 ACCT# 27431
00000 000087		4829	4/22/2019		4100-051100-1265-512-510	37.99	213293	37.99				Vehicle Maintenance & Repairs01577 ACCT# 27431
		CHECK TOTAL				.00						TOTAL
00000 000039	VERIZON WIRELESS	9827986432	4/10/2019		4125-031700-5841-	110.28	213294	110.28				Drug Forf. Fund / Com. Atty. 01577 # 905440571-00001
		CHECK TOTAL				.00						TOTAL
00000 001076	VIRGINIA ASSOCIATION OF	IVC01561	5/01/2019		4100-011100-1202-111-110	75.00	213295	75.00				Publ., Subsc., Books, Ref. Ma01577 SUSSEX COUNTY BOS
		CHECK TOTAL				.00						TOTAL
00000 001770	VIRGINIA COMMONWEALTH CON VCC	032719	3/27/2019		4100-021600-1274-262-210-601	9,350.00	213296	9,350.00				Grnds Maint & Repairs-Conv. S01577 SUSSEX ENVR INSP
		CHECK TOTAL				.00						TOTAL
00000 001762	VIRGINIA LP TRUCKS, INC	15700	5/03/2019		4100-021500-1254-251-210	458.95	213297	458.95				Equipment Maintenance 01577 SUSSEX PUBLIC SAFETY
		CHECK TOTAL				.00						TOTAL
00000 001466	VIRGINIA PORTABLE STORAGE	Z028-CS1001812	5/05/2019		4100-021300-9003-231-210	458.00	213298	458.00				Pocahontas-CDBG Housing Gt 01577 ACCT# 137566322
		CHECK TOTAL				.00						TOTAL
00000 001601	W.S. CAMPBELL TOWING & REP	45266	5/02/2019		4100-021500-1265-252-210	388.22	213299	388.22				Vehicle Maintenance & Repairs01577 SUSSEX COUNTY
		CHECK TOTAL				.00						TOTAL
00000 000873	WASTE MANAGEMENT OF	3358074-2424-7	5/02/2019		4100-021600-1229-262-210-601	164.00	213300	164.00				Professional Svcs-Convenience01577 # 203115233003
		CHECK TOTAL				.00						TOTAL
00000 000090	WAVERLY MOTORS, INC	14974	4/05/2019		4100-021500-1265-253-210	55.00	213301	55.00				Vehicle Maintenance & Repairs01577 SUSSEX PUBLIC SAFETY
		CHECK TOTAL				.00						TOTAL
00000 000879	MOMACK PUBLISHING CO.	699 RENEWAL-19	4/30/2019		4100-021100-1202-211-210	34.00	213302	34.00				Publ., Subsc., Books, Ref. Ma01577 ACCT# 699
		CHECK TOTAL				.00						TOTAL

P.O. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
00000 001296	WORK ZONE, LLC	92558	5/08/2019		4100-021200-1244-221-210	119.90	213303		Uniform Services	01577 SUSSEX BLDG & GRNDS
00000 001296		92559	5/08/2019		4100-021200-1244-221-210	99.99	213303		Uniform Services	01577 SUSSEX BLDG & GRNDS
00000 001296		92560	5/08/2019		4100-021200-1244-221-210	99.99	213303		Uniform Services	01577 SUSSEX BLDG & GRNDS
00000 001296		92561	5/08/2019		4100-021200-1244-221-210	109.90	213303		Uniform Services	01577 SUSSEX BLDG & GRNDS
	DISC. TOTAL		429.78	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		TOTAL	429.78
00000 000093	XEROX CORPORATION	096641702	4/20/2019		4100-061100-1252-612-610	228.05	213304		Equipment Lease/Rental	01577 # 721126803
	DISC. TOTAL		228.05	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		TOTAL	228.05
	CHECK TOTAL		155,603.28	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		TOTAL	155,603.28
	CHECK TOTAL		155,603.28	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		TOTAL	155,603.28

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 155,603.28- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

5-13-19  
 DATE  
 5-14-19  
 DATE  
 5/14/19  
 DATE

*Kelly J. Jones*  
 DIRECTOR OF FINANCE  
*Wendy V. Jones, III*  
 WENDY V. JONES, III ADMIN  
*Dustin Cox*  
 DUSTIN J. COX, TREASURER



P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCL	ACCOUNT NO.	ACH PMT TOTAL	CHECK TOTAL	NET AMOUNT	CHECK NO.	ACH PMT	ACH TOTAL	G/L ACCOUNT DESC.	BATCH INV DESCRIPTION
00000	001692	FERRELLGAS	1106579882	5/13/2019		4100-051500-1279-551-510	403.38	403.38	403.38	213320		403.38	Propane Gas	01579 # 112364120
		DISC. TOTAL							.00					TOTAL
00000	001363	INSERCORP	04066	5/14/2019		4100-021100-1255-211-210	1,920.00	1,920.00	1,920.00	213321		1,920.00	Maintenance Service Contract	01579 SUSSEX COUNTY
		DISC. TOTAL							.00					TOTAL
00000	000390	KUSTOM SIGNALS, INC	563570	5/07/2019		4100-051100-1245-512-510	6,192.00	6,192.00	6,192.00	213322		6,192.00	Law Enforcement Supplies	01579 ACCT# 12075
		DISC. TOTAL							.00					TOTAL
00000	000129	LOGAN SYSTEMS, INC	52262	4/15/2019		4100-062100-1236-621-620	878.55	878.55	878.55	213323		878.55	Microfilming & Scanning Serv	01579 SUSSEX CIRCUIT COURT
		DISC. TOTAL							.00					TOTAL
00000	001606	MOORE, KELLY	KM 051519	5/15/2019		4100-021100-1264-211-210	70.58	70.58	70.58	213324		70.58	Mileage	01579 REIMBURSEMENT
00000	001606	MOORE, KELLY	KM 051519	5/15/2019		4100-021100-1206-211-210	3.00	3.00	3.00	213324		3.00	Transportation (exclude milea	01579 REIMBURSEMENT
00000	001606	MOORE, KELLY	KM 051519	5/15/2019		4100-021100-1205-211-210	104.00	104.00	104.00	213324		104.00	Meals	01579 REIMBURSEMENT
		DISC. TOTAL							.00					TOTAL
00000	000159	ORKIN PEST CONTROL	182497924	4/12/2019		4100-021200-1272-221-210	346.67	346.67	346.67	213325		346.67	Building Maintenance & Repair	01579 ACCT# 1032945
		DISC. TOTAL							.00					TOTAL
00000	001187	OWEN PRINTING COMPANY	30340	5/08/2019		4100-021100-1241-211-210	194.50	194.50	194.50	213326		194.50	Office Supplies	01579 SUSSEX COUNTY ADMIN
		DISC. TOTAL							.00					TOTAL
00000	001441	FARHAM'S WELDING &	34934	5/13/2019		4100-051500-1272-551-510	150.00	150.00	150.00	213327		150.00	Building Maintenance & Repair	01579 SUSSEX COUNTY JAIL
		DISC. TOTAL							.00					TOTAL
00000	001402	PENNY DUNN	GINHILL01 18/19	5/10/2019		4100-021600-1255-266-210	1,400.00	1,400.00	1,400.00	213328		1,400.00	Maintenance Service Contract	01579 GIN HILL LANDFILL
00000	001402	PENNY DUNN	ROBROAD01 18/19	5/10/2019		4100-021600-1255-266-210	2,000.00	2,000.00	2,000.00	213328		2,000.00	Maintenance Service Contract	01579 ROBINSON RD LANDFILL
		DISC. TOTAL							.00					TOTAL
00000	001226	R.M. WILKINSON OIL CO, INC	2070791	4/16/2019		4100-051500-1273-551-510	424.50	424.50	424.50	213329		424.50	Building Systems Main & Repair	01579 ACCT# 4690-1
		DISC. TOTAL							.00					TOTAL
00000	001488	RBS FOODSERVICE	2070791	5/08/2019		4100-051500-1246-551-510	1,433.97	1,433.97	1,433.97	213330		1,433.97	Food Supplies	01579 ACCT# 118626
		DISC. TOTAL							.00					TOTAL
00000	001772	SOUTHSIDE ELECTRIC COOPER	561962001 0519	5/06/2019		4100-021600-1276-262-210-601	26.47	26.47	26.47	213331		26.47	Electric	01579 # 561962001
		DISC. TOTAL							.00					TOTAL
00000	000139	STONY CREEK HEALTH CENTER	155089	1/17/2019		4100-051500-1293-551-510	56.00	56.00	56.00	213332		56.00	Inmate Medical Expenses	01579 OWENS, MORGAN
		DISC. TOTAL							.00					TOTAL
00000	001733	SUMMIT DESIGN & ENGINEERI	21550	2/25/2019		4100-021300-9004-231-210	3,000.00	3,000.00	3,000.00	213333		3,000.00	UNOS-CDBG Housing Grt	01579 PROJ# 18-0141.V76
00000	001733	SUMMIT DESIGN & ENGINEERI	22281	5/13/2019		4100-021300-9004-231-210	1,000.00	1,000.00	1,000.00	213333		1,000.00	UNOS-CDBG Housing Grt	01579 PROJ# 18-7911.V60
		DISC. TOTAL							.00					TOTAL
00000	000080	TRI CITY OFFICE PRODUCTS	0131523-001	5/06/2019		4100-031100-1241-311-310	43.09	43.09	43.09	213334		43.09	Office Supplies	01579 ACCT# SCR-0
00000	000080	TRI CITY OFFICE PRODUCTS	0131583-001	5/09/2019		4100-051100-1241-512-510	69.01	69.01	69.01	213334		69.01	Office Supplies	01579 ACCT# SCSD-0
		DISC. TOTAL							.00					TOTAL
00000	001723	UNITED AMERICAN SECURITY	1117721	5/06/2019		4100-021600-1229-262-210-601	994.50	994.50	994.50	213335		994.50	Professional Svcs-Convenience	01579 ACCT# SUS001

P.O. 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		1117722	5/06/2019		4100-021600-1229-262-210-601	994.50	213335		Professional Svcs-Convenience01579 ACCT# SUS001	
00000 001723		1117723	5/06/2019		4100-021600-1229-262-210-601	994.50	213335		Professional Svcs-Convenience01579 ACCT# SUS001	
00000 001723		1117724	5/06/2019		4100-021600-1229-262-210-601	994.50	213335		Professional Svcs-Convenience01579 ACCT# SUS001	
00000 001723		1117725	5/06/2019		4100-021600-1229-262-210-601	994.50	213335		Professional Svcs-Convenience01579 ACCT# SUS001	
00000 001723		1117726	5/06/2019		4100-021600-1229-262-210-601	994.50	213335		Professional Svcs-Convenience01579 ACCT# SUS001	
00000 001723		1117727	5/06/2019		4100-021600-1229-262-210-601	994.50	213335		Professional Svcs-Convenience01579 ACCT# SUS001	
00000 001723		1117728	5/06/2019		4100-021600-1229-262-210-601	994.50	213335		Professional Svcs-Convenience01579 ACCT# SUS001	
	DISC. TOTAL		7,956.00		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		TOTAL	7,956.00
00000 00088	WAVERLY GLASS SHOP	12363	5/02/2019		4100-021200-1265-221-210	385.00	213336		Vehicle Maintenance & Repairs01579 SUSSEX COUNTY	
	DISC. TOTAL		385.00		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		TOTAL	385.00
00000 99999	WILLIAMS, CYNTHIA H.	8447400	5/06/2019		4100-061100-1213-611-610	51.88	213337		Witness Fees	01579 COMMONWEALTH WITNESS
	DISC. TOTAL		51.88		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		TOTAL	51.88
00000 00032	WILLIAMS, GARY M., CLERK	GMW 051019	5/10/2019		4100-062100-1292-621-620	245.46	213338		Bank/CC & Other Fees	01579 BANK FEES
	DISC. TOTAL		245.46		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		TOTAL	245.46
00000 00087	WOMACK PUBLISHING CO.	188279	4/03/2019		4100-011100-1235-111-110	716.40	213339		Advertising	01579 ACCT# W0048
	DISC. TOTAL		716.40		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		TOTAL	716.40
00000 00093	XEROX CORPORATION	096641700	4/20/2019		4100-062100-1252-621-620	205.66	213340		Equipment Lease/Rental	01579 # 099018525
00000 00093		096886236	5/03/2019		4100-031100-1252-311-310	253.94	213340		Equipment Lease/Rental	01579 # 101294460
	DISC. TOTAL		459.60		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		TOTAL	459.60
	DISC. TOTAL		34,443.82		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		TOTAL	34,443.82
	DISC. TOTAL		34,443.82		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		TOTAL	34,443.82

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 34,443.82 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

5-16-19  
 DATE  
 5-16-19  
 DATE  
 5/16/19  
 DATE

*[Signature]*  
 DIRECTOR OF FINANCE  
*[Signature]*  
 VANDY A. JONES, III ADMIN  
*[Signature]*  
 DESTE J. COX, TREASURER





P.O. NO.	VENDOR NAME	INVOICE NO.	A/P DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT	DESC.	BATCH INV. DESCRIPTION
00000 001251	CABIN POINT VETERINARY	59364	5/03/2019	4100-021600-1227-261-210	96.00	213351			Medical Services	01580 ACCT# 1707
00000 001251		59365	5/06/2019	4100-021600-1227-261-210	61.00	213351			Medical Services	01580 ACCT# 1707
00000 001251		59389	5/08/2019	4100-021600-1227-261-210	42.00	213351			Medical Services	01580 ACCT# 1707
00000 001251		59400	5/09/2019	4100-021600-1227-261-210	377.50	213351			Medical Services	01580 ACCT# 1707
00000 001251		59430	5/10/2019	4100-021600-1227-261-210	117.00	213351			Medical Services	01580 ACCT# 1707
00000 001251		59445	5/13/2019	4100-021600-1227-261-210	70.00	213351			Medical Services	01580 ACCT# 1707
	DISC. TOTAL		763.50	ACH PMT TOTAL						763.50
00000 001485	CENTRAL AGRIBUSINESS	JR22142	5/16/2019	4100-051500-1246-551-510	73.50	213352			Food Supplies	01580 SUSSEX SHERIFF
	DISC. TOTAL		73.50	ACH PMT TOTAL						73.50
00000 001630	CHEMNEY BROTHERS	10-917654024	5/17/2019	4100-051500-1246-551-510	1,708.54	213353			Food Supplies	01580 ACCT# 60030700
	DISC. TOTAL		1,708.54	ACH PMT TOTAL						1,708.54
00000 001722	COPELAND LTD-FREWORK	192	5/20/2019	4100-021400-1225-242-210	450.00	213354			Management Consulting Service	01580 SUSSEX COUNTY
	DISC. TOTAL		450.00	ACH PMT TOTAL						450.00
00000 000845	CROWN CASTLE GT COMPANY	27866009	6/01/2019	4100-021500-1252-253-210	1,257.58	213355			Equipment Lease/Rental	01580 ACCT# 106663
	DISC. TOTAL		1,257.58	ACH PMT TOTAL						1,257.58
00000 000871	CRYSTAL SPRINGS	12841556	5/16/2019	4100-063100-1277-631-630	35.54	213356			Water Services	01580 # 114253012841556
	DISC. TOTAL		35.54	ACH PMT TOTAL						35.54
00000 001613	CUSTOM CLEANERS	12009	4/15/2019	4100-051500-1244-551-510	182.00	213357			Uniform Services	01580 SUSSEX SHERIFF
	DISC. TOTAL		236.00	ACH PMT TOTAL						236.00
00000 000193	DEPART OF MOTOR VEHICLES	201912001426	5/17/2019	4100-041100-1299-412-410	4,575.00	213358			Misc. Oth.-DMV Stops	01580 # 546001642019
	DISC. TOTAL		4,575.00	ACH PMT TOTAL						4,575.00
00000 001778	DESIGNER SIGNS	428	4/10/2019	4100-051100-1233-512-510	115.00	213359			Printing	01580 SUSSEX SHERIFF
	DISC. TOTAL		115.00	ACH PMT TOTAL						115.00
00000 000152	GALLS, LLC	012557787	4/24/2019	4100-051100-1244-512-510	80.94	213360			Uniform Services	01580 ACCT# 5417395
	DISC. TOTAL		161.88	ACH PMT TOTAL						161.88
00000 001605	GLOBAL SIGNAL ACQUISITIONS	27922223	6/01/2019	4100-021500-1252-253-210	424.36	213361			Equipment Lease/Rental	01580 ACCT# 393860
	DISC. TOTAL		424.36	ACH PMT TOTAL						424.36
00000 001081	GREENE'S SERVICE CENTER	10569	5/20/2019	4100-051100-1265-512-510	50.00	213362			Vehicle Maintenance & Repairs	01580 SUSSEX SHERIFF
	DISC. TOTAL		50.00	ACH PMT TOTAL						50.00
00000 001097	ID NETWORKS	274303	1/01/2019	4100-051100-1255-512-510	6,737.50	213363			Maintenance Service Contract	01580 ACCT# SUSDP100
	DISC. TOTAL		6,737.50	ACH PMT TOTAL						6,737.50
00000 001538	JIM WHELAN'S SRVY. CENTER	87118	5/20/2019	4100-051100-1265-512-510	49.95	213364			Vehicle Maintenance & Repairs	01580 SUSSEX SHERIFF
	DISC. TOTAL		49.95	ACH PMT TOTAL						49.95
00000 000603	JOYNER PAINT & FRAME CO	185211	5/16/2019	4100-021400-1233-242-210	82.50	213365			Printing	01580 ACCT# 5511
	DISC. TOTAL		82.50	ACH PMT TOTAL						82.50

P.O. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCLL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
00000 001550	KINEX NETWORKING SOLUTION	190519-0001	5/19/2019		4100-021100-1234-211-210	97.24	213366			Telecommunications	01580 SUSSEX COUNTY
00000 001550		190519-0001	5/19/2019		4100-021400-1234-241-210	97.22	213366			Telecommunications	01580 SUSSEX COUNTY
00000 001550		190519-0001	5/19/2019		4100-021400-1234-242-210	97.22	213366			Telecommunications	01580 SUSSEX COUNTY
00000 001550		190519-0001	5/19/2019		4100-041100-1234-411-410	97.22	213366			Telecommunications	01580 SUSSEX COUNTY
00000 001550		190519-0001	5/19/2019		4100-031100-1234-311-310	97.22	213366			Telecommunications	01580 SUSSEX COUNTY
00000 001550		190519-0001	5/19/2019		4100-023100-1234-231-230	97.22	213366			Telecommunications	01580 SUSSEX COUNTY
00000 001550		190519-0001	5/19/2019		4100-021500-1234-253-210	97.22	213366			Telecommunications	01580 SUSSEX COUNTY
00000 001550		190519-0001	5/19/2019		4100-051100-1234-516-510	97.22	213366			Telecommunications	01580 SUSSEX COUNTY
00000 001550		190519-0001	5/19/2019		4100-063100-1234-631-630	97.22	213366			Telecommunications	01580 SUSSEX COUNTY
	DISC. TOTAL		875.00		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL				875.00
00000 001046	MCI	4342465511	5/13/2019		4100-021100-1234-211-210	43.41	213367			Telecommunications	01580 # 08692926192
00000 001046		4342465511	5/13/2019		4100-021400-1234-242-210	7.14	213367			Telecommunications	01580 # 08692926192
00000 001046		4342465511	5/13/2019		4100-021300-1234-231-210	29.91	213367			Telecommunications	01580 # 08692926192
00000 001046		4342465511	5/13/2019		4100-021400-1234-241-210	7.71	213367			Telecommunications	01580 # 08692926192
00000 001046		4342465511	5/13/2019		4100-021600-1234-261-210	5.01	213367			Telecommunications	01580 # 08692926192
00000 001046		4342465511	5/13/2019		4100-021500-1234-253-210	3.57	213367			Telecommunications	01580 # 08692926192
00000 001046		4342465511	5/13/2019		4100-023100-1234-231-230	10.74	213367			Telecommunications	01580 # 08692926192
00000 001046		4342465511	5/13/2019		4100-041100-1234-411-410	15.81	213367			Telecommunications	01580 # 08692926192
00000 001046		4342465511	5/13/2019		4100-031100-1234-311-310	15.00	213367			Telecommunications	01580 # 08692926192
00000 001046		4342465511	5/13/2019		4100-063100-1234-631-630	19.13	213367			Telecommunications	01580 # 08692926192
00000 001046		4342465511	5/13/2019		4100-062100-1234-621-620	35.69	213367			Telecommunications	01580 # 08692926192
00000 001046		4342465511	5/13/2019		4100-063100-1234-632-630	3.57	213367			Telecommunications	01580 # 08692926192
00000 001046		4342465511	5/13/2019		4100-061100-1234-611-610	81	213367			Telecommunications	01580 # 08692926192
00000 001046		4342465511	5/13/2019		4100-061100-1234-612-610	57.15	213367			Telecommunications	01580 # 08692926192
00000 001046		4342465511	5/13/2019		4100-081300-2110-822-810	19.79	213367			VA Cooperative Extension	01580 # 08692926192
00000 001046		4342465511	5/13/2019		4100-061100-1234-613-610	10.71	213367			Telecommunications	01580 # 08692926192
00000 001046		4342465511	5/13/2019		4100-051100-1234-512-510	71.18	213367			Telecommunications	01580 # 08692926192
00000 001046		4342465511	5/13/2019		4105-071100-1234-711-710	100.10	213367			Telecommunications	01580 # 08692926192
	DISC. TOTAL		456.43		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL				456.43
00000 000991	PARKER OIL CO	461541	4/01/2019		4100-051500-1278-551-510	472.40	213368			Oil	01580 ACCT# 87746E
	DISC. TOTAL		472.40		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL				472.40
00000 001246	PHILLIPS TELECOMMUNICATION	23443	5/20/2019		4100-021100-1234-211-210	250.00	213369			Telecommunications	01580 SUSSEX COUNTY
	DISC. TOTAL		250.00		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL				250.00
00000 000166	PRINTECH INC	30858	5/10/2019		4100-051100-1241-514-510	2,498.66	213370			Supplies for Warrants	01580 ACCT# SXXCOSO
	DISC. TOTAL		2,498.66		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL				2,498.66
00000 001226	R.M. WILKINSON OIL CO, INC	20703	5/15/2019		4100-051500-1278-551-510	6,200.00	213371			Building Maintenance & Repair	01580 SUSSEX COUNTY JAIL
	DISC. TOTAL		6,200.00		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL				6,200.00
00000 000063	RUTHERFORD SUPPLY	1097626	5/16/2019		4100-021200-1247-221-210	655.36	213372			Janitorial Supplies	01580 ACCT# 118601
	DISC. TOTAL		655.36		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL				655.36
00000 001131	SAFE AIR SYSTEMS	1071032-IN	3/11/2019		4100-021500-1254-251-210	771.30	213373			Equipment Maintenance	01580 ACCT# 07-0615356
	DISC. TOTAL		771.30		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL				771.30
00000 000968	SIXTH JUDICIAL CIRCUIT	JUNE 2019	5/20/2019		4100-061100-1241-611-610	231.04	213374			Office Supplies	01580 OFFICE EXPENSE
	DISC. TOTAL		231.04		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL				231.04

P.O. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCL	ACCOUNT NO.	ACH PMT TOTAL	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
00000	000901 SIXTH JUDICIAL CIRCUIT CT JUNE 2019		5/20/2019		4100-061100-1241-611-610	.00 CPA PMT TOTAL	231.04	213375		Office Supplies	01580 OFFICE EXPENSE
	DISC. TOTAL						.00				231.04
00000	000615 SOUTHEAST 4-H EDUCATION	FY18/19 ADPT'L	5/17/2019		4100-081600-2110-848-810	.00 CPA PMT TOTAL	2,500.00	213376		Southeast 4-H Center	01580 FY18/19 ADPT'L CONTR
	DISC. TOTAL						.00				2,500.00
00000	001219 STEPHEN D. BLOOM	SDB 052019	5/20/2019		4100-061100-1204-612-610	.00 CPA PMT TOTAL	1,409.66	213377		Lodging	01580 REIMBURSEMENT
	DISC. TOTAL						.00				1,409.66
00000	000077 SUSSEX SERVICE AUTHORITY	200814647	4/30/2019		4100-021600-1277-263-210	.00 CPA PMT TOTAL	3,395.58	213378		Water Services	01580 ACCT# 2699
	DISC. TOTAL						.00				3,395.58
00000	001723 UNITED AMERICAN SECURITY	1117778	5/13/2019		4100-021600-1229-262-210-601		994.50	213379		Professional Svcs-Convenience	01580 ACCT# SUS001
00000	001723	1117779	5/13/2019		4100-021600-1229-262-210-601		994.50	213379		Professional Svcs-Convenience	01580 ACCT# SUS001
00000	001723	1117780	5/13/2019		4100-021600-1229-262-210-601		994.50	213379		Professional Svcs-Convenience	01580 ACCT# SUS001
00000	001723	1117781	5/13/2019		4100-021600-1229-262-210-601		994.50	213379		Professional Svcs-Convenience	01580 ACCT# SUS001
00000	001723	1117782	5/13/2019		4100-021600-1229-262-210-601		994.50	213379		Professional Svcs-Convenience	01580 ACCT# SUS001
00000	001723	1117783	5/13/2019		4100-021600-1229-262-210-601		994.50	213379		Professional Svcs-Convenience	01580 ACCT# SUS001
00000	001723	1117784	5/13/2019		4100-021600-1229-262-210-601		994.50	213379		Professional Svcs-Convenience	01580 ACCT# SUS001
00000	001723	1117785	5/13/2019		4100-021600-1229-262-210-601		994.50	213379		Professional Svcs-Convenience	01580 ACCT# SUS001
	DISC. TOTAL						7,956.00				7,956.00
00000	000769 VERIZON	0232504072 0519	5/07/2019		4100-063100-1234-631-630		275.00	213380		Telecommunications	01580 # 000695890340
00000	000769	0232504134 0519	5/07/2019		4100-063100-1234-631-630		275.00	213380		Telecommunications	01580 # 000749973011
00000	000769	0237854482 0519	5/01/2019		4100-063100-1234-613-610		168.98	213380		Telecommunications	01580 # 000156873625
00000	000769	4342462206 0519	5/01/2019		4100-051100-1234-516-510		298.95	213380		Telecommunications	01580 # 000130839639
00000	000769	4342462453 0519	5/05/2019		4100-061100-1234-613-610		103.53	213380		Telecommunications	01580 # 000732325316
00000	000769	4342463724 0519	5/07/2019		4100-063100-1234-631-630		65.85	213380		Telecommunications	01580 # 000966301725
00000	000769	4342464016 0519	5/01/2019		4100-051100-1234-516-510		65.85	213380		Telecommunications	01580 # 000790535026
00000	000769	4342465362 0519	5/07/2019		4100-051100-1234-512-510		743.45	213380		Telecommunications	01580 # 000130840093
00000	000769	4342465436 0519	5/16/2019		4100-051100-1234-512-510		65.85	213380		Telecommunications	01580 # 000130999200
00000	000769	4342468256 0519	5/07/2019		4100-051100-1234-512-510		65.85	213380		Telecommunications	01580 # 00077014348
	DISC. TOTAL						2,128.32				2,128.32
00000	000757 VERIZON BUSINESS	08485168	5/10/2019		4100-021200-1234-221-210		68.94	213382		Telecommunications	01580 # 000130843684
00000	000757	08485168	5/10/2019		4100-021400-1234-241-210		86.61	213381		Telecommunications	01580 # 000763493682
00000	000757	08485168	5/10/2019		4100-051500-1234-551-510		86.61	213381		Telecommunications	01580 # 000770254016
00000	000757	08485168	5/10/2019		4100-061100-1234-613-610		242.16				242.16
	DISC. TOTAL						242.16				242.16
00000	000757 VERIZON BUSINESS	08485168	5/10/2019		4100-021100-1234-211-210		47.93	213382		Telecommunications	01580 # Y2694822
00000	000757	08485168	5/10/2019		4100-021400-1234-242-210		47.93	213382		Telecommunications	01580 # Y2694822
00000	000757	08485168	5/10/2019		4100-041100-1234-411-410		47.93	213382		Telecommunications	01580 # Y2694822
00000	000757	08485168	5/10/2019		4100-031100-1234-311-310		47.93	213382		Telecommunications	01580 # Y2694822
00000	000757	08485168	5/10/2019		4100-023100-1234-291-230		47.93	213382		Telecommunications	01580 # Y2694822
00000	000757	08485168	5/10/2019		4100-021500-1234-253-210		47.93	213382		Telecommunications	01580 # Y2694822
00000	000757	08485168	5/10/2019		4100-051100-1234-516-510		47.93	213382		Telecommunications	01580 # Y2694822
00000	000757	08485168	5/10/2019		4100-063100-1234-631-630		47.93	213382		Telecommunications	01580 # Y2694822
	DISC. TOTAL						431.35				431.35
00000	000039 VERIZON WIRELESS	9829943183	5/10/2019		4100-011100-1234-111-110		190.43	213383		Telecommunications	01580 # 805250394-00001

P.O. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
00000 000039		9829943183	5/10/2019		4100-021100-1234-211-210	615.42	213383		Telecommunications	01580 # 805250394-00001
00000 000039		9829943183	5/10/2019		4100-021200-1234-221-210	83.92	213383		Telecommunications	01580 # 805250394-00001
00000 000039		9829943183	5/10/2019		4100-021300-1234-231-210	127.76	213383		Telecommunications	01580 # 805250394-00001
00000 000039		9829943183	5/10/2019		4100-021400-1234-241-210	115.31	213383		Telecommunications	01580 # 805250394-00001
00000 000039		9829943183	5/10/2019		4100-021500-1234-253-210	90.15	213383		Telecommunications	01580 # 805250394-00001
00000 000039		9829943183	5/10/2019		4100-021600-1234-261-210	330.46	213383		Telecommunications	01580 # 805250394-00001
00000 000039		9829943183	5/10/2019		4100-021700-1234-262-210	234.43	213383		Telecommunications	01580 # 805250394-00001
00000 000039		9829943183	5/10/2019		4100-023100-1234-291-230	40.01	213383		Telecommunications	01580 # 805250394-00001
00000 000039		9829943183	5/10/2019		4100-061100-1234-613-610	50.14	213383		Telecommunications	01580 # 805250394-00001
00000 000039		9829943183	5/10/2019		4100-021600-1234-263-210	30.70	213383		Telecommunications	01580 # 805250394-00001
DISC. TOTAL			1,948.74							1,948.74
00000 001408 WITMER PUBLIC SAFETY GRP. 1933868			4/22/2019		4100-051100-1244-512-510	458.65	213384		Uniform Services	01580 ACCT# SUSCOU
DISC. TOTAL			458.65							458.65
00000 000093 XEROX CORPORATION		096641701	4/20/2019		4100-063100-1252-631-630	100.99	213385		Equipment Lease/Rental	01580 # 706994555
DISC. TOTAL			100.99							100.99
00000 001644 XEROX FINANCIAL SERVICES		1625131 A	5/16/2019		4100-021100-1252-211-210	295.09	213386		Equipment Lease/Rental	01580 # 0200073202001
00000 001644		1625131 B	5/16/2019		4100-021400-1252-241-210	147.54	213386		Equipment Lease/Rental	01580 # 0200073202001
00000 001644		1625131 B	5/16/2019		4100-021400-1252-242-210	147.55	213386		Equipment Lease/Rental	01580 # 0200073202001
DISC. TOTAL			590.18							590.18
00000 000039			5/10/2019			62,184.38				62,184.38
DISC. TOTAL			62,184.38							62,184.38

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 62,184.38- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

5.23.19  
 DATE  
 5-23-19  
 DATE  
 5/23/19  
 DATE

*Kelly J. Cox*  
 DIRECTOR OF FINANCE  
*Vandy J. Jester*  
 VANDY J. JESTER, JUNIOR  
 DESTE J. COX, TREASURER

P.O. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH ACH PMT	G/L ACCOUNT	DESC.	BATCH	INV. DESCRIPTION
00000 000010	BANK OF SOUTHSIDE VA	0198 0519 03	4/12/2019		4100-051500-1272-551-510	12.88	213397				Building Maintenance & Repair	01581	V.GIVENS ACCT
00000 000010		0198 0519 04	4/12/2019		4100-051500-1299-551-510	9.48	213397				Miscellaneous Others	01581	V.GIVENS ACCT
00000 000010		0198 0519 06	4/23/2019		4100-051500-1272-551-510	12.78	213397				Building Maintenance & Repair	01581	V.GIVENS ACCT
00000 000010		0198 0519 07	4/24/2019		4100-051500-1272-551-510	14.99	213397				Building Maintenance & Repair	01581	V.GIVENS ACCT
00000 000010		0198 0519 08	5/03/2019		4100-051500-1246-551-510	600.00	213397				Food Supplies	01581	V.GIVENS ACCT
00000 000010		0198 0519 09	5/04/2019		4100-051500-1272-551-510	44.97	213397				Building Maintenance & Repair	01581	V.GIVENS ACCT
00000 000010		0198 0519 10	5/07/2019		4100-051500-1246-551-510	104.00	213397				Food Supplies	01581	V.GIVENS ACCT
00000 000010		0198 0519 11	5/08/2019		4100-051500-1299-551-510	185.00	213397				Miscellaneous Others	01581	V.GIVENS ACCT
			984.10			.00	EPY PMT TOTAL				TOTAL		984.10
00000 001767	BB&T	2338 0519 01	5/09/2019		4100-0211400-1205-241-210	33.19	213398				Meals	01581	# 4046011199882338
00000 001767		2346 0519 01	4/22/2019		4100-0211200-1275-221-210	36.20	213398				Maintenance Equipment Repairs	01581	# 4046011199882346
00000 001767		2353 0519 01	4/24/2019		4100-021400-1205-241-210	32.94	213398				Meals	01581	# 4046011199882353
00000 001767		2353 0519 02	5/01/2019		4100-021400-1205-241-210	72.90	213398				Meals	01581	# 4046011199882353
00000 001767		2353 0519 03	5/11/2019		4100-021100-1204-211-210	163.50	213398				Lodging	01581	# 4046011199882353
00000 001767		2353 0519 04	5/20/2019		4100-021200-1244-221-210	580.94	213398				Uniform Services	01581	# 4046011199882353
			869.67			.00	EPY PMT TOTAL				TOTAL		869.67
00000 001485	CENTRAL AGRIBUSINESS	JR22230	5/21/2019		4100-051500-1246-551-510	73.50	213399				Food Supplies	01581	SUSSEX SHERIFF
			73.50			.00	EPY PMT TOTAL				TOTAL		73.50
00000 000871	CRYSTAL SPRINGS	10726073 051819	5/18/2019		4100-021200-1277-211-210	60.85	213400				Water Services	01581	# 508239010726073
00000 000871		1352472 051619	5/16/2019		4100-021100-1277-211-210	63.52	213400				Water Services	01581	# 11425301352472
			124.37			.00	EPY PMT TOTAL				TOTAL		124.37
00000 000902	DOC FARMER'S MARKET	MKT57763	5/20/2019		4100-051500-1246-551-510	233.45	213401				Food Supplies	01581	SUSSEX COUNTY JAIL
00000 000902		67927	5/28/2019		4100-051500-1246-551-510	236.00	213401				Food Supplies	01581	SUSSEX COUNTY JAIL
			469.45			.00	EPY PMT TOTAL				TOTAL		469.45
00000 001763	FESCO EMERGENCY SALES	SL19-26220	5/06/2019		4100-0211500-1265-251-210	176.40	213402				Vehicle Maintenance & Repairs	01581	SUSSEX PUBLIC SAFETY
			176.40			.00	EPY PMT TOTAL				TOTAL		176.40
00000 000258	GEORGE COX & SONS	8401	5/18/2019		4100-021200-1272-221-210	1,383.10	213403				Building Maintenance & Repair	01581	SUSSEX COUNTY
			1,383.10			.00	EPY PMT TOTAL				TOTAL		1,383.10
00000 001703	HEFTY WILEY & CORE P.C.	9914	5/25/2019		4100-022100-1223-281-220	2,500.00	213404				Legal Services	01581	SUSSEX COUNTY
			2,500.00			.00	EPY PMT TOTAL				TOTAL		2,500.00
00000 001779	JAD BUILDERS, INC	101 KNIG 052919	5/29/2019		4100-021300-9003-231-210	7,374.75	213405				Pocahontas-CDBG Housing Grt	01581	CDBG PROJ-101 KNIGHT
00000 001779		347 BANK 052919	5/29/2019		4100-021300-9004-231-210	7,374.75	213405				UNOS-CDBG Housing Grt	01581	CDBG PROJ-347 BANK
00000 001779		418 MAIN 052919	5/29/2019		4100-021300-9004-231-210	7,374.75	213405				UNOS-CDBG Housing Grt	01581	CDBG PROJ 418 MAIN
00000 001779		606 TWIL 052919	5/29/2019		4100-021300-9003-231-210	7,494.75	213405				Pocahontas-CDBG Housing Grt	01581	CDBG PROJ-606TWILIGHT
			29,619.00			.00	EPY PMT TOTAL				TOTAL		29,619.00
00000 000583	JONES ELECTRIC CONTRACTOR	28553	5/22/2019		4100-0211500-1254-253-210	247.00	213406				Equipment Maintenance	01581	SUSSEX COUNTY
			247.00			.00	EPY PMT TOTAL				TOTAL		247.00
00000 001046	MCI	434242428 0519	5/17/2019		4100-061100-1234-613-610	32.72	213407				Telecommunications	01581	ACCT# ZDGA0965
00000 001046		4342462453 0519	5/17/2019		4100-061100-1234-613-610	32.72	213407				Telecommunications	01581	ACCT# ZDGA0966
			65.44			.00	EPY PMT TOTAL				TOTAL		65.44

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
00000	001023	RICOR USA, INC.	31810117	5/17/2019		4100-051100-1252-512-510	87.18	213408		Equipment Lease/Rental	01581 ACCT# 4719771
00000	001023	5056695423	5/19/2019	2019		4100-051100-1252-512-510	49.20	213408		Equipment Lease/Rental	01581 ACCT# 4719971
00000	001023	5056695423	5/19/2019	2019		4100-051500-1252-551-510	49.19	213408		Equipment Lease/Rental	01581 ACCT# 4719771
00000	001023	9027369993	5/18/2019	2019		4100-051500-1252-551-510	194.54	213408		Equipment Lease/Rental	01581 ACCT# 4719771
00000	001023	9027369993	5/18/2019	2019		4100-051100-1252-512-510	194.54	213408		Equipment Lease/Rental	01581 ACCT# 4719771
		DISC. TOTAL				ACH PMT TOTAL	574.65				574.65
00000	001488	RRS FOODSERVICE	2074123	5/24/2019		4100-051500-1246-551-510	1,396.34	213409		Food Supplies	01581 ACCT# 118626
		DISC. TOTAL				ACH PMT TOTAL	1,396.34				1,396.34
00000	000722	RUSSELL FENCE CO., INC	18273	5/22/2019		4100-021600-1274-262-210-601	1,987.83	213410		Grnds Maint & Repairs-Conv.	501581 SUSSEX COUNTY
00000	000722		18274	5/22/2019		4100-021600-1274-262-210-601	1,552.75	213410		Grnds Maint & Repairs-Conv.	501581 SUSSEX COUNTY
00000	000722		18275	5/22/2019		4100-021600-1274-262-210-601	1,489.59	213410		Grnds Maint & Repairs-Conv.	501581 SUSSEX COUNTY
		DISC. TOTAL				ACH PMT TOTAL	5,030.17				5,030.17
00000	000832	SAM'S CLUB DIRECT	1373	5/06/2019		4100-021200-1247-221-210	666.38	213411		Janitorial Supplies	01581 # 0402194646154
00000	000832		5806	5/15/2019		4100-021200-1247-221-210	95.92	213411		Janitorial Supplies	01581 # 0402194646154
00000	000832		7298	5/02/2019		4100-021600-1241-261-210	34.68	213411		Office Supplies	01581 # 0402194646154
00000	000832		7298	5/02/2019		4100-021600-1247-261-210	71.82	213411		Janitorial Supplies	01581 # 0402194646154
00000	000832		7413	5/03/2019		4100-051500-1246-551-510	47.88	213411		Food Supplies	01581 # 0402188473177
00000	000832		7414	5/03/2019		4100-051500-1247-551-510	311.76	213411		Janitorial Supplies	01581 # 0402188473177
		DISC. TOTAL				ACH PMT TOTAL	1,228.44				1,228.44
00000	001628	SIMS-CURLEY, ARIZONA E.	ASC 052319	5/23/2019		4100-051500-1264-551-510	50.73	213412		Gasoline/Mileage-Non Training	01581 REIMBURSEMENT
		DISC. TOTAL				ACH PMT TOTAL	50.73				50.73
00000	000292	STANDBY SYSTEMS, INC	05190881	5/20/2019		4100-051500-1273-551-510	187.50	213413		Building Systems Main & Repair	01581 ACCT# 268
		DISC. TOTAL				ACH PMT TOTAL	187.50				187.50
00000	001543	SMITH, MILLARD	MS MAY19-02	5/28/2019		4100-021100-1225-211-210	3,833.50	213414		Management Consulting Service	01581 MAY 2ND HALF
		DISC. TOTAL				ACH PMT TOTAL	3,833.50				3,833.50
00000	000439	STONY CREEK HEALTH CENTER	159336	5/21/2019		4100-051500-1293-551-510	61.00	213415		Inmate Medical Expenses	01581 HURT, KADESHA S
00000	000439		159355	5/23/2019		4100-051500-1293-551-510	61.00	213415		Inmate Medical Expenses	01581 FOARCH, JAQUAN
		DISC. TOTAL				ACH PMT TOTAL	122.00				122.00
00000	000317	TOWN OF WAKEFIELD	1943 061719	6/17/2019		4100-021200-1277-221-210	16.89	213416		Water Services	01581 ACCT# 01943.00
		DISC. TOTAL				ACH PMT TOTAL	16.89				16.89
00000	999999	TREASURER OF VIRGINIA	WC 052219	5/22/2019		4100-021100-1299-211-210	1,037.55	213417		Miscellaneous Others	01581 GLORIA FALTZ
00000	999999		WC 052419	5/24/2019		4100-021100-1299-211-210	345.85	213417		Miscellaneous Others	01581 GLORIA FALTZ
		DISC. TOTAL				ACH PMT TOTAL	1,383.40				1,383.40
00000	000407	U.S. POSTAL SERVICE	USPS 052419	5/24/2019		4100-041100-1231-411-410	2,100.00	213418		Postage	01581 ACCT# 31068257
		DISC. TOTAL				ACH PMT TOTAL	2,100.00				2,100.00
00000	001723	UNITED AMERICAN SECURITY	1117832	5/20/2019		4100-021600-1229-262-210-601	994.50	213419		Professional Svcs-Convenience	01581 ACCT# SUS001
00000	001723		1117833	5/20/2019		4100-021600-1229-262-210-601	994.50	213419		Professional Svcs-Convenience	01581 ACCT# SUS001
00000	001723		1117834	5/20/2019		4100-021600-1229-262-210-601	994.50	213419		Professional Svcs-Convenience	01581 ACCT# SUS001
00000	001723		1117835	5/20/2019		4100-021600-1229-262-210-601	994.50	213419		Professional Svcs-Convenience	01581 ACCT# SUS001
00000	001723		1117836	5/20/2019		4100-021600-1229-262-210-601	994.50	213419		Professional Svcs-Convenience	01581 ACCT# SUS001

P.O. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH ACH	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
00000 001723		1117837	5/20/2019		4100-021600-1229-262-210-601	994.50	213419			Professional Svcs-Convenience01581 ACCT# SUS001	
00000 001723		1117838	5/20/2019		4100-021600-1229-262-210-601	994.50	213419			Professional Svcs-Convenience01581 ACCT# SUS001	
00000 001723		1117839	5/20/2019		4100-021600-1229-262-210-601	994.50	213419			Professional Svcs-Convenience01581 ACCT# SUS001	
	DISC. TOTAL		7,956.00	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	7,956.00
00000 000087	VAN CLEEF AUTO PARTS INC	509332	2/22/2016		4100-021600-1265-262-210	19.79	213420			Vehicle Maintenance & Repairs01581 ACCT# 27430	
	DISC. TOTAL		19.79	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	19.79
00000 000039	VERIZON WIRELESS	9830037308	5/12/2019		4100-051100-1234-512-510	166.42	213421			Telecommunications	01581 # 520620824-00001
00000 000039		9830037308	5/12/2019		4100-051100-1234-512-510	617.87	213421			Telecommunications	01581 # 520620824-00001
00000 000039		9830037308	5/12/2019		4100-051100-1234-516-510	617.87	213421			Telecommunications	01581 # 520620824-00001
	DISC. TOTAL		1,402.16	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	1,402.16
	DISC. TOTAL		61,813.60	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	61,813.60
	DISC. TOTAL		61,813.60	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	61,813.60

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 THE TOTAL 61,813.60- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

5.30.19  
 DATE  
 5.30.19  
 DATE  
 5/30/19  
 DATE

*Kelly M. Moore*  
 DIRECTOR OF FINANCE

*Desti J. Cox*  
 WANDY JONES, III ADMIN  
 DESTI J. COX, TREASURER

# PAYROLL DEDUCTION CHECKS





P/O NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	DESCRIPTION	BATCH
00000	AFLAC	DC040190516190500	5/16/2019	100-000200-0100-	942.81	213245		00000
00000		DC040190516190500	5/16/2019	105-000200-0100-	162.32	213245		00000
00000		DC041190516190500	5/16/2019	100-000200-0100-	694.06	213245		00000
00000		DC041190516190500	5/16/2019	105-000200-0100-	182.98	213245		00000
				CHECK TOTAL	1,982.17			
00000	LEGAL SHIELD	DC097190516190500	5/16/2019	100-000200-0100-	21.46	213246		00000
00000		DC097190516190500	5/16/2019	105-000200-0100-	14.95	213246		00000
				CHECK TOTAL	36.41			
00000	MINNESOTA LIFE INS CO	DC200190516190500	5/16/2019	100-000200-0100-	327.64	213247		00000
00000		DC200190516190500	5/16/2019	105-000200-0100-	67.57	213247		00000
				CHECK TOTAL	395.21			
00000	N.C. CHILD SUPPORT	DC101190516190500	5/16/2019	100-000200-0100-	133.50	213248		00000
				CHECK TOTAL	133.50			
00000	NATIONWIDE RETIREMENT	DC090190516190500	5/16/2019	100-000200-0100-	4,033.33	213249		00000
00000		DC090190516190500	5/16/2019	105-000200-0100-	120.00	213249		00000
				CHECK TOTAL	4,153.33			
00000	SUZANNE E WADE, TRUSTEE	DC107190516190500	5/16/2019	100-000200-0100-	700.00	213250		00000
				CHECK TOTAL	700.00			
00000	TREASURER OF SUSSEX CO.	DC001190516190500	5/16/2019	100-000200-0100-	33,210.00	213251		00000
00000		DC001190516190500	5/16/2019	105-000200-0100-	5,740.00	213251		00000
00000		DC002190516190500	5/16/2019	100-000200-0100-	4,551.00	213251		00000
00000		DC004190516190500	5/16/2019	105-000200-0100-	758.50	213251		00000
00000		DC006190516190500	5/16/2019	100-000200-0100-	927.50	213251		00000
00000		DC006190516190500	5/16/2019	100-000200-0100-	1,906.50	213251		00000
00000		DC006190516190500	5/16/2019	105-000200-0100-	2,542.00	213251		00000
00000		DC012190516190500	5/16/2019	100-000200-0100-	927.50	213251		00000
00000		DC067190516190500	5/16/2019	100-000200-0100-	192.96	213251		00000
				CHECK TOTAL	50,755.96			
00000	TREASURER OF VIRGINIA	DC080190516190500	5/16/2019	100-000200-0100-	2,379.08	213252		00000
				CHECK TOTAL	2,379.08			
00000	VACORP	DC035190516190500	5/16/2019	100-000200-0100-	74.56	213253		00000
00000		DC035190516190500	5/16/2019	105-000200-0100-	100.19	213253		00000
				CHECK TOTAL	174.75			
00000	VALIC RETIREMENT	DC091190516190500	5/16/2019	100-000200-0100-	115.00	213254		00000
00000		DC091190516190500	5/16/2019	105-000200-0100-	75.00	213254		00000
				CHECK TOTAL	190.00			
				CLASS TOTAL	60,900.41			
				FINAL TOTAL	60,900.41			

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 THE TOTAL 60,900.41 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

5/16/19  
DATE  
5/16/19

*[Signature]*  
 COUNTY ADMINISTRATOR  
*[Signature]*  
 Clerk

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	DESCRIPTION	BATCH
00000	000245	AFLAC	DC040190531190500	5/31/2019	100-000200-0100-	942.81	213387		00000
00000	000245		DC040190531190500	5/31/2019	105-000200-0100-	162.32	213387		00000
00000	000245		DC041190531190500	5/31/2019	105-000200-0100-	694.06	213387		00000
					CHECK TOTAL	1,982.17			
00000	001397	LEGAL SHIELD	DC097190531190500	5/31/2019	100-000200-0100-	21.46	213388		00000
00000	001397		DC097190531190500	5/31/2019	105-000200-0100-	14.95	213388		00000
					CHECK TOTAL	36.41			
00000	001021	MINNESOTA LIFE INS CO	DC200190531190500	5/31/2019	100-000200-0100-	327.64	213389		00000
00000	001021		DC200190531190500	5/31/2019	105-000200-0100-	67.57	213389		00000
					CHECK TOTAL	395.21			
00000	001443	N.C. CHILD SUPPORT	DC101190531190500	5/31/2019	100-000200-0100-	133.50	213390		00000
					CHECK TOTAL	133.50			
00000	000872	NATIONWIDE RETIREMENT	DC090190531190500	5/31/2019	100-000200-0100-	2,033.33	213391		00000
00000	000872		DC090190531190500	5/31/2019	105-000200-0100-	120.00	213391		00000
					CHECK TOTAL	2,153.33			
00000	001560	SUZANNE E WADE, TRUSTEE	DC107190531190500	5/31/2019	100-000200-0100-	685.00	213392		00000
					CHECK TOTAL	685.00			
00000	000779	TREASURER OF SUSSEX CO.	DC001190531190500	5/31/2019	100-000200-0100-	32,390.00	213393		00000
00000	000779		DC001190531190500	5/31/2019	105-000200-0100-	6,560.00	213393		00000
00000	000779		DC002190531190500	5/31/2019	100-000200-0100-	4,551.00	213393		00000
00000	000779		DC002190531190500	5/31/2019	105-000200-0100-	758.50	213393		00000
00000	000779		DC004190531190500	5/31/2019	100-000200-0100-	927.50	213393		00000
00000	000779		DC006190531190500	5/31/2019	100-000200-0100-	1,906.50	213393		00000
00000	000779		DC006190531190500	5/31/2019	105-000200-0100-	2,542.00	213393		00000
00000	000779		DC012190531190500	5/31/2019	100-000200-0100-	927.50	213393		00000
					CHECK TOTAL	50,563.00			
00000	000247	TREASURER OF VIRGINIA	DC080190531190500	5/31/2019	100-000200-0100-	2,379.08	213394		00000
					CHECK TOTAL	2,379.08			
00000	000831	VACORP	DC035190531190500	5/31/2019	100-000200-0100-	74.56	213395		00000
00000	000831		DC035190531190500	5/31/2019	105-000200-0100-	100.19	213395		00000
					CHECK TOTAL	174.75			
00000	001027	VALIC RETIREMENT	DC091190531190500	5/31/2019	100-000200-0100-	115.00	213396		00000
00000	001027		DC091190531190500	5/31/2019	105-000200-0100-	75.00	213396		00000
					CHECK TOTAL	190.00			
					CLASS TOTAL	58,692.45			
					FINAL TOTAL	58,692.45-			

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 58,692.45- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

5-24-19  
 DATE  
 5/24/19

*[Signature]*  
 COUNTY ADMINISTRATOR

DE

**BOARD ACTION FORM**

**Agenda Item:** Recognition #3.01

**Subject:** RECOGNITION: Wallace W. Brittle, County Attorney

**Board Meeting Date:** June 20 2019

=====  
**Summary:** As you know, Mr. Wallace W. Brittle began serving as the County Attorney for Sussex County January 2019. Shortly after, he was appointed to sit as the Judge for the Virginia 6<sup>th</sup> 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 and congratulate you on your new appointment.

**Attachments:** N/A

=====  
**ACTION:**

**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:** Appointments #5.01

**Subject:** Appointment to the Sussex County Social Services Board

**Board Meeting Date:** June 20 2019

=====  
**Summary:** 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.

**Recommendation:** That the Board reappoints Ms. Evelyn Giles, P.O. Box 475, Waverly, Virginia 23890, to the Social Services Board, with a term expiring June 30, 2023.

**Attachment:** A copy of Ms. Giles' Confirmation Letter, dated June 12, 2019  
A copy of the Social Services Board Roster

=====  
**ACTION:** That the Board reappoints Ms. Evelyn Giles, P.O. Box 475, Waverly, Virginia 23890, to the Social Services Board, with a term expiring June 30, 2023.

**MOTION BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

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

<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 of Supervisors**

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

Vandy V. Jones, III  
County Administrator  
[vjones@sussexcountyva.gov](mailto:vjones@sussexcountyva.gov)

Post Office Box 1397  
20135 Princeton Road  
Sussex, Virginia 23884

Telephone: (434) 246-1000  
Facsimile: (434) 246-6013  
[www.sussexcountyva.gov](http://www.sussexcountyva.gov)

June 12, 2019

Ms. Evelyn Giles  
P.O. Box 475  
Waverly, VA 23890

Re: Social Services Board

Dear Ms. Giles:

Our records indicate that your appointment to the Sussex County Social Services Board will expire June 30, 2019. So that we may have adequate documentation, this correspondence is being forwarded to you to ask whether or not you would like to be reappointed to the Social Services Board.

Please complete the area below and return in the self-addressed, stamped envelope as soon as possible. You may retain a copy for your records.

Sincerely,

Shilton R. Butts  
Assistant to County Administrator/  
Deputy Clerk to the Board

=====

I wish to be reappointed to the Sussex County Social Services Board.

I do not wish to be reappointed to the Sussex County Social Services Board.

Signature: Verified via Telephone *orb*

Date: June 12, 2019

# Sussex County Social Services Board

(Updated June 2018)

---

Mr. Alfred G. Futrell  
524 Moore Street, Waverly VA 23890  
804 385 6406

Term concurrent with elected office (December 31, 2019)

Mrs. Gayle Bain  
35096 Old Wakefield Road, Waverly VA 23890  
757 653 4281

Term expires: June 30, 2020

Ms. Evelyn Giles  
Post Office Box 475, Waverly VA 23890  
804 896 4768

Term expires: June 30, 2019

Mr. Norfleet Givens  
28183 Proctor Road, Emporia VA 23847  
434 634 5656

Term expires: June 30, 2020

Ms. Jannette Green  
24114 Cabin Point Road, Disputanta VA 23842  
804 712 2195

Term expires: June 30, 2020

Mrs. Mae Mason  
407 East Main Street, Wakefield VA 23888  
757 899 8401

Term expires: June 30, 2021

Mrs. Cynthia Pegram-Wyche  
11449 North Halifax Road, Stony Creek VA 23882  
434 246 3184

Term expires: June 30, 2022

**BOARD ACTION FORM**

**Agenda Item:** Appointments #5.02

**Subject:** Appointment to the Building Code Board

**Board Meeting Date:** June 20 2019

=====  
**Summary:** Mr. Keith Cox’s, 35360 Shingleton Road, Waverly, Virginia 23890, term 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.

**Recommendation:** That the Board reappoints Mr. Keith Cox, P.O. Box 475, Waverly, Virginia 23890, to the Building Code Appeals Board, with a term expiring June 30, 2022.

**Attachments:** A copy of Mr. Cox’s Confirmation Letter, dated June 13, 2019  
A copy of the Building Code Appeals Board Roster

=====

**ACTION:** That the Board reappoints Mr. Keith Cox, 35360 Shingleton Road, Waverly, Virginia 23890, to the Building Code Appeals Board, with a term expiring June 30, 2022.

**MOTION BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

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

<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 of Supervisors**

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

Vandy V. Jones, III  
County Administrator  
[vjones@sussexcountyva.gov](mailto:vjones@sussexcountyva.gov)

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Telephone: (434) 246-1000  
Facsimile: (434) 246-6013  
[www.sussexcountyva.gov](http://www.sussexcountyva.gov)

June 13, 2019

Mr. Keith Cox  
35360 Shingleton Road  
Waverly, VA 23890

Re: Building Code Appeals Board

Dear Mr. Cox:

Our records indicate that your appointment to the Sussex County Building Code Appeals Board will expire June 30, 2019. So that we may have adequate documentation, this correspondence is being forwarded to you to ask whether or not you would like to be reappointed to the Sussex County Building Code Appeals Board.

Sincerely,

Shilton R. Butts  
Assistant to County Administrator/  
Deputy Clerk to the Board

=====

I wish to be reappointed to the Sussex County Building Code Appeals Board.

I do not wish to be reappointed to Sussex County Building Code Appeals Board.

Signature: Verified via telephone *pub*

Date: June 13, 2019



**SUSSEX COUNTY  
BUILDING CODE APPEALS BOARD**

(Established August 2004)

(Updated January 2019)

Mr. Wayne Jones  
509 East North Street  
Wakefield VA 23888  
Term Expires: 06/30/21

Mr. Keith Cox  
35360 Shingleton Road  
Waverly VA 23890  
(804) 691-0151  
Term Expires: 06/30/19

Mr. Meade Fronfelter  
P.O. Box 65  
Waverly VA 23890  
(804) 834-3655  
Term Expires: 06/30/20

Mr. Jeffrey Gary  
14044 Courthouse Road  
Waverly VA 23890  
(804) 898-0714  
Term Expires: 06/30/20

Mr. Richard Pond  
P.O. Box 14  
Waverly VA 23890  
(804) 641-7708  
Term Expires: 06/30/21

**BOARD ACTION FORM**

**Agenda Item:** Appointments #5.03

**Subject:** Appointment to the District 19 Community Services Board

**Board Meeting Date:** June 20 2019

=====

**Summary:** 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 Dr. Tolliver meeting the maximum allowance of serving 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, Greensville, Prince George, Surry, and Sussex.

Integrated services are available for adults, children and families through a screening/assessment process. Services are provided directly by 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.

**Recommendation:** That the Board appoints Ms. Bertha Judge, Director of Social Services, 20103 Princeton Road, Stony Creek, Virginia 23882, to the District 19 Community Services Board as Sussex County’s representative, with a term expiring June 30, 2022.

**Attachment:** N/A

=====

**ACTION:** That the Board appoints Ms. Bertha Judge, Director of Social Services, 20103 Princeton Road, Stony Creek, Virginia 23882, to the District 19 Community Services Board as Sussex County’s representative, with a term expiring June 30, 2022.

**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:** Action Item #6.01

**Subject:** Approval of Evaluation Forms

**Board Meeting Date:** June 20 2019

=====  
**Summary:** The Board of Supervisors Personnel Committee has held several discussions 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.

**Recommendation:** That the Board of Supervisors approves and adopts the evaluation form to be implemented by County staff, effective July 1, 2019.

**Attachments:** (1) A copy of the Greenville County Evaluation Form  
(2) A copy of Evaluation Form for Sussex County

=====  
**ACTION:** That the Board of Supervisors approves and adopts the evaluation form to be implemented by County staff, effective July 1, 2019.

**MOTION BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

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

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

**COUNTY OF GREENSVILLE**

**EMPLOYMENT PERFORMANCE EVALUATION**

**(STRICTLY CONFIDENTIAL)**

**An Equal Opportunity Employer**

COUNTY OF GREENSVILLE

PERFORMANCE LEVELS

- 5 Outstanding
- 4 Exceeds normal job requirements
- 3 Meets normal job requirements
- 2 Improvement is needed to meet job requirements
- 1 Fails to meet job requirements

CONFIDENTIAL  
EMPLOYEE PERFORMANCE EVALUATION

Name \_\_\_\_\_

Agency Name \_\_\_\_\_

Title \_\_\_\_\_

Date of Evaluation \_\_\_\_\_

Describe Briefly the Principal Duties in Present Job Job description is attached

PART I - PERFORMANCE FACTORS - CIRCLE THE APPROPRIATE PERFORMANCE LEVEL

5 4 3 2 1

1 - JOB KNOWLEDGE/SKILLS To what extent does the employee maintain a satisfactory level of job knowledge and/or job skills?

Remarks: \_\_\_\_\_

5 4 3 2 1

2 - QUALITY OF WORK To what extent does the employee's work meet the required quality standards; i.e., accuracy, neatness and thoroughness?

Remarks: \_\_\_\_\_

5 4 3 2 1

**3 - PRODUCTIVITY**

To what extent does the employee accomplish the quantity of work expected of the job assignment?

Remarks: \_\_\_\_\_  
\_\_\_\_\_

5 4 3 2 1

**4 - RECORD KEEPING/DOCUMENTATION**

To what extent does the employee adequately prepare and maintain records, written reports, correspondence, and files?

Remarks: \_\_\_\_\_  
\_\_\_\_\_

5 4 3 2 1

**5 - DEPENDABILITY**

To what extent does the employee perform work without close supervision or assistance?

Remarks: \_\_\_\_\_  
\_\_\_\_\_

5 4 3 2 1

**6 - ADAPTABILITY**

To what extent does the employee readily adapt to new situations and changes in routines, work load, and/or work assignments?

Remarks: \_\_\_\_\_  
\_\_\_\_\_

5 4 3 2 1

**7 - INITIATIVE**

To what extent does the employee present new ideas, improve procedures or otherwise demonstrate an awareness of clerical or technical changes related to the job?

Remarks: \_\_\_\_\_  
\_\_\_\_\_

5 4 3 2 1

**8 - ATTENDANCE**

To what extent does the employee maintain satisfactory attendance performance in regard to tardiness, early departures, and/or absences?

Remarks: \_\_\_\_\_  
\_\_\_\_\_

5 4 3 2 1

**9 - RELATIONS WITH OTHERS**

To what extent does the employee establish effective working relationships when dealing with supervision, co-workers, and/or the public?

Remarks: \_\_\_\_\_  
\_\_\_\_\_

5 4 3 2 1

**10 - SAFETY**

To what extent does the employee work in a safe manner and observe safety practices?

Remarks: \_\_\_\_\_

**Determining the Overall Evaluation: Add the number circled from Part I. Divide by the number ten (10) to determine the overall evaluation. Indicate the overall evaluation score by circling, or inserting and circling, the overall evaluation score on the scale provided.**

**Performance Levels**

**Scale**

<b>Employee's performance regularly exceeds the job requirements.</b>	<b>4.0 &amp; Above</b>
<b>Employee's performance meets normal job requirement on a sustained basis.</b>	<b>3.0 to 3.99</b>
<b>Employee's performance reflects that there is a need for improvement on a sustained basis.</b>	<b>2.0 to 2.99</b>
<b>Employee's performance fails to meet the job requirements.</b>	<b>1.99 &amp; below</b>

**SUPERVISOR'S COMMENTS CONCERNING THE OVERALL EVALUATION:**

**PART II - DEVELOPMENT TRENDS**

- 1 - SIGNIFICANT CHANGES - Indicate any significant changes in performance since the employee's last evaluation.**
  
- 2 - DEVELOPMENT AND TRAINING - (a) Indicate recommendations for further development and training for purposes of preparing the employee for additional responsibilities or for the improvement of current job performance.**

**(b) Identify any training or developmental activities the employee has completed since his/her last performance evaluation. Such training was (check one) taken as a result of the supervisor's recommendation \_\_, or the employee's initiative \_\_\_\_.**

**EVALUATED BY \_\_\_\_\_ TITLE**

**REVIEWED BY \_\_\_\_\_ TITLE**



**TO THE EMPLOYEE:**

*You are requested to sign on the line provided below to indicate only that you have had an opportunity to review and discuss your performance evaluation with your supervisor. YOUR SIGNATURE DOES NOT INDICATE THAT YOU AGREE WITH THE EVALUATION.*

**EMPLOYEE'S COMMENTS:**

**EMPLOYEE'S SIGNATURE \_\_\_\_\_ DATE**

*I hereby declare that I have reviewed the attached job description for my position with Greenville County and acknowledge that it is an adequate description of my responsibilities.*

**EMPLOYEE'S SIGNATURE \_\_\_\_\_ DATE**

**COUNTY OF SUSSEX**

**EMPLOYMENT PERFORMANCE EVALUATION**

**(STRICTLY CONFIDENTIAL)**

**An Equal Opportunity Employer**

COUNTY OF SUSSEX

PERFORMANCE LEVELS

- 5 Outstanding
- 4 Exceeds normal job requirements
- 3 Meets normal job requirements
- 2 Improvement is needed to meet job requirements
- 1 Fails to meet job requirements

CONFIDENTIAL  
EMPLOYEE PERFORMANCE EVALUATION

Name \_\_\_\_\_

Agency Name \_\_\_\_\_

Title \_\_\_\_\_

Date of Evaluation \_\_\_\_\_

Describe Briefly the Principal Duties in Present Job Job description is attached

PART I - PERFORMANCE FACTORS - CIRCLE THE APPROPRIATE PERFORMANCE LEVEL

5 4 3 2 1

1 - JOB KNOWLEDGE/SKILLS To what extent does the employee maintain a satisfactory level of job knowledge and/or job skills?

Remarks: \_\_\_\_\_

5 4 3 2 1

2 - QUALITY OF WORK To what extent does the employee's work meet the required quality standards; i.e., accuracy, neatness and thoroughness?

Remarks: \_\_\_\_\_

5 4 3 2 1

**3 - PRODUCTIVITY**

To what extent does the employee accomplish the quantity of work expected of the job assignment?

Remarks: \_\_\_\_\_  
\_\_\_\_\_

5 4 3 2 1

**4 - RECORD KEEPING/DOCUMENTATION**

To what extent does the employee adequately prepare and maintain records, written reports, correspondence, and files?

Remarks: \_\_\_\_\_  
\_\_\_\_\_

5 4 3 2 1

**5 - DEPENDABILITY**

To what extent does the employee perform work without close supervision or assistance?

Remarks: \_\_\_\_\_  
\_\_\_\_\_

5 4 3 2 1

**6 - ADAPTABILITY**

To what extent does the employee readily adapt to new situations and changes in routines, work load, and/or work assignments?

Remarks: \_\_\_\_\_  
\_\_\_\_\_

5 4 3 2 1

**7 - INITIATIVE**

To what extent does the employee present new ideas, improve procedures or otherwise demonstrate an awareness of clerical or technical changes related to the job?

Remarks: \_\_\_\_\_  
\_\_\_\_\_

5 4 3 2 1

**8 - ATTENDANCE**

To what extent does the employee maintain satisfactory attendance performance in regard to tardiness, early departures, and/or absences?

Remarks: \_\_\_\_\_  
\_\_\_\_\_

5 4 3 2 1

**9 - RELATIONS WITH OTHERS**

To what extent does the employee establish effective working relationships when dealing with supervision, co-workers, and/or the public?

Remarks: \_\_\_\_\_  
\_\_\_\_\_

5 4 3 2 1

**10 - SAFETY**

To what extent does the employee work in a safe manner and observe safety practices?

Remarks: \_\_\_\_\_

**Determining the Overall Evaluation: Add the number circled from Part I. Divide by the number ten (10) to determine the overall evaluation. Indicate the overall evaluation score by circling, or inserting and circling, the overall evaluation score on the scale provided.**

**Performance Levels**

**Scale**

<b>Employee's performance regularly exceeds the job requirements.</b>	<b>4.0 &amp; Above</b>
<b>Employee's performance meets normal job requirement on a sustained basis.</b>	<b>3.0 to 3.99</b>
<b>Employee's performance reflects that there is a need for improvement on a sustained basis.</b>	<b>2.0 to 2.99</b>
<b>Employee's performance fails to meet the job requirements.</b>	<b>1.99 &amp; below</b>

**SUPERVISOR'S COMMENTS CONCERNING THE OVERALL EVALUATION:**

**PART II - DEVELOPMENT TRENDS**

**1 - SIGNIFICANT CHANGES - Indicate any significant changes in performance since the employee's last evaluation.**

**2 - DEVELOPMENT AND TRAINING - (a) Indicate recommendations for further development and training for purposes of preparing the employee for additional responsibilities or for the improvement of current job performance.**

**(b) Identify any training or developmental activities the employee has completed since his/her last performance evaluation. Such training was (check one) taken as a result of the supervisor's recommendation \_\_, or the employee's initiative \_\_\_\_.**

**EVALUATED BY \_\_\_\_\_ TITLE**

**REVIEWED BY \_\_\_\_\_ TITLE**

**TO THE EMPLOYEE:**

*You are requested to sign on the line provided below to indicate only that you have had an opportunity to review and discuss your performance evaluation with your supervisor. YOUR SIGNATURE DOES NOT INDICATE THAT YOU AGREE WITH THE EVALUATION.*

**EMPLOYEE'S COMMENTS:**

**EMPLOYEE'S SIGNATURE \_\_\_\_\_ DATE**

*I hereby declare that I have reviewed the attached job description for my position with Greenville County and acknowledge that it is an adequate description of my responsibilities.*

**EMPLOYEE'S SIGNATURE \_\_\_\_\_ DATE**

**BOARD ACTION FORM**

**Agenda Item:** Action Item #6.02

**Subject:** Approval of Appropriation for Acquisition of BB&T Bank

**Board Meeting Date:** June 20 2019

=====  
**Summary:** 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 need to be appropriated in the amount of \$140,000 for the acquisition of the BB&T Bank.

**Recommendation:** That the Board of Supervisors approves the appropriation of \$140,000 for the purchase of the BB&T Bank (Stony Creek VA Branch).

**Attachment:**

=====  
**ACTION:** That the Board of Supervisors approves the appropriation of \$140,000 for the acquisition of the BB&T Bank (Stony Creek VA Branch).

**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:** Action Item #6.03

**Subject:** Approval of Animal Control Fee Adjustments

**Board Meeting Date:** June 20 2019

=====  
**Summary:** 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 in the attachment.

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 cared is needed), daily board and fee charge.

**Recommendation:** That the Board of Supervisors approves and adopts Animal Control Fee Adjustments as noted in proposal.

**Attachment:** Proposal of Raising Adoption Fees

=====  
**ACTION:** That the Board of Supervisors approves and adopts Animal Control Fee Adjustments as noted in proposal.

**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	___	___

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

June 5, 2019

TO: VANDY JONES, COUNTY ADMINISTRATOR  
FROM: CECIL R STAINBACK, ANIMAL SERVICES OFFICER  
SUBJECT: PROPOSAL OF RAISING ADOPTION FEES

=====

I'm 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 HCPC (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)

**Greensville 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 \$95*

**BOARD ACTION FORM**

**Agenda Item:** Action Item #6.04

**Subject:** Approval of Appropriation for New Telephone System

**Board Meeting Date:** June 20 2019

=====  
**Summary:** 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 a quote of \_\_\_\_\_ for the new system. It is anticipated that the system will be installed by the second week in July.

**Recommendation:** That the Board of Supervisors approves the appropriation of \$ \_\_\_\_\_ for the purchase of the new County Phone System.

**Attachment:**

=====  
**ACTION:** That the Board of Supervisors approves the appropriation of \$ \_\_\_\_\_ for the purchase of the new County Phone System.

**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:** Action Item #6.05

**Subject:** Encumbrances

**Board Meeting Date:** June 20 2019

=====  
**Summary:** As you are aware, 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. Each project lists, the Total Project Funding, Total Project Expenditures (as of May 31, 2019) and Available Balance (as of May 31, 2019) will be provided at the Board meeting.

**Recommendation:** That the Board of Supervisors approves the appropriation of FYE19 Encumbrances

**Attachment:** Copy of Request from Ms. Kelly Moore, Director of Finance

=====  
**ACTION:** That the Board of Supervisors approves the appropriation of FYE19 Encumbrances

**MOTION BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

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

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

**Board of Supervisors**

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



Post Office Box 1397  
20135 Princeton Road  
Sussex, Virginia 23884

Vandy V. Jones, III  
Interim County Administrator  
[vjones@sussexcountyva.gov](mailto:vjones@sussexcountyva.gov)

Telephone: (434) 246-1000  
Facsimile: (434) 246-6013  
[www.sussexcountyva.gov](http://www.sussexcountyva.gov)

**Sussex County Board of Supervisors  
June 20, 2019**

Item: June 20, 2019

Requested by: Kelly Moore, Director of Finance

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

As you are aware, 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.

Recommendation: That the Board of Supervisors approve the appropriation of the FYE19 Encumbrances.

**BOARD ACTION FORM**

**Agenda Item:** Action Items #6.06

**Subject:** Personnel Policy Suggested Amendments

**Board Meeting Date:** June 20 2019

=====  
**Summary:** 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.

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

**Recommendation:** That the Board hereby approves amendments to the Sussex County Personnel Policy s 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 or an effective date as the Board so desires.

**Attachment:** Recommended Amendments - March 18 & April 16, 2019 BOS Personnel Committee Meetings

=====  
**ACTION:** That the Board hereby approves amendments to the Sussex County Personnel Policy s 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 or an effective date as the Board so desires.

**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	___	___



**RECOMMENDED AMENDMENTS**  
**March 18, 2019 BOS Personnel Committee Meeting**

**Review of Personnel Policy**

There was general discussion of recommended changes to the Personnel Policy to following sections:

**SECTION 5 APPLICATIONS AND SELECTION**

5.2 Interviewing

It was recommended to change the latter part of the last sentence in paragraph two (2) to read: “supervisory staff employed by the County and appropriate professionals”, deleting “and/or other individuals outside of County employment” from the sentence.

5.4 References

It was recommended to remove the sentence, “No employment offers will be made unless background checks are completed”, from Section 5.4 References to Section 5.6 Pre-Employment Criminal Background Check.

5.6 Pre-Employment Criminal Background Check

Change Sussex County “may” require a criminal background check for applicants to “shall” require a criminal background check for application.

5.7 Selection and Notification of Offer

It was recommended to add the language, “The Department Head will select top candidate in job related criteria after an interview process”. It was also recommended to include salary or rate of pay in letter of job offer.

**SECTION 7 EMPLOYMENT REQUIREMENT**

7.1 Pre-Employment Examinations

There was discussion in terms of pre-employment examinations such as how, when, and who would access and/or determine when psychological testing is needed. There was a recommendation of removing this section and/or language regarding psychological testing from the Personnel Policy due to possible discrimination in determining the selection of the candidate to be tested for employment. After further discussion, it was decided to include deleting “psychological testing” and add language to note “additional testing may be required”.

7.2 Employee Examinations

After discussion, it was determined to require a mandatory substance abuse/drug test as a condition of employment. It was also determined to require an employee to take a mandatory drug test if involved in an accident. Employees are subject to random drug tests was recommended to be added to the Personnel Policy, as well.

## **SECTION 9 NEPOTISM POLICY**

9.1 Supervisor – Employee: correct typographical errors.

## **SECTION 10 - ORIENTATION**

There was discussion of Section 10 – Orientation of new employees. It was determined that language should be added stating “Employee shall complete orientation within ten (10) days of date of hire”.

## **SECTION 39 EMPLOYEE CODE OF ETHICS**

Section 39.1 Code of Ethics, #5

It was recommended to change verbiage to state “Employee shall not conduct personal business, nor shall they consume illegal drugs or alcoholic beverages while on the job”.

Under the Appendix Agreement for Training and Uniform Reimbursement for Police Officers, Police Department should be changed to Sheriff’s Department. Police Officers should be changed to Deputy Officers.

It was recommended to have the County Administrator, Sheriff, and Director of Finance review this section regarding uniforms.

There was also discussion of adding a Work from Home Policy, if the County participated in telecommuting.

## **SECTION 13 FINANCIAL COMPENSATION**

There was recommendation to change the first sentence in paragraph two (2), under 13.1 Merit Increase from “acceptable” to “exceptional”. There was also a recommendation to delete Section 13.1 Merit Increase from the Personnel Policy.

There was discussion that a Wage & Salary study completed by Springsted; however, it was not implemented.

There was inquiry as to whether the non-financial section of the Personnel Policy could be forwarded to the Board for review for updates and adopted by July 1, 2019. It was noted that this should be able to be done.

**RECOMMENDED AMENDMENTS**  
**April 16, 2019 BOS Personnel Committee Meeting**

There was also discussion of developing an employee evaluation form. The top portion of the form will be standard for all employees; however, the other portion of the evaluation form will be specific to the employees' responsibilities in his/her department. It was recommended to develop the evaluation form and present it at the June 2019 regular Board meeting and schedule meetings accordingly to have evaluations forms in place by July 1, 2019 as well.

The Personnel Committee recommends that the Personnel Policy be inclusive of edits of the former County Attorney Flynn and

There was general discussions of recommended changes, amendments or additions to the following sections.

**SECTION 8 ALCOHOL AND DRUG TESTING**

There was recommendation to have a drug testing policy as a standalone policy to cover various scenarios where drug testing will be required.

. It was recommended to have each employee sign to acknowledge reading and receipt of policy.

It was noted that there is language in the Personnel Policy regarding employees being compelled to take drug tests for certain situations. It was stated that language for random drug testing should be added. It was also recommended that any employee involved in a vehicular and physical accident on the job, require immediate drug testing. It was recommended that the County would also reserve the right to request a drug test due to performance. The drug testing policy needed to be amended due to its vagueness and the history of the County in dealing with drug testing in the past.

It was recommended to require drug tests for new employees going forward.

**SECTION 22 OVERTIME COMPENSATION**

Section 22.7 Flexible Scheduling

In a previous Personnel Committee meeting, there was discussion of whether or not staff would be allowed to work from home or whether working from home would be appropriate. If so, a telecommuting policy for staff employees would have to be drafted and put in place. There was discussion of certain situations/task wherein an employee may be more productive working from home without interruptions. It was also discussed that certain medical situations that may prohibit an employee from coming to work; however, the employee may be allowed to telecommute (work from home) without disrupting the office workflow.

# SUSSEX COUNTY

## FINANCIAL STATEMENTS

SUBMITTED BY DESTE J. COX, TREASURER

May 31, 2019

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## 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 May 31, 2019

**BB&T #201- SUSSEX, VA**

Bank Balance - Money Market Checking	\$5,615,345.32	
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		
Plus Cr Card Deposits in Transit - in office, not in bank	639.97	
Less Outstanding Checks not cleared bank	(999,014.58)	
Less Deposits in Transit - in bank, not in office	(7 0. 95)	\$4,616,209.76

**BSV #301- STONY CREEK, VA**

Bank Balance	\$85,003.38	
Plus Bank Svc Chg - in office, not in bank—JE		
Plus Online Credit Cd Pmts in Transit - in office, not in bank	135.45	
Less Deposits in Transit - in bank, not in office	(3.32)	85,135.51

**SONA #401- WAVERLY, VA**

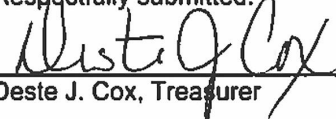
Bank Balance	\$16,531.67	
Less Deposits in Transit - in bank, not in office	(0. 70)	16,530.97
Investments and CD's		
#30371619 - SONA #451		\$2,234,156.13

<b><u>QZAB -05 #701</u></b> Investment Balance	885,365.69	
<b><u>QZAB -06 #702</u></b> Investment Balance	1,515,583.75	
<b><u>LGIP INVESTMENT #803</u></b> Investment Balance	2,460,218.98	
<b><u>VA INV POOL #804</u></b> Investn Investment Balance	4,553,819.53	\$16,367,020.32

TOTAL IN BANKS REC W/GL  \$16,367,020.32

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

Respectfully submitted:

  
 \_\_\_\_\_  
 Deste J. Cox, Treasurer

kbe

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**BALANCE SHEET - COMPARATIVE PERIODS**  
2015/07 - 2019/05

FUND #-999 TREASURER'S ACCOUNTABILITY FUND  
GL070C

MAJOR#	DESCRIPTION	FY/2016 Bal. Sheet 2015/07 Thru 2016/05	FY/2017 Bal. Sheet 2016/07 Thru 2017/05	FY/2018 Bal. Sheet 2017/07 Thru 2018/05	FY/2019 Bal. Sheet 2018/07 Thru 2019/05
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	2,565,698.58	6,292,062.75	2,218,612.03	4,616,209.76
000100-0251	BB&T - CD's	.00	.00	.00	.00
000100-0252	BB&T - Repos	.00	.00	.00	.00
000100-0301	BSV - MM Checking	34,490.31	913,220.94	10,220.31	85,135.51
000100-0351	BSV - CD's	.00	.00	.00	.00
000100-0352	BSV - Repos	.00	.00	.00	.00
000100-0401	SONA BANK (SB) CHECKING	36,087.11	257,474.55	11,540.53	16,530.97
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	655,940.45	730,545.14	807,003.28	885,365.69
000100-0702	Bk of America QZAB 06 Escrow	1,095,167.99	1,231,932.98	1,372,073.97	1,515,583.75
000100-0803	LGIP - Investments	4,571,655.16	2,089,551.32	4,634,632.94	2,460,218.98
000100-0804	VIP - Investments	.00	.00	3,007,842.61	4,553,819.53
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	176.08	658.85	625.59	952.89
	ASSETS	13,336,803.60	13,732,336.22	14,282,404.85	16,368,973.21
	<b>TOTAL ASSETS</b>	<b>13,336,803.60</b>	<b>13,732,336.22</b>	<b>14,282,404.85</b>	<b>16,368,973.21</b>
000300-0000	FUND EQUITY	.00	.00	.00	.00
000300-0100	General Fund	6,250,542.43-	5,843,198.08-	6,603,535.96-	8,971,301.02-
000300-0105	VPA Fund	.00	26,947.90-	45,944.65-	54,317.86-
000300-0110	CSA Fund	103,516.65	26,563.83-	136,072.80	57,387.42
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)	44,012.56-	38,335.00-	36,649.33-	39,062.92-
000300-0122	Disaster Recovery Relief Fund	.00	.00	.00	.00
000300-0123	CDBG Housing Program	52,717.99-	56,550.99-	58,830.99-	59,290.99-
000300-0124	Sussex Gardens Proj FD (Revl FD)	.00	.00	.00	.00
000300-0125	Drug Forfeiture Fund	13,094.53-	8,463.25-	17,142.39-	18,227.91-
000300-0135	Reserve for CP and DS	2,874,586.02-	3,577,529.02-	3,580,770.02-	3,600,502.02-
000300-0140	Criminal Justice Reserve Fund	.00	.00	.00	.00
000300-0201	Law Library Fund	27,344.73-	27,806.14-	28,108.02-	29,252.66-
000300-0251	School Fund	.00	.00	.00	.00
000300-0252	School Food Services Fund	33,265.47-	27,505.32-	32,817.11-	61,078.47-
000300-0253	Summer Food Service Fund	8,650.48-	7,153.51-	5,535.81-	5,933.61-
000300-0254	Title and Grant fund	17,634.57	469,349.73-	613,573.85-	266,704.18-
000300-0255	School Textbook Fund	95,934.39-	243,133.65-	311,560.70-	155,790.05-



**BALANCE SHEET - COMPARATIVE PERIODS**  
2015/07 - 2019/05

**FUND # - 999 TREASURER'S ACCOUNTABILITY FUND**  
GL070C

MAJOR#	DESCRIPTION	FY/2016 Bal. Sheet 2015/07 Thru 2016/05	FY/2017 Bal. Sheet 2016/07 Thru 2017/05	FY/2018 Bal. Sheet 2017/07 Thru 2018/05	FY/2019 Bal. Sheet 2018/07 Thru 2019/05
000300-0256	Smart Beg. Early Childhood Dev	.00	.00	.00	.00
000300-0301	School Capital Projects Fund	201,338.05-	197,951.05-	198,064.05-	201,171.05-
000300-0302	General Capital Projects Fund	1,314,731.34-	846,291.58-	428,074.58-	312,088.66-
000300-0303	Elementary School Capital Proj Fund	.00	.00	.00	.00
000300-0305	Mega Site - Industrial Park Fund	29,900.66	15,906.05-	120,523.69	141,535.27
000300-0306	Cabin Point - Industrail Park Fund	9,723.89	48,567.49	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	26,416.17-	25,819.17-	25,214.17-	25,423.17-
000300-0724	Wav/Wak Rotary Scholarship Fund	28,338.86-	32,298.86-	30,292.86-	34,505.86-
000300-0725	RICHARD CLEMENTS MOORE III SCH FUND	28,921.83-	29,421.83-	30,427.83-	31,145.83-
000300-0726	Millard D. Stith Sch. Fund	78,542.00-	86,888.00-	102,732.00-	102,987.00-
000300-0733	Special Welfare Fund	1,013.97-	254.63-	1,342.67-	10,437.09-
000300-0135-200	Restricted Res for Elem Loans	.00	.00	.00	.00
	<b>FUND EQUITY</b>	<b>10,918,675.05-</b>	<b>11,538,800.10-</b>	<b>11,988,702.58-</b>	<b>13,877,190.62-</b>
	<b>TOTAL PRIOR YR FUND BALANCE</b>	<b>10,918,675.05-</b>	<b>11,538,800.10-</b>	<b>11,988,702.58-</b>	<b>13,877,190.62-</b>
000400-0000	OTHER ACCOUNTS	.00	.00	.00	.00
000400-0001	Treasurer's Deferred Account	1,288.68-	1,288.68-	1,344.51-	.00
000400-0002	Cash Over and Short	23.66-	53.79-	110.07-	34.80-
000400-0011	Overpayments	.00	.00	.00	.00
000400-0012	Prepaid Taxes - PP	6,987.36-	15,316.91-	12,289.51-	6,509.77-
000400-0013	Prepaid Taxes - RE	28,235.41-	23,726.12-	30,270.93-	47,481.58-
000400-0014	Available PTR for Distrib \$1.093M	.00	.00	.00	.00
000400-0015	Escrow Acct. QZAB 2005	655,940.45-	730,545.14-	807,003.28-	885,365.69-
000400-0016	QZAB 2006 Escrow Acct.	1,095,167.99-	1,231,932.98-	1,372,073.97-	1,515,583.75-
000400-0021	Escrow Acct - Perf. Surety(ESCROW)	64,235.00-	64,422.50-	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	.00	49,743.00
	OTHER ACCOUNTS	1,851,878.55-	2,067,286.12-	2,293,702.27-	2,491,782.59-
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
	<b>OTHER EQUITY &amp; ESCROW ACCTS</b>	<b>2,418,128.55-</b>	<b>2,193,536.12-</b>	<b>2,293,702.27-</b>	<b>2,491,782.59-</b>
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 - 2019/05

FUND #-999 TREASURER'S ACCOUNTABILITY FUND  
GL070C

MAJOR#	DESCRIPTION	FY/2016 Bal. Sheet 2015/07 Thru 2016/05	FY/2017 Bal. Sheet 2016/07 Thru 2017/05	FY/2018 Bal. Sheet 2017/07 Thru 2018/05	FY/2019 Bal. Sheet 2018/07 Thru 2019/05
000501-1993	Real Estate - 1993	.00	.00	.00	.00
000501-1994	Real Estate - 1994	.00	.00	.00	.00
000501-1995	Real Estate - 1995	377.70	.00	.00	.00
000501-1996	Real Estate - 1996	407.93	176.80	.00	.00
000501-1997	Real Estate - 1997	445.69	193.17	.00	.00
000501-1998	Real Estate - 1998	512.94	256.14	86.04	.00
000501-1999	REAL ESTATE - 1999	548.58	291.78	121.68	118.68
000501-2000	Real Estate - 2000	645.00	322.80	168.00	164.40
000501-2001	Real Estate - 2001	732.00	409.80	168.00	164.40
000501-2002	Real Estate - 2002	993.78	557.70	182.00	178.10
000501-2003	Real Estate - 2003	1,055.61	578.50	182.00	178.10
000501-2004	REAL ESTATE - 2004	1,080.30	584.35	187.85	185.80
000501-2005	Real Estate - 2005	1,202.87	584.35	187.85	187.85
000501-2006	Real Estate - 2006	1,148.16	427.68	161.28	161.28
000501-2007	Real Estate - 2007	1,148.16	427.68	161.28	161.28
000501-2008	REAL ESTATE - 2008	2,046.71	574.11	274.41	264.55
000501-2009	RE - 2009	2,950.02	828.90	529.20	442.26
000501-2010	Real Estate - 2010	4,557.80	1,606.41	907.62	638.28
000501-2011	Real Estate - 2011	9,657.60	4,703.53	1,705.71	667.02
000501-2012	Real Estate - 2012	17,497.54	8,493.46	3,291.21	2,069.41
000501-2013	Real Estate - 2013	26,022.14	15,934.33	7,126.73	3,737.00
000501-2014	Real Estate - 2014	55,872.96	28,828.51	16,455.75	7,938.14
000501-2015	Real Estate - 2015	206,227.41	76,566.99	34,807.65	17,563.40
000501-2016	Real Estate - 2016	.00	214,691.43	97,541.71	54,811.03
000501-2017	Real Estate - 2017	.00	.00	204,395.84	110,871.95
000501-2018	Real Estate - 2018	.00	.00	.00	220,191.93
000501-2019	Real Estate - 2019	.00	.00	.00	.00
000501-9999	Reserve - Real Estate Taxes	335,130.90	357,038.42	368,641.81	420,694.86
	UNCOLLECTED TAXES - RE	.00	.00	.00	.00
000502-0000	UNCOLLECTED TAXES - PP	.00	.00	.00	.00
000502-2005	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	14,740.82	.00	.00	.00
000502-2011	PP - 2011	15,535.44	15,164.34	.00	.00
000502-2012	PP - 2012	19,374.74	18,313.00	.00	.00
000502-2013	PP - 2013	17,366.59	13,304.48	11,783.99	.00
000502-2014	PP - 2014	39,879.11	25,952.50	22,055.17	19,527.28
000502-2015	PP - 2015	276,196.55	36,248.68	24,772.42	20,264.78
000502-2016	PP - 2016	.00	221,199.40	110,709.45	94,413.91

**BALANCE SHEET - COMPARATIVE PERIODS**  
2015/07 - 2019/05

FUND #-999 TREASURER'S ACCOUNTABILITY FUND  
GL070C

MAJOR#	DESCRIPTION	FY/2016 Bal. Sheet 2015/07 Thru 2016/05	FY/2017 Bal. Sheet 2016/07 Thru 2017/05	FY/2018 Bal. Sheet 2017/07 Thru 2018/05	FY/2019 Bal. Sheet 2018/07 Thru 2019/05
000502-2017	PP - 2017	.00	.00	201,849.68	43,744.38
000502-2018	PP - 2018	.00	.00	.00	139,819.81
000502-2019	PP - 2019	.00	.00	.00	.00
000502-9999	Reserve - PP Taxes	383,093.25-	330,182.40-	371,170.71-	317,770.16-
	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 BUSINESS LICENSE	.00	.00	.00	.00
000504-2015	BL - 2015	.00	.00	.00	.00
000504-2016	BL - 2016	241.68-	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	241.68	431.68	32.00	206.00
	UNCOLLECTED BUSINESS LICENSE	.00	.00	.00	.00
000520-0000	DMV REGISTRATION WITHHOLDING FEES	.00	.00	.00	.00
000520-0001	DMV Withholding Fees Receivable	16,572.58	548.25	.00	.00
000520-9999	Reserve for DMV Withholding Fees	16,572.58-	548.25-	.00	.00
	DMV REGISTRATION WITHHOLDING FEES	.00	.00	.00	.00
000521-0000	UNCOLLECTED ADMINISTRATIVE FEES	.00	.00	.00	.00
000521-0001	Administrative Fees Receivable	23,035.74	847.28-	.00	.00
000521-9999	Reserve for Administrative Fees	23,035.74-	847.28	.00	.00
	UNCOLLECTED ADMINISTRATIVE FEES	.00	.00	.00	.00
	UNCOLLECTED TAXES - STATE	.00	.00	.00	.00
000600-0000	UNCOLLECTED TAXES - STATE	.00	.00	.00	.00
000601-0000	UNCOLLECTED TAXES - SI	.00	.00	.00	.00

SUSSEX COUNTY  
**BALANCE SHEET - COMPARATIVE PERIODS**  
 2015/07 - 2019/05

FUND #-999 TREASURER'S ACCOUNTABILITY FUND  
 GL070C

MAJOR#	DESCRIPTION	FY/2016 Bal. Sheet 2015/07 Thru 2016/05	FY/2017 Bal. Sheet 2016/07 Thru 2017/05	FY/2018 Bal. Sheet 2017/07 Thru 2018/05	FY/2019 Bal. Sheet 2018/07 Thru 2019/05
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	12,373.30	.00	.00	.00
000601-2016	State Income Tax - 2016	.00	6,067.80	.00	.00
000601-2017	State Income Tax - 2017	.00	.00	8,320.23	.00
000601-2018	State Income Tax - 2018	.00	.00	.00	13,793.00
000601-9999	Reserve - State Income UNCOLLECTED TAXES - SI	26,272.09	6,067.80	8,320.23	13,793.00
		.00	.00	.00	.00
		.00	.00	.00	.00
000702-0000	IPR Loan Payments Receivable	2,344.61	2,879.74	3,993.72	4,545.70
000702-9999	Reserve for IPR Loan Payments IPR Loan Payments Receivable	2,344.61	2,879.74	3,993.72	4,545.70
		.00	.00	.00	.00
000703-0000	CDBG Loan Payments Receivable	322.00	.00	.00	.00
000703-9999	Reserve for CDBG Loan Payments CDBG Loan Payments Receivable	322.00	.00	.00	.00
		.00	.00	.00	.00
		.00	.00	.00	.00

FUND # -100 GENERAL FUND

BALANCE SHEET  
5/31/2019

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUS BALANCE	DEBIT	CREDIT	ENDING BALANCE
	GENERAL FUND				
	ASSETS				
100-0100	Cash With Treasurer	9,718,762.05	799,669.50	1,547,130.53-	8,971,301.02
	ASSETS	9,718,762.05	799,669.50	1,547,130.53-	8,971,301.02
	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			311,905.34
101-0600	Commonwealth PTR avail. for distr.	133,641.49-	56,694.31		76,947.18-
101-0900	Accrued Accounts Receivable				
101-0901	Reversion Due From School Fund				
	OTHER ASSETS AND RESERVES	9,925,193.85	56,694.31		9,981,888.16
	TOTAL ASSETS	19,643,955.90	856,363.81	1,547,130.53-	18,953,189.18
	LIABILITIES				
200-0000	Clearing Account - Payroll		255,565.60	255,565.60-	
200-0100	Clearing Account - Accounts Payabl	1.21	410,324.62	410,324.62-	1.21
200-0200	IDA Lease Payable				
200-0235	IDA Lease Payable				
200-0236	VPSA99 Bonds Payable - High Sch	279,581.25-			279,581.25-
200-0237	Literary Loan Pay - High Sch.	2,528,893.00-			2,528,893.00-
200-0238	Literary Loan Pay - Middle Sch 07	3,151,133.00-			3,151,133.00-
200-0239	IDA QZAB Bond Deposit Payable	607,322.75-			607,322.75-
200-0240	VPSA 2012 Bond Payable - Elem Sch.	3,180,000.00-			3,180,000.00-
200-0241	DHCD Loan Payable (Woodfuel)	311,905.34-			311,905.34-
200-0300	Clearing Account - Jurors				
200-0600	Commonwealth PTR outstanding bal.	133,641.49		56,694.31-	76,947.18
200-0700	Deferred Revenue - Prepaid Taxes				
200-0800	Performance Surety				
200-0900	Accrued Accounts Payable				
	LIABILITIES	9,925,192.64-	665,890.22	722,584.53-	9,981,886.95-
	TOTAL LIABILITIES	9,925,192.64-	665,890.22	722,584.53-	9,981,886.95-
	FUND EQUITY				
300-0100	Fund Balance	3,574,072.32-			3,574,072.32-
	FUND EQUITY	3,574,072.32-			3,574,072.32-
	TOTAL PRIOR YR FUND BALANCE	3,574,072.32-			3,574,072.32-
	TOTAL REVENUE	22,730,362.15-		784,351.62-	23,514,713.77-
	TOTAL EXPENDITURE	16,585,671.21		1,531,812.65	18,117,483.86
	TOTAL CURRENT FUND BALANCE				5,397,229.91- Rev. over Exp.
	TOTAL LIABILITIES AND FUND BALANCE	19,643,955.90-	2,197,702.87	1,506,936.15-	18,953,189.18-

SUSSEX COUNTY  
 BALANCE SHEET  
 COMPARATIVE PERIODS  
 2015/07 - 2019/05

MAJOR#	DESCRIPTION	FY/2016 Bal. Sheet 2015/07 Thru 2016/05	FY/2017 Bal. Sheet 2016/07 Thru 2017/05	FY/2018 Bal. Sheet 2017/07 Thru 2018/05	FY/2019 Bal. Sheet 2018/07 Thru 2019/05
000000-0000	General Fund	.00	.00	.00	.00
000000-0200-100	GENERAL FUND	.00	.00	.00	.00
	General Fund	.00	.00	.00	.00
		.00	.00	.00	.00
000100-0000	ASSETS	.00	.00	.00	.00
000100-0100	Cash With Treasurer	6,250,542.43	5,843,198.08	6,603,535.96	8,971,301.02
	ASSETS	6,250,542.43	5,843,198.08	6,603,535.96	8,971,301.02
000101-0000	Due From Other Funds	.00	.00	.00	.00
000101-0050	Revl & Ln Due From Other Funds	.00	.00	.00	.00
000101-0051	Due From School Fund	.00	.00	.00	.00
000101-0235	Reserve for IDA Lease Agreement	.00	.00	.00	.00
000101-0236	Reserve for VPSA Bonds High Sch.	1,389,581.25	1,019,581.25	649,581.25	279,581.25
000101-0237	Res for Literary Loan - High School	3,612,703.00	3,251,433.00	2,890,163.00	2,528,893.00
000101-0238		4,201,514.00	3,851,387.00	3,501,260.00	3,151,133.00
000101-0239	Res.for Q2AB Bond Deposit	1,109,742.50	942,269.25	774,796.00	607,322.75
000101-0240	Reserve for VPSA 2012 Bond Elem Sch	3,870,000.00	3,640,000.00	3,410,000.00	3,180,000.00
000101-0241	Woodfuel Loan Receivable(DHCD Loan)	547,889.91	471,996.59	393,367.93	311,905.34
000101-0600	Commonwealth PTR avail. for distr.	20,566.49	1,153.87-	72,211.42	76,947.18-
000101-0900	Accrued Accounts Receivable	.00	.00	.00	.00
000101-0901	Reversion Due From School Fund	.00	.00	.00	.00
	Due From Other Funds	14,751,997.15	13,175,513.22	11,691,379.60	9,981,888.16
	TOTAL ASSETS	21,002,539.58	19,018,711.30	18,294,915.56	18,953,189.18
000200-0000	LIABILITIES	.00	.00	.00	.00
000200-0100	Clearing Account - Payroll	.00	.00	.00	.00
000200-0200	Clearing Account - Accounts Payable	.00	.00	.00	1.21
000200-0235	IDA Lease Payable	.00	.00	.00	.00
000200-0236	VPSA Bonds Payable - High Sch	1,389,581.25-	1,019,581.25-	649,581.25-	279,581.25-
000200-0237	Literary Loan Pay - High Sch.	3,612,703.00-	3,251,433.00-	2,890,163.00-	2,528,893.00-
000200-0238		4,201,514.00-	3,851,387.00-	3,501,260.00-	3,151,133.00-
000200-0239	IDA QZAB Bond Payable	1,109,742.50-	942,269.25-	774,796.00-	607,322.75-
000200-0240	VPSA 2012 Bond Payable - Elem Sch.	3,870,000.00-	3,640,000.00-	3,410,000.00-	3,180,000.00-
000200-0241	DHCD Loan Payable (Woodfuel)	547,889.91-	471,996.59-	393,367.93-	311,905.34-
000200-0300	Clearing Account - Jurors	.00	.00	.00	.00
000200-0600	Commonwealth PTR outstanding bal.	20,566.49-	1,153.87	72,211.42-	76,947.18
000200-0700	Deferred Revenue - Prepaid Taxes	.00	.00	.00	.00
000200-0800	Performance Surety	.00	.00	.00	.00
000200-0900	Accrued Accounts Payable	.00	.00	.00	.00
	LIABILITIES	14,751,997.15-	13,175,513.22-	11,691,379.60-	9,981,886.95-
	TOTAL LIABILITIES	14,751,997.15-	13,175,513.22-	11,691,379.60-	9,981,886.95-
000300-0000	FUND EQUITY	.00	.00	.00	.00
000300-0100	Fund Balance	3,936,127.66-	4,008,355.50-	3,016,737.87-	3,574,072.32-
000300-0122	Fund Balance	.00	.00	.00	.00
	FUND EQUITY	3,936,127.66-	4,008,355.50-	3,016,737.87-	3,574,072.32-
	TOTAL PRIOR YR FUND BALANCE	3,936,127.66-	4,008,355.50-	3,016,737.87-	3,574,072.32-

SUSSEX COUNTY

REVENUE SUMMARY BY FUNDS

7/01/2018 - 5/31/2019

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	% REMAIN.
100	REVENUE - GENERAL FUND	23,238,788.00	24,289,008.23	784,351.62	23,514,713.77	774,294.46	3.18
105	REVENUE - VPA/DSS FUND	1,983,973.00	1,983,973.00	249,899.16	1,632,064.13	351,908.87	17.73
110	REVENUE - CSA FUND	725,000.00	725,000.00	7,891.39	482,657.01	242,342.99	33.42
121	REV.- IPR PROG. INCOME FD (11/02)	2,025.00	2,025.00	25.00	2,060.72	35.72-	1.76-
123	REV - CDBG HOUSING PRG (4/09)	3,425.00	3,425.00	.00	372.00	3,053.00	89.13
125	REVENUE - DRUG FORFEITURE FUND	.00	11,857.82	.00	11,992.82	135.00-	1.13-
135	REVENUE - CP / DS RESERVE FUND	.00	.00	.00	10,780.00	10,780.00-	100.00-
201	REVENUE - LAW LIBRARY FUND	766.00	766.00	143.10	1,201.70	435.70-	56.87-
251	REVENUE - SCHOOL FUND	16,210,405.00	16,210,405.00	1,344,196.50	12,910,027.49	3,300,377.51	20.35
252	REVENUE - SCHOOL FOOD SERVICES FUND	817,332.00	817,332.00	84,202.91	747,629.55	69,702.45	8.52
253	REVENUE - SUMMER FOOD SERVICES FUND	27,850.00	27,850.00	.00	26,212.62	1,637.38	5.87
254	REVENUE - TITLE & GRANT FUND	1,681,985.00	1,681,985.00	15,220.81	721,153.84	960,831.16	57.12
255	REVENUE - SCH. TEXTBOOK FUND	101,697.00	101,697.00	5,580.55	61,058.77	40,638.23	39.96
301	REVENUE - SCHOOL CAPITAL PROJECTS	.00	.00	.00	2,810.00	2,810.00-	100.00-
302	REVENUE - CAPITAL PROJECT FUND	1,097,500.00	1,097,500.00	.00	6,511.00	1,090,989.00	99.40
306	REVENUE - CABIN POINT INDUST. PARK	.00	.00	.00	36,360.88	36,360.88-	100.00-
723	REVENUE - MITCHELL SCHOLARSHIP FUND	.00	.00	.00	416.00	416.00-	100.00-
724	REVENUE - SUSSEX ENDOWM SCHSHP FD	.00	.00	.00	6,509.00	6,509.00-	100.00-
725	REV - RICHARD CLEMENT MOORE III FD	.00	.00	.00	1,005.00	1,005.00-	100.00-
726	REV.- MILLARD & FLORENCE STITH FSF	.00	.00	.00	1,685.00	1,685.00-	100.00-
733	REVENUE - SPECIAL WELFARE FUND	.00	.00	1,003.02	17,059.23	17,059.23-	100.00-
	-- REVENUE TOTAL --	45,890,746.00	46,952,824.05	2,492,514.06	40,194,280.53	6,758,543.52	14.39

SUSSEX COUNTY

EXPENDITURE SUMMARY BY FUNDS

7/01/2018 - 5/31/2019

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	23,669,723.23	1,531,812.65	18,117,483.86	.00	5,552,239.37	23.45
105	EXPENDITURES - VPA/DSS FUND	1,983,973.00	1,980,973.00	196,574.14	1,599,077.63	.00	381,895.37	19.27
110	EXPENDITURES - CSA FUND	725,000.00	725,000.00	33,059.85	381,144.33	.00	343,855.67	47.42
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	28,401.31	110.28	10,173.40	.00	18,227.91	64.17
201	EXPENDITURES - LAW LIBRARY FUND	766.00	766.00	.00	212.56	.00	553.44	72.25
251	SCHOOL FUND EXPENDITURES	16,210,405.00	16,217,405.00	1,344,196.50	12,910,027.49	.00	3,307,377.51	20.39
252	EXPENDITURES - SCHOOL FOOD SERV	817,332.00	817,332.00	62,088.41	670,450.77	.00	146,881.23	17.97
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	103,930.14	1,296,274.44	.00	385,710.56	22.93
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	20.00	7,966.81	.00	7,966.81	100.00
	-- EXPENDITURE TOTAL --	45,890,746.00	47,020,756.54	3,271,791.97	35,608,605.01	.00	11,412,151.53	24.27



**GENERAL FUND - REVENUE SUMMARY BY MAJOR SOURCE**

7/01/2018 - 5/31/2019

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	% UNCOLLECTED
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	46,568.07	5,091,964.68	94,790.32	1.82
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	49,981.69	2,386,206.71	321,706.29	11.88
11031	MOBILE HOME TAXES	20,000.00	20,000.00	260.68	14,225.18	5,774.82	28.87
11032	FIRE AND RESCUE TAXES	10,183.00	10,183.00	127.07	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		72,370.77	3,744.77-	5.45-
11060	PENALTIES, INTEREST & TREAS ADM FEES	166,000.00	166,000.00	31,346.60	183,908.62	17,908.62-	10.78-
	GENERAL PROPERTY TAXES	<u>9,996,819.00</u>	<u>9,996,819.00</u>	<u>128,284.11</u>	<u>9,456,855.40</u>	<u>539,963.60</u>	<u>5.40</u>
12000	OTHER LOCAL TAXES						
12010	LOCAL SALES USE AND TAXES	899,797.00	899,797.00	71,710.60	807,227.55	92,569.45	10.28
12011	OCCUPANCY TAXES	64,000.00	64,000.00	6,186.72	58,148.13	5,851.87	9.14
12020	CONSUMER UTILITY TAXES	98,000.00	98,000.00	7,504.38	82,435.27	15,564.73	15.88
12030	BUSINESS LICENSE TAXES	81,130.00	81,130.00	2,966.89	66,713.68	14,416.32	17.76
12040	FRANCHISE LICENSE TAXES						
12050	MOTOR VEHICLE LICENSES	205,000.00	205,000.00	9,902.80	225,984.38	20,984.38-	10.23-
12060	BANK STOCK TAXES	3,500.00	3,500.00	7,240.00	13,015.55	9,515.55-	271.87-
12070	RECORDATION TAXES						
	OTHER LOCAL TAXES	<u>1,351,427.00</u>	<u>1,351,427.00</u>	<u>105,511.39</u>	<u>1,253,524.56</u>	<u>97,902.44</u>	<u>7.24</u>
13000	PERMITS, FEES AND LICENSES						
13010	ANIMAL LICENSES	6,000.00	6,000.00	126.00	6,009.00	9.00-	.15-
13030	PERMITS AND OTHER LICENSES	5,741,770.00	5,741,770.00	6,267.70	7,252,382.09	1,510,612.09-	26.30-
	PERMITS, FEES AND LICENSES	<u>5,747,770.00</u>	<u>5,747,770.00</u>	<u>6,393.70</u>	<u>7,258,391.09</u>	<u>1,510,621.09-</u>	<u>26.28-</u>
14000	FINES AND FORFEITURES						
14010	FINES AND FORFEITURES	1,100,000.00	1,100,000.00	140,899.73	1,052,614.84	47,385.16	4.30
	FINES AND FORFEITURES	<u>1,100,000.00</u>	<u>1,100,000.00</u>	<u>140,899.73</u>	<u>1,052,614.84</u>	<u>47,385.16</u>	<u>4.30</u>
15000	REVENUE FROM USE OF MONEY/PROPERTY						
15010	REVENUE FROM USE OF MONEY	35,000.00	35,000.00	14,849.60	99,753.25	64,753.25-	185.00-
15020	REVENUE FROM USE OF PROPERTY	77,500.00	77,500.00	4,242.63	61,241.72	16,258.28	20.97
	REVENUE FROM USE OF MONEY/PROPERTY	<u>112,500.00</u>	<u>112,500.00</u>	<u>19,092.23</u>	<u>160,994.97</u>	<u>48,494.97-</u>	<u>43.10-</u>
16000	CHARGES FOR SERVICES						
16010	COURT COSTS	181,315.00	181,315.00	14,557.97	154,986.96	26,328.04	14.52
16020	COMMONWEALTH'S ATTORNEY FEES	1,800.00	1,800.00	167.31	1,700.90	99.10	5.50
16050	CHARGES FOR CORRECTION/DETENTION	4,300.00	6,164.00	255.40	6,017.13	146.87	2.38
16060	CHARGES FOR OTHER PROTECTION	3,800.00	3,800.00	405.00	3,164.00	636.00	16.73

**FUND #100 REVENUE**

**GENERAL FUND - REVENUE SUMMARY BY MAJOR SOURCE**

7/01/2018 - 5/31/2019

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	1,013.48	7,811.20	4,411.20-	129.74-
	CHARGES FOR SERVICES	218,615.00	220,479.00	16,399.16	183,524.88	36,954.12	16.76
18000	MISCELLANEOUS REVENUE						
18030	EXPENDITURE REFUNDS	41,000.00	47,272.17	6,310.00	81,862.54	34,590.37-	73.17-
18990	MISCELLANEOUS	9,500.00	12,392.02	12,771.85	75,930.93	63,538.91-	512.74-
	MISCELLANEOUS REVENUE	50,500.00	59,664.19	19,081.85	157,793.47	98,129.28-	164.46-
19000	RECOVERED COSTS	93,438.00	93,438.00	7,786.49	85,651.39	7,786.61	8.33
19020	RECOVERED COSTS - OTHER	200,433.00	206,339.00	11,029.47	202,633.26	3,705.74	1.79
	RECOVERED COSTS	293,871.00	299,777.00	18,815.96	288,284.65	11,492.35	3.83
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	25,391.29	309,852.41	62,647.59	16.81
22011	LOCAL FINES FROM DOA TO BE DISTRIB						
	NON-CATEGORICAL AID - STATE	372,500.00	372,500.00	25,391.29	309,852.41	62,647.59	16.81
23000	SHARED EXPENSES - CATEGORICAL						
23010	COMMONWEALTH'S ATTORNEY	237,500.00	239,088.04	21,847.51	231,913.43	7,174.61	3.00
23020	SHERIFF SHARED EXPENSE	1,260,000.00	1,260,000.00	118,691.59	1,228,882.74	31,117.26	2.46
23030	COMMISSIONER OF REVENUE	77,123.00	77,123.00		63,640.38	13,482.62	17.48
23040	TREASURER SHARED EXPENSE	86,434.00	86,434.00		67,073.87	19,360.13	22.39
23050	MEDICAL EXAMINER SHARED EXP						
23060	REGISTRAR/ELECTORAL BD SHARED EXP	38,633.00	38,633.00	37,500.00	37,500.00	1,133.00	2.93
23070	CLERK OF COURT SHARED EXP	204,000.00	204,000.00	28,110.40	188,577.53	15,422.47	7.56
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	206,149.50	1,924,939.95	85,338.09	4.24
24040	OTHER CATEGORICAL AID - STATE	1,388,579.00	1,388,579.00	98,332.70	1,436,007.93	47,428.93-	3.41-
	OTHER CATEGORICAL AID - STATE	1,388,579.00	1,388,579.00	98,332.70	1,436,007.93	47,428.93-	3.41-
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-

FUND #-100 REVENUE

GENERAL FUND - REVENUE SUMMARY BY MAJOR SOURCE

7/01/2018 - 5/31/2019

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	UNCOLLECTED
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	1,587,215.00		18,180.44-	1,605,395.44	101.14
	NON-REVENUE RECEIPTS	555,517.00	1,587,215.00		18,180.44-	1,605,395.44	101.14
	--FUND TOTAL--	23,238,788.00	24,289,008.23	784,351.62	23,514,713.77	774,294.46	3.18

FUND # -100 EXPENDITURE

GENERAL FUND - EXPENDITURE SUMMARY BY DEPARTMENTS

7/01/2018 - 5/31/2019

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	10,839.73	135,334.32		35,911.68	20.97
	--MAJOR TOTAL--	171,246.00	171,246.00	10,839.73	135,334.32		35,911.68	20.97
	BOARD OF SUPERVISORS	171,246.00	171,246.00	10,839.73	135,334.32		35,911.68	20.97
21100-211	ADMINISTRATOR	831,939.00	828,539.00	60,903.58	694,026.18		134,512.82	16.23
	--MAJOR TOTAL--	831,939.00	828,539.00	60,903.58	694,026.18		134,512.82	16.23
21200-221	BUILDING & GROUNDS	531,558.00	531,558.00	46,261.23	478,898.48		52,659.52	9.90
	--MAJOR TOTAL--	531,558.00	531,558.00	46,261.23	478,898.48		52,659.52	9.90
21300-231	HOUSING	125,547.00	125,547.00	54,511.13	231,771.25		106,224.25-	84.60-
	--MAJOR TOTAL--	125,547.00	125,547.00	54,511.13	231,771.25		106,224.25-	84.60-
21400-241	PLANNING	255,428.00	255,428.00	13,125.38	188,234.56		67,193.44	26.30
21400-242	BUILDING INSPECTIONS	219,024.00	219,610.00	12,646.27	145,366.76		74,243.24	33.80
21400-243	ZONING	1,875.00	1,875.00		356.28		1,518.72	80.99
	--MAJOR TOTAL--	476,327.00	476,913.00	25,771.65	333,957.60		142,955.40	29.97
21500-251	FIRE & RESCUE	199,900.00	199,900.00	9,606.49	90,884.75		109,015.25	54.53
21500-252	AMBULANCE & RESCUE	1,062,325.00	1,062,325.00	80,434.22	842,883.66		219,441.34	20.65
21500-253	EMERGENCY SERVICES	211,809.00	211,809.00	11,167.73	164,431.49		47,377.51	22.36
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	101,208.44	1,121,267.08		376,766.92	25.15
21600-261	ANIMAL CONTROL	200,748.00	200,748.00	15,997.17	203,442.53		2,694.53-	1.34-
21600-262	ENVIRONMENTAL INSPECTIONS	491,162.00	578,436.00	89,235.70	697,724.11		119,288.11-	20.62-
21600-263	GENERAL WORKS	79,000.00	79,000.00	6,639.37	104,020.48		25,020.48-	31.67-
21600-266	REFUSE DISPOSAL	122,350.00	122,350.00	3,400.00	75,257.45		47,092.55	38.49
	--MAJOR TOTAL--	893,260.00	980,534.00	115,272.24	1,080,444.57		99,910.57-	10.18-
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	4,476,446.00	403,928.27	3,979,130.13		497,315.87	11.10
22100-281	COUNTY ATTORNEY	90,000.00	90,000.00	16,338.19	135,351.47		45,351.47-	50.39-
	--MAJOR TOTAL--	90,000.00	90,000.00	16,338.19	135,351.47		45,351.47-	50.39-
	COUNTY ATTORNEY	90,000.00	90,000.00	16,338.19	135,351.47		45,351.47-	50.39-
23100-291	REGISTRAR/BOARD OF ELECTIONS	190,884.00	190,884.00	10,943.98	157,732.47		33,151.53	17.36
	--MAJOR TOTAL--	190,884.00	190,884.00	10,943.98	157,732.47		33,151.53	17.36
	REGISTRAR/BOARD OF ELECTIONS	190,884.00	190,884.00	10,943.98	157,732.47		33,151.53	17.36
31100-311	COMMISSIONER OF REVENUE	256,677.00	256,677.00	19,646.00	224,431.85		32,245.15	12.56

FUND # -100 EXPENDITURE

GENERAL FUND - EXPENDITURE SUMMARY BY DEPARTMENTS

7/01/2018 - 5/31/2019

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	19,646.00	224,431.85		32,245.15	12.56
	COMMISSIONER OF REVENUE	256,677.00	256,677.00	19,646.00	224,431.85		32,245.15	12.56
41100-411	TREASURER	358,163.00	358,163.00	28,962.13	331,714.29		26,448.71	7.38
41100-412	LICENSE BUREAU	52,450.00	52,450.00	10,747.04	48,588.30		3,861.70	7.36
	--MAJOR TOTAL--	410,613.00	410,613.00	39,709.17	380,302.59		30,310.41	7.38
	TREASURER	410,613.00	410,613.00	39,709.17	380,302.59		30,310.41	7.38
51100-511	COURTROOM SECURITY	214,411.00	214,411.00	16,008.70	175,018.93		39,392.07	18.37
51100-512	FIELD OPERATIONS	1,726,086.00	1,753,810.24	132,458.71	1,419,057.63		334,752.61	19.08
51100-513	SPOT OPERATIONS	59,973.00	59,973.00	2,573.26	36,494.62		23,478.38	39.14
51100-514	SELECTIVE ENFORCEMENT	218,800.00	234,350.00	14,549.56	165,451.05		68,898.95	29.40
51100-515	WAKEFIELD OPERATIONS	54,139.00	54,139.00	4,385.44	49,136.06		5,002.94	9.24
51100-516	E911	194,678.00	194,678.00	6,846.20	134,756.93		59,921.07	30.77
51100-517	SCHOOL RESOURCE OFFICERS	125,613.00	125,613.00	10,000.36	109,162.12		16,450.88	13.09
	--MAJOR TOTAL--	2,593,700.00	2,636,974.24	186,822.23	2,089,077.34		547,896.90	20.77
51500-551	CONFINEMENT OF INMATES	1,688,544.00	1,711,817.95	142,225.49	1,546,913.27		164,904.68	9.63
	--MAJOR TOTAL--	1,688,544.00	1,711,817.95	142,225.49	1,546,913.27		164,904.68	9.63
	SHERIFF'S DEPARTMENT	4,282,244.00	4,348,792.19	329,047.72	3,635,990.61		712,801.58	16.39
61100-611	CIRCUIT COURT	37,345.00	37,345.00	1,423.32	30,006.33		7,338.67	19.65
61100-612	GENERAL DISTRICT COURT	44,068.00	44,068.00	7,709.91	35,151.58		8,916.42	20.23
61100-613	SPECIAL MAGISTRATES	8,400.00	8,400.00	671.41	7,959.88		440.12	5.23
61100-614	JUV & DOM RELATIONS COURT	12,262.00	12,262.00		12,262.00			
	--MAJOR TOTAL--	102,075.00	102,075.00	9,804.64	85,379.79		16,695.21	16.35
	CIRCUIT COURT	102,075.00	102,075.00	9,804.64	85,379.79		16,695.21	16.35
62100-621	CLERK OF COURTS	376,212.00	376,212.00	29,410.85	336,482.28		39,729.72	10.56
	--MAJOR TOTAL--	376,212.00	376,212.00	29,410.85	336,482.28		39,729.72	10.56
	CLERK OF COURTS	376,212.00	376,212.00	29,410.85	336,482.28		39,729.72	10.56
63100-631	COMMONWEALTH'S ATTORNEY	490,184.00	491,772.04	38,514.67	432,544.50		59,227.54	12.04
63100-632	VICTIM/WITNESS PROGRAM	76,285.00	105,474.00	8,279.62	87,705.54		17,768.46	16.84
	--MAJOR TOTAL--	566,469.00	597,246.04	46,794.29	520,250.04		76,996.00	12.89
	COMMONWEALTH'S ATTORNEY	566,469.00	597,246.04	46,794.29	520,250.04		76,996.00	12.89
	--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 - 5/31/2019

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	148.37	24,464.23		46,303.77	65.43
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	148.37	106,644.23		53,213.77	33.28
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	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	2,500.00	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	19,595.42	102,551.78		8,056.22	7.28
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	19,595.42	386,366.78		9,031.22	2.28
	CONTRIBUTIONS TO OUTSIDE AGENCIES	777,555.00	1,031,305.00	22,243.79	907,978.01		123,326.99	11.95
93100	TRANSFERS TO OTHER FUNDS	9,607,004.00	9,607,004.00	593,106.02	5,689,747.54		3,917,256.46	40.77
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	593,106.02	5,689,747.54		4,027,656.46	41.44
95000	DEBT SERVICE	1,894,823.00	1,894,823.00		1,921,463.60		26,640.60-	1.40-
	DEBT SERVICE	1,894,823.00	1,894,823.00		1,921,463.60		26,640.60-	1.40-
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	23,669,723.23	1,531,812.65	18,117,483.86		5,552,239.37	23.45

FUND #-302 REVENUE

CAPITAL IMPROVEMENT FUND - DETAIL REVENUE SUMMARY

7/01/2018 - 5/31/2019

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	.00	6,511.00	6,511.00-	100.00-
	REVENUE FROM USE OF MONEY	.00	.00	.00	6,511.00	6,511.00-	100.00-
	REVENUE FROM USE OF MONEY/PROPERTY	.00	.00	.00	6,511.00	6,511.00-	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	.00	.00	1,097,500.00	100.00
	FUND TRANSFERS	1,097,500.00	1,097,500.00	.00	.00	1,097,500.00	100.00
	NON-REVENUE RECEIPTS	1,097,500.00	1,097,500.00	.00	.00	1,097,500.00	100.00
	--FUND TOTAL--	1,097,500.00	1,097,500.00	.00	6,511.00	1,090,989.00	99.40

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
91500	VEHICLES & OTHER RELATED EQUIP. MISCELLANEOUS PROJECTS	803,500.00	919,000.00	.00	142,721.16	.00	776,278.84	84.46
		803,500.00	999,000.00	.00	142,721.16	.00	856,278.84	85.71
93100	CAPITAL IMPROVEMENT PLAN 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



05/31/2019 \*GLO60\* DESTA J. COX, TREASURER  
**FUND #-302 EXPENDITURES - CAPITAL PROJECT FD**

**SUSSEX COUNTY**  
**EXPENDITURE SUMMARY**  
 7/01/2018 - 5/31/2019

PAGE #19

FUND #-302 EXPENDITURES - CAPITAL PROJECT FD  
 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

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.
									<b>\$5,300,000.00</b> Budgeted
7/24/2018	June 2018	\$4.53	35,273.33	1,284.18	\$159,788.18				
7/24/2018	June 2018	<b>\$4.75 **</b>	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	110,968.33	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	\$689,112.09				\$182,174.06
2/25/2019	Jan 2019	\$4.75	157,268.17	1,393.52	\$712,424.81				\$182,174.06
<b>**Partial Payment for January, balance = \$34,599.00</b>									
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	\$679,997.18				
6/3/2019	Apr 2019	\$4.75	117,117.02	1,658.11	\$556,305.85				
6/23/2019	May 2019	\$4.75			\$0.00				
<b>AC TOT FYE 2019 Bud</b>		<b>\$5,075,000</b>	<b>1,483,777.75</b>	<b>16,755.44</b>	<b>\$7,040,179.95</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$1,740,179.95</b> over budgeted amt
<b>G TOTAL PROJ</b>			<b>34,102,561.98</b>	<b>219,488.88</b>	<b>136,376,878.83</b>	<b>4,768,264.00</b>	<b>5,192,300.00</b>	<b>5,480,000.10</b>	

**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/acre 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/acre 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



# Animal Services

## May 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

June 4, 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.

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

This month, ten (10) canines were rescued, eight (8) canines was returned to owner and four (4) was adopted. One (1) canine euthanized for dog aggression and medical distress.

This month, eight (8) feline rescued, two (2) was adopted and four (4) fostered. No feline euthanized.

**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 May (12) 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 May (94.5) 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 May (33) 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 May (35.5) 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 May (8) 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 May (9) 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 May (17.5) 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 May (5.5) 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 May (18) 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 May (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 May (14) 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 May (1) 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 May (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 May (16) 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 May (20.5) 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 May (0) Hour**

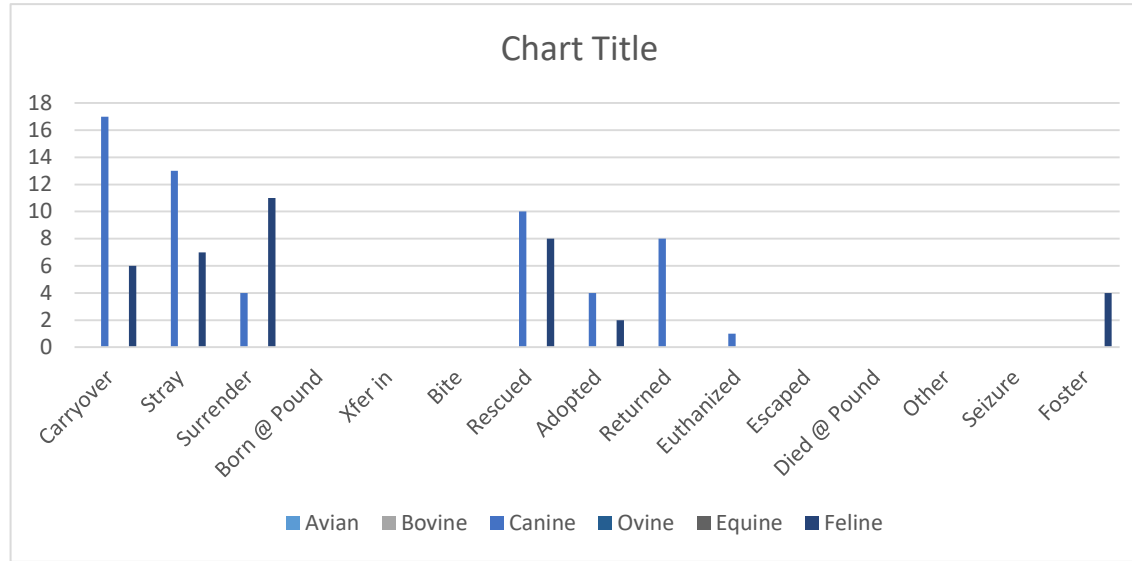
**Court:** In cases where the Officers attempt to resolve the animal code related issues fails, the animal owner/caretaker shall be issued a Summons to appear in court. **Total in May (0) Hours**

**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 May (4) 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 May (3) 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 May (108) Hours**

# Sussex County Animal Control Monthly Intake Report May 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	17	13	4	0	0	0	10	4	8	1	0	0	0	0	0
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	6	7	11	0	0	0	8	2	0	0	0	0	0	0	4

<b>ACTIVE CASES</b>		<b>CANINE</b>	11	<b>FELINE</b>	14	<b>EQUINE</b>	0	Bovine	0		Ovine	0
---------------------	--	---------------	----	---------------	----	---------------	---	--------	---	--	-------	---

<b>TOTALS</b>	33
<b>MILEAGE</b>	
<b>UNIT 6</b>	2,468
<b>UNIT 7</b>	1,984
<b>TOTALS</b>	4,452.00
<b>SUMMONS</b>	0

Calls

Diesel

Gas



### Canines/Felines Rescued or Transferred

May
Total of 10 Canines
Total of 8 Felines

Intake Number	Name	Rescue Organization/Animal Shelter
30-19012403	Happy	Richmond SPCA
56-19021502	Corey	Richmond SPCA
97-19042301	Basil	Prince George Animal Shelter
104-19043002	Trudy	Prince George Animal Shelter
105-19043003	Tutti	For The Love of Poodles, Richmond VA
108-19050303	Chanelle	Richmond SPCA
110-19050601	Roxy	Prince George Animal Shelter
113-19050701	Spice	Houlagans Rest, Midlothian VA
114-19050801	Dale	Richmond SPCA
119-19051302	MeaMea	Richmond SPCA
18-19042303	Moses	Prince George Animal Shelter
24-19050304	Ro	Prince George Animal Shelter
25-19050305	Jo	Prince George Animal Shelter
26-19050306	Do	Prince George Animal Shelter
27-19050307	Ko	Prince George Animal Shelter
28-19050308	Po	Prince George Animal Shelter
29-19050309	Mo	Prince George Animal Shelter
30-19050310	Bo	Prince George Animal Shelter

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	0.5	4		1		1			0.5							4	4					2
2		1.5	1	1		2.5			0.5	2						2						7.5
3		4	2			2	0.5	0.5	1.5		1		3				1.5			1		4
4																						
5																						
6	1	3.5	2			4.5	1	1									2					3
7	0.5	3.5	1	1		2			1	3.5			2.5				1.5					4
8	1	3.5	1			1.5	1	1	1.5				2.5			1					1	4.5
9	1	2.5		1		1.5			1		2		1			1	1			1		6
10	1	2.5	2	1		4.5	0.5	0.5			1					1	2					4
11													1									
12																						
13	2.5	4	1	1		2			1								1.5					5
14		4	1	2		2.5	1	1	1.5		2											4
15		7.5						0.5			1					1				1		5
16		4.5					1	1	0.5								1					8
17	1.5	5	1			1			1.5		1.5						1					4.5
18																						
19													2									
20	0.5	5	3			4	0.5	0.5	1.5		1											3
21		4.5		3		3.5			1.5		1.5											5
22		7							1		2.5			0.5		1						4
23		4.5	1			0.5		0.5	1		0.5						1			1		8
24	1	3					1	1			1.5					1.5						8
25																						
26																						
27																						
28	1	3		2		2	1	1			0.5		2								1	6.5
29		5	1			1	0.5	0.5	1		0.5			0.5		1	3					3
30		5	1	1		2			1		0.5					1.5					1	5
31	0.5	7.5		1		1					1					1	1					4
Total	12	94.5	18	15	0	35.5	8	9	17.5	5.5	18	0	14	1	0	16	20.5	0	0	4	3	108

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

Training will include Monthly Meetings

# Public Safety



## May 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

June 11, 2019

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

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Enclosed is the MAY 2019 monthly report.

Radio System: I continue to work with Harris and R. J. Campbell to resolve issues with our radio system. Our dispatch center went down on April 26, 2019. The generator at the Sherriff's office tripped a breaker. The center was down for approximately 30 minutes. During this time, we found that all of our battery backups were either dead or only had minimum life in the batteries. We contacted Battery Barn who had a person on site in two hours to start replacing batteries in our ups. We still have several ups that need battery replacement, but are waiting on Harris to see if we need to get larger ups.

The recorder for the system has failed twice since January. On Jun 4, 2019 during our conference call, I told Harris that the system was under warranty and I felt it was a Lemon and demanded them to replace that system. Mr. Campbell agreed that the system needed to be replaced. My next conference call is June 11, 2019 at 1:30 in which ExCom will have a solution as to which way they are going fix or replace.

The air condition at the Waverly Tower site failed causing a high temp alarm to go off. I was notified and responded along with Building and Grounds Supervisor. Mr. Gilliam was able to get one unit back up and running and called for Contractor to come out to site. I obtained fans from Fire Dept. to set up inside building to help keep equipment cool while units were being repaired. I am in the process of getting quotes to have those units replaced.

The generators at the two tower sites, Contractors have been out to look at giving quotes to replace. I had three contractors come look and have received two quotes and one no bid for the job. I am ready to bring this project forward.

CIP Plan: I have a 10 year CIP plan ready to present to County Administrator. The Sussex County Fire and Rescue Association has worked very hard getting this plan together and look forward to presenting to you.

Grant Writer: I have gotten a contract for grant writer to assist with getting grants for both fire and rescue and emergency management. Waiting on County Attorney to approve contact. I am working on getting Grants for the EOC, equipment for fire and rescue and two new medic units.

Rescue Squads: I am working with the two squads and Lifestar to resolve issues that have been brought to my attention. Lifestar has been very helpful in getting these issues resolved.

Fire Depts.: The Wakefield new engine is still on schedule for Aug. Delivery. Chief Bowen and I are planning a pre inspection trip in July.

The Fire and Rescue Association have reviewed the Dispatch protocols and have made revisions to them. Once all the revision have been made I will be forwarding that to Dispatch Supervisor for Her review and to put them in place.

There have been several incidents that need to be noted:

The flash flooding in the Town of Wakefield. There was water damage to three business: James River Equipment, Virginia Diner and Wakefield Farm Supply. There was one family that need assistance, and the Red Cross came in to help them. This incident was clear by 1 am with the high water receding.

There have been several accident on 95 that have taxed our emergency responders. During one of these indents Mutual aid was called in due to a catastrophe failure of a pump for the jaw of life. This extraction took 2 hours. The members of both stony creek fire and rescue show be commended for a job well done. A new pump has been ordered with a 10 week delivery time. We reached out to surrounding counties to try to borrow a pump to make due until the new one arrived. Rowanty Tech Center had one and loaned it to us.

There was a tractor trailer accident on 460 which turned into a hazmat incident. Approx. 250 gal of diesel fuel was released. VDEM was notified and is assisting with make sure the spill is cleaned up properly.

Emergency management: I have attended serval classes given by VDEM. There are currently assisting me with upgrading our emergency operation plan. This is due for revision next year and with new laws we are starting early to get this done. When the grant cycles open for VDEM, we will be applying for the EOC grant.

Our emergency notification system is out of date. I have review what other counties are using. Code Red is the one that must are now using. We can piggy back off of Dinwiddie county contract. It will be a saving to the county when put into place.

# *Community Development*



*May 2019*

*Monthly Report*

# Community Development Office Monthly May 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.*
- *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.*

## *Planning & Zoning*

- *Ten (10) Zoning Applications were reviewed and approved.*
- *Two (2) 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.*
- *Two (2) Agreement in Lieu of an Erosion & Sediment Control Plan Application was completed.*
- *One (1) new site plan for Erosion and Sediment control has been reviewed and approved.*
- *One (1) Land Disturbance permit has been approved and issued.*



## MEMORANDUM

DATE: June 3, 2019  
 TO: Vandy Jones, Interim County Administrator  
 FROM: Andre M. Greene, Director of Community Development  
 SUBJECT: May 2019 - Monthly Report

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

### BUILDING ACTIVITY

- May 2019

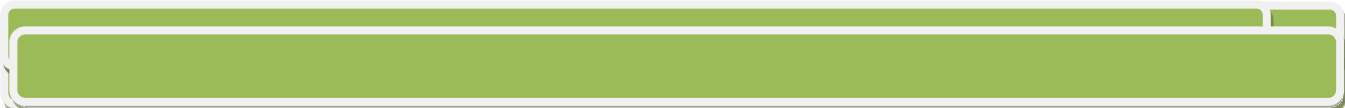
<i>Building Permits</i>	<i>Electrical Permits</i>	<i>Plumbing &amp; Sprinkler Permits</i>	<i>Mechanical Permits</i>	<i>Field Inspections</i>	<i>Improvement Value</i>	<i>Revenue Generated</i>
14	16	5	9	79	\$303,880.00	\$4,005.73

- May 2018

<i>Building Permits</i>	<i>Electrical Permits</i>	<i>Plumbing &amp; Sprinkler Permits</i>	<i>Mechanical Permits</i>	<i>Field Inspections</i>	<i>Improvement Value</i>	<i>Revenue Generated</i>
10	17	3	10	90	\$580,533.00	\$4,697.95

- January 2019 – December 2019 (Yearly totals)

<i>Building Permits</i>	<i>Electrical Permits</i>	<i>Plumbing &amp; Sprinkler Permits</i>	<i>Mechanical Permits</i>	<i>Field Inspections</i>	<i>Improvement Value</i>	<i>Revenue Generated</i>
47	48	21	36	331	\$2,552,247.00	\$16,137.47





# Environmental Inspections



May 2019

Monthly Report

**Origin / Material Summary Report**

**Criteria: 05/01/2019 12:00 AM to 05/31/2019 11:59 PM**

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

Origin	Material	Tons
CT	MSWT	23.26
<b>Origin Total</b>		<b>23.26</b>
DC	Special Misc-Tons	512.92
<b>Origin Total</b>		<b>512.92</b>
DE	MSWT	5.23
DE	Special Misc-Tons	120.01
<b>Origin Total</b>		<b>125.24</b>
MA	MSWT	164.18
<b>Origin Total</b>		<b>164.18</b>
MD	MSWT	156.23
MD	Sludge Indus-Tons	234.94
MD	SludgeIndus-Tons	45.37
MD	Special Misc-Tons	106.13
<b>Origin Total</b>		<b>542.67</b>
NC	MSWT	4,552.18
<b>Origin Total</b>		<b>4,552.18</b>
NJ	Auto Fluff RGC-Tons	17,601.99
NJ	MSWT	7,337.06
<b>Origin Total</b>		<b>24,939.05</b>
NY	MSWT	67,486.36
<b>Origin Total</b>		<b>67,486.36</b>
PA	MSWT	91.88
<b>Origin Total</b>		<b>91.88</b>
SUSS BUS	MSWT	124.57
SUSS BUS	Sludge Indus-Tons	909.08
<b>Origin Total</b>		<b>1,033.65</b>
SUSS RES	MSWT	439.84
<b>Origin Total</b>		<b>439.84</b>
VA	C&D-Tons	124.51
VA	CDTC	83.17
VA	MSWT	12,960.93
VA	SludgeIndus-Tons	434.00
VA	Special Misc-Tons	908.93
<b>Origin Total</b>		<b>14,511.54</b>
<b>Totals</b>		<b>114,422.77</b>

# Sheriff's Department



SUSSEX COUNTY  
SHERIFF'S  
DEPARTMENT



# May 2019 Monthly Reports



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

P.O. BOX 1326  
20212 Thornton Square  
Sussex, Virginia 23884  
www.Sussexsheriffva.com  
Email: egiles@sussexso.com

### Sussex County Sheriff's Office Monthly Report Month of May 2019

#### PATROL

CALLS FOR SERVICE	
Type:	Total:
Sheriff	544
Fire	25
Rescue	160
Animal Control	20
Town of Wakefield	52
Traffic	1042
TOTAL	1843

#### COURTS

Court:	Days of Court:
Circuit Court	2
General District	10
JDR Court	2

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

#### CIVIL

Type:	Total:
Subpoenas Served	289
Jury Summoned	65
Criminal Warrants	49
DMV Notices	10
Levies	0
TDO	0

ECO	0
Other Civil	85

Fines and Forfeitures	\$91,743.49
Sheriff's Fees	\$305.00
Courthouse Security	\$9,328.46

**JAIL**

During the month of May 2019, our average daily population was 47 inmates. The jail booked in 38 individuals during MAY. Of that number, some were serving weekend confinement, so the actual number of unique (non-recurring) inmates was 35.

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

Pre- Trial	39 inmates, having been confined a total of 693 days
Sentenced Misdemeanant	12 inmates, having been confined a total of 146 days
Sentenced Felons	13 inmates, having been confined a total of 336 days
Others	11 inmates, convicted but not sentenced, etc.
Weekenders	3 inmates, serving misdemeanor sentences

Transports of inmates for various reasons are listed below:

Court / Jail	14
Medical	8
Juvenile	2
Road Crew	6
TDO (Mental)	1
TOTAL	31

# Housing Programs- Monthly Report

JUNE



Brenda  
County of Sussex  
6/12/2019



## MEMORANDUM

**TO:** Mr. Vandy Jones, County Administrator

**FROM:** Brenda H. Drew, Housing Programs Coordinator

**SUBJECT:** Housing Program Report

**DATE:** June 12, 2019

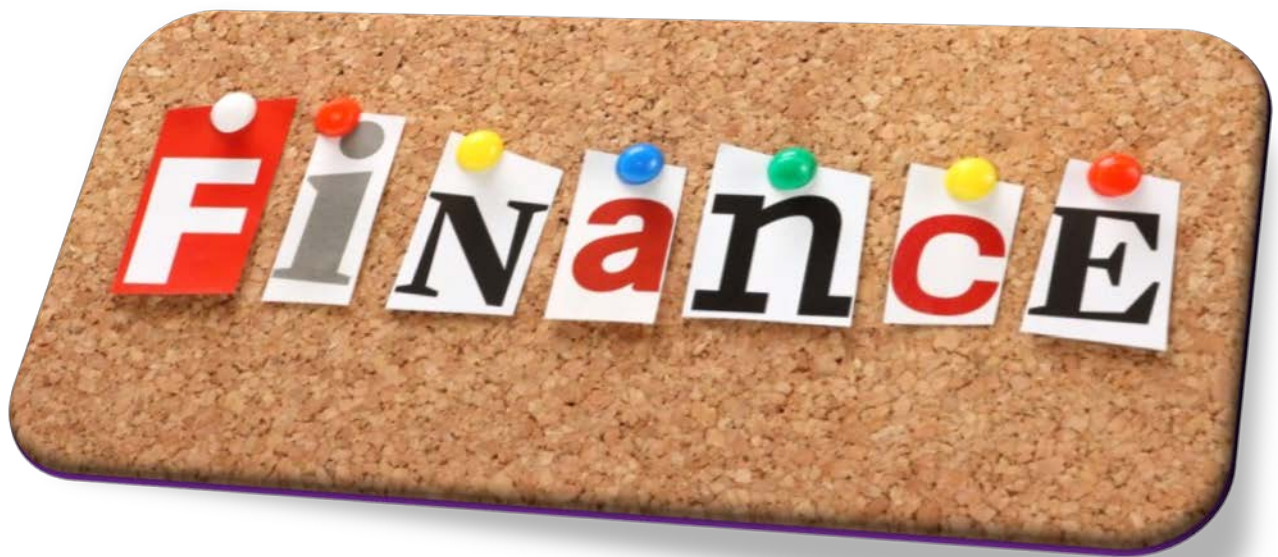
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As always, we are looking forward to continuing our partnerships and programs which promotes family self-sufficiency, home ownership opportunities, housing counseling and home repairs, as well as, rental assistance to low to moderate income families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

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

<i>Activities</i>	<i>No.</i>
<i>Annual Inspections</i>	<b>26</b>
<i>Annual Re-certifications</i>	<b>16</b>
<i>Initial Inspection</i>	<b>05</b>
<i>Other Certifications</i>	<b>04</b>
<i>Family Briefings</i>	<b>02</b>
<i>Executing HCV Contracts</i>	<b>04</b>
<i>Certificates of Satisfaction</i>	<b>0</b>
<i>Housing Rehab projects pending</i>	<b>6</b>
<i>VIDA Completion Reports in Process</i>	<b>0</b>
<i>Reports Submitted in CAMS</i>	<b>2</b>
<i>Training Attended</i>	<b>0</b>

# Finance Department



June 20, 2019



**Board of Supervisors**

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



Post Office Box 1397  
20135 Princeton Road  
Sussex, Virginia 23884

Vandy V. Jones, III  
County Administrator  
[vjones@sussexcountvva.gov](mailto:vjones@sussexcountvva.gov)

Telephone (434) 246-1000  
Facsimile (434) 246-6013  
[www.sussexcountvva.gov](http://www.sussexcountvva.gov)

**Sussex County Board of Supervisors  
June 20, 2019**

**TO:** The Honorable Board of Supervisors

**From:** Kelly Moore, Director of Finance

**RE:** Debt Service

**Summary:** The following request was received by Supervisor C. Eric Fly:

**“Presentation by Sussex County Finance Department of all County debt services including the current amounts individually, interest rate on each debt, project pay off amounts and time frame of each under the current pay structure. Cost savings if each debt service were paid off July 1, 2019 instead of being allow to mature.”**

In response, the following attachments were produced in detail to the requested information:

- A. 2018 CAFR (prepared by Robinson, Farmer, Cox), Note 7 – Long Term Obligations, pgs. 34-38
- B. Financial Discussion Materials (Davenport & company), Appendix D – Existing Tax-Supported Debt Details, pgs. 38-43

Note: Estimated Total payoff in FY20: \$9,837,355. Cost savings if payoff were executed in FY20: \$1,766,993. However, a payoff of this amount would deplete the County's cash reserves

causing the County to fall from an unassigned fund balance for the general fund of 25% (an equivalent Moody's rating of A- to AA+) to 0% (an equivalent Moody's rating of Non Investment Grade), initiating Sussex County a locality of "Fiscal Distress" as defined in the context of Chapter 836, § 4-8.03.

Thank you.

# 2018 CAFR

Prepared by: Robinson, Farmer, Cox

Note 7 – Long Term Obligations

Pgs. 34-38

COUNTY OF SUSSEX, VIRGINIA

Notes to Financial Statements (Continued)  
As of June 30, 2018

**Note 7—Long-Term Obligations:**

**Primary Government:**

The following is a summary of changes in long-term obligations for the fiscal year ended June 30, 2018:

	<u>Restated Balance at July 1, 2017</u>	<u>Issuances/ Increases</u>	<u>Retirements/ Decreases</u>	<u>Balance at June 30, 2018</u>	<u>Amounts Due Within One Year</u>
<b>Governmental Activities Obligations:</b>					
<b>Incurring by County:</b>					
Compensated absences	\$ 404,648	\$ 29,280	\$ 40,465	\$ 393,463	\$ 39,346
Landfill postclosure costs	2,746,586	-	45,025	2,701,561	-
Net pension liability	1,575,309	2,362,306	3,937,615	-	-
Net OPEB liabilities	807,000	26,000	192,000	641,000	-
<b>Total incurred by County</b>	<b>\$ 5,533,543</b>	<b>\$ 2,417,586</b>	<b>\$ 4,215,105</b>	<b>\$ 3,736,024</b>	<b>\$ 39,346</b>
<b>Incurring by School Board:</b>					
Literary Fund Loans	\$ 7,102,820	\$ -	\$ 711,397	\$ 6,391,423	\$ 711,397
General obligation bonds	4,750,000	-	600,000	4,150,000	600,000
Bond premium	518,231	-	34,549	483,682	-
QZAB Bonds	3,291,428	-	-	3,291,428	-
<b>Total incurred by School Board</b>	<b>\$ 15,662,479</b>	<b>\$ -</b>	<b>\$ 1,345,946</b>	<b>\$ 14,316,533</b>	<b>\$ 1,311,397</b>
<b>Total Governmental Activities Obligations</b>	<b>\$ 21,196,022</b>	<b>\$ 2,417,586</b>	<b>\$ 5,561,051</b>	<b>\$ 18,052,557</b>	<b>\$ 1,350,743</b>

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COUNTY OF SUSSEX, VIRGINIA

Notes to Financial Statements (Continued)  
As of June 30, 2018

**Note 7—Long-Term Obligations: (Continued)**

**Primary Government: (Continued)**

Annual requirements to amortize long-term obligations and related interest are as follows:

Year Ending June 30	Incurred by School Board					
	General Obligation Bonds		QZAB Bonds		Literary Fund Loans	
	Principal	Interest	Principal	Interest	Principal	Interest
2019	\$ 600,000	\$ 180,772	\$ -	\$ -	\$ 711,397	\$ 191,743
2020	600,000	149,823	-	-	711,397	170,401
2021	230,000	128,543	1,077,000	-	711,397	149,059
2022	230,000	116,928	-	-	711,397	127,717
2023	230,000	105,313	2,214,428	-	711,397	106,375
2024	230,000	93,698	-	-	711,397	85,033
2025	230,000	82,083	-	-	711,397	63,691
2026	225,000	70,594	-	-	711,400	42,349
2027	225,000	61,481	-	-	350,127	21,007
2028	225,000	53,494	-	-	350,117	10,504
2029	225,000	43,256	-	-	-	-
2030	225,000	34,144	-	-	-	-
2031	225,000	25,594	-	-	-	-
2032	225,000	15,357	-	-	-	-
2033	225,000	5,119	-	-	-	-
<b>Total</b>	<b>\$ 4,150,000</b>	<b>\$ 1,166,199</b>	<b>\$ 3,291,428</b>	<b>\$ -</b>	<b>\$ 6,391,423</b>	<b>\$ 967,879</b>

COUNTY OF SUSSEX, VIRGINIA

Notes to Financial Statements (Continued)  
As of June 30, 2018

**Note 7—Long-Term Obligations: (Continued)**

**Primary Government: (Continued)**

Details of long-term obligations:

**General Obligations:**

**Incurred by County:**

Landfill postclosure costs	\$ 2,701,561
Net OPEB liabilities	\$ 641,000
Compensated absences (payable from the General Fund)	\$ 393,463
Total incurred by County	\$ <u>3,736,024</u>

**Incurred by School Board:**

**QZAB Bonds:**

\$1,077,000 QZAB bond issued December 23, 2005, due in one lump sum payment at December 23, 2020, interest rate at 0%.	\$ 1,077,000
\$2,214,428 QZAB bond issued November 17, 2006, due in one lump sum payment at November 17, 2022, interest rate at 0%.	<u>2,214,428</u>
Total QZAB Bonds	\$ <u>3,291,428</u>

**General Obligation Bonds:**

\$7,430,000 VPSA bond issued April 26, 1999 in annual installments of \$370,000, interest payable semi-annually at coupon rates of 4.100% to 5.225% through July 15, 2019.	\$ 740,000
\$4,560,000 VPSA bond issued May 10, 2018 due in annual installments of \$230,000, interest payable semi-annually at coupon rates of 2.55% to 5.05% through July 15, 2032.	<u>3,410,000</u>
Total General Obligation Bonds	\$ <u>4,150,000</u>
Bond Premium	\$ <u>483,682</u>

COUNTY OF SUSSEX, VIRGINIA

Notes to Financial Statements (Continued)  
As of June 30, 2018

**Note 7—Long-Term Obligations: (Continued)**

**Primary Government: (Continued)**

Details of long-term obligations: (Continued)

**General Obligations: (Continued)**

**Incurred by School Board: (Continued)**

**Literary Fund Loans:**

\$7,225,403 Literary loan issued October 1, 2005, due in annual installments of \$361,270 through October 1, 2025, interest at 3%.	\$	2,890,163
\$7,002,530 Literary loan issued January 1, 2018, due in annual installments of \$350,127 through January 1, 2028, interest at 3%.		<u>3,501,260</u>
Total Literary Fund Loans	\$	<u>6,391,423</u>
Total incurred by School Board	\$	<u>14,316,533</u>
Total General Obligations, Primary Government	\$	<u>18,052,557</u>

**Discretely Presented Component Unit-School Board:**

The following is a summary of changes in long-term obligations for the fiscal year ended June 30, 2018:

	<u>Restated Balance at July 1, 2017</u>	<u>Increases</u>	<u>Decreases</u>	<u>Balance at June 30, 2018</u>	<u>Amounts Due Within One Year</u>
<b>Component Unit-School Board:</b>					
VRS early retirement liability	\$ 654,574	\$ -	\$ 73,360	\$ 581,214	\$ 79,228
Capital lease	-	54,000	-	54,000	26,363
Net OPEB liabilities	3,172,000	189,000	779,000	2,582,000	-
Net pension liability	14,262,646	2,500,874	4,780,520	11,983,000	-
Compensated absences	<u>732,295</u>	<u>73,230</u>	<u>421,564</u>	<u>383,961</u>	<u>38,396</u>
Total Component Unit-School Board	<u>\$ 18,821,515</u>	<u>\$ 2,817,104</u>	<u>\$ 6,054,444</u>	<u>\$ 15,584,175</u>	<u>\$ 143,987</u>

COUNTY OF SUSSEX, VIRGINIA

Notes to Financial Statements (Continued)  
As of June 30, 2018

**Note 7—Long-Term Obligations: (Continued)**

**Discretely Presented Component Unit-School Board: (Continued)**

Annual requirements to amortize long-term obligations and related interest are as follows:

Year Ending June 30	VRS Early Retirement Liability	
	Principal	Interest
2019	\$ 79,228	\$ 46,498
2020	85,567	40,159
2021	92,412	33,314
2022	99,805	25,921
2023	107,789	17,937
2024	116,413	9,313
Total	<u>\$ 581,214</u>	<u>\$ 173,142</u>

Details of long-term indebtedness:

General Obligations:

VRS early retirement liability, issued July 1, 1994 at 8% over 30 years	\$ 581,214
Capital lease	\$ 54,000
Net OPEB liabilities	\$ 2,582,000
Net pension liability	\$ 11,983,000
Compensated absences (Payable from the School Fund)	\$ 383,961
Total General obligations, Component Unit - School Board	<u>\$ 15,584,175</u>

**Note 8—Closure and Postclosure Costs:**

The County closed its two landfills and is liable for postclosure monitoring for a period of thirty years. In conjunction with the closing of the landfill, an environmental engineering firm was engaged to devise a closure plan in accordance with Federal and State Regulations. The \$2,701,561 reported as landfill closure and postclosure liability at June 30, 2018, represents the estimated liability for postclosure monitoring, over the remaining seventeen years. These amounts are based on what it would cost to perform all closure and postclosure care in 2018. Actual costs may be higher due to inflation, changes in technology or changes in regulations.





# Existing Tax-Supported Debt | QZABS

\$1,077,000  
2005 QZABS

FY	Coupon	Principal	Interest	Total
<b>Total</b>		<b>116,540</b>	-	<b>116,540</b>
2019	0.000%	58,270	-	58,270
2020	0.000%	58,270	-	58,270
2021				
2022				
2023				
2024				
2025				
2026				
2027				
2028				
2029				
2030				
2031				
2032				
2033				

\$2,214,428  
2006 QZABS

FY	Coupon	Principal	Interest	Total
<b>Total</b>		<b>658,256</b>	-	<b>658,256</b>
2019	0.000%	109,203	-	109,203
2020	0.000%	109,203	-	109,203
2021	0.000%	109,203	-	109,203
2022	0.000%	109,203	-	109,203
2023	0.000%	221,443	-	221,443
2024				
2025				
2026				
2027				
2028				
2029				
2030				
2031				
2032				
2033				

**Dated Date:** 10/1/2005

**Purpose:** Schools

**Coupon Dates:** Oct 1

**Dated Date:** 1/1/2017

**Purpose:** Schools

**Coupon Dates:** Jan 1

**Next Call:** Unknown

**Insurance:** n/a

**Maturity Date:** 1/1/2028

**Next Call:** Unknown

**Insurance:** n/a

**Maturity Date:** 10/1/2025



# Existing Tax-Supported Debt | Literary Loan Funds

\$7,225,403

2005 Literary Loan Fund

FY	Coupon	Principal	Interest	Total
<b>Total</b>		<b>2,890,160</b>	<b>390,172</b>	<b>3,280,332</b>
2019	3.000%	361,270	86,705	447,975
2020	3.000%	361,270	75,867	437,137
2021	3.000%	361,270	65,029	426,299
2022	3.000%	361,270	54,191	415,461
2023	3.000%	361,270	43,352	404,622
2024	3.000%	361,270	32,514	393,784
2025	3.000%	361,270	21,676	382,946
2026	3.000%	361,270	10,838	372,108
2027				
2028				
2029				
2030				
2031				
2032				
2033				

\$7,002,530

2017 Literary Loan Fund

FY	Coupon	Principal	Interest	Total
<b>Total</b>		<b>3,501,270</b>	<b>577,710</b>	<b>4,078,980</b>
2019	3.000%	350,127	105,038	455,165
2020	3.000%	350,127	94,534	444,661
2021	3.000%	350,127	84,030	434,157
2022	3.000%	350,127	73,527	423,654
2023	3.000%	350,127	63,023	413,150
2024	3.000%	350,127	52,519	402,646
2025	3.000%	350,127	42,015	392,142
2026	3.000%	350,127	31,511	381,638
2027	3.000%	350,127	21,008	371,135
2028	3.000%	350,127	10,504	360,631
2029				
2030				
2031				
2032				
2033				

Dated Date: 10/1/2005

Purpose: Schools

Coupon Dates: Oct 1

Next Call: Unknown

Insurance: n/a

Maturity Date: 10/1/2025

Dated Date: 1/1/2017

Purpose: Schools

Coupon Dates: Jan 1

Next Call: Unknown

Insurance: n/a

Maturity Date: 1/1/2028

DAVENPORT & COMPANY

Source: Interpolated from CAFR.



# Existing Tax-Supported Debt | General Obligation

\$7,430,000  
1999A VPSA

Year	Coupon	Principal	Interest	Total
<b>Total</b>		<b>740,000</b>	<b>28,999</b>	<b>768,999</b>
2019	5.225%	370,000	19,333	389,333
2020	5.225%	370,000	9,666	379,666
2021				
2022				
2023				
2024				
2025				
2026				
2027				
2028				
2029				
2030				
2031				
2032				
2033				

\*Note: Coupons include 10bps annual admin fee.

Dated Date: 5/1/1999

Purpose: Schools

Coupon Dates: 7/15,1/15

Next Call:

Insurance: n/a

Maturity Date: 7/15/2019

Current

\*Note: Coupons include 5bps annual admin fee.

Dated Date: 5/10/2017

Purpose: Schools

Coupon Dates: 7/15,1/15

Next Call:

Insurance: n/a

Maturity Date: 7/15/2032

\$4,560,000  
2017A VPSA

Year	Coupon	Principal	Interest	Total
<b>Total</b>		<b>3,410,000</b>	<b>1,135,094</b>	<b>4,545,094</b>
2019	5.000%	230,000	153,906	383,906
2020	5.000%	230,000	142,406	372,406
2021	5.000%	230,000	130,906	360,906
2022	5.000%	230,000	119,406	349,406
2023	5.000%	230,000	107,906	337,906
2024	5.000%	230,000	96,406	326,406
2025	5.000%	230,000	84,906	314,906
2026	5.000%	225,000	73,406	298,406
2027	5.000%	225,000	62,156	287,156
2028	5.000%	225,000	50,906	275,906
2029	4.050%	225,000	39,656	264,656
2030	4.050%	225,000	30,544	255,544
2031	3.175%	225,000	21,431	246,431
2032	3.300%	225,000	14,288	239,288
2033	3.050%	225,000	6,863	231,863

\*Note: Coupons include 5bps annual admin fee.

Dated Date: 5/10/2017

Purpose: Schools

Coupon Dates: 7/15,1/15

Next Call:

Insurance: n/a

Maturity Date: 7/15/2032



# Existing Tax-Supported Debt | Summary by Type

GO Bonds				
FY	Principal	Interest	Total	
Total	4,150,000	1,164,093	5,314,093	
2019	600,000	173,239	773,239	
2020	600,000	152,073	752,073	
2021	230,000	130,906	360,906	
2022	230,000	119,406	349,406	
2023	230,000	107,906	337,906	
2024	230,000	96,406	326,406	
2025	230,000	84,906	314,906	
2026	225,000	73,406	298,406	
2027	225,000	62,156	287,156	
2028	225,000	50,906	275,906	
2029	225,000	39,656	264,656	
2030	225,000	30,544	255,544	
2031	225,000	21,431	246,431	
2032	225,000	14,288	239,288	
2033	225,000	6,863	231,863	

Literary Loan Funds				
FY	Principal	Interest	Total	
Total	6,391,430	967,881	7,359,311	
2019	711,397	191,743	903,140	
2020	711,397	170,401	881,798	
2021	711,397	149,059	860,456	
2022	711,397	127,717	839,114	
2023	711,397	106,375	817,772	
2024	711,397	85,033	796,430	
2025	711,397	63,691	775,088	
2026	711,397	42,350	753,747	
2027	350,127	21,008	371,135	
2028	350,127	10,504	360,631	
2029	-	-	-	
2030	-	-	-	
2031	-	-	-	
2032	-	-	-	
2033	-	-	-	

QZABs				
FY	Principal	Interest	Total	
Total	774,796	-	774,796	
2019	167,473	-	167,473	
2020	167,473	-	167,473	
2021	109,203	-	109,203	
2022	109,203	-	109,203	
2023	221,443	-	221,443	
2024	-	-	-	
2025	-	-	-	
2026	-	-	-	
2027	-	-	-	
2028	-	-	-	
2029	-	-	-	
2030	-	-	-	
2031	-	-	-	
2032	-	-	-	
2033	-	-	-	

DAVENPORT & COMPANY Source: Based on information obtained from Staff and information interpolated from CAFR.



# Existing Tax-Supported Debt | Aggregate

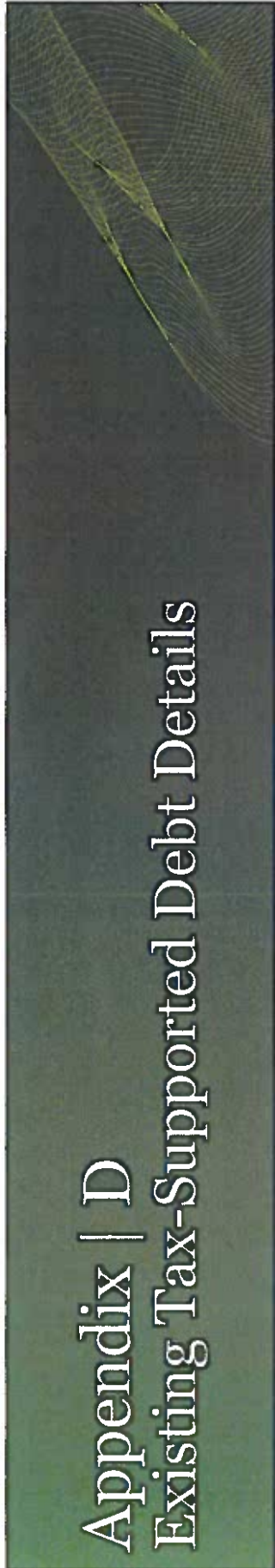
FY	Principal	Interest	Total
Total	11,316,226	2,131,974	13,448,200
2019	1,478,870	364,982	1,843,852
2020	1,478,870	322,473	1,801,344
2021	1,050,600	279,965	1,330,566
2022	1,050,600	247,123	1,297,724
2023	1,162,840	214,282	1,377,122
2024	941,397	181,440	1,122,837
2025	941,397	148,598	1,089,995
2026	936,397	115,756	1,052,153
2027	575,127	83,164	658,291
2028	575,127	61,410	636,537
2029	225,000	39,656	264,656
2030	225,000	30,544	255,544
2031	225,000	21,431	246,431
2032	225,000	14,288	239,288
2033	225,000	6,863	231,863

DAVENPORT & COMPANY Source: Based on information obtained from Staff and information interpolated from CAFR.



# Appendix | D

## Existing Tax-Supported Debt Details



# County Administration



**June 20, 2019**

**BOARD ACTION FORM**

**Agenda Item:** Departmental Reports #7.09

**Subject:** Steps to be taken to Preserve and Make Functional the Old Courthouse

**Board Meeting Date:** June 20 2019

=====  
**Summary:** Supervisor Fly has requested information on steps to be taken to Preserve and Make Functional the Old Courthouse. At the April 5, 2019 Board of Supervisors Work Session Moseley Architects presented an overview of the Option 4C which had been requested by the Board of Supervisors. Davenport & Company was also present to provide an overview of how Option 4C could be financed with or without any tax increase. The Board asked that Option 4C be shelved and only the reuse of existing building considered along with the potential acquisition of the former BB&T Bank.

The County’s contract with Moseley Architects has been completed and a new agreement will have to enter into for further work to be done by Moseley.

The previous work done by Moseley regarding the Historical Courthouse showed Options that ranged from \$1.3 million (strictly preservation) to \$3.5 million for renovations that would make the Courthouse suitable for office relocation. However, these numbers would need further refinement to account for the multi-story, multi-level configuration of the Courthouse.

Various Capital Improvement needs have been or are being identified to include Fire and EMS buildings and apparatus, jail roof, as well as the Administration Space Needs. These Capital Improvements will have to be evaluated and planned in a comprehensive manner.

**Attachment:** N/A

=====  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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



**BOARD ACTION FORM**

**Agenda Item:** Old Business #9.01

**Subject:** County Meals Tax

**Board Meeting Date:** June 20 2019

=====  
**Summary:** This item was requested by Supervisor Fly. The Board discussed and voted on the authorizing the County to request the order for the referendum meals tax at the April 18, 2019 regular Board of Supervisors meeting. Supervisor Fly is requesting to discuss the process further.

**Recommendation:** None

**Attachment:** N/A

=====

**ACTION:**

**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:** New Business #10.01

**Subject:** Housing Choice Vouchers (HCV)

**Board Meeting Date:** June 20 2019

=====  
**Summary:** This item was requested by Supervisor Fly. Discussion regarding the Housing Choice Voucher Program was held during the Board’s Budget Work Session on April 24, 2019. Supervisor Fly has additional information that he would like to discuss further.

**Recommendation:** None

**Attachment:** N/A

=====  
**ACTION:**

**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	___	___