



**BOARD OF SUPERVISORS  
WORK SESSION  
Monday, January 27, 2020 – 4:30 PM**

**Main Conference Room  
County Administration Building, 1 Center Street  
Chatham, Virginia 24531**

**AGENDA**

- 1. CALL TO ORDER (4:30 PM)**
- 2. ROLL CALL**
- 3. AGENDA ITEMS TO BE ADDED**
- 4. APPROVAL OF AGENDA**

For the citizens' convenience, all Work Session and Committee Meetings are now being recorded and can be viewed on the same YouTube location as the Board of Supervisor's Business Meetings. Please remember that the Board's Work Session is designed for internal Board and County Staff communication, discussion, and work. It is not a question and answer session with the audience. Accordingly, during the Work Session, no questions or comments from the audience will be entertained. Respectfully, any outbursts or disorderly conduct from the audience will not be tolerated and may result in the offending person's removal from the Work Session. As a reminder, all County citizens, and other appropriate parties as designated by the Board's Bylaws, are permitted to make comments under the Hearing of the Citizens' Section of tonight's Business Meeting.

- 5. PRESENTATIONS**
- 6. STAFF, COMMITTEE, AND/OR CONSTITUTIONAL OFFICER REPORTS**
  - a. Early Voting Projections and Budgetary Needs Report (Contact: Kelly A. Keese); (15 minutes)
  - b. 2019 Employee Satisfaction Survey Results Review (Staff Contact: Holly E. Stanfield); (15 minutes)
  - c. CPMT Update (Staff Contact: Cheryl J. Boswell); (15 minutes)
  - d. Monthly Department Spotlight (Building and Grounds); (Staff Contact: Darrell W. Dalton); (15 minutes)

- e. Committee Updates/Recommendations (Finance; Economic Development; and Legislative); (Staff Contact: David M. Smitherman; J. Vaden Hunt, Esq.); (15 minutes)

**7. BUSINESS MEETING DISCUSSION ITEMS**

**8. CLOSED SESSION**

- a. 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.

(1) Legal Authority: Virginia Code § 2.2-3711(A)(1)

Subject Matter: County Administrator and County Attorney

Purpose: Review of Annual Evaluations; Discussion of Revisions to Employment Agreements

**9. RETURN TO OPEN SESSION & CLOSED SESSION CERTIFICATION**

- a. Closed Session Certification

**10. ADJOURNMENT**



**Board of Supervisors**  
**EXECUTIVE SUMMARY**

**INFORMATION ITEM**

<b>Agenda Title:</b>	Early Voting Projections and Budgetary Needs Report (Contact: Kelly A. Keesee); (15 minutes)		
<b>Staff Contact(s):</b>	Kelly A. Keesee		
<b>Agenda Date:</b>	January 27, 2020	<b>Item Number:</b>	6.a
<b>Attachment(s):</b>	Early Voting		
<b>Reviewed By:</b>			

Kelly A. Keesee, Registrar, will present to the Board regarding early voting projections and corresponding budgetary needs.



# **VOTER REGISTRATION AND ELECTIONS**

## **NO-EXCUSE/EARLY VOTING REPORT DECEMBER 2019**

**KELLY A. KEESEE  
PITTSYLVANIA COUNTY  
DIRECTOR OF ELECTIONS / GENERAL REGISTRAR**

Attachment: Early Voting (1903 : Early Voting Projections and Budgetary Needs Report (Contact: Kelly A. Keesee); (15 minutes))

## No Excuse/Early Voting Table of Contents

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- Virginia Code HB 2790 Absentee voting; no-excuse in-person summary
  
- Comparisons and Projected Impact
  
- Implementation in November 2020
  - Office - Space/Parking/Security/Staffing/Costs/Voters
  
  - Early Voting Centers - Space/Parking/Security/Staffing/Costs/Voters
  
- Appendix
  - 2020-2021 Elections Department budget submission
  - Voting equipment quote
  - Pollbook hardware / software system quote
  - HB2790 Code section
  - Information Links

## No Excuse/Early Voting

Virginia Code HB 2790 Absentee voting; no-excuse in-person

### SUMMARY AS PASSED:

**Absentee voting; no-excuse in-person voting available beginning on second Saturday immediately preceding election.** Allows for any registered voter to vote by absentee ballot in person beginning on the second Saturday immediately preceding any election in which he is qualified to vote without providing a reason or making prior application for an absentee ballot. The bill makes absentee voting in person available beginning on the forty-fifth day prior to the election and ending at 5:00 p.m. on the Saturday immediately preceding the election. The bill retains the current provisions for voting with an absentee ballot by mail or in person prior to the second Saturday immediately preceding the election, including the application requirement and the list of statutory reasons for absentee voting. The provisions of the bill do not become effective until the November 3, 2020, general election, and the State Board of Elections is required to submit a report on the procedures and instructions it promulgates for conducting absentee voting pursuant to the provisions of the bill. This bill is identical to SB 1026.

### 2019 Impact Statement HB2790-ER

#### Summary:

The provisions of the bill shall apply to elections beginning with the general election on November 3, 2020. The State Board of Elections shall submit a report by December 1, 2019, to the Governor, the General Assembly, and the House and Senate Committees on Privileges and Elections on the procedures and instructions promulgated for conducting absentee voting pursuant to the bill. The report shall include recommendations to be considered by the General Assembly for any further legislation that may be necessary to implement the bill's provisions.

### 2020 Impact Statement SB111

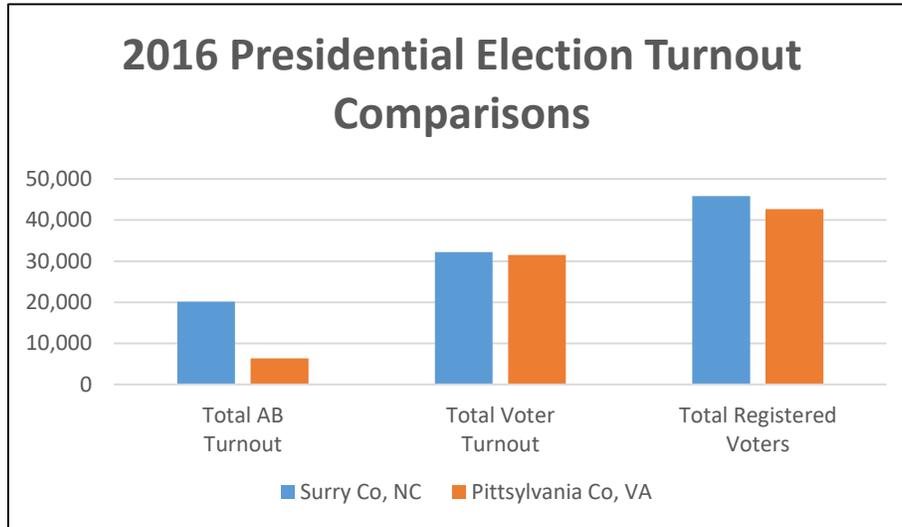
#### Summary:

The provisions of the bill shall apply to elections beginning with the general election on November 3, 2020 that would extend current law of HB2790 that requires six days of no-excuse absentee voting both in person and by mail extended to forty-five days prior to every election in the future.

### Fiscal Implications: (at State Level ONLY)

As stand-alone legislation, the Department of Elections considers implementation of this bill as "routine," and does not require additional funding. This bill would require an update to the Virginia Election and Registration Information System (VERIS) to establish a new reason code (category) to identify voters who vote In-person beginning on the second Saturday immediately preceding an election. Under current law, voters must qualify under one of the current list of statutory reasons to vote by absentee ballot, which would remain applicable for those voting absentee by mail or in person prior to the second Saturday preceding an election. The agency would also have to update absentee forms, reports, and other VERIS functionality to accommodate the new reason code. The Department of Elections estimates the cost of these updates to be \$8,814: \$2,500 for changes to VERIS; \$2,200 for changes to forms, web materials, and guidance documents; and \$4,114 to print and distribute new forms.

## No Excuse/Early Voting Projected Impact and Comparisons

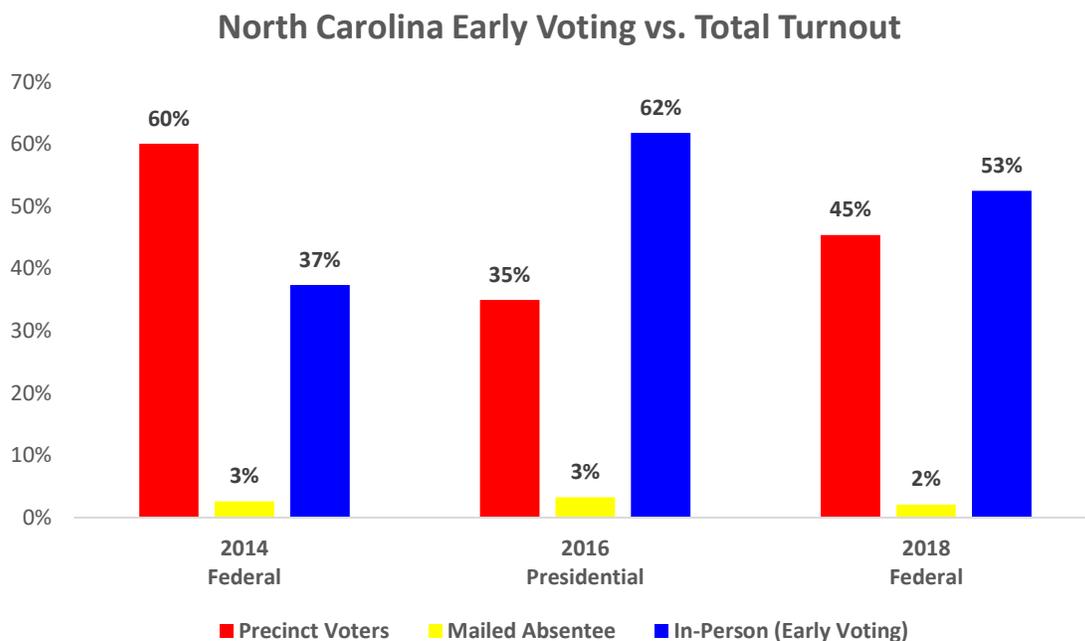


In 1999 the North Carolina General Assembly authorized ‘no excuse’ absentee voting and for counties to establish one-stop absentee voting sites in locations around their county, not just at the board of elections office for even election years. In 2001 it was open to all elections. Allowing One-Stop absentee voting to be conducted starting on the third Thursday before the election and ends on the last Saturday at 1pm before the election.

Using the 20 years data provided by North Carolina, we have been able to project our voter turnout to assist the locality in preparing for the 2020 Presidential Election implementation of early voting.

Presidential Elections often have the largest voter turnout out of any election and next year’s election is forecast to make history by breaking voter turnout records.

The below chart shows early voting turnout ranges for different types of election.

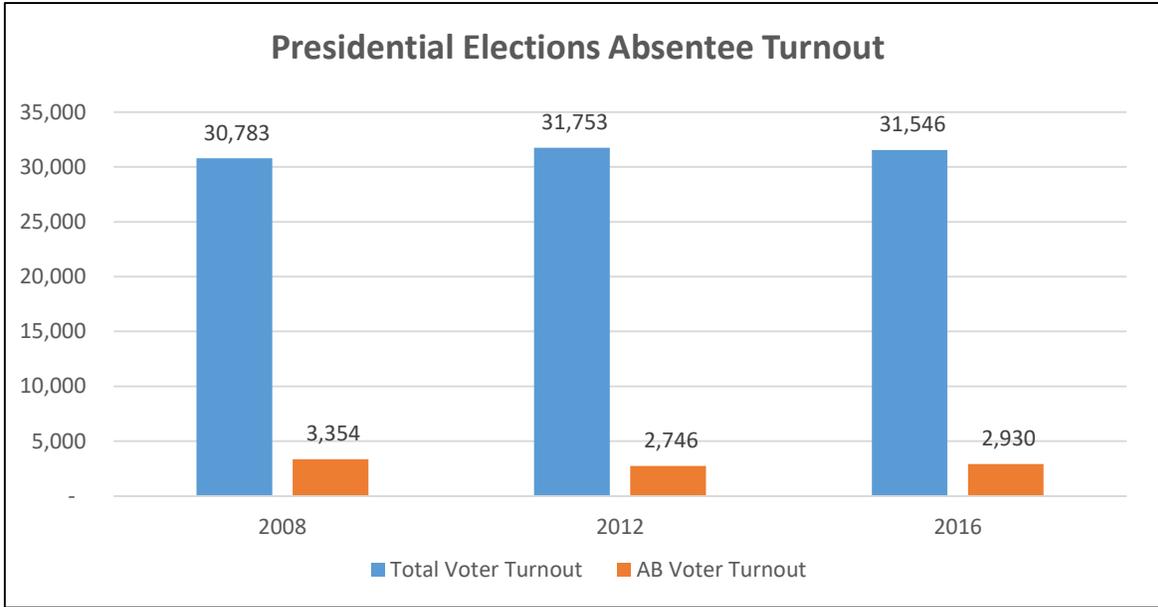


Attachment: Early Voting (1903 : Early Voting Projections and Budgetary Needs Report (Contact: Kelly A. Keesee); (15 minutes))

# No Excuse/Early Voting

## Projected Impact and Comparisons

In the county absentee turnout has been on average 10%, with an estimated 60% turnout at the polls. As shown in North Carolinas data, voters are more likely to vote during the no-excuse in-person voting. The chart below shows our last three presidential election turnout.



As Shown in the chart below, presidential election total voter turnout is about 75%. In those elections absentee voting doubles in turnout at almost 10% of the total vote. However, when no-excuse absentee voting goes into effect, we will likely see an increase of 40-60%, with a total turnout percentage of 85%.

Historic Turnouts							No Excuse Early Voting Turnouts If No Excuse was in effect					
Election	Type	Total Voter Turnout	% of Voter Turnout	Active Voters	AB Voter Turnout	% of ABs from Total Turnout	10%	20%	30%	40%	50%	60%
Nov 2008	President	30,783	76%	40,587	3,354	11%	3,078	6,157	9,235	12,313	15,392	18,470
Nov 2009	Governor	16,621	40%	41,271	618	4%	1,662	3,324	4,986	6,648	8,311	9,973
Nov 2012	President	31,753	74%	42,953	2,746	9%	3,175	6,351	9,526	12,701	15,877	19,052
Nov 2013	Governor	18,354	44%	42,092	758	4%	1,835	3,671	5,506	7,342	9,177	11,012
Nov 2016	President	31,546	72%	43,519	2,930	9%	3,155	6,309	9,464	12,618	15,773	18,928
Nov 2017	Governor	19,320	45%	42,609	914	5%	1,932	3,864	5,796	7,728	9,660	11,592
11/1/2019 *	President	38,320	85%	45,000	15,328	40%	3,832	7,664	11,496	15,328	19,160	22,992

Attachment: Early Voting (1903 : Early Voting Projections and Budgetary Needs Report (Contact: Kelly A. Keesee); (15 minutes))

## No Excuse/Early Voting Projected Impact

When looking at turnout projections for the upcoming Presidential elections. Of those who vote prior to election day, it is estimated that 75% of voters will wait until the last week to cast their ballot in-person without an excuse.

The chart below shows the percentage of turnout based on our registered voters and a 85% total turnout. Each section breaks down the turnout percentages for absentee turnout, mail absentee ballots and in-person no excuse voting options available to voters.

**Caution:** there could be a higher turnout due to the media, 3<sup>rd</sup> party organizations, social media and political parties advertising the early voting option.

Active Voters	45,000	Projected Absentee Turnout Totals					
Total Voter Turnout %	Total Voter Turnout	10%	20%	30%	40%	50%	60%
45%	20,250	2,025	4,050	6,075	8,100	10,125	12,150
50%	22,500	2,250	4,500	6,750	9,000	11,250	13,500
55%	24,750	2,475	4,950	7,425	9,900	12,375	14,850
60%	27,000	2,700	5,400	8,100	10,800	13,500	16,200
65%	29,250	2,925	5,850	8,775	11,700	14,625	17,550
70%	31,500	3,150	6,300	9,450	12,600	15,750	18,900
75%	33,750	3,375	6,750	10,125	13,500	16,875	20,250
80%	36,000	3,600	7,200	10,800	14,400	18,000	21,600
85%	38,320	3,832	7,664	11,496	15,328	19,160	22,992
90%	40,500	4,050	8,100	12,150	16,200	20,250	24,300

Mailed & 1st 26 Days In-Person AB (25%)							
Total Voter Turnout %	Total Voter Turnout	10%	20%	30%	40%	50%	60%
45%	20,250	506	1,013	1,519	2,025	2,531	3,038
50%	22,500	563	1,125	1,688	2,250	2,813	3,375
55%	24,750	619	1,238	1,856	2,475	3,094	3,713
60%	27,000	675	1,350	2,025	2,700	3,375	4,050
65%	29,250	731	1,463	2,194	2,925	3,656	4,388
70%	31,500	788	1,575	2,363	3,150	3,938	4,725
75%	33,750	844	1,688	2,531	3,375	4,219	5,063
80%	36,000	900	1,800	2,700	3,600	4,500	5,400
85%	38,250	958	1,916	2,874	3,832	4,790	5,748
90%	40,500	1,013	2,025	3,038	4,050	5,063	6,075

No Excuse Early Voting (75%)							
Total Voter Turnout %	Total Voter Turnout	10%	20%	30%	40%	50%	60%
45%	20,250	1,519	3,038	4,556	6,075	7,594	9,113
50%	22,500	1,688	3,375	5,063	6,750	8,438	10,125
55%	24,750	1,856	3,713	5,569	7,425	9,281	11,138
60%	27,000	2,025	4,050	6,075	8,100	10,125	12,150
65%	29,250	2,194	4,388	6,581	8,775	10,969	13,163
70%	31,500	2,363	4,725	7,088	9,450	11,813	14,175
75%	33,750	2,531	5,063	7,594	10,125	12,656	15,188
80%	36,000	2,700	5,400	8,100	10,800	13,500	16,200
85%	38,250	2,874	5,748	8,622	11,496	14,370	17,244
90%	40,500	3,038	6,075	9,113	12,150	15,188	18,225

## No Excuse/Early Voting

### Projected Impact

What is shown below is the midpoint of 40% turnout projection during the absentee period. With an estimated total projection of 3,825 mailed ballots and 11,475 in-person voters.

Additionally, 75% of Absentee voters will vote during 7 day, in-person no-excuse absentee period, estimated at 8,606 voters.

National Conference of State Legislatures data (affirmed by the NC data) shows anywhere from 30% to 67% of total turnout to be Early Voting.

#### Presidential Voting Forecast for No Excuse/Early Voting

Total Voters:	45,000
Expected Total Voter Turnout:	85%
Estimated Total Voter Turnout:	38,250
Estimated Voter Turnout:	38,250
Expected Absentee Turnout:	40%
Estimated Total Absentee Voter Turnout:	15,300
Estimated Total Absentee Voter Turnout:	15,300
Expected Mailed/Emailed Out Absentee Ballots:	3,825
In-Person Absentee Voter Totals:	11,475

#### Total 33 Business Day of Absentee Voting

The First 26 days - Applications required to Absentee Vote In-Person

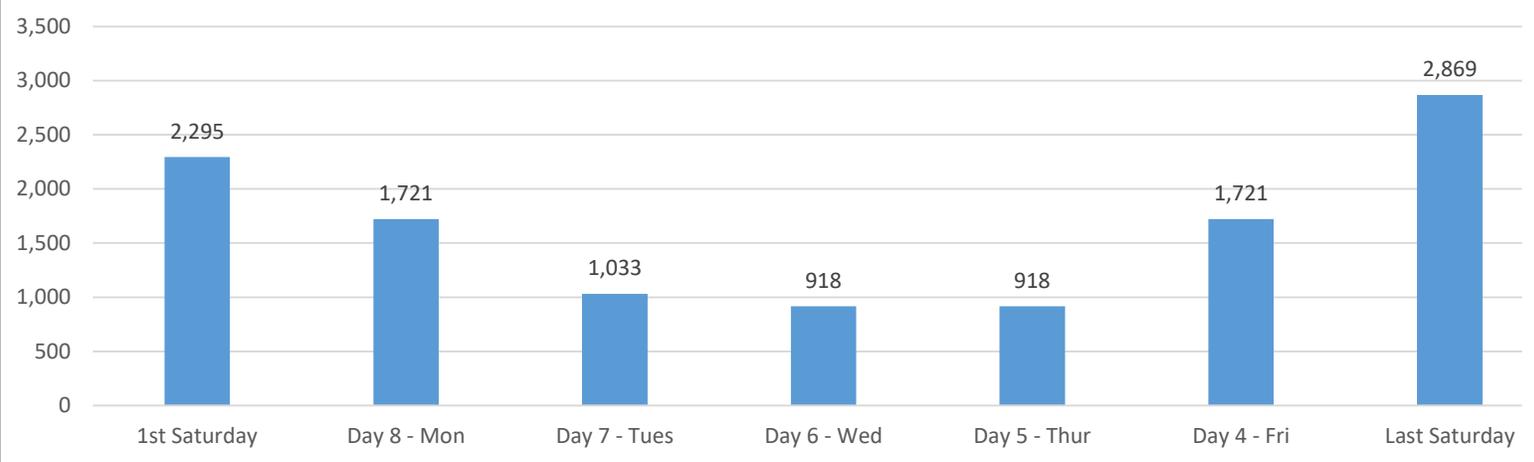
The Last 7 days - No Excuse and No Application Require to vote In-Person

		Est. Voters
Estimated % AB in first 26 days:	25%	2,869
Estimated % AB in last 7 days:	75%	8,606

# No Excuse/Early Voting Projected Impact

The Chart below shows a daily estimate of in person voters during the in-person no excuse timeline at the 40% turnout estimate.

### No Excuse Early Voting Week



Attachment: Early Voting (1903 : Early Voting Projections and Budgetary Needs Report (Contact: Kelly A. Keesee); (15 minutes))

## No Excuse/Early Voting

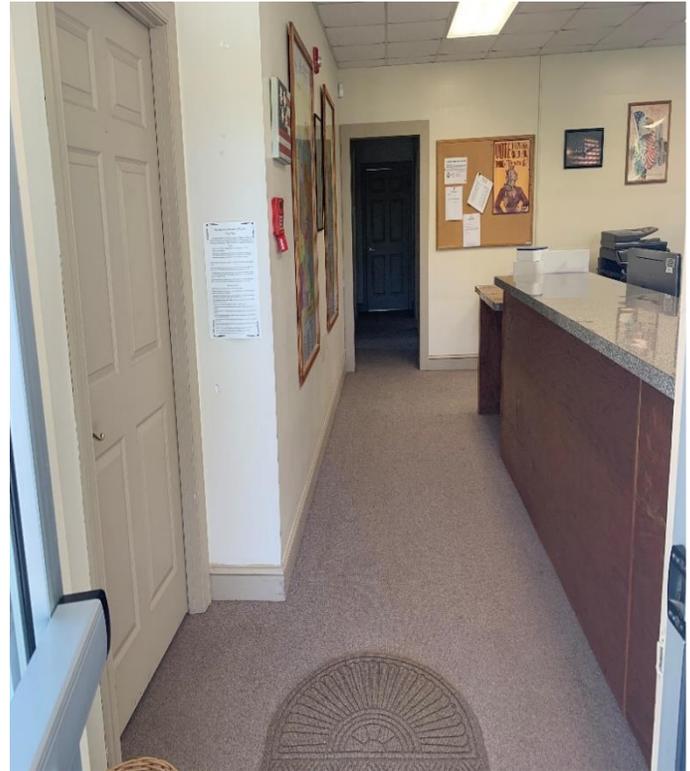
### Implementation in November 2020 Office Space

The current space used for absentee voting will not accommodate the number of voters projected to cast a no excuse absentee ballot. Additional temp staff, equipment and security will be required. A larger space is needed for the General Registrars office.

This office will help to provide information to the Board of Supervisors for assistance with the expansion or relocation of the General Registrar's office to accommodate no-excuse early voting.

#### Elements to consider:

- Voting Area – space for processing large numbers of voters per day (current facility allows for up to 4 voters to be processed at a time)
- Voting Equipment Needed
  - 20-30 voting booths
  - 10 electronic pollbook (EPBs) with printers and tabulators (ballot scanners)
  - 3 ADA – Handicap Assistance Voting Device (Current location has 4 booths, 2 Pollbooks and 1 tabulator)
- Processing Area – workstations for 5 employees (Current location has 3 workstations)
- Data and phone line drops for each workstation (Current office has 3 phones)
- Ballot Security Area – Security cages or room (Current Location filing cabinet)
- Parking –Designated voter parking and Handicap curbside voting spaces (Current location has 16 parking spaces and 2 handicap spaces)
- Office personnel security measures



#### Estimated Budget Costs:

##### County Administration:

- Voter Registration and Elections Department relocation (estimated 4,000 sq. ft) : Unknown
- Parking: Unknown
- Ballot Security Area: Unknown
- Phone: Unknown

##### Registrar Main Office:

##### **Capital Improvement needs:**

- 10 Voting Booths: \$2,000

##### **Annual Budget needs:**

- 1 additional fulltime staff member –starting salary \$29,500, plus benefits (Currently the department has 2 fulltime and 1 seasonal staff member)
- 2-4 seasonal staff - Main office: \$15,000 – (1 seasonal staff member, in 2016 presidential we had 5 season staff) This funding was cut in 2017 and our part-time position was no longer funded.
- Workstations – Neutral cost with the assumption of relocation GR's office.
- Data Connectivity: Unknown

#### **Annual Budget Needs- Main office:\$44,500**

\*This estimate are only for the main office operations.

## No Excuse/Early Voting

### Implementation in November 2020 Early Voting Centers

§ 24.2-701.1.C. *Additional locations in the county or city approved by the electoral boards may be available for absentee voting in person. Any such location shall be in a public building owned or leased by the county, city, or town within the county and may be in a facility that is owned or leased by the Commonwealth and used as a location for Department of Motor Vehicles facilities or as an office of the general registrar. Any such location shall have adequate facilities for the protection of all elections materials produced in the process of absentee voting in person, the voted and unvoted absentee ballots, and any voting systems in use at the location.*

#### Vote Center Recommendations:

In consideration of the county size and the estimated 45 minute travel time to our office, in addition to the facility limitations with office space and parking, we will be unable to process an estimated 11,000-14,000 voters at our main office alone. Therefore, opening two early voting centers, one in the Gretna branch library and one in the Mt. Hermon branch library, are ideal locations to best serve all county residence.

#### Elements Needed/Cost Estimates:

##### Main Office plus the Gretna Branch Library & Mount Hermon Branch Library as Vote Centers

- Furnished location that meets all the requirements of a public office space, as specified in § 24.2-310. Secure location for voting equipment when not in use (sole key holder)
- Parking - designated voter parking and Handicap curbside voting spaces
- Voting Equipment
  - 30 Booths: \$6,000
  - 10 Electronic Pollbooks w/software: \$16,500
  - 11 Printers: \$2,000
  - 6 Tabulators: \$35,130.00
  - 3 ADA Ballot Markers: \$10500.00
  - 3 Curbside signage: \$600
  - Workstations – 6 laptops with peripherals: \$3,000
  - Data and phones: Connectivity to the Dept. of Elections secure database with a Static IP Address: Unknown
  - Photo ID equipment:\$500
- 2020-2021 Capital Improvement Total Expense: \$72,230
- Staffing
  - 6-10 Vote Center Staff \$20,992 x 2 locations = \$41,984
  - 2-4 additional season staff/temps- Main office: \$15,000

Minimum Vote Center Staffing					
	Hourly Rate	Hrs.	Cost (hourly)	Training	Total
1 Vote Center Supervisor	\$15	56	\$840.00	\$1,500.00	\$2,340.00
1 Center Asst. Supervisor	\$12	56	\$672.00	\$1,500.00	\$2,172.00
8 Associates	\$10	448	\$4,480.00	\$12,000.00	\$16,480.00
Total of 10 Staff at each center		560	\$5,992.00	\$15,000.00	\$20,992.00

- 2020-2021 Early Voting Estimated Expense: \$129,214

#### Ongoing expenses

- Annual Contract Fee: \$2,200 Pollbook, \$2,145 Voting Machines = 4,345 additional
- Future budget estimate ( 2022-2023, etc.): \$61,329

# Thank You

# Questions?

Kelly Keesee  
Director of Elections  
Pittsylvania County  
[Kelly.Keesee@pittgov.org](mailto:Kelly.Keesee@pittgov.org)  
434-432-1981

# 2020-2021 Department Budget Submission

ACCOUNT NUMBER	DESCRIPTION	2018-2019	2018-2019	2019-2020	Debits/Credits	2020-2021	Notes/Needs
		BUDGET	YEAR-END	BUDGET	thru 11/30/2019	REQUEST	
100-4-013100-101100	COMPENSATION-BOARD MEMBERS	10,742.00	10,741.92	10,742.00	4,609.60	\$ 11,074.00	100 % Reimbursement to localities for Electoral Board and Registrar Salary - Reimbursement Estimated \$66,700 = 0 county liability
100-4-013100-110000	SALARIES AND WAGES - REGULAR	95,909.00	97,902.72	97,903.00	42,752.70	\$ 127,403.00	100% Reimbursement to localities, plus the addition of a full-time assistant staff member- Main office Salary \$29,500, state reimbursement of estimated \$56,000, county funded salaries = \$ 71,403
<b>100-4-013100-130000</b>	<b>ELECTION SUPPORT STAFF-PART-T</b>	<b>6,500.00</b>	<b>4,527.50</b>	<b>8,000.00</b>	<b>1,916.20</b>	<b>\$ 15,000.00</b>	<b>\$15,000 Seasonal staff for election administration- Early Voting - Main office</b>
100-4-013100-171000	ELECTION OFFICIALS-COMPENSATI	50,000.00	43,165.00	50,000.00	28,055.00	\$ 50,000.00	
100-4-013100-210000	FICA	8,657.00	8,419.44	9,957.00	3,670.28	\$ 11,526.20	
100-4-013100-221000	VRS	9,505.00	9,584.88	9,585.00	4,185.50	\$ 12,933.16	
100-4-013100-230000	BCBS-CO. SHARE	14,165.00	15,638.80	15,934.00	6,470.16	\$ 22,887.00	
100-4-013100-230100	DENTAL	288	288	288	120	\$ 432.00	
100-4-013100-240000	VRS-LIFE INS	1,257.00	1,282.56	1,283.00	560.1	\$ 1,730.59	
100-4-013100-260000	UNEMPLOYMENT INSURANCE	137	121.7	164	11.69	\$ 212.80	
100-4-013100-270000	WORKMAN'S COMP INS	94	76.72	108	0	\$ 114.95	
100-4-013100-280000	LT DISABILITY	219	224.4	219	86.2	\$ 219.00	
100-4-013100-331000	REPAIRS & MAINT.	6,000.00	360	10,000.00	12,072.55	\$ 6,000.00	
100-4-013100-332000	SVC CONTRACTS-VOTING EQUIPMEN	20,000.00	36,126.97	18,000.00	21,107.32	\$ 23,175.00	Voting Machine HMA & FMA Annual Contract fee - \$19,175.00 , EVID Pollbook software contract fee \$4,000.00=\$23,175
100-4-013100-332100	VOTING EQUIPMENT PROGRAMMING	0	0	8,000.00	3,796.98	\$ 8,000.00	
100-4-013100-350000	PRINTING	15,000.00	12,085.93	15,000.00	8,811.92	\$ 20,000.00	
<b>100-4-013100-360000</b>	<b>ADVERTISING</b>	<b>1,000.00</b>	<b>0</b>	<b>1,000.00</b>	<b>0</b>	<b>\$ 3,000.00</b>	<b>Vote Center Advertisement requirements</b>
100-4-013100-521000	POSTAGE	4,000.00	6,839.10	6,500.00	4,175.60	\$ 35,280.00	\$6,000- daily registration mailings, \$2,280 - mailing ballots, \$27,000- Post 2021 Redistricting county wide mailing to all registered voters as required by code.
100-4-013100-523000	TELEPHONE	800	810.85	900	280.64	\$ 900.00	
100-4-013100-542000	LEASE/RENTAL-BUILDINGS	0	300	900	0	\$ -	
100-4-013100-550000	TRAVEL EXPENSES	5,000.00	4,076.52	5,000.00	1,926.43	\$ 8,000.00	CERA training Certification in Richmond - 2020-2022
100-4-013100-554100	ELECTION TRAINING	0	0	1,000.00	0	\$ 1,000.00	
100-4-013100-581000	DUES & MEMBERSHIPS	1,160.00	350	1,160.00	99	\$ 1,160.00	
100-4-013100-600100	OFFICE SUPPLIES	2,500.00	1,986.42	3,000.00	1,868.97	\$ 3,000.00	
100-4-013100-600110	ELECTION SUPPLIES	0	0	1,750.00	299.81	\$ 1,750.00	
100-4-013100-600300	FURNITURE & FIXTURES	0	771.2	0	0	\$ -	
100-4-013100-600500	COPIER LEASE	3,094.00	2,798.94	3,094.00	1,112.16	\$ 3,094.00	
100-4-013100-810200	CAPITAL OUTLAY-EQUIPMENT	0	0	16,000.00	0	\$ 250,000.00	New Facility for main office: \$250,000 estimated
100-4-013100-130100	VOTE CENTER SEASONAL STAFF	0	0	0.00	0	\$ 41,984.00	Vote Center Staffing
100-4-013100-350100	Vote Center Ballot Printing	0	0	0.00	0	\$ 15,000.00	Early voting ballots- Vote Centers
100-4-013100-810210	Vote Center Machines					\$ 67,630.00	10 Electronic Pollbooks w/software: \$16,500 11 Printers: \$2,000 6 Tabulators: \$35,130.00 3 ADA Ballot Markers: \$10500.00 Workstations – 6 laptops with peripherals: \$3,000 Photo ID equipment: \$500
100-4-013100-600120	Vote Center Supplies	0	0	0.00	0	\$ 8,600.00	30 Booths: \$6,000, signs \$600, office supplies \$2000
TO	AL ELECTORAL BOARD/REGISTRAR	256,027.00	258,479.57	295,487.00	147,988.81	\$ 751,105.70	

Attachment: Early Voting (1903 : Early Voting Projections and Budgetary Needs Report (Contact: Kelly A. Keeseec); (15 minutes))

# Quote

## Recommended Implementation

Base Configuration of Equipment-Main Unit (EVID Edge) includes:

- a. Ruggedized Tablet Computer
  - i. Intel Quad-Core Atom Processor
  - ii. 10.1" Capacitive Touchscreen
  - iii. 2 GB RAM
  - iv. 64 GB eMMC Solid State Drive
  - v. One (1) micro SD slot
  - vi. Integrated Wi-Fi Wireless Adapter
  - vii. Integrated Bluetooth Wireless Adapter
  - viii. Removable Lithium Ion Battery
  - ix. Dedicated Barcode Scanner
  - x. Hand Strap
  
- b. Adjustable-Angle Tablet Stand/Docking Station
  - i. Four (4) Standard USB ports
  - ii. One (1) Ethernet port
  - iii. Main Power Port
  - iv. Receipt Printer Power Port
  - v. Tablet Docking Port

2. Peripheral Equipment for Main Unit (EVID Edge) includes:

- a. Power Adapter for Stand, Tablet and Receipt Printer
  - b. Power Cable to Power Receipt Printer from Stand
  - c. Power Adapter for Tablet only.
  - d. 3" Thermal Receipt Printer w/Bluetooth & USB connectivity, removable battery, belt clip, and power adapter for receipt printer only.
  - e. Driver License Holder
3. Carrying case: Hard-shell/storage case with handle and form fitted foam insert to Accommodate one (1) main unit and all peripherals.

EVID EDGE PRICING - \$1650.00/unit 10 units = 16,500.00

ADDITIONAL PRICING:

License Station Fee after Year –annual maintenance - \$100/station yearly.

Acceptance testing and training fee \$2,000.00/one- time fee.

EVID Manager License Tool for writing activators \$1,200.00 yearly.



Pittsylvania County, VA Voter Registration  
Purchase Proposal Quote  
Submitted by Election Systems & Software

Purchase Solution Includes:

Quantity	Item Description	Price
<b>Tabulation Hardware</b>		
<b>Model DS200 Precinct Scanner:</b>		
6	Model DS200 (Includes Scanner, Internal Backup Battery, Plastic Ballot Box with Steel Door and e-Bin, Paper Roll and One (1) Standard 4GB Memory Device)	\$34,500.00
6	Tote Bin	\$1,390.00
<b>Model DS850 High Speed Digital Image Scanner:</b>		
3	Standard 8GB Memory Device (Additional)	\$630.00
<b>ExpressVote Ballot Marking Device:</b>		
3	ExpressVote BMD Terminal (Includes Terminal, Internal Backup Battery, ADA Keypad, Headphones, Power Supply with AC Card, and One (1) Standard 4GB Memory Device)	\$9,975.00
3	Soft-Sided Case	\$525.00
<b>Election Services</b>		
X	Equipment Installation	\$1,005.00
X	1 Year Hardware and Software Warranty	Included
<b>Shipping &amp; Other</b>		
X	Shipping and Handling	\$795.00
<b>Total Purchase Solution</b>		<b>\$48,780.00</b>
<b>Annual Post-Warranty License and Maintenance and Support Fees (Fees are Based Upon a 1-Year Customer Commitment to Subscribe to the Following Services)</b>		
<b>Annual Post-Warranty Hardware Maintenance and Support Fees:</b>		
6	HMA DS200 - Extended Warranty with Annual Maintenance	\$1,110.00
3	HMA ExpressVote BMD - Extended Warranty with Annual Maintenance	\$360.00
<b>Annual Post-Warranty Firmware License and Maintenance and Support Fees:</b>		
6	Firmware License - DS200	\$480.00
3	Firmware License - ExpressVote	\$195.00
<b>Total Annual Post-Warranty License and Maintenance and Support Fees</b>		<b>\$2,145.00</b>

Footnotes:

1. This quote is an estimate and is subject to final review and approval by both ES&S and the Customer.
2. Rates valid for 60 days and thereafter may change.
3. Any applicable (City & State) sales taxes have not been included in pricing and are the responsibility of the customer.

## Appendix

## Virginia Acts of Assembly – 2019 Session Chapter 668 [H2790]

**VIRGINIA ACTS OF ASSEMBLY -- 2019 SESSION  
CHAPTER 668**

*An Act to amend and reenact §§ 24.2-452, 24.2-612, 24.2-700, 24.2-701, 24.2-702.1, 24.2-703.1, 24.2-703.2, 24.2-706, 24.2-707, 24.2-709, and 24.2-1004 of the Code of Virginia and to amend the Code of Virginia by adding a section numbered 24.2-701.1, relating to absentee voting; no-excuse, in-person, beginning on second Saturday immediately preceding election.*

[H 2790]

Approved March 21, 2019

**Be it enacted by the General Assembly of Virginia:**

**1. That §§ 24.2-452, 24.2-612, 24.2-700, 24.2-701, 24.2-702.1, 24.2-703.1, 24.2-703.2, 24.2-706, 24.2-707, 24.2-709, and 24.2-1004 of the Code of Virginia are amended and reenacted and that the Code of Virginia is amended by adding a section numbered 24.2-701.1 as follows:**

**§ 24.2-452. Definitions.**

As used in this chapter, unless the context requires a different meaning:

1. "Covered voter" means:

- a. A uniformed-service voter or an overseas voter who is registered to vote in this state;
- b. A uniformed-service voter defined in subdivision 9 a whose voting residence is in this state and who otherwise satisfies this state's voter eligibility requirements, including subdivision A 2 of § 24.2-700;
- c. An overseas voter who, before leaving the United States, was last eligible to vote in this state and, except for a state residency requirement, otherwise satisfies this state's voter eligibility requirements;
- d. An overseas voter who, before leaving the United States, would have been last eligible to vote in this state had the voter then been of voting age and, except for a state residency requirement, otherwise satisfies this state's voter eligibility requirements; or
- e. An overseas voter who was born outside the United States, is not described in subdivision c or d, and, except for a state residency requirement, otherwise satisfies this state's voter eligibility requirements, if:

- (1) The last place where a parent or legal guardian of the voter was, or under this chapter would have been, eligible to vote before leaving the United States is within this state; and

- (2) The voter has not previously registered to vote in any other state.

2. "Dependent" means an individual recognized as a dependent by a uniformed service.

3. "Federal postcard application" means the application prescribed under § 101(b)(2) of the Uniformed and Overseas Citizens Absentee Voting Act, 52 U.S.C. § 20301(b)(2).

4. "Federal write-in absentee ballot" means the ballot described in § 103 of the Uniformed and Overseas Citizens Absentee Voting Act, 52 U.S.C. § 20303, that may be used in all elections in which the voter is eligible to vote as provided in § 24.2-702.1.

5. "Military-overseas ballot" means:

- a. A federal write-in absentee ballot;
- b. A ballot specifically prepared or distributed for use by a covered voter in accordance with this title; or
- c. A ballot cast by a covered voter in accordance with this title.

6. "Overseas voter" means a United States citizen who is outside the United States.

7. "State" means a state of the United States, the District of Columbia, Puerto Rico, the United States Virgin Islands, or any territory or insular possession subject to the jurisdiction of the United States.

8. "Uniformed service" means:

- a. Active and reserve components of the Army, Navy, Air Force, Marine Corps, or Coast Guard of the United States;
- b. The Merchant Marine, the commissioned corps of the Public Health Service, or the commissioned corps of the National Oceanic and Atmospheric Administration of the United States; or
- c. The Virginia National Guard.

9. "Uniformed-service voter" means an individual who is qualified to vote and is:

- a. A member of the active or reserve components of the Army, Navy, Air Force, Marine Corps, or Coast Guard of the United States who is on active duty;
- b. A member of the Merchant Marine, the commissioned corps of the Public Health Service, or the commissioned corps of the National Oceanic and Atmospheric Administration of the United States;
- c. A member on activated status of the National Guard; or
- d. A spouse or dependent of a member referred to in this definition.

10. "United States," used in the territorial sense, means the several states, the District of Columbia, Puerto Rico, the United States Virgin Islands, and any territory or insular possession subject to the jurisdiction of the United States.

## VIRGINIA ACTS OF ASSEMBLY -- 2019 SESSION CHAPTER 668 (continued)

### § 24.2-612. List of offices and candidates filed with Department of Elections and checked for accuracy; when ballots printed; number required.

Immediately after the expiration of the time provided by law for a candidate for any office to qualify to have his name printed on the official ballot and prior to printing the ballots for an election, each general registrar shall forward to the Department of Elections a list of the county, city, or town offices to be filled at the election and the names of all candidates who have filed for each office. In addition, each general registrar shall forward the name of any candidate who failed to qualify with the reason for his disqualification. On that same day, the general registrar shall also provide a copy of the notice to each disqualified candidate. The notice shall be sent by email or regular mail to the address on the candidate's certificate of candidate qualification, and such notice shall be deemed sufficient. The Department of Elections shall promptly advise the general registrar of the accuracy of the list. The failure of any general registrar to send the list to the Department of Elections for verification shall not invalidate any election.

Each general registrar shall have printed the number of ballots he determines will be sufficient to conduct the election. Such determination shall be based on the number of active registered voters and historical election data, including voter turnout, and shall be subject to the approval by the electoral board.

Notwithstanding any other provisions of this title, the Department of Elections may print or otherwise provide one statewide paper ballot style for each paper ballot style in use for presidential and vice-presidential electors for use only by persons eligible to vote for those offices only under § 24.2-402 or only for federal elections under § 24.2-453. The Department of Elections may apportion or authorize the printer or vendor to apportion the costs for these ballots among the localities based on the number of ballots ordered. Any printer employed by the Department of Elections shall execute the statement required by § 24.2-616. The Department of Elections shall designate a representative to be present at the printing of such ballots and deliver them to the appropriate general registrars pursuant to § 24.2-617. Upon receipt of such paper ballots, the electoral board or the general registrar shall affix the seal of the electoral board. Thereafter, such ballots shall be handled and accounted for, and the votes counted as the Department of Elections shall specifically direct.

The general registrar shall make printed ballots available for absentee voting not later than 45 days prior to any election or within three business days of the receipt of a properly completed absentee ballot application, whichever is later. In the case of a special election, excluding for federal offices, if time is insufficient to meet the applicable deadline established herein, then the general registrar shall make printed ballots available as soon after the deadline as possible. For the purposes of this chapter, making printed ballots available includes mailing of such ballots or electronic transmission of such ballots pursuant to § 24.2-706 to a qualified absentee voter who is eligible for an absentee ballot under subdivision A 2 of § 24.2-700. Not later than five days after absentee ballots are made available, each general registrar shall report to the Department of Elections, in writing on a form approved by the Department of Elections, whether he has complied with the applicable deadline.

Only the names of candidates for offices to be voted on in a particular election district shall be printed on the ballots for that election district.

The general registrar shall send to the Department of Elections a statement of the number of ballots ordered to be printed, proofs of each printed ballot for verification, and copies of each final ballot. If the Department of Elections finds that, in its opinion, the number of ballots ordered to be printed by any general registrar is not sufficient, it may direct the general registrar to order the printing of a reasonable number of additional ballots.

#### § 24.2-700. Persons entitled to vote by absentee ballot.

A. The following registered voters may vote by absentee ballot in accordance with the provisions of this chapter in any election in which they are qualified to vote:

1. Any person who, in the regular and orderly course of his business, profession, or occupation or while on personal business or vacation, will be absent from the county or city in which he is entitled to vote;
2. Any person who is (i) a member of a uniformed service, as defined in § 24.2-452, on active duty, (ii) temporarily residing outside of the United States, or (iii) the spouse or dependent residing with any person listed in clause (i) or (ii), and who will be absent on the day of the election from the county or city in which he is entitled to vote;
3. Any student attending a school or institution of higher education, or his spouse, who will be absent on the day of election from the county or city in which he is entitled to vote;
4. Any duly registered person with a disability, as defined in § 24.2-101, who is unable to go in person to the polls on the day of election because of his disability, illness, or pregnancy;
5. Any person who is confined while awaiting trial or for having been convicted of a misdemeanor, provided that the trial or release date is scheduled on or after the third day preceding the election. Any person who is awaiting trial and is a resident of the county or city where he is confined shall, on his request, be taken to the polls to vote on election day if his trial date is postponed and he did not have an opportunity to vote absentee;

## VIRGINIA ACTS OF ASSEMBLY -- 2019 SESSION CHAPTER 668 (continued)

6. Any person who is a member of an electoral board, registrar, officer of election, or custodian of voting equipment;
7. Any duly registered person who is unable to go in person to the polls on the day of the election because he is primarily and personally responsible for the care of an ill or disabled family member who is confined at home;
8. Any duly registered person who is unable to go in person to the polls on the day of the election because of an obligation occasioned by his religion;
9. Any person who, in the regular and orderly course of his business, profession, or occupation, will be at his place of work and commuting to and from his home to his place of work for 11 or more hours of the 13 hours that the polls are open pursuant to § 24.2-603;
10. Any person who is a law-enforcement officer, as defined in § 18.2-51.1; firefighter, as defined in § 65.2-102; volunteer firefighter, as defined in § 27-42; search and rescue personnel, as defined in § 18.2-51.1; or emergency medical services personnel, as defined in § 32.1-111.1;
11. Any person who has been designated by a political party, independent candidate, or candidate in a primary election to be a representative of the party or candidate inside a polling place on the day of the election pursuant to subsection C of § 24.2-604 and § 24.2-639; or
12. Any person granted a protective order issued by or under the authority of any court of competent jurisdiction.

*B. Any registered voter may vote by absentee ballot in person beginning on the second Saturday immediately preceding any election in which he is qualified to vote.*

### § 24.2-701. Application for absentee ballot.

A. The State Board shall furnish each general registrar with a sufficient number of applications for official absentee ballots. The registrars shall furnish applications to persons requesting them.

The State Board shall implement a system that enables eligible persons to request and receive an absentee ballot application electronically through the Internet. Electronic absentee ballot applications shall be in a form approved by the State Board.

Except as provided in § 24.2-703, a separate application shall be completed for each election in which the applicant offers to vote. An application for an absentee ballot may be accepted the later of (i) 12 months before an election or (ii) the day following any election held in the twelfth month prior to the election in which the applicant is applying to vote.

An application that is completed in person at the same time that the applicant registers to vote shall be held and processed no sooner than the fifth day after the date that the applicant registered to vote; however, this requirement shall not be applicable to any person who is qualified to vote absentee under subdivision A 2 of § 24.2-700.

Any application received before the ballots are printed shall be held and processed as soon as the printed ballots for the election are available.

For the purposes of this chapter, the general registrar's office shall be open a minimum of eight hours between the hours of 8:00 a.m. and 5:00 p.m. on the first and second Saturday immediately preceding all ~~general elections, except May general elections, and on the Saturday immediately preceding any primary election, May general election, or special election.~~

Unless the applicant is disabled, all applications for absentee ballots shall be signed by the applicant who shall state, subject to felony penalties for making false statements pursuant to § 24.2-1016, that to the best of his knowledge and belief the facts contained in the application are true and correct and that he has not and will not vote in the election at any other place in Virginia or in any other state. If the applicant is unable to sign the application, a person assisting the applicant will note this fact on the applicant signature line and provide his signature, name, and address.

B. Applications for absentee ballots shall be completed in the following manner:

1. An application completed in person shall be ~~made not less than three days prior to the election in which the applicant offers to vote and~~ completed only in the office of the general registrar. ~~The applicant shall sign the application and signed by the applicant~~ in the presence of a registrar. The applicant shall provide one of the forms of identification specified in subsection B of § 24.2-643. Any applicant who does not show one of the forms of identification specified in subsection B of § 24.2-643 shall be offered a provisional ballot under the provisions of § 24.2-653. The State Board of Elections shall provide instructions to the general registrar for the handling and counting of such provisional ballots pursuant to subsection B of § 24.2-653 and this section.

2. Any other application may be made by mail, electronic or telephonic transmission to a facsimile device if one is available to the office of the general registrar or the office of the State Board if a device is not available locally, or other means. The application shall be on a form furnished by the registrar or, if made under subdivision A 2 of § 24.2-700, may be on a federal postcard application prescribed pursuant to 52 U.S.C. § 20301(b)(2). The federal postcard application may be accepted the later of (i) 12 months before an election or (ii) the day following any election held in the twelfth month prior to the election in which the applicant is applying to vote. The application shall be made to the appropriate registrar no later than 5:00 p.m. on the seventh day prior to the election in which the applicant offers to vote.

## VIRGINIA ACTS OF ASSEMBLY -- 2019 SESSION CHAPTER 668 (continued)

C. Applications for absentee ballots shall contain the following information:

1. The applicant's printed name, the last four digits of the applicant's social security number, and the reason the applicant will be absent or cannot vote at his polling place on the day of the election. However, an applicant completing the application in person shall not be required to provide the last four digits of his social security number;
2. A statement that he is registered in the county or city in which he offers to vote and his residence address in such county or city. Any person temporarily residing outside the United States shall provide the last date of residency at his Virginia residence address, if that residence is no longer available to him. Any person who makes application under subdivision A 2 of § 24.2-700 who is not a registered voter may file the applications to register and for a ballot simultaneously;
3. The complete address to which the ballot is to be sent directly to the applicant, unless the application is made in person at a time when the printed ballots for the election are available and the applicant chooses to vote in person at the time of completing his application. The address given shall be (i) the address of the applicant on file in the registration records; (ii) the address at which he will be located while absent from his county or city; or (iii) the address at which he will be located while temporarily confined due to a disability or illness. No ballot shall be sent to, or in care of, any other person; and
4. In the case of a person, or the spouse or dependent of a person, who is on active duty as a member of the uniformed services as defined in § 24.2-452, the branch of service to which he or the spouse belongs; or
5. In the case of a student, or the spouse of a student, who is attending a school or institution of higher education, the name of the school or institution of higher education; or
6. In the case of any duly registered person with a disability, as defined in § 24.2-101, who is unable to go in person to the polls on the day of the election because of his disability, illness, or pregnancy, that he is a person with a disability, illness, or pregnancy; or
7. In the case of a person who is confined awaiting trial or for having been convicted of a misdemeanor, the name of the institution of confinement; or
8. In the case of a person who will be absent on election day for business reasons, the name of his employer or business; or
9. In the case of a person who will be absent on election day for personal business or vacation reasons, the name of the county or city in Virginia or the state or country to which he is traveling; or
10. In the case of a person who is unable to go to the polls on the day of election because he is primarily and personally responsible for the care of an ill or disabled family member who is confined at home, his relationship to the family member; or
11. In the case of a person who is unable to go to the polls on the day of election because of an obligation occasioned by his religion, that he has an obligation occasioned by his religion; or
12. In the case of a person who, in the regular and orderly course of his business, profession, or occupation, will be at his place of work and commuting to and from his home to his place of work for 11 or more hours of the 13 hours that the polls are open pursuant to § 24.2-603, the name of his business or employer and hours he will be at the workplace and commuting on election day; or
13. In the case of a law-enforcement officer, as defined in § 18.2-51.1; firefighter, as defined in § 65.2-102; volunteer firefighter, as defined in § 27-42; search and rescue personnel, as defined in § 18.2-51.1; or emergency medical services personnel, as defined in § 32.1-111.1, that he is a first responder; or
14. In the case of a person who has been designated by a political party, independent candidate, or candidate in a primary election to be a representative of the party or candidate inside a polling place on the day of the election pursuant to subsection C of § 24.2-604 and § 24.2-639, the fact that he is so designated; or
15. In the case of a person who has been granted a protective order issued by or under the authority of any court of competent jurisdiction, the name of the county or city in Virginia or the state of the issuing court.

*D. An application shall not be required for any registered voter appearing in person to cast an absentee ballot during the period beginning on the second Saturday immediately preceding the election in which he is offering to vote.*

**§ 24.2-701.1. Absentee voting in person.**

*A. Absentee voting in person shall be available on the forty-fifth day prior to any election and shall continue until 5:00 p.m. on the Saturday immediately preceding the election.*

*1. Any registered voter eligible to vote absentee pursuant to subsection A of § 24.2-700 may vote absentee in person beginning on the forty-fifth day prior to the election in which he is offering to vote and continuing until the second Friday immediately preceding such election. He shall complete the application for an absentee ballot required by § 24.2-701, and the general registrar shall process that application in accordance with the provisions of § 24.2-706.*

*2. Any registered voter may vote absentee in person on or after the second Saturday immediately preceding the election in which he is offering to vote. He shall provide his name and his residence address in the county or city in which he is offering to vote. After verifying that the voter is a registered voter of that county or city, the general registrar shall enroll the voter's name and address on the absentee voter applicant list maintained pursuant to § 24.2-706.*

## VIRGINIA ACTS OF ASSEMBLY -- 2019 SESSION CHAPTER 668 (continued)

*A registered voter voting by absentee ballot in person shall provide one of the forms of identification specified in subsection B of § 24.2-643. If he does not show one of the forms of identification specified in subsection B of § 24.2-643, he shall be offered a provisional ballot under the provisions of § 24.2-653. The State Board shall provide instructions to the general registrar for the handling and counting of such provisional ballots pursuant to subsection B of § 24.2-653 and this section.*

*B. Absentee voting in person shall be available during regular business hours. The electoral board of each county and city shall provide for absentee voting in person in the office of the general registrar. For purposes of this chapter, such office shall be open a minimum of eight hours between the hours of 8:00 a.m. and 5:00 p.m. on the first and second Saturday immediately preceding all elections.*

*C. Additional locations in the county or city approved by the electoral boards may be available for absentee voting in person. Any such location shall be in a public building owned or leased by the county, city, or town within the county and may be in a facility that is owned or leased by the Commonwealth and used as a location for Department of Motor Vehicles facilities or as an office of the general registrar. Any such location shall have adequate facilities for the protection of all elections materials produced in the process of absentee voting in person, the voted and unvoted absentee ballots, and any voting systems in use at the location.*

*D. The general registrar may provide for the casting of absentee ballots in person pursuant to this section on voting systems. The Department shall prescribe the procedures for use of voting systems. The procedures shall provide for absentee voting in person on voting systems that have been certified and are currently approved by the State Board. The procedures shall be applicable and uniformly applied by the Department to all localities using comparable voting systems.*

*E. At least two officers of election shall be present during all hours that absentee voting in person is available and shall represent the two major political parties, except in the case of a party primary, when they may represent the party conducting the primary. However, such requirement shall not apply when (i) voting systems that are being used pursuant to subsection D are located in the office of the general registrar and (ii) the general registrar or an assistant registrar is present.*

*F. The Department shall include absentee ballots voted in person in its instructions for the preparation, maintenance, and reporting of ballots, pollbooks, records, and returns.*

### **§ 24.2-702.1. Federal write-in absentee ballots.**

A. Notwithstanding any other provision of this title, a qualified absentee voter who is eligible for an absentee ballot under subdivision A 2 of § 24.2-700 may use a federal write-in absentee ballot in any election. Such ballot shall be submitted and processed in the manner provided by the Uniformed and Overseas Citizens Absentee Voting Act (52 U.S.C. § 20301 et seq.) and this article.

B. Notwithstanding any other provision of this title, a federal write-in absentee ballot submitted pursuant to subsection A shall be considered valid for purposes of simultaneously satisfying both an absentee ballot application and a completed absentee ballot, provided that the ballot is received no later than the deadline for the return of absentee ballots as provided in § 24.2-709 for the election in which the voter offers to vote, and the application contains the following information: (i) the voter's signature; however, if the voter is unable to sign, the person assisting the voter will note this fact in the voter signature box; (ii) the voter's printed name; (iii) the county or city in which he is registered and offers to vote; (iv) the residence address at which he is registered to vote; (v) his current military or overseas address; and (vi) the signature of a witness who shall sign the same application.

C. This section shall not be construed to require that an absentee ballot be sent to the absentee voter on receipt of a federal write-in absentee ballot unless the voter has also submitted an absentee ballot application pursuant to § 24.2-701 or 24.2-703.

### **§ 24.2-703.1. Special annual applications for absentee ballots for certain ill or disabled voters.**

Any person who is eligible for an absentee ballot under subdivision A 4 of § 24.2-700 because of a disability or illness and who is likely to remain so eligible for the remainder of the calendar year shall be eligible to file a special annual application to receive ballots for all elections in which he is eligible to vote in a calendar year. His first such application shall be accompanied by a statement, on a form prescribed by the State Board and signed by the voter and his physician, provider as defined in § 37.2-403, or accredited religious practitioner, that the voter is eligible for an absentee ballot under subdivision A 4 of § 24.2-700 and likely to remain so eligible for the remainder of the calendar year.

In accordance with procedures established by the State Board, the general registrar shall retain the application and form, enroll the applicant on a special absentee voter applicant list, and process the applicant's request for an absentee ballot for each succeeding election in the calendar year. The applicant shall specify by party designation the primary ballots he is requesting.

The general registrar shall send each such enrolled applicant a blank application by December 15 for each ensuing calendar year, and upon completion thereof, the applicant shall be eligible to receive ballots for all elections in which he is eligible to vote in that calendar year.

If an official reply to the application or an absentee ballot sent to the applicant is returned as undeliverable, or the general registrar knows that the applicant is no longer a qualified voter, no ballot for any subsequent election shall be sent to the voter until a new application is filed and accepted.

**VIRGINIA ACTS OF ASSEMBLY -- 2019 SESSION CHAPTER 668 (continued)**

**§ 24.2-703.2. Replacement absentee ballots for certain disabled or ill voters; penalty.**

A voter seeking to cast an absentee ballot may obtain a replacement absentee ballot subject to the following conditions: (i) the voter applied for an absentee ballot under subdivision A 4 of § 24.2-700 because of a disability or illness; (ii) the application was approved and an absentee ballot mailed to the voter; and (iii) the voter did not receive or has lost the absentee ballot on or before the Saturday before the election. In such case, the voter may request a replacement absentee ballot by the close of business for the local elections office on the Saturday before election day and designate, in writing, a representative to obtain a replacement absentee ballot on his behalf from the general registrar and to return the properly completed ballot as directed by the general registrar no later than the close of polls on the day of election for which the absentee ballot is valid. The representative shall be age eighteen or older and shall not be an elected official, a candidate for elected office, or the deputy, spouse, parent, or child of an elected official or candidate. The voter and representative shall complete the form prescribed by the State Board to implement the provisions of this section. The form shall include a statement signed by the voter that he did not receive the ballot or has lost the ballot. Statements on the form shall be subject to felony penalties for making false statements pursuant to § 24.2-1016.

**§ 24.2-706. Duty of general registrar on receipt of application; statement of voter.**

A. On receipt of an application for an absentee ballot, the general registrar shall enroll the name and address of each registered applicant on an absentee voter applicant list that shall be maintained in the office of the general registrar with a file of the applications of ~~the listed applicants~~ *received*. The list shall be available for inspection and copying and the applications shall be available for inspection only by any registered voter during regular office hours. Upon request and for a reasonable fee, the Department of Elections shall provide an electronic copy of the absentee voter applicant list to any political party or candidate. Such list shall be used only for campaign and political purposes. Any list made available for inspection and copying under this section shall contain the post office box address in lieu of the residence street address for any individual who has furnished at the time of registration or subsequently, in addition to his street address, a post office box address pursuant to subsection B of § 24.2-418.

No list or application containing an individual's social security number, or any part thereof, or the individual's day and month of birth, shall be made available for inspection or copying by anyone. The Department of Elections shall prescribe procedures for general registrars to make the information in the lists and applications available in a manner that does not reveal social security numbers or parts thereof, or an individual's day and month of birth.

B. The completion and timely delivery of an application for an absentee ballot shall be construed to be an offer by the applicant to vote in the election.

The general registrar shall note on each application received whether the applicant is or is not a registered voter. In reviewing the application for an absentee ballot, the general registrar shall not reject the application of any individual because of an error or omission on any record or paper relating to the application, if such error or omission is not material in determining whether such individual is qualified to vote absentee.

If the application has been properly completed and signed and the applicant is a registered voter of the precinct in which he offers to vote, the general registrar shall, at the time when the printed ballots for the election are available, send by the deadline set out in § 24.2-612, obtaining a certificate or other evidence of either first-class or expedited mailing or delivery from the United States Postal Service or other commercial delivery provider, or deliver to him in person in the office of the registrar, the following items and nothing else:

1. An envelope containing the folded ballot, sealed and marked "Ballot within. Do not open except in presence of a witness."

2. An envelope, with printing only on the flap side, for resealing the marked ballot, on which envelope is printed the following:

"Statement of Voter."

"I do hereby state, subject to felony penalties for making false statements pursuant to § 24.2-1016, that my FULL NAME is \_\_\_\_\_ (last, first, middle); that I am now or have been at some time since last November's general election a legal resident of \_\_\_\_\_ (STATE YOUR LEGAL RESIDENCE IN VIRGINIA including the house number, street name or rural route address, city, zip code); that I received the enclosed ballot(s) upon application to the registrar of such county or city; that I opened the envelope marked 'ballot within' and marked the ballot(s) in the presence of the witness, without assistance or knowledge on the part of anyone as to the manner in which I marked it (or I am returning the form required to report how I was assisted); that I then sealed the ballot(s) in this envelope; and that I have not voted and will not vote in this election at any other time or place.

Signature of Voter \_\_\_\_\_

Date \_\_\_\_\_

Signature of witness \_\_\_\_\_"

For elections held after January 1, 2004, instead of the envelope containing the above oath, an envelope containing the standard oath prescribed by the presidential designee under § 101(b)(7) of the Uniformed and Overseas Citizens Absentee Voting Act (52 U.S.C. § 20301 et seq.) shall be sent to voters who are qualified to vote absentee under that Act.

*When this statement has been properly completed and signed by the registered voter and witnessed, his ballot shall not be subject to challenge pursuant to § 24.2-651.*

## VIRGINIA ACTS OF ASSEMBLY -- 2019 SESSION CHAPTER 668 (continued)

3. A properly addressed envelope for the return of the ballot to the general registrar by mail or by the applicant in person.

4. Printed instructions for completing the ballot and statement on the envelope and returning the ballot.

For federal elections held after January 1, 2004, for any voter who is required by subparagraph (b) of 52 U.S.C. § 21083 of the Help America Vote Act of 2002 to show identification the first time the voter votes in a federal election in the state, the printed instructions shall direct the voter to submit with his ballot (i) a copy of a current and valid photo identification or (ii) a copy of a current utility bill, bank statement, government check, paycheck or other government document that shows the name and address of the voter. Such individual who desires to vote by mail but who does not submit one of the forms of identification specified in this paragraph may cast such ballot by mail and the ballot shall be counted as a provisional ballot under the provisions of § 24.2-653. The Department of Elections shall provide instructions to the electoral boards for the handling and counting of such provisional ballots pursuant to subsection B of § 24.2-653 and this section.

5. For any voter entitled to vote absentee under the Uniformed and Overseas Citizens Absentee Voting Act (52 U.S.C. § 20301 et seq.), information provided by the Department of Elections specific to the voting rights and responsibilities for such citizens, or information provided by the registrar specific to the status of the voter registration and absentee ballot application of such voter, may be included.

The envelopes and instructions shall be in the form prescribed by the Department of Elections.

C. If the applicant ~~makes~~ *completes* his application ~~to vote~~ in person under § 24.2-701 at a time when the printed ballots for the election are available, ~~the general registrar, on the determination of the qualifications of the applicant to vote, shall provide to the applicant the items set forth in subdivisions 1 through 4, and no item shall be removed by the applicant from the office of the general registrar~~ *he may request that the general registrar send to him by mail the items set forth in subdivisions B 1 through 4, instead of casting the ballot in person. On the request of the applicant, Such request shall be* made no later than 5:00 p.m. on the seventh day prior to the election in which the applicant offers to vote, *and the general registrar may shall send the those items set forth in subdivisions 1 through 4 to the applicant by mail, obtaining a certificate or other evidence of mailing.*

D. If the applicant states as the reason for his absence on election day any of the reasons set forth in subdivision A 2 of § 24.2-700, the general registrar, at the time when the printed ballots for the election are available, shall mail by the deadline set forth in § 24.2-612 or deliver in person to the applicant in the office of the general registrar the items as set forth in subdivisions B 1 through 4 and, if necessary, an application for registration. A certificate or other evidence of mailing shall not be required. If the applicant requests that such items be sent by electronic transmission, the general registrar, at the time when the printed ballots for the election are available but not later than the deadline set forth in § 24.2-612, shall send by electronic transmission the blank ballot, the form for the envelope for returning the marked ballot, and instructions to the voter. Such materials shall be sent using the official email address or fax number of the office of the general registrar published on the Department of Elections website. The State Board of Elections may prescribe by regulation the format of the email address used for transmitting ballots to eligible voters. A general registrar may also use electronic transmission facilities provided by the Federal Voting Assistance Program. The voted ballot shall be returned to the general registrar as otherwise required by this chapter.

~~When the statement prescribed in subdivision 2 has been properly completed and signed by the registered voter and witnessed, his ballot shall not be subject to challenge pursuant to § 24.2-651.~~

E. The circuit courts shall have jurisdiction to issue an injunction to enforce the provisions of this section upon the application of (i) any aggrieved voter, (ii) any candidate in an election district in whole or in part in the court's jurisdiction where a violation of this section has occurred, or is likely to occur, or (iii) the campaign committee or the appropriate district political party chairman of such candidate. Any person who fails to discharge his duty as provided in this section through willful neglect of duty and with malicious intent shall be guilty of a Class 1 misdemeanor as provided in subsection A of § 24.2-1001.

### § 24.2-707. How ballots marked and returned by mail.

On receipt of a mailed absentee ballot, the voter shall, in the presence of a witness, (i) open the sealed envelope marked "ballot within" and (ii) mark and refold the ballot, as provided in §§ 24.2-644 and 24.2-646 without assistance and without making known how he marked the ballot, except as provided by § 24.2-704.

After the voter has marked his absentee ballot, he shall (a) enclose the ballot in the envelope provided for that purpose, (b) seal the envelope, (c) fill in and sign the statement printed on the back of the envelope in the presence of a witness, who shall sign the same envelope, (d) enclose the ballot envelope and any required assistance form within the envelope directed to the general registrar, and (e) seal that envelope and mail it to the office of the general registrar or deliver it personally to the general registrar. A voter's failure to provide in the statement on the back of the envelope his full middle name or his middle initial shall not be a material omission, rendering his ballot void, unless the voter failed to provide in the statement on the back of the envelope his full first and last name. A voter's failure to provide the date, or any part of the date, including the year, on which he signed the statement printed on the back of the envelope shall not be considered a material omission and shall not render his ballot void. For purposes of this chapter, "mail" shall include delivery by a commercial delivery service, but shall not include delivery by a personal courier service or another individual except as provided by §§ 24.2-703.2 and 24.2-705.

## VIRGINIA ACTS OF ASSEMBLY -- 2019 SESSION CHAPTER 668 (continued)

~~An applicant who makes his application to vote in person at a time when the printed ballots for the election are available shall follow the same procedure set forth above except that he may complete the procedure in person in the office of the general registrar, or at another location or locations in the county or city approved by the electoral board, before a registrar, or, if a ballot is cast at that time, before the officers of election appointed by the electoral board. Any such location shall be in a public building owned or leased by the city, the county, or a town within the county, with adequate facilities for the protection of all records concerning the absentee voters, the absentee ballots, both voted and unvoted, and any voting equipment in use at the location. Such location may be in a facility owned or leased by the Commonwealth and used as a location for Department of Motor Vehicles facilities and for an office of the general registrar. Such location shall be deemed the equivalent of the office of the general registrar for the purpose of completing the application for an absentee ballot in person pursuant to §§ 24.2-701 and 24.2-706. On the request of the applicant, made no later than 5:00 p.m. on the seventh day prior to the election in which the applicant offers to vote, the general registrar may send the items set forth in subdivisions 1 through 4 of § 24.2-706 to the applicant by mail, obtaining a certificate or other evidence of mailing.~~

~~Failure to follow the procedures set forth above in this section shall render the applicant's ballot void.~~

~~The general registrar of any county or city using a central absentee voting precinct may provide for the casting of absentee ballots on voting equipment prior to election day by applicants who are voting in person. The Department of Elections shall prescribe procedures for the use of voting equipment. The procedures shall provide for the casting of absentee ballots prior to election day by in-person applicants on voting equipment which has been certified, and is currently approved, by the Department of Elections. The procedures shall be applicable and uniformly applied by the Department of Elections to all jurisdictions using comparable voting equipment. At least two officers of election, one representing each political party, shall be present during all hours that absentee voting is available at any location at which absentee ballots are cast prior to election day.~~

~~The requirement that officers of election shall be present if ballots are cast on voting equipment prior to election day shall not be applicable when the voting equipment is located in the office of the general registrar and the general registrar or an assistant registrar is present.~~

### **§ 24.2-709. Ballot to be returned in manner prescribed by law.**

A. Any ballot returned to the office of the general registrar in any manner except as prescribed by law shall be void. Absentee ballots shall be returned to the general registrar before the closing of the polls. The registrar receiving the ballot shall (i) seal the ballot in an envelope with the statement or declaration of the voter, or both, attached to the outside and (ii) mark on each envelope the date, time, and manner of delivery. No returned absentee ballot shall be deemed void because the inner envelope containing the voted ballot is imperfectly sealed so long as the outside envelope containing the ballot envelope is sealed.

B. Notwithstanding the provisions of subsection A, absentee ballots (i) received after the close of the polls on any election day, (ii) received before 5:00 p.m. on the second business day before the State Board meets to ascertain the results of the election pursuant to this title, (iii) requested on or before but not sent by the deadline for making absentee ballots available under § 24.2-612, and (iv) cast by an absentee voter who is eligible for an absentee ballot under subdivision A 2 of § 24.2-700 shall be counted pursuant to the procedures set forth in this chapter and, if the voter is found entitled to vote, included in the election returns. The electoral board shall prepare an amended certified abstract, which shall include the results of such ballots, and shall deliver such abstract to the State Board by the business day prior to its meeting pursuant to this title, and shall deliver a copy of such abstract to the general registrar to be available for inspection when his office is open for business.

C. Notwithstanding the provisions of clause (i) of subsection B of § 24.2-427, an absentee ballot returned by a voter in compliance with § 24.2-707 and this section who dies prior to the counting of absentee ballots on election day shall be counted pursuant to the procedures set forth in this chapter if the voter is found to have been entitled to vote at the time that he returned the ballot.

### **§ 24.2-1004. Illegal voting and registrations.**

A. Any person who wrongfully deposits a ballot in the ballot container or casts a vote on any voting equipment, is guilty of a Class 1 misdemeanor.

B. Any person who intentionally (i) votes more than once in the same election, whether those votes are cast in Virginia or in Virginia and any other state or territory of the United States, (ii) procures, assists, or induces another to vote more than once in the same election, whether those votes are cast in Virginia or in Virginia and any other state or territory of the United States, (iii) votes knowing that he is not qualified to vote where and when the vote is to be given, or (iv) procures, assists, or induces another to vote knowing that such person is not qualified to vote where and when the vote is to be given is guilty of a Class 6 felony.

C. Any person who intentionally (i) registers to vote at more than one residence address at the same time, whether such registrations are in Virginia or in Virginia and any other state or territory of the United States, or (ii) procures, assists, or induces another to register to vote at more than one address at the same time, whether such registrations are in Virginia or in Virginia and any other state or territory of the United States, is guilty of a Class 6 felony. This subsection shall not apply to any person who, when registering to vote, changing the address at which he is registered, transferring his registration, or assisting another in registering, changing his address, or transferring his registration, provides the information required by § 24.2-418 on the applicant's place of last previous registration to vote.

## Information Sources:

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North Carolina Data <https://www.ncsbe.gov/index.html>

National Conference of State Legislatures <http://www.ncsl.org>

Virginia Legislative Information Services – Code of Virginia  
<https://law.lis.virginia.gov/vacode/title24.2/>

Voter Registrars Association of Virginia No Excuse Early Voting Committee

Point of contact:

Chair, Teri Smithson – Director of Elections/General Registrar for Hanover County

[tfsmithson@hanovercounty.gov](mailto:tfsmithson@hanovercounty.gov) (804) 365-3154

Vice-Chair, Richard Keech - Deputy Director & Deputy Registrar for Loudoun County

[Richard.Keech@loudoun.gov](mailto:Richard.Keech@loudoun.gov) (703) 737-8329

Member, Voter Registrars Association of Virginia No Excuse Early Voting Committee

Kelly Keesee- Director of Elections/General Registrar for Pittsylvania County

[Kelly.Keesee@pittgov.org](mailto:Kelly.Keesee@pittgov.org) (434)432-1981



**Board of Supervisors**  
**EXECUTIVE SUMMARY**

**INFORMATION ITEM**

<b>Agenda Title:</b>	2019 Employee Satisfaction Survey Results Review (Staff Contact: Holly E. Stanfield); (15 minutes)		
<b>Staff Contact(s):</b>	Holly E. Stanfield		
<b>Agenda Date:</b>	January 27, 2020	<b>Item Number:</b>	6.b
<b>Attachment(s):</b>	2019 2018 Employee Survey Comparison		
<b>Reviewed By:</b>	<i>HS</i>		

Holly E. Stanfield, Human Resources Manager, will update the Board on the results of the 2019 Employee Satisfaction Survey.



# Employee Satisfaction Survey

December 2019

## About the Survey

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- Survey was designed using SurveyMonkey. SurveyMonkey is an online survey development cloud-based software service company.
- Questions used in the survey were the same questions used in the 2018 survey. Compare apples to apples.
- Survey results were calculated by SurveyMonkey and reporting was done using SurveyMonkey.
- Survey was sent to all County employees and the following Constitutional office employees:
  - Sheriff
  - Commissioner of Revenue
  - Treasurer
  - Commonwealth Attorney
- Total responses 102

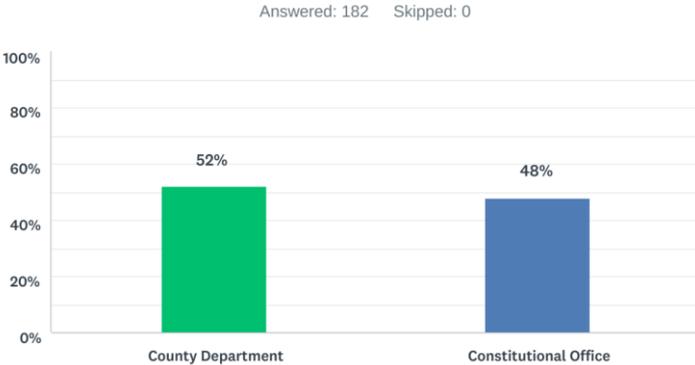
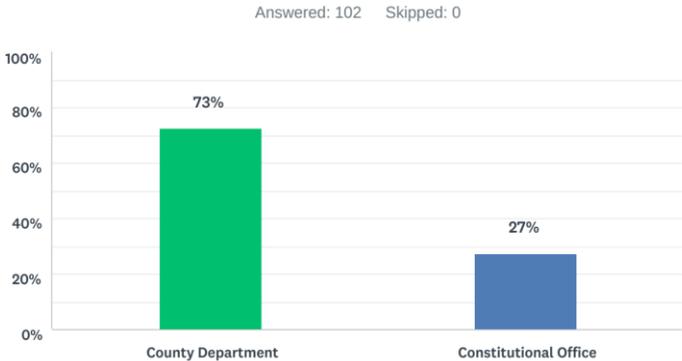
# Q3: Do you work for a County Department or Constitutional Office?

2019

2018

Q3 Do you work for a County Department or Constitutional Office?

Q3 Do you work for a County Department or Constitutional Office?

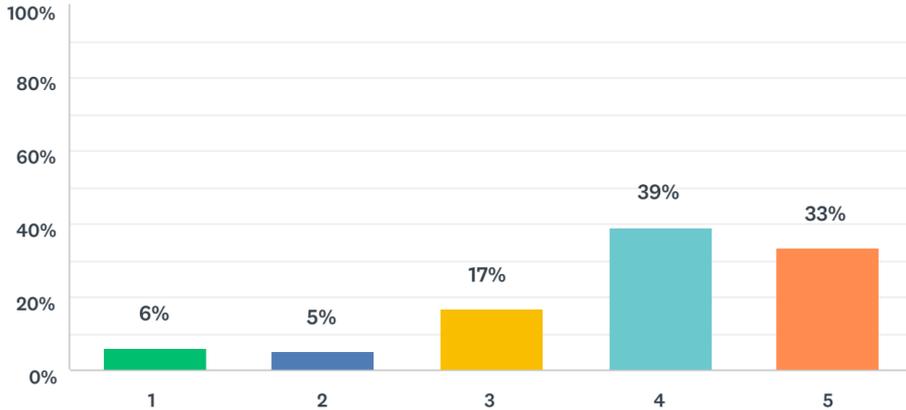


# What's Working

## How happy are you at work? (Q5)

### 2019

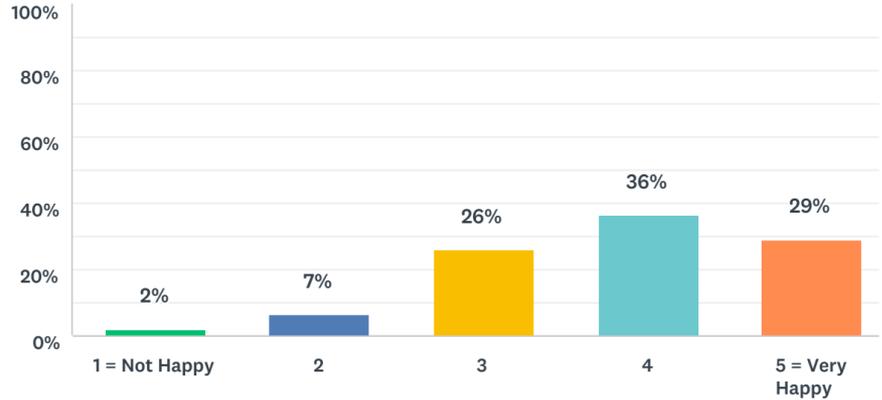
Q5 How happy are you at work?



72% are happy at work

### 2018

Q5 How happy are you at work?

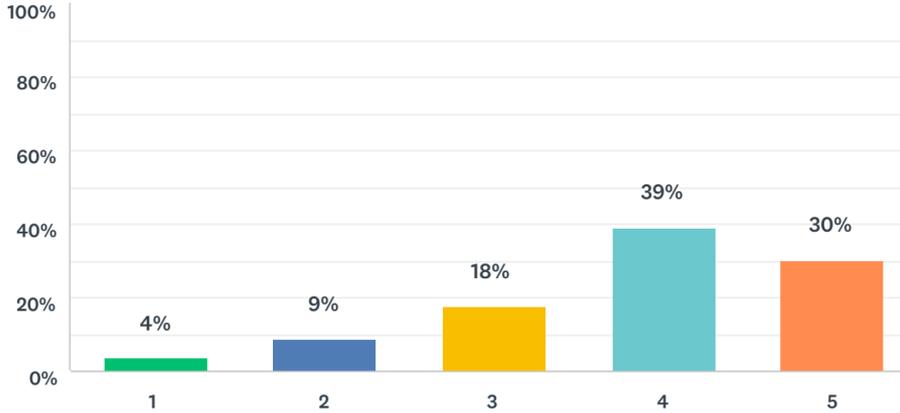


65% are happy at work

# What's Working

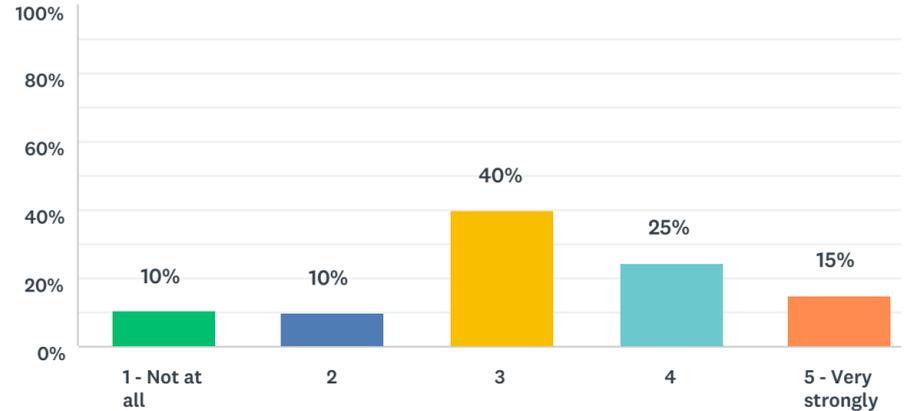
## How strongly would you recommend PC as a great place to work? (Q22)

2019



69% would recommend PC as a great place to work

2018



40% would recommend PC as a great place to work

## Opportunities for Improvement

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In 2018, these were the top areas that employees rated they were the most dissatisfied with:

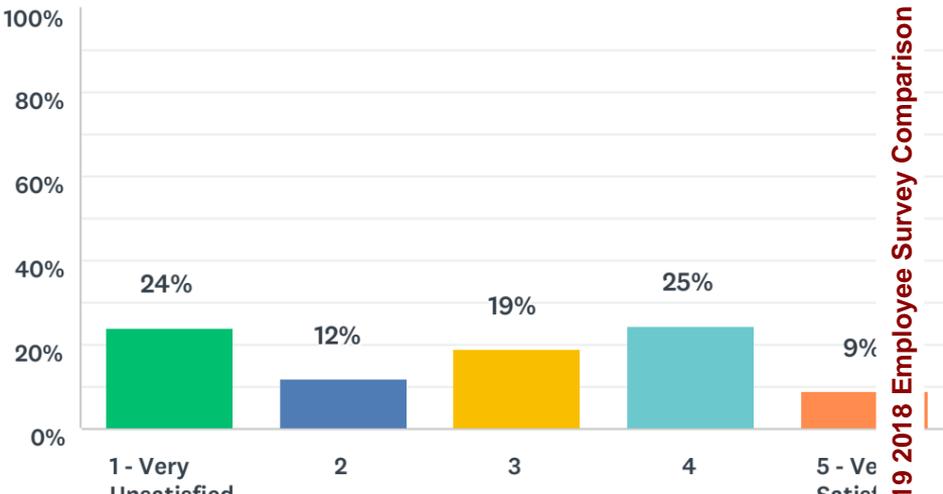
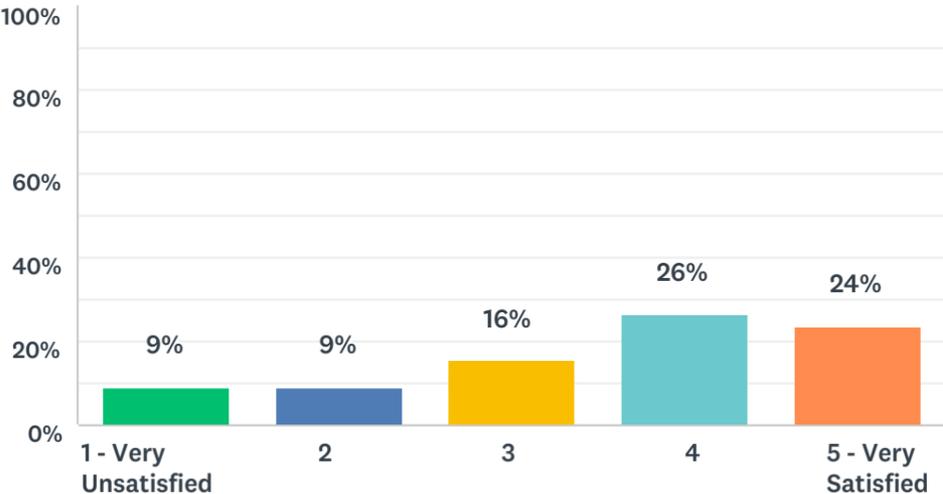
- Health Insurance
- Recognition and Respect
- Development
- Communication

Let's see how we did in 2019 ....

# How satisfied are you with your County health insurance?

2019

2018



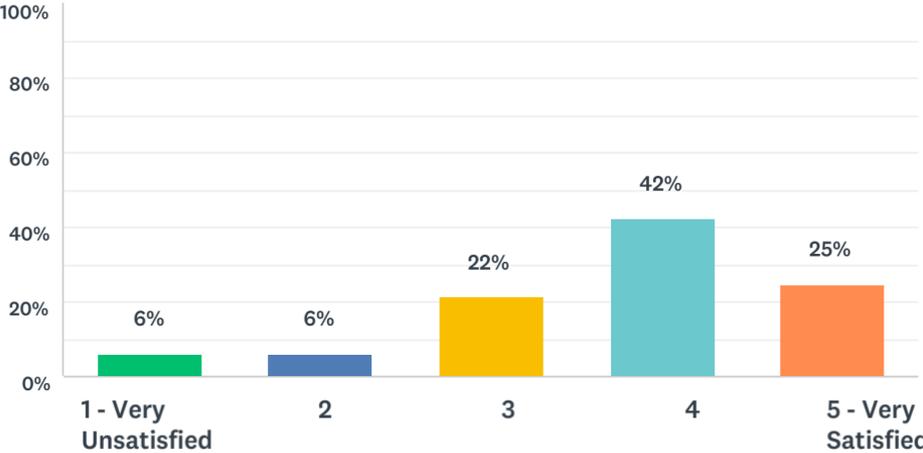
50% satisfied

34% satisfied

Attachment: 2019 2018 Employee Survey Comparison (1904 :

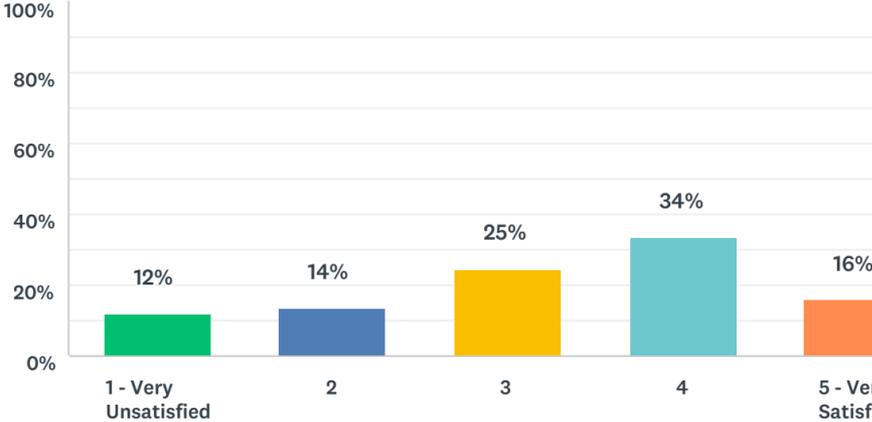
# How satisfied are you with County benefits, not including health insurance?

2019



67% satisfied

2018



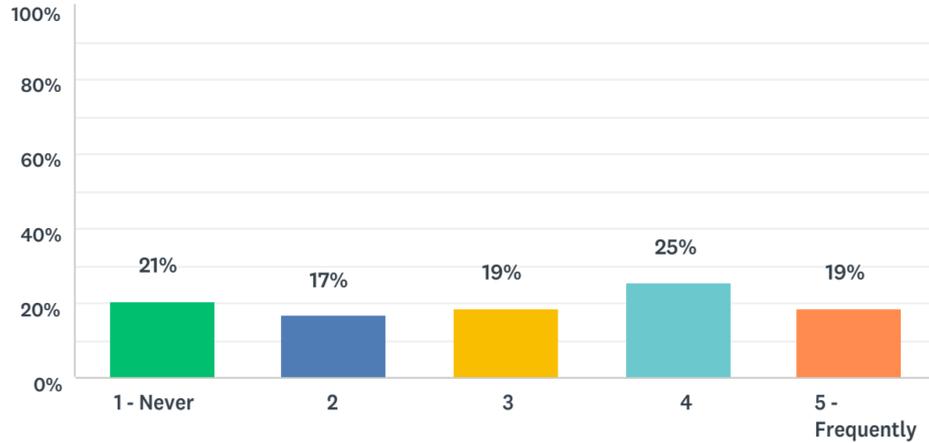
50% satisfied

Attachment: 2019 2018 Employee Survey Comparison (1904 :

# Recognition and Respect

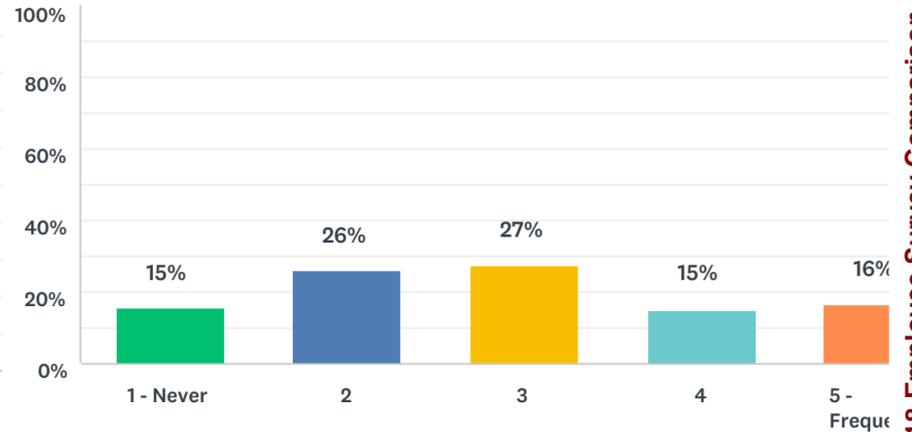
## How often do you receive recognition or praise for doing a good job at work (Q12)

### 2019



44% often or frequently receive recognition or praise

### 2018



31% often or frequently receive recognition or praise

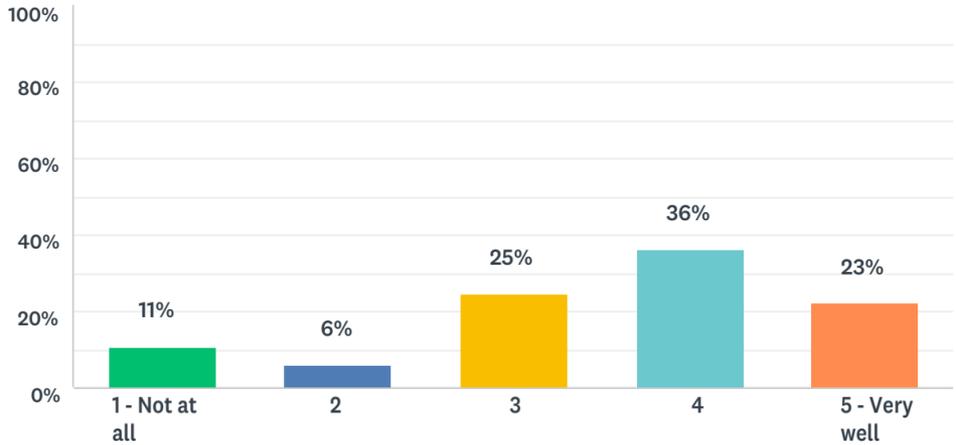
Attachment: 2019 2018 Employee Survey Comparison (1904 :

# Recognition or Respect

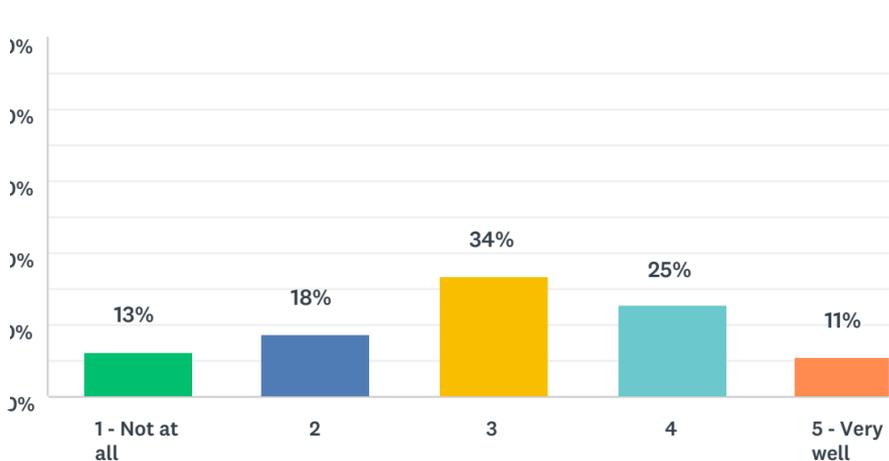
## How well does PC treat employees at all levels with respect? (Q19)

2019

2018



59% feel employees are treated with respect



36% feel employees are treated with respect

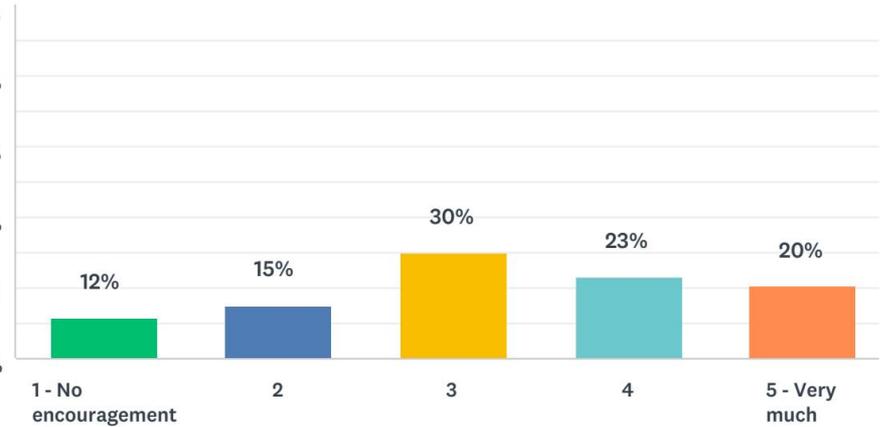
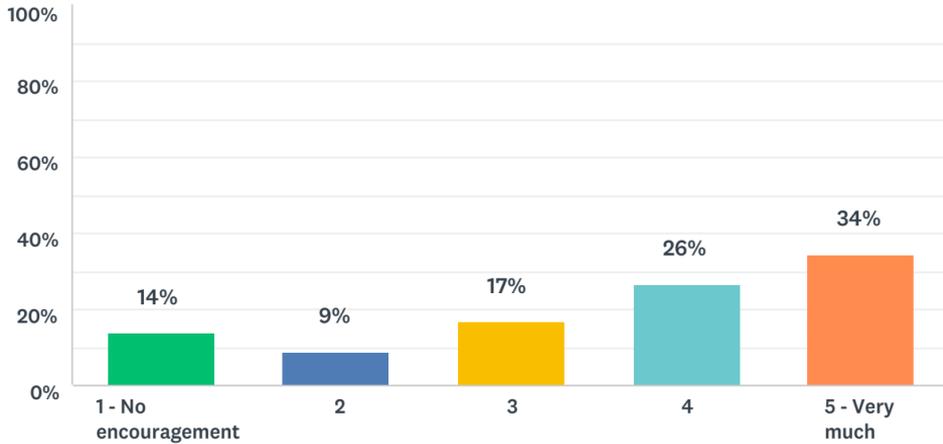
Attachment: 2019 2018 Employee Survey Comparison (1904 :

# Employee Development

## How strongly do you feel your supervisor encourages your development? (Q15)

### 2019

### 2018



60% feel their supervisor encourages their development

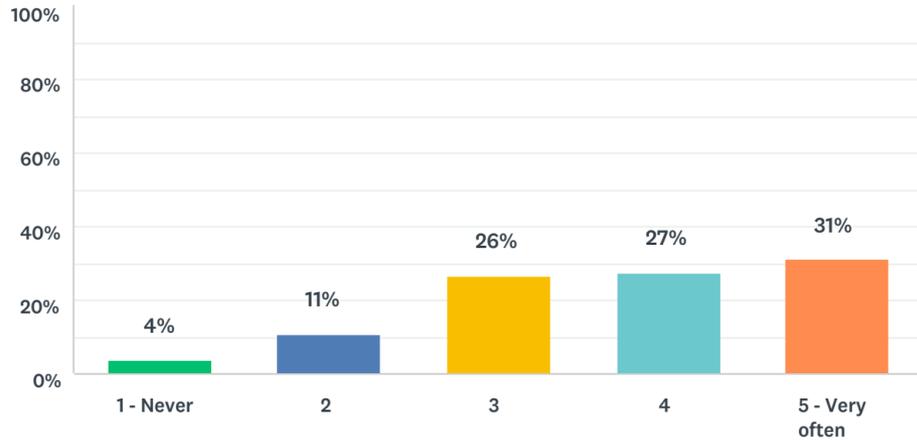
43% felt their supervisor encouraged their development

Attachment: 2019 2018 Employee Survey Comparison (1904 :

# Employee Development

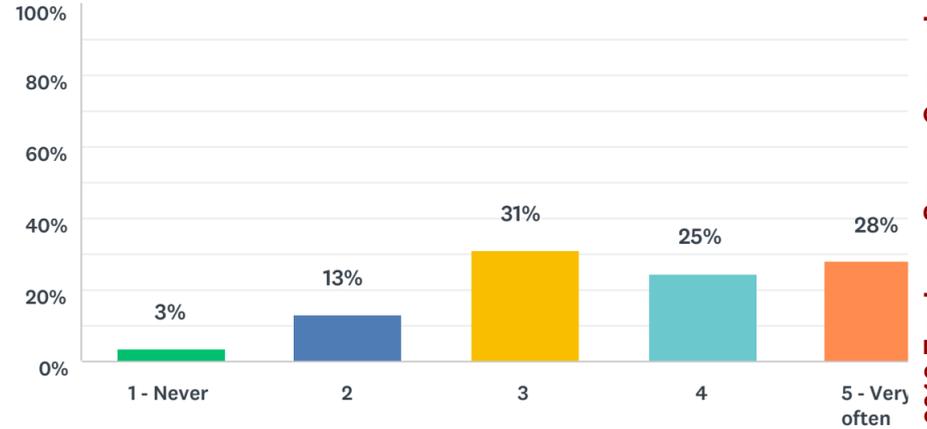
## How often have you had opportunities at work to learn and grow? (Q16)

### 2019



58% feel they have opportunities to learn and grow at work

### 2018



53% felt they had opportunities to learn and grow at work

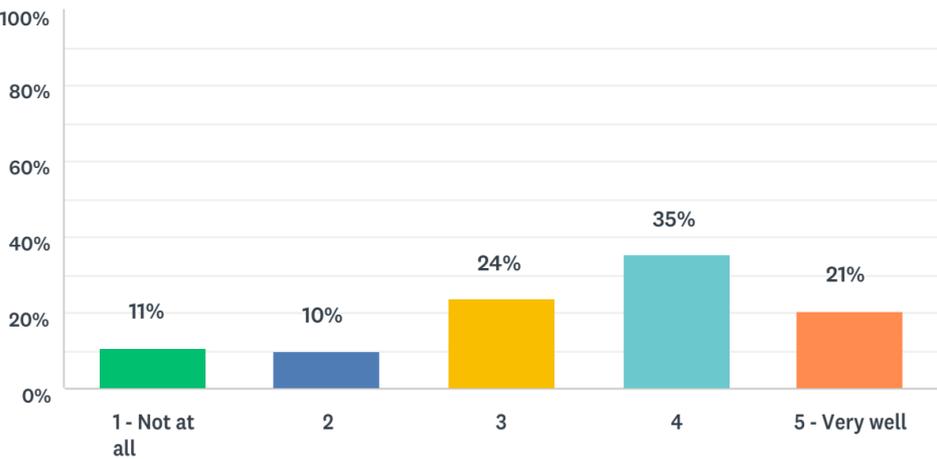
Attachment: 2019 2018 Employee Survey Comparison (1904 :

# Communication

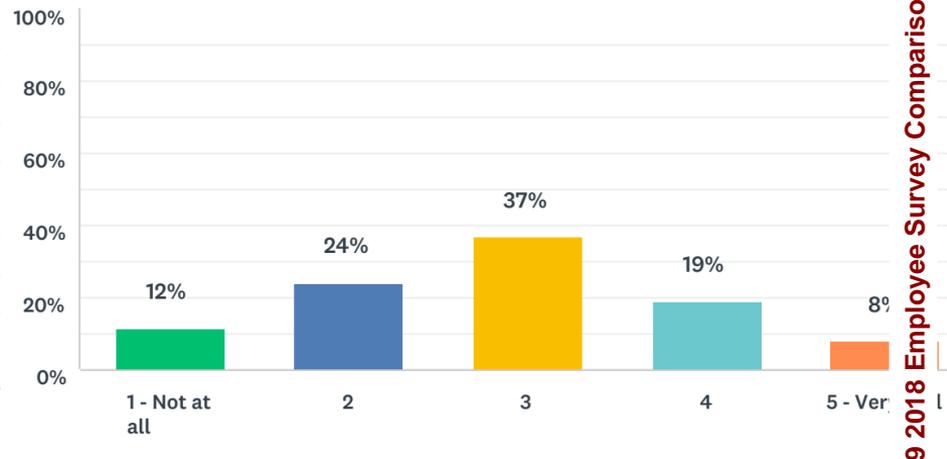
## How well does PC communicate information, priorities and values? (Q18)

2019

2018



56% feel that PC communicates well



27% feel that PC communicates well

Attachment: 2019 2018 Employee Survey Comparison (1904 :

## Initiatives that helped improved performance

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### Health Insurance

- Created a Wellness program.
- Held 1<sup>st</sup> Annual Health & Wellness Fair
- Offered a Wellness Incentive of \$125 (115 employees participated)
- Introduced a new Voluntary benefits provider – Mark III (reduced premiums for employees)

### Recognition and Respect

- Formed Employee Event Committee (employee engagement)
- Enhanced Service Award program
- Created employee focused newsletter to include a spotlight feature and recognition of employee accomplishments
- Introduced a performance based review and merit pay system

## Initiatives that helped improved performance

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### Development

- Introduced a new performance review system with formal development plans
- Trained supervisors and managers on how to use the new system

### Communication

- Created employee focused monthly newsletter
- All employee meetings
- Sent multiple mini surveys to employees throughout the year asking for their feedback and opinions on important matters

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# Questions?



**Board of Supervisors**  
**EXECUTIVE SUMMARY**  
**INFORMATION ITEM**

<b>Agenda Title:</b>	CPMT Update (Staff Contact: Cheryl J. Boswell); (15 minutes)		
<b>Staff Contact(s):</b>	Cheryl J. Boswell		
<b>Agenda Date:</b>	January 27, 2020	<b>Item Number:</b>	6.c
<b>Attachment(s):</b>	Copy of 2019 Calendar Year CPMT attendance record CPMT - Monica Karavanic		
<b>Reviewed By:</b>	<i>VB</i>		

Cheryl J. Boswell, CPMT Coordinator, will provide the Board a CPMT update and attendance report.

**CPMT Attendance Record 2019**

CPMT Member	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
<b>1) Parent Representative</b>												
Amy Edwards (Member as of January 2017 )	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT	X	PRESENT	PRESENT	PRESENT	X	PRESENT	PRESENT
<b>2) Pittsylvania County Schools</b>												
Ann Cassada (Member) (CPMT Chair 07/01/2014 -06/30/2016)	PRESENT	X	PRESENT	PRESENT	PRESENT	PRESENT						
Robin Haymore (Alternate)	X	X	X	X	X	X	X	PRESENT	X	X	PRESENT	X
<b>3) Pittsylvania County DSS</b>												
Christopher Spain(Member as of January 1, 2019)	PRESENT	X	PRESENT	X	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT	X	PRESENT
Tammy Chaney (Alternate as of Charles Warren (Alternate as of March 15,	X	X	X	PRESENT	X	X	X	X	X	X	X	X
<b>4) Danville- Pittsylvania Community Services</b>												
Sandy Stephenson Irby (Member as of July 1, 2017)	PRESENT	PRESENT	X	PRESENT	X	PRESENT	PRESENT	PRESENT	X	PRESENT	PRESENT	X
Veronica Onsurez-Pannell (Alternate as of November 1, 2019) Jim Bebeau	X	X	PRESENT	X	PRESENT	X	X	X	X	X	PRESENT	PRESENT
<b>5) Court Services Unit</b>												
Joyce Green (Member as of June 2015)	PRESENT	PRESENT	X	X	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT	X	X	X
Dawn Loving (Alternate as of January 25, 2019)		PRESENT	PRESENT	X	X	X	X	X	X	X	PRESENT	PRESENT
<b>6) Elected Sherriff</b>												
Mike Taylor (Member)	X	PRESENT	PRESENT	X	X	PRESENT	PRESENT	PRESENT	PRESENT	X	PRESENT	X
Donald Motley (Alternate)	X	X	X	PRESENT	X	X	X	X	X	X	X	X
<b>7) Government Official</b>												
Ronald Scearce(Member as of January 2017)	X	PRESENT										
Richard Hicks (Member as of May 2018)	PRESENT											
<b>8) Health Department</b>												
Natalie Whitlow (Member as of Feburary 2018)	PRESENT	X	X	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT	X	PRESENT	PRESENT	PRESENT
Catheryne Walker (Alternate as of February 2018)	X	PRESENT	X	X	X	X	X	X	X	X	X	X
<b>9) Private Provider- Arc of Southside</b>												
Monica Karavanic ( Member as of February 2018)	PRESENT	PRESENT	X	PRESENT	X	X	X	PRESENT	PRESENT	PRESENT	PRESENT	X

x = absent

**\*\*CPMT Alternate attendance only required if CPMT Member is not present\*\***

Resolution 2014-10-02: "CPMT members shall attend 75% of regularly scheduled meetings unless mitigating circumstances are approved by the Pittsylvania County Board of Supervisors."

Attachment: Copy of 2019 Calendar Year CPMT attendance record (1905 : CPMT Update (Staff Contact:



The Arc of Southside  
734 Main Street  
Danville, VA 24541  
T: 434.836.3272  
F: 434.836.5419  
www.thearcofsouthside.org

*Achieve with us.*

January 22, 2020

Community Policy and Management Team  
61 North Main Street P.O. Box 1064  
Chatham, VA 24531

**Board of Directors**  
*David Cartwright*  
President  
*Dr. Jill Hamlin*  
Vice-President  
*David Hudson*  
Treasurer

To Whom It May Concern,

As a member of the Pittsylvania County Community Policy and Management Team, I make every effort to attend the meetings, as scheduled, however I do not have an alternate member to attend when I am unable to.

*Steve Berger*  
*Petrina Carter*  
*Mitzi Giles*  
*Maggie Gregory*  
*Scott Jones*  
*LaKendra Lipscomb*  
*Sydney Owen*  
*Michael Russell*  
*Barry Sides*  
*Joy Wood*

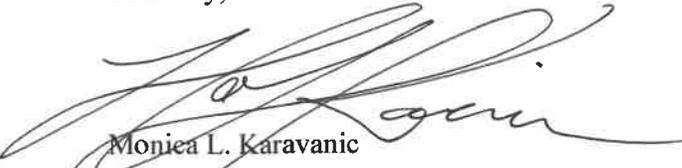
In 2019, I was unable to attend the following meetings and have detailed the reasons below:

- March 21, 2019 - Sick
- May 23, 2019 - Work conflict
- June 27, 2019 - Work Conflict
- July 25, 2019 - Out of Town
- December, 2019 - Work Conflict

**Executive Director**  
*Rhonda Dark*

Please let me know if you have any additional questions.

Sincerely,

  
Monica L. Karavanic  
Director of Operations

Attachment: CPMT - Monica Karavanic (1905 : CPMT Update (Staff Contact: Cheryl J. Boswell); (15 minutes))



The Arc of Southside  
734 Main Street  
Danville, VA 24541  
T: 434.836.3272  
F: 434.836.5419  
www.thearcofsouthside.org

*Achieve with us.*

January 22, 2020

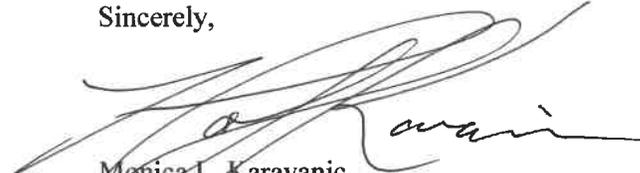
Community Policy and Management Team  
61 North Main Street P.O. Box 1064  
Chatham, VA 24531

To Whom It May Concern,

I would like to name David Gusler, Director of Community programs as my alternate on the Pittsylvania County Community Policy and Management Team. Mr. Gusler has been with The Arc of Southside since 2009, overseeing day and employment programs, and more recently, our Transition program with Pittsylvania County Schools.

Please let me know if you have any additional questions.

Sincerely,

  
Monica L. Karavanic  
Director of Operations

**Board of Directors**  
*David Cartwright*  
President  
*Dr. Jill Hamlin*  
Vice-President  
*David Hudson*  
Treasurer

*Steve Berger*  
*Petrina Carter*  
*Mitzi Giles*  
*Maggy Gregory*  
*Scott Jones*  
*LaKendra Lipscomb*  
*Sydney Owen*  
*Michael Russell*  
*Barry Sides*  
*Joy Wood*

**Executive Director**  
*Rhonda Dark*

Attachment: CPMT - Monica Karavanic (1905 : CPMT Update (Staff Contact: Cheryl J. Boswell); (15 minutes))



**Board of Supervisors**  
**EXECUTIVE SUMMARY**

**INFORMATION ITEM**

<b>Agenda Title:</b>	Monthly Department Spotlight (Building and Grounds); (Staff Contact: Darrell W. Dalton); (15 minutes)		
<b>Staff Contact(s):</b>	Darrell W. Dalton		
<b>Agenda Date:</b>	January 27, 2020	<b>Item Number:</b>	6.d
<b>Attachment(s):</b>	Building and Grounds January 2020 Presentation		
<b>Reviewed By:</b>	<i>WD</i>		

Darrell W. Dalton, Director of Buildings and Properties, will present the Board with a Buildings and Grounds update.



# Building & Grounds

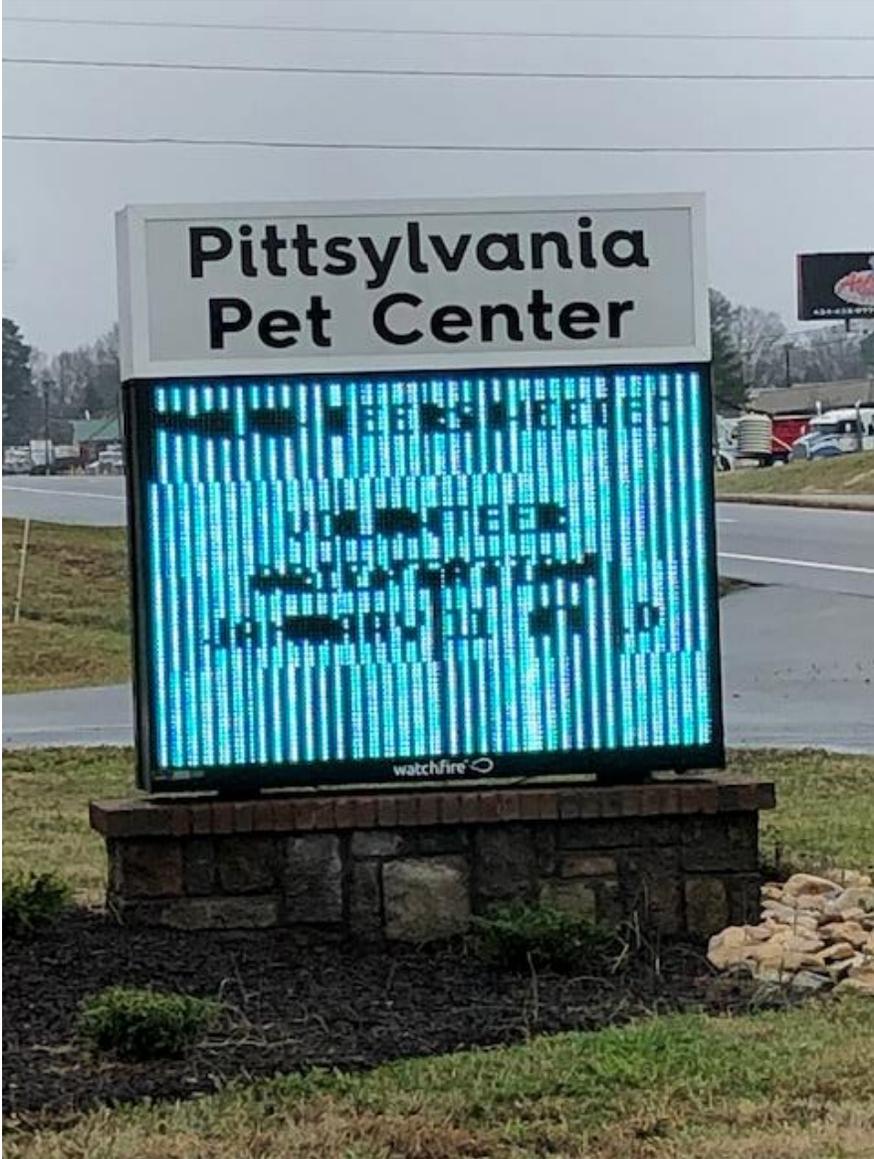
Darrell Dalton

# Back of Jail









# Sign Truck



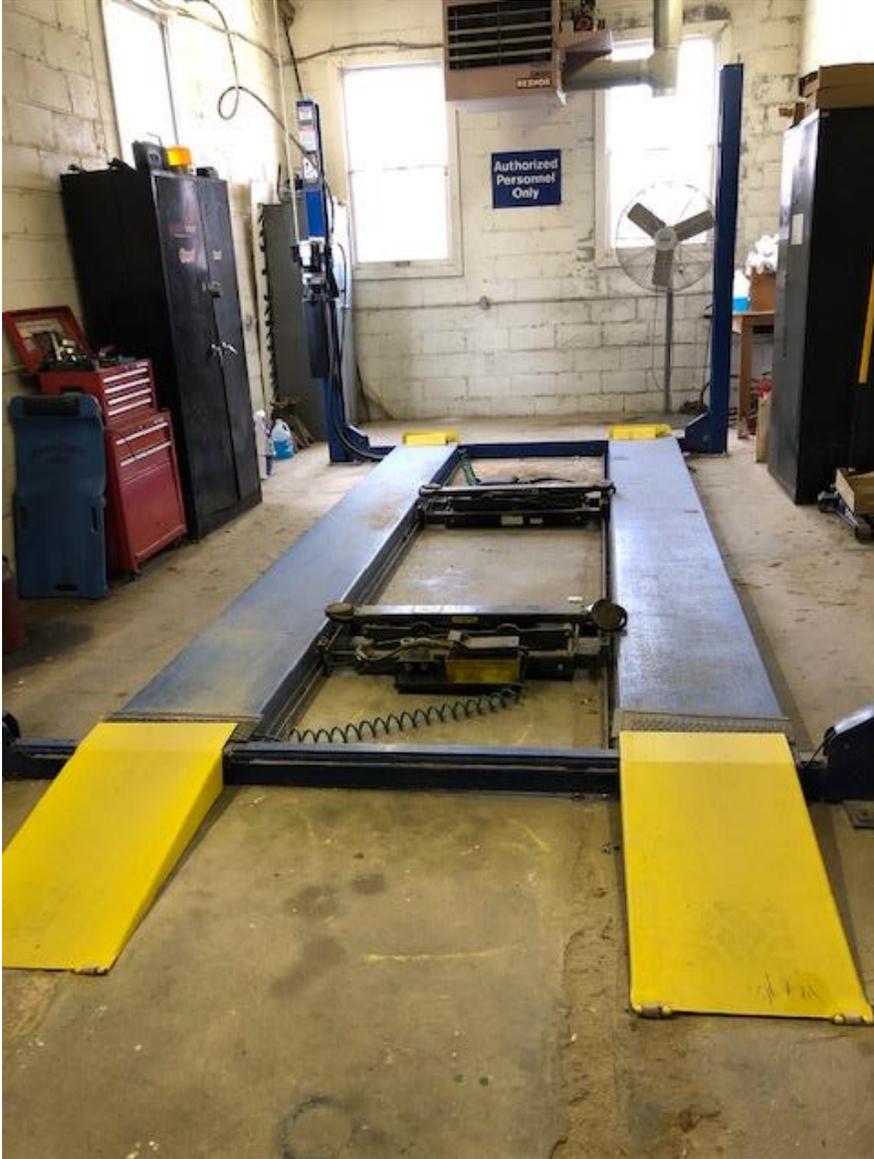






# 911 Tower







**Board of Supervisors**  
**EXECUTIVE SUMMARY**  
**INFORMATION ITEM**

<b>Agenda Title:</b>	Committee Updates/Recommendations (Finance; Economic Development; and Legislative); (Staff Contact: David M. Smitherman; J. Vaden Hunt, Esq.); (15 minutes)		
<b>Staff Contact(s):</b>	David M. Smitherman		
<b>Agenda Date:</b>	January 27, 2020	<b>Item Number:</b>	6.e
<b>Attachment(s):</b>	Osage Full Contract 01-27-2020 Mike Taylor - DRAFT PROPOSED BUDGET CALENDAR-2020-2021 1-27-2020 Legislative Committee Meeting Packet Spectrum Group Agreement 01-14-2020 Mark Gignac - Modifications to Spectrum Group Proposal		
<b>Reviewed By:</b>	VH		

The Board will be updated on the following Committee Updates/Recommendations:

Finance:

1. Ambulance Funding/Contract Approval
2. Sheriff Letter Transmission Approval
3. Budget Calendar Approval
4. Fire and Rescue Commission Stipend Approval
  - The Finance Committee recommended the following stipend for the Fire and Rescue Commission: \$150 per month; Commission Members must attend at least one (1) Meeting each month that Meetings occur to receive stipend; No stipend will be paid in the months in which there are no Meetings.

Economic Development:

1. Spectrum Group Contract Approval

Legislative:

1. PCC Changes Required for Tax Due Date Change Public Hearing Authorization
  2. County Community Cat Program Adoption
  3. HB 480 Support
- Solid Waste Violation Penalty Escalation Ordinance Revisions Update/Potential Public Hearing Authorization
5. Virginia Code § 58.1-3340 (Lien on real estate for taxes and levies assessed thereon; responsibility of purchaser or trustee at sale; lien on rents) Unpaid Solid Waste Fee Issue Update

COUNTY OF MONTGOMERY  
STANDARD CONTRACT

Contract Number: 11-03

This contract entered into this 7<sup>th</sup> day of February, 2011, by Vest's Sales + Service hereinafter called the "Contractor" and the County of Montgomery, called the "County".

WITNESSETH that the Contractor and the County, in consideration of mutual covenants, promises and agreements herein contained, agree as follows:

**SCOPE OF SERVICES:** The Contractor shall provide the services to the County as set forth in the Contract Documents.

**CONTRACT PERIOD:** The initial contract period is February 15, 2011 through February 14, 2012.

**COMPENSATION AND METHOD OF PAYMENT:** The Contractor shall be paid in accordance with the Contract Documents and attached pricing sheet.

**CONTRACT DOCUMENTS:** The Contract Documents shall consist of signed Contract, the statement of need, general terms and conditions, special terms and conditions, specifications, and other data contained in this Request For Proposal Number 11-03, dated October 22, 2010, addendum #1 dated November 17, 2010, addendum #2 dated November 19, 2010, together with all written modifications thereof, the proposal submitted by the Contractor dated December 8, 2010 the letter from the County dated January 20, 2011, the Contractor's response dated January 20, 2011, the letter from the County dated February 1, 2011, the Contractor's letter dated February 1, 2011, the email from the County dated February 4, 2011, the Contractor's response dated February 4, 2011 and the attached pricing sheet, all of which contract documents are incorporated herein.

In WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

CONTRACTOR:

By: [Signature]

Title: Account Manager

COUNTY OF MONTGOMERY:

By: [Signature]

Title: F. Craig Meadows, County Administrator

*Approved as to form  
and legal sufficiency*  
[Signature]  
County Attorney

Attachment: Osage Full Contract (1908 : Committee Updates/Recommendations (Finance; Economic Development; Legislative))

	Contract 11-03 Ambulance Contract
	Vest's Sales and Service - Osage
Type I 4 x 4 152"	\$166,465
Type I 4 X 4 172"	\$169,400
Type III 172"	\$154,735
Medium Duty Rescue Truck	No Bid

## Options

Type I as 4 x 2 ILOS		(\$3,380)
Delete extended warranty		(\$4,250)
Air Dump Suspension with Switches		\$7,250
Air Horns		\$1,425
Warn - Transformer black push bar w/Warn 12k lb winch, w/all controls/cables, capable of "power in, power out" operation, including installation from factory on-spot chains		\$4,250
60" High double doors have depth at top PPE/SCBA compartment at left rear street side		\$2,695
Back board compartment on curbside right rear		n/c
Delete Zoll Auto-Pulse cabinet		(\$600)
Whelen TAL 85 LED Traffic Advisor		(\$300)
Whelen 90COENZR 24-DIODE Scene Light, Upgrade per light		\$770
Price per additional drawer		\$450
Smith-Works IV Warmer		\$300
Zico Under Body Lights (per pair)		\$575
Safety Vision Color Reverse Camera		\$240
2nd camera for interior		\$1,320
Compartment over wheel well with roll out drawer		\$745
Drop skirt line 4" from right rear wheel to right front corner, add 2nd entry step		\$1,000
Chevron Striping two colors on rear up full rear face and doors up to windows		\$600
Chevron striping two colors on rear up full rear face not including doors		\$1,295
Manufacturer visit		\$1,000
Discount if 3 purchased at the same time (each)		\$4,500
Net 10 discount		(\$500)
Pick up at factory		(\$500)
Power Door locks for compartments (each compartment)		(\$1,000)
Time for completion 180-210 days		\$125
Performance Bond on each truck ordered delivered 10-15 days ARO PO		
Price increases will occur in the 4th quarter for chassis. Held firm for 365 days.		
Product Conversion Warranty - 3 years/36,000 miles		
Electrical Warranty - 6 years/72,000 miles		
Paint Warranty - 5 years/100,000 miles		
Aluminum Module Body Structure Warranty - Lifetime		
Extended Chassis Warranty - 7 year/100,000 mile		



## PURCHASING DEPARTMENT

HEATHER M. HALL, C.P.M., CPPB, VCO PROCUREMENT MANAGER

755 ROANOKE STREET, SUITE 2C, CHRISTIANSBURG, VIRGINIA 24073-3179

January 20, 2011

Vest's Sales and Service  
 Attn: Clay Fitzgerald  
 1157 Stonewall Rd. NE  
 Check, VA 24072  
[Trk4150@comcast.net](mailto:Trk4150@comcast.net)

Dear Mr. Fitzgerald:

**SUBJECT: MONTGOMERY COUNTY RFP # 11-03  
 Term Contract for Ambulance Purchases**

Thank you for submitting a proposal to the subject RFP.

We have reached the point in the evaluation process where we are ready to negotiate as provided for in Section V.A. of the RFP. We are pleased to inform you that Vest's Sales and Service has been selected to participate in negotiations. We would appreciate your answers to the following questions:

1. Do you agree that the time for completion shall be 180 to 210 days? You have stated this with a qualifier of "barring any interruption from the chassis manufacturers." Do you agree to be in constant contact with the user department if such interruption should occur and to keep said department fully informed as to what the hold-up is and the expected delay? *Yes we agree to keep the user department informed of any hold up if and when one would occur. We just have to caveat the chassis manufacture as we have no control over what they do.*
2. Do you agree to provide the County with a performance bond in the full amount of the purchase EACH time we purchase a vehicle? *Yes we will provide the performance bond. Once any changes or revisions are done and purchase order is issued we will hand deliver to purchasing a performance bond in ten to fifteen working days. Our bonding company asks for ten days to process bonds.*
3. Do you agree that this contract can be used by other entities throughout the Commonwealth? *Yes we agree and understand that any entity in the Commonwealth may purchase off of this contract.*
4. Do you agree that there is no guarantee of any purchase from this contract and that the County is free to still bid out vehicles at any time? Do you further understand and agree that this contract is not an exclusive deal with one company for the County? *We confirm the understanding of no purchase is guaranteed and that you may bid out vehicles at your choice and also that this would not be an exclusive contract.*



## PURCHASING DEPARTMENT

HEATHER M. HALL, C.P.M., CPPB, VCO PROCUREMENT MANAGER

755 ROANOKE STREET, SUITE 2C, CHRISTIANSBURG, VIRGINIA 24073-3179

5. Do you agree to present warranty information to the County at the time of order and that you will guide the County on the best application of extended warranty for each department? *Yes we will provide warranty information at time of purchase and continually review and update the county on purchase of extended warranties and what the best option at time of each purchase would be.*
6. Do you agree that all change orders once an order has been place by a County purchase order MUST be processed through the County Purchasing Office to be valid? Any change orders after the truck is delivered are not valid and may not be paid by the County. *Yes as the County is the one purchasing the vehicle we would have to have it confirmed in writing with price changes (additional or credits) with total overall delivered price agreed to before we would ever send a change order into the factory.*
7. Will you offer a discount if we purchase more than one of the same vehicle? (chassis & model body same; paint and graphics may be different) If yes, what are the parameters of this discount? i.e., must purchase at same time, within same calendar year, within same fiscal year? Please discuss. *While paint and graphics could be different for vehicles to be considered the same would mean everything else would have to be exactly alike. These vehicles would have to purchased at the same time. This would start with order of 3 units at the same time with a discount of \$500.00 it would increase at the 5 unit mark. Multiple unit orders of differing units at the same time do not normally apply but again at the 3 unit mark Osage is open to looking at discount depending on how much the units vary at time of order. They would provide prices on this prior to PO being issued.*
8. The County would like to have a response time of 24 hours to acknowledge that we have a truck that needs service. An acknowledgement within 24 hours of the issue and to look at and have a diagnosis of the issue within 72 hours with an estimate of how long the truck will be out of service, how long parts will take to be ordered, etc. Please discuss your willingness to provide this level of service to the County. *This would not be a problem. We have three mobile service trucks and a complete shop within 30 miles of Montgomery County. We think your time line for service request is very reasonable. We would establish with each delivered truck a contact list and procedure. The contacts would be consistent on our side and matched to whomever the contacts at the receiving agency is.*
9. If the County elects to pick-up a vehicle rather than have you deliver to its station, is there a deduct option for this? If yes, please state how much deduct to be added to the options list. *The price deduct for picking the unit up at the factory would be \$1,000.00. However please note that this would require acceptance of unit at the factory and for the unit to be on the County's insurance. While this seems like an easy way to save some money it is not one that we recommend. While units are new and under warranty this would be the first time that it would be run for an extended period. These first miles are the most critical in the break in of a new unit and also while everything is under warranty*



## PURCHASING DEPARTMENT

HEATHER M. HALL, C.P.M., CPPB, VCO PROCUREMENT MANAGER

755 ROANOKE STREET, SUITE 2C, CHRISTIANSBURG, VIRGINIA 24073-3179

if there is a problem it would be up to whom-ever is with the unit to deal with it. Being a breakdown or a collision.

10. The County's terms are Net 30 but discounts for Net 10 will processed. Do you have any such discounts you would like to offer? The County is prohibited for pre-payment of the chassis prior to entire vehicle being delivered. Net 10 would save \$500.00 Be it net 10 or 30 we would ask what the County's preferred invoice schedule would be, and establish that. Eg. If we know unit will be delivered by the 15<sup>th</sup> of next month do you need invoice by a specific date this month to keep payment on schedule.
11. Do you agree that no amendment, change or modification to the contract is valid unless in writing signed by both the Montgomery County Administrator and the Contractor? No one else with the County, other agencies, or departments have legal authority to change the contract. Yes as the contract is with the County it alone can sign any changes.
12. In regard to the term of the contract, do you agree the initial contract period shall be one year from the date of award? We are agreeable to what would work for the County. We would like for the contract or at least the pricing to run with model year as there are so many items from chassis on down that are tied to model year changes. This most likely would keep us to one price change per model year and be fairest to all parties involved. At most manufactures the model year changes between September and November. Chassis prices change around August. For example if this is awarded say in March we will already be at least four months into the model year so at the end of this year the local dealer would be faced with absorbing 4 months or more of new model year price increase.
13. Upon completion of the initial contract period, do you agree that the contract may be renewed by Montgomery County upon written agreement of both parties for nine (9) one year periods, under the terms of the current contact? Yes we would be glad to extend the contract as the County see's fit.
14. While we appreciate your willingness to hold your increases to no more than 4.875% per model and options per year, we are concerned with the lack of our ability to be able to forecast future prices related to change in chassis prices. Do you have any suggestions for a not to exceed price increase we might use for this contract so as to best utilize County budget decisions regarding these vehicles? Do you agree to notify the County's Purchasing Department when new model pricing becomes available? Historically Ford's price increases have fallen in the 3 to 5% range. For budgeting I would think this would be a fair number. So really if you took the total price of the unit and did it by 5% each year you should be safe. Dodge has short history in the ambulance market and so it has little established history but has fallen in the same realm. The wild card would be if new EPA requirements come along and cause big changes to the price of the drive trains. This is what has really driven the last two large price increases. At this time we have not heard of any new ones of these.



## PURCHASING DEPARTMENT

HEATHER M. HALL, C.P.M., CPPB, VCO PROCUREMENT MANAGER

755 ROANOKE STREET, SUITE 2C, CHRISTIANSBURG, VIRGINIA 24073-3179

15. Do you agree to hold pricing of the unit and the options for 365 days from the renewal date? As stated before we will hold price of the Osage conversion and options to what ever the agreed upon schedule is with only one increase per year. Any chassis increases will be passed along at the time they occur. This was a competitively bid unit. No body builder has control over Ford or Dodge's pricing. To adsorb a price increase from either could turn a reasonably priced unit into a financial loss for you local dealer.
16. While other factors such as compatibility of proposal with regard to the minimum specified requirements, completeness of response to rfp, performance record and history of previous work provided by references, ability of vendor to provide service after delivery and completion time, the evaluation of price is an element. With this in mind, please provide your most competitive fee structure, most especially with regard to the Options pricing list. Many of these items range widely with respect to each company. We offered our most competitive prices that we could at time of bid. We worked and evaluated everything item by item. Every builder has different processes and key parts to their build. Osage has historically been in the middle of the market overall. Honesty has always been important to Osage Ambulances and Vest's Sales & Service that is why we always put the best price we can out there the first time.

Your response by Wednesday, January 26, 2011 will be greatly appreciated.

Sincerely,

*Heather M. Hall*

Heather M. Hall, C.P.M.  
Procurement Manager

Cc: Neal Turner  
Committee



## PURCHASING DEPARTMENT

HEATHER M. HALL, C.P.M., CPPB, VCO PROCUREMENT MANAGER

755 ROANOKE STREET, SUITE 2C, CHRISTIANSBURG, VIRGINIA 24073-3179

February 1, 2011

Vest's Sales and Service  
 Attn: Clay Fitzgerald  
 1157 Stonewall Rd. NE  
 Check, VA 24072  
[Trk4150@comcast.net](mailto:Trk4150@comcast.net)

Dear Mr. Fitzgerald:

**SUBJECT: MONTGOMERY COUNTY RFP # 11-03  
 Term Contract for Ambulance Purchases**

A few follow-up questions with regard to your responses:

1. Is your discount on 3 units at the same time \$500/unit or a \$500 overall discount on entire purchase? To clarify, you are not willing to offer a discount on base trucks being purchased at the same time, all options must be the same to get the discount? Would you consider lowering the requirement from 3 to 2 purchased at the same time?
2. Please clarify what you expect when a vehicle is delivered. Are you expecting a check in hand at the time of delivery? If yes, you will need to provide an invoice 30 days prior to delivery. Departments must have signed and accepted the truck for check to be processed. Certificate of Origin MUST be exchanged with check. We will not release any check without a Certificate of Origin to "Montgomery County Board of Supervisors." This will vary for other agencies purchasing off this contract.
3. In regard to the contract, do you agree the initial contract period shall be one year from the date of award? Within that year, there may be one (1) price increase during the 4<sup>th</sup> quarter of the calendar year, not to exceed 5% for the chassis and not to exceed 4.975% on the model and options of the ambulance. These prices will be held for 365 days until the next price increase in the 4<sup>th</sup> quarter of the calendar year. Do you agree to these conditions without exception? Do you agree to notify the Montgomery County Purchasing Department when this pricing becomes available?
4. We appreciate your honesty about your pricing. You are significantly higher than your competitors on the following options: Air Dump Suspension with switches,



## PURCHASING DEPARTMENT

HEATHER M. HALL, C.P.M., CPPB, VCO PROCUREMENT MANAGER

755 ROANOKE STREET, SUITE 2C, CHRISTIANSBURG, VIRGINIA 24073-3179

warn-transformers black push bar, Chevron striping (both options). Would you consider looking at these prices to see if any amount of downward adjustment is possible.

5. Please provide an option quote for electronic door locks on all compartments.

Your response by Friday, February 4, 2011 will be greatly appreciated.

Sincerely,

*Heather M. Hall*

Heather M. Hall, C.P.M.  
Procurement Manager

Cc: Neal Turner  
Committee



## PURCHASING DEPARTMENT

HEATHER M. HALL, C.P.M., CPPB, VCO PROCUREMENT MANAGER

755 ROANOKE STREET, SUITE 2C, CHRISTIANSBURG, VIRGINIA 24073-3179

February 1, 2011

Vest's Sales and Service  
 Attn: Clay Fitzgerald  
 1157 Stonewall Rd. NE  
 Check, VA 24072  
[Trk4150@comcast.net](mailto:Trk4150@comcast.net)

Dear Mr. Fitzgerald:

**SUBJECT: MONTGOMERY COUNTY RFP # 11-03  
 Term Contract for Ambulance Purchases**

A few follow-up questions with regard to your responses:

1. Is your discount on 3 units at the same time \$500/unit or a \$500 overall discount on entire purchase? To clarify, you are not willing to offer a discount on base trucks being purchased at the same time, all options must be the same to get the discount? Would you consider lowering the requirement from 3 to 2 purchased at the same time? The discount would be \$500 per unit with (3) ordered at the same time. We have consulted with Osage and while they will not lower the requirement from (3) to (2) they will give the discount regardless of the configuration.
2. Please clarify what you expect when a vehicle is delivered. Are you expecting a check in hand at the time of delivery? If yes, you will need to provide an invoice 30 days prior to delivery. Departments must have signed and accepted the truck for check to be processed. Certificate of Origin MUST be exchanged with check. We will not release any check without a Certificate of Origin to "Montgomery County Board of Supervisors." This will vary for other agencies purchasing off this contract. Being paid for the unit at time of delivery would be great However we know that is not always possible. We are also agreeable to the department must have signed and accepted prior to payment being processed. We do want someone to sign that the unit was delivered with no visible damage. This would not preclude the inspection and acceptance time only to verify we delivered it in good shape. MSO in hand to exchange for payment when the county calls and say's the check is ready is also very agreeable. We feel a sit down meeting could establish a mutually agreeable time line on what needs to be in the County's hand when to everything on schedule and then we can put that time line in writing.



## PURCHASING DEPARTMENT

HEATHER M. HALL, C.P.M., CPPB, VCO PROCUREMENT MANAGER

755 ROANOKE STREET, SUITE 2C, CHRISTIANSBURG, VIRGINIA 24073-3179

3. In regard to the contract, do you agree the initial contract period shall be one year from the date of award? Within that year, there may be one (1) price increase during the 4<sup>th</sup> quarter of the calendar year, not to exceed 5% for the chassis and not to exceed 4.975% on the model and options of the ambulance. These prices will be held for 365 days until the next price increase in the 4<sup>th</sup> quarter of the calendar year. Do you agree to these conditions without exception? Do you agree to notify the Montgomery County Purchasing Department when this pricing becomes available? We are agreeable to this on Osage ambulance and options. We can not however agree to anything on behalf of Ford or Dodge. We have no control over them or their prices. All ambulance sales in the United States are less than one tenth of one percent of the total truck market. This puts the chassis manufactures in the position of they will do what they will do. There are many items in a ten year span that could change and Osage is willing to stand by their word on their part but in three or five years a new EPA regulation could come along or any number of other things.
4. We appreciate your honesty about your pricing. You are significantly higher than your competitors on the following options: Air Dump Suspension with switches, warn-transformers black push bar, Chevron striping (both options). Would you consider looking at these prices to see if any amount of downward adjustment is possible. Air Dump Suspension the price stands, Warn Transformers black push bar. You do not mention the winch. The Transformer alone without winch would be \$1,290.00 if allowed to do the M12 winch we could get the price of complete unit down to \$3,495.00, Chevron striping we have gone to a different vender on this and can offer it at \$1,000.00 and \$1,295.00 respectively.
5. Please provide an option quote for electronic door locks on all compartments. The price to add power door locks to the compartment doors is \$125.00 per door. X 5 doors = \$625.00

Your response by Friday, February 4, 2011 will be greatly appreciated.

Sincerely,

*Heather M. Hall*

Heather M. Hall, C.P.M.

Attachment: Osage Full Contract (1908 : Committee Updates/Recommendations (Finance; Economic Development; Legislative))

**Heather Hall**

---

**From:** TRK4150 [trk4150@comcast.net]  
**Sent:** Friday, February 04, 2011 9:04 PM  
**To:** Heather Hall  
**Subject:** Re: Vest2 response

Yes we would let you know when those changes happen and if we know in advance we will let you know in advance so that you have a time frame if there are things you would like to do to avoid a price increase.

We do not believe in surprises

Clay Fitzgerald  
 Vest's Sales and Service  
 1157 Stonewall Rd  
 Check, Va 24172  
 540-588-1574

----- Original Message -----

**From:** "Heather Hall" <hallhm@montgomerycountyva.gov>  
**To:** "TRK4150" <trk4150@comcast.net>  
**Sent:** Friday, February 4, 2011 8:39:10 AM  
**Subject:** RE: Vest2 response

One clarification on question #3 Clay. Will you notify the Purchasing Dept when the new chassis pricing becomes available? I understand what you are saying and that is fine, but I need to also know that you will let me know when that pricing does change. Thanks. I think we are ready to put some contract documents together once I have this answer.

*Heather M. Hall, C.P.M., CPPB, VCO  
 Director of Purchasing  
 Montgomery County  
 755 Roanoke St., Suite 2C  
 Christiansburg, VA 24073  
 (540) 394-2134  
 (540)382-5783 fax*

*"Our lives begin to end the day we become silent about things that matter." Martin Luther King, Jr.*

**From:** TRK4150 [mailto:trk4150@comcast.net]  
**Sent:** Thursday, February 03, 2011 11:22 PM  
**To:** Heather Hall  
**Subject:** Vest2 response

Again we have answered in blue.

Please let us know if you need anything else.

Clay Fitzgerald  
 Vest's Sales and Service



**BOARD OF SUPERVISORS**  
 P.O. Box 426 • 1 Center Street  
 Chatham, Virginia 24531  
 Phone (434) 432-1987

January 27, 2020

Mike Taylor, Sheriff  
 Pittsylvania County  
 P. O. Box 437  
 Chatham, VA 24531

**DRAFT**

Dear Sheriff Taylor:

The Board of Supervisors approved your request to create a position within the Jail to review and submit both inmate private insurance and Medicaid eligible costs for reimbursement as part of the adopted FY2020 Budget. Additionally, it is our understanding that County Finance staff negotiated an agreement with Danville-Pittsylvania Community Services (DPCS) to perform a cursory review the Jail's files to determine reimbursement eligibility of aged billings.

We were informed at our January 13, 2020 Finance Committee meeting that Jail staff has not moved forward with this DPCS relationship, nor has the new position been advertised for filled. Our auditors also noted in their review of the years ending June 30, 2018 and June 30 2019 that Jail medical forms are incomplete, not dated and/or not signed by the inmate.

The Board of Supervisors is concerned about the ongoing financial exposure created by incomplete insurance/reimbursement filings and respectfully requests that you provide a thorough report on how this matter is to be resolved. We respectfully request your response no later than March 30, 2020.

Sincerely yours,

Robert W. "Bob" Warren  
 Chairman  
 Pittsylvania County Board of Supervisors

**BUSINESS SAVVY. PEOPLE FRIENDLY.**

Joe B. Davis, Dan River District  
 joe.davis@pittgov.org



## PROPOSED BUDGET CALENDAR FY 2020-2021

- |                                                                        |                                                                                                                                                                                                                 |
|------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Friday, November 1, 2019:</b>                                       | <ul style="list-style-type: none"> <li>•Submission of CIP Update by Departments</li> </ul>                                                                                                                      |
| <b>Tuesday, December 31, 2019:</b>                                     | <ul style="list-style-type: none"> <li>•Department Requests deadline</li> </ul>                                                                                                                                 |
| <b>Monday, January 13, 2020-3:30 pm:<br/>Finance Committee Meeting</b> | <ul style="list-style-type: none"> <li>•Review Revenues</li> <li>•Discussion &amp; Approval of FY 20/21 Calendar</li> </ul>                                                                                     |
| <b>Week of January 27, 2020:</b>                                       | <ul style="list-style-type: none"> <li>•Departmental Budget Reviews</li> </ul>                                                                                                                                  |
| <b>Monday, March 2, 2020:</b>                                          | <ul style="list-style-type: none"> <li>•Submission of County Administrator's Recommended Budget</li> </ul>                                                                                                      |
| <b>Thursday, March 5, 2020-4:00 pm:<br/>Finance Committee Meeting</b>  | <ul style="list-style-type: none"> <li>• Budget approved for advertisement by the Finance Committee/Board of Supervisors</li> <li>•Potential meetings with Constitutional Officers/ Outside Agencies</li> </ul> |
| <b>Wednesday, March 11, 2020:</b>                                      | <ul style="list-style-type: none"> <li>•Budget will be advertised (pending approval and date set by Finance Committee)</li> </ul>                                                                               |
| <b>Thursday, March 26, 2020 – 7:00 pm:<br/>Special Meeting</b>         | <ul style="list-style-type: none"> <li>•Public Hearing on School Budget and Public Hearing on full County Budget (budget cannot be approved until 7 days after public hearing)</li> </ul>                       |
| <b>Thursday, April 2, 2020 – 7:00 pm:<br/>Special Meeting</b>          | <ul style="list-style-type: none"> <li>•Approval of the school budget and full county budget at a special meeting of the Board of Supervisors</li> </ul>                                                        |

# LEGISLATIVE COMMITTEE

## PITTSYLVANIA COUNTY BOARD OF SUPERVISORS

3:00 p.m.; Monday, January 27, 2020  
 Main Conference Room  
 County Administration Building  
 1 Center Street  
 Chatham, Virginia 24531

### AGENDA

1. CALL TO ORDER (3:00 p.m.)
2. ROLL CALL
3. ANY REVISIONS/ADDITIONS TO AGENDA
4. APPROVAL OF AGENDA
5. NEW BUSINESS:
  - (a) County Code Changes Required for Tax Due Date Change (*Shorter*); (p. 1 - 8);
  - (b) County Community Cat Program (*McLaughlin*); (p. 9 - 15);
  - (c) House Bill 480 Support (Virginia Retirement System; Enhanced Retirement Benefits for 911 Dispatchers); (*Slemp*); (p. 16 - 18);
  - (d) Solid Waste Violation Penalty Escalation Ordinance Revisions (*Hicks*); (p. 19 - 20);
  - (e) 2020 VACO Legislative Program (*Hunt*); (p. 21 - 41); and
  - (f) Virginia Code § 58.1-3340 (Lien on real estate for taxes and levies assessed thereon; responsibility of purchaser or trustee at sale; lien on rents) Solid Waste Unpaid Fee (*Scarce*); (p. 42 - 43)
6. MATTERS FROM COMMITTEE MEMBERS
7. ADJOURNMENT

**SEC. 6-1.2. TAX LEVY. BI-ANNUAL PAYMENT OF TAX LEVY; PENALTY FOR FAILURE TO PAY TAX; INTEREST ON UNPAID TAX.**

A. For each calendar year, the tax levied on Tax Levy as identified in Section 6.1.1 situated in the County shall be due and payable in two (2) equal installments, the first (1<sup>st</sup>) installment being due and payable on June 1<sup>20th</sup> of each calendar year, except the Year 2012 which has a due date of July 16, 2012 for the 2012 year only, and the second (2<sup>nd</sup>) installment being due and payable on December 1<sup>20th</sup> of each calendar year. If any person fails to pay any such installment of taxes on or before the date it is due, he/she shall incur a penalty of ten (10%) percent of the tax past due. The penalty shall be assessed on the day after the installment of taxes is due and shall become part of the taxes, except the Year 2020 for which the penalty shall commence of June 21<sup>st</sup> and December 21<sup>st</sup> for each tax due period. There shall also be assessed interest at the rate of ten (10%) percent per annum on the amount of past tax due, which interest shall commence on the first (1st) day of the month following the date such installment of taxes is due. In addition to taxes assessed and past due on or after January 1, 2007, any tax and penalty that was assessed and past due prior to January 1, 2007 shall accrue interest. The interest to be charged on any such delinquent tax payment shall be at the rate specified by the Pittsylvania County Code at the time that the tax was assessed and shall accrue at that specified rate beginning on the first (1<sup>st</sup>) day of the month following the date such tax payment was due and extending until December 31, 2006 unless sooner paid. In addition, any tax that was assessed and past due prior to January 1, 2007 shall accrue interest at ten (10%) percent per annum beginning on or after January 1, 2007. **(B.S.M. 07-02-12) Year 2012 only.**

B. The Treasurer shall give notice at least ten (10) days prior to June 1<sup>20th</sup> of each calendar year, except the Year 2012 which has a due date of July 16, 2012 for the 2012 year only, by publication in a newspaper of general circulation in the County, that he/she is prepared to receive at his/her office the installment of the real estate taxes from any tax payer charged therewith prior to June 1<sup>21st</sup> of such year without penalty. **(B.S.M. 07-02-12) Year 2012 only.**

C. The Treasurer shall give notice at least ten (10) days prior to December 1<sup>20th</sup> of each calendar year by publication in a newspaper of general circulation in the County that he/she is prepared to receive at his/her office the installment of the real estate taxes from any tax payer charged therewith prior to December 1<sup>21th</sup> of such year, without penalty.

D. Nothing in this section shall be construed to prohibit the payment of the taxes levied in accordance with Section 6.1.1 by any taxpayer in one sum at any time, provided that any penalty and interest that may have accrued on the whole or any part thereof at the time of payment is provided in this section shall be paid therewith.

E. This Ordinance shall be effective on January 1, 2007.

F. Tangible Personal Property Tax Reporting Forms will be due in the Office of the Commissioner of Revenue by February 15th of each calendar year.

(B.S.M. 12-19-06) (B.S.M. 05-02-05) (B.S.M. 01-17-06) (B.S.M. 10-17-06) (B.S.M. 05-20-08)  
(B.S.M. 04-06-09) (B.S.M. 02/20/2018)

**SEC. 9-48. AMOUNT OF FEE - PASSENGER MOTOR VEHICLES; TRUCKS; MOTORCYCLES; TRANSITIONAL PROVISIONS FOR 2007 LICENSE YEAR ONLY.**

A. On each and every passenger vehicle and truck there shall be an annual license fee established annually by the Board of Supervisor~~of thirty-eight dollars and seventy-five cent (\$38.75)~~; and on each and every motorcycle, with or without a sidecar, a license fee established annually by the Board of Supervisor~~of twenty-six dollars and seventy-five cents (\$26.75)~~. (4-5-71, §3.) (3-21-89)(4-6-09)

B. The amount of the license fee imposed by Pittsylvania County under this article shall not be greater than the amount of the license fee imposed by the Commonwealth on said vehicle.

C. Transitional provisions effective for 2007 license year only. Notwithstanding the preceding subsections, in order to adjust the amount of the vehicle license fee for the 2007 license year in recognition of the transition from the former April 15, 2007 expiration date for decals to the new June 5, 2007 due date for vehicle license fees, the vehicle license fee for the 2007 license year only is hereby reduced by thirty-three percent (33%) such that the fee shall be nineteen dollars and seventy-five cents (\$19.75) on each and every passenger vehicle and truck, and is hereby reduced by a corresponding thirty-three percent (33%) on motorcycles and all other motor vehicles, trailers, semitrailers, etc., that are subject to the County license fee. This subsection shall automatically expire on or before December 31, 2007 and all annual County vehicle license fees for the 2008 license year and thereafter shall be imposed at the full amounts specified in the preceding subsections of this section and such fees shall be payable on or before June ~~10<sup>th</sup>~~ 5<sup>th</sup> of each year, beginning June 5, 2007.

For state law authority, *see* VA. CODE ANN. Section 46.2-752 (Repl. Vol. 2005). For state fees, *see* VA. CODE ANN. Section 46.2-694 (Repl. Vol. 2005), especially subdivisions 1 through 13 of A.

**SEC. 9-49. SAME - OTHER MOTOR VEHICLES, TRAILERS, SEMI-TRAILERS, ETC.; TRANSITIONAL PROVISIONS FOR 2007 LICENSE YEAR ONLY.**

A. On each trailer or semi-trailer (i) not designed and used for the transportation of passengers on the highways of the Commonwealth and (ii) having a registered gross weight of 80,001 pounds or above, (iii) not exempt from taxation as otherwise herein provided, there shall be a license fee established annually by the Board of Supervisor~~of twenty-five dollars and fifty cents (\$25.50)~~.

B. In the case of a combination of a truck or tractor truck and a trailer or semi-trailer, each vehicle constituting a part of such combination shall be licensed as a separate vehicle and a separate fee shall be assessed therefore.

C. On each and every motor vehicle, trailer, or semi-trailer upon which well-drilling machinery is attached and which is permanently used solely for transporting such machinery, there shall be a license fee established annually by the Board of Supervisors of ~~fifteen (\$15.00)~~ dollars.

D. On each and every motor vehicle, trailer, or semi-trailer owned and operated by a person, firm, or corporation used or intended to be used for transporting persons to and from school, Sunday school, or church or other place of divine worship, there shall be a license fee established annually by the Board of Supervisors of ~~thirty-eight dollars and seventy-five cents (\$38.75)~~.

E. Transitional provisions effective for 2007 license year only. Notwithstanding the preceding subsections, in order to adjust the amount of the vehicle license fee for the 2007 license year in recognition of the transition from the former April 15, 2007 expiration date for decals to the new June 5, 2007 due date for vehicle license fees, the vehicle license fee for the 2007 license year only is hereby reduced by thirty-three percent (33%) such that the fee shall be nineteen dollars and seventy-five cents (\$19.75) on each and every passenger vehicle and truck, and is hereby reduced by a corresponding thirty-three percent (33%) on motorcycles and all other motor vehicles, trailers, semitrailers, etc. that are subject to the County license fee. This subsection shall automatically expire on or before December 31, 2007 and all annual County vehicle license fees for the 2008 license year and thereafter shall be imposed at the full amounts specified in the preceding subsections of this section and such fees shall be payable on or before June ~~10<sup>th</sup>~~ ~~5<sup>th</sup>~~ of each year, beginning June 5, 2007.

For state law authority, see VA. CODE ANN. §46.2-752 (Repl. Vol. 2005). See also VA. CODE ANN. §46.2-694 (Repl. Vol. 2005); VA. CODE ANN. §46.2-694.1 (Repl. Vol. 2005), and VA. CODE ANN. §46.2-700 (Repl. Vol. 2005), and VA. CODE ANN. §46.2-701 (Repl. Vol. 2005).

**Editor's note.** Former VA. CODE ANN. §46.2-699, which had provided for a state registration fee of six dollars and fifty cents (\$6.50) upon one (1)-or two (2)-wheeled trailers weighing no more than fifteen hundred (1,500) pounds and designed to be pulled by a passenger car, pickup or panel truck, was repealed in 1997. That Section was superseded by VA. CODE ANN. §46.2-694.1 (Repl. Vol. 2005), which prescribes such fees for trailers and semi-trailers not designed and used for transportation of passengers and sets fees according to weight category. Under such categories, a trailer of 1,500 pounds or less would be subject to a state registration fee of ten (\$10.00) dollars per year, and a trailer of fifteen thousand five-hundred and one (1,501) pounds to four thousand (4,000) pounds would be subject to a state registration fee of \$20.50 per year. The County is authorized to assess a County license fee equal to or lesser than the state fee. (B.S.M. 12-4-06) (B.S.M. 04-06-09).

#### **SEC. 9-50. SAME - EXEMPTIONS AND REDUCTIONS.**

A. The provisions of this article shall not be construed as to impose a license fee upon any motor vehicle, trailer or semi-trailer when:

1. A similar tax or license fee is imposed by another County, city or town wherein such motor vehicle, trailer or semi-trailer is normally garaged, stored or parked;

2. The motor vehicle, trailer, or semi-trailer is owned by a nonresident of Pittsylvania County and is used exclusively for pleasure or personal transportation and not for hire or for the conduct of any business or occupation other than that set forth in paragraph (3) of this subsection.

3. The motor vehicle, trailer, or semi-trailer is owned by a nonresident and is used for transporting into and within the County for sale in person or by his employees of wood, meats, poultry, fruits, flowers, vegetables, milk, butter, cream, or eggs produced or grown by him, and not purchased by him for sale.

4. The motor vehicle, trailer, or semi-trailer is owned by an officer or employee of the Commonwealth of Virginia who is a nonresident of the County and who uses the vehicle in the performance of his duties for the Commonwealth under an agreement for such use;

5. The motor vehicle, trailer or semi-trailer is kept by a dealer or manufacturer for sale or for sales demonstration;

6. The motor vehicle, trailer, or semi-trailer is operated by a common carrier of persons or property operating between cities and towns in this Commonwealth and not in intra-city transportation or between cities and towns on the one hand and points and places without cities and towns on the other and not in intra-city transportation;

7. Any vehicle that is exempt under provisions of state law.

B. No license fee shall be assessed by the County upon vehicles of owners who are residents of any town located in the County when such vehicles are already subject to town license taxes.

C. Motor vehicles, trailers or semi-trailers owned by the Commonwealth, political subdivisions of the Commonwealth, and regional jail authorities created pursuant to VA. CODE ANN. Section 53.1-95.2 et seq. (Repl. Vol. 2005) and used solely for governmental purposes in accordance with the provisions of VA. CODE ANN. Section 46.2-750 (Repl. Vol. 2005) shall display license plates or decalcomania inscribed either "Official State Use Only" or "Official Local Government Use Only," respectively, and shall be subject to a license fee equal to the cost incurred either by the Commonwealth or by the County, respectively, in the purchase or manufacture of such decalcomania, but which County fee shall, in no event, exceed the fee imposed by the State under VA. CODE ANN. Section 46.2-750 A. (Repl. Vol. 2005); such licensing requirements shall be subject to exceptions set forth in VA. CODE ANN. Section 46.2-750 (Repl. Vol. 2005) and VA. CODE ANN. Section 46.2- 750.1 (Repl. Vol. 2005).

D. The fire-fighting trucks, trailers or semi-trailers on which firefighting apparatus is permanently attached, or other vehicles, when any such vehicle is owned or under exclusive control of a chartered volunteer fire department in this County shall be exempt from payment of the license fee imposed by this article, provided that such vehicles comply with all of the provisions of VA. CODE ANN. Section 46.2-649.1:1 (Repl. Vol. 2005) and VA. CODE ANN. Section 46.2-752A (Repl. Vol. 2005).

E. Ambulances or other vehicles owned or used exclusively by chartered volunteer fire departments or volunteer lifesaving or first aid crews or rescue squads in the County, provided any such vehicle is used exclusively as an ambulance or lifesaving and first aid vehicle and is not rented, leased, or lent to any private individual, firm, or corporation, and no charge is made by the organization for the use of the vehicle, shall be exempt from payment of the license fee imposed by this article, provided that such vehicles comply with all of the provisions of VA. CODE ANN. Section 46.2-649.1:1 (Repl. Vol. 2005) and VA. CODE ANN. Section 46.2-752A (Repl. Vol. 2005).

F. One (1) vehicle owned or leased and used personally in the performance of duties by each active member of the volunteer fire departments and volunteer emergency rescue squads who lives in the County outside of incorporated towns is exempt after proper certification as indicated in Sec. 9-47 of this Code.

G. Daily rental vehicles as defined in VA. CODE ANN. Section 58.1-2401 (Repl. Vol. 2004), the rental of which are subject to the tax imposed by VA. CODE ANN. Section 58.1-2402 A 4 (Cum. Supp. 2005), shall be exempt from the payment of the license fee levied and imposed by this article.

H. Passenger vehicles and pickup or panel trucks, as defined in VA. CODE ANN. Section 46.2-100 (Repl. Vol. 2005), owned and used personally by a member of the National Guard who has received special metal state license plates pursuant to VA. CODE ANN. Section 46.2-744 (Repl. Vol. 2005), shall be partially exempt from the payment of the license fee levied and imposed by this article to the extent of fifty percent (50%) of said fee, provided that such reduced County fee shall not exceed the reduced State tax or fee imposed under VA. CODE ANN. Section 46.2-744 (Repl. Vol. 2005) and VA. CODE ANN. Section 46.2-694 (Repl. Vol. 2005). And Disabled Veterans with special plates issued pursuant to Section 46.2-739 VA. CODE ANN.

**For state law authority for individual subsections, see as follows: (a)(1)--VA. CODE ANN. §46.2-752 H. (Repl. Vol. 2005) and VA. CODE ANN. §46.2-755 A.1. (Repl. Vol. 2005); (a)(2)--VA. CODE ANN. §46.2-755 A.2. (Repl. Vol. 2005); (a)(3)--VA. CODE ANN. §46.2-755 A.3. (Repl. Vol. 2005); (a)(4)--VA. CODE ANN. §46.2-755 A.4. (Repl. Vol. 2005); (a)(5)--VA. CODE ANN. §46.2-755 A.5. (Repl. Vol. 2005); (a)(6)--VA. CODE ANN. §46.2-755 A.6. (Repl. Vol. 2005); (a)(7)--VA. CODE ANN. § 46.2-752 A. (Repl. Vol. 2005) and VA. CODE ANN. §46.2-694 (Repl. Vol. 2005); (b)--VA. CODE ANN. §46.2-752 A. (Repl. Vol. 2005); (c)--VA. CODE ANN. §46.2-750 A. (Repl. Vol. 2005); (d) and (e)--VA. CODE ANN. §46.2-649.1:1 (Repl. Vol. 2002) and VA. CODE ANN. §46.2-752 A. (Repl. Vol. 2005), but see also VA. CODE ANN. §46.2-736 (Repl. Vol. 2005) and VA. CODE ANN. § 46.2-735 (Repl. Vol. 2005); (f)--VA. CODE ANN. §46.2-752 A.4. and 5. (Repl. Vol. 2005); (g)--VA. CODE ANN. §46.2-755 C. (Repl. Vol. 2005); (h)--VA. CODE ANN. § 46.2-744 (Repl. Vol. 2005).**

#### **SEC. 9-53. LICENSE YEAR.**

The license year with respect to which the fee required to be paid under this Article is assessed shall be January 1st through December 31st of each year. The fee assessed under this article shall be assessed to the owner of each motor vehicle as provided in this article for motor vehicles owned

on January 1st of each year. The fee shall be payable on or before June 10<sup>th</sup> ~~5th~~ of each year and with respect to any fees not paid at that time, there is hereby imposed a thirty (\$30.00) dollars fee to reimburse the County of Pittsylvania for costs associated with administration of the Vehicle Registration Withholding Program with the Commonwealth of Virginia Department of Motor Vehicles (DMV) if a DMV stop order has been issued prior to payment. The fee herein assessed will be based upon ownership of vehicles on fee day, that is, January 1st of each year, and the period for which the license fee is effective shall be January 1st through December 31st of the next ensuing year. (B.S.M. 10-16- 12) (B.S.M. 5-20-14)

For state law authority, see § 58.1-3958, Code of Virginia, 1950, as amended.

**SEC. 9-54. FAILURE TO PAY LICENSE FEE, PERSONAL PROPERTY TAX, ETC.; PENALTY.**

A. In the event that the license fee required by this Article is not paid, or if any personal property taxes, properly assessed against such vehicle, are not paid on or before June 10<sup>th</sup> ~~5~~ of each year, with respect to each owner or co-owner of any motor vehicle as to which the license fee has not been paid, or any personal property taxes have not been paid, the County Treasurer shall mail to the owner/co-owner by first class mail a Notice of Intent to request the Commonwealth of Virginia Department of Motor Vehicles under the Vehicle Registration Withholding Program to deny his or her registration renewal with respect to the vehicle which is subject to the license fee or personal property tax herein. In the event of payment of that vehicle license fee and/or delinquent personal property taxes, the County Treasurer shall provide to the vehicle owner/co-owner an approved numbered receipt that clearly indicates that the vehicle owner/co-owner has paid in full all outstanding local vehicle fees and delinquent taxes to the locality, together with the penalty, interests and administrative fee hereinabove set forth.

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B. It shall be unlawful for any owner of a motor vehicle, trailer, or semi-trailer to fail to pay the local license fee or personal property taxes assessed with respect to each motor vehicle, trailer or semitrailer after June 10<sup>th</sup> ~~5th~~ of each year.

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C. A violation of this section shall constitute a Class 4 misdemeanor and shall be punished by a fine of two hundred fifty (\$250.00) dollars.

D. A violation of this section by the registered owner of the vehicle shall not be discharged by prepayment of a fine or by payment of a fine imposed by the court except upon presentation of satisfactory evidence that the required license has been obtained.

For state law authority, see VA. CODE ANN. Section 46.2-752 G (Repl. Vol. 2005). See also VA. CODE ANN. Section 18.2-11 (Repl. Vol. 2004).

**SEC. 9-55. UNLICENSED MOTOR VEHICLE FEE - PURPOSE; FEE IMPOSED; AMOUNT; LICENSE YEAR; DUE DATE; TRANSITIONAL PROVISIONS FOR 2007 LICENSE YEAR.**

A. Recognizing that unlicensed motor vehicles are more likely to be junk vehicles than are licensed vehicles and that unlicensed motor vehicles are more likely to create safety, health, and aesthetic problems than are licensed vehicles, the Pittsylvania County Board of Supervisors, pursuant to the authority granted by VA. CODE ANN. Section 15.2-973 (Repl. Vol. 2003), does hereby impose an annual license fee established annually by the Board of Supervisors of ~~thirty-eight dollars and seventy-five cents (\$38.75)~~ per motor vehicle on owners of motor vehicles located in Pittsylvania County which do not display current State license plates and which are not exempted from the requirements of displaying such license plates under the provisions of Section 9-55 of this Code or as specified in VA. CODE ANN. Section 15.2-973 (Repl. Vol. 2003). The license year with respect to which the fee required to be paid under this article is assessed shall be January 1 through December 31st of each year. The fee assessed under this article shall be assessed to the owner of each unlicensed motor vehicle as provided in this article for motor vehicles owned on January 1st of each year. **(B.S.M. 04-06-09)**.

B. The license fee imposed by this section shall be paid to the County Treasurer on or before June 10<sup>th</sup> ~~5th~~ of each calendar year.

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C. Reserved.

D. It shall be presumed that the owner of the motor vehicle is the person on whose land the motor vehicle is located unless otherwise shown and it shall be presumed that the motor vehicle has been parked, kept or garaged primarily in Pittsylvania County since January 1st of the year of enforcement unless otherwise shown.

E. Transitional provisions effective for 2007 license year only. Notwithstanding the preceding subsections, in order to adjust the amount of the unlicensed motor vehicle fee for the 2007 license year in recognition of the transition from the former April 15, 2007 expiration date for decals to the new June 5, 2007 due date for the unlicensed motor vehicle fees, the unlicensed motor vehicle fee for the 2007 license year only is hereby reduced by thirty-three percent (33%). This Subsection shall automatically expire on or before December 31, 2007 and the County unlicensed motor vehicle fees for the 2008 license year and thereafter shall be imposed at the full amount of ~~twenty-nine dollars and fifty cents (\$29.50)~~ as specified in the preceding subsections of this section and such fees shall be payable on or before June 10<sup>th</sup> ~~5th~~ of each year, beginning June 5, 2007.

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For state law authority, see VA. CODE ANN. Section 15.2-973 (Repl. Vol. 2003).

**SEC. 17-15. DUE DATE FOR SOLID WASTE DISPOSAL FEE.**

Unless collected by a public service corporation pursuant to § 17-14 supra, an invoice for said fee shall be included in the December tax assessment mailing. Payment of said fee shall be made to the Pittsylvania County Treasurer's Office. For FY 2018/19, unless exempted by § 17-15 infra, households assessed the Solid Waste Disposal Fee shall pay the fee no later than the ~~tenth~~ ~~twentieth~~ ~~(10<sup>th</sup> 20<sup>th</sup>)~~ day of December. For FY 2018/19 only, no late payment penalty and interest shall accrue on the Solid Waste Disposal Fee. For all Fiscal Years after FY 2018/19, unless exempted by § 17- 15 infra, the Solid Waste Disposal Fee shall be billed twice annually, and all households

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assessed the fee shall pay the fee no later than the ~~tenth~~<sup>twentieth</sup> (10<sup>th</sup> 20<sup>th</sup>) of June and the ~~tenth~~<sup>twentieth</sup> (10<sup>th</sup> 20<sup>th</sup>) of December annually. The penalty for late payment shall be assessed on the day after the installment of the fee is due, exception for the Year 2020, in which the penalty shall commence on June 21<sup>st</sup> and December 21<sup>st</sup> for each due period. Payment for the full amount of the annual Solid Waste Disposal Fee shall be the responsibility of the owner of record of the household as of January 1st of the assessed property for the corresponding year. There shall be no proration of the Solid Waste Disposal Fee.

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# PITTSYLVANIA COUNTY’S POLICY FOR COMMUNITY CATS

Pittsylvania County, Virginia (“County”), is faced with high numbers of feral (*i.e.*, wild) cats, also known as community cats. This is in no small part due to irresponsible owners over the years. After reviewing the issue and best practices put in place in other localities to humanely tackle this challenge, the County has determined that Trap, Neuter and Return (“TNR”) is the best course of action.

The Pittsylvania Pet Center (“Pet Center”) and Pittsylvania County Animal Control (“Animal Control”) will no longer pick up, or receive wild/feral community cats, unless they show signs of being sick or injured in accordance with Virginia Code. Citizens will instead be advised that just removing the cats causes a vacuum effect allowing more cats to move in. The County will instead, with the assistance of the SPCA of Pittsylvania County (“SPCA”) and some other experienced trappers, direct them to take these wild animals to local clinics which the County will coordinate with for spay/neuter, vaccinations, feline AIDS/feline leukemia testing. These cats will be ear tipped and can be released back where they came from. The TNR’s cost will be covered by Grant funding as long as funds are available. The County will continue to seek out additional funding to address these needs. Cats testing positive for feline AIDS or Leukemia will be humanely euthanized to prevent the spread of disease. A significant number of localities across the United States, including Arlington and Alexandria, Virginia, have embraced TNR and seen dramatic decreases in the numbers of wild cats, decreased numbers of sick cats, and a significant decrease in the numbers of unwanted litters entering their animal shelters.

The objective of this Program is to humanely trap, spay or neuter, vaccinate, test, and ear tip each of these community cats and return them to their original habitat or colony. Historically, thousands of these cats were caught and euthanized. This approach has proven ineffective and costly, as the problem has continued to grow.

The Pet Center will coordinate assistance as needed by the SPCA and experienced citizens willing to help trap feral, or community cats. The County will also have some traps available for citizens to check out. The County can also offer food that has been donated to assist citizens managing colonies upon request. By all of us working together, the County is confident that TNR will over time will reduce the numbers of wild cats, transmission of illness and disease, and decrease the numbers of unwanted cats/kittens received by the Pet Center for care.

## FREQUENTLY ASKED QUESTIONS

### WHAT IS A COMMUNITY CAT?

Community cats are cats who live outdoors with no specific owner. These cats can be friendly towards humans, or they can be feral (*i.e.*, unsocialized and avoidant of humans), or they may fall somewhere on the spectrum between friendly and feral. Some community cats have a caregiver

who watches out for them, but others may survive and thrive without direct human intervention. For all free-roaming community cats, their home is the outdoors, within the community.

### **CAN I BRING COMMUNITY CATS TO THE PITTSYLVANIA PET CENTER?**

No. The Pet Center does not accept healthy free-roaming community (*i.e.*, feral) cats, and there are no laws against free-roaming cats in the County. The rate of return-to-owner for stray cats is only around ten percent (10%), and owned-pet cats are thirteen (13) times more likely to find their way home on their own versus being brought to a pet shelter. Additionally, some free-roaming community cats do not have one (1) specific home they return to but are rather cared for and part of a colony. If the Pet Center took in healthy free-roaming community cats, many cats would be at risk of euthanasia for lack of space or because they are not suited to life as an indoor pet cat. If a cat is sick, injured, declawed, or microchipped, the Pet Center will accept him/her. If you see a sick or injured cat outdoors, please contact Animal Control at (434) 432-7937.

Community cats are often feral (*i.e.*, not socialized to humans) and are not suited to life around humans as an indoor pet cat. Community cats are often fearful and avoidant of humans and are not likely to ever be socialized enough to become a lap cat or to even be happy living indoors. For truly feral cats who are brought to shelters, the only outcome is euthanasia, which is why the County does not accept community cats at the Pet Center. In fact, feral cats should not be brought to any shelter or rescue. Instead, the County offers resources to help community members participate in the County's TNR Program, which is the most humane and effective approach to managing community cat populations.

### **WHAT IS TNR?**

Based on facts that have emerged from the many localities that have embraced TNR, it is the most effective and humane approach to community cats. Specifically, colony caregivers and volunteers humanely trap community cats and bring them to a veterinary clinic, where they are spayed or neutered, vaccinated against rabies and distemper, ear tipped, and given a basic checkup. After an approximately twenty-four (24)-hour recovery period, the cats are returned to the exact location where they were initially trapped and released there. The cats can live out their lives in their outdoor home but won't be adding to the community cat population. Sterilized community cats will no longer display those often-annoying behaviors associated with mating, such as yowling, fighting, spraying, and of course, producing kittens. Cats who go through a TNR Program live healthier individual lives, and the community receives the added benefits of having these community cats vaccinated against rabies.

### **HOW CAN I TELL IF A CAT HAS BEEN THROUGH A TNR PROGRAM?**

If you see a community cat missing part of his/her left ear, that means the cat has been through a TNR Program. This is called an ear tip, and it is the universal signal that a cat has been spayed or neutered and vaccinated against rabies and distemper. Community cats who have been through a TNR Program are ear tipped while they are under anesthesia for surgery, so if you see an ear tipped cat, that means someone is looking out for that cat!

### **CAN'T COMMUNITY CATS JUST BE REMOVED OR RELOCATED?**

No! Community cats live in an area because the resources (*i.e.*, food, water, and shelter) are there to support them. These resources may be provided by humans, or not. Rounding up the cats and

bringing them to shelters, rescues, or sanctuaries, does not solve the problem. Also, community cats will likely just be euthanized if they enter a shelter because they are not suited for life as an indoor pet cat. Relocation is also not a viable option. It is time-consuming and difficult, there is no guarantee that the cats will remain in the new location, and new locations for cats are very difficult to find. Removal or relocation efforts for community cats are not feasible.

### **WHAT ABOUT NEONATE KITTENS FOUND (UNDER 4 WEEKS OF AGE)?**

Mother cats will often leave their kittens for hours in search of food. Watch from a distance or leave and come back to see if the cat mother is returning. If the neonates are being cared for by their cat mother, you have two (2) choices:

1. Leave them alone until the kittens are done nursing, then bring the kittens to the Pet Center.
2. Catch the mother and kittens together and bring them to the Pet Center.

Neonates brought to the Pet Center without their mother have a poor survival rate. The County will do everything it can for them, but neonates have the best chance for survival with their mother when possible.

### **HOW DOES TNR BENEFIT THE COMMUNITY AND THE PET CENTER?**

Because community cats are not suited to life as an indoor pet cat, the only outcome for these cats who are brought to the Pet Center is typically euthanasia. Euthanizing an otherwise healthy cat for simply living outdoors is not the compassionate thing to do, nor is it effective in the long run. The most humane and effective approach for community cats is TNR, because it stabilizes community cat populations which over time decline naturally. Sterilizing community cats reduces the nuisance behaviors (*i.e.*, spraying, yowling, and fighting) associated with mating, which makes cats better neighbors. TNR also saves taxpayer dollars by reducing the number of kittens who are brought to the Pet Center in need of socialization, basic supplies and care, medical care, and adoptive homes. This policy will ultimately reduce the numbers of cats coming into the Pet Center and better enable the County to focus on social cats in its care and finding their forever homes.

### **WHAT IF I NEED HELP?**

The Pet Center's Community Cat Program is predominately funded by individual donor and Grants. As long as funding exists, the County will offer spay/neuter vouchers to assist citizens. Individuals can sign out traps after some basic training on humane trapping practices from the Pet Center. The SPCA, and a few dedicated community cat advocates, are willing to assist citizens as needed and the Pet Center will be happy to coordinate assistance as needed.



## Trap-Neuter-Return (TNR) for Community Cats: The Basics

We've all seen cats sunning themselves on the grass, playing in alleyways, or sleeping on a neighbor's porch. These are community cats, also called feral cats. They are unowned and unsocialized to people, and therefore unadoptable. They live full, healthy lives with their colonies in their outdoor homes. Community cats and people benefit from TNR, the humane, effective, mainstream approach to addressing cat populations. Anyone can do TNR—these basics will get you started.

### Trap-Neuter-Return

**TRAP:** Humanely trap all the cats in a colony.

**NEUTER:** Take the cats in their traps to a veterinarian or clinic to be spayed or neutered, vaccinated, and eartipped.

**RETURN:** After the cats have recovered from surgery, return them to their outdoor homes where they were trapped.

### STEP ONE: PREPARATION FOR TRAPPING

Before you begin trapping, make sure to connect with neighbors. Let them know what TNR is and how they can help. Determine how many cats you'll be trapping, and be prepared with a plan for different or unexpected scenarios like nursing mother

cats, kittens, friendly cats, and ill or injured cats. Establish a feeding schedule for the cats so they become accustomed to getting food at a consistent place and time every day. It's important to coordinate with a feral-friendly veterinarian or clinic for spay and neuter appointments and to set up a holding and recovery area for the cats in advance.

### STEP TWO: TRAPPING

Ensure you have the number of traps you need, and that they are labeled and working properly. Withhold food for 24 hours before you trap, but always provide water. Cats should be hungry enough to enter the traps, but shouldn't eat too much once inside them, since they'll be having surgery. Bait the traps with food like sardines or tuna in oil.



For full instructions visit [alleycat.org/TNRGuide](https://alleycat.org/TNRGuide).

### STEP TWO: TRAPPING (CONTINUED)

Place the traps on a flat surface where the cats spend time. Then move away, but always keep an eye on them. When one or more cats are trapped, carefully approach the traps, and cover them completely with a towel, blanket, or trap cover to help calm the cats. The cats will be frightened so reducing stress is extremely important.

When you've finished trapping, don't forget to count your traps before you leave to make sure they are all accounted for.

### AT THE VETERINARY CLINIC

Transport the cats to the feral-friendly veterinarian or clinic where they will be spayed or neutered, vaccinated, and eartipped. Confirm with the veterinarian what services you want, like microchipping, or don't want, like testing for FIV or FeLV. (Learn why at [alleycat.org/FeLV-FIV](http://alleycat.org/FeLV-FIV).) Make sure the clinic has your contact information and that they contact you before making any treatment decisions for the cat.

### STEP 3: POST-SURGERY

Let the cats recover overnight in the area you set up or at the veterinary clinic. Keep them covered in their traps to reduce stress. Monitor the cats to make sure they are recovering properly. If you suspect any complications or observe any vomiting, bleeding, or difficulty breathing, call your veterinarian immediately.

### STEP 4: RETURN

Return the cats to the exact location where you trapped them, so they can return to the outdoor home they know and reunite with their colony. Provide food and water, and resume their usual care routine.

### YOU DID IT!

Thank you for helping to improve the lives of community cats.

It's compassionate and committed people like you who make a huge difference in your communities.



For full instructions visit [alleycat.org/TNRGuide](http://alleycat.org/TNRGuide).

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022618

## 5 Easy Steps for Humane Detering Cats



1. Talk to your neighbors. Determine whether the cats are pets, stray, or feral, and if they have been spayed or neutered. If not, make an appointment with a feral-friendly veterinarian and find tips for TNR at [alleycat.org/TNR](http://alleycat.org/TNR).
2. Apply nontoxic deterrents around your yard.
3. Put a tight lid on your trash can.
4. Block gaps in the foundation of sheds and porches.
5. Use a cover to keep paw prints off your car.

Local Organization Contact:



 **Alley Cat Allies**  
The cats' leading advocate  
7920 Norfolk Avenue, Suite 600  
Bethesda, MD 20814-2525  
Phone: (240) 482-1980  
[alleycat.org](http://alleycat.org)

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## How to Live With Cats in Your Neighborhood



### What is a community cat?

Community cats, also called feral cats, are unowned cats who live outdoors. Like indoor cats, they belong to the domestic cat species (*Felis catus*). However, community cats are generally not socialized, or friendly, to people, and are therefore unadoptable. They live full, healthy lives with their feline families, called colonies, in their outdoor homes.

Cats living outdoors is nothing new. It wasn't until kitty litter was invented in the late 1940s that some cats began living strictly indoors. But community cats truly thrive in their outdoor homes. The tips in this brochure will help you coexist with community cats.

### Why do I see community cats in my neighborhood?

Community cats live outdoors. Like all animals, community cats settle where food and shelter are available, and they are naturally skilled at finding these on their own.

Because they are unsocialized, community cats can't live indoors with people, and are therefore unadoptable. Community cats should not be taken to animal shelters—nationwide, virtually 100 percent of community cats taken to shelters are killed there. Trap-Neuter-Return (TNR) is the humane, effective, and mainstream approach to addressing community cat populations.



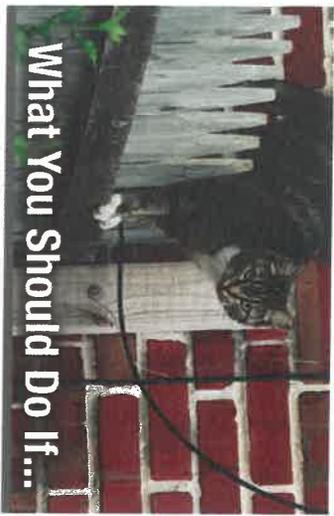
### What is Trap-Neuter-Return?

In a TNR program, community cats are humanely trapped, brought to a veterinarian to be spayed or neutered, vaccinated, eartipped (the universal sign that a cat is part of a TNR program), and then returned to their outdoor homes. Kittens less than 8 weeks old can be socialized and then adopted. Adult cats who are socialized can be adopted, but they can also be returned outdoors, where they will continue to thrive.

TNR improves cats' lives and provides an effective, humane, and collaborative way for communities to coexist with cats. To learn more, including how to conduct TNR, visit [alleycat.org/TNR](http://alleycat.org/TNR).

### What does the Vacuum Effect have to do with TNR?

The Vacuum Effect has been documented worldwide in many species, including community cats. Animal control's typical approach has been to catch and kill community cats. While this may temporarily reduce the number of community cats in a given area, it is ultimately counterproductive, as the population of cats rebounds. Other cats move into the newly available territory and continue to breed—this phenomenon is called the Vacuum Effect. It's why catch and kill doesn't work. TNR is the only effective and humane approach to address community cat populations. Learn more at [alleycat.org/VacuumEffect](http://alleycat.org/VacuumEffect).



## Cats are getting into your trash.

**REASON:** Cats are looking for food.

### QUICK TIPS:

- **Secure your trash can with a tight lid or bungee cords.** This will protect your trash from wildlife as well.
- **Find out if neighbors are feeding the cats.** If they are, make sure they are following best practices. Learn more at [alleycat.org/BestPractices](http://alleycat.org/BestPractices).
- **Consider feeding the cats yourself if you find no regular caregiver.** Feeding cats using best practices will help ensure they don't get hungry enough to get into trash.



Feeding stations provide cats with a designated area to eat. Find tips for building or buying feeding stations at [alleycat.org/FeedingStations](http://alleycat.org/FeedingStations).

## Cats are digging in your garden.

**REASON:** It is a cat's natural instinct to dig in soft or loose soil, moss, mulch, or sand.

### QUICK TIPS:

- **Put out fragrances that keep cats away.** Scatter fresh orange or lemon peels. Wet coffee grounds—which you may be able to get for free from coffee houses and fast food chains—and metal pans filled with vinegar also deter cats.
- **Make an outdoor litter box away from your garden** by tilling the soil or placing sand in an out-of-the-way spot in your yard. Clean the area frequently.
- **Use plastic carpet runners, spike-side up,** covered lightly in soil. They can be found at hardware or office supply stores. You can also set chicken wire firmly into the dirt (roll sharp edges under), arrange branches or sticks in a lattice pattern, or put wooden or plastic fencing over soil.
- **Get the Cat Scat Mat,** a nonchemical cat deterrent consisting of plastic mats that are cut into smaller pieces and pressed into the soil (seen below). Each mat has flexible plastic spikes that are harmless to cats and other animals but discourage digging.



The Cat Scat Mat is a safe deterrent to use in your garden.

- **Get motion-activated sprinklers.**
- **Cover exposed ground in flower beds with large river rocks** to prevent cats from digging. Rocks have the added benefit of deterring weeds.

## Cats are lounging in your yard or porch, or on your car.

**REASON:** Cats tend to remain close to their food source.

### QUICK TIPS:

- **Shift the cats' food source to a less central location,** where you won't mind if they hang out.
- **Apply fragrances that deter cats** around the edges of your yard, the tops of fences, and on any favorite digging areas or plants. See "Cats are digging in your garden" for a list of cat-deterrent fragrances.
- **Install an ultrasonic deterrent** or a motion-activated sprinkler. You can find humane deterrent products at garden supply stores.
- **Use a car cover** or place carpet runners on top of your car to avoid paw prints.



Cats who are missing the tip of one ear have been ear-tipped—the universal sign that a cat is part of a TNR program.

## Cats are sleeping under your porch or in your shed.

**REASON:** The cats are looking for a dry, warm shelter away from the elements.

### QUICK TIPS:

- **Provide covered shelter.** Or, if the cats have a caregiver, ask the caregiver to provide covered shelter. Shelters should be placed in quiet areas away from traffic. Find tips to build or buy shelters at [alleycat.org/ShelterGallery](http://alleycat.org/ShelterGallery).
- **Block or seal the area where the cats enter** with chicken wire or lattice, but only once you are absolutely certain no cats or kittens are inside.

## Feeding cats attracts insects and wildlife.

**REASON:** Leaving food out for too long can attract other animals.

### QUICK TIPS:

- **Feed the cats at the same time and location each day.** They should be given only enough food to finish in one sitting. If another person is caring for the cats, ask them to follow these guidelines. For more colony care guidelines, visit [alleycat.org/ColonyCare](http://alleycat.org/ColonyCare).
- **Keep the feeding area neat** and free of leftover food and trash.

## Cats are yowling, fighting, spraying, roaming, and having kittens.

**REASON:** These are mating behaviors. Once the cats are spayed or neutered, these behaviors will stop.

### QUICK TIPS:

- **Conduct TNR for the cats.** TNR stops mating behaviors and ensures no new kittens are born.
- **Find more information about TNR** at [alleycat.org/TNR](http://alleycat.org/TNR). Get help from local community cat experts by requesting a list of Alley Cat Allies' Feral Friends Network members in your area at [alleycat.org/FindFeralFriends](http://alleycat.org/FindFeralFriends).

Please remember: Do not take community cats to animal shelters. They are feral—or unsocialized to people—and therefore unadoptable. This means virtually 100 percent of community cats taken to shelters are killed there. Instead, community cats should be neutered, vaccinated, and returned to their outdoor homes.

**2020 SESSION**

**HB 480 Virginia Retirement System; enhanced retirement benefits for 911 dispatchers.**

Introduced by: [Suhas Subramanyam](#) | [all patrons](#) ... [notes](#) | [add to my profiles](#)

**SUMMARY AS INTRODUCED:**

**Virginia Retirement System; enhanced retirement benefits for 911 dispatchers.** Adds 911 dispatchers to the list of local employees eligible to receive enhanced retirement benefits for hazardous duty service. Under current law, localities may provide such benefits to first responders, including firefighters and emergency medical technicians, and certain other hazardous duty positions. The bill provides that such benefits would be available only to dispatchers hired starting in 2021.

**FULL TEXT**

**01/03/20 House: Prefiled and ordered printed; offered 01/08/20 20103616D** [pdf](#) | [impact statement](#)

**HISTORY**

**01/03/20 House: Prefiled and ordered printed; offered 01/08/20 20103616D**

Attachment: 1-27-2020 Legislative Committee Meeting Packet (1908 : Committee Updates/Recommendations (Finance; Economic Development;

2020 SESSION  
20103616D

**HOUSE BILL NO. 480**

Offered January 8, 2020

Prefiled January 3, 2020

*A BILL to amend and reenact § 51.1-138 of the Code of Virginia, relating to Virginia Retirement System; enhanced retirement benefits for 911 dispatchers.*

-----  
Patrons-- Subramanyam and Reid

-----  
Committee Referral Pending  
-----

Be it enacted by the General Assembly of Virginia:

1. That § 51.1-138 of the Code of Virginia is amended and reenacted as follows:

§ 51.1-138. Benefits.

A. Employees who become members under this article and on whose behalf contributions are paid as provided in this article shall be entitled to benefits under the retirement system.

B. By resolution legally adopted and approved by the Board, the employer may elect to provide benefits equivalent to those provided under the State Police Officers' Retirement System, as set out in Chapter 2 (§ 51.1-200 et seq.) of this title except for § 51.1-209, and except that the employer may elect to establish the retirement allowance pursuant to the allowance provided in clause (i) or (ii) in subsection A of § 51.1-206, in lieu of the benefits that would otherwise be provided hereunder for any employees who are employed in (i) law-enforcement positions comparably hazardous to that of a state police officer, including any sworn law-enforcement officer who has the duty and obligation to enforce the penal and traffic laws of this Commonwealth as directed by his superior officer, if so certified by his appointing authority, (ii) positions as ~~full-time salaried fire fighters~~ *first responders*, or (iii) ~~positions as full-time salaried emergency medical technicians~~, or (iv) positions as regional jail superintendents and jail officers of regional jail farms, regional jails or jail authorities, as approved by the respective jail board or authority and by the participating political subdivisions of such entities. *For purposes of this section, "first responders" means full-time salaried firefighters, full-time salaried emergency medical technicians, and full-time dispatchers for a public safety answering point as defined in § 56-484.12.* Sheriffs of political subdivisions and superintendents of regional jails which participate in the retirement system shall receive benefits equivalent to those of state police officers, except for the benefits provided under § 51.1-209, regardless of whether the employer has elected to provide equivalent benefits as set out in this subsection.

C. Each employer providing the benefits of subsection B for its employees prior to July 1, 1990, may elect to provide for the early retirement of employees as set forth in this subsection in lieu of the early retirement and death before retirement provisions of the State Police Officers' Retirement System. Such election must be made to the Board in writing prior to July 1, 1990. Any member in service on or after his fifty-fifth birthday with five or more years of creditable service (i) while earning the benefits permitted by this section, (ii) as a member in the retirement system established by Chapter 2 (§ 51.1-200 et seq.) of this title, or (iii) as a member in the retirement system established by Chapter 2.1 (§ 51.1-211 et seq.) of this title may retire upon written notification to the Board setting forth at what time the retirement is to become effective. The effective date shall be after his last day of service but shall not be more than 90 days prior to the filing of such notice. The member shall receive an allowance that shall be determined in the same manner as for retirement at an employee's normal retirement with creditable service and average final compensation being determined as of the date of his actual retirement. If the member has less than 30 years of service at retirement, the amount of the retirement allowance shall be reduced on an actuarial equivalent basis for the period by which the actual retirement date precedes the earlier of (a) the member's normal retirement date or (b) the first date on or after the member's fifty-fifth birthday on which the member would have completed a total of 30 years of creditable service. Effective December 31, 2003, any employee in service on June 30, 2002, and July 1, 2002, who is credited with five or more years of creditable service rendered under this chapter and earning the benefits permitted by this section, Chapter 2 (§

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51.1-200 et seq.), or Chapter 2.1 (§ 51.1-211 et seq.) of this title shall not be subject to the vesting requirements of this section, and §§ 51.1-205 and 51.1-216.

Members retiring under the provisions of this subsection shall be entitled to receive post-retirement supplements as provided in § 51.1-166. In computing the amount of any supplement, any additional allowances being paid under the provisions of subsection B of § 51.1-206 shall be disregarded. In the case of death before retirement, members whose employers elect to provide benefits in accordance with the provisions of this subsection and who have not attained the age of 50 on the date of death shall be assumed to be 50 years of age for the purposes of reducing the benefits on an actuarial equivalent basis.

D. Beginning July 1, 2008, each county and city participating in the Virginia Retirement System shall provide the benefit coverage described in subsection B to each deputy sheriff, regardless of whether the deputy sheriff's salary is funded or reimbursed in whole or in part by the Compensation Board.

E. Notwithstanding the provisions of subsection C, beginning July 1, 2009, the City of Danville shall provide to each deputy sheriff the benefit coverage described in subsection B.

F. Beginning July 1, 2009, each regional jail board and regional jail authority participating in the Virginia Retirement System and each county and city participating in such board or authority shall provide the benefit coverage described in subsection B to each sworn officer of a regional jail, regardless of whether the regional jail officer's salary is funded or reimbursed in whole or in part by the State Compensation Board.

G. Beginning July 1, 2010, any county or city that (i) participates in the Virginia Retirement System pursuant to Chapter 1 (§ 51.1-124.1 et seq.), (ii) has in effect a retirement supplement for deputy sheriffs (in addition to the annual retirement allowance provided under the Virginia Retirement System) that exceeds the allowance set forth in subsection B of § 51.1-206 hereof, and (iii) provides the same level of retirement benefits to all of its deputy sheriffs, may, by resolution legally adopted, elect to provide the benefits coverage under subsection B hereof except for the allowance described in subsection B of § 51.1-206. Notwithstanding any other provision of law, the additional costs of such election shall be borne solely by such county or city.

H. If an employee (i) is in a position covered by the additional benefits under this section for at least five years, (ii) is separated from the position because of a disability that entitles him to the disability retirement benefits pursuant to § 51.1-156, and (iii) accepts a position with the same employer that is not covered by the benefits under this section but whose salary and benefits are not less than those of the position from which he is separated, then, at the sole discretion of the employer, the employee may continue to be covered under the benefits permitted by this section in his new position.

I. The retirement system shall not be liable for the payment of any retirement allowances or other benefits on behalf of a member or beneficiary of a member for which reserves have not been previously created from funds contributed by the employer or the members for such benefits.

2. That the provisions of this act providing enhanced retirement benefits to positions as full-time dispatchers for a public safety answering point shall apply only to dispatchers hired on and after January 1, 2021.

5(a)

**SEC. 17-21. VIOLATIONS OF CHAPTER/ARTICLE; PENALTIES.**

A. Each day of violation of each requirement of this Chapter or Article shall constitute a separate offense.

B. Any person who violates any provision of this Chapter or Article shall be guilty of a Class 1 Misdemeanor, unless a different penalty is specified.

C. Any person who knowingly makes any false statement, representation, or certification regarding the origin of any waste disposed of under this Chapter or Article, shall be guilty of a Class 1 Misdemeanor and shall be subject to suspension from the use of the County's Landfill and any County Collection Centers for a period of time not to exceed one (1) year.

D. The County shall be entitled to an award of reasonable attorney's fees and cost in any action brought under this Chapter or Article which it substantially prevails on the merits of the case, unless special circumstances would make an award unjust.

E. Violations of Sections 17-3 and/or 17-20 of this Chapter or Article shall be punishable by a fine in the amount of fifty dollars (\$50.00), if paid within ten (10) days, or one hundred dollars (\$100.00), if not paid within ten (10) days.

F. The County's Solid Waste Department shall prepare an appropriate ticket and ticket stub for use in enforcing the provisions of this Chapter or Article. Any Law Enforcement Officer, Treasurer's Office employee, or County Staff member charged with enforcing this Chapter or Article shall issue to the offender a ticket. The ticket stub shall be turned in to the Pittsylvania County Treasurer's Office. The ticket and stub shall have corresponding numbers. The ticket shall contain the following statement:

*NOTICE:* You may pay this by appearing at the Pittsylvania County Treasurer's Office, 11 Bank Street, Chatham, Virginia, 24531, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. If you prefer, you may mail the ticket and fine to the aforementioned Office. Checks should be payable to the Pittsylvania County Treasurer. If you fail to pay this ticket with ten (10) days, then further action will be taken which could result in you having to appear in court and paying additional costs.

(1) In lieu of payment of the fine, such person may contest the ticket, by notifying the Pittsylvania County Treasurer and the Clerk of the General District Court of Pittsylvania County.

(2) If the ticketed person does not pay the fine to the County's Treasurer, the Treasurer shall notify such persons that he may pay the fine, plus a penalty in the sum of ten dollars (\$10.00), within five (5) days of the receipt of the notice, at the Treasurer's Office. Page 15 of 15

(3) If a person to whom the above Notice is provided/given is fails to pay the fine and penalty within the time prescribed in the Notice, the Treasurer shall notify the Officer who issued the original ticket and the Treasurer shall then cause to be issued a complaint, summons, or warrant for the delinquent ticket. The person in question may pay the fine to the Treasurer prior to the date he/she is to appear in court, provided he/she also pays necessary costs and the penalty. The Treasurer's receipt shall be conclusive evidence of such payment.

Code of Virginia  
Title 18.2. Crimes and Offenses Generally  
Chapter 1. In General

### § 18.2-11. Punishment for conviction of misdemeanor.

The authorized punishments for conviction of a misdemeanor are:

- (a) For Class 1 misdemeanors, confinement in jail for not more than twelve months and a fine of not more than \$2,500, either or both.
- (b) For Class 2 misdemeanors, confinement in jail for not more than six months and a fine of not more than \$1,000, either or both.
- (c) For Class 3 misdemeanors, a fine of not more than \$500.
- (d) For Class 4 misdemeanors, a fine of not more than \$250.

For a misdemeanor offense prohibiting proximity to children as described in subsection A of § 18.2-370.2, the sentencing court is authorized to impose the punishment set forth in subsection B of that section in addition to any other penalty provided by law.

1975, cc. 14, 15; 1990, c. 788; 2000, c. 770.

Virginia Association of Counties

# 2020 LEGISLATIVE PROGRAM

1207 E. Main St., Suite 300  
Richmond, VA 23219  
804.788.6652  
www.vaco.org



Virginia Association of Counties

Attachment: 1-27-2020 Legislative Committee Meeting Packet (1908 : Committee Updates/Recommendations (Finance; Economic Development;

# 2020 Legislative Program Virginia Association of Counties

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# VACo's 2020 Overarching Legislative Priority Position

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## **Equal Taxing Authority**

Counties provide the same core services, such as public education, human services, and public safety, to their residents as cities and towns, but have limited opportunities to raise revenue. VACo supports granting counties the same authority that is enjoyed by cities and towns to enact local taxes without referendum.

# ECONOMIC DEVELOPMENT AND PLANNING

## Priorities

### **Broadband**

VACo urges the Commonwealth to provide adequate financial assistance to counties to build the necessary telecommunications infrastructure to deploy universal affordable access to the internet for all areas, particularly in underserved and rural areas. Additionally, VACo supports legislation that provides additional tools for counties to finance, build and operate open access networks in partnership with commercial internet service providers.

### **Proffers and Growth Management Tools**

VACo supports changes to the conditional zoning law to allow greater flexibility in the application process for determining fiscal impacts.

VACo also supports legislation that grants localities additional tools to adequately meet increasing needs for public services driven by new development without burdening current residents with the cost of new growth through increased real estate taxes. Such additional tools may include broad impact fee authority for all counties, and adequate public facilities provisions.

### **Utility-Scale Solar**

VACo supports returning the authority to counties to determine local tax incentives for utility-scale solar installations and opposes any expansion or extension of the state-mandated tax exemption on local property taxes for solar equipment. Additionally, VACo supports maintaining local authority to address all impacts associated with utility-scale projects.

## Positions

### **Land Use**

VACo supports maintaining local authority to plan and regulate land use and opposes any legislation that weakens these key local responsibilities.

### **Regulation of Home-based Businesses**

VACo opposes any legislation that limits or restricts local authority to regulate home-based businesses, including short-term rentals regardless of whether services or goods are purchased through an online hosting platform.

### **Affordable and Workforce Housing**

VACo supports maintaining federal and state funding and appropriate incentives to assist localities in fostering affordable housing, as well as workforce housing for employees such as teachers and first responders.

### **Economic Development**

VACo supports economic development policies and programs that bolster local and regional development efforts by maintaining state funding, streamlining state and federal processes, and granting additional funding and authority to promote local and regional initiatives. This includes the provision of adequate funding for the Agriculture and Forestry Industries Development Fund (AFID); the Commonwealth Opportunity Fund; and the operations of the Virginia Economic Development Partnership (VEDP). VACo also supports state funding for Virginia's planning district commissions and local cooperative extension offices, which play key roles in addressing regional challenges.

### **Impacts of Federal and Military Facilities**

VACo supports maintaining federal and state funding and technical assistance to mitigate the impacts on counties affected by federal budget cuts and to sustain current and future federal facilities in Virginia. VACo supports state and local partnerships that work to prevent encroachment and non-compatible land uses next to military installations. VACo also supports workforce training and retraining for programs that support defense activities in Virginia.

### **Maintain Public Sector Role in Onsite Sewer Program**

VACo supports an onsite sewage program at the Virginia Department of Health (VDH) that protects public health and the environment in all regions of the Commonwealth. The Commonwealth should give special focus to addressing the challenge of failing septic systems and allow localities authority to develop and implement policies that support the state's program. VACo supports the private sector providing onsite sewage system design, installation and repair services, as long as the services can be provided at affordable rates and in a timely manner, and as long as VDH continues to provide these direct services as well.

### **Siting of Transmission Lines**

VACo supports requiring utilities to seek input from localities and property owners before any actions to construct, modify or enlarge utility transmission facilities.

# EDUCATION

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## Priority

### **Education Funding**

VACo urges the General Assembly to provide full state funding for public education, including the Standards of Quality (SOQ) as recommended by the Board of Education, where these recommendations coincide with prevailing local practice, targeted incentive programs, capital, and maintenance support, and teacher salaries.

Full state funding should be achieved without reduction to other parts of state public education budgets or to other core services. Changes to school security and high school graduation standards will require additional resources to implement and those costs must be adequately funded by the state. VACo supports additional state resources and additional funding options for localities for capital and school construction costs.

VACo supports the current practice whereby all year-end funds appropriated to the school divisions by the locality revert to the locality, retaining discretion with the governing body to evaluate and approve the reallocation of year-end fund balances.

## Positions

### **Charter Schools**

VACo opposes legislation that removes authority from local school boards and divisions to establish charter schools.

### **Childhood Development and School Readiness**

VACo supports efforts to increase at-risk children's access to high-quality, enriching learning environments, including more resources and flexibility for localities participating in programs like the Virginia Preschool Initiative and Head Start.

### **Critical thinking Skills**

VACo supports changes to educational programs and standards that rely less on standardized testing and more on critical thinking skills such as performance-based assessments.

### **Funding Support Personnel**

VACo supports full restoration of budget cuts, including the elimination of the funding cap on support positions, and full reinstatement of the Cost of Competing Adjustment "COCA" for support staff. In addition to meeting its obligations to fully fund instructional staff, the Commonwealth should meet its obligation to fully fund K-12 support staff.

227 **Library System**  
 228 VACo supports additional state resources for the funding of financial aid to the  
 229 local library system.  
 230

231 **School Safety and Security**

232 VACo supports efforts to improve school safety and preparedness including  
 233 establishing a Statewide School Safety Drill, for students, teachers,  
 234 administrators, law enforcement, and other staff to engage in active shooter  
 235 drills. VACo supports the development of model policies to provide guidance on  
 236 active shooter drills and updates to school safety plans and drills. VACo supports  
 237 dedicated state funding to improve school security for both capital and  
 238 operational costs including funding that would serve as an incentive for local  
 239 school divisions to hire additional Resource Officers, School Protection Officers,  
 240 or other security personnel and measures.  
 241

242 **Special Education Regional Tuition Reimbursement Program**

243 VACo supports enhancing local capacity to serve children with high-level support  
 244 needs in the least restrictive environment, including regional special education  
 245 programs. VACo supports local flexibility in the structure of such programs. If a  
 246 new model for the distribution of funding for special education students with  
 247 intense support needs is implemented, such a model should be phased in  
 248 gradually, with state dollars provided to enable school divisions that would  
 249 otherwise experience reductions in funding to continue to meet federal  
 250 maintenance of effort requirements.  
 251

252 **Teacher Shortage and Retention**

253 VACo urges the General Assembly to approve and fund strategies addressing the  
 254 teacher shortage in the Commonwealth. VACo supports a targeted approach to  
 255 teacher shortage by prioritizing areas in critical need, as recommended by the  
 256 Virginia Department of Education. VACo supports using district-level data to  
 257 determine how to best fill shortage gaps, especially in hard-to-staff divisions.  
 258 VACo supports reducing burdens on the teacher workforce in the  
 259 Commonwealth. VACo supports programs aimed at reducing student debt for  
 260 teaching in public schools. VACo also supports programs that encourage teachers  
 261 to stay in the profession including measures that provide mentorship, guidance  
 262 and other forms of support for teachers in their first five years in the profession.  
 263

264 **Workforce-Ready Students**

265 VACo supports changes in curriculum and funding that will increase the number  
 266 of students leaving the K-14 system with workforce-ready credentials. VACo  
 267 supports incorporating career and technical education curriculum at the  
 268 elementary school level. VACo supports high school students earning academic  
 269 credit for participating in an internship, apprenticeship, credential, and other  
 270 work programs. VACo supports innovative models for schools to give academic  
 271 credit for students that earn industry workforce skills through certifications, or  
 272 licensure from an approved education or training provider. VACo supports  
 273 establishing partnerships to strengthen the school-to-workforce pipeline in a

274 variety of ways including guaranteed employment opportunities with local  
275 businesses and learning opportunities shared between local community colleges  
276 and high schools.  
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## ENVIRONMENT AND AGRICULTURE

### Priority

#### **Water Quality Improvement Funding**

VACo supports effective partnerships across all levels of government as well as adequate financial and technical assistance from the federal and state governments to improve water quality. VACo supports improved water quality but opposes strategies that penalize local governments by withdrawing current forms of financial assistance or imposing monitoring, management, or similar requirements on localities without providing sufficient resources to accomplish those processes. VACo supports efforts to continue to restore and protect the Chesapeake Bay but opposes additional nutrient regulations on wastewater treatment facilities that are scientifically unsound, economically unfeasible, or unnecessary for meeting the Commonwealth's goals. VACo opposes the imposition of a state fee, tax or surcharge, on water, sewer, solid waste, or any service provided by a local government or authority.

### Positions

#### **Aquifer Protection**

VACo supports initiatives by the state to assure adoption of actions to reduce high chloride concentrations and loss of artesian head pressure in Virginia's aquifers. VACo also supports a review of regulations and supports education initiatives that promote reclamation of water on a local level for industrial and irrigation uses to offset future demands on all ground and surface water used for human consumption.

#### **Biosolids**

VACo supports an effective statewide regulatory program governing land application of biosolids. Such a program should not infringe upon the authority of local governments to monitor compliance. VACo supports the ability of local governments to propose amendments to biosolids permits as they are considered by DEQ.

#### **Conservation**

VACo encourages targeted initiatives to facilitate the protection of land for conservation purposes. VACo supports the creation a Purchase of Development Rights program that provides state funding for the Virginia Land Conservation Foundation and participation incentives for landowners. Such programs preserve prime soils for food production and protect important forest land and environmentally sensitive areas in the Commonwealth.

VACo supports voluntary state and federal conservation programs, including the United States Department of Agriculture's (USDA) Environmental Quality Incentives Program and the Conservation Stewardship Program, to assist producers with the implementation of best management practices.

### **Dam Safety**

VACo supports programs that keep downstream owners and developers aware of potential inundation zones. VACo also supports sufficient state and federal funding for the repair and maintenance of dams.

### **Energy**

VACo supports renewable energy policies and energy efficiency measures that reduce greenhouse gas emissions, lessen dependence upon foreign sources of energy, and improve the feasibility of using renewable energy, including efforts to remove barriers to municipal net metering. VACo supports legislation that encourages renewable energy production through the implementation of Renewable Portfolio Standards. VACo supports creative financing mechanisms that enable localities to implement their own renewable energy and energy efficiency programs and measures. VACo supports maintaining local zoning authority regarding renewable energy facilities and other utility projects to protect agricultural and other local considerations. Finally, VACo supports responsible policies that enable coal and natural gas extraction, processing, and transport while protecting agricultural interests and natural resources.

### **Hydraulic Fracturing**

VACo supports a stringent state regulatory program for hydraulic fracturing (or “fracking”) that addresses the potential to tap into natural gas reserves in ways that protect public and private groundwater supplies and preserve local government authority to regulate and/or ban this type of mining activity through their land use ordinances. VACo supports transparency efforts that require the disclosure of all chemicals and chemical mixes used in the fracking process prior to their use.

### **Invasive Species and Noxious Weeds**

VACo supports funding for, and the complete implementation of, the Virginia Invasive Species Management Plan. VACo supports an amendment to the term, “noxious weeds,” enabling additional invasive plants to be considered for regulation. All programs and proposals should be evaluated for their commercial impact, allowing no more than a negligible impact on Virginia’s agricultural industry. Finally, VACo supports requiring better state prevention and mitigation practices.

### **Large Utility Projects**

VACo supports the provision of adequate direction and resources for the state to improve monitoring and enforcement of Erosion and Sediment Control and Stormwater requirements by entities constructing large-scale utility projects. The state should conduct a review of the annual standards, specifications, and construction general permit requirements to determine adequate protection of water quality and natural resources.

### **Non-Point Source Pollution**

VACo supports a well-financed state program to address non-point source runoff from agricultural operations. The program should encourage implementation of priority best management practices (BMPs) such as nutrient management planning, use of cover crops, continuous no-till farming and development of forested riparian buffers and livestock stream exclusion.

### **Predator Control**

VACo urges state and federal agencies to support the agricultural industry by allowing farmers and producers sufficient flexibility when protecting livestock against predatory animals. VACo encourages the USDA Wildlife Services Division and the Virginia Department of Agriculture and Consumer Services to allow producers access to the predator control tools required for the continuation of effective livestock production. VACo also supports USDA's Livestock Indemnity Program and the financial relief it provides to producers who have lost livestock to the attacks of federally protected predators.

### **Southern Rivers Watershed**

VACo supports continued funding for the Southern Rivers Watershed Enhancement Program to improve water quality in non-Chesapeake Bay watersheds.

### **Stormwater Programs**

VACo supports state funding that enables local governments to fully satisfy the resource and funding needs associated with local stormwater management programs. VACo supports legislation that proposes creative and cost-effective stormwater management practices. VACo supports initiatives that clarify and modernize stormwater regulations and permitting processes, including measures that makes permitting more efficient, reevaluates the fee structure system, and allows for considerations of factors such as long-term maintenance costs. VACo supports legislation that proposes innovative solutions to facilitate compliance with stormwater standards in ways that promote economic development while achieving water quality goals.

### **Tree Conservation and Replacement**

VACo supports expanding tree replacement and tree conservation statutes to include all localities in Virginia.

### **Onsite Wastewater Systems**

VACo supports legislation ensuring that potential buyers of real property are told about the type, size and maintenance requirements and associated costs of the wastewater systems on the property prior to the signing of the initial sales contract and the recordation of engineered systems plat and deed at the time of sale.

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**Uranium Mining**

VACo supports continuation of a moratorium on uranium mining and milling within the Commonwealth of Virginia.

**Technical Assistance**

VACo supports robust state funding for entities that provide critical resources and technical assistance to localities in their efforts to comply with environmental policies and regulations. This includes, but is not limited to, organizations such as the Virginia Cooperative Extension and Planning District Commissions (PDCs).

**Water Supply Planning**

VACo supports appropriations adequate to ensure full funding by the state for the ongoing development and implementation of state-mandated water supply plans. VACo does not support overly burdensome permitting processes or applications for water usage.

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## FINANCE

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### Priority

#### **Local Finance**

VACo supports the authority of county governments to levy and collect revenue from local business taxes.

### Positions

#### **Appeals of Tax Assessments**

VACo opposes proposals to make major changes to the current appeals processes for real or tangible personal property assessments, such as changes to the assessor's presumption of correctness or the role of the state Tax Commissioner with respect to valuation of property.

#### **Funding for State Mandated Positions and Jails**

The Commonwealth must meet its obligations to fund appropriate staffing for the state's system of justice, to include clerks, magistrates, Commonwealth's Attorneys, public defenders, district court employees, and probation office employees. In the absence of adequate state support for this critical function of government, localities are frequently placed in the untenable position of supplementing the justice system with local dollars in order to ensure its continued functioning.

VACo urges the Commonwealth to meet its full funding obligations and provide flexibility in the use of state funds for compensation of constitutional officers and state-supported local employees.

VACo requests that jail per diem funding in the 2020-2022 biennial state budget be increased to levels that better represent the costs of housing inmates and be adjusted for inflation in the future so that payments keep pace with rising costs. The current rates of \$4 per day for local-responsible inmates and \$12 per day for state-responsible inmates are inadequate and represent an underfunded mandate on counties. The Compensation Board estimated a total average daily cost of operating local and regional jails at \$85.83 per inmate in FY 2017, of which \$46.30 was contributed by localities.

VACo supports payment of the medical costs of inmates using a cost-effective program jointly funded at the federal and state levels. VACo supports streamlining the process of eligibility determination and enrollment for inmates who may qualify for Medicaid. VACo supports the provision of clinically appropriate health care for individuals incarcerated in local and regional jails; if the state establishes standards for the provision of health care, including behavioral health care, in local and regional jails, these standards should be adopted through the regulatory process with ample opportunity for stakeholder involvement, and the state must provide sufficient funding to allow these standards to be met.

553 **Funding for Payments of Service Charges in Lieu of Taxes for State**  
 554 **Facilities**

555 VACo supports reinstating state payments (PILT) to counties that mitigate the  
 556 impacts of state correctional and behavioral healthcare facilities on county  
 557 revenue. VACo supports measures to ameliorate the effects of large amounts of  
 558 other tax-exempt property on the local tax base.

559  
 560 **Implementation of Medicaid Expansion**

561 VACo supports full state funding for the local costs associated with Medicaid  
 562 expansion, including local eligibility workers and case managers. VACo supports  
 563 restoration of General Fund reductions to Community Services Boards in FY  
 564 2020. These savings were incorporated in the 2018 Appropriations Act and were  
 565 expected to be generated by replacing General Fund support for services for  
 566 previously-uninsured CSB clients with Medicaid billing for clients newly eligible  
 567 for Medicaid. However, there is concern that Medicaid reimbursements may not  
 568 fully cover the General Fund reductions.

569  
 570 **Legislation with Local Fiscal Impact**

571 VACo supports legislation or other measures providing additional time for  
 572 localities to review legislation that may have an impact on local revenues or  
 573 expenditures.

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 575 **Modernization of Communications Sales and Use Tax Structure**

576 VACo supports updating the Communications Sales and Use Tax (CSUT) to  
 577 ensure that it reflects the modern telecommunications landscape, which has  
 578 evolved since the CSUT took effect in January 2007.

579 VACo opposes any further diversion of Communications Sales and Use Tax  
 580 Trust Fund dollars beyond the uses already specified in statute. These revenues  
 581 should be held in trust for localities and not diverted for general state purposes.  
 582 Currently, funds from the Communications Sales and Use Tax Trust Fund are  
 583 taken "off the top" for the Department of Taxation's costs to administer the tax,  
 584 the telephone relay center operated by the Department for the Deaf and Hard of  
 585 Hearing, and any franchise fees owed to localities. Language adopted in the  
 586 2018-2020 biennium budget provides for an additional diversion of funds to the  
 587 state General Fund from assumed savings in the telephone relay contract; these  
 588 funds would otherwise flow to localities.

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 590 **Real and Personal Property Tax Exemptions Enacted Prior to 2003**

591 VACo supports providing localities the ability to decide whether to maintain  
 592 property tax exemptions granted by the General Assembly prior to passage of the  
 593 Constitutional amendment vesting the authority to grant such exemptions with  
 594 localities. The Constitutional amendment which was passed by the voters in  
 595 2002 and took effect in January 2003 placed decision-making authority about  
 596 local tax exemptions with local governing bodies, within certain limits, and this  
 597 authority should apply to exemptions granted before 2003 as well.

# GENERAL GOVERNMENT

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## Priority

### **Unfunded Mandates**

VACo opposes unfunded mandates and shifting fiscal responsibility for existing programs by the Commonwealth from the state to localities. When funding for a mandated program is altered, the mandate should be suspended until full funding is restored. When legislation with a cost to localities is passed by the General Assembly, the cost should be borne by the Commonwealth, and the legislation should contain a sunset clause providing that the mandate is not binding on localities until funding by the Commonwealth is provided.

## Positions

### **Collective Bargaining for Public Employees**

VACo opposes any effort to mandate collective bargaining for public employees.

### **Election Costs and Districts**

VACo supports legislation that would decrease the costs of elections to localities. These costs include primaries, voting equipment, personnel and voting places. Cost reduction solutions include requiring parties to pay for primary elections, having one date for primary elections, using printed ballots, establishing countywide voting places and other similar measures. The state should provide adequate funding to localities for optical scan and other voting equipment and registrar costs. VACo also supports legislation to minimize or eliminate Split Voting Precincts. Additionally, VACo supports a streamlined process to address situations in which census boundaries do not align with locally drawn or commonly adhered to boundaries.

### **Ethics Reform**

VACo supports common sense efforts to strengthen Virginia's public ethics and conflicts of interest laws that are applicable and practical at the local level.

### **Freedom of Information Act (FOIA)**

VACo opposes changes to the Virginia Freedom of Information Act that would impose additional burdens on localities.

### **Grievance Hearings**

VACo supports legislation authorizing localities to use an administrative hearing officer and existing grievance panels and procedures, and opposes the mandate of a three-member panel. VACo also supports providing immunity to local government employees, officers, volunteers, administrative hearing officers and panel members for claims arising out of participation in personnel grievance procedures.

646 **Interoperability**  
 647 VACo supports the state's goal that agencies and their representatives at the local,  
 648 regional, state and federal levels be able to communicate using compatible  
 649 systems to respond more effectively during day-to-day operations and major  
 650 emergencies. Local governments require dedicated federal and state funding  
 651 sources to achieve this goal.

652 **Local Authority**  
 653 VACo supports relaxation of the Dillon Rule and legislation maintaining and  
 654 enhancing local authority and autonomy in matters including land use, revenue  
 655 measures, procurement and other issues of local concern. VACo supports  
 656 extending powers currently granted to some local governments to all local  
 657 governments. VACo opposes legislation that erodes local authority.

658 **Next Generation 9-1-1 (NG9-1-1)**  
 659 VACo supports the Commonwealth's transition to Next Generation 9-1-1 (NG9-1-  
 660 1) in a way that does not unfairly burden localities, financially or otherwise.

661 **Pretrial Services**  
 662 VACo supports increased funding for and expansion of pretrial services.

663 **Public Notice, Public Hearing and Public Procurement**  
 664 VACo supports legislation to streamline required newspaper advertising for  
 665 public notices, public hearings and public procurement including legislation to  
 666 give localities the option to use electronic or other forms of notification as an  
 667 alternative to newspaper advertising.

668 **Public Safety – Body Worn Cameras**  
 669 VACo supports maintaining the ability of local governments to adopt policies and  
 670 practices regarding body worn cameras that reflect local needs and fiscal realities.

671 **Sovereign Immunity**  
 672 VACo opposes any substantive change in local governments' present defense of  
 673 sovereign immunity. VACo opposes bringing counties under the Virginia Tort  
 674 Claims Act.

675 **State Assistance for Police Departments**  
 676 VACo supports increasing state assistance for police departments through "599"  
 677 Aid to Localities. This funding is designed to equalize state funding between  
 678 counties in which the sheriff department provides law enforcement and those  
 679 cities, counties and towns with a police department.

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# HEALTH AND HUMAN RESOURCES

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## Priority

### **Health and Human Resources Funding**

VACo supports transparent state policies and funding to ensure the Commonwealth's at-risk families have access to high quality and appropriate services. The Commonwealth should provide full funding to localities and their state administrative entities for state-mandated human services and provide the necessary program flexibility to enable localities to provide comprehensive and case-tailored services.

## Positions

### **Aging/Long-Term Care**

VACo supports efforts that allow seniors to remain at home in a safe and secure environment. VACo urges the General Assembly to provide sufficient funding for companion services, in-home services, and home-delivered meals.

### **Behavioral Healthcare**

VACo supports continued funding by the Commonwealth sufficient to allow Community Services Boards (CSBs) to meet adequately the charge of providing services through a community-based system of care. State support must adequately enable CSBs to provide the additional services mandated by the General Assembly to be phased in over the next several years, as well as any additional requirements that may be added, such as a requirement to provide behavioral health treatment in local and regional jails.

Any changes to CSB funding should involve meaningful consultation with localities as key funding partners in the behavioral health system. In addition to local contributions to CSBs, localities make significant commitments to behavioral health through support for services funded through the Children's Services Act and local spending on behavioral health care in local and regional jails, among other funding commitments.

Proposed changes to the funding structure, such as the creation of new funding formulae, should apply only to new funding. As an alternative, hold-harmless funds must be provided to those CSBs that would stand to lose state funding under any new funding structure.

VACo supports the ability of the Department of Behavioral Health and Developmental Services to waive local matching requirements for CSB funding for localities experiencing financial hardships.

Realignment of the behavioral health funding structure to incentivize community-based treatment rather than use of state hospitals will require additional state dollars and must not rely on local funding to backfill unanticipated costs for hospitalization.

VACo supports the creation of additional Medicaid waiver slots to serve individuals with intellectual and developmental disabilities in the community, approximately 13,000 of whom were on a wait-list as of August 2019.

### **Children's Services Act**

VACo supports equitable cost-sharing between the state and localities for the costs involved in the placements of children in residential treatment facilities for non-educational reasons. VACo opposes proposals to limit state participation in funding services for children and youth who are mandated to be provided with special education and foster care services.

VACo supports enhancing the ability of local school divisions to serve children with disabilities, to include flexibility in use of state pool funds to serve children with high-level needs in local or regional programs tailored to meet those needs, and additional support for special education wraparound services to help support children in their communities.

VACo supports state assistance to localities with contracting for CSA services to improve localities' ability to negotiate with providers of these services, such as private day placements.

### **Early Intervention**

VACo supports sustainable funding for Part C Early Intervention, which is an entitlement program that provides services for Virginia's infants and toddlers. VACo requests that the General Assembly continue to increase state general funding to address growth in caseloads. Underfunding this entitlement program puts pressure on local revenues to fill funding gaps for this mandated service.

### **Emergency Medical Transportation**

VACo supports policies to protect consumers who require air ambulance services. VACo opposes proposals that would add additional legal and administrative burdens on local first responders regarding decisions about methods of transportation in emergency situations.

### **Foster Care**

VACo supports efforts to ensure that the state is prepared to meet the requirements of the recently-enacted federal legislation governing federal funding for children placed in foster care, to include preparing providers to meet new standards required in the law. This legislation will allow federal participation in prevention services that previously have been funded by state and local dollars, but services must meet certain standards in order to qualify for federal funding. VACo supports state assistance in recruiting appropriate foster families to care for children who must be removed from their homes

VACo supports state assistance in recruiting and retaining child welfare workers to address high rates of turnover in local departments of social services.

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### **Group Homes**

VACo supports resources necessary for the state to enforce appropriate regulation of group homes, such as staff qualifications and the condition of the homes, to ensure the protection of residents' health and safety.

### **Healthcare**

VACo supports continued state funding for dental care, school nurses and preventive services and maternal and child health programs offered through local health departments and local school systems. VACo encourages the state to prepare for emergency health services access to care and to develop and fund incentives that would alleviate the nursing shortages felt in many communities.

### **Human Trafficking**

VACo supports treating survivors of human trafficking as victims, not criminals, and supports their access to services available to other trauma victims, such as job placement services, housing assistance, access to education, legal services, and mental health services.

### **Local EMS Involvement**

VACo supports increased local involvement in state EMS planning to ensure statewide needs are met and to avoid imposing unnecessary barriers to volunteerism.

### **Prevention Services**

VACo supports increased state general funding for community-based service programs. VACo recognizes programs such as Healthy Families, Comprehensive Health Investment Project (CHIP) of Virginia, Smart Beginnings, and Resource Mothers as important models and requests that the General Assembly provide additional funding for these home- and community-based activities. Investments in programs that ensure a strong start for children can help reduce the need for costlier interventions later in life.

### **Substance Abuse**

Efforts to address substance dependency must be comprehensive and coordinated with localities. The state should develop and support evidence-based prevention initiatives and should continue to improve access to treatment.

### **Telehealth**

VACo supports the use of electronic information and telecommunications technologies to support long-distance clinical health care, patient and professional health-related education, public health and health administration. Flexibility in the delivery of these services is essential in meeting the needs of residents.

# TRANSPORTATION

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## Priority

### **Transportation Funding**

VACo supports expedited action to address the causes for declining growth in transportation revenues and to develop recommendations to grow revenue over time to meet increasing demands for new construction and maintenance for existing transportation infrastructure. Such action must address the secondary road needs of counties throughout the Commonwealth, as such funding has been vastly reduced over the past 10 years.

VACo supports changes to simplify the Smart Scale process for allocating transportation funds to reduce time and costs to prepare and review applications.

VACo supports adequate funding levels to maintain existing transit capital state match rates which are projected to decline starting in 2021 due to the depletion of transportation bonds.

In 2018 the legislature enacted a dedicated funding solution for Metro that came largely through reallocation of existing revenues, at the expense of other significant transportation projects throughout Northern Virginia. To address this issue, VACo supports continuing efforts to replace the regional funding that was redirected from the Northern Virginia Transportation Authority.

## Positions

### **Local-State Cooperation**

VACo is committed to the protection of local government authority to regulate land use. This authority must be recognized by Virginia Department of Transportation (VDOT) and the Commonwealth Transportation Board (CTB) when evaluations are conducted to determine the consistency between local transportation plans and the Commonwealth's transportation priorities. VACo also opposes the reduction of local control that is associated with the CTB's process of designating Corridors of Statewide Significance and the implementation of Arterial Preservation. Additionally, VACo supports additional flexibility within the VDOT project approval process and standards to be responsive to localities' individual needs. VACo supports the expansion of authority and discretion of Resident Administrators of VDOT to approve modifications to design standards where appropriate with local needs.

### **Devolution of Secondary Roads**

VACo opposes legislative or administrative initiatives that would transfer to counties the responsibility for the construction, maintenance or operation of new and existing roads.

### **Highway Tolls**

VACo opposes the installation of toll facilities on Virginia's interstate highways until the Commonwealth Transportation Board has thoroughly reviewed and

875 assessed the components of a long-term capital improvement program, has  
 876 identified and compared all available funding alternatives and has adopted a  
 877 proposal that matches capital improvements with realistically available funding  
 878 sources.

### 879 **Maintenance Priorities**

880 VACo supports a requirement imposed upon VDOT to implement a notification  
 881 plan with the local governing body to establish maintenance priorities.

### 882 **Orphaned Drainage Outfalls**

883 VACo supports that VDOT and Department of Environmental Quality (DEQ)  
 884 provide a report to the General Assembly on the scope of drainage outfalls with  
 885 no assigned maintaining entity across the Commonwealth and recommend  
 886 solutions that carry out existing statute.

### 887 **Parking**

888 VACo supports general authority for counties to adopt ordinances regulating,  
 889 including prohibiting, the parking of boats, RVs, utility trailers, campers, etc. on  
 890 subdivision streets. In addition, VACo supports additional authority that would  
 891 allow localities with parking ordinances the ability to enforce such ordinances  
 892 using law enforcement, uniformed local employees, or uniformed personnel  
 893 under contract with the locality.

### 894 **Peer-to-Peer Vehicle Rentals**

895 All Vehicles, regardless of ownership, that are rented through online platforms  
 896 should be subject to the current rental car taxes allocated to state and local funds.

### 897 **Rail Enhancement Fund**

898 VACo supports authority for counties to approve Rail Enhancement Fund  
 899 projects funded by the state and constructed within their jurisdictions.

### 900 **Railway Crossings**

901 VACo supports efforts to safely improve mobility issues on roads that cross  
 902 railway lines.

### 903 **Truck Size and Weight**

904 VACo opposes any legislation that seeks to increase truck size or weight beyond  
 905 the current federal standards, thereby stressing the capacity of the  
 906 Commonwealth's road systems and putting highways, roads and bridges at risk of  
 907 increased damage or deterioration.

**J. Vaden Hunt, Esq.**

**From:** Ronald Searce  
**Sent:** Friday, January 10, 2020 2:04 PM  
**To:** J. Vaden Hunt, Esq.  
**Subject:** Fw: Solid Waste Fee

Vaden,

Can we add a discussion of Virginia General Statute 58.1-3340 concerning a purchaser of real estate and their responsibility to pay any past due levies or taxes? I would like county staff and Mr. Shorter to weigh in on this considering Mr. McClanahan is having an issue with paying a past due garbage fee for property he acquired last year. Thanks.

Ron

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**From:** Richard Hicks  
**Sent:** Thursday, December 19, 2019 3:55 PM  
**To:** 'glenn@networkinnovationsllc.com'  
**Cc:** Ronald Searce; David M. Smitherman; J. Vaden Hunt, Esq.  
**Subject:** Solid Waste Fee

Supervisor Searce asked that I respond to your email of November 26, 2019 regarding your questions on the solid waste fee. I apologize for not responding sooner, but I thought you had received a response from someone else. I have only been working in Virginia for just over 2 years, so I am not well versed in Virginia Tax Laws, so I reached out to Vincent Shorter, the Treasurer for Pittsylvania County for some help to answer your questions.

If I understand correctly, you were concerned about being billed for a past solid waste fee, that in your opinion should have been paid by the prior owner of the property, who is now deceased. Virginia General Statutes 58.1-3340 reads that it is the responsibility of the purchaser at the time of the sale to make sure that the proceeds be applied to the payment of taxes and levies assessed on real estate. If the prior owner does not pay the taxes or fees, that amount does become a lien on the property. Unfortunately, due to the prior owners failure to pay, the bill does fall upon the new owner. As Treasurer, it is Mr. Shorter's responsibility to use all measurable means to collect any prior liens on the property. For some reason, the State of Virginia does not require the settlement of back taxes or liens prior to closing. I worked in North Carolina, and it was required by law. I hope this provides some clarity to the reason you were billed and if you have any questions, please do not hesitate to call me. For your information, I have provided a copy of the pertinent section of the State Statute below.

§ 58.1-3340. Lien on real estate for taxes and levies assessed thereon; responsibility of purchaser or trustee at sale; lien on rents.

There shall be a lien on real estate for the payment of taxes and levies assessed thereon prior to any other lien or encumbrance. The lien shall continue to be such prior lien until actual payment shall have been made to the proper officer of the taxing authority. The purchaser at a sale, or trustee in the event of a foreclosure sale, shall cause the proceeds to be applied to the payment of all taxes and levies assessed on real estate. In the case of the purchase of a portion of a tract of land, the purchaser shall cause the proceeds to be applied to the payment of taxes and levies assessed on the entire tract, prorated in accordance with the relationship that the purchase price bears to the most recent assessed value of the entire tract. If the cost per acre of the purchased parcel is less than the assessed value per acre of the entire tract, or if, in the reasonable opinion of

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Attachment: 1-27-2020 Legislative Committee Meeting Packet (1908 : Committee Updates/Recommendations (Finance; Economic Development;

the local commissioner of the revenue or other assessing officer, the purchase price is less than the fair market value of the purchased parcel, the local commissioner of the revenue or other assessing officer may require that an appraisal, prepared by a state-certified or state-licensed appraiser, of the purchased parcel be provided, and in such event the proration shall be made in accordance with the relationship that the greater of (i) the appraised value of the purchased parcel or (ii) the purchase price bears to the most recent assessed value of the entire tract. In the event a proration is necessary, the purchaser's portion of such tract of land shall be relieved of such lien to the extent the proceeds exceed the purchaser's pro rata share of taxes. It shall be the responsibility of the treasurer or other proper officer of the taxing authority to cause the release of the lien. The seller's liability for taxes and levies shall be effectively prorated contractually. The words "taxes" and "levies" as used in this section include the penalties and interest accruing on such taxes and levies in pursuance of law. The lien imposed hereby shall, in addition to existing remedies for the collection of taxes and levies, be enforceable by suit in equity under the provisions of Article 4 (§ 58.1-3965 et seq.) of Chapter 39.

There shall be a further lien upon the rents of such real estate whether the same be in money or in kind, for taxes of the current year.

Code 1950, §§ 58-762, 58-1023; 1973, c. 467; 1979, c. 12; 1984, c. 675; 1994, c. 386; 1995, c. 143; 2010, c. 417.

Richard Hicks  
Assistant County Administrator  
County Administration



1 Center St P.O. Box 426  
Chatham, VA 24531  
[Richard.Hicks@pittgov.org](mailto:Richard.Hicks@pittgov.org)  
[www.pittsylvaniacountyva.gov](http://www.pittsylvaniacountyva.gov)



Any e-mail or other correspondence sent to a member of the Board of Supervisors, or any other public official or employee of Pittsylvania County, Virginia (the "County"), in the transaction of public business, is considered a public record. Public records are subject to the Virginia Freedom of Information Act ("VA FOIA"). Virginia law requires the County to provide a copy of any such e-mail, upon request, for inspection and copying to any citizen of the Commonwealth, or to any member of the news media, unless lawfully exempted from production/disclosure under VA FOIA. If you have received this email or any attachments in error, please notify the sender immediately at (434) 432-7700, and by reply email, and delete this email and any attachments to it from your inbox, sent items, and deleted items. Thank you.

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## CONSULTING AGREEMENT

**AGREEMENT** made this 3rd day of January 2020 by and between **City of Danville, VA**, with offices located at 427 Patton Street, Ste. 203, Danville, VA 22541, **Pittsylvania County** with offices located at 1 Center Street, PO Box 426 Chatham, VA 24531 and the **Institute of Advanced Learning and Research** with offices located at 150 Slayton Avenue Danville, VA 24540 (hereinafter DANVILLE/PITTSYLVANIA) and **SPECTRUM Consulting LLC**, a Delaware corporation, with offices located at 99 Canal Center Plaza, Suite 450, Alexandria, VA 22314 (hereinafter SPECTRUM).

**WHEREAS**, DANVILLE/PITTSYLVANIA desires to retain the services of SPECTRUM to provide consultant services, and

**WHEREAS**, SPECTRUM is willing to provide said services for DANVILLE/PITTSYLVANIA, subject, however, to all of the terms and conditions contained in this Agreement.

**NOW, THEREFORE**, in consideration of the mutual promises of the parties and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties, intending to be legally bound hereby, agree as follows:

### 1. Term

The term of this Agreement is as follows:

SPECTRUM proposes a three-year agreement; a base year plus two option years. Only the base year will be funded initially. Options years, if agreed, will be subject to additional discussions between the parties and subject to mutual agreement as to scope and budget.

The base period of performance for this agreement will be January 1, 2020 to December 31, 2020.

This agreement can be terminated by either party with a 30-day written notice to the non-terminating party or in the event the funding parties do not receive a FY2021 budget appropriation to support this agreement. The FY 2021 fiscal year of the funding parties begins on July 1, 2020.

### 2. General Representation

SPECTRUM will assign the following members to this project:

### Core Team

- Mr. Charlie Dale - Managing Partner and account executive
- Vice Admiral Norb Ryan, USN (Ret.) - Congress and strategic communications)
- Rear Admiral Tom Kearney, USN (Ret.) - Defense industry and associations

### Supporting Members

- Mr. Garry Ritchey (DOD Senior Executive Service (SES) Ret.) - Air Force industry
- Rear Admiral Mike Mahon - Navy/Marines industry
- Major General Keith McNamara (USA Ret.) - Army industry
- Mr. Bill Schroeder - Office of the Secretary of Defense (Pentagon)
- Ms. Esther Lofgren - Business development and marketing
- Mr. Kyle McClain - Executive Assistant and admin

Other SPECTRUM members will be assigned as required.

## 3. Services

3.1 In collaboration with Danville/Pittsylvania authorities, SPECTRUM shall provide a full range of strategic consulting services, marketing, and business development support to achieve the following overarching goals:

- a. The development of a “stay-at-home” and regional skilled workforce in advanced manufacturing; and;
- b. Increased capacity and job creation in advanced manufacturing.

SPECTRUM will provide services on three tracks as follows (reference Attachment A: Spectrum Value Proposition):

- a. Track 1 - New Business Attraction to recruit and locate new companies to the region. SPECTRUM activities to include but not be limited to:
  - Lead generation
    - ✓ Develop and execute a sourcing and targeting strategy leveraging Spectrum’s client base, access to decision makers, positioning with industry associations, defense shows and conferences
    - ✓ Leverage region’s differentiators such as hub zone, mega site, industrial parks, investments in training and workforce development, new Center for Manufacturing Advancement

- Marketing
  - ✓ Develop tailored messaging and business cases
  - ✓ Position Danville/Pittsylvania with senior executives and decision makers in the DoD, defense industry, and industry trade associations
- Prospect Visits and Negotiations
  - ✓ Identify, qualify and engage candidate companies
  - ✓ Support visits and OED negotiations with target companies

Performance metrics for Track 1 support shall be:

- Charged pipeline of high-probability leads and prospect visits
  - 4 to 6 prospect visits over the term of the base agreement plus six months and annually thereafter
- b. Track 2 - Business Development to drive defense contracts to existing businesses, support growth objectives with reduced risk, and drive defense projects to the IALR CMA Innovation Center. SPECTRUM activities to include but not be limited to:
- Assessment of existing businesses capabilities and capacity for new business
  - Develop government business strategy and plan for the IALR CMA Innovation Center
  - Develop strategy to identify and pursue opportunities for new business to include:
    - ✓ Competitive DoD manufacturing contracts
    - ✓ R&D projects
    - ✓ OEM supply chain requirements and long-term agreements
    - ✓ Increased capacity and outsourcing needs
  - Market and position companies and CMA to win new business

Performance metrics for Track 2 support shall be:

- 1 - 5 new business projects with initial revenue target of \$1m - \$5m over the term of the base agreement plus six months and annually thereafter

c. Track 3 - The Establishment of a DoD-funded Regional Training Center to provide the skilled workforce needed by existing and new firms to support the sustainment and growth of advanced manufacturing in the region. SPECTRUM activities to include but not be limited to:

- Strategy and concept development to go from pilot project to nationally scaled centers based on the DANVILLE/PITTSYLVANIA model
- Develop and execute congressional support to secure support and funding in the National Defense Authorization Act and Defense Appropriations Bill
- Develop and execute government-wide campaign for support and funding
- Engage defense industry and technology partners
- Position Danville/Pittsylvania as a national leader in training and workforce development
- Provide government contracting and program management expertise based on role as the DoD prime contractor for the National Guard Youth Challenge and DOD StarBase STEM programs

Performance metrics for Track 3 shall be:

- Funded beta pilot project in FY20 (\$1m)
- Funded full pilot project in FY21 (\$5m)
- Scale nationally in FY23/24 with \$10m - \$15m for startup and \$10m for operations and maintenance

3.2 The account executive for SPECTRUM is Charlie Dale. SPECTRUM shall take direction from the designated contact from the City of Danville, the Institute of Advanced Learning and Research, and Pittsylvania County.

3.3 SPECTRUM and the DANVILLE/PITTSYLVANIA team shall communicate in real time as required for project execution:

- Bi-Weekly team conference calls or meetings
- Monthly activity reports
- Rolling 2-month action plan detailing support actions and activities
- Quarterly in-person IPRs (In-Process Reviews)

#### **4. Compensation**

- 4.1 In consideration of the services performed hereunder, DANVILLE/PITTSYLVANIA agrees to pay SPECTRUM \$29,400.00 per month for a period of twelve (12) months. The first payment is due upon the signing of this Agreement, to be followed by monthly invoices during the term of this agreement.
- 4.2 DANVILLE/PITTSYLVANIA agrees to reimburse SPECTRUM for reasonable out-of-pocket expenses and travel expenses that may be required in connection with the performance of services. Any expenses required (including lodging, meals, parking, etc.) shall be reimbursed by the client. SPECTRUM shall obtain approval from DANVILLE/PITTSYLVANIA for any extraordinary expenses over \$500.
- 4.3 SPECTRUM will submit invoices monthly for consulting services and related expenses. Expenses shall be invoiced at direct cost and shall be accompanied by supporting documentation.
- 4.4 All fees to SPECTRUM for services shall be due and payable within 30 days. All balances not paid on the due dates specified herein will bear interest at the rate of one and one-half percent (1.5%) per month until paid in full. All costs of collection incurred by SPECTRUM of fees that are more than sixty (60) days past due shall be paid by DANVILLE/PITTSYLVANIA promptly upon demand.

#### **5. Limitations**

- 5.1 Nothing in this Agreement shall grant to either party the right to make commitments of any kind for or on behalf of the other party without prior written consent of the other party.
- 5.2 SPECTRUM and DANVILLE/PITTSYLVANIA represents and warrants that neither it nor its officers, partners, employees, or agents have knowledge of any existing or potential conflict of interest that would: (a) affect the Consultant's work under this Agreement; (b) violate any law or regulation; (c) provide an unfair competitive advantage to SPECTRUM; or (d) create any appearance of impropriety (all of which are hereinafter collectively referred to as "Conflict"). If either party becomes aware of such a Conflict during the term of this Agreement, it will promptly bring the matter to the attention of the other party and the Parties will work together to reach a mutually satisfactory resolution; if a mutually satisfactory agreement cannot be reached within a reasonable period of time (not to exceed ten (10) business days after first notice, unless mutually agreed), then either party may terminate this Agreement for default.
- 5.3 SPECTRUM will act as an independent contractor and not as an employee or agent of DANVILLE/PITTSYLVANIA, and SPECTRUM will not be entitled to any of the rights and benefits customarily extended to DANVILLE/PITTSYLVANIA employees.
- 5.4 In the event DANVILLE/PITTSYLVANIA hires or retains independently the services of any SPECTRUM member who has performed services under this Agreement during the term of

the Agreement or within six months of that member completing the performance of such services, DANVILLE/PITTSYLVANIA shall pay SPECTRUM an amount equal to either (a) 25% of the first year's salary in the case of a hire or (b) 25% of the fees billed to any and all clients based on the member's services during the previous twelve months.

- 5.5 Either party may terminate this Agreement without further liability to the other party by giving 30 days prior written notice of such termination. In the event of termination, or in the event this Agreement is not renewed, SPECTRUM shall retain the right of all compensation due at the time of the Agreement's termination or expiration.

## **6. Confidentiality**

- 6.1 For the purpose of this clause, data means all information, including legal and government documents, financial results and projections, customer lists, business plans, drawings, prints, specifications, reports, and designs.
- 6.2 SPECTRUM agrees that all knowledge and data received from or about DANVILLE/PITTSYLVANIA by virtue of the performance of services under and pursuant to this Agreement shall for all times and all purposes be regarded by SPECTRUM as strictly confidential. SPECTRUM shall not publish, otherwise disclose, or use such data, except for the benefit of DANVILLE/PITTSYLVANIA pursuant to this Agreement, subject to appropriate confidentiality restrictions on the recipient. However, there shall be no restriction on disclosure of information, which is or becomes publicly known other than as a result of a breach of obligation defined in this provision. On termination of this Agreement, all data prepared for on or behalf of DANVILLE/PITTSYLVANIA shall be delivered to DANVILLE/PITTSYLVANIA and will be maintained as confidential for two years thereafter by SPECTRUM.
- 6.3 SPECTRUM agrees to maintain confidential information provided by DANVILLE/PITTSYLVANIA in relation to this contract, as it is agreed by both parties that it is advisable to act upon information learned consistent with the goals and objectives of DANVILLE/PITTSYLVANIA.
- 6.4 SPECTRUM represents and warrants that it has the legal right and ability to represent DANVILLE/PITTSYLVANIA and perform said services under and pursuant to this Agreement, and in providing said services shall at all times comply with all applicable federal, state, and local laws, and the Federal Acquisition Regulations. SPECTRUM hereby certifies that they are familiar with the provisions of the Procurement Integrity Act (41 U.S.C. 423) and implementing regulations issued thereunder and shall strictly comply with such law and regulations. SPECTRUM and DANVILLE/PITTSYLVANIA shall comply in all respects with all applicable federal, state, and local laws, rules, and regulations of the United States and all applicable international agreements in the performance of their respective obligations under this Agreement.

## 7. Notices

All notices, requests, instructions, or other documents required hereunder shall be deemed to have been given or made when delivered by registered mail or certified mail, return receipt requested, postage prepaid or other reputable overnight mail delivery or courier service to:

If to SPECTRUM, then: SPECTRUM Consulting LLC  
ATTN: Mr. George Close  
99 Canal Center Plaza, Suite 450  
Alexandria, VA 22314  
Tel: (703) 683-4222

If to DANVILLE, then: City of Danville, VA  
ATTN: Mr. Ken Larking  
427 Patton Street, Ste. 203  
Danville, VA 24540  
Tel: (434) 793-1753

If to IALR, then: Institute of Advanced Learning and Research  
ATTN: Mr. Mark Gignac  
150 Slayton Avenue  
Danville, VA 24540  
Tel: (434) 250-8819

If to Pittsylvania County, then Pittsylvania County  
Attn: Mr. David Smitherman  
1 Center Street PO Box 426  
Chatham, VA 24531  
Tel: (434) 432-7710

## 8. Assignability

This Agreement, in whole or in part, may not be assigned without the prior written consent of DANVILLE/PITTSYLVANIA.

## 9. Governing Law

This Agreement shall be interpreted and construed in accordance with the laws of the state of Delaware without regard to its conflict of laws provision.

## 10. Entire Agreement

This Agreement contains the entire understanding between the parties hereto and supersedes all prior written and oral understandings relating to the subject matter hereof. Any

modification of or amendment to this Agreement must be in writing and signed by both parties in order to be enforceable.

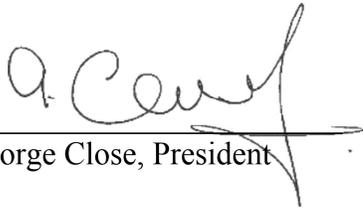
**11. Severability**

If any provision of this Agreement or the application thereof shall, for any reason, be invalid or unenforceable, the remainder of this Agreement and the application of such provisions to other persons or circumstances shall not be affected thereby, but rather shall be enforced to the maximum extent permissible under applicable law.

IN WITNESS WHEREOF, the parties have executed this Agreement in duplicate (each of which shall be deemed to be an original) as of the day and year first above written.

SPECTRUM Consulting LLC

City of Danville, VA

By:   
George Close, President

By: \_\_\_\_\_  
Ken Larking, City Manager

Date: January 3, 2020

Date: \_\_\_\_\_

Institute of Advanced Learning and Research

By: \_\_\_\_\_  
Mark Gignac, Executive Director

Date: \_\_\_\_\_

Pittsylvania County

By: \_\_\_\_\_  
David Smitherman, County Administrator

Date: \_\_\_\_\_

Attachment: Spectrum Group Agreement (1908 : Committee Updates/Recommendations (Finance; Economic Development; Legislative))

January 14, 2020

Mark Gignac, Executive Director  
Institute for Advanced Learning and Research  
150 Slayton Avenue  
Danville, VA 24540

Dear Mr. Gignac:

The Board of Supervisors' Economic Development Committee reviewed the Spectrum Group's consulting proposal and recommended adoption to the full Board at its January 27, 2020 meeting. However, the Committee did suggest several minor modifications it would like made to the document. These include:

1. In Section 3.1(a,a), quantify year one deliverables related to "charged pipeline." The Economic Development Committee recommended 15-20 high probability leads by the end of year one.
2. Also in Section 3.1 (a,a), increase prospect visits of year one from 4-6 to 8-10.
3. In Section 3.2, the designated contacts should be identified; Pittsylvania's designee will be David Smitherman.
4. In Section 7, Danville Regional Foundation should be added as a party and signatory.

We look forward to working with the Institute and the Spectrum Group to identify and secure value added Department of Defense training and advanced manufacturing related projects.

Sincerely,



David M. Smitherman  
County Administrator

Cc: Clark Casteel, President and CEO, Danville Regional Foundation  
Ken Larking, City Manager, City of Danville  
Matthew Rowe, Economic Development Director

**BUSINESS SAVVY. PEOPLE FRIENDLY.**

David M. Smitherman, County Administrator  
david.smitherman@pittgov.org



**Board of Supervisors**  
**EXECUTIVE SUMMARY**  
**INFORMATION ITEM**

<b>Agenda Title:</b>	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.		
<b>Staff Contact(s):</b>	J. Vaden Hunt, Esq.		
<b>Agenda Date:</b>	January 27, 2020	<b>Item Number:</b>	8.a
<b>Attachment(s):</b>			
<b>Reviewed By:</b>	<i>VH</i>		

- (1) Legal Authority: Virginia Code § 2.2-3711(A)(1)  
 Subject Matter: County Administrator and County Attorney  
 Purpose: Review of Annual Evaluations; Discussion of Revisions to Employment Agreements



**Board of Supervisors**  
**EXECUTIVE SUMMARY**  
**INFORMATION ITEM**

<b>Agenda Title:</b>	Closed Session Certification		
<b>Staff Contact(s):</b>	J. Vaden Hunt, Esq.		
<b>Agenda Date:</b>	January 27, 2020	<b>Item Number:</b>	9.a
<b>Attachment(s):</b>			
<b>Reviewed By:</b>	VH		

**PITTSYLVANIA COUNTY BOARD OF SUPERVISORS**  
**CLOSED MEETING CERTIFICATION**

**BE IT RESOLVED** that at the Meeting of the Pittsylvania County Board of Supervisors on January 27, 2020, the Board hereby certifies by a recorded vote that to the best of each Board Member's knowledge only public business matters lawfully exempted from the Open Meeting requirements of the Virginia Freedom of Information Act (the "Act") and identified in the Motion authorizing the Closed Meeting were heard, discussed, or considered in the Closed Meeting. If any Member believes that there was a departure from the requirements of the Act, he shall so state prior to the vote indicating the substance of the departure. The Statement shall be recorded in the Board's Minutes.

	<b><u>Vote</u></b>
Joe B. Davis	Yes/No
Timothy W. Dudley	Yes/No
Ben L. Farmer	Yes/No
William "Vic" Ingram	Yes/No
Charles H. Miller, Jr.	Yes/No
Ronald S. Scarce	Yes/No
Robert W. "Bob" Warren	Yes/No