



**FLUVANNA COUNTY BOARD OF SUPERVISORS**  
**WORK SESSION AND REGULAR MEETING AGENDA**

Circuit Courtroom, Fluvanna Courts Building

September 21, 2016

**4:00 PM (Morris Room)**

**7:00 PM (Courthouse)**

TAB	AGENDA ITEMS
<b>A</b>	<b>CALL TO ORDER, PLEDGE OF ALLEGIANCE, MOMENT OF SILENCE</b>
<b>B</b>	<b>WORK SESSION</b>
	Ordinances, Policies, Procedures, Revenue Enhancement, and Expense Reduction Discussion
<b>C</b>	<b>CLOSED MEETING AND DINNER RECESS</b>
	TBD
	<b>RECESS – DINNER BREAK</b>
	<b>RECONVENE @ 7:00pm</b>
<b>1</b>	<b>CALL TO ORDER, PLEDGE OF ALLEGIANCE, MOMENT OF SILENCE</b>
<b>2</b>	<b>ADOPTION OF AGENDA</b>
<b>3</b>	<b>COUNTY ADMINISTRATOR’S REPORT</b>
<b>4</b>	<b>BOARD OF SUPERVISORS’ UPDATES</b>
<b>5</b>	<b>PUBLIC COMMENTS #1</b> (5 minutes each)
<b>6</b>	<b>PUBLIC HEARING</b>
XYZ	Ordinance Amendment – Vehicle License Fees – Steven M. Nichols, County Administrator
<b>7</b>	<b>ACTION MATTERS</b>
A	FY17 Staff Pay Plan – Steven M. Nichols, County Administrator
B	Position Description Changes for Commonwealth’s Attorney Office—Gail Parrish, Human Resources Coordinator
<b>8</b>	<b>PRESENTATIONS</b> (normally not to exceed 10 minutes each)
C	FUSD FY16 End-of-Year Report—Wayne Stephens, Director of Public Works and County Engineer
D	FY16 4th Quarter Budget Report—Martin Brookhart, Management Analyst
E	Timber Management Plan—Wayne Stephens, Director of Public Works & County Engineer
<b>9</b>	<b>CONSENT AGENDA</b>
F	Minutes of September 7, 2016 Board of Supervisors Meeting—Kelly Belanger Harris, Clerk to the Board
G	Accounts Payable, August 2016—Eric Dahl, Deputy County Administrator and Finance Director
H	FY17 County Administrator Pay Increase—Gail Parrish, Human Resources Manager
I	Fire And Rescue Vehicle Maintenance Contract—Cyndi Toler, Purchasing Officer
J	Open Space Contract for Steve B. & Shirley Austin—Andrew M. Sheridan, Commissioner of the

## Revenue

- K Open Space Contract for Bremo Excess, Ltd. —Andrew M. Sheridan, Commissioner of the Revenue
- L Open Space Contract for Michael & Ann Nalvaeiko—Andrew M. Sheridan, Commissioner of the Revenue
- M Open Space Contract for Manuel V. & Barbara A. Perrotti—Andrew M. Sheridan, Commissioner of the Revenue

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**10 – UNFINISHED BUSINESS**

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TBD

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**11 – NEW BUSINESS**

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TBD

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**12 – PUBLIC COMMENTS #2** (5 minutes each)

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**13 – CLOSED MEETING**

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TBD

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**14 – ADJOURN**

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Acting County Administrator Review

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## PLEDGE OF ALLEGIANCE

I pledge allegiance to the flag  
of the United States of America  
and to the Republic for which it stands,  
one nation, under God, indivisible,  
with liberty and justice for all.

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## ORDER

1. It shall be the duty of the Chairman to maintain order and decorum at meetings. The Chairman shall speak to points of order in preference to all other members.
2. In maintaining decorum and propriety of conduct, the Chairman shall not be challenged and no debate shall be allowed until after the Chairman declares that order has been restored. In the event the Board wishes to debate the matter of the disorder or the bringing of order; the regular business may be suspended by vote of the Board to discuss the matter.
3. No member or citizen shall be allowed to use abusive language, excessive noise, or in any way incite persons to use such tactics. The Chairman and/or the County Administrator shall be the judge of such breaches, however, the Board may vote to overrule both.
4. When a person engages in such breaches, the Chairman shall order the person's removal from the building, or may order the person to stand silent, or may, if necessary, order the person removed from the County property.

## PUBLIC HEARING RULES OF PROCEDURE

1. PURPOSE
  - The purpose of a public hearing is to receive testimony from the public on certain resolutions, ordinances or amendments prior to taking action.
  - A hearing is not a dialogue or debate. Its express purpose is to receive additional facts, comments and opinion on subject items.
2. SPEAKERS
  - Speakers should approach the lectern so they may be visible and audible to the Board.
  - Each speaker should clearly state his/her name and address.
  - All comments should be directed to the Board.
  - All questions should be directed to the Chairman. Members of the Board are not expected to respond to questions, and response to questions shall be made at the Chairman's discretion.
  - Speakers are encouraged to contact staff regarding unresolved concerns or to receive additional information.
  - Speakers with questions are encouraged to call County staff prior to the public hearing.
  - Speakers should be brief and avoid repetition of previously presented comments.
3. ACTION
  - At the conclusion of the public hearing on each item, the Chairman will close the public hearing.
  - The Board will proceed with its deliberation and will act on or formally postpone action on such item prior to proceeding to other agenda items.
  - Further public comment after the public hearing has been closed generally will not be permitted.







# COUNTY OF FLUVANNA

*"Responsive & Responsible Government"*

BOS Sep. 21, 2016 p. 5/336  
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## 2016-2017 STRATEGIC INITIATIVES AND ACTIONS

### Strategic Initiative A -- SERVICE DELIVERY

- A1** - Create a local Broadband Task Force to: assess our current status county-wide, determine our gaps and needs, develop alternatives and options for improvement, and to identify potential funding sources for broadband expansion.
- A2** - Perform Process Improvement Review of Planning and Zoning Processes.
- A3** - Perform Process Improvement Review of Building Inspection Processes.
- A4** - Implement credit card payment option for citizen at all County funds collection points through MUNIS Cashiering process.
- A5** - Update, format, and improve web-accessibility of all County Personnel Policies.
- A6** - Create Fluvanna County Data Website Dashboard with key metrics.
- A7** - Perform a comprehensive review and update of all ordinances, rules, policies, and practices relating to junk cars, trash and litter, waste tires, condemnation of structures, etc.
- A8** - Create an improved system for managing and tracking of SUPs and Subdivisions (Bond status, project status, etc.).

### Strategic Initiative B -- COMMUNICATION

- B1** - Create a Community Impact Awards Program.
- B2** - Hold an Elected Official Breakfast for our State Representatives in Spring 2016
- B3** - Collect and analyze the results of the local Business Climate Survey.
- B4** - Hold a Local Business Forum - Subtitle: "The Future of Fluvanna's 250 Corridor"
- B5** - Create a local Business Support Action Plan.
- B6** - Assess options to communicate more efficiently, effectively, and economically with Fluvanna residents.
- B7** - Expand County Website to receive, answer, and post questions from residents.
- B8** - Improve communication and collaboration with the School Board to improve understanding of school system funding needs and better plan future budgets.
- B9** - Create a brief, easy to understand tax impact message showing Fluvanna advantages for both residential and business.

### Strategic Initiative C -- PROJECT MANAGEMENT

- C1** - Investigate the use of Technology or other types of Overlay Zones for the Zion Crossroads Community Planning Area to support economic development aims.
- C2** - Create a County-wide overlay map showing utilities and other key features that support business growth and development.
- C3** - Investigate all options for GIS system delivery and management to support needs of all County departments.
- C4** - Develop and adopt a Fluvanna County Master Water and Sewer Service Plan and implementation schedule.
- C5** - Successfully oversee and manage Fluvanna County aspects of the James River Water project.

- C6** - Finalize locations and fund installation of Fire Hydrants in the Columbia District along the route of the Louisa County Water Authority raw water pipeline.
- C7** - Successfully oversee and manage the design and construction of the Zion Crossroads water and sewer system.
- C8** - Successfully oversee and manage the County's E911 Emergency Communications System Project.
- C9** - Proceed with the Pleasant Grove Farm Museum design.
- C10** - Investigate opportunities and options for a Palmyra Village Streetscape project to improve safety, parking, walkability, and overall appearance.

#### **Strategic Initiative D -- ECONOMIC DEVELOPMENT AND TOURISM**

- D1** - Create EDTAC - Economic Development and Tourism Advisory Council.
- D2** - Plan for Fluvanna County activities to celebrate the Virginia Business Appreciation Month in May 2016.
- D3** - Draft and adopt a formal County-wide economic development and tourism strategy inclusive of an implementation schedule.
- D4** - Create separate Tourism and Business information pages for the County website.
- D5** - Create a Fluvanna County "triangle" tourism brochure describing a Monticello, Pleasant Grove House & Museum, Old Stone Jail, Historic Courthouse, and Montpelier history and tourism route.
- D6** - Create a "Faces and Places of Fluvanna" Poster and Rack Card to market Fluvanna County as a destination for tourism and recreational activities.
- D7** - Create a "New Residents Guide" package for distribution to local Real Estate agents.
- D8** - Develop a "This is Fluvanna County" video message to be shared with county citizens and businesses as well as use with county economic development initiatives.
- D9** - Investigate and pursue with State offices the installation of select Boat Ramps along the Rivanna and James Rivers to support additional recreational and tourism opportunities.
- D10** - Investigate opportunities for park expansion or Rivanna River access points to support expanded recreational activities in Fluvanna (e.g., Crofton Park, LMOA river access areas, Town of Columbia flood plain/potential park, etc.).
- D11** - Support local businesses and entrepreneurs by establishing a focused business appreciation and expansion program.

#### **Strategic Initiative E -- FINANCIAL STEWARDSHIP AND EFFICIENCY**

- E1** - Identify all sources of revenue the county can use to finance local government programs and services and determine which sources Fluvanna County should utilize.
- E2** - Investigate creation of a "Capital Depreciation Fund" that would be funded within the tax rate each fiscal year to save for future capital needs.
- E3** - Update, format, and improve web-accessibility of all County Financial Policies.
- E4** - Review, update, and approve new Fluvanna County Proffer Guidelines.
- E5** - Reduce the County's reliance on creating and mailing paper checks for payments and to implement ACH/EFT transaction options.
- E6** - Research and provide samples of Monthly Treasurer Report options and formats so that the Board can decide what they would like to see on a recurrent basis (e.g., what reports are provided in other counties?). Create report for inclusion in Board package each month, as well as a quarterly in-person briefing on the data.

**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

<b>Meeting Date:</b>	September 21, 2016				
<b>AGENDA TITLE:</b>	Ordinance Amendment – Vehicle License Fees				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve, “AN ORDINANCE TO AMEND CHAPTER 2, ARTICLE 2, SEC. 15-2-2 OF THE FLUVANNA COUNTY CODE TO CLARIFY THAT VEHICLE LICENSE FEES ARE ONLY REQUIRED FOR VEHICLES THAT ARE REGISTERED BY THE DEPARTMENT OF MOTOR VEHICLES.”</b>				
<b>TIED TO STRATEGIC INITIATIVES?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		<b>XX</b>			
<b>STAFF CONTACT(S):</b>	Mel Sheridan, Commissioner of the Revenue				
<b>PRESENTER(S):</b>	Steve Nichols, County Administrator				
<b>RECOMMENDATION:</b>	Approval				
<b>TIMING:</b>	Current				
<b>DISCUSSION:</b>	This is to clarify the current ordinance to make clear that vehicle license fees are not required unless the vehicle is registered with the Department of Motor Vehicles as of January 1st of each year to operate upon the street or highway.				
<b>FISCAL IMPACT:</b>					
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	Ordinance Amendment Resolution				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	<b>XX</b>				<b>XX</b>



**AN ORDINANCE TO AMEND CHAPTER 2, ARTICLE 2, SEC. 15-2-2 OF THE FLUVANNA  
COUNTY CODE TO CLARIFY THAT VEHICLE LICENSE FEES ARE ONLY REQUIRED  
FOR VEHICLES THAT ARE REGISTERED BY THE DEPARTMENT OF MOTOR  
VEHICLES**

BE IT ORDAINED BY THE FLUVANNA BOARD OF SUPERVISORS that the County Code be, and it is hereby, amended, in Chapter 15, Article 2, Sec. 2, as follows:

**Sec. 15-2-2. License fee levied.**

Pursuant to the authority contained in section 46.2-752 of the Code of Virginia, an annual license fee is hereby levied and assessed upon all motor vehicles which are normally garaged, stored or parked in this county, and that are registered with the Department of Motor Vehicles as of January 1<sup>st</sup> of each year to operate upon the street or highway. In the event it cannot be determined where any such motor vehicle is normally garaged, stored or parked, the license fee shall apply to the vehicle if the owner thereof is domiciled in the county. (Ord. 10-9-61; Ord. 3-15-73; Min. Bk. 7, pp. 141-144; Comp. 1974, ch. 16; Ord. 5-4-81; Min. Bk. 10, p. 82; Ord. 10-3-88; Ord. 12-20-06)



## FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

<b>MEETING DATE:</b>	September 21, 2016				
<b>AGENDA TITLE:</b>	FY17 Pay Plan Update				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve an updated FY17 Pay Plan, Option [ A / B / C / D ], with a transfer of \$ _____ in additional funding to come from FY17 BOS Contingency.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
<b>STAFF CONTACT(S):</b>	Gail Parrish, HR Manager				
<b>PRESENTER(S):</b>	Steve Nichols, County Administrator				
<b>RECOMMENDATION:</b>	Pay Plan A				
<b>TIMING:</b>	Effective November 13, 2016, first payroll in December 2016				
<b>DISCUSSION:</b>	<ol style="list-style-type: none"> <li>1. The FY17 Budget included \$116,194 for the Staff Pay Plan, supported by \$29,000 in revenue from the State to help fund a required 2% salary increase for Social Services and Constitutional Officers staff, effective in December 2016.</li> <li>2. The 2% increase from the Commonwealth was contingent upon the Commonwealth meeting specific revenue goals.</li> <li>3. State revenue goals have not been met; the budgeted \$29,000 in State funding is not available for FY17.</li> <li>4. Without the Commonwealth's \$29,000, the County has only \$87,194 designated in the approved FY17 budget for the Staff Pay Plan.</li> <li>5. At the September 7, 2016 Board of Supervisors meeting, the budget amendment to decrease the FY17 Pay Plan due to a decrease in state-supported funding was approved.</li> <li>6. Pay Plan Update Options: <ul style="list-style-type: none"> <li>• <b>Pay Plan A</b> as approved in the FY17 budget would be \$100,934 <ul style="list-style-type: none"> <li>○ Requires a budget transfer of \$13,740 to replace State funding.</li> </ul> </li> <li>• <b>Pay Plan B (0.25% decrease in all raises)</b> would be \$93,228</li> </ul> </li> </ol>				

	<ul style="list-style-type: none"> <li>○ Requires a budget transfer \$6,034 to replace State funding.</li> <li>• <b>Pay Plan C (0.5% decrease in all raises)</b> would be \$81,923 <ul style="list-style-type: none"> <li>○ A budget transfer is not required, the existing budget is sufficient.</li> </ul> </li> <li>• <b>Pay Plan D (\$500 raises)</b> would be \$80,400 <ul style="list-style-type: none"> <li>○ A budget transfer is not required, the existing budget is sufficient.</li> </ul> </li> </ul>				
<b>FISCAL IMPACT:</b>	State revenue is decreasing by \$29k and depending on the Board of Supervisors above action, it would require a budget transfer of ~\$14K, \$6K or \$0 from the BOS Contingency.				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	FY17 County Staff Pay Plan Chart				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
		X		X	

### **ANNUAL COUNTY STAFF PAYROLL (FY16)**

Full-time Staff                      \$ 6,246,915

Part-time & PT Temp        \$ 278,777

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Total County Payroll        \$ 6,525,692        (excluding benefits and Overtime)

### **Here is the info on the School's pay plan:**

1. Schools FY17 pay raise plan was effective Jul 1st (1% Minimum – 2% Average).
2. Original State funding expected to support the raises was ~\$145K.
3. If State funding support does not materialize, the schools plan to cut spending within approved budget to maintain the pay raise plan.

And there is language somewhere in State code that requires a locality to still meet the obligation of an approved school budget when Federal, State, or other funding sources are decreased from what was budgeted. In this case, the schools are planning to cover the shortage within their existing approved budget.



## FY17 County Staff Pay Plan

Effective 1st Payroll in December 2016 (Nov 13, 2016)

Group	Years of Service With Fluvanna County	Market Comparison	# of Staff (181)	PLAN A (Original)	PLAN B (Decrease by 0.25%)	PLAN C (Decrease by 0.4%)	PLAN D (Decrease by 0.5%)	PLAN E (\$500 Raises)
1	All Years	15% or more below market	5	10.00%	9.75%	9.60%	9.50%	
2	15 or more	10 to 14% below market	0	6.00%	5.75%	5.60%	5.50%	
3	10 to 14	10 to 14% below market	0	5.50%	5.25%	5.10%	5.00%	
4	1 to 9	10 to 14% below market	3	5.00%	4.75%	4.60%	4.50%	
5	15 or more	1 to 9% below market	5	4.00%	3.75%	3.60%	3.50%	
6	10 to 14	1 to 9% below market	6	3.50%	3.25%	3.10%	3.00%	
7	1 to 9	1 to 9% below market	28	3.00%	2.75%	2.60%	2.50%	
8	All Years	At or Above Comp Salary	87	2.00%	1.75%	1.60%	1.50%	Avg 1.3%
9	<ul style="list-style-type: none"> <li>HIRED OR PROMOTED (5% or &gt; increase) IN FY17</li> <li>County Administrator</li> <li>Parks &amp; Recreation Set Fee Temps (e.g., Referees)</li> </ul>		47	N/A	N/A	N/A	N/A	N/A
1.	<b>FY17 TOTAL COST (W/ FRINGE)</b>			<b>\$100,615</b>	<b>\$91,969</b>	<b>\$86,479</b>	<b>\$82,819</b>	<b>\$80,400</b>
2.	<b>FY17 County Budgeted Amount</b>			<b>\$116,194</b>				
3.	<b>Less Planned State Funding</b>			<b>-\$29,000</b>				
4.	<b>FY17 PAY PLAN BALANCE AVAILABLE</b>			<b>\$87,194</b>				
5.	<b>FY17 ADD'L FUNDS NEEDED (by Plan)</b>			<b>\$13,421</b>	<b>\$4,775</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



## FLUVANNA COUNTY BOARD OF SUPERVISORS

### AGENDA ITEM STAFF REPORT

<b>MEETING DATE:</b>	September 21, 2016				
<b>AGENDA TITLE:</b>	Position Description Changes for Commonwealth Attorney's Office				
<b>MOTION(s):</b>	<p><b>I move to approve the following position description revisions and pay band changes:</b></p> <ul style="list-style-type: none"> <li>• <b>FROM: Legal Secretary – Position 1071, band 12, \$34,736</b></li> <li>• <b>TO: Receptionist/Secretary – Position 1023, band 10, \$31,200</b></li>   <li>• <b>FROM: Asst Commonwealth Attorney – Position 1750, band 22, \$64,705</b></li> <li>• <b>TO: Asst Commonwealth Attorney – Position 1750, band 25, \$74,605</b></li>   <li>• <b>FROM: Victims Witness Coordinator - Position 1711, band 13, 37,440</b></li> <li>• <b>TO: Victims Witness Coordinator - Position 1711, band 15, \$41,642</b></li> </ul> <p><b>With the potential funding increase of \$1,000 to come from the FY17 Personnel Contingency fund.</b></p>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
<b>STAFF CONTACT(S):</b>	Gail Parrish, Human Resources Manager; Jeffery Haislip, Commonwealth Attorney				
<b>PRESENTER(S):</b>	Gail Parrish, Human Resources Manager				
<b>RECOMMENDATION:</b>	approval				
<b>TIMING:</b>	Date of approval				
<b>DISCUSSION:</b>	<p>With the open position of the Legal Secretary, a review of the personnel needs in the Commonwealth Attorney's Office was conducted. A position description review was conducted for all personnel job descriptions in relationship to the current needs in the office.</p> <p>After review, it was determined that the office did not need both a Paralegal and Legal Secretary. The review also showed that both the Assistant Commonwealth Attorney position and the Victim Witness Coordinator positions needed a band adjustment based on the knowledge, skills and abilities required to perform the job functions and a market analysis of these KSA's.</p> <p>The review indicated that the:</p> <ol style="list-style-type: none"> <li>1. Legal Secretary, pay band 12 be reclassified to a Receptionist/Secretary position, pay band 10</li> </ol>				

	2. Assistant Commonwealth Attorney position reclassified from pay band 22 to pay band 25 3. Victim Witness Coordinator position reclassified from pay band 13 to pay band 15				
<b>FISCAL IMPACT:</b>	<b>POSITION</b>	<b>PAY BAND</b>	<b>BUDGETED AMT</b>	<b>MIN RATE</b>	<b>15% from MIN</b>
	LEGAL SECRETARY (Current)	12	38,846.00	34,736.00	39,946.00
	RECEPTIONIST/SECRETARY	10		31,200.00	35,880.00
	FY 17 (SAVINGS)/COST			(5,097.33)	(2,471.67)
	WITH FRINGE			(6,116.80)	(2,966.00)
	ASST. COMM. ATTN	25		74,605.00	85,796.00
	ASST. COMM. ATTN (Current)	22	79,321.00	64,705.00	69,858.00
	CURRENT EMPLOYEE		NO SALARY ADJ		
	FY17 NEW EMPLOYEE (SAVINGS)/COST			(2,358.00)	3,237.50
	WITH FRINGE			(2,829.60)	3,885.00
	VIC./WITNESS COORD	15		41,642.00	47,888.00
	VIC./WITNESS COORD (Current)	13	47,454.00	37,440.00	39,946.00
			NO SALARY ADJ		
	<b>MAX. FY17 SAVINGS OF ~ (\$8,850) TO A MAX. FY17 COST OF ~ \$1,000</b>				
<b>POLICY IMPACT:</b>	CHANGE IN POSITION DESCRIPTIONS				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	DRAFT POSITION DESCRIPTIONS; Receptionist/Secretary, Assistant Commonwealth Attorney; and Victim Witness Coordinator.				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
		<b>X</b>		<b>X</b>	<b>COAD</b>

## **ASSISTANT COMMONWEALTH'S ATTORNEY - 1750**

### **GENERAL DEFINITION OF WORK:**

Performs advanced professional work as a prosecutor for the County and State; does related work as required. Work is performed under general supervision of the Commonwealth's Attorney. Supervision may be exercised over clerical staff.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Serving as prosecutor; preparing cases for prosecution; trying cases in General District, Juvenile and Domestic Relations and Circuit Courts.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Prepares and presents cases in the Juvenile and Domestic Relations Court.
- Prepares and presents cases in the General District and Circuit Court as required.
- Tries criminal and civil offenses brought under County and State Statutes.
- Reviews cases and charges with law enforcement personnel.
- Interviews police officers, victims, witnesses and other individuals in preparing cases.
- Consults with Victim/Witness Coordinator concerning victims' rights issues.
- Prepares legal research and writing for issues anticipated in criminal trials; prepares discovery responses and bill of particular responses.
- Provides assistance to citizens and law enforcement officers.
- Negotiates with opposing counsel.
- Assists in training of law enforcement and school officials, when required.
- Participates in and facilitates, when necessary, the meetings of the SART (Sexual Assault Response Team) and MDT (Multidisciplinary Team).
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of modern principles and practices of law and of the state laws and court decisions applicable to criminal prosecution; thorough knowledge of legal research and the investigation, preparation and presentation of cases for trial; thorough knowledge of legal office procedures, practices and methods; ability to plan and direct the work of others; ability to communicate complex ideas effectively, both orally and in writing; ability to handle difficult trial and appellate litigation; ability to establish and maintain effective working relationships with County and state officials, court officials, members of the Bar and the general public.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited law school and considerable experience as a practicing attorney, some of which shall have been in the practice of criminal law. At least three (3) years of prosecutorial experience is preferred.

### **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental

conditions.

**SPECIAL REQUIREMENTS:**

Eligibility to practice law in the Commonwealth of Virginia, and possession of any other qualifications as prescribed by state statute.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

FLSA Status: ☐ Exempt – Executive Discretionary  
☐ Exempt – Professional Compensatory  
☒ Exempt – Administrative Compensatory  
☐ Non-Exempt

Pay Grade: 25

Approved as to form: Gail Parrish 08/31/2016  
 Human Resources Date

Approved: Jeff Haislip 8/31/2016  
 Agency Head Date

**Approved by Board of Supervisors:**

## **VICTIM / WITNESS COORDINATOR - 1711**

### **GENERAL DEFINITION OF WORK:**

Performs intermediate technical work in the coordination of the victim-witness program; does related work as required. Work is performed under general supervision.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

#### **Providing direct services to victims of crimes; developing and implementing program procedures; maintaining files and records.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Helps develop procedures for informing the public and potential victims of the program.
- Counsels and interviews victims and witnesses.
- Assesses and refers witnesses to appropriate service agencies for needed assistance.
- Serves as a liaison between victims, witnesses and the criminal justice system.
- Receives copies of incident reports; prepares and mails letters and brochures on program to victims.
- Telephones or visits victim to explain program and their rights under Virginia law.
- Maintains contact with investigators on status of case.
- Relays pertinent information to victim when arrests are made.
- Maintains contact throughout court proceedings.
- Serves as a support person for victims/witnesses.
- Informs victims/witnesses concerning final case disposition.
- Ensures victims are aware of any compensation to which they may be entitled.
- Helps victims complete necessary applications forms.
- Maintains liaison with social service agencies that can assist victims/witnesses.
- Maintains records of client contacts.
- Prepares quarterly progress reports for program to include number of clients served and services provided; prepares financial reports.
- Prepares grant applications for the program.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of interviewing techniques and human behavior; thorough knowledge of the practices and techniques involved in counseling and crisis intervention; thorough knowledge of criminal justice system; ability to communicate ideas effectively both orally and in writing; ability to prepare concise written reports; ability to establish and maintain effective working relationships with local law enforcement officials, victims of crime, associates, witnesses and the general public.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in criminal justice or related field and some experience working in the criminal justice system.

### **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required

for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

FLSA Status: ☐ Exempt – Executive Discretionary  
☐ Exempt – Professional Compensatory  
☐ Exempt – Administrative Compensatory  
☒ Non-Exempt

Pay Grade: 13 to 15

Approved as to form: Gail Parrish, HR Manager 8/31/2016  
Date

Recommended by: Jeffrey Haislip, Commonwealth Attorney 8/31/2016  
Agency Head Date

Approved: Steven M. Nichols 8/31/2016  
County Administrator Date

**Approved by Board of Supervisors:**



## **SECRETARY/RECEPTIONIST - 1023**

### **GENERAL DEFINITION OF WORK:**

Performs skilled clerical work providing clerical and administrative support services in the Commonwealth's Attorney's Office; does related work as required. Work is performed under the general supervision of a senior staff member.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Serving as receptionist; preparing, processing and maintaining office files and records; serving as clerical support to staff.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Receives telephone calls and visitors, provides general information, directs to appropriate staff, takes accurate messages.
- Opens court files and maintains card file index.
- Updates court dates and performs other data entry in case management system.
- Maintains and updates docket of pending cases in Circuit Court; closes files when court cases end.
- Orders office supplies; codes and submits office bills to Finance Department.
- Makes sure office expenditures are within budget limits.
- Assists in preparing annual budget; submits salary and expenses electronically to State Compensation Board.
- Submits time sheets to Finance Department every other week.
- Files updated releases for a number of office books.
- Files incoming papers in correct files.
- Opens miscellaneous files as needed; drafts and types letters.
- Picks up and delivers mail to Post Office and paperwork for Courts daily.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

General knowledge of office practices, procedures, equipment and secretarial techniques; general knowledge of departmental functions, organization and policies; general knowledge of the court system; thorough knowledge of various related computer software programs; ability to establish harmonious working relationships with others; ability to work under pressure; ability to organize and perform work independently; ability to lay out and type forms and tables; ability to make arithmetic calculations; ability to communicate ideas effectively in both oral and written forms; ability to establish and maintain effective working relationships with associates, court officials and the general public.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school and considerable secretarial experience.

### **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires stooping, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and

observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**SPECIAL REQUIREMENTS:**

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

FLSA Status: ☐ Exempt – Executive Discretionary  
☐ Exempt – Professional Compensatory  
☐ Exempt – Administrative Compensatory  
☒ Non-Exempt

Pay Grade: 10

Approved as to form: Gail Parrish, HR Manager 8/22/2016  
Date

Approved: Jeffery Haislip 8/18/20016  
Commonwealth's Attorney Date

Approved: Steven M. Nichols 8/22/16  
County Administrator Date

**Approved by Board of Supervisors:**

**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

<b>MEETING DATE:</b>	September 21, 2016				
<b>AGENDA TITLE:</b>	FUSD FY16 End-of-Year Report				
<b>MOTION(s):</b>	N/A				
<b>STRATEGIC INITIATIVE?</b>	Yes X	No	<b>If yes, list initiative(s):</b>		E
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			XX		
<b>STAFF CONTACT(S):</b>	Wayne Stephens, Director of Public Works and County Engineer				
<b>PRESENTER(S):</b>	Wayne Stephens, Director of Public Works and County Engineer				
<b>RECOMMENDATION:</b>					
<b>TIMING:</b>					
<b>DISCUSSION:</b>					
<b>FISCAL IMPACT:</b>					
<b>POLICY IMPACT:</b>					
<b>LEGISLATIVE HISTORY:</b>					
<b>ENCLOSURES:</b>					
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other



## FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

<b>MEETING DATE:</b>	September 21, 2016				
<b>AGENDA TITLE:</b>	FY16 4 <sup>th</sup> Quarter Budget Report				
<b>MOTION(s):</b>	N/A				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			X		
<b>STAFF CONTACT(S):</b>	Eric Dahl, Deputy County Administrator/Director of Finance Martin Brookhart, Management Analyst				
<b>PRESENTER(S):</b>	Eric Dahl, Deputy County Administrator/Director of Finance Martin Brookhart, Management Analyst				
<b>RECOMMENDATION:</b>	N/A				
<b>TIMING:</b>	N/A				
<b>DISCUSSION:</b>	Presentation of the FY16 4 <sup>th</sup> Quarter Budget Report				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	FY16 4 <sup>th</sup> Quarter Budget Report				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
		X			



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 COUNTY OF FLUVANNA  
 YEAR-TO-DATE BUDGET REPORT

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# FY16 Expenditure Summary

FOR 2016 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
TOTAL OPERATIONAL EXPENSES	19,331,089	862,306.65	20,193,395.65	18,762,747.07	.00	1,430,648.58	92.9%
TOTAL SCHOOL EXPENSES	37,276,685	274,822.26	37,551,507.26	36,828,422.42	.00	723,084.84	98.1%
TOTAL CAFETERIA EXPENSES	1,428,251	49,917.00	1,478,168.00	1,352,316.77	.00	125,851.23	91.5%
TOTAL DEBT SERVICE	7,950,649	.00	7,950,649.00	7,712,183.79	.00	238,465.21	97.0%
TOTAL UTILITIES EXPENSES	215,183	601.00	215,784.00	96,939.86	.00	118,844.14	44.9%
TOTAL FUSD EXPENSES	374,650	1,766.00	376,416.00	322,938.54	.00	53,477.46	85.8%
GRAND TOTAL	66,576,507	1,189,412.91	67,765,919.91	65,075,548.45	.00	2,690,371.46	96.0%
CIP	1,735,498						
GRAND TOTAL	68,312,005						

\*\* Report Generated by Marty Brookhart \*\*

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 COUNTY OF FLUVANNA  
 YEAR-TO-DATE BUDGET REPORT

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# FY16 Operational Expenditures

FOR 2016 12

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
110 BOARD OF SUPERVISORS							
10011000 401114 BOARD COMPENSATION	46,400	.00	46,400.00	40,799.98	.00	5,600.02	87.9%
10011000 402100 FICA	2,883	.00	2,883.00	2,270.74	.00	612.26	78.8%
10011000 402300 MEDICAL INSURANCE	30,199	.00	30,199.00	27,232.50	.00	2,966.50	90.2%
10011000 402700 WORKER'S COMPENSAT	0	.00	.00	41.11	.00	-41.11	100.0%*
10011000 403100 PROFESSIONAL SERVI	57,000	4,218.00	61,218.00	59,359.01	.00	1,858.99	97.0%
10011000 403100 12DAY PROFESSIONAL	0	42,000.00	42,000.00	41,998.98	.00	1.02	100.0%
10011000 403500 PRINTING AND BINDI	200	.00	200.00	335.03	.00	-135.03	167.5%*
10011000 403600 ADVERTISING	2,000	2,500.00	4,500.00	4,673.85	.00	-173.85	103.9%*
10011000 405210 POSTAL SERVICES	400	.00	400.00	808.85	.00	-408.85	202.2%*
10011000 405230 TELECOMMUNICATIONS	4,100	.00	4,100.00	3,167.90	.00	932.10	77.3%
10011000 405307 PUBLIC OFFICIALS L	7,250	.00	7,250.00	8,916.00	.00	-1,666.00	123.0%*
10011000 405510 MILEAGE ALLOWANCES	1,000	.00	1,000.00	1,585.60	.00	-585.60	158.6%*
10011000 405530 SUBSISTENCE & LODG	4,500	.00	4,500.00	2,037.81	.00	2,462.19	45.3%
10011000 405540 CONVENTION AND EDU	1,650	.00	1,650.00	1,145.00	.00	505.00	69.4%
10011000 405810 DUES OR ASSOCIATIO	8,000	.00	8,000.00	7,074.00	.00	926.00	88.4%
10011000 406001 OFFICE SUPPLIES	800	.00	800.00	266.81	.00	533.19	33.4%
10011000 406012 BOOKS/PUBLICATIONS	750	.00	750.00	1,048.94	.00	-298.94	139.9%*
10011000 406014 OTHER OPERATING SU	1,950	.00	1,950.00	3,401.79	.00	-1,451.79	174.5%*
TOTAL BOARD OF SUPERVISORS	169,082	48,718.00	217,800.00	206,163.90	.00	11,636.10	94.7%



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 COUNTY OF FLUVANNA  
 YEAR-TO-DATE BUDGET REPORT

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# FY16 Operational Expenditures

FOR 2016 12

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
120 COUNTY ADMINISTRATOR							
<a href="#">10012000 401100 FULL-TIME SALARIES</a>	160,858	2,028.00	162,886.00	160,961.39	.00	1,924.61	98.8%
<a href="#">10012000 401300 PART-TIME SALARIES</a>	14,000	175.00	14,175.00	13,547.74	.00	627.26	95.6%
<a href="#">10012000 401310 OVERTIME PAY</a>	2,000	1,491.00	3,491.00	3,490.20	.00	.80	100.0%
<a href="#">10012000 401335 TECHNOLOGY STIPEND</a>	1,200	.00	1,200.00	1,199.90	.00	.10	100.0%
<a href="#">10012000 401336 VEHICLE STIPEND</a>	4,800	1.00	4,801.00	4,800.12	.00	.88	100.0%
<a href="#">10012000 402100 FICA</a>	13,701	168.00	13,869.00	12,801.79	.00	1,067.21	92.3%
<a href="#">10012000 402210 VRS</a>	16,488	633.00	17,121.00	17,120.03	.00	.97	100.0%
<a href="#">10012000 402250 DISABILITY</a>	0	246.00	246.00	245.76	.00	.24	99.9%
<a href="#">10012000 402300 MEDICAL INSURANCE</a>	10,680	128.00	10,808.00	10,807.50	.00	.50	100.0%
<a href="#">10012000 402400 GROUP LIFE</a>	1,879	30.00	1,909.00	1,908.27	.00	.73	100.0%
<a href="#">10012000 402700 WORKER'S COMPENSAT</a>	389	.00	389.00	174.88	.00	214.12	45.0%
<a href="#">10012000 403100 PROFESSIONAL SERVI</a>	0	.00	.00	239.19	.00	-239.19	100.0%*
<a href="#">10012000 403600 ADVERTISING</a>	0	.00	.00	381.00	.00	-381.00	100.0%*
<a href="#">10012000 405210 POSTAL SERVICES</a>	506	.00	506.00	291.15	.00	214.85	57.5%
<a href="#">10012000 405230 TELECOMMUNICATIONS</a>	960	.00	960.00	491.86	.00	468.14	51.2%
<a href="#">10012000 405410 LEASE/RENT</a>	3,855	.00	3,855.00	7,038.61	.00	-3,183.61	182.6%*
<a href="#">10012000 405510 MILEAGE ALLOWANCES</a>	400	.00	400.00	657.67	.00	-257.67	164.4%*
<a href="#">10012000 405530 SUBSISTENCE &amp; LODG</a>	1,400	.00	1,400.00	287.73	.00	1,112.27	20.6%
<a href="#">10012000 405540 CONVENTION AND EDU</a>	1,700	.00	1,700.00	1,200.00	.00	500.00	70.6%
<a href="#">10012000 405810 DUES OR ASSOCIATIO</a>	1,510	.00	1,510.00	1,918.00	.00	-408.00	127.0%*
<a href="#">10012000 406001 OFFICE SUPPLIES</a>	2,500	.00	2,500.00	2,769.22	.00	-269.22	110.8%*
<a href="#">10012000 406008 VEHICLE FUEL</a>	100	.00	100.00	.00	.00	100.00	.0%
<a href="#">10012000 406012 BOOKS/PUBLICATIONS</a>	350	.00	350.00	.00	.00	350.00	.0%
<a href="#">10012000 406014 OTHER OPERATING SU</a>	0	.00	.00	791.91	.00	-791.91	100.0%*
<a href="#">10012000 408102 FURNITURE &amp; FIXTUR</a>	500	2,000.00	2,500.00	3,344.39	.00	-844.39	133.8%*
TOTAL COUNTY ADMINISTRATOR	239,776	6,900.00	246,676.00	246,468.31	.00	207.69	99.9%

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 COUNTY OF FLUVANNA  
 YEAR-TO-DATE BUDGET REPORT

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# FY16 Operational Expenditures

FOR 2016 12

 ACCOUNTS FOR:  
 100 GENERAL FUND

 ORIGINAL  
 APPROP

 TRANFRS/  
 ADJSTMTS

 REVISED  
 BUDGET

YTD EXPENDED

ENCUMBRANCES

 AVAILABLE  
 BUDGET

 PCT  
 USED

125 COUNTY ATTORNEY

<a href="#">10012500 403100 PROFESSIONAL SERVI</a>	156,000	47,300.00	203,300.00	202,811.27	.00	488.73	99.8%
TOTAL COUNTY ATTORNEY	156,000	47,300.00	203,300.00	202,811.27	.00	488.73	99.8%

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 COUNTY OF FLUVANNA  
 YEAR-TO-DATE BUDGET REPORT

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# FY16 Operational Expenditures

FOR 2016 12

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
130 COMMISSIONER OF THE REVENUE							
<a href="#">10013000 401100 FULL-TIME SALARIES</a>	233,070	13,255.00	246,325.00	246,324.06	.00	.94	100.0%
<a href="#">10013000 401300 PART-TIME SALARIES</a>	2,000	.00	2,000.00	.00	.00	2,000.00	.0%
<a href="#">10013000 401310 OVERTIME PAY</a>	0	.00	.00	26.74	.00	-26.74	100.0%*
<a href="#">10013000 401330 COMP BOARD STIPEND</a>	6,197	-6,197.00	.00	.00	.00	.00	.0%
<a href="#">10013000 402100 FICA</a>	18,571	237.00	18,808.00	18,389.75	.00	418.25	97.8%
<a href="#">10013000 402210 VRS</a>	24,897	327.00	25,224.00	25,200.35	.00	23.65	99.9%
<a href="#">10013000 402250 DISABILITY</a>	0	268.00	268.00	267.35	.00	.65	99.8%
<a href="#">10013000 402300 MEDICAL INSURANCE</a>	27,240	-4,232.00	23,008.00	21,926.00	.00	1,082.00	95.3%
<a href="#">10013000 402400 GROUP LIFE</a>	2,816	37.00	2,853.00	2,860.15	.00	-7.15	100.3%*
<a href="#">10013000 402700 WORKER'S COMPENSAT</a>	240	.00	240.00	239.31	.00	.69	99.7%
<a href="#">10013000 403100 PROFESSIONAL SERVI</a>	18,075	-1,099.59	16,975.41	16,975.41	.00	.00	100.0%
<a href="#">10013000 403310 BLDGS EQUIP REP &amp;</a>	200	.00	200.00	12.00	.00	188.00	6.0%
<a href="#">10013000 403500 PRINTING AND BINDI</a>	2,155	-1,645.61	509.39	487.23	.00	22.16	95.6%
<a href="#">10013000 403600 ADVERTISING</a>	200	-200.00	.00	.00	.00	.00	.0%
<a href="#">10013000 405210 POSTAL SERVICES</a>	1,544	-477.26	1,066.74	900.00	.00	166.74	84.4%
<a href="#">10013000 405230 TELECOMMUNICATIONS</a>	720	286.85	1,006.85	1,081.21	.00	-74.36	107.4%*
<a href="#">10013000 405410 LEASE/RENT</a>	5,540	-817.14	4,722.86	4,737.86	.00	-15.00	100.3%*
<a href="#">10013000 405510 MILEAGE ALLOWANCES</a>	150	400.00	550.00	526.70	.00	23.30	95.8%
<a href="#">10013000 405530 SUBSISTENCE &amp; LODG</a>	1,000	166.60	1,166.60	1,109.78	.00	56.82	95.1%
<a href="#">10013000 405540 CONVENTION AND EDU</a>	1,800	1,290.00	3,090.00	3,090.00	.00	.00	100.0%
<a href="#">10013000 405810 DUES OR ASSOCIATIO</a>	505	-5.00	500.00	500.00	.00	.00	100.0%
<a href="#">10013000 406001 OFFICE SUPPLIES</a>	2,200	824.59	3,024.59	3,099.15	.00	-74.56	102.5%*
<a href="#">10013000 406008 VEHICLE FUEL</a>	600	-169.05	430.95	454.74	.00	-23.79	105.5%*
<a href="#">10013000 406014 OTHER OPERATING SU</a>	0	.00	.00	56.19	.00	-56.19	100.0%*
<a href="#">10013000 406021 ADP SUPPLIES</a>	800	-800.00	.00	.00	.00	.00	.0%
<a href="#">10013000 408102 FURNITURE &amp; FIXTUR</a>	400	2,245.61	2,645.61	2,645.61	.00	.00	100.0%
TOTAL COMMISSIONER OF THE REVE	350,920	3,695.00	354,615.00	350,909.59	.00	3,705.41	99.0%

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 COUNTY OF FLUVANNA  
 YEAR-TO-DATE BUDGET REPORT

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# FY16 Operational Expenditures

FOR 2016 12

 ACCOUNTS FOR:  
 100 GENERAL FUND

 ORIGINAL  
 APPROP

 TRANFRS/  
 ADJSTMTS

 REVISED  
 BUDGET

YTD EXPENDED

ENCUMBRANCES

 AVAILABLE  
 BUDGET

 PCT  
 USED

135 REASSESSMENT

<a href="#">10013500 403100 PROFESSIONAL SERVI</a>	100,000	1,540.00	101,540.00	101,538.19	.00	1.81	100.0%
TOTAL REASSESSMENT	100,000	1,540.00	101,540.00	101,538.19	.00	1.81	100.0%

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# FY16 Operational Expenditures

FOR 2016 12

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
140 TREASURER							
10014000 401100 FULL-TIME SALARIES	280,229	3,557.00	283,786.00	281,657.69	.00	2,128.31	99.3%
10014000 401300 PART-TIME SALARIES	0	.00	.00	1,722.00	.00	-1,722.00	100.0%*
10014000 402100 FICA	21,437	272.00	21,709.00	20,686.01	.00	1,022.99	95.3%
10014000 402210 VRS	29,506	376.00	29,882.00	29,402.85	.00	479.15	98.4%
10014000 402300 MEDICAL INSURANCE	37,620	.00	37,620.00	40,260.00	.00	-2,640.00	107.0%*
10014000 402400 GROUP LIFE	3,335	42.00	3,377.00	3,336.54	.00	40.46	98.8%
10014000 402700 WORKER'S COMPENSAT	290	.00	290.00	277.36	.00	12.64	95.6%
10014000 403100 PROFESSIONAL SERVI	15,500	.00	15,500.00	10,375.00	.00	5,125.00	66.9%
10014000 403320 MAINTENANCE CONTRA	0	.00	.00	90.00	.00	-90.00	100.0%*
10014000 403500 PRINTING AND BINDI	11,600	.00	11,600.00	16,694.31	.00	-5,094.31	143.9%*
10014000 403600 ADVERTISING	800	.00	800.00	297.67	.00	502.33	37.2%
10014000 404102 DMV DMV-ONLINE	16,000	.00	16,000.00	2,005.00	.00	13,995.00	12.5%
10014000 405210 POSTAL SERVICES	35,200	.00	35,200.00	19,276.77	.00	15,923.23	54.8%
10014000 405230 TELECOMMUNICATIONS	2,000	.00	2,000.00	1,251.16	.00	748.84	62.6%
10014000 405410 LEASE/RENT	7,350	.00	7,350.00	7,647.81	.00	-297.81	104.1%*
10014000 405540 CONVENTION AND EDU	1,000	.00	1,000.00	.00	.00	1,000.00	.0%
10014000 405810 DUES OR ASSOCIATIO	830	.00	830.00	800.00	.00	30.00	96.4%
10014000 406001 OFFICE SUPPLIES	3,550	.00	3,550.00	3,989.28	.00	-439.28	112.4%*
10014000 408102 FURNITURE & FIXTUR	500	.00	500.00	1,238.88	.00	-738.88	247.8%*
10014000 408107 EDP EQUIPMENT	1,600	.00	1,600.00	.00	.00	1,600.00	.0%
TOTAL TREASURER	468,347	4,247.00	472,594.00	441,008.33	.00	31,585.67	93.3%

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# FY16 Operational Expenditures

FOR 2016 12

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
150 INFORMATION TECHNOLOGY							
10015000 401100 FULL-TIME SALARIES	108,272	1,374.00	109,646.00	91,948.06	.00	17,697.94	83.9%
10015000 401310 OVERTIME PAY	1,000	.00	1,000.00	10.40	.00	989.60	1.0%
10015000 402100 FICA	8,283	105.00	8,388.00	7,007.45	.00	1,380.55	83.5%
10015000 402210 VRS	11,395	26.00	11,421.00	9,007.90	.00	2,413.10	78.9%
10015000 402250 DISABILITY	0	119.00	119.00	118.25	.00	.75	99.4%
10015000 402300 MEDICAL INSURANCE	10,680	.00	10,680.00	3,417.50	.00	7,262.50	32.0%
10015000 402400 GROUP LIFE	1,288	16.00	1,304.00	1,006.08	.00	297.92	77.2%
10015000 402700 WORKER'S COMPENSAT	71	.00	71.00	106.16	.00	-35.16	149.5%*
10015000 403100 PROFESSIONAL SERVI	4,000	.00	4,000.00	2,593.46	.00	1,406.54	64.8%
10015000 403131 ADP SERVICES	158,210	.00	158,210.00	153,531.44	.00	4,678.56	97.0%
10015000 405210 POSTAL SERVICES	100	.00	100.00	.00	.00	100.00	.0%
10015000 405230 TELECOMMUNICATIONS	29,450	.00	29,450.00	32,143.61	.00	-2,693.61	109.1%*
10015000 405410 LEASE/RENT	0	.00	.00	250.00	.00	-250.00	100.0%*
10015000 405510 MILEAGE ALLOWANCES	200	.00	200.00	.00	.00	200.00	.0%
10015000 405540 CONVENTION AND EDU	2,000	.00	2,000.00	669.00	.00	1,331.00	33.5%
10015000 405810 DUES OR ASSOCIATIO	500	.00	500.00	.00	.00	500.00	.0%
10015000 406001 OFFICE SUPPLIES	200	.00	200.00	199.74	.00	.26	99.9%
10015000 406012 BOOKS/PUBLICATIONS	1,000	.00	1,000.00	554.86	.00	445.14	55.5%
10015000 406021 ADP SUPPLIES	9,000	.00	9,000.00	8,706.97	.00	293.03	96.7%
10015000 408102 FURNITURE & FIXTUR	3,000	.00	3,000.00	.00	.00	3,000.00	.0%
10015000 408107 EDP EQUIPMENT	59,080	.00	59,080.00	60,114.76	.00	-1,034.76	101.8%*
TOTAL INFORMATION TECHNOLOGY	407,729	1,640.00	409,369.00	371,385.64	.00	37,983.36	90.7%

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# FY16 Operational Expenditures

FOR 2016 12

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
160 FINANCE							
10016000 401100 FULL-TIME SALARIES	249,975	3,070.00	253,045.00	219,187.89	.00	33,857.11	86.6%
10016000 401300 PART-TIME SALARIES	0	.00	.00	1,306.25	.00	-1,306.25	100.0%*
10016000 401310 OVERTIME PAY	300	.00	300.00	.00	.00	300.00	.0%
10016000 402100 FICA	18,916	235.00	19,151.00	15,856.21	.00	3,294.79	82.8%
10016000 402210 VRS	26,083	325.00	26,408.00	22,830.98	.00	3,577.02	86.5%
10016000 402250 DISABILITY	0	.00	.00	567.34	.00	-567.34	100.0%*
10016000 402300 MEDICAL INSURANCE	34,080	.00	34,080.00	28,725.00	.00	5,355.00	84.3%
10016000 402400 GROUP LIFE	2,939	37.00	2,976.00	2,542.12	.00	433.88	85.4%
10016000 402700 WORKER'S COMPENSAT	221	.00	221.00	246.68	.00	-25.68	111.6%*
10016000 403100 PROFESSIONAL SERVI	2,000	-236.00	1,764.00	637.50	.00	1,126.50	36.1%
10016000 403300 CONTRACT SERVICES	650	.00	650.00	710.00	.00	-60.00	109.2%*
10016000 403305 SURPLUS COSTS	300	.00	300.00	.00	.00	300.00	.0%
10016000 403500 PRINTING AND BINDI	200	.00	200.00	37.37	.00	162.63	18.7%
10016000 403600 ADVERTISING	200	.00	200.00	.00	.00	200.00	.0%
10016000 405210 POSTAL SERVICES	2,000	.00	2,000.00	2,052.48	.00	-52.48	102.6%*
10016000 405230 TELECOMMUNICATIONS	600	.00	600.00	367.25	.00	232.75	61.2%
10016000 405410 LEASE/RENT	2,100	.00	2,100.00	2,556.51	.00	-456.51	121.7%*
10016000 405510 MILEAGE ALLOWANCES	200	.00	200.00	.00	.00	200.00	.0%
10016000 405530 SUBSISTENCE & LODG	1,200	.00	1,200.00	.00	.00	1,200.00	.0%
10016000 405540 CONVENTION AND EDU	2,000	.00	2,000.00	.00	.00	2,000.00	.0%
10016000 405810 DUES OR ASSOCIATIO	1,400	.00	1,400.00	1,182.45	.00	217.55	84.5%
10016000 406001 OFFICE SUPPLIES	3,500	.00	3,500.00	1,443.04	.00	2,056.96	41.2%
10016000 406012 BOOKS/PUBLICATIONS	150	.00	150.00	125.43	.00	24.57	83.6%
10016000 408102 FURNITURE & FIXTUR	250	4,332.00	4,582.00	4,367.04	.00	214.96	95.3%
TOTAL FINANCE	349,264	7,763.00	357,027.00	304,741.54	.00	52,285.46	85.4%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
170 REGISTRAR/ELECTORAL BOARD							
10017000 401100 FULL-TIME SALARIES	53,995	686.00	54,681.00	54,680.28	.00	.72	100.0%
10017000 401114 BOARD COMPENSATION	9,801	-242.00	9,559.00	8,394.39	.00	1,164.61	87.8%
10017000 401300 PART-TIME SALARIES	38,884	329.00	39,213.00	42,947.19	.00	-3,734.19	109.5%*
10017000 401310 OVERTIME PAY	3,230	.00	3,230.00	821.68	.00	2,408.32	25.4%
10017000 402100 FICA	7,088	997.00	8,085.00	8,084.78	.00	.22	100.0%
10017000 402210 VRS	8,714	-733.00	7,981.00	7,979.43	.00	1.57	100.0%
10017000 402250 DISABILITY	0	127.00	127.00	126.24	.00	.76	99.4%
10017000 402300 MEDICAL INSURANCE	14,100	.00	14,100.00	11,795.30	.00	2,304.70	83.7%
10017000 402400 GROUP LIFE	925	8.00	933.00	905.31	.00	27.69	97.0%
10017000 402700 WORKER'S COMPENSAT	116	.00	116.00	78.54	.00	37.46	67.7%
10017000 403100 PROFESSIONAL SERVI	0	.00	.00	324.00	.00	-324.00	100.0%*
10017000 403300 CONTRACT SERVICES	59,869	.00	59,869.00	41,220.08	.00	18,648.92	68.9%
10017000 403310 BLDGS EQUIP REP &	0	.00	.00	107.50	.00	-107.50	100.0%*
10017000 403600 ADVERTISING	500	.00	500.00	230.00	.00	270.00	46.0%
10017000 405210 POSTAL SERVICES	3,000	.00	3,000.00	1,214.99	.00	1,785.01	40.5%
10017000 405230 TELECOMMUNICATIONS	1,930	.00	1,930.00	1,223.12	.00	706.88	63.4%
10017000 405410 LEASE/RENT	2,400	.00	2,400.00	2,535.82	.00	-135.82	105.7%*
10017000 405510 MILEAGE ALLOWANCES	2,500	.00	2,500.00	1,321.75	.00	1,178.25	52.9%
10017000 405530 SUBSISTENCE & LODG	2,400	.00	2,400.00	.00	.00	2,400.00	.0%
10017000 405540 CONVENTION AND EDU	2,600	.00	2,600.00	2,045.05	.00	554.95	78.7%
10017000 405810 DUES OR ASSOCIATIO	455	.00	455.00	540.00	.00	-85.00	118.7%*
10017000 406001 OFFICE SUPPLIES	3,500	.00	3,500.00	2,201.40	.00	1,298.60	62.9%
10017000 408101 MACHINERY AND EQUI	0	18,500.00	18,500.00	2,192.00	.00	16,308.00	11.8%
10017000 408102 FURNITURE & FIXTUR	0	.00	.00	784.97	.00	-784.97	100.0%*
TOTAL REGISTRAR/ELECTORAL BOAR	216,007	19,672.00	235,679.00	191,753.82	.00	43,925.18	81.4%



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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
180 HUMAN RESOURCES							
10018000 401100 FULL-TIME SALARIES	55,679	707.00	56,386.00	56,385.64	.00	.36	100.0%
10018000 402100 FICA	4,259	-40.00	4,219.00	4,147.34	.00	71.66	98.3%
10018000 402210 VRS	5,854	169.00	6,023.00	6,022.67	.00	.33	100.0%
10018000 402300 MEDICAL INSURANCE	5,880	.00	5,880.00	6,112.50	.00	-232.50	104.0%*
10018000 402400 GROUP LIFE	662	8.00	670.00	671.25	.00	-1.25	100.2%*
10018000 402700 WORKER'S COMPENSAT	65	.00	65.00	54.61	.00	10.39	84.0%
10018000 403100 PROFESSIONAL SERVI	5,000	.00	5,000.00	3,331.20	.00	1,668.80	66.6%
10018000 405230 TELECOMMUNICATIONS	0	.00	.00	20.62	.00	-20.62	100.0%*
10018000 405350 RECRUITMENT	1,300	.00	1,300.00	5,250.40	.00	-3,950.40	403.9%*
10018000 405360 EMPLOYEE RECOGNITI	10,950	.00	10,950.00	3,576.81	.00	7,373.19	32.7%
10018000 405410 LEASE/RENT	538	.00	538.00	542.22	.00	-4.22	100.8%*
10018000 405510 MILEAGE ALLOWANCES	100	.00	100.00	86.83	.00	13.17	86.8%
10018000 405530 SUBSISTENCE & LODG	500	.00	500.00	62.00	.00	438.00	12.4%
10018000 405540 CONVENTION AND EDU	1,500	.00	1,500.00	365.00	.00	1,135.00	24.3%
10018000 405810 DUES OR ASSOCIATIO	530	.00	530.00	270.00	.00	260.00	50.9%
10018000 406001 OFFICE SUPPLIES	500	.00	500.00	145.26	.00	354.74	29.1%
10018000 406012 BOOKS/PUBLICATIONS	130	.00	130.00	253.62	.00	-123.62	195.1%*
10018000 408102 FURNITURE & FIXTUR	0	.00	.00	515.88	.00	-515.88	100.0%*
TOTAL HUMAN RESOURCES	93,447	844.00	94,291.00	87,813.85	.00	6,477.15	93.1%

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FOR 2016 12

 ACCOUNTS FOR:  
 100 GENERAL FUND

 ORIGINAL  
 APPROP

 TRANFRS/  
 ADJSTMTS

 REVISED  
 BUDGET

YTD EXPENDED

ENCUMBRANCES

 AVAILABLE  
 BUDGET

 PCT  
 USED

210 GENERAL DISTRICT COURT

<a href="#">10021000 403320 MAINTENANCE CONTRA</a>	3,015	.00	3,015.00	3,419.61	.00	-404.61	113.4%*
<a href="#">10021000 405230 TELECOMMUNICATIONS</a>	4,000	.00	4,000.00	2,706.38	.00	1,293.62	67.7%
<a href="#">10021000 405410 LEASE/RENT</a>	112	.00	112.00	.00	.00	112.00	.0%
<a href="#">10021000 405510 MILEAGE ALLOWANCES</a>	150	.00	150.00	.00	.00	150.00	.0%
<a href="#">10021000 405540 CONVENTION AND EDU</a>	500	.00	500.00	.00	.00	500.00	.0%
<a href="#">10021000 405810 DUES OR ASSOCIATIO</a>	60	.00	60.00	.00	.00	60.00	.0%
<a href="#">10021000 406001 OFFICE SUPPLIES</a>	300	.00	300.00	290.52	.00	9.48	96.8%
TOTAL GENERAL DISTRICT COURT	8,137	.00	8,137.00	6,416.51	.00	1,720.49	78.9%

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 ACCOUNTS FOR:  
 100 GENERAL FUND

 ORIGINAL  
 APPROP

 TRANFRS/  
 ADJSTMTS

 REVISED  
 BUDGET

YTD EXPENDED

ENCUMBRANCES

 AVAILABLE  
 BUDGET

 PCT  
 USED

220 COURT SERVICE UNIT

<a href="#">10022000 405210</a>	<a href="#">POSTAL SERVICES</a>	160	.00	160.00	160.00	.00	.00	100.0%
<a href="#">10022000 405230</a>	<a href="#">TELECOMMUNICATIONS</a>	900	.00	900.00	399.82	.00	500.18	44.4%
<a href="#">10022000 405410</a>	<a href="#">LEASE/RENT</a>	250	.00	250.00	211.05	.00	38.95	84.4%
<a href="#">10022000 405510</a>	<a href="#">MILEAGE ALLOWANCES</a>	550	.00	550.00	556.20	.00	-6.20	101.1%*
<a href="#">10022000 405540</a>	<a href="#">CONVENTION AND EDU</a>	300	.00	300.00	93.09	.00	206.91	31.0%
<a href="#">10022000 406001</a>	<a href="#">OFFICE SUPPLIES</a>	700	.00	700.00	675.05	.00	24.95	96.4%
TOTAL COURT SERVICE UNIT		2,860	.00	2,860.00	2,095.21	.00	764.79	73.3%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
230 CLERK OF THE CIRCUIT COURT							
<a href="#">10023000 401100 FULL-TIME SALARIES</a>	379,575	4,719.00	384,294.00	370,453.37	.00	13,840.63	96.4%
<a href="#">10023000 401310 OVERTIME PAY</a>	5,000	.00	5,000.00	4,354.66	.00	645.34	87.1%
<a href="#">10023000 402100 FICA</a>	28,636	361.00	28,997.00	26,346.81	.00	2,650.19	90.9%
<a href="#">10023000 402210 VRS</a>	39,397	499.00	39,896.00	37,465.46	.00	2,430.54	93.9%
<a href="#">10023000 402250 DISABILITY</a>	0	.00	.00	619.12	.00	-619.12	100.0%*
<a href="#">10023000 402300 MEDICAL INSURANCE</a>	69,660	.00	69,660.00	59,244.50	.00	10,415.50	85.0%
<a href="#">10023000 402400 GROUP LIFE</a>	4,455	56.00	4,511.00	4,218.85	.00	292.15	93.5%
<a href="#">10023000 402600 UNEMPLOYMENT</a>	0	.00	.00	4,914.00	.00	-4,914.00	100.0%*
<a href="#">10023000 402700 WORKER'S COMPENSAT</a>	371	.00	371.00	370.63	.00	.37	99.9%
<a href="#">10023000 403100 PROFESSIONAL SERVI</a>	35,000	-750.00	34,250.00	34,144.04	.00	105.96	99.7%
<a href="#">10023000 403140 TTFND TECHNOLOGY TR</a>	7,220	.00	7,220.00	6,888.00	.00	332.00	95.4%
<a href="#">10023000 403150 RECPR RECORD PRESER</a>	14,000	.00	14,000.00	13,356.00	.00	644.00	95.4%
<a href="#">10023000 403300 CONTRACT SERVICES</a>	1,500	.00	1,500.00	1,462.21	.00	37.79	97.5%
<a href="#">10023000 403310 BLDGS EQUIP REP &amp;</a>	500	-190.00	310.00	285.00	.00	25.00	91.9%
<a href="#">10023000 403320 MAINTENANCE CONTRA</a>	1,700	.00	1,700.00	1,480.00	.00	220.00	87.1%
<a href="#">10023000 403500 PRINTING AND BINDI</a>	4,100	-500.00	3,600.00	2,283.29	.00	1,316.71	63.4%
<a href="#">10023000 405210 POSTAL SERVICES</a>	5,000	750.00	5,750.00	5,750.00	.00	.00	100.0%
<a href="#">10023000 405230 TELECOMMUNICATIONS</a>	1,500	-270.00	1,230.00	712.47	.00	517.53	57.9%
<a href="#">10023000 405410 LEASE/RENT</a>	2,900	270.00	3,170.00	3,166.56	.00	3.44	99.9%
<a href="#">10023000 405510 MILEAGE ALLOWANCES</a>	300	-148.20	151.80	151.80	.00	.00	100.0%
<a href="#">10023000 405540 CONVENTION AND EDU</a>	750	-200.00	550.00	.00	.00	550.00	.0%
<a href="#">10023000 405810 DUES OR ASSOCIATIO</a>	400	390.00	790.00	790.00	.00	.00	100.0%
<a href="#">10023000 406001 OFFICE SUPPLIES</a>	6,020	.00	6,020.00	5,966.75	.00	53.25	99.1%
<a href="#">10023000 406012 BOOKS/PUBLICATIONS</a>	100	-37.25	62.75	62.75	.00	.00	100.0%
<a href="#">10023000 408102 FURNITURE &amp; FIXTUR</a>	400	1,150.93	1,550.93	1,119.98	.00	430.95	72.2%
<a href="#">10023000 408107 EDP EQUIPMENT</a>	2,500	-465.48	2,034.52	2,034.52	.00	.00	100.0%
TOTAL CLERK OF THE CIRCUIT COU	610,984	5,635.00	616,619.00	587,640.77	.00	28,978.23	95.3%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
235 CIRCUIT COURT JUDGE							
<a href="#">10023500 401115 COMPENSATION-JUROR</a>	5,400	.00	5,400.00	3,690.00	.00	1,710.00	68.3%
<a href="#">10023500 401116 COMPENSATION-JURY</a>	90	.00	90.00	180.00	.00	-90.00	200.0%*
<a href="#">10023500 401117 COMPENSATION-CIVIL</a>	4,500	.00	4,500.00	2,580.00	.00	1,920.00	57.3%
<a href="#">10023500 401118 COMPENSATION-GRAND</a>	630	.00	630.00	2,250.00	.00	-1,620.00	357.1%*
<a href="#">10023500 401119 COMPENSATION-WITNE</a>	1,500	.00	1,500.00	.00	.00	1,500.00	.0%
<a href="#">10023500 401120 COURT APPOINTED AT</a>	500	.00	500.00	.00	.00	500.00	.0%
<a href="#">10023500 403100 PROFESSIONAL SERVI</a>	27,076	.00	27,076.00	24,686.68	.00	2,389.32	91.2%
<a href="#">10023500 403320 MAINTENANCE CONTRA</a>	100	-100.00	.00	.00	.00	.00	.0%
<a href="#">10023500 405230 TELECOMMUNICATIONS</a>	650	.00	650.00	204.75	.00	445.25	31.5%
<a href="#">10023500 405810 DUES OR ASSOCIATIO</a>	650	-650.00	.00	.00	.00	.00	.0%
<a href="#">10023500 406001 OFFICE SUPPLIES</a>	750	96.29	846.29	499.36	.00	346.93	59.0%
<a href="#">10023500 408102 FURNITURE &amp; FIXTUR</a>	350	2,482.68	2,832.68	2,071.62	.00	761.06	73.1%
<a href="#">10023500 408107 EDP EQUIPMENT</a>	2,500	-1,828.97	671.03	671.03	.00	.00	100.0%
TOTAL CIRCUIT COURT JUDGE	44,696	.00	44,696.00	36,833.44	.00	7,862.56	82.4%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
240 COMMONWEALTHS ATTORNEY							
10024000 401100 FULL-TIME SALARIES	301,652	7,091.00	308,743.00	294,928.90	.00	13,814.10	95.5%
10024000 401100 VICWT FULL-TIME SAL	46,297	1,050.00	47,347.00	47,346.45	.00	.55	100.0%
10024000 401330 COMP BOARD STIPEND	8,841	-8,841.00	.00	.00	.00	.00	.0%
10024000 402100 FICA	19,050	1,153.00	20,203.00	20,202.59	.00	.41	100.0%
10024000 402100 VICWT FICA	3,494	45.00	3,539.00	3,532.20	.00	6.80	99.8%
10024000 402210 VRS	25,319	5,187.00	30,506.00	30,505.12	.00	.88	100.0%
10024000 402210 VICWT VRS	4,818	63.00	4,881.00	4,970.90	.00	-89.90	101.8%*
10024000 402300 MEDICAL INSURANCE	27,240	.00	27,240.00	37,400.00	.00	-10,160.00	137.3%*
10024000 402300 VICWT MEDICAL INSUR	5,880	.00	5,880.00	5,910.00	.00	-30.00	100.5%*
10024000 402400 GROUP LIFE	2,858	39.00	2,897.00	3,459.26	.00	-562.26	119.4%*
10024000 402400 VICWT GROUP LIFE	544	7.00	551.00	563.67	.00	-12.67	102.3%*
10024000 402700 WORKER'S COMPENSAT	210	.00	210.00	264.47	.00	-54.47	125.9%*
10024000 403300 CONTRACT SERVICES	0	2,875.00	2,875.00	2,568.00	.00	307.00	89.3%
10024000 403320 MAINTENANCE CONTRA	3,674	648.00	4,322.00	1,239.85	.00	3,082.15	28.7%
10024000 405210 POSTAL SERVICES	775	.00	775.00	689.86	.00	85.14	89.0%
10024000 405230 TELECOMMUNICATIONS	1,700	.00	1,700.00	1,035.55	.00	664.45	60.9%
10024000 405410 LEASE/RENT	458	.00	458.00	488.65	.00	-30.65	106.7%*
10024000 405540 CONVENTION AND EDU	5,000	.00	5,000.00	3,913.94	.00	1,086.06	78.3%
10024000 405810 DUES OR ASSOCIATIO	1,210	.00	1,210.00	1,094.00	.00	116.00	90.4%
10024000 406001 OFFICE SUPPLIES	4,870	.00	4,870.00	2,239.95	.00	2,630.05	46.0%
10024000 406012 BOOKS/PUBLICATIONS	7,030	.00	7,030.00	4,020.89	.00	3,009.11	57.2%
10024000 406014 OTHER OPERATING SU	0	.00	.00	1,167.06	.00	-1,167.06	100.0%*
10024000 406014 VICWT OTHER OPERATI	0	4,585.00	4,585.00	1,860.38	.00	2,724.62	40.6%
10024000 408102 FURNITURE & FIXTUR	7,750	1,500.00	9,250.00	395.98	.00	8,854.02	4.3%
10024000 408107 EDP EQUIPMENT	250	.00	250.00	.00	.00	250.00	.0%
TOTAL COMMONWEALTHS ATTORNEY	478,920	15,402.00	494,322.00	469,797.67	.00	24,524.33	95.0%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
310 SHERIFF							
10031000 401100 FULL-TIME SALARIES	1,434,725	3,832.98	1,438,557.98	1,373,972.68	.00	64,585.30	95.5%
10031000 401300 PART-TIME SALARIES	41,007	732.00	41,739.00	25,422.82	.00	16,316.18	60.9%
10031000 401310 OVERTIME PAY	50,000	.00	50,000.00	44,297.88	.00	5,702.12	88.6%
10031000 401320 HOLIDAY & DISCRETI	44,000	.00	44,000.00	52,016.59	.00	-8,016.59	118.2%*
10031000 401325 CONTRACTUAL WAGES	30,000	.00	30,000.00	46,710.00	.00	-16,710.00	155.7%*
10031000 401331 ANIMAL CONTROL STI	12,000	-12,000.00	.00	.00	.00	.00	.0%
10031000 402100 FICA	117,650	1,461.00	119,111.00	113,185.22	.00	5,925.78	95.0%
10031000 402210 VRS	148,087	1,943.00	150,030.00	140,923.60	.00	9,106.40	93.9%
10031000 402300 MEDICAL INSURANCE	158,913	.00	158,913.00	181,975.40	.00	-23,062.40	114.5%*
10031000 402400 GROUP LIFE	16,601	219.00	16,820.00	16,029.15	.00	790.85	95.3%
10031000 402600 UNEMPLOYMENT	0	.00	.00	929.61	.00	-929.61	100.0%*
10031000 402700 WORKER'S COMPENSAT	19,539	.00	19,539.00	27,236.92	.00	-7,697.92	139.4%*
10031000 402750 LINE OF DUTY	10,642	.00	10,642.00	11,156.00	.00	-514.00	104.8%*
10031000 402810 CLOTHING ALLOWANCE	5,700	.00	5,700.00	4,879.48	.00	820.52	85.6%
10031000 403100 PROFESSIONAL SERVI	746	.00	746.00	1,697.60	.00	-951.60	227.6%*
10031000 403300 CONTRACT SERVICES	2,000	.00	2,000.00	1,016.40	.00	983.60	50.8%
10031000 403310 BLDGS EQUIP REP &	3,200	4,500.00	7,700.00	7,916.18	.00	-216.18	102.8%*
10031000 403315 VEHICLES REP & MAI	21,500	35,120.33	56,620.33	49,873.23	.00	6,747.10	88.1%
10031000 403320 MAINTENANCE CONTRA	19,300	.00	19,300.00	20,836.86	.00	-1,536.86	108.0%*
10031000 403600 ADVERTISING	1,000	.00	1,000.00	133.00	.00	867.00	13.3%
10031000 405210 POSTAL SERVICES	2,000	500.00	2,500.00	2,436.67	.00	63.33	97.5%
10031000 405230 TELECOMMUNICATIONS	37,000	3,559.00	40,559.00	43,060.83	.00	-2,501.83	106.2%*
10031000 405305 VEHICLE INSURANCE	18,240	.00	18,240.00	20,955.62	.00	-2,715.62	114.9%*
10031000 405310 VOLUNTEER ACCIDENT	0	.00	.00	1,000.00	.00	-1,000.00	100.0%*
10031000 405410 LEASE/RENT	4,215	.00	4,215.00	4,592.29	.00	-377.29	109.0%*
10031000 405510 MILEAGE ALLOWANCES	0	.00	.00	-10.92	.00	10.92	100.0%
10031000 405530 SUBSISTENCE & LODG	8,400	.00	8,400.00	5,324.18	.00	3,075.82	63.4%
10031000 405540 CONVENTION AND EDU	37,200	.00	37,200.00	33,704.62	.00	3,495.38	90.6%
10031000 405550 EXTRADITION OF PRI	1,000	.00	1,000.00	.00	.00	1,000.00	.0%
10031000 405810 DUES OR ASSOCIATIO	2,200	3,000.00	5,200.00	2,730.00	.00	2,470.00	52.5%
10031000 406001 OFFICE SUPPLIES	8,500	7,628.91	16,128.91	15,123.17	.00	1,005.74	93.8%
10031000 406002 FOOD SUPPLIES	0	.00	.00	282.16	.00	-282.16	100.0%*
10031000 406003 AGRICULTURAL SUPPL	500	.00	500.00	.00	.00	500.00	.0%
10031000 406008 VEHICLE FUEL	85,000	.00	85,000.00	47,105.79	.00	37,894.21	55.4%
10031000 406009 VEHICLE/POWER EQUI	21,050	.00	21,050.00	24,303.37	.00	-3,253.37	115.5%*
10031000 406010 POLICE SUPPLIES	22,850	14,134.32	36,984.32	44,834.28	.00	-7,849.96	121.2%*
10031000 406011 UNIFORM/WEARING AP	8,000	3,542.14	11,542.14	18,165.56	.00	-6,623.42	157.4%*
10031000 406011 BPVST UNIFORM/WEARI	2,638	.00	2,638.00	.00	.00	2,638.00	.0%
10031000 406014 OTHER OPERATING SU	1,000	.00	1,000.00	1,101.18	.00	-101.18	110.1%*
10031000 406014 16VOL OTHER OPERATI	0	2,000.00	2,000.00	631.12	.00	1,368.88	31.6%

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FOR 2016 12

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<a href="#">10031000 408101 MACHINERY AND EQUI</a>	2,500	2,038.09	4,538.09	.00	.00	4,538.09	.0%
<a href="#">10031000 408102 FURNITURE &amp; FIXTUR</a>	1,500	3,000.00	4,500.00	2,588.73	.00	1,911.27	57.5%
<a href="#">10031000 408103 COMMUNICATIONS EQU</a>	2,000	.00	2,000.00	1,490.93	.00	509.07	74.5%
TOTAL SHERIFF	2,402,403	75,210.77	2,477,613.77	2,389,628.20	.00	87,985.57	96.4%



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FOR 2016 12

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
320 E911							
<a href="#">10032000 401100 FULL-TIME SALARIES</a>	464,393	10,155.00	474,548.00	486,691.54	.00	-12,143.54	102.6%*
<a href="#">10032000 401300 PART-TIME SALARIES</a>	18,300	266.00	18,566.00	2,220.65	.00	16,345.35	12.0%
<a href="#">10032000 401310 OVERTIME PAY</a>	25,000	.00	25,000.00	19,264.79	.00	5,735.21	77.1%
<a href="#">10032000 401320 HOLIDAY &amp; DISCRETI</a>	20,000	.00	20,000.00	31,480.48	.00	-11,480.48	157.4%*
<a href="#">10032000 401333 EDUCATIONAL STIPEN</a>	3,500	-3,500.00	.00	.00	.00	.00	.0%
<a href="#">10032000 402100 FICA</a>	36,054	529.00	36,583.00	39,912.78	.00	-3,329.78	109.1%*
<a href="#">10032000 402210 VRS</a>	43,473	704.00	44,177.00	47,568.21	.00	-3,391.21	107.7%*
<a href="#">10032000 402250 DISABILITY</a>	0	.00	.00	606.36	.00	-606.36	100.0%*
<a href="#">10032000 402300 MEDICAL INSURANCE</a>	59,940	.00	59,940.00	67,710.61	.00	-7,770.61	113.0%*
<a href="#">10032000 402400 GROUP LIFE</a>	4,890	79.00	4,969.00	5,409.17	.00	-440.17	108.9%*
<a href="#">10032000 402700 WORKER'S COMPENSAT</a>	443	.00	443.00	411.13	.00	31.87	92.8%
<a href="#">10032000 403161 E911 NEW ROAD SIGN</a>	10,506	.00	10,506.00	12,168.27	.00	-1,662.27	115.8%*
<a href="#">10032000 403300 CONTRACT SERVICES</a>	39,981	.00	39,981.00	61,239.43	.00	-21,258.43	153.2%*
<a href="#">10032000 403310 BLDGS EQUIP REP &amp;</a>	6,000	16,000.00	22,000.00	22,199.57	.00	-199.57	100.9%*
<a href="#">10032000 403320 E911O MAINTENANCE C</a>	45,696	.00	45,696.00	38,088.32	.00	7,607.68	83.4%
<a href="#">10032000 405230 TELECOMMUNICATIONS</a>	75,000	.00	75,000.00	39,854.93	.00	35,145.07	53.1%
<a href="#">10032000 405410 LEASE/RENT</a>	1,320	.00	1,320.00	1,011.89	.00	308.11	76.7%
<a href="#">10032000 405510 MILEAGE ALLOWANCES</a>	500	.00	500.00	73.45	.00	426.55	14.7%
<a href="#">10032000 405530 SUBSISTENCE &amp; LODG</a>	2,000	-1,542.14	457.86	457.86	.00	.00	100.0%
<a href="#">10032000 405540 CONVENTION AND EDU</a>	2,000	-1,800.00	200.00	200.00	.00	.00	100.0%
<a href="#">10032000 405810 DUES OR ASSOCIATIO</a>	500	.00	500.00	480.00	.00	20.00	96.0%
<a href="#">10032000 406001 OFFICE SUPPLIES</a>	2,000	.00	2,000.00	1,960.55	.00	39.45	98.0%
<a href="#">10032000 406011 UNIFORM/WEARING AP</a>	1,200	1,800.00	3,000.00	528.95	.00	2,471.05	17.6%
<a href="#">10032000 406014 OTHER OPERATING SU</a>	0	.00	.00	219.80	.00	-219.80	100.0%*
<a href="#">10032000 408107 EDP EQUIPMENT</a>	2,000	.00	2,000.00	1,862.70	.00	137.30	93.1%
TOTAL E911	864,696	22,690.86	887,386.86	881,621.44	.00	5,765.42	99.4%

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FOR 2016 12

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
325 FIRE AND RESCUE SQUAD							
<hr/>							
<a href="#">10032500 402750 LINE OF DUTY</a>	17,030	.00	17,030.00	12,172.00	.00	4,858.00	71.5%
<a href="#">10032500 405308 GENERAL LIABILITY</a>	180,860	.00	180,860.00	135,447.14	.00	45,412.86	74.9%
<a href="#">10032500 405625 FIRE &amp; RESCUE ASSN</a>	370,406	.00	370,406.00	367,951.00	.00	2,455.00	99.3%
<a href="#">10032500 405626 FIRE &amp; RESCUE CAPI</a>	115,000	45,000.00	160,000.00	160,000.00	.00	.00	100.0%
<a href="#">10032500 405627 STFRE STATE FIRE FU</a>	61,610	19,815.00	81,425.00	81,425.00	.00	.00	100.0%
<a href="#">10032500 405628 24LFE FOUR FOR LIFE</a>	24,590	2,078.72	26,668.72	26,668.72	.00	.00	100.0%
<a href="#">10032500 408105 VEHICLE</a>	0	.00	.00	15.00	.00	-15.00	100.0%*
<a href="#">10032500 408109 BUILDING</a>	65,000	.00	65,000.00	65,000.00	.00	.00	100.0%
TOTAL FIRE AND RESCUE SQUAD	834,496	66,893.72	901,389.72	848,678.86	.00	52,710.86	94.2%

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 ACCOUNTS FOR:  
 100 GENERAL FUND

 ORIGINAL  
 APPROP

 TRANFRS/  
 ADJSTMTS

 REVISED  
 BUDGET

YTD EXPENDED

ENCUMBRANCES

 AVAILABLE  
 BUDGET

 PCT  
 USED

330 FOREST WARDEN

[10033000 405660 FOREST FIRE SUPPRE](#)

9,053

.00

9,053.00

9,011.97

.00

41.03

99.5%

TOTAL FOREST WARDEN

9,053

.00

9,053.00

9,011.97

.00

41.03

99.5%

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FOR 2016 12

 ACCOUNTS FOR:  
 100 GENERAL FUND

 ORIGINAL  
 APPROP

 TRANFRS/  
 ADJSTMTS

 REVISED  
 BUDGET

YTD EXPENDED

ENCUMBRANCES

 AVAILABLE  
 BUDGET

 PCT  
 USED

## 335 CORRECTION AND DETENTION

<a href="#">10033500 401114 BOARD COMPENSATION</a>	2,208	.00	2,208.00	1,275.00	.00	933.00	57.7%
<a href="#">10033500 402100 FICA</a>	162	.00	162.00	95.82	.00	66.18	59.1%
<a href="#">10033500 403840 CONFINEMENT - BRJD</a>	178,893	.00	178,893.00	157,355.24	.00	21,537.76	88.0%
<a href="#">10033500 406002 FOOD SUPPLIES</a>	500	.00	500.00	56.67	.00	443.33	11.3%
<a href="#">10033500 407003 BRJDC DEBT PAYMENT</a>	80,133	.00	80,133.00	31,107.00	.00	49,026.00	38.8%
<a href="#">10033500 407004 CVRJ COST OF PRISO</a>	848,256	.00	848,256.00	858,058.00	.00	-9,802.00	101.2%*
<a href="#">10033500 407005 CVRJ DEBT PAYMENT</a>	32,672	.00	32,672.00	.00	.00	32,672.00	.0%
TOTAL CORRECTION AND DETENTION	1,142,824	.00	1,142,824.00	1,047,947.73	.00	94,876.27	91.7%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
340 BUILDING INSPECTIONS							
10034000 401100 FULL-TIME SALARIES	172,456	-1,186.00	171,270.00	170,081.29	.00	1,188.71	99.3%
10034000 402100 FICA	13,194	167.00	13,361.00	12,385.28	.00	975.72	92.7%
10034000 402210 VRS	18,133	232.00	18,365.00	16,920.94	.00	1,444.06	92.1%
10034000 402250 DISABILITY	0	.00	.00	79.34	.00	-79.34	100.0%*
10034000 402300 MEDICAL INSURANCE	22,440	.00	22,440.00	24,014.39	.00	-1,574.39	107.0%*
10034000 402400 GROUP LIFE	2,052	26.00	2,078.00	1,884.94	.00	193.06	90.7%
10034000 402700 WORKER'S COMPENSAT	2,180	.00	2,180.00	3,309.25	.00	-1,129.25	151.8%*
10034000 403100 PROFESSIONAL SERVI	650	.00	650.00	.00	.00	650.00	.0%
10034000 403300 CONTRACT SERVICES	1,000	.00	1,000.00	.00	.00	1,000.00	.0%
10034000 405210 POSTAL SERVICES	400	.00	400.00	317.89	.00	82.11	79.5%
10034000 405230 TELECOMMUNICATIONS	2,000	.00	2,000.00	1,564.35	.00	435.65	78.2%
10034000 405540 CONVENTION AND EDU	300	.00	300.00	268.74	.00	31.26	89.6%
10034000 405810 DUES OR ASSOCIATIO	175	.00	175.00	175.00	.00	.00	100.0%
10034000 405997 SURCHARGE	2,700	.00	2,700.00	3,007.81	.00	-307.81	111.4%*
10034000 406001 OFFICE SUPPLIES	1,500	.00	1,500.00	1,294.22	.00	205.78	86.3%
10034000 406008 VEHICLE FUEL	4,000	.00	4,000.00	1,787.25	.00	2,212.75	44.7%
10034000 406012 BOOKS/PUBLICATIONS	600	.00	600.00	1,450.66	.00	-850.66	241.8%*
10034000 406014 OTHER OPERATING SU	0	.00	.00	74.56	.00	-74.56	100.0%*
10034000 408102 FURNITURE & FIXTUR	0	1,175.00	1,175.00	1,980.67	.00	-805.67	168.6%*
TOTAL BUILDING INSPECTIONS	243,780	414.00	244,194.00	240,596.58	.00	3,597.42	98.5%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
345 EMERGENCY MANAGEMENT							
<a href="#">10034500 401100 FULL-TIME SALARIES</a>	54,631	694.00	55,325.00	55,324.41	.00	.59	100.0%
<a href="#">10034500 402100 FICA</a>	4,181	59.00	4,240.00	4,239.79	.00	.21	100.0%
<a href="#">10034500 402210 VRS</a>	5,745	165.00	5,910.00	5,909.36	.00	.64	100.0%
<a href="#">10034500 402300 MEDICAL INSURANCE</a>	5,880	309.00	6,189.00	6,188.50	.00	.50	100.0%
<a href="#">10034500 402400 GROUP LIFE</a>	650	9.00	659.00	658.56	.00	.44	99.9%
<a href="#">10034500 402700 WORKER'S COMPENSAT</a>	60	.00	60.00	53.38	.00	6.62	89.0%
<a href="#">10034500 403100 PROFESSIONAL SERVI</a>	630,000	.00	630,000.00	588,538.13	.00	41,461.87	93.4%
<a href="#">10034500 403300 CSTRC CONTRACT SERV</a>	0	.00	.00	11,202.27	.00	-11,202.27	100.0%*
<a href="#">10034500 403500 PRINTING AND BINDI</a>	300	.00	300.00	.00	.00	300.00	.0%
<a href="#">10034500 403600 ADVERTISING</a>	1,000	.00	1,000.00	264.00	.00	736.00	26.4%
<a href="#">10034500 405210 POSTAL SERVICES</a>	0	.00	.00	17.05	.00	-17.05	100.0%*
<a href="#">10034500 405230 TELECOMMUNICATIONS</a>	0	.00	.00	20.62	.00	-20.62	100.0%*
<a href="#">10034500 405510 MILEAGE ALLOWANCES</a>	50	.00	50.00	.00	.00	50.00	.0%
<a href="#">10034500 405530 SUBSISTENCE &amp; LODG</a>	500	.00	500.00	666.77	.00	-166.77	133.4%*
<a href="#">10034500 405540 CONVENTION AND EDU</a>	13,550	7,825.00	21,375.00	19,750.65	.00	1,624.35	92.4%
<a href="#">10034500 405810 DUES OR ASSOCIATIO</a>	200	.00	200.00	.00	.00	200.00	.0%
<a href="#">10034500 406001 OFFICE SUPPLIES</a>	300	.00	300.00	299.07	.00	.93	99.7%
<a href="#">10034500 406008 VEHICLE FUEL</a>	1,800	.00	1,800.00	654.82	.00	1,145.18	36.4%
<a href="#">10034500 406012 BOOKS/PUBLICATIONS</a>	100	.00	100.00	.00	.00	100.00	.0%
<a href="#">10034500 406020 EMERGENCY SUPPLIES</a>	500	.00	500.00	.00	.00	500.00	.0%
<a href="#">10034500 408102 FURNITURE &amp; FIXTUR</a>	0	.00	.00	639.98	.00	-639.98	100.0%*
TOTAL EMERGENCY MANAGEMENT	719,447	9,061.00	728,508.00	694,427.36	.00	34,080.64	95.3%

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 COUNTY OF FLUVANNA  
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# FY16 Operational Expenditures

FOR 2016 12

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
350 ANIMAL CONTROL							
<a href="#">10035000 401100 FULL-TIME SALARIES</a>	72,719	2,337.00	75,056.00	75,055.28	.00	.72	100.0%
<a href="#">10035000 401310 OVERTIME PAY</a>	4,500	-2,604.00	1,896.00	1,388.22	.00	507.78	73.2%
<a href="#">10035000 401320 HOLIDAY &amp; DISCRETI</a>	0	948.00	948.00	937.25	.00	10.75	98.9%
<a href="#">10035000 401325 CONTRACTUAL WAGES</a>	0	871.00	871.00	870.00	.00	1.00	99.9%
<a href="#">10035000 402100 FICA</a>	5,908	-692.00	5,216.00	5,214.44	.00	1.56	100.0%
<a href="#">10035000 402210 VRS</a>	7,693	171.00	7,864.00	7,863.71	.00	.29	100.0%
<a href="#">10035000 402300 MEDICAL INSURANCE</a>	5,880	10,000.00	15,880.00	17,637.95	.00	-1,757.95	111.1%*
<a href="#">10035000 402400 GROUP LIFE</a>	866	10.00	876.00	894.53	.00	-18.53	102.1%*
<a href="#">10035000 402700 WORKER'S COMPENSAT</a>	755	.00	755.00	1,229.08	.00	-474.08	162.8%*
<a href="#">10035000 402750 LINE OF DUTY</a>	693	.00	693.00	697.00	.00	-4.00	100.6%*
<a href="#">10035000 403100 PROFESSIONAL SERVI</a>	500	.00	500.00	633.67	.00	-133.67	126.7%*
<a href="#">10035000 403300 CONTRACT SERVICES</a>	128,500	250.00	128,750.00	130,100.50	.00	-1,350.50	101.0%*
<a href="#">10035000 403310 BLDGS EQUIP REP &amp;</a>	500	.00	500.00	.00	.00	500.00	.0%
<a href="#">10035000 403315 VEHICLES REP &amp; MAI</a>	3,000	1,800.00	4,800.00	3,784.98	.00	1,015.02	78.9%
<a href="#">10035000 403600 ADVERTISING</a>	500	.00	500.00	.00	.00	500.00	.0%
<a href="#">10035000 405230 TELECOMMUNICATIONS</a>	1,265	.00	1,265.00	706.93	.00	558.07	55.9%
<a href="#">10035000 405305 VEHICLE INSURANCE</a>	1,000	.00	1,000.00	974.68	.00	25.32	97.5%
<a href="#">10035000 405530 SUBSISTENCE &amp; LODG</a>	1,000	.00	1,000.00	724.93	.00	275.07	72.5%
<a href="#">10035000 405540 CONVENTION AND EDU</a>	750	.00	750.00	1,749.45	.00	-999.45	233.3%*
<a href="#">10035000 405820 CLAIMS AND BOUNTIE</a>	2,500	.00	2,500.00	900.00	.00	1,600.00	36.0%
<a href="#">10035000 405825 PASS-THRU SPAY &amp; N</a>	1,000	.00	1,000.00	976.14	.00	23.86	97.6%
<a href="#">10035000 406001 OFFICE SUPPLIES</a>	500	.00	500.00	697.41	.00	-197.41	139.5%*
<a href="#">10035000 406003 AGRICULTURAL SUPPL</a>	400	.00	400.00	124.94	.00	275.06	31.2%
<a href="#">10035000 406008 VEHICLE FUEL</a>	5,000	.00	5,000.00	5,398.87	.00	-398.87	108.0%*
<a href="#">10035000 406009 VEHICLE/POWER EQUI</a>	600	.00	600.00	570.41	.00	29.59	95.1%
<a href="#">10035000 406011 UNIFORM/WEARING AP</a>	1,500	.00	1,500.00	482.25	.00	1,017.75	32.2%
<a href="#">10035000 406014 OTHER OPERATING SU</a>	301	.00	301.00	244.58	.00	56.42	81.3%
TOTAL ANIMAL CONTROL	247,830	13,091.00	260,921.00	259,857.20	.00	1,063.80	99.6%

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FOR 2016 12

 ACCOUNTS FOR:  
 100 GENERAL FUND

 ORIGINAL  
 APPROP

 TRANFRS/  
 ADJSTMTS

 REVISED  
 BUDGET

YTD EXPENDED

ENCUMBRANCES

 AVAILABLE  
 BUDGET

 PCT  
 USED

410 LITTER

<a href="#">10041000 403100 ALIED PROFESSIONAL</a>	3,300	.00	3,300.00	.00	.00	3,300.00	.0%
<a href="#">10041000 406014 OTHER OPERATING SU</a>	5,269	664.00	5,933.00	8,327.79	.00	-2,394.79	140.4%*
TOTAL LITTER	8,569	664.00	9,233.00	8,327.79	.00	905.21	90.2%



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FOR 2016 12

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
415 FACILITIES							
10041500 401100 FULL-TIME SALARIES	302,242	4,070.00	306,312.00	296,971.14	.00	9,340.86	97.0%
10041500 401310 OVERTIME PAY	8,000	.00	8,000.00	15,637.25	.00	-7,637.25	195.5%*
10041500 402100 FICA	23,733	293.00	24,026.00	22,912.39	.00	1,113.61	95.4%
10041500 402210 VRS	31,805	73.00	31,878.00	31,541.47	.00	336.53	98.9%
10041500 402250 DISABILITY	0	333.00	333.00	332.79	.00	.21	99.9%
10041500 402300 MEDICAL INSURANCE	52,920	.00	52,920.00	66,477.36	.00	-13,557.36	125.6%*
10041500 402400 GROUP LIFE	3,597	46.00	3,643.00	3,516.77	.00	126.23	96.5%
10041500 402700 WORKER'S COMPENSAT	6,803	.00	6,803.00	6,547.94	.00	255.06	96.3%
10041500 403100 PROFESSIONAL SERVI	5,000	.00	5,000.00	725.00	.00	4,275.00	14.5%
10041500 403300 CONTRACT SERVICES	88,000	.00	88,000.00	83,432.59	.00	4,567.41	94.8%
10041500 403310 BLDGS EQUIP REP &	184,700	.00	184,700.00	171,320.40	.00	13,379.60	92.8%
10041500 403315 VEHICLES REP & MAI	23,140	.00	23,140.00	27,127.87	.00	-3,987.87	117.2%*
10041500 403600 ADVERTISING	350	.00	350.00	61.00	.00	289.00	17.4%
10041500 403700 LAUNDRY AND DRY CL	8,000	.00	8,000.00	7,685.60	.00	314.40	96.1%
10041500 405210 POSTAL SERVICES	350	.00	350.00	34.54	.00	315.46	9.9%
10041500 405230 TELECOMMUNICATIONS	5,500	.00	5,500.00	5,314.81	.00	185.19	96.6%
10041500 405305 VEHICLE INSURANCE	16,000	.00	16,000.00	10,731.28	.00	5,268.72	67.1%
10041500 405410 LEASE/RENT	1,200	.00	1,200.00	.00	.00	1,200.00	.0%
10041500 405510 MILEAGE ALLOWANCES	200	.00	200.00	200.00	.00	.00	100.0%
10041500 405530 SUBSISTENCE & LODG	2,000	.00	2,000.00	155.92	.00	1,844.08	7.8%
10041500 405540 CONVENTION AND EDU	5,000	.00	5,000.00	2,895.83	.00	2,104.17	57.9%
10041500 405810 DUES OR ASSOCIATIO	500	.00	500.00	419.99	.00	80.01	84.0%
10041500 406001 OFFICE SUPPLIES	1,500	.00	1,500.00	816.56	.00	683.44	54.4%
10041500 406003 AGRICULTURAL SUPPL	20,000	.00	20,000.00	12,886.91	.00	7,113.09	64.4%
10041500 406004 GENERAL MATERIALS	27,500	.00	27,500.00	25,275.50	.00	2,224.50	91.9%
10041500 406005 JANITORIAL SUPPLIE	20,000	.00	20,000.00	16,084.11	.00	3,915.89	80.4%
10041500 406008 VEHICLE FUEL	25,000	.00	25,000.00	11,600.83	.00	13,399.17	46.4%
10041500 406009 VEHICLE/POWER EQUI	3,500	.00	3,500.00	4,246.11	.00	-746.11	121.3%*
10041500 406014 OTHER OPERATING SU	0	.00	.00	11,619.67	.00	-11,619.67	100.0%*
10041500 408101 MACHINERY AND EQUI	22,400	.00	22,400.00	18,814.94	.00	3,585.06	84.0%
10041500 408103 COMMUNICATIONS EQUI	500	.00	500.00	.00	.00	500.00	.0%
TOTAL FACILITIES	889,440	4,815.00	894,255.00	855,386.57	.00	38,868.43	95.7%

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FOR 2016 12

 ACCOUNTS FOR:  
 100 GENERAL FUND

ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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## 420 GENERAL SERVICES

<a href="#">10042000 403320 MAINTENANCE CONTRA</a>	124,250	.00	124,250.00	106,292.29	.00	17,957.71	85.5%
<a href="#">10042000 405110 ELECTRICAL SERVICE</a>	230,000	.00	230,000.00	200,011.48	.00	29,988.52	87.0%
<a href="#">10042000 405120 HEATING SERVICES</a>	130,000	-19,000.00	111,000.00	50,798.31	.00	60,201.69	45.8%
<a href="#">10042000 405130 WATER SERVICES</a>	8,700	.00	8,700.00	13,033.60	.00	-4,333.60	149.8%*
<a href="#">10042000 405135 SEWER SERVICES</a>	3,000	.00	3,000.00	3,379.15	.00	-379.15	112.6%*
<a href="#">10042000 405140 STREET LIGHTS</a>	9,000	.00	9,000.00	10,568.36	.00	-1,568.36	117.4%*
<a href="#">10042000 405230 TELECOMMUNICATIONS</a>	15,000	.00	15,000.00	16,681.51	.00	-1,681.51	111.2%*
<a href="#">10042000 405304 PROPERTY INSURANCE</a>	37,000	.00	37,000.00	36,493.00	.00	507.00	98.6%
<a href="#">10042000 405308 GENERAL LIABILITY</a>	8,000	.00	8,000.00	9,204.00	.00	-1,204.00	115.1%*
<a href="#">10042000 405410 LEASE/RENT</a>	24,000	.00	24,000.00	2,000.00	.00	22,000.00	8.3%
<b>TOTAL GENERAL SERVICES</b>	<b>588,950</b>	<b>-19,000.00</b>	<b>569,950.00</b>	<b>448,461.70</b>	<b>.00</b>	<b>121,488.30</b>	<b>78.7%</b>

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FOR 2016 12

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
425 PUBLIC WORKS							
10042500 401100 FULL-TIME SALARIES	170,432	2,163.00	172,595.00	172,466.39	.00	128.61	99.9%
10042500 402100 FICA	13,038	-546.00	12,492.00	12,383.55	.00	108.45	99.1%
10042500 402210 VRS	17,930	374.00	18,304.00	18,303.27	.00	.73	100.0%
10042500 402250 DISABILITY	0	18.00	18.00	17.46	.00	.54	97.0%
10042500 402300 MEDICAL INSURANCE	24,780	548.00	25,328.00	25,327.50	.00	.50	100.0%
10042500 402400 GROUP LIFE	2,028	26.00	2,054.00	2,036.32	.00	17.68	99.1%
10042500 402700 WORKER'S COMPENSAT	2,132	.00	2,132.00	3,110.44	.00	-978.44	145.9%*
10042500 403100 PROFESSIONAL SERVI	1,200	.00	1,200.00	.00	.00	1,200.00	.0%
10042500 403182 SOFTWARE SUPPORT F	4,200	.00	4,200.00	1,259.70	.00	2,940.30	30.0%
10042500 405230 TELECOMMUNICATIONS	2,000	.00	2,000.00	1,993.29	.00	6.71	99.7%
10042500 405410 LEASE/RENT	2,500	.00	2,500.00	2,786.98	.00	-286.98	111.5%*
10042500 405530 SUBSISTENCE & LODG	1,000	.00	1,000.00	.00	.00	1,000.00	.0%
10042500 405540 CONVENTION AND EDU	2,500	.00	2,500.00	.00	.00	2,500.00	.0%
10042500 406001 OFFICE SUPPLIES	2,000	.00	2,000.00	687.98	.00	1,312.02	34.4%
10042500 406008 VEHICLE FUEL	2,500	.00	2,500.00	652.57	.00	1,847.43	26.1%
10042500 406021 ADP SUPPLIES	2,000	.00	2,000.00	.00	.00	2,000.00	.0%
10042500 408105 VEHICLE	0	.00	.00	10.00	.00	-10.00	100.0%*
TOTAL PUBLIC WORKS	250,240	2,583.00	252,823.00	241,035.45	.00	11,787.55	95.3%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
430 CONVENIENCE CENTER							
<a href="#">10043000 401100 FULL-TIME SALARIES</a>	0	.00	.00	430.92	.00	-430.92	100.0%*
<a href="#">10043000 401300 PART-TIME SALARIES</a>	43,586	3,096.00	46,682.00	46,681.18	.00	.82	100.0%
<a href="#">10043000 401310 OVERTIME PAY</a>	1,500	.00	1,500.00	1,576.53	.00	-76.53	105.1%*
<a href="#">10043000 402100 FICA</a>	3,334	41.00	3,375.00	3,715.41	.00	-340.41	110.1%*
<a href="#">10043000 402700 WORKER'S COMPENSAT</a>	2,615	.00	2,615.00	2,757.42	.00	-142.42	105.4%*
<a href="#">10043000 403170 PERMITS AND FEES</a>	1,200	.00	1,200.00	1,087.00	.00	113.00	90.6%
<a href="#">10043000 403300 CONTRACT SERVICES</a>	66,200	.00	66,200.00	64,639.87	.00	1,560.13	97.6%
<a href="#">10043000 403310 BLDGS EQUIP REP &amp;</a>	20,500	.00	20,500.00	20,736.60	.00	-236.60	101.2%*
<a href="#">10043000 405230 TELECOMMUNICATIONS</a>	1,200	.00	1,200.00	1,125.66	.00	74.34	93.8%
<a href="#">10043000 405410 LEASE/RENT</a>	800	.00	800.00	780.00	.00	20.00	97.5%
<a href="#">10043000 406001 OFFICE SUPPLIES</a>	550	.00	550.00	185.88	.00	364.12	33.8%
<a href="#">10043000 406008 VEHICLE FUEL</a>	500	.00	500.00	799.15	.00	-299.15	159.8%*
TOTAL CONVENIENCE CENTER	141,985	3,137.00	145,122.00	144,515.62	.00	606.38	99.6%

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FOR 2016 12

 ACCOUNTS FOR:  
 100 GENERAL FUND

 ORIGINAL  
 APPROP

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 ADJSTMTS

 REVISED  
 BUDGET

YTD EXPENDED

ENCUMBRANCES

 AVAILABLE  
 BUDGET

 PCT  
 USED

435 LANDFILL POST CLOSURE

<a href="#">10043500 403100 PROFESSIONAL SERVI</a>	30,000	.00	30,000.00	23,434.00	.00	6,566.00	78.1%
TOTAL LANDFILL POST CLOSURE	30,000	.00	30,000.00	23,434.00	.00	6,566.00	78.1%

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 ACCOUNTS FOR:  
 100 GENERAL FUND

 ORIGINAL  
 APPROP

 TRANFRS/  
 ADJSTMTS

 REVISED  
 BUDGET

YTD EXPENDED

ENCUMBRANCES

 AVAILABLE  
 BUDGET

 PCT  
 USED

510 HEALTH

<a href="#">10051000 403300 CONTRACT SERVICES</a>	257,310	.00	257,310.00	257,310.00	.00	.00	100.0%
<a href="#">10051000 405230 TELECOMMUNICATIONS</a>	0	.00	.00	39.36	.00	-39.36	100.0%*
TOTAL HEALTH	257,310	.00	257,310.00	257,349.36	.00	-39.36	100.0%

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FOR 2016 12

 ACCOUNTS FOR:  
 100 GENERAL FUND

 ORIGINAL  
 APPROP

 TRANFRS/  
 ADJSTMTS

 REVISED  
 BUDGET

YTD EXPENDED

ENCUMBRANCES

 AVAILABLE  
 BUDGET

 PCT  
 USED

515 VJCCCA

[10051500 403100 VJCCA PROFESSIONAL](#)

6,585

.00

6,585.00

5,730.87

.00

854.13

87.0%

TOTAL VJCCCA

6,585

.00

6,585.00

5,730.87

.00

854.13

87.0%

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FOR 2016 12

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
520 CSA							
<a href="#">10052000 401100 FULL-TIME SALARIES</a>	61,034	775.00	61,809.00	61,808.56	.00	.44	100.0%
<a href="#">10052000 402100 FICA</a>	4,669	81.00	4,750.00	4,749.10	.00	.90	100.0%
<a href="#">10052000 402210 VRS</a>	6,437	165.00	6,602.00	6,601.90	.00	.10	100.0%
<a href="#">10052000 402300 MEDICAL INSURANCE</a>	5,880	309.00	6,189.00	6,188.50	.00	.50	100.0%
<a href="#">10052000 402400 GROUP LIFE</a>	727	9.00	736.00	735.90	.00	.10	100.0%
<a href="#">10052000 402700 WORKER'S COMPENSAT</a>	62	.00	62.00	60.75	.00	1.25	98.0%
<a href="#">10052000 403100 PROFESSIONAL SERVI</a>	500	236.00	736.00	1,224.00	.00	-488.00	166.3%*
<a href="#">10052000 405210 POSTAL SERVICES</a>	1,000	.00	1,000.00	758.14	.00	241.86	75.8%
<a href="#">10052000 405230 TELECOMMUNICATIONS</a>	150	.00	150.00	92.92	.00	57.08	61.9%
<a href="#">10052000 405410 LEASE/RENT</a>	540	98.00	638.00	637.27	.00	.73	99.9%
<a href="#">10052000 405510 MILEAGE ALLOWANCES</a>	600	.00	600.00	435.85	.00	164.15	72.6%
<a href="#">10052000 405530 SUBSISTENCE &amp; LODG</a>	500	.00	500.00	744.91	.00	-244.91	149.0%*
<a href="#">10052000 405540 CONVENTION AND EDU</a>	400	.00	400.00	500.00	.00	-100.00	125.0%*
<a href="#">10052000 406001 OFFICE SUPPLIES</a>	1,100	.00	1,100.00	986.81	.00	113.19	89.7%
<a href="#">10052000 406002 FOOD SUPPLIES</a>	400	.00	400.00	108.57	.00	291.43	27.1%
<a href="#">10052000 408102 FURNITURE &amp; FIXTUR</a>	250	1,220.00	1,470.00	1,469.50	.00	.50	100.0%
TOTAL CSA	84,249	2,893.00	87,142.00	87,102.68	.00	39.32	100.0%



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 COUNTY OF FLUVANNA  
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# FY16 Operational Expenditures

FOR 2016 12

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
525 CSA PURCHASE OF SERVICES							
10052500 405714 POS MANDATED FFMP	10,000	.00	10,000.00	.00	.00	10,000.00	.0%
10052500 405715 POS MANDATED FFOP	25,000	.00	25,000.00	43,037.14	.00	-18,037.14	172.1%*
10052500 405716 TFC LIC. RES CONG	150,000	.00	150,000.00	134,296.25	.00	15,703.75	89.5%
10052500 405717 FC4E RES/CONG/CSA	0	.00	.00	-27,489.00	.00	27,489.00	100.0%
10052500 405718 COMM SVCS	500,000	.00	500,000.00	473,770.25	.00	26,229.75	94.8%
10052500 405719 COMM SVCS. TRANSIT	25,000	.00	25,000.00	.00	.00	25,000.00	.0%
10052500 405720 NON-MAND COMM BASE	26,170	.00	26,170.00	.00	.00	26,170.00	.0%
10052500 405721 RES. CONG. CARE	700,000	.00	700,000.00	660,345.22	.00	39,654.78	94.3%
10052500 405723 POS MANDATED SPED-	500,000	479,600.00	979,600.00	1,114,081.00	.00	-134,481.00	113.7%*
10052500 405724 POS MAND SVCS IN P	20,000	.00	20,000.00	1,819.00	.00	18,181.00	9.1%
10052500 405725 POS MAND FC LIC RE	175,000	.00	175,000.00	29,526.25	.00	145,473.75	16.9%
10052500 405726 POS MAND THER FC 4	10,000	.00	10,000.00	.00	.00	10,000.00	.0%
10052500 405732 EDUC SVCS CONG CAR	325,000	.00	325,000.00	225,662.75	.00	99,337.25	69.4%
10052500 405742 POS MANDATED WSS	20,543	.00	20,543.00	535.10	.00	20,007.90	2.6%
10052500 406014 OTHER OPERATING SU	-200,000	200,000.00	.00	.00	.00	.00	.0%
TOTAL CSA PURCHASE OF SERVICES	2,286,713	679,600.00	2,966,313.00	2,655,583.96	.00	310,729.04	89.5%

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FOR 2016 12

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
710 PARKS & RECREATION							
<a href="#">10071000 401100 FULL-TIME SALARIES</a>	189,119	2,373.00	191,492.00	181,781.74	.00	9,710.26	94.9%
<a href="#">10071000 401300 PART-TIME SALARIES</a>	56,088	554.00	56,642.00	58,913.54	.00	-2,271.54	104.0%*
<a href="#">10071000 401310 OVERTIME PAY</a>	1,100	.00	1,100.00	2,010.04	.00	-910.04	182.7%*
<a href="#">10071000 402100 FICA</a>	18,758	224.00	18,982.00	18,100.20	.00	881.80	95.4%
<a href="#">10071000 402210 VRS</a>	19,930	74.00	20,004.00	19,296.54	.00	707.46	96.5%
<a href="#">10071000 402250 DISABILITY</a>	0	177.00	177.00	176.55	.00	.45	99.7%
<a href="#">10071000 402300 MEDICAL INSURANCE</a>	19,980	10,000.00	29,980.00	32,562.10	.00	-2,582.10	108.6%*
<a href="#">10071000 402400 GROUP LIFE</a>	2,250	28.00	2,278.00	2,146.36	.00	131.64	94.2%
<a href="#">10071000 402700 WORKER'S COMPENSAT</a>	3,198	.00	3,198.00	4,906.52	.00	-1,708.52	153.4%*
<a href="#">10071000 403100 PROFESSIONAL SERVI</a>	32,500	.00	32,500.00	32,897.30	.00	-397.30	101.2%*
<a href="#">10071000 403300 CONTRACT SERVICES</a>	11,160	3,100.00	14,260.00	14,626.55	.00	-366.55	102.6%*
<a href="#">10071000 403500 PRINTING AND BINDI</a>	8,000	-1,906.26	6,093.74	5,436.69	.00	657.05	89.2%
<a href="#">10071000 403600 ADVERTISING</a>	1,000	.00	1,000.00	1,699.97	.00	-699.97	170.0%*
<a href="#">10071000 405210 POSTAL SERVICES</a>	500	.00	500.00	428.75	.00	71.25	85.8%
<a href="#">10071000 405230 TELECOMMUNICATIONS</a>	9,900	-120.80	9,779.20	8,386.60	.00	1,392.60	85.8%
<a href="#">10071000 405410 LEASE/RENT</a>	7,740	.00	7,740.00	7,434.07	.00	305.93	96.0%
<a href="#">10071000 405510 MILEAGE ALLOWANCES</a>	100	120.80	220.80	100.05	.00	120.75	45.3%
<a href="#">10071000 405530 SUBSISTENCE &amp; LODG</a>	1,500	.00	1,500.00	2,516.02	.00	-1,016.02	167.7%*
<a href="#">10071000 405540 CONVENTION AND EDU</a>	2,000	627.43	2,627.43	3,289.22	.00	-661.79	125.2%*
<a href="#">10071000 405810 DUES OR ASSOCIATIO</a>	1,060	.00	1,060.00	2,676.98	.00	-1,616.98	252.5%*
<a href="#">10071000 406001 OFFICE SUPPLIES</a>	2,500	.00	2,500.00	1,808.52	.00	691.48	72.3%
<a href="#">10071000 406008 VEHICLE FUEL</a>	3,500	.00	3,500.00	2,726.54	.00	773.46	77.9%
<a href="#">10071000 406011 UNIFORM/WEARING AP</a>	420	.00	420.00	502.90	.00	-82.90	119.7%*
<a href="#">10071000 406012 BOOKS/PUBLICATIONS</a>	500	.00	500.00	.00	.00	500.00	.0%
<a href="#">10071000 406013 RECREATIONAL SUPPL</a>	43,700	2,985.83	46,685.83	60,619.09	.00	-13,933.26	129.8%*
<a href="#">10071000 406013 AMUSE RECREATIONAL</a>	21,000	.00	21,000.00	3,801.00	.00	17,199.00	18.1%
<a href="#">10071000 406013 FTBL RECREATIONAL S</a>	2,500	.00	2,500.00	.00	.00	2,500.00	.0%
<a href="#">10071000 408102 FURNITURE &amp; FIXTUR</a>	0	.00	.00	2,356.17	.00	-2,356.17	100.0%*
<a href="#">10071000 409904 SITE IMPROVEMENTS</a>	18,400	17,100.00	35,500.00	40,950.93	.00	-5,450.93	115.4%*
TOTAL PARKS & RECREATION	478,403	35,337.00	513,740.00	512,150.94	.00	1,589.06	99.7%

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# FY16 Operational Expenditures

FOR 2016 12

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
730 LIBRARY							
10073000 401100 FULL-TIME SALARIES	116,506	1,474.00	117,980.00	117,580.78	.00	399.22	99.7%
10073000 401300 PART-TIME SALARIES	22,018	.00	22,018.00	26,189.42	.00	-4,171.42	118.9%*
10073000 401310 OVERTIME PAY	0	.00	.00	30.63	.00	-30.63	100.0%*
10073000 402100 FICA	10,597	113.00	10,710.00	10,573.59	.00	136.41	98.7%
10073000 402210 VRS	12,244	156.00	12,400.00	12,559.26	.00	-159.26	101.3%*
10073000 402250 DISABILITY	0	.00	.00	152.34	.00	-152.34	100.0%*
10073000 402300 MEDICAL INSURANCE	14,100	.00	14,100.00	14,220.00	.00	-120.00	100.9%*
10073000 402400 GROUP LIFE	1,387	18.00	1,405.00	1,399.71	.00	5.29	99.6%
10073000 402700 WORKER'S COMPENSAT	132	.00	132.00	116.59	.00	15.41	88.3%
10073000 403320 MAINTENANCE CONTRA	5,100	.00	5,100.00	2,902.58	.00	2,197.42	56.9%
10073000 405210 POSTAL SERVICES	1,300	.00	1,300.00	49.00	.00	1,251.00	3.8%
10073000 405230 TELECOMMUNICATIONS	0	28,848.28	28,848.28	16,543.79	.00	12,304.49	57.3%
10073000 405230 LIBAD TELECOMMUNICA	25,200	-25,200.00	.00	.00	.00	.00	.0%
10073000 405410 LEASE/RENT	120	.00	120.00	402.55	.00	-282.55	335.5%*
10073000 405530 SUBSISTENCE & LODG	750	.00	750.00	.00	.00	750.00	.0%
10073000 405540 CONVENTION AND EDU	750	.00	750.00	209.00	.00	541.00	27.9%
10073000 405810 DUES OR ASSOCIATIO	150	.00	150.00	150.00	.00	.00	100.0%
10073000 406001 OFFICE SUPPLIES	8,000	.00	8,000.00	8,296.38	.00	-296.38	103.7%*
10073000 406012 BOOKS/PUBLICATIONS	7,000	.00	7,000.00	27,810.82	.00	-20,810.82	397.3%*
10073000 406012 LIBAD BOOKS/PUBLICA	62,580	2,470.00	65,050.00	65,050.00	.00	.00	100.0%
10073000 408102 FURNITURE & FIXTUR	1,700	.00	1,700.00	646.14	.00	1,053.86	38.0%
10073000 408107 EDP EQUIPMENT	10,090	.00	10,090.00	2,716.00	.00	7,374.00	26.9%
TOTAL LIBRARY	299,724	7,879.28	307,603.28	307,598.58	.00	4.70	100.0%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
810 COUNTY PLANNER							
10081000 401100 FULL-TIME SALARIES	230,993	-435.00	230,558.00	221,272.43	.00	9,285.57	96.0%
10081000 401300 PART-TIME SALARIES	0	.00	.00	7,463.00	.00	-7,463.00	100.0%*
10081000 401310 OVERTIME PAY	2,500	.00	2,500.00	2,584.18	.00	-84.18	103.4%*
10081000 402100 FICA	17,431	-111.00	17,320.00	16,976.09	.00	343.91	98.0%
10081000 402210 VRS	23,867	647.00	24,514.00	22,898.48	.00	1,615.52	93.4%
10081000 402250 DISABILITY	0	.00	.00	335.94	.00	-335.94	100.0%*
10081000 402300 MEDICAL INSURANCE	38,880	.00	38,880.00	31,115.14	.00	7,764.86	80.0%
10081000 402400 GROUP LIFE	2,712	35.00	2,747.00	2,545.49	.00	201.51	92.7%
10081000 402700 WORKER'S COMPENSAT	953	.00	953.00	2,483.85	.00	-1,530.85	260.6%*
10081000 403300 CONTRACT SERVICES	10,000	.00	10,000.00	12,200.00	.00	-2,200.00	122.0%*
10081000 403600 ADVERTISING	500	.00	500.00	1,194.50	.00	-694.50	238.9%*
10081000 405210 POSTAL SERVICES	750	.00	750.00	308.96	.00	441.04	41.2%
10081000 405230 TELECOMMUNICATIONS	2,000	.00	2,000.00	1,632.84	.00	367.16	81.6%
10081000 405410 LEASE/RENT	4,000	.00	4,000.00	4,297.13	.00	-297.13	107.4%*
10081000 405510 MILEAGE ALLOWANCES	0	.00	.00	22.68	.00	-22.68	100.0%*
10081000 405530 SUBSISTENCE & LODG	1,000	.00	1,000.00	354.52	.00	645.48	35.5%
10081000 405540 CONVENTION AND EDU	2,000	.00	2,000.00	1,186.58	.00	813.42	59.3%
10081000 405810 DUES OR ASSOCIATIO	1,500	.00	1,500.00	610.00	.00	890.00	40.7%
10081000 405830 REFUNDS	0	6,750.00	6,750.00	6,750.00	.00	.00	100.0%
10081000 406001 OFFICE SUPPLIES	2,500	.00	2,500.00	995.73	.00	1,504.27	39.8%
10081000 406008 VEHICLE FUEL	1,000	.00	1,000.00	996.62	.00	3.38	99.7%
10081000 406012 BOOKS/PUBLICATIONS	250	.00	250.00	108.65	.00	141.35	43.5%
10081000 408102 FURNITURE & FIXTUR	750	1,175.00	1,925.00	1,419.47	.00	505.53	73.7%
TOTAL COUNTY PLANNER	343,586	8,061.00	351,647.00	339,752.28	.00	11,894.72	96.6%

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 ACCOUNTS FOR:  
 100 GENERAL FUND

ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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## 815 PLANNING COMMISSION

<a href="#">10081500 401114 BOARD COMPENSATION</a>	12,900	.00	12,900.00	12,819.39	.00	80.61	99.4%
<a href="#">10081500 402100 FICA</a>	987	.00	987.00	922.61	.00	64.39	93.5%
<a href="#">10081500 403100 PROFESSIONAL SERVI</a>	10,000	12,000.00	22,000.00	20,000.00	.00	2,000.00	90.9%
<a href="#">10081500 403600 ADVERTISING</a>	5,500	.00	5,500.00	4,844.00	.00	656.00	88.1%
<a href="#">10081500 405210 POSTAL SERVICES</a>	2,000	2,700.00	4,700.00	8,766.00	.00	-4,066.00	186.5%*
<a href="#">10081500 405510 MILEAGE ALLOWANCES</a>	200	.00	200.00	.00	.00	200.00	.0%
<a href="#">10081500 405530 SUBSISTENCE &amp; LODG</a>	500	.00	500.00	.00	.00	500.00	.0%
<a href="#">10081500 405540 CONVENTION AND EDU</a>	750	.00	750.00	.00	.00	750.00	.0%
<a href="#">10081500 406001 OFFICE SUPPLIES</a>	0	.00	.00	145.24	.00	-145.24	100.0%*
<b>TOTAL PLANNING COMMISSION</b>	<b>32,837</b>	<b>14,700.00</b>	<b>47,537.00</b>	<b>47,497.24</b>	<b>.00</b>	<b>39.76</b>	<b>99.9%</b>

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 ACCOUNTS FOR:  
 100 GENERAL FUND

 ORIGINAL  
 APPROP

 TRANFRS/  
 ADJSTMTS

 REVISED  
 BUDGET

YTD EXPENDED

ENCUMBRANCES

 AVAILABLE  
 BUDGET

 PCT  
 USED

820 BOARD OF ZONING APPEALS

<a href="#">10082000 401114</a> BOARD COMPENSATION	1,200	.00	1,200.00	.00	.00	1,200.00	.0%
<a href="#">10082000 402100</a> FICA	100	.00	100.00	.00	.00	100.00	.0%
<a href="#">10082000 405510</a> MILEAGE ALLOWANCES	100	.00	100.00	.00	.00	100.00	.0%
<a href="#">10082000 405540</a> CONVENTION AND EDU	300	.00	300.00	.00	.00	300.00	.0%
TOTAL BOARD OF ZONING APPEALS	1,700	.00	1,700.00	.00	.00	1,700.00	.0%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
830 ECONOMIC DEVELOPMENT							
10083000 401100 FULL-TIME SALARIES	77,805	3,417.00	81,222.00	81,221.23	.00	.77	100.0%
10083000 402100 FICA	5,952	151.00	6,103.00	6,102.77	.00	.23	100.0%
10083000 402210 VRS	8,189	159.00	8,348.00	8,348.00	.00	.00	100.0%
10083000 402300 MEDICAL INSURANCE	5,880	1,128.00	7,008.00	7,007.50	.00	.50	100.0%
10083000 402400 GROUP LIFE	926	12.00	938.00	930.25	.00	7.75	99.2%
10083000 402700 WORKER'S COMPENSAT	1,058	.00	1,058.00	76.49	.00	981.51	7.2%
10083000 403100 PROFESSIONAL SERVI	6,000	.00	6,000.00	6,347.91	.00	-347.91	105.8%*
10083000 403300 CONTRACT SERVICES	0	.00	.00	210.26	.00	-210.26	100.0%*
10083000 403500 PRINTING AND BINDI	1,000	.00	1,000.00	1,184.00	.00	-184.00	118.4%*
10083000 403600 ADVERTISING	500	.00	500.00	145.00	.00	355.00	29.0%
10083000 405210 POSTAL SERVICES	100	.00	100.00	14.16	.00	85.84	14.2%
10083000 405230 TELECOMMUNICATIONS	700	.00	700.00	745.00	.00	-45.00	106.4%*
10083000 405510 MILEAGE ALLOWANCES	250	.00	250.00	22.25	.00	227.75	8.9%
10083000 405530 SUBSISTENCE & LODG	2,000	.00	2,000.00	1,313.08	.00	686.92	65.7%
10083000 405540 CONVENTION AND EDU	2,000	.00	2,000.00	1,799.00	.00	201.00	90.0%
10083000 405810 DUES OR ASSOCIATIO	500	.00	500.00	625.00	.00	-125.00	125.0%*
10083000 406001 OFFICE SUPPLIES	500	.00	500.00	420.06	.00	79.94	84.0%
10083000 406014 OTHER OPERATING SU	0	.00	.00	33.80	.00	-33.80	100.0%*
10083000 407010 FLU ECO DEV AUTHOR	1,000	.00	1,000.00	1,000.00	.00	.00	100.0%
10083000 407020 FLU CHAMBER OF COM	0	.00	.00	345.00	.00	-345.00	100.0%*
10083000 407030 ZION CROSS TOURIST	1,500	.00	1,500.00	.00	.00	1,500.00	.0%
10083000 408102 FURNITURE & FIXTUR	0	.00	.00	802.43	.00	-802.43	100.0%*
TOTAL ECONOMIC DEVELOPMENT	115,860	4,867.00	120,727.00	118,693.19	.00	2,033.81	98.3%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
840 COOPERATIVE EXTENSION							
<a href="#">10084000 403300 CONTRACT SERVICES</a>	72,375	.00	72,375.00	70,065.87	.00	2,309.13	96.8%
<a href="#">10084000 405230 TELECOMMUNICATIONS</a>	1,000	.00	1,000.00	748.07	.00	251.93	74.8%
<a href="#">10084000 405410 LEASE/RENT</a>	250	.00	250.00	114.00	.00	136.00	45.6%
<a href="#">10084000 405540 CONVENTION AND EDU</a>	1,750	.00	1,750.00	683.92	.00	1,066.08	39.1%
<a href="#">10084000 405810 DUES OR ASSOCIATIO</a>	375	.00	375.00	375.00	.00	.00	100.0%
<a href="#">10084000 406001 OFFICE SUPPLIES</a>	500	.00	500.00	632.84	.00	-132.84	126.6%*
<a href="#">10084000 406003 AGRICULTURAL SUPPL</a>	1,200	.00	1,200.00	1,097.78	.00	102.22	91.5%
<a href="#">10084000 406014 OTHER OPERATING SU</a>	1,500	.00	1,500.00	1,500.00	.00	.00	100.0%
TOTAL COOPERATIVE EXTENSION	78,950	.00	78,950.00	75,217.48	.00	3,732.52	95.3%



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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
850 NON PROFITS							
<a href="#">10085000 405623 SCOTTSVILLE VOLUNT</a>	9,000	.00	9,000.00	9,000.00	.00	.00	100.0%
<a href="#">10085000 405624 SCOTTSVILLE VOL. R</a>	15,000	.00	15,000.00	15,000.00	.00	.00	100.0%
<a href="#">10085000 405668 RIVANNA RIVER BASI</a>	0	500.00	500.00	500.00	.00	.00	100.0%
<a href="#">10085000 405670 PIEDMONT VA. COMM.</a>	7,228	.00	7,228.00	7,228.00	.00	.00	100.0%
<a href="#">10085000 405671 SMALL BUSINESS DEV</a>	2,500	.00	2,500.00	2,500.00	.00	.00	100.0%
<a href="#">10085000 405672 T J PLANNING DIST.</a>	31,684	.00	31,684.00	31,684.00	.00	.00	100.0%
<a href="#">10085000 405673 SOIL &amp; WATER CONSE</a>	20,000	.00	20,000.00	20,000.00	.00	.00	100.0%
<a href="#">10085000 405674 JEFFERSON AREA BOA</a>	83,946	.00	83,946.00	83,946.00	.00	.00	100.0%
<a href="#">10085000 405675 MACAA</a>	49,913	.00	49,913.00	49,913.00	.00	.00	100.0%
<a href="#">10085000 405676 REGION TEN COMMUNI</a>	126,250	.00	126,250.00	126,250.00	.00	.00	100.0%
<a href="#">10085000 405677 JAUNT</a>	78,141	.00	78,141.00	78,141.00	.00	.00	100.0%
<a href="#">10085000 405678 T J EMS</a>	16,095	.00	16,095.00	16,095.00	.00	.00	100.0%
<a href="#">10085000 405679 CV PARTNERSHIP EC</a>	13,009	.00	13,009.00	13,009.00	.00	.00	100.0%
<a href="#">10085000 405680 PIEDMONT HOUSING A</a>	2,100	.00	2,100.00	2,100.00	.00	.00	100.0%
<a href="#">10085000 405681 CHILDREN, YOUTH &amp;</a>	2,100	.00	2,100.00	2,100.00	.00	.00	100.0%
<a href="#">10085000 405682 PIEDMONT WORKFORCE</a>	3,150	.00	3,150.00	3,150.00	.00	.00	100.0%
<a href="#">10085000 405683 JEFFERSON AREA CHI</a>	51,000	.00	51,000.00	51,000.00	.00	.00	100.0%
<a href="#">10085000 405684 SHELTER FOR HELP/E</a>	9,000	.00	9,000.00	9,000.00	.00	.00	100.0%
<a href="#">10085000 405685 OFFENDER AID &amp; RES</a>	13,261	.00	13,261.00	13,261.00	.00	.00	100.0%
<a href="#">10085000 405686 LEGAL AID</a>	4,000	.00	4,000.00	4,000.00	.00	.00	100.0%
<a href="#">10085000 405687 SEXUAL ASSAULT RES</a>	1,000	.00	1,000.00	1,000.00	.00	.00	100.0%
<a href="#">10085000 405688 STREAMWATCH</a>	1,750	.00	1,750.00	1,750.00	.00	.00	100.0%
<a href="#">10085000 405691 FLUVANNA HOUSING F</a>	16,000	.00	16,000.00	16,000.00	.00	.00	100.0%
<a href="#">10085000 405692 ARTS ARTS COUNCIL</a>	10,000	.00	10,000.00	10,000.00	.00	.00	100.0%
<a href="#">10085000 405693 COUNTY MUSEUM</a>	525	.00	525.00	525.00	.00	.00	100.0%
<a href="#">10085000 405694 LEADERSHIP DEVELOP</a>	1,000	.00	1,000.00	1,000.00	.00	.00	100.0%
<a href="#">10085000 407020 FLU CHAMBER OF COM</a>	3,500	.00	3,500.00	3,500.00	.00	.00	100.0%
TOTAL NON PROFITS	571,152	500.00	571,652.00	571,652.00	.00	.00	100.0%

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 COUNTY OF FLUVANNA  
 YEAR-TO-DATE BUDGET REPORT

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# FY16 Operational Expenditures

FOR 2016 12

 ACCOUNTS FOR:  
 100 GENERAL FUND

ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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860 MISCELLANEOUS NON DEPARTMENTAL

<a href="#">10086000 401100 FULL-TIME SALARIES</a>	91,722	-91,722.00	.00	.00	.00	.00
<a href="#">10086000 402300 MEDICAL INSURANCE</a>	6,485	.00	6,485.00	7,362.93	.00	-877.93 113.5%*
<a href="#">10086000 403100 PROFESSIONAL SERVI</a>	25,000	5,099.03	30,099.03	30,099.03	.00	.00 100.0%
<a href="#">10086000 405860 CONTINGENCY GRANTS</a>	25,000	.00	25,000.00	.00	.00	25,000.00 .0%
<a href="#">10086000 405870 BOARD CONTINGENCY</a>	150,000	-149,858.00	142.00	.00	.00	142.00 .0%
<a href="#">10086000 405880 PERSONNEL CONTINGE</a>	50,000	-35,801.00	14,199.00	.00	.00	14,199.00 .0%
TOTAL MISCELLANEOUS NON DEPART	348,207	-272,281.97	75,925.03	37,461.96	.00	38,463.07 49.3%
TOTAL GENERAL FUND	16,975,158	824,471.66	17,799,629.66	16,716,099.05	.00	1,083,530.61 93.9%

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 COUNTY OF FLUVANNA  
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# FY16 Operational Expenditures

FOR 2016 12

ACCOUNTS FOR: 105 SOCIAL SERVICES	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
530 SOCIAL SERVICE ADMINISTRATION							
10553000 401100 FULL-TIME SALARIES	1,191,692	5,115.00	1,196,807.00	964,359.39	.00	232,447.61	80.6%
10553000 401114 BOARD COMPENSATION	4,677	.00	4,677.00	4,676.88	.00	.12	100.0%
10553000 401300 PART-TIME SALARIES	52,205	13,737.00	65,942.00	52,363.31	.00	13,578.69	79.4%
10553000 401310 OVERTIME PAY	0	13,545.00	13,545.00	34,395.73	.00	-20,850.73	253.9%*
10553000 401320 HOLIDAY & DISCRETI	8,000	.00	8,000.00	3,812.63	.00	4,187.37	47.7%
10553000 402100 FICA	89,654	472.00	90,126.00	77,133.58	.00	12,992.42	85.6%
10553000 402210 VRS	110,969	541.00	111,510.00	98,705.54	.00	12,804.46	88.5%
10553000 402250 DISABILITY	0	.00	.00	2,212.67	.00	-2,212.67	100.0%*
10553000 402300 MEDICAL INSURANCE	177,955	.00	177,955.00	159,277.54	.00	18,677.46	89.5%
10553000 402400 GROUP LIFE	12,533	62.00	12,595.00	11,161.45	.00	1,433.55	88.6%
10553000 402600 UNEMPLOYMENT	0	.00	.00	5,780.00	.00	-5,780.00	100.0%*
10553000 402700 WORKER'S COMPENSAT	4,505	.00	4,505.00	4,257.91	.00	247.09	94.5%
10553000 402830 STAFF DEVELOPMENT	4,000	.00	4,000.00	4,035.65	.00	-35.65	100.9%*
10553000 403100 PROFESSIONAL SERVI	41,680	.00	41,680.00	18,164.87	.00	23,515.13	43.6%
10553000 403125 IT SERVICES	17,540	.00	17,540.00	10,822.00	.00	6,718.00	61.7%
10553000 403310 BLDGS EQUIP REP &	4,760	.00	4,760.00	8,836.61	.00	-4,076.61	185.6%*
10553000 403315 VEHICLES REP & MAI	11,550	4,362.99	15,912.99	7,580.36	.00	8,332.63	47.6%
10553000 403320 MAINTENANCE CONTRA	12,238	.00	12,238.00	11,171.29	.00	1,066.71	91.3%
10553000 403600 ADVERTISING	1,400	.00	1,400.00	467.00	.00	933.00	33.4%
10553000 405110 ELECTRICAL SERVICE	12,100	.00	12,100.00	10,945.73	.00	1,154.27	90.5%
10553000 405120 HEATING SERVICES	2,300	.00	2,300.00	.00	.00	2,300.00	.0%
10553000 405210 POSTAL SERVICES	7,184	.00	7,184.00	6,556.66	.00	627.34	91.3%
10553000 405230 TELECOMMUNICATIONS	14,199	.00	14,199.00	15,123.36	.00	-924.36	106.5%*
10553000 405304 PROPERTY INSURANCE	5,319	.00	5,319.00	8,102.72	.00	-2,783.72	152.3%*
10553000 405410 LEASE/RENT	14,009	.00	14,009.00	14,009.28	.00	-.28	100.0%*
10553000 405510 MILEAGE ALLOWANCES	250	.00	250.00	208.97	.00	41.03	83.6%
10553000 405530 SUBSISTENCE & LODG	1,750	.00	1,750.00	3,840.14	.00	-2,090.14	219.4%*
10553000 405810 DUES OR ASSOCIATIO	1,460	.00	1,460.00	1,457.63	.00	2.37	99.8%
10553000 406001 OFFICE SUPPLIES	15,000	.00	15,000.00	23,048.73	.00	-8,048.73	153.7%*
10553000 406002 FOOD SUPPLIES	420	.00	420.00	1,034.84	.00	-614.84	246.4%*
10553000 406005 JANITORIAL SUPPLIE	300	.00	300.00	25.54	.00	274.46	8.5%
10553000 406008 VEHICLE FUEL	5,760	.00	5,760.00	2,771.04	.00	2,988.96	48.1%
10553000 408101 MACHINERY AND EQUI	758	.00	758.00	4,825.73	.00	-4,067.73	636.6%*
10553000 408102 FURNITURE & FIXTUR	0	.00	.00	10,017.28	.00	-10,017.28	100.0%*
10553000 408105 VEHICLE	0	.00	.00	15,933.36	.00	-15,933.36	100.0%*
TOTAL SOCIAL SERVICE ADMINISTR	1,826,167	37,834.99	1,864,001.99	1,597,115.42	.00	266,886.57	85.7%

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 COUNTY OF FLUVANNA  
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# FY16 Operational Expenditures

FOR 2016 12

 ACCOUNTS FOR:  
 105 SOCIAL SERVICES

 ORIGINAL  
 APPROP

 TRANFRS/  
 ADJSTMTS

 REVISED  
 BUDGET

YTD EXPENDED

ENCUMBRANCES

 AVAILABLE  
 BUDGET

 PCT  
 USED

## 540 PUBLIC ASSISTANCE

<a href="#">10554000 405701 GENERAL RELIEF</a>	7,000	.00	7,000.00	1,728.00	.00	5,272.00	24.7%
<a href="#">10554000 405702 AUXILIARY GRANTS P</a>	10,000	.00	10,000.00	19,880.00	.00	-9,880.00	198.8%*
<a href="#">10554000 405705 AID TO DEPENDENT C</a>	2,000	.00	2,000.00	.00	.00	2,000.00	.0%
<a href="#">10554000 405706 ADC/FOSTER CARE</a>	25,000	.00	25,000.00	21,487.10	.00	3,512.90	85.9%
<a href="#">10554000 405707 EMERGENCY ASSISTAN</a>	500	.00	500.00	.00	.00	500.00	.0%
<a href="#">10554000 405709 SPECIAL NEEDS ADOP</a>	152,000	.00	152,000.00	111,135.80	.00	40,864.20	73.1%
<a href="#">10554000 405712 SUBSIDIZED ADOPT T</a>	236,762	.00	236,762.00	232,426.00	.00	4,336.00	98.2%
TOTAL PUBLIC ASSISTANCE	433,262	.00	433,262.00	386,656.90	.00	46,605.10	89.2%

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 COUNTY OF FLUVANNA  
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# FY16 Operational Expenditures

FOR 2016 12

 ACCOUNTS FOR:  
 105 SOCIAL SERVICES

 ORIGINAL  
 APPROP

 TRANFRS/  
 ADJSTMTS

 REVISED  
 BUDGET

YTD EXPENDED

ENCUMBRANCES

 AVAILABLE  
 BUDGET

 PCT  
 USED

550 PURCHASE OF SERVICES

<a href="#">10555000 405711 PURCHASE OF SERVIC</a>	60,313	.00	60,313.00	39,004.40	.00	21,308.60	64.7%
TOTAL PURCHASE OF SERVICES	60,313	.00	60,313.00	39,004.40	.00	21,308.60	64.7%

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 COUNTY OF FLUVANNA  
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# FY16 Operational Expenditures

FOR 2016 12

 ACCOUNTS FOR:  
 105 SOCIAL SERVICES

 ORIGINAL  
 APPROP

 TRANFRS/  
 ADJSTMTS

 REVISED  
 BUDGET

YTD EXPENDED

ENCUMBRANCES

 AVAILABLE  
 BUDGET

 PCT  
 USED

560 DAYCARE PROGRAM

<a href="#">10556000 403100 PROFESSIONAL SERVI</a>	7,425	.00	7,425.00	7,145.57	.00	279.43	96.2%
TOTAL DAYCARE PROGRAM	7,425	.00	7,425.00	7,145.57	.00	279.43	96.2%

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# FY16 Operational Expenditures

FOR 2016 12

 ACCOUNTS FOR:  
 105 SOCIAL SERVICES
ORIGINAL  
APPROPTRANFRS/  
ADJSTMTSREVISED  
BUDGET

YTD EXPENDED

ENCUMBRANCES

AVAILABLE  
BUDGETPCT  
USED

570 FOSTER HOME COORDINATOR

<a href="#">10557000 403300 CONTRACT SERVICES</a>	1,400	.00	1,400.00	.00	.00	1,400.00	.0%
<a href="#">10557000 405711 PURCHASE OF SERVICE</a>	6,400	.00	6,400.00	.00	.00	6,400.00	.0%
TOTAL FOSTER HOME COORDINATOR	7,800	.00	7,800.00	.00	.00	7,800.00	.0%

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 COUNTY OF FLUVANNA  
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# FY16 Operational Expenditures

FOR 2016 12

 ACCOUNTS FOR:  
 105 SOCIAL SERVICES
ORIGINAL  
APPROPTRANFRS/  
ADJSTMTSREVISED  
BUDGET

YTD EXPENDED

ENCUMBRANCES

AVAILABLE  
BUDGETPCT  
USED

580 FAMILY SUPPORT

<a href="#">10558000 405711 PURCHASE OF SERVIC</a>	20,964	.00	20,964.00	16,725.73	.00	4,238.27	79.8%
TOTAL FAMILY SUPPORT	20,964	.00	20,964.00	16,725.73	.00	4,238.27	79.8%
<b>TOTAL SOCIAL SERVICES</b>	<b>2,355,931</b>	<b>37,834.99</b>	<b>2,393,765.99</b>	<b>2,046,648.02</b>	<b>.00</b>	<b>347,117.97</b>	<b>85.5%</b>



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 COUNTY OF FLUVANNA  
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FOR 2016 12

# FY16 Total Operational Expenditures

ORIGINAL  
APPROPTRANFRS/  
ADJSTMTSREVISED  
BUDGET

YTD EXPENDED

ENCUMBRANCES

AVAILABLE  
BUDGETPCT  
USED

GRAND TOTAL

19,331,089

862,306.65

20,193,395.65

18,762,747.07

.00

1,430,648.58

92.9%

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 COUNTY OF FLUVANNA  
 YEAR-TO-DATE BUDGET REPORT

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# FY16 School Expenditures

FOR 2016 12

 ACCOUNTS FOR:  
 251 SCHOOL

 ORIGINAL  
 APPROP

 TRANFRS/  
 ADJSTMTS

 REVISED  
 BUDGET

YTD EXPENDED

ENCUMBRANCES

 AVAILABLE  
 BUDGET

 PCT  
 USED

610 VASS

[25161000 496000 VASS EXPENSES](#)

0

.00

.00

96,528.00

.00

-96,528.00

100.0%\*

620 INSTRUCTION

[25162000 496001 INSTRUCTION](#)

27,321,443

244,600.26

27,566,043.26

27,368,101.81

.00

197,941.45

99.3%

630 ADMIN/ATTENDANCE/HEALTH

[25163000 496002 ADMIN, ATTENDANCE &](#)

1,642,000

.00

1,642,000.00

1,823,776.58

.00

-181,776.58

111.1%\*

640 PUPIL TRANSPORTATION SERV

[25164000 496003 PUPIL TRANSPORTATI](#)

2,796,937

.00

2,796,937.00

2,652,867.15

.00

144,069.85

94.8%

650 OPERATION &amp; MAINT SERV

[25165000 496004 OPERATION AND MAIN](#)

3,807,585

30,222.00

3,837,807.00

3,115,666.14

.00

722,140.86

81.2%

670 TECHNOLOGY

[25167000 496008 TECHNOLOGY](#)

1,708,720

.00

1,708,720.00

1,771,482.74

.00

-62,762.74

103.7%\*

**TOTAL SCHOOL****37,276,685****274,822.26****37,551,507.26****36,828,422.42****.00****723,084.84****98.1%**

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 COUNTY OF FLUVANNA  
 YEAR-TO-DATE BUDGET REPORT

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# FY16 Cafeteria Expenditures

FOR 2016 12

 ACCOUNTS FOR:  
 252 CAFETERIA

 ORIGINAL  
 APPROP

 TRANFRS/  
 ADJSTMTS

 REVISED  
 BUDGET

YTD EXPENDED

ENCUMBRANCES

 AVAILABLE  
 BUDGET

 PCT  
 USED

680 CAFETERIA

[25268000 406002 FOOD SUPPLIES](#)

1,428,251

49,917.00

1,478,168.00

1,352,316.77

.00

125,851.23

91.5%

**TOTAL CAFETERIA****1,428,251****49,917.00****1,478,168.00****1,352,316.77****.00****125,851.23****91.5%**

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 COUNTY OF FLUVANNA  
 YEAR-TO-DATE BUDGET REPORT

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# FY16 Debt Service Expenditures

FOR 2016 12

ACCOUNTS FOR: 401 DEBT SERVICE	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
910 DEBT SERVICE - COUNTY							
40109910 495000 ADMINISTRATIVE FEE	15,000	.00	15,000.00	3,700.00	.00	11,300.00	24.7%
40109910 495026 2007 LEASE - PALMY	52,291	.00	52,291.00	50,190.48	.00	2,100.52	96.0%
40109910 495027 2008 PIERCE PUMPIN	46,901	.00	46,901.00	46,748.13	.00	152.87	99.7%
40109910 495030 2007 PALMYRA PUMPE	2,160	.00	2,160.00	2,101.66	.00	58.34	97.3%
40109910 495031 2008 PIERCE KENTS	7,925	.00	7,925.00	8,076.48	.00	-151.48	101.9%*
40109910 495040 2012 FIRE TRUCK -	51,044	.00	51,044.00	51,044.00	.00	.00	100.0%
40109910 495041 2012 FIRE TRUCK -	10,214	.00	10,214.00	10,213.19	.00	.81	100.0%
40109910 495050 2014 FIRE TRUCK -	40,000	.00	40,000.00	40,000.00	.00	.00	100.0%
40109910 495051 2014 FIRE TRUCK -	21,769	.00	21,769.00	21,768.52	.00	.48	100.0%
40109910 495052 2014C - COURTHOUSE	115,000	.00	115,000.00	115,000.00	.00	.00	100.0%
40109910 495053 2014C - COURTHOUSE	73,222	.00	73,222.00	73,222.00	.00	.00	100.0%
40109910 495054 2014C - LIBRARY PR	185,000	.00	185,000.00	185,000.00	.00	.00	100.0%
40109910 495055 2014C - LIBRARY IN	63,097	.00	63,097.00	63,097.00	.00	.00	100.0%
40109910 495999 DEBT PLACEHOLDER	225,000	.00	225,000.00	.00	.00	225,000.00	.0%
920 DEBT SERVICE - SCHOOLS							
40109920 495001 MIDDLE SCH VPSA 19	48,401	.00	48,401.00	48,401.00	.00	.00	100.0%
40109920 495003 CENTR ELEM VPSA 19	123,720	.00	123,720.00	123,720.00	.00	.00	100.0%
40109920 495004 VPSA 1999 SERIES C	50,000	.00	50,000.00	50,000.00	.00	.00	100.0%
40109920 495005 LITERARY LOAN 1999	309,852	.00	309,852.00	309,851.13	.00	.87	100.0%
40109920 495006 G O SCH BONDS 2005	313,890	.00	313,890.00	313,890.00	.00	.00	100.0%
40109920 495012 MIDDLE SCHOOL VPSA	3,849	.00	3,849.00	3,848.66	.00	.34	100.0%
40109920 495013 CENTRAL ELEM. VPSA	3,155	.00	3,155.00	3,154.86	.00	.14	100.0%
40109920 495014 VPSA 1999 SERIES-C	11,600	.00	11,600.00	11,600.00	.00	.00	100.0%
40109920 495015 LITERARY LOAN 1999	65,069	.00	65,069.00	65,068.74	.00	.26	100.0%
40109920 495016 G O SCH BOND 2005A	179,236	.00	179,236.00	179,235.20	.00	.80	100.0%
40109920 495020 HS VPSA S O 2008 I	282,838	.00	282,838.00	282,837.50	.00	.50	100.0%
40109920 495036 VPSA OSCB SERIES 2	271,000	.00	271,000.00	271,000.00	.00	.00	100.0%
40109920 495037 NEW HS VPSA SPEC 0	1,620,000	.00	1,620,000.00	1,620,000.00	.00	.00	100.0%
40109920 495044 VPSA SERIES 2012B	640,000	.00	640,000.00	640,000.00	.00	.00	100.0%
40109920 495045 VPSA SERIES 2012B	2,350,903	.00	2,350,903.00	2,350,902.50	.00	.50	100.0%
40109920 495046 VPSA SERIES 2012A	220,000	.00	220,000.00	220,000.00	.00	.00	100.0%
40109920 495047 VPSA SERIES 2012A	135,980	.00	135,980.00	135,980.00	.00	.00	100.0%
40109920 495048 VPSA SERIES 2014C	170,000	.00	170,000.00	170,000.00	.00	.00	100.0%
40109920 495049 VPSA SERIES 2014C	242,533	.00	242,533.00	242,532.74	.00	.26	100.0%
<b>TOTAL DEBT SERVICE</b>	<b>7,950,649</b>	<b>.00</b>	<b>7,950,649.00</b>	<b>7,712,183.79</b>	<b>.00</b>	<b>238,465.21</b>	<b>97.0%</b>

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# FY16 Utilities Expenditures

FOR 2016 12

ACCOUNTS FOR:  
502 SEWERORIGINAL  
APPROPTRANFRS/  
ADJSTMTSREVISED  
BUDGET

YTD EXPENDED

ENCUMBRANCES

AVAILABLE  
BUDGETPCT  
USED

000 UTILITIES

50200000 401100 FULL-TIME SALARIES	42,346	503.00	42,849.00	40,271.18	.00	2,577.82	94.0%
50200000 401310 OVERTIME PAY	2,000	.00	2,000.00	3,325.76	.00	-1,325.76	166.3%*
50200000 401320 HOLIDAY & DISCRETI	0	.00	.00	445.03	.00	-445.03	100.0%*
50200000 402100 FICA	3,393	38.00	3,431.00	2,892.75	.00	538.25	84.3%
50200000 402210 VRS	5,442	53.00	5,495.00	4,289.23	.00	1,205.77	78.1%
50200000 402300 MEDICAL INSURANCE	6,048	.00	6,048.00	9,648.37	.00	-3,600.37	159.5%*
50200000 402400 GROUP LIFE	504	7.00	511.00	478.14	.00	32.86	93.6%
50200000 402700 WORKER'S COMPENSAT	1,350	.00	1,350.00	1,405.80	.00	-55.80	104.1%*
50200000 403100 PROFESSIONAL SERVI	4,000	-4,000.00	.00	.00	.00	.00	.0%
50200000 403170 PERMITS AND FEES	4,000	.00	4,000.00	2,678.00	.00	1,322.00	67.0%
50200000 403300 CONTRACT SERVICES	1,700	4,000.00	5,700.00	9,737.26	.00	-4,037.26	170.8%*
50200000 403310 BLDGS EQUIP REP &	8,000	.00	8,000.00	2,364.28	.00	5,635.72	29.6%
50200000 403600 ADVERTISING	400	.00	400.00	.00	.00	400.00	.0%
50200000 403700 LAUNDRY AND DRY CL	600	.00	600.00	782.95	.00	-182.95	130.5%*
50200000 405110 ELECTRICAL SERVICE	11,000	.00	11,000.00	9,685.87	.00	1,314.13	88.1%
50200000 405210 POSTAL SERVICES	400	.00	400.00	.00	.00	400.00	.0%
50200000 405230 TELECOMMUNICATIONS	1,000	.00	1,000.00	1,108.00	.00	-108.00	110.8%*
50200000 405540 CONVENTION AND EDU	1,000	.00	1,000.00	49.95	.00	950.05	5.0%
50200000 405810 DUES OR ASSOCIATIO	300	.00	300.00	.00	.00	300.00	.0%
50200000 406001 OFFICE SUPPLIES	600	.00	600.00	320.56	.00	279.44	53.4%
50200000 406003 AGRICULTURAL SUPPL	1,000	.00	1,000.00	60.00	.00	940.00	6.0%
50200000 406004 GENERAL MATERIALS	2,900	.00	2,900.00	2,099.71	.00	800.29	72.4%
50200000 406006 CHEMICAL SUPPLIES	6,000	.00	6,000.00	5,297.02	.00	702.98	88.3%
50200000 406008 VEHICLE FUEL	1,200	.00	1,200.00	.00	.00	1,200.00	.0%
50200000 408110 DEPRECIATION EXPEN	50,000	.00	50,000.00	.00	.00	50,000.00	.0%
50200000 409111 REDEMPTION OF PRIN	60,000	.00	60,000.00	.00	.00	60,000.00	.0%
<b>TOTAL UTILITIES</b>	<b>215,183</b>	<b>601.00</b>	<b>215,784.00</b>	<b>96,939.86</b>	<b>.00</b>	<b>118,844.14</b>	<b>44.9%</b>

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 COUNTY OF FLUVANNA  
 YEAR-TO-DATE BUDGET REPORT

 P 55  
 glytdbud

# FY16 FUSD Expenditures

FOR 2016 12

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
505 FORK UNION SANITARY DISTRICT	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
000 FUSD							
50500000 401100 FULL-TIME SALARIES	116,522	1,479.00	118,001.00	123,752.44	.00	-5,751.44	104.9%*
50500000 401310 OVERTIME PAY	5,000	.00	5,000.00	10,199.89	.00	-5,199.89	204.0%*
50500000 401320 HOLIDAY & DISCRETI	0	.00	.00	1,171.22	.00	-1,171.22	100.0%*
50500000 402100 FICA	9,297	113.00	9,410.00	9,422.13	.00	-12.13	100.1%*
50500000 402210 VRS	14,877	156.00	15,033.00	13,011.44	.00	2,021.56	86.6%
50500000 402300 MEDICAL INSURANCE	22,675	.00	22,675.00	27,245.38	.00	-4,570.38	120.2%*
50500000 402400 GROUP LIFE	1,386	18.00	1,404.00	1,405.09	.00	-1.09	100.1%*
50500000 402700 WORKER'S COMPENSAT	3,656	.00	3,656.00	4,648.78	.00	-992.78	127.2%*
50500000 403100 PROFESSIONAL SERVI	8,500	.00	8,500.00	2,515.44	.00	5,984.56	29.6%
50500000 403170 PERMITS AND FEES	7,250	.00	7,250.00	5,578.10	.00	1,671.90	76.9%
50500000 403310 BLDGS EQUIP REP &	12,200	.00	12,200.00	5,649.17	.00	6,550.83	46.3%
50500000 403315 VEHICLES REP & MAI	0	.00	.00	111.85	.00	-111.85	100.0%*
50500000 403600 ADVERTISING	400	.00	400.00	.00	.00	400.00	.0%
50500000 403700 LAUNDRY AND DRY CL	2,500	.00	2,500.00	2,196.45	.00	303.55	87.9%
50500000 405110 ELECTRICAL SERVICE	41,000	.00	41,000.00	35,860.61	.00	5,139.39	87.5%
50500000 405210 POSTAL SERVICES	2,500	.00	2,500.00	2,742.45	.00	-242.45	109.7%*
50500000 405230 TELECOMMUNICATIONS	4,500	.00	4,500.00	5,640.11	.00	-1,140.11	125.3%*
50500000 405304 PROPERTY INSURANCE	200	.00	200.00	200.00	.00	.00	100.0%
50500000 405305 VEHICLE INSURANCE	3,000	.00	3,000.00	2,436.70	.00	563.30	81.2%
50500000 405410 LEASE/RENT	1,800	.00	1,800.00	1,800.00	.00	.00	100.0%
50500000 405540 CONVENTION AND EDU	1,500	.00	1,500.00	233.95	.00	1,266.05	15.6%
50500000 405711 PURCHASE OF SERVIC	4,000	.00	4,000.00	5,654.00	.00	-1,654.00	141.4%*
50500000 405810 DUES OR ASSOCIATIO	700	.00	700.00	.00	.00	700.00	.0%
50500000 406001 OFFICE SUPPLIES	1,600	.00	1,600.00	692.84	.00	907.16	43.3%
50500000 406003 AGRICULTURAL SUPPL	16,000	-3,653.90	12,346.10	12,346.10	.00	.00	100.0%
50500000 406004 GENERAL MATERIALS	7,000	.00	7,000.00	13,359.55	.00	-6,359.55	190.9%*
50500000 406006 CHEMICAL SUPPLIES	0	3,653.90	3,653.90	4,554.26	.00	-900.36	124.6%*
50500000 406008 VEHICLE FUEL	8,000	.00	8,000.00	6,243.19	.00	1,756.81	78.0%
50500000 406009 VEHICLE/POWER EQUI	1,200	.00	1,200.00	1,161.82	.00	38.18	96.8%
50500000 409111 REDEMPTION OF PRIN	43,278	.00	43,278.00	.00	.00	43,278.00	.0%
50500000 409115 REDEMPTION OF INTE	34,109	.00	34,109.00	23,105.58	.00	11,003.42	67.7%
<b>TOTAL FORK UNION SANITARY DIST</b>	<b>374,650</b>	<b>1,766.00</b>	<b>376,416.00</b>	<b>322,938.54</b>	<b>.00</b>	<b>53,477.46</b>	<b>85.8%</b>

\*\* END OF REPORT - Generated by Marty Brookhart \*\*

## FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

<b>MEETING DATE:</b>	September 21, 2106				
<b>AGENDA TITLE:</b>	Timber Management on County Land				
<b>MOTION(s):</b>					
<b>STRATEGIC INITIATIVE?</b>	Yes X	No	<b>If yes, list initiative(s):</b>	E	
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			XX		
<b>STAFF CONTACT(S):</b>	Will Shaw, Assistant Director of Public Works				
<b>PRESENTER(S):</b>	Steven M. Nichols, County Administrator				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Normal				
<b>DISCUSSION:</b>	<p>County Land Timber Management Recommendations--</p> <ul style="list-style-type: none"> <li>Public Works had a timber manager assess various County-owned tracts for timber valuation and harvest potential. Staff recommends at this time that timber be harvested on four stands on two tracts:</li> <li>Community Center - Fork Union Fire Station Tract (94.4 acres are in the whole tract): <ul style="list-style-type: none"> <li>A. Fire Station Tract, Stand 5 (21.2 acres): Intensively harvest, then replant with Loblolly pine.</li> <li>B. Fire Station Tract, Stand 6 (58.8 acres): Intensively harvest, then replant with Loblolly pine.</li> </ul> </li> <li>Convenience Center Tract (96.8 acres are in the whole tract): <ul style="list-style-type: none"> <li>C. Landfill Tract, Stand 10 (24.8 acres): Intensively harvest, then replant with Loblolly pine.</li> <li>D. Landfill tract, Stand 12 (2.4 acres): Intensively harvest, then replant with Loblolly pine.</li> </ul> </li> </ul> <p>Replanting intensively harvested areas with Loblolly pine will bring maximum income to the County: thinning income to the County at approximately 15 years, and full harvest income to the County at approximately 30 years. Intensive timber harvest and replanting is beneficial to wildlife. Loblolly pine was planted on these County tracts decades ago for future timber harvest. Those planted trees and others are now mature and harvestable. Timberland activities are typically managed by a timber agent. The timber agent seeks bids for the timber, interacts with the harvesting company(-ies), assures best management practices during the operation, arranges replanting, and is typically compensated 10% of the income gained for the</p>				

	landowner (the County).				
<b>FISCAL IMPACT:</b>	Approximate estimated harvest income from Stands 5 & 6 = \$65,000. Approximate cost for replanting Stands 5 & 6 = \$14,000. Approximate estimated harvest income from Stands 10 & 12 = \$19,000. Approximate cost for replanting Stands 10 & 12 = \$5,000. Approximate net income to County = \$65,000 (minus agent fee and subject to market conditions).				
<b>POLICY IMPACT:</b>	None				
<b>LEGISLATIVE HISTORY:</b>	None				
<b>ENCLOSURES:</b>	Woodland Examination Report				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other



#### DISTRICT OFFICES

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GEORGIA  
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MISSISSIPPI  
NORTH CAROLINA  
OKLAHOMA

## AMERICAN FOREST MANAGEMENT, INC.

Forest Resource Consultants and Real Estate Brokers

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#### CORPORATE OFFICES

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WISCONSIN

## Woodland Examination Report

### Rivanna1, Rivanna2, Firestation, Landfill Tracts

### Fluvanna County, Virginia

February 24, 2014

#### **Introduction**

This report describes the current woodland conditions and future timber sale potential on four County-owned properties in Fluvanna County:

1. Rivanna1: +/- 30.4 Acres
2. Rivanna2: +/- 27.6 Acres
3. Fire Station: +/- 94.4 Acres
4. Landfill: +/- 96.8 Acres

The general form of this report follows the convention of describing the different timber types (stands) and then identifying potential timber sale opportunities. Reference is made to the attached Timber Type Maps for stand locations.

#### **Location**

The properties are located near Lake Monticello (Rivanna1 and Rivanna2) and Fork Union (Fire Station and Landfill). Reference is made to the attached Location Map.

#### **Access/Operability**

- Rivanna1: Public highway access is poor with limited frontage on South Boston Road. No internal roads are present. Operability will be limited by steep slopes adjacent to the Rivanna River floodplain and expected wet soils along the floodplain itself.
- Rivanna2: Public highway access is poor with limited frontage on South Boston Road. No internal roads are present. Operability will be limited by steep slopes adjacent to the Rivanna River floodplain and expected wet soils along the floodplain itself. The spatial arrangement of this tract also presents significant access and operability constraints.
- Fire Station: Public highway access is good with adequate frontage on US 15. No internal road network is present. Some limitations will be imposed due to proximity of the fire station and the Parks Department buildings, but it is believed that any limitations can be satisfactorily resolved for timber harvesting and transportation needs.
- Landfill: Public highway access is excellent with frontage on VA Hwy 6. An adequate internal road network is present but usage may be limited by constraints imposed through public access needs to the convenience center and landfill operations. It is believed that any limitations can be satisfactorily resolved for timber harvesting and transportation needs.

## **Rivanna1 Tract**

### **Stand 1: Mixed Hardwood**

+/- 22.9 acres of mature natural mixed hardwoods. This area is adequately stocked and in fair to good condition.

Timber Sale Potential: None. Lack of public road access, steep slopes along the approach to the floodplain, expected wet floodplain soils, and high public visibility indicate that timber harvest operations are not recommended. This stand should be retained indefinitely for water quality protection and viewscape management.

### **Stand 2: Mixed Hardwood**

+/- 7.5 acres of mature natural mixed hardwoods. This area is adequately stocked and in fair to good condition.

Timber Sale Potential: Low. Limited public road access, steep slopes along the approach to the floodplain, expected wet floodplain soils, and high public visibility indicate that timber harvest operations are not recommended. This stand should be retained indefinitely for water quality protection and viewscape management.

## **Rivanna2 Tract**

### **Stand 3: Mixed Hardwood**

+/- 25.9 acres of mature natural mixed hardwoods with a minor pine component. This area is well stocked and in good condition.

Timber Sale Potential: Low. Limited public road access, steep slopes along the approach to the floodplain, expected wet floodplain soils, spatial arrangement of the stand, and high public visibility indicate that timber harvest operations are not recommended. This stand should be retained indefinitely for water quality protection and viewscape management.

### **Stand 4: Water**

+/- 1.7 acres of open water comprising the outflow from Lake Monticello and associated dredge areas. No timber resources exist.

Timber Sale Potential: None.

## **Fire Station Tract**

### **Stand 5: Loblolly Pine**

+/- 21.2 acres of mature planted loblolly pine. This area is overstocked but in good condition.

Timber Sale Potential: High. This stand is composed of valuable, sawtimber-sized pine and has reached financial maturity. Consideration should be given to clearcutting and replanting with loblolly pine.

**Stand 6: Mixed Hardwoods**

+/- 58.8 acres of mature mixed hardwoods. This area appears to have been selectively harvested 25-30 years ago. It is currently adequately stocked and in good condition.

Timber Sale Potential: High. This stand is composed of valuable, sawtimber-sized mixed hardwoods and has reached financial maturity. Consideration should be given to clearcutting and regenerating naturally or conversion to planted loblolly pine.

**Stand 7: Mixed Hardwoods**

+/- 7.4 acres of immature and mature mixed hardwoods. This area is well stocked and in good condition.

Timber Sale Potential: Low. Much of this stand is contained within streamside management zones (SMZs) and will have limited opportunity for harvest due to water quality protection regulations. This stand should be retained indefinitely for water quality protection and viewscape management.

**Stand 8: Mixed Hardwoods**

+/- 0.7 acres of immature mixed hardwoods with a minor pine component. This stand is adequately stocked and in fair condition.

Timber Sale Potential: Low. Much of this timber in this stand has not yet reached merchantable size. This area also forms a view buffer adjacent to the Parks & Recreation building and likely has more value in that role as opposed to timber production. This stand should be retained indefinitely for viewscape management.

**Stand 9: Non-Forest**

+/- 6.2 acres of non-forested land containing the fire station and Parks and Recreation buildings. While some trees are present this area is considered non-stocked from a forest management standpoint.

Timber Sale Potential: None.

**Landfill Tract****Stand 10: Hardwood-Pine**

+/- 24.8 acres of immature and mature natural hardwoods and pines. This area is adequately stocked and in good condition.

Timber Sale Potential: Moderate to High. While the stand is adequately stocked it does have some minor access issues related to location with respect to the landfill and interior streams. Any harvesting here will be most profitably accomplished through clearcutting of all timber outside SMZs. Following harvest, consideration should be given to natural hardwood regeneration or conversion to loblolly pine.

**Stand 11: Hardwood-Pine**

+/- 3.3 acres of mature natural hardwoods with a minor pine component. This area is well stocked and in good condition.

Timber Sale Potential: Low. Much of this stand is contained within streamside management zones (SMZs) and will have limited opportunity for harvest due to water quality protection restrictions. This stand should be retained indefinitely for water quality protection and viewscape management.

**Stand 12: Loblolly Pine**

+/- 2.4 acres of mature planted loblolly pine. This area is fully stocked and in good condition.

Timber Sale Potential: Moderate. This stand is composed of valuable, sawtimber-sized pine and has reached financial maturity, but is limited by its size. Any harvest here will require coordination with similar activity on the property to be economically feasible. If harvested, consideration should be given to replanting with loblolly pine.

**Stand 13: Mixed Pine**

+/- 3.0 acres of immature natural pine. This area is adequately stocked and in fair condition.

Timber Sale Potential: None. Trees have not yet reached merchantable size and will require another 15-20 years of growth.

**Stand 14: Non-Forest**

+/- 55.5 acres of non-forested land containing the landfill, open land, and the R/C flying field. While some scattered trees are present this area is considered non-stocked from a forest management standpoint.

Timber Sale Potential: None.

**Stand 15: Water**

+/- 3.4 acres of open water comprising catchbasins from the landfill and convenience center. No timber resources exist.

Timber Sale Potential: None.

**Stand 16 – Utility ROW**

+/- 4.4 acres of electric utility easements.

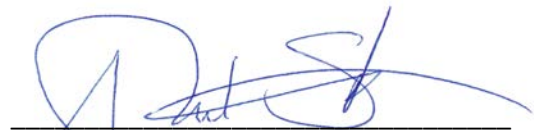
Timber Sale Potential: None.

## Conclusions

The Rivanna1 and Rivanna2 tracts, while having good quality timber, are contraindicated for timber sales due to limited highway access, water quality considerations, and public perception. The best opportunities for timber sales exist primarily on the Fire Station tract and secondarily on the Landfill Tract.

An approximate estimate of realizable timber value is on the order of \$65,000 for the Fire Station Tract and \$19,000 for the Landfill Tract (please note that AFM has conducted no formal inventory work and makes no guarantee as to the accuracy of these value estimates). Post harvest regeneration, for loblolly pine plantings, would be on the order of \$14,000 for the Fire Station Tract and \$5,000 for the Landfill Tract.

Respectfully submitted,



Fred Schatzki, RF  
Area Forester

# LOCATION MAP

## Fluvanna County Tracts

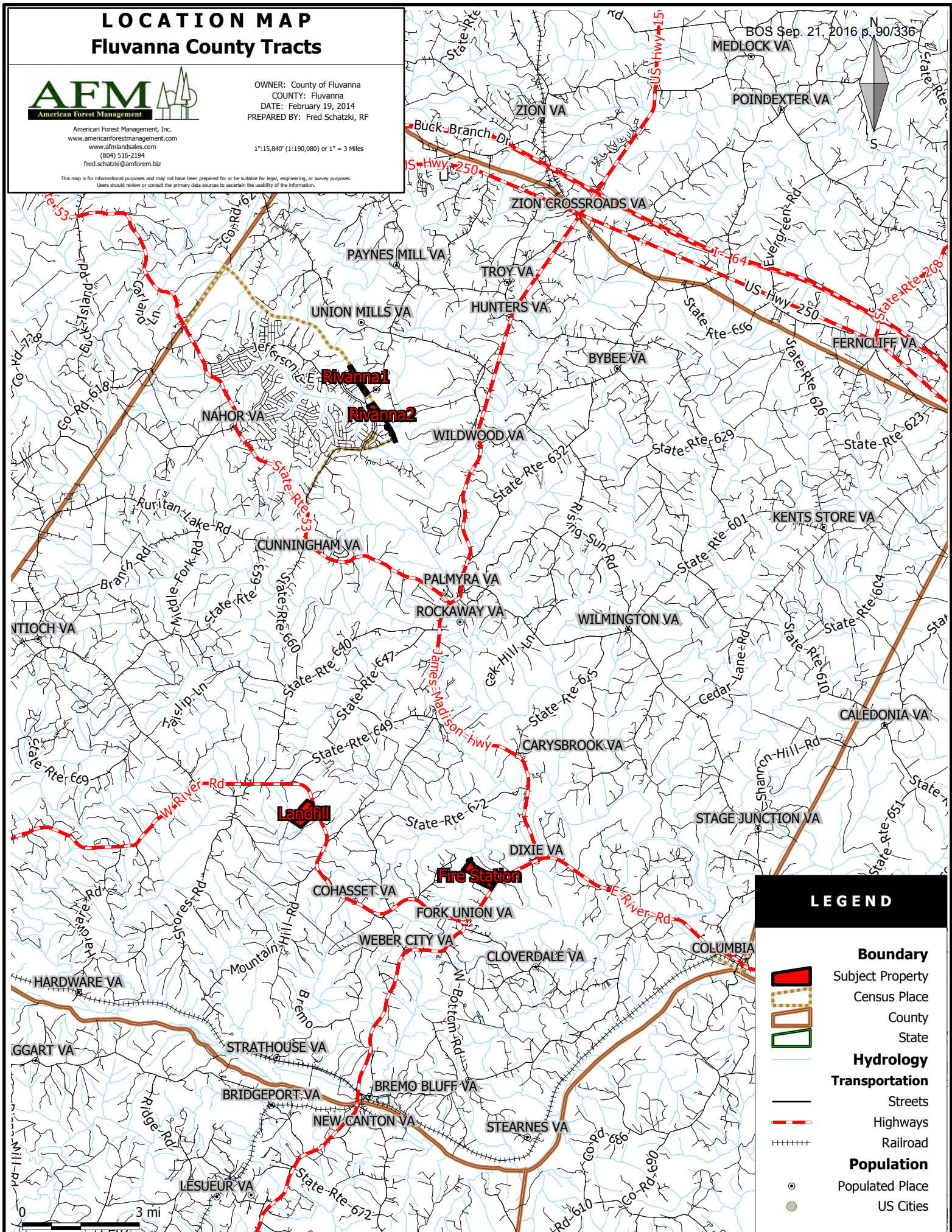


American Forest Management, Inc.  
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fred.schatzki@amforem.biz

OWNER: County of Fluvanna  
COUNTY: Fluvanna  
DATE: February 19, 2014  
PREPARED BY: Fred Schatzki, RF

1"=15,840' (1:190,080) or 1" = 3 Miles

This map is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or survey purposes. Users should review or consult the primary data sources to ascertain the suitability of the information.





# PRELIMINARY TIMBER TYPE MAP

## Rivanna 1 Tract - +/- 30.4 Ac



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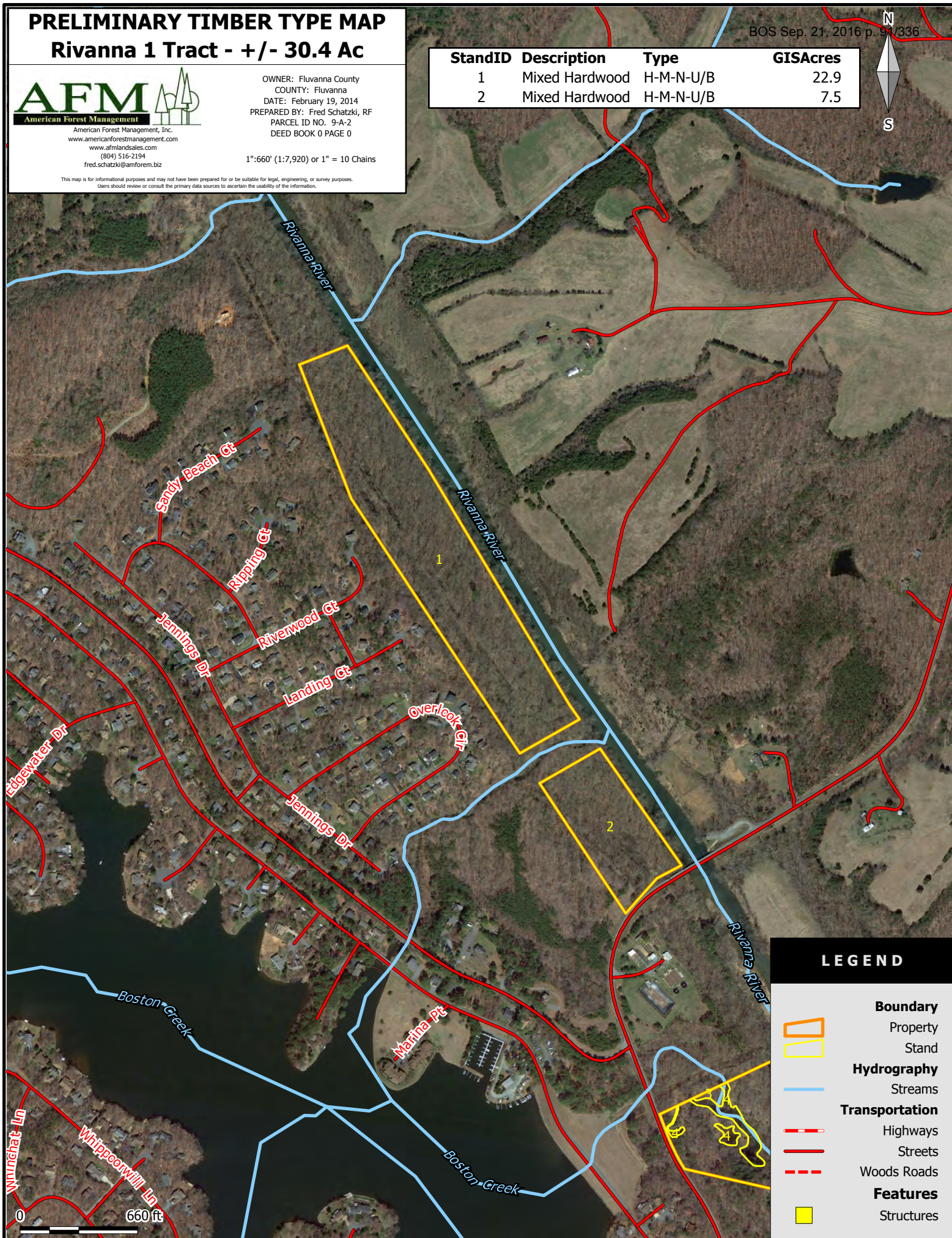
OWNER: Fluvanna County  
COUNTY: Fluvanna  
DATE: February 19, 2014  
PREPARED BY: Fred Schatzki, RF  
PARCEL ID NO. 9-A-2  
DEED BOOK 0 PAGE 0

1"=660' (1:7,920) or 1" = 10 Chains

This map is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or survey purposes. Users should review or consult the primary data sources to ascertain the usability of the information.

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StandID	Description	Type	GISAcres
1	Mixed Hardwood	H-M-N-U/B	22.9
2	Mixed Hardwood	H-M-N-U/B	7.5



### LEGEND

- Boundary**
  - Property (red line)
  - Stand (yellow outline)
- Hydrography**
  - Streams (blue line)
- Transportation**
  - Highways (thick red line)
  - Streets (thin red line)
  - Woods Roads (dashed red line)
- Features**
  - Structures (yellow fill)



# PRELIMINARY TIMBER TYPE MAP

## Rivanna 2 Tract - +/- 27.6 Ac



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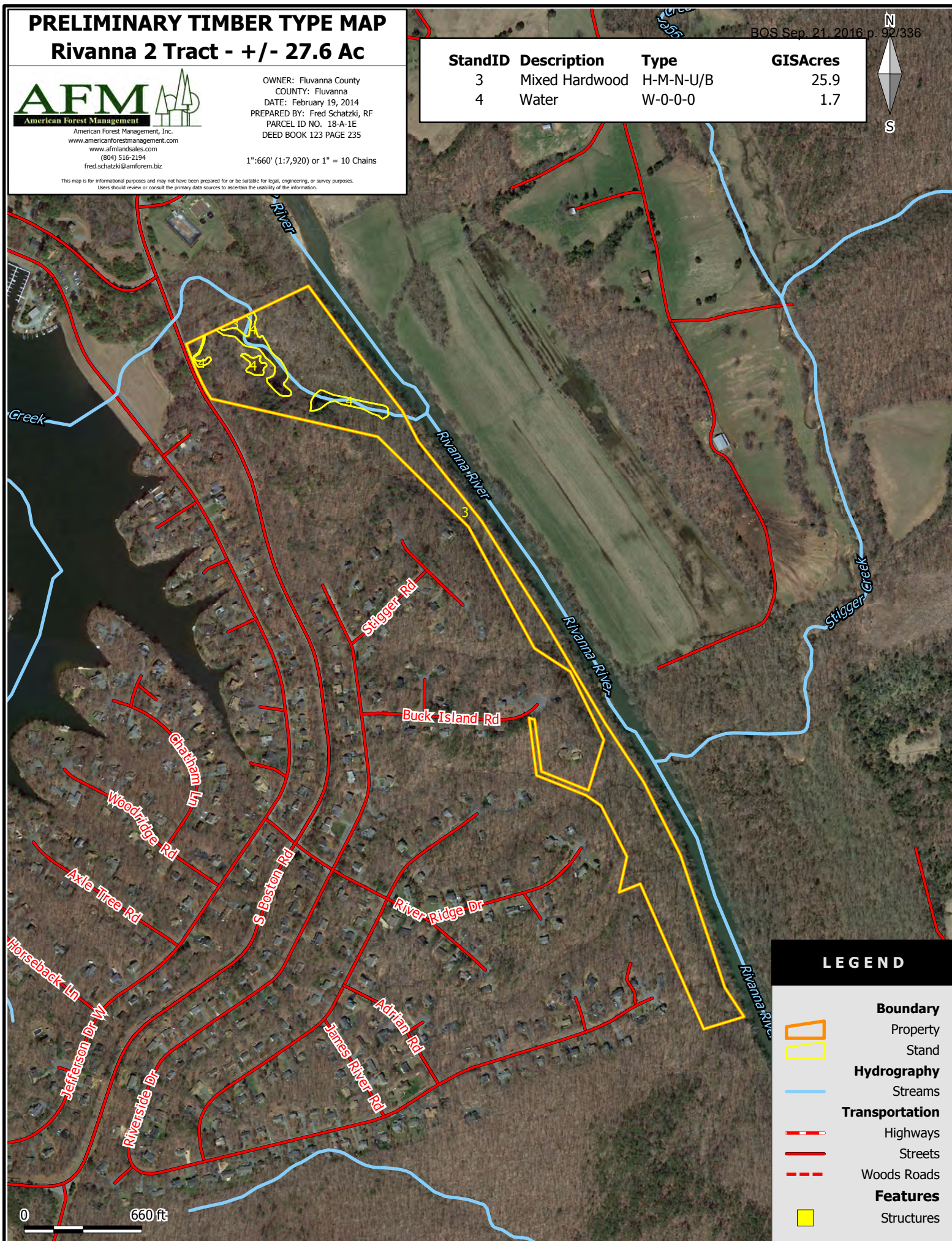
OWNER: Fluvanna County  
COUNTY: Fluvanna  
DATE: February 19, 2014  
PREPARED BY: Fred Schatzki, RF  
PARCEL ID NO. 18-A-1E  
DEED BOOK 123 PAGE 235

1"=660' (1:7,920) or 1" = 10 Chains

This map is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or survey purposes. Users should review or consult the primary data sources to ascertain the usability of the information.

StandID	Description	Type	GISAcres
3	Mixed Hardwood	H-M-N-U/B	25.9
4	Water	W-0-0-0	1.7

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# PRELIMINARY TIMBER TYPE MAP

## Fire Station Tract - +/- 94.4 Ac



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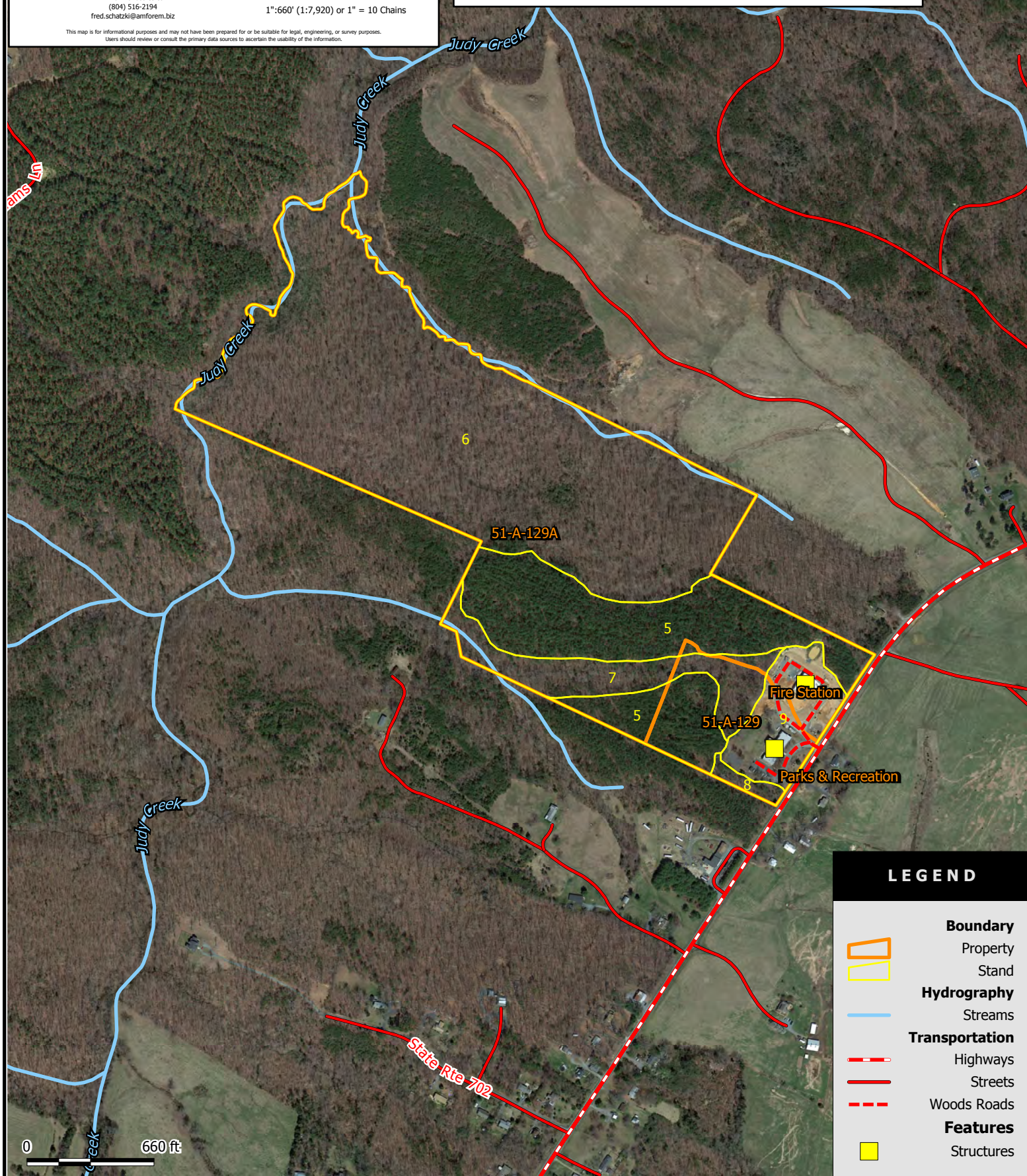
OWNER: Fluvanna County  
COUNTY: Fluvanna  
DATE: February 19, 2014  
PREPARED BY: Fred Schatzki, RF  
PARCEL ID NO. 51-A-129, 51-A-129A  
DEED BOOK 817-681, 166-433

1"=660' (1:7,920) or 1" = 10 Chains

This map is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or survey purposes. Users should review or consult the primary data sources to ascertain the suitability of the information.

StandID	Description	Type	GISAcres
5	Loblolly Pine	P-LB-P-U	21.2
6	Mixed Hardwood	H-M-N-U/B	58.8
7	Mixed Hardwood	H-M-N-U/B	7.4
8	Mixed Hardwood	H-M-N-U/B	0.7
9	Non-Forest	NF-0-0-U	6.2

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# PRELIMINARY TIMBER TYPE MAP

Landfill Tract +/- 96.8 Ac



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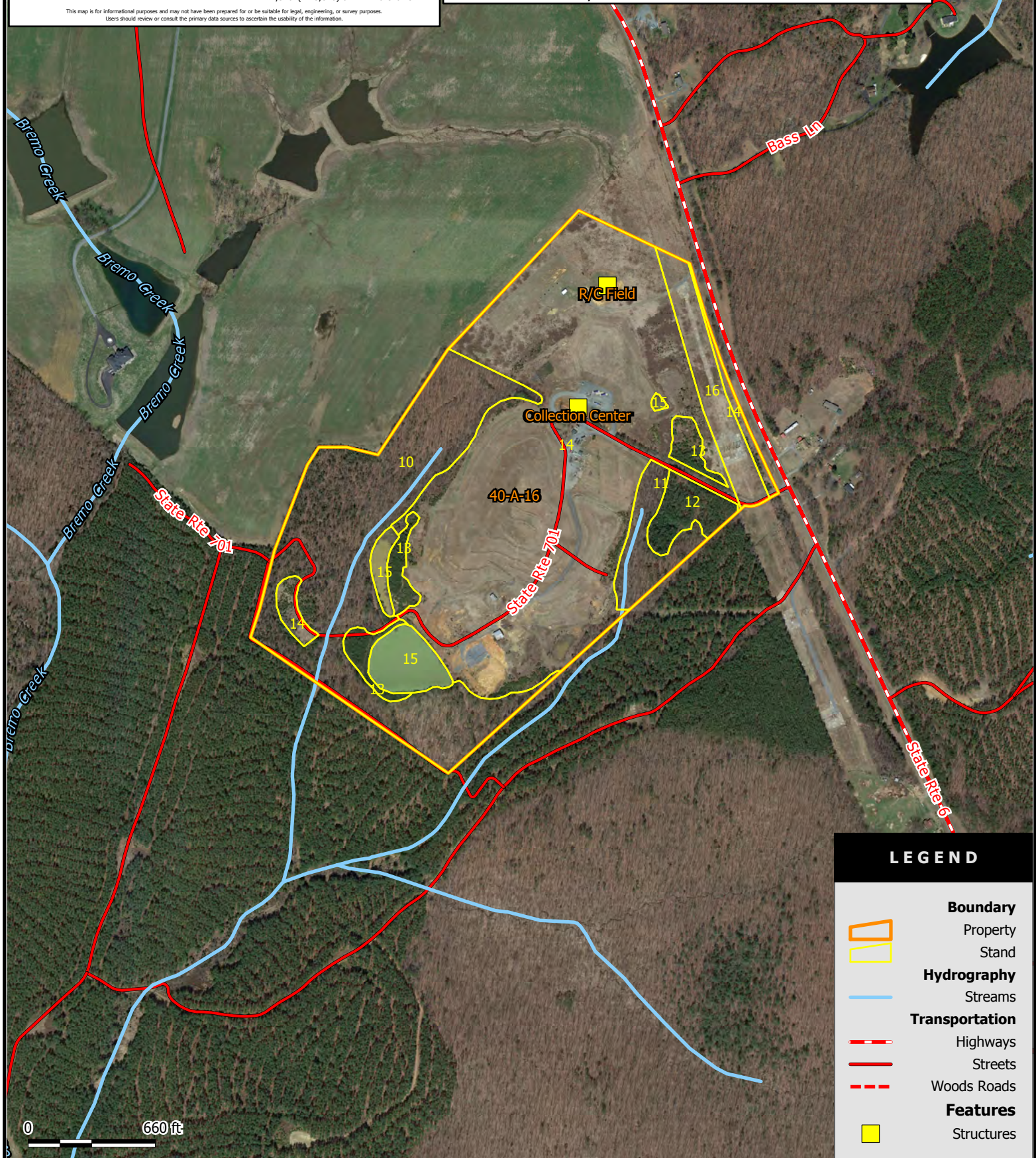
OWNER: Fluvanna County  
COUNTY: Fluvanna  
DATE: February 19, 2014  
PREPARED BY: Fred Schatzki, RF  
PARCEL ID NO. 40-A-16  
DEED BOOK 0351 PAGE 0123

1"=1,320' (1:15,840) or 1" = 20 Chains

This map is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or survey purposes. Users should review or consult the primary data sources to ascertain the usability of the information.

StandID	Description	Type	GISAcres
10	Hardwood-Pine	HP-M-N-U/B	24.8
11	Hardwood-Pine	HP-M-N-U/B	3.3
12	Loblolly Pine	P-LB-P-U	2.4
13	Mixed Pine	P-M-N-U	3.0
14	Non-Forest	NF-0-0-U	55.5
15	Water	W-0-0-0	3.4
16	Utility ROW	EZ-E-0-U	4.4

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## LEGEND

- Boundary**
  - Property
  - Stand
- Hydrography**
  - Streams
- Transportation**
  - Highways
  - Streets
  - Woods Roads
- Features**
  - Structures



**FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM****Meeting Date:** September 21, 2016

<b>AGENDA TITLE:</b>	Adoption of the Fluvanna County Board of Supervisors Regular Meeting Minutes.				
<b>MOTION(s):</b>	<b>I move the meeting minutes of the Fluvanna County Board of Supervisors for Wednesday, September 7, 2016 Regular Meeting, be adopted.</b>				
<b>CATEGORY</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				<b>XX</b>	
<b>STAFF CONTACT(S):</b>	Kelly Belanger Harris, Clerk to the Board				
<b>PRESENTER(S):</b>	Steven M. Nichols, County Administrator				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	None				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	None				
<b>ENCLOSURES:</b>	Draft minutes for September 7, 2016				
<b>REVIEWS</b>	Legal	Finance	Purchasing	HR	Other



**FLUVANNA COUNTY BOARD OF SUPERVISORS**  
**ORGANIZATIONAL MEETING AND REGULAR MEETING MINUTES**  
**Circuit Court Room**  
**September 7, 2016**  
**Regular Meeting 4:00 pm**

**MEMBERS PRESENT:** Mike Sheridan, Columbia District, Chair  
Mozell Booker, Fork Union District, Vice Chair  
Patricia Eager, Palmyra District  
Donald W. Weaver, Cunningham District  
Tony O'Brien, Rivanna District (*arrived at 4:45pm*)

**MEMBERS ABSENT:** None.

**ALSO PRESENT:** Steven M. Nichols, County Administrator  
Fred Payne, County Attorney  
Kelly Belanger Harris, Clerk to the Board of Supervisors

**CALL TO ORDER/PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE**

Chair Sheridan called to order the Regular Meeting of Wednesday September 7, 2016, at 4:01pm, in the Circuit Courtroom in Palmyra, Virginia. After the Pledge of Allegiance was recited, Chair Sheridan called for a moment of silence.

**ADOPTION OF AGENDA**

Mrs. Booker asked to add discussion about Dog Barking in the County to Unfinished Business after which the Agenda was adopted with no further discussion.

**COUNTY ADMINISTRATOR'S REPORT**

Mr. Nichols reported on the following topics:

- 2016 County Staff P.R.I.D.E. In Public Service Award Recipients
  - "P.R.I.D.E. in Public Service" Award, \$500 Bonus: Deputy Patrick Wood, Sheriff's Office
  - Pride recognition runner-ups, \$250 Bonus: Cheryl Elliott, Emergency Services Coordinator, Deputy Tyler Thornton, Sheriff's Office, Florin Moldovan & John Vaughan, Building Inspections, Malinda Payne, Parks & Recreation, William Shaw, Public Works.
- Annual Employee Recognition Dinner
  - Day/Date: Thursday, October 6, 2016
  - Location: Cunningham Creek Winery
  - Time: 4:00 - 6:00 pm
  - Formal Presentations: 2016 P.R.I.D.E. In Public Service Awards, Annual Service Awards
  - Dinner Served: 4:30 - 5:30 pm
  - Award Presentations: 5:00 pm
- Recognition from Congressman Hurt: For Fluvanna County and our Library for hosting "Local Office Hours" for constituents
- Business Spotlight: Willow Hill Family Farm LLC
  - Web: <http://www.willowhillfamilyfarm.com>
  - Owners: Meredith and Bryan Aycok
  - Description: A small, pasture-based/grass-fed meat and spray-free, GMO-free produce and hop farm. We offer a seasonal \*CSA membership and our products are also available on-farm and at the Fluvanna County Farmer's Market. \*CSA (*Community Supported Agriculture*) is a way for consumers to buy local, seasonal food, directly from their farmer.
- Citizen Concern - Leash/Barking Dog Laws
  - Leash laws for animals at large in Lake Monticello; would like to see a similar exception to the leash laws in neighborhoods like Sycamore Square or other neighborhoods of similar population densities. Requests that regulations against EXCESSIVE barking be put in place, at least in the more densely populated areas.
- Economic Development Roundtable
  - BOS Work Session to get Board direction – Oct 19 at 4:00 pm
    - TASKS:
      1. Draft County ordinance on public utilities (Complete Mar 2017)
      2. How to handle W/S system – Authority, Department, District?
      3. Connection Fee policy options
      4. Who may/must connect
      5. Water and Sewer Master Plan
      6. Review the Hanover County option and processes
      7. Water and Sewer Construction Policies
      8. Economic Development Incentives policy options
      9. "Steps Outline" (education process) for developers, new businesses, and land owners
      10. Property Inventory (talk with ZXR owners)
      11. How many homes within 300ft? Calculate potential usage.
- Elected Officials Breakfast: Scheduled for Tuesday, Sep 20th, 8:30 am, Library, Agenda/Discussion items to Jason Smith for consolidation
- Acting County Administrator – Sep 9-18: Eric Dahl

- Next Meetings:
  - Wed, Sep 21, 4:00 PM, Work Session, Morris Room
  - Wed, Sep 21, 7:00 PM, Regular Meeting, Courtroom
  - Wed, Oct 5, 4:00 PM, Regular Meeting, Courtroom
  - Wed, Oct 19, 4:00 PM, Work Session, Morris Room; 7:00 PM, Regular Meeting, Courtroom
  - Wed, Nov 2, 4:00 PM, Regular Meeting, Courtroom

## **BOARD OF SUPERVISORS UPDATE**

Booker—None.

Eager—Red Rocker Candy with Congressman Hurt, Economic Roundtable, Farm Bureau Annual Dinner and Meeting, O'Brien—*absent*.

Sheridan—Dunk Tank at County Fair,

Weaver—Landfill.

## **PUBLIC COMMENTS #1**

At 4:21pm, Chair Sheridan opened the first round of Public Comment.

There being no one wishing to speak, Chair Sheridan closed the first round of Public Comments at 4:21pm.

## **PUBLIC HEARINGS**

None.

## **ACTION MATTERS**

*FY17 Staff Pay Plan* – Steve Nichols, County Administrator, brought forward a request to approve an amended FY17 Staff Pay Plan. The FY17 Budget included \$116,194 for the Staff Pay Plan, supported by \$29,000 in revenue from the State to help fund a required 2% salary increase for Social Services and Constitutional Officers staff, effective in December 2016. Mr. Nichols reminded the Board that the 2% increase from the Commonwealth was contingent upon the Commonwealth meeting specific revenue goals; however, State revenue goals were not been met and the budgeted \$29,000 in State funding is not available for FY17. Eliminating the \$29,000 from the Commonwealth, the County has \$87,194 designated in the approved FY17 budget for the Staff Pay Plan.

Following discussion,

### **MOTION**

Mrs. Eager moved the Board of Supervisors approve a budget amendment to decrease FY17 State funding by \$29,000 and decrease the FY17 Staff Pay Plan by \$29,000 due to elimination of state-supported funding for Social Services and Constitutional Offices pay raises. Mr. Weaver offered second and the motion passed 4-0. AYE: Sheridan, Booker, Eager, and Weaver. NAY: None. ABSENT: O'Brien.

Mrs. Booker moved the Board of Supervisors approve an updated FY17 Pay Plan, Option A, with a transfer of \$13,740 in additional funding to come from FY17 BOS Contingency. With no second, the motion died.

Mrs. Eager moved the Board of Supervisors approve an updated FY17 Pay Plan, Option C, with an amount not exceed \$87,194 in budgeted funds. Mr. Weaver seconded and the motion failed 2-2. AYE: Eager and Weaver. NAY: Sheridan and Weaver. ABSENT: O'Brien.

Seeking direction from the Board, Mr. Nichols asked how the Board would like to proceed. Chair Sheridan directed the item be placed on the agenda for the September 21, 2016 Board of Supervisors meeting.

*Mr. O'Brien arrived at 4:45pm.*

*NCT Tower Site Agreement for VFW Site*—Cheryl Elliott, Emergency Services Coordinator, brought forward a request to approve a contract with National Communications Towers to build a communication tower at the VFW Scottsville Post #8169. With the construction of the new county-owned E911 radio project communications towers, only this VFW site of the six-site design will be co-located on a commercial tower, requiring an annual lease arrangement with the tower owner. NCT is willing build a 250' tower in exchange for \$18,000/year lease, saving the County the capital outlay of ~ \$375,000.

Following general discussion of the merits of building versus leasing,

### **MOTION**

Mrs. Eager moved that the Board of Supervisors approve the "Tower Site Agreement for Communications Tower Located at VFW Scottsville Post #8169" between National Communications Towers (NCT) and Fluvanna County, and authorize the County Administrator to execute the Agreement, subject to approval as to form by the County Attorney. Mrs. Booker seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

Mrs. Eager moved to waive all County-assessed fees associated with the amended SUP and construction of the Communications Tower, located at VFW Scottsville, amounting to approximately \$ 3,225. Mrs. Booker seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

*Financial Advisor Contract*—Cyndi Toler, Purchasing Officer, presented a contract for Financial Advisor. Mrs. Toler noted that on August 1, 2016, an RFP was issued seeking Financial Advisor services for the county as the previous contract had expired. The RFP closed on August 15; Raymond, James & Associates where the only firm to submit a proposal. After a review of the

proposal, the county history with this firm, and rate comparisons with other entities using this firm, it was determined that the negotiated rate is fair and reasonable.

Following general discussion,

#### MOTION

Mrs. Booker moved that the Board of Supervisors approve the contract between Fluvanna County and Raymond, James & Associates, Inc. to provide on-call financial advisory services as needed by the County, and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney. Mrs. Eager seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

*Fluvanna Rescue Building Maintenance Funding*—Eric Dahl, Deputy County Administrator/Finance Director, offered an update on necessary repairs and maintenance to the Palmyra Rescue Building. Outlining the extensive amount of work to be undertaken, Mr. Dahl requested the Board transfer \$50,000 from the CRM Fund budget and fund a new Capital Improvement Project, Palmyra Rescue Building Repairs.

#### MOTION

Mrs. Eager moved the Board of Supervisors approve an FY17 transfer of \$50,000.00 from the Capital Reserve Maintenance Fund Budget to a new FY17 Capital Improvements Project for repairs to the Palmyra Rescue Building. Mr. Weaver seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

*FY17 Ambulance CIP Funding*—Eric Dahl, Deputy County Administrator and Finance Director, asked the Board to consider a request to approve a \$39,000 supplemental appropriation from Unassigned Fund Balance in order to purchase and repair County ambulances.

#### MOTION

Mrs. Booker moved the Board of Supervisors approve a supplemental appropriation of \$39,000.00 from the Unassigned Fund Balance to the FY17 Capital Improvements Budget for Ambulance replacement. Mr. O'Brien offered second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

*Ambulance Purchase and Re-Chassis*—Cyndi Toler, Purchasing Officer, following the request by Mr. Dahl to fund the purchase and repair of two County ambulances, brought forth a purchase agreement to purchase one ambulance and to re-chassis a second. Mrs. Toler noted the current status of rescue vehicles:

- Ambulance #45 has been damaged and will require a re-chassis.
- Ambulance #47 has electrical issues, #48 has mechanical issues making both unreliable and mostly unusable.
- If more than (1) ambulance is needed, the county has had to borrow an ambulance from either Lake Monticello or other jurisdictions, most recently from Buckingham County.

To alleviate the stresses of being underequipped, Staff recommended the following:

- Trade #'s 47 & 48 for \$25,000 each,
- Re-chassis ambulance #45 for \$115,261.00,
- Purchase (1) new ambulance for \$218,603.00.

Mrs. Toler remarked that if approved, this plan provides the county with 3 dependable working ambulances.

With little discussion,

#### MOTION

Mr. O'Brien moved the Board of Supervisors approve an ambulance purchase from Northwestern Emergency Vehicles, Inc., totaling \$193,603.00, including a credit of \$25,000.00 for trade-in of Fork Union Unit #47, and further authorize the County Administrator to execute the agreement, subject to approval as to form by the County Attorney. Mr. Weaver offered second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

and

Mr. O'Brien moved the Board of Supervisors approve the purchase of the re-chassis of ambulance #45 from Northwestern Emergency Vehicles, Inc., totaling \$90,261.00, including a credit of \$25,000.00 for the trade-in of Kents Store Unit #48, and further authorize the County Administrator to execute the agreement, subject to approval as to form by the County Attorney. Mrs. Booker seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

#### **PRESENTATIONS**

*TJPDC Legislative Update*—David Blount, TJPDC Legislative Liaison, gave an overview of 2016 Legislative activities. Highlights of the update included:

- Public education funding
- Equalized revenue authority
- State mandates and funding obligations
- Transportation
- Water quality
- Land use and growth management

Mr. Blount invited continued Board input and feedback, in order to facilitate discussion among elected officials.

*2016 Fluvanna County Fair Results* – Aaron Spitzer, Parks and Recreation Director, briefed the Board on the 2016 County Fair, noting that the County made a small profit (\$5,882.02) and attendance was comparable to 2015. Of particular note, Mr. Spitzer reported that Valley Amusements Carnival opened the rides between noon and 2:00pm on Friday, August 19 to area

youth and adults with special needs. There were approximately 50 participants, at which EW Thomas provided meals for the children and carnival staff. Wade Parrish, the Fluvanna County Public Schools, and Parks and Recreation partnered together to provide this unique experience.

**CONSENT AGENDA**

The following items were discussed before approval:  
*FY17 County Administrator Pay Increase*—Gail Parrish, Human Resources Manager --DEFERRED

The following items were approved under the Consent Agenda:  
*Minutes of the August 17, 2016*—Kelly Belanger Harris, Clerk to the Board  
*FY17 FCPS CTE Supplemental Appropriation*—Martin Brookhart, Management Analyst  
*Walmart Community Grant Program*—Andrea Gaines, E911 Communications Director

**MOTION**  
Mrs. Eager moved to approve the items on the Consent Agenda for September 7, 2016. Mr. Weaver seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

**UNFINISHED BUSINESS**  
Land Use Program Policies and Procedures—Steven M. Nichols, County Administrator, requested the Board formalize support for the Land Use Valuation program currently in force by affirming the program as is, or modifying as it sees fit.

**MOTION**  
Mrs. Eager moved to affirm and retain current Fluvanna County Land Use Program ordinances, policies, and procedures. Mr. Weaver offered second.  
  
Before the vote was taken, Mr. O’Brien called for discussion. Mr. O’Brien then noted that he had inquired of the Commissioner of Revenue, Mr. Andrew M. Sheridan, seventeen questions related to the rules and procedures of the program, as well as the enforcement of the program in the County. Mr. O’Brien questioned the legitimacy of several Board members’ participation in the program, and asked that any supervisor currently receiving benefit from the program recuse themselves from any vote affirming the continuation of the program.  
Mr. O’Brien questioned whether the fact that Chair Sheridan is the brother of the Commissioner of the Revenue, Mr. Andrew M. Sheridan, is a conflict of interest. Mr. Payne, County Attorney indicated that because Chair Sheridan and the Commissioner of the Revenue do not live in the same dwelling there is no conflict.  
After discussion ended, the motion was approved 3-2. AYE: Sheridan, Eager, & Weaver. NAY: Booker & O’Brien. ABSENT: None.

**NEW BUSINESS**  
None.

**PUBLIC COMMENTS #2**  
  
At 6:14pm, Chair Sheridan opened the floor for the second round of public comments.  
With no one else wishing to speak, Chair Sheridan closed the second round of public comments at 6:14pm.

**ADJOURN**  
  
**MOTION:**  
At 6:15pm, Mr. Weaver moved to adjourn the meeting of Wednesday, September 7, 2016. Mrs. Eager seconded and the motion carried with a vote of 5-0. AYE: Sheridan, Booker, Eager, & Weaver. NAY: None. ABSENT: O’Brien.

ATTEST:	FLUVANNA COUNTY BOARD OF SUPERVISORS
  _____	  _____
Kelly Belanger Harris Clerk to the Board	John M. Sheridan Chair



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**COUNTY OF FLUVANNA**

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*"Responsive & Responsible Government"*

P.O. Box 540

Palmyra, VA 22963

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**MEMORANDUM**

**Date:** September 21, 2016  
**From:** Finance Department  
**To:** Board of Supervisors  
**Subject:** **Accounts Payable Report for August 2016**

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1. Staff recommends that the Board of Supervisors ratify the expenditures in the attached report and summarized below.


<b>CATEGORY</b>	<b>AMOUNT</b>
General	\$864,763.73
Capital Improvements	\$269,617.06
Debt Service	\$426,825.00
Sewer	\$33,599.07
Fork Union Sanitary District	\$20,064.57
<b>TOTAL AP EXPENDITURES</b>	<b>\$1,614,869.43</b>
Payroll	\$704,400.87
<b>TOTAL</b>	<b>\$2,319,270.30</b>

**MOTION**


I move the Accounts Payable and Payroll be ratified for **August 2016** in the amount of **\$2,319,270.30**.


Encl:  
AP Report





	A	B	C	D	F	G	H	J
1	<b>County of Fluvanna</b> <b>Accounts Payable List</b> <b>From Date: 8/1/2016</b> <b>To Date: 8/31/2016</b> 							
2								
3								
4								
6	<b>Vendor Name</b>	<b>Charge To</b>	<b>Description</b>	<b>Invoice Number</b>	<b>Invoice Date</b>	<b>Check Date</b>	<b>Check Amount</b>	
7	<b>Fund # - 100 GENERAL FUND</b>							
8	<b>GENERAL FUND</b>							
9	HERBERT L BESKIN, TRUSTEE	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 081216	000000045486	8/11/2016	8/30/2016	215.00	
10	HERBERT L BESKIN, TRUSTEE	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 082616	000000045701	8/25/2016	8/30/2016	215.00	
11	MINNESOTA LIFE INS. CO	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 081216	000000045487	8/11/2016	8/30/2016	145.93	
12	MINNESOTA LIFE INS. CO	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 082616	000000045702	8/25/2016	8/30/2016	145.93	
13	DOMINION	CUSTOMERS	SIGN DEPOSIT	081616	7/7/2016	8/18/2016	90.00	
14	KEITH LANCASTER	CUSTOMERS	PUBLIC HEARING SIGN (REFUND)	081816	8/16/2016	8/25/2016	180.00	
15	MURRY BUCKNER	CUSTOMERS	PUBLIC HEARING SIGN (REFUND)	081816 1	8/16/2016	8/25/2016	90.00	
16	TREASURER OF VIRGINIA	SHERIFF'S FEE PAY TO C/W	SHERIFF'S FEES	78212	8/1/2016	8/1/2016	838.42	
17	TREASURER OF VIRGINIA	SHERIFF'S FEE PAY TO C/W	SHERIFF'S FEES	78213	8/10/2016	8/10/2016	24.00	
18	TREASURER, CITY OF CHARLOTTESVILLE	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 082616	000000045704	8/25/2016	8/30/2016	89.25	
19	VACORP	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 082616	000000045703	8/25/2016	8/30/2016	374.59	
20	VACORP	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 081216	000000045488	8/11/2016	8/30/2016	375.64	
21						<b>Total:</b>	<b>\$2,783.76</b>	
22								
23	<b>REAL ESTATE TAXES</b>							
24	BROCK, CATHY ANN	R E 2016 - 1ST	RE 2016 52-14-12	45121	8/2/2016	8/4/2016	2,393.08	
25	PARASKI, FILOFTEIA	R E 2014 - 1ST	RE 2014 9-9-2 - corrected	45323	8/9/2016	8/11/2016	41.88	
26	PARASKI, FILOFTEIA	R E 2014 - 2ND	RE 2014 9-9-2 - corrected	45323	8/9/2016	8/11/2016	41.87	
27	STONEGATE MORTGAGE CORP	R E 2016 - 1ST	RE 2016 18A-4-392	44077	6/21/2016	8/4/2016	1,311.64	
28	STONEGATE MORTGAGE CORP	R E 2016 - 1ST	RE 2016 18A-4-392	45123	8/2/2016	8/4/2016	1,311.64	
29						<b>Total:</b>	<b>\$5,100.11</b>	
30								
31	<b>PERSONAL PROPERTY TAXES</b>							
32	VAULT	P P 2016 - 1ST	PP 2016 203196	45143	8/3/2016	8/4/2016	184.88	
33						<b>Total:</b>	<b>\$184.88</b>	
34								
35	<b>OTHER LOCAL TAXES</b>							
36	OMALLEY, PATRICIA FRANCES	ADMIN FEE VEHICLE LICENSE	PP 2016 5394	45122	8/2/2016	8/4/2016	1,455.54	
37	TOWN OF SCOTTSVILLE	SALES TAX-	SALES TAX	78215	8/16/2016	8/16/2016	117.27	
38						<b>Total:</b>	<b>\$1,572.81</b>	
39								
40	<b>BOARD OF SUPERVISORS</b>							
41	AMY HELFRICH	OTHER OPERATING	BOS SNACKS	080316	8/1/2016	8/4/2016	15.96	
42	BANK OF AMERICA	ADVERTISING	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	149.95	
43	BANK OF AMERICA	OTHER OPERATING	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	28.69	
44	BANK OF AMERICA	OTHER OPERATING	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	32.34	
45	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	287.73	
46	E.W. THOMAS	OTHER OPERATING	BOS DINNER AND SNACKS	050416	6/30/2016	8/4/2016	101.96	

	A	B	C	D	F	G	H	J
1								
2	<b>County of Fluvanna</b> <b>Accounts Payable List</b>		<b>From Date: 8/1/2016</b> <b>To Date: 8/31/2016</b>					
3								
4								
6	<b>Vendor Name</b>	<b>Charge To</b>	<b>Description</b>	<b>Invoice Number</b>	<b>Invoice Date</b>	<b>Check Date</b>	<b>Check Amount</b>	
47	E.W. THOMAS	OTHER OPERATING	BRENNAN'S RETIREMENT	072616	8/3/2016	8/11/2016	13.90	
48	FLUVANNA REVIEW	ADVERTISING	PUBLIC HEARING	2016F31-21	8/3/2016	8/11/2016	252.00	
49	FLUVANNA REVIEW	ADVERTISING	PADE AD	2016F32-14	8/11/2016	8/18/2016	252.00	
50	FRONTRUNNER SIGN STUDIOS	OTHER OPERATING	PLAQUE	24752-P3161	7/28/2016	8/4/2016	97.70	
51	MATTHEW BENDER & CO INC	BOOKS/PUBLICATIONS	VA CODE ANNO CITATOR	85048933	7/25/2016	8/4/2016	92.08	
52	MOZELL H. BOOKER	MILEAGE ALLOWANCES	MILEAGE	063016	6/30/2016	8/4/2016	317.52	
53	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	0802016	7/28/2016	8/4/2016	1.86	
54	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	44170785 0816	8/16/2016	8/25/2016	9.20	
55	VACORP	PUBLIC OFFICIALS LIABILITY	POLICY	8513	7/1/2016	8/4/2016	9,338.00	
56	VACORP	WORKER'S COMPENSATION	WORKERS COMP	12704	7/1/2016	8/4/2016	12.41	
57	VERIZON	TELECOMMUNICATIONS	WIRELESS PHONES	9768969089	8/1/2016	8/11/2016	88.93	
58						<b>Total:</b>	<b>\$11,092.23</b>	
59								
60	<b>COUNTY ADMINISTRATOR</b>							
61	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	98.00	
62	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	137.95	
63	KELLY HARRIS	OTHER OPERATING	REIMBURSEMENT	080716	8/8/2016	8/11/2016	34.98	
64	KODIAK, LLC.	LEASE/RENT	SHRED	58300	8/11/2016	8/18/2016	35.00	
65	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	0802016	7/28/2016	8/4/2016	13.20	
66	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	44170785 0816	8/16/2016	8/25/2016	402.06	
67	POSTMASTER	POSTAL SERVICES	BOX 540 YR RENEWAL	070116	8/1/2016	8/11/2016	110.00	
68	SHENANDOAH VALLEY WATER	LEASE/RENT	WATER	H3464300-16	8/1/2016	8/12/2016	71.25	
69	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	SUPPLIES	8040307946	8/11/2016	8/18/2016	17.60	
70	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	SUPPLIES	8040307946	8/11/2016	8/18/2016	17.72	
71	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	SUPPLIES	8040307946	8/11/2016	8/18/2016	19.76	
72	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	SUPPLIES	8040307946	8/11/2016	8/18/2016	20.80	
73	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	SUPPLIES	8040307946	8/11/2016	8/18/2016	52.33	
74	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	SUPPLIES	8040307946	8/11/2016	8/18/2016	56.00	
75	STEVEN NICHOLS	MILEAGE ALLOWANCES	MILEAGE	081916	8/16/2016	8/25/2016	68.04	
76	VA INFORMATION TECHNOLOGIES AGENCY	TELECOMMUNICATIONS	VITA CHARGES JUN 16	T301397	7/27/2016	8/4/2016	47.52	
77	VACORP	WORKER'S COMPENSATION	WORKERS COMP	12704	7/1/2016	8/4/2016	124.40	
78	VERIZON	TELECOMMUNICATIONS	WIRELESS PHONES	9768969089	8/1/2016	8/11/2016	143.12	
79	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	STAPLER FINISHER	19148791	8/1/2016	8/11/2016	47.59	
80						<b>Total:</b>	<b>\$1,517.32</b>	
81								
82	<b>COUNTY ATTORNEY</b>							
83	PAYNE & HODOUS, LLP.	PROFESSIONAL SERVICES	LEGAL FEES	118339	8/8/2016	8/11/2016	12,203.50	
84						<b>Total:</b>	<b>\$12,203.50</b>	
85								
86	<b>COMMISSIONER OF THE REVENUE</b>							


	A	B	C	D	F	G	H	J
1	<div>County of Fluvanna</div> <div>Accounts Payable List</div> <div>From Date: 8/1/2016</div> <div>To Date: 8/31/2016</div> 							
2								
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6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount	
87	BANK OF AMERICA	BLDGS EQUIP REP & MAINT	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	12.00	
88	BANK OF AMERICA	BLDGS EQUIP REP & MAINT	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	200.12	
89	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	20.00	
90	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	300.00	
91	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	199.99	
92	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	073116	8/1/2016	8/11/2016	21.26	
93	KODIAK, LLC.	LEASE/RENT	SHRED	58300	8/11/2016	8/18/2016	15.00	
94	SHENANDOAH VALLEY WATER	OFFICE SUPPLIES	WATER	H4232210-16	8/1/2016	8/12/2016	30.46	
95	STONEWALL TECHNOLOGIES	PROFESSIONAL SERVICES	VAMANET MEMBERSHIP FEE	8682	8/1/2016	8/11/2016	300.00	
96	VA INFORMATION TECHNOLOGIES AGENCY	TELECOMMUNICATIONS	VITA CHARGES JUN 16	T301397	7/27/2016	8/4/2016	31.64	
97	VACORP	WORKER'S COMPENSATION	WORKERS COMP	12704	7/1/2016	8/4/2016	210.01	
98	VERIZON	TELECOMMUNICATIONS	WIRELESS PHONES	9768969089	8/1/2016	8/11/2016	23.95	
99						<b>Total:</b>	<b>\$1,364.43</b>	
100								
101	REASSESSMENT							
102	BLUE RIDGE MASS APPRAISAL	PROFESSIONAL SERVICES	PARCELS	70494	8/1/2016	8/11/2016	21,809.15	
103						<b>Total:</b>	<b>\$21,809.15</b>	
104								
105	TREASURER							
106	BUSINESS DATA OF VA, INC.	PROFESSIONAL SERVICES	CONSULTING	1530-2016	8/16/2016	8/25/2016	850.00	
107	KODIAK, LLC.	LEASE/RENT	SHRED	58300	8/11/2016	8/18/2016	35.00	
108	LINDA H. LENHERR	CONVENTION AND	CREDIT CARD TRAINING/LUNCH	081816	8/16/2016	8/25/2016	54.29	
109	MECHUMS RIVER SECURITY	LEASE/RENT	SERVICE CALL	2295	8/11/2016	8/18/2016	75.00	
110	PITNEY BOWES	LEASE/RENT	LEASING CHARGES	33010170390	8/11/2016	8/18/2016	1,080.00	
111	SHENANDOAH VALLEY WATER	LEASE/RENT	WATER	H3464500-16	8/11/2016	8/18/2016	28.60	
112	VA INFORMATION TECHNOLOGIES AGENCY	TELECOMMUNICATIONS	VITA CHARGES JUN 16	T301397	7/27/2016	8/4/2016	24.91	
113	VACORP	WORKER'S COMPENSATION	WORKERS COMP	12704	7/1/2016	8/4/2016	200.33	
114	VERIZON	TELECOMMUNICATIONS	WIRELESS PHONES	9768969089	8/1/2016	8/11/2016	22.95	
115	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	19148792	8/11/2016	8/18/2016	131.38	
116	VIRGINIA DEPT. OF MOTOR VEHICLES	DMV-ONLINE	ACCT 546001282025	081116	8/11/2016	8/18/2016	60.00	
117						<b>Total:</b>	<b>\$2,562.46</b>	
118								
119	INFORMATION TECHNOLOGY							
120	BANK OF AMERICA	ADP SERVICES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	8.00	
121	BANK OF AMERICA	ADP SERVICES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	14.99	
122	BANK OF AMERICA	ADP SERVICES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	19.99	
123	BANK OF AMERICA	ADP SERVICES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	40.00	
124	BANK OF AMERICA	ADP SERVICES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	120.28	
125	BANK OF AMERICA	ADP SERVICES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	135.03	
126	BANK OF AMERICA	ADP SERVICES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	447.00	


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127	BANK OF AMERICA	ADP SUPPLIES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	33.69	
128	BANK OF AMERICA	ADP SUPPLIES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	34.00	
129	BANK OF AMERICA	ADP SUPPLIES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	49.00	
130	BANK OF AMERICA	ADP SUPPLIES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	452.00	
131	BANK OF AMERICA	BOOKS/PUBLICATIONS	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	42.99	
132	CGS	ADP SERVICES	MAILBOX	N000135186	8/1/2016	8/4/2016	296.64	
133	DISYS SOLUTIONS, INC.	EDP EQUIPMENT	EQUIPMENT	IN04359	8/3/2016	8/4/2016	744.63	
134	TYLER TECHNOLOGIES	EDP EQUIPMENT	PRINTER	045-162752	5/31/2016	8/18/2016	6,306.00	
135	UNION BANK AND TRUST	LEASE/RENT	SAFE DEPOSIT	071816	8/1/2016	8/4/2016	125.00	
136	VA INFORMATION TECHNOLOGIES AGENCY	TELECOMMUNICATIONS	VITA CHARGES JUN 16	T301397	7/27/2016	8/4/2016	1,992.36	
137	VACORP	WORKER'S COMPENSATION	WORKERS COMP	12704	7/1/2016	8/4/2016	75.16	
138	VERIZON	TELECOMMUNICATIONS	WIRELESS PHONES	9768969089	8/1/2016	8/11/2016	70.91	
139						<b>Total:</b>	<b>\$11,007.67</b>	
140								
141	<b>FINANCE</b>							
142	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	50.00	
143	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	0802016	7/28/2016	8/4/2016	72.45	
144	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	44170785 0816	8/16/2016	8/25/2016	150.19	
145	VA INFORMATION TECHNOLOGIES AGENCY	TELECOMMUNICATIONS	VITA CHARGES JUN 16	T301397	7/27/2016	8/4/2016	22.49	
146	VACORP	WORKER'S COMPENSATION	WORKERS COMP	12704	7/1/2016	8/4/2016	170.88	
147	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	19252841	8/16/2016	8/25/2016	169.45	
148						<b>Total:</b>	<b>\$635.46</b>	
149								
150	<b>REGISTRAR/ELECTORAL BOARD</b>							
151	AUTOMATED OFFICE SYSTEMS	LEASE/RENT	MONTHLY CHARGE	073059	8/2/2016	8/18/2016	155.00	
152	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	5.53	
153	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	10.00	
154	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	19.27	
155	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	201.68	
156	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	878.00	
157	SHENANDOAH VALLEY WATER	LEASE/RENT	WATER	H4031010-16	8/11/2016	8/18/2016	24.57	
158	STAPLES CONTRACT & COMMERCIAL, INC.	FURNITURE & FIXTURES	SUPPLIES	8040307946	8/11/2016	8/18/2016	(\$70.00)	
159	STAPLES CONTRACT & COMMERCIAL, INC.	FURNITURE & FIXTURES	SUPPLIES	8040307946	8/11/2016	8/18/2016	1,827.02	
160	VA INFORMATION TECHNOLOGIES AGENCY	TELECOMMUNICATIONS	VITA CHARGES JUN 16	T301397	7/27/2016	8/4/2016	21.16	
161	VACORP	WORKER'S COMPENSATION	WORKERS COMP	12704	7/1/2016	8/4/2016	70.57	
162	VERIZON	TELECOMMUNICATIONS	WIRELESS PHONES	9768969089	8/1/2016	8/11/2016	22.95	
163						<b>Total:</b>	<b>\$3,165.75</b>	
164								
165	<b>HUMAN RESOURCES</b>							
166	FLUVANNA REVIEW	RECRUITMENT	PART TIME CLERK AD	2016F30-14	8/3/2016	8/11/2016	63.00	


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167	PIERCE GROUP BENEFITS	PROFESSIONAL SERVICES	HEALTH INS BROKER FEE	2 FLUVANNA	8/1/2016	8/4/2016	1,242.00	
168	PROTECT YOUTH SPORTS	RECRUITMENT	BACKGROUND CHECK	447571	8/1/2016	8/4/2016	22.00	
169	RIDELL INC	EMPLOYEE RECOGNITION	WELLNESS SHIRTS	68496	5/9/2016	8/18/2016	810.00	
170	VACORP	WORKER'S COMPENSATION	WORKERS COMP	12704	7/1/2016	8/4/2016	40.31	
171	VERIZON	TELECOMMUNICATIONS	WIRELESS PHONES	9768969089	8/1/2016	8/11/2016	70.85	
172	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	PRINTER	19110955	7/25/2016	8/4/2016	44.80	
173						<b>Total:</b>	<b>\$2,292.96</b>	
174								
175	<b>GENERAL DISTRICT COURT</b>							
176	ASSOCIATION OF CLERKS OF THE COURTS	MAINTENANCE CONTRACTS	MEMBERSHIP	FY17	7/10/2016	8/11/2016	75.00	
177	SHENANDOAH VALLEY WATER	MAINTENANCE CONTRACTS	WATER	H70017350-16	8/11/2016	8/18/2016	27.25	
178	VA INFORMATION TECHNOLOGIES AGENCY	TELECOMMUNICATIONS	VITA CHARGES JUN 16	T301397	7/27/2016	8/4/2016	26.36	
179	VIRGINIA BUSINESS SYSTEMS	MAINTENANCE CONTRACTS	COPIER	19122055	8/1/2016	8/11/2016	161.51	
180						<b>Total:</b>	<b>\$290.12</b>	
181								
182	<b>COURT SERVICE UNIT</b>							
183	DENNIS CRONIN	MILEAGE ALLOWANCES	MILEAGE	061616	6/30/2016	8/4/2016	49.68	
184	DENNIS CRONIN	MILEAGE ALLOWANCES	MILEAGE	0716	7/8/2016	8/18/2016	35.64	
185	DONNA COLE	MILEAGE ALLOWANCES	MILEAGE	0816	8/16/2016	8/18/2016	21.60	
186	SHENANDOAH VALLEY WATER	LEASE/RENT	WATER	H5790520-16	8/11/2016	8/18/2016	19.25	
187	VA INFORMATION TECHNOLOGIES AGENCY	TELECOMMUNICATIONS	VITA CHARGES JUN 16	T301397	7/27/2016	8/4/2016	34.29	
188						<b>Total:</b>	<b>\$160.46</b>	
189								
190	<b>CLERK OF THE CIRCUIT COURT</b>							
191	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	22.14	
192	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	28.69	
193	FLUVANNA CO CIRCUIT COURT	CONTRACT SERVICES	BANK SERVICE FEES	072916	8/3/2016	8/11/2016	72.50	
194	KODIAK, LLC.	LEASE/RENT	SHRED	58300	8/11/2016	8/18/2016	15.00	
195	LOGAN SYSTEMS, INC.	PROFESSIONAL SERVICES	PROFESSIONAL SERVICES	48523	8/11/2016	8/18/2016	2,541.67	
196	PITNEY BOWES	LEASE/RENT	LEASE CHARGES	3301221586	8/1/2016	8/11/2016	150.00	
197	POSTMASTER	LEASE/RENT	BOX 550 YR RENEWAL	080916	8/1/2016	8/11/2016	110.00	
198	SHENANDOAH VALLEY WATER	OFFICE SUPPLIES	WATER	H24843500-16	8/1/2016	8/12/2016	58.45	
199	STAPLES CONTRACT & COMMERCIAL, INC.	FURNITURE & FIXTURES	SUPPLIES	8040307946	8/11/2016	8/18/2016	(\$75.90)	
200	STAPLES CONTRACT & COMMERCIAL, INC.	FURNITURE & FIXTURES	SUPPLIES	8040307946	8/11/2016	8/18/2016	759.00	
201	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	SUPPLIES	8040307946	8/11/2016	8/18/2016	55.05	
202	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	SUPPLIES	8040307946	8/11/2016	8/18/2016	134.38	
203	TRISTANA TREADWAY	CONVENTION AND	REIMBURSEMENT (CLERKS	081016	8/11/2016	8/18/2016	250.00	
204	VA INFORMATION TECHNOLOGIES AGENCY	TELECOMMUNICATIONS	VITA CHARGES JUN 16	T301397	7/27/2016	8/4/2016	36.80	
205	VACORP	WORKER'S COMPENSATION	WORKERS COMP	12704	7/1/2016	8/4/2016	245.83	
206	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	19218739	8/16/2016	8/25/2016	197.58	


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4								
6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount	
207								
208								
209	<b>CIRCUIT COURT JUDGE</b>							
210	BRIAN E. CLEMENTS	COMPENSATION-CIVIL	JURY DUTY 8/15/16	CL12000122-01	8/15/2016	8/18/2016	30.00	
211	BRIAN L. FAULKNIER	COMPENSATION-CIVIL	JURY DUTY 8/15/16	CL12000122-02	8/15/2016	8/18/2016	30.00	
212	BRUCE PAGLIUCA	COMPENSATION-CIVIL	JURY DUTY 8/15/16	CL12000122-03	8/15/2016	8/18/2016	30.00	
213	DAWN M. WRIGHT	COMPENSATION-CIVIL	JURY DUTY 8/15/16	CL12000122-04	8/15/2016	8/18/2016	30.00	
214	EILEEN J. BUDD	COMPENSATION-CIVIL	JURY DUTY 08/15/16	CL12000122-05	8/15/2016	8/18/2016	30.00	
215	FREDERICK D. GORMUS	COMPENSATION-CIVIL	JURY DUTY 08/15/16	CL12000122-06	8/15/2016	8/18/2016	30.00	
216	ISAISH E. BROWN	COMPENSATION-CIVIL	JURY DUTY 08/15/16	CL12000122-07	8/15/2016	8/18/2016	30.00	
217	JOSHUA A. NEELLEY	COMPENSATION-CIVIL	JURY DUTY 08/15/16	CL12000122-08	8/15/2016	8/18/2016	30.00	
218	KELLY S. REINHARDT	COMPENSATION-CIVIL	JURY DUTY 08/15/16	CL12000122-09	8/15/2016	8/18/2016	30.00	
219	LISA M. SPEARS	COMPENSATION-CIVIL	JURY DUTY 08/15/16	CL12000122-10	8/15/2016	8/18/2016	30.00	
220	MARY L. BARBOUR	COMPENSATION-CIVIL	JURY DUTY 08/15/16	CL12000122-11	8/15/2016	8/18/2016	30.00	
221	MAUD ELLEN M. PERSINGER	COMPENSATION-CIVIL	JURY DUTY 08/15/16	CL12000122-12	8/15/2016	8/18/2016	30.00	
222	MEGAN L. AUSTIN	COMPENSATION-CIVIL	JURY DUTY 08/15/16	CL12000122-13	8/15/2016	8/18/2016	30.00	
223	NICHOLAS C. VAN TOL	COMPENSATION-CIVIL	JURY DUTY 08/15/16	CL12000122-14	8/15/2016	8/18/2016	30.00	
224	NICOLE R. BUTT	COMPENSATION-CIVIL	JURY DUTY 08/15/16	CL12000122-15	8/15/2016	8/18/2016	30.00	
225	SCOTT B. MILLER	COMPENSATION-CIVIL	JURY DUTY 08/15/16	CL12000122-16	8/15/2016	8/18/2016	30.00	
226	SHAWNA L. DIEMER	COMPENSATION-CIVIL	JURY DUTY 08/15/16	CL12000122-16	8/15/2016	8/18/2016	30.00	
227	TERESA P. WATSON	COMPENSATION-CIVIL	JURY DUTY 08/15/16	CL12000122-17	8/15/2016	8/18/2016	30.00	
228	TIMOTHY M. CURRIER	COMPENSATION-CIVIL	JURY DUTY 08/15/16	CL12000122-18	8/15/2016	8/18/2016	30.00	
229	VALERIE L. SPEARS	COMPENSATION-CIVIL	JURY DUTY 08/15/16	CL12000122-19	8/15/2016	8/18/2016	30.00	
230	DEAN SCOTT BOISSEAU	COMPENSATION-GRAND	JURY DUTY	GJ082016-2	8/22/2016	8/25/2016	30.00	
231	LINDA JEAN REESE	COMPENSATION-GRAND	JURY DUTY	GJ082016-6	8/22/2016	8/25/2016	30.00	
232	MARCIA LYNN LUNIEWSKI	COMPENSATION-GRAND	JURY DUTY	GJ082016-5	8/22/2016	8/25/2016	30.00	
233	PERRIE JANE JOHNSON	COMPENSATION-GRAND	JURY DUTY	GJ082016-4	8/22/2016	8/25/2016	30.00	
234	ROBERT WILLIAM BROWN	COMPENSATION-GRAND	JURY DUTY	GJ082016-3	8/22/2016	8/25/2016	30.00	
235	WAYNE KENNETH WHITE	COMPENSATION-GRAND	JURY DUTY	GJ082016-7	8/22/2016	8/25/2016	30.00	
236	VA INFORMATION TECHNOLOGIES AGENCY	TELECOMMUNICATIONS	VITA CHARGES JUN 16	T301397	7/27/2016	8/4/2016	19.47	
237								
238								
239	<b>COMMONWEALTH ATTY</b>							
240	MATTHEW BENDER & CO INC	BOOKS/PUBLICATIONS	VA CRIM LAW & PROC 2016S1 SUPP	84776544	7/25/2016	8/4/2016	119.43	
241	MATTHEW BENDER & CO INC	BOOKS/PUBLICATIONS	VA CRIM LAW 2016 SUPP	85246352	8/11/2016	8/18/2016	162.43	
242	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	0802016	7/28/2016	8/4/2016	11.53	
243	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	44170785 0816	8/16/2016	8/25/2016	12.15	
244	SHENANDOAH VALLEY WATER	LEASE/RENT	WATER	H3547800-16	8/1/2016	8/12/2016	22.65	
245	SHERRI STADER CAREW	OTHER OPERATING	OFFICE SUPPLIES	080116	7/28/2016	8/4/2016	14.73	
246	SOFTWARE UNLIMITED COPRORATION	MAINTENANCE CONTRACTS	YEARLY SOFTWARE MAINTENANCE	8	8/11/2016	8/18/2016	3,206.88	





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247	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	SUPPLIES	8040307946	8/11/2016	8/18/2016	48.88	
248	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	SUPPLIES	8040307946	8/11/2016	8/18/2016	97.36	
249	VA INFORMATION TECHNOLOGIES AGENCY	TELECOMMUNICATIONS	VITA CHARGES JUN 16	T301397	7/27/2016	8/4/2016	29.76	
250	VACORP	WORKER'S COMPENSATION	WORKERS COMP	12704	7/1/2016	8/4/2016	242.72	
251	VERIZON	TELECOMMUNICATIONS	WIRELESS PHONES	9768969089	8/1/2016	8/11/2016	23.95	
252						<b>Total:</b>	<b>\$3,992.47</b>	
253								
254	<b>SHERIFF</b>							
255	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP	OIL FILTER	7306621852638	8/1/2016	8/11/2016	3.51	
256	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP	PARTS	7306622443501	8/2/2016	8/18/2016	34.54	
257	ADVANCE AUTO PARTS	VEHICLES REP & MAINT	OIL FILTER	7306623760793	8/16/2016	8/25/2016	7.35	
258	ADVANCE AUTO PARTS	VEHICLES REP & MAINT	BRAKE PADS	7306623760811	8/16/2016	8/25/2016	18.91	
259	ADVANCE AUTO PARTS	VEHICLES REP & MAINT	BRAKE ROTOR	730662370802	8/16/2016	8/25/2016	93.83	
260	AT&T 286-3642	TELECOMMUNICATIONS	ACCT 7305055828001	070616	8/3/2016	8/4/2016	173.92	
261	AT&T 286-3642	TELECOMMUNICATIONS	LONG DISTANCE	080616	8/16/2016	8/25/2016	248.92	
262	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	125.00	
263	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	550.00	
264	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	12.19	
265	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	31.92	
266	BANK OF AMERICA	OTHER OPERATING	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	215.66	
267	BANK OF AMERICA	POLICE SUPPLIES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	4.99	
268	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	458.07	
269	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	625.58	
270	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	MOUNT AND BALANCE	081116 1	8/16/2016	8/25/2016	42.00	
271	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	MOUNT AND BALANCE	081516	8/16/2016	8/25/2016	84.00	
272	CENTURYLINK	TELECOMMUNICATIONS	SHERIFFS'S OFFICE	310191749 071616	8/3/2016	8/4/2016	1,001.82	
273	CENTURYLINK	TELECOMMUNICATIONS	SHERIFFS OFFICE	309903768 0816	8/16/2016	8/25/2016	148.89	
274	CLEAR COMMUNICATIONS AND	VEHICLES REP & MAINT	TUNING FORK	109413	8/3/2016	8/11/2016	24.00	
275	CLEAR COMMUNICATIONS AND	VEHICLES REP & MAINT	GUN LOCK INSTALL	109472	8/1/2016	8/11/2016	141.11	
276	E.W. THOMAS	OTHER OPERATING	BRENNAN'S RETIREMENT	072616	8/3/2016	8/11/2016	448.22	
277	EFRAIN LOPEZ	SUBSISTENCE & LODGING	MEAL REIMBURSEMENT	073116	8/3/2016	8/11/2016	44.05	
278	FISHER AUTO PARTS, INC.	VEHICLE/POWER EQUIP	WIPER AND BLADES	015-301264	8/16/2016	8/25/2016	34.78	
279	FLUVANNA ACE HARDWARE	POLICE SUPPLIES	SUPPLIES	54810	8/16/2016	8/25/2016	0.60	
280	FLUVANNA ACE HARDWARE	POLICE SUPPLIES	SINGLE KEY CUT	54804	8/16/2016	8/25/2016	7.50	
281	FRANKIE BISHOP	VEHICLE FUEL	GAS/FUEL	080416	8/3/2016	8/11/2016	17.00	
282	GALLS, LLC.	UNIFORM/WEARING APPAREL	UNIFORMS	005754240	8/3/2016	8/11/2016	154.65	
283	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	073116	8/1/2016	8/11/2016	4,115.45	
284	KODIAK, LLC.	LEASE/RENT	SHRED	58300	8/11/2016	8/18/2016	35.00	
285	LACORIE STEPPE	SUBSISTENCE & LODGING	REIMBURSEMENT (MEALS)	073116	8/8/2016	8/11/2016	42.91	
286	LESLIE KOCZAN	SUBSISTENCE & LODGING	REIMBURSEMENT (MEALS)	073116	8/8/2016	8/11/2016	41.06	

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287	MIDLOTHIAN BUSINESS FORMS	OFFICE SUPPLIES	UNIFORMS	1883	8/8/2016	8/11/2016	360.97	
288	RECTOR & VISITORS OF THE UNIVERSITY	CONTRACT SERVICES	4TH QUARTER APR MAY JUN 2016	FY2015-2016	8/12/2016	8/18/2016	508.20	
289	SAM'S CLUB	DUES OR ASSOCIATION	MEMBERSHIP RENEWAL	071716	8/16/2016	8/25/2016	45.00	
290	SHENANDOAH VALLEY WATER	LEASE/RENT	WATER	H3822710-16	8/1/2016	8/12/2016	75.15	
291	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	OIL CHANGE	1001626	8/1/2016	8/11/2016	14.00	
292	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	OIL CHANGE	1001731	8/16/2016	8/25/2016	14.00	
293	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	STATE INSPECTION	1001629	8/16/2016	8/25/2016	16.00	
294	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	STATE INSPECTION	1001630	8/16/2016	8/25/2016	16.00	
295	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	OIL FILTER	1001628	8/16/2016	8/25/2016	30.00	
296	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	TOWING	1001627	8/16/2016	8/25/2016	150.00	
297	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	SUPPLIES	8040307946	8/11/2016	8/18/2016	57.28	
298	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	SUPPLIES	8040307946	8/11/2016	8/18/2016	63.28	
299	TOWN GUN SHOP, INC.	POLICE SUPPLIES	POLICE SUPPLIES	R80170	8/16/2016	8/25/2016	1,047.20	
300	TOWN GUN SHOP, INC.	POLICE SUPPLIES	POLICE SUPPLIES	R80175	8/16/2016	8/25/2016	1,359.40	
301	TREASURER OF VIRGINIA	PROFESSIONAL SERVICES	MEDICAL EXAMINER	071516	8/16/2016	8/25/2016	20.00	
302	VA INFORMATION TECHNOLOGIES AGENCY	TELECOMMUNICATIONS	VITA CHARGES JUN 16	T301397	7/27/2016	8/4/2016	473.88	
303	VACORP	LINE OF DUTY	LINE OF DUTY COVERAGE	070116-LODA-9	7/1/2016	8/4/2016	11,447.00	
304	VACORP	VEHICLE INSURANCE	POLICY	8513	7/1/2016	8/4/2016	21,484.76	
305	VACORP	VOLUNTEER ACCIDENT &	INS POLICY	070116-VASC-5	7/1/2016	8/4/2016	1,000.00	
306	VACORP	WORKER'S COMPENSATION	WORKERS COMP	12704	7/1/2016	8/4/2016	30,116.28	
307	VALLEY OFFICE MACHINES, INC.	MAINTENANCE CONTRACTS	METER CHARGE	160808-0040	8/11/2016	8/18/2016	120.06	
308	VALLEY OFFICE MACHINES, INC.	MAINTENANCE CONTRACTS	ANNUAL BILLING	160810-0034	8/16/2016	8/25/2016	94.87	
309	VERIZON BUSINESS/MCI COMM SERVICE	TELECOMMUNICATIONS	LONG DISTANCE	09791089	8/16/2016	8/25/2016	17.69	
310	VERIZON BUSINESS/MCI COMM SERVICE	TELECOMMUNICATIONS	LONG DSTANCE	09925708	8/16/2016	8/25/2016	18.99	
311	VERIZON	TELECOMMUNICATIONS	PHONE BILL	9770008514	8/16/2016	8/25/2016	1,896.75	
312	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	19148794	8/1/2016	8/11/2016	77.72	
313	VIRGINIA DEPT. OF MOTOR VEHICLES	OTHER OPERATING	SPECIAL ID	16211670	8/1/2016	8/11/2016	20.00	
314	VIRGINIA SHERIFF'S ASSOCIATION	CONVENTION AND	CONFERENCE	VSA1607201606000635	7/25/2016	8/4/2016	225.00	
315	VIRGINIA SHERIFF'S ASSOCIATION	CONVENTION AND	CONFERENCE	VSA1607201606010636	7/25/2016	8/4/2016	225.00	
316	VIRGINIA WHOLESALE TIRE	VEHICLE/POWER EQUIP	TIRES	367115	8/16/2016	8/25/2016	624.08	
317	WEST RIVER AUTO	VEHICLES REP & MAINT	OIL FILTER	32677	7/25/2016	8/4/2016	22.99	
318	WEST RIVER AUTO	VEHICLES REP & MAINT	OIL FILTER	32628	8/1/2016	8/11/2016	40.99	
319	WEST RIVER AUTO	VEHICLES REP & MAINT	OIL FILTER	32466	8/1/2016	8/11/2016	55.30	
320	WEST RIVER AUTO	VEHICLES REP & MAINT	OIL FILTER	32564	8/1/2016	8/11/2016	73.87	
321	WEST RIVER AUTO	VEHICLES REP & MAINT	OIL FILTER	32556	8/1/2016	8/11/2016	23.62	
322	WEST RIVER AUTO	VEHICLES REP & MAINT	MOUNT AND BALANCE	32545	8/1/2016	8/11/2016	61.20	
323	WEST RIVER AUTO	VEHICLES REP & MAINT	REPLACED STARTER	32483	8/1/2016	8/11/2016	74.25	
324	WEST RIVER AUTO	VEHICLES REP & MAINT	OIL FILTER	32514	8/1/2016	8/11/2016	97.20	
325						<b>Total:</b>	<b>\$81,055.41</b>	
326								


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327	E911							
328	BANK OF AMERICA	MAINTENANCE CONTRACTS	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	285.13	
329	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	93.44	
330	CENTURYLINK	TELECOMMUNICATIONS	PHONE BILL	310214091 071916	7/10/2016	8/11/2016	960.80	
331	CENTURYLINK	TELECOMMUNICATIONS	WIRELINE	310042302 0816	8/16/2016	8/25/2016	1,837.72	
332	DONNA'S NEEDLEWORK & CRAFT	UNIFORM/WEARING APPAREL	HEM PANTS	9338-41	8/16/2016	8/25/2016	8.00	
333	JOEL A. ZELINSKY	E911 NEW ROAD SIGNS	ADDRESS PLATE	2665	8/3/2016	8/11/2016	711.20	
334	NWG SOLUTIONS, LLC.	BLDGS EQUIP REP & MAINT	BLOCK TIME	38426	7/28/2016	8/4/2016	2,500.00	
335	NWG SOLUTIONS, LLC.	BLDGS EQUIP REP & MAINT	BLOCK TIME	38628	8/8/2016	8/11/2016	2,500.00	
336	NWG SOLUTIONS, LLC.	MAINTENANCE CONTRACTS	WARRANTY RENEWAL	38661	8/16/2016	8/25/2016	1,258.00	
337	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	SUPPLIES	8040307946	8/11/2016	8/18/2016	7.78	
338	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	SUPPLIES	8040307946	8/11/2016	8/18/2016	23.46	
339	VA INFORMATION TECHNOLOGIES AGENCY	TELECOMMUNICATIONS	VITA CHARGES JUN 16	T301397	7/27/2016	8/4/2016	18.62	
340	VACORP	WORKER'S COMPENSATION	WORKERS COMP	12704	7/1/2016	8/4/2016	348.23	
341	VERIZON	TELECOMMUNICATIONS	PHONE BILL	9770008514	8/16/2016	8/25/2016	149.85	
342	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	19148794	8/1/2016	8/11/2016	77.73	
343	WITMER PUBLIC SAFETY GROUP, INC	UNIFORM/WEARING APPAREL	UNIFORM	1712199.001	8/16/2016	8/25/2016	69.00	
344								
345								
346	FIRE AND RESCUE SQUAD							
347	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	108.88	
348	SCOTTSVILLE VOLUNTEER RESCUE	SCOTTSVILLE VOL. RESCUE	ANNUAL ALLOCATION	SVR1	8/1/2016	8/11/2016	25,000.00	
349	SCOTTSVILLE VOLUNTEER	SCOTTSVILLE VOLUNTEER	ANNUAL ALLCOATION FY17	SVF1	7/15/2016	8/11/2016	10,000.00	
350	SHENANDOAH VALLEY WATER	LEASE/RENT	WATER	H3464300-16	8/1/2016	8/12/2016	71.46	
351	VACORP	LINE OF DUTY	LINE OF DUTY COVERAGE	070116-LODA-9	7/1/2016	8/4/2016	11,830.00	
352								
353								
354	CORRECTION AND DETENTION							
355	COUNTY OF ALBEMARLE, VIRGINIA	BRJDC DEBT PAYMENT	FIRST QUARTER DEBT SERVICE	FY2017-00000082	8/1/2016	8/11/2016	17,933.50	
356	COUNTY OF ALBEMARLE, VIRGINIA	CONFINEMENT - BRJDC	JULY FY 2016-2017	FY2017-00000065	8/1/2016	8/11/2016	14,889.92	
357	COUNTY OF ALBEMARLE, VIRGINIA	CONFINEMENT - BRJDC	AUGUST FY2016-2017	FY2017-00000096	8/1/2016	8/11/2016	14,889.92	
358	COUNTY OF ALBEMARLE, VIRGINIA	CONFINEMENT - BRJDC	RESERVES FY2016-2017	FY2017-00000066	8/12/2016	8/12/2016	7,355.00	
359								
360								
361	BUILDING INSPECTIONS							
362	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	15.74	
363	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	11.97	
364	FLORIN MOLDOVAN	CONVENTION AND	MILEAGE	072916	7/28/2016	8/4/2016	57.24	
365	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	073116	8/1/2016	8/11/2016	45.05	
366	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	0802016	7/28/2016	8/4/2016	14.42	


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367	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	44170785 0816	8/16/2016	8/25/2016	7.41	
368	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	SUPPLIES	8040307946	8/11/2016	8/18/2016	23.14	
369	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	SUPPLIES	8040307946	8/11/2016	8/18/2016	110.66	
370	VA INFORMATION TECHNOLOGIES AGENCY	TELECOMMUNICATIONS	VITA CHARGES JUN 16	T301397	7/27/2016	8/4/2016	21.59	
371	VACORP	WORKER'S COMPENSATION	WORKERS COMP	12704	7/1/2016	8/4/2016	3,114.30	
372	VERIZON	TELECOMMUNICATIONS	WIRELESS PHONES	9768969089	8/1/2016	8/11/2016	146.89	
373						<b>Total:</b>	<b>\$3,568.41</b>	
374								
375	<b>EMERGENCY MANAGEMENT</b>							
376	ANDREW PULLEN	CONVENTION AND	RURAL WATER SUPPLY COURSE	062916	6/30/2016	8/18/2016	875.00	
377	BANK OF AMERICA	DUES OR ASSOCIATION	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	75.00	
378	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	9.40	
379	DALE DEAN	CONVENTION AND	RURAL WATER SUPPLY COURSE	062916	6/30/2016	8/18/2016	600.00	
380	EMS MANAGEMENT & CONSULTANTS, INC	CONTRACT SERVICES	NPP LETTERS	028181	8/16/2016	8/18/2016	2,352.64	
381	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	073116	8/1/2016	8/11/2016	31.90	
382	RECTOR & VISITORS OF THE UNIVERSITY	PROFESSIONAL SERVICES	EMS COVERAGE JULY2016	073116	8/11/2016	8/18/2016	48,541.76	
383	VACORP	WORKER'S COMPENSATION	WORKERS COMP	12704	7/1/2016	8/4/2016	39.55	
384						<b>Total:</b>	<b>\$52,525.25</b>	
385								
386	<b>ANIMAL CONTROL</b>							
387	FLUVANNA SPCA	CONTRACT SERVICES	SEP16 POUND SERVICES	082216	8/16/2016	8/25/2016	10,708.33	
388	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	073116	8/1/2016	8/11/2016	257.02	
389	SEVEN BOYS INC.	VEHICLES REP & MAINT	REPAIRS	6680	8/2/2016	8/18/2016	2,784.36	
390	VACORP	LINE OF DUTY	LINE OF DUTY COVERAGE	070116-LODA-9	7/1/2016	8/4/2016	715.00	
391	VACORP	WORKER'S COMPENSATION	WORKERS COMP	12704	7/1/2016	8/4/2016	786.88	
392	VERIZON	TELECOMMUNICATIONS	PHONE BILL	9770008514	8/16/2016	8/25/2016	99.90	
393						<b>Total:</b>	<b>\$15,351.49</b>	
394								
395	<b>FACILITIES</b>							
396	ALBEMARLE LOCK & SAFE, INC.	BLDGS EQUIP REP & MAINT	KEYS	60110	8/16/2016	8/25/2016	33.00	
397	ATLANTIC DOOR CONTROL, INC.	CONTRACT SERVICES	REPLACED DOOR	WO-24454	8/15/2016	8/18/2016	185.00	
398	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	156.00	
399	BANK OF AMERICA	GENERAL MATERIALS AND	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	26.30	
400	BANK OF AMERICA	GENERAL MATERIALS AND	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	54.87	
401	BANK OF AMERICA	GENERAL MATERIALS AND	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	68.39	
402	BANK OF AMERICA	GENERAL MATERIALS AND	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	113.70	
403	BANK OF AMERICA	GENERAL MATERIALS AND	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	126.34	
404	BANK OF AMERICA	POSTAL SERVICES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	9.40	
405	BANK OF AMERICA	VEHICLES REP & MAINT	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	26.27	
406	BARRETT TREE SERVICE, INC.	CONTRACT SERVICES	TREE REMOVAL	080616	8/16/2016	8/25/2016	4,500.00	

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407	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	4 TIRES	081116	8/11/2016	8/18/2016	479.96	
408	CII SERVICE	BLDGS EQUIP REP & MAINT	WO# 2592-1	9717	8/3/2016	8/4/2016	390.24	
409	CII SERVICE	BLDGS EQUIP REP & MAINT	WO# 2669	9695	8/3/2016	8/4/2016	503.84	
410	CII SERVICE	BLDGS EQUIP REP & MAINT	WO# 2547-1	9716	8/3/2016	8/4/2016	582.49	
411	CII SERVICE	BLDGS EQUIP REP & MAINT	WO# 2715	9785	8/11/2016	8/18/2016	986.50	
412	CII SERVICE	BLDGS EQUIP REP & MAINT	WO# 9738	9738	8/11/2016	8/18/2016	1,703.58	
413	CII SERVICE	BLDGS EQUIP REP & MAINT	WO# 2629	9803	8/16/2016	8/25/2016	398.16	
414	CII SERVICE	BLDGS EQUIP REP & MAINT	WO# 2670	9809	8/16/2016	8/25/2016	817.66	
415	CII SERVICE	BLDGS EQUIP REP & MAINT	WO# 2432	9788	8/16/2016	8/25/2016	934.51	
416	CINTAS	LAUNDRY AND DRY	DRY CLEANING	394777041	8/3/2016	8/4/2016	313.43	
417	CINTAS	LAUNDRY AND DRY	DRY CLEANING	394779003	8/3/2016	8/11/2016	144.91	
418	CINTAS	LAUNDRY AND DRY	DRY CLEANING	394781014	8/11/2016	8/18/2016	144.91	
419	CINTAS	LAUNDRY AND DRY	DRY CLEANING	394782973	8/16/2016	8/25/2016	144.91	
420	CINTAS	LAUNDRY AND DRY	DRY CLEANING	394784938	8/16/2016	8/25/2016	144.91	
421	COMMUNITY INTERFACE	AGRICULTURAL SUPPLIES	TREASURER AND MAINT SHOP	042816	6/30/2016	8/4/2016	440.00	
422	COMMUNITY INTERFACE	AGRICULTURAL SUPPLIES	MULCH	080816	8/3/2016	8/11/2016	440.00	
423	E.W. THOMAS	GENERAL MATERIALS AND	SUPPLIES	080816	8/3/2016	8/11/2016	18.31	
424	E.W. THOMAS	JANITORIAL SUPPLIES	SUPPLIES	080816	8/3/2016	8/11/2016	20.68	
425	E.W. THOMAS	SUBSISTENCE & LODGING	SUPPLIES	080816	8/3/2016	8/11/2016	91.85	
426	FLUVANNA ACE HARDWARE	AGRICULTURAL SUPPLIES	SUPPLIES	073116	8/3/2016	8/11/2016	99.99	
427	FLUVANNA ACE HARDWARE	AGRICULTURAL SUPPLIES	SUPPLIES	54400	8/3/2016	8/11/2016	109.99	
428	FLUVANNA ACE HARDWARE	GENERAL MATERIALS AND	CAULK	53413	6/30/2016	8/4/2016	18.96	
429	FLUVANNA ACE HARDWARE	GENERAL MATERIALS AND	SUPPLIES	54400	8/3/2016	8/11/2016	24.48	
430	FLUVANNA ACE HARDWARE	GENERAL MATERIALS AND	SUPPLIES	073116	8/3/2016	8/11/2016	144.56	
431	GARDENKEEPERS OF VIRGINIA, LLC.	CONTRACT SERVICES	MAINTENANCE	7039	8/11/2016	8/18/2016	160.00	
432	GARDENKEEPERS OF VIRGINIA, LLC.	CONTRACT SERVICES	YARD WORK	7036	8/11/2016	8/18/2016	780.00	
433	INBODEN ENVIRONMENTAL SERVICES, INC.	CONTRACT SERVICES	WASTEWATER MONITORING	59951	8/11/2016	8/18/2016	247.00	
434	INBODEN ENVIRONMENTAL SERVICES, INC.	CONTRACT SERVICES	WASTEWATER MONITORING	59952	8/11/2016	8/18/2016	277.00	
435	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	073116	8/1/2016	8/11/2016	1,035.94	
436	JONES AUTOMOTIVE/ALL STAR AUTO	BLDGS EQUIP REP & MAINT	CAR SUPPLIES	073116	8/3/2016	8/11/2016	41.23	
437	JONES AUTOMOTIVE/ALL STAR AUTO	GENERAL MATERIALS AND	CAR SUPPLIES	073116	8/3/2016	8/11/2016	26.68	
438	JONES AUTOMOTIVE/ALL STAR AUTO	VEHICLES REP & MAINT	CAR SUPPLIES	073116	8/3/2016	8/11/2016	719.66	
439	JONES AUTOMOTIVE/ALL STAR AUTO	VEHICLES REP & MAINT	REPAIRS	70105	8/11/2016	8/18/2016	320.92	
440	LEGACY SIGNS & GRAPHICS	BLDGS EQUIP REP & MAINT	SIGN CHARGE	2016-178	8/16/2016	8/25/2016	72.00	
441	LOWE'S	GENERAL MATERIALS AND	SUPPLIES	072516	7/28/2016	8/4/2016	429.09	
442	MAC'S SERVICE CENTER	VEHICLES REP & MAINT	STATE INSPECTION	26193	8/11/2016	8/18/2016	16.00	
443	MAC'S SERVICE CENTER	VEHICLES REP & MAINT	SAFETY INSPECTION	26801	8/16/2016	8/25/2016	16.00	
444	PETER WELCH	POSTAL SERVICES	REIMBURSEMENT	080816	8/11/2016	8/18/2016	6.55	
445	PETER WELCH	TELECOMMUNICATIONS	REIMBURSEMENT (PHONE CASE)	116-5071025	8/8/2016	8/11/2016	19.97	
446	RAFALY ELECTRICAL CONTRACTORS, INC.	CONTRACT SERVICES	SPCA BLDG	6876	8/1/2016	8/11/2016	146.00	


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447	RAFALY ELECTRICAL CONTRACTORS, INC.	CONTRACT SERVICES	LIBRARY BLDG REPAIRS	6875	8/1/2016	8/11/2016	318.26	
448	RUHLMAN'S HAULING	BLDGS EQUIP REP & MAINT	ROCKS AND GRAVEL	070116	8/1/2016	8/11/2016	1,083.19	
449	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	SUPPLIES	8040307946	8/11/2016	8/18/2016	62.50	
450	TRACTOR HILL EQUIPMENT, LLC.	BLDGS EQUIP REP & MAINT	SVC CHARGE	073116	7/28/2016	8/4/2016	0.57	
451	TRACTOR HILL EQUIPMENT, LLC.	BLDGS EQUIP REP & MAINT	MISC	28411	7/27/2016	8/4/2016	38.17	
452	TRACTOR HILL EQUIPMENT, LLC.	MACHINERY AND EQUIPMENT	TURF TIGER	28127	7/22/2016	8/4/2016	9,735.00	
453	USABBLUEBOOK	GENERAL MATERIALS AND	SUPPLIES	011505	7/20/2016	8/4/2016	578.80	
454	USABBLUEBOOK	OTHER OPERATING	SUPPLIES	006756	7/20/2016	8/4/2016	780.39	
455	VA INFORMATION TECHNOLOGIES AGENCY	TELECOMMUNICATIONS	VITA CHARGES JUN 16	T301397	7/27/2016	8/4/2016	21.39	
456	VACORP	VEHICLE INSURANCE	POLICY	8513	7/1/2016	8/4/2016	11,729.18	
457	VACORP	WORKER'S COMPENSATION	WORKERS COMP	12704	7/1/2016	8/4/2016	4,480.66	
458	VERIZON	TELECOMMUNICATIONS	WIRELESS PHONES	9768969089	8/1/2016	8/11/2016	120.71	
459	WAYNE MORRIS BODY SHOP	VEHICLES REP & MAINT	LABOR AND MATERIAL	726016	7/25/2016	8/4/2016	1,000.00	
460						<b>Total:</b>	<b>\$48,660.96</b>	
461								
462	<b>GENERAL SERVICES</b>							
463	ABC EXTINGUISHERS, LLC.	MAINTENANCE CONTRACTS	ANNUAL EXTINGUISHER MAINTENANCE	ABC8760	7/10/2016	8/11/2016	731.80	
464	AMELIA OVERHEAD DOOR	MAINTENANCE CONTRACTS	MAINTENANCE	107313	8/16/2016	8/25/2016	100.00	
465	AMELIA OVERHEAD DOOR	MAINTENANCE CONTRACTS	MAINTENANCE	107314	8/16/2016	8/25/2016	100.00	
466	AMELIA OVERHEAD DOOR	MAINTENANCE CONTRACTS	MAINTENANCE	107315	8/16/2016	8/25/2016	200.00	
467	AMELIA OVERHEAD DOOR	MAINTENANCE CONTRACTS	MAINTENANCE	107312	8/16/2016	8/25/2016	300.00	
468	AMELIA OVERHEAD DOOR	MAINTENANCE CONTRACTS	MAINTENANCE	107316	8/16/2016	8/25/2016	300.00	
469	AMELIA OVERHEAD DOOR	MAINTENANCE CONTRACTS	MAINTENANCE	107311	8/16/2016	8/25/2016	600.00	
470	AMELIA OVERHEAD DOOR	MAINTENANCE CONTRACTS	MAINTENANCE	107317	8/16/2016	8/25/2016	600.00	
471	AMELIA OVERHEAD DOOR	MAINTENANCE CONTRACTS	MAINTENANCE	107319	8/16/2016	8/25/2016	600.00	
472	AQUA VIRGINIA, INC.	WATER SERVICES	WATER BILL	7929310552932 0716	7/10/2016	8/11/2016	21.36	
473	AQUA VIRGINIA, INC.	WATER SERVICES	WATER BILL	7970740556855 0716	7/10/2016	8/11/2016	22.86	
474	AQUA VIRGINIA, INC.	WATER SERVICES	WATER BILL	7929300552931 0716	7/10/2016	8/11/2016	77.46	
475	AQUA VIRGINIA, INC.	WATER SERVICES	WATER BILL	7800100540828 0716	7/10/2016	8/11/2016	116.91	
476	AQUA VIRGINIA, INC.	WATER SERVICES	WATER	15301850550900 0803	8/2/2016	8/18/2016	68.48	
477	ARTHURS SEPTIC SERVICE	MAINTENANCE CONTRACTS	3 LOADS	072616	7/10/2016	8/11/2016	880.00	
478	BFPE INTERNATIONAL	MAINTENANCE CONTRACTS	MAINTENANCE	1980794	8/3/2016	8/4/2016	256.75	
479	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	479 CUNNINGHAM	2133-005 072216	8/3/2016	8/4/2016	266.74	
480	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	214 COMMONS BLVD	275906-001 072216	8/3/2016	8/4/2016	1,440.14	
481	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	160 COMMONS BLVD	85473-002 072216	8/3/2016	8/4/2016	1,690.78	
482	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	PARKS AND REC	105221-006 081716	8/16/2016	8/25/2016	28.39	
483	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	CUNNINGHAM SCHOOL	2133-003 081716	8/16/2016	8/25/2016	28.39	
484	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	718 THOMAS JEFF	85473-003 081716	8/16/2016	8/25/2016	28.60	
485	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	THOMAS JEFFERSON PKWY	203061-001 081716	8/16/2016	8/25/2016	28.91	
486	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	271 PLEASANT GROVE	275904-006 081716	8/16/2016	8/25/2016	29.52	





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487	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	THOMAS JEFFERSON PKWY	105221-002 081716	8/16/2016	8/25/2016	30.39	
488	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	271 PLEASANT GROVE	105221-007 081716	8/16/2016	8/25/2016	30.39	
489	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	271 PLEASANT GROVE	105221-008 081716	8/16/2016	8/25/2016	30.39	
490	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	THOMAS JEFFERSON PKWY	105221-009 081716	8/16/2016	8/25/2016	30.39	
491	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	THOMAS JEFF PKWY	105221-003 081716	8/16/2016	8/25/2016	32.36	
492	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	W RIVER RD FORK UNION	275904-008 081716	8/16/2016	8/25/2016	40.56	
493	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	COMPETITION PARK	105221-004 081716	8/16/2016	8/25/2016	47.18	
494	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	11206 W RIVER RD FORK UNION	275904-002 081716	8/16/2016	8/25/2016	136.77	
495	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	COMPETITION PARK	105221-001 081716	8/16/2016	8/25/2016	188.89	
496	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	563 WILMINGTON RD	275905-001 081716	8/16/2016	8/25/2016	287.38	
497	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	271 PLEASANT GR	275904-004 081716	8/16/2016	8/25/2016	352.37	
498	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	51 KENTS STORE RD	275907-002 080516	8/16/2016	8/25/2016	609.10	
499	CENTRAL VA ELECTRIC COOP	STREET LIGHTS	THOMAS JEFF PKWY	85473-001 081716	8/16/2016	8/25/2016	156.86	
500	CENTURYLINK 589-8525	TELECOMMUNICATIONS	ACCT BTL00204	A362211	8/3/2016	8/4/2016	50.00	
501	CII SERVICE	MAINTENANCE CONTRACTS	CONTRACT	9718	8/3/2016	8/4/2016	3,164.00	
502	CII SERVICE	MAINTENANCE CONTRACTS	WO# 2606	9721	8/1/2016	8/11/2016	6,405.00	
503	CII SERVICE	MAINTENANCE CONTRACTS	WO# 2695	9775	8/11/2016	8/18/2016	631.91	
504	CII SERVICE	MAINTENANCE CONTRACTS	CONTRACT- AUG	9820	8/16/2016	8/25/2016	3,164.00	
505	CINTAS	MAINTENANCE CONTRACTS	FIRST AID	5005475693	7/10/2016	8/11/2016	54.52	
506	CINTAS	MAINTENANCE CONTRACTS	FIRST AID	5005665792	8/3/2016	8/11/2016	120.00	
507	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	BUS GARAGE	9974215007 072816	8/3/2016	8/4/2016	6.98	
508	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	HOUSING OFFICE	1134080009 072816	8/3/2016	8/4/2016	17.73	
509	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	196 MAIN ST	1124090000 072816	7/28/2016	8/4/2016	26.79	
510	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	CELL TOWER 14591 JAMES HWY	5699060132 072816	7/28/2016	8/4/2016	35.47	
511	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	RT 1001 PUMP HOUSE	4501632147 072516	7/28/2016	8/4/2016	64.81	
512	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	JAIL MUSEUM	1424085007 072516	7/28/2016	8/4/2016	69.16	
513	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	51 COURT SQ	1114097502 072816	7/28/2016	8/4/2016	70.21	
514	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	8952 JAMES HWY LG FIELD	0692200942 072816	7/28/2016	8/4/2016	76.14	
515	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	8878 JAMES HWY SM BALL FIELD	0274195007 072816	7/28/2016	8/4/2016	96.92	
516	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	8952 LG FIELD #52	3023889169 072616	7/28/2016	8/4/2016	126.14	
517	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	211 MAIN ST	1284152509 072816	7/28/2016	8/4/2016	141.70	
518	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	197 MAIN ST	1304130006 072816	7/28/2016	8/4/2016	194.84	
519	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	HISTORIC COURTHOUSE	1144090006 072516	7/28/2016	8/4/2016	231.06	
520	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	181 MAIN ST	6274752663 072816	7/28/2016	8/4/2016	245.11	
521	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PERFORMING ARTS	4144237502 072516	7/28/2016	8/4/2016	321.56	
522	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	GYMNASIUM	0084297506 072516	7/28/2016	8/4/2016	348.05	
523	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	8880 JAMES HWY MAINT SHOP	2554330007 072816	7/28/2016	8/4/2016	390.42	
524	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	15704 W RIVER RD	8866300000 072816	7/28/2016	8/4/2016	482.91	
525	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	14567 JAMES HWY	1005898992 072516	7/28/2016	8/4/2016	660.19	
526	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	TREASURER OFFICE	1024205005 072516	7/28/2016	8/4/2016	668.66	


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527	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	5753 JAMES HWY	4834680458 072616	7/28/2016	8/4/2016	753.23	
528	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	5725 JAMES HWY	4331888158 072616	7/28/2016	8/4/2016	837.42	
529	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	72 MAIN ST	1404067504 072516	7/28/2016	8/4/2016	1,044.13	
530	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	8952 JAMES HWY	0074032509 072516	7/28/2016	8/4/2016	1,665.54	
531	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	132 MAIN ST	132 MAIN ST	7/28/2016	8/4/2016	3,588.27	
532	DOMINION VIRGINIA POWER	STREET LIGHTS	BESIDE POST OFFICE	7080078962 072816	7/28/2016	8/4/2016	56.67	
533	DOMINION VIRGINIA POWER	STREET LIGHTS	NEAR MASONIC LODGE	9609027314 072816	7/28/2016	8/4/2016	60.82	
534	DOMINION VIRGINIA POWER	STREET LIGHTS	COLUMBIA ST LIGHTS	4210122349 072816	7/28/2016	8/4/2016	201.05	
535	DOMINION VIRGINIA POWER	STREET LIGHTS	PALMYRA VILLAGE	3595578927 072816	7/28/2016	8/4/2016	470.72	
536	INTRASTATE PEST	MAINTENANCE CONTRACTS	MONTHLY SERVICE	10105788 080116	7/28/2016	8/4/2016	28.00	
537	INTRASTATE PEST	MAINTENANCE CONTRACTS	MONTHLY SERVICE	10105790 080116	7/28/2016	8/4/2016	32.00	
538	INTRASTATE PEST	MAINTENANCE CONTRACTS	MONTHLY SERVICE	10105783 080116	7/28/2016	8/4/2016	58.00	
539	INTRASTATE PEST	MAINTENANCE CONTRACTS	MONTHLY SERVICE	10105771 080116	7/28/2016	8/4/2016	109.00	
540	INTRASTATE PEST	MAINTENANCE CONTRACTS	HISTORIC COURTHOUSE	865978	8/16/2016	8/25/2016	18.00	
541	INTRASTATE PEST	MAINTENANCE CONTRACTS	PALMYRA RESCUE	868992	8/16/2016	8/25/2016	34.00	
542	INTRASTATE PEST	MAINTENANCE CONTRACTS	BASEBALL SOFTBALL FIELD	868269 868270	8/16/2016	8/25/2016	40.00	
543	INTRASTATE PEST	MAINTENANCE CONTRACTS	SOCCER FIELD	868271 868272	8/16/2016	8/25/2016	40.00	
544	INTRASTATE PEST	MAINTENANCE CONTRACTS	160 COMMONS BLVD	866847	8/16/2016	8/25/2016	45.00	
545	REPUBLIC SERVICES #410	MAINTENANCE CONTRACTS	BASIC SERVICE	0410-000610946	8/1/2016	8/11/2016	1,446.23	
546	SHENANDOAH VALLEY WATER	WATER SERVICES	WATER	H24842500-16	8/11/2016	8/18/2016	32.65	
547	SHENANDOAH VALLEY WATER	WATER SERVICES	WATER	H3807110-16	8/11/2016	8/18/2016	46.45	
548	VACORP	GENERAL LIABILITY	POLICY	8513	7/1/2016	8/4/2016	9,577.00	
549	VACORP	PROPERTY INSURANCE	POLICY	8513	7/1/2016	8/4/2016	40,755.00	
550								
551								
552	<b>PUBLIC WORKS</b>							
553	BANK OF AMERICA	VEHICLE	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	5.00	
554	BANK OF AMERICA	VEHICLE	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	13.66	
555	BENTLEY SYSTEMS INCORPORATED	SOFTWARE SUPPORT FEES	WATERCAD SATNDALONE PIPES	47769322	8/2/2016	8/18/2016	3,269.00	
556	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	SUPPLIES	8040307946	8/11/2016	8/18/2016	15.13	
557	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	SUPPLIES	8040307946	8/11/2016	8/18/2016	46.57	
558	VACORP	WORKER'S COMPENSATION	WORKERS COMP	12704	7/1/2016	8/4/2016	2,902.56	
559	VERIZON	TELECOMMUNICATIONS	WIRELESS PHONES	9768969089	8/1/2016	8/11/2016	44.60	
560	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	19148793	8/1/2016	8/11/2016	229.49	
561								
562								
563	<b>CONVENIENCE CENTER</b>							
564	BFI - FLUVANNA TRANSFER STATION	CONTRACT SERVICES	TRASH	4347-000005842	8/3/2016	8/4/2016	2,681.70	
565	BFI - FLUVANNA TRANSFER STATION	CONTRACT SERVICES	TRASH	4347-000005853	7/10/2016	8/11/2016	2,258.72	
566	FAIRBANKS SCALES, INC.	BLDGS EQUIP REP & MAINT	MAINTENANCE	1288426	7/28/2016	8/4/2016	1,192.00	





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567	FAIRBANKS SCALES, INC.	BLDGS EQUIP REP & MAINT	SUPPLIES AND LABOR	1290341	8/3/2016	8/11/2016	1,253.00	
568	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	073116	8/1/2016	8/11/2016	92.37	
569	MO-JOHNS, INC.	LEASE/RENT	PORTABLE TOILET	93144	8/8/2016	8/11/2016	60.00	
570	VACORP	WORKER'S COMPENSATION	WORKERS COMP	12704	7/1/2016	8/4/2016	1,843.00	
571	VERIZON	TELECOMMUNICATIONS	WIRELESS PHONES	9768969089	8/1/2016	8/11/2016	4.81	
572						<b>Total:</b>	<b>\$9,385.60</b>	
573								
574	<b>HEALTH</b>							
575	VA INFORMATION TECHNOLOGIES AGENCY	TELECOMMUNICATIONS	VITA CHARGES JUN 16	T301397	7/27/2016	8/4/2016	25.88	
576						<b>Total:</b>	<b>\$25.88</b>	
577								
578	<b>VJCCCA</b>							
579	FAMILY PRESERVATION SERV.	PROFESSIONAL SERVICES	ELECTRONIC MONITORING	PASN071298 0616	8/1/2016	8/11/2016	375.00	
580						<b>Total:</b>	<b>\$375.00</b>	
581								
582	<b>CSA</b>							
583	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	14.49	
584	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	16.34	
585	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	28.98	
586	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	0802016	7/28/2016	8/4/2016	65.07	
587	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	44170785 0816	8/16/2016	8/25/2016	99.08	
588	VACORP	WORKER'S COMPENSATION	WORKERS COMP	12704	7/1/2016	8/4/2016	44.18	
589	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	19246334	8/16/2016	8/25/2016	54.16	
590						<b>Total:</b>	<b>\$322.30</b>	
591								
592	<b>CSA PURCHASE OF SERVICES</b>							
593	ALLIED INSTRUCTIONAL SERVICES	POS MANDATED SPED-		P07000803401	7/31/2016	8/25/2016	150.00	
594	BARRETT EARLY LEARNING CENTER, INC.	COMM SVCS		P10919124323	10/2/2015	8/11/2016	175.00	
595	BARRETT EARLY LEARNING CENTER, INC.	COMM SVCS		P10000806724	10/31/2015	8/11/2016	595.00	
596	BARRETT EARLY LEARNING CENTER, INC.	COMM SVCS		P09919124326	9/30/2015	8/11/2016	770.00	
597	BEAUTIFUL GATE MINISTRY, INC	COMM SVCS		P07919307935	7/31/2016	8/18/2016	360.00	
598	BLUE RIDGE RESOLUTIONS, PLLC	COMM SVCS		P07919307406	7/31/2016	8/25/2016	375.00	
599	CENTRA HEALTH, INC.	EDUC SVCS CONG CARE		P06000803934	6/30/2016	8/4/2016	4,960.00	
600	CENTRA HEALTH, INC.	EDUC SVCS CONG CARE		P07000804036	7/31/2016	8/18/2016	3,375.00	
601	CENTRA HEALTH, INC.	RES. CONG. CARE		P06000803839	6/30/2016	8/4/2016	10,466.70	
602	CENTRA HEALTH, INC.	RES. CONG. CARE		P07000803742	7/31/2016	8/18/2016	8,722.25	
603	COMPASS YOUTH & FAMILY SERVICES	COMM SVCS		P06000798429	6/30/2016	8/4/2016	1,800.00	
604	DEPAUL COMMUNITY RESOURCES	COMM SVCS		P02919304607	2/16/2016	8/11/2016	1,242.24	
605	DEPAUL COMMUNITY RESOURCES	TFC LIC. RES CONG CARE		P02919148733	2/16/2016	8/11/2016	1,067.85	
606	DETOUR MENTORING	COMM SVCS		P07000797443	7/31/2016	8/11/2016	220.00	

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607	DETOUR MENTORING	COMM SVCS		P07000801341	7/31/2016	8/11/2016	660.00	
608	DETOUR MENTORING	COMM SVCS		P07000801440	7/31/2016	8/11/2016	2,200.00	
609	DETOUR MENTORING	COMM SVCS		P07000804542	7/31/2016	8/11/2016	2,200.00	
610	DETOUR MENTORING	COMM SVCS		P07919304939	7/31/2016	8/11/2016	2,200.00	
611	DETOUR MENTORING	COMM SVCS		P12919125602	12/31/2015	8/18/2016	200.00	
612	DETOUR MENTORING	COMM SVCS		P06919309410	6/30/2016	8/18/2016	900.00	
613	DETOUR MENTORING	COMM SVCS		P06919310409	6/30/2016	8/18/2016	1,100.00	
614		POS MANDATED FFOP		P07919306838	7/31/2016	8/18/2016	448.00	
615		POS MANDATED FFOP		P07919307141	7/31/2016	8/18/2016	552.00	
616		POS MANDATED FFOP		P07919307340	7/31/2016	8/18/2016	672.00	
617		POS MANDATED FFOP		P07919306739	7/31/2016	8/18/2016	700.00	
618	DISCOVERY SCHOOL FAMILY SERVICES	COMM SVCS		P06000801630	6/30/2016	8/4/2016	285.00	
619	DISCOVERY SCHOOL FAMILY SERVICES	COMM SVCS		P07000805144	7/31/2016	8/11/2016	380.00	
620	DISCOVERY SCHOOL	RES. CONG. CARE		P07000794254	7/31/2016	8/11/2016	6,262.00	
621	DISCOVERY SCHOOL	RES. CONG. CARE		P07000801743	7/31/2016	8/18/2016	5,952.00	
622	DISCOVERY SCHOOL	RES. CONG. CARE		P07000803644	7/31/2016	8/18/2016	5,952.00	
623	DISCOVERY SCHOOL	RES. CONG. CARE		P07000805045	7/31/2016	8/18/2016	5,952.00	
624	DISCOVERY SCHOOL	RES. CONG. CARE		P07919310710	7/31/2016	8/25/2016	1,212.00	
625	DISCOVERY SCHOOL	RES. CONG. CARE		P07919304809	7/31/2016	8/25/2016	6,262.00	
626	ELK HILL	COMM SVCS		P06919150931	6/30/2016	8/4/2016	750.00	
627	ELK HILL	COMM SVCS		P01919305007	1/31/2016	8/18/2016	300.00	
628	ELK HILL	COMM SVCS		P12919305003	12/31/2015	8/18/2016	400.00	
629	ELK HILL	COMM SVCS		P02919305005	2/29/2016	8/18/2016	425.00	
630	ELK HILL	COMM SVCS		P11919305021	11/30/2015	8/18/2016	425.00	
631	ELK HILL	COMM SVCS		P04919305001	4/30/2016	8/18/2016	600.00	
632	ELK HILL	COMM SVCS		P03919305016	3/31/2016	8/18/2016	625.00	
633	ELK HILL	COMM SVCS		P05919305018	5/31/2016	8/18/2016	750.00	
634	ELK HILL	COMM SVCS		P06919305011	6/30/2016	8/18/2016	775.00	
635	FAMILY PRESERVATION SERV.	COMM SVCS		P05919143019	5/31/2016	8/11/2016	45.00	
636	FAMILY PRESERVATION SERV.	COMM SVCS		P04000793201	4/30/2016	8/11/2016	62.50	
637	FAMILY PRESERVATION SERV.	COMM SVCS		P06919143013	6/30/2016	8/11/2016	75.00	
638	FAMILY PRESERVATION SERV.	COMM SVCS		P06919138914	6/30/2016	8/11/2016	120.00	
639	FAMILY PRESERVATION SERV.	COMM SVCS		P12919138805	12/31/2015	8/11/2016	120.00	
640	FAMILY PRESERVATION SERV.	COMM SVCS		P08919123303	8/31/2015	8/11/2016	212.50	
641	FAMILY PRESERVATION SERV.	COMM SVCS		P03000795316	3/31/2016	8/11/2016	362.50	
642	FAMILY PRESERVATION SERV.	COMM SVCS		P03919147817	3/31/2016	8/11/2016	630.00	
643	FAMILY PRESERVATION SERV.	COMM SVCS		P08919148504	8/31/2015	8/11/2016	775.00	
644	FAMILY PRESERVATION SERV.	COMM SVCS		P06919147811	6/30/2016	8/11/2016	810.00	
645	FAMILY PRESERVATION SERV.	COMM SVCS		P07919123309	7/31/2015	8/11/2016	975.00	
646	FAMILY PRESERVATION SERV.	COMM SVCS		P06000801210	6/30/2016	8/11/2016	1,122.50	


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647	FAMILY PRESERVATION SERV.	COMM SVCS		P02919143008	2/29/2016	8/11/2016	1,185.00	
648	FAMILY PRESERVATION SERV.	COMM SVCS		P03919143018	3/31/2016	8/11/2016	1,200.00	
649	FAMILY PRESERVATION SERV.	COMM SVCS		P04919143002	4/30/2016	8/11/2016	1,200.00	
650	FAMILY PRESERVATION SERV.	COMM SVCS		P06919138515	6/30/2016	8/11/2016	1,200.00	
651	FAMILY PRESERVATION SERV.	COMM SVCS		P06919142812	6/30/2016	8/11/2016	1,440.00	
652	FAMILY PRESERVATION SERV.	COMM SVCS		P12919128206	12/31/2015	8/11/2016	1,770.00	
653	FAMILY PRESERVATION SERV.	COMM SVCS		P11919128222	11/30/2015	8/11/2016	2,145.00	
654	FAMILY PRESERVATION SERV.	COMM SVCS		P10919128225	10/31/2015	8/11/2016	2,340.00	
655	FAMILY PRESERVATION SERV.	COMM SVCS		P06000792612	6/30/2016	8/18/2016	1,140.00	
656	FAMILY PRESERVATION SERV.	COMM SVCS		P05000792619	5/31/2016	8/18/2016	1,200.00	
657	FLUVANNA CO SCHOOL SYSTEM	COMM SVCS		P06000800132	6/30/2016	8/4/2016	260.00	
658	FLUVANNA CO SCHOOL SYSTEM	COMM SVCS		P05000800137	5/31/2016	8/11/2016	446.00	
659	FLUVANNA CO SCHOOL SYSTEM	COMM SVCS		P05000806620	5/31/2016	8/11/2016	60.00	
660	FLUVANNA CO SCHOOL SYSTEM	COMM SVCS		P07000800645	7/31/2016	8/11/2016	208.00	
661	FLUVANNA CO SCHOOL SYSTEM	COMM SVCS		P06000807413	6/30/2016	8/18/2016	240.00	
662	FLUVANNA CO SCHOOL SYSTEM	COMM SVCS		P08000800602	8/31/2016	8/25/2016	80.00	
663	FLUVANNA DEPARTMENT OF SOCIAL	COMM SVCS		P07919306242	7/31/2016	8/5/2016	315.00	
664	FLUVANNA DEPARTMENT OF SOCIAL	COMM SVCS		P07919306343	7/31/2016	8/5/2016	315.00	
665	FLUVANNA DEPARTMENT OF SOCIAL	COMM SVCS		P07919307851	7/1/2016	8/11/2016	1,315.00	
666	FLUVANNA DEPARTMENT OF SOCIAL	COMM SVCS		P07919308249	7/1/2016	8/11/2016	1,315.00	
667	FLUVANNA DEPARTMENT OF SOCIAL	COMM SVCS		P07919306652	7/26/2016	8/11/2016	1,473.00	
668	FLUVANNA DEPARTMENT OF SOCIAL	COMM SVCS		P07919307046	7/25/2016	8/11/2016	1,473.00	
669	FLUVANNA DEPARTMENT OF SOCIAL	COMM SVCS		P07919307647	7/1/2016	8/11/2016	1,473.00	
670	FLUVANNA DEPARTMENT OF SOCIAL	COMM SVCS		P07919307748	7/1/2016	8/11/2016	1,473.00	
671	FLUVANNA DEPARTMENT OF SOCIAL	COMM SVCS		P07919308350	7/1/2016	8/11/2016	1,473.00	
672	FLUVANNA DEPARTMENT OF SOCIAL	COMM SVCS		P07919308553	7/1/2016	8/11/2016	1,473.00	
673	FLUVANNA DEPARTMENT OF SOCIAL	TFC LIC. RES CONG CARE		P07919306046	7/31/2016	8/5/2016	1,000.00	
674	FLUVANNA DEPARTMENT OF SOCIAL	TFC LIC. RES CONG CARE		P07919306545	7/31/2016	8/5/2016	1,000.00	
675	GRAFTON INTERGRATED HEALTH	EDUC SVCS CONG CARE		P06000799736	6/30/2016	8/4/2016	195.00	
676	GRAFTON INTERGRATED HEALTH	EDUC SVCS CONG CARE		P06000799837	6/30/2016	8/4/2016	1,251.25	
677	GRAFTON INTERGRATED HEALTH	EDUC SVCS CONG CARE		P06000782535	6/30/2016	8/4/2016	5,346.00	
678	GRAFTON INTERGRATED HEALTH	RES. CONG. CARE		P06000799940	6/30/2016	8/4/2016	427.00	
679	GRAFTON INTERGRATED HEALTH	RES. CONG. CARE		P06000782438	6/30/2016	8/4/2016	650.00	
680	INTERCEPT YOUTH SERVICE	COMM SVCS		P06919304314	6/30/2016	8/18/2016	5,298.00	
681	INTERCEPT YOUTH SERVICE	COMM SVCS		P05919304320	5/31/2016	8/18/2016	5,474.60	
682		COMM SVCS		P07000802434	7/31/2016	8/18/2016	600.00	
683	KLEEN N TEAM LLC	COMM SVCS		P08919310303	8/4/2016	8/25/2016	3,931.10	
684	LAFAYETTE SCHOOL, INC.	POS MANDATED SPED-		P07000805738	7/31/2016	8/11/2016	4,640.00	
685	LAFAYETTE SCHOOL, INC.	POS MANDATED SPED-		P07000800426	7/31/2016	8/18/2016	4,640.00	
686	LAFAYETTE SCHOOL, INC.	POS MANDATED SPED-		P07000800525	7/31/2016	8/18/2016	4,640.00	


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687	LAFAYETTE SCHOOL, INC.	POS MANDATED SPED-		P07000802522	7/31/2016	8/18/2016	4,640.00	
688	LAFAYETTE SCHOOL, INC.	POS MANDATED SPED-		P07000802824	7/31/2016	8/18/2016	4,640.00	
689	LAFAYETTE SCHOOL, INC.	POS MANDATED SPED-		P07000802923	7/31/2016	8/18/2016	4,640.00	
690	LAFAYETTE SCHOOL, INC.	POS MANDATED SPED-		P07000803227	7/31/2016	8/18/2016	4,640.00	
691	NATIONAL COUNSELING GROUP	COMM SVCS		P06919304415	6/11/2016	8/18/2016	1,545.00	
692	NATIONAL COUNSELING GROUP	COMM SVCS		P07000807104	7/31/2016	8/25/2016	1,496.25	
693	NATIONAL COUNSELING GROUP	COMM SVCS		P07919304505	7/5/2016	8/25/2016	1,545.00	
694	OXFORD HOUSE HAWTHORNE	COMM SVCS		P03919146817	3/7/2016	8/18/2016	110.04	
695	OXFORD HOUSE HAWTHORNE	COMM SVCS		P02919146806	2/24/2016	8/18/2016	244.32	
696	OXFORD HOUSE HAWTHORNE	COMM SVCS		P01919139008	1/31/2016	8/18/2016	837.00	
697	OXFORD HOUSE HAWTHORNE	COMM SVCS		P12919139004	12/15/2015	8/18/2016	849.00	
698	PEOPLE PLACES, INC.	COMM SVCS		P07919308007	7/31/2016	8/25/2016	525.00	
699	PIEDMONT VIRGINIA COMMUNITY COLLEGE	POS MAND SVCS IN PUBLIC		P06000800836	6/1/2016	8/11/2016	199.00	
700	PRANA OT LLC	COMM SVCS		P07919305233	7/31/2016	8/18/2016	330.00	
701	RESCARE	EDUC SVCS CONG CARE		P06925002127	6/17/2016	8/11/2016	2,197.00	
702	RESCARE	EDUC SVCS CONG CARE		P06000802128	6/30/2016	8/11/2016	3,686.00	
703	RESCARE	EDUC SVCS CONG CARE		P07000802237	7/31/2016	8/18/2016	2,522.00	
704	RESCARE	RES. CONG. CARE		P06919304229	6/17/2016	8/11/2016	3,943.49	
705	RESCARE	RES. CONG. CARE		P06000802032	6/30/2016	8/11/2016	11,345.70	
706	RESCARE	RES. CONG. CARE		P07000802346	7/31/2016	8/18/2016	10,509.72	
707	THE FAISON SCHOOL FOR AUTISM, INC.	POS MANDATED SPED-		P07000803028	7/31/2016	8/18/2016	360.00	
708	THE FAISON SCHOOL FOR AUTISM, INC.	POS MANDATED SPED-		P07000803330	7/31/2016	8/18/2016	4,000.00	
709	THE FAISON SCHOOL FOR AUTISM, INC.	POS MANDATED SPED-		P07000803129	7/31/2016	8/18/2016	4,800.00	
710	UNITED METHODIST FAMILY SERVICES,	TFC LIC. RES CONG CARE		P05919305435	5/31/2016	8/11/2016	210.00	
711	UNITED METHODIST FAMILY SERVICES,	TFC LIC. RES CONG CARE		P06919305434	6/30/2016	8/11/2016	340.00	
712	UNITED METHODIST FAMILY SERVICES,	TFC LIC. RES CONG CARE		P07919305947	7/31/2016	8/18/2016	3,199.00	
713	UNITED METHODIST FAMILY SERVICES,	TFC LIC. RES CONG CARE		P07919305311	7/31/2016	8/25/2016	4,763.91	
714	VA HOME FOR BOYS & GIRLS	COMM SVCS		P06000793133	6/30/2016	8/4/2016	870.00	
715	VA HOME FOR BOYS & GIRLS	COMM SVCS		P05000806821	5/31/2016	8/11/2016	9.90	
716	VA HOME FOR BOYS & GIRLS	EDUC SVCS CONG CARE		P07000801144	7/29/2016	8/5/2016	150.00	
717	VA HOME FOR BOYS & GIRLS	RES. CONG. CARE		P06000786841	6/30/2016	8/4/2016	6,856.80	
718	VA HOME FOR BOYS & GIRLS	RES. CONG. CARE		P02000805430	2/29/2016	8/11/2016	100.00	
719	VA HOME FOR BOYS & GIRLS	RES. CONG. CARE		P01000805431	1/31/2016	8/11/2016	320.00	
720	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-		P06000795426	6/30/2016	8/4/2016	250.00	
721	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-		P06000787324	6/30/2016	8/4/2016	375.00	
722	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-		P06000779527	6/30/2016	8/4/2016	6,392.00	
723	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-		P06000791928	6/30/2016	8/4/2016	6,392.00	
724	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-		P06000787225	6/30/2016	8/4/2016	6,517.00	
725	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-		P06000782023	6/30/2016	8/4/2016	6,985.75	
726	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-		P07000800332	7/31/2016	8/18/2016	8,197.50	

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727	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-		P07000804231	7/31/2016	8/18/2016	8,197.50	
728	VIRGINIA OIL FLEET PROGRAM	COMM SVCS		P07919303508	7/31/2016	8/25/2016	480.00	
729						<b>Total:</b>	<b>\$286,243.87</b>	
730								
731	<b>PARKS &amp; RECREATION</b>							
732	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	(\$149.76)	
733	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	5.37	
734	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	6.32	
735	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	12.92	
736	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	15.00	
737	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	19.68	
738	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	22.64	
739	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	24.00	
740	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	24.85	
741	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	30.72	
742	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	40.69	
743	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	40.91	
744	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	72.00	
745	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	97.13	
746	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	104.01	
747	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	106.48	
748	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	122.00	
749	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	132.00	
750	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	149.76	
751	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	158.68	
752	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	206.50	
753	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	483.00	
754	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	1,197.99	
755	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	1.79	
756	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	15.21	
757	CINTAS	CONTRACT SERVICES	FIRST AID	5005665793	7/10/2016	8/11/2016	77.56	
758	E.W. THOMAS	RECREATIONAL SUPPLIES	MISCELLANEOUS	080916	8/3/2016	8/11/2016	187.40	
759	FLUVANNA ACE HARDWARE	RECREATIONAL SUPPLIES	COUNTY FAIR SUPPLIES	54547	8/3/2016	8/11/2016	102.51	
760	FLUVANNA REVIEW	ADVERTISING	COUNTY FAIR	2016F32-15	8/16/2016	8/18/2016	133.00	
761	GEORGE BAXTER BUCKLEY	GENERAL MATERIALS AND	BALLOON ARTIST/COUNTY FAIR	082016	8/16/2016	8/25/2016	210.00	
762	IMAGE DESIGNERS, INC.	GENERAL MATERIALS AND	STAFF COUNTY FAIR T-SHIRTS	063780	8/16/2016	8/25/2016	419.78	
763	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	073116	8/1/2016	8/11/2016	410.13	
764	MO-JOHNS, INC.	CONTRACT SERVICES	PORTABLE TOILET	93501	8/11/2016	8/18/2016	350.00	
765	SHENANDOAH PUBLICATIONS, INC.	PRINTING AND BINDING	FALL/WINTER PROGRAM	41241	8/8/2016	8/11/2016	1,221.78	
766	SHENANDOAH VALLEY WATER	CONTRACT SERVICES	EQUIPMENT RENT	H3442800-16	8/1/2016	8/12/2016	9.00	


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767	SHENANDOAH VALLEY WATER	CONTRACT SERVICES	WATER	H3445700-16	8/1/2016	8/12/2016	141.30	
768	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	SUPPLIES	8040307946	8/11/2016	8/18/2016	58.57	
769	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	SUPPLIES	8040307946	8/11/2016	8/18/2016	167.49	
770	UPS	POSTAL SERVICES	SHIPPING FEE	Y7646Y326	8/16/2016	8/25/2016	5.02	
771	VA INFORMATION TECHNOLOGIES AGENCY	TELECOMMUNICATIONS	VITA CHARGES JUN 16	T301397	7/27/2016	8/4/2016	25.83	
772	VACORP	WORKER'S COMPENSATION	WORKERS COMP	12704	7/1/2016	8/4/2016	4,159.34	
773	VERIZON BUSINESS/MCI COMM SERVICE	TELECOMMUNICATIONS	LONG DISTANCE	09791089	8/16/2016	8/25/2016	17.70	
774	VERIZON BUSINESS/MCI COMM SERVICE	TELECOMMUNICATIONS	LONG DSTANCE	09925708	8/16/2016	8/25/2016	18.98	
775	VERIZON	TELECOMMUNICATIONS	WIRELESS PHONES	9768969089	8/1/2016	8/11/2016	91.19	
776	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	19110956	8/1/2016	8/11/2016	32.58	
777	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	19110953	8/1/2016	8/11/2016	111.79	
778	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	19173061	8/11/2016	8/18/2016	395.17	
779	VIRGINIA RECREATION & PARK SOCIETY	DUES OR ASSOCIATION	PROFESSIONAL	7253310	8/16/2016	8/25/2016	76.00	
780	VIRGINIA RECREATION & PARK SOCIETY	RECREATIONAL SUPPLIES	KD TICKETS	24045 031516	8/1/2016	8/11/2016	369.00	
781	VIRGINIA RECREATION & PARK SOCIETY	RECREATIONAL SUPPLIES	KD TICKETS	24046 0316	8/1/2016	8/11/2016	1,260.00	
782	VIRGINIA RECREATION & PARK SOCIETY	RECREATIONAL SUPPLIES	KD TICKETS	24046 0316	8/1/2016	8/11/2016	3,528.00	
783	VIRGINIA TENT RENTAL INC	CONTRACT SERVICES	TENT FOR FAIR	12494	8/1/2016	8/11/2016	950.00	
784	WADE FARMS LLC	GENERAL MATERIALS AND	HORSE PULL FOR COUNTY FAIR	081916	8/19/2016	8/29/2016	2,200.00	
785						<b>Total:</b>	<b>\$19,669.01</b>	
786								
787	<b>LIBRARY</b>							
788	AMAZON.COM	BOOKS/PUBLICATIONS	BOOKS	081016	8/16/2016	8/25/2016	6,331.46	
789	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	44.34	
790	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	71.70	
791	COLLABORATIVE SUMMER LIBRARY	BOOKS/PUBLICATIONS	DUES	2738	8/3/2016	8/11/2016	20.00	
792	COLLABORATIVE SUMMER LIBRARY	DUES OR ASSOCIATION	DUES	2738	8/3/2016	8/11/2016	20.00	
793	GALE	BOOKS/PUBLICATIONS	BOOK	58433085	8/3/2016	8/11/2016	26.34	
794	GALE	BOOKS/PUBLICATIONS	BOOKS	58404595	8/3/2016	8/11/2016	65.43	
795	GALE	BOOKS/PUBLICATIONS	BOOK	58453072	8/16/2016	8/25/2016	27.19	
796	GALE	BOOKS/PUBLICATIONS	BOOKS	58510054	8/16/2016	8/25/2016	44.19	
797	GALE	BOOKS/PUBLICATIONS	BOOKS	58461226	8/16/2016	8/25/2016	92.62	
798	MICROMARKETING LLC	BOOKS/PUBLICATIONS	DVD	632892	8/16/2016	8/25/2016	31.19	
799	MICROMARKETING LLC	BOOKS/PUBLICATIONS	CD	634021	8/16/2016	8/25/2016	34.95	
800	MICROMARKETING LLC	BOOKS/PUBLICATIONS	DVD'S	632586	8/16/2016	8/25/2016	72.92	
801	MICROMARKETING LLC	BOOKS/PUBLICATIONS	CD'S AND CD CASE	63312	8/16/2016	8/25/2016	92.00	
802	MICROMARKETING LLC	BOOKS/PUBLICATIONS	CD'S AND CD CASE	634092	8/16/2016	8/25/2016	206.43	
803	SHENANDOAH VALLEY WATER	LEASE/RENT	WATER	H5329010-16	8/1/2016	8/12/2016	10.00	
804	SHENANDOAH VALLEY WATER	MAINTENANCE CONTRACTS	WATER	H5329010-16	8/1/2016	8/12/2016	73.48	
805	SHOWCASES	OFFICE SUPPLIES	SUPPLIES	294218	8/1/2016	8/11/2016	86.00	
806	SHOWCASES	OFFICE SUPPLIES	CD ALBUM	294605	8/16/2016	8/25/2016	95.80	





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807	SHOWCASES	OFFICE SUPPLIES	SUPPLIES	294606	8/16/2016	8/25/2016	105.78	
808	SHOWCASES	OFFICE SUPPLIES	CD ALBUM	294658	8/16/2016	8/25/2016	187.11	
809	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	SUPPLIES	081516	8/16/2016	8/25/2016	131.76	
810	THE DAILY PROGRESS	BOOKS/PUBLICATIONS	RENEWAL DAILY SUNDAY	90107369 0716	8/1/2016	8/11/2016	234.00	
811	THE LIBRARY CORPORATION	BOOKS/PUBLICATIONS	SOFTWARE	201600098	8/1/2016	8/11/2016	500.00	
812	VACORP	WORKER'S COMPENSATION	WORKERS COMP	12704	7/1/2016	8/4/2016	104.63	
813	VPLDA	DUES OR ASSOCIATION	VPLDA MEMBERSHIP	FY2017	8/1/2016	8/11/2016	50.00	
814						<b>Total:</b>	<b>\$8,759.32</b>	
815								
816	COUNTY PLANNER							
817	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	20.00	
818	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	45.00	
819	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	399.00	
820	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	425.00	
821	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	073116	8/1/2016	8/11/2016	67.64	
822	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	0802016	7/28/2016	8/4/2016	3.72	
823	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	44170785 0816	8/16/2016	8/25/2016	57.88	
824	PRINCE WILLIAM COUNTY	OFFICE SUPPLIES	BUSINESS CARD ROBINSON	150	7/28/2016	8/4/2016	36.74	
825	PRINCE WILLIAM COUNTY	OFFICE SUPPLIES	ENVELOPES	203	8/1/2016	8/11/2016	102.80	
826	TIMMONS GROUP	CONTRACT SERVICES	PARCEL MAINTENANCE	182137	8/11/2016	8/18/2016	600.00	
827	TIMMONS GROUP	CONTRACT SERVICES	PARCEL MAINTENANCE	183078	8/11/2016	8/18/2016	600.00	
828	VA INFORMATION TECHNOLOGIES AGENCY	TELECOMMUNICATIONS	VITA CHARGES JUN 16	T301397	7/27/2016	8/4/2016	30.73	
829	VACORP	WORKER'S COMPENSATION	WORKERS COMP	12704	7/1/2016	8/4/2016	2,345.00	
830	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	19110954	8/4/2016	8/4/2016	328.66	
831	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	19136045	8/1/2016	8/11/2016	93.04	
832						<b>Total:</b>	<b>\$5,155.21</b>	
833								
834	PLANNING COMMISSION							
835	FLUVANNA REVIEW	ADVERTISING	PADE AD	2016F32-14	8/11/2016	8/18/2016	103.00	
836	FLUVANNA REVIEW	ADVERTISING	PUBLIC HEARING	2016F33-14	8/16/2016	8/25/2016	103.00	
837	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	0802016	7/28/2016	8/4/2016	685.29	
838	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	44170785 0816	8/16/2016	8/25/2016	622.16	
839	THE DAILY PROGRESS	ADVERTISING	PUBLIC HEARING	3308197 0716	8/1/2016	8/11/2016	1,555.00	
840						<b>Total:</b>	<b>\$3,068.45</b>	
841								
842	ECONOMIC DEVELOPMENT							
843	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	0802016	7/28/2016	8/4/2016	1.40	
844	VACORP	WORKER'S COMPENSATION	WORKERS COMP	12704	7/1/2016	8/4/2016	56.32	
845	VERIZON	TELECOMMUNICATIONS	WIRELESS PHONES	9768969089	8/1/2016	8/11/2016	22.95	
846						<b>Total:</b>	<b>\$80.67</b>	

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847								
848	<b>VA COOPERATIVE EXTENSION</b>							
849	GLOBAL PROMOS	CONTRACT SERVICES	UNIFORM	OE 21838	8/3/2016	8/11/2016	137.38	
850	VA INFORMATION TECHNOLOGIES AGENCY	TELECOMMUNICATIONS	VITA CHARGES JUN 16	T301397	7/27/2016	8/4/2016	29.06	
851	VIRGINIA TENT RENTAL INC	CONTRACT SERVICES	TENT RENTAL	12068	8/16/2016	8/25/2016	4,368.00	
852	<b>Total:</b>						<b>\$4,534.44</b>	
853								
854	<b>MISCELLANEOUS NON DEPARTMENTAL</b>							
855	FLUVANNA DEPARTMENT OF SOCIAL	PROFESSIONAL SERVICES	COST ALLOCATION	63016	6/30/2016	8/4/2016	30,099.03	
856	<b>Total:</b>						<b>\$30,099.03</b>	
857								
858	<b>100 GENERAL FUND</b>						<b>Fund Total:</b>	<b>\$864,763.73</b>
859	<b>Fund # - 302 CAPITAL IMPROVEMENT</b>							
860	<b>PUBLIC SAFETY CAPITAL PROJ</b>							
861	HALEY OF FARMVILLE	VEHICLE	CAR OUTFIT	44415203	8/1/2016	8/11/2016	1,925.89	
862	HALEY OF FARMVILLE	VEHICLE	SHERIFF POLICE VEHICLES FOR FY	F16722	8/1/2016	8/11/2016	23,730.00	
863	SHEEHY AUTO STORES	VEHICLE	SHERIFF POLICE VEHICLES FOR FY	117416	8/1/2016	8/11/2016	27,800.00	
864	<b>Total:</b>						<b>\$53,455.89</b>	
865								
866	<b>E911 CAPITAL PROJECT</b>							
867	ACCESSFLOORSYSTEMS.COM, INC	BLDGS EQUIP REP & MAINT	FLOOR TILES FOR E911 CENTER RE	X000296G4	7/7/2016	8/25/2016	4,169.70	
868	BANK OF AMERICA	CONTRACT SERVICES	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	147.38	
869	CHARLES EDWARD GARRISON, II	CONTRACT SERVICES	PAINT AND PATCH WORK	072016	8/16/2016	8/25/2016	1,745.00	
870	COMMONWEALTH INTERIORS	CONTRACT SERVICES	CEILING TILES	2016-294	8/11/2016	8/18/2016	4,948.00	
871	NWG SOLUTIONS, LLC.	CONTRACT SERVICES	VGA MONITOR CABLE	38631	8/16/2016	8/25/2016	280.60	
872	NWG SOLUTIONS, LLC.	CONTRACT SERVICES	DR AND BC PLAN	38655	8/16/2016	8/25/2016	4,000.00	
873	RAFALY ELECTRICAL CONTRACTORS, INC.	CONTRACT SERVICES	SHERIFF OFFICE WIRE FOR HOT SPOT	6880	8/1/2016	8/11/2016	360.00	
874	RAFALY ELECTRICAL CONTRACTORS, INC.	CONTRACT SERVICES	E911 POWER RELOCATION	6879	8/1/2016	8/11/2016	1,670.00	
875	RAFALY ELECTRICAL CONTRACTORS, INC.	CONTRACT SERVICES	PROPOSAL 988	6878	8/1/2016	8/11/2016	4,332.71	
876	<b>Total:</b>						<b>\$21,653.39</b>	
877								
878	<b>FACILITIES CAP PROJ</b>							
879	ALBEMARLE LOCK & SAFE, INC.	CONTRACT SERVICES	PARTS AND LABOR	60007	8/2/2016	8/18/2016	893.00	
880	BAKER ROOFING COMPANY OF NORFOLK,	CONTRACT SERVICES	RESTORATION REPAIRS	40201363R	6/30/2016	8/4/2016	5,588.95	
881	BAKER ROOFING COMPANY OF NORFOLK,	CONTRACT SERVICES	COMMUNITY CENTER REPAIRS	40201362I	6/30/2016	8/4/2016	39,311.19	
882	TJL ENVIRONMENTAL HEALTH	CONTRACT SERVICES	CONSULTATION	FLUCO0816	8/16/2016	8/25/2016	570.00	
883	<b>Total:</b>						<b>\$46,363.14</b>	
884								
885	<b>PUBLIC WORKS CAPITAL PROJECT</b>							
886	BASIC RENT-A-CAR COMPANY, INC.	VEHICLE	USED VEHICLE PURCHASE	113470	7/22/2016	8/18/2016	16,300.00	



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887	BASIC RENT-A-CAR COMPANY, INC.	VEHICLE	DSS VEHICLE	113357	8/2/2016	8/18/2016	17,107.00	
888	BASIC RENT-A-CAR COMPANY, INC.	VEHICLE	2016 DODGE RAM PROMASTER	1112235	7/22/2016	8/18/2016	18,245.00	
889	BASIC RENT-A-CAR COMPANY, INC.	VEHICLE	USED VEHICLE PURCHASE	1112271	7/22/2016	8/18/2016	21,150.00	
890						<b>Total:</b>	<b>\$72,802.00</b>	
891								
892	<b>SCHOOL OPS &amp; MAINT CAP PROJ</b>							
893	DRAPER ADEN ASSOCIATES	PROFESSIONAL SERVICES	MIDDLE SCHOOL TASK ORDER	2016060088	6/30/2016	8/4/2016	1,084.06	
894	DRAPER ADEN ASSOCIATES	PROFESSIONAL SERVICES	MIDDLE SCHOOL TASK	2016070091	8/16/2016	8/25/2016	12,074.83	
895	OLD HICKORY BUILDINGS, LLC	CONTRACT SERVICES	FCHS STORAGE SHED	1224-060316	8/16/2016	8/25/2016	4,775.00	
896	PUFF, INC.	CONTRACT SERVICES	ROOFING	2270 AND 2271	6/30/2016	8/4/2016	3,215.00	
897						<b>Total:</b>	<b>\$21,148.89</b>	
898								
899	<b>SCHOOL TECH CAP PROJ</b>							
900	DELL MARKETING, L.P.	EDP EQUIPMENT	TECHNOLOGY EQUIPMENT	XK122DF95	8/3/2016	8/11/2016	47,810.00	
901	TYLER TECHNOLOGIES	CONTRACT SERVICES	MUNIS IMPLEMENTATION/PAYROLL	045-167283	8/11/2016	8/18/2016	587.50	
902						<b>Total:</b>	<b>\$48,397.50</b>	
903								
904	<b>PARKS &amp; RECREATION CAP PROJ</b>							
905	DRAPER ADEN ASSOCIATES	CONTRACT SERVICES	FARM HERITAGE MUSEUM	2016070606	8/16/2016	8/25/2016	2,065.00	
906	DRAPER ADEN ASSOCIATES	CONTRACT SERVICES	FARM HERITAGE MUSEUM	2016070092	8/16/2016	8/25/2016	3,731.25	
907						<b>Total:</b>	<b>\$5,796.25</b>	
908								
909								
910	<b>Fund # - 401 DEBT SERVICE</b>					<b>302 CAPITAL IMPROVEMENT</b>	<b>Fund Total:</b>	<b>\$269,617.06</b>
911	<b>DEBT SERVICE - SCHOOLS</b>							
912	U.S. BANK OPERATIONS CENTER	VPSA QSCB SERIES 2009	DEBT SERVICE SERIES 2009 VPSA	WIRE082216	8/29/2016	8/29/2016	426,825.00	
913						<b>Total:</b>	<b>\$426,825.00</b>	
914								
915						<b>401 DEBT SERVICE</b>	<b>Fund Total:</b>	<b>\$426,825.00</b>
916	<b>Fund # - 502 SEWER</b>							
917	<b>SEWER</b>							
918	U.S. BANK OPERATIONS CENTER	VRA REVENUE BOND	SEWER VRA REVENUE BOND	WIRE0829	8/29/2016	8/29/2016	30,000.00	
919						<b>Total:</b>	<b>\$30,000.00</b>	
920								
921	<b>UTILITY OPERATIONAL EXPENSES</b>							
922	CENTURYLINK	TELECOMMUNICATIONS	WASTEWATER PLANT	310089744 071916	8/3/2016	8/4/2016	46.55	
923	CENTURYLINK	TELECOMMUNICATIONS	WASTEWATER PLANT	309433290 071916	8/3/2016	8/4/2016	58.42	
924	CINTAS	LAUNDRY AND DRY	DRY CLEANING	394777042	8/3/2016	8/4/2016	11.19	
925	CINTAS	LAUNDRY AND DRY	DRY CLEANING	394779004	8/3/2016	8/11/2016	10.43	
926	CINTAS	LAUNDRY AND DRY	DRY CLEANING	394781015	8/11/2016	8/18/2016	10.43	

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927	CINTAS	LAUNDRY AND DRY	DRY CLEANING	394782974	8/16/2016	8/25/2016	10.43	
928	CINTAS	LAUNDRY AND DRY	UNIFORM	394784939	8/16/2016	8/25/2016	10.43	
929	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	SW PUMP STATION	7712348080 072816	7/28/2016	8/4/2016	33.76	
930	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	SEWER PLANT	7129524547 072516	7/28/2016	8/4/2016	672.07	
931	INBODEN ENVIRONMENTAL SERVICES, INC.	CONTRACT SERVICES	WASTEWATER MONITORING	59953	8/11/2016	8/18/2016	747.00	
932	LOWE'S	BLDGS EQUIP REP & MAINT	SUPPLIES	072516	7/28/2016	8/4/2016	269.29	
933	THE ARTINA GROUP, INC.	OFFICE SUPPLIES	SUPPLIES	256333	7/20/2016	8/4/2016	618.05	
934	USABBLUEBOOK	GENERAL MATERIALS AND	SUPPLIES	011505	7/20/2016	8/4/2016	167.92	
935	USABBLUEBOOK	GENERAL MATERIALS AND	SUPPLIES	001209	7/20/2016	8/4/2016	279.30	
936	VACORP	WORKER'S COMPENSATION	WORKERS COMP	12704	7/1/2016	8/4/2016	653.80	
937						<b>Total:</b>	<b>\$3,599.07</b>	
938								
939					<b>502 SEWER</b>	<b>Fund Total:</b>	<b>\$33,599.07</b>	
940	<b>Fund # - 505 FORK UNION SANITARY DISTRICT</b>							
941	<b>FORK UNION SANITARY DISTRICT</b>							
942	USDA RURAL DEVELOPMENT	RDA BOND PAYABLE	MONTHL DEBT PAYMENT	0816	8/29/2016	8/29/2016	3,120.72	
943						<b>Total:</b>	<b>\$3,120.72</b>	
944								
945	<b>FUSD OPERATIONAL EXPENSES</b>							
946	BANK OF AMERICA	BLDGS EQUIP REP & MAINT	P-CARD PURCHASES	073116	8/2/2016	8/18/2016	52.33	
947	CINTAS	LAUNDRY AND DRY	DRY CLEANING	394777042	8/3/2016	8/4/2016	33.56	
948	CINTAS	LAUNDRY AND DRY	DRY CLEANING	394779004	8/3/2016	8/11/2016	34.32	
949	CINTAS	LAUNDRY AND DRY	DRY CLEANING	394781015	8/11/2016	8/18/2016	34.32	
950	CINTAS	LAUNDRY AND DRY	DRY CLEANING	394782974	8/16/2016	8/25/2016	34.32	
951	CINTAS	LAUNDRY AND DRY	UNIFORM	394784939	8/16/2016	8/25/2016	34.32	
952	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	WEST BOTTOM WELL	7224360003 072616	8/3/2016	8/4/2016	17.40	
953	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	MELTON WELL	9594215007 072616	7/28/2016	8/4/2016	42.36	
954	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	BREMO WELL	8434345008 072616	7/28/2016	8/4/2016	64.59	
955	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	OWENS WELL	9004200003 072616	7/28/2016	8/4/2016	291.55	
956	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	14349 W RIVER RD	9346182505 072616	7/28/2016	8/4/2016	928.77	
957	DOMINION VIRGINIA POWER	LEASE/RENT	41 EMERALD RD	9501772108 072616	7/28/2016	8/4/2016	1,244.25	
958	E.W. OWEN	LEASE/RENT	WELL RENT	08012016	7/28/2016	8/4/2016	150.00	
959	HD SUPPLY WATERWORKS LTD	GENERAL MATERIALS AND	STOCK ACCT	F822281	8/3/2016	8/11/2016	220.07	
960	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	073116	8/1/2016	8/11/2016	150.84	
961	MO-JOHNS, INC.	PURCHASE OF SERVICES	PORTABLE TOILET	93145	8/8/2016	8/11/2016	60.00	
962	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	44170785 0816	8/16/2016	8/25/2016	214.83	
963	SCHNEIDER LABRATORIES INC	PURCHASE OF SERVICES	SUSPENDED SOLIDS	177507	8/1/2016	8/11/2016	30.00	
964	UNIVAR USA, INC.	CHEMICAL SUPPLIES	SUPPLIES	R1697482	8/1/2016	8/11/2016	1,638.77	
965	UNIVAR USA, INC.	CHEMICAL SUPPLIES	SUPPLIES	R1697483	8/1/2016	8/11/2016	2,915.49	
966	USABBLUEBOOK	CHEMICAL SUPPLIES	SUPPLIES	995624	7/20/2016	8/4/2016	30.90	

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967	USABUEBOOK	GENERAL MATERIALS AND	SUPPLIES	011505	7/20/2016	8/4/2016	1,054.90	
968	USDA RURAL DEVELOPMENT	REDEMPTION OF INTEREST	MONTHL DEBT PAYMENT	0816	8/29/2016	8/29/2016	1,839.28	
969	VA INFORMATION TECHNOLOGIES AGENCY	TELECOMMUNICATIONS	VITA CHARGES JUN 16	T301397	7/27/2016	8/4/2016	84.69	
970	VACORP	VEHICLE INSURANCE	POLICY	8513	7/1/2016	8/4/2016	2,441.45	
971	VACORP	WORKER'S COMPENSATION	WORKERS COMP	12704	7/1/2016	8/4/2016	3,163.60	
972	VERIZON BUSINESS/MCI COMM SERVICE	TELECOMMUNICATIONS	LONG DISTANCE	09791089	8/16/2016	8/25/2016	17.70	
973	VERIZON BUSINESS/MCI COMM SERVICE	TELECOMMUNICATIONS	LONG DSTANCE	09925708	8/16/2016	8/25/2016	18.99	
974	VERIZON	TELECOMMUNICATIONS	WIRELESS PHONES	9768969089	8/1/2016	8/11/2016	100.25	
975						<b>Total:</b>	<b>\$16,943.85</b>	
976								
977								
978								
					<b>505 FORK UNION SANITARY DISTRICT</b>	<b>Fund Total:</b>	<b>\$20,064.57</b>	
					<b>Total Expenditures by Fund:</b>		<b>\$1,614,869.43</b>	



## FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

<b>MEETING DATE:</b>	September 7, 2016					
<b>AGENDA TITLE:</b>	FY17 County Administrator Salary Increase					
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve a base salary increase of \$3,000 for Mr. Steven M. Nichols, the County Administrator, effective November 13, 2016, with the total salary and benefits amount of \$3,526.10 to be transferred from FY17 BOS Contingency to the FY17 County Administration budget.</b>					
<b>STRATEGIC INITIATIVE?</b>	Yes	No	If yes, list initiative(s):			
		X				
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other	
				X		
<b>STAFF CONTACT(S):</b>	Gail Parrish, Human Resource Manager					
<b>PRESENTER(S):</b>	Gail Parrish, Human Resource Manager					
<b>RECOMMENDATION:</b>	Approval					
<b>TIMING:</b>	Effective November 13, 2016 (First December 2016 payroll) based on BOS approved FY17 Pay Plan					
<b>DISCUSSION:</b>	Salary increase as approved by the Board during the County Administrator's Annual Performance Review process.					
<b>FISCAL IMPACT:</b>	<b>Cat</b>	<b>Current Plan</b>	<b>With 0.25% Decrease</b>	<b>With 0.5% Decrease</b>		
	Salary	\$3,000.00	\$2,706.00	\$2,410.00		
	FICA	\$229.50	\$207.01	\$184.37		
	VRS	\$250.50	\$225.95	\$201.24		
	VRS HRIC	\$6.60	\$5.95	\$5.30		
	Group Life	\$39.50	\$35.45	\$31.57		
	<b>TOTAL</b>	<b>\$3,526.10</b>	<b>\$3,180.36</b>	<b>\$2,832.47</b>		
<b>POLICY IMPACT:</b>	N/A					
<b>LEGISLATIVE HISTORY:</b>	N/A					
<b>ENCLOSURES:</b>	N/A					
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other	
				X		



## FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

<b>MEETING DATE:</b>	9/21/16				
<b>AGENDA TITLE:</b>	Fire And Rescue Vehicle Maintenance Contract				
<b>MOTION(s):</b>	I move the Board of Supervisors approve an agreement between Atlantic Emergency Solutions, Inc. and County of Fluvanna for the Maintenance contract for all Fire and Rescue vehicles, and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney.				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	If yes, list initiative(s):		
		x			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
<b>STAFF CONTACT(S):</b>	Cyndi Toler, Purchasing Officer				
<b>PRESENTER(S):</b>	Cyndi Toler, Purchasing Officer				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	<p>Currently, Fire and Rescue vehicles are serviced without a maintenance contract. Having this contract in place will reduce the labor cost and make it easier for F&amp;R get routine preventative maintenance done all vehicles, keeping the vehicles functioning properly and dependable.</p> <p>This is a Cooperative agreement; the original solicitation had been done by Louisa County in 2015 and the contract was just recently renewed for another term by them.</p>				
<b>FISCAL IMPACT:</b>	None; these costs are budgeted				
<b>POLICY IMPACT:</b>	None				
<b>LEGISLATIVE HISTORY:</b>					
<b>ENCLOSURES:</b>	Contract				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	x	x	x		





**COUNTY OF FLUVANNA, VIRGINIA**

**AMBULANCE MAINTENANCE CONTRACT**

This Ambulance Maintenance Contract (the “**Contract**”), is made this \_\_\_\_ day of \_\_\_\_\_, 2016 between the County of Fluvanna, a political subdivision of the Commonwealth of Virginia (“**County**”), and Atlantic Emergency Solutions, Inc., a Virginia Corporation (“**Contractor**”).

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

**I. COOPERATIVE PROCUREMENT:** Louisa County, a political subdivision of the Commonwealth of Virginia, issued a Request for Proposals for Fire Apparatus and Ambulance Preventative Maintenance and Services, RFP #ES-15-04 dated May 6, 2015 (collectively along with all addenda, amendments, appendices and related correspondence, the “RFP”). The Contractor submitted a response to the RFP (the “Response”) and then the Contractor entered into a Letter Agreement for Fire Apparatus and Ambulance Maintenance and Repair Services dated September 9, 2015 with Louisa County effective as of September 19, 2015 through September 18, 2016 (the “Louisa Agreement”). The Louisa Agreement may be renewed for two (2) subsequent one (1) year renewals upon mutual agreement. The RFP, the Response, and the Louisa Agreement are referred to herein collectively as the “Cooperative Agreement”. The Louisa Agreement was offered as a cooperative procurement consistent with the RFP. The County is a public body and would like to cooperatively procure from the Louisa Agreement certain items and services; and the Contractor would like the County to be able to procure from the Louisa Agreement.

The Cooperative Agreement is attached hereto as **Exhibit 1** and is incorporated herein by reference in its entirety including all amendments, addenda and attachments thereto.

The Cooperative Agreement included a Price Sheet on pages 36 to 41 (hereinafter the “Pricing Schedule”).

**II. SCOPE OF SERVICES:**

The Contractor shall provide on call services, work, repairs, inspections, testing, and other tasks and shall supply all the necessary materials, parts, tools, equipment, supplies, or other items from time to time as needed by the County properly available under the Cooperative Agreement and this Contract (collectively any work, tasks, supplies or items of any kind provided pursuant to this Contract shall be referred to hereinafter as the “Services”). Performance under this Contract shall begin when the County signs this Contract, issuing Task Order 1.

In addition to the services available under the Cooperative Contract, the Contractor agrees to provide the same services and repairs offered under the Cooperative Agreement for various other vehicles or equipment not specifically quoted in the Cooperative Agreement consistent with Article II(A) of the RFP which states that “inventory may be added or deleted throughout the contract period”. To the extent that such purchases cannot be cooperatively procured under the Cooperative Agreement because they cannot be considered fire apparatus or ambulance (“other items”), such are procured by small procurement. The warranties, requirements and other applicable provisions of the Cooperative Agreement shall apply to any and all Services provided, including any Services on the other items.

Contractor shall comply with applicable local, state and federal requirements while performing work.

Contractor shall furnish all labor, equipment, materials, and services necessary for maintenance, trouble-shooting, repair and other preventative maintenance and repair Services needed by the County.

All pricing under this Contract shall be consistent with the Pricing Schedule, attached hereto and the Cooperative Agreement. All items provided and services rendered under this Contract shall be done in a good and workmanlike manner and so as to pass without exception in the trade and shall be consistent with the Cooperative Agreement.

### **III. TASK ORDERS:**

Any Services desired under this Contract shall be ordered through the issuance of a written Task Order by the County which will be accompanied by the Contractor's non-binding estimate for the work and such Task Order(s) shall be considered addenda to this Contract. The process should occur as follows:

1. County will request the Contractor to provide a non-binding written estimate for the desired Services that includes the labor categories and labor hour rates anticipated for the Services, start date and time of the Services, duration of time the Contractor will need to occupy the worksite and complete the Services and an estimate of the cost of materials that will be needed to complete the Services. The County may request a not-to-exceed cost for the services. All estimates and invoices must be consistent with the Pricing Schedule and the Cooperative Agreement.
2. Upon receipt of the non-binding estimate, the County will review it for completeness and in-turn will issue a Task Order to the Contractor if the County finds the terms acceptable and wishes to engage the Contractor to complete the services.
3. The Task Order must be signed by an authorized representative of the County to be valid and binding on the County.
4. The Contractor shall have no claim for compensation greater than the approved amount in the Task Order. The Contractor(s) shall obtain prior written approval for any Services that exceeds the Task Order in order to be compensated for such work. The County shall not be required to pay Contractor for any Services not authorized by a valid Task Order hereunder or which exceeds the scope of a Task Order.
5. A separate Task Order is required for each Service task.
6. The Contractor shall arrive on the job site and begin the Services on the date and time provided in the Contractor's non-binding estimate.

### **IV. INVOICES:**

The Contractor will be paid on the basis of invoices submitted. Invoices shall include the following: the contract number, Task Order number, work authorization, copies of supplier invoices or inventory list for materials used for project, and total amount due. Invoices shall be submitted to the invoice-to address as specified in the contract under this RFP. Payment will be made forty-five (45) days after receipt of a proper invoice, or forty-five (45) days after receipt of all goods or acceptance of work, whichever is later. The County will not be purchases any parts under this Contract. Parts will be procured by separate small procurement.

### **V. TASK ORDER 1:**

The County wishes to engage the Contractor for Annual Inspection Testing and Preventative Maintenance as described in the Cooperative Agreement of the following apparatus and ambulances and other items at this time: see attached Fluvanna Fire and Rescue Fleet Pricing Matrix, attached hereto and incorporated herein by reference as **Exhibit 2** ("Fluvanna Pricing List"). These services shall be referred

to as Task Order 1. If the County wishes to engage the Contractor for the bi-annual Inspection Testing and Preventative Maintenance as described in the Cooperative Agreement, it will do so by separate Task Order. This Task Order 1 shall automatically renew on the same terms as this Contract, see Article VI.

#### **VI. TERM OF CONTRACT:**

The initial term of this Contract shall be one (1) year beginning on the 1<sup>st</sup> day of October, 2016 at 12:01 a.m. and terminating on the 30<sup>th</sup> day of September, 2017 at 11:59 p.m. This Contract may then be renewed at the County's option for two (2) additional one (1) year terms. Said renewal shall be automatic annually on October 1<sup>st</sup> of each year. Should the County desire not to automatically renew the Contract, then the County shall send the Contractor written notice of nonrenewal at least thirty (30) days prior to termination of the current term. Term shall be defined to include the initial term and any renewals thereof until this Contract has ended by its terms or has been terminated.

**VII. COMPENSATION:** The Contractor shall be paid in accordance with the attached Cooperative Agreement and Pricing Schedule for each Task Order made under this Contract. The Contractor shall submit an invoice to the County of Fluvanna for all Task Orders hereunder. The Contractor will be paid within thirty (45) days of receipt of a valid invoice following final acceptance by the County of all Services on that Task Order. No invoice may be provided by the Contractor to the County until the items or Services purchased have been delivered to, installed, completed, inspected by and accepted by the County for any Task Order.

Notwithstanding the foregoing, the fee for Task Order 1 shall be those "annual pm service" fees as set out in the attached Fluvanna Pricing List per vehicle, item, apparatus or ambulance. At any time, the County may at its sole discretion notify the Contractor (i) that an additional other item, apparatus or ambulance is to be serviced or (ii) that any other item, apparatus or ambulance currently serviced hereunder or shown on the Fluvanna Pricing List is no longer in service or otherwise no longer requires any Services and/or Services under Task Order 1. The County shall not be charged for any Services of any kind for any apparatus, ambulance or other item, whether it appears on the Fluvanna Pricing List or not, occurring after such is out of service for any reason or after notice that any such item no longer needs to be serviced, whichever occurs first.

Notwithstanding any other provision of this Contract, the County shall not be required to pay any costs, fees or amounts of any kind for any Services of any kind, including those under Task Order 1, that are not actually rendered by Contractor for any reason.


**VIII. OTHER CONTRACT TERMS:** The County's General Terms and Conditions are attached hereto and incorporated by reference as Exhibit 3 as material provisions of this Contract. This Contract and the County's General Terms and Conditions shall be read together whenever possible, however should a conflict arise between the provisions of this Contract and the County's General Terms and Conditions, this Contract shall control.

**IX. MISCELLANEOUS.** The headings of the sections of this Contract are inserted for convenience only and do not alter or amend the provisions hereof. A word importing the masculine or neuter gender only may extend and be applied to females and to corporations as well as males, and vice versa. A word importing the singular number only may extend and be applied to several persons or things as well as to one person or thing; and a word importing the plural number only may extend and be applied to one person or thing, as well as to several persons or things. This Contract may be executed in duplicate originals, any of which shall be equally authentic.

**Witness the following duly authorized signatures and seals:**

**Atlantic Emergency Solutions, Inc.** ,  
A Virginia Corporation

**Fluvanna County,**  
a political subdivision of the  
Commonwealth of Virginia

BY:   
Print Name: John Trotter  
Title: V.P. of Service  
Date: 9-12-2016

BY: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved as to Form:

\_\_\_\_\_  
Fluvanna County Attorney

# Exhibit 1

## Louisa Agreement



## **COUNTY OF LOUISA**

### **Finance Department**

*Transmitted via e-mail*

September 9, 2015

Atlantic Emergency Solutions  
Attn: John Trotter  
12351 Randolph Ridge Lane  
Manassas, Virginia 20109  
[jtrotter@atlanticemergency.com](mailto:jtrotter@atlanticemergency.com)

Re: Letter Agreement for Fire Apparatus and Ambulance Preventative  
Maintenance and Repair Services

Dear Mr. Trotter:

I wish to congratulate you on being one (1) of six (6) successful proposers on Request for Proposal (RFP) # ES-15-04 for Fire Apparatus and Ambulance Preventative Maintenance and Repair Services (the "Services"). This contract is effective September 19, 2015 for one (1) year with the option for two (2) subsequent one (1) year renewals upon mutual agreement. The total cost for providing these services will be determined on an "as needed" basis in accordance with Appendix B – Proposal Price Sheet. All rates shall remain firm throughout the contract period, including any subsequent renewals.

The contract for the Services consists of the following documents (collectively the "Contract Documents"):

- 1) This Letter Agreement;
- 2) RFP dated May 6, 2015;
- 3) Addendum 1 dated May 18, 2015;
- 4) Appendix A – County of Louisa, Virginia Standard Terms and Conditions;
- 5) Appendix B – Proposal Price Sheet; and
- 6) Your response to the RFP.

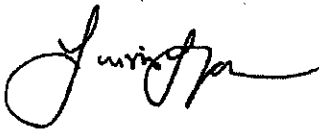
By signing this Letter Agreement, Atlantic Emergency Solutions agrees that (i) the Contract Documents govern the relationship between the County and Atlantic Emergency Solutions (ii) the Contract Documents govern any and all matters related to the Services performed and (iii) no modification to the Contract Documents will be binding on the County unless such modification is made in writing and signed by a County representative in accordance with all applicable Federal, State and Local laws, including procurement laws.

Please acknowledge by your signature below, the receipt of a complete set of the Contract Documents, and return a signed copy to my attention at the information listed below. I will forward you an executed copy of the Contract Documents once signed by the County.

County of Louisa  
Attn: Lori Lyons  
PO Box 160  
Louisa, VA 23093  
[llyons@louisa.org](mailto:llyons@louisa.org)

We look forward to doing business with you. If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,



Lori Lyons  
Purchasing Officer

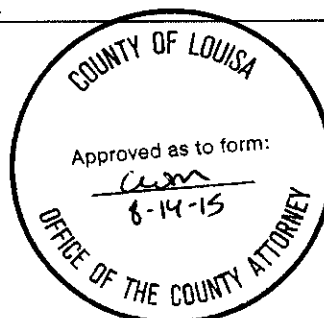
I agree to the terms of this Letter Agreement, and acknowledge receipt of a complete set of the Contract Documents.

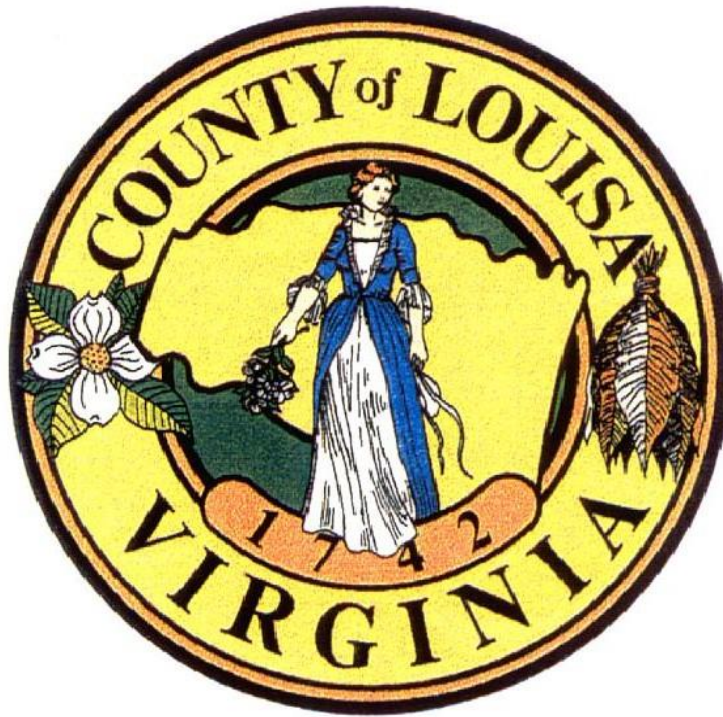
**CONTRACTOR:**

Company: ATLANTIC EMERGENCY SOLUTIONS  
Signature: [Signature]  
Printed Name: JOHN T. TROTT  
Title: VP OF SERVICE Date: 8-8-2015

County Of Louisa  
PO Box 160  
Louisa, Virginia 23093

By: [Signature]  
Name: Christian Goodwin  
Title: County Administrator





**COUNTY OF LOUISA, VIRGINIA**

**REQUEST FOR PROPOSAL (RFP)**

**FOR**

**FIRE APPARATUS AND AMBULANCE**

**PREVENTATIVE MAINTENANCE AND REPAIR**

**SERVICES**

**RFP# ES-15-04**

**MAY 6, 2015**



**REQUEST FOR PROPOSAL  
(RFP)**

Issue Date: Wednesday, May 6, 2015 RFP# ES-15-04

Title: Fire Apparatus and Ambulance Preventative Maintenance and Repair Services

Issuing Agency: County of Louisa, Virginia  
Attn: Lori Lyons  
PO Box 160  
Louisa, VA 23093

Location Where Work Will Be Performed: County of Louisa, Virginia or Contractor's service facility

Period of Contract: From June 19, 2015 Through June 18, 2016

Renewable: Two (2) successive one (1) year terms upon mutual agreement

Proposals Will Be Received Until: Wednesday, May 27, 2015 @ 3:30 p.m., local time prevailing

Direct All Inquiries for Information To: Lori Lyons, Purchasing Officer  
Post Office Box 160  
1 Woolfolk Avenue  
Louisa, VA 23093  
(540) 967-4597  
llyons@louisa.org

**IF PROPOSALS ARE MAILED, SEND DIRECTLY TO ISSUING AGENCY SHOWN ABOVE. IF PROPOSALS ARE HAND DELIVERED, DELIVER TO:**

County of Louisa  
Louisa County Administration Building  
Attn: Lori Lyons  
Finance Department, 2<sup>nd</sup> Floor  
1 Woolfolk Avenue  
Louisa, Virginia 23093  
(540) 967-4597

**Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.**

**REQUEST FOR PROPOSAL TITLE PAGE**REQUEST NUMBER: RFP# ES-15-04 ISSUE DATE: 05/06/2015TITLE: Fire Apparatus and Ambulance Preventative Maintenance and Repair Services

In compliance with this Request for Proposal and to all the conditions imposed herein, by signing below, Offeror:

- (1) Offers and agrees to furnish the goods/services in accordance with the attached signed proposal;
- (2) Agrees that upon Louisa County's written acceptance of Offeror's response to the Request for Proposal, a valid and binding contract for services exists between Offeror and Louisa County;
- (3) Agrees that the Contract Documents will consist of, and *only* of, the Request for Proposal, the County of Louisa, Virginia Standard Terms and Conditions and Offeror's response to the Request for Proposal;
- (4) Certifies and warrants that the individual signing on Offeror's behalf is authorized to bind the Offeror in any and all contractual matters relating to this Request for Proposal;
- (5) Certifies and warrants that neither Offeror, nor the individual signing on Offeror's behalf, has any business or personal relationships with any other persons, including Louisa County employees, or companies that are in conflict with the Commonwealth of Virginia's Conflict of Interest Act, or the County of Louisa, Virginia Standard Terms and Conditions; and,
- (6) Certifies and warrants that the Offeror is properly licensed for providing the goods/services specified in the Request for Proposal and has the appropriate License or Certificate and classification(s) required to perform the work included in the scope of the proposal documents, prior to submitting the proposal, in accordance with Title 54.1, Chapter 11 of the Code of Virginia. If an Offeror shall fail to obtain the required license prior to submission of his proposal, he shall be deemed to be in violation of § 54.1-1115 of the *Code of Virginia* (1950), as amended, and his proposal will not be considered.

Sign in ink and type or print requested information.

Legal Name and Address of Firm:

ATLANTIC EMERGENCY SOLUTIONS  
12351 RANDOLPH ROAD  
MANASSAS, VA 20109

Date: 5-8-2015By: [Signature]  
(Signature)Name: JOHN THORNTON  
(Please Print)FEI/FIN/SSN: 27-3187193Fax Number: 703-393-8244E-mail Address: JTHORNTON@ATLANTICEMERGENCY.COMTitle: V.P. OF SERVICETelephone Number: 757-871-5012

Please provide the following if applicable to this RFP:

Virginia Contractor License # \_\_\_\_\_

SCC ID # 07262981

Offeror shall ascertain prior to submitting a response that all Addenda issued have been received and shall **acknowledge receipt and inclusion of all Addenda here:**

Addendum #: ADDENDUM # 1Date Issued: MAY 18, 2015

Addendum #: \_\_\_\_\_

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

Addendum #: \_\_\_\_\_

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

Information the Offeror deems Proprietary is included in this response in the separate section of the proposal identified immediately below.

COMPANY HISTORY / BACKGROUND, PEACE MANUFACTURING  
AUTHORIZATION LETTER, SERVICE CAPABILITIES LETTER,  
ASE / EMT CERTIFICATES, NFPA COMPLIANCE SERVICE FORMS.

**This Title Page MUST be Submitted as Part of your Proposal**

TABLE OF CONTENTS FOR RFP # ES-15-04

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**I. PURPOSE:**

The County of Louisa is seeking proposals from qualified proposers to provide preventative maintenance and repair services for fire apparatus, ambulances, and other special service response vehicles operated by the County and volunteer agencies operating therein. Services rendered by the Contractor shall take place at either the location of the apparatus or at the Contractor's service facility. **The Proposer's service facility shall not be located more than one-hundred (100) miles from 1 Woolfolk Avenue, Louisa, VA 23093.**

The County of Louisa reserves the right to select more than one Offeror to provide these services.

Louisa County will select the firm(s) which are determined to most effectively satisfy the County's needs. There is no requirement for acceptance of the lowest cost of service offered, and specific requirements may be waived or amended at the discretion of the County. Though not the sole determining factor, cost will be a consideration in the evaluation process.

**II. STATEMENT OF NEEDS/ SCOPE OF SERVICES:**

All proposals must be made on the basis of, and either meet or exceed the requirements contained herein.

**A. CURRENT INVENTORY**

A total number of sixty-five (65) in-service pieces of fire apparatus and ambulances will initially be maintained under this Contract. However, inventory may be added or deleted throughout the contract period. If the contract is awarded to more than one (1) contractor, the department or volunteer agency that owns the equipment will decide which contractor they would like to utilize. The equipment locations are spread throughout Louisa County, Virginia.

<b>Make &amp; Model</b>	<b>Year</b>	<b>VIN</b>
<b>Louisa Volunteer Fire Department - 300 E. Main Street, Louisa, VA 23093</b>		
Pierce Pumper	2011	4PCV01E6BA011763
Pierce Aerial Truck	1997	4P1CT0255VA000250
Chevrolet Brush Truck	1995	1GCGK24K9SE145141
Freightliner Pumper	1999	1FD2HLCB6XHA41493
Freightliner Tanker	2002	1FBAB1B862HJ60285
Chevrolet Brush Truck	2007	1GCHK29D07E150735
Pierce Pumper	2011	4P1CV01E6BA011783
<b>Mineral Volunteer Fire Department - 201 E. 1<sup>st</sup> Street, Mineral, VA 23117</b>		
Pierce Arrow Pumper	1986	1P9CA01D7GA0405
Ford Brush Truck	1989	1FBKF38M8JNA85038
GMC Salvage/Utility Truck	1983	1GDJK34M4DV522129
Freightliner Tanker	1995	1FVXJLBB3SL743477
Pierce Dash Pumper	2002	4P1CT02F42A002602
Pierce Pumper	2011	4P1CV01E2BA011854
<b>Bumpass Volunteer Fire Department - 96 Fredericks Hall Road, Bumpass, VA 23024</b>		
International Brush Truck	1971	486060H155321
GMC Pumper Tanker	1988	1GDM7D1G5JV535440

Chevrolet Salvage	1991	1GNGV26J6MF121931
Ford Pumper Tanker	1986	1FDYD8008GBA04198
Pierce Pumper	1993	4P1CT02U1PA000671
Freightliner Tanker	2011	1FVHCYBS6BDAU7690
<b>Holly Grove Volunteer Fire Department - 143 Factory Mill Road, Bumpass, VA 23024</b>		
Brush Truck – Military issued (Deuce and one half)	1979	05E8487
Jeep Brush Truck	1979	J9FB3AC800594
E-One Pumper	1997	4ENDAAA83V1006919
E-One Aerial Truck	1992	4ENDABA87N1000495
Ford Salvage Truck	1992	1FDKE30M3NHA80834
Mack Tractor/Tanker	1994	1M2AA12Y2RW044887
Ford First Responder (Ambulance-type vehicle)	2000	1FMSU43F24EC60561
Spartan Heavy Rescue	1996	4S7AT9G04TC018573
Penn Tanker Tra	1975	10979A
<b>Locust Creek Volunteer Fire Department - 575 Bethany Church Road, Bumpass, VA 23024</b>		
Spartan Pumper	2005	1Z208F3W037388881
Ford Brush Truck	1993	1FDKF38M0PNA19429
KME Pumper	1988	1K9AF4286KN058172
Chevrolet Brush Truck	1994	1GCHK34F8R193320
Mack Rescue/Crash Truck	1981	1M1H125C6BM00182
Chevrolet Brush Truck F/R 5	2009	1GNGK46K19R165998
KME Custom Engine Tanker	2007	1K9AF64847N058364
<b>Trevilians Volunteer Fire Department - 737 Firehouse Drive, Louisa, VA 23093</b>		
Seagrave Pumper	1989	01F9EW28JKCST2031
Ford Brush Truck	1993	1FDKF38M2PNA87165
Seagrave Pumper	2006	1F99E28T66CST2078
Peterbilt Tanker	2009	2NPRLN9X59M772840
<b>Zion Crossroads Volunteer Fire Department - 409 Poindexter Road, Louisa, VA 23093</b>		
Ford Brush Truck	1972	F27YEN21909
Pierce Engine Truck	1997	1FV6JLCB4VH867565
Chevrolet Attack Truck	1985	1GCGD34JXEF382260
Ford E-450 Ambulance	2003	1FDXE45F93AB33488
E-One Ladder Truck	1988	1F9DBBA84J1037336
Smeal Pumper	2008	1S945472975936092
Kenworth/Pierce Tanker	2009	2NKHLN9X89M245585
Chevrolet Ambulance	2004	1GBE4V1284F516296
<b>Louisa Volunteer Rescue Squad - 83 Rescue Lane, Louisa, VA 23093</b>		
Ford Ambulance	2005	1FDXE45PX5HA58392
Ford Ambulance	2008	1FDXE45P88DB32212
Ford F550 Ambulance	2003	1FDAP57P93EC18933
<b>Mineral Volunteer Rescue Squad - 203 E. 1<sup>st</sup> Street, Mineral, VA 23117</b>		

Ford Ambulance	2003	1FDAF57F33EA63185
Ford E450 Ambulance	2007	1FDXE45P37DA45851
Dodge Ambulance	2009	3D6WD66L09G532323
<b>Holly Grove Volunteer Rescue Squad - 155 Factory Mill Road, Bumpass, VA 23024</b>		
Chevrolet C4500 w/ AEV Body Ambulance	2010	1GB9G5B68A1114085
Ford E450 Ambulance	2008	1FDXE45P78DA32019
<b>Lake Anna Volunteer Rescue Squad - 300 Bumpass Road, Bumpass, VA 23024</b>		
Ford Ambulance	2004	1FDXE45P34HB26305
Ford Ambulance	2007	1FDXE45PX7DA69127
Chevrolet Ambulance	2009	1GBE4V1909F412566
<b>Louisa County Department of Fire and EMS - 1 Woolfolk Avenue, Louisa, VA 23093</b>		
International 4300 Ambulance	2012	1HTMNAAL2CH589370
Ford Ambulance	1999	1FDXE40F5XHA71570
Ford Ambulance	2002	1FDXE45F62HB76507
Freightliner M2 Ambulance	2003	1FVACWCT13HL66760
International 4300 Ambulance	2014	1HTMNAALXE052071
International 4300 Ambulance	2014	1HTMNAALXE0798861
International 4000 Ambulance	2011	3HAMNAAL9BL410931

## B. GENERAL SCOPE

### 1. General

The Contractor shall furnish all necessary supervision, labor, tools, parts and equipment required to perform inspections, maintenance, repairs, and testing of the fleet of fire apparatus and ambulances in Louisa County. All services performed by the Contractor shall meet the National Fire Protection Association Standard (NFPA) 1911, *Standard for the Inspection, Maintenance, Testing, and Retirement of In-Service Automotive Fire Apparatus*, current edition. In addition, all services provided by the Contractor shall be consistent with industry best practices, shall meet all applicable federal, state and local standards and shall follow all manufacturer's recommendations. It is the expectation of the County, as described herein, that the Contractor shall provide superior customer service and timely maintenance and repair services to correct deficiencies and return the vehicle to an in-service status.

### 2. Facilities and Work Sites

The Contractor shall perform services, including inspection, maintenance, testing and repair, at the location of the apparatus or at the Contractor's service facility. The Contractor shall work with the County or Volunteer Agency to determine the most suitable location where services will be performed. If the apparatus is to be serviced at the Contractor's service facility, the County or Volunteer Agency shall determine whether or not it shall be the responsibility of the Contractor to arrange for pick-up and delivery or if County or Volunteer Staff will deliver and pick-up the apparatus. No apparatus shall be taken without prior approval from the County or Volunteer Agency.

The Contractor warrants that its facility complies with all applicable local, state and federal regulations and will remain compliant during the Contract term. The County may inspect the facility and its operations at any time during the Contract term during normal business hours.

### 3. Fire Apparatus and Ambulance Security

The Contractor is responsible for the security of any units in its custody. The Contractor's custody includes any on-site work activity at a County or Volunteer facility by the Contractor; the Contractor's transport of any unit from its location to the Contractor's facility; the return transport of the unit to its location; and any period that the unit is located at the Contractor's facility. The Contractor is responsible for all costs associated with correcting damage attributable to the Contractor while the unit is in the Contractor's custody. While in the Contractor's custody, apparatus shall be stored inside, in a temperature controlled environment.

All providers shall maintain a business operations insurance policy which includes coverage for test drives and other maintenance related activities. For all work performed off-site (at the contractor's location), vendor shall demonstrate proof of garage keeper's insurance or equivalent coverage. The insurance described herein (garage keeper's, business operations, etc.) shall provide a minimum loss coverage of \$1 million. This insurance shall be considered separate from and necessary in addition to the insurance requirements set forth in Section 19 of the County's Standard Terms and Conditions.

### 4. Contractor's Service Truck

The Contractor shall have a service truck operation sufficient to support the on-site inspection and maintenance, and emergency road call requirements of the Contract. The truck should be outfitted with tools, equipment and parts sufficient to support the spot repair of fire apparatus or ambulances. The technicians operating the trucks should be certified as required by the Contract, and capable of making repair and logistic decisions in road call and on-site repair call situations.

## C. QUALIFICATIONS

Offerors must demonstrate that they have the resources and capability to provide the materials and services as described herein. All offerors shall submit documentation with their proposal indicating compliance with the minimum qualifications.

1. For all work tasks covered in this Contract, the offeror shall employ technicians who are qualified to perform the specific diagnostic check, maintenance or repair task, or performance tests specified in National Fire Protection Association Standard (NFPA) 1911, *Standard for the Inspection, Maintenance, Testing, and Retirement of In-Service Automotive Fire Apparatus*, current edition. The assigned technician(s) must possess the following minimum qualifications, as appropriate:
  - i. Any person performing diagnostic checks, inspections or maintenance of fire apparatus shall meet the qualifications administered by the Emergency Vehicle Technician Certification Commission, Inc. (EVT) for Fire Apparatus Technician - Level 1 or higher, and hold current certification.

- ii. Any person performing diagnostic checks, inspections or maintenance of ambulances shall meet the qualifications administered by the Emergency Vehicle Technician Certification Commission, Inc. (EVT) for Ambulance Technician - Level 1 or higher, and hold current certification.
  - iii. Any person performing maintenance or repair on fire apparatus shall meet the qualifications administered by the National Institute for Automotive Service Excellence (ASE) for Medium/Heavy Truck certification(s) appropriate for the system or component (Certifications T1 through T8), as demonstrated by current ASE certification or EVT (Fire Apparatus) certification.
  - iv. Any person performing maintenance or repair on ambulances shall meet the qualifications administered by the National Institute for Automotive Service Excellence (ASE) for Medium/Heavy Truck certification(s) T1 through T8, as demonstrated by current ASE certification; and, EVT certifications E-1, E-2, E-3 and E-4 as appropriate for the system or component.
  - v. Any person performing maintenance, repair, or performance testing of fire pumps, industrial supply pumps, or any component of the apparatus that is used in pump operations shall have current EVT (Fire Apparatus) Level 2 or Master Level 3 certification.
  - vi. Any person performing maintenance, repair, or performance testing (excluding nondestructive testing) of fire apparatus aerial devices, or any component of the apparatus that is used in aerial device operations shall have current Master Level 3 certification as EVT (Fire Apparatus).
  - vii. Any person performing nondestructive testing (NDT) required on fire apparatus aerial devices shall be certified as at least a Level II NDT Technician in the test method used, as specified in American Society for Nondestructive Testing, Inc. (NSNT) Standard CP-189, *Standard for Qualification and Certification of Nondestructive Testing Personnel*, current edition.
2. Offeror shall have been in business for at least three (3) years performing the requested services.

#### D. MAINTENANCE SCHEDULING AND COMPLETION

##### 1. Scheduling

The County or Volunteer Agency shall contact the Contractor to schedule apparatus due for service. The location at which services will be performed shall be determined between the County or Volunteer Agency and the Contractor at the time when service is scheduled and confirmed. If services are to be performed at the apparatus location, the Contractor shall provide the County or Volunteer Agency with the time at which the Contractor's service personnel will arrive to begin the service and an approximate time in which the service will be completed. If services will be performed at the Contractor's facility, the County or Volunteer Agency shall determine whether or not it shall be the responsibility of the Contractor to arrange for pick-up and delivery or if County or Volunteer Staff will deliver and pick-up the apparatus.



## 2. Notifications and Communication

Upon arrival at the apparatus location, the Contractor shall check in with the on-duty Station Staff, provide proper identification and state the purpose of the visit. Upon completion of on-site services the Contractor shall check out with the on-duty Station Staff and provide a report of services completed, deficiencies found, deficiencies repaired, deficiencies that require further attention and the status of the apparatus (in service or out of service). In the event that the Station Staff is not available at the completion of services, a paper form shall be left on the driver's seat of the apparatus indicating what services were completed, deficiencies found, deficiencies repaired, deficiencies that require further attention and the status of the apparatus (in service or out of service).

## 3. Inspection and Maintenance Completion

The Contractor is responsible for the timely inspection and maintenance of the County and Volunteer fire apparatus and ambulances, and the return of each unit to an in-service status. With the exception of priority and non-priority repairs, it is the expectation of the County that the Contractor have readily available any routine parts, fluids, testing equipment, etc. that may be required to complete quarterly, semi-annual and annual preventative maintenance services at the time service is scheduled in an effort to reduce out of service and down time of the apparatus. The County's performance standards for completing various work activities are as follows:

- i. **Quarterly Inspection and Preventative Maintenance:** If performed on-site, services shall be completed within four (4) hours. If performed at the Contractor's facility, services shall be completed within twenty-four (24) hours. If deficiencies are encountered that will require additional time to repair, the Contractor shall notify the County or Volunteer Agency immediately.
- ii. **Semi-Annual Inspection and Preventative Maintenance:** If performed on-site, services shall be completed within eight (8) hours. If performed at the Contractor's facility, services shall be completed within three (3) business days. If deficiencies are encountered that will require additional time to repair, the Contractor shall notify the County or Volunteer Agency immediately.
- iii. **Annual Inspection, Testing and Preventative Maintenance:** Annual Inspection, Testing and Preventative Maintenance shall be performed at the Contractor's facility unless prior arrangements are made with the County or Volunteer Agency. Annual Inspection, Testing and Preventative Maintenance services shall be completed within five (5) business days. If deficiencies are encountered that will require additional time to repair, the Contractor shall notify the County or Volunteer Agency immediately.
- iv. **Priority Repairs:** If performed on-site, services shall be completed within eight (8) hours. If performed at the Contractor's facility, services shall be completed within two (2) business days. If additional time is needed for repairs the Contractor shall notify the County or Volunteer Agency immediately.
- v. **Non-Priority Repairs:** Non-priority repairs shall be resolved within seven (7) business days upon notification to the Contractor. The Contractor and the County or Volunteer Agency will determine where these types of repairs will be performed. If

additional time is needed for repairs the Contractor shall notify the County or Volunteer Agency immediately.

#### 4. Re-scheduling

Fire apparatus or ambulances may be unavailable for inspection or maintenance despite proper pre-notification and scheduling by the Contractor. In that event, the Contractor should reschedule the unit for inspection or maintenance.

### E. LEVEL OF SERVICES TO BE PROVIDED

1. The following establishes the level of services to be provided by the Contractor. The criteria for each level of inspection and preventative maintenance shall be based on compliance with NFPA 1911, apparatus and component manufacturer's most severe service recommendation, generally accepted best industry practices and any applicable federal, state and local standards.
  - i. Quarterly Inspection and Preventative Maintenance (includes inspection and preventative maintenance that may be required for all apparatus components and systems)
  - ii. Semi-Annual Inspection and Preventative Maintenance (includes inspection and preventative maintenance that may be required for all apparatus components and systems)
  - iii. Annual Inspection and Preventative Maintenance (includes inspection and preventative maintenance that may be required for all apparatus components and systems)
  - iv. Virginia State Inspection
  - v. Annual Performance and Certification Testing
    - Road Tests and Weight Verification
    - Performance Testing of Low Voltage Electrical Systems
    - Performance Testing of Fire Pumps
    - Performance Testing of Aerial Devices
    - Performance Testing of Foam Proportioning Systems
    - Performance Testing of Compressed Air Foam Systems
    - Performance Testing of Line Voltage Electrical Systems
    - Performance Testing of Breathing Air Compressor Systems
    - Performance Testing of all Pump and Drive Train Fluids
  - vi. Priority Repairs. Priority repair status indicates that the apparatus has been placed into an out of service status due to mechanical breakdown or component failure. Calls for priority repairs may occur during and/or after normal business hours.
  - vii. Non-Priority Repairs. Non-Priority Repairs indicates a deficiency that needs to be corrected, however does not meet the criteria set forth in NFPA 1911 to warrant the

apparatus be placed into an out of service status. Non-Priority Repairs will be handled by the Contractor during normal business hours. Non-Priority Repairs may be deferred to the next inspection and preventative maintenance service to be corrected.

2. Inspection, preventative maintenance, repairs and testing required for loose equipment (i.e., nozzles, hose, ground ladders, etc.) will not be the responsibility of the Contractor.
3. Anytime services are completed on an apparatus, the results, findings and actions taken shall be documented by the Contractor in a professional format. The original copies of all service documentation shall be submitted along with the invoice for payment. In addition to recording the results, findings and actions taken, the service documentation shall contain the following information:
  - i. Date services were performed;
  - ii. Name of the technician that performed the services;
  - iii. Location where services were performed;
  - iv. Apparatus Make;
  - v. Apparatus Model;
  - vi. Odometer Reading In;
  - vii. Odometer Reading Out;
  - viii. Vehicle Identification Number (VIN); and
  - ix. Engine Hours.

#### F. APPARATUS MAINTENANCE AND REPAIR

##### 1. General

The Contractor shall perform scheduled preventive, recurring maintenance, repair and replacements for the fire apparatus and ambulances included in this Contract as directed by the County or Volunteer Agency. All maintenance activities for this equipment shall comply with the manufacturer's recommendations including warranties. Maintenance intervals shall comply with the manufacturer's recommended severe service schedule based on mileage, hours of operation, or time in service since the previous maintenance as approved by the County or Volunteer Agency.

##### 2. Inspection and Preventive Maintenance Service

The objectives of inspection and preventative maintenance service are to ensure that: (a) fire apparatus and ambulances safely operate to the next scheduled service without a failure; and (b) component service life is maximized. All minor deferred repairs will be completed during the inspection and preventative maintenance service.

##### 3. Recurring Maintenance

Recurring maintenance is the act of servicing a fire apparatus, ambulance or a component in order to keep the vehicle and its components in proper operating condition, and to prevent failure or breakdown. Task examples include, but are not limited to, lamp and gauge replacement, scheduled oil changes, coolant and pneumatic hose replacement, belt replacement and adjustment, windshield wiper replacement, brake adjustments, system and component adjustments and calibration, and fastener replacement.

#### 4. Repair and Replacement

Repair is the work necessary to restore a fire apparatus, ambulance or a component to sound condition after failure or damage. Replacement is the work necessary to remove an unserviceable item and install a serviceable counterpart in its place. Original equipment manufacturer (OEM) parts and supplies shall be used on repairs and replacements required on equipment included in this Contract.

#### 5. Re-Assembly

The Contractor shall ensure that all re-assembly tasks performed after any required vehicle repair maintain the vehicle's OEM configurations as originally received from the manufacturer. System examples include, but are not limited to, the wiring and clamping, pump system pressures and flows, hydraulic system pressures, hose and orifice sizing, ladder table and ladder mounts.

#### 6. Repair Approvals

The Contractor shall have specific pre-approval from the County or Volunteer Agency prior to completing repairs. In obtaining approval, the Contractor shall advise the County or Volunteer Agency of the estimated cost of the repair work and the estimated time it will take to return the unit to an in-service status. Any repairs performed without documented pre-approval authorization will be at the expense of the Contractor.

#### 7. Modifications

No modifications may be made by the Contractor to any component, system or piece of equipment maintained under any resulting Contract unless, and until, specific written authorization is provided by the County or Volunteer Agency.

#### 8. Apparatus or Equipment Damage

No damage may be repaired until the Contractor receives written authorization from the County or Volunteer Agency. Any damage noted by the Contractor during an inspection shall be immediately reported to the County or Volunteer Agency and should include the unit identification number, the date, a brief description of the damage, one or more digital photographs documenting the extent of the damage and an estimated cost of repair. If the Contractor receives authorization to repair damage, the Contractor shall ensure that all required repairs restore the damaged vehicle and its systems and components to its original configuration, appearance and structural integrity; and meet all OEM specifications for the equipment.

The Contractor is responsible for all costs of repair for any damage incurred while the Contractor has custody of the vehicle.

#### 9. County Inspections

The Contractor shall advise the County or Volunteer Agency within one (1) hour of the completion of repairs or replacements on any fire apparatus or ambulance. A representative of the County or Volunteer Agency will perform a quality control acceptance inspection of

all equipment repairs or replacements. No equipment shall be returned to an in-service status until the County or Volunteer Agency has accepted the work as complete.

#### G. EMERGENCY CALL RESPONSE FOR PRIORITY REPAIRS

##### 1. General

A call for Priority Repair Service indicates that the apparatus has been placed in an out of service status due to mechanical breakdown and/or component failure which has rendered the apparatus unsafe to operate. Calls for Priority Repair Service require immediate assistance from the Contractor to evaluate the situation, decide on the best course of action, and/or take the necessary actions to place the apparatus back into an in-service status. Calls for Priority Repair Service may occur at any time.

##### 2. Emergency Contact

The Contractor shall be accessible twenty-four (24) hours per day, seven (7) days per week to receive requests for emergency repair requirements. The on-scene response time for an emergency repair shall not exceed two (2) hours from the time of notification.

##### 3. Non-Response

In an emergency situation, if the Contractor does not respond to the County or Volunteer Agency within thirty (30) minutes, the County or Volunteer Agency shall exercise the option to contact another vendor that is available and can provide the services needed.

##### 4. Wrecker Service

In the event that an apparatus requires wrecker service, the County or Volunteer Agency shall coordinate this service and the location to which the apparatus shall be towed.

#### H. PARTS

##### 1. Parts Inventory

The Contractor shall maintain reasonable inventory levels at its facility to assure timely repair of the fire apparatus and ambulances.

##### 2. Tires

The replacement of tires shall be the responsibility of the County or Volunteer Agency. The Contractor's role in tire replacement is to recommend when tire replacement is necessary.

##### 3. Contractor-Furnished Parts

The Contractor shall include all parts used during the maintenance or service of a unit on the work order and specifically invoice the parts to the unit receiving the part. Parts should be listed by: Part Number, Part Description; and Unit Price of Part. All parts shall be invoiced to the County or Volunteer Agency at the same cost at which they are invoiced to the vendor.

#### 4. Core Accounting

The Contractor is responsible for managing core parts returns and adjustments. No core charge may be applied to a work order and invoiced to the County or Volunteer Agency. If the Contractor's parts supplier denies a core charge, the Contractor may provide documentation verifying that denial, and a copy of the work order and an invoice requesting reimbursement for that denied cost.

### I. WARRANTIES

#### 1. Warranty Repairs

The Contractor shall not complete any repairs that are covered under warranty. All warranty repairs will be handled by the warranting vendor to ensure that all vehicle manufacturer warranty work is accomplished to guarantee compliance with necessary warranty requirements.

#### 2. Contractor Repair Warranty

The Contractor shall warranty repairs for a period of not less than the manufacturer's warranty for those parts replaced and at least ninety (90) days on other minor repairs. On major repairs, the Contractor shall warranty repairs for a period of not less than the manufacturer's warranty for both labor and parts. In the event the repair is a Contractor in-house rebuild, the warranty shall be for not less than one (1) year, 12,000 miles or 750 operating hours, whichever occurs first. For purposes of this Contract, a major repair is defined as one with a combined cost of parts and labor exceeding \$2,000 for a single task.

### III. OFFEROR'S INSTRUCTION:

#### A. PROPOSAL PREPARATION:

1. Offerers may submit any questions or requests for additional information regarding the project in written format by Monday, May 18, 2015. All questions shall be directed to Lori Lyons at [llyons@louisa.org](mailto:llyons@louisa.org) or via fax at (540) 967-3439. A formal clarification will be sent out in writing on Wednesday, May 20, 2015, to all known potential offerers.
2. The Offeror must submit a proposal, which demonstrates and provides evidence that the Offeror has the capabilities, professional expertise, and experience to provide the necessary services as described in this RFP. The Offeror shall ensure that all information required herein is submitted with the proposal. All information provided should be verifiable by documentation requested by the County of Louisa. Failure to provide all information, inaccuracy or misstatement may be sufficient cause for rejection of the proposal or rescission of an award.
3. Responses must, in any event, contain the following information and be organized into separate chapters and sections using the format described below in order to provide each firm an equal opportunity for consideration.

- a. Firm's background, company history, and locations, including the principals and their background. Please detail the ownership structure and other relevant information regarding the firm;
  - b. Proposer's experience in fire apparatus and ambulance maintenance management;
  - c. A copy of the service documentation that will be used to inspect, maintain, repair and test the apparatus. This documentation shall demonstrate that the Contractor's procedures meet or exceed the required levels of service mentioned herein;
  - d. A detailed price schedule (see Appendix B) including all labor, supervision, equipment, tools, parts markup, and materials, as necessary, to provide the services enumerated herein to the County and Volunteer fire apparatus and ambulances;
  - e. A list of Offerors proposed staffing to provide services; Include credentials for the personnel to be assigned to this service contract, including copies of all applicable certifications as requested above in Section II (C). The personnel named in the proposal shall remain assigned to the project throughout the period of the service contract. No replacement may be made without submission of credentials for approval by the County;
  - f. A list of client references for which similar services have been provided and dates when the service was provided, including at least three (3) customers. These references must include name, address, and telephone number; and
  - g. A copy of any applicable Federal, State, or Local license required to legally perform the service, or sell the goods specified in the RFP shall be attached to the proposal.
3. Proposals shall be signed by the authorized representative of the Offeror.
  4. Proposals should be prepared simply and economically, providing a straightforward, concise, detailed description of capabilities to satisfy the requirements of the RFP.
  5. All expenses for making proposals to the County shall be incurred by the Offeror.
  6. Offeror must be authorized to transact business in Virginia as a domestic or foreign business entity as required by the State Corporation Commission, if such is required by law. Such status shall be maintained during the term of a contract. A contract entered into by a business in violation of the requirements is voidable at the option of the public body.
  7. Offerors are reminded that changes to the RFP, in the form of addenda, are often issued between the issue date and within 3 days of the due date of the solicitation. All addenda must be acknowledged on the RFP Title Page. Notice of addenda will be posted on eVA and on the County of Louisa procurement page [www.louisacounty.com/procurement](http://www.louisacounty.com/procurement). It is the offeror's responsibility to monitor the webpage for the most current addenda.

**B. PROPOSAL SUBMISSION:** The following documents must be received in our office via **hard copy** no later than the closing date and time stated below.

1. Your original proposal, including Appendix B. If applicable, please also include a redacted copy which does not include trade secrets or proprietary information.
2. Signed original of the completed Request for Proposal Title Page.
3. Signed Appendix A "County of Louisa, Virginia Standard Terms and Conditions."
4. A certificate of insurance for all required coverages endorsing the County of Louisa to the insurance policy as an additional insured.

**The RFP number and closing date must be clearly marked on the outside of the envelope.**

This solicitation will close on **Wednesday, May 27, 2015 at 3:30 p.m.**, local time prevailing.

**Return the proposal to:**

Mail to: (US Mail)  
County of Louisa  
PO Box 160  
Louisa, VA 23093  
Attn: Lori Lyons  
(540) 967-4597

or Hand Delivery (FEDEX, UPS, etc.)  
County of Louisa  
Louisa County Administration Building  
Finance Department, 2<sup>nd</sup> Floor  
1 Woolfolk Avenue  
Louisa, VA 23093  
Attn: Lori Lyons  
(540) 967-4597

- C. SUBMISSION OF PROPRIETARY INFORMATION:** All information submitted to the County in response to this solicitation will constitute public information and will be available to the public for inspection upon request pursuant to the Virginia Freedom of Information Act (FOIA).

Pursuant to Virginia Code Section 2.2-4342 and County of Louisa Code Section 60-24, a Bidder/Offeror may request an exception to disclosure for trade secrets or proprietary information as such is defined under Virginia Code Section 59.1-336, part of the Uniform Trade Secrets Act.

In order to claim this exemption, the Bidder/Offeror shall perform ALL of the following: (i) include a written request indicating Bidder/Offeror's desire to invoke the protections of Virginia Code Section 2.2-4342 with submitted proposal materials/data; (ii) specifically identify the data or other materials to be protected by clearly labeling each page containing applicable data as PROPRIETARY; and (iii) to the County's satisfaction, articulate the rationale for why protection for the particular data or materials is necessary. The classification of an entire bid or proposal document, line item prices and/or total bid or proposal prices as proprietary or trade secrets is not acceptable.

Without waiving sovereign immunity or any other available defenses, the County asserts that failure to meet all of these requirements will result in the data or materials being open for inspection in response to a valid inquiry under FOIA and will serve to waive any right of the Bidder/Offeror to assert a claim against the County for disclosure of trade secrets or proprietary information.



Bidder/Offeror shall be responsible for intervening and defending, at its expense, any demands made upon the County by third parties for production of any such items.

**D. RECEIPT OF PROPOSALS/LATE PROPOSALS:** It is the Offerors responsibility to ensure that his/her proposal is received prior to or at the specific time and the place designated in the solicitation. **Proposals received after the date and time specified shall not be considered.**

No responsibility will be attached to any County personnel for the premature opening of a proposal not properly addressed and identified on the outside of a sealed envelope.

**E. COOPERATIVE PROCUREMENT:**

1. This procurement is being conducted on behalf of Louisa County, Virginia and other public bodies in accordance with the provisions of §2.2-4304 of the Virginia Public Procurement Act and §60-5.1 of the Louisa County Code.
2. If approved by the Contractor, the contract resulting from this procurement may be used by other public bodies to purchase at contract prices and in accordance with the contract terms. The Contractor shall deal directly with any public body it approves to use the contract.
3. With the approval of the Contractor, any public body using the resultant contract has the option of executing a separate contract with the Contractor to add terms and conditions required by statute, ordinances, or regulations, or to remove terms and conditions which conflict with its governing statutes, ordinances, or regulations. If, when preparing such a contract, the general terms and conditions of a public body are unacceptable to the Contractor, the Contractor may withdraw its extension of the award to that public body.
4. The County of Louisa, its officials and staff are not responsible for placement of orders, invoicing, payments, contractual disputes, or any other transactions between the Contractor and any other public bodies, and in no event shall the County, its officials or staff be responsible for any costs, damages or injury resulting to any party from use of a Louisa County contract.
5. It is the Contractors responsibility to notify other public body(s) of the availability of the contract(s).

**IV. PROPOSAL EVALUATION PROCESS:**

The County of Louisa shall appoint a Selection Committee to review and evaluate all proposals submitted by Offerors responding to this RFP. The proposals will be evaluated and ranked based on the Evaluation Criteria listed in Section V. The County of Louisa may ask top ranked Offerors to attend a presentation discussion as part of the evaluation process. Firms invited to

the discussion should be prepared to have general discussions on non-binding estimates of cost to provide requested services. At the conclusion of the evaluation process, the County will select one or more firms with whom final negotiations will be conducted in an effort to obtain a contract.

## **V. PROPOSAL EVALUATION CRITERIA**

The respondents will be evaluated on the following criteria:

1. Qualifications of the Proposer, including applicable Virginia licensing requirements;
2. Experience with fleet maintenance with an emphasis on fire and emergency vehicle apparatus, including primary personnel;
3. Cost; and
4. Ability to meet or exceed all requirements contained herein.

The selection process shall be governed by and completed in accordance with the Louisa County Procurement Ordinance. If any provision of this Request for Proposal shall be found to be inconsistent or in conflict with such policy, the terms of the ordinance shall govern.

The County of Louisa reserves the right to reject any or all proposals.

## **VI. COUNTY OF LOUISA STANDARD TERMS AND CONDITIONS**

See Appendix A. Louisa County does not accept changes to the County of Louisa, Virginia Standard Terms and Conditions, and any attempt by the Offeror to make such changes is in itself reason for a proposal to be declared as non-responsive to the RFP and rejected by the County.

**APPENDIX A  
COUNTY OF LOUISA, VIRGINIA  
STANDARD TERMS AND CONDITIONS**

**1. General Provisions**

- 1.1 Unless otherwise agreed to in a writing signed by the County Administrator for Louisa County, and approved as to form by the Louisa County Attorney, these Standard Terms and Conditions apply to and govern all purchases, regardless of the type of goods or services purchased, by the County of Louisa, Virginia (the "County") from Atlantic Emergency Solutions (the "Vendor").

**2. Definitions**

- 2.1 "Solicitation" means the vehicle by which the County solicited pricing, and if applicable other terms, by which it could acquire goods or services from Vendor, regardless of whether the vehicle was an Invitation for Bid, Request for Proposal, Request for Quote, telephone quote or any other means permissible under the Louisa County Code or Virginia law.
- 2.2 "Contract Documents" means all documents that constitute any legal and binding agreement between the Vendor and the County, including these Standard Terms and Conditions.
- 2.3 "Contract Period" means the time period from the time that Vendor first becomes legally bound to provide goods or services to the County in response to a Solicitation until all of Vendor's contractual obligations to the County, arising out the Solicitation, cease.
- 2.4 "Obligations" means any and all legal obligations of Vendor under any Contract Documents.

**3. Laws of the Commonwealth**

- 3.1 The Contract Documents shall be governed in all respects whether as to validity, construction, performance, or otherwise by the laws of the Commonwealth of Virginia and the Louisa County Code. Vendor represents and warrants to the County that during the Contract Period it:
- a) Will comply and conform with the provisions of the Civil Rights Act of 1964, as amended, the Virginia Fair Employment Contracting Act of 1975, as amended, and the Virginia Human Rights Act, as amended, where applicable;
  - b) Not employ illegal alien workers or otherwise violate the provisions of the Immigration Reform and Control Act of 1986; and

- c) Comply with all federal, state and local laws and regulations applicable to the performance of the services procured.

#### **4. Louisa County Policies**

4.1 In every contract of over \$10,000, the Vendor agrees during the Contract Period that Vendor:

- a) Will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Vendor; and
- b) Will post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause; and
- c) Will state that the Vendor is an equal opportunity employer in all solicitations or advertisements for employees placed by or on behalf of the Vendor to perform under the Contract Documents. All notices, advertisements, and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section; and
- d) Will include the provisions of the foregoing subparagraphs in every subcontract or purchase order exceeding \$10,000 issued by Vendor in order to fulfill its Obligations, so that the provisions will be binding upon each subcontractor or vendor employed by Vendor.

4.2 In every contract of over \$10,000, the Vendor agrees during the Contract Period the Vendor shall:

- a) Provide a drug-free workplace for its employees;
- b) Post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in its workplace and specify the actions which will be taken against any employee for a violation;
- c) State in all of its solicitations or advertisements for employees that the Vendor maintains a drug-free workplace; and

- d) Include the provisions of this sub-paragraph in every subcontract or purchase order of over \$10,000, so that said provisions shall be binding upon each subcontractor or subvendor.
- e) For purposes of this sub-paragraph, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a Vendor under a Solicitation and in accordance with the Virginia Public Procurement Act and/or the Louisa County Code.
- f) In addition to the provisions contained herein, the Vendor shall comply with the federal Drug Free Workplace Act.

4.3 Pursuant to Section 2.2-4343.1 of the Code of Virginia and Section 60-25 of the Louisa County Code, in all Solicitations, contracts, and purchase orders, the County does not discriminate against faith-based organizations.

- a) "Faith-based Organization" means a religious organization that is or applies to be a Vendor to provide goods or services for programs funded by the block grant provided pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, P.L. 104-193.
- b) If Vendor is a faith-based organization, then Vendor shall give to each individual who applies for or receives goods, services, or disbursements provided pursuant to this Agreement the following notice in bold-face type:

**NOTICE**

Neither the County's selection of a charitable or faith-based provider of services nor the expenditure of funds under this contract is an endorsement of the provider's charitable or religious character, practices, or expression. No provider of services may discriminate against you on the basis of religion, a religious belief, or your refusal to actively participate in a religious practice. If you object to a particular provider because of its religious character, you may request assignment to a different provider. If you believe that your rights have been violated, please discuss the complaint with your provider or notify the appropriate person as indicated in this form.

## **5. Certifications**

5.1 The Vendor certifies that Vendor's response to the Solicitation:

- a) Has been prepared without prior participation, understanding, agreement, or connection with any corporation, firm or other person that is also submitting a bid/offer in response to the same Solicitation;

- b) Is in all respects fair, without misrepresentations of fact, and free from collusion or fraud;
  - c) Is in full compliance with the Virginia Conflicts of Interest Act;
  - d) Is or is intended to be competitive and free from any collusion with any person, firm or corporation; and
  - e) Has been prepared without the benefit of being provided information not available to the general public, or other potential bidders, such as insider information known to County employees or other sources which may have gained such information from interaction with County employees.
- 5.2 The Vendor has not offered or received any kickback from any other bidder or vendor, supplier, manufacturer, or subcontractor in connection with the bid/offer on this solicitation. A kickback is defined as an inducement for the award of a contract, subcontracts or order, in the form of any payment, loan, subscription, advance, deposit of money, services or anything, present or promised, unless consideration of substantially equal or greater value is exchanged. Further, no person shall demand or receive any payment, loan, subscription, advance, and deposit of money, services or anything of value in return for an agreement not to compete on a public contract;
- 5.3 The Vendor is not a party to nor has he participated in nor is obligated or otherwise bound by agreement, arrangement or other understanding with any person, firm or corporation relating to the exchange of information concerning bids, prices, terms or condition upon which the contract resulting from the acceptance of his bid proposal is to be performed;
- 5.4 The Vendor understands that collusive bidding is a violation of the Virginia Governmental Frauds Act and federal Law, and can result in fines, prison sentences, and civil damage awards and agrees to abide by all conditions of this proposal; and
- 5.5 Neither Vendor, Vendor's subcontractors, nor any person acting on Vendor's behalf, have conferred, or will confer, on any public employee having official responsibility for a procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is exchanged.

## **6. Warranties**

- 6.1 The Vendor represents and warrants that it has the requisite experience, skills, capabilities, and manpower to perform the Obligations in a good and workmanlike fashion, that it is a legal business entity chartered or authorized

to do business in Virginia having all necessary licenses required by law, that the person signing any of the Contract Documents has been fully authorized to do so, and his signature will legally bind the Vendor to perform its Obligations. Any goods or services furnished by the Vendor under the Contract Documents shall be covered by the most favorable warranties provided by the Vendor to any customer, but in no event shall such warranty be less than one (1) year from date of completion of services or sale of goods, as applicable.

- 6.2 Vendor warrants to the County that all materials and equipment furnished shall be new, unless otherwise specified, and that Vendor's Work shall be of good quality, free from faults and defects and in strict conformance with the Contract Documents. All materials and work not conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective. This warranty shall be in addition to, and not in limitation of, any other warranty or remedy required by law or by the Contract Documents.
- 6.3 The Vendor agrees that if warranties set forth in the Contract Documents are in any respect breached, the Vendor will pay to the County the full contract price agreed to by the County to be paid for the supplies, materials, equipment or services furnished under the bid or proposal. These rights and remedies are in addition to and do not limit those rights and remedies otherwise available to the County.

## **7. Modifications, Additions or Changes**

- 7.1 Modifications, additions or changes to these terms and conditions may not be made except in writing and agreed to by the County. No fixed priced contract may be increased by more than twenty-five (25) percent of the amount of the contract or \$50,000, whichever is greater, without the approval of the County. The amount of any contract may not be increased for any purpose without adequate consideration provided to the County.

## **8. Procurement Code**

- 8.1 Solicitations are subject to Chapter 60 of the Louisa County Code and any revisions, thereto, which are hereby incorporated into this contract in their entirety. **ANY SOLICITATION OR CONTRACT DOCUMENTS THAT ARE ISSUED, REQUESTED OR EXECUTED IN VIOLATION OF LOUISA COUNTY CODE OR VIRGINIA LAW ARE VOID AB INTIO, AND ARE OF NO EFFECT, REGARDLESS OF WHETHER ANY PURCHASE HAS BEEN MADE UNDER THE CONTRACT DOCUMENTS AND IRRESPECTIVE OF THE AMOUNT OR LENGTH OF VENDOR'S PERFORMANCE UNDER THE CONTRACT DOCUMENTS.** A current copy of the Louisa County Code is

available at [www.municode.com](http://www.municode.com) or for viewing at the Louisa County administration building during normal business hours.

**9. Bid Acceptance Period**

- 9.1 Any bid in response to a Solicitation shall be valid for 60 days. At the end of the 60 days, the bid may be withdrawn at the written request of the bidder. If the bid is not withdrawn at that time, it remains in effect until an award is made or the Solicitation is cancelled.

**10. Indemnification**

- 10.1 The Vendor agrees to indemnify, defend and hold harmless the County and its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by (i) the use of any materials, goods, or equipment of any kind or nature furnished by the Vendor; (ii) any services of any kind or nature provided by the Vendor; or (iii) Vendor's performance of its Obligations, provided that such liability is not attributable to the sole negligence on the part of the County.

**11. Assignment**

- 11.1 Neither the Obligations nor the Contract Documents may be assigned, sublet, or transferred, in whole or in part, without the written consent of the County.

**12. Audit**

- 12.1 The Vendor hereby agrees to retain all books, records, and other documents relative to Vendor's Obligations and the Contract Documents for five (5) years after final payment or after all other pending matters are closed, whichever is longer. The County and its authorized agents, state auditors, the grantor of the funds to the County, the Comptroller of Virginia or of the United States, or any of their duly authorized representatives shall have access to any such books, documents, papers and records of the Vendor for the purpose of making audits, examinations, excerpts or transcriptions.

**13. Ownership of Documents**

- 13.1 Any reports, studies, photographs, negatives, or other documents prepared by Vendor in the performance of its Obligations shall be remitted to the County by the Vendor, without demand therefore, upon the earliest of (i) completion of its Obligations; (ii) completion of the Contract Period; or (iii) termination, cancellation or expiration of the Contract Documents. Vendor shall not use, willingly allow or cause to have such materials used for any purpose other than performance of the Obligations without the prior written consent of the County. The County shall own the intellectual property rights to all materials produced under this Agreement.



**14. Payment and Performance Bond**

- 14.1 If Vendor's Obligations include construction, the amount of which exceeds \$100,000, the Vendor shall furnish to the County the bonds required under Section 60-21 of the Louisa County Code and shall otherwise fully comply with the requirements of such sections of the Code. The County reserves the right to require payment and/or performance bonds in the amount of the Obligations for any other projects, goods or services, whether or not required by such sections of the Code.

**15. Required Payment**

- 15.1 The Vendor covenants and agrees to:
- a) Within seven (7) days after receipt of any amounts paid to the Vendor under the Agreement,
  - b) pay any subcontractor for its proportionate share of the total payment received from the County attributable to the work under the Agreement performed by such subcontractor, or
  - c) notify the County and the subcontractor, in writing, of its intention to withhold all or a part of the subcontractor's payment and the reason therefore.
- 15.2 Vendor agrees to provide its federal employer identification number or social security number, as applicable, as a condition precedent to the County being required to make any payment to the Vendor under the Contract Documents.
- 15.3. Vendor agrees to pay interest at the legal rate or such other rate as may be agreed to in writing by the subcontractor and the Vendor on all amounts owed by the Vendor that remain unpaid after seven (7) days following receipt by the Vendor of payment from the County for work performed by the subcontractor in furtherance of Vendor meeting its Obligations to the County, except for amounts withheld pursuant to subparagraph 15.1(c) above.
- 15.4 Vendor agrees to include in its contracts with any and all subcontractors the requirements of 15.1(a), 15.1(b), and 15.1(c) above.

**16. Liability Coverage**

- 16.1 Unless otherwise expressly excepted in the Solicitation documents prepared by the County, the Vendor shall take out and maintain during the Contract Period such bodily injury, liability and property damage liability insurance as shall protect it and the County from claims for damages for personal injury, including death, as well as from claims for property damage, which could arise from Vendor's performance of its Obligations. Such insurance shall at

least have the coverages and be in the amounts set forth in section 19 “Insurance and Bond Requirements” set forth below and shall name the “Board of Supervisors of Louisa County, Virginia” and the “County of Louisa, Virginia” as additional insureds. Such insurance must be issued by a company admitted to do business within the Commonwealth of Virginia and with at least an AM Best rating of A-. Within 10 days after Vendor is awarded a contract in response to a Solicitation, and in no event later than the first day on which Vendor provides goods or services to the County, the Vendor shall provide the County with a certificate of insurance showing such insurance to be in force and providing that the insurer shall give the County at least 30 days’ notice prior to cancellation or other termination of such insurance.

**17. Loss or Damage in Transit**

17.1 Delivery by a Vendor to a common carrier does not constitute delivery to the County. Any claim for loss or damage incurred during delivery shall be between the Vendor and the carrier. The County accepts title only when goods are received regardless of the F.O.B. point noted in the Solicitation or the Contract Documents. The receiving agency will note all apparent damages in transit on the freight bill and notify the Vendor. Discovery of concealed damages or loss will be reported by the receiving agency to the carrier and the Vendor within 15 days of receipt and prior to removal from the point of delivery if possible. The Vendor shall make immediate replacement of the damaged or lost merchandise or be in default of the Contract Documents. It shall be the Vendor’s responsibility to file a claim against the carrier. If damage is to a small quantity, with the approval of the agency, the Vendor may deduct the amount of damage or loss from his or her invoice to the agency in lieu of replacement.

**18. Freight**

18.1 By signing any response to a Solicitation the bidder certifies that the bid price(s) offered for F.O.B. destination include only the actual freight charges at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Freight charges are, therefore, established for each individual purchase. If a requirement is bid F.O.B. origin, the Vendor shall prepay the charges and add the amount to the invoice. A copy of the freight bill should be attached to all invoices that include freight charges. In a solicitation specifying F.O.B. origin the County will consider freight cost in the evaluation of bids.

**19. Insurance and Bond Requirements**

19.1 The Vendor shall maintain the following insurance to protect it from claims that could arise from performance of the Obligations, including claims (i) under the Workmen’s Compensation Act; (ii) for personal injury, including death; and (iii) for damage to property, regardless of whether such claims

arise out of Vendor's actions or inactions, or those of Vendor's subcontractor or other persons directly or indirectly employed by either of them:

- a) Worker's Compensation and Employer's Liability. Vendor shall procure and maintain Worker's Compensation and Employer's Liability Insurance covering all of its employees in conformance with the laws of any state, district or territory of the United States of America in which work towards meeting Vendor's Obligations are to be performed. Such insurance shall not have a limit of liability less than the following:
  - a) Bodily Injury by accident, \$500,000 for each accident;
  - b) Bodily Injury by disease, \$500,000 policy limit;
  - c) Bodily Injury by disease, \$500,000 for each employee.
- b) Commercial General Liability Insurance. This coverage shall include contractual liability, underground hazard, explosion and collapse, hazard, property damage, independent Vendor, and personal injury insurance in support of section 10 of this Agreement entitled "Indemnification". This policy shall be endorsed to include the County as additional insured's during the Contract Period and shall state that this insurance is primary insurance as regards any other insurance carried by the County. Vendor shall procure and maintain Public Liability Insurance in an amount not less than:
  - a) \$1,000,000 for each occurrence involving bodily injury;
  - b) \$1,000,000 for each occurrence involving property damage;
  - c) \$2,000,000 aggregate limits.
- c) Comprehensive Automobile Liability. Vendor shall procure and maintain Comprehensive Automobile Liability Insurance covering all automobiles, trucks, tractors, trailers, or other automobile equipment, whether owned, not owned, or hired by the Vendor, with the following limits:
  - a) \$1,000,000 for each occurrence involving personal injury;
  - b) \$1,000,000 for each occurrence involving property damage;
  - c) \$2,000,000 aggregate limits.
- d) The Vendor shall purchase and maintain insurance coverage in a sufficient amount to cover all potential claims on his tools, equipment and machinery.

19.2 The County reserves the right to require insurance of any Vendor in greater amounts provided notice of such requirements is stated in the solicitation.

- 19.3 All insurance policies required under this paragraph, or otherwise required by the Solicitation or Contract Documents, shall include a clause waiving any and all subrogation rights against the County.
- 19.4 Insurance policies shall provide for notification to the County of non-payment of any premium and shall give the County the right to make the premium payment thereunder within a reasonable time, if the insurance policy is in danger of lapsing during the Contract Period. Any premium payments made by the County shall be deducted from amounts due Vendor under the Contract.

**20. Compliance With Laws**

- 20.1 All work performed shall be in accordance with all local, state and federal codes, laws and regulations, including but not limited to: Virginia Conflict of Interest Act, Virginia Fair Employment Contracting Act, Virginia Freedom of Information Act, Virginia Prompt Payment Act, the Virginia Public Procurement Act, and the Louisa County Code.

**21. No Waiver**

- 21.1 Any failure of the County to demand rigid adherence to one or more of the terms of the Contract Documents, on one or more occasions, shall not be construed as a waiver nor deprive the County of the right to insist upon strict compliance with the terms of the Contract Documents. Moreover, it is the County's position and Vendor hereby agrees that the legal theories of Implied Waiver, Statute of Limitation, Estoppel, and Laches do not apply as defenses that the Vendor may assert in any action by the County. Any waiver of a term of this Agreement, in whole or in part, must be in writing and signed by the party granting the waiver to be effective.

**22. Termination and Cancellation**

- 22.1 The County shall have the unilateral right to terminate any contract with Vendor for default on the terms of that contract, or any other contract between the Vendor and the County.
- 22.2 The County has the unilateral right to cancel and terminate any contract with Vendor, in whole or in part, without penalty, merely out of convenience, and shall require no breach of contract by Vendor as a condition of termination. This right of termination for convenience may be exercised at the sole unconditional discretion of the County. If a contract is terminated in whole or in part for the convenience of the County, the Vendor shall be paid the contracted price for the service or goods actually provided or rendered up to the date of the termination of the respective contract, but shall not be paid any other fees or lost profits.

- 22.3 Any contract cancellation notice shall not relieve the Vendor of the obligation to perform on all outstanding orders issued prior to the effective date of cancellation.

**23. Availability of Funds**

- 23.1 It is understood and agreed between the parties herein that the County shall be bound hereunder only to the extent of the funds available and duly appropriated or which may hereafter become available and duly appropriated for the purpose of fulfilling the County's obligations with respect to the Contract Documents.

**24. Billing, Method of Payment and Offset Rights**

- 24.1 Billing shall be done monthly based on the contracted rate bid by the Vendor and submitted to the Louisa County Administration Department. The County will remit payment within 30 days of receipt of a correct invoice. Incorrect invoices shall be subject to correction and/or rejection by the Louisa County Administration Department.
- 24.2 Vendor agrees that the County has the unilateral right to offset any bill submitted to County by Vendor, or any payment owed to Vendor by the County, by any amount due to the County from Vendor pursuant to the Contract Documents, or any other agreement, contract or transaction between County and Vendor.

**25. Tax Exemption**

- 25.1 The County of Louisa, as a political subdivision of the Commonwealth of Virginia, is exempt from any Federal excise tax and Virginia sales and use tax. The county of Louisa's tax identification number is 54-6001398.

**26. Work Site Damages**

- 26.1 Any damages, including damage to finished surfaces, resulting from Vendor's performance of its Obligations shall be repaired to the satisfaction of the County at the Vendor's expense.

**27. Choice of Law**

- 27.1 To ensure uniformity of the enforcement of the Contract Documents, and irrespective of the fact that either of the parties now is, or may become, a resident of a different state, this Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia and of Louisa County without regard to their principles of conflicts of law.

**28. Forum Selection**

- 28.1 Vendor agrees, and submits, to sole and exclusive jurisdiction and venue in the General District or Circuit Courts of Louisa County, Virginia for resolution of any and all claims, causes of action or disputes between Vendor and the County. The Vendor agrees hereby to waive any jurisdictional or venue defenses related to any such action brought in the courts of Louisa County, and further agrees to not remove or file any such action in Federal Court.
- 28.2 Vendor agrees that service by registered mail to the address set forth in Paragraph 31.1 of these Standard Terms and Conditions shall constitute sufficient service of process for any such action.

**29. Severability**

- 29.1 If any provision of any one, or all of the Contract Documents is held to be illegal, invalid, or unenforceable, or is found to be against public policy for any reason, such provision shall be fully severable and the remainder of the Contract Documents shall be construed and enforced as if such illegal, invalid, or unenforceable provision had never been part of the Contract Documents, and the remaining provisions of the Contract Documents shall remain in full force and effect and shall not be affected by the illegal, invalid, or unenforceable provision, or by its severance.

**30. Attorneys' Fees**

- 30.1 Should the County employ an attorney to either (i) institute and maintain a suit against Vendor arising out of the Contract Documents or Vendor's Obligations; (ii) assist in enforcing or defending any of the County's rights under the Contract Documents; (iii) protect the County's interest in any matter arising under a contract with Vendor; (iv) collect damages for the breach of a contract or any other amounts owed to the County; or (v) recover on a surety bond given by the Vendor, then the County shall be entitled to recover its attorneys' fees, costs, charges, and expenses expended or incurred therein from the Vendor if the County prevails in court, regardless whether the County recovers at law or in equity.

**31. Notices**

- 31.1 All requests, notices and other communications required or permitted to be given under the Contract Documents shall be in writing. Delivery of a notice shall be deemed to have been made when such notice is either:
- a) Duly mailed by first-class mail, postage prepaid, return receipt requested, or any comparable or superior postal or air courier service then in effect; or

- b) Transmitted by hand delivery, telegram, telex, telecopy or facsimile transmission, to the party entitled to receive the same at the address indicated below or at such other address as such party shall have specified by written notice to the other party. Notices to the County shall be sent to:

County Administrator  
 Louisa County  
 P.O. Box 160  
 Louisa, VA 23093

With a copy to:  
 County Attorney  
 Louisa County  
 P.O. Box 160  
 Louisa, VA 23093

## **32. Contractual Claims Procedure**

- 32.1 Contractual claims or disputes by Vendor against the County, whether for money or other relief, except for claims or disputes exempted by law from the procedure set forth herein, shall be submitted in writing no later than sixty (60) days after final payment; provided, however, that Vendor shall give the County written notice of its intention to file a claim or dispute within fifteen (15) days after the occurrence upon which the claim or dispute shall be based. Any written notice of Vendor's intention to file such a claim or dispute need not detail the amount of the claim, but shall state the facts and/or issues relating to the claim in sufficient detail to identify the claim, together with its character and scope. Whether or not Vendor files such written notice, Vendor shall proceed with the work as directed. If Vendor fails to make its claim or dispute, or fails to give notice of its intention to do so as provided herein, then such claim or dispute shall be deemed forfeited.
- 32.2 The County, upon receipt of a detailed claim, may at any time render its decision and shall render such decision within one hundred twenty (120) days of final payment. Each such decision rendered shall be forwarded to the Vendor by written notice.
- 32.3 If the Vendor disagrees with the decision of the County concerning any pending claim, the Vendor shall promptly notify the County by written notice that the Vendor is proceeding with the work under protest. Any claim not resolved, whether by failure of the Vendor to accept the decision of the County or under a written notice of Vendor's intention to file a claim or a detailed claim not acted upon by the governing body of the County, shall be specifically exempt by the Vendor from payment request, whether progress or final. Pendency of claims shall not delay payment of amounts agreed due in the final payment.

- 32.4 The County's decision on contractual claims shall be final and conclusive unless the Vendor appeals within six months of the date of the final decision on the claim by instituting legal action in the appropriate court.

**33. Correction of Defective Work**

- 33.1 Vendor shall promptly replace or correct any work or materials which County rejects as failing to conform to the requirements of the Contract Documents. If Vendor does not do so within a reasonable time, County shall have the right to replace or correct the defective work or materials and Vendor shall be liable to County for the cost thereof. If, in the opinion of County, it is not expedient to correct or replace all or any part of rejected work or materials, then County, at its option, may deduct from the payment due, or to become due, to Vendor such amounts as, in County's judgment, will represent the higher of: (i) the difference between the fair value of the rejected work and materials and the value thereof, if the work had complied with the Contract Documents; or (ii) the cost of correction.

**34. County Attorney Approval**

- 34.1 These Terms and Conditions, in their standard form, have been reviewed and approved as to form by the Louisa County Attorney. Any alterations to these Terms and Conditions by Vendor are invalid without subsequent review and approval as to form by the Louisa County Attorney.

I agree to these terms and conditions, and understand that they apply to and govern all purchases, regardless of the type of goods or services purchased, by the County of Louisa, Virginia from Vendor.

JOHN TROTTER V.P. OF SERVICE  
Name Title

Vendor ATLANTIC EMERGENCY SOLUTIONS

Date 5-08-2015



**APPENDIX B**  
**PROPOSAL PRICE SHEET**

Fire Apparatus and Ambulance Preventative Maintenance and Repair Services  
RFP # ES-15-04

**Costs**

The unit costs and hourly labor rates shall include all charges required for providing the requested services, such as contractor provided tools, equipment, insurance, and all other related costs. The unit costs and hourly labor rates shall be in the form of a firm price for the entire contract period. Charges not specified in the bid will not be honored.

<b>Inspection and Preventative Maintenance</b>	
<b>Description</b>	<b>Unit Cost</b>
Quarterly Inspection and Preventative Maintenance – Heavy Apparatus	\$ SEE ATTACHED
Quarterly Inspection and Preventative Maintenance – Brush Truck	\$ SEE ATTACHED
Quarterly Inspection and Preventative Maintenance - Ambulance	\$ SEE ATTACHED
Quarterly Inspection and Preventative Maintenance – Light Vehicle	\$ SEE ATTACHED
Semi-Annual Inspection and Preventative Maintenance – Heavy Apparatus	\$ SEE ATTACHED
Semi-Annual Inspection and Preventative Maintenance – Brush Truck	\$ SEE ATTACHED
Semi-Annual Inspection and Preventative Maintenance – Ambulance	\$ SEE ATTACHED
Semi-Annual Inspection and Preventative Maintenance – Light Vehicle	\$ SEE ATTACHED
Annual Inspection and Preventative Maintenance – Heavy Apparatus	\$ SEE ATTACHED
Annual Inspection and Preventative Maintenance – Brush Truck	\$ SEE ATTACHED
Annual Inspection and Preventative Maintenance – Ambulance	\$ SEE ATTACHED
Annual Inspection and Preventative Maintenance – Light Vehicle	\$ SEE ATTACHED
Virginia State Inspection – Under 26K	\$ 16.00
Virginia State Inspection – Over 26K	\$ 51.00
Annual Performance and Certification Testing - Road Tests and Weight Verification	\$ INCLUDED WITH ANNUAL SVC'S
Annual Performance and Certification Testing - Performance Testing of	\$ INCLUDED

Low Voltage Electrical Systems	with annual svc
Annual Performance and Certification Testing - Performance Testing of Fire Pumps	\$ 280.00
Annual Performance and Certification Testing - Performance Testing of Aerial Devices	\$ 865.00
Annual Performance and Certification Testing - Performance Testing of Foam Proportioning Systems	\$ 170.00
Annual Performance and Certification Testing - Performance Testing of Compressed Air Foam Systems	\$ 170.00
Annual Performance and Certification Testing - Performance Testing of Line Voltage Electrical Systems	\$ 170.00 *
Annual Performance and Certification Testing - Performance Testing of Breathing Air Compressor Systems	\$ 170.00
Annual Performance and Certification Testing - Performance Testing of Pumps, Compressor and Drive Train Fluids	\$ excluded with annual service
<b>REPAIRS</b>	
<b>Description</b>	<b>Hourly Rate</b>
Priority Repairs - During Normal Business Hours (8:30am-5pm) (Requires two (2) hour response time)	\$ 88.00
Priority Repairs - After Normal Business Hours (Requires two (2) hour response time)	\$ 118.00
Non-Priority Repairs - During Normal Business Hours Only (Requires seventy-two (72) hour response time)	\$ 88.00
<b>PICK-UP AND DELIVERY SERVICE</b>	
<b>Description</b>	<b>Hourly Rate</b>
Pick-up and Delivery (round-trip from apparatus location to the Contractor's facility)	\$ 45.00
<b>TRAVEL TIME</b>	
<b>Description</b>	<b>Hourly Rate</b>
Travel Time (to and from apparatus location to perform on-site services)	\$ 45.00 <small>one way only</small>
<b>PARTS</b>	
<b>Description</b>	<b>Percentage over Cost</b>
Supplied parts - shall be billed at cost plus mark-up (receipts for these parts should be submitted with invoices)	35 %

\* An additional \$170.00 charge can apply if an on-demand generator service is required.

Date: 5-08-2015

Submitted by (Print Name & Title): JOHN TROTTER V.P. OF SERVICE

Signature: 

Company: ATLANTIC EMERGENCY SOLUTIONS

Address: 12351 MANICOLPH RIDGE LANE MANASSAS, VA 20108

Telephone: 757-671-0012 Fax: 703-393-8244

Make & Model	Year	VIN	Quarterly Service	Semi-Annual Service	Annual Service
<b>Louisa Volunteer Fire Department - 300 E. Main Street, Louisa, VA 23093</b>					
Pierce Pumper	2011	4PCV01E6BA011763	\$ 264.00	\$ 704.00	\$ 880.00
Pierce Aerial Truck	1997	4P1CT0255VA000250	\$ 704.00	\$ 880.00	\$ 2,112.00
Chevrolet Brush Truck	1995	1GCGK24K9SE145141	\$ 176.00	\$ 176.00	\$ 352.00
Freightliner Pumper	1999	1FD2HLCB6XHA41493	\$ 264.00	\$ 704.00	\$ 880.00
Freightliner Tanker	2002	1FBAB1B862HJ60285	\$ 264.00	\$ 704.00	\$ 880.00
Chevrolet Brush Truck	2007	1GCHK29D07E150735	\$ 176.00	\$ 176.00	\$ 352.00
Pierce Pumper	2011	4P1CV01E6BA011783	\$ 264.00	\$ 704.00	\$ 880.00
<b>Mineral Volunteer Fire Department - 201 E. 1st Street, Mineral, VA 23117</b>					
Pierce Arrow Pumper	1986	1P9CA01D7GA0405	\$ 264.00	\$ 704.00	\$ 880.00
Ford Brush Truck	1989	1FBKF38M8JNA85038	\$ 176.00	\$ 176.00	\$ 352.00
GMC Salvage/Utility Truck	1983	1GDJK34M4DV522129	\$ 176.00	\$ 176.00	\$ 352.00
Freightliner Tanker	1995	1FVXJLB3SL743477	\$ 264.00	\$ 704.00	\$ 880.00
Pierce Dash Pumper	2002	4P1CT02F42A002602	\$ 264.00	\$ 704.00	\$ 880.00
Pierce Pumper	2011	4P1CV01E2BA011854	\$ 264.00	\$ 704.00	\$ 880.00
<b>Bumpass Volunteer Fire Department - 96 Fredericks Hall Road, Bumpass, VA 23024</b>					
International Brush Truck	1971	486060H155321	\$ 176.00	\$ 176.00	\$ 352.00
GMC Pumper Tanker	1988	1GDM7D1G5JV535440	\$ 264.00	\$ 704.00	\$ 880.00
Chevrolet Salvage	1991	1GN6V2616MF121931	\$ 176.00	\$ 176.00	\$ 352.00
Ford Pumper Tanker	1986	1FDYD8008GBA04198	\$ 264.00	\$ 704.00	\$ 880.00
Pierce Pumper	1993	4P1CT02U1PA000671	\$ 264.00	\$ 704.00	\$ 880.00
Freightliner Tanker	2011	1FVHCYBS6BDAU7690	\$ 264.00	\$ 704.00	\$ 880.00
<b>Holly Grove Volunteer Fire Department - 143 Factory Mill Road, Bumpass, VA 23024</b>					
Brush Truck - MILITARY DEUCE AND 1/2	1979	05E8487	\$ 264.00	\$ 704.00	\$ 880.00
Jeep Brush Truck	1979	J9FB3AC800594	\$ 176.00	\$ 176.00	\$ 352.00
E-One Pumper	1997	4ENDAAA83V1006919	\$ 264.00	\$ 704.00	\$ 880.00
E-One Aerial Truck	1992	4ENDABA87N1000495	\$ 704.00	\$ 880.00	\$ 2,112.00
Ford Salvage Truck	1992	1FDKE30M3NHA80834	\$ 176.00	\$ 176.00	\$ 352.00
Mack Tractor/Tanker	1994	1M2AA12Y2RW044887	\$ 264.00	\$ 704.00	\$ 1,056.00
Ford First Responder	2000	1FMSU43F24EC60561	\$ 176.00	\$ 176.00	\$ 352.00
Spartan Heavy Rescue	1996	4S7AT9G04TC018573	\$ 264.00	\$ 704.00	\$ 880.00
Penn Tanker Tra	1975	10979A	\$ 264.00	\$ 704.00	\$ 880.00

Make & Model	Year	VIN	Quarterly Service	Semi-Annual Service	Annual Service
<b>Locust Creek Volunteer Fire Department - 575 Bethany Church Road, Bumpass, VA 23024</b>					
Spartan Pumper	2005	1Z208F3W037388881	\$ 264.00	\$ 704.00	\$ 880.00
Ford Brush Truck	1993	1FDKF38M0PNA19429	\$ 176.00	\$ 176.00	\$ 352.00
KME Pumper	1988	1K9AF4286KN058172	\$ 264.00	\$ 704.00	\$ 880.00
Chevrolet Brush Truck	1994	1GCHK34F8R193320	\$ 176.00	\$ 176.00	\$ 352.00
Mack Rescue/Crash Truck	1981	1M1H125C6BM00182	\$ 264.00	\$ 704.00	\$ 880.00
Chevrolet Truck F/R 5	2009	1GNKG46K19R165998	\$ 176.00	\$ 176.00	\$ 352.00
KME Custom Engine Tanker	2007	1K9AF64847N058364	\$ 264.00	\$ 704.00	\$ 880.00
<b>Trevilians Volunteer Fire Department - 737 Firehouse Drive, Louisa, VA 23093</b>					
Seagrave Pumper	1989	01F9EW28JKCST2031	\$ 264.00	\$ 704.00	\$ 880.00
Ford Brush Truck	1993	1FDKF38M2PNA87165	\$ 176.00	\$ 176.00	\$ 352.00
Seagrave Pumper	2006	1F99E28T66CST2078	\$ 264.00	\$ 704.00	\$ 880.00
Peterbilt Tanker	2009	2NPRLN9X59M772840	\$ 264.00	\$ 704.00	\$ 880.00
<b>Zion Crossroads Volunteer Fire Department - 409 Poindexter Road, Louisa, VA 23093</b>					
Ford Brush Truck	1972	F27YEN21909	\$ 176.00	\$ 176.00	\$ 352.00
Pierce Engine Truck	1997	1FV6JLCB4VH867565	\$ 264.00	\$ 704.00	\$ 880.00
Chevrolet Attack Truck	1985	1GCGD34JXEF382260	\$ 176.00	\$ 176.00	\$ 352.00
Ford E-450	2003	1FDXE45F93AB33488	\$ 176.00	\$ 176.00	\$ 352.00
E-One Ladder Truck	1988	1F9DDBA84J1037336	\$ 704.00	\$ 880.00	\$ 2,112.00
Smeal Pumper	2008	1S945472975936092	\$ 264.00	\$ 704.00	\$ 880.00
Kenworth/Pierce Tanker	2009	2NKHNLN9X89M245585	\$ 264.00	\$ 704.00	\$ 880.00
Chevrolet Ambulance	2004	1GBE4V1284F516296	\$ 176.00	\$ 352.00	\$ 352.00
<b>Louisa Volunteer Rescue Squad - 83 Rescue Lane, Louisa, VA 23093</b>					
Ford Ambulance	2005	1FDXE45PX5HA58392	\$ 176.00	\$ 352.00	\$ 352.00
Ford Ambulance	2008	1FDXE45P88DB32212	\$ 176.00	\$ 352.00	\$ 352.00
Ford F550 Ambulance	2003	1FDAP57P93EC18933	\$ 176.00	\$ 352.00	\$ 352.00
<b>Mineral Volunteer Rescue Squad - 203 E. 1st Street, Mineral, VA 23117</b>					
Ford Ambulance	2003	1FDAF57F33EA63185	\$ 176.00	\$ 352.00	\$ 352.00
Ford E450 Ambulance	2007	1FDXE45P37DA45851	\$ 176.00	\$ 352.00	\$ 352.00
Dodge Ambulance	2009	3D6WDD6L09G532323	\$ 176.00	\$ 352.00	\$ 352.00
<b>Holly Grove Volunteer Rescue Squad - 155 Factory Mill Road, Bumpass, VA 23024</b>					
Chevrolet C4500 w/ AEV Body Ambulance	2010	1GB9G5B68A1114085	\$ 176.00	\$ 352.00	\$ 352.00

Make & Model	Year	VIN	Quarterly Service	Semi-Annual Service	Annual Service
Ford E450 Ambulance	2008	1FDXE45P78DA32019	\$ 176.00	\$ 352.00	\$ 352.00
Lake Anna Volunteer Rescue Squad - 300 Bumpass Road, Bumpass, VA 23024					
Ford Ambulance	2004	1FDXE45P34HB26305	\$ 176.00	\$ 352.00	\$ 352.00
Ford Ambulance	2007	1FDXE45PX7DA69127	\$ 176.00	\$ 352.00	\$ 352.00
Chevrolet Ambulance	2009	1GBE4V1909F412566	\$ 176.00	\$ 352.00	\$ 528.00
Louisa County Department of Fire and EMS - 1 Woolfolk Avenue, Louisa, VA 23093					
International 4300	2012	1HTMNAAL2CH589370	\$ 176.00	\$ 352.00	\$ 528.00
Ford Ambulance	1999	1FDXE40F5XHA71570	\$ 176.00	\$ 352.00	\$ 352.00
Ford Ambulance	2002	1FDXE45F62HB76507	\$ 176.00	\$ 352.00	\$ 352.00
Freightliner M2	2003	1FVACWCT13HL66760	\$ 176.00	\$ 352.00	\$ 528.00
International 4300	2014	1HTMNAALXEH052071	\$ 176.00	\$ 352.00	\$ 528.00
International 4300	2014	1HTMNAALXEH798861	\$ 176.00	\$ 352.00	\$ 528.00
International 4000	2011	3HAMNNAAL9BL410931	\$ 176.00	\$ 352.00	\$ 528.00

ATLANTIC EMERGENCY SOLUTIONS	Quarterly Service	Semi-Annual Service	Annual Service
TOTALS FOR SERVICE CATEGORIES	\$ 15,400.00	\$ 31,152.00	\$ 46,552.00





## COUNTY OF LOUISA

### Finance Department

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#### REQUEST FOR PROPOSALS (RFP) #ES-15-04 ADDENDUM NUMBER 1

**Date: May 18, 2015**

**Title: Fire Apparatus & Ambulance Preventative Maintenance and Repairs**

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1. On Page 28 of the RFP under a) Worker's Compensation and Employer's Liability, the requirement is changed to read:

Vendor shall procure and maintain Worker's Compensation and Employer's Liability Insurance covering all of its employees in conformance with the laws of any state, district or territory of the United States of America in which work towards meeting Vendor's Obligations are to be performed. Such insurance shall not have a limit of liability less than the following: Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the County of increases in the number of employees that change their workers' compensation requirements under the Code of Virginia during the course of the contract shall be in noncompliance with the contract. Employer's Liability - \$100,000.

2. On Page 28 of the RFP under c) Comprehensive Auto Liability, the requirement is changed to read:

Vendor shall procure and maintain Comprehensive Automobile Liability Insurance covering all automobiles, trucks, tractors, trailers, or other automobile equipment, whether owned, not owned, or hired by the Vendor, with the following limits:

\$1,000,000 for each occurrence involving personal injury;

\$1,000,000 for each occurrence involving property damage.

3. Vendors do not have to be able to perform all preventative maintenance and repairs listed in the RFP to submit a proposal. Please specify in the proposal what types of vehicles can

be serviced and what types of maintenance and repairs your company is qualified to perform. Several vendors may be awarded a contract under this RFP.

This addendum forms a part of the Contract Documents. **Acknowledge receipt of this addendum in the space provided on the Invitation for Bid Title Page. Failure to do so may subject bidder to disqualification.**

END OF ADDENDUM



## **Atlantic Emergency Solutions Background, History, and Locations**

Atlantic Emergency Solutions began its ownership in August of 2010. Formerly Singer Associates Fire Equipment continues to support the needs of the fire and emergency market from the origin date of 1992. Atlantic Emergency Solutions is a premier emergency response dealer for all aspects of sales and services in the fire and EMS communities providing coverage in four states.

With over 200 employees and ten major service centers spread between Virginia, Maryland, Delaware, and North Carolina, Atlantic Emergency Solutions has been structured to meet or exceed our customer's expectations. In addition to our ten service centers, Atlantic Emergency Solutions accommodates our on-site service customers with a fleet of fully stocked service vehicles that are available 24 hours a day, 7 days a week, and 365 days a year. Coupled with our over 30 years of fire apparatus and ambulance maintenance experience, Atlantic Emergency Solutions is poised and ready for the demand.

Atlantic takes great pride in our technicians and fully supports ongoing ASE, EVT, and Fire and EMS related curriculums that allow our team members to achieve educational growth. Recently, each Atlantic Emergency Vehicle technician successfully completed the requirements necessary to achieve Pierce Certified Master Technician Status!

Our organization is a customer service driven company with the exceptional leadership of our President, Owner, and CEO, Mr. Joe Pack. Mr. Pack leads our team with a business model that has been proven successful with his past experience. Our Executive team meets regularly to ensure that our business model is one that is second to none for our fire and emergency partners.

In addition to our President, Owner, and CEO, Atlantic Emergency Solutions Executive Team consists of the following positions:

Director of Finance  
Controller  
Human Resources Director  
Vice President of Sales-Virginia  
Vice President of Sales-Maryland/Delaware  
Vice President of Sales-North Carolina  
Vice President of Service – Virginia/Maryland/Delaware/North Carolina  
Loose Equipment Product Manager

## **Our Business & Service locations include:**

Northern Virginia-Manassas, VA-Corporate office and Service Center  
Baltimore, Maryland-Service Center  
Middletown, Delaware-Service Center  
Richmond, Virginia-Service Center and Sales location  
Yorktown, Virginia – Service location  
Charlottesville, Virginia-Service Center and Sales location  
Roanoke, Virginia-Service Center, Body Shop, and Sales location  
Greensboro, North Carolina-Service Center  
Fayetteville, North Carolina-Service Center  
Skyland/Ashville, North Carolina – Service Center

All Service Centers operate from 7:00am – 4:00pm M-F with 24/7/365 regular and emergency road side service capabilities.

<http://www.atlanticemergency.com>

## **Joe Pack, President, & CEO/Owner**

Joe Pack has over 20 years experience in management dealing with both government and private sector business practices. Joe graduated high school in 1982, and attended Thomas Nelson Community College majoring in Business Management. In 1983, he joined the York County Sheriff's Office. While there, he was responsible for budget forecasts for both local and state government funding as well as all operations of the York County Jail. As a testament to Joe's strong management abilities, he was the youngest man to be promoted to the rank of Lieutenant in the York County Sheriff's Office history. In 1996 he accepted a position with Winn Dixie Corporation as a Director of Store Operations. There, he was responsible for all inventory management, budgets, forecasts and complete store management. Joe joined Singer Associates in 2000 and quickly grew his sales area to be the top producing territory within the company. He was the top sales representative within the Singer Organization for 5 years, and achieved Top 10 status for the Pierce sales representatives for nationwide dollars sold five years straight. Joe was also honored to receive the highest Pierce award as #1 sales representative of the year for highest dollar amount sold for the nation. Joe carried his strong managerial skills with him as he accepted the position of Regional Vice President of Sales for Pierce Manufacturing. He was responsible for the largest producing territory in the continental United States, overseeing the management, budgets and forecasts for eight dealerships with over 300 million in annual business. In August 2010, Joe became the owner, president and CEO of Atlantic Emergency Solutions, Inc. and continues in that position today. In 2011, through his leadership, Atlantic Emergency Solutions was honored to receive the Dealership of the Year Award, and the top Service Awards at the annual Pierce Sales Meeting. 2012 promises to be the best year to date, with emphasis placed to ensure all Atlantic service facilities are staffed with Pierce Certified Master Technicians and once again obtaining the title as Pierce Manufacturing's top sales organization. Joe Pack continues to lead Atlantic Emergency Solutions into a successful future.

## **References:**

Lanny Moore  
President  
East Rivanna Volunteer Fire Company  
2238 Richmond Road  
Charlottesville, VA 22911  
(434)-977-3818  
Date of Service; Ongoing

Dennis Haun  
Assistant Chief  
Seminole Trail Volunteer Fire Department  
3055 Berkmar Drive  
Charlottesville, VA 22901  
(434)531-5381/ (434) 973-1717  
Date of Service; Ongoing

Chip Walker  
Battalion Chief  
Albemarle County Fire and Rescue  
460 Stagecoach Road  
Charlottesville, VA 22902  
(434) 825-8432/ (434) 296-5833  
Date of Service: Ongoing

## **List of Offerors:**

William "Mack" Brooks, Jr.  
Service Center Manager

Calvin Butler IV  
Lead Technician

Eric Lohman  
Service Technician

Anthony Pack  
Service Technician



May 8, 2015

Service Capabilities:

Atlantic Emergency Solutions is the premier provider of Sales and Service of Pierce Fire Apparatus, Road Rescue and Wheeled Coach Ambulances, and Jerr-Dan Wreckers.

With 10 regional service centers and 15 fully stocked road service vehicles, Atlantic is poised and ready to assist with your sales and service needs.

Each of our service facility is staffed with a minimum of a service center manager, an administrative assistant, parts specialist, and highly trained technicians that meet or exceed the ASE, EVT, and Pierce Master Technician Training. Atlantic takes great pride in the training support of our team members. We are continually focusing on ensuring our team members meet or exceed the requirements to be the premier service provider for all components on our fire and emergency apparatus. These areas include, Hale, Waterous, Darly, Harrison, Onan, and many others. In addition, we service ALL makes and model of fire and emergency apparatus. We are certified and qualified to work on chassis's, body, electrical, A/C, aerial's, pumps, foam systems, SRP systems, Pierce Command Zone, Pierce TAK-4 suspension, straight axle suspensions, and much more.

For our security, all facilities are monitored and protected by at least one or all of the following:

- Security systems monitored 24/7
- Fenced properties
- Key code only access
- Video monitoring systems
- Smoke and carbon dioxide monitors
- Heated facilities

Safety of our partner's apparatus and the security of our technician and Atlantic owned property are of utmost importance to us.

Facility sizes range from 10,000 to 30,000sq feet with bays ranging from 4 to 18 service bays. If additional resources are necessary, Atlantic is staffed with a back up vehicles at each location ready and able to respond to your on-site repair needs.

In addition to our service facilities and road service options, Atlantic Emergency Solutions is also capable of handling your body repair needs. With a full service body repair facility located in

Vinton, VA Atlantic is trained and ready to handle the worst of body repair. If the unfortunate situation arises, we are at your service.

Our business hours are from 7am-4pm Monday-Friday with 24/7 365 day emergency after hours operations. All facilities have easy access to these services by dialing the respective service centers and obtaining the emergency contact information – on or after business hours.

Should any additional information be necessary, please don't hesitate to contact me directly.

Regards,

*John D. Trotter*

John D. Trotter  
Vice President of Service  
Atlantic Emergency Solutions



## 6- MONTH PREVENTIVE MAINTENANCE SERVICE REPORT

Date:	Service Center:
Customer:	Contact:
RO #:	Technician:
Unit#:	Job#:
Make/Model:	VIN#:
Mileage:	Engine Hours:
Pump Hours:	Aerial Hours:
State Inspection Date:	

### Pre Road Test Inspection

- ☐ Headlights & High Beam Operation
- ☐ Fog/Driving lights
- ☐ Parking & Clearance lights
- ☐ Stop Lights
- ☐ Backup Lights
- ☐ Backup Alarm
- ☐ Turn Signal & Hazard Operation
- ☐ Side warning light
- ☐ Front Warning Lights
- ☐ Headlight Flasher
- ☐ Rear Warning Lights
- ☐ Beacon Lights
- ☐ Traffic Advisor
- ☐ Step Lights & Pump Panel Lights
- ☐ Ground Lights
- ☐ Compartment Lights
- ☐ Interior Dome Lights & Map Lights
- ☐ Auxiliary Lighting
- ☐ City Horn & Air Horn Operation
- ☐ Elec & Mechanical Siren Operation
- ☐ Exterior 12v scene lighting

### PM Action Items

- ☐ Change Engine Oil
- ☐ Replace Engine Oil Filter(s)
- ☐ Auto Lube Fluid
- ☐ Grease Chassis
- ☐ Inspect/Change Fuel Filter(s)

### Transmission Inspection

- ☐ Check Fluid Level
- ☐ Fluid Leaks

### Brake Inspection

- ☐ Inspect Brake System for Air/Fluid Leaks
- ☐ Cond of Brake System Components
- ☐ Brake Friction Material Condition

### 32nd's of Friction Material Remaining:

LF \_\_\_\_\_ RF \_\_\_\_\_  
 LI \_\_\_\_\_ RI \_\_\_\_\_  
 LR \_\_\_\_\_ RR \_\_\_\_\_

- ☐ Inspect Drums/Rotors
- ☐ Inspect for Proper Brake Adjustment
- ☐ Inspect for Contamination in Air Tanks
- ☐ Check Air Tank Check Valves
- ☐ Lubricate Brake Pedal Pivot Pin
- ☐ Hydraulic Brake Booster Operation

### Cooling System Inspection

- ☐ Proper Level

### Tires & Wheel Inspection

- ☐ Inspect Tires and Wheels for Damage
- ☐ Inspect for Abnormal Tire Pressure
- ☐ Tire Pressure Adjusted to Spec

### Record Tire Tread Depth:

LF

RF

LR

LR

RR

RR

LR

LR

RR

RR

- ☐ Torque Lug Nuts to Spec

### Follow-up Road Test

- ☐ Engine Operation
- ☐ Transmission Operation
- ☐ Parking and Service Brake Operation
- ☐ Instrument Panel Operation
- ☐ Truck Drivability
- ☐ Recheck all fluid levels
- ☐ Inspect and clean vehicle
- ☐ Apply PM Completion sticker

**Recommended Items:**

1)

2)

3)

4)

5)

6)

7)

8)

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17)

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23)

24)



## **NFPA 1911 OUT OF SERVICE REFERENCE MATERIAL**

### **DRIVING AND CREW AREAS, APPARATUS BODY, AND COMPARTMENTATION**

- ☐ Cracked or broken windshield obstructing drivers view
- ☐ Missing or broken windshield wipers
- ☐ Missing or broken door latches
- ☐ Missing or broken foot throttle
- ☐ Seat belt torn, missing, broken, or loose
- ☐ Body mounting
- ☐ Cab mounting
- ☐ Cab Instrumentation
- ☐ Defrosters

### **CHASSIS, AXLES, STEERING AND SUSPENSION, DRIVELINE, WHEELS, AND TIRES**

- ☐ Gross axle weight rating greater than tire load rating
- ☐ Front , rear, or total weight greater than the vehicle weight rating label
- ☐ Cuts in tire sidewall penetrating the sidewall
- ☐ Tire puncture
- ☐ Bulges greater than 10MM
- ☐ Sidewall separation
- ☐ Tread depth less than 3.2 MM on the steering axle at two adjacent grooves
- ☐ Tread depth less than 1.6 MM on non-steer axles at two adjacent grooves
- ☐ Suspension components loose, broken, or missing
- ☐ Bent, broken, cracked, improperly seated wheels
- ☐ Cracked, broken or elongated wheel stud holes
- ☐ Welded aluminum wheels on the steering axle
- ☐ Class 3 oil leaks at the axle flange
- ☐ Class 3 oil leaks at the axle
- ☐ Steering components not meeting minimum periodic inspection standards
- ☐ "49 CFR part 399.211 Appendix G"
- ☐ Class 3 steering component leakage

### **ENGINE SYSTEMS**

- ☐ Engine won't crank or start
- ☐ Class 3 oil leak on engine system
- ☐ Engine overheating
- ☐ Oil contaminated with coolant
- ☐ Oil diluted with fuel
- ☐ Class 2 leak on fuel system
- ☐ Stop engine lamp illuminated

### **ENGINE COOLING SYSTEM**

- ☐ Class 3 leak on any cooling system component
- ☐ Coolant contaminated with oil
- ☐ Cooling system exceeding maximum operating temperature
- ☐ Radiator integrity
- ☐ Water pump bearing worn beyond tolerances

### **TRANSMISSION**

- ☐ Transmission overheating in any range/gear
- ☐ Do not shift light illuminated
- ☐ Class 3 oil leak on transmission components

**LOW VOLTAGE AND LINE VOLTAGE ELECTRICAL SYSTEMS**

- ☐ Dot lighting not operational
- ☐ Electric horn not operational
- ☐ Ignition system not operational
- ☐ Charging system not operational
- ☐ Failure of any warning light system in which it is the only warning light visible
- ☐ Grounding system
- ☐ Inoperative siren
- ☐ Overheating of power source or systems
- ☐ Circuit breakers tripping
- ☐ Line voltage power source producing high/low voltage or abnormal frequency
- ☐ Damaged receptacles or electrical shock hazard

**BRAKING SYSTEMS**

- ☐ Air pressure drop greater than 2 PSI in one minute for straight chassis's with the engine stopped and service brakes applied
- ☐ Leak down rate of the applied side of the air brake that is more than 3 PSI in one minute for straight chassis's or 4 PSI for tiller's, with the engine stopped and service brakes applied
- ☐ Brakes out of adjustment
- ☐ Braking system component failure
- ☐ Service brake not operational or abnormal operation
- ☐ Parking (spring) brake not holding
- ☐ Air compressor failure to build from 85 to 100 PSI within 45 seconds with engine at full RPM
- ☐ Air compressor fails to maintain 80 to 90 PSI in the system with the service brakes applied and engine at idle
- ☐ Air compressor failed to fill the air system to the air compressor governor cutout pressure, with
- ☐ Friction surfaces, brake shoes, or disc brake pads
- ☐ Brake linings or pads worn beyond manufacture minimum specs
- ☐ Rotors and drums worn beyond manufacture minimum specs
- ☐ Air gauges or low air warning device that has failed
- ☐ ABS system warning light or failure
- ☐ HYD. Brake pedal that falls away or drifts to the floor when brake pressure is applied

**FIRE PUMP SYSTEM**

- ☐ Pump will not engage
- ☐ Pump shift indicators in cab or operators panel not functioning properly
- ☐ Pressure control system not operational
- ☐ Class 3 fluid leakage on pump transmission components
- ☐ Throttle on pump operator's panel not operational
- ☐ Pump operator's engine speed advancement interlock not operational
- ☐ Pump test deficiency

**AERIAL DEVICE SYSTEMS**

- ☐ PTO that will not engage
- ☐ Stabilizer system not operational
- ☐ Aerial device not operational
- ☐ Hydraulic system components not operational
- ☐ Cable sheaves not operational
- ☐ Cables or wire rope frayed

- \_\_\_\_\_ Base and section rails showing ironing beyond manufactures specs
- \_\_\_\_\_ Aerial device structurally deformed
- \_\_\_\_\_ Torque box fasteners broken or missing
- \_\_\_\_\_ Turntable fasteners broken or missing
- \_\_\_\_\_ Hydraulic relief valve failure
- \_\_\_\_\_ Emergency hydraulic system failure
- \_\_\_\_\_ Rotation bearing beyond manufactures specs
- \_\_\_\_\_ Rollers and slides worn beyond manufacture specs
- \_\_\_\_\_ Visual and audible alarm system failure



## AERIAL DEVICE INSPECTION

Date: \_\_\_\_\_ Work Order: \_\_\_\_\_ Technician: \_\_\_\_\_

Department/Station: \_\_\_\_\_ Unit Number: \_\_\_\_\_

Work Location: ☐ Service Center ☐ Station ☐ Other \_\_\_\_\_

### Apparatus

Mfg \_\_\_\_\_

Model \_\_\_\_\_

Mfg Serial No. \_\_\_\_\_

Hourmeter \_\_\_\_\_

### Chassis

Make \_\_\_\_\_

Model \_\_\_\_\_

VIN \_\_\_\_\_

Odometer \_\_\_\_\_

Aerial manufacturer \_\_\_\_\_ Model: \_\_\_\_\_ S/N: \_\_\_\_\_

Aerial Hours: \_\_\_\_\_ Rated Capacity \_\_\_\_\_

### Hydraulic systems

#### *Turntable*

\_\_\_\_ Rotation gear reduction box

\_\_\_\_ Rotation hydraulic swivel

\_\_\_\_ Lines and hoses

\_\_\_\_ Control valve

#### *Chassis*

\_\_\_\_ Hydraulic tank

\_\_\_\_ Hydraulic fluid levels

\_\_\_\_ Hydraulic fluid sample

\_\_\_\_ PTO

\_\_\_\_ Hydraulic pump

\_\_\_\_ Auxiliary power pump

\_\_\_\_ Lines and hoses

#### *Stabilizer*

\_\_\_\_ Cylinders

\_\_\_\_ Control valve

\_\_\_\_ Lines and hoses

\_\_\_\_ Diverter valve

#### *Aerial*

\_\_\_\_ Elevation cylinder

\_\_\_\_ Extension cylinder

\_\_\_\_ Lines and hoses

\_\_\_\_ Tip controls

#### *Platform*

\_\_\_\_ Control valve

\_\_\_\_ Leveling cylinders

\_\_\_\_ Lines and hoses

### Structural Fasteners

\_\_\_\_ Turntable mounting bolts

- \_\_\_\_\_ Torque box mounting to frame bolts
- \_\_\_\_\_ Suspension system bolts

### **Tractor Drawn Components**

- \_\_\_\_\_ Mounting to Frame Bolts
- \_\_\_\_\_ Rotation gear reduction box mounting bolts
- \_\_\_\_\_ Boom support/ ladder cradle mounting bolts

### **Stabilizer**

- \_\_\_\_\_ Mounting to frame or torque box
- \_\_\_\_\_ Mounting bolts

### **Lubrication**

- \_\_\_\_\_ Sheaves
- \_\_\_\_\_ Cables
- \_\_\_\_\_ Ladder section base rails
- \_\_\_\_\_ Ladder heel pin
- \_\_\_\_\_ Rotation gear and bearing
- \_\_\_\_\_ Rotation gear reduction box
- \_\_\_\_\_ Elevation cylinder pins
- \_\_\_\_\_ Extension cylinder pins
- \_\_\_\_\_ Stabilizer extension cylinder pins
- \_\_\_\_\_ Aerial waterway pipe sections

### **Indicators**

- \_\_\_\_\_ Rung alignment
- \_\_\_\_\_ PTO engaged

- \_\_\_\_\_ Aerial alignment
- \_\_\_\_\_ Turntable alignment
- \_\_\_\_\_ Elevation
- \_\_\_\_\_ Extension
- \_\_\_\_\_ Turntable level

### **Turntable Components**

- \_\_\_\_\_ Safety signs
- \_\_\_\_\_ Communication system
- \_\_\_\_\_ Emergency hydraulic power
- \_\_\_\_\_ Interlock systems
- \_\_\_\_\_ Electrical lines

### **Aerial Components**

- \_\_\_\_\_ Gore tube
- \_\_\_\_\_ Waterway
- \_\_\_\_\_ Sheaves
- \_\_\_\_\_ Pinable waterway
- \_\_\_\_\_ Rung covers
- \_\_\_\_\_ Breathing air
- \_\_\_\_\_ Wear strips

### **Stabilizers Components**

- \_\_\_\_\_ Lights
- \_\_\_\_\_ Pads
- \_\_\_\_\_ Interlocks
- \_\_\_\_\_ Safety pins

**Comments on aerial device inspection:** \_\_\_\_\_

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## ANNUAL PREVENTIVE MAINTENANCE SERVICE REPORT

Date:	Service Center:
Customer:	Contact:
RO #:	Technician:
Unit#:	Job#:
Make/Model:	VIN#:
Mileage:	Engine Hours:
Pump Hours:	Aerial Hours:
State Inspection Date:	

### Pre Road Test Inspection

#### Electrical

- ☐ Headlights & High Beam Operation
- ☐ Fog/Driving lights
- ☐ Parking & Clearance lights
- ☐ Stop Lights
- ☐ Backup Lights
- ☐ Backup Alarm
- ☐ Turn Signal & Hazard Operation
- ☐ Side warning light
- ☐ Front Warning Lights
- ☐ Headlight Flasher
- ☐ Rear Warning Lights
- ☐ Beacon Lights
- ☐ Traffic Advisor
- ☐ Step Lights & Pump Panel Lights
- ☐ Ground Lights
- ☐ Compartment Lights
- ☐ Interior Dome Lights & Map Lights
- ☐ Auxiliary Lighting
- ☐ City Horn & Air Horn Operation
- ☐ Elec & Mechanical Siren Operation
- ☐ Exterior 12v scene lighting

### Cab & Body

- ☐ Cab Mounting & Cab Tilt
- ☐ Cab Frame & Sheet Metal
- ☐ Cab Glass
- ☐ Windshield Wiper Cond & Operation
- ☐ Windshield washer operation
- ☐ Door Mounting & Latch Operation
- ☐ Window Operation
- ☐ Cab Seat Mounting & Condition
- ☐ Seat Belt Mounting & Condition
- ☐ Mirror Condition & Operation
- ☐ Body Sheet Metal & Compartment Cond
- ☐ Compartment Door & Hinge Condition
- ☐ Compartment Door Latches
- ☐ Step and Running Board Condition
- ☐ Grab Handle Condition
- ☐ Ladder Rack Operation
- ☐ Aux Equip Mounting & Operation

**Road Test**

- \_\_\_\_\_ Instrument Panel, Steering Wheel
- \_\_\_\_\_ Interior condition
- \_\_\_\_\_ Engine starting
- \_\_\_\_\_ Instrument Panel Operation
- \_\_\_\_\_ Engine Oil Pressure
- \_\_\_\_\_ Engine Coolant Temperature
- \_\_\_\_\_ Tachometer Operation
- \_\_\_\_\_ Air Pressure Buildup Time
- \_\_\_\_\_ Air Compressor Governor Setting
- \_\_\_\_\_ Air Loss with Service Brake Applied
- \_\_\_\_\_ Do Not Move Warning System
- \_\_\_\_\_ Parking Brake Operation
- \_\_\_\_\_ Service Brake Operation
- \_\_\_\_\_ Transmission Operation
- \_\_\_\_\_ Truck Drivability/Unusual Noises
- \_\_\_\_\_ Front End Shimmy or Wander
- \_\_\_\_\_ Brake Pull
- \_\_\_\_\_ Speedometer Operation
- \_\_\_\_\_ Engine Brake/Retarder Operation
- \_\_\_\_\_ Driveline Vibration
- \_\_\_\_\_ Fan Clutch Operation
- \_\_\_\_\_ HVAC Operation

☐ **Check if not applicable**

**Fire Pump Operation**

- \_\_\_\_\_ Primer Operation
- \_\_\_\_\_ Primer Solenoid Volt Drop Test
- \_\_\_\_\_ Dry Vacuum Test
- Max in/hg \_\_\_\_\_ in/hg loss 5 Min \_\_\_\_\_
- \_\_\_\_\_ Pump Transmission Shifting
- \_\_\_\_\_ Pump Shift Indicator Light Operation
- \_\_\_\_\_ Chassis Transmission Lockup
- \_\_\_\_\_ Pump Panel Tach & Engine Gauges
- \_\_\_\_\_ Pump Governor Operation
- \_\_\_\_\_ Discharge Relief Valve Operation
- \_\_\_\_\_ Intake Relief Valve Operation
- \_\_\_\_\_ Pump Packing Leakage
- \_\_\_\_\_ Valve & Pump Leaks
- \_\_\_\_\_ Pump Anodes
- \_\_\_\_\_ Master Gauges Operation & Accuracy
- \_\_\_\_\_ Foam/CAFS System Operation

**Electrical Inspection**

- \_\_\_\_\_ Charging System Output Volts:
- \_\_\_\_\_ Alternator Connections
- \_\_\_\_\_ Starter Battery Cable Connections
- \_\_\_\_\_ Voltage Drop- Alt. to Batteries

**Engine Inspection**

- \_\_\_\_\_ Oil level & condition
- \_\_\_\_\_ Engine Oil Leaks
- \_\_\_\_\_ Coolant Leaks
- \_\_\_\_\_ Fuel Leaks
- \_\_\_\_\_ Power Steering System Leaks
- \_\_\_\_\_ Check Drive belts
- \_\_\_\_\_ Check Component Mountings
- \_\_\_\_\_ Check Motor Mounting
- \_\_\_\_\_ Air Filter Mounting & Plumbing
- \_\_\_\_\_ Charge Air Cooler Cond & Plumbing

**Cooling System Inspection**

- \_\_\_\_\_ Radiator
- \_\_\_\_\_ Hoses & Connections
- \_\_\_\_\_ Test Strip for Freeze Protection & SCA
- \_\_\_\_\_ Coolant Quality
- \_\_\_\_\_ Proper Level
- \_\_\_\_\_ Pressure Test System & Cap
- \_\_\_\_\_ Fan/ Fan Clutch Operation
- \_\_\_\_\_ Fire Pump Auxiliary Cooler Connections

**Battery Inspection**

- \_\_\_\_\_ Battery Condition
- \_\_\_\_\_ Battery Mounting
- \_\_\_\_\_ Battery Cable Condition
- \_\_\_\_\_ Battery Individual Load Test

**Tires & Wheel Inspection**

- \_\_\_\_\_ Inspect Tires and Wheels for Damage
- \_\_\_\_\_ Inspect for Abnormal Tire Pressure
- \_\_\_\_\_ Tire Pressure Adjusted to Spec

**Record Tire Tread Depth:**

LF

RF



LR

LR

RR

RR



LR

LR

RR

RR



\_\_\_\_\_ Torque Lug Nuts to Spec

**Transmission Inspection**

- \_\_\_\_\_ Check Fluid Level
- \_\_\_\_\_ Check Fluid Condition
- \_\_\_\_\_ Fluid Leaks
- \_\_\_\_\_ Transmission Mounting
- \_\_\_\_\_ PTO Leaks
- \_\_\_\_\_ PTO Mounting

**Suspension Inspection**

- \_\_\_\_\_ Front Springs Condition & Mounting
- \_\_\_\_\_ Front Shock Condition & Mounting
- \_\_\_\_\_ Tak-4 Torsion Bars Condition
- \_\_\_\_\_ Tak-4 Ride Height (Visual Estimate)
- \_\_\_\_\_ Front Wheel Bearing
- \_\_\_\_\_ Rear Springs Condition & Mounting
- \_\_\_\_\_ Rear Air Spring Condition & Mounting
- \_\_\_\_\_ Air Ride Swing Arms
- \_\_\_\_\_ Rear Shock Mounting & Condition
- \_\_\_\_\_ Rear Axle Torque Rods
- \_\_\_\_\_ Rear Wheel Bearings
- \_\_\_\_\_ Inspect Frame Rails & Cross members

**Steering System**

- \_\_\_\_\_ Steering Wheel/Column Integrity
- \_\_\_\_\_ Steering Column U-Joints
- \_\_\_\_\_ Steering Box Mounting
- \_\_\_\_\_ Steering Box Leaks
- \_\_\_\_\_ Steering Drag Links/Tie-Rods
- \_\_\_\_\_ King Pins
- \_\_\_\_\_ Tak-4 Ball Joints

**Power Train Inspection**

- \_\_\_\_\_ Driveshaft Integrity
- \_\_\_\_\_ Parking Brake Operation
- \_\_\_\_\_ Inspect Driveshaft U-Joints
- \_\_\_\_\_ Inspect PTO Driveshaft U-Joints
- \_\_\_\_\_ Inspect Drive Axle
- \_\_\_\_\_ Differential Oil Level & Leaks
- \_\_\_\_\_ Differential Oil Quality
- \_\_\_\_\_ Axle Flange Oil Leaks

☐ **Check if not applicable**

**Fire Pump Inspection**

- \_\_\_\_\_ Pump & Transmission Mounting
- \_\_\_\_\_ Pump Transmission Oil Condition
- \_\_\_\_\_ Pump Shift Condition
- \_\_\_\_\_ Auto Lube Fluid Condition & Level
- \_\_\_\_\_ Inspect Pump Plumbing
- \_\_\_\_\_ Inspect Water Tank
- \_\_\_\_\_ Inspect Tank Level Gauge
- \_\_\_\_\_ Valve Operation

- \_\_\_\_\_ Valve Leakage Test
- \_\_\_\_\_ Lubricate Valve Linkages
- \_\_\_\_\_ Inspect Gauges for Damage
- \_\_\_\_\_ Hose Reel Operation

**Brake Inspection**

- \_\_\_\_\_ Inspect Brake System for Air/Fluid Leaks
- \_\_\_\_\_ Cond of Brake System Components
- \_\_\_\_\_ Brake Friction Material Condition

**32nd's of Friction Material Remaining:**

LF \_\_\_\_\_ RF \_\_\_\_\_  
 LI \_\_\_\_\_ RI \_\_\_\_\_  
 LR \_\_\_\_\_ RR \_\_\_\_\_

- \_\_\_\_\_ Inspect Drums/Rotors
- \_\_\_\_\_ Inspect for Proper Brake Adjustment
- \_\_\_\_\_ Inspect for Contamination in Air Tanks
- \_\_\_\_\_ Check Air Tank Check Valves
- \_\_\_\_\_ Lubricate Brake Pedal Pivot Pin
- \_\_\_\_\_ Hydraulic Brake Booster Operation

☐ **Check if not applicable**

**Generator Inspection**

- \_\_\_\_\_ Inspect Generator Mounting
- \_\_\_\_\_ Gen Control's & Switch Functionality
- \_\_\_\_\_ Remove PTO, Inspect Splines, and Apply Anti-Fretting Grease
- \_\_\_\_\_ U-Joint Condition on PTO Driveline
- \_\_\_\_\_ Hyd. Oil Condition
- \_\_\_\_\_ Hyd. Pump Mounting & Leaks
- \_\_\_\_\_ Hyd. Filter Housing Condition
- \_\_\_\_\_ Hose & Fitting Condition
- \_\_\_\_\_ Generator Frequency
- \_\_\_\_\_ Generator Output Voltage
- \_\_\_\_\_ All A/C scene

☐ **Check if not applicable**

**Foam System Inspection**

- \_\_\_\_\_ Instrumentation, gauges and controls
- \_\_\_\_\_ Strainer or filter
- \_\_\_\_\_ Lubricant level and condition
- \_\_\_\_\_ Hydraulic Pump
- \_\_\_\_\_ Hydraulic System
- \_\_\_\_\_ Hydraulic fluid tank mounting & integrity
- \_\_\_\_\_ Hydraulic concentrate tank mounting & integrity
- \_\_\_\_\_ Foam inductor system, metering & check valve



**PM Action Items**

- \_\_\_\_\_ Grease Chassis
- \_\_\_\_\_ Sample Engine Oil
- \_\_\_\_\_ Change Engine Oil
- \_\_\_\_\_ Replace Engine Oil Filter(s)
- \_\_\_\_\_ Replace Fuel Filters
- \_\_\_\_\_ Replace Coolant Filters
- \_\_\_\_\_ Replace P/S Filter
- \_\_\_\_\_ Engine Air Filter
- \_\_\_\_\_ Air Compressor Air Filter
- \_\_\_\_\_ Sample Trans Fluid
- \_\_\_\_\_ Trans fluid, Replace if Non-Synthetic
- \_\_\_\_\_ Transmission Filter(s)
- \_\_\_\_\_ Pump Transmission Fluid
- \_\_\_\_\_ Auto Lube Fluid
- \_\_\_\_\_ Front Differential Fluid
- \_\_\_\_\_ Front Tandem Fluid
- \_\_\_\_\_ Rear Tandem Fluid
- \_\_\_\_\_ 4 X 4 Transfer Case Fluid
- \_\_\_\_\_ PUC Pump Fluid
- \_\_\_\_\_ Top off washer fluid

☐ **Check if not applicable**

**Generator PM Service**

- \_\_\_\_\_ Change Engine Oil & Filter
- \_\_\_\_\_ Check Coolant
- \_\_\_\_\_ Change Air Filter
- \_\_\_\_\_ Check Spark Plug
- \_\_\_\_\_ Check Hyd Oil & Filter
- \_\_\_\_\_ Change Generator Transfer Case oil
- \_\_\_\_\_ Change Generator Gearbox Oil
- \_\_\_\_\_ Check Coolant
- \_\_\_\_\_ Run and Confirm All Operations Normal

**Follow-up Road Test**

- \_\_\_\_\_ Engine Operation
- \_\_\_\_\_ Transmission Operation
- \_\_\_\_\_ Parking & Service Brake Operation
- \_\_\_\_\_ Instrument Panel Operation
- \_\_\_\_\_ Truck Drivability
- \_\_\_\_\_ Recheck all fluid levels
- \_\_\_\_\_ Inspect & Clean Vehicle
- \_\_\_\_\_ Apply PM Completion Sticker

**Recommended Items:**

1)

2)

3)

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24)

## **NFPA 1911 OUT OF SERVICE REFERENCE MATERIAL**

### **DRIVING AND CREW AREAS, APPARATUS BODY, AND COMPARTMENTATION**

- ☐ Cracked or broken windshield obstructing drivers view
- ☐ Missing or broken windshield wipers
- ☐ Missing or broken door latches
- ☐ Missing or broken foot throttle
- ☐ Seat belt torn, missing, broken, or loose
- ☐ Body mounting
- ☐ Cab mounting
- ☐ Cab Instrumentation
- ☐ Defrosters

### **CHASSIS, AXLES, STEERING AND SUSPENSION, DRIVELINE, WHEELS, AND TIRES**

- ☐ Gross axle weight rating greater than tire load rating
- ☐ Front, rear, or total weight greater than the vehicle weight rating label
- ☐ Cuts in tire sidewall penetrating the sidewall
- ☐ Tire puncture
- ☐ Bulges greater than 10MM
- ☐ Sidewall separation
- ☐ Tread depth less than 3.2 MM on the steering axle at two adjacent grooves
- ☐ Tread depth less than 1.6 MM on non-steer axles at two adjacent grooves
- ☐ Suspension components loose, broken, or missing
- ☐ Bent, broken, cracked, improperly seated wheels
- ☐ Cracked, broken or elongated wheel stud holes
- ☐ Welded aluminum wheels on the steering axle
- ☐ Class 3 oil leaks at the axle flange
- ☐ Class 3 oil leaks at the axle
- ☐ Steering components not meeting minimum periodic inspection standards
- ☐ "49 CFR part 399.211 Appendix G"
- ☐ Class 3 steering component leakage

### **ENGINE SYSTEMS**

- ☐ Engine won't crank or start
- ☐ Class 3 oil leak on engine system
- ☐ Engine overheating
- ☐ Oil contaminated with coolant
- ☐ Oil diluted with fuel
- ☐ Class 2 leak on fuel system
- ☐ Stop engine lamp illuminated

### **ENGINE COOLING SYSTEM**

- ☐ Class 3 leak on any cooling system component
- ☐ Coolant contaminated with oil
- ☐ Cooling system exceeding maximum operating temperature
- ☐ Radiator integrity
- ☐ Water pump bearing worn beyond tolerances

### **TRANSMISSION**

- ☐ Transmission overheating in any range/gear
- ☐ Do not shift light illuminated
- ☐ Class 3 oil leak on transmission components

**LOW VOLTAGE AND LINE VOLTAGE ELECTRICAL SYSTEMS**

- ☐ Dot lighting not operational
- ☐ Electric horn not operational
- ☐ Ignition system not operational
- ☐ Charging system not operational
- ☐ Failure of any warning light system in which it is the only warning light visible
- ☐ Grounding system
- ☐ Inoperative siren
- ☐ Overheating of power source or systems
- ☐ Circuit breakers tripping
- ☐ Line voltage power source producing high/low voltage or abnormal frequency
- ☐ Damaged receptacles or electrical shock hazard

**BRAKING SYSTEMS**

- ☐ Air pressure drop greater than 2 PSI in one minute for straight chassis's with the engine stopped and service brakes applied
- ☐ Leak down rate of the applied side of the air brake that is more than 3 PSI in one minute for straight chassis's or 4 PSI for tiller's, with the engine stopped and service brakes applied
- ☐ Brakes out of adjustment
- ☐ Braking system component failure
- ☐ Service brake not operational or abnormal operation
- ☐ Parking (spring) brake not holding
- ☐ Air compressor failure to build from 85 to 100 PSI within 45 seconds with engine at full RPM
- ☐ Air compressor fails to maintain 80 to 90 PSI in the system with the service brakes applied and engine at idle
- ☐ Air compressor failed to fill the air system to the air compressor governor cutout pressure, with
- ☐ Friction surfaces, brake shoes, or disc brake pads
- ☐ Brake linings or pads worn beyond manufacture minimum specs
- ☐ Rotors and drums worn beyond manufacture minimum specs
- ☐ Air gauges or low air warning device that has failed
- ☐ ABS system warning light or failure
- ☐ HYD. Brake pedal that falls away or drifts to the floor when brake pressure is applied

**FIRE PUMP SYSTEM**

- ☐ Pump will not engage
- ☐ Pump shift indicators in cab or operators panel not functioning properly
- ☐ Pressure control system not operational
- ☐ Class 3 fluid leakage on pump transmission components
- ☐ Throttle on pump operator's panel not operational
- ☐ Pump operator's engine speed advancement interlock not operational
- ☐ Pump test deficiency

**AERIAL DEVICE SYSTEMS**

- ☐ PTO that will not engage
- ☐ Stabilizer system not operational
- ☐ Aerial device not operational
- ☐ Hydraulic system components not operational
- ☐ Cable sheaves not operational
- ☐ Cables or wire rope frayed

- \_\_\_\_\_ Base and section rails showing ironing beyond manufactures specs
- \_\_\_\_\_ Aerial device structurally deformed
- \_\_\_\_\_ Torque box fasteners broken or missing
- \_\_\_\_\_ Turntable fasteners broken or missing
- \_\_\_\_\_ Hydraulic relief valve failure
- \_\_\_\_\_ Emergency hydraulic system failure
- \_\_\_\_\_ Rotation bearing beyond manufactures specs
- \_\_\_\_\_ Rollers and slides worn beyond manufacture specs
- \_\_\_\_\_ Visual and audible alarm system failure

APPARATUS COURTESY INSPECTION

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

TECHNICIAN: \_\_\_\_\_

CUSTOMER \_\_\_\_\_ JOB #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

CUSTOMER UNIT # \_\_\_\_\_ YEAR/MAKE: \_\_\_\_\_ MFG JOB# : \_\_\_\_\_

LAST OIL CHANGE: \_\_\_\_\_ LAST PM SERVICE: \_\_\_\_\_

ITEM	OK	REPAIR NEEDED/ADDED/NOTED
Oil Level	<input type="checkbox"/>	_____
Appearance/Condition	<input type="checkbox"/>	_____
DOT Lights	<input type="checkbox"/>	_____
Emergency Lights	<input type="checkbox"/>	_____
Switches & Gauges	<input type="checkbox"/>	_____
Electronic Siren	<input type="checkbox"/>	_____
Federal Q Siren	<input type="checkbox"/>	_____
Tires & Rims Condition	<input type="checkbox"/>	_____
Compartment Doors, Handles & Lights	<input type="checkbox"/>	_____
Cab Doors, Handles, Glass & Interior Lights	<input type="checkbox"/>	_____
Pump Panel, Handles and Levers, Lights	<input type="checkbox"/>	_____
Pump goes into gear OK, Visual Leaks	<input type="checkbox"/>	_____
Generator Functions	<input type="checkbox"/>	_____
Driveability, Road test	<input type="checkbox"/>	_____
HVAC	<input type="checkbox"/>	_____
Engine Belts & Hoses	<input type="checkbox"/>	_____



Battery ('s) Visual Inspection of Terminals	<input type="checkbox"/>	_____
Virginia Safety Inspection (VA UNITS ONLY)	<input type="checkbox"/>	_____
Brakes, Visual Inspection of Pads and Shoes only	<input type="checkbox"/>	_____
Seatbelt Condition	<input type="checkbox"/>	_____

TECH NOTES AND COMMENTS

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## Mobile Apparatus Inspection Report

Date: \_\_\_\_\_ Work Order: \_\_\_\_\_ Technician: \_\_\_\_\_

Department/Station: \_\_\_\_\_ Unit Number: \_\_\_\_\_

Work Location: ☐ Service Center ☐ Station ☐ Other \_\_\_\_\_

### Apparatus

Mfg \_\_\_\_\_

Model \_\_\_\_\_

Mfg Serial No. \_\_\_\_\_

Hourmeter \_\_\_\_\_

### Chassis

Make \_\_\_\_\_

Model \_\_\_\_\_

VIN \_\_\_\_\_

Odometer \_\_\_\_\_

**Legend:** X = Acceptable Visually, checked R = Requires Repair or Adjustment

U = Unsafe condition requires repair prior to use C = Corrected NA = Not Applicable

## CHASSIS INSPECTION

### ENGINE & COOLING SYSTEMS

\_\_\_\_ Oil level & condition

\_\_\_\_ Sample Engine Oil for Lab Analysis

\_\_\_\_ Oil leaks

\_\_\_\_ Coolant level

\_\_\_\_ Anti-freeze protection

\_\_\_\_ Coolant Additive level (test strip)

\_\_\_\_ Pressure Test Cooling System

\_\_\_\_ Fuel system for leaks

\_\_\_\_ Fuel system plumbing condition

\_\_\_\_ Power steering fluid level

\_\_\_\_ Power steering pump & plumbing

\_\_\_\_ Coolant hose condition & leaks

\_\_\_\_ Water Pump

\_\_\_\_ Alternator mounting brackets

\_\_\_\_ Alternator connections \_\_\_\_\_

\_\_\_\_ Charging system output \_\_\_\_\_ volts

\_\_\_\_ Perform Charging System Analysis

\_\_\_\_ Auxiliary cooler connections

\_\_\_\_ Battery condition & hold downs

\_\_\_\_ Battery cables & clamps

\_\_\_\_ Clean Battery terminals and cable ends

\_\_\_\_ Battery fluid level

\_\_\_\_ Battery terminal voltage \_\_\_\_\_ volts

\_\_\_\_ Isolate & Load test each battery



- \_\_\_\_\_ Chassis grounds and connections
- \_\_\_\_\_ Starter motor cable condition
- \_\_\_\_\_ Starter motor operation
- \_\_\_\_\_ Fan mounting bolts & adjustment
- \_\_\_\_\_ Fan shroud clearance & condition
- \_\_\_\_\_ Fan clutch or shutters operation
- \_\_\_\_\_ Air filter element condition
- \_\_\_\_\_ Air intake tubes and hoses
- \_\_\_\_\_ All belts condition & adjustment
- \_\_\_\_\_ After cooler or inter cooler tubes and hoses
- \_\_\_\_\_ Motor mount condition
- \_\_\_\_\_ Check Radiator cap pressure

## CHASSIS & COMPONENTS

### *Fluid Levels:*

- \_\_\_\_\_ Lubricate chassis
- \_\_\_\_\_ Check all fluid levels

### *Steering:*

- \_\_\_\_\_ Steering linkage & tie rods
- \_\_\_\_\_ Steering box mounting
- \_\_\_\_\_ Steering system plumbing for leaks
- \_\_\_\_\_ Manual steering box fluid level

### *Transmission:*

- \_\_\_\_\_ Auto trans fluid level
- \_\_\_\_\_ Auto trans mounting & condition
- \_\_\_\_\_ Auto trans & plumbing for leaks
- \_\_\_\_\_ Auto trans lockup system
- \_\_\_\_\_ Manual trans oil level
- \_\_\_\_\_ Manual trans mounting
- \_\_\_\_\_ Manual trans for leaks

### *Fuel:*

- \_\_\_\_\_ Fuel tank & plumbing for leaks
- \_\_\_\_\_ Fuel tank mounting

### *Tires/Wheels:*

- \_\_\_\_\_ Tire & wheel conditions
- \_\_\_\_\_ Lug nuts for torque

Tire Depth & Pressure							
		/ 32	PSI			/ 32	PSI
/ 32	PSI	/ 32	PSI	/ 32	PSI	/ 32	PSI
/ 32	PSI	/ 32	PSI	/ 32	PSI	/ 32	PSI
		/ 32	PSI	/ 32	PSI	/ 32	PSI

### *Driveline:*

- \_\_\_\_\_ Driveline u-joints & yokes
- \_\_\_\_\_ Driveline carrier bearings
- \_\_\_\_\_ Differential oil level & leaks

### *Front Axle:*

- \_\_\_\_\_ Front spring & shock condition
- \_\_\_\_\_ Front wheel bearings & king pins
- \_\_\_\_\_ Ball joints
- \_\_\_\_\_ Torsion Bars

### *Rear Axle:*

- \_\_\_\_\_ Rear spring condition
- \_\_\_\_\_ Rear spring torque tubes & shocks
- \_\_\_\_\_ Axle flanges for leaks & tightness

\_\_\_ Frame rails & cross members

\_\_\_ Tie Rods and Ends

*Brakes:*

\_\_\_ Brake condition (amount of material)

\_\_\_ Brake adjustment & operation

\_\_\_ Air brake valves & tanks

\_\_\_ Lubricate brake pedal pivot pin

\_\_\_ Drain air tanks & check air dryer

\_\_\_ Air brake lines & chambers

\_\_\_ Air brake leaks & buildup

\_\_\_ Hydraulic brakes for leaks

\_\_\_ Hydraulic brake components

\_\_\_ Hydro-Vac operation & mounting

\_\_\_ Parking brake operation

*Exhaust system:*

\_\_\_ Exhaust System & Muffler

## CAB AND BODY

*Cab:*

\_\_\_ Cab mounting & Tilt mechanism

\_\_\_ Cab frame & sheet metal

\_\_\_ Cab hoist motor sol volt drop \_\_\_\_\_ V

\_\_\_ Door mounting & latches

\_\_\_ Cab glass condition

\_\_\_ Cab seat condition & mounting

\_\_\_ Seat belt condition & mounting

\_\_\_ Steering wheel mounting & alignment

\_\_\_ Horn operation

\_\_\_ Throttle controls & linkage

\_\_\_ Window operation

\_\_\_ Auto trans shift controls

\_\_\_ Manual trans shift controls

\_\_\_ Clutch pedal linkage

\_\_\_ Clutch pedal free play

\_\_\_ Windshield wipers & washers

\_\_\_ Mirror condition, mounting, & function

*Body:*

\_\_\_ Compartment door latches

\_\_\_ Compartment door & hinge condition

\_\_\_ Body compartment condition

\_\_\_ Step & auxiliary equipment condition

\_\_\_ Ladder Rack Fluid

\_\_\_ Grab handles

## CAB AND BODY ELECTRICAL

\_\_\_ Headlights & high beams

\_\_\_ Parking & clearance lights

\_\_\_ Tail & stop lights

\_\_\_ Backup lights & alarm

\_\_\_ Turn signal & hazard operation

\_\_\_ Cab spot lights operation

\_\_\_ Auxiliary light operation

\_\_\_ Front warning lights

\_\_\_ Rear warning lights

\_\_\_ Front beacon lights

\_\_\_ Intersection warning lights

\_\_\_ Body deck lights

\_\_\_ Compartment lights

\_\_\_ Siren operation & mounting

\_\_\_\_\_ Siren solenoid voltage drop \_\_\_\_\_ V

\_\_\_\_\_ Do Not Move light

## CAB AND BODY CLIMATE SYSTEMS

\_\_\_\_ Check A/C operation (conditions permitting)

\_\_\_\_ Check for visible signs of leakage

Check A/C sight glass

### Heater & defroster operation

\_\_\_\_ Check A/C hoses and routing

\_\_\_\_\_ Check compressor and mounting

## ROAD AND OPERATIONAL TEST

\_\_\_\_\_ Engine oil pressure

### Drive line vibration

\_\_\_\_\_ Engine coolant temperature

\_\_\_\_\_ Air compressor operation

### Tachometer operation

\_\_\_ Air compressor governor setting

\_\_\_\_\_ Auto trans shifting

### Speedometer operation

### Clutch release & operation

\_\_\_\_\_ Shimmy or front end noises

\_\_\_\_ Manual trans shifting

\_\_\_\_\_ Clutch fan or shutter operation

### Brake operation

\_\_\_\_ Engine brake / retarder

## Comments



## NEW APPARATUS PRE-DELIVERY INSPECTION

Date:	Service Center:
Customer:	Contact:
RO #:	Technician:
Unit#:	Job#:
Make/Model:	VIN#:
Mileage:	Engine Hours:
Pump Hours:	Aerial Hours:
State Inspection Date:	

### LEGEND:

**R=Repaired**

**✓=OK**

**X=Out of service, unsafe**

### Pre Road Test Inspection

#### Electrical

- ☐ Headlights & High Beam Operation
- ☐ Fog/Driving lights
- ☐ Parking & Clearance lights
- ☐ Stop Lights
- ☐ Backup Lights
- ☐ Backup Alarm
- ☐ Turn Signal & Hazard Operation
- ☐ Side warning light
- ☐ Front Warning Lights
- ☐ Headlight Flasher
- ☐ Rear Warning Lights
- ☐ Beacon Lights
- ☐ Traffic Advisor
- ☐ Step Lights & Pump Panel Lights
- ☐ Ground Lights
- ☐ Compartment Lights
- ☐ Interior Dome Lights & Map Lights
- ☐ Auxiliary Lighting
- ☐ City Horn & Air Horn Operation
- ☐ Elec & Mechanical Siren Operation
- ☐ Exterior 12v scene lighting

#### Cab & Body

- ☐ Cab Mounting & Cab Tilt
- ☐ Cab Frame & Sheet Metal

- ☐ Cab Glass
- ☐ Windshield Wiper Cond & Operation
- ☐ Windshield washer operation
- ☐ Door Mounting & Latch Operation
- ☐ Window Operation
- ☐ Cab Seat Mounting & Condition
- ☐ Seat Belt Mounting & Condition
- ☐ Mirror Condition & Operation
- ☐ Body Sheet Metal & Compartment Cond
- ☐ Compartment Door & Hinge Condition
- ☐ Compartment Door Latches
- ☐ Step and Running Board Condition
- ☐ Grab Handle Condition
- ☐ Ladder Rack Operation
- ☐ Aux Equip Mounting & Operation

#### Road Test

- ☐ Instrument Panel, Steering Wheel
- ☐ Interior condition
- ☐ Engine starting
- ☐ Instrument Panel Operation
- ☐ Engine Oil Pressure
- ☐ Engine Coolant Temperature
- ☐ Tachometer Operation
- ☐ Air Pressure Buildup Time
- ☐ Air Compressor Governor Setting
- ☐ Air Loss with Service Brake Applied
- ☐ Do Not Move Warning System
- ☐ Parking Brake Operation
- ☐ Service Brake Operation
- ☐ Transmission Operation
- ☐ Truck Drivability/Unusual Noises
- ☐ Front End Shimmy or Wander

- \_\_\_\_\_ Brake Pull
- \_\_\_\_\_ Speedometer Operation
- \_\_\_\_\_ Engine Brake/Retarder Operation
- \_\_\_\_\_ Driveline Vibration
- \_\_\_\_\_ Fan Clutch Operation
- \_\_\_\_\_ HVAC Operation

☐ **Check if not applicable**

#### **Fire Pump Operation**

- \_\_\_\_\_ Primer Operation
- \_\_\_\_\_ Dry Vacuum Test
- Max in/hg \_\_\_\_\_ in/hg loss 5 Min \_\_\_\_\_
- \_\_\_\_\_ Pump Transmission Shifting
- \_\_\_\_\_ Pump Shift Indicator Light Operation
- \_\_\_\_\_ Chassis Transmission Lockup
- \_\_\_\_\_ Pump Panel Tach & Engine Gauges
- \_\_\_\_\_ Pump Governor Operation
- \_\_\_\_\_ Discharge Relief Valve Operation
- \_\_\_\_\_ Intake Relief Valve Operation
- \_\_\_\_\_ Valve & Pump Leaks
- \_\_\_\_\_ Master Gauges Operation & Accuracy
- \_\_\_\_\_ Foam/CAFS System Operation

#### **Electrical Inspection**

- \_\_\_\_\_ Charging System Output Volts:
- \_\_\_\_\_ Alternator Connections
- \_\_\_\_\_ Starter Battery Cable Connections
- \_\_\_\_\_ Voltage Drop- Alt. to Batteries

#### **Engine Inspection**

- \_\_\_\_\_ Oil level
- \_\_\_\_\_ Engine Oil Leaks
- \_\_\_\_\_ Coolant Leaks
- \_\_\_\_\_ Fuel Leaks
- \_\_\_\_\_ Power Steering System Leaks
- \_\_\_\_\_ Check Drive belts
- \_\_\_\_\_ Check Component Mountings
- \_\_\_\_\_ Check Motor Mounting
- \_\_\_\_\_ Air Filter Mounting & Plumbing
- \_\_\_\_\_ Charge Air Cooler Cond & Plumbing

#### **Cooling System Inspection**

- \_\_\_\_\_ Radiator
- \_\_\_\_\_ Hoses & Connections
- \_\_\_\_\_ Proper Level
- \_\_\_\_\_ Pressure Test System & Cap
- \_\_\_\_\_ Fan/ Fan Clutch Operation
- \_\_\_\_\_ Fire Pump Auxiliary Cooler Connections

#### **Battery Inspection**

- \_\_\_\_\_ Battery Condition
- \_\_\_\_\_ Battery Mounting
- \_\_\_\_\_ Battery Cable Condition
- \_\_\_\_\_ Battery Individual Load Test

#### **Tires & Wheel Inspection**

- \_\_\_\_\_ Inspect Tires for Damage
- \_\_\_\_\_ Inspect Wheels for Damage
- \_\_\_\_\_ Inspect for Abnormal Tire Pressure
- \_\_\_\_\_ Tire Pressure Adjusted to Spec
- \_\_\_\_\_ Torque Lug Nuts to Spec

#### **Transmission Inspection**

- \_\_\_\_\_ Check Fluid Level
- \_\_\_\_\_ Fluid Leaks
- \_\_\_\_\_ Transmission Mounting
- \_\_\_\_\_ PTO Leaks
- \_\_\_\_\_ PTO Mounting

#### **Suspension Inspection**

- \_\_\_\_\_ Front Springs Condition & Mounting
- \_\_\_\_\_ Front Shock Condition & Mounting
- \_\_\_\_\_ Tak-4 Torsion Bars Condition
- \_\_\_\_\_ Tak-4 Ride Height (Visual Estimate)
- \_\_\_\_\_ Rear Springs Condition & Mounting
- \_\_\_\_\_ Rear Air Spring Condition & Mounting
- \_\_\_\_\_ Air Ride Swing Arms
- \_\_\_\_\_ Rear Shock Mounting & Condition
- \_\_\_\_\_ Rear Axle Torque Rods
- \_\_\_\_\_ Inspect Frame Rails & Cross members

#### **Steering System**

- \_\_\_\_\_ Steering Wheel/Column Integrity
- \_\_\_\_\_ Steering Box Mounting
- \_\_\_\_\_ Steering Box Leaks
- \_\_\_\_\_ Steering Drag Links/Tie-Rods
- \_\_\_\_\_ Tak-4 Ball Joints

#### **Power Train Inspection**

- \_\_\_\_\_ Driveshaft Integrity
- \_\_\_\_\_ Parking Brake Operation
- \_\_\_\_\_ Inspect Driveshaft U-Joints
- \_\_\_\_\_ Inspect PTO Driveshaft U-Joints
- \_\_\_\_\_ Inspect Drive Axle
- \_\_\_\_\_ Differential Oil Level & Leaks
- \_\_\_\_\_ Axle Flange Oil Leaks

☐ **Check if not applicable**

#### **Fire Pump Inspection**

- \_\_\_\_\_ Pump & Transmission Mounting
- \_\_\_\_\_ Inspect Pump Plumbing
- \_\_\_\_\_ Inspect Water Tank
- \_\_\_\_\_ Inspect Tank Level Gauge
- \_\_\_\_\_ Valve Operation
- \_\_\_\_\_ Valve Leakage Test
- \_\_\_\_\_ Lubricate Valve Linkages

\_\_\_\_ Inspect Gauges for Damage  
 \_\_\_\_ Hose Reel Operation

\_\_\_\_ Truck Drivability  
 \_\_\_\_ Recheck all fluid levels  
 \_\_\_\_ Inspect & Clean Vehicle

### **Brake Inspection**

\_\_\_\_ Inspect Brake System for Air/Fluid Leaks  
 \_\_\_\_ Cond of Brake System Components  
 \_\_\_\_ Inspect for Proper Brake Adjustment  
 \_\_\_\_ Lubricate Brake Pedal Pivot Pin  
 \_\_\_\_ Hydraulic Brake Booster Operation

☐ **Check if not applicable**

### **Generator Inspection**

\_\_\_\_ Inspect Generator Mounting  
 \_\_\_\_ Gen Control's & Switch Functionality  
 \_\_\_\_ U-Joint Condition on PTO Driveline  
 \_\_\_\_ Hyd. Pump Mounting & Leaks  
 \_\_\_\_ Hyd. Filter Housing Condition  
 \_\_\_\_ Hose & Fitting Condition  
 \_\_\_\_ Generator Frequency  
 \_\_\_\_ Generator Output Voltage  
 \_\_\_\_ All A/C scene

☐ **Check if not applicable**

### **Foam System Inspection**

\_\_\_\_ Instrumentation, gauges and controls  
 \_\_\_\_ Strainer or filter  
 \_\_\_\_ Lubricant level  
 \_\_\_\_ Hydraulic Pump  
 \_\_\_\_ Hydraulic System  
 \_\_\_\_ Hydraulic fluid tank mounting & integrity  
 \_\_\_\_ Hydraulic concentrate tank mounting & integrity  
 \_\_\_\_ Foam inductor system, metering & check valve

### **PM Action Items**

\_\_\_\_ Grease Chassis  
 \_\_\_\_ Top off washer fluid  
 \_\_\_\_ Check all fluid levels

☐ **Check if not applicable**

### **Generator PM Service**

\_\_\_\_ Check Engine Oil & Filter  
 \_\_\_\_ Check Coolant  
 \_\_\_\_ Check Hyd Oil & Filter  
 \_\_\_\_ Check Coolant  
 \_\_\_\_ Run and Confirm All Operations Normal

### **Follow-up Road Test**

\_\_\_\_ Engine Operation  
 \_\_\_\_ Transmission Operation  
 \_\_\_\_ Parking & Service Brake Operation  
 \_\_\_\_ Instrument Panel Operation



## Pump Performance Test

Date: \_\_\_\_\_ Work Order: \_\_\_\_\_ Technician: \_\_\_\_\_

Department/Station: \_\_\_\_\_ Unit Number: \_\_\_\_\_

Work Location: ☐ Service Center ☐ Station ☐ Other \_\_\_\_\_

### Apparatus

Mfg \_\_\_\_\_

Model \_\_\_\_\_

Serial No. \_\_\_\_\_

Hourmeter \_\_\_\_\_

### Chassis

Make \_\_\_\_\_

Model \_\_\_\_\_

VIN \_\_\_\_\_

Odometer \_\_\_\_\_

Engine make: \_\_\_\_\_ Model: \_\_\_\_\_

Pump make: \_\_\_\_\_ Model: \_\_\_\_\_

Pump rated capacity: \_\_\_\_\_ (gpm) (L/min) at \_\_\_\_\_ (psi) (kPa)

Speed check taken from: \_\_\_\_\_

Ratio to engine: \_\_\_\_\_

Test site location: \_\_\_\_\_

Tests performed from ☐ Draft ☒ Hydrant

Suction hose size: \_\_\_\_\_ (in) (mm) Length: \_\_\_\_\_ (ft) (m)

	At start of tests	At end of tests
Atmospheric pressure		
Air temperature		
Water temperature		
Elevation of test site		
Lift		

Governed engine speed: \_\_\_\_\_ Actual maximum engine speed: \_\_\_\_\_

Verify operation of pump shift indicator: \_\_\_\_\_

Verify operation of pump engine control interlock at pump operator's Panel: \_\_\_\_\_

Maximum vacuum attained: \_\_\_\_\_ Vacuum drop in 5 minutes: \_\_\_\_\_

Time to prime pump: \_\_\_\_\_

Pressure control device test:

Rise while pumping capacity at 150 psi: \_\_\_\_\_

Rise while pumping capacity at 90 psi: \_\_\_\_\_

Rise while pumping 50 percent capacity at 250 psi: \_\_\_\_\_

Intake relief valve test results: \_\_\_\_\_

Tank to pump water flow test: \_\_\_\_\_ (gpm)(L/min)

Gauge accuracy: \_\_\_\_\_ Flowmeter accuracy: \_\_\_\_\_

### Pump Test Results

	Capacity test	Overload test	200 psi test	250 psi test
Duration				
Average nozzle pressure				
Corrected pressure				
Gallons per minute				
Average pump pressure				
Rpm-engine				
Rpm-pump				

Remarks:

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**20 Minute Capacity Test**

Layout: \_\_\_\_\_ Nozzle Size: \_\_\_\_\_ Position of transfer valve: \_\_\_\_\_

Time	Counter	Rpm	Tach	Engine Temp.	Oil Pressure	Voltage	Automatic Trans. Temp	Pump intake		Pump discharge		Pitot/ Flow
								Apparatus gauge	Test gauge	Apparatus gauge	Test gauge	

**5 Minute Overload Test**

Layout: \_\_\_\_\_ Nozzle Size: \_\_\_\_\_ Position of transfer valve: \_\_\_\_\_


**10 Minute 200-psi Test**

Layout: \_\_\_\_\_ Nozzle Size: \_\_\_\_\_ Position of transfer valve: \_\_\_\_\_


**10 Minute 250-psi Test**

Layout: \_\_\_\_\_ Nozzle Size: \_\_\_\_\_ Position of transfer valve: \_\_\_\_\_


Technician Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## GENERATOR MAINTENANCE

DATE: \_\_\_\_\_ DEPARTMENT NAME: \_\_\_\_\_ WO # \_\_\_\_\_

UNIT #: \_\_\_\_\_ MILEAGE: \_\_\_\_\_ VIN # \_\_\_\_\_

ENGINE OIL \_\_\_\_\_ AMOUNT \_\_\_\_\_ TYPE \_\_\_\_\_

OIL FILTER \_\_\_\_\_ CHANGED \_\_\_\_\_ CHECKED \_\_\_\_\_

AIR FILTER \_\_\_\_\_ CHANGED \_\_\_\_\_ CHECKED \_\_\_\_\_

FUEL FILTER \_\_\_\_\_ CHANGED \_\_\_\_\_ CHECKED \_\_\_\_\_

SPARK PLUG \_\_\_\_\_ CHANGED \_\_\_\_\_

HYDRAULIC OIL \_\_\_\_\_ AMOUNT \_\_\_\_\_ CHECKED \_\_\_\_\_ TYPE \_\_\_\_\_

HYDRAULIC FILTER \_\_\_\_\_ CHANGED \_\_\_\_\_ CHECKED \_\_\_\_\_

HYDRAULIC PUMP MTG \_\_\_\_\_

GENERATOR FREQUENCY \_\_\_\_\_ HZ

GENERATOR TRANSFER CASE OIL \_\_\_\_\_ AMOUNT \_\_\_\_\_ TYPE \_\_\_\_\_

GENERATOR GEARBOX OIL \_\_\_\_\_ AMOUNT \_\_\_\_\_ TYPE \_\_\_\_\_

COOLANT \_\_\_\_\_ AMOUNT \_\_\_\_\_ PH \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ATLANTIC EMERGENCY SOLUTIONS INC.  
Annual Ambulance Maintenance

1-877-796-9685

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

Department Name \_\_\_\_\_

Vin # \_\_\_\_\_

Engine Make & Model \_\_\_\_\_

Mileage \_\_\_\_\_

Vehicle Year \_\_\_\_\_

Make \_\_\_\_\_

Engine Hours \_\_\_\_\_

Model \_\_\_\_\_

Unit # \_\_\_\_\_  
Mfg # \_\_\_\_\_

Transmission Make & Model \_\_\_\_\_

Road Test \_\_\_\_\_

Exterior Vehicle Inspection: Paint, Stripping, Etc. \_\_\_\_\_

Interior Vehicle Inspection: Pedals, Seats, Seatbelts \_\_\_\_\_

Fluids

Component	Action	Type	Tech
Engine			
Transmission			
Power Steering			
Front Differential			
Rear Differential			
4X4 Transfer Case			
Batteries			
Windshield Wash			
Coolant			

Filters

Component	Type	Action	Tech.
Engine Oil			
Transmission			
Power Steering			
Air			
Fuel			
Coolant			

Chassis Inspection

Component	Action	Tech
Suspension		
King Pins/Balljoint		
Steering		
Front Brakes		
Rear Brakes		
Wheel Bearings		
Drain Air Tanks		
Tread Depth	Frt. RR	
Tire Pressure		
Wiring Harness		
Cab /Body Mounts		
Grease Chassis		
Auto. Snow Chains		
Park Brake		

Engine Compartment

Component	Action	Tech
Coolant Frz Pt.		
Belts		
Hoses		
Fan / Shroud		
Radiator		
Water Pump		
Pressure Test		
Cooling System		
Battery Load Test		
Alternator Output		
Battery Conditioner		



Component	Action	Tech
Action Area Switches		
Vacuum Pump Operation		
Interior Lighting		
Cot Mounts		
Flooring		
Air Dump Operation		
Exhaust Fan Operation		
Heating / A/C Operation		

<b>Action Codes</b>
R - Replaced
C - Checked
A - Added
N/A - Not Applicable
ADJ - Adjust
L - Lubricate

Component	Action	Tech
Emergency Lighting		
Siren		
Air Horns		
Electric Horn		
Heater / A/C Operation		
Steering Column		
FMVSS Lighting		
Compartment Lights		
Doors and Latches		
Lubricate		
Glass & Mirror		
Window Ops		
Grab Handles		
Cab Interior Lighting		
Gauge Backlighting		
Switch Set Indicators		
Step Lighting		
Inverter Operation		

**Comments:**



## PUMP AND WATER TANK INSPECTION & MAINTENANCE

Date: \_\_\_\_\_ Work Order: \_\_\_\_\_ Technician: \_\_\_\_\_

Department/Station: \_\_\_\_\_ Unit Number: \_\_\_\_\_

Work Location: ☐ Service Center ☐ Station ☐ Other \_\_\_\_\_

### Apparatus

Mfg \_\_\_\_\_

Model \_\_\_\_\_

Serial No. \_\_\_\_\_

Hourmeter \_\_\_\_\_

### Chassis

Make \_\_\_\_\_

Model \_\_\_\_\_

VIN \_\_\_\_\_

Odometer \_\_\_\_\_

Pump manufacturer \_\_\_\_\_ Model: \_\_\_\_\_ S/N: \_\_\_\_\_

Pump Location: \_\_\_\_\_ Pump Hours: \_\_\_\_\_ Capacity: \_\_\_\_\_

- \_\_\_\_\_ Pump shift and indicator lights
- \_\_\_\_\_ Automatic transmission lockup system
- \_\_\_\_\_ Clutch disengagement & manual transmission
- \_\_\_\_\_ Pump transmission shift cylinders or motor
- \_\_\_\_\_ Pump transmission
- \_\_\_\_\_ Pump panel tachometer & engine gauges
- \_\_\_\_\_ Engine speed counter
- \_\_\_\_\_ Pump panel electrical switches & panel light
- \_\_\_\_\_ Master gauges for accuracy and operation
- \_\_\_\_\_ Discharge gauges for accuracy and operation

- \_\_\_\_\_ Water tank indicator system
- \_\_\_\_\_ Pump plumbing
- \_\_\_\_\_ High pressure pump system
- \_\_\_\_\_ Pressure control device operation and response time
- \_\_\_\_\_ Transfer valve operation
- \_\_\_\_\_ Intake relief operation
- \_\_\_\_\_ Primer operation
- \_\_\_\_\_ Perform dry vacuum test
  - Initial reading \_\_\_\_\_ in. vacuum
  - Leakage in 5 minutes \_\_\_\_\_ in. vacuum
- \_\_\_\_\_ Primer motor solenoid voltage drop \_\_\_\_\_ volts
- \_\_\_\_\_ Pump packing - adjust if necessary

- |   |   |
|---|---|
| <input type="checkbox"/> Mechanical seals for leaks                           | <input type="checkbox"/> Auto-Lube level and fluid condition    |
| <input type="checkbox"/> Discharge and intake valves                          | <input type="checkbox"/> Water tank mounting and integrity      |
| <input type="checkbox"/> Valves, linkage, remote rods and pivot points        | <input type="checkbox"/> Booster reel mounting and operation    |
| <input type="checkbox"/> Drain valves   | <input type="checkbox"/> Anodes in tank and pump                |
| <input type="checkbox"/> Tank to pump and tank fill valves                    | <input type="checkbox"/> Reel motor solenoid voltage drop       |
| <input type="checkbox"/> Auxiliary cooler                                     | <input type="checkbox"/> _____ volts                            |
| <input type="checkbox"/> Suction strainer                                     | <input type="checkbox"/> Primer Fluid                           |
| <input type="checkbox"/> Pre-connect valves and plumbing                      | <input type="checkbox"/> <b>Replace Pump Transmission Fluid</b> |
| <input type="checkbox"/> Deck gun valve and plumbing                          | <input type="checkbox"/> <b>Lubricate All Valves</b>            |
| <input type="checkbox"/> Front or rear suction valves and plumbing and valves | <input type="checkbox"/> <b>Lubricate Shift Motors</b>          |

**Comments on pump and tank inspection:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Mobile Apparatus Inspection Report

Date: \_\_\_\_\_ Work Order: \_\_\_\_\_ Technician: \_\_\_\_\_

Department/Station: \_\_\_\_\_ Unit Number: \_\_\_\_\_

Work Location: ☒ Service Center ☐ Station ☐ Other \_\_\_\_\_

### Apparatus

Mfg \_\_\_\_\_

Model \_\_\_\_\_

Mfg Serial No. \_\_\_\_\_

Hourmeter \_\_\_\_\_

### Chassis

Make Pierce

Model \_\_\_\_\_

VIN \_\_\_\_\_

Odometer \_\_\_\_\_

**Legend:** X = Acceptable Visually, checked R = Requires Repair or Adjustment

U = Unsafe condition requires repair prior to use C = Corrected NA = Not Applicable

## CHASSIS INSPECTION

### ENGINE & COOLING SYSTEMS

\_\_\_\_ Oil level &amp; condition

\_\_\_\_ Sample Engine Oil for Lab Analysis

\_\_\_\_ Oil leaks

\_\_\_\_ Coolant level

\_\_\_\_ Anti-freeze protection

\_\_\_\_ Coolant Additive level (test strip)

\_\_\_\_ Pressure Test Cooling System

\_\_\_\_ Fuel system for leaks

\_\_\_\_ Fuel system plumbing condition

\_\_\_\_ Power steering fluid level

\_\_\_\_ Power steering pump &amp; plumbing

\_\_\_\_ Coolant hose condition &amp; leaks

\_\_\_\_ Water Pump

\_\_\_\_ Alternator mounting brackets

\_\_\_\_ Alternator connections \_\_\_\_\_

\_\_\_\_ Charging system output \_\_\_\_\_ volts

\_\_\_\_ Perform Charging System Analysis

\_\_\_\_ Auxiliary cooler connections

\_\_\_\_ Battery condition &amp; hold downs

\_\_\_\_ Battery cables &amp; clamps

\_\_\_\_ Clean Battery terminals and cable ends

\_\_\_\_ Battery fluid level

\_\_\_\_ Battery terminal voltage \_\_\_\_\_ volts

\_\_\_\_ Isolate &amp; Load test each battery

- \_\_\_\_\_ Chassis grounds and connections
- \_\_\_\_\_ Starter motor cable condition
- \_\_\_\_\_ Starter motor operation
- \_\_\_\_\_ Fan mounting bolts & adjustment
- \_\_\_\_\_ Fan shroud clearance & condition
- \_\_\_\_\_ Fan clutch or shutters operation
- \_\_\_\_\_ Air filter element condition
- \_\_\_\_\_ Air intake tubes and hoses
- \_\_\_\_\_ All belts condition & adjustment
- \_\_\_\_\_ After cooler or inter cooler tubes and hoses
- \_\_\_\_\_ Motor mount condition
- \_\_\_\_\_ Check Radiator cap pressure

## CHASSIS & COMPONENTS

### *Fluid Levels:*

- \_\_\_\_\_ Lubricate chassis
- \_\_\_\_\_ Check all fluid levels

### *Steering:*

- \_\_\_\_\_ Steering linkage & tie rods
- \_\_\_\_\_ Steering box mounting
- \_\_\_\_\_ Steering system plumbing for leaks
- \_\_\_\_\_ Manual steering box fluid level

### *Transmission:*

- \_\_\_\_\_ Auto trans fluid level
- \_\_\_\_\_ Auto trans mounting & condition
- \_\_\_\_\_ Auto trans & plumbing for leaks
- \_\_\_\_\_ Auto trans lockup system
- \_\_\_\_\_ Manual trans oil level
- \_\_\_\_\_ Manual trans mounting
- \_\_\_\_\_ Manual trans for leaks

### *Fuel:*

- \_\_\_\_\_ Fuel tank & plumbing for leaks
- \_\_\_\_\_ Fuel tank mounting

### *Tires/Wheels:*

- \_\_\_\_\_ Tire & wheel conditions
- \_\_\_\_\_ Lug nuts for torque

Tire Depth & Pressure					
/ 32	PSI	/ 32	PSI	/ 32	PSI
		/ 32	PSI	/ 32	PSI
		/ 32	PSI	/ 32	PSI
		/ 32	PSI	/ 32	PSI
/ 32	PSI	/ 32	PSI	/ 32	PSI
		/ 32	PSI	/ 32	PSI
		/ 32	PSI	/ 32	PSI
		/ 32	PSI	/ 32	PSI

### *Driveline:*

- \_\_\_\_\_ Driveline u-joints & yokes
- \_\_\_\_\_ Driveline carrier bearings
- \_\_\_\_\_ Differential oil level & leaks

### *Front Axle:*

- \_\_\_\_\_ Front spring & shock condition
- \_\_\_\_\_ Front wheel bearings & king pins
- \_\_\_\_\_ Ball joints
- \_\_\_\_\_ Torsion Bars

### *Rear Axle:*

- \_\_\_\_\_ Rear spring condition
- \_\_\_\_\_ Rear spring torque tubes & shocks
- \_\_\_\_\_ Axle flanges for leaks & tightness



\_\_\_\_\_ Frame rails & cross members

\_\_\_\_\_ Tie Rods and Ends

*Brakes:*

\_\_\_\_\_ Brake condition (amount of material)

\_\_\_\_\_ Brake adjustment & operation

\_\_\_\_\_ Air brake valves & tanks

\_\_\_\_\_ Lubricate brake pedal pivot pin

\_\_\_\_\_ Drain air tanks & check air dryer

\_\_\_\_\_ Air brake lines & chambers

\_\_\_\_\_ Air brake leaks & buildup

\_\_\_\_\_ Hydraulic brakes for leaks

\_\_\_\_\_ Hydraulic brake components

\_\_\_\_\_ Hydro-Vac operation & mounting

\_\_\_\_\_ Parking brake operation

*Exhaust system:*

\_\_\_\_\_ Exhaust System & Muffler

## **CAB AND BODY**

*Cab:*

\_\_\_\_\_ Cab mounting & Tilt mechanism

\_\_\_\_\_ Cab frame & sheet metal

\_\_\_\_\_ Cab hoist motor sol volt drop \_\_\_\_\_ V

\_\_\_\_\_ Door mounting & latches

\_\_\_\_\_ Cab glass condition

\_\_\_\_\_ Cab seat condition & mounting

\_\_\_\_\_ Seat belt condition & mounting

\_\_\_\_\_ Steering wheel mounting & alignment

\_\_\_\_\_ Horn operation

\_\_\_\_\_ Throttle controls & linkage

\_\_\_\_\_ Window operation

\_\_\_\_\_ Auto trans shift controls

\_\_\_\_\_ Manual trans shift controls

\_\_\_\_\_ Clutch pedal linkage

\_\_\_\_\_ Clutch pedal free play

\_\_\_\_\_ Windshield wipers & washers

\_\_\_\_\_ Mirror condition, mounting, & function

*Body:*

\_\_\_\_\_ Compartment door latches

\_\_\_\_\_ Compartment door & hinge condition

\_\_\_\_\_ Body compartment condition

\_\_\_\_\_ Step & auxiliary equipment condition

\_\_\_\_\_ Ladder Rack Fluid

\_\_\_\_\_ Grab handles

## **CAB AND BODY ELECTRICAL**

\_\_\_\_\_ Headlights & high beams

\_\_\_\_\_ Parking & clearance lights

\_\_\_\_\_ Tail & stop lights

\_\_\_\_\_ Backup lights & alarm

\_\_\_\_\_ Turn signal & hazard operation

\_\_\_\_\_ Cab spot lights operation

\_\_\_\_\_ Auxiliary light operation

\_\_\_\_\_ Front warning lights

\_\_\_\_\_ Rear warning lights

\_\_\_\_\_ Front beacon lights

\_\_\_\_\_ Intersection warning lights

\_\_\_\_\_ Body deck lights

\_\_\_\_\_ Compartment lights

\_\_\_\_\_ Siren operation & mounting

\_\_\_\_\_ Siren solenoid voltage drop \_\_\_\_\_ V

           Do Not Move light

## CAB AND BODY CLIMATE SYSTEMS

\_\_\_\_ Check A/C operation (conditions permitting)

\_\_\_\_ Check for visible signs of leakage

\_\_\_\_\_ Check A/C sight glass

\_\_\_\_ Heater & defroster operation

           Check A/C hoses and routing

\_\_\_ Check compressor and mounting

## ROAD AND OPERATIONAL TEST

\_\_\_\_\_ Engine oil pressure

### Drive line vibration

Engine coolant temperature

\_\_\_\_\_ Air compressor operation

### Tachometer operation

\_\_\_\_ Air compressor governor setting

Auto trans shifting

\_\_\_\_ Speedometer operation

## Clutch release & operation

\_\_\_\_\_ Shimmy or front end noises

## Manual trans shifting

\_\_\_\_\_ Clutch fan or shutter operation

### Brake operation

\_\_\_\_ Engine brake / retarder

## Comments



## CAFS COMPRESSOR PERFORMANCE TEST

Date: \_\_\_\_\_ Work Order: \_\_\_\_\_ Technician: \_\_\_\_\_

Department/Station: \_\_\_\_\_ Unit Number: \_\_\_\_\_

Work Location: ☐ Service Center ☐ Station ☐ Other \_\_\_\_\_**Apparatus**

Mfg \_\_\_\_\_

Model \_\_\_\_\_

Mfg Serial No. \_\_\_\_\_

Hourmeter \_\_\_\_\_

**Chassis**

Make \_\_\_\_\_

Model \_\_\_\_\_

VIN \_\_\_\_\_

Odometer \_\_\_\_\_

Compressor make: \_\_\_\_\_ Model: \_\_\_\_\_

Compressor rate capacity at 125 psi (862 kPa): \_\_\_\_\_ SCFM

Compressor drive: ☐ Belt ☐ Engine ☐ PTO ☐ Hydraulic

If engine, Make: \_\_\_\_\_ Model: \_\_\_\_\_

Test Device: \_\_\_\_\_ Air flow Meter: \_\_\_\_\_ Fixed orifice: \_\_\_\_\_ (size)

**Compressor Run Test:**

Time	Air Pressure	Air Flow (SCFM)	Compressor Temperature
Start			
5 Minutes			
10 Minutes			
15 Minutes			
20 Minutes			

Maximum air pressure: psi \_\_\_\_\_

**Pressure Balance Test:**

<b>Time</b>	<b>Water Pressure</b>	<b>Air Pressure</b>	<b>Percent difference</b>
At test start			
With air flowing			
After 5 minutes			

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

Tested by: \_\_\_\_\_ Date: \_\_\_\_\_



## Low Voltage Electrical System Performance Test

Date: \_\_\_\_\_ Work Order: \_\_\_\_\_ Technician: \_\_\_\_\_  
Department/Station: \_\_\_\_\_ Unit Number: \_\_\_\_\_  
Work Location: ☐ Service Center ☐ Station ☐ Other \_\_\_\_\_

**Apparatus**

Mfg \_\_\_\_\_

Model \_\_\_\_\_

Mfg Serial No. \_\_\_\_\_

Hourmeter \_\_\_\_\_

**Chassis**

Make \_\_\_\_\_

Model \_\_\_\_\_

VIN \_\_\_\_\_

Odometer \_\_\_\_\_

Number of batteries: \_\_\_\_\_ Voltage: \_\_\_\_\_

Battery manufacturer: \_\_\_\_\_ Size/Model: \_\_\_\_\_

**BATTERY TESTS**

Battery Rated CCA: \_\_\_\_\_ Open circuit voltage(s) before testing: \_\_\_\_\_

Conductivity test results: CCA value(s) \_\_\_\_\_ Pass ☐ Fail ☐

Or Load test results: Test current: \_\_\_\_\_ Battery temperature: \_\_\_\_\_ °F (°C)

Minimum allowed voltage: \_\_\_\_\_

Terminal Voltage(s): \_\_\_\_\_ Pass ☐ Fail ☐**STARTER WIRING TEST**Voltage drop in positive (+) lead: \_\_\_\_\_ Pass ☐ Fail ☐Voltage drop in negative (-) lead: \_\_\_\_\_ Pass ☐ Fail ☐**ALTERNATOR TEST**

Alternator Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_

Alternator Nameplate Rating: \_\_\_\_\_

Alternator Test Output: \_\_\_\_\_ Pass ☐ Fail ☐

Voltage drop in positive (+) lead \_\_\_\_\_ Pass ☐ Fail ☐

Voltage drop in negative (-) lead: \_\_\_\_\_ Pass ☐ Fail ☐

### REGULATOR TEST

Regulator Temperature: \_\_\_\_\_

Regulator Voltage, Minimum Load: \_\_\_\_\_ Pass ☐ Fail ☐

Regulator Voltage, Loaded: \_\_\_\_\_ Pass ☐ Fail ☐

### BATTERY CHARGER/CONDITIONER TEST

Float Voltage: \_\_\_\_\_ Pass ☐ Fail ☐

### TOTAL CONTINUOUS LOAD TEST

Battery Voltage at Start of Test: \_\_\_\_\_

Battery Voltage at End of Test: \_\_\_\_\_ Pass ☐ Fail ☐

### SOLENOID AND POWER RELAY TEST

Device Tested: _____	Voltage Drop: _____	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Device Tested: _____	Voltage Drop: _____	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Device Tested: _____	Voltage Drop: _____	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Device Tested: _____	Voltage Drop: _____	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Device Tested: _____	Voltage Drop: _____	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Device Tested: _____	Voltage Drop: _____	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Device Tested: _____	Voltage Drop: _____	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Device Tested: _____	Voltage Drop: _____	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Device Tested: _____	Voltage Drop: _____	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Device Tested: _____	Voltage Drop: _____	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Device Tested: _____	Voltage Drop: _____	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

Comments on low voltage system performance test: \_\_\_\_\_

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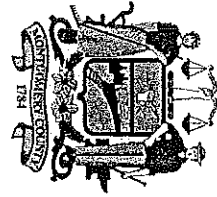
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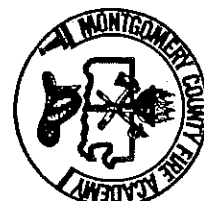
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# Montgomery County Pennsylvania Fire Advisory Board



## Certificate Of Completion

THIS IS TO CERTIFY THAT  
**Mack Brooks, Jr.**

HAS SATISFACTORILY COMPLETED A 24 HOUR COURSE OF INSTRUCTION IN

**HALE PUMP MAINTENANCE & OPERATION**

CONDUCTED AT

**MONTGOMERY COUNTY FIRE ACADEMY**

*Robert M. Greenberg, Jr.*

*Linda M. Greenberg*

DIRECTOR, FIRE ACADEMY

SECRETARY, FIRE ADVISORY BOARD

*Richard L. Williams*

DATE

**7-13-06**

CHAIRMAN, FIRE ADVISORY BOARD

COURSE COORDINATOR

*[Signature]*

# HALE PRODUCTS, INC.

## Pump Maintenance and Operations

We hereby certify that

*William Brook*

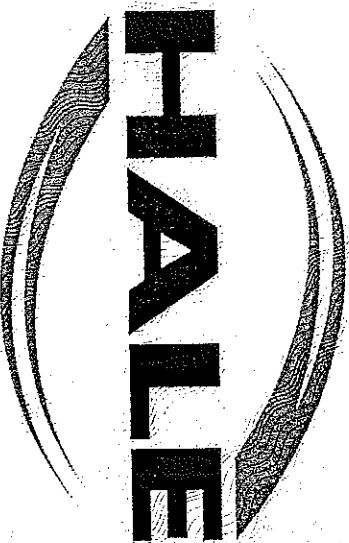
Has successfully completed a 24 hour course in Centrifugal Fire Pump  
Maintenance and Repair

Awarded this day July 13, 2006 by

*Ric Tull*

Ric Tull, Manager of Product Training

Certification valid for two years





# CERTIFICATE of COMPLETION

This certificate is awarded to

M. William Brooks

of

Singer Associates

In recognition of Completion of Basic Service Training at

Medtec Ambulance Corporation

Sheila McGee

Customer Service/Warranty Coordinator

Date

4-20-05

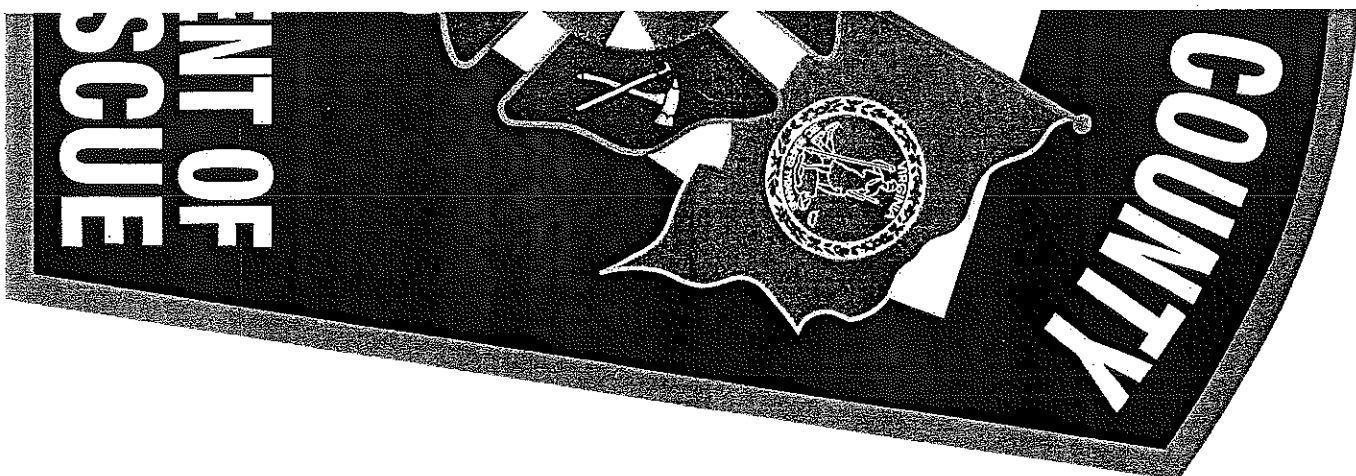
**MEDTEC**<sup>TM</sup>

Jim Carney

Customer Service/Warranty Technician

Date

7-20-05



**SHERIFF'S OFFICE**

**ALBEMARLE COUNTY**

# Certificate of Participation

**This certificate is awarded to**

Bill Brooks

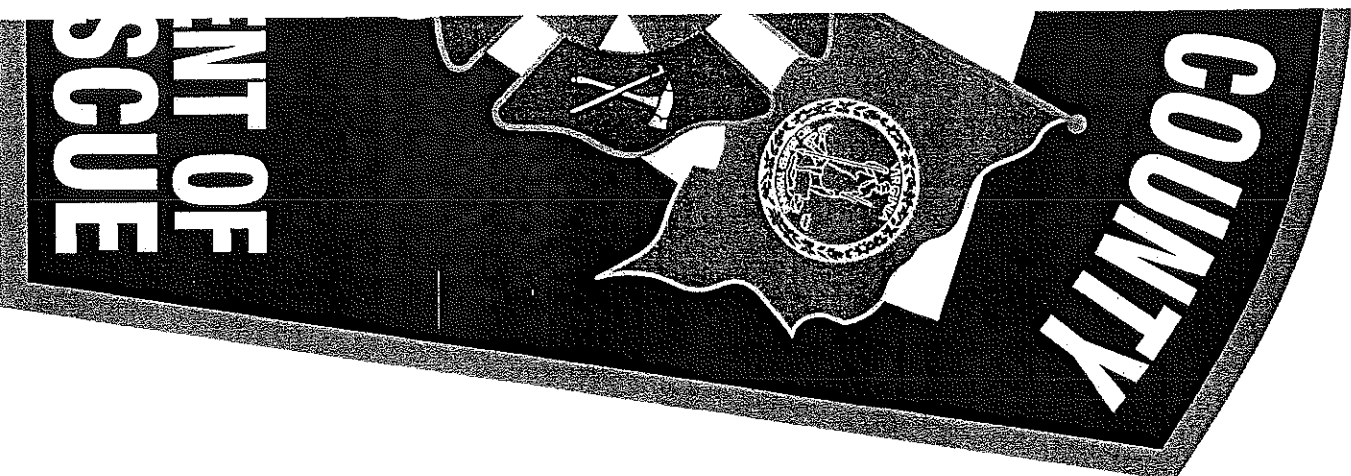
**in recognition of valuable participation in the**

CAFS Train-the-Trainer Course

Given on this 28<sup>th</sup> day of April 2006.

M. Scott Lambert  
Battalion Chief, Training

J. Dan Eggleston  
Chief



**FIRE RESCUE**

**ALBEMARLE COUNTY**

# Certificate of Participation

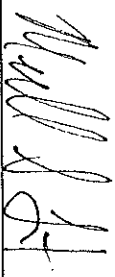
**This certificate is awarded to**

Bill Brooks

**in recognition of valuable participation in the**

CAFS Pump Operators Course

Given on this 29<sup>th</sup> day of April 2006.



M. Scott Lambert  
Battalion Chief, Training



J. Dan Eggleston  
Chief

**WATEROUS**

*Fire Pumps - Since 1886*

# Waterous Fire Pump Seminar

## Certificate of Attendance

*This is to Certify that*

*Bill Brooks*

*Attended 34 hours of the Fire Pump Training Seminar  
November 7-11, 2005 at Waterous Company  
in the State of Minnesota*

*Al Hanger*  
President, Waterous Company

*Madley S. Anderson*  
Service Manager, Waterous Company  
*Bill Brooks*  
Waterous Instructor

CERTIFICATE of COMPLETION

This certificate is awarded to

M. William Brooks

of  
Singer Associates

In recognition of Completion of Basic Service Training at  
Medtec Ambulance Corporation

**MEDTEC**<sup>TM</sup>

_____ Sheila McGee Customer Service/Warranty Coordinator	_____ 9-20-05
_____ for [Signature] Jim Carney Customer Service/Warranty Technician	_____ 9-20-05

The Customer Service staff of

# *Pierce Manufacturing Inc.*

hereby certify that

**William Brooks**

has attended the

## **Chassis Electrical Training**

conducted 10/4/2005 through 10/5/2005.



Authorized Sales and Service

*David Hargbell*

Director of Training

The Customer Service staff of

# *Pierce Manufacturing Inc.*

hereby certify that

**William Brooks**

has attended the

## **Command Zone Training**

conducted 10/6/2005 through 10/7/2005.



Authorized Sales and Service

*David Hargrett*

Director of Training

The Customer Service staff of

*Pierce Manufacturing Inc.*

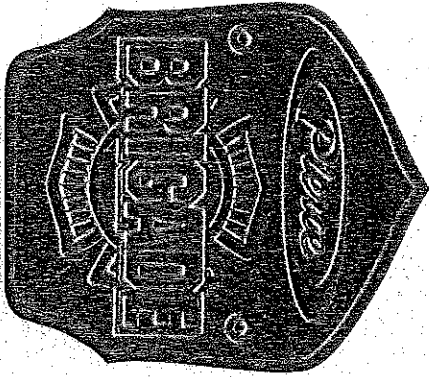
hereby certify that

**Bill Brooks**

has attended the

## **New Truck Delivery Training**

conducted 1/19/11 through 1/19/11.



*Daniel Bailey*  
Daniel Bailey, Training Coordinator

*Pierce*

Authorized Sales and Service



The Customer Service staff of

*Pierce Manufacturing Inc.*

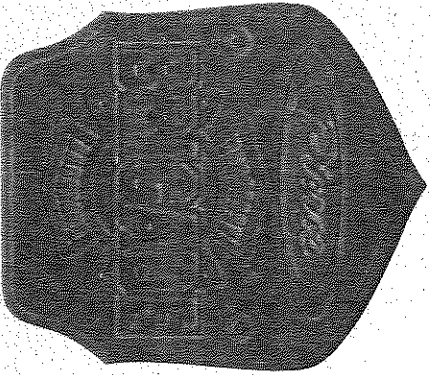
hereby certify that

**William Brooks**

has attended the

**TAK-4 Maintenance & Troubleshooting**

**conducted 6/19/2012 through 6/20/2012**



*Daniel Bailey*  
Daniel Bailey, Training Coordinator

*Pierce*

# EMERGENCY VEHICLE TECHNICIAN

CERTIFICATION COMMISSION, INC.

## Calvin Butler IV

is certified in the areas listed below:

Expires:

Maintenance, Inspection, & Testing of Fire Apparatus

10/16/2015

Design & Performance Standards of Fire Apparatus

10/17/2014

Fire Pumps and Accessories

11/19/2014

Fire Apparatus Electrical Systems

06/04/2016

Aerial Fire Apparatus

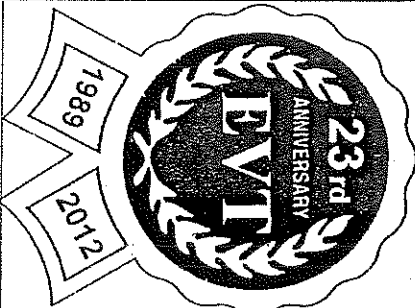
10/15/2016

Allison Automatic Transmissions

06/02/2017

Foam Systems

06/02/2017



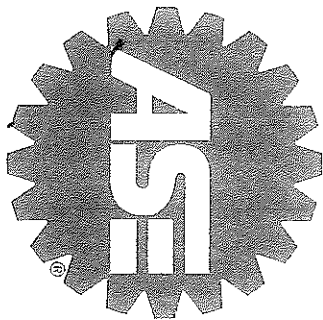
*Stephen Wilde*

Stephen Wilde, President

FOLD ALONG PERFORATION TO REMOVE CERTIFICATE

ASE-2057-7118

1222 C



National Institute for  
**AUTOMOTIVE  
SERVICE  
EXCELLENCE**

*Be it known that*

**CALVIN S BUTLER IV**

has successfully passed the examinations and met the work experience requirement prescribed by the National Institute for Automotive Service Excellence and is hereby ASE CERTIFIED in the service areas listed below.

**MEDIUM/HEAVY TRUCK TECHNICIAN**

AREAS OF DEMONSTRATED ACHIEVEMENT	EXPIRES
DIESEL ENGINES	JUNE 30, 2016
DRIVE TRAIN	JUNE 30, 2016
BRAKES	DECEMBER 31, 2015
SUSPENSION AND STEERING	DECEMBER 31, 2015
ELECTRICAL/ELECTRONIC SYSTEMS	JUNE 30, 2016

GIVEN THIS 30TH DAY OF JUNE 2011, AT LEESBURG, VIRGINIA

ASE-2057-7118

ASE IDENTIFICATION NUMBER

*Timothy A. Zinke*  
TIMOTHY A. ZINKE, President

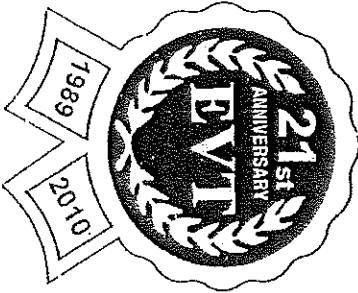
# EMERGENCY VEHICLE TECHNICIAN

CERTIFICATION COMMISSION, INC.

**Calvin Butler IV**

is certified in the areas listed below:

Maintenance, Inspection, & Testing of Fire Apparatus	Expires:
Design & Performance Standards of Fire Apparatus	10/16/2015
Fire Pumps and Accessories	10/17/2014
	11/19/2014



*Stephen Wilde*  
\_\_\_\_\_  
Stephen Wilde, President

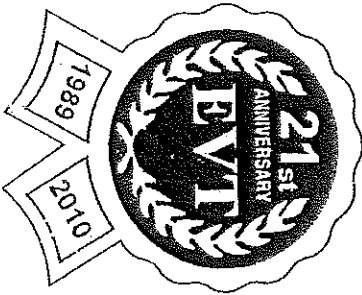
# EMERGENCY VEHICLE TECHNICIAN

CERTIFICATION COMMISSION, INC.

**Calvin Butler IV**

is certified in the areas listed below:

Maintenance, Inspection, & Testing of Ambulances	Expires:
Design & Performance Standards of Ambulances	10/16/2015
	10/17/2014



*Stephen Wilde*  
Stephen Wilde, President



National Institute for  
**AUTOMOTIVE  
SERVICE  
EXCELLENCE**

*Be it known that*

**CALVIN S BUTLER IV**

has successfully passed the examinations and met the experience requirement prescribed by the National Institute for Automotive Service Excellence and is awarded this CERTIFICATE in evidence of COMPETENCE in the service areas listed below:

**MEDIUM/HEAVY TRUCK TECHNICIAN**

AREAS OF DEMONSTRATED COMPETENCE

EXPIRES

**BRAKES**

**DECEMBER 31, 2015**

**SUSPENSION AND STEERING**

**DECEMBER 31, 2015**

\*\*\* \*\* \*\* \*\* \*\*

GIVEN THIS 31ST DAY OF DECEMBER 2010, AT LEESBURG, VIRGINIA

**HS6KW9XK2BUTLE**  
IDENTIFICATION NUMBER

*Timothy A. Zick*  
TIMOTHY A. ZICK, President



The Customer Service staff of

*Pierce Manufacturing Inc.*

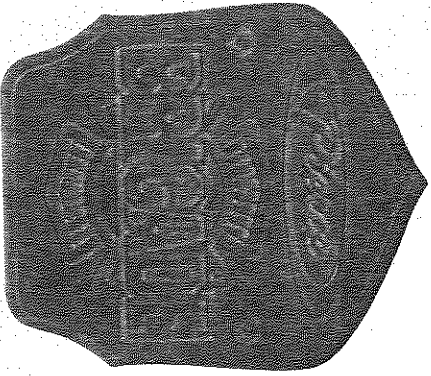
hereby certify that

**Calvin Butler**

has attended the

**Command Zone II**

**conducted 4/24/2012 through 4/25/2012**



*Daniel Bailey*

Daniel Bailey, Training Coordinator

*Pierce*

The Customer Service staff of

*Pierce Manufacturing Inc.*

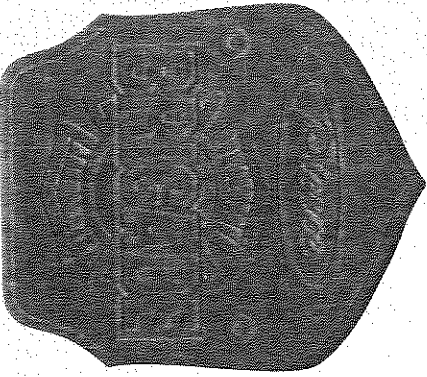
hereby certify that

**Calvin Butler**

has attended the

**SRP / Frontal**

**conducted 7/17/2012 through 7/18/2012**



*Daniel Bailey*

Daniel Bailey, Training Coordinator

*Pierce*



The Customer Service staff of

*Pierce Manufacturing Inc.*

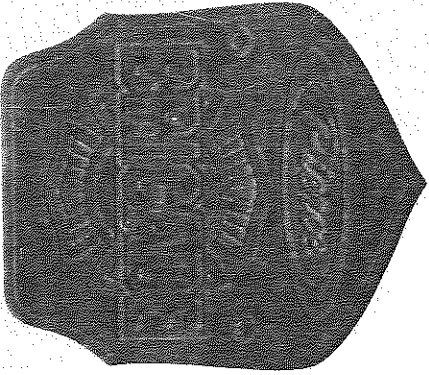
hereby certify that

**Calvin Butler**

has attended the

**CAFS & Husky Maintenance**

**conducted 6/5/2012 through 6/6/2012**



*Daniel Bailey*

Daniel Bailey, Training Coordinator

*Pierce*

The Customer Service staff of

*Pierce Manufacturing Inc.*

hereby certify that

**Calvin Butler**

has attended the

**PUC Maintenance Training**

conducted 10/29/2010 through 10/29/2010



*Daniel Bailey*  
Daniel Bailey, Training Coordinator

The Customer Service staff of

*Pierce Manufacturing Inc.*

hereby certify that

**Calvin Butler**

has attended the

**Chassis Electrical Training**

conducted 10/27/2010 through 10/28/2010



*Daniel Bailey*  
Daniel Bailey, Training Coordinator

The Customer Service staff of

*Pierce Manufacturing Inc.*

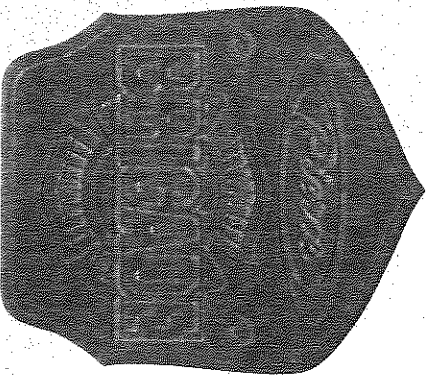
hereby certify that

**Calvin Butler**

has attended the

**TAK-4 Maintenance & Troubleshooting**

**conducted 6/19/2012 through 6/20/2012**



*Daniel Bailey*

Daniel Bailey, Training Coordinator

*Pierce*

The Customer Service staff of

*Pierce Manufacturing Inc.*

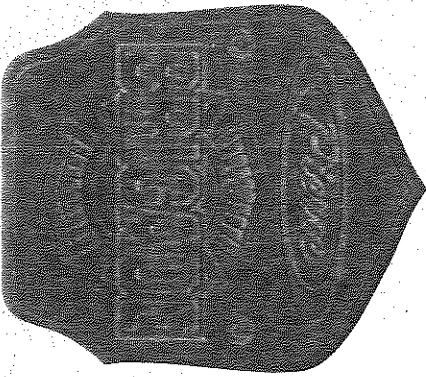
hereby certify that

**Calvin Butler**

has attended the

**Aerial Maintenance**

**conducted 5/22/2012 through 5/23/2012**



*Daniel Bailey*

Daniel Bailey, Training Coordinator

*Pierce*

# EMERGENCY VEHICLE TECHNICIAN

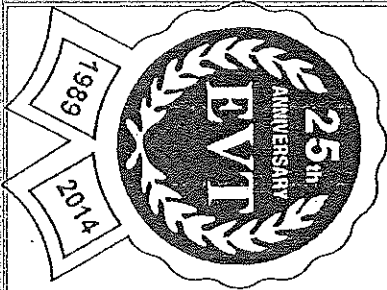
CERTIFICATION COMMISSION, INC.

**Eric Lohman**

is certified in the areas listed below:

Expires:

Maintenance, Inspection, & Testing of Fire Apparatus	06/06/2019
Design & Performance Standards of Fire Apparatus	06/06/2019
Fire Pumps and Accessories	10/17/2019
Fire Apparatus Electrical Systems	10/19/2018
Advanced Electrical Systems	10/17/2019



Stephen Wilde, President

*Stephen Wilde*

# EMERGENCY VEHICLE TECHNICIAN

CERTIFICATION COMMISSION, INC.

**Eric Lohman**

is certified in the areas listed below:

Law Enforcement Vehicle Installation Technician

Expires:

06/04/2016



*Stephen Wilde*  
Stephen Wilde, President



# Commonwealth of Virginia

## Virginia Department of Fire Programs Fire Services Board

*This certificate of Attendance is awarded to*

ANTHONY W. PACK

*as evidence of satisfactory completion of the*

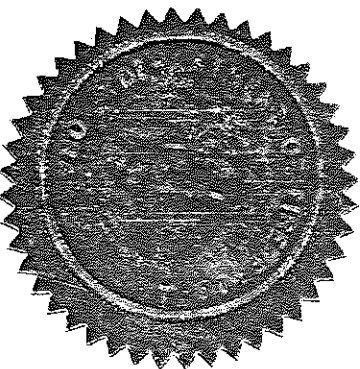
### *Emergency Vehicle Operator Course*



*requirements as prescribed by the Virginia Department of Fire Programs and the*

*Virginia Fire Services Board in testimony whereof this certificate is awarded*

*this* 13th *day of* October, 2002

THE AGENCY ISSUING THIS CERTIFICATE IS ACCREDITED UNDER THE  
NATIONAL PROFESSIONAL QUALIFICATIONS SYSTEM ESTABLISHED BY  
THE NATIONAL BOARD ON FIRE SERVICE PROFESSIONAL  
QUALIFICATIONS  
Certificate # 2 - 03071 - EVOC S3



  
\_\_\_\_\_  
DIRECTOR OF THE DEPARTMENT OF FIRE PROGRAMS  
  
\_\_\_\_\_  
TRAINING AND PROGRAMS MANAGER



# Commonwealth of Virginia

## Virginia Department of Fire Programs Virginia Fire Services Board

*This certificate is awarded to*

**ANTHONY W PACK**

*as evidence of satisfactory completion of the*

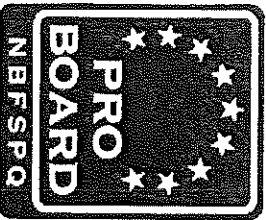
**DRIVER/OPERATOR - AERIAL NFPA 1002-03**

*course requirements as prescribed by the Virginia Department of Fire Programs  
and the Virginia Fire Services Board*

*31st day of October, 2010*

**PWC - 11-870 Total Hours: 48**

The agency issuing this certificate is accredited under the  
National Professional Qualifications System established By  
the National Board on Fire Service  
Professional Qualifications, Inc.

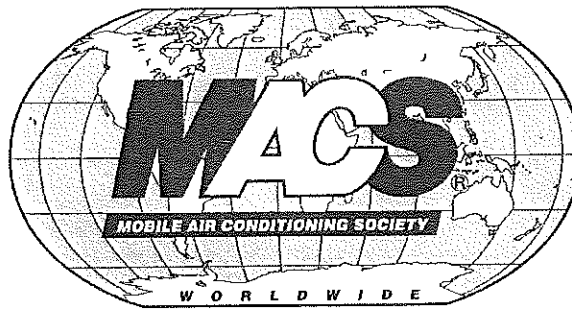


Fire Chief

*Steven J. Lee*

Captain of Training

*Richard A. Parnell Jr.*



**4/12/2011**

**977795**

**Anthony Pack**

**Luck Stone**

**has successfully completed training in CFC-12/HFC-134a  
refrigerant recycling and service procedures offered  
by the Mobile Air Conditioning Society Worldwide, as  
required by Section 609 Of the Clean Air Act.**



A handwritten signature in black ink, appearing to read 'Elvis Hoffpauir', written over a horizontal line.

**Elvis Hoffpauir, President**

The Customer Service staff of

*Pierce Manufacturing Inc.*

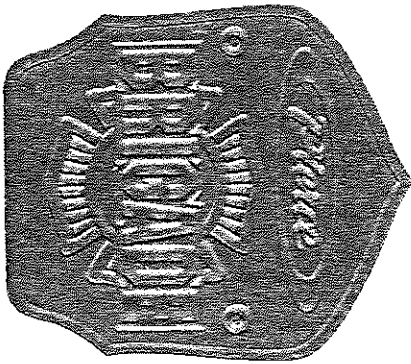
hereby certify that

**Anthony Pack**

has attended the

**CAFS & Husky Maintenance**

**conducted 6/5/2012 through 6/6/2012**



*Daniel Bailey*  
Daniel Bailey, Training Coordinator

**Pierce**

Authorized Sales and Service



# Basic Operator Training Certificate

This certificate acknowledges that

*Anthony Pace*

*Name of Applicant*

Satisfactorily completed the Basic Lift Truck operator training program for the type of lift trucks listed below.

Gas, LP-Gas, Diesel Trucks  
Low Lift Motorized Hand Trucks  
Electric Sit-Down Riders  
Electric Stand-Up Riders

*December 21, 2012*      *December 21, 2015*

Date of Completion

Date of Expiration

*Atlantic Emergency Solutions*

Company

This certificate issued by:  
McCall Handling Company

N/A  
Department

8801 Wise Avenue  
Baltimore, Md. 21222

**Rusty Smith**  
Instructor

The Customer Service staff of

# Pierce Manufacturing Inc.

hereby certify that

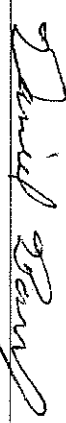
**Anthony Pack**

has passed all training requirements needed to be a

**Pierce Master Technician**

expires 12/2015



  
Daniel Bailey, Training Coordinator

**Pierce**

Authorized Sales and Service

The Customer Service staff of

*Pierce Manufacturing Inc.*

hereby certify that

**Anthony Pack**

has attended the

**Chassis Electrical**

**conducted 4/10/2012 through 4/11/2012**



*Daniel Bailey*  
Daniel Bailey, Training Coordinator

**Pierce**

Authorized Sales and Service

The Customer Service staff of

*Pierce Manufacturing Inc.*

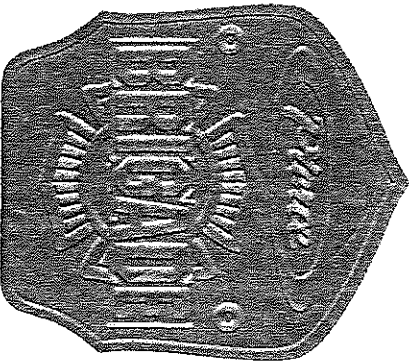
hereby certify that

**Anthony Pack**

has attended the

**SRP / Frontal**

**conducted 7/17/2012 through 7/18/2012**



*Daniel Bailey*  
Daniel Bailey, Training Coordinator

*Pierce*

Authorized Sales and Service

The Customer Service staff of

*Pierce Manufacturing Inc.*

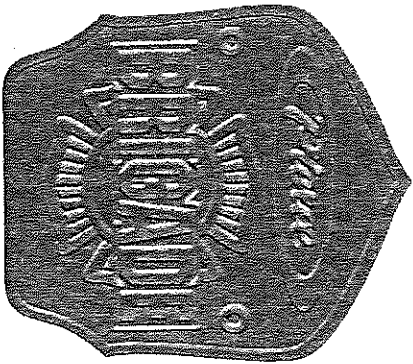
hereby certify that

**Anthony Pack**

has attended the

**Command Zone II**

**conducted 4/24/2012 through 4/25/2012**



*Daniel Bailey*  
Daniel Bailey, Training Coordinator

*Pierce*

Authorized Sales and Service



The Customer Service staff of

*Pierce Manufacturing Inc.*

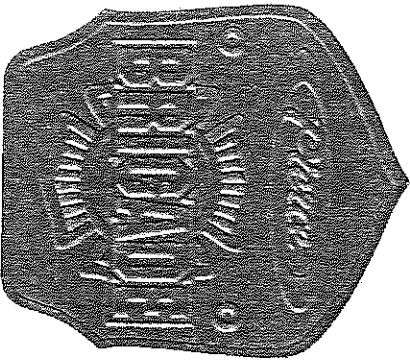
hereby certify that

**Anthony Pack**

has attended the

**Aerial Maintenance**

**conducted 5/22/2012 through 5/23/2012**



*Daniel Bailey*  
Daniel Bailey, Training Coordinator

**Pierce**

Authorized Sales and Service

The Customer Service staff of

*Pierce Manufacturing Inc.*

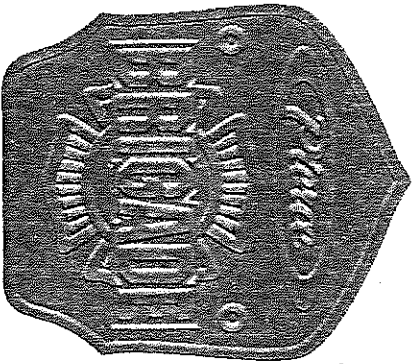
hereby certify that

**Anthony Pack**

has attended the

**Chassis Electrical**

**conducted 4/10/2012 through 4/11/2012**



*Daniel Bailey*  
Daniel Bailey, Training Coordinator

*Pierce*

Authorized Sales and Service

The Customer Service staff of

*Pierce Manufacturing Inc.*

hereby certify that

**Anthony Pack**

has attended the

**TAK-4 Maintenance & Troubleshooting**

conducted 6/19/2012 through 6/20/2012



*Daniel Bailey*  
Daniel Bailey, Training Coordinator

**Pierce**

Authorized Sales and Service

The Customer Service staff of

*Pierce Manufacturing Inc.*

hereby certify that

**Anthony Pack**

has attended the

**Aerial Maintenance**

**conducted 5/22/2012 through 5/23/2012**



*Daniel Bailey*  
Daniel Bailey, Training Coordinator

**Pierce**

Authorized Sales and Service

**Atlantic Emergency Solutions Inc**  
**12351 Randolph ridge Ln**

**Manassas VA 20109- -**

**13088**

**2015 Business License**  
**CHARLOTTESVILLE – CITY LICENSE**

**Effective January 1, 2015 - December 31, 2015**

**LICENSE DESCRIPTION OR CLASSIFICATION**

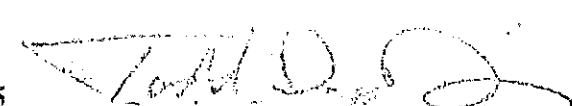
**Repair**



Legal Name : **Atlantic Emergency Solutions Inc**  
Trade Name : **Atlantic Emergency Solutions Inc**  
Location : **925 West St**

**03/04/2015**

Date

  
Commissioner of Revenue/Deputy

THIS LICENSE MUST BE PUBLICLY DISPLAYED AS PROVIDED BY LAW



# COUNTY OF PRINCE WILLIAM, VIRGINIA 2015 BUSINESS LICENSE

 LICENSE NO.  
 15L13070

BUSINESS NAME AND LOCATION	OWNER NAME AND ADDRESS	
ATLANTIC EMERGENCY SOLUTIONS INC 12351 RANDOLPH RIDGE LN MANASSAS, VA 20109-5213	ATLANTIC EMERGENCY SOLUTIONS INC 12351 RANDOLPH RIDGE LN MANASSAS, VA 20109-5213	
WHEN INQUIRING ABOUT THIS LICENSE, REFER TO THIS ACCOUNT NUMBER      99530572		
TYPE OF BUSINESS	DATE ISSUED	VALID THROUGH
WHOLESALE MERCHANT AUTOMOBILES AND OTHER MOTOR VEHICLES	March 6, 2015	March 1, 2016

THIS LICENSE IS NON-TRANSFERABLE

THIS LICENSE MUST BE PUBLICLY DISPLAYED AS PROVIDED BY LAW

**COUNTY OF PRINCE WILLIAM, VIRGINIA  
2015 BUSINESS LICENSE**LICENSE NO.  
15L13068**BUSINESS NAME AND LOCATION**ATLANTIC EMERGENCY SOLUTIONS INC  
12351 RANDOLPH RIDGE LN  
MANASSAS, VA 20109-5213**OWNER NAME AND ADDRESS**ATLANTIC EMERGENCY SOLUTIONS INC  
12351 RANDOLPH RIDGE LN  
MANASSAS, VA 20109-5213

WHEN INQUIRING ABOUT THIS LICENSE, REFER TO THIS ACCOUNT NUMBER

99530572

**TYPE OF BUSINESS**

DATE ISSUED

VALID THROUGH

BUSINESS - PERSONAL - REPR & OTHER SVC  
SERVICES - OTHER SERVICES NOT ELSEWHERE

March 6, 2015

March 1, 2016

THIS LICENSE IS NON-TRANSFERABLE

# Commonwealth of Virginia



## State Corporation Commission

*I Certify the Following from the Records of the Commission:*

Atlantic Emergency Solutions, Inc. is a corporation existing under and by virtue of the laws of Virginia, and is in good standing.

The date of incorporation is August 02, 2010.

Nothing more is hereby certified.



*Signed and Sealed at Richmond on this Date:  
August 4, 2010*

*Joel H. Peck*  
Joel H. Peck, Clerk of the Commission



ACORD™

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/11/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		CONTACT NAME:	
BB&T Insurance Services, Inc.		PHONE (A/C, No, Ext): 757 490-1273	
1 Columbus Center Suite 202		FAX (A/C, No): 888 751-2995	
Virginia Beach, VA 23462		E-MAIL ADDRESS:	
757 490-1273		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Selective Insurance Company of	
		INSURER B: Selective Way Insurance Company	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
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THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			S2042866	08/27/2014	08/27/2015	EACH OCCURRENCE \$1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$15,000
							PERSONAL & ADV INJURY \$1,000,000
							GENERAL AGGREGATE \$2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$2,000,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC						\$
A	AUTOMOBILE LIABILITY			S2042866	08/27/2014	08/27/2015	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						\$
	<input checked="" type="checkbox"/> NON-OWNED AUTOS						\$
A	UMBRELLA LIAB			S2042866	08/27/2014	08/27/2015	EACH OCCURRENCE \$10,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB						AGGREGATE \$10,000,000
	<input type="checkbox"/> CLAIMS-MADE						\$
	DED <input checked="" type="checkbox"/> RETENTION \$0						\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WC7985764	08/27/2014	08/27/2015	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$500,000
							E.L. DISEASE - POLICY LIMIT \$500,000
A	Garage Liability			S2042866	08/27/2014	08/27/2015	See Description Below
	Garage Phys Dmg						Comp Ded: \$250/\$1,000
							Collision Ded: \$500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Reference: Any and all operations to which this insurance applies.

Louisa County is included as Additional Insured with respect to General Liability Coverage as required by written contract.

(See Attached Descriptions)

CERTIFICATE HOLDER	CANCELLATION
Louisa County PO Box 160 Louisa, VA 23093	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE
	Charvange A. Drake

**DESCRIPTIONS (Continued from Page 1)**

**\*\* Supplemental Name \*\* Bear-Kat Manufacturing, LLC**

**\*\* Workers Comp Information \*\* Voluntary Compensation; Other States Coverage**

**\*\* Garage Liability \*\* Each Accident Other Than Auto Only: \$1,000,000 / Aggregate Limit: \$3,000,000**

**EXHIBIT 2 Fluvanna County Pricing List**

Dept	Description	Year/Name	VIN	Quarterly Service	Bi-Annual pm	Annual pm service
Fire Department	95 Ford Brush	1996 FORD F-SUPER DUTY - BRUSH-10	1FDLF47F2SEA48923		\$176.00	\$352.00
Fire Department	New Brushtruck BRUSH-10	New Brushtruck BRUSH-10	coming soon		\$176.00	\$352.00
Fire Department	2015 Pierce Pumper	New Engine 10	coming soon		\$704.00	\$880.00
Fire Department	2007 Pierce Pumper	2007 PIERCE FIRETRUCK - ENGINE-11	4P1CD01H77A007710		\$704.00	\$880.00
Fire Department	99 Freightliner Tanker	2000 FREIGHTLINER TANKER - TANKER-10	1FV68HD0YHB47324		\$704.00	\$880.00
Fire Department	2008 Ford Expedition	2008 Ford Expedition Command Vehicle - CAR-1			\$50.00	\$50.00
Fire Department	1998 Ford Explorer	1998 FORD EXPLORER - CAR-10	LFMZU34E6WUA95664		\$50.00	\$50.00
Fire Department	New CAR-10	New CAR-10	coming soon		\$50.00	\$50.00
Fire Department	2015 Ford F250	2015 Ford F250 First Responder/ Command Vehicle - CAR-11			\$50.00	\$50.00
Fire Department	2014 Ford 750 Crash Truck	2014 Ford 750 Crash Truck - SQUAD_10			\$704.00	\$792.00
Fire Department	Mobile Command Trailer	MOBILE COMMAND TRAILER	1R9US20285B295736	(generator)		\$176.00
Fire Department	01 Ford Attack	2001 FORD F-550 - ATTACK-20	1FDAF57F51ED77238		\$176.00	\$352.00
Fire Department	92 Darley Pumper	1992 SPARTAN PUMPER - ENGINE-20	4S7CT9L00PC007221		\$704.00	\$880.00
Fire Department	FIRE TRUCK pierce pumper-3208	2012 PIERCE IMPEL PUMPER TRUCK - ENGINE-21	4P1CJ01A0CA013208		\$880.00	\$880.00
Fire Department	2003 Pierce FL112 Freightliner Tanker (Fork Union)	2004 FREIGHTLINER FL112 TANKER - TANKER-20	1FVABGAS24HM33225		\$704.00	\$880.00
Fire Department	Ford F250	Ford F250 First Responder vehicle - New CAR-20	coming soon		\$50.00	\$50.00
Fire Department	98 Ford Crown Victoria (Txfr 7/1/06 Fr:Sheriff)	1999 FORD CROWN VICTORIA - CAR-21	2FAFP71W2XX132521		\$50.00	\$50.00
Fire Department	2009 Ford F150 XL (8964)	2009 FORD F-150XLT - CAR-30	1FTRW14879FB38964		\$50.00	\$50.00
Fire Department	98 Ford Attack	1998 FORD F-450 BRUSH-30	1FDXF47F6XEB23549		\$176.00	\$352.00
Fire Department	93 Darley Pumper	1992 SPARTAN FIRE TRUCK - ENGINE-30	4S7PT9S07NC005949		\$704.00	\$880.00
Fire Department	2010 Fire Truck - Kents Store - E31	2010 PIERCE FIRE TRUCK - ENGINE-31	4P1CJ01A3AA010512		\$880.00	\$880.00
Fire Department	2002 Pierce Kenworth Tanker (Kents Store)	2003 KENWORTH TANKER - TANKER-31	2NKMHZ8X63M392469		\$704.00	\$880.00
LMVFD	2014 Chevrolet Suburban	Car-50	1GNSFSE7ER156743		\$50.00	\$50.00
LMVFD	2000 Ford Crown Victoria	Car-51	2FAFP71W0YX110602		\$50.00	\$50.00
LMVFD	1998 Ford F-450 Brush Truck	Brush-50	1FDXF47F8XE98170		\$176.00	\$352.00
LMVFD	2006 Kenworth / Pierce Tanker	Tanker-50	2NKMHZ8X76M148673		\$704.00	\$880.00
LMVFD	2015 Pierce Impel	Engine-51	4P1BAAFF4FA014758		\$704.00	\$880.00
LMVFD	2006 Pierce Dash	Engine-52	4P1CD01E97A006743		\$704.00	\$880.00
LMVFD	1992 Pierce	Truck-53	4P1CA02GXRA000123		\$880.00	\$2,112.00
LMVS	2013 Road Rescue Ultra-Medic	Ambulance-554	1FDUF4HT3DEB78558		\$352.00	\$352.00
LMVS	2015 Road Rescue Ultra-Medic	Ambulance-555	1FDUF4HT9FEA99821		\$352.00	\$352.00
LMVS	2003 Ford Expedition	Response-5	1FMPU16L24LA30269		\$352.00	\$352.00
LMWRT	2005 Chevrolet 5500	Dive-5			\$352.00	\$352.00
LMWRT	1991 Chevrolet Suburban K2500	Support-56	1GNGV26K1MF141075		\$50.00	\$50.00
LMWRT	2012 Ford F550	WR-58	1FD0W5HTXCEB75630		\$352.00	\$352.00
FCRS	Unit 45 Palmyra	2003 Ford E-450	1FDXE45F33HB48164		\$352.00	\$352.00
FCRS	Unit 46 Kents Store	2001 Ford E-350	1FDWE35F4IHA87359		\$352.00	\$352.00
FCRS	Unit 47 Fork Union	2006 Ford	1FDXE45P36HB33712		\$352.00	\$352.00
FCRS	Unit 48 Kents Store	2008 Ford E-450	1FDXE45P68DA74424		\$352.00	\$352.00
FCRS	Unit 49 Palmyra	2011 Ford F-450	1FDUF4HT68EB15712		\$352.00	\$352.00
LMVRS	2007 Ford E-450 (AEV)	Ambulance-552	1FDXE45P97DA55929		\$352.00	\$352.00
LMVRS	Ford F-450 (PL Custom)	Ambulance-553	1FDAF47RX9EA89568		\$352.00	\$352.00
Company 1	97 United Trailer	HAZMAT TRAILER	48B500D1XW1029233			\$50.00
TOTAL:					\$12,620.00	\$20,174.00

## Exhibit 3

### COUNTY OF FLUVANNA

# **GENERAL TERMS, CONDITIONS AND** **INSTRUCTIONS TO BIDDERS AND** **CONTRACTORS**

## **GENERAL TERMS, CONDITIONS AND INSTRUCTIONS TO BIDDERS AND CONTRACTORS**

These General Terms, Conditions and Instructions to Bidders and Contractor (hereinafter referred to as the “General Conditions”) shall apply to all purchases and be incorporated into and be a part of each Solicitation (as defined below) and every Contract (as defined below) awarded by Fluvanna County, a political subdivision of the Commonwealth of Virginia (hereinafter referred to as the “County”) unless otherwise specified by the County in writing. Bidders, Offerors and Contractors or their authorized representatives are expected to inform themselves fully as to these General Conditions before submitting Bids or Proposals to and/or entering into any Contract with the County: failure to do so will be at the Bidder’s/Contractor’s own risk and except as provided by law, relief cannot be secured on the plea of error.

Subject to all Federal, State and local laws, policies, resolutions, regulations, rules, limitations and legislation, including the County’s Procurement Policies and Procedures, Bids or Proposals on all Solicitations issued by County will bind Bidders or Offerors, as applicable, and Contracts will bind Contractors, to all applicable terms, conditions, instructions, rules and requirements herein set forth unless otherwise SPECIFICALLY set forth by the County in writing in the Solicitation or Contract. All provisions of these General Conditions are material to any contract between the County and a Contractor.

### **INTRODUCTION**

1. **VIRGINIA PUBLIC PROCUREMENT ACT AND ETHICS IN PUBLIC CONTRACTING:** The Virginia Public Procurement Act of Virginia Code §§ 2.2-4300 *et seq.* (hereinafter the “VPPA”) is incorporated herein by reference. Nothing in these General Conditions is intended to conflict with the VPPA and in case of any conflict, the VPPA controls. Specifically, the provisions of Article 6 of the VPPA (Virginia Code §§ 2.2-4367 through 2.2-4377) relating to ethics in contracting, shall be applicable to all Solicitations and Contracts solicited or entered into by the County. By submitting their Bids or signing any Contract, all Bidders and Contractors certify that they have not violated any of the provisions of Article 6 of the VPPA, including, but not limited to, that their Bids are made without collusion or fraud and that they have not offered or received any kickbacks or inducements.
2. **DEFINITIONS:** The definitions of Virginia Code §§ 2.2-4301, 2.2-4302.1 and 2.2-4302.2 are specifically incorporated herein by reference and as used in these General Conditions, whether capitalized or not, any of such defined terms have the same meaning as such terms have under the VPPA: such defined terms include: “Affiliate”, “Best Value”, “Business”, “Competitive Negotiation”, “Competitive Sealed Bidding”, “Construction”, “Construction Management Contract”, “Design-Build Contract”, “Employment Services Organization”, “Goods”, “Informality”, “Job Order Contracting”, “Multiphase Professional Services Contract”, “Nonprofessional Services”, “Potential Bidder or Offeror”, “Professional Services”, “Public Body”, “Public Contract”, “Responsible Bidder or Offeror”, “Responsive Bidder”, “Reverse Auctioning” and

“Services”. Additionally, as used in these General Conditions, the following terms, whether capitalized or not, have the following meanings:

- a. Bid/Proposal: The offer of a Bidder or Offeror to provide specific Goods or Services at specified prices and/or other conditions specified in the Solicitation. The term “Bid” is used throughout these General Conditions and where appropriate includes the term “Proposal” or any modifications or amendments to any Bid or Proposal.
- b. Bidder/Offeror/Vendor: Any individual(s), company, firm, corporation, partnership or other organization bidding or offering on any Solicitation issued by the County and/or offering to enter into Contracts with the County. The term “Bidder” is used throughout these General Conditions and where appropriate includes the term “Offeror” and/or “Vendor”.
- c. Contract: Any contract to which the County will be a party.
- d. Contractor: Any individual(s), company, firm, corporation, partnership, or other organization to whom an award is made by the County or whom enters into any contract to which the County is a party.
- e. County: The County of Fluvanna, a political subdivision of the Commonwealth of Virginia, including where applicable all agencies and departments of the County.
- f. County Administrator: The Fluvanna County Administrator.
- g. County Attorney: The Fluvanna County Attorney.
- h. Purchasing Agent: The County Administrator is the County’s Purchasing Agent and is responsible for the purchasing activity of Fluvanna County; and has signatory authority to bind the County to all contracts and purchases made lawfully under the Fluvanna County Small Purchasing Procedures. The Purchasing Agent has signatory authority to bind the County to all other contracts and purchases only after the contracts or purchases have been approved by a vote of the Fluvanna County Board of Supervisors.
- i. General Terms, Conditions and Instructions to Bidders and Contractors (also referred to herein as the “General Conditions”): These General Terms, Conditions and Instructions to Bidders and Contractors shall be attached to and made a part of all Solicitations by the County and all Contracts to which the County is party.
- j. His: Any references to “his” shall include his, her, their, or its as appropriate.
- k. Invitation to Bid (also referred to herein as an “IFB”): A request which is made to prospective Bidders for their quotation on Goods or Services desired by the County. The issuance of an IFB will contain or incorporate by reference the General Conditions and the other specifications and contractual terms and

conditions applicable to the procurement.

- l. Purchasing Officer: The Purchasing Officer employed by the County and to whom Bidders/Contractors can submit questions relating to any Bid or Contract.
  - m. Request for Proposal (also referred to herein as a “RFP”): A request for an offer from prospective Offerors which shall indicate the general terms which are sought to be procured from Offerors. The RFP will specify the evaluation factors to be used and will contain or incorporate by reference the General Conditions and other applicable contractual terms and conditions, including any unique capabilities or qualifications that will be required of the Contractor.
  - n. Small Purchasing Procedures: The County’s Small Purchasing Procedures, being Chapter 4 of the County’s Procurement Policies and Procedures, a method of purchasing not requiring competitive sealed bids or competitive negotiation for single or term contracts for goods and services other than professional services if the aggregate or the sum of all phases is not expected to exceed \$50,000; and also allowing for single or term contracts for professional services without requiring competitive negotiation, provided the aggregate or the sum of all phases is not expected to exceed \$50,000.
  - o. Solicitation: The process of notifying prospective Bidders or Offerors that the County wishes to receive Bids or Proposals on a set of requirements to provide Goods or Services. “Solicitation” includes any notification of the County requirements may consist of public advertising (newspaper, County’s website, or other electronic notification), the mailing of notices of Solicitation, any Invitation for Quotes (“IFQ”), Initiations to Bid (“IFB”), or Requests for Proposal (“RFP”), the public posting of notices, issuance of an Open Market Procurement (“OMP”), or telephone calls to prospective Bidders or Offerors.
  - p. State: The Commonwealth of Virginia.
3. **AUTHORITY**: The Purchasing Agent shall serve as the principal public purchasing official for the County, and shall be responsible for the procurement of goods, services, insurance and construction in accordance with the County’s Procurement Policies and Procedures. The Purchasing Agent has responsibility and authority for negotiating, placing and when necessary modifying every Solicitation, Contract and purchase order issued by the County under the County’s Small Purchasing Procedures. The Purchasing Agent has signatory authority to bind the County to all contracts and purchases made lawfully under the County’s Small Purchasing Procedures. The Purchasing Agent has responsibility and authority for negotiating, placing and when necessary modifying every other Solicitation, Contract and purchase order issued by the County except that the Purchasing Agent has signatory authority to bind the County to all other contracts and purchases ONLY after the contracts or purchases have been adopted and approved by a vote of the Fluvanna County Board of Supervisors (the “Board”).

Unless specifically delegated by the Board or the Purchasing Agent, and consistent with the limited authority granted thereto, no other County officer or employee is authorized to order supplies or Services, enter into purchase negotiations or Contracts, or in any way obligate the County for any indebtedness. Any purchase or contract made which is contrary to such authority shall be of no effect and void and the County shall not be bound thereby.

For convenience, the County's Purchasing Officer shall serve as an intermediary between the Purchasing Agent and the Bidder or Contractor and any Bidder or Contractor may direct communications regarding any purchase, Solicitation or Contract to the Purchasing Officer; however as stated *supra* only the Board or County's Purchasing Agent can bind the County and only upon the conditions stated *supra*.

### **CONDITIONS OF BIDDING**

4. **COMPETITION INTENDED:** It is the County's intent to encourage and permit open and competitive bidding in all Solicitations. It shall be the Bidder's responsibility to advise the County in writing if any language, requirement, specification, etc., or any combination thereof, stifles competition or inadvertently restricts or limits the requirements stated in a Solicitation to a single source. The County must receive such notification not later than seven (7) business days prior to the deadline set for acceptance of the Bids. In submitting a Bid, the Bidder guarantees that he or she has not been a party with other Bidders to an agreement to bid a fixed or uniform price. Violation of this implied guarantee shall render the Bid of any Bidder involved void.
5. **DISCRIMINATION PROHIBITED:** Pursuant to Virginia Code § 2.2-4310, the County does not discriminate against Bidders, Offerors or Contractors because of race, religion, color, sex, national origin, age, disability, status as a service disabled veteran, or any other basis prohibited by state law relating to discrimination in employment. Whenever solicitations are made, the County shall include businesses selected from a list made available by the Department of Small Business and Supplier Diversity. Pursuant to Virginia Code § 2.2-4343.1, the County does not discriminate against "faith-based organizations", being a religious organization that is or applies to be a contractor to provide goods or services for programs funded by the block grant provided pursuant to the Personal Responsibility and Work Reconciliation Act of 1996, P.L. 104-193.
6. **CLARIFICATION OF TERMS:** Pursuant to Virginia Code § 2.2-4316, if any Bidder has questions or comments about the specifications or other Solicitation documents, the prospective Bidder should contact the County no later than seven (7) business days prior to the date set for the opening of Bids or receipt of Proposals. Any revisions to the Solicitation will be made only by written addendum issued by the County. Notifications regarding specifications may not be considered if received in less than seven (7) business days of the date set for opening of Bids/receipt of Proposals.
7. **MANDATORY USE OF COUNTY FORM AND TERMS AND CONDITIONS:** Unless otherwise specified in the Solicitation, all Bids must be submitted on the forms



provided by the County, including but not limited to, a Cover Sheet or Pricing Schedule, if applicable, properly signed in ink in the proper spaces and submitted in a sealed envelope or package. Unauthorized modification of or additions to any portion of the Solicitation may be cause for rejection of the Bid. However, the County reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject any Bid or Proposal which has been modified. These General Conditions are mandatory provisions of all Solicitations and all Contracts of the County.

**8. LATE BIDS & MODIFICATION OF BIDS:** Any Bid or modification thereto received at the office designated in the Solicitation after the exact time specified for receipt of the Bid is considered a late Bid or modification thereof. The County is not responsible for delays in the delivery of the mail by the U.S. Postal Service, private carriers or the inter-office mail system. It is the sole responsibility of the Bidder to ensure their Bid reaches County by the designated date and hour. The following rules apply to all Bids submitted to the County:

- a. The official time used in the receipt of Bids/Proposals is that time on the automatic time stamp machine in the Finance Department;
- b. Late Bids or modifications thereof will be returned to the Bidder UNOPENED, if Solicitation number, due date and Bidder's return address is shown on the container;
- c. If a Bid is submitted on time, however a modification thereto is submitted after the due date and time, then the County in its sole discretion may choose to consider the original Bid except that the County may not consider such original Bid if the Bid is withdrawn by the Bidder pursuant to Section 9 below; and
- d. If an emergency or unanticipated event or closing interrupts or suspends the County's normal business operations so that Bids cannot be received by the exact time specified in the Solicitation, then the due date/time specified for receipt of Bids will be deemed to be extended to the same time of day specified in the Solicitation on the first work day on which normal County business operations resume.

**9. WITHDRAWAL OF BIDS:**

- a. Pursuant to Virginia Code § 2.2-4330, a Bidder for a public construction contract, other than a contract for construction or maintenance of public highways, may withdraw his Bid from consideration if the price bid was substantially lower than the other Bids due solely to a mistake in the Bid, provided the Bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a Bid, which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the Bid sought to be withdrawn.

If a Bid contains both clerical and judgment mistakes, a Bidder may withdraw his Bid from consideration if the price bid would have been substantially lower than the other Bids due solely to the clerical mistake, that was an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a Bid that shall be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the Bid sought to be withdrawn. The Bidder shall give notice in writing to the County of his or her claim of right to withdraw his or her Bid within two (2) business days after the conclusion of the Bid opening procedure and shall submit original work papers with such notice.

- b. A Bidder for a Contract other than for public construction may request withdrawal of his or her Bid under the following circumstances:
  - i. Bids may be withdrawn on written request from the Bidder received at the address shown in the Solicitation prior to the time of opening.
  - ii. Requests for withdrawal of Bids after opening of such Bids but prior to award shall be transmitted to the County, in writing, accompanied by full documentation supporting the request. If the request is based on a claim of error, documentation must show the basis of the error. Such documentation may take the form of supplier quotations, Bidder work sheets, etc. If Bid bonds were tendered with the Bid, the County may exercise its right of collection.
- c. No Bid may be withdrawn under this Section 9 when the result would be the awarding of the Contract on another Bid of the same Bidder or of another Bidder in which the ownership of the withdrawing Bidder is more than five percent (5%).
- d. If a Bid is withdrawn under the authority of this Section 9 the lowest remaining Bid shall be deemed to be the low Bid.
- e. No Bidder who, is permitted to withdraw a Bid shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the Contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn Bid was submitted.
- f. The County shall notify the Bidder in writing within five (5) business days of its decision regarding the Bidder's request to withdraw its Bid. If the County denies the withdrawal of a Bid under the provisions of this Section 9, it shall State in such notice the reasons for its decision and award the Contract to such Bidder at the Bid price, provided such Bidder is a responsible and responsive Bidder. At the same time that the notice is provided, the County shall return all work papers and copies thereof that have been submitted by the Bidder.

- g. Under these procedures, a mistake shall be proved only from the original work papers, documents and materials delivered as required herein. The work papers, documents and materials submitted by the bidder shall, at the bidder's request, be considered trade secrets or proprietary information subject to the conditions of subsection F of Virginia Code § 2.2-4342.

**10. ERRORS IN BIDS:** When an error is made in extending total prices, the unit Bid price will govern. Erasures in Bids must be initialed by the Bidder. Carelessness in quoting prices, or otherwise in preparation of the Bid, will not relieve the Bidder. Bidders/Offerors are cautioned to recheck their Bids for possible error. Errors discovered after public opening cannot be corrected and the Bidder will be required to perform if his or her Bid is accepted.

**11. IDENTIFICATION ON BID ENVELOPE:** All Bids, Proposals and requested copies thereof submitted to the County shall be in a separate envelope or package, sealed and identified with the following information clearly marked on the outside of the envelope or package:

- a. Addressed as indicated on page 1 of the solicitation;
- b. Solicitation number;
- c. Title;
- d. Bid due date and time;
- e. Bidder's name and complete mailing address (return address); and
- f. Pursuant to Virginia Code § 2.2-4311.2, the Bidder's identification number issued by the State Corporation Commission, or if the bidder is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law shall include in its bids or proposal a statement describing why the bidder or offeror is not required to be so authorized.

If a Bid is not addressed with the information as shown above, the Bidder takes the risk that the envelope may be inadvertently opened and the information compromised, which may cause the Bid to be disqualified. Bids may be hand delivered to the designated location in the County's offices. No other correspondence or other Proposals/Bids should be placed in the envelope. Any Bidder or Offeror that fails to provide the information required in (f) above shall not receive an award unless a waiver is specifically granted by the County Administrator.

**12. ACCEPTANCE OF BIDS:** Unless otherwise specified, all formal Bids or Proposals submitted shall be valid for a minimum period of one hundred twenty (120) calendar days following the date established for opening or receipt, respectively, unless extend by mutual agreement of the parties. At the end of the one hundred twenty (120) calendar days the Bid/Proposal may be withdrawn at the written request of the Bidder. Thereafter, unless and until the Proposal is withdrawn, it remains in effect until an award is made or the Solicitation is canceled by the County. The County may cancel any Solicitation at any time by notice of such cancelation to the Bidders.

- 13. COMPLETENESS:** To be responsive, a Bid must include all information required by the Solicitation.
- 14. CONDITIONAL BIDS:** Conditional Bids are subject to rejection in whole or in part.
- 15. RESPONSE TO SOLICITATIONS:** In the event a Bidder cannot submit a Bid on a Solicitation, the Bidder is requested to return the Solicitation cover sheet with an explanation as to why the Bidder is unable to Bid on these requirements, or if there be no cover sheet for the Solicitation a letter to the County explaining the same.
- 16. BIDDER INTERESTED IN MORE THAN ONE BID AND COLLUSION:** More than one bid from an individual, firm, partnership, corporation or association under the same or different name will be rejected. Reasonable grounds for believing that a bidder is interested in more than one bid for the work contemplated will cause rejection of all bids in which the bidder is interested. Any or all bids may be rejected if there is any reason for believing that collusion exists among the bidders. Participants in such collusion may not be considered in future bids for the same work. Each bidder, as a condition of submitting a bid, shall certify that he is not a party to any collusive action as herein defined. However, a party who has quoted prices on work, materials, or supplies to a Bidder is not thereby disqualified from quoting prices to other Bidders or firms submitting a Bid directly for the work, materials or supplies.
- 17. BID OPENING:** Pursuant to Virginia Code § 2.2-4301, all Bids received in response to an IFB will be opened at the date, time and place specified, and announced publicly, and made available for inspection as provided in Section 21 of these General Conditions. Proposals received in response to an RFP will be made available for inspection as provided in Section 21 of these General Conditions.
- 18. TAX EXEMPTION:** The County is exempt from the payment of any federal excise or any Virginia sales tax. The price bid must be net, exclusive of taxes. Tax exemption certificates will be furnished if requested by the Bidder.
- 19. DEBARMENT STATUS:** By submitting their Bids, Bidders certify that they are not currently debarred from submitting Bids on Contracts by the County, nor are they an agent of any person or entity that is currently debarred from submitting Bids or Proposals on Contracts by the County or any agency, public entity/locality or authority of the State.
- 20. NO CONTACT POLICY:** No Bidder shall initiate or otherwise have contact related to the Solicitation with any County representative or employee, other than the Purchasing Officer or Purchasing Agent, after the date and time established for receipt of Bids. Any contact initiated by a Bidder with any County representative, other than the Purchasing Officer or Purchasing Agent, concerning this Solicitation is prohibited and may cause the disqualification of the Bidder.

**21. VIRGINIA FREEDOM OF INFORMATION ACT:** As provided under Virginia Code § 2.2-4342, all proceedings, records, Contracts and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act of Virginia Code §§ 2.2-3700 *et seq.*, except:

- a. Cost estimates relating to a proposed procurement transaction prepared by or for the County shall not be open to public inspection;
- b. Any competitive sealed bidding Bidder, upon request, shall be afforded the opportunity to inspect Bid records within a reasonable time after the opening of Bids but prior to award, except in the event that the County decides not to accept any of the Bids and to reopen the Contract. Otherwise, Bid records shall be open to public inspection only after award of the Contract;
- c. Any competitive negotiation Offeror, upon request, shall be afforded the opportunity to inspect Proposal records within a reasonable time after the evaluation and negotiations of Proposals are completed but prior to award except in the event that the County decides not to accept any of the Proposals and to reopen the Contract. Otherwise, Proposal records shall be open to the public inspection only after award of the Contract;
- d. Any inspection of procurement transaction records under this Section 21 shall be subject to reasonable restrictions to ensure the security and integrity of the records;
- e. Trade secrets or proprietary information submitted by a Bidder, Offeror or Contractor in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Bidder, Offeror or Contractor must invoke the protections of this Section 21 prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and State the reasons why protection is necessary; and
- f. Nothing contained in this Section 21 shall be construed to require the County, when procuring by “competitive negotiation” (RFP), to furnish a Statement of reasons why a particular Proposal was not deemed to be the most advantageous to the County.

**22. CONFLICT OF INTEREST:** Bidder/Contractor certifies by signing any Bid/Contract to/with the County that no conflict of interest exists between Bidder/Contractor and County that interferes with fair competition and no conflict of interest exists between Bidder/Contractor and any other person or organization that constitutes a conflict of interest with respect to the Bid/Contract with the County.

### **SPECIFICATIONS**

**23. OMISSIONS OR DISCREPANCIES:** Any items or parts of any equipment listed in a Solicitation which are not fully described or are omitted from such specification, and which are clearly necessary for the completion of such equipment and its appurtenances, shall be considered a part of such equipment although not directly specified or called for

in the specifications. Should a Bidder find a discrepancy or ambiguity in, or an omission from, the Solicitation, including the drawings and/or specifications, he or she shall so notify the County within twenty-four (24) hours of noting the discrepancy, ambiguity or omission and in any event no less than five (5) days prior to the date set for the opening of Bids. If necessary, the County will send a written addendum for clarification to all Bidders no later than three (3) days before the date set for opening of Bids. Any notification regarding specifications received less than five (5) days prior to the date set for the opening of Bids may or may not be considered by the County in its sole discretion. The Bidder shall abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission, but shall fully complete every part as the true intent and meaning of the specifications and drawings. Whenever the mention is made of any articles, material or workmanship to be in accordance with laws, ordinances, building codes, underwriter's codes, A.S.T.M. regulations or similar expressions, the requirements of these laws, ordinances, etc., shall be construed as to the minimum requirements of these specifications.

**24. BRAND NAME OR EQUAL ITEMS:** Pursuant to Virginia Code § 2.2-4315, unless otherwise provided in the Solicitation, the name of a certain brand, make or manufacturer does not restrict Bidders to the specific brand, make or manufacturer named; it conveys the general style, type, character, and quality of the article desired, and any article which the County in its sole discretion determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The Bidder is responsible to clearly and specifically indicate the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the County to determine if the product offered meets the requirements of the Solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding, only the information furnished with the Bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a Bid non-responsive. Unless the Bidder clearly indicates in its Bid that the product offered is "equal" product, such Bid will be considered to offer the brand name product referenced in the Solicitation.

**25. FORMAL SPECIFICATIONS:** When a Solicitation contains a specification which states no substitutes, no deviation therefrom will be permitted and the Bidder will be required to furnish articles in conformity with that specification.

**26. CONDITION OF ITEMS:** Unless otherwise specified in the Solicitation, all items shall be new, in first class condition.

## **AWARD**

**27. RESPONSIBLE BIDDERS:** In determining whether a Bidder is a responsible Bidder as defined herein, at minimum, the following criteria will be considered:

- a. The ability, capacity and skill of the Bidder to perform the Contract or provide the service required under the Solicitation;

- b. Whether the Bidder can perform the Contract or provide the service promptly, or within the time specified, without delay or interference;
- c. The character, integrity, reputation, judgment, experience and efficiency of the Bidder;
- d. The quality of performance of previous Contracts or Services;
- e. The previous and existing compliance by the Bidder with laws and ordinances relating to the Contract or Services;
- f. The sufficiency of the financial resources and ability of the Bidder to perform the Contract or provide the service;
- g. The quality, availability and adaptability of the Goods or Services to the particular use required;
- h. The ability of the Bidder to provide future maintenance and service for the use of the subject of the Contract;
- i. The number and scope of the conditions attached to the Bid;
- j. Whether the Bidder is in arrears to the County on debt or Contract or is a defaulter on surety to the County or whether the Bidder's County taxes or assessments are delinquent; and
- k. Such other information as may be secured by the County, the Purchasing Agent or the Purchasing Officer having a bearing on the decision to award the Contract. If an apparent low Bidder is not awarded a Contract for reasons of nonresponsibility, the County shall so notify that Bidder and shall have recorded the reasons in the Solicitation or Contract file.

**28. AWARD OR REJECTION OF BIDS; WAIVER OF INFORMALITIES:** The County shall award the Contract to the lowest responsive and responsible Bidder complying with all provisions of the IFB, provided the Bid price is reasonable and it is in the best interest of the County to accept it. Awards made in response to a RFP will be made to the highest qualified Offeror whose Proposal is determined, in writing, to be the most advantageous to the County taking into consideration the evaluation factors set forth in the RFP. The County reserves the right to award a Contract by individual items, in the aggregate, or in combination thereof, or to reject any or all Bids and to waive any informality in Bids received whenever such rejection or waiver is in the best interest of the County. Award may be made to as many Bidders/Offerors as deemed necessary to fulfill the anticipated requirements of the County. The County also reserves the right to reject the Bid if a Bidder is deemed to be a non-responsible Bidder. Pursuant to Virginia Code § 2.2-4319, an IFB, a RFP, any other solicitation, or any and all bids or proposals, may be canceled or rejected by the County at any time. The reasons for cancellation or rejection shall be made part of the contract file. The County shall not cancel or reject an IFB, a RFP, any other solicitation, bid or proposal solely to avoid awarding a contract to a particular responsive and responsible bidder or offeror.

**29. EXCLUSION OF INSURANCE BIDS PROHIBITED:** Pursuant to Virginia Code § 2.2-4320, notwithstanding any other provision of law or these General Conditions, no insurer licensed to transact the business of insurance in the State or approved to issue surplus lines insurance in the State shall be excluded from presenting an insurance bid proposal to the County in response to a RFP or an IFB; excepting that the County may

debar a prospective insurer pursuant to its Debarment Policy, see Chapter 2 of the County's Procurement Policies and Procedures.

**30. ANNOUNCEMENT OF AWARD:** Upon the award or announcement of the decision to award a Contract as a result of this Solicitation, the County will publicly post such notice on the County's bulletin board located at 72 Main Street, 2<sup>nd</sup> Floor, Palmyra, Virginia 22963. Award results may also be viewed on the County's website.

**31. QUALIFICATIONS OF BIDDERS OR OFFERORS:** The County may make such reasonable investigations as deemed proper and necessary to determine the ability of the Bidder to perform the work/furnish the item(s) and the Bidder shall furnish to the County all such information and data for this purpose as may be requested. The County reserves the right to inspect Bidder's physical facilities prior to award to satisfy questions regarding the Bidder's capabilities. The County further reserves the right to reject any Bid or Proposal if the evidence submitted by or investigations of, such Bidder fails to satisfy the County that such Bidder is properly qualified to carry out the obligations of the Contract and to complete the work/furnish the item(s) contemplated therein.

**32. TIE BIDS AND PREFERENCE FOR VIRGINIA PRODUCTS WITH RECYCLED CONTENT AND FOR VIRGINIA FIRMS:**

- a. Pursuant to Virginia Code § 2.2-4328, in the case of a tie bid on an IFB only, the County may give preference to Goods, Services and construction produced in Fluvanna County or provided by persons, firms or corporations having principal places of business in Fluvanna County. If such choice is not available, preference shall then be given to Goods produced in Virginia, or for goods, services or construction provided by Virginia persons, firms, corporations, pursuant Virginia Code § 2.2-4324. If no County or State choice is available, the tie shall be decided publicly by lot. The decision by the County to make award to one or more such Bidders shall be final.
- b. Whenever the lowest responsive and responsible bidder is a resident of any other state and such state under its laws allows a resident contractor of that state a percentage preference, a like preference shall be allowed to the lowest responsive and responsible bidder who is a resident of Virginia and is the next lowest bidder. If the lowest responsive and responsible bidder is a resident of any other state and such state under its laws allows a resident contractor of that state a price-matching preference, a like preference shall be allowed to responsive and responsible bidders who are residents of Virginia. If the lowest bidder is a resident contractor of a state with an absolute preference, the bid shall not be considered. The Department of General Services shall post and maintain an updated list on its website of all states with an absolute preference for their resident contractors and those states that allow their resident contractors a percentage preference, including the respective percentage amounts. For purposes of compliance with this Section 32, the County may rely upon the accuracy of the information posted on this website.
- c. Notwithstanding the provisions of subsections a and b, in the case of a tie bid in instances where goods are being offered, and existing price preferences have



already been taken into account, preference shall be given to the bidder whose goods contain the greatest amount of recycled content.

- d. For the purposes of this Section 32, a Virginia person, firm or corporation shall be deemed to be a resident of Virginia if such person, firm or corporation has been organized pursuant to Virginia law or maintains a principal place of business within Virginia.

**33. NEGOTIATION WITH LOWEST RESPONSIBLE BIDDER:** Pursuant to Virginia Code § 2.2-4318, unless cancelled or rejected, a responsive Bid from the lowest responsible Bidder shall be accepted as submitted, except that if the Bid from the lowest responsible Bidder exceeds available funds, the County may negotiate with the apparent low Bidder to obtain a Contract price within available funds. However, the negotiation may be undertaken only under conditions and procedures described in writing and approved by the County prior to issuance of the IFB and summarized therein.

### **CONTRACT PROVISIONS**

**34. APPLICABLE LAW AND COURTS:** Any Bid or Contract resulting from a Solicitation and its terms, including, but not limited to, the parties' obligations under it, and the remedies available to each party for breach of it, shall be governed by, construed and interpreted in accordance with the laws of the Commonwealth of Virginia, and exclusive jurisdiction and venue of any dispute or matters involving litigation between the parties hereto shall be in the courts of Fluvanna County, Virginia. Any jurisdiction's choice of law, conflict of laws, rules, or provisions, including those of the Commonwealth of Virginia, that would cause the application of any laws other than those of the Commonwealth of Virginia, shall not apply. The Contractor shall comply with applicable federal, State and local laws, ordinances, rules and regulations in performance of the Contract.

**35. PROVISION AND OWNERSHIP OF INFORMATION:** The County shall make a good faith effort to identify and make available to the Contractor all non-confidential technical and administrative data in the County's possession which the County may lawfully release including, but not limited to Contract specifications, drawings, correspondence, and other information specified and required by the Contractor and relating to its work under any Contract. The County reserves its rights of ownership to all material given to the Contractor by the County and to all background information documents, and computer software and documentation developed by the Contractor in performing any Contract.

**36. DOCUMENTS:** All documents, including but not limited to data compilations, drawings, reports and other material, whether in hard copy or electronic format, prepared, developed or furnished by the Contractor pursuant to any Contract shall be the sole property of the County. At the direction of the County, the Contractor shall have the right to make copies of the documents produced available to other parties. The County shall be entitled to delivery of possession of all documents, upon payment in accordance with the terms of any Contract for the service incurred to produce such documents.

**37. CONFIDENTIALITY:** Contractor shall not publish, copyright or otherwise disclose or permit to be disclosed or published, the results of any work performed pursuant to this contract, or any particulars thereof, including forms or other materials developed for the County in connection with the performance by Contractor of its services hereunder, without prior written approval of the County. Contractor, cognizant of the sensitive nature of much of the data supplied by the County, shall not disclose any information (other than information which is readily available from sources available to the general public) obtained by it in the course of providing services hereunder without the prior written approval of the County, unless disclosure of such information by it is required by law, rule or regulation or the valid order of a court or administrative agency.

**38. INDEPENDENT CONTRACTOR:** The Contractor and any agents, or employees of the Contractor, in the performance of any Contract shall act as an independent contractor and not as officers, employees or agents of the County.

**39. INSURANCE:** The Contractor agrees that, during the period of time it renders services to the County pursuant to any Contract, it shall carry (and provide the County with evidence of coverage) the following minimum amounts of insurance:

Automobile	\$500,000	Liability Medical Payment Comprehensive Collision
Public Liability	\$1,000,000	
Professional Liability	\$1,000,000	
Excess Liability	\$2,000,000	Aggregate Over Above Policy Limits (Excluding Professional Liability)
Worker's Compensation	Amount required by Virginia law	

The Contract may specifically require the Contractor to carry higher minimum amounts of insurance.

In addition, the Contractor shall require, and shall include in every subcontract, that any subcontractor providing any goods or services related to such Contract obtain, and continue to maintain for the duration of the work, workers' compensation coverage in the amount required by Virginia law.

**40. KEY PERSONNEL:** For the duration of any Contract, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment, or as expressly approved by the County. The Contractor

shall notify the County within five (5) calendar days after the occurrence of any of these events and provide the information required by the paragraph below.

The Contractor shall provide a detailed explanation of the circumstances necessitating any proposed substitution, complete resumes for the proposed substitute, and any additional information requested by the County. The proposed substitute should have comparable qualifications to those of the person being replaced. The County will notify the Contractor within fifteen (15) calendar days after receipt of all required information of its approval or disapproval of the proposed substitution.

- 41. SEVERABILITY:** If any term, covenant or provision of these General Conditions or any Contract shall be held to be invalid, illegal or unenforceable in any respect, these General Conditions and any Contract shall remain in effect and be construed without regard to such provision.
- 42. TITLES:** The titles and section headings herein and in any Contract are inserted solely for convenience and are not to be construed as a limitation on the scope of the provisions to which they refer.
- 43. ATTORNEYS' FEES:** In the event of a dispute between the County and Contractor under any Contract which cannot be amicably resolved, in addition to all other remedies, the party substantially prevailing in any litigation shall be entitled to recover its reasonable expenses, including, but not limited to, reasonable attorneys' fees.
- 44. NO WAIVER:** Neither any payment for, nor acceptance of, the whole or any part of the services by the County, nor any extension of time, shall operate as a waiver of any provision of any Contract, nor of any power herein reserved to the County, or any right to damages herein provided, nor shall any waiver of any breach of any Contract be held to be a waiver of any other or subsequent breach. Failure of the County to require compliance with any term or condition of any Contract shall not be deemed a waiver of such term or condition or a waiver of the subsequent enforcement thereof.
- 45. NO FINANCE CHARGES:** No finance charges shall be paid by the County.
- 46. ANTITRUST:** By entering into a Contract, the Contractor conveys, sells, assigns, and transfers to the County all rights, title and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust law of the United States or the State, relating to the particular Goods or Services purchased or acquired by the County under said Contract. Consistent and continued tie bidding could cause rejection of Bids by the County and/or investigation for antitrust violations.
- 47. PAYMENT:** Pursuant to Virginia Code § 2.2-4352, unless more time is provided in the Solicitation or Contract, payment will be made forty-five (45) days after receipt by the County of a proper invoice, or forty-five (45) days after receipt of all Goods or acceptance of work, whichever is later. The County reserves the right to withhold any or all payments or portions thereof for Contractor's failure to perform in accordance with the

provision of the Contract or any modifications thereto. Within twenty (20) days of receipt of proper invoice or of goods or services, the County shall notify the Contractor if any defect or impropriety that would prevent payment by the payment date. The following provisions apply to such payments:

- a. Invoices for items/Services ordered, delivered/performed and accepted shall be submitted by the Contractor in duplicate directly to the payment address shown on the purchase order, Solicitation or Contract, as applicable. All invoices shall show the Contract number, purchase order number, or Solicitation number, as applicable, and as required under Virginia Code § 2.2-4354, either the individual Contractor's social security number or the Contractor's federal employer identification number, whichever is applicable.
- b. Any payment terms requiring payment in less than forty-five (45) days will be regarded as requiring payment forty-five (45) days after receipt of proper invoice or receipt of all Goods or acceptance of work, whichever occurs later. Notwithstanding the foregoing, offers of discounts for payment in less than forty-five (45) days are valid and enforceable.
- c. Pursuant to Virginia Code § 2.2-4353, the date any payment shall be deemed the date of postmark in all cases where payment is made by mail.
- d. The County's fiscal year is July 1 to June 30. Contractors are advised to submit invoices, especially for Goods and/or Services provided in the month of June, for the entire month (i.e. June 1 - June 30), so that expenses are recognized in the appropriate fiscal year.
- e. Any payment made by the Contractor to the County shall only be made in U.S. Dollars. If payment is received in foreign currency the County may, in its sole discretion, reject such payment and require immediate compensation in U.S. Dollars.

**48. SUBCONTRACTORS:** Pursuant to Virginia Code § 2.2-4354, in the event that any subcontractors are used by Contractor in connection with the work, Contractor shall:

- a. Within seven (7) days after receipt of amounts paid to the Contractor for work performed by a subcontractor, either:
  - i. Pay the subcontractor for the proportionate share of the total payment received attributable to the work performed by the subcontractor under any Contract; or
  - ii. Notify the County and subcontractor, in writing, of his intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.

- b. Contractor shall require each subcontractor to provide either (i) for an individual, their social security numbers, or (ii) for proprietorships, partnerships, and corporations to provide their federal employer identification numbers.
- c. The Contractor shall pay interest to any subcontractor on all amounts owed by the Contractor that remain unpaid after seven days following receipt by the Contractor of payment from the County for work performed by the subcontractor under any Contract, except for amounts withheld as allowed in subdivision (a)(II) above. Unless otherwise provided under the terms of any Contract, interest shall accrue at the rate of one percent (1%) per month.
- d. The Contractor shall include in each of its subcontracts under any Contract a provision requiring each subcontractor to include or otherwise be subject to the above payment and interest requirements (a), (b) and (c) with respect to each lower tier subcontractor.
- e. The Contractor's obligation to pay an interest charge to a subcontractor pursuant to the payment clause in this Section 48 shall not be construed to be an obligation of the County. No Contract modification may be made for the purpose of providing reimbursement for such interest charge. No cost reimbursement claim may include any amount for reimbursement for such interest charge.

**49. RETAINAGE ON CONSTRUCTION CONTRACTS:** Pursuant to Virginia Code 2§ 2.2-4333, if a Contract for construction provides for progress payments in installments based upon an estimated percentage of completion, then the contractor shall be paid at least ninety-five percent (95%) of the earned sum when payment is due, with no more than five percent (5%) being retained to ensure faithful performance of the contract. All amounts withheld may be included in the final payment. Any subcontract related to work on a Contract that provides for similar progress payments shall be subject to the provisions above and the Contractor agrees to include such provisions in every subcontract.

**50. SUCCESSORS AND ASSIGNS:** The County and the Contractor bind themselves and their respective successors and assigns to any Contract. The foregoing notwithstanding, the Contractor shall not assign, sublet or transfer its interest in any Contract without the prior written consent of the County, which may be granted or withheld in the County's sole discretion. Nothing hereinafter mentioned shall be construed as creating any personal liability on the part of any officer, agent or employee of the County, nor shall it be construed as giving any benefits hereunder to anyone other than the County and the Contractor.

**51. DEFAULT:** Failure of a Contractor to deliver Goods or Services in accordance with Contract terms and conditions and/or within the time specified, or within reasonable time as interpreted by the County in its sole discretion, or failure to make replacements/corrections of rejected articles/services when so requested, immediately or as directed by the County, or failure of the Contractor to act in accordance with the Contract in any material respect, as reasonably determined by the County, shall constitute

a “default” by the Contractor and shall further authority for the County to purchase in the open market articles/services of comparable grade/quality to replace the services, articles rejected, and/or not delivered. On all such purchases, the Contractor shall reimburse the County, within a reasonable time specified by the County, for any expense incurred in excess of Contract prices including, but not limited to, any purchase and administrative costs. Such purchases shall be deducted from the Contract quantities, if applicable. Should public necessity demand it, the County reserves the right to use or consume articles delivered or services performed which are substandard in quality, subject to an adjustment in price to be determined by the County. In case of any default, the County, after due oral or written notice if required in accordance with the Contract, may terminate the Contract at its option in its sole discretion effective immediately. These remedies shall be in addition to any other remedies which the County may have, including but not limited to, any remedies at law, under the Contract or in equity.

Notwithstanding the foregoing, the Contractor shall not be liable for damages for delay in shipment or failure to deliver when such delay or failure is the result of fire, flood, strike, act of God, act of Government, act of an alien enemy or by any other circumstances which, in the County's opinion, are beyond the control of the Contractor. Under such circumstances, however, the County may, at its sole discretion, terminate or cancel the Contract effective immediately.

**52. NON-DISCRIMINATION ASSURANCES:** The Contractor shall conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, where applicable, and § 2.2-4311 of the Virginia Procurement Act:

- a. During the performance of any Contract, the Contractor agrees as follows: the Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. The Contractor, in all Solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer. Notices, advertisements and Solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this Section 52.
- b. The Contractor shall include the provisions of paragraph (a) above in every subcontract or purchase over \$10,000.00 so that the provisions will be binding upon each subcontractor or Vendor.

**53. MODIFICATION:**

- a. Pursuant to Virginia Code § 2.2-4309, these General Conditions and any Contract entered into by the County and any Contractor shall not be subject to change, modification, or discharge except by written instrument signed by the County and Contractor, but no fixed-price contract may be increased by more than twenty-five percent (25%) of the amount of the contract or \$50,000, whichever is greater, without the advance written approval of the County's Board. In no event may the amount of any contract, without adequate consideration, be increased for any purpose, including, but not limited to, relief of an offeror from the consequences of an error in its bid or offer.
- b. The County may, but is not obligated to, extend the term of an existing contract for services to allow completion of any work undertaken but not completed during the original term of the contract.
- c. Nothing in this Section 53 shall prevent the County from placing greater restrictions on contract modifications.

**54. INDEMNIFICATION:** Contractor agrees to indemnify, keep and save harmless the County, its officers, agents, officials, employees and volunteers against any and all claims, claims of injuries, death, damage to property, patent claims, suits, liabilities, judgments, losses, costs and expenses, including but not limited to costs of investigation, all reasonable attorneys' fees (whether or not litigation results), and the cost of any appeal, occurring or arising in connection with the Contractor's, its agents', subcontractors', employees', or volunteers' negligence or wrongful acts or omissions in connection with its performance of any Contract. The Contractor shall, at his or her own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith; and if any judgment shall be rendered against the County in any such action, the Contractor shall, at his or her own expenses, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by any Contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County as herein provided. Nothing contained in this Solicitation or the Contract shall be deemed to be a waiver of the County's sovereign immunity.

**55. DRUG-FREE WORKPLACE:** Pursuant to Virginia Code § 2.2-4312, in every Contract over \$10,000.00 the following provisions apply: During the performance of any Contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a Statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all Solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the

foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this Section, “*drug-free workplace*” means a site for the performance of work done in connection with a specific Contract awarded to a Contractor in accordance with this the VPPA and the County’s Procurement Procedures, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the Contract.

**56. TERMINATION:** Contracts will remain in force for full periods specified and/or until all articles ordered before date of termination shall have been satisfactorily delivered and accepted and thereafter until all requirements and conditions shall have been met, unless:

- a. Terminated prior to expiration date by satisfactory deliveries of entire Contract requirements;
- b. Terminated by the County upon thirty (30) days written notice to the Contractor at the County’s convenience in the County’s sole discretion (“termination for convenience”), unless a termination for convenience is specifically and expressly prohibited by the Contract. Any Contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of the termination;
- c. Terminated by the County for cause, default or negligence on the part of the Contractor. However, pursuant to Section 51 of these General Conditions, the County may hold the Contractor responsible for any resulting additional purchase and administrative costs. There is no advance notice requirement in the event of Termination for Cause and termination is effective immediately upon notice to Contractor of the termination for cause;
- d. Extended upon written authorization of County and accepted by Contractor, to permit ordering of unordered balances or additional quantities at Contract prices and in accordance with Contract terms.

**57. APPROPRIATIONS:** Notwithstanding any other provision of any Contract, the payment of the County's obligations under any Contract shall be subject to annual appropriations by the Board of Supervisors of the County in each fiscal year of monies sufficient to satisfy the same.

**58. REFERENCES TO VIRGINIA LAW:** Any reference in these General Conditions to the Code of Virginia or other relevant Federal, State or local law is incorporated in whole herein by reference as in effect at the time of the Solicitation or Contract as such statutory provisions may be amended or replaced by any statute dealing with the same or similar subject matter.



**59. COOPERATIVE PROCUREMENT:** Except as prohibited by the current Code of Virginia, all resultant Contracts will be extended to other Public Bodies of the Commonwealth of Virginia, to permit their ordering of Goods, supplies and/or Services at the prices and terms of the resulting Contract (“cooperative procurement”). By submitting any Bid or entering into any Contract with the County a Bidder/Contractor expressly authorizes cooperative procurement under Virginia Code § 2.2-4304 to the full extent permitted by law. If any other public body decides to use any Contract, the Contractor must deal directly with that public body concerning all matters relating thereto, including but not limited to, the placement or orders, issuance of the purchase order, contractual disputes, invoicing and payment. The County acts only as the “Contracting Agent” for these public bodies. Any resulting contract with other public bodies shall be governed by the laws of that specific entity. It is the Contractor’s responsibility to notify the public bodies of the availability of the Contract. Fluvanna County shall not be held liable for any direct or indirect costs, damages or other claim of any kind incurred by another public body or any Contractor as a result of any cooperative procurement.

**60. AUDIT:** The Contractor hereby agrees to retain all books, records and other documents relative to any Contract for five (5) years after final payment, or until audited by the County, whichever is sooner. The County, its authorized agents, and/or County auditors shall have full access to and right to examine any of said materials during said period.

**61. GUARANTIES AND WARRANTIES:** All guarantees, representations and warranties required shall be furnished by the Contractor and shall be delivered to the Purchasing Agent before final payment on any Contract is made. In addition to any guarantees, representations and warranties required under the Contract, the Contractor agrees to:

- a. Save the County, its agents and employees harmless from liability of any nature or kind for the use of any copyrighted or un-copyrighted composition; secret process, patented or unpatented; invention; article or appliance furnished or used in the performance of a Contract for which the Contractor is not the patentee, assignee, licensee or owner;
- b. Protect the County against latent defective material or workmanship and to repair or replace any damages or marring occasioned in transit or delivery;
- c. Furnish adequate protection against damage to all work and to repair damages of any kind to the building or equipment, to the Contractor’s own work or to the work of other contractors, for which the Contractor’s workers are responsible;
- d. Pay for all permits, licenses and fees and give all notices and comply with all laws, ordinances, rules and regulations of the County; and
- e. Protect the County from loss or damage to County owned property while it is in the custody of the Contractor;

- f. At minimum supply all Goods or Services with the manufacturer's standard warranty, if applicable; and
  - g. For any Contract involving Services of any nature, the Contractor further agrees to:
    - i. Enter upon the performance of Services with all due diligence and dispatch, assiduously press to its complete performance, and exercise therein the highest degree of skill and competence;
    - ii. Allow Services to be inspected or reviewed by an employee of the County at any reasonable time and place selected by the County;
    - iii. Acknowledges that the County shall be under no obligation to compensate Contractor for any Services not rendered in strict conformity with the Contract; and
    - iv. Stipulates that the presence of a County Inspector shall not lessen the obligation of the Contractor for performance in accordance with the Contract requirements, or be deemed a defense on the part of the Contractor for infraction thereof. The Inspector is not authorized to revoke, alter, enlarge, relax, or release any of the requirements of any Contract. Any omission or failure on the part of the Inspector to disapprove or reject any work or material shall not be construed to be an acceptance of any such defective work or material.
- 62. PRICE REDUCTIONS:** If at any time after the date of the Bid/Contract the Contractor makes a general price reduction in the comparable price of any material covered by the Contract to customers generally, an equivalent price reduction based on similar quantities and/or considerations shall apply to any Contract for the duration of the Contract period (or until the price is further reduced). Such price reduction shall be effective at the same time and in the same manner as the reduction in the price to customers generally. For purpose of this provision, a "general price reduction" shall mean any horizontal reduction in the price of an article or service offered (1) to Contractor's customers generally, or (2) in the Contractor's price schedule for the class of customers, i.e., wholesalers, jobbers, retailers, etc., which was used as the basis for bidding on this Solicitation. An occasional sale at a lower price, or sale of distressed merchandise at a lower price, would not be considered a "general price reduction" under this provision. The Contractor shall submit his or her invoice at such reduced prices indicating on the invoice that the reduction is pursuant to the "Price Reduction" provision of the Contract documents. The Contractor in addition will within ten (10) days of any general price reduction notify the County of such reduction by letter. FAILURE TO DO SO IS A DEFAULT UNDER THE CONTRACT AND MAY RESULT IN TERMINATION OF THE CONTRACT IN THE COUNTY'S DISCRETION. The Contractor, if requested, shall furnish, within ten (10) days after the end of the Contract period, a statement certifying either (1) that no general price reduction, as defined above, was made after the date of the Bid or Contract, or (2) if any such general price reductions were made, that as provided above, they were reported to the County within ten (10) days and the County was billed at the reduced prices. Where one or more such general price reductions were made, the statement furnished by

the Contractor shall include with respect to each price reduction (1) the date when notice of any such reduction was issued, (2) the effective date of the reduction, and (3) the date when the County was notified of any such reduction.

**63. COMPLIANCE WITH IMMIGRATION LAW:** Pursuant to Virginia Code § 2.2-4311.1, in every Contract the following provision applies: the Contractor does not, and shall not during the performance of the Contract, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

**64. VIRGINIA STATE CORPORATION COMMISSION:** Pursuant to Virginia Code § 2.2-4311.2, Any Bidder or Contractor organized as a stock or non-stock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia, or as otherwise required by law, at the time of the Bid, Proposal or any response to Solicitation and during the term of the Contract and any Contract renewal. The Contractor shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required, to be revoked or cancelled at any time during the term or any renewal of the Contract. If the Contractor fails to remain in compliance with the provisions of this Section 64, the Contract may become void at the option of the County.

**65. CLAIMS PROCEDURE:**

- a. The procedure for consideration by the County of contractual claims for any Contract shall be that set forth in Virginia Code § 15.2-1243, *et seq.*
- b. In addition, pursuant to Virginia Code § 2.2-4364, contractual claims, whether for money or other relief, shall be submitted in writing to the County Administrator no later than sixty (60) days after final payment; however, written notice of the Contractor's intention to file such claim shall have been given at the time of the occurrence or beginning of the work upon which the claim is based. Nothing herein shall preclude a Contract from requiring submission of an invoice for final payment within a certain time after completion and acceptance of the work or acceptance of the Goods. Pendency of claims shall not delay payment of amount agreed due in the final payment.
- c. No written decision denying a claim or addressing issues related to the claim shall be considered a denial of the claim unless the written decision is signed by the Board or the County Administrator. The contractor may not institute legal action prior to receipt of the final written decision on the claim unless the County fails to render a decision within ninety (90) days of submission of the claim. Failure of the County to render a decision within ninety (90) days shall not result in the contractor being awarded the relief claimed or in any other relief or penalty. The sole remedy for the County's failure to render a decision within 90 days shall be the contractor's right to institute immediate legal action.

- d. A Contractor may not institute legal action, prior to receipt of the County's decision on the claim, unless the County fails to render such decision within the time specified by law. A failure by the County to render a decision within the time provided by law shall be deemed a final decision denying the claim by the County.
  - e. The decision of the Board or the County Administrator shall be final and conclusive unless the Contractor appeals within six (6) months of the date of the final written decision by instituting legal action as provided in Virginia Code § 2.2-4364.
  - f. No administrative appeals procedure pursuant to Virginia Code § 2.2-4365 has been adopted for contractual claims by the County.
  - g. Nothing herein shall be construed to prevent the County from instituting legal action against any Contractor or Bidder.
- 66. NOTICES:** All written notices required or permitted under any Solicitation, Bid or Contract shall be deemed sufficient if delivered in person to the County Purchasing Agent or Bidder/Contractor, as applicable, or sent by first class mail to the County or Bidder/Contractor at the addresses set forth in the Solicitation, Bid or Contract or at such other address as a party may designate from time to time by notice given in accordance with the terms of this Section 66; except that where a Solicitation, Bid or Contract expressly requires notice to a specific individual or at a specific location, such shall control. Such notices are deemed received when actually delivered to the party or its representative or agent if hand delivered, or one (1) business day after deposited into the United States mail, if mailed.

### **DELIVERY**

- 67. SHIPPING INSTRUCTIONS-CONSIGNMENT:** Unless otherwise specified in the Solicitation or Contract, as applicable, each case, crate, barrel, package, etc., delivered under the Contract must be plainly stenciled or securely tagged, stating the Contractor's name, purchase order number, and delivery address as indicated in the order. Where shipping containers are to be used, each container must be marked with the purchase order number, name of the Contractor, the name of the item, the item number, and the quantity contained therein. Deliveries must be made within the hours of 8:00 a.m. – 3:00 p.m. Deliveries at any other time will not be accepted unless specific arrangements have been previously made with the designated individual at the delivery point. No deliveries will be accepted on Saturdays, Sundays and holidays unless previous arrangements have been made. It shall be the responsibility of the Contractor to insure compliance with these instructions for items that are drop-shipped.
- 68. RESPONSIBILITY FOR SUPPLIES TENDERED:** The Contractor shall be responsible for the materials or supplies covered by the Contract until they are delivered

at the designated point. The Contractor shall additionally bear all risk on rejected materials or supplies after notice of rejection is tendered by the County. Rejected materials or supplies must be removed by and at the expense of the Contractor promptly after notification of rejection, unless public health and safety require immediate destruction or other disposal of rejected delivery. If rejected materials are not removed by the Contractor within ten (10) days after date of notification, the County may return the rejected materials or supplies to the Contractor at the Contractor's risk and expense or dispose of them as abandoned property.

- 69. INSPECTIONS:** The County reserves the right to conduct any test/inspection it may deem advisable to assure supplies and Services conform to the specification in the Solicitation, Bid or Contract, as applicable. Inspection and acceptance of materials or supplies will be made after delivery at destinations herein specified unless otherwise stated. Unless otherwise specified in the Contract, if inspection is made after delivery at the destination specified, the County will bear the expense of inspection except for the value of samples used in case of rejection. Final inspection shall be conclusive except in regard to latent defects, fraud or such gross mistakes as to amount to fraud. Final inspection and acceptance or rejection of the materials or supplies will be made as promptly as practicable, but failure to inspect and accept or reject materials or supplies shall not impose liability on the County for such materials or supplies as are not in accordance with the specifications.
- 70. COMPLIANCE:** Delivery must be made as ordered and in accordance with the Solicitation, Bid or Contract, as applicable, or as directed by the County when not in conflict with the Bid/Contract. The decision as to reasonable compliance with delivery terms shall be final. Burden of proof of delay in receipt of Goods by the purchaser shall rest with the Contractor. Any request for extension of time of delivery from that specified must be approved by the County, such extension applying only to the particular item or shipment affected. Unless otherwise specified in the Contract, should the Contractor be unreasonably delayed by the County, there shall be added to the time of completion a time equal to the period of such delay caused by the County. However, the Contractor shall not be entitled to claim damages or extra compensation for such delay or suspension. These conditions may vary for construction Contracts.
- 71. POINT OF DESTINATION:** All materials shipped to the County must be shipped F.O.B. DESTINATION unless otherwise stated specifically in the Solicitation, Bid or Contract, as applicable. The materials must be delivered to the "Ship To" address indicated on the purchase order or Solicitation, as applicable.
- 72. REPLACEMENT:** Materials or components that have been rejected by the County, in accordance with the terms of the Contract, shall be replaced by the Contractor at no cost to the County.
- 73. DAMAGES:** Any and all damages to property of the "County" that is the direct result of the Contractor, the employees of the Contractor and/or its subcontractors, agents, licensees, successors, or assigns, shall be the sole responsibility of the Contractor. The

property shall be repaired to its last known condition prior to the damages and/or replaced at no cost to the County. The County shall approve any and all repairs/replacements prior to acceptance of the repairs/replacement.

**74. PACKING SLIPS OR DELIVERY TICKETS:** All shipments shall be accompanied by Packing Slips or Delivery Tickets and shall contain the following information for each item delivered:

- a. Purchase Order Number;
- b. Name of Article and Stock Number;
- c. Quantity Ordered;
- d. Quantity Shipped;
- e. Quantity Back Ordered; and
- f. The Name of the Contractor.

Contractors are cautioned that failure to comply with these conditions shall be considered sufficient reason for refusal to accept the Goods.

**75. ADDITIONAL CHARGES:** No delivery charges of any kind shall be added to any invoice; except that (i) if Goods are expressly bought F.O.B. "shipping point" under the Contract and the Contractor prepays transportation, then delivery charges shall be added to invoices; and (ii) if express delivery is authorized and substituted by the County on orders for the method specified in the Contract, then the difference between freight or mail and express charges may be added to invoice.

**76. METHOD AND CONTAINERS:** Unless otherwise specified, Goods shall be delivered in commercial packages in standard commercial containers, so constructed as to ensure acceptance by common or other carrier for safe transportation to the point of delivery. Containers become the property of the County unless otherwise specified by bidder.

**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

<b>MEETING DATE:</b>	September 21, 2016				
<b>AGENDA TITLE:</b>	Approval of Open Space Contract for Steve B. & Shirley Austin				
<b>MOTION(s):</b>	<b>I move to approve the open space contract for Mr. &amp; Mrs. Austin for tax map parcel 19-A-19A; agreement shall remain in effect for a term of fifteen (15) consecutive years.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
<b>STAFF CONTACT(S):</b>	Andrew M. Sheridan, Jr., Commissioner of the Revenue				
<b>PRESENTER(S):</b>	Andrew M. Sheridan, Jr., Commissioner of the Revenue				
<b>RECOMMENDATION:</b>	Approval				
<b>TIMING:</b>	Immediate				
<b>DISCUSSION:</b>	This property qualifies for an open space contract with Fluvanna County in accordance with Code Section 58.1-3229 et. seq. of the Virginia State Code.				
<b>FISCAL IMPACT:</b>	None				
<b>POLICY IMPACT:</b>	In accordance with Section 58.1-3229 et. seq. of Virginia State Code.				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	-Mr. & Mrs. Austin's executed open space contract -Map of tax map parcel 19-A-19A				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other







## CONTRACT FOR OPEN SPACE LAND USE ASSESSMENT

**THIS AGREEMENT**, made this 19 day of AUGUST, 2016, by and between Steve B. & Shirley Austin, party(ies) of the first part, hereinafter called the Grantor, and the COUNTY OF FLUVANNA, a political subdivision of the Commonwealth of Virginia, party of the second part, hereinafter called the County:

WITNESSETH

**WHEREAS**, the Grantor owns certain real estate, described below, hereinafter called the Property; and

**WHEREAS**, the County is the local governing body having real estate tax jurisdiction over the Property; and

**WHEREAS**, the County has determined:

- A. That it is in the public interest that the Property should be provided or preserved for conservation of agricultural and forestal land and of wildlife and
- B. That the property meets the applicable criteria for real estate devoted to open-space use as prescribed in Article 4 (Section 58.1-3229 et. seq.) of Chapter 32 of Title 58.1 of the Code of Virginia, and the standards for classifying such real estate prescribed by the Director of the Virginia Department of Conservation and Recreation; and
- C. That the provisions of this agreement meet the requirements and standards prescribed under section 58.1-3233 of the Code of Virginia for recorded commitments by landowners not to change an open-space use to a non-qualifying use; and

**WHEREAS**, the Grantor is willing to make a written recorded commitment to preserve and protect the open-space uses of the Property during the term of this agreement in order for the Property to be taxed on the basis of a use assessment, and the Grantor has submitted an application for such taxation to the Commissioner of the Revenue of the County pursuant to Section 58.1-3234 of the Code of Virginia and Section 20-4-2(d) of the Fluvanna County Code; and

**WHEREAS**, the County is willing to extend the tax for the Property on the basis of a use assessment commencing with the next succeeding tax year and continuing for the term of this agreement, in consideration of the Grantor's commitment to preserve and protect the open-space uses of the property, and on the condition that the Grantor's application is satisfactory and that all other requirements of Article 4, Chapter 32, Title 58.1 of the Code of Virginia and Section 20-4-2(d) of the Fluvanna County Code are complied with.

**NOW, THEREFORE**, in consideration of the recital and the mutual benefits, covenants and terms herein contained, the parties hereby **COVENANT** and **AGREE** as follows:

1. This agreement shall apply to all the following described real estate:

Tax Map Parcel: 19-A-19A (11.476 acres)

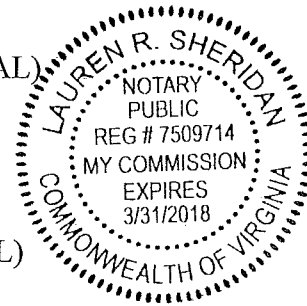
2. The Grantor agrees that during the term of this agreement:
  - A. There shall be no change in the use or uses of the Property that exist as of the date of this agreement to any use that would not qualify as open-space use. The qualifying use for the Property is conservation of agricultural and forestal land and of wildlife.
  - B. There shall be no display of billboards, signs or other advertisements on the property except to (i) state solely the name of the Grantor and the address of the Property, (ii) advertise the sale or lease of the Property, (iii) advertise the sale of goods or services produced pursuant to the permitted use of the Property, or (iv) provide warnings. No sign shall exceed four feet by four feet.
  - C. There shall be no construction, placement or maintenance of any structure on the Property unless such structure is either:
    - 1) on the Property as of the date of this agreement; or
    - 2) related to and compatible with the open-space uses of the Property which this agreement is intended to protect or provide for.
  - D. There shall be no dumping or storage of trash, garbage, ashes, waste, junk, abandoned property or other unsightly or offensive material on the Property.
  - E. There shall be no filling, excavating, mining, drilling, removal of topsoil, sand, gravel, rock, minerals, or other materials which alters the topography of the Property, except as required in the construction of permissible building structures and features under this agreement.
  - F. There shall be no construction or placement of fences, screens, hedges, walls or other similar barriers which materially obstruct the public view of scenic areas of the Property.

- G. There shall be no removal or destruction of trees, shrubs, plants and other vegetation, except that the Grantor may:
    - 1) engage in agricultural, horticultural or silvicultural activities, provided that there shall be no cutting of trees, other than selective cutting and salvage of dead or dying trees, within 100 feet of a scenic river, a scenic highway, a Virginia Byway or public property listed in the approved State Comprehensive Outdoor Recreation Plan (Virginia Outdoors Plan), and
    - 2) remove vegetation which constitutes a safety, a health or an ecological hazard, e.g., vegetation classified as noxious weed pursuant the Code of Virginia (1950), as amended.
  - H. There shall be no alteration or manipulation of natural water courses, shores, marshes, swamps, wetlands or other water bodies, nor any activities or uses which adversely affect water quality, level or flow.
  - I. On areas of the Property that are being provided or preserved for conservation of land, floodways or other natural resources, or that are to be left in a relatively natural or undeveloped state, there shall be no operation of dune buggies, all-terrain vehicles, motorcycles, motorbikes, snowmobiles or other motor vehicles, except to the extent necessary to inspect, protect or preserve the area.
  - J. There shall be no industrial or commercial activities, conducted on the property, except for the continuation of agricultural, horticultural or silvicultural activities; or activities that are conducted in a residence or an associated outbuilding such as garage, smokehouse, small shop or similar structure which is permitted on the property.
  - K. There shall be no separation or split-off of lots, pieces or parcels from the property. The Property may be sold or transferred during the term of this agreement only as the same entire parcel that is the subject to this agreement, provided, however, that the Grantor may grant to a public body or bodies open-space, conservation or historic preservation easements which apply to all or part of the Property.
3. This agreement shall be effective upon acceptance by the County, provided, however, that the real estate tax for the Property shall not be extended on the basis of its use value until the next succeeding tax year following timely application by the Grantor for the use assessment and taxation in accordance with Section 20-4-2(d) of the Fluvanna County Code. Thereafter, this agreement shall remain in effect for a term of ~~fifteen~~ (15) consecutive years.

4. Nothing contained herein shall be construed as giving to the public a right to enter upon or to use the Property or any portion thereof, except as the Grantor may otherwise allow, consistent with the provisions of this agreement.
5. The County shall have the right at all reasonable times to enter the Property to determine whether the Grantor is complying with the provisions of this agreement.
6. Nothing in this agreement shall be construed to create in the public or member thereof a right to maintain a suit for any damages against the Grantor for any violation of this agreement.
7. Nothing in this agreement shall be construed to permit Grantor to conduct any activity or to build or maintain any improvement which is otherwise prohibited by law.
8. If any provision of this agreement is determined to be invalid by a court of competent jurisdiction, the remainder of the agreement shall not be affected thereby.
9. The provisions of this agreement shall run with the land and be binding upon the parties, their successors, assigns, personal representatives, and heirs.
10. Words of one gender used herein shall include the other gender, and words in the singular shall include words in the plural, whenever the sense requires.
11. This agreement may be terminated in the manner provided in Section 15.1-1513 of the Code of Virginia for withdrawal of land from an agricultural, forestal or an agricultural and forestal district.
12. Upon termination of this agreement, the Property shall thereafter be assessed and taxed at its fair market value, regardless of its actual use, unless the County determines otherwise in accordance with applicable law.
13. NOTICE: WHEN THE OPEN SPACE USE OR USES BY WHICH THE PROPERTY QUALIFIED FOR ASSESSMENT AND TAXATION ON THE BASIS OF USE CHANGES TO A NONQUALIFYING USE OR USES, OR WHEN THE ZONING FOR THE PROPERTY CHANGES TO A MORE INTENSIVE USE AT THE REQUEST OF THE GRANTOR, THE PROPERTY, OR SUCH PORTION OF THE PROPERTY WHICH NO LONGER QUALIFIES SHALL BE SUBJECT TO ROLLBACK TAXES IN ACCORDANCE WITH SECTION 58.1-3237 OF THE CODE OF VIRGINIA. THE GRANTOR SHALL BE SUBJECT TO ALL OF THE OBLIGATIONS AND LIABILITIES OF SAID CODES SECTION.

\_\_\_\_\_  
Landowner (SEAL)

\_\_\_\_\_  
Co-owner (s) (SEAL)



**STATE OF VIRGINIA**  
**COUNTY OF FLUVANNA, to-wit:**

The foregoing instrument was acknowledged before me by

Steve & Shirley Austin, Landowner (s)  
on this 19<sup>th</sup> day of August, 2016.

My commission expires: March 31, 2018

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

COUNTY OF FLUVANNA, VIRGINIA

By: \_\_\_\_\_  
County Administrator

**STATE OF VIRGINIA**  
**COUNTY OF FLUVANNA, to-wit:**

The foregoing instrument was acknowledged before me by

\_\_\_\_\_, Fluvanna County Administrator

on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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

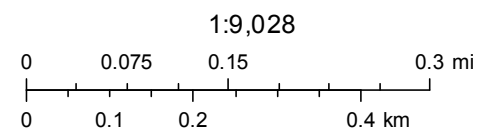
\_\_\_\_\_  
Notary Public

# Tax Map Parcel 19-A-19A located off of Wylock Lane

BOB Sept 21, 2016 p. 306/336



September 12, 2016



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

## FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

<b>MEETING DATE:</b>	September 21, 2016				
<b>AGENDA TITLE:</b>	Approval of Open Space Contract for Bremono Excess, Ltd.				
<b>MOTION(s):</b>	<b>I move to approve the open space contract for Bremono Excess, Ltd. for tax map parcel 58-A-7A; agreement shall remain in effect for a term of fifteen (15) consecutive years.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
<b>STAFF CONTACT(S):</b>	Andrew M. Sheridan, Jr., Commissioner of the Revenue				
<b>PRESENTER(S):</b>	Andrew M. Sheridan, Jr., Commissioner of the Revenue				
<b>RECOMMENDATION:</b>	Approval				
<b>TIMING:</b>	Immediate				
<b>DISCUSSION:</b>	This property qualifies for an open space contract with Fluvanna County in accordance with Code Section 58.1-3229 et. seq. of the Virginia State Code.				
<b>FISCAL IMPACT:</b>	None				
<b>POLICY IMPACT:</b>	In accordance with Section 58.1-3229 et. seq. of Virginia State Code.				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	-Bremono Excess, Ltd.'s executed open space contract -Map of tax map parcel 58-A-7A				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other







## CONTRACT FOR OPEN SPACE LAND USE ASSESSMENT

**THIS AGREEMENT**, made this 8<sup>th</sup> day of SEPTEMBER, 2016, by and between **Bremo Excess, Ltd. (Charles P. Cocke, President)** party(ies) of the first part, hereinafter called the Grantor, and the COUNTY OF FLUVANNA, a political subdivision of the Commonwealth of Virginia, party of the second part, hereinafter called the County:

WITNESSETH

**WHEREAS**, the Grantor owns certain real estate, described below, hereinafter called the Property; and

**WHEREAS**, the County is the local governing body having real estate tax jurisdiction over the Property; and

**WHEREAS**, the County has determined:

- A. That it is in the public interest that the Property should be provided or preserved for conservation of agricultural and forestal land and of wildlife and
- B. That the property meets the applicable criteria for real estate devoted to open-space use as prescribed in Article 4 (Section 58.1-3229 et. seq.) of Chapter 32 of Title 58.1 of the Code of Virginia, and the standards for classifying such real estate prescribed by the Director of the Virginia Department of Conservation and Recreation; and
- C. That the provisions of this agreement meet the requirements and standards prescribed under section 58.1-3233 of the Code of Virginia for recorded commitments by landowners not to change an open-space use to a non-qualifying use; and

**WHEREAS**, the Grantor is willing to make a written recorded commitment to preserve and protect the open-space uses of the Property during the term of this agreement in order for the Property to be taxed on the basis of a use assessment, and the Grantor has submitted an application for such taxation to the Commissioner of the Revenue of the County pursuant to Section 58.1-3234 of the Code of Virginia and Section 20-4-2(d) of the Fluvanna County Code; and

**WHEREAS**, the County is willing to extend the tax for the Property on the basis of a use assessment commencing with the next succeeding tax year and continuing for the term of this agreement, in consideration of the Grantor's commitment to preserve and protect the open-space uses of the property, and on the condition that the Grantor's application is satisfactory and that all other requirements of Article 4, Chapter 32, Title 58.1 of the Code of Virginia and Section 20-4-2(d) of the Fluvanna County Code are complied with.

**NOW, THEREFORE**, in consideration of the recital and the mutual benefits, covenants and terms herein contained, the parties hereby **COVENANT** and **AGREE** as follows:

1. This agreement shall apply to all the following described real estate:

Tax Map Parcel: 58-A-7A (18.0 acres of 20.0 total acres)

2. The Grantor agrees that during the term of this agreement:
  - A. There shall be no change in the use or uses of the Property that exist as of the date of this agreement to any use that would not qualify as open-space use. The qualifying use for the Property is conservation of agricultural and forestal land and of wildlife.
  - B. There shall be no display of billboards, signs or other advertisements on the property except to (i) state solely the name of the Grantor and the address of the Property, (ii) advertise the sale or lease of the Property, (iii) advertise the sale of goods or services produced pursuant to the permitted use of the Property, or (iv) provide warnings. No sign shall exceed four feet by four feet.
  - C. There shall be no construction, placement or maintenance of any structure on the Property unless such structure is either:
    - 1) on the Property as of the date of this agreement; or
    - 2) related to and compatible with the open-space uses of the Property which this agreement is intended to protect or provide for.
  - D. There shall be no dumping or storage of trash, garbage, ashes, waste, junk, abandoned property or other unsightly or offensive material on the Property.
  - E. There shall be no filling, excavating, mining, drilling, removal of topsoil, sand, gravel, rock, minerals, or other materials which alters the topography of the Property, except as required in the construction of permissible building structures and features under this agreement.
  - F. There shall be no construction or placement of fences, screens, hedges, walls or other similar barriers which materially obstruct the public view of scenic areas of the Property.

- G. There shall be no removal or destruction of trees, shrubs, plants and other vegetation, except that the Grantor may:
    - 1) engage in agricultural, horticultural or silvicultural activities, provided that there shall be no cutting of trees, other than selective cutting and salvage of dead or dying trees, within 100 feet of a scenic river, a scenic highway, a Virginia Byway or public property listed in the approved State Comprehensive Outdoor Recreation Plan (Virginia Outdoors Plan), and
    - 2) remove vegetation which constitutes a safety, a health or an ecological hazard, e.g., vegetation classified as noxious weed pursuant the Code of Virginia (1950), as amended.
  - H. There shall be no alteration or manipulation of natural water courses, shores, marshes, swamps, wetlands or other water bodies, nor any activities or uses which adversely affect water quality, level or flow.
  - I. On areas of the Property that are being provided or preserved for conservation of land, floodways or other natural resources, or that are to be left in a relatively natural or undeveloped state, there shall be no operation of dune buggies, all-terrain vehicles, motorcycles, motorbikes, snowmobiles or other motor vehicles, except to the extent necessary to inspect, protect or preserve the area.
  - J. There shall be no industrial or commercial activities, conducted on the property, except for the continuation of agricultural, horticultural or silvicultural activities; or activities that are conducted in a residence or an associated outbuilding such as garage, smokehouse, small shop or similar structure which is permitted on the property.
  - K. There shall be no separation or split-off of lots, pieces or parcels from the property. The Property may be sold or transferred during the term of this agreement only as the same entire parcel that is the subject to this agreement, provided, however, that the Grantor may grant to a public body or bodies open-space, conservation or historic preservation easements which apply to all or part of the Property.
3. This agreement shall be effective upon acceptance by the County, provided, however, that the real estate tax for the Property shall not be extended on the basis of its use value until the next succeeding tax year following timely application by the Grantor for the use assessment and taxation in accordance with Section 20-4-2(d) of the Fluvanna County Code. Thereafter, this agreement shall remain in effect for a term of FIFTEEN (15) consecutive years.

4. Nothing contained herein shall be construed as giving to the public a right to enter upon or to use the Property or any portion thereof, except as the Grantor may otherwise allow, consistent with the provisions of this agreement.
5. The County shall have the right at all reasonable times to enter the Property to determine whether the Grantor is complying with the provisions of this agreement.
6. Nothing in this agreement shall be construed to create in the public or member thereof a right to maintain a suit for any damages against the Grantor for any violation of this agreement.
7. Nothing in this agreement shall be construed to permit Grantor to conduct any activity or to build or maintain any improvement which is otherwise prohibited by law.
8. If any provision of this agreement is determined to be invalid by a court of competent jurisdiction, the remainder of the agreement shall not be affected thereby.
9. The provisions of this agreement shall run with the land and be binding upon the parties, their successors, assigns, personal representatives, and heirs.
10. Words of one gender used herein shall include the other gender, and words in the singular shall include words in the plural, whenever the sense requires.
11. This agreement may be terminated in the manner provided in Section 15.1-1513 of the Code of Virginia for withdrawal of land from an agricultural, forestal or an agricultural and forestal district.
12. Upon termination of this agreement, the Property shall thereafter be assessed and taxed at its fair market value, regardless of its actual use, unless the County determines otherwise in accordance with applicable law.
13. NOTICE: WHEN THE OPEN SPACE USE OR USES BY WHICH THE PROPERTY QUALIFIED FOR ASSESSMENT AND TAXATION ON THE BASIS OF USE CHANGES TO A NONQUALIFYING USE OR USES, OR WHEN THE ZONING FOR THE PROPERTY CHANGES TO A MORE INTENSIVE USE AT THE REQUEST OF THE GRANTOR, THE PROPERTY, OR SUCH PORTION OF THE PROPERTY WHICH NO LONGER QUALIFIES SHALL BE SUBJECT TO ROLLBACK TAXES IN ACCORDANCE WITH SECTION 58.1-3237 OF THE CODE OF VIRGINIA. THE GRANTOR SHALL BE SUBJECT TO ALL OF THE OBLIGATIONS AND LIABILITIES OF SAID CODES SECTION.

Charles P. Coche (SEAL)  
Landowner  
PRESIDENT, BREMO EXCESS, LTD

\_\_\_\_\_  
Co-owner (s) (SEAL)

**STATE OF VIRGINIA**  
**COUNTY OF FLUVANNA, to-wit:**

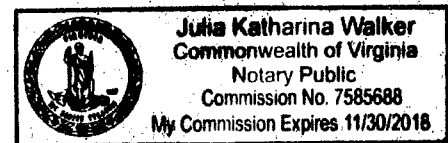
The foregoing instrument was acknowledged before me by  
Charles P. Coche, President of  
Bremo Excess, Ltd, Landowner (s)  
on this 8<sup>th</sup> day of September, 2016.

My commission expires: 11/30/2018

Julia K. Walker  
Notary Public

COUNTY OF FLUVANNA, VIRGINIA

By: \_\_\_\_\_  
County Administrator



**STATE OF VIRGINIA**  
**COUNTY OF FLUVANNA, to-wit:**

The foregoing instrument was acknowledged before me by

\_\_\_\_\_, Fluvanna County Administrator

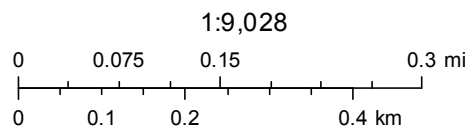
on this \_\_\_\_\_ day of \_\_\_\_\_.

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

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



September 13, 2016



## FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

<b>MEETING DATE:</b>	September 21, 2016				
<b>AGENDA TITLE:</b>	Approval of Open Space Contract for Michael & Ann Nalvaeiko				
<b>MOTION(s):</b>	<b>I move to approve the open space contract for Mr. &amp; Mrs. Nalvaeiko for tax map parcel 27-1-3B; agreement shall remain in effect for a term of fifteen (15) consecutive years.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
<b>STAFF CONTACT(S):</b>	Andrew M. Sheridan, Jr., Commissioner of the Revenue				
<b>PRESENTER(S):</b>	Andrew M. Sheridan, Jr., Commissioner of the Revenue				
<b>RECOMMENDATION:</b>	Approval				
<b>TIMING:</b>	Immediate				
<b>DISCUSSION:</b>	This property qualifies for an open space contract with Fluvanna County in accordance with Code Section 58.1-3229 et. seq. of the Virginia State Code.				
<b>FISCAL IMPACT:</b>	None				
<b>POLICY IMPACT:</b>	In accordance with Section 58.1-3229 et. seq. of Virginia State Code.				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	-Mr. & Mrs. Nalvaeiko's executed open space contract -Map of tax map parcel 27-1-3B				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other







## CONTRACT FOR OPEN SPACE LAND USE ASSESSMENT

**THIS AGREEMENT**, made this 24<sup>th</sup> day of June, 2016, by and between Michael & Ann Nalvaeiko, party(ies) of the first part, hereinafter called the Grantor, and the COUNTY OF FLUVANNA, a political subdivision of the Commonwealth of Virginia, party of the second part, hereinafter called the County:

WITNESSETH

**WHEREAS**, the Grantor owns certain real estate, described below, hereinafter called the Property; and

**WHEREAS**, the County is the local governing body having real estate tax jurisdiction over the Property; and

**WHEREAS**, the County has determined:

- A. That it is in the public interest that the Property should be provided or preserved for conservation of agricultural and forestal land and of wildlife and
- B. That the property meets the applicable criteria for real estate devoted to open-space use as prescribed in Article 4 (Section 58.1-3229 et. seq.) of Chapter 32 of Title 58.1 of the Code of Virginia, and the standards for classifying such real estate prescribed by the Director of the Virginia Department of Conservation and Recreation; and
- C. That the provisions of this agreement meet the requirements and standards prescribed under section 58.1-3233 of the Code of Virginia for recorded commitments by landowners not to change an open-space use to a non-qualifying use; and

**WHEREAS**, the Grantor is willing to make a written recorded commitment to preserve and protect the open-space uses of the Property during the term of this agreement in order for the Property to be taxed on the basis of a use assessment, and the Grantor has submitted an application for such taxation to the Commissioner of the Revenue of the County pursuant to Section 58.1-3234 of the Code of Virginia and Section 20-4-2(d) of the Fluvanna County Code; and

**WHEREAS**, the County is willing to extend the tax for the Property on the basis of a use assessment commencing with the next succeeding tax year and continuing for the term of this agreement, in consideration of the Grantor's commitment to preserve and protect the open-space uses of the property, and on the condition that the Grantor's application is satisfactory and that all other requirements of Article 4, Chapter 32, Title 58.1 of the Code of Virginia and Section 20-4-2(d) of the Fluvanna County Code are complied with.

**NOW, THEREFORE**, in consideration of the recital and the mutual benefits, covenants and terms herein contained, the parties hereby **COVENANT** and **AGREE** as follows:

1. This agreement shall apply to all the following described real estate:

Tax Map Parcel: 27-1-3B (15.606 acres in open space of 17.606 total acres)

2. The Grantor agrees that during the term of this agreement:

- A. There shall be no change in the use or uses of the Property that exist as of the date of this agreement to any use that would not qualify as open-space use. The qualifying use for the Property is conservation of agricultural and forestal land and of wildlife.
- B. There shall be no display of billboards, signs or other advertisements on the property except to (i) state solely the name of the Grantor and the address of the Property, (ii) advertise the sale or lease of the Property, (iii) advertise the sale of goods or services produced pursuant to the permitted use of the Property, or (iv) provide warnings. No sign shall exceed four feet by four feet.
- C. There shall be no construction, placement or maintenance of any structure on the Property unless such structure is either:
  - 1) on the Property as of the date of this agreement; or
  - 2) related to and compatible with the open-space uses of the Property which this agreement is intended to protect or provide for.
- D. There shall be no dumping or storage of trash, garbage, ashes, waste, junk, abandoned property or other unsightly or offensive material on the Property.
- E. There shall be no filling, excavating, mining, drilling, removal of topsoil, sand, gravel, rock, minerals, or other materials which alters the topography of the Property, except as required in the construction of permissible building structures and features under this agreement.
- F. There shall be no construction or placement of fences, screens, hedges, walls or other similar barriers which materially obstruct the public view of scenic areas of the Property.

- G. There shall be no removal or destruction of trees, shrubs, plants and other vegetation, except that the Grantor may:
    - 1) engage in agricultural, horticultural or silvicultural activities, provided that there shall be no cutting of trees, other than selective cutting and salvage of dead or dying trees, within 100 feet of a scenic river, a scenic highway, a Virginia Byway or public property listed in the approved State Comprehensive Outdoor Recreation Plan (Virginia Outdoors Plan), and
    - 2) remove vegetation which constitutes a safety, a health or an ecological hazard, e.g., vegetation classified as noxious weed pursuant the Code of Virginia (1950), as amended.
  - H. There shall be no alteration or manipulation of natural water courses, shores, marshes, swamps, wetlands or other water bodies, nor any activities or uses which adversely affect water quality, level or flow.
  - I. On areas of the Property that are being provided or preserved for conservation of land, floodways or other natural resources, or that are to be left in a relatively natural or undeveloped state, there shall be no operation of dune buggies, all-terrain vehicles, motorcycles, motorbikes, snowmobiles or other motor vehicles, except to the extent necessary to inspect, protect or preserve the area.
  - J. There shall be no industrial or commercial activities, conducted on the property, except for the continuation of agricultural, horticultural or silvicultural activities; or activities that are conducted in a residence or an associated outbuilding such as garage, smokehouse, small shop or similar structure which is permitted on the property.
  - K. There shall be no separation or split-off of lots, pieces or parcels from the property. The Property may be sold or transferred during the term of this agreement only as the same entire parcel that is the subject to this agreement, provided, however, that the Grantor may grant to a public body or bodies open-space, conservation or historic preservation easements which apply to all or part of the Property.
3. This agreement shall be effective upon acceptance by the County, provided, however, that the real estate tax for the Property shall not be extended on the basis of its use value until the next succeeding tax year following timely application by the Grantor for the use assessment and taxation in accordance with Section 20-4-2(d) of the Fluvanna County Code. Thereafter, this agreement shall remain in effect for a term of ~~fifteen~~ (15) consecutive years.

4. Nothing contained herein shall be construed as giving to the public a right to enter upon or to use the Property or any portion thereof, except as the Grantor may otherwise allow, consistent with the provisions of this agreement.
5. The County shall have the right at all reasonable times to enter the Property to determine whether the Grantor is complying with the provisions of this agreement.
6. Nothing in this agreement shall be construed to create in the public or member thereof a right to maintain a suit for any damages against the Grantor for any violation of this agreement.
7. Nothing in this agreement shall be construed to permit Grantor to conduct any activity or to build or maintain any improvement which is otherwise prohibited by law.
8. If any provision of this agreement is determined to be invalid by a court of competent jurisdiction, the remainder of the agreement shall not be affected thereby.
9. The provisions of this agreement shall run with the land and be binding upon the parties, their successors, assigns, personal representatives, and heirs.
10. Words of one gender used herein shall include the other gender, and words in the singular shall include words in the plural, whenever the sense requires.
11. This agreement may be terminated in the manner provided in Section 15.1-1513 of the Code of Virginia for withdrawal of land from an agricultural, forestal or an agricultural and forestal district.
12. Upon termination of this agreement, the Property shall thereafter be assessed and taxed at its fair market value, regardless of its actual use, unless the County determines otherwise in accordance with applicable law.
13. NOTICE: WHEN THE OPEN SPACE USE OR USES BY WHICH THE PROPERTY QUALIFIED FOR ASSESSMENT AND TAXATION ON THE BASIS OF USE CHANGES TO A NONQUALIFYING USE OR USES, OR WHEN THE ZONING FOR THE PROPERTY CHANGES TO A MORE INTENSIVE USE AT THE REQUEST OF THE GRANTOR, THE PROPERTY, OR SUCH PORTION OF THE PROPERTY WHICH NO LONGER QUALIFIES SHALL BE SUBJECT TO ROLLBACK TAXES IN ACCORDANCE WITH SECTION 58.1-3237 OF THE CODE OF VIRGINIA. THE GRANTOR SHALL BE SUBJECT TO ALL OF THE OBLIGATIONS AND LIABILITIES OF SAID CODES SECTION.

[Signature] (SEAL)  
Landowner

[Signature] (SEAL)  
Co-owner (s)



**STATE OF VIRGINIA**  
**COUNTY OF FLUVANNA, to-wit:**

The foregoing instrument was acknowledged before me by

Michael & Ann Nalvaeiko, Landowner (s)

on this 24 day of June, 2016.

My commission expires: 6/30/2020

[Signature]  
Notary Public

COUNTY OF FLUVANNA, VIRGINIA

By: \_\_\_\_\_  
County Administrator

**STATE OF VIRGINIA**  
**COUNTY OF FLUVANNA, to-wit:**

The foregoing instrument was acknowledged before me by

\_\_\_\_\_, Fluvanna County Administrator

on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

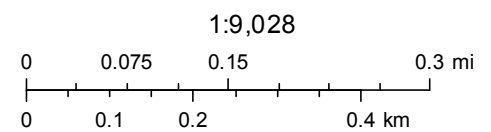
My commission expires: \_\_\_\_\_

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

Tax Map Parcel 27-1-3B located at 304 Rock Ln., Scottsville, VA 24590



September 12, 2016



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

<b>MEETING DATE:</b>	September 21, 2016				
<b>AGENDA TITLE:</b>	Approval of Open Space Contract for Manuel V. & Barbara A. Perrotti				
<b>MOTION(s):</b>	<b>I move to approve the open space contract for Mr. &amp; Mrs. Perrotti for tax map parcels 40-A-2, 40-11-1, 40-11-2, 40-11-7 &amp; 40-11-8; agreement shall remain in effect for a term of ten (10) consecutive years.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
<b>STAFF CONTACT(S):</b>	Andrew M. Sheridan, Jr., Commissioner of the Revenue				
<b>PRESENTER(S):</b>	Andrew M. Sheridan, Jr., Commissioner of the Revenue				
<b>RECOMMENDATION:</b>	Approval				
<b>TIMING:</b>	Immediate				
<b>DISCUSSION:</b>	These properties qualify for an open space contract with Fluvanna County in accordance with Code Section 58.1-3229 et. seq. of the Virginia State Code.				
<b>FISCAL IMPACT:</b>	None				
<b>POLICY IMPACT:</b>	In accordance with Section 58.1-3229 et. seq. of Virginia State Code.				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	-Mr. & Mrs. Perrotti's executed open space contract -Map of tax map parcels 40-A-2, 40-11-1, 40-11-2, 40-11-7 & 40-11-8				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other







## CONTRACT FOR OPEN SPACE LAND USE ASSESSMENT

**THIS AGREEMENT**, made this 9/9/ day of September 2016 by and between Manuel V. & Barbara A. Perrotti party(ies) of the first part, hereinafter called the Grantor, and the COUNTY OF FLUVANNA, a political subdivision of the Commonwealth of Virginia, party of the second part, hereinafter called the County:

WITNESSETH

**WHEREAS**, the Grantor owns certain real estate, described below, hereinafter called the Property; and

**WHEREAS**, the County is the local governing body having real estate tax jurisdiction over the Property; and

**WHEREAS**, the County has determined:

- A. That it is in the public interest that the Property should be provided or preserved for conservation of agricultural and forestal land and of wildlife and
- B. That the property meets the applicable criteria for real estate devoted to open-space use as prescribed in Article 4 (Section 58.1-3229 et. seq.) of Chapter 32 of Title 58.1 of the Code of Virginia, and the standards for classifying such real estate prescribed by the Director of the Virginia Department of Conservation and Recreation; and
- C. That the provisions of this agreement meet the requirements and standards prescribed under section 58.1-3233 of the Code of Virginia for recorded commitments by landowners not to change an open-space use to a non-qualifying use; and

**WHEREAS**, the Grantor is willing to make a written recorded commitment to preserve and protect the open-space uses of the Property during the term of this agreement in order for the Property to be taxed on the basis of a use assessment, and the Grantor has submitted an application for such taxation to the Commissioner of the Revenue of the County pursuant to Section 58.1-3234 of the Code of Virginia and Section 20-4-2(d) of the Fluvanna County Code; and

**WHEREAS**, the County is willing to extend the tax for the Property on the basis of a use assessment commencing with the next succeeding tax year and continuing for the term of this agreement, in consideration of the Grantor's commitment to preserve and protect the open-space uses of the property, and on the condition that the Grantor's application is satisfactory and that all other requirements of Article 4, Chapter 32, Title 58.1 of the Code of Virginia and Section 20-4-2(d) of the Fluvanna County Code are complied with.

**NOW, THEREFORE**, in consideration of the recital and the mutual benefits, covenants and terms herein contained, the parties hereby **COVENANT** and **AGREE** as follows:

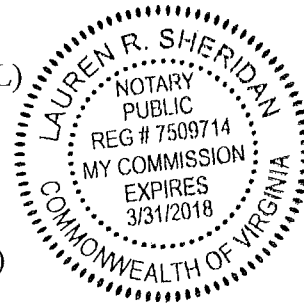
1. This agreement shall apply to all the following described real estate:
  - Tax Map Parcel: 40-A-2 (16.632 acres of 18.632 total acres)
    - 40-11-1 (3.034 acres)
    - 40-11-2 (2.169 acres)
    - 40-11-7 (2.987 acres)
    - 40-11-8 (2.754 acres)
  - Total acres: 27.576 acres of 29.576 total acres
2. The Grantor agrees that during the term of this agreement:
  - A. There shall be no change in the use or uses of the Property that exist as of the date of this agreement to any use that would not qualify as open-space use. The qualifying use for the Property is conservation of agricultural and forestal land and of wildlife.
  - B. There shall be no display of billboards, signs or other advertisements on the property except to (i) state solely the name of the Grantor and the address of the Property, (ii) advertise the sale or lease of the Property, (iii) advertise the sale of goods or services produced pursuant to the permitted use of the Property, or (iv) provide warnings. No sign shall exceed four feet by four feet.
  - C. There shall be no construction, placement or maintenance of any structure on the Property unless such structure is either:
    - 1) on the Property as of the date of this agreement; or
    - 2) related to and compatible with the open-space uses of the Property which this agreement is intended to protect or provide for.
  - D. There shall be no dumping or storage of trash, garbage, ashes, waste, junk, abandoned property or other unsightly or offensive material on the Property.
  - E. There shall be no filling, excavating, mining, drilling, removal of topsoil, sand, gravel, rock, minerals, or other materials which alters the topography of the Property, except as required in the construction of permissible building structures and features under this agreement.
  - F. There shall be no construction or placement of fences, screens, hedges, walls or other similar barriers which materially obstruct the public view of scenic areas of the Property.

- G. There shall be no removal or destruction of trees, shrubs, plants and other vegetation, except that the Grantor may:
- 1) engage in agricultural, horticultural or silvicultural activities, provided that there shall be no cutting of trees, other than selective cutting and salvage of dead or dying trees, within 100 feet of a scenic river, a scenic highway, a Virginia Byway or public property listed in the approved State Comprehensive Outdoor Recreation Plan (Virginia Outdoors Plan), and
  - 2) remove vegetation which constitutes a safety, a health or an ecological hazard, e.g., vegetation classified as noxious weed pursuant the Code of Virginia (1950), as amended.
- H. There shall be no alteration or manipulation of natural water courses, shores, marshes, swamps, wetlands or other water bodies, nor any activities or uses which adversely affect water quality, level or flow.
- I. On areas of the Property that are being provided or preserved for conservation of land, floodways or other natural resources, or that are to be left in a relatively natural or undeveloped state, there shall be no operation of dune buggies, all-terrain vehicles, motorcycles, motorbikes, snowmobiles or other motor vehicles, except to the extent necessary to inspect, protect or preserve the area.
- J. There shall be no industrial or commercial activities, conducted on the property, except for the continuation of agricultural, horticultural or silvicultural activities; or activities that are conducted in a residence or an associated outbuilding such as garage, smokehouse, small shop or similar structure which is permitted on the property.
- K. There shall be no separation or split-off of lots, pieces or parcels from the property. The Property may be sold or transferred during the term of this agreement only as the same entire parcel that is the subject to this agreement, provided, however, that the Grantor may grant to a public body or bodies open-space, conservation or historic preservation easements which apply to all or part of the Property.
3. This agreement shall be effective upon acceptance by the County, provided, however, that the real estate tax for the Property shall not be extended on the basis of its use value until the next succeeding tax year following timely application by the Grantor for the use assessment and taxation in accordance with Section 20-4-2(d) of the Fluvanna County Code. Thereafter, this agreement shall remain in effect for a term of ten (10) consecutive years.

4. Nothing contained herein shall be construed as giving to the public a right to enter upon or to use the Property or any portion thereof, except as the Grantor may otherwise allow, consistent with the provisions of this agreement.
5. The County shall have the right at all reasonable times to enter the Property to determine whether the Grantor is complying with the provisions of this agreement.
6. Nothing in this agreement shall be construed to create in the public or member thereof a right to maintain a suit for any damages against the Grantor for any violation of this agreement.
7. Nothing in this agreement shall be construed to permit Grantor to conduct any activity or to build or maintain any improvement which is otherwise prohibited by law.
8. If any provision of this agreement is determined to be invalid by a court of competent jurisdiction, the remainder of the agreement shall not be affected thereby.
9. The provisions of this agreement shall run with the land and be binding upon the parties, their successors, assigns, personal representatives, and heirs.
10. Words of one gender used herein shall include the other gender, and words in the singular shall include words in the plural, whenever the sense requires.
11. This agreement may be terminated in the manner provided in Section 15.1-1513 of the Code of Virginia for withdrawal of land from an agricultural, forestal or an agricultural and forestal district.
12. Upon termination of this agreement, the Property shall thereafter be assessed and taxed at its fair market value, regardless of its actual use, unless the County determines otherwise in accordance with applicable law.
13. NOTICE: WHEN THE OPEN SPACE USE OR USES BY WHICH THE PROPERTY QUALIFIED FOR ASSESSMENT AND TAXATION ON THE BASIS OF USE CHANGES TO A NONQUALIFYING USE OR USES, OR WHEN THE ZONING FOR THE PROPERTY CHANGES TO A MORE INTENSIVE USE AT THE REQUEST OF THE GRANTOR, THE PROPERTY, OR SUCH PORTION OF THE PROPERTY WHICH NO LONGER QUALIFIES SHALL BE SUBJECT TO ROLLBACK TAXES IN ACCORDANCE WITH SECTION 58.1-3237 OF THE CODE OF VIRGINIA. THE GRANTOR SHALL BE SUBJECT TO ALL OF THE OBLIGATIONS AND LIABILITIES OF SAID CODES SECTION.

Manuel V Perrotti (SEAL)  
Landowner

Barbara A Perrotti (SEAL)  
Co-owner (s)



**STATE OF VIRGINIA**  
**COUNTY OF FLUVANNA, to-wit:**

The foregoing instrument was acknowledged before me by

Manuel + Barbara Perrotti, Landowner (s)

on this 9<sup>th</sup> day of September, 2016.

My commission expires: March 31, 2018

Lauren R. Sheridan  
Notary Public

COUNTY OF FLUVANNA, VIRGINIA

By: \_\_\_\_\_  
County Administrator

**STATE OF VIRGINIA**  
**COUNTY OF FLUVANNA, to-wit:**

The foregoing instrument was acknowledged before me by

\_\_\_\_\_, Fluvanna County Administrator

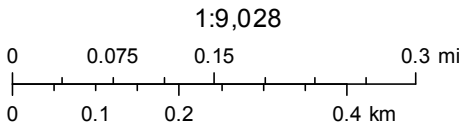
on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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

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



September 12, 2016



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community





**FLUVANNA COUNTY BOARD OF SUPERVISORS**  
**MEETING PACKAGE ATTACHMENTS**

September 21, 2016

No.	Item
1	FY17 Capital Reserve Memo 2016-09-07
2	FY17 Contingency Balance 2016-09-07
3	
4	
5	
6	
7	
8	
9	
10	



# COUNTY OF FLUVANNA

*"Responsive & Responsible Government"*

P.O. Box 540  
Palmyra, VA 22963  
(434) 591-1910  
Fax (434) 591-1911  
www.fluvannacounty.org

## MEMORANDUM

**Date:** September 21, 2016  
**From:** Martin Brookhart – Management Analyst  
**To:** Board of Supervisors  
**Subject:** FY17 Capital Reserve Balances

The FY17 Capital Reserve account balances are as follows:

### County Capital Reserve:

FY16 Carryover	\$14,370
<b>FY17 Beginning Budget:</b>	<b>\$200,000</b>
Plus: FY15 & FY16 Projects Completed Under Budget	\$50,323
Less: Palmyra Rescue Building CIP - 9.7.16	-\$50,000
<b>Available:</b>	<b>\$214,693</b>

### Schools Capital Reserve:

FY16 Carryover	\$193,243
<b>FY17 Beginning Budget:</b>	<b>\$100,000</b>
Plus: FY15 & FY16 Projects Completed Under Budget	\$48,168
Less: FCHS Equipment Shed Replacement - 8.3.16	-\$5,400
Less: FCPS Floor Scrubber Replacement - 8.3.16	-\$11,300
<b>Available:</b>	<b>\$324,711</b>

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# COUNTY OF FLUVANNA

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*“Responsive & Responsible Government”*

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## MEMORANDUM

**Date:** September 21, 2016  
**From:** Martin Brookhart – Management Analyst  
**To:** Board of Supervisors  
**Subject:** FY17 BOS Contingency Balance

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The FY17 BOS Contingency line balance is as follows:

<b>Beginning Budget:</b>	<b>\$150,000.00</b>
<b>Available:</b>	<b>\$150,000.00</b>