

1. Virtual Meeting Instructions

Documents:

[INSTRUCTIONS FOR ATTENDING THE VIRTUAL BOARD OF SUPERVISORS MEETING.PDF](#)

2. Final Revised Agenda BOSM 4-16-2020 Virtual Meeting

Documents:

[BOSM VIRTUAL MEETING AGENDA PACKET REVISED FINAL 4-16-2020 .PDF](#)

3. Draft Agenda And Packet 4-16-2020 Virtual Meeting

Documents:

[BOSM 4-16-2020 VIRTUAL MEETING AGENDA PACKET DRAFT 2.PDF](#)

Instructions for attending the virtual Board of Supervisors Meeting: April 16, 2020 at 7:00 PM

Surry County Public Virtual Meeting Room

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<https://global.gotomeeting.com/join/447043917>

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Access Code: 447-043-917

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****Public Comments can be emailed to: comments@surrycountyva.gov ****

Please email your public comments to: comments@surrycountyva.gov **ONE HOUR** prior to the meeting.

A recording of this meeting will be available on the County website.



**BOARD OF SUPERVISORS REGULAR MEETING AGENDA
APRIL 16, 2020 – 7:00 PM
REMOTE**

**SURRY COUNTY GOVERNMENT CENTER, GENERAL DISTRICT COURT ROOM, 45
SCHOOL STREET SURRY, VA 23883**

A meeting held remotely by the Surry County Board of Supervisors as an effort to safely conduct business while maintaining the order of the Governor of Virginia to adhere to safe social distancing practices.

VIRTUAL MEETING INSTRUCTIONS

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Documents:

[Instructions for attending the virtual Board of Supervisors Meeting.docx](#)

Call to Order / Moment of Silence / Invocation / Adoption

New Business

- 1 Emergency Declarations
Review and approve

Documents:

[1 Declaration of Local Emergency Signed pdf.pdf](#)

Documents:

[2 Emergency Ordinance - Continuity of Government Draft.docx](#)

Documents:

[3 Resolution 2020-06 Declaration of Local Emergency and Disaster.docx](#)

Documents:

[4 Resolution 2020-06 Revised Declaration of Local Emergency and Disaster DRAFT.
3.25.2020.docx](#)

- 2 Surry County Pandemic Plan
Review and accept the plan as recommended.

Documents:

[2020 Pandemic Influenza Annex \(Surry\) MR review.docx](#)

Documents:

[2020 Pandemic Influenza Annex \(Surry\) MR review.pdf](#)

- 3 MOU: Virginia Department of Health, Crater Health District
Approve the MOU between Surry County and the Virginia Dept of Health, Crater Health District and the attached referenced addendums.

Documents:

[Business Associate Agreement HIPAA Final.pdf](#)

Documents:

[Crater District Pandemic MOU April 2020.pdf](#)

Documents:

[DOC 2_Addendum 1 COVID-19 Local Partnership Agreement Scope.pdf](#)

Documents:

[DOC 3_Addendum 2 COVID-19 JAS CONTACT CASE MANAGER.pdf](#)

- 4 Rescind Sale of Property: Joe Vault Company
Rescind the motion of the sale of four (4) acres in the Industrial Park for \$15,000 to Joe Vault Company.

Documents:

[BOS Minutes 12-5-19 Approved.pdf](#)

Documents:

[Joe Vault Correspondance 4-13-2020.docx](#)

- 5 Rescind Sale of Property: Surry West Business Park
Rescind motion previously approved.

Documents:

[BOSM 3-5-2020 Reg Meeting 7PM Minutes Draft.doc](#)

- 6 Sale of Property: Lot in Industrial Park to Strata Solar
Review and approve

Documents:

[4.23 arces Surry industrial park.for Strata..pdf](#)

Documents:

[Resolution 2020-07 Surry County Industrial Park 4-13-2020.docx](#)

- 7 Budget: Department of Social Services Proposed Budget
Review

Documents:

[DSS FY 21 PROPOSED BUDGET.pdf](#)

- 8 FY20-21 School Board Budget Presentation Review

Documents:

[SCPS FY20-21 Approved Budget.pdf](#)

- 9 FY20-21 County Administrators Budget Presentation Review, schedule next budget meeting.

Documents:

[CA Budget Presentation 04.16.20 Final.pdf](#)

Documents:

[FY 20 21 County Administrators Proposed Budget 4 16.pdf](#)

Unfinished Business

- 1 Performance Agreement: Grocery Store Project

Defer action on the proposed agreement which has been vetted by legal Counsel until additional documentation have been received from Mr. White.

Documents:

[Draft Performance Agreement.Supermarket. CLEAN. 4.10.2020.docx](#)

Citizens Comments

Board Comments

County Administrator's Report

County Administrator's Report Review

Documents:

[County Administrators Report April 16 to BOS.pdf](#)

Adjournment

BOARD OF SUPERVISORS AGENDA ITEM REQUEST FORM

Department: Administration

Department Head: Lauren Chapman, Administration

Meeting Date Requested: April 16, 2020

STATEMENT OF THE ISSUE:
Virtual Meeting Instructions

ITEM

Informational

Is this a budgeted item?	If yes, include budgeted amount	Total Project Cost
N/A	n/a	n/a

RECOMMENDED ACTION:
Informational

Description of Presented Item
Please see the attachment for instructions on how to participate in the Virtual Meeting and where to send Public Comments.

[Instructions for attending the virtual Board of Supervisors Meeting.docx](#)

Instructions for attending the virtual Board of Supervisors Meeting: April 16, 2020 at 7:00 PM

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BOARD OF SUPERVISORS AGENDA ITEM REQUEST FORM

Department: Administration

Department Head: Lauren Chapman, Administration

Meeting Date Requested: April 16, 2020

STATEMENT OF THE ISSUE:

Emergency Declarations

ITEM

Proclamation

Is this a budgeted item?	If yes, include budgeted amount	Total Project Cost
N/A	n/a	n/a

RECOMMENDED ACTION:

Review and approve

Description of Presented Item

The Director of Emergency Management declared a State of Emergency in Surry County on March 13, 2020 due to the spread of Coronavirus-COVID19. This unprecedented health emergency led to the closure of public buildings and a limitation on public gatherings. The impact of the long-term management of this emergency now requires a restated Declaration of Emergency with the finding of a disaster. This new action will enable further actions to be taken to best protect the health, safety, and welfare of Surry County.

The following resolutions and ordinances as it pertain to the COVID-19 State of Emergency as declared by the Commonwealth of Virginia and the County of Surry require approval of the Board of Supervisors:

1. Resolution Confirming the Declaration of the Local Emergency Declared on March 13th – (Local Declaration Attached for Reference)
2. Surry County Amended Emergency Declaration – adds the required “disaster” provision as a result of the COVID-19 Pandemic.
3. Emergency Ordinance on Continuity of Government - permits temporary changes in certain deadlines and to modify public meeting and public hearing practices and procedures to address continuity of operations.

Required Action:

1. Approve the: Resolution #2020-06 Confirming the Local Emergency Declared March 13, 2020
2. Approve the Amended Declaration to add “disaster” to the emergency declaration
3. Approve the Emergency Ordinance on Continuity of Government

Sample Motion:

1. I move that the Board of Supervisors approve Resolution #2020-06 as drafted.
2. I move that the Board of Supervisors approve the Amended Emergency Declaration as drafted.
3. I move that the Board of Supervisors approve the Emergency Ordinance on Continuity of Operations as drafted

- 1 Declaration of Local Emergency Signed pdf.pdf
- 2 Emergency Ordinance - Continuity of Government Draft.docx
- 3 Resolution 2020-06 Declaration of Local Emergency and Disaster.docx
- 4 Resolution 2020-06 Revised Declaration of Local Emergency and Disaster DRAFT.
3.25.2020.docx

SURRY COUNTY DECLARATION OF LOCAL EMERGENCY

WHEREAS, the Director of Emergency Management of Surry County does hereby find:

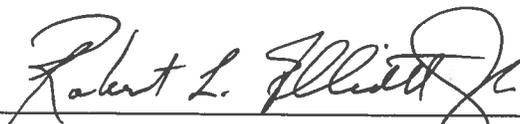
1. That due to the Coronavirus (COVID-19), Surry County could face dangerous conditions; and
2. That due to COVID-19, a condition of extreme peril to life and property necessitates the proclamation of the existence of a local emergency;

NOW, THEREFORE, IT IS HERBY PROCLAIMED that an emergency does exist throughout Surry County; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said emergency, the powers, functions, and duties of the Emergency Management Organization of Surry County shall be prescribed by State Law and the Ordinances, Resolutions, and approved plans of Surry County in order to mitigate the effects of said emergency.

March 13, 2020

Date



 Chairman, Surry County Board of Supervisors

Attest: 

 Clerk, Surry County Board of Supervisors

ORDINANCE 2020-XX

EMERGENCY ORDINANCE TO EFFECTUATE TEMPORARY CHANGES IN CERTAIN DEADLINES AND TO MODIFY PUBLIC MEETING AND PUBLIC HEARING PRACTICES AND PROCEDURES TO ADDRESS CONTINUITY OF OPERATIONS ASSOCIATED WITH PANDEMIC DISASTER.

WHEREAS, on March 12, 2020, Governor Ralph S. Northam issued Executive Order Fifty-One declaring a state of emergency for the Commonwealth of Virginia arising from the novel Coronavirus (COVID-19) pandemic; and

WHEREAS, Executive Order Fifty-One acknowledged the existence of a public health emergency which constitutes a disaster as defined by Virginia Code § 44-146.16 arising from the public health threat presented by a communicable disease anticipated to spread; and

WHEREAS, Executive Order Fifty-One ordered implementation of the Commonwealth of Virginia Emergency Operations Plan, activation of the Virginia Emergency Operations Center to provide assistance to local governments, and authorization for executive branch agencies to waive "any state requirement or regulation" as appropriate; and

WHEREAS, on March 13, 2020, the President of the United States declared a national emergency, beginning March 1, 2020, in response to the spread of COVID-19; and

WHEREAS, on March 11, 2020, the World Health Organization declared the COVID-19 outbreak a pandemic; and

WHEREAS, on April 16, 2020, the Board of Supervisors of Surry County, Virginia confirmed the declaration of local emergency made by the local director of emergency management on March 13, 2020; and

WHEREAS, the Board of Supervisors finds that COVID-19 constitutes a real and substantial threat to public health and safety and constitutes a "disaster" as defined by Virginia Code §44-146.16 being a "communicable disease of public health threat;" and

WHEREAS, Virginia Code § 15.2-1413 provides that, notwithstanding any contrary provision of law, a locality may, by ordinance, provide a method to assure continuity of government in the event of a disaster for a period not to exceed six months; and

WHEREAS, Virginia Code § 44-146.21(C) further provides that a local director of emergency management or any member of a governing body in his absence may upon the declaration of a local emergency “proceed without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements) pertaining to performance of public work;” and

WHEREAS, Virginia Code § 2.2-3708.2(A)(3) allows, under certain procedural requirements including public notice and access, that members of the Board of Supervisors may convene solely by electronic means “to address the emergency;” and

WHEREAS, the open public meeting requirements of the Virginia Freedom of Information Act (“FOIA”) are limited only by a properly claimed exemption provided under that Act or “any other statute;” and

WHEREAS, the Governor and Health Commissioner of the Commonwealth of Virginia and the President of the United States have recommended suspension of public gatherings of more than ten attendees; and

WHEREAS, The Attorney General of Virginia issued an opinion dated March 20, 2020 stating that localities have the authority during disasters to adopt ordinances to ensure the continuity of government; and

WHEREAS, this emergency ordinance in response to the disaster caused by the COVID-19 pandemic promotes public health, safety and welfare and is consistent with the law of the Commonwealth of Virginia, the Constitution of Virginia and the Constitution of the United States of America.

NOW, THEREFORE, BE IT ORDAINED by the Board of Supervisors of Surry County, Virginia:

1. That the COVID-19 pandemic makes it unsafe to assemble in one location a quorum for public bodies including the Board of Supervisors, the School Board, the Planning Commission, Board of Zoning Appeals, Board of Equalization, and all local and regional boards, commissions, committees and authorities created by the Board of Supervisors or to which the Board of Supervisors appoints all or a portion of its members (collectively "Public Entities" and individually "Public Entity"), or for such Public Entities to conduct meetings in accordance with normal practices and procedures.
2. That in accordance with Virginia Code § 15.2-1413, and notwithstanding any contrary provision of law, general or special, the following emergency procedures are adopted to ensure the continuity of government during this emergency and disaster:
 - a. Any meeting or activities which require the physical presence of members of the Public Entities may be held through real time electronic means (including audio, telephonic, video or other practical electronic medium) without a quorum physically present in one location; and
 - b. Prior to holding any such electronic meeting, the Public Entity shall provide public notice of at least 3 days in advance of the electronic meeting identifying how the public may participate or otherwise offer comment; and
 - c. Any such electronic meeting of Public Entities shall state on its agenda and at the beginning of such meeting that it is being held pursuant to and in compliance with this Ordinance; identify Public Entity members physically and/or electronically present; identify the persons responsible for receiving public comment; and identify notice of the opportunities for the public to access and participate in such electronic meeting; and
 - d. Any such electronic meeting of the Public Entities shall be open to electronic participation by the public and closed to in-person participation by the public; and
 - e. For any matters requiring a public hearing, public comment may be solicited by electronic means in advance and shall also be solicited through telephonic or other electronic means

during the course of the electronic meeting. All such public comments will be provided to members of the Public Entity at or before the electronic meeting and made part of the record for such meeting; and

- f. The minutes of all electronic meeting shall conform to the requirements of law, identify how the meeting was conducted, members participating, and specify what actions were taken at the meeting. The Public Entities may approve minutes of an electronic meeting at a subsequent electronic meeting and shall later approve all such minutes at a regular or special meeting after the emergency and disaster has ended.

IT IS FURTHER ORDAINED that notwithstanding any provision of law, regulation or policy to the contrary, any deadlines requiring action by a Public Entity, its officers (including Constitutional Officers) and employees of its organization shall be suspended during this emergency and disaster, however, the Public Entities, officers and employees thereof are encouraged to take such action as is practical and appropriate to meet those deadlines. Failure to meet any such deadlines shall not constitute a default, violation, approval, recommendation or otherwise.

IT IS FURTHER ORDAINED, that non-emergency public hearings and action items of Public Entities may be postponed to a date certain provided that public notice is given so that the public are aware of how and when to present their views.

IT IS FURTHER ORDAINED, that each incorporated town within the boundaries of Surry County, Virginia are encouraged, authorized and/or directed to declare its own state of local emergency and disaster or incorporate by reference the County's local state of emergency and disaster and to adopt an ordinance for the continuity of town government.

IT IS FURTHER ORDAINED, that the provisions of this Emergency Ordinance shall remain in full force and effect for a period of 60 days, unless amended, rescinded or readopted by the Board of Supervisors in conformity with the notice provisions set forth in Virginia Code §15.2-1427 but in no event shall such ordinance be effective for more than 6 months. Upon rescission by the Board

of Supervisors or automatic expiration as described herein, this emergency ordinance shall terminate and normal practices and procedures of government shall resume.

Nothing in this Emergency Ordinance shall prohibit Public Entities from holding in-person public meetings provided that public health and safety measures as well as social distancing are taken into consideration.

An emergency is deemed to exist, and this ordinance shall be effective upon its adoption.

ADOPTED by the _____.

APPROVED

ATTEST:

APPROVED AS TO FORM:

DRAFT

RESOLUTION 2020-06

PRESENT:

VOTE:

The Honorable Robert Elliott, Chair
The Honorable Michael H. Drewry, Vice-Chair
The Honorable Judy S. Lyttle
The Honorable Kenneth R. Holmes
The Honorable Timothy Calhoun

**RESOLUTION 2020-06
CONFIRMING DECLARATION OF LOCAL EMERGENCY AND DISASTER**

WHEREAS, the Board of Supervisors of the County of Surry, Virginia, does hereby find as follows:

1. That due to the potential spread of the Coronavirus (COVID-19) in the Commonwealth of Virginia and the greater region, the County of Surry, Virginia is facing or experiencing a condition of extreme peril to the lives, safety and property of the residents of Surry County; and
2. That as a result of this extreme peril, the declaration of the existence of an emergency is necessary to permit the full powers of government to deal effectively with this condition of peril; and
3. That this state of local emergency shall begin, retroactively, on March 13, 2020, thereby serving as the Board of Supervisors expression of consent to and confirmation of the declaration of a local emergency by the Director of Emergency Management; and,
4. That this state of local emergency shall end when this condition of peril has abated;

NOW, THEREFORE, IT IS HEREBY DECLARED, by the Board of Supervisors of the County of Surry, Virginia, that a local emergency exists and the anticipated effects of COVID-19 constitute a disaster within the County of Surry, Virginia, as that term is described in sections 15.2-1413 and 44-146.16 of the Code of Virginia throughout the County of Surry, Virginia; and

IT IS FURTHER DECLARED AND ORDERED that during the existence of this emergency and disaster, the powers, functions, and duties of the Director of Emergency Management and the functions of the County of Surry, Virginia are those prescribed by the laws of the Commonwealth of Virginia and the ordinances, resolutions, and approved plans of the County of Surry in order to mitigate the effects of said emergency.

Dated: _____

Attest: _____

Clerk, Board of Supervisors
County of Surry

State Law Reference: Virginia Code § 44-146.21

DRAFT

RESOLUTION: 2020-06 REVISED

SURRY COUNTY
AMENDED DECLARATION OF EMERGENCY

WHEREAS, the Director of Emergency Management of the County of Surry, Virginia does hereby find:

1. That due to the Coronavirus [COVID-19], Surry County could face dangerous conditions; and
2. That due to COVID-19, a condition of extreme peril to life and property necessitates the proclamation of the existence of a local emergency; and
3. That on March 12, 2020, Governor Ralph Northam issued Executive Order Number Fifty-One, declaring a state of emergency in the Commonwealth of Virginia due to COVID-19 and finding that the anticipated effects of COVID-19 constitute a disaster as defined by state law; and

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that as of March 13, 2020, (i) an emergency exists throughout the County of Surry, Virginia; and (ii) the anticipated effects of COVID-19 constitute a disaster within the County of Surry, Virginia, as that term is described in sections 15.2-1413 and 44-146.16 of the Code of Virginia; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said emergency, the powers, functions, and duties of the Division of Emergency Management of the County of Surry, Virginia will be those prescribed by State Law and the Ordinances, Resolutions, and approved plans of the County of Surry, Virginia in order to mitigate the effects of said emergency.

Date: March 13, 2020; Amended April 20, 2020

County Administrator

Attest: _____

Clerk, Board of Supervisors

BOARD OF SUPERVISORS AGENDA ITEM REQUEST FORM

Department: Administration

Department Head: Lauren Chapman, Administration

Meeting Date Requested: April 16, 2020

STATEMENT OF THE ISSUE:

Surry County Pandemic Plan

ITEM

Consent

Is this a budgeted item?	If yes, include budgeted amount	Total Project Cost
N/A	n/a	n/a

RECOMMENDED ACTION:

Review and accept the plan as recommended.

Description of Presented Item

Attached is the proposed Surry County Pandemic Plan as prepared by the Surry Department of Emergency Services in collaboration with applicable stakeholders. This annex to the Surry County Emergency Operations Plan serves to provide information and guidelines to Surry County officials and public service authorities for the potential outbreak of influenza resulting in a pandemic. These guidelines are intended to provide non-medical direction to County and/or emergency managers during the planning and implementation phases of a pandemic influenza emergency.

[2020 Pandemic Influenza Annex \(Surry\) MR review.docx](#)

[2020 Pandemic Influenza Annex \(Surry\) MR review.pdf](#)

2020

Hazard Specific Annex C Pandemic Influenza



Prepared by:
The Department of
Emergency Management
Surry, Va.

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Hazard Specific Annex 7 PANDEMIC INFLUENZA (Non-medical)

Coordinating Department/Agency:

- Crater Health District (CHD)
- Virginia Department of Emergency Management

Cooperating Department/Agencies:

- Dept. of Social Services
- Surry Sheriff's Office
- Surry, Dendron and Claremont Vol. Fire
- Surry Vol. Rescue Squad
- Surry County Public Information Officer
- Dept. of Information Technology
- Dept. of Human Resources
- Sentara Obici; John Randolph Medical Center

PURPOSE

This annex to the Surry County Emergency Operations Plan serves to provide information and guidelines to Surry County officials and public service authorities for the potential outbreak of influenza resulting in a pandemic. These guidelines are intended to provide non-medical direction to County and/or emergency managers during the planning and implementation phases of a pandemic influenza emergency, while remaining general enough to allow for flexibility at the local level. The County should look to the Crater Health District for direction on medical interventions. Coordination between the County and the health department are paramount in mitigating the effects of a pandemic.

Pandemic planning requires that people and entities not accustomed to responding to health crises understand the actions and priorities required to prepare for, respond to, and recover from these potential risks. With that said, this annex is designed to establish strategies and/or measures that may contain and control influenza outbreaks; limit the number of illnesses and deaths, and minimize social disruption and economic losses.

SITUATION

Pandemics are different from seasonal outbreaks or "epidemics" of influenza. Seasonal outbreaks are caused by subtypes of influenza viruses that already exist among people. They occur from time to time and in most cases can be treated through vaccinations and/or medicines.

An epidemic is an outbreak of a disease similar to a seasonal flu. The difference between the two is that an epidemic outbreak may affect a limited area, such as a county, city and/or state. A pandemic can extend beyond the borders of several or more countries. As noted, a pandemic may also be regional or localized if it involves more cases than a simple epidemic.

Influenza is a highly contagious viral disease that can spread from the coughing and sneezing of an infected individual or by picking up the virus from a contaminated surface, such as a door

knob, a person’s hand, etc. Signs and symptoms of influenza illness may include fever, muscle aches, headache, malaise, coughing, sore throat, and runny nose. Children may show signs of the infection through ear infections, nausea and vomiting.

More information regarding influenza can be found in Tab 2 of this annex.

Event Phases

The Virginia Department of Health (VDH) is continuously monitoring the types, frequency, and character of outbreaks that are occurring in the international community, in coordination with its federal partners.

The World Health Organization (WHO) has developed and refined Pandemic Influenza Phases, which are illustrated on Figure 1. These phases are intended to characterize the progression of transmission that may be experienced during the course of an event.

Sustained human-to-human transmission, Phase 6, will trigger the implementation of plans and mobilization of resources in an attempt to contain and mitigate the effects of the event on the world community.

The federal government developed stages associated with the WHO Global Pandemic Phases to facilitate federal agency planning process. Virginia will use the framework of the United States Government (USG) stages as they relate to the planning and coordination of response initiatives between the levels of government. It is important to understand, however, that the Federal government may not necessarily declare a USG stage concurrent with a WHO Phase, unless there is compelling need to do so. A WHO Phase declaration does not automatically result in a USG Phase declaration.

Figure 1
World Health Organization (WHO) Global Pandemic Phases
Stages for Federal and State Government Response

WHO Phases	Federal & Virginia Government Response Stages
Inter-Pandemic Phase	
<ol style="list-style-type: none"> 1. No new influenza virus subtypes have been detected in humans. An influenza virus subtype has caused human infection may be present in animals. If present in animals, the risk of human disease is considered low. 2. No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease. 	<p>0 - New domestic animal outbreak in at-risk country.</p>

WHO Phases	Federal & Virginia Government Response Stages
Pandemic Alert Phase	
3. Human infection(s) with a new subtype but no human-to-human spread or, at most, rare instances of spread to a close contact.	0 - New domestic animal outbreak in at-risk country.
4. Small cluster(s) with limited human-to-human transmission, but spread is highly localized, suggesting that the virus is not well adapted to humans.	#1-Suspected human outbreak overseas.
5. Large cluster(s) but human-to-human spread is still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not be fully transmissible (substantial pandemic risk).	#2-Confirmed human outbreak overseas.
Pandemic Phase	
6. Pandemic Phase: increased and sustained transmission in general population.	#3 - Widespread human outbreaks in multiple locations overseas. Declaration of Emergency will be considered. #4 - First human case in North America. #5 - Spread throughout the United States. #6 - Recovery and preparation for subsequent waves.

ASSUMPTIONS

- A. Pre-event planning is critical to ensure a prompt and effective response to a pandemic influenza, as its spread will be rapid, reoccurring (in multiple waves), and difficult to stop once it begins.
- B. A pandemic disease outbreak may precipitate infection rates exceeding 25 percent in an affected population, with projected mortality rates in excess of normal seasonal flu activity.
- C. Workforce absenteeism may rise as high as 40 percent at the height of a given pandemic wave, significantly affecting critical services, infrastructure, supply chain pipelines, etc.
- D. All operations and services within the public and private sector will be compromised in varying degrees throughout the response and recovery phases; however, proper planning and adequate resources may sustain essential operations/services and mitigate the effects of the event across all sectors (e.g., government, education, health, commerce and trade, critical infrastructure, etc.)
- E. Due to the universal susceptibility of the public to an influenza virus and the anticipated pervasive impact on all segments of society, the majority of the medical and non-medical consequences of the event will be addressed by the public and private sectors in the

context of the existing emergency management framework, supporting infrastructure, available resources, and associated supply chains with marginal support from new or external parties.

- F. Although technical assistance and support will be available through the federal government prior to, during, and following the event period, it will be limited in contrast to other natural and man-made events that impact a specific geographic area in a more defined, shorter, and nonrecurring time frame.
- G. A comprehensive and integrated strategy will require the involvement of all levels of government, the private sector, non-governmental organizations (NGO's), and citizens.
- H. At the state level, the Commonwealth of Virginia Emergency Operations Plan (COVEOP) and the Surry County Emergency Operations Plan (SCEOP), both of which are in compliance with the National Response Framework (NRF) and the National Incident Management System (NIMS), provides the framework to coordinate response and recovery operations and associated support to address the consequences of a pandemic disease outbreak.
- I. Pan Flu planning is inherent in continuity of operations and business planning initiatives in the public and private sectors. It focuses on implementing strategies and tools required to adapt to an environment where there is a reduced capacity to sustain essential operations, services, resource support, and critical infrastructure due to increased illness and death rates.
- J. The Commonwealth has secured a large inventory of antiviral drugs so as to be able to treat a significant portion of the affected population; these antivirals will be released once evidence suggests normal commercial supplies are inadequate or are reasonably expected to be depleted. There will be a significant and sustained increase in demand for medical services during each wave that will overwhelm the healthcare system and compromise the overall standard of care provided. (May not be so for all virus)
- K. Vaccines will be in limited quantities when made available, necessitating the need to develop and implement a distribution plan. VDH has developed a Pandemic Vaccine Distribution and Administration Plan for this purpose.
- L. Local and regional health infrastructure and associated resources will be quickly committed to providing the necessary treatment and supporting strategies to effectively respond to a potentially developing or actual event.
- M. Non-pharmaceutical interventions such as social distancing, if applied in a timely manner, will play a significant role in mitigating the impacts of the disease at the local and state level.
- N. Of those who become ill with influenza, 50% may seek outpatient care. Ill persons should call ahead to their health care providers for guidance rather than presenting at provider treatment locations to avoid exposing other persons seeking medical care but who do not have influenza.

Citizen Preparedness

The Virginia Department of Emergency Management (VDEM) website includes links to the U.S. Department of Health and Human Services (HHS) and the Centers for Disease Control (CDC) to provide the necessary information and guidance to citizens regarding what they need to do to be prepared in the event of a pandemic influenza. The website also provides information on a variety of programs that citizens can become a part of to support community preparedness and response activities. Some of these include: the Surry County Safety Coordinators, Neighborhood Watch Program, Public Safety Volunteers in Virginia, Medical Reserve Corps (MRC) and Volunteers in Law Enforcement Service.

CONCEPT OF OPERATIONS

Community Mitigation Strategies

The Department of Emergency Management, in coordination with the Crater Health District will determine the need to implement any of these initiatives. More information on Community Strategy and further explanation can be found in Tab 3 of this plan annex.

External Affairs/Public Information

Dissemination and sharing of timely and accurate information with all stakeholders and the public will be one of the most important facets of the pandemic response. Advising the public on actions they can take to minimize their risk of exposure or actions to take if they have been exposed, will reduce the spread of the pandemic and may also serve to reduce panic and unnecessary demands on vital services. Clear, concise, consistent and timely Public information is essential to a successful response effort. To this end, VDH may activate a Public Health Information Center (Call Center) and important information will be posted on the agency website. If necessary and the need exist, VDEM may choose to open the Public Information Center. The County and the CHD should also consider staffing Call Centers in the event a high demand for local information is anticipated.

The Department of Emergency Management will coordinate the sharing of information among decision makers along with other agencies vital to mitigating the hazard, more specifically, all agencies listed under the "Responsibilities" as appropriate. This effort will follow the already established processes of information sharing as outlined in the External Affairs/Public Information section, ESF #15 of the SCEOP.

Emergency Declarations

Surry County

All of the current authorities granted to County remain constant as described by the Code of Virginia, 44 §146.21. A declaration of a local emergency shall activate the Surry County Emergency Operations Plan (SCEOP). A further explanation of these authorities can be found in Basic Plan "Authorities and References".

Commonwealth of Virginia

In order to mobilize the necessary resources to respond to an influenza pandemic, the Governor will declare a State of Emergency through the issuance of an Executive Order. The projected impact of an influenza pandemic on local and state government will necessitate a request for federal assistance. A State of Emergency will be considered when the State

response stage reaches #3, or as determined by the Governor in consultation with the State Health Commissioner. While unlikely, an Executive Order could be issued or an existing order amended to mandate the closure of public and private facilities such as, but not limited to, schools and institutions of higher education. A further explanation of these authorities can be found in Appendix 1 of this plan annex.

Public Health Authorities

The State Health Commissioner and the Board of Health have the authority under the Code of Virginia to take the necessary actions to protect the public health. Under Virginia law and the Department of Health, the Health Commissioner and his/her local designee, the District Health Director, as quoted "shall take measures as may be necessary to prevent the spread of the disease or occurrence of additional cases" and to protect the public's health. These authorities are listed in Appendix 1 of this plan annex.

Virginia Department of Health

The Virginia Department of Health (VDH) will be the lead agency with regard to addressing all health and medical issues and needs related to the influenza pandemic and providing the necessary guidance to responders, government agencies, businesses, and citizens throughout the Commonwealth. VDH developed a pandemic influenza plan in 2002 and will continue to make revisions, as necessary, to reflect the most current guidance provided by HHS. The VDH Pandemic Influenza Plan and the Pandemic Influenza Annex to the Commonwealth of Virginia's Emergency Operations Plan, which focuses on the non-health sectors, represent the Commonwealth's overall plan to respond and recover from a pandemic influenza outbreak.

Sources of medical and non-medical stockpiles include:

- Virginia's purchase of an antiviral stockpile (maintained by a contract vendor responsible for storage and emergency distribution)
- Virginia's receipt and storage of antivirals and federal medical supplies during the Spring of 2009.
- Metropolitan Medical Response System (MMRS) caches in Virginia's three (3) MMRS areas (Northern Virginia, Richmond and Hampton Roads), hospital supplies provided through Health Resources and Services
- Administration/Assistant Secretary for Preparedness and Response (HRSA/ASPR) grants,
- Supplies purchased by the Health Districts and stored onsite for immediate response purposes
- The Commonwealth of Virginia Strategic National Stockpile (SNS) Plan for federal stockpile assets

Virginia may also request federal assets through the use of the FEMA Action Request Form process as described in the SNS Plan.

Just-in-time purchasing arrangements exist through VDH's pre-approved vendor list as well as pre-scripted VEOC equipment and supply lists, available for activation in the event of a declared emergency. Virginia's primary SNS Remote Storage Sites (RSS) site, a state-owned facility, will be made available for storage and redistribution of received just-in-time supplies, among other warehousing options.

Coordination of Response Operations

An influenza pandemic will require a comprehensive, coordinated, and sustained response over an extended period of time lasting 18-24 months. Local response operations may be coordinated from the Surry County Emergency Operations Center (SCEOC), if appropriate. All requests for local or state resources from any entity must be submitted to the SCEOC which will then follow the proper process of submission to the Virginia Emergency Operations Center (VEOC). However, efforts to accomplish this using telecommunications/telework practices to minimize mass gatherings of responders and maximize social distancing should be implemented to help reduce infection.

The Department of Emergency Management and the Crater Health District are the primary agencies responsible for assisting the County and coordinating with the VEOC in the event of a Pandemic Influenza Outbreak. The SCEOC will facilitate and request resources, assistance, and points of contact(s) in response to immediate vaccine shortages, medical supplies, and equipment. It is also the responsibility of the SCEOC to implement the SCEOP and mutual aid agreements.

In addition, the CHD will coordinate the County wide public health and emergency medical response and will activate its Health Department Operations Center (or equivalent) and request the activation of the SCEOC when a unified response is necessary.

The VEOC will assist the affected jurisdiction(s) and maintain overall direction and control over statewide emergency operations. When the locality has exhausted their resources, the local emergency manager will contact the VEOC for assistance. WebEOC and/or written requests can be faxed to the VEOC. VEOC will then coordinate to fulfill pandemic influenza related requests (vaccinations, medical supplies and equipment, etc.).

RESPONSIBILITIES

Department of Emergency Management

- Develop and maintain emergency pandemic influenza response plans to include mutual aid agreements for resources in neighboring jurisdictions.
- Identify the lead agency and the supporting agencies for all pandemic influenza health related issues.
- Identify potential local partnerships with community and private industries for resources.
- Identify critical government functions, services, or operations that address critical health, safety, and welfare needs of the public that must be maintained; and plan accordingly to maintain those critical functions.
- Coordinate multi-agency planning, training, and exercising for pandemic influenza response and recovery.
- Provide technical assistance to County departments and agencies involved in pandemic influenza and business continuity planning activities.
- Ensure that adequate medical and/or resource supplies within the County during an emergency have been received.

- Provide information and resource support to pandemic influenza response and recovery operations through the County of Surry Emergency Operations Center (SCEOC).
- Provide information and resource support to the continuity of critical County government operations during pandemic influenza.
- Coordinate functional needs planning within the County. This includes (but is not limited to) pre-event registration, transportation and emergency sheltering.
- Facilitate pandemic planning and response activities with the County's EMS providers, E- 911 Center, hospital Emergency Departments and Freestanding Emergency Care Centers (FECCs).
- Develop plans for increased employee absenteeism, disruption of supply chains and increased rates of illness and death.
- Provide personnel and their families with reinforcing information to prevent or reduce flu transmission.
- Coordinate all expenditures related to the pandemic event for the purpose of federal and/or state reimbursements including preparation of documents and obtaining approvals from Finance for budgetary and accounting controls
- Attend FEMA or other agency required trainings as it pertains to the pandemic
- Monitor Virginia OEMS for changes in protocols that legally deviate from established treatment procedures during response to pandemic influenza to support mitigation of and response to such patients.

Crater Health District

- Facilitate County wide pandemic planning and preparedness efforts.
- Coordinate the County's emergency public health response through Emergency Support Function 8 (Health and Medical Services), and the SCEOP.
- Educate the public, health care system partners, response partners, businesses, community-based organizations and elected leaders about influenza pandemics, expected impacts and consequences, and preventive measures.
- Conduct County wide surveillance to track the spread of the human disease and its impact on the community.
- Identify and declare diseases of public health significance, and communicate such declarations to health system partners.
- Coordinate planning for, and implementation of, disease containment strategies and authorities.
- Provide ongoing technical support to the health care system including current surveillance guidelines, recommendations for clinical case management, infection control measures and laboratory testing.
- Support the health care system's planning and response efforts for medical surge capacity including mass casualty and mass fatality incidents.
- Support the development and management of local antiviral medication stockpiles.
- Develop and implement protocols for the use of limited supplies of influenza vaccine and antiviral medicines consistent with national guidelines and in consultation with VDH.

- Direct distribution and administration of vaccine, including mass vaccination efforts.
- Provide effective communications to the public, the media, County officials, health care providers, business and community leaders throughout the pandemic.

Surry County Vol Fire and Rescue Squad, Paid and Volunteer

- Develop plans for increased employee/volunteer absenteeism, disruption of supply chains and increased rates of illness and death.
- Provide personnel and their families with reinforcing information to prevent or reduce flu transmission.
- Monitor Virginia OEMS for changes in protocols that legally deviate from established treatment procedures during response to pandemic influenza to support mitigation of and response to such patients

Department of Human Resources

- Consider preparing a department specific Continuity of Operations Plans (COOPs) that address the unique consequences of a pandemic.
- Provide guidance regarding County policies for employees leave from work for personal illness or to attend to their family.
- Identify and list emergency contact information for the Points of Contact and the lines of succession for all County departments that will respond to the pandemic.
- Describe the procedures for rotating employee shifts during the emergency event.
- Determine the steps that will be taken to preserve continuity of critical County functions.

Surry Sheriff's Office

- Provide security for the transportation and/or storage of vaccine, antivirals, and other medical supplies, if such support is requested.
- Enforce orders of quarantine and isolation, in the unlikely event these are implemented (atypical for a pandemic, but more realistic for an isolated disease outbreak).
- Prevent and respond to civil disturbances associated with the pandemic.
- Assist other law enforcement agencies unable to provide essential law enforcement services due to high rates of absenteeism.

Department of Social Services

The Department of Social Services (DSS) oversees many programs that provide benefits and services to eligible applicants. Persons adversely affected in a pandemic may apply and, if eligible, receive SNAP benefits (formerly known as Food Stamps), Medical Assistance (Medicaid), Energy Assistance, Temporary Assistance for Needy Families and Auxiliary Grant. Each program is governed by federal and/or state law/regulations that define the parameters for eligibility. Policies governing the eligibility for these programs and services already exist in program manuals. In the event of a pandemic, the provision of benefits and services will continue to the extent possible. The DSS, with guidance from the Virginia Department of Social Services and regional/home offices, will continue to provide program supervision, secure program waivers, and resolve conflicts relative to program

operations. Information regarding these programs, eligible applicants, and how to apply will be disseminated by the Surry County Public Information Officer, the Director of the DSS and/or his/her

Sentara Obici; John Randolph Medical Center

- Determine the steps that will be taken to preserve continuity of critical healthcare functions.
- Collaborate closely with the WTHD/CHD on the availability of prophylactic and treatment supply items (e.g., antivirals, vaccines and ancillary supplies), the most recent guidance available, etc.
- Register with the WTHD/CHD as vaccination locations/vaccine reception sites to help assure a controlled supply ordering, delivery and documentation capability.
- Develop pandemic response plans consistent with the health care planning guidance contained in the U.S. Department of Health and Human Services Pandemic Influenza Plan.
- Develop health care facility pandemic response plans to address medical surge capacity to sustain health care delivery capabilities when routine systems are overwhelmed.
- Participate in local influenza surveillance activities.
- Develop infection control plans to triage and isolate infectious patients and protect staff from disease exposure.

Surry Public Schools; Private Schools

The responsibilities and authorities with regard to emergency management issues and specifically school closure decisions (both prior to and during a declared state of emergency) rest with the Superintendent and the School Board for Surry Public Schools. School closure and emergency management issues for Private schools are decided by the administration of the particular institution. However, due to the impacts that school closure will have on the community in an influenza pandemic, it is important for the Surry County Department of Emergency Management to be more engaged in monitoring the following:

- Level of absenteeism of students, faculty, and staff.
- Impacts absenteeism is having on operations
- Strategies that are being considered or employed to sustain operations
- Resource and supply chain issues that need to be addressed.

The decision to close schools will necessitate consideration of other actions related to other types of facilities, activities, and functions that bring people together, particularly in closed environments. The decision to close schools will need to be made in coordination with a variety of community partners, and implemented in conjunction with other actions that will complement and reinforce the desired objective of social distancing. To accomplish this, the school system must have a representative in a strong and continuous link to the Department of Emergency Management or the SCEOC, if activated, to provide the necessary guidance, technical assistance, and support in regard to response operations, public information, and policy issues.

The rates of absenteeism and operational impacts being experienced by the school system will

be reported to the local emergency operations center by the school system, as well as to the state agency that typically interfaces with the system/institution reporting.

Surry Public schools will request assistance through the SCEOC, like in any other disaster event. If the request exceeds the capability of the County, the request will be forwarded to the VEOC for consideration.

Individuals and Families

Following is a summary of activities that are important for individuals and families to be aware of in their preparation for a possible pandemic.

- Receive yearly vaccination of seasonal influenza vaccine.
- Receive the pneumococcal vaccine if indicated.
- Take precautions to prevent the spread of infection: wash hands, practice good respiratory hygiene, and stay home if ill.
- Develop a family emergency plan, including stockpiling provisions in the event that household members are asked to isolate themselves at home.
- Learn how information will be communicated to the public.
- Talk with your employer about continuation of operations plans, teleworking and alternate scheduling before a pandemic occurs.
- Arrange for childcare options should schools be closed.
- Follow public health guidance during a pandemic event that may include limitation of travel, avoidance of public places, and staying home if ill.

FINANCE/ADMINISTRATION

The County will follow the established procedures for procurement and record keeping as outlined in the SCEOP and individual department's standard operating procedures.

- The Finance Department will advise all departments of the proper policies and procedures to facilitate and ensure an accurate accounting of disaster expenditures during all phases of disaster operations.
- Attend FEMA or other agency required trainings as it pertains to financial reporting requirements associated with pandemic as the County's authorized agent for financial reporting
- Facilitate accurate reporting in the County's financial software system and prepare any actions that may require the approval of the governing body.

Appendix 1 LEGAL AUTHORITIES

Local Powers

Declaration of a local emergency (§44-146.21) The Director of Emergency Management may declare a local emergency with the consent of the governing body. These powers are already listed and detailed in the County's Emergency Operations Plan.

State Powers

Powers and duties of the Governor (§44-146.17)

In addition to all authorities vested in the Governor of Virginia during a declared emergency or disaster, specifically:

Such executive orders declaring a state of emergency may address exceptional circumstances that exist relating to an order of quarantine or an order of isolation concerning a communicable disease of public health threat that is issued by the State Health Commissioner for an affected area of the Commonwealth pursuant to Article 3.02 (§ 32.1-48.05 et seq.) of Chapter 2 of Title 32.1.

Reporting of Disease (§32.1-35; §32.1-36; §32.1-37)

Requires reporting of selected diseases to the Board of Health by physicians practicing in Virginia and others, such as laboratory directors, or persons in charge of any medical care facility, school or summer camp.

Investigation of Disease (§32.1-39)

Authorizes the Board of Health to provide for surveillance and investigation of preventable diseases and epidemics, including contact tracing.

Authority to Examine Records (§32.1-40; §32.1-48.015)

Authorizes the Commissioner or his designee to examine medical records in the course of investigation, research, or studies, including individuals subject to an order of isolation or quarantine.

Emergency Orders and Regulations (**§32.1-13; §32.1-42; §32.1-20**)

Authorizes the Board of Health to make orders and regulations to meet any emergency for the purpose of suppressing nuisances dangerous to the public health and communicable, contagious, and infectious diseases and other dangers to public life and health.

Authorizes the Commissioner to act with full authority of the Board of Health when it is not in session.

Disease Control Measures (§32.1-43; §32.1-47; §32.1-48)

Authorizes the Commissioner to require quarantine, isolation, immunization, decontamination, and/or treatment of any individual or group of individuals when the Commissioner determines these measures are necessary to control the spread of any disease of public health importance.

Permits the Commissioner to require immediate immunization of all persons in the event of an epidemic; permits the exclusion from public or private schools of children not immunized for a vaccine-preventable disease in the event of an epidemic.

Isolated or Quarantined Persons (§32.1-44)

Permits any isolated or quarantined person to choose their own treatment, whenever practicable and in the best interest of the health and safety of the isolated or quarantined person and the public.

However, conditions of any order of isolation or quarantine remain in effect until the person or persons subject to an order of quarantine or order of isolation shall no longer constitute a threat to other persons.

Isolation or Quarantine of Persons with Communicable Disease of Public Health (§32.1-48.05 through §32.1-48.017)

Defines a communicable disease of public health threat as a communicable disease of public health significance coinciding with exceptional circumstances.

Authorizes the Commissioner to issue orders of isolation or quarantine for individuals or groups of individuals infected with or exposed to a communicable disease of public health threat. Outlines conditions necessary for invoking orders, process for seeking ex parte court review in the circuit court of residence, and appeal process.

Authorizes the Commissioner, during a state of emergency, to define an affected area (s) wherein individuals are subject to an order of isolation and/or quarantine. Authorizes the Commissioner, in concert with the Governor, during a state of emergency to require the use of any public or private property to implement any order of quarantine or order of isolation. Outlines accommodations for occupants of property not subject to the order(s) and compensation.

Administration and dispensing of necessary drugs and devices during a declared disaster or state of emergency (§ 32.1-42.1)

Gives the Commissioner of Health the ability to allow non-physician and non-pharmacy staff to dispense drugs in limited circumstances.

The Commissioner, pursuant to § 54.1-3408, may authorize persons who are not authorized by law to administer or dispense drugs or devices to administer or dispense all necessary drugs or devices in accordance with protocols established by the Commissioner when (i) the Governor has declared a disaster or a state of emergency or the United States Secretary of Health and Human Services has issued a declaration of an actual or potential bioterrorism incident or other actual or potential public health emergency; (ii) it is necessary to permit the provision of

needed drugs or devices; and (iii) such persons have received the training necessary to safely administer or dispense the needed drugs or devices. Such persons shall administer or dispense all drugs or devices under the direction, control and supervision of the Commissioner. For purposes of this section, "administer," "device," "dispense," and "drug" shall have the same meaning as provided in § 54.1-3401. The Commissioner shall develop protocols, in consultation with the Department of Health Professions, that address the required training of such persons and procedures for such persons to use in administering or dispensing drugs or devices.

Immunity from Liability (§ 32.1-48.016)

Any person, including a person who serves in a Medical Reserve Corps (MRC) unit or on a Community Emergency Response Team (CERT), who, in good faith and in the performance of his duties, acts in compliance with this article and the Board of Health's regulations shall not be liable for any civil damages for any act or omission resulting from such actions unless such act or omission was the result of gross negligence or willful misconduct.

Immunity for public and private employees who are complying with the statute, rule, regulation, or executive order (§44-146.23(A))

Neither the Commonwealth, nor any political subdivision thereof, nor federal agencies, nor other public or private agencies, nor, except in cases of willful misconduct, public or private employees, nor representatives of any of them, engaged in any emergency services activities, while complying with or attempting to comply with this chapter or any rule, regulation, or executive order promulgated pursuant to the provisions of this chapter, shall be liable for the

death of, or any injury to, persons or damage to property as a result of such activities.

Vaccination Authorities

There is no Virginia statute that gives the Commissioner or any other public official the explicit authority to mandate the use of drugs to protect the public health. There are two Virginia statutes that discuss ordering "treatment" for certain individuals or groups of individuals. The first statute concerning mandatory treatment, Va. Code Ann. § 32.1-43, gives the State Health Commissioner the broad authority to require "...quarantine, isolation, immunization, decontamination, or treatment of any individual or group of individuals when he determines any such measure to be necessary to control the spread of any disease of public health importance." There is one additional statute that can be used to mandate treatment, but it will be of limited value in a Pandemic Influenza scenario. Va. Code Ann. § 32.1-48.02(C) gives the State Health Commissioner the authority to order outpatient treatment at a local or district health department for persons who (i) are infected with a "communicable disease of public health significance caused by an airborne microorganism ... that causes serious disease and can result in death," (ii) have "refused or failed to adhere to treatment, despite counseling," and (iii) are "engaging in conduct that places uninfected persons at risk of contracting such disease." This statute, which pre-dates the 2004 amendments to the isolation and quarantine laws, applies primarily to tuberculosis. Invocation of the Commissioner's powers under this statute requires the Commissioner to follow cumbersome procedures that are heavily loaded on the front-end with due process protections.

Vaccinator Statutes, Protocols and Training Plan (§54.1-3401)

Definitions.

"Administer" means the direct application of a controlled substance, whether by injection, inhalation, ingestion or any other means, to the body of a patient or research subject by (i) a practitioner or by his authorized agent and under his direction or (ii) the patient or research subject at the direction and in the presence of the practitioner.

Professional use by practitioners (§54.1-3408)

A. A practitioner of medicine, osteopathy, podiatry, dentistry, or veterinary medicine or a licensed nurse practitioner pursuant to § 54.1-2957.01, a licensed physician assistant pursuant to § 54.1-2952.1, or a TPA-certified optometrist pursuant to Article 5 (§ 54.1-3222 et seq.) of Chapter 32 of this title shall only prescribe, dispense, or administer controlled substances in good faith for medicinal or therapeutic purposes within the course of his professional practice.

I. A prescriber may authorize, pursuant to a protocol approved by the Board of Nursing, the administration of vaccines to adults for immunization, when a practitioner with prescriptive authority is not physically present, (i) by licensed pharmacists, (ii) by registered nurses, or (iii) licensed practical nurses under the immediate and direct supervision of a registered nurse. A prescriber acting on behalf of and in accordance with established protocols of the Department of Health may authorize the administration of vaccines to any person by a pharmacist or nurse when the prescriber is not physically present.

O. In addition, this section shall not prevent the administration or dispensing of drugs and devices by persons if they are authorized by the State Health Commissioner in accordance with

protocols established by the State Health Commissioner pursuant to § 32.1-42.1 when (i) the Governor has declared a disaster or a state of emergency or the United States Secretary of Health and Human Services has issued a declaration of an actual or potential bioterrorism incident or other actual or potential public health emergency; (ii) it is necessary to permit the provision of needed drugs or devices; and (iii) such persons have received the training necessary to safely administer or dispense the needed drugs or devices. Such persons shall administer or dispense all drugs or devices under the direction, control and supervision of the State Health Commissioner.

Appendix 2

INFLUENZA FACT SHEET

Note: Up-to-date information on influenza, as well as guidance, Q&A's and public information material is readily accessible using the CDC website at <http://www.cdc.gov>.

What is influenza?

Influenza is commonly referred to as "the flu." It is a viral infection of the lungs. There are two main types of influenza virus, A and B. Each type includes many different strains that tend to change each year.

When does influenza occur?

Influenza occurs most often in the late fall and winter months.

Who gets influenza? How is it spread?

Anyone can get influenza, but it is most serious in the elderly, in people with chronic illnesses (such as lung disease, heart disease, cancer, or diabetes) or those with weak immune systems. Influenza spreads very easily, usually through contact with droplets from the nose and throat of an infected person during coughing and sneezing.

How soon after exposure do symptoms appear? What are the symptoms of influenza?

Symptoms usually appear 1 to 3 days after exposure. Influenza symptoms can include a sudden onset of headache, fever, chills, cough, sore throat and body aches. Diarrhea and vomiting are not common. Although most people are ill for less than a week, some people have complications and may need to be hospitalized.

How is influenza diagnosed and treated?

Some laboratory tests are available to diagnose influenza; however, doctors usually diagnose influenza from the person's symptoms. Rest, liquids and over-the-counter medicine (e.g., acetaminophen [Tylenol]) are the usual treatments. Some prescription drugs may prevent or reduce the severity of influenza. Aspirin should not be given to children with influenza because of the possibility of causing a complication called Reye syndrome.

How long can a person spread influenza?

The contagious period varies, but probably begins the day before symptoms appear and extends for a week.

Does past infection with influenza make a person immune?

Generally, no. Influenza viruses change frequently, so people who have been infected or given a flu shot in previous years may become infected with a new strain. Therefore, people need to be vaccinated (with either a shot or a nasal-spray vaccine) against influenza every year.

What are other steps that can be taken to prevent the spread of flu?

Good health habits can help prevent the flu. These include covering your mouth and nose with a tissue when coughing or sneezing, washing your hands often to help protect yourself from germs, avoiding touching your eyes, nose or mouth, staying home from work, school, and errands when you are sick, and avoiding close contact with people who are sick. Antiviral medications may also be used to prevent or treat the flu – talk to your healthcare provider for more information.

Appendix 3

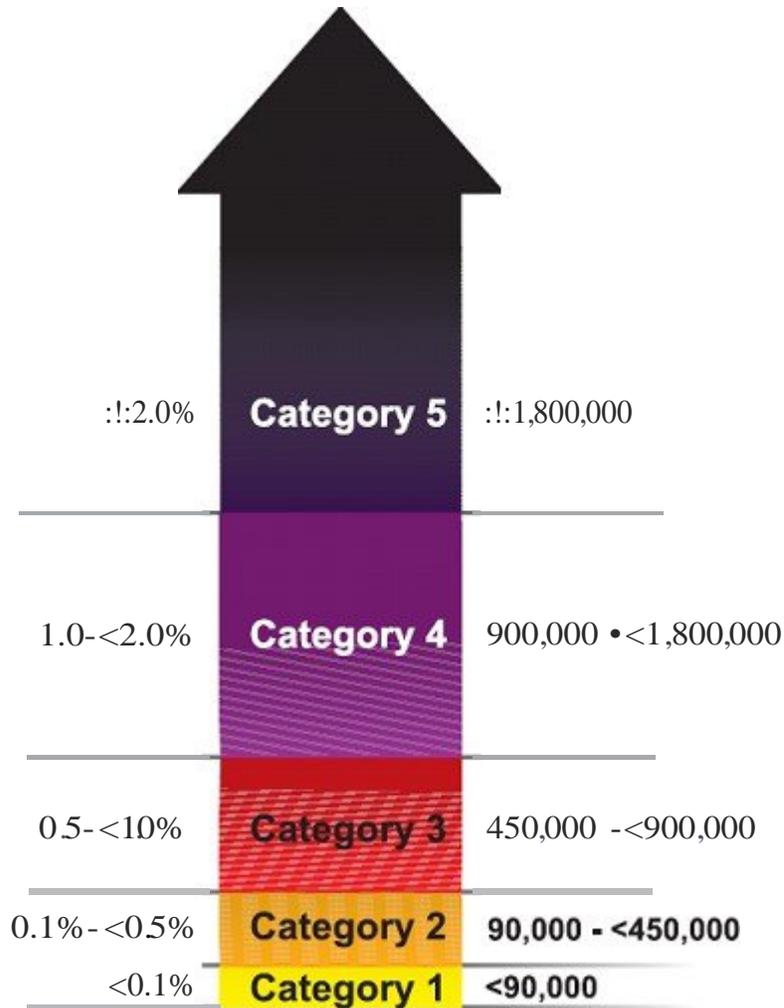
COMMUNITY MITIGATION STRATEGY

HHS and CDC developed interim planning guidance with regard to the application and timing of non-pharmaceutical interventions for states and local governments in February 2007. This guidance supports the development and implementation of a community's overall mitigation strategy that includes both pharmaceutical and non-pharmaceutical measures, in the context of a Pandemic Severity Index. The Pandemic Severity Index (PSI) provides a framework that integrates the types of partially effective non-pharmaceutical interventions with suggested implementation and duration times in an attempt to maximize the overall benefit to the community, while minimizing the potential cascading consequences of implementing recommended interventions.

The PSI uses a case fatality ratio as the critical factor in categorizing the severity of a pandemic. This tool will serve as a guide in discussions with schools, colleges and universities, and other community sectors and support the timely development and implementation of an effective local, regional, and state strategy in the context of an estimated level of severity.

The guidance recognizes that the connectedness of communities goes beyond spatial proximity to include ease, speed, and volume of travel between geopolitical jurisdictions. To balance the relationship of connectedness and optimal timing, the guidance proposes that the geopolitical trigger be defined as the cluster of cases occurring within a U. S. state or proximate epidemiological region which spans beyond a state's boundary. The Community Strategy for Pandemic Influenza Mitigation can be found at the following website: <http://www.pandemicflu.gov/plan/community/commitigation.html>.

Case Projected Fatality Number of Deaths* Ratio US Population, 2006



*Assumes 30% Illness Rate and Unmitigated
Pandemic Without Interventions

SUMMARY OF THE COMMUNITY MITIGATION STRATEGY BY PANDEMIC SEVERITY INDEX

Pandemic Severity Index			
Interventions* by Setting	1	2 and 3	4 and 5
Home Voluntary isolation of ill at home (adults and children); combine with use of antiviral treatment as available and indicated	Recommend†§	Recommend†§	Recommend†§
Voluntary quarantine of household members in homes with ill persons¶ (adults and children); consider combining with antiviral prophylaxis if effective, feasible, and quantities sufficient	Generally not recommended	Consider**	Recommend**
School Child social distancing -dismissal of students from schools and school based activities, and closure of child care programs -reduce out-of-school social contacts and community mixing	Generally not recommended	Consider: ≤4 weeks††	Recommend: ≤12 weeks§§
Workplace / Community Adult social distancing -decrease number of social contacts (e.g., encourage teleconferences, alternatives to face-to-face meetings) -increase distance between persons (e.g., reduce density in public transit, workplace) -modify postpone, or cancel selected public gatherings to promote social distance (e.g., postpone indoor stadium events, theatre performances) -modify work place schedules and practices (e.g., telework, staggered shifts)	Generally not recommended	Consider	Recommend
	Generally not recommended	Consider	Recommend
	Generally not recommended	Consider	Recommend
	Generally not recommended	Consider	Recommend

*All these interventions should be used in combination with other infection control measures, including hand hygiene, cough etiquette, and personal protective equipment such as face masks. Additional information on infection control measures is available at <http://www.pandemicflu.gov/>.

†This intervention may be combined with the treatment of sick individuals using antiviral medications and with vaccine campaigns, if supplies are available.

§Many sick individuals who are not critically ill may be managed safely at home

The contribution made by contact with asymptotically infected individuals to disease transmission is unclear. Household members in homes with ill persons may be at increased risk of contracting pandemic disease from an ill household member. These household members may have asymptomatic illness and may be able to shed influenza virus that promotes community disease transmission. Therefore, household members of homes with sick individuals would be advised to stay home.

**To facilitate compliance and decrease risk of household transmission, this intervention may be combined with provision of antiviral medications to household contacts, depending on drug availability, feasibility of distribution, and effectiveness; policy recommendations for antiviral prophylaxis are addressed in a separate guidance document.

††Consider short-term implementation of this measure that is, less than 4 weeks.

§§Plan for prolonged implementation of this measure that is, 1 to 3 months; actual duration may vary depending on transmission in the community as the pandemic wave is expected to last 6-8 weeks.

The above interventions that comprise the pandemic mitigation strategy include the following:

1. Isolation and treatment (as appropriate) with influenza antiviral medication of all persons with confirmed or probable pandemic influenza. Isolation may occur in the home or healthcare setting, depending on the severity of an individual's illness and/or the current capacity of the healthcare infrastructure.
2. Voluntary home quarantine of members of households with confirmed or probable influenza case(s) and consideration of combining this intervention with the prophylactic use of antiviral medications, providing sufficient quantities of effective medications exist and that a feasible means of distributing them is in place.
3. Dismissal of students from school (including public and private schools as well as colleges and universities) and school-based activities and closure of childcare programs, coupled with protecting children and teenagers through social distancing in the community to achieve reductions of out-of-school social contacts and community mixing. Use of social distancing measures to reduce contact between adults in the community and the workplace in order to decrease social density and preserve a healthy workplace to the greatest extent possible without disrupting essential services (e.g., cancellation of large public gatherings; alteration of workplace environments and schedules; and implementation of remote access/telecommute strategies. Enable institution of workplace leave policies that align incentives and facilitate adherence with the non-pharmaceutical interventions (NPIs) noted in the community mitigation strategy.

The Severity Index categories are defined as follows:

- Generally Not Recommended = Unless there is a compelling rationale for specific populations or jurisdictions, measures are generally not recommended for entire populations as the consequences may outweigh the benefits.
- Consider = Important to consider these alternatives as part of a prudent planning strategy, considering characteristics of the pandemic, such as age-specific illness rate, geographic distribution, and the magnitude of adverse consequences. These factors may vary globally, nationally, and locally.
- Recommended = Generally recommended as an important component of the planning strategy.

TRIGGERS FOR IMPLEMENTATION OF MITIGATION STRATEGY BY PANDEMIC SEVERITY INDEX AND U.S. GOVERNMENT STAGES

Pandemic Severity Index	WHO Phase 6, U.S. Government stage 3*	WHO Phase 6, U.S. Government Stage 4† and First human case in the United States	WHO Phase 6, U.S. Government Stage 5§ and First laboratory confirmed cluster in state or region¶
1	Alert	Standby	Activate
2 and 3	Alert	Standby	Activate
4 and 5	Standby**	Standby/Activate††	Activate

Alert: Notification of critical systems and personnel of their impending activation.

Standby: Initiate decision-making processes for imminent activation, including mobilization of resources and personnel.

Activate: Implementation of the community mitigation strategy.

*Widespread human outbreaks in multiple locations overseas.

†First human case in North America.

§Spread throughout the United States.

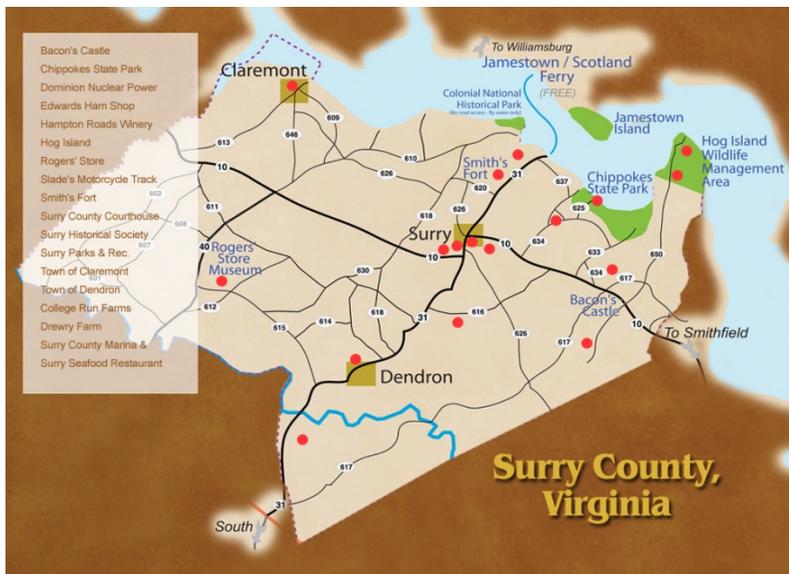
¶¶Recommendations for regional planning acknowledge the tight linkages that may exist between cities and metropolitan areas that are not encompassed within state boundaries.

**Standby applies. However, Alert actions for Category 4 and 5 should occur during WHO Phase 5, which corresponds to U.S. Government Stage 2.

††Standby/Activate Standby applies unless the laboratory-confirmed case cluster and community transmission occurs within a given jurisdiction, in which case that jurisdiction should proceed directly to Activate community interventions defined in the above table.

2020

Hazard Specific Annex C Pandemic Influenza



Prepared by:
The Department of
Emergency Management
Surry, Va.

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Hazard Specific Annex 7 PANDEMIC INFLUENZA (Non-medical)

Coordinating Department/Agency:

- Crater Health District (CHD)
- Virginia Department of Emergency Management

Cooperating Department/Agencies:

- Dept. of Social Services
- Surry Sheriff's Office
- Surry, Dendron and Claremont Vol. Fire
- Surry Vol. Rescue Squad
- Surry County Public Information Officer
- Dept. of Information Technology
- Dept. of Human Resources
- Sentara Obici; John Randolph Medical Center

PURPOSE

This annex to the Surry County Emergency Operations Plan serves to provide information and guidelines to Surry County officials and public service authorities for the potential outbreak of influenza resulting in a pandemic. These guidelines are intended to provide non-medical direction to County and/or emergency managers during the planning and implementation phases of a pandemic influenza emergency, while remaining general enough to allow for flexibility at the local level. The County should look to the Crater Health District for direction on medical interventions. Coordination between the County and the health department are paramount in mitigating the effects of a pandemic.

Pandemic planning requires that people and entities not accustomed to responding to health crises understand the actions and priorities required to prepare for, respond to, and recover from these potential risks. With that said, this annex is designed to establish strategies and/or measures that may contain and control influenza outbreaks; limit the number of illnesses and deaths, and minimize social disruption and economic losses.

SITUATION

Pandemics are different from seasonal outbreaks or “epidemics” of influenza. Seasonal outbreaks are caused by subtypes of influenza viruses that already exist among people. They occur from time to time and in most cases can be treated through vaccinations and/or medicines.

An epidemic is an outbreak of a disease similar to a seasonal flu. The difference between the two is that an epidemic outbreak may affect a limited area, such as a county, city and/or state. A pandemic can extend beyond the borders of several or more countries. As noted, a pandemic may also be regional or localized if it involves more cases than a simple epidemic.

Influenza is a highly contagious viral disease that can spread from the coughing and sneezing of an infected individual or by picking up the virus from a contaminated surface, such as a door

knob, a person’s hand, etc. Signs and symptoms of influenza illness may include fever, muscle aches, headache, malaise, coughing, sore throat, and runny nose. Children may show signs of the infection through ear infections, nausea and vomiting.

More information regarding influenza can be found in Tab 2 of this annex.

Event Phases

The Virginia Department of Health (VDH) is continuously monitoring the types, frequency, and character of outbreaks that are occurring in the international community, in coordination with its federal partners.

The World Health Organization (WHO) has developed and refined Pandemic Influenza Phases, which are illustrated on Figure 1. These phases are intended to characterize the progression of transmission that may be experienced during the course of an event.

Sustained human-to-human transmission, Phase 6, will trigger the implementation of plans and mobilization of resources in an attempt to contain and mitigate the effects of the event on the world community.

The federal government developed stages associated with the WHO Global Pandemic Phases to facilitate federal agency planning process. Virginia will use the framework of the United States Government (USG) stages as they relate to the planning and coordination of response initiatives between the levels of government. It is important to understand, however, that the Federal government may not necessarily declare a USG stage concurrent with a WHO Phase, unless there is compelling need to do so. A WHO Phase declaration does not automatically result in a USG Phase declaration.

Figure 1
**World Health Organization (WHO) Global Pandemic Phases
 Stages for Federal and State Government Response**

WHO Phases	Federal & Virginia Government Response Stages
Inter-Pandemic Phase	
<ol style="list-style-type: none"> 1. No new influenza virus subtypes have been detected in humans. An influenza virus subtype has caused human infection may be present in animals. If present in animals, the risk of human disease is considered low. 2. No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease. 	0 - New domestic animal outbreak in at-risk country.

WHO Phases	Federal & Virginia Government Response Stages
Pandemic Alert Phase	
3. Human infection(s) with a new subtype but no human-to-human spread or, at most, rare instances of spread to a close contact.	0 - New domestic animal outbreak in at-risk country.
4. Small cluster(s) with limited human-to-human transmission, but spread is highly localized, suggesting that the virus is not well adapted to humans.	#1-Suspected human outbreak overseas.
5. Large cluster(s) but human-to-human spread is still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not be fully transmissible (substantial pandemic risk).	#2-Confirmed human outbreak overseas.
Pandemic Phase	
6. Pandemic Phase: increased and sustained transmission in general population.	#3 - Widespread human outbreaks in multiple locations overseas. Declaration of Emergency will be considered. #4 - First human case in North America. #5 - Spread throughout the United States. #6 - Recovery and preparation for subsequent waves.

ASSUMPTIONS

- A. Pre-event planning is critical to ensure a prompt and effective response to a pandemic influenza, as its spread will be rapid, reoccurring (in multiple waves), and difficult to stop once it begins.
- B. A pandemic disease outbreak may precipitate infection rates exceeding 25 percent in an affected population, with projected mortality rates in excess of normal seasonal flu activity.
- C. Workforce absenteeism may rise as high as 40 percent at the height of a given pandemic wave, significantly affecting critical services, infrastructure, supply chain pipelines, etc.
- D. All operations and services within the public and private sector will be compromised in varying degrees throughout the response and recovery phases; however, proper planning and adequate resources may sustain essential operations/services and mitigate the effects of the event across all sectors (e.g., government, education, health, commerce and trade, critical infrastructure, etc.)
- E. Due to the universal susceptibility of the public to an influenza virus and the anticipated pervasive impact on all segments of society, the majority of the medical and non-medical consequences of the event will be addressed by the public and private sectors in the

context of the existing emergency management framework, supporting infrastructure, available resources, and associated supply chains with marginal support from new or external parties.

- F. Although technical assistance and support will be available through the federal government prior to, during, and following the event period, it will be limited in contrast to other natural and man-made events that impact a specific geographic area in a more defined, shorter, and nonrecurring time frame.
- G. A comprehensive and integrated strategy will require the involvement of all levels of government, the private sector, non-governmental organizations (NGO's), and citizens.
- H. At the state level, *the Commonwealth of Virginia Emergency Operations Plan (COVEOP)* and *the Surry County Emergency Operations Plan (SCEOP)*, both of which are in compliance with the National Response Framework (NRF) and the National Incident Management System (NIMS), provides the framework to coordinate response and recovery operations and associated support to address the consequences of a pandemic disease outbreak.
- I. Pan Flu planning is inherent in continuity of operations and business planning initiatives in the public and private sectors. It focuses on implementing strategies and tools required to adapt to an environment where there is a reduced capacity to sustain essential operations, services, resource support, and critical infrastructure due to increased illness and death rates.
- J. The Commonwealth has secured a large inventory of antiviral drugs so as to be able to treat a significant portion of the affected population; these antivirals will be released once evidence suggests normal commercial supplies are inadequate or are reasonably expected to be depleted. There will be a significant and sustained increase in demand for medical services during each wave that will overwhelm the healthcare system and compromise the overall standard of care provided. (May not be so for all virus)
- K. Vaccines will be in limited quantities when made available, necessitating the need to develop and implement a distribution plan. VDH has developed a Pandemic Vaccine Distribution and Administration Plan for this purpose.
- L. Local and regional health infrastructure and associated resources will be quickly committed to providing the necessary treatment and supporting strategies to effectively respond to a potentially developing or actual event.
- M. Non-pharmaceutical interventions such as social distancing, if applied in a timely manner, will play a significant role in mitigating the impacts of the disease at the local and state level.
- N. Of those who become ill with influenza, 50% may seek outpatient care. Ill persons should call ahead to their health care providers for guidance rather than presenting at provider treatment locations to avoid exposing other persons seeking medical care but who do not have influenza.

Citizen Preparedness

The Virginia Department of Emergency Management (VDEM) website includes links to the U.S. Department of Health and Human Services (HHS) and the Centers for Disease Control (CDC) to provide the necessary information and guidance to citizens regarding what they need to do to be prepared in the event of a pandemic influenza. The website also provides information on a variety of programs that citizens can become a part of to support community preparedness and response activities. Some of these include: the Surry County Safety Coordinators, Neighborhood Watch Program, Public Safety Volunteers in Virginia, Medical Reserve Corps (MRC) and Volunteers in Law Enforcement Service.

CONCEPT OF OPERATIONS

Community Mitigation Strategies

The Department of Emergency Management, in coordination with the Crater Health District will determine the need to implement any of these initiatives. More information on Community Strategy and further explanation can be found in Tab 3 of this plan annex.

External Affairs/Public Information

Dissemination and sharing of timely and accurate information with all stakeholders and the public will be one of the most important facets of the pandemic response. Advising the public on actions they can take to minimize their risk of exposure or actions to take if they have been exposed, will reduce the spread of the pandemic and may also serve to reduce panic and unnecessary demands on vital services. Clear, concise, consistent and timely Public information is essential to a successful response effort. To this end, VDH may activate a Public Health Information Center (Call Center) and important information will be posted on the agency website. If necessary and the need exist, VDEM may choose to open the Public Information Center. The County and the CHD should also consider staffing Call Centers in the event a high demand for local information is anticipated.

The Department of Emergency Management will coordinate the sharing of information among decision makers along with other agencies vital to mitigating the hazard, more specifically, all agencies listed under the “Responsibilities” as appropriate. This effort will follow the already established processes of information sharing as outlined in the External Affairs/Public Information section, *ESF #15* of the *SCEOP*.

Emergency Declarations

Surry County

All of the current authorities granted to County remain constant as described by the *Code of Virginia, 44 §146.21*. A declaration of a local emergency shall activate the *Surry County Emergency Operations Plan (SCEOP)*. A further explanation of these authorities can be found in *Basic Plan “Authorities and References”*.

Commonwealth of Virginia

In order to mobilize the necessary resources to respond to an influenza pandemic, the Governor will declare a State of Emergency through the issuance of an Executive Order. The projected impact of an influenza pandemic on local and state government will necessitate a request for federal assistance. A State of Emergency will be considered when the State

response stage reaches #3, or as determined by the Governor in consultation with the State Health Commissioner. While unlikely, an Executive Order could be issued or an existing order amended to mandate the closure of public and private facilities such as, but not limited to, schools and institutions of higher education. A further explanation of these authorities can be found in Appendix 1 of this plan annex.

Public Health Authorities

The State Health Commissioner and the Board of Health have the authority under the *Code of Virginia* to take the necessary actions to protect the public health. Under Virginia law and the Department of Health, the Health Commissioner and his/her local designee, the District Health Director, as quoted “shall take measures as may be necessary to prevent the spread of the disease or occurrence of additional cases” and to protect the public’s health. These authorities are listed in Appendix 1 of this plan annex.

Virginia Department of Health

The Virginia Department of Health (VDH) will be the lead agency with regard to addressing all health and medical issues and needs related to the influenza pandemic and providing the necessary guidance to responders, government agencies, businesses, and citizens throughout the Commonwealth. VDH developed a pandemic influenza plan in 2002 and will continue to make revisions, as necessary, to reflect the most current guidance provided by HHS. The VDH Pandemic Influenza Plan and the Pandemic Influenza Annex to the Commonwealth of Virginia’s Emergency Operations Plan, which focuses on the non-health sectors, represent the Commonwealth’s overall plan to respond and recover from a pandemic influenza outbreak.

Sources of medical and non-medical stockpiles include:

- Virginia’s purchase of an antiviral stockpile (maintained by a contract vendor responsible for storage and emergency distribution)
- Virginia’s receipt and storage of antivirals and federal medical supplies during the Spring of 2009.
- Metropolitan Medical Response System (MMRS) caches in Virginia’s three (3) MMRS areas (Northern Virginia, Richmond and Hampton Roads), hospital supplies provided through Health Resources and Services
- Administration/Assistant Secretary for Preparedness and Response (HRSA/ASPR) grants,
- Supplies purchased by the Health Districts and stored onsite for immediate response purposes
- The Commonwealth of Virginia Strategic National Stockpile (SNS) Plan for federal stockpile assets

Virginia may also request federal assets through the use of the FEMA Action Request Form process as described in the SNS Plan.

Just-in-time purchasing arrangements exist through VDH’s pre-approved vendor list as well as pre-scripted VEOC equipment and supply lists, available for activation in the event of a declared emergency. Virginia’s primary SNS Remote Storage Sites (RSS) site, a state-owned facility, will be made available for storage and redistribution of received just-in-time supplies, among other warehousing options.

Coordination of Response Operations

An influenza pandemic will require a comprehensive, coordinated, and sustained response over an extended period of time lasting 18-24 months. Local response operations may be coordinated from the Surry County Emergency Operations Center (SCEOC), if appropriate. All requests for local or state resources from any entity must be submitted to the SCEOC which will then follow the proper process of submission to the Virginia Emergency Operations Center (VEOC). However, efforts to accomplish this using telecommunications/telework practices to minimize mass gatherings of responders and maximize social distancing should be implemented to help reduce infection.

The Department of Emergency Management and the Crater Health District are the primary agencies responsible for assisting the County and coordinating with the VEOC in the event of a Pandemic Influenza Outbreak. The SCEOC will facilitate and request resources, assistance, and points of contact(s) in response to immediate vaccine shortages, medical supplies, and equipment. It is also the responsibility of the SCEOC to implement the *SCEOP* and mutual aid agreements.

In addition, the CHD will coordinate the County wide public health and emergency medical response and will activate its Health Department Operations Center (or equivalent) and request the activation of the SCEOC when a unified response is necessary.

The VEOC will assist the affected jurisdiction(s) and maintain overall direction and control over statewide emergency operations. When the locality has exhausted their resources, the local emergency manager will contact the VEOC for assistance. WebEOC and/or written requests can be faxed to the VEOC. VEOC will then coordinate to fulfill pandemic influenza related requests (vaccinations, medical supplies and equipment, etc.).

RESPONSIBILITIES

Department of Emergency Management

- Develop and maintain emergency pandemic influenza response plans to include mutual aid agreements for resources in neighboring jurisdictions.
- Identify the lead agency and the supporting agencies for all pandemic influenza health related issues.
- Identify potential local partnerships with community and private industries for resources.
- Identify critical government functions, services, or operations that address critical health, safety, and welfare needs of the public that must be maintained; and plan accordingly to maintain those critical functions.
- Coordinate multi-agency planning, training, and exercising for pandemic influenza response and recovery.
- Provide technical assistance to County departments and agencies involved in pandemic influenza and business continuity planning activities.
- Ensure that adequate medical and/or resource supplies within the County during an emergency have been received.

- Provide information and resource support to pandemic influenza response and recovery operations through the County of Surry Emergency Operations Center (SCEOC).
- Provide information and resource support to the continuity of critical County government operations during pandemic influenza.
- Coordinate functional needs planning within the County. This includes (but is not limited to) pre-event registration, transportation and emergency sheltering.
- Facilitate pandemic planning and response activities with the County's EMS providers, E- 911 Center, hospital Emergency Departments and Freestanding Emergency Care Centers (FECCs).
- Develop plans for increased employee absenteeism, disruption of supply chains and increased rates of illness and death.
- Provide personnel and their families with reinforcing information to prevent or reduce flu transmission.
- Coordinate all expenditures related to the pandemic event for the purpose of federal and/or state reimbursements including preparation of documents and obtaining approvals from Finance for budgetary and accounting controls
- Attend FEMA or other agency required trainings as it pertains to the pandemic
- Monitor Virginia OEMS for changes in protocols that legally deviate from established treatment procedures during response to pandemic influenza to support mitigation of and response to such patients.

Crater Health District

- Facilitate County wide pandemic planning and preparedness efforts.
- Coordinate the County's emergency public health response through Emergency Support Function 8 (Health and Medical Services), and the *SCEOP*.
- Educate the public, health care system partners, response partners, businesses, community-based organizations and elected leaders about influenza pandemics, expected impacts and consequences, and preventive measures.
- Conduct County wide surveillance to track the spread of the human disease and its impact on the community.
- Identify and declare diseases of public health significance, and communicate such declarations to health system partners.
- Coordinate planning for, and implementation of, disease containment strategies and authorities.
- Provide ongoing technical support to the health care system including current surveillance guidelines, recommendations for clinical case management, infection control measures and laboratory testing.
- Support the health care system's planning and response efforts for medical surge capacity including mass casualty and mass fatality incidents.
- Support the development and management of local antiviral medication stockpiles.
- Develop and implement protocols for the use of limited supplies of influenza vaccine and antiviral medicines consistent with national guidelines and in consultation with VDH.

- Direct distribution and administration of vaccine, including mass vaccination efforts.
- Provide effective communications to the public, the media, County officials, health care providers, business and community leaders throughout the pandemic.

Surry County Vol Fire and Rescue Squad, Paid and Volunteer

- Develop plans for increased employee/volunteer absenteeism, disruption of supply chains and increased rates of illness and death.
- Provide personnel and their families with reinforcing information to prevent or reduce flu transmission.
- Monitor Virginia OEMS for changes in protocols that legally deviate from established treatment procedures during response to pandemic influenza to support mitigation of and response to such patients

Department of Human Resources

- Consider preparing a department specific Continuity of Operations Plans (COOPs) that address the unique consequences of a pandemic.
- Provide guidance regarding County policies for employees leave from work for personal illness or to attend to their family.
- Identify and list emergency contact information for the Points of Contact and the lines of succession for all County departments that will respond to the pandemic.
- Describe the procedures for rotating employee shifts during the emergency event.
- Determine the steps that will be taken to preserve continuity of critical County functions.

Surry Sheriff's Office

- Provide security for the transportation and/or storage of vaccine, antivirals, and other medical supplies, if such support is requested.
- Enforce orders of quarantine and isolation, in the unlikely event these are implemented (atypical for a pandemic, but more realistic for an isolated disease outbreak).
- Prevent and respond to civil disturbances associated with the pandemic.
- Assist other law enforcement agencies unable to provide essential law enforcement services due to high rates of absenteeism.

Department of Social Services

The Department of Social Services (DSS) oversees many programs that provide benefits and services to eligible applicants. Persons adversely affected in a pandemic may apply and, if eligible, receive SNAP benefits (formerly known as Food Stamps), Medical Assistance (Medicaid), Energy Assistance, Temporary Assistance for Needy Families and Auxiliary Grant. Each program is governed by federal and/or state law/regulations that define the parameters for eligibility. Policies governing the eligibility for these programs and services already exist in program manuals. In the event of a pandemic, the provision of benefits and services will continue to the extent possible. The DSS, with guidance from the Virginia Department of Social Services and regional/home offices, will continue to provide program supervision, secure program waivers, and resolve conflicts relative to program

operations. Information regarding these programs, eligible applicants, and how to apply will be disseminated by the Surry County Public Information Officer, the Director of the DSS and/or his/her

Sentara Obici; John Randolph Medical Center

- Determine the steps that will be taken to preserve continuity of critical healthcare functions.
- Collaborate closely with the WTHD/CHD on the availability of prophylactic and treatment supply items (e.g., antivirals, vaccines and ancillary supplies), the most recent guidance available, etc.
- Register with the WTHD/CHD as vaccination locations/vaccine reception sites to help assure a controlled supply ordering, delivery and documentation capability.
- Develop pandemic response plans consistent with the health care planning guidance contained in the U.S. Department of Health and Human Services Pandemic Influenza Plan.
- Develop health care facility pandemic response plans to address medical surge capacity to sustain health care delivery capabilities when routine systems are overwhelmed.
- Participate in local influenza surveillance activities.
- Develop infection control plans to triage and isolate infectious patients and protect staff from disease exposure.

Surry Public Schools; Private Schools

The responsibilities and authorities with regard to emergency management issues and specifically school closure decisions (both prior to and during a declared state of emergency) rest with the Superintendent and the School Board for Surry Public Schools. School closure and emergency management issues for Private schools are decided by the administration of the particular institution. However, due to the impacts that school closure will have on the community in an influenza pandemic, it is important for the Surry County Department of Emergency Management to be more engaged in monitoring the following:

- Level of absenteeism of students, faculty, and staff.
- Impacts absenteeism is having on operations
- Strategies that are being considered or employed to sustain operations
- Resource and supply chain issues that need to be addressed.

The decision to close schools will necessitate consideration of other actions related to other types of facilities, activities, and functions that bring people together, particularly in closed environments. The decision to close schools will need to be made in coordination with a variety of community partners, and implemented in conjunction with other actions that will complement and reinforce the desired objective of social distancing. To accomplish this, the school system must have a representative in a strong and continuous link to the Department of Emergency Management or the SCEOC, if activated, to provide the necessary guidance, technical assistance, and support in regard to response operations, public information, and policy issues.

The rates of absenteeism and operational impacts being experienced by the school system will

be reported to the local emergency operations center by the school system, as well as to the state agency that typically interfaces with the system/institution reporting.

Surry Public schools will request assistance through the SCEOC, like in any other disaster event. If the request exceeds the capability of the County, the request will be forwarded to the VEOC for consideration.

Individuals and Families

Following is a summary of activities that are important for individuals and families to be aware of in their preparation for a possible pandemic.

- Receive yearly vaccination of seasonal influenza vaccine.
- Receive the pneumococcal vaccine if indicated.
- Take precautions to prevent the spread of infection: wash hands, practice good respiratory hygiene, and stay home if ill.
- Develop a family emergency plan, including stockpiling provisions in the event that household members are asked to isolate themselves at home.
- Learn how information will be communicated to the public.
- Talk with your employer about continuation of operations plans, teleworking and alternate scheduling before a pandemic occurs.
- Arrange for childcare options should schools be closed.
- Follow public health guidance during a pandemic event that may include limitation of travel, avoidance of public places, and staying home if ill.

FINANCE/ADMINISTRATION

The County will follow the established procedures for procurement and record keeping as outlined in the *SCEOP* and individual department's standard operating procedures.

- The Finance Department will advise all departments of the proper policies and procedures to facilitate and ensure an accurate accounting of disaster expenditures during all phases of disaster operations.
- Attend FEMA or other agency required trainings as it pertains to financial reporting requirements associated with pandemic as the County's authorized agent for financial reporting
- Facilitate accurate reporting in the County's financial software system and prepare any actions that may require the approval of the governing body.

Appendix 1 LEGAL AUTHORITIES

Local Powers

Declaration of a local emergency (§44-146.21) The Director of Emergency Management may declare a local emergency with the consent of the governing body. These powers are already listed and detailed in the County's Emergency Operations Plan.

State Powers

Powers and duties of the Governor (§44-146.17)

In addition to all authorities vested in the Governor of Virginia during a declared emergency or disaster, specifically:

Such executive orders declaring a state of emergency may address exceptional circumstances that exist relating to an order of quarantine or an order of isolation concerning a communicable disease of public health threat that is issued by the State Health Commissioner for an affected area of the Commonwealth pursuant to Article 3.02 (§ 32.1-48.05 et seq.) of Chapter 2 of Title 32.1.

Reporting of Disease (§32.1-35; §32.1-36; §32.1-37)

Requires reporting of selected diseases to the Board of Health by physicians practicing in Virginia and others, such as laboratory directors, or persons in charge of any medical care facility, school or summer camp.

Investigation of Disease (§32.1-39)

Authorizes the Board of Health to provide for surveillance and investigation of preventable diseases and epidemics, including contact tracing.

Authority to Examine Records (§32.1-40; §32.1-48.015)

Authorizes the Commissioner or his designee to examine medical records in the course of investigation, research, or studies, including individuals subject to an order of isolation or quarantine.

Emergency Orders and Regulations (§32.1-13; §32.1-42; §32.1-20)

Authorizes the Board of Health to make orders and regulations to meet any emergency for the purpose of suppressing nuisances dangerous to the public health and communicable, contagious, and infectious diseases and other dangers to public life and health.

Authorizes the Commissioner to act with full authority of the Board of Health when it is not in session.

Disease Control Measures (§32.1-43; §32.1-47; §32.1-48)

Authorizes the Commissioner to require quarantine, isolation, immunization, decontamination, and/or treatment of any individual or group of individuals when the Commissioner determines these measures are necessary to control the spread of any disease of public health importance.

Permits the Commissioner to require immediate immunization of all persons in the event of an epidemic; permits the exclusion from public or private schools of children not immunized for a vaccine-preventable disease in the event of an epidemic.

Isolated or Quarantined Persons (§32.1-44)

Permits any isolated or quarantined person to choose their own treatment, whenever practicable and in the best interest of the health and safety of the isolated or quarantined person and the public.

However, conditions of any order of isolation or quarantine remain in effect until the person or persons subject to an order of quarantine or order of isolation shall no longer constitute a threat to other persons.

Isolation or Quarantine of Persons with Communicable Disease of Public Health (§32.1-48.05 through §32.1-48.017)

Defines a communicable disease of public health threat as a communicable disease of public health significance coinciding with exceptional circumstances.

Authorizes the Commissioner to issue orders of isolation or quarantine for individuals or groups of individuals infected with or exposed to a communicable disease of public health threat. Outlines conditions necessary for invoking orders, process for seeking *ex parte* court review in the circuit court of residence, and appeal process.

Authorizes the Commissioner, during a state of emergency, to define an affected area (s) wherein individuals are subject to an order of isolation and/or quarantine. Authorizes the Commissioner, in concert with the Governor, during a state of emergency to require the use of any public or private property to implement any order of quarantine or order of isolation. Outlines accommodations for occupants of property not subject to the order(s) and compensation.

Administration and dispensing of necessary drugs and devices during a declared disaster or state of emergency (§ 32.1-42.1)

Gives the Commissioner of Health the ability to allow non-physician and non-pharmacy staff to dispense drugs in limited circumstances.

The Commissioner, pursuant to § 54.1-3408, may authorize persons who are not authorized by law to administer or dispense drugs or devices to administer or dispense all necessary drugs or devices in accordance with protocols established by the Commissioner when (i) the Governor has declared a disaster or a state of emergency or the United States Secretary of Health and Human Services has issued a declaration of an actual or potential bioterrorism incident or other actual or potential public health emergency; (ii) it is necessary to permit the provision of

needed drugs or devices; and (iii) such persons have received the training necessary to safely administer or dispense the needed drugs or devices. Such persons shall administer or dispense all drugs or devices under the direction, control and supervision of the Commissioner. For purposes of this section, "administer," "device," "dispense," and "drug" shall have the same meaning as provided in § 54.1-3401. The Commissioner shall develop protocols, in consultation with the Department of Health Professions, that address the required training of such persons and procedures for such persons to use in administering or dispensing drugs or devices.

Immunity from Liability (§ 32.1-48.016)

Any person, including a person who serves in a Medical Reserve Corps (MRC) unit or on a Community Emergency Response Team (CERT), who, in good faith and in the performance of his duties, acts in compliance with this article and the Board of Health's regulations shall not be liable for any civil damages for any act or omission resulting from such actions unless such act or omission was the result of gross negligence or willful misconduct.

Immunity for public and private employees who are complying with the statute, rule, regulation, or executive order (§44-146.23(A))

Neither the Commonwealth, nor any political subdivision thereof, nor federal agencies, nor other public or private agencies, nor, except in cases of willful misconduct, public or private employees, nor representatives of any of them, engaged in any emergency services activities, while complying with or attempting to comply with this chapter or any rule, regulation, or executive order promulgated pursuant to the provisions of this chapter, shall be liable for the

death of, or any injury to, persons or damage to property as a result of such activities.

Vaccination Authorities

There is no Virginia statute that gives the Commissioner or any other public official the explicit authority to mandate the use of drugs to protect the public health. There are two Virginia statutes that discuss ordering "treatment" for certain individuals or groups of individuals. The first statute concerning mandatory treatment, Va. Code Ann. § 32.1-43, gives the State Health Commissioner the broad authority to require "...quarantine, isolation, immunization, decontamination, or **treatment** of any individual or group of individuals when he determines any such measure to be necessary to control the spread of any disease of public health importance." There is one additional statute that can be used to mandate treatment, but it will be of limited value in a Pandemic Influenza scenario. Va. Code Ann. § 32.1-48.02(C) gives the State Health Commissioner the authority to order outpatient treatment at a local or district health department for persons who (i) are infected with a "communicable disease of public health significance caused by an airborne microorganism ... that causes serious disease and can result in death," (ii) have "refused or failed to adhere to treatment, despite counseling," and (iii) are "engaging in conduct that places uninfected persons at risk of contracting such disease." This statute, which pre-dates the 2004 amendments to the isolation and quarantine laws, applies primarily to tuberculosis. Invocation of the Commissioner's powers under this statute requires the Commissioner to follow cumbersome procedures that are heavily loaded on the front-end with due process protections.

Vaccinator Statutes, Protocols and Training Plan (§54.1-3401)

Definitions.

"Administer" means the direct application of a controlled substance, whether by injection, inhalation, ingestion or any other means, to the body of a patient or research subject by (i) a practitioner or by his authorized agent and under his direction or (ii) the patient or research subject at the direction and in the presence of the practitioner.

Professional use by practitioners (§54.1-3408)

A. A practitioner of medicine, osteopathy, podiatry, dentistry, or veterinary medicine or a licensed nurse practitioner pursuant to § 54.1-2957.01, a licensed physician assistant pursuant to § 54.1-2952.1, or a TPA-certified optometrist pursuant to Article 5 (§ 54.1-3222 et seq.) of Chapter 32 of this title shall only prescribe, dispense, or administer controlled substances in good faith for medicinal or therapeutic purposes within the course of his professional practice.

I. A prescriber may authorize, pursuant to a protocol approved by the Board of Nursing, the administration of vaccines to adults for immunization, when a practitioner with prescriptive authority is not physically present, (i) by licensed pharmacists, (ii) by registered nurses, or (iii) licensed practical nurses under the immediate and direct supervision of a registered nurse. A prescriber acting on behalf of and in accordance with established protocols of the Department of Health may authorize the administration of vaccines to any person by a pharmacist or nurse when the prescriber is not physically present.

O. In addition, this section shall not prevent the administration or dispensing of drugs and devices by persons if they are authorized by the State Health Commissioner in accordance with

protocols established by the State Health Commissioner pursuant to § 32.1-42.1 when (i) the Governor has declared a disaster or a state of emergency or the United States Secretary of Health and Human Services has issued a declaration of an actual or potential bioterrorism incident or other actual or potential public health emergency; (ii) it is necessary to permit the provision of needed drugs or devices; and (iii) such persons have received the training necessary to safely administer or dispense the needed drugs or devices. Such persons shall administer or dispense all drugs or devices under the direction, control and supervision of the State Health Commissioner.

Appendix 2

INFLUENZA FACT SHEET

Note: Up-to-date information on influenza, as well as guidance, Q&A's and public information material is readily accessible using the CDC website at <http://www.cdc.gov>.

What is influenza?

Influenza is commonly referred to as "the flu." It is a viral infection of the lungs. There are two main types of influenza virus, A and B. Each type includes many different strains that tend to change each year.

When does influenza occur?

Influenza occurs most often in the late fall and winter months.

Who gets influenza? How is it spread?

Anyone can get influenza, but it is most serious in the elderly, in people with chronic illnesses (such as lung disease, heart disease, cancer, or diabetes) or those with weak immune systems. Influenza spreads very easily, usually through contact with droplets from the nose and throat of an infected person during coughing and sneezing.

How soon after exposure do symptoms appear? What are the symptoms of influenza?

Symptoms usually appear 1 to 3 days after exposure. Influenza symptoms can include a sudden onset of headache, fever, chills, cough, sore throat and body aches. Diarrhea and vomiting are not common. Although most people are ill for less than a week, some people have complications and may need to be hospitalized.

How is influenza diagnosed and treated?

Some laboratory tests are available to diagnose influenza; however, doctors usually diagnose influenza from the person's symptoms. Rest, liquids and over-the-counter medicine (e.g., acetaminophen [Tylenol]) are the usual treatments. Some prescription drugs may prevent or reduce the severity of influenza. Aspirin should not be given to children with influenza because of the possibility of causing a complication called Reye syndrome.

How long can a person spread influenza?

The contagious period varies, but probably begins the day before symptoms appear and extends for a week.

Does past infection with influenza make a person immune?

Generally, no. Influenza viruses change frequently, so people who have been infected or given a flu shot in previous years may become infected with a new strain. Therefore, people need to be vaccinated (with either a shot or a nasal-spray vaccine) against influenza every year.

What are other steps that can be taken to prevent the spread of flu?

Good health habits can help prevent the flu. These include covering your mouth and nose with a tissue when coughing or sneezing, washing your hands often to help protect yourself from germs, avoiding touching your eyes, nose or mouth, staying home from work, school, and errands when you are sick, and avoiding close contact with people who are sick. Antiviral medications may also be used to prevent or treat the flu – talk to your healthcare provider for more information.

Appendix 3

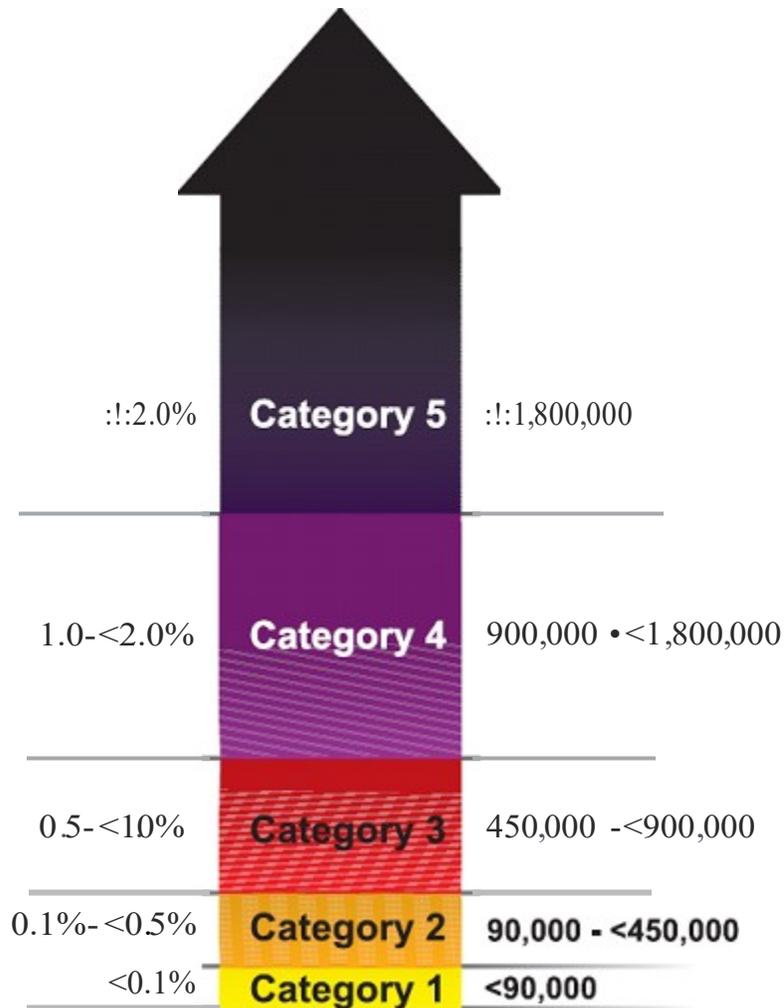
COMMUNITY MITIGATION STRATEGY

HHS and CDC developed interim planning guidance with regard to the application and timing of non-pharmaceutical interventions for states and local governments in February 2007. This guidance supports the development and implementation of a community's overall mitigation strategy that includes both pharmaceutical and non-pharmaceutical measures, in the context of a Pandemic Severity Index. The Pandemic Severity Index (PSI) provides a framework that integrates the types of partially effective non-pharmaceutical interventions with suggested implementation and duration times in an attempt to maximize the overall benefit to the community, while minimizing the potential cascading consequences of implementing recommended interventions.

The PSI uses a case fatality ratio as the critical factor in categorizing the severity of a pandemic. This tool will serve as a guide in discussions with schools, colleges and universities, and other community sectors and support the timely development and implementation of an effective local, regional, and state strategy in the context of an estimated level of severity.

The guidance recognizes that the connectedness of communities goes beyond spatial proximity to include ease, speed, and volume of travel between geopolitical jurisdictions. To balance the relationship of connectedness and optimal timing, the guidance proposes that the geopolitical trigger be defined as the cluster of cases occurring within a U. S. state or proximate epidemiological region which spans beyond a state's boundary. The Community Strategy for Pandemic Influenza Mitigation can be found at the following website: <http://www.pandemicflu.gov/plan/community/commitigation.html>.

Case Projected Fatality Number of Deaths* Ratio US Population, 2006



*Assumes 30% Illness Rate and Unmitigated Pandemic Without Interventions

SUMMARY OF THE COMMUNITY MITIGATION STRATEGY BY PANDEMIC SEVERITY INDEX

Pandemic Severity Index			
Interventions* by Setting	1	2 and 3	4 and 5
Home Voluntary isolation of ill at home (adults and children); combine with use of antiviral treatment as available and indicated	Recommend†§	Recommend†§	Recommend†§
Voluntary quarantine of household members in homes with ill persons¶ (adults and children); consider combining with antiviral prophylaxis if effective, feasible, and quantities sufficient	Generally not recommended	Consider**	Recommend**
School Child social distancing -dismissal of students from schools and school based activities, and closure of child care programs -reduce out-of-school social contacts and community mixing	Generally not recommended	Consider: ≤4 weeks††	Recommend: ≤12 weeks§§
Workplace / Community Adult social distancing -decrease number of social contacts (e.g., encourage teleconferences, alternatives to face-to-face meetings) -increase distance between persons (e.g., reduce density in public transit, workplace) -modify postpone, or cancel selected public gatherings to promote social distance (e.g., postpone indoor stadium events, theatre performances) -modify work place schedules and practices (e.g., telework, staggered shifts)	Generally not recommended	Consider	Recommend

*All these interventions should be used in combination with other infection control measures, including hand hygiene, cough etiquette, and personal protective equipment such as face masks. Additional information on infection control measures is available at <http://www.pandemicflu.gov/>.

†This intervention may be combined with the treatment of sick individuals using antiviral medications and with vaccine campaigns, if supplies are available.

§Many sick individuals who are not critically ill may be managed safely at home

The contribution made by contact with asymptotically infected individuals to disease transmission is unclear. Household members in homes with ill persons may be at increased risk of contracting pandemic disease from an ill household member. These household members may have asymptomatic illness and may be able to shed influenza virus that promotes community disease transmission. Therefore, household members of homes with sick individuals would be advised to stay home.

**To facilitate compliance and decrease risk of household transmission, this intervention may be combined with provision of antiviral medications to household contacts, depending on drug availability, feasibility of distribution, and effectiveness; policy recommendations for antiviral prophylaxis are addressed in a separate guidance document.

††Consider short-term implementation of this measure that is, less than 4 weeks.

§§Plan for prolonged implementation of this measure that is, 1 to 3 months; actual duration may vary depending on transmission in the community as the pandemic wave is expected to last 6-8 weeks.

The above interventions that comprise the pandemic mitigation strategy include the following:

1. Isolation and treatment (as appropriate) with influenza antiviral medication of all persons with confirmed or probable pandemic influenza. Isolation may occur in the home or healthcare setting, depending on the severity of an individual's illness and/or the current capacity of the healthcare infrastructure.
2. Voluntary home quarantine of members of households with confirmed or probable influenza case(s) and consideration of combining this intervention with the prophylactic use of antiviral medications, providing sufficient quantities of effective medications exist and that a feasible means of distributing them is in place.
3. Dismissal of students from school (including public and private schools as well as colleges and universities) and school-based activities and closure of childcare programs, coupled with protecting children and teenagers through social distancing in the community to achieve reductions of out-of-school social contacts and community mixing. Use of social distancing measures to reduce contact between adults in the community and the workplace in order to decrease social density and preserve a healthy workplace to the greatest extent possible without disrupting essential services (e.g., cancellation of large public gatherings; alteration of workplace environments and schedules; and implementation of remote access/telecommute strategies. Enable institution of workplace leave policies that align incentives and facilitate adherence with the non-pharmaceutical interventions (NPIs) noted in the community mitigation strategy.

The Severity Index categories are defined as follows:

- Generally Not Recommended = Unless there is a compelling rationale for specific populations or jurisdictions, measures are generally not recommended for entire populations as the consequences may outweigh the benefits.
- Consider = Important to consider these alternatives as part of a prudent planning strategy, considering characteristics of the pandemic, such as age-specific illness rate, geographic distribution, and the magnitude of adverse consequences. These factors may vary globally, nationally, and locally.
- Recommended = Generally recommended as an important component of the planning strategy.

TRIGGERS FOR IMPLEMENTATION OF MITIGATION STRATEGY BY PANDEMIC SEVERITY INDEX AND U.S. GOVERNMENT STAGES

Pandemic Severity Index	WHO Phase 6, U.S. Government stage 3*	WHO Phase 6, U.S. Government Stage 4† and First human case in the United States	WHO Phase 6, U.S. Government Stage 5§ and First laboratory confirmed cluster in state or region¶
1	Alert	Standby	Activate
2 and 3	Alert	Standby	Activate
4 and 5	Standby**	Standby/Activate††	Activate

Alert: Notification of critical systems and personnel of their impending activation.

Standby: Initiate decision-making processes for imminent activation, including mobilization of resources and personnel.

Activate: Implementation of the community mitigation strategy.

*Widespread human outbreaks in multiple locations overseas.

†First human case in North America.

§Spread throughout the United States.

¶ Recommendations for regional planning acknowledge the tight linkages that may exist between cities and metropolitan areas that are not encompassed within state boundaries.

**Standby applies. However, Alert actions for Category 4 and 5 should occur during WHO Phase 5, which corresponds to U.S. Government Stage 2.

††Standby/Activate Standby applies unless the laboratory-confirmed case cluster and community transmission occurs within a given jurisdiction, in which case that jurisdiction should proceed directly to Activate community interventions defined in the above table.

BOARD OF SUPERVISORS AGENDA ITEM REQUEST FORM

Department: Administration

Department Head: Lauren Chapman, Administration

Meeting Date Requested: April 16, 2020

STATEMENT OF THE ISSUE:

MOU: Virginia Department of Health, Crater Health District

ITEM

Consent

Is this a budgeted item?	If yes, include budgeted amount	Total Project Cost
N/A	n/a	n/a

RECOMMENDED ACTION:

Approve the MOU between Surry County and the Virginia Dept of Health, Crater Health District and the attached referenced addendums.

Description of Presented Item

Please find the attached MOU between the County of Surry and the Virginia Department of Health-Crater Health District (CHD) in response to the COVID-19 Pandemic. The MOU is between the 8 member localities of the CHD to provide mutual aid response during the COVID-19 Event.

The agreement requests aid for manpower or equipment to assist with contact tracing of known or suspected COVID-19 cases, or other non-fire and rescue service matters related to mitigating the effects of the COVID-19 pandemic disaster. Related documents as it pertains to contact tracing procedures and HIPPA protection requirements are included as addendums to the MOU.

Business Associate Agreement HIPAA Final.pdf

Crater District Pandemic MOU April 2020.pdf

DOC 2_Addendum 1 COVID-19 Local Partnership Agreement Scope.pdf

DOC 3_Addendum 2 COVID-19 JAS CONTACT CASE MANAGER.pdf



COMMONWEALTH of VIRGINIA
Department of Health

BUSINESS ASSOCIATE AGREEMENT

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

THIS BUSINESS ASSOCIATE AGREEMENT is made as of April 10, 2020, by the Crater Health District (herein referred to as “Covered Entity”), with office at 301 Halifax Street, Petersburg, Virginia 23803 and County of Surry (here in referred to as “Business Associate”), a corporation, department or other entity with office at 45 School Street, Surry, Virginia 23883.

This BUSINESS ASSOCIATE AGREEMENT (herein referred to as the “Agreement”) constitutes a non-exclusive agreement between the Covered Entity, which administers health services, and the Business Associate named above.

The Covered Entity and Business Associate have entered into this Business Associate Agreement to comply with the Health Insurance Portability and Accountability Act (HIPAA). The parties signing this Agreement shall comply fully with the provisions of the HIPAA Rules.

NOW THEREFORE, the parties, intending to be legally bound, agree as follows:

I. Definitions.

As used in this contract, the terms below will have the following meanings:

- a. “Business Associate” shall generally have the same meaning as the term “business associate” at 45 CFR 160.103, and in reference to the party to this agreement, shall mean [Insert Name of Business Associate].
- b. “Covered Entity” shall generally have the same meaning as the term “covered entity” at 45 CFR 160.103, and in reference to the party to this agreement, shall mean [Insert Name of Covered Entity].
- c. Protected Health Information (PHI): Any information that is created or received by a Covered Entity that relates to the past, present, or future physical or mental health or condition of an individual, limited to the information created or received by Business Associate from or on behalf of Covered Entity.
- d. “HIPAA Rules” shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164.

II. Obligations and Activities of Business Associate

- a. Business Associate agrees to not use or disclose Protected Health Information other than as permitted or required by the Agreement or as required by law.
- b. Business Associate agrees to use appropriate safeguards and comply with Subpart C of 45 C.F.R. Part 164 to prevent use or disclosure of the Protected Health Information other than as provided for by this Agreement.
- c. Business Associate agrees to report to Covered Entity any use or disclosure of the Protected Health Information not provided for by this Agreement of which it becomes aware, including breaches of unsecured protected health information, as required at 45 C.F.R. 164.410.
- d. In accordance with 45 C.F.R. 164.502(e)(1)(ii) and 164.308(b)(2), if applicable, ensure that any subcontractors that create, receive, maintain, or transmit protected health information on behalf of the Business Associate agree to the same restrictions, conditions, and requirements that apply to the Business Associate with respect to such information.
- e. Report to the Covered Entity any security incident of which it becomes aware.
- f. Business Associate shall notify the Covered Entity of a breach of unsecured PHI on the first day on which such breach is known by Business Associate or an employee, officer or agent of Business Associate other than the person committing the breach, or as soon as possible following the first day on which Business Associate or an employee, officer or agent of Business Associate other than the person committing the breach should have known by exercising reasonable diligence of such breach. Notification shall include, to the extent possible, the identification of each individual whose unsecured PHI has been, or is reasonably believed by the Business Associate to have been, accessed, acquired, used or disclosed during the breach. Business Associate shall also provide the Covered Entity with any other available information at the time Business Associate makes notification to the Covered Entity or promptly thereafter as information becomes available. Such additional information shall include (i) a brief description of what happened, including the date of the breach; (ii) a description of the types of unsecured PHI that were involved in the breach; (iii) any steps the Business Associate believes individuals should take to protect themselves from potential harm resulting from the breach; and (iv) a brief description of what Business Associate is doing to investigate the breach, mitigate harm to individuals, and protect against any future breaches.

For purposes of this paragraph, unsecured PHI means protected health information that is not rendered unusable, unreadable, or indecipherable to unauthorized persons through the use of a technology or methodology specified by the U.S. Secretary of Health and Human Services.

- g. Business Associate agrees to provide access, at the request of Covered Entity to Protected Health Information to Covered Entity or, as directed by Covered Entity, to an Individual in order to meet the requirements under 45 CFR 164.524.
- h. Business Associate agrees to make internal practices, books, and records, including policies and procedures and Protected Health Information, available to the Secretary of the U.S. Department of Health and Human Services for the purpose of determining compliance with the HIPAA Rules.
- i. Business Associate agrees to document and provide to Covered Entity such disclosures of Protected Health Information and information as would be required for Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 CFR 164.528.
- j. Make any amendment(s) to Protected Health Information in a designated record set as directed or agreed to by the covered entity pursuant to 45 C.F.R. 164.526, or take other measures as necessary to satisfy covered entity's obligations under 45 C.F.R. 164.526.

III. General Use and Disclosure Provisions

- a. Business Associate may only use or disclose Protected Health Information as provided in the underlying Agreement.
- b. Business Associate may use or disclose Protected Health Information as required by law.
- c. Business Associate agrees to make uses and disclosures and requests for Protected Health Information consistent with Covered Entity's minimum necessary policies and procedures.
- d. Business Associate may not use or disclose Protected Health Information in a manner that would violate Subpart E of 45 CFR Part 164 if done by covered entity, except for the specific uses and disclosures set forth below.
- e. Business Associate may disclose Protected Health Information for the proper management and administration of the Business Associate, provided that disclosures are required by law, or Business Associate obtains reasonable assurances from the person to whom the information is disclosed that it will remain confidential and used or further disclosed only as required by law or for the purpose for which it was disclosed to the person, and the person notifies the Business Associate of any instances of which it is aware in which the confidentiality of the information has been breached.

IV. Obligations of Covered Entity

- a. Covered Entity shall notify Business Associate of any limitations in its notice of privacy practices of Covered Entity in accordance with 45 CFR 164.520, to the extent

that such limitation may affect Business Associate's use or disclosure of Protected Health Information.

- b. Covered Entity shall notify Business Associate of any changes in, or revocation of, permission by Individual to use or disclose Protected Health Information, to the extent that such changes may affect Business Associate's use or disclosure of Protected Health Information.
- c. Covered Entity shall notify Business Associate of any restriction to the use or disclosure of Protected Health Information that Covered Entity has agreed to in accordance with 45 CFR 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of Protected Health Information.

V. Permissible Request by Covered Entity

Covered Entity shall not request Business Associate to use or disclose Protected Health Information in any manner that would not be permissible under the Privacy Rule if done by Covered Entity.

VI. Termination

Either party may terminate this Agreement immediately if it determines that the other party has violated a material term of this Agreement. This Agreement shall remain in effect unless terminated for cause with immediate effect, or until terminated by either party with not less than thirty (30) days prior written notice to the other party, which notice shall specify the effective date of the termination; provided, however, that any termination shall not affect the respective obligations or rights of the parties arising under this Agreement before the effective date of termination.

VII. Effect of Termination

Upon termination of this Agreement for any reason, Business Associate shall return or destroy all Protected Health Information received from Covered Entity, or created or received by Business Associate on behalf of Covered Entity. This provision shall apply to Protected Health Information that is in the possession of subcontractors or agents of Business Associate. Business Associate shall retain no copies of the Protected Health Information. In the event that Business Associate determines that returning or destroying the Protected Health Information is infeasible, Business Associate shall provide to Covered Entity notification of the conditions that make return or destruction of Protected Health Information infeasible. Upon agreement that return or destruction of Protected Health Information is infeasible, Business Associate shall extend the protections of this Agreement to such Protected Health information and limit further uses and disclosures of such Protected Health Information to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such Protected Health Information.

VIII. Amendment

Upon the enactment of any law or regulation affecting the use or disclosure of PHI, or the publication of any decision of a court of the United States or of this state relating to any such law, or the publication of any interpretive policy or opinion of any governmental agency charged with the enforcement of any such law or regulation, the parties shall work in good faith to amend this Agreement in such manner as is necessary to comply with such law or regulation. If the parties are unable to agree on an amendment within thirty (30) days thereafter, either of them may terminate this Agreement by written notice to the other.

EACH PARTY has caused this Agreement to be properly executed on its behalf as of the date first above written.

For: Crater Health District

For: County of Surry

BY: _____
Alton Hart, Jr., MD, MPH
District Director

BY: _____
Print Name:
Title:

DATE: _____

DATE: _____

2015

VIRGINIA DEPARTMENT OF HEALTH
Crater Health District
301 Halifax Street
Petersburg, Virginia 23803

MEMORANDUM OF UNDERSTANDING (MOU)

MOU Number: CTR-20-022.181-COVID19

- I. **PARTIES TO THE AGREEMENT:** This Memorandum of Understanding is entered into by Surry County, 45 School Street, Surry, Virginia 23883, hereinafter called the “Contractor” and Crater Health District through the Department of Health, 301 Halifax Street, Petersburg, Virginia 23803 hereinafter called the “Department.”

WHEREAS, the Department desires to enter into an Agreement with the Contractor to provide manpower or equipment to assist with contact tracing of known or suspected COVID-19 cases, or other non-fire and rescue service matters related to mitigating the effects of the COVID-19 pandemic disaster from another party to this Agreement; and;

WHEREAS, The contractor desires to perform such services;

THEREFORE, in consideration of their respective undertakings, the Department and the Contractor hereby covenant and agree to the following terms.

- II. **PERIOD OF AGREEMENT:** From execution date of CRATER HEALTH DISTRICT signature on last page through March 8, 2021 and may be renewed upon written agreement of both parties for 4 successive one year periods, under the terms of the current agreement, and at a reasonable time (approximately 90 days) prior to the expiration.
- III. **PURPOSE:** On March 12, the Governor of the Commonwealth of Virginia declared a state of emergency related to the global COVID-19 pandemic; and the parties hereto desire to secure to each other the benefits of mutual aid in situations involving services related to the COVID-19 pandemic, including, but not limited to, contact tracing, but specifically excluding fire and rescue services, which are for most signatories covered by separate agreements; and the directors of emergency management for each city and county that is a party hereto are authorized to enter into this agreement by § 44-146.19(D), Code of Virginia, 1950, as amended.

IV. SCOPE OF SERVICES: Contact Tracing services and other designated emergency planning/response services to address the Coronavirus pandemic (See Addendum 1 for general emergency support agreement and Addendum 2 for scope of work).

V. COMPENSATION: State total aggregate of contract including all renewal years and breakdown of services. No monetary funding will be exchanged for the emergency services/support provided by Contractor.

Contract Value: \$0.00 with four (4) one year renewal periods.

Total Aggregate estimated to be \$0.00

VI. FEDERAL AWARD INFORMATION:

There will be no exchange of federal funds between the parties, but the Department will track all information and submit federal reports as required.

Monitoring: The Department will monitor the Contractor to evaluate the progress and performance of the program/services. The Contractor shall furnish the Department on request information regarding payments claimed for services under this contract. The Department and Federal personnel shall be provided access to all program-related records and facilities under reasonable request.

The Contractor shall retain all books, accounts, reports, files and other records relating to the performance of the contract for a period of five years after its completion. All accounting records must be supported by source documentation and retained in order to show for what purpose funds were spent. All such records shall be made available and produced for inspection when required by the Department.

Time and Effort Reporting: The Contractor shall comply with time and effort reporting as required by the Federal Office of Management and Budget (OMB) Circular A-87 (Cost Principles for State, Local and Indian Tribal Government). All employees paid in whole or in part from grant funds should prepare a timesheet indicating the hours worked on each specific project for each pay period. Based on these time sheets and hourly payroll cost for each employee, a statement indicating the distribution of payroll charges should be prepared and placed in the appropriate files and shall be made available for inspection when required by the Department. The Contractor shall retain all books, reports, files and other records relating to time and effort reporting for a period of five years after completion.

APPROPRIATIONS: The Contractor acknowledges the understanding that this Agreement is subject to appropriations and constraints by the State or the Federal government budget.

SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the Departments names, qualifications and experience of their proposed subcontractors and shall assure compliance with all requirements of the contract.

INTEGRATION AND MODIFICATION: This Agreement constitutes the entire understanding of the parties as to the matters contained herein. No alteration, amendment or modification of this Agreement shall be effective unless in writing and signed by the duly authorized officials of both The Department and Contractor.

CONFIDENTIALITY OF PROPRIETARY INFORMATION, DUPLICATION AND DISCLOSURE: The Contractor agrees that proprietary information disclosed by the Department to the Contractor for the purpose of a Memorandum of Understanding shall be held in confidence and used only in the performance of the contract. No item designed for or by the Department shall be duplicated or furnished to others without prior written consent. All products and materials including but not limited to papers, data, reports, forms, records, materials, creations, or inventions relating to this contract are sole and exclusive property of the Department. All such materials shall be delivered to the Department in usable condition at any time requested by the Department.

VII. TERMS AND CONDITIONS:

A. AUDIT:

The Contractor shall retain all books, records, and other documents relative to this agreement for five (5) years after the duties have been completed and project is closed; or until audited by the Commonwealth of Virginia, whichever is sooner. The Department, its authorized agents, and/or state auditors/compliance agents shall have full access to and the right to examine any of said materials during said period.

B. APPLICABLE LAWS AND COURTS:

This contract shall be governed in all respects by the laws of the Commonwealth of Virginia, without regard to its choice of law provisions, and any litigation with respect thereto shall be brought in the circuit courts of the Commonwealth. The agency and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (*Code of Virginia*, § 2.2-4366). ADR procedures are described in Chapter 9 of the *Vendors Manual*. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.

D. BACKGROUND CHECKS:

1. The CRATER HEALTH DISTRICT may require a background check for Contractor staff assigned to any resulting agreement. The Contractor shall be required to pay for all background checks processed for staff assigned to any agreement resulting from this contract agreement at a rate of \$50.00. Fees are on a per background check basis and will be invoiced by CRATER HEALTH DISTRICT Accounting. The Contractor employees will be required to complete a form granting authority to release information. The Contractor shall allow the CRATER HEALTH DISTRICT access to review Contractor staff personnel and employment records.
2. Background investigation results will be reviewed by the CRATER HEALTH DISTRICT, and are not releasable to the Contractor, however, can be provided to the individual of the investigation upon a written request.

3. In the event agreement award is made prior to completion of background checks, any unfavorable results shall be subject to the terms and conditions of this contract agreement.
4. In the event of any staff turnover or staff reassignments, the Contractor shall notify the Crater Health District and shall submit the appropriate background history questionnaire, authority for release of information and have fingerprints obtained for any proposed new staff member. This shall be in addition to the requirement to provide the required credentials information. The CRATER HEALTH DISTRICT may remove any Contractor employee that the Contract Administrator feels threatens the health or safety of staff, security of the facility, or quality of the service provided by the Contractor.

E. CANCELLATION OF AGREEMENT:

The department reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may also be terminated by the contractor, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. 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 cancellation.

F. CHANGES TO THE AGREEMENT:

The parties may agree in writing to modify the scope of the Memorandum of Understanding. An increase or decrease in the scope to the memorandum of understanding resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the Memorandum of Understanding.

G. CONFIDENTIALITY OF PROPRIETARY INFORMATION AND PERSONALLY IDENTIFIABLE INFORMATION:

The Contractor assures that information and data obtained as to proprietary information and personal facts and circumstances related to patients or clients will be collected and held confidential, during and following the term of this agreement, and will not be divulged without the individual's and the Department's written consent and only in accordance with federal law or the Code of Virginia. Contractors who utilize, access, or store proprietary information or personally identifiable information as part of the performance of an agreement are required to safeguard this information and immediately notify the Department of any breach or suspected breach in the security of such information. Contractors shall allow the Department to both participate in the investigation of incidents and exercise control over decisions regarding external reporting. Contractors and their employees working on this project may be required to sign a confidentiality statement.

H. RENEWAL OF AGREEMENT:

1. This agreement may be renewed by the Commonwealth upon written agreement of both parties for four successive one year periods, under the terms of the current agreement, and at a reasonable time (approximately 90 days) prior to the expiration.

2. This Agreement shall remain in effect until superseded, amended, or rescinded in writing by one or more participating signatory parties. However, it shall remain in effect for all remaining signatory parties unless or until it is terminated in writing by the remaining parties.
3. This Agreement shall be effective for each party immediately upon its signature, Important Note: The agreement is not effective until all parties have signed.

I. CONFIDENTIALITY OF HEALTH RECORDS:

By signature on this agreement, the Contractor agrees to comply with all applicable statutory provisions and regulations of the Commonwealth of Virginia and in the performance of this agreement shall:

1. Not use or further disclose health records other than as permitted or required by the terms of this agreement or as required by law;
2. Use appropriate safeguards to prevent use or disclosure of health records other than as permitted by this agreement;
3. Report to the Department of Health any use or disclosure of health records not provided for by this agreement;
4. Mitigate, to the extent practicable, any harmful effect that is known to the Contractor of a use or disclosure of health records by the Contractor in violation of the requirements of this agreement;
5. Impose the same requirements and restrictions contained in this agreement on its subcontractors and agents;
6. Provide access to health records contained in its records to the Department of Health, in the time and manner designated by the Department of Health, or at the request of the Department of Health, to an individual in order to afford access as required by law;
7. Make available health records in its records to the Department of Health for amendment and incorporate any amendments to health records in its records at the Department of Health request; and
8. Document and provide to the Department of Health information relating to disclosures of health records as required for the Department of Health to respond to a request by an individual for an accounting of disclosures of health records.

J. ANTI-DISCRIMINATION: By submitting this agreement contractor certifies to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as

amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia, § 2.2-4343.1E*).

- K. **ANTITRUST:** By entering into an agreement, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said agreement.

- L. **ASSIGNMENT OF AGREEMENT:** An agreement shall not be assignable by the contractor in whole or in part without the written consent of the Commonwealth.

- M. **DEFAULT:** In case of failure to deliver goods or services in accordance with the agreement terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.

- N. **NONDISCRIMINATION OF CONTRACTORS:** A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

- O. **WHISTLEBLOWER PROTECTIONS:** Congress has enacted the whistleblower protection statute 41 U.S.C. Section 4712 to encourage employees to report fraud, waste, and abuse without repercussions. This statute applies to all employees working for contractors, grantees, subcontractors, and sub grantees in accordance with this agreement. All contractors, grantees, sub grantees, and subcontractors for federal grants and contracts are required to:

1. Inform their employees in writing of the whistleblower protections under 41 U.S.C. Section 4712 in the predominant native language of the workforce, to include the specific requirements of the statute, and
2. Include this term and condition in any agreement made with a subcontractor or sub grantee.
The employees' rights under 41 U.S.C. Section 4712 shall survive termination of this agreement.

P. CONTINUITY OF SERVICES:

- a.) The Contractor recognizes that the services under this contract are vital to the Agency and must be continued without interruption and that, upon contract expiration, a successor, either the Agency or another contractor, may continue them. The Contractor agrees:
 - (i) To exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor;
 - (ii) To make all Agency owned facilities, equipment, and data available to any successor at an appropriate time prior to the expiration of the contract to facilitate transition to successor; and
 - (iii) That the Agency Contracting Officer shall have final authority to resolve disputes related to the transition of the contract from the Contractor to its successor.
- b) The Contractor shall, upon written notice from the Contract Officer, furnish phase-in/phase-out services for up to ninety (90) days after this contract expires and shall negotiate in good faith a plan with the successor to execute the phase-in/phase-out services. This plan shall be subject to the Contract Officer's approval.

STATUS OF PERSONNEL: Katrina Saphrey, Senior Epidemiologist, has been designated as the Chief of Operations for the Crater Health District Incident Command System Department; and Roxanne Marr-Shears, Business Manager, has been designation as the Contract Administrator for this Agreement.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be duly executed intending to be bound thereby. This Memorandum of Understanding becomes effective on the date of the last signature.

CONTRACTOR:	VIRGINIA DEPARTMENT OF HEALTH:
By:	By:
Title: _____	Title: _____
Name: Title:	Alton Hart, Jr., MD, MPH, Director Crater District Health Departments
Date:	Date:

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, sexual orientation, gender identity, political affiliation, or veteran status or any other basis prohibited by state law relating to discrimination in employment.

MOU ADDENDUM 1

for

MUTUAL AID FOR CERTAIN PANDEMIC RELATED SERVICES

Among Designated Localities in the Crater Health District and the Virginia Department of Health

This Agreement is made and entered into as of April 10, 2020, by and among the cities of Emporia, Hopewell, and Petersburg, the counties of Dinwiddie, Greensville Prince George, Surry, and Sussex, and the Virginia Department of Health; provided, that this Agreement shall be effective for each party immediately upon its signature, regardless of whether or not all parties have signed.

NOW, THEREFORE, it is mutually agreed as follows:

- A. When one of the parties to this Agreement requests aid for manpower or equipment to assist with contact tracing of known or suspected COVID-19 cases, or other non-fire and rescue service matters related to mitigating the effects of the COVID-19 pandemic disaster from another party to this Agreement, that responding party may dispatch, when available, the requested equipment and personnel to aid in the situation. Requests for aid may be made and received directly by and from the county administrators for the counties, the city managers of the cities, and the Director of the Crater District Health Department, his designee, or other Virginia Department of Health official.

The rendering of assistance under the terms of this Agreement shall not be mandatory, but the party receiving the request for aid shall immediately inform the requesting locality/agency if, for any reason, assistance cannot be rendered.

- B. Any dispatch of equipment and personnel pursuant to this Agreement is subject to the following conditions:
- (1) Any request for non-monetary aid hereunder shall include a statement of the amount and type of equipment and personnel requested, and shall specify the location to which the equipment and personnel are to be dispatched. However, the amount and type of equipment and the number of personnel to be furnished shall be determined by a representative of the responding locality/agency.
 - (2) The personnel of the responding locality/agency shall report to the officer in charge of the requesting locality/agency at the location to which the personnel or equipment is dispatched, and shall be subject to the orders and direction of that official. However, the responding locality/agency reserves the right to follow its own safety guidelines while complying with incident objectives. Personnel of the responding locality/agency shall continue to be subject to the applicable rules of conduct, regulations, and policies of their own jurisdiction while acting pursuant to this Agreement.
 - (3) The personnel and equipment of the responding locality/agency shall be released by the requesting locality/agency when the services of the responding

locality/agency are no longer required or when the responding locality/agency is needed within the area for which it normally provides services.

- (4) Responses and/or services shall be provided as determined at the time of need and/or as pre-arranged for certain response areas (i.e. automatic responses).
- (5) Each party to this Agreement is responsible for informing its employees that they must maintain the confidentiality of patient health information in keeping with the rules of the Health Insurance Portability and Accountability Act.

- C. Each party to this Agreement waives any and all claims against all the other parties which may arise out of the parties' actions outside of their respective jurisdictions under this Agreement.

Nothing in this Agreement is intended or shall be construed to require any party to indemnify and save harmless the other parties to this Agreement from claims by third parties for property damage or personal injury which may arise out of the activities of the other parties.

- D. All equipment used by the responding locality/agency in carrying out this Agreement shall, at the time of action hereunder, be owned by the responding locality/agency; and all personnel acting for the responding locality/agency under this Agreement shall, at the time of such action, be employees of the responding locality/agency.
- E. Actions taken and expenditures made pursuant to this Agreement shall be deemed conclusively to be for a public and governmental purpose and all of the immunities from liability enjoyed by a party when acting for a public or governmental purpose within its territorial limits shall be enjoyed by it to the same extent as when such party is so acting, under this Agreement, beyond its territorial limits.

The personnel of any party to this Agreement, when acting hereunder, or under other lawful authority, beyond the territorial limits of their jurisdictions, shall have all of the immunities from liability and exemptions from laws, ordinances and regulations, enjoyed by them while performing their respective duties within the territorial limits of their jurisdictions.

- F. All services provided by a party under this Agreement shall be performed without monetary compensation to the responding locality/agency, unless otherwise agreed to.
- G. All salaries, pensions, health insurance, disability protection, worker's compensation, death benefits, and other benefits provided to employees of the parties to this Agreement shall apply to the services performed by those employees under this Agreement outside their respective jurisdictions. Unless otherwise agreed to, all these expenses shall be paid by the responding locality/agency, which normally employs such employees. Each locality/agency shall be responsible for following local workers compensation protocol for its employees.

- H. This Agreement is in addition to and is not meant to rescind, supersede, or replace any previous written agreements and oral understandings relating to the provision of mutual aid for fire and rescue and emergency medical services between and among the parties.

This Agreement is not intended to rescind, supersede, or replace any automatic mutual aid agreements or financial agreements for fire and rescue and emergency medical services between and among the parties.

- I. Any of the parties hereto may withdraw from this Agreement by giving thirty (30) days written notice to that effect to the other parties at the addresses shown on the signature pages. Any notice shall be effective if given by registered or certified mail, return receipt requested, or by other receipted delivery.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

Job Action Sheet 004

COVID-19 Contact Case Manager

Mission:	To support operational activities during the COVID-19 response; to conduct contact interviews using the Crater Modified Contact Interview script; to effectively communicate the purpose of conducting close contact tracing; to help reduce worry, stigma and anxiety; and communicate additional resource needs to the COVID-19 Lead Investigator
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Operation

- Communicate with the COVID-19 Lead Investigator routinely to obtain assignments and coordinate work load/capacity
- Document attempts to contact the close contacts in the Contact Tracing (Case Contact Manager) Google Sheets
- Conduct close contact interview using the Crater Modified Contact Interview script
- Explain isolation/quarantine agreement
- Obtain verbal consent
- Issue quarantine agreement if it is needed for their place of employment (fax, email, or snail mail)
- Answer questions appropriately during interview (if you do not know an answer, communicate that to the COVID-19 Floater)
- Routinely follow-up with the assigned contacts (mid-point, and last day of monitoring period)
- Issue a release from isolation/quarantine letter at the end of their isolation/quarantine if it is needed for their place of employment (fax, email or snail mail)
- Communicate the need for additional resources to the COVID-19 Floater
- Handle VDH issued equipment appropriately and use only for the purpose of this response
- Maintain Google Sheets
- Adhere to Health Insurance Portability and Accountability Act (HIPAA) policies

BOARD OF SUPERVISORS AGENDA ITEM REQUEST FORM

Department: Administration

Department Head: Lauren Chapman, Administration

Meeting Date Requested: April 16, 2020

STATEMENT OF THE ISSUE:

Rescind Sale of Property: Joe Vault Company

ITEM

Discussion

Is this a budgeted item?	If yes, include budgeted amount	Total Project Cost
N/A	n/a	n/a

RECOMMENDED ACTION:

Rescind the motion of the sale of four (4) acres in the Industrial Park for \$15,000 to Joe Vault Company.

Description of Presented Item

Agenda Note: Sale of Property to Joe Vault Company Previously Approved

At the December 5, 2020 meeting, the Board of Supervisors approved a motion to adopt Ordinance 2019-05 approving the sale of Real Estate (4) acres in the Surry County Industrial Park for \$15,000 (Tax Map parcel 40-1 Eastern portion located on Commerce Drive. Joe Vault company in an official correspondence to the County has decided to put their expansion plans on hold. See the attached email correspondence to Mr. David Harrison, Economic Development Director.

Administration is requesting that the Board of Supervisors rescind this motion. This would also free up the parcel for sell to another prospect interesting in the Surry West Business Park and the tax map parcel.

Recommended Action: Rescind the motion of the sale of four (4) acres in the Industrial Park for \$15,000 to Joe Vault Company.

Excerpt from December 5, 2019 Minutes: Attachment included

BOS Minutes 12-5-19 Approved.pdf
Joe Vault Correspondance 4-13-2020.docx

VIRGINIA: A SCHEDULED MEETING OF THE SURRY COUNTY BOARD OF SUPERVISORS HELD IN THE GENERAL DISTRICT COURTROOM OF THE SURRY COUNTY GOVERNMENT CENTER ON THURSDAY, DECEMBER 5, 2019 AT 7:00P.M.

PRESENT: SUPERVISOR MICHAEL H. DREWRY, CHAIRMAN
SUPERVISOR JUDY S. LYTTLE, VICE-CHAIR
SUPERVISOR JOHN M. SEWARD
SUPERVISOR GIRON R. WOODEN, SR.
SUPERVISOR KENNETH R. HOLMES

ALSO

PRESENT: MR. JONATHAN LYNN, COUNTY ADMINISTRATOR
MR. BILL HEFTY, COUNTY ATTORNEY
SHERIFF CARLOS TURNER
MRS. MELISSA ROLLINS, ASSISTANT COUNTY ADMINISTRATOR
DR. MICHAEL THORNTON, SUPERINTENDENT, SURRY SCHOOL BOARD
MR. RAY PHELPS, EMERGENCY SERVICES
MR. DAVID HARRISON, ECONOMIC DEVELOPMENT
MS. PAT BERNSHAUSEN, TOURISM
MR. JONATHAN JUDKINS, DEPUTY COMMISSIONER OF REVENUE II
MS. LEJUNE STONE, YOUTH AND FAMILY RESOURCES
MS. LASONYA WHITE, VIRGINIA COOPERATIVE EXTENSION
MS. RAMONA NEWBY, SURRY COUNTY SHERIFF'S DEPARTMENT

CALL TO ORDER/MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE

The meeting was called to order by Chairperson Drewry who then asked for a moment of silence. Following the moment of silence, he asked those present to stand and say the pledge of allegiance.

CONSENT ITEMS

1. Approval of November 7, 2019 Minutes, Board of Supervisors Meeting
2. Resolution 2019-33: Debbie Nee Retirement
3. Resolution 2019-34: Faye Warren Retirement
4. Resolution 2019-35: Sopenhia Pierce
5. Resolution 2019-36: Sam Edwards
6. Resolution 2019-37: Gladys Hardy
7. Resolution 2019-38: Second Amendment Rights
8. Resolution 2019-39: Grays Creek
9. Virginia Department of Health 2019-2020 Local Government Agreement for Surry County Health Department
10. Approval of December 5, 2019 (FY2019-2020) Accounts Payable Report

Supervisor Drewry reads the aforementioned consent items as enumerated and then asks Board Member if they would like to comment on or pull any of these items. Supervisor Seward requests that item “7. Resolution 2019-38: Second Amendment Rights” specifically be read aloud for the Board and citizens in attendance. Supervisor Drewry then asks for Board Members approval to do so. Board Members agree to Supervisor Seward’s request. Mr. Jonathan Lynn, County Administrator, reads Resolution 2019-38 in its entirety. Supervisor Seward made a motion that the Board adopts item “7. Resolution 2019-38: Second Amendment Rights”. Supervisor Lyttle seconded the motion. Supervisors Lyttle, Wooden, Seward and Drewry voted affirmatively to adopt Resolution 2019-38: Second Amendment Rights. **(Approved)**

Supervisor Drewry advised the rest of the aforementioned consent items would also need to be addressed. Consent Items numbered 1-6 and 8-10 also required a vote. Supervisor Holmes made a motion to approve consent items numbered 1-6 and 8-10. Supervisor Lyttle seconded the motion. Supervisors Lyttle, Wooden, Seward and Drewry voted affirmatively to approve the motion to adopt consent items 1-6 and 8-10. **(Approved)**

PRESENTATIONS

1. Audit Report FY18—19 Robinson Farmer Cox, Mr. Paul Lee

Mr. Jonathan Lynn, County Administrator, introduced Mr. Paul Lee from Robinson, Farmer, and Cox who would be presenting the Audit Report for fiscal year 2018-2019.

**Before beginning his report, Supervisor Drewry advised citizens here for the Second Amendment issue it was ok to leave at this point in time if they chose to.*

Mr. Paul Lee, Robinson, Farmer and Cox, presented information to the Board pertaining to the Audit Report for fiscal year 2018-2019 for Surry County. Mr. Lee informs there were no significant findings and no major compliance issues found. Supervisor Drewry requested clarification on the unrestricted fund balance and the unassigned fund balance. Mr. Paul Lee advised as to the meaning of each. Supervisor Lyttle made a motion to accept the FY2018-2019 Audit report as presented. Supervisor Holmes seconded the motion. Supervisors Lyttle, Wooden, Seward and Drewry voted affirmatively to accept the FY2018-2019 Audit Report as presented. **(Approved)** *(A copy of Mr. Paul Lee’s presentation is attached as an integral component of these minutes.)*

PUBLIC HEARING

1. Ordinance 2019-04: Chief Elected Officials Consortium Agreement with the Crater Workforce Development Board

Mr. Jonathan Lynn, County Administrator, presented the Board and public the proposed ordinance to enter into the Chief Elected Officials Consortium Agreement: Ordinance 2019-04. If adopted, the County would be a member of an association known as the Chief Elected Officials Consortium. The purpose of the Consortium is to plan, establish, and operate a local workforce development area and Workforce Development Services Delivery System through the Crater Regional Workforce Development Board. Supervisor Drewry opened up the floor for citizens to speak on the issue and closed the floor when no one came forward. Supervisor Seward made a motion to approve Ordinance 2019-04: Chief Elected Officials Consortium Agreement with the Crater Workforce Development Board. Supervisor Wooden seconded the motion. Supervisors Drewry, Lyttle, Seward, Holmes and Wooden voted affirmatively. **(Approved)**

2. Ordinance 2019-05: Sale of Real Estate: (4) acres in the Surry County Industrial Park

Mr. Jonathan Lynn, County Administrator, presented the Board and public a request to approve the sale of four (4) acres from Lot #40-1 for the purposes in the amount of \$15,000. The County has been approached by a current business located in Isle of Wight about relocating their entire business to the Surry County Industrial Park. They have made an offer of \$15,000 for four (4) acres of property within Lot #40-1 on the southern part of Commerce Drive. Supervisor Drewry opened the public hearing for citizens to speak. Mr. Mike Eggleston, Dendron/Blackwater District, inquired whether there was any language written into the agreement that would prevent the unloading of property for a profit. Supervisor Drewry closed the public hearing. Supervisor Lyttle made a motion to adopt *Ordinance 2019-05: Sale of Real Estate: (4) acres in the Surry County Industrial Park*. Supervisor Holmes seconded the motion. Supervisors Drewry, Lyttle, Seward, Holmes and Wooden voted affirmatively. **(Approved)**

REPORTS

1. November 2019 Surry Various Projects Monthly Report
(For information purposes only, no action taken)
2. Obici Healthcare Foundation FY 2018-19 Annual Report
(For information purposes only, no action taken)
3. Treasurers Investment Letter
(For information purposes only, no action taken)
4. October 2019 Budget to Actual Report
(For information purposes only, no action taken)

Supervisor Drewry invited Dr. Michael Thornton, Superintendent of Surry County Public Schools to approach to Board to speak. Dr. Michael Thornton shared with the Board and Administration that the roof restoration project at Surry County High School has been completed on time and under budget and thanked everyone for their cooperation and support. Dr. Thornton advised he would be retiring at the end of the month and appreciated the support and partnership the Board and County Administration provided.

CITIZEN COMMENTS

**Citizen Comments are now included in the corresponding audio file link available on the County Website.*

Citizens who spoke in support of making Surry County a Second Amendment Sanctuary County: Helen Eggleston, David Lloyd, Mike Eggleston, Thomas Mayes, J. C. Judkins, John Tingen, Chelsea Jones, Susan Corvello, Gary Crossfield, Michael Holly, Bill Hutchinson, Delegate Emily Brewer, Chris Goodwin, William Sharkey, Robert Chandler, Luke Wright, James Munsell, Kristina Munsell, Sarah Steele, Lynette Duncan, Sabrina Ware, Matt Washam, Virginia Holly, Thomas Wade, Pete Steele, Jerry Varner, Josh Coggin, Michael Wasilewski, Terry Mark (or Mar?), Charles Hayes, Faith West, Trevor Benson, Randy Tingen, Denise Ferguson

Mr. Tim Richards, Claremont District and Mr. Jeremiah Williams, Dendron District, requested clarification on the miscellaneous debt issue and were advised Mr. Bill Hefty, County Attorney, would address the request during Board Comments.

(Comments closed by Supervisor Drewry at 8:44 PM)

BOARD COMMENTS **Board Member Comments are now included in the corresponding audio file link available on the County Website.*

Supervisor Drewry informed this would be the last meeting Supervisor Seward would be attending as a Board Member. Supervisor Lyttle presented Supervisor Seward with a plaque and thanked him for his twenty years of commitment and dedication to the Board of Supervisors and his service to and for Surry County. Supervisor Seward addressed the Board and citizens stating he was happy to serve on the Board for twenty years and unhappy that time has come to an end. He will continue to serve Surry County, but will find a different avenue to do it through. Supervisor Seward thanked those in the community who supported him and pledged to continue to help Surry grow.

Supervisor Drewry informed this would also be the last meeting Supervisor Wooden would be attending as a Board Member. Supervisor Lyttle presented Supervisor Wooden with a plaque and thanked him for his eight year of outstanding service, concern and support for Surry County while serving on the Board of Supervisors. Supervisor Wooden stated he enjoyed the eight years he served and he tried to do things to help the entire County, not just one particular district. He expressed concern over insufficient technology in the Sheriff's Department and suggested the need to raise taxes in the future to support technology upgrades.

Mr. Bill Hefty, County Attorney, addressed questions about the bonds of the County issued in 2014 and 2018. Mr. Hefty advised the bonds are indeed legal and gave his explanation as to why.

Supervisor Drewry inquired about the Dendron water project and suggested a meeting in the future for updates.

Supervisor Drewry advised of a conversation with Mr. Eric Fly from Wakefield, who is a Boy Scout Troop leader in Sussex and Surry, with a sailboat they would like to house out at the Marina. Supervisor Seward commented that several sailboats have sank in that area and the County was required to pay the expense of removing them and advised the Board to ask Mr. Fly how that would be handled in the event something did happen to the sailboat before making any agreements.

Supervisor Drewry addressed the citizens stating it was difficult to be on the Board and Board members are trying their best to serve the County. Board members hear both sides and he has received many phone calls for and against *Resolution 2019-38: Second Amendment Rights*. Supervisor Drewry stated the Board supports the Second Amendment and the Constitution and passed a Resolution tonight in support to send a message to Richmond. Comments made by tonight by citizens will be taken under advisement and listen to what the Attorney General says and make determinations on this issue in the future.

BOARD APPOINTMENTS

Supervisor Seward made a motion to appoint Mr. Ronald Howell Jr. to the Surry County Economic Development Authority as a At-Large member. Supervisor Drewry stated this was not on the agenda and asked for Board comments. Supervisor Lyttle stated she felt the appointment should be retained whenever the Board member made the appointment and would like to make a motion to accept Supervisor Seward's appointment recommendation of Mr. Ronald Howell Jr., despite it not being on the agenda. Supervisor Drewry asked for some background on Mr. Howell which Seward advised. Supervisor Holmes seconded the motion. Supervisor Drewry advised he was not prepared to vote without more information and would be opposing the appointment. Supervisors Lyttle, Wooden, and Seward voted affirmatively to approve the motion to appoint Mr. Ronald Howell, Jr. to the Surry County Economic Development Authority. Supervisor Drewry opposed the appointment. The motion passed with majority vote. **(Approved)**

Supervisor Lyttle made a motion to appoint Mr. Clifton Slade to the Surry County Economic Development Authority. Supervisor Seward seconded the motion. Supervisor Drewry advised he does know Mr. Slade, but would like appointments placed on the agenda prior to the meeting. Supervisors Lyttle, Wooden, and Seward voted affirmatively to approve the motion to appoint Mr. Clifton Slade to the Surry County Economic Development Authority. Supervisor Drewry opposed the appointment. The motion passed with majority vote. **(Approved)**

COUNTY ADMINISTRATOR'S REPORT

Mr. Jonathan Lynn, County Administrator, informed of the following points:

- Shop Local Event in November was a success, Economic Development set up a showcase for viewing outside the courtroom
- Gray's Creek – thank you to Sheriff's Department
- Budget Calendar will be available to the Board before the Christmas Holiday
- Board Members reminded to go Circuit Court to be sworn in
- Brief Closed session is needed tonight

CLOSED SESSION

Supervisor Lyttle made a motion to convene in closed session as permitted by Virginia Code §2.2-3711(A)(3) 'the acquisition of real property for public purposes where a discussion in an open meeting would adversely affect the County's bargaining position.' As well as Virginia Code §2.2-3711(A)(5) Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community. As well as Virginia Code §2.2-3711(A)(8) 'Legal advice on specific legal matters. Consultation with legal counsel pertaining to actual litigation filed in Surry County Circuit Court, specifically Shelley D. Schorsch, Trustee of Meadow Court Trust and Swann's Point Plantation LLC versus the County of Surry, where such consultation in an open meeting would adversely affect the negotiating or litigating

A complete audio file of this meeting is available under the agenda portion of the County website.

posture of the public body. The motion was seconded by Supervisor Wooden and unanimously approved.

The Board returns to open session and certifies by roll call vote that in the closed session just concluded nothing was discussed except the matter or matters specifically identified in the motion to convene in closed session and lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information Act cited in the motion. All present voted affirmatively.

SUPERVISOR MICHAEL H. DREWRY	AYE
SUPERVISOR JUDY S. LYTTLE	AYE
SUPERVISOR JOHN M. SEWARD	AYE
SUPERVISOR GIRON R. WOODEN, SR.	AYE
SUPERVISOR KENNETH R. HOLMES	AYE

Mr. Bill Hefty, County Attorney, advised the only action coming out of closed session would be to authorize the County Attorney and County Administrator to enter into a settlement agreement regarding the two suits mentioned above in the motion to go into closed session. Supervisor Lyttle made a motion to authorize Supervisor Seward seconded the motion. Supervisors Drewry, Lyttle, Seward, Holmes and Wooden voted affirmatively. **(Approved)**

ADJOURNMENT

There being no further business before the Board, Supervisor Lyttle made a motion that the Board continues their meeting to Thursday, January 2, 2020 at 7:00 PM in the General District Courtroom of the Surry County Government Center. The motion was seconded by Supervisor Seward and unanimously approved.

From: Eric Joe <ejoevault@aol.com>
Sent: Monday, March 16, 2020 2:20 PM
To: dharrison@surrycountyva.gov
Subject: Re: Surry County Industrial Park Land Purchase E Joe Vault Services

Good afternoon David,

Thank you for contacting us. We do apologize for all of the delay in getting time sensitive information and responses back to you. Since the last time we spoke there has been a series of events that have shifted our ability to financially secure needed funds to purchase the land and to further our future goals. By no means are we not interested in moving our business to Surry County. With us being a small company things will arise that are unforeseen. We are needing to finish out this year with getting our affairs in order. Once this is done we hope the business transaction with Surry County can be revisited. With that being said, we are fully aware that the property we were interested in may no longer be available, however we are certain that by next year mid September 2021 we will be ready to bring our business to Surry County if they would still have us. . David again, please accept our apologies for any and all inconveniences this may have caused. You have been nothing but the best and we certainly appreciate all you did to get this process in motion. Understand this is not a indication of how we operate business. This is simply a timing issue that was unforeseen. Please feel free to contact us. We have our goal set for next year and Surry county will be our residence. Thank you again

E Joe Vault Services, LLC
Eric and Diana Joe

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

To: ejoevault@aol.com
Cc: wsaunders@surrycountyva.gov; mrollins@surrycountyva.gov
Sent: Fri, Mar 13, 2020 3:39 pm
Subject: Surry County Industrial Park Land Purchase E Joe Vault Services

Good Afternoon,

I hope that all is well with you. It has been a while since we have spoken. The Surry County Board of Supervisors held a public hearing for the sale of property in our Industrial Park to E Joe Vault Services. Additionally, a draft purchase agreement was sent to you to be reviewed by your counsel. To date we have not heard from your company or your counsel. There has been increased interest in the purchase of land in our industrial park and we will need to know what your intentions are so that we can plan accordingly. Please respond to this communication at your earliest convenience.

Thank you,
David A. Harrison
Director, Economic Development
Phone: [\(757\) 506-9136](tel:(757)506-9136)
Email: dharrison@surrycountyva.gov

["Take the Rural Route to Success"](#)

BOARD OF SUPERVISORS AGENDA ITEM REQUEST FORM

Department: Administration

Department Head: Lauren Chapman, Administration

Meeting Date Requested: April 16, 2020

STATEMENT OF THE ISSUE:

Rescind Sale of Property: Surry West Business Park

ITEM

Consent

Is this a budgeted item?	If yes, include budgeted amount	Total Project Cost
N/A	n/a	n/a

RECOMMENDED ACTION:

Rescind motion previously approved.

Description of Presented Item

Agenda Note: Sale of Property in the Surry West Business Park Previously Approved

On March 5, 2020, the Board of Supervisors authorized the sale of approximately +3.18 acres , more or less of unimproved land located in the Surry West Business Park and authorized that the County Administrator, upon review by the County Attorney, to execute all documents pertaining to the sale. Prior to the execution the agreement, the prospective buyer (Strata Solar) has requested a similar parcel. County Administration is requesting that the Board of Supervisors rescind the motion authorizing the sale of a portion of parcel Tax Map #40-1, containing approximately 3.18 acres, more or less of unimproved land in the Industrial Park.

Recommended Action: Rescind the motion authorizing the sale of a portion of parcel Tax Map 40-1 containing approximately +3.18 acres of unimproved land in the Industrial Park.

Excerpt from March 5, 2020 minutes: Draft Minutes Attached

A complete audio file of this meeting is available under the agenda portion of the County website.

VIRGINIA: A SCHEDULED MEETING OF THE SURRY COUNTY BOARD OF SUPERVISORS HELD IN THE GENERAL DISTRICT COURTROOM OF THE SURRY COUNTY GOVERNMENT CENTER ON THURSDAY, MARCH 5, 2020 AT 7:00 P.M.

PRESENT: SUPERVISOR ROBERT ELLIOTT, JR.
SUPERVISOR MICHAEL DREWRY
SUPERVISOR JUDY LYTTLE
SUPERVISOR KENNETH HOLMES
SUPERVISOR WILLIAM (TIM) CALHOUN

ALSO

PRESENT: MS. DANIELLE POWELL, COUNTY ATTORNEY
MS. MELISSA ROLLINS, ACTING COUNTY ADMINISTRATOR
SHERIFF CARLOS TURNER, SHERIFFS DEPARTMENT
MR. RAY PHELPS, EMERGENCY SERVICES
MR. DAVID HARRISON, ECONOMIC DEVELOPMENT
MR. WILLIAMS SAUNDERS, BUILDING AND PLANNING
MS. LINDA GHOLSTON, WORKFORCE DEVELOPMENT
MS. LAJEUNE STONE, YOUTH AND FAMILY RESOURCES
MR. JONATHAN JUDKINS, COMMISSIONER OF REVENUE
MS. LASONYA WHITE, EXTENSION OFFICE
MS. PAT BERNSHAUSEN, TOURISM
MR. DELON BROWN, NETWORK ADMINISTRATOR

CALL TO ORDER/MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE/AGENDA ADOPTION

The meeting was called to order by Chairperson Elliott who then asked for a moment of silence. Following the moment of silence, he asked those present to stand and say the pledge of allegiance. Chairperson Elliott advised of one change to the agenda, to include an invocation. The working agenda was adopted by roll call vote.

SUPERVISOR ROBERT ELLIOTT, JR.	AYE
SUPERVISOR MICHAEL DREWRY	AYE
SUPERVISOR JUDY S. LYTTLE	AYE
SUPERVISOR KENNETH R. HOLMES	AYE
SUPERVISOR WILLIAM CALHOUN	AYE

A complete audio file of this meeting is available under the agenda portion of the County website.

CONSENT ITEMS

1. Certification BPOL Tax: Approve the Certification request to refund Branscome, Inc. for the overpayment of BPOL Tax.
2. DataCenter Modernization Refresh: Appropriate funding for DataCenter Modernization Project hardware refresh. Total project cost is \$177,854.40. The DataCenter will be housed in the Emergency Operations Center.
3. Conveyance of County Property (49-1-79B) to HRSD.
4. Resolution 2020-04: Surry County Clean-up Month, April 2020
5. Accounts Payable Report: March 2020 – Approve payables for March 2020 in the amount of \$1,184,130.43.
6. Approval of Minutes: January 23, 2020 Work Session and Regular Session, February 6, 2020 Work Session and Regular Session.

Supervisor Elliot read the Consent Items as enumerated. There being no further questions, Supervisor Holmes made a motion to approve the Consent Items as enumerated. Supervisor Drewry seconded the motion. Supervisors Elliott, Drewry, Lytle, Holmes, and Calhoun voted affirmatively. (Approved)

UNFINISHED BUSINESS

1. Board of Supervisors: Code of Ethics
Supervisor Drewry made a motion to approve the adoption of the Code of Ethics as presented. Supervisor Calhoun seconded the motion. All present voted affirmatively. (Approved)

APPOINTMENTS

Highway Safety Transportation Committee – will be re-visited at the April 2020 Board Meeting.

PRESENTATIONS

1. Update: County Broadband Project: Ms. Renee Chaplin – Prince George Electric Company Prince George Electric Cooperative (PGE) doing business as RuralBand will be present to discuss the County's Broadband Expansion Project. This follows the announcement of the County's award of \$2.25 million in state funds (VATI) and the announcement of the partnership between Prince George Electric Cooperative and Dominion to bring broadband to all of Surry County. (A copy of Ms. Chaplin's presentation is included in the audio file for this meeting.)
2. VDOT Quarterly Report: Mr. Rossi Carroll (A copy of Mr. Carroll's presentation is included as an integral component of these minutes.)

A complete audio file of this meeting is available under the agenda portion of the County website.

3. Surry County 2020 Census Update; Mr. David Harrison: Update on 2020 Census activities and efforts by Eunice Gay (Complete Count Committee Chairperson) and Shirley Gilliam (Census Representative). Census Day event to be held on April 1, 2020 in Surry County, VA.
(A copy of Mr. Harrison's presentation is included in the audio file for this meeting.) (Video presentation link: <https://youtu.be/oXZAe8XYeNQ>)

PUBLIC HEARING

1. Strata Solar Land Purchase in Surry County Industrial Park; Resolution 2020-05: Sale of Property in Industrial Park, presented by Mr. David Harrison
Mr. David Harrison, Economic Development Director addressed the Board regarding Strata Solar potentially purchasing land in the Surry County Industrial Park. The Parcel further identified as a portion of Tax Map 40-1, containing approximately 3.18 acres of unimproved land for the purchase price of \$19,000.
Supervisor Lyttle made a motion to approve the sale of 3.18 acres of land located in the Surry County Industrial Park to Strata Solar as presented. Supervisor Holmes seconded the motion. Supervisors Elliott, Drewry, Lyttle, Holmes, and Calhoun voted affirmatively. The sale was approved for 3.1 acres in the Surry County Industrial Park for the purchase price of \$19,000 to Strata Solar. (Approved)
Ms. Danielle Powell, County Attorney, advised of the need to also vote to adopt Resolution 2020-05: Sale of Property, Surry County Industrial Park.
Supervisor Holmes made a motion to adopt Resolution 2020-05: Sale of Property, Surry County Industrial Park as presented. Supervisor Lyttle seconded the motion. Supervisors Elliott, Drewry, Lyttle, Holmes, and Calhoun voted affirmatively.
(Approved)

ADDED ITEM FOR DISCUSSION: INVOCATION

Supervisor Elliott advised the addition of an invocation included during each Board Meeting in the future to be held before the moment of silence. Supervisor Lyttle made a motion to adopt to addition of an invocation before each meeting as presented. Supervisor Holmes seconded the motion. Supervisors Elliott, Drewry, Lyttle, Holmes, and Calhoun voted affirmatively. (Approved)

REPORTS (Informational – no action taken)

1. Surry County Treasurer Investment Letter: March 5, 2020
2. Budget to Actual Expenditure Report: January 2020

A complete audio file of this meeting is available under the agenda portion of the County website.

CITIZEN COMMENTS

Citizen Comments can be heard in the corresponding audio file link available on the County Website.

BOARD COMMENTS

Board Comments can be heard in the corresponding audio file link available on the County Website.

COUNTY ADMINISTRATORS REPORT

County Administrators report can be heard in the corresponding audio file link available on the County Website.

CLOSED SESSION

Ms. Danielle Powell, County Attorney, advised the need to convene into closed session as permitted by Virginia Code: § 2.2-3711(A)(6): Investment of public funds. Discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected.

Supervisor Lyttle made a motion to convene into closed session. The motion was seconded by Supervisor Drewry and unanimously approved. Board members convened into closed session.

Board Members returned from closed session. Supervisor Drewry made a motion to return to open session. The Board returns to open session and certifies by roll call vote that in the closed session just concluded nothing was discussed except the matter or matters specifically identified in the motion to convene in closed session and lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information Act cited in the motion. Supervisor Lyttle Seconded the motion. All present voted affirmatively.

SUPERVISOR ROBERT ELLIOTT, JR.	AYE
SUPERVISOR MICHAEL DREWRY	AYE
SUPERVISOR JUDY S. LYTTLE	AYE
SUPERVISOR WILLIAM CALHOUN	AYE
SUPERVISOR KENNETH R. HOLMES	AYE

A complete audio file of this meeting is available under the agenda portion of the County website.

ADJOURNMENT

There being no further business before the Board, Supervisor Drewry made a motion that the Board continues their meeting to Thursday, March 19, 2020 for the purpose of Budget Discussions. The motion was seconded by Supervisor Lyttle and unanimously approved.

Meeting Adjourned at 8:59P.M.

DRAFT

BOARD OF SUPERVISORS AGENDA ITEM REQUEST FORM

Department: Administration

Department Head: Lauren Chapman, Administration

Meeting Date Requested: April 16, 2020

STATEMENT OF THE ISSUE:

Sale of Property: Lot in Industrial Park to Strata Solar

ITEM

Consent

Is this a budgeted item?	If yes, include budgeted amount	Total Project Cost
N/A	n/a	n/a

RECOMMENDED ACTION:

Review and approve

Description of Presented Item

Please see the attached resolution authorizing the sale of approximately 4.23 acres, more or less of, unimproved land located the Surry County Industrial Park.

Upon review by the County Attorney, the County Administrator will be authorized to execute all necessary documents related to the sale of the property. The amount is \$19,000.

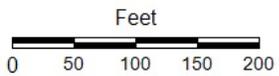
[4.23 arces Surry industrial park.for Strata..pdf](#)

[Resolution 2020-07 Surry County Industrial Park 4-13-2020.docx](#)

Surry County, Virginia

Legend

- County Boundary
- Parcels
- Building Footprints
- Hidden Roads 2257
- Driveways



Title:

Date: 3/31/2011

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Surry County is not responsible for its accuracy or how current it may be.

AT A REGULAR MEETING OF THE SURRY COUNTY BOARD OF SUPERVISORS HELD BY ELECTRONIC MEANS ON APRIL 16, 2020 AT 7:00 P.M.

PRESENT:

VOTE:

The Honorable Robert Elliott, Chair
The Honorable Michael H. Drewry, Vice-Chair
The Honorable Judy S. Lyttle
The Honorable Kenneth R. Holmes
The Honorable Timothy Calhoun

Five horizontal lines for voting purposes.

RESOLUTION

WHEREAS, the County owns property located in the Surry County Industrial Park ("Park"), which includes parcel 40-1; and

WHEREAS, pursuant to Virginia Code Sections 15.2-1800 and 15.2-1813, the County of Surry advertised and held a public hearing on December 5, 2020, regarding the disposition of approximately four acres, more or less, of unimproved land in the Park; and

WHEREAS, at that meeting, the Board of Supervisors approved the sale of the property; and

WHEREAS, the original purchaser is no longer purchasing the property; and

WHEREAS, the Board of Supervisors still desires to sell the property that was the subject of the public hearing on December 5, 2019; and

WHEREAS, a new purchaser has been identified; and

WHEREAS, for the purpose of clarifying the minutes, the board adopts this resolution simply to clarify its actions and to make the determination that the property is essentially the same as the property proposed at the hearing on December 5, 2019 and dispenses with the need for another public hearing.

NOW, THEREFORE, BE IT FURTHER RESOLVED, by the Surry County Board of Supervisors:

§ 1. That, upon review by the County Attorney, the County Administrator is authorized to execute all necessary documents related to the sale of the property located in the Surry County Industrial Park.

§ 2. The Board of Supervisors has determined the sale of property is essentially the same as proposed at the hearing on December 5, 2019 and dispenses with the need for another public hearing.

Chair, Surry County Board of Supervisors
Surry County, Virginia

ATTEST:

County Administrator/Clerk
Board of Supervisors

DRAFT

BOARD OF SUPERVISORS AGENDA ITEM REQUEST FORM

Department: Administration

Department Head: Lauren Chapman, Administration

Meeting Date Requested: April 16, 2020

STATEMENT OF THE ISSUE:
Budget: Department of Social Services Proposed Budget

ITEM

Informational

Is this a budgeted item?	If yes, include budgeted amount	Total Project Cost
N/A	n/a	n/a

RECOMMENDED ACTION:
Review

Description of Presented Item
Department of Social Services Proposed Budget Presentation for FY20-21.

[DSS FY 21 PROPOSED BUDGET.pdf](#)



Budget Presentation

Surry County Department of Social Services

Mrs. Valerie Pierce, Social Services Director II

April 2, 2020



MR. ALLEN T. PARSON, SR., CHAIR
DENDRON DISTRICT



MRS. LINDA ELLIS, VICE CHAIR
CARSLEY DISTRICT



THE HONORABLE KENNETH HOLMES
BOARD OF SUPERVISOR REPRESENTATIVE



MRS. MARIE PIERCE
BACON'S CASTLE DISTRICT

MS. JUANITA PARKER
SPRING GROVE/CLAREMONT



MS. EUNICE GAY
DENDRON/BLACKWATER



BOARD MEMBERS:



PRESENTATION HIGHLIGHTS:

- SOCIAL SERVICES OVERVIEW
- BUDGET SUMMARY
- 2020 – 2021 PROPOSED BUDGET
- QUESTIONS/COMMENTS/CLARIFICATIONS

“Mission Statement: “People Helping People Triumph Over Poverty, Abuse and Neglect to Shape Strong Futures for Themselves, Their Families and Communities”

SERVICES PROVIDED:





SENIORS PROGRAM



MARDI GRAS 2020



Surry County Department of Social Services

Projected Budget 2020-2021

Social Services' Budget consists of five categories:

- I. Assistance
- II. Purchase of Services
- III. Administration
- IV. Non-Reimbursable
- V. Special Revenue

Social Services' projected annual budget for fiscal year 20-21 totals **\$2,198,991**

The local share is **\$776,229**

The local share is **35%** of the total budget

Budget Summary 2020-2021:

I. CATEGORY	II. FY 19-20 ALLOCATION	III. FY 19-20 LOCAL MATCH	IV. FY 20-21 PROJECTION	V. FY 20-21 LOCAL MATCH	VI. STATE REVENUE	VII. FEDERAL REVENUE	VIII. SPECIAL REVENUE
Assistance	79,144	12,269	212,700	13,400	126,935	72,365	0
Purchase of Service	158,380	32,272	132,041	23,597	17,613	90,831	0
Administration	1,314,698	368,224	1,449,401	407,644	375,033	666,724	0
Non-Reimbursable	296,948	162,235 <i>(cut by 134,763)</i>	331,588	331,588	—	—	0
Sub Total	1,849,170	—	2,125,730	776,229	519,581	829,920	0
Special Revenue	70,928	—	73,261	—	—	32,288	40,973
Total Budget	1,920,098	575,000	2,198,991	776,229	519,581	862,208	40,973



“PEOPLE HELPING PEOPLE”



QUESTIONS/COMMENTS/CLARIFICATIONS?

THANK YOU!

BOARD OF SUPERVISORS AGENDA ITEM REQUEST FORM

Department: School Board

Department Head: Lauren Chapman, School Board

Meeting Date Requested: April 16, 2020

STATEMENT OF THE ISSUE:

FY20-21 School Board Budget Presentation

ITEM

Report

Is this a budgeted item?	If yes, include budgeted amount	Total Project Cost
N/A	n/a	n/a

RECOMMENDED ACTION:

Review

Description of Presented Item

Dr. Serbrenia Sims, Superintendent of Surry County Public Schools will be in attendance to briefly present the proposed FY 20-21 School Division Budget as adopted by the School Board. A summary of the budget is provided in the letter addressed to Chairman Elliott and members of the Board of Supervisors from the School Board Chair, Ms. Laura Ruffin. The proposed budget was presented to the County Administrator on March 26, 2020 in compliance with VA State Code § 15.2-2503 which requires submission on or prior to April 1st of each year.

[SCPS FY20-21 Approved Budget.pdf](#)

**SURRY COUNTY PUBLIC SCHOOLS
FY2020 – 2021 Budget**

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Surry County Public Schools



P.O. Box 317

Surry, Virginia 23883

March 19, 2020

Dear Chairman Elliott and Members of the Surry County Board of Supervisors,

On behalf of the Surry County School Board and Administration it is my privilege to submit to you the school division's FY2020-2021 Operating Budget totaling \$15,646,444, representing an increase of \$599,003 or 3.98% over FY2019-2020. This plan also includes the grants and food services budgets totaling \$1,191,358. This fiscal plan reflects an increase in state funding support for Surry County Public Schools, primarily through a new revenue source of \$200,000 which impacts the Infrastructure and Operations Category. The School Board is proposing to transfer these funds to the County as an offset towards the Capital Improvement Plan expenditures. Finally, we are also presenting for your consideration, the division's five-year Capital Improvement Plan. These fiscal plans were approved by the School Board on March 10, 2020; and reflect the goals and priorities of our school division.

This plan reflects our continuing efforts to strategically adjust staffing levels in response to student enrollment decline; while maintaining a commitment to small, effective class sizes. Reduction in staff and insurance costs has provided savings totaling \$184,835. However, the School Board remains committed to maintaining a competitive position in the teacher employment market. We have included a 2.5% salary increase for all full-time, contracted teachers and staff in an attempt to attract and maintain highly qualified staff. This would be consistent with school systems across the Commonwealth of Virginia as the General Assembly approved budget requires a cumulative 4% pay increase over the next two years in order to receive the State share of funding.

The school division has many accomplishments of which to be proud of including:

- 100% of the division's schools earned accreditation for the fourth consecutive year.
- Surry County High School's On-Time Graduation Rate of 93.8% exceeds the statewide average rate of 91.5%.
- SCPS students outperformed the State on the Science SOL assessments in 2018-2019.
- SCPS students increased performance on Writing and Math SOL assessment in 2018-2019.
- SCPS are among the safest in the State.

- SCPS students earned nearly 700 Dual Enrollment college credits while in high school, representing future college tuition savings of approximately \$400,000.
- The Surry County High School class of 2019 was awarded nearly \$2.0 million in scholarship offers.
- SCPS provides a personal computing device to every pre-kindergarten through 12th grade student.

This proposal also includes an updated five-year capital improvement plan that identifies several facility and equipment needs to maintain our current physical plant. Among the most urgent needs identified are the electrical upgrades to Surry County High School, the fire suppressant tank and well at Luther Porter Jackson Middle School.

The Surry County School Board remains committed to providing the students and families of our great community with a high quality educational program. To that end, your careful consideration and support of this budget proposal is greatly appreciated.

Sincerely,



Laura Ruffin
School Board Chair

Surry County Public Schools

www.surryschools.net

SCHOOL BOARD

Mrs. Laura Ruffin, Chair
Claremont District

Dr. Marion Wilkins, Vice Chair
Carsley District

Ms. Faye C. Perkins
Dendron District

Ms. Elsie Dennis
Bacon's Castle District

Dr. Valencia Jones Williams
Surry District

ADMINISTRATIVE STAFF

Mr. Stanley O. Jones
Superintendent of Schools

Dr. Serbrenia J. Sims
Assistant Superintendent

Mrs. Melissa S. Harvey
Director of Finance

Surry County Public Schools

P. O. BOX 317

Surry, Virginia 23883



(757) 294-5229

February 11, 2020

Dear Surry County School Board Members,

I am pleased to present the proposed budget for FY2020-2021. I believe that this proposal reflects the basic needs of our school division, while demonstrating our commitment to rewarding the quality performance of our dedicated faculty and staff. This proposed estimate of needs has been developed to support the goals and priorities of the school division. The needs identified in this fiscal plan have been done so with a recognition of the reality of a limited revenue growth, at both the state and local levels. To that end, this plan reflects sustainable spending reductions and a request for a modest increase in local funding support for FY2020-2021. I believe that this combination of sustainable spending reductions and increased local investment will demonstrate our commitment to providing the citizens and students of Surry County with a high performing education system, based on sound fiscal and instructional practices.

Our school division and community have much to be proud of with regards to the recent academic performance of our students. Among our points of pride are the following:

- All SCPS are *Fully accredited* for the 4th consecutive year.
- SCHS on-time graduation rate of *94.8% for 2018-2019 exceeded* the statewide average of 91.5%.
- SCPS *outperformed* the State on the Science SOL assessment in 2018-2019.
- SCPS students *increased performance* on Writing and Math SOL assessments in 2018-2019.
- SCPS are *among the safest* in the State.
- SCHS students earn nearly *700 Dual Enrollment college credits* annually while in high school.
- SCPS provided a *personal computing device* (iPad or Chromebook) to every PreK – 12 th grader.

These examples of quantifiable measures prove that the community's investment in public education in Surry County is producing results.

One of the critical elements in balancing the needs of the division and the limited resources available is to identify opportunities to realign and adjust staffing levels in response to continued enrollment decline.

The key highlights of this plan include the following:

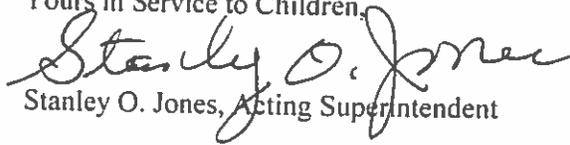
- Provides a 2.5% salary increase for all full-time employees (\$265,000).
- Elimination of (1) full-time teaching position and health insurance savings (-\$150,000).
- Increase in tuition at the Regional Governor's School for the Arts and Technology (\$3,400).
- Addition of a full-time maintenance employee (\$32,000).
- Increase in Energy and Fuel costs (\$25,000).
- John Tyler Community College Concurrent Enrollment Program (\$12,000).

Full funding of this proposal would require an increase in the local contribution in the amount of \$265,607 or 2.14% when compared with FY2020 local funding levels.

This proposal also includes an updated five-year capital improvement plan (CIP) that identifies several facility and equipment related needs to maintain a quality physical infrastructure in support of the division's teaching and learning goals.

We are proud of the rich traditions of Surry County Public Schools and our record of achievement. Your careful consideration and support of this fiscal plan will once again demonstrate to our students and staff that they are most valued and respected in our effort of *Building Excellence, One Student at a Time*.

Yours in Service to Children,

A handwritten signature in black ink that reads "Stanley O. Jones". The signature is written in a cursive style with a large, stylized initial 'S'.

Stanley O. Jones, Acting Superintendent

SURRY COUNTY PUBLIC SCHOOLS

School Board Goals

2018 – 2019

Adopted: October 9, 2018

Goal 1: The Board will continue to provide for and promote high student achievement for all students while meeting and exceeding state accreditation requirements for each school.

(Comprehensive Plan Goal Nos. 1 & 4)

- The Board will ensure that teaching and learning is built on rigorous curriculum, effective instruction, and high-value assessments.
- The Board will continue to support periodic progress monitoring of student performance.
- The Board will continue to support the use of relevant and useful student and teacher performance data in decision-making.
- The Board will continue to support technology integration and upgrades.
- The Board will promote the need for course and programmatic offerings that prepare students for college and career.
- The Board will promote and support the development of rigorous and relevant career and technical programs and course offerings.
- The Board will update, as appropriate, and monitor progress of the division's 2014-2019 comprehensive plan.
- The Board will ensure that state and federal accreditation and accountability laws, requirements and standards are adhered to in support of student achievement goals.

Goal 2: The Board will continue to support and maintain a positive school climate which provides for the safety, health, and well-being of each student.

(Comprehensive Plan Goal Nos. 2, 5, & 7)

- The Board will continue to support effective anti-bullying program strategies that are aligned with school division policy and regulations to train faculty, staff, students, parents and the community at large.
- The Board will continue to promote and model the importance of respect and fairness for all.
- The Board will continue to review and update the school division's Crisis Plan.
- The Board will continue to review and update the school division's Wellness Policy and Plan.
- The Board will continue to provide for and support identified safety and security measures for schools and extra-curricular activities.

Goal 3: The Board will continue to provide for and support efforts to attract, develop, and retain highly qualified and effective employees.

(Comprehensive Plan Goal No. 3)

- The Board will review plans to compensate and recognize staff performance.
- The Board will advocate for competitive, market-driven compensation and benefits for employees.

- The Board will support and promote professional development plan for division staff.
- The Board will promote the recognition of outstanding employee accomplishments.
- The Board will support staff performance evaluation processes to enhance the academic performance of students while assuring compliance with state and federal requirements.

Goal 4: The Board will ensure that policies and practices are implemented that promote sound fiscal stewardship and transparency.

(Comprehensive Plan Goal No. 8)

- The Board will review and discuss the implications of current and future enrollment projections.
- The Board will monitor budget-to-actual revenue and expenditures trends.
- The Board will ensure optimal use of school facilities.
- The Board will develop multi-year capital improvement and facility maintenance plans that reflect the needs of the school division and community.
- The Board will review staffing plans and teacher-pupil ratios to ensure the efficient use of division resources in support of student achievement goals.

Goal 5: The Board will continue to assert its role in the community as the educational policy leader and govern the school division fairly and openly, while seeking the engagement of school community stakeholders in Surry County.

(Comprehensive Plan Goal No. 6)

- The Board will continue to receive training in school board governance.
- The Board will remain current on educational laws, policies, regulations, and practices that impact public education.
- The Board will continue to foster a school and organizational culture that encourages parental and community involvement.
- The Board will support and promote practices that encourage volunteerism in the schools.
- The Board will support and promote practices that encourage and support community and business partnerships.
- The Board will continue to ensure that communication protocols and practices promote a positive relationship with the community and media.
- The Board will continue to model and promote the importance of developing and maintaining positive relationships with the board of supervisors and county administration.

Surry County Public Schools
FY2020-2021 Budget Development Calendar
Approved: November 12, 2019

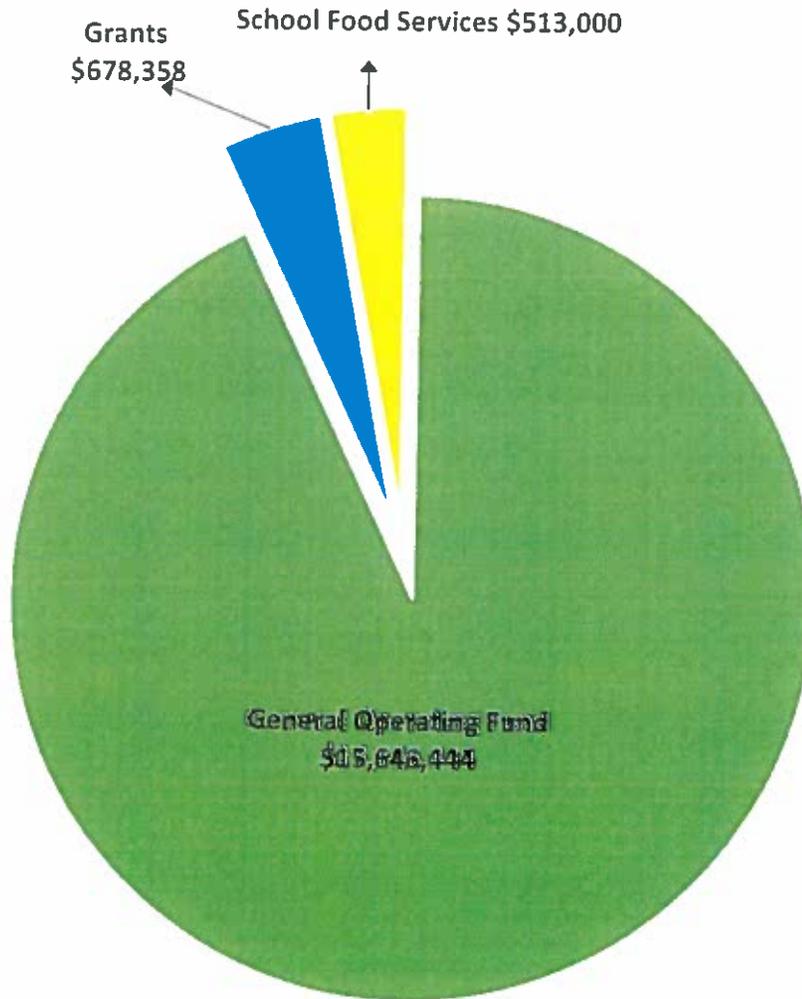
Date	Process	Responsible Parties	Detail
November 13, 2019	School Board approval of Budget Development Calendar	Superintendent and Director of Finance	The director of finance presents the proposed budget calendar to the school board for review and approval.
November	Enrollment projections developed	Director of Finance	Updated student enrollment projections will be utilized to calculate estimated enrollment-based state funding. In addition, enrollment projections will be utilized for staffing and class size ratios.
December 9, 2019	Budget requests due to Director of Finance	Principals and Administrators	Budget requests to be reviewed and prioritized for inclusion in superintendent's proposed budget.
December 10, 2019	School Board conducts Pre-budget Public Hearing	School Board	School Board will hold pre-budget public hearing to receive input from citizens regarding funding priorities.
January 14, 2020	Update on Governor's Proposed Budget and Student Enrollment Projections	Superintendent and Director of Finance	Staff will review state revenue estimates based on Governor's proposed amendments to the current state biennial budget.
January 30, 2020*	Budget Planning Meeting with Board of Supervisors	School Board and Board of Supervisors	School Board will host a budget planning with the Surry County Board of Supervisors at Surry County High School to discuss budget priorities and revenue forecasts.
February 11, 2020	Presentation of Superintendent's Proposed Budget to School Board	Superintendent and Director of Finance	Superintendent will present FY2020-2021 proposed budget based on prioritized needs and estimated revenues.
February 18, 2020	School Board holds Public Hearing on Proposed Budget	School Board	School Board will conduct a public hearing to receive input from citizens regarding the Superintendent's Proposed Budget.
February 18, 2020	School Board Budget Work Session	School Board and Administration	School Board will hold a public work session to review and discuss the Superintendent's Proposed Budget for FY2020-2021.
March 3, 2020	School Board Budget Work Session	School Board and Administration	School Board will hold a public work session to continue its review and discussion of the Superintendent's Proposed Budget for FY2020-2021.
March 10, 2020	School Board approval of Proposed Budget	School Board	School Board will take action on Superintendent's Proposed Budget, with any revisions.
March 13, 2020 *	School Board's Proposed Budget Submitted to County Administrator	Superintendent	The School Board's Approved Proposed Budget for FY2020-2021 will be submitted to the County Administrator for funding consideration by the Surry Board of Supervisors.
March 20, 2020*	School Board's Proposed Budget Presented to County Board of Supervisors	School Board and Superintendent	The School Board will formally present its FY2020-2021 Proposed Budget to the Surry County Board of Supervisors.
April 2, 2020*	County Administrator presents FY2020-2021 Proposed Budget to Board of Supervisors	Surry County Administrator	The Surry County Administrator will formally present his/her proposed budget to the County Board of Supervisors.
May 7, 2020*	Surry County Board of Supervisors will hold a public hearing on the proposed budget	Surry County Board of Supervisors	County Board of Supervisors will conduct a public hearing to receive input from citizens regarding the County Administrator's Proposed Budget for FY2020-2021.
May 14, 2020*	County Board of Supervisors adopt FY2020-2021 Budget, 2020 tax rates and budget resolutions	Board of Supervisors	County Board of Supervisors will take action on FY2020-2021 budget.
May 19, 2020	Adoption/Amendment of Final School Board Budget, with revisions as required	School Board	Based upon final appropriation action by the County Board of Supervisors, the School Board is required to make any necessary adjustments to the School Board's previously approved proposed budget.

*Board of Supervisors budget related activities and dates subject to revision

Special Note: The dates and activities of the above budget development calendar are subject to revision as necessary.

**Surry County Public Schools
Summary of All Funds
FY2020 - 2021**

Fund Description	FY2019-20 Budget	FY2020-21 Proposed	Change (\$)	Change (%)
General Operating	\$ 15,047,441	\$ 15,646,444	\$ 599,003	3.98%
Grants	724,864	678,358	(46,507)	-6.42%
School Food Services	518,500	513,000	(5,500)	-1.06%
Total - All Funds	\$ 16,290,806	\$ 16,837,802	\$ 546,996	3.36%



**Surry County Public Schools
General Operating Fund
FY2020-2021 Budget**

PROPOSED REVENUE PER GENERAL ASSEMBLY APPROVED BUDGET

Description	FY2019-20 Budget	FY2020-21 Proposed	Change (\$)	Change (%)
<i>Local:</i>				
County Appropriation	\$ 12,440,000	\$ 12,692,985	\$ 252,985	2.03%
County Appropriation - Prior Year Carryforward			-	
Total - Local Revenue	\$ 12,440,000	\$ 12,692,985	\$ 252,985	2.03%
<i>State:</i>				
Standards of Quality (SOQ)	\$ 1,090,926	\$ 1,301,246	\$ 210,320	19.28%
Sales Tax	970,556	962,545	(8,011)	-0.83%
Lottery	255,041	280,926	25,885	10.15%
Categorical & Incentive	176,786	304,610	127,824	72.30%
Total - State Revenue	\$ 2,493,309	\$ 2,849,327	\$ 356,018	14.28%
<i>Other:</i>				
Federal				
JROTC	\$ 82,000	\$ 72,000	\$ (10,000)	-12.20%
Other Local & Miscellaneous Sources	32,132	32,132	-	0.00%
Total - Other Revenue	\$ 114,132	\$ 104,132	\$ (10,000)	-8.76%
Total Revenue - General Fund	\$ 15,047,441	\$ 15,646,444	\$ 599,003	3.98%

PROPOSED EXPENDITURES

Description	FY2019-20 Budget	FY2020-21 Proposed	Change (\$)	Change (%)
Instruction	\$ 10,283,325	\$ 10,402,693	\$ 119,369	1.16%
Administration & Health	1,014,353	1,042,370	28,017	2.76%
Pupil Transportation Services	1,031,538	1,183,264	151,726	14.71%
Operations & Maintenance Services	2,015,447	2,110,949	95,502	4.74%
Transfer to Surry County for School CIP	-	200,000	200,000	-
Technology Services	702,779	707,167	4,388	0.62%
Total	\$ 15,047,441	\$ 15,646,444	\$ 599,003	3.98%

Surry County Public Schools
FY2020 - 2021 Operating Budget
Summary of Changes in Revenue and Expenditures
Proposed: March 10, 2020, amended March 24, 2020

Projected Base Revenues	FTE	Amount	Adjustment	Amount
State				
Standards of Quality		\$ 1,300,241		\$ 1,300,241
State Sales Tax		962,545		962,545
Lottery Funded Programs		425,489		425,489
Incentive and Categorical		161,052		161,052
Subtotal - State		\$ 2,849,327	\$ -	\$ 2,849,327
Local - Regular Appropriation based on FY2020 Funding Level		12,440,000		12,440,000
Local - Request for Two-Percent (2.03) Increase in Local Funding in FY2021		252,985		252,985
Federal		72,000		72,000
Other		32,132		32,132
FY2020-2021 Projected Base Revenue Budget		\$ 15,646,444	\$ -	\$ 15,646,444

FY2020-2021 Expenditure Base Budget (excluding Federal Grants)	FTE	Amount	Adjustment	Amount
Base Expenditure Budget Adjustments:		\$ 15,047,441		\$ 15,047,441
Compensation Increase for Teachers and Staff: 2.5% Increase for full-time, contracted staff		206,137		206,137
FICA		16,355		16,355
VRS-Retirement: Professional		41,349		41,349
VRS-Retirement: Non-Professional		27,461		27,461
VRS-RIICC		4,165		4,165
VRS-Group Life Insurance		6,915		6,915
VRS-Disability Insurance		2,806		2,806
Unemployment		6,530		6,530
Increase in VRS Contribution Rate: 15.68% (FY20) to 16.62% (FY21)		55,000		55,000
Increase in Special Education Transportation Costs: Drivers	2.0	53,648		53,648
Increase in Special Education Transportation Costs: Bus Aides	2.0	45,567		45,567
One (1) General Maintenance Worker (including employee benefits)	1.0	32,000		32,000
Increase in Regional Governor's School Tuition		3,325		3,325
Increase in Water & Sewage Costs: Hampton Roads Sanitation District (HRSD) Contract		35,000		35,000
Increase Vehicle Fuel Costs		25,000		25,000
State Infrastructure and Operations Per Pupil Fund for School CIP		200,000		200,000
WHRO/HREFA Membership		10,580		10,580
High School Concurrent Enrollment Program Tuition (John Tyler Community College)		12,000		12,000
Subtotal - Expenditure Base Budget Adjustments	5.0	783,838	-	783,838
FY2020-2021 Projected Expenditure Base Budget	5.0	\$ 15,831,279	\$ -	\$ 15,831,279

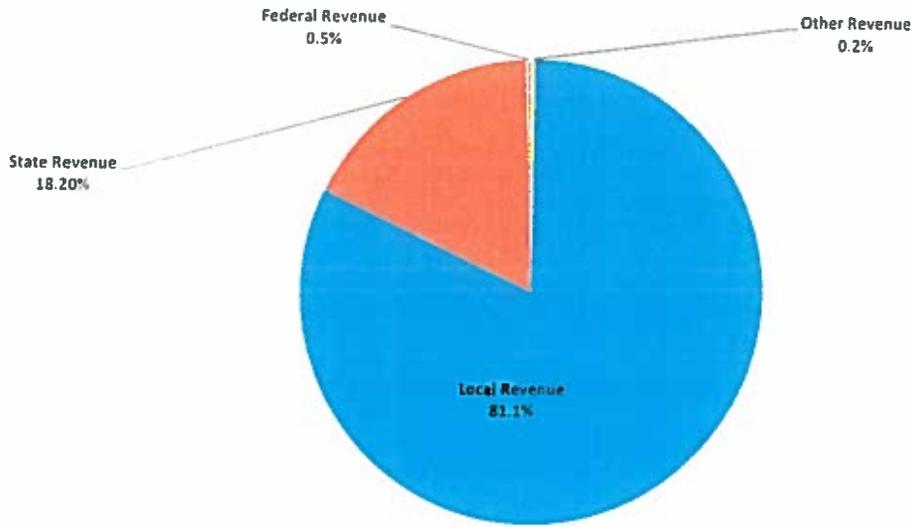
Projected Budget Deficit/Gap - Estimated Base Revenue to Base Expenditures		\$ (184,835)	\$ -	\$ (184,835)
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<i>Potential Expenditure Reductions/Balancing Strategies</i>				
	FTE	Amount	Adjustment	Amount
Employee Health Insurance Base Budget Savings		\$ 118,410		\$ 118,410
Reduction in Instructional Staffing due to Enrollment Change (Classroom Teaching Positions)	1.0	65,000		65,000
Other Nonpersonnel Base Budget Adjustments		1,425		1,425
Total - Recommended Budget Reduction/Balancing Strategies	1.0	\$ 184,835	\$ -	\$ 184,835
Remaining Budget Deficit/Gap		\$ 0	\$ -	\$ 0

**Surry County Public Schools
FY2020 -2021 Budget
Revenue Summary**

General Operating Fund

Description	FY2019-20 Approved	FY2020-21 Proposed	Change (\$)	Change (%)
Local Revenue	\$ 12,440,000	\$ 12,692,985	\$ 252,985	2.03%
State Revenue	2,493,309	2,849,327	356,018	14.28%
Federal Revenue	82,000	72,000	(10,000)	-12.20%
Other Revenue	32,132	32,132	-	0.00%
Total General Fund Revenue	\$ 15,047,441	\$ 15,646,444	\$ 599,003	3.98%



Average Daily Membership (ADM) represents the aggregate number of days of membership of all students during a school year, divided by the number of days school is in session during the year. The measurement period for the calculation of ADM begins on the first day of school and ends on March 31st. This number is used as the basis for determining State Standards of Quality (SOQ) funding for a given fiscal year (July 1 through June 30).

The estimated ADM utilized by SCPS for the projection of SOQ for FY2020-2021 is 679 students.

**Surry County Public Schools
General Operating Fund
Projected Revenue Detail
FY2020-2021**

Description	FY2019-20 Approved	FY2020-21 Proposed	Change (\$)	Change (%)
<i>Projected ADM</i>	685	679	(6)	-0.88%
Local Revenue:				
County Appropriation	\$ 12,440,000	\$ 12,692,985	\$ 252,985	2.03%
Total Local Revenue	\$ 12,440,000	\$ 12,692,985	\$ 252,985	2.03%
Standards of Quality (SOQ) Programs:				
Basic Aid	\$ 722,282	\$ 807,794	\$ 85,512	11.84%
State Sales Tax	970,556	962,545	(8,011)	-0.83%
Special Education	95,900	166,219	70,319	73.33%
Fringe Benefit (VRS Retirement)	102,476	127,652	25,176	24.57%
Fringe Benefit (Social Security)	46,443	54,727	8,284	17.84%
Remedial Education	32,332	32,185	(147)	-0.45%
Vocational Education	57,540	69,394	11,854	20.60%
Textbooks	13,795	14,594	799	5.79%
Gifted Education	6,850	7,197	347	5.07%
Remedial Summer School	10,157	16,677	6,520	64.19%
Fringe Benefit (VRS Group Life Insurance)	3,151	3,802	651	20.66%
Subtotal - Standards of Quality (SOQ)	\$ 2,061,482	\$ 2,262,786	\$ 201,304	9.77%
Incentive & Categorical Programs:				
VPSA Technology	\$ 128,000	\$ 128,000	\$ -	0.00%
Special Education - Homebound	1,327	3,916	2,589	195.10%
Enrollment Loss	-	5,364	5,364	
Compensation Supplement	47,459	23,772	(23,687)	-49.91%
Subtotal - Incentive & Categorical Programs:	\$ 176,786	\$ 161,052	\$ (15,734)	-8.90%
Lottery-Funded Programs:				
ISAEP/GED	\$ 8,355	\$ -	\$ (8,355)	-100.00%
Supplemental Lottery PPA	50,229	-	(50,229)	-100.00%
Infrastructure and Operations Per Pupil Fund	-	200,000	200,000	
Early Reading Intervention	4,011	4,266	255	6.36%
Career & Technical Education (Voc Ed Equipment)	4,096	3,472	(624)	-15.23%
At Risk	47,477	88,081	40,604	85.52%
K-3 Primary Class Size Reduction	41,057	40,589	(468)	-1.14%
Virginia Preschool Initiative	91,727	80,029	(11,698)	-12.75%
Mentor Teacher Program	206	632	426	206.80%
English as a Second Language	673	1,005	332	49.33%
Project Graduation	4,068	3,106	(962)	-23.65%
SOL Algebra Readiness	3,142	4,309	1,167	37.14%
Subtotal - Lottery-Funded Programs	\$ 255,041	\$ 425,489	\$ 170,448	66.83%
Total - State Revenue	\$ 2,493,309	\$ 2,849,327	\$ 356,018	14.28%
Federal Revenue:				
JROTC	\$ 82,000	\$ 72,000	\$ (10,000)	-12.20%
Total Federal Revenue	\$ 82,000	\$ 72,000	\$ (10,000)	-12.20%
Other Revenue:				
Other Local and Miscellaneous	\$ 32,132	\$ 32,132	\$ -	0.00%
Total Other	\$ 32,132	\$ 32,132	\$ -	0.00%
Total General Operating Revenue - All Sources	\$ 15,047,441	\$ 15,646,444	\$ 599,003	3.98%

Source:

Governor Northam's Introduced 2020-2022 Biennial Budget (HB 30/SB30) dated December 17, 2019.

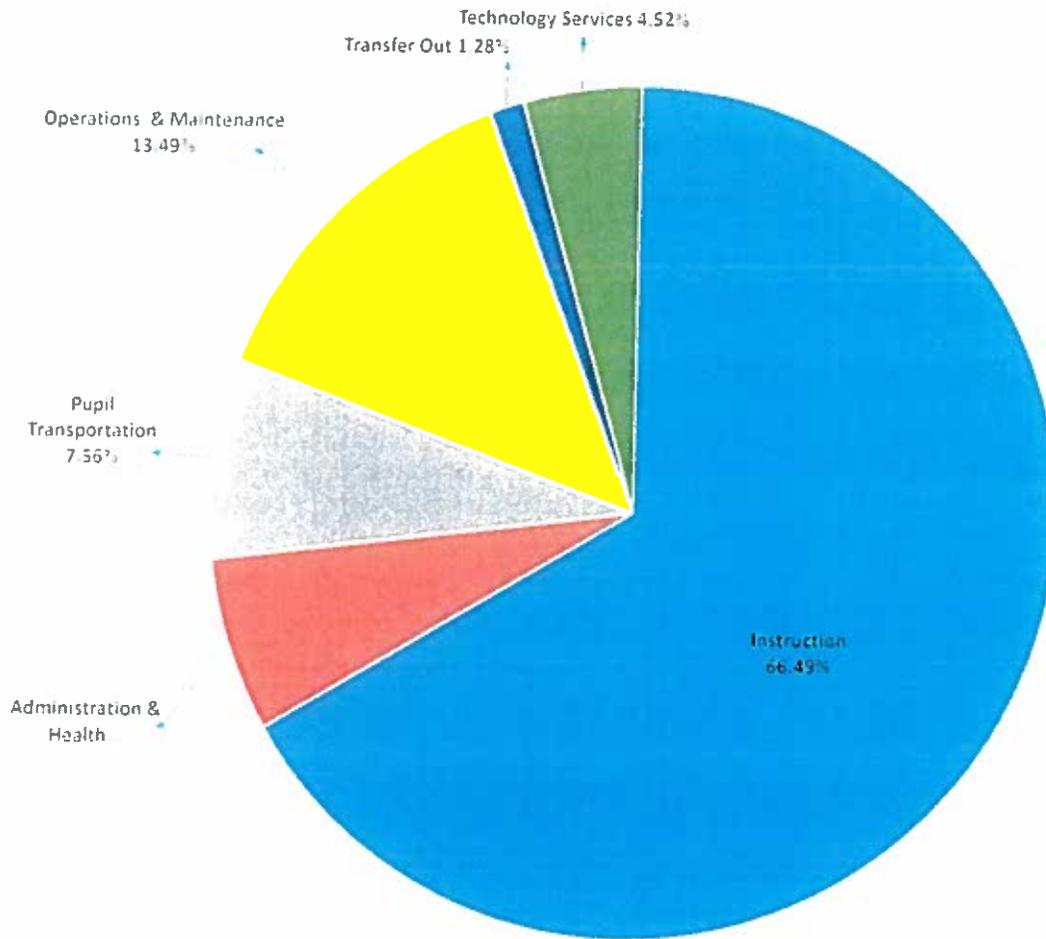
Note: The estimated state revenue is based on a projected March 31, 2021 ADM of 679

Description	# of Students
FY2020-21 Projected Fall K-12 Enrollment @ 9/30	684.00
FY2020-21 Projected ADM @ March 31, 2021	679.00
Projected Change: Fall Enrollment to March ADM	(5.00)
Projected Change: Fall Enrollment to March ADM	-0.73%

Description	Fall Enrollment (K-12)	March ADM (K-12)	Change: Fall to Spring (#)	Change: Fall to Spring (%)
FY2019-20	702.00	697.00	-5.00	-0.71%
FY2020-21	684.00	679.00	-5.00	-0.73%
Change: No. of Students	-18.00	-18.00		
Change: Percentage of Students	-2.56%	-2.58%		

**Surry County Public Schools
Operating Expenditure Summary by State Function Category
FY2020 - 2021**

Description	FY2019-20 Adopted	FY2020-21 Proposed	% of Total	Change (\$)	Change (%)
Instruction	\$ 10,283,325	\$ 10,402,693	66.49%	\$ 119,369	1.16%
Administration & Health	1,014,353	1,042,370	6.66%	28,017	2.76%
Pupil Transportation Services	1,031,538	1,183,264	7.56%	151,726	14.71%
Operations & Maintenance Services	2,015,447	2,110,949	13.49%	95,502	4.74%
Fund Transfer to County for School CIP	-	200,000	1.28%	200,000	-
Technology Services	702,779	707,167	4.52%	4,388	0.62%
Total	\$ 15,047,441	\$ 15,646,444	100.00%	\$ 599,003	3.98%



Surry County Public Schools
General Operating Budget by Function
FY 2020 - 2021

DESCRIPTION	FY2019-20 ADOPTED BUDGET	FY20-21 PROPOSED BUDGET	Change (\$)	Change (%)
Classroom Instruction Personnel Services	\$ 5,429,641	\$ 5,473,856	\$ 45,215	0.83%
Classroom Instruction Employee Benefits	2,272,312	2,228,220	(44,092)	-1.94%
Classroom Instruction Purchase Services	266,686	277,266	10,580	3.97%
Classroom Instruction Regional Tuition	69,940	85,265	3,325	4.75%
Classroom Instruction Other Charges	35,254	35,254	-	0.00%
Classroom Instruction Material & Supplies	119,657	119,657	-	0.00%
Classroom Instruction Equipment	10,000	10,000	-	0.00%
6110 Total Classroom Instruction	\$ 8,202,490.00	\$ 8,229,517.66	\$ 21,027.66	0.26%
Guidance Services Personnel Services	\$ 184,189.00	\$ 185,754.68	\$ 1,565.68	0.85%
Guidance Services Employee Benefits	66,128	68,491	2,363	3.57%
6120 Total Guidance Services	\$ 250,317	\$ 254,245	\$ 3,928	1.57%
Social Worker Salaries	\$ 52,331	\$ 58,829	\$ 6,498	12.42%
School Social Work Personnel Services	52,331	58,829	6,498	12.42%
Social Worker FICA	4,003	4,500	497	12.43%
Social Worker VRS	8,205	9,777	1,572	19.16%
Social Worker HMP	8,847	14,093	5,246	59.29%
Social Worker GLI	686	788	102	14.91%
Social Wrkr Disability-VRS Hybrid	215	276	61	28.60%
Social Worker Unemployment	164	218	54	32.72%
Social Worker RHCC	628	712	84	13.35%
School Social Work Employee Benefits	22,748	30,365	7,617	33.48%
61220 School Social Work Services	\$ 75,079	\$ 89,194	\$ 14,115	18.80%
Homebound Services Personnel Services	\$ 9,000	\$ 9,000	-	0.00%
Homebound Services Employee Benefits	689	689	-	0.00%
Homebound Services Other Charges	1,284	1,284	-	0.00%
61230 Total Homebound Services	\$ 10,973.00	\$ 10,973.00	-	0.00%
Instructional Support Services Personnel Services	\$ 381,270	\$ 403,533	\$ 22,263	5.84%
Instructional Support Services Employee Benefits	130,246	133,600	3,354	2.58%
Instructional Support Services Purchase Services	39,150	39,150	-	0.00%
Instructional Support Services Other Charges	14,558	14,250	(308)	-2.12%
Instructional Support Services Supplies & Materials	6,592	6,592	-	0.00%
61310 Total Instructional Support Services	\$ 571,816	\$ 597,126	\$ 25,310	4.43%
Media Services Personnel Services	\$ 132,932	\$ 136,005	\$ 3,073	2.31%
Media Services Employee Services	42,669	44,850	2,181	5.11%
Media Services Material & Supplies	13,500	13,500	-	0.00%
61320 Total Media Services	\$ 189,101	\$ 194,355	\$ 5,254	2.78%
Office of the Principal Personnel Services	\$ 716,537	\$ 735,873	\$ 19,336	2.70%
Office of the Principal Employee Benefits	267,012	291,410	24,398	9.14%
61410 Total Office of the Principal	\$ 983,549	\$ 1,027,283	\$ 43,734	4.45%
School Board Services Personnel Services	\$ 25,000	\$ 31,000	\$ 6,000	24.00%
School Board Services Employee Benefits	1,976	2,517	541	27.39%
School Board Services Purchase Services	9,000	9,000	-	0.00%
School Board Services Other Charges	25,650	25,650	-	0.00%
62110 School Board Services	\$ 61,626	\$ 68,167	\$ 6,541	10.61%
Executive Services Personnel Services	293,913	296,244	2,321	0.79%
Executive Services Employee Benefits	103,136	112,141	9,005	8.73%
Executive Services Purchase Services	33,864	33,864	-	0.00%
Executive Services Other Charges	18,049	18,049	-	0.00%
Executive Services Other Charges	7,640	7,640	-	0.00%
62120 Total Executive Services	\$ 456,612	\$ 467,938	\$ 11,326	2.48%
Human Resources Services Personnel Services	51,321	53,334	1,983	2.40%
Human Resources Services Employee Benefits	27,568	27,608	40	0.14%
Human Resources Services Other Charges	1,520	1,520	-	0.00%
62140 Total Human Resources Services	\$ 90,909	\$ 92,432	\$ 1,523	1.67%

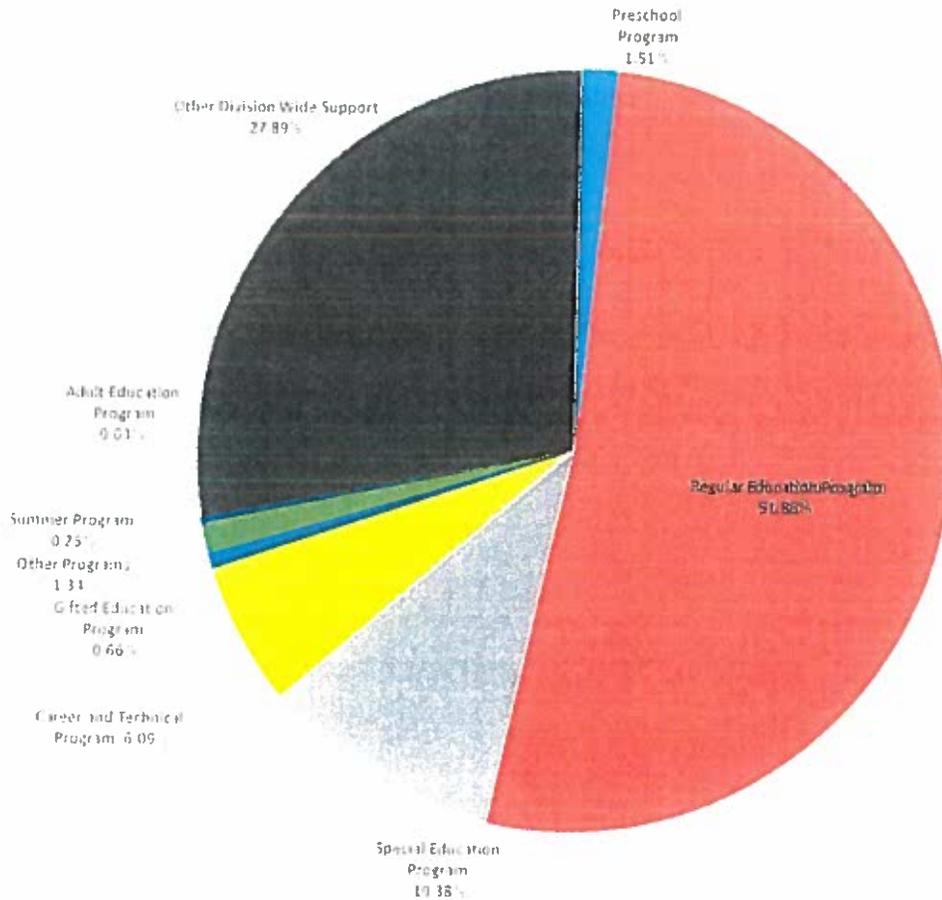
Financial Services: Personnel Services	148,691	152,283	3,592	2.42%
Financial Services: Employee Benefits	38,913	41,406	2,493	6.41%
Financial Services: Purchase Services	14,783	14,783	-	0.00%
Financial Services: Other Charges	5,272	5,272	-	0.00%
Financial Services: Materials & Supplies	1,900	1,900	-	0.00%
62160 Financial Services	\$ 209,559	\$ 215,644	\$ 6,085	2.90%
Health Services: Personnel Services	\$ 84,051	\$ 83,466	\$ (585)	-0.71%
Health Services: Employee Benefits	21,052	21,878	826	3.92%
Health Services: Purchase Services	4,320	4,320	-	0.00%
Health Services: Purchase Services	475	475	-	0.00%
62220 Total Health Services	\$ 109,908	\$ 110,139	\$ 231	0.21%
Psychological Services: Personnel Services	\$ 56,790	\$ 58,147	\$ 1,357	2.39%
Psychological Services: Employee Benefits	28,948	29,903	955	3.30%
62230 Total Psychological Services	\$ 85,738	\$ 88,050	\$ 2,312	2.70%
Pupil Transportation Services: Personnel Services	\$ 535,680	\$ 642,026	\$ 106,346	19.85%
Pupil Transportation Services: Employee Benefits	209,826	230,208	20,382	9.71%
Pupil Transportation Services: Purchase Services	35,100	35,100	-	0.00%
Pupil Transportation Services: Other Charges	45,430	45,430	-	0.00%
Pupil Transportation Services: Material & Supplies	205,500	230,500	25,000	12.17%
63000 Total Pupil Transportation Services	\$ 1,031,536	\$ 1,183,264	\$ 151,728	14.71%
Operations & Maintenance Services: Personnel Services	\$ 581,402	\$ 628,359	\$ 46,957	8.08%
Operations & Maintenance Services: Employee Benefits	261,084	271,994	10,910	4.18%
Operations & Maintenance Services: Purchase Services	201,600	201,600	-	0.00%
Operations & Maintenance Services: Other Charges	739,172	773,056	33,884	4.58%
Operations & Maintenance Services: Material & Supplies	90,250	90,250	-	0.00%
64200 Total Operations & Maintenance	\$ 1,898,508	\$ 1,990,259	\$ 91,751	4.83%
Security Services: Personnel Services	82,478	84,609	2,131	2.58%
Security Services: Employee Benefits	34,282	35,902	1,620	4.72%
Security Services: Purchase Services	180	180	-	0.00%
64600 Total Security Services	\$ 116,940.00	\$ 120,690	\$ 3,750	3.21%
Technology Services: Personnel Services	\$ 195,612	\$ 201,465	\$ 5,853	2.97%
Technology Services: Employee Benefits	89,987	83,521	(6,466)	-0.52%
Technology Services: Purchase Services	70,500	70,500	-	0.00%
Technology Services: Other Charges	42,681	42,681	-	0.00%
Technology Services: Equipment	303,000	303,000	-	0.00%
68000 Total Technology Services	\$ 702,780	\$ 707,167	\$ 4,387	0.62%
Fund Transfer for School Capital Improvement Plan	\$ -	\$ 200,000	\$ (200,000)	-
67000 Total Fund Transfers	\$ -	\$ 200,000	\$ (200,000)	-
	\$ 15,047,441	\$ 15,646,444	\$ 599,003	3.98%

**Surry County Public Schools
Operating Expenditure Summary by State Program Category
FY2020- 2021**

Description	FY2019-20 Adopted	FY2020-21 Proposed	% of Total	Change (\$)	Change (%)
Preschool (Four-Year) Program	\$ 233,534	\$ 236,145	1.51%	\$ 2,611	1.12%
Regular Education Program	8,158,003	8,113,778	51.86%	(44,225)	-0.54%
Special Education Program	1,338,716	1,623,609	10.38%	284,893	22.06%
Career and Technical Education Program	928,742	952,797	6.09%	24,056	2.56%
Gifted Education Program	99,892	103,856	0.66%	3,965	4.98%
Other Programs*	209,193	209,291	1.34%	98	0.05%
Summer Program	38,667	38,667	0.25%	0	0.00%
Adult Education Program	4,692	4,692	0.03%	(0)	0.00%
Other Division Wide Support**	4,036,002	4,363,608	27.89%	327,606	8.49%
Total	\$ 15,047,441	\$ 15,646,444	100.0%	\$ 599,003	3.98%

*Other Programs include: Extracurricular Activities and Athletics

**Other Division Wide Support includes: Pupil Transportation, Operations & Maintenance, Administrative and Health Services, Security and CIP Facilities to Surry County



Surry County Public Schools
General Operating Budget by Program
FY2020 - 2021

DESCRIPTION	FY2019-20 ADOPTED BUDGET	FY20-21 PROPOSED BUDGET	Change (\$)	Change (%)
Preschool (Four-Year Old) Program: Personnel Services	\$ 153,386	\$ 157,134	\$ 3,748	2.44%
Preschool (Four-Year Old) Program Employee Benefits	71,685	70,548	(1,137)	-1.59%
Preschool (Four-Year Old) Program Purchase Services	3,150	3,150	-	0.00%
Preschool (Four-year Old) Program: Other Charges	2,613	2,613	-	0.00%
Preschool (Four-year Old) Program Materials & Supplies	2,700	2,700	-	0.00%
n/a Total Preschool (Four-Year Old) Program	\$ 233,534	\$ 236,145	\$ 2,611	1.12%
Regular Education Program Personnel Services	\$ 5,277,999	\$ 5,284,600	\$ 6,601	0.13%
Regular Education Program Employee Benefits	2,230,843	2,168,988	(61,855)	-2.77%
Regular Education Program Purchased Services	196,050	206,630	10,580	5.40%
Regular Education Program Other Charges	86,856	86,548	(308)	-0.35%
Material & Supplies	64,012	64,012	-	0.00%
Equipment	303,000	303,000	-	0.00%
100 Total Regular Education Program	\$ 8,158,760	\$ 8,113,778	\$ (44,982)	-0.55%
Special Education Program Personnel Services	\$ 822,252	\$ 1,008,925	\$ 186,673	22.70%
Special Education Program Employee Benefits	350,932	449,205	98,273	27.99%
Special Education Program Purchase Services	159,856	159,856	-	0.00%
Special Education Program Other Charges	808	808	-	0.00%
Special Education Program Materials & Supplies	4,815	4,815	-	0.00%
200 Total Special Education Program	\$ 1,338,713	\$ 1,623,609	\$ 284,896	21.28%
Career & Technical Education Program Personnel Services	\$ 645,941	\$ 650,602	\$ 4,661	0.72%
Career & Technical Education Program Personnel Services	230,305	237,701	7,396	3.21%
Career & Technical Education Program Purchase Services	15,300	15,300	-	0.00%
Career & Technical Education Program Regional Tuition	-	12,000	12,000	0.00%
Career & Technical Education Program Other Charges	1,995	1,995	-	0.00%
Career & Technical Education Program Materials & Supplies	25,200	25,200	-	0.00%
Career & Technical Education Program Equipment	10,000	10,000	-	0.00%
300 Total Career & Technical Program	\$ 928,741	\$ 952,797	\$ 24,056	2.59%
Gifted Education Program Personnel Services	\$ 18,020	\$ 18,358	\$ 338	1.88%
Gifted Education Program Employee Benefits	12,105	12,406	301	2.49%
Gifted Education Program Purchase Services	68,500	71,825	3,325	4.85%
Gifted Education Program Other Charges	1,267	1,267	-	0.00%
400 Total Gifted Education Program	\$ 99,892	\$ 103,856	\$ 3,964	3.97%
Extra Curricular Program Personnel Services	\$ 159,284	\$ 159,284	\$ -	0.00%
Extra Curricular Program Employee Benefits	4,907	5,005	98	1.99%
Extra Curricular Program Purchase Services	1,980	1,930	(50)	-0.00%
Extra Curricular Program Materials & Supplies	43,022	43,022	-	0.00%
500 Total Extra Curricular Program	\$ 209,193	\$ 209,291	\$ 98	0.05%
Summer Education Program Personnel Services	\$ 35,850	\$ 35,850	\$ -	0.00%
Summer Education Program Employee Benefits	2,817	2,817	-	0.00%
600 Total Summer Program	\$ 38,667	\$ 38,667	\$ -	0.00%
Adult Education Program Personnel Services	\$ 2,800	\$ 2,800	\$ -	0.00%
Adult Education Program Employee Benefits	214	214	-	0.00%
Adult Education Program Purchase Services	1,440	1,440	-	0.00%
Adult Education Program Other Charges	238	238	-	0.00%
700 Total Adult Education Program	\$ 4,692	\$ 4,692	\$ -	0.00%
Teacher of The Year Stipend	2,500	2,500	-	0.00%
800 Other Instructional Support: Personnel Services	\$ 2,500	\$ 2,500	\$ -	0.00%

Administration & Health	Personnel Services	\$ 670,286	\$ 684,444	\$ 14,158	2.11%
Administration & Health	Employee Benefits	221,593	235,453	13,860	6.25%
Administration & Health	Purchase Services	61,967	61,967	-	0.00%
Administration & Health	Other Charges	50,491	50,491	-	0.00%
Administration & Health	Materials & Supplies	10,015	10,015	-	0.00%
n/a Total Administration & Health		1,014,352	1,042,370	28,018	0.00%
Pupil Transportation	Personnel Services	\$ 519,160	\$ 526,289	\$ 7,129	1.37%
Pupil Transportation	Employee Benefits	197,759	170,469	(27,290)	-13.80%
Pupil Transportation	Purchase Services	35,100	35,100	-	0.00%
Pupil Transportation	Other Charges	45,430	45,430	-	0.00%
Pupil Transportation	Services	205,500	230,500	25,000	12.17%
n/a Total Pupil Transportation Services		1,002,949	1,007,789	4,840	0.48%
Operations & Maintenance	Personnel Services	581,402	628,359	46,957	8.08%
Operations & Maintenance	Employee Benefits	261,084	271,994	10,910	4.18%
Operations & Maintenance	Purchase Services	201,600	201,600	-	0.00%
Operations & Maintenance	Other Charges	739,172	773,056	33,884	4.58%
Operations & Maintenance	Materials & Supplies	90,250	90,250	-	0.00%
Operations & Maintenance	Equipment	25,000	25,000	-	0.00%
n/a Total Operations & Maintenance Services		1,898,508	1,990,259	91,751	4.83%
Security Services	Personnel Services	82,478	84,609	2,131	2.58%
Security Services	Employee Benefits	34,282	35,902	1,620	4.72%
Security Services	purchase Services	180	180	-	0.00%
n/a Total Security Services		116,940	120,690	3,750	3.21%
Fund transfer for School Capital Improvement Plan		-	200,000	(200,000)	-
n/a Total Fund Transfers		-	200,000	200,000	-
		\$ 15,047,441	\$ 15,646,444	\$ 599,003	3.98%

Surry County Public Schools
General Operating Budget by Cost Center & Object
FY 2020 - 2021

DESCRIPTION	FY2019-20 ADOPTED BUDGET	FY20-21 PROPOSED BUDGET	Change (\$)	Change (%)
Elementary School Instruction:				
Personnel Services	\$ 2,064,222	\$ 2,008,760	\$ (55,462)	-2.7%
FICA & Medicare	157,697.00	152,011.85	(5,685.15)	-3.6%
VRS Retirement	312,388.00	326,577.85	14,189.85	4.5%
Health Insurance	390,236.00	284,852.52	(105,383.48)	-27.0%
VRS Group Life Insurance	26,099.00	26,684.92	585.92	2.2%
VRS Disability SPED Transportation	1,063.00	1,637.38	574.38	54.0%
Unemployment Insurance	6,151.00	7,295.74	1,144.74	0.00%
VRS Retiree Health Care Credit	23,907.00	24,096.08	189.08	0.79%
Purchased Services	24,750.00	24,750.00	-	0.00%
Telephone	2,700.00	2,700.00	-	0.00%
Professional Development	5,376.00	5,376.00	-	0.00%
Travel	2,566.00	2,566.00	-	0.00%
Materials & Supplies	22,320.00	22,320.00	-	0.00%
Elementary School Instruction	\$ 3,039,475.00	\$ 2,889,628.14	\$ (149,846.86)	-4.93%
Middle School Instruction:				
Personnel Services	\$ 1,771,807	\$ 1,869,648	\$ 97,841	5.5%
FICA & Medicare	135,544	142,588	7,044	5.2%
VRS Retirement	268,277	299,667	31,390	11.7%
Health Insurance	273,940	301,805	27,865	10.2%
VRS Group Life Insurance	22,414	24,161	1,747	7.8%
VRS Disability	807	948	141	17.4%
Unemployment Insurance	5,324	6,671	1,347	25.3%
VRS Retiree Health Care Credit	20,530	21,817	1,287	6.3%
Purchased Services	24,930	24,930	-	0.00%
Telephone	3,600	3,600	-	0.00%
Professional Development	5,011	5,011	-	0.00%
Travel	3,136	3,136	-	0.00%
Materials & Supplies	24,075	24,075	-	0.00%
Total Middle School Instruction	\$ 2,559,395	\$ 2,728,057	\$ 168,662	6.59%
High School Instruction:				
Personnel Services	\$ 2,602,640	\$ 2,629,789	\$ 27,149	1.0%
FICA & Medicare	199,101	201,045	1,944	1.0%
VRS Retirement	376,169	403,606	27,437	7.3%
Health Insurance	329,729	304,989	(24,740)	-7.5%
VRS Group Life Insurance	31,493	32,604	1,111	3.5%
VRS Disability	1,953	3,106	1,153	132.01%
Unemployment Insurance	7,589	9,003	1,414	225.20%
VRS Retiree Health Care Credit	28,651	29,237	586	2.0%
Purchased Services	261,442	276,767	15,325	5.9%
Telephone	2,700	2,700	-	0.00%
Professional Development	6,413	6,413	-	0.00%
Travel	4,798	4,798	-	0.00%
Materials & Supplies	86,762	86,762	-	0.00%
Equipment	10,000	10,000	-	0.00%
Total High School Instruction	\$ 3,949,440	\$ 4,000,819	\$ 51,379	1.30%

Division Wide Instructional Support:

Personnel Services	\$	482,751	\$	511,512	\$	28,761	5.96%
FICA & Medicare		36,930		38,940		2,010	5.4%
VRS Retirement		66,420		76,845		10,425	15.7%
Health Insurance		41,415		37,973		(3,442)	-8.3%
VRS Group Life Insurance		5,549		6,196		647	11.7%
VRS Disability Insurance		215		276		61	28.60%
Unemployment Insurance		1,216		1,785		569	0.47
Workers Compensation		37,981		37,981		-	0.00%
VRS Retiree Health Care Credit		5,083		5,595		512	10.1%
Purchased Services		64,654		75,234		10,580	16.36%
Professional Development		14,488		14,488		-	0.00%
Travel		308		-		(308)	-100.0%
Materials & Supplies		6,592		6,592		-	0.00%
Total Division Wide Instructional Support	\$	763,602	\$	813,416	\$	49,814	6.52%

Administrative & Health Services:

Personnel Services	\$	670,286	\$	684,444	\$	14,158	2.1%
FICA & Medicare		51,277		52,360		1,083	2.1%
VRS Retirement		100,403		107,778		7,375	7.3%
Health Insurance		34,176		38,581		4,405	12.9%
VRS Group Life Insurance		8,388		8,690		302	3.6%
VRS Disability		-		154		154	-
Unemployment		2,166		2,545		379	17.5%
VRS Retiree Health Care Credit		7,683		7,847		164	2.1%
Other Benefits		17,500		17,500		-	0.00%
Purchased Services		61,967		61,967		-	0.00%
Postal Services		500		500		-	0.00%
Telephone		2,970		2,970		-	0.00%
Travel		35,906		35,906		-	0.00%
Other Charges		11,115		11,115		-	0.00%
Materials & Supplies		10,015		10,015		-	0.00%
Total Administrative & Health Services	\$	1,014,352	\$	1,042,370	\$	28,018	2.8%

Pupil Transportation Services:

Personnel Services	\$	519,160	\$	625,168	\$	106,008	20.42%
FICA & Medicare		39,715		45,701		5,986	15.07%
VRS Retirement		51,196		68,505		17,309	33.81%
Health Insurance		98,523		91,682		(6,841)	-6.94%
VRS Group Life Insurance		5,491		7,037		1,546	28.2%
VRS Disability Insurance		237		416		179	75.5%
Unemployment		1,206		1,943		737	61.12%
VRS Retiree Health Care Credit		1,391		2,556		1,165	83.8%
Purchased Services		35,100		35,100		-	0.00%
Telephone		2,430		2,430		-	0.00%
Materials & Supplies		248,500		273,500		25,000	10.06%
Total Pupil Transportation Services	\$	1,002,949	\$	1,154,038	\$	151,089	15.06%

Operations & Maintenance Services:

Personnel Services	\$	581,402	\$	628,359	\$	46,957	8.1%
FICA & Medicare		44,477		47,916		3,439	7.7%
VRS Retirement		67,130		78,990		11,860	17.7%
Health Insurance		138,142		131,848		(6,294)	-4.6%
VRS Group Life Insurance		7,420		8,219		799	10.8%
VRS Disability Insurance		972		1,340		368	37.9%
Unemployment		1,578		2,269		691	43.8%
VRS Retiree Health Care Credit		1,365		1,411		46	3.4%
Purchased Services		201,600		201,600		-	0.00%

Utilities	666,172	701,172	35,000	5.25%
Insurance: Property/Casualty	73,000	71,884	(1,116)	-1.5%
Materials & Supplies	90,250	90,250	-	0.00%
Equipment	25,000	25,000	-	0.00%
Total Operations & Maintenance Services	\$ 1,898,508	\$ 1,990,259	\$ 91,751	4.83%

Security Services:

Personnel Services	\$ 82,478	\$ 84,609	\$ 2,131	2.58%
FICA & Medicare	6,310	6,473	163	2.58%
VRS Retirement	8,982	10,153	1,171	13.0%
Health Insurance	17,694	17,694	-	0.00%
VRS Group Life Insurance	1,080	1,134	54	4.98%
VRS Disability	-	135	135	-
Unemployment	216	313	97	44.93%
Purchased Services	180	180	-	0.00%
Total Security Services	\$ 116,940	\$ 120,690	\$ 3,750	3.21%

Technology Services:

Personnel Services	\$ 196,612	\$ 201,465	\$ 4,853	2.5%
VRS Retirement	30,829	33,483	2,654	8.6%
Health Insurance	38,314	34,335	(3,979)	-10.4%
VRS Group Life Insurance	2,576	2,700	124	4.8%
VRS Disability	228	268	40	17.7%
Unemployment Insurance	639	745	106	16.7%
VRS Retiree Health Care Credit	2,360	2,577	217	9.2%
Purchased Services	70,500	70,500	-	0.00%
Technology Connectivity	35,800	35,800	-	0.00%
Professional Development	4,881	4,881	-	0.00%
Travel	2,000	2,000	-	0.00%
Equipment	303,000	303,000	-	0.00%
Total Technology Services	\$ 702,780	\$ 707,167	\$ 4,387	0.62%

Fund Transfers:

Transfer to Surry County for School CIP	-	200,000	200,000	-
Total Fund Transfers	-	200,000	200,000	-

Total General Operating Fund by Cost Center & Object	\$ 15,047,441	\$ 15,646,444	\$ 599,003	3.98%
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Surry County Public Schools
General Operating Budget by Object
FY 2020 - 2021

OBJECT	DESCRIPTION	FY2019-20 ADOPTED BUDGET	FY20-21 PROPOSED BUDGET	% of Total Budget	Change (\$)	Change (%)
1000	Personnel Services (Salaries)	8,971,358	9,243,754	59.08%	272,396	3.04%
2000	<i>Employee Benefits:</i>					
	FICA & Medicare	686,092	702,447	4.49%	16,355	2.38%
	VRS-Retirement (Professional Rate)	1,188,694	1,285,043	8.21%	96,349	8.11%
	VRS- Retirement (Nonprofessional Rate)	93,100	120,561	0.77%	27,461	29.50%
	Health Insurance	1,362,169	1,243,759	7.95%	(118,410)	-8.69%
	VRS Group Life Insurance	110,510	117,425	0.75%	6,915	6.26%
	VRS Disability Insurance	5,475	8,281	0.05%	2,806	51.26%
	Unemployment	26,085	32,570	0.21%	6,485	24.86%
	Workers Compensation Insurance	37,981	37,981	0.24%	-	0.00%
	VRS-Retiree Health Care Credit	90,970	95,135	0.61%	4,165	4.58%
	Other Benefits	17,500	17,500	0.11%	-	0.00%
2000	Employee Benefits	3,618,576	3,660,702	23.40%	42,126	1.16%
	Total Combined Salaries & Employee Benefits	12,589,934	12,904,456	82.48%	314,522	2.50%
3000	Purchased Services	745,123	771,028	4.93%	25,905	3.48%
5000	Other Charges (Including Utilities)	928,870	962,446	6.15%	33,576	3.61%
6000	Materials & Supplies	445,514	470,514	3.01%	25,000	5.61%
8000	Capital Outlay	338,000	538,000	3.44%	200,000	0.00%
	Total Nonpersonnel Expenditures	2,457,507	2,741,988	17.52%	284,481	11.58%
		\$ 15,047,441	\$ 15,646,444	100.00%	\$ 599,003	3.98%

Surry County Public Schools
Grants Budget Summary
FY2020 - 2021

Description	FY2020-21		Change (\$)	Change (%)
	FY2019-20 Adopted	PROPOSED BUDGET		
<i>Revenue Summary:</i>				
Federal - Title I Part A. Improving Basic Programs	\$ 214,270	\$ 213,953	\$ (317)	-0.15%
Federal - Title VI-B Special Education Grant	291,937	277,217	\$ (14,721)	-5.04%
Federal- Title VI-B Special Education Preschool	-	4,632	\$ 4,632	0.00%
Federal - Title II Part. Improving Teacher Quality	30,118	30,767	\$ 649	2.15%
Federal-Title IV. Part A. Student Support and Academic Enrichment	-	15,572	\$ 15,572	0.00%
Federal - Perkins Career and Technical Education Grant	17,146	16,938	\$ (208)	-1.21%
21st Century	171,393	119,280	\$ (52,113)	-30.41%
Total Federal Grant Revenue	\$ 724,864	\$ 678,358	\$ (46,507)	-6.42%

*Expenditure Summary:**Title I Part A, Improving Basic Programs Grant*

Personnel Services	\$ 118,855	\$ 143,895	\$ 25,040	21.07%
FICA & Medicare	9,092	11,008	1,916	21.07%
VRS Retirement	18,636	23,500	4,863	26.10%
Health Insurance	22,940	15,819	(7,121)	-31.04%
Group Life Insurance	1,557	1,895	338	21.69%
Unemployment Insurance	381	523	143	37.47%
VRS Retiree Health Care Credit	1,426	1,711	285	19.96%
Instructional Supplies & Materials	41,382	15,602	(25,780)	-117.78%
Professional Development	-	-	-	-
Total - Title I Grant	\$ 214,270	\$ 213,953	\$ (317)	-0.15%

Title VI-B Special Education Grant

Personnel Services	\$ 198,784	\$ 193,509	\$ (5,275)	-2.7%
FICA & Medicare	15,207	13,449	(1,758)	-11.56%
VRS Retirement	31,013	31,995	982	3.17%
Health Insurance	41,415	32,568	(8,847)	-21.36%
Group Life Insurance	2,591	2,580	(11)	-0.44%
Disability Insurance	-	74	74	-
Unemployment Insurance	554	712	158	28.52%
VRS Retiree Health Care Credit	2,373	2,329	(44)	-1.86%
Total - Title VI B Grant	\$ 291,937	\$ 277,217	\$ (14,721)	-5.04%

Title II Part A, Improving Teacher Quality Grant

Personnel Services	\$ 23,357	\$ 25,229	\$ 1,872	8.0%
FICA & Medicare	2,002	-	(2,002)	-100.0%
VRS Retirement	4,103	-	(4,103)	-100.0%
Health Insurance	-	5,538	5,538	0.0%
VRS Group Life Insurance	343	-	(343)	-100.0%
Unemployment Insurance	-	-	-	0.0%
VRS Retiree Health Care Credit	314	-	(314)	-100.0%
Total - Title II Grant	\$ 30,118	\$ 30,767	\$ 649	2.15%

Perkins Career and Technical Education Grant

Professional Development	\$ 4,000	\$ 3,792	(208)	(0.05)
Equipment	13,146	13,146	-	0.0%

Total - Perkins Career and Technical Education Grant	\$	17,146	\$	16,938	\$	(208)	-1.21%
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21st Century Grant

Personnel Services	\$	126,074	\$	92,165	\$	(33,909)	-26.9%
Employee Benefits		9,705		9,705		-	0.0%
Purchased Services		12,410		12,410		-	0.0%
Internal Services & Travel		10,404		-		(10,404)	-100.0%
Instructional Supplies & Materials		12,800		5,000		(7,800)	-60.9%
Total - 21st Century Grant	\$	171,393	\$	119,280	\$	(52,113)	-30.41%

Pre-School Mini Grant

Professional Development		-		800		-	-
Supplies		-		3,832		-	-
Total- Pre-School Mini Grant	\$	-	\$	4,632	\$	4,632	-

Title IV Grant

Purchased Services		-		-		-	-
Professional Development		-		15,572		15,572	-
Materials and Supplies		-		-		-	-
Total- Title IV Grant	\$	-	\$	15,572.00	\$	15,572.00	-

Total Federal Grant Expenditures	\$	724,864	\$	678,358	\$	(46,507)	-6.42%
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**Surry County Public Schools
School Food Services Fund Budget
FY2020 - 2021**

Proposed Revenue

Description	FY2019-20 Adopted	FY2020-21 Proposed	Change (\$)	Change (%)
Sales	\$ 160,000	\$ 165,200	\$ 5,200	2.89%
State Revenue	8,500	10,100	1,600.00	22.86%
Federal Revenue	325,000	312,700	(12,300.00)	-3.90%
U.S.D.A. Commodities	25,000	25,000	-	-
Other: Transfer from School Fund	-	-	-	-
Total Revenue	\$ 518,500	\$ 513,000	\$ (5,500)	-1.10%

Proposed Expenditures

Description	FY2019-20 Adopted	FY2020-21 Proposed	Change (\$)	Change (%)
Administrative Salaries	\$ -	\$ -	\$ -	-
Service Salaries	163,294	164,193	899	0.57
Food Services Part-time	10,000	16,000	6,000	150.00
FICA - Regular	13,257	13,785	528	3.99
VRS Professional	-	-	-	-
VRS Non-Professional	17,783	19,703	1,920	11.23
HMP	67,784	61,452	(6,332)	(9.73)
GLI	2,139	2,200	61	2.97
Unemployment -Regular	244	608	364	72.71
RHCC (Professional)	-	-	-	-
Purchased Services	2,000	2,000	-	-
Miscellaneous	-	-	-	-
Travel - School Food Services	-	-	-	-
Food Service Materials & Supplies	5,000	5,000	-	-
Food & Food Service Supplies	205,000	196,060	(8,940)	(3.90)
U.S.D.A. Commodities	25,000	25,000	-	-
Food Services Equipment - Replacement	7,000	7,000	-	-
Total	\$ 518,500	\$ 513,000	\$ (5,500)	-1.10%

Surry County Public Schools

Proposed Capital Improvement Plan

Fiscal Years 2021 - 2025

Presented: March 10, 2020

**Five-Year Capital Improvement Plan
Capital Projects Summary by Location and Type
Fiscal Years 2021 through 2025**

Summary of All Projects by Fiscal Year

	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total
Total of All Projects by Year	\$ 1,065,000	\$ 1,995,000	\$ 420,000	\$ 430,000	\$ 525,000	\$ 4,435,000

Summary of All Projects by Location

Location	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total
Surry Elementary School	\$ 290,000	\$ 1,250,000	\$ 300,000	\$ 270,000	\$ 45,000	\$ 2,155,000
Luther Porter Jackson Middle	300,000	85,000	-	30,000	50,000	465,000
Surry County High School	325,000	460,000	20,000	-	230,000	1,035,000
Transportation & Maintenance	150,000	200,000	100,000	130,000	200,000	780,000
Total Projects by Location	\$ 1,065,000	\$ 1,995,000	\$ 420,000	\$ 430,000	\$ 525,000	\$ 4,435,000

Summary by Project Type and Fiscal Year

Project Type	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total
HVAC Replacement	\$ 220,000	\$ 875,000	TBD	\$ 220,000	\$ -	\$ 1,315,000
Roof Replacement	-	500,000	-	-	-	500,000
Electrical System Upgrades	295,000	-	-	-	-	295,000
Plumbing	-	75,000	50,000	-	-	125,000
Fire Suppression System	300,000	35,000	-	-	-	335,000
Interior Reimbursements	-	50,000	270,000	30,000	145,000	495,000
Security	100,000	TBD	-	-	-	100,000
Athletics	-	260,000	-	50,000	180,000	490,000
Transportation & Maintenance	150,000	200,000	100,000	130,000	200,000	780,000
Total by Project Type & Year	\$ 1,065,000	\$ 1,995,000	\$ 420,000	\$ 430,000	\$ 525,000	\$ 4,435,000

Five-Year Capital Improvement Plan
Capital Projects by Type and Recommended Funding Year
Fiscal Years 2021 through 2025

Surry Elementary School
 1600 Hollybush Road
 Dendron, VA

Project Description	Project Category/Type	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total
Replace Trane Make-Up Air Handler Unit (Kitchen and Cafeteria)	HVAC	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ 90,000
Replace Trane Make-Up Air Handler Unit (Gymnasium)	HVAC	40,000.00	-	-	-	-	40,000
Replace Anon Multi-Up Air Handler Unit (Roof Top Units)	HVAC	90,000.00	-	-	-	-	90,000
Install Digital Data Control (DDC) Building Automation for Temperature Control and Energy Management	HVAC	-	-	-	-	-	-
Upgrade Electrical Switch Gear	Electrical	70,000	-	-	-	-	70,000
Roof Replacement	Roof	-	500,000	-	-	-	500,000
Refurbish Play ground	Exterior Refurbishment	-	-	-	50,000	-	50,000
Replace Water-Source Heat Pump HVAC Units in Classrooms & Foyer Entrance Way (Including Cooling Tower & Boiler)	HVAC	-	750,000	-	-	-	750,000
Replace and Upgrade Restroom Commodes	Plumbing	-	-	50,000	-	-	50,000
Replace HVAC Boiler		-	-	-	200,000	-	200,000
Upgrade Food Service Serving line equipment		-	-	-	-	25,000	25,000
Replace Food Service Equipment		-	-	-	20,000	-	20,000
Replace walk in freezer		-	-	-	-	20,000	20,000
Interior Refurbishment: Flooring and Painting	Interior Refurbishment	-	-	250,000	-	-	250,000
Total - All Projects		\$ 290,000	\$ 1,250,000	\$ 300,000	\$ 270,000	\$ 45,000	\$ 2,155,000

**Five-Year Capital Improvement Plan
Capital Projects by Type and Recommended Funding Year
Fiscal Years 2021 through 2025**

*Luther Porter Jackson Middle School
4255 New Design Road
Dendron, VA*

Project Description	Project Category/Type	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total
Upgrade Fire Water Controls Replace Firewater Storage Tank(dig a dedicated well for the fire water system and replace tank. We currently have an agriculture tank not a water tank.)	Fire Suppression System	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000
Replace Hot Water Boilers (HVAC and Domestic Water)	Fire Suppression System	300,000	-	-	-	-	300,000
Remodel restroom facilities	HVAC	-	-	TBD	-	-	-
Install Digital Data Control (DDC) Building Automation for Temperature Control and Energy Management	Interior Refurbishment	-	-	TBD	-	50,000	50,000
Replace Air Compressor	HVAC	-	TBD	-	-	-	-
Replace and Upgrade Power Generator (1)	HVAC	-	-	-	20,000	-	20,000
Refurbish flooring in Cafeteria serving line and kitchen	Electrical	-	-	-	-	-	-
Upgrade Lighting and Tiles in Restrooms	Interior Refurbishment	-	TBD	-	-	-	-
Replace Food Service Equipment	Interior Refurbishment	-	-	-	-	-	-
Interior Refurbishment: Flooring and Painting including hallway walls	Cafeteria Equipment	-	-	-	10,000	-	10,000
Total - All Projects	Interior Refurbishment	\$ 300,000	\$ 85,000	\$ -	\$ 30,000	\$ 50,000	\$ 465,000

Five-Year Capital Improvement Plan
 Capital Projects by Type and Recommended Funding Year
 Fiscal Years 2021 through 2025

Surry County High School
 1675 Hollybush Road
 Dendron, VA

Project Description	Project Category/Type	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total
Roof Restoration	Roof	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Replace Trane Make-Up Air Handler Units (Roof Top)	HVAC	-	-	-	-	-	-
Replace Trane Roof Top Units (Gymnasium)	HVAC	-	125,000	-	-	-	125,000
Replace HVAC System: Classroom Units, (1) Cooling Tower, (2) Chillers, and (6) Circulation Pumps	HVAC	-	TBD	-	-	-	-
Replace HVAC Units: Auditorium, Cafeteria, and Computer Server (MDF) Room	HVAC	-	TBD	-	-	-	-
Upgrade Digital Data Control (DDC) Building Automation for Temperature Control and Energy Management	HVAC	-	TBD	-	-	-	-
Well at SCHS expires 12/1/2023	Plumbing	-	TBD	-	-	-	-
Renovate Lockers and Showers	Interior Refurbishment	-	TBD	-	TBD	-	-
Upgrade Electrical Switch Gear and label all electrical panels with accurate information	Electrical	225,000	-	-	-	-	225,000
Replace Hot Water Boilers	Plumbing	-	75,000	-	-	-	75,000
Upgrade Building Security and Alarm System	Security	-	TBD	-	-	-	-
Replace Storage Shed	Security	100,000	-	-	-	-	100,000
Resurbish Tennis Court	Facility	-	-	-	-	180,000	180,000
Replace Food Service Equipment	Interior Refurbishment	-	-	20,000	-	-	20,000
Replace storage shed near gas pumps	Facility	-	-	-	TBD	-	-
Remodel Restroom facilities	Facility	-	-	-	TBD	50,000	50,000
Replace Perimeter Fencing	Facility	-	-	-	TBD	-	-
Interior Refurbishment: Painting	Interior Refurbishment	-	-	TBD	-	-	-
Replace and Widen Track	Athletics	-	235,000	-	-	-	235,000
Upgrade Lighting in Gym	Athletics	-	25,000	-	-	-	25,000
Replace Gym Floor	Athletics	-	-	TBD	-	-	-
Install Lighting at Baseball/ Softball Fields and Scoreboards	Athletics	-	-	-	-	-	-
Total - All Projects		\$ 325,000	\$ 460,000	\$ 20,000	\$ -	\$ 230,000	\$ 1,035,000

Five-Year Capital Improvement Plan
Capital Projects by Type and Recommended Funding Year
Fiscal Years 2021 through 2025

Transportation and Maintenance Departments

Project Description	Project Category/Type	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total
School Bus Replacement	Transportation	\$ 100,000	\$ 200,000	\$ 100,000	\$ 100,000	\$ 200,000	\$ 700,000
Maintenance Service Vehicle	Transportation	50,000	-	-	30,000	-	80,000
Total - All Projects		\$ 150,000	\$ 200,000	\$ 100,000	\$ 130,000	\$ 200,000	\$ 780,000

Description	Project Type	Location/Site	Amount	Year Completed	Funding Source
Roof Resurfacing	Roofing	SCHS	\$ 1,430,617.75	2019-20	County CIP
Subtotal- Roof Resurfacing			1,430,618		
Replaced HVAC Chiller at LPJMS	HVAC	LPJMS	\$ 278,000	2016-17	Prior Year (FY16) Carryover
Subtotal - HVAC Replacement			278,000		
Repaved and resealed school parking lots	Parking Lots	SES, LPJMS, SCHS	138,800	2017-18	Prior Year (FY17) Carryover
Subtotal - Parking Lot Improvements			138,800		
Replaced Four (4) HVAC Roof Top AHU at SCHS	HVAC	SCHS	287,000	2017-18	Prior Year (FY17) Carryover
Subtotal - HVAC Replacement			287,000		
HVAC Replace, Repair & Maintenance	HVAC	SES	96,000	2017-18	FY18 Operating Budget
HVAC Preventive Maintenance Agreement	HVAC	LPJMS & SCHS	20,584	2017-18	FY18 & FY 19 Operating Budget
HVAC Preventive Maintenance Agreement	HVAC	SES	11,112	2017-18	FY18 & FY 19 Operating Budget
HVAC Replace, Repair & Maintenance	HVAC	LPJMS & SCHS	31,094	2017-18	FY18 Operating Budget
Subtotal - HVAC Repair & Maintenance			158,790		
School Bus Replacement	Transportation	Division	100,000	2017-18	County CIP
School Bus Replacement	Transportation	Division	100,000	2018-19	County CIP
School Bus Replacement	Transportation	Division	159,996	2019-20	County CIP
Subtotal - School Bus Replacement	Transportation	Division	359,996		
Total			\$ 2,653,204		

Surry County Public Schools
Student Enrollment by School and Grade
Pre-Kindergarten through Grade 12
Historical and Projected
FY2017 through FY2021

School & Grade	Historical/Actual Enrollment @ September 30				Projected Enrollment 2020-21	1-Year Change: 2019-20 v. 2020-21		5-Year Change: 2016-17 v 2020-21	
	2016-17	2017-18	2018-19	2019-20		#	%	#	%
Surry Elementary:									
Kindergarten	48	62	52	45	45	0	0.00%	-3	-6.25%
1st	55	45	61	56	45	-11	-19.64%	-10	-18.18%
2nd	64	54	42	63	55	-8	-12.70%	-9	-14.06%
3rd	53	58	52	42	60	18	42.86%	7	13.21%
4th	56	46	55	56	40	-16	-28.57%	-16	-28.57%
Total - Surry Elementary	276	265	262	262	245	-17	-6.49%	-31	-11.23%
LPJ Middle School:									
5th	56	54	45	54	55	1	1.85%	-1	-1.79%
6th	58	50	61	44	54	10	22.73%	-4	-6.90%
7th	58	58	53	54	43	-11	-20.37%	-15	-25.86%
8th	58	60	62	57	57	0	0.00%	-1	-1.72%
Total - LPJ Middle School	230	222	221	209	209	0	0.00%	-21	-9.13%
Surry High School:									
9th	65	62	65	72	64	-8	-11.11%	-1	-1.54%
10th	67	53	55	54	63	9	16.67%	-4	-5.97%
11th	71	71	54	45	55	10	22.22%	-16	-22.54%
12th	58	63	61	53	43	-10	-18.87%	-15	-25.86%
Total - Surry High School	261	249	235	224	225	1	0.45%	-36	-13.79%
Summary:									
Total - K through 12	767	736	718	695	679	-16	-2.30%	-88	-2.09%
Pre-Kindergarten	59	56	39	36	36	0	0.00%	0	0.00%
Total - PreK through 12	826	792	757	731	715	-16	-2.19%	-88	-10.65%

SURRY COUNTY PUBLIC SCHOOLS
 FY2019 through FY2021
 Staffing Worksheet

All Positions: School Based and NonSchool Based

Position Description	Actual 2018-2019			Budget 2019-2020			Actual 2019-2020			Budget 2020-2021		
	Enrollment	Staff	Ratio									
Student Enrollment:												
PreKindergarten	39			40			36			36		
Kindergarten	52			44			45			45		
Grade 1	61			49			56			45		
Grade 2	42			63			63			55		
Grade 3	52			40			42			60		
Grade 4	55			49			56			40		
Grade 5	45			53			54			55		
Grade 6	61			45			44			54		
Grade 7	53			62			54			43		
Grade 8	62			56			57			57		
Grade 9	65			68			72			64		
Grade 10	55			58			54			63		
Grade 11	54			54			45			55		
Grade 12	61			48			53			43		
Total - Student Enrollment	757			729			731			715		
School Based Positions:												
Subject/Grade Level Teachers		910			880			880			880	
Guidance Counselors		30			30			30			30	
Media Specialists		20			20			20			20	
School Nurse		20			20			20			20	
School Psychologist		10			10			10			10	
School Social Worker		10			10			10			10	
Instructional Assistants - Regular		100			100			100			100	
Instructional Assistants - Special Education		70			70			70			70	
Instructional Assistants - Title VI-B		30			30			30			30	
Instructional Assistants - VPI		30			30			30			30	
Security		30			30			30			30	
Custodians		130			130			130			130	
Cafeteria Managers		30			30			30			30	
Cafeteria Staff		60			60			60			60	
Principals		30			30			30			30	
Assistant Principals		30			30			30			30	
Clerical		70			70			70			70	
NonSchool Based Administrative & Support:												
Transportation												
Bus Drivers		170			170			170			170	
Garage Mechanics		20			20			20			20	
Supervisor of Transportation		10			10			10			10	
Garage Supervisor		10			10			10			10	
Facility Maintenance												
Supervisor		10			10			10			10	
Maintenance Staff		30			30			30			30	
Custodial Supervisor		10			10			10			10	
Division Superintendent		10			10			10			10	
Assistant Superintendent		10			10			10			10	
Executive Assistant to Superintendent Clerk of School Board		10			10			10			10	
Human Resources/Food Services Supervisor		10			10			10			10	
Director of Special Education		10			10			10			10	
Director of Career and Technical Education (CTE)		10			10			10			10	
Director of Assessment & Accountability		10			10			10			10	
Director of Finance		10			10			10			10	
Payroll and Benefits Coordinator		10			10			10			10	
Accounts Payable/Deputy Clerk of School Board		10			10			10			10	
Receptionist/Clerical School Board Office		10			10			10			10	
Director of Operations and Technology/Procurement		10			10			10			10	
Network Administrator		10			10			10			10	
Coordinator of Data Services and Reporting		10			10			10			10	
Instructional Technology Resource Teacher (ITRT)		10			10			10			10	
Subtotal - Other Instructional Positions		202.0			199.0			199.0			200.0	
Total - All Positions: Division Wide		202.0			199.0			199.0			200.0	

BOARD OF SUPERVISORS AGENDA ITEM REQUEST FORM

Department: Administration

Department Head: Lauren Chapman, Administration

Meeting Date Requested: April 16, 2020

STATEMENT OF THE ISSUE:

FY20-21 County Administrators Budget Presentation

ITEM

Informational

Is this a budgeted item?	If yes, include budgeted amount	Total Project Cost
N/A	n/a	n/a

RECOMMENDED ACTION:

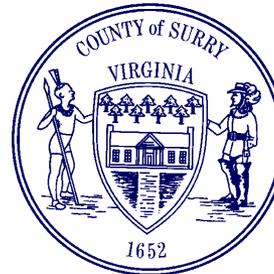
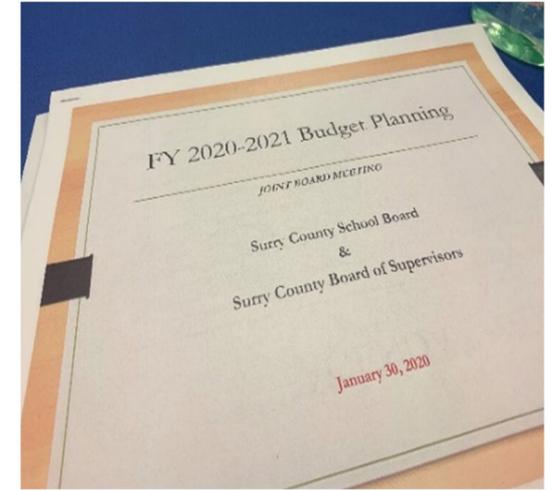
Review, schedule next budget meeting.

Description of Presented Item

County Administrator's FY20-21 Budget presentation and accompanying information. The Proposed Budget Document is being provided to you in brief format. It does contain the Acting County's Administrator's budget message which highlights the proposal. However as noted on page 3 of the document, it is under development to add additional summaries, specific department information, goals and objects, and supplemental documents (i.e. position summaries, debt schedule, etc.)

[CA Budget Presentation 04.16.20 Final.pdf](#)

[FY 20 21 County Administrators Proposed Budget 4 16.pdf](#)



County Administrator's Proposed FY 20-21 Budget

Presented to the Board of Supervisors
April 16, 2020

Board of Supervisors Strategic Goals & Priorities

- ◆ “.... strive to maintain a strong commitment towards efficiency and effectiveness in County government and positively impact the public safety, health, education & welfare of the citizens of Surry through effective leadership and fiscal integrity. The Board will encourage the orderly growth and development of the community to enhance the quality of life for the citizens of Surry County”.

Growth & Quality of Life

Fiscal Integrity w/Quality Services

Enhance Relationships

Informed citizenry

Board of Supervisors Strategic Goals & Priorities

Dialogue from the Board of Supervisors and county leadership after the 2020 retreat helped set the framework for a newly defined mission statement for the County.

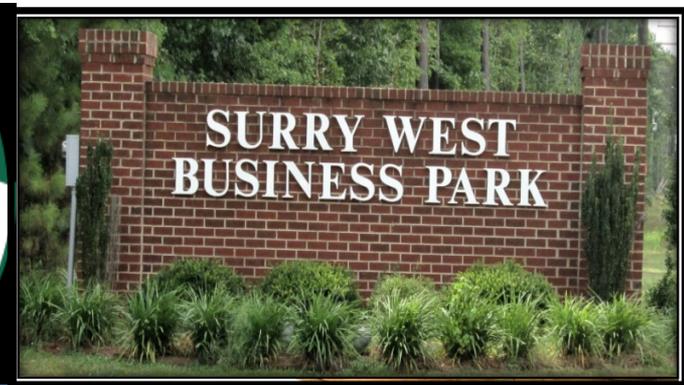
Mission Statement 2020

We will exemplify and work with citizens to achieve unity in the community.

This is essential to maintaining a strong commitment towards efficient and effective operations and to positively impacting public safety, health & wellness, education, and overall quality of life of informed, engaged and participatory citizens and stakeholders of Surry County.

- COMMUNITY
- ECONOMIC
DEVELOPMENT
- EDUCATION
- FISCAL RESPONSIBILITY
- TRANSPORTATION

HIGHLIGHTS & ACCOMPLISHMENTS



Highlights & Accomplishments

- ❑ Successful 2020 Retreat Planning Session to include Engagement Day with all Department Heads
- ❑ Adopted a Code of Ethics & instituted Prayer at the BOS meetings aimed to bring unity in the community
- ❑ Increased Civic engagement efforts through enhanced transparency, website and social media, and report dissemination
- ❑ No issues reported -FYE June 30, 2019 Comprehensive Annual Financial Report – GFOA Award for Excellence in Financial Reporting .

Highlights & Accomplishments

- ❑ Surry West Business Park – Tier 4 Ranking Status
- ❑ Grays Greek Designation in the VA Scenic River Programs
- ❑ Successfully administered two large scale utility solar applications
- ❑ SMART SCALE application seeking the inclusion of a sidewalk development project in the Town of Surry
- ❑ SMART SCALE – \$9.6 Mil Grant – Paved Shoulders on Route 31
- ❑ Grand Opening- New Farmers Market Pavilion
- ❑ National Night Out

Highlights & Accomplishments

- ❑ Established a Litter Reduction Jail Diversion Program
- ❑ Improved the Real Estate Tax Relief for the Elderly Program
- ❑ Successful 2019 VOPEX Drill – No Areas for Corrective Action
- ❑ Reinstated the Emergency Operations Team – Whole Community Approach
- ❑ Formed Census Count Committee

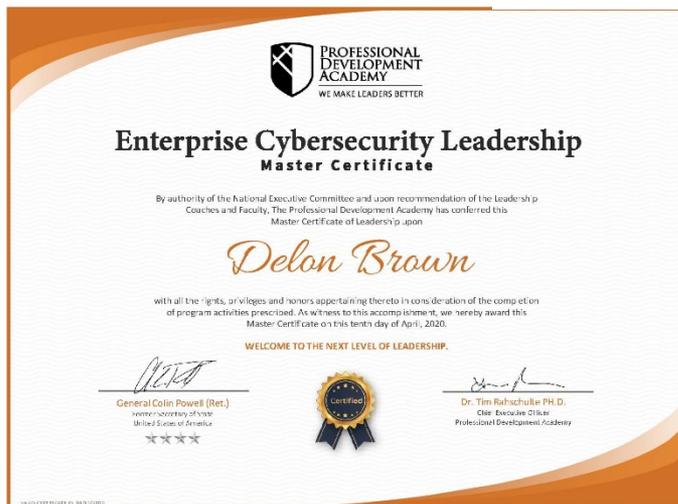
Highlights & Accomplishments

- ❑ Successful Land Diversification Summit
- ❑ Business Appreciation Event
- ❑ Designation as a HEAL Community (Healthy Eating & Active Living)
- ❑ Community Wide Health & Wellness Program
- ❑ New Recreational Activities (Kayaking & Rec Racing) & Robust 4-H Programs & Activities
- ❑ Virginia Telecommunications Initiative- Grant Award - \$2.25 million for₁₆₈ Broadband

Highlights & Accomplishments Leadership Development



Judson Smith, Prehospital Care Committee 169
911 Communications Representative
VDH - Office of Emergency Medical Services



Highlights & Accomplishments

- ❑ Summer Intern- Workforce Development Program
- ❑ Surry West Business Park – NEW BUSINESS ATTRACTION
- ❑ Business Appreciation Event – Recognizing Legacy and Newly Established Businesses
- ❑ State Inspection Animal Control Facilities – No Findings
- ❑ Youth & Family Resources Awarded Niagara Grant for Workforce & Youth Development Programs
- ❑ Facilitated BRAVO TV Visit to Surry County

FY 21 PROPOSED BUDGET – Budget Basis

- ◆ Projected decline in overall revenue projections of 0.7%
 - ◆ Expected decrease in the County's primary revenue source, public service corporation tax, per the estimate from the State Corporation Commission. The decrease is due in part to a sales assessment ratio that is projected to be 99% instead of 100% of actual value
 - ◆ Decrease in projected interest income due to Fed action to slash interest rates in response to COVID-19 economic crisis.
- ◆ Proposed increase of 3 cents to real estate tax rate; no other tax rate increases
- ◆ Proposed increases in certain Planning Fees and Sheriff Fees
- ◆ PPTRA percentage remains at current level of 41% based on assessed values

FY 21 PROPOSED BUDGET – Budget Basis

- ◆ Local funding for Schools increased by \$52,985, or 0.4%
- ◆ Budget is structurally imbalanced without either a tax rate increase or reduction in services
 - ◆ \$840,000 shortfall between ongoing costs and ongoing revenue = 3 cents on the real estate tax rate
 - ◆ This use of one-time revenue to pay for ongoing expenditures is contrary to Board policy and is not recommended
 - ◆ For FY2020-21, a penny on the tax rate would show a revenue increase of approximately \$280,000

FY 21 PROPOSED BUDGET – Budget Basis

- ◆ In total, revenue shortfall and expenditure increases combined totaled \$1,075,200. These amounts were offset by reductions in other areas, for a net shortfall of \$840K
- ◆ Major drivers include:
 - ◆ Unbalanced budget from FY20: \$77,500
 - ◆ Revenue declines in public service corporation and interest income - \$406K
 - ◆ VRS and health insurance rate increases - \$165K
 - ◆ New positions/increased PT hrs for FY2020-21 - \$144,700
 - ◆ Ambulance services contract- \$131K
 - ◆ CSA cost increase due to increased services - \$112K
 - ◆ Jail/other cost increases - \$39K

Budget Basis – Current Tax Rates

Tax Type	Current Rate	Estimate Revenue Per Penny	Percent of Total	Basis of Value
Real Estate-Residential*	\$0.71	\$89,650	31.0%	One cent
Real Estate-Public Service	\$0.71	\$194,632	69.0%	One cent
TOTAL		\$284,282	100.0%	

*Paid by Surry Citizens

PPTRA Relief Percentage – Remain the same at 41%
 Personal Property Tate Rate since 2010 - \$4.00

Assessed Value of Real Property

<u>Year</u>	<u>Assessed Value</u>	<u>Tax Rate</u>
2019	\$949,954,600	\$ 0.71
2018	927,483,200	0.71
2017	923,146,000	0.71
2016*	917,943,500	0.71
2015	890,958,700	0.73
2014	885,879,900	0.73
2013	884,724,200	0.73
2012	878,370,600	0.73
2011	875,984,300	0.73
2010*	872,027,400	0.73
2009	863,002,400	0.70

Change in Real Property
Assessed Value Over
Ten Year Period
9.1%

*Reassessment Year

Assessed Value of Other Property

Fiscal Year	Personal Property	Machinery & Tools	Public Service
2019	\$ 56,830,130	\$ 2,255,765	\$ 1,892,813,173
2018	54,401,525	2,366,490	1,927,140,899
2017	53,527,229	2,876,946	1,937,479,967
2016	51,381,116	2,228,648	1,785,663,243
2015	50,593,919	2,246,971	1,807,206,155
2014	49,970,173	2,192,651	1,824,746,203
2013	50,293,488	1,733,938	1,783,632,381
2012	50,829,529	1,720,460	1,671,151,050
2011	49,490,806	2,023,995	1,554,628,083
2010	47,762,566	2,220,830	1,478,178,593
2009	53,042,606	3,058,587	1,514,744,019

Change Over a 10 Year Period

Personal Prop = + 6.6%

Machinery & Tools = -36%

Public Service = +20%

Impact of Proposed 3 Cent Tax Rate Increase

Home Assessed Value	Tax at 71 cents	Tax at 74 cents	Difference	Monthly
\$ 140,000.00	\$ 994.00	\$ 1,036.00	\$ 42.00	\$ 3.50
150,000.00	1,065.00	1,110.00	45.00	3.75
175,000.00	1,242.50	1,295.00	52.50	4.38
200,000.00	1,420.00	1,480.00	60.00	5.00

GENERAL FUND HIGHLIGHTS



Supervisor Calhoun-Easter
Social Distancing Greetings



PGEC Broadband
Community Meeting



Professional Services
Mr. Woodard & the
Maintenance Team



178

Surry Garden Club
At the Pavilion

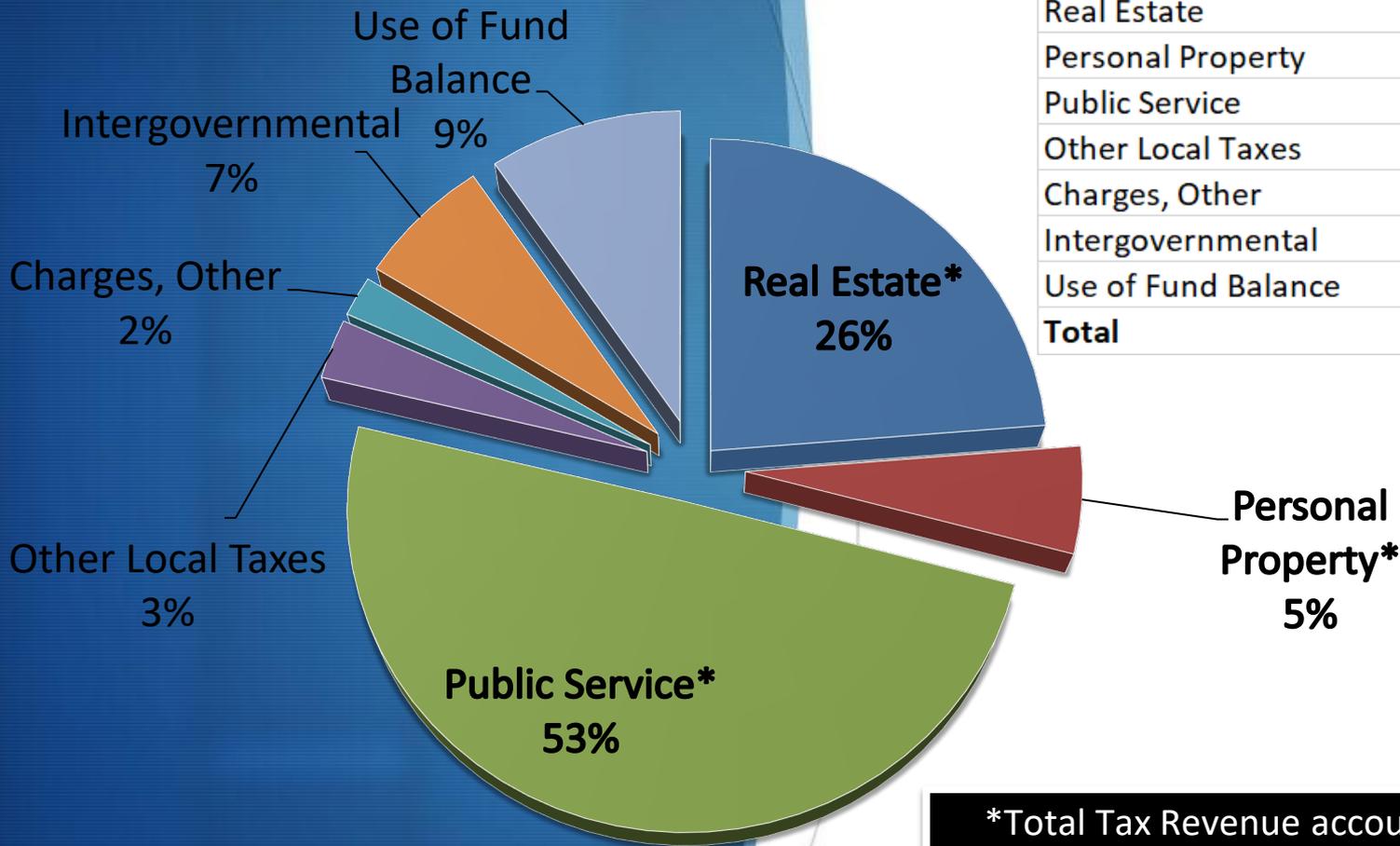
General Fund Highlights

- ◆ **BALANCED BUDGET ALL FUNDS - \$58,815,986**
- ◆ **Proposed General Fund of \$29,013,879 including transfers to other funds of \$18,339,012**
- ◆ Public Service Corporation taxes - \$14,402,732; projecting a 99.0% ratio
- ◆ School Funding (including cafeteria) - \$12,492,985; FY20 local share request was \$12,692,985, an increase of \$252,985 or 2.0%.
- ◆ VPA Funding - \$500,000 – VPA Request was \$776,229

General Fund Highlights, Continued

- ◆ Contingency of \$100,000 – consistent with prior years
- ◆ Virginia Retirement System (VRS) rates increase by 39%
- ◆ Health insurance premiums are increasing by 4.8%
- ◆ Recommended new positions:
 - ◆ HR Manager
 - ◆ Codes Compliance Officer
 - ◆ Part-time hours for Farmers Market, Tourism, Workforce to support Economic Development activity in Surry
 - ◆ Special Asst to County Administrator to replace unfunded Asst. County Administrator position

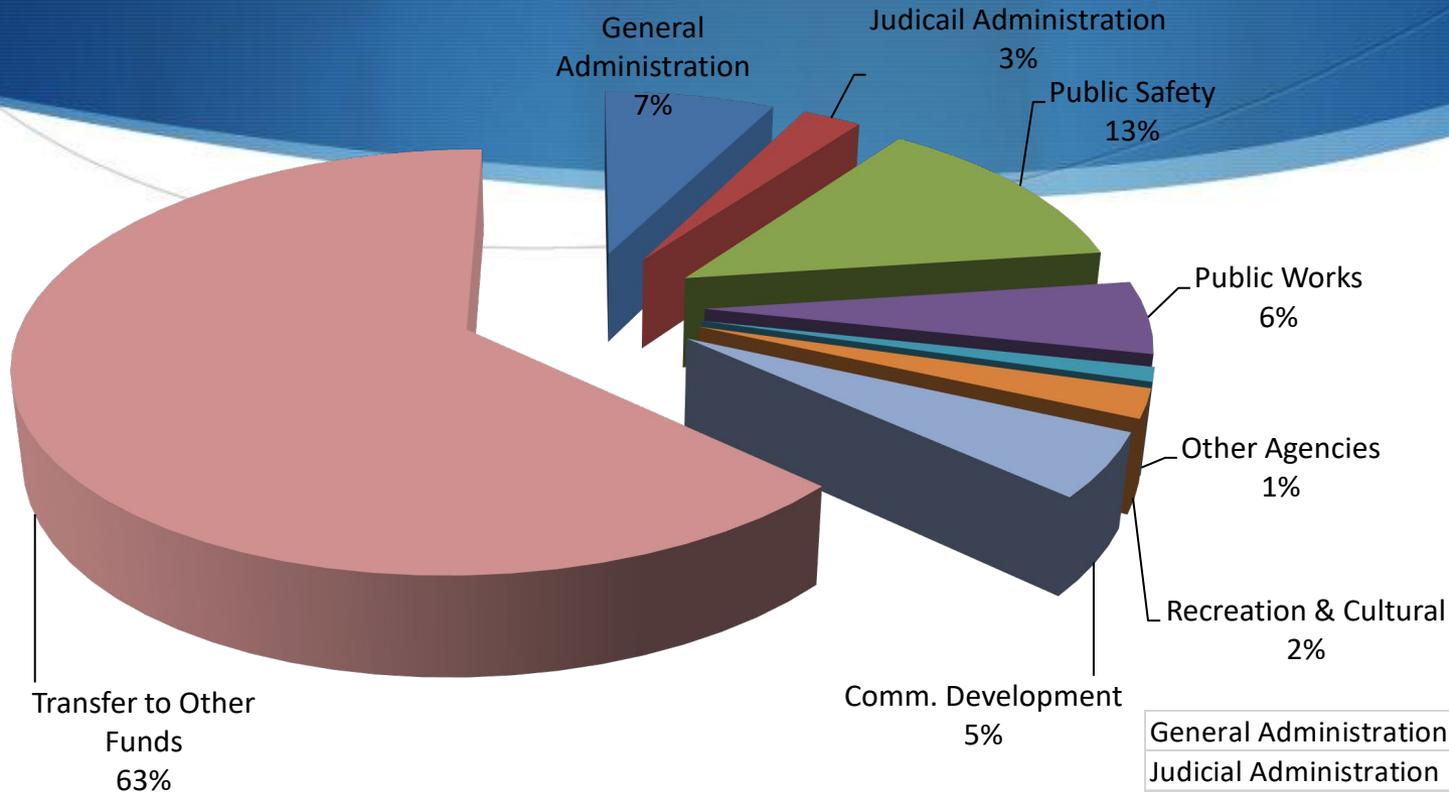
Revenue by Source



Real Estate	\$ 6,883,944
Personal Property	1,562,801
Public Service	14,402,732
Other Local Taxes	875,000
Charges, Other	590,685
Intergovernmental	1,933,701
Use of Fund Balance	2,765,016
Total	\$ 29,013,879

*Total Tax Revenue accounts for 87% of total revenue

Components of General Fund Expenditures



Budget net of transfers = \$10.67 mil,
of which 59% is personnel related
costs

General Administration	\$ 2,142,343
Judicial Administration	747,387
Public Safety	3,734,952
Public Works	1,639,693
Other Agencies	321,589
Recreation & Cultural	653,497
Comm. Development	1,435,401
Transfer to Other Funds	18,339,012
Total	\$ 29,013,879

Proposed Local Revenues

Revenue Type	FY20 Adopted	FY21 Budget	\$ Change	% Change
Property Taxes	\$ 22,051,589	\$ 22,964,476	\$ 912,887	4.1%
Other Local Taxes	710,000	760,000	50,000	7.0%
Permits, Licenses	32,800	32,800	0	0.0%
Fines & Forfeitures	45,000	40,000	(5,000)	-11.1%
Use of \$ & Property	478,526	187,626	(290,900)	-60.8%
Charges for Services	74,150	78,450	4,300	5.8%
Misc. Revenue	249,325	250,810	1,485	0.6%
Recovered Costs	200	1,000	800	400%
Total Local Revenue	\$ 23,641,590	\$ 24,315,162	\$ 673,572	2.8%
				183

General Fund

Proposed Intergovernmental Revenues

Revenue Type	FY20 Adopted	FY21 Budget	\$ Change	% Change
State:				
Non-Categorical Aid	\$ 752,907	\$ 742,907	\$ (10,000)	-1.3%
Shared Expenses	1,008,751	1,008,751	0	0.0%
Categorical Aid	186,355	182,043	(4,312)	-2.3%
Total State Revenue	\$ 1,948,013	\$ 1,933,701	\$ (14,312)	-0.9%
Federal:				
Categorical Aid	\$ 4,000	\$ 0	\$ (4,000)	-100.0%
Total State/Federal	\$ 1,952,013	\$ 1,933,701	\$ (18,312)	-0.9%
Total Revenue*	\$ 25,593,603	\$ 26,248,863	\$ 655,260	2.6%

*excludes use of reserves

Proposed Changes in Positions

- ◆ New Full Time Positions Requested:
 - ◆ Human Resources Manager
 - ◆ Codes Compliance Officer
 - ◆ Special Asst to County Admin
replaces unfunded Asst. County
Admin position
- ◆ Additional Part Time Hours:
 - ◆ Farmers Market
 - ◆ Tourism - +4 hrs/wk
 - ◆ Workforce - +4 hrs/wk

PERSONNEL OPERATING BUDGET IMPACT	
New positions/hours	\$144,700
VRS/Health Insurance Increase	165,000
Total	\$309,700

General Fund, Proposed Expenditures

Function	FY20 Budget	FY21 Budget	\$ Change	% Change
General Administration	\$ 2,115,592	\$ 2,142,343	\$ 26,751	1.3%
Judicial Administration	738,956	747,387	8,431	1.1%
Public Safety	3,458,404	3,734,952	276,548	8.0%
Public Works	1,660,277	1,639,393	(20,584)	-1.2%
Other Agencies	336,132	321,589	(14,543)	-4.3%
Recreation & Cultural	788,006	653,497	(134,509)	-17.1%
Comm. Development	1,214,104	1,435,406	221,302	18.2%
Trans to Other Funds	18,477,652	18,339,012	(138,640)	-0.8%
General Fund Total	\$ 28,789,123	\$ 29,013,879	\$ 224,756	0.8%

FY21 Proposed Expenditures, Other Funds

Fund Type/Name	FY20Budget	FY21 Budget	\$ Change	% Change
General Fund (from slide 12)	\$ 28,789,123	\$ 29,013,879	224,756	0.8%
Debt Service Fund 700	\$ 2,121,267	\$ 2,123,391	\$ 2,124	0.1%
Special Revenue:				
VA Public Assistance Fund 201	1,848,625	1,849,501	876	0.0%
Comp Services Act Fund 204	150,064	470,677	320,613	213.7%
School Fund 205 (incl cafeteria 207)	16,290,805	16,837,802	546,997	3.4%
Indoor Plumbing Rehab Fund 400	11,730	11,730	0	0.0%
Economic Development Fund 601	80,000	80,000	0	0.0%
Capital:				
Capital Fund 200	3,118,000	8,165,016	5,047,016	161.9%
Enterprise:				
Utilities Fund 800	142,750	162,850	20,100	14.1%
Fiduciary:				
Special Welfare Fund 350	38,640	42,852	4,212	10.9%
Asset Forfeiture	25,000	25,000	0	187
Agency on Aging Fund 390	\$ 32,288	\$ 32,288	\$ 0	0%
TOTAL BUDGET	\$ 52,648,292	\$ 58,815,986	\$ 6,167,694	11.7%

DEBT SERVICE HIGHLIGHTS

- ◆ Budget = \$2,123,391
- ◆ County Debt Service - \$1,864,836
- ◆ School Portion of Debt Service - \$235,555
- ◆ Anticipated New Borrowing in 5 Year CIP = \$13.8 million

Debt Service is in Compliance with County Policies:

- ◆ Net bonded debt shall not exceed 3% of the assessed valuation of real and personal property.
- ◆ General fund debt service expenditures should not exceed 12% of annual general fund expenditures. The County should maintain a target of 10% for this ratio. 188

Budget Impact on Fund Balance

- ◆ Current fund balance policy permits spending only up to 25% of general fund expenditures.
 - ◆ Based on FY21 Budget of \$29.0 mil, $25\% = \$7,253,470$
- ◆ Total fund balance is expected to decline in FY20 due to planned use of fund balance for budget but will be above policy guidelines. We propose to fund \$2,765,016 of the FY21 proposed capital projects General Fund balance, with the remaining \$100,000 from ongoing revenues, directed to large maintenance projects. The Schools are projected to return \$500,000 in FY20, which will offset the use of fund balance.

CAPITAL PROJECT HIGHLIGHTS



Five Year CIP - \$19.432 mil

Details can be found in the FY 21-25
Capital Improvement Plan
Document

Funding Sources:

Carryover unspent School Funds

High School Electrical System	\$ 200,000
Fire Supression system	300,000
	\$ 500,000

New Debt:

Mobile Communication System	\$ 5,300,000
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Ongoing Revenue

Major Infrastructure Repair	\$ 100,000
-----------------------------	-------------------

Fund Balance

Broadband (PGEC)	\$ 1,750,000
Technology Improvements	25,000
Major Infrastructure Repair	101,500
New Gas Pump System	35,000
Medic Unit Replacement	260,000
CAD/RMS System	93,516
	\$ 2,265,016

TOTAL \$ 8,165,016

Capital Improvement Projects

GENERAL GOVT ADMINISTRATION

Broadband (PGEC)	\$ 1,750,000
Technology Improvements	25,000

Total General Administration

\$ 1,775,000

FACILITY MAINTENANCE

Major Infrastructure Repair	\$ 201,500
New Gas Pump System	35,000

Total Public Works

\$ 236,500

PUBLIC SAFETY

Medic Unit Replacement	\$ 260,000
Mobile Communication System	5,300,000
CAD/RMS System	93,516

Total Public Safety

\$ 5,653,516

EDUCATION

High School Electrical System	200,000
Fire Supression system	300,000

TOTAL EDUCATION

\$ 500,000

TOTAL ALL PROJECTS

\$ 8,165,016

Next Steps

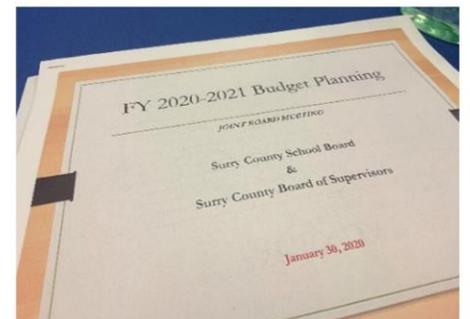
<u>Date</u> <u>Subject to Change</u>	Day	Action Item
April 23, 2020 ⁽¹⁾	Thursday	<ul style="list-style-type: none"> 6:00 P.M. - Budget Work session #1 with the Board of Supervisors
April 24, 2020	Friday	<ul style="list-style-type: none"> Release Advertisement for Public Hearing to the Local Paper
April 27, 2020 ⁽¹⁾	Monday	<ul style="list-style-type: none"> <i>Planning Commission considers Proposed Capital Improvement Program at its regular meeting</i>
April 29, 2020	Wednesday	<ul style="list-style-type: none"> FY 20-21 Proposed Budget is Published in the Local Paper
May 7, 2020	Thursday	<ul style="list-style-type: none"> Regular Board of Supervisors Meeting Board of Supervisors Conducts Public Hearing on the FY 20-21 Proposed Budget
May 14, 2020	Thursday	<ul style="list-style-type: none"> 7:00 P.M. Board of Supervisors considers action on FY 20-21 Budget, sets tax rates and adopts Budget Resolutions

(1) Tentative



Surry County FY 2020-2021 County Administrator's Proposed Operating Budget

FY 2021-2025 Five-Year Capital Improvement Program





Surry County Board of Supervisors

Robert L. Elliott, Chairman, Claremont District

Michael Drewry, Vice-Chair, Dendron District

Judy S. Lyttle, Bacon's Castle District

Kenneth R. Holmes, Carsley District

William T. Calhoun, Surry District

Acting County Administrator

Melissa D. Rollins

Form of Government

Surry County (County) operates under the traditional, or County Administrator, form of government (as defined under Virginia Law). The Board of Supervisors (Board) is a five-member body, elected by the voters of the Electoral District in which they live. The Chairman and Vice Chairman of the Board are elected annually by its members. Each member serves a four-year term. This body enacts ordinances, appropriates funds, sets tax rates, establishes policies and generally oversees the operation of the County government. The County Administrator is appointed by, and serves at the pleasure of, the Board of Supervisors. As the Chief Executive Officer of the County, he or she is responsible for developing an annual budget and carrying out policies and laws which are reviewed and approved by the Board. The County Administrator directs business and administrative policies and recommends to the Board those methods, procedures, and policies which will properly govern the County.



Pictured: Judy Lyttle, Kenneth Holmes, Chairman-Robert Elliott, William Calhoun, Vice-Chair -Michael Drewry

Department Directors & Supervisors

Carol Swindell

Interim Finance Director

William Saunders

Planning & Community Development

David Harrison

Economic Development

Ray Phelps

Chief of Emergency Management

Stanley Jones, III

Parks & Recreation

Ray Phelps

Chief of Emergency Management

LaJuene Stone

Dept. of Youth & Family Resources

Stacey Williams

Building Official

Rickey Woodard

Maintenance Supervisor

Hermione Slade

Solid Waste & Recycling

LaSonya White

VCE Unit Coordinator

Constitutional Officers and State Officials

Carlos Turner, Sheriff

Jonathan Judkins, Commissioner of the Revenue

Onike Ruffin, Treasurer

Gail Clayton, Clerk, Surry Circuit Court

Sharna' White, Registrar

Janeen Jackson, District Court Clerk

School System & Social Services

*Dr. Serbrenia Simms, Division Superintendent
Valerie Pierce, Director of Surry Social Services*

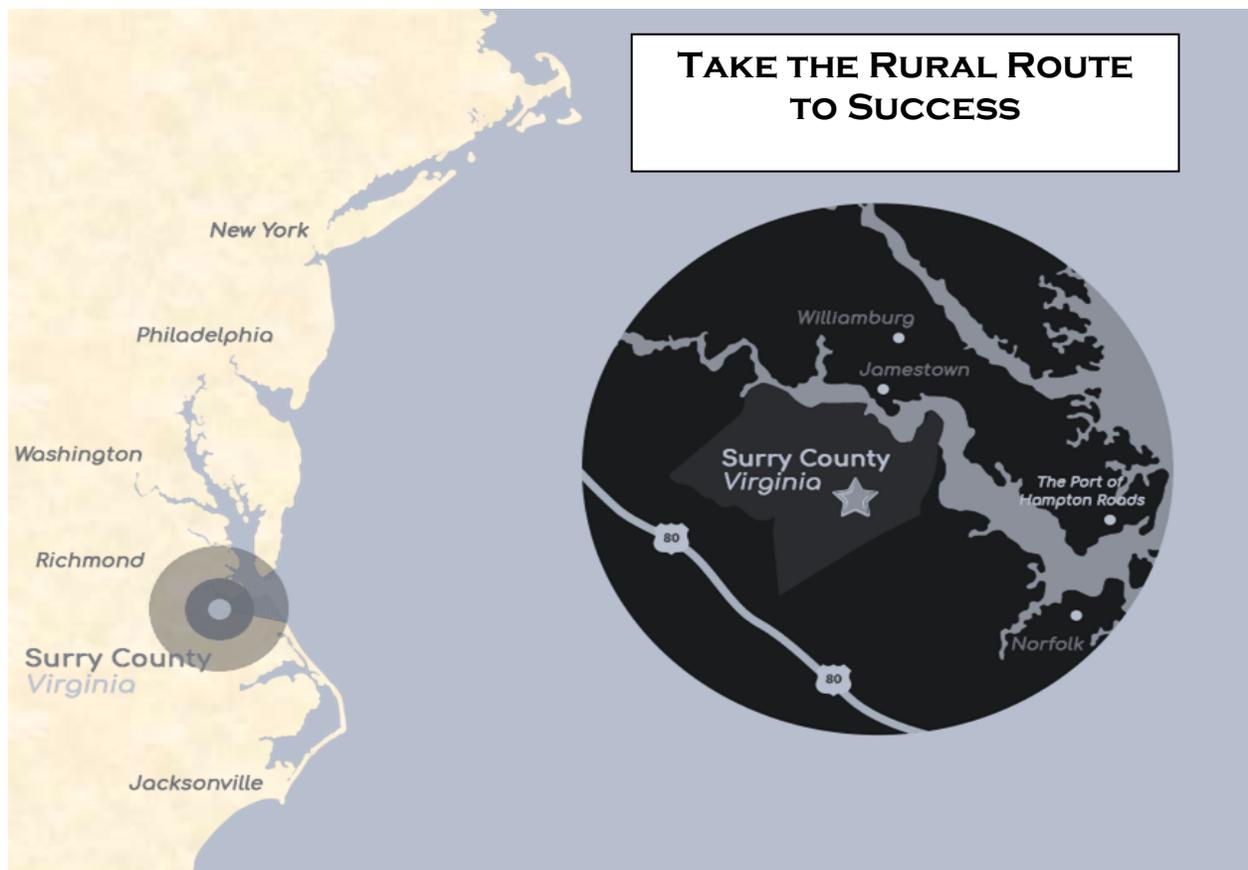
ABOUT SURRY COUNTY

Surry County is a 306-square-mile county located on the James River in southeastern Virginia, with unique location attributes that position it well for energy production, including an existing nuclear facility, and for manufacturing, especially agriculture products such as wood pellets. The county's workforce comes from the Hampton Roads and Richmond MSA to the East and West and from Williamsburg just a ferry ride North. Besides serving as an energy, agriculture and production hub, Surry is popular for residents seeking unique waterfront housing and small town and rural communities.

Surry County is known for its strong economic development potential, passion for the community and rural charm. Nationwide we are known for historical landmarks like Bacon's Castle, Chippokes State Park and nearby Jamestown and Williamsburg. The waterfront location affords access to multiple natural refuges and parks and boat recreation on the river and the newly renovated Grays Creek Marina offers stunning views and access to the onsite Surry Seafood Company, boating, fishing and kayaking. A growing winery location, the county also produces large hauls of peanuts, cotton and soybeans each year for the state.

Known for its passion for community and strong economic development growth potential, Surry's strategic position in the Hampton Roads Region is well-suited for business opportunity.

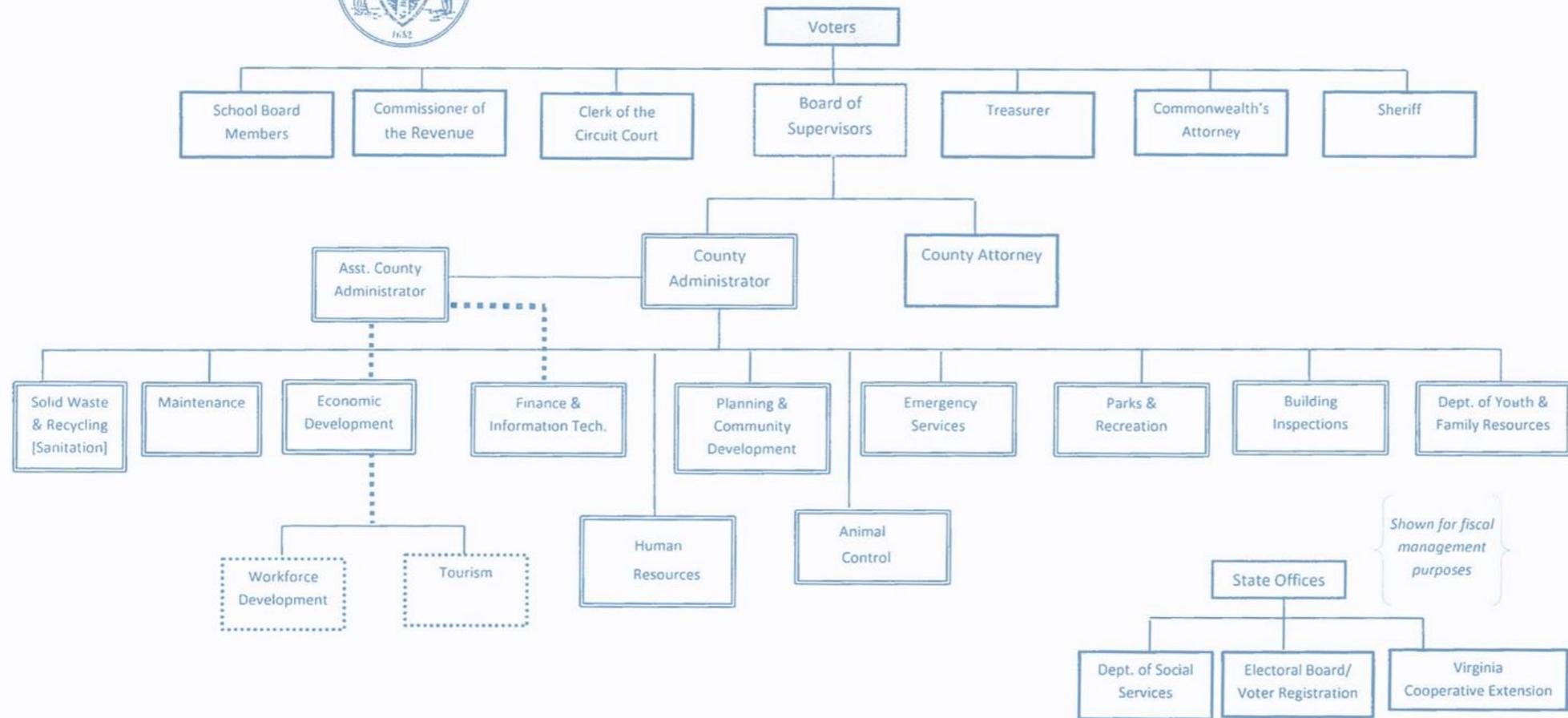
- Direct access to the James River
- 25 miles to Newport News-Williamsburg International Airport
- 50 Miles from Richmond
- 40 Miles from Norfolk
- Close proximity to the Port of Virginia, international airports, railroads and major highways



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Surry County, Virginia Organization Chart



Adopted July 11, 2019

Public Hearings and Work Sessions Schedule

The Board of Supervisors of Surry County invites comments on the Proposed Budget for the fiscal year ending June 30, 2021. As a result of operational changes as it relates to the COVID 19 State of Emergency, comments are accepted as noted below: The Public Hearing is tentatively scheduled for May 14, 2020.

April 16, 2020	Thursday	<ul style="list-style-type: none"> Regular Board of Supervisors Meeting County Administrator Presents FY 20-21 Proposed Budget to the Board of Supervisors School Board Highlights- Proposed FY 20-21 Budget
April 23, 2020 ⁽¹⁾	Thursday	<ul style="list-style-type: none"> 6:00 P.M. - Budget Work session #1 with the Board of Supervisors
April 24, 2020	Friday	<ul style="list-style-type: none"> Release Advertisement for Public Hearing to the Local Paper
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May 14, 2020	Thursday	<ul style="list-style-type: none"> 7:00 P.M. Board of Supervisors considers action on FY 20-21 Budget, sets tax rates and adopts Budget Resolutions

(1) tentative

- Written comments may be emailed to the Office of the County Administrator: comments@surrycountyva.gov. Budget information will be available on the County's website at www.surrycountyva.gov
- After the reopening of County facilities to the public, copies of the Proposed Budget will be available at the County Administrator's Office – Government Center located at 45 School Street, Surry, VA and at the Blackwater Regional Library.

Stay Engaged with the County!

VISIT US ON THE WEB! <https://www.surrycountyva.gov/>

LIKE US ON FACEBOOK!



<https://www.facebook.com/surrycounty/>

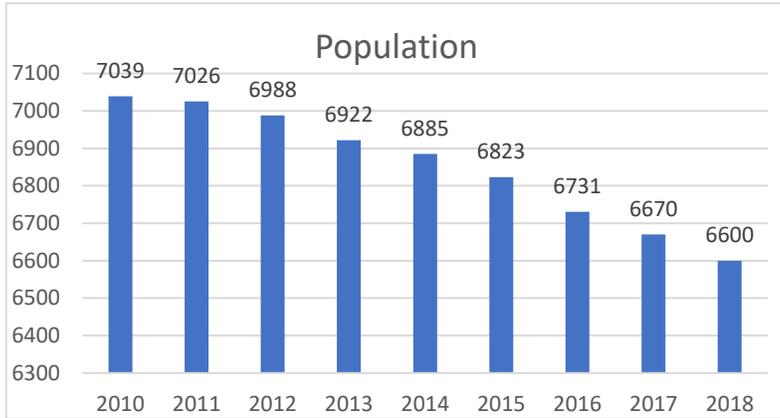
SURRY COUNTY

Budget in Brief

The budget document is being further developed to include revenue and expenditure summaries, departmental discussions CIP, and supplemental documents. The power point presentation and the accompanied narrative is a component to the document.

COUNTY PROFILE

Population

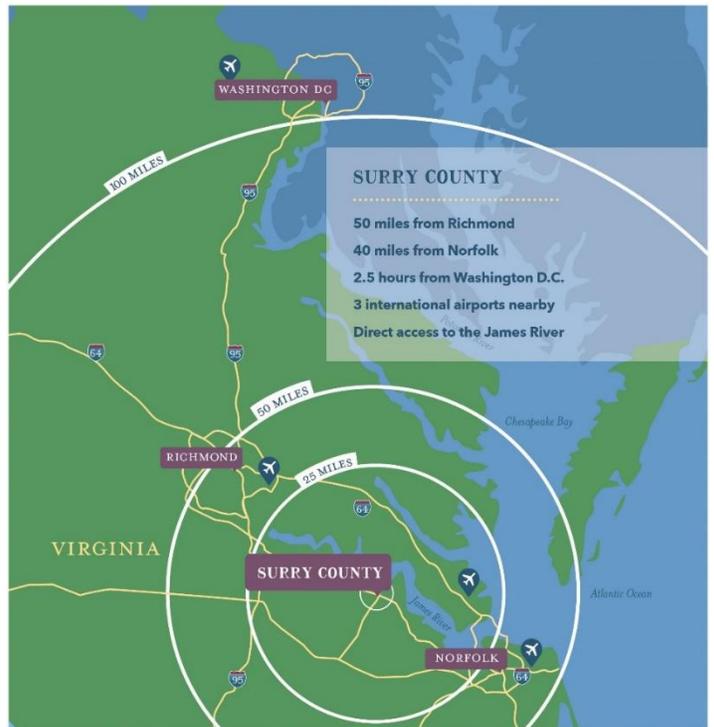


Surry County is home to approximately 6,600 people as of a U.S. Census American Community Survey conducted in July 2018. This is a 6.2% decrease from the 2010 U.S. Census.

The approximate 2018 median age in the County is 49.6 years old. The population is becoming older, on average, as it is all over the country due to the aging of the post-war baby boom generation born between 1946 and 1964. Surry's 2010 median age was 43.5.

Location

Surry is part of the vibrant and growing Hampton Roads region of more than 1.7 million people. The region is recognized as one of the largest Metropolitan Statistical Areas in the U.S. It includes cities of Chesapeake, Franklin, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach and Williamsburg, and along with Surry, includes the counties of Isle of Wight, James City, Southampton and York. Centrally located on the east coast, Surry is within an hour's drive to over a million residents and a day's drive to nearly half of the U.S. population.

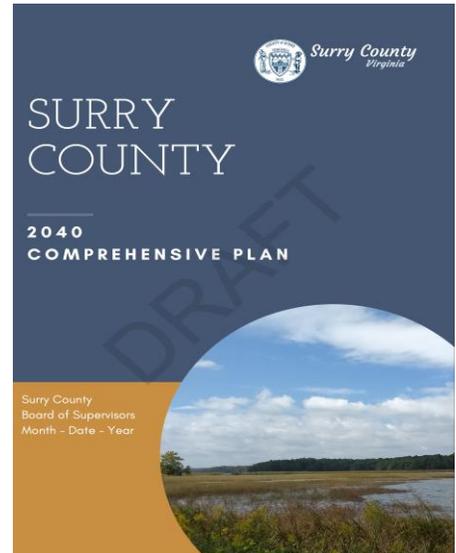


Comprehensive Plan 2020- Opportunity for Growth

Since 1980, every Virginia locality has been required by State law to have a Comprehensive Plan. The purpose of the Comprehensive Plan is to guide growth and development over a 20-year time period by providing the long-range vision, goals, and strategies of the community. Surry County's plan is in **draft form** and was slated for completion at the end of June 2020 (pre-COVID 19); it will serve as a guide to landowners, developers, businesses, citizens and County officials about future land use and other community development decisions.

These are the planned themes of the 2020 Proposed Comprehensive Plan. These themes are consistent with the previous and current strategic initiatives of the Board of Supervisors.

- Preserve Surry's Character
- Grow Surry's Economy
- Enhance Quality of Life for All Residents



Strategic Priorities

The Board of Supervisors responsibilities remain unchanged: “.... *strive to maintain a strong commitment towards efficiency and effectiveness in County government and positively impact the public safety, health, education & welfare of the citizens of Surry through effective leadership and fiscal integrity. The Board will encourage the orderly growth and development of the community to enhance the quality of life for the citizens of Surry County*”.

The Board identified four focus areas in its 2014 Strategic Action Agenda, which continue to be guiding factors in developing County priorities:

- ❖ Promote growth in a manner which protects the County's agriculture, environment, quality of life and historic resources
- ❖ Balance quality of government services with fiscal integrity
- ❖ Enhance relations with the stakeholders of County government
- ❖ Keep citizens informed; encourage openness and participation in government

In February 2020, the Board of Supervisors in a planned retreat to discuss strategic direction and to unify the vision of the County, revealed some common themes from the 2014 strategic agenda: fiscal integrity, quality of life, preservation of rural character, and citizen engagement. An environmental scan from each members' perspective at the 2020 Retreat set the framework for goal setting in the five core areas while maintaining the important priorities set in 2014.

- ❖ **COMMUNITY (DEVELOPMENT, ENGAGEMENT, OPPORTUNITY)**
- ❖ **ECONOMIC DEVELOPMENT (BUSINESS RETENTION & EXPANSION, HEALTH & WELLNESS, WORKFORCE & TOURISM PROMOTION)**
- ❖ **EDUCATION (RENEWED RELATIONSHIPS, COLLABORATION AND SHARED ACCOUNTABILITY)**
- ❖ **FISCAL RESPONSIBILITY (ACCOUNTABILITY AND TRANSPARENCY, FISCAL POLICIES)**
- ❖ **TRANSPORTATION (OPPORTUNITY THAT EXIST)**

Community - Surry County's unique historic assets, natural environment, rural charm, strong family roots, homegrown hospitality, sense of serenity and security and attractive landscape will be preserved while considering growth opportunities including revitalization of main corridors and other beautification efforts. Community engagement initiatives and activities will be broadened to keep an informed, engaged and participatory citizenry; recognizing the population trends, the county will work through the comprehensive plan to develop key strategies to help reverse adverse trends, fill community business gaps and identify programs and services for the aging population.

Economic Development – The County will identify areas in the County “ripe” for development and continue to identify ways to capitalize on the County's agri-tourism and niche/specialized farming industries. The County will lead in building regional, state and national partners in identifying business and growth opportunities suitable and or unique to Surry County; business growth will afford opportunities to work with existing and new corporate partners to enhance workforce opportunities. Broadband implementation will continue to be supported as the cornerstone of educational, quality of life, business growth, and overall quality of life improvement. Health and wellness will be an integral component of enhancing the economic and social well-being of the entire County.

Education – Continue to recognize and engage with the School System as a vital partner in the vision and goal setting of the County (i.e. shared accountability). Develop means to highlight the successes and achievements of the School Division county-wide and to brand the “educational system” as a desire to locate, work and do business in Surry County. Support and collaborate on joint facility planning and educational opportunities such as technical programs and internships aimed to prepare students for an advanced and competitive workforce.

Fiscal Responsibility – Continue to balance quality of government services with fiscal responsibility; solidify tax dollars with services needed and desired for a wholesome quality of life and delivery of quality services. Continue to develop transparent communication tools on fiscal matters. Continue practices that ensure strong financial management.

Transportation – Identify the potential opportunities of the proximity of Route 10, 31 and Route 40 in Surry County to major thoroughfares and expanded highways as Interstates 95, 64 and Route 460 and to waterways, rail and the Ports of Virginia and Richmond. Collaborate with VDOT and state legislators on

potential for expansion of route 10, the County's major highway; begin dialogue on transportation needs in the county over the next 10-20 years (i.e. bridge); seek development opportunities as a result of main infrastructure that has been installed along Route 31. Create a bicycle/pedestrian plan to provide a safe route and alternative transportation nodes to connect the Town of Surry to various activity centers such as the James-Town Scotland Ferry.

Dialogue from the Board of Supervisors and county leadership after the 2020 retreat helped set the framework for a newly defined mission statement for the County.

Mission Statement 2020

*We will exemplify and work with citizens to achieve **unity in the community.***

This is essential to maintaining a strong commitment towards efficiency and effectiveness in how we operate and to positively impacting the public safety, health & wellness, education, and overall quality of life of informed, engaged and participatory citizens and stakeholders of Surry County.

Budget Overview

Budget Amendment Process

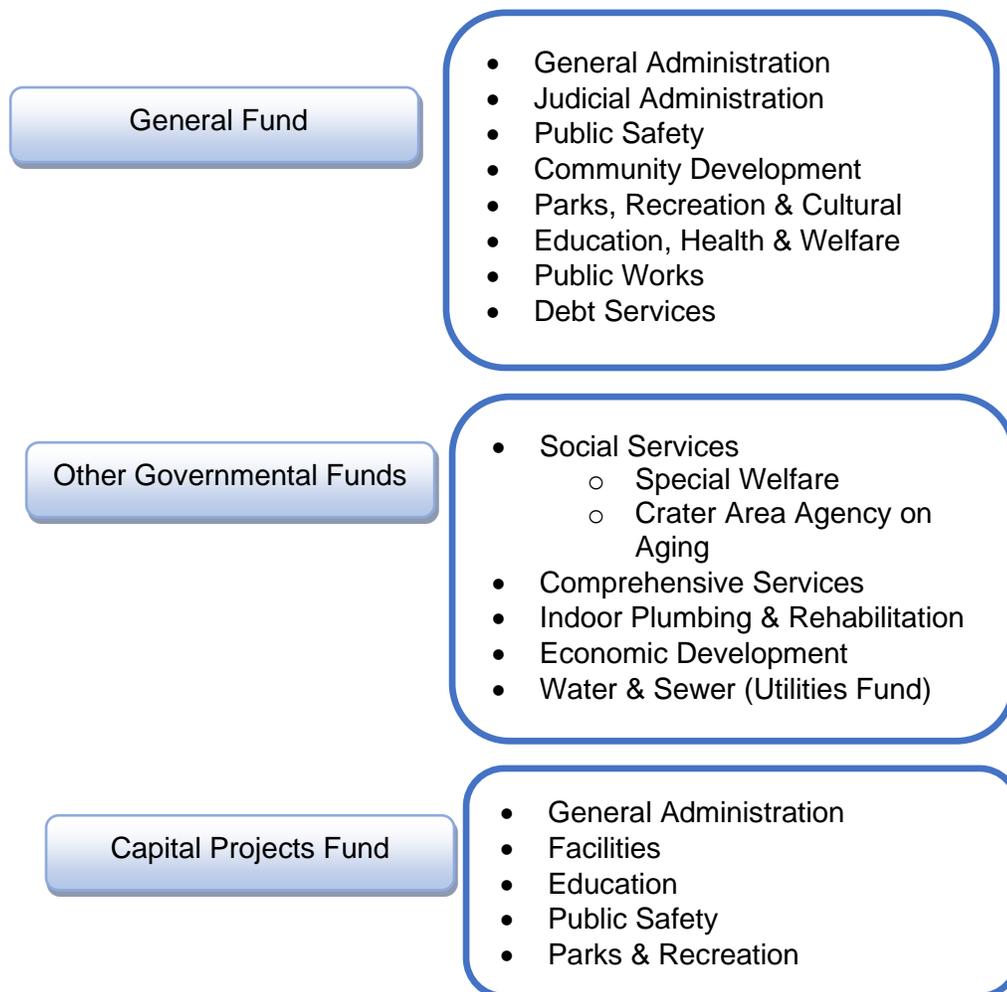
The budget may be amended in one of two ways. If the amendment would change total revenues, then the governing body must formally approve the transfer of funds from one appropriation group to another. The recommendation going forth is that this will be done via an appropriation resolution. In certain instances, as outlined in the State Code, a public hearing may be required before the governing body can take action.

The County Administrator is authorized to transfer funds between departments within an appropriation group or between budget line items within a particular department throughout the year to manage operations. The County Administrator is authorized to apply for an accept grants requiring a local match up to \$5,000.

Budget Organization

The General Fund of the County is divided into functional areas, General Administration, Judicial Administration, Public Safety, Community Development, Parks, Recreation & Cultural, Education, Health & Welfare and Public Works. Each department within a functional area has its own budget; for example: Sheriff & Emergency Medical Services (EMS) are within the functional area of Public Safety. The budget format presents expenditures by functional area and departments within a specific function.

Structure of County Funds



Explanation of Governmental and Other Funds

- General Fund - The general operating fund of the County. It is used to account for all financial resources except those required to be accounted for in another fund due to legal, contractual, statutory or financial management requirements. It is funded through taxes and other revenue sources.
- Special Revenue Funds - Used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.
- Capital Projects Fund - Used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by Proprietary funds).
- Debt Service Fund - Used to account for the accumulation of resources for, and the payment of, long-term debt principal and interest.
- Economic Development Fund –Money in the Fund reflects a transfer in 2016 to dedicate financial resources toward economic development. Planned uses of the fund could include, but are limited to business incentives, professional services, property acquisition, etc.
- Comprehensive Services Act Fund (CSA) The CSA Fund is used to account for the revenues and expenditures related to services provided to at-risk youth and families. Revenue is derived from the state and local funding. CSA services are administered by the Family Assessment and Planning Team (FAPT) who works directly with you and families to refer cases to the Community Policy and Management Team (CPMT) for approval. The fund mandates a local share for CSA expenditures.
- Special Welfare/Agency on Aging – A part of the VPA fund used to account for activities associated with specific groups as senior population; special revenue funds are used where legal or contractual requirements restrict the use of resources to specific purposes.
- VPA Fund – Virginia Public Assistance Fund (VPA) supports the activities of administration of the health and welfare services in the County. Services are provided to the needy individuals and their families. It is supported with federal, state and local funds.
- Indoor Plumbing Rehabilitation (IPR - Special Revenue Fund)- The Department of Housing and Community Development (DHCD) program with the County to provide 0% forgivable loans to eligible participants for the installation of indoor plumbing to owners of substandard housing where indoor plumbing is non-existent or where the existing plumbing has failed ended in 2016. The IPR Fund reflects program income received from prior recipients to continue projects until Funds are depleted.
- Water & Sewer – used to account for activities specific to maintenance of the County’s water system and sewer collection activities. It is considered an Enterprise Fund where operations are supported by user charges financed and operated similar to a private business. The Fund should be self-supporting.
- School & Cafeteria Fund – the component unit School Board as identified in the County’s CAFR as a unit of the primary government; it is defined by having a fiscal dependence on the primary government. It supports activities association with Education of K-12 students; the cafeteria fund supports the operations of the food service programs.

Monetary transfers are made from the general fund to the following funds: Capital Projects, Virginia Public Assistance, School and Cafeteria, Comprehensive Services, Economic Development, Debt Service and the Water & Sewer/Utilities Fund.

Budget Directives, Performance Measurement, and Monitoring

The County Administrator sets the stage to the departments at the beginning of the budget cycle the tone and the focus of the overall budget. This information is based on guidance from the Board of Supervisors.

Operational initiatives are provided by each department and are presented on each department's budget page. Also included in the departmental sections are the key performance measures.

The budget is monitored through the monthly financial management reports. These reports indicate actual financial results compared to budget. These reports are reviewed by the user departments, Finance, and County Administration.

Budgetary control is maintained on a line-item basis. Purchases of goods and services are generally accomplished by the use of a formal purchase order. Funds are encumbered based on purchase orders to best ensure funds are reflect as obligated and are not available to be spent.

Operating and Capital Budgets

The Operating Budget includes expenditures that are generally of a recurring nature and are appropriated for one year only. It provides for the provision of all County services, but does not result in major physical assets for the county. Year-to-year changes in the Operating Budget are expected to be fairly stable and represent incremental changes in the cost of doing business, the size of the County and the types and level of service that are provided. Resources for the Operating Budget generally come from taxes, user fees, and intergovernmental payments that typically recur from year to year.

The Capital Budget on the other hand, includes one-time costs for projects that may last several years. The projects result in major physical assets in the county and may include projects associated with public safety, general government administration, parks and recreation, public works and education. Wide fluctuations are expected in the Capital Budget from year to year depending on the phasing of projects. Resources for the Capital Budget generally come from bond sales, grants, other one-time sources and transfers from the Operating Budget to support capital projects. Capital projects may produce ongoing operating costs and such is reflected in the operating budget of the perspective department. (Example: a new building will require electricity and such costs will be in the Maintenance Dept. operating budget).

Fiscal Policies

A fiscally efficient government is one of the strategic goals of the Board of Supervisors. Financial policies provide a framework for the County's departments to make sound financial decisions, promote fiscal transparency, and to ensure compliance with prevailing local, state and federal laws and regulations.

While the County's current policies require a refresh and formal adoption by the Board of Supervisors, the below standards are recognized as effective financial practices.

- The County will establish and maintain an internal control structure and accounting practices to ensure compliance with Generally Accepted Accounting Principles (GAAP).
- An independent firm of certified public accountants will perform an annual financial and compliance audit according to generally accepted auditing standards in the United States of America; Government Auditing Standards issued by the Comptroller General of the United States; Specifications for Audit of Counties, Cities and Towns issued by the Auditor of Public Accounts of the Commonwealth of Virginia; and the Uniform Guidance. The financial statements and the results of the audit will be presented annually to the Board of Supervisors.
- The County will annually seek the GFOA's Certificate of Achievement for Excellence in Financial Reporting.
- The County Administrator will propose a balanced and a five-year Capital Improvements Program that are linked to the County's Strategic Plan and Comprehensive Plan. The Board of Supervisors shall adopt the first year of the Capital Improvement Plan as the Capital Improvement Budget.

- The CIP will include both school, general government, and utility capital needs; it will provide a description and estimated cost for each project.
- A diversified revenue system, inclusive of state and federal funds as well as user fees for services that support specific programs.
- Financing recurring expenses from recurring revenue sources and not rely on non-recurring revenue to fund on-going, operating expenditures.
- The County shall maintain a budgeting control system to monitor actual-to-budget performance, and shall take immediate corrective action if revenue and expenditure estimates project a year-end operating deficit.
- At least quarterly, the County will publicly publish financial information including budget to actual performance. A monthly report has been provided.

Debt Management

In consultation with the County's financial advisor, financing for the County's five-year Capital Improvements Program shall:

- Consider a five-year forecast of revenues and expenditures.
- Include an evaluation of pay-as-you-go projects and debt financing.
- Avoid financing if the term of the indebtedness exceeds the expected useful life of the project.
- When feasible, bundle capital projects to limit the number of borrowings as well as to reduce the costs of issuance by achieving greater economies of scale.

The County shall maintain the following standards regarding debt:

- Net bonded debt shall not exceed 3% of the assessed valuation of real and personal property.
- General fund debt service expenditures should not exceed 12% of annual general fund expenditures. The County should maintain a target of 10% for this ratio.

Fund Balance (Reserves) – The county shall maintain a fund balance position that meets the County's needs and challenges and mitigate current and future

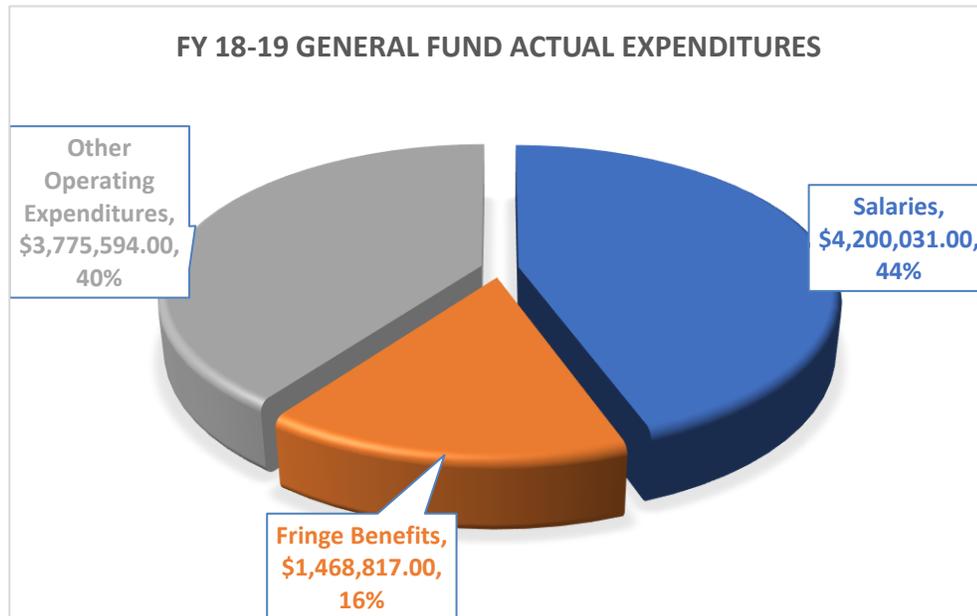
- The County shall maintain a General Fund Unassigned Fund Balance at the end of the fiscal year in an amount no less than 25% of annual general fund revenues, not including transfers.
- Monies in excess of 25% may be considered to supplement pay as you go capital outlay or remain in the undersigned fund balance to be used for other purposes as authorized by the Board of Supervisors.
- The County should not use fund balance to finance current operations as it is not sustainable.
- The use of the General Fund's Unassigned Fund Balance may be necessary from time to time to meet unexpected events including, but not limited to: catastrophic (emergency funds in the event of natural or man-made disasters); financial opportunity (to enhance the well-being of Surry County; Following any use of fund balance that draws the balance below the minimum funding level, the Board of Supervisors will adopt and timeline to replenish the balance to its minimum funding level of 25%.

Cash and Investments

- The County shall follow the Cash and Investment Policies established by the Treasurer, a Constitutional Officer of the Commonwealth of Virginia. Such policies shall be reviewed and updated annually, and be in accordance with all applicable laws and regulations.
- The Treasurer will provide the Board of Supervisors, at least monthly, with a report of investments held by the County.

Expenditure Composition of the General Fund (Excluding Transfers Out to Other Funds) Where is the Money Spent

FY 18-19 actual expenditures of the General Fund were \$9,444,444. To get a better understanding of where general fund dollars are spent, a review of actual expenditures for FY 18-19 is shown below. As with most governments, personnel cost represents most general government expenditures.



Advertising	\$36,817	Cost for legal ads
Agency Contributions (Except Fire & Rescue)	\$606,052	Agency Breakdown Provided in Budget Document; includes all contributions except fire and rescue
Auditing	\$42,819	Auditing services and cost to produce financial reports
Boards and commissions	\$6,365	Compensation to Various Boards and Commissions appointed by the Board
Building Repairs	\$255,748	Repairs to several government buildings; this amount will fluctuate; breakdown of buildings and facilities maintained by the County is included in the budget document
Communications	\$109,959	Verizon telephone, monthly fees for mobile devices including IPADs, internet services
Contractual Services	\$286,313	Interim administrator services, comprehensive plan consultant, maintenance service contractors, emergency services contracts (instant alert, generator maintenance, EMS radio maintenance county-wide including fire and rescue agencies, utility marking services

Contributions to Public Safety Volunteer Agencies	\$248,580	Quarterly contributions to the volunteer fire and rescue squad; the rescue squad is paid 7% of the monthly fees collected from ambulatory billing services as administrative costs
Convention & Education	\$72,454	Cost to attend trainings to include travel, mileage, meals, conference registration; some revenue recovery is associated with this expense
Detention/Prisoner Care	\$229,146	The cost for prisoner care in Riverside Regional Jail (\$184,892) and Crater Youth Detention for the youth population (\$44,754)
Electricity Services	\$155,212	The cost for Dominion and PGEC electrical services for all County Buildings
Fuels	\$114,170	Vehicle fuel for all County fleet vehicles and marina fuel
Indexing/microfilming	\$17,792	The annual cost for microfilming and indexing circuit court records
Legal Fees	\$89,132	Cost paid to the County attorney for legal fees
Maintenance Contracts	\$246,367	Information technology (\$97,000) associated with county copiers, printers, financial software system, municode, postage meters, phone system maintenance
Mileage	\$4,802	Reimbursement for use of personal vehicles during business travel
Motor Vehicle Insurance	\$33,896	Motor vehicle insurance (VA Association of County Pooled Insurance Program)
Office Supplies & Equipment	\$78,826	Office supplies and equipment for all departments
Paid Rescue Squad Services	\$447,568	Contract service cost to provide 24/7 paid rescue services; fee recovery for FY 19=(\$193,000) or 43%
Parks Special Activities	\$11,600	Cost for special annual activities as fireworks and Pow Pow
Professional Services	\$278,799	Interim Finance Services from vacant salaries, election officers, salary study fee, county administrator search fee, parks and rec sports officials; the majority of the cost is for sanitation landfill monitoring and remediation services; this line item will fluctuate
Property Insurance	\$43,002	Property insurance for all county buildings (VA Association of Counties Pooled Insurance Program)
Rent for Office Space	\$12,552	Rent paid to the Commonwealth Attorney for use of space and to the Victim Witness Program; a small portion (\$300) is for facility rental used during elections
Uniforms	\$17,240	Cost associated for uniforms (Sheriff, Public Works, EMS and Animal Control)
Veterinary services	\$13,352	Cost for medical services for the care of animals
Waste Disposal at Landfill	\$111,616	Cost for disposal of waste at the landfill; the county pays the tipping fees

Water & Sewer	\$12,532	Paid to the Town of Surry for water utilities
Other Operating Expenses	<u>\$192,883</u>	Other expenses not identified above
Total Primary General Operating Expenditures	\$3,775,594	TOTAL AMOUNT SPENT FOR OPERATING THE GENERAL FUND EXCLUDING PERSONNEL IN FY 18-19

o

SECTION A

BUDGET MESSAGE & FINANCIAL SUMMARIES



"The Countrie it selfe, I must confesse is a very pleasant land, rich in commodities; and fertile in soyle..."
Samuel Argall, ca. 1609

Board of Supervisors

Robert Elliott, Chair
Michael A. Drewry, Vice-Chair
Timothy Calhoun
Judy S. Lyttle
Kenneth R. Holmes

Melissa D. Rollins
Acting County Administrator

April 15, 2020

Dear Members of the Board of Supervisors:

I am pleased to present the Fiscal Year (FY) 2021 Proposed Budget Operating Budget and the Five Year (FY 21-25) Capital Improvement Program (CIP) for Surry County. The proposed operating budget for all funds is \$58,815,986. Of this amount, the CIP is \$8,165,016. This reflects a \$6,167,694 or 11.7% increase over the FY 2020 adopted budget.

The proposed budget reflects the Board of Supervisors' strategic planning initiatives for community and economic development and sustains operations while supporting Education. Leadership and county-wide discussions over the past several years have focused on the need for reliable, high-speed broadband, new business development and job creation, while recognizing the challenge of the County's population decline. Revenues to support all the areas of government [administration, public safety, community development, education, recreation, health & welfare, capital improvements] and to sustain the quality services desired by citizens are relatively stable; however, the full impact of the recessionary conditions created by the COVID-19 shutdowns are unknown. Not all priorities can be met given limited resources.

The FY 2021 proposed budget was developed with constraints but overall maintains operational service levels for County departments. The priorities executed in the proposed budget includes funding for major broadband initiatives executed in FY 19-20 to help build a healthy and diverse economic base, provide opportunities for education, support business retention and expansion and enhance overall quality of life.

The budget includes a proposed tax rate increase of \$0.03 from \$0.71 cents per \$100 of assessed value to \$0.74 cents. The additional revenue from the increase is \$852,838 (\$583,895 public service) (\$268,943 real estate from taxpayers). The County's real estate tax rate has remained level at 71 cents since 2016, when it was reduced from the prior amount of 73 cents as a result of the reassessment. Since that time, revenue increases have been modest while the cost of maintaining existing service levels to the community has steadily risen. County department budgets have remained mostly level except for benefit cost increases.

The proposed FY 2020-2021 Annual Operating Budget and the FY 2021-2025 CIP were developed to advance the Board of Supervisor's strategic vision of enhancing the quality of life for the

citizens for Surry. Key management considerations in the formulation of the budget were:

- Limitation of annual increases in operational expenditures to current commitments in personnel
- Consideration to added costs slated to enhance the ability to provide quality services
- Cost containment – reductions where possible based on historical spending patterns

Balancing the Budget: Budget Development, Challenges & Opportunities

Finding the funding to do everything desirable or even necessary is a major fiscal challenge. There are a limited number of ways to address the issue: albeit unfavorable- taxes may be raised; services may be cut, reduced, or less expensive service delivery mechanisms developed. In developing the Proposed FY 2021 Budget, I looked critically at current budget levels and service priorities and made reductions in several areas, most notably in the support provided to outside agencies. Further, given the recessionary conditions created COVID-19, I am regrettably unable to recommend any salary increases for County employees this year. This budget containment strategy is consistent across the region. The good news is that no furloughs or other reduction in workforce is proposed. Even with these cost containment strategies, we are facing a shortfall of \$840,000 and cannot maintain core service levels without additional tax revenue. I am therefore recommending a 3 cent or 4% increase in current real estate tax rate of \$.71/\$100 of assessed value. It should be noted that this tax rate increase will also apply to Public Service Corporations (PSC), and because Surry’s budget is heavily dependent upon PSC taxes, 69% of the revenue generated from this tax rate increase will come from PSC revenue, with 31% coming from other assessed real estate in the County.

The FY20-21 Budget was prepared while starting with several challenges, including an economy heading into recession, Virginia Retirement System (VRS) rate increases of 39%, and an increase in state mandated costs for Children’s Services Act (CSA) services.

The major differences and budget drivers from FY 2020 to FY 2021 include:

FY 2021 Major Operating Budget Drivers

Item	Amount	Explanation
<u>Major Revenue Declines:</u>		
Decline in Public Service Corp Revenue	\$ 131,000	The sales assessment ratio is below 100%
Decline in Interest Income	275,000	Fed action related the economic meltdown due to COVID-19 have driven interest rates close to 0%
Unbalanced budget from FY20	77,500	The FY20 Budget was adopted using \$77,500 of FB for ongoing costs
	\$ 483,500	
<u>Major Expenditure Increases:</u>		
VRS Increase	\$ 20,000	The former County Administrator granted pay increases outside of the pay plan adoption
VRS Increase	135,000	The VRS Retirement rate increased by 39%
Health Insurance	30,000	Health insurance rates increased by 4.8% overall

Unbudgeted Ambulance Billing Costs	131,000	Prior Administrator hoped to re-bid and/or look for alternatives to lower costs, but
		but no options to do so currently exist
HR Manager	81,000	New position
Codes Compliance Officer	58,000	New position
Increase in Clerical Staff Hours (Tourism & Workforce)	5,700	Additional hours to support County Economic Development efforts
Jail cost increase	19,000	Contractual cost increase
	\$ 479,700	

All Funds

The summary of all funds is shown in the table below:

FUND	FY 2019-20	FY 2020-21	CHANGE	
	ADOPTED	PROPOSED	\$	%
GENERAL	28,789,123	29,013,879	224,756	0.8%
CIP	3,118,000	8,165,016	5,047,016	161.9%
VPA	1,848,625	1,850,501	1,876	0.1%
CSA	150,064	470,677	320,613	213.7%
TASK FORCE	25,000	25,000	-	0.0%
SPECIAL WELFARE	38,640	42,852	4,212	10.9%
AGENCY ON AGING	32,288	32,288	-	0.0%
INDOOR PLUMBING	11,730	11,730	-	0.0%
ECONOMIC DEVELOPMENT	80,000	80,000	-	0.0%
DEBT SERVICE	2,121,267	2,123,391	2,124	0.1%
WATER & SEWER	142,750	162,850	20,100	14.1%
TOTAL COUNTY FUNDS	\$ 36,357,487	\$ 41,978,184	\$ 5,620,697	15.5%
SCHOOL OPERATING	15,772,305	16,324,802	552,497	3.5%
SCHOOL CAFETERIA	518,500	513,000	(5,500)	-1.1%
TOTAL SCHOOL FUNDS	\$ 16,290,805	\$ 16,837,802	\$ 546,997	3.4%
TOTAL - ALL FUNDS	\$ 52,648,292	\$ 58,815,986	\$ 6,167,694	11.7%

Budget Development Process

This year, budget meetings were held to clarify department requests and to assist performance measure development, with a goal of aligning services with the mission of the County. Further development of the budget document will include established departmental goals and objectives, performance measures and fiscal year highlights and accomplishments. Budget communication provided to all departments and organizations indicated that revenue growth was flat and therefore resources would be limited. To this extent, not all requests have been funded:

- ❖ **Social Services:** Partial funding of the requested local appropriation
- ❖ **Education:** The budget funds \$53,000 of a \$253,000 request
- ❖ **Various Departments:** Funding requests for two new positions and additional part time hours
- ❖ **Public Safety Sheriff:** Funding request for additional deputies (6), courthouse security (1.5 positions) and one (1) administrative position
- ❖ **Organizations:** **Reductions in funding** for a number of external agencies and organizations
- ❖ **Various Departments:** Only necessary line item increases are recommended
- ❖ **Capital Project Requests:** Continuation of projects previously included in the Five-Year CIP, most notably replacement of the Public Radio System and the Broadband investment. Deferment of desired projects to FY 21-22.

The County received \$2.2250 million in competitive state grant for Broadband Implementation. The County's local match requirement is \$2.2250 million.

Combined with the \$5.13 mil of Rural Community Connect Fund received by PGEC for Surry County (2101 homes), all of Surry will have access to reliable, high speed broadband, slated for completion by the end of November 2021.

To put the local match dollars into perspective; funding this initiative is equivalent to nearly eight (8) cents in tax revenue.



Summary

The proposed budget was prepared in the midst of (COVID-19) on our local economy. Since that time, federal, state, and local governments have been working diligently to prevent the spread of this disease by educating our citizens, encouraging social distancing, restricting or closing non-essential businesses, cancelling large gatherings, and issuing Executive Orders in Virginia for residents to Shelter in Place and other protective guidance. The impact on our local economy is not known at this time and obviously budget development has been impacted by the pandemic. All citizens are encouraged to do your part as we get through this unprecedented challenge.

Included in the budget document that follows is a listing of FY 2019-2020 Highlights and Accomplishments of the various County departments evident of the County's ongoing commitment to provide outstanding services to the citizens of Surry. Further details about the proposed budget including major changes from the current fiscal year are addressed throughout the document. Budget estimates are again being conservatively projected in an effort to improve overall financial reliability, especially in the wake of uncertainty. It deserves emphasis that the proposed spending plan and tax rates are preliminary. Next is the Board of Supervisors budget work sessions followed by public hearing and further consideration until adopted.

I am truly humbled by the opportunity afforded me by you to serve the citizens of this wonderful county and being entrusted with the enormous responsibility for preparation of the County's financial plan. Preparation of this budget proposal resulted from a team effort by all departments and school division leadership. It has resulted in some less than favorable expenditure reductions, the inability to fund some requests, and other decisions; despite these challenges we are all confident that the County will come out stronger and more fiscally stable. With continued forward-thinking, creative strategic planning and a renewed commitment to collaboration and unity, we will be better able to seek the opportunities ahead for the good of the community. I would like to recognize and express my sincerest gratitude to the County's Leadership Team throughout the budget process and through the challenges of the COVID-19 operational change, Ms. Carol Swindell, Interim Director of Finance for her dedication to the budget process and for the support of the Board of Supervisors during the COVID-19 event, which necessitated flexibility in our operations while maintaining services to the community. I look forward to working with you throughout the remainder of the budget process.

Respectfully Submitted,



Melissa D. Rollins
Acting County Administrator

BOARD OF SUPERVISORS AGENDA ITEM REQUEST FORM

Department: Administration

Department Head: Lauren Chapman, Administration

Meeting Date Requested: April 16, 2020

STATEMENT OF THE ISSUE:

Performance Agreement: Grocery Store Project

ITEM

Informational

Is this a budgeted item?	If yes, include budgeted amount	Total Project Cost
N/A	n/a	n/a

RECOMMENDED ACTION:

Defer action on the proposed agreement which has been vetted by legal Counsel until additional documentation have been received from Mr. White.

Description of Presented Item

Mr. Andrew White presented to the Board of Supervisors in closed session on February 6, 2020 and requested funding from the county for the incentivization of his grocery store project. The Board of Supervisors directed staff and the County's Attorney to produce a draft agreement Between the EDA and Mr. White with the understanding that if approved, the Board of Supervisors would transfer funds to the EDA to incentivize the grocery project. A Mutual agreement of the Draft Grocery Agreement was reached between Hefty and Wiley and Mr. White and is now being presented to the Board of Supervisors for consideration.

PERFORMANCE AGREEMENT

This **INCENTIVE AND PERFORMANCE AGREEMENT** (“Agreement”) is made and entered this ____ day of _____, 2020 by and among the **COUNTY OF SURRY, VIRGINIA**, a political subdivision of the Commonwealth of Virginia (“County”); **ANDREW J. WHITE**, (“Mr. White”), and the **ECONOMIC DEVELOPMENT AUTHORITY OF THE COUNTY OF SURRY, VIRGINIA**, a political subdivision of the Commonwealth of Virginia (“Authority”), collectively referred to as the “Parties.”

WITNESSETH:

WHEREAS, Mr. White has purchased the land and building and intends to renovate, construct, equip and operate a grocery store in the County (the “Grocery Store”) located at [insert address], thereby making a significant Capital Investment as such capitalized terms are hereinafter defined; and

WHEREAS, the renovation and construction, equipping and operation of the Grocery Store, exclusive of the purchase of the property, will entail a capital expenditure by or on behalf of Mr. White of approximately _____; and

WHEREAS, the construction, renovation, equipping and operation of the Grocery Store will further entail the creation and maintenance of approximately 10 new jobs; and

WHEREAS, the County and Authority have determined that the promotion of commercial expansion and improvement of business, including but not limited to job creation and retention at the Grocery Store, results in significant direct and indirect economic, physical and social benefits to the County; is consistent with the Authority’s objectives, and is in the best interest of the citizens of Surry County; and

WHEREAS, in order to support Mr. White’s project and to induce Mr. White to make the investment and to create the new jobs in the County, the County and Authority wish to offer certain Incentive Grants to Mr. White in an amount of up to \$300,000.00; and

WHEREAS, the County is willing to appropriate and provide funds to the Authority, in support of the Incentive Grants, with the expectation that the Authority will provide the funds to Mr. White, provided that Mr. White meets certain performance criteria relating to Mr. White’s investment; and

WHEREAS, the County is authorized by Section 15.2-953 of the Code of Virginia and other laws, and the Authority is authorized by the Industrial Development and Revenue Bond Act, contained in Chapter 49, Title 15.2 of the Code of Virginia and other laws to perform the activities contemplated in this Performance Agreement; and

WHEREAS, the County and the Authority hereby find that the grants to Mr. White meet a public purpose by increasing tax revenue and enhancing the quality of life for the residents of the County of Surry; and

WHEREAS, the County, the Authority and Mr. White desire to set forth their understanding and agreement as to the terms of the grants, the use of the Incentive Grants, the obligations of Mr. White regarding Mr. White's commitments, and the potential for recapture or "claw back" upon default.

NOW, THEREFORE, in consideration of the foregoing, the mutual benefits, promises and undertakings of the Parties to this Agreement, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties covenant and agree as follows:

SECTION 1. DEFINITIONS.

For the purposes of this Agreement, the following terms shall have the following definitions:

"Capital Investment" means a capital expenditure by or on behalf of Mr. White in taxable real property, taxable tangible personal property, or both, at the Grocery Store, exclusive of the purchase of the property. The purchase of machinery and tools or furniture, fixtures, and business personal property, by or on behalf of Mr. White will qualify as Capital Investment. The Capital Investment will be in addition to the capital improvements at the Grocery Store as of _____; provided, however, that the Parties acknowledge that there are no such capital improvements performed at the Grocery Store as of such date. An expenditure by or on behalf of Mr. White in real property and/or tangible personal property at the Grocery Store which would be taxable in the absence of an applicable exemption will qualify as Capital Investment.

"Certificate of Occupancy" means the final certificate of occupancy issued by the County certifying that the building is suitable for use as a grocery store.

"Force Majeure" means any delay due to any moratorium on the issuance of governmental approvals, extreme unpredictable weather, fires, earthquakes, explosions, wars, riots, mob violence, pandemics, area-wide strikes, union labor disputes or other union work stoppages, freight embargoes or inability to obtain basic materials or supplies by reason of shortages which generally affect the region in which the Grocery Store is located or which are national in scope, condemnation, acts of terrorism, acts of God, or, without limiting the foregoing, any cause not within the control of the party whose performance is interfered with, and which, by the exercise of reasonable diligence, the party cannot prevent.

"Operational and Open for Business" means the Grocery Store has a final certificate of occupancy and is ready for use and able to be entered into and used by customers to purchase groceries.

"Performance Date" means April 1, 2021 or 6 months from the date Executive Order 55 is lifted, whichever is longer, subject to extension in the event of any Force Majeure event. Notwithstanding the above, in no event shall the Performance Date be extended for longer than one year.

“Promissory Note” means a signed document containing a written promise by Mr. White to repay amounts of the Incentive Grants to the Authority.

SECTION 2. MR. WHITE’S COMMITMENTS.

2.1 Performance Commitments. In return for the Incentive Grants set forth in Section 3 of this Agreement, Mr. White shall meet the following performance commitments (“Performance Commitments”):

- (a) Mr. White will make a Capital Investment of not less than _____ at the Grocery Store, and construct and renovate, equip and operate the Grocery Store in the County, and will be Operational and Open for Business all as of the Performance Date.
- (b) The County and the Authority hereby strongly encourage Mr. White to ensure that 70% of the new jobs are offered to residents of the County.

2.2 Documentation. Mr. White shall provide documentation of a recorded deed for the purchase of the Grocery Store within 30 days of the Effective Date of this Agreement. Also, prior to receiving any Incentive Grants as outlined in Section 3, Mr. White shall provide, and the County shall approve, Mr. White’s: (i) financing plan, (ii) business plan, (iii) any bank commitments, and (iv) construction estimates for contractors. Mr. White shall also provide to the County any required State, County, and Town licenses or permits prior to receipt of Incentive Grants.

SECTION 3. INCENTIVE GRANTS.

3.1 Incentive Grants. To induce Mr. White, to make the Performance Commitments, as outlined in Section 2, the Authority agrees to provide Mr. White with the following incentive grants (“Incentive Grants”) up to a total amount not to exceed THREE HUNDRED THOUSAND DOLLARS (\$300,000.00), subject to appropriation of sufficient funds by the County, to be disbursed as follows:

- (a) **Incentive Cash Grant.** Within thirty (30) days of execution of this Agreement by the Parties, and upon receipt and approval of the documentation provided in Section 2, the County will disburse ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000.00) to the Authority. Within 30 days of its receipt, the Authority will disburse such proceeds to Mr. White. The purpose of this grant is to assist Mr. White with costs to renovate and equip the Grocery Store.
- (b) **Operational and Open for Business Grant.** Once the Grocery Store is Operational and Open for Business as of the Performance Date, the County will disburse an additional ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000.00) to the Authority. Within 30 days of its receipt, the Authority will disburse such proceeds to Mr. White. This grant is also contingent upon receipts provided to the County of the Capital Investment made by Mr. White.

3.2 Current Taxes and Fees. The Grants will be paid to Mr. White as set forth herein only if Mr. White is current on all taxes and fees he owes the County and Town. If Mr. White has been provided with written notice that he is in default on any payment to the County, the Authority will not be required to make any Grant disbursements to Mr. White until Mr. White pays the amount it owes to the County.

SECTION 4. DEFAULT AND REPAYMENT OBLIGATIONS.

4.1 Incentive Cash Grant. In the event that Mr. White has made the Capital Investment and the Grocery Store is Operational and Open for Business as of the Performance Date, then Mr. White shall have no repayment obligation for the Incentive Cash Grant. In the event the Grocery Store is not Operational and Open for Business or the Capital Investment is not made as of the Performance Date, Mr. White will owe 100% of the Incentive Cash Grant back to the Authority, which shall be immediately due and payable, without further notice. The Incentive Cash Grant shall be secured by a Promissory Note.

4.2 Operational and Open for Business Grant. The Operational and Open for Business shall be forgiven at the rate of twenty percent (20%) of the original principal amount per year for each year that it remains Operational and Open for Business. If the Grocery Store is Operational and Open for Business for five (5) years, Mr. White shall not be required to repay any funds and any principal and accrued interest shall be forgiven. If the Grocery Store does not remain Operational and Open for Business for five consecutive years, then Mr. White will owe the prorated balance of the Operational and Open for Business Grant at that time, which shall be immediately due and payable, without further notice. The Operational and Open for Business Grant shall be secured by a five-year Promissory Note.

4.3 Any repayment required under this Section shall be due to the Authority. Any moneys repaid by Mr. White to the Authority hereunder shall be repaid by the Authority to the County. The Authority shall have no responsibility for the repayment to the County of any sums hereunder unless said sums have been received by the Authority from Mr. White.

SECTION 5. NOTICES.

Formal notices and communications between the Parties shall be given either by (i) personal service, (ii) delivery by a reputable document delivery service that provides a receipt showing date and time of delivery, (iii) mailing utilizing a certified or first class mail postage prepaid service of the United States Postal Service that provides a receipt showing date and time of delivery, or (iv) delivery by facsimile or electronic mail (email) with transmittal confirmation and confirmation of delivery, addressed as noted below. Notices and communications personally delivered or delivered by document delivery service shall be deemed effective upon receipt. Notices and communications mailed shall be deemed effective on the second business day following deposit in the United States mail. Notices and communications delivered by facsimile or email shall be deemed effective the next

business day, not less than 24 hours, following the date of transmittal and confirmation of delivery to the intended recipient. Such written notices and communications shall be addressed to:

*If to Mr. White, to
Andrew J. White
[include address]*

with a copy to:

*If to the County to:
County Administrator
45 School Street
Surry, VA 23883*

*with a copy to:
Hefty Wiley & Gore, P.C.
100 West Franklin Street, Suite 300
Richmond, VA 23220*

*If to the Authority to
Chair, Surry County Economic
Development Authority
45 School Street
Surry, VA 23883*

*with copy to:
Hefty Wiley & Gore, P.C.
100 West Franklin Street, Suite 300
Richmond, VA 23220*

SECTION 6. MISCELLANEOUS.

6.1 Entire Agreement; Amendments. This Agreement constitutes the entire agreement among the Parties hereto and may not be amended or modified, except in writing, signed by each of the Parties hereto. This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns. Mr. White may not assign its rights and obligations under this Agreement without the prior written consent of the County and the Authority

6.2 Governing Law; Venue. This Agreement is made, and is intended to be performed, in the Commonwealth and shall be construed and enforced by the laws of the Commonwealth. Jurisdiction and venue for any litigation arising out of or involving this Agreement shall lie in the Circuit Court of the County of Surry, and such litigation shall be brought only in such court.

6.3 Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be an original, and all of which together shall be one and the same instrument.

6.4 Severability. If any provision of this Agreement is determined to be unenforceable, invalid or illegal, then the enforceability, validity and legality of the remaining provisions will not in any way be affected or impaired, and such provision will be deemed to be restated to reflect the original intentions of the Parties as nearly as possible in accordance with applicable law.

6.5 Attorneys' Fees. In any action or proceeding brought to enforce any provision of this Agreement, the County, and Authority shall be entitled to recover reasonable attorney's fees in addition to any other available remedy.

6.6 Mutual Assistance. The County, the Authority and Mr. White will do the things commercially reasonable, necessary or appropriate to carry out the terms and provisions of this Agreement, and to aid and assist each other in carrying out such terms and provisions in order to

put each other in the same economic condition contemplated by this Agreement regardless of changes in public policy, the law or taxes or assessments affecting the Grocery Store.

6.7 Public Disclosure. Applicable Law. The Parties to this Agreement acknowledge that records maintained by or in the custody of the County and the Authority are subject to the provisions of the Virginia Public Records Act, Va. Code §§ 42.1-76 through 42.1-90.1, and the Virginia Freedom of Information Act, Va. Code §§ 2.2-3700 through 2.2-3714 and thus are subject to the records retention and public disclosure requirements set forth in those statutes.

Challenges to Nondisclosure. If a party submitting records to the County or the Authority requests that those records not be disclosed under applicable law and the County or the Authority consequently denies a request for disclosure of such records based on the submitting party's request, and the County's or the Authority's denial of a request for disclosure of records is challenged in court, the submitting party shall indemnify, hold harmless and defend the County or the Authority, their respective officers and employees from any and all costs, damages, fees and penalties (including attorney's fees and other costs related to litigation) relating thereto.

6.8 No Partnership or Joint Venture. It is mutually understood and agreed that nothing contained in this Agreement is intended or shall be construed in any manner or under any circumstance whatsoever as creating and establishing the relationship of copartners or creating or establishing a joint venture between or among any of the Parties or as designating any party to the Agreement as the agent or representative of any other party to the Agreement for any purpose.

6.9 Debts and other Financial Obligations. None of the Parties shall be responsible for the debts, liabilities and other financial obligations incurred by any other party in performing its obligations under this Agreement.

IN WITNESS WHEREOF, the Parties, by their duly authorized representatives, hereto agree and have executed this Performance Agreement as of the date first written above.

ANDREW WHITE

By: _____

COUNTY OF SURRY, VIRGINIA,
a Political Subdivision of the Commonwealth of Virginia

By: _____
Melissa Rollins, Acting County Administrator

Approved as to Form:

By: _____
County Attorney

**ECONOMIC DEVELOPMENT AUTHORITY
OF THE COUNTY OF SURRY, VIRGINIA,**
a Political Subdivision of the Commonwealth of Virginia

By: _____
_____, Chairman

DRAFT

BOARD OF SUPERVISORS AGENDA ITEM REQUEST FORM

Department: Administration

Department Head: Lauren Chapman, Administration

Meeting Date Requested: April 16, 2020

STATEMENT OF THE ISSUE:
County Administrator's Report

ITEM

Informational

Is this a budgeted item?	If yes, include budgeted amount	Total Project Cost
N/A	n/a	n/a

RECOMMENDED ACTION:
Review

Description of Presented Item
Report from County Administration for your information and review.

[County Administrators Report April 16 to BOS.pdf](#)

County Administrator's Update – April 16, 2020

The COVID-19 Pandemic has undoubtedly disrupted our lives both professionally and personally. I am confident that when this pass, we as a community will come out stronger, more unified and optimistic about our path forward.

Our goal is to keep essential services in place while protecting the health and safety of our employees and the public we serve.

During the last four weeks, County staff have worked diligently to keep services going as much as possible. This include but not limited to waste collection, cleaning and sanitizing of County facilities, taking extra care in the Circuit and District Courts, Sheriff's Dept, Social Services where employees are required to report most daily. Mr. Slade and Mr. Woodard and the team members have done an outstanding job. The collaboration and communication amongst teams is consistent, evident by the weekly team meeting each Tuesday and the weekly follow-up with staff as needed. Mr. Brown and the IT team has worked diligently and in best ensuring that employees are able to work remotely, providing cross functional support throughout the entire organization. Within limitations associated with social distancing, added protective measures and the need for appointments, inspections are ongoing in Planning & Building. Planning and Zoning is receiving applications via mail only; special projects with limited staff are ongoing – (i.e. Smart Scale for Town of Surry Sidewalks, etc.). Checks are being processed and taxes are still being collected and processed. The Treasurer encourages credit card payments for taxes (link on website). Parks and Recreation, the DYFR, and Cooperative Extension are finding creative ways to keep youth and citizens engaged with on-line activities. Check out the County's social media and Facebook pages. The Registrar is informing the community of any changes in the upcoming elections and making provisions to protect election poll workers. Animal control officers are doing arranged adoptions. Economic Development (Tourism and Workforce) are engaged – webinars on Resources for our Communities during COVID-19 and tag teaming providing resources to businesses during this event. Information on the 2020 Census is being shared. As of Tuesday, Claremont Response rate – 39.8% compared to Virginia – 52.6%, Dendron Self-Response Rate,- 35.9%, Surry Self-Response Rate- 47.3%.

Surry's Social Services has received several donations for the food bank and a distribution is planned for April 16, 2020 at Parks and Recreation; they are delivering meals to the seniors. 89 food boxes are being purchased from the Peninsula Food Bank to distribute to seniors. They are daily engaged as essential employees as eligible benefits have increased during this emergency.

We are recognizing Autism Awareness Month, Animal Control and Telecommunications Appreciation Week. Walk, wear blue and send your photos to DYFR, thank our emergency communication and animal control officers for all they due to support and provide services the community.

Payroll/Human Resources is receiving information on the new FMLA Provisions of the COVID-19 Pandemic for employee protections. The Family First Coronavirus Response Act (FFCRA) FAQ for employees. Administrative staff planned for the first virtual meeting of the Board of Supervisors.

Ms. LaSonya White is on top of the communication from the State Dept. of Agriculture Services on provisions for continuing alternative farmers market operations during the COVID-19 Emergency as it relates to food access to citizens. We have been contacted by the Virginia Department of Agriculture & Consumer Services in coordination with Ms. Bettina Ring, Secretary of Agriculture & Forestry, in doing a documentary on how Surry County is addressing food insecurity during the COVID 19 Pandemic.

Dr. Sims has advised that the School Division is delivering meals to the students Tuesdays and Thursdays as well as offering the option for pick up at the middle school for any student (parent pick up permissible). We are encouraging each other to seek the outdoors to remain mentally in-balance during this time. We are appreciative of our bus drivers and cafeteria workers!

PGEC has offered hot spot locations through coordination with Sheriff Turner and the County at two churches, Rocky Hock and Moore's Swamp Baptist Church and the County and Schools are working to seek additional hot spot locations for students and citizens. Check out our website for more information on address and times.

The County's Chief of Emergency Management, Mr. Ray Phelps has been responsive to the citizens and stakeholders of the Community and I thank him for his leadership during this emergency. Much has been placed on his shoulder in terms of addressing safety concerns from citizens, businesses, and employees. He is to be commended for going beyond the call of duty at times to assist the community.

Coordination of the Emergency Services, the Sheriff and First Responders in the funeral procession and arrangements for the beloved Sheriff Brown did not go unnoticed. The outpouring of the community is evident of Surry's passion and unity in the community.

Below is an outline of some actions taken as a response to the COVID-19:

March 12th – Notification to County employees regarding rumors of employees at the government center being tested positive for COVID-19

March 12th – Governor Northam declared a State of Emergency and ordered all VA K-12 school closed for two weeks.

March 13th – Surry County Dept. of Emergency Management issued a press release ensuring citizens of no known cases of the Virus in Surry County.

March 13th – Issued an Operational Change Report to all county staff in response to the spread of the virus: travel and meetings; teleworking, cleaning, sanitizing and hygiene changes and recommendations and social distancing, protections of vulnerable citizens.

March 13th – Participated on the 1st conference call with County Administrators in the Crater Health District to discuss collective response due to the Coronavirus. These calls are ongoing.

March 13th – HRPDC Chief Administrative Officers and All Hazards Advisory Committee members 1st conference call to discuss preparation in response to the Coronavirus.

March 15th – Emergency Staff Meeting held with all department heads to address concerns and announce closure of facility for two weeks.

March 15th – Press Release: Announced closure of the building to the public beginning through March 30th.

March 15th - Tuned in to Governor's Press Conference – Announced ban on events with more than 100 people. Viewing of additional press conferences during the emergency.

March 15th – Discussions with the Chief of Emergency Management and Director of Emergency Services on the need to close facility to the public and employees considering spread of virus in neighboring localities.

March 15th – Emergency Services - Everbridge Instant Message announcing the closure.

March 15th – Received update from Mr. Phelps in response to logistics with the School Division and the Department of Social Services on provisions for food to students and the elderly population and regarding meeting with County infectious disease control personnel for action plans; Mr. Phelps began draft on a pandemic plan for Surry County.

March 15th – Discussions with City Manager of Williamsburg and County Administrator of Charles City County to discuss their plans for closure/teleworking, etc.

March 15th – Information Technology began rapid process efforts to meet employees needs while teleworking.

March 16th – 1st meeting with CAO's to discuss provisions for electronic meetings; contacted County Attorney for participation on the calls with HRPDC attorneys.

March 16th – Emergency Services issued press release – closure of facility to employees and instituting teleworking operational changes; advised of operations for trash removal, court operations, voting, inspections and animal control operations.

March 17th – Received notice of the Supreme Court of Virginia Order Declaring A Judicial Emergency. Press Release posted on County's website.

March 17th – Provisions made to post signs on the Circuit Court building notifying the public of the precautionary measures required before entering.

March 16th and Ongoing – Maintenance Department on hand daily to continue cleaning, sanitizing, providing extra services to the Circuit Courts, DSS and District Court as operations continued.

March 19th – Received call from Dr. Hart, Crater Health District to discuss process for notification of COVID cases.

March 20th – Governor Northam issued Executive Order #55 advising residents to “shelter in place” at home due to COVID-19. All public and private in person gatherings prohibited.

March 31st – Emergency Service issued press release advising of the Supreme Court Order to extend court operations through April 26th.

March 26th – In response to Governor Northam’s Executive Order 53, announced closure of public buildings and facilities until further notice.

March 30th – Surry County received notification from the Crater Health District of the first confirmed case in Surry County

March 30th – Emergency Services issued a press release advising the public of the County’s first confirmed case of the Coronavirus; issued an instant alert message through Everbridge

March – Parks & Recreation planned removal of the basketball rims to prevent gathering of groups as directed in coordination with the Sheriff.

April 4th – Emergency Services issued press release advising public of three confirmed cases in Surry County.

April 7th – Emergency Services issued press release recommending the wearing of face coverings in public settings.

April 7th – Emergency Services and Maintenance arranged fogging of the Circuit Court facility and Social Services (April 10th).

Ongoing Daily Efforts- COVID 19

To promote prevention and slow the spread of a contagious virus, the following plans are in place:

- Facilities Management staff are conducting ‘disinfecting’ sweeps of all common areas and rest rooms in the Courthouse, restrooms, District Court, Dept. of Social Services, and Sheriff Dept.
- EMS and Maintenance began the process of securing additional cleaning supplies and protective equipment in March and this is ongoing to best prepare the County for the pandemic. Requests were directed to EMS to track for emergency declaration purposes.
- EMS is working with the Clerk of Circuit Court for requests for added protections while operations.
- The website front page displays a link to the Department of Health website which contains up-to-date information specific to Virginia, the CDC as well as guidance for health protocols.
- The Chief of Emergency Management is informing the Operations Team of pertinent COVID-19 information and participates in weekly calls with the State Health Department. Direct contact with the Health Dept. is not recommended.
- Administration providing daily reports on the confirmed cases in Surry and Health District when received (the same information is available by link on the County’s website).

It is likely that we will be responding to this situation for many weeks to come. News outlets and social media are flooded with information and commentary about COVID-19; we urged citizens to use the Department of Health’s website as a resource regarding updates in Virginia along with protocols for prevention and emergency preparation. The County is approaching this situation and the potential for widespread illness with great concern and vigilance. We are planning as best we are able with the current and evolving information.

Non-COVID Updates

Progress Reports: The Dendron Water System project is nearing completion with demolition of the old system being scheduled this week. The system has been tested! The VA Dept. of Health will test the system. Details to follow in April Report from Alpha Corporation.

Emergency Services/Rescue Squad Facility: The Facility is nearing completion with punch list needed from the Architect and Engineer. Furnishings and technology equipment as been arriving but waiting for cleaning to occur before taking to the building.

Please do not hesitate to contact me with any questions and we will continue to provide updates as appropriate. Thank you for your continued support as we continue to navigate this ever-changing situation.



**BOARD OF SUPERVISORS REGULAR MEETING AGENDA
APRIL 16, 2020 – 7:00 PM
REMOTE**

**SURRY COUNTY GOVERNMENT CENTER, GENERAL DISTRICT COURT ROOM, 45
SCHOOL STREET SURRY, VA 23883**

A meeting held remotely by the Surry County Board of Supervisors as an effort to safely conduct business while maintaining the order of the Governor of Virginia to adhere to safe social distancing practices.

VIRTUAL MEETING INSTRUCTIONS

Surry County Public Virtual Meeting Room

Please join my meeting from your computer, tablet or smartphone by using the link below:

<https://global.gotomeeting.com/join/447043917>

You can also dial in using your phone:

United States (Toll Free): 1 877 568 4106

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Use Access Code: 447-043-917

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*****Public Comments can be emailed to:***

comments@surrycountyva.gov **

Documents:

[Instructions for attending the virtual Board of Supervisors Meeting.docx](#)

Call to Order / Moment of Silence / Invocation / Adoption

New Business

- 1 Emergency Declarations
Review and approve

Documents:

[Confirmation of declaration of local emergency.docx](#)

Documents:

[Covid declaration of emergency.pdf](#)

Documents:

[Emergency Ordinance on Continuity of Government.docx](#)

Documents:

[Surry Amended Emergency Declaration. 3.25.2020.pdf](#)

- 2 Rescind Sale of Property: Joe Vault Company
Rescind the motion of the sale of four (4) acres in the Industrial Park for \$15,000 to Joe Vault Company.

Documents:

[BOS Minutes 12-5-19 Approved.pdf](#)

- 3 Rescind Sale of Property in the Surry West Business Park
Rescind motion previously approved

Documents:

[BOSM 3-5-2020 Reg Meeting 7PM Minutes Draft.doc](#)

- 4 Sale of Property: Lot in Industrial Park to Strata Solar
Review and approve

- 5 FY20-21 School Board Budget Presentation
Review

Documents:

[SCPS FY20-21 Approved Budget.pdf](#)

- 6 FY20-21 County Administrators Budget Presentation Review
- 7 PGEC Broadband Expansion Performance Agreement Review

Unfinished Business

- 1 Performance Agreement: Grocery Store Project Review

Citizens Comments

Board Comments

County Administrator's Report

Adjournment

BOARD OF SUPERVISORS AGENDA ITEM REQUEST FORM

Department: Administration

Department Head: Lauren Chapman, Administration

Meeting Date Requested: April 16, 2020

STATEMENT OF THE ISSUE:
Virtual Meeting Instructions

ITEM

Informational

Is this a budgeted item?	If yes, include budgeted amount	Total Project Cost
N/A	n/a	n/a

RECOMMENDED ACTION:
Informational

Description of Presented Item
Please see the attachment for instructions on how to participate in the Virtual Meeting and where to send Public Comments.

[Instructions for attending the virtual Board of Supervisors Meeting.docx](#)

Instructions for attending the virtual Board of Supervisors Meeting: April 16, 2020 at 7:00 PM

Surry County Public Virtual Meeting Room

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<https://global.gotomeeting.com/join/447043917>

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****Public Comments can be emailed to: comments@surrycountyva.gov ****

Please email your public comments to: comments@surrycountyva.gov ONE HOUR prior to the meeting.

A recording of this meeting will be available on the County website.

BOARD OF SUPERVISORS AGENDA ITEM REQUEST FORM

Department: Administration

Department Head: Lauren Chapman, Administration

Meeting Date Requested: April 16, 2020

STATEMENT OF THE ISSUE:

Emergency Declarations

ITEM

Proclamation

Is this a budgeted item?	If yes, include budgeted amount	Total Project Cost
N/A	n/a	n/a

RECOMMENDED ACTION:

Review and approve

Description of Presented Item

The Director of Emergency Management declared a State of Emergency in Surry County on March 13, 2020 due to the spread of Coronavirus-COVID19. This unprecedented health emergency led to the closure of public buildings and a limitation on public gatherings. The impact of the long-term management of this emergency now requires a restated Declaration of Emergency with the finding of a disaster. This new action will enable further actions to be taken to best protect the health, safety, and welfare of Surry County.

The following resolutions and ordinances as it pertain to the COVID-19 State of Emergency as declared by the Commonwealth of Virginia and the County of Surry require approval of the Board of Supervisors:

1. Resolution Confirming the Declaration of the Local Emergency Declared on March 13th – (Local Declaration Attached for Reference)
2. Surry County Amended Emergency Declaration – adds the required “disaster” provision as a result of the COVID-19 Pandemic.
3. Emergency Ordinance on Continuity of Government - permits temporary changes in certain deadlines and to modify public meeting and public hearing practices and procedures to address continuity of operations.

Required Action:

1. Approve the: Resolution #2020-06 Confirming the Local Emergency Declared March 13, 2020
2. Approve the Amended Declaration to add “disaster” to the emergency declaration
3. Approve the Emergency Ordinance on Continuity of Government

Sample Motion:

1. I move that the Board of Supervisors approve Resolution #2020-06 as drafted.
2. I move that the Board of Supervisors approve the Amended Emergency Declaration as drafted.
3. I move that the Board of Supervisors approve the Emergency Ordinance on Continuity of Operations as drafted

[Confirmation of declaration of local emergency.docx](#)

[Covid declaration of emergency.pdf](#)

[Emergency Ordinance on Continuity of Government.docx](#)

[Surry Amended Emergency Declaration. 3.25.2020.pdf](#)

PRESENT:

VOTE:

The Honorable Robert Elliott, Chair	_____
The Honorable Michael H. Drewry, Vice-Chair	_____
The Honorable Judy S. Lyttle	_____
The Honorable Kenneth R. Holmes	_____
The Honorable Timothy Calhoun	_____

**RESOLUTION CONFIRMING
DECLARATION OF LOCAL EMERGENCY AND DISASTER**

WHEREAS, the Board of Supervisors of the County of Surry, Virginia, does hereby find as follows:

1. That due to the potential spread of the Coronavirus (COVID-19) in the Commonwealth of Virginia and the greater region, the County of Surry, Virginia is facing or experiencing a condition of extreme peril to the lives, safety and property of the residents of Surry County; and
2. That as a result of this extreme peril, the declaration of the existence of an emergency is necessary to permit the full powers of government to deal effectively with this condition of peril; and
3. That this state of local emergency shall begin, retroactively, on March 13, 2020, thereby serving as the Board of Supervisors expression of consent to and confirmation of the declaration of a local emergency by the Director of Emergency Management; and,
4. That this state of local emergency shall end when this condition of peril has abated;

NOW, THEREFORE, IT IS HEREBY DECLARED, by the Board of Supervisors of the County of Surry, Virginia, that a local emergency exists and the anticipated effects of COVID-19 constitute a disaster within the County of Surry, Virginia, as that term is described in sections 15.2-1413 and 44-146.16 of the Code of Virginia throughout the County of Surry, Virginia; and

IT IS FURTHER DECLARED AND ORDERED that during the existence of this emergency and disaster, the powers, functions, and duties of the Director of Emergency Management and the functions of the County of Surry, Virginia are those prescribed by the laws of the Commonwealth of Virginia and the ordinances, resolutions, and approved plans of the County of Surry in order to mitigate the effects of said emergency.

Dated: _____

Attest: _____
Clerk, Board of Supervisors
County of Surry

State Law Reference: Virginia Code § 44-146.21

SURRY COUNTY DECLARATION OF LOCAL EMERGENCY

WHEREAS, the Director of Emergency Management of Surry County does hereby find:

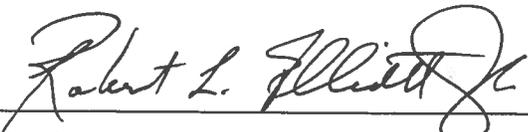
1. That due to the Coronavirus (COVID-19), Surry County could face dangerous conditions; and
2. That due to COVID-19, a condition of extreme peril to life and property necessitates the proclamation of the existence of a local emergency;

NOW, THEREFORE, IT IS HERBY PROCLAIMED that an emergency does exist throughout Surry County; and

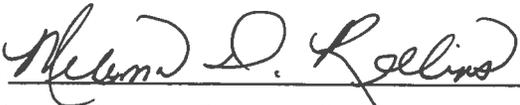
IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said emergency, the powers, functions, and duties of the Emergency Management Organization of Surry County shall be prescribed by State Law and the Ordinances, Resolutions, and approved plans of Surry County in order to mitigate the effects of said emergency.

March 13, 2020

Date



 Chairman, Surry County Board of Supervisors

Attest: 

 Clerk, Surry County Board of Supervisors

EMERGENCY ORDINANCE TO EFFECTUATE TEMPORARY CHANGES IN CERTAIN DEADLINES AND TO MODIFY PUBLIC MEETING AND PUBLIC HEARING PRACTICES AND PROCEDURES TO ADDRESS CONTINUITY OF OPERATIONS ASSOCIATED WITH PANDEMIC DISASTER.

WHEREAS, on March 12, 2020, Governor Ralph S. Northam issued Executive Order Fifty-One declaring a state of emergency for the Commonwealth of Virginia arising from the novel Coronavirus (COVID-19) pandemic; and

WHEREAS, Executive Order Fifty-One acknowledged the existence of a public health emergency which constitutes a disaster as defined by Virginia Code § 44-146.16 arising from the public health threat presented by a communicable disease anticipated to spread; and

WHEREAS, Executive Order Fifty-One ordered implementation of the Commonwealth of Virginia Emergency Operations Plan, activation of the Virginia Emergency Operations Center to provide assistance to local governments, and authorization for executive branch agencies to waive “any state requirement or regulation” as appropriate; and

WHEREAS, on March 13, 2020, the President of the United States declared a national emergency, beginning March 1, 2020, in response to the spread of COVID-19; and

WHEREAS, on March 11, 2020, the World Health Organization declared the COVID-19 outbreak a pandemic; and

WHEREAS, on April 16, 2020, the Board of Supervisors of Surry County, Virginia confirmed the declaration of local emergency made by the local director of emergency management on March 13, 2020; and

WHEREAS, the Board of Supervisors finds that COVID-19 constitutes a real and substantial threat to public health and safety and constitutes a “disaster” as defined by Virginia Code §44-146.16 being a “communicable disease of public health threat;” and

WHEREAS, Virginia Code § 15.2-1413 provides that, notwithstanding any contrary provision of law, a locality may, by ordinance, provide a method to assure continuity of government in the event of a disaster for a period not to exceed six months; and

WHEREAS, Virginia Code § 44-146.21(C) further provides that a local director of emergency management or any member of a governing body in his absence may upon the declaration of a local emergency “proceed without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements) pertaining to performance of public work;” and

WHEREAS, Virginia Code § 2.2-3708.2(A)(3) allows, under certain procedural requirements including public notice and access, that members of the Board of Supervisors may convene solely by electronic means “to address the emergency;” and

WHEREAS, the open public meeting requirements of the Virginia Freedom of Information Act (“FOIA”) are limited only by a properly claimed exemption provided under that Act or “any other statute;” and

WHEREAS, the Governor and Health Commissioner of the Commonwealth of Virginia and the President of the United States have recommended suspension of public gatherings of more than ten attendees; and

WHEREAS, The Attorney General of Virginia issued an opinion dated March 20, 2020 stating that localities have the authority during disasters to adopt ordinances to ensure the continuity of government; and

WHEREAS, this emergency ordinance in response to the disaster caused by the COVID-19 pandemic promotes public health, safety and welfare and is consistent with the law of the Commonwealth of Virginia, the Constitution of Virginia and the Constitution of the United States of America.

NOW, THEREFORE, BE IT ORDAINED by the Board of Supervisors of Surry County, Virginia:

1. That the COVID-19 pandemic makes it unsafe to assemble in one location a quorum for public bodies including the Board of Supervisors, the School Board, the Planning Commission, Board of Zoning Appeals, Board of Equalization, and all local and regional boards, commissions, committees and authorities created by the Board of Supervisors or to which the Board of

Supervisors appoints all or a portion of its members (collectively "Public Entities" and individually "Public Entity"), or for such Public Entities to conduct meetings in accordance with normal practices and procedures.

2. That in accordance with Virginia Code § 15.2-1413, and notwithstanding any contrary provision of law, general or special, the following emergency procedures are adopted to ensure the continuity of government during this emergency and disaster:
 - a. Any meeting or activities which require the physical presence of members of the Public Entities may be held through real time electronic means (including audio, telephonic, video or other practical electronic medium) without a quorum physically present in one location; and
 - b. Prior to holding any such electronic meeting, the Public Entity shall provide public notice of at least 3 days in advance of the electronic meeting identifying how the public may participate or otherwise offer comment; and
 - c. Any such electronic meeting of Public Entities shall state on its agenda and at the beginning of such meeting that it is being held pursuant to and in compliance with this Ordinance; identify Public Entity members physically and/or electronically present; identify the persons responsible for receiving public comment; and identify notice of the opportunities for the public to access and participate in such electronic meeting; and
 - d. Any such electronic meeting of the Public Entities shall be open to electronic participation by the public and closed to in-person participation by the public; and
 - e. For any matters requiring a public hearing, public comment may be solicited by electronic means in advance and shall also be solicited through telephonic or other electronic means during the course of the electronic meeting. All such public comments will be provided to members of the Public Entity at or before the electronic meeting and made part of the record for such meeting; and

- f. The minutes of all electronic meeting shall conform to the requirements of law, identify how the meeting was conducted, members participating, and specify what actions were taken at the meeting. The Public Entities may approve minutes of an electronic meeting at a subsequent electronic meeting and shall later approve all such minutes at a regular or special meeting after the emergency and disaster has ended.

IT IS FURTHER ORDAINED that notwithstanding any provision of law, regulation or policy to the contrary, any deadlines requiring action by a Public Entity, its officers (including Constitutional Officers) and employees of its organization shall be suspended during this emergency and disaster, however, the Public Entities, officers and employees thereof are encouraged to take such action as is practical and appropriate to meet those deadlines. Failure to meet any such deadlines shall not constitute a default, violation, approval, recommendation or otherwise.

IT IS FURTHER ORDAINED, that non-emergency public hearings and action items of Public Entities may be postponed to a date certain provided that public notice is given so that the public are aware of how and when to present their views.

IT IS FURTHER ORDAINED, that each incorporated town within the boundaries of Surry County, Virginia are encouraged, authorized and/or directed to declare its own state of local emergency and disaster or incorporate by reference the County's local state of emergency and disaster and to adopt an ordinance for the continuity of town government.

IT IS FURTHER ORDAINED, that the provisions of this Emergency Ordinance shall remain in full force and effect for a period of 60 days, unless amended, rescinded or readopted by the Board of Supervisors in conformity with the notice provisions set forth in Virginia Code §15.2-1427 but in no event shall such ordinance be effective for more than 6 months. Upon rescission by the Board of Supervisors or automatic expiration as described herein, this emergency ordinance shall terminate and normal practices and procedures of government shall resume.

Nothing in this Emergency Ordinance shall prohibit Public Entities from holding in-person public meetings provided that public health and safety measures as well as social distancing are taken into consideration.

An emergency is deemed to exist, and this ordinance shall be effective upon its adoption.

ADOPTED by the _____.

APPROVED

ATTEST:

APPROVED AS TO FORM:

SURRY COUNTY
AMENDED DECLARATION OF EMERGENCY

WHEREAS, the Director of Emergency Management of the County of Surry, Virginia does hereby find:

1. That due to the Coronavirus [COVID-19], Surry County could face dangerous conditions; and
2. That due to COVID-19, a condition of extreme peril to life and property necessitates the proclamation of the existence of a local emergency; and
3. That on March 12, 2020, Governor Ralph Northam issued Executive Order Number Fifty-One, declaring a state of emergency in the Commonwealth of Virginia due to COVID-19 and finding that the anticipated effects of COVID-19 constitute a disaster as defined by state law; and

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that as of March 13, 2020 , (i) an emergency exists throughout the County of Surry, Virginia; and (ii) the anticipated effects of COVID-19 constitute a disaster within the County of Surry, Virginia, as that term is described in sections 15.2-1413 and 44-146.16 of the Code of Virginia; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said emergency, the powers, functions, and duties of the Division of Emergency Management of the County of Surry, Virginia will be those prescribed by State Law and the Ordinances, Resolutions, and approved plans of the [County of Surry, Virginia in order to mitigate the effects of said emergency.

Date: March 13, 2020; Amended April 16, 2020

County Administrator

Attest: _____

Clerk, Board of Supervisors

BOARD OF SUPERVISORS AGENDA ITEM REQUEST FORM

Department: Administration

Department Head: Lauren Chapman, Administration

Meeting Date Requested: April 16, 2020

STATEMENT OF THE ISSUE:

Rescind Sale of Property: Joe Vault Company

ITEM

Discussion

Is this a budgeted item?	If yes, include budgeted amount	Total Project Cost
N/A	n/a	n/a

RECOMMENDED ACTION:

Rescind the motion of the sale of four (4) acres in the Industrial Park for \$15,000 to Joe Vault Company.

Description of Presented Item

Agenda Note: Sale of Property to Joe Vault Company Previously Approved

At the December 5, 2020 meeting, the Board of Supervisors approved a motion to adopt Ordinance 2019-05 approving the sale of Real Estate (4) acres in the Surry County Industrial Park for \$15,000 (Tax Map parcel 40-1 Eastern portion located on Commerce Drive. Joe Vault company in an official correspondence to the County has decided to put their expansion plans on hold. See the attached email correspondence to Mr. David Harrison, Economic Development Director.

Administration is requesting that the Board of Supervisors rescind this motion. This would also free up the parcel for sell to another prospect interesting in the Surry West Business Park and the tax map parcel.

Recommended Action: Rescind the motion of the sale of four (4) acres in the Industrial Park for \$15,000 to Joe Vault Company.

Excerpt from December 5, 2019 Minutes: Attachment included

BOS Minutes 12-5-19 Approved.pdf

A complete audio file of this meeting is available under the agenda portion of the County website.

VIRGINIA: A SCHEDULED MEETING OF THE SURRY COUNTY BOARD OF SUPERVISORS HELD IN THE GENERAL DISTRICT COURTROOM OF THE SURRY COUNTY GOVERNMENT CENTER ON THURSDAY, DECEMBER 5, 2019 AT 7:00P.M.

PRESENT: SUPERVISOR MICHAEL H. DREWRY, CHAIRMAN
SUPERVISOR JUDY S. LYTTLE, VICE-CHAIR
SUPERVISOR JOHN M. SEWARD
SUPERVISOR GIRON R. WOODEN, SR.
SUPERVISOR KENNETH R. HOLMES

ALSO

PRESENT: MR. JONATHAN LYNN, COUNTY ADMINISTRATOR
MR. BILL HEFTY, COUNTY ATTORNEY
SHERIFF CARLOS TURNER
MRS. MELISSA ROLLINS, ASSISTANT COUNTY ADMINISTRATOR
DR. MICHAEL THORNTON, SUPERINTENDENT, SURRY SCHOOL BOARD
MR. RAY PHELPS, EMERGENCY SERVICES
MR. DAVID HARRISON, ECONOMIC DEVELOPMENT
MS. PAT BERNSHAUSEN, TOURISM
MR. JONATHAN JUDKINS, DEPUTY COMMISSIONER OF REVENUE II
MS. LEJUNE STONE, YOUTH AND FAMILY RESOURCES
MS. LASONYA WHITE, VIRGINIA COOPERATIVE EXTENSION
MS. RAMONA NEWBY, SURRY COUNTY SHERIFF'S DEPARTMENT

CALL TO ORDER/MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE

The meeting was called to order by Chairperson Drewry who then asked for a moment of silence. Following the moment of silence, he asked those present to stand and say the pledge of allegiance.

CONSENT ITEMS

1. Approval of November 7, 2019 Minutes, Board of Supervisors Meeting
2. Resolution 2019-33: Debbie Nee Retirement
3. Resolution 2019-34: Faye Warren Retirement
4. Resolution 2019-35: Sopenhia Pierce
5. Resolution 2019-36: Sam Edwards
6. Resolution 2019-37: Gladys Hardy
7. Resolution 2019-38: Second Amendment Rights
8. Resolution 2019-39: Grays Creek
9. Virginia Department of Health 2019-2020 Local Government Agreement for Surry County Health Department
10. Approval of December 5, 2019 (FY2019-2020) Accounts Payable Report

Supervisor Drewry reads the aforementioned consent items as enumerated and then asks Board Member if they would like to comment on or pull any of these items. Supervisor Seward requests that item “7. Resolution 2019-38: Second Amendment Rights” specifically be read aloud for the Board and citizens in attendance. Supervisor Drewry then asks for Board Members approval to do so. Board Members agree to Supervisor Seward’s request. Mr. Jonathan Lynn, County Administrator, reads Resolution 2019-38 in its entirety. Supervisor Seward made a motion that the Board adopts item “7. Resolution 2019-38: Second Amendment Rights”. Supervisor Lyttle seconded the motion. Supervisors Lyttle, Wooden, Seward and Drewry voted affirmatively to adopt Resolution 2019-38: Second Amendment Rights. **(Approved)**

Supervisor Drewry advised the rest of the aforementioned consent items would also need to be addressed. Consent Items numbered 1-6 and 8-10 also required a vote. Supervisor Holmes made a motion to approve consent items numbered 1-6 and 8-10. Supervisor Lyttle seconded the motion. Supervisors Lyttle, Wooden, Seward and Drewry voted affirmatively to approve the motion to adopt consent items 1-6 and 8-10. **(Approved)**

PRESENTATIONS

1. Audit Report FY18—19 Robinson Farmer Cox, Mr. Paul Lee

Mr. Jonathan Lynn, County Administrator, introduced Mr. Paul Lee from Robinson, Farmer, and Cox who would be presenting the Audit Report for fiscal year 2018-2019.

**Before beginning his report, Supervisor Drewry advised citizens here for the Second Amendment issue it was ok to leave at this point in time if they chose to.*

Mr. Paul Lee, Robinson, Farmer and Cox, presented information to the Board pertaining to the Audit Report for fiscal year 2018-2019 for Surry County. Mr. Lee informs there were no significant findings and no major compliance issues found. Supervisor Drewry requested clarification on the unrestricted fund balance and the unassigned fund balance. Mr. Paul Lee advised as to the meaning of each. Supervisor Lyttle made a motion to accept the FY2018-2019 Audit report as presented. Supervisor Holmes seconded the motion. Supervisors Lyttle, Wooden, Seward and Drewry voted affirmatively to accept the FY2018-2019 Audit Report as presented. **(Approved)** *(A copy of Mr. Paul Lee’s presentation is attached as an integral component of these minutes.)*

PUBLIC HEARING

1. Ordinance 2019-04: Chief Elected Officials Consortium Agreement with the Crater Workforce Development Board

Mr. Jonathan Lynn, County Administrator, presented the Board and public the proposed ordinance to enter into the Chief Elected Officials Consortium Agreement: Ordinance 2019-04. If adopted, the County would be a member of an association known as the Chief Elected Officials Consortium. The purpose of the Consortium is to plan, establish, and operate a local workforce development area and Workforce Development Services Delivery System through the Crater Regional Workforce Development Board. Supervisor Drewry opened up the floor for citizens to speak on the issue and closed the floor when no one came forward. Supervisor Seward made a motion to approve Ordinance 2019-04: Chief Elected Officials Consortium Agreement with the Crater Workforce Development Board. Supervisor Wooden seconded the motion. Supervisors Drewry, Lyttle, Seward, Holmes and Wooden voted affirmatively. **(Approved)**

2. Ordinance 2019-05: Sale of Real Estate: (4) acres in the Surry County Industrial Park

Mr. Jonathan Lynn, County Administrator, presented the Board and public a request to approve the sale of four (4) acres from Lot #40-1 for the purposes in the amount of \$15,000. The County has been approached by a current business located in Isle of Wight about relocating their entire business to the Surry County Industrial Park. They have made an offer of \$15,000 for four (4) acres of property within Lot #40-1 on the southern part of Commerce Drive. Supervisor Drewry opened the public hearing for citizens to speak. Mr. Mike Eggleston, Dendron/Blackwater District, inquired whether there was any language written into the agreement that would prevent the unloading of property for a profit. Supervisor Drewry closed the public hearing. Supervisor Lyttle made a motion to adopt *Ordinance 2019-05: Sale of Real Estate: (4) acres in the Surry County Industrial Park*. Supervisor Holmes seconded the motion. Supervisors Drewry, Lyttle, Seward, Holmes and Wooden voted affirmatively. **(Approved)**

REPORTS

1. November 2019 Surry Various Projects Monthly Report
(For information purposes only, no action taken)
2. Obici Healthcare Foundation FY 2018-19 Annual Report
(For information purposes only, no action taken)
3. Treasurers Investment Letter
(For information purposes only, no action taken)
4. October 2019 Budget to Actual Report
(For information purposes only, no action taken)

Supervisor Drewry invited Dr. Michael Thornton, Superintendent of Surry County Public Schools to approach to Board to speak. Dr. Michael Thornton shared with the Board and Administration that the roof restoration project at Surry County High School has been completed on time and under budget and thanked everyone for their cooperation and support. Dr. Thornton advised he would be retiring at the end of the month and appreciated the support and partnership the Board and County Administration provided.

CITIZEN COMMENTS

**Citizen Comments are now included in the corresponding audio file link available on the County Website.*

Citizens who spoke in support of making Surry County a Second Amendment Sanctuary County: Helen Eggleston, David Lloyd, Mike Eggleston, Thomas Mayes, J. C. Judkins, John Tingen, Chelsea Jones, Susan Corvello, Gary Crossfield, Michael Holly, Bill Hutchinson, Delegate Emily Brewer, Chris Goodwin, William Sharkey, Robert Chandler, Luke Wright, James Munsell, Kristina Munsell, Sarah Steele, Lynette Duncan, Sabrina Ware, Matt Washam, Virginia Holly, Thomas Wade, Pete Steele, Jerry Varner, Josh Coggin, Michael Wasilewski, Terry Mark (or Mar?), Charles Hayes, Faith West, Trevor Benson, Randy Tingen, Denise Ferguson

Mr. Tim Richards, Claremont District and Mr. Jeremiah Williams, Dendron District, requested clarification on the miscellaneous debt issue and were advised Mr. Bill Hefty, County Attorney, would address the request during Board Comments.

(Comments closed by Supervisor Drewry at 8:44 PM)

BOARD COMMENTS **Board Member Comments are now included in the corresponding audio file link available on the County Website.*

Supervisor Drewry informed this would be the last meeting Supervisor Seward would be attending as a Board Member. Supervisor Lyttle presented Supervisor Seward with a plaque and thanked him for his twenty years of commitment and dedication to the Board of Supervisors and his service to and for Surry County. Supervisor Seward addressed the Board and citizens stating he was happy to serve on the Board for twenty years and unhappy that time has come to an end. He will continue to serve Surry County, but will find a different avenue to do it through. Supervisor Seward thanked those in the community who supported him and pledged to continue to help Surry grow.

Supervisor Drewry informed this would also be the last meeting Supervisor Wooden would be attending as a Board Member. Supervisor Lyttle presented Supervisor Wooden with a plaque and thanked him for his eight year of outstanding service, concern and support for Surry County while serving on the Board of Supervisors. Supervisor Wooden stated he enjoyed the eight years he served and he tried to do things to help the entire County, not just one particular district. He expressed concern over insufficient technology in the Sheriff's Department and suggested the need to raise taxes in the future to support technology upgrades.

Mr. Bill Hefty, County Attorney, addressed questions about the bonds of the County issued in 2014 and 2018. Mr. Hefty advised the bonds are indeed legal and gave his explanation as to why.

Supervisor Drewry inquired about the Dendron water project and suggested a meeting in the future for updates.

Supervisor Drewry advised of a conversation with Mr. Eric Fly from Wakefield, who is a Boy Scout Troop leader in Sussex and Surry, with a sailboat they would like to house out at the Marina. Supervisor Seward commented that several sailboats have sank in that area and the County was required to pay the expense of removing them and advised the Board to ask Mr. Fly how that would be handled in the event something did happen to the sailboat before making any agreements.

Supervisor Drewry addressed the citizens stating it was difficult to be on the Board and Board members are trying their best to serve the County. Board members hear both sides and he has received many phone calls for and against *Resolution 2019-38: Second Amendment Rights*. Supervisor Drewry stated the Board supports the Second Amendment and the Constitution and passed a Resolution tonight in support to send a message to Richmond. Comments made by tonight by citizens will be taken under advisement and listen to what the Attorney General says and make determinations on this issue in the future.

BOARD APPOINTMENTS

Supervisor Seward made a motion to appoint Mr. Ronald Howell Jr. to the Surry County Economic Development Authority as a At-Large member. Supervisor Drewry stated this was not on the agenda and asked for Board comments. Supervisor Lyttle stated she felt the appointment should be retained whenever the Board member made the appointment and would like to make a motion to accept Supervisor Seward's appointment recommendation of Mr. Ronald Howell Jr., despite it not being on the agenda. Supervisor Drewry asked for some background on Mr. Howell which Seward advised. Supervisor Holmes seconded the motion. Supervisor Drewry advised he was not prepared to vote without more information and would be opposing the appointment. Supervisors Lyttle, Wooden, and Seward voted affirmatively to approve the motion to appoint Mr. Ronald Howell, Jr. to the Surry County Economic Development Authority. Supervisor Drewry opposed the appointment. The motion passed with majority vote. **(Approved)**

Supervisor Lyttle made a motion to appoint Mr. Clifton Slade to the Surry County Economic Development Authority. Supervisor Seward seconded the motion. Supervisor Drewry advised he does know Mr. Slade, but would like appointments placed on the agenda prior to the meeting. Supervisors Lyttle, Wooden, and Seward voted affirmatively to approve the motion to appoint Mr. Clifton Slade to the Surry County Economic Development Authority. Supervisor Drewry opposed the appointment. The motion passed with majority vote. **(Approved)**

COUNTY ADMINISTRATOR'S REPORT

Mr. Jonathan Lynn, County Administrator, informed of the following points:

- Shop Local Event in November was a success, Economic Development set up a showcase for viewing outside the courtroom
- Gray's Creek – thank you to Sheriff's Department
- Budget Calendar will be available to the Board before the Christmas Holiday
- Board Members reminded to go Circuit Court to be sworn in
- Brief Closed session is needed tonight

CLOSED SESSION

Supervisor Lyttle made a motion to convene in closed session as permitted by Virginia Code §2.2-3711(A)(3) 'the acquisition of real property for public purposes where a discussion in an open meeting would adversely affect the County's bargaining position.' As well as Virginia Code §2.2-3711(A)(5) Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community. As well as Virginia Code §2.2-3711(A)(8) 'Legal advice on specific legal matters. Consultation with legal counsel pertaining to actual litigation filed in Surry County Circuit Court, specifically Shelley D. Schorsch, Trustee of Meadow Court Trust and Swann's Point Plantation LLC versus the County of Surry, where such consultation in an open meeting would adversely affect the negotiating or litigating

A complete audio file of this meeting is available under the agenda portion of the County website.

posture of the public body. The motion was seconded by Supervisor Wooden and unanimously approved.

The Board returns to open session and certifies by roll call vote that in the closed session just concluded nothing was discussed except the matter or matters specifically identified in the motion to convene in closed session and lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information Act cited in the motion. All present voted affirmatively.

SUPERVISOR MICHAEL H. DREWRY	AYE
SUPERVISOR JUDY S. LYTTLE	AYE
SUPERVISOR JOHN M. SEWARD	AYE
SUPERVISOR GIRON R. WOODEN, SR.	AYE
SUPERVISOR KENNETH R. HOLMES	AYE

Mr. Bill Hefty, County Attorney, advised the only action coming out of closed session would be to authorize the County Attorney and County Administrator to enter into a settlement agreement regarding the two suits mentioned above in the motion to go into closed session. Supervisor Lyttle made a motion to authorize Supervisor Seward seconded the motion. Supervisors Drewry, Lyttle, Seward, Holmes and Wooden voted affirmatively.
(Approved)

ADJOURNMENT

There being no further business before the Board, Supervisor Lyttle made a motion that the Board continues their meeting to Thursday, January 2, 2020 at 7:00 PM in the General District Courtroom of the Surry County Government Center. The motion was seconded by Supervisor Seward and unanimously approved.

BOARD OF SUPERVISORS AGENDA ITEM REQUEST FORM

Department: Administration

Department Head: Lauren Chapman, Administration

Meeting Date Requested: April 16, 2020

STATEMENT OF THE ISSUE:

Rescind Sale of Property in the Surry West Business Park

ITEM

Consent

Is this a budgeted item?	If yes, include budgeted amount	Total Project Cost
N/A	n/a	n/a

RECOMMENDED ACTION:

Rescind motion previously approved

Description of Presented Item

Agenda Note: Sale of Property in the Surry West Business Park Previously Approved

On March 5, 2020, the Board of Supervisors authorized the sale of approximately +3.18 acres , more or less of unimproved land located in the Surry West Business Park and authorized that the County Administrator, upon review by the County Attorney, to execute all documents pertaining to the sale. Prior to the execution the agreement, the prospective buyer (Strata Solar) has requested a similar parcel. County Administration is requesting that the Board of Supervisors rescind the motion authorizing the sale of a portion of parcel Tax Map #40-1, containing approximately 3.18 acres, more or less of unimproved land in the Industrial Park.

Recommended Action: Rescind the motion authorizing the sale of a portion of parcel Tax Map 40-1 containing approximately +3.18 acres of unimproved land in the Industrial Park.

Excerpt from March 5, 2020 minutes: Draft Minutes Attached

A complete audio file of this meeting is available under the agenda portion of the County website.

VIRGINIA: A SCHEDULED MEETING OF THE SURRY COUNTY BOARD OF SUPERVISORS HELD IN THE GENERAL DISTRICT COURTROOM OF THE SURRY COUNTY GOVERNMENT CENTER ON THURSDAY, MARCH 5, 2020 AT 7:00 P.M.

PRESENT: SUPERVISOR ROBERT ELLIOTT, JR.
SUPERVISOR MICHAEL DREWRY
SUPERVISOR JUDY LYTTLE
SUPERVISOR KENNETH HOLMES
SUPERVISOR WILLIAM (TIM) CALHOUN

ALSO PRESENT: MS. DANIELLE POWELL, COUNTY ATTORNEY
MS. MELISSA ROLLINS, ACTING COUNTY ADMINISTRATOR
SHERIFF CARLOS TURNER, SHERIFFS DEPARTMENT
MR. RAY PHELPS, EMERGENCY SERVICES
MR. DAVID HARRISON, ECONOMIC DEVELOPMENT
MR. WILLIAMS SAUNDERS, BUILDING AND PLANNING
MS. LINDA GHOLSTON, WORKFORCE DEVELOPMENT
MS. LAJEUNE STONE, YOUTH AND FAMILY RESOURCES
MR. JONATHAN JUDKINS, COMMISSIONER OF REVENUE
MS. LASONYA WHITE, EXTENSION OFFICE
MS. PAT BERNSHAUSEN, TOURISM
MR. DELON BROWN, NETWORK ADMINISTRATOR

CALL TO ORDER/MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE/AGENDA ADOPTION

The meeting was called to order by Chairperson Elliott who then asked for a moment of silence. Following the moment of silence, he asked those present to stand and say the pledge of allegiance. Chairperson Elliott advised of one change to the agenda, to include an invocation. The working agenda was adopted by roll call vote.

SUPERVISOR ROBERT ELLIOTT, JR.	AYE
SUPERVISOR MICHAEL DREWRY	AYE
SUPERVISOR JUDY S. LYTTLE	AYE
SUPERVISOR KENNETH R. HOLMES	AYE
SUPERVISOR WILLIAM CALHOUN	AYE

A complete audio file of this meeting is available under the agenda portion of the County website.

CONSENT ITEMS

1. Certification BPOL Tax: Approve the Certification request to refund Branscome, Inc. for the overpayment of BPOL Tax.
2. DataCenter Modernization Refresh: Appropriate funding for DataCenter Modernization Project hardware refresh. Total project cost is \$177,854.40. The DataCenter will be housed in the Emergency Operations Center.
3. Conveyance of County Property (49-1-79B) to HRSD.
4. Resolution 2020-04: Surry County Clean-up Month, April 2020
5. Accounts Payable Report: March 2020 – Approve payables for March 2020 in the amount of \$1,184,130.43.
6. Approval of Minutes: January 23, 2020 Work Session and Regular Session, February 6, 2020 Work Session and Regular Session.

Supervisor Elliot read the Consent Items as enumerated. There being no further questions, Supervisor Holmes made a motion to approve the Consent Items as enumerated. Supervisor Drewry seconded the motion. Supervisors Elliott, Drewry, Lytle, Holmes, and Calhoun voted affirmatively. (Approved)

UNFINISHED BUSINESS

1. Board of Supervisors: Code of Ethics
Supervisor Drewry made a motion to approve the adoption of the Code of Ethics as presented. Supervisor Calhoun seconded the motion. All present voted affirmatively. (Approved)

APPOINTMENTS

Highway Safety Transportation Committee – will be re-visited at the April 2020 Board Meeting.

PRESENTATIONS

1. Update: County Broadband Project: Ms. Renee Chaplin – Prince George Electric Company Prince George Electric Cooperative (PGE) doing business as RuralBand will be present to discuss the County's Broadband Expansion Project. This follows the announcement of the County's award of \$2.25 million in state funds (VATI) and the announcement of the partnership between Prince George Electric Cooperative and Dominion to bring broadband to all of Surry County. (A copy of Ms. Chaplin's presentation is included in the audio file for this meeting.)
2. VDOT Quarterly Report: Mr. Rossi Carroll (A copy of Mr. Carroll's presentation is included as an integral component of these minutes.)

A complete audio file of this meeting is available under the agenda portion of the County website.

3. Surry County 2020 Census Update; Mr. David Harrison: Update on 2020 Census activities and efforts by Eunice Gay (Complete Count Committee Chairperson) and Shirley Gilliam (Census Representative). Census Day event to be held on April 1, 2020 in Surry County, VA.
(A copy of Mr. Harrison's presentation is included in the audio file for this meeting.) (Video presentation link: <https://youtu.be/oXZAe8XYeNQ>)

PUBLIC HEARING

1. Strata Solar Land Purchase in Surry County Industrial Park; Resolution 2020-05: Sale of Property in Industrial Park, presented by Mr. David Harrison
Mr. David Harrison, Economic Development Director addressed the Board regarding Strata Solar potentially purchasing land in the Surry County Industrial Park. The Parcel further identified as a portion of Tax Map 40-1, containing approximately 3.18 acres of unimproved land for the purchase price of \$19,000.
Supervisor Lyttle made a motion to approve the sale of 3.18 acres of land located in the Surry County Industrial Park to Strata Solar as presented. Supervisor Holmes seconded the motion. Supervisors Elliott, Drewry, Lyttle, Holmes, and Calhoun voted affirmatively. The sale was approved for 3.1 acres in the Surry County Industrial Park for the purchase price of \$19,000 to Strata Solar. (Approved)
Ms. Danielle Powell, County Attorney, advised of the need to also vote to adopt Resolution 2020-05: Sale of Property, Surry County Industrial Park.
Supervisor Holmes made a motion to adopt Resolution 2020-05: Sale of Property, Surry County Industrial Park as presented. Supervisor Lyttle seconded the motion. Supervisors Elliott, Drewry, Lyttle, Holmes, and Calhoun voted affirmatively.
(Approved)

ADDED ITEM FOR DISCUSSION: INVOCATION

Supervisor Elliott advised the addition of an invocation included during each Board Meeting in the future to be held before the moment of silence. Supervisor Lyttle made a motion to adopt to addition of an invocation before each meeting as presented. Supervisor Holmes seconded the motion. Supervisors Elliott, Drewry, Lyttle, Holmes, and Calhoun voted affirmatively. (Approved)

REPORTS (Informational – no action taken)

1. Surry County Treasurer Investment Letter: March 5, 2020
2. Budget to Actual Expenditure Report: January 2020

A complete audio file of this meeting is available under the agenda portion of the County website.

CITIZEN COMMENTS

Citizen Comments can be heard in the corresponding audio file link available on the County Website.

BOARD COMMENTS

Board Comments can be heard in the corresponding audio file link available on the County Website.

COUNTY ADMINISTRATORS REPORT

County Administrators report can be heard in the corresponding audio file link available on the County Website.

CLOSED SESSION

Ms. Danielle Powell, County Attorney, advised the need to convene into closed session as permitted by Virginia Code: § 2.2-3711(A)(6): Investment of public funds. Discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected.

Supervisor Lyttle made a motion to convene into closed session. The motion was seconded by Supervisor Drewry and unanimously approved. Board members convened into closed session.

Board Members returned from closed session. Supervisor Drewry made a motion to return to open session. The Board returns to open session and certifies by roll call vote that in the closed session just concluded nothing was discussed except the matter or matters specifically identified in the motion to convene in closed session and lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information Act cited in the motion. Supervisor Lyttle Seconded the motion. All present voted affirmatively.

SUPERVISOR ROBERT ELLIOTT, JR.	AYE
SUPERVISOR MICHAEL DREWRY	AYE
SUPERVISOR JUDY S. LYTTLE	AYE
SUPERVISOR WILLIAM CALHOUN	AYE
SUPERVISOR KENNETH R. HOLMES	AYE

A complete audio file of this meeting is available under the agenda portion of the County website.

ADJOURNMENT

There being no further business before the Board, Supervisor Drewry made a motion that the Board continues their meeting to Thursday, March 19, 2020 for the purpose of Budget Discussions. The motion was seconded by Supervisor Lyttle and unanimously approved.

Meeting Adjourned at 8:59P.M.

DRAFT

BOARD OF SUPERVISORS AGENDA ITEM REQUEST FORM

Department: Administration

Department Head: Lauren Chapman, Administration

Meeting Date Requested: April 16, 2020

STATEMENT OF THE ISSUE:

Sale of Property: Lot in Industrial Park to Strata Solar

ITEM

Consent

Is this a budgeted item?	If yes, include budgeted amount	Total Project Cost
N/A	n/a	n/a

RECOMMENDED ACTION:

Review and approve

Description of Presented Item

Info forthcoming, attachments to be included.

BOARD OF SUPERVISORS AGENDA ITEM REQUEST FORM

Department: School Board

Department Head: Lauren Chapman, School Board

Meeting Date Requested: April 16, 2020

STATEMENT OF THE ISSUE:

FY20-21 School Board Budget Presentation

ITEM

Report

Is this a budgeted item?	If yes, include budgeted amount	Total Project Cost
N/A	n/a	n/a

RECOMMENDED ACTION:

Review

Description of Presented Item

Dr. Serbrenia Sims, Superintendent of Surry County Public Schools will be in attendance to briefly present the proposed FY 20-21 School Division Budget as adopted by the School Board. A summary of the budget is provided in the letter addressed to Chairman Elliott and members of the Board of Supervisors from the School Board Chair, Ms. Laura Ruffin. The proposed budget was presented to the County Administrator on March 26, 2020 in compliance with VA State Code § 15.2-2503 which requires submission on or prior to April 1st of each year.

[SCPS FY20-21 Approved Budget.pdf](#)

**SURRY COUNTY PUBLIC SCHOOLS
FY2020 – 2021 Budget**

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Surry County Public Schools



P.O. Box 317

Surry, Virginia 23883

March 19, 2020

Dear Chairman Elliott and Members of the Surry County Board of Supervisors,

On behalf of the Surry County School Board and Administration it is my privilege to submit to you the school division's FY2020-2021 Operating Budget totaling \$15,646,444, representing an increase of \$599,003 or 3.98% over FY2019-2020. This plan also includes the grants and food services budgets totaling \$1,191,358. This fiscal plan reflects an increase in state funding support for Surry County Public Schools, primarily through a new revenue source of \$200,000 which impacts the Infrastructure and Operations Category. The School Board is proposing to transfer these funds to the County as an offset towards the Capital Improvement Plan expenditures. Finally, we are also presenting for your consideration, the division's five-year Capital Improvement Plan. These fiscal plans were approved by the School Board on March 10, 2020; and reflect the goals and priorities of our school division.

This plan reflects our continuing efforts to strategically adjust staffing levels in response to student enrollment decline; while maintaining a commitment to small, effective class sizes. Reduction in staff and insurance costs has provided savings totaling \$184,835. However, the School Board remains committed to maintaining a competitive position in the teacher employment market. We have included a 2.5% salary increase for all full-time, contracted teachers and staff in an attempt to attract and maintain highly qualified staff. This would be consistent with school systems across the Commonwealth of Virginia as the General Assembly approved budget requires a cumulative 4% pay increase over the next two years in order to receive the State share of funding.

The school division has many accomplishments of which to be proud of including:

- 100% of the division's schools earned accreditation for the fourth consecutive year.
- Surry County High School's On-Time Graduation Rate of 93.8% exceeds the statewide average rate of 91.5%.
- SCPS students outperformed the State on the Science SOL assessments in 2018-2019.
- SCPS students increased performance on Writing and Math SOL assessment in 2018-2019.
- SCPS are among the safest in the State.

- SCPS students earned nearly 700 Dual Enrollment college credits while in high school, representing future college tuition savings of approximately \$400,000.
- The Surry County High School class of 2019 was awarded nearly \$2.0 million in scholarship offers.
- SCPS provides a personal computing device to every pre-kindergarten through 12th grade student.

This proposal also includes an updated five-year capital improvement plan that identifies several facility and equipment needs to maintain our current physical plant. Among the most urgent needs identified are the electrical upgrades to Surry County High School, the fire suppressant tank and well at Luther Porter Jackson Middle School.

The Surry County School Board remains committed to providing the students and families of our great community with a high quality educational program. To that end, your careful consideration and support of this budget proposal is greatly appreciated.

Sincerely,

A handwritten signature in cursive script, appearing to read "Laura Ruffin".

Laura Ruffin
School Board Chair

Surry County Public Schools

www.surryschools.net

SCHOOL BOARD

Mrs. Laura Ruffin, Chair
Claremont District

Dr. Marion Wilkins, Vice Chair
Carsley District

Ms. Faye C. Perkins
Dendron District

Ms. Elsie Dennis
Bacon's Castle District

Dr. Valencia Jones Williams
Surry District

ADMINISTRATIVE STAFF

Mr. Stanley O. Jones
Superintendent of Schools

Dr. Serbrenia J. Sims
Assistant Superintendent

Mrs. Melissa S. Harvey
Director of Finance

Surry County Public Schools

P. O. BOX 317

Surry, Virginia 23883



(757) 294-5229

February 11, 2020

Dear Surry County School Board Members,

I am pleased to present the proposed budget for FY2020-2021. I believe that this proposal reflects the basic needs of our school division, while demonstrating our commitment to rewarding the quality performance of our dedicated faculty and staff. This proposed estimate of needs has been developed to support the goals and priorities of the school division. The needs identified in this fiscal plan have been done so with a recognition of the reality of a limited revenue growth, at both the state and local levels. To that end, this plan reflects sustainable spending reductions and a request for a modest increase in local funding support for FY2020-2021. I believe that this combination of sustainable spending reductions and increased local investment will demonstrate our commitment to providing the citizens and students of Surry County with a high performing education system, based on sound fiscal and instructional practices.

Our school division and community have much to be proud of with regards to the recent academic performance of our students. Among our points of pride are the following:

- All SCPS are *Fully accredited* for the 4th consecutive year.
- SCHS on-time graduation rate of *94.8% for 2018-2019 exceeded* the statewide average of 91.5%.
- SCPS *outperformed* the State on the Science SOL assessment in 2018-2019.
- SCPS students *increased performance* on Writing and Math SOL assessments in 2018-2019.
- SCPS are *among the safest* in the State.
- SCHS students earn nearly *700 Dual Enrollment college credits* annually while in high school.
- SCPS provided a *personal computing device* (iPad or Chromebook) to every PreK – 12 th grader.

These examples of quantifiable measures prove that the community's investment in public education in Surry County is producing results.

One of the critical elements in balancing the needs of the division and the limited resources available is to identify opportunities to realign and adjust staffing levels in response to continued enrollment decline.

The key highlights of this plan include the following:

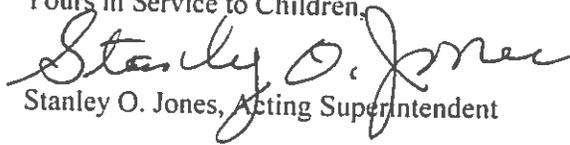
- Provides a 2.5% salary increase for all full-time employees (\$265,000).
- Elimination of (1) full-time teaching position and health insurance savings (-\$150,000).
- Increase in tuition at the Regional Governor's School for the Arts and Technology (\$3,400).
- Addition of a full-time maintenance employee (\$32,000).
- Increase in Energy and Fuel costs (\$25,000).
- John Tyler Community College Concurrent Enrollment Program (\$12,000).

Full funding of this proposal would require an increase in the local contribution in the amount of \$265,607 or 2.14% when compared with FY2020 local funding levels.

This proposal also includes an updated five-year capital improvement plan (CIP) that identifies several facility and equipment related needs to maintain a quality physical infrastructure in support of the division's teaching and learning goals.

We are proud of the rich traditions of Surry County Public Schools and our record of achievement. Your careful consideration and support of this fiscal plan will once again demonstrate to our students and staff that they are most valued and respected in our effort of *Building Excellence, One Student at a Time*.

Yours in Service to Children,

A handwritten signature in black ink that reads "Stanley O. Jones". The signature is written in a cursive style with a large, stylized initial 'S' and 'J'.

Stanley O. Jones, Acting Superintendent

SURRY COUNTY PUBLIC SCHOOLS

School Board Goals

2018 – 2019

Adopted: October 9, 2018

Goal 1: The Board will continue to provide for and promote high student achievement for all students while meeting and exceeding state accreditation requirements for each school.

(Comprehensive Plan Goal Nos. 1 & 4)

- The Board will ensure that teaching and learning is built on rigorous curriculum, effective instruction, and high-value assessments.
- The Board will continue to support periodic progress monitoring of student performance.
- The Board will continue to support the use of relevant and useful student and teacher performance data in decision-making.
- The Board will continue to support technology integration and upgrades.
- The Board will promote the need for course and programmatic offerings that prepare students for college and career.
- The Board will promote and support the development of rigorous and relevant career and technical programs and course offerings.
- The Board will update, as appropriate, and monitor progress of the division's 2014-2019 comprehensive plan.
- The Board will ensure that state and federal accreditation and accountability laws, requirements and standards are adhered to in support of student achievement goals.

Goal 2: The Board will continue to support and maintain a positive school climate which provides for the safety, health, and well-being of each student.

(Comprehensive Plan Goal Nos. 2, 5, & 7)

- The Board will continue to support effective anti-bullying program strategies that are aligned with school division policy and regulations to train faculty, staff, students, parents and the community at large.
- The Board will continue to promote and model the importance of respect and fairness for all.
- The Board will continue to review and update the school division's Crisis Plan.
- The Board will continue to review and update the school division's Wellness Policy and Plan.
- The Board will continue to provide for and support identified safety and security measures for schools and extra-curricular activities.

Goal 3: The Board will continue to provide for and support efforts to attract, develop, and retain highly qualified and effective employees.

(Comprehensive Plan Goal No. 3)

- The Board will review plans to compensate and recognize staff performance.
- The Board will advocate for competitive, market-driven compensation and benefits for employees.

- The Board will support and promote professional development plan for division staff.
- The Board will promote the recognition of outstanding employee accomplishments.
- The Board will support staff performance evaluation processes to enhance the academic performance of students while assuring compliance with state and federal requirements.

Goal 4: The Board will ensure that policies and practices are implemented that promote sound fiscal stewardship and transparency.

(Comprehensive Plan Goal No. 8)

- The Board will review and discuss the implications of current and future enrollment projections.
- The Board will monitor budget-to-actual revenue and expenditures trends.
- The Board will ensure optimal use of school facilities.
- The Board will develop multi-year capital improvement and facility maintenance plans that reflect the needs of the school division and community.
- The Board will review staffing plans and teacher-pupil ratios to ensure the efficient use of division resources in support of student achievement goals.

Goal 5: The Board will continue to assert its role in the community as the educational policy leader and govern the school division fairly and openly, while seeking the engagement of school community stakeholders in Surry County.

(Comprehensive Plan Goal No. 6)

- The Board will continue to receive training in school board governance.
- The Board will remain current on educational laws, policies, regulations, and practices that impact public education.
- The Board will continue to foster a school and organizational culture that encourages parental and community involvement.
- The Board will support and promote practices that encourage volunteerism in the schools.
- The Board will support and promote practices that encourage and support community and business partnerships.
- The Board will continue to ensure that communication protocols and practices promote a positive relationship with the community and media.
- The Board will continue to model and promote the importance of developing and maintaining positive relationships with the board of supervisors and county administration.

Surry County Public Schools
FY2020-2021 Budget Development Calendar
Approved: November 12, 2019

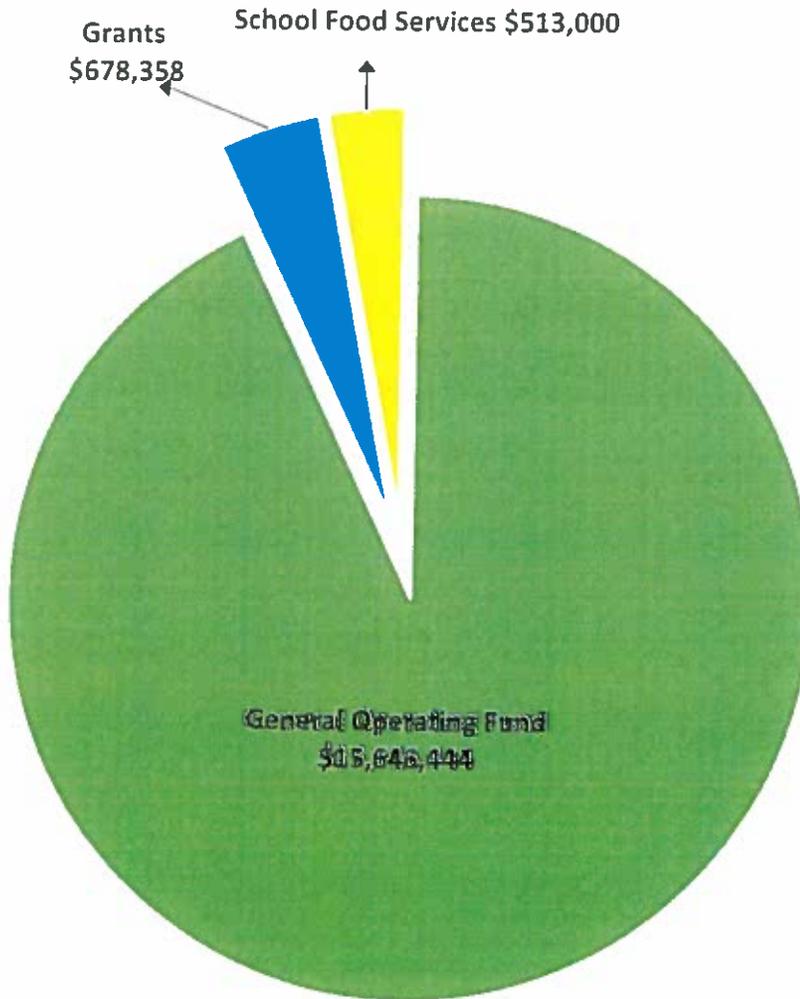
Date	Process	Responsible Parties	Detail
November 13, 2019	School Board approval of Budget Development Calendar	Superintendent and Director of Finance	The director of finance presents the proposed budget calendar to the school board for review and approval.
November	Enrollment projections developed	Director of Finance	Updated student enrollment projections will be utilized to calculate estimated enrollment-based state funding. In addition, enrollment projections will be utilized for staffing and class size ratios.
December 9, 2019	Budget requests due to Director of Finance	Principals and Administrators	Budget requests to be reviewed and prioritized for inclusion in superintendent's proposed budget.
December 10, 2019	School Board conducts Pre-budget Public Hearing	School Board	School Board will hold pre-budget public hearing to receive input from citizens regarding funding priorities.
January 14, 2020	Update on Governor's Proposed Budget and Student Enrollment Projections	Superintendent and Director of Finance	Staff will review state revenue estimates based on Governor's proposed amendments to the current state biennial budget.
January 30, 2020*	Budget Planning Meeting with Board of Supervisors	School Board and Board of Supervisors	School Board will host a budget planning with the Surry County Board of Supervisors at Surry County High School to discuss budget priorities and revenue forecasts.
February 11, 2020	Presentation of Superintendent's Proposed Budget to School Board	Superintendent and Director of Finance	Superintendent will present FY2020-2021 proposed budget based on prioritized needs and estimated revenues.
February 18, 2020	School Board holds Public Hearing on Proposed Budget	School Board	School Board will conduct a public hearing to receive input from citizens regarding the Superintendent's Proposed Budget.
February 18, 2020	School Board Budget Work Session	School Board and Administration	School Board will hold a public work session to review and discuss the Superintendent's Proposed Budget for FY2020-2021.
March 3, 2020	School Board Budget Work Session	School Board and Administration	School Board will hold a public work session to continue its review and discussion of the Superintendent's Proposed Budget for FY2020-2021.
March 10, 2020	School Board approval of Proposed Budget	School Board	School Board will take action on Superintendent's Proposed Budget, with any revisions.
March 13, 2020 *	School Board's Proposed Budget Submitted to County Administrator	Superintendent	The School Board's Approved Proposed Budget for FY2020-2021 will be submitted to the County Administrator for funding consideration by the Surry Board of Supervisors.
March 20, 2020*	School Board's Proposed Budget Presented to County Board of Supervisors	School Board and Superintendent	The School Board will formally present its FY2020-2021 Proposed Budget to the Surry County Board of Supervisors.
April 2, 2020*	County Administrator presents FY2020-2021 Proposed Budget to Board of Supervisors	Surry County Administrator	The Surry County Administrator will formally present his/her proposed budget to the County Board of Supervisors.
May 7, 2020*	Surry County Board of Supervisors will hold a public hearing on the proposed budget	Surry County Board of Supervisors	County Board of Supervisors will conduct a public hearing to receive input from citizens regarding the County Administrator's Proposed Budget for FY2020-2021.
May 14, 2020*	County Board of Supervisors adopt FY2020-2021 Budget, 2020 tax rates and budget resolutions	Board of Supervisors	County Board of Supervisors will take action on FY2020-2021 budget.
May 19, 2020	Adoption/Amendment of Final School Board Budget, with revisions as required	School Board	Based upon final appropriation action by the County Board of Supervisors, the School Board is required to make any necessary adjustments to the School Board's previously approved proposed budget.

*Board of Supervisors budget related activities and dates subject to revision

Special Note: The dates and activities of the above budget development calendar are subject to revision as necessary.

**Surry County Public Schools
Summary of All Funds
FY2020 - 2021**

Fund Description	FY2019-20 Budget	FY2020-21 Proposed	Change (\$)	Change (%)
General Operating	\$ 15,047,441	\$ 15,646,444	\$ 599,003	3.98%
Grants	724,864	678,358	(46,507)	-6.42%
School Food Services	518,500	513,000	(5,500)	-1.06%
Total - All Funds	\$ 16,290,806	\$ 16,837,802	\$ 546,996	3.36%



**Surry County Public Schools
General Operating Fund
FY2020-2021 Budget**

PROPOSED REVENUE PER GENERAL ASSEMBLY APPROVED BUDGET

Description	FY2019-20 Budget	FY2020-21 Proposed	Change (\$)	Change (%)
<i>Local:</i>				
County Appropriation	\$ 12,440,000	\$ 12,692,985	\$ 252,985	2.03%
County Appropriation - Prior Year Carryforward			-	
Total - Local Revenue	\$ 12,440,000	\$ 12,692,985	\$ 252,985	2.03%
<i>State:</i>				
Standards of Quality (SOQ)	\$ 1,090,926	\$ 1,301,246	\$ 210,320	19.28%
Sales Tax	970,556	962,545	(8,011)	-0.83%
Lottery	255,041	280,926	25,885	10.15%
Categorical & Incentive	176,786	304,610	127,824	72.30%
Total - State Revenue	\$ 2,493,309	\$ 2,849,327	\$ 356,018	14.28%
<i>Other:</i>				
Federal				
JROTC	\$ 82,000	\$ 72,000	\$ (10,000)	-12.20%
Other Local & Miscellaneous Sources	32,132	32,132	-	0.00%
Total - Other Revenue	\$ 114,132	\$ 104,132	\$ (10,000)	-8.76%
Total Revenue - General Fund	\$ 15,047,441	\$ 15,646,444	\$ 599,003	3.98%

PROPOSED EXPENDITURES

Description	FY2019-20 Budget	FY2020-21 Proposed	Change (\$)	Change (%)
Instruction	\$ 10,283,325	\$ 10,402,693	\$ 119,369	1.16%
Administration & Health	1,014,353	1,042,370	28,017	2.76%
Pupil Transportation Services	1,031,538	1,183,264	151,726	14.71%
Operations & Maintenance Services	2,015,447	2,110,949	95,502	4.74%
Transfer to Surry County for School CIP	-	200,000	200,000	-
Technology Services	702,779	707,167	4,388	0.62%
Total	\$ 15,047,441	\$ 15,646,444	\$ 599,003	3.98%

Surry County Public Schools
FY2020 - 2021 Operating Budget
Summary of Changes in Revenue and Expenditures
Proposed: March 10, 2020, amended March 24, 2020

Projected Base Revenues	FTE	Amount	Adjustment	Amount
State				
Standards of Quality		\$ 1,300,241		\$ 1,300,241
State Sales Tax		962,545		962,545
Lottery Funded Programs		425,489		425,489
Incentive and Categorical		161,052		161,052
Subtotal - State		\$ 2,849,327	\$ -	\$ 2,849,327
Local - Regular Appropriation based on FY2020 Funding Level		12,440,000		12,440,000
Local - Request for Two-Percent (2.03) Increase in Local Funding in FY2021		252,985		252,985
Federal		72,000		72,000
Other		32,132		32,132
FY2020-2021 Projected Base Revenue Budget		\$ 15,646,444	\$ -	\$ 15,646,444

FY2020-2021 Expenditure Base Budget (excluding Federal Grants)	FTE	Amount	Adjustment	Amount
Base Expenditure Budget Adjustments:		\$ 15,047,441		\$ 15,047,441
Compensation Increase for Teachers and Staff: 2.5% Increase for full-time, contracted staff		206,137		206,137
FICA		16,355		16,355
VRS-Retirement: Professional		41,349		41,349
VRS-Retirement: Non-Professional		27,461		27,461
VRS-RHCC		4,165		4,165
VRS-Group Life Insurance		6,915		6,915
VRS-Disability Insurance		2,806		2,806
Unemployment		6,530		6,530
Increase in VRS Contribution Rate: 15.68% (FY20) to 16.62% (FY21)		55,000		55,000
Increase in Special Education Transportation Costs: Drivers	2.0	53,648		53,648
Increase in Special Education Transportation Costs: Bus Aides	2.0	45,567		45,567
One (1) General Maintenance Worker (including employee benefits)	1.0	32,000		32,000
Increase in Regional Governor's School Tuition		3,325		3,325
Increase in Water & Sewage Costs: Hampton Roads Sanitation District (HRSD) Contract		35,000		35,000
Increase Vehicle Fuel Costs		25,000		25,000
State Infrastructure and Operations Per Pupil Fund for School CIP		200,000		200,000
WHRO/HREFA Membership		10,580		10,580
High School Concurrent Enrollment Program Tuition (John Tyler Community College)		12,000		12,000
Subtotal - Expenditure Base Budget Adjustments	5.0	783,838	-	783,838
FY2020-2021 Projected Expenditure Base Budget	5.0	\$ 15,831,279	\$ -	\$ 15,831,279

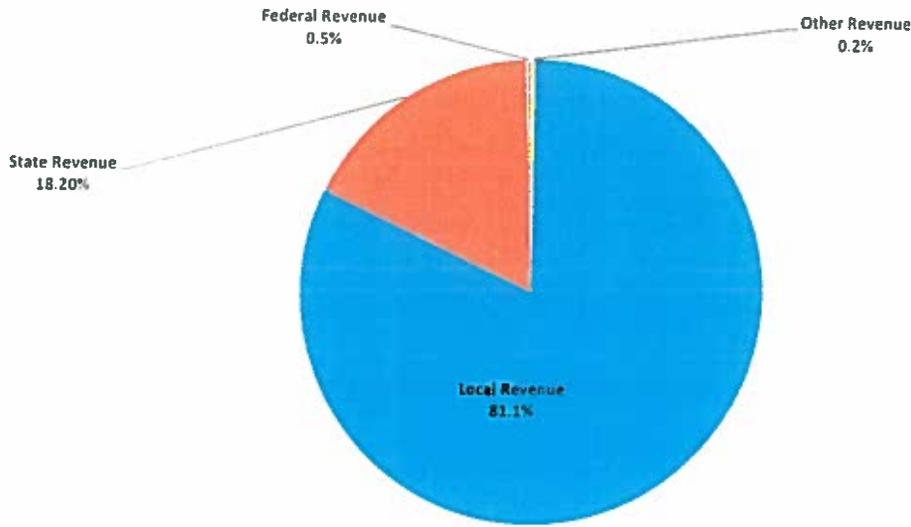
Projected Budget Deficit/Gap - Estimated Base Revenue to Base Expenditures		\$ (184,835)	\$ -	\$ (184,835)
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<i>Potential Expenditure Reductions/Balancing Strategies</i>				
	FTE	Amount	Adjustment	Amount
Employee Health Insurance Base Budget Savings		\$ 118,410		\$ 118,410
Reduction in Instructional Staffing due to Enrollment Change (Classroom Teaching Positions)	1.0	65,000		65,000
Other Nonpersonnel Base Budget Adjustments		1,425		1,425
Total - Recommended Budget Reduction/Balancing Strategies	1.0	\$ 184,835	\$ -	\$ 184,835
Remaining Budget Deficit/Gap		\$ 0	\$ -	\$ 0

**Surry County Public Schools
FY2020 -2021 Budget
Revenue Summary**

General Operating Fund

Description	FY2019-20 Approved	FY2020-21 Proposed	Change (\$)	Change (%)
Local Revenue	\$ 12,440,000	\$ 12,692,985	\$ 252,985	2.03%
State Revenue	2,493,309	2,849,327	356,018	14.28%
Federal Revenue	82,000	72,000	(10,000)	-12.20%
Other Revenue	32,132	32,132	-	0.00%
Total General Fund Revenue	\$ 15,047,441	\$ 15,646,444	\$ 599,003	3.98%



Average Daily Membership (ADM) represents the aggregate number of days of membership of all students during a school year, divided by the number of days school is in session during the year. The measurement period for the calculation of ADM begins on the first day of school and ends on March 31st. This number is used as the basis for determining State Standards of Quality (SOQ) funding for a given fiscal year (July 1 through June 30).

The estimated ADM utilized by SCPS for the projection of SOQ for FY2020-2021 is 679 students.

**Surry County Public Schools
General Operating Fund
Projected Revenue Detail
FY2020-2021**

Description	FY2019-20 Approved	FY2020-21 Proposed	Change (\$)	Change (%)
<i>Projected ADM</i>	685	679	(6)	-0.88%
Local Revenue:				
County Appropriation	\$ 12,440,000	\$ 12,692,985	\$ 252,985	2.03%
Total Local Revenue	\$ 12,440,000	\$ 12,692,985	\$ 252,985	2.03%
Standards of Quality (SOQ) Programs:				
Basic Aid	\$ 722,282	\$ 807,794	\$ 85,512	11.84%
State Sales Tax	970,556	962,545	(8,011)	-0.83%
Special Education	95,900	166,219	70,319	73.33%
Fringe Benefit (VRS Retirement)	102,476	127,652	25,176	24.57%
Fringe Benefit (Social Security)	46,443	54,727	8,284	17.84%
Remedial Education	32,332	32,185	(147)	-0.45%
Vocational Education	57,540	69,394	11,854	20.60%
Textbooks	13,795	14,594	799	5.79%
Gifted Education	6,850	7,197	347	5.07%
Remedial Summer School	10,157	16,677	6,520	64.19%
Fringe Benefit (VRS Group Life Insurance)	3,151	3,802	651	20.66%
Subtotal - Standards of Quality (SOQ)	\$ 2,061,482	\$ 2,262,786	\$ 201,304	9.77%
Incentive & Categorical Programs:				
VPSA Technology	\$ 128,000	\$ 128,000	\$ -	0.00%
Special Education - Homebound	1,327	3,916	2,589	195.10%
Enrollment Loss	-	5,364	5,364	
Compensation Supplement	47,459	23,772	(23,687)	-49.91%
Subtotal - Incentive & Categorical Programs:	\$ 176,786	\$ 161,052	\$ (15,734)	-8.90%
Lottery-Funded Programs:				
ISAEP/GED	\$ 8,355	\$ -	\$ (8,355)	-100.00%
Supplemental Lottery PPA	50,229	-	(50,229)	-100.00%
Infrastructure and Operations Per Pupil Fund	-	200,000	200,000	
Early Reading Intervention	4,011	4,266	255	6.36%
Career & Technical Education (Voc Ed Equipment)	4,096	3,472	(624)	-15.23%
At Risk	47,477	88,081	40,604	85.52%
K-3 Primary Class Size Reduction	41,057	40,589	(468)	-1.14%
Virginia Preschool Initiative	91,727	80,029	(11,698)	-12.75%
Mentor Teacher Program	206	632	426	206.80%
English as a Second Language	673	1,005	332	49.33%
Project Graduation	4,068	3,106	(962)	-23.65%
SOL Algebra Readiness	3,142	4,309	1,167	37.14%
Subtotal - Lottery-Funded Programs	\$ 255,041	\$ 425,489	\$ 170,448	66.83%
Total - State Revenue	\$ 2,493,309	\$ 2,849,327	\$ 356,018	14.28%
Federal Revenue:				
JROTC	\$ 82,000	\$ 72,000	\$ (10,000)	-12.20%
Total Federal Revenue	\$ 82,000	\$ 72,000	\$ (10,000)	-12.20%
Other Revenue:				
Other Local and Miscellaneous	\$ 32,132	\$ 32,132	\$ -	0.00%
Total Other	\$ 32,132	\$ 32,132	\$ -	0.00%
Total General Operating Revenue - All Sources	\$ 15,047,441	\$ 15,646,444	\$ 599,003	3.98%

Source:

Governor Northam's Introduced 2020-2022 Biennial Budget (HB 30/SB30) dated December 17, 2019.

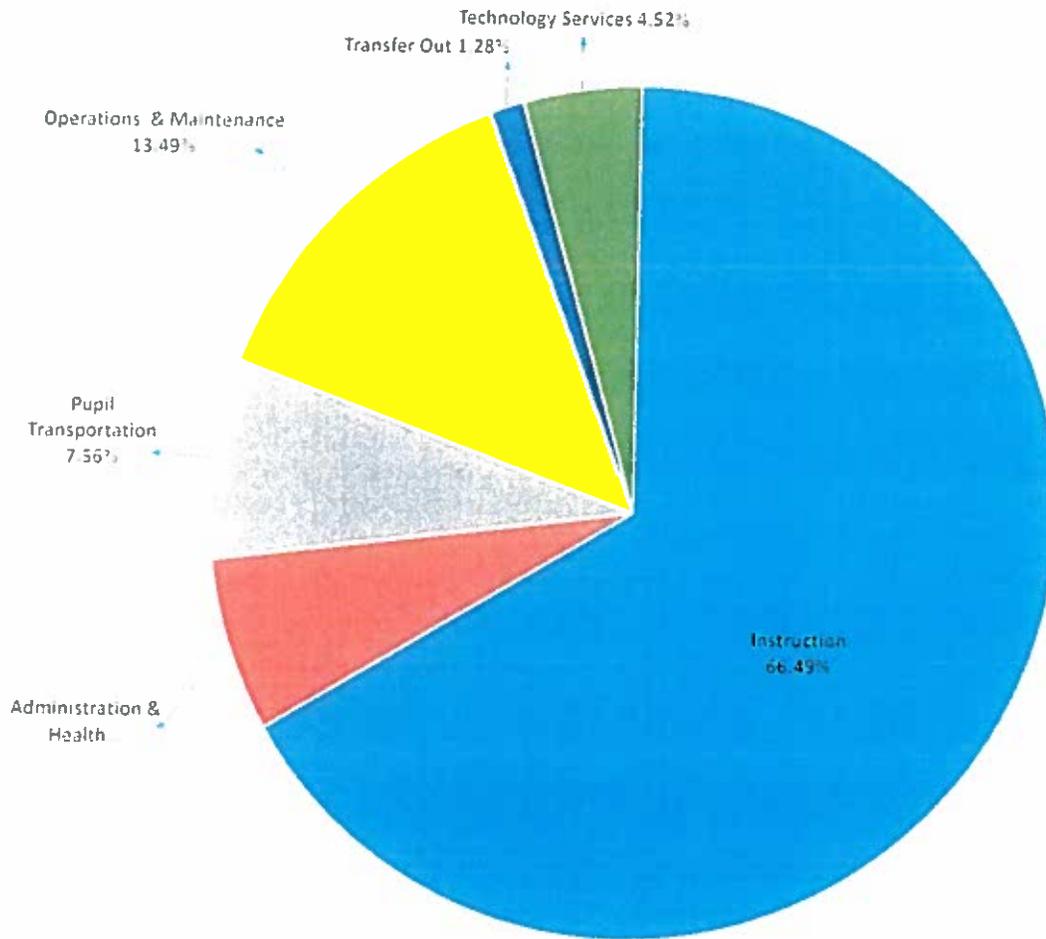
Note: The estimated state revenue is based on a projected March 31, 2021 ADM of 679

Description	# of Students
FY2020-21 Projected Fall K-12 Enrollment @ 9/30	684.00
FY2020-21 Projected ADM @ March 31, 2021	679.00
Projected Change: Fall Enrollment to March ADM	(5.00)
Projected Change: Fall Enrollment to March ADM	-0.73%

Description	Fall Enrollment (K-12)	March ADM (K-12)	Change: Fall to Spring (#)	Change: Fall to Spring (%)
FY2019-20	702.00	697.00	-5.00	-0.71%
FY2020-21	684.00	679.00	-5.00	-0.73%
Change: No. of Students	-18.00	-18.00		
Change: Percentage of Students	-2.56%	-2.58%		

Surry County Public Schools Operating Expenditure Summary by State Function Category FY2020 - 2021

Description	FY2019-20 Adopted	FY2020-21 Proposed	% of Total	Change (\$)	Change (%)
Instruction	\$ 10,283,325	\$ 10,402,693	66.49%	\$ 119,369	1.16%
Administration & Health	1,014,353	1,042,370	6.66%	28,017	2.76%
Pupil Transportation Services	1,031,538	1,183,264	7.56%	151,726	14.71%
Operations & Maintenance Services	2,015,447	2,110,949	13.49%	95,502	4.74%
Fund Transfer to County for School CIP	-	200,000	1.28%	200,000	-
Technology Services	702,779	707,167	4.52%	4,388	0.62%
Total	\$ 15,047,441	\$ 15,646,444	100.00%	\$ 599,003	3.98%



Surry County Public Schools
General Operating Budget by Function
FY 2020 - 2021

DESCRIPTION	FY2019-20 ADOPTED BUDGET	FY20-21 PROPOSED BUDGET	Change (\$)	Change (%)
Classroom Instruction Personnel Services	\$ 5,429,641	\$ 5,473,856	\$ 45,215	0.83%
Classroom Instruction Employee Benefits	2,272,312	2,228,220	(44,092)	-1.94%
Classroom Instruction Purchase Services	266,686	277,266	10,580	3.97%
Classroom Instruction Regional Tuition	69,940	85,265	3,325	4.75%
Classroom Instruction Other Charges	35,254	35,254	-	0.00%
Classroom Instruction Material & Supplies	119,657	119,657	-	0.00%
Classroom Instruction Equipment	10,000	10,000	-	0.00%
6110 Total Classroom Instruction	\$ 8,202,490.00	\$ 8,229,517.66	\$ 21,027.66	0.26%
Guidance Services Personnel Services	\$ 184,189.00	\$ 185,754.68	\$ 1,565.68	0.85%
Guidance Services Employee Benefits	66,128	68,491	2,363	3.57%
6120 Total Guidance Services	\$ 250,317	\$ 254,245	\$ 3,928	1.57%
Social Worker Salaries	\$ 52,331	\$ 58,829	\$ 6,498	12.42%
School Social Work Personnel Services	52,331	58,829	6,498	12.42%
Social Worker FICA	4,003	4,500	497	12.43%
Social Worker VRS	8,205	9,777	1,572	19.16%
Social Worker HMP	8,847	14,093	5,246	59.29%
Social Worker GLI	686	788	102	14.91%
Social Wrkr Disability-VRS Hybrid	215	276	61	28.60%
Social Worker Unemployment	164	218	54	32.72%
Social Worker RHCC	628	712	84	13.35%
School Social Work Employee Benefits	22,748	30,365	7,617	33.48%
61220 School Social Work Services	\$ 75,079	\$ 89,194	\$ 14,115	18.80%
Homebound Services Personnel Services	\$ 9,000	\$ 9,000	-	0.00%
Homebound Services Employee Benefits	689	689	-	0.00%
Homebound Services Other Charges	1,284	1,284	-	0.00%
61230 Total Homebound Services	\$ 10,973.00	\$ 10,973.00	-	0.00%
Instructional Support Services Personnel Services	\$ 381,270	\$ 403,533	\$ 22,263	5.84%
Instructional Support Services Employee Benefits	130,246	133,600	3,354	2.58%
Instructional Support Services Purchase Services	39,150	39,150	-	0.00%
Instructional Support Services Other Charges	14,558	14,250	(308)	-2.12%
Instructional Support Services Supplies & Materials	6,592	6,592	-	0.00%
61310 Total Instructional Support Services	\$ 571,816	\$ 597,126	\$ 25,310	4.43%
Media Services Personnel Services	\$ 132,932	\$ 136,005	\$ 3,073	2.31%
Media Services Employee Services	42,669	44,850	2,181	5.11%
Media Services Material & Supplies	13,500	13,500	-	0.00%
61320 Total Media Services	\$ 189,101	\$ 194,355	\$ 5,254	2.78%
Office of the Principal Personnel Services	\$ 716,537	\$ 735,873	\$ 19,336	2.70%
Office of the Principal Employee Benefits	267,012	291,410	24,398	9.14%
61410 Total Office of the Principal	\$ 983,549	\$ 1,027,283	\$ 43,734	4.45%
School Board Services Personnel Services	\$ 25,000	\$ 31,000	\$ 6,000	24.00%
School Board Services Employee Benefits	1,976	2,517	541	27.39%
School Board Services Purchase Services	9,000	9,000	-	0.00%
School Board Services Other Charges	25,650	25,650	-	0.00%
62110 School Board Services	\$ 61,626	\$ 68,167	\$ 6,541	10.61%
Executive Services Personnel Services	293,913	296,244	2,321	0.79%
Executive Services Employee Benefits	103,136	112,141	9,005	8.73%
Executive Services Purchase Services	33,864	33,864	-	0.00%
Executive Services Other Charges	18,049	18,049	-	0.00%
Executive Services Other Charges	7,640	7,640	-	0.00%
62120 Total Executive Services	\$ 456,612	\$ 467,938	\$ 11,326	2.48%
Human Resources Services Personnel Services	51,321	53,304	1,983	2.40%
Human Resources Services Employee Benefits	27,568	27,608	40	0.14%
Human Resources Other Charges	1,520	1,520	-	0.00%
62140 Total Human Resources Services	\$ 90,909	\$ 92,432	\$ 1,523	1.67%

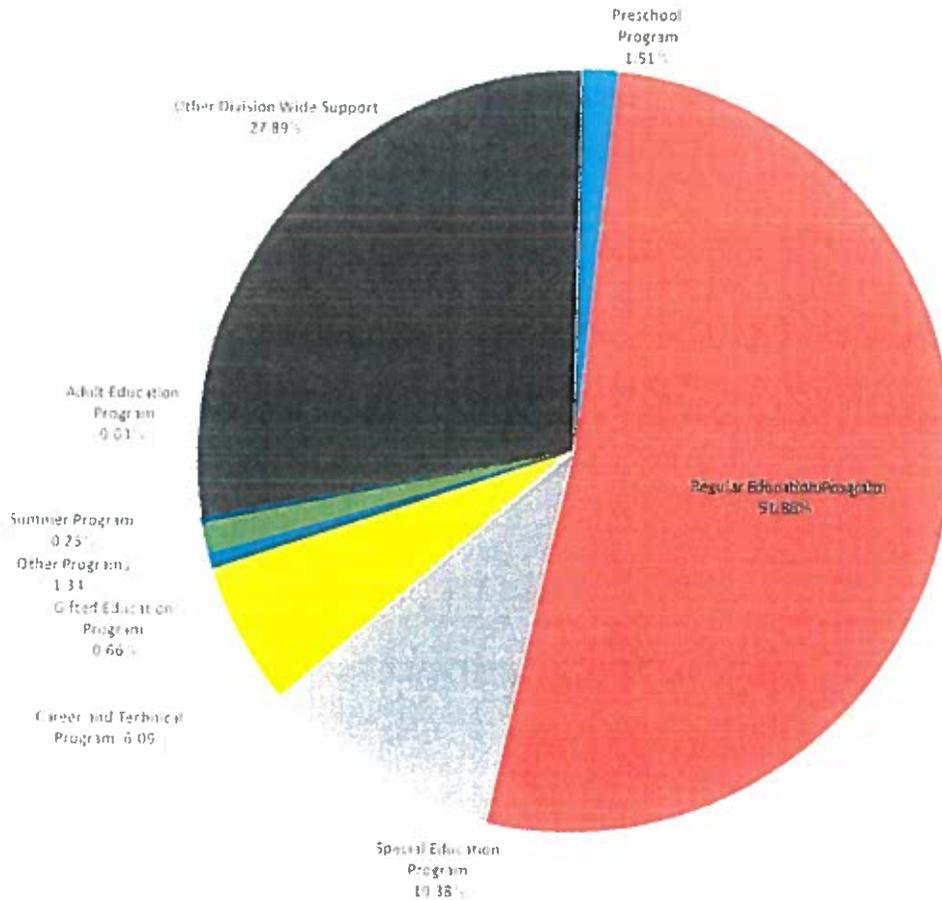
Financial Services: Personnel Services	148,691	152,283	3,592	2.42%
Financial Services: Employee Benefits	38,913	41,406	2,493	6.41%
Financial Services: Purchase Services	14,783	14,783	-	0.00%
Financial Services: Other Charges	5,272	5,272	-	0.00%
Financial Services: Materials & Supplies	1,900	1,900	-	0.00%
62160 Financial Services	\$ 209,559	\$ 215,644	\$ 6,085	2.90%
Health Services: Personnel Services	\$ 84,051	\$ 83,466	\$ (585)	-0.71%
Health Services: Employee Benefits	21,052	21,878	826	3.92%
Health Services: Purchase Services	4,320	4,320	-	0.00%
Health Services: Purchase Services	475	475	-	0.00%
62220 Total Health Services	\$ 109,908	\$ 110,139	\$ 231	0.21%
Psychological Services: Personnel Services	\$ 56,790	\$ 58,147	\$ 1,357	2.39%
Psychological Services: Employee Benefits	28,948	29,903	955	3.30%
62230 Total Psychological Services	\$ 85,738	\$ 88,050	\$ 2,312	2.70%
Pupil Transportation Services: Personnel Services	\$ 535,680	\$ 642,026	\$ 106,346	19.85%
Pupil Transportation Services: Employee Benefits	209,826	230,208	20,382	9.71%
Pupil Transportation Services: Purchase Services	35,100	35,100	-	0.00%
Pupil Transportation Services: Other Charges	45,430	45,430	-	0.00%
Pupil Transportation Services: Material & Supplies	205,500	230,500	25,000	12.17%
63000 Total Pupil Transportation Services	\$ 1,031,536	\$ 1,183,264	\$ 151,728	14.71%
Operations & Maintenance Services: Personnel Services	\$ 581,402	\$ 628,359	\$ 46,957	8.08%
Operations & Maintenance Services: Employee Benefits	261,084	271,994	10,910	4.18%
Operations & Maintenance Services: Purchase Services	201,600	201,600	-	0.00%
Operations & Maintenance Services: Other Charges	739,172	773,056	33,884	4.58%
Operations & Maintenance Services: Material & Supplies	90,250	90,250	-	0.00%
64200 Total Operations & Maintenance	\$ 1,898,508	\$ 1,990,259	\$ 91,751	4.83%
Security Services: Personnel Services	82,478	84,609	2,131	2.58%
Security Services: Employee Benefits	34,282	35,902	1,620	4.72%
Security Services: Purchase Services	180	180	-	0.00%
64600 Total Security Services	\$ 116,940.00	\$ 120,690	\$ 3,750	3.21%
Technology Services: Personnel Services	\$ 195,612	\$ 201,465	\$ 5,853	2.97%
Technology Services: Employee Benefits	89,987	83,521	(6,466)	-0.52%
Technology Services: Purchase Services	70,500	70,500	-	0.00%
Technology Services: Other Charges	42,681	42,681	-	0.00%
Technology Services: Equipment	303,000	303,000	-	0.00%
68000 Total Technology Services	\$ 702,780	\$ 707,167	\$ 4,387	0.62%
Fund Transfer for School Capital Improvement Plan	\$ -	\$ 200,000	\$ (200,000)	-
67000 Total Fund Transfers	\$ -	\$ 200,000	\$ (200,000)	-
	\$ 15,047,441	\$ 15,646,444	\$ 599,003	3.98%

**Surry County Public Schools
Operating Expenditure Summary by State Program Category
FY2020- 2021**

Description	FY2019-20 Adopted	FY2020-21 Proposed	% of Total	Change (\$)	Change (%)
Preschool (Four-Year) Program	\$ 233,534	\$ 236,145	1.51%	\$ 2,611	1.12%
Regular Education Program	8,158,003	8,113,778	51.86%	(44,225)	-0.54%
Special Education Program	1,338,716	1,623,609	10.38%	284,893	22.06%
Career and Technical Education Program	928,742	952,797	6.09%	24,056	2.56%
Gifted Education Program	99,892	103,856	0.66%	3,965	4.98%
Other Programs*	209,193	209,291	1.34%	98	0.05%
Summer Program	38,667	38,667	0.25%	0	0.00%
Adult Education Program	4,692	4,692	0.03%	(0)	0.00%
Other Division Wide Support**	4,036,002	4,363,608	27.89%	327,606	8.49%
Total	\$ 15,047,441	\$ 15,646,444	100.0%	\$ 599,003	3.98%

*Other Programs include: Extracurricular Activities and Athletics

**Other Division Wide Support includes: Pupil Transportation, Operations & Maintenance, Administrative and Health Services, Security and CIP Facilities to Surry County



Surry County Public Schools
General Operating Budget by Program
FY2020 - 2021

DESCRIPTION	FY2019-20 ADOPTED BUDGET	FY20-21 PROPOSED BUDGET	Change (\$)	Change (%)
Preschool (Four-Year Old) Program: Personnel Services	\$ 153,386	\$ 157,134	\$ 3,748	2.44%
Preschool (Four-Year Old) Program Employee Benefits	71,685	70,548	(1,137)	-1.59%
Preschool (Four-Year Old) Program Purchase Services	3,150	3,150	-	0.00%
Preschool (Four-year Old) Program: Other Charges	2,613	2,613	-	0.00%
Preschool (Four-year Old) Program Materials & Supplies	2,700	2,700	-	0.00%
n/a Total Preschool (Four-Year Old) Program	\$ 233,534	\$ 236,145	\$ 2,611	1.12%
Regular Education Program Personnel Services	\$ 5,277,999	\$ 5,284,600	\$ 6,601	0.13%
Regular Education Program Employee Benefits	2,230,843	2,168,988	(61,855)	-2.77%
Regular Education Program Purchased Services	196,050	206,630	10,580	5.40%
Regular Education Program Other Charges	86,856	86,548	(308)	-0.35%
Material & Supplies	64,012	64,012	-	0.00%
Equipment	303,000	303,000	-	0.00%
100 Total Regular Education Program	\$ 8,158,760	\$ 8,113,778	\$ (44,982)	-0.55%
Special Education Program Personnel Services	\$ 822,252	\$ 1,008,925	\$ 186,673	22.70%
Special Education Program Employee Benefits	350,932	449,205	98,273	27.99%
Special Education Program Purchase Services	159,856	159,856	-	0.00%
Special Education Program Other Charges	808	808	-	0.00%
Special Education Program Materials & Supplies	4,815	4,815	-	0.00%
200 Total Special Education Program	\$ 1,338,713	\$ 1,623,609	\$ 284,896	21.28%
Career & Technical Education Program Personnel Services	\$ 645,941	\$ 650,602	\$ 4,661	0.72%
Career & Technical Education Program Personnel Services	230,305	237,701	7,396	3.21%
Career & Technical Education Program Purchase Services	15,300	15,300	-	0.00%
Career & Technical Education Program Regional Tuition	-	12,000	12,000	0.00%
Career & Technical Education Program Other Charges	1,995	1,995	-	0.00%
Career & Technical Education Program Materials & Supplies	25,200	25,200	-	0.00%
Career & Technical Education Program Equipment	10,000	10,000	-	0.00%
300 Total Career & Technical Program	\$ 928,741	\$ 952,797	\$ 24,056	2.59%
Gifted Education Program Personnel Services	\$ 18,020	\$ 18,358	\$ 338	1.88%
Gifted Education Program Employee Benefits	12,105	12,406	301	2.49%
Gifted Education Program Purchase Services	68,500	71,825	3,325	4.85%
Gifted Education Program Other Charges	1,267	1,267	-	0.00%
400 Total Gifted Education Program	\$ 99,892	\$ 103,856	\$ 3,964	3.97%
Extra Curricular Program Personnel Services	\$ 159,284	\$ 159,284	\$ -	0.00%
Extra Curricular Program Employee Benefits	4,907	5,005	98	1.99%
Extra Curricular Program Purchase Services	1,980	1,930	(50)	-0.00%
Extra Curricular Program Materials & Supplies	43,022	43,022	-	0.00%
500 Total Extra Curricular Program	\$ 209,193	\$ 209,291	\$ 98	0.05%
Summer Education Program Personnel Services	\$ 35,850	\$ 35,850	\$ -	0.00%
Summer Education Program Employee Benefits	2,817	2,817	-	0.00%
600 Total Summer Program	\$ 38,667	\$ 38,667	\$ -	0.00%
Adult Education Program Personnel Services	\$ 2,800	\$ 2,800	\$ -	0.00%
Adult Education Program Employee Benefits	214	214	-	0.00%
Adult Education Program Purchase Services	1,440	1,440	-	0.00%
Adult Education Program Other Charges	238	238	-	0.00%
700 Total Adult Education Program	\$ 4,692	\$ 4,692	\$ -	0.00%
Teacher of The Year Stipend	2,500	2,500	-	0.00%
800 Other Instructional Support: Personnel Services	\$ 2,500	\$ 2,500	\$ -	0.00%

Administration & Health	Personnel Services	\$ 670,286	\$ 684,444	\$ 14,158	2.11%
Administration & Health	Employee Benefits	221,593	235,453	13,860	6.25%
Administration & Health	Purchase Services	61,967	61,967	-	0.00%
Administration & Health	Other Charges	50,491	50,491	-	0.00%
Administration & Health	Materials & Supplies	10,015	10,015	-	0.00%
n/a Total Administration & Health		1,014,352	1,042,370	28,018	0.00%
Pupil Transportation	Personnel Services	\$ 519,160	\$ 526,289	\$ 7,129	1.37%
Pupil Transportation	Employee Benefits	197,759	170,469	(27,290)	-13.80%
Pupil Transportation	Purchase Services	35,100	35,100	-	0.00%
Pupil Transportation	Other Charges	45,430	45,430	-	0.00%
Pupil Transportation	Services	205,500	230,500	25,000	12.17%
n/a Total Pupil Transportation Services		1,002,949	1,007,789	4,840	0.48%
Operations & Maintenance	Personnel Services	581,402	628,359	46,957	8.08%
Operations & Maintenance	Employee Benefits	261,084	271,994	10,910	4.18%
Operations & Maintenance	Purchase Services	201,600	201,600	-	0.00%
Operations & Maintenance	Other Charges	739,172	773,056	33,884	4.58%
Operations & Maintenance	Materials & Supplies	90,250	90,250	-	0.00%
Operations & Maintenance	Equipment	25,000	25,000	-	0.00%
n/a Total Operations & Maintenance Services		1,898,508	1,990,259	91,751	4.83%
Security Services	Personnel Services	82,478	84,609	2,131	2.58%
Security Services	Employee Benefits	34,282	35,902	1,620	4.72%
Security Services	purchase Services	180	180	-	0.00%
n/a Total Security Services		116,940	120,690	3,750	3.21%
Fund transfer for School Capital Improvement Plan		-	200,000	(200,000)	-
n/a Total Fund Transfers		-	200,000	200,000	-
		\$ 15,047,441	\$ 15,646,444	\$ 599,003	3.98%

Surry County Public Schools
General Operating Budget by Cost Center & Object
FY 2020 - 2021

DESCRIPTION	FY2019-20 ADOPTED BUDGET	FY20-21 PROPOSED BUDGET	Change (\$)	Change (%)
Elementary School Instruction:				
Personnel Services	\$ 2,064,222	\$ 2,008,760	\$ (55,462)	-2.7%
FICA & Medicare	157,697.00	152,011.85	(5,685.15)	-3.6%
VRS Retirement	312,388.00	326,577.85	14,189.85	4.5%
Health Insurance	390,236.00	284,852.52	(105,383.48)	-27.0%
VRS Group Life Insurance	26,099.00	26,684.92	585.92	2.2%
VRS Disability SPED Transportation	1,063.00	1,637.38	574.38	54.0%
Unemployment Insurance	6,151.00	7,295.74	1,144.74	0.00%
VRS Retiree Health Care Credit	23,907.00	24,096.08	189.08	0.79%
Purchased Services	24,750.00	24,750.00	-	0.00%
Telephone	2,700.00	2,700.00	-	0.00%
Professional Development	5,376.00	5,376.00	-	0.00%
Travel	2,566.00	2,566.00	-	0.00%
Materials & Supplies	22,320.00	22,320.00	-	0.00%
Elementary School Instruction	\$ 3,039,475.00	\$ 2,889,628.14	\$ (149,846.86)	-4.93%
Middle School Instruction:				
Personnel Services	\$ 1,771,807	\$ 1,869,648	\$ 97,841	5.5%
FICA & Medicare	135,544	142,588	7,044	5.2%
VRS Retirement	268,277	299,667	31,390	11.7%
Health Insurance	273,940	301,805	27,865	10.2%
VRS Group Life Insurance	22,414	24,161	1,747	7.8%
VRS Disability	807	948	141	17.4%
Unemployment Insurance	5,324	6,671	1,347	25.3%
VRS Retiree Health Care Credit	20,530	21,817	1,287	6.3%
Purchased Services	24,930	24,930	-	0.00%
Telephone	3,600	3,600	-	0.00%
Professional Development	5,011	5,011	-	0.00%
Travel	3,136	3,136	-	0.00%
Materials & Supplies	24,075	24,075	-	0.00%
Total Middle School Instruction	\$ 2,559,395	\$ 2,728,057	\$ 168,662	6.59%
High School Instruction:				
Personnel Services	\$ 2,602,640	\$ 2,629,789	\$ 27,149	1.0%
FICA & Medicare	199,101	201,045	1,944	1.0%
VRS Retirement	376,169	403,606	27,437	7.3%
Health Insurance	329,729	304,989	(24,740)	-7.5%
VRS Group Life Insurance	31,493	32,604	1,111	3.5%
VRS Disability	1,953	3,106	1,153	132.01%
Unemployment Insurance	7,589	9,003	1,414	225.20%
VRS Retiree Health Care Credit	28,651	29,237	586	2.0%
Purchased Services	261,442	276,767	15,325	5.9%
Telephone	2,700	2,700	-	0.00%
Professional Development	6,413	6,413	-	0.00%
Travel	4,798	4,798	-	0.00%
Materials & Supplies	86,762	86,762	-	0.00%
Equipment	10,000	10,000	-	0.00%
Total High School Instruction	\$ 3,949,440	\$ 4,000,819	\$ 51,379	1.30%

Division Wide Instructional Support:

Personnel Services	\$	482,751	\$	511,512	\$	28,761	5.96%
FICA & Medicare		36,930		38,940		2,010	5.4%
VRS Retirement		66,420		76,845		10,425	15.7%
Health Insurance		41,415		37,973		(3,442)	-8.3%
VRS Group Life Insurance		5,549		6,196		647	11.7%
VRS Disability Insurance		215		276		61	28.60%
Unemployment Insurance		1,216		1,785		569	0.47
Workers Compensation		37,981		37,981		-	0.00%
VRS Retiree Health Care Credit		5,083		5,595		512	10.1%
Purchased Services		64,654		75,234		10,580	16.36%
Professional Development		14,488		14,488		-	0.00%
Travel		308		-		(308)	-100.0%
Materials & Supplies		6,592		6,592		-	0.00%
Total Division Wide Instructional Support	\$	763,602	\$	813,416	\$	49,814	6.52%

Administrative & Health Services:

Personnel Services	\$	670,286	\$	684,444	\$	14,158	2.1%
FICA & Medicare		51,277		52,360		1,083	2.1%
VRS Retirement		100,403		107,778		7,375	7.3%
Health Insurance		34,176		38,581		4,405	12.9%
VRS Group Life Insurance		8,388		8,690		302	3.6%
VRS Disability		-		154		154	-
Unemployment		2,166		2,545		379	17.5%
VRS Retiree Health Care Credit		7,683		7,847		164	2.1%
Other Benefits		17,500		17,500		-	0.00%
Purchased Services		61,967		61,967		-	0.00%
Postal Services		500		500		-	0.00%
Telephone		2,970		2,970		-	0.00%
Travel		35,906		35,906		-	0.00%
Other Charges		11,115		11,115		-	0.00%
Materials & Supplies		10,015		10,015		-	0.00%
Total Administrative & Health Services	\$	1,014,352	\$	1,042,370	\$	28,018	2.8%

Pupil Transportation Services:

Personnel Services	\$	519,160	\$	625,168	\$	106,008	20.42%
FICA & Medicare		39,715		45,701		5,986	15.07%
VRS Retirement		51,196		68,505		17,309	33.81%
Health Insurance		98,523		91,682		(6,841)	-6.94%
VRS Group Life Insurance		5,491		7,037		1,546	28.2%
VRS Disability Insurance		237		416		179	75.5%
Unemployment		1,206		1,943		737	61.12%
VRS Retiree Health Care Credit		1,391		2,556		1,165	83.8%
Purchased Services		35,100		35,100		-	0.00%
Telephone		2,430		2,430		-	0.00%
Materials & Supplies		248,500		273,500		25,000	10.06%
Total Pupil Transportation Services	\$	1,002,949	\$	1,154,038	\$	151,089	15.06%

Operations & Maintenance Services:

Personnel Services	\$	581,402	\$	628,359	\$	46,957	8.1%
FICA & Medicare		44,477		47,916		3,439	7.7%
VRS Retirement		67,130		78,990		11,860	17.7%
Health Insurance		138,142		131,848		(6,294)	-4.6%
VRS Group Life Insurance		7,420		8,219		799	10.8%
VRS Disability Insurance		972		1,340		368	37.9%
Unemployment		1,578		2,269		691	43.8%
VRS Retiree Health Care Credit		1,365		1,411		46	3.4%
Purchased Services		201,600		201,600		-	0.00%

Utilities	666,172	701,172	35,000	5.25%
Insurance: Property/Casualty	73,000	71,884	(1,116)	-1.5%
Materials & Supplies	90,250	90,250	-	0.00%
Equipment	25,000	25,000	-	0.00%
Total Operations & Maintenance Services	\$ 1,898,508	\$ 1,990,259	\$ 91,751	4.83%
Security Services:				
Personnel Services	\$ 82,478	\$ 84,609	\$ 2,131	2.58%
FICA & Medicare	6,310	6,473	163	2.58%
VRS Retirement	8,982	10,153	1,171	13.0%
Health Insurance	17,694	17,694	-	0.00%
VRS Group Life Insurance	1,080	1,134	54	4.98%
VRS Disability	-	135	135	-
Unemployment	216	313	97	44.93%
Purchased Services	180	180	-	0.00%
Total Security Services	\$ 116,940	\$ 120,690	\$ 3,750	3.21%
Technology Services:				
Personnel Services	\$ 196,612	\$ 201,465	\$ 4,853	2.5%
VRS Retirement	30,829	33,483	2,654	8.6%
Health Insurance	38,314	34,335	(3,979)	-10.4%
VRS Group Life Insurance	2,576	2,700	124	4.8%
VRS Disability	228	268	40	17.7%
Unemployment Insurance	639	745	106	16.7%
VRS Retiree Health Care Credit	2,360	2,577	217	9.2%
Purchased Services	70,500	70,500	-	0.00%
Technology Connectivity	35,800	35,800	-	0.00%
Professional Development	4,881	4,881	-	0.00%
Travel	2,000	2,000	-	0.00%
Equipment	303,000	303,000	-	0.00%
Total Technology Services	\$ 702,780	\$ 707,167	\$ 4,387	0.62%
Fund Transfers:				
Transfer to Surry County for School CIP	-	200,000	200,000	-
Total Fund Transfers	-	200,000	200,000	-
Total General Operating Fund by Cost Center & Object	\$ 15,047,441	\$ 15,646,444	\$ 599,003	3.98%

Surry County Public Schools
General Operating Budget by Object
FY 2020 - 2021

OBJECT	DESCRIPTION	FY2019-20 ADOPTED BUDGET	FY20-21 PROPOSED BUDGET	% of Total Budget	Change (\$)	Change (%)
1000	Personnel Services (Salaries)	8,971,358	9,243,754	59.08%	272,396	3.04%
2000	<i>Employee Benefits:</i>					
	FICA & Medicare	686,092	702,447	4.49%	16,355	2.38%
	VRS-Retirement (Professional Rate)	1,188,694	1,285,043	8.21%	96,349	8.11%
	VRS- Retirement (Nonprofessional Rate)	93,100	120,561	0.77%	27,461	29.50%
	Health Insurance	1,362,169	1,243,759	7.95%	(118,410)	-8.69%
	VRS Group Life Insurance	110,510	117,425	0.75%	6,915	6.26%
	VRS Disability Insurance	5,475	8,281	0.05%	2,806	51.26%
	Unemployment	26,085	32,570	0.21%	6,485	24.86%
	Workers Compensation Insurance	37,981	37,981	0.24%	-	0.00%
	VRS-Retiree Health Care Credit	90,970	95,135	0.61%	4,165	4.58%
	Other Benefits	17,500	17,500	0.11%	-	0.00%
2000	Employee Benefits	3,618,576	3,660,702	23.40%	42,126	1.16%
	Total Combined Salaries & Employee Benefits	12,589,934	12,904,456	82.48%	314,522	2.50%
3000	Purchased Services	745,123	771,028	4.93%	25,905	3.48%
5000	Other Charges (Including Utilities)	928,870	962,446	6.15%	33,576	3.61%
6000	Materials & Supplies	445,514	470,514	3.01%	25,000	5.61%
8000	Capital Outlay	338,000	538,000	3.44%	200,000	0.00%
	Total Nonpersonnel Expenditures	2,457,507	2,741,988	17.52%	284,481	11.58%
		\$ 15,047,441	\$ 15,646,444	100.00%	\$ 599,003	3.98%

**Surry County Public Schools
Grants Budget Summary
FY2020 - 2021**

<i>Description</i>	FY2019-20 Adopted	FY2020-21 PROPOSED BUDGET	Change (\$)	Change (%)
<i>Revenue Summary:</i>				
Federal - Title I Part A. Improving Basic Programs	\$ 214,270	\$ 213,953	\$ (317)	-0.15%
Federal - Title VI-B Special Education Grant	291,937	277,217	\$ (14,721)	-5.04%
Federal- Title VI-B Special Education Preschool	-	4,632	\$ 4,632	0.00%
Federal - Title II Part. Improving Teacher Quality	30,118	30,767	\$ 649	2.15%
Federal-Title IV. Part A. Student Support and Academic Enrichment	-	15,572	\$ 15,572	0.00%
Federal - Perkins Career and Technical Education Grant	17,146	16,938	\$ (208)	-1.21%
21st Century	171,393	119,280	\$ (52,113)	-30.41%
Total Federal Grant Revenue	\$ 724,864	\$ 678,358	\$ (46,507)	-6.42%

*Expenditure Summary:**Title I Part A, Improving Basic Programs Grant*

Personnel Services	\$ 118,855	\$ 143,895	\$ 25,040	21.07%
FICA & Medicare	9,092	11,008	1,916	21.07%
VRS Retirement	18,636	23,500	4,863	26.10%
Health Insurance	22,940	15,819	(7,121)	-31.04%
Group Life Insurance	1,557	1,895	338	21.69%
Unemployment Insurance	381	523	143	37.47%
VRS Retiree Health Care Credit	1,426	1,711	285	19.96%
Instructional Supplies & Materials	41,382	15,602	(25,780)	-117.78%
Professional Development	-	-	-	-
Total - Title I Grant	\$ 214,270	\$ 213,953	\$ (317)	-0.15%

Title VI-B Special Education Grant

Personnel Services	\$ 198,784	\$ 193,509	\$ (5,275)	-2.7%
FICA & Medicare	15,207	13,449	(1,758)	-11.56%
VRS Retirement	31,013	31,995	982	3.17%
Health Insurance	41,415	32,568	(8,847)	-21.36%
Group Life Insurance	2,591	2,580	(11)	-0.44%
Disability Insurance	-	74	74	-
Unemployment Insurance	554	712	158	28.52%
VRS Retiree Health Care Credit	2,373	2,329	(44)	-1.86%
Total - Title VIB Grant	\$ 291,937	\$ 277,217	\$ (14,721)	-5.04%

Title II Part A, Improving Teacher Quality Grant

Personnel Services	\$ 23,357	\$ 25,229	\$ 1,872	8.0%
FICA & Medicare	2,002	-	(2,002)	-100.0%
VRS Retirement	4,103	-	(4,103)	-100.0%
Health Insurance	-	5,538	5,538	0.0%
VRS Group Life Insurance	343	-	(343)	-100.0%
Unemployment Insurance	-	-	-	0.0%
VRS Retiree Health Care Credit	314	-	(314)	-100.0%
Total - Title II Grant	\$ 30,118	\$ 30,767	\$ 649	2.15%

Perkins Career and Technical Education Grant

Professional Development	\$ 4,000	\$ 3,792	(208)	(0.05)
Equipment	13,146	13,146	-	0.0%

Total - Perkins Career and Technical Education Grant	\$	17,146	\$	16,938	\$	(208)	-1.21%
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21st Century Grant

Personnel Services	\$	126,074	\$	92,165	\$	(33,909)	-26.9%
Employee Benefits		9,705		9,705		-	0.0%
Purchased Services		12,410		12,410		-	0.0%
Internal Services & Travel		10,404		-		(10,404)	-100.0%
Instructional Supplies & Materials		12,800		5,000		(7,800)	-60.9%
Total - 21st Century Grant	\$	171,393	\$	119,280	\$	(52,113)	-30.41%

Pre-School Mini Grant

Professional Development		-		800		-	-
Supplies		-		3,832		-	-
Total- Pre-School Mini Grant	\$	-	\$	4,632	\$	4,632	-

Title IV Grant

Purchased Services		-		-		-	-
Professional Development		-		15,572		15,572	-
Materials and Supplies		-		-		-	-
Total- Title IV Grant	\$	-	\$	15,572.00	\$	15,572.00	-

Total Federal Grant Expenditures	\$	724,864	\$	678,358	\$	(46,507)	-6.42%
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**Surry County Public Schools
School Food Services Fund Budget
FY2020 - 2021**

Proposed Revenue

Description	FY2019-20 Adopted	FY2020-21 Proposed	Change (\$)	Change (%)
Sales	\$ 160,000	\$ 165,200	\$ 5,200	2.89%
State Revenue	8,500	10,100	1,600.00	22.86%
Federal Revenue	325,000	312,700	(12,300.00)	-3.90%
U.S.D.A. Commodities	25,000	25,000	-	-
Other: Transfer from School Fund	-	-	-	-
Total Revenue	\$ 518,500	\$ 513,000	\$ (5,500)	-1.10%

Proposed Expenditures

Description	FY2019-20 Adopted	FY2020-21 Proposed	Change (\$)	Change (%)
Administrative Salaries	\$ -	\$ -	\$ -	-
Service Salaries	163,294	164,193	899	0.57
Food Services Part-time	10,000	16,000	6,000	150.00
FICA - Regular	13,257	13,785	528	3.99
VRS Professional	-	-	-	-
VRS Non-Professional	17,783	19,703	1,920	11.23
HMP	67,784	61,452	(6,332)	(9.73)
GLI	2,139	2,200	61	2.97
Unemployment -Regular	244	608	364	72.71
RHCC (Professional)	-	-	-	-
Purchased Services	2,000	2,000	-	-
Miscellaneous	-	-	-	-
Travel - School Food Services	-	-	-	-
Food Service Materials & Supplies	5,000	5,000	-	-
Food & Food Service Supplies	205,000	196,060	(8,940)	(3.90)
U.S.D.A. Commodities	25,000	25,000	-	-
Food Services Equipment - Replacement	7,000	7,000	-	-
Total	\$ 518,500	\$ 513,000	\$ (5,500)	-1.10%

Surry County Public Schools

Proposed Capital Improvement Plan

Fiscal Years 2021 - 2025

Presented: March 10, 2020

**Five-Year Capital Improvement Plan
Capital Projects Summary by Location and Type
Fiscal Years 2021 through 2025**

Summary of All Projects by Fiscal Year

	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total
Total of All Projects by Year	\$ 1,065,000	\$ 1,995,000	\$ 420,000	\$ 430,000	\$ 525,000	\$ 4,435,000

Summary of All Projects by Location

Location	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total
Surry Elementary School	\$ 290,000	\$ 1,250,000	\$ 300,000	\$ 270,000	\$ 45,000	\$ 2,155,000
Luther Porter Jackson Middle	300,000	85,000	-	30,000	50,000	465,000
Surry County High School	325,000	460,000	20,000	-	230,000	1,035,000
Transportation & Maintenance	150,000	200,000	100,000	130,000	200,000	780,000
Total Projects by Location	\$ 1,065,000	\$ 1,995,000	\$ 420,000	\$ 430,000	\$ 525,000	\$ 4,435,000

Summary by Project Type and Fiscal Year

Project Type	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total
HVAC Replacement	\$ 220,000	\$ 875,000	TBD	\$ 220,000	\$ -	\$ 1,315,000
Roof Replacement	-	500,000	-	-	-	500,000
Electrical System Upgrades	295,000	-	-	-	-	295,000
Plumbing	-	75,000	50,000	-	-	125,000
Fire Suppression System	300,000	35,000	-	-	-	335,000
Interior Reimbursements	-	50,000	270,000	30,000	145,000	495,000
Security	100,000	TBD	-	-	-	100,000
Athletics	-	260,000	-	50,000	180,000	490,000
Transportation & Maintenance	150,000	200,000	100,000	130,000	200,000	780,000
Total by Project Type & Year	\$ 1,065,000	\$ 1,995,000	\$ 420,000	\$ 430,000	\$ 525,000	\$ 4,435,000

Five-Year Capital Improvement Plan
Capital Projects by Type and Recommended Funding Year
Fiscal Years 2021 through 2025

Surry Elementary School
 1600 Hollybush Road
 Dendron, VA

Project Description	Project Category/Type	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total
Replace Trane Make-Up Air Handler Unit (Kitchen and Cafeteria)	HVAC	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ 90,000
Replace Trane Make-Up Air Handler Unit (Gymnasium)	HVAC	40,000.00	-	-	-	-	40,000
Replace Anon Multi-Up Air Handler Unit (Roof Top Units)	HVAC	90,000.00	-	-	-	-	90,000
Install Digital Data Control (DDC) Building Automation for Temperature Control and Energy Management	HVAC	-	-	-	-	-	-
Upgrade Electrical Switch Gear	Electrical	70,000	-	-	-	-	70,000
Roof Replacement	Roof	-	500,000	-	-	-	500,000
Refurbish Play ground	Exterior Refurbishment	-	-	-	50,000	-	50,000
Replace Water-Source Heat Pump HVAC Units in Classrooms & Foyer Entrance Way (Including Cooling Tower & Boiler)	HVAC	-	750,000	-	-	-	750,000
Replace and Upgrade Restroom Commodes	Plumbing	-	-	50,000	-	-	50,000
Replace HVAC Boiler		-	-	-	200,000	-	200,000
Upgrade Food Service Serving line equipment		-	-	-	-	25,000	25,000
Replace Food Service Equipment		-	-	-	20,000	-	20,000
Replace walk in freezer		-	-	-	-	20,000	20,000
Interior Refurbishment: Flooring and Painting	Interior Refurbishment	-	-	250,000	-	-	250,000
Total - All Projects		\$ 290,000	\$ 1,250,000	\$ 300,000	\$ 270,000	\$ 45,000	\$ 2,155,000

**Five-Year Capital Improvement Plan
Capital Projects by Type and Recommended Funding Year
Fiscal Years 2021 through 2025**

*Luther Porter Jackson Middle School
4255 New Design Road
Dendron, VA*

Project Description	Project Category/Type	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total
Upgrade Fire Water Controls Replace Firewater Storage Tank(dig a dedicated well for the fire water system and replace tank. We currently have an agriculture tank not a water tank.)	Fire Suppression System	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000
Replace Hot Water Boilers (HVAC and Domestic Water)	Fire Suppression System	300,000	-	-	-	-	300,000
Remodel restroom facilities	HVAC	-	-	TBD	-	-	-
Install Digital Data Control (DDC) Building Automation for Temperature Control and Energy Management	Interior Refurbishment	-	-	TBD	-	50,000	50,000
Replace Air Compressor	HVAC	-	TBD	-	-	-	-
Replace and Upgrade Power Generator (1)	HVAC	-	-	-	20,000	-	20,000
Refurbish flooring in Cafeteria serving line and kitchen	Electrical	-	-	-	-	-	-
Upgrade Lighting and Tiles in Restrooms	Interior Refurbishment	-	TBD	-	-	-	-
Replace Food Service Equipment	Interior Refurbishment	-	-	-	-	-	-
Interior Refurbishment: Flooring and Painting including hallway walls	Cafeteria Equipment	-	-	-	10,000	-	10,000
Total - All Projects	Interior Refurbishment	\$ 300,000	\$ 85,000	\$ -	\$ 30,000	\$ 50,000	\$ 465,000

Five-Year Capital Improvement Plan
 Capital Projects by Type and Recommended Funding Year
 Fiscal Years 2021 through 2025

Surry County High School
 1675 Hollybush Road
 Dendron, VA

Project Description	Project Category/Type	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total
Roof Restoration	Roof	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Replace Trane Make-Up Air Handler Units (Roof Top)	HVAC	-	-	-	-	-	-
Replace Trane Roof Top Units (Gymnasium)	HVAC	-	125,000	-	-	-	125,000
Replace HVAC System: Classroom Units, (1) Cooling Tower, (2) Chillers, and (6) Circulation Pumps	HVAC	-	TBD	-	-	-	-
Replace HVAC Units: Auditorium, Cafeteria, and Computer Server (MDF) Room	HVAC	-	TBD	-	-	-	-
Upgrade Digital Data Control (DDC) Building Automation for Temperature Control and Energy Management	HVAC	-	TBD	-	-	-	-
Well at SCHS expires 12/1/2023	Plumbing	-	TBD	-	-	-	-
Renovate Lockers and Showers	Interior Refurbishment	-	TBD	-	TBD	-	-
Upgrade Electrical Switch Gear and label all electrical panels with accurate information	Electrical	225,000	-	-	-	-	225,000
Replace Hot Water Boilers	Plumbing	-	75,000	-	-	-	75,000
Upgrade Building Security and Alarm System	Security	-	TBD	-	-	-	-
Replace Storage Shed	Security	100,000	-	-	-	-	100,000
Resurbish Tennis Court	Facility	-	-	-	-	180,000	180,000
Replace Food Service Equipment	Interior Refurbishment	-	-	20,000	-	-	20,000
Replace storage shed near gas pumps	Facility	-	-	-	TBD	-	-
Remodel Restroom facilities	Facility	-	-	-	TBD	50,000	50,000
Replace Perimeter Fencing	Facility	-	-	-	TBD	-	-
Interior Refurbishment: Painting	Interior Refurbishment	-	-	-	TBD	-	-
Replace and Widen Track	Athletics	-	235,000	-	-	-	235,000
Upgrade Lighting in Gym	Athletics	-	25,000	-	-	-	25,000
Replace Gym Floor	Athletics	-	-	-	TBD	-	-
Install Lighting at Baseball/ Softball Fields and Scoreboards	Athletics	-	-	-	-	-	-
Total - All Projects		\$ 325,000	\$ 460,000	\$ 20,000	\$ -	\$ 230,000	\$ 1,035,000

Five-Year Capital Improvement Plan
Capital Projects by Type and Recommended Funding Year
Fiscal Years 2021 through 2025

Transportation and Maintenance Departments

Project Description	Project Category/Type	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total
School Bus Replacement	Transportation	\$ 100,000	\$ 200,000	\$ 100,000	\$ 100,000	\$ 200,000	\$ 700,000
Maintenance Service Vehicle	Transportation	50,000	-	-	30,000	-	80,000
Total - All Projects		\$ 150,000	\$ 200,000	\$ 100,000	\$ 130,000	\$ 200,000	\$ 780,000

Description	Project Type	Location/Site	Amount	Year Completed	Funding Source
Roof Resurfacing	Roofing	SCHS	\$ 1,430,617.75	2019-20	County CIP
Subtotal- Roof Resurfacing			1,430,618		
Replaced HVAC Chiller at LPJMS	HVAC	LPJMS	\$ 278,000	2016-17	Prior Year (FY16) Carryover
Subtotal - HVAC Replacement			278,000		
Repaved and resealed school parking lots	Parking Lots	SES, LPJMS, SCHS	138,800	2017-18	Prior Year (FY17) Carryover
Subtotal - Parking Lot Improvements			138,800		
Replaced Four (4) HVAC Roof Top AHU at SCHS	HVAC	SCHS	287,000	2017-18	Prior Year (FY17) Carryover
Subtotal - HVAC Replacement			287,000		
HVAC Replace, Repair & Maintenance	HVAC	SES	96,000	2017-18	FY18 Operating Budget
HVAC Preventive Maintenance Agreement	HVAC	LPJMS & SCHS	20,584	2017-18	FY18 & FY 19 Operating Budget
HVAC Preventive Maintenance Agreement	HVAC	SES	11,112	2017-18	FY18 & FY 19 Operating Budget
HVAC Replace, Repair & Maintenance	HVAC	LPJMS & SCHS	31,094	2017-18	FY18 Operating Budget
Subtotal - HVAC Repair & Maintenance			158,790		
School Bus Replacement	Transportation	Division	100,000	2017-18	County CIP
School Bus Replacement	Transportation	Division	100,000	2018-19	County CIP
School Bus Replacement	Transportation	Division	159,996	2019-20	County CIP
Subtotal - School Bus Replacement	Transportation	Division	359,996		
Total			\$ 2,653,204		

Surry County Public Schools
Student Enrollment by School and Grade
Pre-Kindergarten through Grade 12
Historical and Projected
FY2017 through FY2021

School & Grade	Historical/Actual Enrollment @ September 30				Projected Enrollment 2020-21	1-Year Change: 2019-20 v. 2020-21		5-Year Change: 2016-17 v 2020-21	
	2016-17	2017-18	2018-19	2019-20		#	%	#	%
Surry Elementary:									
Kindergarten	48	62	52	45	45	0	0.00%	-3	-6.25%
1st	55	45	61	56	45	-11	-19.64%	-10	-18.18%
2nd	64	54	42	63	55	-8	-12.70%	-9	-14.06%
3rd	53	58	52	42	60	18	42.86%	7	13.21%
4th	56	46	55	56	40	-16	-28.57%	-16	-28.57%
Total - Surry Elementary	276	265	262	262	245	-17	-6.49%	-31	-11.23%
LPJ Middle School:									
5th	56	54	45	54	55	1	1.85%	-1	-1.79%
6th	58	50	61	44	54	10	22.73%	-4	-6.90%
7th	58	58	53	54	43	-11	-20.37%	-15	-25.86%
8th	58	60	62	57	57	0	0.00%	-1	-1.72%
Total - LPJ Middle School	230	222	221	209	209	0	0.00%	-21	-9.13%
Surry High School:									
9th	65	62	65	72	64	-8	-11.11%	-1	-1.54%
10th	67	53	55	54	63	9	16.67%	-4	-5.97%
11th	71	71	54	45	55	10	22.22%	-16	-22.54%
12th	58	63	61	53	43	-10	-18.87%	-15	-25.86%
Total - Surry High School	261	249	235	224	225	1	0.45%	-36	-13.79%
Summary:									
Total - K through 12	767	736	718	695	679	-16	-2.30%	-88	-2.09%
Pre-Kindergarten	59	56	39	36	36	0	0.00%	0	0.00%
Total - PreK through 12	826	792	757	731	715	-16	-2.19%	-88	-10.65%

SURRY COUNTY PUBLIC SCHOOLS
 FY2019 through FY2021
 Staffing Worksheet

All Positions: School Based and NonSchool Based

Position Description	Actual 2018-2019			Budget 2019-2020			Actual 2019-2020			Budget 2020-2021		
	Enrollment	Staff	Ratio									
Student Enrollment:												
PreKindergarten	39			40			36			36		
Kindergarten	52			44			45			45		
Grade 1	61			49			56			45		
Grade 2	42			63			63			55		
Grade 3	52			40			42			60		
Grade 4	55			49			56			40		
Grade 5	45			53			54			55		
Grade 6	61			45			44			54		
Grade 7	53			62			54			43		
Grade 8	62			56			57			57		
Grade 9	65			68			72			64		
Grade 10	55			58			54			63		
Grade 11	54			54			45			55		
Grade 12	61			48			53			43		
Total - Student Enrollment	757			729			731			715		
School Based Positions:												
Subject/Grade Level Teachers		910			880			880			880	
Guidance Counselors		30			30			30			30	
Media Specialists		20			20			20			20	
School Nurse		20			20			20			20	
School Psychologist		10			10			10			10	
School Social Worker		10			10			10			10	
Instructional Assistants - Regular		100			100			100			100	
Instructional Assistants - Special Education		70			70			70			70	
Instructional Assistants - Title VI-B		30			30			30			30	
Instructional Assistants - VPI		30			30			30			30	
Security		30			30			30			30	
Custodians		130			130			130			130	
Cafeteria Managers		30			30			30			30	
Cafeteria Staff		60			60			60			60	
Principals		30			30			30			30	
Assistant Principals		30			30			30			30	
Clerical		70			70			70			70	
NonSchool Based Administrative & Support:												
Transportation												
Bus Drivers		170			170			170			170	
Garage Mechanics		20			20			20			20	
Supervisor of Transportation		10			10			10			10	
Garage Supervisor		10			10			10			10	
Facility Maintenance												
Supervisor		10			10			10			10	
Maintenance Staff		30			30			30			30	
Custodial Supervisor		10			10			10			10	
Division Superintendent		10			10			10			10	
Assistant Superintendent		10			10			10			10	
Executive Assistant to Superintendent Clerk of School Board		10			10			10			10	
Human Resources/Food Services Supervisor		10			10			10			10	
Director of Special Education		10			10			10			10	
Director of Career and Technical Education (CTE)		10			10			10			10	
Director of Assessment & Accountability		10			10			10			10	
Director of Finance		10			10			10			10	
Payroll and Benefits Coordinator		10			10			10			10	
Accounts Payable/Deputy Clerk of School Board		10			10			10			10	
Receptionist/Clerical School Board Office		10			10			10			10	
Director of Operations and Technology Procurement		10			10			10			10	
Network Administrator		10			10			10			10	
Coordinator of Data Services and Reporting		10			10			10			10	
Instructional Technology Resource Teacher (ITRT)		10			10			10			10	
Subtotal - Other Instructional Positions		202.0			199.0			199.0			200.0	
Total - All Positions: Division Wide		202.0			199.0			199.0			200.0	

BOARD OF SUPERVISORS AGENDA ITEM REQUEST FORM

Department: Administration

Department Head: Lauren Chapman, Administration

Meeting Date Requested: April 16, 2020

STATEMENT OF THE ISSUE:
FY20-21 County Administrators Budget Presentation

ITEM

Report

Is this a budgeted item?	If yes, include budgeted amount	Total Project Cost
N/A	n/a	n/a

RECOMMENDED ACTION:
Review

Description of Presented Item
Info forthcoming, attachments pending.

BOARD OF SUPERVISORS AGENDA ITEM REQUEST FORM

Department: Administration

Department Head: Lauren Chapman, Administration

Meeting Date Requested: April 16, 2020

STATEMENT OF THE ISSUE:
PGEC Broadband Expansion Performance Agreement

ITEM

Informational

Is this a budgeted item?	If yes, include budgeted amount	Total Project Cost
N/A	n/a	n/a

RECOMMENDED ACTION:
Review

Description of Presented Item
Information forthcoming, attachments pending.

BOARD OF SUPERVISORS AGENDA ITEM REQUEST FORM

Department: Administration

Department Head: Lauren Chapman, Administration

Meeting Date Requested: April 16, 2020

STATEMENT OF THE ISSUE:
Performance Agreement: Grocery Store Project

ITEM

Informational

Is this a budgeted item?	If yes, include budgeted amount	Total Project Cost
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RECOMMENDED ACTION:
Review

Description of Presented Item