

# NORTHAMPTON COUNTY



TO: Board of Supervisors

FROM: John J. Andrzejewski, Director of Finance

DATE: June 12, 2016

RE: Budget Amendments and Appropriations – FY 2016

Your approval is respectfully requested for the following FY 2016 budget amendments and supplemental appropriations:

**\$417.04** – This represents an increase in the Four-For-Life payment from the Virginia Department of Health.

**\$8,123** – This represents a transfer of lapsed Compensation Board payroll funds from the Jail Fund to the Sheriff's Police Supplies budget.

**\$547** – This represents an increased transfer to the School Debt Service Fund to cover QZAB financing fees. Funds will be taken from the General Fund Undesignated Balance.

**\$20,574.50** – This represents a grant from the Library of Virginia for the restoration of Court records. Restoration work was completed and reimbursed in FY 2016. Expense is recorded under the Clerk of the Circuit Court, Printing and Binding.

**\$40** – This represents a payment for flowers for the death of Corporal Maria Owen's father. Funds will be used from the Jail Discretionary Fund.

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

\_\_\_\_\_  
Chairman, Northampton County



## COMMONWEALTH OF VIRGINIA

Marissa J. Levine, MD, MPH, FAAFP  
State Health Commissioner

Gary R. Brown  
Director

P. Scott Winston  
Assistant Director

Department of Health  
Office of Emergency Medical Services  
1041 Technology Park Drive  
Glen Allen, VA 23059-4500

1-800-523-6019 (VA only)  
804-888-9100 (Main Office)  
804-888-9120 (Training Office)  
FAX: 804-371-3108

May 10, 2016

NORTHAMPTON COUNTY TREASURER  
POST OFFICE BOX 66  
16404 COURTHOUSE ROAD  
EASTVILLE VA 23347

Dear City/County Administrator:

**IMMEDIATE ATTENTION REQUIRED**  
**Please return this report within 30 days**

Your locality will be receiving the Fiscal Year 2016 "Four-For-Life" payment for Emergency Medical Services (EMS) in the amount of **\$11,909.04**. *These funds are for the collection period March 1, 2015 through February 28, 2016.*

Guidelines for the use of these funds are attached and are available on our website:

[http://www.vdh.virginia.gov/OEMS/Files\\_Page/Locality\\_Resources/FourForLifeGuidelines.pdf](http://www.vdh.virginia.gov/OEMS/Files_Page/Locality_Resources/FourForLifeGuidelines.pdf). Prior to distribution of these funds to the local government, this office must receive your Report of Expenditures on last year's distribution. The total amount that must be reported for last year's distribution is annotated on the enclosed report.

The Four-For-Life program, as amended in 2000, stipulates that four additional dollars be charged and collected at the time of registration of each passenger vehicle, pickup and panel truck. The funds collected, pursuant to Section 46.2-694, Code of Virginia, shall be used only for emergency medical services. The law further states that the Department of Health shall return twenty-six percent (26%) of the registration fees collected to the locality wherein such vehicle is registered to provide funding for:

**VDH** VIRGINIA  
DEPARTMENT  
OF HEALTH  
*Protecting You and Your Environment*  
[www.vdh.virginia.gov/oems](http://www.vdh.virginia.gov/oems)

- (1) Training of volunteer or salaried emergency medical service personnel of licensed, nonprofit emergency medical service agencies; or
- (2) The purchase of necessary equipment and supplies for licensed, nonprofit emergency medical service agencies.

It is important to recognize two clauses in the Four-For-Life legislation: (1) non-supplanting funds and (2) failure to report the use of funds by any local governing body will result in funds being retained. The Assistant Attorney General, at our request has offered the following interpretation for use of the funds. "Any funds received from Section 46.2-694 by a non-state agency cannot be used to match any other funds derived from Section 46.2-694 by that same non-state agency" Simply put, funds returned to localities cannot be used as the matching share of any grants offered using Four-For-Life funds.

*"Each local governing body shall report to the Board of Health on the use of **Four-For-Life** funds, which were returned to it. In any case in which the local governing body grants the funds to a regional emergency medical council to be distributed the licensed, nonprofit emergency medical and rescue services, the local governing body shall remain responsible for the proper use of the funds. If, at the end of any fiscal year, a report on the use of **Four-For-Life** funds for that year has not been received from a local governing body, any funds due to that local governing body for the next fiscal year shall be retained until such time as the report has been submitted to the Board."*

If you have any questions or need additional information, please do not hesitate to contact Kim Barton, OEMS Accountant, at (804) 888-9100.

Sincerely,

A handwritten signature in black ink, appearing to read "Dennis J. Molnar". The signature is fluid and cursive, with a large initial "D" and "M".

Dennis J. Molnar  
Business Manager

Encl.:

Guidelines for Expenditures of EMS Funds  
Four-For-Life Report of Expenditures Form

**GUIDELINES FOR THE EXPENDITURE  
OF THE 26% RETURN TO LOCALITY  
SHARE OF EMS FOUR-FOR-LIFE FUNDS  
§ 46.2-694 of the Code of Virginia**

**Purpose of the Fund**

To provide funding for training<sup>1</sup> of volunteer or salaried emergency medical service (EMS) personnel of licensed, nonprofit emergency medical services agencies and for the purchase of necessary **equipment and supplies** for use in such locality by licensed, non-profit emergency medical services agencies.

Such funds shall be in addition to any local appropriations and local governing bodies shall not use these funds to supplant local funds.

In any case in which the local governing body grants the funds to a designated regional emergency medical services (EMS) council to be distributed to the licensed, nonprofit emergency medical service agencies and rescue squads, the local governing body shall remain responsible for the proper use of the funds.

Any money going to a regional EMS council shall *only* be used and distributed to licensed, nonprofit emergency medical services, as set forth in the statute.

The regional EMS council cannot retain or receive any portion of these funds as an administrative fee.

The regional EMS council shall submit a report to the local governing body on the distribution and use of these funds.

Such report shall be attached by the local governing body to their Annual Report of Expenditures.

If a report on the use of these funds has not been received from a local governing body, any funds due to that local governing body for the next fiscal year shall be retained until such time as the report has been submitted.

**Expenses associated with EMS training programs and courses approved by the Virginia Office of EMS which include:**

EMS textbooks, workbooks and other materials used in approved training courses

Supplies (used in training programs) such as disposable gloves, bandages, syringes, needles, etc.

Equipment (manikins, films, videotapes, etc.)

Expenses<sup>1</sup> associated with state EMS certification and recertification programs to include but not limited to course tuition, test site fees, and travel expenses (mileage, lodging and meal per diem, other allowable expenses) not to exceed the state or local government rates.

Expenses<sup>1</sup> associated with specialty training programs to include but not limited to course tuition and travel expenses (mileage, lodging and meal per diem, other allowable expenses) not to exceed the state or local government rates.

Regional training activities such as disaster response drills or other field exercises. Expenses associated with these activities include but not limited to course tuition and travel expenses (mileage, lodging and per diem) not to exceed the state or local government rates.

Expense <sup>1</sup> and <sup>2</sup> to complete an approved on-line Continuing Education (CE) course that provides credit toward EMS certification. The following link provides information on training programs and accessing

Continuing Education (CE) Reports.

<http://www.vdh.virginia.gov/OEMS/Training/ProviderResources.htm>

*Footnote:*

- 1. EMS agency or provider must provide proof of completion and the award of CE credits by the Virginia Office of EMS*
- 2. Fire fighter courses are not approved for the use of these funds.*

**Purchase of necessary equipment and supplies needed to:**

Gain access to a patient

Assess the patient's medical condition

Provide immediate medical care

Transport the patient to a medical facility

Communicate with the dispatcher and medical facility

Personal Protective Equipment (PPE) for EMS personnel includes but not limited to:

Safety vests (conforms to ANSI standards for roadway incident response)

Respirators/N95 type mask

Eye Protection (face shield, goggles, etc)

Gowns (surgical type protective gowns)

Patient Care Gloves

**Note:**

EMS Vehicles/EMS personnel with extrication equipment may be provided PPE equipment:

Helmets

Protective (extrication/safety) gloves

Ear protection

Steel toed boots

*These funds **cannot** be used to purchase firefighter turnout gear or other PPE utilized for primary fire services duties or response.*

Maintenance and service contracts for medical equipment utilized in the direct provision of patient care or training of EMS personnel.

**Note:** When entering into these contracts, ensure the agreement form is closely examined for clauses that would void the agreement and/or for items not covered under the agreement.

What are the clauses in the maintenance contract that would make it null and void? For example, if the equipment was dropped or mishandled, would that be enough to void the agreement.

Is the cost of the agreement reasonable for the services being provided? If so, is the cost of replacement significant enough to warrant the agreement cost?

**Items that do NOT conform to the intent:**

Items funded and purchased with RSAF Grant Funds (see below note)

Funding organizations or the purchasing of items by or for organizations that are not a licensed, non-profit emergency medical services agency.

Furnishings or appliances for squad building, training facilities, fire departments

Vehicle or building maintenance items

Building utilities (electric, gas, water, telephone, etc)  
Housekeeping expenses  
Capital improvements  
Special use equipment for fire suppression  
Firefighter PPE/turnout gear  
Firefighter training courses  
Fund raising or public relations expenses  
Articles of clothing (t-shirts, hats, etc) that are not personal protective clothing  
Office management expenses  
Law enforcement expenses  
Workers Compensation or Healthcare related costs

Note: *"Any funds received from Section 46.2-694 by a non-state agency cannot be used to match any other funds derived from Section 46.2-694 by that same non-state agency."* Simply put, funds returned to localities cannot be used as the matching share of any grants offered using **Four-For-Life** funds.

**Additional Guidance:**

1. These guidelines are very broad in nature; however the Code of Virginia is specific in that these funds must be used for EMS training and the purchase of necessary equipment and supplies for licensed, non-profit emergency medical services agencies. Always ask yourself and in the opinion of your locality's administrator or financial director, would this purchase withstand the scrutiny of an audit or an inquiry by a legislator and meet the intent of the program? If a strong case can be made by your locality's administrator or financial director, then please move forward on that expenditure. If not, contact the Office of EMS to discuss the item(s) and issues.
2. The Office of EMS (OEMS) will always recommend that the 26% Return to Locality portion of the Four for Life funds be used for equipment and supplies that can easily be linked to direct patient care or the training of EMTs. For those questionable items, OEMS will suggest that those expenditures be paid from other sources of revenue such as donations, revenue from insurance payments or other fund sources.
3. Carryover funds - The EMS funds returned to localities should be used within one year after receipt. OEMS discourages the carryover of funds into future fiscal years. The carryover of funds raises a red flag and the locality may be asked by OEMS for a spending plan of action.

# FOUR FOR LIFE - RETURN TO LOCALITIES FUNDS

REPORT OF EXPENDITURES - Fiscal Year 2015  
 (Funds Collected in March 2014 thru February 2015 & Distributed in Fiscal Year 2015)

Locality: NORTHAMPTON COUNTY TREASURER  
 POST OFFICE BOX 66  
 16404 COURTHOUSE ROAD  
 EASTVILLE VA 23347

Amount of Funding: \$11,409.84  
 Prior Year Carryover: \$0.00  
 Total Reportable: \$11,409.84

Instructions: Please complete this form by listing the EMS agency(ies)/organization(s) receiving Four-For-Life Funds and how the funds were used. Do NOT send copies of invoices or other documents. All documentation should be maintained by the locality; but made available upon request of this organization. Forward completed report to:

Office of Emergency Medical Services  
 Virginia Department of Health  
 Attn: Kim Barton, Accounting Manager  
 1041 Technology Park Drive  
 Glen Allen, VA 23059-4500  
 Telephone: (804) 888-9100 or (800) 523-6019

Licensed EMS Agencies Receiving Funds	Summary of Use			Total
	Training	Equipment	Supplies	
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
<b>TOTALS</b>	\$	\$	\$	\$
<b>Carryover (Funds Not Expended)</b>				\$
<b>Total</b>				\$

I certify that the funds provided to this community were expended in accordance with the Code of Virginia 46.2-694, which requires that funds will be used only for training or the purchase of equipment or supplies to support local EMS non-profit agencies/organizations. Invoices and other supporting documentation will be made available upon request.

-----  
 County/City Administrator

-----  
 Date

-----  
 Telephone



**Office of the Sheriff**  
**Northampton County**

5211 The Hornes • P.O. Box 68 • Eastville, Virginia 23347-0068  
Telephone (757) 678-0495 • Fax (757) 678-0494



**David L. Doughty, Jr.**  
Sheriff

To: Katie Nunez, County Administrator,  
John Andrzejewski, Finance Director

From: David L. Doughty Jr., Sheriff 

Re: Comp Board Fund Transfer

Date: June 14, 2016

We have asked the Comp Board to transfer \$8123, from vacancy savings. I am asking that you transfer the \$8123 to Police Supplies (100-3102-55950). Please let me know if there is anything else that you may need.



# Budget Performance Report

Fiscal Year to Date 06/30/16  
 Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/	Prior Year Total
Fund 490 - School Debt Service										
	<b>REVENUE</b>									
Department 0015 - Use of Money & Property										
40925	Interest on Investments	.00	.00	.00	.00	.00	.00	.00	+++	65,630.24
	Department 0015 - Use of Money & Property Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$65,630.24
Department 0044 - Transfer from Other Funds										
48000	Transfer from General Fund	345,196.00	419,063.00	764,259.00	28,766.33	.00	740,438.96	23,820.04	97%	368,358.96
	Department 0044 - Transfer from Other Funds Totals	\$345,196.00	\$419,063.00	\$764,259.00	\$28,766.33	\$0.00	\$740,438.96	\$23,820.04	97%	\$368,358.96
	<b>REVENUE TOTALS</b>	\$345,196.00	\$419,063.00	\$764,259.00	\$28,766.33	\$0.00	\$740,438.96	\$23,820.04	97%	\$433,989.20
	<b>EXPENSE</b>									
Department 9800 - Debt Service										
58950	Financing Fees	.00	.00	.00	.00	.00	550.00	(550.00)	+++	3,461.38
59000	Principal	300,025.00	419,063.00	719,088.00	12,130.75	.00	719,084.75	3.25	100	72,130.75
59050	Interest	45,171.00	.00	45,171.00	2,547.46	.00	45,171.21	(.21)	100	45,780.00
	Department 9800 - Debt Service Totals	\$345,196.00	\$419,063.00	\$764,259.00	\$14,678.21	\$0.00	\$764,805.96	(\$546.96)	100%	\$121,372.13
	<b>EXPENSE TOTALS</b>	\$345,196.00	\$419,063.00	\$764,259.00	\$14,678.21	\$0.00	\$764,805.96	(\$546.96)	100%	\$121,372.13
Fund 490 - School Debt Service Totals										
	REVENUE TOTALS	345,196.00	419,063.00	764,259.00	28,766.33	.00	740,438.96	23,820.04	97	433,989.20
	EXPENSE TOTALS	345,196.00	419,063.00	764,259.00	14,678.21	.00	764,805.96	(546.96)	100	121,372.13
	Grand Totals	\$0.00	\$0.00	\$0.00	\$14,088.12	\$0.00	(\$24,367.00)	\$24,367.00		\$312,617.07

TRACI L. JOHNSON  
CLERK OF THE CIRCUIT COURT OF  
NORTHAMPTON COUNTY, VIRGINIA

P.O. BOX 36  
EASTVILLE, VA 23347

PNC BANK, N.A.

15-3/540

JUNE 14, 2016

PAY TO THE  
ORDER OF TREASURER HON. CYNTHIA S. BRADFORD

\$ 20,574.50

TWENTY THOUSAND, FIVE HUNDRED SEVENTY-FOUR AND 50/100\*\*\*\*\*

DOLLARS



AUTHORIZED SIGNATURE

MEMO

⑈020794⑈ ⑆054000030⑆ 5505012763⑈

TRACI L. JOHNSON, CLERK OF THE CIRCUIT COURT OF NORTHAMPTON COUNTY, VIRGINIA

20794

Check issued to : TREASURER HON. CYNTHIA S. BRADFORD

Check issued on : JUNE 14, 2016

Check Amount : 20,574.50

TWENTY THOUSAND, FIVE HUNDRED SEVENTY-FOUR AND 50/100\*\*\*\*\*

This check issued for the following reason:

U - MISCELLANEOUS DISBURSEMENT

Memorandum data: CCRP 2015-B GRANT PAYOUT

: LIBRARY OF VIRGINIA  
:

TREASURER HON. CYNTHIA S. BRADFORD

N/A

N/A

N/A

For Payment by:	TIN# _____	PROG <u>137/006</u>
Name _____	VO# _____	DEPT <u>92130</u>
Date _____	Date _____	CC <u>761</u>
	BUS. UNIT <u>20200</u>	PROJECT <u>LVA91112</u>
	\$PAID _____	DUE DATE _____
	ACCOUNT# <u>5014310</u>	

## Sandi Esposito

---

**From:** Sabrina Satchell <ssatchell@co.northampton.va.us>  
**Sent:** Wednesday, June 22, 2016 9:02 AM  
**To:** 'Sandi Esposito'  
**Subject:** discretionay fund

June 22, 2016

Please cut a check for Basket and Bows from the discretionary fund 225-3302-51950 for the amount of \$40.00. This was for the purchase of flowers for the passing of Corporal Maria Owens's father.

*SABRINA SATCHELL  
LIDS TECH/JAIL SECRETARY  
EASTERN SHORE REGIONAL JAIL  
P.O BOX 1417  
EASTVILLE, VA 23347  
757-678-1361 (OFFICE)  
757-678-7900 (FAX)*

# NORTHAMPTON COUNTY



TO: Board of Supervisors

FROM: John J. Andrzejewski, Director of Finance

DATE: June 12, 2016

RE: Budget Amendments and Appropriations – FY 2017

Your approval is respectfully requested for the following FY 2017 budget amendments and supplemental appropriations:

**\$20,574.50** – This represents the deletion of revenue and expenses related to the restoration of Circuit Court Records. The project was budgeted in FY 2017 but completed and reimbursed in FY 2016.

**\$42,295** – This represents a grant from the Virginia Port Authority. The funds will be used for dredging at Willis Wharf.

**\$7,645** – This represents a decrease to the Library of Virginia grant for the restoration of Court Records. Decrease will be taken under Printing and Binding.

**\$1,363** – This represents a grant from the Byrne Justice Assistance Program for public safety. Funds will be used under the Sheriff's Equipment and Supplies budget line.

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

\_\_\_\_\_  
Chairman, Northampton County

9/14/16  
 Connie - CCRP 2015-B  
 Please submit to  
 the Treasurer to be paid.  
 Thanks,  
 Traci

**Invoice**

**KOFILE TECHNOLOGIES**  
 (Formerly Known as Kofile Preservation, Inc. and  
 Kofile Solutions, Inc.)  
 PO BOX 541028  
 DALLAS, TX 75354

Invoice No	Page
215085	1
Invoice date	
4/4/2016	

Bill To:  
 Northampton County  
 Hon. Traci L. Johnson, Clerk  
 5229 The Hornes  
 Eastville, VA 23347

Ship To:  
 Northampton County  
 Hon. Traci L. Johnson, Clerk  
 5229 The Hornes  
 Eastville, VA 23347

Customer #	Order Number	Customer PO	Payment Terms	Sales Rep
VANORTHAMPTON	151047	LVA GRANT	Net 30 Days	151 Greg Brooks

Quantity	Item No.	Description	Unit Price	Extended Price
1.0000	20020	Order Book 46, 1868-1871	2,978.0000	2,978.00
1.0000	20020	Minute Book 1796-1801	1,961.0000	1,961.00
1.0000	20020	Court Orders, 1816-1822	3,616.5000	3,616.50
1.0000	20020	Order Book 1808-1816	2,478.0000	2,478.00
1.0000	20020	Deeds, Wills, Etc. / 1657-1666 (Delamination)	3,711.0000	3,711.00
1.0000	20020	Order Book 8, 1657-1664 / (Delamination)	5,830.0000	5,830.00

FUND #	DEPT #	ACCOUNT #	AUTH.
100	2106	50930	lw



Subtotal: 20,574.50  
 Freight: 0.00  
 Sales tax: 0.00  
**Total Invoice Amount 20,574.50**



VIRGINIA PORT AUTHORITY  
600 WORLD TRADE CENTER NORFOLK VA 23510  
(757) 683-8000

June 7, 2016

Ms. Katie Nunez  
County Administrator  
County of Northampton  
PO Box 66  
Eastville, VA 23347

Re: Aid to Local Ports

Dear Ms. Nunez:

On behalf of The Port of Virginia, I would like to congratulate the County of Northampton for being awarded \$42,295 for dredging at Willis Wharf. Northampton has also been approved for carryover estimated to be \$98,705.16.

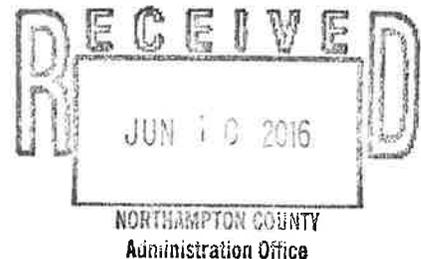
Fiscal year 2017 funds will be allocated by the Virginia Port Authority and are available July 1, 2016. The County of Northampton shall submit a requisition to VPA for payment. The requisition shall be accompanied by supporting invoices or other documentation as well as a certification of the applicant that the work has been performed or that payment is otherwise properly due. The requisition shall further set forth the name of person or entity to whom payment is to be made, the amount of payment, and the project for which the payment is to be made. When the project is completed, the applicant shall certify its completion date to the VPA.

Again, congratulations and we look forward to working with you on this project.

Sincerely,

Laura Godbolt  
Economic Development Manager /  
Foreign Trade Zone Administrator  
The Port of Virginia

Attachment



**VIRGINIA PORT AUTHORITY  
RESOLUTION 16-5**

**A RESOLUTION AUTHORIZING AID TO LOCAL PORTS FUNDING (FY17) TOTALING \$1,000,000 to the City of Norfolk, City of Poquoson, City of Richmond, County of Accomack, County of Middlesex, County of Northampton, Town of Cape Charles, Town of Onancock, and the Town of Wachapreague.**

**WHEREAS**, in September 1986, the Virginia General Assembly established the Commonwealth Port Fund in order to support port capital needs of all ocean, river or tributary ports within the Commonwealth; and

**WHEREAS**, the Board of Commissioners of the Virginia Port Authority adopted a Policy on Grants to Local Governments for Financial Assistance for Port Facilities (Aid to Local Ports Policy) on July 28, 1987, which Policy was last amended on November 18, 2014; and

**WHEREAS**, in accordance with the Aid to Local Ports Policy, the following entities have applied for grants for the purposes indicated;

**City of Norfolk**, up to \$74,830 for floating dock enhancements at Nauticus.

**City of Poquoson**, up to \$51,000 for dock and slip upgrades at Messick Point.

**City of Richmond**, up to \$100,000 for the development of the Intermediate Terminal.

**County of Accomack**, up to \$300,000 for Greenbackville dock replacement and electrical work.

**County of Middlesex**, up to \$118,125 for dredging at Jackson Creek.

**County of Northampton**, up to \$42,295 for dredging at Willis Wharf.

**Town of Cape Charles**, up to \$50,000 for breakwater and jetty rehabilitation.

**Town of Onancock**, up to \$200,000 for phase I of wharf area improvements.

**Town of Wachapreague**, up to \$63,750 for dredging at the Town Marina.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Virginia Port Authority that:

1. Grants will be made in the individual amounts and for the purposes indicated above.
2. Funds will be made available following the approval of certified requisitions which are accompanied by supporting documentation provided to the Virginia Port Authority as provided for in the Aid to Local Ports Policy.
3. The grantees are required to return any unused funds from these grants to the Virginia Port Authority.
4. If, by June 30, 2017, the grants authorized herein have not been fully drawn upon, or the contracts covering the improvements for which the grants were made have not been entered into, the grants will lapse and will not be carried over to the next fiscal year.

**BE IT FURTHER RESOLVED** that the Board of Commissioners of the Virginia Port Authority authorizes payment of the following carryover requests that were submitted to the Virginia Port Authority should the requests comply with the Virginia Port Authority's Aid to Local Ports Policy:

The City of Chesapeake requests to carryover until June 30, 2017, its previous balance estimated to be \$10,063.06.

The City of Isle of Wight requests to carryover until June 30, 2017, its previous balance estimated to be \$10,000.00.

The City of Newport News requests to carryover until June 30, 2017, its previous balance estimated to be \$638,292.00.

The City of Norfolk requests to carryover until June 30, 2017, its previous balance estimated to be \$109,510.90.

The City of Portsmouth requests to carryover until June 30, 2017, its previous balance estimated to be \$187,500.00.

The County of Northampton requests to carryover until June 30, 2017, its previous balance estimated to be \$98,705.16.

The Town of Cape Charles requests to carryover until June 30, 2017, its previous balance estimated to be \$194,188.90.

The Town of Onancock requests to carryover until June 30, 2017, its previous balance estimated to be \$33,775.41.

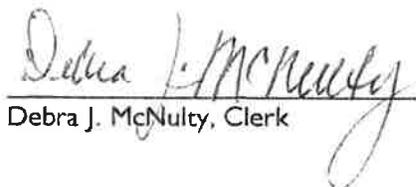
The Town of Saxis requests to carryover until June 30, 2017, its previous balance estimated to be \$187,249.65.

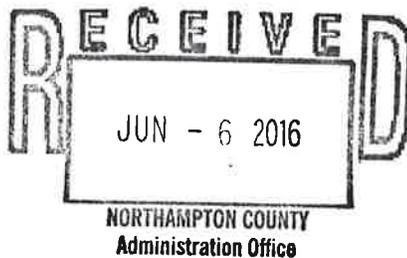
The Town of Tangier requests to carryover until June 30, 2017, its previous balance estimated to be \$57,925.

**PASSED AND ADOPTED** this 7<sup>th</sup> day of June, 2016

  
John G. Milliken, Chairman

Attest:

  
Debra J. McNulty, Clerk



LIBRARY O



May 31, 2016

The Honorable Traci L. Johnson  
Clerk of the Circuit Court  
Northampton County  
P.O. Box 36  
Eastville, VA 23347

Grant Agreement Number: 2016B-62

Dear Ms. Johnson,

The Circuit Court Records Preservation Grants Review Board met on Monday May 23, 2016 to consider 79 applications submitted from 70 localities, making it the most competitive cycle yet. It is our pleasure to inform you that your Item Conservation grant application to the Virginia Circuit Court Records Preservation Program **has been approved at a reduced amount of \$9,868.50 (see detailed list of approved items, attached)** by the review board, subject to the stated amount, availability of funds, and any provisos listed in this letter or on the enclosed CCRP Grants Program Application Certification form. Please review these provisos carefully to determine the scope and/or limitations of the project.

You will find the Application Certification form enclosed. This agreement, along with the original grant application details the term of your project, the portion of your project supported with grant funds, and the specific work that is to be accomplished. It will also indicate your fiscal and program reporting requirements. Please read the agreement carefully and return it to Michelle Washington at the Library of Virginia in the prepaid envelope included in this mailing. Contact your item conservation vendor representative to make arrangements for them to collect the approved items. If you have any questions regarding this award or agreement, please contact Greg Crawford at (804) 692-3505.

In the coming months, CCRP consulting archivists Eddie Woodward or Tracy Harter will be contacting you to arrange a visit in order to discuss your preservation needs and provide assistance with item conservation projects for upcoming grant cycles. Please accept our congratulations on the approval of your application. We appreciate your interest in preserving Virginia's documentary heritage and extend our best wishes for a successful project.

Sincerely,

JUN 3 2:40PM

Sandra G. Treadway  
State Librarian and State Archivist of Virginia

Chaz W. Haywood  
President, Virginia Court Clerks' Association

800 East Broad Street  
Richmond, Virginia 23219

[www.lva.virginia.gov](http://www.lva.virginia.gov)

804.692.3500 phone  
804.692.3976 v/tty

Item Conservation Grants: Items Approved: 2016B Cycle

Northampton County

Amt Awarded: \$9,868.50

2016B-62	Deed Book 71, 1915-1916	\$2,012.00	<input checked="" type="checkbox"/> Approved
2016B-62	Deed Book 29, 1824-1834	\$3,633.00	<input checked="" type="checkbox"/> Approved
2016B-62	Order Book 39, 1831-1836	\$2,780.00	<input checked="" type="checkbox"/> Approved
2016B-62	Superior Court Orders 1821-1831	\$1,443.50	<input checked="" type="checkbox"/> Approved
		<b>Totals:</b>	<b>\$9,868.50</b>

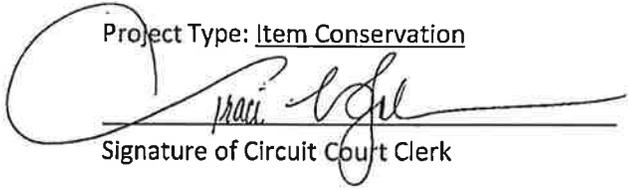
CCRP GRANTS PROGRAM APPLICATION CERTIFICATION

Locality: Northampton County

Date: May 26, 2016

Project Type: Item Conservation

Amount of Grant Request: \$26,020.50

  
Signature of Circuit Court Clerk

TRACI L. JOHNSON  
Typed or Printed Name of Circuit Court Clerk

**Statement regarding expenditure of funds:**

I will abide by applicable state and local procurement rules and agree that funds granted under the Virginia Circuit Court Records Preservation Program will be spent only in accordance with the plan of work and budget statement presented in this application, and that any changes in the submitted proposal of work and/or budget will be submitted in writing to the grants office for approval in advance. I understand that grant funds will only be released upon receipt of verification form indicating that the proposal of work has been fully completed. I will ensure that any agreements for goods or services to be paid for with grant funds will be consistent with the project requirements set forth in the CCRP Program Manual.

**Statement regarding archival and records management policies and procedures:**

I agree to comply with all policies and procedures required by the *Code of Virginia*, and the decisions of the Circuit Court Records Preservation Grants Review Board and the Library of Virginia concerning the management, preservation, reproduction, and storage of public records, as well as those pertaining to the official recording of such records in government offices, whether on paper, microfilm, digital image, or any other medium.

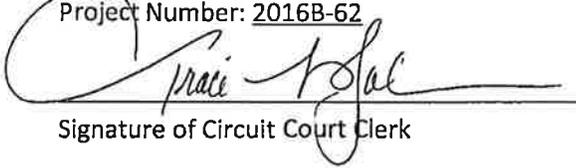
**Statement regarding project status and financial expenditure reports:**

I agree to submit program status and financial expenditure reports as required by the Library of Virginia. I also agree to account for all grant funds, to maintain separate financial and programmatic records on this project, and to retain such source documentation as canceled checks, paid bills, payroll, or other accounting documentation, in conjunction with the fiscal office of this locality, that would facilitate an audit. I understand that failure to submit the status and financial reports will result in grant funds not being released and this office becoming ineligible to receive future grant funding, until such time that the delinquent reports have been successfully submitted.

By signing below I agree to the three statements above as well as the decision of the CCRP Grants Review Board:

Project Number: 2016B-62

Amount of Grant Award: \$9,868.50

  
Signature of Circuit Court Clerk

Date: 3 June 2016



COMMONWEALTH

Department of Criminal Justice Services

April 1, 2016

Francine C. Ecker  
Director

FY17 BAA  
Justice Byrne  
Grant

1000 Bank Street  
Richmond, VA 23219  
804-786-4000  
804-786-8732

Ms. Katherine Nunez  
County Administrator  
Northampton County  
P. O. Box 66  
Eastville, VA 23347

Title: Byrne Justice Assistance Grant, 16-R1161LO15

Dear Ms. Nunez:

The Byrne Justice Assistance Grant Program (JAG) makes federal funds available to localities to help support their efforts to reduce crime and improve public safety. The Department of Criminal Justice Services has been designated to administer a portion of the JAG funds reserved for Virginia and to make those funds available to local units of government. I am pleased to advise you that we are awarding your locality \$1,363.00 in federal funds. With the required local cash matching funds of \$151.00, your total award is \$1,514.00.

Enclosed you will find a *Statement of Grant Award and a Statement of Grant Award Special Conditions*. To indicate your acceptance of the award and conditions, please complete and sign the award acceptance and return it to Janice Waddy, General Administration Manager II, Office of Grants Management, at the Department of Criminal Justice Services (DCJS). Please review the conditions carefully; as they include specific requirements about how the grant funds must be managed once you receive them. We are required to provide the entire federal portion of your award in one distribution. Please refer to the enclosed "Post Award Instructions and Reporting Requirements" for details on how to request funds using our online Grants Management Information System (GMIS). **All financial reports and request for funds must be submitted through GMIS.**

In order to complete the award acceptance, you must also provide information on how your locality will use the awarded federal funds. Instructions are attached.

We appreciate your interest in this grant program and will be happy to assist you in any way we can to assure your project's success. If you have any questions, please contact Shelia Anderson at (804) 786-9469 or by email at [shelia.anderson@dcjs.virginia.gov](mailto:shelia.anderson@dcjs.virginia.gov).

Sincerely,

Francine C. Ecker  
Director

Enclosures

cc: The Hon. David L. Doughty Jr., Sheriff  
Mr. John Andrzejewski, Finance Director  
Ms. Shelia Anderson, DCJS Monitor

# Department of Criminal Justice Services

1100 Bank Street, 12<sup>th</sup> Floor, Richmond, VA 23219

## Byrne Justice Assistance Grant Statement of Award/Acceptance

<b>Subgrantee:</b> County of Northampton	<b>Date:</b> April 1, 2016 <b>Grant No:</b> 16-R1161LO15	<b>Grant Period:</b> April 1, 2016– December 31, 2016	
<b>Project Director</b>	<b>Project Administrator</b>	<b>Finance Officer</b>	
The Hon. David L. Doughty Jr. Sheriff Northampton County Sheriff's Office P. O. Box 68  Eastville, VA 23347  Phone No: (757) 678-0478	Ms. Katherine Nunez County Administrator Northampton County P. O. Box 66  Eastville, VA 23347  Phone No: (757) 678-0440	Mr. John Andrzejewski Finance Director Northampton County P. O. Box 68  Eastville, VA 23347  Phone No: (757) 678-0440	
<b>TOTAL PROJECT</b>	<b>Federal</b>	<b>Subgrantee Cash Match</b>	<b>TOTAL</b>
	\$1,363	\$ 151	\$1,514

This grant is subject to all rules, regulations, and special conditions included in this award.

  
Francine C. Ecker, Director

Please provide the information requested below. See attached instructions for completing the award acceptance. Enter the amount of Federal funds you plan to spend in each category below. The total of Federal funds entered must equal the total of Federal funds awarded in this grant. Please round to the nearest dollar.

Purpose Areas	Federal Amount	Category
<b>1. Law Enforcement</b>		
a. Hiring	\$	# Current Officers _____
b. Overtime	\$	# Officers to Hire _____
c. Equipment:		# Current Support Personnel _____
(1) Traditional Law Enforcement Equipment	\$ 1528.90	# Support Personnel to Hire _____
(2) Information Technology	\$	Sworn <input type="checkbox"/> Civilian <input type="checkbox"/>
<b>2. Prosecution &amp; Courts</b>	\$	
<b>3. Prevention &amp; Education</b>	\$	
<b>4. Corrections &amp; Community Corrections</b>	\$	
<b>5. Drug Treatment</b>	\$	
<b>6. Planning, Education &amp; Technology Improvement</b>	\$	

The undersigned, having received the Statement of Grant Award/Acceptance and the Conditions attached thereto, does hereby accept this grant and agree to the conditions pertaining thereto, this 00~~2~~ day of June, 2016.

Signature of Project Administrator: Katherine H. Nunez Title: County Administrator



**Office of the Sheriff  
Northampton County**

5211 The Hornes • P.O. Box 68 • Eastville, Virginia 23347-0068  
Telephone (757) 678-0495 • Fax (757) 678-0494



**David L. Doughty, Jr.**  
Sheriff

**BYRNE JUSTICE ASSISTANCE GRANT**

GRANT # 16-R1161LO15

**NORTHAMPTON COUNTY SHERIFF'S OFFICE**

**BUDGET NARRATIVE**

- 1). BLACK X2 TASER -----\$1029.95
- 2). PERFORMANCE POWER MAGAZINE -----\$109.00
- 3). BROWNING TRAIL CAMERAS ----- \$129.95 X 3 = \$389.95
- TOTAL BUDGET -----\$1528.90

THE NORTHAMPTON SHERIFF'S OFFICE HAS 68 SWORN DEPUTIES OF WHICH 22 ARE ASSIGNED TO PATROL AND SOME ESSENTIAL LAW ENFORCEMENT EQUIPMENT USED BY OUR DEPUTIES ARE NOT SUPPORTED IN OUR BUDGET. THE PAST SEVERAL YEARS NON-LETHAL FORMS OF EQUIPMENT HAS BECOME AVAILABLE WHICH IS THE REASON NORTHAMPTON SHERIFF'S OFFICE HAS TRANSITION OVER TO THE TASER X2. THE TASER X2 HAS ULTIMATELY HELP WITH THE APPREHENSION OF COMABTIVE SUSPECTS, INCREASED OFFICER SAFETY AND GIVEN OUR DEPUTIES AN EFFECTIVE FORM OF NON-LETHAL FORCE. OUR CURRENT BUDGET DOES NOT SUPPORT THE NEED OF A SPARE TASERS X2 JUST IN CASE ONE SHOULD BECOME DISABLED.

NORTHAMPTON SHERIFF'S OFFICE HAS MANY RESPONIBILITIES SUCH AS CORRECTIONS, COURT SECURITY, CIVIL PROCESS, PATROL, AND CRIMINAL INVESTIGATIONS. THERE ARE TIMES WE ARE LIMITED IN OUR ABILITY TO MONITOR AREAS IN WHICH THERE ARE REPEATED THEFTS OR VANDALISM. OUR GOAL IS TO REMOTELY MONITOR THESE AREAS AS NEEDED THROUGH TRAIL/GAME CAMERAS. THE USE OF THESE CAMERAS WILL ALLOW US TO POSITION THEM IN AREAS UNNOTICED, WITHOUT THE NEED FOR ELECTRIC AND THE ABILITY TO NOT DETECT AT NIGHT.

NORTHAMPTON SHERIFF'S OFFICE IS HOPING WITH THE PURCHASE OF THE ABOVE ITEMS WE WILL BE ABLE TO BETTER PROTECT OUR COMMUNITY

AND ENFORCE THE LAWS HOLDING THOSE ACCOUNTABLE FOR THEIR  
CRIMINAL ACTIVITY.

RESPECTFULLY SUBMITTED