Agenda
Board of Supervisors Meeting
Wednesday, May 06, 2020 at 7:00 PM
County Administration Building, Auditorium
414 N Main Street, Madison, Virginia 22727

Call to Order, Pledge of Allegiance & Moment of Silence

Determine Presence of a Quorum / Adopt Agenda

Public Comment

Workshop Session

1. County Administration Center Renovation Project (Norman Smith)
2. Discussion on FY21 Budget Status (Hobbs)
3. Consideration of Correction to Resolution#2020-12 (FY21 Administrative Fees) (Hobbs)
4. Report on Public Safety Radio Tower Sites (Hobbs)
5. Report on Floodplain Map & Ordinance Update Timetable (Hobbs)
6. Ratification of Animal Shelter Medical Policy (Hobbs)

Information/Correspondence

Public Comment

Closed Session

Adjourn

1 / A321 BUILDING 410 ARCH FLOOR PLAN 1
Scale: 1/4" = 1'-0"
CURRENT HEALTH DEPT. BUILDING

BZ — BUILDING & ZONING
CURRENT AREA: 842.6 SF
PROJECTED AREA: 1011.1 SF
AREA SHOWN: 1001.0 SF

TR — TREASURER
CURRENT AREA: 631.7 SF
PROJECTED AREA: 789.6 SF
AREA SHOWN: 1172.0 SF

CR — COMMISSIONER OF REVENUE
CURRENT AREA: 854.8 SF
PROJECTED AREA: 1139.7 SF
AREA SHOWN: 1187.0 SF

ADVANTAGES

1. TREASURER AND COMMISSIONER OF REVENUE EACH HAS PUBLIC ACCESS AND CONTROL.
2. CLEAR OFFICE PATHS TO BREAKROOM.
3. LARGE AND SMALL CONFERENCE ROOMS.
4. COMMON EQUIPMENT AREA.
5. BREAKROOM USES EXISTING PLUMBING AND HAS OUTSIDE ACCESS.

DISADVANTAGES

1. RESTROOMS DO NOT SHARE COMMON PLUMBING WALL.

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No.	Date	Revision Notes	Zone	Appr
2	4/24/20	Madison Cnty Review		
1	2/28/20	deliverable to client		

Drawn By	
Checked By	
Issued By	
Issued Date	04/24/20
Drawn By	Renison
Checked By	
Project No.	19P3
Drawing Code	
Drawing No.	19P3-colman-r-r3/r1/r2
Plot Date	00/00/00

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COUNTY OF MADISON, VIRGINIA
302 THRIFT ROAD
MADISON, VA 22727

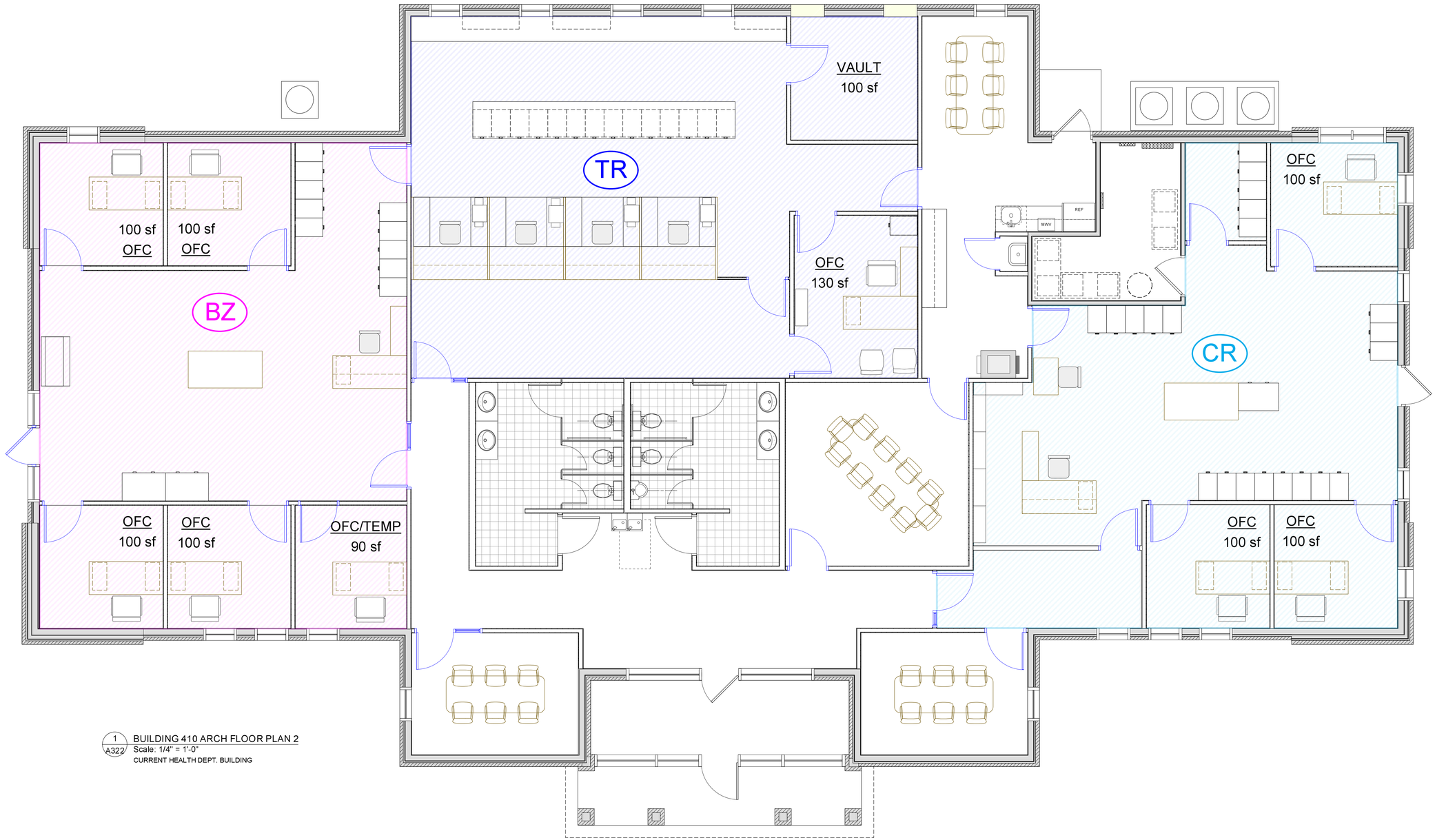
BLDG 410 ARCH FLR OPTION 1

Sheet Scale

A321

of

DEVICES AND EQUIPMENT, IF SHOWN, ARE APPROXIMATE AND ARE NOT DIMENSIONED OR TO SCALE.



1 / A322 BUILDING 410 ARCH FLOOR PLAN 2
Scale: 1/4" = 1'-0"
CURRENT HEALTH DEPT. BUILDING

BZ — BUILDING & ZONING
CURRENT AREA: 842.6 SF
PROJECTED AREA: 1011.1 SF
AREA SHOWN: 1172.0 SF

TR — TREASURER
CURRENT AREA: 631.7 SF
PROJECTED AREA: 789.6 SF
AREA SHOWN: 1203.0 SF

CR — COMMISSIONER OF REVENUE
CURRENT AREA: 854.8 SF
PROJECTED AREA: 1139.7 SF
AREA SHOWN: 1110.0 SF

ADVANTAGES

1. TREASURER AND COMMISSIONER OF REVENUE EACH HAS PUBLIC ACCESS AND CONTROL.
2. CLEAR OFFICE PATHS TO BREAKROOM.
3. LARGE AND SMALL CONFERENCE ROOMS.
4. COMMON EQUIPMENT AREA.
5. BREAKROOM USES EXISTING PLUMBING AND HAS OUTSIDE ACCESS.
6. RESTROOMS SHARE COMMON PLUMBING WALL AND ARE COLOCATED.

DISADVANTAGES

1. COMMISSIONER OF REVENUE HAS LESS SPACE THEN AT OPTION 1.

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No.	Date	Revision Notes	Zone	Appr
2	4/24/20	Madison Cnty Review		
1	2/28/20	deliverable to client		

Issue Date	04/20/20
Issued By	Revision
Project No.	19P3
Drawing No.	Drawing Code
Drawing File	19P3-sdmain-r2-03172020
Plot Date	00/00/00

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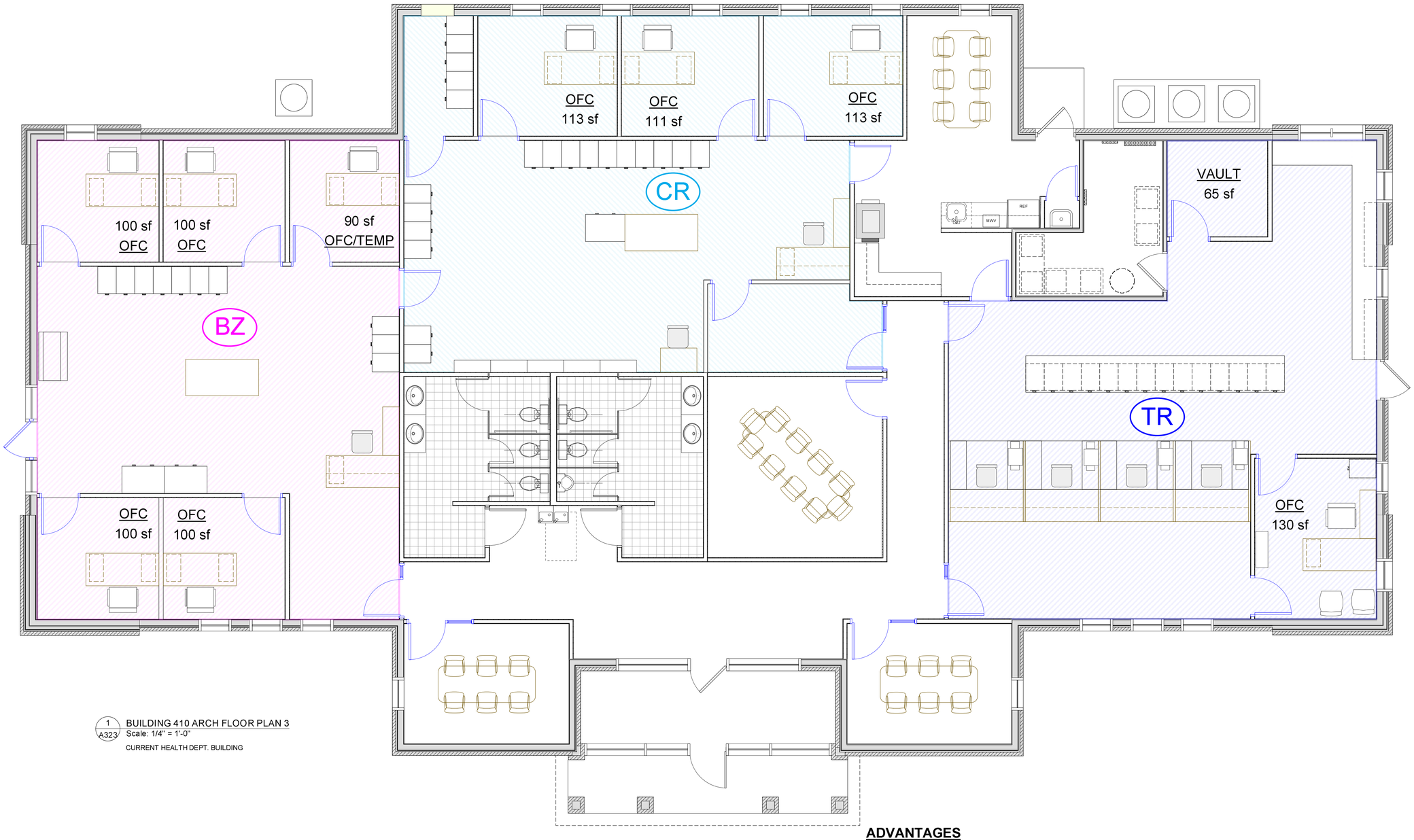
MADISON, VA 22727

BLDG 410 ARCH FLR OPTION 2

Scale: Sheet Scale

Drawing No.: A322
of



1 A323 BUILDING 410 ARCH FLOOR PLAN 3
Scale: 1/4" = 1'-0"
CURRENT HEALTH DEPT. BUILDING

BZ **BUILDING & ZONING**
CURRENT AREA: 842.6 SF
PROJECTED AREA: 1011.1 SF
AREA SHOWN: 1172.0 SF

TR **TREASURER**
CURRENT AREA: 631.7 SF
PROJECTED AREA: 789.6 SF
AREA SHOWN: 1148.0 SF

CR **COMMISSIONER OF REVENUE**
CURRENT AREA: 854.8 SF
PROJECTED AREA: 1139.7 SF
AREA SHOWN: 1133.0 SF

ADVANTAGES

1. TREASURER AND COMMISSIONER OF REVENUE EACH HAS PUBLIC ACCESS AND CONTROL.
2. CLEAR OFFICE PATHS TO BREAKROOM.
3. LARGE AND SMALL CONFERENCE ROOMS.
4. COMMON EQUIPMENT AREA.
5. BREAKROOM USES EXISTING PLUMBING AND HAS OUTSIDE ACCESS.
6. RESTROOMS SHARE COMMON PLUMBING WALL AND ARE COLOCATED.

DISADVANTAGES

1. TREASURER HAS LESS SPACE THEN AT OPTION 2
2. BREAKROOM ACCESS IS LESS GENEROUS..

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No.	Date	Issue Notes	Revision Notes	Date	Zone	Appr
2	4/24/20	Madison City Review				
1	2/28/20	deliverable to client				

Date 04/20/20
Revision Revision
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Checked By
Approved By
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Plot Date 00/00/00
Plot/Plotter
Project File 19P29-sample-r2-03172020
Author Initials
Project Mgr.

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Consultant

Project Title COUNTY OF MADISON, VIRGINIA
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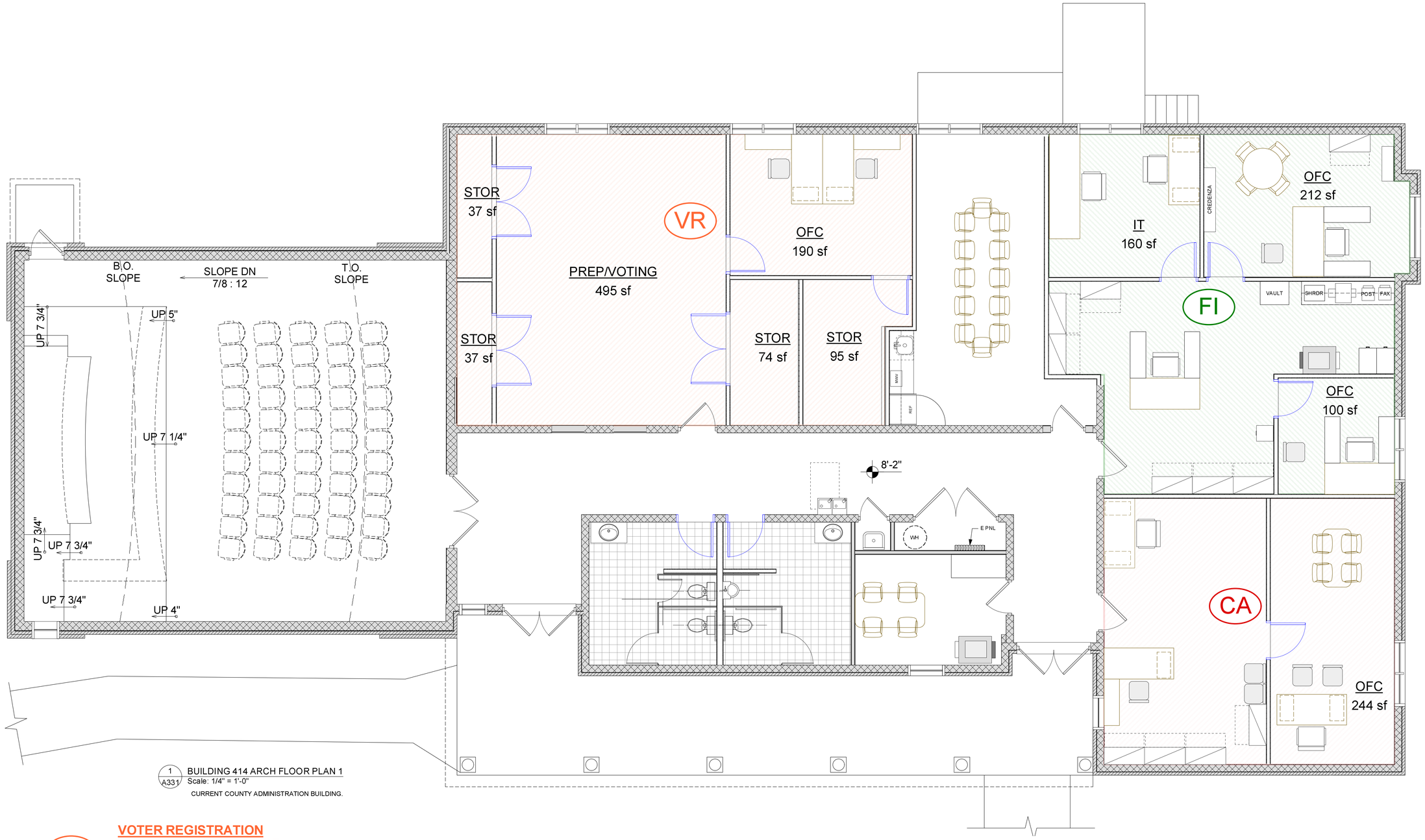
MADISON, VA 22727

Drawing Title BLDG 410 ARCH FLR OPTION 3

Scale Sheet Scale

Drawing No. A323

of



1 A331 BUILDING 414 ARCH FLOOR PLAN 1
Scale: 1/4" = 1'-0"
CURRENT COUNTY ADMINISTRATION BUILDING.

VR

VOTER REGISTRATION
CURRENT AREA: 801.8 SF
PROJECTED AREA: 1096.0 SF
AREA SHOWN: 963.0 SF

FI

FINANCE & IT
CURRENT AREA: 715.0 SF
PROJECTED AREA: 894.0 SF
AREA SHOWN: 884.0 SF

CA

COUNTY ADMINISTRATOR
CURRENT AREA: 388.8 SF
PROJECTED AREA: 583.2 SF
AREA SHOWN: 573.0 SF

ADVANTAGES

1. COMMON EQUIPMENT AREA HAS MEETING AREA.
2. LARGE CONFERENCE ROOM.
3. CONFERENCE ROOM AND BREAKROOM SHARE SPACE.
4. RESTROOMS SHARE COMMON PLUMBING WALL AND ARE COLOCATED.
5. LARGEST VOTER REGISTRAR SPACE OF THREE OPTIONS.

DISADVANTAGES

1. FINANCE SMALLER THAN OTHER OPTIONS.

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No.	Date	Issue Notes
2	4/24/20	Madison City Review
1	2/28/20	deliverable to client

Date 04/2020
Revision Revision
Project No. 19079
Drawing Code
Filename 19079-sesmarch-09T20
File Date 00/00/00

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MADISON, VA 22727

BLDG 414 ARCH FLR OPTION 1

Sheet Size

A331

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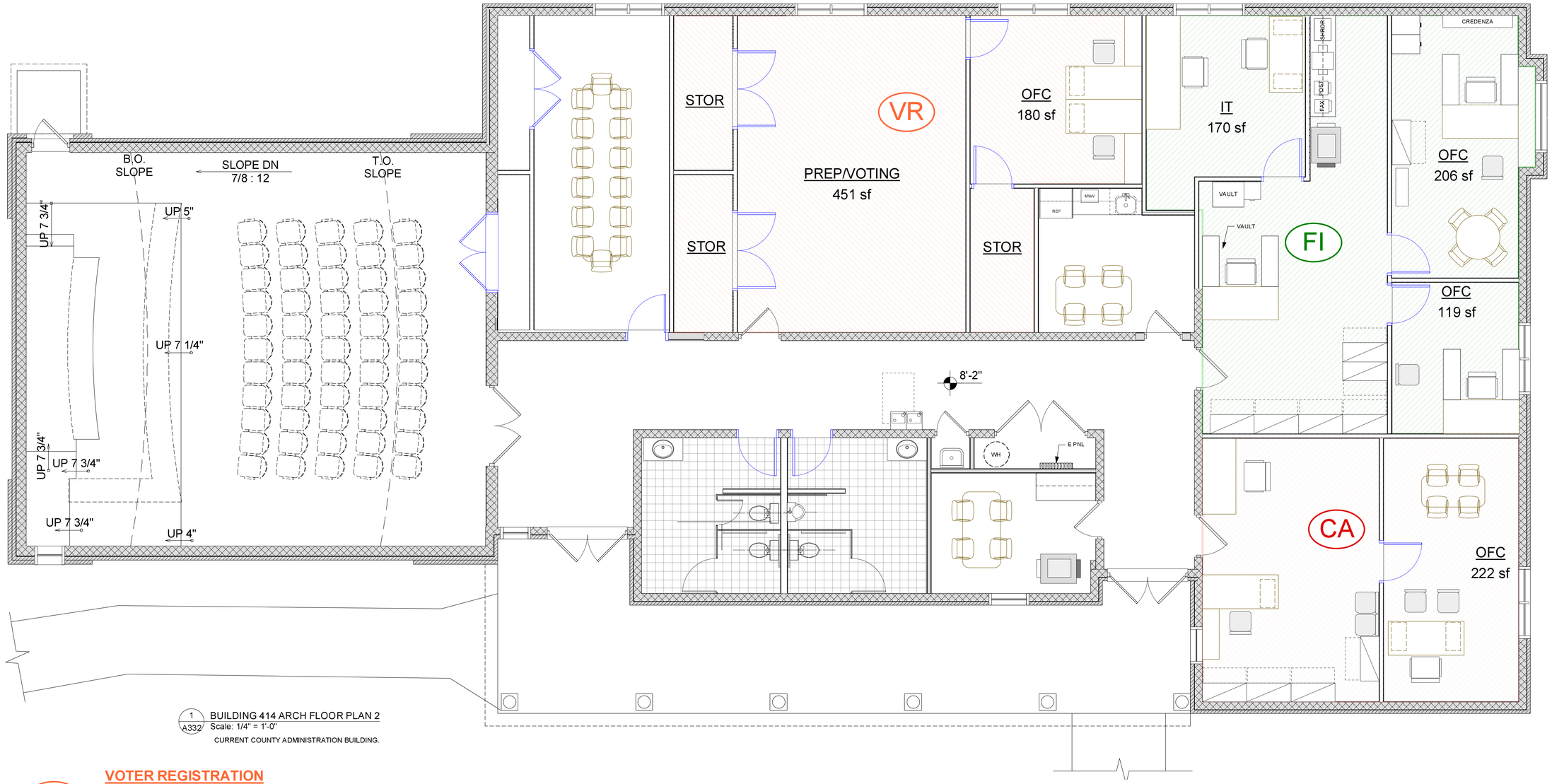

1 A332 BUILDING 414 ARCH FLOOR PLAN 2
Scale: 1/4" = 1'-0"
CURRENT COUNTY ADMINISTRATION BUILDING.

VR

VOTER REGISTRATION
CURRENT AREA: 801.8 SF
PROJECTED AREA: 1096.0 SF
AREA SHOWN: 827.0 SF

FI

FINANCE & IT
CURRENT AREA: 715.0 SF
PROJECTED AREA: 894.0 SF
AREA SHOWN: 905.0 SF

CA

COUNTY ADMINISTRATOR
CURRENT AREA: 388.8 SF
PROJECTED AREA: 583.2 SF
AREA SHOWN: 520.0 SF

ADVANTAGES

1. COMMON EQUIPMENT AREA HAS MEETING AREA.
2. LARGE CONFERENCE ROOM.
3. SEPARATE BREAKROOM.
4. RESTROOMS SHARE COMMON PLUMBING WALL AND ARE COLOCATED.

DISADVANTAGES

1. VOTER REGISTRAR SMALLER THAN OTHER OPTIONS.

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No.	Date	Issue Notes	No.	Date	Revision Notes	Zone	Appr
2	4/24/20	Madison City Review					
1	2/28/20	deliverable to client					

Date	04/2020
Revision	
Drawn By	19979
Checked By	
Drawing Code	
File Name	19979-sesmar-c-09720
Plot Date	00/00/00

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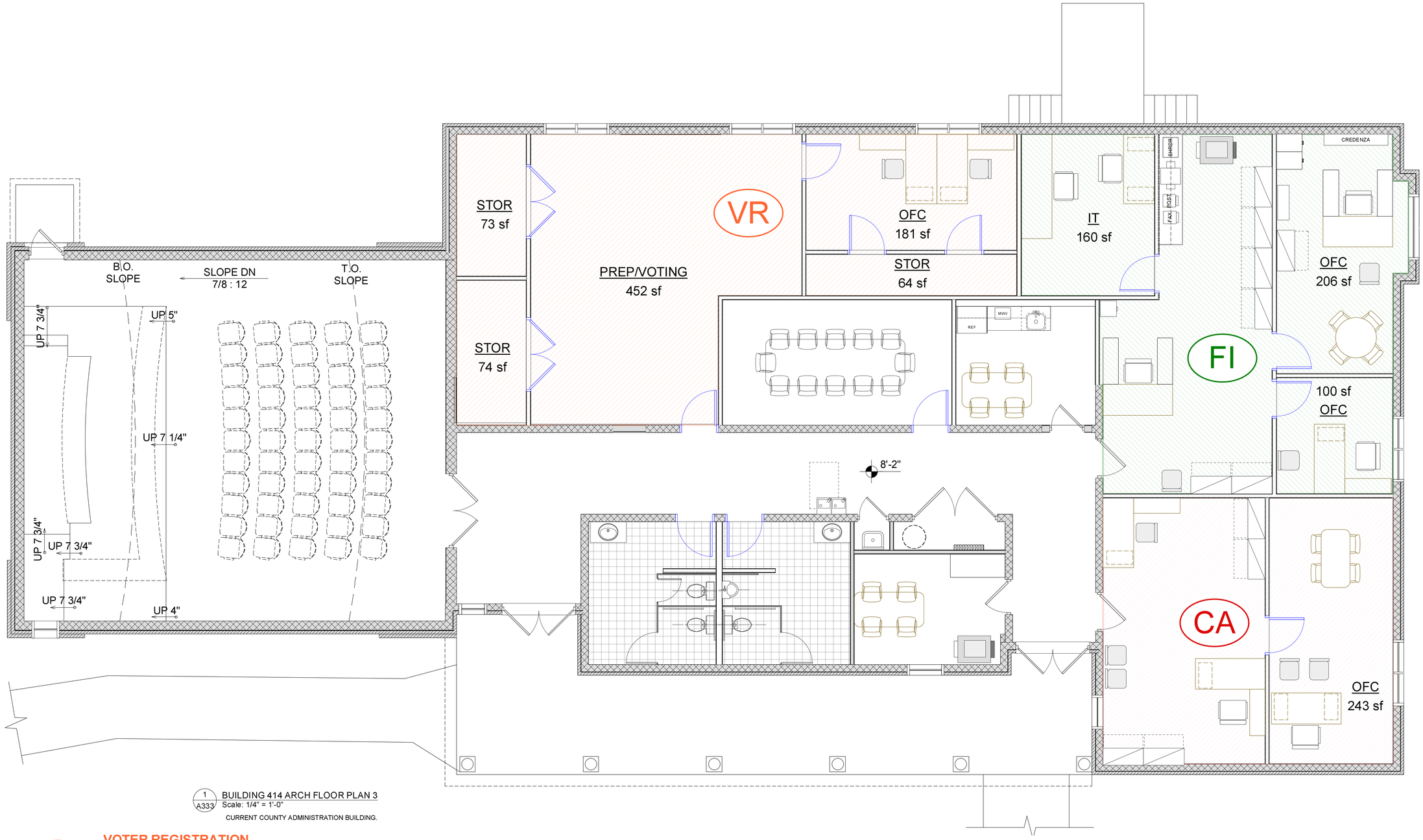
COUNTY OF MADISON, VIRGINIA
302 THRIFT ROAD
MADISON, VA 22727

BLDG 414 ARCH FLR OPTION 2

Scale: Sheet Scale

Drawing No.: A332

of



1 A333 BUILDING 414 ARCH FLOOR PLAN 3
Scale: 1/4" = 1'-0"
CURRENT COUNTY ADMINISTRATION BUILDING.

VOTER REGISTRATION
CURRENT AREA: 801.8 SF
PROJECTED AREA: 1096.0 SF
AREA SHOWN: 924.0 SF

FINANCE & IT
CURRENT AREA: 715.0 SF
PROJECTED AREA: 894.0 SF
AREA SHOWN: 885.0 SF

COUNTY ADMINISTRATOR
CURRENT AREA: 388.8 SF
PROJECTED AREA: 583.2 SF
AREA SHOWN: 573.0 SF

ADVANTAGES

1. SHARED EQUIPMENT ROOM HAS MEETING AREA.
2. SEPARATE BREAKROOM.
3. RESTROOMS SHARE COMMON PLUMBING WALL AND ARE COLOCATED.

DISADVANTAGES

1. CONFERENCE ROOM SMALLER THAN OTHER OPTIONS.

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No.	Date	Issue Notes
2	4/24/20	Madison City Review
1	2/28/20	deliverable to client

No.	Date	Revision Notes	Zone	Appr

Date 04/2020
Revision Revision
Project ID 1929
Drawing Code
File Name 1929-sesmar-c-09720
File Date 00/00/00

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MADISON, VA 22727

BLDG 414 ARCH FLR OPTION 3

Scale Sheet Scale
Drawing No. A333
of

Agenda Item #1.

SCHEMATIC DESIGN PHASE COST ESTIMATE; MADISON COUNTY ADMINISTRATION COMPLEX CONSOLIDATION

NOTES:
SF COSTS BASED ON BUILDING JOURNAL SF COSTS, ADJUSTED FOR RICHMOND AREA(CLOSEST AVAILABLE REGION), MED/HIGH COST FACTOR AND 1-3 STORY OFFICE TYPE
SF COSTS ARE ESTIMATES AND ARE NOT GUARANTEED
UNIT AND OTHER LUMP SUM COSTS ARE PRELIMINARY ESTIMATES PROVIDED BY THE ARCHITECT AND ARE NOT GUARANTEED
SF AREAS BASED ON GSF INSIDE EXTERIOR WALLS SINCE ALL WORK IS INTERIOR AND DOES NOT INCLUDE ANY EXTERIOR WORK

GSF BY SF	SF	$/SF		COMMENTS	
HEALTH/410	5,202.00	95.00		BASED ON MED/HIGH AVG OF OFFICE BLDG COSTS	494,190.00
ADMIN/414	3,838.00	95.00			364,610.00
BOS CHAMBER	1,131.00	0.00		SEE BELOW	
SUBTOTAL					**858,800.00**

BOS CHAMBER COSTS	AREA/QTY	UNIT/SF COST	ESTIMATED LUMP SUM COST	COMMENTS	
NEW ACT CEILING	1,131.00	8.00		ASSUMES LEVEL CEILING AT APPROX SAME HT AS EXISTING	9,048.00
NEW CARPET	1,131.00	3.75			4,241.25
NEW LIGHTING REPLACE IN PLACE	1.00	1.00	22,000.00	ASSUME APPROX 30 FIXTURES	22,000.00
NEW PAINT	1.00	1.00	15,000.00		15,000.00
NEW DAIS WRAP/UPGRADE	1.00	1.00	18,000.00		18,000.00
AUDIO/VISUAL/IT UPGRADE	1.00	1.00	15,000.00		15,000.00
MOVE HVAC UNIT	1.00	1.00	2,500.00	FROM ATTIC TO OVER MAIN BLDG	2,500.00
ACOUSTIC PANEL UPGRADE	1.00	1.00	10,000.00		10,000.00
WALL UPGRADE BEHIND DAIS	1.00	1.00	10,000.00	SPECIAL FINISH, COUNTY SEAL, ETC	10,000.00
DOOR UPGRADES	3.00	600.00		REPLACE EX DOORS AND LOCKS	1,800.00
HARDWARE UPGRADES	3.00	300.00			900.00
LIFE SAFETY UPGRADES	1.00	1.00	4,000.00	BAT PACK, EXIT LIGHTS	4,000.00
SUBTOTAL					**112,489.25**

OTHER COSTS	AREA/QTY	UNIT/SF COST	ESTIMATED LUMP SUM COST	COMMENTS	
ACM REMEDIATION	1.00	1.00	15,000.00	EST COSTS PROVIDED BY HURT AND PROFFITT; ESTIMATED HIGH MAX	15,000.00
ACM REMEDIATION INSPECTION	1.00	1.00	3,500.00		3,500.00
SUBTOTAL					**18,500.00**
TOTAL					**989,789.25**

ADDITIONAL OPTIONAL COSTS	AREA/QTY	UNIT/SF COST	ESTIMATED LUMP SUM COST	COMMENTS	
ADD 410 AIRLOCK/STOREFRONT	1.00	1.00	7,000.00		7,000.00
ADD 410 AIRLOCK/FLOOR	1.00	1.00	1,500.00		1,500.00
ADD 410 AIRLOCK/MISC MEP	1.00	1.00	1,500.00		1,500.00
EXTERIOR SIDEWALK IMPROVEMENTS	1,040.00	12.00		NOT IN CURRENT SCOPE OR CONTRACT	12,480.00
NEW COUNCIL SEATING	52.00	350.00		NOT REQUIRED BUT MAY BE DESIRABLE	18,200.00
REPLACEMENT OF OLDER HVAC	2.00	6,000.00		IF NOT INCLUDED IN OVERALL SF COSTS AND GIVEN EXPECTED REMAINING LIFE	12,000.00
SUBTOTAL					**40,680.00**
TOTAL ALL ESTIMATED COSTS					**1,030,469.25**

Madison County
Revisions to FY21 Advertised GF Budget
at 4/28/2020 Board Meeting

	Sources				Uses	
	Revenues	Use of FB - Debt Stabilzation	Use of FB - Budget Stabilization	Total	Expenditures	Change
Advertised Budget	25,235,334.00	319,965.00	394,326.00	25,949,625.00	25,949,625.00	
4/28/2020 Adjustments:						
Revenues:						
RET	(170,000.00)		170,000.00	-	-	
Secured Remote Access	10,995.00		(10,995.00)	-	-	
State recordation taxes	(51,325.00)		51,325.00	-		
Adjust PRA reimbursement	(3,724.00)		3,724.00	-		
Expenditures:						
Moore Bldg Rent			21,112.00	21,112.00	21,112.00	
Reduction to accrued leave contingency			(15,000.00)	(15,000.00)	(15,000.00)	
Delay implementation of comp study (net)			(138,590.00)	(138,590.00)	(138,590.00)	
Operating expense reductions			(148,753.00)	(148,753.00)	(148,753.00)	
Contrib to OAR			(3,177.00)	(3,177.00)	(3,177.00)	
Contrib to CSB			(16,219.00)	(16,219.00)	(16,219.00)	
Contrib to PRA			(5,245.00)	(5,245.00)	(5,245.00)	
Contrib to Skyline CAP			(7,037.00)	(7,037.00)	(7,037.00)	
Reduction to Library			(10,400.00)	(10,400.00)	(10,400.00)	
Reduction to MCRS			(25,000.00)	(25,000.00)	(25,000.00)	
Increase to SB			131,520.00	131,520.00	131,520.00	
Delay hire of AS manager to 1/1			(20,184.00)	(20,184.00)	(20,184.00)	
Reduce Sheriff fuel			(10,000.00)	(10,000.00)	(10,000.00)	
Reduce Jail Medical Reserve			(22,688.00)	(22,688.00)	(22,688.00)	
CW attorney software maintenance			3,500.00	3,500.00	3,500.00	
REVISED TOTAL	25,021,280.00	319,965.00	342,219.00	25,683,464.00	25,683,464.00	(266,161.00)

REVENUES		EXPENDITURES	
Reduction to RET	(170,000.00)	21,112.00	Correction - Moore rent
Increase in SRA	10,995.00	131,520.00	Increase to SB
Decrease-state rec tax	(51,325.00)	(418,793.00)	Reductions to expenditures
PRA reduction	(3,724.00)	(266,161.00)	
Decrease in use of FB	(52,107.00)		
	(266,161.00)		

RESOLUTION# 2020-13 (Amended)

A RESOLUTION ADOPTING MADISON COUNTY FEES FOR FY21 AND THEREAFTER UNLESS AND UNTIL CHANGED.

WHEREAS, the Madison County Board of Supervisors imposes fees in order to fund various services; and,

WHEREAS, the Madison County Board of Supervisors desires to confirm the adoption of such fees in a consolidated format for the convenience and benefit of the residents and business operators of the Madison County;

BE IT RESOLVED that the fees listed on the following attachments will be effective for the July 1, 2020-June 30, 2021 fiscal year and thereafter unless and until changed by an appropriate action by the Madison County Board of Supervisors:

A. Animal Control and Animal Shelter
B. Building Official
C. Planning and Zoning
D. Solid Waste Collection and Disposal
E. Emergency Communications

AND BE IT FURTHER RESOLVED, that where a fee is not listed on any attachment to this Resolution, the lawfully adopted regulation, resolution or ordinance of Madison County that established said fee shall continue to apply;

AND BE IT FURTHER RESOLVED, that where a fee listed on any attachment to this Resolution is at variance with a fee listed in a lawfully adopted regulation, resolution or ordinance of Madison County, the fee listed in this resolution shall apply.

This Resolution was approved on April 28, 2020 and amended on May 6, 2020.

_____
Chairman R. Clay Jackson

Attest:

_____
Jack Hobbs, Clerk

	"Aye":	"Nay":	"Abstain":	Absent:
R. Clay Jackson				
Charlotte L. Hoffman				
Kevin K. McGhee				
Amber Foster				
Carty Yowell				

A. FY20 Madison County Animal Control and Animal Shelter

<u>Animal Shelter Fees</u>

Small domestic animal such as a dog or cat:

Impoundment fee..... $12
Boarding Fee ..... $5 per day or portion thereof
This board fee shall be waived in the event the small domestic animal is claimed by its owner within 24 hours of its impoundment.
Dog adoption fee $95
Cat adoptions..... $75

Large domestic animal such as a horse, cow, goat, sheep, or pig:

Impoundment fee..... $15
Board fee.....$10 per day or a portion thereof
Trailer fee .....$50 per use
Adoption fee $45

<u>Dog Tags</u>

Per County Ordinance, $10.00 for the lifetime of the dog, including all male dogs, unsexed male dogs, female dogs and unsexed female dogs

No kennel tags are issued by Madison County

No dog tag is required for guide dog for a blind person, hearing dog for a deaf/hearing impaired person, service dog for a mobility impaired person.

Dog tags can be purchased from the Treasurer's Office.

B. FY20 Madison County Building Official

RESIDENTIAL

One/two family dwellings (Including Additions, Manufactured and Modular Homes), Attached/Detached Garages, Utility Sheds (over 256 sq. ft.), Decks and Porches:

Finished/Unfinished ..... $.18/ sq. ft. calculated on gross finished floor area
Minimum Charge $75.00

Remodeling and Alterations:

Exterior only (roof, siding, etc.) $75.00
Interior ..... $.18 sq.ft./$75.00 minimum

Swimming Pool/Hot Tub/Spa: (all inspections included)

In-ground pool $200.00
Above ground pool $125.00
Hot Tub/Spas $100.00

Electrical/Plumbing/Mechanical

Electrical Fees for Residential ..... $.07 sq.ft/$75.00 minimum
Electrical service upgrade $75.00
Plumbing Fees for Residential ..... $6.00 per fixture/$75.00 minimum
Mechanical Permit $75.00

Chimneys/Flues/Fireplaces ..... $75.00 per unit

Demolition Permit $75.00

Re-inspection Fee

(After 1st inspection or work not ready) $50.00
Investigative inspections $50.00
Plan amendments (after 1st review) $50.00
Permit renewals $50.00
Temporary occupancy request $50.00

COMMERCIAL

New construction and alterations (calculated on gross floor area)
Finished/Unfinished ..... $.20/sq. ft.
Minimum fee $75.00

Electrical/Plumbing/Mechanical
Electric ..... $.07 sq.ft/$75.00 minimum
Plumbing ..... $6.00 per fixture/$75.00 minimum
Mechanical ..... $.07 sq. ft./$75.00 minimum

Fire Suppression and Fire Alarm Systems ..... $.02 sq.ft./$150.00 minimum
Commercial range hoods (Suppression system included) ..... $75.00 each
Elevators/escalators ..... $125.00 each
Signs (electric included) ..... $75.00 each
Swimming pools –
Commercial use $225.00
Electrical $75.00
Plan amendments (after 1st review) $60.00

OTHER PERMITS/FEES

Mobile office trailers (all inspections) $75.00
U.S. Tanks (underground) /AS Tanks (above ground) (installation or removal) $75.00
Amusement device inspections.....$125.00
Demolition permit $75.00
Investigative inspections $50.00
Re-inspection fee $50.00
(After 1st inspection or work not ready)
~~Septic permit ..... $40.00~~
Renewal fee- ($75.00 per category) ..... $300 max.
Work started without permit ..... Double Cost of Approved Permit Fee
Tents/Air supported structures ..... $75.00 (each)
Electrical for tents $40.00

Permits are subject to a 2% state levy (this does not apply to zoning and erosion permit fees).

Refunds – 75% of fee may be refunded after written request by owner/agent after issuance of permit.

EROSION AND SEDIMENT CONTROL (Permits valid for one year)

Erosion & Sediment Land Disturbing Permit .....$300.00 + $200.00/each additional acre *
Erosion & Sediment Control Plan Review.....$200.00 + $100.00/each additional acre (payable at plan submission)*
Agreement in lieu of plan (single family dwellings) $150.00
Land disturbing permit renewal – 50% of initial fee Supplemental Plan Review 50% of initial fee
Re-inspection fee (after 1st inspection) $75.00
[for purpose of computing fees, disturbed areas shall be rounded to the next whole acre]
* up to 10 acres/after 10 acres, additional acreage is 50%
E&S Bond -Agreement in lieu of plan for single family dwellings $1,000.00

BUILDING PLAN REVIEW FEES
(Non Refundable - payable at plan submission)
1. Residential Fee Schedule (R-5 Use groups) Residential dwelling units, additions, alterations & manufactured homes

[A] Finished & unfinished space $50.00
[B] Review of revisions to plans previously approved $35.00
~~[C] Accessory structure greater than 500 sq. ft. - ..... $20.00~~

2. Commercial (new construction, additions, alterations, change of use)

[A] ~~Per square foot (finished & unfinished space)~~Finished & unfinished space $300.00
[B] Review of revisions of plan previously approved $50.00
[C] Electrical, plumbing, mechanical Plan reviews - .....$50.00 ea.
[D] Fire alarm & fire suppression plan reviews - $50.00

Building Code Board of Appeals
Any appeal or matter considered by the Building Code Board of Appeals $350

Exception
Madison County, including the Madison County School Board and the Madison County Parks and Recreation Authority, and the Madison County Fair are exempted from all fees under this Section B.

C. FY20 Madison County Planning and Zoning

1. Zoning Fees

Application for Rezoning (Zoning Map Amendment)
- Minimum Charge $2,000
- Parcel >10 acres; additional fee $100 per acre >10

Zoning Text Amendment $400
Proffer/Conditional Zoning Amendment $2,000
Comprehensive Plan Amendment $1,500
Zoning Certification Letter $50
Special Use Permit (SUP) $500
(SUP), Telecommunications Facility $1,500
- Additional fee: Consultant Review ..... (Cost)

Board of Zoning Appeals

Variance Request $250
Appeal $300

Permits

Zoning Permit $50
Septic Permit $50
Agricultural Structure Permit $50

2. Subdivision Fees

Subdivision Plat, minimum fee $850
- Additional fee, per lot $150

Family Division Plat $350
Boundary Line Adjustment Plat $350
Boundary/Physical Survey Plat $350

3. Site Plans

Site Plan Review/Approval, minimum fee $500
Additional fee, per disturbed acre $150

D. FY20 Madison County Solid Waste Collection and Disposal Fees

1. All users of the Madison County transfer station shall be subject to the fees below unless specifically exempted by the Madison County Board of Supervisors.

   Madison County, including the Madison County School Board and the Madison County Parks and Recreation Authority, and the Madison County Fair are exempted.

2. Madison County Residents Only: Residential bagged trash: No charge
   a. Hang tag will be provided at no charge
   b. One small bulk item permitted per week at no charge (less than 25 lbs)
   c. Additional or replacement tags $5.00 with a limit of 2 per household

3. Small home based Madison County business and non profits may dispose up to 6 - 30 gallon bags per week. Anything over 6 bags will be charged at the established rate per ton. A hang tag will be provided at no charge

4. Appliances with Freon (refrigerator, air conditioners) .....20.00 each
   a. Small refrigerators less than 48" tall $10

5. Tires .....$3.00 each

6. Furniture if mixed in with bags can be charged by the unit at:
   a. Small items (furniture appliances, debris less than 20 lbs) $2.00
   b. Medium items (furniture appliances, debris less than 50 lbs)..... $5.00
   c. Large items (furniture appliances, debris more than 50 lbs)..... $10.00
   d. Mattress or box spring .....$8.00 each

7. All other trash (commercial, bulk, etc.) will be weighed and charged at $65.00 per ton

8. Brush & woody debris .....$65.00 per ton
   Free brush months (October & March) for residential brush only.

9. Should the scale be inoperable please refer to the "Scale Inoperative Procedure of 12-9-13

10. No charge for single stream or scrap metal recycling (not appliances)

11. Items that may have a reclaimed value (re-use) may be held separately by the facility and reclaiming by residents or non-profits. This is only as space permits, is for residential use only and is not to be resold. The County is not responsible for and makes no warranty or representation as to condition or use of any items reclaimed.

12. No hazardous materials accepted

13. Payment is by cash, check or a charge account may be set up once approved.

14. Large quantities of recycling may be accepted however rates and logistics shall be negotiated in advance and subject to the Board of Supervisors approval.

E. FY20 Emergency Communications

Secondary structure addresses (ref. Res#2018-12 approved on September 25, 2019).....$50.00

Madison County Floodplain Ordinance & Map Adoption Plan
4/29/2020 (Draft)

Team Members & Roles
Jamie Wilks: Project manager, subject matter expert, liaison with DCR & FEMA
Sean Gregg: Legal, ordinance review
Ligon Webb: Organize/manage public hearing process, Planning Commission & BoS liaison
Jack Hobbs: General coordination

Goals/Strategies

- County participation in NFIP but not expanding into areas such as FEMA's Community Rating System
- Minimize regulatory impact on agricultural buildings & operations
- Expedited, minimized approval processes for de minimis situations (i.e. creating a new simple, no-fee "permit" instead of requiring zoning or building permits)
- No freeboard requirements beyond the minimum necessary
- Clarify "market value" in the ordinance
- Determine whether to leave the floodplain ordinance within the Zoning Ordinance or make it a standalone section of the Madison County Code

Staff Report/Analysis Needed

- Impact of not participating in the NFIP
- Review impacts beyond new & renovated buildings: i.e. regulation on installing culverts in creeks vs. County responsibility

Anticipated Timetable

May 1	Draft ordinance due to DCR
May 6	Preliminary presentation to Planning Commission
Mid May	Comments on draft ordinance due from DCR
May-June	Ongoing communication with DCR
August 5	**Joint PC/BoS public hearing on map/ordinance revision**
Mid August	Ordinance adoption
Late August	Adopted ordinance delivered to DCR
1st week September	Adopted ordinance transmitted to FEMA by DCR
September 18	**Maps become effective; ordinance effective date**

Madison County
Public Animal Shelter Medical Protocol

Address: 4590 Shelby Rd. Madison, VA 22727
Office: 540-948-6945

PROTOCOL A: DETERMINING IF AN ILL, INJURED, OR OTHERWISE COMPROMISED ANIMAL REQUIRES VETERINARY TREATMENT
PAGES: 1-6

PROTOCOL B: CONTROL OF CONTAGIOUS AND INFECTIOUS DISEASE
PAGES: 7-9

PROTOCOL C: MANAGEMENT OF NEONATAL AND MEDICALLY COMPROMISED ANIMALS
PAGES: 10-14

Total Number of pages: 14 pages

MADISON COUNTY ANIMAL SHELTER:

_____ **DATE:** 4/30/2020
County Administrator: Jack Hobbs

MADISON COMPANION ANIMAL HOSPITAL: DR. REINHOLD PFAFF
2658 SOUTH SEMINOLE TRAIL, MADISON, VA 22727

Madison Companion
Animal Hospital
2658 South Seminole Trail
Madison, VA 22727
540-948-6876

_____ **DATE:** 4-30-20
Veterinarian: Dr. Reinhold Pfaff, DVM

Effective Date: 4/30/2020

MADISON COUNTY PUBLIC ANIMAL SHELTER

PROTOCOL A. DETERMINING IF AN ILL, INJURED, OR OTHERWISE COMPROMISED ANIMAL REQUIRES VETERINARY TREATMENT

Madison Companion
Animal Hospital
2658 South Seminole Trail
Madison, VA 22727
540-948-6176

Licensed Veterinarian Name (Printed): _____

Licensed Veterinarian Signature: _____ Date: 4-30-20

OVERVIEW: The animal shelter shall provide adequate veterinary care for each animal as required by VA Code §3.2-6503. This protocol is required by **2 VAC 5-111-30 Provision of veterinary treatment.** "A. Each facility shall engage a licensed veterinarian to develop or ratify a protocol for determining if an ill, injured, or otherwise compromised animal requires treatment by a licensed veterinarian. Each facility shall adhere to the protocol and provide veterinary treatment when needed."

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1. FACILITY PREPAREDNESS

The shelter manager oversees supervising the provision of adequate veterinary care and is properly trained and educated in basic animal care and the basic assessment of animal wellness. The shelter manager will ensure that all staff members and caretakers are properly instructed in the requirements of this protocol, and that reasonable resources remain in place in advance (including animal transportation and veterinary provider payment arrangements) for events requiring veterinary care. **The cost of veterinary care that exceeds $250 per animal must be authorized by the shelter manager.** This shelter manager will secure an alternate for absences from duty when he cannot be contacted for guidance regarding an animal wellness concern.

The following resources will be maintained in the shelter at all times in a conspicuous, readily accessible manner for use by all staff members and caretakers:

- A contact list that includes: the shelter manager's name and telephone number; the names, addresses, and telephone numbers of the local veterinary establishments; and the name, address, and telephone number of the nearest veterinary emergency facility.
- Species-(canine/feline) specific charts, age, body condition scoring, and breed determination.
- A copy of this protocol.
- The "American Red Cross/ HSUS First Aid" book.
- Animal first aid supply kit containing vet wrap, gauze, bandage tape, and stethoscope.

2. ANIMAL INTAKE EVALUATION

Upon taking custody of each animal, an intake exam will be performed and observations will be recorded on the "Animal Evaluation Form." Observations will be noted as either "Appears Normal" or a description of the abnormality or compromising condition observed. Use the following guide as an aid for describing abnormal or compromising conditions when completing the Animal Intake Evaluation.

- General Attitude: Depressed, Agitated, Lethargic, Disoriented
- General Condition: Geriatric, Neonatal, Dehydrated, Obese, Emaciated, Malodorous.
- Eyes: Cloudy, Swollen, Crusty, Red, Discharge, Pus, Mucous, Ulcer, Poor Vision/Blindness, Squinting
- Ears: Red, Inflamed, Moist, Odor, Discharge, Pus, Waxy, Poor Hearing/Deafness
- Nose: Discharge, Crusty, Inflamed, Wound, Ulcer
- Mouth: Inflamed gums, Missing teeth, Severe tartar, Wound, Ulcer, Pale gums, Tacky gums
- Skin: Hair loss, Red, Inflamed, Crusty, Wound, Parasites, Wound, Sores, Mass
- Abdomen: Swollen, Firm/Tight, Lumpy, Mass

- Urogenital/Reproductive: Discharge, Swollen, Bloody, Pregnant, Cryptorchid (retained testicle), Prolapse
- Limbs/Mobility: Wound, Swollen, Limping/Not using limb, Difficulty standing
- Neurological: Circling, Wobbly, Twitching, Seizures

3. INITIAL CONFINEMENT HOUSING

Each animal will be confined individually (unless neonatal with nursing mother and/or littermates, or already acclimated and accustomed to cohabitation with another specific animal) for at least the first 120 hours after intake. Following the initial five days, an animal may be commingled with other compatible animals as appropriate and conducive to animal safety, well-being, and adequate care, and in accordance with all applicable laws and regulations.

4. ANIMAL MONITORING

Each animal will be monitored daily, and the observations will be recorded on the "Daily Observation Sheet." This log will be maintained on (or in close proximity) the animal's enclosure. Observations will be recorded as "Appears Normal" or a description of the abnormality or compromising condition observed. For describing abnormalities or compromising conditions, use the guide included above in item 2, as well as the following:

- Appetite: Poor, Difficulty swallowing, Difficulty chewing
- Stools: Soft, Bloody, Watery, Profuse, Parasites/Worms, No stool, Hard/Dry
- Urine: Discolored, Excessive, Bloody, Straining
- Other: Vomiting, Vocalizing, Excessive panting, Coughing, Injury Description, etc.

The shelter manager will review all Animal Monitoring Logs daily and will assign this duty to a properly qualified staff member for any day that the shelter manager is not on site at the shelter.

The chart on page four will be used in determining whether abnormal findings are mild, significant, or emergency in nature.

5. FINDINGS OF MILD ILLNESS, INJURY, ABNORMALITY, OR COMPROMISE

If, during the intake evaluation or at any time thereafter, signs of mild illness/injury/abnormality/compromise are observed (see associated chart) the following steps will be taken:

1) Make a notation on the "Animal Intake Evaluation" form or "Daily Observation Sheet" (whichever form is appropriate based on the time the signs were noticed) and provide initials and the date/time of the observation.
2) Move animal to individual confinement if not already individually confined.
3) Discuss the findings with management as necessary.
4) Take general care measures as appropriate to alleviate discomfort and protect the animal (loose bandaging, bathing, clipping, external parasite removal, administration of commercially available product, etc.) as well as modifications to feed, bedding, and/or enclosure environment/climate.
5) Increase monitoring frequency to three times a day, and if the signs worsen at any time or do not subside after three days, regard the animal as having a potentially significant condition.
6) If the condition resolves, return the animal to general confinement and care.
7) Record all activities on the "Daily Observation Sheet."

6. FINDINGS OF SIGNIFICANT ILLNESS, INJURY, ABNORMALITY, OR COMPROMISE

If, during the intake evaluation or at any time thereafter, signs of significant illness/injury/abnormality/compromise are observed (see associated chart), the following steps will be taken:

1) Make a notation on the "Animal Intake Evaluation" form or "Daily Observation Sheet" (whichever form is appropriate based on the time the signs were noticed) and provide initials and the date/time of the observation.
2) Move animal to individual confinement if not already individually confined.
3) Make modifications to feed, bedding, and/or enclosure environment/climate as appropriate/directed.
4) Promptly notify the shelter manager.

5) Contact a veterinary establishment for advice and make an appointment according to the recommendation of the veterinary establishment. In the meantime, and as advised by the veterinary staff, take first aid measures as appropriate to protect the animal.
6) Transport the animal to the veterinarian for diagnosis and treatment.
7) The shelter manager will inform the veterinarian of the status of the animal's confinement in the shelter (reason for custody, holding period, etc.) and that a course of treatment is authorized that stabilizes the animal, prevents progression of the condition, alleviates pain and suffering, and is geared toward resolving the condition within a reasonable timeframe.

7. FINDINGS OF EMERGENCY ILLNESS, INJURY, ABNORMALITY, OR COMPROMISE

If, during the intake evaluation or at any time thereafter, signs of emergency illness/injury/abnormality/compromise are observed (see associated chart), the following steps will be taken:

1) Immediately contact a veterinary establishment for advice and transport the animal directly to the veterinarian for diagnosis and treatment. As advised by the veterinary staff, take first aid measures as appropriate to protect the animal and alleviate pain and distress in transit.
2) The shelter manager will inform the veterinarian of the status of the animal's confinement in the shelter (reason for custody, holding period, etc.) and that a course of treatment is authorized that stabilizes the animal, prevents progression of the condition, alleviates pain and suffering, and is geared toward resolving the condition within a reasonable timeframe.
3) Make a notation on the "Animal Intake Evaluation" form or "Daily Observation Sheet" (whichever form is appropriate based on the time the signs were noticed) and provide initials and the date/time of the observation.
4) Add a communication note to the "Notes" section on the "Daily Observation Sheet" documenting when the veterinarian was contacted, their recommended next steps, and the actions the shelter took to resolve the emergency. The back of the log may be used for additional space if needed.

If at any point it is questionable if a shelter animal is experiencing an emergency, a veterinarian's office will be called immediately.

8. ***POTENTIALLY INFECTIOUS/CONTAGIOUS DISEASE***

At any time, if an animal is showing signs of a contagious or infectious disease, the "Protocol for the Control of Infectious or Contagious Disease" will be followed **in addition** to this protocol as stated above.

Licensed Veterinarian Initials:

MILD

Mild illnesses, injuries, abnormalities, or compromising conditions are those which:

1) Present with a single finding without any other signs;
2) Do not interfere with healthy eating, drinking, breathing, mobility, elimination, or resting;
3) Do not cause pain or distress; and
4) Are not contagious or zoonotic (transmissible to other animals or humans)

Signs of mild illness, injury, abnormality, or compromise include (but are not limited to):

- Pregnancy/Onset of giving birth
- Presence of fleas or ticks
- Intermittent scratching
- Slight limping
- Isolated/occasional vomiting of food without any other signs
- Isolated/occasional soft stool without any other signs
- Minor scrape or abrasion
- Sneezing with no other clinical signs
- Rare dry cough with no other clinical signs

SIGNIFICANT

Significant illnesses, injuries, abnormalities, or compromising conditions are those which:

1) Cannot be directly attributed to a specific cause of mild compromise;
2) Cause pain or distress;
3) Interfere with healthy eating, drinking, or elimination; or
4) Cause impaired mobility, breathing, or resting

Signs of significant illness, injury, abnormality, or compromise include (but are not limited to):

- Coughing regularly
- Diarrhea lasting more than 1 day
- Vomiting more than twice
- Urinating frequently
- Wounds
- Daily scratching
- Hair loss or red skin
- Not eating or drinking for more than a day
- Increased drinking
- Non-weight bearing on a leg
- Painful
- Red eyes or discharge from the eyes
- Exudate in the ears

EMERGENCY

Emergency illnesses, injuries, abnormalities, or compromising conditions are those which:

1) Place an animal in jeopardy;
2) Cause extreme pain or suffering;
3) Life-threatening; or
4) Without treatment could rapidly progress to become life-threatening

Signs of emergency illness, injury, abnormality, or compromise include (but are not limited to):

- Increased respiration rate or difficulty breathing
- Altered mental or neurologic status
- Straining to eliminate
- Bloated abdomen with drooling or non-productive retching
- Pale gums
- Generalized weakness or severe lethargy
- Active bleeding (including blood in feces, urine, or vomit) or extensive bruising
- An open wound or deep wound
- Difficulty giving birth

Any animal that has experienced trauma such as hit-by-car or fight with another animal is considered an emergency.

Animal Intake Evaluation

Body Condition Score: 1 (emaciated) 1 2 3 4 5 6 7 8 9 10 (obese)

Gait: Walks normally Limps on_____Will not walk Other:_____

Skin: Normal Missing Hair Itchy, red

Mucus membranes: Pink Red Yellow Blue Pale/white Other:_____

Ears: Clean-No debris Little debris Lots of debris

Eyes: Clean Discharge Red Not opening eye(s)

Fleas? Yes None seen

Ticks? Yes None seen

Visible injuries or wounds? No Yes, Describe:_____

Temperament/Disposition: _____

ANIMAL MONITORING LOG

Animal ID: _____

Note your observations by writing your Initials in the appropriate boxes below

Date	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Time														
APPETITE DRY														
Normal														
Nibbling														
Not Eating														
APPETITE WET														
Normal														
Nibbling														
Not Eating														
STOOLS														
Formed														
Diarrhea														
Bloody														
None														
URINE														
Normal														
Excessive														
Bloody														
Straining														
None														
VOMITING														
None														
Food														
Bile														
Hairball														
Other:														
COUGHING														
Yes														
No														
SNEEZING														
Yes														
No														
NASAL DISCHARGE														
None														
Clear														
Cloudy/Opaque/Green/Yellow														
Blood														
EYES														
Clear														
Pus/Mucus														
Red/Irritated														
Swollen														
BEHAVIOR														
Friendly														
Scared/Shy														
Listless/Depressed														
Aggressive/Feral														
Urine Outside of Litterbox														
Stool Outside of Litterbox														

Notes:

MADISON COUNTY PUBLIC ANIMAL SHELTER

PROTOCOL B: CONTROL OF CONTAGIOUS AND INFECTIOUS DISEASE

Madison Companion
Animal Hospital
2658 South Seminole Trail
Madison, VA 22727
540-948-6876

Licensed Veterinarian Name (Printed): _____

Licensed Veterinarian Signature: _____ Date: 4-30-20

OVERVIEW: This protocol is required by **2 VAC 5-111-30 Provision of veterinary treatment.**
"B. Each facility shall engage a licensed veterinarian to develop or ratify a protocol for the control of contagious and infectious disease and shall adhere to such protocol. Each facility shall provide a marked isolation room for the confinement of animals suffering from a contagious or infectious disease."

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1. GENERAL FACILITY RULES REGARDING DISEASE CONTROL
   - Sweep and mop facility daily.
   - Do not allow outside animals to come into contact with shelter animals unless it is for a meet-and-greet with a committed adopter.
   - Any food items intended for consumption by shelter animals must be in unopened packaging when they are received.
   - All dry food must be kept in stationed food rooms and off the floor.
   - Any unused, open canned food will be covered, dated, and stored in the refrigerator for no more than 7 days. After 7 days the food will be discarded.
   - Any donated items must be properly disinfected or laundered before using in the shelter.
   - Always clean the shelter in the following order starting with #1 and working through #6.
     1. Neonatal enclosures
     2. Neonatal area
     3. General population enclosures
     4. General population area
     5. Isolation population enclosures
     6. Isolation room
        Reminder: After entering isolation, workers are not permitted to come into contact with neonates and the very young for the remainder of the day.

2. GENERAL ANIMAL HOUSING CLEANING AND DISINFECTION PROCEDURES
   - All materials inside animal's enclosure must be able to be appropriately disinfected through laundering.
   - Clean animal enclosures daily as needed while animal is outside of enclosure.
   - To disinfect area and enclosures:
     - Remove organic material and any debris.
     - Wash soiled area with detergent and scrub.
     - Rinse area and apply disinfectant (Kennel Sol)
     - Allow disinfectant to sit for 10 minutes before rinsing.
     - Allow enclosures to dry before allowing animal back into enclosure.

- Disinfect hallways, outdoor concrete areas, socialization rooms, and any other areas animals come into access with once daily and upon soiling as described above.
- Remove feed pans, water bowls, and toys from enclosure and wash separately with detergent daily and before use by another animal.

3. DESIGNATED ISOLATION ROOM

The first room on the right from the sally port entrance is the designated isolation room. This room will have controlled access.

- The room is labeled "Isolation Room."
- Place waste and laundry receptacles immediately next to the door of this room on the inside of the room.
- Store a dedicated supply of cleaning agents, materials, and equipment inside the room for the sole purpose of room disinfection/cleaning and caring for the animals in isolation.
- Do not take any supplies out of the room for use or storage in another part of the facility.
- Do not use this room to store any items that are used outside of the isolation room.

4. ANIMAL INTAKE EXAM, INITIAL CONFINEMENT, MONITORING, AND PROVISION OF VETERINARY CARE

Animal intake exam, initial confinement, monitoring, and provision of veterinary care will be in accordance with "Protocol A: Determining Requirement of Veterinary Treatment".

- Examples of signs for the presence of a possibly infectious disease might include (**but are not limited to**): coughing, sneezing, lethargy, nasal or ocular discharge, open wounds, hair loss, excess itching, skin irritation/infection, diarrhea, or vomiting.

5. FINDINGS OF POTENTIALLY COMMUNICABLE DISEASE

If at any time during initial exam or general monitoring an animal displays signs consistent with infectious disease the following protocol will be implemented:

- Transfer animals immediately to the isolation room and house them individually.
  - Please note: Isolation Rules and Cleaning & Disinfection Procedures are listed below (#6-7)
- Place a sign on the suspect animal's enclosure in isolation labeled with a description of the clinical signs or the suspected illness so that other workers are able to take appropriate precautions.
  - Reminder: **ALL** animals in isolation are to be treated as infectious until they are cleared by a veterinarian to be removed from isolation.
- Disinfect with KennelSol all areas where the infectious animal came into contact with before isolation, including all transport enclosures and the transport vehicle.. Other animals will not be allowed to enter areas until disinfection has been completed.
- The animal's clinical signs will be noted on the "Daily Observation Sheet" (Protocol A) and communicated to a veterinary establishment as quickly as possible to schedule an appointment for evaluation of disease.
  - When scheduling the veterinary appointment, inform the veterinary establishment that the animal is potentially infectious in order to allow the clinic time to prepare preventative measures of disease control for the appointment.
  - During the appointment, anticipate that the veterinarian will examine the animal, make a diagnosis, and prescribe an individualized treatment plan.
- Monitoring of animal's progress as outlined by the veterinarian will be noted on the "Daily Observation Sheet" (Protocol A) and kept in isolation.

6. ISOLATION ROOM RULES

- Wear disposable shoe coverings upon entering the room.
- Wear disposable gloves and a smock when conducting any activities in this room.
- Do not use non-disposable items that cannot be disinfected by this policy in any isolation room.

- Remove all personal protective gear upon exiting the room.
- Wash hands thoroughly after removal of protective gear.
- Non-vital personnel will not be allowed into the isolation room.
- Care for immunocompromised animals or neonates must be done before entering isolation.

7. ISOLATION ROOM CLEANING AND DISINFECTION PROCEDURE

- Clean/disinfect the isolation room after general areas have already been cleaned.
- Do not allow animals to be within enclosures during cleaning/disinfecting the enclosures. Do not allow animals to roam around the isolation room during the process of cleaning/disinfection of the enclosures; they must be confined in one of the other enclosures to ensure the containment of disease.
- Wear gloves, gown, and shoe coverings during the cleaning process.
- Tie all laundry and waste receptacle bags when full. Launder isolation laundry separate from general laundry. Disinfect the outside of the laundry bag and then empty contents directly into the washer. Add bleach to the load along with detergent and wash on the highest water temperature setting. Dry load completely in drier before reuse. Remove the tied waste receptacle bags by disinfecting the outside of the bag and place directly into dumpster.
- Disinfect area/enclosure, remove organic debris, toys, and dishes. Rinse area and apply detergent. Scrub any areas that did not come clean from the original rinse. Rinse detergent from area/enclosure. Apply disinfectant KennelSol and allow to sit for 10 minutes, and then rinse a final time.
- Allow area to dry before allowing animals back into area/enclosure.
- Wash any toys that are able to be laundered along with the laundry protocol above. Disinfect hard toys that cannot be laundered using the dish protocol below.
- To clean dishes: remove any residual food or organic debris into the isolation trash, and then submerge the dishes (& hard toys) into diluted bleach bucket. Use a 1/2 cup bleach in 1-gallon dilution. Soak items for 30 minutes before removing and transferring to sink. Wash separately from other dishes using hot water and dish detergent.

MADISON COUNTY PUBLIC ANIMAL SHELTER

PROTOCOL C: MANAGEMENT OF NEONATAL AND MEDICALLY COMPROMISED ANIMALS

Licensed Veterinarian Name (Printed): Madison Companion Animal Hospital 2658 South Seminole Trail Madison, VA 22727 540-948-6876

Licensed Veterinarian Signature: Dr. Reinhold Date: 4-30-20

OVERVIEW: This protocol is required by **2 VAC 5-111-30 Provision of veterinary treatment.** "C. Each facility shall engage a licensed veterinarian to develop or ratify a protocol for the management of neonatal and medically compromised animals and shall adhere to such protocol. Enclosures shall be maintained that can properly and safely house such animals."

NEONATAL ANIMALS

1. Neonatal Animals with a Dam/Queen

- Neonates taken into custody with their dam/queen or born while in custody should be kept **with the dam/queen** until a minimum of 7 weeks of age.
  - If the dam/queen becomes ill, inadequately lactates, or jeopardizes the safety of the neonates and/or animal care attendants, remove neonates for surrogate care or hand rearing prior to 7 weeks.
- Keep the dam/queen and neonates segregated from other animals for at least three weeks of life by housing the dam/queen and neonates in a room of the shelter that is away from the general population and isolation room.
- Keep the dam/queen and neonates in a primary enclosure that meets the following criteria:
  - Able to be adequately cleaned and disinfected
  - Able to be heated as dictated by the species, age, and condition of the animals (A common heating pad is not safe and is not permitted for use).
  - Contains bedding easily accessible to both the dam/queen and neonates.
  - In a quiet room away from main traffic and other animals.
  - Ensures the safety of the neonates by eliminating spaces where small neonates may become trapped, separated, or drowned.
    - Use tall enough bowls so that the dam/queen can access, but neonates are not at risk for drowning.
- Monitor dam/queen at minimum twice daily. Observe and note intake (eating & drinking) of the dam/queen, any vaginal discharge, adequate lactation, and appearance of mammary glands.
  - Obtain veterinary care if the dam/queen has a vaginal discharge with an odor, is not eating/drinking, not lactating well, has inflamed mammary glands, or any other abnormality.
- Monitor neonates at minimum once daily for growth appropriate to their age and species. As a general rule, appropriate growth is a gain of 10% of birth weight each day.
    - **Note:** A gram or ounce scale is required for monitoring growth. Inadequate growth or lactation is an indication for examination and treatment by a veterinarian.
- Monitor and provide special care as follows:
  - To minimize exposure of neonates to disease, provide care of dams/queens with neonates before taking care of the general population.

- Provide dam/queen with free choice dry puppy/kitten food as well as a constant supply of clean water. Provide dam with free choice feeding until weaning and then return her to a normal diet appropriate to her size.
- At 3 weeks of age, offer the neonates a gruel made of puppy/kitten food and water.

2. Neonatal Animals without a Dam/Queen

Due to the fragility and intensive needs of a neonate, if under 4 weeks of age schedule a veterinarian exam within 3 hours of intake unless outside of regular veterinarian's business hours and then within one hour of the veterinarian opening. During this appointment an initial exam will be conducted as well as the development of a care and feeding protocol that is appropriate for the neonate and care provider. If adequate care is not available, place the neonate into the veterinary clinic's care until mature enough to return to the shelter or transferred into foster care.

- Feedings
  - **Neonates less than 4 weeks of age** until veterinary care is provided:
    - Provide milk replacer upon intake. Prepare 5-10 mL of milk replacer, warm for a few seconds in the microwave, and place into clean bottle with a nipple. Check the temperature of the milk before feeding. Milk should be warm, not hot. Allow the neonate to suckle until they refuse the nipple. Provide a second bottle if the neonate empties the first. If the neonate is not suckling well or has not eaten more than two milliliters of formula, seek veterinary care within one hour. Milk replacer needs to be provided every two hours until veterinary examination and then per veterinarian's orders.
      - **Note**: The nipple hole often needs to be widened or more holes added to allow better milk flow. Neonates should be fed while upright and not on their backs.
  - **Puppies/kittens 4-6 weeks old:** feed puppies/kittens milk replacer as described above every 6 hours. Note puppies/kittens at this age require more milk replacer than those under 4 weeks old (est. 30-50ml of replacer per feeding). In addition to the milk replacer, puppies/kittens will be introduced to solid food by offering a gruel of dry or canned species-specific puppy/kitten food. To make a gruel, add desired amount of water to the solid or canned diet and blend. At this stage, gruels should have a very high liquid content for easy consumption and slow introduction to the action of chewing food. Initially, the gruel should be the consistency of soup without any solid chunks. If the puppy/kitten is tolerating the gruel well, slowly and gradually decrease the water content over the following weeks.
  - **Puppies 6-7 weeks old and kittens 7-11 weeks old:** Feed puppies/kittens 3 times per day (every 8 hours) a canned diet of species-specific puppy/kitten food.
  - **Puppies 7-8 weeks of age and kittens 11-12 weeks:** Puppies/kittens may continue eating canned food or may be slowly transitioned to dry. To transition to dry food, gradually begin mixing small amounts of dry food in with the canned. Over time, begin decreasing the amount of canned food and increasing the dry. Continue offering 3-4 smaller meals throughout the day. Leaving food down at all times does not guarantee the puppies and kittens will eat.
  - Monitor puppies/kittens for adequate growth appropriate to their age and species a minimum of once daily. As a general rule, appropriate growth is a gain of 10% of birth weight each day. Their daily food intake will need to be adjusted based on their rate of growth.
    - **Note:** A gram or ounce scale is required to monitor growth. Inadequate growth is an indication for examination and treatment by a veterinarian.
- Elimination
  - If the neonate is less than two weeks of age, stimulation is needed for urination/ defecation. Using a clean, warm, wet cotton ball or soft washcloth, gently massage under the neonate's tail. Stimulate the neonate after each meal.
  - Monitor urination/defecation in neonates and young puppies/kittens. The presence of diarrhea is an indication for examination and treatment by a veterinarian.
- Environment
  - Keep neonates and puppies/kittens from non-littermates in the shelter for at least the first three weeks of life.
  - Keep neonates in a primary enclosure that meets the following criteria:
    - Solid bottom
    - Able to be adequately cleaned and disinfected three times daily (every 8 hours).

- Ensures the safety of the neonates by eliminating spaces where small neonates may become trapped or separated.
  - In order to minimize the neonate's exposure to disease, feed and care for neonates and disinfect environment before working with the rest of the shelter population.
- Veterinary Care
  - Based on monitoring protocols, ensure further veterinary care is provided during appointments with a veterinarian to ensure proper growth and development of neonates.
  - Neonates should be hospitalized at a veterinary establishment if round-the-clock care at specified intervals is not able to be provided.

MEDICALLY COMPROMISED ANIMALS

1. DISABLING CONDITIONS or NATURAL CONDITIONS OF COMPROMISE

A medically compromised animal is any animal who by definition is one which either has an illness or injury, or is compromised by a normal life phase condition (a compromising congenital defect, a disabling physical condition, or other condition which alters a normal physiological function of the animal).

- Examples of a compromised animals include (**but are not limited to**): blindness/ visual impairment, pregnancy, in-heat, amputee, physical deformity, geriatric, oral defect, or deafness.
- If the compromise is due to illness or injury, follow Protocols A and B in addition to this protocol if appropriate.

Create an individualized management plan in writing for any animal with a disabling condition on the "Special Instructions Sheet" upon arrival at the shelter. Specify on the plan accommodations and modifications to ensure animal safety, comfort, well-being, and adequate care. Place the "Special Instructions Sheet" in plain view on or near the animal's enclosure.

As standard practice, the following conditions will require these accommodations at a minimum:

a. Blind: housed individually (unless entering shelter with housemate to which animal is already acclimated) in quiet environment with floor-level bedding. The enclosure must provide adequate space without being oversized so that the animal can easily identify its safe perimeter and easily locate food and water receptacles.
b. Pregnant: housed individually in quiet enclosure without any wide gaps or confined spaces which pose a risk to newborn animals, away from view of other animals. Provide a cage or structure large enough for whelping without any large lips or steps to have to navigate over, and provided soft bedding material.
c. In-Heat: never to be housed next to an intact male.
d. Physically Impaired (e.g. amputee, deformity, paralysis): housed individually (unless entering shelter with housemate to which animal is already acclimated) with sturdy, nonslip footing and easily accessible bedding.
e. Oral defect (e.g. missing or broken teeth): feed soft, canned diet, or as directed by a veterinarian. Will not be given hard toys.
f. Geriatric: provide extra bedding to ensure an appropriate amount of padding/cushion on platform without a large step, and a quiet enclosure.

2. ILLNESS AND/OR INJURY

Provide any animal with an illness or injury an individualized management plan established in writing in accordance with the veterinarian's instructions. The veterinarian should specify in the plan dietary requirements, exercise and socialization restrictions, and proper cage/ kennel set-ups as needed. Have the veterinarian fill out a specialized plan on the following page. Place this page in plain view on or near the animal's enclosure.

3. MEDICATIONS AND/OR TREATMENTS

Administer medications and treatments in accordance with prescribed instructions at the prescribed frequency. Prescribed frequency will correlate to intervals based on a 24-hour "day" (i.e. two times per day = every 12 hours, three times per day = every 8 hours). After administering medications, the staff member should record the treatment on the animal's treatment log and include their initials or name next to the treatment. Prescription medications are to be used on the prescribed animal only and not on any other animal. Do not store any excess medications for future unprescribed use and discard all medications appropriately. Store medications in a cool, dry location away from any risk of accidental animal access.

SPECIAL INSTRUCTIONS SHEET

Medically Compromised Animal

ANIMAL ID: _____ DATE: _____

*This condition is a permanent☐ temporary☐ condition

1. Special Enclosure/Housing Area Instructions:

_____
_____
_____

2. Special Bedding Instructions:

_____
_____
_____

3. Special Feeding Instructions:

_____
_____
_____

4. Special Exercise/Socialization Instructions:

_____
_____
_____

5. Special Climate/Temperature Instructions:

_____
_____
_____

6. Special Handling Instructions:

_____
_____
_____

7. Other Instructions:

_____
_____
_____

Prepared by:_____