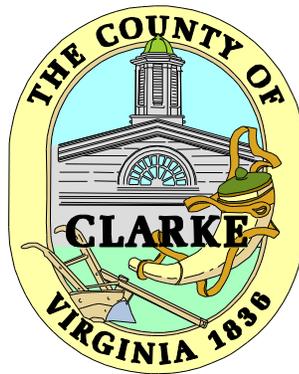


# Clarke County Board of Supervisors



## Regular Meeting Packet

# August 20, 2013



# Clarke County Board of Supervisors Regular Meeting Agenda

Main Meeting Room Berryville / Clarke County Government Center  
101 Chalmers Court, 2<sup>nd</sup> Floor, Berryville, Virginia

Item

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Note: The order in which Agenda items are considered may be changed to assure that public hearings are started as close as possible to the scheduled time

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# Clarke County Board of Supervisors Regular Meeting Agenda

Main Meeting Room Berryville / Clarke County Government Center  
101 Chalmers Court, 2<sup>nd</sup> Floor, Berryville, Virginia

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## No Evening Session

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Note: The order in which Agenda items are considered may be changed to assure that public hearings are started as close as possible to the scheduled time

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8/15/2013 10:31 AM

# Clarke County Board of Supervisors

## Call To Order

# Clarke County Board of Supervisors

## Adoption of Agenda

# Clarke County Board of Supervisors

## Citizen Comment Period

# Clarke County Board of Supervisors

**VDOT**

# Clarke County Board of Supervisors

## Clarke County Public Schools School Board Update



Beverly B. McKay - Aye  
John R. Staelin - Aye  
David S. Weiss - Aye

3) Citizens Comment Period

No citizens appeared to address the Board.

Supervisor Byrd joined the meeting at 1:08 pm.

4) VDOT

Ed Carter, Assistant Residency Administrator, appeared before

Maintenance – June:

- Completed mowing of secondary routes;
- Replaced several pipes along Route 606 (Mt. Carmel Road);
- Completed minor road repair on Route 604;
- Replaced pipe on Route 624 (Red Gate Road);
- Performed brush cutting around signs and various other locations throughout the County for sight distance;
- Performed ditch repair along Route 608 at the river.

Maintenance – July:

- Begin second round of mowing on primary and secondary routes;
- Begin patching operations on Route 606 (Mt. Carmel Road) and other various secondary routes in preparation for surface treatment;
- Grade non-hard surfaced roads as needed;
- Remove hazardous trees at various locations;
- Perform shoulder work under the guardrail on Route 7 on the mountain;
- Clean up debris from recent storms.

Projects:

- Stream bank repair Route 606 – Met with contractor and environmental specialist to begin scheduling.

- Route 636 Westwood Rd. – Waiting on District to assign Project Manager for PE.
- Turning Lane Route 340/657 – On schedule.
- Secondary Six-Year Plan:
  - Westwood Road:
    - Remains on the plan because there is project money left over.
    - The amount showing will change once the project is re-scoped.
    - Current project will extend to the bus shop.
    - Curb and gutter is included in the current estimate.
    - Westwood Road was first introduced in the plan in 2002.
    - Chairman Hobert expressed concern about the inaccuracies in the document. Mr. Carter put forth that at the time VDOT prepared the document it used the best information available.
  - Millwood Road – Bridge at Powhatan:
    - Money remaining on this project is only eligible for bridges and VDOT is looking for a project to transfer the funds.
  - Ebenezer Road:
    - This is a misprint and should be River Road.
    - This project is proposed to perform stream bank repair.
    - The Board of Supervisors approved and authorized VDOT to move these funds for stream bank repair and to put the turning land on westbound Route 7 at Shepherds Mill Road. The turn lane project is in the plan but unfunded.
    - \$125,000 of the remaining funds was programmed for stream bank repair.
    - \$203,000 of the remaining funds can only be used on unpaved roads and remains on this project. The Board of Supervisors must provide VDOT direction on where it would like to see the funds transferred.
  - Allen Road:
    - Two-day traffic count totals:
      - End toward Route 611 – 254 vehicle trips per day;
      - End toward Route 632 – 355 vehicle trips per day.
    - Because of these most recent traffic counts, Allen Road is now eligible for CTB funds [250 vehicle trips per day or more].

Supervisor Comments:

Supervisor McKay: has received several positive comments from constituents about work on Route 624.

Vice Chairman Weiss: has received positive comments from constituents about Johnson Grass treatments.

Supervisor Staelin:

- Johnson Grass on Route 255. Charlie Monroe stated that treatment was to begin next week.
- Norfolk Southern crossing: Charlie Monroe has looked at the crossing and is waiting on a return call from Mo at Norfolk Southern.
- Sanitary Authority:
  - Intersection by Lockes Store [Route 723 and Route 255] there is a problem with larger vehicles running over and damaging the grinder pump at this intersection across from Post Office.
  - CCSA has several ideas:
    - Option 1: transportation friendly but costs \$25,000.
    - Option 2: addition of a painted line at the corner or bollards. Note: bollards previously located at this site were knocked down.
    - Option 3: addition of a thin picket fence to act as a visual barrier.
  - Mike Legge, staff representative for CCSA, is seeking ideas.
  - Ed Carter will look at this trouble spot.

Supervisor Barbara Byrd:

- Westwood Road: two large potholes on shoulder; and at the first sharp turn, there are trash trees that obscure the view.
- Thistles in Median Strips on Primary Highways: Master Sergeant Jerry Bosserman sent her photographs taken at business 7 and by-pass 7 near Enders Funeral Home of thistles that have gone to seed and are obstructing the view.
- Trash Trees: Charlie Monroe stated that VDOT just changed the mowing standards allowing crews to perform a complete edge-to-edge mow of any median strip under 70 feet. The new standard will be used beginning with the next mowing cycle.
- John Friant's Triangle at Route 7: thistles are growing up through ground cover and the area needs to be mown down including shrubbery.
- Route 340 at off ramp of Route 7 by light: expressed her thanks for repairing the large pothole in that area.

- Large equipment on Opequon Bridge: Ed Carter explained that VDOT was washing the bridge removing the salt from the girders underneath.

Chairman Hobert:

- Intersection of Buckmarsh and Main Street [Rout 7 and Route 340] in Berryville:
  - VDOT is not working on this intersection.
  - Primary roads are still VDOT's responsibility.
  - Chairman Hobert opined that the crosswalks are not well painted and the signalization is not properly working.
  - Keith Dalton added that when he did the "walk about" with the Schools and VDOT this area was identified for improvements in markings and signalization.

Speed Limit Signs at the Round-about at the Clarke County High School:

- Ed Carter advised that the traffic engineers were reviewing this area today.
- Chairman Hobert put forth that he had received many complaints about the number of signs in that general area.

5) Clarke County Public Schools Update

Dr. Michael Murphy, CCPS Superintendent, provided advance notice that neither he nor Rick Catlett, CCPS Assistant Superintendent, would be available to provide an update at the July Regular Meeting.

6) Approval of Minutes

Supervisor Staelin noted a change to page 491 paragraph 7 should read: *"Supervisor Staelin added that it could be beneficial to the Towns of Berryville and Boyce."*

**Supervisor Staelin moved to approve the minutes for the June 18, 2013 Regular Meeting as modified. The motion carried by the following vote:**

Barbara J. Byrd	- Aye
J. Michael Hobert	- Aye
Beverly B. McKay	- Aye
John R. Staelin	- Aye
David S. Weiss	- Aye

7) Consent Agenda

2013-13R Resolution Commemorating 100 Years of Service by Handley Regional Library

**Resolution Commemorating 100 Years of Service by Handley Regional Library  
2013-13R**

**WHEREAS**, Handley Regional Library, then Handley Library, opened in August 1913 as a result of a \$250,000 endowment left by Judge John Handley; and, became a regional library when Frederick County joined the public library system in 1979 and Clarke County joined the system in 1981; and,

**WHEREAS**, the library’s total collection provides over 302,000 books, magazines and digital materials serving a population of nearly 120,000 with annual attendance of more than 357,000 visits; and,

**WHEREAS**, Handley Regional Library continues to serve as a model for cooperation between private citizens and local government as evidenced by private contributions of area residents and businesses, the outstanding volunteer work of the Friends of Handley Regional Library, and funding from public sources.

**NOW THEREFORE BE IT RESOLVED** that on the occasion of its 100<sup>th</sup> anniversary, Handley Regional Library be commended for providing exceptional public facilities and services to the community.

**APPROVED and ORDERED ENTERED** in the official records by the unanimous vote of the members of the Clarke County Board of Supervisors assembled in regular session on the 16<sup>th</sup> day of July 2013.

Attest:

\_\_\_\_\_  
J. Michael Hobert, Chairman

Application for Donation – Richard Dimmel Tax Map# 29-((A))-18A

TO: Board of Supervisors, David Ash  
FROM: Conservation Easement Authority, Alison Teetor  
DATE: July 8, 2013  
SUBJECT: Item for Consent Agenda  
Application for Donation – Richard Dimmel  
Tax Map# 29-((A))-18A

The Clarke County Easement Authority has approved the following easement for donation. The Authority requests the Board of Supervisors to authorize the Chairman of the Board of Supervisors to execute deeds, easements, and other documents necessary to the transactions, subject to the property owners and lenders signing the Deed prior to the Chair.

Richard Dimmel has applied to the easement authority for approval of an easement donation. The property located on the north side of Route 50 across from Blandly. The property has an existing house built in 1965 and 1 additional DUR.

If the parcel is zoned AOC and is currently in or eligible for use value taxation, in accord with the Commissioner of Revenue's requirements, then a donation may be considered if at least two of the following four guidelines are met:

- 1) the parcel's Property Resource Score is at least 35;
- 2) at least one dwelling unit right is extinguished by the conservation easement;
- 3) the parcel is adjacent to a parcel already under permanent conservation easement;
- 4) the property has a minimum area of 40 acres.

The parcel meets 3 of the 4 criteria. The property resource score was 62.11, points were given for being adjacent to an existing easement (Mohler, Dunning), being adjacent to Blandy, and having frontage on a primary highway (Route 50). It is over 40 acres and next to an existing easement.

Following brief discussion on the matter of DUR's, Chairman Hobert requested that staff following up with the Conservation Easement Authority. Alison Teeter informed the Board that the CEA had met with Bob Mitchell, County Attorney; and a text amendment was in process.

#### Salary Increases Compensation Board Employees, Constitutional Officers, Voter Registrar

David Ash reviewed the salary increase request. He advised that the Sheriff's deputies affected by the increase were below state minimums even with the County's supplement and the Comp Board would be funding the proposed increase. Of further note, based on statutory requirements, some Constitutional Officers will receive increases on July 1 and August 1.

Sheriff Roper:	7/01/13 - increase of \$6,788 to an annual salary of \$83,426 8/01/13 - add'l increase of \$2,194 to an annual salary of \$85,620
Gregory Voorhees:	8/01/13 - increase of \$1,133 to annual salary of \$44,408
Jason Hough:	8/01/13 increase of \$1,163 to annual salary of \$39,623
James Herron:	8/01/13 increase of \$1,101 to annual salary of \$43,142
Donna Peake:	8/01/13 - increase of \$1,782 to annual salary of \$69,854
Sharon Keeler:	7/01/13 - increase of \$6,029 to an annual salary of \$74,101 8/01/13 - add'l increase of \$1,948 to an annual salary of \$76,049
Suzanne Mackall:	8/01/13 - increase of \$3,129 to an annual salary of \$122,577
Helen Butts:	8/01/13 - increase of \$2,484 to an annual salary of \$97,326

7/12/2013

**TO:** CLARKE Fiscal Officer  
**FROM:** Sharon V. Woo, Business Manager State Board of Elections  
**SUBJECT:** 2013-2014 Authorized Salaries of General Registrar and Local Electoral Board Members

The Code of Virginia (§ 24.2-108 and § 24.2-111) mandates the governing body of each county or city to pay compensation to their general registrar and electoral board members in accordance with the compensation expense plan established in the 2013 Appropriations Act. This correspondence sets the authorized compensation to be paid to your general registrar and electoral board members effective July 1, 2013 through June 30, 2014. The authorized salary rates were computed using the latest population estimates from the University of Virginia's Weldon Cooper Center for Public Service, Demographics & Workforce.

**Important Note:** Chapter 806, 2013 Acts of Assembly, authorizes a three percent salary increase effective August 1, 2013 for General Registrars and members of local electoral boards, contingent upon there being no downward adjustment in the revenue forecast. The following authorized salary tables reflect this increase.

**Compensation for General Registrar**

The table below sets forth the authorized "days of service" per week and the authorized **salary rates** for your local general registrar from July 1, 2013 through June 30, 2014. Your local governing body will be reimbursed by the State Board of Elections for these authorized salary payments to the extent of funds provided in the 2013 Appropriations Act.

**General Registrar's Authorized Salary Table  
 July 1, 2013- June 30, 2014**

General Registrar's Authorized Salary Table July 1, 2013 – June 30, 2014						
Pay Period	Days of Service per week	Salary Rates				
		Annual	Monthly	Semi-Monthly	Biweekly	Weekly
7/1/2013 – 7/31/2013	5	\$43,363.00	\$ 3,613.58	\$ 1,806.79	\$ 1,667.81	\$ 833.90
8/1/2013 – 6/30/2014	5	\$44,664.00	\$ 3,722.00	\$ 1,861.00	\$ 1,717.85	\$ 858.92

Your local governing body is also required to provide benefits to the general registrar, assistant registrars and the registrar's staff as provided to other employees of your locality. Local governments are also required to pay the reasonable expenses of the general registrar, including reimbursement for mileage at the rate payable to members of the General Assembly. Reasonable expenses include, but are not limited to, costs for: (i) an adequately trained registrar's staff, including training in the use of computers and technology to the extent provided to other local employees with similar job responsibilities, and reasonable costs for the general registrar or at least one member of the registrar's staff to attend the annual training offered by the State Board; (ii) adequate training for officers of election; (iii) conducting elections; and (iv) voter education. Local governing bodies may supplement the annual salary

of the general registrar. However, the supplement, expenses and mileage of the general registrar, are not reimbursable from the State Treasury.

**Electoral Board Authorized Compensation**

The following table sets forth the authorized **annual** and **monthly** salary rates for your electoral board members. These amounts are to be paid by your local government during the period of July 1, 2013 through June 30, 2014.

**ELECTORAL BOARD AUTHORIZED SALARY  
Jul 1, 2013- June 30, 2014**

<b>ELECTORAL BOARD AUTHORIZED SALARY July 1, 2013 - June 30, 2014</b>				
	<b>Annual Rates 7/1/2013 - 7/30/2013</b>	<b>Monthly Rates 7/1/2013 - 7/30/2013</b>	<b>Annual Rates 8/1/2013 - 6/30/2014</b>	<b>Monthly Rates 8/1/2013 - 6/30/2014</b>
<b>Secretary</b>	\$3,007.00	\$ 250.58	\$3,097.00	\$ 258.08
<b>Chairman</b>	\$1,503.50	\$ 125.29	\$1,548.50	\$ 129.04
<b>Vice-Chair</b>	\$1,503.50	\$ 125.29	\$1,548.50	\$ 129.04

**Mileage & Expenses**

The governing body of any county or city may pay the secretary of its electoral board additional allowance for expenses as it deems appropriate but there shall be no reimbursement out of the State Treasury for such expenses.

The authorized mileage rate for general registrars, their staff and local electoral board members is to be paid at the rate listed by the federal government at the GSA website at the time of *travel*, <http://www.gsa.gov/PortaVcontent/1 00715>

Effective January 1, 2013 the published mileage rate is 56.5¢ per mile.

Round-trip mileage traveled routinely and directly by the employee between his residence and base point incurred on a scheduled workday is considered commuting mileage. An employee can have only one assigned base point. Commuting mileage and other commuting costs incurred on normal workdays are considered a personal expense and are not reimbursable.

Counties and cities shall not be reimbursed from State Treasury for mileage paid to general registrars or members of electoral boards.

**Reimbursements from State Treasury**

Annually, the State Board of Elections reimburses your local government for the authorized amounts paid for salary for the general registrar and your local electoral board members. As stated earlier, the reimbursements will not include local supplements, mileage and expenses of the general registrar or local electoral board.

The Appropriations Act permits the governing body of any county or city to pay the secretary of its electoral board additional allowance for expenses as it deems appropriate. However, the State Board of Elections will not reimburse you for the additional allowances.

If you have any questions regarding the above information, please contact the SBE Fiscal staff at 804-864-8933 or send an email to [fiscal@sbe.virginia.gov](mailto:fiscal@sbe.virginia.gov).

**Supervisor Staelin moved to adopt the items on the Consent Agenda as presented. The motion carried by the following vote:**

Barbara J. Byrd	- Aye
J. Michael Hobert	- Aye
Beverly B. McKay	- Aye
John R. Staelin	- Aye
David S. Weiss	- Aye

8) Personnel

A. Expiration of Term for appointments expiring through October 2013.

07/08/2013 Summary: The Personnel Committee recommended the appointment of:

Robina Rich Bouffault to the Shenandoah Area Agency on Aging, Inc. Board to serve the remainder of the unexpired term of John Hudson. Term expires 09/30/2014.

07/16/2013 Action: David Ash advised that Robert J. Hobbs had agreed to serve the unexpired term on the Clarke County Industrial Development Authority. Term expires 10/30/2014.

**Supervisor Byrd moved to approve the appointments. The motion carried by the following vote:**

Barbara J. Byrd	- Aye
J. Michael Hobert	- Aye
Beverly B. McKay	- Aye
John R. Staelin	- Aye
David S. Weiss	- Aye

B. Status Update Personnel Policy

07/08/2013 Summary: The County Attorney provided the Personnel Committee an update on the status of personnel policy provisions for each of the Constitutional Officers and

discussed the implication of the Fair Labor Standards Act and the impact and proper management of compensatory time.

No action taken at the July 16, 2013 Regular Meeting.

9) Board of Supervisors Work Session

A. White Post Dairy Update

07/08/2013 Summary: The Board discussed the current status of the compliance activities at the White Post Dairy with Gary Flory, DEQ, and Scott Donnelly, White Post Dairy Farm Manager.

No action taken at the July 16, 2013 Regular Meeting.

B. Revised SSYP 2013-14 through 2018-19 review

07/08/2013 Summary: The Board generally agreed that the SSYP was correctly presented but questioned the continued inclusion of several completed projects.

**Supervisor Staelin moved to authorize the County Administrator to sign off on the Secondary System Construction Program provided satisfactory answers were given regarding the inclusion of completed projects. The motion carried by the following vote:**

Barbara J. Byrd	- Aye
J. Michael Hobert	- Aye
Beverly B. McKay	- Absent
John R. Staelin	- Aye
David S. Weiss	- Aye

No action taken at the July 16, 2013 Regular Meeting.

C. Help With Housing Lease Agreement – 36 East Main Street

07/08/2013 Summary: The Board asked that the draft amendment be revised to clarify that Help With Housing would be responsible for payment of all water and sewer bills and that the County would not responsible for billing errors, mistakes, or malfunctions.

07/16/2013 Summary: David Ash reviewed the proposed amendment to the lease agreement:

1. WATER AND SEWER:

*During the term of this Lease Agreement, Lessee shall reimburse Lessor for costs of water and sewer service. Lessor shall provide payment within \_\_\_ days of receiving a copy of the invoice for the water and sewer bill.*

2. DEFAULT:

*If reimbursement for water and sewer service shall be due or unpaid for a period of twenty (20) days, or if default shall be made in any of the conditions or covenants herein contained, and if such a default should continue for thirty (30) days after written notification thereof is given to Lessee, Lessor shall have the right to terminate this lease and to recover any amounts due and owing by Lessee upon termination.*

Mr. Ash further noted that the Finance Committee, at its July 8 meeting, recommended that the sewer and water account be kept in the name of the County, but that the estimated usage be added to the annual rent billing, and further that copies of the water and sewer bills be shared with that organization so they can monitor their own usage.

Tom Judge commented that upon reflection he felt that the best solution was to keep the sewer and water account in the County’s name but that the address be changed to that location making Help With Housing responsible for paying the monthly bill. He opined that this method should ensure that the lessor is aware of water usage; and if there were issues where they fail to pay, Help With Housing would have to face any fees or termination charges.

David Ash put forth that given Mr. Judge’s explanation the adoption of the draft amendment to the lease was sufficient and adding: “. . . *payment within 30 days.* . . .”

**Vice Chairman Weiss moved to approve the proposed amendment to the Help With Housing Lease Agreement for 36 East Main Street as modified with a beginning date of July 1, 2013. The motion carried by the following vote:**

- Barbara J. Byrd - Aye.
- J. Michael Hobert - Aye
- Beverly B. McKay - Aye
- John R. Staelin - Aye
- David S. Weiss - Aye

10) Finance Committee Items

1. FY 14 Supplemental Appropriation Requests.

07/08/2013 Summary: The Finance Committee recommends approval of the following two actions:

a) School Carryover for Building Automation.

The School Board requests that the remainder of unspent funds from prior fiscal years (\$53,143) be appropriated to the FY 14 Capital Projects Fund for the purpose of purchasing a building automation system for the renovation 240 Westwood Road. Purchase of this system is recommended by the Joint Administrative Services Board in fulfillment of their Joint Technology function. The system is built on open standards and will control the environment inside 240 Westwood; and, in time most other buildings used by the Government and Schools. The following supporting documents are attached:

- JAS Minutes.
- Targeted investments worksheet.
- Software Framework description.

*"Be it resolved that the FY 14 School Capital Projects fund budgeted expenditure be increased by \$53,143, and the same appropriated, and be it further resolved that the fund balance designation for school carryover be reduced in the same amount, all for the purpose of purchasing a building automation system for the old high school at 240 Westwood Road. "*

07/16/2013 Action: Tom Judge put forth that it had been determined that the expenditure was justified even if it were only for 240 Westwood Road building; however, this building automation system can be extended immediately to certain other buildings and, in time, all other County buildings. The BACNet computer system and software program will be located in the Maintenance Department to help the Director of Maintenance maximize and improve the amount of energy used in County buildings for HVAC, lights and security. Mr. Judge said that help further reduce cost the hire of an HVAC technician was being considered.

Robina Rich Bouffault, former School Board member, reminded the Board of the School's TAC System, that required a long-term contract and cost \$1.5 million, had never been functional.

Tom Judge advised that the overall problem with the TAC system had not been resolved; further TAC was not compatible with the new system. He did note that the Schools were no longer paying for the energy management monitoring from TAC. He further explained that a good portion of the \$1.5 million was replacing for replacing ballasts and lights that had provided some benefit.

Vice Chairman Weiss commented that the Finance Committee had received a thorough explanation and he believed that the system would

require additional government funds in the future as other government buildings are brought on line.

**Vice Chairman Weiss moved to accept the recommendation of the Finance Committee: "Be it resolved that the FY 14 School Capital Projects fund budgeted expenditure be increased by \$53,143, and the same appropriated, and be it further resolved that the fund balance designation for school carryover be reduced in the same amount, all for the purpose of purchasing a building automation system for the old high school at 240 Westwood Road. "**

**The motion carried by the following vote:**

Barbara J. Byrd	-	Aye
J. Michael Hobert	-	Aye
Beverly B. McKay	-	Aye
John R. Staelin	-	Aye
David S. Weiss	-	Aye

b) Circuit Court Technology.

This action was approved for FY 13, and is now requested for FY 14 as well:

*"Be it resolved that the FY 14 General Fund budgeted expenditure and appropriation be increased \$10,700, and revenue from the Commonwealth recognized in the amount of \$5,666, and revenue from user fees recognized in the amount of \$5,034, all for the purpose of purchasing technology for remote access of court documents."*

07/16/2013 Action: Tom Judge reviewed the Committee's recommendation. He advised that the equipment would most likely be located in the Maintenance Department.

**Vice Chairman Weiss moved to accept the recommendation of the Finance Committee. The motion carried by the following vote:**

Barbara J. Byrd	-	Aye
J. Michael Hobert	-	Aye
Beverly B. McKay	-	Aye
John R. Staelin	-	Aye
David S. Weiss	-	Aye

2. Utility Billing for FISH/Help with Housing.

07/08/2013 Summary: The lease agreement with FISH/Help with Housing requires the tenant to pay utilities. The sewer and water utility is currently in the name of the County, and statute requires that a deposit be paid by any new customer (in this case \$800). A request was made by the Town to keep the water and sewer account in the County's name to avoid requiring these charities to post the deposit. After some discussion, the Finance Committee recommended that the sewer and water account be kept in the name of the County, but that the estimated usage be added to the annual rent billing, and further that copies of the water and sewer bills be shared with that organization so they can monitor their own usage.

07/16/2013 Action: See Work Session Item C.

3. Acceptance of Bills and Claims

07/16/2013 Action: **Supervisor Byrd moved to accept the recommendation of the Finance Committee to approve the June 2013 General Government Bills and Claims as presented. The motion carried by the following vote:**

Barbara J. Byrd	-	Aye
J. Michael Hobert	-	Aye
Beverly B. McKay	-	Aye
John R. Staelin	-	Aye
David S. Weiss	-	Aye

4. Standing Reports

General Fund Balance. Reconciliation of Appropriations. Capital Projects Status. General Government Expenditure

07/08/2013 Summary. On this last report [General Government Expenditure] the Committee noted that several agencies had exceeded their budget authority. The Committee requested an explanation for each of these cases, and a communication to the agencies that budget adjustments are to be sought in advance to prevent these situations.

11) Joint Administrative Services Board Update

Highlights of Tom Judge's update are as follows:

- The Monday, July 22 meeting may be cancelled due to scheduling conflicts.

- Conducting series of meetings with staff on ERP implementation.
- Employees seem enthusiastic about upcoming changes.
- Assistance on the ERP project has been offered by Delegate Joe May and Karen Jackson, Deputy Secretary of Technology, as well as the past CIO for Roanoke County, and another person from Delegate May’s office. This group has offered to
  - Review the County’s draft RFP and provide comments.
  - Help evaluate proposals.
  - Provide advice on contractual language.
- Delegate May will research the issue of cloud-based computing versus a local server.

12) Government Projects Update

The monthly project update was provided by David Ash. Highlights include:

- 100 North Church Street
  - ARB approved the installation of exterior storm windows.
  - The architect promised to have plans and specifications for review by the first week August.
- 101 Chalmers Court
  - HVAC repair construction is drawing to a close.
  - Set points may need tweaking but construction work very nearly finished.
  - Filters were replaced yesterday.
  - Some of the repairs necessitated undoing previous system fixes / changes.
  - Insulation in the meeting room wing must be resealed.
  - Air balancing of the system is to be scheduled.

13) Miscellaneous Items

No items were identified.

14) Summary of Required Action

<u>Item</u>	<u>Description</u>	<u>Responsibility</u>
1.	Process approved minutes.	Lora B. Walburn

<u>Item</u>	<u>Description</u>	<u>Responsibility</u>
2.	Execute 2013-13R.	J. Michael Hobert
3.	Process 2013-13R.	Lora B. Walburn
4.	Execute easement.	J. Michael Hobert
5.	Sign and forward salary increase.	David Ash
6.	Process appointments and update database.	Lora B. Walburn
7.	Sign letters of appointment.	J. Michael Hobert
8.	Process amendment to Help With Housing Lease Agreement.	David Ash
9.	Follow up by letter with Mike Murphy requesting promised tuition policy and data, as well a migration in and out report.	David Ash

15) Board Member Committee Status Reports

Supervisor Barbara J. Byrd

- Humane Foundation: meeting this week
- Board of Social Services: meeting this week
- Northwestern Juvenile Detention Center: A new director has been selected.
- Towns / Villages: very short meeting

Planning Director Brandon Stidham

- 340 Cigarette Store Renovation: Owner is working on obtaining VDOT permits.
- Double Tollgate Solar Project: Mr. Stidham will seek an update from the engineering firm.
- Comprehensive Plan:
  - Planning Commission debriefed on comments received on the initial draft.
  - VDOT has advised that the transportation plan will not meet state requirements.
  - The transportation plan will be developed as a component plan.
  - The final draft of the Comp Plan and the transportation plan will be presented to the Planning Commission in September, which is the earliest possible date to consider setting public hearing.

Supervisor Beverly McKay

- NSVRC:
  - Bill Lightly, speaker at a recent NSVRC dinner, spoke about helping citizens see the “big picture.”
  - For any who would like to attend, a biosolids workshop will be held Thursday, July 18, at 6 pm at the Front Royal office of NSVRC.

Brandon Stidham:

- Comp Plan Update
  - Conducted a debriefing session with the Planning Commission on citizen comments received from initial draft.
  - VDOT has indicated that the transportation plan will not meet state requirements.
  - Initial draft proposed having a stand-alone transportation document that the Board could use on an annual basis until the Six-Year Plan update but the justification put forth was not convincing to VDOT.
  - Planning is refocusing the transportation plan and will develop as a component plan for presentation, with the final Comprehensive Plan, to the Planning Commission in September.

Supervisor John R. Staelin:

- Economic Development Advisory Committee:
  - Chairman Hobert and he went to Shenandoah University last Friday for a regional economic development summit.
  - Session was interesting but there were few action items.
  - Majority of attendees want a regional economic development effort.
- Sanitary Authority:
  - CCSA made it mandatory to hook up to water.
  - Sewer hook-up requires a closer look for the County owns the sewer but is not allowed to require hook up.
  - CCSA will seek advice from Bob Mitchell.

Vice Chairman Weiss:

- BCCGC Joint Building Committee: Hope to close out the interior design project by the end of September.

Chairman Hobert:

- Fire and Emergency Services [Public Safety] Study Committee:
  - Responded to John H. Enders Volunteer Fire and Rescue Company Chief Harold Rohde's June 13, 2013 letter.
  - Working on formation with Brandon Stidham and David Ash.
  - Looking at a seven-member committee and hoping to select membership with diverse abilities from various locations in the County.

16) Closed Session

A closed session was not convened.

17) Adjournment

There being no further business to be brought before the Board at 2:36 pm Chairman Hobert adjourned the Board of Supervisors meeting.

Next Regular Meeting Date

The next regular meeting of the Board of Supervisors is set for Tuesday, August 20, 2013 at 1:00 p.m. in the Berryville Clarke County Government Center, Main Meeting Room, 101 Chalmers Court, Berryville, Virginia.

ATTEST: July 16, 2013

\_\_\_\_\_  
J. Michael Hobert, Chair

\_\_\_\_\_  
David L. Ash, County Administrator

\_\_\_\_\_  
Minutes Recorded and Transcribed by:  
Lora B. Walburn  
Deputy Clerk, Board of Supervisors



**County of Clarke**  
**David Ash, County Administrator**

To: Board of Supervisors

Date: August 20, 2013

Special Event Permit Application: Wayside Farm Fun Corn Maze

Applicant: Philip Shenk, Wayside Farm Fun LLC

Medium Event: 500 to 999 persons attending with 6 or more event days

Date: 7 Weekends, September 21 thru November 3, 2013

**Recommendation: This application is the first of its type received in County Administration and appears to support the Economic Development Advisory Committee's goal of promoting agri-tourism in the County. Approval is recommended for this medium event application contingent upon receipt / completion of outstanding items below.**

Responses Received from:	Outstanding Items:
<ul style="list-style-type: none"><li>✓ Building Official</li><li>✓ Health Department</li><li>✓ John H. Enders</li><li>✓ Sheriff's Office</li><li>✓ Virginia State Police</li><li>✓ VDOT</li></ul>	<ul style="list-style-type: none"><li>✓ Insurance Endorsement Naming County as Additional Insured</li><li>✓ VDOT – Entrance Requirements</li></ul>



**County of Clarke  
Special Event Permit Application  
Code of Clarke County Chapter 57**

**Wayside Farm Fun Corn Maze**

Name of Event

5273 Harry Byrd Hwy, Berryville, VA

Location of Event

Philip Shenk, Wayside Farm Fun LLC

Applicant Name and Organization if applicable [Please Print]

169 Kentland Ln., Berryville, VA

Applicant/Organization Address [Please Print]

540.270.1487

540.955.9909

pshen@vafb.com

Telephone No.

Fax No.

Email Address

Date[s]: Weekends, Sept. 21 - Nov. 3, 2013

Event No.: 7 weekends

If submitting application for multiple events, please number [1, 2, 3, etc.]

Estimate the number of Attendees (Maximum expected) 350 each day

*Total expected over entire timeframe, not the maximum at any one time. When calculating the number of persons attending an event, Code 57-2: Persons Attending an Event – The number of participants and spectators that is the cumulative total number of people entering the site of a Special Event on an Event Day. For Events with multiple consecutive Event Days, the Day with the greatest number of persons attending shall be used to determine whether an Event is Small, Medium, or Large.*

**Special Event Type and Permit Fees**

Yes  No Multiple Events: Note: Multiple Event applications for special event permits may be submitted together for a single parcel of property.

Yes  No Multiple Year [3-Year Limit – Current Year plus two]: Note: No application for a special event may be filed more than one year before an event is to be held or before the first Event Day for applications for multiple special event permits, except for an application for a special event that is substantially the same as a special event that has been previously approved and conducted.

For Multiple Years

1. For a previously approved multi-year event, any change in the size, scope, date, location or change in ownership of property or management of the event constitutes cause for review. There is a \$100 Fee for review.
2. Applicants approved for more than a single event shall be required to sign an agreement prepared by the County attorney agreeing to the conditions set forth and further agreeing to provide the County Administrator with written notice, not less than 30 days in advance of each subsequent event that contains the names and current contact numbers of all:
  - Event management personnel,
  - Vendors,
  - Caterers,
  - Public safety providers, and/or
  - Contracted services

Yes  No Has this/these event[s] been previously approved by the Board of Supervisors?

Type	Event	No. Events In Application	Fee
<input type="checkbox"/>	<b>Small Special Event</b> – Special Events for 150 to 499 persons attending five [5] or fewer event days per calendar year.	One [1] Event Application Two [2] or More Events In An Application Up to Five [5]	\$100 \$100 1st Event Application \$50 Each Event 2-5 / Each Year 2-3
<input checked="" type="checkbox"/>	<b>Medium Special Event</b> – Special Events for 150 to 499 persons attending with <u>six [6] or more event days</u> in a calendar year.	One [1] Event in Application Two [2] or More Events In An Application	\$100 \$100 1st Event Application \$50 Each Event 2-9 / Each Year 2-3 + Cost of Public Hearing Notice
<input type="checkbox"/>	<b>Medium Special Event</b> – Special Events for <u>500 to 999</u> persons attending	Each Event Application	\$250 \$100 Each Year 2-3 + Cost of Public Hearing Notice
<input type="checkbox"/>	<b>Large Special Event</b> – Special Events of 1000 or more persons attending an event.	Each Event Application	\$500 \$100 Each Year 2-3 + Cost of Public Hearing Notice

**Instructions and Notes:**

- ✓ Make checks payable to Clarke County Treasurer.
- ✓ Attach check or receipt from the Treasurer with this form and include with application. If submitting for two or more events, attach to first event application only.
- ✓ Payment of the Special Event Permit Fee shall not eliminate or substitute for any requirement for any business license or any other permit(s) that may be required by any federal, state, or local statutes, ordinances, rules, or regulations. Applicants are responsible for insuring that all such permits, licenses, and certificates are obtained from the appropriate authority.
- ✓ Fees paid are non-refundable and not transferable to other activities
- ✓ An application for a Small Special Event shall be submitted at least 30 calendar days before the date of the Event to allow for review of the application.
- ✓ An application for a Medium or Large Special event shall be submitted at least 120 calendar days before the date of the Event in order to allow for review of the application.

**§ 57-4 Scaled Drawing**

Medium and Large Events – attach drawing depicting the following:  Small Event: Not required.

- (a) The areas for performances or activities and for grandstands or seats, showing the location of all aisles for pedestrian travel and other crowd-control measures.
- (b) All physical facilities existing or to be constructed on the premises, including, but not limited to, fences, ticket booths, grandstands, and stages.

- (c) The location, capacity, and nature of all temporary lighting, sound, and public address facilities.
- (d) The location, capacity, and nature of all temporary water, toilet, and all other public health-related facilities.
- (e) Vehicle ingress, egress, and parking plan, to include emergency vehicle access.

**§ 57.7. Special Event Requirements**

*All Special Events shall comply with the following terms, conditions, and requirements, unless express exception is requested and granted in any permit issued. The Administrator may waive any of the following for Small Special Events based on circumstances unique to the proposed event.*

**Instructions:** Answer all the following. Enter NA if you do not think issue is applicable. If completing the form on a computer place your answers in the blanks provided. If completing the form manually, attach a separate piece of paper and answer the questions in order.

**Note: Application is complete only when the applicant has provided all applicable approvals to County Administration.**

**General Information:**

**a) Event hours.** Unless specifically approved by the reviewing entity, no stage presentation, music, dance, or other performance or activity shall take place at a special event between the hours of 12:00 am and 7:00 am.

Date(s) and time(s) of the event: Weekends Sept. 21 - Nov. 3, 2013; Fridays 2 -6 pm; Sat/Sun 10 am - 6pm

If multiple days, which day do you anticipate to have the highest attendance and an estimate of attendance:

Saturdays = 350

**b) Admission regulated.** The applicant shall regulate admission by ticket or other means acceptable to the County, so as to insure that the number of persons attending an event does not exceed the number allowed by terms of the permit.  Copy of Ticket or badge of admission Attached **OR**

Statement of the plan for controlling admission to the event: Yes

Attendees to the corn maze will pay admission and receive a numbered wrist band.

**c) Limits to attendance.** The applicant shall not sell, give, or distribute a greater number of tickets than the number that the permit allows to attend. The applicant shall not admit any persons to an outdoor event if such admission would result in a greater number of persons present than allowed by the permit. Total number of tickets to be offered for sale: 499/day

**p) Liability insurance.** The applicant shall provide evidence of adequate liability insurance. A certificate of insurance providing coverage in an amount of at least \$1 million dollars, naming the County of Clarke as an additional insured, and showing the date(s) of the event, shall have been received by the Administrator before an application is approved.

Certificate of insurance attached.  No  Yes

**r) Permission for Entry.** F1211-06D  Attached. The applicant shall provide written permission for the Administrator, designee, all duly constituted law enforcement officers to enter the property at any time during the Special Event to determine compliance with the approved permit and the provisions of this chapter.

**Adjoining Property Owners.**

- Attach a copy of the notice sent to all adjoining property owners. [F1211-06C provides an example of the information required in the notice to adjoining property owners] Notice shall be sent to all adjacent property owners on the same date as the application is filed with the Administrator. The address for such owners shall be that found in the records of the Commissioner of the Revenue or, for properties not located in Clarke County, an equivalent source.
- Attach a list of all adjacent property owners, with addresses.

**Health Department Notice and Approvals:**

**Note:** The Health Department must approve your plans for the following items. It is best you talk to the Health Department before you submit your plan to ensure it will be approved. Contact: 540-955-1033; 100 North Buckmarsh Street, Berryville, VA 22611

The Event Permit cannot be approved until after the Health Department has approved the plan.

- ✓ Check here if you have submitted your written plan to the Health Department  Approval attached and have their letter of approval attached to your application.
  - ✓ Check here if you have not submitted your plan to the Health Department.  Not attached
- Note: County Administration will submit your application to the Health Department for review; however, the Event Permit cannot be approved until after the Health Department has approved the plan.

**d) Water supply.** The applicant shall provide an ample supply of potable water for drinking and sanitation purposes on the premises of the Special Event by providing to the satisfaction of the Health Department the location and type of water facilities.

Statement of plan for providing water included with application including location and type of water facilities included in plan: Yes

Bottled water available for sale

**e) Toilet and/or lavatory facilities.** The applicant shall provide adequate toilet and/or lavatory facilities for sanitation purposes on the premises of the Special Event to the satisfaction of the Health Department.

Statement of plan for providing sanitation facilities included in plan.: Yes

Johnny Blues and hand washing stations will be provided as directed by Health Department

**f) Waste management.** The applicant shall provide for the pickup and removal of refuse, trash, garbage, and rubbish from the site of the event on a daily basis, or more often if required by providing to the satisfaction of the Health Department the plans for pickup and removal of refuse and to clean up the premises and remove all trash and debris there from within 48 hours after the conclusion of the event.

Statement of plan for garbage, trash and sewage disposal included in plan.: Yes

Garbage and Trash picked up daily by family; Sewage by contract w/ Johnny Blue

**k) Food & Beverage.** The applicant shall provide for adequate preparation and provision of any food or beverage for consumption during the Special Event to the satisfaction of the Health Department (and the Virginia Alcohol Beverage Control Board, if alcoholic beverages are to be served) with a plan for preparing and providing food and beverages).

Statement of plan to provide adequate preparation and provision of any food or beverage for consumption included in plan. Yes

Food to be contracted with licensed "mobile food unit".

Will alcoholic beverages be served?  No  Yes If yes:

Virginia Alcohol Beverage Control Board Notice/Approval Date: N/A  Approval attached.

Contact: [www.abc.virginia.gov](http://www.abc.virginia.gov); 2901 Hermitage Road, P.O. Box 27491, Richmond, VA 23261

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## Local Fire & Rescue Company Notice and Approvals

**Note:** The local Fire & Rescue Company must approve your plans for the following items. It is best you talk to your local Fire and Rescue Company before you submit your plan to ensure it will be approved. Contact your local fire & rescue company. [Blue Ridge, Boyce, John Enders, or Shenandoah Farms]

The Event Permit cannot be approved until after the local fire and rescue company has approved the plan.

- ✓ Check here if you have submitted your written plan to the local fire and rescue company and have their letter of approval attached to your application.  Approval attached
- ✓ Check here if you have not submitted your plan to the local fire and rescue company. Note: County Administration will submit your application to the local fire and rescue company for review.  Not attached

**g) Medical facilities.** Adequate on-site medical facilities and emergency medical transport vehicles shall be provided to the satisfaction of the Chief of the Fire and Rescue Company providing service to the location at which the Special Event is to be held.

Statement of plan to provide adequate on-site medical facilities and emergency medical transport vehicles included in plan: Yes

First Aid Kits and RN on site at all times.

**h) Fire protection.** The applicant shall provide for adequate fire protection to the satisfaction of the Chief of the Fire Department providing service to the location at which the Special Event is to be held.

Statement of plan to provide adequate fire protection included in plan. Yes

Fire extinguishers provided throughout the public area; Water tank provided on hill above corn maze.

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## Sheriff's Notice and Approvals

**Note:** The Sheriff must approve your plans for the following items. It is best you contact him before you submit your plan to ensure it will be approved. Contact: 540-955-1234; 100 North Church Street, Berryville, VA 22611

The Event Permit cannot be approved until after the Sheriff has approved the plan.

- ✓ Check here if you have submitted your written plan to the Sheriff and have his letter of approval attached to your application.  Approval attached

- ✓ Check here if you have not submitted your plan to the Sheriff. Note: County  Not attached Administration will submit your application to the Sheriff for review.

**i) Traffic and parking control.** The applicant shall provide for adequate ingress, egress and parking for the Special Event to the satisfaction of the Sheriff, the State Police and the Virginia Department of Transportation.

Statement of plan to provide adequate ingress and egress included in plan. Yes

Ingress and egress at main entrance to farm; located at Rt. 7 crossover. Parking in 15 acre pasture field

**State Police Notice/Approval Date:** 2-15-13  Approval attached.

Contact: 540-869-2000; 3680 Valley Pike, Winchester, Virginia 22602

Statement of plan to provide traffic Control devices, signage, cones, barricades or other activities to take place within the public right-of-way. Yes

Signs on highway; staff to direct parking; admission NOT taken at vehicles.

**VDOT Notice/Approval Date:** \_\_\_\_\_  Approval attached.

**j) Security.** The applicant shall provide adequate on-site security for the entire duration of a Special Event to the satisfaction of the Sheriff with a security plan.

Statement of plan to provide adequate on-site security included in plan. Yes

Farm owners and staff will monitor activities.

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## Building Department Notice and Approvals

**Note:** The Building Department must approve your plans for the following items. It is best you contact the Building Department before you submit your plan to:

- Obtain approval of the actual event; AND
- Apply for any necessary permits and schedule any necessary inspections. *Prior to the event being opened to the public or participants, applicable permits and inspections must be complete. These include, but not limited to: portable lighting, electrical systems, gas systems, tents, portable structures, amusements ride including inflatables and climbing walls. Also, the Building Department inspects emergency vehicle access.*

Contact: 540-955-5112; 101 Chalmers Court, Suite B, Berryville, VA 22611

The Event Permit cannot be approved until after the Building Department has approved the plan.

✓ Check here if you have submitted your written plan to the Building Department and have their letter of approval attached to your application.  Approval attached

✓ Check here if you have not submitted your plan to the Building Department.  Not attached

Note: County Administration will submit your application to the Building Department for review; however the applicant is responsible for obtaining any necessary Building Department permits and scheduling any/all inspections.

**Building Department Guidelines for Special Events Permits:**

The following are issues that need to be described or addressed on special events permit applications:

**Tents** - Any tent greater than 900 square feet in size will require a Building Permit and inspections prior to the event. Inspection shall be arranged to be done during normal business hours Monday through Friday at least the day prior to the event. The event application should provide diagrams or layouts of the location of the tent(s). All tents shall be fire retardant treated with the appropriate approval label on the tent and shall have a mounted and posted fire extinguisher (5 lb. ABC min.) located in each tent. If the tent is enclosed, it shall have two (2) forms of exit that are labeled and illuminated if the event occurs after daylight. If the event will occur after daylight hours, emergency lighting shall be provided.

**Electrical Systems** – Any temporary or portable electrical distribution systems shall require an Electrical Permit and inspections prior to the event. All portable or temporary systems shall be Ground Fault Interrupter Circuit (GFIC) protected. Trailer mounted generators shall be provided with ground rods and grounding conductors appropriate for the generator output requirements. All equipment shall be listed and labeled for the application (weather resistant). No portable generators are allowed inside any tents or trailers where persons would normally enter. A description of the electrical distribution system shall be provided with the special event application.

**Gas Appliances** – All gas appliances including cooking and heating appliances shall be inspected including leak tested prior to the event. No gas cylinders will be allowed inside tents or occupied trailers or structures. All gas cylinders shall be secured in areas not normally used by the public. All gas equipment shall be in good working order and shall meet requirements of the Virginia Fuel Gas Code.

**Lighting** – Information pertaining to the temporary lighting systems shall be provided with the special event application including output wattage and generation system. Lighting system shall be located not to project excessive lighting off of the premises and not to blind any moving traffic on or of the event property. Any lighting pointing to the property boundary shall be shielded and downcast.

**Inspections** – Arrangement for inspections shall be scheduled to occur prior to opening of the event during normal business hours between Monday and Friday. Required inspections shall be scheduled at least twenty-four (24) hours prior to the expected inspection. If special times and arrangements are required, prior approval will need to be arranged with the Clarke County Building Department.

**l) Lighting/Illumination.** If lighting is to be utilized, such lights shall be located, or such shielding devices or other equipment shall be utilized so as to prevent unreasonable glow beyond the property on which the event is located.

Will outdoor lighting be utilized?  No  Yes

**m) Temporary Structures.** All necessary building permits shall be obtained before the event occurs for any temporary structures such as tents or amusement rides. Will temporary structures be utilized?  No  Yes

Type[s] of temporary structures: None

**o) Communication system.** If the premises are without adequate communications systems, the applicant shall make arrangements, approved by the County, to provide for substitute, additional, or alternate means of communication with public safety and other government officials.

Will substitute, additional, or alternate means of communication be utilized?  No  Yes If yes:

Plan for adequate communications systems included with application. Yes

Managers & staff connected by cell phone

**p) Necessary Safety Services.** The operator of the Special Event shall provide any services necessary to provide appropriate levels of safety over and above what public agencies determine that they are able to provide. Additional Safety Services Required?  No  Yes If yes:



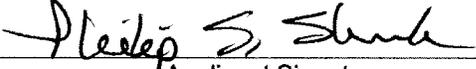
which may be required by any federal, state, or local statutes, ordinances, rules, or regulations. Applicants are responsible for insuring that all such permits, licenses, and certificates are obtained from the appropriate authority.

**§ 57.8. Deposit.** I am aware that a deposit may be required. As a condition of granting the permit, the Administrator or the Board may require the payment of a deposit to cover anticipated public clean-up costs, law enforcement costs, and/or emergency services costs beyond what is usual and customary. The applicant shall be responsible for such costs in excess of any deposit, and the applicant shall be refunded any portion of a deposit not needed to cover such costs.

**§ 57.9. Permit not transferable.** I am aware that this permit is not transferable.

**§ 57.10. Revocation or suspension of permit.** I am aware that this permit may be revoked for suspended A permit issued under the provisions of Chapter 57 may be revoked or suspended by the entity that approved the permit. The Sheriff or his/her designee may temporarily suspend the permit pending consideration, by the entity that approved the permit, of action to revoke or suspend a permit. Such action by the approving entity or the Sheriff or designee may be taken for any of the following reasons:

- a) Any violation of one or more of the requirements or any violation of one or more of the terms and conditions of a permit issued hereunder.
- b) Any material misrepresentation in the application for a permit.
- c) Any change in the ownership of the location of the permitted event, unless there is provided a signed statement from the new owner to confirm that the new owner has given permission for the specific Special Event to be held.
- d) Any material change in the condition of the facilities or ability of contracted organizations to provide required services or equipment.
- e) Any state of emergency, disaster, hazardous weather condition, or other threat to the public health, safety, and welfare that has been declared or is anticipated to occur such that continuation of the event is deemed to be an undue or unnecessary risk to the participants, general public, or public safety providers.
- f) Upon revocation or suspension of the permit, the permittee shall immediately cancel and/or terminate the event and provide for orderly dispersal of those in attendance.

  
\_\_\_\_\_  
Applicant Signature

7.23.13  
Date

  
\_\_\_\_\_  
Printed Name

**Note: Application is complete only when the applicant has provided all applicable approvals to County Administration.**



  
 Public  
 Points of Interest  
 Parcels With Orthos  
 Towns  
 Clarke County Boundary  
 Major Roads  
 Interstate  
 US Highway  
 State Highway  
 Surrounding Counties Opaque  
 Surrounding Counties Non Op

The data shown on this site are provided for informational and planning purposes only. Clarke County and its consultants are not responsible for the misuse or misrepresentation of the data.



Printed on 07/09/2013 at 10:03 AM

Clarke County MapsOnline

**Wayside Farm Fun, LLC  
169 Kentland Lane  
Berryville, VA 22611**

To: Adjoining Property Owners  
Re: Special Event Notice  
Date: July 8, 2013

James N. Church Family Trust  
5260 Harry Byrd Hwy  
Berryville, VA 22611

Dear Neighbor,

This notice is to advise you that I am submitting a special event application to the County of Clarke, Virginia for the following event to be conducted at Wayside Farm, 5273 Harry Byrd Highway, Berryville Va.

No doubt you have seen the Angry Bird. We plan to open Wayside Farm to the public for a corn maze. We propose to be open only on weekends from Saturday, September 21, 2013 through Nov. 3, 2013. The hours will be Fridays from 2-6 p.m. and Saturday & Sunday 10:00 a.m. - 6 p.m.

The public will enter the farm at the main entrance and proceed to park in the pasture field west of the barn. Entrance to the maze will be at the barn where the public will see displays about Clarke County Agriculture. We don't want to miss this opportunity to educate the attendees about where their food comes from. The public will then enter our refurbished barnyard with children's activities such as obstacle courses, a pumpkin playhouse, combine slide and games. There will also be displays of various animals. The maze, located east of the barn, will be monitored to help the attendees find their way. Associated with and operated at the same time of the maze will be a pick your own pumpkin patch.

We plan a family oriented farming experience. There will be refreshments, but no alcohol or loud music. If you have questions, concerns or would care to review the full text of the application, please contact me by July 23 at: Philip Shenk, 169 Kentland Lane, Berryville, Va. 22611 [pshen@vafb.com](mailto:pshen@vafb.com); 540.270.1487.

If you are unable to reach me at the address or phone number above, you may contact the Clarke County Administrator at 540-955-5175.

Best Regards,

Philip Shenk.

### **Adjacent Property Owner List**

James N. Church, Family Trust  
5260 Harry Byrd Hwy.  
Berryville, VA 22611

Herman B. & Alice L. Lloyd, Trustees  
Karen Dellett Trustee  
4908 Harry Byrd Hwy.  
Berryville, VA 22611

Billy W. Sr. & Janey R. Harper, Trustees  
5016 Harry Byrd Hwy.  
Berryville, VA 22611

David & Mary Ann Nalls  
207 Chilly Hollow Road  
Berryville, VA 22611

Barbara H. Clagett  
648 Wickcliffe Rd.  
Berryville, VA 22611

The Kentland Foundation, Inc.  
P. O. Box 879  
Berryville, VA 22611

Philip S. Shenk  
169 Kentland Ln.  
Berryville, VA 22611

Mark W. & Beth A. Shenk  
219 Kentland Ln.  
Berryville, VA 22611

Robert M. III & Norma Thompson  
450 Chilly Hollow Rd.  
Berryville, VA 22611

Brandon P. Jenkins  
253 Chilly Hollow Rd.  
Berryville, VA 22611



**County of Clarke**  
**Application Special Event Permit**  
**Code of Clarke County Chapter 57**

**Right of Entry Permission Form**

---

I, Wayside Farm Fun LLC the applicant for a special event permit as  
Permit Applicant's Name [Please print legibly.]

required by Article II of Chapter 57 of the Code of Clarke County, Virginia, that event  
 titled: Wayside Farm Fun Corn Maze

shall take place on Weekends Sept. 21 - Nov. 3, 2013 at  
Specify Date[s]

Event Location and/or Address

in Clarke County, Virginia, and I, Philip Shenk & Mark Shenk  
Landowner or Leaseholder's Name

the landowner/ leaseholder of such event location, give our permission for the County Administrator, the county's lawful agents or duly constituted law enforcement officers to go upon the aforementioned property where the special event will take place at any time for the purpose of determining compliance with the provisions of Article II of Chapter 57 of the Code of Clarke County, Virginia. This permission shall specifically include the period of set up and shut down of the event.

We understand that any of the above-referenced officials shall have the right to revoke any permit issued under the aforementioned article upon noncompliance with any of its provisions and conditions.

Wayside Farm Fun, LLC  
Philip S Shenk  
 Permit Applicant

Secondary Signature[s] If Applicable

Philip S Shenk  
 Event Location Owner/Leaseholder

Secondary Signature[s] If Applicable

Permit Applicant

Event Location Owner/Leaseholder



## County of Clarke

### Application Special Event Permit

### Code of Clarke County Chapter 57

A permit is required for any assembly, attraction, ceremony, event, festival, gathering, circus, carnival, or show at which rides, games, competitions, attractions, music, dance, or other performing arts are engaged in by participants or provided as entertainment by professional or amateur performers or by prerecorded means that meet the following criteria:

Question	Yes	No	Answer
A. Does it occur within the corporate limits of the Town of Berryville or the Town of Boyce or the Berryville Annexation Area?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, permit not required by Clarke County. Check with the appropriate local government.
B. Is it to be held on property owned by the United States of America, the Commonwealth of Virginia, or the County of Clarke, or in a permanent enclosed structure?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, permit not required by Clarke County. Check with the appropriate governmental agency to ensure compliance with its rules and regulations.
C. Is it to be held on a private parcel of land fewer than six acres?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, event is <u>not</u> allowed on parcels of fewer than six acres.
D. Is the function planned for fewer than 150 people?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, A permit shall not be required for an assembly with less than 150 persons attending the event on a parcel of 6 or more acres (or adjoining parcels with the same owner that have a total area of six or more acres).
E. Does it involve the raising, charging, donating or re-couping of funds?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If no, special event permit is not required.

Note: Such an assembly shall not include demonstrations, parades, rallies, marches, or picketing activities.

**Application Fee: \$200.00 (plus \$20.00 per day for each day of the event)**

**Permit Fee: \$200.00 (plus \$20.00 per day for each day of the event)**

**Application Fee: \$200.00 (plus \$20.00 per day for each day of the event)**

**Permit Fee: \$200.00 (plus \$20.00 per day for each day of the event)**

Official Operating Plan for  
The Corn Maze

Wayside Farm Fun, LLC  
Philip Shenk  
169 Kentland Lane  
Berryville, VA 22611  
540.270.1487 - pshen@vafb.com

**General Information:**

- Event Times:
  - Dates: weekends; Sept. 21 - Nov. 3, 2013
  - Hours: Fridays 2 p.m. - 6 p.m.; Sat/Sun 10:00 a.m. - 6:00 p.m.
- Attendees:
  - Less than 499 each day; goal is 350/day
  - Limited by numbered wrist-bands to enter maze.
- Certificate of Insurance:
  - Will be obtained naming Clarke County as additional insured
- Permission for Entry form is signed and attached.
- Adjoining property owners
  - List has been obtained and attached
  - Draft notice drafted and ready to be sent, attached

**Health Department Notice and Approvals:**

- Potable water will be supplied for sale
- Toilet and/or lavatory facilities will be provided as required by dept.
  - Contracted to approved vendor
- Waste will be gathered daily by family and staff
- Food and Beverage will be provided by licensed and approved vendor
- No alcohol beverages will be served or permitted on premises

**Local Fire and Rescue Company Notice and Approvals:**

- First Aid kits will be located throughout and a RN will be on site
- Fire extinguishers will be located throughout
- A water tank will be filled and placed at top of hill above corn maze
- Attendees will be given instructions on how to navigate the maze.
- A "corn cop" will be placed at a height over the maze to monitor attendees.
- Attendees will receive instructions to DO NOT CALL 911 unless true emergency.

**Sheriff's Notice and Approvals:**

- Vehicle entry will be main entrance of Wayside Farm
- Address: 5273 Harry Byrd Hwy., Berryville, VA. 22611
- Parking in 15 Acre pasture field West of entrance
- Staff will direct parking, keeping vehicles from stopping on highway
- Admission taken at foot entry to maze; not in vehicle
- Signage will be provided to direct attendees at all turns.
- No rush of ingress/egress is expected as event is from 10:00 a.m. - 6:00 p.m.
- The event is family oriented; no alcohol allowed on premises.
- Notices going to Sherriff's Dept., State Police and VDOT.

**Building Department Notice and Approvals:**

- No portable lighting, electrical or gas systems, tents, portable structures, amusement rides, climbing walls or inflatable's will be present.
- Wooden Pumpkin Playhouse and John Deere Combine slide will be present.

Lora-

I have received paperwork from Wayside Farm and discussed the event with Mr. Shenk. The health department has no issues with the proposal.

The food vendors must be permitted mobile units. We request that the vendor contact us and let us know that they will be there.

There will be bottled water for sale, and if well water is to be used by the vendor, then a Bacteria Sample result will be provided.

Solid waste collection will occur on site.

There will be at least 1 portable privy per 75-100 guests and 1 handicap privy per 500 guests.

Thanks-

Ryan  
Ryan Fincham  
Environmental Health Specialist  
~~Clarke County Health Department~~  
(540) 955 - 1033  
fax 540.955.4094

**From:** Shenk, Philip [mailto:Philip.Shenk@vafb.com]  
**Sent:** Sunday, July 14, 2013 6:37 PM  
**To:** Fincham, Ryan (VDH)  
**Subject:** FW: Clarke Co Event Application

**From:** Shenk, Philip  
**Sent:** Sunday, July 14, 2013 5:36 PM  
**To:** 'Ryan.Fincham@vdh.virginia.gov'  
**Subject:** Clarke Co Event Application

Dear Mr. Fincham,

Clarke County requires I notify you or a Corn Maze I am creating on Rt. 7 East of Berryville. Possibly you have seen the "Angry Bird".

Please find attached an operating plan and adjoining property notice that explains the event. I would like to meet with you or your designee at the earliest possible time to make sure I comply with all requirements. I have a few questions too. I am available during July 18, 2013 and anytime thereafter.

I look forward to speaking with you,

Philip Shenk  
Wayside Farm Fun, LLC

(o) 540.955.3973  
(c) 540.270.1487  
(f) 540.955.9909  
E-mail: [pshen@vafb.com](mailto:pshen@vafb.com)  
169 Kentland Lane, Berryville, VA. 22611

Mr. Shenk-

Thank you for the notice of your planned event. The "Angry Bird" has drawn a lot of attention and should be a good family oriented event, and I wish you much success.

Please make sure that when parking in the field, that the grass is mowed so as to prevent the heat from vehicle exhaust systems from creating a problem and make sure to maintain aisles in the parking areas wide enough for the fire apparatus to maneuver in the unlikely event that should be necessary.

If you have any questions of me or would like to go over any emergency planning, please email or call my phone and I will be glad to meet with you. Again, I wish you a safe and successful event.

Harold Rohde, Chief

**John H. Enders Fire & Rescue**

9 S. Buckmarsh Street, Berryville, VA 22611

540.955.1110 station: 540.533.6705 cell

chief@endersfire.com : www.Endersfire.com

On Sun 07/14/13 6:48 PM , "Shenk, Philip" <Philip.Shenk@vafb.com> wrote:

Dear Mr. Rohde,

Clarke County requires I notify you of a Corn Maze I am creating on Rt. 7 East of Berryville. Possibly you have seen the "Angry Bird".

Pursuant to the Code of Clarke Chapter 57 Special Events, the attached medium event permit application for the Corn Maze at Wayside Farm Fun is provided for your review and comment.

Section 57.6 Action of application. *The public agency shall respond with comments and/or agency approval with 15 calendar days. Failure to respond within 15 calendar days shall be deemed approval by the agency.*

Please find attached an operating plan and adjoining property notice that explains the event. If you need more details or have any questions, do not hesitate to call or email me. I am available during July 18, 2013 and anytime thereafter.

I look forward to hearing with you,

Philip Shenk  
Wayside Farm Fun, LLC

(o) 540.955.3973

(c) 540.270.1487

(f) 540.955.9909

E-mail: [pshen@vafb.com](mailto:pshen@vafb.com)

169 Kentland Lane, Berryville, VA. 22611

Mr. Shenk,  
Based on your representations in your plan, you have fulfilled all of the requirements  
Of the Sheriff's Office, and I wish you a very successful event!

~~Sheriff Anthony W. Roper~~  
Sent from my iPad

On Jul 14, 2013, at 6:25 PM, "Shenk, Philip" <[Philip.Shenk@vafb.com](mailto:Philip.Shenk@vafb.com)> wrote:

Sherriff Roper,

Dear Mr. Fincham,

Clarke County requires I notify you or a Corn Maze I am creating on Rt. 7 East of Berryville.  
Possibly you have seen the "Angry Bird".

Pursuant to the Code of Clarke Chapter 57 Special Events, the attached medium event permit  
application for the Corn Maze at Wayside Farm Fun is provided for your review and comment.

Section 57.6 Action of application. *The public agency shall respond with comments and/or  
agency approval with 15 calendar days. Failure to respond within 15 calendar days shall be  
deemed approval by the agency.*

Please find attached an operating plan and adjoining property notice that explains the event. If  
you need more details or have any questions, do not hesitate to call or email me. I am available  
during July 18, 2013 and anytime thereafter.

I look forward to hearing with you,

Philip Shenk  
Wayside Farm Fun, LLC

(o) 540.955.3973  
(c) 540.270.1487  
(f) 540.955.9909  
E-mail: [pshen@vafb.com](mailto:pshen@vafb.com)

169 Kentland Lane, Berryville, VA. 22611

**From:** Blacklock, Matthew C., 1/Sgt. [matthew.blacklock@vsp.virginia.gov]  
**Sent:** Monday, July 15, 2013 10:08 AM  
**To:** Shenk, Philip  
**Subject:** FW: Clarke Co Special Event Permit

**Attachments:** Adjoining property notice.doc; Oficial Plan.doc  
Reviewed and no concerns are noted. Best of luck with your event.

Regards,

Matthew Blacklock

First Sergeant Matthew C. Blacklock  
~~Virginia Department of State Police~~  
Area-13  
3680 Valley Pike  
Winchester, VA 22602  
Office: (540) 869-2000  
Fax: (540) 869-0209  
[matthew.blacklock@vsp.virginia.gov](mailto:matthew.blacklock@vsp.virginia.gov)

*"Fortitudo Ac Decus"*

**From:** Shenk, Philip [mailto:Philip.Shenk@vafb.com]  
**Sent:** Sunday, July 14, 2013 6:23 PM  
**To:** Garrett, Todd G., 1/Sgt.  
**Subject:** Clarke Co Special Event Permit

Dear Mr. Garrett,

Clarke County requires I notify you or a Corn Maze I am creating on Rt. 7 East of Berryville. Possibly you have seen the "Angry Bird".

Pursuant to the Code of Clarke Chapter 57 Special Events, the attached medium event permit application for the Corn Maze at Wayside Farm Fun is provided for your review and comment.

Section 57.6 Action of application. *The public agency shall respond with comments and/or agency approval with 15 calendar days. Failure to respond within 15 calendar days shall be deemed approval by the agency.*

Please find attached an operating plan and adjoining property notice that explains the event. If you need more details or have any questions, do not hesitate to call or email me. I am available during July 18, 2013 and anytime thereafter.

I look forward to hearing with you,

Philip Shenk  
Wayside Farm Fun, LLC

(o) 540.955.3973  
(c) 540.270.1487  
(f) 540.955.9909  
E-mail: [pshen@vafb.com](mailto:pshen@vafb.com)

169 Kentland Lane, Berryville, VA. 22611

Clarke County

lwalburn@clarkecounty.gov

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**Fwd: Clarke County - Route 7 -- Wayside Farm Fun, LLC**

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**From :** Jesse Russell <jrussell@clarkecounty.gov> Wed, Jul 31, 2013 09:52 AM  
**Subject :** Fwd: Clarke County - Route 7 -- Wayside Farm Fun, LLC 📎 1 attachment  
**To :** Brandon Stidham <bstidham@clarkecounty.gov>, Lora Walburn <lwalburn@clarkecounty.gov>, David Ash <dash@clarkecounty.gov>, David Weiss <amweiss@visuallink.com>

FYI

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**From:** "Arthur Boyce (VDOT)" <Bobby.Boyce@VDOT.Virginia.gov>  
**To:** "Jesse Russell" <jrussell@clarkecounty.gov>  
**Cc:** "Rhonda Funkhouser (VDOT)" <Rhonda.Funkhouser@VDOT.Virginia.gov>, "Matthew Smith, P.E. (VDOT)" <Matthew.Smith@vdot.virginia.gov>, "Rhodes, Timothy. (VDOT)" <Timothy.Rhodes@vdot.virginia.gov>, "Philip Shenk" <pshen@vafb.com>  
**Sent:** Wednesday, July 31, 2013 9:45:51 AM  
**Subject:** Clarke County - Route 7 -- Wayside Farm Fun, LLC

**DEPARTMENT OF TRANSPORTATION**

Staunton/Edinburg Land Development  
14031 Old Valley Pike  
Edinburg, VA 22824

Dear Mr. Russell:

We have reviewed the above subject Special Event Permit attachment dated July 14, 2013 for impacts to the existing transportation system. This application is for 350 attendees/day or 280 trips/day at 2.5 person/vehicle to a corn maze and other recreational activities September 21 – November 3, 2013. The days and hours of operation will be limited to Fridays 2 PM – 6 PM and Saturday /Sunday 10 AM – 6 PM. Route 7 is a 55 MPH Rural Principle Arterial highway carrying approximately 23,000 trips/day. The traffic counts on Route 7 may be higher during peak leaf season. Our comments are as follows:

- Due to the narrow width, the existing entrance is inadequate for two-directional traffic. This can be a major safety issue since it will often cause patrons to slow considerably or sometimes stop on the mainline defying driver expectation for a facility like Route 7. The existing 11' wide private entrance should be widened to meet VDOT's minimum commercial standards. The sketch/design for the entrance should be submitted to this office for review and approval prior to any construction.
- The existing left turn lane at the crossover for westbound traffic should be adequate for the proposed traffic. However, it should be evaluated under actual traffic volumes and extended by Wayside Farm Fun, LLC if higher volumes and/or safety dictate.
- A Land Use Permit shall be obtained before any work is performed on the State's right-

of-way. The permit is issued by this office and will require an application fee and surety coverage. Once satisfactory application has been made, a permit will normally take 10-20 days to process and issue.

We appreciate the County's efforts to include VDOT in the early planning stages for development and the opportunity to provide comments on this Special Event Permit. We ask that you include a copy of this transmittal for official public record. If you have any questions or need further information, please do not hesitate to give me a call at (540) 984-5631.

Sincerely,

**Arthur R. Boyce, III**

Arthur (Bobby) R. Boyce  
VDOT Land Development Engineer  
Shenandoah, Frederick, Clarke, & Warren Counties  
14031 Old Valley Pike  
Edinburg, VA 22824  
(540)984-5631



**Picture (Device Independent Bitmap) 1.jpg**  
631 B

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## Shenk, Philip

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**From:** Gary Pope [mailto:gpope@clarkecounty.gov]  
**Sent:** Monday, July 22, 2013 9:51 AM  
**To:** Lora Walburn  
**Cc:** Shenk, Philip  
**Subject:** Corn Maze Special Event at Wayside Farm

Lora,  
I reviewed the Special Event Application for the Corn Maze at Wayside Farm and discussed the event with Philip Shenk on July 19, 2013. All issues associated with the Clarke County Building Department appear being handled appropriately. At this time there are no issues that will require our intervention or any permits or inspections. If any issues arise that will need our assistance, Philip knows how to contact us and we are more than willing to assist. Hopefully the event works out well for everyone involved.

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OFFICIAL USE

Postage	\$	\$0.46	0300
Certified Fee		\$3.10	09
Return Receipt Fee (Endorsement Required)		\$0.00	Postmark Here JUL 23 2013
Restricted Delivery Fee (Endorsement Required)		\$0.00	
Total Postage & Fees	\$	\$3.56	07/23/2013

Sent To

Street, Apt. No.; or PO Box No.

City, State, ZIP+4

PS Form 3800, August 2006 See Reverse for Instructions

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Total Postage & Fees	\$	\$3.56	07/23/2013

Sent To

Street, Apt. No.; or PO Box No.

City, State, ZIP+4

PS Form 3800, August 2006 See Reverse for Instructions

7012 1640 0002 1593 8269

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Certified Fee		\$3.10	09
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Restricted Delivery Fee (Endorsement Required)		\$0.00	
<b>Total Postage &amp; Fees</b>	<b>\$</b>	<b>\$3.56</b>	<b>07/23/2013</b>

Sent To  
 \_\_\_\_\_  
 Street, Apt. No.;  
 or PO Box No.  
 \_\_\_\_\_  
 City, State, ZIP+4

7012 1640 0002 1593 8245

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Sent To  
 \_\_\_\_\_  
 Street, Apt. No.;  
 or PO Box No.  
 \_\_\_\_\_  
 City, State, ZIP+4

T A X R E C E I P T

Ticket #:00127730001 @@

COUNTY OF CLARKE  
 SHARON E KEELER, TREASURER  
 P O BOX 537  
 101 CHALMERS COURT  
 BERRYVILLE VA 22611

Date : 8/08/2013  
 Register: WBM/W10  
 Trans. #: 42788  
 Dept # : GELR  
 Acct# :

GENERAL FUND - OTHER LOCAL REVENUE  
 SEPT 21 THROUGH NOV 3  
 WAYSIDE CORN MAZE

Previous		
Balance \$		100.00
31000130303131000000000		
Principal Being Paid \$		100.00
Penalty \$		.00
Interest \$		.00
Amount Paid \$		100.00
*Balance Due \$		.00

WAYSIDE FARM

Pd by WAYSIDE FARM Check 100.00 # 5834 BCC  
 BALANCE DUE INCLUDES PENALTY/INTEREST THRU THE MONTH 8/2013



**County of Clarke**  
**David Ash, County Administrator**

To: Board of Supervisors

Date: August 20, 2013

Special Event Permit Application: The Hunt Country Cluster

Applicant: Roger K. Riggins, HCC Director of Show Operations for Warrenton Kennel Club, Inc., and Old Dominion Kennel Club of Northern VA., Inc.

Large Event: 7,130 persons attending over 3 days

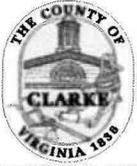
Date: Multi-year - September 27, 28, and 29, 2013; 2014 and 2015

History:

- Initial approval January 17, 2006.
- Public Hearing PH 09-05 held June 16, 2009 for a large, single-year event.
- Public Hearing PH 10-16 conducted on June 15, 2010 for large, multi-year event for 2010, 2011, 2012
- 2013 marks the 8<sup>th</sup> year at Historic Long Branch.

**Recommendation: Approve multi-year application.**

Responses Received from:	Outstanding Items:
<ul style="list-style-type: none"><li>✓ Building Official</li><li>✓ Sheriff's Office</li><li>✓ Virginia State Police</li><li>✓ VDOT</li></ul> <p>Written Notice Sent April 5; Email Notice Sent July 30: § 57.6. Action on applications. Failure to respond within 45 calendar days shall be deemed approval by the agency.</p> <ul style="list-style-type: none"><li>✓ Boyce Volunteer Fire &amp; Rescue Company</li><li>✓ Virginia Department of Health – Clarke County</li></ul>	<ul style="list-style-type: none"><li>✓ None</li></ul>



**County of Clarke**  
**Special Event Permit Application**  
**Code of Clarke County Chapter 57**

RECEIVED JUL 29 2013

**THE HUNT COUNTRY CLUSTER**

Name of Event

HISTORIC LONG BRANCH FARM (RT. 624 & 626) 830 LONG BRANCH LANE MILLWOOD, VA 22646

Location of Event

ROGER K. RIGGINS; HCC DIRECTOR OF SHOW OPERATIONS, for WARRENTON KENNEL CLUB, INC. and OLD DOMINION KENNEL CLUB OF NORTHERN VA, INC.

Applicant Name and Organization if applicable [Please Print]

10516 ELK RUN ROAD CATLETT, VIRGINIA 20119

Applicant/Organization Address [Please Print]

(540) 788-9992

(540) 788-3628

RoleraFarm@aol.com

Telephone No.

Fax No.

Email Address

Date[s]: SEPTEMBER 27, 28, and 29, 2013

Event No.:

If submitting application for multiple events, please number [1, 2, 3, etc.]

Estimate the number of Attendees (Maximum expected) 7,130 for ALL THREE (3) DAYS

*Total expected over entire timeframe, not the maximum at any one time. When calculating the number of persons attending an event, Code 57-2: Persons Attending an Event – The number of participants and spectators that is the cumulative total number of people entering the site of a Special Event on an Event Day. For Events with multiple consecutive Event Days, the Day with the greatest number of persons attending shall be used to determine whether an Event is Small, Medium, or Large.*

**Special Event Type and Permit Fees**

Yes  No Multiple Events: Note: Multiple Event applications for special event permits may be submitted together for a single parcel of property.

Yes  No Multiple Year [3-Year Limit – Current Year plus two]: Note: No application for a special event may be filed more than one year before an event is to be held or before the first Event Day for applications for multiple special event permits, *except* for an application for a special event that is substantially the same as a special event that has been previously approved and conducted.

For Multiple Years - 2013, 2014, and 2015

1. For a previously approved multi-year event, any change in the size, scope, date, location or change in ownership of property or management of the event constitutes cause for review. There is a \$100 Fee for review.
2. Applicants approved for more than a single event shall be required to sign an agreement prepared by the County attorney agreeing to the conditions set forth and further agreeing to provide the County Administrator with written notice, not less than 30 days in advance of each subsequent event that contains the names and current contact numbers of all:
  - Event management personnel,
  - Vendors,
  - Caterers,
  - Public safety providers, and/or
  - Contracted services

Yes  No Has this/these event[s] been previously approved by the Board of Supervisors? 2010, 2011, 2012

Type	Event	No. Events In Application	Fee
<input type="checkbox"/>	<b>Small Special Event</b> – Special Events for 150 to 499 persons attending five [5] or fewer event days per calendar year.	One [1] Event Application Two [2] or More Events In An Application Up to Five [5]	\$100 \$100 1st Event Application \$50 Each Event 2-5 / Each Year 2-3
<input type="checkbox"/>	<b>Medium Special Event</b> – Special Events for 150 to 499 persons attending with <u>six [6] or more event days</u> in a calendar year.	One [1] Event in Application Two [2] or More Events In An Application	\$100 \$100 1st Event Application \$50 Each Event 2-9 / Each Year 2-3 + Cost of Public Hearing Notice
<input type="checkbox"/>	<b>Medium Special Event</b> – Special Events for <u>500 to 999</u> persons attending	Each Event Application	\$250 \$100 Each Year 2-3 + Cost of Public Hearing Notice
<input checked="" type="checkbox"/>	<b>Large Special Event</b> – Special Events of 1000 or more persons attending an event.	Each Event Application	\$500 \$100 Each Year 2-3 + Cost of Public Hearing Notice

**Instructions and Notes:**

- √ Make checks payable to Clarke County Treasurer.
- √ Attach check or receipt from the Treasurer with this form and include with application. If submitting for two or more events, attach to first event application only.
- √ Payment of the Special Event Permit Fee shall not eliminate or substitute for any requirement for any business license or any other permit(s) that may be required by any federal, state, or local statutes, ordinances, rules, or regulations. Applicants are responsible for insuring that all such permits, licenses, and certificates are obtained from the appropriate authority.
- √ Fees paid are non-refundable and not transferable to other activities
- √ An application for a Small Special Event shall be submitted at least 30 calendar days before the date of the Event to allow for review of the application.
- √ An application for a Medium or Large Special event shall be submitted at least 120 calendar days before the date of the Event in order to allow for review of the application.

**§ 57-4 Scaled Drawing**

**Medium and Large Events** – attach drawing depicting the following:  **Small Event:** Not required.

- (a) The areas for performances or activities and for grandstands or seats, showing the location of all aisles for pedestrian travel and other crowd-control measures.
- (b) All physical facilities existing or to be constructed on the premises, including, but not limited to, fences, ticket booths, grandstands, and stages.

- (c) The location, capacity, and nature of all temporary lighting, sound, and public address facilities.
- (d) The location, capacity, and nature of all temporary water, toilet, and all other public health-related facilities.
- (e) Vehicle ingress, egress, and parking plan, to include emergency vehicle access.

### § 57.7. Special Event Requirements

All Special Events shall comply with the following terms, conditions, and requirements, unless express exception is requested and granted in any permit issued. The Administrator may waive any of the following for Small Special Events based on circumstances unique to the proposed event.

**Instructions:** Answer all the following. Enter NA if you do not think issue is applicable. If completing the form on a computer place your answers in the blanks provided. If completing the form manually, attach a separate piece of paper and answer the questions in order.

**Note: Application is complete only when the applicant has provided all applicable approvals to County Administration.**

#### General Information:

- a) Event hours.** Unless specifically approved by the reviewing entity, no stage presentation, music, dance, or other performance or activity shall take place at a special event between the hours of 12:00 am and 7:00 am.

Date(s) and time(s) of the event: SEPTEMBER 27, 28, and 29, 2013 HOURS: 8:00 a.m. to 7:00 p.m.

If multiple days, which day do you anticipate to have the highest attendance and an estimate of attendance:

SUNDAY, SEPTEMBER 29; ESTIMATED ATTENDANCE 3,275

- b) Admission regulated.** The applicant shall regulate admission by ticket or other means acceptable to the County, so as to insure that the number of persons attending an event does not exceed the number allowed by terms of the permit.  Copy of Ticket or badge of admission Attached **OR**

Statement of the plan for controlling admission to the event: \_\_\_\_\_

RECORD OF FEE PAID AT THE GATE AND TOTAL ENTRIES OF DOGS

- c) Limits to attendance.** The applicant shall not sell, give, or distribute a greater number of tickets than the number that the permit allows to attend. The applicant shall not admit any persons to an outdoor event if such admission would result in a greater number of persons present than allowed by the permit. Total number of tickets to be offered for sale: \_\_\_\_\_

- p) Liability insurance.** The applicant shall provide evidence of adequate liability insurance. A certificate of insurance providing coverage in an amount of at least \$1 million dollars, naming the County of Clarke as an additional insured, and showing the date(s) of the event, shall have been received by the Administrator before an application is approved.

Certificate of insurance attached.  No  Yes

- r) Permission for Entry.** F1211-06D  Attached. The applicant shall provide written permission for the Administrator, designee, all duly constituted law enforcement officers to enter the property at any time during the Special Event to determine compliance with the approved permit and the provisions of this chapter.

**Adjoining Property Owners.**

- Attach a copy of the notice sent to all adjoining property owners. [F1211-06C provides an example of the information required in the notice to adjoining property owners] Notice shall be sent to all adjacent property owners on the same date as the application is filed with the Administrator. The address for such owners shall be that found in the records of the Commissioner of the Revenue or, for properties not located in Clarke County, an equivalent source.
- Attach a list of all adjacent property owners, with addresses.

**Health Department Notice and Approvals:**

**Note:** The Health Department must approve your plans for the following items. It is best you talk to the Health Department before you submit your plan to ensure it will be approved. Contact: 540-955-1033; 100 North Buckmarsh Street, Berryville, VA 22611

The Event Permit cannot be approved until after the Health Department has approved the plan.

- ✓ Check here if you have submitted your written plan to the Health Department and have their letter of approval attached to your application.  Approval attached
  - ✓ Check here if you have not submitted your plan to the Health Department.  Not attached
- Note: County Administration will submit your application to the Health Department for review; however, the Event Permit cannot be approved until after the Health Department has approved the plan.

**d) Water supply.** The applicant shall provide an ample supply of potable water for drinking and sanitation purposes on the premises of the Special Event by providing to the satisfaction of the Health Department the location and type of water facilities.

Statement of plan for providing water included with application including location and type of water facilities included in plan: \_\_\_\_\_

INDIVIDUAL VENDORS

**e) Toilet and/or lavatory facilities.** The applicant shall provide adequate toilet and/or lavatory facilities for sanitation purposes on the premises of the Special Event to the satisfaction of the Health Department.

Statement of plan for providing sanitation facilities included in plan.: \_\_\_\_\_

ONE (1) GRAY WATER DISPOSAL & PORT-A-JOHN; TWENTY (20) STANDARD UNITS. TWO (2) HANDICAPPED UNITS WITH SERVICE ON FRI., SAT. & SUN., AND THREE (3) FREE-STANDING SINKS WITH SERVICE

**f) Waste management.** The applicant shall provide for the pickup and removal of refuse, trash, garbage, and rubbish from the site of the event on a daily basis, or more often if required by providing to the satisfaction of the Health Department the plans for pickup and removal of refuse and to clean up the premises and remove all trash and debris there from within 48 hours after the conclusion of the event.

Statement of plan for garbage, trash and sewage disposal included in plan.: \_\_\_\_\_

TWO (2) 30-YARD DUMPSTERS. AND ONE HUNDRED (100) TRASH CANS PROVIDED BY HISTORIC LONG BRANCH

**k) Food & Beverage.** The applicant shall provide for adequate preparation and provision of any food or beverage for consumption during the Special Event to the satisfaction of the Health Department (and the Virginia Alcohol Beverage Control Board, if alcoholic beverages are to be served) with a plan for preparing and providing food and beverages).

Statement of plan to provide adequate preparation and provision of any food or beverage for consumption included in plan. \_\_\_\_\_

INDIVIDUAL VENDORS

Will alcoholic beverages be served?  No  Yes If yes:

Virginia Alcohol Beverage Control Board Notice/Approval Date: \_\_\_\_\_  Approval attached.

Contact: [www.abc.virginia.gov](http://www.abc.virginia.gov); 2901 Hermitage Road, P.O. Box 27491, Richmond, VA 23261

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## Local Fire & Rescue Company Notice and Approvals

**Note:** The local Fire & Rescue Company must approve your plans for the following items. It is best you talk to your local Fire and Rescue Company before you submit your plan to ensure it will be approved. Contact your local fire & rescue company. [Blue Ridge, Boyce, John Enders, or Shenandoah Farms]

The Event Permit cannot be approved until after the local fire and rescue company has approved the plan.

- ✓ Check here if you have submitted your written plan to the local fire and rescue company and have their letter of approval attached to your application.  Approval attached
- ✓ Check here if you have not submitted your plan to the local fire and rescue company. Note: County Administration will submit your application to the local fire and rescue company for review.  Not attached

**g) Medical facilities.** Adequate on-site medical facilities and emergency medical transport vehicles shall be provided to the satisfaction of the Chief of the Fire and Rescue Company providing service to the location at which the Special Event is to be held.

Statement of plan to provide adequate on-site medical facilities and emergency medical transport vehicles included in plan: \_\_\_\_\_

EMT-8. FRI., SAT., and SUN. BOYCE VOLUNTEER FIRE CO. PROVIDING STAFFED BLS AMBULANCE UNIT ON-SITE TO PROVIDE FIRST AID SERVICES & TRANSPORTATION.

**h) Fire protection.** The applicant shall provide for adequate fire protection to the satisfaction of the Chief of the Fire Department providing service to the location at which the Special Event is to be held.

Statement of plan to provide adequate fire protection included in plan. \_\_\_\_\_

FIRE EXTINGUISHERS PLACED IN ALL TENTS. AND NOTIFICATION SENT TO LOCAL FIRE DEPARTMENT OF THE DATES OF THE EVENT.

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## Sheriff's Notice and Approvals

**Note:** The Sheriff must approve your plans for the following items. It is best you contact him before you submit your plan to ensure it will be approved. Contact: 540-955-1234; 100 North Church Street, Berryville, VA 22611

The Event Permit cannot be approved until after the Sheriff has approved the plan.

- ✓ Check here if you have submitted your written plan to the Sheriff and have his letter of approval attached to your application.  Approval attached

✓ Check here if you have not submitted your plan to the Sheriff. Note: County Administration will submit your application to the Sheriff for review.  Not attached

**i) Traffic and parking control.** The applicant shall provide for adequate ingress, egress and parking for the Special Event to the satisfaction of the Sheriff, the State Police and the Virginia Department of Transportation.

Statement of plan to provide adequate ingress and egress included in plan. \_\_\_\_\_

ASSISTANCE PROVIDED BY MR. JOSEPH H. LEWIS OF HISTORIC LONG BRANCH; STATE AND LOCAL LAW ENFORCEMENT, AS WELL AS VDOT-APPROVED, CERTIFIED, TRAFFIC CONTROL

**State Police Notice/Approval Date:** \_\_\_\_\_  Approval attached.

Contact: 540-869-2000; 3680 Valley Pike, Winchester, Virginia 22602

Statement of plan to provide traffic Control devices, signage, cones, barricades or other activities to take place within the public right-of-way. \_\_\_\_\_

MR. JOSEPH H. LEWIS OF HISTORIC LONG BRANCH WILL HAVE AN ESTIMATED ELEVEN (11) ATTENDANTS TO DIRECT & PARK VEHICLES IN THREE PASTURES TOTALING 96 ACRES. ADDITIONAL ASSISTANCE PROVIDED BY STATE & LOCAL LAW

**VDOT Notice/Approval Date:** \_\_\_\_\_  Approval attached.

**j) Security.** The applicant shall provide adequate on-site security for the entire duration of a Special Event to the satisfaction of the Sheriff with a security plan.

Statement of plan to provide adequate on-site security included in plan. \_\_\_\_\_

MR. JOSEPH H. LEWIS OF HISTORIC LONG BRANCH WILL BE CONTRACTED TO HANDLE SECURITY.

## Building Department Notice and Approvals

**Note:** The Building Department must approve your plans for the following items. It is best you contact the Building Department before you submit your plan to:

- Obtain approval of the actual event; AND
- Apply for any necessary permits and schedule any necessary inspections. *Prior to the event being opened to the public or participants, applicable permits and inspections must be complete. These include, but not limited to: portable lighting, electrical systems, gas systems, tents, portable structures, amusements ride including inflatables and climbing walls. Also, the Building Department inspects emergency vehicle access.*

Contact: 540-955-5112; 101 Chalmers Court, Suite B, Berryville, VA 22611

The Event Permit cannot be approved until after the Building Department has approved the plan.

✓ Check here if you have submitted your written plan to the Building Department and have their letter of approval attached to your application.  Approval attached

✓ Check here if you have not submitted your plan to the Building Department.  Not attached

Note: County Administration will submit your application to the Building Department for review; however the applicant is responsible for obtaining any necessary Building Department permits and scheduling any/all inspections.

### **Building Department Guidelines for Special Events Permits:**

The following are issues that need to be described or addressed on special events permit applications:

**Tents** - Any tent greater than 900 square feet in size will require a Building Permit and inspections prior to the event. Inspection shall be arranged to be done during normal business hours Monday through Friday at least the day prior to the event. The event application should provide diagrams or layouts of the location of the tent(s). All tents shall be fire retardant treated with the appropriate approval label on the tent and shall have a mounted and posted fire extinguisher (5 lb. ABC min.) located in each tent. If the tent is enclosed, it shall have two (2) forms of exit that are labeled and illuminated if the event occurs after daylight. If the event will occur after daylight hours, emergency lighting shall be provided.

**Electrical Systems** – Any temporary or portable electrical distribution systems shall require an Electrical Permit and inspections prior to the event. All portable or temporary systems shall be Ground Fault Interrupter Circuit (GFIC) protected. Trailer mounted generators shall be provided with ground rods and grounding conductors appropriate for the generator output requirements. All equipment shall be listed and labeled for the application (weather resistant). No portable generators are allowed inside any tents or trailers where persons would normally enter. A description of the electrical distribution system shall be provided with the special event application.

**Gas Appliances** – All gas appliances including cooking and heating appliances shall be inspected including leak tested prior to the event. No gas cylinders will be allowed inside tents or occupied trailers or structures. All gas cylinders shall be secured in areas not normally used by the public. All gas equipment shall be in good working order and shall meet requirements of the Virginia Fuel Gas Code.

**Lighting** – Information pertaining to the temporary lighting systems shall be provided with the special event application including output wattage and generation system. Lighting system shall be located not to project excessive lighting off of the premises and not to blind any moving traffic on or of the event property. Any lighting pointing to the property boundary shall be shielded and downcast.

**Inspections** – Arrangement for inspections shall be scheduled to occur prior to opening of the event during normal business hours between Monday and Friday. Required inspections shall be scheduled at least twenty-four (24) hours prior to the expected inspection. If special times and arrangements are required, prior approval will need to be arranged with the Clarke County Building Department.

**l) Lighting/Illumination.** If lighting is to be utilized, such lights shall be located, or such shielding devices or other equipment shall be utilized so as to prevent unreasonable glow beyond the property on which the event is located.

Will outdoor lighting be utilized?  No  Yes

**m) Temporary Structures.** All necessary building permits shall be obtained before the event occurs for any temporary structures such as tents or amusement rides. Will temporary structures be utilized?  No  Yes

Type[s] of temporary structures: TENTS

**o) Communication system.** If the premises are without adequate communications systems, the applicant shall make arrangements, approved by the County, to provide for substitute, additional, or alternate means of communication with public safety and other government officials.

Will substitute, additional, or alternate means of communication be utilized?  No  Yes If yes:

Plan for adequate communications systems included with application.

PA SYSTEM, WALKIE TALKIES, and CELL PHONES.

**p) Necessary Safety Services.** The operator of the Special Event shall provide any services necessary to provide appropriate levels of safety over and above what public agencies determine that they are able to provide. Additional Safety Services Required?  No  Yes If yes:



which may be required by any federal, state, or local statutes, ordinances, rules, or regulations. Applicants are responsible for insuring that all such permits, licenses, and certificates are obtained from the appropriate authority.

**§ 57.8. Deposit.** I am aware that a deposit may be required. As a condition of granting the permit, the Administrator or the Board may require the payment of a deposit to cover anticipated public clean-up costs, law enforcement costs, and/or emergency services costs beyond what is usual and customary. The applicant shall be responsible for such costs in excess of any deposit, and the applicant shall be refunded any portion of a deposit not needed to cover such costs.

**§ 57.9. Permit not transferable.** I am aware that this permit is not transferable.

**§ 57.10. Revocation or suspension of permit.** I am aware that this permit may be revoked for suspended A permit issued under the provisions of Chapter 57 may be revoked or suspended by the entity that approved the permit. The Sheriff or his/her designee may temporarily suspend the permit pending consideration, by the entity that approved the permit, of action to revoke or suspend a permit. Such action by the approving entity or the Sheriff or designee may be taken for any of the following reasons:

- a) Any violation of one or more of the requirements or any violation of one or more of the terms and conditions of a permit issued hereunder.
- b) Any material misrepresentation in the application for a permit.
- c) Any change in the ownership of the location of the permitted event, unless there is provided a signed statement from the new owner to confirm that the new owner has given permission for the specific Special Event to be held.
- d) Any material change in the condition of the facilities or ability of contracted organizations to provide required services or equipment.
- e) Any state of emergency, disaster, hazardous weather condition, or other threat to the public health, safety, and welfare that has been declared or is anticipated to occur such that continuation of the event is deemed to be an undue or unnecessary risk to the participants, general public, or public safety providers.
- f) Upon revocation or suspension of the permit, the permittee shall immediately cancel and/or terminate the event and provide for orderly dispersal of those in attendance.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

ROGER K. RIGGINS; THE HUNT COUNTRY CLUSTER DIRECTOR OF SHOW OPERATIONS

\_\_\_\_\_  
Printed Name

**Note: Application is complete only when the applicant has provided all applicable approvals to County Administration.**



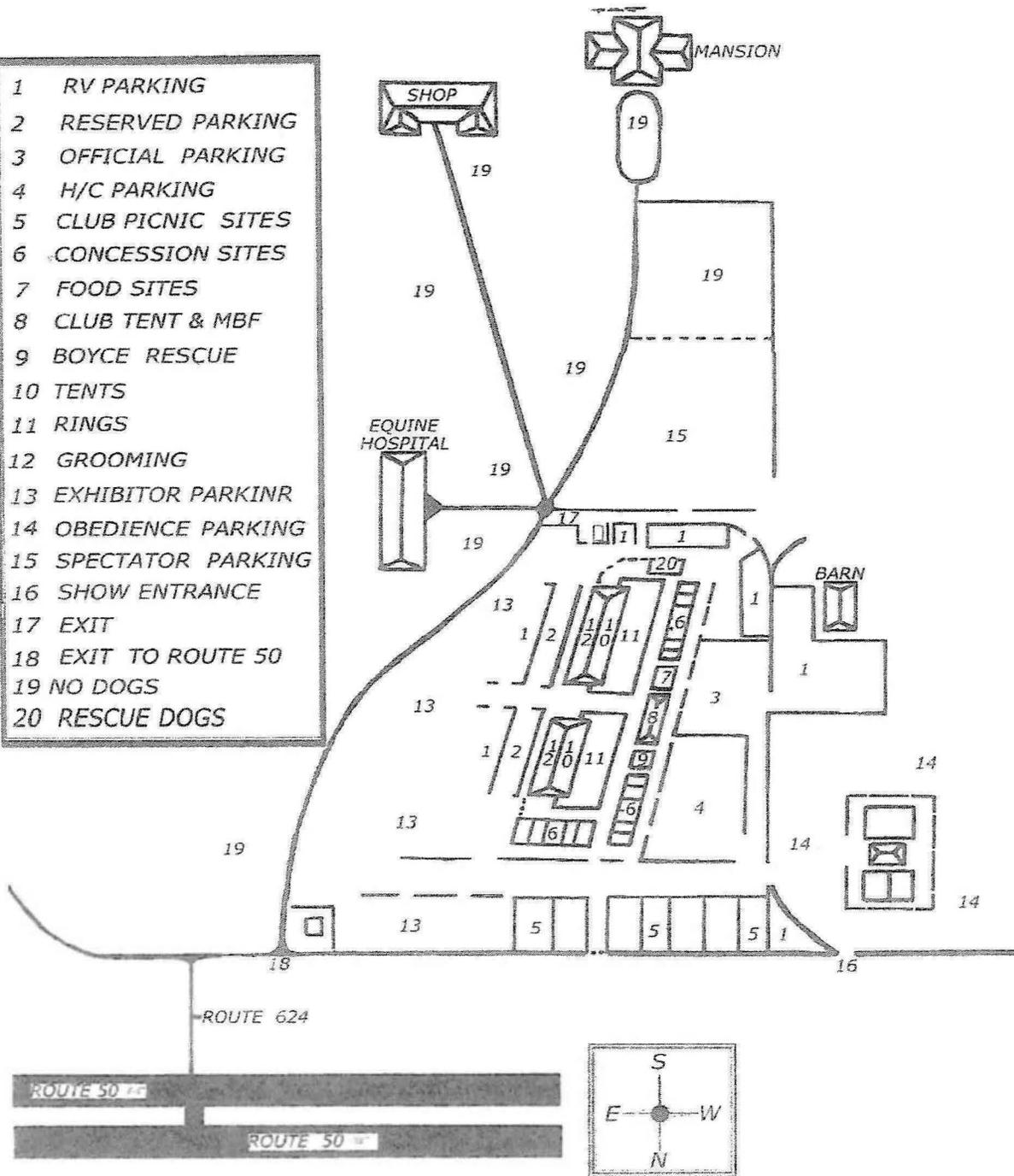
# THE HUNT COUNTRY CLUSTER

*Warrenton Kennel Club, Inc.*  
and  
*Old Dominion Kennel Club of Northern Virginia, Inc.*



## FALL SHOW SITE LAYOUT

- |    |                   |
|----|-------------------|
| 1  | RV PARKING        |
| 2  | RESERVED PARKING  |
| 3  | OFFICIAL PARKING  |
| 4  | H/C PARKING       |
| 5  | CLUB PICNIC SITES |
| 6  | CONCESSION SITES  |
| 7  | FOOD SITES        |
| 8  | CLUB TENT & MBF   |
| 9  | BOYCE RESCUE      |
| 10 | TENTS             |
| 11 | RINGS             |
| 12 | GROOMING          |
| 13 | EXHIBITOR PARKING |
| 14 | OBEDIENCE PARKING |
| 15 | SPECTATOR PARKING |
| 16 | SHOW ENTRANCE     |
| 17 | EXIT              |
| 18 | EXIT TO ROUTE 50  |
| 19 | NO DOGS           |
| 20 | RESCUE DOGS       |



**List of Property Owners  
Adjoining Historic Long Branch**

**Mr. and Mrs. James N. Edwards, Jr.  
858 Nelson Road  
White Post, Virginia 22663**

**Mr. and Mrs. Justin Mackay-Smith  
466 Montana Hall Lane  
White Post, Virginia 22663**

**Mr. and Mrs. Charles McIntosh  
Post Office Box 243  
Millwood, Virginia 22646**

**Mr. and Mrs. Beverly McKay  
Post Office Box 1  
Millwood, Virginia 22646**

**Mr. and Mrs. David P. Roberts  
Post Office 177  
White Post, Virginia 22663**

**Mr. and Mrs. Harry F. Stimpson, III  
304 Nelson Road  
Boyce, Virginia 22620**



**THE HUNT COUNTRY CLUSTER**  
*Warrenton Kennel Club, Inc.*  
*and*  
*Old Dominion Kennel Club of Northern Virginia, Inc.*



Friday, April 5, 2013

**Mr. and Mrs. James N. Edwards, Jr.**  
858 Nelson Road  
White Post, Virginia 22663

Dear Mr. and Mrs. Edwards,

This notice is to advise adjoining property owners that a special event application has been approved by the County of Clarke, Virginia for the following event to be conducted at:

**Location: LONG BRANCH HISTORIC HOUSE & FARM Millwood, Virginia**

**Event: The 10<sup>th</sup>. ANNUAL HUNT COUNTRY CLUSTER**

Presented by WARRENTON KENNEL CLUB, INC. and OLD DOMINION KENNEL CLUB INC.

**Dates: Friday, September 27 through Sunday, September 29, 2013**

**Hours: September 27 & 28 – 8:00 a.m. to 7:00 p.m.,**

**September 29 – 8:00 a.m. to 8:00 p.m.**

**Summary of Events: Three days of American Kennel Club (AKC) Sanctioned Dog Shows offering Conformation, Junior Showmanship Competition, Obedience Trials, and Rally Obedience Trials.**

**If you have questions, concerns, or would care to review the full text of the application, please contact:**

**Mr. Roger K. Riggins; Hunt Country Cluster Director of Show Operations  
10516 Elk Run Road Catlett, Virginia 20119**

**E-Mail: RoleraFarm@aol.com Phone: (540) 788-9992**

**- OR -**

**Ms. Angie Anderson; Historic Long Branch Director of Events**

**Post Office Box 241 Millwood, Virginia 22646**

**E-mail: angie@historiclongbranch.com Phone: (540) 837-1856 ext. # 15**

**If you are unable to reach either of the contacts listed above, you may contact the County Administrator at (540) 955-5100.**

**Regards,**

**Mr. Roger K. Riggins  
HCC Director of Show Operations**



**THE HUNT COUNTRY CLUSTER**  
*Warrenton Kennel Club, Inc.*  
*and*  
*Old Dominion Kennel Club of Northern Virginia, Inc.*



Friday, April 5, 2013

**Mr. and Mrs. Justin Mackay-Smith**  
466 Montana Hall Lane  
White Post, Virginia 22663

Dear Mr. and Mrs. Mackay-Smith,

This notice is to advise adjoining property owners that a special event application has been approved by the County of Clarke, Virginia for the following event to be conducted at:

**Location: LONG BRANCH HISTORIC HOUSE & FARM Millwood, Virginia**

**Event: The 10<sup>th</sup>. ANNUAL HUNT COUNTRY CLUSTER**

Presented by WARRENTON KENNEL CLUB, INC. and OLD DOMINION KENNEL CLUB INC.

**Dates: Friday, September 27 through Sunday, September 29, 2013**

**Hours: September 27 & 28 – 8:00 a.m. to 7:00 p.m.,**

**September 29 – 8:00 a.m. to 8:00 p.m.**

**Summary of Events: Three days of American Kennel Club (AKC) Sanctioned Dog Shows offering Conformation, Junior Showmanship Competition, Obedience Trials, and Rally Obedience Trials.**

**If you have questions, concerns, or would care to review the full text of the application, please contact:**

**Mr. Roger K. Riggins; Hunt Country Cluster Director of Show Operations**  
10516 Elk Run Road Catlett, Virginia 20119

**E-Mail: RoleraFarm@aol.com Phone: (540) 788-9992**

**- OR -**

**Ms. Angie Anderson; Historic Long Branch Director of Events**

Post Office Box 241 Millwood, Virginia 22646

**E-mail: angie@historiclongbranch.com Phone: (540) 837-1856 ext. # 15**

**If you are unable to reach either of the contacts listed above, you may contact the County Administrator at (540) 955-5100.**

**Regards,**

**Mr. Roger K. Riggins**  
**HCC Director of Show Operations**



**THE HUNT COUNTRY CLUSTER**  
*Warrenton Kennel Club, Inc.*  
*and*  
*Old Dominion Kennel Club of Northern Virginia, Inc.*



**Friday, April 5, 2013**

**Mr. and Mrs. Charles McIntosh**  
Post Office Box 243  
Millwood, Virginia 22646

**Dear Mr. and Mrs. McIntosh,**

**This notice is to advise adjoining property owners that a special event application has been approved by the County of Clarke, Virginia for the following event to be conducted at:**

**Location: LONG BRANCH *HISTORIC HOUSE & FARM* Millwood, Virginia**

**Event: The 10<sup>th</sup>. ANNUAL HUNT COUNTRY CLUSTER**

**Presented by WARRENTON KENNEL CLUB, INC. and OLD DOMINION KENNEL CLUB INC.**

**Dates: Friday, September 27 through Sunday, September 29, 2013**

**Hours: September 27 & 28 – 8:00 a.m. to 7:00 p.m.,**

**September 29 – 8:00 a.m. to 8:00 p.m.**

**Summary of Events: Three days of American Kennel Club (AKC) Sanctioned Dog Shows offering Conformation, Junior Showmanship Competition, Obedience Trials, and Rally Obedience Trials.**

**If you have questions, concerns, or would care to review the full text of the application, please contact:**

**Mr. Roger K. Riggins; Hunt Country Cluster Director of Show Operations**  
10516 Elk Run Road Catlett, Virginia 20119

**E-Mail: RoleraFarm@aol.com Phone: (540) 788-9992**

**- OR -**

**Ms. Angie Anderson; Historic Long Branch Director of Events**

Post Office Box 241 Millwood, Virginia 22646

**E-mail: angie@historiclongbranch.com Phone: (540) 837-1856 ext. # 15**

**If you are unable to reach either of the contacts listed above, you may contact the County Administrator at (540) 955-5100.**

**Regards,**

**Mr. Roger K. Riggins**  
**HCC Director of Show Operations**



**THE HUNT COUNTRY CLUSTER**  
*Warrenton Kennel Club, Inc.*  
*and*  
*Old Dominion Kennel Club of Northern Virginia, Inc.*



Friday, April 5, 2013

**Mr. and Mrs. Beverly McKay**  
Post Office 1  
Millwood, Virginia 22646

Dear Mr. and Mrs. McKay,

This notice is to advise adjoining property owners that a special event application has been approved by the County of Clarke, Virginia for the following event to be conducted at:

**Location: LONG BRANCH HISTORIC HOUSE & FARM Millwood, Virginia**

**Event: The 10<sup>th</sup>. ANNUAL HUNT COUNTRY CLUSTER**

Presented by WARRENTON KENNEL CLUB, INC. and OLD DOMINION KENNEL CLUB INC.

**Dates: Friday, September 27 through Sunday, September 29, 2013**

**Hours: September 27 & 28 – 8:00 a.m. to 7:00 p.m.,**

**September 29 – 8:00 a.m. to 8:00 p.m.**

**Summary of Events: Three days of American Kennel Club (AKC) Sanctioned Dog Shows offering Conformation, Junior Showmanship Competition, Obedience Trials, and Rally Obedience Trials.**

**If you have questions, concerns, or would care to review the full text of the application, please contact:**

**Mr. Roger K. Riggins; Hunt Country Cluster Director of Show Operations**  
10516 Elk Run Road Catlett, Virginia 20119

**E-Mail: RoleraFarm@aol.com Phone: (540) 788-9992**

**- OR -**

**Ms. Angie Anderson; Historic Long Branch Director of Events**

Post Office Box 241 Millwood, Virginia 22646

**E-mail: angie@historiclongbranch.com Phone: (540) 837-1856 ext. # 15**

**If you are unable to reach either of the contacts listed above, you may contact the County Administrator at (540) 955-5100.**

**Regards,**

**Mr. Roger K. Riggins**  
HCC Director of Show Operations



**THE HUNT COUNTRY CLUSTER**  
*Warrenton Kennel Club, Inc.*  
*and*  
*Old Dominion Kennel Club of Northern Virginia, Inc.*



Friday, April 5, 2013

**Mr. and Mrs. David P. Roberts**  
Post Office 177  
White Post, Virginia 22663

**Dear Mr. and Mrs. Roberts,**

**This notice is to advise adjoining property owners that a special event application has been approved by the County of Clarke, Virginia for the following event to be conducted at:**

**Location: LONG BRANCH HISTORIC HOUSE & FARM Millwood, Virginia**

**Event: The 10<sup>th</sup>. ANNUAL HUNT COUNTRY CLUSTER**

**Presented by WARRENTON KENNEL CLUB, INC. and OLD DOMINION KENNEL CLUB INC.**

**Dates: Friday, September 27 through Sunday, September 29, 2013**

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**If you have questions, concerns, or would care to review the full text of the application, please contact:**

**Mr. Roger K. Riggins; Hunt Country Cluster Director of Show Operations**  
10516 Elk Run Road Catlett, Virginia 20119

**E-Mail: RoleraFarm@aol.com Phone: (540) 788-9992**

**- OR -**

**Ms. Angie Anderson; Historic Long Branch Director of Events**

Post Office Box 241 Millwood, Virginia 22646

**E-mail: angie@historiclongbranch.com Phone: (540) 837-1856 ext. # 15**

**If you are unable to reach either of the contacts listed above, you may contact the County Administrator at (540) 955-5100.**

**Regards,**

**Mr. Roger K. Riggins**  
HCC Director of Show Operations



**THE HUNT COUNTRY CLUSTER**  
*Warrenton Kennel Club, Inc.*  
*and*  
*Old Dominion Kennel Club of Northern Virginia, Inc.*



Friday, April 5, 2013

**Mr. and Mrs. Harry F. Stimpson, III**  
304 Nelson Road  
Boyce, Virginia 22620

**Dear Mr. and Mrs. Stimpson,**

**This notice is to advise adjoining property owners that a special event application has been approved by the County of Clarke, Virginia for the following event to be conducted at:**

**Location: LONG BRANCH HISTORIC HOUSE & FARM Millwood, Virginia**

**Event: The 10<sup>th</sup>. ANNUAL HUNT COUNTRY CLUSTER**

**Presented by WARRENTON KENNEL CLUB, INC. and OLD DOMINION KENNEL CLUB INC.**

**Dates: Friday, September 27 through Sunday, September 29, 2013**

**Hours: September 27 & 28 – 8:00 a.m. to 7:00 p.m.,**

**September 29 – 8:00 a.m. to 8:00 p.m.**

**Summary of Events: Three days of American Kennel Club (AKC) Sanctioned Dog Shows offering Conformation, Junior Showmanship Competition, Obedience Trials, and Rally Obedience Trials.**

**If you have questions, concerns, or would care to review the full text of the application, please contact:**

**Mr. Roger K. Riggins; Hunt Country Cluster Director of Show Operations**  
10516 Elk Run Road Catlett, Virginia 20119

**E-Mail: RoleraFarm@aol.com Phone: (540) 788-9992**

**- OR -**

**Ms. Angie Anderson; Historic Long Branch Director of Events**

**Post Office Box 241 Millwood, Virginia 22646**

**E-mail: angie@historiclongbranch.com Phone: (540) 837-1856 ext. # 15**

**If you are unable to reach either of the contacts listed above, you may contact the County Administrator at (540) 955-5100.**

**Regards,**

**Mr. Roger K. Riggins**  
**HCC Director of Show Operations**



**County of Clarke**  
**Application Special Event Permit**  
**Code of Clarke County Chapter 57**

**Right of Entry Permission Form**

I, ROGER K. RIGGIN Sr. the applicant for a special event permit as  
Permit Applicant's Name [Please print legibly].

required by Article II of Chapter 57 of the Code of Clarke County, Virginia, that event

titled: The Hunt Country Cluster

shall take place on Friday, Saturday, & Sunday, September 27, 28, 29 at  
Specify Date[s]  
Historic Long Branch Farm (Rt. 624 + 626) 830 Long Branch Lane  
Millwood, Virginia 22646  
Event Location and/or Address

in Clarke County, Virginia, and I, Cassie Ward  
Landowner or Leaseholder's Name

the landowner/ leaseholder of such event location, give our permission for the County Administrator, the county's lawful agents or duly constituted law enforcement officers to go upon the aforementioned property where the special event will take place at any time for the purpose of determining compliance with the provisions of Article II of Chapter 57 of the Code of Clarke County, Virginia. This permission shall specifically include the period of set up and shut down of the event.

We understand that any of the above-referenced officials shall have the right to revoke any permit issued under the aforementioned article upon noncompliance with any of its provisions and conditions.

Roger K. Riggini Sr.  
 Permit Applicant

Secondary Signature[s] If Applicable

LONG BRANCH  
 Permit Applicant

\_\_\_\_\_  
 Event Location Owner/Leaseholder

Secondary Signature[s] If Applicable

Cassie Ward, Director of  
 Event Location Owner/Leaseholder Public Programs



# COMMONWEALTH of VIRGINIA

Colonel W. S. (Steve) Flaherty  
Superintendent  

---

  
(804) 674-2000

DEPARTMENT OF STATE POLICE  
3680 Valley Pike  
Winchester, Virginia 22602

April 9, 2012

540-869-2000

Mr. Roger K. Riggins  
The Hunt Country Cluster  
10516 Elk Run Road  
Catlett, VA 20119

Dear Mr. Riggins:

This letter is in reference to your correspondence dated April 5, 2013 concerning traffic control at a dog show to be held at Historic Long Branch on September 27, 28, and 29, 2013.

As I am sure you are aware from last year's event, all traffic control issues will need to be coordinated with the Department of Transportation. Please do not hesitate to contact our office if you have any further questions or concerns.

Sincerely,

A handwritten signature in cursive that reads "Todd G. Garrett" with the initials "(KJC)" written below it.

Todd G. Garrett  
Area Commander

TGG/kc

cc: Captain Todd M. Taylor



**THE HUNT COUNTRY CLUSTER**

*Warrenton Kennel Club, Inc.*

*and*

*Old Dominion Kennel Club of Northern Virginia, Inc.*



10516 Elk Run Road Catlett, VA 20119

E-mail: RoleraFarm@aol.com Phone: (540) 788-9992

Friday, April 5, 2013

Mr. Todd G. Garrett, Area Commander  
Commonwealth of Virginia  
Department of State Police  
3680 Valley Pike  
Winchester, Virginia 22602

Dear Commander Garrett,

Thank you for your assistance last year in making our dog show event at Historic Long Branch a great success.

Since everyone once again was delighted with the facilities at Historic Long Branch, we would like to return. The next event range of dates is September 27, 28, and 29, 2013.

In accordance with local regulations, this letter is sent to provide official notification and request permission from your office to hold this upcoming event. We do expect to have about the same number of exhibitors as last year ... Friday [28 September], approximately 975, Saturday [29 September], approximately 1,439, and on Sunday [30 September], approximately 1,490.

Enclosed with this letter is a copy of the letter you sent last year. We will contact VDOT, Sheriff Roper of Clarke County, and will contract with Mr. Lewis of Historic Long Branch for security inside our event.

We are writing you again this year to ensure there have been no changes in requirements since last year.

We further request, and will greatly appreciate, your written confirmation by June 30, 2013, in order that the requirements of our Clarke County application be fulfilled.

Thank you in advance for your continued support. Please feel free to contact me at home: (540)788-9992 or cell: (540) 498-8187 should you have any questions or require additional information.

We look forward to your timely response.

Sincerely,

Roger K. Riggins  
HCC Director of Show Operations



# COMMONWEALTH of VIRGINIA

Colonel W. S. (Steve) Flaherty  
Superintendent  
(804) 674-2000

DEPARTMENT OF STATE POLICE  
3680 Valley Pike  
Winchester, Virginia 22602

June 13, 2012

540-869-2000

Mr. Roger K. Riggins  
The Hunt Country Cluster  
10516 Elk Run Road  
Catlett, VA 20119

Dear Mr. Riggins:

This letter is in reference to your correspondence dated June 8, 2012 concerning traffic control at a dog show to be held at Historic Long Branch on September 28, 29, and 30, 2012.

As I am sure you are aware from last year's event, all traffic control issues will need to be coordinated with the Department of Transportation. Please do not hesitate to contact our office if you have any further questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "Todd G. Garrett".

Todd G. Garrett  
Area Commander

TGG/kc

cc: Captain Todd M. Taylor



**CLARKE COUNTY  
SHERIFF'S OFFICE**

**Anthony W. Roper  
Sheriff**

P.O. Box 49  
100 North Church St.  
Berryville, VA 22611

540-955-1234  
(24-hour Non-emergency Line)  
540-955-5152 (Office)  
540-955-4111 (Fax)

[www.clarkecounty.gov](http://www.clarkecounty.gov)

April 10, 2013

Mr. Roger K. Riggins  
Director of Show Operations  
The Hunt Country Cluster  
10516 Elk Run Road  
Catlett, VA 20119

Dear Mr. Riggins:

I am in receipt of your letter, dated April 5, 2013. Based on your representations for the dog show event at Long Branch to be held September 27 through September 29, 2013, you have addressed all the concerns of the Clarke County Sheriff's Office.

Good luck, and feel free to contact me with any questions or concerns.

Sincerely,



Anthony W. Roper  
Sheriff





**THE HUNT COUNTRY CLUSTER**  
*Warrenton Kennel Club, Inc.*  
*and*  
*Old Dominion Kennel Club of Northern Virginia, Inc.*



10516 Elk Run Road Catlett, VA 20119  
E-mail: RoleraFarm@aol.com Phone: (540) 788-9992

Friday, April 5, 2013

Anthony W. Roper, Sheriff  
Clarke County Sheriff's Office  
100 North Church Street  
Berryville, Virginia 22611

Dear Sheriff Roper,

Thank you for your assistance last year in making our dog show event at Historic Long Branch a great success.

Since everyone once again was delighted with the facilities at Historic Long Branch, we would like to return. The next event range of dates is September 27, 28, and 29, 2013.

In accordance with local regulations, this letter is sent to provide official notification and request permission from your office to hold this upcoming event. We do expect to have about the same number of exhibitors as last year ... Friday [28 September], approximately 975, Saturday [29 September], approximately 1,439, and on Sunday [30 September], approximately 1,490.

Enclosed with this letter is a copy of our Disaster and Emergency Plan for last year, and a copy of last year's site layout. We will contract with Mr. Joseph Lewis of Historic Long Branch to handle security. The show will start at 8:00 am and end approximately at 5:00 pm each day. Of course we would obtain the required permit from VDOT to hold this event.

**We further request, and will greatly appreciate, your written confirmation by June 30, 2013, in order that the requirements of our Clarke County application be fulfilled.**

Thank you in advance for your continued support. Please feel free to contact me at home: (540)788-9992 or cell: (540) 498-8187 should you have any questions or require additional information.

We look forward to your timely response.

Sincerely,

Roger K. Riggins  
HCC Director of Show Operations



**HUNT COUNTRY CLUSTER**  
*Warrenton Kennel Club*  
 And  
*Old Dominion Kennel Club of Northern Virginia, Inc.*



**Disaster and Emergency Plan**  
**For**  
**All Breed Dog Shows and Obedience and Rally Trials**

**Friday thru Sunday**  
**September 28 thru 30, 2012**

**Historic Long Branch Farm**  
**830 Long Branch Lane**  
**P.O. Box 241**  
**Millwood, VA 22646**

Adequate provision for individual emergency situations and for sudden mass disasters for both dogs and people must be part of planning for every American Kennel Club (AKC) event.

**No AKC event will be approved unless such plans are in place.**

**Written Procedures:**

Please indicate which of the following are in place, check all that apply:

- Emergency Plan for Dogs:
- Emergency Plan for People:
- Mass Disaster Plan:
- Security Personnel:

**Security Personnel:**

List Names, Telephone Numbers (and Addresses where requested) for the following:

**Ambulance Service:**

**Boyce Fire & Rescue**  
**7 S. Greenway Ave, Boyce, VA**  
**(540) 837-1228**

<input checked="" type="checkbox"/> On Site	<input type="checkbox"/> On Call
---	----------------------------------

**Veterinarian:**

**TBD**

<input checked="" type="checkbox"/> On Site	<input type="checkbox"/> On Call
---	----------------------------------

**24 Hour Animal Hospital:**

**Valley Veterinary Emergency & Referral Center**  
**146 Garber Lane, # 4**  
**Winchester, VA 22602**

<input checked="" type="checkbox"/> On Site	<input type="checkbox"/> On Call
---	----------------------------------

**Fire Department:**

**Boyce Volunteer Fire Company (approx. 6.5 miles)  
Brian Conrad; Chief  
311 Stonebridge Road, White Post, VA 22663  
Emergency: 911      Non-Emergency: (540) 837-1228**

**Police Departments:**

**Clarke County Sheriff's Office  
Anthony W. Roper; Sheriff  
100 North Church Street, Berryville, VA 22611  
Emergency: 911      Non-Emergency: (540) 955-5152**

**Virginia State Police  
James L. Failor; Area Commander  
3680 Valley Pike, Winchester, VA 22602  
Emergency: 911      Non-Emergency: (540) 869-2000**

**Hospital:**

**Winchester Medical Center  
1840 Amherst Street  
Winchester, VA  
(540) 536-8000**

**Urgent Care:**

**Urgent Care Center (6:00AM to 8:00PM)  
607 Jubal Early Drive  
Winchester, VA  
(540) 536-2232**

**Show Chairpersons:**

<b>Sandy Lady (Old Dominion)</b>	<b>Georgia Sabean (Warrenton)</b>
<b>49 Distan Court</b>	<b>8317 Opal Road</b>
<b>Keswick, VA 22947</b>	<b>Warrenton, VA 20186</b>
<b>Day/Evening Phone: (434) 295-3334</b>	<b>(540) 341-4987</b>
<b>FAX: (434) 295-6545</b>	

**Emergency Response Coordinator:**

**Roger K. Riggins  
10516 Elk Run Road  
Catlett, VA 20119  
Day/Evening Phone: (540) 788-9992  
EMail: RoleraFarm@aol.com**

**Name of Club Representative Submitting Form: Roger K. Riggins**

**Signature:** \_\_\_\_\_

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



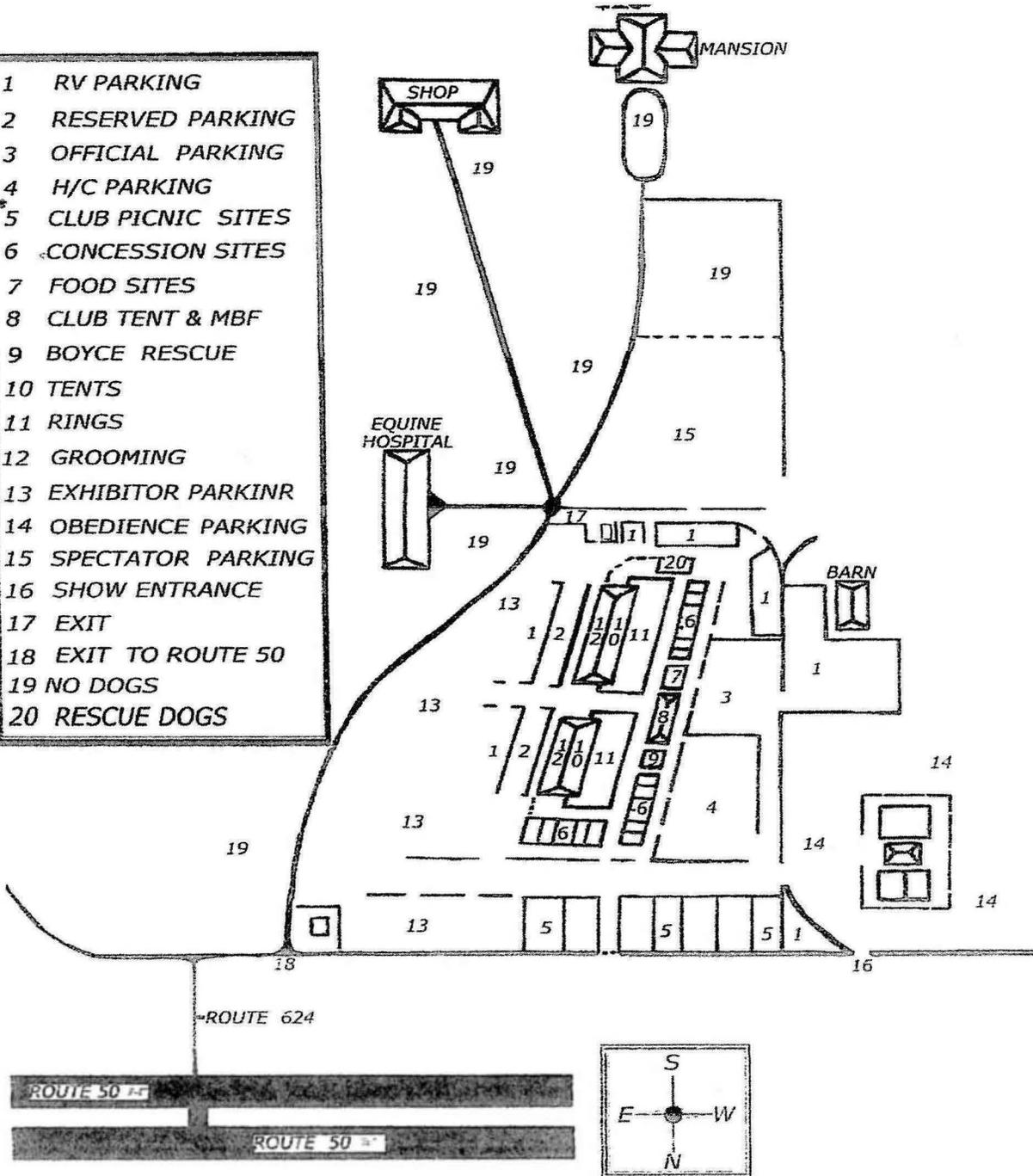
# THE HUNT COUNTRY CLUSTER

*Warrenton Kennel Club, Inc.*  
and  
*Old Dominion Kennel Club of Northern Virginia, Inc.*



## FALL SHOW SITE LAYOUT

- |    |                   |
|----|-------------------|
| 1  | RV PARKING        |
| 2  | RESERVED PARKING  |
| 3  | OFFICIAL PARKING  |
| 4  | H/C PARKING       |
| 5  | CLUB PICNIC SITES |
| 6  | CONCESSION SITES  |
| 7  | FOOD SITES        |
| 8  | CLUB TENT & MBF   |
| 9  | BOYCE RESCUE      |
| 10 | TENTS             |
| 11 | RINGS             |
| 12 | GROOMING          |
| 13 | EXHIBITOR PARKING |
| 14 | OBEDIENCE PARKING |
| 15 | SPECTATOR PARKING |
| 16 | SHOW ENTRANCE     |
| 17 | EXIT              |
| 18 | EXIT TO ROUTE 50  |
| 19 | NO DOGS           |
| 20 | RESCUE DOGS       |



**From:** Smith, Matthew, P.E. (VDOT), P.E. (VDOT) <Matthew.Smith@vdot.virginia.gov>

**To:** 'RoleraFarm@aol.com' <RoleraFarm@aol.com>

**Cc:** 'Lora Walburn' <lwalburn@clarkecounty.gov>; 'dash@clarkecounty.gov' <dash@clarkecounty.gov>; Boyce, Arthur (VDOT) (VDOT) <Bobby.Boyce@VDOT.Virginia.gov>; Rhodes, Timothy. (VDOT) <Timothy.Rhodes@vdot.virginia.gov>; Smith, Matthew, P.E. (VDOT), P.E. (VDOT) <Matthew.Smith@vdot.virginia.gov>

**Subject:** VDOT Comments to 2013 Hunt Country Cluster Dog Show at Historic Long Branch

**Date:** Mon, May 6, 2013 8:18 am

**Attachments:** Scanned\_from\_EDNXerox.pdf (282K)

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I am writing to acknowledge receipt of your letter dated April 5, 2013 (attached), which provides notice of your intended dog show at Historic Long Branch on September 27<sup>th</sup> – 29<sup>th</sup>, 2013. *Please note the VDOT - Luray Residency Office has closed. Future correspondence should be sent to the Edinburg Residency at 14031 Old Valley Pike, Edinburg VA 22824.*

VDOT has no objections to this planned event. Ticket sales must not cause vehicles to stack out onto State roads.

The applicant shall at all times indemnify and save harmless the Virginia Department of Transportation, the Commonwealth of Virginia and all Commonwealth employees, agents and officers from responsibility, damages or liability arising from the exercise of the privileges granted.

I wish you success in your planned event this year. Please advise if you have any questions or require any additional information.

**Matthew B. Smith, P.E.**

*Area Land Use Engineer*

*VDOT - Land Development*

*Clarke, Frederick, Shenandoah & Warren Counties*

*14031 Old Valley Pike*

*Edinburg, VA 22824*

*Phone # (540) 984-5615*

*Fax # (540) 984-5607*



**THE HUNT COUNTRY CLUSTER**

*Warrenton Kennel Club, Inc.*

and

*Old Dominion Kennel Club of Northern Virginia, Inc.*



10516 Elk Run Road Catlett, VA 20119

E-mail: RoleraFarm@aol.com Phone: (540) 788-9992

Friday, April 5, 2013

Mr. Jeff Lineberry  
Residency Administer  
VDOT – Luray Residency  
551 Mechanic Street  
Luray, Virginia 22835

RECEIVED  
MAY 6 2 2013

BY: \_\_\_\_\_

Dear Mr. Lineberry,

Thank you for your assistance last year in making our dog show event at Historic Long Branch a great success.

Since everyone once again was delighted with the facilities at Historic Long Branch, we would like to return. The next event range of dates is September 27, 28, and 29, 2013.

In accordance with local regulations, this letter is sent to provide official notification and request permission from your office to hold this upcoming event. We do expect to have about the same number of exhibitors as last year ... Friday [28 September], approximately 975, Saturday [29 September], approximately 1,439, and on Sunday [30 September], approximately 1,490.

We are submitting our VDOT application for your approval. However, the Clarke County Supervisors require evidence from us that we will be obtaining a VDOT permit for the event. If possible, could you please send us a letter stating that we have been in contact with VDOT, and are awaiting your approval subject to Warrenton Kennel Club, Inc. and Old Dominion Kennel Club of Northern Virginia, Inc. meeting all requirements before approval is granted. We believe this will help us in complying with the application requirements of the Clarke County Board of Supervisors.

We further request, and will greatly appreciate, your written confirmation by June 30, 2013, in order that the requirements of our Clarke County application be fulfilled.

Thank you in advance for your continued support. Please feel free to contact me at home: (540)788-9992 or cell: (540) 498-8187 should you have any questions or require additional information.

We look forward to your timely response.

Sincerely,

Roger K. Riggins  
HCC Director of Show Operations



**NOTICE OF PERMITTEE LIABILITY**  
**Permittee Agreement for Land Use Permit**

I the undersigned Permittee/Agent, acknowledge that I have read and I am fully cognizant of all of the following requirements for permit issuance.

Permittee/Agent Name: Warrenton Kennel Club and Old Dominion Kennel Club / Roger K. Riggins

Permittee/Agent Signature Roger K Riggins Date 5 Apr 2013

Any of the following provisions, which can apply, shall apply:

1. Permittee acceptance and use of a *Virginia Department of Transportation* (VDOT) Land Use Permit is prima facie evidence that the permittee has read and is fully cognizant of all required permit provisions, applicable traffic control plans and associated construction standards to be employed. **ALL** applicants to whom permits are issued shall at all times indemnify and save harmless the **Commonwealth Transportation Board**, members of the **Board**, the **Commonwealth**, and all **Commonwealth** employees, agents, and officers, from responsibility, damage, or liability arising from the exercise of the privileges granted in such permit to the extent allowed by law.
2. The permittee agrees to secure and carry insurance against liability for personal injury and property damage that may arise from the work performed under permit and/or from the operation of permitted activity-up to one million dollars (\$ 1,000,000) each occurrence to protect the **Board** members and the Department's agents or employees; seventy-five thousand dollars (\$75,000) each occurrence to protect the **Board**, the **Department**, or the **Commonwealth** in event of suit.
3. The permittee assumes full responsibility for any and all (downstream flooding, erosion, siltation, etc.) damages that may occur as a result of the work performed under this permit. Furthermore, the **Department** will in no way be responsible for any damage to the facility being placed as a result of future maintenance or construction activities performed by the **Department**.
4. The permittee agrees to move, remove, alter, or change any installation that interferes with the ultimate construction of the highway in alignment or grade at **NO** cost to the **Department** unless otherwise stipulated and agreed to by the **Department**.
5. The permittee shall immediately correct any situation that may arise as a result of these activities that the Residency Administrator or his/her representative deems hazardous to the traveling public.
6. Any and all highway signs, right-of-way markers, etc., disturbed as a result of work performed under this permit shall be accurately reset by the permittee immediately following the work in the vicinity of the disturbed facility. The services of a certified land surveyor with experience in route surveying may be required.
7. It shall be the permittee's responsibility to obtain **ANY** and **ALL** necessary permits that may be required by any other government agencies, i.e., *U.S. Army Corp. of Engineers, Department of Environmental Quality, Soil Conservation Services*, etc.

8. A copy of the VDOT Land Use Permit shall be maintained at the work site at all times.
9. The permittee shall notify the local VDOT district permit office at least **48 hours** prior to commencement of **ANY** work requiring inspection and/or testing as stipulated in VDOT's Road and Bridge Standards (current edition) and VDOT's Road and Bridge Specifications (current edition). Failure to carry out this requirement may result in permit revocation.
10. The permittee is required to notify the local VDOT district permit office, and the Regional Traffic Engineering Section when planned excavation is within 1,000 feet of a signalized intersection. Failure to carry out this requirement may result in permit revocation.
11. The permittee shall to notify "*Miss Utility*" (or each operator of an underground utility where no notification center exists) of **ANY** planned excavation within state maintained right-of-way. This notification must be provided at least **48 hours** (excluding weekends and holidays) in advance of commencing with **ANY** planned excavation within state maintained right-of-way. Failure to carry out this requirement may result in permit revocation.
12. It is the duty of the district administrator's designee to keep all roads maintained in a safe and travelable condition at **ALL** times. Therefore, any permit may be denied, revoked or suspended when in the opinion of the district administrator's designee, the safety, use or maintenance of the highway so requires.
13. The permittee shall at **ALL** times give strict attention to the safety and rights of the traveling public, their employees and themselves. VDOT reserves the right to stop work at anytime due to safety problems and/or non-compliance with the terms of the permit. The *Department* may, at its discretion, complete any of the work covered in the permit or restore the right-of-way to the Department's standards and bill the permittee for the actual cost of such work. The permittee may be required to move, alter, change or remove from state maintained right-of-way, in a satisfactory manner, any installation made under this permit.
14. **ALL** work authorized under the auspices of a VDOT land use permit shall be subject to VDOT's direction and be in accordance with VDOT's *Road and Bridge Standards* (current edition) and VDOT's *Road and Bridge Specifications* (current edition).
15. Design changes, specified material changes and/or field changes from the approved plans shall be submitted to the appropriate district administrator's designee for review and approval prior to proceeding with the proposed changes. This submittal shall include written justification, supplemental documentation and/or engineering calculations that support the requested changes.
16. The permittee shall meet or exceed the existing pavement design and typical section when constructing pavement widening adjacent to an existing state maintained roadway. The proposed pavement design and typical section shall be approved by the district administrator's designee prior to commencing with any work within state maintained right-of-way. **ALL** pavement widening shall be in accordance with *VDOT Road and Bridge Standard 303.02*.

**Traffic Control and Safety**

17. In accordance with the Virginia Department of Transportation (VDOT) Road and Bridge Specification, Special Provision 105.14, beginning July 1, 2009, all activities performed under the auspices of a VDOT Land Use Permit involving the installation, maintenance and removal of work zone traffic control devices must have at least one (1) person on-site who, at a minimum, is verified by VDOT in Basic Work Zone Traffic Control. A person verified by VDOT in Intermediate Work Zone Traffic Control must be on-site to provide supervision during work zone adjustments or changes to traffic control due to field conditions. These persons must have their verification card with them while on the work site. The permittee shall be exempt from this requirement if the permitted activity does not involve the installation, maintenance and removal of work zone traffic control devices.
18. Traffic shall **NOT** be blocked or re-routed (detoured) without written permission from the district administrator's designee.
19. During construction, the permittee shall furnish **ALL** necessary signs, flag persons and other devices (lights, barricades, etc.) providing protection for traffic and workers in accordance with the *Virginia Work Area Protection Manual* or as directed by the district administrator's designee.
20. **ALL** signs shall be in accordance with the current edition of the *Manual of Uniform Traffic Control Devices* (MUTCD).
21. Trained, certified flag persons shall be provided in sufficient number and locations as necessary for control and protection of vehicular and pedestrian traffic in accordance with the MUTCD. The flag person shall carry their certification card while performing flagging duties within state maintained right-of-way. Any flag person found not in possession of his/her certification card shall be removed from the flagging site and the district administrator's designee will suspend all permitted activities requiring flag persons. Furthermore, flag persons performing duties improperly shall have their certification revoked.

**Authorized Hours and Days of Work**

22. Normal hours for work under the authority of a permit single use or district-wide are from 9:00 a.m. to 3:30 p.m. for all highways classified as arterial or collector. All highways classified as local roads will have unrestricted work hours and days.

The classifications for all state maintained highways can be found at the following link:  
[http://www.virginiadot.org/projects/fxn\\_class/maps.asp](http://www.virginiadot.org/projects/fxn_class/maps.asp)

23. Permitted non-emergency work will not be allowed on arterial and collector highway classifications from noon on the preceding weekday through the following state observed holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. If the observed holiday falls on a Monday, the permit will not be valid from noon on the preceding Friday through noon on Tuesday.
24. The district administrator's designee may establish alternate time restrictions in normal working hours for single use permits.
25. The central office permit manager may establish alternate time restrictions in normal working hours for district-wide permits.

**Emergency Repair**

26. In the event of an emergency situation that requires immediate action to protect persons or property, work may proceed within the right-of-way without authorization from the district administrator's designee; however, the permittee must contact the VDOT Emergency Operations Center as soon as reasonably possible but no later than 48 hours after the end of the emergency situation.
27. The permittee must apply for an after-the fact emergency repair permit single use permit at the local VDOT permit office when the following actions are proposed:
- Stopping or impeding highway travel in excess of 15 minutes, or,
  - Accessing facilities within limited access right-of-way, or,
  - Cutting the highway pavement or shoulders.

The district administrator's designee shall determine the applicable permit fee and surety for emergency repair permits.

### Excavation

28. All excavation within state maintained rights-of-way shall comply with OSHA Technical Manual, Chapter 2, Title Excavation: Hazard Recognition in Trenching and Shoring. A professional engineer shall certify all shoring and/or trench boxes.
29. No excavated material is to be placed or tracked on the pavement without written permission from the District Administrator's designee. When so authorized, the pavement shall be satisfactorily cleaned by a VDOT approved method. No cleated (track-mounted) equipment is to be used on the pavement without properly protecting the pavement from damage.

### Inspection and Restoration

30. Inspection and testing of all backfill and pavement sections shall be performed in accordance with all applicable sections of VDOT's *Road and Bridge Specifications* (current edition).
31. If during or before construction it is deemed necessary for the local VDOT district permit office to assign an inspector to the project, the permittee shall pay the *Department* an additional inspection fee in an amount that will cover the salary, expense allowance, and mileage allowance for the inspection(s) assigned by the *Department* for handling work covered by this permit. Said inspection fee shall be paid promptly each month on invoices rendered by the *Department*.
32. It shall be the decision of the district administrator's designee whether to assign an inspector to monitor the placement of all backfill and pavement restoration activities.
33. The absence of a VDOT inspector does **NOT** in any way relieve the permittee of their responsibility to perform the work in accordance with the approved plans, provisions of the attached permit, VDOT's *Road and Bridge Standards* (current edition) and VDOT's *Road and Bridge Specifications* (current edition).
34. The permittee shall be responsible for any settlement of all backfill or pavement restoration necessitated by authorized excavation activities for a period of two (2) years after the completion date of permit, and for the continuing maintenance of the facilities placed within the highway right-of-way. A one (1) year restoration warranty period may be considered, provided the permittee adheres to the following criteria:
  - The permittee retains the services of a professional engineer (or certified technician under the direction of the professional engineer) to observe the placement of all backfill and pavement restoration.
  - The professional engineer (or certified technician under the direction of the professional engineer) performs any required inspection and testing in accordance with all applicable sections of VDOT's Road and Bridge Specifications (see 24VAC30-151-760).
  - The professional engineer submits all testing reports for review and approval, and provides written certification that all restoration procedures have been completed in accordance with all applicable sections of VDOT's Road and Bridge Specifications prior to completion of the work authorized by the permit.
34. The excavated area to be backfilled shall be made as dry as practicable at the time of backfill placement by implementation of a VDOT approved dewatering method.
35. The edges of all authorized pavement cuts shall be trimmed to neat straight lines and a tack coat shall be applied in accordance with current VDOT's Road and Bridge Specifications.
36. Daily trench excavation within pavement sections shall not exceed 500 feet in length and the trench shall be temporarily backfilled flush with the adjacent pavement surface with Type I, Size 21A or 21B aggregate until permanent pavement restoration. If the application of the bituminous courses is delayed due to adverse weather conditions, the contractor shall backfill the trench with a bituminous asphalt base course (BM 25.0) that is acceptable to VDOT until such time as installation of the underground facility is completed and the appropriate pavement restoration can occur.
37. Whenever existing pavement is permitted to be cut, not over one-half of the roadway width shall be disturbed at one time and the first open cut trench section shall be satisfactorily restored to allow for the passage of traffic prior to the second half of the roadway surface can be disturbed.
38. The surface pavement restoration shall extend a minimum of 25' on each side of the trench centerline for open cuts perpendicular to the roadway alignment (See LUP-OCPR for details). The extent of pavement restoration for all other pavement cuts shall be determined by the district administrator's designee.

39. The contractor shall complete all pavement restoration within 10 calendar days of completion of installation of the underground facility.
40. **ALL** crossing of existing pavement shall be bored, pushed or jacked an appropriate distance from the edge-of-pavement so as not to impede the normal flow of traffic or damage the existing pavement section. Existing pavement shall **NOT** be cut unless approved by the district administrator's designee and then only if justifiable circumstances prevail or proof is shown that a thorough attempt has been made to push, bore or jack.
41. Where the pavement is disturbed or deemed weakened in its entirety or such portions as deemed desirable by the Department, the pavement shall be restored or replaced in a manner that is satisfactory to the district administrator's designee.

#### **Environmental**

42. In accordance with the Virginia Department of Transportation (VDOT) Road and Bridge Specification § 107.14 (a), Special Provision 107D, all contractors performing regulated land disturbing activities within VDOT right-of-way must have at least one (1) employee that has successfully completed the VDOT Erosion & Sediment Control Contractor Certification training. This person shall be on site during all land disturbance activities and will be responsible for insuring compliance with all applicable local, state and federal erosion and sediment control regulations during land disturbance activities. This person must have their certification card with them while on the project site. The land use permit will be suspended if proof of certification cannot be provided. Regulated land disturbing activities are defined as those activities that disturb 2,500 square feet or greater in Tidewater, Virginia (as defined in § 10.1-2101 of the Code of Virginia) or 10,000 square feet or greater in all other areas of the State. The Department will require evidence of this certification with any Land Use Permit application that involves utility and/or commercial right of way improvement. Improper installation, maintenance and removal of erosion and sediment control devices may result in revocation of VDOT Erosion & Sediment Control Contractor Certification.
43. The permittee is responsible for pursuing and obtaining any and all environmental permits which may be required to pursue the proposed activity prior to any work beginning within state maintained right-of-way.
44. In the event hazardous materials or underground storage tanks are encountered within state maintained right-of-way during authorized activities, the permittee shall suspend all work immediately then notify the local VDOT district permit office and other responsible parties, i.e., the local fire department, emergency services, *Department of Environmental Quality*, etc. The permittee is responsible for coordination and completion of all required remediation necessary to complete the permitted activities within the state maintained right-of-way. The permittee shall provide evidence of such compliance to the local VDOT Residency Office or Permit Office prior to recommencement of permitted activities.
45. In the event cultural resources, archaeological, paleontological, and/or rare minerals are encountered within the right of way during authorized activities, the permittee shall suspend all work immediately then notify the local VDOT district permit office and the proper state authority charged with the responsibility for investigation and evaluation of such finds. The permittee will meet all necessary requirements for resolving any conflicts prior to continuing with the proposed activities within the state maintained right-of-way, and shall provide evidence of such compliance to the local VDOT district permit office.

46. Roadway drainage shall **NOT** be blocked or diverted. The shoulders, ditches, roadside, drainage facilities and pavement shall be kept in an operable condition satisfactory to the Department. Necessary precautions shall be taken by the permittee to insure against siltation of adjacent properties, streams, etc., in accordance with VDOT's current standards or as prescribed by the Department's Environmental Manual and the district administrator's designee.

#### Entrances

47. VDOT's authority to regulate highway entrances is provided in §§ 33.1-197, 33.1-198, and 33.198.1 of the Code of Virginia and its authority to make regulations concerning the use of highways generally is provided in § 33.1-12 (3) of the Code of Virginia. Regulations regarding entrances are set forth in VDOT's regulations promulgated pursuant to § 33.1-198.1 of the Code of Virginia (see 24VAC30-151-760).
48. The permittee shall be responsible for the design and installation of a private entrance under the auspices of a VDOT land use permit however the permittee may request that VDOT forces install the private entrance at the permittee's expense.
49. Street connections, private entrances, and construction entrances shall be kept in satisfactory condition during **ALL** activities authorized under the auspices of a VDOT land use permit. Entrances shall **NOT** be blocked. Ample provisions must be made to provide safe ingress and egress to adjacent properties at **ALL** times. Entrances that are disturbed shall be restored to the satisfaction of the property owner and the district administrator's designee.

#### Utilities

50. Prior to any excavation, the permittee shall comply with the terms of Title 56, Chapter 10.3 of the *Underground Utility Damage Prevention Act* and Section 56-265.14 through 56-265.20 of the *Code of Virginia*. This permit does **NOT** grant permission to grade on or near property of others, or, adjust or disturb in anyway existing utility poles or underground facilities within the permitted area. Permission to do so must be obtained from the impacted utility company and any expense involved shall be borne by the permittee. **Any conflicts with existing utility facilities must be resolved between the permittee and the utility owner(s) involved.**
51. **ALL** underground utility installations within limited access right-of-way shall have a minimum of 36 inches of cover. **ALL** underground utilities within non-limited access right-of-way will require a minimum of 36 inches of cover, except underground cables that provide telecommunications service shall be at a minimum of 30 inches of cover.
52. Where feasible, all aboveground installations (such as fire hydrants, telephone pedestals, markers, etc.) shall be located adjacent to the outside edge of the right-of-way line and in accordance with minimum clear zone requirements. All manhole covers, valve box, etc., shall be installed two inches below existing ground line and shall conform to existing contours.
53. **NO** poles, guys, anchors, etc., are to be placed on state maintained right-of-way unless authorized under the auspices of a VDOT land use permit. At no time will any such facilities be allowed between the ditch line and the traveled roadway.
54. **ALL** overhead installations crossing non-limited access highways shall provide a minimum of 18 feet of vertical clearance or at a minimum height as established by the National Electric Safety Code, whichever is greater. **ALL** overhead utility installations within limited access right-of-way shall maintain a minimum of 21 feet of vertical clearance. The vertical clearance for **ALL** new overhead parallel installations within non-limited access rights-of-way shall be in compliance with standards as specified in the National Electric Safety Code.

**Final Inspection and Completion of Permit**

55. Upon completion of the work covered by this permit all disturbed areas outside of the roadway prism shall be restored to their original condition as found prior to starting such work.
56. Completion of this permit is contingent upon the permittee's completion of the authorized work in accordance with the approved plan and compliance with **ALL** governing bodies involved in the total completion of work on state maintained right-of-way.
57. Upon completion of the work under permit, the permittee shall provide notification, documented in writing or electronic communication, to the district administrator's designee requesting final inspection. This request shall include the permit number, county name, route number and name of the party or parties to whom the permit was issued. The district administrator's designee shall promptly schedule an inspection of the work covered under the permit and advise the permittee of any necessary corrections.



**THE HUNT COUNTRY CLUSTER**

*Warrenton Kennel Club, Inc.*

*and*

*Old Dominion Kennel Club of Northern Virginia, Inc.*



10516 Elk Run Road Catlett, VA 20119

E-mail: RoleraFarm@aol.com Phone: (540) 788-9992

Friday, April 5, 2013

Chief Brian Conrad  
Boyce Volunteer Fire Company  
311 Stonebridge Road  
White Post, Virginia 22663

Dear Chief Conrad,

Thank you for your assistance last year in making our dog show event at Historic Long Branch a great success. You and your staff provided us with the best emergency care we have ever had.

Since everyone once again was delighted with the facilities at Historic Long Branch, we would like to return. The next event range of dates is September 27, 28, and 29, 2013.

In accordance with local regulations, this letter is sent to provide official notification and request the same services as last year from the Boyce Volunteer Fire Company at this upcoming event. We do expect to have about the same number of exhibitors as last year ... Friday [28 September], approximately 975, Saturday [29 September], approximately 1,439, and on Sunday [30 September], approximately 1,490.

We would greatly appreciate it if Boyce Fire and Rescue Company can provide backup first aid / emergency service, including ambulance, for EMS and transportation, staffed by driver and EMT-B for this event. The shows will start at 8:00 am and then end around 5:00 pm each day.

Additionally, we will provide lunch for the volunteers, as well as car passes, for other personnel and their families.

We further request, and will greatly appreciate, your written confirmation by June 30, 2013, in order that the requirements of our Clarke County application be fulfilled.

Thank you in advance for your continued support. Please feel free to contact me at home: (540)788-9992 or cell: (540) 498-8187 should you have any questions or require additional information.

We look forward to your timely response.

Sincerely,

Roger K. Riggins  
HCC Director of Show Operations



**THE HUNT COUNTRY CLUSTER**

*Warrenton Kennel Club, Inc.*

*and*

*Old Dominion Kennel Club of Northern Virginia, Inc.*



10516 Elk Run Road Catlett, VA 20119

E-mail: RoleraFarm@aol.com Phone: (540) 788-9992

Friday, April 5, 2013

Mr. Gary R. Pope, Building Official  
Clarke County Building Department  
101 Chalmers Court, Suite B  
Berryville, Virginia 22611

Dear Mr. Pope,

Thank you for your assistance last year in making our dog show event at Historic Long Branch a great success.

Since everyone once again was delighted with the facilities at Historic Long Branch, we would like to return. The next event range of dates is September 27, 28, and 29, 2013.

In accordance with local regulations, this letter is sent to provide official notification and request permission from your office to hold this upcoming event. We do expect to have about the same number of exhibitors as last year ... Friday [28 September], approximately 975, Saturday [29 September], approximately 1,439, and on Sunday [30 September], approximately 1,490.

We intend to contract again this year with Southern Tent Company to have tents erected on the property.

We further request, and will greatly appreciate, your written confirmation by June 30, 2013, in order that the requirements of our Clarke County application be fulfilled.

Thank you in advance for your continued support. Please feel free to contact me at home: (540)788-9992 or cell: (540) 498-8187 should you have any questions or require additional information.

We look forward to your timely response.

Sincerely,

Roger K. Riggins  
HCC Director of Show Operations

Clarke County

lwalburn@clarkecounty.gov

---

**Re: The Hunt Country Cluster [Dog Show] at Historic Long Branch Special Event Permit Application Large Event**

---

**From :** Holly DeHaven <hdehaven@clarkecounty.gov> Tue, Jul 30, 2013 01:38 PM  
**Subject :** Re: The Hunt Country Cluster [Dog Show] at Historic Long Branch Special Event Permit Application Large Event  
**To :** Lora Walburn <lwalburn@clarkecounty.gov>  
**Cc :** Fincham (VDH), Ryan <ryan.fincham@vdh.virginia.gov>, Gary Pope <gpope@clarkecounty.gov>, Bryan Conrad <conrad.bryan@gmail.com>, rolerafarm <rolerafarm@aol.com>

Hi Lora:

A building permit and inspection will be required for all tents over 900 sq. ft.

Thanks,

Holly

-----  
Holly A. DeHaven,  
Office Manager/Permit Technician  
Clarke County Building Dept.  
101 Chalmers Ct., Suite B  
Berryville, VA 22611

(540) 955-5112  
(540) 955-5170 (fax)

---

**From:** "Lora Walburn" <lwalburn@clarkecounty.gov>  
**To:** "Fincham (VDH), Ryan" <ryan.fincham@vdh.virginia.gov>, "Gary Pope" <gpope@clarkecounty.gov>, "Holly DeHaven" <hdehaven@clarkecounty.gov>, "Bryan Conrad" <conrad.bryan@gmail.com>  
**Cc:** "rolerafarm" <rolerafarm@aol.com>  
**Sent:** Tuesday, July 30, 2013 11:03:04 AM  
**Subject:** The Hunt Country Cluster [Dog Show] at Historic Long Branch Special Event Permit Application Large Event

Good Morning Ryan, Gary, Holly and Bryan:

Roger K. Riggins, HCC Director of Show Operations for Warrenton Kennel Club, Inc., provided the attached special event permit application for The Hunt Country Cluster at Historic Long Branch.

Application review is on the Board of Supervisors August 20, 2013 Regular Meeting Agenda. *Historic Note: The dog show was first approved by the Board of Supervisors January 17, 2006.*

I would greatly appreciate your review and response by [August 12](#) for inclusion in the meeting packet. Thank you - Lora B.

--

Lora B. Walburn  
Deputy Clerk to the Board Supervisors  
Executive Assistant - County Administration  
County of Clarke  
101 Chalmers Court, Suite B  
Berryville, Virginia 22611  
[540] 955-5175  
[540] 955-5180 Fax

lwalburn@clarkecounty.gov

---

**From :** Lora Walburn <lwalburn@clarkecounty.gov> Tue, Jul 30, 2013 11:03 AM  
**Subject :** The Hunt Country Cluster [Dog Show] at Historic Long Branch Special Event Permit Application Large Event 📎 1 attachment  
**To :** Fincham (VDH), Ryan <ryan.fincham@vdh.virginia.gov>, Gary Pope <gpope@clarkecounty.gov>, Holly DeHaven <hdehaven@clarkecounty.gov>, Bryan Conrad <conrad.bryan@gmail.com>  
**Cc :** rolerafarm <rolerafarm@aol.com>

Good Morning Ryan, Gary, Holly and Bryan:

Roger K. Riggins, HCC Director of Show Operations for Warrenton Kennel Club, Inc., provided the attached special event permit application for The Hunt Country Cluster at Historic Long Branch.

Application review is on the Board of Supervisors August 20, 2013 Regular Meeting Agenda. *Historic Note: The dog show was first approved by the Board of Supervisors January 17, 2006.*

I would greatly appreciate your review and response by [August 12](#) for inclusion in the meeting packet. Thank you - Lora B.

--

Lora B. Walburn  
Deputy Clerk to the Board Supervisors  
Executive Assistant - County Administration  
County of Clarke  
101 Chalmers Court, Suite B  
Berryville, Virginia 22611  
[540] 955-5175  
[540] 955-5180 Fax  
lwalburn@clarkecounty.gov

---

 **Hunt\_Country\_Cluster\_@\_Historic\_Long\_Branch\_2013\_2014\_2015\_Large\_Event\_Application\_07-2013.PDF**  
9 MB

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**THE HUNT COUNTRY CLUSTER**

*Warrenton Kennel Club, Inc.*

*and*

*Old Dominion Kennel Club of Northern Virginia, Inc.*



10516 Elk Run Road Catlett, VA 20119

E-mail: RoleraFarm@aol.com Phone: (540) 788-9992

Friday, April 5, 2013

Mr. Greg Lloyd  
Clarke County Health Department  
100 N. Buckmarsh Street  
Berryville, Virginia 22611

Dear Mr. Lloyd,

Thank you for your assistance last year in making our dog show event at Historic Long Branch a great success.

Since everyone once again was delighted with the facilities at Historic Long Branch, we would like to return. The next event range of dates is September 27, 28, and 29, 2013.

In accordance with local regulations, this letter is sent to provide official notification and request permission from your office to hold this upcoming event. We do expect to have about the same number of exhibitors as last year ... Friday [28 September], approximately 975, Saturday [29 September], approximately 1,439, and on Sunday [30 September], approximately 1,490.

We request the Coordinators' Checklist, which will be completed and submitted 45 days prior to our event. We intend to contract again with Johnny Blue to have one (1) portable toilet for every 100 people and one (1) handicapped toilet for every 500 people attending this event.

We further request, and will greatly appreciate, your written confirmation by June 30, 2013, in order that the requirements of our Clarke County application be fulfilled.

Thank you in advance for your continued support. Please feel free to contact me at home: (540)788-9992 or cell: (540) 498-8187 should you have any questions or require additional information.

We look forward to your timely response.

Sincerely,

Roger K. Riggins  
HCC Director of Show Operations

POLICY NUMBER:RHS4892823 17/HD69525 COMMERCIAL GENERAL LIABILITY  
OLD DOMINION KENNEL CLUB OF NORTHERN VIRGINIA

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED - MANAGERS OR LESSORS OF PREMISES**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

1. Designation of Premises (Part Leased to You): \*See description below.
2. Name of Person or Organization (Additional Insured):

THE COUNTY OF CLARKE  
101 CHALMERS COURT, SUITE B  
BERRYVILLE, VA 22611

3. Additional Premium: #4

(If no entry appears above, the information required to complete this endorsement will be shown in the Declaration as applicable to this endorsement.)

WHO IS INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule but only with respect to liability arising out of the ownership, maintenance or use of that part of the premises leased to you and shown in the Schedule and subject to the following additional exclusions:

This insurance does not apply to:

1. Any "occurrence" which takes place after you cease to be a tenant in that premises.
2. Structural alterations, new construction or demolition operations performed by or on behalf of the person or organization shown in the Schedule.

\*USING: CLUB DESIGNATED AREAS AT HISTORIC LONG BRANCH, 830 LONG BRANCH LANE, MILLWOOD, VA., SEPTEMBER 24 - 29, 2013 FOR AN ORGANIZED DOG CLUB ACTIVITY.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
08/12/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> SPORTSMEN'S INSURANCE AGENCY PLAN PO BOX 799  CAPE VINCENT NY 13618		<b>CONTACT NAME:</b> CARRIE M. DISOTELL <b>PHONE (A/C, No, Ext):</b> 315-654-2068 <b>FAX (A/C, No):</b> 315-654-3097 <b>E-MAIL ADDRESS:</b> carrie@sportsmensinsurance.com	
<b>INSURED</b> OLD DOMINION KENNEL CLUB OF NORTHERN VIRGINIA, 49 DISTAN COURT KESWICK VA 22947		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A : HANOVER INSURANCE AGENCY INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	<b>NAIC #</b> 22292

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	<input type="checkbox"/>	<input type="checkbox"/>	RHS4892823 17 HD69525	02/20/2013	02/20/2014	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ EXCLUDED GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	<input type="checkbox"/>	<input type="checkbox"/>				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$	<input type="checkbox"/>	<input type="checkbox"/>				EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/>	<input type="checkbox"/>	N/A			WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
FOR ORGANIZED DOG CLUB ACTIVITIES.

<b>CERTIFICATE HOLDER</b>  THE COUNTY OF CLARKE 101 CHALMERS COURT, SUITE B  BERRYVILLE VA 22611	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE: CARRIE M. DISOTELL <i>Carrie M Disotell</i>
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# CERTIFICATE OF LIABILITY INSURANCE

OP ID: JJ

DATE (MM/DD/YYYY)

06/27/13

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> <b>Equisure, Inc.</b> 13790 E Rice Pl Ste 100 Aurora, CO 80015 Jennifer Jaynes	303-614-6961 303-614-6967	<b>CONTACT NAME:</b> _____ <b>PHONE (A/C, No, Ext):</b> _____ <b>FAX (A/C, No):</b> _____ <b>E-MAIL ADDRESS:</b> _____ <b>PRODUCER CUSTOMER ID #:</b> <b>WARRE-1</b>													
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A : <b>Lloyds, London</b></td> <td></td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : <b>Lloyds, London</b>		INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :
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INSURER B :															
INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															
<b>INSURED</b> <b>Warrenton Kennel Club</b> <b>PO Box 312</b> <b>Bealeton, VA 22712</b>															

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR   WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b>					
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	<input checked="" type="checkbox"/>	<b>B066482343A12-WARRE-1</b>	<b>12/29/12</b>	<b>12/29/13</b>	EACH OCCURRENCE \$ <b>2,000,000</b>
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>100,000</b>
						MED EXP (Any one person) \$ <b>5,000</b>
						PERSONAL & ADV INJURY \$ <b>2,000,000</b>
						GENERAL AGGREGATE \$ <b>2,000,000</b>
						PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b>
						\$
	<b>GEN'L AGGREGATE LIMIT APPLIES PER:</b>					
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					
	<b>AUTOMOBILE LIABILITY</b>					
	<input type="checkbox"/> ANY AUTO					COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ALL OWNED AUTOS					BODILY INJURY (Per person) \$
	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS					PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> NON-OWNED AUTOS					\$
						\$
						\$
	<b>UMBRELLA LIAB</b>					
	<input type="checkbox"/> OCCUR					EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB					AGGREGATE \$
	<input type="checkbox"/> CLAIMS-MADE					\$
	<input type="checkbox"/> DEDUCTIBLE					\$
	<input type="checkbox"/> RETENTION \$					\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>					
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y / <input type="checkbox"/> N				WC STATU-TORY LIMITS   OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> N / A				E.L. EACH ACCIDENT \$
						E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
**Certificate holder is Additional Insured as to the general liability exposure of the Named Insured but only for the acts, errors, or omission of the Insured or due to an occurrence caused by the Insured for the Dog Show to be held from 9/27/13 thru 9/29/13.**

**CERTIFICATE HOLDER****CANCELLATION**

0000000  <b>Long Branch Historic House &amp; Farm</b> <b>Landowner/Facility Owner</b> <b>PO Box 241</b> <b>Millwood, VA 22646</b>	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
--	---

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COUNTY OF CLARKE  
SHARON E KEELER, TREASURER  
P O BOX 537  
101 CHALMERS COURT  
BERRYVILLE        VA 22611

Date        : 8/02/2013  
Register: TNJ/W11  
Trans. #:    38876  
Dept #     : GELR  
Acct#      :

GENERAL FUND - OTHER LOCAL REVENUE  
DOG SHOW SEPT 2013  
3 YR PERMIT

Previous  
Balance \$            700.00  
31000130303131000000000  
Principal Being Paid \$        700.00  
Penalty \$            .00  
Interest \$            .00

WARRENTON KENNEL CLUB INC

Amount Paid \$            700.00

\*Balance Due \$            .00

Pd by WARRENTON KENNEL CLUB INC            Check        700.00 # 1006 FAUQ  
BALANCE DUE INCLUDES PENALTY/INTEREST THRU THE MONTH 8/2013

**SPECIAL USE / SITE PLAN (SUP-13-01/SP-13-07)**  
**Blue Ridge Wildlife Center**  
**August 20, 2013 Board of Supervisors Meeting – Set Public Hearing**  
**STAFF REPORT – Board of Supervisors**

-----  
The purpose of this staff report is to provide information to the Planning Commission and Board of Supervisors to assist them in reviewing this proposed ordinance amendment. It may be useful to members of the general public interested in this proposed amendment.  
-----

**Case Summary**

**Applicant(s):**

- Blue Ridge Wildlife Center
- Belinda Burwell, Agent

**Location:**

- 930 Tilthammer Mill Road
- Millwood Election District (Staelin – Board of Supervisors)

**Parcel Size/:** 239.00 acres

**Site Size:** 17.552

**Request:**

Approval of a Special Use and Site Plan for Veterinarian Services and Community Services (Educational) per §3-A-1-a-3(g) and (u) of the Zoning Ordinance. The property is identified as Tax Map 31-A-3, located at 930 Tilthammer Mill Road in the Millwood Election District, and is zoned Agricultural Open-Space Conservation (AOC).

**Recommendation**

**Recommend setting public hearing for the proposed special use permit and site plan to the Board of Supervisors for the Blue Ridge Wildlife Center Veterinary Clinic and Visitor Center on condition that:**

- 1) The Veterinary Clinic shall not be open to the general public for household pets or farm animals.**
- 2) The clinic shall be used specifically for the Blue Ridge Wildlife Center and the special use permit shall not transferable to another entity without prior approval of the Board of Supervisors.**

**Waiver**

**The subject site is heavily wooded and currently exceeds the county landscaping requirements. The proposed clinic and required parking area is not visible to adjacent**

**properties. The Planning Commission has recommended to the Board of Supervisors to waive all landscaping requirements.**

**Facts**

The Blue Ridge Wildlife Center opened in 2004 and is located on the Burwell Van Lennep Foundation lands that have been conserved for both wildlife/plant life preservation and as an open air classroom for local students. The BRWC is a charitable organization that is best described by using their own mission statement as follows:

*Our mission is to ensure the preservation of native wildlife in areas where development has destroyed habitat and endangered wildlife. We rescue, provide veterinary care, and rehabilitate injured, orphaned and sick native wildlife with the goal of releasing them back into the wild. We monitor and control wildlife disease and environmental toxins, and we teach others the importance of preserving native wildlife species.*

In addition, the BRWC will provide a small visitor center within the veterinarian center for the purpose of educating the general public in regard to wildlife, plant life and the environment.

The Planning Commission set public hearing at their June meeting. The Planning Commission requested that the site plan be revised so as to note that the large radius turn within the subject property entering into the parking area and clinic be designated as for “emergency services purposes.” Members of the site plan committee have since the June meeting conducted a site visit. It was also recommended at that time to indicate on the site plan the large oaks and other large indigenous trees that are to remain.

The applicant stated that they intended to revise the parking configuration but will still meet county ordinance parking requirements.

Staff has contacted the applicant and Dunn Land Surveyors regarding the requested revisions and a revised site plan will be provided by the July briefing meeting.

Since the July Commission meeting, the site plan has been revised as requested by the Planning Commission and as noted by the applicant. Chester Engineers has approved the stormwater management as having less than 1% runoff and therefore natural stormwater sheet flow to the intermittent stream meets county and state requirements in regard to quality and quantity. The Commission also recommended that the landscaping requirements be waived based on the existing natural vegetation on the property that currently buffers the site from adjacent properties. The Commission also recommends that the Board consider adding two conditions to the special use permit in regard to the exclusive use of the clinic by the Wildlife Center and that the clinic be used solely for the purpose of treating wildlife and not open to the public for domestic pets or farm animals.

**Staff Evaluation:**

**Special Use Permit**

Is consistent with the Comprehensive Plan.

a. *Is consistent with Purpose and Intent of the Zoning Ordinance.*

**The subject property has been conserved to preserve the natural resources and provide wildlife**

**and environmental education to the public. The zoning ordinance allows for open space as well as a special use permit for veterinary services and educational summer camps as proposed by the applicant.**

*b. Will not have an undue adverse impact on fiscal resources of the County.*

**The subject property is not exempt from County real estate taxes and the limited use of the property would not have an adverse impact on fiscal resources.**

*c. Will not cause an undue adverse effect on neighboring property values.*

**The subject property cannot be developed and will remain open, therefore it should not have any impact on adjacent properties.**

*d. Will not cause an undue adverse effect on preserving agricultural or forestal land.*

**The property is actively farmed and forested lands preserved.**

*f. Will not cause unreasonable traffic congestion.*

**The number of daily vehicle trips is minimal and has minimal impact to Tilthammer Mill Road.**

*g. Will not cause destruction of or encroachment upon historic or archeological sites.*

**The nature of the property will not cause any destruction or encroachment on historic or archeological sites.**

*h. Will not cause an undue adverse effect on natural areas.*

**No adverse effect is apparent.**

*i. Will not cause an undue adverse effect on wildlife and plant habitats.*

**The purpose of this property is to preserve both wildlife and plant habitat. .**

*j. Will have sufficient water available for its foreseeable needs.*

**The proposed water use will be less than a single family home and therefore will not have a negative impact on ground water.**

*k. Will not cause depletion of water source(s)*

**See J.**

*l. Will not cause undue surface or subsurface water pollution.*

**The total disturbed area does not exceed approximately ½ acre. The runoff is being treated by natural vegetated strips between the building site/parking area of over 100 feet prior to entering a natural vegetated swale.**

*m. Will not cause an undue adverse effect on septic systems.*

**The proposed use will have a small drainfield typical of a single family house and will not have an impact on any other septic system in the area. .**

*n. Will not cause unreasonable soil erosion*

**E&S measures have been taken during the construction. Once the area is stabilized, no erosion will occur.**

*o. Will have adequate facilities to provide safety from flooding.*

**The subject property is located out of the 100 year flood plain.**

*p. Will not cause undue air pollution.*

**The proposal is for a small non-public wildlife veterinary center. No air pollution is expected with this use.**

*q. Will not cause undue noise, light or glare, dust, odor, fumes, or vibration.*

**Will not cause such.**

*r. If in the AOC or FOC zoning districts, will not result in scale or intensity of land uses significantly greater than that allowed under the permitted uses for these districts.*

**The proposed use is less than what the by right use would have been if the property wasn't subject to its conservation restrictions.**

*s. Will not cause a detrimental visual impact.*

**The veterinary center is located well off the road in a wooded area and cannot be seen from other properties.**

### **Site Plan**

#### *Location and Access*

The Property is located at 930 Tilthammer Mill Road approximately ½ mile from the intersection of Millwood Road. The access for the property has been approved by VDOT but must be upgraded to a minor commercial entrance standard. Site distance can be obtained with removal of some trees on the opposite side of the road. The property owners, Belinda Burwell and Jim Klenkar, have provided a sight distance easement agreement to both VDOT and the Wildlife Center/Burwell Foundation.

#### *Stormwater*

It would appear that the amount of stormwater to be released as a result of the veterinarian center and parking lot will be far less than is required by State and County regulations for any additional stormwater management other than the proposed sheet flow to an intermittent stream.

#### *Water and Septic*

The Health Department has approved the proposed drainfield and reserve area and well site.

#### *Lighting and Signage*

The exterior lighting will be limited to one typical household light bulb at the entrance to the clinic. Signage is limited to the existing sign that meets county ordinance sign regulations along with one small directional sign on the private access easement near the turnoff to the clinic.

#### *Parking*

The required parking is 6 spaces plus one handicapped space. The applicant has provided 13 spaces and 1 handicapped space.

#### *Landscaping*

The applicant has provided for landscaping in the site plan notes and is requesting that the PC waive in part or in whole these requirements, as the area in which the applicant plans to locate the clinic is heavily wooded on most all sides. The proposed clinic is not visible to any other properties in the area.

**Planning Commission Recommendation**

**The Planning Commission voted 5-0-6 (Ohrstrom abstained; Kreider, Kruhm, McFillen, Staelin, Turkel absent) to recommend approval of the special use permit request. The Commission also voted 5-0-6 (Ohrstrom abstained; Kreider, Kruhm, McFillen, Staelin, Turkel absent) to recommend approval of the site plan subject to resolution of stormwater issues and subject to a waiver of the 25 foot buffer requirement as requested.**

**Recommendation**

**Recommend approval of the proposed special use permit and site plan to the Board of Supervisors for the Blue Ridge Wildlife Center Veterinary Clinic and Visitor Center on condition that:**

- 1) The Veterinary Clinic shall not be open to the general public for household pets or farm animals.**
- 2) The clinic shall be used specifically for the Blue Ridge Wildlife Center and the special use permit shall not transferable to another entity without prior approval of the Board of Supervisors.**





LAND DEVELOPMENT APPLICATION

Applicant Blue Ridge Wildlife Center  
 Applicant's Address Po Box 526  
Millwood VA 22646  
 City State Zip Code  
 Applicant's E-Mail Address bellinda@blueridgewildlife.org  
 Agent (Contact Person) Bellinda Burwell Phone 540-837-9000 540-66946  
 Agent's Company Blue Ridge Wildlife Center  
 Agent's Address Po Box 298 Millwood VA 22646  
 Current Property Owner Burwell-Van Lennep Foundation  
 Owner's Address Po Box 298 Millwood VA 22646 Phone 540-327-3481  
 Correspondence to be sent to:  Applicant  Owner  Agent  Other  
 Tax Map Parcel Number 31-A-3 lot 2 Magisterial District Chapel  
 General Project Location 930 Tilthammer Mill Rd Site size (gross/net acreage) 17.55 acres  
Base VA

Check Appropriate Request:

PLANNING COMMISSION

- Major Subdivision
- Minor Subdivision (1 or 2 lots)
- Administrative Subdivision (parcels > 100 acres)
- Boundary Line Adjustment
- Merger of Parcels
- Site Plan
- Site Plan Amendment
- Erosion & Sediment Plan
- Storm Water Plan
- Maximum Lot Size Exception

PLANNING COMMISSION & BOARD of SUPERVISORS

- Rezoning
- Special Use Permit
- Comprehensive Plan Amendment
- Zoning Ordinance Text Amendment
- Subdivision Ordinance Text Amendment
- Other

BOARD OF ZONING APPEALS

- Administrative Appeal
- Variance
- Special Exception

BOARD OF SEPTIC & WELL APPEALS

- Administrative Appeal
- Variance

BERRYVILLE AREA DEVELOPMENT AUTHORITY

- Site Plan
- Site Plan Amendment

HISTORIC PRESERVATION COMMISSION

- Certificate of Appropriateness

Complete as applicable:

Name of Subdivision, Development, or Proposal \_\_\_\_\_  
 Proposal/Request \_\_\_\_\_  
 Existing Zoning \_\_\_\_\_ Proposed Zoning \_\_\_\_\_ # of Proposed Lots \_\_\_\_\_

**Applicant:** The information provided is accurate to the best of my knowledge. I acknowledge that fees and expenses for professional review of application materials by county consultants shall be reimbursed to the County at cost, including any percolation tests, topographic studies, or other requirements of the Health Official or Zoning Administrator. I understand that the County may deny, approve, or conditionally approve this application. I certify that all property corners have been clearly staked and flagged.

Applicant's Signature Bellinda Burwell Date 5-7-13

**Owner:** I have read this completed application, understand its intent, and freely consent to its filing. If this application is for the purpose of subdivision, I understand that further subdivision of this property will not be permitted within twelve months of approval of this action, unless an Exploratory Sketch Plan is submitted with this application. I grant permission to the Planning Department and other authorized government agents to enter the property and make such investigations and test as they deem necessary.

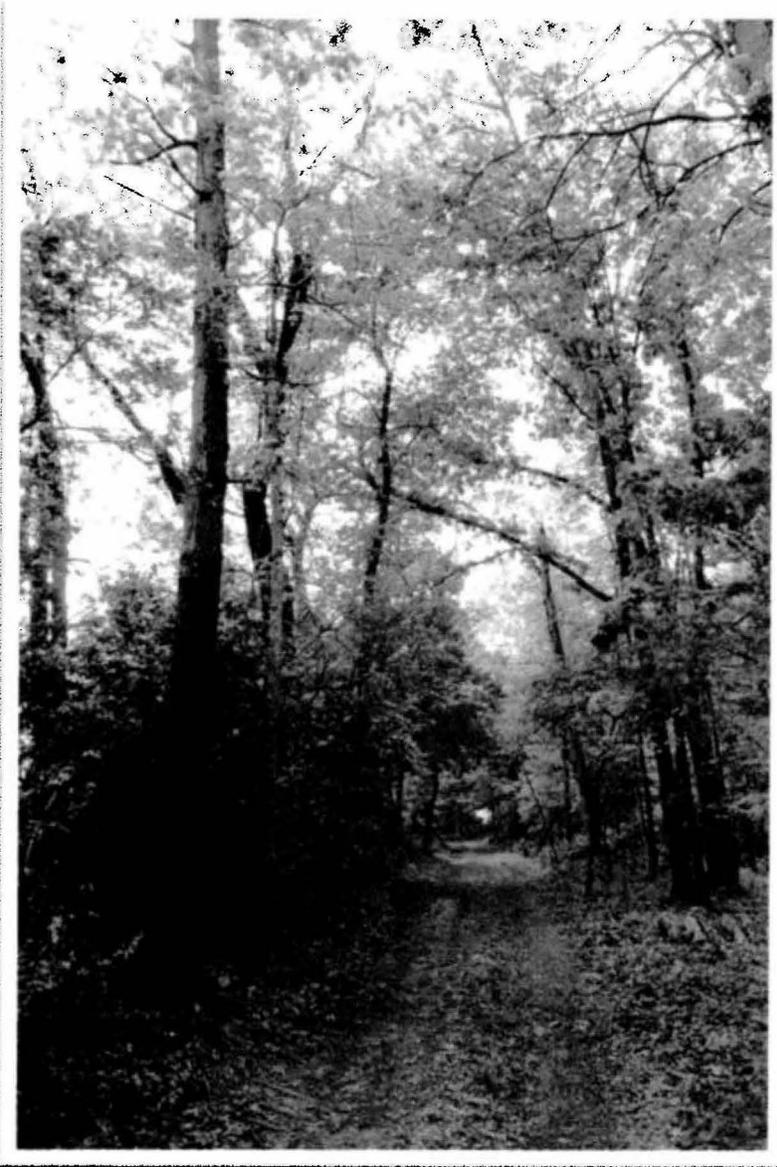
X Owner's Signature Charles Burwell Date 5-8-13

Town/County Government Center CHARLES BURWELL  
 101 Chalmers Court CHAIRMAN, BURWELL-VAN LENNEP FOUNDATION  
 Berryville, VA 22611

www.clarkecounty.gov  
 voice 540-935-5132  
 Page fax 540-935-5180

## Blue Ridge Wilde Center Vegetative Buffer Requirement

This is a photo of the gravel driveway along east side of leased property, looking south. The building site is on the right. The current 5 feet of vegetation to the left of the driveway will be left in place. To the left of this vegetation is the stone wall which marks the east border of the leased property. To the east of this is a cornfield. The current tenant farmer on the Burwell-van Lennep Foundation does not want an additional 20 feet of vegetative buffer planted in this cornfield so the Burwell-van Lennep Foundation has asked for a waiver to this requirement.





# Blue Ridge Wildlife Center



[Home](#) | [Wildlife Rehabilitation](#) | [Wildlife Emergencies](#) | [Education Programs](#) | [Veterinary Care](#) | [News](#) | [Galleries](#) | [Meet Us](#) | [Contact Us](#) | [Help Us](#)

*The Blue Ridge Wildlife Center is a 501(c)3 charitable organization dedicated to wildlife rescue and wildlife conservation.*

Our mission is to ensure the preservation of native wildlife in areas where development has destroyed habitat and endangered wildlife.

We rescue, provide veterinary care, and rehabilitate injured, orphaned, and sick native wildlife with the goal of releasing them back into the wild. We monitor and control wildlife disease and environmental toxins, and we teach others the importance of preserving native wildlife species.

For advice about wildlife issues or concerns, or for help with wildlife emergencies  
Please call 540-837-9000



**Donate**



## Headlines



The BRWC is holding a Baby Shower on June 9, from 1-3 pm to raise awareness of the wildlife orphans that are created when wildlife parents are killed or nests are destroyed. *Download our Invitation. Our Shower Gift List is here.*



Registration is open for Wildlife Discovery Camp this summer at the BRWC for children ages 7-12. Join as we hike and explore the forest, meet wild animals face to face, participate in scavenger hunts, and make bird houses, feeders, and other crafts. **More info and download a registration form.**



The Blue Ridge Wildlife Center does not have enough room at its current facility to help all the animals needing care. **Learn more about our plans to build a new facility.**



The BRWC is proud to welcome Becky Shore of Wildlife Ambassadors as our new Director of Education. Becky has worked in the field of wildlife education for more than 20 years and her fascinating education programs offered to schools and the public are a popular addition to the services offered by the BRWC. **See our Education Page to schedule a program.**



There is a ban on feeding deer in Frederick, Clarke, Warren, and Shenandoah Counties due the risk of spreading Chronic Wasting Disease. **Read more about this deadly disease of deer.**

**The Blue Ridge Wildlife Center is a 501(c)3 charity that does not charge for its services. The wild animals we rescue do not have owners to pay for their care, nor there is any state, federal, or local funding for this service. We are completely dependent on donations to pay for needed food, housing, and medication. Please help us help these animals!!**



**The BRWC is extremely grateful to the Burwell-van Lennep Foundation for the rent-free use of our current cottage, and for a 50 year rent-free lease of 18 acres of land on which to build our new facility.**

**\* READ TESTIMONIALS \*  
on the impact of the  
Blue Ridge Wildlife Center  
on wildlife and the community.**

Like Ann Lesman, Donna Pethick Germelman and 3,666 others like this.

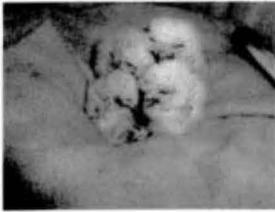
**We would like to thank the following businesses for their support**

**Roseville and Plaza Veterinary Clinics  
Winchester SPCA  
Martin's  
Ayrshire Farm Catering  
Apple Blossom U-Store-It, Boyce  
Mt Airy Farmers Market, Boyce  
The Farm Store in Middleburg  
Apply Valley Animal Hospital  
Veterinary Surgical Center  
The Hope Center for Animals  
Caiman Plumbing**

*"The greatness of a nation and its moral progress can be judged by the way its animals are treated."* Mahatma Gandhi



Internships are available for individuals interested in learning about wildlife rescue and rehabilitation. **Learn more about our internship opportunities.**



Did you know the BRWC rescued and rehabilitated almost 1,000 orphan babies birds and mammals in 2012? Young wildlife become orphaned when their parents are killed or their nests or dens destroyed. When that happens, the BRWC is here to help.



Why are bat populations plummeting? White Nose Syndrome is a new fungal infection of North American bats and it's killing them by the thousands.

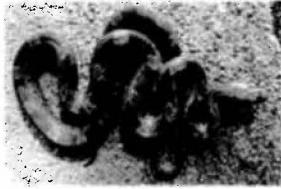
**Learn more about White Nose Syndrome.**



Lead ammunition causes lead poisoning in some of our favorites species including hawks and eagles. Watch a **video of an eagle** recovering from lead poisoning. **Read more about lead poisoning.**



There have been deer deaths in northern Virginia and WV this fall due to hemorrhagic disease, a viral disease of deer that is spread by insects. **Read more about hemorrhagic disease of deer.**



Can you identify Virginia's Snakes? Did you know it is against the law to kill a snake in Virginia? **Test your knowledge of Virginia snakes.**

Email: [info@BlueRidgeWildlife.org](mailto:info@BlueRidgeWildlife.org)

540-837-9000

Blue Ridge Wildlife Center © Copyright 2011 All Rights Reserved

April 30, 2013

Clarke County Planning Commission  
c/o Jesse Russell, Zoning Administrator

Re: Blue Ridge Wildlife Center

Dear Clarke County Planning Commission:

This is to confirm that the Burwell-van Lennep Foundation hereby waives any 25 foot vegetation buffer that might be otherwise required on the eastern border of the land leased to the Blue Ridge Wildlife Center pursuant to the September 2012 lease between the parties. That border presently contains existing vegetation and an historic stone wall, and borders cropland and/or grazing fields.

Very truly yours,

  
Charles L. Burwell  
Chairman, Burwell-van Lennep Foundation

May 8, 2013

Clarke County Planning Commission  
c/o Jesse Russell, Zoning Administrator

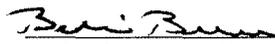
Re: Blue Ridge Wildlife Center

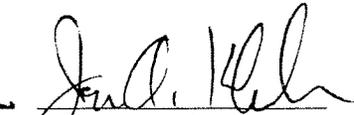
Dear Clarke County Planning Commission,

The purpose of this letter is to confirm that Belinda Burwell and James Klenkar hereby consent to the granting of line of site easements on their property on Tilthammer Mill Road, Clarke County, Virginia as may be required for approval of the Blue Ridge Wildlife Center application to build a new facility on the grounds of the Burwell-van Lennep Foundation.

Thank you for your consideration.

Very truly yours,

  
Belinda Burwell

  
James Klenkar

VDOT Results of Speed Study for the Blue Ridge Wildlife Center  
October 2012

Foltz Land Surveying, Inc.  
PO Box 23  
Stephen's City, VA 22655  
540-323-1497  
[foltz@visuallink.com](mailto:foltz@visuallink.com)

Below is an email received from VDOT after reviewing the Traffic Speed Study of July 25, 2012:

Darren,

I reviewed the revised Speed Study and the sight distance for the proposed low volume commercial entrance should be 445' to the north and 500' to the south based on the 40 mph and 45 mph operating speeds. Please inform the owner and let us know if they have any questions or plan to proceed to the site plan review stage.

Thanks,

Arthur (Bobby) R. Boyce  
VDOT Land Development Engineer  
Shenandoah, Frederick, Clarke, & Warren Counties  
14031 Old Valley Pike  
Edinburg, VA 22824  
[\(540\)984-5631](tel:(540)984-5631)



704 Quince Orchard Road – Suite 310 – Gaithersburg, MD 20878  
301.840.1030 – www.chesterengineers.com - Fax-301.948.9258

May 29, 2013

Chester Ref. No.: 13-6262-GB-042

Mr. Jesse Russell, Planning Administrator  
The County of Clarke  
Department of Planning and Zoning  
101 Chalmers Court  
Berryville, VA 22611

Re: Special use Permit – Blue Ridge Wildlife Center  
Erosion and Sediment and SWM Plan Review

Dear Mr. Russell:

We completed our review of the Site Plan and Special Use Permit plan, dated April 15, 2013 and received in our office on May 13, 2013 for the above referenced project. We offer the following comments related to SWM, ESC and site circulation issues:

1. The overall land disturbance for this project is approximately 0.50 acre. Since this development will disturb more than 10,000 square feet of land it will require an Erosion and Sediment Control Plan to be reviewed and approved for land Disturbance Permit by Clarke County.
2. With the developed area exceeding 10,000 square feet, this project needs to meet Clarke County Storm Water Management requirements as described in County Code Chapter 154 Stormwater management. The applicant shall demonstrate how the water quality requirements (§154-4-B) and water quantity requirements (§154-4-D) are met. Please provide a SWM narrative and necessary calculations to prove compliance with the regulations. Considering the low intensity of the subject development it is anticipated that a rooftop and non-rooftop area disconnection method may account for the majority of the quality requirements. We are concerned about the close proximity of the wet weather stream to the proposed parking lot. To maximize overland flow buffer, we recommend that the flow from the parking surface is redirected to the north and south in an open swale before being discharged to the stream. Follow methodologies explained in CC SWM Design Manual. Provide standardized Virginia Runoff Reduction worksheet customized to meet County TPT Load of 0.28 lb/ac/year and water quantity calculations. Evaluate if the 1% rule applies to this site to exempt it from the channel protection and flood protection requirements.
3. The entrance modification at the Route 621 need VDOT review and approval.
4. Provide bus turning templates to show that the bus turnaround and adjacent radii are sufficient.
5. The 20' wide tee for turn-around gets too close to the existing driveway and it is not recommended in this configuration.
6. Provide dimension for parking spaces and isle. Indicate on the plan location and required signage for HC parking space.
7. What is the tree symbol shown in the north-west corner of the parking lot? Is it an existing tree to be removed or is this one of the "two canopy trees to be placed in the parking area"?

This concludes our list of comments at this time; however, please note that a future submission addressing the comments above may generate additional comments. We request a comment-response letter from the applicant based on our review. Please contact us if you have any questions regarding this project.

Sincerely,

A handwritten signature in cursive script that reads 'Elizabeth Adamowicz'.

Elizabeth Adamowicz, P.E.  
Project Manager

Cc: Belinda Burwell- BRWC

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*"Tradition in Engineering Excellence Since 1910"*

## FY2014 Goals and Priorities - Clarke County Board of Supervisors

<i>Project</i>	<i>Responsibility</i>	<i>Status</i>	<i>Proposed Review Date</i>
BCCGC: Resolve dispute with Architect and Engineer in connection with government building.	Ash, Dalton, Mitchell		December 31, 2013
Building automation: evaluate system implemented by School District and continue planning and action for conservation and energy management in the County.	Ash, Levi, Teetor		June 30, 2014
Comprehensive Plan: finalize adoption of update.	Stidham, Planning Commission and Board		January 31, 2014
Economic Development Strategic Plan: Complete and adopt.	Stidham, Planning Commission and Board		May 31, 2014
Emergency Operations Plan: Mandatory four-year revision by September 17, 2013; Development and inclusion of ESF's documents and complete annex revision to meet revised federal standards by August 2014.	Ash, Walburn		September 17, 2013 August 2014
Enterprise Resource Planning (ongoing): Monitor and initiate implementation of core financial modules.	Ash, Judge		July 1, 2014
Fee for services or "revenue recovery" from individuals requiring public medical support and transport to hospital.	Stidham, Workgroup and Board		June 30, 2014
Fire and Emergency Services Workgroup Report and Communications Study Receive and review by January 31, 2014; adopt plans for implementation of solutions by May 1, 2014.	Stidham, Ash, Workgroup and Board		January 31, 2014 May 1, 2014
Mental health and related human services: Participate in			December 31, 2013

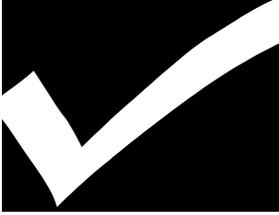
8/15/2013

Page | 1

## FY2014 Goals and Priorities - Clarke County Board of Supervisors

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<i>Project</i>	<i>Responsibility</i>	<i>Status</i>	<i>Proposed Review Date</i>
regional dialogue and support area response to need for affordable treatment and support.			
Personnel Policy Update: Complete comprehensive update and obtain agreement of constitutional officers and departments to extension of policies and record keeping policies to all employees. by March 31, 2014 for integration into ERP.	Ash and Board		March 31, 2014
Sheriff's Office: Complete renovation.	Ash, Judge, Levi		June 30, 2014



**Personnel Committee Items**  
**August 12, 2013**  
**Second Floor, Meeting Room AB**  
**Berryville/Clarke County Government Center**  
**101 Chalmers Court, Berryville, Virginia 22611**

*Item  
No.*

*Description*

A. **Closed Session re: §2.2-3711-A1 Specific individual under consideration for appointments and positions.**

08/12/2013 Summary: **Supervisor Byrd moved to convene into Closed Session pursuant to §2.2-3711-A1. The motion carried as follows:**

Barbara J. Byrd	- Aye
J. Michael Hobert	- Aye

The members of the Board of Supervisors Personnel Committee being assembled within the designated meeting place, with open doors and in the presence of members of the public and/or the media desiring to attend, **Supervisor Byrd moved to reconvene in open session. The motion carried as follows:**

Barbara J. Byrd	- Aye
J. Michael Hobert	- Aye

**Supervisor Byrd further moved to execute the following Certification of Closed Session:**

**CERTIFICATION OF CLOSED SESSION**

WHEREAS, the Board of Supervisors of the County of Clarke, Virginia, has convened a closed meeting on the date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3700 of the Code of Virginia requires a certification by the Board of Supervisors of the County of Clarke, Virginia that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE BE IT RESOLVED, that the Board of Supervisors of the County of Clarke, Virginia, hereby certifies that, to the best of each members knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which the certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board of Supervisors of the County of Clarke, Virginia.

The motion was approved by the following roll-call vote:

<i>Item No.</i>	<i>Description</i>
	Barbara J. Byrd - Aye
	J. Michael Hobert - Aye
	No action was taken on matters discussed in Closed Session.

**B. Expiration of Term for appointments expiring through December 2013.**

8/12/2013 Summary: The Personnel Committee asked staff to verify the willingness of potential appointees to serve.

**C. Status Update Personnel Policy**

8/12/2013 Summary: The Personnel Committee discussed the current status and asked the County Administrator to provide them with a current copy of the working draft.

**D. BCCGC Flag Status and Mourning Drape Usage**

8/12/2013 Summary: The Personnel Committee requested a copy of the flag status and mourning drape usage policy for the BCCGC.

# Appointments by Expiration Through December 2013

*Appt Date                      Exp Date                      Orig Appt Date:*

## June 2013

Barns of Rose Hill Board of Directors                      3 Yr  
 Johnston      Bill              Buckmarsh District                      7/17/2012      6/10/2013      7/17/2012

Resigned Term Expires 12/31/2015

A Board Member is elected for a three-year term and may serve a maximum of two terms. One member of the Board will be named by the Town Council of Berryville and will serve as liaison to the Town. One member will be named by the Clarke County Board of Supervisors and will serve as liaison to the County. The two liaisons will be considered regular Board Members, with the same rights and responsibilities as other Board Members. A director may be elected for up to two consecutive three-year terms, after which a year must be spent off the Board before consideration for Board re-appointment. A director's term shall begin January 1.

## Lord Fairfax Emergency Medical Services Council

Wagaman      Julie              Medical Professional                      12/21/2010      6/30/2013      12/21/2010

6/18/2013 letter returned; further research revealed that Ms. Wagaman has moved from the County.

3 Clarke County Members; 3-year term; 1consecutive term limit; Each locality will be represented with at least 1 volunteer and 1 career EMS provider. The following classes and categories of individuals, organizations, and professions will be eligible as members of the Board: Consumers; Governmental Representatives; Hospital Administration; Physicians; Nurses; Rescue Squads and Fire Companies

## October 2013

Clarke County Industrial Development Authority                      4 Yr  
 Cochran      Mark              Buckmarsh District                      10/18/2011      10/30/2013      10/18/2011

Fill unexpired term of Jay Hillerson

Appointed by BOS; Oath of Office Required - Clerk of Circuit Court; 7 members, 1 BOS liaison (non-voting) and 6 others that are chosen on their expertise in the business field. Membership governed by IDA by-laws. 15.2-4904 No director shall be an officer or employee of the locality except in towns under 3,500

Frederickson      Allan              White Post District; Secretary / Treasurer                      12/15/2009      10/30/2013      12/15/2009

Appointed by BOS; Oath of Office Required - Clerk of Circuit Court; 7 members, 1 BOS liaison (non-voting) and 6 others that are chosen on their expertise in the business field. Membership governed by IDA by-laws. 15.2-4904 No director shall be an officer or employee of the locality except in towns under 3,500

## November 2013

Handley Regional Library Board                      4 Yr  
 Myer              Tamara              Town of Boyce                      9/15/2009      11/30/2013      7/21/2009

1 Clarke County Member; 2 Term Limit

## December 2013

### Board of Septic & Well Appeals

Caldwell              Anne              Millwood District; Planning Commission; Vice Chair - Alternate                      1/11/2013      12/31/2013

1 Staff Rep; § 143-11. Appeals & variances. A. Board of Septic & Well Appeals 2. (a) the member of the Board of Supervisors, who serves as the Board's liaison to the Planning Commission, with The Vice Chair of the Board designated as his/her alternate, (b) a Chair of Planning Commission with the Vice Chair designated as his/her alternate, and (c) a member of the public, who is a resident of the county with the Vice Chair of the Planning Commission designated as his/her alternate. All members shall be appointed by the Board of Supervisors at their first regular meeting of each year.

			<i>Appt Date</i>	<i>Exp Date</i>	<i>Orig Appt Date:</i>
<b>Board of Septic &amp; Well Appeals</b>					
Ohrstrom, Il	George	Russell District; Planning Commission Chair	1/11/2013	12/31/2013	
1 Staff Rep; § 143-11. Appeals & variances. A. Board of Septic & Well Appeals 2. (a) the member of the Board of Supervisors, who serves as the Board's liaison to the Planning Commission, with The Vice Chair of the Board designated as his/her alternate, (b) a Chair of Planning Commission with the Vice Chair designated as his/her alternate, and (c) a member of the public, who is a resident of the county with the Vice Chair of the Planning Commission designated as his/her alternate. All members shall be appointed by the Board of Supervisors at their first regular meeting of each year.					
<b>Conservation Easement Authority</b>			3 Yr		
Wallace	Laure	Millwood District	10/18/2011	12/31/2013	10/18/2011
Fill unexpired term of Jane Radford					
Board of Directors 7 members, appointed by the BOS, to be comprised of 1 member from the BOS, 1 member from the PC and 5 Clarke County citizen members. At the first meeting of the BOS each calendar year, beginning the Board shall appoint 1 member from the membership of the BOS for a term of 1 year beginning Jan 1; 1 member from the Planning Commission for a 1 year term beginning May 1; and a member or members to fill expiring citizen member terms, for a term of three (3) years beginning Jan 1. Oath of Office Required.					
Mackay-Smith	Wingate E.	White Post District; Chair	1/1/2011	12/31/2013	6/18/2002
Board of Directors 7 members, appointed by the BOS, to be comprised of 1 member from the BOS, 1 member from the PC and 5 Clarke County citizen members. At the first meeting of the BOS each calendar year, beginning the Board shall appoint 1 member from the membership of the BOS for a term of 1 year beginning Jan 1; 1 member from the Planning Commission for a 1 year term beginning May 1; and a member or members to fill expiring citizen member terms, for a term of three (3) years beginning Jan 1. Oath of Office Required.					
Buckley	Randy	White Post District	1/1/2011	12/31/2013	6/18/2002
Board of Directors 7 members, appointed by the BOS, to be comprised of 1 member from the BOS, 1 member from the PC and 5 Clarke County citizen members. At the first meeting of the BOS each calendar year, beginning the Board shall appoint 1 member from the membership of the BOS for a term of 1 year beginning Jan 1; 1 member from the Planning Commission for a 1 year term beginning May 1; and a member or members to fill expiring citizen member terms, for a term of three (3) years beginning Jan 1. Oath of Office Required.					
<b>Economic Development Advisory Committee</b>			4 Yr		
Barb	Jim	Real Estate Rep, Business Owner	11/17/2009	12/31/2013	12/19/2000
Members of the committee should include one or more people from all key government and business groups such as planning commission, board of supervisors, school board, industrial development authority, town of Berryville, chamber of commerce, and key business sectors such as agriculture, banking, realty, light industry, retail and tourism. Membership not limited.					
Hillerson	Jay	Business Owner	9/15/2009	12/31/2013	9/15/2009
Members of the committee should include one or more people from all key government and business groups such as planning commission, board of supervisors, school board, industrial development authority, town of Berryville, chamber of commerce, and key business sectors such as agriculture, banking, realty, light industry, retail and tourism. Membership not limited.					
<b>Old Dominion Alcohol Safety Action Policy Board &amp; Division of Court Services</b>			3 Yr		
Roper	Anthony	Sheriff	6/18/2013	12/31/2013	6/18/2013
Complete unexpired term of Jerry Johnson 1 Clarke County Member					
<b>Old Dominion Community Criminal Justice Board</b>					
Roper	Anthony	Sheriff	6/18/2013	12/31/2013	6/18/2013
Complete unexpired term of Jerry Johnson 1 Clarke County Member					

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			<i>Appt Date</i>	<i>Exp Date</i>	<i>Orig Appt Date:</i>
Parks & Recreation Advisory Board			1 Yr		
Trenary	Randy	Appointed by Clarke County School Board	1/5/2012	12/31/2013	1/5/2012

(9) voting members on the Advisory Board. Six (6) members shall be appointed by the BOS to represent the 5 voting districts and 1 at large. The Superintendent of Schools or their designee shall serve on the Advisory Board. The Town Councils for Berryville, Boyce shall each appoint a representative to serve on the Advisory Board. The BOS shall also designate 1 member of the BOS to serve as a non-voting liaison to the Advisory Board. The Advisory Board will accept applications from high-school aged Clarke County residents and each year appoint two (2) to serve as non-voting members.

			4 Yr		
Sheetz	Daniel A.	Appointed by Town of Berryville	5/18/2010	12/31/2013	3/18/2003
Fills unexpired term of Leah Robinson					

(9) voting members on the Advisory Board. Six (6) members shall be appointed by the BOS to represent the 5 voting districts and 1 at large. The Superintendent of Schools or their designee shall serve on the Advisory Board. The Town Councils for Berryville, Boyce shall each appoint a representative to serve on the Advisory Board. The BOS shall also designate 1 member of the BOS to serve as a non-voting liaison to the Advisory Board. The Advisory Board will accept applications from high-school aged Clarke County residents and each year appoint two (2) to serve as non-voting members.

Wisecarver	Steve	Appointed by Town of Boyce	2/2/2010	12/31/2013	12/31/2001
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(9) voting members on the Advisory Board. Six (6) members shall be appointed by the BOS to represent the 5 voting districts and 1 at large. The Superintendent of Schools or their designee shall serve on the Advisory Board. The Town Councils for Berryville, Boyce shall each appoint a representative to serve on the Advisory Board. The BOS shall also designate 1 member of the BOS to serve as a non-voting liaison to the Advisory Board. The Advisory Board will accept applications from high-school aged Clarke County residents and each year appoint two (2) to serve as non-voting members.

# Clarke County Committee Listing

			<i>Appt Date</i>	<i>Exp Date</i>
<i>Barns of Rose Hill Board of Directors</i>				3 Yr
Johnston	Bill	Buckmarsh District	7/17/2012	6/10/2013
<i>Berryville Area Development Authority</i>				3 Yr
Boyles	Jerry	White Post District	4/1/2012	3/31/2015
Ohrstrom, II	George	Russell District	3/19/2013	3/31/2016
Smart	Kathy	White Post District	3/20/2012	3/31/2014
<i>Berryville Area Development Authority Comprehensive Plan Committee</i>				Open-End
Hobert	J. Michael	Berryville District	1/7/2008	
McKay	Beverly	White Post District	3/20/2012	
<i>Board of Septic &amp; Well Appeals</i>				4 Yr
Blatz	Joseph	Millwood / Pine Grove District; Citizen Member	4/17/2012	2/15/2016
Caldwell	Anne	Millwood District; Planning Commission; Vice Chair - Alternate	1/11/2013	12/31/2013
Ohrstrom, II	George	Russell District; Planning Commission Chair	1/11/2013	12/31/2013
Staelin	John	BOS - Appointed Member	1/15/2013	12/31/2013
Teetor	Alison	Staff Representative		
Weiss	David	BOS Vice Chair - Alternate	1/15/2013	12/31/2013
<i>Board of Social Services</i>				4 Yr
Brown	Dwight	Berryville District	4/16/2013	7/15/2017
Byrd	Barbara J.	BOS - Appointed Member	1/15/2013	12/31/2013
Ferrebee	Robert	Millwood District	4/16/2013	7/15/2016
Gray	Lynn	Berryville District	4/16/2014	7/15/2014
Pierce	Edwin Ralph	Berryville District	2/21/2012	12/15/2014
<i>Board of Supervisors</i>				4 Yr
Byrd	Barbara J.	Russell District	1/1/2012	12/31/2015
Hobert	J. Michael	Berryville District; Chair	1/1/2011	12/31/2015
McKay	Beverly	White Post District	1/1/2012	12/31/2015
Staelin	John	Millwood / Pine Grove District	1/1/2012	12/31/2015
Weiss	David	Buckmarsh/Blue Ridge; Vice Chair	1/1/2012	12/31/2015
<i>Board of Supervisors Finance Committee</i>				1 Yr
Byrd	Barbara J.	BOS - Alternate	1/15/2013	12/31/2013
Hobert	J. Michael	BOS - Appointed Member	1/15/2013	12/31/2013
McKay	Beverly	BOS - Alternate	1/15/2013	12/31/2013
Staelin	John	BOS - Alternate	1/15/2013	12/31/2013

Wednesday, August 07, 2013

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			<i>Appt Date</i>	<i>Exp Date</i>
Weiss	David	BOS - Appointed Member	1/15/2013	12/31/2013
<i>Board of Supervisors Personnel Committee</i>				1 Yr
Byrd	Barbara J.	BOS - Appointed Member	1/15/2013	12/31/2013
Hobert	J. Michael	BOS - Appointed Member	1/15/2013	12/31/2013
McKay	Beverly	BOS - Alternate	1/15/2013	12/31/2013
Weiss	David	BOS - Alternate	1/15/2013	12/31/2013
<i>Board of Zoning Appeals</i>				5 Yr
Borel	Alain F.	White Post District	1/20/2009	2/15/2014
Caldwell	Anne	Millwood District	1/19/2010	2/15/2014
Kackley	Charles	Russell District	2/12/2008	2/15/2018
Means	Howard	Millwood District	12/14/2009	2/15/2016
Volk	Laurie	Russell District	1/20/2009	2/15/2014
<i>Clarke County Historic Preservation Commission</i>				4 Yr
Caldwell	Anne	Millwood District	4/16/2014	5/31/2017
Carter	Paige	White Post District	5/15/2012	5/31/2016
Fields	Betsy	Berryville District	5/15/2012	5/31/2016
Gilpin	Thomas T.	White Post District	5/18/2010	5/31/2014
Hiatt	Marty	Buckmarsh / Blue Ridge District	6/19/2007	5/31/2015
Teetor	Alison	Staff Representative		
York	Robert	White Post District	6/18/2013	5/31/2017
<i>Clarke County Industrial Development Authority</i>				4 Yr
Armbrust	Wayne	White Post District; Vice Chair	8/19/2008	10/30/2016
Cochran	Mark	Buckmarsh District	10/18/2011	10/30/2013
Frederickson	Allan	White Post District; Secretary / Treasurer	12/15/2009	10/30/2013
Hobbs	Robert	White Post District	7/16/2013	10/30/2014
Jones	Paul	Russell District	5/15/2012	10/30/2015
Juday	David	Russell District; Chair	12/21/2010	10/30/2014
Pierce	Rodney	Buckmarsh District	8/19/2008	10/30/2016
Staelin	John	BOS - Liaison	1/15/2013	12/31/2013
<i>Clarke County Library Advisory Council</i>				4 Yr
Al-Khalili	Adeela	Buckmarsh District	4/19/2011	4/15/2015
Badanes	Joyce	Millwood District	4/20/2010	4/15/2014
Byrd	Barbara J.	BOS - Liaison	1/15/2013	12/31/2013
Curran	Christopher	Buckmarsh District	4/16/2013	4/15/2017
Daisley	Shelley	Russell District	7/17/2012	4/15/2016
Foster	Nancy	Russell District	4/17/2012	4/15/2016
Holscher	Dirck	Russell District	4/16/2013	4/15/2017
Kalblian	Maral	Millwood District	4/19/2011	4/15/2015

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			<i>Appt Date</i>	<i>Exp Date</i>
Myers	Carol	White Post District	5/21/2013	4/15/2017
Zinman	Maxine	Russell District	4/19/2011	4/15/2015
<i>Clarke County Litter Committee</i>				1 Yr
Staelin	John	BOS - Liaison	1/15/2013	12/31/2013
<i>Clarke County Planning Commission</i>				4 Yr
Bouffault	Robina Rich	White Post / Greenway District	5/15/2012	4/30/2016
Brumback	Clay	White Post / Greenway District	6/15/2010	4/30/2014
Caldwell	Anne	Millwood / Chapel District; Vice Chair	4/16/2013	4/30/2017
Kreider	Scott	Buckmarsh / Battletown District	5/15/2012	4/30/2016
Kruhm	Doug	Buckmarsh / Battletown District	3/19/2013	4/30/2014
McFillen	Thomas	Berryville District	5/1/2010	4/30/2014
Nelson	Clifford	Russell / Longmarsh District	4/16/2013	4/30/2017
Ohrstrom, II	George	Russell District; Chair	4/19/2011	4/30/2015
Staelin	John	BOS - Appointed Member	1/15/2013	12/31/2013
Steinmetz, II	William	Berryville District	5/15/2012	4/30/2016
Turkel	Jon	Millwood / Chapel District	9/15/2011	4/30/2015
<i>Clarke County Sanitary Authority</i>				4 Yr
Dunning, Jr.	A.R.	White Post District	12/15/2009	1/5/2014
Legge	Michael	Staff Representative		
Mackay-Smith, Jr.	Alexander	White Post District; Vice Chair	1/15/2013	1/5/2017
Myer	Joe	Town of Boyce	2/21/2012	1/5/2016
Staelin	John	BOS - Liaison	1/15/2013	12/31/2013
Welliver	Ralph	Berryville District	3/19/2013	6/30/2016
Williams	Ian R.	White Post District; Chair	1/15/2013	1/5/2017
<i>Conservation Easement Authority</i>				3 Yr
Buckley	Randy	White Post District	1/1/2011	12/31/2013
Engel	Peter	White Post District	1/15/2013	12/31/2015
Mackay-Smith	Wingate E.	White Post District; Chair	1/1/2011	12/31/2013
Ohrstrom, II	George	Russell District; Planning Commission Representative	4/16/2013	4/30/2016
Teetor	Alison	Staff Representative		
Thomas	Walker	Buckmarsh District	11/20/2012	12/31/2015
Wallace	Laure	Millwood District	10/18/2011	12/31/2013
Weiss	David	BOS - Appointed Member	1/15/2013	12/31/2013
<i>Constitutional Officer</i>				
Butts	Helen	Clerk of the Circuit Court	1/1/2008	12/31/2015
Keeler	Sharon	Treasurer	1/1/2012	12/31/2015
Mackall	Suzanne	Commonwealth Attorney	1/1/2012	12/31/2015
Peake	Donna	Commissioner of the Revenue	1/1/2012	12/31/2015

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			<i>Appt Date</i>	<i>Exp Date</i>
Roper	Anthony	Sheriff	1/1/2012	12/31/2015
<i>County Administrator</i>				
Ash	David L.	County Administrator	3/19/1991	
<i>Economic Development Advisory Committee</i>				
				4 Yr
Barb	Jim	Real Estate Rep, Business Owner	11/17/2009	12/31/2013
Conrad	Bryan H.	Agriculture, Fire & Rescue	1/1/2011	12/31/2014
Dunkle	Christy	Town of Berryville Representative	2/21/2012	12/31/2015
Hillerson	Jay	Business Owner	9/15/2009	12/31/2013
Milleson	John R.	Banking, Finance	8/16/2011	12/31/2014
Myer	Dr. Eric	Agriculture Rep, Business Owner	1/1/2011	12/31/2014
Pritchard	Elizabeth	Hospitality Industry	7/17/2012	8/31/2016
Staelin	John	BOS - Appointed Member	1/15/2013	12/31/2013
<i>Fire and Emergency Services (EMS) Workgroup</i>				
				Open-End
Braithwaite	Jay	Fire & Rescue Volunteer	9/25/2013	
Buckley	Randy	Fire & Rescue Volunteer	9/25/2013	
Leffel	Elizabeth	Fire & Rescue Volunteer	9/25/2013	
Stidham	Brandon	Staff Representative	9/25/2013	
Wallace	Laure	Fire & Rescue Volunteer	9/25/2013	
Weiss	David	BOS - Liaison	9/25/2013	
White	Neal	Town of Berryville Chief of Police	9/25/2013	
<i>Handley Regional Library Board</i>				
				4 Yr
Myer	Tamara	Town of Boyce	9/15/2009	11/30/2013
<i>Joint Administrative Services Board</i>				
				Open-End
Ash	David L.	County Administrator		
Hobert	J. Michael	BOS - Appointed Member	1/15/2013	12/31/2013
Judge	Tom	Staff Representative		
Keeler	Sharon	Treasurer		
Murphy	Michael	School Superintendent		
Schutte	Charles	School Board Representative	1/8/2012	12/31/2013
Weiss	David	BOS - Alternate	1/15/2013	12/31/2013
<i>Legislative Liaison and High Growth Coalition</i>				
				1 Yr
Hobert	J. Michael	BOS - Liaison	1/15/2013	12/31/2013
<i>Lord Fairfax Community College Board</i>				
				4 Yr
Daniel	William		7/1/2012	6/30/2016
<i>Lord Fairfax Emergency Medical Services Council</i>				
				3 Yr
Burns	Jason	Career Representative	7/17/2012	6/30/2015
Coffelt	Lee	Career Representative	9/27/2011	6/30/2014

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			<i>Appt Date</i>	<i>Exp Date</i>
Wagaman	Julie	Medical Professional	12/21/2010	6/30/2013
<i>Northern Shenandoah Valley Regional Commission</i>				1 Yr
McKay	Beverly	BOS - Appointed Member	1/15/2013	12/31/2013
Staelin	John	BOS - Alternate	1/15/2013	12/31/2013
Stidham	Brandon	Citizen Representative [Planning Director]	2/19/2013	1/31/2016
<i>Northwestern Community Services Board</i>				3 Yr
Harris	Lucille	Millwood District	1/15/2013	12/31/2015
Stieg, Jr.	Robert	Millwood District	3/20/2012	12/31/2014
<i>Northwestern Regional Jail Authority</i>				1 Yr
Ash	David L.	BOS - Appointed Member	1/15/2013	12/31/2013
Byrd	Barbara J.	BOS - Liaison Alternate	1/15/2013	12/31/2013
Roper	Anthony	Sheriff	1/1/2012	12/31/2015
Wyatt	Jimmy	Millwood District	1/17/2012	12/31/2015
<i>Northwestern Regional Juvenile Detention Center Commission</i>				1 Yr
Byrd	Barbara J.	BOS - Liaison	1/15/2013	12/31/2013
Wyatt	Jimmy	Millwood District	1/15/2013	12/20/2016
<i>Old Dominion Alcohol Safety Action Policy Board &amp; Division of Court Services</i>				3 Yr
Roper	Anthony	Sheriff	6/18/2013	12/31/2013
<i>Old Dominion Community Criminal Justice Board</i>				3 Yr
Roper	Anthony	Sheriff	6/18/2013	12/31/2013
<i>Our Health</i>				3 Yr
Shipe	Diane	Buckmarsh District	4/16/2013	3/15/2016
<i>Parks &amp; Recreation Advisory Board</i>				4 Yr
Heflin	Dennis	White Post District	1/15/2013	12/31/2016
Hobert	J. Michael	BOS - Liaison	1/15/2013	12/31/2013
Huff	Ronnie	Town of Berryville Representative	1/1/2012	12/31/2015
Jones	Paul	Russell District; At Large	1/1/2011	12/31/2014
Lichliter	Gary	Russell District	1/15/2013	12/31/2016
Rhodes	Emily	Buckmarsh District	2/21/2012	12/31/2015
Sheetz	Daniel A.	Appointed by Town of Berryville	5/18/2010	12/31/2013
Trenary	Randy	Appointed by Clarke County School Board	1/5/2012	12/31/2013
Wisecarver	Steve	Appointed by Town of Boyce	2/2/2010	12/31/2013
<i>People Inc. of Virginia</i>				3 Yr
Hillerson	Coleen	Clarke County Rep Board of Directors	6/18/2013	7/31/2016
<i>Regional Airport Authority</i>				1 Yr

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			<i>Appt Date</i>	<i>Exp Date</i>
Ash	David L.	BOS - Alternate	1/15/2013	12/31/2013
Crawford	John	Buckmarsh District	7/17/2012	6/30/2016
McKay	Beverly	BOS - Liaison	1/15/2013	12/31/2013
<i>Shenandoah Area Agency on Aging, Inc.</i>				4 Yr
Bouffault	Robina Rich	White Post District	7/16/2013	9/30/2014
Edwards, Jr.	James N.	White Post District	9/1/2012	9/30/2016
<i>Shenandoah Valley Chief Local Elected Officials Consortium</i>				
Ash	David L.	BOS Designee for Chief Elected Official		
<i>The 150th Committee</i>				4 Yr
Al-Khalili	Adeela	Clarke County African-American Cultural Center / Josephine Community Museum	1/18/2011	12/31/2015
Davis	Dorothy	Clarke County African-American Cultural Center / Josephine Community Museum	1/18/2011	12/31/2015
Heder	Terence	Shenandoah Valley Battlefields Foundation	1/18/2011	12/31/2015
Kalbian	Maral	Community Representative	1/18/2011	12/31/2015
Lee	Jennifer	Clarke County Historic Museum Representative	1/18/2011	12/31/2015
McKay	Beverly	BOS - Appointed Member	1/15/2013	12/31/2013
Means	Howard	CCHA Representative	1/18/2011	12/31/2015
Morris	Mary	Clarke County Historic Museum Representative	1/18/2011	12/31/2015
Murphy	Michael	CCPS Representative	1/18/2011	12/31/2015
Russell	Jesse	Staff Representative Economic Development	1/18/2011	12/31/2015
Sours, Jr.	John	Community Representative	1/18/2011	12/31/2015
Stieg, Jr.	Robert		1/18/2011	12/31/2015
<i>Warren-Clarke County Microenterprise Assistance Program Management Team</i>				2 Yr
Blakeslee	Steve	County Representative	9/18/2012	
Dunkle	Christy	Town of Berryville Representative	9/18/2012	
Greene	Laurel	Town of Boyce Representative	9/18/2012	
Hobbs	Robert	County Representative	9/18/2012	
Hoffman	Michael	County Representative	9/18/2012	
McIntosh	Charles	County Representative	9/18/2012	
Myer	Dr. Eric	Designated Alternate	9/18/2012	
Stidham	Brandon	County Representative	9/18/2012	

## MEMORANDUM

TO: Board of Supervisors  
FR: Thomas Judge, Director of Joint Administrative Services  
DT: August 12, 2013  
RE *August Finance Committee Report*

**1. FY 14 Salary Discussion.** The Finance Committee heard from three agencies regarding salary needs.

In general, agencies receiving state funding were designated to receive 2-3% salary increases. However, the actual revenue received must be discounted by various factors:

- a) The effective date of the Commonwealth increase (August 1).
- b) The fact that the Commonwealth increase applies only to the state existing share, rather than the entire salary.
- c) The fact that the Commonwealth no longer reimburses for the increased cost of benefits driven by the salary increases.
- d) The fact that increases are subject to the Commonwealth meeting revenue expectations. This is an option similar to the "Aid to Locality Reductions" whereby the money is approved, but is not guaranteed for the future. For FY 14, it is now clear that the Commonwealth will make this funding available, but it cannot be counted on for FY 15.

Although localities have been given to understand that the Department of Education revenue for salary increases, based on Commonwealth's share of the SOQ benchmark, was contingent on School Boards granting a 2% increase on the total salary, it is not true for other Commonwealth funded agencies that this Commonwealth funding be passed on in the form of actual salary increases where localities are already paying the required minimum salary. Several agencies brought forward to the Finance Committee their concerns regarding salaries:

- a) *Social Services.* This agency participated in the study that led to the 2009 Pay and Compensation Plan. However, in the one year that the plan was funded this agency did not implement the pay increases in accordance with the established plan, instead giving a simple percentage increase to current pay as had been traditionally done. Since then this agency has received the bonus and subsequent 2% increase. The Director was on hand to answer questions regarding the additional Commonwealth revenue for the salary increase, which was not budgeted.
- b) *Clerk of the Circuit Court.* This agency did not participate in the 2009 Pay and Compensation Plan. However, the Board of Supervisors later supplemented the salaries of this agency, leaving the distribution decision to the Clerk. In addition, this agency has received the bonus and subsequent 2% increase. This agency began receiving their payroll processing from JAS in FY 13 and had expected the Commonwealth increase to take effect.
- c) *Sheriff.* This agency participated in the 2009 Pay and Compensation Plan, and has received the subsequent bonus and 2% increase, but has undergone structural changes that it believes justify a reestablishment of the benchmark salaries. An analysis performed by the Sheriff

of these salaries in attached. The Sheriff was on hand to explain his study of departmental salaries.

After considering the matter the Finance Committee:

- a) Restated the Board of Supervisors position of maintaining the salaries established in the FY 14 budget process.
- b) Requested an estimate of the cost of updating the 2009 Classification and Compensation Study (should have this by board meeting).
- c) Recommended that the Board of Supervisors adopt a resolution as follows:

*“Whereas the FY 14 Budget was adopted with early estimates of Commonwealth revenue for State funded agencies including Social Services, Compensation Board departments, and Public Schools, and*

*Whereas, the Commonwealth may have increased these amounts in subsequent actions to provide funding for their share of salary increases for positions they partially fund, and*

*Whereas, the County of Clarke does not intend to increase salaries in FY 14 despite this additional revenue,*

*Now, therefore, be it resolved, that during FY 14, it shall be the policy of the Board of Supervisors to accept, but not grant appropriation requests for, additional Commonwealth revenue related to salary increases, thereby reducing local tax funding for affected departments.”*

2. **National Fish and Wildlife Grant (FYI only).** The County was awarded a grant in 2012 which requires appropriation. A copy of this grant is attached. There are several issues that must be addressed, and the matter will be brought forward in September for resolution.
3. **Acceptance of July Bills and Claims.** Note that, as usual for this time of year, this report contains invoices paid against FY 13 as well as FY 14. *The Finance Committee recommends approval of July Bills and Claims.*
4. **Standing Reports.** The following are included: General Fund Balance. Reconciliation of Appropriations (FY 14). General Government Expenditure Summary (July). *The FY 13 General Government Expenditure Summary will be presented in September, along with explanations for departmental overages where necessary.*

# Clarke County Board of Supervisors

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Berryville Voting District  
J. Michael Hobert – Chair  
(540) 955-4141

Millwood Voting District  
John R. Staelin  
(540) 837-1903

White Post Voting District  
Bev McKay  
(540) 837-1331

Buckmarsh Voting District  
David S. Weiss – Vice Chair  
(540) 955-2151

Russell Voting District  
Barbara J. Byrd  
(540) 955-1215

County Administrator  
David L. Ash  
(540) 955-5175

## Clarke County Board of Supervisors FY2014 Salary Funding Policy re Commonwealth Revenue Related to Salary Increases 2013-14R

**Whereas** the FY 14 Budget was adopted with early estimates of Commonwealth revenue for State funded agencies including Social Services, Compensation Board departments, and Public Schools, and

**Whereas**, the Commonwealth may have increased these amounts in subsequent actions to provide funding for their share of salary increases for positions they partially fund, and

**Whereas**, the County of Clarke does not intend to increase salaries in FY 14 despite this additional revenue where legally permissible,

**Now, therefore, be it resolved**, that during FY 14, it shall, where permissible by law, be the policy of the Board of Supervisors to accept additional Commonwealth revenue related to salary increases, but not to grant requests to increase budgeted expenditures related to salary increases, thereby reducing local tax funding required to fund the FY2014 budget.

Adopted this 20th day of August 2013.

Attest:

---

J. Michael Hobert, Chair

Memo: Tom Judge

From: Angie W. Jones

Subject: 3% salary increase awarded by the state effective August 1, 2013

Date: August 12, 2013

The state appropriated funding to Clarke's base allocation for a 3% salary increase effective August 1, 2013 which is 10 months on the state fiscal year which runs June 1, 2013 through May 31, 2014. The 3% increase was awarded on the state's base for Clarke which is not sufficient for an entire year. The County supplements additional local monies. The original base has an 84.5% state share and a 15.5% local match. Once the original base monies are spent administration costs become 74% local and 26% federal funding. To give a true 3% increase the funding would equate as follows:

State: \$9515.00

Local: \$5556

Federal: \$1952

Total: \$17,023

Name	Year Started	FY 14 Budgeted Salary	Study Salary	Difference	Comments
Rose	2008	\$40,660.00	\$44,297.66	-\$3,637.66	Regrade position to Office Manager, a description more in line with current responsibilities, and credit employee for relevant experience.
Feltner	1999	\$53,760.00	\$58,490.00	-\$4,730.00	Relevant experience, including 4 years at Sergeant's salary.
Roper	1978	\$78,646.00			
Voorhees	2010	\$44,408.00	\$42,119.00	\$2,289.00	3.5 years experience prior to employment with CCSO
Sumption	1993	\$61,440.00	\$80,683.00	-\$19,243.00	
Jewell	2009	\$38,520.00	\$40,289.00	-\$1,769.00	
Putnam	2006	\$48,610.00	\$49,998.00	-\$1,388.00	8 years experience
Hough	2012	\$38,460.00	\$40,289.00	-\$1,829.00	4 years experience
Curtis	2009	\$38,520.00	\$40,289.00	-\$1,769.00	
Rosenberry	1985	\$56,279.00	\$61,536.00	-\$5,257.00	
Thompson	2006	\$42,474.00	\$42,851.00	-\$377.00	Relevant experience.
Chambers	2005	\$53,026.00	\$55,452.00	-\$2,426.00	Relevant experience, including 7 years as a Deputy and 2 as a Sergeant.
Herron	2008	\$43,142.00	\$41,021.00	\$2,121.00	
Mason	2005	\$39,193.00	\$44,681.00	-\$5,488.00	
Lichliter	1976	\$61,735.00	\$61,696.00	\$39.00	
Ermerins	2005	\$45,228.00	\$43,949.00	\$1,279.00	1 year experience, re-assignment to field deputy
Communications					
Poston	2008	\$31,599.00	\$30,609.00	\$990.00	
Richards, B	2007	\$34,047.00	\$31,701.00	\$2,346.00	8 years experience, with separation of 1 year
Wilkerson	2001	\$35,216.00	\$34,431.00	\$785.00	
Willingham	1995	\$35,216.00	\$35,533.00	-\$317.00	Mid-point to show 16 years with separation
White	1998	\$40,257.00	\$46,037.00	-\$5,780.00	Grade 14, 16 years experience
Hess	1987	\$55,139.00	\$71,967.00	-\$16,828.00	Grade 20, 27 years experience
Richards, L	2010	\$29,246.00	\$29,517.00	-\$271.00	
Richards, W	2008	\$29,246.00	\$30,609.00	-\$1,363.00	
Hammond	2010	\$29,246.00	\$35,533.00	-\$6,287.00	Mid-point to show 17 years with separation of 2 years
Hahn	2011	\$29,245.00	\$28,971.00	\$274.00	
Fiorvanti	2013	\$29,246.00	\$28,698.00	\$548.00	

7/25/2013

**NATIONAL FISH AND WILDLIFE FOUNDATION  
GRANT AGREEMENT**

**PROJECT:** 0603.12.034107 (C-Spout Run: Restoring a Shenandoah Valley Spring Creek (VA))

**PROPOSAL ID:** 34107

**NFWF RECIPIENT:** Clarke County

**RECIPIENT TYPE:** State or Local Government

**PERIOD OF PERFORMANCE:** January 1, 2013 to December 31, 2014

**PROJECT DESCRIPTION:** Restore 7.5 acres of riparian and aquatic habitat for brook trout and improve water quality through BMP implementation on agricultural and residential land in the Spout Run watershed.

**NFWF AWARD:** \$141,602.95

<b>FUNDING SOURCES</b>	<b>AMOUNT</b>	<b>CFDA NUMBER</b>
Environmental Protection Agency (FC.R146)	\$141,602.95	66.466

**NON-FEDERAL MATCH REQUIREMENT:** \$87,822

**FEDERAL MATCH REQUIREMENT:** N/A

The National Fish and Wildlife Foundation (NFWF) agrees to provide the NFWF Award to the NFWF Recipient for the purposes of satisfactorily performing the Project described in a full proposal titled "C-Spout Run: Restoring a Shenandoah Valley Spring Creek (VA)" and incorporated into this grant agreement by reference. The NFWF Award is provided on the condition that the NFWF Recipient agrees that it will raise and spend at least \$87,822 in matching contributions on the Project. Project must be completed, with all NFWF funds and matching contributions spent, during the Period of Performance as set forth above.

**NFWF RECIPIENT CONTACT INFORMATION**

Recipient Name: Alison Teetor  
Recipient Address: 101 Chalmers Court  
Berryville, VA 22611  
Recipient Phone: 540-955-5134  
Recipient Fax: 540-955-5180  
Recipient Email: ateetor@clarkecounty.gov

**NFWF CONTACT INFORMATION**

NFWF Grants Administrator: Lindsay Vacek  
NFWF Address: 1133 Fifteenth Street, NW  
Suite 1100  
Washington, DC 20005  
NFWF Phone: 202-857-0166  
NFWF Fax: 202-857-0162  
NFWF Email: lindsay.vacek@nfwf.org

## NFWF PROCESS

### Matching Contributions.

Matching Contributions consist of cash, contributed goods and services, volunteer hours, and/or property raised and spent for the Project. Matching Contributions for the purposes of this Project must meet the following three criteria: 1) Matching Contributions must be non-federal in nature and not presented as match to any other federal program(s); 2) Matching Contributions must be committed directly to the Project and must be used within the Period of Performance as identified on page 1 of this grant agreement; and 3) Matching Contributions must be voluntary in nature. Funds presented for fulfillment of mitigation, restitution, or other permit or court-ordered settlements are not eligible.

### Documentation of Matching Contributions.

1. Cash, Goods and Services, and/or Property. The NFWF Recipient must report to NFWF as a part of the final report, the Matching Contributions received by the NFWF Recipient and expended in connection with the Project. The match report must include the name and address and contribution amount of any donor who contributes \$500 or more to the Project. Fair market value of donated goods and services, including volunteer hours, shall be computed as outlined in the OMB Circulars.
2. Property. The NFWF Recipient may have a third party donor submit a letter to NFWF, documenting the fair market value and date of a Matching Contribution and stating that the donation is non-Federal, voluntary, and intended to qualify as a Matching Contribution. A letter provided to document a donation of real property must be accompanied by an appraisal by a certified appraiser; a letter provided to document rental of equipment or space must list three comparable rentals in the location of the Project.

The NFWF Recipient must retain detailed time records for contributed services and original receipts and appraisals of real property and comparable rentals for other contributed property at its place of business in the event of an audit of the NFWF Recipient as required by applicable Federal regulations.

### Restrictions on Use of Funds.

No Funds provided by NFWF pursuant to this grant agreement or Matching Contributions may be used to support overhead/indirect costs, litigation expenses, lobbying activities, terrorist activities, or activities in violation of the Foreign Corrupt Practices Act.

### Payment of Funds.

To receive funds, the NFWF Recipient must provide NFWF with: 1) an original executed copy of the grant agreement; 2) a Payment Request from the NFWF Recipient requesting payment; and 3) any required financial and programmatic reports. Failure to provide information required by this grant agreement may delay payment. NFWF Recipient may request funds by submitting a Payment Request to the NFWF Grants Administrator via email, mail, or fax. NFWF Recipient may request advance payment of funds prior to expenditure provided: 1) NFWF Recipient demonstrates an immediate need for advance payment, and 2) NFWF Recipient documents expenditure of advanced funds on the next required financial report to NFWF. Approval of any advance payment of funds is made at the sole discretion of NFWF, based on an assessment of the NFWF Recipient's needs. In all other cases, funds are disbursed on a reimbursable basis. NFWF reserves the right to retain up to twenty percent (20%) of funds until submission and acceptance of the final reports.

Interim Programmatic Reports.

The NFWF Recipient will submit an interim programmatic report to NFWF based on the reporting schedule below. The interim programmatic report shall consist of written statements of Project accomplishments since Project initiation, or since the last reporting period, and shall be uploaded via NFWF's Easygrants system.

Annual Financial Report.

An annual financial report detailing cumulative receipts and expenditures made under this Project is required annually, due on October 31st of each year of the grant term. In the annual financial report, the NFWF Recipient must report the amount of NFWF Funds expended during NFWF's fiscal year (October 1 – September 30). The NFWF Recipient must enter a justification when there is a difference between the amount disbursed by NFWF and the amount expended by the grantee. Failure to submit an annual financial report in a timely manner will delay payment of submitted payment requests.

Final Reports.

No later than 90 days after the completion of the Project, the NFWF Recipient will submit 1) a final financial report accounting for all Project receipts, Project expenditures, and budget variances (if any) compared to the approved budget; 2) a final programmatic report summarizing and evaluating the accomplishments achieved during the Period of Performance; 3) a representative number of photographs depicting the Project; and 4) copies of any publications, press releases and other appropriate products resulting from the Project. The final reports should be uploaded via NFWF's Easygrants system. Any requests for extensions of the final report submission date must be made in writing to the NFWF Grants Administrator and approved by NFWF in advance.

Reporting Due Dates.

- January 31, 2013 Interim Programmatic Report .
- April 30, 2013 Interim Programmatic Report
- July 31, 2013 Interim Programmatic Report
- October 31, 2013 Annual Financial Report
- October 31, 2013 Interim Programmatic Report
- January 31, 2014 Interim Programmatic Report
- April 30, 2014 Interim Programmatic Report
- July 31, 2014 Interim Programmatic Report
- October 31, 2014 Annual Financial Report
- October 31, 2013 Interim Programmatic Report
- March 31, 2015 Final Financial Report
- March 31, 2015 Final Programmatic Report

### Amendments.

During the life of the Project, the NFWF Recipient is required to inform the NFWF Grants Administrator of any changes in contact information or in the Project scope of work, as well as any difficulties in completing the Project by the end of the Period of Performance, or in submitting reports by their due dates. If the NFWF Recipient determines that the amount of the budget is going to change in any one budget category by an amount that exceeds 10% of the Award, the NFWF Recipient must seek approval from the Grants Administrator. Amendment requests should be initiated by the NFWF Recipient upon determination of a deviation from the original grant agreement. However, NFWF may initiate the amendment if NFWF determines an amendment is necessary. Amendment requests are to be submitted via NFWF's Easygrants system.

### Termination.

Failure by the NFWF Recipient to comply with any material term of this grant agreement shall be deemed to be a default in this grant agreement and constitute cause for NFWF to terminate this grant agreement by written notice to the NFWF Recipient and to pursue any legal remedy to which NFWF may be entitled.

The NFWF Recipient may terminate this grant agreement by written notice to NFWF. In the event of termination of this grant agreement prior to Project completion, the NFWF Recipient shall immediately (unless otherwise directed by NFWF in its notice if NFWF initiated the termination) undertake all reasonable steps to wind down the Project cooperatively with NFWF, including but not limited to the following:

- a. Stop any portion of the Project's work that is incomplete (unless work to be completed and a different date for termination of work are specified in NFWF's notice).
- b. Place no further work orders or enter into any further subawards or subcontracts for materials, services or facilities, except as necessary to complete work as specified in NFWF's notice.
- c. Terminate all pending Project work orders, subawards, and subcontracts for work that has not yet commenced.
- d. With the prior written consent of NFWF, promptly take all other reasonable and feasible steps to minimize and/or mitigate any damages that may be caused by the failure to complete the Project, including but not limited to reasonable settlements of any outstanding claims arising out of termination of Project work orders, subawards, and subcontracts.
- e. Deliver or make available to NFWF all data, drawings, specifications, reports, estimates, summaries, and such other information and material as may have been accumulated by the NFWF Recipient under this grant agreement, whether completed or in progress.
- f. Return to NFWF any unobligated portion of the Award.

## REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS GENERAL

### Binding Obligation.

This grant agreement has been duly executed by a representative of the NFWF Recipient with full authority to execute this grant agreement and bind the grant agreement to the terms hereof. After execution by the representative of the NFWF Recipient named on the signature page hereto, this grant agreement will represent the legal, valid, and binding obligation of the NFWF Recipient, enforceable against the NFWF Recipient in accordance with its terms.

### Assignment, Subawards and Subcontracts.

The NFWF Recipient may not assign this grant agreement, in whole or in part, to any other individual or other legal entity without the prior written approval of NFWF. The NFWF Recipient may not provide subawards nor enter into subcontracts without the prior written approval of NFWF. Subawards and subcontracts with known parties disclosed in the proposal budget are deemed to be approved.

### Unexpended Funds.

Any funds provided by NFWF and held by the NFWF Recipient and not expended at the end of the Period of Performance will be returned to NFWF within ninety (90) days after the end of the Period of Performance.

### Additional Support.

In making this Award, NFWF assumes no obligation to provide further funding or support to the NFWF Recipient beyond the terms stated in this grant agreement.

### Publicity and Acknowledgement of Support.

The NFWF Recipient agrees to give appropriate credit to NFWF and any Funding Sources identified in this grant agreement for their financial support in any and all press releases, publications, annual reports, video credits, dedications, and other public communications regarding this grant agreement or any of the project deliverables associated with this grant agreement. The NFWF Recipient must obtain prior NFWF approval for the use of the NFWF logo or the logo of any Funding Source and any public information releases concerning this Award.

### Posting of Final Reports.

The NFWF Recipient gives NFWF the right and authority to publicize NFWF's financial support for this grant agreement and the Project in press releases, publications and other public communications. The NFWF Recipient hereby acknowledges its consent for NFWF and any Funding Source identified in this grant agreement to post its final reports on their respective websites. In the event that the NFWF Recipient intends to claim that its final report contains material that does not have to be posted on such websites because it is protected from disclosure by statutory or regulatory provisions, the NFWF Recipient shall so notify NFWF and any Funding Source identified in this grant agreement and

clearly mark all such potentially protected materials as "PROTECTED," providing an accurate and complete citation to the statutory or regulatory source for such protection.

Website Links.

The NFWF Recipient agrees to permit NFWF to post a link on any or all of NFWF's websites to any websites created by the NFWF Recipient in connection with the Project.

Evaluation.

The NFWF Recipient agrees to cooperate with NFWF by providing timely responses to all reasonable requests for information to assist in evaluating the accomplishments of the Project for a period of five (5) years after the date on which the final financial and programmatic reports are provided.

Arbitration.

All claims, disputes, and other matters in question arising out of, or relating to this grant agreement, its interpretation or breach, shall be decided through arbitration by a person or persons mutually acceptable to both NFWF and the NFWF Recipient. Notice of the demand for arbitration shall be made within a reasonable time after the claim, dispute, or other matter in question has arisen. The award rendered by the arbitrator or arbitrators shall be final. The terms of this provision will survive termination of this grant agreement.

Indemnity.

The NFWF Recipient shall indemnify and hold harmless NFWF, any Funding Source identified in this grant agreement, their respective officers, directors, agents, and employees in respect of any and all claims, injuries, losses, diminution in value, damages, liabilities, whether or not currently due, and expenses including without limitation, settlement costs and any legal or other expenses for investigating or defending any actions or threatened actions arising from or in connection with the Project. The terms of this provision will survive termination of this grant agreement.

Choice of Law/Jurisdiction.

This grant agreement shall be subject to and interpreted by the laws of the District of Columbia, without regard to choice of law principles. By entering into this grant agreement, the NFWF Recipient agrees to submit to the jurisdiction of the courts of the District of Columbia. The terms of this provision will survive termination of this grant agreement.

Compliance with Laws.

In conducting its activities relating to the Project, the NFWF Recipient agrees to conduct all such activities in compliance with all applicable Federal, State, and local laws, regulations, and ordinances and to secure all appropriate necessary public or private permits and consents. The terms of this provision will survive termination of this grant agreement.

Insurance.

The NFWF Recipient agrees to obtain and maintain all appropriate insurance against liability for injury to persons or property from any and all activities undertaken by the NFWF Recipient and associated with this Award in any way. The terms of this provision will survive termination of this grant agreement.

**REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS  
RELATING TO FEDERAL FUNDS**

The NFWF Recipient must read and understand certain Federal regulations, including but not limited to, those identified below which may be located on the Internet at [www.whitehouse.gov/omb/circulars/index.html](http://www.whitehouse.gov/omb/circulars/index.html). If a NFWF Recipient does not have access to the Internet, it should ask its NFWF Grants Administrator for copies. Many Federal agencies have agency-specific regulations that govern the issuance of awards and subawards with their funds; it is the obligation of the NFWF Recipient to review and comply with any such regulations issued by its Federal agency Funding Source(s).

If the NFWF Recipient is a non-profit organization, it will need to understand and comply with (i) OMB Circular A-110 "Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations" and, (ii) depending on what kind of organization it is, either (a) OMB Circular A-21 "Cost Principles for Educational Institutions" or (b) OMB Circular A-122 "Cost Principles for Non-Profit Organizations," in addition to other applicable Federal regulations.

If the NFWF Recipient is a State, Local or Tribal Government, it will need to understand and comply with OMB Circulars A-102 "Grants and Cooperative Agreements with State and Local Governments" and A-87 "Cost Principles for State, Local, and Indian Tribal Governments," in addition to other applicable Federal regulations.

A-133 Audits.

If the NFWF Recipient is any type of U.S. organization and it expends an aggregate of \$500,000 or more from all Federal sources in a fiscal year, it is subject to a special kind of audit as detailed in OMB Circular A-133 "Audits of States, Local Governments, and Non-Profit Organizations," which it will need to understand and comply with, in addition to other applicable Federal regulations.

Interest.

Any interest earned in any one year on Federal funds advanced to the NFWF Recipient that exceeds \$250 must be reported to NFWF, and the disposition of those funds negotiated with NFWF.

Subcontractor Lobbying.

The NFWF Recipient agrees, to the best of his or her knowledge and belief, that:

- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- c. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Subcontractor Debarment and Suspensions.

The NFWF Recipient shall enter into no contract or subcontract using Federal funds provided by NFWF with any party listed on the General Services Administration's Lists of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with Executive Orders 12549 and 12689 (Debarment and Suspension).

Disclaimers.

Payments made to the NFWF Recipient under this grant agreement do not by direct reference or implication convey NFWF's endorsement nor the endorsement by any other entity that provides funds to the NFWF Recipient through this grant agreement, including the U.S. Government, for the Project. All information submitted for publication or other public releases of information regarding this grant agreement shall carry the following disclaimer:

"The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of the U.S. Government or the National Fish and Wildlife Foundation. Mention of trade names or commercial products does not constitute their endorsement by the U.S. Government or the National Fish and Wildlife Foundation."

Davis-Bacon Act.

If applicable to the Project, the NFWF Recipient shall be subject to the provisions of the Davis-Bacon Act (40 U.S.C. 276a to a-7) as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provision Applicable to Contracts Governing Federally Financed and Assisted Construction").

Rights to Inventions.

If applicable to the Project, the NFWF Recipient shall abide by the provisions of 37 CFR Part 401 (Rights to Inventions Made by Non-Profit Organizations and Small Business Firms Under Government Grants, Contracts, and Cooperative Agreements) and any implementing regulations issued by the Federal agency(ies) that provide funds for this grant agreement.

**ADDITIONAL TERMS**

One of the Funding Sources for the Award is the Environmental Protection Agency (EPA). If the NFWF Recipient receives more than \$250,000 in EPA financial assistance in a given fiscal year, the Award is subject to EPA's "Participation by Disadvantaged Business Enterprises in Procurement" rule, which is located on the Internet at <http://www.epa.gov/osdbu/pdfs/dbe/final%20dbe%20rule.pdf>.

Quality Assurance Statement: Environmental Engineering.

The NFWF Recipient shall incorporate good engineering principles/practices – a broad set of quality assurance, conservation and safety activities, as well as techniques and approaches that are commonly accepted throughout the engineering profession – into all engineering activities. Engineering work products produced under this Agreement shall bear the appropriate engineering stamp, seal, or other standardized approval.

Quality Assurance Project Plan.

The NFWF Recipient shall complete a Quality Assurance Project Plan (QAPP) in accordance with the Environmental Protection Agency's requirements as detailed in "EPA Requirements for Quality Assurance Project Plans: EPA QA/5" (<http://www.epa.gov/quality/>). The QAPP shall be completed and approved by NFWF prior to any data collection activities.

**SIGNATURES**

IN WITNESS WHEREOF, the parties have executed this grant agreement, intending to be bound legally.

**National Fish and Wildlife Foundation**

\_\_\_\_\_  
Thomas E. Kelsch  
Vice President, Conservation Programs

\_\_\_\_\_  
(Date)

**Clarke County**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name and Title)

\_\_\_\_\_  
(Date)



Invoice

PO Box 1000  
Berryville, Virginia 22611

**Bill To:**  
Clarke County Virginia  
c/o Alison Teetor  
Clarke County Government Center  
101 Chalmers Court, Suite B  
Berryville, VA 22611

Date	Invoice No.	P.O. Number	Terms	Project
07/24/13	62			1300 2012 NFWF Grant

Description	Amount
C Spout Run NFWF Grant Fulfillment (partial)	6,821.77
In-Kind Match at 25%	-1,705.44
(See Attached Contribution Activity Statement)	
Employer Identification Number: 26-0310939 DUNS: 016447498	

<b>Total</b>	<b>\$5,116.33</b>
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Date	Contributing Organization	Name of Person	Activity	Non-Personnel Colloquial Match	Hours Matched	Hourly Rate	Mileage	Mileage @ \$0.51/mi.	Total Value
<b>1st Quarter and Start-up</b>									
8/4/12	The Downstream Project	Videography	Video Taping of HFWF Grant Announcement		5.00	\$100.00			\$ 500.00
8/4/12	The Downstream Project	Bill Howard	Coverage Grant Announcement -blog posting		5.00	\$75.00	120.00	\$ 61.20	\$ 436.20
8/6/12	The Downstream Project	Nancy Sanders	Edit Video for HFWF announcement		3.00	\$35.00			\$ 105.00
8/26/12	The Downstream Project	Video Crew (2)	Fish Count on SR with Seth Coffman and Steve Reaser		4.00	\$100.00	10.00	\$ 5.10	\$ 405.10
9/6/12	The Downstream Project	Nancy Sanders	Video Ed's for Blog Post of Fish Count		3.00	\$35.00			\$ 105.00
10/18/12	The Downstream Project	Tom Taylor	Graphic Design, web banner		4.50	\$75.00			\$ 337.50
12/10/12	The Downstream Project	TDP	Spout Run Web Design Updates from original journal		5.00	\$75.00			\$ 375.00
1/11/13	The Downstream Project	Bill Howard	Ag Conference Power/Point Presentation		2.00	\$75.00			\$ 150.00
1/11/13	The Downstream Project	TDP	Spout Run Web Updates		4.00	\$50.00			\$ 200.00
1/16/13	The Downstream Project	Bill Howard	Video Macro Invertebrate Testing Workshop		2.00	\$50.00	10.00	\$ 5.00	\$ 165.00
1/16/13	The Downstream Project	George Patterson	Video Macro Invertebrate Testing Workshop		2.00	\$ 60.00	10.00	\$ 5.00	\$ 165.00
1/30/13	The Downstream Project	Video Crew (3)	Video Streamside sampling for workshop commercial		3.00	\$125.00	10.00	\$ 5.00	\$ 380.00
1/31/13	The Downstream Project	Video Edit	Recruiting video for stream monitor training		4.00	\$35.00	0.00	\$ -	\$ 140.00
				1st Quarter	15.50		160.00	81.30	\$3,843.80
<b>2nd Quarter</b>									
2/5/13	The Downstream Project	Tom Taylor	Spout Run Journal Banner, graphic design		5.00	\$75.00			\$375.00
3/5/13	The Downstream Project	WRH	Ag Conference - Staunton		6.00	\$75.00	261.00	\$ 261.00	\$ 450.00
4/8/13	The Downstream Project	George Patterson	Conservation Services Tree Planting		3.00	\$ 75.00	20.00	\$ 10.20	\$ 225.00
4/10/13	The Downstream Project	Nancy Sanders	Edit Tree Planting		4.50	\$ 35.00			\$ 39.50
4/10/13	The Downstream Project	WRH	Video and Edit and Web Post		2.00	\$ 75.00			\$ 150.00
4/13/13	The Downstream Project	George Patterson	PEC Water Monitor Training - In Stream		4.00	\$ 75.00	20.00	\$ 10.20	\$ 299.00
4/15/13	The Downstream Project	Nancy Sanders	Video Edit - Water Monitor Training		6.00	\$ 35.00			\$ 210.00
4/15/13	The Downstream Project	WRH	Video Edit and Blog Post		2.00	\$ 75.00			\$ 77.00
4/16/13	The Downstream Project	G Patterson	Conservation Fair - C Spout Run promo		4.00	\$ 75.00	10.00	\$ 5.10	\$ 300.00
4/16/13	The Downstream Project	WRH	Conservation Fair - Powhatan Spout Run Promo		2.00	\$ 75.00			\$ 77.00
4/30/13	The Downstream Project	George Patterson	Video Shoot - Seth Coffman at Carter Hall		6.00	\$ 60.00	10.00	\$ 5.10	\$ 66.00
4/30/13	The Downstream Project	Video Edit	Streambank Restoration - Seth Coffman		11.00	\$ 35.00			\$ 385.00
4/30/13	The Downstream Project	Video Edit	Video Edit and Web Post		2.00	\$ 75.00			\$ 77.00
4/5/13	The Downstream Project	Printing	C Spout Run Stickers for Conservation Fair		1.00	\$ 307.67			\$ 307.67
				2nd Quarter	57.50		321.00	291.60	\$2,807.17
5/4/13	The Downstream Project	George Patterson	Powhatan Trout Release - Spout Run Video Capture		2.00	75.00	20.00	10.20	\$160.20
5/4/13	The Downstream Project	Bill Howard	Powhatan Trout Release - Spout Run Video Capture		1.00	75.00	20.00	10.20	\$85.20
6/13/13	The Downstream Project	Nancy Sanders	Trout Release Video edit		3.00	35.00			\$105.00
6/13/13	The Downstream Project	George Patterson	Sustainability Workshop Video Capture		2.00	75.00	20.00	10.20	\$160.20
6-13-013	The Downstream Project	George Patterson	Sustainability Workshop Video Capture		2.00	75.00	20.00	10.20	\$160.20
				subtotal	10.00		60.00	40.60	\$670.80
				Thru Jun 2013 Total	114.00	0.00	561.00	413.70	\$6,821.77

Spout Run Project Budget

NFWF funding detail

Funds requested: \$141,602

Category	Project	Description	Extent	Units	Unit Cost	Funds Requested	
Supplies	Beautiful Buffers	Native grass/wildflower seed	1.25	acres	\$500	\$625	
	Beautiful Buffers	Tree seedlings and shrubs	1.25	acres	\$2,000	\$2,500	
	Turf to trees planting	Hardwood tree seedlings and tubes	3	acres	\$1,750	\$5,250	
	Rain barrel workshop	Barrels, hose bibs, screen, caulk	30	barrels	\$40	\$1,200	
	Sustainable landscaping workshop	Native shrubs/perennials for participants	60	plants	\$12	\$720	
	Sustainable landscaping workshop	Pet waste digesters for participants	15	digesters	\$50	\$750	
	Sustainable landscaping workshop	Soil test kits for participants	30	kits	\$10	\$300	
	TU Streambank Restoration	Root wads	60	wads	\$200	\$12,000	
	TU Streambank Restoration	Fill material/soil lifts	1300	cubic yds	\$25	\$32,500	
	TU Streambank Restoration	Rock	350	tons	\$30	\$10,500	
	TU Streambank Restoration	Native grass/wildflower seed	0.5	acres	\$500	\$250	
	TU Streambank Restoration	Tree seedlings and shrubs	0.5	acres	\$1,750	\$875	
Contractual	TU Streambank Restoration	Grading and habitat structure installation w/excavator	176	hours	\$140	\$24,640	
	Beautiful Buffers	Site preparation: herbicide application	10	hours	\$12	\$120	
	Turf to trees planting	Site preparation for planting (augering holes, invasive species removal)	24	hours	\$40	\$960	
	Turf to trees and Beautiful Buffers plantings	Piedmont Environmental Council, Clarke and Loudoun Field Officer: develop publicity and outreach plan to create a volunteer pool for planting projects, facilitate plantings	10	hours	\$30	\$300	
	Sustainable landscaping workshop	Piedmont Environmental Council, Clarke and Loudoun Field Officer: develop, coordinate and promote workshop	20	hours	\$30	\$600	
	TU Streambank Restoration	Site preparation: herbicide application	4	hours	\$12	\$48	
	TU Streambank Restoration	Site preparation: augering holes	4	hours	\$40	\$160	
	TU Streambank Restoration	Dump Truck	176	hours	\$85	\$14,960	
	TU Streambank Restoration	Equipment Mobilization	N/A	N/A	N/A	\$2,000	
	TU Streambank Restoration	Travel to and from project site for TU staff	909	miles	\$0.55	\$500	
	FOSR Monitoring	E. coli enumeration: Spout Run FOSR site	24	samples (12/yr x 2yr)	\$50	\$1,200	
	FOSR Monitoring	E. coli enumeration: Roseville Run FOSR site	24	samples (12/yr x 2yr)	\$50	\$1,200	
	FOSR Monitoring	E. coli enumeration: Page Brook FOSR site	24	samples (12/yr x 2yr)	\$50	\$1,200	
	FOSR Monitoring	water chemistry pH,Temp,Turb, ortho P, tot P, NH4, NO2+NO3, tot N	24	samples (12/yr x 2yr)	\$75	\$1,800	
	FOSR Monitoring	water chemistry pH,Temp,Turb, ortho P, tot P, NH4, NO2+NO3, tot N	24	samples (12/yr x 2yr)	\$75	\$1,800	
	FOSR Monitoring	water chemistry pH,Temp,Turb, ortho P, tot P, NH4, NO2+NO3, tot N	24	samples (12/yr x 2yr)	\$75	\$1,800	
	Volunteer Monitoring	Piedmont Environmental Council, Clarke and Loudoun Field Officer: conduct volunteer monitoring training in coordination with FOSR	10	hours	\$30	\$300	
	Downstream Project Multimedia Outreach Campaign	Website development, video blog posting, email notifications, social network postings, and reciprocal linking	80	hours	\$50	\$4,000	\$0.00
	Downstream Project Multimedia Outreach Campaign	Videographer, assistant, and gear: progress footage twice monthly at 2.5 hours each	115	hours	\$100	\$11,500	
	Downstream Project Multimedia Outreach Campaign	Video Editing, monthly video blog and compilation video	100	hours	\$35	\$3,500	
Downstream Project Multimedia Outreach Campaign	Photography: Interactive geo-coded map with website embedding	24	hours	\$30	\$720		
Downstream Project Multimedia Outreach Campaign	DVD Cover graphics, editorial, and disk imprint	7	hours	\$75	\$525		
Downstream Project Multimedia Outreach Campaign	DVD reproduction, Diskmakers, short-run	100	DVDs	\$3	\$299		
<b>TOTAL NFWF FUNDS REQUESTED</b>						<b>\$141,602</b>	

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Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For JULY	Expenditures Year-to-Date	Available Balance	Percent Used
FD 100 GENERAL FUND							
PJT 000 NON-CATEGORICAL							
FUNC 11010 BOARD OF SUPERVISORS							
1300	SALARIES AND WAGES - PART TIME	\$ 13,800.00	\$ 12,650.00	\$ 1,150.00	\$ 1,150.00	\$ 0.00	100.00
2100	FICA BENEFITS	\$ 1,056.00	\$ 815.67	\$ 74.15	\$ 74.15	\$ 166.18	84.26
2300	HOSPITAL/MEDICAL PLANS	\$ 10,960.00	\$ 10,046.70	\$ 913.30	\$ 913.30	\$ 0.00	100.00
3100	PROFESSIONAL SERVICES	\$ 9,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 9,000.00	0.00
3600	ADVERTISING	\$ 5,600.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,600.00	0.00
5210	POSTAL SERVICES	\$ 300.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 300.00	0.00
5307	PUBLIC OFFICIAL LIABILITY INS.	\$ 6,100.00	\$ 0.00	\$ 5,947.00	\$ 5,947.00	\$ 153.00	97.49
5540	TRAVEL CONVENTION & EDUCATION	\$ 3,000.00	\$ 0.00	\$ 1,621.75	\$ 1,621.75	\$ 1,378.25	54.06
5800	MISCELLANEOUS CHARGES	\$ 1,600.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,600.00	0.00
5810	DUES & ASSOC. MEMBERSHIPS	\$ 5,200.00	\$ 0.00	\$ 0.00	\$ 3,141.00	\$ 2,059.00	60.40
6001	OFFICE SUPPLIES	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
11010	BOARD OF SUPERVISORS	\$ 57,116.00	\$ 23,512.37	\$ 9,706.20	\$ 12,847.20	\$ 20,756.43	63.66
FUNC 12110 COUNTY ADMINISTRATOR							
1100	SALARIES - REGULAR	\$ 215,195.00	\$ 197,262.08	\$ 17,932.92	\$ 17,932.92	\$ 0.00	100.00
1300	SALARIES - PART TIME	\$ 0.00	\$ 0.00	\$ 437.50	\$ 437.50	\$ 437.50	100.00
2100	FICA BENEFITS	\$ 16,462.00	\$ 14,441.48	\$ 1,346.32	\$ 1,346.32	\$ 674.20	95.90
2210	VSRS BENEFITS	\$ 26,125.00	\$ 23,947.62	\$ 2,177.05	\$ 2,177.05	\$ 0.33	100.00
2300	HEALTH INSURANCE BENEFITS	\$ 19,688.00	\$ 18,047.36	\$ 1,640.64	\$ 1,640.64	\$ 0.00	100.00
2400	LIFE INSURANCE	\$ 2,561.00	\$ 2,347.41	\$ 213.41	\$ 213.41	\$ 0.18	99.99
2700	WORKERS COMPENSATION INSURANCE	\$ 195.00	\$ 0.00	\$ 168.59	\$ 168.59	\$ 26.41	86.46
3320	MAINTENANCE SERVICE CONTRACT	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
3500	PRINTING AND BINDING	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,000.00	0.00
5210	POSTAL SERVICES	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
5230	TELECOMMUNICATIONS	\$ 1,000.00	\$ 600.00	\$ 0.00	\$ 0.00	\$ 400.00	60.00
5540	TRAVEL CONVENTION & EDUCATION	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00	0.00
5810	DUES & ASSOCIATION MEMBERSHIPS	\$ 1,000.00	\$ 0.00	\$ 517.93	\$ 517.93	\$ 482.07	51.79
6001	OFFICE SUPPLIES	\$ 1,000.00	\$ 0.00	\$ 17.55	\$ 17.55	\$ 982.45	1.75
6008	VEHICLE AND EQUIP FUEL	\$ 1,200.00	\$ 0.00	\$ 46.14	\$ 46.14	\$ 1,153.86	3.84
6012	BOOKS AND SUBSCRIPTIONS	\$ 1,350.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,350.00	0.00
12110	COUNTY ADMINISTRATOR	\$ 289,776.00	\$ 256,645.95	\$ 24,498.05	\$ 24,498.05	\$ 8,632.00	97.02
FUNC 12210 LEGAL SERVICES							
1100	SALARIES/WAGES - REGULAR	\$ 38,844.00	\$ 35,607.00	\$ 3,237.00	\$ 3,237.00	\$ 0.00	100.00
2100	FICA	\$ 2,972.00	\$ 2,723.94	\$ 247.63	\$ 247.63	\$ 0.43	99.99
2700	WORKER'S COMPENSATION	\$ 0.00	\$ 0.00	\$ 27.39	\$ 27.39	\$ 27.39	100.00
3100	PROFESSIONAL SERVICES	\$ 30,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 30,000.00	0.00
12210	LEGAL SERVICES	\$ 71,816.00	\$ 38,330.94	\$ 3,512.02	\$ 3,512.02	\$ 29,973.04	58.26
FUNC 12310 COMMISSIONER OF REVENUE							
1100	SALARIES - REGULAR	\$ 139,602.00	\$ 126,335.00	\$ 11,485.00	\$ 11,485.00	\$ 1,782.00	98.72
2100	FICA BENEFITS	\$ 10,680.00	\$ 8,805.55	\$ 800.50	\$ 800.50	\$ 1,073.95	89.94
2210	VSRS BENEFITS	\$ 16,948.00	\$ 15,337.07	\$ 1,394.28	\$ 1,394.28	\$ 216.65	98.72
2300	HEALTH INSURANCE BENEFITS	\$ 20,184.00	\$ 18,501.99	\$ 1,682.01	\$ 1,682.01	\$ 0.00	100.00
2400	LIFE INSURANCE	\$ 1,661.00	\$ 1,503.39	\$ 136.66	\$ 136.66	\$ 20.95	98.74
2700	WORKERS COMPENSATION INSURANCE	\$ 130.00	\$ 0.00	\$ 107.97	\$ 107.97	\$ 22.03	83.05
3100	PROFESSIONAL SERVICES	\$ 100.00	\$ 0.00	\$ 22.05	\$ 22.05	\$ 77.95	22.05
3320	MAINTENANCE SERVICE CONTRACTS	\$ 500.00	\$ 120.00	\$ 0.00	\$ 0.00	\$ 380.00	24.00
3500	PRINTING AND BINDING	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
3600	ADVERTISING	\$ 250.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 250.00	0.00
4100	DATA PROCESSING	\$ 1,900.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,900.00	0.00
5210	POSTAL SERVICES	\$ 2,200.00	\$ 0.00	\$ 0.00	\$ 100.00	\$ 2,100.00	4.55
5230	TELECOMMUNICATIONS	\$ 600.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 600.00	0.00
5510	TRAVEL MILEAGE	\$ 300.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 300.00	0.00
5540	TRAVEL CONVENTION & EDUCATION	\$ 2,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,500.00	0.00
5810	DUES & MEMBERSHIPS	\$ 800.00	\$ 0.00	\$ 10.00	\$ 10.00	\$ 790.00	1.25
6001	OFFICE SUPPLIES	\$ 1,100.00	\$ 0.00	\$ 350.00	\$ 350.00	\$ 750.00	31.82

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6012	BOOKS AND SUBSCRIPTIONS	\$ 800.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 105.00	\$ 695.00	13.12
12310	COMMISSIONER OF REVENUE	\$ 200,755.00	\$ 170,603.00	\$ 15,988.47	\$ 15,988.47	\$ 16,193.47	\$ 13,958.53	93.05
3320	FUNC 12320 ASSESSOR MAINTENANCE SERVICE CONTRACT	\$ 3,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,500.00	0.00
1100	FUNC 12410 TREASURER SALARIES - REGULAR	\$ 163,209.00	\$ 153,501.33	\$ 13,954.66	\$ 13,954.66	\$ 13,954.66	\$ 4,246.99	102.60
2100	FICA BENEFITS	\$ 12,486.00	\$ 11,522.21	\$ 1,047.45	\$ 1,047.45	\$ 1,047.45	\$ 83.66	100.67
2210	VRSR BENEFITS	\$ 19,814.00	\$ 18,635.06	\$ 1,694.09	\$ 1,694.09	\$ 1,694.09	\$ 515.15	102.60
2300	HEALTH INSURANCE BENEFITS	\$ 10,960.00	\$ 10,046.70	\$ 913.30	\$ 913.30	\$ 913.30	\$ 0.00	100.00
2400	LIFE INSURANCE	\$ 1,942.00	\$ 1,826.67	\$ 166.05	\$ 166.05	\$ 166.05	\$ 50.72	102.61
2700	WORKERS COMPENSATION INSURANCE	\$ 150.00	\$ 0.00	\$ 126.47	\$ 126.47	\$ 126.47	\$ 23.53	84.31
3100	PROFESSIONAL SERVICES	\$ 300.00	\$ 0.00	\$ 22.05	\$ 22.05	\$ 22.05	\$ 277.95	7.35
3320	MAINTENANCE SERVICE CONTRACT	\$ 200.00	\$ 120.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 80.00	60.00
3500	PRINTING AND BINDING	\$ 9,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 9,000.00	0.00
3600	ADVERTISING	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,000.00	0.00
5210	POSTAL SERVICES	\$ 20,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	\$ 19,900.00	0.50
5230	TELECOMMUNICATIONS	\$ 1,600.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,600.00	0.00
5510	TRAVEL MILEAGE	\$ 150.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 150.00	0.00
5540	TRAVEL CONVENTION & EDUCATION	\$ 1,600.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,600.00	0.00
5810	DUES & MEMBERSHIPS	\$ 900.00	\$ 0.00	\$ 680.00	\$ 680.00	\$ 680.00	\$ 220.00	75.56
6001	OFFICE SUPPLIES	\$ 4,100.00	\$ 0.00	\$ 58.50	\$ 58.50	\$ 58.50	\$ 4,041.50	1.43
6022	SUPPLIES - DOG TAGS	\$ 750.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 750.00	0.00
12410	TREASURER	\$ 249,161.00	\$ 195,651.97	\$ 18,662.57	\$ 18,662.57	\$ 18,762.57	\$ 34,746.46	86.05
1100	FUNC 12510 DATA PROCESSING SALARIES & WAGES - REGULAR	\$ 122,425.00	\$ 112,222.92	\$ 10,202.08	\$ 10,202.08	\$ 10,202.08	\$ 0.00	100.00
1300	SALARIES - PART TIME	\$ 0.00	\$ 0.00	\$ 307.50	\$ 307.50	\$ 307.50	\$ 307.50	100.00
2100	FICA BENEFITS	\$ 9,366.00	\$ 8,024.44	\$ 753.01	\$ 753.01	\$ 753.01	\$ 588.55	93.72
2210	VRSR	\$ 14,862.00	\$ 13,623.86	\$ 1,238.54	\$ 1,238.54	\$ 1,238.54	\$ 0.40	100.00
2300	HOSPITAL/MEDICAL PLANS	\$ 14,208.00	\$ 13,024.01	\$ 1,183.99	\$ 1,183.99	\$ 1,183.99	\$ 0.00	100.00
2400	LIFE INSURANCE	\$ 1,457.00	\$ 1,335.44	\$ 121.41	\$ 121.41	\$ 121.41	\$ 0.15	99.99
2700	WORKER'S COMPENSATION	\$ 115.00	\$ 0.00	\$ 103.29	\$ 103.29	\$ 103.29	\$ 11.71	89.82
3100	PROFESSIONAL SERVICES	\$ 22,000.00	\$ 2,250.00	\$ 2,972.00	\$ 2,972.00	\$ 3,172.00	\$ 16,578.00	24.65
3320	MAINTENANCE SERVICE CONTRACT	\$ 40,000.00	\$ 15,550.78	\$ 2,739.22	\$ 2,739.22	\$ 8,439.22	\$ 16,010.00	59.98
5210	POSTAL SERVICES	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	0.00
5230	TELECOMMUNICATIONS	\$ 35,000.00	\$ 10,560.00	\$ 850.00	\$ 850.00	\$ 4,940.51	\$ 19,499.49	44.29
5540	TRAVEL CONVENTION & EDUCATION	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
6001	OFFICE SUPPLIES	\$ 1,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,500.00	0.00
8207	EDP EQUIPMENT	\$ 18,000.00	\$ 4,362.00	\$ 16.98	\$ 16.98	\$ 16.98	\$ 13,621.02	24.33
12510	DATA PROCESSING	\$ 279,533.00	\$ 180,953.45	\$ 20,488.02	\$ 20,488.02	\$ 30,478.53	\$ 68,101.02	75.64
1300	FUNC 13100 ELECTORAL BOARD AND OFFICIALS SALARIES - PART TIME	\$ 6,014.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6,014.00	0.00
2100	FICA	\$ 461.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 461.00	0.00
3000	PURCHASED SERVICES	\$ 5,300.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,300.00	0.00
3160	ELECTORAL BOARD SERVICES	\$ 7,975.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 7,975.00	0.00
3320	MAINTENANCE SERVICE CONTRACT	\$ 5,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,000.00	0.00
3500	PRINTING AND BINDING	\$ 2,576.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,576.00	0.00
3600	ADVERTISING	\$ 340.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 340.00	0.00
5210	POSTAL SERVICES	\$ 1,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 64.00	\$ 1,436.00	4.27
5400	LEASES AND RENTALS	\$ 1,050.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,050.00	0.00
5510	TRAVEL MILEAGE	\$ 350.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 350.00	0.00
5540	TRAVEL CONVENTION & EDUCATION	\$ 600.00	\$ 0.00	\$ 429.68	\$ 429.68	\$ 594.68	\$ 5.32	99.11
5810	DUES, SUBSCRIPTIONS & MEMBERSHIPS	\$ 150.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 150.00	0.00
6000	MATERIAL AND SUPPLIES	\$ 1,670.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,670.00	0.00
13100	ELECTORAL BOARD AND OFFICIALS	\$ 32,986.00	\$ 0.00	\$ 429.68	\$ 429.68	\$ 658.68	\$ 32,327.32	2.00
1100	FUNC 13200 REGISTRAR SALARIES - REGULAR	\$ 46,783.00	\$ 41,736.75	\$ 3,794.25	\$ 3,794.25	\$ 3,794.25	\$ 1,252.00	97.32
1300	SALARIES - PART TIME	\$ 8,840.00	\$ 0.00	\$ 106.00	\$ 106.00	\$ 106.00	\$ 8,734.00	1.20
2100	FICA BENEFITS	\$ 4,256.00	\$ 3,208.06	\$ 299.75	\$ 299.75	\$ 299.75	\$ 748.19	82.42

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2210	VSRS BENEFITS	\$ 5,679.00	\$ 5,066.84	\$ 460.62	\$ 460.62	\$ 460.62	151.54	97.33
2400	LIFE INSURANCE	\$ 557.00	\$ 496.67	\$ 45.15	\$ 45.15	\$ 45.15	15.18	97.27
2700	WORKERS COMPENSATION INSURANCE	\$ 50.00	\$ 0.00	\$ 35.67	\$ 35.67	\$ 35.67	14.33	71.34
3310	REPAIR & MAINTENANCE	\$ 200.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	200.00	0.00
3320	MAINTENANCE & SERVICE CONTRACT	\$ 180.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	180.00	0.00
5230	TELECOMMUNICATIONS	\$ 900.00	\$ 600.00	\$ 0.00	\$ 0.00	\$ 0.00	300.00	66.67
5510	TRAVEL MILEAGE	\$ 150.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	150.00	0.00
5540	TRAVEL CONVENTION & EDUCATION	\$ 850.00	\$ 0.00	\$ 71.73	\$ 71.73	\$ 71.73	778.27	8.44
5810	DUES & SUBSCRIPTIONS	\$ 150.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	150.00	0.00
6001	OFFICE SUPPLIES	\$ 725.00	\$ 0.00	\$ 21.78	\$ 21.78	\$ 21.78	703.22	3.00
13200	REGISTRAR	\$ 69,320.00	\$ 51,108.32	\$ 4,834.95	\$ 4,834.95	\$ 4,834.95	13,376.73	80.70
FUNC 21100 CIRCUIT COURT								
5841	COMPENSATION OF JURORS	\$ 1,800.00	\$ 0.00	\$ 150.00	\$ 150.00	\$ 150.00	1,650.00	8.33
5842	JURY COMMISSIONERS	\$ 180.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	180.00	0.00
7001	SHARED COURT SERVICES	\$ 9,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	9,500.00	0.00
21100	CIRCUIT COURT	\$ 11,480.00	\$ 0.00	\$ 150.00	\$ 150.00	\$ 150.00	11,330.00	1.31
FUNC 21200 GENERAL DISTRICT COURT								
3150	LEGAL	\$ 0.00	\$ 0.00	\$ 120.00	\$ 120.00	\$ 120.00	120.00	100.00
3320	MAINTENANCE SERVICE CONTRACT	\$ 0.00	\$ 240.00	\$ 0.00	\$ 0.00	\$ 0.00	240.00	100.00
5210	POSTAL SERVICES	\$ 980.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	980.00	0.00
5230	TELECOMMUNICATIONS	\$ 1,900.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	1,900.00	0.00
6001	OFFICE SUPPLIES	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	500.00	0.00
6012	BOOKS AND SUBSCRIPTIONS	\$ 600.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	600.00	0.00
21200	GENERAL DISTRICT COURT	\$ 3,980.00	\$ 240.00	\$ 120.00	\$ 120.00	\$ 120.00	3,620.00	9.05
FUNC 21300 MAGISTRATE								
5230	TELECOMMUNICATIONS	\$ 400.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	400.00	0.00
FUNC 21500 JUVENILE & DOMESTIC RELATIONS OFFICE								
3320	MAINTENANCE SERVICE CONTRACT	\$ 421.00	\$ 400.00	\$ 0.00	\$ 0.00	\$ 0.00	21.00	95.01
5210	POSTAL SERVICES	\$ 450.00	\$ 372.00	\$ 0.00	\$ 0.00	\$ 100.00	22.00	104.89
5230	TELECOMMUNICATIONS	\$ 700.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	700.00	0.00
5810	DUES & MEMBERSHIPS	\$ 100.00	\$ 0.00	\$ 40.00	\$ 40.00	\$ 40.00	60.00	40.00
6001	OFFICE SUPPLIES	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	1,000.00	0.00
21500	JUVENILE & DOMESTIC RELATIONS OF	\$ 2,671.00	\$ 772.00	\$ 40.00	\$ 40.00	\$ 140.00	1,759.00	34.14
FUNC 21600 CLERK OF THE CIRCUIT COURT								
1100	Salaries - Regular	\$ 165,828.00	\$ 149,731.23	\$ 13,611.93	\$ 13,611.93	\$ 13,611.93	2,484.84	98.50
2100	FICA BENEFITS	\$ 12,686.00	\$ 11,603.77	\$ 1,054.89	\$ 1,054.89	\$ 1,054.89	27.34	99.78
2210	VSRS BENEFITS	\$ 20,132.00	\$ 18,177.37	\$ 1,652.49	\$ 1,652.49	\$ 1,652.49	302.14	98.50
2300	HEALTH INSURANCE BENEFITS	\$ 10,960.00	\$ 10,046.70	\$ 913.30	\$ 913.30	\$ 913.30	0.00	100.00
2400	LIFE INSURANCE	\$ 1,973.00	\$ 1,781.80	\$ 161.98	\$ 161.98	\$ 161.98	29.22	98.52
2700	WORKER'S COMPENSATION	\$ 155.00	\$ 0.00	\$ 127.96	\$ 127.96	\$ 127.96	27.04	82.55
3100	PROFESSIONAL SERVICES	\$ 3,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	3,000.00	0.00
3320	MAINTENANCE SERVICE CONTRACT	\$ 900.00	\$ 730.00	\$ 243.00	\$ 243.00	\$ 243.00	73.00	108.11
3500	PRINTING AND BINDING	\$ 300.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	300.00	0.00
3510	MICROFILMING	\$ 7,000.00	\$ 0.00	\$ 568.06	\$ 568.06	\$ 568.06	6,431.94	8.12
5210	POSTAL SERVICES	\$ 2,800.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	2,700.00	3.57
5230	TELECOMMUNICATIONS	\$ 900.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	900.00	0.00
6001	OFFICE SUPPLIES	\$ 6,500.00	\$ 0.00	\$ 97.35	\$ 97.35	\$ 97.35	6,402.65	1.50
21600	CLERK OF THE CIRCUIT COURT	\$ 233,134.00	\$ 192,070.87	\$ 18,430.96	\$ 18,430.96	\$ 18,530.96	22,532.17	90.34
FUNC 21900 VICTIM/WITNESS PROGRAM								
1300	SALARIES/WAGES - PART TIME	\$ 28,965.00	\$ 26,551.26	\$ 2,413.75	\$ 2,413.75	\$ 2,413.75	0.01	100.00
2100	FICA	\$ 2,217.00	\$ 2,006.52	\$ 182.42	\$ 182.42	\$ 182.42	28.06	98.73
2210	VSRS	\$ 3,516.00	\$ 3,223.32	\$ 293.03	\$ 293.03	\$ 293.03	0.35	100.01
2300	Health Insurance	\$ 4,252.00	\$ 5,023.15	\$ 456.65	\$ 456.65	\$ 456.65	1,227.80	128.88
2400	LIFE INSURANCE	\$ 345.00	\$ 407.18	\$ 37.02	\$ 37.02	\$ 37.02	99.20	128.75
2700	WORKER'S COMPENSATION	\$ 40.00	\$ 0.00	\$ 29.24	\$ 29.24	\$ 29.24	10.76	73.10
5540	TRAVEL CONVENTION & EDUCATION	\$ 600.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	600.00	0.00

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Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For	Expenditures JULY	Expenditures Year-to-Date	Available Balance	Percent Used
5810	DUES,SUBSCRIPTIONS & MEMBERSHIPS	\$ 75.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 75.00	0.00
6001	OFFICE SUPPLIES	\$ 250.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 250.00	0.00
21900	VICTIM/WITNESS PROGRAM	\$ 40,260.00	\$ 37,211.43	\$ 3,412.11	\$ 3,412.11	\$ 3,412.11	\$ 363.54	100.90
	FUNC 21930 BLUE RIDGE LEGAL SERVICES							
5699	CIVIC CONTRIBUTIONS	\$ 1,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,500.00	0.00
	FUNC 21940 REGIONAL COURT SERVICES							
5699	CIVIC CONTRIBUTIONS	\$ 3,759.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,759.00	0.00
	FUNC 22100 COMMONWEALTH'S ATTORNEY							
1100	SALARIES - REGULAR	\$ 188,734.00	\$ 170,138.72	\$ 15,467.15	\$ 15,467.15	\$ 15,467.15	\$ 3,128.13	98.34
1300	SALARIES - PART TIME	\$ 12,300.00	\$ 0.00	\$ 1,016.00	\$ 1,016.00	\$ 1,016.00	\$ 11,284.00	8.26
2100	FICA BENEFITS	\$ 15,379.00	\$ 14,902.56	\$ 1,432.50	\$ 1,432.50	\$ 1,432.50	\$ 956.06	106.22
2210	VRSR BENEFITS	\$ 21,343.00	\$ 19,323.13	\$ 1,756.65	\$ 1,756.65	\$ 1,756.65	\$ 263.22	98.77
2300	HEALTH INSURANCE BENEFITS	\$ 10,863.00	\$ 10,046.30	\$ 913.30	\$ 913.30	\$ 913.30	\$ 96.60	100.89
2400	LIFE INSURANCE	\$ 2,092.00	\$ 1,894.11	\$ 172.19	\$ 172.19	\$ 172.19	\$ 25.70	98.77
2700	WORKERS COMPENSATION INSURANCE	\$ 180.00	\$ 0.00	\$ 157.58	\$ 157.58	\$ 157.58	\$ 22.42	87.54
3320	MAINTENANCE SERVICE CONTRACT	\$ 750.00	\$ 704.50	\$ 63.90	\$ 63.90	\$ 63.90	\$ 18.40	102.45
5210	POSTAL SERVICES	\$ 1,100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,100.00	0.00
5230	TELECOMMUNICATIONS	\$ 600.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 600.00	0.00
5540	TRAVEL CONVENTION & EDUCATION	\$ 3,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,500.00	0.00
5549	WITNESS TRAVEL EXPENDITURES	\$ 800.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 800.00	0.00
5810	DUES & MEMBERSHIPS	\$ 800.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 800.00	0.00
6001	OFFICE SUPPLIES	\$ 1,500.00	\$ 0.00	\$ 252.65	\$ 252.65	\$ 252.65	\$ 1,247.35	16.84
6012	BOOKS AND SUBSCRIPTIONS	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 420.00	\$ 420.00	\$ 580.00	42.00
22100	COMMONWEALTH'S ATTORNEY	\$ 260,941.00	\$ 217,009.32	\$ 21,231.92	\$ 21,651.92	\$ 21,651.92	\$ 22,279.76	91.46
	FUNC 31200 SHERIFF							
1100	SALARIES - REGULAR	\$ 1,037,826.00	\$ 895,830.67	\$ 78,164.75	\$ 78,164.75	\$ 78,164.75	\$ 63,830.58	93.85
1300	SALARIES - PART TIME	\$ 20,000.00	\$ 0.00	\$ 1,311.75	\$ 1,311.75	\$ 1,311.75	\$ 18,688.25	6.56
2100	FICA BENEFITS	\$ 80,923.00	\$ 63,429.25	\$ 5,617.70	\$ 5,617.70	\$ 5,617.70	\$ 11,876.05	85.32
2210	VRSR BENEFITS	\$ 127,541.00	\$ 108,753.84	\$ 9,637.14	\$ 9,637.14	\$ 9,637.14	\$ 9,150.02	92.83
2300	HEALTH INSURANCE BENEFITS	\$ 127,328.00	\$ 109,886.72	\$ 9,740.63	\$ 9,740.63	\$ 9,740.63	\$ 7,700.65	93.95
2400	LIFE INSURANCE	\$ 12,502.00	\$ 10,660.38	\$ 944.64	\$ 944.64	\$ 944.64	\$ 896.98	92.83
2700	WORKERS COMPENSATION INSURANCE	\$ 11,800.00	\$ 0.00	\$ 11,383.68	\$ 11,383.68	\$ 11,383.68	\$ 416.32	96.47
2860	LINE OF DUTY BENEFITS	\$ 7,100.00	\$ 0.00	\$ 6,834.32	\$ 6,834.32	\$ 6,834.32	\$ 265.68	96.26
3100	PROFESSIONAL SERVICES	\$ 7,000.00	\$ 0.00	\$ 14.12	\$ 14.12	\$ 14.12	\$ 6,985.88	0.20
3310	REPAIR & MAINTENANCE	\$ 3,000.00	\$ 9,675.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 7,000.00	333.33
3320	MAINTENANCE SERVICE CONTRACT	\$ 18,390.00	\$ 15,030.00	\$ 12,883.42	\$ 12,883.42	\$ 12,883.42	\$ 9,523.42	151.79
3350	INSURED REPAIRS	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
5210	POSTAL SERVICES	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 400.00	\$ 1,600.00	20.00
5230	TELECOMMUNICATIONS	\$ 12,000.00	\$ 14,280.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,280.00	119.00
5305	MOTOR VEHICLE INSURANCE	\$ 13,000.00	\$ 0.00	\$ 13,338.00	\$ 13,338.00	\$ 13,338.00	\$ 338.00	102.60
5530	TRAVEL SUBSISTANCE & LODGING	\$ 7,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 7,000.00	0.00
5540	TRAVEL CONVENTION & EDUCATION	\$ 2,500.00	\$ 0.00	\$ 1,020.00	\$ 1,245.00	\$ 1,245.00	\$ 1,255.00	49.80
5800	MISCELLANEOUS CHARGES	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 35.00	\$ 35.00	\$ 965.00	3.50
5810	DUES & MEMBERSHIPS	\$ 2,500.00	\$ 0.00	\$ 0.00	\$ 80.00	\$ 80.00	\$ 2,420.00	3.20
6001	OFFICE SUPPLIES	\$ 4,000.00	\$ 0.00	\$ 40.85	\$ 40.85	\$ 40.85	\$ 3,959.15	1.02
6007	REPAIR AND MAINTENANCE SUPPLIES	\$ 39,900.00	\$ 9,556.47	\$ 1,377.61	\$ 1,377.61	\$ 1,377.61	\$ 28,965.92	27.40
6008	VEHICLE AND EQUIP FUEL	\$ 75,000.00	\$ 0.00	\$ 2,445.48	\$ 2,445.48	\$ 2,445.48	\$ 72,554.52	3.26
6010	POLICE SUPPLIES	\$ 5,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,500.00	0.00
6011	UNIFORM AND WEARING APPAREL	\$ 6,500.00	\$ 0.00	\$ 89.99	\$ 89.99	\$ 89.99	\$ 6,410.01	1.38
6017	AMMUNITION	\$ 9,000.00	\$ 8,977.03	\$ 0.00	\$ 0.00	\$ 0.00	\$ 22.97	99.74
6024	INSURED REPAIRS	\$ 11,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 11,000.00	0.00
31200	SHERIFF	\$ 1,644,810.00	\$ 1,246,079.36	\$ 155,169.08	\$ 155,909.08	\$ 155,909.08	\$ 242,821.56	85.24
	FUNC 31210 CRIMINAL JUSTICE TRAINING CENTER							
5699	CIVIC CONTRIBUTIONS	\$ 16,000.00	\$ 0.00	\$ 13,447.50	\$ 13,447.50	\$ 13,447.50	\$ 2,552.50	84.05
	FUNC 31220 DRUG TASK FORCE							
5699	CIVIC CONTRIBUTIONS	\$ 12,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 12,500.00	0.00
	FUNC 32100 EMERGENCY MEDICAL SERVICES							

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1100	SALARIES - REGULAR	\$ 257,022.00	\$ 235,130.96	\$ 19,191.04	\$ 19,191.04	\$ 2,700.00	98.95
1300	SALARIES - PART TIME	\$ 18,000.00	\$ 0.00	\$ 1,320.00	\$ 1,320.00	\$ 16,680.00	7.33
2100	FICA BENEFITS	\$ 21,037.00	\$ 14,048.62	\$ 1,399.14	\$ 1,399.14	\$ 5,589.24	73.43
2210	VSRS BENEFITS	\$ 22,924.00	\$ 21,011.37	\$ 1,910.30	\$ 1,910.30	\$ 2.33	99.99
2300	HEALTH INSURANCE BENEFITS	\$ 33,820.00	\$ 31,001.65	\$ 2,818.35	\$ 2,818.35	\$ 0.00	100.00
2400	LIFE INSURANCE	\$ 2,247.00	\$ 2,059.60	\$ 187.24	\$ 187.24	\$ 0.16	99.99
2700	WORKERS COMPENSATION INSURANCE	\$ 15,000.00	\$ 0.00	\$ 12,185.39	\$ 12,185.39	\$ 2,814.61	81.24
2860	LINE OF DUTY BENEFITS	\$ 2,160.00	\$ 0.00	\$ 2,278.26	\$ 2,278.26	\$ 118.26	105.48
5230	TELECOMMUNICATIONS	\$ 800.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 800.00	0.00
5540	TRAVEL CONVENTION & EDUCATION	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	0.00
6001	OFFICE SUPPLIES	\$ 400.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 400.00	0.00
6008	VEHICLE AND EQUIP FUEL	\$ 1,500.00	\$ 0.00	\$ 71.10	\$ 71.10	\$ 1,428.90	4.74
6011	UNIFORM AND WEARING APPAREL	\$ 1,100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,100.00	0.00
32100	EMERGENCY MEDICAL SERVICES	\$ 376,110.00	\$ 303,252.20	\$ 41,360.82	\$ 41,360.82	\$ 31,496.98	91.63
	FUNC 32200 VOLUNTEER FIRE COMPANIES						
5697	TWO FOR LIFE DISTRIBUTION	\$ 15,541.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 15,541.00	0.00
5698	FIRE PROGRAMS DISTRIBUTION	\$ 25,666.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 25,666.00	0.00
5699	CIVIC CONTRIBUTIONS	\$ 20,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 20,000.00	0.00
32200	VOLUNTEER FIRE COMPANIES	\$ 61,207.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 61,207.00	0.00
	FUNC 32201 BLUE RIDGE VOLUNTEER FIRE COMPANY						
2860	LINE OF DUTY BENEFITS	\$ 1,900.00	\$ 0.00	\$ 1,495.00	\$ 1,495.00	\$ 405.00	78.68
5699	CIVIC CONTRIBUTIONS	\$ 50,000.00	\$ 0.00	\$ 12,500.00	\$ 12,500.00	\$ 37,500.00	25.00
32201	BLUE RIDGE VOLUNTEER FIRE COMPAN	\$ 51,900.00	\$ 0.00	\$ 13,995.00	\$ 13,995.00	\$ 37,905.00	26.97
	FUNC 32202 BOYCE VOLUNTEER FIRE COMPANY						
2860	LINE OF DUTY BENEFITS	\$ 2,900.00	\$ 0.00	\$ 2,384.42	\$ 2,384.42	\$ 515.58	82.22
5699	CIVIC CONTRIBUTIONS	\$ 50,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 50,000.00	0.00
32202	BOYCE VOLUNTEER FIRE COMPANY	\$ 52,900.00	\$ 0.00	\$ 2,384.42	\$ 2,384.42	\$ 50,515.58	4.51
	FUNC 32203 ENDERS VOLUNTEER FIRE COMPANY						
2860	LINE OF DUTY BENEFITS	\$ 4,000.00	\$ 0.00	\$ 3,445.00	\$ 3,445.00	\$ 555.00	86.12
5699	CIVIC CONTRIBUTIONS	\$ 75,000.00	\$ 0.00	\$ 18,750.00	\$ 18,750.00	\$ 56,250.00	25.00
32203	ENDERS VOLUNTEER FIRE COMPANY	\$ 79,000.00	\$ 0.00	\$ 22,195.00	\$ 22,195.00	\$ 56,805.00	28.09
	FUNC 32300 LORD FAIRFAX EMERGENCY MEDICAL						
5699	CIVIC CONTRIBUTION	\$ 4,929.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,929.00	0.00
	FUNC 32400 FORESTRY SERVICE						
5699	CIVIC CONTRIBUTION	\$ 2,712.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,712.00	0.00
	FUNC 33100 REGIONAL JAIL						
7000	JOINT OPERATIONS	\$ 577,987.00	\$ 0.00	\$ 135,719.75	\$ 135,719.75	\$ 442,267.25	23.48
	FUNC 33200 JUVENILE DETENTION						
3840	PURCHASED SERVICES - DETENTION C	\$ 57,904.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 57,904.00	0.00
	FUNC 33300 PROBATION OFFICE						
5210	POSTAL SERVICES	\$ 125.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 125.00	0.00
5230	TELECOMMUNICATIONS	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
6001	OFFICE SUPPLIES	\$ 300.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 300.00	0.00
33300	PROBATION OFFICE	\$ 925.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 925.00	0.00
	FUNC 34100 BUILDING INSPECTIONS						
1100	SALARIES - REGULAR	\$ 98,455.00	\$ 90,250.42	\$ 8,204.58	\$ 8,204.58	\$ 0.00	100.00
2100	FICA BENEFITS	\$ 7,531.00	\$ 6,238.93	\$ 567.17	\$ 567.17	\$ 724.90	90.37
2210	VSRS BENEFITS	\$ 11,952.00	\$ 10,956.40	\$ 996.03	\$ 996.03	\$ 0.43	100.00
2300	HEALTH INSURANCE BENEFITS	\$ 11,952.00	\$ 10,955.96	\$ 996.04	\$ 996.04	\$ 0.00	100.00
2400	LIFE INSURANCE	\$ 1,172.00	\$ 1,073.97	\$ 97.64	\$ 97.64	\$ 0.39	99.97
2700	WORKERS COMPENSATION INSURANCE	\$ 1,100.00	\$ 0.00	\$ 1,012.69	\$ 1,012.69	\$ 87.31	92.06

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3320	MAINTENANCE SERVICE CONTRACT	\$ 1,900.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,900.00	0.00
3500	PRINTING AND BINDING	\$ 600.00	\$ 0.00	\$ 143.90	\$ 143.90	\$ 143.90	\$ 456.10	23.98
5210	POSTAL SERVICES	\$ 150.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 150.00	0.00
5230	TELECOMMUNICATIONS	\$ 900.00	\$ 312.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 588.00	34.67
5510	TRAVEL MILEAGE	\$ 0.00	\$ 0.00	\$ 136.17	\$ 136.17	\$ 136.17	\$ 136.17	100.00
5540	TRAVEL CONVENTION & EDUCATION	\$ 400.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 400.00	0.00
5810	DUES & MEMBERSHIPS	\$ 400.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 400.00	0.00
6001	OFFICE SUPPLIES	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
6008	VEHICLE AND EQUIP FUEL	\$ 2,500.00	\$ 0.00	\$ 90.76	\$ 90.76	\$ 90.76	\$ 2,409.24	3.63
6012	BOOKS AND SUBSCRIPTIONS	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
34100	BUILDING INSPECTIONS	\$ 140,012.00	\$ 119,787.68	\$ 12,244.98	\$ 12,244.98	\$ 12,244.98	\$ 7,979.34	94.30
	FUNC 35100 ANIMAL CONTROL							
1100	SALARIES - REGULAR	\$ 35,845.00	\$ 32,857.92	\$ 2,987.08	\$ 2,987.08	\$ 2,987.08	\$ 0.00	100.00
1300	SALARIES - PART TIME	\$ 18,000.00	\$ 0.00	\$ 1,165.84	\$ 1,165.84	\$ 1,165.84	\$ 16,834.16	6.48
2100	FICA BENEFITS	\$ 4,119.00	\$ 2,100.72	\$ 280.16	\$ 280.16	\$ 280.16	\$ 1,738.12	57.80
2210	VRSR BENEFITS	\$ 4,352.00	\$ 3,988.95	\$ 362.63	\$ 362.63	\$ 362.63	\$ 0.42	99.99
2300	HEALTH INSURANCE BENEFITS	\$ 5,976.00	\$ 5,477.98	\$ 498.02	\$ 498.02	\$ 498.02	\$ 0.00	100.00
2400	LIFE INSURANCE	\$ 427.00	\$ 391.01	\$ 35.55	\$ 35.55	\$ 35.55	\$ 0.44	99.90
2700	WORKERS COMPENSATION INSURANCE	\$ 600.00	\$ 0.00	\$ 566.87	\$ 566.87	\$ 566.87	\$ 33.13	94.48
3100	PROFESSIONAL SERVICES	\$ 12,204.00	\$ 0.00	\$ 375.47	\$ 375.47	\$ 375.47	\$ 11,828.53	3.08
3500	PRINTING AND BINDING	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	0.00
5210	POSTAL SERVICES	\$ 50.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 50.00	0.00
5230	TELECOMMUNICATIONS	\$ 1,500.00	\$ 156.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,344.00	10.40
5510	TRAVEL MILEAGE	\$ 350.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 350.00	0.00
5540	TRAVEL CONVENTION & EDUCATION	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00	0.00
5810	DUES & MEMBERSHIPS	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	0.00
6001	OFFICE SUPPLIES	\$ 150.00	\$ 0.00	\$ 31.10	\$ 31.10	\$ 31.10	\$ 118.90	20.73
6004	MEDICAL AND LABORATORY SUPPLIES	\$ 1,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,500.00	0.00
6008	VEHICLE AND EQUIP FUEL	\$ 848.00	\$ 0.00	\$ 67.63	\$ 67.63	\$ 67.63	\$ 780.37	7.98
6011	UNIFORM AND WEARING APPAREL	\$ 400.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 400.00	0.00
6014	OTHER OPERATING SUPPLIES	\$ 5,000.00	\$ 75.00	\$ 21.73	\$ 21.73	\$ 21.73	\$ 4,903.27	1.93
35100	ANIMAL CONTROL	\$ 92,521.00	\$ 45,047.58	\$ 6,392.08	\$ 6,392.08	\$ 6,392.08	\$ 41,081.34	55.60
	FUNC 35300 MEDICAL EXAMINER & INDIGENT BURIAL							
3100	PROFESSIONAL SERVICES	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00	0.00
	FUNC 35600 COMMUNICATIONS							
1100	Salaries - Regular	\$ 208,523.00	\$ 191,146.07	\$ 17,630.01	\$ 17,630.01	\$ 17,630.01	\$ 253.08	100.12
2100	FICA Benefits	\$ 15,953.00	\$ 13,951.47	\$ 1,287.67	\$ 1,287.67	\$ 1,287.67	\$ 713.86	95.53
2210	VRSR Benefits	\$ 25,315.00	\$ 23,205.13	\$ 2,109.55	\$ 2,109.55	\$ 2,109.55	\$ 0.32	100.00
2300	Health Insurance Benefits	\$ 33,376.00	\$ 30,594.73	\$ 2,781.27	\$ 2,781.27	\$ 2,781.27	\$ 0.00	100.00
2400	Life Insurance	\$ 2,481.00	\$ 2,274.65	\$ 206.78	\$ 206.78	\$ 206.78	\$ 0.43	100.02
2700	Worker's Compensation	\$ 200.00	\$ 0.00	\$ 163.36	\$ 163.36	\$ 163.36	\$ 36.64	81.68
3320	MAINTENANCE SERVICE CONTRACT	\$ 62,338.00	\$ 50,011.00	\$ 8,333.00	\$ 8,333.00	\$ 8,333.00	\$ 3,994.00	93.59
5230	TELECOMMUNICATIONS	\$ 25,250.00	\$ 1,200.00	\$ 1,309.78	\$ 1,309.78	\$ 1,309.78	\$ 22,740.22	9.94
5420	TOWER LEASE	\$ 27,500.00	\$ 47,620.00	\$ 2,070.00	\$ 2,070.00	\$ 2,070.00	\$ 22,190.00	180.69
5540	TRAVEL CONVENTION & EDUCATION	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,000.00	0.00
5810	DUES & MEMBERSHIPS	\$ 300.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 300.00	0.00
6001	OFFICE SUPPLIES	\$ 1,800.00	\$ 0.00	\$ 148.65	\$ 148.65	\$ 148.65	\$ 1,651.35	8.26
6011	UNIFORM AND WEARING APPAREL	\$ 1,200.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,200.00	0.00
35600	COMMUNICATIONS	\$ 406,236.00	\$ 360,003.05	\$ 36,040.07	\$ 36,040.07	\$ 36,040.07	\$ 10,192.88	97.49
	FUNC 42400 REFUSE DISPOSAL							
3840	PURCHASED SERVICES	\$ 168,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 168,000.00	0.00
	FUNC 42600 LITTER CONTROL PROGRAM							
6014	OTHER OPERATING SUPPLIES	\$ 5,817.00	\$ 2,930.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 2,737.00	52.95
	FUNC 42700 SANITATION							
3840	PURCHASED SERVICES	\$ 27,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 27,000.00	0.00
5699	CIVIC CONTRIBUTIONS (CCSA)	\$ 30,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 30,000.00	0.00
42700	SANITATION	\$ 57,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 57,000.00	0.00

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Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For JULY	Expenditures Year-to-Date	Available Balance	Percent Used
FUNC 43200 GENERAL PROPERTY MAINTENANCE							
1100	SALARIES - REGULAR	\$ 140,920.00	\$ 129,109.53	\$ 11,737.23	\$ 11,737.23	\$ 73.24	99.95
2100	FICA BENEFITS	\$ 10,780.00	\$ 8,871.64	\$ 806.52	\$ 806.52	\$ 1,101.84	89.78
2210	VRSR BENEFITS	\$ 16,918.00	\$ 15,501.33	\$ 1,409.21	\$ 1,409.21	\$ 7.46	99.96
2300	HEALTH INSURANCE BENEFITS	\$ 18,463.00	\$ 18,415.35	\$ 1,674.11	\$ 1,674.11	\$ 1,626.46	108.81
2400	LIFE INSURANCE	\$ 1,677.00	\$ 1,536.40	\$ 139.68	\$ 139.68	\$ 0.92	99.95
2700	WORKERS COMPENSATION INSURANCE	\$ 4,150.00	\$ 0.00	\$ 3,460.23	\$ 3,460.23	\$ 689.77	83.38
3100	PROFESSIONAL SERVICES	\$ 600.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 600.00	0.00
3310	REPAIR & MAINTENANCE	\$ 92,550.00	\$ 3,000.00	\$ 0.00	\$ 0.00	\$ 89,550.00	3.24
3320	MAINTENANCE SERVICE CONTRACT	\$ 130,000.00	\$ 82,058.87	\$ 4,490.50	\$ 4,490.50	\$ 43,450.63	66.58
3600	ADVERTISING	\$ 750.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 750.00	0.00
5110	ELECTRICAL SERVICES	\$ 120,713.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 120,713.00	0.00
5120	HEATING SERVICES	\$ 31,189.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 31,189.00	0.00
5130	WATER & SEWAGE SERVICES	\$ 28,255.00	\$ 0.00	\$ 15.95	\$ 15.95	\$ 28,239.05	0.06
5230	TELECOMMUNICATIONS	\$ 3,900.00	\$ 1,704.00	\$ 0.00	\$ 0.00	\$ 2,196.00	43.69
5301	BOILER INSURANCE	\$ 2,000.00	\$ 0.00	\$ 3,409.00	\$ 3,409.00	\$ 1,409.00	170.45
5302	FIRE INSURANCE	\$ 19,500.00	\$ 0.00	\$ 19,688.00	\$ 19,688.00	\$ 188.00	100.96
5305	MOTOR VEHICLE INSURANCE	\$ 5,200.00	\$ 0.00	\$ 5,643.00	\$ 5,643.00	\$ 443.00	108.52
5308	GENERAL LIABILITY INSURANCE	\$ 8,500.00	\$ 0.00	\$ 8,513.00	\$ 8,513.00	\$ 13.00	100.15
5410	EQUIPMENT RENTAL	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,000.00	0.00
5540	TRAVEL CONVENTION & EDUCATION	\$ 800.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 800.00	0.00
6003	AGRICULTURAL SUPPLIES	\$ 750.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 750.00	0.00
6005	LAUNDRY, HOUSEKEEPING, & JANITOR	\$ 15,000.00	\$ 20,000.00	\$ 0.00	\$ 0.00	\$ 5,000.00	133.33
6007	REPAIR AND MAINTENANCE SUPPLIES	\$ 35,000.00	\$ 5,000.00	\$ 48.00	\$ 48.00	\$ 29,952.00	14.42
6008	VEHICLE AND EQUIP FUEL	\$ 10,001.00	\$ 0.00	\$ 268.13	\$ 268.13	\$ 9,732.87	2.68
6009	VEHICLE AND EQUIPMENT SUPPLIES	\$ 5,700.00	\$ 0.00	\$ 128.19	\$ 128.19	\$ 5,571.81	2.25
6014	OTHER OPERATING SUPPLIES	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
8200	CAPITAL OUTLAY ADDITIONS	\$ 0.00	\$ 8,667.50	\$ 0.00	\$ 0.00	\$ 8,667.50	100.00
8201	MACHINERY & EQUIPMENT	\$ 5,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,000.00	0.00
8202	FURNITURE & FIXTURES	\$ 200.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 200.00	0.00
43200	GENERAL PROPERTY MAINTENANCE	\$ 711,016.00	\$ 293,864.62	\$ 61,430.75	\$ 61,430.75	\$ 355,720.63	49.97
FUNC 43202 101 CHALMERS COURT							
3100	PROFESSIONAL SERVICES	\$ 0.00	\$ 0.00	\$ 2,508.00	\$ 2,508.00	\$ 2,508.00	100.00
3310	REPAIR & MAINTENANCE	\$ 0.00	\$ 5,649.16	\$ 705.38	\$ 705.38	\$ 6,354.54	100.00
3320	MAINTENANCE SERVICE CONTRACTS	\$ 0.00	\$ 29,343.90	\$ 2,924.84	\$ 2,924.84	\$ 32,268.74	100.00
5120	HEATING SERVICES	\$ 0.00	\$ 0.00	\$ 22.41	\$ 22.41	\$ 22.41	100.00
6007	REPAIR AND MAINT SUPPLIES	\$ 0.00	\$ 0.00	\$ 35.68	\$ 35.68	\$ 35.68	100.00
43202	101 CHALMERS COURT	\$ 0.00	\$ 34,993.06	\$ 6,196.31	\$ 6,196.31	\$ 41,189.37	100.00
FUNC 43205 129 RAMSBURG LN MAINTENANCE DEPT							
3310	REPAIR & MAINTENANCE	\$ 0.00	\$ 623.00	\$ 123.00	\$ 231.00	\$ 854.00	100.00
3320	MAINTENANCE SERVICE CONTRACTS	\$ 0.00	\$ 0.00	\$ 104.50	\$ 104.50	\$ 104.50	100.00
43205	129 RAMSBURG LN MAINTENANCE DEPT	\$ 0.00	\$ 623.00	\$ 227.50	\$ 335.50	\$ 958.50	100.00
FUNC 43206 100 N CHRUCH ST/RADIO TOWER							
3310	REPAIR & MAINTENANCE	\$ 0.00	\$ 2,526.00	\$ 818.00	\$ 818.00	\$ 3,344.00	100.00
3320	MAINTENANCE SERVICE CONTRACTS	\$ 0.00	\$ 1,560.00	\$ 1,586.80	\$ 1,586.80	\$ 3,146.80	100.00
5120	HEATING SERVICES	\$ 0.00	\$ 0.00	\$ 31.17	\$ 31.17	\$ 31.17	100.00
5130	WATER & SEWAGE SERVICES	\$ 0.00	\$ 0.00	\$ 15.95	\$ 15.95	\$ 15.95	100.00
6007	REPAIR AND MAINT SUPPLIES	\$ 0.00	\$ 0.00	\$ 3.20	\$ 3.20	\$ 3.20	100.00
43206	100 N CHRUCH ST/RADIO TOWER	\$ 0.00	\$ 4,086.00	\$ 2,455.12	\$ 2,455.12	\$ 6,541.12	100.00
FUNC 43207 102 N CHRUCH ST							
3310	REPAIR & MAINTENANCE	\$ 0.00	\$ 2,116.00	\$ 372.00	\$ 372.00	\$ 2,488.00	100.00
3320	MAINTENANCE SERVICE CONTRACTS	\$ 0.00	\$ 0.00	\$ 1,567.80	\$ 1,567.80	\$ 1,567.80	100.00
43207	102 N CHRUCH ST	\$ 0.00	\$ 2,116.00	\$ 1,939.80	\$ 1,939.80	\$ 4,055.80	100.00
FUNC 43208 104 N CHURCH/106 N CHURCH ST							
3310	REPAIR & MAINTENANCE	\$ 0.00	\$ 1,680.00	\$ 480.00	\$ 480.00	\$ 2,160.00	100.00
3320	MAINTENANCE SERVICE CONTRACTS	\$ 0.00	\$ 0.00	\$ 1,719.80	\$ 1,719.80	\$ 1,719.80	100.00

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5120	HEATING SERVICES	\$ 0.00	\$ 0.00	\$ 47.33	\$ 47.33	\$ 47.33	\$ 47.33	100.00
43208	104 N CHURCH/106 N CHURCH ST	\$ 0.00	\$ 1,680.00	\$ 2,247.13	\$ 2,247.13	\$ 2,247.13	\$ 3,927.13	100.00
	FUNC 43209 225 RAMSBURG LANE ANIMAL SHELTER							
3310	PROFESSIONAL SERVICES	\$ 0.00	\$ 1,935.00	\$ 645.00	\$ 645.00	\$ 645.00	\$ 2,580.00	100.00
3320	MAINTENANCE SERVICE CONTRACTS	\$ 0.00	\$ 0.00	\$ 513.00	\$ 513.00	\$ 513.00	\$ 513.00	100.00
43209	225 RAMSBURG LANE ANIMAL SHELTER	\$ 0.00	\$ 1,935.00	\$ 1,158.00	\$ 1,158.00	\$ 1,158.00	\$ 3,093.00	100.00
	FUNC 43210 524 WESTWOOD RD							
3310	REPAIR & MAINTENANCE	\$ 0.00	\$ 276.00	\$ 276.00	\$ 276.00	\$ 276.00	\$ 552.00	100.00
3320	MAINTENANCE SERVICE CONTRACTS	\$ 0.00	\$ 0.00	\$ 190.00	\$ 190.00	\$ 190.00	\$ 190.00	100.00
6007	REPAIR AND MAINT SUPPLIES	\$ 0.00	\$ 0.00	\$ 15.99	\$ 15.99	\$ 15.99	\$ 15.99	100.00
43210	524 WESTWOOD RD	\$ 0.00	\$ 276.00	\$ 481.99	\$ 481.99	\$ 481.99	\$ 757.99	100.00
	FUNC 43211 225 AL SMITH CIR REC CENTER							
3310	REPAIR & MAINTENANCE	\$ 0.00	\$ 2,620.00	\$ 540.00	\$ 540.00	\$ 540.00	\$ 3,160.00	100.00
3320	MAINTENANCE SERVICE CONTRACTS	\$ 0.00	\$ 0.00	\$ 209.00	\$ 209.00	\$ 209.00	\$ 209.00	100.00
6007	REPAIR AND MAINT SUPPLIES	\$ 0.00	\$ 0.00	\$ 4.29	\$ 4.29	\$ 4.29	\$ 4.29	100.00
43211	225 AL SMITH CIR REC CENTER	\$ 0.00	\$ 2,620.00	\$ 753.29	\$ 753.29	\$ 753.29	\$ 3,373.29	100.00
	FUNC 43212 225 AL SMITH CIR PARK OFFICE/GROUNDS							
3310	REPAIR & MAINTENANCE	\$ 0.00	\$ 1,312.00	\$ 910.00	\$ 910.00	\$ 910.00	\$ 2,222.00	100.00
6007	REPAIR AND MAINT SUPPLIES	\$ 0.00	\$ 0.00	\$ 321.07	\$ 321.07	\$ 321.07	\$ 321.07	100.00
43212	225 AL SMITH CIR PARK OFFICE/GRO	\$ 0.00	\$ 1,312.00	\$ 1,231.07	\$ 1,231.07	\$ 1,231.07	\$ 2,543.07	100.00
	FUNC 43213 225 AL SMITH CIR POOL							
6007	REPAIR AND MAINT SUPPLIES	\$ 0.00	\$ 2,107.00	\$ 795.99	\$ 795.99	\$ 795.99	\$ 2,902.99	100.00
	FUNC 43214 225 AL SMITH CIR BASEBALL							
6007	REPAIR AND MAINT SUPPLIES	\$ 0.00	\$ 0.00	\$ 28.00	\$ 28.00	\$ 28.00	\$ 28.00	100.00
	FUNC 43215 225 AL SMITH CIR SOCCER							
6007	REPAIR AND MAINT SUPPLIES	\$ 0.00	\$ 0.00	\$ 86.85	\$ 86.85	\$ 86.85	\$ 86.85	100.00
	FUNC 43232 32 E MAIN ST							
6007	REPAIR AND MAINT SUPPLIES	\$ 0.00	\$ 0.00	\$ 26.11	\$ 26.11	\$ 26.11	\$ 26.11	100.00
	FUNC 43236 36 E MAIN ST							
3310	REPAIR & MAINTENANCE	\$ 0.00	\$ 216.00	\$ 216.00	\$ 216.00	\$ 216.00	\$ 432.00	100.00
6007	REPAIR AND MAINT SUPPLIES	\$ 0.00	\$ 0.00	\$ 57.71	\$ 57.71	\$ 57.71	\$ 57.71	100.00
43236	36 E MAIN ST	\$ 0.00	\$ 216.00	\$ 273.71	\$ 273.71	\$ 273.71	\$ 489.71	100.00
	FUNC 43237 311 E MAIN ST							
3310	REPAIR & MAINTENANCE	\$ 0.00	\$ 856.00	\$ 428.00	\$ 428.00	\$ 428.00	\$ 1,284.00	100.00
3320	MAINTENANCE SERVICE CONTRACTS	\$ 0.00	\$ 0.00	\$ 1,700.80	\$ 1,700.80	\$ 1,700.80	\$ 1,700.80	100.00
6007	REPAIR AND MAINT SUPPLIES	\$ 0.00	\$ 0.00	\$ 14.98	\$ 14.98	\$ 14.98	\$ 14.98	100.00
43237	311 E MAIN ST	\$ 0.00	\$ 856.00	\$ 2,143.78	\$ 2,143.78	\$ 2,143.78	\$ 2,999.78	100.00
	FUNC 51100 LOCAL HEALTH DEPARTMENT							
5610	CIVIC CONTRIBUTIONS	\$ 199,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 199,000.00	0.00
	FUNC 51200 OUR HEALTH							
5699	CIVIC CONTRIBUTIONS	\$ 4,875.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,875.00	0.00
	FUNC 52500 NORTHWESTERN COMMUNITY SERVICES							
5620	CIVIC CONTRIBUTIONS	\$ 82,000.00	\$ 0.00	\$ 20,500.00	\$ 20,500.00	\$ 20,500.00	\$ 61,500.00	25.00
	FUNC 52800 CONCERN HOTLINE							
5699	CIVIC CONTRIBUTIONS	\$ 750.00	\$ 0.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 0.00	100.00

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5699	FUNC 52900 NW WORKS CIVIC CONTRIBUTIONS	\$ 750.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 750.00	0.00
5699	FUNC 53230 SHENANDOAH AREA AGENCY ON AGING CIVIC CONTRIBUTIONS	\$ 40,000.00	\$ 0.00	\$ 10,000.00	\$ 10,000.00	\$ 30,000.00	25.00
5699	FUNC 53240 VIRGINIA REGIONAL TRANSIT CIVIC CONTRIBUTIONS	\$ 17,639.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 17,639.00	0.00
5699	FUNC 53500 THE LAUREL CENTER (SHELTER FOR ABUSED WOMEN) CIVIC CONTRIBUTIONS	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,000.00	0.00
5699	FUNC 53600 ACCESS INDEPENDENCE CIVIC CONTRIBUTIONS	\$ 750.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 750.00	0.00
5699	FUNC 69100 LORD FAIRFAX COMMUNITY COLLEGE CIVIC CONTRIBUTIONS	\$ 13,924.00	\$ 0.00	\$ 3,481.00	\$ 3,481.00	\$ 10,443.00	25.00
1100	FUNC 71100 PARKS ADMINISTRATION SALARIES - REGULAR	\$ 232,243.00	\$ 212,889.42	\$ 19,353.58	\$ 19,353.58	\$ 0.00	100.00
1300	SALARIES - PART TIME	\$ 13,356.00	\$ 0.00	\$ 1,859.38	\$ 1,859.38	\$ 11,496.62	13.92
2100	FICA BENEFITS	\$ 18,789.00	\$ 14,467.35	\$ 1,457.45	\$ 1,457.45	\$ 2,864.20	84.76
2210	VSRS BENEFITS	\$ 28,194.00	\$ 25,844.79	\$ 2,349.52	\$ 2,349.52	\$ 0.31	100.00
2300	HEALTH INSURANCE BENEFITS	\$ 30,648.00	\$ 31,070.93	\$ 2,824.64	\$ 2,824.64	\$ 3,247.57	110.60
2400	LIFE INSURANCE	\$ 2,764.00	\$ 2,533.37	\$ 230.32	\$ 230.32	\$ 0.31	99.99
2700	WORKERS COMPENSATION INSURANCE	\$ 8,300.00	\$ 0.00	\$ 6,578.35	\$ 6,578.35	\$ 1,721.65	79.26
3320	MAINTENANCE SERVICE CONTRACT	\$ 5,072.00	\$ 2,940.00	\$ 0.00	\$ 0.00	\$ 2,132.00	57.97
3500	PRINTING AND BINDING	\$ 1,000.00	\$ 0.00	\$ 95.14	\$ 95.14	\$ 904.86	9.51
3600	ADVERTISING	\$ 793.00	\$ 0.00	\$ 60.00	\$ 60.00	\$ 733.00	7.57
5210	POSTAL SERVICES	\$ 5,000.00	\$ 2,358.46	\$ 1,241.54	\$ 1,241.54	\$ 1,400.00	72.00
5230	TELECOMMUNICATIONS	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,000.00	0.00
5400	LEASES AND RENTALS	\$ 530.00	\$ 0.00	\$ 150.00	\$ 150.00	\$ 380.00	28.30
5540	TRAVEL CONVENTION & EDUCATION	\$ 1,274.00	\$ 0.00	\$ 250.00	\$ 250.00	\$ 1,024.00	19.62
5810	DUES & MEMBERSHIPS	\$ 1,275.00	\$ 0.00	\$ 55.00	\$ 55.00	\$ 1,220.00	4.31
6001	OFFICE SUPPLIES	\$ 2,500.00	\$ 0.00	\$ 154.90	\$ 154.90	\$ 2,345.10	6.20
6003	AGRICULTURAL SUPPLIES	\$ 600.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 600.00	0.00
6008	VEHICLE AND EQUIP FUEL	\$ 1,400.00	\$ 0.00	\$ 15.40	\$ 15.40	\$ 1,384.60	1.10
6011	UNIFORM AND WEARING APPAREL	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00	0.00
6014	OTHER OPERATING SUPPLIES	\$ 1,856.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,856.00	0.00
71100	PARKS ADMINISTRATION	\$ 358,594.00	\$ 292,104.32	\$ 36,675.22	\$ 36,675.22	\$ 29,814.46	91.69
1100	FUNC 71310 CLARKE COUNTY RECREATION CENTER SALARIES - REGULAR	\$ 43,210.00	\$ 39,609.17	\$ 3,600.83	\$ 3,600.83	\$ 0.00	100.00
1300	SALARIES - PART TIME	\$ 25,809.00	\$ 0.00	\$ 1,559.09	\$ 1,559.09	\$ 24,249.91	6.04
2100	FICA BENEFITS	\$ 5,280.00	\$ 2,999.02	\$ 391.92	\$ 391.92	\$ 1,889.06	64.22
2210	VSRS BENEFITS	\$ 5,246.00	\$ 4,808.55	\$ 437.14	\$ 437.14	\$ 0.31	99.99
2300	HEALTH INSURANCE BENEFITS	\$ 5,480.00	\$ 5,023.35	\$ 456.65	\$ 456.65	\$ 0.00	100.00
2400	LIFE INSURANCE	\$ 514.00	\$ 471.35	\$ 42.85	\$ 42.85	\$ 0.20	100.04
2700	WORKERS COMPENSATION INSURANCE	\$ 700.00	\$ 0.00	\$ 537.91	\$ 537.91	\$ 162.09	76.84
3600	ADVERTISING	\$ 200.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 200.00	0.00
5830	REFUNDS	\$ 200.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 200.00	0.00
6001	OFFICE SUPPLIES	\$ 50.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 50.00	0.00
6002	FOOD SUPPLIES & FOOD SERVICE SUP	\$ 820.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 820.00	0.00
6013	EDUCATIONAL AND RECREATIONAL SUP	\$ 2,300.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,300.00	0.00
6014	OTHER OPERATING SUPPLIES	\$ 2,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,500.00	0.00
6015	MERCHANDISE FOR RESALE	\$ 5,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,000.00	0.00
71310	CLARKE COUNTY RECREATION CENTER	\$ 97,309.00	\$ 52,911.44	\$ 7,026.39	\$ 7,026.39	\$ 37,371.17	61.60
1300	FUNC 71320 SWIMMING POOL SALARIES - PART TIME	\$ 60,251.00	\$ 0.00	\$ 20,104.40	\$ 20,104.40	\$ 40,146.60	33.37
2100	FICA BENEFITS	\$ 4,610.00	\$ 0.00	\$ 1,537.99	\$ 1,537.99	\$ 3,072.01	33.36
3100	PROFESSIONAL SERVICES	\$ 2,900.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,900.00	0.00
5540	TRAVEL CONVENTION & EDUCATION	\$ 200.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 200.00	0.00
5810	DUES & MEMBERSHIPS	\$ 1,675.00	\$ 1,400.00	\$ 0.00	\$ 0.00	\$ 275.00	83.58
5830	REFUNDS	\$ 500.00	\$ 0.00	\$ 190.00	\$ 190.00	\$ 310.00	38.00

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Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For JULY	Expenditures Year-to-Date	Available Balance	Percent Used	
6011	UNIFORM AND WEARING APPAREL	\$ 1,143.00	\$ 0.00	\$ 546.50	\$ 546.50	\$ 596.50	47.81	
6013	EDUCATIONAL AND RECREATIONAL SUP	\$ 1,700.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,700.00	0.00	
6014	OTHER OPERATING SUPPLIES	\$ 1,700.00	\$ 0.00	\$ 173.01	\$ 173.01	\$ 1,526.99	10.18	
6015	MERCHANDISE FOR RESALE	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,000.00	0.00	
6026	POOL CHEMICALS	\$ 11,000.00	\$ 3,284.00	\$ 0.00	\$ 0.00	\$ 7,716.00	29.85	
71320	SWIMMING POOL	\$ 87,679.00	\$ 4,684.00	\$ 22,551.90	\$ 22,551.90	\$ 60,443.10	31.06	
	FUNC 71330 CONCESSION STAND							
1300	SALARIES/WAGES - PART TIME	\$ 4,400.00	\$ 0.00	\$ 1,351.17	\$ 1,351.17	\$ 3,048.83	30.71	
2100	FICA	\$ 337.00	\$ 0.00	\$ 103.34	\$ 103.34	\$ 233.66	30.66	
6001	OFFICE SUPPLIES	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	0.00	
6015	MERCHANDISE FOR RESALE	\$ 14,000.00	\$ 0.00	\$ 1,877.66	\$ 1,877.66	\$ 12,122.34	13.41	
71330	CONCESSION STAND	\$ 18,837.00	\$ 0.00	\$ 3,332.17	\$ 3,332.17	\$ 15,504.83	17.69	
	FUNC 71350 PROGRAMS							
1100	SALARIES/WAGES - REGULAR	\$ 31,641.00	\$ 29,004.25	\$ 2,636.75	\$ 2,636.75	\$ 0.00	100.00	
1300	SALARIES - PART TIME	\$ 94,500.00	\$ 0.00	\$ 11,123.36	\$ 11,123.36	\$ 83,376.64	11.77	
2100	FICA BENEFITS	\$ 9,650.00	\$ 1,608.59	\$ 997.18	\$ 997.18	\$ 7,044.23	27.00	
2210	VSRS	\$ 3,841.00	\$ 3,521.12	\$ 320.10	\$ 320.10	\$ 0.22	100.01	
2300	HOSPITAL/MEDICAL PLANS	\$ 8,728.00	\$ 8,000.65	\$ 727.35	\$ 727.35	\$ 0.00	100.00	
2400	LIFE INSURANCE	\$ 377.00	\$ 345.15	\$ 31.38	\$ 31.38	\$ 0.47	99.88	
2700	WORKERS COMPENSATION BENEFITS	\$ 900.00	\$ 0.00	\$ 734.59	\$ 734.59	\$ 165.41	81.62	
3100	PROFESSIONAL SERVICES	\$ 56,000.00	\$ 37,777.50	\$ 6,558.10	\$ 6,558.10	\$ 11,664.40	79.17	
3500	PRINTING AND BINDING	\$ 7,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 7,000.00	0.00	
3600	ADVERTISING	\$ 1,700.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,700.00	0.00	
5210	POSTAL SERVICES	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	0.00	
5400	LEASES AND RENTALS	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00	0.00	
5540	TRAVEL CONVENTION & EDUCATION	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00	
5560	GROUP TRIPS	\$ 5,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,000.00	0.00	
5810	DUES & MEMBERSHIPS	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00	
5830	REFUNDS	\$ 7,500.00	\$ 0.00	\$ 357.00	\$ 357.00	\$ 7,143.00	4.76	
6001	OFFICE SUPPLIES	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	0.00	
6002	FOOD SUPPLIES & FOOD SERVICE SUP	\$ 7,000.00	\$ 0.00	\$ 476.05	\$ 476.05	\$ 6,523.95	6.80	
6011	UNIFORM AND WEARING APPAREL	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,000.00	0.00	
6013	EDUCATIONAL AND RECREATIONAL SUP	\$ 6,500.00	\$ 0.00	\$ 207.96	\$ 207.96	\$ 6,292.04	3.20	
6014	OTHER OPERATING SUPPLIES	\$ 2,000.00	\$ 0.00	\$ 11.48	\$ 11.48	\$ 1,988.52	0.57	
6015	MERCHANDISE FOR RESALE	\$ 6,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6,000.00	0.00	
71350	PROGRAMS	\$ 252,537.00	\$ 80,257.26	\$ 24,181.30	\$ 24,181.30	\$ 148,098.44	41.36	
	FUNC 72600 VIRGINIA COMMISSION FOR THE ARTS							
5699	CIVIC CONTRIBUTIONS	\$ 10,000.00	\$ 0.00	\$ 8,000.00	\$ 8,000.00	\$ 2,000.00	80.00	
	FUNC 73200 REGIONAL LIBRARY							
5699	CIVIC CONTRIBUTIONS	\$ 182,119.00	\$ 0.00	\$ 45,529.75	\$ 45,529.75	\$ 136,589.25	25.00	
	FUNC 81110 PLANNING ADMINISTRATION							
1100	SALARIES - REGULAR	\$ 229,603.00	\$ 210,469.40	\$ 19,133.60	\$ 19,133.60	\$ 0.00	100.00	
2100	FICA BENEFITS	\$ 17,565.00	\$ 16,015.74	\$ 1,455.99	\$ 1,455.99	\$ 93.27	99.47	
2210	VSRS BENEFITS	\$ 27,874.00	\$ 25,550.99	\$ 2,322.82	\$ 2,322.82	\$ 0.19	100.00	
2300	HEALTH INSURANCE BENEFITS	\$ 19,180.00	\$ 17,581.72	\$ 1,598.28	\$ 1,598.28	\$ 0.00	100.00	
2400	LIFE INSURANCE	\$ 2,732.00	\$ 2,504.58	\$ 227.70	\$ 227.70	\$ 0.28	100.01	
2700	WORKERS COMPENSATION INSURANCE	\$ 3,675.00	\$ 0.00	\$ 3,590.40	\$ 3,590.40	\$ 84.60	97.70	
3100	PROFESSIONAL SERVICES	\$ 20,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 20,000.00	0.00	
3140	ENGINEERING REVIEW EXPENDITURES	\$ 3,000.00	\$ 0.00	\$ 425.00	\$ 425.00	\$ 2,575.00	14.17	
3320	MAINTENANCE SERVICE CONTRACT	\$ 700.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 700.00	0.00	
3500	PRINTING AND BINDING	\$ 3,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,000.00	0.00	
3600	ADVERTISING	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,000.00	0.00	
5210	POSTAL SERVICES	\$ 1,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,500.00	0.00	
5230	TELECOMMUNICATIONS	\$ 400.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 400.00	0.00	
5510	TRAVEL MILEAGE	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,000.00	0.00	
5540	TRAVEL CONVENTION & EDUCATION	\$ 1,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,500.00	0.00	
5810	DUES & MEMBERSHIPS	\$ 750.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 750.00	0.00	
6001	OFFICE SUPPLIES	\$ 2,500.00	\$ 0.00	\$ 96.83	\$ 96.83	\$ 2,403.17	3.87	
6012	BOOKS AND SUBSCRIPTIONS	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00	0.00	

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81110	PLANNING ADMINISTRATION	\$ 338,979.00	\$ 272,122.43	\$ 28,850.62	\$ 28,850.62	\$ 38,005.95	88.79
FUNC 81300 HELP WITH HOUSING							
5699	CIVIC CONTRIBUTIONS	\$ 5,400.00	\$ 0.00	\$ 5,400.00	\$ 5,400.00	\$ 0.00	100.00
FUNC 81400 BOARD OF ZONING APPEALS							
1300	SALARIES - PART TIME	\$ 250.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 250.00	0.00
2100	FICA	\$ 20.00	\$ 19.13	\$ 0.00	\$ 0.00	\$ 0.87	95.65
3100	PROFESSIONAL SERVICES	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,000.00	0.00
3160	BOARD SERVICES	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
3600	ADVERTISING	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
5210	POSTAL SERVICES	\$ 50.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 50.00	0.00
5810	DUES & MEMBERSHIPS	\$ 150.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 150.00	0.00
81400	BOARD OF ZONING APPEALS	\$ 3,470.00	\$ 19.13	\$ 0.00	\$ 0.00	\$ 3,450.87	0.55
FUNC 81510 OFFICE OF ECONOMIC DEVELOPMENT							
1100	SALARIES AND WAGES - REGULAR	\$ 33,109.00	\$ 30,349.93	\$ 2,759.07	\$ 2,759.07	\$ 0.00	100.00
2100	FICA	\$ 2,534.00	\$ 2,328.12	\$ 211.64	\$ 211.64	\$ 5.76	100.23
2210	VRSRS	\$ 4,019.00	\$ 3,684.48	\$ 334.95	\$ 334.95	\$ 0.43	100.01
2300	HOSPITAL/MEDICAL PLANS	\$ 2,740.00	\$ 2,511.68	\$ 228.32	\$ 228.32	\$ 0.00	100.00
2400	LIFE INSURANCE	\$ 394.00	\$ 361.16	\$ 32.83	\$ 32.83	\$ 0.01	100.00
3100	PROFESSIONAL SERVICES	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00	0.00
3500	PRINTING AND BINDING	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
5210	POSTAGE	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	0.00
5699	CIVIC CONTRIBUTIONS	\$ 750.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 750.00	0.00
6001	OFFICE SUPPLIES	\$ 400.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 400.00	0.00
81510	OFFICE OF ECONOMIC DEVELOPMENT	\$ 45,546.00	\$ 39,235.37	\$ 3,566.81	\$ 3,566.81	\$ 2,743.82	93.98
FUNC 81520 BERRYVILLE DEVELOPMENT AUTHORITY							
3100	PROFESSIONAL SERVICES	\$ 5,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,000.00	0.00
3160	BOARD SERVICES	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
3600	ADVERTISING	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
5210	POSTAL SERVICES	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	0.00
81520	BERRYVILLE DEVELOPMENT AUTHORITY	\$ 6,100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6,100.00	0.00
FUNC 81530 SMALL BUSINESS DEVELOPMENT CENTER							
5699	CIVIC CONTRIBUTIONS	\$ 1,500.00	\$ 0.00	\$ 1,500.00	\$ 1,500.00	\$ 0.00	100.00
FUNC 81540 BLANDY EXPERIMENTAL FARM							
5699	CIVIC CONTRIBUTIONS	\$ 3,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,000.00	0.00
FUNC 81600 PLANNING COMMISSION							
1300	SALARIES - PART TIME	\$ 500.00	\$ 0.00	\$ 50.00	\$ 50.00	\$ 450.00	10.00
2100	FICA	\$ 39.00	\$ 38.25	\$ 3.82	\$ 3.82	\$ 3.07	107.87
3100	PROFESSIONAL SERVICES	\$ 8,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 8,000.00	0.00
3160	BOARD SERVICES	\$ 8,000.00	\$ 0.00	\$ 600.00	\$ 600.00	\$ 7,400.00	7.50
3600	ADVERTISING	\$ 1,600.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,600.00	0.00
5210	POSTAL SERVICES	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	0.00
5540	TRAVEL CONVENTION & EDUCATION	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
5810	DUES & MEMBERSHIPS	\$ 650.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 650.00	0.00
81600	PLANNING COMMISSION	\$ 19,389.00	\$ 38.25	\$ 653.82	\$ 653.82	\$ 18,696.93	3.57
FUNC 81700 BOARD OF SEPTIC APPEALS							
1300	SALARIES AND WAGES - PART TIME	\$ 200.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 200.00	0.00
2100	FICA	\$ 16.00	\$ 15.30	\$ 0.00	\$ 0.00	\$ 0.70	95.62
3160	BOARD SERVICES	\$ 200.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 200.00	0.00
3600	ADVERTISING	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
5210	POSTAL SERVICES	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	0.00
81700	BOARD OF SEPTIC APPEALS	\$ 1,016.00	\$ 15.30	\$ 0.00	\$ 0.00	\$ 1,000.70	1.51
FUNC 81800 HISTORIC PRESERVATION COMMISSION							

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3100	PROFESSIONAL SERVICES	\$ 6,000.00	\$ 15,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 9,000.00	250.00
3160	BOARD SERVICES	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00	0.00
3600	ADVERTISING	\$ 250.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 250.00	0.00
5210	POSTAL SERVICES	\$ 200.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 200.00	0.00
5540	TRAVEL CONVENTION & EDUCATION	\$ 350.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 350.00	0.00
81800	HISTORIC PRESERVATION COMMISSION	\$ 7,800.00	\$ 15,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 7,200.00	192.31
5699	FUNC 81910 NORTHERN SHENANDOAH VALLEY REGIONAL COMM CIVIC CONTRIBUTIONS	\$ 5,712.00	\$ 0.00	\$ 5,776.22	\$ 5,776.22	\$ 5,776.22	\$ 64.22	101.12
5699	FUNC 81920 REGIONAL AIRPORT AUTHORITY CIVIC CONTRIBUTIONS	\$ 2,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,500.00	0.00
5699	FUNC 82200 FRIENDS OF THE SHENANDOAH CIVIC CONTRIBUTIONS	\$ 3,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,000.00	0.00
3000	FUNC 82210 WATER QUALITY MANAGEMENT PURCHASED SERVICES	\$ 30,000.00	\$ 30,545.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 545.00	101.82
5699	FUNC 82400 LORD FAIRFAX SOIL AND WATER CONSERV CIVIC CONTRIBUTIONS	\$ 4,750.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,750.00	0.00
1300	FUNC 82600 BIO-SOLIDS APPLICATION PART-TIME SALARIES	\$ 12,228.00	\$ 0.00	\$ 1,162.50	\$ 1,162.50	\$ 1,162.50	\$ 11,065.50	9.51
2100	FICA	\$ 936.00	\$ 935.45	\$ 88.93	\$ 88.93	\$ 88.93	\$ 88.38	109.44
2700	WORKERS COMPENSATION INSURANCE	\$ 350.00	\$ 0.00	\$ 133.37	\$ 133.37	\$ 133.37	\$ 216.63	38.11
3100	PROFESSIONAL SERVICES	\$ 400.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 400.00	0.00
5510	TRAVEL MILEAGE	\$ 3,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,000.00	0.00
82600	BIO-SOLIDS APPLICATION	\$ 16,914.00	\$ 935.45	\$ 1,384.80	\$ 1,384.80	\$ 1,384.80	\$ 14,593.75	13.72
3320	FUNC 83100 COOPERATIVE EXTENSION MAINTENANCE SERVICE CONTRACTS	\$ 400.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 400.00	0.00
3841	VPI EXTENSION AGENT	\$ 36,065.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 36,065.00	0.00
5230	TELECOMMUNICATIONS	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
6014	OTHER OPERATING SUPPLIES	\$ 2,000.00	\$ 0.00	\$ 41.05	\$ 41.05	\$ 41.05	\$ 1,958.95	2.05
83100	COOPERATIVE EXTENSION	\$ 38,965.00	\$ 0.00	\$ 41.05	\$ 41.05	\$ 41.05	\$ 38,923.95	0.11
5699	FUNC 83400 4-H CENTER CIVIC CONTRIBUTIONS	\$ 2,250.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,250.00	0.00
1000	FUNC 91600 CONTINGENCIES PERSONNEL	\$ 15,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 15,000.00	0.00
3140	ENGINEERING & ARCHITECTURAL	\$ 15,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 15,000.00	0.00
3150	LEGAL	\$ 20,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 20,000.00	0.00
8000	MINOR CAPITAL	\$ 20,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 20,000.00	0.00
91600	CONTINGENCIES	\$ 70,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 70,000.00	0.00
000	NON-CATEGORICAL	\$ 8,307,628.00	\$ 4,575,762.12	\$ 891,224.10	\$ 906,357.61	\$ 906,357.61	\$ 2,825,508.27	65.99
PJT 111 E911								
5230	FUNC 35610 TELECOMMUNICATIONS	\$ 37,284.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 37,284.00	0.00
6032	TRAINING MATERIALS	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,000.00	0.00
35610		\$ 39,284.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 39,284.00	0.00
111	E911	\$ 39,284.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 39,284.00	0.00
PJT 126 V-STOP GRANT								
1100	FUNC 22100 COMMONWEALTH'S ATTORNEY SALARIES/WAGES - REGULAR	\$ 26,877.00	\$ 24,637.35	\$ 2,239.77	\$ 2,239.77	\$ 2,239.77	\$ 0.12	100.00

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1300	SALARIES/WAGES - PART TIME	\$ 8,362.00	\$ 7,665.16	\$ 696.83	\$ 696.83	\$ 696.83	\$ 0.01	100.00
2100	FICA	\$ 2,696.00	\$ 2,641.97	\$ 52.66	\$ 52.66	\$ 52.66	\$ 1.37	99.95
2210	VRSRS	\$ 1,132.00	\$ 1,047.47	\$ 84.59	\$ 84.59	\$ 84.59	\$ 0.06	100.01
2300	HEALTH INSURANCE	\$ 1,325.00	\$ 1,325.01	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.01	100.00
2400	GROUP LIFE	\$ 111.00	\$ 110.97	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.03	99.97
22100	COMMONWEALTH'S ATTORNEY	\$ 40,503.00	\$ 37,427.93	\$ 3,073.85	\$ 3,073.85	\$ 3,073.85	\$ 1.22	100.00
126	V-STOP GRANT	\$ 40,503.00	\$ 37,427.93	\$ 3,073.85	\$ 3,073.85	\$ 3,073.85	\$ 1.22	100.00
PJT 129 FEDERAL GANG TASK FORCE GRANT 2010								
FUNC 31200 SHERIFF								
1100	SALARIES/WAGES - REGULAR	\$ 12,753.00	\$ 18,845.00	\$ 3,769.00	\$ 3,769.00	\$ 3,769.00	\$ 9,861.00	177.32
2100	FICA	\$ 1,066.00	\$ 1,428.62	\$ 285.73	\$ 285.73	\$ 285.73	\$ 648.35	160.82
2210	VRSRS	\$ 1,181.00	\$ 2,287.78	\$ 457.56	\$ 457.56	\$ 457.56	\$ 1,564.34	232.46
2300	HOSPITAL/MEDICAL PLANS	\$ 0.00	\$ 2,283.25	\$ 456.65	\$ 456.65	\$ 456.65	\$ 2,739.90	100.00
2400	LIFE INSURANCE	\$ 0.00	\$ 224.26	\$ 44.85	\$ 44.85	\$ 44.85	\$ 269.11	100.00
6010	POLICE SUPPLIES	\$ 0.00	\$ 0.00	\$ 4,578.00	\$ 4,578.00	\$ 4,578.00	\$ 4,578.00	100.00
31200	SHERIFF	\$ 15,000.00	\$ 25,068.91	\$ 9,591.79	\$ 9,591.79	\$ 9,591.79	\$ 19,660.70	231.07
129	FEDERAL GANG TASK FORCE GRANT 20	\$ 15,000.00	\$ 25,068.91	\$ 9,591.79	\$ 9,591.79	\$ 9,591.79	\$ 19,660.70	231.07
PJT 140 RAIN BARREL PARTNERSHIP - INTERSTATE COMMISSION ON								
FUNC 81110 PLANNING ADMINISTRATION								
6000	MATERIALS AND SUPPLIES	\$ 1,400.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,400.00	0.00
PJT 402 DMV 402 GRANT								
FUNC 31200 SHERIFF								
2100	FICA	\$ 0.00	\$ 337.37	\$ 0.00	\$ 0.00	\$ 0.00	\$ 337.37	100.00
6010	POLICE SUPPLIES	\$ 10,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10,000.00	0.00
31200	SHERIFF	\$ 10,000.00	\$ 337.37	\$ 0.00	\$ 0.00	\$ 0.00	\$ 9,662.63	3.37
402	DMV 402 GRANT	\$ 10,000.00	\$ 337.37	\$ 0.00	\$ 0.00	\$ 0.00	\$ 9,662.63	3.37
PJT 602 DOJ VEST GRANT								
FUNC 31200 SHERIFF								
6010	POLICE SUPPLIES	\$ 1,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,500.00	0.00
PJT 605 DOJ LOCAL LAW ENFORCEMENT BLOCK GRANT (LEBEG)								
FUNC 31200 SHERIFF								
1100	SALARIES/WAGES - REGULAR	\$ 1,853.00	\$ 0.00	\$ 321.75	\$ 321.75	\$ 321.75	\$ 1,531.25	17.36
2100	FICA	\$ 0.00	\$ 0.00	\$ 24.62	\$ 24.62	\$ 24.62	\$ 24.62	100.00
31200	SHERIFF	\$ 1,853.00	\$ 0.00	\$ 346.37	\$ 346.37	\$ 346.37	\$ 1,506.63	18.69
605	DOJ LOCAL LAW ENFORCEMENT BLOCK	\$ 1,853.00	\$ 0.00	\$ 346.37	\$ 346.37	\$ 346.37	\$ 1,506.63	18.69
100	GENERAL FUND	\$ 8,417,168.00	\$ 4,638,596.33	\$ 904,236.11	\$ 919,369.62	\$ 919,369.62	\$ 2,859,202.05	66.03

Clarke Co. <i>Reconciliation of Appropriations</i>		Year Ending June 30, 2014											01-Aug-13	
Date		Total	General Fund	Soc Svcs Fund	CSA Fund	Sch Oper Fund	Food Serv Fund	GG Cap Fund	School Cap Fund	GG Debt Fund	School Debt Fund	Joint Fund	Conservation Easements	Unemploy. Fund
04/17/13	Appropriations Resolution: Total	37,998,056	8,417,168	1,363,059	661,500	20,637,598	761,012	575,000	728,163	399,200	3,888,619	541,737	0	25,000
	<i>Adjustments:</i>													
7/16/2013	School Carryover for Building Automation								53,143					
7/16/2013	Circuit Court On-line land records		10,700											
	Revised Appropriation	38,061,899	8,427,868	1,363,059	661,500	20,637,598	761,012	575,000	781,306	399,200	3,888,619	541,737	0	25,000
	Change to Appropriation	63,843	10,700	0	0	0	0	0	53,143	0	0	0	0	0
	Original Revenue Estimate	14,680,803	2,731,834	892,247	306,457	9,713,245	761,012	0	154,000		119,008	3,000	0	0
	<i>Adjustments:</i>													
7/16/2013	Circuit Court On-line land records (State)		5,666											
7/16/2013	Circuit Court On-line land records (Fees)		5,034											
	Revised Revenue Estimate	14,691,503	2,742,534	892,247	306,457	9,713,245	761,012	0	154,000	0	119,008	3,000	0	0
	Change to Revenue Estimate	10,700	10,700	0	0	0	0	0	0	0	0	0	0	0
	Original Local Tax Funding	23,317,253	5,685,334	470,812	355,043	10,924,353	0	575,000	574,163	399,200	3,769,611	538,737	0	25,000
	Revised Local Tax Funding	23,370,396	5,685,334	470,812	355,043	10,924,353	0	575,000	627,306	399,200	3,769,611	538,737	0	25,000
	Change to Local Tax Funding	53,143	0	0	0	0	0	0	53,143	0	0	0	0	0
	<i>Italics = Proposed actions</i>													

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Fiscal Year: 2013						
EXPENDITURES						
DEFINITION TYPE 0						
100-000-11010-3100			PROFESSIONAL SERVICES			
VENDOR: FRIENDS OF THE SHENANDOAH RIVER						
1	POST YEAR	2 WQM	COLLECTION AND PROCESSING	77889	07/31/2013 \$	1,380.00
100-000-11010-3600			ADVERTISING			
VENDOR: WINCHESTER STAR						
6	POST YEAR	1651188	HEARING NOTICES	4391	07/15/2013 \$	171.60
100-000-11010-5210			POSTAL SERVICES			
VENDOR: PURCHASE POWER						
15	POST YEAR	15353697871	POSTAGE	77789	07/15/2013 \$	19.00
100-000-11010-5230			TELECOMMUNICATIONS			
VENDOR: TREASURER OF VIRGINIA						
5	POST YEAR	T261230	PHONE BILL	4336	07/15/2013 \$	4.25
100-000-12110-3500			PRINTING AND BINDING			
VENDOR: BB&T FINANCIAL, FSB						
2	POST YEAR	3396-07/09	BLENKO GLASS	77861	07/31/2013 \$	930.13
100-000-12110-5230			TELECOMMUNICATIONS			
VENDOR: AT&T MOBILITY						
1	POST YEAR	X07012013	GOVERNMENT ADMIN	77849	07/31/2013 \$	47.23
VENDOR: TREASURER OF VIRGINIA						
11	POST YEAR	T261230	PHONE BILL	4336	07/15/2013 \$	6.16
VENDOR: VERIZON						
98	POST YEAR	00002726889534Y	PHONE BILL	77827	07/15/2013 \$	9.06
Total for 100-000-12110-5230					\$	62.45
100-000-12110-6008			VEHICLE AND EQUIP FUEL			
VENDOR: MANSFIELD OIL COMPANY						
3	POST YEAR	SQLCD/00057367	FUEL PURCHASES 06/16-06/30	4356	07/15/2013 \$	28.75
100-000-12110-6012			BOOKS AND SUBSCRIPTIONS			
VENDOR: MATTHEW BENDER & CO., INC.						
1	POST YEAR	47205040	VA CODE 13 SUPP/13 INDEX/1	4355	07/15/2013 \$	395.31
100-000-12210-3100			PROFESSIONAL SERVICES			
VENDOR: HALL, MONAHAN, ENGLE, MAHAN & MITCHELL						
1	POST YEAR	JULY 12 INV	COMCAST CABLE FRANCHISE	4420	07/31/2013 \$	986.00
3	POST YEAR	JULY 2 INVOICE	PROFESSIONAL SERVICES	4420	07/31/2013 \$	620.80
Total for 100-000-12210-3100					\$	1,606.80
100-000-12310-5210			POSTAL SERVICES			
VENDOR: PURCHASE POWER						
16	POST YEAR	15353697871	POSTAGE	77789	07/15/2013 \$	79.28
100-000-12310-5230			TELECOMMUNICATIONS			
VENDOR: TREASURER OF VIRGINIA						
3	POST YEAR	T261230	PHONE BILL	4336	07/15/2013 \$	2.91

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VENDOR: VERIZON						
99	POST YEAR	00002726889534Y	PHONE BILL	77827	07/15/2013 \$	37.15
Total for 100-000-12310-5230						\$ 40.06
100-000-12410-5210 POSTAL SERVICES						
VENDOR: PURCHASE POWER						
17	POST YEAR	15353697871	POSTAGE	77789	07/15/2013 \$	705.96
100-000-12410-5230 TELECOMMUNICATIONS						
VENDOR: TREASURER OF VIRGINIA						
25	POST YEAR	T261230	PHONE BILL	4336	07/15/2013 \$	3.67
VENDOR: VERIZON						
100	POST YEAR	00002726889534Y	PHONE BILL	77827	07/15/2013 \$	3.02
Total for 100-000-12410-5230						\$ 6.69
100-000-12410-6001 OFFICE SUPPLIES						
VENDOR: COMMERCIAL PRESS						
1	POST YEAR	108290	LETTERHEADS/ENVELOPES	4333	07/15/2013 \$	404.39
VENDOR: MATTHEW BENDER & CO., INC.						
1	POST YEAR	47222115	VA CODE RV8A 13 INTERIM SU	4355	07/15/2013 \$	48.99
Total for 100-000-12410-6001						\$ 453.38
100-000-12510-5230 TELECOMMUNICATIONS						
VENDOR: AT&T MOBILITY						
9	POST YEAR	X07012013	GOVT IT	77849	07/31/2013 \$	94.46
VENDOR: COMCAST						
1	POST YEAR	25689624	INTERNET	77872	07/31/2013 \$	850.00
VENDOR: TREASURER OF VIRGINIA						
16	POST YEAR	T261230	PHONE BILL	4336	07/15/2013 \$	864.79
VENDOR: VERIZON						
101	POST YEAR	00002726889534Y	PHONE BILL	77827	07/15/2013 \$	410.51
4	POST YEAR	9950007176	PHONE BILL	77827	07/15/2013 \$	219.99
Total for 100-000-12510-5230						\$ 2,439.75
100-000-13100-5210 POSTAL SERVICES						
VENDOR: PURCHASE POWER						
19	POST YEAR	15353697871	POSTAGE	77789	07/15/2013 \$	108.58
100-000-13100-5400 LEASES AND RENTALS						
VENDOR: BLUE RIDGE VOLUNTEER FIRE & RESCUE CO						
1	POST YEAR	USE OF FACILITY	USE OF FACILITY FOR ELECTI	77710	07/15/2013 \$	150.00
VENDOR: BOYCE VOLUNTEER FIRE COMPANY						
1	POST YEAR	USE OF FACILITY	USE OF FACILITY FOR ELECTI	77711	07/15/2013 \$	75.00
VENDOR: CLARKE COUNTY PARKS & RECREATION						
1	POST YEAR	USE OF FACILITY	USE OF FACILITY FOR ELECTI	77718	07/15/2013 \$	75.00
VENDOR: GRACE EPISCOPAL PARISH HALL						
1	POST YEAR	USE OF FACILITY	USE OF FACILITY FOR ELECTI	77745	07/15/2013 \$	75.00
VENDOR: JOHN H. ENDERS FIRE COMPANY & RESCUE SQ						
1	POST YEAR	USE OF FACILITY	USE OF FACILITY FOR ELECTI	77757	07/15/2013 \$	75.00
VENDOR: POWHATAN SCHOOL						

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1	POST YEAR	USE OF FACILITY	USE OF FACILITY FOR ELECTI	77783	07/15/2013	\$ 75.00
Total for 100-000-13100-5400						\$ 525.00
100-000-13100-6000		MATERIAL AND SUPPLIES				
VENDOR: PRINTELECT						
1	POST YEAR	13314	ELECTION TROLLEY	77785	07/15/2013	\$ 1,121.20
100-000-13200-5230		TELECOMMUNICATIONS				
VENDOR: AT&T MOBILITY						
11	POST YEAR	X07012013	REGISTRAR	77849	07/31/2013	\$ 47.23
VENDOR: TREASURER OF VIRGINIA						
22	POST YEAR	T261230	PHONE BILL	4336	07/15/2013	\$ 4.59
VENDOR: VERIZON						
102	POST YEAR	00002726889534Y	PHONE BILL	77827	07/15/2013	\$ 3.02
Total for 100-000-13200-5230						\$ 54.84
100-000-21200-3150		LEGAL				
VENDOR: CLARKE CO GENERAL DISTRICT COURT						
1	POST YEAR	006286021	PUBLIC DEFENDER FEES	77716	07/15/2013	\$ 120.00
100-000-21200-5230		TELECOMMUNICATIONS				
VENDOR: TREASURER OF VIRGINIA						
15	POST YEAR	T261230	PHONE BILL	4336	07/15/2013	\$ 111.07
VENDOR: VERIZON						
103	POST YEAR	00002726889534Y	PHONE BILL	77827	07/15/2013	\$ 36.41
Total for 100-000-21200-5230						\$ 147.48
100-000-21300-5230		TELECOMMUNICATIONS				
VENDOR: COUNTY OF FREDERICK, VIRGINIA						
1	POST YEAR	ACCT 9 07/16/13	TELECOMMUNICATIONS	77874	07/31/2013	\$ 13.14
1	POST YEAR	MV-ACCT 9 06/17	TELECOMMUNICATIONS	77813	07/15/2013	\$ 12.70
Total for 100-000-21300-5230						\$ 25.84
100-000-21500-3320		MAINTENANCE SERVICE CONTRACT				
VENDOR: RICOH USA INC						
1	POST YEAR	5026530051	SERVICE	77793	07/15/2013	\$ 122.74
100-000-21500-5230		TELECOMMUNICATIONS				
VENDOR: TREASURER OF VIRGINIA						
17	POST YEAR	T261230	PHONE BILL	4336	07/15/2013	\$ 5.92
VENDOR: VERIZON						
104	POST YEAR	00002726889534Y	PHONE BILL	77827	07/15/2013	\$ 64.38
Total for 100-000-21500-5230						\$ 70.30
100-000-21600-5210		POSTAL SERVICES				
VENDOR: PURCHASE POWER						
20	POST YEAR	15353697871	POSTAGE	77789	07/15/2013	\$ 301.30
100-000-21600-5230		TELECOMMUNICATIONS				
VENDOR: TREASURER OF VIRGINIA						
9	POST YEAR	T261230	PHONE BILL	4336	07/15/2013	\$ 6.76
VENDOR: VERIZON						

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105	POST YEAR	00002726889534Y	PHONE BILL	77827	07/15/2013 \$	66.48
Total for 100-000-21600-5230						\$ 73.24
100-000-21900-5230 TELECOMMUNICATIONS						
VENDOR: TREASURER OF VIRGINIA						
26	POST YEAR	T261230	PHONE BILL	4336	07/15/2013 \$	16.42
VENDOR: VERIZON						
106	POST YEAR	00002726889534Y	PHONE BILL	77827	07/15/2013 \$	3.02
Total for 100-000-21900-5230						\$ 19.44
100-000-22100-3320 MAINTENANCE SERVICE CONTRACT						
VENDOR: RICOH USA INC						
1	POST YEAR	5026548066	MONTHLY MAINTENANCE ESTIMA	77793	07/15/2013 \$	31.95
100-000-22100-5230 TELECOMMUNICATIONS						
VENDOR: TREASURER OF VIRGINIA						
10	POST YEAR	T261230	PHONE BILL	4336	07/15/2013 \$	11.54
VENDOR: VERIZON						
107	POST YEAR	00002726889534Y	PHONE BILL	77827	07/15/2013 \$	37.15
Total for 100-000-22100-5230						\$ 48.69
100-000-31200-3100 PROFESSIONAL SERVICES						
VENDOR: TREASURER OF VIRGINIA						
1	POST YEAR	224608	CALIBRATION FEES	77816	07/15/2013 \$	14.12
100-000-31200-3310 REPAIR & MAINTENANCE						
VENDOR: BERRYVILLE AUTO PARTS INC						
2	POST YEAR	5370-72659	LABOR	4321	07/15/2013 \$	45.00
2	POST YEAR	5370-72791	LABOR	4321	07/15/2013 \$	73.00
2	POST YEAR	5370-72842	LABOR	4321	07/15/2013 \$	45.00
4	POST YEAR	5370-72988	LABOR	4396	07/31/2013 \$	15.00
2	POST YEAR	5370-73136	LABOR	4321	07/15/2013 \$	45.00
VENDOR: BROY'S CAR WASH						
1	POST YEAR	JUNE STATEMENT	CAR WASHES	4327	07/15/2013 \$	49.50
VENDOR: TELTRONIC						
1	POST YEAR	526912	SERVICE	4382	07/15/2013 \$	540.00
Total for 100-000-31200-3310						\$ 812.50
100-000-31200-5210 POSTAL SERVICES						
VENDOR: SHERIFF, PETTY CASH						
1	POST YEAR	PETTYCASHJUNE13	POSTAGE	77799	07/15/2013 \$	0.72
100-000-31200-5230 TELECOMMUNICATIONS						
VENDOR: AT&T MOBILITY						
6	POST YEAR	X07012013	SHERIFF'S DEPT	77849	07/31/2013 \$	378.61
7	POST YEAR	X07012013	SHERIFF'S DEPT	77849	07/31/2013 \$	797.79
VENDOR: TREASURER OF VIRGINIA						
23	POST YEAR	T261230	PHONE BILL	4336	07/15/2013 \$	16.39
VENDOR: SPRINT DATA SERVICES						
1	POST YEAR	862688664-029	JUNE BILLING	77803	07/15/2013 \$	63.59
VENDOR: VERIZON						
108	POST YEAR	00002726889534Y	PHONE BILL	77827	07/15/2013 \$	230.52

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Total for 100-000-31200-5230						\$ 1,486.90
100-000-31200-5530 TRAVEL SUBSISTANCE & LODGING						
VENDOR: BB&T FINANCIAL, FSB						
8	POST YEAR	2074-07/09	RED ROBIN	77861	07/31/2013	\$ 30.00
1	POST YEAR	6608-07/09	COMFORT INN	77861	07/31/2013	\$ 49.50
1	POST YEAR	6640-07/09	LONGHORNS	77861	07/31/2013	\$ 43.84
2	POST YEAR	6640-07/09	KFC	77861	07/31/2013	\$ 6.43
1	POST YEAR	6665-07/09	STONEMALL JACKSON	77861	07/31/2013	\$ 15.15
VENDOR: SHERIFF, PETTY CASH						
2	POST YEAR	PETTYCASHJUNE13	TRANSPORTS MEALS AND TOLLS	77799	07/15/2013	\$ 33.93
Total for 100-000-31200-5530						\$ 178.85
100-000-31200-5540 TRAVEL CONVENTION & EDUCATION						
VENDOR: SHERIFF, PETTY CASH						
5	POST YEAR	PETTYCASHJUNE13	MEALS P. HESS	77799	07/15/2013	\$ 7.73
100-000-31200-5800 MISCELLANEOUS CHARGES						
VENDOR: SHERIFF, PETTY CASH						
3	POST YEAR	PETTYCASHJUNE13	NOTARY	77799	07/15/2013	\$ 22.50
100-000-31200-6001 OFFICE SUPPLIES						
VENDOR: COMMERCIAL PRESS						
1	POST YEAR	108432	SELF INKING STAMP	4333	07/15/2013	\$ 95.95
VENDOR: DEHAVEN BERKELEY SPRINGS WATER CORP.						
1	POST YEAR	49091	WATER	77731	07/15/2013	\$ 33.80
VENDOR: SHERIFF, PETTY CASH						
4	POST YEAR	PETTYCASHJUNE13	MEALS, FOLDER	77799	07/15/2013	\$ 19.40
Total for 100-000-31200-6001						\$ 149.15
100-000-31200-6007 REPAIR AND MAINTENANCE SUPPLIES						
VENDOR: BERRYVILLE AUTO PARTS INC						
1	POST YEAR	5370-72657	WIPER BLADE	4321	07/15/2013	\$ 17.98
1	POST YEAR	5370-72659	OIL/FILTER/WASHER FLUID	4321	07/15/2013	\$ 21.67
1	POST YEAR	5370-72791	OIL/FILTER/WASHER FLUID	4321	07/15/2013	\$ 28.86
1	POST YEAR	5370-72842	SUPPLIES	4321	07/15/2013	\$ 3.00
3	POST YEAR	5370-72988	OIL/FILTER/WASHER	4396	07/31/2013	\$ 20.32
1	POST YEAR	5370-73136	RESISTOR	4321	07/15/2013	\$ 29.00
VENDOR: TIRE WORLD						
1	POST YEAR	557674	TIRES	77808	07/15/2013	\$ 467.04
Total for 100-000-31200-6007						\$ 587.87
100-000-31200-6008 VEHICLE AND EQUIP FUEL						
VENDOR: MANSFIELD OIL COMPANY						
1	POST YEAR	SQLCD/00057406	FUEL PURCHASES 06/16-06/30	4356	07/15/2013	\$ 2,196.27
100-000-31200-6011 UNIFORM AND WEARING APPAREL						
VENDOR: BEST UNIFORMS, INC.						
1	POST YEAR	301673	PANTS/SHIRT	4323	07/15/2013	\$ 169.99
100-000-31220-5699 CIVIC CONTRIBUTIONS						
VENDOR: NORTHWEST VA REG DRUG TASK FORCE						
1	POST YEAR	2ND QTR 2013	2ND QUARTER 2013 EXPENSES	77921	07/31/2013	\$ 2,218.15
100-000-32100-5230 TELECOMMUNICATIONS						

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VENDOR: TREASURER OF VIRGINIA						
12	POST YEAR	T261230	PHONE BILL	4336	07/15/2013 \$	2.88
VENDOR: VERIZON						
109	POST YEAR	00002726889534Y	PHONE BILL	77827	07/15/2013 \$	61.34
Total for 100-000-32100-5230						\$ 64.22
100-000-32100-6008			VEHICLE AND EQUIP FUEL			
VENDOR: MANSFIELD OIL COMPANY						
6	POST YEAR	SQLCD/00057367	FUEL PURCHASES 06/16-06/30	4356	07/15/2013 \$	54.95
100-000-32200-5697			TWO FOR LIFE DISTRIBUTION			
VENDOR: CLARKE COUNTY FIRE & RESCUE ASSOCIATION						
1	POST YEAR	FOURFORLIFEFUND	FOUR FOR LIFE FUNDS	4332	07/15/2013 \$	16,568.24
100-000-33300-5230			TELECOMMUNICATIONS			
VENDOR: TREASURER OF VIRGINIA						
21	POST YEAR	T261230	PHONE BILL	4336	07/15/2013 \$	5.18
VENDOR: VERIZON						
110	POST YEAR	00002726889534Y	PHONE BILL	77827	07/15/2013 \$	31.11
Total for 100-000-33300-5230						\$ 36.29
100-000-33300-6001			OFFICE SUPPLIES			
VENDOR: REDWOOD TOXICOLOGY LABORATORY INC						
1	POST YEAR	426947	I CUP	77791	07/15/2013 \$	168.75
100-000-34100-5210			POSTAL SERVICES			
VENDOR: PURCHASE POWER						
27	POST YEAR	15353697871	POSTAGE	77789	07/15/2013 \$	29.35
100-000-34100-5230			TELECOMMUNICATIONS			
VENDOR: AT&T MOBILITY						
4	POST YEAR	X07012013	BUILDING DEPT	77849	07/31/2013 \$	25.10
VENDOR: TREASURER OF VIRGINIA						
6	POST YEAR	T261230	PHONE BILL	4336	07/15/2013 \$	6.37
VENDOR: VERIZON						
111	POST YEAR	00002726889534Y	PHONE BILL	77827	07/15/2013 \$	34.13
Total for 100-000-34100-5230						\$ 65.60
100-000-34100-6008			VEHICLE AND EQUIP FUEL			
VENDOR: MANSFIELD OIL COMPANY						
2	POST YEAR	SQLCD/00057367	FUEL PURCHASES 06/16-06/30	4356	07/15/2013 \$	147.53
100-000-35100-3100			PROFESSIONAL SERVICES			
VENDOR: HILLSIDE VETERINARY HOSPITAL						
1	POST YEAR	320442	RABIES	4349	07/15/2013 \$	12.82
VENDOR: ROSEVILLE VET HOSP/PLAZA PET CLINIC						
1	POST YEAR	101541	VET SERVICES	77795	07/15/2013 \$	18.00
1	POST YEAR	101665	VET SERVICES	77795	07/15/2013 \$	157.11
Total for 100-000-35100-3100						\$ 187.93
100-000-35100-5230			TELECOMMUNICATIONS			
VENDOR: AT&T MOBILITY						
2	POST YEAR	X07012013	ANIMAL CONTROL	77849	07/31/2013 \$	12.55

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VENDOR: TREASURER OF VIRGINIA						
2	POST YEAR	T261230	PHONE BILL	4336	07/15/2013 \$	4.61
VENDOR: VERIZON						
112	POST YEAR	00002726889534Y	PHONE BILL	77827	07/15/2013 \$	88.53
Total for 100-000-35100-5230						\$ 105.69
100-000-35100-6008			VEHICLE AND EQUIP FUEL			
VENDOR: MANSFIELD OIL COMPANY						
1	POST YEAR	SQLCD/00057367	FUEL PURCHASES 06/16-06/30	4356	07/15/2013 \$	65.29
100-000-35100-6011			UNIFORM AND WEARING APPAREL			
VENDOR: SIGNET SCREEN PRINTING						
1	POST YEAR	E 84187	SHIRTS	77801	07/15/2013 \$	125.00
100-000-35100-6014			OTHER OPERATING SUPPLIES			
VENDOR: BB&T FINANCIAL, FSB						
5	POST YEAR	1098-07/09	KEYSTONE FILTER DIVISION	77861	07/31/2013 \$	384.00
VENDOR: W W GRAINGER, INC						
1	POST YEAR	9173086746	PRESSURE WASHER	77747	07/15/2013 \$	283.50
VENDOR: HENRY SCHEIN ANIMAL HEALTH						
1	POST YEAR	DJ76229	SUPPLIES	77750	07/15/2013 \$	72.45
VENDOR: SPECIALTIES, INC.						
1	POST YEAR	110070	SUPPLIES	77940	07/31/2013 \$	688.35
Total for 100-000-35100-6014						\$ 1,428.30
100-000-35300-3100			PROFESSIONAL SERVICES			
VENDOR: TREASURER OF VIRGINIA						
1	POST YEAR	MEDEXAM 06/12	MEDICAL EXAMINER FEES	77815	07/15/2013 \$	20.00
100-000-35600-5230			TELECOMMUNICATIONS			
VENDOR: AT&T						
1	POST YEAR	059082-6049-001	LONG DISTANCE	77847	07/31/2013 \$	91.56
VENDOR: AT&T MOBILITY						
5	POST YEAR	X07012013	E-911 DEPT	77849	07/31/2013 \$	94.46
VENDOR: TREASURER OF VIRGINIA						
1	POST YEAR	T261230	PHONE BILL	4336	07/15/2013 \$	390.77
VENDOR: VERIZON						
7	POST YEAR	00001224519338Y	PHONE BILL	77954	07/31/2013 \$	1,277.12
113	POST YEAR	00002726889534Y	PHONE BILL	77827	07/15/2013 \$	137.86
1	POST YEAR	00013895325895Y	PHONE BILL	77954	07/31/2013 \$	11.00
1	POST YEAR	0008180039332Y	PHONE BILL	77954	07/31/2013 \$	32.66
1	POST YEAR	1224519338YCORR	UNDO - MOVE TO FY14	77954	07/31/2013 \$	1,277.12-
1	POST YEAR	8180039332YCORR	UNDO - MOVE TO FY14	77954	07/31/2013 \$	32.66-
Total for 100-000-35600-5230						\$ 725.65
100-000-35600-6011			UNIFORM AND WEARING APPAREL			
VENDOR: BB&T FINANCIAL, FSB						
1	POST YEAR	6632-07/09	LEE.COM	77861	07/31/2013 \$	62.78
100-000-42400-3840			PURCHASED SERVICES			
VENDOR: COUNTY OF FREDERICK, VIRGINIA						
2	POST YEAR	ACCT 9 07/16/13	PURCHASED SERVICES	77874	07/31/2013 \$	9,424.25
3	POST YEAR	ACCT 9 07/16/13	PURCHASED SERVICES	77874	07/31/2013 \$	9,691.00

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1	POST YEAR	MV-2105-0007	REFUSE DISPOSAL PURCHASED	77814	07/15/2013 \$	673.44
1	POST YEAR	MV-80001-0007	REFUSE DISPOSAL PURCHASED	77814	07/15/2013 \$	26.76
2	POST YEAR	MV-ACCT 9 06/17	PURCHASED SERVICES	77813	07/15/2013 \$	3,763.67
3	POST YEAR	MV-ACCT 9 06/17	PURCHASED SERVICES	77813	07/15/2013 \$	2,492.79
VENDOR: COUNTY OF WARREN						
1	POST YEAR	REFUSE INV 4TRQ	SHEN FARMS REFUSE COLLECTI	77728	07/15/2013 \$	4,496.07
Total for 100-000-42400-3840						\$ 30,567.98
100-000-42600-6014 OTHER OPERATING SUPPLIES						
VENDOR: BB&T FINANCIAL, FSB						
3	POST YEAR	6715-07/09	RECY-CAL SUPPLY	77861	07/31/2013 \$	194.21
5	POST YEAR	6715-07/09	USPS POSTAGE	77861	07/31/2013 \$	355.00
Total for 100-000-42600-6014						\$ 549.21
100-000-42700-3840 PURCHASED SERVICES						
VENDOR: FREDERICK-WINCHESTER SERVICE AUTHORITY						
2	POST YEAR	152	JUNE 2013 MONTHLY SERVICE	4415	07/31/2013 \$	2,206.36
100-000-43200-3310 REPAIR & MAINTENANCE						
VENDOR: MIKE COOK PAINTING SERVICE						
1	POST YEAR	PAINTING	PAINTING SERVICES	77777	07/15/2013 \$	2,078.32
100-000-43200-3320 MAINTENANCE SERVICE CONTRACT						
VENDOR: BLAKE LANDSCAPES INC						
3	POST YEAR	39611	LAWN SERVICES	4324	07/15/2013 \$	4,447.12
1	POST YEAR	39712	JUNE SERVICES	4399	07/31/2013 \$	5,546.00
VENDOR: RICOH USA INC						
1	POST YEAR	5026610081	SERVICE	77793	07/15/2013 \$	23.52
VENDOR: SERVICE MASTER JANITORIAL SERVICES, INC.						
5	POST YEAR	1032	SHORTED IN 06/28 PAYMENT	4375	07/15/2013 \$	0.20
Total for 100-000-43200-3320						\$ 10,016.84
100-000-43200-5130 WATER & SEWAGE SERVICES						
VENDOR: DEHAVEN BERKELEY SPRINGS WATER CORP.						
1	POST YEAR	49090	WATER	77731	07/15/2013 \$	17.95
1	POST YEAR	49147	WATER	77731	07/15/2013 \$	86.00
Total for 100-000-43200-5130						\$ 103.95
100-000-43200-5230 TELECOMMUNICATIONS						
VENDOR: AT&T MOBILITY						
3	POST YEAR	X07012013	GOVT MAINT	77849	07/31/2013 \$	132.11
VENDOR: TREASURER OF VIRGINIA						
4	POST YEAR	T261230	PHONE BILL	4336	07/15/2013 \$	2.24
18	POST YEAR	T261230	PHONE BILL	4336	07/15/2013 \$	5.18
VENDOR: VERIZON						
114	POST YEAR	00002726889534Y	PHONE BILL	77827	07/15/2013 \$	112.48
Total for 100-000-43200-5230						\$ 252.01
100-000-43200-6005 LAUNDRY, HOUSEKEEPING, & JANITORIAL						
VENDOR: GENERAL SALES OF VIRGINIA						
1	POST YEAR	213007215	SUPPLIES	4344	07/15/2013 \$	629.87
2	POST YEAR	213007215	SUPPLIES	4344	07/15/2013 \$	152.93
1	POST YEAR	213007459	HANDLE/MOP	4344	07/15/2013 \$	102.36
1	POST YEAR	213007860	CAN LINER/INSECT SPRAY/GLO	4416	07/31/2013 \$	890.82

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Total for 100-000-43200-6005						\$ 1,775.98
100-000-43200-6007 REPAIR AND MAINTENANCE SUPPLIES						
VENDOR: BB&T FINANCIAL, FSB						
3	POST YEAR	1098-07/09	CELLULAR OUTFITTER	77861	07/31/2013	\$ 37.12
6	POST YEAR	1098-07/09	BELKIN	77861	07/31/2013	\$ 73.48
VENDOR: BERRYVILLE AUTO PARTS INC						
1	POST YEAR	8906A	SHIPPING CHARGES	4321	07/15/2013	\$ 12.77
VENDOR: BERRYVILLE TRUE VALUE HARDWARE						
1	POST YEAR	064326	56171 - TRIMMER LINE	4322	07/15/2013	\$ 14.99
1	POST YEAR	064338	56171 - PADLOCKS	4322	07/15/2013	\$ 27.98
1	POST YEAR	064347	56171 - SINGLE CUT KEY	4322	07/15/2013	\$ 4.00
VENDOR: LOWE'S OF WINCHESTER						
1	POST YEAR	2271940	EXT LDR 300 LB CAP/SMALL R	77772	07/15/2013	\$ 124.23
VENDOR: SHANNON-BAUM SIGNS INC						
1	POST YEAR	0190892-IN	STREET SIGN	4376	07/15/2013	\$ 48.00
Total for 100-000-43200-6007						\$ 342.57
100-000-43200-6008 VEHICLE AND EQUIP FUEL						
VENDOR: ROBERT M LEVI						
1	POST YEAR	MILEAGEMAR-JUNE	MILEAGE MAR-JUNE	4354	07/15/2013	\$ 255.30
VENDOR: MANSFIELD OIL COMPANY						
4	POST YEAR	SQLCD/00057367	FUEL PURCHASES 06/16-06/30	4356	07/15/2013	\$ 106.85
5	POST YEAR	SQLCD/00057367	FUEL PURCHASES 06/16-06/30	4356	07/15/2013	\$ 234.38
Total for 100-000-43200-6008						\$ 596.53
100-000-43200-8201 MACHINERY & EQUIPMENT						
VENDOR: W W GRAINGER, INC						
1	POST YEAR	9169982452	MEASURING TAPE	77747	07/15/2013	\$ 395.90
2	POST YEAR	9173448052	HVAC MULTIMETER/CRCLR SAW	77747	07/15/2013	\$ 274.40
2	POST YEAR	9173448060	FLUSH CUT BLADE	77747	07/15/2013	\$ 42.45
1	POST YEAR	9175877472	CIRCULAR SAW BLD	77747	07/15/2013	\$ 89.40
1	POST YEAR	9176701598	VACUUM/DRILL BIT SETS	77747	07/15/2013	\$ 376.03
1	POST YEAR	9177063261	HAMMER	77747	07/15/2013	\$ 21.90
1	POST YEAR	9177862381	PLIER/BATTERY PACK/CRIMPIN	77747	07/15/2013	\$ 383.58
VENDOR: PROFESSIONAL EQUIPMENT						
2	POST YEAR	1019606231	TOOL BX PIANO STYLE	77786	07/15/2013	\$ 397.47
Total for 100-000-43200-8201						\$ 1,981.13
100-000-43202-3310 REPAIR & MAINTENANCE						
VENDOR: ARC WATER TREATMENT OF MARYLAND, INC.						
5	POST YEAR	0354818	JUNE SERVICE	4318	07/15/2013	\$ 68.97
VENDOR: BARTLETT TREE EXPERTS						
1	POST YEAR	4214690	TREE SERVICE	77854	07/31/2013	\$ 2,708.64
VENDOR: GREENWAY VISTA LANDSCAPES						
1	POST YEAR	337	LANDSCAPE JUNE	77748	07/15/2013	\$ 6,681.94
VENDOR: MIKE COOK PAINTING SERVICE						
2	POST YEAR	PAINTING	PAINTING SERVICES	77777	07/15/2013	\$ 2,738.82
Total for 100-000-43202-3310						\$ 12,198.37
100-000-43202-3320 MAINTENANCE SERVICE CONTRACTS						
VENDOR: LANDMARK ELEVATOR, INC.						

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1	POST YEAR	22252	MODERNIZATION	77768	07/15/2013 \$	4,462.69
1	POST YEAR	22252CORRECT	MOVE TO SPLIT BETWEEN TOWN	77768	07/15/2013 \$	4,462.69-
2	POST YEAR	22252CORRECT	UNDO - MODERNIZATION	77768	07/15/2013 \$	2,798.11
Total for 100-000-43202-3320						\$ 2,798.11
100-000-43202-5110 ELECTRICAL SERVICES						
VENDOR: RAPPAHANNOCK ELEC COMPANY						
13	POST YEAR	1149385761	101 CHALMERS	4444	07/31/2013 \$	2,635.07
100-000-43202-5130 WATER & SEWAGE SERVICES						
VENDOR: TOWN OF BERRYVILLE						
11	POST YEAR	4190099.00 98	101 CHALMERS CT	77811	07/15/2013 \$	83.03
100-000-43202-6007 REPAIR AND MAINT SUPPLIES						
VENDOR: BB&T FINANCIAL, FSB						
8	POST YEAR	1098-07/09	US REFLECTOR	77861	07/31/2013 \$	93.44
VENDOR: BERRYVILLE TRUE VALUE HARDWARE						
1	POST YEAR	064311	56171 - NUTS/WASHERS/BITS	4322	07/15/2013 \$	14.78
VENDOR: SOUTHERN REFRIGERATION						
1	POST YEAR	369684	ACTUATOR	4379	07/15/2013 \$	250.74
Total for 100-000-43202-6007						\$ 358.96
100-000-43205-5110 ELECTRICAL SERVICES						
VENDOR: RAPPAHANNOCK ELEC COMPANY						
11	POST YEAR	4455288888	129 RAMSBURG LANE	4444	07/31/2013 \$	212.08
100-000-43205-5130 WATER & SEWAGE SERVICES						
VENDOR: TOWN OF BERRYVILLE						
11	POST YEAR	9001800.00 98	MAINT FACILITY	77811	07/15/2013 \$	15.50
100-000-43206-3320 MAINTENANCE SERVICE CONTRACTS						
VENDOR: FIDELITY ENGINEERING CORPORATION						
1	POST YEAR	570496	GENERATOR SERVICE/INSP	4413	07/31/2013 \$	470.00
1	POST YEAR	570497	GENERATOR SERVICE/INSP	4413	07/31/2013 \$	470.00
Total for 100-000-43206-3320						\$ 940.00
100-000-43206-5110 ELECTRICAL SERVICES						
VENDOR: RAPPAHANNOCK ELEC COMPANY						
2	POST YEAR	204818888	104 N CHURCH ST	4444	07/31/2013 \$	670.30
6	POST YEAR	8894188888	1531 SPRINGSBERRY	4444	07/31/2013 \$	117.87
Total for 100-000-43206-5110						\$ 788.17
100-000-43206-5130 WATER & SEWAGE SERVICES						
VENDOR: DEHAVEN BERKELEY SPRINGS WATER CORP.						
1	POST YEAR	49092	WATER	77731	07/15/2013 \$	15.95
VENDOR: TOWN OF BERRYVILLE						
5	POST YEAR	1004000.00 98	100 N CHURCH ST	77811	07/15/2013 \$	331.05
Total for 100-000-43206-5130						\$ 347.00
100-000-43207-5110 ELECTRICAL SERVICES						
VENDOR: RAPPAHANNOCK ELEC COMPANY						
1	POST YEAR	204818888	102 N CHURCH ST	4444	07/31/2013 \$	1,398.94
100-000-43208-3310 REPAIR & MAINTENANCE						

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VENDOR: RIDDLEBERGER BROS INC						
1	POST YEAR	77810	CLERKS OFFICE UNIT NOT COO	4446	07/31/2013 \$	348.50
1	POST YEAR	78038	REPLACE COMPRESSOR FOR CLE	4446	07/31/2013 \$	1,859.38
VENDOR: WINCHESTER FIRE PROTECTION						
1	POST YEAR	7775	SPRINKLER SYSTEM CHECK	77962	07/31/2013 \$	1,300.00
Total for 100-000-43208-3310						\$ 3,507.88
100-000-43208-5110 ELECTRICAL SERVICES						
VENDOR: RAPPAHANNOCK ELEC COMPANY						
3	POST YEAR	204818888	104 N CHURCH ST	4444	07/31/2013 \$	490.78
7	POST YEAR	3750088888	104 N CHURCH ST	4444	07/31/2013 \$	39.12
Total for 100-000-43208-5110						\$ 529.90
100-000-43208-5130 WATER & SEWAGE SERVICES						
VENDOR: TOWN OF BERRYVILLE						
6	POST YEAR	1003900.00 98	104 N CHURCH ST	77811	07/15/2013 \$	22.07
100-000-43208-6007 REPAIR AND MAINT SUPPLIES						
VENDOR: SOUTHERN REFRIGERATION						
1	POST YEAR	369474	EM COND MTR 1/4 HP	4379	07/15/2013 \$	91.02
VENDOR: THOMAS PLUMBING & HEATING, INC.						
1	POST YEAR	S22226	SEALED UNIT	4383	07/15/2013 \$	22.50
Total for 100-000-43208-6007						\$ 113.52
100-000-43209-5110 ELECTRICAL SERVICES						
VENDOR: RAPPAHANNOCK ELEC COMPANY						
7	POST YEAR	7658188888	225 RAMSBURG LANE	4444	07/31/2013 \$	485.25
100-000-43210-5110 ELECTRICAL SERVICES						
VENDOR: RAPPAHANNOCK ELEC COMPANY						
6	POST YEAR	0775388888	524 WESTWOOD ROAD	4444	07/31/2013 \$	108.99
100-000-43211-5110 ELECTRICAL SERVICES						
VENDOR: RAPPAHANNOCK ELEC COMPANY						
26	POST YEAR	2750088888	225 AL SMITH	4444	07/31/2013 \$	2,649.87
100-000-43211-5130 WATER & SEWAGE SERVICES						
VENDOR: TOWN OF BERRYVILLE						
6	POST YEAR	9001300.00 98	ROUTE 7 WEST REC CE	77811	07/15/2013 \$	155.00
100-000-43212-3310 REPAIR & MAINTENANCE						
VENDOR: THOMAS PLUMBING & HEATING, INC.						
1	POST YEAR	PS21849	REPLACED YARD HYDRANT	4461	07/31/2013 \$	31.23
2	POST YEAR	PS21849	REPLACED YARD HYDRANT	4461	07/31/2013 \$	489.68
3	POST YEAR	PS21849	REPLACED YARD HYDRANT	4461	07/31/2013 \$	78.80
Total for 100-000-43212-3310						\$ 599.71
100-000-43212-5110 ELECTRICAL SERVICES						
VENDOR: RAPPAHANNOCK ELEC COMPANY						
46	POST YEAR	1650088888	225 AL SMITH CIR	4444	07/31/2013 \$	8.14
47	POST YEAR	1650088888	225 AL SMITH CIR	4444	07/31/2013 \$	7.53
48	POST YEAR	1650088888	225 AL SMITH CIR	4444	07/31/2013 \$	13.51
50	POST YEAR	1650088888	225 AL SMITH CIR	4444	07/31/2013 \$	24.73
51	POST YEAR	1650088888	225 AL SMITH CIR	4444	07/31/2013 \$	7.64
53	POST YEAR	1650088888	225 AL SMITH CIR	4444	07/31/2013 \$	16.29

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54.	POST YEAR	1650088888	225 AL SMITH CIR	4444	07/31/2013 \$	12.78
27	POST YEAR	2750088888	225 AL SMITH	4444	07/31/2013 \$	262.45
28	POST YEAR	2750088888	225 AL SMITH	4444	07/31/2013 \$	122.89
Total for 100-000-43212-5110						\$ 475.96
100-000-43212-5130 WATER & SEWAGE SERVICES						
VENDOR: TOWN OF BERRYVILLE						
6	POST YEAR	9001200.00 98	LITTLE LEAGUE BASEBALL	77811	07/15/2013 \$	62.00
6	POST YEAR	9001500.00 98	ROUTE 7 WEST HOUSE	77811	07/15/2013 \$	137.97
Total for 100-000-43212-5130						\$ 199.97
100-000-43213-3310 REPAIR & MAINTENANCE						
VENDOR: THOMAS PLUMBING & HEATING, INC.						
3	POST YEAR	PS21844	REPAIRED POOL PUMP	4461	07/31/2013 \$	152.32
4	POST YEAR	PS21844	REPAIRED POOL PUMP	4461	07/31/2013 \$	352.68
Total for 100-000-43213-3310						\$ 505.00
100-000-43213-5110 ELECTRICAL SERVICES						
VENDOR: RAPPAHANNOCK ELEC COMPANY						
49	POST YEAR	1650088888	225 AL SMITH CIR	4444	07/31/2013 \$	229.29
30	POST YEAR	2750088888	225 AL SMITH	4444	07/31/2013 \$	723.81
Total for 100-000-43213-5110						\$ 953.10
100-000-43213-5130 WATER & SEWAGE SERVICES						
VENDOR: TOWN OF BERRYVILLE						
6	POST YEAR	9001400.00 98	ROUTE 7 WEST POOL	77811	07/15/2013 \$	5,230.59
100-000-43213-6007 REPAIR AND MAINT SUPPLIES						
VENDOR: ARCHITECTURAL DOOR SUPPLY						
1	POST YEAR	102467	DOOR	77706	07/15/2013 \$	604.00
100-000-43214-5110 ELECTRICAL SERVICES						
VENDOR: RAPPAHANNOCK ELEC COMPANY						
52	POST YEAR	1650088888	225 AL SMITH CIR	4444	07/31/2013 \$	175.73
100-000-43215-5110 ELECTRICAL SERVICES						
VENDOR: RAPPAHANNOCK ELEC COMPANY						
29	POST YEAR	2750088888	225 AL SMITH	4444	07/31/2013 \$	67.49
100-000-43236-5130 WATER & SEWAGE SERVICES						
VENDOR: TOWN OF BERRYVILLE						
6	POST YEAR	1004800.00 98	36 E MAIN ST	77811	07/15/2013 \$	22.07
100-000-43237-3310 REPAIR & MAINTENANCE						
VENDOR: ANDERSON CONTROL INC						
1	POST YEAR	12195	SERVICE CALL ADDED CODE FO	4317	07/15/2013 \$	95.00
100-000-43237-5110 ELECTRICAL SERVICES						
VENDOR: RAPPAHANNOCK ELEC COMPANY						
6	POST YEAR	0801388888	313 E MAIN ST	4444	07/31/2013 \$	109.55
6	POST YEAR	4980388888	311 E MAIN ST	4444	07/31/2013 \$	547.42
Total for 100-000-43237-5110						\$ 656.97
100-000-43237-5130 WATER & SEWAGE SERVICES						
VENDOR: TOWN OF BERRYVILLE						

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6	POST YEAR	2010600.00 98	313 E MAIN ST	77811	07/15/2013 \$	22.07
6	POST YEAR	2010700.00 98	311 E MAIN ST	77811	07/15/2013 \$	66.21
Total for 100-000-43237-5130						\$ 88.28
100-000-43237-6007 REPAIR AND MAINT SUPPLIES						
VENDOR: BB&T FINANCIAL, FSB						
13	POST YEAR	1098-07/09	CAPITOL BUILDING SUPPLY	77861	07/31/2013 \$	741.50
100-000-71100-3320 MAINTENANCE SERVICE CONTRACT						
VENDOR: DDL BUSINESS SYSTEMS LLC						
1	POST YEAR	53300	OVERAGES	4335	07/15/2013 \$	191.14
VENDOR: RICOH USA INC						
1	POST YEAR	5026547970	ADDITIONAL IMAGES	77793	07/15/2013 \$	58.70
Total for 100-000-71100-3320						\$ 249.84
100-000-71100-5210 POSTAL SERVICES						
VENDOR: PURCHASE POWER						
21	POST YEAR	15353697871	POSTAGE	77789	07/15/2013 \$	97.14
100-000-71100-5230 TELECOMMUNICATIONS						
VENDOR: TREASURER OF VIRGINIA						
19	POST YEAR	T261230	PHONE BILL	4336	07/15/2013 \$	15.12
VENDOR: VERIZON						
115	POST YEAR	00002726889534Y	PHONE BILL	77827	07/15/2013 \$	122.56
Total for 100-000-71100-5230						\$ 137.68
100-000-71100-5400 LEASES AND RENTALS						
VENDOR: SHENANDOAH VALLEY WATER & COFFEE CO.						
1	POST YEAR	G13100000-13	WATER RENTAL	77798	07/15/2013 \$	71.00
100-000-71100-5810 DUES & MEMBERSHIPS						
VENDOR: VIRGINIA DEPT OF SOCIAL SVC						
1	POST YEAR	BACKGROUN MAY13	BACKGROUND CHECK	77831	07/15/2013 \$	7.00
1	POST YEAR	BACKGROUNDCKMAY	BACKGROUND CHECK	77832	07/15/2013 \$	7.00
1	POST YEAR	RETURNCK BG	FEE FOR RETURN CHECK AND M	77830	07/15/2013 \$	32.00
Total for 100-000-71100-5810						\$ 46.00
100-000-71100-6001 OFFICE SUPPLIES						
VENDOR: MOORE MEDICAL, LLC						
1	POST YEAR	97782300 I	GLOVES	77779	07/15/2013 \$	67.12
100-000-71100-6003 AGRICULTURAL SUPPLIES						
VENDOR: STUART M PERRY, INC.						
1	POST YEAR	00320533	GRAVEL TO PARK	77805	07/15/2013 \$	362.14
100-000-71100-6008 VEHICLE AND EQUIP FUEL						
VENDOR: MANSFIELD OIL COMPANY						
7	POST YEAR	SQLCD/00057367	FUEL PURCHASES 06/16-06/30	4356	07/15/2013 \$	20.85
100-000-71100-6014 OTHER OPERATING SUPPLIES						
VENDOR: BB&T FINANCIAL, FSB						
3	POST YEAR	6723-02/09	STAPLES	77861	07/31/2013 \$	99.99
100-000-71310-6001 OFFICE SUPPLIES						

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VENDOR: WALMART COMMUNITY/GECRB						
20	POST YEAR	603220200056073	SUPPLIES	77839	07/15/2013 \$	38.32
100-000-71310-6002 FOOD SUPPLIES & FOOD SERVICE SUPPLIE						
VENDOR: WALMART COMMUNITY/GECRB						
19	POST YEAR	603220200056073	SUPPLIES	77839	07/15/2013 \$	9.96
27	POST YEAR	603220200056073	FOOD/DRINKS	77960	07/31/2013 \$	118.90
34	POST YEAR	603220200056073	FOOD/DRINKS	77960	07/31/2013 \$	92.77
Total for 100-000-71310-6002						\$ 221.63
100-000-71310-6013 EDUCATIONAL AND RECREATIONAL SUPPLIE						
VENDOR: WALMART COMMUNITY/GECRB						
17	POST YEAR	603220200056073	SUPPLIES	77839	07/15/2013 \$	39.99
25	POST YEAR	603220200056073	FOOD/DRINKS	77960	07/31/2013 \$	29.88
35	POST YEAR	603220200056073	FOOD/DRINKS	77960	07/31/2013 \$	98.00
Total for 100-000-71310-6013						\$ 167.87
100-000-71320-3100 PROFESSIONAL SERVICES						
VENDOR: AMERICAN RED CROSS						
1	POST YEAR	10240955	PROFESSIONAL SERVICES	77844	07/31/2013 \$	70.00
100-000-71320-6011 UNIFORM AND WEARING APPAREL						
VENDOR: ATTIC PROMOTIONS, INC.						
2	POST YEAR	1584	SHIRTS	4319	07/15/2013 \$	59.75
3	POST YEAR	1585	SHIRTS	4319	07/15/2013 \$	264.00
Total for 100-000-71320-6011						\$ 323.75
100-000-71320-6013 EDUCATIONAL AND RECREATIONAL SUPPLIE						
VENDOR: BERRYVILLE TRUE VALUE HARDWARE						
1	POST YEAR	064296	55140 -- FLY RIBBON	4322	07/15/2013 \$	9.96
VENDOR: KIEFER						
1	POST YEAR	307184	KIEFER COLOR CODED TORSO	77761	07/15/2013 \$	66.39
Total for 100-000-71320-6013						\$ 76.35
100-000-71320-6014 OTHER OPERATING SUPPLIES						
VENDOR: BERRYVILLE AUTO PARTS INC						
1	POST YEAR	10064320	BATTERIES	4321	07/15/2013 \$	23.32
VENDOR: WALMART COMMUNITY/GECRB						
13	POST YEAR	603220200056073	SUPPLIES	77839	07/15/2013 \$	19.97
VENDOR: WATER SAFETY PRODUCTS, INC.						
1	POST YEAR	138183	VELCRO HEAD BED	77840	07/15/2013 \$	40.00
Total for 100-000-71320-6014						\$ 83.29
100-000-71320-6015 MERCHANDISE FOR RESALE						
VENDOR: BB&T FINANCIAL, FSB						
1	POST YEAR	6723-02/09	SWIMOUTLET.COM	77861	07/31/2013 \$	105.75
2	POST YEAR	6723-02/09	SWIMOUTLET.COM	77861	07/31/2013 \$	44.89
Total for 100-000-71320-6015						\$ 150.64
100-000-71330-6001 OFFICE SUPPLIES						
VENDOR: WALMART COMMUNITY/GECRB						
22	POST YEAR	603220200056073	SUPPLIES	77839	07/15/2013 \$	72.17
100-000-71330-6015 MERCHANDISE FOR RESALE						

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VENDOR: BB&T FINANCIAL, FSB						
4	POST YEAR	6723-02/09	FUN COUNTRY KETTLE CORN	77861	07/31/2013 \$	73.00
VENDOR: COCA-COLA REFRESHMENTS						
1	POST YEAR	1236014609	DRINKS	77723	07/15/2013 \$	514.32
VENDOR: COSTCO WHOLESALE INC. #239						
1	POST YEAR	0239010149125	FOOD	77727	07/15/2013 \$	319.45
1	POST YEAR	02390701605	FOOD	77727	07/15/2013 \$	174.86
VENDOR: FOOD LION, INC						
1	POST YEAR	281164258164	FOOD	77740	07/15/2013 \$	23.47
VENDOR: FUN COUNTRY KETTLE CORN						
1	POST YEAR	62813	KETTLE CORN	77743	07/15/2013 \$	73.00
VENDOR: GARBER ICE CREAM CO INC						
1	POST YEAR	262571	ICE CREAM	77744	07/15/2013 \$	487.60
VENDOR: HUNT BROTHERS PIZZA						
1	POST YEAR	225013897	PIZZA	77753	07/15/2013 \$	752.82
VENDOR: WALMART COMMUNITY/GECRB						
18	POST YEAR	603220200056073	SUPPLIES	77839	07/15/2013 \$	120.66
23	POST YEAR	603220200056073	SUPPLIES	77839	07/15/2013 \$	61.33
26	POST YEAR	603220200056073	FOOD/DRINKS	77960	07/31/2013 \$	59.84
Total for 100-000-71330-6015						\$ 2,660.35
100-000-71350-3100 PROFESSIONAL SERVICES						
VENDOR: ALL ABOUT LEARNING INC						
1	POST YEAR	ENG. CAMP	JR. VEHICLE ENGINEERING CA	77699	07/15/2013 \$	2,507.00
VENDOR: AMERICAN RED CROSS						
1	POST YEAR	10237872	FIRST AID/CPR/AED CLASSES	77702	07/15/2013 \$	162.00
1	POST YEAR	10238045	FIRST AID/CPR/AED CLASSES	77702	07/15/2013 \$	300.00
VENDOR: CLARK, WAYNE DBA LOCUST HILL GOLF COURSE						
1	POST YEAR	JR GOLF CAMP	JR GOLF CAMP	77715	07/15/2013 \$	210.00
VENDOR: COPELAND, DAVID						
1	POST YEAR	FENCING/EPEE		77725	07/15/2013 \$	1,827.75
2	POST YEAR	FENCING/EPEE	FENCING CLASSES	77725	07/15/2013 \$	1,742.25
VENDOR: COSSETTE, JENNIFER DBA PONY TO GO						
1	POST YEAR	RANCHNIGHT	PONY RIDES FAMILY NIGHT	77726	07/15/2013 \$	75.00
VENDOR: MONTGOMERY, CHRISTEL DBA CHEER ERUPTIONS						
1	POST YEAR	GYMN CLASSES	GYMN CLASSES	4360	07/15/2013 \$	1,407.00
VENDOR: OPUS OAKES, AN ART PLACE, INC.						
1	POST YEAR	ART/DESIGNCLASS	FASHION/ART CLASSES	4366	07/15/2013 \$	3,764.00
VENDOR: SHENANDOAH BASKETBALL OFFICIALS ASSOC.						
2	POST YEAR	REFEREESERVICES	REFEREE	77935	07/31/2013 \$	720.00
Total for 100-000-71350-3100						\$ 12,715.00
100-000-71350-5560 GROUP TRIPS						
VENDOR: CLARCO CORPORATION						
2	POST YEAR	2760CORRECT	UNDO - MOVE TO FY13	77714	07/15/2013 \$	168.00
VENDOR: MONKEY JOE'S						
1	POST YEAR	30064771914	FOOD	77778	07/15/2013 \$	105.00
Total for 100-000-71350-5560						\$ 273.00
100-000-71350-5830 REFUNDS						

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=====						
VENDOR: MIKE CASEY						
1	POST YEAR	171620	CREDIT	77713	07/15/2013 \$	80.00
VENDOR: MANDY MCINTURFF						
1	POST YEAR	171715	CANCELLATION REFUND	77776	07/15/2013 \$	115.00
Total for 100-000-71350-5830						\$ 195.00
100-000-71350-6002 FOOD SUPPLIES & FOOD SERVICE SUPPLIE						
VENDOR: SCHENCK FOODS CO., INC.						
1	POST YEAR	5776146	FOOD	77796	07/15/2013 \$	239.23
VENDOR: WALMART COMMUNITY/GECRB						
28	POST YEAR	603220200056073	FOOD/DRINKS	77960	07/31/2013 \$	62.00
30	POST YEAR	603220200056073	FOOD/DRINKS	77960	07/31/2013 \$	99.20
Total for 100-000-71350-6002						\$ 400.43
100-000-71350-6013 EDUCATIONAL AND RECREATIONAL SUPPLIE						
VENDOR: WALMART COMMUNITY/GECRB						
12	POST YEAR	603220200056073	SUPPLIES	77839	07/15/2013 \$	18.44
14	POST YEAR	603220200056073	SUPPLIES	77839	07/15/2013 \$	36.88
16	POST YEAR	603220200056073	SUPPLIES	77839	07/15/2013 \$	35.88
21	POST YEAR	603220200056073	SUPPLIES	77839	07/15/2013 \$	7.64
24	POST YEAR	603220200056073	SUPPLIES	77839	07/15/2013 \$	9.88
31	POST YEAR	603220200056073	FOOD/DRINKS	77960	07/31/2013 \$	31.61
36	POST YEAR	603220200056073	REFUND	77960	07/31/2013 \$	9.88-
Total for 100-000-71350-6013						\$ 130.45
100-000-71350-6014 OTHER OPERATING SUPPLIES						
VENDOR: VRPS						
1	POST YEAR	KINGS DOMINION	KINGS DOMINION TICKETS	77957	07/31/2013 \$	519.00
VENDOR: WALMART COMMUNITY/GECRB						
15	POST YEAR	603220200056073	SUPPLIES	77839	07/15/2013 \$	152.55
Total for 100-000-71350-6014						\$ 671.55
100-000-72600-5699 CIVIC CONTRIBUTIONS						
VENDOR: OPUS OAKES, AN ART PLACE, INC.						
1	POST YEAR	CHALLENGEGRANT	CHALLENGE GRANT	4366	07/15/2013 \$	4,000.00
1	POST YEAR	CHALLENGRANTCOR	UNDO - MOVE TO FY14	4366	07/15/2013 \$	4,000.00-
Total for 100-000-72600-5699						\$ 0.00
100-000-81110-3100 PROFESSIONAL SERVICES						
VENDOR: HALL, MONAHAN, ENGLE, MAHAN & MITCHELL						
2	POST YEAR	JULY 2 INVOICE	PROFESSIONAL SERVICES	4420	07/31/2013 \$	92.80
100-000-81110-3140 ENGINEERING REVIEW EXPENDITURES						
VENDOR: PIEDMONT GEOTECHNICAL, INC.						
1	POST YEAR	1543VA	PROFESSIONAL SERVICES	4367	07/15/2013 \$	170.00
100-000-81110-3500 PRINTING AND BINDING						
VENDOR: BB&T FINANCIAL, FSB						
3	POST YEAR	9769-07/09	AMAZON	77861	07/31/2013 \$	444.94
100-000-81110-3600 ADVERTISING						
VENDOR: WINCHESTER STAR						
2	POST YEAR	1653410	COMPREHENSIVE PLAN	4391	07/15/2013 \$	200.20
1	POST YEAR	952732	ADVERTISING FOR HEARING	4391	07/15/2013 \$	171.60

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Total for 100-000-81110-3600						\$ 371.80
100-000-81110-5210			POSTAL SERVICES			
VENDOR: BB&T FINANCIAL, FSB						
4	POST YEAR	6715-07/09	USPS POSTAGE	77861	07/31/2013	\$ 46.00
VENDOR: PURCHASE POWER						
22	POST YEAR	15353697871	POSTAGE	77789	07/15/2013	\$ 343.17
Total for 100-000-81110-5210						\$ 389.17
100-000-81110-5230			TELECOMMUNICATIONS			
VENDOR: TREASURER OF VIRGINIA						
20	POST YEAR	T261230	PHONE BILL	4336	07/15/2013	\$ 3.84
VENDOR: VERIZON						
116	POST YEAR	00002726889534Y	PHONE BILL	77827	07/15/2013	\$ 15.10
Total for 100-000-81110-5230						\$ 18.94
100-000-81110-5540			TRAVEL CONVENTION & EDUCATION			
VENDOR: BB&T FINANCIAL, FSB						
1	POST YEAR	6715-07/09	COURTYARD HARRISONBURG VA	77861	07/31/2013	\$ 94.78
2	POST YEAR	6715-07/09	COURTYARD HARRISONBURG VA	77861	07/31/2013	\$ 94.78
Total for 100-000-81110-5540						\$ 189.56
100-000-81400-3100			PROFESSIONAL SERVICES			
VENDOR: HALL, MONAHAN, ENGLE, MAHAN & MITCHELL						
1	POST YEAR	JULY 2 INVOICE	PROFESSIONAL SERVICES	4420	07/31/2013	\$ 684.90
100-000-81520-5210			POSTAL SERVICES			
VENDOR: PURCHASE POWER						
24	POST YEAR	15353697871	POSTAGE	77789	07/15/2013	\$ 17.52
100-000-81700-5210			POSTAL SERVICES			
VENDOR: PURCHASE POWER						
25	POST YEAR	15353697871	POSTAGE	77789	07/15/2013	\$ 3.22
100-000-81800-3100			PROFESSIONAL SERVICES			
VENDOR: KALBIAN, MARAL S.						
1	POST YEAR	JUNE SERVICES	PROFESSIONAL SERVICES	4352	07/15/2013	\$ 1,490.00
1	POST YEAR	MAY/JUNE INV#4	PROFESSIONAL SERVICES	4352	07/15/2013	\$ 2,000.00
Total for 100-000-81800-3100						\$ 3,490.00
100-000-82210-3000			PURCHASED SERVICES			
VENDOR: INBODEN ENVIRONMENTAL SERVICES, INC.						
2	POST YEAR	50677CORRECT	UNDO -- MOVE TO FY13	4422	07/31/2013	\$ 935.00
2	POST YEAR	50678CORRECT	UNDO -- MOVE TO FY13	4422	07/31/2013	\$ 850.00
Total for 100-000-82210-3000						\$ 1,785.00
100-000-82600-5510			TRAVEL MILEAGE			
VENDOR: LAURA NOWELL SHIFFLETT						
1	POST YEAR	MILEAGEJUNE13	MILEAGE FOR JUNE	4450	07/31/2013	\$ 349.17
100-000-83100-3841			VPI EXTENSION AGENT			
VENDOR: VCE-FREDERICK COUNTY						
1	POST YEAR	FY2013 FUNDS	FY2013 FUNDS IN SUPPORT OF	77829	07/15/2013	\$ 1,650.00

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100-000-83100-5210			POSTAGE			
VENDOR: PURCHASE POWER						
28	POST YEAR	15353697871	POSTAGE	77789	07/15/2013	\$ 277.87
100-000-83100-5230			TELECOMMUNICATIONS			
VENDOR: TREASURER OF VIRGINIA						
13	POST YEAR	T261230	PHONE BILL	4336	07/15/2013	\$ 16.58
VENDOR: VERIZON						
117	POST YEAR	00002726889534Y	PHONE BILL	77827	07/15/2013	\$ 34.13
Total for 100-000-83100-5230						\$ 50.71
100-000-83100-6014			OTHER OPERATING SUPPLIES			
VENDOR: BERRYVILLE FARM SUPPLY						
1	POST YEAR	1047390	2 COMPLETE INCUBATORS	77709	07/15/2013	\$ 219.70
100-000-83400-5699			CIVIC CONTRIBUTIONS			
VENDOR: NORTHERN VA 4-H EDUCA/CONFERENCE CENTER						
1	POST YEAR	FY14CONTRIBUTIO	FY14 CONTRIBUTIONS	77780	07/15/2013	\$ 2,250.00
TOTAL DEFINITION TYPE 0 :						\$ 160,885.15
TOTAL EXPENDITURES :						\$ 160,885.15
TOTAL for FISCAL YEAR 2013 :						\$ 160,885.15
Fiscal Year: 2014						
EXPENDITURES						
DEFINITION TYPE 0						
100-000-11010-5307			PUBLIC OFFICIAL LIABILITY INS.			
VENDOR: VACORP						
8	JULY	5818	PUBLIC OFFICIAL LIABILITY	77823	07/15/2013	\$ 5,947.00
100-000-11010-5540			TRAVEL CONVENTION & EDUCATION			
VENDOR: BB&T FINANCIAL, FSB						
3	JULY	3396-07/09	HOMESTEAD	77861	07/31/2013	\$ 667.41
4	JULY	3396-07/09	HOMESTEAD	77861	07/31/2013	\$ 280.69
5	JULY	3396-07/09	HOMESTEAD	77861	07/31/2013	\$ 392.96
6	JULY	3396-07/09	HOMESTEAD	77861	07/31/2013	\$ 280.69
Total for 100-000-11010-5540						\$ 1,621.75
100-000-12110-2700			WORKERS COMPENSATION INSURANCE			
VENDOR: VACORP						
1	JULY	7820	WORKERS COMPENSATION INSUR	77823	07/15/2013	\$ 168.59
100-000-12110-5810			DUES & ASSOCIATION MEMBERSHIPS			
VENDOR: IIMC						
1	JULY	ANNUAL MEMBERSH	MEMBERSHIP FY14	77755	07/15/2013	\$ 145.00
VENDOR: VIRGINIA MUNICIPAL CLERKS ASSOCIATION						
1	JULY	MEMBERSHIPFY14	MEMBERSHIP FY14	77835	07/15/2013	\$ 35.00
VENDOR: VLGMA						
1	JULY	MEMBERSHIPDUES	FY14 MEMBERSHIP DUES	77836	07/15/2013	\$ 337.93
Total for 100-000-12110-5810						\$ 517.93
100-000-12110-6008			VEHICLE AND EQUIP FUEL			

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VENDOR: MANSFIELD OIL COMPANY						
3	JULY	SQLCD/00058038	FUEL PURCHASES 07/01-07/15	4428	07/31/2013 \$	46.14
100-000-12210-2700 WORKER'S COMPENSATION						
VENDOR: VACORP						
21	JULY	7820	WORKER'S COMPENSATION	77823	07/15/2013 \$	27.39
100-000-12310-2700 WORKERS COMPENSATION INSURANCE						
VENDOR: VACORP						
2	JULY	7820	WORKERS COMPENSATION INSUR	77823	07/15/2013 \$	107.97
100-000-12310-3100 PROFESSIONAL SERVICES						
VENDOR: CINTAS CORP.						
1	JULY	8400401988	SERVICE	77864	07/31/2013 \$	22.05
100-000-12310-5810 DUES & MEMBERSHIPS						
VENDOR: VALTA MEMBERSHIP						
1	JULY	2013-2014 MEMBE	2013-2014 MEMBERSHIP	77952	07/31/2013 \$	10.00
100-000-12410-2700 WORKERS COMPENSATION INSURANCE						
VENDOR: VACORP						
3	JULY	7820	WORKERS COMPENSATION INSUR	77823	07/15/2013 \$	126.47
100-000-12410-3100 PROFESSIONAL SERVICES						
VENDOR: CINTAS CORP.						
1	JULY	8400401989	SERVICE	77864	07/31/2013 \$	22.05
100-000-12410-5810 DUES & MEMBERSHIPS						
VENDOR: BAI TREASURER'S USER GROUP						
1	JULY	FY14 MEMBERSHIP	FY14 MEMBERSHIP	77708	07/15/2013 \$	350.00
VENDOR: TREASURERS' ASSOCIATION OF VIRGINIA						
1	JULY	MEMBERSHIP	MEMBERSHIP	77947	07/31/2013 \$	330.00
Total for 100-000-12410-5810						\$ 680.00
100-000-12510-2700 WORKER'S COMPENSATION						
VENDOR: VACORP						
4	JULY	7820	WORKER'S COMPENSATION	77823	07/15/2013 \$	103.29
100-000-12510-3100 PROFESSIONAL SERVICES						
VENDOR: MATSCH SYSTEMS						
1	JULY	1847	AUGUST 2013 ACC SERVICE	4429	07/31/2013 \$	200.00
VENDOR: VERMONT SYSTEMS						
1	JULY	40061	RENEWAL	77828	07/15/2013 \$	2,772.00
Total for 100-000-12510-3100						\$ 2,972.00
100-000-12510-3320 MAINTENANCE SERVICE CONTRACT						
VENDOR: AVAYA, INC.						
1	JULY	2732637805	MAINTENANCE SERVICE CONTRA	77850	07/31/2013 \$	1,249.22
VENDOR: BB&T FINANCIAL, FSB						
7	JULY	3396-07/09	VSN DOTGOV REGISTRATION	77861	07/31/2013 \$	125.00
VENDOR: DELL MARKETING, L P						
1	JULY	XJ674KDJ1	TECHNICAL SUPPORT	77878	07/31/2013 \$	1,365.00
Total for 100-000-12510-3320						\$ 2,739.22

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100-000-12510-5230 TELECOMMUNICATIONS						
VENDOR: COMCAST						
1	JULY	26017237		77872	07/31/2013 \$	516.24
2	JULY	26017237	INTERNET	77872	07/31/2013 \$	333.76
Total for 100-000-12510-5230						\$ 850.00
100-000-12510-8207 EDP EQUIPMENT						
VENDOR: BB&T FINANCIAL, FSB						
8	JULY	3396-07/09	FIBER OPTICS FOR SALE	77861	07/31/2013 \$	16.98
100-000-13100-5540 TRAVEL CONVENTION & EDUCATION						
VENDOR: BOSSERMAN, BARBARA						
1	JULY	MILEAGEJULY	MILEAGE/PARKING FOR BOOTS	4326	07/15/2013 \$	163.77
VENDOR: DEHAVEN, DONALD						
1	JULY	ANNUAL MEETING	ANNUAL MEETING MILEAGE/MEA	4411	07/31/2013 \$	46.00
VENDOR: WESTERVELT, CAROL S.						
1	JULY	ANNUAL TRAINING	ANNUAL TRAINING MEALS/MILE	4465	07/31/2013 \$	219.91
Total for 100-000-13100-5540						\$ 429.68
100-000-13200-2700 WORKERS COMPENSATION INSURANCE						
VENDOR: VACORP						
5	JULY	7820	WORKERS COMPENSATION INSUR	77823	07/15/2013 \$	35.67
100-000-13200-5540 TRAVEL CONVENTION & EDUCATION						
VENDOR: BOSSERMAN, BARBARA						
1	JULY	ANNUAL MEETING	ANNUAL MEETING MILEAGE/MEA	4400	07/31/2013 \$	71.73
100-000-21100-5841 COMPENSATION OF JURORS						
VENDOR: BETH DAVIS						
1	JULY	JURYDUTY07/08	JURY DUTY 07/08	77730	07/15/2013 \$	30.00
VENDOR: SHELLY ERICKSON						
1	JULY	JURYDUTY07/08	JURY DUTY 07/08	77737	07/15/2013 \$	30.00
VENDOR: ANDREA FELTNER						
1	JULY	JURYDUTY07/08	JURY DUTY 07/08	77738	07/15/2013 \$	30.00
VENDOR: JACOBS, BONNIE						
1	JULY	JURYDUTY07/08	JURY DUTY 07/08	77756	07/15/2013 \$	30.00
VENDOR: RONALD LIGHT						
1	JULY	JURYDUTY07/08	JURY DUTY 07/08	77769	07/15/2013 \$	30.00
Total for 100-000-21100-5841						\$ 150.00
100-000-21200-3150 LEGAL						
VENDOR: CLARKE CO GENERAL DISTRICT COURT						
1	JULY	006286024	LEGAL SERVICES	77865	07/31/2013 \$	120.00
100-000-21500-5810 DUES & MEMBERSHIPS						
VENDOR: ASSOC OF CLERKS OF THE D C COURTS OF VA						
1	JULY	FY14	MEMBERSHIP FY14	77846	07/31/2013 \$	40.00
100-000-21600-2700 WORKER'S COMPENSATION						
VENDOR: VACORP						
6	JULY	7820	WORKER'S COMPENSATION	77823	07/15/2013 \$	127.96
100-000-21600-3320 MAINTENANCE SERVICE CONTRACT						

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VENDOR: CANON SOLUTIONS AMERICA, INC.						
1	JULY	4010056608	COPIER	77923	07/31/2013 \$	243.00
		100-000-21600-3510	MICROFILMING			
VENDOR: LOGAN SYSTEMS, INC						
1	JULY	44568	COMPUTER INDEXING	4427	07/31/2013 \$	568.06
		100-000-21900-2700	WORKER'S COMPENSATION			
VENDOR: VACORP						
7	JULY	7820	WORKER'S COMPENSATION	77823	07/15/2013 \$	29.24
		100-000-22100-2700	WORKERS COMPENSATION INSURANCE			
VENDOR: VACORP						
8	JULY	7820	WORKERS COMPENSATION INSUR	77823	07/15/2013 \$	157.58
		100-000-22100-3320	MAINTENANCE SERVICE CONTRACT			
VENDOR: RICOH USA INC						
2	JULY	5026548066	MAINTENANCE	77793	07/15/2013 \$	63.90
		100-000-22100-6001	OFFICE SUPPLIES			
VENDOR: COMMERCIAL PRESS						
1	JULY	108589	LETTERHEADS	4407	07/31/2013 \$	113.20
		100-000-31200-2700	WORKERS COMPENSATION INSURANCE			
VENDOR: VACORP						
9	JULY	7820	WORKERS COMPENSATION INSUR	77823	07/15/2013 \$	11,237.52
20	JULY	7820	WORKERS COMPENSATION INSUR	77823	07/15/2013 \$	146.16
						11,383.68
Total for 100-000-31200-2700						\$
		100-000-31200-2860	LINE OF DUTY BENEFITS			
VENDOR: VACORP						
1	JULY	LODA-13-14-18	LINE OF DUTY COVERAGE	77823	07/15/2013 \$	6,834.32
		100-000-31200-3100	PROFESSIONAL SERVICES			
VENDOR: TREASURER OF VIRGINIA						
1	JULY	224779	CALIBRATION FEES	77946	07/31/2013 \$	14.12
		100-000-31200-3310	REPAIR & MAINTENANCE			
VENDOR: BERRYVILLE AUTO PARTS INC						
2	JULY	5370-73325	LABOR	4396	07/31/2013 \$	120.00
2	JULY	5370-73559	LABOR	4396	07/31/2013 \$	130.00
2	JULY	5370-73591	LABOR	4396	07/31/2013 \$	75.00
						325.00
Total for 100-000-31200-3310						\$
		100-000-31200-3320	MAINTENANCE SERVICE CONTRACT			
VENDOR: BB&T FINANCIAL, FSB						
4	JULY	6665-07/09	COMPUTER PROJECTS	77861	07/31/2013 \$	165.00
VENDOR: CROSS MATCH TECHNOLOGIES						
1	JULY	5630	MAINTENANCE SERVICE CONTRA	77875	07/31/2013 \$	900.00
VENDOR: POWER DMS SUITE						
1	JULY	6509	ANNUAL LICENSE	77925	07/31/2013 \$	1,250.42
VENDOR: SOUTHERN SOFTWARE, INC.						
2	JULY	229915	RENEWAL SUPPORT FEE	4454	07/31/2013 \$	3,436.00
1	JULY	229916	RENEWAL SUPPORT FEE	4454	07/31/2013 \$	7,132.00

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Total for 100-000-31200-3320						\$ 12,883.42
100-000-31200-5305			MOTOR VEHICLE INSURANCE			
VENDOR: VACORP						
1	JULY	5818	BUSINESS AUTO	77823	07/15/2013	\$ 13,338.00
100-000-31200-5540			TRAVEL CONVENTION & EDUCATION			
VENDOR: BB&T FINANCIAL, FSB						
1	JULY	2074-07/09	NWTC WEB REGISTRATION	77861	07/31/2013	\$ 700.00
2	JULY	2074-07/09	ED ETC	77861	07/31/2013	\$ 95.00
VENDOR: ROPER, ANTHONY W.						
2	JULY	REIMBURSECORREC	UNDO - MOVE TO 5540	4372	07/15/2013	\$ 225.00
Total for 100-000-31200-5540						\$ 1,020.00
100-000-31200-6001			OFFICE SUPPLIES			
VENDOR: DEHAVEN BERKELEY SPRINGS WATER CORP.						
1	JULY	RT03-000030	JULY WATER	77877	07/31/2013	\$ 27.85
100-000-31200-6007			REPAIR AND MAINTENANCE SUPPLIES			
VENDOR: BERRYVILLE AUTO PARTS INC						
1	JULY	5370-73325	FILTER/OIL/WASHER/FUEL FIL	4396	07/31/2013	\$ 112.67
1	JULY	5370-73559	BRAKE ROTOR/BRAKE PADS/LOC	4396	07/31/2013	\$ 297.22
1	JULY	5370-73591	FILTER/OIL/WASHER	4396	07/31/2013	\$ 33.64
VENDOR: ROPER, ANTHONY W.						
1	PRE-YEAR	REIMBURSECORREC	UNDO - MOVE TO 5540	4372	07/15/2013	\$ 225.00-
2	PRE-YEAR	REIMBURSEMENT	VA SHERIFFS ASSOC. ANNUAL	4372	07/15/2013	\$ 225.00
VENDOR: TIRE WORLD						
1	JULY	560602	TIRES	77942	07/31/2013	\$ 934.08
Total for 100-000-31200-6007						\$ 1,377.61
100-000-31200-6008			VEHICLE AND EQUIP FUEL			
VENDOR: MANSFIELD OIL COMPANY						
1	JULY	SQLCD/00058073	FUEL PURCHASES 07/01-07/15	4428	07/31/2013	\$ 2,445.48
100-000-31200-6011			UNIFORM AND WEARING APPAREL			
VENDOR: BEST UNIFORMS, INC.						
1	JULY	303603	SHIRTS	4398	07/31/2013	\$ 89.99
100-000-31210-5699			CIVIC CONTRIBUTIONS			
VENDOR: RAPPAHANNOCK REGIONAL CRIM JUSTICE ACAD						
1	JULY	1314TM02	MIDDLETOWN TRAINING MEMBER	77790	07/15/2013	\$ 13,447.50
100-000-32100-2700			WORKERS COMPENSATION INSURANCE			
VENDOR: VACORP						
10	JULY	7820	WORKERS COMPENSATION INSUR	77823	07/15/2013	\$ 12,185.39
100-000-32100-2860			LINE OF DUTY BENEFITS			
VENDOR: VACORP						
2	JULY	LODA-13-14-18	LINE OF DUTY COVERAGE	77823	07/15/2013	\$ 2,278.26
100-000-32100-6008			VEHICLE AND EQUIP FUEL			
VENDOR: MANSFIELD OIL COMPANY						
5	JULY	SQLCD/00058038	FUEL PURCHASES 07/01-07/15	4428	07/31/2013	\$ 71.10
100-000-32201-2860			LINE OF DUTY BENEFITS			

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VENDOR: VACORP						
4	JULY	LODA-13-14-18	LINE OF DUTY COVERAGE	77823	07/15/2013 \$	1,495.00
100-000-32201-5699 CIVIC CONTRIBUTIONS						
VENDOR: BLUE RIDGE VOLUNTEER FIRE & RESCUE CO						
1	JULY	FY14 1ST QTR	FY2014 CONTRIBUTIONS	77710	07/15/2013 \$	12,500.00
100-000-32202-2860 LINE OF DUTY BENEFITS						
VENDOR: VACORP						
3	JULY	LODA-13-14-18	LINE OF DUTY COVERAGE	77823	07/15/2013 \$	759.42
5	JULY	LODA-13-14-18	LINE OF DUTY COVERAGE	77823	07/15/2013 \$	1,625.00
Total for 100-000-32202-2860						\$ 2,384.42
100-000-32203-2860 LINE OF DUTY BENEFITS						
VENDOR: VACORP						
6	JULY	LODA-13-14-18	LINE OF DUTY COVERAGE	77823	07/15/2013 \$	3,445.00
100-000-32203-5699 CIVIC CONTRIBUTIONS						
VENDOR: JOHN H. ENDERS FIRE COMPANY & RESCUE SQ						
1	JULY	QTRLY DISBURSEM	QUARTERLY BUDGET REQUEST	77903	07/31/2013 \$	18,750.00
100-000-33100-7000 JOINT OPERATIONS						
VENDOR: COUNTY OF FREDERICK, VIRGINIA						
1	JULY	MV-FIRSTQTR2014	FY2014 CONTRIBUTIONS	77817	07/15/2013 \$	135,719.75
100-000-34100-2700 WORKERS COMPENSATION INSURANCE						
VENDOR: VACORP						
11	JULY	7820	WORKERS COMPENSATION INSUR	77823	07/15/2013 \$	1,012.69
100-000-34100-3500 PRINTING AND BINDING						
VENDOR: COMMERCIAL PRESS						
1	JULY	108433	ELECTRICAL STICKERS/ULTRA	4407	07/31/2013 \$	143.90
100-000-34100-5510 TRAVEL MILEAGE						
VENDOR: POPE, GARY						
1	JULY	MILEAGE	MILEAGE	4442	07/31/2013 \$	136.17
100-000-34100-6008 VEHICLE AND EQUIP FUEL						
VENDOR: MANSFIELD OIL COMPANY						
2	JULY	SQLCD/00058038	FUEL PURCHASES 07/01-07/15	4428	07/31/2013 \$	90.76
100-000-35100-2700 WORKERS COMPENSATION INSURANCE						
VENDOR: VACORP						
12	JULY	7820	WORKERS COMPENSATION INSUR	77823	07/15/2013 \$	566.87
100-000-35100-3100 PROFESSIONAL SERVICES						
VENDOR: ROSEVILLE VET HOSP/PLAZA PET CLINIC						
1	JULY	101783	PROFESSIONAL SERVICES	77931	07/31/2013 \$	196.60
1	JULY	101885	PROFESSIONAL SERVICES	77931	07/31/2013 \$	48.75
1	JULY	101888	PROFESSIONAL SERVICES	77931	07/31/2013 \$	94.12
1	JULY	102182	PROFESSIONAL SERVICES	77931	07/31/2013 \$	18.00
1	JULY	102186	PROFESSIONAL SERVICES	77931	07/31/2013 \$	18.00
Total for 100-000-35100-3100						\$ 375.47
100-000-35100-6008 VEHICLE AND EQUIP FUEL						
VENDOR: MANSFIELD OIL COMPANY						
1	JULY	SQLCD/00058038	FUEL PURCHASES 07/01-07/15	4428	07/31/2013 \$	67.63

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100-000-35100-6014			OTHER OPERATING SUPPLIES			
VENDOR: BERRYVILLE FARM SUPPLY						
1	JULY	1048412	FEED/HAY	77862	07/31/2013 \$	21.73
100-000-35600-2700			Worker's Compensation			
VENDOR: VACORP						
13	JULY	7820	Worker's Compensation	77823	07/15/2013 \$	163.36
100-000-35600-3320			MAINTENANCE SERVICE CONTRACT			
VENDOR: SOUTHERN SOFTWARE, INC.						
1	JULY	229915	RENEWAL SUPPORT FEE	4454	07/31/2013 \$	8,333.00
100-000-35600-5230			TELECOMMUNICATIONS			
VENDOR: VERIZON						
2	JULY	1224519338YCORR	UNDO - MOVE TO FY14	77954	07/31/2013 \$	1,277.12
2	JULY	8180039332YCORR	UNDO - MOVE TO FY14	77954	07/31/2013 \$	32.66
						1,309.78
Total for 100-000-35600-5230						\$
100-000-35600-5420			TOWER LEASE			
VENDOR: SHEN. VALLEY TELEVISION TOWER						
1	JULY	AUGUST RENT	AUGUST RENT	4378	07/15/2013 \$	2,070.00
100-000-42600-6014			OTHER OPERATING SUPPLIES			
VENDOR: ALLIED WASTE SERVICES #976						
1	JULY	0976-000314900	RENTAL	4392	07/31/2013 \$	150.00
100-000-43200-2700			WORKERS COMPENSATION INSURANCE			
VENDOR: VACORP						
14	JULY	7820	WORKERS COMPENSATION INSUR	77823	07/15/2013 \$	3,460.23
100-000-43200-3320			MAINTENANCE SERVICE CONTRACT			
VENDOR: ALLIED WASTE SERVICES #976						
1	JULY	0976-000313454	BASIC SERVICE	4392	07/31/2013 \$	975.35
VENDOR: SERVICE MASTER JANITORIAL SERVICES, INC.						
1	JULY	1094	CLEANING SERVICES	4448	07/31/2013 \$	3,515.15
						4,490.50
Total for 100-000-43200-3320						\$
100-000-43200-5130			WATER & SEWAGE SERVICES			
VENDOR: DEHAVEN BERKELEY SPRINGS WATER CORP.						
1	JULY	RT03-000026	WATER RENTAL	77877	07/31/2013 \$	15.95
100-000-43200-5301			BOILER INSURANCE			
VENDOR: VACORP						
7	JULY	5818	BOILER INSURANCE	77823	07/15/2013 \$	2,115.00
9	JULY	5818	BOILER INSURANCE	77823	07/15/2013 \$	1,294.00
						3,409.00
Total for 100-000-43200-5301						\$
100-000-43200-5302			FIRE INSURANCE			
VENDOR: VACORP						
4	JULY	5818	FIRE INSURANCE	77823	07/15/2013 \$	735.00
10	JULY	5818	FIRE INSURANCE	77823	07/15/2013 \$	18,953.00
						19,688.00
Total for 100-000-43200-5302						\$
100-000-43200-5305			MOTOR VEHICLE INSURANCE			

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VENDOR: VACORP						
2	JULY	5818	BUSINESS AUTO	77823	07/15/2013 \$	5,643.00
100-000-43200-5308			GENERAL LIABILITY INSURANCE			
VENDOR: VACORP						
5	JULY	5818	GENERAL LIABILITY INSURANC	77823	07/15/2013 \$	7,612.00
6	JULY	5818	GENERAL LIABILITY INSURANC	77823	07/15/2013 \$	901.00
Total for 100-000-43200-5308						\$ 8,513.00
100-000-43200-6007			REPAIR AND MAINTENANCE SUPPLIES			
VENDOR: SHANNON-BAUM SIGNS INC						
1	JULY	0191118-IN	FLAT BLADE STREET SIGN	4449	07/31/2013 \$	48.00
100-000-43200-6008			VEHICLE AND EQUIP FUEL			
VENDOR: MANSFIELD OIL COMPANY						
4	JULY	SQLCD/00058038	FUEL PURCHASES 07/01-07/15	4428	07/31/2013 \$	268.13
100-000-43200-6009			VEHICLE AND EQUIPMENT SUPPLIES			
VENDOR: BERRYVILLE AUTO PARTS INC						
1	JULY	5370-73139	REMAN STARTER	4321	07/15/2013 \$	128.19
100-000-43202-3100			PROFESSIONAL SERVICES			
VENDOR: INTERIOR EXPRESSIONS						
1	JULY	1011	PROFESSIONAL SERVICES	77898	07/31/2013 \$	2,508.00
100-000-43202-3310			REPAIR & MAINTENANCE			
VENDOR: RIDDLEBERGER BROS INC						
1	JULY	77076	1803 5 OF 12	4446	07/31/2013 \$	705.38
100-000-43202-3320			MAINTENANCE SERVICE CONTRACTS			
VENDOR: ELEVATOR SOLUTIONS L&C						
2	JULY	3639		77883	07/31/2013 \$	875.79
VENDOR: J C EHRLICH CO INC						
11	JULY	1645019	101 CHALMERS	77902	07/31/2013 \$	142.95
VENDOR: SERVICE MASTER JANITORIAL SERVICES, INC.						
2	JULY	1094	CLEANING SERVICES	4448	07/31/2013 \$	1,906.10
Total for 100-000-43202-3320						\$ 2,924.84
100-000-43202-5120			HEATING SERVICES			
VENDOR: WASHINGTON GAS						
13	JULY	3980059517	101 CHALMERS CIR	77936	07/31/2013 \$	22.41
100-000-43202-6007			REPAIR AND MAINT SUPPLIES			
VENDOR: MCCORMICK PAINT WORKS CO						
1	JULY	230112750	PAINT	77917	07/31/2013 \$	17.84
1	JULY	230112752	PAINT	77917	07/31/2013 \$	17.84
Total for 100-000-43202-6007						\$ 35.68
100-000-43205-3310			REPAIR & MAINTENANCE			
VENDOR: RIDDLEBERGER BROS INC						
1	JULY	77080	1809 BILLING 3 OF 6	4446	07/31/2013 \$	123.00
100-000-43205-3320			MAINTENANCE SERVICE CONTRACTS			
VENDOR: J C EHRLICH CO INC						

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8	JULY	1645019	129 RAMSBURG	77902	07/31/2013	\$ 104.50
100-000-43206-3310 REPAIR & MAINTENANCE						
VENDOR: RIDDLEBERGER BROS INC						
1	JULY	77081	1810 BILLING 5 OF 12	4446	07/31/2013	\$ 390.00
1	JULY	77085	1814 BILLING 4 OF 9	4446	07/31/2013	\$ 428.00
Total for 100-000-43206-3310						\$ 818.00
100-000-43206-3320 MAINTENANCE SERVICE CONTRACTS						
VENDOR: ELEVATOR SOLUTIONS LLC						
4	JULY	3639		77883	07/31/2013	\$ 1,396.80
VENDOR: J C EHRlich CO INC						
1	JULY	1645019	100 N CHURCH LN	77902	07/31/2013	\$ 190.00
Total for 100-000-43206-3320						\$ 1,586.80
100-000-43206-5120 HEATING SERVICES						
VENDOR: WASHINGTON GAS						
8	JULY	3980048510	100 N CHURCH ST	77936	07/31/2013	\$ 31.17
100-000-43206-5130 WATER & SEWAGE SERVICES						
VENDOR: DEHAVEN BERKELEY SPRINGS WATER CORP.						
1	JULY	RT03-000027	WATER RENTAL	77877	07/31/2013	\$ 15.95
100-000-43206-6007 REPAIR AND MAINT SUPPLIES						
VENDOR: BERRYVILLE TRUE VALUE HARDWARE						
1	JULY	064384	56171 - NUTS/WASHERS	4322	07/15/2013	\$ 1.32
1	JULY	064416	56171 - NUTS/WASHERS	4322	07/15/2013	\$ 1.88
Total for 100-000-43206-6007						\$ 3.20
100-000-43207-3310 REPAIR & MAINTENANCE						
VENDOR: RIDDLEBERGER BROS INC						
1	JULY	77082	1811 BILLING 5 OF 12	4446	07/31/2013	\$ 372.00
100-000-43207-3320 MAINTENANCE SERVICE CONTRACTS						
VENDOR: ELEVATOR SOLUTIONS LLC						
3	JULY	3639		77883	07/31/2013	\$ 1,396.80
VENDOR: J C EHRlich CO INC						
2	JULY	1645019	102 N CHURCH LN	77902	07/31/2013	\$ 171.00
Total for 100-000-43207-3320						\$ 1,567.80
100-000-43208-3310 REPAIR & MAINTENANCE						
VENDOR: RIDDLEBERGER BROS INC						
1	JULY	77084	1813 BILLING 5 OF 12	4446	07/31/2013	\$ 480.00
100-000-43208-3320 MAINTENANCE SERVICE CONTRACTS						
VENDOR: ELEVATOR SOLUTIONS LLC						
5	JULY	3639		77883	07/31/2013	\$ 1,396.80
VENDOR: J C EHRlich CO INC						
3	JULY	1645019	104 N CHURCH LN	77902	07/31/2013	\$ 171.00
5	JULY	1645019	106 N CHURCH	77902	07/31/2013	\$ 152.00
Total for 100-000-43208-3320						\$ 1,719.80
100-000-43208-5120 HEATING SERVICES						

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VENDOR: WASHINGTON GAS						
6	JULY	3980048718	104 N CHURCH ST	77936	07/31/2013 \$	47.33
100-000-43209-3310		PROFESSIONAL SERVICES				
VENDOR: RIDDLEBERGER BROS INC						
1	JULY	77086	1815 BILLING 5 OF 12	4446	07/31/2013 \$	645.00
100-000-43209-3320		MAINTENANCE SERVICE CONTRACTS				
VENDOR: J C EHRLICH CO INC						
10	JULY	1645019	225 RAMSBURG	77902	07/31/2013 \$	513.00
100-000-43210-3310		REPAIR & MAINTENANCE				
VENDOR: RIDDLEBERGER BROS INC						
1	JULY	77062	AGREEMENT 1865 BILLING 3 O	4446	07/31/2013 \$	276.00
100-000-43210-3320		MAINTENANCE SERVICE CONTRACTS				
VENDOR: J C EHRLICH CO INC						
7	JULY	1645019	524 WESTWOOD	77902	07/31/2013 \$	190.00
100-000-43210-6007		REPAIR AND MAINT SUPPLIES				
VENDOR: BERRYVILLE TRUE VALUE HARDWARE						
1	JULY	064423	56171 - ROPE	4322	07/15/2013 \$	15.99
100-000-43211-3310		REPAIR & MAINTENANCE				
VENDOR: RIDDLEBERGER BROS INC						
1	JULY	77079		4446	07/31/2013 \$	540.00
100-000-43211-3320		MAINTENANCE SERVICE CONTRACTS				
VENDOR: J C EHRLICH CO INC						
4	JULY	1645019	225 AL SMITH CIR	77902	07/31/2013 \$	209.00
100-000-43211-6007		REPAIR AND MAINT SUPPLIES				
VENDOR: BERRYVILLE TRUE VALUE HARDWARE						
1	JULY	064439	56171 - PVC PIPE	4322	07/15/2013 \$	4.29
100-000-43212-3310		REPAIR & MAINTENANCE				
VENDOR: MCDONALD, JERRY C.						
1	JULY	1309	JULY MOWING	4432	07/31/2013 \$	910.00
100-000-43212-6007		REPAIR AND MAINT SUPPLIES				
VENDOR: BERRYVILLE FARM SUPPLY						
1	JULY	1048704	RYE, BLUEGRASS, STRAW	77862	07/31/2013 \$	182.20
VENDOR: BERRYVILLE TRUE VALUE HARDWARE						
1	JULY	064558	56171 - WAX EXTENDER KIT/R	4397	07/31/2013 \$	26.47
1	JULY	064561	56171 - TARP COVER/CONCRET	4397	07/31/2013 \$	28.45
1	JULY	064659	56171 - NUTS/WASHERS	4397	07/31/2013 \$	8.46
VENDOR: FROGALE LUMBER SUPPLY						
1	JULY	210640	LUMBER	77890	07/31/2013 \$	75.49
Total for 100-000-43212-6007						\$ 321.07
100-000-43213-6007		REPAIR AND MAINT SUPPLIES				
VENDOR: BERRYVILLE TRUE VALUE HARDWARE						
1	JULY	064633	56171 - ROUNDUP	4397	07/31/2013 \$	71.99
VENDOR: W W GRAINGER, INC						
1	JULY	9193994242	WALL SHOWER	77892	07/31/2013 \$	724.00

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Total for 100-000-43213-6007						\$ 795.99
100-000-43214-6007			REPAIR AND MAINT SUPPLIES			
VENDOR: FROGALE LUMBER SUPPLY						
1	JULY	CREDIT23487	CREDIT	77890	07/31/2013	\$ 14.00-
1	JULY	CREDIT24090	CREDIT	77890	07/31/2013	\$ 14.00-
Total for 100-000-43214-6007						\$ 28.00-
100-000-43215-6007			REPAIR AND MAINT SUPPLIES			
VENDOR: MCCORMICK PAINT WORKS CO						
1	JULY	MV-230112506	TITAN LINE STRIPER	77774	07/15/2013	\$ 86.85
100-000-43232-6007			REPAIR AND MAINT SUPPLIES			
VENDOR: BERRYVILLE TRUE VALUE HARDWARE						
1	JULY	064526	56171 - NUTS/WASHERS	4397	07/31/2013	\$ 1.80
VENDOR: FROGALE LUMBER SUPPLY						
2	JULY	210640	LUMBER	77890	07/31/2013	\$ 24.31
Total for 100-000-43232-6007						\$ 26.11
100-000-43236-3310			REPAIR & MAINTENANCE			
VENDOR: RIDDLEBERGER BROS INC						
1	JULY	77077	1806 BILLING 3 OF 6	4446	07/31/2013	\$ 216.00
100-000-43236-6007			REPAIR AND MAINT SUPPLIES			
VENDOR: WINCHESTER BUSINESS SERVICES						
1	JULY	35733	SIGN	77961	07/31/2013	\$ 57.71
100-000-43237-3310			REPAIR & MAINTENANCE			
VENDOR: RIDDLEBERGER BROS INC						
1	JULY	77078	1807 BILLING 4 OF 9	4446	07/31/2013	\$ 428.00
100-000-43237-3320			MAINTENANCE SERVICE CONTRACTS			
VENDOR: ELEVATOR SOLUTIONS LLC						
6	JULY	3639		77883	07/31/2013	\$ 1,396.80
VENDOR: J C EHRlich CO INC						
6	JULY	1645019	311 E MAIN ST	77902	07/31/2013	\$ 304.00
Total for 100-000-43237-3320						\$ 1,700.80
100-000-43237-6007			REPAIR AND MAINT SUPPLIES			
VENDOR: BERRYVILLE TRUE VALUE HARDWARE						
1	JULY	064422	56171 - PLAIN MILL ALUM SH	4322	07/15/2013	\$ 14.98
100-000-52500-5620			CIVIC CONTRIBUTIONS			
VENDOR: NORTHWESTERN COMMUNITY SERVICES						
1	JULY	2014APPROPRIATI	APPROPRIATIONS 2014	77922	07/31/2013	\$ 20,500.00
100-000-52800-5699			CIVIC CONTRIBUTIONS			
VENDOR: CONCERN HOTLINE, INC						
1	JULY	CONTRIBUTION	FY2014 CONTRIBUTIONS	77724	07/15/2013	\$ 750.00
100-000-53230-5699			CIVIC CONTRIBUTIONS			
VENDOR: SHENANDOAH AREA AGENCY ON AGING						
1	JULY	FY14ALLOCATION	FY14 ALLOCATION	4377	07/15/2013	\$ 10,000.00
100-000-69100-5699			CIVIC CONTRIBUTIONS			

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VENDOR: LORD FAIRFAX COMMUNITY COLLEGE						
1	JULY	4501	CONTRIBUTION TO COLLEGE	77913	07/31/2013 \$	3,481.00
100-000-71100-2700 WORKERS COMPENSATION INSURANCE						
VENDOR: VACORP						
15	JULY	7820	WORKERS COMPENSATION INSUR	77823	07/15/2013 \$	6,578.35
100-000-71100-3500 PRINTING AND BINDING						
VENDOR: FASTSIGNS						
1	JULY	54110303	ALUMINUM SIGN	77885	07/31/2013 \$	95.14
100-000-71100-3600 ADVERTISING						
VENDOR: CLARKE COUNTY RURITAN-FAIR CATALOG						
1	JULY	ADVERTISING	ADVERTISING	77720	07/15/2013 \$	60.00
100-000-71100-5210 POSTAL SERVICES						
VENDOR: U S POSTAL SERVICE						
1	JULY	FALLCORE13	MAILING OF FALL CORE	77948	07/31/2013 \$	1,241.54
100-000-71100-5400 LEASES AND RENTALS						
VENDOR: GREEN'S SEPTIC SERVICE						
1	JULY	07/01/2013	PROFESSIONAL SERVICES	4346	07/15/2013 \$	75.00
1	JULY	07/13/13	RENTAL	4418	07/31/2013 \$	75.00
Total for 100-000-71100-5400						\$ 150.00
100-000-71100-5540 TRAVEL CONVENTION & EDUCATION						
VENDOR: BB&T FINANCIAL, FSB						
5	JULY	6723-02/09	VIRGINIA RECREATION & PARK	77861	07/31/2013 \$	250.00
100-000-71100-5810 DUES & MEMBERSHIPS						
VENDOR: COSTCO MEMBERSHIP						
1	JULY	MEMBERSHIP13-14	COSTCO MEMBERSHIP 13-14	77873	07/31/2013 \$	55.00
100-000-71100-6008 VEHICLE AND EQUIP FUEL						
VENDOR: MANSFIELD OIL COMPANY						
6	JULY	SQLCD/00058038	FUEL PURCHASES 07/01-07/15	4428	07/31/2013 \$	15.40
100-000-71310-2700 WORKERS COMPENSATION INSURANCE						
VENDOR: VACORP						
16	JULY	7820	WORKERS COMPENSATION INSUR	77823	07/15/2013 \$	537.91
100-000-71320-5830 REFUNDS						
VENDOR: JOHN HORNBAKER						
1	JULY	173030	CANCELLATION	77751	07/15/2013 \$	190.00
100-000-71320-6011 UNIFORM AND WEARING APPAREL						
VENDOR: ATTIC PROMOTIONS, INC.						
2	JULY	1590	SHIRTS	4319	07/15/2013 \$	546.50
100-000-71320-6014 OTHER OPERATING SUPPLIES						
VENDOR: BERRYVILLE TRUE VALUE HARDWARE						
1	JULY	64471	55140 - DUCK TAPE/HOOK	4322	07/15/2013 \$	21.48
VENDOR: COSTCO WHOLESALE INC. #239						
1	JULY	023906012724	FOOD	77727	07/15/2013 \$	85.88
VENDOR: S & S WORLDWIDE						

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1	JULY	7795423	METAL WHISTLE & LANYARD	77932	07/31/2013	\$ 65.65
Total for 100-000-71320-6014						\$ 173.01
100-000-71330-6015 MERCHANDISE FOR RESALE						
VENDOR: COCA-COLA REFRESHMENTS						
1	JULY	1256097317	DRINKS	77870	07/31/2013	\$ 506.64
VENDOR: FUN COUNTRY KETTLE CORN						
2	JULY	62813	VOID VOUCHER TRANSACTION K	77743	07/15/2013	\$ 73.00-
VENDOR: GARBER ICE CREAM CO INC						
1	JULY	263107	ICE CREAM	77891	07/31/2013	\$ 577.44
VENDOR: HUNT BROTHERS PIZZA						
1	JULY	226015107	FOOD	77896	07/31/2013	\$ 799.60
VENDOR: WALMART COMMUNITY/GECRB						
29	JULY	603220200056073	FOOD/DRINKS	77960	07/31/2013	\$ 66.98
Total for 100-000-71330-6015						\$ 1,877.66
100-000-71350-2700 WORKERS COMPENSATION BENEFITS						
VENDOR: VACORP						
17	JULY	7820	WORKERS COMPENSATION BENE	77823	07/15/2013	\$ 734.59
100-000-71350-3100 PROFESSIONAL SERVICES						
VENDOR: ADAM ACE ENTERTAINMENT						
1	JULY	9646	CONCERT	77698	07/15/2013	\$ 225.00
VENDOR: XTREME FIT STUDIO						
1	JULY	CLASSESJULY13	FY 14 FITNESS	4405	07/31/2013	\$ 402.50
VENDOR: JOHNSTON, TINA DBA INTEGRATED COUNSELING						
1	JULY	KIDS YOGA	KIDS YOGA	77904	07/31/2013	\$ 210.00
VENDOR: MONTGOMERY, CHRISTEL DBA CHEER ERUPTIONS						
1	JULY	GYMN CAMP	GYMN CAMP	4360	07/15/2013	\$ 761.60
VENDOR: OPUS OAKES, AN ART PLACE, INC.						
1	JULY	CLASSESJULY	FY 2014 ART CLASSES	4440	07/31/2013	\$ 3,214.00
VENDOR: SHENANDOAH BASKETBALL OFFICIALS ASSOC.						
1	JULY	REFEREESERVICES	REFEREE SERVICES	77935	07/31/2013	\$ 60.00
VENDOR: SHILEY, ROBERT						
1	JULY	CROSS WINDS CON	CONCERT	77800	07/15/2013	\$ 1,685.00
Total for 100-000-71350-3100						\$ 6,558.10
100-000-71350-5560 GROUP TRIPS						
VENDOR: CLARCO CORPORATION						
1	JULY	2760	BOWLING GAMES	77714	07/15/2013	\$ 168.00
1	JULY	2760CORRECT	UNDO - MOVE TO FY13	77714	07/15/2013	\$ 168.00-
Total for 100-000-71350-5560						\$ 0.00
100-000-71350-5830 REFUNDS						
VENDOR: VICKIE FORREST						
1	JULY	173350	REFUND	77887	07/31/2013	\$ 130.00
VENDOR: KRISTEN KIZER						
1	JULY	174311	CANCELLATION	77905	07/31/2013	\$ 148.00
VENDOR: GRETCHEN ROBERTS						
1	JULY	173970	REFUND	77930	07/31/2013	\$ 34.00

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VENDOR: MICHELE WOLFORD						
1	JULY	173286	REFUND	77963	07/31/2013 \$	45.00
Total for 100-000-71350-5830						\$ 357.00
100-000-71350-6002 FOOD SUPPLIES & FOOD SERVICE SUPPLIE						
VENDOR: FOOD LION, INC						
1	JULY	271164270743	FOOD	77740	07/15/2013 \$	7.95
1	JULY	271164290766	DRINKS	77886	07/31/2013 \$	6.99
1	JULY	281164298183	FOOD	77886	07/31/2013 \$	36.26
VENDOR: SCHENCK FOODS CO., INC.						
1	JULY	5779359	FOOD	77796	07/15/2013 \$	60.84
1	JULY	5781768	FOOD	77933	07/31/2013 \$	177.91
1	JULY	5784481	FOOD	77933	07/31/2013 \$	69.26
VENDOR: WALMART COMMUNITY/GEGRB						
32	JULY	603220200056073	FOOD/DRINKS	77960	07/31/2013 \$	116.84
Total for 100-000-71350-6002						\$ 476.05
100-000-71350-6013 EDUCATIONAL AND RECREATIONAL SUPPLIE						
VENDOR: BERRYVILLE TRUE VALUE HARDWARE						
1	JULY	64401	55140 - SCREWDRIVER	4322	07/15/2013 \$	7.99
1	JULY	64645	DUCT TAPE	4397	07/31/2013 \$	10.99
VENDOR: INSTANT REPLAY SPORTS						
1	JULY	0140	SOFTBALLS/SCOREBOOK	77897	07/31/2013 \$	138.00
VENDOR: MYERS, TANYA						
1	JULY	DOLLAR STORE	DOLLAR STORE REIMBURSEMENT	4434	07/31/2013 \$	21.06
1	JULY	FAMILY DOLLAR	DOLLAR STORE	4362	07/15/2013 \$	21.06
2	JULY	FAMILY DOLLAR	VOID VOUCHER TRANSACTION D	4362	07/15/2013 \$	21.06-
VENDOR: WALMART COMMUNITY/GEGRB						
33	JULY	603220200056073	FOOD/DRINKS	77960	07/31/2013 \$	29.92
Total for 100-000-71350-6013						\$ 207.96
100-000-71350-6014 OTHER OPERATING SUPPLIES						
VENDOR: BERRYVILLE TRUE VALUE HARDWARE						
1	JULY	64711	55140 - BATTERY/LOCK	4397	07/31/2013 \$	11.48
100-000-72600-5699 CIVIC CONTRIBUTIONS						
VENDOR: BARNS OF ROSE HILL						
1	JULY	CIVICCONTR14	CIVIC CONTRIBUTION FY14	77852	07/31/2013 \$	4,000.00
VENDOR: OPUS OAKES, AN ART PLACE, INC.						
2	JULY	CHALLENGRANTCOR	UNDO - MOVE TO FY14	4366	07/15/2013 \$	4,000.00
Total for 100-000-72600-5699						\$ 8,000.00
100-000-73200-5699 CIVIC CONTRIBUTIONS						
VENDOR: HANDLEY REGIONAL LIBRARY						
1	JULY	FY14ALLOCATION	FY14 ALLOCATION	77749	07/15/2013 \$	45,529.75
100-000-81110-2700 WORKERS COMPENSATION INSURANCE						
VENDOR: VACORP						
18	JULY	7820	WORKERS COMPENSATION INSUR	77823	07/15/2013 \$	3,590.40
100-000-81110-3140 ENGINEERING REVIEW EXPENDITURES						
VENDOR: PIEDMONT GEOTECHNICAL, INC.						
1	JULY	1538VA	PROFESSIONAL SERVICES	4441	07/31/2013 \$	255.00

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1	JULY	1544VA	PROFESSIONAL SERVICES	4367	07/15/2013 \$	170.00
Total for 100-000-81110-3140						\$ 425.00
100-000-81110-6001			OFFICE SUPPLIES			
VENDOR: BB&T FINANCIAL, FSB						
7	JULY	9769-07/09	E-BAY	77861	07/31/2013 \$	66.20
100-000-81300-5699			CIVIC CONTRIBUTIONS			
VENDOR: HELP WITH HOUSING						
1	JULY	APPROPRIATEDFUN	APPROPRIATED FUNDS 2014	77893	07/31/2013 \$	5,400.00
100-000-81530-5699			CIVIC CONTRIBUTIONS			
VENDOR: LORD FAIRFAX SMALL BUS. DEVELOPMENT CNTR						
1	JULY	CONTRIBUTION	FY2014 CONTRIBUTIONS	77771	07/15/2013 \$	1,500.00
100-000-81600-3160			BOARD SERVICES			
VENDOR: BOUFFAULT, ROBINA RICH						
1	JULY	PLANNCOMM07/12	PLANNING COMMISSION MEETIN	4401	07/31/2013 \$	100.00
VENDOR: BRUMBACK, CLAY						
1	JULY	PLANNCOMM07/12	PLANNING COMMISSION MEETIN	4402	07/31/2013 \$	50.00
VENDOR: CALDWELL, ANNE						
1	JULY	PLANNCOMM07/12	PLANNING COMMISSION MEETIN	4404	07/31/2013 \$	100.00
VENDOR: DOUGLAS KRUEH						
1	JULY	PLANNCOMM07/12	PLANNING COMMISSION MEETIN	4426	07/31/2013 \$	50.00
VENDOR: NELSON, CLIFFORD M.						
1	JULY	PLANNCOMM07/12	PLANNING COMMISSION MEETIN	4437	07/31/2013 \$	100.00
VENDOR: OHRSTROM II, GEORGE						
1	JULY	PLANNCOMM07/12	PLANNING COMMISSION MEETIN	4439	07/31/2013 \$	100.00
VENDOR: STEINMETZ, WILLIAM A.						
1	JULY	PLANNCOMM07/12	PLANNING COMMISSION MEETIN	4456	07/31/2013 \$	50.00
VENDOR: TURKEL, JON						
1	JULY	PLANNCOMM07/12	PLANNING COMMISSION MEETIN	4463	07/31/2013 \$	50.00
Total for 100-000-81600-3160						\$ 600.00
100-000-81910-5699			CIVIC CONTRIBUTIONS			
VENDOR: NORTHERN SHENANDOAH VALLEY REGIONAL COMM						
1	JULY	186-2014	FY2014 CONTRIBUTIONS	4364	07/15/2013 \$	5,776.22
100-000-82210-3000			PURCHASED SERVICES			
VENDOR: INBODEN ENVIRONMENTAL SERVICES, INC.						
1	JULY	50677	PROFESSIONAL SERVICES	4422	07/31/2013 \$	935.00
1	JULY	50677CORRECT	UNDO - MOVE TO FY13	4422	07/31/2013 \$	935.00-
1	JULY	50678	PROFESSIONAL SERVICES	4422	07/31/2013 \$	850.00
1	JULY	50678CORRECT	UNDO - MOVE TO FY13	4422	07/31/2013 \$	850.00-
Total for 100-000-82210-3000						\$ 0.00
100-000-82600-2700			WORKERS COMPENSATION INSURANCE			
VENDOR: VACORP						
19	JULY	7820	WORKERS COMPENSATION INSUR	77823	07/15/2013 \$	133.37
100-129-31200-6010			POLICE SUPPLIES			
VENDOR: LEA AID ACQUISITION COMPANY						
1	JULY	1105326-IN	CAMERA DVRS	77912	07/31/2013 \$	4,578.00

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						TOTAL DEFINITION TYPE 0 : \$ 480,684.38
						TOTAL EXPENDITURES : \$ 480,684.38
						TOTAL for FISCAL YEAR 2014 : \$ 480,684.38
						=====
						TOTAL PAYMENTS : \$ 641,569.53

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VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
Fiscal Year: 2013						
EXPENDITURES						
DEFINITION TYPE 0						
225-129-31200-7000			JOINT OPERATIONS			
VENDOR: FREDERICK COUNTY SHERIFF'S OFFICE						
2	POST YEAR	2010-DD-BX-0690	1ST QTR REIMBURSEMENT EXPS	77741	07/15/2013 \$	24,291.47
231-000-31200-5530			TRAVEL SUBSISTANCE & LODGING			
VENDOR: SHERIFF, PETTY CASH						
7	POST YEAR	PETTYCASHJUNE13	MEALS FOR VSI BOARD MEETIN	77799	07/15/2013 \$	14.00
231-000-31200-6000			MATERIAL AND SUPPLIES			
VENDOR: BB&T FINANCIAL, FSB						
7	POST YEAR	2074-07/09	BEST BUY	77861	07/31/2013 \$	388.48
231-128-31200-6001			MATERIALS AND SUPPLIES			
VENDOR: SHERIFF, PETTY CASH						
6	POST YEAR	PETTYCASHJUNE13	REFRESHMENTS FOR OFFICE	77799	07/15/2013 \$	24.76
235-000-82700-3100			PROFESSIONAL SERVICES			
VENDOR: HALL, MONAHAN, ENGLE, MAHAN & MITCHELL						
2	POST YEAR	JULY 2 INVCORRE	UNDO - MOVE TO FY13	4420	07/31/2013 \$	32.00
235-000-82700-5210			POSTAGE			
VENDOR: PURCHASE POWER						
26	POST YEAR	15353697871	POSTAGE	77789	07/15/2013 \$	149.05
301-800-94204-8101			MACHINERY & EQUIPMENT			
VENDOR: BLAUCH BROTHERS, INC.						
1	POST YEAR	104640	HVAC	4325	07/15/2013 \$	15,800.40
301-800-94319-8112			CONSTRUCTION			
VENDOR: TOPLINE ROOFING AND RESTORATION SYSTEMS						
1	POST YEAR	SOCIAL SERVICES	ROOFING WORK	77943	07/31/2013 \$	23,655.00
2	POST YEAR	SOCIAL SERVICES		77943	07/31/2013 \$	759.60
Total for 301-800-94319-8112						\$ 24,414.60
TOTAL DEFINITION TYPE 0 :						\$ 65,114.76
TOTAL EXPENDITURES :						\$ 65,114.76
TOTAL for FISCAL YEAR 2013 :						\$ 65,114.76

Fiscal Year: 2014

EXPENDITURES

DEFINITION TYPE 0

231-000-31200-5530 TRAVEL SUBSISTANCE & LODGING

VENDOR: BB&T FINANCIAL, FSB

4	JULY	2074-07/09	KROGER	77861	07/31/2013 \$	7.82
5	JULY	2074-07/09	RED ROBIN	77861	07/31/2013 \$	16.00
6	JULY	2074-07/09	HARDEES	77861	07/31/2013 \$	5.99

Total for 231-000-31200-5530 \$ 29.81

231-000-31200-5540 TRAVEL CONVENTION & EDUCATION

VENDOR: UNIVERSITY OF VIRGINIA

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1	JULY	A0000003950	TRAVEL CONVENTION AND TRAI	77950	07/31/2013 \$	5,085.00
231-000-31200-6000 MATERIAL AND SUPPLIES						
VENDOR: BB&T FINANCIAL, FSB						
3	JULY	2074-07/09	STAPLES	77861	07/31/2013 \$	231.64
231-128-31200-6001 MATERIALS AND SUPPLIES						
VENDOR: BB&T FINANCIAL, FSB						
2	JULY	6665-07/09	FOOD LION	77861	07/31/2013 \$	10.17
3	JULY	6665-07/09	FOX'S PIZZA	77861	07/31/2013 \$	90.00
Total for 231-128-31200-6001						\$ 100.17
235-000-82700-3100 PROFESSIONAL SERVICES						
VENDOR: HALL, MONAHAN, ENGLE, MAHAN & MITCHELL						
1	JULY	JULY 2 INVCORRE	UNDO -- MOVE TO FY13	4420	07/31/2013 \$	32.00
4	JULY	JULY 2 INVOICE	PROFESSIONAL SERVICE	4420	07/31/2013 \$	32.00
Total for 235-000-82700-3100						\$ 0.00
401-800-67155-9100 DEBT SERVICE						
VENDOR: VIRGINIA RESOURCES AUTHORITY						
1	JULY	8367	VRA WATER FACILITIES ACCOU	4464	07/31/2013 \$	72,500.00
TOTAL DEFINITION TYPE 0 :						\$ 77,946.62
TOTAL EXPENDITURES :						\$ 77,946.62
TOTAL for FISCAL YEAR 2014 :						\$ 77,946.62
TOTAL PAYMENTS :						\$ 143,061.38

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Fiscal Year: 2013						
EXPENDITURES						
DEFINITION TYPE 0						
607-000-12510-3320 MAINTENANCE SERVICE CONTRACT						
VENDOR: RICOH USA INC						
1	POST YEAR	5026570095	SERVICE	77793	07/15/2013 \$	205.77
607-000-12530-4300 CENTRAL PURCHASING/STORE						
VENDOR: B W WILSON PAPER CO INC						
1	POST YEAR	1600587	PAPER	77707	07/15/2013 \$	1,409.66
VENDOR: BB&T FINANCIAL, FSB						
4	POST YEAR	9769-07/09	EASTERLAND	77861	07/31/2013 \$	48.25
VENDOR: INDEPENDENT STATIONERS						
1	POST YEAR	IN-000317084	LABELS/BINDER/FOLDER/TAPE	4350	07/15/2013 \$	190.14
1	POST YEAR	IN-000318323	FOLDER/TAPE/POWER BACKUP/B	4350	07/15/2013 \$	775.48
VENDOR: KURTZ BROTHERS						
1	POST YEAR	34153.00	WIPES/MARKERS/ENVELOPES/CA	77767	07/15/2013 \$	159.96
2	POST YEAR	34153.00	WIPES/MARKERS/ENVELOPES/CA	77767	07/15/2013 \$	159.96
3	POST YEAR	34153.00	WIPES/MARKERS/ENVELOPES/CA	77767	07/15/2013 \$	159.96
VENDOR: OFFICE DEPOT						
1	POST YEAR	659381487001	TAPE/WHITEOUT/CLEANER/PENC	77781	07/15/2013 \$	719.33
1	POST YEAR	662463724001	HOLE PUNCH/STAPLES/INK	77781	07/15/2013 \$	52.47
1	POST YEAR	662463853001	HOLE PUNCH	77781	07/15/2013 \$	3.90
VENDOR: QUILL CORPORATION						
2	POST YEAR	1343121CORRECT	UNDO - CREDIT MEMO 215388	4443	07/31/2013 \$	114.93
2	POST YEAR	1343241CORRECT	UNDO - CREDIT MEMO 214511	4443	07/31/2013 \$	80.34
1	POST YEAR	3223815	TONER	4368	07/15/2013 \$	506.58
1	POST YEAR	3520669	HP TONER	4368	07/15/2013 \$	93.88
1	POST YEAR	3618298	TONER/16GB USB	4368	07/15/2013 \$	482.77
1	POST YEAR	3634696	16GB USB	4368	07/15/2013 \$	242.88
1	POST YEAR	3642261	16GB USB	4368	07/15/2013 \$	22.08
VENDOR: SUPPLY ROOM COMPANIES, THE						
1	POST YEAR	1920038-0	PENS/PENCILS/NOTE PADS	4381	07/15/2013 \$	66.98
1	POST YEAR	1922480-0	PENCILS/NOTE PADS/FLAGS/PE	4381	07/15/2013 \$	517.32
1	POST YEAR	1922480-1	SUPPLIES	4458	07/31/2013 \$	108.84
VENDOR: UNITED PARCEL SERVICE						
1	POST YEAR	0000A1613X273	SHIPMENTS	77951	07/31/2013 \$	9.16
Total for 607-000-12530-4300						\$ 5,214.41
607-000-12530-5210 POSTAL SERVICES						
VENDOR: PURCHASE POWER						
18	POST YEAR	15353697871	POSTAGE	77789	07/15/2013 \$	569.72
607-000-12530-5230 TELECOMMUNICATIONS						
VENDOR: TREASURER OF VIRGINIA						
14	POST YEAR	T261230	PHONE BILL	4336	07/15/2013 \$	8.14
VENDOR: VERIZON						
129	POST YEAR	00002726889534Y	PHONE BILL	77827	07/15/2013 \$	110.11
Total for 607-000-12530-5230						\$ 118.25
607-000-12530-5510 TRAVEL MILEAGE						
VENDOR: BENNETT, BRENDA						
1	POST YEAR	MILEAGEMAYJUNE	MILEAGE	4320	07/15/2013 \$	33.88

CLARKE COUNTY  
 JULY 2013 VENDOR PAYMENTS  
 Executed By: gilleya

PAGE: 2  
 TIME: 11:45:53  
 DATE: 08/06/2013

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
=====						
VENDOR:	GILLEY, ORETHA ANNETTE					
1	POST YEAR	MILEAGEFY13	MILEAGE	4345	07/15/2013 \$	25.70
VENDOR:	JUDGE, THOMAS J					
1	POST YEAR	MILEAGE 12-13	MILEAGE FOR FY13	4424	07/31/2013 \$	268.92
Total for 607-000-12530-5510						\$ 328.50
607-000-12530-5540 TRAVEL CONVENTION & EDUCATION						
VENDOR:	GILLEY, ORETHA ANNETTE					
2	POST YEAR	MILEAGEFY13	MEAL	4345	07/15/2013 \$	15.08
607-000-12530-6001 OFFICE SUPPLIES						
VENDOR:	INDEPENDENT STATIONERS					
1	POST YEAR	IN-000312828	DRAWER, KEYBOARD	4423	07/31/2013 \$	50.99
711-000-96100-2600 UNEMPLOYMENT INSURANCE CLAIMS						
VENDOR:	VIRGINIA EMPLOYMENT COMMISSION					
1	POST YEAR	1890174	QTRLY REIMBURSABLE	77956	07/31/2013 \$	28.54
TOTAL DEFINITION TYPE 0 :						\$ 6,531.26
TOTAL EXPENDITURES :						\$ 6,531.26
TOTAL for FISCAL YEAR 2013 :						\$ 6,531.26
Fiscal Year: 2014						
EXPENDITURES						
DEFINITION TYPE 0						
607-000-12530-4300 CENTRAL PURCHASING/STORE						
VENDOR:	QUILL CORPORATION					
2	JULY	1343121	CREDIT MEMO 215388	4443	07/31/2013 \$	114.93-
1	JULY	1343121CORRECT	UNDO - MOVE TO FY13	4443	07/31/2013 \$	114.93
2	JULY	1343241	CREDIT MEMO 214511	4443	07/31/2013 \$	80.34-
1	JULY	1343241CORRECT	UNDO - MOVE TO FY13	4443	07/31/2013 \$	80.34
1	JULY	3893742	TONER	4443	07/31/2013 \$	696.98
Total for 607-000-12530-4300						\$ 696.98
607-000-12530-5810 DUES & MEMBERSHIPS						
VENDOR:	COSTCO MEMBERSHIP					
2	JULY	MEMBERSHIP13-14	COSTCO MEMBERSHIP 13-14	77873	07/31/2013 \$	110.00
732-000-12530-3000 PURCHASED SERVICES - TRANSACTION FEE						
VENDOR:	WAGE WORKS					
1	JULY	125A10252965	MONTHLY ADMIN FEE	77958	07/31/2013 \$	622.25
TOTAL DEFINITION TYPE 0 :						\$ 1,429.23
TOTAL EXPENDITURES :						\$ 1,429.23
TOTAL for FISCAL YEAR 2014 :						\$ 1,429.23
TOTAL PAYMENTS :						\$ 7,960.49

# Clarke County Board of Supervisors

## Government Projects Update

# Clarke County Board of Supervisors

## Miscellaneous Items

Board of Supervisors  
Summary of Required Actions Status Report

<i>Meeting/Letter Date</i>	<i>Item</i>	<i>Description</i>	<i>Responsibility</i>	<i>Status</i>	<i>Date Complete</i>	<i>Review Date</i>
6/18/2013	1649	Provide David Ash tuition policy and data, as well a migration in and out report.	Mike Murphy	Complete	8/7/2013	
7/16/2013	1657	Process approved minutes.	Lora B. Walburn	Complete	7/18/2013	
7/16/2013	1658	Execute 2013-13R.	J. Michael Hobert	Complete	7/25/2013	
7/16/2013	1659	Process 2013-13R.	Lora B. Walburn	Complete	7/17/2013	
7/16/2013	1660	Execute easement.	J. Michael Hobert	Complete	7/16/2013	
7/16/2013	1661	Sign and forward salary increase.	David Ash	Complete	7/17/2013	
7/16/2013	1662	Process appointments and update database.	Lora B. Walburn	Complete	7/25/2013	
7/16/2013	1663	Sign letters of appointment.	J. Michael Hobert	Complete	7/25/2013	
7/16/2013	1664	Process amendment to Help With Housing Lease Agreement.	David Ash	7/31 - Issues raised by County Attorney - further review required	7/31/2013	
7/16/2013	1665	Follow up by letter with Mike Murphy requesting promised tuition policy and data, as well a migration in and out report.	David Ash	Complete	7/17/2013	

# Clarke County Board of Supervisors

## Board Member Committee Status Reports

# Clarke County Board of Supervisors

## Closed Session *[as necessary]*

# Clarke County Board of Supervisors

## Adjournment

# Clarke County Board of Supervisors

## Monthly Reports:

1. Building Department
2. Commissioner of the Revenue
3. Virginia Cooperative Extension Quarterly Reports
4. Virginia Regional Transport
5. 2013 FOIA Legislative Update

**COUNTY OF CLARKE  
BUILDING PERMIT REPORT  
FOR THE MONTH ENDING:7-31-2013**

RECEIVED AUG 05 2013

Page: 1

**NEW RESIDENTIAL**

**SINGLE FAMILY STRUCTURES**

Owner/Contractor Location	Description	Est Cost
L T PAYNE ENTERPRISES, LLC/FREEDOM HOMES 77 THORNTON ROAD 22620	1.5sty DWELLING (REPLACES MOBI	79,000
WALKER ARENA, LLC/SELF CONTRACTOR 114 PIERCE ROAD 22611	1sty DWELLING + ELEC + MECH +	202,000
BROWN, HEIDI/MITCHELL HOMES, INC 323 MINNIEWOOD LANE 22611	1sty DWELLING + ELEC + MECH +	235,000
MALLORY, JAMES K & CINDY/SELF CONTRACTOR 88 STOCK LANE 22663	1sty DWELLING + ELEC + MECH +	336,000
LAMBERT, JAMES JACOB/CAPITAL BUILDERS, LLC 181 RUTHERFORD LANE 22611	2sty DWELLING + ELEC + MECH +	249,000
LICKING VALLEY CONSTRUCTION/LICKING VALLEY CONSTRUCTION 738 SHENANDOAH RIVER LANE 2	1sty DWELLING + ELEC + MECH +	304,000
	<b>SUBTOTAL:</b>	<b>6 1,405,000</b>
	<b>TOTAL:</b>	<b>6 1,405,000</b>

**RESIDENTIAL RENOVATIONS**

Owner/Contractor Location	Description	Est Cost
FISHER, LISA L/SELF CONTRACTOR 308 HARRIMAN COURT 22611	FINISH BASEMENT + ELEC + PLBG	53,000
MELLEN, CAROLYN TRUSTEE/BRAITHWAITE, CHRIS 1410 PIERCE ROAD 22611	1sty SUNROOM ADDITION + ELEC +	20,000
BURK, DENNIS G & GLENDA J/JAKOBSEN & BOWE, LLC 117 TYSON DRIVE 22611	FINISH BASEMENT	105,000
SANSOM, RANDALL LEE & STACI/WHETZEL CONSTRUCTION 2241 ALLEN ROAD 22611	REMOVE WALL + ADD WALL (MIN. R	0
	<b>TOTAL:</b>	<b>4 178,000</b>

**COMMERCIAL RENOVATIONS**

---

Owner/Contractor

Description

Est Cost

Location

---

**COUNTY OF CLARKE  
BUILDING PERMIT REPORT  
FOR THE MONTH ENDING:7-31-2013**

**COMMERCIAL RENOVATIONS**

<u>Owner/Contractor</u>	<u>Description</u>	<u>Est Cost</u>
<u>Location</u>		
FRIANT, JOHN R JR & BETTY L/CAMBRIDGE COMPANIES 114 SOUTH CHURCH STREET	REMODEL OFFICE BLDG DUE TO FIR	84,000
LOCAL WOOD, LLC/CARPENTER BEACH CONSTRUCTION 307 CAMERON STREET 22611	1sty STORAGE RM ADDITION	21,000
	<b>TOTAL:</b>	<b>2 105,000</b>

**MISC BUILDING PERMITS**

<u>Owner/Contractor</u>	<u>Description</u>	<u>Est Cost</u>
WILLS, HARRISON & SHELLEY L/SELF CONTRACTOR	DETACHED GARAGE + ELECTRIC	43,000
WEAVER, EDDIE S/SELF CONTRACTOR	ROOF OVER EXST DECK (10'x12')	2,000
HUGHES, THOMAS E & BARBARA/MASON VIXEN, LLC	RETAINING WALL	0
SOLANKI, MADHUR & MARYAM TA/SELF CONTRACTOR	PRE-FAB SHED (12'x20')	6,000
WARE, MICHAEL D & MARY C/FIRESAFE CHIMNEY SYSTEMS, IN	RE-LINE CHIMNEY	0
NEWMAN, GEORGE J & JOAN S/SELF CONTRACTOR	MINOR LAND DISTURBANCE PERMIT	0
SHAW, RYAN/SELF CONTRACTOR	REAR DECK (22'x10')	3,000
FARADAY, MARTHA M & MACDOWE/SELF CONTRACTOR	LAND DISTURBANCE PERMIT OVER 1	0
RURITAN CLUB OF CLARKE COUN/COLE SHOWS AMUSEMENT COMPANY	2013 CLARKE COUNTY FAIR AMUSEM	0
LICKING VALLEY CONSTRUCTION/LICKING VALLEY CONSTRUCTION	DETACHED GARAGE (24'x24')	18,000
MARSDEN, PATRICK D & MICHEL/SELF CONTRACTOR	2 TIER DECK (16x16 + 16'x16.5')	8,000
JONES, DARRIN K & MICHELLE/SELF CONTRACTOR	2ND FLOOR REAR DECK (20'x19')	6,000
HUGHES, THOMAS E & BARBARA/ROYAL DECKING & REMODELING,	SCREENED PORCH(14x14)+DECK(14x	10,000
	<b>TOTAL:</b>	<b>13 96,000</b>

**Total # of Building Permits Issued: 25**  
**Total Estimated Cost: 1,784,000**  
**Total Revenue Collected: 18,401.25**

The following permits are not included in the total # of permits and estimated costs.

Electrical:	35
Mechanical:	24
Plumbing:	13
Fire Prot.:	13

# COUNTY OF CLARKE

## RECAP BY PROJECT TYPE FOR THE MONTH ENDING: 7-31-2013

Page: 1

<u>Project Description</u>	<u>#</u>	<u>VALUE</u>
ADDITION COMMERCIAL	1	21,000
ADDITION/REMODEL SINGLE FAMILY	3	178,000
DECK/PORCH	5	29,000
ELECTRIC PERMITS	35	0
FIRE PROTECTION PERMIT	1	0
LAND DISTURBANCE PERMIT	2	0
MECHANICAL PERMITS	24	0
NEW RESIDENCE SINGLE FAMILY	6	1,405,000
NEW SINGLE FAMILY GARAGE	2	61,000
PLUMBING PERMITS	13	0
REMODEL COMMERCIAL	1	84,000
RELINE CHIMNEY	1	0
RETAINING WALLS	1	0
AMUSEMENT RIDES	1	0
REMODEL-MINIMUM FEE (RES)	1	0
STORAGE SHED	1	6,000
=====		
TOTALS:	98	1,784,000
=====		

## RECAP BY DISTRICT FOR THE MONTH ENDING: 7-31-2013

<u>Name</u>	<u>#</u>	<u>VALUE</u>
GREENWAY DISTRICT	22	749,000
CHAPEL DISTRICT	7	6,000
BATTLETOWN DISTRICT	11	0
LONGMARSH DISTRICT	28	755,000
BERRYVILLE DISTRICT	30	274,000
=====		
TOTALS:	98	1,784,000
=====		

## INSPECTIONS REPORT FOR THE MONTH ENDING: 7-31-2013

<u>Inspection Type</u>	<u>#</u>
Building:	78
Electrical:	64
Mechanical:	32
Plumbing:	31
Fire Protection:	5
=====	
TOTALS:	210
=====	

DAY	DATE	HOURS IN FIELD	HOURS IN OFFICE	TOTAL HOURS	BLDG INSP	ELEC INSP	GAS INSP	MECH INSP	PLBG INSP	MISC INSP	TOTAL INSP	START MILEAGE	END MILEAGE	TOTAL MILES DRIVEN	FUEL	COMMENTS
Monday	7/1/2013	5	3	8	7	5		3	2		17			0		
Tuesday	7/2/2013	5	3	8	3	4			2	1	10			0		
Wednesday	7/3/2013	5	3	8	5	4	3	1	1	1	15	121414	121483	69		
Thursday	7/4/2013															
Friday	7/5/2013	4	4	8	5	1					6	121483	121543	60	13	
Saturday	7/6/2013			0							0			0		
Sunday	7/7/2013			0							0			0		
Monday	7/8/2013	5	3	8	6	3		1			10	121543	121619	76		
Tuesday	7/9/2013			0							0			0		
Wednesday	7/10/2013			0							0			0		
Thursday	7/11/2013	5	3	8	10	4			2		16	121722	121815	93		
Friday	7/12/2013	5	3	8	10	2	1		3		16	121815	121873	58	17	
Saturday	7/13/2013			0							0			0		
Sunday	7/14/2013			0							0			0		
Monday	7/15/2013	4	4	8	5	2	3	1	1		12	121873	121928	55		
Tuesday	7/16/2013	4	4	8	1	3			1	1	6	121928	121986	58		
Wednesday	7/17/2013	4	4	8	1	3			1		5	121986	122038	52		
Thursday	7/18/2013	5	3	8	6	5			3		14	122038	122085	47	17	
Friday	7/19/2013	5	3	8	4	4	2		3		13	122085	122160	75		
Saturday	7/20/2013			0							0			0		
Sunday	7/21/2013			0							0			0		
Monday	7/22/2013	5	3	8	2	1			2		5	122160	122248	88		
Tuesday	7/23/2013	4	4	8	2	1		1	2		6	122248	122319	71	17	
Wednesday	7/24/2013	5	3	8	2	5	1		2	2	12	122319	122419	100		
Thursday	7/25/2013	4	4	8	2	5		2	1		10	122419	122466	47		
Friday	7/26/2013	4	4	8		2			1		3	122466	122501	35		
Saturday	7/27/2013			0							0			0		
Sunday	7/28/2013			0							0			0		
Monday	7/29/2013	5	3	8	2	1		3		2	8	122501	122552	51		
Tuesday	7/30/2013	5	3	8	2	4		1	2		9	122552	122587	35		
Wednesday	7/31/2013	5	3	8	5	2	4	2	2		15	122587	122634	47		
<b>TOTALS</b>		<b>93</b>	<b>67</b>	<b>160</b>	<b>80</b>	<b>61</b>	<b>14</b>	<b>18</b>	<b>30</b>	<b>5</b>	<b>208</b>			<b>1117</b>	<b>64</b>	

DAY	DATE	HOURS IN FIELD	HOURS IN OFFICE	TOTAL HOURS	BLDG INSP	ELEC INSP	GAS INSP	MECH INSP	PLBG INSP	MISC INSP	TOTAL INSP	START MILEAGE	END MILEAGE	TOTAL MILES DRIVEN	FUEL	COMMENTS
Monday	7/1/2013			0							0			0		
Tuesday	7/2/2013			0							0			0		
Wednesday	7/3/2013			0							0			0		
Thursday	7/4/2013			0							0			0		
Friday	7/5/2013			0							0			0		
Saturday	7/6/2013			0							0			0		
Sunday	7/7/2013			0							0			0		
Monday	7/8/2013			0							0			0		
Tuesday	7/9/2013	3.5	5	8.5	3	2	0	1	1		7	121619	121675	56		
Wednesday	7/10/2013	3	5.5	8.5	1	7	0	0	2		10	121675	121722	47		
Thursday	7/11/2013			0							0			0		
Friday	7/12/2013			0							0			0		
Saturday	7/13/2013			0							0			0		
Sunday	7/14/2013			0							0			0		
Monday	7/15/2013			0							0			0		
Tuesday	7/16/2013			0							0			0		
Wednesday	7/17/2013			0							0			0		
Thursday	7/18/2013			0							0			0		
Friday	7/19/2013			0							0			0		
Saturday	7/20/2013			0							0			0		
Sunday	7/21/2013			0							0			0		
Monday	7/22/2013			0							0			0		
Tuesday	7/23/2013			0							0			0		
Wednesday	7/24/2013			0							0			0		
Thursday	7/25/2013			0							0			0		
Friday	7/26/2013			0							0			0		
Saturday	7/27/2013			0							0			0		
Sunday	7/28/2013			0							0			0		
Monday	7/29/2013			0							0			0		
Tuesday	7/30/2013			0							0			0		
Wednesday	7/31/2013			0							0			0		
<b>TOTALS</b>		6.5	10.5	17	4	9	0	1	3	0	17			103	0	

**BUILDING DEPARTMENT  
COUNTY OF CLARKE, VA  
NEW SINGLE FAMILY DWELLINGS  
2013**

	Battletown	Berryville	Boyce	Chapel	Greenway	Longmarsh	TOTAL	COMMENTS
January	0	0	0	0	0	0	0	
February	0	0	0	1	0	0	1	1 in CH is Remodel Studio into Dwelling
March	0	1	0	1	0	0	2	
April	0	0	1	1	0	2	4	
May	0	1	0	0	1	0	2	1 in Berryville is Remodel 2nd Fl Storage Area into Apt
June	0	1	0	1	0	0	2	
July	0	0	0	0	3	3	6	
August							0	
September							0	
October							0	
November							0	
December							0	
<b>TOTAL</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>17</b>	

COUNTY OF CLARKE CIRCUIT COURT  
MONTH END DEEDS OF PARTITION AND CONVEYANCE  
LOCAL TAXATION DEPARTMENT  
COUNTY  
FOR JULY, 2013

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
07/01/13	13-1444	OLD VIRGINIA LAND LLC	N MARIA FRITZIE CELINE COMIA REN N 7007 BRADDOCK MEWS PLACE SPRINGFIELD, VA. 22151	19,000.00	DBS	100%
		RECORDED TIME: 09:00				
		DESCRIPTION 1: 0.8080 ACRE - BATTLETOWN DISTRICT				19 K VAC
		DATE OF DEED : 06/28/13 BOOK: 566 PAGE: 143 MAP: 17A2-16-6-1				
		NUMBER PAGES : 0				
07/01/13	131444	FRY, MARGARET MARY	N HERRING, JONATHAN E 412 HANCOCK COURT BERRYVILLE, VA. 22611	325,000.00	DBS	100%
		RECORDED TIME: 11:05				
		DESCRIPTION 1: TOWN OF BERRYVILLE				323,400
		DATE OF DEED : 04/25/13 BOOK: 566 PAGE: 145 MAP: 14A71077				w/impv
		NUMBER PAGES : 0				
07/01/13	13-1448	BIRCH, TIMOTHY C	N BIRCH, CHRISTOPHER E P O BOX 4202 WINCHESTER, VA. 22604	40,000.00	DBS	100%
		RECORDED TIME: 12:15				
		DESCRIPTION 1: TOWN OF BOYCE, 1/2 ACRE	TOLL GATE HOUSE			Family sale
		DATE OF DEED : 07/01/13 BOOK: 566 PAGE: 179 MAP: 21-A-81				163,800
		NUMBER PAGES : 0				w/impv
07/01/13	13-1450	ROEHER, THOMAS, ET UX	N ROEHER REVOCABLE LIVING TRUST N 8166 RIVERSIDE FARM ROAD MARSHALL, VA. 20115	.00	DBS	100%
		RECORDED TIME: 12:20				
		DESCRIPTION 1: BATTLETOWN DISTRICT, LOT 17, BLOCK 3, UNIT 1				
		DATE OF DEED : 06/27/13 BOOK: 566 PAGE: 216 MAP:				
		NUMBER PAGES : 0				
07/01/13	4015	MEEKS, ROBERT B	N/A	.00	PROBATE	00%
		RECORDED TIME: 13:19	N/A			
		DESCRIPTION 1: LOT 3 - 30.701 ACRES	D/B 146 PG 192 WR/S			
		DATE OF DEED : 07/01/13 BOOK: 92 PAGE: 800 MAP: 24-3-3				
		NUMBER PAGES : 0				
07/02/13	13-1471	IRWIN, EDWARD & PATRICIA	N AMBROSIO, RALPH 300 EAST MAIN STREET BERRYVILLE, VA. 22611	250,700.00	DBS	100%
		RECORDED TIME: 02:00				
		DESCRIPTION 1: TOWN OF BERRYVILLE				250,700
		DATE OF DEED : 07/02/13 BOOK: 566 PAGE: 319 MAP: 14A2-A-143				w/impv
		NUMBER PAGES : 0				
07/02/13	131466	FANNIE MAE	Y COLE, DAVID & SHARA 416 HANCOCK COURT BERRYVILLE, VA. 22611	360,000.00	DBS	100%
		RECORDED TIME: 10:20				
		DESCRIPTION 1: TOWN OF BERRYVILLE				(FC) 334K
		DATE OF DEED : 06/27/13 BOOK: 566 PAGE: 262 MAP: 14A710078				w/impv
		NUMBER PAGES : 0				
07/02/13	4016	SOWERS, ALVIN C	N/A	.00	PROBATE	00%
		RECORDED TIME: 14:24	N/A			
		DESCRIPTION 1: PROBATE WILL. LOT - 215 N BUCKMARSH ST BERRYVILLE, VA.	D/B 124 PAGE 252			
		DATE OF DEED : 07/02/13 BOOK: 92 PAGE: 811 MAP: 14-A1-A-91				
		NUMBER PAGES : 0				

COUNTY OF CLARKE CIRCUIT COURT  
 MONTH END DEEDS OF PARTITION AND CONVEYANCE  
 LOCAL TAXATION DEPARTMENT  
 COUNTY  
 FOR JULY, 2013

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
07/05/13	13-1481	EQUITY TRUSTEES LLC RECORDED TIME: 10:20 DESCRIPTION 1: BATTLETOWN DISTRICT, SHEN RET DATE OF DEED : 04/30/13 BOOK: 566 PAGE: 369 MAP: 17A1-9-35-B NUMBER PAGES : 0	N US BANK NATIONAL 7255 BAYMEADOWS WAY JACKSONVILLE, FL. 32256	N 141,141.00	DTF	100%
						<i>198,100 w/in</i>
07/05/13	13-1487	MCINTOSH, CHARLES F RECORDED TIME: 11:40 DESCRIPTION 1: GREENWAY DISTRICT, LOT 21, 5.230 ACRES DATE OF DEED : 07/05/13 BOOK: 566 PAGE: 410 MAP: 30-1-21 NUMBER PAGES : 0	N STERN, SARA; ET AL P O BOX 155 MILLWOOD, VA. 22646	N 39,325.00	DBS	100%
						<i>157,300 YAC</i>
07/08/13	13-1505	WILSON, ROY M RECORDED TIME: 03:30 DESCRIPTION 1: TOWN OF BERRYVILLE DATE OF DEED : 07/05/13 BOOK: 566 PAGE: 439 MAP: 14A2-17-E-18 NUMBER PAGES : 0	N CASE TRUST 36760 NORTH FORK ROAD PURCELLVILLE, VA. 20132	N 93,500.00	DBS	100%
						<i>120,750 w/in</i>
07/11/13	4019	FILLEBROWN, JOEL DECD RECORDED TIME: 11:26 DESCRIPTION 1: LOTS 2A - 2.7193 ACRES D/B 361 PG 781 LONGMARSH DIST DATE OF DEED : 07/11/13 BOOK: 92 PAGE: 980 MAP: 6-3-2A NUMBER PAGES : 0	N/A N/A	.00	PROBATE	00%
07/12/13	13-1528	BENDER, DONALD & LORRIE RECORDED TIME: 02:25 DESCRIPTION 1: LONGMARSH DISTRICT, LOT 3 DATE OF DEED : 07/05/13 BOOK: 566 PAGE: 622 MAP: 7-12-3 NUMBER PAGES : 0	N MILLAR, JOHN D & BRANDIE D 515 CATHER RD BERRYVILLE, VA. 22611	N 339,000.00	DBS	100%
						<i>375K w/in</i>
07/12/13	13-1519	SNOWDEN, CONRAD & JOAN RECORDED TIME: 09:05 DESCRIPTION 1: GREENWAY DISTRICT, LOT C, SEC 2 CAREFREE ACRES DATE OF DEED : 07/11/13 BOOK: 566 PAGE: 533 MAP: 39-2-2C NUMBER PAGES : 0	N MORGAN, EDWIN; JR ET UX 164 WHITE PINE LANE BOYCE, VA. 22620	N 329,900.00	DBS	100%
						<i>323,900 w/in</i>
07/12/13	13-1522	REYNOLDS, KEVIN RECORDED TIME: 11:20 DESCRIPTION 1: CHAPEL DISTRICT DATE OF DEED : 06/27/13 BOOK: 566 PAGE: 559 MAP: 6-A-25 NUMBER PAGES : 0	N MAHON REVOCABLE TRUST 3703 NORTHAMPTON ST, NW WASHINGTON, DC. 20015	N .00	DBS	100%
07/12/13	4020	BUNDY, LOUISE DECD RECORDED TIME: 11:34 DESCRIPTION 1: TRACT 1 - 79.037 ACRES DATE OF DEED : 07/12/13 BOOK: 92 PAGE: 991 MAP: 30-A-79 NUMBER PAGES : 0	N/A N/A	.00	PROBATE	00%



COUNTY OF CLARKE CIRCUIT COURT  
 MONTH END DEEDS OF PARTITION AND CONVEYANCE  
 LOCAL TAXATION DEPARTMENT  
 COUNTY  
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RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
07/17/13	13-1571	JUDY, DARRYL D & SANDRA S RECORDED TIME: 04:11 DESCRIPTION 1: LOT 10, 3.2853 ACRES DATE OF DEED : 07/12/13 BOOK: 566 PAGE: 840 MAP: 28-7-10 NUMBER PAGES : 0	N FORRESTER, DALE, JR & BERNADETT N 311 VISTA LN WHITE POST, VA. 22663 GREENWAY DIST WR/S	420,000.00	DBS	100% 482K w/impr
07/17/13	13-1560	MCCLLENAHAN, TIMOTHY & ROBIN RECORDED TIME: 10:35 DESCRIPTION 1: TOWN OF BERRYVILLE, LOT 167 DATE OF DEED : 07/17/13 BOOK: 566 PAGE: MAP: 14A8-4-167 NUMBER PAGES : 0	N MCCLLENAHAN, TIMOTHY & ROBIN N 237 TYSON DRIVE BERRYVILLE, VA. 22611	.00	DBS	100%
07/18/13	131578	URBACH, CONNIE JEAN TR OF URBA RECORDED TIME: 02:30 DESCRIPTION 1: TOWN OF BERRYVILLE DATE OF DEED : 07/17/13 BOOK: 566 PAGE: 885 MAP: 14A1-A-2 NUMBER PAGES : 0	N WON, JOSEPH N 12 DORSEY ST BERRYVILLE, VA. 22611	221,000.00	DBS	100% 216,600 w/impr
07/18/13	131573	BARRETT, BURFORD L & JONI RECORDED TIME: 11:50 DESCRIPTION 1: BATTLETOWN DISTRICT LOT 2 CONT. 23,4776 MORE OR LESS DATE OF DEED : 07/17/13 BOOK: 566 PAGE: 866 MAP: 33-8-2 NUMBER PAGES : 0	N CONRAD, DAVID B & BRENDA A N 602 S KINK ST, STE 200 LEESBURG, VA. 20175	849,000.00	DBS	100% 798,700 w/impr
07/19/13	4022	FANNING, KATHLEEN THERESE RECORDED TIME: 15:48 DESCRIPTION 1: PARCEL ON LINCOLN AVE - TOWN, BERRYVILLE DATE OF DEED : 07/19/13 BOOK: 93 PAGE: 10 MAP: 14A4-A-18 NUMBER PAGES : 0	N/A N/A D/B 302 PG 398	.00	PROBATE	00%
07/22/13	131595	HICKMAN, BRETT E & MENDY W RECORDED TIME: 02:55 DESCRIPTION 1: CHAPEL DISTRICT LOT 97, CONT. 5.065 MORE OR LESS DATE OF DEED : 07/18/13 BOOK: 566 PAGE: MAP: 31-1-97 NUMBER PAGES : 0	N ZEBRINE, JOSEPH W; ETUX N 2726 CALMES NECK LANE BOYCE, VA. 22620	375,000.00	DBS	100% 479,100 w/impr
07/22/13	13-1597	THAXTON, DAVID; ET AL RECORDED TIME: 03:15 DESCRIPTION 1: GREENWAY DISTRICT, 11.943 ACRES DATE OF DEED : 07/22/13 BOOK: 566 PAGE: 985 MAP: 38-A-4 NUMBER PAGES : 0	N CENTANNI, STEVEN J N 607 KENNEBEC AVENUE TAKOMA PARK, MD. 20912 2/3 INTEREST	393,666.66	DBS	100% family sale 590,500 w/impr
07/22/13	13-1598	LUCA, MARY L RECORDED TIME: 03:16 DESCRIPTION 1: BATTLETOWN DISTRICT, SHEN RET, LOT 13, BLOCK 2I DATE OF DEED : 07/22/13 BOOK: 566 PAGE: 988 MAP: 17A2-23-2I-13 NUMBER PAGES : 0	N LEE, JONATHAN H N 13804 LOWE STREET CHANTILLY, VA. 20151	3,500.00	DBS	100% 4K VAC

COUNTY OF CLARKE CIRCUIT COURT  
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RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
07/22/13	4023	DOVE, RICHARD HENRY	N/A	.00	PROBATE	00%
✓		RECORDED TIME: 14:53 DESCRIPTION 1: PROPERTY WR/S D/B 63 PG 23 & D/B 74 PG 595 11 FARMERS LN., 329 W MAIN ST -BERRYVILLE WR/S DATE OF DEED : 07/22/13 BOOK: 93 PAGE: 16 MAP: 14A2-A-120+ NUMBER PAGES : 0	N/A			
07/23/13	13-1603	CITIFINANCIAL INC	N CHRISTIANA TRUST 210 RITTER PLACE BERRYVILLE, VA. 22611	10.00	DQC	100%
✓		RECORDED TIME: 01:00 DESCRIPTION 1: PARCEL AT 210 RITTER PLACE, TOWN OF BERRYVILLE DATE OF DEED : 04/16/13 BOOK: 567 PAGE: 11 MAP: 14A2-17E-30 NUMBER PAGES : 0				PIN: (PE) 125,500 wimpv
07/23/13	13-1606	CHRISTIANA TRUST TR FOR STANWI	N GABLE, BRADLEY J TR & JAMES T N 20744 AIRMONT RD BLUEMONT, VA. 20135 YUNI	77,777.00	DBS	100%
✓		RECORDED TIME: 01:03 DESCRIPTION 1: LOT 30, BATTLETOWN SUBD, SECT E TOWN OF BERRYVILLE DATE OF DEED : 07/15/13 BOOK: 567 PAGE: 19 MAP: 14A2-17E-30 NUMBER PAGES : 0				PIN: (PE) 125,500
07/23/13	13-1608	SIPE, CHARLES WILLIAM & DOROTH	N SIPE, MICHAEL I & STACY M N 113 SIPE HOLLOW LANE BERRYVILLE, VA. 22611	116,900.00	DBS	100%
✓		RECORDED TIME: 01:21 DESCRIPTION 1: 1.2717 ACRES - BATTLETOWN DISTRICT WR/S DATE OF DEED : 07/15/13 BOOK: 567 PAGE: 24 MAP: 15-A-67 NUMBER PAGES : 0				PIN: family 120,400 mobile home
07/23/13	13-1613	WOOD, JOHN M	N WOOD, REBECCA J N 4108 HARRY BYRD HWY BERRYVILLE, VA. 22611	164,000.00	DBS	100%
✓		RECORDED TIME: 03:05 DESCRIPTION 1: 1/3 INTEREST - PARCEL ON RT 612 BATTLETOWN DIST DATE OF DEED : 07/22/13 BOOK: 567 PAGE: 34 MAP: 16-A-29 NUMBER PAGES : 0				PIN: FAMILY 625,900 wimpv
07/23/13	131599	WHITE, CHRISTOPHER W	N WHITE, CHRISTOPHER W & RENE' N 1183 EBENEZER ROAD BLUEMONT, VA. 20135	.00	DBSHW	100%
✓		RECORDED TIME: 09:00 DESCRIPTION 1: BATTLETOWN DIST LOT 11 CONT. 18.746 ACRES DATE OF DEED : 00/00/00 BOOK: 566 PAGE: 989 MAP: 25-2-11 NUMBER PAGES : 0				
07/23/13	4024	CURTIS FRANKLIN SECHRIST	N/A	.00	REA	00%
✓		RECORDED TIME: 11:55 DESCRIPTION 1: 1/10TH INTEREST: PARCEL 1 - 1.4 ACRES CHAPEL DIST (SEE W/B 73 PG 455) DATE OF DEED : 07/23/13 BOOK: 93 PAGE: 28 MAP: 39-A-40 NUMBER PAGES : 0	N/A			
07/24/13	13-1620	STRANGE, JASON T	N STRANGE, JASON T & JEAN SHIM N 1211 CAREFREE LANE BOYCE, VA. 22620	.00	DG	100%
✓		RECORDED TIME: 03:00 DESCRIPTION 1: LOT 705 - 5 ACRES DATE OF DEED : 07/22/13 BOOK: 567 PAGE: 74 MAP: 38-5-705 NUMBER PAGES : 0				

COUNTY OF CLARKE CIRCUIT COURT  
MONTH END DEEDS OF PARTITION AND CONVEYANCE  
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RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
07/24/13	13-1616	SALMERON, RODRIGO J & JILL S F N	CONDREY, JOSEPH B & A Y 203 W MAIN ST BERRYVILLE, VA. 22611	N 227,500.00	DBS	100%
		RECORDED TIME: 12:25	WR/S			
		DESCRIPTION 1: PARCEL IN TOWN OF BERRYVILLE				
		DATE OF DEED : 07/23/13 BOOK: 567 PAGE: 54	MAP: 14A4-A-39			
		NUMBER PAGES : 0				
				PIN:		234,900 W/IMPV
07/25/13	13-1631	DUNLAP, CONSTANCE E	N BRABON, DOUGLAS R & KAREN 650 BALD ROCK RD VERONA, VA. 24482	N 63,000.00	DBS	100%
		RECORDED TIME: 01:27	WR/S			
		DESCRIPTION 1: LOT 23, SHEN. FARMS, SECT B - GREENWAY DIST				
		DATE OF DEED : 07/24/13 BOOK: 567 PAGE: 153	MAP: 37A1-2-23			
		NUMBER PAGES : 0				
				PIN:		133,800 W/IMPV
07/25/13	13-1641	BOWEN, WILLIAM R & HEA THER A	N MAPLES, CARL H E & PATRICIA K 2826 BERRYLAND DR OAKTON, VA. 22124	N 455,000.00	DBS	100%
		RECORDED TIME: 02:50	WR/S			
		DESCRIPTION 1: TOWN OF BERRYVILLE				
		DATE OF DEED : 07/25/13 BOOK: 567 PAGE: 200	MAP: 14A4-A-29			
		NUMBER PAGES : 0				
				PIN:		443K W/IMPV
07/25/13	13-1645	COMMONWESLTH TRUSTEES; SUB TR	N FEDERAL NATIONAL MORTGAGE ASSO Y P O BOX 650043 DALLAS, TX. 75265	305,423.15	DTF	100%
		RECORDED TIME: 03:07	3.0 ACRES			
		DESCRIPTION 1: BATTLETOWN DISTRICT, TRACT 4,				
		DATE OF DEED : 07/01/13 BOOK: 567 PAGE: 213	MAP: 16-A-66B			
		NUMBER PAGES : 0				
				PIN:		347K W/IMPV
07/29/13	131674	BARB, MARARETTE J	N CAIN, JESSICA RENE 237 GUN WHITE POST, VA. 2266 3	.00	DG	100%
		RECORDED TIME: 03:45				
		DESCRIPTION 1: GREENWAY DIST DB 58, PG 516				
		DATE OF DEED : 00/00/00 BOOK: 567 PAGE: 422	MAP: 20-A-28			
		NUMBER PAGES : 0				
				PIN:		
07/30/13	4026	SYNNOTT, JAMES BERNARD	N/A N/A	.00	PROBATE	00%
		RECORDED TIME: 10:11				
		DESCRIPTION 1: PROBATE WILL. CURRAN SUBD ON RT 340	D/B 258 PG 520			
		DATE OF DEED : 07/30/13 BOOK: 93 PAGE: 36	MAP: 8-9-1A			
		NUMBER PAGES : 0				
				PIN:		419,900
07/31/13	13-1687	HART, LISA M	N BYE, RICHARD 5329 SENSENY ROAD BERRYVILLE, VA. 22611	387,900.00	DBS	100%
		RECORDED TIME: 02:40				
		DESCRIPTION 1: CHAPEL DISTRICT, PARCEL B, 6.04 ACRES				
		DATE OF DEED : 07/30/13 BOOK: 567 PAGE: 508	MAP: 12-A-9			
		NUMBER PAGES : 0				
				PIN:		387,900 W/IMPV
07/31/13	13-1689	BRAITHWAITE, DONNA L & GARY W	N TOWN OF BERRYVILLE N/A	.00	DE	100%
		RECORDED TIME: 03:20				
		DESCRIPTION 1: TOWN OF BERRYVILLE				
		DATE OF DEED : 00/00/00 BOOK: 567 PAGE: 523	MAP: 14A4-2-4			
		NUMBER PAGES : 0				
				PIN:		

COUNTY OF CLARKE CIRCUIT COURT  
MONTH END DEEDS OF PARTITION AND CONVEYANCE  
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RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
07/31/13	13-1691	AYAZ, MALEEHA RECORDED TIME: 04:25 DESCRIPTION 1: TOWN OF BERRYVILLE DATE OF DEED : 07/30/13 NUMBER PAGES : 0	N GRAY-IRVIN, PATRICIA; ET VIR 306 TREADWELL STREET BERRYVILLE, VA. 22611	<del>363,800.00</del> 423,300	DBS	100%
		BOOK: 567 PAGE: 534 MAP: 14A8-3-107			PIN:	363,800 w/impv
07/31/13	13-1685	BINDA, SOLANGE J, ETUX RECORDED TIME: 11:26 DESCRIPTION 1: GREENWAY DIST DATE OF DEED : 07/26/13 NUMBER PAGES : 0	N BINDA, MARK 4227 AMERICANNA DRIVE ANNANDALE, VA. 22003	.00	DG	100%
		BOOK: 567 PAGE: 505 MAP: 37A1-3-31			PIN:	

TOTAL COUNTY DEEDS OF PARTITION AND CONVEYANCE: 43  
TOTAL NUMBER OF COUNTY DEEDS OF CORRECTION : 0  
TOTAL NUMBER OF COUNTY WILL/FIDUCIARY : 7

**Quarterly Activity Report of  
Kaila Anglin  
Extension Agent, 4-H Youth Development  
[kailamh@vt.edu](mailto:kailamh@vt.edu) or (540) 955-5164  
April 2013 - June 2013**

**Programs**

- Clarke- Warren 4-H Camp- Camp Coordinator
  - Camp Coordinator planning and organizational meetings with Stacy Swain, Warren County 4-H Youth Educator
  - Interviewed 63 Clarke and Warren youth for camp counselor positions
  - 3 Camp Training Sessions with camp counselors and counselors-in-training
  - Pre-camp meeting with 4-H Center Program Director, Assistant Camp Coordinator, and Clarke-Warren Agents before camp to discuss camp matters (schedule, camper needs, etc) two weeks prior to camp, 4-H Center, Front Royal, VA
  - Clarke- Warren 4-H Camp will be held July 28<sup>th</sup> - August 1<sup>st</sup> at the NOVA 4-H Center, Front Royal, VA
- Northern District 4-H Contests
  - 136 youth participated in Public Speaking, Presentations, Share-the-Fun and Fashion Revue contests at the Northern District 4-H Contests held at Warren County High School in Front Royal, VA
- Clarke- Frederick Beef Show
  - 18 youth participants attended the show held at the Frederick County Fairgrounds in Stephenson, VA
- Clarke County 4-H Dairy Poster Contest/ June is National Dairy Month
  - 30 youth participated in the First Annual Clarke County Dairy Poster Contest to celebrate June is National Dairy Month
  - The posters were displayed throughout the month of June: the winner's posters were displayed at the Bank of Clarke County, Berryville Branch and the rest were displayed in the window fronts at 20 E Main Street, Berryville.
  - The top three contestant winners in each age division (Junior, Intermediate, and Senior) advanced to the State Dairy Poster Contest held at Virginia Tech, Blacksburg, VA during State 4-H Congress
  - Clarke County had two State winners: Tommy Garrison (Senior division) placed 2<sup>nd</sup> and Maeve Lyman (Intermediate division) placed 3<sup>rd</sup>!
  - Also, Clarke County 4-H Dairy Club members Kathleen Pine and Regan Jackson were interviewed in June with Barry Lee on "Talk of the Town" with the TV3 Winchester Station at <http://www.tv3winchester.com/community/talkofthetown>. They starred in Episode 116 from minute 17:55 - 24:00!
- Small Animal Weigh-In
  - 58 sheep, 78 pigs, and 69 goats were weighed– in for the 2013 Clarke County Fair
- Swine Camp
  - 6 Clarke County 4-H members and 1 Frederick County 4-H member participated in the 2<sup>nd</sup> annual Swine Camp at Clarke County Fairgrounds, Berryville, VA
- Clarke- Frederick Lamb Camp
  - 39 youth participants attended the camp at Frederick County Fairgrounds, Stephenson, VA
- State 4-H Congress
  - 5 Clarke and 1 Warren County 4-H delegates attended the week-long conference at Virginia Tech, Blacksburg, VA
  - 2 Clarke County 4-H members were tapped as 4-H All- Stars
  - 4 Clarke County 4-H members competed in the State Share-the-Fun Contest earning Red Ribbons and performed in the Talent Show at Wednesday night's closing session
- Goat Clinic
  - 8 Clarke County 4-H members and 1 Frederick County 4-H member participated in the clinic held at the Clarke County Fairgrounds, Berryville, VA
- Leaders' Association Annual Market Lamb & Goat Show
  - Administrative and registration functions in Extension Office

- 49 youth participants with a total of 136 animals competed in the show at Clarke County Fairgrounds, Berryville, VA
- Clarke County Fair
  - Small Animal Weigh-in for sheep, goats, and hogs at the Clarke County Fairgrounds in Berryville, VA
  - Check-off record books for all 4-H youth members exhibiting livestock at the 2013 Clarke County Fair
  - Organize clean-up days for all youth exhibitors
  - Administrative, organizational, and promotional functions relating to 4-H exhibitors for the 2013 Clarke County Fair such as securing livestock show judges, recruiting award sponsors, class divisions for livestock shows, etc.

### **Trainings & Meetings**

- Northern District Unit Coordinator meeting
  - Held at the Rockingham County Extension Office
- Human Resources Meeting
  - Employee Health Benefits and updates meeting; held in Alexandria, VA
- Clarke County 4-H Volunteer Leaders' Association Meeting
  - Serve as 4-H advisor at bimonthly meetings and committee meetings
  - Berryville Baptist Church, Berryville, VA
- Glenwood Park Livestock Exposition
  - Serve as 4-H Agent representative at planning meetings and day of the show
- General 4-H:
  - Planning meetings for county events: Clarke-Frederick Beef Show, Clarke-Frederick Lamb Camp, Clarke-Frederick Goat Camp, Clarke Swine Camp, Clarke Horse Camp, county contests, etc.
  - Planning meetings for afterschool programs: Boyce Elementary School
  - Northern District Contest planning committee and Clarke 4-H representative
  - Individual 4-H club supervision and meeting attendance
- Clarke-Warren 4-H Camp- Camp Coordinator
  - Planning meetings with Stacy Swain, Warren County 4-H Youth Educator
- Clarke County Fair
  - Serve as 4-H representative at monthly board meetings and livestock committee meetings
  - Organize, plan and recruit judges for the 4-H and FFA livestock shows
  - Organize and plan Livestock Bowl, Round Robin and Carcass Contests
  - Make revisions to 4-H and FFA exhibitor rules, contests, livestock shows, etc. listed in the fair catalog

### **Professional Development**

- Northern District 4-H Agent Meeting
  - Quarterly meeting- Madison Extension Office, Madison, VA
- Unit Coordinator
  - Serve as VCE- Clarke County Unit Coordinator and attend quarterly district meetings/ trainings

### **Media**

- April 2013, VA Dairyman- article with Davey Hardesty (Dairy Club 4-H member) listed
- Winchester Star, June 3- Article about Davey Hardesty (Dairy Club 4-H member) who won All Star Leadership Award
- Winchester Star, June 4- Clarke- Warren 4-H Summer Camp in Calendar of Events section
- Winchester Star, June 11- Drinking Water Clinic announcement
- Winchester Star, June 12- Dairy poster contest announcement
- The Clarke Observer, June 2013- Dairy Poster photo of 9 winners; Drinking Water Testing clinic, Market Lamb/Goat Show, 4-H Summer Camp promoted in Calendar of Events
- Clarke 4-H Connections, April 2013 Edition, mailed to all 4-H members, organizational leaders and volunteers, and board of supervisors

# Agriculture & Natural Resources Program Review

Corey Childs, Extension Agent ANR, Livestock

540.635-4549 [cchilds@vt.edu](mailto:cchilds@vt.edu)

## Programs: April 1, 2013 – June 30, 2013

Activities related to all five counties in the Northern Shenandoah Valley (Clarke, Frederick, Page, Shenandoah, and Warren):

- Transferred from Loudoun County Extension May 25, 2013
- Master Cattleman's Certification Training
  - 32 participants from the Northern Shenandoah Valley and the Northern Piedmont are participating in a Master Cattleman's Certification program. This program requires participants to successfully participate in 30 hrs. of classroom and hands on in the field educational programming offered through 7 on farm meetings (spread over 5 month May-Oct). Participants are also offered opportunities to enrich their learning experience through online through Va Tech's Symposium (learning management program) where additional educational materials are posted.
- Beef Quality Assurance and Famacha Certification Training
  - Certified 1 new BQA producer and 2 new Famacha certified producers through on site farm training.
- Advanced Reproduction Strategies in Beef Cattle Conference planning.
  - I serve as an agent/producer member of the planning and implementation team for this national conference that will be held in Staunton on Oct 2013.
- Collaborated with Old Dominion Livestock Producers, VA Dept. of Ag and Consumer Services and Winchester Livestock Exchange to conduct a State Graded Sheep and Goat Sale. (34 area producers participated this group marketing effort).
- Organized and facilitated the 2013 Northern Virginia Area Wool Pool – Wool Marketing opportunity for producers from the Northern Shenandoah Valley, Pan handle of WVA and MD. 37 producers combined to market 142 bags or approximately 12,000 lbs. of wool through Mid States Wool Growers in Ohio.
- Virginia Beef Cattle Phosphorus Survey
  - Partnered with Livestock Specialist at Va Tech and program intern to identify 6 additional local collaborating farmers. Then collect forage and manure sample for nutrient analysis. Area and state wide data to be reported at project completion.
- 4-H and FFa Youth Support

- State Fair Youth Livestock Nominations – Manage NVA nominations opportunities for youth planning to exhibit livestock at the 2013 Va State Fair. Nomination sites were in Berryville and Woodstock.
- Collaborate with 4-H agents in Clarke/Frederick and Warren counties to conduct Meat Goat Workshop for 14 youth and adults.
- Provide educational and technical support to Clarke County School System in support of the proposed Swine project to be implemented by CCPS, Cleremont Foundation and Clarke County Farm Bureau.
- Provide technical and facilitation support to the Clarke County 4-H Leaders Summer Lamb and Goat Show (approximately 45 youth exhibiting 145 head of sheep and goats)
- Drinking Water Testing – Well Water Clinics
  - Assisted area staff in the public outreach, education and implementation of water quality testing clinics to 317 individuals on private water supplies in the 5 county area through 6 different kick-off meetings. Water will be tested for 14 different parameters and results will be reported back during meetings held in August 2013

### Media

- Interviewed by phone by the Winchester Star regarding area Meat Goat production.
- Interviewed by Country Folks – Mid Atlantic regarding “niche” marketing opportunities for poultry in Northern Shenandoah Valley
- Created Informational on line Blog- Virginia Cooperative Extension <http://vacoopext.blogspot.com/>
  - Your stop for Clarke, Frederick, Page, Shenandoah, and Warren agriculture and natural resource education.
- Created <https://www.facebook.com/pages/VCE-Northern-Shenandoah-Valley-Agriculture-and-Natural-Resources> a resource for residents and landowners to keep up with upcoming Extension events and activities.

### Professional Development

- Completed Animal Science Agent In-Service Training, Virginia Tech, Blacksburg
- Re-certified as a Beef Quality Assurance trainer and certifier, Va Tech, Blacksburg
- Re-certified as a Pork Quality Assurance Plus Trainer/Advisor, Madison, Va

### Client Contacts/Farm Visits

- 52 Pest Management Contacts
- 43 Livestock/Health/Marketing/Forage Management Contacts

### Other Activities

- Serve as VCE-Warren Unit Coordinator
- Serve as Educational Advisor to Blue Ridge Cattleman’s Association
- Serve on Educational Advisor to Old Dominion Livestock Association
- Serve as Educational Advisor to the Clarke Area Wool Growers



# Virginia Cooperative Extension

Virginia Tech • Virginia State University

[www.ext.vt.edu](http://www.ext.vt.edu)

## Shenandoah County Office

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Woodstock, VA 22664-1855

540/459-6140 Fax: 540/459-6147

[raclark@vt.edu](mailto:raclark@vt.edu)

<http://offices.ext.vt.edu/shenandoah/>

### Virginia Cooperative Extension

#### Quarterly Agriculture Program Report

Robert A. Clark, Senior Extension Agent, Agriculture and Natural Resources

April - June 2013

#### Activities Related to All Counties:

- Attended a Waste Solutions Forum meeting in Verona.
- Attended two Lord Fairfax Soil & Water Conservation District (LFSWCD) Board Meetings and two LFSWCD Technical Advisory Committee Meetings.
- Met with two people to show them the portable pyrolysis system so they could decide if they are interested in the system.
- Coordinated a meeting of the Virginia Extension Agent Association that was held in Richmond. The meeting included a tour of the Randolph Farm at Virginia State University.
- Coordinated the layout and purchase of VCE directional signs (used to help direct people to field days, etc.). These are being distributed to all Extension offices in the Shenandoah Valley. The signs we have been using are over 15 years old.
- Shenandoah County Sustainable Farm Demonstration:
  - Assisted with completing the bid process for constructing a perimeter fence along Teaberry Road and between the county farm and the county park. Work should start on this fence in early July.
  - Held meetings between Natural Resources Conservation Service (NRCS), LFSWCD, and the farmer (Guy Gochenour) to do planning work associated with the BMPs that will be installed on the farm.
  - Completed a grant application that would facilitate the educational process associated with the county farm project. The grant was submitted to the NRCS Conservation Innovation Grant Program.
- Educating Farmers about No-Till:
  - In 2013, I scouted multiple fields prior to crop planting/emergence in an attempt to know exactly when slugs began to hatch and feed. This was also done to see if I could find fields that might be at higher risk than other fields.
  - Attended two VANTAGE Board meetings in Harrisonburg.
  - Beginning in May 2013 through June 23, 2013, farmers routinely called me to look at problematic fields. Between scouting fields prior to emergence and scouting fields with feeding damage I have likely scouted 2,500 acres of corn and soybean.
  - The following test plots have been installed:
    - Guy Gochenour: Test plot applying slug bait at planting to a field with five to ten slugs per sq. ft.
    - Tommy Wright: Test plot applying slug bait to emerging corn with high feeding pressure.
    - Tommy Wright: Test plot applying slug bait to emerging soybeans with slug population of eight (or more) slugs per sq. ft.

- Guy Gochenour: Test plot applying slug bait at planting to a soybean field with five to ten slugs per sq. ft.
- Guy Gochenour: Test plot applying slug bait at planting to a soybean field with five to ten slugs per sq. ft.
- Joe Snapp: Test plot applying slug bait to an emerging field of soybean with five to six slugs per sq. ft. compared to disking adjacent land.
- In 2013, I purchased a "Herd Seeder" for applying slug bait. This seeder was used in three of these test plots. This equipment also enabled several farmers to try applying slug bait who could not secure the equipment.
- Composting Large Animal Mortality:
  - Made a presentation about composting large animal mortality to an undergraduate class in the Dairy Science Department at Virginia Tech (Animal Agriculture and the Environment, DASC 3134, enrollment 26).
  - Toured two large animal mortality composting systems near Abingdon. The purpose was to evaluate the accuracy of the NRCS Standard for these composting systems.
  - Submitted a grant proposal to fund locating machinery in the Shenandoah Valley to separate bones from large animal mortality compost (so that farmers will land apply the compost). The grant is extensive. The major goals are to: 1) screen piles of large animal mortality compost on 100 farms per year for two years; and 2) to demonstrate screening in four additional locations within the Chesapeake Bay Watershed. The screens should also help composters screen (and better market) their products.
- Nutrient Management Technologies:
  - I assisted Inboden Environmental with reviewing and refining their laboratory procedures for running soil nitrate tests for 2013.
  - I have assisted multiple farmers with interpreting soil nitrate tests.
  - I have worked with four farmers to teach them how to collect soil nitrate samples.
  - Due to the wet weather, I have personally collected some samples to determine the effect of the rain on the nitrogen status of our fields.
  - Met with Matt Yancey to review soil nitrate testing and interpretations protocols.
  - Collected soil nitrate data from a test plot to evaluate the amount of nitrogen generated from crimson clover.
- Newsletters = 0.

Activities Related to Specific Counties:

Clarke County

- Farm Visits/Client Contacts: 40/50

Frederick County

- Farm Visits/Client Contacts: 55/40

Page County

- Farm Visits/Client Contacts: 35/60

Shenandoah County

- Farm Visits/Client Contacts: 300/100
- Attended one Extension Leadership Council Meeting.

Warren County

- Farm Visits/Client Contacts: 10/25

**Area Family and Consumer Sciences Programming Report**  
**April to June 2013**

**Educational Presentations (Up to 2 ½ Hours)**

*Can Your Finances Survive a Crisis? (2 Sessions)* – Shenandoah County

*Real Money, Real World (Middle School Financial Program)* – Page County

*Reality Store (High School Financial Program)* – Page County

*“Household Water Quality Program” Kick-Off Meetings (6 Sessions)* – Clarke, Frederick, Page, Shenandoah, and Warren Counties

**Extended Learning Programs (Three Hours or Multiple Sessions)**

*Managing Your Money Series (9 sessions)* – Clarke, Shenandoah, and Warren Counties

**Exhibits/Displays/Brief Community Presentations**

*Virginia Cooperative Extension Overview* – Warren

*Children’s Resource Fair* – Shenandoah County

**Additional Accomplishments**

*Winchester TV3 News Interview, “Managing Your Money”* – All Counties

*The Valley Today Radio Interview (WFTR), “Drinking Water Testing Program”* – All Counties

*WHSV News Interview, “Drinking Water Testing Program”* – All Counties

*Newspaper Interviews, Northern Virginia Daily and Daily News Record, “Drinking Water Testing Program”* – All Counties

**Professional Development**

*Virginia Extension Service Association Conference*

*Consumer Action Training – “Digital Dollars”*

*VHDA Homebuyer Education “Train the Trainer” Workshop*

*Financial Management Training Webinars (21 Webinars)*

**Submitted by:**

**Karen Lynn Poff, MPA, AFC®**  
**Senior Extension Agent, Family and Consumer Sciences**  
**Serving the Northern Shenandoah Valley.**  
**Unit Coordinator for Shenandoah County.**  
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# Agriculture & Natural Resources Program Review

Mark Sutphin, Associate Extension Agent ANR, Horticulture

540.665.5699 [mark.sutphin@vt.edu](mailto:mark.sutphin@vt.edu)

## Programs: April 1, 2013 – June 30, 2013

Activities related to all five counties in the Northern Shenandoah Valley (Clarke, Frederick, Page, Shenandoah, and Warren):

- Assisted with Coordination of Commercial Tree Fruit Production Training
  - 61 participants from the Northern Shenandoah Valley and West Virginia received tree fruit production and pest management training by attending the Winchester Area Commercial Fruit Breakfast Meetings at the Alson H. Smith Agricultural Research and Extension Center in Winchester, VA (two - one hour programs were offered)
  - 104 participants from the Northern Shenandoah Valley and West Virginia received tree fruit production and pest management training by attending the Winchester Area In-Depth Commercial Fruit Meetings at the Alson H. Smith Agricultural Research and Extension Center in Winchester, VA (three - two hour programs were offered)
  - 58 participants from across the state received training and information on how to enter vineyard production as a new grape grower by attending the Beginning Grape Growers Workshop held at the Alson H. Smith Agricultural Research and Extension Center in Winchester, VA (one - eight hour program was offered)
  
- Drinking Water Testing – Well Water Clinics
  - Organized and offered water quality testing clinics to 317 individuals on private water supplies in the 5 county area through 6 different kick-off meetings. Water will be tested for 14 different parameters and results will be reported back during meetings held in August 2013
  
- Supervised and Advised Northern Shenandoah Valley Master Gardener Association (NSVMGA)
  - 125 Virginia Cooperative Extension volunteers serve as Master Gardeners and interns in the Northern Shenandoah Valley and offer outreach to our communities by offering horticultural and environmentally sound programs in the Northern Shenandoah Valley
  - 24 Individuals completed 70+ hours of horticultural instruction to become certified Virginia Cooperative Extension Master Gardener Volunteers (22 Classroom sessions and two laboratory sessions were held at Blandy Experimental Farm)
  - Converted contacts and volunteer hours recording system over to the state-wide Virginia Volunteer System (VMS) online reporting system
  - NSVMGA organized and held the 10<sup>th</sup> Annual Garden Fest at Belle Grove Plantation. Nearly 100 volunteers unite to offer 600+ community members a full day of gardening activities through various educational booths, horticulture lectures, wildlife displays, commercial vendors, and a plant sale. 130 youth attended the “Passport to Gardening” program.
  - Implemented a Garden Help Desk staffed by VCE-MGs one day weekly in the VCE-Frederick Office to provide plant and pest identification assistance as well as lawn and garden advice to homeowners

- GAP (Good Agricultural Practices) Certification
  - Completed individual training with producers to aid them in acquiring USDA GAP Certification to take measures to reduce the possibility of food borne illness and food contamination during the production, harvest, and packaging processes to ensure a safer food supply and to increase market possibilities for producers
  - Participated in a strategic planning meeting in Blacksburg, VA, to develop a proposal that enables VCE to address food safety initiatives state wide

### Media

- Interviewed by phone by the Daily News Record regarding the 17 Year Periodical Cicada
- Interviewed by phone by the Winchester Star about USDA Agriculture Statistics
- Interviewed by phone by the Winchester Star for the Drinking Water Clinics

### Professional Development

- Beginning Grape Growers Workshop, Virginia Tech Alson H. Smith Jr. AREC
- IPM Grape Producers Workshop, Barren Ridge Vineyards

### Client Contacts/Farm Visits

- 177 Pest Management Contacts
- 394 Plant & Plant Products Contacts

### Other Activities

- Serve as VCE-Frederick Unit Coordinator
- Serve as Public Director on Virginia Farm Bureau Apple Marketing Committee
- Serve on Frederick County Wellness Committee
- Served as a judge in the Apple Blossom Apple Pie Baking Contest
- Coordinated and lead a VCE-Frederick Extension Leadership Council Meeting
- Presented “Gardening 101 – How to Grow Your Own Salad” to 12 Frederick County Employees

Clarke County

lwalburn@clarkecounty.gov

## Clarke Co Passenger Count

**From :** Jill Matheson <jill@vatransit.org>  
**Subject :** Clarke Co Passenger Count  
**To :** dash@clarkecounty.gov, lwalburn@clarkecounty.gov  
**Cc :** susan@vatransit.org

Wed, Aug 07, 2013 08:29 AM

1 attachment

**MONTHLY PASSENGERS**  
**July-13**

Location	Region	Route	TOTAL
CLRK	NW	Demand Response Clark County	161

*Jill Matheson*

*Operations Administrative Assistant*



109 North Bailey Lane • Purcellville, VA 20132  
 540.338.1610 office • 877-777-2708 toll free • 540.338.0690 fax  
 www.vatransit.org



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 24 KB

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July 1, 2013

## **2013 FOIA LEGISLATIVE UPDATE**

*NOTE: Unless otherwise stated, the changes in the law described herein will take effect July 1, 2013.*

### **I. Introduction**

The General Assembly passed a total of 16 bills amending the Virginia Freedom of Information Act (FOIA) during the 2013 Session. House Bill 2026 (Dudenhefer) and Senate Bills 1263 (Stuart) and 1264 (Stuart) all passed the General Assembly as recommendations of the FOIA Council. HB 2026 and SB 1263 concerned electronic meetings, and SB 1264 concerned access to law-enforcement records.

Four of the 16 bills create new records exemptions as follows:

- Creates an exemption for certain records of the Department of Aviation. HB 1855 (Knight) amending §§ 2.2-3705.6 and 2.2-3705.7;
- Creates an exemption for certain records of disaster recovery and evacuation plans of hospitals and nursing homes. HB 2280 (Ward) amending § 2.2-3705.2;
- Creates an exemption for certain records containing trade secrets provided to the Department of Environmental Quality. SB 1212 (Stuart) amending § 2.2-3705.6;
- Creates an exemption for certain records of the Commonwealth's Attorneys' Services Council. SB 1334 (Norment) amending § 2.2-3705.7.

Twelve of the 16 bills amend existing provisions of FOIA as follows:

- Amends an existing exemption for certain records of minors participating in park and recreation programs. HB 1524 (Villanueva) amending § 2.2-3705.7;
- Defines "members of the General Assembly" to include legislative aides in the working paper and correspondence exemption. HB 1639 (Greason) amending § 2.2-3705.7;
- Makes various technical and other statutory changes necessary to implement the privatization of the Virginia Office for Protection and Advocacy. HB 1844 (Orrock) amending §§ 2.2-3705.3 and 2.2-3711;

- Makes various changes relating to the Fraud and Abuse Whistle Blower Reward Fund, including a technical amendment to an existing records exemption. HB 1845 (Loupassi) and SB 1178 (Ruff) amending § 2.2-3705.3;
- Amends an existing provision to allow a member of a public body to participate in a meeting by electronic communication means due to personal matters under certain circumstances. HB 2026 (Dudenhefer) amending § 2.2-3708.1;
- Amends an existing closed meeting exemption to allow the board of trustees of the Jamestown-Yorktown Foundation to convene a closed meeting when the topic is the discussion or consideration of matters relating to specific gifts, bequests, and grants. HB 2043 (Robinson) amending § 2.2-3711;
- Makes various amendments relating to the State Inspector General, including a technical amendment to an existing records exemption. HB 2114 (Landes) and SB 1176 (Ruff) amending § 2.2-3705.3;
- Amends various provisions relating to the conduct of electronic meetings. SB 1263 (Stuart) amending §§ 2.2-3708 and 2.2-3708.1; also amends § 30-179, relating to the powers and duties of the FOIA Council;
- Amends various provisions relating to criminal and other records held by law-enforcement agencies and makes corresponding technical amendments. SB 1264 (Stuart) amending §§ 2.2-3706, 2.2-3711, and 15.2-1713.1;
- Creates the Department of Small Business and Supplier Diversity by consolidating the powers and duties of the Department of Business Assistance and the Department of Minority Business Enterprise; makes a corresponding technical amendment to an existing records exemption. The bill has a delayed effective date of January 1, 2014. SB 1350 (McWaters) amending § 2.2-3705.6.

Section II of this update presents a brief overview of amendments to FOIA section by section in order to provide context and organization to the numerous bills. Section III presents a brief overview of other access-related legislation passed during the 2013 Session of the General Assembly.

For more specific information on the particulars of each bill, please see the bill itself. Unless otherwise indicated, the changes will become effective July 1, 2013.

## **II. Amendments to the Freedom of Information Act**

### **§ 2.2-3705.2. Exclusions to application of chapter; records relating to public safety.**

**Virginia Freedom of Information Act; exempt records; disaster preparedness plans.** Exempts from mandatory disclosure records of hospitals and nursing homes regulated by the Board of Health that are provided to the Board, to the extent such records reveal the disaster recovery plans or the evacuation plans for such facilities in the event of fire, explosion, natural disaster, or other catastrophic event. The bill provides that nothing shall be construed to prohibit the disclosure of records relating to the effectiveness of

executed evacuation plans after the occurrence of fire, explosion, natural disaster, or other catastrophic event. HB 2280 (2013 Acts of Assembly, c. 600).

**§ 2.2-3705.3. Exclusions to application of chapter; records relating to administrative investigations.**

**Virginia Office for Protection and Advocacy; privatization.** Makes various technical and other statutory changes necessary to implement the privatization of the Virginia Office for Protection and Advocacy. HB 1844 (2013 Acts of Assembly, c. 571).

**Fraud and Abuse Whistle Blower Reward Fund; amount of reward; duties of the State Inspector General.** Reduces the minimum recovery required for an award from the Fraud and Abuse Whistle Blower Reward Fund from \$10,000 to \$5,000 and expands the purposes for which the Fund may be used to include supporting the administration of the Fund, defraying Fund advertising costs, and subsidizing the operation of the Fraud, Waste and Abuse Hotline, all expenditures for which are capped at five percent of the Fund. Under the bill, all moneys recovered by the Office of the State Inspector General as a result of whistle blower activity and alerts originating in the Office shall be deposited into the Fund. The bill also provides that by the end of each quarter 85 percent of all sums recovered be remitted to the institutions or agencies on whose behalf the recovered sums were secured, unless otherwise directed by a court of law. In addition, the bill (i) authorizes the State Inspector General to split a reward among multiple whistle blowers reporting the same qualifying incident of wrongdoing or abuse, (ii) requires the State Inspector General to submit an annual report to the General Assembly summarizing the activities of the Fund, and (iii) changes the name of the State Employee Fraud, Waste and Abuse Hotline to the Fraud, Waste and Abuse Hotline. The bill contains technical amendments, including a technical amendment to an existing records exemption. HB 1845 (2013 Acts of Assembly, c. 572) and SB 1178 (2013 Acts of Assembly, c. 690).

**State Inspector General; powers and duties.** Grants additional powers to the State Inspector General relating to audit functions of state and nonstate agencies and provides that the State Inspector General and no more than 30 members of the investigative unit shall be law-enforcement officers. The bill requires the State Inspector General to enter into a memorandum of understanding with the Department of State Police relative to their respective roles and responsibilities. The bill reorganizes the State Inspector General's powers and duties and generally reorganizes the law relating to the Office of the State Inspector General. The bill contains technical amendments, including a technical amendment to an existing records exemption. HB 2114 (2013 Acts of Assembly, c. 717) and SB 1176 (2013 Acts of Assembly, c. 723).

**§ 2.2-3705.6. Exclusions to application of chapter; proprietary records and trade secrets.**

**Virginia Freedom of Information Act; exempt records of the Department of Aviation.** Exempts from the mandatory disclosure provisions of FOIA (i) documents and other information of a proprietary nature furnished by a licensed public-use airport to the Department of Aviation for funding from programs administered by the Department of

Aviation or the Virginia Aviation Board and (ii) records provided to the Department of Aviation by other entities of the Commonwealth in connection with the operation of aircraft, where the records would not be subject to disclosure by the entity providing the records. The bill requires in both instances that the submitting entity identify in writing the records or portions thereof to be protected and state why protection is necessary. HB 1855 (2013 Acts of Assembly, c. 574).

**Provision of information to Department of Environmental Quality; protection of trade secrets.** Requires that every person who the Department of Environmental Quality has reason to believe is generating or handling waste provide the Department with information about the waste upon request. The bill exempts trade secrets contained in such information from disclosure by the Department under certain conditions while still allowing the Department to provide such information to the Environmental Protection Agency or as otherwise required by law. SB 1212 (2013 Acts of Assembly, c. 54).

**Department of Small Business and Supplier Diversity created.** Creates the Department of Small Business and Supplier Diversity by consolidating the powers and duties of the Department of Business Assistance and the Department of Minority Business Enterprise. The bill abolishes the Department of Business Assistance and the Department of Minority Business Enterprise. The bill has a delayed effective date of January 1, 2014, and contains numerous technical amendments to accomplish this consolidation. The bill includes a technical amendment to an existing records exemption. SB 1350 (2013 Acts of Assembly, c. 482).

### **§ 2.2-3705.7. Exclusions to application of chapter; records of specific public bodies and certain other limited exemptions.**

**Virginia Freedom of Information Act; exempt records of the Department of Aviation.** See summary under § 2.2-3705.6, *supra*. HB 1855 (2013 Acts of Assembly, c. 574).

**Virginia Freedom of Information Act; records exemption for the Commonwealth's Attorneys' Services Council.** Provides an exemption from the mandatory disclosure requirements of the Freedom of Information Act for records of the Commonwealth's Attorneys' Services Council to the extent such records are (i) prepared for and utilized by the Council in the training of state prosecutors or law-enforcement personnel, where such records are not otherwise available to the public and the release of such records would reveal confidential strategies, methods, or procedures to be employed in law-enforcement activities, or (ii) materials created for the investigation and prosecution of a criminal case. SB 1334 (2013 Acts of Assembly, c. 481).

**Virginia Freedom of Information Act; records of minors participating in park and recreation programs.** Reverses the default rule of FOIA that certain park and recreation records of minors are subject to the mandatory disclosure provisions of FOIA unless the parent or an emancipated person who is the subject of the record requests in writing that the record not be disclosed. Under the bill, these records would be exempt from public disclosure unless and until the parent or emancipated person who is the subject of the record waives the protection. HB 1524 (2013 Acts of Assembly, c. 554).

**Virginia Freedom of Information Act; correspondence of legislative aides exempt.** Clarifies by defining "member of the General Assembly" that the working papers and correspondence of the legislative aides of members of the General Assembly are not subject to the mandatory disclosure provisions of FOIA when the aides are working on behalf of the member. HB 1639 (2013 Acts of Assembly, c. 199).

**§ 2.2-3706. Disclosure of criminal records; limitations.**

**Freedom of Information Act; access to criminal and other records held by public bodies engaged in criminal law-enforcement activities.** Reorganizes § 2.2-3706 of the Freedom of Information Act relating to access to criminal records and other records held by law-enforcement agencies. The only substantive changes in the bill are to (i) expand to the state law-enforcement agencies the ability to withhold portions of noncriminal incident information and (ii) allow law-enforcement agencies to make a verbal response for requests for criminal incident information. The bill also clarifies that personnel records of persons employed by a law-enforcement agency are not noncriminal records but subject to the personnel records and background investigation records exemptions. The bill contains technical amendments and is a recommendation of the Virginia Freedom of Information Advisory Council. SB 1264 (2013 Acts of Assembly, c. 695).

**§ 2.2-3708. Electronic communication meetings; applicability; physical quorum required; notice; report.**

**Virginia Freedom of Information Act; meeting by electronic communication means by certain committees, subcommittees, etc., of state public bodies; personal matters.** Authorizes an advisory public body, defined as any state public body classified as advisory pursuant to § 2.2-2100 or any committee, subcommittee, or other entity, however designated, of a state public body created to advise the state public body, to meet by electronic communication means without a quorum of the advisory public body being physically assembled at one location, provided, among other requirements, the meeting is conducted utilizing a combined audio and visual communication method. The bill requires any advisory public body holding this kind of electronic communication meeting to make an audiovisual recording of the meeting, which recording shall be preserved by the advisory public body for a period of three years from the date of the meeting. The bill also enhances the annual reporting requirements for any public body authorized to conduct electronic communication meetings and requires the FOIA Council to develop a form that an authorized public body must make available to the public at any such meeting for public comment. The above-described provisions of the bill by its terms will expire on July 1, 2014. Finally, the bill allows a member of any public body to participate in a meeting by electronic communication means due to personal matters under certain circumstances. Currently, such remote participation is allowed only for emergency, medical condition, or distance from the meeting location of more than 60 miles. The bill is a recommendation of the Virginia Freedom of Information Advisory Council. SB 1263 (2013 Acts of Assembly, c. 694).

**§ 2.2-3708.1. Participation in meetings in event of emergency; certain disabilities; distance from meeting location for certain public bodies.**

**Virginia Freedom of Information Act; remote participation in a meeting by a member of a public body; personal matter.** Allows a member of a public body to participate in a meeting by electronic communication means due to personal matters under certain circumstances. Currently, such remote participation is allowed only for emergency, medical condition, or distance from the meeting location of more than 60 miles. The bill is a recommendation of the Virginia Freedom of Information Advisory Council. HB 2026 (2013 Acts of Assembly, c. 119).

**Virginia Freedom of Information Act; meeting by electronic communication means by certain committees, subcommittees, etc., of state public bodies; personal matters.** *See summary under § 2.2-3708, supra.* SB 1263 (2013 Acts of Assembly, c. 694).

**§ 2.2-3711. Closed meetings authorized for certain limited purposes.**

**Virginia Office for Protection and Advocacy; privatization.** *See summary under § 2.2-3705.3, supra.* HB 1844 (2013 Acts of Assembly, c. 571).

**Virginia Freedom of Information Act; closed meetings; Jamestown-Yorktown Foundation.** Allows the board of trustees of the Jamestown-Yorktown Foundation to convene a closed meeting when the topic is the discussion or consideration of matters relating to specific gifts, bequests, and grants. HB 2043 (2013 Acts of Assembly, c. 580).

**Freedom of Information Act; access to criminal and other records held by public bodies engaged in criminal law-enforcement activities.** *See summary under § 2.2-3706; makes a corresponding technical amendment.* SB 1264 (2013 Acts of Assembly, c. 695).

### **III. Other Access-Related Legislation**

#### **Title 2.2 Administration of Government.**

**Consolidation of water quality programs.** Moves several water quality programs currently administered by the Department of Conservation and Recreation to the Department of Environmental Quality. The Department of Environmental Quality and the State Water Control Board will have oversight of water quality planning and laws dealing with stormwater management, erosion and sediment control, and the Chesapeake Bay Preservation Areas. The Virginia Soil and Water Conservation Board will have continuing responsibility for oversight of the soil and water conservation districts and of resource management planning. The Virginia Soil and Water Conservation Board will continue to be responsible for administration of the flood prevention and dam safety laws. The Board will continue to be staffed by the Department of Conservation and Recreation. The bill contains provisions regarding the disclosure of certain records. HB 2048 (2013 Acts of Assembly, c. 756) and SB 1279 (2013 Acts of Assembly, c. 793).

### **Title 3.2 Agriculture, Animal Care, and Food.**

**Consolidation of water quality programs.** *See summary under Title 2.2, supra.* HB 2048 (2013 Acts of Assembly, c. 756) and SB 1279 (2013 Acts of Assembly, c. 793).

### **Title 6.2 Financial Institutions and Services.**

**Voluntary regulatory self-assessments by banks; privilege.** Creates a privilege for self-assessment reports of a bank or its holding company, affiliates, and subsidiaries. The privilege makes a self-assessment report not admissible or subject to discovery in civil or administrative proceeding. The privilege shall not apply if it is waived; if the report is disclosed to certain third parties; if it is determined that the privilege is being asserted for a fraudulent purpose or that the report was prepared to avoid disclosure of information in a proceeding that was underway at the time of its preparation, or the report addresses a matter reasonably expected to cause imminent and substantial harm to bank customers or consumers; or if the report is requested by a bank regulator under certain circumstances. The bill also provides that such records shall not be disclosed under FOIA. HB 2237 (2013 Acts of Assembly, c. 32) and SB 988 (2013 Acts of Assembly, c. 148).

### **Title 8.01 Civil Remedies and Procedure.**

**Clerk's fees; electronic records; certification of records; etc.** Revises various powers and duties of circuit court clerks for certification of records, assessment of fees, etc., such as (i) providing that the use of the term "copy teste," "true copy," or "certified copy" is prima facie evidence that a document is a certified copy of the official record kept in the clerk's office; (ii) providing that no judgment for certain assessments or fees shall be recorded as a judgment in favor of the Commonwealth if such assessments or fees have been fully paid by the date of sentencing; (iii) defining "operational expenses," which are funded by certain clerk's fees, to include various technology maintenance and enhancements; (iv) clarifying that a clerk shall forward an abstract of certain convictions to the Department of Motor Vehicles within 18 days after such conviction or, in the case of civil judgments, within 30 days after the judgment has become final; (v) allowing the clerk to maintain records in adoption cases in electronic format; and (vi) repealing the requirement that a clerk verify the accuracy of a record made by him. HB 1658 (2013 Acts of Assembly, c. 263).

**Confidentiality of child support guidelines worksheets in mediated agreements.** Eliminates two provisions requiring the disclosure of financial information obtained for the purposes of completing a child support guidelines worksheet in the course of mediation to the court even when an agreement has not been reached by the parties. Under current law, these provisions conflict with a mediator's duty of confidentiality. This bill is a recommendation of the Committee on District Courts. HB 1795 (2013 Acts of Assembly, c. 283) and SB 1028 (2013 Acts of Assembly, c. 383).

### **Title 9.1 Commonwealth Public Safety.**

**Sex Offender and Crimes Against Minors Registry Act; offenses requiring registration.** Adds to the list of offenses that require a person to register on the Sex Offender Registry certain offenses comparable to those currently requiring registration

where the conviction was under Title 18.1 of the Code of Virginia, which was in effect prior to 1975 when Title 18.2 came into effect. HB 1862 (2013 Acts of Assembly, c. 750) and SB 1032 (2013 Acts of Assembly, c. 781).

### **Title 10.1 Conservation.**

**Consolidation of water quality programs.** *See summary under Title 2.2, supra.* HB 2048 (2013 Acts of Assembly, c. 756) and SB 1279 (2013 Acts of Assembly, c. 793).

### **Title 15.2 Counties, Cities and Towns.**

**Freedom of Information Act; access to criminal and other records held by public bodies engaged in criminal law-enforcement activities.** *See summary under § 2.2-3706; makes a corresponding technical amendment.* SB 1264 (2013 Acts of Assembly, c. 695).

**Consolidation of water quality programs.** *See summary under Title 2.2, supra.* HB 2048 (2013 Acts of Assembly, c. 756) and SB 1279 (2013 Acts of Assembly, c. 793).

### **Title 16.1 Courts Not of Record.**

**Retention of case records; general district court.** Permits the chief judge of a general district court to direct the clerk of that court to destroy documents related to civil and criminal cases that have been ended for a period of three years, provided that they have been microfilmed or converted to an electronic format. Currently, such documents must be retained for 10 years. This bill is a recommendation of the Committee on District Courts. HB 1451 (2013 Acts of Assembly, c. 187) and SB 979 (2013 Acts of Assembly, c. 377).

**Confidentiality of juvenile law-enforcement records; disclosures to school principal.** Provides that, in addition to disclosures of juvenile law-enforcement records that may already be made by chiefs of police and sheriffs to school principals, those same records (involving violent crimes, arson crimes, and firearm crimes) may also be released by the principal of the school to threat assessment teams established by the local school division. The bill also allows law enforcement to share with private school principals the same law-enforcement records concerning juveniles that it can share with public school principals and allows private school principals to share information with threat assessment teams. HB 2347 (2013 Acts of Assembly, c. 769).

### **Title 17.1 Courts of Record.**

**Clerk's fees; electronic records; certification of records; etc.** *See summary under Title 8.01, supra.* HB 1658 (2013 Acts of Assembly, c. 263).

**Clerks of circuit courts; electronic filing and records; remote access.** Makes various changes to the provisions that allow circuit court clerks to provide remote access to certain records and to charge a fee for such access. The bill also directs that fees assessed for electronic filing of cases and other records and accessing certain records remotely shall be paid to the clerk's nonreverting local fund to be used to cover the clerk's operational expenses. HB 1715 (2013 Acts of Assembly, c. 77).

**Clerks' fees; case management systems, etc.** Allows circuit court clerks to establish and maintain their own case management systems, financial management systems, or other independent technology. Data from a clerk's independent system may be provided directly to designated state agencies or to such agencies through an interface with the systems of the Executive Secretary of the Supreme Court of Virginia. The Executive Secretary shall provide an electronic interface to the data available on his systems to a circuit court clerk upon the clerk's written request. The bill also defines the term "operational expenses" and requires the clerks to submit certain data in a format acceptable to the Central Criminal Records Exchange. HB 1716 (2013 Acts of Assembly, c. 422).

## **Title 18.2 Crimes and Offenses Generally.**

**Nondisclosure of concealed handgun permit information.** Prohibits the clerk of a circuit court who issued a concealed handgun permit from publicly disclosing an applicant's name and any other information contained in a concealed handgun permit application or in any order issuing a concealed handgun permit. SB 1335 (2013 Acts of Assembly, c. 659).

**Charitable gaming; network bingo.** Authorizes the conduct of a new charitable game known as network bingo. The bill sets out the terms and conditions under which network bingo may be conducted, provides for the licensing of network bingo providers, and sets the maximum prize amount for network bingo. The bill defines the terms "network bingo," "pari-mutuel play," and "network bingo provider." With the exception of the provision requiring the Board of Charitable Gaming to establish regulations, the bill has a delayed effective date of January 1, 2014. The bill also contains technical amendments. The bill also contains certain record-keeping requirements and exempts certain records from disclosure under FOIA. HB 2178 (2013 Acts of Assembly, c. 350) and SB 930 (2013 Acts of Assembly, c. 36).

## **Title 22.1 Education.**

**Public schools; personnel files.** Requires performance indicators, or other data used by the local school board to judge the growth or quality of a teacher, to be kept confidential but permits such information to be disclosed pursuant to court order, for the purposes of a grievance proceeding involving the teacher, or as otherwise required by state or federal law. HB 1889 (2013 Acts of Assembly, c. 291).

**Yearly school lock-down drills, school safety audits, and school crisis, emergency management, and medical emergency response plans.** Requires each school, in its annual school safety audit, to complete a school inspection walk-through using a standardized checklist provided by the Virginia Center for School Safety, which shall incorporate crime prevention through environmental design principles. Each completed walk-through checklist shall be made available to the chief law-enforcement officer of the locality or his designee upon request. The bill requires the local school board to provide copies of each school crisis, emergency management, and medical emergency response plan to the chief law-enforcement officer, the fire chief, the chief emergency medical services official, and the emergency management official of the locality upon

request. The bill also requires the division superintendent to establish a school safety audit committee that will review the school safety audits, and requires each school division to designate an emergency manager. The bill finally requires each public school to conduct at least two lock-down drills: one in September and one in January of each school year. HB 2346 (2013 Acts of Assembly, c. 609).

### **Title 23 Educational Institutions.**

**Boards of visitors of public institutions of higher education; public access to information and governance.** Adds specific topics to be covered during the educational programs for governing boards and requires such programs to be delivered by the State Council of Higher Education annually. The bill also requires each board of visitors to adopt bylaws with certain provisions relating to the Freedom of Information Act; annually meet with the president of the institution to deliver a review of the president's performance; designate its executive committee to organize the working processes of the board and recommend best practices for board governance; and annually deliver an executive summary of its interim activities to the General Assembly and the Governor. The bill is contingent on funding in the appropriation act. HB 1952 (2013 Acts of Assembly, c. 577).

### **Title 24.2 Elections.**

**Electoral boards; meetings.** Provides that a telephone call between two members of an electoral board or a telephone call between two members of the State Board of Elections in preparation for a meeting shall not constitute a meeting for Virginia Freedom of Information Act purposes if the discussion otherwise would not constitute a meeting. SB 802 (2013 Acts of Assembly, c. 525).

### **Title 33.1 Highways, Bridges and Ferries.**

**Quantitative rating of pavement condition and ride quality of highways.** Requires VDOT to determine a quantitative rating on the pavement condition and ride quality of every highway in the primary and secondary state highway systems at least every five years and to post the ratings on its website. HB 1885 (2013 Acts of Assembly, c. 290).

### **Title 36 Housing.**

**Consolidation of water quality programs.** *See summary under Title 2.2, supra.* HB 2048 (2013 Acts of Assembly, c. 756) and SB 1279 (2013 Acts of Assembly, c. 793).

### **Title 46.2 Motor Vehicles.**

**Clerk's fees; electronic records; certification of records; etc.** *See summary under Title 8.01, supra.* HB 1658 (2013 Acts of Assembly, c. 263).

### **Title 54.1 Professions and Occupations.**

**Prescription Monitoring Program; disclosure of information to local law enforcement.** Adds an agent designated by the chief law-enforcement officer of any

county or city to the list of individuals to whom the Department of Health Professions must disclose information relevant to a specific investigation of a specific recipient, dispenser, or prescriber upon request, and provides that agents designated by the superintendent of the Department of State Police or the chief law-enforcement officer of a county or city to receive information relevant to a specific investigation of a specific recipient, dispenser, or prescriber shall have completed the Virginia State Police Drug Diversion School. The bill also provides that the Department may disclose information relating to prescriptions for covered substances issued by a specific prescriber to that prescriber. HB 1704 (2013 Acts of Assembly, c. 739).

### **Title 55 Property and Conveyances.**

**Clerk's fees; electronic records; certification of records; etc.** *See summary under Title 8.01, supra.* HB 1658 (2013 Acts of Assembly, c. 263).

### **Title 56 Public Service Companies.**

**Public-Private Transportation Act of 1995; review of proposals.** Requires public entities to post a notice, when they receive a proposal under the PPTA, and allow a 120-day submission period for competing proposals. The bill requires the notice to include information on the proposal and the public comment opportunities. The bill further requires, after negotiations are complete and a decision to award is made, that the public entity post the major business points of the agreement and outline how the public can submit comments. HB 1692 (2013 Acts of Assembly, c. 560) and SB 977 (2013 Acts of Assembly, c. 622).

### **Title 58.1 Taxation.**

**Consolidation of water quality programs.** *See summary under Title 2.2, supra.* HB 2048 (2013 Acts of Assembly, c. 756) and SB 1279 (2013 Acts of Assembly, c. 793).

**Charitable gaming; network bingo.** *See summary under Title 18.2, supra.* HB 2178 (2013 Acts of Assembly, c. 350) and SB 930 (2013 Acts of Assembly, c. 36).

### **Title 62.1 Waters of the State, Ports and Harbors.**

**Consolidation of water quality programs.** *See summary under Title 2.2, supra.* HB 2048 (2013 Acts of Assembly, c. 756) and SB 1279 (2013 Acts of Assembly, c. 793).

### **Title 63.2 Welfare (Social Services).**

**Licensure by the Commissioner of Social Services; submission of financial information.** Reduces from three to one the number of credit references that an applicant for initial licensure as a child welfare agency, assisted living facility, or adult day care center must submit to be exempt from the requirement that the applicant make his financial records available to the Commissioner of Social Services for review; adds a

requirement for submission of an operating budget at the time of application for an initial license as a child welfare agency, assisted living facility, or adult day care center seeking an exemption from the requirement that an applicant make financial records available to the Commissioner of Social Service; and eliminates the requirement that the Commissioner investigate the financial responsibility of an applicant for renewal of a license as a child welfare agency, assisted living facility, or adult day care center. The bill contains an emergency clause. HB 1443 (2013 Acts of Assembly, c. 182) and SB 1310 (2013 Acts of Assembly, c. 545).

**Clerk's fees; electronic records; certification of records; etc.** *See summary under Title 8.01, supra.* HB 1658 (2013 Acts of Assembly, c. 263).

## **Title 67 Virginia Energy Plan.**

**Virginia Nuclear Energy Consortium.** Establishes the Virginia Nuclear Energy Consortium Authority as a political subdivision of the Commonwealth for the purposes of making the Commonwealth a national and global leader in nuclear energy and serving as an interdisciplinary study, research, and information resource for the Commonwealth on nuclear energy issues. The 17-member board of directors of the Authority is directed to form a nonstock, nonprofit corporation, referred to as the Virginia Nuclear Energy Consortium. Membership in the Consortium is open to specified educational institutions, Virginia-based federal research laboratories, nuclear-related nonprofit organizations, business entities with operating facilities in Virginia that are engaged in activities directly related to the nuclear energy industry, and other persons whose membership is approved by the Consortium's board of directors. The purposes of the Consortium include carrying out the rights, powers, and duties of the Authority and conducting other activities useful in (i) making the Commonwealth a leader in nuclear energy, (ii) serving as an interdisciplinary study, research, and information resource for the Commonwealth on nuclear energy issues, and (iii) raising money on behalf of the Authority in the corporate and nonprofit community and from other nonstate sources. The Consortium is required to report to the Authority on its non-proprietary activities semiannually, and audits of its financial accounts shall be made available in accordance with the provisions of the Freedom of Information Act. HB 1790 (2013 Acts of Assembly, c. 57) and SB 1138 (2013 Acts of Assembly, c. 394).

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§ 2.2-3708.1. Participation in meetings in event of emergency or personal matter; certain disabilities; distance from meeting location for certain public bodies.

A. A member of a public body may participate in a meeting governed by this chapter through electronic communication means from a remote location that is not open to the public only as follows and subject to the requirements of subsection B:

1. If, on or before the day of a meeting, a member of the public body holding the meeting notifies the chair of the public body that such member is unable to attend the meeting due to an emergency or personal matter and identifies with specificity the nature of the emergency or personal matter, and the public body holding the meeting (a) approves such member's participation by a majority vote of the members present at a meeting and (b) records in its minutes the specific nature of the emergency or personal matter and the remote location from which the member participated.

Such participation by the member shall be limited each calendar year to two meetings or 25 percent of the meetings of the public body, whichever is fewer;

2. If a member of a public body notifies the chair of the public body that such member is unable to attend a meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance and the public body records this fact and the remote location from which the member participated in its minutes; or

3. If, on the day of a meeting, a member of a regional public body notifies the chair of the public body that such member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting and the public body holding the meeting (a) approves such member's participation by a majority vote of the members present and (b) records in its minutes the remote location from which the member participated.

B. Participation by a member of a public body as authorized under subsection A shall be only under the following conditions:

1. A quorum of the public body is physically assembled at the primary or central meeting location; and

2. The public body makes arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

(2007, c. 945; 2013, cc. 119, 694.)