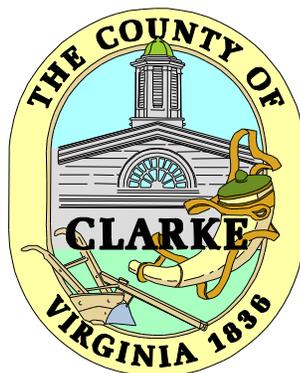


Clarke County Board of Supervisors



Regular Meeting Packet

September 17, 2013



Clarke County Board of Supervisors Regular Meeting Agenda

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

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Afternoon Session 1:00 PM

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A. Expiration of Term for appointments expiring through December 2013. Action: Personnel Committee recommends the following appointments:	38
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✓ Reappoint Allan Frederickson to serve a four-year term on the Clarke County Industrial Development Authority expiring 10/30/2017	
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2. FY2013 Conservation Easement Supplemental Appropriation. Action: "Be it resolved that FY 13 Conservation Easement Fund Budgeted expenditures be increased \$241,307, and the	140

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 Page 1 of 4

9/12/2013 10:41 AM



Clarke County Board of Supervisors Regular Meeting Agenda

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

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	same appropriated, and be it further resolved that that revenue from Farm and Ranchland Protection Program, the Piedmont Environmental Council, and the Virginia Department of Agricultural and Consumer Services be recognized in the same amount, all for the purchase of a Conservation Easement. "	
3.	FY2014 Supplemental Appropriations and Transfer Requests.	140
a.	Voting Equipment. Action: "Be it resolved that FY 14 Electoral Board expenditures be increased \$3,644, and the same appropriated, by recognizing \$1,000 revenue from the Commonwealth, and by transferring \$2,644 from the minor capital contingency, all for the purpose of providing handicapped accessible optical scan equipment."	140
b.	Compensation Plan update. Action: "Be it resolved that \$7,500 be transferred from the Personnel contingency to County Administrator Purchased Services, for the purpose of updating the Government pay and classification plan. "	140
c.	FCWA Septage Agreement. This budget will require an additional \$500 by year end based on the O&M factor calculated by FCWA at the outset of the fiscal year. Action: "Be it resolved that \$500 be transferred from the General Fund contingency for professional services to the Sanitation account. "	140
d.	Historic Preservation Grant. The Chapel Hill Historic District and Josephine City projects were not completed by June 30, so it is necessary to carry over the grant as follows: Action: "Be it resolved that FY 14 expenditures of the Historic Preservation Commission be increased \$9,000, and the same appropriated, and that revenue from the Commonwealth be increased in the same amount, all for the purpose of completing certain historic preservation projects. "	140
e.	Gang Task Force Grant. The Gang Task Force Grant has received an extension of time for expenditure of their allotment, thereby enabling more expenditure in the grant: Action: "Be it resolved that \$15,000 be transferred from Sheriff salary and benefits, to Gang Task Force salary and benefits, and that estimated revenue from the federal government be increased by the same amount."	140
f.	Economic Development. Action: "Be it resolved that \$1,750 be transferred from the contingency for minor capital to the Economic Development accounts for the purpose of purchasing two 'Welcome to Clarke County' signs."	140
g.	Water Quality Testing. Action: "Be it resolved that FY 14 Water Quality Management expenditures be increased by \$12,000, the same appropriated, and revenue from the Chesapeake Bay Restoration Fund recognized in the same amount, all for the purpose of conducting water quality testing."	140
h.	Conservation Easement Fund Grant. Action: "Be it resolved that FY 14 budgeted expenditure for the Conservation Easement Fund be increased \$21,250, the same appropriated, and revenue from the Farm and Ranchland Protection Program recognized in the same amount, all for the purpose of providing conservation	141

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 Page 2 of 4

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Clarke County Board of Supervisors Regular Meeting Agenda

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

Item	September 17, 2013	Packet Page
easements on certain Clarke County properties. "		
i. National Fish and Wildlife Grant. Action: "Be it resolved that the FY 14 General Government Capital Projects Fund be amended to increase expenditure by \$141,603, to appropriate the same, and to recognize revenue from the Fish and Wildlife Foundation in the same amount, all for the purpose of watershed improvements to C-Spout Run, and be it further resolved that these funds be disbursed only to the extent that all documents necessary to ensure federal fund compliance, including proof of match, timesheets, and receipts, have been received from sub-grantee agencies."		141
4. Conservation Easement Purchase Set Public Hearing. The Chapman Conservation Easement purchase is a total of \$420,000 of which \$97,500 is already appropriated. Therefore additional appropriation of \$322,500 is required. This amount, when added to FY 14 year to date supplementals will require a public hearing in October on the following action: "Be it resolved that FY 14 budgeted expenditure for the Conservation Easement Fund be increased \$322,500, and the same appropriated, and be it further resolved that combined revenue from the Piedmont Environmental Council, the Virginia Department of Agricultural and Consumer Services, and the Virginia Land Conservation Fund be recognized in the same amount, all for the purchase of Conservation Easements." Action: Set public hearing for Tuesday, October 15, 2013 at 6:30 pm or as soon thereafter as the matter may be heard.		141
5. Conservation Easement Fund Checking Account. Action: The Finance Committee recommends that this account be included in the FY2013 Audit, and that the Joint Administrative Services Director propose to the Conservation Easement Authority the merger of this account with County's Conservation Easement Fund.		141
6. Parks and Recreation Field Lighting Project. Action: The Finance Committee requested answers to questions concerning project management, budget, and operations. The Parks Director, Maintenance Director, and Joint Administrative Services Director will respond to these questions in October.		142
7. Acceptance of August Bills and Claims. Action: The Finance Committee recommends approval.		207
8. Standing Reports. Action: Information Only.		
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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, 2nd Floor, Berryville, Virginia

September 17, 2013

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<hr/> Evening Session 6:30 pm	
17. Citizen's Comment Period	241
18. PH 13-13: Special Event Permit Application: Hunt Country Cluster at Historic Long Branch September 27, 28, 29, 2013; Large Event; 3-Year Application 2013, 2014, 2015. 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	243
19. PH 13-14: Blue Ridge Wildlife Center SUP-13-01/SP-13-07; Applicant(s): Blue Ridge Wildlife Center - Belinda Burwell, Agent; 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); Parcel Size: 239.00 acres; Site Size: 17.552.	289
20. Adjournment	306
<hr/>	
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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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9/12/2013 10:41 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

No citizens appeared to address the Board.

4) VDOT

Ed Carter, Assistant Residency Administrator, appeared before

Maintenance – July:

- Completed second round of mowing on primary's;
- Completed shoulder work and grading under guardrail on Route 7 mountain;
- Performed asphalt patching on Route 604 and 606;
- Graded various non-hard surfaced routes throughout the county;
- Continued with District-wide program to cut brush (daylight) around all signs.

Maintenance – August:

- Continue with second round mowing of secondary's;
- Complete day lighting of all signs;
- Continue grading and shoulder work under guardrail on all primary's;
- Perform skin patching on various secondary routes throughout the County;
- Address Customer Service Center Requests as they come in.

Projects:

- Stream bank repair Route 606: Currently evaluating the contractor's estimate, which is high. Considering advertising.
- Route 636, Westwood Road: Ron Tabor has been assigned as project manager and Design Engineer. Have had preliminary scoping discussions with County Administration.
- Turning Lane Route 340/657: HSIP funding [federal highway safety funding], awaiting authorization. Objective is to advertise by the end of 2013.
- Intersection by Lockes Store [Route 723 and Route 255]: Delineators were installed along the edge in an effort to provide greater protection for the grinder pump located near the intersection. No feedback has been provided. Supervisor Staelin commented that the Clarke County Sanitary Authority was thankful for VDOT's efforts.

Supervisor Comments:

Board of Supervisors Meeting Minutes For August 20, 2013 – Regular Meeting

Supervisor Barbara Byrd:

- Westwood Road:
 - Ed Carter advised that curb and guttering was in the initial plan; however, VDOT would like to move away from curb and guttering and go with a multi-use trail continuing the extension for pedestrian and bicycle facilities down Westwood Road.
 - Ed Carter will follow up on reports of large potholes in the shoulder near the sharp turn past the Joint Administrative Services Office.
 - There are trash trees located on private property on the west side of the road that are obscuring sight distance.
- John Friant's Triangle at Route 7: Compliments extended for VDOT's efforts to have this area well-manicured in time for the fair.
- Median Strips: Compliments extended for the median strips along the primary roads.
- Milkweed: A constituent has complained that VDOT is mowing the milkweed, which is disruptive to monarch butterflies.
- Summit Point Road: Large trucks are making 75 to 100 trips per day to the Jefferson County landfill. Constituents are worried that these large trucks will harm the roadway. Ed Carter will investigate further.
- Johnson Grass: Commented on the need to better control Johnson Grass.

Supervisor McKay:

- Route 624: He has received positive comments from constituents on the improvements.

Vice Chairman Weiss:

- Johnson Grass: He has received complaints from constituents. Side roads are in terrible shape. Ed Carter suggested that affected constituents call into the Customer Service Center.
- Route 621 Lockes Mill Road:
 - Constituents have expressed concern about the need to gravel the boat landing parking lot. Ed Carter will check to see if the parking lot is under VDOT's jurisdiction.
 - Speed limit is 35 MPH but there is another 25 MPH cautionary sign. Mr. Weiss asked VDOT to follow up and make recommendation. He noted that some constituents in the area would like the speed limit changed to 25 MPH.

Ed Carter offered to have traffic conduct a cursory look and provide recommendation.

Chairman Hobert:

- Intersection of Buckmarsh and Main Street [Route 7 and Route 340] in Berryville: Ed Carter spoke with the traffic division and this item will be added to the contractor's schedule.

5) Clarke County Public Schools Update

Due to illness, Dr. Michael Murphy, CCPS Superintendent, was unable to provide the monthly update.

6) Approval of Minutes

Supervisor Byrd requested the following change: Book 21 Page 512 - add that the trash trees are located on the west side of the road.

Supervisor Staelin moved to approve the minutes for the July 16, 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) Special Event Permit Application: Wayside Farm Fun Corn Maze; Weekends September 21 thru November 3, 2013; Medium Event with 6 or more event days

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: 150-499 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"> ✓ Building Official ✓ Health Department ✓ John H. Enders ✓ Sheriff’s Office ✓ Virginia State Police ✓ VDOT 	<ul style="list-style-type: none"> ✓ Insurance Endorsement Naming County as Additional Insured ✓ VDOT – Entrance Requirements

David Ash reviewed the application from Wayside Farm for a medium-size event. At the request of the Chair, Mr. Ash provided an explanation of the difference between the two types of medium events with the first being an event with 150 to 499 persons attending over six or more days in a calendar year and the second type an event with 500 to 999 persons in attending.

Applicants Philip and Mark Shenk attended the meeting. Philip Shenk expressed excitement about bringing some economic development to the County. He said that he and his brother, Mark, hoped to produce a quality, family-oriented event where people could learn about agriculture. He provided updates on the two outstanding items.

- VDOT Entrance Requirements:
 - He has had two meetings with Bobby Boyce, VDOT Land Development Engineer, who has been very cooperative and provided good suggestions.
 - He is waiting on the contractor’s estimate. Anticipated cost to improve the entrance is estimated to be \$10,000 to \$12,000.

- Insurance Endorsement
 - He has found an underwriter specializing in agri-tourism events.
 - The underwriter will conduct a site inspection prior to the event.

Supervisor Staelin asked if the improved entrance would help year round and whether Mr. Shenk felt that VDOT was being unreasonable.

Philip Shenk responded that the improved entrance would help the farm year round. He further stated that the improved entrance, while expensive, was reasonable.

David Ash advised that for a medium special event conducting a public hearing would be at the discretion of the Board.

Supervisor McKay moved to approve the medium event application contingent upon receipt of insurance endorsement and entrance and land use permit.

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) Special Event Permit Application: Hunt Country Cluster at Historic Long Branch September 27, 28, 29, 2013; Large Event; 3-Year Application 2013, 2014, 2015

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 8th year at Historic Long Branch.

Recommendation: Approve multi-year application.

Responses Received from:	Outstanding Items:
✓ Building Official	✓ None

<ul style="list-style-type: none"> ✓ Sheriff's Office ✓ Virginia State Police ✓ VDOT <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"> ✓ Boyce Volunteer Fire & Rescue Company ✓ Virginia Department of Health – Clarke County 	
--	--

David Ash reviewed the special event permit application noting that 2013 would be the eighth year the Hunt Country Cluster would be held at Historic Long Branch.

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

Supervisor McKay, an adjoining property owner of Historic Long Branch – event location, advised that he had received notice of the event; and he had not received any negative comment. He informed the Board that he had attended the Dog Show last year and that he had found it to be a great event.

Supervisor McKay moved to set the matter for public hearing Tuesday, September 17, 2013 at 6:30 pm or as soon thereafter as the matter may be heard. 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

9) Set Public Hearing SUP-13-01/SP-13-07, Blue Ridge Wildlife Center

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 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.

Jesse Russell briefed the Board on the Special Use and Site Plan application by Blue Ridge Wildlife Center.

Supervisor Staelin moved to set the matter for public hearing Tuesday, September 17, 2013 at 6:30 pm or as soon thereafter as the matter may be heard. 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) FY2014 Board of Supervisors Goals

<i>Project</i>	<i>Responsibility</i>	<i>Status</i>	<i>Proposed Review Date</i>
BCCGC: Resolve dispute with Architect and Engineer in connection with	Ash, Dalton, Mitchell		December 31, 2013

<i>Project</i>	<i>Responsibility</i>	<i>Status</i>	<i>Proposed Review Date</i>
government building.			
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

<i>Project</i>	<i>Responsibility</i>	<i>Status</i>	<i>Proposed Review Date</i>
Mental health and related human services: Participate in regional dialogue and support area response to need for affordable treatment and support.			December 31, 2013
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

Chairman Hobert reviewed the FY2014 Board of Supervisors Goals.

There was discussion regarding fee for service including challenges faced by other jurisdictions in their attempts to implement such a program.

Supervisor McKay moved to adopt the FY2014 Board of Supervisors Goals with future review of goals by the Board. 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

11) Personnel

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:

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 October 2013.

8/12/2013 Summary: The Personnel Committee asked staff to verify the willingness of potential appointees to serve.

08/20/2013 Action: Supervisor Byrd indicated that Tamara Myer was willing to continue to serve on the Handley Regional Library Board.

David Ash advised that Julie Wagaman, now Julie Corbin, has moved out of the county [Gore Virginia]; therefore, she must be replaced on the Lord Fairfax Emergency Medical Services Council

Supervisor Byrd moved to approve the appointment of Tamara Myer to serve an additional four-year term on the Handley Regional Library Board expiring November 30, 2017. 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

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.

8/20/2013 Summary: No action taken at the Regular Meeting.

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.

8/20/2013 Summary: No action taken at the Regular Meeting.

12) Finance Committee Items

1. FY2014 Salary Discussion

8/12/2013 Summary: 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 is 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:

**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

08/20/2013 Action: Tom Judge reviewed the Finance Committee’s recommendation.

The Board discussed salary supplements, Comp Board payments, and mandatory raises for constitutional officers.

Vice Chairman Weiss moved to adopt 2013-14R Clarke County Board of Supervisors FY2014 Salary Funding Policy re Commonwealth Revenue Related to Salary Increases. 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. National Fish and Wildlife Grant (FYI only).

8/12/2013 Summary: The County was awarded a grant in 2012, which requires appropriation. There are several issues that must be addressed, and the matter will be brought forward in September for resolution.

8/20/2013 Summary: No action taken at the Regular Meeting.

3. Acceptance of Bills and Claims

08/20/2013 Action: Vice Chairman Weiss moved to accept the recommendation of the Finance Committee to approve the July 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

Reconciliation of Appropriations. General Government Expenditure

8/12/2013 Summary. The FY 13 General Government Expenditure Summary will be presented in September; along with explanations for departmental overages where necessary.

8/20/2013 Summary: No action taken at the Regular Meeting.

13) Government Projects Update

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

- 100 North Church Street
 - o Waiting on recommendations from the engineer & architect including recommendations of electrical loads from electrical engineer.
 - o Upon receipt of the recommendations, Bobby Levi, Director of Maintenance, will develop the schedule.
- 101 Chalmers Court – HVAC Retrofit
 - o Insulators must finish repair of the vapor barrier.
 - o A final air balance of system is required.

14) Miscellaneous Items

School Issues

Supervisor Byrd put forth the following issues for Board discussion:

- Today, the *Winchester Star* reported the following comment: *“It was an outstanding day,” said Superintendent Mike Murphy, who credits the drop in enrollment to absenteeism and a lack of housing and jobs in the area. “Things were calm.”*
 - Ask Dr. Murphy provide the source for his statement. It was noted:
 - Clarke has one of the lowest unemployment rates in the area.
 - Housing for all strata is available throughout the county.

- \$531,000 in funds left over from the new high school and from the new contract to renovate the old high school to an elementary school. With these funds, the School Board wants to upgrade the existing bathrooms because they are not properly sized and not ADA compliant. It also wants to upgrade the food service area.
 - Why were these upgrades not included in the quote?
 - Tom Judge put forth that Dr. Murphy had received this question from a number of citizens. Last night, Dr. Murphy explained that there was concern that the money in the budget was not going to be enough to cover even some of the basic things one would expect to occur. With the left over funds, the Schools are in a position of being able to add back some of those fundamental things like the bathroom renovations and possibly the foodservice area.
 - The bathrooms and foodservice were left out of the specifications for the contract.
 - Bathroom renovations are estimated at \$110,000. Flooring is estimated at \$50,000.
 - The gymnasium, several offices, and classrooms were not included in the proposed renovation.
 - Funds spent on renovations not included in the original quote will reduce funds available to renovate Primary.

Supervisor Staelin put forth that it was his understanding that should a child go through the food service line and find out that their card had insufficient funds it was the Schools policy to take the food and throw it away and give the child a ham sandwich.

- Tom Judge responded that Dr. Murphy was trying to find a way to ensure that this type of situation does not happen. Dr. Murphy believes that the Schools could set up a separate fund to draw on to pay for the child’s lunch.
- Tom Judge added that the foodservice fund was still trying to make it into the “black” and these situations represent a loss.

Supervisor McKay put forth that many in the community feel as if the School Board is blundering on towards doing away totally with D.G. Cooley as a school so that the facility could be used for administrative offices.

- Tom Judge provided:
 - The School Board’s short-term plan is to leave grades 4 and 5 in Cooley.
 - The School Board discussed Primary last night.
 - Dr. Murphy indicated that he was going to try to look at whether, in the short term, it made sense for Administration to occupy Primary.
 - Dr. Murphy believes that the Schools can save money by vacating the Education Foundation space, the Annex, the current School Board space and consolidating those operations in Primary.
 - Sale of the properties is at the discretion of the Board of Supervisors. The School Board must relinquish the properties for it cannot dispose of them. The Board of Supervisors also has discretion as to where the money from the sale goes.
- Chairman Hobert opined that at this time it was appropriate to let the School Board explore options and to give the Supervisors its recommendation.

In conclusion, the Supervisors instructed David Ash to draft a letter to the Superintendent asking Dr. Murphy to provide during his next presentation:

- The source[s] for his quote in the *Winchester Star*.
- What changes are anticipated.
- SOL results.

15) Summary of Required Action

<u>Item</u>	<u>Description</u>	<u>Responsibility</u>
1.	Modify and process 7/16/2013 BoS Regular Meeting Minutes.	Lora B. Walburn

<u>Item</u>	<u>Description</u>	<u>Responsibility</u>
2.	Provide notice of approval to applicant and adjoining property owners for Special Event Permit Application: Wayside Farm Fun Corn Maze; Weekends September 21 thru November 3, 2013; Medium Event with 6 or more event days	Lora B. Walburn
3.	Develop notice and advertise public hearing for Special Event Application – Hunt Country Cluster.	Lora B. Walburn
4.	Provide notice of public hearing to applicant and adjoining property owners for Special Event Application – Hunt Country Cluster.	Lora B. Walburn
5.	Develop notice and advertise public hearing for Blue Ridge Wildlife Center SUP-13-01/SP-13-07.	Lora B. Walburn
6.	Create Zimbra calendar and enter FY2014 goals by proposed review dates.	Lora B. Walburn
7.	Update appointment database and send notice of appointment.	Lora B. Walburn
8.	Process 2013-14R Clarke County Board of Supervisors FY2014 Salary Funding Policy re Commonwealth Revenue Related to Salary Increases.	Lora B. Walburn
9.	Execute 2013-14R.	J. Michael Hobert
10.	Draft a letter to the School Superintendent.	David Ash

16) Board Member Committee Status Reports

Supervisor Beverly McKay

- NSVRC: Unable to attend the meeting; however, Brandon Stidham did attend. Mr. Stidham informed the Board that a presentation was given by a representative of the Virginia Rural Council followed by discussion of minor business items.

Planning Director Brandon Stidham

- Comprehensive Plan:
 - Staff has just finished assembling the final draft of the Comp Plan.
 - Staff has attempted to create a plan that meets VDOT requirements. Via email, VDOT has notified Mr. Stidham that it has identified a few minor edits.

- Review of the final draft is scheduled for the September 3 Planning Commission meeting.
- Staff recommendation is to set public hearing on the final draft in October separate from the Planning Commission's regular meeting.
- Targeted date for public hearing is between the Supervisors' October Work Session and Regular Meeting.
- Economic Development Strategic Plan:
 - Plan to begin discussion of how to set up the drafting project during the October Planning Commission work session.
 - Effort will begin after the Comp Plan is completed.
 - Need to determine what group should develop the plan, the Economic Development Advisory Committee, the Planning Commission or should a smaller group be selected from these groups.
 - Chairman Hobert suggested that the planning group keep in mind that the Right to Farm amendment is anticipated to be in the General Assembly again. A working group from agricultural and consumer services was created to try come to consensus on conflicting opinions.
- Shenandoah Farms / Company No. 6 Open House August 3.
 - Open house was well attended.
 - Several Warren County Board members attended the event.
 - The building looks outstanding after being cleaned inside and out and repainted.
 - There was an area dedicated to encouraging volunteers to sign up.
 - On August 14, Judge Wetsel made permanent his injunctive declaratory judgments regarding the fire station. There is no further pending action. The station now operates as Warren County Company No. 6 and all funds, assets, and liabilities have been permanently transferred to Warren County.

Supervisor Barbara J. Byrd

- Board of Social Services: Meets tomorrow at 8:30 am.

Supervisor John R. Staelin:

- Sanitary Authority:
 - Met this morning.
 - Discussed water and sewer for a proposed 26-lot subdivision in Boyce.

- A certain amount of equipment failure has been blamed on fluctuations in power levels.

17) Closed Session

A closed session was not convened.

18) Adjournment

There being no further business to be brought before the Board at 2:37 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, September 17, 2013 at 1:00 p.m. in the Berryville Clarke County Government Center, Main Meeting Room, 101 Chalmers Court, Berryville, Virginia.

ATTEST: August 20, 2013

J. Michael Hobert, Chair

David L. Ash, County Administrator

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

Clarke County Board of Supervisors

Consent Agenda:

- A) 2013-15R Resolution Adopting Revised
Emergency Operations Plan

- B) VACo 2013 Voting Credentials

Clarke County Board of Supervisors



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

Resolution Adopting Revised Emergency Operations Plan 2013-15R

WHEREAS, the Board of Supervisors of Clarke County, Virginia recognizes the need to prepare for, respond to, and recover from natural and manmade disasters; and

WHEREAS, Clarke County, Virginia has a responsibility to provide for the safety and well-being of its citizens and visitors; and

WHEREAS, Clarke County, Virginia has established and appointed a Director and Coordinator of Emergency Management;

NOW, THEREFORE, BE IT RESOLVED by the Clarke County Board of Supervisors, this Emergency Operations Plan as revised is officially adopted, and,

IT IS FURTHER RESOLVED AND ORDERED that the County Administrator / Emergency Management Coordinator, or his/her designee, is tasked and authorized to maintain and revise as necessary this document during the next four (4) year period or until such time it be ordered to come before this board.

Adopted this 17th day of September 2013.

J. Michael Hobert, Chair

Attest:

David L. Ash, Clerk

President
John D. Miller
Middlesex County

President-Elect
Harrison A. Moody
Dinwiddie County

First Vice President
Pablo Cuevas
Rockingham County

Second Vice President
Penelope A. Gross
Fairfax County

Secretary-Treasurer
Donald L. Hart, Jr.
Accomack County

Immediate Past President
Catherine M. Hdgins
Fairfax County

Executive Director
James D. Campbell, CAE

General Counsel
Phyllis A. Errico, Esq., CAE

RECEIVED SEP - 3 2013

TO: Chairs, County Board of Supervisors
County Chief Administrative Officers

FROM: James D. Campbell, Executive Director

RE: Voting Credentials for the Annual Business Meeting

DATE: August 30, 2013

The 2013 Annual Business Meeting of the Virginia Association of Counties will be held on Tuesday, November 12 from 11:15 a.m. at The Homestead in Bath County.

Article VI of the VACo By Laws states that each county shall designate a representative of its Board of Supervisors to cast its vote(s) at the Annual Business Meeting. However, if a member of the Board of Supervisors cannot be present for this meeting, the Association's By Laws allow a county to designate a non-elected official from your county or a member of a Board of Supervisors from another county to cast a proxy vote(s) for your county.

For your county to be certified to vote at the Annual Business Meeting, (1) your annual dues must be paid in full and (2) either a completed Voting Credentials Form or a Proxy Statement must be submitted to VACo by November 1, 2013. Alternatively, this information may be submitted to the Credentials Committee at its meeting on Monday, November 11 at 4:30 p.m. in the Monroe Room or to the conference registration desk before this meeting.

NOMINATING COMMITTEE

The Nominating Committee will meet at 4:45 p.m. in the Wilson Room on Monday, November 11 during VACo's Annual Conference at The Homestead. The Committee is charged to nominate a candidate for President-Elect, First Vice President, Second Vice President, and Secretary-Treasurer to be elected at the Annual Business Meeting. Please send your expressions of interest and nominations to the Committee or to VACo's Executive Director.

REGIONAL DIRECTORS

Pursuant to VACo's By Laws, "regional directors shall be selected at the Annual Meeting by the member counties located within the region which the director will represent." Regional caucuses will be scheduled during the Annual Meeting to select directors. Incumbent regional directors should chair the caucuses. Reports should be given to VACo's Executive Director by 6 p.m. on Monday, November 11. The attached list shows the regional directors who must be selected.

Attachments.

cc: VACo Board of Directors
Nominations Committee

1207 E. Main St., Suite 300
Richmond, Va. 23219-3627

Phone: 804.788.6652
Fax: 804.788.0083

E-mail: mail@vaco.org
Web site: www.vaco.org

VACo 2013 Annual Meeting
Voting Credentials Form
Form may be returned by mail or fax (804-788-0083)

Voting Delegate:
(Supervisor)

Name J. Michael Hobert
Title Chair - Board of Supervisors
Locality Clarke County

Alternate Delegate:
(Supervisor)

Name John Staelin
Title Supervisor - Millwood Distrist
Locality Clarke County

Certified by:
(Clerk of the Board)

Name David L. Ash
Title County Administrator / Clerk to the Board of Supervisors
Locality Clarke County

VACo 2013 Annual Meeting
Proxy Statement

N/A County authorizes the following person to cast its vote at the 2013 Annual Meeting of the Virginia Association of Counties on November 12, 2013.

_____, a non-elected official of this county.

-OR-

_____ a supervisor from _____ County.

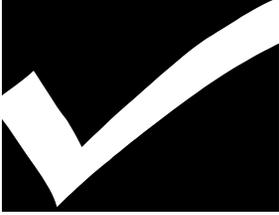
This authorization is:

Uninstructed. The proxy may use his/her discretion to cast _____ County's votes on any issue to come before the annual meeting.

Instructed. The proxy is limited in how he/she may cast _____ County's votes. The issues on which he/she may cast those votes and how he/she should vote are:
(List issues and instructions on the back of this form)

Certified by: Name _____
Title _____
Locality _____

Region 2.....Sherrin C. Alsop (King & Queen County)
Region 3.....Arthur S. Warren (Chesterfield County)
Region 3.....Gilbert A. Smith (Charles City County)
Region 4.....Nancy R. Carwile (Charlotte County)
Region 7.....Chester W. Stribling (Fauquier County)
Region 8.....John D. Jenkins (Prince William County)
Region 8.....Maureen S. Caddigan (Prince William)
Region 8.....Jeffrey C. McKay (Fairfax County)
Region 8.....Linda Q. Smyth (Fairfax County)
Region 9.....William B. Kyger (Rockingham County)
Region 11.....Richard C. Flora (Roanoke County)
Region 10.....Mary W. Biggs (Montgomery County)
Region 13.....Jon Bowerbank (Russell County)



Personnel Committee Items
September 9, 2013
Second Floor, Meeting Room AB
Berryville/Clarke County Government Center
101 Chalmers Court, Berryville, Virginia 22611

Item No.

Description

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

09/09/2013 Summary: Review of appointments expiring through December.

09/09/2013 Action: The Committee discussed several potential appointments citing a need to confirm willingness to serve prior to making the appointments. Staff has been directed to follow up on those contacts.

Further, the Personnel Committee recommends the following appointments:

- ✓ Reappoint Mark Cochran to serve a four-year term on the Clarke County Industrial Development Authority expiring 10/30/2017
- ✓ Reappoint Allan Frederickson to serve a four-year term on the Clarke County Industrial Development Authority expiring 10/30/2017

B. Closed Session re: §2.2-3711-A1 Specific individual under consideration for appointments and positions.

09/09/2013 Action: Time did not permit a closed session.

C. BCCGC Flag Status and Mourning Drape Usage Update

09/09/2013 Summary: As requested at the August 12 meeting, David Ash placed this item on the September 4, 2013 BCCGC Joint Building Committee Agenda for discussion. The BCCGC JBC unanimously adopted the following amendment to PD-121101-12 Berryville Clarke County Government Center – Operating Agreement adding iii. Half-staff / Use of Funeral Drape to Section 16.

16. Flag Display

iii. Half-staff / Use of Funeral Drape

1. United States and Virginia Flags: Shall be adjusted according to its respective flag code.
2. Local Government Flags, Town of Berryville and Clarke County: will be

lowered to half-staff upon order of the Berryville Mayor [or designee] or Chair of the Clarke County Board of Supervisors [or designee] respectively.

Said order will specify the length of time the flag is to remain at half-staff.

3. A funeral drape will be placed on the front of the building, above and around the Main Entrance, upon order of the Berryville Mayor [or designee] or Chair of the Clarke County Board of Supervisors [or designee] respectively.

Drape may be displayed in honor of currently serving elected and appointed officials, as well as employees upon their death.

Further, drape may be displayed upon the death of past elected and appointed officials, and employees to honor those who have served their respective jurisdiction with distinction.

Said display will normally last no more than five [5] work days.

In specific instances, the Mayor or Chair may direct the drape to be displayed longer than five [5] work days but in no instance will the drape be displayed for more than fourteen [14] work days for any single person.

09/09/2013 Action: A) Item 3. Paragraph 3 above revised to read as adopted by the BCCGC Joint Building Committee. B) The Joint Building Committee operates in accordance with the October 10, 2006 Agreement between the Town of Berryville and Clarke County re Berryville Clarke County Government Center Construction and Operation, which does not require review or consent by the governing bodies unless the Committee is unable to resolve a dispute.

D. **Personnel Policy – Draft Review**

09/09/2013 Summary: As requested by the Committee, the August 14, 2013 revision of the draft Personnel Policy is included in the packet.

09/09/2013 Action: Time did not permit review or discussion. At the Committee meeting, members requested any comments that Board members might have on the draft to date.

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

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.

Ohrstrom, II 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.

			<i>Appt Date</i>	<i>Exp Date</i>	<i>Orig Appt Date:</i>
Conservation Easement Authority			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.					
Economic Development Advisory Committee			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.					
Old Dominion Alcohol Safety Action Policy Board & Division of Court Services			3 Yr		
Roper	Anthony	Sheriff	6/18/2013	12/31/2013	6/18/2013
Complete unexpired term of Jerry Johnson					
1 Clarke County Member					
Old Dominion Community Criminal Justice Board					
Roper	Anthony	Sheriff	6/18/2013	12/31/2013	6/18/2013
Complete unexpired term of Jerry Johnson					
1 Clarke County Member					

			<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 & 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

Tuesday, September 03, 2013

Page 1 of 6

			<i>Appt Date</i>	<i>Exp Date</i>
Weiss	David	BOS - Appointed Member	1/15/2013	12/31/2013
				<i>1 Yr</i>
<i>Board of Supervisors Personnel Committee</i>				
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>5 Yr</i>
<i>Board of Zoning Appeals</i>				
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>4 Yr</i>
<i>Clarke County Historic Preservation Commission</i>				
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
Kruhm	Doug	Planning Commission Representative	4/16/2013	4/30/2014
Teetor	Alison	Staff Representative		
York	Robert	White Post District	6/18/2013	5/31/2017
				<i>4 Yr</i>
<i>Clarke County Industrial Development Authority</i>				
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>4 Yr</i>
<i>Clarke County Library Advisory Council</i>				
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

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			<i>Appt Date</i>	<i>Exp Date</i>
Kalbian	Maral	Millwood District	4/19/2011	4/15/2015
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

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			<i>Appt Date</i>	<i>Exp Date</i>
Peake	Donna	Commissioner of the Revenue	1/1/2012	12/31/2015
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	8/20/2013	11/30/2017
<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

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			<i>Appt Date</i>	<i>Exp Date</i>
Coffelt	Lee	Career Representative	9/27/2011	6/30/2014
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 & 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 & 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

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<i>Regional Airport Authority</i>				1 Yr
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
Kalbiam	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	

PERSONNEL POLICY MANUAL

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CHAPTER 1

ORGANIZATION AND ADMINISTRATION

1-1 Adoption of Personnel Policies

*The following is the Personnel Policy Manual for Clarke County, adopted _____.
It is subject to subsequent amendments as necessary. This manual supersedes all previous manuals.*

These rules and regulations are established under authority of Section 15.2-1506 of the Code of Virginia, 1950, as amended. The policies and procedures outlined herein shall apply to all personnel employed by Clarke County, including the Department of Social Services. The policies and procedures shall apply to employees of Constitutional Officers, where the Constitutional Officer has agreed in writing. This includes the Clerk of the Circuit Court, Commissioner of the Revenue, Attorney for the Commonwealth, Sheriff, and Treasurer.

Employees of the Constitutional Officers will be excluded from the Grievance Procedure. Constitutional Officers retain the right to their own hiring practices and terminations in accordance with all applicable statutes and regulations.

These policies and procedures shall not apply to employees of Clarke County Public Schools without specific action by that governing body to adopt the same. In the event that any office or agency of Clarke County not under the Board of Supervisors adopts these policies and procedures, the officer or board involved shall exercise the authority assigned herein to the Board of Supervisors and the County Administrator, unless otherwise specified.

1-2 General Policy

It is the fundamental policy of the County of Clarke that a fair and uniform personnel management system be established for its employees in order to insure the most effective provision of services to the citizens of the community. Therefore, it shall be the policy of the County that:

- A. Employment shall be based on merit, suitability, and ability without regard to race, religion, creed, color, national origin, age, sex, marital status, or the presence of any sensory, mental, or physical disability.*
- B. Equitable incentives and conditions of employment shall be established and maintained.*
- C. Compensation shall be in accordance with duties assigned, and performance shall be the major factor in justifying salary adjustments and increases.*
- D. Employees shall be expected to work productively and to demonstrate a considerate and friendly attitude towards persons with whom they come in contact during the course of their work.*
- E. Employees shall adhere to the policies and procedures required of them and shall endeavor to serve the citizen and taxpayer to the best of their ability.*

The County retains the sole right to exercise all managerial functions including, but not limited to, these rights:

- a. To direct the work force.*
- b. To assign, reassign, supervise, discipline, and dismiss employees.*
- c. To transfer or reassign duties as necessary to provide services to the citizen.*
- d. To establish, change, alter, or delete policies as may be deemed necessary to achieve its goals.*
- e. To alter at will the organization and structure of the County, as may be deemed necessary, within the Virginia statutory requirements.*

1-3 Purpose and Scope of Manual

This manual is intended to serve as a source of information about your employment with Clarke County. It answers many of the questions most frequently asked by County employees. If further information or advice about matters covered in this manual is needed, please contact your supervisor, department head, or County Administration.

The policies and procedures contained in this manual are internal guidelines, which do not create contractual rights and should not be interpreted to constitute binding contractual obligations. The County reserves the right, in its sole judgment, to modify, amend, or rescind the provisions of this manual.

Much of the information contained in this manual is drawn from relevant laws, regulations, and policies. Should there be a conflict between any statement, fact or figure presented here, and the current laws, regulations, and policies, the latter takes precedence. This manual is not intended to alter the employment-at-will relationship in any way.

Employees have the responsibility to keep themselves informed of updates and revisions to the County policy. Department heads are also responsible for maintaining a current manual within their department, which shall be available to all employees.

This manual will supersede any existing personnel policies in effect prior to the date of the publication of this manual. It applies to all regular, probationary, seasonal and temporary employees of Clarke County.

1-4 County Administration

The Code of Virginia, 1950, as amended, and the Code for the County of Clarke establish the powers of the Clarke County government. These powers are vested in a Board of Supervisors consisting of five (5) members, one from each of the County's five voting districts. The qualified voters of the respective districts elect members of the Board of Supervisors for a term of four years. These terms are staggered. The Clarke County Board of Supervisors is responsible for all policy matters, allocation and expenditure of funds and contract execution.

The County Administrator is a full-time official appointed by the Board of Supervisors. Board resolution and official Board action specify the duties of this position, which include: Acting as the administrative head of the government, preparing the County's annual budget, and executing resolutions and orders of the Board. The Board of Supervisors delegates to the County Administrator authority in selection, hiring, and dismissal of all other County employees. While actual selection and appointment responsibility is assigned to the County Administrator, the County Board of Supervisors, under Virginia statutes, retains ultimate authority for all personnel under its auspices.

For the purposes of this manual the term "County Administration" will be used and includes the County Administrator.

CHAPTER 2

EMPLOYMENT

2-1 Equal Employment Opportunity

Clarke County shall promote and afford equal treatment and service to all citizens and will assure that all applicants are given equal employment opportunity without regard to race, religion, creed, color, national origin, age, sex, marital status, or the presence of any sensory, mental, or physical disability. Clarke County shall operate within the principles of equal employment opportunity guidelines set forth in Federal, State and local laws and regulations.

All activities relating to employment including recruitment, testing, selection, promotion, training and termination shall be conducted in a nondiscriminatory manner.

Clarke County will cooperate fully with all organizations and Commissions organized to promote fair practices and equal employment opportunity.

2-2 Open Door Policy

Clarke County practices an open door policy in which any employee who wishes to meet with the County Administrator can do so by setting an appointment through his/her respective department head or through the County Administration support staff.

Although there is an open door policy, employees are strongly encouraged to resolve any issues directly with the parties involved. If the parties involved are unable to reach an agreement, the issue should be brought to the attention of their supervisor.

2-3 Application Process

County Administration will administer and coordinate the hiring process for all position vacancies. All hiring efforts are conducted in the spirit of equal opportunity.

All departments announcing position vacancies will adhere to the following procedures:

2-3.1 Recruitment

- 1. County Administration will be notified immediately by the respective department head of any position vacancies.*
- 2. The affected department may be asked to assist County Administration, as necessary, in formulating the job announcement and advertisements.*
- 3. County Administration will post job openings on the County website and will distribute to all County departments copies of the job announcement for posting. Newspaper advertisements may run concurrently with the internal posting. When qualified applicants are available internally the County will give consideration to filling job openings by promoting from within and may decide to post internally rather than recruiting individuals not employed with the County. Job announcements may also be distributed to area Virginia Employment Commission offices, local governments and schools.*
- 4. Advertisements for local newspapers, trade publications, and professional journals will be developed and may be placed by County Administration with assistance provided by the affected department.*
- 5. Applications shall be submitted to County Administration using the County Employment Application. A resume will not substitute for the County application form. The County will accept applications for employment only for specific positions in which openings exist. In-house candidates interested in applying for another position within the County should follow these same procedures.*
- 6. No applications for a position are accepted after close of business on the published closing date. Applicants will be encouraged to request applications through County Administration or access them on the County website. If time is a factor, a resume will hold an application slot open for five (5) working days after the closing date. If there are not sufficient qualified candidates at the closing date, the position can be re-opened and re-advertised.*
- 7. Copies of all applications will be submitted to the affected department for review and comment.*
- 8. Applicants may be disqualified for consideration for employment when any of the following facts exist:
 - a. They do not possess the qualifications for the job;**

5. *The interview panel should be provided a job description outlining the responsibilities and requirements of the position to be staffed. Copies of the applications of final candidates will also be provided to the interview panel members prior to the interview, along with proposed interview questions.*
6. *Each panel member rates the candidates independently.*
7. *Following the interview, the interview panel shall attempt to reach consensus and make a written recommendation to the County Administrator.*

2-3.3 Applicant Expenses

1. *Unless approved by the County Administrator, the County does not reimburse any applicant for travel costs in conjunction with the hiring process.*
2. *Relocation costs are paid in full by the employee unless otherwise approved by the County Administrator or the Board of Supervisors.*
3. *Residency may be required for certain positions as defined in Section 15.2-1505 of the Code of Virginia, 1950, as amended.*
4. *The applicant should be advised of items 1 and 2 above before reporting for the interview.*

2-3.4 Reference Check

1. *Following the initial interview, the Department Head or County Administration conducts an employment reference check on the final candidate(s). The check includes verification of employment duties, dates of employment, work record, attendance record, strengths, weaknesses, safety record, and other pertinent information. Education and/ or licensure may also be verified.*
2. *Results of the reference check will help determine the applicant's aptness for the position.*

2-3.5 Background Check/ DMV Check

1. *A background check will be conducted prior to applicant notification. The applicant will have signed a release form as part of the application.*
2. *Any background check will be obtained from the Virginia State Police Department or other designated individual/agency within the guidelines of the Fair Credit Reporting Act.*
3. *If a background check is returned flagged, it will be reviewed by The County Administrator if necessary. It will then be decided if the candidate is still eligible for the position.*

4. *All new employees who will operate a County-owned motor vehicle must possess a valid Virginia driver's license. In addition, employees who will be driving vehicles larger than a pickup truck must possess the appropriate commercial driver's license (CDL). All new employees' driving records may be checked through the Virginia Department of Motor Vehicles. Periodic DMV checks may be performed on current employees who are authorized to drive County Vehicles.*
5. *Anyone who has had a DUI (Driving under the influence) within the last five (5) years and/or has a high incidence of moving traffic violations may be reassigned or terminated.*

2-3.6 Applicant Notification

1. *After a final decision is reached, the Department Head or County Administration will notify the candidate of their selection and make a verbal offer.*
2. *If the first offer is rejected after negotiations (if applicable), it will be decided whether to hire another candidate or to reopen the position.*

2-3.7 Pre-employment Physical and Drug Screen

1. *If the verbal offer is accepted the applicant will be hired with a condition of passing pre-employment physical and drug screening. This should be completed by the end of the employee's first week of work.*
2. *All full time and part time employees will have a physical and drug screening. Temporary employees are required to have a drug screen only; unless required by the Department due to the nature of the work.*
3. *The cost of any required physical examination and drug screen will be paid by the County and completed by a medical doctor chosen by the County.*
4. *The employee will return the physical examination record to County Administration. This will become part of the employee's confidential personnel file.*

2-4 Rehire/ Reinstatement

An employee who voluntarily leaves the County in good standing shall be eligible for rehire. If an employee is rehired within six (6) months, all pre-employment tests do not need to be performed again.

An employee who chose to leave the County and is in good standing and wishes to return within thirty (30) days of the separation, may be reinstated, at the Department Head's discretion, to their former position if vacant. A reinstated employee shall be considered to have been on a leave without pay status for the time of the separation.

2-5 Orientation

1. *All new employees of the County will be scheduled to meet with County Administration when starting their employment for general orientation.*
2. *County Administration will provide the employee with a job description, information on employee benefits, policies and other miscellaneous information. County Administration will have the new employee complete the necessary Federal and State tax forms.*
3. *The Immigration Reform and Control Act of 1986, makes it illegal for employers to employ anyone who is not authorized to work in the United States. All new employees are required to provide documents establishing their identity and authorization to work in the United States. A menu of approved documents is listed on Form I-9 (Employment Eligibility Verification), which must be completed by all new employees and verified by a representative of the County. Failure to provide the required documents within three (3) days of employment may result in automatic termination.*
4. *The Department Head will provide additional information to the new employee, including:*
 - a. *Work standards and regulations;*
 - b. *Hours of work, timesheets, leave requests;*
 - c. *Duties of the position;*
 - d. *Safety rules and procedures, location of safety or protective equipment;*
 - e. *Tour of the work area, including location of equipment, supplies, etc.;*
 - f. *Introduction to co-workers;*
 - g. *Schedule for lunch and breaks;*
 - h. *When and whom to report absence from work;*
 - i. *Who is responsible for performance planning and evaluations.*
5. *All new employees shall be required to serve a probationary period as defined in this Chapter.*

2-6 Employment Categories

All employees at the time of hiring shall be designated as either regular full-time employees, regular part-time, seasonal, or temporary employees. Employees will also be designated as salaried or hourly.

Regular Full-Time Employees *are selected to fill positions in the County that normally work a minimum of 40 hours per work-week on a year-round basis and have completed the minimum probationary period. Some regular full-time positions involve non-standard work hours to insure continuous operation.*

*Regular full-time employees receive full benefits, including retirement, group life, health insurance, sick leave, annual leave, military leave, **paid** holidays, and voluntary payroll deductions.*

Regular Part-time Employees *are hired when the employee's services are only needed for a part of a workday or work-week, and generally will work 25 or fewer hours per week.*

Temporary Employees *are selected to fill a position having a short or fixed term to accomplish a specific project or projects. This position may be either part-time or full-time and usually is for a duration of less than one year.*

Temporary employees are not eligible for County benefits.

A temporary employee may be dismissed at any time and has no right of appeal through the grievance procedure.

Probationary Employees *have not successfully completed the required period of probation following original employment. During that time, probationary employees are entitled to the same benefits as regular full-time employees, however, sick leave and vacation time will accrue and may become available following the probationary period only if the employee becomes a regular employee subsequent to the probationary period. (See 2-8 for further clarification of a Probationary employee.)*

Seasonal Employees *are employed in a position generally for a length of time that normally will not exceed 120 days a year. This position may be either part-time or full-time and the employee does not receive County benefits.*

Hourly Employees *are regular part-time, seasonal, and temporary employees of Clarke County that shall be compensated on an hourly basis and shall be considered as hourly, non-exempt employees.*

Salaried Employees *are regular full-time employees of the County that will generally be considered as salaried employees and paid on a monthly basis.*

2-7 Employment Status

All employees at the time of hiring shall be designated as either 'exempt' or 'non- exempt'.

Exempt Status will include employees classified as executive, administrative, or professional employees and other exempt classifications in accordance with the Fair Labor Standards Act and applicable regulations of the United States Department of Labor.

Non-Exempt Status will include employees not falling into one of the exempt categories. All non-exempt employees shall be eligible for overtime pay in accordance with the Fair Labor Standards Act and applicable regulations of the United States Department of Labor.

2-8 Probationary Employment Period

The work and conduct of an employee during the first six (6) months of the original employment or reemployment is considered a working test period termed a probationary period during which an employee is employed at will and is terminable at will with or without cause. All regular full-time and part-time employees shall serve a probationary period of six (6) months. Upon successful completion of the probationary period, the employee will become a regular employee. Temporary and seasonal employees are at-will employees for the duration of their employment and do not serve a probationary period.

2-8.1 Dismissal during Probationary Period

At any time during the probationary period, a probationary employee maybe dismissed at any time with no right of grievance except where discrimination or retaliation is claimed.

Employees with charges of discrimination or retaliation have the right of appeal through the grievance procedure described in Chapter 7.

2-8.2 Probationary Period Performance Evaluation

The County will conduct an initial informal assessment of the employee's ability to perform assigned tasks during the first thirty (30) days of employment and as frequently thereafter as deemed necessary. If it is determined that termination is required, the County Administrator will be so notified and dismissal will occur promptly.

Two weeks prior to completion of the six months' probationary period of a new employee, County Administration shall send to the supervisor of the employee a performance evaluation form.

The supervisor shall review the performance of the employee. The evaluation of performance shall be discussed with the employee pointing out any deficiencies.

If the employee's performance evaluation has been rated as satisfactory, the department head will sign and return the evaluation recommending that the probationary employee become a regular employee.

If the employee's performance has not been satisfactory, a discussion will be held with the employee and one or more of the following actions taken:

- 1. Establish a future review date. The appraisal form will indicate action to be taken or any additional training to be provided. The appraisal form shall be returned to County Administration for action of follow-up and to be filed in personnel file.*
- 2. Extend the probationary period. A department head may extend the probationary period for a period not to exceed three (3) months if the department head believes that an extension is in the best interest of the County and/or the employee.*
- 3. Terminate the employee with approval from the County Administrator.*

2-8.3 Probationary Period Benefits

A new regular, full-time employee serving a probationary period accrues from date of employment, benefits to which he or she is entitled as herein set forth, including appropriate leave (vacation, sick, etc.) at the prescribed rates, and all other benefits such as health insurance, VRS life insurance and the VRS retirement plan will be effective.

2-9 Nepotism

It shall be the policy of the County not to place immediate family members within the same department or in a supervisor-subordinate relationship. The immediate family shall include: spouse, children, stepchildren, brother, sister, parents, guardians, mother-in-law, father-in-law, grandparents or any other person residing in the household.

2-10 Personnel Files

It is the County's objective to maintain complete and accurate personnel files on all full-time, part-time, temporary, and seasonal employees. All personnel files will be located in a secure location in County Administration. These records are confidential therefore access is limited to the appropriate personnel.

The Personnel File will contain all information required by federal and state law. This includes, but is not limited to, the employee's completed application for employment, interviewing records, Personnel Action Forms, performance reviews, benefit enrollment forms, discipline, training records and any polices that the employee had to review and sign.

All confidential information will be kept separately to comply with HIPAA regulations.

Personnel files and the contents of the file are the property of the County. Individuals who wish to review their file, may do so by setting an appointment with County Administration. The County Administration Executive Assistant will be present while an employee is reviewing the contents of the file.

CHAPTER 3

COMPENSATION

3-1 Position Classification and Pay Plan

County Administration is responsible for the administration of the Position Classification and Pay Plan. It is their responsibility to ensure that the plan is administered in a fair and equitable basis. Any situations that do not appear to be in accordance with the plan should be brought to the County Administrator's attention.

3-1.1 Interpretation

County Administration shall be responsible for applying the Position Classification and Pay Plan with respect to issues not specifically covered by the plan using the policies expressed herein as a guide.

3-1.2 Review and Revisions

Department heads shall be responsible for bringing to the attention of the County Administrator any substantial change in duties, responsibilities, or other factors affecting the classification of any position in their respective departments. Upon receipt of such information, the County Administrator shall review the position and determine if the classification should be changed.

The County Administrator shall review the Position Classification and Pay Plan for adequacy prior to the submission of the annual budget to the County Board of Supervisors. In conducting the review, consideration shall be given to current cost of living and the County's financial position. Based on the findings, the County Administrator may recommend revisions in the plan to the County Board of Supervisors.

3-1.3 Classifications

All full time regular County positions, with the exception of the County Administrator and Constitutional Officers, are included in the Position Classification and Pay Plan. All regular positions in the County are grouped together into classifications. Each position in the County is classified according to the type of work and the amount of responsibility in the position. Similar positions with like duties and responsibilities are placed in the same pay grade. Each position has an established pay grade and a specification describing the duties and qualifications of the position.

3-1.4 Classification of New Positions

To establish a new position in the County, the appropriate department head shall prepare a new personnel request form and a job description for the proposed position with the assistance of County Administration. The final draft should be submitted to the County Administrator for review and approval.

If the County Administrator approves the establishment of the new position, it shall be allocated to one of the classes in the Position Classification and Pay Plan. In the event a suitable class does not exist, the County Administrator shall establish a new position classification and assign an appropriate pay grade to the class.

The proposed position would be presented to the Personnel Committee of the Board of Supervisors for approval. With the approval of the Personnel Committee, the proposed position would be presented to the full Board of Supervisors for final approval.

3-1.5 Appeals and Reclassification

If an employee has facts, which indicate that his/ her position is improperly classified, a request may be made to the County Administrator to review the classification of the position. Such requests shall be submitted, in writing, through the employee's department head. All requests for review of classification shall contain a statement of justification. The County Administrator's decision regarding classification shall be final.

An employee whose position is reclassified upward may receive five (5) percent above the present salary, or the minimum of the new grade, whichever is higher. The compensation for an employee whose position is reclassified downward will remain the same. However, the employee will not be eligible to receive salary increases other than across the board pay level revisions or adjustments to that particular grade due to market adjustments.

3-1.6 New Employees

A new employee of the County shall normally be paid the minimum rate of pay for the grade. A new employee with unusual experience may be paid within the grade, commensurate with the performance capability associated with the experience. Any rate paid to a new employee above the minimum for the classification requires a written description of the experience justifying the rate paid and written approval of the County Administrator.

3-1.7 Job Descriptions

All positions listed on the Position Classification Plan will have an associated job description.

Job descriptions will be reviewed, as necessary, by the supervisor and employee, on an annual basis at the time of the annual performance evaluation.

The Department Head will give any suggested revisions to County Administration. County Administration will update the job description and give to the County Administrator for approval.

Job descriptions may be updated more often as duties and responsibilities change.

The employee shall be given a copy of his/her respective job description and shall also sign and date a copy of the job description for placement in his/her personnel file.

County Administration will keep the official copy of all job descriptions.

3-2 Pay Policies

It is the policy and practice of Clarke County to accurately compensate employees and to do so in compliance with all applicable state and federal laws.

3-2.1 Pay Schedules

Employees will be paid monthly.

3-2.2 Working Hours

Forty (40) hours shall be the maximum normal workweek for payroll calculations. The workweek is defined as seven (7) consecutive 24-hour periods beginning on Sunday and ending on Saturday with a day beginning at 12:00 A.M.

One hundred seventy one (171) hours shall be the maximum normal work period for law enforcement personnel.

Law enforcement and uniformed Fire/EMS personnel who work 10 hour shifts or more will operate on a 28-day work period.

All employees of the County shall be required to observe all practices relating to hours of work, safe working requirements and lunch periods. It is, therefore, fair for the County to expect the time paid for to be time worked, with due regard for health and safety.

3-2.3 Record of Time Worked

Time records for all employees are maintained on a monthly time sheet. Some departments may use daily time cards. All employees are required to submit their timesheet to their department head for approval. The department head is required to submit the department's time to payroll.

3-2.4 Garnishments, Tax Liens and Court Orders

Clarke County is obligated by federal and state law to withhold money from an employee's paycheck for child support, unpaid student loans, unpaid medical bills, unpaid taxes or any other judgment ordered by the Court.

3-2.5 Overtime and Compensatory Time

All non-exempt employees will be eligible for overtime compensation or compensatory time in accordance with the law. These employees will accrue compensatory time unless authorized by the County Administrator.

The overtime compensation will be paid at a rate of time and one-half hours for every hour worked.

Overtime will be approved by the department head in advance. This approval will be in writing and will be sent to payroll with timesheets. Disciplinary action may be taken if unauthorized overtime is taken.

Compensatory time should be taken within 45 days of when it was earned with approval of the supervisor. A non-exempt employee may not accumulate more than 240 hours (480 for law enforcement) of compensatory time. If an employee has accrued compensatory time, it must be taken prior to using other accrued time off.

Exempt employees and comp time?

3-3 Employee Transfers

Employees may be transferred, either voluntarily or otherwise, from one job to another and from one location to another as may be required in order to meet the needs of the organization. Every effort will be made to minimize personal hardships in the event of job reassignment or transfers. The County retains complete discretion to determine both the location and place for the conduct of business and the assignments to each employee consistent with the employee's job specifications. Reasons for transfers may include fluctuations in workloads and production flows, increased career opportunities, emergency requirements, and implementation of governmental mandates, health considerations, and personal preference.

3-3.1 Temporary Transfers

Temporary transfers may occur as job requirements may dictate. Usually temporary transfers will not last longer than three (3) months, but may be extended an additional three (3) months with the approval of the County Administrator.

3-3.2 Employee Transfer Request

The County encourages existing County employees to seek out and apply for transfers, especially where said transfers result in promotions and upward mobility of employees. The County will entertain a transfer at the employee's request if such action is consistent with the requirements of the County and such transfer does not disrupt the orderly and acceptable conduct of business.

A transfer to a new position within the same classification may occur, at the request of the employee, after that employee has held his current position for at least the completion of the probationary period and has performed in a satisfactory manner.

3-3.3 Transfer Training Period

During an initial training period, transferred employees will be evaluated to determine the employees' suitability to the new position. If it is determined that the employee is not suited for the new position the employee may be subject to reassignment to another available position.

3-3.4 Compensation of Transferred Employees

Pay for transferred employees will be handled as follows:

- A. Employees transferred to a job within the same salary grade will continue to receive their existing rate of pay.*
- B. Employees transferred at the County's request to a position in a lower grade shall continue to receive his/ her level of compensation, however the earning potential will decrease.*
- C. Employees transferring at their request to a job at a lower grade may be paid within the pay grade of the new position, commencing with the start of the new job. The earning potential for the new grade will be lower, therefore limiting the earning potential.*

D. Employees transferring to a job with a higher grade will get the minimum of that grade. It will be at the discretion of the County Administrator to give the whole increase at once or to gradually increase the employee over the span of a specific time period. This may be done if the employee is increasing several grades.

CHAPTER 4
PAID TIME OFF AND OTHER ABSENCES

4-1 Holidays

The County observes certain days throughout the year as holidays and all regular full time employees are given **leave with pay**. If the nature of the services of a department of the County requires that it is at full operation on certain days listed below as holidays, compensatory time shall be credited on an hour for hour basis for hours worked, up to eight (8) hours. The compensatory time must be taken within 45 days of the actual holiday with the approval of the Department Head.

The giving of holidays is a benefit provided by the County and may be changed or altered from time to time by the Board of Supervisors. County Administration will post the holidays at the beginning of each year. If there are any changes to the schedule, County Administration will notify all employees.

The Board of Supervisors adopted a policy on _____ to follow the State's holiday schedule for all holidays. The following holidays are authorized to be observed each year; however the County will follow the State if additional days are approved by the Governor.

- a. New Year's Day (First day of January)
- b. Lee-Jackson Day (Friday before the third Monday in January)
- c. Martin Luther King Day (Third Monday in January)
- d. Presidents Day (Third Monday in February)
- e. Memorial Day (Last Monday in May)
- f. Independence Day (4th of July)
- g. Labor Day (First Monday in September)
- h. Columbus Day (Second Monday in October)
- i. Veterans Day (11th of November)
- j. Thanksgiving Day and the day after (Fourth Thursday and Friday in November)
- k. Christmas Day (25th of December)

Whenever any observed holiday falls on Saturday, the Friday preceding such day, or whenever such day falls on Sunday, the Monday next following such day, shall be observed as the holiday for purposes of leave absences. Any employee desiring to work on an approved holiday in lieu of receiving a paid leave of absence may do so with approval of his/her supervisor. The employee is entitled to compensatory time for hours worked in lieu of payment on an hour for hour basis.

The Board of Supervisors may grant additional holiday time off or may delegate to the County Administrator authority to declare certain days or parts of days as paid leaves of absences as may be deemed appropriate.

4-1.1 Eligibility for Holiday Pay

In order for a Full Time employee to receive payment for a holiday he/she must work the last regularly scheduled work day before and the first regularly scheduled workday after the holiday or be on approved leave status.

Holidays will be paid out during the pay period in which it falls. If an employee is scheduled to work a designated holiday, the time worked will be counted as compensatory time for up to eight (8) hours.

4-2 Vacation

1. *Upon initial full time employment with the County, vacation leave credit shall be accrued in the following manner:
Hired on 1 – 15th of the month - Credit given for full month
Hired on 16th or later - Accrual will begin on the end of the following month*
2. *No vacation leave credit shall be provided for service less than a full calendar month.*
3. *Vacation leave credit will accrue when an employee is on pay status regardless of whether the employee is at work each day or not. Absences with pay for illness, vacation, jury duty, etc., do not affect vacation leave accrual. An employee shall not accrue vacation leave credits when in a non-pay status, i.e., administrative leave of absence, vacation and sick time exhausted, suspension, etc.*
4. *Employees will not be permitted to take vacation leave time before such leave is earned.*
5. *Vacation leave may be allowed on an hourly basis upon approval of the department head or County Administrator.*
6. *Vacation leave may be accumulated by regular full-time employees to a maximum of 288 hours (36 days) at the end of any calendar year. Any time over the 288 hours will be reduced.*

4-2.1 Vacation Accruals

0-4 Years of Service

All regular full-time employees with less than 5 full years of continuous service can accrue vacation leave at the rate of 8 hours (1 day); up to twelve days per calendar year for each completed month of service.

5-9 Years of Service

All regular full-time employees with more than 5 and less than 10 full years of continuous service can accrue vacation leave at the rate of 10 hours (1 1/4 days); up to 15 days per calendar year for each completed month of service.

10 + Years of Service

All regular full-time employees with more than 10 full years of continuous service can accrue vacation leave at the rate of 12 hours (1 1/2 days); up to 18 days per calendar year for each completed month of service.

4-2.2 Vacation Leave Due Upon Termination

Employees who have accumulated vacation leave hours up to the maximum allowable accumulations are entitled to cash payment up to a maximum of 288 hours (36 days) in lieu of such leave under the following circumstances:

- (a) When the employee terminates employment with the County whether through retirement, voluntary resignation, or discharge;*
- (b) When the employee goes into military service or extended active duty;*
- (c) Upon the employee's death, his beneficiary or estate is paid his unused vacation leave credit.*

4-2.3 Paid Holidays and Illnesses during Vacation

In the event a paid holiday falls during an employee's scheduled vacation period, the holiday will not be charged against the vacation leave.

In the event an employee becomes ill while on vacation leave, such illness shall be chargeable to sick leave and not to vacation leave, provided the employee presents a doctor's certificate to substantiate the claim.

4-2.4 Payment in Lieu of Vacation

Vacation leave is provided to give all employees a rest and change from their everyday duties. Therefore, it is encouraged that all employees take their vacation leave. Compensation payments in lieu of vacation will only be paid to an employee in unusual circumstances and only upon written approval of the County Administrator.

4-2.5 Scheduling of Vacation Time

Each department head is responsible for scheduling the vacation leave of employees in their respective departments. Department heads will attempt to schedule vacation leave as requested by the employee; however, the efficient operation of the department will be the first consideration.

In the event of conflicting requests for vacation, the department head will attempt to give preference to the employee who requested the leave first.

Department heads will make every effort to arrange his/ her personal vacation schedule in such a manner that it will not be necessary for the total annual vacation period to be taken in the last month of the calendar year.

4-2.6 Requesting Vacation Time

All employees will be required to submit requests for vacation leave on forms provided by County Administration. Employees within a department will submit vacation requests to their department heads for appropriate action.

Department heads will submit their vacation requests to the County Administrator for approval.

NOTE: Leave without pay is not encouraged and will be granted only in unusual circumstances at the discretion of the Department Head with approval by the County Administrator. Should all leave time be

exhausted, leave without pay will only be granted when it DOES NOT present an undue hardship on the County.

4-3 Sick Leave

Clarke County recognizes that the inability to work because of illness or injury may cause economic hardship. The County also recognizes that employees may need time off to obtain necessary medical treatment.

4-3.1 Eligibility and Amount

All regular full-time employees accumulate sick leave at the rate of 8 hours (1 day) for each completed month of service.

4-3.2 Sick Leave Accumulation

1. *Upon initial employment with the County, sick leave credit shall be accrued in the following manner:
Hired on 1-15th of the month - Credit given for full month
Hired on 16th of the month or later- Accrual will begin end of the month at the beginning of the following month*
2. *No sick leave credit shall be provided for service less than a full calendar month.*
3. *Sick leave credit will accrue when an employee is on pay status regardless of whether he is at work each day or not. Absences with pay for illness, vacation, jury duty, etc., do not affect sick leave accrual. An employee shall not accrue sick leave credits when in a non-pay status, i.e., administrative leave of absence, disciplinary suspension, or when vacation and sick time are exhausted.*
4. *Employees will not be permitted to take sick leave time before such leave is earned without the approval of the County Administrator.*
5. *Sick leave may be allowed on an hourly basis upon approval of the department head or County Administrator.*
6. *When all sick time has been exhausted and an employee is unable to report to work because of illness, the employee shall be given the option of using accrued vacation time.*

4-3.3 Use of Sick Leave

Paid sick leave may be taken by a regular full-time employee for absence by reason of:

- A. *Bona fide illness or injury, which prevents the employees from performing their usual work;*
- B. *Illness, injury, or doctor's appointment in the employee's immediate family, which requires the attendance of the employee;*
- C. *Maternity leave.*

4-3.4 Definition of "Immediate Family"

The term "Immediate Family" as it applies to the use of paid sick leave shall include the employee's spouse, children, step-children, parents, guardians, brother, sister, or any relative living in the employee's household.

4-3.5 Sick Leave and Workers Compensation

The salary or wages received by an incapacitated employee as sick leave pay shall be reduced by the amount of Workers' Compensation received during the sick leave period.

4-3.6 Employee's Responsibility

All employees shall, in the event of a sick leave absence, notify his/her immediate supervisor as soon as possible or at least two hours prior to shift time. Failure to notify a sick leave absence, as required, may subject the employee to disciplinary action.

4-3.7 Proof of Illness

Department Heads or the County Administrator may, at their discretion, require an employee to submit a doctor's statement certifying the reason for their absence.

4-3.8 Abuse of Sick Leave

Sick leave is provided to the employee as an aid in time of need and should only be used when necessary. Sick leave pay will be denied to any employee who is found guilty of making a false statement of sickness or otherwise abusing the sick leave privilege. Such false statements or abuse will be cause for dismissal or other disciplinary action.

Requests for extended leave of absence without pay must be approved by the County Administrator.

Employees on approved extended leave of absence do not accrue vacation and sick leave credits. An approved leave of absence without pay is not considered a break in service.

The County will continue to pay the group insurance premiums through the Virginia Retirement System for employees on extended leave of absence without pay in the same manner as it does for employees in pay status. The employee will be responsible for paying his/her portion of the group health coverage if applicable.

4-3.9 Donation of Sick Leave

In situations where an employee has depleted all of his/ her accumulated leave, or in situations where the employee has not been employed long enough to accumulate enough sick leave or vacation time, other employees may wish to donate a designated amount of their accumulated leave to the employee. If an employee is interested in donating a designated amount of their leave to another employee, a Donation of Sick Leave Form must be completed and submitted to County Administration for verification purposes. The donation process is designed to assist employees who have catastrophic personal injury or illness such as heart attack, cancer, or a serious car accident. (The examples are not all inclusive.) Sick leave may

not be donated for minor injury or short term illness (cold, flu, or virus), elective surgery, or injuries or illnesses covered under workers compensation.

In order to be eligible to receive donated sick leave an employee must:

- Have medical documentation.*
- Have used all forms of accumulated leave days, including sick time, vacation time and compensatory time.*
- Be absent in excess of three consecutive weeks, or have a physician certification stating the anticipated absence will be in excess of three consecutive weeks.*

The donating employee must retain no fewer than 30 days (240 hours) of sick leave on record (after the donation). Once an employee has donated sick leave, the donor cannot retrieve any portion of the donated leave.

The County Administrator will review each request. The decision of the County Administrator will be final and is not grievable through the County's grievance procedure.

4-3.10 Sick Leave and Termination

When an employee terminates employment with Clarke County, unused accrued sick leave shall not be paid out to the employee unless the employee is retiring under VRS. In this case, one – fourth (1/4) of the unused accrued sick leave shall be paid to the employee up to a maximum of \$5,000.

4-4 Bereavement Leave

Any employee required to be absent because of death in his/ her immediate family shall be entitled to use three (3) days of sick leave. Any additional days, if taken, shall be deducted from the employee's accumulated paid vacation leave. If an employee does not have any sick days, vacation days may be substituted.

4-4.1 Definition of "Immediate Family"

The term "Immediate Family" as it applies to the use of Bereavement Leave shall include the employee's spouse, children, step-children, parents, parents-in-law, guardians, daughter-in-law, son-in-law, brother, sister, brother-in-law, sister-in-law, grandparents, grandchildren, and any relative living in the employee's household.

4-5 Other Types of Leave

4-5.1 Military Leave

Pursuant to Section 44-93 of the Code of Virginia, 1950, as amended, all employees of the County who are former members of the armed services or members of the organized reserve forces of any of the armed services of the United States, National Guard or naval militia shall be entitled to military leave in accordance with United States Government regulations, without loss of seniority, accrued leave or efficiency rating, on all days during which they are engaged in federally funded military duty, to include training duty or when called forth by the Governor. There shall be no loss of pay for up to fifteen workdays during such leaves of absence; and when relieved from such duty, they shall be restored to positions held by them when ordered to duty as described under the "Uniformed Services Employment and Reemployment Rights Act of 1994."

The employee will be paid the higher of the County salary or the Military salary.

4-5.2 Civil Leave

Any regular employee who is summoned to serve on jury duty or who is summoned or subpoenaed to appear in any court or administrative hearing shall be entitled to civil leave with pay.

If such employee receives a payment for civil duties, it must be turned in to County Administration. When an employee is only reimbursed for travel expenses, he or she may keep the payment. If the employee chooses to charge civil days to vacation leave, the employee may keep any payment.

The employee may not use civil leave with pay if the employee is a defendant in a criminal case. In this case, the employee may charge the absence to vacation leave or compensatory time, if eligible, or leave without pay.

Civil leave with pay may not exceed the actual time required. With respect to any additional time off resulting from jury duty or summons to court, the employee may charge such time off to vacation leave or compensatory time, if eligible, or leave without pay.

The immediate supervisor must be notified in a reasonable period of time in advance to schedule civil leave, and an employee leave request form must be completed. A copy of the civil leave request must be forwarded to County Administration.

Any employee who is summoned to serve on jury duty or any employee, except the defendant in a criminal case, who is summoned or subpoenaed to appear in any court shall not be discharged from employment nor have any adverse personal action taken against him or her nor shall he or she be required to use sick leave or vacation time as a result of his or her absence from employment, upon giving reasonable notice to his or her supervisor of such jury duty or court appearance.

4-5.3 Maternity Leave

Employees unable to work due to pregnancy or complications related to pregnancy shall be entitled to the same paid sick leave and temporary disability benefits as any other employee unable to work due to illness or injury. All Maternity leave will follow the laws of the Family and Medical Leave Act (4-6).

4-5.4 Leave Without Pay

Department heads may grant regular employees a one-week leave without pay for a reasonable purpose. Leave without pay in excess of one week must be approved by the County Administrator.

4-5.5 Administrative Leave

An employee may be placed on administrative leave by their Department Head (with authorization of the County Administrator) when it is in the best interest of the County to remove the employee from the worksite. The employee may be placed on administrative leave during an investigation.

The employee will stay on administrative leave as deemed necessary by the Department Head and the County Administrator. The employee will be paid his/her full salary for the duration of the leave. Time designated as administrative leave with pay will not be charged to the employee's paid leave.

The Department Head shall notify County Administration as soon as possible, after placing an employee on administrative leave with pay.

4-5.6 Volunteer Fire and Rescue Calls

With permission from their immediate supervisor, employees who volunteer on a Clarke County fire or rescue squad may be permitted to leave their jobsite when required to respond to an emergency call. The employee is required to make up the hours missed from the job or account for the hours using accumulated vacation or compensatory time.

4-5.7 Voting and Elections

Clarke County encourages its employees to vote as well as participate in the election process. An employee of the County may serve as an Election Official. An employee serving as an Election Official must be a qualified voter of the Commonwealth of Virginia and agree to represent a recognized political party. An Election Official cannot hold an elective office or be the deputy or employee of an elected official. Employees are required to obtain approval of their supervisor in order to participate as an Election Official. The employee will not be required to use accumulated leave for the time missed from work.

4-6 Family and Medical Leave Act (FMLA)

The County provides leave to eligible employees in accordance with the Family and Medical Leave Act of 1993 (FMLA). This policy is designed to provide you with some written guidance regarding your FMLA rights and obligations. This policy is not exhaustive in scope. If you have questions regarding the FMLA, please see County Administration.

4-6.1 Eligibility Requirements

To be eligible for FMLA leave, an employee must be employed by the County for at least 12 months and have worked at least 1,250 hours during the previous 12 months.

4-6.2 Reasons for FMLA

- 1. The birth and care of a newborn child of the employee.*
- 2. Placement with the employee of a son or daughter for adoption or foster care.*
- 3. To care for a spouse, son, daughter, or parent with a serious health condition.*
- 4. For a serious health condition that makes an employee unable to perform the functions of his or her job.*
- 5. For qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation.*

FMLA may also be granted to an eligible employee who is a spouse, son, daughter, parent, or next of kin of a current member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness up to a total of 26 work weeks of unpaid leave during a single 12-month period to care for the service member.

4-6.3 Duration of Leave

- 1. A total of twelve work weeks of FMLA leave can be taken in a 12-month period based upon a rolling twelve (12) month period measured backward from the date of each use of FMLA leave.*
- 2. Spouses who are both employed by the County are limited in the amount of family leave they may take for the birth and care of a newborn child, placement of a child for adoption or foster care, or to care for a parent who has a serious health condition to a combined total of 12 weeks.*
- 3. Employees may take FMLA leave intermittently or on a reduced leave schedule. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the employer's operation. Intermittent leave or reduced schedule for birth, care or placement for adoption of a child is subject to the approval of the County Administrator.*

4-6.4 Using Accrued Paid Time Off

Depending on the purpose of your leave request, you may choose to use accrued paid leave, if available. Any paid leave that is taken is not exclusive of FMLA leave, and will be deemed to run concurrently with your FMLA leave entitlement.

4-6.5 Maintenance of Health Insurance While on Leave

An employee who is on the County's health insurance while on FMLA will be able to continue coverage during his/ her leave. The County will continue to make the premium payments to maintain coverage through the duration of the leave. Coverage will continue on the same terms as if the employee were working. Whenever appropriate, an employee will be required to make arrangements to pay his/ her share of the health insurance premiums while on leave. FMLA does not require the County to pay the employee's portion of health insurance premiums.

Under some circumstances the County reserves the right to recover premiums it has paid to maintain health coverage for an employee and his/her family. This will generally occur only when an employee doesn't return to work at the conclusion of his/ her leave, and this was not due to the continuation or recurrence of the employee's (or the immediate family member's) serious health condition.

4-6.6 Job and Benefit Protection

- 1. Upon return from an approved FMLA leave, an employee will be restored to his or her original or an equivalent position with equivalent pay and benefits in accordance with the FMLA and its regulations. An employee on FMLA leave has no greater right to reinstatement or other benefits and conditions of employment than if the employee had not taken FMLA leave.*
- 2. Employees on FMLA leave will not lose eligibility/entitlement to any benefits/employment programs accrued prior to the day the leave commenced.*
- 3. For the duration of FMLA leave, the County will maintain an employee's medical insurance coverage under the same conditions and coverage level which would have been provided if the employee had not taken FMLA leave.*

4-6.7 Advance Notice and Medical Certification

- 1. An employee must provide a minimum of thirty (30) days advance notice when the leave is foreseeable. If the need for leave is not foreseeable, or 30 days is not possible, the employee must provide as much notice as possible.*
- 2. Medical certifications supporting the need for leave due to a serious health condition affecting you or an immediate family member must be provided. The County reserves the right to ask the employee to get a second or third medical opinion at the County's expense. Periodic recertification may also be required.*

3. *The County may ask for periodic reports of the employee's status and intent to return to work.*
4. *Medical certification of the employee's fitness for duty will be required before the employee is allowed to return to work if the leave was taken for a serious health condition.*

4-6.8 Exhaustion of FMLA Leave

Any employee who does not return or is unable to return to work at the exhaustion of the 12 week entitlement may be subject to termination of his or her employment. An employee who informs the County that he/ she does not intend to return to work at the conclusion of the FMLA leave will be deemed to have resigned.

If the employee has exhausted their FMLA entitlement, and it is medically necessary to remain out of work, the employee must request in writing to the County Administrator the reason for the extension. The employee must also provide medical certification for the extension of leave.

CHAPTER 5

INSURANCE AND OTHER EMPLOYEE BENEFITS

5-1 Benefits Introduction

The County has established a variety of employee benefit programs designed to assist employees and eligible dependents in meeting the financial burdens that can result from illness and disability and to help plan for retirement. This portion of the Personnel Policy Manual contains a very general description of the benefits to which employees may be entitled to, and does not provide all the details of these benefits. Therefore, this manual does not change or otherwise interpret the terms of the official plan documents. Employees' rights can be determined only by referring to the full text of the official plan documents, which are available for examination in County Administration.

Benefits generally have a specific waiting period or eligibility requirements described in the official plan documents. To the extent that any of the information contained in this manual is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases.

*For more complete information regarding any of the benefits programs, please **contact County Administration**.*

5-2 Group Health Insurance

All regular full-time employees are eligible to participate in the Group Health Insurance Plan. Part-time employees who average 30 hours per week are eligible for health insurance.

*Employee's coverage will be effective the first day of the following month after their date of hire if hired on or before the 15th of the month. If an employee is hired between the 16th and the last day of the month, the employee will be eligible for coverage the first day of the second month. Additional information concerning the Group Health Insurance Plan can be obtained from **County Administration**.*

5-2.1 Continuous Coverage Option (COBRA)

Employees and enrolled family members may continue group coverage for either eighteen (18) or thirty-six (36) months.

Conditions of a continuance of eighteen (18) months:

- (a) Change from full-time to part-time employment*
- (b) Lay off or discharge (except for gross misconduct)*
- (c) Leave work voluntarily for any reason including retirement*

Conditions of a continuance of thirty-six (36) months:

- (a) Surviving spouses or children of an employee who dies. If the spouse turns down coverage children may elect continuous coverage*
- (b) Children of active employees who reach the dependent age limit for coverage under the parent's contract*
- (c) Spouses or children who are no longer eligible for coverage because of separation or divorce*
- (d) Family members who lose coverage because the employee is eligible for Medicare and chooses Medicare as his primary carrier*

5-2.2 Age 65 Option

The Age Discrimination in Employment Act has been amended to require that all employees, over age 65, and their spouses, over age 65, be provided with the same health insurance, under the same conditions, as younger employees and spouses. Under this regulation, employees age 65 and over can enroll in the County's regular group program as long as they keep an active regular status.

5-3 Virginia Retirement System (VRS)

Need to add 2nd and 3rd plan information.

Clarke County participates in the Virginia Retirement System (VRS) through the Commonwealth of Virginia. VRS provides a monthly payment to members when they retire and for as long as the member lives. This monthly payment is based upon the average final compensation, which is the average of a member's highest consecutive thirty-six (36) months of salaried employment, the years of service credit, and the member's age.

Membership in VRS is a condition of employment for all regular employees. The County makes contributions to VRS on behalf of each employee. These payments are divided into the employee's share, which is five percent (5%) of the annual salary, and the employer's share. Each share is paid by the County as one of the employee's benefits.

After five (5) years of service with the County, an employee is a vested member. Vested members are entitled to receive VRS benefits upon retirement. An employee may receive full or partial VRS benefits depending upon age at retirement. If an employee terminates service with the County before retirement, he or she may be able to withdraw the employee's share depending upon VRS membership date and the provisions of the VRS.

Employees who have questions regarding the VRS retirement system should refer to their VRS handbook, their department head or the Finance Department.

5-3.1 Group Health Insurance Premium

Employees retiring through the Virginia Retirement System may continue health insurance coverage under the County group plan, provided the total premiums are paid by the retired employee. In the event such employee fails or neglects to pay the increase in premiums, then all health insurance under the County's group plan will be discontinued.

If the employee is not receiving VRS benefits after termination of employment, he shall not be eligible for the County group health insurance benefits.

5-4 Workers' Compensation Insurance

If an employee becomes ill or is injured while performing assigned duties, and the injury or illness is determined to be work related, the necessary medical payments and compensation pay will be made by the County's workers' compensation carrier, as provided for by Virginia State Workers' Compensation laws.

When a workers' compensation claim is filed with the county, an Election of Method of Payment Form must be signed by the employee, or his/her representative. This election form allows the employee to either receive compensatory pay which is paid by the workers compensation carrier only, or subsidize what the carrier pays with accumulated sick leave, so that in total the employee continues to receive his or her regular rate of pay.

All employees are required to report an on the job injury or illness immediately, regardless of how minor it may be, to their department head or immediate supervisor.

The County has established a list of approved physicians for an employee to see for a workers' compensation injury or illness. A claim will be considered if the employee has been seen by an approved physician.

Please contact County Administration for a listing of approved workers' compensation physicians.

5-5 Life Insurance

Each regular full-time employee participates in the group life insurance plan, if eligible. This plan is administered by the Virginia Retirement System and offers life insurance without the requirement of a medical examination upon initial employment. The County covers the cost of the insurance. This insurance provides coverage for twice the amount of each employee's base annual salary when rounded to the next highest thousand for a natural death, and four times the base annual salary when rounded for accidental death. There is also coverage for accidental dismemberment and accidental blindness. Upon retirement, coverage will continue providing that the employee is at least 50 years old and has at least 10 years of service. After retirement, the amount of insurance reduces by 25% annually starting January 1 following the first full year of retirement. Each January thereafter the amount will reduce by 25% until the coverage reached 25% of its value at retirement. Both dismemberment and double indemnity coverage stop at retirement.

Upon employment, a beneficiary must be chosen. The Finance Department must be contacted for any beneficiary changes. The Virginia Retirement System publishes a handbook which includes an explanation of the group life insurance plan. This may be obtained from the Finance Department

5-6 Flexible Spending Plans

The Flexible Spending Plan allows an employee to apply "pre-tax" dollars toward health insurance premiums and un-reimbursed medical expenses for dependent and family coverage that is paid for by the employee. Under the Flexible Spending Plan, pre-tax dollars may also be deducted for day care expenses for children or elderly parents. Contact the Finance Department for additional information regarding these benefits.

5-7 Educational Reimbursement

5-7.1 Purpose

Clarke County values continued education and considers it a vital part of employee development. This program is a benefit designed to attract and retain qualified employees, to improve the quality of employee leadership and productivity and to encourage employees to continue their education as a means of improving job skills and enhancing promotional opportunities.

5-7.2 Eligibility

All active full time employees under the County's Pay and Classification Plan may apply for educational assistance. The employee must have at least one year of service with the County and a satisfactory work performance. Coursework taken must be directly related to the employee's present position or part of an undergraduate or graduate program where the degree is job related.

Reimbursement is not available if the course is being paid by another source.

5-7.3 Benefit

This is a cost sharing program to aid the employee in furthering their education. Eligible expenses include tuition, fees and books for the coursework. The County will reimburse an employee 80% (up to \$2000/fiscal year) of courses that are directly related to the employee's current position. Courses that meet degree requirements will be reimbursed at 50% (up to \$750/ fiscal year). The student must complete the class with a "B" or higher or "pass" to qualify for reimbursement.

An employee agrees to repay the educational assistance received by continuing employment with the County for a minimum of one year after all coursework is completed. If the employee's employment is terminated for any reason, before completing the minimum period of service, the employee agrees to repay, on a prorated basis, the dollar amount not repaid by service. For example, if the employee leaves after 6 months, 50% of the County cost will be paid back by the employee.

5-7.4 Procedure

Employees requesting educational reimbursement should complete a Request for Educational Reimbursement Form with his/her Department Head. The completed form will be submitted to County Administration for approval prior to submitting with the department's annual budget. Budgetary considerations will be a determining factor in the decision concerning such reimbursement.

CHAPTER 6

EMPLOYEE RESPONSIBILITIES

6-1 Standards of Conduct and Performance

Clarke County has established Standards of Conduct, rules of personal conduct and standards of acceptable work performance for its employees. Violation of the established rules and/or unacceptable work performance may result in the imposition of corrective action. Such action is designed, and is to be used, as a corrective measure and shall not be based on an employee's race, color, religion, national origin, marital status, political affiliation, disability, sex or age.

The Standards of Conduct in this policy are designed to protect the well-being and rights of all employees; to assure safe, efficient County operations; and to assure compliance with public law.

The Standards serve to:

- 1. Establish a fair and objective process for correcting or treating unacceptable conduct or work performance;*
- 2. Distinguish between less serious and more serious actions of misconduct, and provide corrective action accordingly, and;*
- 3. Limit corrective action to employee conduct occurring only when employees are at work or when otherwise representing the County in an official or work-related capacity, or where the conduct is otherwise work related.*

The Standards of Conduct listed in this policy are intended to be illustrative but not all-inclusive. Accordingly, any action, even if not specifically listed in the policy, that in the judgment of the Department Head seriously undermines the effectiveness of the County activities or the employee's performance shall be treated consistent with the provisions of this policy.

6-1.1 Standards of Conduct

- A. The effective operation of the County requires that all public officials and the employees be independent, impartial and responsible to the citizens.*
- B. Decisions and policy will be made through the proper channels of our government.*
- C. The employees of Clarke County will maintain ethical conduct by setting forth actions that are compatible with the best interests of the County.*
- D. No employee shall grant special consideration, treatment or an advantage to a citizen, or employee, which is not available to any other citizen or employee.*
- E. Employees are expected to maintain timely and regular attendance at work.*
- F. Employees are expected to meet established performance standards. Conditions or circumstances, as they become known, which will prevent employees from performing effectively or from completing their assigned tasks should be reported to the supervisor.*

6-2 Performance Management

6-2.1 Definition

The performance evaluation system is a uniform procedure which permits the evaluation of the performance of employees in accordance with certain standards and criteria known to both those whose performance is being evaluated and those responsible for conducting the evaluation.

6-2.2 Purpose

Need to develop forms.

The employee performance evaluation is designed to encourage improvement and development of employees within the organization. A more efficient working organization can be brought about by a common understanding that employees and supervisors are all working together for a common purpose. Further, effective periodic ratings tend to improve supervisory practices by bringing supervisors and employees into closer contact and producing mutual understanding.

A formal review of an employee's performance is done annually during the months of September and October. Interim review dates for employees may be established if determined to be appropriate.

The performance evaluation is made by the employee's supervisor and reviewed by the County Administrator. The review should cover the entire preceding review period.

The goal of the performance evaluation system is to permit the supervisory personnel to evaluate the performance of employees in the accomplishment of their assigned duties and responsibilities. The evaluation of the performance of employees is to determine how and to what extent employee performance relates to position requirements. This system is intended to serve three main purposes:

- 1. The first is to insure that each employee is fully aware of performance standards which apply to his/her job. The performance evaluation system contains criteria on which performance is evaluated. Each of these criteria is used to measure how employees performed their assigned duties and responsibilities as explained in the position specifications.*
- 2. The second purpose served by the system is to assist supervisory personnel not only in completing performance ratings, but also in discussing these ratings with the employees. In fairness to an employee, a supervisor should agree with him/her on the standards against which the employee will be rated. This system is designed to more clearly identify the elements of satisfactory performance and the reasons for a given rating. When properly applied, this system, as explained in this manual will take the "guess work" out of evaluating the performance of the employee. There are five levels of performance that can be used to describe an employee's performance in each category. These five performance levels are: (1) Unsatisfactory, (2) Below Satisfactory, (3) Satisfactory, (4) Above Satisfactory, and (5) Exceptional.*
- 3. The third purpose of this system is to assist the supervisor in identifying development needs of subordinate personnel. Instead of forcing the supervisor to guess at employee development needs, the guide encourages a detailed review of actual performance deficiencies and weaknesses as they are identified in the performance evaluation. When reviewing the employee's performance evaluation with the employee, these deficiencies can be discussed in detail and specific development programs can be provided to assist the employee in improving his/her total*

performance. The system requires the supervisor to discuss each employee's development and growth potential, completed goals and objectives and set future goals and objectives.

6-2.3 Use of Employee Evaluations

Once an employee performance rating form is completed, it is made a permanent part of the employee's personnel file. The information collected can assist management in identifying deficiencies, outstanding performance, or areas where actions are necessary to better develop the employee. Each Supervisor sets goals and objectives for each employee to complete during the upcoming year. This enables both the supervisor and employee to know exactly what is expected. When used properly, the performance evaluation can be advantageous to management and can improve services.

6-2.4 Salary Adjustment

Elevation of employees within the salary range shall be made according to satisfactory completion of the requirements of the position in which the employee is functioning. The amount of salary increase available to any covered employee is directly tied to the individual's job performance. Superior performance results in greater merit increases.

*Employees would generally be expected to be granted merit increases based on their overall rating and the **midpoint** of their pay bracket; budgetary conditions permitting.*

6-3 Secondary Employment

It should be known that the employment with the County is primary. In order to minimize the potential for conflict of interest, the County discourages any secondary employment. Any employee seeking secondary employment shall discuss this with his/ her immediate supervisor and obtain approval prior to accepting a position outside of County employment.

In the event that the secondary employment interferes with the employee's performance, attendance or ability to do his/ her job, the employee may be asked to discontinue dual employment.

Employees who have secondary employment at the time of hire must notify their immediate supervisor and County Administration of this.

6-4 Conflict of Interest

As provided in The Virginia Conflict of Interests Act, Sections 2.2-1300 et seq, Code of Virginia, 1950, as amended, no employee of the County shall engage in any financial or other interest which might impact the performance of his/her duties.

Employees shall not, without proper authorization, disclose confidential information concerning Clarke County.

Employees shall not accept any gift or favor from a citizen, corporation, or firm that is intended to influence his/her decision or discharge of his/her duties.

Employees shall not represent private interests before the interests of the County, unless he/she is doing so as a member of a civic organization or is speaking on an issue of general public interest.

6-5 Appearance

Personal appearance, cleanliness, and neatness are vitally important to one's job and relationships with others. Common sense and consideration for others must be exercised in matters of personal hygiene.

Excessive use of shaving lotion, perfume, cologne, makeup, or jewelry should be avoided.

Employees are expected to dress in an appropriately professional manner. Dress slacks may be worn. Warm-up suits, halter tops, tank tops, gym shoes, rubber flip-flops, etc., are considered inappropriate. See-through blouses, tight fitting clothing and extremely high heels are equally inappropriate.

If necessary, questions of proper attire will be addressed by the County Administrator whose decision will be final.

Exceptions are made on days set aside specifically for cleaning or moving as specified by the Department Head.

6-6 Attendance

Every employee is expected to be on the job during all hours assigned. Excessive absences or tardiness may lead to disciplinary action, up to and including termination.

All employees shall, in the event of a sick leave absence, notify his/her immediate supervisor as soon as possible or at least two hour prior to shift time. When requesting leave or reporting an absence, the employee must personally contact the supervisor. Failure to notify a sick leave absence, as required, may subject the employee to disciplinary action.

6-7 Inclement Weather

During inclement weather conditions all county offices will remain open to serve the citizens of Clarke County and employees are expected to report to work.

In situations of extreme weather conditions, the County Administrator will make the decision to delay opening, close early or close for the entire day. In these situations, essential personnel/ offices are required to report to work. The time that is worked by any essential employee who does not work for a 24/7 type of operation, and is required to work, will be counted as comp time.

Employees who are concerned about their travel safety should use their discretion and will be allowed to use their vacation leave for any time that they have missed for work.

There are times that the County offices will be closed for the day, delayed opening or early closings. In these instances, there may be times when essential personnel are required to work.

6-8 Use of Computer Systems, Internet and Phones

Computer and networking systems, including e-mail, internet and all other County resources and equipment are considered County property. The use of these systems, networks and equipment is limited to business purposes only, except as specifically set forth below.

Infrequent and very limited use of County telephones for brief local calls or short local faxes generally is permitted so long as it does not interfere with performance of the employee's duties, is consistent with all other County policies, is not disruptive to the County, and is not potentially disruptive or offensive to others.

Use of all other County resources, such as long distance telephone service, postal and shipping service, copiers, long-distance faxes, vehicles, equipment and/or office supplies and materials for any non-business purposes is generally not permitted, and may only be used with prior management approval as set forth below.

Use of computers and computer systems and networks for personal/professional development or continuing education reasons is permitted only where approved by management in advance. Please note, however, that such approved personal use of County computers may be considered a taxable fringe benefit.

6-8.1 Incidental Use

During or after normal working hours, employees may occasionally wish to access the Internet for non-work-related purposes, just as they might currently browse a newspaper in the County lobby or make occasional, short, non-work-related local telephone calls. The County recognizes that its employees have busy lives and long workdays and that this sometimes warrants such infrequent and limited personal use of the County's computers to access e-mail or the Internet for non-business purposes. Such infrequent and limited non-business use is generally permissible (subject to the restrictions below) so long as it does not interfere with the performance of the employee's duties, is consistent with all other County policies, is not disruptive to the County, and is not disruptive or potentially offensive to others. If an employee has any doubts about the meaning of infrequent and limited, he or she should consult his or her immediate supervisor or County Administration.

The County reserves the right to block and/or monitor Internet access to any sites that the County deems to be offensive or undesirable. In addition, employees found to be visiting sites that are not blocked but are subsequently found to be offensive are subject to review and possible disciplinary action. These offensive sites include, but are not limited to, sites focusing on pornography, violence, hate groups, games, and similarly objectionable material of no business relevance.

The County strives to maintain a productive, efficient workplace free of harassment of any type. The County therefore prohibits any use of its telephone systems, fax systems, computer systems and networks, e-mail, or the Internet that is disruptive and potentially offensive to others. The display or transmission of sexually explicit images, messages, or cartoons is prohibited. This also includes but is not limited to ethnic slurs, racial or sexual comments, off-color jokes, vulgarities, obscenities; or anything that may be construed as harassment, discrimination, or which is disrespectful of others.

Individuals should refrain from using computer systems, e-mail and the Internet for personal reasons except as permitted under this policy.

E-mail should be used no differently from County letterhead. All e-mail communications are considered County documents and are subject to subpoena. All e-mail correspondence should be complete and accurate in content. E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations or other non-business matters. Users of e-mail cannot assume privacy of the transmission. Users of e-mail and all other computer or internet resources waive any right to privacy in these communications and consent to the access and disclosure by authorized County employees. The County reserves the right to read and preserve the contents of e-mail and all other computer or internet communications, including contents of all files or messages created, transmitted, or stored using County resources.

6-8.2 Use of Licensed Software

The County purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software.

Employees may only use software on County networks according to the software license agreement. County policy prohibits the illegal duplication of software and its related documentation.

The County maintains and supports hardware, software and network services for business use. Employees should use only the software and hardware provided. County policy prohibits the loading of files and software or the altering of software setup and configuration without authorization from the systems administrator.

Some licenses allow for use of software by an individual on the computer in his or her office and on his/ her home or portable computer, provided that only one copy of the software is in use at a time. But not all vendors allow such copying. Employees should use the software only in accordance with the terms of the license agreement. Before you make a copy of software applications for use on a computer other than your primary work computer, check with the systems administrator.

Likewise, software that employees have licensed for use on their home computers may not be appropriate or authorized for use on their computers at work. Installing software not authorized by the County on your work computer can cause system problems. "Shareware" or software acquired for use at home cannot be supported by the network systems administrator and could introduce viruses into the system. Use of non-authorized software on County computers is prohibited, and can lead to disruption of work.

Employees should notify their immediate supervisors, Information Systems, or any member of County Administration upon learning of any violations of this policy. Employees who violate this policy will be subject to disciplinary action up to and including termination of employment.

6-9 County Owned Vehicles

County employees are responsible for the proper use and maintenance of County owned vehicles used in their work.

Any defects noted by the employee should be reported to the immediate supervisor as soon as possible.

Vehicles are to be used for County business only.

6-9.1 Accidents Involving County Owned Vehicles

Employees involved in any accident while driving a County owned motor vehicle must:

- (a) Immediately call 911 for first aid assistance if it is necessary.*
- (b) Notify the Sheriff's Office or other law enforcement agency if accident is outside of Clarke County.*
- (c) Obtain the names and addresses of the other person(s) involved in the accident.*
- (d) Obtain the names and addresses of all witnesses present.*
- (e) As soon as possible, notify their Department Head of the accident. It is the Department Head's responsibility to notify County Administration of the accident.*

6-10 Keys to Facilities

Employees will be issued keys to the offices and/or buildings on an as needed basis. The keys are considered County-owned property and should be treated as such.

All new employees will sign a receipt form for each key that they are issued.

No key is to be reproduced. In the event that the key is lost, the employee may be responsible for all costs incurred in changing the locks.

6-11 Harassment

The County's support of its Equal Employment Opportunity policy includes its commitment to prohibit harassment against employees because of sex, gender, race, color, religion, national origin, age, disability or any other class protected by law. This prohibition covers illegal harassment by anyone in the workplace including supervisors, co-workers and even nonemployees.

The County expects its employees to treat each other with respect and courtesy.

County employees have the right to be free from inappropriate comments, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, or based on a person's protected class, when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or when such conduct creates an intimidating, hostile or offensive work environment. The County will not tolerate discrimination or harassment.

6-11.1 Procedure

The following procedure applies to any harassment complaint:

- a. Any employee who feels he/she has been discriminated against or harassed because of his/her sex, gender, race or for any other improper reason should report the matter immediately to his or her immediate supervisor or the County Administrator. The employee may inform any of these persons of the complaint. Thus, for example, if the employee prefers not to report it to his or her supervisor, the employee should report it to the County Administrator.*
- b. Employees should not assume that the County management knows about the situation. Please inform your supervisor, or the County Administrator promptly of your problem so that it may be addressed.*
- c. Employees should report the situation before it becomes severe or pervasive.*
- d. Such reports or complaints can be made without fear of retaliation.*
- e. Once on notice of complaint, the County will investigate it in a prompt, thorough, and impartial manner. The County will ensure as much confidentiality as is possible. The County will not retaliate against anyone who provides information during the County's investigation.*
- f. The County will take immediate and appropriate corrective action if it determines that harassment has occurred in violation of this policy. Such action may include the suspension or discharge of the offender.*

If you have any questions regarding this policy, or need information on complaint procedures, we urge you to contact County Administration.

6-12 Drug Free Workplace

In compliance with the Drug Free Workplace Act of 1988, the County shall:

- 1. Publish a policy notifying employees of the County's drug prohibitions in the workplace and specify any actions that will be taken against employees for violations of such policy.*
- 2. Notify employees who are subject to the County's drug and alcohol abuse policy, that as a condition of employment with the County the employee will:
 - a. Abide by the terms of the drug and alcohol policy, and*
 - b. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.**
- 3. Notify any contracting agency within ten (10) days after receiving actual notice of such conviction.*
- 4. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted.*
- 5. Make a good faith effort to continue to maintain a drug free workplace through implementation of this program.*

6-12.1 Inspection

Inspections and searches conducted under this policy shall be for the purpose of determining adherence to County policy, fitness for duty and appropriate discipline. Law enforcement personnel investigating criminal activity shall not conduct inspections or searches pursuant to this policy.

The County reserves the right to search County-owned property, including vehicles, structures, buildings, equipment, computer and other electronic communication systems, furniture, offices, desks, lockers, files, file cabinets and containers at any time and for any reason. All County employees are therefore strongly encouraged to refrain from storing on or in County owned property any personal article (including personal correspondence) they wish to protect from inspection by County officials.

By accepting or continuing employment, each County employee is deemed to have consented to unannounced searches of his or her own work area upon request.

Searches of an employee's person, personal vehicle or personal containers such as vehicles, purses, brief cases or lunch pails will not be conducted without the employee's consent. However, an employee's refusal to consent to reasonable searches of his person, vehicle or personal containers while on County property may result in disciplinary action up to and including discharge.

6-12.2 Drug Policy

Clarke County has long been committed to a safe and healthful working environment for its employees. Additionally, we have an obligation to the general public to conduct our operations safely and efficiently.

With this commitment and obligation in mind, the County is reaffirming its rules prohibiting alcohol and drug abuse. The County is also reaffirming its willingness to assist employees with alcohol or drug related problems to find the appropriate treatment for rehabilitation and recovery. In accordance with our long-standing policy, this notice is to reemphasize to our employees (and employees of other companies and contractors) that the abuse of drugs and alcohol poses a serious threat to the safety of our employees and the County's operations and to the public. Accordingly, the use, possession, being under the influence or having a detectable presence of drugs or alcohol in one's system (except where expressly authorized) or manufacture, distribution or sale of such substances on County premises or on-the-job or any off-the-job abuse of such substances which adversely affects an employee's job performance or other County interests is prohibited.

Drugs and alcohol include any substance with the potential to produce effects of intoxication and/or the potential to produce physical, mental, emotional or behavioral changes which could adversely affect as employee's ability to safely and efficiently perform his job and specifically include marijuana, cocaine, amphetamines, barbiturates, heroin, opium and phencyclidine. This prohibition includes any prescription or over-the-counter drug unless an employee's possession and use of such drug on County premises, or on-the-job, has been expressly approved by the County. The term County premises in this notice is used in its broadest sense, and includes all land, property, buildings, structures, cars, trucks, and all other means of conveyance owned or leased by the County, or otherwise being utilized for County business. The term on-the-job includes paid and unpaid meal periods during the business day and paid and unpaid overtime.

Employees who have drug and/or alcohol abuse problems are encouraged to request assistance through community agencies. The County will take no disciplinary action against employees who voluntarily seek such assistance. The existence of, or employee participation in, an employee assistance program does not, however, relieve any employees from compliance with the terms of this notice or other applicable standards governing performance and conduct.

Employees who violate this Drug and Alcohol Free Workplace Policy will be subject to disciplinary action up to and including discharge and may be allowed to participate in approved treatment as an alternative to discharge. Employees of independent contractors and temporary agency employees who violate this policy will not be allowed to perform additional services on behalf of the County.

To further insure safe and healthy working conditions, the County may request an employee to participate in drug or alcohol testing for justifiable reasons. The County also reserves the right to take other justifiable measures including the inspection of all County premises and the personal property of employees on County premises in order to insure compliance with this policy. Participation in such testing and inspection is voluntary, but employees who refuse shall be deemed in violation of this Policy and subject to termination of employment. Contractor employees who refuse shall not be permitted to perform further work for the County.

All records and information obtained by the County regarding alcohol and drug testing and the results and treatment of employees for chemical dependency will be confidentially maintained by restricting access on a need to know basis to those designated by management.

6-13 Workplace Violence

Due to the increasing incidence of violent activities in the workplace, the County is implementing this policy to state our strong opposition to acts of aggression or violence in the workplace. This includes, but is not limited to, intimidating, threatening or hostile behaviors, physical abuse, vandalism, arson, sabotage, or use of weapons.

In addition, jokes or offensive comments regarding violent events will not be tolerated and may result in disciplinary action.

The purpose of this policy is to minimize the risk of personal injury to employees and others at work, and damage to County property.

It is our belief that through the steps outlined below we can identify stresses in the workplace early on and develop a risk-reducing violence prevention program.

It is important that you become familiar with the provisions of this policy.

We wish to stress that the County does not expect you to become an expert in psychology or to physically subdue a threatening or violent individual. In fact, we discourage employees from engaging in a physical confrontation with a potentially violent individual. However, we do expect that you exercise reasonable judgment in identifying potentially dangerous situations. It is essential that all employees recognize that before any physical acts of violence occur, there often are behaviors exhibited by individuals engaging in such acts. Such behaviors include:

- Co-workers displaying overt resentment, anger and hostility;*
- Co-workers making ominous threats like bad things are going to happen to a particular person or a catastrophic event might occur;*
- Co-workers whose work performance has deteriorated suddenly and/or significantly;*
- Co-workers who display irresponsible, irrational or inappropriate behavior;*
- Co-workers who brandish weapons in the workplace.*

6-13.1 Prohibited Conduct

Threats, threatening language, or any other acts of aggression or violence made toward or by any County employees WILL NOT BE TOLERATED.

For purposes of this policy, a threat includes any attempts to intimidate or instill fear in others, menacing gestures, flashing of concealed weapons, stalking, verbal or physical abuse, or other hostile, aggressive, injurious, and destructive actions undertaken for the purpose of domination or intimidation, where one may fear bodily injury.

County property covered by this policy includes, without limitation, all County owned or leased building and surrounding areas such as sidewalks, walkways, driveways, and parking lots. County vehicles are covered by this policy at all times regardless of whether or not they are located on County property.

The County reserves the right to conduct searches and inspections of employee's personal effects or County provided materials in situations meeting the definition of "reasonable-cause" and when two supervisors agree on the "reasonable-cause" decision. Illegal and/or unauthorized articles discovered or articles deemed to be dangerous weapons may be taken into custody and may be turned over to law

enforcement representatives, as appropriate. Any employee who refuses to submit to a search, or who is found in possession of prohibited or dangerous articles, will be subject to disciplinary action up to and including termination.

6-13.2 Threat Reporting Procedures

All potentially dangerous situations including threats should be reported to a manager and/or supervisor in your office. The key is to report any incident involving conduct prohibited by this policy. Employees who feel they have been subjected to any of the behaviors listed above are required to immediately report the incident to a Supervisor. Complaints will be treated seriously and will be investigated.

Employees who observe or have knowledge of any violation of this policy should immediately report it to management.

All threats will be investigated. We will take appropriate action and look to employees for support of this policy.

Based upon findings, disciplinary action may be taken against the offender. Employees are empowered to contact the proper law enforcement authorities without first advising County Administration (or simultaneously with informing above mentioned) if they believe an immediate safety threat exists.

6-14 Domestic Violence

In order to create a safe, productive workplace, Clarke County is committed to providing information, resources, and support for employees and management who are responding to domestic violence concerns. Clarke County treats all employees fairly and will not discriminate against an employee in any employment actions because the employee is, or perceived to be, a victim of domestic violence. To enable employees to seek assistance for domestic violence needs, it is encouraged that management respond to employees who are victims of domestic violence in an open minded manner. Respecting the employees' need for confidentiality whenever possible, we reserve the right to disclose limited information and take action when it is clearly necessary to protect the safety of Clarke County employees.

6-14.1 Education and Training

Clarke County believes that offering employees opportunities to increase their awareness of domestic violence helps to prevent and reduce the impact of domestic violence in the lives of our staff. The County provides workplace educational and informational resources to employees whenever feasible.

6-14.2 Safety and Security

Clarke County will not tolerate any acts of threat or domestic violence against any employee while on County property or while conducting County business. Employees who threaten, harass, or abuse any one either at the workplace or from the workplace, may be subject to disciplinary action, up to and including termination.

Employees who become aware of threats or acts of domestic violence that may occur or have occurred in the workplace must immediately inform their supervisor. In addition, employees with Orders of Protection or restraining orders that reference the worksite, must provide their supervisor with a copy of the order.

6-14.3 Employees Who Commit Acts of Domestic Violence

An employee who is found guilty of committing an act of domestic violence in the workplace may be subject to disciplinary action, up to and including termination. Further, if an employee is found using any County resources such as work time, workplace phones, fax machines, mail, electronic mail or any other means to commit an act of domestic violence may be subject to disciplinary action, up to and including termination.

6-15 Discipline

It is the policy of the County that all employees are expected to comply with the County's standards of behavior as set forth in these policies. Any non-compliance with these standards must be remedied and can be subject to one or more disciplinary actions. The supervisor shall consider the severity of the non-compliance and shall utilize the disciplinary action available in a progressive manner.

6-15.1 Progressive Discipline

In general, the County follows a progressive discipline approach. This will give most employees an opportunity to correct the problem before more serious disciplinary actions are taken.

In addition to the process outlined below, alternate strategies such as performance improvement plans, mediation, conflict resolution and demotions may be used on a case by case basis. These actions are to be utilized when it serves the County's best interest to resolve the problem in the least negative and most cost effective manner.

In the event it becomes necessary to take disciplinary action against an employee the supervisor shall have the following guidelines available:

- a. Discussion- Meet with and advise the employee of the nature of the problem and the action necessary to correct the situation. This action may be considered to be informative in nature and usually will not result in any entry in the employee's personnel file; however the Supervisor should document the conversation for reference.*
- b. Warning- A verbal reprimand of the employee followed by a written entry in the personnel files indicating the actions taken.*
- c. Written Notice- Issue a written reprimand to the employee advising him or her of facts involved and advising that such action is being recorded in the employee's personnel file.*
- d. Suspension- Place the employee on leave with or without pay pending completion of any investigation, court action or other such matter that is deemed to be serious enough to warrant suspension. Employees suspended from work will not accrue or receive any employee benefits during their suspensions. Suspension shall not exceed thirty (30) working days.*
- e. Termination- Terminate the employee from his/ her employment. This should be a last resort when serious misconduct remains uncorrected or when initial misconduct is so significant that the employment must be terminated. In the event a supervisor recommends dismissal a complete review will be made by the County Administrator of the facts surrounding the request. If dismissal is warranted, the employee will be given a final notification form and an opportunity to respond.*

6-15.2 Resignation with Pending Charges to Terminate

An employee who wishes to resign during the termination process may do so by submitting a letter of resignation to the Department Head. If the letter of resignation is accepted in lieu of termination, the appropriate documentation will be placed in the employee's personnel file.

6-15.3 Appeal

Employees who believe they have been improperly disciplined may use the grievance procedures set forth herein to have their views considered.

6-15.4 Notification

No disciplinary action that results in suspension or dismissal shall occur until the employee has been notified in writing by the supervisor or County Administrator.

6-15.5 List of Less Serious Offenses

Listed below are some of the infractions which are typically addressed through progressive discipline, however disciplinary action is not limited to the offenses listed. Please note that Clarke County reserves the right to determine the level of seriousness of the offense and what course of action will be taken.

- Rude, abusive, indecent or threatening language to employees of the public;*
- Failure to attend scheduled meetings or training sessions;*
- Absences without approved leave;*
- Inadequate or unsatisfactory work performance;*
- Disruptive behavior;*
- Careless workmanship or negligence of a minor nature;*
- Violation of a County policy;*
- Abuse of County property;*
- Unsatisfactory performance;*
- Violating a safety rule where there is not a threat of bodily harm;*
- Failure to follow a supervisor's instructions;*
- Unsatisfactory attendance or excessive tardiness;*
- Conviction of a moving traffic violation while using a County-owned vehicle.*

6-15.6 List of More Serious Offenses

Listed below are some of the infractions which are typically addressed through more serious discipline, however disciplinary action is not limited to these offenses listed.

- Charged and/ or convicted of a felony or misdemeanor;*
- Theft or misappropriation of funds or resources;*
- Falsifying any official County document;*
- The willful giving of false statements;*
- Unsafe or illegal conduct that could result in endangering oneself, other employees or property, and/ or the public;*
- Fighting and/ or other acts of physical violence;*
- Absence in excess of three days without proper authorization or a satisfactory reason;*
- Gambling on County property or during work hours;*
- Sleeping during work hours;*
- Insubordination;*
- Sexual, racial or any other form of harassment;*
- Theft or unauthorized removal of County records or property;*

- *Participating in any kind of slow down or similar concerted interference with County operations;*
- *Gross negligence;*
- *Willfully or negligently damaging or defacing County property.*

6-16 Separation of Employment

The termination of an employee's service in the County may be the choice of the employee to either resign or retire, or the choice of the County to reduce the work force or to dismiss the individual. Whatever the reason for the separation, this final employee action which closes the entire personnel file, must be documented.

An exit interview will be held between the exiting employee and County Administration. This interview is encouraged in all voluntary terminations and retirement. During the exit interview, the employee may discuss reasons for leaving and the status of benefits and compensation. This is not intended as a counseling or grievance session.

CHAPTER 7

GRIEVANCE PROCEDURES

7-1 Grievance Procedures

The purpose of the Clarke County Grievance Procedure is to afford an immediate and impartial method for the resolution of disputes which may arise between County Administration and its employees.

7-1.1 Coverage of Personnel

Unless otherwise provided by law, all non-probationary regular full-time and part-time employees are eligible to initiate a grievance under this policy.

An employee or person who comes within one or more of the following groups is not eligible to initiate a grievance under this procedure:

- 1. Probationary employees – Unless there is a claim of unlawful discrimination or retaliation*
- 2. The County Administrator*
- 3. All Department Heads and their equivalents*
- 4. Temporary, limited terms (grants), and seasonal employees.*

The County Administrator, or designee, shall determine the employees (by position) excluded from this grievance procedure, and shall maintain in the County Administration list of such excluded positions.

7-1.2 Definition of Grievance

A grievance is a complaint or dispute by an employee relating to his or her employment, including but not necessarily limited to:

- 1. Disciplinary actions including demotions, suspensions, and dismissals resulting from formal discipline or unsatisfactory job performance.*
- 2. The application of personnel policies, procedures, rules and regulations, and the application of ordinances and statutes.*
- 3. Discrimination based upon race, color, creed, religion, political affiliation, age, disability national origin or sex.*
- 4. Acts of retaliation taken as the result of utilization of this grievance procedure or the participation in the formal grievance (under this grievance procedure) of another County employee.*
- 5. Acts of retaliation because the employee has complied with any law of the United States or of the Commonwealth of Virginia, has reported any violation of such law to a governmental authority, has sought any change in law before the United State Congress or the General Assembly of Virginia, or has reported an incidence of fraud, abuse or gross mismanagement.*

7-1.3 Local Government Responsibility

The County reserves to itself the exclusive right to manage the affairs and operations of Clarke County. Accordingly, complaints involving the following management rights are not generally grievable:

- 1. Establishment and revision of wages or salaries, positions classification, or general benefits.*
- 2. Work activity accepted by the employee as a condition of employment, or work activity which may reasonably be expected to be a part of the job content.*
- 3. The content of ordinances, statutes, or established personnel policies, procedures, rules, and regulations.*

4. *Failure to promote, except where an employee can show that established promotional policies or procedures were not followed or fairly applied.*
5. *The methods, means, and personnel by which work activities are to be carried out, with due regard to safety, legality and ethics.*
6. *The hiring, promotion, transfer, assignment, and retention of employees in positions within the County service.*
7. *The relief of employees from duties, or actions taken as may be necessary to carry out the duties of the County in emergencies.*
8. *Direction and evaluation of the work of County employees.*
9. *Termination, layoff, demotion, or suspension from duties because of lack of work, reduction in the work force, or job abolition, except where such action affects an employee who has been reinstated within the previous six (6) months as the result of the final determination of a grievance.*

In any grievance brought under the exception to chapter 7-1.3 item 9, the action shall be upheld upon a showing by the County that (a) there was a valid business reason for the action, and (b) the employee was notified of the reason in writing prior to the effective date of the action.

7-1.4 Determination of Grievability

The issue of grievability may occur at any step of this procedure prior to the panel hearing. However once the issue is raised, it must be resolved as provided herein before further processing of the grievance.

Decisions regarding grievability will be determined by the County Administrator, or a designee, at the request of the Supervisor or grievant within ten (10) calendar days of the request. A copy of the decision will be sent to the grievant. If the issue of grievability is not resolved prior to the panel hearing, it will be deemed to have been waived and the procedure will move forward.

The decision of the County Administrator may be appealed by the grievant to the Circuit Court for a hearing on the issue of whether the grievance qualifies for a panel hearing.

Proceedings for review of the decision of the County Administrator, or the designee, may be instituted by the grievant by filing a notice of appeal with the County Administrator within ten (10) calendar days from the date of receipt of the decision and giving a copy thereof to all parties. Thereafter, within ten (10) calendar days the County Administrator, or the designee, shall transmit to the Clerk of the Court to which the appeal is taken, a copy of the decision of the County Administrator, a copy of the notice of appeal, and the exhibits. A list of the evidence furnished to the Court shall also be furnished to the grievant. The failure of the County Administrator, or the designee, to transmit the record shall not prejudice the rights of the grievant.

Within thirty (30) days of receipt of such records by the Clerk, the Court, sitting without a jury, shall hear the appeal on the record transmitted by the County Administrator, or the designee, and such additional evidence as may be necessary to resolve any controversy as to the correctness of the record. The court, in its discretion, may receive such other evidence as the ends of justice require. The court may affirm the decision of the County Administrator, or the designee, or may reverse or modify the decision. The decision of the Court shall be rendered no later than the fifteenth (15) day from the date of the conclusion of the hearing. The decision of the Court is final and cannot be appealed.

7-1.5 Compliance with Procedures

All stages of the Grievance Procedure beyond the first step shall be in writing on forms supplied by County Administration.

Personal face-to-face meetings between the grievant and the designated County representative are required at each step of the severance procedure.

Both sides may have appropriate witnesses present at Step 2 and beyond.

The grievant is entitled to representation at or beyond the Step 3. Such representation shall be at the grievant's expense and choice.

When the employee expresses his or her grievance in writing, he or she shall first obtain the required forms from County Administration.

That office shall thereupon open a file on the grievance and shall assist the grievant, the Department Head and the County Administrator in insuring that all papers are transmitted throughout this process in a timely fashion.

In the event that an employee files more than one grievance, the County Administrator may, at any time prior to the panel hearing, consolidate those grievances for joint processing. If the grievances are consolidated, the processing of the first grievance shall be suspended until such time as the last filed grievance proceeds to the same point in this procedure. Once consolidated, the grievances shall be processed at the same time.

After a grievance is committed in writing, failure of either party to comply with all substantial procedural requirements of the grievance procedure, including the panel hearing, without just cause shall result in a decision in favor of the other party on any grievable issue, provided the party not in compliance fails to correct the noncompliance within five (5) work days of receipt of written notification by the other party of the compliance violation. Such written notification by the grievant shall be made to the County Administrator or the designee.

The County Administrator or the designee may require a clear written explanation of the basis for just cause extensions or exceptions.

The County Administrator or the designee shall determine compliance issues. Compliance determinations made by the County Administrator are subject to judicial review by filing a petition with the Circuit Court within thirty (30) days of the compliance determination.

7-1.6 Step 1 - Immediate Supervisor Level

An employee who has a grievance must discuss the problem directly with the immediate supervisor within twenty (20) calendar days after the occurrence which prompts the grievance. The supervisor shall give serious attention to the grievance, and must give the employee an answer within three (3) workdays following the meeting.

Step 1 is intended to provide for an informal, initial processing of employee complaints by the immediate supervisor through a non-written, face-to-face discussion format.

If a satisfactory resolution is not reached by this informal process, the employee shall reduce his grievance to writing, identifying specifically and in detail the nature of the grievance and requested remedy. The written grievance will be presented to the immediate supervisor within three (3) workdays of the date of supervisor's verbal reply to the verbal grievance. The supervisor will reply in writing within three (3) workdays of receipt of the written grievance.

In the event that the employee's immediate supervisor is the Department Head, then the grievant shall pass Step 2 of this procedure and proceed immediately to Step 3.

7-1.7 Step 2 - Department Head Level

If the Step 1 written response is not a satisfactory resolution of the grievance, the employee may so indicate on Grievance Form A and submit the grievance to his department head within five (5) workdays. Within five(5) workdays of such submission, a meeting shall be held with the grievant and the department head to review the grievance. The time may be extended by mutual agreement of the department head and the employee.

At the meeting provided for above, the only persons who may be present are the grievant, one (1) person representing the appropriate management level at which the grievance is being heard, and appropriate witnesses for each side. Witnesses shall be present only while actually providing testimony. The meeting may be adjourned to another time or place by agreement of the parties. The Department Head shall provide the employee with a written reply to the grievance within five (5) workdays after the meeting.

7-1.8 Step 3- County Administrator Level

If a satisfactory resolution of the grievance has not been reached at the termination of Step 2, the employee may submit Grievance Form B to the County Administrator or his designee. Submission to the County Administrator must occur within five (5) workdays following receipt of the response from the Department Head.

The County Administrator shall then meet with the employee within five (5) workdays or indicate that an extension is necessary. The extension shall not exceed three (3) additional days, except by mutual agreement.

The employee, at his option, may have a representative of his choice at the Step 3 meeting. If the employee is represented by legal counsel, the County Administrator likewise has the option of being represented by counsel.

The County Administrator shall render a written response to the grievance within five (5) workdays following the Step 3 meeting.

County Administration shall ensure that a tape recording of such meeting is made and retained in the file for not less than twelve (12) months. The grievant shall be entitled to a copy of the tape recording upon payment of a reasonable fee.

7-1.9 Step 4- The Panel Hearing

If a satisfactory resolution to the grievance is not reached at the Step 3, the grievant may submit the grievance to an impartial grievance panel. The request for a hearing before a panel shall be indicated by the grievant on Grievance Form C provided for that purpose by County Administration and submitted to the County Administrator within five (5) work days of receipt of the Step 3 response.

7-1.10 Composition of Grievance Panel

The Grievance Panel shall be composed of three (3) impartial members who will be chosen in the following manner:

One (1) member shall be appointed by the grievant,

One (1) member shall be appointed by the County Administrator,

The first two members shall appoint a third member.

To ensure an impartial panel, such panel shall not be composed of any persons having direct involvement with the grievance being heard by the panel, or with the complaint or dispute giving rise to the grievance. Managers who are in a direct line of supervision of a grievant, persons residing in the same household as the grievant and the following relatives of a participant in the grievance process or a participant's spouse are prohibited from serving as panel members: spouse, parent, child, descendants of a child, sibling, niece, nephew, and first cousin.

No attorney having direct involvement with the subject matter of neither the grievance nor a partner, associate, employee or co-employee of such attorney shall serve as a panel member.

Both the grievant and the County Administrator shall select their respective member of the panel within five (5) workdays after the request for a panel hearing shall have been filed. These members shall, in turn, select the third member within ten (10) workdays after the request for a panel hearing shall have been filed. In the event that an agreement cannot be reached as to the final panel member, the Chief Judge of the Circuit Court shall select the third panel member.

The third member of the grievance panel shall serve as Chairman, shall set the time for the hearing, and notify the grievant and the County Administrator thereof.

The hearing shall be held within twenty (20) workdays after selection of the third panel member. This time limit may be extended by mutual agreement of the grievant and the County.

Both the grievant and the County may call upon appropriate witnesses and be represented by legal counsel or other representatives at the panel hearing. Such representatives may examine, cross-examine, question and present evidence on behalf of the grievant or the County before the panel.

The decision of the panel shall be final and binding and shall be consistent with the provisions of law and written policy.

The question of whether the relief granted by panel is consistent with written policy shall be determined by the County Administrator, or his/her designee, unless such person has a direct personal involvement with the event or the events giving rise to the grievance, in which case the decision shall be made by the Attorney for the Commonwealth of the jurisdiction in which the grievance is pending.

7-1.11 Rules for Grievance Panel Hearings

1. *A panel's responsibility is to ensure the proper application of the County's policies and procedures. Panels do not have the authority to formulate or to change policies or procedures; however, they may consider mitigating circumstances and modify the County's action concerning discipline. Panels do not have the authority to consider matters which the grievance procedure makes non-grievable. A panel by a majority vote may uphold or reverse the action of the County or, in appropriate circumstances, may choose a modified remedy. Panel decisions, however, must be consistent with provisions of law and written policy. Where a panel decision directs reinstatement of an employee, the panel has the authority to award full, partial, or no back pay for the period of separation as determined to be appropriate based on the circumstances of the case. In no case does a panel have authority to award damages or attorney's fees.*
2. *The grievance procedure is an administrative process designed for the resolution of sensitive personnel matters, and the panel hearing is the concluding step of the administrative process. The panel shall have the discretion to determine the propriety of attendance at the hearing of persons not having a direct interest in the hearing. However, at the request of either party, the hearing shall be private.*
3. *County Administration shall provide the grievance panel with copies of all documents and records germane to the grievance prior to the hearing and provide the employee with a list of documents furnished to the grievance panel. The employee and his attorney, at least ten (10) working days prior to the scheduled panel hearing, shall be allowed access to all relevant documents intended to be used in the grievance proceeding.*
4. *The grievance panel has the authority to determine the admissibility of evidence without regard to the burden of proof, or the order of presentation of evidence, so long as a full and equal opportunity is afforded to all parties for the presentation of their evidence.*
5. *All evidence shall be presented in the presence of the grievance panel and the parties, except by mutual consent of the parties.*
6. *Documents, exhibits, and lists of witnesses shall be exchanged between the parties in advance of the hearing.*

7-1.12 Conduct of the Grievance Panel Hearing

The grievance panel shall conduct the hearing as follows:

1. *Opening and closing statements made be made by each party.*
2. *In disciplinary actions the County must present its evidence first and must show by a reasonable amount of evidence that the disciplinary action was warranted and appropriate under the circumstances.*
3. *With respect to all other actions, the employee must present his or her evidence so that a proper claim is present.*
4. *Formal rules of evidence do not apply, however, the panel shall have the authority to determine the admissibility of evidence and to exclude evidence which is irrelevant, immaterial, repetitive or confidential by law.*

5. *Non-party witnesses are not to be present in the hearing except to give testimony and be cross-examined.*
6. *Exhibits offered may be received into evidence and made part of the record.*
7. *The hearing must be recorded verbatim. County Administration has the responsibility of arranging for proper recording equipment. The panel is responsible for the recording and is to preserve the recorded tapes as part of the grievance record. Either party may receive a copy of the recording, if requested, for the cost of reproduction. A court reporter is not required. If a party requests a court reporter, that party is responsible for the cost. If a transcript is ordered, the other party may obtain a copy for cost.*
8. *The hearing officer has the authority to determine the propriety of attendance of all persons not having a direct involvement in the hearing including witnesses and spectators.*

7-1.13 Decision of Grievance Panel

The panel decision must be in writing and contain the findings of fact and the basis for those findings. The decision shall state in full the reasons for the decision and the remedy to be granted.

In granting relief the panel should be guided, but not bound, by the relief of question in the written grievance. Appropriate relief can include reinstatement to the employee's former position or, if occupied, to an objectively similar position in terms of duties and salary, normally in the same work organizational unit; an award of no, partial, or full back pay; and restoration for benefits, seniority and other legal entitlements. Against an award of full or partial back pay interim earnings are to be deducted. Damages and attorney's fees cannot be awarded.

Appropriate relief may also include an order to create an environment free from discrimination or retaliation or to take corrective action necessary to cure the violation and/or minimize its reoccurrence. Other prospective relief cannot be ordered.

The County cannot be ordered to promote, hire or transfer any employee. However, the panel can recommend such action and the County may act upon such recommendation.

If the policy has been unfairly applied or misapplied the panel may direct the County to reevaluate the challenged employment action in accordance with applicable policies and procedures.

The Panel may affirm in all respects the decision of the County Administrator or any supervisor of the County.

The majority decision of the panel, acting within the scope of its authority, shall be final and binding, subject to existing policies, procedures and law; the panel decision shall be provided to the County and the employee within fifteen (15) days from the conclusion of the hearing, and the decision shall be effective from the date issued.

Within five (5) workdays from receipt of the decision, either party may petition the panel for reconsideration or reopening of the record for good cause shown and stating the basis for such request. Good cause may include newly discovered evidence or evidence of incorrect legal conclusions. The panel has sole authority to grant such requests.

Either party may petition the Circuit Court having jurisdiction in the locality in which the grievant is employed for an order requiring implementation of the panel decision.

7-1.14 Time Frames

For purposes of this regulation the term "calendar days" means a period of time during consecutive calendar days. If a final day for taking action falls on a Saturday, Sunday or legal holiday, the next following business day will be the deadline for purposes of this grievance policy.

Reference to "work days" are the days during which the County Administration office is customarily open, from Monday through and including Fridays, not including holidays observed by the County.

Time frames established under this procedure are intended to be strictly construed and enforced. Time frames may be extended by mutual agreement of the County and the grievant; provided, however, that if the County Administrator consolidates grievances, the employee's consent need not be obtained.

7-1.15 Forms

At Steps 2, 3, and 4 of this procedure, the grievant must complete and file a Grievance Form, in accordance with the terms of this procedure and in accordance with the instructions contained on the Grievance Form itself. The Grievance Form is available from County Administration.

Grievance Form A: This form will be initiated by the grievant upon completion of STEP 2 and will constitute a statement of the grievance at STEP 3 of the Grievance Procedure.

Grievance Form B: This form will be initiated by the grievant upon completion of STEP 3 and will constitute a statement of the grievance at STEP 4 of the Grievance Procedure.

Grievance Form C: This form will be initiated by either grievant or supervisor when the question of grievability is an issue.

Employee Grievance Form A

This form is to be initiated by the grievant upon completion of Step 2.

Grievant's Name: _____ Position: _____

Date of Occurrence That Prompted Grievance: _____ Date Submitted: _____

Nature of Grievance: *(Explain in your own words the nature of your grievance and the event (s) that prompted your original complaint.)*

Specify remedy expected:

Please explain why Step 1 was unacceptable to you:

Signature of Grievant: _____ Date: _____

Department Head Response:

Signature of Department Head: _____ Date: _____

Employee Grievance Form B

This form is to be initiated by the grievant upon completion of Step 3.

Grievant's Name: _____ *Date:* _____

Date Step 2 Decision was received: _____

Explain why the Step 2 response is unacceptable to you.

Re-state the remedy expected:

Signature of Grievant: _____ *Date:* _____

Do you have representation? Yes No

If yes, what is their name? _____ *Is this an attorney? Yes No*

County Administrator or designee response:

Signature of County Administrator or designee: _____ *Date:* _____

Employee Grievance Form C

This form is to be initiated by either grievant or supervisor.

Grievant's Name: _____ *Date:* _____

Date Step 3 decision was received: _____

Explain why Step 3 response is unacceptable to you:

Re-state the remedy expected:

Signature of Grievant: _____ *Date:* _____

Date of Hearing: _____ *Time of Hearing:* _____

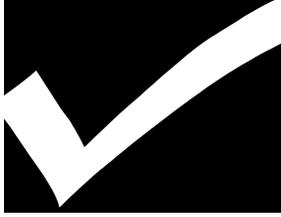
Location of Hearing: _____

Panel Decision:

Signature of Panel Members: _____ *Date:* _____

_____ *Date:* _____

_____ *Date:* _____



Board of Supervisors Work Session

September 9, 2013 10:00 am

Second Floor, Meeting Room AB

Berryville/Clarke County Government Center

101 Chalmers Court, Berryville, Virginia 22611

*Item
No.*

Description

A. White Post Dairy Update

09/09/2013 Summary: DEQ's September 9, 2013 Progress Report is provided for Board review.

09/09/2013 Action: The Board directed staff to prepare a letter to DEQ requesting that DEQ take steps to resolve the ongoing issues at White Post Dairy and to resolve the outstanding issues between White Post Dairy and neighboring land owners upon which a portion of the dairy operation has been placed. DEQ is further requested to not agree to further extensions in meeting permit requirements.

B. Sewer Easement Crossing Boyce Elementary School

09/09/2013: Review draft letter to Ian Williams, Chair - Clarke County Sanitary Authority, regarding the proposed extension of a wastewater sewer line across the back of Boyce Elementary School.

09/09/2013 Action: By consensus, the Board authorized the Chair to sign the letter as presented.

Action items below have been updated to reflect information received in a site meeting and inspection held at the Dairy on September 3, 2013.

1. By June 1, 2013, construct a catchment basin of sufficient size to capture overflows from the manure reception pit and manure solids settling basins. This basin will include an overflow to the manure storage pit. The elevation of the catchment basin berm must be at least 12 inches above the top elevation of the overflow.
 - DEQ was notified via email that the basin was completed on June 18, 2013.
2. By July 1, 2013, move the manure solids separator to the compost building, and compact all traffic areas around the reception pit and compost buildings to reduce solids in stormwater runoff.
 - Project has been under construction for approximately 3 weeks.
 - Steel is on-site and welders are working on welding end caps, etc. (7/2/13).
 - Additional engineering for concrete push walls, vibration isolation equipment, etc. delayed the project.
 - White Post Dairy has requested a 30 day extension.
 - The press has been relocated to the compost building and should be operational within the next week. Grading around reception pit and old separator building has not been completed.
3. By August 1, 2013, construct walls on the former sand settling basin to prevent overflow of manure.
 - Complete
4. By July 1, 2013, submit plan to DEQ to improve leachate drainage from mortality compost pile at the old dairy to the old manure pit.
 - White Post Dairy has requested an extension. Plan to be submitted by July 3, 2013.
 - Plan was submitted on July 3rd. A different option was proposed during the September 3rd site visit that would involve relocating the mortality pile so that it would be under roof. The new plan is due to be submitted by September 6, 2013.

5. By July 1, 2013, prepare a spill prevention and response plan that contains detailed steps for the worst case scenario for each possible manure storage facility or conveyance on the farm including:
 - a. how to shut down the source of the spill
 - b. how to contain the spill
 - c. equipment and material needed to keep on site to contain spills.
 - White Post Dairy has requested an extension. Plan to be submitted by July 3, 2013.
 - Plan was submitted on July 3rd. DEQ has requested revisions to the site map with a due date of September 20, 2013.
6. By July 1, 2013, submit a copy of the spill prevention and response plan to DEQ for approval.
 - White Post Dairy has requested an extension. Plan to be submitted by July 3, 2013.
 - Plan was submitted on July 3rd. DEQ has requested revisions to the site map.
7. By July 1, 2013, submit a plan to DEQ to eliminate the current stormwater basin, and route the stormwater drainage from the area surrounding the compost buildings, reception pit, and settling basins around the north end of the manure storage pit in a manner that will not compromise the integrity of the manure storage pit liner.
 - White Post Dairy has requested an extension. Plan to be submitted by July 3, 2013.
 - White Post Dairy has had their engineer onsite twice to collect information for plan development.
 - DEQ is reviewing the Facility's request to maintain the current stormwater basin and had agreed to provide guidance by September 13, 2013.
8. By requested date, submit revisions to spill prevention and response plan to DEQ for review and approval.
9. By September 1, 2013, ensure that any materials specified in the spill prevention and response plan are available for use on site.

- Materials available on site.
10. Within 60 days of DEQ approval of leachate drainage plan, complete approved leachate drainage improvements from the mortality compost pile at the old dairy.
 11. Within 60 days of completing all physical improvements, prepare a training plan for employees for the spill prevention and response plan, provide training and send copy of training records to include employee names, date, times and nature of training.
 12. Within 90 days of DEQ approval of the stormwater plan, per the approved plan, eliminate the current stormwater basin, and route the stormwater drainage from the area surrounding the compost buildings, reception pit, and settling basins around the north end of the manure storage.
 13. By January 1, 2014, either obtain access to the manure storage pit access road and the GW monitoring well # 2 that is now located on the Roberts' property, or propose an alternative plan for monitoring down gradient groundwater resources.
 - Negotiations between White Post Dairy and the Roberts are ongoing. To date, no resolution has been reached.
 14. Within 14 days of the completion date of each action item above, White Post shall notify DEQ via email that the item is complete.
 - Notifications have been received for completed items.

Clarke County Board of Supervisors



Berryville Voting District
J. Michael Hobert – Chair
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Buckmarsh Voting District
David S. Weiss – Vice Chair
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Millwood Voting District
John R. Staelin
(540) 837-1903

Russell Voting District
Barbara J. Byrd
(540) 955-1215

White Post Voting District
Bev McKay
(540) 837-1331

County Administrator
David L. Ash
(540) 955-5175

September 10, 2013

Ian Williams, Chair
Clarke County Sanitary Authority
129 Ramsburg Lane
Berryville, Virginia 22611

Re: Sewer Easement Crossing Boyce Elementary School Property

Dear Ian,

The Board of Supervisors has learned that a developer is proposing to extend a Boyce wastewater sewer line across the back of the Boyce Elementary School. As the County owns the Boyce Wastewater Treatment System and also has interest in the school property, my Board requests that the Board of Supervisors review and approve any sewer easement crossing the Boyce school land before the Sanitary Authority accepts any such easement into the County-owned system.

Please be aware that the Supervisors are not trying to stop the developer's project. We only want to make sure that the school property, which is owned by the citizens of Clarke County, is not encumbered in a way that will unduly restrict the future use of the property.

Sincerely,

Michael Hobert

Copy: Dr. Elizabeth Leffel, Chair Clarke County School Board

MEMORANDUM

TO: Board of Supervisors
 FR: Thomas Judge, Director of Joint Administrative Services
 DT: September 17, 2013
 RE *September Finance Committee Report*

1. **FY 13 Year End Supplementals (draft only).** The following is a draft of the supplemental appropriation actions that will be requested in October when final numbers are established:

Account	Expenditure	Appropriation	Revenue	Transfer	Explanation
Circuit Court	1,199	1,199			Court ordered juries
General District Court	770			770 from Legal Contingency	?
Clerk of the Circuit Court	2,629				PT salaries for Supreme Court mandated additions to web access system; 3 computers
Sheriff	15,927	927		15,000 personnel contingency	Leave payout for Chief Deputy
Criminal Justice Training Center	300	300			Estimation Error
Emergency Medical Services	1,237			1,237 from Animal Control PT Salaries	Additional PT salaries to cover for FT sick leave
Regional Jail	44	44			Minor variance
Sanitation (FCSA)	2,477			2,477 Professional Services Contingency	Rate increase in excess of budget.
Board of Zoning Appeals	2,185			2,185 from Legal Contingency	Perry Quarry Appeal
Office of Economic Development	1,933			1,933 from Legal Contingency	Waterloo Water/Sewer Connection Fee Legal Assistance
School Capital	11,160	11,160	11,160		IEP Software Grant

2. FY 13 Conservation Easement Supplemental Appropriation. Reconciliation of the

Conservation Easement Fund appropriations, in light of several purchases in the near future, revealed that the Buckley easement which took place in July 2012 did not have an appropriation specifically associated with it, although that fund did contain sufficient overall appropriations to accommodate the purchase. The following action, which was not reviewed by the Finance Committee, and which does not trigger the need for a public hearing, corrects this: *"Be it resolved that FY 13 Conservation Easement Fund Budgeted expenditures be increased \$241,307, and the same appropriated, and be it further resolved that that revenue from Farm and Ranchland Protection Program, the Piedmont Environmental Council, and the Virginia Department of Agricultural and Consumer Services be recognized in the same amount, all for the purchase of a Conservation Easement."*

3. FY 14 Supplemental Appropriation and Transfer Requests. The following actions taken together would not trigger the need for a public hearing if they were adopted. *The Finance Committee recommends adoption of the following actions:*

- a) **Voting Equipment.** *"Be it resolved that FY 14 Electoral Board expenditures be increased \$3,644, and the same appropriated, by recognizing \$1,000 revenue from the Commonwealth, and by transferring \$2,644 from the minor capital contingency, all for the purpose of providing handicapped accessible optical scan equipment."*
- b) **Compensation Plan update.** The estimated cost of updating the Government's Pay and Classification plan, including updating certain Job Descriptions, is \$7,500: *"Be it resolved that \$7,500 be transferred from the Personnel contingency to County Administrator Purchased Services, for the purpose of updating the Government pay and classification plan."*
- c) **FCWA Septage Agreement.** This budget will require an additional \$500 by year end based on the O&M factor calculated by FCWA at the outset of the fiscal year. *"Be it resolved that \$500 be transferred from the General Fund contingency for professional services to the Sanitation account."*
- d) **Historic Preservation Grant.** The Chapel Hill Historic District and Josephine City projects were not completed by June 30, so it is necessary to carry over the grant as follows: *"Be it resolved that FY 14 expenditures of the Historic Preservation Commission be increased \$9,000, and the same appropriated, and that revenue from the Commonwealth be increased in the same amount, all for the purpose of completing certain historic preservation projects."*
- e) **Gang Task Force Grant.** The Gang Task Force Grant has received an extension of time for expenditure of their allotment, thereby enabling more expenditure in the grant: *"Be it resolved that \$15,000 be transferred from Sheriff salary and benefits, to Gang Task Force salary and benefits, and that estimated revenue from the federal government be increase by the same amount."*
- f) **Economic Development.** *"Be it resolved that \$1,750 be transferred from the contingency for minor capital to the Economic Development accounts for the purpose of purchasing two 'Welcome to Clarke County' signs."*
- g) **Water Quality Testing.** *"Be it resolved that FY 14 Water Quality Management*

expenditures be increased by \$12,000, the same appropriated, and revenue from the Chesapeake Bay Restoration Fund recognized in the same amount, all for the purpose of conducting water quality testing."

h) Conservation Easement Fund Grant. *"Be it resolved that FY 14 budgeted expenditure for the Conservation Easement Fund be increased \$21,250, the same appropriated, and revenue from the Farm and Ranchland Protection Program recognized in the same amount, all for the purpose of providing conservation easements on certain Clarke County properties."*

i) National Fish and Wildlife Grant. The County was awarded a grant in 2012 which requires appropriation to FY 14. It should be made clear to account managers in the future that approval of the grant application is distinct from the legal requirement for appropriation action, which can occur only after the grant has been awarded. A copy of the grant is attached, along with correspondence from the Board of Supervisors supporting the grant application. The following issues have been addressed since the August meeting:

- The invoice from the Downstream Project is being redrafted to exclude charges incurred prior to January 1, 2013 (grant start date).
- The unusual arrangement whereby the County transfers grant funds to the same organization that is providing the match has been confirmed as legitimate by the Fish and Wildlife in this case because it was approved as part of the initial grant application.

"Be it resolved that the FY 14 General Government Capital Projects Fund be amended to increase expenditure by \$141,603, to appropriate the same, and to recognize revenue from the Fish and Wildlife Foundation in the same amount, all for the purpose of watershed improvements to C-Spout Run, and be it further resolved that these funds be disbursed only to the extent that all documents necessary to ensure federal fund compliance, including proof of match, timesheets, and receipts, have been received from sub-grantee agencies."

4. Conservation Easement Purchase Set Public Hearing. The Chapman Conservation Easement purchase is a total of \$420,000 of which \$97,500 is already appropriated. Therefore additional appropriation of \$322,500 is required. This amount, when added to FY 14 year to date supplementals will require a public hearing in October on the following action:

"Be it resolved that FY 14 budgeted expenditure for the Conservation Easement Fund be increased \$322,500, and the same appropriated, and be it further resolved that combined revenue from the Piedmont Environmental Council, the Virginia Department of Agricultural and Consumer Services, and the Virginia Land Conservation Fund be recognized in the same amount, all for the purchase of Conservation Easements."

5. Conservation Easement Fund checking account. The Conservation Easement Authority has been utilizing a checking account for eight or more years with donations as the source of funds for this account. The existence of this account was not known to the Treasurer or JAS, and has therefore not been subject to audit. The following actions are recommended:

- a) The account should be audited for FY 13.
- b) The checking account should be closed, and the balance merged with that of the Conservation Easement Fund so all expenditure and revenue can be tracked in one system of accounts.

The Finance Committee recommends that this account be included in the FY 13 Audit, and that the Joint Administrative Services Director propose to the Conservation Easement Authority the merger of this account with the County's Conservation Easement Fund.

6. **Parks and Recreation Field Lighting Project (FYI only).** The Parks and Recreation Advisory Committee is supporting the purchase and installation of ball field lighting at the Chet Hobert Park. The Committee continues to work to secure 100% of the funding for this project, but uncertainties such as rock removal costs, will likely lead them to request in October that the Board of Supervisors put at their disposal \$25,000 of funds currently budgeted for Parks Westside Improvements. See documentation attached.

The Finance Committee requested answers to questions concerning project management, budget, and operations. The Parks Director, Maintenance Director, and Joint Administrative Services Director will respond to these questions in October.

7. **Acceptance of August 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 August Bills and Claims.*
8. **Standing Reports.** The following are included: Capital Projects (FY 13). Reconciliation of Appropriations (FY 14). General Government Expenditure Summary (August). *The final FY 13 General Government Expenditure Summary will be presented in October.*



Clarke County Office of Elections

Voter Registration and Electoral Board

101 Chalmers Ct. ☞ P. O. Box 555 ☞ Berryville, Virginia 22611
(P) 540-955-5168 (F) 540-955-5169 (email) vote@clarkecounty.gov



TO: Tom Judge
FROM: Barbara Bosserman *B*
DATE: September 3, 2013
SUBJECT: Voting Equipment

Earlier this year we presented a 5-year capital request for transitioning our voting equipment from DRE (direct recording electronic) devices to digital scan (attached). The plan identified equipment purchases to begin in FY2015 through 2018. The first phase of the transition includes the purchase of 1-ADA OS marking device with the addition of 2-units each subsequent year until fully transitioned.

In August we became aware of grant funds available through the State Board of Elections which will off-set 50% of the cost of ADA (Americans with Disabilities Act) compliant equipment. We would like to take advantage of the grant to purchase 1-ADA marking device to be used in our Central Absentee Precinct. The device is compatible with the M-100 Optical Scan tabulator currently in used in CAP.

The unit price of the ES&S AutoMark, through PrintElect, is \$1,999.00 (attached). Additional fees associated with training and delivery are quoted as \$1,645.00. The State grant in the amount of \$999.50, 50% of the unit price, has been approved (attached).

We are requesting a FY14 Electoral Board (13100-8201) supplemental appropriation in the amount of \$3,644.00 to purchase the AutoMark voter assist terminal. \$999.50 will be reimbursed to the County upon providing SBE with the paid invoice.

Attachments (3)

*Carol Westervelt, Chairman ☞ Susan D. Nolan, Vice Chairman ☞ Donald E. De Haven, Secretary
Barbara Bosserman, General Registrar*

Clarke County Electoral Board
Five Year Capital Budget Request

Description	2014	2015	2016	2017	2018		Total
Optical Scan Tabulator		36,000	12,000	6,000	6,000		60,000
ADA/Optical Scan Marking Device		7,500	13,600	13,600	13,600		48,300
Voting Privacy Booths		1,280	200	200	200		1,880
Electronic Pollbooks		1,200	1,200	600	600		3,600
Total	0	45,980	27,000	20,400	20,400		113,780

Optical Scan Tabulator / DS200 We must begin considering an alternative to the DREs which can no longer be purchased (24.2-626). Our iVotronics DREs were purchased in 2005 and will need to be replaced within the next few years.

FY2015 6 - OS Tabulators / 1-unit for 5-precincts + 1-reserve: FY2016 2- OS Tabulators for remaining 2-precincts; FY2017 & 2018: 4 - OS Tabulators to provide 2-units in the larger precincts. (cost is estimated and subject to change)

ADA Compliant Optical Scan Marking Device/AutoMark Our current ADA iVotronics will be phased out and the use of the Optical Scan Marking Device will be its replacement. §24.2-626.1 requires the provision of at least one unit for individuals with disabilities per precinct. The initial purchase will include training - subsequent years will be the cost of the unit plus delivery.

FY2015 1 - ADA OS Marker / 2 - units each subsequent year to replace ADA DREs. (cost is estimated and subject to change)

Voting Booths Code requires 1 Voting/Privacy Booth for each 425 voters. FY2015 reflect the initial purchase with additions/replacements in subsequent years.

Electronic Pollbooks The goal is to add 4 EPBs (for a total of 21) by the 2016 Presidential Election and anticipating the need for replacing units in 2017 & 2018.

State funds may be available to off-set a portion of the cost, but we should anticipate incurring the full burden of replacing the equipment.

Application for Grant Funds

Locality Name: CLARKE COUNTY

Locality Code: 043

Narrative Description of Proposed Use	Category	Proposed Request?	Proposed Expenditure	% Funded	SBE Approval Yes/No	Cost Code	Year Funds Expire
Purchase an ADA Optical Scan Marking Device for use in the Central Absentee Precinct.							
ES&S AutoMark		\$999.50	\$1,999	50%	S		
Total Proposed Request and Expenditure(s):		\$ 999.50	\$ 1,999.00				

I certify that the projects described on this document will be completed and managed in accordance with all relevant Federal and State laws and regulations. I agree to maintain the records, receipts and other documents as directed by the SBE for a period of 5 years and make them available to the SBE or to State Federal auditors when requested. If approved, grant funding for this application will be set aside/available from SBE to be expended by the locality within 90 days of the approved funding appropriation.

Carol S. Hayes Powell
Authorized Locality Signature

7-26-13
Date

Susan R. Lee
Approved Authorized SBE Signature

8-12-2013
Date

Received request
on 8/9/2013

SBE-15301a

BE IT FURTHER RESOLVED, that his dedication, loyalty, and service to the citizens of Clarke County be hereby memorialized and that a suitable copy of this resolution be presented to Mr. White as a token of the respect and high esteem in which he is held by the Clarke County Board of Supervisors, Constitutional Officers, and the staff of Clarke County.

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 15th day of June 2010.

Attest:

J. Michael Hobert, Chairman

D. Request for Easement Purchase Approval: Arkfeld Farm; Buckley Farm; Moore & Dorsey Farm: Authorization Subject to the Availability of Designated State and Federal Grant Funding and Limits of Available Local Funding

MEMORANDUM

TO: Board of Supervisors, David Ash
FROM: Clarke County Conservation Easement Authority
Alison Teetor, staff
SUBJECT: Request for Easement Purchase Approvals
DATE: July 5, 2011

The Clarke County Easement Authority has approved the following easements for purchase. 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 where appropriate. All of the funds requested are well within the current Easement Authority budget and the proposed expenditure of \$55,000 in local funds will leverage \$1,191,370 in state and federal funds.

DUR PURCHASE

Arkfeld Farm

Tax Map Parcel; 1-((A))-2, 200 acres with 6 remaining DUR's. Placing a conservation easement on this property will:

- 1) protect 200 acres of farmland currently used primarily as a cattle farm;
- 2) protect 85 acres (43%) soils identified as Prime and 25 acres (12%) local importance;
- 3) retire four of the remaining 6 development rights and allowing no further subdivision so as to maintain the integrity of this working farm;

- 4) protect nearly a mile of riparian area along an EPA designated impaired waterway, the Opequon Creek;
- 5) protect a farm enrolled in the County Agricultural/Forestral District, dedicated to preserving farm and forestland; and
- 6) protect numerous sinkholes on the property from disturbance associated with development;
- 7) protect a state and federally endangered species, the Madison Cave isopod by protecting runoff into sinkholes and limiting land disturbance;
- 8) protect a Virginia Department of Game and Inland Fisheries (VGDIF) "Threatened and Endangered Species Water, the Opequon Creek, which may have Wood Turtles, a threatened species, by maintaining the existing forest buffer along the riparian corridor;
- 9) protect an area identified by the Department of Natural Heritage, Virginia Conservation Lands Needs Assessment (VCLNA) as a landscape corridor which link cores with the greatest Ecological Integrity to facilitate movement of animals, seeds, and pollens between cores; and
- 10) not effect the County tax base as the farm is currently enrolled in use-value taxation for agriculture.

Moore & Dorsey -- Johnson & Bell Tracts:

Tax Map #'s 15-((A))-64 & 15-((A))-65, 151 acres, 8 remaining DURs, 3 existing houses
Placing a conservation easement on this property will:

- 1) protect 151 acres of farmland, originally used for apple production the current use is for the production of landscape nursery stock.
- 2) Retire 7 of the remaining 8 dwelling unit rights;
- 3) preserve 104.4 acres (69%) prime farmland, 14.1 acres (9%) statewide importance, and 30.3 acres (20%) locally important soils
- 4) protect a family farm, owned by Moore and Dorsey for more than 50 years. Preservation of family farms is a primary objective of the CEA.
- 5) Protect a farm within the Longmasrh Rural Historic District with two structures contributing to that district;
- 6) Moore and Dorsey own an additional 800 acres, a portion of which may also be placed in conservation easement, pending the outcome of the proposed purchase;
- 7) not effect the County tax base as the farm is currently enrolled in use-value taxation for agriculture/horticulture.

M.S. Buckley & Son

Tax Map #'s 28-((A)-13, 121 acres, 6 remaining DURs, vacant land
Placing a conservation easement on this property will:

- 1) result in the retirement of 4 of the 6 remaining dwelling unit rights (DURs), protecting the farm from future development or subdivision;
- 2) protecting a family farm, M.S. Buckley & Son have owned this property and surrounding parcels totaling 491 acres near White Post in Clarke County Virginia since the 1930's and farmed it since 1882, three previous generations;
- 3) Preserving a farm primarily used for as a cow calf operation the Buckley's also utilize the farm for crop, hay, and pasture production;
- 4) protecting 60% important soils including 18 acres (15%) Prime soils, 30 acres (25%) statewide importance, and 26 acres (21%) locally important;
- 5) protecting a viewshed from a primary highway (Route 340, Lord Fairfax Highway);
- 6) protecting open space immediately adjacent to the Greenway Rural Historic District;
- 7) protecting the headwaters of Westbrook Run, a tributary in the Spout Run watershed, an EPA designated impaired waterway and has practiced best management practices including no till planting along with the use of grass filter strips to improve water quality and reduce runoff;
- 8) protecting a farm enrolled in the Clarke County Agricultural and Forestal District and use value taxation program thus not impacting the County tax base.
- 9) The County is funding the purchase with multiple sources including a Farm and Ranchland Protection Program FY10 grant (50%), landowner donation (25%), Virginia Department of Agriculture and Consumer Service and local (25%), and if successful Virginia Land Conservation Fund monies (25%).

E. FY2012 One-time Payment General Government Employee Recommendation

To: Board of Supervisors
From: David Ash
Re: One-time Employee Payment
Date: July 5, 2011

I propose that the sum of \$35,716, representing the compensation portion of the amount established by the board to provide a one-time payment to general government employees be distributed in a fixed amount of \$500 each, to full-time employees on the general government payroll on August 1, 2011 and to permanent part-time employees working an average of 30 hours or more per week as general government employees as of August 1, 2011, provided that general government employees that have received

Board of Supervisors Meeting Minutes For July 14, 2011 – Regular Meeting

promotions or increases in compensation since January 1, 2010 not be included in this one-time distribution.

I further propose that part-time employees who regularly work reduced hours to cover positions normally covered by full-time employees of the general government as well as full-time employees not qualifying for the distribution recommended above, be granted a one-time payment of \$100.

These proposals would not include contract, seasonal, or casual employees who work on specific projects or activities of limited duration.

Said compensation to be added to the regular payroll and disbursed along with the regular pay for the month of August 2011.

Chairman Hobert requested Item E FY2012 One-time Payment General Government Employee Recommendation be removed from the Consent Agenda and added to the August 2011 Finance Committee Agenda. Approved by consensus of the Board.

Supervisor Staelin moved to approve Items A through D on the Consent Agenda. The motion carried by the following vote:

J. Michael Hobert, Chair	- Aye
David S. Weiss, Vice Chair	- Aye
Barbara J. Byrd	- Aye
A.R. Dunning, Jr.	- Aye
John R. Staelin	- Aye

VDOT

Edwin Carter, Program Manager, appeared before the Supervisors to provide the monthly update.

- Maintenance work completed in June/July:
 - o Repaired low shoulders on primary's;
 - o Repaired sink holes on Rte. 50 and an abandoned well on State R/W in Berryville;
 - o Completed mowing and performed patching on secondary's;
 - o Performed brush trimming around signs on primary's and secondary's and started bridge sweeping on primary's;
 - o Did some prep work for the box on Rte. 604;
 - o Repaired low shoulders on Rte. 608 south of Hillendale Farm.

- Maintenance work planned for July/August:

Clarke County Board of Supervisors



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White Post Voting District
Beverly B. McKay
(540) 837-1331

County Administrator
David L. Ash
(540) 955-5175

October 18, 2012

Department of Conservation and Recreation
Virginia Land Conservation Foundation
Attn: Virginia Land Conservation Fund Grant program
203 Governor Street, Suite 302
Richmond, VA 23219-2010

RE: Letter of Support for Virginia Land Conservation Grant – Chapman Farm

Dear Members of the Foundation:

The Clarke County Board of Supervisors hereby endorses the application of the Clarke County Easement Authority for a Virginia Land Conservation Fund Grant in the amount of \$100,000. The VLCF grant is being leveraged by a variety of funding sources to maximize the potential purchase power of our limited local funds. Of the estimated \$500,000 purchase price, 25% is donated by the landowner (\$125,000), 25% by the Piedmont Environmental Council land preservation fund (\$125,000) and 30% will come from a combination of local \$75,000 and VDACS \$75,000 funds.

I understand that the current application for the Chapman easement would require \$100,000 of the VLCF funds. The Clarke County Board of Supervisors is in agreement with the Authority that purchase of this easement is well within the goals and objectives of the County's Comprehensive Plan, Zoning Ordinance, and overall objectives of the Easement Purchase program. The specific property under consideration is a working family farm, with significant natural area attributes. Adjacent to an existing Virginia Outdoors Foundation easement, the property has nearly ½ mile of frontage on the Shenandoah River, a State designated Scenic River and 21 acres of national wetlands inventory wetlands. Other attributes include a 38 acre portion of the Cool Spring Battlefield Historic District.

The County Board of Supervisors hopes that the Foundation will consider funding the grant application to allow for protection of this property in perpetuity. Thank you for your consideration.

Sincerely,

J. Michael Hobert
Clarke County Board of Supervisors, Chairman

101 Chalmers Court, Suite B
Berryville, VA 22611

www.clarkecounty.gov
C:\DOCUME~1\judge\LOCALS~1\Temp\CEA_Letter of
Support for Virginia Land Conservation Grant – Chapman
Farm 10-16-2012-1.docx

Telephone: [540] 955-5175
Fax: [540] 955-5180

MEMORANDUM

TO: Board of Supervisors
FROM: Alison Teetor
SUBJECT: request for approval of letters of Support – grant application
DATE: October 10, 2012

Attached are 2 letters detailing grant requests purchase of conservation easements on 2 farms in the County. I am requesting Board authorize the Chair to sign these letters so I might include them in the application packet. The grant applications are due in Richmond on October 24th. All of the funds requested are well within the current Easement Authority budget and the proposed expenditure of \$85,000 in local funds will leverage \$408,750 in state and federal funds.

October 16, 2012

Department of Conservation and Recreation
Virginia Land Conservation Foundation
Attn: Virginia Land Conservation Fund Grant program
203 Governor Street, Suite 302
Richmond, VA 23219-2010

RE: Letter of Support for Virginia Land Conservation Grant- Moore & Dorsey, Inc.

Dear Members of the Foundation:

The Clarke County Board of Supervisors hereby endorses the application of the Clarke County Easement Authority for a Virginia Land Conservation Fund Grant in the amount of \$61,250. The VLCF grant is being leveraged by a variety of funding sources to maximize the potential purchase power of our limited local funds. Of the estimated \$325,000 purchase price, 50% or \$162,500 is being provided by the Farm and Ranchland Protection Program, 25% is donated by the landowner (\$81,250), and 6% will come from a combination of local \$10,000 and VDACS \$10,000 funds. The VLCF funds will be used to help match the FRPP federal funds.

I understand that the current application for the Moore & Dorsey, Inc. easement would require \$61,250 of the VLCF funds. The Clarke County Board of Supervisors is in agreement with the Authority that purchase of this easement is well within the goals and objectives of the County's Comprehensive Plan, Zoning Ordinance, and overall objectives of the Easement Purchase program. The specific property under consideration represents the essence of farming in Clarke County, with 100% of the soils classified as important farmland. In addition, the farm is within the Long Marsh Rural Historic District with several contributing structures.

The County Board of Supervisors hopes that the Foundation will consider funding the grant application to allow for protection of this property in perpetuity. Thank you for your consideration.

Sincerely,

J. Michael Hobert
Clarke County Board of Supervisors, Chairman

October 18, 2012

Department of Conservation and Recreation
Virginia Land Conservation Foundation
Attn: Virginia Land Conservation Fund Grant program
203 Governor Street, Suite 302
Richmond, VA 23219-2010

RE: Letter of Support for Virginia Land Conservation Grant – Chapman Farm

Dear Members of the Foundation:

The Clarke County Board of Supervisors hereby endorses the application of the Clarke County Easement Authority for a Virginia Land Conservation Fund Grant in the amount of \$100,000. The VLCF grant is being leveraged by a variety of funding sources to maximize the potential purchase power of our limited local funds. Of the estimated \$500,000 purchase price, 25% is donated by the landowner (\$125,000), 25% by the Piedmont Environmental Council land preservation fund (\$125,000) and 30% will come from a combination of local \$75,000 and VDACS \$75,000 funds.

I understand that the current application for the Chapman easement would require \$100,000 of the VLCF funds. The Clarke County Board of Supervisors is in agreement with the Authority that purchase of this easement is well within the goals and objectives of the County's Comprehensive Plan, Zoning Ordinance, and overall objectives of the Easement Purchase program. The specific property under consideration is a working family farm, with significant natural area attributes. Adjacent to an existing Virginia Outdoors Foundation easement, the property has nearly ½ mile of frontage on the Shenandoah River, a State designated Scenic River and 21 acres of national wetlands inventory wetlands. Other attributes include a 38 acre portion of the Cool Spring Battlefield Historic District.

The County Board of Supervisors hopes that the Foundation will consider funding the grant application to allow for protection of this property in perpetuity. Thank you for your consideration.

Sincerely,

J. Michael Hobert
Clarke County Board of Supervisors, Chairman



COMMONWEALTH of VIRGINIA

DEPARTMENT OF ENVIRONMENTAL QUALITY

Street address: 629 East Main Street, Richmond, Virginia 23219

Mailing address: P.O. Box 1105, Richmond, Virginia 23218

TDD (804) 698-4021

www.deq.virginia.gov

Douglas W. Domenech
Secretary of Natural Resources

David K. Paylor
Director

(804) 698-4000
1-800-592-5487

November 5, 2012

Ms. Allison Teetor
Clarke County Planning Department
101 Chalmers Court
Berryville, Va. 22611

Dear Ms. Teetor,

This letter is to inform you that DEQ is preparing to award \$4,000.00 to the Clarke County Planning Department under the 2013 Citizen Monitoring Grant Program. The period of performance is from January 1 to December 31, 2013.

You will receive a contract package shortly that will detail the terms and conditions of the grant. Please sign and return the grant contract by December 2, 2012. If we do not receive a signed contract by that date, we may not be able to process the grant payment until after the start of the grant period.

If you have any questions, please contact Stuart Torbeck by phone at (804) 698-4461 or by e-mail at Charles.torbeck@deq.virginia.gov we wish you success in your water quality monitoring efforts.

Sincerely,

Stuart Torbeck
Water Quality Data Liaison

SENATE OF VIRGINIA

JEFFREY L. MCWATERS
8th SENATORIAL DISTRICT
PART OF THE CITY OF VIRGINIA BEACH
1207 LASKIN ROAD
VIRGINIA BEACH, VIRGINIA 23451
(757) 565-1700
WWW.JEFFMCWATERS.COM



COMMITTEE ASSIGNMENTS:
COMMERCE AND LABOR
EDUCATION AND HEALTH
PRIVILEGES AND ELECTIONS
TRANSPORTATION

December 20, 2012

Alison Teetor
Clarke County Planning Department
101 Chalmers Ct.
Berryville, VA 22611

Dear Ms. Teetor:

On behalf of the Chesapeake Bay Restoration Fund Advisory Committee, I am pleased to inform you that we have recommended that your organization receive a financial support grant in the amount of \$12,000.00, the full amount of your request. Your project number is 13-031; please refer to this number in any future correspondence.

Our recommendations have been forwarded to the Governor, the Senate Committee on Finance, and the House Committee on Appropriations for their approval during the 2013 Session of the General Assembly. Grant funds will be available immediately upon passage of the amendments to the 2013 budget in May-June 2013. We will inform you of disbursement procedures in the spring.

I would like to remind you of certain conditions that are attached to receipt of funds.

1. Recipients are required to document how grant funds have been expended through the submission of a final financial and narrative report due upon the completion of the project's activities, but no later than July 1 of the year following receipt of the Treasurer's check. **A one paragraph summary of the project's results and benefits should be attached to the final narrative report.**

2. Recipients must acknowledge in material/literature produced with license plate funds, or in the case of a restoration activity through signage if practical, that the project was paid for by funds generated from the sale of Chesapeake Bay license plates.

3. **New:** Recipients of the grant shall make available to participants in the grant activity copies of the Chesapeake Bay License Plate application, which are enclosed. If a recipient needs additional copies, they can download the form from the DMV website at <http://www.dmv.virginia.gov/webdoc/pdf/vsa10.pdf>.

4. Funds may only be used for the purposes described in your organization's grant application and as may be outlined in more detail in this letter.

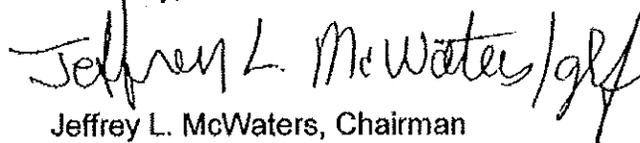
5. Use of funds shall not be restricted based on race, color, religion, sex, age, national origin, handicap, or political affiliation.

6. Any unexpended funds must be returned to the Fund.

For your information we have enclosed a copy of a description of the projects recommended for funding. We encourage you and your organization to promote the sale of the "Friends of the Chesapeake" license plate as a way to get all Virginians involved in community sponsored "grass roots" efforts to restore the Chesapeake Bay.

If you have any questions, please contact Martin Farber or Gwen Foley at the Division of Legislative Services, telephone number (804-786-3591), 910 Capitol Street, Richmond, VA 23219.

Sincerely,

Handwritten signature of Jeffrey L. McWaters in black ink, written in a cursive style.

Jeffrey L. McWaters, Chairman
Chesapeake Bay Restoration Fund
Advisory Committee

Enclosures

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF ENVIRONMENTAL QUALITY GRANT CONTRACT

This grant award contract is made by and between the Department of Environmental Quality (hereinafter referred to as the "Department") and the Clarke County Planning Department (hereinafter referred to as the "Grantee"). The parties to this grant award contract, in consideration of the mutual covenants and stipulations set out herein, agree as follows:

PROJECT DESCRIPTION: The Grantee shall carry out the project as set forth in Contract Documents (the attached Workplan and Grant Proposal).

PROJECT PERIOD: The project shall commence on January 1, 2013 and shall terminate no later than December 31, 2013, the period of performance being 12 months.

PAYMENTS: The Department shall pay the Grantee 100% of the grant award upon receipt of this signed contract and an invoice not to exceed \$4,000.00. As part of the grant agreement, an approved Quality Assurance Project Plan (if applicable) is due no later than April 5, 2013. A final report summarizing the activities and data collected during the grant period is due no later than February 15, 2014.

When requested by the grant coordinator, the Grantee must submit an invoice within 30 days of the request. If an invoice is not received within 30 days of the request, the Department will reallocate the award to other grant recipients.

INVOICE ORIGINAL SHALL BE SENT TO:
 DEPARTMENT OF ENVIRONMENTAL QUALITY
 ATTENTION: ACCOUNTS PAYABLE
 P.O. BOX 1105
 RICHMOND, VIRGINIA 23218

The reporting requirements are as follows:

<u>Report Type</u>	<u>Duration</u>	<u>Deadline</u>
Interim Report	January 1, 2013 to June 30, 2013	August 1, 2013
Final Report	January 1, 2013 to December 31, 2013	February 15, 2014

Reports shall be sent to:
 DEPARTMENT OF ENVIRONMENTAL QUALITY
 ATTENTION: STUART TORBECK
 P.O. BOX 1105
 RICHMOND, VIRGINIA 23218
Charles.Torbeck@deq.virginia.gov (e-mail alternative)

- The Contract documents shall consist of:**
- (1) This signed form
 - (2) The Project Workplan (as approved by the Department)
 - (3) The General Terms and Conditions

PRECEDENCE OF TERMS: In the event of a conflict between or among terms in the documents included in this contract, the following documents control in order from the most important to the least important: General Terms and Conditions; the signed Grant Contract form; and the Project Workplan.

IN WITNESS THEREOF, the parties have caused this grant award contract to be duly executed intending to be bound thereby.

DEPARTMENT OF ENVIRONMENTAL QUALITY

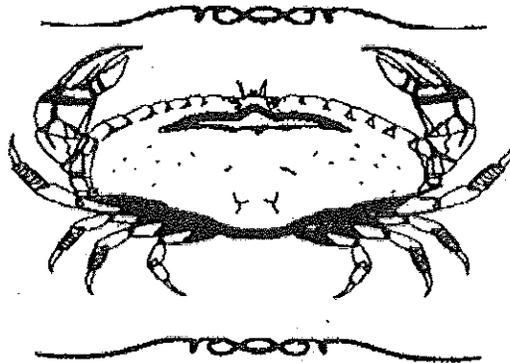
Valerie E. Thomson
 Director of Administration

GRANTEE

D. L. Ash *12/5/2012*

 David L. Ash Date
 County Administrator

CHESAPEAKE BAY RESTORATION FUND ADVISORY COMMITTEE



ACCEPTANCE FORM

Accept. My organization agrees to the conditions of receipt and use of the grant money as recommended by the Chesapeake Bay Restoration Fund Advisory Committee.

Decline. My organization is no longer interested in receiving grant money as recommended by the Chesapeake Bay Restoration Fund Advisory Committee.

Signature of Organization/Agency Director: _____

Name and Address of Organization: _____

Clarke County

101 Chalmers Ct

Berryville, VA 22611

Project Number: 13-031

Date: _____

4/5/13

PLEASE RETURN THIS FORM WITHIN 10 DAYS TO:

**GWEN FOLEY
DIVISION OF LEGISLATIVE SERVICES
GENERAL ASSEMBLY BUILDING
910 CAPITOL ST., 2ND FLOOR
RICHMOND, VA 23219**

MEMORANDUM

TO: Board of Supervisors, David Ash
FROM: Alison Teetor
SUBJECT: Update Spout Run TMDL
DATE: April 27, 2012

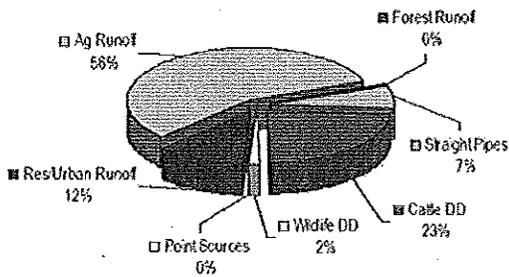
Spout Run has been designated an impaired waterway by the Department of Environmental Quality (DEQ) due to levels of bacteria and sediment that exceed water quality standards. Because of this designation a Total Maximum Daily Load (TMDL) study was completed in 2009 for Spout Run to identify sources of pollution and reductions needed to attain water quality standards. This is a similar process to that which has recently been completed for the Chesapeake Bay Watershed.

In order to develop the TMDL for Spout Run, DEQ conducted a series of meetings in the County to explain the TMDL process and requirements and get input from local stakeholders and citizens to make sure that the technical aspects of the study (including model inputs and assumptions) were accurate as well as acceptable to the community. In March 2010 the TMDL study was published.

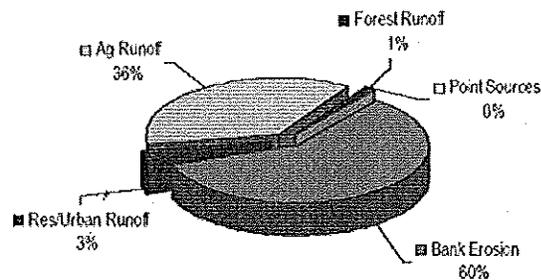
A TMDL considers point sources such as residential, municipal, or industrial discharges and non-point sources such as residential, urban, or agricultural runoff. DEQ used a computer model to track bacteria from the source, to the land, to the stream, and then downstream to the Shenandoah River. To make sure that the predictions were accurate, the model was compared to bacteria samples collected from the stream from 1991 to 2008. The model was found to be accurate within about 5% of the measured data. For predicting sediment loads, DEQ used a computer model that considered the slope, soils, land cover, erodibility, and runoff to estimate the amount of soil eroded in the watershed and deposited in Spout Run. Similarly to the bacteria model, the sediment model was calibrated against real-world suspended sediment and flow measurements taken from the stream.

For Spout Run the following Pie Charts depict the sources for bacteria and sediment as identified through the study.

Bacteria Sources



Sediment Sources



After figuring out where the bacteria and sediment in Spout Run are currently coming from, the computer models were used to figure out how much bacteria and sediment loads need to be reduced to clean up Spout Run and its tributaries. The following tables describe the reduction needs. More detailed results can be found in the report.

Source	Bacteria Reduction Needed (%)		
	Page Brook	Roseville Run	Spout Run
Straight Pipes	100%	100%	100%
Cattle DD	91%	83%	67%
Wildlife DD	0%	0%	0%
Permitted Point Sources	0%	0%	0%
Agricultural Runoff	50%	50%	67%
Residential/Urban Runoff	91%	83%	67%
Forest Runoff	0%	0%	0%

Source	Sediment Reduction Needed (%)
Res/Urban	30%
Crop	30%
Pasture	30%
Degraded Riparian	
Pasture	67%
Forest	0%
Transitional	30%
Point Sources	0%
Bank Erosion	67%

These are the basic results of the TMDL study. The current phase of the project is the development of the Implementation Plan, which was kicked off on April 3, 2012. This is the plan that lays out how the reduction goals will be reached. Typical ways that the reductions can be made include:

- Fencing out cattle from streams and provide alternative water sources
- Conducting stream bank restoration projects in areas where banks are actively eroding
- Leave a band of 35 - 100 ft along the stream natural so that it buffers or filters out bacteria and sediment from farm or residential land (a riparian buffer)
- Find and fix failing septic systems
- Pick up pet waste on residential and commercial land

These and other actions will be listed in the implementation plan with associated costs and how much of each action it will take to meet the goals. The clean-up plan will also identify potential sources of money to help in the clean-up efforts. Most of this money will probably be available in the form of cost-share programs, which share the cost of improvements with the landowner. Here is the link to the report.

<http://www.deq.virginia.gov/portals/0/DEQ/Water/TMDL/apptmdls/shenrvr/spout.pdf>

A substantial grassroots effort has been initiated to bring funding in to help with development and implementation of the plan. The following partners have agreed to help with the effort to clean-up the Spout Run watershed.

- Trout Unlimited
- Clarke County Planning Department
- Lord Fairfax Soil and Water Conservation District
- The Downstream Project
- Piedmont Environmental Council
- Friends of the Shenandoah River
- Virginia Department of Conservation and Recreation
- Virginia Department of Environmental Quality
- Northern Shenandoah Valley Regional Commission

- Interstate Commission on the Potomac River Basin

Attached is a draft grant proposal and letter of support. There is no financial commitment beyond in-kind assistance for this project. To further the project I would request that the Board authorize the Chair to sign the attached letter.

C-SPOUT RUN:

Building a Model for Comprehensive Watershed Restoration and Community-Based Stewardship

Project Abstract

This project will build upon an existing community partnership, formed to restore water quality and aquatic habitat in the Spout Run watershed through private landowner stewardship and an innovative multimedia outreach campaign. This initiative will be furthered through two targeted streambank restoration projects designed to maximize reductions in nutrient and sediment loading from agricultural land, and restore riparian and aquatic habitat to support reintroduction of brook trout in Spout Run. Restoration projects will utilize natural stream channel design techniques, and will be implemented in concert with additional best management practices including livestock exclusion on agricultural properties. In addition, a "Beautiful Buffers" program will be developed to encourage residential landowners to plant streamside buffers in areas falling within the county's stream protection overlay district. A targeted neighborhood stewardship program will be implemented in a highly visible subdivision located directly on Roseville Run, a tributary of Spout Run. Homeowners will be encouraged to reduce their stormwater footprint by installing rain barrels and a series of rain gardens to treat rooftop runoff. The highlight of this neighborhood stewardship program will be a contiguous 1000 foot riparian buffer, which will serve as a demonstration of how residential buffers can be designed to serve as an attractive landscape feature. In order to address urban sources of nutrients and sediment in the watershed, a stormwater retrofit will be completed based upon the results of a county wide assessment of retrofit opportunities using a new and innovative tree planting BMP developed by the Center for Watershed Protection.

Project Partners

- Trout Unlimited
- Clarke County Planning Department
- Lord Fairfax Soil and Water Conservation District
- The Downstream Project
- Piedmont Environmental Council
- Friends of the Shenandoah River
- Virginia Department of Conservation and Recreation
- Virginia Department of Environmental Quality

May 7, 2012

Amanda Bassow
National Fish and Wildlife Foundation
1133 Fifteenth Street, N. W.
Washington, DC 20005

Re: Chesapeake Bay Small Watershed Grant: *C-Spout Run*

Dear Ms. Bassow,

I am writing to express support for Clarke County's Chesapeake Bay Small Watershed Grant to foster enhanced landowner stewardship and the restoration of riparian and aquatic habitat in the Spout Run watershed. There is a critical need for projects that target restoration activities to maximize pollutant reductions while restoring habitat of significant ecological value in the Chesapeake Bay watershed today. If we are to meet the aggressive nutrient and sediment reductions established through the Chesapeake Bay TMDL, local governments will not only need to encourage the targeted implementation of practices that address the greatest sources of nutrients and sediment, but also those that restore natural resources of local significance. In order to truly improve water quality in our local streams and the Chesapeake Bay, a comprehensive and inclusive approach that considers agricultural, residential and urban pollutant loads is necessary. The holistic nature of the C-Spout Run project and the partnership that is behind it make it an excellent opportunity to improve a unique and ecologically valuable local stream and the Chesapeake Bay.

Spout Run is one of several spring creeks in the Shenandoah Valley that shows great promise for the reintroduction of brook trout. The local watershed community is both aware of, and enthusiastic about the streams potential to support a coldwater fishery. However, Spout Run and its tributaries are currently listed on Virginia's 303(c) list for a biological impairment due to excess sediment, and an *E.coli* impairment. A TMDL was developed for Spout Run in 2010, and an implementation plan is currently under development. Consequently, the local community has been actively engaged in the process of identifying measures that can be taken to restore the stream. Based on the findings of the TMDL study, much of the sediment in Spout Run is coming from the streambanks (approximately 60% of the total load). This means that in order to address the biological impairment, considerable streambank stabilization will be needed. Based on local knowledge of the watershed and preliminary stream surveys, it is clear that there are several sections of streambank that are contributing a large portion of the overall sediment load. This project will strategically target these stream segments.

The C-Spout Run project has engaged a diverse group of local stakeholders including non profits, local government and state agencies. The partnership that is in place in the watershed today will facilitate a comprehensive approach to watershed restoration that effectively addresses residential, urban and agricultural sources of bacteria and sediment in Spout Run. This holistic approach to improving water quality is critical to fostering broad based community stewardship, which was called for in the President's Executive Order for the Chesapeake Bay and associated action plan. Engaging the local community to do their part to reduce runoff from their roofs, lawns, pastures and parking lots will play an important role in cleaning up the Chesapeake Bay as well as our local rivers and streams.

Clarke County will be responsible for coordinating and developing the private landowner stewardship in the residential and urban areas of the watershed. This will include:

- Coordinating with the Interstate Commission on the Potomac River Basin (ICPRB) to conduct rain barrel workshops.
- Developing "attractive" riparian buffer program to begin vegetating setbacks in residential areas
- Working with the Center for Watershed Protection to identify 1-2 high priority stormwater projects in the watershed for targeting reforestation

We believe that this project will place a critical role in improving water quality and the overall health of Spout Run. We fully support this proposal. Please feel free to contact our Natural Resource Planner, Alison Teetor, (540) 955-5134, should you have any questions about Clarke County's role in this project.

Sincerely,

J. Michael Hobert
Chair, Clarke County Board of Supervisors

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

FUNDING SOURCES	AMOUNT	CFDA NUMBER
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. 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)

PO Box 1000
Berryville, Virginia 22611

Bill To:
Clarke County Virginia
c/o Alison Teator
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	
Total	\$5,116.33

Date	Contributing Organization	Name of Person	Activity	# of Personnel Below Match	Hours Matched	Hourly Rate	Mileage	Mileage @ \$.51/mi.	Total Value	
1st Quarter and Start-up										
8/4/12	The Downstream Project	Videography	Video Taping of NFWF 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 NFWF announcement		3.00	\$33.00			\$ 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 Edits for Blog Post of Fish Count		3.00	\$33.00			\$ 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 PowerPoint 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	\$ 105.00	
1/16/13	The Downstream Project	George Patterson	Video Macro Invertebrate Testing Workshop		2.00	\$ 50.00	10.00	\$ 5.00	\$ 105.00	
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	\$55.00	0.00	\$ -	\$ 140.00	
				1st Quarter	45.50		160.00	81.30	\$3,343.50	
2nd Quarter										
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	251.00	\$ 251.00	\$ 450.00	
4/8/13	The Downstream Project	George Patterson	Conservation Services Tree Planting		3.00	\$ 75.00	20.00	\$ 10.20	\$ 223.00	
4/10/13	The Downstream Project	Nancy Sanders	Edit Tree Planting		4.50	\$ 35.00			\$ 157.50	
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	\$ 290.00	
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			\$ 150.00	
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			\$ 150.00	
4/30/13	The Downstream Project	George Patterson	Video Shoot - Seth Coffman at Carter Hall		5.00	\$ 50.00	10.00	\$ 5.10	\$ 255.00	
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			\$ 150.00	
4/5/13	The Downstream Project	Printing	C Spout Run Stickers for Conservation Fair		1.00	\$ 207.67			\$ 207.67	
				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	
6/13/13	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
	TU Streambank Restoration	Grading and habitat structure installation w/excavator	176	hours	\$140	\$24,640
	Contractual	Beautiful Buffers	Site preparation: herbicide application	10	hours	\$12
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
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
TOTAL NFWF FUNDS REQUESTED						\$141,602

\$0.00



225 Al Smith Circle • Berryville, VA 22611

540-955-5140
Fax 540-955-4049
parks@co.clarke.va.us

MEMORANDUM

TO: Tom Judge
FROM: Lisa Cooke *LC*
DATE: September 5, 2013
SUBJECT: Advisory Board Capital Budget Request

As we discussed on the telephone, at a special meeting of the Clarke County Advisory Board on August 28, 2013, the group unanimously voted to recommend to the Clarke County Board of Supervisors that we supplement the fundraising efforts of Clarke County Little League in their efforts to put lights on Field 3 at the Clarke County Park. To date, the group is \$7,198.00 short of the known costs of the project and has applied for a grant from Rappahannock Electric for this amount. It should be known by mid-September about this grant. Clarke County Little League also has an additional fundraiser planned in October for the project which historically nets \$3,000.

The Advisory Board voted to recommend the appropriation of up to \$25,000 of our capital funds to cover the unknown costs of the project which includes rock removal, the unloading of light fixtures at the Park and money that may be needed in the event the grant is not awarded.

Enclosed you will find supporting information for the project such as quotes, a letter of need of lighting from Little League, as well as a letter stating that Little League will pay electric cost at 100% when they are using lights.

If you have any other questions or need any additional information from me, please give me a call.

Purchase and Installation of Lights for One Ball Field

at Clarke County Park and Recreation

\$95,000-\$105,000 original estimated project cost given by Musco Lighting representative

25,000

	Cost	Amount Waived	Amount Charged
Rappahannock Electric Coop.			
\$1,992.24 estimated installation fee -			
\$1,223.56 estimated 2-year distribution			
revenue REC will receive = \$768.68 REC's			
installation fee for this project)	\$768.68	\$768.68	\$0.00
Musco Lighting	\$41,205.00	\$14,335.00	\$26,870.00
Waterloo Electric			
Install 200 amp underground service on a			
fence, run conduit, & wire 4 pole lights for			
the baseball field.	\$6,200.00	\$6,200.00	\$0.00
Broy & Son Pump Service, Inc.			
400 feet 1" conduit @ .75	\$300.00	\$300.00	\$0.00
Solenbergers			
Weather proof panel box	\$1,000.00	\$1,000.00	\$0.00
100 feet 3" conduit @ \$1.45	\$145.00	\$145.00	\$0.00
Wright's Electric			
300 feet 1" conduit @ .75	\$225.00	\$225.00	\$0.00
Pete McLean			
Dig holes for concrete pole & back fill with			
concrete & soil-\$1,600; assemble & set			
poles-\$1,600; crane rental x one day-			
\$1,200; concrete \$125 per yard x 7 yards-			
\$862.58	\$5,262.00	\$3,200.00	\$2,062.00
Thomas Heating & Plumbing			
Dig and backfill ditch	??	??	\$0.00
Brian Omgs Towing & Repair, LLC			
transporting poles from McClean, VA	\$937.50	\$512.50	\$425.00
Total Cost	\$56,043.18	\$26,686.18	\$29,357.00

Give Our Kids Lights Fundraising Report

August 5, 2013

2012 Fundraising Summary

Calendars 2012	\$ 6,812.20
Winnings Returned 2012	100.00
Dinner 2012	3,511.55
2012 TOTAL	\$ 10,423.75

2013 Fundraising Summary

Calendars 2013	\$ 6,287.96
Winnings Returned 2013	200.00
Dinner 2013	4,372.30
Donation Letter 2013	1,300.00
2013 TOTAL	\$ 12,160.26

TOTAL MONIES RAISED

Calendars	\$ 13,100.16
Winnings Returned	\$ 300.00
Dinners	\$ 7,883.85
Donations	\$ 1,300.00
TOTAL INCOME RAISED	\$ 22,584.01

LIGHT PROJECT EXPENDITURES

Poles (picked up & delivered)	\$ 425.00
TOTAL PROJECT EXPENSES	\$ 425.00

REMAINING FUNDS AVAILABLE

\$ 22,159.01 ✓

Clarke County Board of Supervisors

Clarke County Parks and Recreation Board

Why Lights? A lighted field would potentially affect over $\frac{3}{4}$ of our players who play for Clarke County Little League. Field 3, in the back of Chet Hobert Park, is a flat multiuse field. It can be used as a Tee Ball field, a machine pitch baseball field, and as a softball field for all of our girl teams. With the addition of a portable mound, which we co-use with a travel team, the field can also be used by our baseball teams. For the 2013 Spring Season, CCLL had 285 players. Of these, all but 39 players could practice or play games on this field. We have baseball players, including Tee Ball from ages 4-12, and softball players, ages 7-16, that play on this field. Of note, the only players that would not use Field 3 are our baseball teams with boy's ages 13-16 who have access to the larger lighted (Lloyd) field.

During the 2013 season, we had 25 teams. Each team practices at least once and has two games per week. We have several fields to use, but lose access to Hobert Field two days a week once the adult co-ed softball season starts. We also do not have Field 3 until 5:30pm due to the CCHS JV softball team that uses this field for practices during their season. This makes scheduling very difficult since every team needs practice time during the week. We try to schedule two teams per night on a field for practice, but two things make this challenging. First, parents who work out of town, have a difficult time making it to a practice that starts at 5pm on time. The other factor would be darkness. Early in our season or on cloudy days, it sometimes gets dark before a team has even had an hour to practice.

Rained out games, that need makeup's to be scheduled, limits the number of open time slots on any field. During 2013, we had several Saturday rainouts, and during the later part of May, a whole week of rainouts resulting in some teams having at least three games not being rescheduled due to lack of field time. Field 3, this past season, had games every night of the week played on it and from 9am until at least 3pm on Saturday. Also, we had to schedule three teams on a field for practice on numerous occasions thus giving a team only one hour to practice making it hard for them to get a lot accomplished.

Having a lighted ball field has the potential of doubling field usage. It will cut down on the field prep time and expense that the park and county employees incur. It will relieve the need for another field, and it will give our players the experience of playing and practicing under lights.

Another area that lights would enhance our program is during the fall. Every day gets shorter with the amount of daylight, so by the end of the season, the October practices have to be stopped by 6:30pm. We cannot host any home games during these weeks thus making our players and families travel out of county to play on week nights.

Field 3 with lights would also offer the High School a field to host night games especially during tournament time. Our league has been successful in providing both competitive teams and recreational

opportunities for the youth of Clarke County for the last 27 years. Just this last season, we had three teams win their district tournaments and were competitive at the state tournament level.

We feel we have a great deal of community support. In 2012, our fundraiser dinner sold 312 tickets with that number going up to 350 for 2013. Over 54 parents and board members have sold calendars in support of the field lighting effort. We are still continuing to raise funds as noted on the attached fundraising and donation reports.

On behalf of the Clarke County Little League Board of Directors, we believe that it is time to light Field 3. Our Light Fundraising Committee, along with the League, has worked hard raising funds and hope the remaining money can be designated or released to this project.

Thank you for your time and consideration.

Kim Braithwaite
President of the Clarke County Little League.

Clarke County Parks and Rec Board

Clarke County Board of Supervisors

Clarke County Maintenance Department

Clarke County Little League will be responsible for paying the electric bill for the use of the lights on Field 3. We understand this will be a separate meter. An agreement will be worked out with the Park if groups other than CCLL use the lights.



Kim Braithwaite

President CCLL

Estimate

Invoice Date Feb,26,2013
Invoice Number: Light-01

Quad Contracting

TO:

Clarke County little league Baseball

PAY TO: Pete McLean
486 Summerville rd.
Boyce, VA 22620
540-450-6222

DETAILS: Dig holes and set steel light poles.

1. Dig holes for concrete pole X4 30" x 12'	\$1,600.
Back fill with concrete and soil (add on would include rock at \$100. X foot)	\$?
2. Assemble and set poles	\$1,600.
3. Crane rental x one day.	\$1,200.
4. Concrete \$125. Per yard X 7yards	\$862.58

	Total \$5,262.
-Discount & Donation	-\$3,200.
Estimated cost	\$2,062.

Thank You, Pete Mclean



**Clarke County Little League Field
Berryville, VA
Date: August 8, 2013**

Quotation Price – Sales tax, labor and unloading of the equipment are not included as part of this quote

Musco's Light Structure Green™ Retro-Fit System as described below and delivered to the job site:

- Retro-Fit System as described in Equipment Description below: \$26,870.00
- Cost for Musco provided equipment.
- Value of (4) 70' Poles being donated: \$24,000.00
- These poles will be donated by the Fairfax County Park Authority and Musco will provide the equipment described below to mount on the donated poles.

Pricing furnished is effective for 60 days unless otherwise noted and is considered confidential.

Equipment Description

- Light Structure Green™ Retro-Fit System delivered to your site in Five Easy Pieces™
- (4) Pre-cast concrete bases , UL Listed remote electrical component enclosures, Pole length wire harnesses, (16) Factory-aimed and assembled luminaires, (4) New pole top fitters.
- Warranty:
 - Musco Constant 25™ product assurance and warranty program that eliminates 100% of your maintenance costs for 25 years, including labor and materials
 - Guaranteed constant light level for 25 years.
 - ? Infield – 50fc
 - ? Outfield – 30fc
 - One group re-lamp at the end of the lamps' rated life, 5,000 hours
- Controls:
 - Control Link @Control & Monitoring System for flexible control and solid management of your lighting system
 - Lighting Contactor Cabinet sized for 480 Volt/3 phase.

Payment Terms – As agreed upon between Musco Sports Lighting LLC Credit Department and Customer

Musco will make every effort to coordinate shipment so that delivery corresponds with the customer's payment schedule. We will expect payment within the terms described above unless there is a written statement from Musco's corporate headquarters stating the acceptance of different terms. Delivery to the job site from the time of order, submittal approval, and confirmation of order details including voltage and phase, pole locations is approximately 30-45 days. Due to the built-in custom light control per luminaire, pole locations need to be confirmed prior to production. Changes to pole locations after the product is sent to production could result in additional charges.

Thank you for considering Musco for your sports-lighting needs. Please contact me with any questions.

Steve Wiley
Sales Representative
Musco Sports Lighting
Phone: 804-836-6785
E-mail: steve.wiley@musco.com
Fax: 800-374-6402

Purchase and Installation of Lights for One Ball Field

at Clarke County Park and Recreation

\$95,000-\$105,000 original estimated project cost given by Musco Lighting representative

	Cost	Amount Waived	Amount Charged
Rappahannock Electric Coop. \$1,992.24 estimated installation fee - \$1,223.56 estimated 2-year distribution revenue REC will receive = \$768.68 REC's installation fee for this project)	\$768.68	\$768.68	\$0.00
Musco Lighting	\$41,205.00	\$0.00	\$41,205.00
Waterloo Electric Install 200 amp underground service on a fence, run conduit, & wire 4 pole lights for the baseball field.	\$6,200.00	\$6,200.00	\$0.00
Broy & Son Pump Service, Inc. 400 feet 1" conduit @ .75	\$300.00	\$300.00	\$0.00
Solenbergers Weather proof panel box 100 feet 3" conduit @ \$1.45	\$1,000.00 \$145.00	\$1,000.00 \$145.00	\$0.00 \$0.00
Wright's Electric 300 feet 1" conduit @ .75	\$225.00	\$225.00	\$0.00
Pete McLean Dig holes for concrete pole & back fill with concrete & soil-\$1,600; assemble & set poles-\$1,600; crane rental x one day- \$1,200; concrete \$125 per yard x 7 yards- \$862.58	\$5,262.00	\$3,200.00	\$2,062.00
Thomas Heating & Plumbing Dig and backfill ditch	??	??	\$0.00
Total Cost	\$55,105.68	\$11,838.68	\$43,267.00
Additional Quotes Received but not using:			
Broy & Son Pump Service, Inc. Dig and backfill ditch; Equipment & Labor	\$1,504.00	\$454.00	\$1,050.00
Consolidated Electric Service, LLC Labor & materials to build a rack; install a power panel & meter; install Musco supplied contactor panel; underground conduits & wires; & terminate poles. Excavation, pole installation & rigging by others. Permits & inspections.	\$12,027.00	\$0.00	\$12,027.00
???	Drew said he would give you his prices.		

Government Capital Projects

June 30, 2013

THIS REPORT IS PRELIMINARY - NOT THE FINAL FISCAL YEAR 2013 END REPORT

Description	FY 12 Carryover	FY 13 Original Budget/ Revenue Estimate	FY13 Supplemental Budget	Inter-project Adjusts	Cumulative Budget With Adjusts	Outstanding Encumbrance	Year-to Date Expenditure/ Revenue	Available Balance	Notes
General Government Capital Expenditure									
Sheriff's Equipment (fingerprinting, etc.)	20,827	8,925			29,752		8,925	20,827	
HVAC Systems	-	15,000		228,384	243,384	21,763	174,544	47,077	County portion of HVAC for JGC is 243,383.84 and Town's portion is 144,788.16. add 228,384 from sheriffs renovation
Auto Replacement	33,929	26,456			60,385		27,729	32,656	
Resurface Tennis Courts	90,000				90,000		36,599	53,401	
Pool Repair	19,999		2,686		22,685	10,564	2,083	10,038	
Fencing - Ballfield & Pool		10,000			10,000			10,000	
Additional Parking	10,000				10,000			10,000	
Sheriff's Vehicles	87,811	83,542			171,353		72,816	98,537	
Communications Study		50,000			50,000			50,000	
Sheriff's Mobile Radio System	15,580			(322)	15,258			15,258	move 322 to E-911 ph system to cover bid
Park Expansion	30,000			(20,000)	10,000			10,000	move 20k to Parks Westside
Phone System (E-911)		117,024	55,350	322	172,696	115,131	57,565	(0)	add 322 from Sheriff mobile radio system to cover bid
Economic Development	332,803		200,000	(49,109)	483,694		306,180	177,514	move 49,109 to plan updates, add \$200k supplemental
Technology Improvements	3,520	55,363			58,883		38,011	20,872	
Sheriff's Building Renovation	404,922			(228,384)	176,538		12,581	163,957	move 228,384 to HVAC to cover repairs
Roofing	112,333				112,333	1,295	24,415	86,623	
Plan Updates	9,661			49,109	58,770		11,030	47,740	add 49,109 from economic development
Carpeting (Includes Gen Dist Courthouse Seating)	39,080				39,080		8,252	30,828	courthouse area, etc.
Landscaping	15,375				15,375			15,375	
Parks Westside Sitework/Parking	47,024			40,000	87,024			87,024	add 40k from park expansion & park signs
Parks Signs/Pool Roof	20,000			(20,000)	-			-	move 20k to Parks Westside
Recreation Center Additions/Wall Crack	647,559				647,559		553,947	93,612	off-set this bal with revenue shortage of \$34,027 below for actual available balance of \$60,880
Systems Integration	75,900				75,900			75,900	
Total Expenditure	2,016,323	366,310	258,036	-	2,640,669	148,753	1,334,676	1,157,239	
			624,346						
Revenue									
Debt Proceeds	75,758				75,758			75,758	\$15,007.50 of the \$334,936 has been requested from RDA but not yet received
Senior Center Fund Raising	35,384				35,384		1,357	34,027	
Donation for Dog Park	3,035				3,035		7,082	(4,047)	
Commonwealth Revenue - Governors Opportunity Fund			200,000		200,000		200,000	-	
E-911 PSAP Grant		117,024	55,350		172,374		57,565	114,809	
Transfer from Parks construction fund			2,686		2,686		2,686	-	
Total Revenue	114,177	117,024	258,036	-	489,237		268,690	220,547	
			375,060						
Capital Projects Fund Balance									
Economic Development	332,803			(49,109)	283,694		106,180	177,514	
Total Revenue and Fund Balance	446,980	117,024	258,036	(49,109)	772,931			398,061	
Total Expenditures less Revenue and Fund Balance	1,569,343				1,867,738			759,179	

Clarke Co. **Reconciliation of Appropriations** Year Ending June 30, 2014 11-Sep-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											
9/17/2013 Voting Equipment		1,000											
9/17/2013 Historic Preservation Grants		9,000											
9/17/2013 Fish and Wildlife Grant for Spout Run							141,603						
9/17/2013 Conservation Easement Purchase (Arkfield)												21,250	
9/17/2013 Water Quality Testing		12,000											
10/15/2013 Conservation Easement Purchase (Chapman)												322,500	
Revised Appropriation	38,569,252	8,449,868	1,363,059	661,500	20,637,598	761,012	716,603	781,306	399,200	3,888,619	541,737	343,750	25,000
Change to Appropriation	571,196	32,700	0	0	0	0	141,603	53,143	0	0	0	343,750	0
Original Revenue Estimate	14,680,803	2,731,834	892,247	306,457	9,713,245	761,012	0	154,000	0	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											
9/17/2013 Voting Equipment		1,000											
9/17/2013 Historic Preservation Grants		9,000											
9/17/2013 Gang Task Force Grant		15,000											
9/17/2013 Fish and Wildlife Grant for Spout Run							141,603						
9/17/2013 Conservation Easement Purchase (Arkfield)												21,250	
9/17/2013 Water Quality Testing		12,000											
10/15/2013 Conservation Easement Purchase (Chapman)												322,500	
Revised Revenue Estimate	15,213,856	2,779,534	892,247	306,457	9,713,245	761,012	141,603	154,000	0	119,008	3,000	343,750	0
Change to Revenue Estimate	533,053	47,700	0	0	0	0	141,603	0	0	0	0	343,750	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	23,355,396	5,670,334	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	38,143	-15,000	0	0	0	0	0	53,143	0	0	0	0	0

Italics = Proposed actions

FROM	TO	AMOUNT
Minor Capital Contingency	Electoral Board Minor Capital	2,644 <i>Voting Machinges</i>
Prof Serv Contingency	Sanitation	500 <i>FCSA</i>
Personnel Contingency	County Admin	7,500 <i>Compensation Plan</i>
Minor Capital Contingency	Economic Development	1,750 <i>"Welcome Signs"</i>

CLARKE COUNTY
 FD-PJT-FUNC-OBJ EXPENDITURES SUMMARY REPORT DEFINITION TYPE #0
 for Fiscal Year 2014 (2013-2014 Fiscal Year)
 Posted Only Figures
 Executed By: gilleya

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Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For AUGUST	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	\$ 11,500.00	\$ 1,150.00	\$ 2,300.00	\$ 0.00	100.00
2100	FICA BENEFITS	\$ 1,056.00	\$ 741.52	\$ 74.15	\$ 148.30	\$ 166.18	84.26
2300	HOSPITAL/MEDICAL PLANS	\$ 10,960.00	\$ 9,133.40	\$ 913.30	\$ 1,826.60	\$ 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	\$ 0.00	\$ 5,947.00	\$ 153.00	97.49
5540	TRAVEL CONVENTION & EDUCATION	\$ 3,000.00	\$ 0.00	\$ 0.00	\$ 1,621.75	\$ 1,378.25	54.06
5800	MISCELLANEOUS CHARGES	\$ 1,600.00	\$ 0.00	\$ 234.84	\$ 234.84	\$ 1,365.16	14.68
5810	DUES & ASSOC. MEMBERSHIPS	\$ 5,200.00	\$ 0.00	\$ 500.00	\$ 3,641.00	\$ 1,559.00	70.02
6001	OFFICE SUPPLIES	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
11010	BOARD OF SUPERVISORS	\$ 57,116.00	\$ 21,374.92	\$ 2,872.29	\$ 15,719.49	\$ 20,021.59	64.95
FUNC 12110 COUNTY ADMINISTRATOR							
1100	SALARIES - REGULAR	\$ 215,195.00	\$ 179,329.16	\$ 17,932.92	\$ 35,865.84	\$ 0.00	100.00
1300	SALARIES - PART TIME	\$ 0.00	\$ 0.00	\$ 0.00	\$ 437.50	\$ 437.50	100.00
2100	FICA BENEFITS	\$ 16,462.00	\$ 13,128.62	\$ 1,312.86	\$ 2,659.18	\$ 674.20	95.90
2210	VSRS BENEFITS	\$ 26,125.00	\$ 21,770.57	\$ 2,177.05	\$ 4,354.10	\$ 0.33	100.00
2300	HEALTH INSURANCE BENEFITS	\$ 19,688.00	\$ 16,406.72	\$ 1,640.64	\$ 3,281.28	\$ 0.00	100.00
2400	LIFE INSURANCE	\$ 2,561.00	\$ 2,134.00	\$ 213.41	\$ 426.82	\$ 0.18	99.99
2700	WORKERS COMPENSATION INSURANCE	\$ 195.00	\$ 0.00	\$ 0.00	\$ 168.59	\$ 26.41	86.46
3320	MAINTENANCE SERVICE CONTRACT	\$ 500.00	\$ 1,504.00	\$ 0.00	\$ 0.00	\$ 1,004.00	300.80
3500	PRINTING AND BINDING	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,000.00	0.00
3600	ADVERTISING	\$ 0.00	\$ 0.00	\$ 171.60	\$ 171.60	\$ 171.60	100.00
5210	POSTAL SERVICES	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
5230	TELECOMMUNICATIONS	\$ 1,000.00	\$ 552.79	\$ 56.27	\$ 56.27	\$ 390.94	60.91
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	\$ 0.00	\$ 517.93	\$ 482.07	51.79
6001	OFFICE SUPPLIES	\$ 1,000.00	\$ 0.00	\$ 17.55	\$ 35.10	\$ 964.90	3.51
6008	VEHICLE AND EQUIP FUEL	\$ 1,200.00	\$ 0.00	\$ 127.06	\$ 173.20	\$ 1,026.80	14.43
6012	BOOKS AND SUBSCRIPTIONS	\$ 1,350.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,350.00	0.00
12110	COUNTY ADMINISTRATOR	\$ 289,776.00	\$ 234,825.86	\$ 23,649.36	\$ 48,147.41	\$ 6,802.73	97.65
FUNC 12210 LEGAL SERVICES							
1100	SALARIES/WAGES - REGULAR	\$ 38,844.00	\$ 33,988.50	\$ 1,618.50	\$ 4,855.50	\$ 0.00	100.00
2100	FICA	\$ 2,972.00	\$ 2,600.12	\$ 123.82	\$ 371.45	\$ 0.43	99.99
2700	WORKER'S COMPENSATION	\$ 0.00	\$ 0.00	\$ 0.00	\$ 27.39	\$ 27.39	100.00
3100	PROFESSIONAL SERVICES	\$ 30,000.00	\$ 0.00	\$ 390.00	\$ 390.00	\$ 29,610.00	1.30
12210	LEGAL SERVICES	\$ 71,816.00	\$ 36,588.62	\$ 2,132.32	\$ 5,644.34	\$ 29,583.04	58.81
FUNC 12310 COMMISSIONER OF REVENUE							
1100	SALARIES - REGULAR	\$ 139,602.00	\$ 116,335.00	\$ 11,633.50	\$ 23,118.50	\$ 148.50	99.89
2100	FICA BENEFITS	\$ 10,680.00	\$ 8,119.30	\$ 811.93	\$ 1,612.43	\$ 948.27	91.12
2210	VSRS BENEFITS	\$ 16,948.00	\$ 14,123.07	\$ 1,412.31	\$ 2,806.59	\$ 18.34	99.89
2300	HEALTH INSURANCE BENEFITS	\$ 20,184.00	\$ 16,819.98	\$ 1,682.01	\$ 3,364.02	\$ 0.00	100.00
2400	LIFE INSURANCE	\$ 1,661.00	\$ 1,384.39	\$ 138.43	\$ 275.09	\$ 1.52	99.91
2700	WORKERS COMPENSATION INSURANCE	\$ 130.00	\$ 0.00	\$ 0.00	\$ 107.97	\$ 22.03	83.05
3100	PROFESSIONAL SERVICES	\$ 100.00	\$ 0.00	\$ 22.05	\$ 44.10	\$ 55.90	44.10
3320	MAINTENANCE SERVICE CONTRACTS	\$ 500.00	\$ 97.30	\$ 22.70	\$ 22.70	\$ 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	\$ 35.40	\$ 35.40	\$ 564.60	5.90
5510	TRAVEL MILEAGE	\$ 300.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 300.00	0.00
5540	TRAVEL CONVENTION & EDUCATION	\$ 2,500.00	\$ 0.00	\$ 425.00	\$ 425.00	\$ 2,075.00	17.00
5810	DUES & MEMBERSHIPS	\$ 800.00	\$ 0.00	\$ 275.00	\$ 285.00	\$ 515.00	35.62

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Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For	Expenditures AUGUST	Expenditures Year-to-Date	Available Balance	Percent Used
6001	OFFICE SUPPLIES	\$ 1,100.00	\$ 0.00	\$ 110.15	\$ 110.15	\$ 460.15	\$ 639.85	41.83
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	\$ 156,879.04	\$ 16,568.48	\$ 16,568.48	\$ 32,761.95	\$ 11,114.01	94.46
	FUNC 12320 ASSESSOR							
3320	MAINTENANCE SERVICE CONTRACT	\$ 3,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,500.00	0.00
	FUNC 12410 TREASURER							
1100	SALARIES - REGULAR	\$ 163,209.00	\$ 141,170.00	\$ 14,117.00	\$ 14,117.00	\$ 28,071.66	\$ 6,032.66	103.70
2100	FICA BENEFITS	\$ 12,486.00	\$ 10,599.38	\$ 1,059.92	\$ 1,059.92	\$ 2,107.37	\$ 220.75	101.77
2210	VSRS BENEFITS	\$ 19,814.00	\$ 17,138.04	\$ 1,713.80	\$ 1,713.80	\$ 3,407.89	\$ 731.93	103.69
2300	HEALTH INSURANCE BENEFITS	\$ 10,960.00	\$ 9,133.40	\$ 913.30	\$ 913.30	\$ 1,826.60	\$ 0.00	100.00
2400	LIFE INSURANCE	\$ 1,942.00	\$ 1,679.92	\$ 167.99	\$ 167.99	\$ 334.04	\$ 71.96	103.71
2700	WORKERS COMPENSATION INSURANCE	\$ 150.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 126.47	\$ 23.53	84.31
3100	PROFESSIONAL SERVICES	\$ 300.00	\$ 0.00	\$ 22.05	\$ 22.05	\$ 44.10	\$ 255.90	14.70
3320	MAINTENANCE SERVICE CONTRACT	\$ 200.00	\$ 97.30	\$ 22.70	\$ 22.70	\$ 22.70	\$ 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	\$ 3.02	\$ 3.02	\$ 3.02	\$ 1,596.98	0.19
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	\$ 431.34	\$ 431.34	\$ 431.34	\$ 1,168.66	26.96
5810	DUES & MEMBERSHIPS	\$ 900.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 680.00	\$ 220.00	75.56
6001	OFFICE SUPPLIES	\$ 4,100.00	\$ 0.00	\$ 225.46	\$ 225.46	\$ 283.96	\$ 3,816.04	6.93
6022	SUPPLIES - DOG TAGS	\$ 750.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 750.00	0.00
12410	TREASURER	\$ 249,161.00	\$ 179,818.04	\$ 18,676.58	\$ 18,676.58	\$ 37,439.15	\$ 31,903.81	87.20
	FUNC 12510 DATA PROCESSING							
1100	SALARIES & WAGES - REGULAR	\$ 122,425.00	\$ 102,020.84	\$ 10,202.08	\$ 10,202.08	\$ 20,404.16	\$ 0.00	100.00
1300	SALARIES - PART TIME	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 307.50	\$ 307.50	100.00
2100	FICA BENEFITS	\$ 9,366.00	\$ 7,294.95	\$ 729.49	\$ 729.49	\$ 1,482.50	\$ 588.55	93.72
2210	VSRS	\$ 14,862.00	\$ 12,385.32	\$ 1,238.54	\$ 1,238.54	\$ 2,477.08	\$ 0.40	100.00
2300	HOSPITAL/MEDICAL PLANS	\$ 14,208.00	\$ 11,840.02	\$ 1,183.99	\$ 1,183.99	\$ 2,367.98	\$ 0.00	100.00
2400	LIFE INSURANCE	\$ 1,457.00	\$ 1,214.03	\$ 121.41	\$ 121.41	\$ 242.82	\$ 0.15	99.99
2700	WORKER'S COMPENSATION	\$ 115.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 103.29	\$ 11.71	89.82
3100	PROFESSIONAL SERVICES	\$ 22,000.00	\$ 2,050.00	\$ 200.00	\$ 200.00	\$ 3,372.00	\$ 16,578.00	24.65
3320	MAINTENANCE SERVICE CONTRACT	\$ 40,000.00	\$ 14,315.56	\$ 3,160.22	\$ 3,160.22	\$ 24,658.44	\$ 1,026.00	97.44
5210	POSTAL SERVICES	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	0.00
5230	TELECOMMUNICATIONS	\$ 35,000.00	\$ 9,615.58	\$ 1,585.26	\$ 1,585.26	\$ 6,525.77	\$ 18,858.65	46.12
5540	TRAVEL CONVENTION & EDUCATION	\$ 500.00	\$ 0.00	\$ 38.70	\$ 38.70	\$ 38.70	\$ 461.30	7.74
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	\$ 2,064.00	\$ 2,335.65	\$ 2,335.65	\$ 2,352.63	\$ 13,583.37	24.54
12510	DATA PROCESSING	\$ 279,533.00	\$ 162,800.30	\$ 20,795.34	\$ 20,795.34	\$ 64,332.87	\$ 52,399.83	81.25
	FUNC 13100 ELECTORAL BOARD AND OFFICIALS							
1300	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	\$ 0.00	\$ 0.00	\$ 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	\$ 0.00	\$ 0.00	\$ 658.68	\$ 32,327.32	2.00
	FUNC 13200 REGISTRAR							
1100	SALARIES - REGULAR	\$ 46,783.00	\$ 39,026.67	\$ 3,902.67	\$ 3,902.67	\$ 7,696.92	\$ 59.41	99.87
1300	SALARIES - PART TIME	\$ 8,840.00	\$ 0.00	\$ 1,060.00	\$ 1,060.00	\$ 1,166.00	\$ 7,674.00	13.19

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2100	FICA BENEFITS	\$ 4,256.00	\$ 3,000.01	\$ 381.09	\$ 381.09	\$ 680.84	\$ 575.15	86.49
2210	VSRS BENEFITS	\$ 5,679.00	\$ 4,737.84	\$ 473.78	\$ 473.78	\$ 934.40	\$ 6.76	99.88
2400	LIFE INSURANCE	\$ 557.00	\$ 464.42	\$ 46.44	\$ 46.44	\$ 91.59	\$ 0.99	99.82
2700	WORKERS COMPENSATION INSURANCE	\$ 50.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 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	\$ 204.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 24.00	113.33
5230	TELECOMMUNICATIONS	\$ 900.00	\$ 552.79	\$ 50.23	\$ 50.23	\$ 50.23	\$ 296.98	67.00
5510	TRAVEL MILEAGE	\$ 150.00	\$ 0.00	\$ 208.99	\$ 208.99	\$ 208.99	\$ 58.99	139.33
5540	TRAVEL CONVENTION & EDUCATION	\$ 850.00	\$ 0.00	\$ 685.86	\$ 685.86	\$ 757.59	\$ 92.41	89.13
5810	DUES & SUBSCRIPTIONS	\$ 150.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 150.00	0.00
6001	OFFICE SUPPLIES	\$ 725.00	\$ 0.00	\$ 62.87	\$ 62.87	\$ 84.65	\$ 640.35	11.68
13200	REGISTRAR	\$ 69,320.00	\$ 47,985.73	\$ 6,871.93	\$ 6,871.93	\$ 11,706.88	\$ 9,627.39	86.11
	FUNC 21100 CIRCUIT COURT							
5841	COMPENSATION OF JURORS	\$ 1,800.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 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	\$ 0.00	\$ 0.00	\$ 150.00	\$ 11,330.00	1.31
	FUNC 21200 GENERAL DISTRICT COURT							
3150	LEGAL	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 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	\$ 652.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 328.00	66.53
5230	TELECOMMUNICATIONS	\$ 1,900.00	\$ 0.00	\$ 159.17	\$ 159.17	\$ 159.17	\$ 1,740.83	8.38
6001	OFFICE SUPPLIES	\$ 500.00	\$ 0.00	\$ 190.94	\$ 190.94	\$ 190.94	\$ 309.06	38.19
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	\$ 892.00	\$ 350.11	\$ 350.11	\$ 470.11	\$ 2,617.89	34.22
	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	\$ 67.66	\$ 67.66	\$ 67.66	\$ 632.34	9.67
5810	DUES & MEMBERSHIPS	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 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	\$ 67.66	\$ 67.66	\$ 207.66	\$ 1,691.34	36.68
	FUNC 21600 CLERK OF THE CIRCUIT COURT							
1100	Salaries - Regular	\$ 165,828.00	\$ 138,189.10	\$ 13,818.91	\$ 13,818.91	\$ 27,430.84	\$ 208.06	99.87
2100	FICA BENEFITS	\$ 12,686.00	\$ 10,716.68	\$ 1,071.67	\$ 1,071.67	\$ 2,126.56	\$ 157.24	101.24
2210	VSRS BENEFITS	\$ 20,132.00	\$ 16,776.16	\$ 1,677.61	\$ 1,677.61	\$ 3,330.10	\$ 25.74	99.87
2300	HEALTH INSURANCE BENEFITS	\$ 10,960.00	\$ 9,133.40	\$ 913.30	\$ 913.30	\$ 1,826.60	\$ 0.00	100.00
2400	LIFE INSURANCE	\$ 1,973.00	\$ 1,644.45	\$ 164.44	\$ 164.44	\$ 326.42	\$ 2.13	99.89
2700	WORKER'S COMPENSATION	\$ 155.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 127.96	\$ 27.04	82.55
3100	PROFESSIONAL SERVICES	\$ 13,700.00	\$ 0.00	\$ 174.00	\$ 174.00	\$ 174.00	\$ 13,526.00	1.27
3320	MAINTENANCE SERVICE CONTRACT	\$ 900.00	\$ 730.00	\$ 0.00	\$ 0.00	\$ 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	\$ 669.31	\$ 669.31	\$ 1,237.37	\$ 5,762.63	17.68
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	\$ 68.06	\$ 68.06	\$ 68.06	\$ 831.94	7.56
6001	OFFICE SUPPLIES	\$ 6,500.00	\$ 0.00	\$ 2,232.79	\$ 2,232.79	\$ 2,330.14	\$ 4,169.86	35.85
21600	CLERK OF THE CIRCUIT COURT	\$ 243,834.00	\$ 177,189.79	\$ 20,790.09	\$ 20,790.09	\$ 39,321.05	\$ 27,323.16	88.79
	FUNC 21900 VICTIM/WITNESS PROGRAM							
1300	SALARIES/WAGES - PART TIME	\$ 28,965.00	\$ 24,137.51	\$ 2,413.75	\$ 2,413.75	\$ 4,827.50	\$ 0.01	100.00
2100	FICA	\$ 2,217.00	\$ 1,824.10	\$ 182.42	\$ 182.42	\$ 364.84	\$ 28.06	98.73
2210	VSRS	\$ 3,516.00	\$ 2,930.29	\$ 293.03	\$ 293.03	\$ 586.06	\$ 0.35	100.01
2300	Health Insurance	\$ 4,252.00	\$ 4,566.50	\$ 456.65	\$ 456.65	\$ 913.30	\$ 1,227.80	128.88
2400	LIFE INSURANCE	\$ 345.00	\$ 370.16	\$ 37.02	\$ 37.02	\$ 74.04	\$ 99.20	128.75
2700	WORKER'S COMPENSATION	\$ 40.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 29.24	\$ 10.76	73.10

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5230	TELECOMMUNICATIONS	\$ 0.00	\$ 0.00	\$ 3.02	\$ 3.02	\$ 3.02	\$ 3.02	100.00
5540	TRAVEL CONVENTION & EDUCATION	\$ 600.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 600.00	0.00
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	\$ 33,828.56	\$ 3,385.89	\$ 6,798.00	\$ 366.56	\$ 100.91	
3845	FUNC 21920 COURT SERVICES DETOXIFICATION PURCHASED SERVICES - DETOX	\$ 0.00	\$ 0.00	\$ 3,759.00	\$ 3,759.00	\$ 3,759.00	\$ 100.00	
5699	FUNC 21930 BLUE RIDGE LEGAL SERVICES CIVIC CONTRIBUTIONS	\$ 1,500.00	\$ 0.00	\$ 1,500.00	\$ 1,500.00	\$ 0.00	\$ 100.00	
5699	FUNC 21940 REGIONAL COURT SERVICES CIVIC CONTRIBUTIONS	\$ 3,759.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,759.00	\$ 0.00	
1100	FUNC 22100 COMMONWEALTH'S ATTORNEY SALARIES - REGULAR	\$ 188,734.00	\$ 157,279.06	\$ 14,650.42	\$ 30,117.57	\$ 1,337.37	\$ 99.29	
1300	SALARIES - PART TIME	\$ 12,300.00	\$ 0.00	\$ 1,448.00	\$ 1,944.00	\$ 10,356.00	\$ 15.80	
2100	FICA BENEFITS	\$ 15,379.00	\$ 13,744.21	\$ 1,237.98	\$ 2,630.70	\$ 995.91	\$ 106.48	
2210	VSRS BENEFITS	\$ 21,343.00	\$ 17,883.03	\$ 1,788.30	\$ 3,544.95	\$ 84.98	\$ 100.40	
2300	HEALTH INSURANCE BENEFITS	\$ 10,863.00	\$ 9,133.00	\$ 913.30	\$ 1,826.60	\$ 96.60	\$ 100.89	
2400	LIFE INSURANCE	\$ 2,092.00	\$ 1,752.95	\$ 175.30	\$ 347.49	\$ 8.44	\$ 100.40	
2700	WORKERS COMPENSATION INSURANCE	\$ 180.00	\$ 0.00	\$ 0.00	\$ 157.58	\$ 22.42	\$ 87.54	
3320	MAINTENANCE SERVICE CONTRACT	\$ 750.00	\$ 320.50	\$ 0.00	\$ 63.90	\$ 365.60	\$ 51.25	
5210	POSTAL SERVICES	\$ 1,100.00	\$ 0.00	\$ 150.00	\$ 150.00	\$ 950.00	\$ 13.64	
5230	TELECOMMUNICATIONS	\$ 600.00	\$ 0.00	\$ 38.73	\$ 38.73	\$ 561.27	\$ 6.46	
5540	TRAVEL CONVENTION & EDUCATION	\$ 3,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,500.00	\$ 0.00	
5549	WITNESS TRAVEL EXPENDITURES	\$ 800.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 800.00	\$ 0.00	
5810	DUES & MEMBERSHIPS	\$ 800.00	\$ 0.00	\$ 270.00	\$ 270.00	\$ 530.00	\$ 33.75	
6001	OFFICE SUPPLIES	\$ 1,500.00	\$ 0.00	\$ 54.30	\$ 306.95	\$ 1,193.05	\$ 20.46	
6012	BOOKS AND SUBSCRIPTIONS	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 420.00	\$ 580.00	\$ 42.00	
22100	COMMONWEALTH'S ATTORNEY	\$ 260,941.00	\$ 200,112.75	\$ 20,726.33	\$ 41,818.47	\$ 19,009.78	\$ 92.71	
1100	FUNC 31200 SHERIFF SALARIES - REGULAR	\$ 1,037,826.00	\$ 821,106.50	\$ 80,491.30	\$ 158,656.05	\$ 58,063.45	\$ 94.41	
1300	SALARIES - PART TIME	\$ 20,000.00	\$ 0.00	\$ 3,243.02	\$ 4,554.77	\$ 15,445.23	\$ 22.77	
2100	FICA BENEFITS	\$ 80,923.00	\$ 58,176.44	\$ 5,943.55	\$ 11,561.25	\$ 11,185.31	\$ 86.18	
2210	VSRS BENEFITS	\$ 127,541.00	\$ 99,682.33	\$ 9,693.69	\$ 19,330.83	\$ 8,527.84	\$ 93.31	
2300	HEALTH INSURANCE BENEFITS	\$ 127,328.00	\$ 100,146.09	\$ 9,740.63	\$ 19,481.26	\$ 7,700.65	\$ 93.95	
2400	LIFE INSURANCE	\$ 12,502.00	\$ 9,771.17	\$ 950.19	\$ 1,894.83	\$ 836.00	\$ 93.31	
2700	WORKERS COMPENSATION INSURANCE	\$ 11,800.00	\$ 0.00	\$ 0.00	\$ 11,383.68	\$ 416.32	\$ 96.47	
2860	LINE OF DUTY BENEFITS	\$ 7,100.00	\$ 0.00	\$ 0.00	\$ 6,834.32	\$ 265.68	\$ 96.26	
3100	PROFESSIONAL SERVICES	\$ 7,000.00	\$ 0.00	\$ 250.00	\$ 264.12	\$ 6,735.88	\$ 3.77	
3310	REPAIR & MAINTENANCE	\$ 3,000.00	\$ 9,385.00	\$ 355.50	\$ 680.50	\$ 7,065.50	\$ 335.52	
3320	MAINTENANCE SERVICE CONTRACT	\$ 18,390.00	\$ 29,974.83	\$ 0.00	\$ 12,883.42	\$ 24,468.25	\$ 233.05	
3350	INSURED REPAIRS	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	\$ 0.00	
5210	POSTAL SERVICES	\$ 2,000.00	\$ 0.00	\$ 7.72	\$ 407.72	\$ 1,592.28	\$ 20.39	
5230	TELECOMMUNICATIONS	\$ 12,000.00	\$ 13,160.27	\$ 1,425.86	\$ 1,425.86	\$ 2,586.13	\$ 121.55	
5305	MOTOR VEHICLE INSURANCE	\$ 13,000.00	\$ 0.00	\$ 0.00	\$ 13,338.00	\$ 338.00	\$ 102.60	
5530	TRAVEL SUBSISTANCE & LODGING	\$ 7,000.00	\$ 0.00	\$ 57.92	\$ 57.92	\$ 6,942.08	\$ 0.83	
5540	TRAVEL CONVENTION & EDUCATION	\$ 2,500.00	\$ 0.00	\$ 420.00	\$ 1,665.00	\$ 835.00	\$ 66.60	
5800	MISCELLANEOUS CHARGES	\$ 1,000.00	\$ 0.00	\$ 78.00	\$ 113.00	\$ 887.00	\$ 11.30	
5810	DUES & MEMBERSHIPS	\$ 2,500.00	\$ 0.00	\$ 0.00	\$ 80.00	\$ 2,420.00	\$ 3.20	
6001	OFFICE SUPPLIES	\$ 4,000.00	\$ 0.00	\$ 318.45	\$ 359.30	\$ 3,640.70	\$ 8.98	
6007	REPAIR AND MAINTENANCE SUPPLIES	\$ 39,900.00	\$ 8,837.76	\$ 969.65	\$ 2,347.26	\$ 28,714.98	\$ 28.03	
6008	VEHICLE AND EQUIP FUEL	\$ 75,000.00	\$ 0.00	\$ 5,664.23	\$ 8,109.71	\$ 66,890.29	\$ 10.81	
6010	POLICE SUPPLIES	\$ 5,500.00	\$ 0.00	\$ 298.86	\$ 298.86	\$ 5,201.14	\$ 5.43	
6011	UNIFORM AND WEARING APPAREL	\$ 6,500.00	\$ 0.00	\$ 250.58	\$ 340.57	\$ 6,159.43	\$ 5.24	
6017	AMMUNITION	\$ 9,000.00	\$ 7,742.41	\$ 1,234.62	\$ 1,234.62	\$ 22.97	\$ 99.74	
6024	INSURED REPAIRS	\$ 11,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 11,000.00	\$ 0.00	
31200	SHERIFF	\$ 1,644,810.00	\$ 1,157,982.80	\$ 121,393.77	\$ 277,302.85	\$ 209,524.35	\$ 87.26	
5699	FUNC 31210 CRIMINAL JUSTICE TRAINING CENTER CIVIC CONTRIBUTIONS	\$ 16,000.00	\$ 0.00	\$ 0.00	\$ 13,447.50	\$ 2,552.50	\$ 84.05	

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5699	FUNC 31220 DRUG TASK FORCE CIVIC CONTRIBUTIONS	\$ 12,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 12,500.00	0.00
	FUNC 32100 EMERGENCY MEDICAL SERVICES						
1100	SALARIES - REGULAR	\$ 257,022.00	\$ 216,090.65	\$ 19,040.31	\$ 38,231.35	\$ 2,700.00	98.95
1300	SALARIES - PART TIME	\$ 18,000.00	\$ 0.00	\$ 1,740.00	\$ 3,060.00	\$ 14,940.00	17.00
2100	FICA BENEFITS	\$ 21,037.00	\$ 12,762.09	\$ 1,419.64	\$ 2,818.78	\$ 5,456.13	74.06
2210	VSRS BENEFITS	\$ 22,924.00	\$ 19,101.07	\$ 1,910.30	\$ 3,820.60	\$ 2.33	99.99
2300	HEALTH INSURANCE BENEFITS	\$ 33,820.00	\$ 28,183.30	\$ 2,818.35	\$ 5,636.70	\$ 0.00	100.00
2400	LIFE INSURANCE	\$ 2,247.00	\$ 1,872.36	\$ 187.24	\$ 374.48	\$ 0.16	99.99
2700	WORKERS COMPENSATION INSURANCE	\$ 15,000.00	\$ 0.00	\$ 0.00	\$ 12,185.39	\$ 2,814.61	81.24
2860	LINE OF DUTY BENEFITS	\$ 2,160.00	\$ 0.00	\$ 0.00	\$ 2,278.26	\$ 118.26	105.48
5230	TELECOMMUNICATIONS	\$ 800.00	\$ 0.00	\$ 64.98	\$ 64.98	\$ 735.02	8.12
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	\$ 31.41	\$ 102.51	\$ 1,397.49	6.83
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	\$ 278,009.47	\$ 27,212.23	\$ 68,573.05	\$ 29,527.48	92.15
	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	\$ 26,410.00	\$ 26,410.00	\$ 744.00	102.90
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	\$ 26,410.00	\$ 26,410.00	\$ 34,797.00	43.15
	FUNC 32201 BLUE RIDGE VOLUNTEER FIRE COMPANY						
2860	LINE OF DUTY BENEFITS	\$ 1,900.00	\$ 0.00	\$ 0.00	\$ 1,495.00	\$ 405.00	78.68
5699	CIVIC CONTRIBUTIONS	\$ 50,000.00	\$ 0.00	\$ 0.00	\$ 12,500.00	\$ 37,500.00	25.00
32201	BLUE RIDGE VOLUNTEER FIRE COMPAN	\$ 51,900.00	\$ 0.00	\$ 0.00	\$ 13,995.00	\$ 37,905.00	26.97
	FUNC 32202 BOYCE VOLUNTEER FIRE COMPANY						
2860	LINE OF DUTY BENEFITS	\$ 2,900.00	\$ 0.00	\$ 0.00	\$ 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	\$ 0.00	\$ 2,384.42	\$ 50,515.58	4.51
	FUNC 32203 ENDERS VOLUNTEER FIRE COMPANY						
2860	LINE OF DUTY BENEFITS	\$ 4,000.00	\$ 0.00	\$ 0.00	\$ 3,445.00	\$ 555.00	86.12
5699	CIVIC CONTRIBUTIONS	\$ 75,000.00	\$ 0.00	\$ 0.00	\$ 18,750.00	\$ 56,250.00	25.00
32203	ENDERS VOLUNTEER FIRE COMPANY	\$ 79,000.00	\$ 0.00	\$ 0.00	\$ 22,195.00	\$ 56,805.00	28.09
	FUNC 32300 LORD FAIRFAX EMERGENCY MEDICAL						
5699	CIVIC CONTRIBUTION	\$ 4,929.00	\$ 0.00	\$ 4,929.00	\$ 4,929.00	\$ 0.00	100.00
	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	\$ 0.00	\$ 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	\$ 32.69	\$ 32.69	\$ 467.31	6.54
6001	OFFICE SUPPLIES	\$ 300.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 300.00	0.00
33300	PROBATION OFFICE	\$ 925.00	\$ 0.00	\$ 32.69	\$ 32.69	\$ 892.31	3.53
	FUNC 34100 BUILDING INSPECTIONS						
1100	SALARIES - REGULAR	\$ 98,455.00	\$ 82,045.84	\$ 8,204.58	\$ 16,409.16	\$ 0.00	100.00

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2100	FICA BENEFITS	\$ 7,531.00	\$ 5,671.76	\$ 567.17	\$ 567.17	\$ 1,134.34	\$ 724.90	90.37
2210	VSRS BENEFITS	\$ 11,952.00	\$ 9,960.37	\$ 996.03	\$ 996.03	\$ 1,992.06	\$ 0.43	100.00
2300	HEALTH INSURANCE BENEFITS	\$ 11,952.00	\$ 9,959.92	\$ 996.04	\$ 996.04	\$ 1,992.08	\$ 0.00	100.00
2400	LIFE INSURANCE	\$ 1,172.00	\$ 976.33	\$ 97.64	\$ 97.64	\$ 195.28	\$ 0.39	99.97
2700	WORKERS COMPENSATION INSURANCE	\$ 1,100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,012.69	\$ 87.31	92.06
3320	MAINTENANCE SERVICE CONTRACT	\$ 1,900.00	\$ 0.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 700.00	63.16
3500	PRINTING AND BINDING	\$ 600.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 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	\$ 286.92	\$ 60.79	\$ 60.79	\$ 60.79	\$ 552.29	38.63
5510	TRAVEL MILEAGE	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 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	\$ 72.40	\$ 72.40	\$ 72.40	\$ 427.60	14.48
6008	VEHICLE AND EQUIP FUEL	\$ 2,500.00	\$ 0.00	\$ 250.88	\$ 250.88	\$ 341.64	\$ 2,158.36	13.67
6012	BOOKS AND SUBSCRIPTIONS	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
34100	BUILDING INSPECTIONS	\$ 140,012.00	\$ 108,901.14	\$ 12,445.53	\$ 12,445.53	\$ 24,690.51	\$ 6,420.35	95.41
	FUNC 35100 ANIMAL CONTROL							
1100	SALARIES - REGULAR	\$ 35,845.00	\$ 29,870.84	\$ 2,987.08	\$ 2,987.08	\$ 5,974.16	\$ 0.00	100.00
1300	SALARIES - PART TIME	\$ 18,000.00	\$ 0.00	\$ 1,652.00	\$ 1,652.00	\$ 2,817.84	\$ 15,182.16	15.65
2100	FICA BENEFITS	\$ 4,119.00	\$ 1,909.74	\$ 317.36	\$ 317.36	\$ 597.52	\$ 1,611.74	60.87
2210	VSRS BENEFITS	\$ 4,352.00	\$ 3,626.32	\$ 362.63	\$ 362.63	\$ 725.26	\$ 0.42	99.99
2300	HEALTH INSURANCE BENEFITS	\$ 5,976.00	\$ 4,979.96	\$ 498.02	\$ 498.02	\$ 996.04	\$ 0.00	100.00
2400	LIFE INSURANCE	\$ 427.00	\$ 355.46	\$ 35.55	\$ 35.55	\$ 71.10	\$ 0.44	99.90
2700	WORKERS COMPENSATION INSURANCE	\$ 600.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 566.87	\$ 33.13	94.48
3100	PROFESSIONAL SERVICES	\$ 12,204.00	\$ 0.00	\$ 300.73	\$ 300.73	\$ 676.20	\$ 11,527.80	5.54
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	\$ 143.46	\$ 104.23	\$ 104.23	\$ 104.23	\$ 1,252.31	16.51
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	\$ 2.25	\$ 2.25	\$ 33.35	\$ 116.65	22.23
6004	MEDICAL AND LABORATORY SUPPLIES	\$ 1,500.00	\$ 0.00	\$ 688.14	\$ 688.14	\$ 688.14	\$ 811.86	45.88
6008	VEHICLE AND EQUIP FUEL	\$ 848.00	\$ 0.00	\$ 127.12	\$ 127.12	\$ 194.75	\$ 653.25	22.97
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	\$ 69.16	\$ 69.16	\$ 90.89	\$ 4,834.11	3.32
35100	ANIMAL CONTROL	\$ 92,521.00	\$ 40,960.78	\$ 7,144.27	\$ 7,144.27	\$ 13,536.35	\$ 38,023.87	58.90
	FUNC 35300 MEDICAL EXAMINER & INDIGENT BURIAL							
3100	PROFESSIONAL SERVICES	\$ 1,000.00	\$ 0.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 980.00	2.00
	FUNC 35600 COMMUNICATIONS							
1100	Salaries - Regular	\$ 208,523.00	\$ 173,769.14	\$ 17,376.93	\$ 17,376.93	\$ 35,006.94	\$ 253.08	100.12
2100	FICA Benefits	\$ 15,953.00	\$ 12,683.16	\$ 1,268.31	\$ 1,268.31	\$ 2,555.98	\$ 713.86	95.53
2210	VSRS Benefits	\$ 25,315.00	\$ 21,095.58	\$ 2,109.55	\$ 2,109.55	\$ 4,219.10	\$ 0.32	100.00
2300	Health Insurance Benefits	\$ 33,376.00	\$ 27,813.46	\$ 2,781.27	\$ 2,781.27	\$ 5,562.54	\$ 0.00	100.00
2400	Life Insurance	\$ 2,481.00	\$ 2,067.87	\$ 206.78	\$ 206.78	\$ 413.56	\$ 0.43	100.02
2700	Worker's Compensation	\$ 200.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 163.36	\$ 36.64	81.68
3320	MAINTENANCE SERVICE CONTRACT	\$ 62,338.00	\$ 50,011.00	\$ 0.00	\$ 0.00	\$ 8,333.00	\$ 3,994.00	93.59
5230	TELECOMMUNICATIONS	\$ 25,250.00	\$ 1,118.14	\$ 1,596.85	\$ 1,596.85	\$ 2,906.63	\$ 21,225.23	15.94
5420	TOWER LEASE	\$ 27,500.00	\$ 22,770.00	\$ 2,070.00	\$ 2,070.00	\$ 4,140.00	\$ 590.00	97.85
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	\$ 131.24	\$ 131.24	\$ 279.89	\$ 1,520.11	15.55
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	\$ 311,328.35	\$ 27,540.93	\$ 27,540.93	\$ 63,581.00	\$ 31,326.65	92.29
	FUNC 42400 REFUSE DISPOSAL							
3840	PURCHASED SERVICES	\$ 168,000.00	\$ 0.00	\$ 923.04	\$ 923.04	\$ 923.04	\$ 167,076.96	0.55
	FUNC 42600 LITTER CONTROL PROGRAM							
6014	OTHER OPERATING SUPPLIES	\$ 5,817.00	\$ 2,598.40	\$ 331.60	\$ 331.60	\$ 481.60	\$ 2,737.00	52.95

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FUNC 42700 SANITATION								
3840	PURCHASED SERVICES	\$ 27,000.00	\$ 0.00	\$	2,264.64	\$ 2,264.64	\$ 24,735.36	8.39
5699	CIVIC CONTRIBUTIONS (CCSA)	\$ 30,000.00	\$ 0.00	\$	0.00	\$ 0.00	\$ 30,000.00	0.00
42700	SANITATION	\$ 57,000.00	\$ 0.00	\$	2,264.64	\$ 2,264.64	\$ 54,735.36	3.97
FUNC 43200 GENERAL PROPERTY MAINTENANCE								
1100	SALARIES - REGULAR	\$ 140,920.00	\$ 117,372.30	\$	11,737.23	\$ 23,474.46	\$ 73.24	99.95
2100	FICA BENEFITS	\$ 10,780.00	\$ 8,065.12	\$	806.52	\$ 1,613.04	\$ 1,101.84	89.78
2210	VRSR BENEFITS	\$ 16,918.00	\$ 14,092.12	\$	1,409.21	\$ 2,818.42	\$ 7.46	99.96
2300	HEALTH INSURANCE BENEFITS	\$ 18,463.00	\$ 16,741.24	\$	1,674.11	\$ 3,348.22	\$ 1,626.46	108.81
2400	LIFE INSURANCE	\$ 1,677.00	\$ 1,396.72	\$	139.68	\$ 279.36	\$ 0.92	99.95
2700	WORKERS COMPENSATION INSURANCE	\$ 4,150.00	\$ 0.00	\$	0.00	\$ 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	\$ 10,430.00	\$ 6,425.00	\$	0.00	\$ 0.00	\$ 4,005.00	61.60
3320	MAINTENANCE SERVICE CONTRACT	\$ 86,550.00	\$ 73,282.04	\$	8,776.83	\$ 13,267.33	\$ 0.63	100.00
3600	ADVERTISING	\$ 750.00	\$ 0.00	\$	0.00	\$ 0.00	\$ 750.00	0.00
5110	ELECTRICAL SERVICES	\$ 4,813.00	\$ 0.00	\$	0.00	\$ 0.00	\$ 4,813.00	0.00
5120	HEATING SERVICES	\$ 10,071.00	\$ 0.00	\$	0.00	\$ 0.00	\$ 10,071.00	0.00
5130	WATER & SEWAGE SERVICES	\$ 6,788.00	\$ 0.00	\$	0.00	\$ 15.95	\$ 6,772.05	0.23
5230	TELECOMMUNICATIONS	\$ 3,900.00	\$ 1,569.88	\$	252.80	\$ 252.80	\$ 2,077.32	46.74
5301	BOILER INSURANCE	\$ 2,000.00	\$ 0.00	\$	0.00	\$ 3,409.00	\$ 1,409.00	170.45
5302	FIRE INSURANCE	\$ 19,500.00	\$ 0.00	\$	0.00	\$ 19,688.00	\$ 188.00	100.96
5305	MOTOR VEHICLE INSURANCE	\$ 5,200.00	\$ 0.00	\$	0.00	\$ 5,643.00	\$ 443.00	108.52
5308	GENERAL LIABILITY INSURANCE	\$ 8,500.00	\$ 0.00	\$	0.00	\$ 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	\$ 14,452.20	\$	547.80	\$ 547.80	\$ 0.00	100.00
6007	REPAIR AND MAINTENANCE SUPPLIES	\$ 9,848.00	\$ 7,496.00	\$	1,014.69	\$ 1,062.69	\$ 1,289.31	86.91
6008	VEHICLE AND EQUIP FUEL	\$ 4,937.00	\$ 0.00	\$	420.55	\$ 688.68	\$ 4,248.32	13.95
6009	VEHICLE AND EQUIPMENT SUPPLIES	\$ 5,700.00	\$ 0.00	\$	217.12	\$ 345.31	\$ 5,354.69	6.06
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
43200	GENERAL PROPERTY MAINTENANCE	\$ 391,545.00	\$ 269,560.12	\$	26,996.54	\$ 88,427.29	\$ 33,557.59	91.43
FUNC 43202 101 CHALMERS COURT								
3100	PROFESSIONAL SERVICES	\$ 0.00	\$ 0.00	\$	790.02	\$ 3,298.02	\$ 3,298.02	100.00
3310	REPAIR & MAINTENANCE	\$ 19,175.00	\$ 5,580.19	\$	2,557.82	\$ 3,263.20	\$ 10,331.61	46.12
3320	MAINTENANCE SERVICE CONTRACTS	\$ 32,268.00	\$ 27,335.25	\$	2,008.65	\$ 4,933.49	\$ 0.74	100.00
5110	ELECTRICAL SERVICES	\$ 22,000.00	\$ 0.00	\$	2,925.78	\$ 2,925.78	\$ 19,074.22	13.30
5120	HEATING SERVICES	\$ 3,400.00	\$ 0.00	\$	22.11	\$ 44.52	\$ 3,355.48	1.31
5130	WATER & SEWAGE SERVICES	\$ 2,900.00	\$ 0.00	\$	105.55	\$ 105.55	\$ 2,794.45	3.64
6007	REPAIR AND MAINT SUPPLIES	\$ 1,000.00	\$ 0.00	\$	75.06	\$ 110.74	\$ 889.26	11.07
43202	101 CHALMERS COURT	\$ 80,743.00	\$ 32,915.44	\$	8,484.99	\$ 14,681.30	\$ 33,146.26	58.95
FUNC 43205 129 RAMSBURG LN MAINTENANCE DEPT								
3310	REPAIR & MAINTENANCE	\$ 1,000.00	\$ 1,623.00	\$	0.00	\$ 231.00	\$ 854.00	185.40
3320	MAINTENANCE SERVICE CONTRACTS	\$ 1,700.00	\$ 0.00	\$	0.00	\$ 104.50	\$ 1,595.50	6.15
5110	ELECTRICAL SERVICES	\$ 3,200.00	\$ 0.00	\$	454.87	\$ 454.87	\$ 2,745.13	14.21
5120	HEATING SERVICES	\$ 3,200.00	\$ 0.00	\$	0.00	\$ 0.00	\$ 3,200.00	0.00
5130	WATER & SEWAGE SERVICES	\$ 225.00	\$ 0.00	\$	8.50	\$ 8.50	\$ 216.50	3.78
6007	REPAIR AND MAINT SUPPLIES	\$ 1,000.00	\$ 0.00	\$	0.00	\$ 0.00	\$ 1,000.00	0.00
43205	129 RAMSBURG LN MAINTENANCE DEPT	\$ 10,325.00	\$ 1,623.00	\$	463.37	\$ 798.87	\$ 7,903.13	23.46
FUNC 43206 100 N CHRUCH ST/RADIO TOWER								
3310	REPAIR & MAINTENANCE	\$ 5,400.00	\$ 2,526.00	\$	2,355.87	\$ 3,173.87	\$ 299.87	105.55
3320	MAINTENANCE SERVICE CONTRACTS	\$ 5,000.00	\$ 1,560.00	\$	0.00	\$ 1,586.80	\$ 1,853.20	62.94
5110	ELECTRICAL SERVICES	\$ 12,000.00	\$ 0.00	\$	884.32	\$ 884.32	\$ 11,115.68	7.37
5120	HEATING SERVICES	\$ 2,600.00	\$ 0.00	\$	30.19	\$ 61.36	\$ 2,538.64	2.36
5130	WATER & SEWAGE SERVICES	\$ 4,000.00	\$ 0.00	\$	144.30	\$ 160.25	\$ 3,839.75	4.01
6007	REPAIR AND MAINT SUPPLIES	\$ 1,000.00	\$ 0.00	\$	0.00	\$ 3.20	\$ 996.80	0.32
43206	100 N CHRUCH ST/RADIO TOWER	\$ 30,000.00	\$ 4,086.00	\$	3,414.68	\$ 5,869.80	\$ 20,044.20	33.19

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FUNC 43207 102 N CHRUCH ST								
3310	REPAIR & MAINTENANCE	\$ 5,000.00	\$ 2,116.00	\$ 0.00	\$ 0.00	\$ 372.00	\$ 2,512.00	49.76
3320	MAINTENANCE SERVICE CONTRACTS	\$ 3,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,567.80	\$ 1,432.20	52.26
5110	ELECTRICAL SERVICES	\$ 21,000.00	\$ 0.00	\$ 1,466.55	\$ 1,466.55	\$ 1,466.55	\$ 19,533.45	6.98
6007	REPAIR AND MAINT SUPPLIES	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00	0.00
43207	102 N CHRUCH ST	\$ 30,000.00	\$ 2,116.00	\$ 1,466.55	\$ 1,466.55	\$ 3,406.35	\$ 24,477.65	18.41
FUNC 43208 104 N CHURCH/106 N CHURCH ST								
3310	REPAIR & MAINTENANCE	\$ 5,000.00	\$ 4,180.00	\$ 0.00	\$ 0.00	\$ 480.00	\$ 340.00	93.20
3320	MAINTENANCE SERVICE CONTRACTS	\$ 2,800.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,719.80	\$ 1,080.20	61.42
5110	ELECTRICAL SERVICES	\$ 7,000.00	\$ 0.00	\$ 796.85	\$ 796.85	\$ 796.85	\$ 6,203.15	11.38
5120	HEATING SERVICES	\$ 3,700.00	\$ 0.00	\$ 40.11	\$ 40.11	\$ 87.44	\$ 3,612.56	2.36
5130	WATER & SEWAGE SERVICES	\$ 650.00	\$ 0.00	\$ 24.05	\$ 24.05	\$ 24.05	\$ 625.95	3.70
6007	REPAIR AND MAINT SUPPLIES	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00	0.00
43208	104 N CHURCH/106 N CHURCH ST	\$ 20,150.00	\$ 4,180.00	\$ 861.01	\$ 861.01	\$ 3,108.14	\$ 12,861.86	36.17
FUNC 43209 225 RAMSBURG LANE ANIMAL SHELTER								
3310	PROFESSIONAL SERVICES	\$ 8,910.00	\$ 1,935.00	\$ 0.00	\$ 0.00	\$ 645.00	\$ 6,330.00	28.96
3320	MAINTENANCE SERVICE CONTRACTS	\$ 3,080.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 513.00	\$ 2,567.00	16.66
5110	ELECTRICAL SERVICES	\$ 4,800.00	\$ 0.00	\$ 660.21	\$ 660.21	\$ 660.21	\$ 4,139.79	13.75
5120	HEATING SERVICES	\$ 6,500.00	\$ 0.00	\$ 547.62	\$ 547.62	\$ 547.62	\$ 5,952.38	8.42
6007	REPAIR AND MAINT SUPPLIES	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00	0.00
43209	225 RAMSBURG LANE ANIMAL SHELTER	\$ 24,290.00	\$ 1,935.00	\$ 1,207.83	\$ 1,207.83	\$ 2,365.83	\$ 19,989.17	17.71
FUNC 43210 524 WESTWOOD RD								
3310	REPAIR & MAINTENANCE	\$ 1,400.00	\$ 276.00	\$ 0.00	\$ 0.00	\$ 276.00	\$ 848.00	39.43
3320	MAINTENANCE SERVICE CONTRACTS	\$ 1,642.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 190.00	\$ 1,452.00	11.57
5110	ELECTRICAL SERVICES	\$ 1,900.00	\$ 0.00	\$ 118.92	\$ 118.92	\$ 118.92	\$ 1,781.08	6.26
5120	HEATING SERVICES	\$ 1,718.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,718.00	0.00
6007	REPAIR AND MAINT SUPPLIES	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 15.99	\$ 984.01	1.60
43210	524 WESTWOOD RD	\$ 7,660.00	\$ 276.00	\$ 118.92	\$ 118.92	\$ 600.91	\$ 6,783.09	11.45
FUNC 43211 225 AL SMITH CIR REC CENTER								
3310	REPAIR & MAINTENANCE	\$ 10,000.00	\$ 3,620.00	\$ 0.00	\$ 0.00	\$ 540.00	\$ 5,840.00	41.60
3320	MAINTENANCE SERVICE CONTRACTS	\$ 2,700.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 209.00	\$ 2,491.00	7.74
5110	ELECTRICAL SERVICES	\$ 16,500.00	\$ 0.00	\$ 3,490.93	\$ 3,490.93	\$ 3,490.93	\$ 13,009.07	21.16
5120	HEATING SERVICES	\$ 0.00	\$ 0.00	\$ 29.49	\$ 29.49	\$ 29.49	\$ 29.49	100.00
5130	WATER & SEWAGE SERVICES	\$ 2,700.00	\$ 0.00	\$ 136.00	\$ 136.00	\$ 136.00	\$ 2,564.00	5.04
6007	REPAIR AND MAINT SUPPLIES	\$ 3,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4.29	\$ 2,995.71	0.14
43211	225 AL SMITH CIR REC CENTER	\$ 34,900.00	\$ 3,620.00	\$ 3,656.42	\$ 3,656.42	\$ 4,409.71	\$ 26,870.29	23.01
FUNC 43212 225 AL SMITH CIR PARK OFFICE/GROUNDS								
3310	REPAIR & MAINTENANCE	\$ 8,000.00	\$ 4,312.00	\$ 0.00	\$ 0.00	\$ 910.00	\$ 2,778.00	65.28
5110	ELECTRICAL SERVICES	\$ 7,600.00	\$ 0.00	\$ 491.67	\$ 491.67	\$ 491.67	\$ 7,108.33	6.47
5130	WATER & SEWAGE SERVICES	\$ 2,800.00	\$ 0.00	\$ 268.30	\$ 268.30	\$ 268.30	\$ 2,531.70	9.58
6007	REPAIR AND MAINT SUPPLIES	\$ 5,000.00	\$ 0.00	\$ 165.76	\$ 165.76	\$ 486.83	\$ 4,513.17	9.74
43212	225 AL SMITH CIR PARK OFFICE/GRO	\$ 23,400.00	\$ 4,312.00	\$ 925.73	\$ 925.73	\$ 2,156.80	\$ 16,931.20	27.64
FUNC 43213 225 AL SMITH CIR POOL								
3310	REPAIR & MAINTENANCE	\$ 3,500.00	\$ 54.98	\$ 3,445.02	\$ 3,445.02	\$ 3,445.02	\$ 0.00	100.00
5110	ELECTRICAL SERVICES	\$ 9,500.00	\$ 0.00	\$ 1,211.44	\$ 1,211.44	\$ 1,211.44	\$ 8,288.56	12.75
5130	WATER & SEWAGE SERVICES	\$ 7,358.00	\$ 0.00	\$ 8,682.05	\$ 8,682.05	\$ 8,682.05	\$ 1,324.05	117.99
6007	REPAIR AND MAINT SUPPLIES	\$ 4,000.00	\$ 2,107.00	\$ 72.83	\$ 72.83	\$ 868.82	\$ 1,024.18	74.40
43213	225 AL SMITH CIR POOL	\$ 24,358.00	\$ 2,161.98	\$ 13,411.34	\$ 13,411.34	\$ 14,207.33	\$ 7,988.69	67.20
FUNC 43214 225 AL SMITH CIR BASEBALL								
5110	ELECTRICAL SERVICES	\$ 1,700.00	\$ 0.00	\$ 204.06	\$ 204.06	\$ 204.06	\$ 1,495.94	12.00
6007	REPAIR AND MAINT SUPPLIES	\$ 5,000.00	\$ 0.00	\$ 335.44	\$ 335.44	\$ 307.44	\$ 4,692.56	6.15

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43214	225 AL SMITH CIR BASEBALL	\$ 6,700.00	\$ 0.00	\$ 539.50	\$ 511.50	\$ 6,188.50	7.63	
	FUNC 43215 225 AL SMITH CIR SOCCER							
3310	REPAIR & MAINTENANCE	\$ 645.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 645.00	0.00	
5110	ELECTRICAL SERVICES	\$ 700.00	\$ 0.00	\$ 70.82	\$ 70.82	\$ 629.18	10.12	
6007	REPAIR AND MAINT SUPPLIES	\$ 5,000.00	\$ 1,475.99	\$ 553.46	\$ 640.31	\$ 2,883.70	42.33	
43215	225 AL SMITH CIR SOCCER	\$ 6,345.00	\$ 1,475.99	\$ 624.28	\$ 711.13	\$ 4,157.88	34.47	
	FUNC 43232 32 E MAIN ST							
3310	REPAIR & MAINTENANCE	\$ 0.00	\$ 0.00	\$ 400.00	\$ 400.00	\$ 400.00	100.00	
6007	REPAIR AND MAINT SUPPLIES	\$ 100.00	\$ 0.00	\$ 0.00	\$ 26.11	\$ 73.89	26.11	
43232	32 E MAIN ST	\$ 100.00	\$ 0.00	\$ 400.00	\$ 426.11	\$ 326.11	426.11	
	FUNC 43236 36 E MAIN ST							
3310	REPAIR & MAINTENANCE	\$ 5,500.00	\$ 5,216.00	\$ 0.00	\$ 216.00	\$ 68.00	98.76	
3320	MAINTENANCE SERVICE CONTRACTS	\$ 750.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 750.00	0.00	
5130	WATER & SEWAGE SERVICES	\$ 0.00	\$ 0.00	\$ 26.46	\$ 26.46	\$ 26.46	100.00	
6007	REPAIR AND MAINT SUPPLIES	\$ 100.00	\$ 0.00	\$ 0.00	\$ 57.71	\$ 42.29	57.71	
43236	36 E MAIN ST	\$ 6,350.00	\$ 5,216.00	\$ 26.46	\$ 300.17	\$ 833.83	86.87	
	FUNC 43237 311 E MAIN ST							
3310	REPAIR & MAINTENANCE	\$ 2,500.00	\$ 1,856.00	\$ 0.00	\$ 428.00	\$ 216.00	91.36	
3320	MAINTENANCE SERVICE CONTRACTS	\$ 1,800.00	\$ 0.00	\$ 0.00	\$ 1,700.80	\$ 99.20	94.49	
5110	ELECTRICAL SERVICES	\$ 8,000.00	\$ 0.00	\$ 764.95	\$ 764.95	\$ 7,235.05	9.56	
5130	WATER & SEWAGE SERVICES	\$ 850.00	\$ 0.00	\$ 44.05	\$ 44.05	\$ 805.95	5.18	
6007	REPAIR AND MAINT SUPPLIES	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 14.98	\$ 985.02	1.50	
43237	311 E MAIN ST	\$ 14,150.00	\$ 1,856.00	\$ 809.00	\$ 2,952.78	\$ 9,341.22	33.98	
	FUNC 51100 LOCAL HEALTH DEPARTMENT							
5610	CIVIC CONTRIBUTIONS	\$ 199,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 199,000.00	0.00	
	FUNC 51200 OUR HEALTH							
5699	CIVIC CONTRIBUTIONS	\$ 4,875.00	\$ 0.00	\$ 4,875.00	\$ 4,875.00	\$ 0.00	100.00	
	FUNC 52500 NORTHWESTERN COMMUNITY SERVICES							
5620	CIVIC CONTRIBUTIONS	\$ 82,000.00	\$ 0.00	\$ 0.00	\$ 20,500.00	\$ 61,500.00	25.00	
	FUNC 52800 CONCERN HOTLINE							
5699	CIVIC CONTRIBUTIONS	\$ 750.00	\$ 0.00	\$ 0.00	\$ 750.00	\$ 0.00	100.00	
	FUNC 52900 NW WORKS							
5699	CIVIC CONTRIBUTIONS	\$ 750.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 750.00	0.00	
	FUNC 53230 SHENANDOAH AREA AGENCY ON AGING							
5699	CIVIC CONTRIBUTIONS	\$ 40,000.00	\$ 0.00	\$ 0.00	\$ 10,000.00	\$ 30,000.00	25.00	
	FUNC 53240 VIRGINIA REGIONAL TRANSIT							
5699	CIVIC CONTRIBUTIONS	\$ 17,639.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 17,639.00	0.00	
	FUNC 53500 THE LAUREL CENTER (SHELTER FOR ABUSED WOMEN)							
5699	CIVIC CONTRIBUTIONS	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,000.00	0.00	
	FUNC 53600 ACCESS INDEPENDENCE							
5699	CIVIC CONTRIBUTIONS	\$ 750.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 750.00	0.00	
	FUNC 69100 LORD FAIRFAX COMMUNITY COLLEGE							
5699	CIVIC CONTRIBUTIONS	\$ 13,924.00	\$ 0.00	\$ 0.00	\$ 3,481.00	\$ 10,443.00	25.00	
	FUNC 71100 PARKS ADMINISTRATION							
1100	SALARIES - REGULAR	\$ 232,243.00	\$ 193,535.84	\$ 19,353.58	\$ 38,707.16	\$ 0.00	100.00	
1300	SALARIES - PART TIME	\$ 13,356.00	\$ 0.00	\$ 1,774.38	\$ 3,633.76	\$ 9,722.24	27.21	
2100	FICA BENEFITS	\$ 18,789.00	\$ 13,152.14	\$ 1,450.95	\$ 2,908.40	\$ 2,728.46	85.48	
2210	VRSR BENEFITS	\$ 28,194.00	\$ 23,495.27	\$ 2,349.52	\$ 4,699.04	\$ 0.31	100.00	

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2300	HEALTH INSURANCE BENEFITS	\$ 30,648.00	\$ 28,246.29	\$ 2,824.64	\$ 5,649.28	\$ 3,247.57	110.60
2400	LIFE INSURANCE	\$ 2,764.00	\$ 2,303.05	\$ 230.32	\$ 460.64	\$ 0.31	99.99
2700	WORKERS COMPENSATION INSURANCE	\$ 8,300.00	\$ 0.00	\$ 0.00	\$ 6,578.35	\$ 1,721.65	79.26
3320	MAINTENANCE SERVICE CONTRACT	\$ 5,072.00	\$ 2,772.73	\$ 167.27	\$ 167.27	\$ 2,132.00	57.97
3500	PRINTING AND BINDING	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 95.14	\$ 904.86	9.51
3600	ADVERTISING	\$ 793.00	\$ 0.00	\$ 0.00	\$ 60.00	\$ 733.00	7.57
5210	POSTAL SERVICES	\$ 5,000.00	\$ 2,358.46	\$ 200.00	\$ 1,441.54	\$ 1,200.00	76.00
5230	TELECOMMUNICATIONS	\$ 2,000.00	\$ 0.00	\$ 125.27	\$ 125.27	\$ 1,874.73	6.26
5400	LEASES AND RENTALS	\$ 530.00	\$ 0.00	\$ 150.00	\$ 300.00	\$ 230.00	56.60
5540	TRAVEL CONVENTION & EDUCATION	\$ 1,274.00	\$ 0.00	\$ 0.00	\$ 250.00	\$ 1,024.00	19.62
5810	DUES & MEMBERSHIPS	\$ 1,275.00	\$ 0.00	\$ 40.00	\$ 95.00	\$ 1,180.00	7.45
6001	OFFICE SUPPLIES	\$ 2,500.00	\$ 0.00	\$ 20.25	\$ 175.15	\$ 2,324.85	7.01
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	\$ 109.26	\$ 124.66	\$ 1,275.34	8.90
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	\$ 218.42	\$ 218.42	\$ 1,637.58	11.77
71100	PARKS ADMINISTRATION	\$ 358,594.00	\$ 265,863.78	\$ 29,013.86	\$ 65,689.08	\$ 27,041.14	92.46
	FUNC 71310 CLARKE COUNTY RECREATION CENTER						
1100	SALARIES - REGULAR	\$ 43,210.00	\$ 36,008.34	\$ 3,600.83	\$ 7,201.66	\$ 0.00	100.00
1300	SALARIES - PART TIME	\$ 25,809.00	\$ 0.00	\$ 997.45	\$ 2,556.54	\$ 23,252.46	9.91
2100	FICA BENEFITS	\$ 5,280.00	\$ 2,726.38	\$ 348.94	\$ 740.86	\$ 1,812.76	65.67
2210	VSRS BENEFITS	\$ 5,246.00	\$ 4,371.41	\$ 437.14	\$ 874.28	\$ 0.31	99.99
2300	HEALTH INSURANCE BENEFITS	\$ 5,480.00	\$ 4,566.70	\$ 456.65	\$ 913.30	\$ 0.00	100.00
2400	LIFE INSURANCE	\$ 514.00	\$ 428.50	\$ 42.85	\$ 85.70	\$ 0.20	100.04
2700	WORKERS COMPENSATION INSURANCE	\$ 700.00	\$ 0.00	\$ 0.00	\$ 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	\$ 48,101.33	\$ 5,883.86	\$ 12,910.25	\$ 36,297.42	62.70
	FUNC 71320 SWIMMING POOL						
1300	SALARIES - PART TIME	\$ 60,251.00	\$ 0.00	\$ 18,839.61	\$ 38,944.01	\$ 21,306.99	64.64
2100	FICA BENEFITS	\$ 4,610.00	\$ 0.00	\$ 1,441.28	\$ 2,979.27	\$ 1,630.73	64.63
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	\$ 0.00	\$ 870.00	\$ 870.00	\$ 805.00	51.94
5830	REFUNDS	\$ 500.00	\$ 0.00	\$ 0.00	\$ 190.00	\$ 310.00	38.00
6011	UNIFORM AND WEARING APPAREL	\$ 1,143.00	\$ 0.00	\$ 0.00	\$ 546.50	\$ 596.50	47.81
6013	EDUCATIONAL AND RECREATIONAL SUP	\$ 1,700.00	\$ 0.00	\$ 715.85	\$ 715.85	\$ 984.15	42.11
6014	OTHER OPERATING SUPPLIES	\$ 1,700.00	\$ 0.00	\$ 156.07	\$ 329.08	\$ 1,370.92	19.36
6015	MERCHANDISE FOR RESALE	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,000.00	0.00
6026	POOL CHEMICALS	\$ 11,000.00	\$ 0.00	\$ 2,331.42	\$ 2,331.42	\$ 8,668.58	21.19
71320	SWIMMING POOL	\$ 87,679.00	\$ 0.00	\$ 24,354.23	\$ 46,906.13	\$ 40,772.87	53.50
	FUNC 71330 CONCESSION STAND						
1300	SALARIES/WAGES - PART TIME	\$ 4,400.00	\$ 0.00	\$ 1,950.50	\$ 3,301.67	\$ 1,098.33	75.04
2100	FICA	\$ 337.00	\$ 0.00	\$ 149.23	\$ 252.57	\$ 84.43	74.95
6001	OFFICE SUPPLIES	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	0.00
6015	MERCHANDISE FOR RESALE	\$ 14,000.00	\$ 0.00	\$ 2,219.52	\$ 4,097.18	\$ 9,902.82	29.27
71330	CONCESSION STAND	\$ 18,837.00	\$ 0.00	\$ 4,319.25	\$ 7,651.42	\$ 11,185.58	40.62
	FUNC 71350 PROGRAMS						
1100	SALARIES/WAGES - REGULAR	\$ 31,641.00	\$ 26,367.50	\$ 2,636.75	\$ 5,273.50	\$ 0.00	100.00
1300	SALARIES - PART TIME	\$ 94,500.00	\$ 0.00	\$ 12,228.90	\$ 23,352.26	\$ 71,147.74	24.71
2100	FICA BENEFITS	\$ 9,650.00	\$ 1,462.35	\$ 1,081.69	\$ 2,078.87	\$ 6,108.78	36.70
2210	VSRS	\$ 3,841.00	\$ 3,201.02	\$ 320.10	\$ 640.20	\$ 0.22	100.01
2300	HOSPITAL/MEDICAL PLANS	\$ 8,728.00	\$ 7,273.30	\$ 727.35	\$ 1,454.70	\$ 0.00	100.00
2400	LIFE INSURANCE	\$ 377.00	\$ 313.77	\$ 31.38	\$ 62.76	\$ 0.47	99.88

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2700	WORKERS COMPENSATION BENEFITS	\$ 900.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 734.59	\$ 165.41	81.62
3100	PROFESSIONAL SERVICES	\$ 56,000.00	\$ 84,816.70	\$ 6,463.07	\$ 6,463.07	\$ 13,021.17	\$ 41,837.87	174.71
3500	PRINTING AND BINDING	\$ 7,000.00	\$ 1,752.00	\$ 2,008.00	\$ 2,008.00	\$ 2,008.00	\$ 3,240.00	53.71
3600	ADVERTISING	\$ 1,700.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,700.00	0.00
5210	POSTAL SERVICES	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	0.00
5400	LEASES AND RENTALS	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00	0.00
5540	TRAVEL CONVENTION & EDUCATION	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
5560	GROUP TRIPS	\$ 5,000.00	\$ 0.00	\$ 1,080.00	\$ 1,080.00	\$ 1,080.00	\$ 3,920.00	21.60
5810	DUES & MEMBERSHIPS	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
5830	REFUNDS	\$ 7,500.00	\$ 0.00	\$ 629.00	\$ 629.00	\$ 986.00	\$ 6,514.00	13.15
6001	OFFICE SUPPLIES	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	0.00
6002	FOOD SUPPLIES & FOOD SERVICE SUP	\$ 7,000.00	\$ 0.00	\$ 341.81	\$ 341.81	\$ 817.86	\$ 6,182.14	11.68
6011	UNIFORM AND WEARING APPAREL	\$ 2,000.00	\$ 0.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 1,880.00	6.00
6013	EDUCATIONAL AND RECREATIONAL SUP	\$ 6,500.00	\$ 0.00	\$ 98.48	\$ 98.48	\$ 306.44	\$ 6,193.56	4.71
6014	OTHER OPERATING SUPPLIES	\$ 2,000.00	\$ 1,694.00	\$ 1,288.98	\$ 1,288.98	\$ 1,300.46	\$ 994.46	149.72
6015	MERCHANDISE FOR RESALE	\$ 6,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6,000.00	0.00
71350	PROGRAMS	\$ 252,537.00	\$ 126,880.64	\$ 29,055.51	\$ 29,055.51	\$ 53,236.81	\$ 72,419.55	71.32
FUNG 72600 VIRGINIA COMMISSION FOR THE ARTS								
5699	CIVIC CONTRIBUTIONS	\$ 10,000.00	\$ 0.00	\$ 2,000.00	\$ 2,000.00	\$ 10,000.00	\$ 0.00	100.00
FUNG 73200 REGIONAL LIBRARY								
5699	CIVIC CONTRIBUTIONS	\$ 182,119.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 45,529.75	\$ 136,589.25	25.00
FUNG 81110 PLANNING ADMINISTRATION								
1100	SALARIES - REGULAR	\$ 229,603.00	\$ 191,335.80	\$ 19,133.60	\$ 19,133.60	\$ 38,267.20	\$ 0.00	100.00
2100	FICA BENEFITS	\$ 17,565.00	\$ 14,559.75	\$ 1,455.99	\$ 1,455.99	\$ 2,911.98	\$ 93.27	99.47
2210	VSRS BENEFITS	\$ 27,874.00	\$ 23,228.17	\$ 2,322.82	\$ 2,322.82	\$ 4,645.64	\$ 0.19	100.00
2300	HEALTH INSURANCE BENEFITS	\$ 19,180.00	\$ 15,983.44	\$ 1,598.28	\$ 1,598.28	\$ 3,196.56	\$ 0.00	100.00
2400	LIFE INSURANCE	\$ 2,732.00	\$ 2,276.88	\$ 227.70	\$ 227.70	\$ 455.40	\$ 0.28	100.01
2700	WORKERS COMPENSATION INSURANCE	\$ 3,675.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,590.40	\$ 84.60	97.70
3100	PROFESSIONAL SERVICES	\$ 20,000.00	\$ 0.00	\$ 98.00	\$ 98.00	\$ 98.00	\$ 19,902.00	0.49
3140	ENGINEERING REVIEW EXPENDITURES	\$ 3,000.00	\$ 0.00	\$ 340.00	\$ 340.00	\$ 765.00	\$ 2,235.00	25.50
3320	MAINTENANCE SERVICE CONTRACT	\$ 700.00	\$ 354.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 346.00	50.57
3500	PRINTING AND BINDING	\$ 3,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,000.00	0.00
3600	ADVERTISING	\$ 2,000.00	\$ 0.00	\$ 171.60	\$ 171.60	\$ 171.60	\$ 1,828.40	8.58
5210	POSTAL SERVICES	\$ 1,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,500.00	0.00
5230	TELECOMMUNICATIONS	\$ 400.00	\$ 0.00	\$ 15.10	\$ 15.10	\$ 15.10	\$ 384.90	3.77
5510	TRAVEL MILEAGE	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,000.00	0.00
5540	TRAVEL CONVENTION & EDUCATION	\$ 1,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,500.00	0.00
5810	DUES & MEMBERSHIPS	\$ 750.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 750.00	0.00
6001	OFFICE SUPPLIES	\$ 2,500.00	\$ 0.00	\$ 81.18	\$ 81.18	\$ 178.01	\$ 2,321.99	7.12
6012	BOOKS AND SUBSCRIPTIONS	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00	0.00
81110	PLANNING ADMINISTRATION	\$ 338,979.00	\$ 247,738.04	\$ 25,444.27	\$ 25,444.27	\$ 54,294.89	\$ 36,946.07	89.10
FUNG 81300 HELP WITH HOUSING								
5699	CIVIC CONTRIBUTIONS	\$ 5,400.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,400.00	\$ 0.00	100.00
FUNG 81400 BOARD OF ZONING APPEALS								
1300	SALARIES - PART TIME	\$ 250.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 250.00	0.00
2100	FICA	\$ 20.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 20.00	0.00
3100	PROFESSIONAL SERVICES	\$ 2,000.00	\$ 0.00	\$ 2,756.00	\$ 2,756.00	\$ 2,756.00	\$ 756.00	137.80
3160	BOARD SERVICES	\$ 500.00	\$ 0.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 425.00	15.00
3600	ADVERTISING	\$ 500.00	\$ 0.00	\$ 343.20	\$ 343.20	\$ 343.20	\$ 156.80	68.64
5210	POSTAL SERVICES	\$ 50.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 50.00	0.00
5810	DUES & MEMBERSHIPS	\$ 150.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 150.00	0.00
81400	BOARD OF ZONING APPEALS	\$ 3,470.00	\$ 0.00	\$ 3,174.20	\$ 3,174.20	\$ 3,174.20	\$ 295.80	91.48
FUNG 81510 OFFICE OF ECONOMIC DEVELOPMENT								
1100	SALARIES AND WAGES - REGULAR	\$ 33,109.00	\$ 27,590.86	\$ 2,759.07	\$ 2,759.07	\$ 5,518.14	\$ 0.00	100.00
2100	FICA	\$ 2,534.00	\$ 2,116.48	\$ 211.64	\$ 211.64	\$ 423.28	\$ 5.76	100.23
2210	VSRS	\$ 4,019.00	\$ 3,349.53	\$ 334.95	\$ 334.95	\$ 669.90	\$ 0.43	100.01
2300	HOSPITAL/MEDICAL PLANS	\$ 2,740.00	\$ 2,283.36	\$ 228.32	\$ 228.32	\$ 456.64	\$ 0.00	100.00
2400	LIFE INSURANCE	\$ 394.00	\$ 328.33	\$ 32.83	\$ 32.83	\$ 65.66	\$ 0.01	100.00

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Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For	AUGUST	Expenditures Year-to-Date	Available Balance	Percent Used	
3100	PROFESSIONAL SERVICES	\$ 1,000.00	\$ 0.00	\$ 66.00	\$ 66.00	\$ 66.00	\$ 934.00	6.60	
3500	PRINTING AND BINDING	\$ 500.00	\$ 0.00	\$ 885.40	\$ 885.40	\$ 885.40	\$ 385.40	177.08	
5210	POSTAGE	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	0.00	
5699	CIVIC CONTRIBUTIONS	\$ 750.00	\$ 0.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 0.00	100.00	
6001	OFFICE SUPPLIES	\$ 400.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 400.00	0.00	
8202	FURNITURE & FIXTURES	\$ 0.00	\$ 0.00	\$ 635.84	\$ 635.84	\$ 635.84	\$ 635.84	100.00	
81510	OFFICE OF ECONOMIC DEVELOPMENT	\$ 45,546.00	\$ 35,668.56	\$ 5,904.05	\$ 5,904.05	\$ 9,470.86	\$ 406.58	99.11	
	FUNC 81520 BERRYVILLE DEVELOPMENT AUTHORITY								
3100	PROFESSIONAL SERVICES	\$ 5,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,000.00	0.00	
3160	BOARD SERVICES	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00	
3600	ADVERTISING	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00	
5210	POSTAL SERVICES	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	0.00	
81520	BERRYVILLE DEVELOPMENT AUTHORITY	\$ 6,100.00	\$ 0.00	\$ 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	\$ 0.00	\$ 0.00	\$ 1,500.00	\$ 0.00	100.00	
	FUNC 81540 BLANDY EXPERIMENTAL FARM								
5699	CIVIC CONTRIBUTIONS	\$ 3,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,000.00	0.00	
	FUNC 81600 PLANNING COMMISSION								
1300	SALARIES - PART TIME	\$ 500.00	\$ 0.00	\$ 0.00	\$ 50.00	\$ 50.00	\$ 450.00	10.00	
2100	FICA	\$ 39.00	\$ 0.00	\$ 0.00	\$ 3.82	\$ 3.82	\$ 35.18	9.79	
3100	PROFESSIONAL SERVICES	\$ 8,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 8,000.00	0.00	
3160	BOARD SERVICES	\$ 8,000.00	\$ 0.00	\$ 0.00	\$ 600.00	\$ 600.00	\$ 7,400.00	7.50	
3600	ADVERTISING	\$ 1,600.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,600.00	0.00	
5210	POSTAL SERVICES	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	0.00	
5540	TRAVEL CONVENTION & EDUCATION	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00	
5810	DUES & MEMBERSHIPS	\$ 650.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 650.00	0.00	
81600	PLANNING COMMISSION	\$ 19,389.00	\$ 0.00	\$ 0.00	\$ 653.82	\$ 653.82	\$ 18,735.18	3.37	
	FUNC 81700 BOARD OF SEPTIC APPEALS								
1300	SALARIES AND WAGES - PART TIME	\$ 200.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 200.00	0.00	
2100	FICA	\$ 16.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 16.00	0.00	
3160	BOARD SERVICES	\$ 200.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 200.00	0.00	
3600	ADVERTISING	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00	
5210	POSTAL SERVICES	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	0.00	
81700	BOARD OF SEPTIC APPEALS	\$ 1,016.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,016.00	0.00	
	FUNC 81800 HISTORIC PRESERVATION COMMISSION								
3100	PROFESSIONAL SERVICES	\$ 6,000.00	\$ 15,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 18,000.00	400.00	
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	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 16,200.00	307.69	
	FUNC 81910 NORTHERN SHENANDOAH VALLEY REGIONAL COMM								
5699	CIVIC CONTRIBUTIONS	\$ 5,712.00	\$ 0.00	\$ 0.00	\$ 5,776.22	\$ 5,776.22	\$ 64.22	101.12	
	FUNC 81920 REGIONAL AIRPORT AUTHORITY								
5699	CIVIC CONTRIBUTIONS	\$ 2,500.00	\$ 0.00	\$ 625.00	\$ 625.00	\$ 625.00	\$ 1,875.00	25.00	
	FUNC 82200 FRIENDS OF THE SHENANDOAH								
5699	CIVIC CONTRIBUTIONS	\$ 3,000.00	\$ 0.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 0.00	100.00	
	FUNC 82210 WATER QUALITY MANAGEMENT								
3000	PURCHASED SERVICES	\$ 30,000.00	\$ 30,545.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 545.00	101.82	
	FUNC 82400 LORD FAIRFAX SOIL AND WATER CONSERV								
5699	CIVIC CONTRIBUTIONS	\$ 4,750.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,750.00	0.00	

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FUNC 82600 BIO-SOLIDS APPLICATION								
1300	PART-TIME SALARIES	\$ 12,228.00	\$ 0.00	\$ 1,162.50	\$	\$ 2,325.00	\$ 9,903.00	19.01
2100	FICA	\$ 936.00	\$ 0.00	\$ 88.93	\$	\$ 177.86	\$ 758.14	19.00
2700	WORKERS COMPENSATION INSURANCE	\$ 350.00	\$ 0.00	\$ 0.00	\$	\$ 133.37	\$ 216.63	38.11
3100	PROFESSIONAL SERVICES	\$ 400.00	\$ 0.00	\$ 0.00	\$	\$ 0.00	\$ 400.00	0.00
5510	TRAVEL MILEAGE	\$ 3,000.00	\$ 0.00	\$ 321.49	\$	\$ 321.49	\$ 2,678.51	10.72
82600	BIO-SOLIDS APPLICATION	\$ 16,914.00	\$ 0.00	\$ 1,572.92	\$	\$ 2,957.72	\$ 13,956.28	17.49
FUNC 83100 COOPERATIVE EXTENSION								
3320	MAINTENANCE SERVICE CONTRACTS	\$ 400.00	\$ 610.00	\$ 0.00	\$	\$ 0.00	\$ 210.00	152.50
3841	VPI EXTENSION AGENT	\$ 36,065.00	\$ 0.00	\$ 0.00	\$	\$ 0.00	\$ 36,065.00	0.00
5230	TELECOMMUNICATIONS	\$ 500.00	\$ 0.00	\$ 35.71	\$	\$ 35.71	\$ 464.29	7.14
6014	OTHER OPERATING SUPPLIES	\$ 2,000.00	\$ 0.00	\$ 34.25	\$	\$ 75.30	\$ 1,924.70	3.77
83100	COOPERATIVE EXTENSION	\$ 38,965.00	\$ 610.00	\$ 69.96	\$	\$ 111.01	\$ 38,243.99	1.85
FUNC 83400 4-H CENTER								
5699	CIVIC CONTRIBUTIONS	\$ 2,250.00	\$ 0.00	\$ 0.00	\$	\$ 0.00	\$ 2,250.00	0.00
FUNC 91600 CONTINGENCIES								
1000	PERSONNEL	\$ 15,000.00	\$ 0.00	\$ 0.00	\$	\$ 0.00	\$ 15,000.00	0.00
3140	ENGINEERING & ARCHITECTURAL	\$ 15,000.00	\$ 0.00	\$ 0.00	\$	\$ 0.00	\$ 15,000.00	0.00
3150	LEGAL	\$ 20,000.00	\$ 0.00	\$ 0.00	\$	\$ 0.00	\$ 20,000.00	0.00
8000	MINOR CAPITAL	\$ 20,000.00	\$ 0.00	\$ 0.00	\$	\$ 0.00	\$ 20,000.00	0.00
91600	CONTINGENCIES	\$ 70,000.00	\$ 0.00	\$ 0.00	\$	\$ 0.00	\$ 70,000.00	0.00
000	NON-CATEGORICAL	\$ 8,318,328.00	\$ 4,258,589.43	\$ 584,491.81	\$	\$ 1,503,348.64	\$ 2,556,389.93	69.27
PJT 111 E911								
FUNC 35610								
5230	TELECOMMUNICATIONS	\$ 37,284.00	\$ 0.00	\$ 0.00	\$	\$ 0.00	\$ 37,284.00	0.00
6032	TRAINING MATERIALS	\$ 2,000.00	\$ 0.00	\$ 0.00	\$	\$ 0.00	\$ 2,000.00	0.00
35610		\$ 39,284.00	\$ 0.00	\$ 0.00	\$	\$ 0.00	\$ 39,284.00	0.00
111	E911	\$ 39,284.00	\$ 0.00	\$ 0.00	\$	\$ 0.00	\$ 39,284.00	0.00
PJT 126 V-STOP GRANT								
FUNC 22100 COMMONWEALTH'S ATTORNEY								
1100	SALARIES/WAGES - REGULAR	\$ 26,877.00	\$ 22,397.25	\$ 80.25	\$	\$ 2,320.02	\$ 2,159.73	91.96
1300	SALARIES/WAGES - PART TIME	\$ 8,362.00	\$ 6,968.33	\$ 696.83	\$	\$ 1,393.66	\$ 0.01	100.00
2100	FICA	\$ 2,696.00	\$ 2,588.15	\$ 52.66	\$	\$ 105.32	\$ 2.53	99.91
2210	VSRS	\$ 1,132.00	\$ 962.88	\$ 84.59	\$	\$ 169.18	\$ 0.06	100.01
2300	HEALTH INSURANCE	\$ 1,325.00	\$ 1,325.01	\$ 0.00	\$	\$ 0.00	\$ 0.01	100.00
2400	GROUP LIFE	\$ 111.00	\$ 110.97	\$ 0.00	\$	\$ 0.00	\$ 0.03	99.97
22100	COMMONWEALTH'S ATTORNEY	\$ 40,503.00	\$ 34,352.59	\$ 914.33	\$	\$ 3,988.18	\$ 2,162.23	94.66
126	V-STOP GRANT	\$ 40,503.00	\$ 34,352.59	\$ 914.33	\$	\$ 3,988.18	\$ 2,162.23	94.66
PJT 129 FEDERAL GANG TASK FORCE GRANT 2010								
FUNC 31200 SHERIFF								
1100	SALARIES/WAGES - REGULAR	\$ 12,753.00	\$ 15,076.00	\$ 3,769.00	\$	\$ 7,538.00	\$ 9,861.00	177.32
2100	FICA	\$ 1,066.00	\$ 1,142.89	\$ 285.73	\$	\$ 571.46	\$ 648.35	160.82
2210	VSRS	\$ 1,181.00	\$ 1,830.22	\$ 457.56	\$	\$ 915.12	\$ 1,564.34	232.46
2300	HOSPITAL/MEDICAL PLANS	\$ 0.00	\$ 1,826.60	\$ 456.65	\$	\$ 913.30	\$ 2,739.90	100.00
2400	LIFE INSURANCE	\$ 0.00	\$ 179.41	\$ 44.85	\$	\$ 89.70	\$ 269.11	100.00
31200	SHERIFF	\$ 15,000.00	\$ 20,055.12	\$ 5,013.79	\$	\$ 10,027.58	\$ 15,082.70	200.55
129	FEDERAL GANG TASK FORCE GRANT 20	\$ 15,000.00	\$ 20,055.12	\$ 5,013.79	\$	\$ 10,027.58	\$ 15,082.70	200.55

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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								
1300	SALARIES/WAGES - PART TIME	\$ 0.00	\$ 0.00	\$ 277.80	\$ 277.80	\$ 277.80	\$ 277.80	100.00
2100	FICA	\$ 0.00	\$ 0.00	\$ 21.25	\$ 21.25	\$ 21.25	\$ 21.25	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	\$ 0.00	\$ 299.05	\$ 299.05	\$ 299.05	\$ 9,700.95	2.99
402	DMV 402 GRANT	\$ 10,000.00	\$ 0.00	\$ 299.05	\$ 299.05	\$ 299.05	\$ 9,700.95	2.99
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 (LLEBG)								
FUNC 31200 SHERIFF								
1100	SALARIES/WAGES - REGULAR	\$ 1,853.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 321.75	\$ 1,531.25	17.36
2100	FICA	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 24.62	\$ 24.62	100.00
31200	SHERIFF	\$ 1,853.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 346.37	\$ 1,506.63	18.69
605	DOJ LOCAL LAW ENFORCEMENT BLOCK	\$ 1,853.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 346.37	\$ 1,506.63	18.69
100	GENERAL FUND	\$ 8,427,868.00	\$ 4,312,997.14	\$ 590,718.98	\$ 1,518,009.82	\$ 2,596,861.04	\$ 2,596,861.04	69.19

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GRAND TOTAL		\$ 8,427,868.00	\$ 4,312,997.14	\$ 590,718.98	\$ 1,518,009.82	\$ 2,596,861.04	69.19

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VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
Fiscal Year: 2013						
EXPENDITURES						
DEFINITION TYPE 0						
100-000-11010-5230			TELECOMMUNICATIONS			
VENDOR:	TREASURER OF VIRGINIA					
5	POST YEAR	T262316	JUNE 2013 PHONE SERVICE	4487	08/15/2013 \$	0.39
100-000-12110-5230			TELECOMMUNICATIONS			
VENDOR:	TREASURER OF VIRGINIA					
11	POST YEAR	T262316	JUNE 2013 PHONE SERVICE	4487	08/15/2013 \$	5.69
100-000-12310-5230			TELECOMMUNICATIONS			
VENDOR:	TREASURER OF VIRGINIA					
3	POST YEAR	T262316	JUNE 2013 PHONE SERVICE	4487	08/15/2013 \$	3.09
100-000-12310-8202			FURNITURE & FIXTURES			
VENDOR:	B-K OFFICE SUPPLY, INC.					
1	POST YEAR	57030-0	LATERAL FILE DRAWER	4474	08/15/2013 \$	344.00
100-000-12410-5230			TELECOMMUNICATIONS			
VENDOR:	TREASURER OF VIRGINIA					
25	POST YEAR	T262316	JUNE 2013 PHONE SERVICE	4487	08/15/2013 \$	2.90
100-000-12510-5230			TELECOMMUNICATIONS			
VENDOR:	TREASURER OF VIRGINIA					
16	POST YEAR	T262316	JUNE 2013 PHONE SERVICE	4487	08/15/2013 \$	733.40
100-000-12510-5540			TRAVEL CONVENTION & EDUCATION			
VENDOR:	GORDON D RUSSELL					
1	POST YEAR	MILEAGE APR-JUN	MILEAGE APR-JUN	4572	08/30/2013 \$	34.35
100-000-12510-8207			EDP EQUIPMENT			
VENDOR:	DALY COMPUTERS, INC.					
1	POST YEAR	PSI0961672	EDP EQUIPMENT	4485	08/15/2013 \$	8,000.00
100-000-13100-5210			POSTAL SERVICES			
VENDOR:	CLARKE COUNTY TREASURER					
4	POST YEAR	AUG. 20 2013CORR	UNDO - POSTAGE	78109	08/30/2013 \$	2.97
100-000-13200-5230			TELECOMMUNICATIONS			
VENDOR:	TREASURER OF VIRGINIA					
22	POST YEAR	T262316	JUNE 2013 PHONE SERVICE	4487	08/15/2013 \$	5.47
100-000-21200-3150			LEGAL			
VENDOR:	CLARKE CO GENERAL DISTRICT COURT					
1	POST YEAR	006286022	LAWYER FEES	78104	08/30/2013 \$	120.00
100-000-21200-3320			MAINTENANCE SERVICE CONTRACT			
VENDOR:	RICOH USA INC					
1	POST YEAR	5026879240	ADDITIONAL IMAGES	78031	08/15/2013 \$	54.94
100-000-21200-5230			TELECOMMUNICATIONS			
VENDOR:	TREASURER OF VIRGINIA					
15	POST YEAR	T262316	JUNE 2013 PHONE SERVICE	4487	08/15/2013 \$	108.68

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100-000-21500-5230			TELECOMMUNICATIONS			
VENDOR: 17	TREASURER OF VIRGINIA POST YEAR	T262316	JUNE 2013 PHONE SERVICE	4487	08/15/2013 \$	7.23
100-000-21600-5230			TELECOMMUNICATIONS			
VENDOR: 9	TREASURER OF VIRGINIA POST YEAR	T262316	JUNE 2013 PHONE SERVICE	4487	08/15/2013 \$	5.20
100-000-21900-5230			TELECOMMUNICATIONS			
VENDOR: 26	TREASURER OF VIRGINIA POST YEAR	T262316	JUNE 2013 PHONE SERVICE	4487	08/15/2013 \$	13.26
100-000-22100-5210			POSTAL SERVICES			
VENDOR: 2	CLARKE COUNTY TREASURER POST YEAR	AUG 20 2013CORR	UNDO - POSTAGE	78109	08/30/2013 \$	115.00
100-000-22100-5230			TELECOMMUNICATIONS			
VENDOR: 10	TREASURER OF VIRGINIA POST YEAR	T262316	JUNE 2013 PHONE SERVICE	4487	08/15/2013 \$	14.56
100-000-31200-3320			MAINTENANCE SERVICE CONTRACT			
VENDOR: 1	TML COPIERS & DIGITAL SOLUTIONS POST YEAR	149010	EXCESS COPIES	4519	08/15/2013 \$	260.50
100-000-31200-5230			TELECOMMUNICATIONS			
VENDOR: 23	TREASURER OF VIRGINIA POST YEAR	T262316	JUNE 2013 PHONE SERVICE	4487	08/15/2013 \$	13.39
100-000-32100-5230			TELECOMMUNICATIONS			
VENDOR: 12	TREASURER OF VIRGINIA POST YEAR	T262316	JUNE 2013 PHONE SERVICE	4487	08/15/2013 \$	3.20
100-000-33300-5230			TELECOMMUNICATIONS			
VENDOR: 21	TREASURER OF VIRGINIA POST YEAR	T262316	JUNE 2013 PHONE SERVICE	4487	08/15/2013 \$	4.84
100-000-34100-5230			TELECOMMUNICATIONS			
VENDOR: 6	TREASURER OF VIRGINIA POST YEAR	T262316	JUNE 2013 PHONE SERVICE	4487	08/15/2013 \$	5.46
100-000-35100-5230			TELECOMMUNICATIONS			
VENDOR: 2	TREASURER OF VIRGINIA POST YEAR	T262316	JUNE 2013 PHONE SERVICE	4487	08/15/2013 \$	6.01
100-000-35100-6014			OTHER OPERATING SUPPLIES			
VENDOR: 1	RICOH USA INC POST YEAR	5026633441	OVERAGES	78031	08/15/2013 \$	16.97
100-000-35600-3000			PURCHASED SERVICES			
VENDOR: 3	LANGUAGE LINE SERVICES, INC. POST YEAR	3209416	JUNE SERVICES	78146	08/30/2013 \$	5.47
100-000-35600-5230			TELECOMMUNICATIONS			
VENDOR: 1	TREASURER OF VIRGINIA POST YEAR	T262316	JUNE 2013 PHONE SERVICE	4487	08/15/2013 \$	387.93
VENDOR:	LANGUAGE LINE SERVICES, INC.					

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1	POST YEAR	3209416	JUNE SERVICES	78146	08/30/2013 \$	5.47
2	POST YEAR	3209416	JUNE SERVICES	78146	08/30/2013 \$	5.47-
Total for 100-000-35600-5230						\$ 387.93
100-000-42400-3840 PURCHASED SERVICES						
VENDOR: COUNTY OF FREDERICK, VIRGINIA						
2	POST YEAR	ACCT 9 8/19CORR	UNDO - REFUSE	78117	08/30/2013 \$	5,832.49
100-000-43200-3600 ADVERTISING						
VENDOR: WINCHESTER STAR						
6	POST YEAR	1679471ACORRECT	UNDO - ADVERTISING	4521	08/15/2013 \$	78.05
100-000-43200-5230 TELECOMMUNICATIONS						
VENDOR: TREASURER OF VIRGINIA						
4	POST YEAR	T262316	JUNE 2013 PHONE SERVICE	4487	08/15/2013 \$	4.29
18	POST YEAR	T262316	JUNE 2013 PHONE SERVICE	4487	08/15/2013 \$	4.84
Total for 100-000-43200-5230						\$ 9.13
100-000-43202-3100 PROFESSIONAL SERVICES						
VENDOR: HALL, MONAHAN, ENGLE, MAHAN & MITCHELL						
2	POST YEAR	JULY 10, 2013	PROFESSIONAL SERVICES	4493	08/15/2013 \$	2,351.25
100-000-71100-5230 TELECOMMUNICATIONS						
VENDOR: TREASURER OF VIRGINIA						
19	POST YEAR	T262316	JUNE 2013 PHONE SERVICE	4487	08/15/2013 \$	11.98
100-000-71320-6026 POOL CHEMICALS						
VENDOR: CLEAN H2O CENTER						
3	POST YEAR	79388	CHEMICALS RETURN	77994	08/15/2013 \$	105.82-
3	POST YEAR	79389	CHEMICALS	77994	08/15/2013 \$	58.65
Total for 100-000-71320-6026						\$ 47.17-
100-000-81110-5230 TELECOMMUNICATIONS						
VENDOR: TREASURER OF VIRGINIA						
20	POST YEAR	T262316	JUNE 2013 PHONE SERVICE	4487	08/15/2013 \$	5.93
100-000-81910-5699 CIVIC CONTRIBUTIONS						
VENDOR: NORTHERN SHENANDOAH VALLEY REGIONAL COMM						
1	POST YEAR	218-2014	USGC MINIMUM INSTREAM FLOW	4505	08/15/2013 \$	8,505.00
100-000-82210-3000 PURCHASED SERVICES						
VENDOR: FRIENDS OF THE SHENANDOAH RIVER						
2	POST YEAR	1 WQM	SAMPLES AND ANALYSIS	78006	08/15/2013 \$	4,660.86
VENDOR: US GOVT INTERIOR (DEPT OF) US GEO SURVEY						
1	POST YEAR	90181610	APPRAISAL OF N. VALLEY AQU	78053	08/15/2013 \$	9,386.00
Total for 100-000-82210-3000						\$ 14,046.86
100-000-83100-5230 TELECOMMUNICATIONS						
VENDOR: TREASURER OF VIRGINIA						
13	POST YEAR	T262316	JUNE 2013 PHONE SERVICE	4487	08/15/2013 \$	16.48
TOTAL DEFINITION TYPE 0 :						\$ 41,084.90
TOTAL EXPENDITURES :						\$ 41,084.90
TOTAL for FISCAL YEAR 2013 :						\$ 41,084.90

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EXPENDITURES						
DEFINITION TYPE 0						
100-000-11010-5800 MISCELLANEOUS CHARGES						
VENDOR:	AHOLD FINANCIAL SERVICES					
2	AUGUST	296273	SUPPLIES/FOOD FOR PICNIC	77975	08/15/2013 \$	119.48
VENDOR:	COSTCO WHOLESALE INC. #239					
1	AUGUST	023905003980	DRINKS/FOOD	77999	08/15/2013 \$	115.36
Total for 100-000-11010-5800						\$ 234.84
100-000-11010-5810 DUES & ASSOC. MEMBERSHIPS						
VENDOR:	UNIVERSITY OF VIRGINIA					
1	AUGUST	MVIG1704	MEMBERSHIP DUES	78052	08/15/2013 \$	500.00
100-000-12110-3600 ADVERTISING						
VENDOR:	WINCHESTER STAR					
7	AUGUST	1651188	COUNTY ATTORNEY ADVERTISEM	4521	08/15/2013 \$	171.60
100-000-12110-5230 TELECOMMUNICATIONS						
VENDOR:	AT&T MOBILITY					
1	AUGUST	X08012013	GOVT ADMIN	77980	08/15/2013 \$	47.21
VENDOR:	VERIZON					
130	AUGUST	00002726889534Y	PHONE BILL	78057	08/15/2013 \$	9.06
Total for 100-000-12110-5230						\$ 56.27
100-000-12110-6008 VEHICLE AND EQUIP FUEL						
VENDOR:	MANSFIELD OIL COMPANY					
3	AUGUST	SQLCD/00059298	FUEL 07/16-07/31	4498	08/15/2013 \$	46.61
4	AUGUST	SQLCD/00060024	FUEL PURCHASES 08/01 - 08/	4556	08/30/2013 \$	80.45
Total for 100-000-12110-6008						\$ 127.06
100-000-12210-3100 PROFESSIONAL SERVICES						
VENDOR:	HALL, MONAHAN, ENGLE, MAHAN & MITCHELL					
1	AUGUST	AUGUST 9 2013	LEGAL SERVICES	4543	08/30/2013 \$	203.00
2	AUGUST	AUGUST 9 2013	LEGAL SERVICES	4543	08/30/2013 \$	87.00
3	AUGUST	LEGALSERV AUG6	LEGAL SERVICES	4543	08/30/2013 \$	100.00
Total for 100-000-12210-3100						\$ 390.00
100-000-12310-3100 PROFESSIONAL SERVICES						
VENDOR:	CINTAS CORP.					
1	AUGUST	8400434574	SERVICES	78101	08/30/2013 \$	22.05
100-000-12310-3320 MAINTENANCE SERVICE CONTRACTS						
VENDOR:	RICOH USA INC					
1	AUGUST	5027215315	OVERAGES	78170	08/30/2013 \$	22.70
100-000-12310-5230 TELECOMMUNICATIONS						
VENDOR:	VERIZON					
131	AUGUST	00002726889534Y	PHONE BILL	78057	08/15/2013 \$	35.40
100-000-12310-5540 TRAVEL CONVENTION & EDUCATION						
VENDOR:	COMMISSIONERS OF REVENUE ASSOC OF VA					
1	AUGUST	DONNA PEAKE	REGISTRATION	78112	08/30/2013 \$	300.00

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1	AUGUST	LOBBYING 101	REGISTRATION LOBBYING 101	78114	08/30/2013	\$ 125.00
Total for 100-000-12310-5540						\$ 425.00
100-000-12310-5810 DUES & MEMBERSHIPS						
VENDOR: COMMISSIONERS OF REVENUE ASSOC OF VA						
1	AUGUST	MEMBERSHIP DUES	MEMBERSHIP DUES 2013-2014	78113	08/30/2013	\$ 275.00
100-000-12410-3100 PROFESSIONAL SERVICES						
VENDOR: CINTAS CORP.						
1	AUGUST	8400434575	SERVICES	78101	08/30/2013	\$ 22.05
100-000-12410-3320 MAINTENANCE SERVICE CONTRACT						
VENDOR: RICOH USA INC						
2	AUGUST	5027215315	OVERAGES	78170	08/30/2013	\$ 22.70
100-000-12410-5230 TELECOMMUNICATIONS						
VENDOR: VERIZON						
132	AUGUST	00002726889534Y	PHONE BILL	78057	08/15/2013	\$ 3.02
100-000-12410-5540 TRAVEL CONVENTION & EDUCATION						
VENDOR: CLARKE COUNTY TREASURER						
4	AUGUST	AUGUST 20, 2013	FOOD-S. KEELER	78109	08/30/2013	\$ 19.95
5	AUGUST	AUGUST 20, 2013	FOOD-S. KEELER	78109	08/30/2013	\$ 12.50
6	AUGUST	AUGUST 20, 2013	FOOD-S. KEELER	78109	08/30/2013	\$ 7.99
VENDOR: KEELER, SHARON E.						
1	AUGUST	HOTELRESERVATIO	HOTEL RESERVATION	4550	08/30/2013	\$ 390.90
Total for 100-000-12410-5540						\$ 431.34
100-000-12410-6001 OFFICE SUPPLIES						
VENDOR: BANK OF CLARKE COUNTY						
1	AUGUST	ACCT1101323	PRINTED CHECKS DEPOSIT SLI	78087	08/30/2013	\$ 112.22
VENDOR: PITNEY BOWES INC						
1	AUGUST	5502272501	POSTAL	78163	08/30/2013	\$ 113.24
Total for 100-000-12410-6001						\$ 225.46
100-000-12510-3100 PROFESSIONAL SERVICES						
VENDOR: MATSCH SYSTEMS						
1	AUGUST	1867	SEPTEMBER CALL ACCOUNTING	4499	08/15/2013	\$ 200.00
100-000-12510-3320 MAINTENANCE SERVICE CONTRACT						
VENDOR: AVAYA, INC.						
1	AUGUST	2732684777	SERVICE AGREEMENT	77984	08/15/2013	\$ 1,249.22
VENDOR: BAI MUNICIPAL SOFTWARE						
1	AUGUST	ESD2013-42	ESD ANNUAL SUPPORT SERVICE	78086	08/30/2013	\$ 1,911.00
Total for 100-000-12510-3320						\$ 3,160.22
100-000-12510-5230 TELECOMMUNICATIONS						
VENDOR: AT&T MOBILITY						
8	AUGUST	X08012013	GOVT IT	77980	08/15/2013	\$ 94.42
VENDOR: COMCAST						
1	AUGUST	26353985	INTERNET SERVICES	78111	08/30/2013	\$ 850.00
VENDOR: VERIZON						
133	AUGUST	00002726889534Y	PHONE BILL	78057	08/15/2013	\$ 420.85

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5	AUGUST	9950007176	PHONE BILL	78192	08/30/2013	\$ 219.99
Total for 100-000-12510-5230						\$ 1,585.26
100-000-12510-5540 TRAVEL CONVENTION & EDUCATION						
VENDOR: GORDON D RUSSELL						
1	AUGUST	MILEAGE JUL-AUG	MILEAGE JUL-AUG	4572	08/30/2013	\$ 38.70
100-000-12510-8207 EDP EQUIPMENT						
VENDOR: BB&T FINANCIAL, FSB						
1	AUGUST	3396-08/09	FOR NETWORKS	78094	08/30/2013	\$ 37.65
VENDOR: DALY COMPUTERS, INC.						
1	AUGUST	PSI0962808	EDP EQUIPMENT	4535	08/30/2013	\$ 2,298.00
Total for 100-000-12510-8207						\$ 2,335.65
100-000-13100-5210 POSTAL SERVICES						
VENDOR: CLARKE COUNTY TREASURER						
3	AUGUST	AUG 20 2013CORR	MOVE FROM FY14 TO FY13	78109	08/30/2013	\$ 2.97-
7	AUGUST	AUGUST 20, 2013	POSTAL SERVICES	78109	08/30/2013	\$ 2.97
Total for 100-000-13100-5210						\$ 0.00
100-000-13200-5230 TELECOMMUNICATIONS						
VENDOR: AT&T MOBILITY						
10	AUGUST	X08012013	REGISTRAR	77980	08/15/2013	\$ 47.21
VENDOR: VERIZON						
134	AUGUST	00002726889534Y	PHONE BILL	78057	08/15/2013	\$ 3.02
Total for 100-000-13200-5230						\$ 50.23
100-000-13200-5510 TRAVEL MILEAGE						
VENDOR: BOSSERMAN, BARBARA						
1	AUGUST	VRAV ANNUALMEET	MILEAGE	4478	08/15/2013	\$ 208.99
100-000-13200-5540 TRAVEL CONVENTION & EDUCATION						
VENDOR: BB&T FINANCIAL, FSB						
1	AUGUST	0350-08/09	DOUBLETREE LODGING	78094	08/30/2013	\$ 188.08
2	AUGUST	0350-08/09	DOUBLETREE LODGING	78094	08/30/2013	\$ 188.08
3	AUGUST	0350-08/09	DOUBLETREE LODGING	78094	08/30/2013	\$ 188.08
VENDOR: BOSSERMAN, BARBARA						
2	AUGUST	VRAV ANNUALMEET	HOTEL/MEALS	4478	08/15/2013	\$ 121.62
Total for 100-000-13200-5540						\$ 685.86
100-000-13200-6001 OFFICE SUPPLIES						
VENDOR: CLARKE COUNTY TREASURER						
3	AUGUST	AUGUST 20, 2013	STAPLES	78109	08/30/2013	\$ 34.74
100-000-21200-5230 TELECOMMUNICATIONS						
VENDOR: VERIZON						
135	AUGUST	00002726889534Y	PHONE BILL	78057	08/15/2013	\$ 40.39
7	AUGUST	00092572601596Y	PHONE BILL	78192	08/30/2013	\$ 118.78
Total for 100-000-21200-5230						\$ 159.17
100-000-21200-6001 OFFICE SUPPLIES						
VENDOR: QUILL CORPORATION						
1	AUGUST	4820422	TIME CLOCK RIBBON	4566	08/30/2013	\$ 23.10

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1	AUGUST	4837698	SHREDDER	4566	08/30/2013 \$	97.49
Total for 100-000-21200-6001						\$ 120.59
100-000-21500-5230	TELECOMMUNICATIONS					
VENDOR: VERIZON						
136	AUGUST	00002726889534Y	PHONE BILL	78057	08/15/2013 \$	67.66
100-000-21600-3100	PROFESSIONAL SERVICES					
VENDOR: TRUESHRED						
3	AUGUST	18991	SHRED SERVICES	78049	08/15/2013 \$	174.00
100-000-21600-3510	MICROFILMING					
VENDOR: LOGAN SYSTEMS, INC						
1	AUGUST	4570	COMPUTER INDEXING	4554	08/30/2013 \$	669.31
100-000-21600-5230	TELECOMMUNICATIONS					
VENDOR: VERIZON						
137	AUGUST	00002726889534Y	PHONE BILL	78057	08/15/2013 \$	68.06
100-000-21600-6001	OFFICE SUPPLIES					
VENDOR: C.W. WARTHEN COMPANY						
1	AUGUST	50889	CASEBINDERS/ACTION DOCKET	78099	08/30/2013 \$	1,812.54
VENDOR: LOGAN SYSTEMS, INC						
2	AUGUST	4570	COMPUTER INDEXING	4554	08/30/2013 \$	254.40
VENDOR: TRUESHRED						
1	AUGUST	18991	SHRED SERVICES	78049	08/15/2013 \$	174.00
2	AUGUST	18991	SHRED SERVICES	78049	08/15/2013 \$	174.00
Total for 100-000-21600-6001						\$ 2,066.94
100-000-21900-5230	TELECOMMUNICATIONS					
VENDOR: VERIZON						
138	AUGUST	00002726889534Y	PHONE BILL	78057	08/15/2013 \$	3.02
100-000-21920-3845	PURCHASED SERVICES - DETOX					
VENDOR: COUNTY OF FREDERICK, VIRGINIA						
1	AUGUST	13/14RENT NREP	NREP BUILDING RENT/UTILITI	78118	08/30/2013 \$	3,759.00
100-000-21930-5699	CIVIC CONTRIBUTIONS					
VENDOR: BLUE RIDGE LEGAL SERVICES, INC						
1	AUGUST	13-14APPROPRIAT	2013-2014 APPROPRIATION	78096	08/30/2013 \$	1,500.00
100-000-22100-5210	POSTAL SERVICES					
VENDOR: CLARKE COUNTY TREASURER						
1	AUGUST	AUG 20 2013CORR	MOVE FROM FY14 TO FY13	78109	08/30/2013 \$	115.00
1	AUGUST	AUGUST 20, 2013	POSTAL SERVICES	78109	08/30/2013 \$	115.00
2	AUGUST	AUGUST 20, 2013	POSTAL SERVICES	78109	08/30/2013 \$	150.00
Total for 100-000-22100-5210						\$ 150.00
100-000-22100-5230	TELECOMMUNICATIONS					
VENDOR: VERIZON						
139	AUGUST	00002726889534Y	PHONE BILL	78057	08/15/2013 \$	38.73
100-000-22100-5810	DUES & MEMBERSHIPS					
VENDOR: SUZANNE MACKALL						
1	AUGUST	STATEBARDUES	STATE BAR DUES	4497	08/15/2013 \$	270.00

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100-000-31200-3100 PROFESSIONAL SERVICES						
VENDOR: TECHNICAL SALES, INC.						
1	AUGUST	081213TA	SOFTWARE TRAINING AND SYST	78182	08/30/2013 \$	250.00
100-000-31200-3310 REPAIR & MAINTENANCE						
VENDOR: BERRYVILLE AUTO PARTS INC						
2	AUGUST	5370-73774	LABOR	4475	08/15/2013 \$	15.00
2	AUGUST	5370-73887	LABOR	4475	08/15/2013 \$	40.00
2	AUGUST	5370-74355	LABOR	4526	08/30/2013 \$	60.00
2	AUGUST	5370-74563	LABOR	4526	08/30/2013 \$	40.00
1	AUGUST	5370-74564	LABOR	4526	08/30/2013 \$	60.00
2	AUGUST	5370-74611	LABOR	4526	08/30/2013 \$	40.00
2	AUGUST	5370-74763	LABOR	4526	08/30/2013 \$	35.00
VENDOR: BROY'S CAR WASH						
1	AUGUST	JULY2013STATEME	CAR WASH	4480	08/15/2013 \$	65.50
Total for 100-000-31200-3310						\$ 355.50
100-000-31200-5210 POSTAL SERVICES						
VENDOR: BB&T FINANCIAL, FSB						
2	AUGUST	6632-08/09	POST OFFICE	78094	08/30/2013 \$	7.72
100-000-31200-5230 TELECOMMUNICATIONS						
VENDOR: AT&T MOBILITY						
6	AUGUST	X08012013	SHERIFF'S DEPT	77980	08/15/2013 \$	1,119.73
VENDOR: SPRINT DATA SERVICES						
1	AUGUST	862688664-030	PHONE BILL	78042	08/15/2013 \$	63.58
VENDOR: VERIZON						
140	AUGUST	00002726889534Y	PHONE BILL	78057	08/15/2013 \$	242.55
Total for 100-000-31200-5230						\$ 1,425.86
100-000-31200-5530 TRAVEL SUBSISTANCE & LODGING						
VENDOR: BB&T FINANCIAL, FSB						
2	AUGUST	6558-08/09	SURF RIDER BLUEWATER	78094	08/30/2013 \$	29.96
3	AUGUST	6558-08/09	PEKING RESTAURANT	78094	08/30/2013 \$	18.60
4	AUGUST	6558-08/09	CRACKER BARREL	78094	08/30/2013 \$	9.36
Total for 100-000-31200-5530						\$ 57.92
100-000-31200-5540 TRAVEL CONVENTION & EDUCATION						
VENDOR: BB&T FINANCIAL, FSB						
4	AUGUST	6632-08/09	JOHN E. REID AND ASSOC	78094	08/30/2013 \$	420.00
100-000-31200-5800 MISCELLANEOUS CHARGES						
VENDOR: DEPARTMENT OF STATE POLICE						
1	AUGUST	369330	BACKGROUND CHECKS	78120	08/30/2013 \$	78.00
100-000-31200-6001 OFFICE SUPPLIES						
VENDOR: BB&T FINANCIAL, FSB						
25	AUGUST	2074-08/06	SPECIAL RUN - STAPLES 7/11	77970	08/06/2013 \$	31.58
1	AUGUST	6665-08/09	FRANKLIN COVEY PRODUCTS	78094	08/30/2013 \$	53.92
Total for 100-000-31200-6001						\$ 85.50
100-000-31200-6007 REPAIR AND MAINTENANCE SUPPLIES						
VENDOR: BERRYVILLE AUTO PARTS INC						
1	AUGUST	10064731	RED 12VDC LED HDR	4526	08/30/2013 \$	2.49

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1	AUGUST	5370-73774	OIL FILTER/OIL	4475	08/15/2013 \$	21.67
1	AUGUST	5370-73887	WASHER FLUID/OIL	4475	08/15/2013 \$	122.79
1	AUGUST	5370-73890	NEW FORD WHEEL	4475	08/15/2013 \$	194.30
1	AUGUST	5370-74355	BATTER/MASTER SWITCH	4526	08/30/2013 \$	254.00
1	AUGUST	5370-74563	RELAY LIGHT	4526	08/30/2013 \$	32.14
1	AUGUST	5370-74611	OIL/FILTER	4526	08/30/2013 \$	23.03
1	AUGUST	5370-74763	WASHER FLUID/OIL/FILTER/AI	4526	08/30/2013 \$	32.36
1	AUGUST	5370-74765	WIPER BLADE ICON	4526	08/30/2013 \$	38.42
1	AUGUST	5370-74790	MIRROR ADHESIVE	4526	08/30/2013 \$	4.99
VENDOR: TIRE WORLD						
1	AUGUST	564913	TIRES	78184	08/30/2013 \$	243.46
Total for 100-000-31200-6007						\$ 969.65
100-000-31200-6008 VEHICLE AND EQUIP FUEL						
VENDOR: MANSFIELD OIL COMPANY						
1	AUGUST	SQLCD/00059336	FUEL PURCHASES 07/16 - 07/	4556	08/30/2013 \$	2,888.86
1	AUGUST	SQLCD/00060062	FUEL PURCHASES 08/01 - 08/	4556	08/30/2013 \$	2,775.37
Total for 100-000-31200-6008						\$ 5,664.23
100-000-31200-6010 POLICE SUPPLIES						
VENDOR: BB&T FINANCIAL, FSB						
12	AUGUST	2074-08/06	SPECIAL RUN - SOUTHERN POL	77970	08/06/2013 \$	84.22
1	AUGUST	6632-08/09	USB PHONE WORLD	78094	08/30/2013 \$	190.65
VENDOR: BERRYVILLE AUTO PARTS INC						
1	AUGUST	10064713	12 VDC 1000MA AC/ADAPTAPLU	4526	08/30/2013 \$	47.98
1	AUGUST	20002170	RETURN	4526	08/30/2013 \$	23.99-
Total for 100-000-31200-6010						\$ 298.86
100-000-31200-6011 UNIFORM AND WEARING APPAREL						
VENDOR: BEST UNIFORMS, INC.						
1	AUGUST	305572	SHIRTS	4528	08/30/2013 \$	78.00
1	AUGUST	306045	PANT/SHIRT	4528	08/30/2013 \$	129.99
VENDOR: NORTON EMBROIDERY, INC.						
1	AUGUST	17917	POLO SHIRTS	78155	08/30/2013 \$	31.59
VENDOR: VR ID CARDS						
1	AUGUST	3540	PHOTO ID CARDS	78196	08/30/2013 \$	11.00
Total for 100-000-31200-6011						\$ 250.58
100-000-31200-6017 AMMUNITION						
VENDOR: ATLANTIC TACTICAL						
1	AUGUST	SI-80441701	AMMUNITION	77982	08/15/2013 \$	1,234.62
100-000-32100-5230 TELECOMMUNICATIONS						
VENDOR: VERIZON						
141	AUGUST	00002726889534Y	PHONE BILL	78057	08/15/2013 \$	64.98
100-000-32100-6008 VEHICLE AND EQUIP FUEL						
VENDOR: MANSFIELD OIL COMPANY						
5	AUGUST	SQLCD/00059298	FUEL 07/16-07/31	4498	08/15/2013 \$	31.41
100-000-32200-5698 FIRE PROGRAMS DISTRIBUTION						
VENDOR: CLARKE COUNTY FIRE & RESCUE ASSOCIATION						
1	AUGUST	FIREPROGFUNDS	FIRE PROGRAM FUNDS	4484	08/15/2013 \$	26,410.00
100-000-32300-5699 CIVIC CONTRIBUTION						

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VENDOR: LORD FAIRFAX EMS COUNCIL, INC.						
1	AUGUST	6192	LOCALITY FUNDING FY14	78020	08/15/2013 \$	4,929.00
100-000-33300-5230 TELECOMMUNICATIONS						
VENDOR: VERIZON						
142	AUGUST	00002726889534Y	PHONE BILL	78057	08/15/2013 \$	32.69
100-000-34100-3320 MAINTENANCE SERVICE CONTRACT						
VENDOR: WINDOWWARE INC						
1	AUGUST	2013-112	RENEWAL OF SUPPORT CONTRAC	78203	08/30/2013 \$	1,200.00
100-000-34100-5230 TELECOMMUNICATIONS						
VENDOR: AT&T MOBILITY						
4	AUGUST	X08012013	BUILDING DEPT	77980	08/15/2013 \$	25.08
VENDOR: VERIZON						
143	AUGUST	00002726889534Y	PHONE BILL	78057	08/15/2013 \$	35.71
Total for 100-000-34100-5230						\$ 60.79
100-000-34100-6008 VEHICLE AND EQUIP FUEL						
VENDOR: MANSFIELD OIL COMPANY						
2	AUGUST	SQLCD/00059298	FUEL 07/16-07/31	4498	08/15/2013 \$	103.70
3	AUGUST	SQLCD/00060024	FUEL PURCHASES 08/01 - 08/	4556	08/30/2013 \$	147.18
Total for 100-000-34100-6008						\$ 250.88
100-000-35100-3100 PROFESSIONAL SERVICES						
VENDOR: ROSEVILLE VET HOSP/PLAZA PET CLINIC						
1	AUGUST	102452	PROFESSIONAL SERVICE	78032	08/15/2013 \$	18.00
1	AUGUST	102460	PROFESSIONAL SERVICE	78032	08/15/2013 \$	18.00
1	AUGUST	102466	PROFESSIONAL SERVICE	78032	08/15/2013 \$	18.00
1	AUGUST	102588	PROFESSIONAL SERVICE	78032	08/15/2013 \$	18.00
1	AUGUST	102843	PROFESSIONAL SERVICES	78032	08/15/2013 \$	192.73
1	AUGUST	103500	PROFESSIONAL SERVICES	78171	08/30/2013 \$	18.00
1	AUGUST	103582	PROFESSIONAL SERVICES	78171	08/30/2013 \$	18.00
Total for 100-000-35100-3100						\$ 300.73
100-000-35100-5230 TELECOMMUNICATIONS						
VENDOR: AT&T MOBILITY						
2	AUGUST	X08012013	ANIMAL CONTROL	77980	08/15/2013 \$	12.54
VENDOR: VERIZON						
144	AUGUST	00002726889534Y	PHONE BILL	78057	08/15/2013 \$	91.69
Total for 100-000-35100-5230						\$ 104.23
100-000-35100-6004 MEDICAL AND LABORATORY SUPPLIES						
VENDOR: HENRY SCHEIN ANIMAL HEALTH						
1	AUGUST	DP06183	SUPPLIES	78138	08/30/2013 \$	214.20
1	AUGUST	DR05030	SUPPLIES	78138	08/30/2013 \$	154.24
VENDOR: KV VET SUPPLY CO						
1	AUGUST	5070753	SUPPLIES	78145	08/30/2013 \$	319.70
Total for 100-000-35100-6004						\$ 688.14
100-000-35100-6008 VEHICLE AND EQUIP FUEL						
VENDOR: MANSFIELD OIL COMPANY						
1	AUGUST	SQLCD/00059298	FUEL 07/16-07/31	4498	08/15/2013 \$	68.07
2	AUGUST	SQLCD/00060024	FUEL PURCHASES 08/01 - 08/	4556	08/30/2013 \$	59.05

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Total for 100-000-35100-6008						\$ 127.12
100-000-35100-6014			OTHER OPERATING SUPPLIES			
VENDOR: VALLEY VET SUPPLY						
1	AUGUST	203163	SUPPLIES	78190	08/30/2013	\$ 69.16
100-000-35300-3100			PROFESSIONAL SERVICES			
VENDOR: TREASURER OF VIRGINIA						
1	AUGUST	JULY 31 2013	MEDICAL EXAMINER FEES	78185	08/30/2013	\$ 20.00
100-000-35600-5230			TELECOMMUNICATIONS			
VENDOR: AT& T						
3	AUGUST	0590826049001	PHONE BILL	78084	08/30/2013	\$ 40.26
VENDOR: AT&T MOBILITY						
5	AUGUST	X08012013	E-911 DEPT	77980	08/15/2013	\$ 81.86
VENDOR: VERIZON						
8	AUGUST	00001224519338Y	PHONE BILL	78192	08/30/2013	\$ 1,288.50
145	AUGUST	00002726889534Y	PHONE BILL	78057	08/15/2013	\$ 151.51
7	AUGUST	00081080039332Y	PHONE BILL	78192	08/30/2013	\$ 34.72
Total for 100-000-35600-5230						\$ 1,596.85
100-000-35600-5420			TOWER LEASE			
VENDOR: SHEN. VALLEY TELEVISION TOWER						
1	AUGUST	SEPTEMBER LEASE	TOWER LEASE	4513	08/15/2013	\$ 2,070.00
100-000-35600-6001			OFFICE SUPPLIES			
VENDOR: BB&T FINANCIAL, FSB						
4	AUGUST	0350-08/09	STAPLES	78094	08/30/2013	\$ 101.99
100-000-42400-3840			PURCHASED SERVICES			
VENDOR: COUNTY OF FREDERICK, VIRGINIA						
1	AUGUST	80001-0008	REFUSE DISPOSAL	78000	08/15/2013	\$ 125.28
2	AUGUST	80001-0008	REFUSE DISPOSAL	78000	08/15/2013	\$ 797.76
1	AUGUST	ACCT 9 08/19/13	REFUSE DISPOSAL PURCHASED	78117	08/30/2013	\$ 5,832.49
1	AUGUST	ACCT 9 8/19CORR	MOVE FROM FY14 TO FY13	78117	08/30/2013	\$ 5,832.49
Total for 100-000-42400-3840						\$ 923.04
100-000-42600-6014			OTHER OPERATING SUPPLIES			
VENDOR: ALLIED WASTE SERVICES #976						
1	AUGUST	0976-000316952	RENTAL/BASIC SERVICE	4522	08/30/2013	\$ 331.60
100-000-42700-3840			PURCHASED SERVICES			
VENDOR: FREDERICK-WINCHESTER SERVICE AUTHORITY						
1	AUGUST	154	JULY 2013	4539	08/30/2013	\$ 2,264.64
100-000-43200-3320			MAINTENANCE SERVICE CONTRACT			
VENDOR: ALLIED WASTE SERVICES #976						
1	AUGUST	0976-000315655	BASIC SERVICE	4469	08/15/2013	\$ 879.78
VENDOR: BLAKE LANDSCAPES INC						
1	AUGUST	39905	MOWING SERVICES JULY 2013	4477	08/15/2013	\$ 4,823.25
VENDOR: SERVICE MASTER JANITORIAL SERVICES, INC.						
1	AUGUST	1156	CLEANING SERVICES	4512	08/15/2013	\$ 3,073.80
Total for 100-000-43200-3320						\$ 8,776.83
100-000-43200-3600			ADVERTISING			

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VENDOR: WINCHESTER STAR						
15	AUGUST	1679471	ADVERTISING	4521	08/15/2013 \$	78.05
1	AUGUST	1679471ACORRECT	MOVED FROM FY14 TO FY13	4521	08/15/2013 \$	78.05-
Total for 100-000-43200-3600						\$ 0.00
100-000-43200-5230 TELECOMMUNICATIONS						
VENDOR: AT&T MOBILITY						
3	AUGUST	X08012013	GOVT MAINT	77980	08/15/2013 \$	134.12
VENDOR: VERIZON						
146	AUGUST	00002726889534Y	PHONE BILL	78057	08/15/2013 \$	118.68
Total for 100-000-43200-5230						\$ 252.80
100-000-43200-6005 LAUNDRY, HOUSEKEEPING, & JANITORIAL						
VENDOR: GENERAL SALES OF VIRGINIA						
1	AUGUST	213008819	LAUNDRY, HOUSEKEEPING, & J	4491	08/15/2013 \$	547.80
100-000-43200-6007 REPAIR AND MAINTENANCE SUPPLIES						
VENDOR: BB&T FINANCIAL, FSB						
2	AUGUST	1098-08/09	BEST BUY	78094	08/30/2013 \$	59.99
VENDOR: BERRYVILLE AUTO PARTS INC						
1	AUGUST	5370-73314	KEY	4526	08/30/2013 \$	3.72
VENDOR: BERRYVILLE TRUE VALUE HARDWARE						
1	AUGUST	065047	56171 - STAKE FLAG	4527	08/30/2013 \$	10.00
1	AUGUST	065048	56171 - STEP LADDER	4527	08/30/2013 \$	99.99
1	AUGUST	065072	56171 - ANCHOR KITS	4527	08/30/2013 \$	9.89
1	AUGUST	065073	56171 - COMMAND STRIPS	4527	08/30/2013 \$	2.99
VENDOR: W W GRAINGER, INC						
3	AUGUST	9201768281	BATTERIES	78011	08/15/2013 \$	71.94
1	AUGUST	9218546795	CABLE TIES	78135	08/30/2013 \$	95.40
1	AUGUST	9218800069	CABLE TIES	78135	08/30/2013 \$	260.55
VENDOR: LOWE'S OF WINCHESTER						
2	AUGUST	37923060	BRUSH/VALVE/SHORTY RBB/OIL	78149	08/30/2013 \$	215.82
VENDOR: STUART M PERRY, INC.						
1	AUGUST	00095004	DELIVERY	78179	08/30/2013 \$	184.40
Total for 100-000-43200-6007						\$ 1,014.69
100-000-43200-6008 VEHICLE AND EQUIP FUEL						
VENDOR: MANSFIELD OIL COMPANY						
4	AUGUST	SQLCD/00059298	FUEL 07/16-07/31	4498	08/15/2013 \$	239.42
5	AUGUST	SQLCD/00060024	FUEL PURCHASES 08/01 - 08/	4556	08/30/2013 \$	181.13
Total for 100-000-43200-6008						\$ 420.55
100-000-43200-6009 VEHICLE AND EQUIPMENT SUPPLIES						
VENDOR: BERRYVILLE AUTO PARTS INC						
1	AUGUST	5370-73778	BRAKE SHOES/CLEANER/BRAKE	4475	08/15/2013 \$	217.12
100-000-43202-3100 PROFESSIONAL SERVICES						
VENDOR: HALL, MONAHAN, ENGLE, MAHAN & MITCHELL						
3	AUGUST	JULY 10, 2013	PROFESSIONAL SERVICES	4493	08/15/2013 \$	790.02
100-000-43202-3310 REPAIR & MAINTENANCE						
VENDOR: ARC WATER TREATMENT OF MARYLAND, INC.						
5	AUGUST	356525	WATER TREATMENT	4471	08/15/2013 \$	68.97

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VENDOR: MIKE COOK PAINTING SERVICE						
1	AUGUST	07242013	PAINTING SERVICES	78022	08/15/2013 \$	2,409.53
VENDOR: RIDDLEBERGER BROS INC						
1	AUGUST	78457	LEAK TOWN WING	4570	08/30/2013 \$	79.32
Total for 100-000-43202-3310						\$ 2,557.82
100-000-43202-3320 MAINTENANCE SERVICE CONTRACTS						
VENDOR: SERVICE MASTER JANITORIAL SERVICES, INC.						
2	AUGUST	1156	CLEANING SERVICES	4512	08/15/2013 \$	2,008.65
100-000-43202-5110 ELECTRICAL SERVICES						
VENDOR: RAPPAHANNOCK ELEC COMPANY						
15	AUGUST	1149385761	101 CHALMERS CT	4567	08/30/2013 \$	2,925.78
100-000-43202-5120 HEATING SERVICES						
VENDOR: WASHINGTON GAS						
15	AUGUST	3980059517	101 CHALMERS CIR	78176	08/30/2013 \$	22.11
100-000-43202-5130 WATER & SEWAGE SERVICES						
VENDOR: TOWN OF BERRYVILLE						
14	AUGUST	4190099.00 98	101 CHALMERS ST	78048	08/15/2013 \$	105.55
100-000-43202-6007 REPAIR AND MAINT SUPPLIES						
VENDOR: BERRYVILLE TRUE VALUE HARDWARE						
1	AUGUST	065102	56171 - TOG SWITCH	4527	08/30/2013 \$	8.25
VENDOR: W W GRAINGER, INC						
1	AUGUST	9201768281	BATTERIES	78011	08/15/2013 \$	66.81
Total for 100-000-43202-6007						\$ 75.06
100-000-43205-5110 ELECTRICAL SERVICES						
VENDOR: RAPPAHANNOCK ELEC COMPANY						
13	AUGUST	4455288888	129 RAMSBURG LAN	4567	08/30/2013 \$	454.87
100-000-43205-5130 WATER & SEWAGE SERVICES						
VENDOR: TOWN OF BERRYVILLE						
14	AUGUST	9001800.00 98	MAINT FACILITY	78048	08/15/2013 \$	8.50
100-000-43206-3310 REPAIR & MAINTENANCE						
VENDOR: ANDERSON CONTROL INC						
1	AUGUST	12288	INSTALLED INTERCOM	4523	08/30/2013 \$	1,996.37
VENDOR: RIDDLEBERGER BROS INC						
1	AUGUST	78261	LEAK REPAIR	4510	08/15/2013 \$	359.50
Total for 100-000-43206-3310						\$ 2,355.87
100-000-43206-5110 ELECTRICAL SERVICES						
VENDOR: RAPPAHANNOCK ELEC COMPANY						
18	AUGUST	2048188888	104 N CHURCH ST	4567	08/30/2013 \$	747.45
7	AUGUST	8894188888	1531 SPRINGSBERRY ROAD	4567	08/30/2013 \$	136.87
Total for 100-000-43206-5110						\$ 884.32
100-000-43206-5120 HEATING SERVICES						
VENDOR: WASHINGTON GAS						
9	AUGUST	3980048510	100 N CHURCH ST	78176	08/30/2013 \$	30.19

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100-000-43206-5130			WATER & SEWAGE SERVICES			
VENDOR: TOWN OF BERRYVILLE						
6	AUGUST	1004000.00 98	100 N CHURCH STREET	78048	08/15/2013 \$	144.30
100-000-43207-5110			ELECTRICAL SERVICES			
VENDOR: RAPPAHANNOCK ELEC COMPANY						
17	AUGUST	2048188888	102 N CHURCH ST	4567	08/30/2013 \$	1,466.55
100-000-43208-5110			ELECTRICAL SERVICES			
VENDOR: RAPPAHANNOCK ELEC COMPANY						
19	AUGUST	2048188888	104 N CHURCH ST	4567	08/30/2013 \$	757.17
8	AUGUST	3750088888	104 N CHURCH LAN	4567	08/30/2013 \$	39.68
Total for 100-000-43208-5110						\$ 796.85
100-000-43208-5120			HEATING SERVICES			
VENDOR: WASHINGTON GAS						
8	AUGUST	3980048718	104 N CHURCH ST	78176	08/30/2013 \$	40.11
100-000-43208-5130			WATER & SEWAGE SERVICES			
VENDOR: TOWN OF BERRYVILLE						
1	AUGUST	1003900.00 98]	104 N CHURCH STREET	78048	08/15/2013 \$	24.05
100-000-43209-5110			ELECTRICAL SERVICES			
VENDOR: RAPPAHANNOCK ELEC COMPANY						
8	AUGUST	7658188888	225 RAMSBURG LN	4567	08/30/2013 \$	660.21
100-000-43209-5120			HEATING SERVICES			
VENDOR: QUARLES ENERGY SERVICES						
1	AUGUST	69709	LP GAS	78029	08/15/2013 \$	547.62
100-000-43210-5110			ELECTRICAL SERVICES			
VENDOR: RAPPAHANNOCK ELEC COMPANY						
7	AUGUST	0775388888	524 WESTWOOD ROAD	4567	08/30/2013 \$	118.92
100-000-43211-5110			ELECTRICAL SERVICES			
VENDOR: RAPPAHANNOCK ELEC COMPANY						
31	AUGUST	2750088888	225 AL SMITH CIR	4567	08/30/2013 \$	3,490.93
100-000-43211-5120			HEATING SERVICES			
VENDOR: WASHINGTON GAS						
5	AUGUST	3980001204	225 AL SMITH CIR	78176	08/30/2013 \$	29.49
100-000-43211-5130			WATER & SEWAGE SERVICES			
VENDOR: TOWN OF BERRYVILLE						
7	AUGUST	9001300.00 98	REC CENTER	78048	08/15/2013 \$	136.00
100-000-43212-5110			ELECTRICAL SERVICES			
VENDOR: RAPPAHANNOCK ELEC COMPANY						
55	AUGUST	1650088888	225 AL SMITH CIR	4567	08/30/2013 \$	8.49
56	AUGUST	1650088888	225 AL SMITH CIR	4567	08/30/2013 \$	7.88
57	AUGUST	1650088888	225 AL SMITH CIR	4567	08/30/2013 \$	13.50
59	AUGUST	1650088888	225 AL SMITH CIR	4567	08/30/2013 \$	28.10
60	AUGUST	1650088888	225 AL SMITH CIR	4567	08/30/2013 \$	7.64
62	AUGUST	1650088888	225 AL SMITH CIR	4567	08/30/2013 \$	16.04
63	AUGUST	1650088888	225 AL SMITH CIR	4567	08/30/2013 \$	15.64
32	AUGUST	2750088888	225 AL SMITH CIR	4567	08/30/2013 \$	263.34
33	AUGUST	2750088888	225 AL SMITH CIR	4567	08/30/2013 \$	131.04

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Total for 100-000-43212-5110						\$ 491.67
100-000-43212-5130	WATER & SEWAGE SERVICES					
VENDOR: TOWN OF BERRYVILLE						
7	AUGUST	9001200.00 98	LITTLE LEAGUE BASEBALL	78048	08/15/2013	\$ 85.00
7	AUGUST	9001500.00 98	ROUTE 7 HOUSE	78048	08/15/2013	\$ 183.30
Total for 100-000-43212-5130						\$ 268.30
100-000-43212-6007	REPAIR AND MAINT SUPPLIES					
VENDOR: BB&T FINANCIAL, FSB						
3	AUGUST	1098-08/09	SWING SET MALL	78094	08/30/2013	\$ 44.95
VENDOR: BERRYVILLE AUTO PARTS INC						
1	AUGUST	120A87980300058	SHIPPING	4526	08/30/2013	\$ 11.61
VENDOR: BERRYVILLE TRUE VALUE HARDWARE						
1	AUGUST	064764	56171 - ROUNDUP	4476	08/15/2013	\$ 71.99
1	AUGUST	064833	56171 - TAPE/CLAMPS	4476	08/15/2013	\$ 20.23
1	AUGUST	065054	56171 - HITCH PIN	4527	08/30/2013	\$ 16.98
Total for 100-000-43212-6007						\$ 165.76
100-000-43213-3310	REPAIR & MAINTENANCE					
VENDOR: THOMAS PLUMBING & HEATING, INC.						
2	AUGUST	PS21878	TRANSPORTED EQUIPMENT	4518	08/15/2013	\$ 180.00
3	AUGUST	PS21879	REPAIRED LEAK OUTSIDE3 POO	4518	08/15/2013	\$ 1,500.00
4	AUGUST	PS21879	REPAIRED POOL HOUSE LEAK	4518	08/15/2013	\$ 1,378.49
2	AUGUST	PS21895	GRADED AND SEEDED DITCH	4518	08/15/2013	\$ 386.53
Total for 100-000-43213-3310						\$ 3,445.02
100-000-43213-5110	ELECTRICAL SERVICES					
VENDOR: RAPPAHANNOCK ELEC COMPANY						
58	AUGUST	1650088888	225 AL SMITH CIR	4567	08/30/2013	\$ 428.33
35	AUGUST	2750088888	225 AL SMITH CIR	4567	08/30/2013	\$ 783.11
Total for 100-000-43213-5110						\$ 1,211.44
100-000-43213-5130	WATER & SEWAGE SERVICES					
VENDOR: TOWN OF BERRYVILLE						
7	AUGUST	9001400.00 98	POOL	78048	08/15/2013	\$ 8,682.05
100-000-43213-6007	REPAIR AND MAINT SUPPLIES					
VENDOR: BERRYVILLE TRUE VALUE HARDWARE						
1	AUGUST	064762	56147 - BALL VALVE	4476	08/15/2013	\$ 31.98
1	AUGUST	064772	56147 - ADAPTER	4476	08/15/2013	\$ 2.58
2	AUGUST	064833	56171 - TAPE/CLAMPS	4476	08/15/2013	\$ 38.27
Total for 100-000-43213-6007						\$ 72.83
100-000-43214-5110	ELECTRICAL SERVICES					
VENDOR: RAPPAHANNOCK ELEC COMPANY						
61	AUGUST	1650088888	225 AL SMITH CIR	4567	08/30/2013	\$ 204.06
100-000-43214-6007	REPAIR AND MAINT SUPPLIES					
VENDOR: BERRYVILLE TRUE VALUE HARDWARE						
1	AUGUST	064844	56171 - FIELD MARKING LIME	4476	08/15/2013	\$ 335.44
100-000-43215-5110	ELECTRICAL SERVICES					
VENDOR: RAPPAHANNOCK ELEC COMPANY.						

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34	AUGUST	2750088888	225 AL SMITH CIR	4567	08/30/2013 \$	70.82
100-000-43215-6007 REPAIR AND MAINT SUPPLIES						
VENDOR: BSN SPORTS, INC.						
1	AUGUST	95441529	SOCCER NETS	77990	08/15/2013 \$	553.46
100-000-43232-3310 REPAIR & MAINTENANCE						
VENDOR: WINCHESTER TREE SERVICE						
1	AUGUST	024	SERVICES	78063	08/15/2013 \$	400.00
100-000-43236-5130 WATER & SEWAGE SERVICES						
VENDOR: TOWN OF BERRYVILLE						
7	AUGUST	1004800.00 98	36 E MAIN STREET	78078	08/19/2013 \$	26.46
100-000-43237-5110 ELECTRICAL SERVICES						
VENDOR: RAPPAHANNOCK ELEC COMPANY						
7	AUGUST	0801388888	313 E MAIN ST	4567	08/30/2013 \$	125.85
7	AUGUST	4980388888	311 E MAIN ST	4567	08/30/2013 \$	639.10
Total for 100-000-43237-5110						\$ 764.95
100-000-43237-5130 WATER & SEWAGE SERVICES						
VENDOR: TOWN OF BERRYVILLE						
7	AUGUST	2010600.00 98	313 E MAIN STREET	78048	08/15/2013 \$	20.00
7	AUGUST	2010700.00 98	311 E MAIN ST	78048	08/15/2013 \$	24.05
Total for 100-000-43237-5130						\$ 44.05
100-000-51200-5699 CIVIC CONTRIBUTIONS						
VENDOR: OUR HEALTH, INC.						
1	AUGUST	44	FUNDING FOR FULL YEAR	78025	08/15/2013 \$	4,875.00
100-000-71100-3320 MAINTENANCE SERVICE CONTRACT						
VENDOR: DDL BUSINESS SYSTEMS LLC						
1	AUGUST	53670	OVERAGES	4486	08/15/2013 \$	167.27
100-000-71100-5210 POSTAL SERVICES						
VENDOR: POSTMASTER						
1	AUGUST	3084	MAIL SERVICES AT PRESORTED	78027	08/15/2013 \$	200.00
100-000-71100-5230 TELECOMMUNICATIONS						
VENDOR: VERIZON						
147	AUGUST	00002726889534Y	PHONE BILL	78057	08/15/2013 \$	125.27
100-000-71100-5400 LEASES AND RENTALS						
VENDOR: GREEN'S SEPTIC SERVICE						
1	AUGUST	08012013	RENTAL	4492	08/15/2013 \$	75.00
1	AUGUST	08032013	RENTAL	4492	08/15/2013 \$	75.00
VENDOR: SHENANDOAH VALLEY WATER & COFFEE CO.						
1	AUGUST	H13100000-13	WATER	78038	08/15/2013 \$	172.19
2	AUGUST	H13100000-13	WATER	78038	08/15/2013 \$	172.19
Total for 100-000-71100-5400						\$ 150.00
100-000-71100-5810 DUES & MEMBERSHIPS						
VENDOR: DEPARTMENT OF STATE POLICE						
1	AUGUST	08132013	CRIMINAL BACKGROUND	78121	08/30/2013 \$	20.00
1	AUGUST	08142013	CRIMINAL BACKGROUND	78122	08/30/2013 \$	20.00

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Total for 100-000-71100-5810						\$ 40.00
100-000-71100-6008 VEHICLE AND EQUIP FUEL						
VENDOR: MANSFIELD OIL COMPANY						
6	AUGUST	SQLCD/00059298	FUEL 07/16-07/31	4498	08/15/2013	\$ 94.91
6	AUGUST	SQLCD/00060024	FUEL PURCHASES 08/01 - 08/	4556	08/30/2013	\$ 14.35
Total for 100-000-71100-6008						\$ 109.26
100-000-71100-6014 OTHER OPERATING SUPPLIES						
VENDOR: AHOLD FINANCIAL SERVICES						
1	AUGUST	296273	SUPPLIES/FOOD FOR PICNIC	77975	08/15/2013	\$ 10.99
VENDOR: BERRYVILLE TRUE VALUE HARDWARE						
1	AUGUST	064734	55140 - HORNET SPRAY	4476	08/15/2013	\$ 12.98
1	AUGUST	65006	55140 - GLUE TRAP/HORNET S	4527	08/30/2013	\$ 22.26
VENDOR: SHENANDOAH VALLEY WATER & COFFEE CO.						
3	AUGUST	H13100000-13	WATER	78038	08/15/2013	\$ 172.19
Total for 100-000-71100-6014						\$ 218.42
100-000-71320-5810 DUES & MEMBERSHIPS						
VENDOR: SHENANDOAH VALLEY SWIM LEAGUE						
1	AUGUST		SWIM TEAM DUES SWIM TEAM MEMBERSHIP DUES	78037	08/15/2013	\$ 870.00
100-000-71320-6013 EDUCATIONAL AND RECREATIONAL SUPPLIE						
VENDOR: CROWN TROPHY						
1	AUGUST	5536	TROPHY	78119	08/30/2013	\$ 159.35
VENDOR: KIEFER						
1	AUGUST	324300	FLAGS	78142	08/30/2013	\$ 556.50
Total for 100-000-71320-6013						\$ 715.85
100-000-71320-6014 OTHER OPERATING SUPPLIES						
VENDOR: BB&T FINANCIAL, FSB						
4	AUGUST	6723-08/09	STAPLES	78094	08/30/2013	\$ 12.58
VENDOR: BERRYVILLE TRUE VALUE HARDWARE						
1	AUGUST	64846	55140 - NOZZLES	4476	08/15/2013	\$ 18.48
1	AUGUST	64924	55140 - NUTS/WASHERS	4527	08/30/2013	\$ 10.64
VENDOR: CLEAN H2O CENTER						
2	AUGUST	81719	POOL SUPPLIES	77994	08/15/2013	\$ 22.58
VENDOR: MOORE MEDICAL, LLC						
1	AUGUST	97818398 I	MEDICAL SUPPLIES	78023	08/15/2013	\$ 91.79
Total for 100-000-71320-6014						\$ 156.07
100-000-71320-6026 POOL CHEMICALS						
VENDOR: CLEAN H2O CENTER						
1	AUGUST	83006	CHEMICALS	77994	08/15/2013	\$ 76.48
1	AUGUST	83065	CHEMICALS	77994	08/15/2013	\$ 218.59
VENDOR: HARPER AND COMPANY INC						
1	POST YEAR	0084687-IN	POOL CHEMICALS	4494	08/15/2013	\$ 3,210.00
1	AUGUST	0086278-IN	KNOB/BOLTS	4494	08/15/2013	\$ 511.35
1	AUGUST	0086655-IN	CHEMICALS	4494	08/15/2013	\$ 1,525.00
Total for 100-000-71320-6026						\$ 5,541.42
100-000-71330-6015 MERCHANDISE FOR RESALE						

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VENDOR: COCA-COLA REFRESHMENTS						
1	AUGUST	1256098317	DRINKS	77996	08/15/2013 \$	482.44
VENDOR: FUN COUNTRY KETTLE CORN						
1	AUGUST	801013	KETTLE CORN	78008	08/15/2013 \$	148.50
VENDOR: GARBER ICE CREAM CO INC						
1	AUGUST	263589	ICE CREAM	78009	08/15/2013 \$	526.24
1	AUGUST	263894	ICE CREAM	78009	08/15/2013 \$	271.44
VENDOR: HUNT BROTHERS PIZZA						
1	AUGUST	225014038	FOOD	78014	08/15/2013 \$	790.90
Total for 100-000-71330-6015						\$ 2,219.52
100-000-71350-3100 PROFESSIONAL SERVICES						
VENDOR: ALL ABOUT LEARNING INC						
1	AUGUST	CAMPS JULY13	ENGINEERING CAMP	77977	08/15/2013 \$	2,071.00
VENDOR: CLARK, WAYNE DBA LOCUST HILL GOLF COURSE						
1	AUGUST	JUNIOR GOLF CAM	JUNIOR GOLF CAMP	78103	08/30/2013 \$	105.00
VENDOR: CLARKE COUNTY HEALTH DEPARTMENT						
5	AUGUST	133401488	PROFESSIONAL SERVICES	78105	08/30/2013 \$	360.67
VENDOR: COSSETTE, JENNIFER DBA PONY TO GO						
1	AUGUST	ANIMALCAMP/FAMI	FAMILY NIGHT/ANIMAL CAMP	78115	08/30/2013 \$	14.00
2	AUGUST	ANIMALCAMP/FAMI	FAMILY NIGHT/ANIMAL CAMP	78115	08/30/2013 \$	691.00
VENDOR: MONTGOMERY, CHRISTEL DBA CHEER ERUPTIONS						
1	AUGUST	08012013	GYMNASTICS	4503	08/15/2013 \$	1,219.40
VENDOR: OPUS OAKES, AN ART PLACE, INC.						
1	AUGUST	ART CLASSESJULY	FY 2014 ART CLASSES	4507	08/15/2013 \$	1,452.00
VENDOR: WAMPLER, JERRY						
1	AUGUST	GOLF JR. CAMP	JR GOLF CAMP	78199	08/30/2013 \$	550.00
Total for 100-000-71350-3100						\$ 6,463.07
100-000-71350-3500 PRINTING AND BINDING						
VENDOR: WINCHESTER PRINTERS, INC.						
1	AUGUST	27465	PRINTING OF THE CORE	4584	08/30/2013 \$	2,008.00
100-000-71350-5560 GROUP TRIPS						
VENDOR: ALAMO DRAFTHOUSE						
1	AUGUST	CAMP	CAMP EVENT	77976	08/15/2013 \$	100.00
2	AUGUST	LUNCH&MOVIE	LUNCH & MOVIE	77976	08/15/2013 \$	360.00
VENDOR: BB&T FINANCIAL, FSB						
2	AUGUST	6723-08/09	HAGERSTOWN ICE RINK	78094	08/30/2013 \$	300.00
3	AUGUST	6723-08/09	LAKE FAIRFAX PARK	78094	08/30/2013 \$	320.00
Total for 100-000-71350-5560						\$ 1,080.00
100-000-71350-5830 REFUNDS						
VENDOR: AIMEE BARKER						
1	AUGUST	174999	REFUND	77985	08/15/2013 \$	68.00
VENDOR: AUDREY BOGERT						
1	AUGUST	174670	REFUND	77987	08/15/2013 \$	28.00
VENDOR: SUSAN BROWNING						
1	AUGUST	174603	CANCELLATION	77989	08/15/2013 \$	85.00
VENDOR: ASHLEY EDWARDS						
1	AUGUST	175126	REFUND	78002	08/15/2013 \$	148.00

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=====						
VENDOR: CHRISTINE HANNA						
1	AUGUST	175204	REFUND	78012	08/15/2013 \$	45.00
VENDOR: SETTER, ANGELA						
1	AUGUST	175004	REFUND	78036	08/15/2013 \$	50.00
VENDOR: GARRETT WALKER						
1	AUGUST	174989	REFUND	78058	08/15/2013 \$	130.00
VENDOR: SARAH WEISSE						
1	AUGUST	174994	REFUND	78060	08/15/2013 \$	75.00
Total for 100-000-71350-5830						\$ 629.00

100-000-71350-6002	FOOD SUPPLIES & FOOD SERVICE SUPPLIE					
VENDOR: FOOD LION, INC						
1	AUGUST	281164308198	JUICE	78005	08/15/2013 \$	30.51
VENDOR: SCHENCK FOODS CO., INC.						
1	AUGUST	5787062	FOOD	78173	08/30/2013 \$	152.75
1	AUGUST	5789812	FOOD	78173	08/30/2013 \$	75.00
1	AUGUST	5793035	FOOD	78034	08/15/2013 \$	83.55
Total for 100-000-71350-6002						\$ 341.81

100-000-71350-6011	UNIFORM AND WEARING APPAREL					
VENDOR: ATTIC PROMOTIONS, INC.						
1	AUGUST	1604	SHIRTS	4472	08/15/2013 \$	120.00
100-000-71350-6013	EDUCATIONAL AND RECREATIONAL SUPPLIE					
VENDOR: BB&T FINANCIAL, FSB						
1	AUGUST	6723-08/09	J W PEPPER	78094	08/30/2013 \$	98.48
100-000-71350-6014	OTHER OPERATING SUPPLIES					
VENDOR: KMART						
1	AUGUST	037090808130013	SHOES	78143	08/30/2013 \$	9.98
VENDOR: VRPS						
1	AUGUST	KINGS DOM EVENT	KINGS DOMINION TICKETS	78197	08/30/2013 \$	1,279.00
Total for 100-000-71350-6014						\$ 1,288.98

100-000-72600-5699	CIVIC CONTRIBUTIONS					
VENDOR: CLARKE COUNTY COMMUNITY BAND						
1	AUGUST	FY2014GRANT	FISCAL YEAR 2014 GRANT FUN	77993	08/15/2013 \$	2,000.00
100-000-81110-3100	PROFESSIONAL SERVICES					
VENDOR: HALL, MONAHAN, ENGLE, MAHAN & MITCHELL						
2	AUGUST	LEGALSERV AUG6	LEGAL SERVICES	4543	08/30/2013 \$	98.00
100-000-81110-3140	ENGINEERING REVIEW EXPENDITURES					
VENDOR: PIEDMONT GEOTECHNICAL, INC.						
1	AUGUST	1565VA	PROFESSIONAL SERVICES	4564	08/30/2013 \$	170.00
1	AUGUST	INVOICE NO. 2	PROFESSIONAL SERVICES	4564	08/30/2013 \$	170.00
Total for 100-000-81110-3140						\$ 340.00

100-000-81110-3600	ADVERTISING					
VENDOR: WINCHESTER STAR						
4	AUGUST	1653410	HEARING ADVERTISEMENTS	4521	08/15/2013 \$	171.60
100-000-81110-5230	TELECOMMUNICATIONS					

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VENDOR: VERIZON						
148	AUGUST	00002726889534Y	PHONE BILL	78057	08/15/2013 \$	15.10
100-000-81110-6001			OFFICE SUPPLIES			
VENDOR: BB&T FINANCIAL, FSB						
1	AUGUST	6715-08/09	AMAZON.COM	78094	08/30/2013 \$	19.85
100-000-81400-3100			PROFESSIONAL SERVICES			
VENDOR: HALL, MONAHAN, ENGLE, MAHAN & MITCHELL						
1	AUGUST	LEGALSERV AUG6	LEGAL SERVICES	4543	08/30/2013 \$	2,756.00
100-000-81400-3160			BOARD SERVICES			
VENDOR: CALDWELL, ANNE						
1	AUGUST	JULY 30 MEETING	ZONING APPEALS MEETING JUL	4481	08/15/2013 \$	25.00
VENDOR: KACKLEY, CHARLES						
1	AUGUST	JULY 30 MEETING	ZONING APPEALS MEETING JUL	4496	08/15/2013 \$	25.00
VENDOR: MEANS, HOWARD						
1	AUGUST	JULY 30 MEETING	ZONING APPEALS MEETING JUL	4502	08/15/2013 \$	25.00
Total for 100-000-81400-3160					\$	75.00
100-000-81400-3600			ADVERTISING			
VENDOR: WINCHESTER STAR						
3	AUGUST	1653410	HEARING ADVERTISEMENTS	4521	08/15/2013 \$	343.20
100-000-81510-3100			PROFESSIONAL SERVICES			
VENDOR: HALL, MONAHAN, ENGLE, MAHAN & MITCHELL						
4	AUGUST	LEGALSERV AUG6	LEGAL SERVICES	4543	08/30/2013 \$	66.00
100-000-81510-3500			PRINTING AND BINDING			
VENDOR: COMMERCIAL PRESS						
1	AUGUST	108869	BROCHURES	4533	08/30/2013 \$	885.40
100-000-81510-5699			CIVIC CONTRIBUTIONS			
VENDOR: PIEDMONT ENVIRONMENTAL COUNCIL						
1	AUGUST	2013-005	DONATION	78161	08/30/2013 \$	750.00
100-000-81510-8202			FURNITURE & FIXTURES			
VENDOR: FROGALE LUMBER SUPPLY						
1	AUGUST	209067	ROAD SIGNS	78007	08/15/2013 \$	1,703.66
1	AUGUST	209068	ROAD SIGNS	78007	08/15/2013 \$	64.68
1	AUGUST	25608	CREDIT MEMO	78007	08/15/2013 \$	1,132.50-
Total for 100-000-81510-8202					\$	635.84
100-000-81800-3100			PROFESSIONAL SERVICES			
VENDOR: KALBIAN, MARAL S.						
1	AUGUST	INVOICE #5	PROFESSIONAL SERVICES	4549	08/30/2013 \$	9,000.00
100-000-81920-5699			CIVIC CONTRIBUTIONS			
VENDOR: WINCHESTER REGIONAL AIRPORT AUTHORITY						
1	AUGUST	13-110189	CAPITAL APPROP	78062	08/15/2013 \$	625.00
100-000-82200-5699			CIVIC CONTRIBUTIONS			
VENDOR: FRIENDS OF THE SHENANDOAH RIVER						
1	AUGUST	FY14DISBURSEMEN	DISBURSEMENT OF FUNDS FY14	78006	08/15/2013 \$	3,000.00

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=====						
100-000-82600-5510			TRAVEL MILEAGE			
VENDOR: LAURA NOWELL SHIFFLETT						
1	AUGUST	MILEAGE JULY13	MILEAGE JULY	4514	08/15/2013 \$	321.49
100-000-83100-5230			TELECOMMUNICATIONS			
VENDOR: VERIZON						
149	AUGUST	00002726889534Y	PHONE BILL	78057	08/15/2013 \$	35.71
TOTAL DEFINITION TYPE 0 :						\$ 169,181.79
TOTAL EXPENDITURES :						\$ 169,181.79
TOTAL for FISCAL YEAR 2014 :						\$ 169,181.79
=====						
TOTAL PAYMENTS :						\$ 210,266.69

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Fiscal Year: 2013						
EXPENDITURES						
DEFINITION TYPE 0						
225-129-31200-7000 JOINT OPERATIONS						
VENDOR: FREDERICK COUNTY SHERIFF'S OFFICE						
1	POST YEAR	2010DBX0690	GRANT APR-JUN EXPENSES	78131	08/30/2013	\$ 26,704.31
VENDOR: PAGE COUNTY SHERIFF'S OFFICE						
1	POST YEAR	2010DBX0690	GRANT APR-JUN EXPENSES	78158	08/30/2013	\$ 10,007.16
VENDOR: SHENANDOAH COUNTY SHERIFF'S OFFICE						
1	POST YEAR	2010DBX0690	GRANT APR-JUN EXPENSES	78175	08/30/2013	\$ 14,130.16
VENDOR: WARREN COUNTY SHERIFF'S OFFICE						
1	POST YEAR	2010DBX0690	GRANT APR-JUN EXPENSES	78200	08/30/2013	\$ 16,241.77
VENDOR: WINCHESTER POLICE DEPARTMENT						
1	POST YEAR	2010DBX0690	GRANT APR-JUN EXPENSES	78202	08/30/2013	\$ 17,600.33
Total for 225-129-31200-7000						\$ 84,683.73
235-000-82700-3100 PROFESSIONAL SERVICES						
VENDOR: HALL, MONAHAN, ENGLE, MAHAN & MITCHELL						
1	POST YEAR	LEGAL SERV AUG6	LEGAL SERVICES	4543	08/30/2013	\$ 66.00
301-800-94299-8207 EDP EQUIPMENT						
VENDOR: DALY COMPUTERS, INC.						
2	POST YEAR	PSI0961672	EDP EQUIPMENT	4485	08/15/2013	\$ 7,135.00
TOTAL DEFINITION TYPE 0 :						\$ 91,884.73
TOTAL EXPENDITURES :						\$ 91,884.73
TOTAL for FISCAL YEAR 2013 :						\$ 91,884.73

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EXPENDITURES

DEFINITION TYPE 0

231-000-31200-5530 TRAVEL SUBSISTANCE & LODGING

VENDOR: BB&T FINANCIAL, FSB						
1	AUGUST	2074-08/06	SPECIAL RUN - DOUBLETREE L	77970	08/06/2013	\$ 407.90
2	AUGUST	2074-08/06	SPECIAL RUN - WAWA 8/2	77970	08/06/2013	\$ 8.65
3	AUGUST	2074-08/06	SPECIAL RUN - CHEESECAKE F	77970	08/06/2013	\$ 30.70
4	AUGUST	2074-08/06	SPECIAL RUN - CAPITAL ALE	77970	08/06/2013	\$ 30.00
5	AUGUST	2074-08/06	SPECIAL RUN - PLAZA AZTECA	77970	08/06/2013	\$ 23.68
6	AUGUST	2074-08/06	SPECIAL RUN - RED ROBIN 7/	77970	08/06/2013	\$ 24.00
7	AUGUST	2074-08/06	SPECIAL RUN - CARRABBAS 7/	77970	08/06/2013	\$ 27.68
8	AUGUST	2074-08/06	SPECIAL RUN - MARTINS 7/28	77970	08/06/2013	\$ 7.94
9	AUGUST	2074-08/06	SPECIAL RUN - 7-ELEVEN 7/2	77970	08/06/2013	\$ 4.64
10	AUGUST	2074-08/06	SPECIAL RUN - HOLIDAY INN	77970	08/06/2013	\$ 154.00
11	AUGUST	2074-08/06	SPECIAL RUN - DOUBLETREE 7	77970	08/06/2013	\$ 165.79
13	AUGUST	2074-08/06	SPECIAL RUN - WOOD GRILL B	77970	08/06/2013	\$ 16.30
14	AUGUST	2074-08/06	SPECIAL RUN - HARDEES 7/22	77970	08/06/2013	\$ 4.41
15	AUGUST	2074-08/06	SPECIAL RUN - FAMOUS DAVE'	77970	08/06/2013	\$ 18.00
16	AUGUST	2074-08/06	SPECIAL RUN - DOUBLETREE 7	77970	08/06/2013	\$ 326.32
17	AUGUST	2074-08/06	SPECIAL RUN - HARDEES 7/19	77970	08/06/2013	\$ 6.10
18	AUGUST	2074-08/06	SPECIAL RUN - BRICK HOUSE	77970	08/06/2013	\$ 19.00
19	AUGUST	2074-08/06	SPECIAL RUN - CARRABBAS 7/	77970	08/06/2013	\$ 25.00
20	AUGUST	2074-08/06	SPECIAL RUN - HARDEES 7/15	77970	08/06/2013	\$ 8.16
21	AUGUST	2074-08/06	SPECIAL RUN - CHICKEN FIES	77970	08/06/2013	\$ 10.27
22	AUGUST	2074-08/06	SPECIAL RUN - KROGER 7/15	77970	08/06/2013	\$ 12.35
23	AUGUST	2074-08/06	SPECIAL RUN - DOUBLETREE L	77970	08/06/2013	\$ 407.90
24	AUGUST	2074-08/06	SPECIAL RUN - HARDEES 7/12	77970	08/06/2013	\$ 8.72

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26	AUGUST	2074-08/06	SPECIAL RUN - BUFFALO WILD	77970	08/06/2013 \$	19.86
27	AUGUST	2074-08/06	SPECIAL RUN - DOTS BACK IN	77970	08/06/2013 \$	19.00
28	AUGUST	2074-08/06	SPECIAL RUN - MCALISTER'S	77970	08/06/2013 \$	13.87
29	AUGUST	2074-08/06	SPECIAL RUN - TRIPPS RESTA	77970	08/06/2013 \$	21.00
30	AUGUST	2074-08/06	SPECIAL RUN - HARDEES 7/8	77970	08/06/2013 \$	5.99
31	AUGUST	2074-08/06	SPECIAL RUN - KROGER 7/8	77970	08/06/2013 \$	7.82
32	AUGUST	2074-08/06	SPECIAL RUN - RED ROBIN 7/	77970	08/06/2013 \$	16.00
33	AUGUST	2074-08/06	SPECIAL RUN - TEXAS ROADHO	77970	08/06/2013 \$	28.25
1	AUGUST	2074-08/09	HOTTERS	78094	08/30/2013 \$	25.00
2	AUGUST	2074-08/09	OLIVE GARDEN	78094	08/30/2013 \$	22.00
3	AUGUST	2074-08/09	HARDEES	78094	08/30/2013 \$	7.85
4	AUGUST	2074-08/09	MELLOW MUSHROOM	78094	08/30/2013 \$	5.82
5	AUGUST	2074-08/09	RED ROBIN ALREADY PAID LAS	78094	08/30/2013 \$	16.00-
6	AUGUST	2074-08/09	KROGER ALREADY PAID LAST S	78094	08/30/2013 \$	7.82-
7	AUGUST	2074-08/09	HARDEES ALREADY PAID LAST	78094	08/30/2013 \$	5.99-
Total for 231-000-31200-5530						\$ 1,910.16
231-000-31200-6000 MATERIAL AND SUPPLIES						
VENDOR: BB&T FINANCIAL, FSB						
1	AUGUST	6558-08/09	RUBY TUESDAY	78094	08/30/2013 \$	38.33
VENDOR: BERRYVILLE AUTO PARTS INC						
1	AUGUST	10064620	GARMIN GPS	4475	08/15/2013 \$	129.99
Total for 231-000-31200-6000						\$ 168.32
231-128-31200-5800 MISCELLANEOUS						
VENDOR: ANYTIME FITNESS						
1	AUGUST	JUNE 10 2013	JULY AND AUGUST PAYMENT	77978	08/15/2013 \$	150.00
231-128-31200-6001 MATERIALS AND SUPPLIES						
VENDOR: BB&T FINANCIAL, FSB						
3	AUGUST	6632-08/09	HOUSE OF LIGHT	78094	08/30/2013 \$	90.95
235-000-82700-3100 PROFESSIONAL SERVICES						
VENDOR: HALL, MONAHAN, ENGLE, MAHAN & MITCHELL						
2	AUGUST	LEGAL SERV AUG6	LEGAL SERVICES	4543	08/30/2013 \$	296.00
301-800-94294-8103 COMMUNICATIONS EQUIPMENT						
VENDOR: CAROUSEL INDUSTRIES						
1	AUGUST	1252952r	PHONE SYSTEM REMAIN OF BIG	77992	08/15/2013 \$	115,130.92
TOTAL DEFINITION TYPE 0 :						\$ 117,746.35
TOTAL EXPENDITURES :						\$ 117,746.35
TOTAL for FISCAL YEAR 2014 :						\$ 117,746.35
TOTAL PAYMENTS :						\$ 209,631.08

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Fiscal Year: 2013						
EXPENDITURES						
DEFINITION TYPE 0						
607-000-12530-4300			CENTRAL PURCHASING/STORE			
VENDOR: INDEPENDENT STATIONERS						
1	POST YEAR	CM-000016050	CREDIT	4546	08/30/2013	\$ 156.78-
607-000-12530-5230			TELECOMMUNICATIONS			
VENDOR: TREASURER OF VIRGINIA						
14	POST YEAR	T262316	JUNE 2013 PHONE SERVICE	4487	08/15/2013	\$ 19.22
TOTAL DEFINITION TYPE 0 :						\$ 137.56-
TOTAL EXPENDITURES :						\$ 137.56-
TOTAL for FISCAL YEAR 2013 :						\$ 137.56-

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EXPENDITURES						
DEFINITION TYPE 0						
607-000-12510-3320			MAINTENANCE SERVICE CONTRACT			
VENDOR: RICOH USA INC						
1	AUGUST	5027215314	OVERAGES	78170	08/30/2013	\$ 68.29
607-000-12530-4300			CENTRAL PURCHASING/STORE			
VENDOR: INDEPENDENT STATIONERS						
1	AUGUST	IN-000326663	BINDER	4546	08/30/2013	\$ 118.54
1	AUGUST	IN-000331734	FOLDERS/FILES/STENO BOOK	4546	08/30/2013	\$ 171.84
1	AUGUST	IN-000332990	STAPLER HEAVY DUTY	4546	08/30/2013	\$ 55.72
1	AUGUST	IN-000333798	STAPLER/STAPLES	4546	08/30/2013	\$ 34.04
VENDOR: OFFICE DEPOT						
1	AUGUST	666189376001	INDEX RING/SLEEVES CD/LAMI	78156	08/30/2013	\$ 74.30
1	AUGUST	666189966001	PAPER	78156	08/30/2013	\$ 19.70
VENDOR: QUILL CORPORATION						
1	AUGUST	4350404	TONER	4508	08/15/2013	\$ 347.73
1	AUGUST	4743823	INK/CARTRIDGES	4566	08/30/2013	\$ 443.54
VENDOR: RELIABLE OFFICE SUPPLIES						
1	AUGUST	DTY31000	FILE FOLDERS	78030	08/15/2013	\$ 152.76
VENDOR: SUPPLY ROOM COMPANIES, THE						
1	AUGUST	1949207-0	PENS	4577	08/30/2013	\$ 18.36
Total for 607-000-12530-4300						\$ 1,436.53
607-000-12530-5230			TELECOMMUNICATIONS			
VENDOR: VERIZON						
161	AUGUST	00002726889534Y	PHONE BILL	78057	08/15/2013	\$ 114.37
732-000-12530-3000			PURCHASED SERVICES - TRANSACTION FEE			
VENDOR: WAGE WORKS						
1	AUGUST	125A10259430	FLEX PLAN ADMIN FEE	78198	08/30/2013	\$ 622.25
TOTAL DEFINITION TYPE 0 :						\$ 2,241.44
TOTAL EXPENDITURES :						\$ 2,241.44
TOTAL for FISCAL YEAR 2014 :						\$ 2,241.44

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AUGUST 2013 VENDOR PAYMENT REPORTS
Executed By: gilleya

PAGE: 2
TIME: 15:10:25
DATE: 09/05/2013

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
TOTAL PAYMENTS : \$						2,103.88

Joint Administrative Services Board
August 26, 2013 Regular Meeting 1:00 pm

At a regular meeting of the Joint Administrative Services Board held on Monday, August 26, 2013 at 1:00 pm in Berryville Clarke County Government Center Meeting Room AB, Berryville Clarke County Government Center, 101 Chalmers Court, 2nd Floor; Berryville, Virginia.

Members Present

David Ash; J. Michael Hobert; Sharon Keeler; Michael Murphy; Chip Schutte

Members Absent

None

Staff Present

Tom Judge; Lora Walburn

Others Present

None

1. Call to Order - Determination of Quorum

At 1:02 pm, Chairman Schutte called the meeting to order.

2. Approval of Minutes

Michael Murphy, seconded by J. Michael Hobert, moved to approve the June 24, 2013 meeting minutes as presented. The motion carried as follows:

David Ash	-	Absent
J. Michael Hobert	-	Aye
Sharon Keeler	-	Aye
Michael Murphy	-	Aye
Charles "Chip" Schutte	-	Aye

David Ash joined the meeting at 1:08 pm.

3. ERP RFP Review of Key Considerations

The RFP is currently under review by 6 persons with strong technology credentials. Their comments are due back September 15. The Board is invited at this stage to comment on any aspect of the RFP which consists of the attached narrative section, as well as a requirements spreadsheet and a pricing table. However, a few key considerations are:

Key considerations are:

- a. The distinction made between Core, Non-Core, and Optional Components.*
- b. The special consideration given to Land Management.*
- c. The Evaluation Process.*
- d. The content proposers are to provide (see attached Section 3).*

Highlights of Board review include:

- Provide comment by September 16.
- Proposals will be evaluated by the Joint Administrative Services Board.
- \$600,000 budget does not include hardware installation.
- Page 19 – Change from Alert Now to Blackboard Connect 5.
- Page 52 – Change Management Approach add item e) Security – User Acceptance including security.
- Page 54 –
 - o Edit table to include actual titles, where applicable;
 - o Consider revising Item 5, “*Likewise, the County requests that the Vendor*”
 - o Add expectations for County staff.
 - o Document wide, “scrub” for “large locality” statements.
- Page 57 – 3.8 Technical Requirements - Tom Judge will ask Gordon Russell to double check this section.
- Page 88 – Question 17 – Add a column specifically for Virginia businesses to help identify trend as to whether the vendor is growing or receding in the market.

4. Other Technology Governance Issues: Training, Fiber Backbone Update

Training

- Operating budgets for General Government / Schools include training on MicroSoft Office software, email, and other systems currently in use.
- Renee Weir, Office Manager - School Administration, is developing clerical training. This training could be expanded to include general government staff.
- Mike Murphy will follow up with Renee Weir and Ed Shrewbridge on the idea of a roving trainer.

- Consider providing employees scholarships to attend software and computer classes offered by Parks & Recreation.
- Include training on web page updates.

Fiber Backbone

- Gordon Russell was not in attendance to provide an update.

5. VaCorp/VRS Local Disability Program Pending Decision.

The Government and Schools need to decide by November 1 whether to participate in the VRS Disability Plan or the VaCorp Disability Plan. The consideration should consider the following:

- a. Participation in the VRS Plan is irrevocable while the VaCorp plan decision is not.*
- b. Certain Commonwealth administered insurance pools such as LODA and Worker's Compensation have awarded generous claims, making their policies more expensive over time. It is not clear whether the VRS program may behave similarly.*
- c. The initial VaCorp rates are better:*

Proposed Disability Insurance Rates (% of payroll)		
<i>Group Name</i>	<i>VACORP</i>	<i>VRS</i>
Government	.79	.91
School Non-Professional	.37	.91
School Professional	.37	.39

The VaCorp government proposal is attached. The School's will be identical, except the rates above. The board should consider whether to recommend approval of these proposals to the respective Boards, or engage a consultant for an in depth comparison.

Tom Judge and Dave Ash, VACorp Insurance Board member, summarized the pros and cons of the plans. By consensus, action on the matter was deferred to the next meeting.

6. Affordable Care Act Checklist (FYI).

Tom Judge advised that the act takes effect January 1, 2014.

Chip Schutte commented that holders of non-compliant policies have started to receive notifications.

Next Meeting

The next regular meeting is scheduled for September 23, 2013.

Adjournment

Chairman Schutte adjourned the meeting at 2:55 pm.

Minutes Recorded and Transcribed by Lora B. Walburn

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>
8/20/2013	1666	Modify and process 7/16/2013 BoS Regular Meeting Minutes.	Lora B. Walburn	Complete	8/22/2013
8/20/2013	1667	Provide notice of approval to applicant and adjoining property owners for Special Event Permit Application: Wayside Farm Fun Corn Maze; Weekends September 21 thru November 3, 2013; Medium Event with 6 or more event days	Lora B. Walburn	Complete 8/22; mailed 8/23	8/22/2013
8/20/2013	1668	Develop notice and advertise public hearing for Special Event Application – Hunt Country Cluster	Lora B. Walburn	Complete	8/21/2013
8/20/2013	1669	Provide notice of public hearing to applicant and adjoining property owners for Special Event Application – Hunt Country Cluster.	Lora B. Walburn	Complete 8/22; mailed 8/23	8/22/2013
8/20/2013	1670	Develop notice and advertise public hearing for Blue Ridge Wildlife Center SUP-13-01/SP-13-07	Lora B. Walburn	Complete	8/21/2013
8/20/2013	1671	Create Zimbra calendar and enter FY2014 goals by proposed review dates	Lora B. Walburn	Complete	8/21/2013
8/20/2013	1672	Update appointment database and send notice of appointment.	Lora B. Walburn	Complete; Need JMH sig	8/22/2013
8/20/2013	1673	Process 2013-14R Clarke County Board of Supervisors FY2014 Salary Funding Policy re Commonwealth Revenue Related to Salary Increases.	Lora B. Walburn	Complete	8/22/2013
8/20/2013	1674	Execute 2013-14R.	J. Michael Hober	Complete	8/27/2013
8/20/2013	1675	Draft a letter to the School Superintendent.	David Ash	DLA Email 9/3; MM response 9/3 - will present 9/17	9/3/2013

Clarke County Board of Supervisors

Board Member Committee Status Reports

Clarke County Board of Supervisors

Closed Session *[as necessary]*

Clarke County Board of Supervisors

Citizen Comment Period

Clarke County Board of Supervisors Public Hearing Notice ***09-17-2013***



The Clarke County Board of Supervisors will hold public hearing on Tuesday, September 17, 2013 at 6:30 pm or as soon thereafter as the matter may be heard in the Berryville Clarke County Government Center Main Meeting Room, 101 Chalmers Court, 2nd Floor, Berryville, VA, to consider the following matters:

PH 13-13: Special Event Permit Application: Hunt Country Cluster at Historic Long Branch September 27, 28, 29, 2013; Large Event; 3-Year Application 2013, 2014, 2015. 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

PH 13-14: Blue Ridge Wildlife Center SUP-13-01/SP-13-07; Applicant(s): Blue Ridge Wildlife Center - Belinda Burwell, Agent; 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); Parcel Size: 239.00 acres; Site Size: 17.552.

David L. Ash - County Administrator

Clarke County Board of Supervisors



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

August 22, 2013

Warrenton Kennel Club
10516 Elk Run Rd
Catlett VA 20119

Attention: Roger K Riggins

Re: Notice of Public Hearing Special Event Permit Application Special Event Permit Application: Hunt Country Cluster at Historic Long Branch September 27, 28, 29, 2013; Large Event; 3-Year Application 2013, 2014, 2015

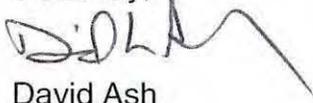
At the regular meeting of the Clarke County Board of Supervisors conducted on August 20, 2013, the above-referenced event application was set for public hearing. Public hearing notice is as follows:

The Clarke County Board of Supervisors will hold public hearing on Tuesday, September 17, 2013 at 6:30 pm or as soon thereafter as the matter may be heard in the Berryville Clarke County Government Center Main Meeting Room, 101 Chalmers Court, 2nd Floor, Berryville, VA, to consider the following matters:

PH 13-13: Special Event Permit Application: Hunt Country Cluster at Historic Long Branch September 27, 28, 29, 2013; Large Event; 3-Year Application 2013, 2014, 2015. 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

Your attendance during the scheduled public hearing is recommended.

Sincerely,



David Ash



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 8th year at Historic Long Branch.

Recommendation: Approve multi-year application.

Responses Received from:	Outstanding Items:
<ul style="list-style-type: none">✓ Building Official✓ Sheriff's Office✓ Virginia State Police✓ VDOT <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">✓ Boyce Volunteer Fire & Rescue Company✓ Virginia Department of Health – Clarke County	<ul style="list-style-type: none">✓ None



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"/>	Small Special Event – 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"/>	Medium Special Event – 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"/>	Medium Special Event – 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"/>	Large Special Event – 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 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: _____

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; 2901 Hermitage Road, P.O. Box 27491, Richmond, VA 23261

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.

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:

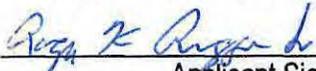
which may be required by any federal, state, or local statutes, ordinances, rules, or regulations. Applicants are responsible for insuring that all such permits, licenses, and certificates are obtained from the appropriate authority.

§ 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

08/20/2013

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.



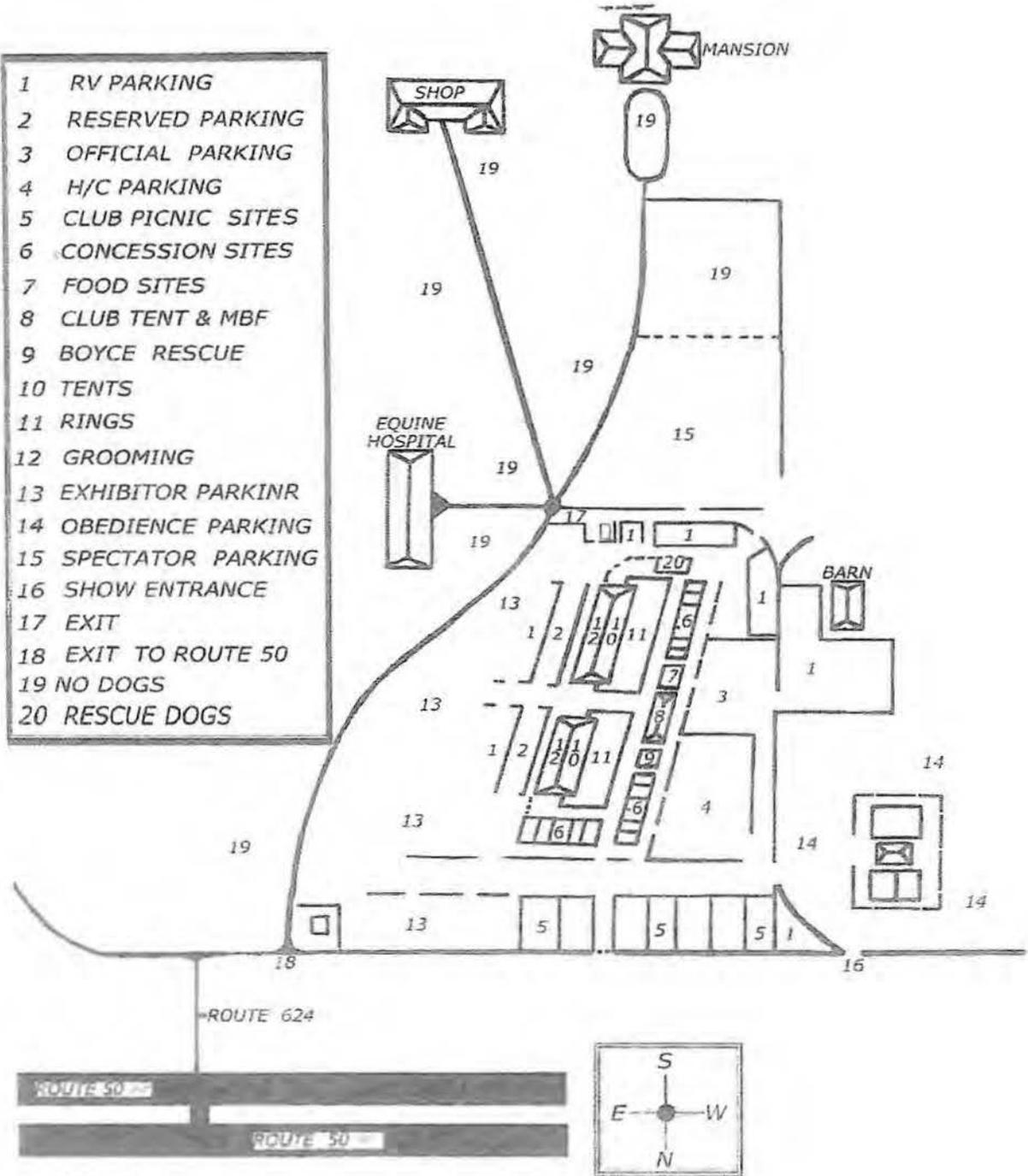
THE HUNT COUNTRY CLUSTER

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 10th. 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 10th. 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 10th. 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 10th. 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 10th. 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. 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 10th. 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

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:

**Sandy Lady (Old Dominion) Georgia Sabean (Warrenton)
49 Distan Court 8317 Opal Road
Keswick, VA 22947 Warrenton, VA 20186**

**Day/Evening Phone:
FAX:**

**(434) 295-3334
(434) 295-6545**

(540) 341-4987

Emergency Response Coordinator:

**Roger K. Riggins
10516 Elk Run Road
Catlett, VA 20119**

**Day/Evening Phone:
EMail:**

**(540) 788-9992
RoleraFarm@aol.com**

Name of Club Representative Submitting Form: Roger K. Riggins

Signature:

Date:



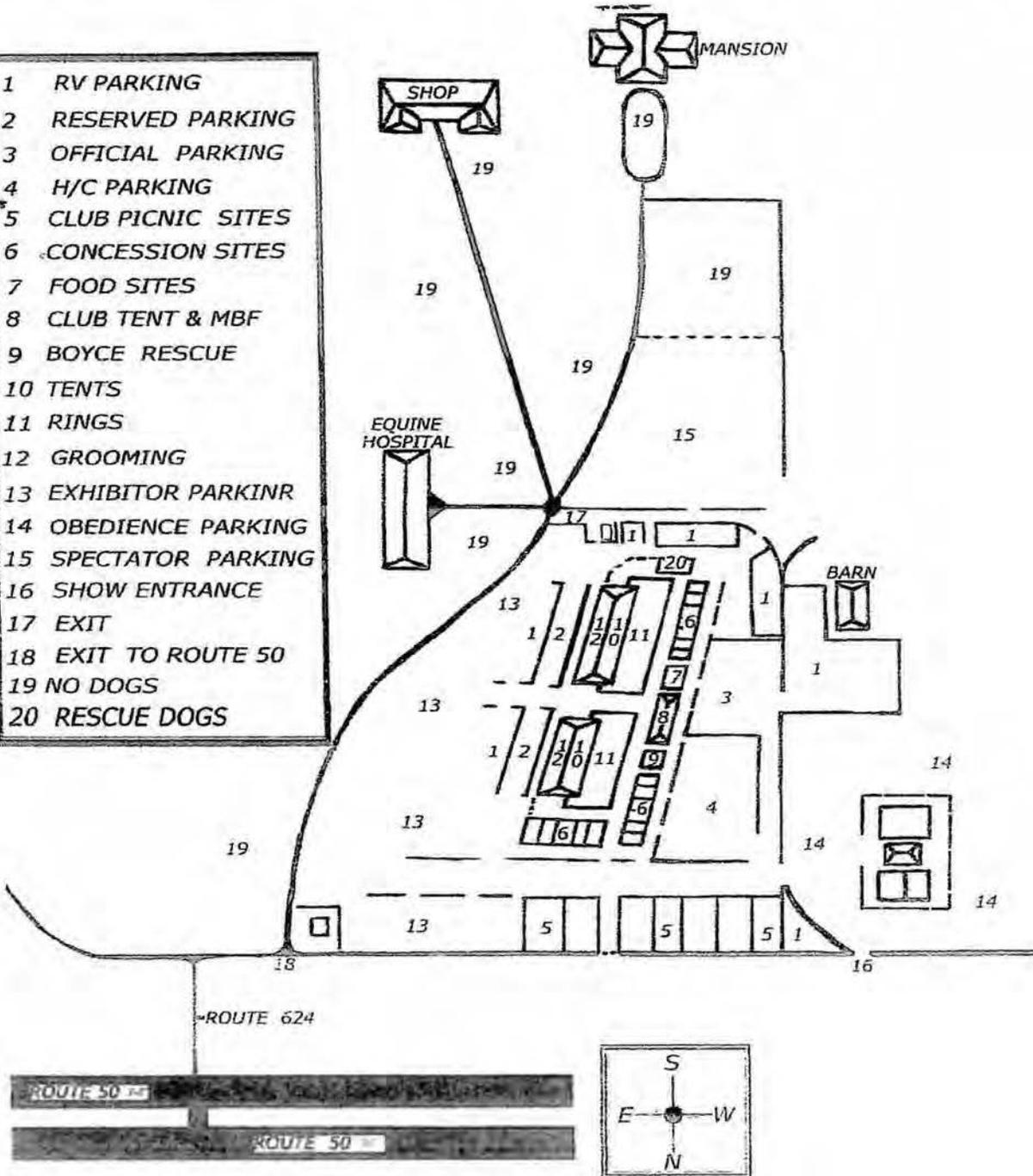
THE HUNT COUNTRY CLUSTER

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)

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 27th – 29th, 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 4 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

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



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.

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
September 17, 2013 Board of Supervisors Meeting
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).

BOS Meeting September 17

At the August meeting the BOS requested that VOF provide in writing that the proposed use was in compliance with the conservation easement agreement. A letter of approval from the VOF has been provided and added to the BOS packet.

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.**

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 educations 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 site 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.**



September 10, 2013

Mr. Jim Klenkar and Ms. Belinda Burwell
Burwell-van Lennep Foundation
PO Box 288
Millwood, VA 22646
Email: jklenkar@hallmonahan.com

Re: *VOF Open-Space Easement # CLA – VOF – 336*

Dear Mr. Klenkar and Ms. Burwell:

On August 28, 2013, Jesse Russell, Clarke County Zoning Administrator requested a written response as to whether the proposed new wildlife center building complies with the VOF open-space easement governing the property. According to Mr. Russell's emails, the Clarke County Staff Report and the site plans submitted to the County, the wildlife center building will be 1 story of 4,680 sq. ft. The building will be used for wildlife rehabilitation and education with a hospital, rehabilitation area and a classroom. The entrance and driveway will be altered and a new gravel/paved parking area will be constructed.

The easement on the property contains the following relevant provisions, which provide, in part:

6. ...the Grantor, its successors and assigns, shall have the right to...construct buildings to provide cultural facilities such as a conference or education center, not to exceed 20,000 sq. ft. in total ground area, pursuant to the purposes of the Trust. To quote from the Grantor's original Declaration of Trust, all such "additional structures shall be so located and designed as to fit inconspicuously with the existing landscape.

The Grantor donates a Viewshed...as designated on the map...attached.

No construction shall be allowed in the Flood Plain of the Shenandoah River...

7. Industrial or commercial activities, other than...educational exhibits and activities pursuant to the historical, scientific, ecological, cultural and educational purposes of the Trust, are prohibited.

The proposed building is located outside of both the Viewshed and Flood Plain and this letter is to advise you that VOF approves the new wildlife center building and associated entrance, driveway and parking areas as described above. Please note that the new building counts towards the 20,000 sq. ft. of ground area allotted for cultural facilities as described in the easement deed. With the existing wildlife center of approximately 1,140 sq. ft. in ground area and the proposed wildlife center of 4,680 sq. ft., a total of 5,820 sq. ft. has now been used under the 20,000 sq. ft. ground area allowance for cultural facilities. However, if the existing wildlife center reverts to its original function as a dwelling that ground area will no longer count in the cultural facilities allowance.

Please remember that the VOF easement does not permit any use of the property that is otherwise prohibited by federal, state, or local law or regulation. If you have any questions or concerns, please do not hesitate to contact me at (540) 347-7727 ext. 229 or by e-mail at erichardson@vofonline.org

Sincerely,

Erika Richardson

Stewardship Manager

cc: Jesse Russell, Zoning Administrator, by email

LAND DEVELOPMENT APPLICATION



Applicant Blue Ridge Wildlife Center
 Applicant's Address Po Box 326
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
 votes 540-955-5132
 Page 226 540-295-5180

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.

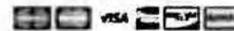
Our mission is to ensure the preservation of native wildlife in areas where development has destroyed habitat and endangered wildlife.

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 Garmelman 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

540-837-9000

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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

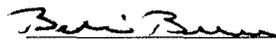
Re: Blue Ridge Wildlife Center

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

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

"Tradition in Engineering Excellence Since 1910"

Clarke County Board of Supervisors

Adjournment

Clarke County Board of Supervisors

Monthly Reports:

1. Building Department
2. Commissioner of the Revenue
3. Virginia Regional Transport

**COUNTY OF CLARKE
BUILDING PERMIT REPORT
FOR THE MONTH ENDING:8-31-2013**

NEW RESIDENTIAL

SINGLE FAMILY STRUCTURES

Owner/Contractor	Description	Est Cost
Location		
WALLACE, BRIAN R & TERRY A/WARFIELD HOMES, INC 20573 BLUE RIDGE MOUNTAIN ROA	1sty DWELLING + ELEC + MECH +	131,000
DORICK, LUCY B & JAMES/"A" BUILDING COMPANY, INC 656 SENSENY ROAD 22611	2sty DWELLING + ELEC + MECH +	292,000
CHAPMAN, CHARLES E JR & CON/SELF CONTRACTOR 687 NORTH HILL LANE 22611	1 1/2sty LOG DWELLING + ELEC +	102,000
	SUBTOTAL:	3 525,000
	TOTAL:	3 525,000

RESIDENTIAL RENOVATIONS

Owner/Contractor	Description	Est Cost
Location		
ROCHLIN, RAQUEL ILENE/CASTLEROCK ENTERPRISES, INC 305 SALEM CHURCH ROAD 22620	MUDROOM ADDITION + EXTEND KICT	11,000
JOHNSON, MARY J/WARFIELD HOMES, INC 1245 CLIFTON ROAD 22611	1sty FAMILY RM ADDITION + REMO	53,000
BAKER, PATRICIA S & JOHNNIE/SELF CONTRACTOR 105 SWIMLEY ROAD 22611	1sty ADDITION + DECK + ELEC +	69,000
MCGUIGAN, DAVID L & LEE P/SELF CONTRACTOR 308 ARCHER COURT 22611	REMOVE WALL IN KITCHEN AREA (M	0
LEFEVER, JEFFREY & ROBIN/J B CONSTRUCTION 22159 BLUE RIDGE MOUNTAIN ROA	SUNROOM + DECK (12'x15')	20,000
	TOTAL:	5 153,000

NEW COMMERCIAL STRUCTURES

Owner/Contractor	Description	Est Cost
Location		

D & B MANAGEMENT SERVICES, /LANTZ CONSTRUCTION CO OF WIN CONVENIENCE STORE
3355 LORD FAIRFAX HIGHWAY

788,000

**COUNTY OF CLARKE
BUILDING PERMIT REPORT
FOR THE MONTH ENDING:8-31-2013**

TOTAL: 1 788,000

MISC BUILDING PERMITS

<u>Owner/Contractor</u>	<u>Description</u>	<u>Est Cost</u>
BENNER, ERNEST C & PAULA L/METES & BOUNDS LANDSCAPE DES	MASONRY TERRACE (280') + STEPS	4,000
LE DUIGOU, FABRICE & PAULA/PIFER CONSTRUCTION, INC	ENCLOSE EXST DECK INTO SCREEN	6,000
ROAN, JOSEPH M & MCKENZIE S/SELF CONTRACTOR	REAR DECK (16'x16')	4,000
SHIPE, CHRISTOPHER G & DIAN/BRAITHWAITE, CHRIS	1.5sty POLE BLDG	53,000
BOARD OF SUPERVISORS/SELF CONTRACTOR	PERGOLA @ POOL (12'x27')	5,000
KLINE, JASON E/AUROCO CONTRACTING	UNDERPINNING STONE FOUNDATION	0
ROUNDS, KATHRYN E & CHARLES/DAVID JAMES HOMES	AGREEMENT IN LIEU OF E & S	0
LONG BRANCH/SELF CONTRACTOR	TENT FOR WEDDING TO BE HELD 8/	0
AULT, MARY KATHLEEN/SEIBEL CONSTRUCTION, LLC	PORCH (40'x12') + NEW RAFTERS	12,000
LONG BRANCH/SELF CONTRACTOR	TENT FOR WEDDING TO BE HELD 8/	0
CASHMAN, BRETT D/KEE CONSTRUCTION, INC	REAR DECK (115')	2,000
DEAN, BRADLEY & AMBER TRUST/SELF CONTRACTOR	MINOR LAND DISTURBANCE TO PREV	0
	TOTAL:	12 86,000

DEMOLITIONS

<u>Owner/Contractor</u>	<u>Location</u>	<u>Est Cost</u>
CHAPMAN, CHARLES E JR & CON/SELF CONTRACTOR	687 NORTH HILL LANE 22611	10,000
D & B MANAGEMENT SERVICES,/LANTZ CONSTRUCTION CO OF WIN	3355 LORD FAIRFAX HIGHWAY 2261	165,000
	TOTAL:	2 175,000

Total # of Building Permits Issued: 23
Total Estimated Cost: 1,727,000
Total Revenue Collected: 14,577.61

The following permits are not included in the total # of permits and estimated costs.

Electrical: 24

Mechanical:	23
Plumbing:	5
Fire Prot.:	5

COUNTY OF CLARKE

RECAP BY PROJECT TYPE FOR THE MONTH ENDING: 8-31-2013

Page: 1

<u>Project Description</u>	<u>#</u>	<u>VALUE</u>
ACCESSORY BLDG RESIDENTIAL	1	53,000
ADDITION/REMODEL SINGLE FAMILY	4	153,000
COMMERCIAL ACCESSORY STRUCTURE	1	5,000
DECK/PORCH	5	28,000
DEMOLITION OF BUILDING	2	175,000
ELECTRIC PERMITS	24	0
FIRE PROTECTION PERMIT	1	0
FOUNDATION PERMIT	1	0
LAND DISTURBANCE PERMIT	2	0
MECHANICAL PERMITS	23	0
NEW COMMERCIAL	1	788,000
NEW RESIDENCE SINGLE FAMILY	3	525,000
PLUMBING PERMITS	5	0
REMODEL-MINIMUM FEE (RES)	1	0
TENTS OVER 900'	2	0
=====		
TOTALS:	76	1,727,000
=====		

RECAP BY DISTRICT FOR THE MONTH ENDING: 8-31-2013

<u>Name</u>	<u>#</u>	<u>VALUE</u>
GREENWAY DISTRICT	9	0
CHAPEL DISTRICT	15	164,000
BATTLETOWN DISTRICT	17	1,118,000
LONGMARSH DISTRICT	16	419,000
BERRYVILLE DISTRICT	17	26,000
BOYCE DISTRICT	2	0
=====		
TOTALS:	76	1,727,000
=====		

INSPECTIONS REPORT FOR THE MONTH ENDING: 8-31-2013

<u>Inspection Type</u>	<u>#</u>
Building:	87
Electrical:	61
Mechanical:	46
Plumbing:	25
Fire Protection:	13
=====	
TOTALS:	232
=====	

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
Thursday	8/1/2013	4	4	8	1				1		2	122634	122660	26		
Friday	8/2/2013	5	3	8	6	4		4	3		17	122660	122713	53		
Saturday	8/3/2013										0			0		
Sunday	8/4/2013			0							0			0		
Monday	8/5/2013	5	3	8	2	2					4	122713	122780	67		
Tuesday	8/6/2013	4	4	8	3	7		1	2	1	14	122780	122845	65		
Wednesday	8/7/2013	5	3	8	2	1			1		4	122845	122916	71	16	
Thursday	8/8/2013	5	3	8	3	6			3		12	122916	122993	77		
Friday	8/9/2013	5	3	8	5	4	3		1		13	122993	123077	84		
Saturday	8/10/2013			0							0			0		
Sunday	8/11/2013			0							0			0		
Monday	8/12/2013	4	4	8	4	1			1		6	123077	123106	29		
Tuesday	8/13/2013	5	3	8			2				2	123106	123160	54	17	
Wednesday	8/14/2013	5	3	8	6	7		3	2		18	123160	123252	92		
Thursday	8/15/2013			0							0			0		
Friday	8/16/2013			0							0			0		
Saturday	8/17/2013			0							0			0		
Sunday	8/18/2013			0							0			0		
Monday	8/19/2013	5	3	8	9	3	5	2	2	7	28	123386	123445	59		
Tuesday	8/20/2013	5	3	8	6	6		1	2		15	123445	123494	49		
Wednesday	8/21/2013	4	4	8	4	2		1	1		8	123494	123550	56		
Thursday	8/22/2013	5	3	8	3		6			5	14	123550	123601	51		
Friday	8/23/2013	4	4	8	2				1		3	123601	123651	50		
Saturday	8/24/2013			0							0			0		
Sunday	8/25/2013			0							0			0		
Monday	8/26/2013	5	3	8	2		5				7	123651	123709	58		
Tuesday	8/27/2013	5	3	8	10	4		3	2	4	23	123709	123757	48	17	
Wednesday	8/28/2013	4	4	8	3	2					5	123757	123819	62		
Thursday	8/29/2013	5	3	8	5	4	1	1	1		12	123819	123890	71		
Friday	8/30/2013	5	3	8	4	5			2		11	123890	123958	68		
Saturday	8/31/2013			0							0			0		
TOTALS		94	66	160	80	58	25	17	25	13	218			1190	50	

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
Thursday	8/1/2013			0							0			0		
Friday	8/2/2013			0							0			0		
Saturday	8/3/2013			0							0			0		
Sunday	8/4/2013			0							0			0		
Monday	8/5/2013			0							0			0		
Tuesday	8/6/2013			0							0			0		
Wednesday	8/7/2013			0							0			0		
Thursday	8/8/2013			0							0			0		
Friday	8/9/2013			0							0			0		
Saturday	8/10/2013			0							0			0		
Sunday	8/11/2013			0							0			0		
Monday	8/12/2013			0							0			0		
Tuesday	8/13/2013			0							0			0		
Wednesday	8/14/2013			0							0			0		
Thursday	8/15/2013	4.5	4	8.5	4	2	1	0	0	0	7	123252	123345	93		
Friday	8/16/2013	2.5	6	8.5	0	0	3	0	1	0	4	123345	123386	41		
Saturday	8/17/2013			0							0			0		
Sunday	8/18/2013			0							0			0		
Monday	8/19/2013			0							0			0		
Tuesday	8/20/2013			0							0			0		
Wednesday	8/21/2013			0							0			0		
Thursday	8/22/2013			0							0			0		
Friday	8/23/2013			0							0			0		
Saturday	8/24/2013			0							0			0		
Sunday	8/25/2013			0							0			0		
Monday	8/26/2013			0							0			0		
Tuesday	8/27/2013			0							0			0		
Wednesday	8/28/2013			0							0			0		
Thursday	8/29/2013			0							0			0		
Friday	8/30/2013			0							0			0		
Saturday	8/31/2013			0							0			0		
TOTALS		7	10	17	4	2	4	0	1	0	11			134	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	1	0	0	1	0	1	3	
September							0	
October							0	
November							0	
December							0	
TOTAL	1	3	1	5	4	6	20	

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COUNTY OF CLARKE CIRCUIT COURT
MONTH END DEEDS OF PARTITION AND CONVEYANCE
LOCAL TAXATION DEPARTMENT
COUNTY
FOR AUGUST, 2013

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
08/01/13	13-1702	CROSS, JAMES M RECORDED TIME: 01:00 DESCRIPTION 1: CHAPEL DISTRICT, LOT 10, MTN WEATHER SUBD DATE OF DEED : 07/27/13 BOOK: 567 PAGE: 599 MAP: 33-1-10 NUMBER PAGES : 0	N WOLF, DAVID MCDONNAL; ET UX 20285 BLUE RIDGE MTN RD PARIS, VA. 20130	N 365,000.00	DBS	100%
						PIN: 458,700 w/imp
08/01/13	13-1704	ANDERSON, MARK E & LOVADA D RECORDED TIME: 01:25 DESCRIPTION 1: PARCEL D, SECT 4, CAREFREE ACRES DATE OF DEED : 07/30/13 BOOK: 567 PAGE: 618 MAP: 38-2-4D NUMBER PAGES : 0	N AMBROSE, FRANCIS JUDE, TR 90 GORHAM LN BOYCE, VA, 22620 GREENWAY DISTRICT	N 460,000.00	DBS	100%
						PIN: 500,500 w/imp
08/01/13	13-1706	FFC PROPERTIES LLC RECORDED TIME: 01:43 DESCRIPTION 1: LOT 208, HERMITAGE, PHASE IVA DATE OF DEED : 07/31/13 BOOK: 567 PAGE: 638 MAP: 14A8-4-208 NUMBER PAGES : 0	N BARTON, RICKY A 400 LINDSAY CT BERRYVILLE, VA. 22611 TOWN OF BERRYVILLE	N 435,000.00	DBS	100%
						PIN: (F) 489,600 w/imp
08/01/13	13-1708	PINNER, ELIZABETH D RECORDED TIME: 01:45 DESCRIPTION 1: LOT 12, CROWN EST SUBD TOWN, BERRYVILLE DATE OF DEED : 07/31/13 BOOK: 567 PAGE: 663 MAP: 14A1-5-12 NUMBER PAGES : 0	N WOODLANDS ENTERPRISES LLC 245 NIGHTINGALE AVE STEPHENS CITY, VA. 22655	N 85,000.00	DBS	100%
						PIN: 190,700 w/imp
08/01/13	13-1710	CANTERBURY, GREG & LINDA T RECORDED TIME: 01:47 DESCRIPTION 1: PARCEL ON TAYLOR ST DATE OF DEED : 07/26/13 BOOK: 567 PAGE: 669 MAP: 14A5-A-45 NUMBER PAGES : 0	N SEROCK, MARY 301 S CHURCH ST BERRYVILLE, VA. 22611 TOWN OF BERRYVILLE	N 393,000.00	DBS	100%
						PIN: 361,700 w/imp
08/01/13	13-1713	HUNT, RICHARD H & SUSAN B RECORDED TIME: 02:18 DESCRIPTION 1: 1.810 ACRES DATE OF DEED : 08/01/13 BOOK: 567 PAGE: 685 MAP: 28A-A-5 NUMBER PAGES : 0	N MEDEIRO, COZETTE LORRAINE 586 FERRY'S FERRY RD WHITE POST, VA. 22663 GREENWAY DISTRICT	N 309,000.00	DBS	100%
						PIN: 275,500 w/imp
08/01/13	13-1715	HAMILTON, STEVEN K & ELIZABETH RECORDED TIME: 02:30 DESCRIPTION 1: 3.75 ACRES IN CHAPEL DIST DATE OF DEED : 07/26/13 BOOK: 567 PAGE: 698 MAP: 12-1-D NUMBER PAGES : 0	N HAMILTON, STEVEN K 5240 SENSNEY RD BERRYVILLE, VA. 22611	N 208,750.00	DBS	100%
						PIN: 417,500 w/imp
08/02/13	13-1725	FERRELL, FRANCES P RECORDED TIME: 11:35 DESCRIPTION 1: BATTLETOWN DIST. LOT NO. 22 BLOCK E DATE OF DEED : 08/02/13 BOOK: 567 PAGE: 750 MAP: 14A3-2-E-22 NUMBER PAGES : 0	N FERRELL, WAYNE B; JR. ET UX 103 BATTLETOWN DRIVE BERRYVILLE, VA. 22611	.00	DG	100%

COUNTY OF CLARKE CIRCUIT COURT
 MONTH END DEEDS OF PARTITION AND CONVEYANCE
 LOCAL TAXATION DEPARTMENT
 COUNTY
 FOR AUGUST, 2013

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
08/02/13	13-1726	KIDDER, PATRICIA J RECORDED TIME: 12:25 DESCRIPTION 1: GREENWAY DISTRICT, LOT 605, 5.0 ACRES DATE OF DEED : 08/01/13 BOOK: 567 PAGE: 751 MAP: 38-4-605 NUMBER PAGES : 0	N DRUMMOND, MARK; ET AL 759 CAREFREE LANE BOYCE, VA. 22620	N 241,000.00	DBS	100% <i>319,400 w/impv</i>
08/02/13	✓ 4029	CAYLOR, ROBERT WINFRED, JR RECORDED TIME: 16:03 DESCRIPTION 1: LOT 14, SEC. B, BATTLETOWN SUBD #14A2-10B-14; LOT 18, SEC C 14A2-14C-18; 7-A-75 LOT RT 653 DATE OF DEED : 08/02/13 BOOK: 93 PAGE: 80 MAP: 14-A2-10B-14+ NUMBER PAGES : 0	N/A	.00	REA	00%
08/05/13	13-1943	SCHAFFER, LAWRENCE RECORDED TIME: 02:10 DESCRIPTION 1: TOWN OF BERRYVILLE DATE OF DEED : 08/02/13 BOOK: 567 PAGE: 854 MAP: 14A1-11-A NUMBER PAGES : 0	N RAMSBURG, JILL MARIE 125 ACADEMY STREET BERRYVILLE, VA. 22611	N 241,000.00	DBS	100% <i>295,500 w/impv</i>
08/05/13	13-1751	POWELL, LLOYD & ESTALENE RECORDED TIME: 03:25 DESCRIPTION 1: BATTLETOWN DISTRICT DATE OF DEED : 08/02/13 BOOK: 567 PAGE: 885 MAP: 23-A-8 NUMBER PAGES : 0	N BOURG, CLEMENT 1535 SPRINGSBURY ROAD BERRYVILLE, VA. 22611	N 175,900.00	DBS	100%
08/05/13	13-1934	FANNIE MAE RECORDED TIME: 12:00 DESCRIPTION 1: LOT 1 - BATTLETOWN DIST DATE OF DEED : 07/30/13 BOOK: 567 PAGE: 823 MAP: 24-A-30 NUMBER PAGES : 0	Y PHOSAI, TONE & SUSAN 1358 CHILLY HOLLOW RD BERRYVILLE, VA. 22611 WR/S	N 447,300.00	DBS	100% <i>353,800</i> <i>447,300 w/impv</i>
08/05/13	13-1936	WHITE, SAMUEL; TR RECORDED TIME: 12:08 DESCRIPTION 1: CHERYL SPENCER, DB 495 PG 256 DATE OF DEED : 07/08/13 BOOK: 567 PAGE: 844 MAP: 37A1-3-15 NUMBER PAGES : 0	N FEDERAL HOME LOAN MORTGAGE 5000 PLANO PKWAY CARROLLTON, TX. 75010 GREENWAY DISTRICT, LOT 15, SHEN FARMS	Y 276,300.00	DTF	100% <i>276,300 w/impv</i>
08/06/13	13-1757	SECRETARY OF HOUSING & URBAN D RECORDED TIME: 02:55 DESCRIPTION 1: LONGMARSH DISTRICT DATE OF DEED : 00/00/00 BOOK: 567 PAGE: 912 MAP: 7-A-14 NUMBER PAGES : 0	Y BANK OF AMERICA N.A. 7105 CORP. DRIVE PLANOVILLE, TX. 75024	N 282,200.00	DQC	100% <i>521,500</i>
08/06/13	13-1753	BRENDEL, KERRY J & JAMA D MITC RECORDED TIME: 09:00 DESCRIPTION 1: LOTS 16---19 DATE OF DEED : 07/09/13 BOOK: 567 PAGE: 893 MAP: 17A2-13-18+ NUMBER PAGES : 0	N BRENDEL, KERRY J 85 WHITE OAK LN BLUEMONT, VA. 20135 BATTLETOWN DIST	N .00	DG	100%

COUNTY OF CLARKE CIRCUIT COURT
 MONTH END DEEDS OF PARTITION AND CONVEYANCE
 LOCAL TAXATION DEPARTMENT
 COUNTY
 FOR AUGUST, 2013

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
08/07/13	13-1765	KONDIK, VICKIE H RECORDED TIME: 01:05 DESCRIPTION 1: 5.4368 ACRES - CHAPEL DIST DATE OF DEED : 08/05/13 BOOK: 567 PAGE: 968 MAP: 32-A-40 NUMBER PAGES : 0	N REESE, DAVID & BRENDA 2575 FROGTOWN RD BLUEMONT, VA. 20135	N 499,500.00	DBS	100% <i>470,000</i> <i>W/impv</i>
08/07/13	4030	ALLISON, MARTIN DALE RECORDED TIME: 08:54 DESCRIPTION 1: 1/2 INTEREST: LOTS 3 & 4, BRIGGS SUBD DATE OF DEED : 08/07/13 BOOK: 93 PAGE: 84 MAP: 22D-1-3; 22D-1-4 NUMBER PAGES : 0	N/A N/A	.00	PROBATE	00%
08/07/13	4031	RITTER, MARVIN LEE RECORDED TIME: 13:42 DESCRIPTION 1: LOT ON RT 340 GREENWAY DIST DATE OF DEED : 08/07/13 BOOK: 93 PAGE: 91 MAP: 21-A-59 NUMBER PAGES : 0	N/A N/A	.00	QUAL	00%
08/08/13	13-1779	RUSSELL, CLINTON W & SHIRLEY RECORDED TIME: 03:35 DESCRIPTION 1: GREENWAY DIST LOT 21 A1 DATE OF DEED : 00/00/00 BOOK: 568 PAGE: 45 MAP: 20-A-21A1 NUMBER PAGES : 0	N RUSSELL, JERMOME ET AL 195 GINNS ROAD BOYCE, VA. 22620	N .00	DG	100%
08/08/13	13-1774	ELDRIDGE, CHARLES & FIDELE RECORDED TIME: 10:25 DESCRIPTION 1: CHAPEL DIST. CONT. 19.0719, LOT 2 DATE OF DEED : 08/05/13 BOOK: 568 PAGE: 18 MAP: 31-A-2A4 NUMBER PAGES : 0	N RIVER GLEN HOLDINGS, LLC 357 CAMERON STATION BLVD ALEXANDRIA, VA. 22304	N 342,100.00	DBS	100% <i>289,900</i> <i>VAC 342,100</i>
08/09/13	13-1786	NEDDO, DONALD NICHOLAS, SJR RECORDED TIME: 12:10 DESCRIPTION 1: 11.52 ACRES - CHAPEL DIST DATE OF DEED : 07/30/13 BOOK: 568 PAGE: 95 MAP: 32-1-21 NUMBER PAGES : 0	N NEDDO, DONALD, JR TR 256 CLIFF LN BLUEMONT, VA. 20135	N .00	DBS	100%
08/12/13	13-1791	ROBBINS, JOHN M & MARY L RECORDED TIME: 01:15 DESCRIPTION 1: LOT 54, SECT 2, APPLE GLEN DATE OF DEED : 08/08/13 BOOK: 568 PAGE: 105 MAP: 14A2-13-54 NUMBER PAGES : 0	N PINTO, JOHN E & ANN B 533 PAGE ST BERRYVILLE, VA. 22611 TOWN OF BERRYVILLE	N 329,000.00	DBS	100% <i>294,500</i> <i>W/impv</i>
08/12/13	13-1806	MAX HORIZONS LLC RECORDED TIME: 04:15 DESCRIPTION 1: BATTLETOWN DIST LAND MOSTLY IN LOUDOUN CO DATE OF DEED : 07/22/13 BOOK: 568 PAGE: 143 MAP: NUMBER PAGES : 0	Y TALLEY, DARRIN L & SARAH E 2858 HILL RD VIENNA, VA. 22181	N .00	DBS	100% <i>Taxed in Loudoun Co</i>

COUNTY OF CLARKE CIRCUIT COURT
 MONTH END DEEDS OF PARTITION AND CONVEYANCE
 LOCAL TAXATION DEPARTMENT
 COUNTY
 FOR AUGUST, 2013

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
08/13/13	13-1810	FIDDLER, ROBERT G & JOYCE R RECORDED TIME: 11:25 DESCRIPTION 1: 3 ACRES - LONGMARSH DIST DATE OF DEED : 00/00/00 BOOK: 568 NUMBER PAGES : 0	N FIDDLER, ROBERT G & JOYCE R, T N 1417 MAGRUDER CT WINCHESTER, VA. 22601	.00	DG	100%
08/13/13	4033	MAKI, RHONDA P RECORDED TIME: 14:45 DESCRIPTION 1: PARCEL 2-A, 3 ACRES DATE OF DEED : 08/13/13 BOOK: 93 NUMBER PAGES : 0	N/A N/A LONGMARSH DIST	.00	PROBATE	00%
08/14/13	13-1815	NESSERLODT, DONALD E & NANCY T RECORDED TIME: 10:35 DESCRIPTION 1: TOWN OF BOYCE DATE OF DEED : 00/00/00 BOOK: 568 NUMBER PAGES : 0	N DEAN, WILLIAM B P.O. BOX 230 BOYCE, VA. 22620	133,000.00	DBS	100%
08/15/13	13-1822	EQUITY TRUSTEES LLC FOR PAUL C RECORDED TIME: 01:52 DESCRIPTION 1: LOT 101A, BATTLEFIELD ESTATES, PHASE 3B DATE OF DEED : 07/26/13 BOOK: 568 NUMBER PAGES : 0	N U.S.BANK NATIONAL ASSOCIATION N 7255 BAYMEADOWS WAY JACKSONVILLE, FL. 32256 TOWN OF BERRYVILLE (RECORDED IN HENRICO CO)	337,200.00	DTF	100%
08/15/13	13-1824	MICHAEL, DENNIS R & DONNA R RECORDED TIME: 01:53 DESCRIPTION 1: CHAPEL DISTRICT DATE OF DEED : 00/00/00 BOOK: 568 NUMBER PAGES : 0	N RAPPAHANNOCK ELECTRIC COOPERAT N N/A	.00	DE	100%
08/15/13	13-1825	MICHAEL, DENNIS R & DONNA R ET RECORDED TIME: 01:54 DESCRIPTION 1: CHAPEL DIST DATE OF DEED : 00/00/00 BOOK: 568 NUMBER PAGES : 0	N RAPPAHANNOCK ELECTRIC COOP N N/A	.00	DE	100%
08/15/13	13-1827	BAYS, TONA LEE; ET AL RECORDED TIME: 03:15 DESCRIPTION 1: TOWN OF BERRYVILLE DATE OF DEED : 08/15/13 BOOK: 568 NUMBER PAGES : 0	N SUNDERLAND, HARRY T; III ET UX N 5 CIRCLE DRIVE BERRYVILLE, VA. 22611	225,000.00	DBS	100%
08/15/13	13-1828	SMITH, JOHNNY MICHAEL; ET UX RECORDED TIME: 03:16 DESCRIPTION 1: CHAPEL DISTRICT DATE OF DEED : 07/30/13 BOOK: 568 NUMBER PAGES : 0	N ALONGE, HELENA; ET AL N 355 RUNNING BEAR LANE BOYCE, VA. 22620	1,000.00	DBS	100%

145,300
W Impy

219,700
W Impy

185,300
Vac

COUNTY OF CLARKE CIRCUIT COURT
 MONTH END DEEDS OF PARTITION AND CONVEYANCE
 LOCAL TAXATION DEPARTMENT
 COUNTY
 FOR AUGUST, 2013

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
08/15/13	13-1829	SMITH, JOHNNY MICHAEL & TIA NI	N ALONGE, HELENA 355 RUNNING BEAR LANE BOYCE, VA. 22620	N 576,000.00	DBS	100%
		RECORDED TIME: 03:17				
		DESCRIPTION 1: 26.419 ACRES - PARCEL B	CHAPEL DIST			
		DATE OF DEED: 07/30/13 BOOK: 568 PAGE: 364 MAP: 31-A-14B		PIN: 669,100		
		NUMBER PAGES: 0				
08/16/13	13-1834	MCCARTY, JAMES W & BONNIE M	N MCCARTY, JAMES W & BONNIE M N/A	N .00	OPM	100%
		RECORDED TIME: 01:15				
		DESCRIPTION 1: GREENWAY DIST.				
		DATE OF DEED: 00/00/00 BOOK: PLAT 1 PAGE: 32 MAP: 29-A-9		PIN: 156,500		
		NUMBER PAGES: 0				
08/16/13	13-1836	KING, LORI K	N KLINE, JASON E P.O. BOX 411 MARSHALL, VA. 2-116	N 165,500.00	DBS	100%
		RECORDED TIME: 03:05				
		DESCRIPTION 1: TOWN OF BOYCE				
		DATE OF DEED: 00/00/00 BOOK: 568 PAGE: 393 MAP: 21-A-1-A-103		PIN: 165,500		
		NUMBER PAGES: 0				
08/16/13	13-1838	LONGERBEAM, ANNE KERNS	N OAKWOOD FARMS BERRYVILLE LLC 18 W MAIN ST BERRYVILLE, VA. 22611	N .00	DG	100%
		RECORDED TIME: 04:00				
		DESCRIPTION 1: ON W MAIN ST - TOWN OF BERRYVILLE				
		DATE OF DEED: 08/06/13 BOOK: 568 PAGE: 410 MAP: 49A-1-126		PIN:		
		NUMBER PAGES: 0				
08/19/13	13-1840	WOLLACH, LARRY A	N BROOME, ANDREW J, JR & DIANE 21245 BLUERIDGE MTN RD PARIS, VA. 20130	N 517,000.00	DBS	100%
		RECORDED TIME: 01:30				
		DESCRIPTION 1: PARCEL 3 - 5.4077 ACRES	CHAPEL DISTRICT	WR/S		
		DATE OF DEED: 08/16/13 BOOK: 568 PAGE: 419 MAP: 40-1-3		PIN: 531,500		
		NUMBER PAGES: 0				
08/19/13	13-1842	PITTA, KENNETH & HOWARD RAY LL	N LLOYD, JAMES H P O BOX 455 BOYCE, VA. 22620	N 150,000.00	DBS	100%
		RECORDED TIME: 01:50				
		DESCRIPTION 1: CHAPEL DISTRICT				
		DATE OF DEED: 08/19/13 BOOK: 568 PAGE: 438 MAP: 30-A-76		PIN: family sale 266K		
		NUMBER PAGES: 0				
08/19/13	13-1843	MALLORY, JAMES KEVIN & CINDY M	N RODGERS, NATHAN 240 LAKEVIEW LN BOYCE, VA. 22620	N 465,804.00	DBS	100%
		RECORDED TIME: 02:00				
		DESCRIPTION 1: LOT 802, SECTION 8, CAREFREE ACRES--GREENWAY D	36-6-802			
		DATE OF DEED: 08/14/13 BOOK: 568 PAGE: 440 MAP: 36-6-802		PIN: 446,400		
		NUMBER PAGES: 0				
08/19/13	13-1845	DANTZIC, PATRICK & JAMIE	N AREVALO, FRANK & SILVIA 101 MEADOE VIEW DR BOYCE, VA. 22620	N 310,000.00	DBS	100%
		RECORDED TIME: 02:12				
		DESCRIPTION 1: LOT 1, MEADOW VIEW - CHAPEL DIST	WR/S			
		DATE OF DEED: 08/15/13 BOOK: 568 PAGE: 480 MAP: 21-A5-1-1		PIN: 322,500		
		NUMBER PAGES: 0				

COUNTY OF CLARKE CIRCUIT COURT
 MONTH END DEEDS OF PARTITION AND CONVEYANCE
 LOCAL TAXATION DEPARTMENT
 COUNTY
 FOR AUGUST, 2013

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
08/19/13	13-1856	SANDRA S ASHBY, ET ALS	Y ASHBY, SANDRA S 1001 MOOSE RD BERRYVILLE, VA. 22611	N .00	DBS	100%
		RECORDED TIME: 03:00				
		DESCRIPTION 1: DEED OF PARTITION (ESTATE EDWARD STROSNIDER) 3 ACRES - GREENWAY DIST				
		DATE OF DEED : 08/19/13 BOOK: 568 PAGE: 532 MAP: 29-A-10				
		NUMBER PAGES : 0				
08/20/13	13-1863	OWENS, KATHERINE M, ET AL EXT.	N SECHRIST, CHARLES R 792 JOHN MOSBY HWY PARIS, VA. 22130	N 182,400.00	DBS	100%
		RECORDED TIME: 04:10				
		DESCRIPTION 1: CHAPEL DIST.				
		DATE OF DEED : 08/20/20 BOOK: 568 PAGE: 559 MAP: 39-A-40				
		NUMBER PAGES : 0				
08/21/13	13-1873	MABRY, LAURA L	N DOUBLE TOOLGATE EMPORIUM 992 OLD BALTIMORE ROAD WINCHESTER, VA. 22603	N 125,000.00	DBS	100%
		RECORDED TIME: 02:45				
		DESCRIPTION 1: GREENWAY DIST. CONT. 24,739 SQ FT				
		DATE OF DEED : 08/21/13 BOOK: 568 PAGE: 594 MAP: 27A-A-8				
		NUMBER PAGES : 0				
08/22/13	13-1886	BELL, WILLIAM G & LISA A	N BELL, LISA A 206 CHAPEL LANE BOYCE, VA. 22620	N .00	DBSHW	100%
		RECORDED TIME: 03:55				
		DESCRIPTION 1: CHAPEL DISTRICT, LOT 18, 5.025 ACRES				
		DATE OF DEED : 07/15/13 BOOK: 568 PAGE: 652 MAP: 22-1-18				
		NUMBER PAGES : 0				
08/22/13	13-1875	WALSH, MICHAEL S & MARGUERITE	Y WALSH, MICHAEL S 20258 BLUERIDGE MTN RD PARIS, VA. 20130	Y .00	DBS	100%
		RECORDED TIME: 09:00				
		DESCRIPTION 1: LAND MOSTLY IN LOUDOUN CO (NOT TAXED IN CLARKE CO)				
		DATE OF DEED : 01/27/10 BOOK: 568 PAGE: 605 MAP:				
		NUMBER PAGES : 0				
08/23/13	13-1892	SERRANO INVESTMENTS GROUP LLC	N DEAN, WILLIAM B P O BOX 230 BOYCE, VA. 22620	N 83,100.00	DBS	100%
		RECORDED TIME: 11:01				
		DESCRIPTION 1: LOT 23, SECT F, BATTLETOWN SUBD BATTLETOWN DIST				
		DATE OF DEED : 08/20/13 BOOK: 568 PAGE: 675 MAP: 14A2-18F-23				
		NUMBER PAGES : 0				
08/26/13	13-1908	WARD, ROBERT & TAMMY	N WARD, TAMMY L 10586 LORD FAIRFAX HWY BOYCE, VA. 22620	N .00	DBSHW	100%
		RECORDED TIME: 04:00				
		DESCRIPTION 1: CHAPEL DISTRICT, LOT 1				
		DATE OF DEED : 08/19/13 BOOK: 568 PAGE: 715 MAP: 21-4-1				
		NUMBER PAGES : 0				
08/26/13	4036	ENDERS, EVELYN G	N/A N/A TOWN OF BOYCE	.00	PROBATE	00%
		RECORDED TIME: 15:14				
		DESCRIPTION 1: LOT 9A, FORD PARK ADDITION				
		DATE OF DEED : 08/26/13 BOOK: 93 PAGE: 155 MAP: 21-A2-5-9A				
		NUMBER PAGES : 0				

116,700
Vac

881,300

120,700
w/imp V

COUNTY OF CLARKE CIRCUIT COURT
 MONTH END DEEDS OF PARTITION AND CONVEYANCE
 LOCAL TAXATION DEPARTMENT
 COUNTY
 FOR AUGUST, 2013

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
08/27/13	13-1912	KILPATRICK, WILLIAM G	N KILPATRICK, WILLIAM G & PRAPIN N 203 BEECHWOOD LN BLUEMONT, VA. 20135 BATTLETOWN DISTRICT	.00	DG	100%
		RECORDED TIME: 01:20				
		DESCRIPTION 1: LOTS 18 & 19, BLOCK 2A, UNIT 1				
		DATE OF DEED : 08/27/13 BOOK: 568 PAGE: 747 MAP: 17A2-18-19		PIN:		
		NUMBER PAGES : 0				
08/28/13	13-1919	GANT, KATHY L & CHARLES B	N COX, CATHY & CHARLES B N 521 RETREAT ROAD BLUEMONT, VA. 20135	.00	DBSHW	100%
		RECORDED TIME: 01:11				
		DESCRIPTION 1: BATTLETOWN DIST. CONT. 18,750 SQ FT LOTS 9,10 11 IN BLOCK 5, UNIT 1				
		DATE OF DEED : 00/00/00 BOOK: 568 PAGE: 799 MAP: 171-6-8A,9,10		PIN:		
		NUMBER PAGES : 0				
08/28/13	4037	BEITZEL, MARTHA L	N/A N/A	.00	COPY	00%
		RECORDED TIME: 09:46				
		DESCRIPTION 1: COPY OF WILL FROM FAIRFAX CO - LOT 62, MT SEC SHEN. FARMS - GREENWAY DIST. BK 109 PG 384.				
		DATE OF DEED : 08/28/13 BOOK: 93 PAGE: 163 MAP: 37-A4-2-62		PIN:		
		NUMBER PAGES : 0				
08/28/13	13-1917	FEAGANS, ROBERT; III & MARICA	N FEAGANS, ROBERT; III & MARICALA N 308 STAYMAN DRIVE BERRYVILLE, VA. 22611	.00	DG	100%
		RECORDED TIME: 11:25				
		DESCRIPTION 1: TOWN OF BERRYVILLE APPLE GLEN SECRION 2				
		DATE OF DEED : 00/00/00 BOOK: 568 PAGE: 794 MAP: 14A213-91		PIN:		
		NUMBER PAGES : 0				
08/29/13	13-1937	KOBETZ, RICHARD W	N JOURNEYS END LANE LLC N 11 WEST IRVING ST CHEVY CHASE, MD. 20815	1,149,600.00	DBS	100%
		RECORDED TIME: 02:45				
		DESCRIPTION 1: SMALL PORTION OF TWO TRACTS IN BATTLETOWN DIST (MOSTLY IN LOUDOUN CO)				
		DATE OF DEED : 08/28/13 BOOK: 568 PAGE: 845 MAP:		PIN:		2,063,400 w/m, y
		NUMBER PAGES : 0				
08/30/13	13-1949	CANTATORE, MARK S	N RUMEL INC N P O BOX 9 PURCELLVILLE, VA. 20134 BATTLETOWN DIST	6,500.00	DBS	100%
		RECORDED TIME: 04:00				
		DESCRIPTION 1: LOTS 250 & 251, BLK 2A, SHEN RET				
		DATE OF DEED : 08/28/13 BOOK: 568 PAGE: 895 MAP: 17A2-22-250,251		PIN:		
		NUMBER PAGES : 0				
08/30/13	13-1950	CANTATORE, MARK S	Y RUMEL INC Y P O BOX 9 PURCELLVILLE, VA. 20134 BATTLETOWN DIST	.00	DBS	100%
		RECORDED TIME: 04:01				
		DESCRIPTION 1: LOT 252, BLK 2A, SHEN.RET				
		DATE OF DEED : 08/28/13 BOOK: 568 PAGE: 897 MAP: 17A2-22-252		PIN:		3600 vac
		NUMBER PAGES : 0				
TOTAL COUNTY DEEDS OF PARTITION AND CONVEYANCE:				50		
TOTAL NUMBER OF COUNTY DEEDS OF CORRECTION :				0		
TOTAL NUMBER OF COUNTY WILL/FIDUCIARY :				5		

Clarke County

lwalburn@clarkecounty.gov

Clarke County - passenger count

From : Jill Matheson <jill@vatransit.org>
Subject : Clarke County - passenger count
To : dash@clarkecounty.gov, lwalburn@clarkecounty.gov
Cc : susan@vatransit.org

Thu, Sep 05, 2013 02:22 PM

1 attachment

MONTHLY PASSENGERS

August-13

Location	Region	Route	TOTAL
CLRK	NW	Demand Response Clark County	156

*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



As a multifaceted organization, Virginia Regional Transit provides access to affordable transportation through passenger service, transit system management and other transit related services.

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