Clarke County
Board of Supervisors

Wednesday, January 15, 2014

Personnel Committee:	9:30 am
Organizational Meeting & Work Session:	10:00 am
Finance Committee:	Immediately Follows Work Session

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

Personnel Committee Items

January 15, 2014; 9:30 am

Second Floor, Main Meeting Room
Berryville/Clarke County Government Center
101 Chalmers Court, Berryville, Virginia 22611

Item No.	*Description*

A. **Expiration of Term for appointments expiring through March 2014.**

B. **Procurement Personnel Policy Revision and Update by David Ash**

C. **2014 Conflict of Interest Status Update**

01/15/2014: Conflict of Interests statements are due in County Administration by 5 pm today. As of Monday, January 6, 24 of 47 received.

Appointments by Expiration Through March 2014

				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.

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.

Conservation Easement Authority — 3 Yr

Mackay-Smith	Wingate E.	White Post District; Chair	1/1/2011	12/31/2013	6/18/2002

Original member: resigned at end of 12/31/2013 term

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

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.

January 2014

				Appt Date	Exp Date	Orig Appt Date:
Clarke County Historic Preservation Commission			4 Yr			
Gilpin	Thomas T.	White Post District		5/18/2010	1/1/2014	6/1/1987

Resigned 1/1/2014 term expires 5/31/2014

Section 3-E-3-d Zoning Ord "shall consist of at least 5 members not to exceed 7 members; Members shall be residents of Clarke County with a demonstrated interest in and knowledge of the historic character of Clarke County. Reasonable effort to appoint at least 2 members with professional training or equivalent experience in 1 or more of the following: architecture, architectural history, historic preservation, archeology, land use planning, or related fields. Reasonable effort to appoint at least 1 member that is a professional architect or architectural historian. At least 1 member shall be appointed from the Planning Commission upon recommendation to the Board by the Planning Commission. After the establishment of an Historic District, at least 1 member shall be a resident of a local Historic District."

February 2014

Board of Zoning Appeals			5 Yr			
Volk	Laurie	Russell District		1/20/2009	2/15/2014	2/17/2004

Appointed by Circuit Court; BOS letter of recommendation to Clerk. Oath of Office Required - Clerk of Circuit Court; 5 total members: 1 member may be on the Planning Commission Pg 1114 Supv Manual; other 4 have been generally 1 from each magisterial district, although not required.; Section 7-A-1 of the Zoning Ord states: "The Board shall consist of 5 residents of Clarke Co. Members of the Board shall hold no other public office in the locality except that 1 may be a member of the Clarke Co Planning Commission."

Borel	Alain F.	White Post District		1/20/2009	2/15/2014	3/21/2000

Reappointed 1st 4/6/00 thru 2/15/04

Appointed by Circuit Court; BOS letter of recommendation to Clerk. Oath of Office Required - Clerk of Circuit Court; 5 total members: 1 member may be on the Planning Commission Pg 1114 Supv Manual; other 4 have been generally 1 from each magisterial district, although not required.; Section 7-A-1 of the Zoning Ord states: "The Board shall consist of 5 residents of Clarke Co. Members of the Board shall hold no other public office in the locality except that 1 may be a member of the Clarke Co Planning Commission."

March 2014

Berryville Area Development Authority			3 Yr			
Smart	Kathy	White Post District		3/20/2012	3/31/2014	3/20/2012

3 members appointed by the BOS and 3 members appointed by the BTC; Membership set by the County/Town Annexation Agreement of 1988

Clarke County Committee Listing

			Appt Date	Exp Date
Barns of Rose Hill Board of Directors				3 Yr
Johnston	Bill	Buckmarsh District	7/17/2012	6/10/2013
Berryville Area Development Authority				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
Berryville Area Development Authority Comprehensive Plan Committee				Open-End
Hobert	J. Michael	Berryville District	1/7/2008	
McKay	Beverly	White Post District	3/20/2012	
Board of Septic & Well Appeals				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
Board of Social Services				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
Board of Supervisors				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
Board of Supervisors Finance Committee				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

			Appt Date	Exp Date
Weiss	David	BOS - Appointed Member	1/15/2013	12/31/2013
Board of Supervisors Personnel Committee				1 Yr
Byrd	Barbara J.	BOS - Appointed Member	1/15/2013	12/31/2013
Hobert	J. Michael	BOS - Appointed Member	1/15/2013	12/31/2013
McKay	Beverly	BOS - Alternate	1/15/2013	12/31/2013
Weiss	David	BOS - Alternate	1/15/2013	12/31/2013
Board of Zoning Appeals				5 Yr
Borel	Alain F.	White Post District	1/20/2009	2/15/2014
Caldwell	Anne	Millwood District	1/19/2010	2/15/2015
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
Clarke County Historic Preservation Commission				4 Yr
Caldwell	Anne	Millwood District	4/16/2014	5/31/2017
Carter	Paige	White Post District	5/15/2012	5/31/2016
Fields	Betsy	Berryville District	5/15/2012	5/31/2016
Gilpin	Thomas T.	White Post District	5/18/2010	1/1/2014
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
Clarke County Industrial Development Authority				4 Yr
Armbrust	Wayne	White Post District; Vice Chair	8/19/2008	10/30/2016
Cochran	Mark	Buckmarsh District	9/17/2013	10/30/2017
Frederickson	Allan	White Post District; Secretary / Treasurer	9/17/2013	10/30/2017
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
Clarke County Library Advisory Council				4 Yr
Al-Khalili	Adeela	Buckmarsh District	4/19/2011	4/15/2015
Badanes	Joyce	Millwood District	4/20/2010	4/15/2014
Byrd	Barbara J.	BOS - Liaison	1/15/2013	12/31/2013
Curran	Christopher	Buckmarsh District	4/16/2013	4/15/2017
Daisley	Shelley	Russell District	7/17/2012	4/15/2016
Foster	Nancy	Russell District	4/17/2012	4/15/2016
Holscher	Dirck	Russell District	4/16/2013	4/15/2017

			Appt Date	Exp Date
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
Clarke County Litter Committee				1 Yr
Staelin	John	BOS - Liaison	1/15/2013	12/31/2013
Clarke County Planning Commission				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
Stidham	Brandon	Staff Representative		
Turkel	Jon	Millwood / Chapel District	9/15/2011	4/30/2015
Clarke County Sanitary Authority				4 Yr
Dunning, Jr.	A.R.	White Post District	11/19/2013	1/5/2018
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
Conservation Easement Authority				3 Yr
Buckley	Randy	White Post District	11/19/2013	12/31/2016
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	11/19/2013	12/31/2016
Weiss	David	BOS - Appointed Member	1/15/2013	12/31/2013
Constitutional Officer				
Butts	Helen	Clerk of the Circuit Court	1/1/2008	12/31/2015
Keeler	Sharon	Treasurer	1/1/2012	12/31/2015

			Appt Date	Exp Date
Mackall	Suzanne	Commonwealth Attorney	1/1/2012	12/31/2015
Peake	Donna	Commissioner of the Revenue	1/1/2012	12/31/2015
Roper	Anthony	Sheriff	1/1/2012	12/31/2015
County Administrator				
Ash	David L.	County Administrator	3/19/1991	
Economic Development Advisory Committee				4 Yr
Barb	Jim	Real Estate Rep, Business Owner	11/29/2013	12/31/2017
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
Fire and Emergency Services (EMS) Workgroup				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	
Handley Regional Library Board				4 Yr
Myer	Tamara	Town of Boyce	8/20/2013	11/30/2017
Joint Administrative Services Board				Open-End
Ash	David L.	County Administrator	12/22/1993	
Hobert	J. Michael	BOS - Appointed Member	1/15/2013	12/31/2013
Judge	Tom	Staff Representative	2/14/1994	
Keeler	Sharon	Treasurer	3/12/2005	
Murphy	Michael	School Superintendent	7/1/2008	
Schutte	Charles	School Board Representative	1/8/2012	12/31/2013
Weiss	David	BOS - Alternate	1/15/2013	12/31/2013
Legislative Liaison and High Growth Coalition				1 Yr
Hobert	J. Michael	BOS - Liaison	1/15/2013	12/31/2013
Lord Fairfax Community College Board				4 Yr
Daniel	William		7/1/2012	6/30/2016
Lord Fairfax Emergency Medical Services Council				3 Yr

			Appt Date	Exp Date
Burns	Jason	Career Representative	7/17/2012	6/30/2015
Coffelt	Lee	Career Representative	9/27/2011	6/30/2014
Stidham	Angela	Medical Professional; White Post District	9/17/2013	6/30/2016
Northern Shenandoah Valley Regional Commission				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
Northwestern Community Services Board				3 Yr
Harris	Lucille	Millwood District	1/15/2013	12/31/2015
Stieg, Jr.	Robert	Millwood District	3/20/2012	12/31/2014
Northwestern Regional Jail Authority				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
Northwestern Regional Juvenile Detention Center Commission				1 Yr
Byrd	Barbara J.	BOS - Liaison	1/15/2013	12/31/2013
Wyatt	Jimmy	Millwood District	1/15/2013	12/20/2016
Old Dominion Alcohol Safety Action Policy Board & Division of Court Services				3 Yr
Roper	Anthony	Sheriff	11/19/2013	12/31/2016
Old Dominion Community Criminal Justice Board				3 Yr
Roper	Anthony	Sheriff	11/19/2013	12/31/2016
Our Health				3 Yr
Shipe	Diane	Buckmarsh District	4/16/2013	3/15/2016
Parks & Recreation Advisory Board				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.	Berryville District	11/19/2013	12/31/2017
Trenary	Randy	Appointed by Clarke County School Board	10/24/2013	12/31/2014
Wisecarver	Steve	Appointed by Town of Boyce	11/5/2013	12/31/2017
People Inc. of Virginia				3 Yr

			Appt Date	Exp Date
Hillerson	Coleen	Clarke County Rep Board of Directors	6/18/2013	7/31/2016
Regional Airport Authority				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
Shenandoah Area Agency on Aging, Inc.				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
Shenandoah Valley Chief Local Elected Officials Consortium				
Ash	David L.	BOS Designee for Chief Elected Official		
Shenandoah Valley Workforce Investment Board				4 Yr
James	Patricia	Berryville District	9/17/2013	6/30/2017
The 150th Committee				4 Yr
Al-Khalili	Adeela	Clarke County African-American Cultural Center / Josephine Community Museum	1/18/2011	12/31/2015
Davis	Dorothy	Clarke County African-American Cultural Center / Josephine Community Museum	1/18/2011	12/31/2015
Heder	Terence	Shenandoah Valley Battlefields Foundation	1/18/2011	12/31/2015
Kalbian	Maral	Community Representative	1/18/2011	12/31/2015
Lee	Jennifer	Clarke County Historic Museum Representative	1/18/2011	12/31/2015
McKay	Beverly	BOS - Appointed Member	1/15/2013	12/31/2013
Means	Howard	CCHA Representative	1/18/2011	12/31/2015
Morris	Mary	Clarke County Historic Museum Representative	1/18/2011	12/31/2015
Murphy	Michael	CCPS Representative	1/18/2011	12/31/2015
Russell	Jesse	Staff Representative Economic Development	1/18/2011	12/31/2015
Sours, Jr.	John	Community Representative	1/18/2011	12/31/2015
Stieg, Jr.	Robert		1/18/2011	12/31/2015
Warren-Clarke County Microenterprise Assistance Program Management Team				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	

			Appt Date	Exp Date
Stidham	Brandon	County Representative	9/18/2012	

Work Plan for Developing Personnel Policies for Clarke County

Objective(s)

The purpose of this study is to review and update the county's existing personnel policies, develop new policies as needed to comply with federal and state laws, to document Clarke County's personnel practices, and to ensure fair, equitable and consistent treatment of the employees of Clarke County.

Task I – Background Information and Assumptions

- Meet with the County Administrator and Joint Administrative Services Director to review background information related to the project.
- Obtain copies of all existing personnel policies.
- Identify personnel practices that are in place but that have not been documented.
- Identify and discuss existing policies and personnel practices that are not working well for the County, e.g. different interpretations exist, the policy is not clear, or the policy is too cumbersome.
- Ensure that the Clarke County Personnel Policy is consistent with State and federal personnel laws and regulations such as the Family Medical Leave Act, Fair Labor Standards Act and American with Disabilities Act.

Task II – Audit Personnel Policies

- Conduct an audit of the County's existing personnel policies and practices to determine and recommend policy areas that should be reflected in the County's personnel policies.
- Meet with the County Administrator to review results of the audit and review policies to be updated and new policies to be written.

Task III – Write Personnel Policies

- Update existing personnel policies and draft new policies.
- Submit personnel policy drafts to the County Administrator and Joint Administrative Services Director for comment and review.
- Meet with department heads, if requested, to review the proposed personnel policy.

Task IV – Prepare and Present Final Personnel Policies

- Revise personnel policies in accordance with direction from the County Administrator and/or Joint Administrative Services Director.
- Make a presentation to the Clarke County Board of Supervisors, if requested.

Expectations

In order to conduct this study, the County is asked to identify someone on staff to serve as a project manager. This person will be responsible for assisting Springsted in gathering accurate and timely data needed to complete the project, and arranging any meetings that may be required to complete this work plan. At a minimum, the following information will be needed to complete this study:

- Existing ordinances, resolutions and policies that relate to personnel matters
- Memoranda, correspondence and other documentation regarding personnel practices
- Copy of the County's current Personnel Policies

Compensation

We propose to complete this study, in accordance with the scope of services detailed above, for a lump sum of $7,500 with expenses not-to-exceed $1,000. The estimated time to complete the work is three (3) months, assuming a start date of January 1, 2014. This time estimate assumes that we will receive all requested information needed to complete the project within ten (10) days of receiving a notice to proceed. Service or study expansion beyond the Scope of Services outlined will be authorized in writing, including cost, before such service is initiated.

Board of Supervisors Annual Organizational Meeting & Work Session

January 15, 2014 10:00 am
Second Floor, Main Meeting Room
Berryville/Clarke County Government Center
101 Chalmers Court, Berryville, Virginia 22611

Item No.	*Description*
A.	Call To Order
B.	Organizational Meeting

1. Election of 2014 Chair
2. Election of 2014 Vice Chair
3. Set Date, Place and Time of Regular Meetings
4. Adoption of Rules of Procedure [*Revision 10 Proposed*]

Annual Code of Virginia Distribution:

1. 2.2-3100 State and Local Government Conflict of Interests Act
2. 2. 2-3700 The Virginia Freedom of Information Act
2. 42.1-76 Virginia Public Records Act

C. Adoption of Agenda

D. Review of FY2013 Audit Robinson Farmer Cox Associates by Matthew A. McLearen, CPA, CFE

Note: Hard copies will be distributed at the meeting. The pdf is an attachment to the January 15, 2014 Packet.

E. ERP Update by Tom Judge

F. White Post Dairy Update

G. Identify CCPS Discussion Issues

Draft 2014 Clarke County Board of Supervisors Meeting Schedule

Meeting Type	*Day*	*Date*	*Time*	*Additional Info*
Regular Meeting	Tuesday	January 21	1 pm	
Committee Meetings	Monday	February 10	9:30 am	
Regular Meeting	Tuesday	February 18	1 pm	
Committee Meetings	Monday	March 10	9:30 am	
Regular Meeting	Tuesday	March 18	1 pm	
Committee Meetings	Monday	April 7	9:30 am	
Regular Meeting	Tuesday	April 15	1 pm	
Committee Meetings	Monday	May 12	9:30 am	
Regular Meeting	Tuesday	May 20	1 pm	
Committee Meetings	Monday	June 9	9:30 am	
Regular Meeting	Tuesday	June 17	1 pm	
Committee Meetings	Monday	July 7	9:30 am	
Regular Meeting	Tuesday	July 15	1 pm	
Committee Meetings	Monday	August 11	9:30 am	
Regular Meeting	Tuesday	August 19	1 pm	
Committee Meetings	Monday	September 8	9:30 am	
Regular Meeting	Tuesday	September 16	1 pm	
Committee Meetings	*Tuesday*	*October 14*	*9:30 am*	*Holiday Monday Oct 13*
Regular Meeting	Tuesday	October 21	1 pm	
Committee Meetings	*Wednesday*	*November 12*	*9:30 am*	*VACo Conference, Holiday Monday Nov 11*
Regular Meeting	Tuesday	November 18	1 pm	
Committee Meetings	Monday	December 8	9:30 am	
Regular Meeting	Tuesday	December 16	1 pm	

Unless otherwise noted, Regular Meetings are held in the Main Meeting Room and Committee Meetings are held in Meeting Room AB in the Berryville Clarke County Government Center, 2nd Floor, 101 Chalmers Court, Berryville, Virginia

Note: Work Sessions scheduled for Committee Meeting days on matters for which the Board has deemed additional discussion and/or information necessary.

Revised 1/2/2014

Clarke County, Virginia
Board of Supervisors

Rules of Procedure

Rules of Procedure

Record of Revision

Revision No.	*Revision Date*	*Description of Change*	*Approval Initials*
8	01/09/2012	Section 4-1 Order of Business: Add Item j) Joint Administrative Services Board Monthly Update; move Board of Supervisors Committee Status Reports before Closed Session; move f) Citizen Comment Period and g) Department of Transportation Matters below item c) and re-letter; add to first sentence "normally"	
9	1/7/2013	Change Article IV —Conduct Of Business Section 4-1. Order of Business Move Citizen Comment Period to Item C after Adoption of Agenda.	
10	1/13/2014	Article 1 Meetings Section 1-11. Limitations on duration and hour of meetings; Adjournment change from three [3] to four [4] hours. Article IV – Conduct of Business Section 4-1. Order of Business d) School Board Update add [as requested]	

Rules of Procedure

Record of Revisions

Revision No.	*Revision Date*	*Description of Change*	*Approval Initials*
New	01/15/02	New Document	
1	01/21/03	For consistent language, use Chair and Vice Chair throughout document. Information map and add attachment section: Closed Meetings Procedure, Sample Sign-in Sheets Citizen Comments and Public Hearing	
N/A	1/12/04	Reviewed and adopted as written – no change	
2	1/18/05	Page 13, Article IV Conduct of Business, Section 4-1. Order of Business, Item J Public Hearings be moved to G; Item I Scheduled Presentations moved to H, and the section renumbered accordingly	
3	1/17/06	*2006 date set for Board meetings is the third Tuesday of each month beginning at 2:00 pm; The alternate date for meetings for 2006 was set for 2:00 pm on the Thursday following the regularly-scheduled Tuesday;* Page 12 Conduct of Business move Item (g) Public Hearings to Item (n) and list Item (e) Citizens' Comment in afternoon and evening session as Item (m)	
4	3/20/07	*2007 regular meeting date and alternate remain unchanged. Start time changed from 2:00 pm to 1:00 pm.* Section 4-5 Scheduled Presentations add bullet "The bias of the Board is that the Chair . . . rest of the Board at the meeting."	
5	01/12/2009	Amend Section 1-1. Annual Meeting; Schedule of Regular Meetings Main Meeting Room, Berryville Clarke County Joint Government Center, ~~Board of Supervisors' Meeting Room of the Circuit Courthouse, Berryville, Virginia,~~; Amend Section 3-3. Posting and Notice ~~and included with the calendars mailed pursuant to § 2.2-3707(E) of the Code of Virginia, as amended~~.; Amend Section 5-6. Order of Speaking; Remove Attachment C	
6	01/01/2010	Amend 1-8 Reconsideration of Motions, Etc., Upon Which Vote Has Been: Remove ~~At any meeting of the Board~~,… Add - A motion to reconsider may only be made at the meeting at which the vote was taken, or at the next succeeding regular meeting of the Board or at any intervening meeting of the Board before the next succeeding regular meeting of the Board. Announced 4-1 Order of Business: Add School Board Update after Adoption of Agenda, Add Board Member Committee Status Reports after Closed Session [when necessary]	
7	01/01/2011	3.3 change from www.co.clarke.va.us to www.clarkecounty.gov; 3.4 change from ~~the Public Library~~ to ***official County website; add*** Individuals desiring complete ***paper*** copies . . .;	

Rules of Procedure

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Article I—Meetings

Section 1-1. Annual Meeting; Schedule of Regular Meetings

On the third Tuesday of January of each year, or on such other date in the month of January as it may designate, the Board shall assemble in the Main Meeting Room, Berryville Clarke County Joint Government Center or such other public place as it may designate, in regular session and conduct its annual or organizational meeting.

During the course of such meeting, the Board shall fix the date, time, and place of all of its regular meetings during the ensuing calendar year, and shall fix the day on which a regular meeting shall be continued should the Chair later declare that weather or other conditions make it hazardous for members to attend.

Thereafter, no changes shall be made to the schedule of regular meetings and continued dates of same unless the requirements of Section 15.2-1416 of the Code of Virginia, 1950, as amended, are first met.

Section 1-2. Special Meetings

The Board of Supervisors may hold such special meetings as it deems necessary and at such times and places as it may find convenient.

A special meeting can only be called pursuant to the requirements imposed by Sections 15.2-1417 and 15.2-1418 of the Code of Virginia, 1950, as amended.

Section 1-3. Adjourned Meetings

Upon majority vote of the members attending, the Board may continue its meetings, regular or special, from time to time as it may find convenient or necessary with no requirement to further advertise or announce.

Section 1-4. Quorum and Method of Voting

At any meeting, a majority of the Supervisors shall constitute a quorum.

All questions submitted to the Board for decision shall be determined by a majority vote of the Supervisors present and voting on any such question, unless otherwise provided by law or these Rules of Procedure.

The name of each member voting and how he or she voted will be recorded for each action taken by the Board of Supervisors.

The Board of Supervisors has elected not to have a tiebreaker, as provided for by the Code of Virginia, 1950, as amended.

Section 1-5. Motions

Subject to limitations imposed hereafter in these rules, discussion of items on the agenda shall be permitted for purposes of clarifying the issues and/or the options available for consideration.

No call for a vote shall be allowed until a member of the Board moves a specific action with reasonable clarity and each member of the Board has thereafter had an opportunity to speak to the specific motion. Motions shall not require a second.

When possible, Board members making complex, multi-part, or lengthy motions are requested to provide the clerk with a written copy of the motion at the time the motion is made.

Section 1-6. Motion to Adjourn

At a meeting of the Board, a motion to adjourn shall always be in order and shall be decided without debate, provided each member of the Board is given a reasonable opportunity to be heard.

Section 1-7. Motions While a Question is Under Debate

When a motion is under debate at a meeting of the Board no motion shall be received unless it is one:

- To amend,
- To commit,
- To postpone,
- For the previous question,
- For a substitute motion to lay on the table,
- Or to adjourn.

Section 1-8. Reconsideration of Motions, Etc., Upon Which Vote Has Been Announced

When any vote upon any motion, resolution, ordinance, or question has been previously announced, it may not be reconsidered unless and until a motion to that effect is presented by a member of the Board who previously voted with the prevailing side when such motion, resolution, ordinance, or question was considered. A motion to reconsider may only be made at the meeting at which the vote was taken, or at the next succeeding regular meeting of the Board or at any intervening meeting of the Board before the next succeeding regular meeting of the Board.

Any such motion to reconsider shall be decided by a majority vote of the members present at the time such motion to reconsider is presented.

Section 1-9. Robert's Rules of Order; Suspending Rules

The proceedings of the Board of Supervisors, except as otherwise provided in these rules and by applicable State law, shall be governed by Robert's Rules of Order.

These Rules of Procedure of the Board may only be suspended on presentation of a motion to that effect, which is carried by unanimous vote of the members present and voting.

Section 1-10. Board to Sit with Open Doors

The Board of Supervisors shall sit with open doors, and all persons conducting themselves in an orderly manner may attend the meetings. However, the Board may hold closed meetings as permitted by law.

Closed meetings may be placed on the agenda, or may be requested by any member of the Board. However, no closed meeting shall be convened unless and until the Board has favorably acted on a motion to so convene, and, then, only if such motion accurately states a lawful reason for such closed meeting as permitted by and outlined in Section 2.2-3701344 of the Code of Virginia, 1950, as amended.

For additional detail, refer to Attachment A – Closed Meetings Procedure of this document.

Section 1-11. Limitations on duration and hour of meetings; Adjournment

Meetings of the Board of Supervisors shall not continue for more than ~~three [3]~~ ***four [4]*** consecutive hours or later than 10:00 pm without the consent of a majority of the members present.

Should it appear to the Chair that the matter or matters before the Board cannot be heard within the time remaining, the Chair shall poll the members of the Board to determine the desire of the members.

The Chair shall adjourn or recess the meeting upon final action on the current agenda item unless a majority of the members agree to exceed the limits established by this section.

Any items not taken up by the Board of Supervisors prior to adjourning will be added to the agenda of the next meeting without further action of the Board.

Article II—Officers

Section 2-1. Chair and Vice Chair

At the annual or organizational meeting of the Board of Supervisors, as described in Section 1-3 hereof, the Board shall elect from its membership a Chair and a Vice Chair, each of whom shall serve for a one-year term expiring on December 31st of the same year in which he or she is elected, provided however, that unless the term of office has expired and the member has not been re-elected, the Chair and Vice-Chair shall serve until their respective successor(s) shall have been elected and qualify.

In the event that the Chair is absent from any meeting the Vice Chair shall assume the authority and duties of the Chair.

In the event the Chair and Vice Chair are absent from any meeting of the Board, then, the members present at such meeting shall choose one of their number as temporary Chair by majority vote of the members present and voting.

Section 2-2. Authority of the Chair

The efficient and dignified conduct of public business is the ultimate concern of the Board. Accordingly, it is the policy of the Board that its meetings be conducted with the highest degree of order and decorum, and the Board will permit no behavior, which is not in keeping with this policy.

The Chair shall preserve order and decorum at all meetings.

- He shall recognize persons desiring to speak and shall ensure that speaker's comments are limited to the issue before the Board for consideration and that any limitations on time are observed.
- The Chair shall ensure that all persons entitled and desiring to speak are permitted to do so without interruption or comment during their presentation.
- The Chair shall determine if statements are demeaning, inappropriate, or out of order, and shall have the authority to revoke the speaker's right to continue.

Section 2-2 Authority of the Chair Continued

The Chair may order the expulsion of any person for violation of rules, disruptive behavior, or any words or action that incite violence or disorder, subject to appeal to the Board.

- Any person so expelled shall not be readmitted for the remainder of the meeting from which he was expelled.
- Any person who has been so expelled and who at a later meeting again engages in words or actions justifying expulsion may be barred from

attendance at future meetings of the Board for a specified and reasonable period of time not to exceed six months or upon a still subsequent expulsion, a period not to exceed one year, either by the Chair, subject to appeal to the board, or by motion passed by the Board.

The Chair shall have the power to administer an oath of honesty to any person concerning any matter submitted to the Board, or, connected with its powers and duties. The power to administer an oath granted to the Chair in this section shall be no greater than the same power authorized by Section 15.2-1410 of the Code of Virginia, 1950, as amended.

Section 2-3. Clerk

The Clerk of the Board shall be the County Administrator, and the duties and responsibilities of that position shall be as specified in Sections 15.2-407 and 15.2-1539 of the Code of Virginia, 1950, as amended.

At the discretion of the Board, any County employee can be designated as Deputy Clerk, or Temporary Clerk, as the circumstances may require, and said employee shall have the same powers and duties outlined herein for the duration of said appointment.

Article III—Agenda

Section 3-1. Preparation

The Clerk shall prepare an Agenda for each meeting of the Board of Supervisors, conforming to the order of business specified in Section 4-1 under Order of Business.

- Supporting information for every item to be placed on the Regular Meeting Agenda shall be received in the Office of the County Administrator before the close of the working day on the Monday that falls in the week immediately prior to the regularly scheduled Board meeting.
- Agendas for special meetings shall be prepared as far in advance as the circumstances necessitating the special meeting allow.
- The clerk shall include on the agenda all matters for which a written request and supporting information have been received in advance of the deadline herein established.

Section 3-2. Delivery

Each member of the Board shall receive the Regular Meeting Agenda, along with the supporting information available to staff, on the Friday of the week prior to the regular meeting to be held on the third Tuesday of each month.

Special meeting Agendas and supporting information will be delivered as far in advance as the circumstances necessitating the special meeting allow.

Section 3-3. Posting and Notice

A copy of the Meeting Agendas shall be available in the Office of the County Administrator as of the date and time the information is distributed to members of the Board.

Agendas will also be posted on the County Web page at www.clarkecounty.gov.

Section 3-4. Copies

The Clerk or Deputy Clerk of the Board shall prepare or cause to be prepared extra copies of the Agenda and supporting information, and shall make the same available to the public in the Office of the County Administrator and official County website at the same time that the Agenda is posted pursuant to Section 3-3, above.

Individuals desiring complete paper copies of Agenda packages shall arrange with the Clerk for the delivery and cost of the information desired.

The Clerk or Deputy Clerk shall also have a copy of agenda packet available at each meeting.

Article IV—Conduct Of Business

Section 4-1. Order of Business

At meetings of the Board, the order of business should normally be as follows:

(a) Call to Order

(b) Adoption of Agenda

(c) Citizens' Comment

(d) School Board Update ***[as requested]***

(e) Department of Transportation Matters

(f) Approval of Minutes

(g) Approval of Consent Agenda

(h) Scheduled Presentations

(i) Ratification of Committee Action

(j) Joint Administrative Services Board Monthly Update

(k) Project Update

(l) Miscellaneous Items

(m) Summary of Required Action

(n) Board Member Committee Status Reports

(o) Closed Session (when required)

When public hearings are scheduled, there will be a recess at this point until 6:30 pm and Items (p), (q), and (r) shall be conducted.

(p) Citizens' Comment

(q) Public Hearings (when required)

(r) Adjournment

Section 4-2. Adoption of Agenda

The Agenda presented for adoption shall be the agenda prepared and delivered as required in Article III.

Additions, deletions, or modifications to the agenda shall require the consent of a majority of the members of the Board present at the meeting.

Section 4-3. Consent

The Consent Agenda shall be introduced by a motion "to approve the Consent

Agenda

Agenda", and shall be considered by the Board as a single item. There shall be no debate or discussion by any member of the Board regarding any item on the Consent Agenda, beyond asking questions for simple clarification.

On objection by any member of the Board of Supervisors to inclusion of any item on the Consent Agenda, that item shall be removed from the Consent Agenda forthwith.

- Such objection may be recorded at any time prior to completing the taking of a vote on the motion to approve the Consent Agenda.
- Items, which have been objected to and removed from the Consent Agenda, shall be moved to the Miscellaneous Item on the agenda and be considered individually and in the order in which they were objected to.

Approval of the motion to approve the Consent Agenda shall constitute approval, adoption, or enactment of each motion, resolution, or other item of business thereon, exactly as if each had been acted upon individually.

Section 4-4. Citizen Comment Period.

Any person desiring to address the Board of Supervisors at the Citizen Comment period shall be required to abide by the rules governing such presentations as set forth in these rules in Article VI—Citizen Responsibilities.

A register for persons desiring to address the Board of Supervisors during the Citizen Comment Period shall be furnished prior to the beginning of every regular meeting of the Board of Supervisors. [For sample, refer to Attachment B – Citizen Comment Period – Sign-In Sheet of this document.] Citizens desiring to address the Board of Supervisors during this period shall provide their name, the issue they want to address, and their place of residence on the register provided.

Each speaker at a Citizen's Comment Period shall be limited to one appearance at each regular meeting of the Board and only issues that are not scheduled for future Public Hearings may be addressed. Individuals speaking during the Citizens' Comment Period shall be subject to a five-minute time limitation.

Members of the Board shall neither engage in debate with, nor shall they be expected to answer questions posed by individuals speaking during the Citizen Comment period.

Should a review of the register indicate that more than two persons desire to speak on the same issue during the Citizen Comment Period the Chair may ask those desiring to speak to pick two people to represent their views.

- If those desiring to speak cannot agree on two representative speakers the

Chair shall let the first two citizens speak for up to 5 minutes each but may limit subsequent speakers to the time required to present different opinions or new information.

- In lieu of the above, a majority of the Board of Supervisors present and voting at the meeting may direct the matter be scheduled for public comment at the next regular meeting of the Board, and defer public comment until that time.

Section 4-5. Scheduled Presentations

Any person desiring to address the Board of Supervisors at a Scheduled Presentation period of a Board of Supervisors meeting shall be required to abide by the rules governing such presentations as set forth in these rules in Article VI—Citizen Responsibilities.

Any citizen or staff member who desires to address the Board during the "Scheduled Presentations" portion of the Agenda at a Regular Meeting shall submit a written request to the Clerk, or his/her designee, identifying, with reasonable certainty, the subject matter of the presentation.

- Such request must be in the Clerk's hands not later than the Agenda deadline specified in Section 3-1 hereof.
- The bias of the Board is that the Chair should honor all such requests and the person making the request should be allowed at least five [5] minutes of meeting time to address the Board. However, the Chair may delay the request to a future meeting or decline the request entirely if the meeting schedule is full or the topic is deemed to be inappropriate. Any such action on the part of the Chair must be reported to the rest of the Board at the meeting.
- Only the person requesting to make the presentation may do so, unless otherwise permitted by the Chair, and every such speaker shall be subject to a five minute time limit for the presentation itself, which limit can be extended with agreement of the Chair.
- Board Member questions and discussion of the material presented shall not be subject to any time limit.
- Persons making presentations should be prepared to answer questions and provide detailed information in response to questions from members of the Board.

Article V – Public Hearings

Section 5-1. Format for Public Hearings

It is the purpose and objective of the Board of Supervisors to give each citizen an opportunity to express his/her views on the issue(s) at hand at public hearings and to give all speakers equal treatment and courtesy.

While it is often necessary to have a presentation by an applicant and staff, it is the desire of the Board to hear from the public, and therefore, the applicant and staff presentations will be as brief as possible.

In order to accomplish this objective it is necessary that certain rules of order prevail at all hearings of the Board of Supervisors as follows:

Section 5-2. Order of Business

At public hearings, the order of business will be as follows:

(a) Identification of Issue and Verification of Notice

(b) Staff and/or Applicant Presentation

(c) Public Comment

(d) Board Member Questions

(e) Staff, Applicant or Public Response

(f) Close of Public Hearing

(g) Board discussion and/or consideration

Section 5-3. Identification of Issue and Verification of Required Notice

The Chair shall call upon the appropriate County Staff member to verify that any required notice has been given and to read or summarize the notice for the benefit of those attending the public hearing.

Section 5-4. Staff and/or applicant presentation

The Chair will call upon the appropriate County staff and/or applicant to present such information as is necessary to explain the action requested of the Board of Supervisors.

Presentations will be brief, concise summaries for the Supervisor's and the public's information and understanding, provided that sufficient time will be allowed to present, properly and fairly, the subject matter.

When written information has been provided prior to the hearing, that information

should be summarized and only new information should be presented in detail.

Section 5-5. Public Comment

Any person desiring to address the Board of Supervisors at a Public Hearing conducted by the Board of Supervisors shall be required to abide by the rules governing such presentations as set forth in these rules in Article VI—Citizen Responsibilities.

Prior to permitting public comment, the Chair shall determine, to the best of his ability, the approximate number of persons desiring to comment at the public hearing and shall establish the manner in which speakers are recognized and the length of time each may speak.

Should the Chair determine that the likely number of persons desiring to speak is 10 or more in number, he may direct that individuals desiring to speak register with staff, providing their name and the district in which they reside. Should registration be required, the Chair shall verify that all such registration has been completed before beginning the hearing begins.

Section 5-6. Order of Speaking

Members of the public shall be permitted to speak as the Chair recognizes each, provided that no member of the public shall be recognized to speak a second time until all persons desiring to speak have had an opportunity to do so. In the event the number of persons desiring to speak necessitates a register, speakers shall be recognized in the order in which they have registered.

In the event the number of speakers results in the continuation of a public hearing, any persons registered but not heard at the initial Public Hearing will be the first given an opportunity to speak at the continued hearing.

Section 5-7. Presentation of Comments

Each person may address the Board as many times as the Chair, in his or her discretion, may allow, but no speaker shall exceed the total time limit set by the Chair regardless of the number of times recognized.

Section 5-8. Supervisors' Questions

Upon completion of a presentation by staff, applicant or member of the public, any Member of the Board may ask questions to enhance their understanding of the issue, verify information presented or clarify the action or actions requested.

Members of the Board shall not engage in debate with the person or persons making the presentation.

Section 5-9. Close of

When the Chair of the Board shall have closed a Public Hearing no further public

Hearing

comments shall be received.

At the close of the public hearing, the Board of Supervisors shall, at its discretion, act or defer action upon the matter set for public hearing. In the event the Board defers action to a later date, the record shall be left open to receive written comments up until the time that a vote is taken.

Article VI—Citizen Responsibilities

Section 6-1. Application of Rules.

Any person desiring to address the Board of Supervisors during any portion of a meeting designated for public comment shall be required to abide by the rules governing such presentations as hereafter set forth in these rules.

Section 6-2. Addressing the Board.

All persons speaking at a meeting of the Board during any portion of a meeting designated for public comment shall address their comments to the Board of Supervisors and shall limit their comments to the matter before the Board of Supervisors. Speakers shall not engage in debate with other speakers or members of the public.

Questions shall not be asked of other speakers, but may be directed to the Chair of the Board for consideration by the Board in later deliberating the matter.

Section 6-3. Conduct while Speaking

Persons speaking at a meeting of the Board of Supervisors shall do so in a courteous manner.

- Cursing or other obscene language or gestures; threats; insults; or other actions intended to harass, provoke or incite a fight, brawl, or other such disorderly response will not be permitted.
- Any person whose conduct is contrary to this section will be removed as provided for in section 2-2. of these rules.

Section 6-4. Name and place of residence.

Individuals addressing the Board during any portion of a meeting designated for public comment shall clearly state their name and place of residence prior to making any further comments. Should a person be recognized to speak more than once, they shall identify themselves each time before speaking.

Section 6-5. Organizational Representation

Any person speaking at any portion of a meeting designated for public comment, who represents himself as being an officer or representative of an organization, group, association, corporation, or other entity, shall, upon request of a member of the Board,

(a) Disclose for the organization, group, association, corporation, or other entity,

(b) The history,

(c) Size,

(d) Dues,

(e) Structure,

(f) Date of creation,

(g) Requirements for membership,

(h) Tax status; and

(i) Shall reveal the organizations method of determining its official position, and

(j) The speaker's authority to represent the organization.

Unreasonable failure to provide this information to the satisfaction of the Board of Supervisors shall bar the speaker from speaking on behalf of the organization.

Section 6-6. Order of Speaking

Persons speaking during any portion of a meeting designated for public comment shall do so in the order in which they are recognized and called upon by the Chair.

Section 6-7. Time Limits

All persons speaking during any portion of a meeting designated for public comment shall observe all time limits established by the board and shall yield the floor when informed their time has expired.

Section 6-8. Registration.

Should registration of speakers be required, all persons desiring to speak shall sign the register, providing their name and place of residence.

Section 6-9. Written copy of comments

Speakers are requested, but not required, to leave written statements and/or comments with the Clerk or Deputy Clerk of the Board to be incorporated into the written record of the meeting.

Section 6-10. Information sources

No person who speaks or otherwise presents information during any portion of a meeting designated for public comment shall knowingly present false or untrue information to the Board of Supervisors, and shall, upon request of any Board Member, provide the source of any information presented.

Article VII—Appointments

Section 7-1. Appointments

Subject to ratification of a majority of the members of the Board of Supervisors, the Chair shall appoint members of the Board to such authorities, boards, commissions, committees or other organizations or positions as the Board shall so authorize.

Article VIII—Amendments

Section 8-1. Amendments

These Rules of Procedure may, from time to time, be revised, repealed, or otherwise amended upon an affirmative vote by a majority of the members of the Board of Supervisors present and voting.

Attachments

A. Closed Meetings Procedure

B. Citizen Comment Sign-in Sheet

Rules of Procedure

Attachment A – Closed Meetings Procedure

Closed Meetings can be held only for discussion of certain limited topics and can be entered only from a properly convened public meeting upon motion of a member of the Board of Supervisors. Most frequently, the Board of Supervisors convenes a closed session to discuss one of the following:

Specific Employees or appointees of the Board	-	§2.2-3711-A1
Acquisition or Sale of Property	-	§2.2-3711-A3
Privacy of individuals in personal matters	-	§2.2-3711-A4
Discussion of unannounced business location	-	§2.2-3711-A5
Discussion of the investment of public funds where competition or bargaining is involved	-	§2.2-3711-A6
Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.	-	§2.2-3711-A7
Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body	-	§2.2-3711-A29

To convene a closed session, a member of the Board of Supervisors should:

> *"Move to convene a closed session pursuant to Section (see section number above), of the Code of Virginia, as amended, to discuss (identify to extent possible)."*

To reconvene in public session after a closed session, the Board of Supervisors should readmit the public and only then a member of the Board should:

> *"Move to reconvene in open session." With the vote taken immediately thereafter.*

Next, a member of the Board should:

> *"Move to certify that to the best of the member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under Chapter 2.2-3700, et sec, of the Code of Virginia, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the Board."*

A roll-call vote is required. Any member of the Board who believes that there was a departure from the requirements of the certifications in the above motion shall so state prior to the vote, indicating the substance of the departure that, in his judgment, has taken place. That statement shall be recorded in the minutes of the Board.

Rules of Procedure

Attachment B – Citizen Comment Period – Sign-In Sheet

Citizen Comment Period - Sign-In Sheet

Name *(Please Print)*	*Address*	*Topic*
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		

If you are representing an Organization: Rules of Procedure - Section 6-5. – Organizational Representation

Any person speaking at any portion of a meeting designated for public comment, who represents himself as being an officer or representative of an organization, group, association, corporation, or other entity, shall, upon request of a member of the Board, disclose for the organization, group, association, corporation, or other entity, the history, size, dues, structure, date of creation, requirements for membership, tax status; and shall reveal the organizations method of determining its official position and the speaker's authority to represent the organization. Unreasonable failure to provide this information to the satisfaction of the Board of Supervisors shall bar the speaker from speaking on behalf of the organization.

End of document.

Code of Virginia

§ 2.2-3100. Policy; application; construction.

The General Assembly, recognizing that our system of representative government is dependent in part upon (i) citizen legislative members representing fully the public in the legislative process and (ii) its citizens maintaining the highest trust in their public officers and employees, finds and declares that the citizens are entitled to be assured that the judgment of public officers and employees will be guided by a law that defines and prohibits inappropriate conflicts and requires disclosure of economic interests. To that end and for the purpose of establishing a single body of law applicable to all state and local government officers and employees on the subject of conflict of interests, the General Assembly enacts this State and Local Government Conflict of Interests Act so that the standards of conduct for such officers and employees may be uniform throughout the Commonwealth.

This chapter shall supersede all general and special acts and charter provisions which purport to deal with matters covered by this chapter except that the provisions of §§ 15.2-852, 15.2-2287, 15.2-2287.1, and 15.2-2289 and ordinances adopted pursuant thereto shall remain in force and effect. The provisions of this chapter shall be supplemented but not superseded by the provisions on ethics in public contracting in Article 6 (§ 2.2-4367 et seq.) of Chapter 43 of this title and ordinances adopted pursuant to § 2.2-3104.2 regulating receipt of gifts.

This chapter shall be liberally construed to accomplish its purpose.

(1987, Sp. Sess., c. 1, § 2.1-639.1; 1990, c. 672; 2001, c. 844; 2003, c. 694; 2008, c. 532.)

§ 2.2-3100.1. Copy of chapter; review by officers and employees.

Any person required to file a disclosure statement of personal interests pursuant to subsections A or B of § 2.2-3114, subsections A or B of § 2.2-3115 or § 2.2-3116 shall be furnished by the public body's administrator a copy of this chapter within two weeks following the person's election, reelection, employment, appointment or reappointment.

All officers and employees shall read and familiarize themselves with the provisions of this chapter.

(2004, cc. 134, 392.)

§ 2.2-3101. Definitions.

As used in this chapter:

"Advisory agency" means any board, commission, committee or post which does not exercise any sovereign power or duty, but is appointed by a governmental agency or officer or is created by law for the purpose of making studies or recommendations, or advising or consulting with a governmental agency.

"Affiliated business entity relationship" means a relationship, other than a parent-subsidiary relationship, that exists when (i) one business entity has a controlling ownership interest in the other business entity, (ii) a controlling owner in one entity is also a controlling owner in the other entity, or (iii) there is shared management or control between the business entities. Factors that may be considered in determining the existence of an affiliated business entity relationship include that the same person or substantially the same person owns or manages the two entities, there are common or commingled funds or assets, the business entities share the use of the same offices or employees, or otherwise share activities, resources or personnel on a regular basis, or there is otherwise a close working relationship between the entities.

"Business" means a corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, trust or foundation, or any other individual or entity carrying on a business or profession, whether or not for profit.

"Contract" means any agreement to which a governmental agency is a party, or any agreement on behalf of a governmental agency that involves the payment of money appropriated by the General Assembly or political subdivision, whether or not such agreement is executed in the name of the Commonwealth, or some political subdivision thereof. "Contract" includes a subcontract only when the contract of which it is a part is with the officer's or employee's own governmental agency.

"Dependent" means a son, daughter, father, mother, brother, sister or other person, whether or not related by blood or marriage, if such person receives from the officer or employee, or provides to the officer or employee, more than one-half of his financial support.

"Employee" means all persons employed by a governmental or advisory agency, unless otherwise limited by the context of its use.

"Financial institution" means any bank, trust company, savings institution, industrial loan association, consumer finance company, credit union, broker-dealer as defined in § 13.1-501, or investment company or advisor registered under the federal Investment Advisors Act or Investment Company Act of 1940.

"Gift" means any gratuity, favor, discount, entertainment, hospitality, loan, forbearance, or other item having monetary value. It includes services as well as gifts of transportation, local travel, lodgings and meals, whether provided in-kind, by purchase of a ticket, payment in advance or reimbursement after the expense has been incurred. "Gift" shall not include any offer of a ticket or other admission or pass unless the ticket, admission, or pass is used. "Gift" shall not include honorary degrees and presents

from relatives. For the purpose of this definition, "relative" means the donee's spouse, child, uncle, aunt, niece, or nephew; a person to whom the donee is engaged to be married; the donee's or his spouse's parent, grandparent, grandchild, brother, or sister; or the donee's brother's or sister's spouse.

"Governmental agency" means each component part of the legislative, executive or judicial branches of state and local government, including each office, department, authority, post, commission, committee, and each institution or board created by law to exercise some regulatory or sovereign power or duty as distinguished from purely advisory powers or duties. Corporations organized or controlled by the Virginia Retirement System are "governmental agencies" for purposes of this chapter.

"Immediate family" means (i) a spouse and (ii) any other person residing in the same household as the officer or employee, who is a dependent of the officer or employee or of whom the officer or employee is a dependent.

"Officer" means any person appointed or elected to any governmental or advisory agency including local school boards, whether or not he receives compensation or other emolument of office. Unless the context requires otherwise, "officer" includes members of the judiciary.

"Parent-subsidiary relationship" means a relationship that exists when one corporation directly or indirectly owns shares possessing more than 50 percent of the voting power of another corporation.

"Personal interest" means a financial benefit or liability accruing to an officer or employee or to a member of his immediate family. Such interest shall exist by reason of (i) ownership in a business if the ownership interest exceeds three percent of the total equity of the business; (ii) annual income that exceeds, or may reasonably be anticipated to exceed, $10,000 from ownership in real or personal property or a business; (iii) salary, other compensation, fringe benefits, or benefits from the use of property, or any combination thereof, paid or provided by a business or governmental agency that exceeds, or may reasonably be anticipated to exceed, $10,000 annually; (iv) ownership of real or personal property if the interest exceeds $10,000 in value and excluding ownership in a business, income, or salary, other compensation, fringe benefits or benefits from the use of property; (v) personal liability incurred or assumed on behalf of a business if the liability exceeds three percent of the asset value of the business; or (vi) an option for ownership of a business or real or personal property if the ownership interest will consist of (i) or (iv) above.

"Personal interest in a contract" means a personal interest that an officer or employee has in a contract with a governmental agency, whether due to his being a party to the contract or due to a personal interest in a business that is a party to the contract.

"Personal interest in a transaction" means a personal interest of an officer or employee in any matter considered by his agency. Such personal interest exists when an officer or employee or a member of his immediate family has a personal interest in property or a business or governmental agency, or represents or provides services to any individual or business and such property, business or represented or served individual or business (i) is the subject of the transaction or (ii) may realize a reasonably foreseeable direct or indirect benefit or detriment as a result of the action of the agency considering the transaction. Notwithstanding the above, such personal interest in a transaction shall not be deemed to exist where (a) an elected member of a local governing body serves without remuneration as a member of the board of trustees of a not-for-profit entity and such elected member or member of his immediate family has no personal interest related to the not-for-profit entity or (b) an officer, employee, or elected member of a local governing body is appointed by such local governing body to serve on a governmental agency, or an officer, employee, or elected member of a separate local governmental agency formed by a local governing body is appointed to serve on a governmental agency, and the personal interest in the transaction of the governmental agency is the result of the salary, other compensation, fringe benefits, or benefits provided by the local governing body or the separate governmental agency to the officer, employee, elected member, or member of his immediate family.

"State and local government officers and employees" shall not include members of the General Assembly.

"State filer" means those officers and employees required to file a disclosure statement of their personal interests pursuant to subsection A or B of § 2.2-3114.

"Transaction" means any matter considered by any governmental or advisory agency, whether in a committee, subcommittee, or other entity of that agency or before the agency itself, on which official action is taken or contemplated.

(1987, Sp. Sess., c. 1, § 2.1-639.2; 1988, c. 536; 1992, c. 865; 1993, c. 303; 1994, cc. 74, 724; 1995, c. 495; 1996, c. 77; 1997, c. 641; 2001, c. 844; 2003, c. 694; 2004, cc. 134, 392; 2012, cc. 345, 771; 2013, c. 475.)

§ 2.2-3102. Application.

This article applies to generally prohibited conduct that shall be unlawful and to state and local government officers and employees.

(1987, Sp. Sess., c. 1, § 2.1-639.3; 2001, c. 844.)

§ 2.2-3103. Prohibited conduct.

No officer or employee of a state or local governmental or advisory agency shall:

1. Solicit or accept money or other thing of value for services performed within the scope of his official duties, except the compensation, expenses or other remuneration paid by the agency of which he is an officer or employee. This prohibition shall not apply to the acceptance of special benefits that may be authorized by law;

2. Offer or accept any money or other thing of value for or in consideration of obtaining employment, appointment, or promotion of any person with any governmental or advisory agency;

3. Offer or accept any money or other thing of value for or in consideration of the use of his public position to obtain a contract for any person or business with any governmental or advisory agency;

4. Use for his own economic benefit or that of another party confidential information that he has acquired by reason of his public position and which is not available to the public;

5. Accept any money, loan, gift, favor, service, or business or professional opportunity that reasonably tends to influence him in the performance of his official duties. This subdivision shall not apply to any political contribution actually used for political campaign or constituent service purposes and reported as required by Chapter 9.3 (§ 24.2-945 et seq.) of Title 24.2;

6. Accept any business or professional opportunity when he knows that there is a reasonable likelihood that the opportunity is being afforded him to influence him in the performance of his official duties;

7. Accept any honoraria for any appearance, speech, or article in which the officer or employee provides expertise or opinions related to the performance of his official duties. The term "honoraria" shall not include any payment for or reimbursement to such person for his actual travel, lodging, or subsistence expenses incurred in connection with such appearance, speech, or article or in the alternative a payment of money or anything of value not in excess of the per diem deduction allowable under § 162 of the Internal Revenue Code, as amended from time to time. The prohibition in this subdivision shall apply only to the Governor, Lieutenant Governor, Attorney General, Governor's Secretaries, and heads of departments of state government;

8. Accept a gift from a person who has interests that may be substantially affected by the performance of the officer's or employee's official duties under circumstances where the timing and nature of the gift would cause a reasonable person to question the officer's or employee's impartiality in the matter affecting the donor. Violations of this subdivision shall not be subject to criminal law penalties; or

9. Accept gifts from sources on a basis so frequent as to raise an appearance of the use of his public office for private gain. Violations of this subdivision shall not be subject to criminal law penalties.

(1987, Sp. Sess., c. 1, § 2.1-639.4; 1994, cc. 663, 815, 851; 2001, c. 844; 2006, cc. 787, 892.)

§ 2.2-3104. Prohibited conduct for certain officers and employees of state government.

For one year after the termination of public employment or service, no state officer or employee shall, before the agency of which he was an officer or employee, represent a client or act in a representative capacity on behalf of any person or group, for compensation, on matters related to legislation, executive orders, or regulations promulgated by the agency of which he was an officer or employee. This prohibition shall be in addition to the prohibitions contained in § 2.2-3103.

For the purposes of this section, "state officer or employee" shall mean (i) the Governor, Lieutenant Governor, Attorney General, and officers appointed by the Governor, whether confirmation by the General Assembly or by either house thereof is required or not, who are regularly employed on a full-time salaried basis; those officers and employees of executive branch agencies who report directly to the agency head; and those at the level immediately below those who report directly to the agency head and are at a payband 6 or higher and (ii) the officers and professional employees of the legislative branch designated by the joint rules committee of the General Assembly. For the purposes of this section, the General Assembly and the legislative branch agencies shall be deemed one agency.

Any person subject to the provisions of this section may apply to the Attorney General, as provided in § 2.2-3126, for an advisory opinion as to the application of the restriction imposed by this section on any post-public employment position or opportunity.

(1994, cc. 727, 776, § 2.1-639.4:1; 2001, c. 844; 2013, c. 648.)

§ 2.2-3104.01. Prohibited conduct; bids or proposals under the Virginia Public Procurement Act, Public-Private Transportation Act, and Public-Private Education Facilities and Infrastructure Act.

A. Neither the Governor, his political action committee, or the Governor's Secretaries, if the Secretary is responsible to the Governor for an executive branch agency with jurisdiction over the matters at issue, shall knowingly solicit or accept a contribution, gift, or other item with a value greater than $50 from any bidder, offeror, or private entity, or from an officer or director of such bidder, offeror, or private entity, who has submitted a bid or proposal to an executive branch agency that is directly responsible to the Governor pursuant to the Virginia Public Procurement Act (§ 2.2-4300 et seq.), the Public-Private Transportation Act of 1995 (§ 56-556 et seq.), or the Public-Private Education Facilities and Infrastructure Act of 2002 (§ 56-575.1 et seq.)(i) during the period between the submission of the bid and the award of the public contract under the Virginia Public Procurement Act or (ii) following the submission of a proposal under the Public-Private Transportation Act of 1995 or the Public-Private Education Facilities and Infrastructure Act of 2002 until the execution of a comprehensive agreement thereunder.

B. (Effective until July 1, 2014) The provisions of this section shall apply only for public contracts, proposals, or comprehensive agreements where the stated or expected value of the contract is $5 million or more. The provisions of this section shall not apply to contracts awarded as the result of competitive sealed bidding as defined in § 2.2-4301.

B. (Effective July 1, 2014) The provisions of this section shall apply only for public contracts, proposals, or comprehensive

agreements where the stated or expected value of the contract is $5 million or more. The provisions of this section shall not apply to contracts awarded as the result of competitive sealed bidding as set forth in § 2.2-4302.1.

C. Any person who knowingly violates this section shall be subject to a civil penalty of $500 or up to two times the amount of the contribution or gift, whichever is greater. The attorney for the Commonwealth shall initiate civil proceedings to enforce the civil penalties. Any civil penalties collected shall be payable to the State Treasurer for deposit to the general fund.

(2010, c. 732; 2011, c. 624; 2013, c. 583.)

§ 2.2-3104.02. Prohibited conduct for constitutional officers.

In addition to the prohibitions contained in § 2.2-3103, no constitutional officer shall, during the one year after the termination of his public service, act in a representative capacity on behalf of any person or group, for compensation, on any matter before the agency of which he was an officer.

The provisions of this section shall not apply to any attorney for the Commonwealth.

Any person subject to the provisions of this section may apply to the attorney for the Commonwealth for the jurisdiction where such person was elected as provided in § 2.2-3126, for an advisory opinion as to the application of the restriction imposed by this section on any post-public employment position or opportunity.

(2011, c. 591.)

§ 2.2-3104.1. Exclusion of certain awards from scope of chapter.

The provisions of this chapter shall not be construed to prohibit or apply to the acceptance by (i) any employee of a local government, or (ii) a teacher or other employee of a local school board of an award or payment in honor of meritorious or exceptional services performed by the teacher or employee and made by an organization exempt from federal income taxation pursuant to the provisions of Section 501(c)(3) of the Internal Revenue Code.

(2001, c. 48, § 2.1-639.4:2; 2008, cc. 478, 497.)

§ 2.2-3104.2. Ordinance regulating receipt of gifts.

The governing body of any county, city, or town may adopt an ordinance setting a monetary limit on the acceptance of any gift by the officers, appointees or employees of the county, city or town and requiring the disclosure by such officers, appointees or employees of the receipt of any gift.

(2003, c. 694.)

§ 2.2-3105. Application.

This article proscribes certain conduct relating to contracts by state and local government officers and employees. The provisions of this article shall be supplemented but not superseded by the provisions on ethics in public contracting in Article 6 (§ 2.2-4367 et seq.) of Chapter 43 of this title.

(1987, Sp. Sess., c. 1, § 2.1-639.5; 2001, c. 844; 2003, c. 694.)

§ 2.2-3106. Prohibited contracts by officers and employees of state government and Eastern Virginia Medical School.

A. No officer or employee of any governmental agency of state government or Eastern Virginia Medical School shall have a personal interest in a contract with the governmental agency of which he is an officer or employee, other than his own contract of employment.

B. (Effective until July 1, 2014) No officer or employee of any governmental agency of state government or Eastern Virginia Medical School shall have a personal interest in a contract with any other governmental agency of state government unless such contract is (i) awarded as a result of competitive sealed bidding or competitive negotiation as defined in § 2.2-4301 or (ii) is awarded after a finding, in writing, by the administrative head of the governmental agency that competitive bidding or negotiation is contrary to the best interest of the public.

B. (Effective July 1, 2014) No officer or employee of any governmental agency of state government or Eastern Virginia Medical School shall have a personal interest in a contract with any other governmental agency of state government unless such contract is (i) awarded as a result of competitive sealed bidding or competitive negotiation as set forth in § 2.2-4302.1 or 2.2-4302.2 or (ii) is awarded after a finding, in writing, by the administrative head of the governmental agency that competitive bidding or negotiation is contrary to the best interest of the public.

C. The provisions of this section shall not apply to:

1. An employee's personal interest in additional contracts of employment with his own governmental agency that accrue to him because of a member of his immediate family, provided the employee does not exercise any control over the employment or the employment activities of the member of his immediate family and the employee is not in a position to influence those activities;

2. The personal interest of an officer or employee of a state institution of higher education or the Eastern Virginia Medical School

in additional contracts of employment with his own governmental agency that accrue to him because of a member of his immediate family, provided (i) the officer or employee and the immediate family member are engaged in teaching, research or administrative support positions at the educational institution or the Eastern Virginia Medical School, (ii) the governing board of the educational institution finds that it is in the best interests of the institution or the Eastern Virginia Medical School and the Commonwealth for such dual employment to exist, and (iii) after such finding, the governing board of the educational institution or the Eastern Virginia Medical School ensures that the officer or employee, or the immediate family member, does not have sole authority to supervise, evaluate or make personnel decisions regarding the other;

3. An officer's or employee's personal interest in a contract of employment with any other governmental agency of state government;

4. Contracts for the sale by a governmental agency or the Eastern Virginia Medical School of services or goods at uniform prices available to the general public;

5. An employee's personal interest in a contract between a public institution of higher education in Virginia or the Eastern Virginia Medical School and a publisher or wholesaler of textbooks or other educational materials for students, which accrues to him solely because he has authored or otherwise created such textbooks or materials;

6. An employee's personal interest in a contract with his or her employing public institution of higher education to acquire the collections or scholarly works owned by the employee, including manuscripts, musical scores, poetry, paintings, books or other materials, writings, or papers of an academic, research, or cultural value to the institution, provided the president of the institution approves the acquisition of such collections or scholarly works as being in the best interests of the institution's public mission of service, research, or education;

7. Subject to approval by the board of visitors, an employee's personal interest in a contract between the Eastern Virginia Medical School or a public institution of higher education in Virginia that operates a school of medicine or dentistry and a not-for-profit nonstock corporation that operates a clinical practice within such public institution of higher education or the Eastern Virginia Medical School and of which such employee is a member or employee;

8. Subject to approval by the relevant board of visitors, an employee's personal interest in a contract for research and development or commercialization of intellectual property between a public institution of higher education in Virginia or the Eastern Virginia Medical School and a business in which the employee has a personal interest, if (i) the employee's personal interest has been disclosed to and approved by such public institution of higher education or the Eastern Virginia Medical School prior to the time at which the contract is entered into; (ii) the employee promptly files a disclosure statement pursuant to § 2.2-3117 and thereafter files such statement annually on or before January 15; (iii) the institution has established a formal policy regarding such contracts, approved by the State Council of Higher Education or, in the case of the Eastern Virginia Medical School, a formal policy regarding such contracts in conformity with any applicable federal regulations that has been approved by its board of visitors; and (iv) no later than December 31 of each year, the institution or the Eastern Virginia Medical School files an annual report with the Secretary of the Commonwealth disclosing each open contract entered into subject to this provision, the names of the parties to each contract, the date each contract was executed and its term, the subject of each contractual arrangement, the nature of the conflict of interest, the institution's or the Eastern Virginia Medical School's employee responsible for administering each contract, the details of the institution's or the Eastern Virginia Medical School's commitment or investment of resources or finances for each contract, and any other information requested by the Secretary of the Commonwealth; or

9. Subject to approval by the relevant board of visitors, an employee's personal interest in a contract between a public institution of higher education in Virginia or the Eastern Virginia Medical School and a business in which the employee has a personal interest, if (i) the personal interest has been disclosed to the institution or the Eastern Virginia Medical School prior to the time the contract is entered into; (ii) the employee files a disclosure statement pursuant to § 2.2-3117 and thereafter annually on or before January 15; (iii) the employee does not participate in the institution's or the Eastern Virginia Medical School's decision to contract; (iv) the president of the institution or the Eastern Virginia Medical School finds and certifies in writing that the contract is for goods and services needed for quality patient care, including related medical education or research, by the institution's medical center or the Eastern Virginia Medical School, its affiliated teaching hospitals and other organizations necessary for the fulfillment of its mission, including the acquisition of drugs, therapies and medical technologies; and (v) no later than December 31 of each year, the institution or the Eastern Virginia Medical School files an annual report with the Secretary of the Commonwealth disclosing each open contract entered subject to this provision, the names of the parties to each contract, the date each contract was executed and its term, the subject of each contractual arrangement, the nature of the conflict of interest, the institution's or the Eastern Virginia Medical School's employee responsible for administering each contract, the details of the institution's or the Eastern Virginia Medical School's commitment or investment of resources or finances for each contract, and any other information requested by the Secretary of the Commonwealth.

D. Notwithstanding the provisions of subdivisions C 8 and C 9, if the research and development or commercialization of intellectual property or the employee's personal interest in a contract with a business is subject to policies and regulations governing conflicts of interest promulgated by any agency of the United States government, including the adoption of policies requiring the disclosure and management of such conflicts of interests, the policies established by the Eastern Virginia Medical School pursuant to such federal requirements shall constitute compliance with subdivisions C 8 and C 9, upon notification by the Eastern Virginia Medical School to the Secretary of the Commonwealth by January 31 of each year of evidence of their compliance with such federal policies and regulations.

E. The board of visitors may delegate the authority granted under subdivision C 8 to the president of the institution. If the board elects to delegate such authority, the board shall include this delegation of authority in the formal policy required by clause (iii) of

subdivision C 8. In those instances where the board has delegated such authority, on or before December 1 of each year, the president of the relevant institution shall file a report with the relevant board of visitors disclosing each open contract entered into subject to this provision, the names of the parties to each contract, the date each contract was executed and its term, the subject of each contractual arrangement, the nature of the conflict of interest, the institution's or the Eastern Virginia Medical School's employee responsible for administering each contract, the details of the institution's or the Eastern Virginia Medical School's commitment or investment of resources or finances for each contract, the details of how revenues are to be dispersed, and any other information requested by the board of visitors.

(1987, Sp. Sess., c. 1, § 2.1-639.6; 1989, c. 74; 1991, c. 470; 1993, c. 876; 1995, c. 403; 1998, c. 838; 2001, c. 844; 2002, cc. 87, 478; 2003, c. 646; 2006, c. 839; 2013, c. 583.)

§ 2.2-3107. Prohibited contracts by members of county boards of supervisors, city councils and town councils.

A. No person elected or appointed as a member of the governing body of a county, city or town shall have a personal interest in (i) any contract with his governing body, or (ii) any contract with any governmental agency that is a component part of his local government and which is subject to the ultimate control of the governing body of which he is a member, or (iii) any contract other than a contract of employment with any other governmental agency if such person's governing body appoints a majority of the members of the governing body of the second governmental agency.

B. The provisions of this section shall not apply to:

1. A member's personal interest in a contract of employment provided (i) the officer or employee was employed by the governmental agency prior to July 1, 1983, in accordance with the provisions of the former Conflict of Interests Act, Chapter 22 (§ 2.1-347 et seq.) of Title 2.1 as it existed on June 30, 1983, or (ii) the employment first began prior to the member becoming a member of the governing body;

2. Contracts for the sale by a governmental agency of services or goods at uniform prices available to the public; or

3. A contract awarded to a member of a governing body as a result of competitive sealed bidding where the governing body has established a need for the same or substantially similar goods through purchases prior to the election or appointment of the member to serve on the governing body. However, the member shall have no involvement in the preparation of the specifications for such contract, and the remaining members of the governing body, by written resolution, shall state that it is in the public interest for the member to bid on such contract.

(1987, Sp. Sess., c. 1, § 2.1-639.7; 2001, c. 844.)

§ 2.2-3108. Prohibited contracts by members of school boards.

A. No person elected or appointed as a member of a local school board shall have a personal interest in (i) any contract with his school board or (ii) any contract with any governmental agency that is subject to the ultimate control of the school board of which he is a member.

B. The provisions of this section shall not apply to:

1. A member's personal interest in a contract of employment provided the employment first began prior to the member becoming a member of the school board;

2. Contracts for the sale by a governmental agency of services or goods at uniform prices available to the public; or

3. A contract awarded to a member of a school board as a result of competitive sealed bidding where the school board has established a need for the same or substantially similar goods through purchases prior to the election or appointment of the member to serve on the school board. However, the member shall have no involvement in the preparation of the specifications for such contract, and the remaining members of the school board, by written resolution, shall state that it is in the public interest for the member to bid on such contract.

(1996, c. 548, § 2.1-639.7:1; 2001, c. 844.)

§ 2.2-3109. Prohibited contracts by other officers and employees of local governmental agencies.

A. No other officer or employee of any governmental agency of local government shall have a personal interest in a contract with the agency of which he is an officer or employee other than his own contract of employment.

B. (Effective until July 1, 2014) No officer or employee of any governmental agency of local government shall have a personal interest in a contract with any other governmental agency that is a component of the government of his county, city or town unless such contract is (i) awarded as a result of competitive sealed bidding or competitive negotiation as defined in § 2.2-4301 or is awarded as a result of a procedure embodying competitive principles as authorized by subdivisions A 10 or A 11 of § 2.2-4343 or (ii) is awarded after a finding, in writing, by the administrative head of the governmental agency that competitive bidding or negotiation is contrary to the best interest of the public.

B. (Effective July 1, 2014) No officer or employee of any governmental agency of local government shall have a personal interest in a contract with any other governmental agency that is a component of the government of his county, city or town unless such contract is (i) awarded as a result of competitive sealed bidding or competitive negotiation as set forth in § 2.2-4302.1 or

2.2-4302.2 or is awarded as a result of a procedure embodying competitive principles as authorized by subdivisions A 10 or A 11 of § 2.2-4343 or (ii) is awarded after a finding, in writing, by the administrative head of the governmental agency that competitive bidding or negotiation is contrary to the best interest of the public.

C. The provisions of this section shall not apply to:

1. An employee's personal interest in additional contracts for goods or services, or contracts of employment with his own governmental agency that accrue to him because of a member of his immediate family, provided the employee does not exercise any control over (i) the employment or the employment activities of the member of his immediate family and (ii) the employee is not in a position to influence those activities or the award of the contract for goods or services;

2. An officer's or employee's personal interest in a contract of employment with any other governmental agency that is a component part of the government of his county, city or town;

3. Contracts for the sale by a governmental agency of services or goods at uniform prices available to the general public;

4. Members of local governing bodies who are subject to § 2.2-3107;

5. Members of local school boards who are subject to § 2.2-3108; or

6. Any ownership or financial interest of members of the governing body, administrators, and other personnel serving in a public charter school in renovating, lending, granting, or leasing public charter school facilities, as the case may be, provided such interest has been disclosed in the public charter school application as required by § 22.1-212.8.

(1987, Sp. Sess., c. 1, § 2.1-639.8; 1996, c. 548; 2001, c. 844; 2004, c. 530; 2009, c. 862; 2013, c. 583.)

§ 2.2-3110. Further exceptions.

A. The provisions of Article 3 (§ 2.2-3106 et seq.) of this chapter shall not apply to:

1. The sale, lease or exchange of real property between an officer or employee and a governmental agency, provided the officer or employee does not participate in any way as such officer or employee in such sale, lease or exchange, and this fact is set forth as a matter of public record by the governing body of the governmental agency or by the administrative head thereof;

2. The publication of official notices;

3. Contracts between the government or school board of a town or city with a population of less than 10,000 and an officer or employee of that town or city government or school board when the total of such contracts between the town or city government or school board and the officer or employee of that town or city government or school board or a business controlled by him does not exceed $10,000 per year or such amount exceeds $10,000 and is less than $25,000 but results from contracts arising from awards made on a sealed bid basis, and such officer or employee has made disclosure as provided for in § 2.2-3115;

4. An officer or employee whose sole personal interest in a contract with the governmental agency is by reason of income from the contracting firm or governmental agency in excess of $10,000 per year, provided the officer or employee or a member of his immediate family does not participate and has no authority to participate in the procurement or letting of such contract on behalf of the contracting firm and the officer or employee either does not have authority to participate in the procurement or letting of the contract on behalf of his governmental agency or he disqualifies himself as a matter of public record and does not participate on behalf of his governmental agency in negotiating the contract or in approving the contract;

5. When the governmental agency is a public institution of higher education, an officer or employee whose personal interest in a contract with the institution is by reason of an ownership in the contracting firm in excess of three percent of the contracting firm's equity or such ownership interest and income from the contracting firm is in excess of $10,000 per year, provided that (i) the officer or employee's ownership interest, or ownership and income interest, and that of any immediate family member in the contracting firm is disclosed in writing to the president of the institution, which writing certifies that the officer or employee has not and will not participate in the contract negotiations on behalf of the contracting firm or the institution, (ii) the president of the institution makes a written finding as a matter of public record that the contract is in the best interests of the institution, (iii) the officer or employee either does not have authority to participate in the procurement or letting of the contract on behalf of the institution or disqualifies himself as a matter of public record, and (iv) does not participate on behalf of the institution in negotiating the contract or approving the contract;

6. Except when the governmental agency is the Virginia Retirement System, contracts between an officer's or employee's governmental agency and a public service corporation, financial institution, or company furnishing public utilities in which the officer or employee has a personal interest, provided the officer or employee disqualifies himself as a matter of public record and does not participate on behalf of his governmental agency in negotiating the contract or in approving the contract;

7. Contracts for the purchase of goods or services when the contract does not exceed $500;

8. Grants or other payment under any program wherein uniform rates for, or the amounts paid to, all qualified applicants are established solely by the administering governmental agency; or

9. An officer or employee whose sole personal interest in a contract with his own governmental agency is by reason of his marriage to his spouse who is employed by the same agency, if the spouse was employed by such agency for five or more years

prior to marrying such officer or employee.

B. Neither the provisions of this chapter nor, unless expressly provided otherwise, any amendments thereto shall apply to those employment contracts or renewals thereof or to any other contracts entered into prior to August 1, 1987, which were in compliance with either the former Virginia Conflict of Interests Act, Chapter 22 (§ 2.1-347 et seq.) or the former Comprehensive Conflict of Interests Act, Chapter 40 (§ 2.1-599 et seq.) of Title 2.1 at the time of their formation and thereafter. Those contracts shall continue to be governed by the provisions of the appropriate prior Act. Notwithstanding the provisions of subdivision (f) (4) of § 2.1-348 of Title 2.1 in effect prior to July 1, 1983, the employment by the same governmental agency of an officer or employee and spouse or any other relative residing in the same household shall not be deemed to create a material financial interest except when one of such persons is employed in a direct supervisory or administrative position, or both, with respect to such spouse or other relative residing in his household and the annual salary of such subordinate is $35,000 or more.

(1987, Sp. Sess., c. 1, § 2.1-639.9; 1990, c. 51; 1993, c. 303; 1994, cc. 450, 713; 1997, c. 641; 2001, c. 844; 2006, c. 839; 2010, cc. 301, 304.)

§ 2.2-3111. Application.

This article proscribes certain conduct by state and local government officers and employees having a personal interest in a transaction.

(1987, Sp. Sess., c. 1, § 2.1-639.10; 2001, c. 844.)

§ 2.2-3112. Prohibited conduct concerning personal interest in a transaction; exceptions.

A. Each officer and employee of any state or local governmental or advisory agency who has a personal interest in a transaction:

1. Shall disqualify himself from participating in the transaction if (i) the transaction has application solely to property or a business or governmental agency in which he has a personal interest or a business that has a parent-subsidiary or affiliated business entity relationship with the business in which he has a personal interest or (ii) he is unable to participate pursuant to subdivision 2, 3 or 4. Any disqualification under the provisions of this subdivision shall be recorded in the public records of the officer's or employee's governmental or advisory agency. The officer or employee shall disclose his personal interest as required by subsection E of § 2.2-3114 or subsection F of § 2.2-3115 and shall not vote or in any manner act on behalf of his agency in the transaction. The officer or employee shall be prohibited from (i) attending any portion of a closed meeting authorized by the Virginia Freedom of Information Act (§ 2.2-3700 et seq.) when the matter in which he has a personal interest is discussed and (ii) discussing the matter in which he has a personal interest with other governmental officers or employees at any time;

2. May participate in the transaction if he is a member of a business, profession, occupation, or group of three or more persons the members of which are affected by the transaction, and he complies with the declaration requirements of subsection F of § 2.2-3114 or subsection H of § 2.2-3115;

3. May participate in the transaction when a party to the transaction is a client of his firm if he does not personally represent or provide services to such client and he complies with the declaration requirements of subsection G of § 2.2-3114 or subsection I of § 2.2-3115; or

4. May participate in the transaction if it affects the public generally, even though his personal interest, as a member of the public, may also be affected by that transaction.

B. Disqualification under the provisions of this section shall not prevent any employee having a personal interest in a transaction in which his agency is involved from representing himself or a member of his immediate family in such transaction provided he does not receive compensation for such representation and provided he complies with the disqualification and relevant disclosure requirements of this chapter.

C. Notwithstanding any other provision of law, if disqualifications of officers or employees in accordance with this section leave less than the number required by law to act, the remaining member or members shall constitute a quorum for the conduct of business and have authority to act for the agency by majority vote, unless a unanimous vote of all members is required by law, in which case authority to act shall require a unanimous vote of remaining members. Notwithstanding any provisions of this chapter to the contrary, members of a local governing body whose sole interest in any proposed sale, contract of sale, exchange, lease or conveyance is by virtue of their employment by a business involved in a proposed sale, contract of sale, exchange, lease or conveyance, and where such member's or members' vote is essential to a constitutional majority required pursuant to Article VII, Section 9 of the Constitution of Virginia and § 15.2-2100, such member or members of the local governing body may vote and participate in the deliberations of the governing body concerning whether to approve, enter into or execute such sale, contract of sale, exchange, lease or conveyance. Official action taken under circumstances that violate this section may be rescinded by the agency on such terms as the interests of the agency and innocent third parties require.

D. The provisions of subsection A shall not prevent an officer or employee from participating in a transaction merely because such officer or employee is a party in a legal proceeding of a civil nature concerning such transaction.

E. The provisions of subsection A shall not prevent an employee from participating in a transaction regarding textbooks or other educational material for students at state institutions of higher education, when those textbooks or materials have been authored or otherwise created by the employee.

(1987, Sp. Sess., c. 1, § 2.1-639.11; 2001, c. 844; 2003, c. 694; 2007, c. 613; 2012, c. 429.)

§ 2.2-3113. Application.

This article requires disclosure of certain personal and financial interests by state and local government officers and employees.

(1987, Sp. Sess., c. 1, § 2.1-639.12; 2001, c. 844.)

§ 2.2-3114. Disclosure by state officers and employees.

A. The Governor, Lieutenant Governor, Attorney General, Justices of the Supreme Court, judges of the Court of Appeals, judges of any circuit court, judges and substitute judges of any district court, members of the State Corporation Commission, members of the Virginia Workers' Compensation Commission, members of the Commonwealth Transportation Board, members of the Board of Trustees of the Virginia Retirement System, and members of the State Lottery Board and other persons occupying such offices or positions of trust or employment in state government, including members of the governing bodies of authorities, as may be designated by the Governor or, in the case of officers or employees of the legislative branch, by the Joint Rules Committee of the General Assembly, shall file, as a condition to assuming office or employment, a disclosure statement of their personal interests and such other information as is specified on the form set forth in § 2.2-3117 and thereafter shall file such a statement annually on or before January 15. When the filing deadline falls on a Saturday, Sunday, or legal holiday, the disclosure statement shall be filed on the next day that is not a Saturday, Sunday, or legal holiday.

B. Nonsalaried citizen members of all policy and supervisory boards, commissions and councils in the executive branch of state government, other than the Commonwealth Transportation Board, members of the Board of Trustees of the Virginia Retirement System, and the State Lottery Board, shall file, as a condition to assuming office, a disclosure form of their personal interests and such other information as is specified on the form set forth in § 2.2-3118 and thereafter shall file such form annually on or before January 15. When the filing deadline falls on a Saturday, Sunday, or legal holiday, the disclosure statement shall be filed on the next day that is not a Saturday, Sunday, or legal holiday. Nonsalaried citizen members of other boards, commissions and councils, including advisory boards and authorities, may be required to file a disclosure form if so designated by the Governor, in which case the form shall be that set forth in § 2.2-3118.

C. The disclosure forms required by subsections A and B shall be provided by the Secretary of the Commonwealth to each officer and employee so designated, including officers appointed by legislative authorities, not later than November 30 of each year. Disclosure forms shall be filed and maintained as public records for five years in the Office of the Secretary of the Commonwealth.

D. Candidates for the offices of Governor, Lieutenant Governor or Attorney General shall file a disclosure statement of their personal interests as required by § 24.2-502.

E. Any officer or employee of state government who has a personal interest in any transaction before the governmental or advisory agency of which he is an officer or employee and who is disqualified from participating in that transaction pursuant to subdivision A 1 of § 2.2-3112, or otherwise elects to disqualify himself, shall forthwith make disclosure of the existence of his interest, including the full name and address of the business and the address or parcel number for the real estate if the interest involves a business or real estate, and his disclosure shall also be reflected in the public records of the agency for five years in the office of the administrative head of the officer's or employee's governmental agency or advisory agency or, if the agency has a clerk, in the clerk's office.

F. An officer or employee of state government who is required to declare his interest pursuant to subdivision A 2 of § 2.2-3112, shall declare his interest by stating (i) the transaction involved, (ii) the nature of the officer's or employee's personal interest affected by the transaction, (iii) that he is a member of a business, profession, occupation, or group the members of which are affected by the transaction, and (iv) that he is able to participate in the transaction fairly, objectively, and in the public interest. The officer or employee shall either make his declaration orally to be recorded in written minutes for his agency or file a signed written declaration with the clerk or administrative head of his governmental or advisory agency, as appropriate, who shall, in either case, retain and make available for public inspection such declaration for a period of five years from the date of recording or receipt. If reasonable time is not available to comply with the provisions of this subsection prior to participation in the transaction, the officer or employee shall prepare and file the required declaration by the end of the next business day.

G. An officer or employee of state government who is required to declare his interest pursuant to subdivision A 3 of § 2.2-3112, shall declare his interest by stating (i) the transaction involved, (ii) that a party to the transaction is a client of his firm, (iii) that he does not personally represent or provide services to the client, and (iv) that he is able to participate in the transaction fairly, objectively, and in the public interest. The officer or employee shall either make his declaration orally to be recorded in written minutes for his agency or file a signed written declaration with the clerk or administrative head of his governmental or advisory agency, as appropriate, who shall, in either case, retain and make available for public inspection such declaration for a period of five years from the date of recording or receipt. If reasonable time is not available to comply with the provisions of this subsection prior to participation in the transaction, the officer or employee shall prepare and file the required declaration by the end of the next business day.

(1987, Sp. Sess., c. 1, § 2.1-639.13; 1988, cc. 767, 849; 1992, c. 710; 1993, c. 303; 1997, c. 641; 2001, cc. 217, 844; 2003, c. 694; 2005, c. 169; 2006, c. 779.)

§ 2.2-3114.1. Filings of statements of economic interests by General Assembly members.

The filing of a current statement of economic interests by a General Assembly member, member-elect, or candidate for the

General Assembly pursuant to §§ 30-110 and 30-111 of the General Assembly Conflict of Interests Act (§ 30-100 et seq.) shall suffice for the purposes of this chapter (§ 2.2-3100 et seq.). The Secretary of the Commonwealth may obtain from the Clerk of the House of Delegates or the Senate, as appropriate, a copy of the statement of a General Assembly member who is appointed to a position for which a statement is required pursuant to § 2.2-3114. No General Assembly member, member-elect, or candidate shall be required to file a separate statement of economic interests for the purposes of § 2.2-3114.

(2002, c. 36.)

§ 2.2-3115. Disclosure by local government officers and employees.

A. The members of every governing body and school board of each county and city and of towns with populations in excess of 3,500 shall file, as a condition to assuming office or employment, a disclosure statement of their personal interests and other information as is specified on the form set forth in § 2.2-3117 and thereafter shall file such a statement annually on or before January 15.

The members of the governing body of any authority established in any county or city, or part or combination thereof, and having the power to issue bonds or expend funds in excess of $10,000 in any fiscal year, shall file, as a condition to assuming office, a disclosure statement of their personal interests and other information as is specified on the form set forth in § 2.2-3118 and thereafter shall file such a statement annually on or before January 15, unless the governing body of the jurisdiction that appoints the members requires that the members file the form set forth in § 2.2-3117.

Persons occupying such positions of trust appointed by governing bodies and persons occupying such positions of employment with governing bodies as may be designated to file by ordinance of the governing body shall file, as a condition to assuming office or employment, a disclosure statement of their personal interests and other information as is specified on the form set forth in § 2.2-3117 and thereafter shall file such a statement annually on or before January 15.

Persons occupying such positions of trust appointed by school boards and persons occupying such positions of employment with school boards as may be designated to file by an adopted policy of the school board shall file, as a condition to assuming office or employment, a disclosure statement of their personal interests and other information as is specified on the form set forth in § 2.2-3117 and thereafter shall file such a statement annually on or before January 15.

B. Nonsalaried citizen members of local boards, commissions and councils as may be designated by the governing body shall file, as a condition to assuming office, a disclosure form of their personal interests and such other information as is specified on the form set forth in § 2.2-3118 and thereafter shall file such form annually on or before January 15.

C. No person shall be mandated to file any disclosure not otherwise required by this article.

D. The disclosure forms required by subsections A and B shall be provided by the Secretary of the Commonwealth to the clerks of the governing bodies and school boards not later than November 30 of each year, and the clerks of the governing body and school board shall distribute the forms to designated individuals no later than December 10 of each year. Forms shall be filed and maintained as public records for five years in the office of the clerk of the respective governing body or school board. Forms filed by members of governing bodies of authorities shall be filed and maintained as public records for five years in the office of the clerk of the governing body of the county or city.

E. Candidates for membership in the governing body or school board of any county, city or town with a population of more than 3,500 persons shall file a disclosure statement of their personal interests as required by § 24.2-502.

F. Any officer or employee of local government who has a personal interest in any transaction before the governmental or advisory agency of which he is an officer or employee and who is disqualified from participating in that transaction pursuant to subdivision A 1 of § 2.2-3112 or otherwise elects to disqualify himself, shall forthwith make disclosure of the existence of his interest, including the full name and address of the business and the address or parcel number for the real estate if the interest involves a business or real estate, and his disclosure shall be reflected in the public records of the agency for five years in the office of the administrative head of the officer's or employee's governmental or advisory agency.

G. In addition to any disclosure required by subsections A and B, in each county and city and in towns with populations in excess of 3,500, members of planning commissions, boards of zoning appeals, real estate assessors, and all county, city and town managers or executive officers shall make annual disclosures of all their interests in real estate located in the county, city or town in which they are elected, appointed, or employed. Such disclosure shall include any business in which such persons own an interest, or from which income is received, if the primary purpose of the business is to own, develop or derive compensation through the sale, exchange or development of real estate in the county, city or town. Such disclosure shall be filed as a condition to assuming office or employment, and thereafter shall be filed annually with the clerk of the governing body of such county, city or town on or before January 15. Such disclosures shall be filed and maintained as public records for five years. Forms for the filing of such reports shall be prepared and distributed by the Secretary of the Commonwealth to the clerk of each governing body.

H. An officer or employee of local government who is required to declare his interest pursuant to subdivision A 2 of § 2.2-3112 shall declare his interest by stating (i) the transaction involved, (ii) the nature of the officer's or employee's personal interest affected by the transaction, (iii) that he is a member of a business, profession, occupation, or group the members of which are affected by the transaction, and (iv) that he is able to participate in the transaction fairly, objectively, and in the public interest. The officer or employee shall either make his declaration orally to be recorded in written minutes of his agency or file a signed written declaration with the clerk or administrative head of his governmental or advisory agency, as appropriate, who shall, in

either case, retain and make available for public inspection such declaration for a period of five years from the date of recording or receipt. If reasonable time is not available to comply with the provisions of this subsection prior to participation in the transaction, the officer or employee shall prepare and file the required declaration by the end of the next business day. The officer or employee shall also orally disclose the existence of the interest during each meeting of the governmental or advisory agency at which the transaction is discussed and such disclosure shall be recorded in the minutes of the meeting.

I. An officer or employee of local government who is required to declare his interest pursuant to subdivision A 3 of § 2.2-3112, shall declare his interest by stating (i) the transaction involved, (ii) that a party to the transaction is a client of his firm, (iii) that he does not personally represent or provide services to the client, and (iv) that he is able to participate in the transaction fairly, objectively, and in the public interest. The officer or employee shall either make his declaration orally to be recorded in written minutes for his agency or file a signed written declaration with the clerk or administrative head of his governmental or advisory agency, as appropriate, who shall, in either case, retain and make available for public inspection such declaration for a period of five years from the date of recording or receipt. If reasonable time is not available to comply with the provisions of this subsection prior to participation in the transaction, the officer or employee shall prepare and file the required declaration by the end of the next business day.

(1987, Sp. Sess., c. 1, § 2.1-639.14; 1988, c. 849; 1995, c. 495; 1996, c. 526; 2000, c. 317; 2001, cc. 217, 844; 2003, c. 694; 2012, c. 429.)

§ 2.2-3116. Disclosure by certain constitutional officers.

For the purposes of this chapter, holders of the constitutional offices of treasurer, sheriff, attorney for the Commonwealth, clerk of the circuit court and commissioner of the revenue of each county and city, shall be deemed to be local officers and shall be required to file the Statement of Economic Interests set forth in § 2.2-3117. These officers shall file statements pursuant to § 2.2-3115 and candidates shall file statements as required by § 24.2-502.

(1988, c. 469, § 2.1-639.14:1; 2001, c. 844.)

§ 2.2-3117. Disclosure form.

The disclosure form to be used for filings required by subsections A and D of § 2.2-3114 and subsections A and E of § 2.2-3115 shall be substantially as follows:

STATEMENT OF ECONOMIC INTERESTS.

Name .....

Office or position held or sought .....

Address .....

Names of members of immediate family .....

DEFINITIONS AND EXPLANATORY MATERIAL.

"Business" means a corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, trust or foundation, or any other individual or entity carrying on a business or profession, whether or not for profit.

"Close financial association" means an association in which the person filing shares significant financial involvement with an individual and the filer would reasonably be expected to be aware of the individual's business activities and would have access to the necessary records either directly or through the individual. "Close financial association" does not mean an association based on (i) the receipt of retirement benefits or deferred compensation from a business by which the person filing this statement is no longer employed, or (ii) the receipt of compensation for work performed by the person filing as an independent contractor of a business that represents an entity before any state governmental agency when the person filing has had no communications with the state governmental agency.

"Contingent liability" means a liability that is not presently fixed or determined, but may become fixed or determined in the future with the occurrence of some certain event.

"Dependent" means any person, whether or not related by blood or marriage, who receives from the officer or employee, or provides to the officer or employee, more than one-half of his financial support.

"Gift" means any gratuity, favor, discount, entertainment, hospitality, loan, forbearance, or other item having monetary value. It includes services as well as gifts of transportation, local travel, lodgings and meals, whether provided in-kind, by purchase of a ticket, payment in advance or reimbursement after the expense has been incurred. "Gift" shall not include any offer of a ticket or other admission or pass unless the ticket, admission, or pass is used. "Gift" shall not include honorary degrees and presents from relatives. "Relative" means the donee's spouse, child, uncle, aunt, niece, or nephew; a person to whom the donee is engaged to be married; the donee's or his spouse's parent, grandparent, grandchild, brother, or sister; or the donee's brother's or sister's spouse.

"Immediate family" means (i) a spouse and (ii) any other person residing in the same household as the officer or employee, who is a dependent of the officer or employee or of whom the officer or employee is a dependent.

TRUST. If you or your immediate family, separately or together, are the only beneficiaries of a trust, treat the trust's assets as if you own them directly. If you or your immediate family has a proportional interest in a trust, treat that proportion of the trust's assets as if you own them directly. For example, if you and your immediate family have a one-third interest in a trust, complete your Statement as if you own one-third of each of the trust's assets. If you or a member of your immediate family created a trust and can revoke it without the beneficiaries' consent, treat its assets as if you own them directly.

REPORT TO THE BEST OF INFORMATION AND BELIEF. Information required on this Statement must be provided on the basis of the best knowledge, information and belief of the individual filing the Statement as of the date of this report unless otherwise stated.

COMPLETE ITEMS 1 THROUGH 10. REFER TO SCHEDULES ONLY IF DIRECTED.

You may attach additional explanatory information.

1. Offices and Directorships.

Are you or a member of your immediate family a paid officer or paid director of a business?

EITHER check NO / / OR check YES / / and complete Schedule A.

2. Personal Liabilities.

Do you or a member of your immediate family owe more than $10,000 to any one creditor including contingent liabilities? (Exclude debts to any government and loans secured by recorded liens on property at least equal in value to the loan.)

EITHER check NO / / OR check YES / / and complete Schedule B.

3. Securities.

Do you or a member of your immediate family, directly or indirectly, separately or together, own securities valued in excess of $10,000 invested in one business? Account for mutual funds, limited partnerships and trusts.

EITHER check NO / / OR check YES / / and complete Schedule C.

4. Payments for Talks, Meetings, and Publications.

During the past 12 months did you receive lodging, transportation, money, or anything else of value with a combined value exceeding $200 for a single talk, meeting, or published work in your capacity as an officer or employee of your agency?

EITHER check NO / / OR check YES / / and complete Schedule D.

5. Gifts.

During the past 12 months did a business, government, or individual other than a relative or personal friend (i) furnish you with any gift or entertainment at a single event, and the value received by you exceeded $50 in value or (ii) furnish you with gifts or entertainment in any combination and the value received by you exceeded $100 in total value; and for which you neither paid nor rendered services in exchange? Account for entertainment events only if the average value per person attending the event exceeded $50 in value. Account for all business entertainment (except if related to your private profession or occupation) even if unrelated to your official duties.

EITHER check NO / / OR check YES / / and complete Schedule E.

6. Salary and Wages.

List each employer that pays you or a member of your immediate family salary or wages in excess of $10,000 annually. (Exclude state or local government or advisory agencies.)

If no reportable salary or wages, check here / /.

_____

_____

_____

7. Business Interests.

Do you or a member of your immediate family, separately or together, operate your own business, or own or control an interest in excess of $10,000 in a business?

EITHER check NO / / OR check YES / / and complete Schedule F.

8. Payments for Representation and Other Services.

8A. Did you represent, excluding activity defined as lobbying in § 2.2-419, any businesses before any state governmental agencies, excluding courts or judges, for which you received total compensation during the past 12 months in excess of $1,000, excluding compensation for other services to such businesses and representation consisting solely of the filing of mandatory papers and subsequent representation regarding the mandatory papers? (Officers and employees of local governmental and advisory agencies do NOT need to answer this question or complete Schedule G-1.)

EITHER check NO / / OR check YES / / and complete Schedule G-1.

8B. Subject to the same exceptions as in 8A, did persons with whom you have a close financial association (partners, associates or others) represent, excluding activity defined as lobbying in § 2.2-419, any businesses before any state governmental agency for which total compensation was received during the past 12 months in excess of $1,000? (Officers and employees of local governmental and advisory agencies do NOT need to answer this question or complete Schedule G-2.)

EITHER check NO / / OR check YES / / and complete Schedule G-2.

8C. Did you or persons with whom you have a close financial association furnish services to businesses operating in Virginia pursuant to an agreement between you and such businesses, or between persons with whom you have a close financial association and such businesses for which total compensation in excess of $1,000 was received during the past 12 months?

EITHER check NO / / OR check YES / / and complete Schedule G-3.

9. Real Estate.

9A. State Officers and Employees.

Do you or a member of your immediate family hold an interest, including a partnership interest, valued at $10,000 or more in real property (other than your principal residence) for which you have not already listed the full address on Schedule F? Account for real estate held in trust.

EITHER check NO / / OR check YES / / and complete Schedule H-1.

9B. Local Officers and Employees.

Do you or a member of your immediate family hold an interest, including a partnership interest, or option, easement, or land contract, valued at $10,000 or more in real property (other than your principal residence) for which you have not already listed the full address on Schedule F? Account for real estate held in trust.

EITHER check NO / / OR check YES / / and complete Schedule H-2.

10. Real Estate Contracts with Governmental Agencies.

Do you or a member of your immediate family hold an interest valued at more than $10,000 in real estate, including a corporate, partnership, or trust interest, option, easement, or land contract, which real estate is the subject of a contract, whether pending or completed within the past 12 months, with a governmental agency? If the real estate contract provides for the leasing of the property to a governmental agency, do you or a member of your immediate family hold an interest in the real estate valued at more than $1,000? Account for all such contracts whether or not your interest is reported in Schedule F, H-1, or H-2. This requirement to disclose an interest in a lease does not apply to an interest derived through an ownership interest in a business unless the ownership interest exceeds three percent of the total equity of the business.

EITHER check NO / / OR check YES / / and complete Schedule I.

Statements of Economic Interests are open for public inspection.

AFFIRMATION BY ALL FILERS.

I swear or affirm that the foregoing information is full, true and correct to the best of my knowledge.

Signature .....

(Return only if needed to complete Statement.)

SCHEDULES

to

STATEMENT OF ECONOMIC INTERESTS.

NAME .....

SCHEDULE A - OFFICES AND DIRECTORSHIPS.

Identify each business of which you or a member of your immediate family is a paid officer or paid director.

Name of Business	Address of Business	Position Held

RETURN TO ITEM 2

SCHEDULE B - PERSONAL LIABILITIES.

Report personal liability by checking each category. Report only debts in excess of $10,000. Do not report debts to any government. Do not report loans secured by recorded liens on property at least equal in value to the loan.

Report contingent liabilities below and indicate which debts are contingent.

1. My personal debts are as follows:

Check appropriate categories	Check one: $10,001 to $50,000	Check one: More than $50,000
Banks		
Savings institutions		
Other loan or finance companies		
Insurance companies		
Stock, commodity or other brokerage companies		
Other businesses: (State principal business activity for each creditor.)		
Individual creditors: (State principal business or		

occupation of each creditor.) _____ _____

_____ _____

_____ _____

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2. The personal debts of the members of my immediate family are as follows:

Check appropriate categories	Check one: $10,001 to $50,000	Check one: More than $50,000
Banks	_____	_____
Savings institutions	_____	_____
Other loan or finance companies	_____	_____
Insurance companies	_____	_____
Stock, commodity or other brokerage companies	_____	_____
Other businesses:		
(State principal business activity for each creditor.)	_____	_____
	_____	_____
	_____	_____
Individual creditors:		
(State principal business or occupation of each creditor.)	_____	_____
	_____	_____
	_____	_____

RETURN TO ITEM 3

SCHEDULE C - SECURITIES.

"Securities" INCLUDES stocks, bonds, mutual funds, limited partnerships, and commodity futures contracts.

"Securities" EXCLUDES certificates of deposit, money market funds, annuity contracts, and insurance policies.

Identify each business or Virginia governmental entity in which you or a member of your immediate family, directly or indirectly,

separately or together, own securities valued in excess of $10,000. Name each entity and type of security individually.

Do not list U.S. Bonds or other government securities not issued by the Commonwealth of Virginia or its authorities, agencies, or local governments. Do not list organizations that do not do business in this Commonwealth, but most major businesses conduct business in Virginia. Account for securities held in trust.

If no reportable securities, check here / /.

Name of Issuer	Type of Entity	Type of Security (stocks, bonds, mutual funds, etc.)	Check one: $10,001 to $50,000	$50,001 to $250,000	More than $250,000

RETURN TO ITEM 4

SCHEDULE D - PAYMENTS FOR TALKS, MEETINGS, AND PUBLICATIONS.

List each source from which you received during the past 12 months lodging, transportation, money, or any other thing of value (excluding meals or drinks coincident with a meeting) with combined value exceeding $200 for your presentation of a single talk, participation in one meeting, or publication of a work in your capacity as an officer or employee of your agency.

List payments or reimbursements by an advisory or governmental agency only for meetings or travel outside the Commonwealth.

List a payment even if you donated it to charity.

Do not list information about a payment if you returned it within 60 days or if you received it from an employer already listed under Item 6 or from a source of income listed on Schedule F.

If no payment must be listed, check here / /.

Payer	Approximate Value	Circumstances	Type of payment (e.g. honoraria, travel reimbursement, etc.)

RETURN TO ITEM 5

SCHEDULE E - GIFTS.

List each business, governmental entity, or individual that, during the past 12 months, (i) furnished you with any gift or entertainment at a single event and the value received by you exceeded $50 in value, or (ii) furnished you with gifts or entertainment in any combination and the value received by you exceeded $100 in total value; and for which you neither paid nor rendered services in exchange. List each such gift or event. Do not list entertainment events unless the average value per person attending the event exceeded $50 in value. Do not list business entertainment related to your private profession or occupation. Do not list gifts or other things of value given by a relative or personal friend for reasons clearly unrelated to your public position. Do not list campaign contributions publicly reported as required by Chapter 9.3 (§ 24.2-945 et seq.) of Title 24.2 of the Code of Virginia.

Name of Business, Organization, or Individual	City or County and State	Gift or Event	Approximate Value

RETURN TO ITEM 6

SCHEDULE F - BUSINESS INTERESTS.

Complete this Schedule for each self-owned or family-owned business (including rental property, a farm, or consulting work), partnership, or corporation in which you or a member of your immediate family, separately or together, own an interest having a value in excess of $10,000.

If the enterprise is owned or operated under a trade, partnership, or corporate name, list that name; otherwise, merely explain the nature of the enterprise. If rental property is owned or operated under a trade, partnership, or corporate name, list the name only; otherwise, give the address of each property. Account for business interests held in trust.

Name of Business, Corporation, Partnership, Farm; Address of Rental Property	City or County and State	Nature of Enterprise (farming, law, rental property, etc.)	Gross Income $50,000 or less	$50,001 to $250,000	More than $250,000

RETURN TO ITEM 8

SCHEDULE G-1 - PAYMENTS FOR REPRESENTATION BY YOU.

List the businesses you represented, excluding activity defined as lobbying in § 2.2-419, before any state governmental agency, excluding any court or judge, for which you received total compensation during the past 12 months in excess of $1,000, excluding compensation for other services to such businesses and representation consisting solely of the filing of mandatory papers and subsequent representation regarding the mandatory papers filed by you.

Identify each business, the nature of the representation and the amount received by dollar category from each such business. You may state the type, rather than name, of the business if you are required by law not to reveal the name of the business represented by you.

Only STATE officers and employees should complete this Schedule.

Name of Business	Type of Business	Purpose of Representation	Name of Agency	Amount Received $1,001 to $10,000	$10,001 to $50,000	$50,001 to $100,000	$100,001 to $250,000	$250,001 and over

If you have received $250,001 or more from a single business within the reporting period, indicate the amount received, rounded to the nearest $10,000.

Amount Received:_____.

SCHEDULE G-2 - PAYMENTS FOR REPRESENTATION BY ASSOCIATES.

List the businesses that have been represented, excluding activity defined as lobbying in § 2.2-419, before any state governmental agency, excluding any court or judge, by persons who are your partners, associates or others with whom you have a close financial association and who received total compensation in excess of $1,000 for such representation during the past 12 months, excluding representation consisting solely of the filing of mandatory papers and subsequent representation regarding the mandatory papers filed by your partners, associates or others with whom you have a close financial association.

Identify such businesses by type and also name the state governmental agencies before which such person appeared on behalf of such businesses.

Only STATE officers and employees should complete this Schedule.

Type of business Name of state governmental agency

_____ _____

_____ _____

_____ _____

_____ _____

_____

SCHEDULE G-3 - PAYMENTS FOR SERVICES GENERALLY.

Indicate below types of businesses that operate in Virginia to which services were furnished by you or persons with whom you have a close financial association pursuant to an agreement between you and such businesses, or between persons with whom you have a close financial association and such businesses and for which total compensation in excess of $1,000 was received during the past 12 months.

Identify opposite each category of businesses listed below (i) the type of business, (ii) the type of service rendered and (iii) the value by dollar category of the compensation received for all businesses falling within each category.

_____

	Check if services were rendered	Type of service rendered	Value of Compensation $1,001 to $10,000	$10,001 to $50,000	$50,001 to $100,000	$100,001 to $250,000	$250,001 and over
Electric utilities	_____	_____	_____	_____	_____	_____	_____
Gas utilities	_____	_____	_____	_____	_____	_____	_____
Telephone utilities	_____	_____	_____	_____	_____	_____	_____
Water utilities	_____	_____	_____	_____	_____	_____	_____
Cable television companies	_____	_____	_____	_____	_____	_____	_____
Interstate transportation companies	_____	_____	_____	_____	_____	_____	_____
Intrastate transportation companies	_____	_____	_____	_____	_____	_____	_____
Oil or gas retail companies	_____	_____	_____	_____	_____	_____	_____
Banks	_____	_____	_____	_____	_____	_____	_____

Savings institutions	_____	_____	_____	_____	_____	_____	_____
Loan or finance companies	_____	_____	_____	_____	_____	_____	_____
Manufacturing companies (state type of product, e.g., textile, furniture, etc.)	_____	_____	_____	_____	_____	_____	_____
Mining companies	_____	_____	_____	_____	_____	_____	_____
Life insurance companies	_____	_____	_____	_____	_____	_____	_____
Casualty insurance companies	_____	_____	_____	_____	_____	_____	_____
Other insurance companies	_____	_____	_____	_____	_____	_____	_____
Retail companies	_____	_____	_____	_____	_____	_____	_____
Beer, wine or liquor companies or distributors	_____	_____	_____	_____	_____	_____	_____
Trade associations	_____	_____	_____	_____	_____	_____	_____
Professional associations	_____	_____	_____	_____	_____	_____	_____
Associations of public employees or officials	_____	_____	_____	_____	_____	_____	_____
Counties, cities or towns	_____	_____	_____	_____	_____	_____	_____
Labor organizations	_____	_____	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____	_____	_____

_____

RETURN TO ITEM 9

SCHEDULE H-1 - REAL ESTATE - STATE OFFICERS AND EMPLOYEES.

List real estate other than your principal residence in which you or a member of your immediate family holds an interest,

including a partnership interest, option, easement, or land contract, valued at $10,000 or more. Each parcel shall be listed individually.

List each location (state, and county or city) where you own real estate.	Describe the type of real estate you own in each location (business, recreational, apartment, commercial, open land, etc.).	If the real estate is owned or recorded in a name other than your own, list that name.

SCHEDULE H-2 - REAL ESTATE - LOCAL OFFICERS AND EMPLOYEES.

List real estate other than your principal residence in which you or a member of your immediate family holds an interest, including a partnership interest or option, easement, or land contract, valued at $10,000 or more. Each parcel shall be listed individually. Also list the names of any co-owners of such property, if applicable.

List each location (state, and county or city) where you own real estate.	Describe the type of real estate you own in each location (business, recreational, apartment, commercial, open land, etc.).	If the real estate is owned or recorded in a name other than your own, list that name.	List the names of any co-owners, if applicable.

SCHEDULE I - REAL ESTATE CONTRACTS WITH GOVERNMENTAL AGENCIES.

List all contracts, whether pending or completed within the past 12 months, with a governmental agency for the sale or exchange of real estate in which you or a member of your immediate family holds an interest, including a corporate, partnership or trust interest, option, easement, or land contract, valued at $10,000 or more. List all contracts with a governmental agency for the lease of real estate in which you or a member of your immediate family holds such an interest valued at $1,000 or more. This requirement to disclose an interest in a lease does not apply to an interest derived through an ownership interest in a business unless the ownership interest exceeds three percent of the total equity of the business.

State officers and employees report contracts with state agencies.

Local officers and employees report contracts with local agencies.

List your real estate interest and the person or entity, including the type of entity, which is party to the contract. Describe any management role and the percentage ownership interest you or your immediate family member has in the real estate or entity.	List each governmental agency which is a party to the contract and indicate the county or city where the real estate is located.	State the annual income from the contract, and the amount, if any, of income you or any immediate family member derives annually from the contract.

(1987, Sp. Sess., c. 1, § 2.1-639.15; 1988, c. 849; 1994, cc. 724, 733, 777, 793; 1995, c. 763; 1996, c. 77; 1997, cc. 577, 844; 1998, c. 732; 2001, c. 844; 2006, cc. 310, 779, 787, 892; 2008, c. 239; 2010, c. 670; 2012, c. 429.)

§ 2.2-3118. Disclosure form; certain citizen members.

A. The financial disclosure form to be used for filings required pursuant to subsection B of § 2.2-3114 and subsection B of § 2.2-3115 shall be signed by the filer either originally or by electronic signature as authorized by the Uniform Electronic

Transactions Act (§ 59.1-479 et seq.). The financial disclosure form shall be substantially as follows:

DEFINITIONS AND EXPLANATORY MATERIAL.

"Business" means a corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, trust or foundation, or any other individual or entity carrying on a business or profession, whether or not for profit.

"Close financial association" means an association in which the person filing shares significant financial involvement with an individual and the filer would reasonably be expected to be aware of the individual's business activities and would have access to the necessary records either directly or through the individual. "Close financial association" does not mean an association based on (i) the receipt of retirement benefits or deferred compensation from a business by which the person filing this statement is no longer employed, or (ii) the receipt of compensation for work performed by the person filing as an independent contractor of a business that represents an entity before any state governmental agency when the person filing has no communications with the state governmental agency.

"Contingent liability" means a liability that is not presently fixed or determined, but may become fixed or determined in the future with the occurrence of some certain event.

"Immediate family" means (i) a spouse and (ii) any other person residing in the same household as the filer, who is a dependent of the filer or of whom the filer is a dependent.

"Dependent" means any person, whether or not related by blood or marriage, who receives from the filer, or provides to the filer, more than one-half of his financial support.

"Personal interest" means, for the purposes of this form only, a personal and financial benefit or liability accruing to a filer or a member of his immediate family. Such interest shall exist by reason of (i) ownership in real or personal property, tangible or intangible; (ii) ownership in a business; (iii) income from a business; or (iv) personal liability on behalf of a business; however, unless the ownership interest in a business exceeds three percent of the total equity of the business, or the liability on behalf of a business exceeds three percent of the total assets of the business, or the annual income, and/or property or use of such property, from the business exceeds $10,000 or may reasonably be anticipated to exceed $10,000, such interest shall not constitute a "personal interest."

Name .....

Office or position held or to be held

.....

Address .....

I. FINANCIAL INTERESTS

My personal interests and those of my immediate family are as follows:

Include all forms of personal interests held at the time of filing: real estate, stocks, bonds, equity interests in proprietorships and partnerships. You may exclude:

1. Deposits and interest bearing accounts in banks, savings institutions and other institutions accepting such deposits or accounts;

2. Interests in any business, other than a news medium, representing less than three percent of the total equity value of the business;

3. Liability on behalf of any business representing less than three percent of the total assets of such business; and

4. Income (other than from salary) less than $10,000 annually from any business. You need not state the value of any interest. You must state the name or principal business activity of each business in which you have a personal interest.

A. My personal interests are:

1. Residence, address, or, if no address, location .....

2. Other real estate, address, or, if no address, location .....

3. Name or principal business activity of each business in which stock, bond or equity interest is held .....

B. The personal interests of my immediate family are:

1. Real estate, address or, if no address, location .....

2. Name or principal business activity of each business in which stock, bond or equity interest is held .....

II. OFFICES, DIRECTORSHIPS AND SALARIED EMPLOYMENTS

The paid offices, paid directorships and salaried employments which I hold or which members of my immediate family hold and the businesses from which I or members of my immediate family receive retirement benefits are as follows:

(You need not state any dollar amounts.)

A. My paid offices, paid directorships and salaried employments are:

_____

Position held	Name of business
_____	_____
_____	_____
_____	_____

_____

B. The paid offices, paid directorships and salaried employments of members of my immediate family are:

_____

Position held	Name of business
_____	_____
_____	_____
_____	_____

_____

III. BUSINESSES TO WHICH SERVICES WERE FURNISHED

A. The businesses I have represented, excluding activity defined as lobbying in § 2.2-419, before any state governmental agency, excluding any court or judge, for which I have received total compensation in excess of $1,000 during the preceding year, excluding compensation for other services to such businesses and representation consisting solely of the filing of mandatory papers, are as follows:

Identify businesses by name and name the state governmental agencies before which you appeared on behalf of such businesses.

_____

Name of business	Name of governmental agency
_____	_____
_____	_____
_____	_____

_____

B. The businesses that, to my knowledge, have been represented, excluding activity defined as lobbying in § 2.2-419, before any state governmental agency, excluding any court or judge, by persons with whom I have a close financial association and who received total compensation in excess of $1,000 during the preceding year, excluding compensation for other services to such

businesses and representation consisting solely of the filing of mandatory papers, are as follows:

Identify businesses by type and name the state governmental agencies before which such person appeared on behalf of such businesses.

_____

Type of business	Name of state governmental agency
_____	_____
_____	_____
_____	_____

_____

C. All other businesses listed below that operate in Virginia to which services were furnished pursuant to an agreement between you and such businesses and for which total compensation in excess of $1, 000 was received during the preceding year:

Check each category of business to which services were furnished.

_____

Electric utilities _____

Gas utilities _____

Telephone utilities _____

Water utilities _____

Cable television companies _____

Intrastate transportation companies _____

Interstate transportation companies _____

Oil or gas retail companies _____

Banks _____

Savings institutions _____

Loan or finance companies _____

Manufacturing companies (state type of product, e.g., textile, furniture, etc.) _____

Mining companies _____

Life insurance companies _____

Casualty insurance companies _____

Other insurance companies _____

Retail companies _____

Beer, wine or liquor companies or

distributors _____

Trade associations _____

Professional associations _____

Associations of public employees or

officials _____

Counties, cities or towns _____

Labor organizations _____

_____

IV. COMPENSATION FOR EXPENSES

The persons, associations, or other sources other than my governmental agency from which I or a member of my immediate family received remuneration in excess of $200 during the preceding year, in cash or otherwise, as honorariums or payment of expenses in connection with my attendance at any meeting or other function to which I was invited in my official capacity are as follows:

_____

Name of Source	Description of occasion	Amount of remuneration for each occasion
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____

B. The provisions of Part III A and B of the disclosure form prescribed by this section shall not be applicable to officers and employees of local governmental and local advisory agencies.

C. Except for real estate located within the county, city or town in which the officer or employee serves or a county, city or town contiguous to the county, city or town in which the officer or employee serves, officers and employees of local governmental or advisory agencies shall not be required to disclose under Part I of the form any other interests in real estate.

(1988, c. 849, § 2.1-639.15:1; 1996, c. 77; 2001, c. 844; 2006, c. 779; 2011, cc. 123, 177.)

§ 2.2-3118.1. Special provisions for individuals serving in or seeking multiple positions or offices; reappointees.

A. The filing of a single current statement of economic interests by a state officer or employee required to file the form prescribed in § 2.2-3117 shall suffice for the purposes of this chapter as filing for all state positions or offices held or sought by such individual during a single reporting period. The filing of a single current financial disclosure statement by a state officer or employee required to file the form prescribed in § 2.2-3118 shall suffice for the purposes of this chapter as filing for all state positions or offices held or sought by such individual and requiring the filing of the § 2.2-3118 form during a single reporting period.

B. Any individual who has met the requirement for annually filing a statement provided in § 2.2-3117 or 2.2-3118 shall not be required to file an additional statement upon such individual's reappointment to the same office or position for which he is required to file, provided such reappointment occurs within 12 months after the annual filing.

(2005, c. 397.)

§ 2.2-3119. Additional provisions applicable to school boards and employees of school boards; exceptions.

A. Notwithstanding any other provision of this chapter, it shall be unlawful for the school board of any county or city or of any town constituting a separate school division to employ or pay any teacher or other school board employee from the public funds, federal, state or local, or for a division superintendent to recommend to the school board the employment of any teacher or other

employee, if the teacher or other employee is the father, mother, brother, sister, spouse, son, daughter, son-in-law, daughter-in-law, sister-in-law or brother-in-law of the superintendent, or of any member of the school board.

This section shall apply to any person employed by any school board in the operation of the public free school system, adult education programs or any other program maintained and operated by a local county, city or town school board.

B. This section shall not be construed to prohibit the employment, promotion, or transfer within a school division of any person within a relationship described in subsection A when such person:

1. Has been employed pursuant to a written contract with a school board or employed as a substitute teacher or teacher's aide by a school board prior to the taking of office of any member of such board or division superintendent of schools; or

2. Has been employed pursuant to a written contract with a school board or employed as a substitute teacher or teacher's aide by a school board prior to the inception of such relationship; or

3. Was employed by a school board at any time prior to June 10, 1994, and had been employed at any time as a teacher or other employee of any Virginia school board prior to the taking of office of any member of such school board or division superintendent of schools.

C. A person employed as a substitute teacher may not be employed to any greater extent than he was employed by the school board in the last full school year prior to the taking of office of such board member or division superintendent or to the inception of such relationship. The exceptions in subdivisions B 1, B 2, and B 3 shall apply only if the prior employment has been in the same school divisions where the employee and the superintendent or school board member now seek to serve simultaneously.

D. If any member of the school board or any division superintendent knowingly violates these provisions, he shall be personally liable to refund to the local treasury any amounts paid in violation of this law, and the funds shall be recovered from the individual by action or suit in the name of the Commonwealth on the petition of the attorney for the Commonwealth. Recovered funds shall be paid into the local treasury for the use of the public schools.

E. The provisions of this section shall not apply to employment by a school district located in Planning Districts 3, 11, 12, and 13 of the father, mother, brother, sister, spouse, son, daughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law of any member of the school board provided (i) the member certifies that he had no involvement with the hiring decision and (ii) the superintendent certifies to the remaining members of the governing body in writing that the employment is based upon merit and fitness and the competitive rating of the qualifications of the individual and that no member of the board had any involvement with the hiring decision.

(1987, Sp. Sess., c. 1, § 2.1-639.16; 1994, c. 758; 1995, c. 186; 1997, c. 84; 2001, c. 844; 2010, cc. 676, 759; 2011, c. 517.)

§ 2.2-3120. Knowing violation of chapter a misdemeanor.

Any person who knowingly violates any of the provisions of Articles 2 through 6 (§§ 2.2-3102 through 2.2-3119) of this chapter shall be guilty of a Class 1 misdemeanor, except that any member of a local governing body who knowingly violates subsection A of § 2.2-3112 or subsection D or F of § 2.2-3115 shall be guilty of a Class 3 misdemeanor. A knowing violation under this section is one in which the person engages in conduct, performs an act or refuses to perform an act when he knows that the conduct is prohibited or required by this chapter.

(1987, Sp. Sess., c. 1, § 2.1-639.17; 2001, c. 844; 2012, c. 429.)

§ 2.2-3121. Advisory opinions.

A. A state officer or employee shall not be prosecuted for a knowing violation of this chapter if the alleged violation resulted from his good faith reliance on a written opinion of the Attorney General made in response to his written request for such opinion and the opinion was made after a full disclosure of the facts.

B. A local officer or employee shall not be prosecuted for a knowing violation of this chapter if the alleged violation resulted from his good faith reliance on a written opinion of the attorney for the Commonwealth made in response to his written request for such opinion and the opinion was made after a full disclosure of the facts. The written opinion shall be a public record and shall be released upon request.

C. If any officer or employee serving at the local level of government is charged with a knowing violation of this chapter, and the alleged violation resulted from his reliance upon a written opinion of his city, county or town attorney, made after a full disclosure of the facts, that such action was not in violation of this chapter, then the officer or employee shall have the right to introduce a copy of the opinion at his trial as evidence that he did not knowingly violate this chapter.

(1987, Sp. Sess., c. 1, § 2.1-639.18; 2001, c. 844; 2003, c. 694.)

§ 2.2-3122. Knowing violation of chapter constitutes malfeasance in office or employment.

Any person who knowingly violates any of the provisions of this chapter shall be guilty of malfeasance in office or employment. Upon conviction thereof, the judge or jury trying the case, in addition to any other fine or penalty provided by law, may order the forfeiture of such office or employment.

(1987, Sp. Sess., c. 1, § 2.1-639.19; 2001, c. 844.)

§ 2.2-3123. Invalidation of contract; recision of sales.

A. Any contract made in violation of § 2.2-3103 or §§ 2.2-3106 through 2.2-3109 may be declared void and may be rescinded by the governing body of the contracting or selling governmental agency within five years of the date of such contract. In cases in which the contract is invalidated, the contractor shall retain or receive only the reasonable value, with no increment for profit or commission, of the property or services furnished prior to the date of receiving notice that the contract has been voided. In cases of recision of a contract of sale, any refund or restitution shall be made to the contracting or selling governmental agency.

B. Any purchase by an officer or employee made in violation of § 2.2-3103 or §§ 2.2-3106 through 2.2-3109 may be rescinded by the governing body of the contracting or selling governmental agency within five years of the date of such purchase.

(1987, Sp. Sess., c. 1, § 2.1-639.20; 2001, c. 844.)

§ 2.2-3124. Civil penalty from violation of this chapter.

In addition to any other fine or penalty provided by law, an officer or employee who knowingly violates any provision of §§ 2.2-3103 through 2.2-3112 shall be subject to a civil penalty in an amount equal to the amount of money or thing of value received as a result of such violation. If the thing of value received by the officer or employee in violation of §§ 2.2-3103 through 2.2-3112 increases in value between the time of the violation and the time of discovery of the violation, the greater value shall determine the amount of the civil penalty. Further, all money or other things of value received as a result of such violation shall be forfeited in accordance with the provisions of § 19.2-386.33.

(1987, Sp. Sess., c. 1, § 2.1-639.21; 1994, cc. 727, 776; 2001, c. 844; 2012, cc. 283, 756.)

§ 2.2-3125. Limitation of actions.

The statute of limitations for the criminal prosecution of a person for violation of any provision of this chapter shall be one year from the time the Attorney General, if the violation is by a state officer or employee, or the attorney for the Commonwealth, if the violation is by a local officer or employee, has actual knowledge of the violation or five years from the date of the violation, whichever event occurs first. Any prosecution for malfeasance in office shall be governed by the statute of limitations provided by law.

(1987, Sp. Sess., c. 1, § 2.1-639.22; 2001, c. 844.)

§ 2.2-3126. Enforcement.

A. The provisions of this chapter relating to an officer or employee serving at the state level of government shall be enforced by the Attorney General.

In addition to any other powers and duties prescribed by law, the Attorney General shall have the following powers and duties within the area for which he is responsible under this section:

1. He shall advise the agencies of state government and officers and employees serving at the state level of government on appropriate procedures for complying with the requirements of this chapter. He may review any disclosure statements, without notice to the affected person, for the purpose of determining satisfactory compliance, and shall investigate matters that come to his attention reflecting possible violations of the provisions of this chapter by officers and employees serving at the state level of government;

2. If he determines that there is a reasonable basis to conclude that any officer or employee serving at the state level of government has knowingly violated any provision of this chapter, he shall designate an attorney for the Commonwealth who shall have complete and independent discretion in the prosecution of such officer or employee;

3. He shall render advisory opinions to any state officer or employee who seeks advice as to whether the facts in a particular case would constitute a violation of the provisions of this chapter. He shall determine which opinions or portions thereof are of general interest to the public and may, from time to time, be published.

Irrespective of whether an opinion of the Attorney General has been requested and rendered, any person has the right to seek a declaratory judgment or other judicial relief as provided by law.

B. The provisions of this chapter relating to an officer or employee serving at the local level of government shall be enforced by the attorney for the Commonwealth within the political subdivision for which he is elected.

Each attorney for the Commonwealth shall be responsible for prosecuting violations by an officer or employee serving at the local level of government and, if the Attorney General designates such attorney for the Commonwealth, violations by an officer or employee serving at the state level of government. In the event the violation by an officer or employee serving at the local level of government involves more than one local jurisdiction, the Attorney General shall designate which of the attorneys for the Commonwealth of the involved local jurisdictions shall enforce the provisions of this chapter with regard to such violation.

Each attorney for the Commonwealth shall establish an appropriate written procedure for implementing the disclosure requirements of local officers and employees of his county, city or town, and for other political subdivisions, whose principal

offices are located within the jurisdiction served by such attorney for the Commonwealth. The attorney for the Commonwealth shall provide a copy of this act to all local officers and employees in the jurisdiction served by such attorney who are required to file a disclosure statement pursuant to Article 5 (§ 2.2-3113 et seq.) of this chapter. Failure to receive a copy of the act shall not be a defense to such officers and employees if they are prosecuted for violations of the act.

Each attorney for the Commonwealth shall render advisory opinions as to whether the facts in a particular case would constitute a violation of the provisions of this chapter to the governing body and any local officer or employee in his jurisdiction and to political subdivisions other than a county, city or town, including regional political subdivisions whose principal offices are located within the jurisdiction served by such attorney for the Commonwealth. If the advisory opinion is written, then such written opinion shall be a public record and shall be released upon request. In case the opinion given by the attorney for the Commonwealth indicates that the facts would constitute a violation, the officer or employee affected thereby may request that the Attorney General review the opinion. A conflicting opinion by the Attorney General shall act to revoke the opinion of the attorney for the Commonwealth. The Attorney General shall determine which of his reviewing opinions or portions thereof are of general interest to the public and may, from time to time, be published.

Irrespective of whether an opinion of the attorney for the Commonwealth or the Attorney General has been requested and rendered, any person has the right to seek a declaratory judgment or other judicial relief as provided by law.

(1987, Sp. Sess., c. 1, § 2.1-639.23; 2001, c. 844; 2003, c. 694.)

§ 2.2-3127. Venue.

Any prosecution for a violation involving an officer serving at the state level of government shall be brought in the Circuit Court of the City of Richmond. Any prosecution for a violation involving an employee serving at the state level of government shall be within the jurisdiction in which the employee has his principal place of state employment.

Any proceeding provided in this chapter shall be brought in a court of competent jurisdiction within the county or city in which the violation occurs if the violation involves an officer or employee serving at the local level of government.

(1987, Sp. Sess., c. 1, § 2.1-639.24; 2001, c. 844.)

§ 2.2-3128. Semiannual orientation course.

Each state agency shall offer at least semiannually to each of its state filers an orientation course on this chapter, on ethics in public contracting pursuant to Article 6 (§ 2.2-4367 et seq.) of Chapter 43 of this title, if applicable to the filer, and on any other applicable regulations that govern the official conduct of state officers and employees.

(2004, cc. 134, 392.)

§ 2.2-3129. Records of attendance.

Each state agency shall maintain records indicating the specific attendees, each attendee's job title, and dates of their attendance for each orientation course offered pursuant to § 2.2-3128 for a period of not less than five years after each course is given. These records shall be public records subject to inspection and copying consistent with § 2.2-3704.

(2004, cc. 134, 392.)

§ 2.2-3130. Attendance requirements.

Except as set forth in § 2.2-3131, each state filer shall attend the orientation course required in § 2.2-3128, as follows:

1. For a state filer who holds a position with the agency on January 1, 2004, not later than December 31, 2004 and, thereafter, at least once during each consecutive period of two calendar years commencing on January 1, 2006.

2. For a person who becomes a state filer with the agency after January 1, 2004, within two months after he or she becomes a state filer and at least once during each consecutive period of two calendar years commencing on the first odd-numbered year thereafter.

(2004, cc. 134, 392.)

§ 2.2-3131. Exemptions.

A. The requirements of § 2.2-3130 shall not apply to state filers with a state agency who have taken an equivalent ethics orientation course through another state agency within the time periods set forth in subdivision 1 or 2 of § 2.2-3130, as applicable.

B. State agencies may jointly conduct and state filers from more than one state agency may jointly attend an orientation course required by § 2.2-3128, as long as the course content is relevant to the official duties of the attending state filers.

C. Before conducting each orientation course required by § 2.2-3128, state agencies shall consult with the Attorney General regarding appropriate course content.

(2004, cc. 134, 392.)

Chapter 37 of Title 2.2

The Virginia Freedom of Information Act

(Effective July 1, 2013)

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§ 2.2-3700. Short title; policy.

A. This chapter may be cited as "The Virginia Freedom of Information Act."

B. By enacting this chapter, the General Assembly ensures the people of the Commonwealth ready access to public records in the custody of a public body or its officers and employees, and free entry to meetings of public bodies wherein the business of the people is being conducted. The affairs of government are not intended to be conducted in an atmosphere of secrecy since at all times the public is to be the beneficiary of any action taken at any level of government. Unless a public body or its officers or employees specifically elect to exercise an exemption provided by this chapter or any other statute, every meeting shall be open to the public and all public records shall be available for inspection and copying upon request. All public records and meetings shall be presumed open, unless an exemption is properly invoked.

The provisions of this chapter shall be liberally construed to promote an increased awareness by all persons of governmental activities and afford every opportunity to citizens to witness the operations of government. Any exemption from public access to records or meetings shall be narrowly construed and no record shall be withheld or meeting closed to the public unless specifically made exempt pursuant to this chapter or other specific provision of law. This chapter shall not be construed to discourage the free discussion by government officials or employees of public matters with the citizens of the Commonwealth.

All public bodies and their officers and employees shall make reasonable efforts to reach an agreement with a requester concerning the production of the records requested.

Any ordinance adopted by a local governing body that conflicts with the provisions of this chapter shall be void.

§ 2.2-3701. Definitions.

As used in this chapter, unless the context requires a different meaning:

"Closed meeting" means a meeting from which the public is excluded.

"Electronic communication" means any audio or combined audio and visual communication method.

"Emergency" means an unforeseen circumstance rendering the notice required by this chapter impossible or impracticable and which circumstance requires immediate action.

"Meeting" or "meetings" means the meetings including work sessions, when sitting physically, or through telephonic or video equipment pursuant to § 2.2-3708 or 2.2-3708.1, as a body or entity, or as an informal assemblage of (i) as many as three members or (ii) a quorum, if less than three, of the constituent membership, wherever held, with or without minutes being taken, whether or not votes are cast, of any public body. The gathering of employees of a public body shall not be deemed a "meeting" subject to the provisions of this chapter.

"Open meeting" or "public meeting" means a meeting at which the public may be present.

"Public body" means any legislative body, authority, board, bureau, commission, district or agency of the Commonwealth or of any political subdivision of the Commonwealth, including cities, towns and counties, municipal councils, governing bodies of counties, school boards and planning commissions; boards of visitors of public institutions of higher education; and other organizations, corporations or agencies in the Commonwealth supported wholly or principally by public funds. It shall include (i) the Virginia Birth-Related Neurological Injury Compensation Program and its board of directors established pursuant to Chapter 50 (§ 38.2-5000 et seq.) of Title 38.2 and (ii) any committee, subcommittee, or other entity however designated, of the public body created to perform delegated functions of the public body or to advise the public body. It shall not exclude any such committee, subcommittee or entity because it has private sector or citizen members. Corporations organized by the Virginia Retirement System are "public bodies" for purposes of this chapter.

For the purposes of the provisions of this chapter applicable to access to public records, constitutional officers shall be considered public bodies and, except as otherwise expressly provided by law, shall have the same obligations to disclose public records as other custodians of public records.

"Public records" means all writings and recordings that consist of letters, words or numbers, or their equivalent, set down by handwriting, typewriting, printing, photostatting, photography, magnetic impulse, optical or magneto-optical form, mechanical or electronic recording or other form of data compilation, however stored, and regardless of physical form or characteristics, prepared or owned by, or in the possession of a public body or its officers, employees or agents in the transaction of public business. Records that are not prepared for or used in the transaction of public business are not public records.

"Regional public body" means a unit of government organized as provided by law within defined boundaries, as determined by the General Assembly, whose members are appointed by the participating local governing bodies, and such unit includes two or more counties or cities.

"Scholastic records" means those records containing information directly related to a student or an applicant for admission and maintained by a public body that is an educational agency or institution or by a person acting for such agency or institution.

§ 2.2-3702. Notice of chapter.

Any person elected, reelected, appointed or reappointed to any body not excepted from this chapter shall (i) be furnished by the public body's administrator or legal counsel with a copy of this chapter within two weeks following election, reelection, appointment or reappointment and (ii) read and become familiar with the provisions of this chapter.

§ 2.2-3703. Public bodies and records to which chapter inapplicable; voter registration and election records; access by persons incarcerated in a state, local, or federal correctional facility.

A. The provisions of this chapter shall not apply to:

1. The Virginia Parole Board, except that (i) information from the Virginia Parole Board providing the number of inmates considered by such Board for discretionary parole, the number of inmates granted or denied parole, and the number of parolees returned to the custody of the Department of Corrections solely as a result of a determination by such Board of a violation of parole shall be open to inspection and available for release, on a monthly basis, as provided by § 2.2-3704 and (ii) all records concerning the finances of the Virginia Parole Board shall be public records and subject to the provisions of this chapter. The information required by clause (i) shall be furnished by offense, sex, race, age of the inmate, and the locality in which the conviction was obtained, upon the request of the party seeking the information;

2. Petit juries and grand juries;

3. Family assessment and planning teams established pursuant to § 2.2-5207;

4. The Virginia State Crime Commission; and

5. The records required by law to be maintained by the clerks of the courts of record, as defined in § 1-212, and courts not of record, as defined in § 16.1-69.5. However, other records maintained by the clerks of such courts shall be public records and subject to the provisions of this chapter.

B. Public access to voter registration and election records shall be governed by the provisions of Title 24.2 and this chapter. The provisions of Title 24.2 shall be controlling in the event of any conflict.

C. No provision of this chapter or Chapter 21 (§ 30-178 et seq.) of Title 30 shall be construed to afford any rights to any person (i) incarcerated in a state, local or federal correctional facility, whether or not such facility is (a) located in the Commonwealth or (b) operated pursuant to the Corrections Private Management Act (§ 53.1-261 et seq.) or (ii) civilly committed pursuant to the Sexually Violent Predators Act (§ 37.2-900 et seq.). However, this subsection shall not be construed to prevent such persons from exercising their constitutionally protected rights, including, but not limited to, their right to call for evidence in their favor in a criminal prosecution.

§ 2.2-3704. Public records to be open to inspection; procedure for requesting records and responding to request; charges; transfer of records for storage, etc.

A. Except as otherwise specifically provided by law, all public records shall be open to inspection and copying by any citizens of the Commonwealth during the regular office hours of the custodian of such records. Access to such records shall not be denied to citizens of the

Commonwealth, representatives of newspapers and magazines with circulation in the Commonwealth, and representatives of radio and television stations broadcasting in or into the Commonwealth. The custodian may require the requester to provide his name and legal address. The custodian of such records shall take all necessary precautions for their preservation and safekeeping.

B. A request for public records shall identify the requested records with reasonable specificity. The request need not make reference to this chapter in order to invoke the provisions of this chapter or to impose the time limits for response by a public body. Any public body that is subject to this chapter and that is the custodian of the requested records shall promptly, but in all cases within five working days of receiving a request, provide the requested records to the requester or make one of the following responses in writing:

1. The requested records are being entirely withheld because their release is prohibited by law or the custodian has exercised his discretion to withhold the records in accordance with this chapter. Such response shall identify with reasonable particularity the volume and subject matter of withheld records, and cite, as to each category of withheld records, the specific Code section that authorizes the withholding of the records.

2. The requested records are being provided in part and are being withheld in part because the release of part of the records is prohibited by law or the custodian has exercised his discretion to withhold a portion of the records in accordance with this chapter. Such response shall identify with reasonable particularity the subject matter of withheld portions, and cite, as to each category of withheld records, the specific Code section that authorizes the withholding of the records. When a portion of a requested record is withheld, the public body may delete or excise only that portion of the record to which an exemption applies and shall release the remainder of the record.

3. The requested records could not be found or do not exist. However, if the public body that received the request knows that another public body has the requested records, the response shall include contact information for the other public body.

4. It is not practically possible to provide the requested records or to determine whether they are available within the five-work-day period. Such response shall specify the conditions that make a response impossible. If the response is made within five working days, the public body shall have an additional seven work days in which to provide one of the four preceding responses.

C. Any public body may petition the appropriate court for additional time to respond to a request for records when the request is for an extraordinary volume of records or requires an extraordinarily lengthy search, and a response by the public body within the time required by this chapter will prevent the public body from meeting its operational responsibilities. Before proceeding with the petition, however, the public body shall make reasonable efforts to reach an agreement with the requester concerning the production of the records requested.

D. Subject to the provisions of subsection G, no public body shall be required to create a new record if the record does not already exist. However, a public body may abstract or summarize

information under such terms and conditions as agreed between the requester and the public body.

E. Failure to respond to a request for records shall be deemed a denial of the request and shall constitute a violation of this chapter.

F. A public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for the requested records. No public body shall impose any extraneous, intermediary or surplus fees or expenses to recoup the general costs associated with creating or maintaining records or transacting the general business of the public body. Any duplicating fee charged by a public body shall not exceed the actual cost of duplication. The public body may also make a reasonable charge for the cost incurred in supplying records produced from a geographic information system at the request of anyone other than the owner of the land that is the subject of the request. However, such charges shall not exceed the actual cost to the public body in supplying such records, except that the public body may charge, on a pro rata per acre basis, for the cost of creating topographical maps developed by the public body, for such maps or portions thereof, which encompass a contiguous area greater than 50 acres. All charges for the supplying of requested records shall be estimated in advance at the request of the citizen.

G. Public records maintained by a public body in an electronic data processing system, computer database, or any other structured collection of data shall be made available to a requester at a reasonable cost, not to exceed the actual cost in accordance with subsection F. When electronic or other databases are combined or contain exempt and nonexempt records, the public body may provide access to the exempt records if not otherwise prohibited by law, but shall provide access to the nonexempt records as provided by this chapter.

Public bodies shall produce nonexempt records maintained in an electronic database in any tangible medium identified by the requester, including, where the public body has the capability, the option of posting the records on a website or delivering the records through an electronic mail address provided by the requester, if that medium is used by the public body in the regular course of business. No public body shall be required to produce records from an electronic database in a format not regularly used by the public body. However, the public body shall make reasonable efforts to provide records in any format under such terms and conditions as agreed between the requester and public body, including the payment of reasonable costs. The excision of exempt fields of information from a database or the conversion of data from one available format to another shall not be deemed the creation, preparation or compilation of a new public record.

H. In any case where a public body determines in advance that charges for producing the requested records are likely to exceed $200, the public body may, before continuing to process the request, require the requester to agree to payment of a deposit not to exceed the amount of the advance determination. The deposit shall be credited toward the final cost of supplying the requested records. The period within which the public body shall respond under this section shall be tolled for the amount of time that elapses between notice of the advance determination and the response of the requester.

I. Before processing a request for records, a public body may require the requester to pay any amounts owed to the public body for previous requests for records that remain unpaid 30 days or more after billing.

J. In the event a public body has transferred possession of public records to any entity, including but not limited to any other public body, for storage, maintenance, or archiving, the public body initiating the transfer of such records shall remain the custodian of such records for purposes of responding to requests for public records made pursuant to this chapter and shall be responsible for retrieving and supplying such public records to the requester. In the event a public body has transferred public records for storage, maintenance, or archiving and such transferring public body is no longer in existence, any public body that is a successor to the transferring public body shall be deemed the custodian of such records. In the event no successor entity exists, the entity in possession of the public records shall be deemed the custodian of the records for purposes of compliance with this chapter, and shall retrieve and supply such records to the requester. Nothing in this subsection shall be construed to apply to records transferred to the Library of Virginia for permanent archiving pursuant to the duties imposed by the Virginia Public Records Act (§ 42.1-76 et seq.). In accordance with § 42.1-79, the Library of Virginia shall be the custodian of such permanently archived records and shall be responsible for responding to requests for such records made pursuant to this chapter.

§ 2.2-3704.1. Posting of notice of rights and responsibilities by state public bodies; assistance by the Freedom of Information Advisory Council.

A. All state public bodies created in the executive branch of state government and subject to the provisions of this chapter shall make available the following information to the public upon request and shall post such information on the Internet:

1. A plain English explanation of the rights of a requester under this chapter, the procedures to obtain public records from the public body, and the responsibilities of the public body in complying with this chapter. For purposes of this subdivision "plain English" means written in nontechnical, readily understandable language using words of common everyday usage and avoiding legal terms and phrases or other terms and words of art whose usage or special meaning primarily is limited to a particular field or profession;

2. Contact information for the person designated by the public body to (i) assist a requester in making a request for records or (ii) respond to requests for public records;

3. A general description, summary, list, or index of the types of public records maintained by such state public body;

4. A general description, summary, list, or index of any exemptions in law that permit or require such public records to be withheld from release; and

5. Any policy the public body has concerning the type of public records it routinely withholds from release as permitted by this chapter or other law.

B. The Freedom of Information Advisory Council, created pursuant to § 30-178, shall assist in the development and implementation of the provisions of subsection A, upon request.

§ 2.2-3705.

Repealed by Acts 2004, c. 690.

§ 2.2-3705.1. Exclusions to application of chapter; exclusions of general application to public bodies.

The following records are excluded from the provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law:

1. Personnel records containing information concerning identifiable individuals, except that access shall not be denied to the person who is the subject thereof. Any person who is the subject of any personnel record and who is 18 years of age or older may waive, in writing, the protections afforded by this subdivision. If the protections are so waived, the public body shall open such records for inspection and copying.

2. Written advice of legal counsel to state, regional or local public bodies or the officers or employees of such public bodies, and any other records protected by the attorney-client privilege.

3. Legal memoranda and other work product compiled specifically for use in litigation or for use in an active administrative investigation concerning a matter that is properly the subject of a closed meeting under § 2.2-3711.

4. Any test or examination used, administered or prepared by any public body for purposes of evaluation of (i) any student or any student's performance, (ii) any employee or employment seeker's qualifications or aptitude for employment, retention, or promotion, or (iii) qualifications for any license or certificate issued by a public body.

As used in this subdivision, "test or examination" shall include (a) any scoring key for any such test or examination and (b) any other document that would jeopardize the security of the test or examination. Nothing contained in this subdivision shall prohibit the release of test scores or results as provided by law, or limit access to individual records as provided by law. However, the subject of such employment tests shall be entitled to review and inspect all records relative to his performance on such employment tests.

When, in the reasonable opinion of such public body, any such test or examination no longer has any potential for future use, and the security of future tests or examinations will not be jeopardized, the test or examination shall be made available to the public. However, minimum competency tests administered to public school children shall be made available to the public contemporaneously with statewide release of the scores of those taking such tests, but in no event shall such tests be made available to the public later than six months after the administration of such tests.

5. Records recorded in or compiled exclusively for use in closed meetings lawfully held pursuant to § 2.2-3711. However, no record that is otherwise open to inspection under this chapter shall be deemed exempt by virtue of the fact that it has been reviewed or discussed in a closed meeting.

6. Vendor proprietary information software that may be in the official records of a public body. For the purpose of this subdivision, "vendor proprietary software" means computer programs acquired from a vendor for purposes of processing data for agencies or political subdivisions of the Commonwealth.

7. Computer software developed by or for a state agency, state-supported institution of higher education or political subdivision of the Commonwealth.

8. Appraisals and cost estimates of real property subject to a proposed purchase, sale or lease, prior to the completion of such purchase, sale or lease.

9. Records concerning reserves established in specific claims administered by the Department of the Treasury through its Division of Risk Management as provided in Article 5 (§ 2.2-1832 et seq.) of Chapter 18 of this title, or by any county, city, or town; and investigative notes, correspondence and information furnished in confidence with respect to an investigation of a claim or a potential claim against a public body's insurance policy or self-insurance plan. However, nothing in this subdivision shall prohibit the disclosure of information taken from inactive reports upon expiration of the period of limitations for the filing of a civil suit.

10. Personal information, as defined in § 2.2-3801, including electronic mail addresses, furnished to a public body for the purpose of receiving electronic mail from the public body, provided that the electronic mail recipient has requested that the public body not disclose such information. However, access shall not be denied to the person who is the subject of the record.

11. Communications and materials required to be kept confidential pursuant to § 2.2-4119 of the Virginia Administrative Dispute Resolution Act (§ 2.2-4115 et seq.).

12. Records relating to the negotiation and award of a specific contract where competition or bargaining is involved and where the release of such records would adversely affect the bargaining position or negotiating strategy of the public body. Such records shall not be withheld after the public body has made a decision to award or not to award the contract. In the case of procurement transactions conducted pursuant to the Virginia Public Procurement Act (§ 2.2-4300 et seq.), the provisions of this subdivision shall not apply, and any release of records relating to such transactions shall be governed by the Virginia Public Procurement Act.

13. Those portions of records that contain account numbers or routing information for any credit card, debit card, or other account with a financial institution of any person or public body. However, access shall not be denied to the person who is the subject of the record. For the purposes of this subdivision, "financial institution" means any organization authorized to do business under state or federal laws relating to financial institutions, including, without limitation, banks and trust companies, savings banks, savings and loan companies or associations, and credit unions.

§ 2.2-3705.2. Exclusions to application of chapter; records relating to public safety.

The following records are excluded from the provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law:

1. Confidential records, including victim identity, provided to or obtained by staff in a rape crisis center or a program for battered spouses.

2. Those portions of engineering and construction drawings and plans submitted for the sole purpose of complying with the Building Code in obtaining a building permit that would identify specific trade secrets or other information, the disclosure of which would be harmful to the competitive position of the owner or lessee. However, such information shall be exempt only until the building is completed. Information relating to the safety or environmental soundness of any building shall not be exempt from disclosure.

Those portions of engineering and construction drawings and plans that reveal critical structural components, security equipment and systems, ventilation systems, fire protection equipment, mandatory building emergency equipment or systems, elevators, electrical systems, telecommunications equipment and systems, and other utility equipment and systems submitted for the purpose of complying with the Uniform Statewide Building Code (§ 36-97 et seq.) or the Statewide Fire Prevention Code (§ 27-94 et seq.), the disclosure of which would jeopardize the safety or security of any public or private commercial office, multifamily residential or retail building or its occupants in the event of terrorism or other threat to public safety, to the extent that the owner or lessee of such property, equipment or system in writing (i) invokes the protections of this paragraph; (ii) identifies the drawings, plans, or other materials to be protected; and (iii) states the reasons why protection is necessary.

Nothing in this subdivision shall prevent the disclosure of information relating to any building in connection with an inquiry into the performance of that building after it has been subjected to fire, explosion, natural disaster or other catastrophic event.

3. Documentation or other information that describes the design, function, operation or access control features of any security system, whether manual or automated, which is used to control access to or use of any automated data processing or telecommunications system.

4. Plans and information to prevent or respond to terrorist activity, the disclosure of which would jeopardize the safety of any person, including (i) critical infrastructure sector or structural components; (ii) vulnerability assessments, operational, procedural, transportation, and tactical planning or training manuals, and staff meeting minutes or other records; and (iii) engineering or architectural records, or records containing information derived from such records, to the extent such records reveal the location or operation of security equipment and systems, elevators, ventilation, fire protection, emergency, electrical, telecommunications or utility equipment and systems of any public building, structure or information storage facility, or telecommunications or utility equipment or systems. The same categories of records of any governmental or nongovernmental person or entity submitted to a public body for the purpose of antiterrorism response planning may be withheld from disclosure if such person or entity in writing (a)

invokes the protections of this subdivision, (b) identifies with specificity the records or portions thereof for which protection is sought, and (c) states with reasonable particularity why the protection of such records from public disclosure is necessary to meet the objective of antiterrorism planning or protection. Such statement shall be a public record and shall be disclosed upon request. Nothing in this subdivision shall be construed to prohibit the disclosure of records relating to the structural or environmental soundness of any building, nor shall it prevent the disclosure of information relating to any building in connection with an inquiry into the performance of that building after it has been subjected to fire, explosion, natural disaster or other catastrophic event.

5. Information that would disclose the security aspects of a system safety program plan adopted pursuant to 49 C.F.R. Part 659 by the Commonwealth's designated Rail Fixed Guideway Systems Safety Oversight agency; and information in the possession of such agency, the release of which would jeopardize the success of an ongoing investigation of a rail accident or other incident threatening railway safety.

6. Engineering and architectural drawings, operational, procedural, tactical planning or training manuals, or staff meeting minutes or other records, the disclosure of which would reveal surveillance techniques, personnel deployments, alarm or security systems or technologies, or operational and transportation plans or protocols, to the extent such disclosure would jeopardize the security of any governmental facility, building or structure or the safety of persons using such facility, building or structure.

7. Security plans and specific assessment components of school safety audits, as provided in § 22.1-279.8.

Nothing in this subdivision shall be construed to prohibit the disclosure of records relating to the effectiveness of security plans after (i) any school building or property has been subjected to fire, explosion, natural disaster or other catastrophic event, or (ii) any person on school property has suffered or been threatened with any personal injury.

8. [Expired.]

9. Records of the Commitment Review Committee concerning the mental health assessment of an individual subject to commitment as a sexually violent predator under Chapter 9 (§ 37.2-900 et seq.) of Title 37.2; except that in no case shall records identifying the victims of a sexually violent predator be disclosed.

10. Subscriber data, which for the purposes of this subdivision, means the name, address, telephone number, and any other information identifying a subscriber of a telecommunications carrier, provided directly or indirectly by a telecommunications carrier to a public body that operates a 911 or E-911 emergency dispatch system or an emergency notification or reverse 911 system, if the data is in a form not made available by the telecommunications carrier to the public generally. Nothing in this subdivision shall prevent the release of subscriber data generated in connection with specific calls to a 911 emergency system, where the requester is

seeking to obtain public records about the use of the system in response to a specific crime, emergency or other event as to which a citizen has initiated a 911 call.

11. Subscriber data, which for the purposes of this subdivision, means the name, address, telephone number, and any other information identifying a subscriber of a telecommunications carrier, collected by a local governing body in accordance with the Enhanced Public Safety Telephone Services Act (§ 56-484.12 et seq.), and other identifying information of a personal, medical, or financial nature provided to a local governing body in connection with a 911 or E-911 emergency dispatch system or an emergency notification or reverse 911 system, if such records are not otherwise publicly available. Nothing in this subdivision shall prevent the release of subscriber data generated in connection with specific calls to a 911 emergency system, where the requester is seeking to obtain public records about the use of the system in response to a specific crime, emergency or other event as to which a citizen has initiated a 911 call.

12. Records of the Virginia Military Advisory Council or any commission created by executive order for the purpose of studying and making recommendations regarding preventing closure or realignment of federal military and national security installations and facilities located in Virginia and relocation of such facilities to Virginia, or a local or regional military affairs organization appointed by a local governing body, to the extent such records (i) contain information relating to strategies under consideration or development by the Council or such commission or organizations to prevent the closure or realignment of federal military installations located in Virginia or the relocation of national security facilities located in Virginia, to limit the adverse economic effect of such realignment, closure, or relocation, or to seek additional tenant activity growth from the Department of Defense or federal government or (ii) disclose trade secrets, as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.), provided to the Council or such commission or organizations in connection with their work. In order to invoke the trade secret protection provided by clause (ii), the submitting entity shall, in writing and at the time of submission (a) invoke this exclusion, (b) identify with specificity the information for which such protection is sought, and (c) state the reason why such protection is necessary. Nothing in this subdivision shall be construed to authorize the withholding of all or part of any record, other than a trade secret that has been specifically identified as required by this subdivision, after the Department of Defense or federal agency has issued a final, unappealable decision, or in the event of litigation, a court of competent jurisdiction has entered a final, unappealable order concerning the closure, realignment, or expansion of the military installation or tenant activities, or the relocation of the national security facility, for which records are sought.

13. Documentation or other information as determined by the State Comptroller that describes the design, function, operation, or implementation of internal controls over the Commonwealth's financial processes and systems, and the assessment of risks and vulnerabilities of those controls, including the annual assessment of internal controls mandated by the State Comptroller, the disclosure of which would jeopardize the security of the Commonwealth's financial assets. However, records relating to the investigation of and findings concerning the soundness of any fiscal process shall be disclosed in a form that does not compromise internal controls. Nothing in this subdivision shall be construed to prohibit the Auditor of Public Accounts or the Joint

Legislative Audit and Review Commission from reporting internal control deficiencies discovered during the course of an audit.

14. Documentation or other information relating to the Statewide Agencies Radio System (STARS) or any other similar local or regional public safety communications system that (i) describes the design, function, programming, operation, or access control features of the overall system, components, structures, individual networks, and subsystems of the STARS or any other similar local or regional communications system or (ii) relates to radio frequencies assigned to or utilized by STARS or any other similar local or regional communications system, code plugs, circuit routing, addressing schemes, talk groups, fleet maps, encryption, programming maintained by or utilized by STARS or any other similar local or regional public safety communications system; those portions of engineering and construction drawings and plans that reveal critical structural components, interconnectivity, security equipment and systems, network monitoring, network operation center, master sites, ventilation systems, fire protection equipment, mandatory building emergency equipment, electrical systems, and other utility equipment and systems related to STARS or any other similar local or regional public safety communications system; and special event plans, operational plans, storm plans, or other pre-arranged programming, the disclosure of which would reveal surveillance techniques, personnel deployments, alarm or security systems or technologies, or operational and transportation plans or protocols, to the extent such disclosure would jeopardize the security of any governmental facility, building, or structure or the safety of any person.

15. Records of a salaried or volunteer Fire/EMS company or Fire/EMS department, to the extent that the records disclose the telephone numbers for cellular telephones, pagers, or comparable portable communication devices provided to its personnel for use in the performance of their official duties.

16. Records of hospitals and nursing homes regulated by the Board of Health pursuant to Chapter 5 (§ 32.1-123 et seq.) of Title 32.1 provided to the Department of Health, to the extent such records reveal the disaster recovery plans or the evacuation plans for such facilities in the event of fire, explosion, natural disaster, or other catastrophic event. Nothing in this subdivision shall be construed to prohibit the disclosure of records relating to the effectiveness of executed evacuation plans after the occurrence of fire, explosion, natural disaster, or other catastrophic event.

§ 2.2-3705.3. (Effective until January 1, 2014) Exclusions to application of chapter; records relating to administrative investigations.

The following records are excluded from the provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law:

1. Confidential records of all investigations of applications for licenses and permits, and of all licensees and permittees, made by or submitted to the Alcoholic Beverage Control Board, the State Lottery Department, the Virginia Racing Commission, the Department of Agriculture and Consumer Services relating to investigations and applications pursuant to Article 1.1:1 (§ 18.2-

340.15 et seq.) of Chapter 8 of Title 18.2, or the Private Security Services Unit of the Department of Criminal Justice Services.

2. Records of active investigations being conducted by the Department of Health Professions or by any health regulatory board in the Commonwealth.

3. Investigator notes, and other correspondence and information, furnished in confidence with respect to an active investigation of individual employment discrimination complaints made to the Department of Human Resource Management or to such personnel of any local public body, including local school boards as are responsible for conducting such investigations in confidence. However, nothing in this section shall prohibit the disclosure of information taken from inactive reports in a form that does not reveal the identity of charging parties, persons supplying the information or other individuals involved in the investigation.

4. Records of active investigations being conducted by the Department of Medical Assistance Services pursuant to Chapter 10 (§ 32.1-323 et seq.) of Title 32.1.

5. Investigative notes and other correspondence and information furnished in confidence with respect to an investigation or conciliation process involving an alleged unlawful discriminatory practice under the Virginia Human Rights Act (§ 2.2-3900 et seq.) or under any local ordinance adopted in accordance with the authority specified in § 2.2-524, or adopted pursuant to § 15.2-965, or adopted prior to July 1, 1987, in accordance with applicable law, relating to local human rights or human relations commissions. However, nothing in this section shall prohibit the distribution of information taken from inactive reports in a form that does not reveal the identity of the parties involved or other persons supplying information.

6. Records of studies and investigations by the State Lottery Department of (i) lottery agents, (ii) lottery vendors, (iii) lottery crimes under §§ 58.1-4014 through 58.1-4018, (iv) defects in the law or regulations that cause abuses in the administration and operation of the lottery and any evasions of such provisions, or (v) the use of the lottery as a subterfuge for organized crime and illegal gambling where such official records have not been publicly released, published or copyrighted. All studies and investigations referred to under clauses (iii), (iv), and (v) shall be open to inspection and copying upon completion of the study or investigation.

7. Investigative notes, correspondence and information furnished in confidence, and records otherwise exempted by this chapter or any Virginia statute, provided to or produced by or for (i) the Auditor of Public Accounts; (ii) the Joint Legislative Audit and Review Commission; (iii) an appropriate authority as defined in § 2.2-3010 with respect to an allegation of wrongdoing or abuse under the Fraud and Abuse Whistle Blower Protection Act (§ 2.2-3009 et seq.); (iv) the Office of the State Inspector General with respect to an investigation initiated through the Fraud, Waste and Abuse Hotline or an investigation initiated pursuant to Chapter 3.2 (§ 2.2-307 et seq.); (v) the committee or the auditor with respect to an investigation or audit conducted pursuant to § 15.2-825; or (vi) the auditors, appointed by the local governing body of any county, city or town or a school board, who by charter, ordinance, or statute have responsibility for conducting an investigation of any officer, department or program of such body. Records of completed investigations shall be disclosed in a form that does not reveal the identity of the complainants or

persons supplying information to investigators. Unless disclosure is prohibited by this section, the records disclosed shall include, but not be limited to, the agency involved, the identity of the person who is the subject of the complaint, the nature of the complaint, and the actions taken to resolve the complaint. If an investigation does not lead to corrective action, the identity of the person who is the subject of the complaint may be released only with the consent of the subject person. Local governing bodies shall adopt guidelines to govern the disclosure required by this subdivision.

8. Records of the Virginia Office for Protection and Advocacy consisting of documentary evidence received or maintained by the Office or its agents in connection with specific complaints or investigations, and records of communications between employees and agents of the Office and its clients or prospective clients concerning specific complaints, investigations or cases. Upon the conclusion of an investigation of a complaint, this exclusion shall no longer apply, but the Office may not at any time release the identity of any complainant or person with mental illness, intellectual disability, developmental disabilities or other disability, unless (i) such complainant or person or his legal representative consents in writing to such identification or (ii) such identification is required by court order.

9. Information furnished in confidence to the Department of Human Resource Management with respect to an investigation, consultation, or mediation under § 2.2-1202.1, and memoranda, correspondence and other records resulting from any such investigation, consultation or mediation. However, nothing in this section shall prohibit the distribution of information taken from inactive reports in a form that does not reveal the identity of the parties involved or other persons supplying information.

10. The names, addresses and telephone numbers of complainants furnished in confidence with respect to an investigation of individual zoning enforcement complaints or complaints relating to the Uniform Statewide Building Code (§ 36-97 et seq.) or the Statewide Fire Prevention Code (§ 27-94 et seq.) made to a local governing body.

11. Records of active investigations being conducted by the Department of Criminal Justice Services pursuant to Article 4 (§ 9.1-138 et seq.), Article 4.1 (§ 9.1-150.1 et seq.), Article 11 (§ 9.1-185 et seq.), and Article 12 (§ 9.1-186 et seq.) of Chapter 1 of Title 9.1.

12. Records furnished to or prepared by the Board of Education pursuant to subsection D of § 22.1-253.13:3 in connection with the review or investigation of any alleged breach in security, unauthorized alteration, or improper administration of tests by local school board employees responsible for the distribution or administration of the tests. However, this section shall not prohibit the disclosure of records to (i) a local school board or division superintendent for the purpose of permitting such board or superintendent to consider or to take personnel action with regard to an employee or (ii) any requester, after the conclusion of a review or investigation, in a form that (a) does not reveal the identity of any person making a complaint or supplying information to the Board on a confidential basis and (b) does not compromise the security of any test mandated by the Board.

13. Investigator notes, and other correspondence and information, furnished in confidence with respect to an active investigation conducted by or for the Board of Education related to the denial, suspension, or revocation of teacher licenses. However, this subdivision shall not prohibit the disclosure of records to a local school board or division superintendent for the purpose of permitting such board or superintendent to consider or to take personnel action with regard to an employee. Records of completed investigations shall be disclosed in a form that does not reveal the identity of any complainant or person supplying information to investigators. The records disclosed shall include information regarding the school or facility involved, the identity of the person who was the subject of the complaint, the nature of the complaint, and the actions taken to resolve the complaint. If an investigation fails to support a complaint or does not lead to corrective action, the identity of the person who was the subject of the complaint may be released only with the consent of the subject person. No personally identifiable information in the records regarding a current or former student shall be released except as permitted by state or federal law.

14. Records, notes and information provided in confidence and related to an investigation by the Attorney General under Article 1 (§ 3.2-4200 et seq.) or Article 3 (§ 3.2-4204 et seq.) of Chapter 42 of Title 3.2, Article 10 (§ 18.2-246.6 et seq.) of Chapter 6 or Chapter 13 (§ 18.2-512 et seq.) of Title 18.2, or Article 1 (§ 58.1-1000) of Chapter 10 of Title 58.1. However, records related to an investigation that has been inactive for more than six months shall, upon request, be disclosed provided such disclosure is not otherwise prohibited by law and does not reveal the identity of charging parties, complainants, persons supplying information, witnesses or other individuals involved in the investigation.

§ 2.2-3705.3. (Effective January 1, 2014) Exclusions to application of chapter; records relating to administrative investigations.

The following records are excluded from the provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law:

1. Confidential records of all investigations of applications for licenses and permits, and of all licensees and permittees, made by or submitted to the Alcoholic Beverage Control Board, the State Lottery Department, the Virginia Racing Commission, the Department of Agriculture and Consumer Services relating to investigations and applications pursuant to Article 1.1:1 (§ 18.2-340.15 et seq.) of Chapter 8 of Title 18.2, or the Private Security Services Unit of the Department of Criminal Justice Services.

2. Records of active investigations being conducted by the Department of Health Professions or by any health regulatory board in the Commonwealth.

3. Investigator notes, and other correspondence and information, furnished in confidence with respect to an active investigation of individual employment discrimination complaints made to the Department of Human Resource Management or to such personnel of any local public body, including local school boards as are responsible for conducting such investigations in confidence. However, nothing in this section shall prohibit the disclosure of information taken

from inactive reports in a form that does not reveal the identity of charging parties, persons supplying the information or other individuals involved in the investigation.

4. Records of active investigations being conducted by the Department of Medical Assistance Services pursuant to Chapter 10 (§ 32.1-323 et seq.) of Title 32.1.

5. Investigative notes and other correspondence and information furnished in confidence with respect to an investigation or conciliation process involving an alleged unlawful discriminatory practice under the Virginia Human Rights Act (§ 2.2-3900 et seq.) or under any local ordinance adopted in accordance with the authority specified in § 2.2-524, or adopted pursuant to § 15.2-965, or adopted prior to July 1, 1987, in accordance with applicable law, relating to local human rights or human relations commissions. However, nothing in this section shall prohibit the distribution of information taken from inactive reports in a form that does not reveal the identity of the parties involved or other persons supplying information.

6. Records of studies and investigations by the State Lottery Department of (i) lottery agents, (ii) lottery vendors, (iii) lottery crimes under §§ 58.1-4014 through 58.1-4018, (iv) defects in the law or regulations that cause abuses in the administration and operation of the lottery and any evasions of such provisions, or (v) the use of the lottery as a subterfuge for organized crime and illegal gambling where such official records have not been publicly released, published or copyrighted. All studies and investigations referred to under clauses (iii), (iv), and (v) shall be open to inspection and copying upon completion of the study or investigation.

7. Investigative notes, correspondence and information furnished in confidence, and records otherwise exempted by this chapter or any Virginia statute, provided to or produced by or for (i) the Auditor of Public Accounts; (ii) the Joint Legislative Audit and Review Commission; (iii) an appropriate authority as defined in § 2.2-3010 with respect to an allegation of wrongdoing or abuse under the Fraud and Abuse Whistle Blower Protection Act (§ 2.2-3009 et seq.); (iv) the Office of the State Inspector General with respect to an investigation initiated through the Fraud, Waste and Abuse Hotline or an investigation initiated pursuant to Chapter 3.2 (§ 2.2-307 et seq.); (v) the committee or the auditor with respect to an investigation or audit conducted pursuant to § 15.2-825; or (vi) the auditors, appointed by the local governing body of any county, city or town or a school board, who by charter, ordinance, or statute have responsibility for conducting an investigation of any officer, department or program of such body. Records of completed investigations shall be disclosed in a form that does not reveal the identity of the complainants or persons supplying information to investigators. Unless disclosure is prohibited by this section, the records disclosed shall include, but not be limited to, the agency involved, the identity of the person who is the subject of the complaint, the nature of the complaint, and the actions taken to resolve the complaint. If an investigation does not lead to corrective action, the identity of the person who is the subject of the complaint may be released only with the consent of the subject person. Local governing bodies shall adopt guidelines to govern the disclosure required by this subdivision.

8. Information furnished in confidence to the Department of Human Resource Management with respect to an investigation, consultation, or mediation under § 2.2-1202.1, and memoranda, correspondence and other records resulting from any such investigation, consultation or

mediation. However, nothing in this section shall prohibit the distribution of information taken from inactive reports in a form that does not reveal the identity of the parties involved or other persons supplying information.

9. The names, addresses and telephone numbers of complainants furnished in confidence with respect to an investigation of individual zoning enforcement complaints or complaints relating to the Uniform Statewide Building Code (§ 36-97 et seq.) or the Statewide Fire Prevention Code (§ 27-94 et seq.) made to a local governing body.

10. Records of active investigations being conducted by the Department of Criminal Justice Services pursuant to Article 4 (§ 9.1-138 et seq.), Article 4.1 (§ 9.1-150.1 et seq.), Article 11 (§ 9.1-185 et seq.), and Article 12 (§ 9.1-186 et seq.) of Chapter 1 of Title 9.1.

11. Records furnished to or prepared by the Board of Education pursuant to subsection D of § 22.1-253.13:3 in connection with the review or investigation of any alleged breach in security, unauthorized alteration, or improper administration of tests by local school board employees responsible for the distribution or administration of the tests. However, this section shall not prohibit the disclosure of records to (i) a local school board or division superintendent for the purpose of permitting such board or superintendent to consider or to take personnel action with regard to an employee or (ii) any requester, after the conclusion of a review or investigation, in a form that (a) does not reveal the identity of any person making a complaint or supplying information to the Board on a confidential basis and (b) does not compromise the security of any test mandated by the Board.

12. Investigator notes, and other correspondence and information, furnished in confidence with respect to an active investigation conducted by or for the Board of Education related to the denial, suspension, or revocation of teacher licenses. However, this subdivision shall not prohibit the disclosure of records to a local school board or division superintendent for the purpose of permitting such board or superintendent to consider or to take personnel action with regard to an employee. Records of completed investigations shall be disclosed in a form that does not reveal the identity of any complainant or person supplying information to investigators. The records disclosed shall include information regarding the school or facility involved, the identity of the person who was the subject of the complaint, the nature of the complaint, and the actions taken to resolve the complaint. If an investigation fails to support a complaint or does not lead to corrective action, the identity of the person who was the subject of the complaint may be released only with the consent of the subject person. No personally identifiable information in the records regarding a current or former student shall be released except as permitted by state or federal law.

13. Records, notes and information provided in confidence and related to an investigation by the Attorney General under Article 1 (§ 3.2-4200 et seq.) or Article 3 (§ 3.2-4204 et seq.) of Chapter 42 of Title 3.2, Article 10 (§ 18.2-246.6 et seq.) of Chapter 6 or Chapter 13 (§ 18.2-512 et seq.) of Title 18.2, or Article 1 (§ 58.1-1000) of Chapter 10 of Title 58.1. However, records related to an investigation that has been inactive for more than six months shall, upon request, be disclosed provided such disclosure is not otherwise prohibited by law and does not reveal the identity of

charging parties, complainants, persons supplying information, witnesses or other individuals involved in the investigation.

§ 2.2-3705.4. Exclusions to application of chapter; educational records and certain records of educational institutions.

The following records are excluded from the provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law:

1. Scholastic records containing information concerning identifiable individuals, except that such access shall not be denied to the person who is the subject thereof, or the parent or legal guardian of the student. However, no student shall have access to (i) financial records of a parent or guardian or (ii) records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto, that are in the sole possession of the maker thereof and that are not accessible or revealed to any other person except a substitute.

The parent or legal guardian of a student may prohibit, by written request, the release of any individual information regarding that student until the student reaches the age of 18 years. For scholastic records of students under the age of 18 years, the right of access may be asserted only by his legal guardian or parent, including a noncustodial parent, unless such parent's parental rights have been terminated or a court of competent jurisdiction has restricted or denied such access. For scholastic records of students who are emancipated or attending a state-supported institution of higher education, the right of access may be asserted by the student.

Any person who is the subject of any scholastic record and who is 18 years of age or older may waive, in writing, the protections afforded by this subdivision. If the protections are so waived, the public body shall open such records for inspection and copying.

2. Confidential letters and statements of recommendation placed in the records of educational agencies or institutions respecting (i) admission to any educational agency or institution, (ii) an application for employment, or (iii) receipt of an honor or honorary recognition.

3. Records of the Brown v. Board of Education Scholarship Awards Committee relating to personally identifiable information, including scholarship applications, personal financial information, and confidential correspondence and letters of recommendation.

4. Data, records or information of a proprietary nature produced or collected by or for faculty or staff of public institutions of higher education, other than the institutions' financial or administrative records, in the conduct of or as a result of study or research on medical, scientific, technical or scholarly issues, whether sponsored by the institution alone or in conjunction with a governmental body or a private concern, where such data, records or information has not been publicly released, published, copyrighted or patented.

5. All records of the University of Virginia or the University of Virginia Medical Center or Eastern Virginia Medical School, as the case may be, that contain proprietary, business-related information pertaining to the operations of the University of Virginia Medical Center or Eastern

Virginia Medical School, as the case may be, including business development or marketing strategies and activities with existing or future joint venturers, partners, or other parties with whom the University of Virginia Medical Center or Eastern Virginia Medical School, as the case may be, has formed, or forms, any arrangement for the delivery of health care, if disclosure of such information would be harmful to the competitive position of the Medical Center or Eastern Virginia Medical School, as the case may be.

6. Personal information, as defined in § 2.2-3801, provided to the Board of the Virginia College Savings Plan or its employees by or on behalf of individuals who have requested information about, applied for, or entered into prepaid tuition contracts or savings trust account agreements pursuant to Chapter 4.9 (§ 23-38.75 et seq.) of Title 23. Nothing in this subdivision shall be construed to prohibit disclosure or publication of information in a statistical or other form that does not identify individuals or provide personal information. Individuals shall be provided access to their own personal information.

7. Records maintained in connection with fundraising activities by or for a public institution of higher education to the extent that such records reveal (i) personal fundraising strategies relating to identifiable donors or prospective donors or (ii) wealth assessments; estate, financial, or tax planning information; health-related information; employment, familial, or marital status information; electronic mail addresses, facsimile or telephone numbers; birth dates or social security numbers of identifiable donors or prospective donors. Nothing in this subdivision, however, shall be construed to authorize the withholding of records relating to the amount, date, purpose, and terms of the pledge or donation, or the identity of the donor unless the donor has requested anonymity in connection with or as a condition of making a pledge or donation. The exclusion provided by this subdivision shall not apply to protect from disclosure (i) the identities of sponsors providing grants to or contracting with the institution for the performance of research services or other work or (ii) the terms and conditions of such grants or contracts.

8. Records of a threat assessment team established by a public institution of higher education pursuant to § 23-9.2:10 relating to the assessment or intervention with a specific individual. However, in the event an individual who has been under assessment commits an act, or is prosecuted for the commission of an act that has caused the death of, or caused serious bodily injury, including any felony sexual assault, to another person, the records of such threat assessment team concerning the individual under assessment shall be made available as provided by this chapter, with the exception of any criminal history records obtained pursuant to § 19.2-389 or 19.2-389.1, health records obtained pursuant to § 32.1-127.1:03, or scholastic records as defined in § 22.1-289. The public body providing such records shall remove information identifying any person who provided information to the threat assessment team under a promise of confidentiality.

§ 2.2-3705.5. Exclusions to application of chapter; health and social services records.

The following records are excluded from the provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law:

1. Health records, except that such records may be personally reviewed by the individual who is the subject of such records, as provided in subsection F of § 32.1-127.1:03.

Where the person who is the subject of health records is confined in a state or local correctional facility, the administrator or chief medical officer of such facility may assert such confined person's right of access to the health records if the administrator or chief medical officer has reasonable cause to believe that such confined person has an infectious disease or other medical condition from which other persons so confined need to be protected. Health records shall only be reviewed and shall not be copied by such administrator or chief medical officer. The information in the health records of a person so confined shall continue to be confidential and shall not be disclosed by the administrator or chief medical officer of the facility to any person except the subject or except as provided by law.

Where the person who is the subject of health records is under the age of 18, his right of access may be asserted only by his guardian or his parent, including a noncustodial parent, unless such parent's parental rights have been terminated, a court of competent jurisdiction has restricted or denied such access, or a parent has been denied access to the health record in accordance with § 20-124.6. In instances where the person who is the subject thereof is an emancipated minor, a student in a public institution of higher education, or is a minor who has consented to his own treatment as authorized by § 16.1-338 or 54.1-2969, the right of access may be asserted by the subject person.

For the purposes of this chapter, statistical summaries of incidents and statistical data concerning abuse of individuals receiving services compiled by the Commissioner of Behavioral Health and Developmental Services shall be open to inspection and copying as provided in § 2.2-3704. No such summaries or data shall include any information that identifies specific individuals receiving services.

2. Applications for admission to examinations or for licensure and scoring records maintained by the Department of Health Professions or any board in that department on individual licensees or applicants. However, such material may be made available during normal working hours for copying, at the requester's expense, by the individual who is the subject thereof, in the offices of the Department of Health Professions or in the offices of any health regulatory board, whichever may possess the material.

3. Reports, documentary evidence and other information as specified in §§ 51.5-122, 51.5-141, and 63.2-104.

4. Investigative notes; proprietary information not published, copyrighted or patented; information obtained from employee personnel records; personally identifiable information regarding residents, clients or other recipients of services; other correspondence and information furnished in confidence to the Department of Social Services in connection with an active investigation of an applicant or licensee pursuant to Chapters 17 (§ 63.2-1700 et seq.) and 18 (§ 63.2-1800 et seq.) of Title 63.2; and records and information furnished to the Office of the Attorney General in connection with an investigation or litigation pursuant to Article 19.1 (§ 8.01-216.1 et seq.) of Chapter 3 of Title 8.01 and Chapter 9 (§ 32.1-310 et seq.) of Title 32.1.

However, nothing in this section shall prohibit disclosure of information from the records of completed investigations in a form that does not reveal the identity of complainants, persons supplying information, or other individuals involved in the investigation.

5. Information and records collected for the designation and verification of trauma centers and other specialty care centers within the Statewide Emergency Medical Services System and Services pursuant to Article 2.1 (§ 32.1-111.1 et seq.) of Chapter 4 of Title 32.1.

6. Reports and court documents relating to involuntary admission required to be kept confidential pursuant to § 37.2-818.

7. Data formerly required to be submitted to the Commissioner of Health relating to the establishment of new or the expansion of existing clinical health services, acquisition of major medical equipment, or certain projects requiring capital expenditures pursuant to former § 32.1-102.3:4.

8. Information required to be provided to the Department of Health Professions by certain licensees pursuant to § 54.1-2506.1.

9. Information and records acquired (i) during a review of any child death conducted by the State Child Fatality Review team established pursuant to § 32.1-283.1 or by a local or regional child fatality review team to the extent made confidential by § 32.1-283.2; (ii) during a review of any death conducted by a family violence fatality review team to the extent made confidential by § 32.1-283.3; or (iii) during a review of any adult death conducted by the Adult Fatality Review Team to the extent made confidential by § 32.1-283.5.

10. Patient level data collected by the Board of Health and not yet processed, verified, and released, pursuant to § 32.1-276.9, to the Board by the nonprofit organization with which the Commissioner of Health has contracted pursuant to § 32.1-276.4.

11. Records of the Health Practitioners' Monitoring Program Committee within the Department of Health Professions, to the extent such records may identify any practitioner who may be, or who is actually, impaired to the extent disclosure is prohibited by § 54.1-2517.

12. Records submitted as a grant application, or accompanying a grant application, to the Commonwealth Neurotrauma Initiative Advisory Board pursuant to Article 12 (§ 51.5-178 et seq.) of Chapter 14 of Title 51.5, to the extent such records contain (i) medical or mental health records, or other data identifying individual patients or (ii) proprietary business or research-related information produced or collected by the applicant in the conduct of or as a result of study or research on medical, rehabilitative, scientific, technical or scholarly issues, when such information has not been publicly released, published, copyrighted or patented, if the disclosure of such information would be harmful to the competitive position of the applicant.

13. Any record copied, recorded or received by the Commissioner of Health in the course of an examination, investigation or review of a managed care health insurance plan licensee pursuant

to §§ 32.1-137.4 and 32.1-137.5, including books, records, files, accounts, papers, documents, and any or all computer or other recordings.

14. Records, information and statistical registries required to be kept confidential pursuant to §§ 63.2-102 and 63.2-104.

15. All data, records, and reports relating to the prescribing and dispensing of covered substances to recipients and any abstracts from such data, records, and reports that are in the possession of the Prescription Monitoring Program pursuant to Chapter 25.2 (§ 54.1-2519 et seq.) of Title 54.1 and any material relating to the operation or security of the Program.

16. Records of the Virginia Birth-Related Neurological Injury Compensation Program required to be kept confidential pursuant to § 38.2-5002.2.

17. Records of the State Health Commissioner relating to the health of any person or persons subject to an order of quarantine or an order of isolation pursuant to Article 3.02 (§ 32.1-48.05 et seq.) of Chapter 2 of Title 32.1; this provision shall not, however, be construed to prohibit the disclosure of statistical summaries, abstracts or other information in aggregate form.

18. Records containing the names and addresses or other contact information of persons receiving transportation services from a state or local public body or its designee under Title II of the Americans with Disabilities Act, (42 U.S.C. § 12131 et seq.) or funded by Temporary Assistance for Needy Families (TANF) created under § 63.2-600.

§ 2.2-3705.6. Exclusions to application of chapter; proprietary records and trade secrets.

The following records are excluded from the provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law:

1. Proprietary information gathered by or for the Virginia Port Authority as provided in § 62.1-132.4 or 62.1-134.1.

2. Financial statements not publicly available filed with applications for industrial development financings in accordance with Chapter 49 (§ 15.2-4900 et seq.) of Title 15.2.

3. Confidential proprietary records, voluntarily provided by private business pursuant to a promise of confidentiality from a public body, used by the public body for business, trade and tourism development or retention; and memoranda, working papers or other records related to businesses that are considering locating or expanding in Virginia, prepared by a public body, where competition or bargaining is involved and where, if such records are made public, the financial interest of the public body would be adversely affected.

4. Information that was filed as confidential under the Toxic Substances Information Act (§ 32.1-239 et seq.), as such Act existed prior to July 1, 1992.

5. Fisheries data that would permit identification of any person or vessel, except when required by court order as specified in § 28.2-204.

6. Confidential financial statements, balance sheets, trade secrets, and revenue and cost projections provided to the Department of Rail and Public Transportation, provided such information is exempt under the federal Freedom of Information Act or the federal Interstate Commerce Act or other laws administered by the Surface Transportation Board or the Federal Railroad Administration with respect to data provided in confidence to the Surface Transportation Board and the Federal Railroad Administration.

7. Confidential proprietary records related to inventory and sales, voluntarily provided by private energy suppliers to the Department of Mines, Minerals and Energy, used by that Department for energy contingency planning purposes or for developing consolidated statistical information on energy supplies.

8. Confidential proprietary information furnished to the Board of Medical Assistance Services or the Medicaid Prior Authorization Advisory Committee pursuant to Article 4 (§ 32.1-331.12 et seq.) of Chapter 10 of Title 32.1.

9. Proprietary, commercial or financial information, balance sheets, trade secrets, and revenue and cost projections provided by a private transportation business to the Virginia Department of Transportation and the Department of Rail and Public Transportation for the purpose of conducting transportation studies needed to obtain grants or other financial assistance under the Transportation Equity Act for the 21st Century (P.L. 105-178) for transportation projects, provided such information is exempt under the federal Freedom of Information Act or the federal Interstate Commerce Act or other laws administered by the Surface Transportation Board or the Federal Railroad Administration with respect to data provided in confidence to the Surface Transportation Board and the Federal Railroad Administration. However, the exemption provided by this subdivision shall not apply to any wholly owned subsidiary of a public body.

10. Confidential information designated as provided in subsection F of § 2.2-4342 as trade secrets or proprietary information by any person who has submitted to a public body an application for prequalification to bid on public construction projects in accordance with subsection B of § 2.2-4317.

11. a. Memoranda, staff evaluations, or other records prepared by the responsible public entity, its staff, outside advisors, or consultants exclusively for the evaluation and negotiation of proposals filed under the Public-Private Transportation Act of 1995 (§ 56-556 et seq.) or the Public Private Education Facilities and Infrastructure Act of 2002 (§ 56-575.1 et seq.), where (i) if such records were made public prior to or after the execution of an interim or a comprehensive agreement, § 56-573.1:1 or 56-575.17 notwithstanding, the financial interest or bargaining position of the public entity would be adversely affected, and (ii) the basis for the determination required in clause (i) is documented in writing by the responsible public entity; and

b. Records provided by a private entity to a responsible public entity, affected jurisdiction, or affected local jurisdiction pursuant to the provisions of the Public-Private Transportation Act of

1995 or the Public-Private Education Facilities and Infrastructure Act of 2002, to the extent that such records contain (i) trade secrets of the private entity as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.); (ii) financial records of the private entity, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise; or (iii) other information submitted by the private entity, where, if the records were made public prior to the execution of an interim agreement or a comprehensive agreement, the financial interest or bargaining position of the public or private entity would be adversely affected. In order for the records specified in clauses (i), (ii), and (iii) to be excluded from the provisions of this chapter, the private entity shall make a written request to the responsible public entity:

1. Invoking such exclusion upon submission of the data or other materials for which protection from disclosure is sought;

2. Identifying with specificity the data or other materials for which protection is sought; and

3. Stating the reasons why protection is necessary.

The responsible public entity shall determine whether the requested exclusion from disclosure is necessary to protect the trade secrets or financial records of the private entity. To protect other records submitted by the private entity from disclosure, the responsible public entity shall determine whether public disclosure prior to the execution of an interim agreement or a comprehensive agreement would adversely affect the financial interest or bargaining position of the public or private entity. The responsible public entity shall make a written determination of the nature and scope of the protection to be afforded by the responsible public entity under this subdivision. Once a written determination is made by the responsible public entity, the records afforded protection under this subdivision shall continue to be protected from disclosure when in the possession of any affected jurisdiction or affected local jurisdiction.

Except as specifically provided in subdivision 11 a, nothing in this subdivision shall be construed to authorize the withholding of (a) procurement records as required by § 56-573.1:1 or 56-575.17; (b) information concerning the terms and conditions of any interim or comprehensive agreement, service contract, lease, partnership, or any agreement of any kind entered into by the responsible public entity and the private entity; (c) information concerning the terms and conditions of any financing arrangement that involves the use of any public funds; or (d) information concerning the performance of any private entity developing or operating a qualifying transportation facility or a qualifying project.

For the purposes of this subdivision, the terms "affected jurisdiction," "affected local jurisdiction," "comprehensive agreement," "interim agreement," "qualifying project," "qualifying transportation facility," "responsible public entity," and "private entity" shall mean the same as those terms are defined in the Public-Private Transportation Act of 1995 or in the Public-Private Education Facilities and Infrastructure Act of 2002.

12. Confidential proprietary information or trade secrets, not publicly available, provided by a private person or entity to the Virginia Resources Authority or to a fund administered in

connection with financial assistance rendered or to be rendered by the Virginia Resources Authority where, if such information were made public, the financial interest of the private person or entity would be adversely affected, and, after June 30, 1997, where such information was provided pursuant to a promise of confidentiality.

13. Trade secrets, as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.), or confidential proprietary records that are not generally available to the public through regulatory disclosure or otherwise, provided by a (a) bidder or applicant for a franchise or (b) franchisee under Chapter 21 (§ 15.2-2100 et seq.) of Title 15.2 to the applicable franchising authority pursuant to a promise of confidentiality from the franchising authority, to the extent the records relate to the bidder's, applicant's, or franchisee's financial capacity or provision of new services, adoption of new technologies or implementation of improvements, where such new services, technologies or improvements have not been implemented by the franchisee on a nonexperimental scale in the franchise area, and where, if such records were made public, the competitive advantage or financial interests of the franchisee would be adversely affected.

In order for trade secrets or confidential proprietary information to be excluded from the provisions of this chapter, the bidder, applicant, or franchisee shall (i) invoke such exclusion upon submission of the data or other materials for which protection from disclosure is sought, (ii) identify the data or other materials for which protection is sought, and (iii) state the reason why protection is necessary.

No bidder, applicant, or franchisee may invoke the exclusion provided by this subdivision if the bidder, applicant, or franchisee is owned or controlled by a public body or if any representative of the applicable franchising authority serves on the management board or as an officer of the bidder, applicant, or franchisee.

14. Documents and other information of a proprietary nature furnished by a supplier of charitable gaming supplies to the Department of Agriculture and Consumer Services pursuant to subsection E of § 18.2-340.34.

15. Records and reports related to Virginia apple producer sales provided to the Virginia State Apple Board pursuant to § 3.2-1215.

16. Trade secrets, as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.) of Title 59.1, submitted by CMRS providers as defined in § 56-484.12 to the Wireless Carrier E-911 Cost Recovery Subcommittee created pursuant to § 56-484.15, relating to the provision of wireless E-911 service.

17. Records submitted as a grant or loan application, or accompanying a grant or loan application, to the Innovation and Entrepreneurship Investment Authority pursuant to Article 3 (§ 2.2-2233.1 et seq.) of Chapter 22 of Title 2.2 or to the Commonwealth Health Research Board pursuant to Chapter 22 (§ 23-277 et seq.) of Title 23 to the extent such records contain proprietary business or research-related information produced or collected by the applicant in the conduct of or as a result of study or research on medical, rehabilitative, scientific, technical, technological, or scholarly issues, when such information has not been publicly released,

published, copyrighted, or patented, if the disclosure of such information would be harmful to the competitive position of the applicant.

18. Confidential proprietary records and trade secrets developed and held by a local public body (i) providing telecommunication services pursuant to § 56-265.4:4 and (ii) providing cable television services pursuant to Article 1.1 (§ 15.2-2108.2 et seq.) of Chapter 21 of Title 15.2, to the extent that disclosure of such records would be harmful to the competitive position of the locality. In order for confidential proprietary information or trade secrets to be excluded from the provisions of this chapter, the locality in writing shall (a) invoke the protections of this subdivision, (b) identify with specificity the records or portions thereof for which protection is sought, and (c) state the reasons why protection is necessary.

19. Confidential proprietary records and trade secrets developed by or for a local authority created in accordance with the Virginia Wireless Service Authorities Act (§ 15.2-5431.1 et seq.) to provide qualifying communications services as authorized by Article 5.1 (§ 56-484.7:1 et seq.) of Chapter 15 of Title 56, where disclosure of such information would be harmful to the competitive position of the authority, except that records required to be maintained in accordance with § 15.2-2160 shall be released.

20. (Effective until January 1, 2014) Trade secrets as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.) or financial records of a business, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise, provided to the Department of Minority Business Enterprise as part of an application for (i) certification as a small, women-owned, or minority-owned business in accordance with Chapter 14 (§ 2.2-1400 et seq.) of this title or (ii) a claim made by a disadvantaged business or an economically disadvantaged individual against the Capital Access Fund for Disadvantaged Businesses created pursuant to § 2.2-2311. In order for such trade secrets or financial records to be excluded from the provisions of this chapter, the business shall (a) invoke such exclusion upon submission of the data or other materials for which protection from disclosure is sought, (b) identify the data or other materials for which protection is sought, and (c) state the reasons why protection is necessary.

20. (Effective January 1, 2014) Trade secrets as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.) or financial records of a business, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise, provided to the Department of Small Business and Supplier Diversity as part of an application for (i) certification as a small, women-owned, or minority-owned business in accordance with Chapter 16.1 (§ 2.2-1603 et seq.) or (ii) a claim made by a disadvantaged business or an economically disadvantaged individual against the Capital Access Fund for Disadvantaged Businesses created pursuant to § 2.2-2311. In order for such trade secrets or financial records to be excluded from the provisions of this chapter, the business shall (a) invoke such exclusion upon submission of the data or other materials for which protection from disclosure is sought, (b) identify the data or other materials for which protection is sought, and (c) state the reasons why protection is necessary.

21. Documents and other information of a proprietary or confidential nature disclosed by a carrier to the State Health Commissioner pursuant to §§ 32.1-276.5:1 and 32.1-276.7:1.

22. Trade secrets, as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.), including, but not limited to, financial records, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise, and revenue and cost projections supplied by a private or nongovernmental entity to the State Inspector General for the purpose of an audit, special investigation, or any study requested by the Office of the State Inspector General in accordance with law.

In order for the records specified in this subdivision to be excluded from the provisions of this chapter, the private or nongovernmental entity shall make a written request to the State Inspector General:

1. Invoking such exclusion upon submission of the data or other materials for which protection from disclosure is sought;

2. Identifying with specificity the data or other materials for which protection is sought; and

3. Stating the reasons why protection is necessary.

The State Inspector General shall determine whether the requested exclusion from disclosure is necessary to protect the trade secrets or financial records of the private entity. The State Inspector General shall make a written determination of the nature and scope of the protection to be afforded by it under this subdivision.

23. Records submitted as a grant application, or accompanying a grant application, to the Virginia Tobacco Indemnification and Community Revitalization Commission to the extent such records contain (i) trade secrets as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.), (ii) financial records of a grant applicant that is not a public body, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise, or (iii) research-related information produced or collected by the applicant in the conduct of or as a result of study or research on medical, rehabilitative, scientific, technical, technological, or scholarly issues, when such information has not been publicly released, published, copyrighted, or patented, if the disclosure of such information would be harmful to the competitive position of the applicant; and memoranda, staff evaluations, or other records prepared by the Commission or its staff exclusively for the evaluation of grant applications. The exclusion provided by this subdivision shall apply to grants that are consistent with the powers of and in furtherance of the performance of the duties of the Commission pursuant to § 3.2-3103.

In order for the records specified in this subdivision to be excluded from the provisions of this chapter, the applicant shall make a written request to the Commission:

1. Invoking such exclusion upon submission of the data or other materials for which protection from disclosure is sought;

2. Identifying with specificity the data, records or other materials for which protection is sought; and

3. Stating the reasons why protection is necessary.

The Commission shall determine whether the requested exclusion from disclosure is necessary to protect the trade secrets, financial records or research-related information of the applicant. The Commission shall make a written determination of the nature and scope of the protection to be afforded by it under this subdivision.

24. a. Records of the Commercial Space Flight Authority relating to rate structures or charges for the use of projects of, the sale of products of, or services rendered by the Authority if public disclosure would adversely affect the financial interest or bargaining position of the Authority or a private entity providing records to the Authority; or

b. Records provided by a private entity to the Commercial Space Flight Authority, to the extent that such records contain (i) trade secrets of the private entity as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.); (ii) financial records of the private entity, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise; or (iii) other information submitted by the private entity, where, if the records were made public, the financial interest or bargaining position of the Authority or private entity would be adversely affected.

In order for the records specified in clauses (i), (ii), and (iii) of subdivision 24 b to be excluded from the provisions of this chapter, the private entity shall make a written request to the Authority:

1. Invoking such exclusion upon submission of the data or other materials for which protection from disclosure is sought;

2. Identifying with specificity the data or other materials for which protection is sought; and

3. Stating the reasons why protection is necessary.

The Authority shall determine whether the requested exclusion from disclosure is necessary to protect the trade secrets or financial records of the private entity. To protect other records submitted by the private entity from disclosure, the Authority shall determine whether public disclosure would adversely affect the financial interest or bargaining position of the Authority or private entity. The Authority shall make a written determination of the nature and scope of the protection to be afforded by it under this subdivision.

25. Documents and other information of a proprietary nature furnished by an agricultural landowner or operator to the Department of Conservation and Recreation, the Department of Environmental Quality, the Department of Agriculture and Consumer Services or any political subdivision, agency, or board of the Commonwealth pursuant to §§ 10.1-104.7, 10.1-104.8, and 10.1-104.9, other than when required as part of a state or federal regulatory enforcement action.

26. Trade secrets, as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.), provided to the Department of Environmental Quality pursuant to the provisions of § 10.1-1458. In order for such trade secrets to be excluded from the provisions of this chapter, the submitting party shall (i) invoke this exclusion upon submission of the data or materials for which protection from disclosure is sought, (ii) identify the data or materials for which protection is sought, and (iii) state the reasons why protection is necessary.

27. Documents and other information of a proprietary nature furnished by a licensed public-use airport to the Department of Aviation for funding from programs administered by the Department of Aviation or the Virginia Aviation Board, where if the records were made public, the financial interest of the public-use airport would be adversely affected.

In order for the records specified in this subdivision to be excluded from the provisions of this chapter, the public-use airport shall make a written request to the Department of Aviation:

1. Invoking such exclusion upon submission of the data or other materials for which protection from disclosure is sought;

2. Identifying with specificity the data or other materials for which protection is sought; and

3. Stating the reasons why protection is necessary.

§ 2.2-3705.7. Exclusions to application of chapter; records of specific public bodies and certain other limited exemptions.

The following records are excluded from the provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law:

1. State income, business, and estate tax returns, personal property tax returns, scholastic and confidential records held pursuant to § 58.1-3.

2. Working papers and correspondence of the Office of the Governor; Lieutenant Governor; the Attorney General; the members of the General Assembly, the Division of Legislative Services, or the Clerks of the House of Delegates and the Senate of Virginia; the mayor or chief executive officer of any political subdivision of the Commonwealth; or the president or other chief executive officer of any public institution of higher education in Virginia. However, no record, which is otherwise open to inspection under this chapter, shall be deemed exempt by virtue of the fact that it has been attached to or incorporated within any working paper or correspondence.

As used in this subdivision:

"Members of the General Assembly" means each member of the Senate of Virginia and the House of Delegates and their legislative aides when working on behalf of such member.

"Office of the Governor" means the Governor; his chief of staff, counsel, director of policy, Cabinet Secretaries, and the Assistant to the Governor for Intergovernmental Affairs; and those individuals to whom the Governor has delegated his authority pursuant to § 2.2-104.

"Working papers" means those records prepared by or for an above-named public official for his personal or deliberative use.

3. Library records that can be used to identify both (i) any library patron who has borrowed material from a library and (ii) the material such patron borrowed.

4. Contract cost estimates prepared for the confidential use of the Department of Transportation in awarding contracts for construction or the purchase of goods or services, and records and automated systems prepared for the Department's Bid Analysis and Monitoring Program.

5. Lists of registered owners of bonds issued by a political subdivision of the Commonwealth, whether the lists are maintained by the political subdivision itself or by a single fiduciary designated by the political subdivision.

6. Records and writings furnished by a member of the General Assembly to a meeting of a standing committee, special committee or subcommittee of his house established solely for the purpose of reviewing members' annual disclosure statements and supporting materials filed under § 30-110 or of formulating advisory opinions to members on standards of conduct, or both.

7. Customer account information of a public utility affiliated with a political subdivision of the Commonwealth, including the customer's name and service address, but excluding the amount of utility service provided and the amount of money paid for such utility service.

8. Personal information, as defined in § 2.2-3801, (i) filed with the Virginia Housing Development Authority concerning individuals who have applied for or received loans or other housing assistance or who have applied for occupancy of or have occupied housing financed, owned or otherwise assisted by the Virginia Housing Development Authority; (ii) concerning persons participating in or persons on the waiting list for federally funded rent-assistance programs; (iii) filed with any local redevelopment and housing authority created pursuant to § 36-4 concerning persons participating in or persons on the waiting list for housing assistance programs funded by local governments or by any such authority; or (iv) filed with any local redevelopment and housing authority created pursuant to § 36-4 or any other local government agency concerning persons who have applied for occupancy or who have occupied affordable dwelling units established pursuant to § 15.2-2304 or 15.2-2305. However, access to one's own information shall not be denied.

9. Records regarding the siting of hazardous waste facilities, except as provided in § 10.1-1441, if disclosure of them would have a detrimental effect upon the negotiating position of a governing body or on the establishment of the terms, conditions and provisions of the siting agreement.

10. Records containing information on the site specific location of rare, threatened, endangered or otherwise imperiled plant and animal species, natural communities, caves, and significant historic and archaeological sites if, in the opinion of the public body that has the responsibility for such information, disclosure of the information would jeopardize the continued existence or the integrity of the resource. This exemption shall not apply to requests from the owner of the land upon which the resource is located.

11. Records, memoranda, working papers, graphics, video or audio tapes, production models, data and information of a proprietary nature produced by or for or collected by or for the State Lottery Department relating to matters of a specific lottery game design, development, production, operation, ticket price, prize structure, manner of selecting the winning ticket, manner of payment of prizes to holders of winning tickets, frequency of drawings or selections of winning tickets, odds of winning, advertising, or marketing, where such official records have not been publicly released, published, copyrighted or patented. Whether released, published or copyrighted, all game-related information shall be subject to public disclosure under this chapter upon the first day of sales for the specific lottery game to which it pertains.

12. Records of the Virginia Retirement System, acting pursuant to § 51.1-124.30, or of a local retirement system, acting pursuant to § 51.1-803, or of the Rector and Visitors of the University of Virginia, acting pursuant to § 23-76.1, or of the Virginia College Savings Plan, acting pursuant to § 23-38.77, relating to the acquisition, holding or disposition of a security or other ownership interest in an entity, where such security or ownership interest is not traded on a governmentally regulated securities exchange, to the extent that: (i) such records contain confidential analyses prepared for the Rector and Visitors of the University of Virginia, prepared by the retirement system or the Virginia College Savings Plan, or provided to the retirement system or the Virginia College Savings Plan under a promise of confidentiality, of the future value of such ownership interest or the future financial performance of the entity; and (ii) disclosure of such confidential analyses would have an adverse effect on the value of the investment to be acquired, held or disposed of by the retirement system, the Rector and Visitors of the University of Virginia, or the Virginia College Savings Plan. Nothing in this subdivision shall be construed to prevent the disclosure of records relating to the identity of any investment held, the amount invested, or the present value of such investment.

13. Names and addresses of subscribers to Virginia Wildlife magazine, published by the Department of Game and Inland Fisheries, provided the individual subscriber has requested in writing that the Department not release such information.

14. Financial, medical, rehabilitative and other personal information concerning applicants for or recipients of loan funds submitted to or maintained by the Assistive Technology Loan Fund Authority under Chapter 11 (§ 51.5-53 et seq.) of Title 51.5.

15. Records of the Virginia Commonwealth University Health System Authority pertaining to any of the following: an individual's qualifications for or continued membership on its medical or teaching staffs; proprietary information gathered by or in the possession of the Authority from third parties pursuant to a promise of confidentiality; contract cost estimates prepared for confidential use in awarding contracts for construction or the purchase of goods or services; data,

records or information of a proprietary nature produced or collected by or for the Authority or members of its medical or teaching staffs; financial statements not publicly available that may be filed with the Authority from third parties; the identity, accounts or account status of any customer of the Authority; consulting or other reports paid for by the Authority to assist the Authority in connection with its strategic planning and goals; the determination of marketing and operational strategies where disclosure of such strategies would be harmful to the competitive position of the Authority; and data, records or information of a proprietary nature produced or collected by or for employees of the Authority, other than the Authority's financial or administrative records, in the conduct of or as a result of study or research on medical, scientific, technical or scholarly issues, whether sponsored by the Authority alone or in conjunction with a governmental body or a private concern, when such data, records or information have not been publicly released, published, copyrighted or patented.

16. Records of the Department of Environmental Quality, the State Water Control Board, State Air Pollution Control Board or the Virginia Waste Management Board relating to (i) active federal environmental enforcement actions that are considered confidential under federal law and (ii) enforcement strategies, including proposed sanctions for enforcement actions. Upon request, such records shall be disclosed after a proposed sanction resulting from the investigation has been proposed to the director of the agency. This subdivision shall not be construed to prohibit the disclosure of records related to inspection reports, notices of violation, and documents detailing the nature of any environmental contamination that may have occurred or similar documents.

17. As it pertains to any person, records related to the operation of toll facilities that identify an individual, vehicle, or travel itinerary including, but not limited to, vehicle identification data, vehicle enforcement system information; video or photographic images; Social Security or other identification numbers appearing on driver's licenses; credit card or bank account data; home addresses; phone numbers; or records of the date or time of toll facility use.

18. Records of the State Lottery Department pertaining to (i) the social security number, tax identification number, state sales tax number, home address and telephone number, personal and lottery banking account and transit numbers of a retailer, and financial information regarding the nonlottery operations of specific retail locations; and (ii) individual lottery winners, except that a winner's name, hometown, and amount won shall be disclosed.

19. Records of the Board for Branch Pilots relating to the chemical or drug testing of a person regulated by the Board, where such person has tested negative or has not been the subject of a disciplinary action by the Board for a positive test result.

20. Records, investigative notes, correspondence, and information pertaining to the planning, scheduling and performance of examinations of holder records pursuant to the Uniform Disposition of Unclaimed Property Act (§ 55-210.1 et seq.) prepared by or for the State Treasurer, his agents, employees or persons employed to perform an audit or examination of holder records.

21. Records of the Virginia Department of Emergency Management or a local governing body relating to citizen emergency response teams established pursuant to an ordinance of a local governing body, to the extent that such records reveal the name, address, including e-mail address, telephone or pager numbers, or operating schedule of an individual participant in the program.

22. Records of state or local park and recreation departments and local and regional park authorities to the extent such records contain information identifying a person under the age of 18 years. However, nothing in this subdivision shall operate to prohibit the disclosure of information defined as directory information under regulations implementing the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, unless the public body has undertaken the parental notification and opt-out requirements provided by such regulations. Access shall not be denied to the parent, including a noncustodial parent, or guardian of such person, unless the parent's parental rights have been terminated or a court of competent jurisdiction has restricted or denied such access. For records of such persons who are emancipated, the right of access may be asserted by the subject thereof. Any parent or emancipated person who is the subject of the record may waive, in writing, the protections afforded by this subdivision. If the protections are so waived, the public body shall open such records for inspection and copying.

23. Records submitted for inclusion in the Statewide Alert Network administered by the Department of Emergency Management, to the extent that they reveal names, physical addresses, email addresses, computer or internet protocol information, telephone numbers, pager numbers, other wireless or portable communications device information, or operating schedules of individuals or agencies, where the release of such information would compromise the security of the Statewide Alert Network or individuals participating in the Statewide Alert Network.

24. Records of the Judicial Inquiry and Review Commission made confidential by § 17.1-913.

25. Records of the Virginia Retirement System acting pursuant to § 51.1-124.30, of a local retirement system acting pursuant to § 51.1-803 (hereinafter collectively referred to as the retirement system), or of the Virginia College Savings Plan, acting pursuant to § 23-38.77 relating to:

a. Internal deliberations of or decisions by the retirement system or the Virginia College Savings Plan on the pursuit of particular investment strategies, or the selection or termination of investment managers, prior to the execution of such investment strategies or the selection or termination of such managers, to the extent that disclosure of such records would have an adverse impact on the financial interest of the retirement system or the Virginia College Savings Plan; and

b. Trade secrets, as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.), provided by a private entity to the retirement system or the Virginia College Savings Plan, to the extent disclosure of such records would have an adverse impact on the financial interest of the retirement system or the Virginia College Savings Plan.

For the records specified in subdivision b to be excluded from the provisions of this chapter, the entity shall make a written request to the retirement system or the Virginia College Savings Plan:

(1) Invoking such exclusion prior to or upon submission of the data or other materials for which protection from disclosure is sought;

(2) Identifying with specificity the data or other materials for which protection is sought; and

(3) Stating the reasons why protection is necessary.

The retirement system or the Virginia College Savings Plan shall determine whether the requested exclusion from disclosure meets the requirements set forth in subdivision b.

Nothing in this subdivision shall be construed to authorize the withholding of the identity or amount of any investment held or the present value and performance of all asset classes and subclasses.

26. Records of the Department of Corrections made confidential by § 53.1-233.

27. Records maintained by the Department of the Treasury or participants in the Local Government Investment Pool (§ 2.2-4600 et seq.), to the extent such records relate to information required to be provided by such participants to the Department to establish accounts in accordance with § 2.2-4602.

28. Personal information, as defined in § 2.2-3801, contained in the Veterans Care Center Resident Trust Funds concerning residents or patients of the Department of Veterans Services Care Centers, except that access shall not be denied to the person who is the subject of the record.

29. Records maintained in connection with fundraising activities by the Veterans Services Foundation pursuant to § 2.2-2716 to the extent that such records reveal the address, electronic mail address, facsimile or telephone number, social security number or other identification number appearing on a driver's license, or credit card or bank account data of identifiable donors, except that access shall not be denied to the person who is the subject of the record. Nothing in this subdivision, however, shall be construed to authorize the withholding of records relating to the amount, date, purpose, and terms of the pledge or donation or the identity of the donor. The exclusion provided by this subdivision shall not apply to protect from disclosure (i) the identities of sponsors providing grants to or contracting with the foundation for the performance of services or other work or (ii) the terms and conditions of such grants or contracts.

30. Names, physical addresses, telephone numbers, and email addresses contained in correspondence between an individual and a member of the governing body, school board, or other public body of the locality in which the individual is a resident, unless the correspondence relates to the transaction of public business. However, no record that is otherwise open to inspection under this chapter shall be deemed exempt by virtue of the fact that it has been attached to or incorporated within any such correspondence.

31. Records of the Commonwealth's Attorneys' Services Council, to the extent such records are prepared for and utilized by the Commonwealth's Attorneys' Services Council in the training of state prosecutors or law-enforcement personnel, where such records are not otherwise available to the public and the release of such records would reveal confidential strategies, methods or procedures to be employed in law-enforcement activities, or materials created for the investigation and prosecution of a criminal case.

32. Records provided to the Department of Aviation by other entities of the Commonwealth in connection with the operation of aircraft, where the records would not be subject to disclosure by the entity providing the records. The entity providing the records to the Department of Aviation shall identify the specific portion of the records to be protected and the applicable provision of this chapter that exempts the record or portions thereof from mandatory disclosure.

§ 2.2-3705.8. Limitation on record exclusions.

A. Neither any provision of this chapter nor any provision of Chapter 38 (§ 2.2-3800 et seq.) of this title shall be construed as denying public access to (i) contracts between a public body and its officers or employees, other than contracts settling public employee employment disputes held confidential as personnel records under § 2.2-3705.1; (ii) records of the position, job classification, official salary or rate of pay of, and records of the allowances or reimbursements for expenses paid to any officer, official or employee of a public body; or (iii) the compensation or benefits paid by any corporation organized by the Virginia Retirement System or its officers or employees.

The provisions of this subsection, however, shall not require public access to records of the official salaries or rates of pay of public employees whose annual rate of pay is $10,000 or less.

B. Nothing in this chapter shall be construed as denying public access to the nonexempt portions of a report of a consultant hired by or at the request of a local public body or the mayor or chief executive or administrative officer of such public body if (i) the contents of such report have been distributed or disclosed to members of the local public body or (ii) the local public body has scheduled any action on a matter that is the subject of the consultant's report.

§ 2.2-3706. Disclosure of criminal records; limitations.

A. All public bodies engaged in criminal law-enforcement activities shall provide requested records in accordance with this chapter as follows:

1. Records required to be released:

a. Criminal incident information relating to felony offenses, which shall include:

(1) A general description of the criminal activity reported;

(2) The date the alleged crime was committed;

(3) The general location where the alleged crime was committed;

(4) The identity of the investigating officer or other point of contact; and

(5) A general description of any injuries suffered or property damaged or stolen.

A verbal response as agreed to by the requester and the public body is sufficient to satisfy the requirements of subdivision a.

Where the release of criminal incident information, however, is likely to jeopardize an ongoing investigation or prosecution or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence, such information may be withheld until the above-referenced damage is no longer likely to occur from release of the information. Nothing in subdivision a shall be construed to authorize the withholding of those portions of such information that are not likely to cause the above-referenced damage;

b. Adult arrestee photographs taken during the initial intake following the arrest and as part of the routine booking procedure, except when necessary to avoid jeopardizing an investigation in felony cases until such time as the release of the photograph will no longer jeopardize the investigation; and

c. Information relative to the identity of any individual, other than a juvenile, who is arrested and charged, and the status of the charge or arrest;

2. Discretionary releases. The following records are excluded from the provisions of this chapter, but may be disclosed by the custodian, in his discretion, except where such disclosure is prohibited by law:

a. Criminal investigative files, defined as any documents and information, including complaints, court orders, memoranda, notes, diagrams, maps, photographs, correspondence, reports, witness statements, and evidence relating to a criminal investigation or prosecution, other than criminal incident information subject to release in accordance with subdivision 1 a;

b. Reports submitted in confidence to (i) state and local law-enforcement agencies, (ii) investigators authorized pursuant to Chapter 3.2 (§ 2.2-307 et seq.), and (iii) campus police departments of public institutions of higher education established pursuant to Chapter 17 (§ 23-232 et seq.) of Title 23;

c. Records of local law-enforcement agencies relating to neighborhood watch programs that include the names, addresses, and operating schedules of individual participants in the program that are provided to such agencies under a promise of anonymity;

d. All records of persons imprisoned in penal institutions in the Commonwealth provided such records relate to the imprisonment;

e. Records of law-enforcement agencies, to the extent that such records contain specific tactical plans, the disclosure of which would jeopardize the safety or security of law-enforcement personnel or the general public;

f. All records of adult persons under (i) investigation or supervision by a local pretrial services agency in accordance with Article 5 (§ 19.2-152.2 et seq.) of Chapter 9 of Title 19.2; (ii) investigation, probation supervision, or monitoring by a local community-based probation services agency in accordance with Article 9 (§ 9.1-173 et seq.) of Chapter 1 of Title 9.1; or (iii) investigation or supervision by state probation and parole services in accordance with Article 2 (§ 53.1-141 et seq.) of Chapter 4 of Title 53.1;

g. Records of a law-enforcement agency to the extent that they disclose the telephone numbers for cellular telephones, pagers, or comparable portable communication devices provided to its personnel for use in the performance of their official duties;

h. Those portions of any records containing information related to undercover operations or protective details that would reveal the staffing, logistics, or tactical plans of such undercover operations or protective details. Nothing in this subdivision shall operate to allow the withholding of information concerning the overall costs or expenses associated with undercover operations or protective details;

i. Records of (i) background investigations of applicants for law-enforcement agency employment, (ii) administrative investigations relating to allegations of wrongdoing by employees of a law-enforcement agency, and (iii) other administrative investigations conducted by law-enforcement agencies that are made confidential by law;

j. The identity of any victim, witness, or undercover officer, or investigative techniques or procedures. However, the identity of any victim or witness shall be withheld if disclosure is prohibited or restricted under § 19.2-11.2; and

k. Records of the Sex Offender and Crimes Against Minors Registry maintained by the Department of State Police pursuant to Chapter 9 (§ 9.1-900 et seq.) of Title 9.1, including information obtained from state, local, and regional officials, except to the extent that information is required to be posted on the Internet pursuant to § 9.1-913; and

3. Prohibited releases. The identity of any individual providing information about a crime or criminal activity under a promise of anonymity shall not be disclosed.

B. Noncriminal records. Records (i) required to be maintained by law-enforcement agencies pursuant to § 15.2-1722 or (ii) maintained by other public bodies engaged in criminal law-enforcement activities shall be subject to the provisions of this chapter except that those portions of noncriminal incident or other noncriminal investigative reports or materials that contain identifying information of a personal, medical, or financial nature may be withheld where the release of such information would jeopardize the safety or privacy of any person. Access to personnel records of persons employed by a law-enforcement agency shall be governed by the provisions of subdivision A 2 i of this section and subdivision 1 of § 2.2-3705.1, as applicable.

C. Records of any call for service or other communication to an emergency 911 system or communicated with any other equivalent reporting system shall be subject to the provisions of this chapter.

D. Conflict resolution. In the event of conflict between this section as it relates to requests made under this section and other provisions of law, this section shall control.

§ 2.2-3707. Meetings to be public; notice of meetings; recordings; minutes.

A. All meetings of public bodies shall be open, except as provided in §§ 2.2-3707.01 and 2.2-3711.

B. No meeting shall be conducted through telephonic, video, electronic or other communication means where the members are not physically assembled to discuss or transact public business, except as provided in § 2.2-3708, 2.2-3708.1 or as may be specifically provided in Title 54.1 for the summary suspension of professional licenses.

C. Every public body shall give notice of the date, time, and location of its meetings by placing the notice in a prominent public location at which notices are regularly posted and in the office of the clerk of the public body, or in the case of a public body that has no clerk, in the office of the chief administrator. All state public bodies subject to the provisions of this chapter shall also post notice of their meetings on their websites and on the electronic calendar maintained by the Virginia Information Technologies Agency commonly known as the Commonwealth Calendar. Publication of meeting notices by electronic means by other public bodies shall be encouraged. The notice shall be posted at least three working days prior to the meeting. Notices for meetings of state public bodies on which there is at least one member appointed by the Governor shall state whether or not public comment will be received at the meeting and, if so, the approximate point during the meeting when public comment will be received.

D. Notice, reasonable under the circumstance, of special or emergency meetings shall be given contemporaneously with the notice provided members of the public body conducting the meeting.

E. Any person may annually file a written request for notification with a public body. The request shall include the requester's name, address, zip code, daytime telephone number, electronic mail address, if available, and organization, if any. The public body receiving such request shall provide notice of all meetings directly to each such person. Without objection by the person, the public body may provide electronic notice of all meetings in response to such requests.

F. At least one copy of all agenda packets and, unless exempt, all materials furnished to members of a public body for a meeting shall be made available for public inspection at the same time such documents are furnished to the members of the public body.

G. Nothing in this chapter shall be construed to prohibit the gathering or attendance of two or more members of a public body (i) at any place or function where no part of the purpose of such

gathering or attendance is the discussion or transaction of any public business, and such gathering or attendance was not called or prearranged with any purpose of discussing or transacting any business of the public body or (ii) at a public forum, candidate appearance, or debate, the purpose of which is to inform the electorate and not to transact public business or to hold discussions relating to the transaction of public business, even though the performance of the members individually or collectively in the conduct of public business may be a topic of discussion or debate at such public meeting. The notice provisions of this chapter shall not apply to informal meetings or gatherings of the members of the General Assembly.

H. Any person may photograph, film, record or otherwise reproduce any portion of a meeting required to be open. The public body conducting the meeting may adopt rules governing the placement and use of equipment necessary for broadcasting, photographing, filming or recording a meeting to prevent interference with the proceedings, but shall not prohibit or otherwise prevent any person from photographing, filming, recording, or otherwise reproducing any portion of a meeting required to be open. No public body shall conduct a meeting required to be open in any building or facility where such recording devices are prohibited.

I. Minutes shall be recorded at all open meetings. However, minutes shall not be required to be taken at deliberations of (i) standing and other committees of the General Assembly; (ii) legislative interim study commissions and committees, including the Virginia Code Commission; (iii) study committees or commissions appointed by the Governor; or (iv) study commissions or study committees, or any other committees or subcommittees appointed by the governing bodies or school boards of counties, cities and towns, except where the membership of any such commission, committee or subcommittee includes a majority of the governing body of the county, city or town or school board.

Minutes, including draft minutes, and all other records of open meetings, including audio or audio/visual records shall be deemed public records and subject to the provisions of this chapter.

Minutes shall be in writing and shall include (i) the date, time, and location of the meeting; (ii) the members of the public body recorded as present and absent; and (iii) a summary of the discussion on matters proposed, deliberated or decided, and a record of any votes taken. In addition, for electronic communication meetings conducted in accordance with § 2.2-3708, minutes of state public bodies shall include (a) the identity of the members of the public body at each remote location identified in the notice who participated in the meeting through electronic communications means, (b) the identity of the members of the public body who were physically assembled at the primary or central meeting location, and (c) the identity of the members of the public body who were not present at the locations identified in clauses (a) and (b), but who monitored such meeting through electronic communications means.

§ 2.2-3707.01. Meetings of the General Assembly.

A. Except as provided in subsection B, public access to any meeting of the General Assembly or a portion thereof shall be governed by rules established by the Joint Rules Committee and approved by a majority vote of each house at the next regular session of the General Assembly. At least 60 days before the adoption of such rules, the Joint Rules Committee shall (i) hold

regional public hearings on such proposed rules and (ii) provide a copy of such proposed rules to the Virginia Freedom of Information Advisory Council.

B. Floor sessions of either house of the General Assembly; meetings, including work sessions, of any standing or interim study committee of the General Assembly; meetings, including work sessions, of any subcommittee of such standing or interim study committee; and joint committees of conference of the General Assembly; or a quorum of any such committees or subcommittees, shall be open and governed by this chapter.

C. Meetings of the respective political party caucuses of either house of the General Assembly, including meetings conducted by telephonic or other electronic communication means, without regard to (i) whether the General Assembly is in or out of regular or special session or (ii) whether such caucuses invite staff or guests to participate in their deliberations, shall not be deemed meetings for the purposes of this chapter.

D. No regular, special, or reconvened session of the General Assembly held pursuant to Article IV, Section 6 of the Constitution of Virginia shall be conducted using electronic communication means pursuant § 2.2-3708.

§ 2.2-3707.1. Posting of minutes for state boards and commissions.

All boards, commissions, councils, and other public bodies created in the executive branch of state government and subject to the provisions of this chapter shall post minutes of their meetings on such body's website, if any, and on the electronic calendar maintained by the Virginia Information Technologies Agency commonly known as the Commonwealth Calendar. Draft minutes of meetings shall be posted as soon as possible but no later than ten working days after the conclusion of the meeting. Final approved meeting minutes shall be posted within three working days of final approval of the minutes.

§ 2.2-3708. Electronic communication meetings; applicability; physical quorum required; exceptions; notice; report.

A. Except as expressly provided in subsection G of this section or § 2.2-3708.1, no local governing body, school board, or any authority, board, bureau, commission, district or agency of local government, any committee thereof, or any entity created by a local governing body, school board, or any local authority, board, or commission shall conduct a meeting wherein the public business is discussed or transacted through telephonic, video, electronic or other communication means where the members are not physically assembled. Nothing in this section shall be construed to prohibit the use of interactive audio or video means to expand public participation.

B. Except as provided in subsection G or H of this section or subsection D of § 2.2-3707.01, state public bodies may conduct any meeting wherein the public business is discussed or transacted through electronic communication means, provided (i) a quorum of the public body is physically assembled at one primary or central meeting location, (ii) notice of the meeting has been given in accordance with subsection C, and (iii) the remote locations, from which additional members of the public body participate through electronic communication means, are open to the public. All

persons attending the meeting at any of the meeting locations shall be afforded the same opportunity to address the public body as persons attending the primary or central location.

If an authorized public body holds an electronic meeting pursuant to this section, it shall also hold at least one meeting annually where members in attendance at the meeting are physically assembled at one location and where no members participate by electronic communication means.

C. Notice of any meetings held pursuant to this section shall be provided at least three working days in advance of the date scheduled for the meeting. The notice shall include the date, time, place, and purpose for the meeting; shall identify the locations for the meeting; and shall include a telephone number that may be used at remote locations to notify the primary or central meeting location of any interruption in the telephonic or video broadcast of the meeting to the remote locations. Any interruption in the telephonic or video broadcast of the meeting shall result in the suspension of action at the meeting until repairs are made and public access restored.

D. Agenda packets and, unless exempt, all materials that will be distributed to members of the public body and that have been made available to the staff of the public body in sufficient time for duplication and forwarding to all locations where public access will be provided shall be made available to the public at the time of the meeting. Minutes of all meetings held by electronic communication means shall be recorded as required by § 2.2-3707. Votes taken during any meeting conducted through electronic communication means shall be recorded by name in roll-call fashion and included in the minutes.

E. Three working days' notice shall not be required for meetings authorized under this section held in accordance with subsection G or that are continued to address an emergency or to conclude the agenda of the meeting for which proper notice has been given, when the date, time, place, and purpose of the continued meeting are set during the meeting prior to adjournment. Public bodies conducting emergency meetings through electronic communication means shall comply with the provisions of subsection D requiring minutes of the meeting. The nature of the emergency shall be stated in the minutes.

F. Any authorized public body that meets by electronic communication means shall make a written report of the following to the Virginia Freedom of Information Advisory Council and the Joint Commission on Technology and Science by December 15 of each year:

1. The total number of electronic communication meetings held that year;

2. The dates and purposes of the meetings;

3. A copy of the agenda for the meeting;

4. The number of sites for each meeting;

5. The types of electronic communication means by which the meetings were held;

6. The number of participants, including members of the public, at each meeting location;

7. The identity of the members of the public body recorded as absent and those recorded as present at each meeting location;

8. A summary of any public comment received about the electronic communication meetings; and

9. A written summary of the public body's experience using electronic communication meetings, including its logistical and technical experience.

In addition, any authorized public body shall make available to the public at any meeting conducted in accordance with this section a public comment form prepared by the Virginia Freedom of Information Advisory Council in accordance with § 30-179.

G. Any public body may meet by electronic communication means without a quorum of the public body physically assembled at one location when the Governor has declared a state of emergency in accordance with § 44-146.17, provided (i) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and (ii) the purpose of the meeting is to address the emergency. The public body convening a meeting in accordance with this subsection shall (a) give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided members of the public body conducting the meeting; (b) make arrangements for public access to such meeting; and (c) otherwise comply with the provisions of this section. The nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held shall be stated in the minutes.

H. (Expires July 1, 2014) An advisory public body, defined as any state public body classified as advisory pursuant to § 2.2-2100 or any committee, subcommittee, or other entity, however designated, of a state public body created to advise the state public body, may meet by electronic communication means without a quorum of the advisory public body being physically assembled at one location, provided (i) the meeting is conducted utilizing a combined audio and visual communication method; (ii) a primary or central meeting location is established and identified in the notice in accordance with subsection C; (iii) the remote locations, from which additional members of the advisory public body participate through the combined audio and visual communication method, are open to the public and are identified in the notice in accordance with subsection C; (iv) all persons attending the meeting at any of the meeting locations shall be afforded the same opportunity to address the advisory public body as persons attending the primary or central location; and (v) all other provisions of this section are met. Any advisory public body holding electronic communication meetings in accordance with this subsection shall make an audiovisual recording of any such meeting, which recording shall be preserved by the advisory public body for a period of three years from the date of the meeting. The recording shall be available to the public for inspection and copying pursuant to § 2.2-3704. Any portion of the meeting that is closed to the public in accordance with this chapter may be recorded, but such

recording is not required. Any audiovisual recording of any closed portion of the meeting shall not be subject to mandatory public disclosure.

§ 2.2-3708.1. Participation in meetings in event of emergency or personal matter; certain disabilities; distance from meeting location for certain public bodies.

A. A member of a public body may participate in a meeting governed by this chapter through electronic communication means from a remote location that is not open to the public only as follows and subject to the requirements of subsection B:

1. If, on or before the day of a meeting, a member of the public body holding the meeting notifies the chair of the public body that such member is unable to attend the meeting due to an emergency or personal matter and identifies with specificity the nature of the emergency or personal matter, and the public body holding the meeting (a) approves such member's participation by a majority vote of the members present at a meeting and (b) records in its minutes the specific nature of the emergency or personal matter and the remote location from which the member participated.

Such participation by the member shall be limited each calendar year to two meetings or 25 percent of the meetings of the public body, whichever is fewer;

2. If a member of a public body notifies the chair of the public body that such member is unable to attend a meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance and the public body records this fact and the remote location from which the member participated in its minutes; or

3. If, on the day of a meeting, a member of a regional public body notifies the chair of the public body that such member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting and the public body holding the meeting (a) approves such member's participation by a majority vote of the members present and (b) records in its minutes the remote location from which the member participated.

B. Participation by a member of a public body as authorized under subsection A shall be only under the following conditions:

1. A quorum of the public body is physically assembled at the primary or central meeting location; and

2. The public body makes arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

§ 2.2-3709.

Expired.

§ 2.2-3710. Transaction of public business other than by votes at meetings prohibited.

A. Unless otherwise specifically provided by law, no vote of any kind of the membership, or any part thereof, of any public body shall be taken to authorize the transaction of any public business, other than a vote taken at a meeting conducted in accordance with the provisions of this chapter. No public body shall vote by secret or written ballot, and unless expressly provided by this chapter, no public body shall vote by telephone or other electronic communication means.

B. Notwithstanding the foregoing, nothing contained herein shall be construed to prohibit (i) separately contacting the membership, or any part thereof, of any public body for the purpose of ascertaining a member's position with respect to the transaction of public business, whether such contact is done in person, by telephone or by electronic communication, provided the contact is done on a basis that does not constitute a meeting as defined in this chapter or (ii) the House of Delegates or the Senate of Virginia from adopting rules relating to the casting of votes by members of standing committees. Nothing in this subsection shall operate to exclude any public record from the provisions of this chapter.

§ 2.2-3711. Closed meetings authorized for certain limited purposes.

A. Public bodies may hold closed meetings only for the following purposes:

1. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals. Any teacher shall be permitted to be present during a closed meeting in which there is a discussion or consideration of a disciplinary matter that involves the teacher and some student and the student involved in the matter is present, provided the teacher makes a written request to be present to the presiding officer of the appropriate board.

2. Discussion or consideration of admission or disciplinary matters or any other matters that would involve the disclosure of information contained in a scholastic record concerning any student of any Virginia public institution of higher education or any state school system. However, any such student, legal counsel and, if the student is a minor, the student's parents or legal guardians shall be permitted to be present during the taking of testimony or presentation of evidence at a closed meeting, if such student, parents, or guardians so request in writing and such request is submitted to the presiding officer of the appropriate board.

3. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

4. The protection of the privacy of individuals in personal matters not related to public business.

5. Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

6. Discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected.

7. Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

8. In the case of boards of visitors of public institutions of higher education, discussion or consideration of matters relating to gifts, bequests and fund-raising activities, and grants and contracts for services or work to be performed by such institution. However, the terms and conditions of any such gifts, bequests, grants, and contracts made by a foreign government, a foreign legal entity, or a foreign person and accepted by a public institution of higher education in Virginia shall be subject to public disclosure upon written request to the appropriate board of visitors. For the purpose of this subdivision, (i) "foreign government" means any government other than the United States government or the government of a state or a political subdivision thereof; (ii) "foreign legal entity" means any legal entity created under the laws of the United States or of any state thereof if a majority of the ownership of the stock of such legal entity is owned by foreign governments or foreign persons or if a majority of the membership of any such entity is composed of foreign persons or foreign legal entities, or any legal entity created under the laws of a foreign government; and (iii) "foreign person" means any individual who is not a citizen or national of the United States or a trust territory or protectorate thereof.

9. In the case of the boards of trustees of the Virginia Museum of Fine Arts, the Virginia Museum of Natural History, the Jamestown-Yorktown Foundation, and The Science Museum of Virginia, discussion or consideration of matters relating to specific gifts, bequests, and grants.

10. Discussion or consideration of honorary degrees or special awards.

11. Discussion or consideration of tests, examinations, or other records excluded from this chapter pursuant to subdivision 4 of § 2.2-3705.1.

12. Discussion, consideration, or review by the appropriate House or Senate committees of possible disciplinary action against a member arising out of the possible inadequacy of the disclosure statement filed by the member, provided the member may request in writing that the committee meeting not be conducted in a closed meeting.

13. Discussion of strategy with respect to the negotiation of a hazardous waste siting agreement or to consider the terms, conditions, and provisions of a hazardous waste siting agreement if the governing body in open meeting finds that an open meeting will have an adverse effect upon the negotiating position of the governing body or the establishment of the terms, conditions and provisions of the siting agreement, or both. All discussions with the applicant or its representatives may be conducted in a closed meeting.

14. Discussion by the Governor and any economic advisory board reviewing forecasts of economic activity and estimating general and nongeneral fund revenues.

15. Discussion or consideration of medical and mental health records excluded from this chapter pursuant to subdivision 1 of § 2.2-3705.5.

16. Deliberations of the State Lottery Board in a licensing appeal action conducted pursuant to subsection D of § 58.1-4007 regarding the denial or revocation of a license of a lottery sales agent; and discussion, consideration or review of State Lottery Department matters related to proprietary lottery game information and studies or investigations exempted from disclosure under subdivision 6 of § 2.2-3705.3 and subdivision 11 of § 2.2-3705.7.

17. Those portions of meetings by local government crime commissions where the identity of, or information tending to identify, individuals providing information about crimes or criminal activities under a promise of anonymity is discussed or disclosed.

18. Those portions of meetings in which the Board of Corrections discusses or discloses the identity of, or information tending to identify, any prisoner who (i) provides information about crimes or criminal activities, (ii) renders assistance in preventing the escape of another prisoner or in the apprehension of an escaped prisoner, or (iii) voluntarily or at the instance of a prison official renders other extraordinary services, the disclosure of which is likely to jeopardize the prisoner's life or safety.

19. Discussion of plans to protect public safety as it relates to terrorist activity and briefings by staff members, legal counsel, or law-enforcement or emergency service officials concerning actions taken to respond to such activity or a related threat to public safety; or discussion of reports or plans related to the security of any governmental facility, building or structure, or the safety of persons using such facility, building or structure.

20. Discussion by the Board of the Virginia Retirement System, acting pursuant to § 51.1-124.30, or of any local retirement system, acting pursuant to § 51.1-803, or of the Rector and Visitors of the University of Virginia, acting pursuant to § 23-76.1, or by the Board of the Virginia College Savings Plan, acting pursuant to § 23-38.80, regarding the acquisition, holding or disposition of a security or other ownership interest in an entity, where such security or ownership interest is not traded on a governmentally regulated securities exchange, to the extent that such discussion (i) concerns confidential analyses prepared for the Rector and Visitors of the University of Virginia, prepared by the retirement system or by the Virginia College Savings Plan or provided to the retirement system or the Virginia College Savings Plan under a promise of confidentiality, of the future value of such ownership interest or the future financial

performance of the entity, and (ii) would have an adverse effect on the value of the investment to be acquired, held or disposed of by the retirement system, the Rector and Visitors of the University of Virginia, or the Virginia College Savings Plan. Nothing in this subdivision shall be construed to prevent the disclosure of information relating to the identity of any investment held, the amount invested or the present value of such investment.

21. Those portions of meetings in which individual child death cases are discussed by the State Child Fatality Review team established pursuant to § 32.1-283.1, and those portions of meetings in which individual child death cases are discussed by a regional or local child fatality review team established pursuant to § 32.1-283.2, and those portions of meetings in which individual death cases are discussed by family violence fatality review teams established pursuant to § 32.1-283.3.

22. Those portions of meetings of the University of Virginia Board of Visitors or the Eastern Virginia Medical School Board of Visitors, as the case may be, and those portions of meetings of any persons to whom management responsibilities for the University of Virginia Medical Center or Eastern Virginia Medical School, as the case may be, have been delegated, in which there is discussed proprietary, business-related information pertaining to the operations of the University of Virginia Medical Center or Eastern Virginia Medical School, as the case may be, including business development or marketing strategies and activities with existing or future joint venturers, partners, or other parties with whom the University of Virginia Medical Center or Eastern Virginia Medical School, as the case may be, has formed, or forms, any arrangement for the delivery of health care, if disclosure of such information would adversely affect the competitive position of the Medical Center or Eastern Virginia Medical School, as the case may be.

23. In the case of the Virginia Commonwealth University Health System Authority, discussion or consideration of any of the following: the acquisition or disposition of real or personal property where disclosure would adversely affect the bargaining position or negotiating strategy of the Authority; operational plans that could affect the value of such property, real or personal, owned or desirable for ownership by the Authority; matters relating to gifts, bequests and fund-raising activities; grants and contracts for services or work to be performed by the Authority; marketing or operational strategies where disclosure of such strategies would adversely affect the competitive position of the Authority; members of its medical and teaching staffs and qualifications for appointments thereto; and qualifications or evaluations of other employees.

24. Those portions of the meetings of the Health Practitioners' Monitoring Program Committee within the Department of Health Professions to the extent such discussions identify any practitioner who may be, or who actually is, impaired pursuant to Chapter 25.1 (§ 54.1-2515 et seq.) of Title 54.1.

25. Meetings or portions of meetings of the Board of the Virginia College Savings Plan wherein personal information, as defined in § 2.2-3801, which has been provided to the Board or its employees by or on behalf of individuals who have requested information about, applied for, or entered into prepaid tuition contracts or savings trust account agreements pursuant to Chapter 4.9 (§ 23-38.75 et seq.) of Title 23 is discussed.

26. Discussion or consideration, by the Wireless Carrier E-911 Cost Recovery Subcommittee created pursuant to § 56-484.15, of trade secrets, as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.), submitted by CMRS providers as defined in § 56-484.12, related to the provision of wireless E-911 service.

27. Those portions of disciplinary proceedings by any regulatory board within the Department of Professional and Occupational Regulation, Department of Health Professions, or the Board of Accountancy conducted pursuant to § 2.2-4019 or 2.2-4020 during which the board deliberates to reach a decision or meetings of health regulatory boards or conference committees of such boards to consider settlement proposals in pending disciplinary actions or modifications to previously issued board orders as requested by either of the parties.

28. Discussion or consideration of records excluded from this chapter pursuant to subdivision 11 of § 2.2-3705.6 by a responsible public entity or an affected local jurisdiction, as those terms are defined in § 56-557, or any independent review panel appointed to review information and advise the responsible public entity concerning such records.

29. Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.

30. Discussion or consideration of grant or loan application records excluded from this chapter pursuant to subdivision 17 of § 2.2-3705.6 by (i) the Commonwealth Health Research Board or (ii) the Innovation and Entrepreneurship Investment Authority or the Research and Technology Investment Advisory Committee appointed to advise the Innovation and Entrepreneurship Investment Authority.

31. Discussion or consideration by the Commitment Review Committee of records excluded from this chapter pursuant to subdivision 9 of § 2.2-3705.2 relating to individuals subject to commitment as sexually violent predators under Chapter 9 (§ 37.2-900 et seq.) of Title 37.2.

32. [Expired.]

33. Discussion or consideration of confidential proprietary records and trade secrets excluded from this chapter pursuant to subdivision 18 of § 2.2-3705.6.

34. Discussion or consideration by a local authority created in accordance with the Virginia Wireless Service Authorities Act (§ 15.2-5431.1 et seq.) of confidential proprietary records and trade secrets excluded from this chapter pursuant to subdivision 19 of § 2.2-3705.6.

35. Discussion or consideration by the State Board of Elections or local electoral boards of voting security matters made confidential pursuant to § 24.2-625.1.

36. Discussion or consideration by the Forensic Science Board or the Scientific Advisory Committee created pursuant to Article 2 (§ 9.1-1109 et seq.) of Chapter 11 of Title 9.1 of records excluded from this chapter pursuant to subdivision A 2 a of § 2.2-3706.

37. Discussion or consideration by the Brown v. Board of Education Scholarship Program Awards Committee of records or confidential matters excluded from this chapter pursuant to subdivision 3 of § 2.2-3705.4, and meetings of the Committee to deliberate concerning the annual maximum scholarship award, review and consider scholarship applications and requests for scholarship award renewal, and cancel, rescind, or recover scholarship awards.

38. Discussion or consideration by the Virginia Port Authority of records excluded from this chapter pursuant to subdivision 1 of § 2.2-3705.6.

39. Discussion or consideration by the Board of Trustees of the Virginia Retirement System acting pursuant to § 51.1-124.30, by the Investment Advisory Committee appointed pursuant to § 51.1-124.26, by any local retirement system, acting pursuant to § 51.1-803, by the Board of the Virginia College Savings Plan acting pursuant to § 23-38.80, or by the Virginia College Savings Plan's Investment Advisory Committee appointed pursuant to § 23-38.79:1 of records excluded from this chapter pursuant to subdivision 25 of § 2.2-3705.7.

40. Discussion or consideration of records excluded from this chapter pursuant to subdivision 3 of § 2.2-3705.6.

41. Discussion or consideration by the Board of Education of records relating to the denial, suspension, or revocation of teacher licenses excluded from this chapter pursuant to subdivision 12 of § 2.2-3705.3.

42. Those portions of meetings of the Virginia Military Advisory Council or any commission created by executive order for the purpose of studying and making recommendations regarding preventing closure or realignment of federal military and national security installations and facilities located in Virginia and relocation of such facilities to Virginia, or a local or regional military affairs organization appointed by a local governing body, during which there is discussion of records excluded from this chapter pursuant to subdivision 12 of § 2.2-3705.2.

43. Discussion or consideration by the Board of Trustees of the Veterans Services Foundation of records excluded from this chapter pursuant to subdivision 29 of § 2.2-3705.7.

44. Discussion or consideration by the Virginia Tobacco Indemnification and Community Revitalization Commission of records excluded from this chapter pursuant to subdivision 23 of § 2.2-3705.6.

45. Discussion or consideration by the board of directors of the Commercial Space Flight Authority of records excluded from this chapter pursuant to subdivision 24 of § 2.2-3705.6.

B. No resolution, ordinance, rule, contract, regulation or motion adopted, passed or agreed to in a closed meeting shall become effective unless the public body, following the meeting, reconvenes

in open meeting and takes a vote of the membership on such resolution, ordinance, rule, contract, regulation, or motion that shall have its substance reasonably identified in the open meeting.

C. Public officers improperly selected due to the failure of the public body to comply with the other provisions of this section shall be de facto officers and, as such, their official actions are valid until they obtain notice of the legal defect in their election.

D. Nothing in this section shall be construed to prevent the holding of conferences between two or more public bodies, or their representatives, but these conferences shall be subject to the same procedures for holding closed meetings as are applicable to any other public body.

E. This section shall not be construed to (i) require the disclosure of any contract between the Department of Health Professions and an impaired practitioner entered into pursuant to Chapter 25.1 (§ 54.1-2515 et seq.) of Title 54.1 or (ii) require the board of directors of any authority created pursuant to the Industrial Development and Revenue Bond Act (§ 15.2-4900 et seq.), or any public body empowered to issue industrial revenue bonds by general or special law, to identify a business or industry to which subdivision A 5 applies. However, such business or industry shall be identified as a matter of public record at least 30 days prior to the actual date of the board's authorization of the sale or issuance of such bonds.

§ 2.2-3712. Closed meetings procedures; certification of proceedings.

A. No closed meeting shall be held unless the public body proposing to convene such meeting has taken an affirmative recorded vote in an open meeting approving a motion that (i) identifies the subject matter, (ii) states the purpose of the meeting and (iii) makes specific reference to the applicable exemption from open meeting requirements provided in § 2.2-3707 or subsection A of § 2.2-3711. The matters contained in such motion shall be set forth in detail in the minutes of the open meeting. A general reference to the provisions of this chapter, the authorized exemptions from open meeting requirements, or the subject matter of the closed meeting shall not be sufficient to satisfy the requirements for holding a closed meeting.

B. The notice provisions of this chapter shall not apply to closed meetings of any public body held solely for the purpose of interviewing candidates for the position of chief administrative officer. Prior to any such closed meeting for the purpose of interviewing candidates, the public body shall announce in an open meeting that such closed meeting shall be held at a disclosed or undisclosed location within 15 days thereafter.

C. The public body holding a closed meeting shall restrict its discussion during the closed meeting only to those matters specifically exempted from the provisions of this chapter and identified in the motion required by subsection A.

D. At the conclusion of any closed meeting, the public body holding such meeting shall immediately reconvene in an open meeting and shall take a roll call or other recorded vote to be included in the minutes of that body, certifying that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the

closed meeting was convened were heard, discussed or considered in the meeting by the public body. Any member of the public body who believes that there was a departure from the requirements of clauses (i) and (ii), shall so state prior to the vote, indicating the substance of the departure that, in his judgment, has taken place. The statement shall be recorded in the minutes of the public body.

E. Failure of the certification required by subsection D to receive the affirmative vote of a majority of the members of the public body present during a meeting shall not affect the validity or confidentiality of such meeting with respect to matters considered therein in compliance with the provisions of this chapter. The recorded vote and any statement made in connection therewith, shall upon proper authentication, constitute evidence in any proceeding brought to enforce the provisions of this chapter.

F. A public body may permit nonmembers to attend a closed meeting if such persons are deemed necessary or if their presence will reasonably aid the public body in its consideration of a topic that is a subject of the meeting.

G. A member of a public body shall be permitted to attend a closed meeting held by any committee or subcommittee of that public body, or a closed meeting of any entity, however designated, created to perform the delegated functions of or to advise that public body. Such member shall in all cases be permitted to observe the closed meeting of the committee, subcommittee or entity. In addition to the requirements of § 2.2-3707, the minutes of the committee or other entity shall include the identity of the member of the parent public body who attended the closed meeting.

H. Except as specifically authorized by law, in no event may any public body take action on matters discussed in any closed meeting, except at an open meeting for which notice was given as required by § 2.2-3707.

I. Minutes may be taken during closed meetings of a public body, but shall not be required. Such minutes shall not be subject to mandatory public disclosure.

§ 2.2-3713. Proceedings for enforcement of chapter.

A. Any person, including the attorney for the Commonwealth acting in his official or individual capacity, denied the rights and privileges conferred by this chapter may proceed to enforce such rights and privileges by filing a petition for mandamus or injunction, supported by an affidavit showing good cause. Such petition may be brought in the name of the person notwithstanding that a request for public records was made by the person's attorney in his representative capacity. Venue for the petition shall be addressed as follows:

1. In a case involving a local public body, to the general district court or circuit court of the county or city from which the public body has been elected or appointed to serve and in which such rights and privileges were so denied;

2. In a case involving a regional public body, to the general district or circuit court of the county or city where the principal business office of such body is located; and

3. In a case involving a board, bureau, commission, authority, district, institution, or agency of the state government, including a public institution of higher education, or a standing or other committee of the General Assembly, to the general district court or the circuit court of the residence of the aggrieved party or of the City of Richmond.

B. In any action brought before a general district court, a corporate petitioner may appear through its officer, director or managing agent without the assistance of counsel, notwithstanding any provision of law or Rule of the Supreme Court of Virginia to the contrary.

C. Notwithstanding the provisions of § 8.01-644, the petition for mandamus or injunction shall be heard within seven days of the date when the same is made, provided the party against whom the petition is brought has received a copy of the petition at least three working days prior to filing. The hearing on any petition made outside of the regular terms of the circuit court of a locality that is included in a judicial circuit with another locality or localities shall be given precedence on the docket of such court over all cases that are not otherwise given precedence by law.

D. The petition shall allege with reasonable specificity the circumstances of the denial of the rights and privileges conferred by this chapter. A single instance of denial of the rights and privileges conferred by this chapter shall be sufficient to invoke the remedies granted herein. If the court finds the denial to be in violation of the provisions of this chapter, the petitioner shall be entitled to recover reasonable costs, including costs and reasonable fees for expert witnesses, and attorneys' fees from the public body if the petitioner substantially prevails on the merits of the case, unless special circumstances would make an award unjust. In making this determination, a court may consider, among other things, the reliance of a public body on an opinion of the Attorney General or a decision of a court that substantially supports the public body's position.

E. In any action to enforce the provisions of this chapter, the public body shall bear the burden of proof to establish an exemption by a preponderance of the evidence. Any failure by a public body to follow the procedures established by this chapter shall be presumed to be a violation of this chapter.

F. Failure by any person to request and receive notice of the time and place of meetings as provided in § 2.2-3707 shall not preclude any person from enforcing his rights and privileges conferred by this chapter.

§ 2.2-3714. Violations and penalties.

In a proceeding commenced against any officer, employee, or member of a public body under § 2.2-3713 for a violation of § 2.2-3704, 2.2-3705.1 through 2.2-3705.8, 2.2-3706, 2.2-3707, 2.2-3708, 2.2-3708.1, 2.2-3710, 2.2-3711 or 2.2-3712, the court, if it finds that a violation was willfully and knowingly made, shall impose upon such officer, employee, or member in his

individual capacity, whether a writ of mandamus or injunctive relief is awarded or not, a civil penalty of not less than $500 nor more than $2,000, which amount shall be paid into the State Literary Fund. For a second or subsequent violation, such civil penalty shall be not less than $2,000 nor more than $5,000.

Code of Virginia

§ 42.1-76. Legislative intent; title of chapter.

The General Assembly intends by this chapter to establish a single body of law applicable to all public officers and employees on the subject of public records management and preservation and to ensure that the procedures used to manage and preserve public records will be uniform throughout the Commonwealth.

This chapter may be cited as the Virginia Public Records Act.

(1976, c. 746.)

§ 42.1-76.1. Notice of Chapter.

Any person elected, reelected, appointed, or reappointed to the governing body of any agency subject to this chapter shall (i) be furnished by the agency or public body's administrator or legal counsel with a copy of this chapter within two weeks following election, reelection, appointment, or reappointment and (ii) read and become familiar with the provisions of this chapter.

(2006, c. 60.)

§ 42.1-77. Definitions.

As used in this chapter:

"Agency" means all boards, commissions, departments, divisions, institutions, authorities, or parts thereof, of the Commonwealth or its political subdivisions and includes the offices of constitutional officers.

"Archival quality" means a quality of reproduction consistent with established standards specified by state and national agencies and organizations responsible for establishing such standards, such as the Association for Information and Image Management, the American National Standards Institute, and the National Institute of Standards and Technology.

"Archival record" means a public record of continuing and enduring value useful to the citizens of the Commonwealth and necessary to the administrative functions of public agencies in the conduct of services and activities mandated by law that is identified on a Library of Virginia approved records retention and disposition schedule as having sufficient informational value to be permanently maintained by the Commonwealth.

"Archives" means the program administered by The Library of Virginia for the preservation of archival records.

"Board" means the State Library Board.

"Conversion" means the act of moving electronic records to a different format, especially data from an obsolete format to a current format.

"Custodian" means the public official in charge of an office having public records.

"Disaster plan" means the information maintained by an agency that outlines recovery techniques and methods to be followed in case of an emergency that impacts the agency's records.

"Electronic record" means a public record whose creation, storage, and access require the use of an automated system or device. Ownership of the hardware, software, or media used to create, store, or access the electronic record has no bearing on a determination of whether such record is a public record.

"Essential public record" means records that are required for recovery and reconstruction of any agency to enable it to resume its core operations and functions and to protect the rights and interests of persons.

"Librarian of Virginia" means the State Librarian of Virginia or his designated representative.

"Lifecycle" means the creation, use, maintenance, and disposition of a public record.

"Metadata" means data describing the context, content, and structure of records and their management through time.

"Migration" means the act of moving electronic records from one information system or medium to another to ensure continued access to the records while maintaining the records' authenticity, integrity, reliability, and usability.

"Original record" means the first generation of the information and is the preferred version of a record. Archival records should to the maximum extent possible be original records.

"Preservation" means the processes and operations involved in ensuring the technical and intellectual survival of authentic records through time.

"Private record" means a record that does not relate to or affect the carrying out of the constitutional, statutory, or other official ceremonial duties of a public official, including the correspondence, diaries, journals, or notes that are not prepared for, utilized

for, circulated, or communicated in the course of transacting public business.

"Public official" means all persons holding any office created by the Constitution of Virginia or by any act of the General Assembly, the Governor and all other officers of the executive branch of the state government, and all other officers, heads, presidents or chairmen of boards, commissions, departments, and agencies of the state government or its political subdivisions.

"Public record" or "record" means recorded information that documents a transaction or activity by or with any public officer, agency or employee of an agency. Regardless of physical form or characteristic, the recorded information is a public record if it is produced, collected, received or retained in pursuance of law or in connection with the transaction of public business. The medium upon which such information is recorded has no bearing on the determination of whether the recording is a public record.

For purposes of this chapter, "public record" shall not include nonrecord materials, meaning materials made or acquired and preserved solely for reference use or exhibition purposes, extra copies of documents preserved only for convenience or reference, and stocks of publications.

"Records retention and disposition schedule" means a Library of Virginia-approved timetable stating the required retention period and disposition action of a records series. The administrative, fiscal, historical, and legal value of a public record shall be considered in appraising its appropriate retention schedule. The terms "administrative," "fiscal," "historical," and "legal" value shall be defined as:

1. "Administrative value": Records shall be deemed of administrative value if they have continuing utility in the operation of an agency.

2. "Fiscal value": Records shall be deemed of fiscal value if they are needed to document and verify financial authorizations, obligations, and transactions.

3. "Historical value": Records shall be deemed of historical value if they contain unique information, regardless of age, that provides understanding of some aspect of the government and promotes the development of an informed and enlightened citizenry.

4. "Legal value": Records shall be deemed of legal value if they document actions taken in the protection and proving of legal or civil rights and obligations of individuals and agencies.

(1976, c. 746; 1977, c. 501; 1981, c. 637; 1987, c. 217; 1990, c. 778; 1994, cc. 390, 955; 1998, cc. 427, 470; 2005, c. 787; 2006, c. 60.)

§ 42.1-78. Confidentiality safeguarded.

Any records made confidential by law shall be so treated. Records which by law are required to be closed to the public shall not be deemed to be made open to the public under the provisions of this chapter. Records in the custody of The Library of Virginia which are required to be closed to the public shall be open for public access 75 years after the date of creation of the record. No provision of this chapter shall be construed to authorize or require the opening of any records ordered to be sealed by a court. All records deposited in the archives that are not made confidential by law shall be open to public access.

(1976, c. 746; 1979, c. 110; 1990, c. 778; 1994, c. 64; 2006, c. 60.)

§ 42.1-79. Records management function vested in The Library of Virginia.

A. The archival and records management function shall be vested in The Library of Virginia. The Library of Virginia shall be the official custodian and trustee for the Commonwealth of all public records of whatever kind, and regardless of physical form or characteristics, that are transferred to it from any agency. As the Commonwealth's official repository of public records, The Library of Virginia shall assume ownership and administrative control of such records on behalf of the Commonwealth. The Library of Virginia shall own and operate any equipment necessary to manage and retain control of electronic archival records in its custody, but may, at its discretion, contract with third-party entities to provide any or all services related to managing archival records on equipment owned by the contractor, by other third parties, or by The Library of Virginia.

B. The Librarian of Virginia shall name a State Archivist who shall perform such functions as the Librarian of Virginia assigns.

C. Whenever legislation affecting public records management and preservation is under consideration, The Library of Virginia shall review the proposal and advise the General Assembly on the effects of its proposed implementation.

(1976, c. 746; 1986, c. 565; 1990, c. 778; 1994, c. 64; 1998, c. 427; 2005, c. 787; 2006, c. 60.)

§ 42.1-79.1.

Repealed by Acts 2005, c. 787, cl. 2.

§§ 42.1-80. , 42.1-81.

Repealed by Acts 2003, c. 177.

§ 42.1-82. Duties and powers of Library Board.

A. The State Library Board shall:

1. Issue regulations concerning procedures for the disposal, physical destruction or other disposition of public records containing social security numbers. The procedures shall include all reasonable steps to destroy such documents by (i) shredding, (ii) erasing, or (iii) otherwise modifying the social security numbers in those records to make them unreadable or undecipherable by any means.

2. Issue regulations and guidelines designed to facilitate the creation, preservation, storage, filing, reformatting, management, and destruction of public records by agencies. Such regulations shall mandate procedures for records management and include recommendations for the creation, retention, disposal, or other disposition of public records.

B. The State Library Board may establish advisory committees composed of persons with expertise in the matters under consideration to assist the Library Board in developing regulations and guidelines.

(1976, c. 746; 1977, c. 501; 1981, c. 637; 1990, c. 778; 1994, cc. 64, 955; 2003, cc. 914, 918; 2005, c. 787; 2006, c. 60.)

§ 42.1-83.

Repealed by Acts 2006, c. 60, cl. 2.

§ 42.1-84.

Repealed by Acts 2005, c. 787, cl. 2.

§ 42.1-85. Records Management Program; agencies to cooperate; agencies to designate records officer.

A. The Library of Virginia shall administer a records management program for the application of efficient and economical methods for managing the lifecycle of public records consistent with regulations and guidelines promulgated by the State Library Board, including operation of a records center or centers. The Library of Virginia shall establish procedures and techniques for the effective management of public records, make continuing surveys of records and records keeping practices, and recommend improvements in current records management practices, including the use of space, equipment, software, and supplies employed in creating, maintaining, and servicing records.

B. Any agency with public records shall cooperate with The Library of Virginia in conducting surveys. Each agency shall establish and maintain an active, continuing program for the economical and efficient management of the records of such agency. The agency shall be responsible for ensuring that its public records are preserved, maintained, and accessible throughout their lifecycle, including converting and migrating electronic records as often as necessary so that information is not lost due to hardware, software, or media obsolescence or deterioration. Any public official who converts or migrates an electronic record shall ensure that it is an accurate copy of the original record. The converted or migrated record shall have the force of the original.

C. Each state agency and political subdivision of this Commonwealth shall designate as many as appropriate, but at least one, records officer to serve as a liaison to The Library of Virginia for the purposes of implementing and overseeing a records management program, and coordinating legal disposition, including destruction, of obsolete records. Designation of state agency records officers shall be by the respective agency head. Designation of a records officer for political subdivisions shall be by the governing body or chief administrative official of the political subdivision. Each entity responsible for designating a records officer shall provide The Library of Virginia with the name and contact information of the designated records officer, and shall ensure that such information is updated in a timely manner in the event of any changes.

D. The Library of Virginia shall develop and make available training and education opportunities concerning the requirements of and compliance with this chapter for records officers in the Commonwealth.

(1976, c. 746; 1990, c. 778; 1994, c. 64; 1998, c. 427; 2006, c. 60.)

§ 42.1-86. Essential public records; security recovery copies; disaster plans.

A. In cooperation with the head of each agency, The Library of Virginia shall establish and maintain a program for the selection and preservation of essential public records. The program shall provide for preserving, classifying, arranging, and indexing essential public records so that such records are made available to the public. The program shall provide for making recovery copies or designate as recovery copies existing copies of such essential public records.

B. Recovery copies shall meet quality standards established by The Library of Virginia and shall be made by a process that accurately reproduces the record and forms a durable medium. A recovery copy may also be made by creating a paper or electronic copy of an original electronic record. Recovery copies shall have the same force and effect for all purposes as the original record and shall be as admissible in evidence as the original record whether the original record is in existence or not. Recovery copies shall be preserved in the place and manner prescribed by the State Library Board and the Governor.

C. The Library of Virginia shall develop a plan to ensure preservation of public records in the event of disaster or emergency as defined in § 44-146.16. This plan shall be coordinated with the Department of Emergency Management and copies shall be distributed to all agency heads. The plan shall be reviewed and updated at least once every five years. The personnel of the Library shall be responsible for coordinating emergency recovery operations when public records are affected. Each agency

shall ensure that a plan for the protection and recovery of public records is included in its comprehensive disaster plan.

(1976, c. 746; 1980, c. 365; 1990, c. 778; 1994, c. 64; 1998, c. 427; 2005, c. 787; 2006, c. 60.)

§ 42.1-86.1. Disposition of public records.

A. No agency shall sell or give away public records. No agency shall destroy or discard a public record unless (i) the record appears on a records retention and disposition schedule approved pursuant to § 42.1-82 and the record's retention period has expired; (ii) a certificate of records destruction, as designated by the Librarian of Virginia, has been properly completed and approved by the agency's designated records officer; and (iii) there is no litigation, audit, investigation, request for records pursuant to the Virginia Freedom of Information Act (§ 2.2-3700 et seq.), or renegotiation of the relevant records retention and disposition schedule pending at the expiration of the retention period for the applicable records series. After a record is destroyed or discarded, the agency shall forward the original certificate of records destruction to The Library of Virginia.

B. No agency shall destroy any public record created before 1912 without first offering it to The Library of Virginia.

C. Each agency shall ensure that records created after July 1, 2006 and authorized to be destroyed or discarded in accordance with subsection A, are destroyed or discarded in a timely manner in accordance with the provisions of this chapter; provided, however, such records that contain identifying information as defined in clauses (iii) through (ix), or clause (xii) of subsection C of § 18.2-186.3, shall be destroyed within six months of the expiration of the records retention period.

(1990, c. 778; 1998, c. 427; 2005, c. 787; 2006, cc. 60, 909.)

§ 42.1-87. Archival public records.

A. Custodians of archival public records shall keep them in fire-resistant, environmentally controlled, physically secure rooms designed to ensure proper preservation and in such arrangement as to be easily accessible. Current public records should be kept in the buildings in which they are ordinarily used. It shall be the duty of each agency to consult with The Library of Virginia to determine the best manner in which to store long-term or archival electronic records. In entering into a contract with a third-party storage provider for the storage of public records, an agency shall require the third-party to cooperate with The Library of Virginia in complying with rules and regulations promulgated by the Board.

B. Public records deemed unnecessary for the transaction of the business of any state agency, yet deemed to be of archival value, may be transferred with the consent of the Librarian of Virginia to the custody of the Library of Virginia.

C. Public records deemed unnecessary for the transaction of the business of any county, city, or town, yet deemed to be of archival value, shall be stored either in The Library of Virginia or in the locality, at the decision of the local officials responsible for maintaining public records. Archival public records shall be returned to the locality upon the written request of the local officials responsible for maintaining local public records. Microfilm shall be stored in The Library of Virginia but the use thereof shall be subject to the control of the local officials responsible for maintaining local public records.

D. Record books deemed archival should be copied or repaired, renovated or rebound if worn, mutilated, damaged or difficult to read. Whenever the public records of any public official are in need of repair, restoration or rebinding, a judge of the court of record or the head of such agency or political subdivision of the Commonwealth may authorize that the records in need of repair be removed from the building or office in which such records are ordinarily kept, for the length of time necessary to repair, restore or rebind them, provided such restoration and rebinding preserves the records without loss or damage to them. Before any restoration or repair work is initiated, a treatment proposal from the contractor shall be submitted and reviewed in consultation with The Library of Virginia. Any public official who causes a record book to be copied shall attest it and shall certify an oath that it is an accurate copy of the original book. The copy shall then have the force of the original.

E. Nothing in this chapter shall be construed to divest agency heads of the authority to determine the nature and form of the records required in the administration of their several departments or to compel the removal of records deemed necessary by them in the performance of their statutory duty.

(1976, c. 746; 1994, cc. 64, 955; 2005, c. 787; 2006, c. 60.)

§ 42.1-88. Custodians to deliver all records at expiration of term; penalty for noncompliance.

Any custodian of any public records shall, at the expiration of his term of office, appointment or employment, deliver to his successor, or, if there be none, to The Library of Virginia, all books, writings, letters, documents, public records, or other information, recorded on any medium kept or received by him in the transaction of his official business; and any such person who shall refuse or neglect for a period of ten days after a request is made in writing by the successor or Librarian of Virginia to deliver the public records as herein required shall be guilty of a Class 3 misdemeanor.

(1976, c. 746; 1994, c. 64; 1998, c. 427.)

§ 42.1-89. Petition and court order for return of public records not in authorized possession.

The Librarian of Virginia or his designated representative such as the State Archivist or any public official who is the custodian of public records in the possession of a person or agency not authorized by the custodian or by law to possess such public records shall petition the circuit court in the city or county in which the person holding such records resides or in which the materials in issue, or any part thereof, are located for the return of such records. The court shall order such public records be delivered to the

petitioner upon finding that the materials in issue are public records and that such public records are in the possession of a person not authorized by the custodian of the public records or by law to possess such public records. If the order of delivery does not receive compliance, the plaintiff shall request that the court enforce such order through its contempt power and procedures.

(1975, c. 180; 1976, c. 746; 1998, c. 427.)

§ 42.1-90. Seizure of public records not in authorized possession.

A. At any time after the filing of the petition set out in § 42.1-89 or contemporaneous with such filing, the person seeking the return of the public records may by ex parte petition request the judge or the court in which the action was filed to issue an order directed at the sheriff or other proper officer, as the case may be, commanding him to seize the materials which are the subject of the action and deliver the same to the court under the circumstances hereinafter set forth.

B. The judge aforesaid shall issue an order of seizure upon receipt of an affidavit from the petitioner which alleges that the material at issue may be sold, secreted, removed out of this Commonwealth or otherwise disposed of so as not to be forthcoming to answer the final judgment of the court respecting the same; or that such property may be destroyed or materially damaged or injured if permitted to remain out of the petitioner's possession.

C. The aforementioned order of seizure shall issue without notice to the respondent and without the posting of any bond or other security by the petitioner.

(1975, c. 180; 1976, c. 746.)

§ 42.1-90.1. Auditing.

The Librarian may, in his discretion, conduct an audit of the records management practices of any agency. Any agency subject to the audit shall cooperate and provide the Library with any records or assistance that it requests. The Librarian shall compile a written summary of the findings of the audit and any actions necessary to bring the agency into compliance with this chapter. The summary shall be a public record, and shall be made available to the agency subject to the audit, the Governor, and the chairmen of the House and Senate Committees on General Laws and the House Appropriations and Senate Finance Committees of the General Assembly.

(2006, c. 60.)

§ 42.1-91.

Repealed by Acts 2006, c. 60, cl. 2.

MEMORANDUM

TO: Clarke County Board of Supervisors

FR: Thomas Judge, Director of Joint Administrative Services

DT: January 15, 2014

RE: *ERP Update*

The Joint Administrative Services Board ranked Tyler Technologies the best vendor to provide the County and Schools with an ERP system. Since that determination the following steps have been taken to further evaluate this vendor:

1. Full day demonstration of the software to approximately twenty-five staff and others.
2. Checking of references provided by vendor, as well as other Tyler clients.
3. Trip to Tyler user Staunton, Virginia on January 10 to learn of their experience implementing and using the software system.

The JAS Board will convene on January 27 to consider this additional information and make two determinations for recommendation:

1. Whether to purchase the software license or rent the software using "software-as-a-service".
2. Whether to commence negotiations with Tyler with the help of Plante and Moran, a consultant.

These decisions would come before the School Board and Board of Supervisors in early February for decision with the goal of *beginning* implementation in May. Implementation will be carefully planned as part of the contract negotiation process.

Three documents are attached:

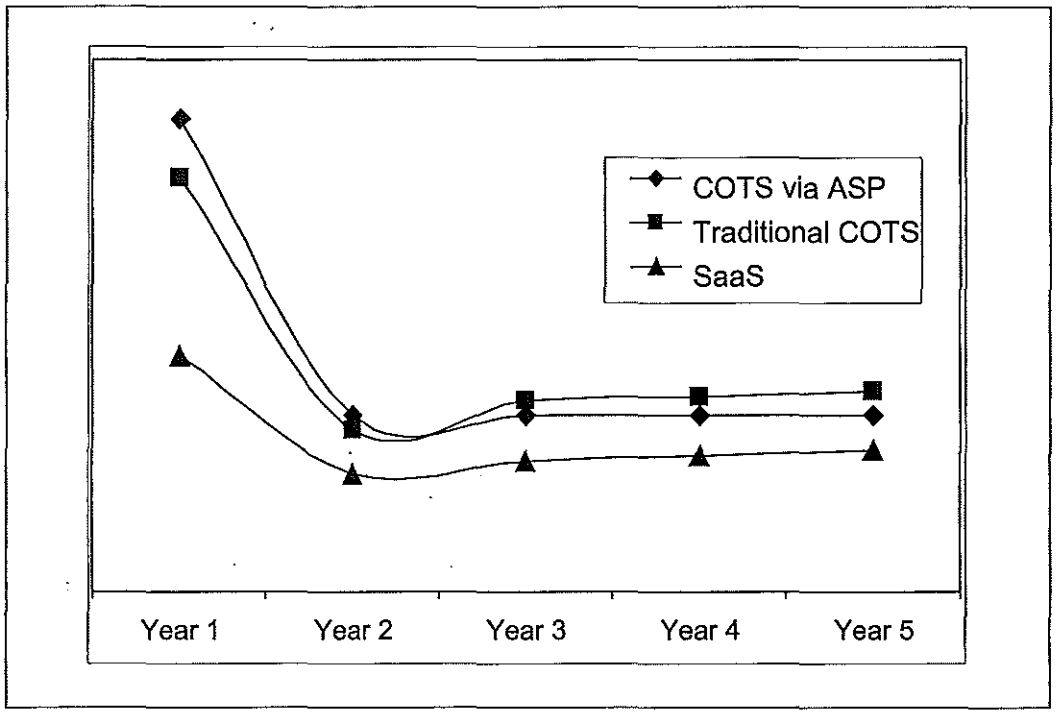
1. List of Tyler Munis Virginia Clients.
2. Total cost of ownership comparison for licensed versus "software-as-a-service".
3. Tyler proposed phasing guidelines and chart showing recommended path to full implementation.

Tyler Munis Virginia Clients

Community	Government	Schools	SaaS*	Licensed
Alexandria	x	x		x
Leesburg	x			x
Staunton	x	x		x
Isle of Wight County	x	x		x
Montgomery County	x	x		x
Norfolk		x		x
Portsmouth	x	x		x
Orange County	x	x		x
Madison County	x	x	x	
Prince George County	x	x	x	
Washington County	x	x		x
Franklin County	x	x		x
Harrisonburg (tax only)	x			x
Botetourt County		x		x
Fluvanna County	x	x		x
Newport News	x	x		x
Fauquier County	x	x		x

**Software as a Service*
Note: the SaaS offering is relatively new. Several of the communites above are considering moving to SaaS. There are 450 SaaS Tyler users nationwide.

Exhibit 8.1 Typical Five-Year TCO Trends by Software Delivery Type



SaaS

A variant of the ASP model, SaaS is priced based on the volume of use of the software, rather than software license ownership. SaaS vendors employ a multi-tenant architecture, meaning that multiple customers are accessing the same software over the Internet, on a single database, but in separate "virtual" data environments. This means one application can be accessed over the Internet by many customers.

With SaaS there are minimal hardware costs because end users only require a desktop with an Internet browser. The only technical support the customer need be concerned with is limited to desktop support, security administration, and basic system modification. Software updates/patches are performed by the SaaS vendor, requiring little if any technical interaction from the customer.

SaaS Costs

SaaS subscription fees can be monthly or annual and are often lower than traditional software license fees. SaaS applications are generally priced on a per-user basis, with additional fees for usage.

SaaS is best for applications for which the customer can accept base or "vanilla" functionality. The multi-tenant architecture of the SaaS model makes it nearly impossible tocustomize the system to accommodate serious customization of baseline functionality. While SaaS solutions are extremely difficult, if not impossible to customize, business processes and workflows are embedded within the software. The SaaS approach removes the temptation to customize a new system, thereby streamlining the implementation process and reducing the risk of replicating inefficient old business practices in the new system.

COTS = Commercial off-the-shelf (licensed)

have been able to realize the benefits of their project goals and are successful in using Munis to effectively serve their customers.

3. Describe key differentiators of the approach as it relates to implementing a solution on time, within budget and with the ability to meet the needs of a diverse client like the County.

One key differentiator of Tyler's approach as opposed to many vendors that will participate in the selection process is our reliance on only Tyler personnel for all implementation tasks. Instead of relying on 3rd party implementers that may not be completely focused on the project and may have disconnected interests in its outcome, we use Tyler personnel that have implemented Munis in dozens of other public sector entities. Our experience and shared single interest in a successful outcome can only be a benefit to the County. We can also inform the County project team of potential pitfalls that may affect the on-time, within-budget status of the project before they occur. Because of our experience, we provide a detailed, trusted project approach including the project SharePoint site which allows all project team members to have access to pertinent project data (schedules, tasks, assignments, etc).

4. Describe how you conclude on a preferred implementation phasing of software modules.

Project Schedule Development

The project schedule will be developed by the Tyler and County Project Managers in coordination with the Project Teams in order to meet the needs of the County while keeping in mind the guidelines for implementation. Tyler recommends a phased implementation approach, staggering start and live dates for each phase of the project. Tyler also recommends starting the implementation with the Financials phase as the Chart of Accounts is the core to the entire system and usually requires less intense conversions than other modules.

Live dates will be targets, but should not place unnecessary constraints on the project. The timeline provided assumes that the product will be used as-is, without any required go-live customizations. It is recommended that no more than two phases are significantly in process at a time.

Phasing guidelines

- Financials – can go live at the start of any month. Takes between six and nine months to implement, assuming there are no required go-live modifications.
- Payroll/HR – can go live at the start of any quarter. Takes between six and nine months to implement, assuming there are no required go-live modifications.
- Permits & Business Licenses – can go live any time. Takes a minimum of eight months if converting data.
- Utility Billing – can go live at any time. Takes between nine and twelve months to implement, assuming there are no required go-live modifications.
- Tax Billing – can go live at any time, but typically is scheduled to occur just prior to or after billing. Takes between nine and twelve months to implement, assuming there are no required go-live modifications.

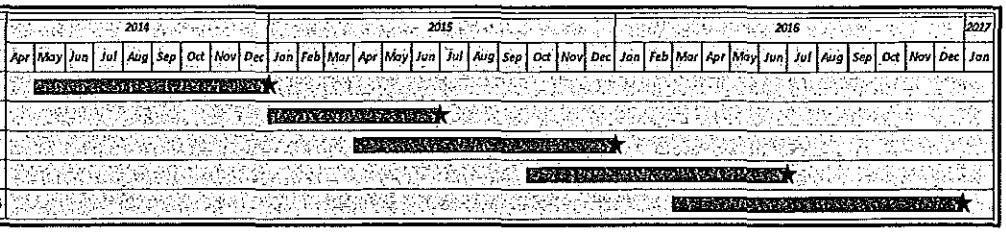
County of Clarke, VA
Enterprise Resource Planning (ERP) RFP# 13-1112

Proposed Project Schedule

The below project scheduled is being proposed for the County's Implementation project. This phased approach is based upon Tyler's current understanding of the County's needs, the included investment summary, and the preferred project phasing guidelines outlined above. Further discussion between the Tyler and County Project Managers is necessary to determine resource availability, limits and constraints prior to developing the actual project schedule.

Project Phase Chart

Phase	Phase Start	Phase Finish
1	5/1/2014	1/1/2015
2	1/1/2015	7/1/2015
3	4/1/2015	1/1/2016
4	10/1/2015	7/1/2016
5	3/1/2016	12/30/2016



<u>Phase</u> <u>Products in Phase</u>

1 - General Ledger, Accounts Payable, Accounts Receivable, Student Activity Accounting, Purchase Orders, Requisitions, Project & Grant, Fixed Assets, Inventory, BMI Handheld Interfaces, Contracts, General Billing, Munis Cash Management, System Administration

2 - Human Resources, Payroll, Employee Self Service, Applicant Tracking

3 - Business License, Permits, Code Enforcement, Animal License, Citizen Self Service, Central Property, ESRI Maplink

4 - Utility Billing, Meter Reading Interface

5 - Tax Billing, VA Income Tax, CAMA Bridge

5. Describe the proposed nature of the transition period in moving from the current system to your solution.

Outlined in the Clarke Co – Gantt Chart and the Munis Sample Implmentation Plan is the Go Live Preparation phase of the project. This time is spent reviewing all settings and configuration, conducting acceptance testing, training end users, and preparing for the final data conversion into Munis. Parallel process, which is described in more detail below, is conducted during this time as well. As Go Live approaches, it is important to ensure that all aspects of the project are ready for the transition, and this phase of the project is geared towards ensuring that the Transition to Production in Munis is as smooth as possible for the County.

6. Describe your approach towards running parallel systems for a period of time.

Some modules require more parallel testing than others, such as Payroll. Often times, these parallel processes are broken down into smaller groups. Rather than running a complete billing or payroll, groups of accounts or employees are tested, allowing the users to manage their time more effectively. This process ensures that all accounts, bill or pay rates, and employees are fully tested prior to going live.

MEMORANDUM

TO: Board of Supervisors
FR: Thomas Judge, Director of Joint Administrative Services
DT: January 15, 2014
RE *January Finance Committee*

1. **FY 14 Supplemental Appropriation.** Please find the attached grant award of $50,000 from the Commonwealth's Asset Forfeiture Fund to the Clarke County Drug Enforcement Fund. The following action is recommended: *"Be it resolved that $50,000 in revenue from the Commonwealth be recognized in the General Government Capital Projects Fund, and that budgeted expenditures and appropriations of the same amount be made to the General Government Capital Projects fund, all for the purpose of purchasing 10 Motorola portable radios."*

2. **Sheriff FY 15 Budget.** Sheriff Roper will be on hand to propose salary adjustments for his office as part of his FY 15 budget request. Please see attached backup documentation.

3. **Request of Blue Ridge Volunteer Fire Company for used Sheriff's vehicle.** Attached is a request from the Blue Ridge Volunteer Fire Company for a used Sheriff's vehicle. The vehicle is valued at $2,500.

4. **Fiscal Policy Amendment.** In "Expenditure Polices" Section C "Expenditure Accountability" add a new section 9 "Donations" to read *"The County may accept donations of cash, materials, and labor from individuals or groups for purposes it deems to be in the best interest of the County. Once formally accepted, the documented purpose for which the donation was given* ***shall be respected****. Because the scope and components of projects can be modified subsequent to donation acceptance, a general statement of purpose is encouraged to permit efficient management of the project."*

   The Board of Supervisors requested clarification of the term "shall be respected".

5. **FY 15 Budget Calendar.** Please find a proposal attached.

6. **Request to Clarke County Humane Foundation for continuation of Animal Shelter subsidy.** Please find attached the past agreement for the Clarke County Humane Foundation to provide a subsidy. The Board of Supervisors may wish to renew this agreement.

7. **Historic Driving Brochure.** Updating of the County's Historic Driving Brochure was discussed last spring. A number of questions were raised concerning popularity of the brochure, existing stock of brochures, volume and type of changes, and whether a "phone app" or website solution might be preferable. Brandon Stidham and Maral Kalbian will be on hand to update the Committee on this project.

8. **Acceptance of December Bills and Claims.** *The Finance Committee should consider recommendation of acceptance of December Bills and Claims.* (will arrive under separate cover.)

9. **Standing Reports.** The following are included: FY 14 General Fund Balance, Reconciliation of Appropriations, General Government Expenditure Summary, Conservation Easement Authority, and General Government Capital Projects.

COMMONWEALTH of VIRGINIA

Office of the Attorney General

Kenneth T. Cuccinelli, II
Attorney General

900 East Main Street
Richmond, Virginia 23219
804-786-2071
FAX 804-786-1991
Virginia Relay Services
800-828-1120
7-1-1

November 26, 2013

Clarke County Sheriff's Office
Attn: Anthony Roper, Sheriff
100 N. Church Street
Post Office Box 49
Berryville, Virginia 22611

Re: One-Time Asset Forfeiture Transfer

Dear Sheriff Roper:

On behalf of Attorney General Ken Cuccinelli, I am pleased to announce that your department has been approved for an asset forfeiture transfer based upon your submitted proposal in the amount of $50,000.00.

We will be in touch after the Thanksgiving holiday with more details regarding how the transfer will be accomplished. We will prepare a Memorandum of Understanding (MOU) between your department and the Commonwealth of Virginia, Office of the Attorney General. The MOU will explain the exact amount and nature of the award approved by the U.S. Department of Treasury. Please note the award amount may differ from your department's original request.

Congratulations on the approval of your request.

Sincerely,

John F. Childrey
Deputy Attorney General
Public Safety and Enforcement Division
Office of the Attorney General of Virginia

COMMONWEALTH of VIRGINIA

Office of the Attorney General

Kenneth T. Cuccinelli, II
Attorney General

900 East Main Street
Richmond, Virginia 23219
804-786-2071
FAX 804-786-1991
Virginia Relay Services
800-828-1120
7-1-1

December 10, 2013

Clarke County Sheriff's Office
Attn: Sheriff Anthony Roper
Post Office Box 49
Berryville, Virginia 22611

Re: Memorandum of Understanding for Asset Forfeiture Transfer Program

Dear Sheriff Roper:

In an attempt to expedite the final transfer of federal asset forfeiture funds, I am enclosing the Memorandum of Understanding between the Commonwealth of Virginia, Office of the Attorney General and your Department for endorsement.

I am asking that you endorse the Memorandum, retain a copy for your records and either return the original Memorandum in the self-addressed envelope or bring it with you to the Press Conference scheduled for December 18th. If you have not received your invite to the check reception, it is being held on December 18th at the Virginia Capitol, Senate Room 3, and begins at 11:00 a.m.

If you have any questions, please do not hesitate to contact me at (804) 786-4319 or jchildrey@oag.state.va.us. Thank you for your prompt attention to this matter.

Sincerely,

John F. Childrey
Deputy Attorney General

Enclosure

MEMORANDUM OF UNDERSTANDING

COMMONWEALTH OF VIRGINIA, OFFICE OF THE ATTORNEY GENERAL AND CLARKE COUNTY SHERIFF'S OFFICE

THIS MEMORANDUM OF UNDERSTANDING ("MOU") is made this 25th day of November, 2013, by and between the COMMONWEALTH OF VIRGINIA, OFFICE OF THE ATTORNEY GENERAL ("Commonwealth" or "OAG") and the CLARKE COUNTY SHERIFF'S OFFICE ("OFFICE").

1. PURPOSE: This Memorandum sets out the terms of an understanding between the OAG and the Office for the use of federal asset forfeiture funds to help provide supplemental financial support for the Office's immediate law enforcement needs as outlined in the proposal submitted to the OAG. The OAG will provide $50,000.00 in federal asset forfeiture monies to the Office addressing the Office's law enforcement need.

2. TIME FRAME: These funds shall be spent in no more than 24 months from receipt of transfer.

3. BACKGROUND: On May 7, 2012, Abbott Laboratories ("Abbott") entered into a plea agreement with the United States, pleading guilty to one count of violating Title 21, United States Code, Sections 331(a), 333(a)(1), 352(a), and 352(f)(1), related to the introduction and delivery into interstate commerce the misbranded drugs Depakote, Depakote ER, and Depakote Sprinkle. *United States v. Abbott Laboratories*, Case No. 1:12-CR-00026 (W.D. Va.) (Judgment entered October 2, 2012).

4. PARTIES: The OAG's Medicaid Fraud Control Unit was the lead investigative agency in the Abbott case. As a result of the plea agreement, the OAG was awarded an equitable share of asset forfeiture funds.

The Office submitted a proposal to the OAG for a law enforcement purpose on July 30, 2013.

5. TERMS AND CONDITIONS:

a. The OAG will directly transfer $50,000.00 to the Office.

b. The Office will use the funding to purchase 10 Motorola portable radios.

c. The Office will abide by the signed Terms and Conditions submitted to the OAG on 07/30/2013.

d. The Office agrees to at all times be in compliance with the Agreement, Certification and Audit provisions of the United States Department of Treasury's *Guide to Equitable Sharing for Foreign Countries and Federal, State, and Local Law Enforcement Agencies (Guide/Greenbook).*

e. All cash transfers must be used in accordance with the permissible use provisions of the *Greenbook* and as outlined in the proposal The transfer will be reported on the Equitable Sharing Agreement and Certification form filed by both the OAG and recipient agencies.

f. The Office shall submit a progress report if requested by the OAG.

6. SUPPLANTING: The Office agrees that funds made available under this transfer will not be used to supplant state or local funds, but will be used to increase the amounts of such funds that would be, in the absence of these funds, made available for law enforcement activities related to CIT. Federal asset forfeiture funds must be used to supplement existing funds for program activities and must not replace funds that have been appropriated for the same purpose.

7. RECORDKEEPING AND AUDITS: The Office will maintain complete records concerning all requests for disbursements from the federal asset forfeiture fund, and all payments made from the fund, and report on the covered activities on an annual basis. The Office shall retain all books, records, and other documents relative to expenditures permitted by this MOU in accordance with record retention policy and/or Federal and State Auditing Guidelines. The OAG, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period. The Office will cooperate in any audit of the fund by the Virginia Auditor of Public Accounts or the United States Department of Treasury.

8. PREVAILING LAW: This MOU shall be construed, interpreted and enforced according to the laws of the Commonwealth of Virginia.

9. MODIFICATIONS: Any amendments to or modifications of this MOU must be in writing and signed by the parties.

Witness the following signatures:

COMMONWEALTH OF VIRGINIA,
OFFICE OF THE ATTORNEY GENERAL

Name: Katelyn E. Melo
Title: Director of Administration

12/4/2013
Date

CLARKE COUNTY SHERIFF'S OFFICE

Name: Anthony W Rep
Title: Sheriff

12/13/2013
Date

RECEIVED DEC 26 2013

Blue Ridge Volunteer Fire Company
131 Retreat Road
Bluemont, Va. 20135
December 20, 2013

David Ash
County Administrator
Clarke County
101 Chalmers Court Suite B
Berryville, Va. 22611

Dear David Ash:

The Blue Ridge Volunteer Fire Department is requesting the 2006 Crown Victory that the Sheriff's office will be removing from service. We are in need of a vehicle to use as a duty response vehicle. The vehicle would also be used to transport members to and from training and meetings.

The vehicle we are interested in is the 2006 Crown Victory VIN # 2FAHP71W16X110470. We understand this vehicle is equipped with lights and siren and has the console with control box that operates these systems. We would also request this equipment stay with vehicle. I have talked with Chief Deputy Sumption and understand that he would have blue lenses removed and we would have to replace with red lenses.

Thank you for your consideration with this and feel free to contact me if you have any further questions.

Sincerely,

Jason Burns

Jason Burns
Fire Chief

cc:

Mike Legge Clarke County Purchasing

Bobby Levi Clarke County Maintenance

Travis Sumption Chief Deputy Clarke County Sheriff's Office

FY 15 BUDGET CALENDAR *BOS PROPOSED*

Date	*Time*	*Location*	*Event*
Thursday, January 16, 2014	02:00 PM	JGC	Staff Revenue Review
Wednesday, January 22, 2014	05:30 PM	JGC	Finance Committee: Revenue Review
Tuesday, January 28, 2014	05:30 PM	JGC	Finance Committee: Agency presentations
Sunday, February 03, 2013	10:00 AM	JGC	Budget Worksession: presentation by County Administrator
Wednesday, February 05, 2014	08:30 AM	309 West Main	Finance Committee: School Finance Invitation
Monday, February 10, 2014	10:00 AM	JGC	BOS Worksession: Direction to County Administrator
Thursday, February 13, 2014	05:30 PM	JGC	Finance Committee
Wednesday, February 19, 2014	08:30 AM	309 West Main	Finance Committee: School Finance Invitation
Thursday, February 20, 2014	05:30 PM	JGC	Finance Committee
Tuesday, March 04, 2014	07:00 PM	JGC	BOS Worksession: SB presentation
Thursday, March 06, 2014	05:30 PM	JGC	Finance Committee
Monday, March 10, 2014	10:00 AM	JGC	BOS Worksession
Thursday, March 13, 2014	05:30 PM	JGC	Finance Committee
Tuesday, March 18, 2014	06:30 PM	JGC	BOS Worksession until final number
Tuesday, March 25, 2014	NA	Winchester Star	Advertise in newspaper.
Tuesday, April 01, 2014	NA	Winchester Star	Advertise in newspaper.
Wednesday, April 09, 2014	07:30 PM	JGC	Public Hearing
Wednesday, April 16, 2014	06:30 PM	JGC	BOS Worksession until final numbers; recess, then adopt budget and Appropriations Resolutions.

Clarke County Board of Supervisors

Berryville Voting District
J. Michael Hobert – Chair
(540) 955-4141

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

Millwood Voting District
John R. Staelin
(540) 837-1903

Buckmarsh Voting District
David S. Weiss – Vice Chair
(540) 955-2151

White Post Voting District
A.R. Dunning
(540) 837-1719

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

May 25, 2010

Clarke County Humane Foundation, Inc.
P.O. Box 713
Berryville, VA 22611

Re: Agreement of the Clarke County Humane Foundation, Inc. to Fund a Position[s] at the Clarke County Animal Shelter

Enclosed, please find the executed agreement referenced above. The Clarke County Board of Supervisors unanimously approved this agreement during their regular session held Tuesday, May 25, 2010.

On behalf of the Clarke County Board of Supervisors, I wish to express our sincere appreciation for the continued financial support of the Clarke County Animal Shelter. Your sustained efforts, outstanding cooperation and generous support have and will continue to have a substantial impact on animal care needs throughout the County and the surrounding area.

Sincerely,

J. Michael Hobert, Chair

Enclosure

101 Chalmers Court, Suite B
Berryville, VA 22611

www.clarkecounty.gov

Telephone: (540) 955-5175
Fax: (540) 955-5180

AGREEMENT OF THE CLARKE COUNTY HUMANE FOUNDATION, INC. TO FUND A POSITIONS AT THE CLARKE COUNTY ANIMAL SHELTER

THIS AGREEMENT made this 24th day of May 2010, by and between the Board of Supervisors of Clarke County, Virginia (hereinafter "County") and the Clarke County Humane Foundation, Inc. (hereinafter "Humane Foundation"), seeks to achieve more effective operation and management of the Clarke County Animal Shelter.

RECITALS

The County is solely responsible for the operation and management of the Clarke County Animal Shelter (hereinafter "Animal Shelter"). The Humane Foundation seeks to support the County in the effective operation and management of the Animal Shelter in order to achieve humane treatment of the animals impounded there. Both the County and the Humane Foundation acknowledge that sufficient staffing of the Animal Shelter is necessary to provide adequate care for the impounded animals.

AGREEMENT

NOW, THEREFORE, in consideration of the promises and mutual covenants set forth herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto covenant and agree as follows:

1. Source of Funding. The Humane Foundation in support of the Animal Shelter offers funding in the amount of $ 125,000.00 to offset the cost of funding staff at the Animal Shelter, to be disbursed as described below.

2. Requirements of Funding. The Humane Foundation requires that the funds contributed by the Foundation be used to offset actual expenditures by the County to employ, equip, and train an individual to manage the Animal Shelter, work with the Humane Foundation to encourage volunteers and charitable donations, and to care for and seek permanent homes for the animals that come into custody of the Shelter. Expenditures shall include all amounts paid in salary, fringe benefits, training or other expenses attributable to performing the duties of Animal Control Officer and Animal Shelter Manager.

3. Method of Reimbursement. By May 1 of each year, the County shall present the Clarke County Humane Foundation with an invoice or request for payment, documenting expenditures made by the County for the above agreed upon activities during the current fiscal year. Within 30 days of receiving the invoice or request, the Humane Foundation shall reimburse the County for the amount of the invoice or request, not to exceed $25,000.00 in any one year. Reimbursement shall be in the form of a direct payment from the Humane Foundation to the County Treasurer.

4. Staffing and Supervision. The County shall be responsible for staffing the Animal Shelter with sufficient personnel to provide adequate and humane care for impounded animals.

   a. Notwithstanding this funding Agreement, all compensated Animal Shelter personnel shall be considered employees of the County, which shall be responsible for the payment of all wages, salaries, and benefits.

   b. Compensated personnel shall be subject to all policies and procedures of the County, including, but not limited to, any personnel policy, travel, pay, grievance, performance evaluation, and disciplinary procedures of the County.

5. Maintenance and Inspection.

   The County shall be responsible for maintenance of the Animal Shelter. Representatives of the Humane Foundation shall be authorized to conduct a yearly inspection and "walk through" in January or February to evaluate maintenance needs and submit recommendations to the County Board of Supervisors for approval and inclusion in the County budget.

6. Term and Effective Period.

   This Agreement shall be in effect from the date of its execution applying to the current fiscal year and shall remain in effect until terminated pursuant to Part Seven (7), below.

7. Termination of Agreement.

   a. This Agreement may be terminated at any time by agreement in writing by both parties.

   b. This Agreement may be terminated unilaterally at the end of a fiscal year (July 1 to June 30) by a party upon written notice to the other by March 1 of that fiscal year.

   c. Unless otherwise terminated as provided for above, this Agreement shall automatically terminate at the time the payments made by the Humane Foundation to the County equal or exceed $125,000.00

8. Entire Agreement. This Agreement expresses the entire understanding and all agreements between the parties in regard to the funding of positions at the Animal Shelter and supersedes any prior written or oral agreements inconsistent herewith. Notwithstanding anything herein to the contrary, it is the intent of both the County and the Humane Foundation that this Agreement shall be construed liberally in order for the parties to realize effective operation and management of the Clarke County Animal Shelter. Accordingly, it is understood that all provisions of this Agreement shall be construed in a manner that will allow the parties to achieve such purpose and intent.

9. Notices. Any notices required to be given pursuant to this Agreement, and any invoices, payments, or communications associated with the performance of this Agreement shall be deemed made, if mailed or hand-delivered to the parties hereto at the addresses of each, as follows:

To County: Clarke County, Virginia
Attention: David Ash, County Administrator
101 Chalmers Court
Berryville, VA 22611

To Humane Foundation: The Clarke County Humane Foundation, Inc.
Attention: George L. Ohrstrom II, Vice-President
Post Office Box 713
Berryville, VA 22611

IN WITNESS WHEREOF, the parties have caused the Agreement to be executed by their duly authorized representatives as of the date first written above.

Michael Hobert, Chairman
Board of Supervisors of Clarke County, Virginia

George L. Ohrstrom II, Vice-President
Clarke County Humane Foundation, Inc.

Clarke County Planning Department

101 Chalmers Court, Suite B
Berryville, Virginia 22611
(540) 955-5132

TO: **Board of Supervisors – Finance Committee**

FROM: **Brandon Stidham, Alison Teetor**

SUBJECT: **Follow-up, HPC funding request for driving tour brochures**

DATE: **January 7, 2014**

At the Finance Committee's May 2013 meeting, Planning Staff presented the Committee with follow up information regarding a request from the Historic Preservation Commission (HPC) for additional funding to cover the update of the historic driving tour brochures. This is a project that the HPC began approximately two years ago in order to include information on two districts that were approved since the brochures were first printed – the Bear's Den and Chapel Rural Historic Districts – as well as to add approximately 55 sites with detailed descriptions. The project would also result in the combination of the current brochures for Greenway, Longmarsh/Berryville, and White Post/Millwood into a single unified brochure with the new sites and districts.

Given the scope of the project, the HPC reached a stopping point in the project due to the need for additional funding for Maral Kalbian's time to draft the descriptions as well as funding for printing costs. The original request for $6,900 in funding was brought to the Committee in April 2013 and consisted of additional time for Maral Kalbian to complete the project (40 hours@ $110/hour, total $4,400) plus $2,500 for printing costs. It should be noted that HPC member Betsy Fields has agreed to perform the publishing tasks for the brochure at no cost to the County. Staff had suggested using a carryforward of Planning Department savings from our FY13 budget to cover this expenditure but was advised by Tom Judge that any carryforward approval could not take place until after the audit was completed in Fall 2013. The Committee took no action on the request but posed several questions for Staff to consider:

1. How many brochures do we have left from the last time?

2. How many do we use in a year, and has that increased tourism?

3. Can the brochure be used electronically on the website to save on printing costs?

4. What would the cost be to consider other electronic methods such as a smartphone app?

Staff has approximately 200 of each of the two current brochures on hand and we also have the capability of reproducing the brochures in house but on standard paper. We do not track the number of brochures that have been used per year or whether this has produced an increase in tourism. While enhancing tourism is a major benefit of the brochures, the primary purpose is to

promote awareness of the County's historic resources and our historic preservation efforts. This is one of the main responsibilities of the HPC as enumerated in the Zoning Ordinance.

Staff did note that the current brochures are in PDF format, although not in an ideal format for home reproduction. The brochures are not currently on the County website but will be added to the Visitor section in the near term. Regarding the cost of potentially expanding its usage on the website or via a smartphone app, Ms. Kalbian will be available at your meeting to provide information and rough cost estimates on these options. We do note that while providing electronic versions of the brochures would save costs and provide a convenience for many visitors, it is important to continue producing the paper versions for visitors that do not have electronic capabilities.

Planning Staff is looking for direction from the Committee regarding whether the effort can be funded in this year's budget or whether we should include it as an additional funding request in next year's budget. Please let us know if you have any questions or concerns about this project or the funding request.

Clarke County Planning Department

101 Chalmers Court, Suite B
Berryville, Virginia 22611
(540) 955-5132

TO: **Board of Supervisors – Finance Committee**

FROM: **Brandon Stidham, Alison Teetor**

SUBJECT: **Follow-up, HPC funding request for driving tour brochure**

DATE: **May 7, 2013**

The purpose of this memo is to provide the Finance Committee with additional information on the Historic Preservation Commission's (HPC) request for additional funding to cover the update of the historic driving tour brochure. This matter was previously brought to the Committee at the April 8, 2013 meeting as a request for $6,900. The requested funds consist of additional time for Maral Kalbian to complete the project (40 hours@ $110/hour, total $4,400) plus $2,500 for printing costs. The project would consist of updating the tour descriptions with approximately 55 sites including the Bear's Den and Chapel Historic Districts. The County currently uses two driving tour brochures, one for the Greenway District and one for the Berryville Walking Tour and Long Marsh Driving Tour. Copies of these brochures are enclosed for your reference.

The Finance Committee recommended that Ms. Kalbian utilize remaining funds from this fiscal year as well as next year's funds to complete this project, however staff was concerned that this would limit the available budget for her to provide technical consultation to citizens. After discussing the matter with Ms. Kalbian, it was determined that her workload in completing the Chapel Historic District nomination would prevent her from being able to work on the driving tour brochure during this fiscal year.

Staff suggests an alternative method for funding this project. The Planning Department anticipates having additional funds available in the overall budget at the completion of the fiscal year. We recommend approval of a carryforward of $6,900 from these unused funds to cover Ms. Kalbian's additional $4,400 in technical services and $2,500 in hard costs. We understand that a carryforward cannot be approved until the end of year audit confirms availability of the funds but can make the request as a placeholder until the audit is complete.

Please let us know if you have any questions or concerns about this project or the funding request.

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
Fiscal Year: 2014						
EXPENDITURES						
DEFINITION TYPE 0						
100-000-11010-3600		ADVERTISING				
VENDOR:	WINCHESTER STAR					
13	DECEMBER	1651188	HEARING NOV 19	5135	12/16/2013	$ 128.70
100-000-11010-5230		TELECOMMUNICATIONS				
VENDOR:	TREASURER OF VIRGINIA					
4	DECEMBER	T266667	OCTOBER 2013	5091	12/16/2013	$ 1.87
100-000-11010-5540		TRAVEL CONVENTION & EDUCATION				
VENDOR:	BB&T FINANCIAL, FSB					
3	DECEMBER	3396-12/09/13	HOMESTEAD BOS MEETING	78951	12/30/2013	$ 538.72
4	DECEMBER	3396-12/09/13	HOMESTEAD BOS MEETING	78951	12/30/2013	$ 1,023.97
	Total for 100-000-11010-5540					$ 1,562.69
100-000-11010-5800		MISCELLANEOUS CHARGES				
VENDOR:	BB&T FINANCIAL, FSB					
2	DECEMBER	3396-12/09/13	LEE FLORIST	78951	12/30/2013	$ 65.00
5	DECEMBER	3396-12/09/13	BACOLI INC	78951	12/30/2013	$ 390.23
	Total for 100-000-11010-5800					$ 455.23
100-000-12110-3320		MAINTENANCE SERVICE CONTRACT				
VENDOR:	TML COPIERS & DIGITAL SOLUTIONS					
1	DECEMBER	153951	08/12 - 11/12	5130	12/16/2013	$ 141.01
2	DECEMBER	154866	08/24 - 11/24	5130	12/16/2013	$ 103.84
	Total for 100-000-12110-3320					$ 244.85
100-000-12110-5230		TELECOMMUNICATIONS				
VENDOR:	AT&T MOBILITY					
1	DECEMBER	X12012013	GOVT ADMIN	78866	12/16/2013	$ 47.25
VENDOR:	TREASURER OF VIRGINIA					
10	DECEMBER	T266667	OCTOBER 2013	5091	12/16/2013	$ 7.29
VENDOR:	VERIZON					
194	DECEMBER	00002726889534Y	11/26-12/25	78921	12/16/2013	$ 9.06
	Total for 100-000-12110-5230					$ 63.60
100-000-12110-5800		MISCELLANEOUS				
VENDOR:	BB&T FINANCIAL, FSB					
1	DECEMBER	3396-11/08	FTD ARETZ DESIGNS	78788	12/03/2013	$ 68.04
VENDOR:	FOOD LION, INC					
1	DECEMBER	271164460028	GIFT CARDS	78804	12/03/2013	$ 289.50
	Total for 100-000-12110-5800					$ 357.54
100-000-12110-5810		DUES & ASSOCIATION MEMBERSHIPS				
VENDOR:	VMCA REGION III					
1	DECEMBER	MEMBERSHIP2014	MEMBERSHIP JAN 1 - DEC 31	79013	12/30/2013	$ 30.00
100-000-12110-6008		VEHICLE AND EQUIP FUEL				
VENDOR:	MANSFIELD OIL COMPANY					

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
2	DECEMBER	SQLCD/00066139	FUEL PURCHASES 11/01-11/15	5040	12/03/2013	$ 70.98
2	DECEMBER	SQLCD/00068197	FUEL PURCHASES 12/01-12/15	5191	12/30/2013	$ 55.64
	Total for 100-000-12110-6008					$ 126.62
100-000-12110-6012	BOOKS AND SUBSCRIPTIONS					
VENDOR:	MATTHEW BENDER & CO., INC.					
1	DECEMBER	52120252	VA CODE RULES 4	5038	12/03/2013	$ 20.94
1	DECEMBER	5294383	VA ADMIN LAW APPDX 2013	5103	12/16/2013	$ 40.44
	Total for 100-000-12110-6012					$ 61.38
100-000-12210-3100	PROFESSIONAL SERVICES					
VENDOR:	HALL, MONAHAN, ENGLE, MAHAN & MITCHELL					
3	DECEMBER	HALL11042013	LEGAL SERVICES OCTOBER 201	5028	12/03/2013	$ 100.00
1	DECEMBER	HALL11122013	COMCAST CABLE FRANCHISE OC	5028	12/03/2013	$ 1,566.00
4	DECEMBER	HALL12032013	LEGAL SERVICES NOVEMBER 20	5174	12/30/2013	$ 232.00
	Total for 100-000-12210-3100					$ 1,898.00
100-000-12310-3100	PROFESSIONAL SERVICES					
VENDOR:	CINTAS CORP.					
1	DECEMBER	8400460279	SERVICES	5011	12/03/2013	$ 22.05
1	DECEMBER	8400497749	SERVICES	5011	12/03/2013	$ 22.05
	Total for 100-000-12310-3100					$ 44.10
100-000-12310-3320	MAINTENANCE SERVICE CONTRACTS					
VENDOR:	STONEWALL TECHNOLOGIES, INC.					
1	DECEMBER	8065	ANNUAL RENEWAL FEE FOR CAM	78848	12/03/2013	$ 3,500.00
100-000-12310-5230	TELECOMMUNICATIONS					
VENDOR:	TREASURER OF VIRGINIA					
3	DECEMBER	T266667	OCTOBER 2013	5091	12/16/2013	$ 3.20
VENDOR:	VERIZON					
195	DECEMBER	00002726889534Y	11/26-12/25	78921	12/16/2013	$ 6.04
	Total for 100-000-12310-5230					$ 9.24
100-000-12310-6012	BOOKS AND SUBSCRIPTIONS					
VENDOR:	NADA USED CAR GUIDE					
1	DECEMBER	000420085	USED CAR GUIDE	78823	12/03/2013	$ 56.00
1	DECEMBER	000424050	COMMERCIAL TRUCK GUIDE	78823	12/03/2013	$ 23.50
1	DECEMBER	1095650	RV APPRAISAL GUIDE	78824	12/03/2013	$ 35.00
	Total for 100-000-12310-6012					$ 114.50
100-000-12410-3100	PROFESSIONAL SERVICES					
VENDOR:	CINTAS CORP.					
1	DECEMBER	8400487620	SERVICE	5159	12/30/2013	$ 22.05
1	DECEMBER	8400579631	SERVICE	5159	12/30/2013	$ 22.05
	Total for 100-000-12410-3100					$ 44.10
100-000-12410-3320	MAINTENANCE SERVICE CONTRACT					
VENDOR:	RICOH USA INC					
1	DECEMBER	5028302739	08/12 - 11/11	78836	12/03/2013	$ 56.92
100-000-12410-3500	PRINTING AND BINDING					
VENDOR:	BMS DIRECT					
1	DECEMBER	84458	TAXES	5006	12/03/2013	$ 1,878.71

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
VENDOR:	M & W PRINTERS, INC-A BMS DIRECT CO					
1	DECEMBER	84457	PERSONAL PROPERTY	5039	12/03/2013	$ 2,596.85
1	DECEMBER	85656	PP SUPPLEMENTAL BILLS	5039	12/03/2013	$ 567.05
	Total for 100-000-12410-3500					$ 5,042.61
100-000-12410-5230	TELECOMMUNICATIONS					
VENDOR:	TREASURER OF VIRGINIA					
1	DECEMBER	C042713	NOVEMBER 13	5164	12/30/2013	$ 5.49
24	DECEMBER	T266667	OCTOBER 2013	5091	12/16/2013	$ 2.34
VENDOR:	VERIZON					
196	DECEMBER	00002726889534Y	11/26-12/25	78921	12/16/2013	$ 3.02
	Total for 100-000-12410-5230					$ 10.85
100-000-12410-6001	OFFICE SUPPLIES					
VENDOR:	BANK OF CLARKE COUNTY					
1	DECEMBER	7007183-DECEMBE	DEPOSIT SLIPS	78944	12/30/2013	$ 47.84
VENDOR:	BB&T FINANCIAL, FSB					
4	DECEMBER	3396-11/08	TAPE AND MEDIA.COM	78788	12/03/2013	$ 158.97
	Total for 100-000-12410-6001					$ 206.81
100-000-12510-3100	PROFESSIONAL SERVICES					
VENDOR:	MATSCH SYSTEMS					
1	DECEMBER	1928	DECEMBER 2013	5041	12/03/2013	$ 200.00
1	DECEMBER	1947	JANUARY 2014	5193	12/30/2013	$ 200.00
	Total for 100-000-12510-3100					$ 400.00
100-000-12510-3320	MAINTENANCE SERVICE CONTRACT					
VENDOR:	AVAYA, INC.					
1	DECEMBER	2732863676	11/20 - 12/19	5144	12/30/2013	$ 1,249.22
VENDOR:	BB&T FINANCIAL, FSB					
11	DECEMBER	0350-11/08	VM WARE SUPPORT RENEWAL	78788	12/03/2013	$ 944.00
VENDOR:	TML COPIERS & DIGITAL SOLUTIONS					
4	DECEMBER	154866	08/24 - 11/24	5130	12/16/2013	$ 1.78
VENDOR:	ZIMBRA, INC.					
1	DECEMBER	65201	1 YR ADVANTAGE	78864	12/03/2013	$ 630.00
	Total for 100-000-12510-3320					$ 2,825.00
100-000-12510-5230	TELECOMMUNICATIONS					
VENDOR:	AT&T MOBILITY					
8	DECEMBER	X12012013	GOVT IT	78866	12/16/2013	$ 94.50
VENDOR:	COMCAST					
1	DECEMBER	27409570	11/15 - 12/14	78795	12/03/2013	$ 850.00
VENDOR:	TREASURER OF VIRGINIA					
15	DECEMBER	T266667	OCTOBER 2013	5091	12/16/2013	$ 1,114.82
VENDOR:	VERIZON					
197	DECEMBER	00002726889534Y	11/26-12/25	78921	12/16/2013	$ 173.17
7	DECEMBER	9950007176	11/25-12/24	78922	12/16/2013	$ 226.66
	Total for 100-000-12510-5230					$ 2,459.15
100-000-12510-5410	LEASE OF EQUIPMENT					

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
VENDOR: PITNEY BOWES GLOBAL FINANCIAL SERVICES						
3	DECEMBER	6975171-DC13	LEASING CHARGES	78989	12/30/2013 $	516.00
100-000-12510-5540 TRAVEL CONVENTION & EDUCATION						
VENDOR: ROBERT W FULLER						
1	DECEMBER	FULLER11142013	MILEAGE 06/24 - 11/14	5023	12/03/2013 $	42.71
100-000-12510-6001 OFFICE SUPPLIES						
VENDOR: BB&T FINANCIAL, FSB						
2	DECEMBER	3396-11/08	NEW EGG	78788	12/03/2013 $	199.00
100-000-12510-8207 EDP EQUIPMENT						
VENDOR: BB&T FINANCIAL, FSB						
6	DECEMBER	3396-11/08	BALTIC NETWORKS	78788	12/03/2013 $	629.80
1	DECEMBER	3396-12/09/13	COMPBARGAINS.COM	78951	12/30/2013 $	482.79
6	DECEMBER	3396-12/09/13	COMPBARGAINS.COM	78951	12/30/2013 $	155.88
VENDOR: PITNEY BOWES GLOBAL FINANCIAL SERVICES						
1	DECEMBER	6975171-DC13	LEASING CHARGES	78989	12/30/2013 $	516.00
2	DECEMBER	6975171-DC13	LEASING CHARGES	78989	12/30/2013 $	516.00-
Total for 100-000-12510-8207					$	1,268.47
100-000-13100-3160 ELECTORAL BOARD SERVICES						
VENDOR: DAVIS, DONNA						
1	DECEMBER	RECOUNT12172013	ELECTION OFFICIAL RECOUNT	78961	12/30/2013 $	83.33
VENDOR: HOLCOMB, ROBERT C.						
2	DECEMBER	RECOUNT12172013	ELECTION OFFICIAL RECOUNT	78972	12/30/2013 $	83.33
VENDOR: LINCOLN, JOHN R.						
2	DECEMBER	RECOUNT12172013	ELECTION OFFICIAL RECOUNT	78979	12/30/2013 $	63.33
VENDOR: MILOSAVICH, MARY ANN						
1	DECEMBER	RECOUNT12172013	ELECTION OFFICIAL RECOUNT	78985	12/30/2013 $	63.33
Total for 100-000-13100-3160					$	293.32
100-000-13100-3600 ADVERTISING						
VENDOR: WINCHESTER STAR						
2	DECEMBER	1642986	VOTER INFORMATION	5071	12/03/2013 $	115.60
100-000-13100-5510 TRAVEL MILEAGE						
VENDOR: DAVIS, DONNA						
2	DECEMBER	RECOUNT12172013	ELECTION OFFICIAL RECOUNT	78961	12/30/2013 $	8.24
VENDOR: HOLCOMB, ROBERT C.						
1	DECEMBER	RECOUNT12172013	ELECTION OFFICIAL RECOUNT	78972	12/30/2013 $	18.70
VENDOR: LINCOLN, JOHN R.						
1	DECEMBER	RECOUNT12172013	ELECTION OFFICIAL RECOUNT	78979	12/30/2013 $	0.86
VENDOR: MCGILL, ELLEN MAXINE						
1	DECEMBER	RECOUNT12172013	ELECTION OFFICIAL RECOUNT	78983	12/30/2013 $	7.67
VENDOR: MILOSAVICH, MARY ANN						
2	DECEMBER	RECOUNT12172013	ELECTION OFFICIAL RECOUNT	78985	12/30/2013 $	15.60
Total for 100-000-13100-5510					$	51.07
100-000-13100-5810 DUES,SUBSCRIPTIONS & MEMBERSHIPS						
VENDOR: VEBA						
1	DECEMBER	2014 MEMBERSHIP	MEMBERSHIP	78917	12/16/2013 $	125.00

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
100-000-13100-6000	MATERIAL AND SUPPLIES					
VENDOR:	BERRYVILLE TRUE VALUE HARDWARE					
1	DECEMBER	066128	55168 - TAPE/BATTERY	5003	12/03/2013 $	25.94
VENDOR:	BOSSERMAN, BARBARA					
1	DECEMBER	BOSSER11142013	REIMBURSEMENT STAPLES/GOLD	5007	12/03/2013 $	5.78
VENDOR:	MANSFIELD OIL COMPANY					
5	DECEMBER	SQLCD/00066139	FUEL PURCHASES 11/01-11/15	5040	12/03/2013 $	22.92
VENDOR:	WALMART COMMUNITY/GECRB					
3	DECEMBER	603220201014953	TRAINING SUPPLIES	78926	12/16/2013 $	40.32
	Total for 100-000-13100-6000				$	94.96
100-000-13200-3320	MAINTENANCE & SERVICE CONTRACT					
VENDOR:	TML COPIERS & DIGITAL SOLUTIONS					
5	DECEMBER	154866	08/24 - 11/24	5130	12/16/2013 $	25.90
100-000-13200-5230	TELECOMMUNICATIONS					
VENDOR:	AT&T MOBILITY					
10	DECEMBER	X12012013	REGISTRAR	78866	12/16/2013 $	47.25
VENDOR:	TREASURER OF VIRGINIA					
21	DECEMBER	T266667	OCTOBER 2013	5091	12/16/2013 $	3.73
VENDOR:	VERIZON					
198	DECEMBER	00002726889534Y	11/26-12/25	78921	12/16/2013 $	3.02
	Total for 100-000-13200-5230				$	54.00
100-000-21100-7001	SHARED COURT SERVICES					
VENDOR:	CITY OF WINCHESTER					
1	DECEMBER	9708	CIRCUIT COURT BILLING	78956	12/30/2013 $	9,441.06
100-000-21200-3150	LEGAL					
VENDOR:	CLARKE CO GENERAL DISTRICT COURT					
1	DECEMBER	006286030	PUBLIC DEFENDER FEES	78957	12/30/2013 $	157.50
100-000-21200-5230	TELECOMMUNICATIONS					
VENDOR:	TREASURER OF VIRGINIA					
14	DECEMBER	T266667	OCTOBER 2013	5091	12/16/2013 $	110.98
VENDOR:	VERIZON					
199	DECEMBER	00002726889534Y	11/26-12/25	78921	12/16/2013 $	39.38
11	DECEMBER	00092572601596Y	11/26-12/25	79011	12/30/2013 $	121.45
13	DECEMBER	00092572601596Y	10/26-11/25	78857	12/03/2013 $	121.23
	Total for 100-000-21200-5230				$	393.04
100-000-21200-6001	OFFICE SUPPLIES					
VENDOR:	DEHAVEN BERKELEY SPRINGS WATER CORP.					
1	DECEMBER	001555	WATER	78879	12/16/2013 $	36.70
100-000-21300-5230	TELECOMMUNICATIONS					
VENDOR:	COUNTY OF FREDERICK, VIRGINIA					
1	DECEMBER	ACCT 9 11/18	TELECOMMUICATIONS	5013	12/03/2013 $	24.19
100-000-21500-5230	TELECOMMUNICATIONS					
VENDOR:	TREASURER OF VIRGINIA					
16	DECEMBER	T266667	OCTOBER 2013	5091	12/16/2013 $	4.20

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
VENDOR: VERIZON						
200	DECEMBER	00002726889534Y	11/26-12/25	78921	12/16/2013	$ 37.70
Total for 100-000-21500-5230						$ 41.90
100-000-21600-3510 MICROFILMING						
VENDOR: LOGAN SYSTEMS, INC						
1	DECEMBER	44871	COMPUER INDEXING	5104	12/16/2013	$ 527.48
100-000-21600-5210 POSTAL SERVICES						
VENDOR: POSTMASTER						
1	DECEMBER	4ROLLSTAMP2013	4 ROLLS OF STAMPS	78990	12/30/2013	$ 184.00
100-000-21600-5230 TELECOMMUNICATIONS						
VENDOR: TREASURER OF VIRGINIA						
8	DECEMBER	T266667	OCTOBER 2013	5091	12/16/2013	$ 5.73
VENDOR: VERIZON						
201	DECEMBER	00002726889534Y	11/26-12/25	78921	12/16/2013	$ 67.29
Total for 100-000-21600-5230						$ 73.02
100-000-21600-6001 OFFICE SUPPLIES						
VENDOR: B-K OFFICE SUPPLY, INC.						
1	DECEMBER	65783-1	RSS DATE SET	5076	12/16/2013	$ 14.39
VENDOR: C.W. WARTHEN COMPANY						
1	DECEMBER	51093	CIVIL CASEBINDERS	78872	12/16/2013	$ 273.31
VENDOR: MATTHEW BENDER & CO., INC.						
1	DECEMBER	51893592	VA LAW OF EVIDENSE 2013	5103	12/16/2013	$ 132.43
Total for 100-000-21600-6001						$ 420.13
100-000-21900-5230 TELECOMMUNICATIONS						
VENDOR: TREASURER OF VIRGINIA						
25	DECEMBER	T266667	OCTOBER 2013	5091	12/16/2013	$ 12.63
VENDOR: VERIZON						
202	DECEMBER	00002726889534Y	11/26-12/25	78921	12/16/2013	$ 3.02
Total for 100-000-21900-5230						$ 15.65
100-000-22100-5230 TELECOMMUNICATIONS						
VENDOR: TREASURER OF VIRGINIA						
9	DECEMBER	T266667	OCTOBER 2013	5091	12/16/2013	$ 9.21
VENDOR: VERIZON						
203	DECEMBER	00002726889534Y	11/26-12/25	78921	12/16/2013	$ 9.06
Total for 100-000-22100-5230						$ 18.27
100-000-22100-6001 OFFICE SUPPLIES						
VENDOR: COMMERCIAL PRESS						
1	DECEMBER	109801	ENVELOPES	5012	12/03/2013	$ 86.95
VENDOR: QUILL CORPORATION						
1	DECEMBER	6707852	2014 CALENDAR	5114	12/16/2013	$ 8.50
1	DECEMBER	7043201	2014 CALENDAR	5114	12/16/2013	$ 16.99
Total for 100-000-22100-6001						$ 112.44
100-000-31200-3100 PROFESSIONAL SERVICES						

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
VENDOR:	BILL & BILL'S AUTO SERVICE, INC					
1	DECEMBER	24393	SPEEDOMETER CERTIFICATION	78789	12/03/2013 $	45.00
VENDOR:	KUSTOM SIGNALS INC					
1	DECEMBER	490864	PROLASER III	78893	12/16/2013 $	183.00
VENDOR:	TREASURER OF VIRGINIA					
1	DECEMBER	239108	CALIBRATION FEES	78851	12/03/2013 $	30.52
1	DECEMBER	239199	CALIBRATION FEES	78915	12/16/2013 $	15.92
	Total for 100-000-31200-3100				$	274.44
100-000-31200-3310	REPAIR & MAINTENANCE					
VENDOR:	BERRYVILLE AUTO PARTS INC					
1	DECEMBER	5370-77335	TOWING	5002	12/03/2013 $	150.00
2	DECEMBER	5370-77609	LABOR	5002	12/03/2013 $	5.00
2	DECEMBER	5370-77613	LABOR	5002	12/03/2013 $	40.00
2	DECEMBER	5370-77614	LABOR	5002	12/03/2013 $	60.00
2	DECEMBER	5370-77782	LABOR	5077	12/16/2013 $	35.00
2	DECEMBER	5370-77941	LABOR	5077	12/16/2013 $	90.00
2	DECEMBER	5370-78005	LABOR	5077	12/16/2013 $	75.00
2	DECEMBER	5370-78046	LABOR	5077	12/16/2013 $	25.00
2	DECEMBER	5370-78205	LABOR	5145	12/30/2013 $	135.00
2	DECEMBER	5370-78279	LABOR	5145	12/30/2013 $	35.00
2	DECEMBER	5370-78280	LABOR	5145	12/30/2013 $	35.00
2	DECEMBER	5370-78408	LABOR	5145	12/30/2013 $	20.00
2	DECEMBER	5370-78450	LABOR	5145	12/30/2013 $	20.00
2	DECEMBER	5370-78604	LABOR	5145	12/30/2013 $	35.00
VENDOR:	BROY'S CAR WASH					
1	DECEMBER	11302013	CAR WASHES	5081	12/16/2013 $	83.00
VENDOR:	TELTRONIC					
1	DECEMBER	535748	TROUBLESHOOT HEADSET	5128	12/16/2013 $	230.00
1	DECEMBER	535749	INSTALLED SUPPLIED CONVERS	5128	12/16/2013 $	172.50
1	DECEMBER	536247	INSTALL NEW ANTENNA	5128	12/16/2013 $	117.08
1	DECEMBER	536795	TROUBLESHOOT	5226	12/30/2013 $	544.25
	Total for 100-000-31200-3310				$	1,906.83
100-000-31200-5210	POSTAL SERVICES					
VENDOR:	BB&T FINANCIAL, FSB					
9	DECEMBER	6608-11/08	USPS BERRYVILLE VA	78788	12/03/2013 $	7.17
1	DECEMBER	6640-11/08	USPS BERRYVILLE VA	78788	12/03/2013 $	9.42
1	DECEMBER	6640-12/09	USPS BERRYVILLE	78951	12/30/2013 $	18.00
2	DECEMBER	6640-12/09	USPS BERRYVILLE	78951	12/30/2013 $	33.75
3	DECEMBER	6640-12/09	USPS BERRYVILLE	78951	12/30/2013 $	19.80
4	DECEMBER	6640-12/09	USPS BERRYVILLE	78951	12/30/2013 $	7.72
5	DECEMBER	6640-12/09	USPS BERRYVILLE	78951	12/30/2013 $	20.11
6	DECEMBER	6640-12/09	USPS BERRYVILLE	78951	12/30/2013 $	7.37
VENDOR:	PITNEY BOWES INC					
1	DECEMBER	397377	RENTAL	78906	12/16/2013 $	81.34
VENDOR:	RESERVE ACCOUNT					
1	DECEMBER	1858-8232-86-00	POSTAGE	78829	12/03/2013 $	300.00
VENDOR:	SHERIFF, PETTY CASH					
1	DECEMBER	DEC 18, 2013	POSTAGE	79002	12/30/2013 $	7.17
2	DECEMBER	DEC 18, 2013	POSTAGE	79002	12/30/2013 $	6.11
	Total for 100-000-31200-5210				$	517.96
100-000-31200-5230	TELECOMMUNICATIONS					
VENDOR:	AT&T MOBILITY					
6	DECEMBER	X12012013	SHERIFF'S DEPT	78866	12/16/2013 $	1,221.06
VENDOR:	TREASURER OF VIRGINIA					

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
22	DECEMBER	T266667	OCTOBER 2013	5091	12/16/2013 $	16.03
VENDOR:	VERIZON					
204	DECEMBER	00002726889534Y	11/26-12/25	78921	12/16/2013 $	116.45
	Total for 100-000-31200-5230				$	1,353.54
100-000-31200-5530	TRAVEL SUBSISTANCE & LODGING					
VENDOR:	BB&T FINANCIAL, FSB					
3	DECEMBER	6608-11/08	BEACH COVE RESORT	78788	12/03/2013 $	557.76
5	DECEMBER	6608-11/08	BEACH COVE RESORT	78788	12/03/2013 $	33.75
6	DECEMBER	6608-11/08	HOT STACKS PANCAKE HOUSE	78788	12/03/2013 $	37.60
7	DECEMBER	6608-11/08	FUDDRUCKERS MYRTLE BEACH	78788	12/03/2013 $	31.77
1	DECEMBER	6632-12/09	HARDEES	78951	12/30/2013 $	5.07
2	DECEMBER	6632-12/09	APPLEBEES	78951	12/30/2013 $	10.93
2	DECEMBER	6640-11/08	CRACKER BARRELL	78788	12/03/2013 $	49.22
3	DECEMBER	6640-11/08	CAPTAIN GEORGES MYRTLE BEA	78788	12/03/2013 $	161.62
4	DECEMBER	6640-11/08	HARD ROCK MYRTLE BEACH	78788	12/03/2013 $	97.81
5	DECEMBER	6640-11/08	RED ROBIN GLEN ALLEN	78788	12/03/2013 $	51.63
6	DECEMBER	6640-11/08	OUTBACK MYRTLE BEACH	78788	12/03/2013 $	106.67
7	DECEMBER	6640-11/08	HARDEES CHADBOURN NC	78788	12/03/2013 $	20.53
	Total for 100-000-31200-5530				$	1,164.36
100-000-31200-6001	OFFICE SUPPLIES					
VENDOR:	BB&T FINANCIAL, FSB					
15	DECEMBER	0350-11/08	STAPLES	78788	12/03/2013 $	104.89
4	DECEMBER	2074-11/08	BERRYVILLE TRUE VALUE	78788	12/03/2013 $	17.01
5	DECEMBER	2074-11/08	BEST BUY	78788	12/03/2013 $	164.23
2	DECEMBER	2074-12/09	BERRYVILLE TRUE VALUE	78951	12/30/2013 $	11.05
3	DECEMBER	2074-12/09	BERRYVILLE TRUE VALUE	78951	12/30/2013 $	4.21-
4	DECEMBER	2074-12/09	EXXON	78951	12/30/2013 $	2.93
5	DECEMBER	2074-12/09	SANTORINI	78951	12/30/2013 $	13.18
7	DECEMBER	2074-12/09	NORVAC	78951	12/30/2013 $	6.00
VENDOR:	COMMERCIAL PRESS					
1	DECEMBER	109866	BUSINESS CARDS	5012	12/03/2013 $	91.30
1	DECEMBER	110057	BUSINESS CARDS	5085	12/16/2013 $	45.65
VENDOR:	DEHAVEN BERKELEY SPRINGS WATER CORP.					
1	DECEMBER	263949	NOVEMBER COOLER RENTAL	78799	12/03/2013 $	9.00
1	DECEMBER	RT03-000868	WATER	78962	12/30/2013 $	12.95
	Total for 100-000-31200-6001				$	473.98
100-000-31200-6007	REPAIR AND MAINTENANCE SUPPLIES					
VENDOR:	BERRYVILLE AUTO PARTS INC					
1	DECEMBER	5370-77609	LAMP	5002	12/03/2013 $	1.00
1	DECEMBER	5370-77613	OIL/FILTER/WASHER	5002	12/03/2013 $	22.51
1	DECEMBER	5370-77614	MUFFLER/PIPE/CLAMP	5002	12/03/2013 $	151.48
1	DECEMBER	5370-77779	AUTO CHARGE	5077	12/16/2013 $	49.99
1	DECEMBER	5370-77782	OIL/FILTER/WASHER	5077	12/16/2013 $	18.80
1	DECEMBER	5370-77941	OIL/FILTER/WASHER/SOCKET	5077	12/16/2013 $	31.89
1	DECEMBER	5370-78005	BRAKE PAD/ROTOR/SUPPLIES	5077	12/16/2013 $	203.77
1	DECEMBER	5370-78006	WIPER BLADE	5077	12/16/2013 $	56.40
1	DECEMBER	5370-78046	FORD WHEEL/BAND KIT	5077	12/16/2013 $	220.64
1	DECEMBER	5370-78205	HANGER/SUPPLIES	5145	12/30/2013 $	13.90
1	DECEMBER	5370-78279	FILTER/OIL	5145	12/30/2013 $	21.82
1	DECEMBER	5370-78280	OIL/FILTER	5145	12/30/2013 $	20.98
1	DECEMBER	5370-78359	WIPER/DEICER	5145	12/30/2013 $	24.39
1	DECEMBER	5370-78408	FORD WHEEL/BAND & CRADLE	5145	12/30/2013 $	176.36
1	DECEMBER	5370-78409	WHEEL	5145	12/30/2013 $	149.00
1	DECEMBER	5370-78450	BATTERY	5145	12/30/2013 $	114.18
1	DECEMBER	5370-78604	FILTER/OIL/WASHER FLUID	5145	12/30/2013 $	20.98
VENDOR:	SHENANDOAH FORD, INC.					
1	DECEMBER	224648	MULTIPOINT INSPECTION	78840	12/03/2013 $	162.47

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VENDOR:	VERIZON					
10	DECEMBER	00092572601596Y	10/26-11/25	78857	12/03/2013 $	121.23
12	DECEMBER	00092572601596Y	10/26-11/25	78857	12/03/2013 $	121.23-
	Total for 100-000-31200-6007				$	1,460.56
100-000-31200-6008	VEHICLE AND EQUIP FUEL					
VENDOR:	BB&T FINANCIAL, FSB					
1	DECEMBER	6608-11/08	EXXON GAS	78788	12/03/2013 $	54.00
2	DECEMBER	6608-11/08	SHELL OIL	78788	12/03/2013 $	51.00
4	DECEMBER	6608-11/08	KANGAROO EXP	78788	12/03/2013 $	31.00
8	DECEMBER	6608-11/08	WAWA ASHLAND VA	78788	12/03/2013 $	52.00
VENDOR:	MANSFIELD OIL COMPANY					
1	DECEMBER	SQLCD/00066182	FUEL PURCHASES 11/01-11/15	5040	12/03/2013 $	2,264.60
1	DECEMBER	SQLCD/00067497	PURCHASES 11/16-11/30	5106	12/16/2013 $	2,930.94
	Total for 100-000-31200-6008				$	5,383.54
100-000-31200-6010	POLICE SUPPLIES					
VENDOR:	BB&T FINANCIAL, FSB					
1	DECEMBER	2074-11/08	BERRYVILLE TRUE VALUE	78788	12/03/2013 $	1.06
2	DECEMBER	2074-11/08	APPLE ITUNES	78788	12/03/2013 $	17.98
3	DECEMBER	2074-11/08	BATTERY MART	78788	12/03/2013 $	53.50
VENDOR:	BERRYVILLE AUTO PARTS INC					
1	DECEMBER	10066033	ANTENNA'S	5145	12/30/2013 $	104.00
VENDOR:	CHIEF SUPPLY CORP					
1	DECEMBER	338250	TRANSPORT RESTRAINT	78793	12/03/2013 $	164.09
VENDOR:	ICOP					
1	DECEMBER	0005327-IN	BATTERY REPLACEMENT	78888	12/16/2013 $	49.00
	Total for 100-000-31200-6010				$	389.63
100-000-31200-6011	UNIFORM AND WEARING APPAREL					
VENDOR:	BB&T FINANCIAL, FSB					
6	DECEMBER	2074-11/08	DRY CLEANERS	78788	12/03/2013 $	20.20
1	DECEMBER	2074-12/09	FESTIVAL DRY CLEANER	78951	12/30/2013 $	18.00
VENDOR:	BEST UNIFORMS, INC.					
1	DECEMBER	316887	SHIRT/HASH MARK/PANT	5004	12/03/2013 $	86.00
1	DECEMBER	318557	SHIRT/HASH MARK	5079	12/16/2013 $	57.99
1	DECEMBER	318702	VEST CARRIER	5079	12/16/2013 $	70.00
1	DECEMBER	319236	TIE CLIP	5079	12/16/2013 $	10.00
VENDOR:	CHIEF SUPPLY CORP					
1	DECEMBER	348629	OAK LEAF COLL	78874	12/16/2013 $	14.48
1	DECEMBER	354491	SHOES	78874	12/16/2013 $	38.19
VENDOR:	NORTON EMBROIDERY, INC.					
1	DECEMBER	18185	TACTICAL POLO STYLE SHIRTS	78826	12/03/2013 $	80.00
VENDOR:	OTL ENTERPRISES LTD/OTL TACTIC					
1	DECEMBER	4359	PANTS	78903	12/16/2013 $	79.98
VENDOR:	SHERIFF, PETTY CASH					
3	DECEMBER	DEC 18, 2013	HOLSTER FOR DON CHAMBERS	79002	12/30/2013 $	68.43
	Total for 100-000-31200-6011				$	543.27
100-000-31200-6017	AMMUNITION					
VENDOR:	ATLANTIC TACTICAL					
1	DECEMBER	SI-80457346	AMMUNITION	5142	12/30/2013 $	49.91
2	DECEMBER	SI-80457346	AMMUNITION	5142	12/30/2013 $	255.39
1	DECEMBER	si-80455988	AMMUNITION	5074	12/16/2013 $	3,428.25

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	Total for 100-000-31200-6017					$ 3,733.55
100-000-32100-5230	TELECOMMUNICATIONS					
VENDOR:	TREASURER OF VIRGINIA					
11	DECEMBER	T266667	OCTOBER 2013	5091	12/16/2013	$ 5.50
VENDOR:	VERIZON					
205	DECEMBER	00002726889534Y	11/26-12/25	78921	12/16/2013	$ 35.50
	Total for 100-000-32100-5230					$ 41.00
100-000-32100-6008	VEHICLE AND EQUIP FUEL					
VENDOR:	MANSFIELD OIL COMPANY					
5	DECEMBER	SQLCD/00067456	11/16-11/30	5191	12/30/2013	$ 56.48
4	DECEMBER	SQLCD/00068197	FUEL PURCHASES 12/01-12/15	5191	12/30/2013	$ 36.14
	Total for 100-000-32100-6008					$ 92.62
100-000-33300-5230	TELECOMMUNICATIONS					
VENDOR:	TREASURER OF VIRGINIA					
20	DECEMBER	T266667	OCTOBER 2013	5091	12/16/2013	$ 5.13
VENDOR:	VERIZON					
206	DECEMBER	00002726889534Y	11/26-12/25	78921	12/16/2013	$ 3.02
	Total for 100-000-33300-5230					$ 8.15
100-000-34100-3320	MAINTENANCE SERVICE CONTRACT					
VENDOR:	RICOH USA INC					
1	DECEMBER	5028317280	08/13 - 11/12	78908	12/16/2013	$ 188.06
100-000-34100-5230	TELECOMMUNICATIONS					
VENDOR:	AT&T MOBILITY					
4	DECEMBER	X12012013	BUILDING DEPT	78866	12/16/2013	$ 12.56
VENDOR:	TREASURER OF VIRGINIA					
5	DECEMBER	T266667	OCTOBER 2013	5091	12/16/2013	$ 3.68
VENDOR:	VERIZON					
207	DECEMBER	00002726889534Y	11/26-12/25	78921	12/16/2013	$ 6.04
	Total for 100-000-34100-5230					$ 22.28
100-000-34100-6001	OFFICE SUPPLIES					
VENDOR:	CORPORATE WAREHOUSE SUPPLY					
1	DECEMBER	24372	RICOH TONER	78797	12/03/2013	$ 459.85
100-000-34100-6008	VEHICLE AND EQUIP FUEL					
VENDOR:	MANSFIELD OIL COMPANY					
7	DECEMBER	SQLCD/00066139	FUEL PURCHASES 11/01-11/15	5040	12/03/2013	$ 96.46
2	DECEMBER	SQLCD/00067456	11/16-11/30	5191	12/30/2013	$ 104.33
1	DECEMBER	SQLCD/00068197	FUEL PURCHASES 12/01-12/15	5191	12/30/2013	$ 45.31
	Total for 100-000-34100-6008					$ 246.10
100-000-35100-3100	PROFESSIONAL SERVICES					
VENDOR:	ROSEVILLE VET HOSP/PLAZA PET CLINIC					
1	DECEMBER	106906	PROFESSIONAL SERVICES	78837	12/03/2013	$ 32.50
1	DECEMBER	107092	PROFESSIONAL SERVICES	78837	12/03/2013	$ 16.25
1	DECEMBER	107108	PROFESSIONAL SERVICES	78837	12/03/2013	$ 90.00
1	DECEMBER	107123	PROFESSIONAL SERVICES	78837	12/03/2013	$ 122.88
1	DECEMBER	107172	PROFESSIONAL SERVICES	78837	12/03/2013	$ 32.50

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
1	DECEMBER	107370	PROFESSIONAL SERVICES	78998	12/30/2013 $	16.25
1	DECEMBER	107666	PROFESSIONAL SERVICES	78998	12/30/2013 $	32.50
1	DECEMBER	108203	PROFESSIONAL SERVICES	78998	12/30/2013 $	16.25
1	DECEMBER	108232	PROFESSIONAL SERVICES	78998	12/30/2013 $	32.50
1	DECEMBER	108371	PROFESSIONAL SERVICES	78998	12/30/2013 $	48.75
VENDOR:	VALLEY VETERINARY EMERGENCY CNTR					
1	DECEMBER	91636	PROFESSIONAL SERVICES	78856	12/03/2013 $	177.80
	Total for 100-000-35100-3100				$	618.18
100-000-35100-5230	TELECOMMUNICATIONS					
VENDOR:	AT&T MOBILITY					
2	DECEMBER	X12012013	ANIMAL CONTROL	78866	12/16/2013 $	12.56
VENDOR:	TREASURER OF VIRGINIA					
2	DECEMBER	T266667	OCTOBER 2013	5091	12/16/2013 $	4.01
VENDOR:	VERIZON					
208	DECEMBER	00002726889534Y	11/26-12/25	78921	12/16/2013 $	28.90
	Total for 100-000-35100-5230				$	45.47
100-000-35100-6004	MEDICAL AND LABORATORY SUPPLIES					
VENDOR:	DIRECT PET SUPERSTORE					
1	DECEMBER	8935322-1	SUPPLIES	78801	12/03/2013 $	104.49
1	DECEMBER	8971390-1	SUPPLIES	78965	12/30/2013 $	127.95
	Total for 100-000-35100-6004				$	232.44
100-000-35100-6008	VEHICLE AND EQUIP FUEL					
VENDOR:	MANSFIELD OIL COMPANY					
1	DECEMBER	SQLCD/00066139	FUEL PURCHASES 11/01-11/15	5040	12/03/2013 $	62.87
1	DECEMBER	SQLCD/00067456	11/16-11/30	5191	12/30/2013 $	63.47
5	DECEMBER	SQLCD/00068197	FUEL PURCHASES 12/01-12/15	5191	12/30/2013 $	35.27
	Total for 100-000-35100-6008				$	161.61
100-000-35600-3000	PURCHASED SERVICES					
VENDOR:	LANGUAGE LINE SERVICES, INC.					
3	DECEMBER	3281371	INTERPRETATION	78977	12/30/2013 $	48.72
100-000-35600-3310	REPAIR & MAINTENANCE					
VENDOR:	TELTRONIC					
1	DECEMBER	535747	NOISE ISSUE ON DIGITAL CHA	5128	12/16/2013 $	287.50
100-000-35600-5230	TELECOMMUNICATIONS					
VENDOR:	AT& T					
5	DECEMBER	0231044469	NOVEMBER	78941	12/30/2013 $	29.25
4	DECEMBER	0590826049001	OCTOBER	78775	12/03/2013 $	64.49
VENDOR:	AT&T MOBILITY					
5	DECEMBER	X12012013	E-911 DEPT	78866	12/16/2013 $	94.50
VENDOR:	TREASURER OF VIRGINIA					
1	DECEMBER	T266667	OCTOBER 2013	5091	12/16/2013 $	395.67
VENDOR:	LANGUAGE LINE SERVICES, INC.					
1	DECEMBER	3281371	INTERPRETATION	78977	12/30/2013 $	48.72
2	DECEMBER	3281371	INTERPRETATION	78977	12/30/2013 $	48.72-
VENDOR:	VERIZON					
12	DECEMBER	00001224519338Y	12/01 - 12/31	79011	12/30/2013 $	1,283.21
209	DECEMBER	00002726889534Y	11/26-12/25	78921	12/16/2013 $	120.69
10	DECEMBER	00081080039332Y	11/01 - 11/30	78857	12/03/2013 $	33.77

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11	DECEMBER	00081080039332Y	12/01 - 12/31	79011	12/30/2013 $	33.77
	Total for 100-000-35600-5230				$	2,055.35
100-000-35600-5420	TOWER LEASE					
VENDOR:	SHEN. VALLEY TELEVISION TOWER					
1	DECEMBER	ANNUAL FEE 2013	ANNUAL FEE FOR TOWER SPACE	5060	12/03/2013 $	2,572.29
1	DECEMBER	JANUARYRENT13	JANUARY RENT	5220	12/30/2013 $	2,070.00
	Total for 100-000-35600-5420				$	4,642.29
100-000-35600-6001	OFFICE SUPPLIES					
VENDOR:	CDW GOVERNMENT					
1	DECEMBER	HD09173	STORAGE MEDIA	5082	12/16/2013 $	13.38
100-000-35600-6014	OTHER OPERATING SUPPLIES					
VENDOR:	BB&T FINANCIAL, FSB					
7	DECEMBER	2074-11/08	BUSINESS TELECOM PRODUCTS	78788	12/03/2013 $	41.85
100-000-42400-3840	PURCHASED SERVICES					
VENDOR:	COUNTY OF FREDERICK, VIRGINIA					
1	DECEMBER	2105-0012	REFUSE DISPOSAL	5086	12/16/2013 $	508.80
1	DECEMBER	80001-0012	REFUSE DISPOSAL	5086	12/16/2013 $	22.52
2	DECEMBER	ACCT 9 11/18	PURCHASED SERVICES	5013	12/03/2013 $	5,681.74
	Total for 100-000-42400-3840				$	6,213.06
100-000-42600-3000	PURCHASED SERVICES					
VENDOR:	ALLIED WASTE SERVICES #976					
3	DECEMBER	0976-000323982	11/01 - 11/30	4998	12/03/2013 $	150.00
100-000-42600-6014	OTHER OPERATING SUPPLIES					
VENDOR:	ALLIED WASTE SERVICES #976					
1	DECEMBER	0976-000323982	11/01 - 11/30	4998	12/03/2013 $	150.00
2	DECEMBER	0976-000323982	11/01 - 11/30	4998	12/03/2013 $	150.00-
1	DECEMBER	0976-000326120	12/01-12/31	5137	12/30/2013 $	150.00
	Total for 100-000-42600-6014				$	150.00
100-000-42700-3840	PURCHASED SERVICES					
VENDOR:	FREDERICK-WINCHESTER SERVICE AUTHORITY					
1	DECEMBER	156	OCTOBER 2013	5021	12/03/2013 $	2,264.64
1	DECEMBER	156-A	NOVEMBER 2013	5170	12/30/2013 $	2,264.64
	Total for 100-000-42700-3840				$	4,529.28
100-000-43200-3310	REPAIR & MAINTENANCE					
VENDOR:	CONLEY WELDING					
1	DECEMBER	CONLEY11/20/13	INSTALL MOUNTING PLATE & B	78877	12/16/2013 $	450.00
VENDOR:	DEPARTMENT OF STATE POLICE					
1	DECEMBER	399230 A1928	BACKGROUND CHECKS	78964	12/30/2013 $	26.00
	Total for 100-000-43200-3310				$	476.00
100-000-43200-3320	MAINTENANCE SERVICE CONTRACT					
VENDOR:	ALLIED WASTE SERVICES #976					
1	DECEMBER	0976-000324842	SERVICE 12/01 - 12/31	5072	12/16/2013 $	656.16
VENDOR:	SERVICE MASTER JANITORIAL SERVICES, INC.					
1	DECEMBER	1340	CLEANING SERVICES	5059	12/03/2013 $	3,084.74
1	DECEMBER	1395	CLEANING SERVICES	5218	12/30/2013 $	3,273.07

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	Total for 100-000-43200-3320					$ 7,013.97
100-000-43200-5130	WATER & SEWAGE SERVICES					
VENDOR:	DEHAVEN BERKELEY SPRINGS WATER CORP.					
1	DECEMBER	263950	NOVEMBER WATER	78799	12/03/2013	$ 9.00
100-000-43200-5230	TELECOMMUNICATIONS					
VENDOR:	AT&T MOBILITY					
3	DECEMBER	X12012013	GOVT MAINT	78866	12/16/2013	$ 134.26
VENDOR:	TREASURER OF VIRGINIA					
17	DECEMBER	T266667	OCTOBER 2013	5091	12/16/2013	$ 7.10
VENDOR:	VERIZON					
210	DECEMBER	00002726889534Y	11/26-12/25	78921	12/16/2013	$ 28.90
	Total for 100-000-43200-5230					$ 170.26
100-000-43200-6005	LAUNDRY, HOUSEKEEPING, & JANITORIAL					
VENDOR:	GENERAL SALES OF VIRGINIA					
1	DECEMBER	213014221	CAN LINER/DISINFECTANT/T.P	5171	12/30/2013	$ 446.15
1	DECEMBER	213015407	SOAP/POWDER REFILL/TOWELS/	5171	12/30/2013	$ 322.12
	Total for 100-000-43200-6005					$ 768.27
100-000-43200-6007	REPAIR AND MAINTENANCE SUPPLIES					
VENDOR:	BERRYVILLE AUTO PARTS INC					
1	DECEMBER	5370-77904	STARTING FLUID	5077	12/16/2013	$ 2.50
VENDOR:	BERRYVILLE TRUE VALUE HARDWARE					
1	DECEMBER	066244	56171 - DRAW/CAB LOCK	5003	12/03/2013	$ 7.49
1	DECEMBER	066353	56171 - OIL BASE	5078	12/16/2013	$ 9.99
1	DECEMBER	066412	56171 - FLASHLIGHT	5078	12/16/2013	$ 41.98
1	DECEMBER	541070553	56171 - NO INVOICE NUMBER	5146	12/30/2013	$ 5.99
VENDOR:	W W GRAINGER, INC					
1	DECEMBER	9284735686	ABSORBENT PADS	78808	12/03/2013	$ 112.90
1	DECEMBER	9295049291	BATTERIES	78808	12/03/2013	$ 91.34
VENDOR:	SHANNON-BAUM SIGNS INC					
1	DECEMBER	0193012-IN	12 GUAGE ANCHOR	5219	12/30/2013	$ 226.80
1	DECEMBER	0193015-IN	STREET SIGN	5219	12/30/2013	$ 240.00
	Total for 100-000-43200-6007					$ 738.99
100-000-43200-6008	VEHICLE AND EQUIP FUEL					
VENDOR:	ROBERT M LEVI					
1	DECEMBER	LEVI12032013	MILEAGE JULY THRU DECEMBER	5189	12/30/2013	$ 323.75
VENDOR:	MANSFIELD OIL COMPANY					
3	DECEMBER	SQLCD/00066139	FUEL PURCHASES 11/01-11/15	5040	12/03/2013	$ 272.15
3	DECEMBER	SQLCD/00067456	11/16-11/30	5191	12/30/2013	$ 74.15
4	DECEMBER	SQLCD/00067456	11/16-11/30	5191	12/30/2013	$ 185.70
3	DECEMBER	SQLCD/00068197	FUEL PURCHASES 12/01-12/15	5191	12/30/2013	$ 300.67
	Total for 100-000-43200-6008					$ 1,156.42
100-000-43200-6009	VEHICLE AND EQUIPMENT SUPPLIES					
VENDOR:	BERRYVILLE AUTO PARTS INC					
1	DECEMBER	5370-77400	WIPER BLADES	5002	12/03/2013	$ 20.89
1	DECEMBER	5370-78285	WIPER BLADE	5145	12/30/2013	$ 9.08
1	DECEMBER	5370-78600	OIL/FILTER/WASHER	5145	12/30/2013	$ 46.32
1	DECEMBER	5370-78624	OIL/FILTER/WASHER/WIPER	5145	12/30/2013	$ 80.39
1	DECEMBER	5370-78676	OIL/FILTER/WASHER/LAMP	5145	12/30/2013	$ 91.74

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1	DECEMBER	5370-78677	OIL/FILTER/WASHER	5145	12/30/2013	$ 47.29
1	DECEMBER	5370-78678	OIL/FILTER/WASHER/WIPER	5145	12/30/2013	$ 80.53
	Total for 100-000-43200-6009					$ 376.24
100-000-43200-8201	MACHINERY & EQUIPMENT					
VENDOR:	ALLIANCE MATERIAL HANDLING, INC.					
1	DECEMBER	3298801	BATTERY	78771	12/03/2013	$ 2,389.00
100-000-43202-3100	PROFESSIONAL SERVICES					
VENDOR:	HALL, MONAHAN, ENGLE, MAHAN & MITCHELL					
1	DECEMBER	12032013	LEGAL SERVICE NOVEMBER 201	5174	12/30/2013	$ 142.96
100-000-43202-3310	REPAIR & MAINTENANCE					
VENDOR:	ARC WATER TREATMENT OF MARYLAND, INC.					
5	DECEMBER	359786	DECEMBER SERVICE	5140	12/30/2013	$ 68.97
VENDOR:	RIDDLEBERGER BROS INC					
1	DECEMBER	79936	SPARE CHILLED WATER PUMP	5055	12/03/2013	$ 2,747.52
	Total for 100-000-43202-3310					$ 2,816.49
100-000-43202-3320	MAINTENANCE SERVICE CONTRACTS					
VENDOR:	SERVICE MASTER JANITORIAL SERVICES, INC.					
2	DECEMBER	1340	CLEANING SERVICES	5059	12/03/2013	$ 1,762.53
2	DECEMBER	1395	CLEANING SERVICES	5218	12/30/2013	$ 2,029.15
	Total for 100-000-43202-3320					$ 3,791.68
100-000-43202-5110	ELECTRICAL SERVICES					
VENDOR:	RAPPAHANNOCK ELEC COMPANY					
21	DECEMBER	1149385761	101 CHALMERS CT 09/10-10/1	5052	12/03/2013	$ 2,781.57
23	DECEMBER	1149385761	101 CHALMERS COURT	5208	12/30/2013	$ 2,724.69
	Total for 100-000-43202-5110					$ 5,506.26
100-000-43202-5120	HEATING SERVICES					
VENDOR:	WASHINGTON GAS					
21	DECEMBER	3980059517	101 CHALMERS CIR	78841	12/03/2013	$ 141.63
23	DECEMBER	3980059517	101 CHALMERS CT 11/07-12/1	79000	12/30/2013	$ 346.47
	Total for 100-000-43202-5120					$ 488.10
100-000-43202-5130	WATER & SEWAGE SERVICES					
VENDOR:	TOWN OF BERRYVILLE					
19	DECEMBER	4190099.00 98	101 CHALMERS CT	78933	12/16/2013	$ 75.40
100-000-43202-6000	MATERIALS AND SUPPLIES					
VENDOR:	BRANCHSERV					
2	DECEMBER	SI194336	PROFESSIONAL SERVICES	78791	12/03/2013	$ 64.70
VENDOR:	MOORE AND DORSEY, INC.					
1	DECEMBER	15607	OAK WILLOW/DOGOWOOD/CHERRY	78821	12/03/2013	$ 160.00
	Total for 100-000-43202-6000					$ 224.70
100-000-43202-6007	REPAIR AND MAINT SUPPLIES					
VENDOR:	BB&T FINANCIAL, FSB					
4	DECEMBER	1098-12/09/13	HEAT AND COOL WAREHOUSE	78951	12/30/2013	$ 76.46
VENDOR:	BERRYVILLE TRUE VALUE HARDWARE					
1	DECEMBER	066653	56171 - SCREW	5146	12/30/2013	$ 16.92

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
VENDOR:	FROGALE LUMBER SUPPLY					
1	DECEMBER	251985	LUMBER	78967	12/30/2013 $	66.36
VENDOR:	MAURICE ELECTRICAL SUPPLY CO					
1	DECEMBER	S101194114.001	GLASS FOR BOLLARD	5194	12/30/2013 $	26.27
1	DECEMBER	S101205926.001	SWIVEL MOUNTING	5108	12/16/2013 $	20.05
	Total for 100-000-43202-6007				$	206.06
100-000-43205-5110	ELECTRICAL SERVICES					
VENDOR:	RAPPAHANNOCK ELEC COMPANY					
16	DECEMBER	4455288888	129 RAMSBURG LANE 09/15-10	5052	12/03/2013 $	229.25
18	DECEMBER	4455288888	129 RAMSBURG LN 10/15-11/1	5208	12/30/2013 $	229.77
	Total for 100-000-43205-5110				$	459.02
100-000-43205-5120	HEATING SERVICES					
VENDOR:	QUARLES ENERGY SERVICES					
1	DECEMBER	53219	LP GAS	78835	12/03/2013 $	243.24
1	DECEMBER	61886	LP GAS	78993	12/30/2013 $	768.85
	Total for 100-000-43205-5120				$	1,012.09
100-000-43205-5130	WATER & SEWAGE SERVICES					
VENDOR:	TOWN OF BERRYVILLE					
21	DECEMBER	9001800.00 98	MAINT FACILITY	78933	12/16/2013 $	17.00
100-000-43206-5110	ELECTRICAL SERVICES					
VENDOR:	RAPPAHANNOCK ELEC COMPANY					
24	DECEMBER	2048188888	102 N CHURCH ST 09/12 - 10	5052	12/03/2013 $	586.98
27	DECEMBER	2048188888	104 N CHURCH ST	5208	12/30/2013 $	556.04
9	DECEMBER	8894188888	1531 SPRINGSBERRY 09/18-10	5052	12/03/2013 $	101.29
10	DECEMBER	8894188888	1531 SPRINGSBERRY 10/18-11	5208	12/30/2013 $	112.17
	Total for 100-000-43206-5110				$	1,356.48
100-000-43206-5120	HEATING SERVICES					
VENDOR:	WASHINGTON GAS					
11	DECEMBER	3980048510	100 N CHURCH	78841	12/03/2013 $	130.06
12	DECEMBER	3980048510	100 N CHURCH ST 11/07-12/1	79000	12/30/2013 $	423.85
	Total for 100-000-43206-5120				$	553.91
100-000-43206-5130	WATER & SEWAGE SERVICES					
VENDOR:	DEHAVEN BERKELEY SPRINGS WATER CORP.					
1	DECEMBER	264058	NOVEMBER WATER	78799	12/03/2013 $	11.00
VENDOR:	TOWN OF BERRYVILLE					
3	DECEMBER	100400.00 98	100 N CHURCH ST	78933	12/16/2013 $	288.60
	Total for 100-000-43206-5130				$	299.60
100-000-43206-6007	REPAIR AND MAINT SUPPLIES					
VENDOR:	LOWE'S OF WINCHESTER					
1	DECEMBER	37207365	TELL ADA APPRV GRD	78981	12/30/2013 $	61.72
100-000-43207-5110	ELECTRICAL SERVICES					
VENDOR:	RAPPAHANNOCK ELEC COMPANY					
23	DECEMBER	2048188888	102 N CHURCH ST 09/12 - 10	5052	12/03/2013 $	1,376.87
26	DECEMBER	2048188888	102 N CHURCH ST	5208	12/30/2013 $	1,522.65
	Total for 100-000-43207-5110				$	2,899.52

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
100-000-43207-6007	REPAIR AND MAINT SUPPLIES					
VENDOR:	BERRYVILLE TRUE VALUE HARDWARE					
1	DECEMBER	066255	56171 - BULB	5078	12/16/2013	$ 15.99
VENDOR:	W W GRAINGER, INC					
1	DECEMBER	9285385325	SEAL BEARING ASSEMBLY	78808	12/03/2013	$ 333.00
	Total for 100-000-43207-6007					$ 348.99
100-000-43208-5110	ELECTRICAL SERVICES					
VENDOR:	RAPPAHANNOCK ELEC COMPANY					
25	DECEMBER	2048188888	104 N CHURCH ST 09/12 - 10	5052	12/03/2013	$ 554.23
28	DECEMBER	2048188888	104 N CHURCH ST	5208	12/30/2013	$ 540.70
10	DECEMBER	3750088888	104 N CHURCH	5052	12/03/2013	$ 40.10
11	DECEMBER	3750088888	104 N CHURCH	5208	12/30/2013	$ 39.73
	Total for 100-000-43208-5110					$ 1,174.76
100-000-43208-5120	HEATING SERVICES					
VENDOR:	WASHINGTON GAS					
9	DECEMBER	3980048718	104 N CHURCH	78841	12/03/2013	$ 15.18
10	DECEMBER	3980048718	104 N CHURCH ST 11/07-12/1	79000	12/30/2013	$ 537.05
	Total for 100-000-43208-5120					$ 552.23
100-000-43208-5130	WATER & SEWAGE SERVICES					
VENDOR:	TOWN OF BERRYVILLE					
10	DECEMBER	1003900.00 98	104 N CHURCH ST	78933	12/16/2013	$ 24.05
100-000-43209-3310	PROFESSIONAL SERVICES					
VENDOR:	ANDERSON CONTROL INC					
1	DECEMBER	013812	FIRE ALARM MONITORING	5139	12/30/2013	$ 216.00
VENDOR:	MCDONALD, JERRY C.					
1	DECEMBER	1319	TRACTOR/MOWER	5195	12/30/2013	$ 130.00
1	DECEMBER	1320	TRANSPORTING TWO MULES	5195	12/30/2013	$ 100.00
VENDOR:	WINCHESTER STAR					
1	DECEMBER	990690	NOTICE	5236	12/30/2013	$ 95.80
	Total for 100-000-43209-3310					$ 541.80
100-000-43209-5110	ELECTRICAL SERVICES					
VENDOR:	RAPPAHANNOCK ELEC COMPANY					
11	DECEMBER	7658188888	225 RAMSBURG LANE 09/15 -	5052	12/03/2013	$ 366.86
12	DECEMBER	7658188888	225 RAMSBURG LANE	5208	12/30/2013	$ 349.76
	Total for 100-000-43209-5110					$ 716.62
100-000-43209-5120	HEATING SERVICES					
VENDOR:	QUARLES ENERGY SERVICES					
1	DECEMBER	61887	LP GAS	78993	12/30/2013	$ 831.87
1	DECEMBER	89952	LP GAS	78993	12/30/2013	$ 859.38
	Total for 100-000-43209-5120					$ 1,691.25
100-000-43209-6007	REPAIR AND MAINT SUPPLIES					
VENDOR:	MAURICE ELECTRICAL SUPPLY CO					
1	DECEMBER	S101132995.002	SATCO MOGUL	5042	12/03/2013	$ 11.36
1	DECEMBER	S101156798.001	CONDUIT	5042	12/03/2013	$ 26.47
	Total for 100-000-43209-6007					$ 37.83

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
100-000-43210-3310	REPAIR & MAINTENANCE					
VENDOR:	ANDERSON CONTROL INC					
1	DECEMBER	013823	FIRE ALARM MONITORING	5139	12/30/2013 $	216.00
100-000-43210-5110	ELECTRICAL SERVICES					
VENDOR:	RAPPAHANNOCK ELEC COMPANY					
9	DECEMBER	0775388888	524 WESTWOOD ROAD 09/15 -	5052	12/03/2013 $	113.45
10	DECEMBER	0775388888	524 WESTWOOD 10/15-11/15	5208	12/30/2013 $	99.36
	Total for 100-000-43210-5110				$	212.81
100-000-43210-5120	HEATING SERVICES					
VENDOR:	EMMART OIL COMPANY					
2	DECEMBER	1910132	524 WESTWOOD ROAD OIL	5165	12/30/2013 $	231.83
100-000-43211-5110	ELECTRICAL SERVICES					
VENDOR:	RAPPAHANNOCK ELEC COMPANY					
41	DECEMBER	2750088888	225 AL SMITH CIR 09/18 - 1	5052	12/03/2013 $	2,022.82
46	DECEMBER	2750088888	225 AL SMITH CIR 10/18-11/	5208	12/30/2013 $	1,524.56
	Total for 100-000-43211-5110				$	3,547.38
100-000-43211-5120	HEATING SERVICES					
VENDOR:	WASHINGTON GAS					
7	DECEMBER	3980001204	225 AL SMITH CIR	78841	12/03/2013 $	278.99
100-000-43211-5130	WATER & SEWAGE SERVICES					
VENDOR:	TOWN OF BERRYVILLE					
11	DECEMBER	9001300.00 98	ROUTE 7 REC CE	78933	12/16/2013 $	170.00
100-000-43211-6007	REPAIR AND MAINT SUPPLIES					
VENDOR:	ARCHITECTURAL PRODUCTS OF VA					
1	DECEMBER	3496700-IN	MASTER KEYED	78940	12/30/2013 $	150.00
VENDOR:	BB&T FINANCIAL, FSB					
3	DECEMBER	1098-12/09/13	GORDON ELECTRIC	78951	12/30/2013 $	50.10
VENDOR:	BERRYVILLE TRUE VALUE HARDWARE					
1	DECEMBER	066473	56171 - ROPE	5146	12/30/2013 $	29.40
1	DECEMBER	066650	56171 - LIGHT BULB	5146	12/30/2013 $	16.98
VENDOR:	HPG WINDOW AND DOORS					
1	DECEMBER	SI-047033	PARTS	78973	12/30/2013 $	282.18
VENDOR:	MAURICE ELECTRICAL SUPPLY CO					
1	DECEMBER	S101162808.001	SUPPLIES	5042	12/03/2013 $	190.81
	Total for 100-000-43211-6007				$	719.47
100-000-43212-3310	REPAIR & MAINTENANCE					
VENDOR:	THOMAS PLUMBING & HEATING, INC.					
1	DECEMBER	PS22194	DRAINED AND WINTERIZED CON	5228	12/30/2013 $	285.17
1	DECEMBER	PS22197	WINTERIZED WATER HEATER	5228	12/30/2013 $	127.54
	Total for 100-000-43212-3310				$	412.71
100-000-43212-5110	ELECTRICAL SERVICES					
VENDOR:	RAPPAHANNOCK ELEC COMPANY					
73	DECEMBER	1650088888	225 AL SMITH CIR 09/18 - 1	5052	12/03/2013 $	7.99
74	DECEMBER	1650088888	225 AL SMITH CIR 09/18 - 1	5052	12/03/2013 $	7.64
75	DECEMBER	1650088888	225 AL SMITH CIR 09/18 - 1	5052	12/03/2013 $	15.84

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
77	DECEMBER	1650088888	225 AL SMITH CIR 09/18 - 1	5052	12/03/2013 $	21.44
78	DECEMBER	1650088888	225 AL SMITH CIR 09/18 - 1	5052	12/03/2013 $	8.20
80	DECEMBER	1650088888	225 AL SMITH CIR 09/18 - 1	5052	12/03/2013 $	16.39
81	DECEMBER	1650088888	225 AL SMITH CIR 09/18 - 1	5052	12/03/2013 $	9.54
82	DECEMBER	1650088888	225 AL SMITH CIRC 10/18-11	5208	12/30/2013 $	7.64
83	DECEMBER	1650088888	225 AL SMITH CIRC 10/18-11	5208	12/30/2013 $	7.53
84	DECEMBER	1650088888	225 AL SMITH CIRC 10/18-11	5208	12/30/2013 $	16.73
86	DECEMBER	1650088888	225 AL SMITH CIRC 10/18-11	5208	12/30/2013 $	18.55
87	DECEMBER	1650088888	225 AL SMITH CIRC 10/18-11	5208	12/30/2013 $	7.54
89	DECEMBER	1650088888	225 AL SMITH CIRC 10/18-11	5208	12/30/2013 $	16.73
90	DECEMBER	1650088888	225 AL SMITH CIRC 10/18-11	5208	12/30/2013 $	10.99
42	DECEMBER	2750088888	225 AL SMITH CIR 09/18 - 1	5052	12/03/2013 $	279.80
43	DECEMBER	2750088888	225 AL SMITH CIR 09/18 - 1	5052	12/03/2013 $	226.22
47	DECEMBER	2750088888	225 AL SMITH CIR 10/18-11/	5208	12/30/2013 $	301.13
48	DECEMBER	2750088888	225 AL SMITH CIR 10/18-11/	5208	12/30/2013 $	158.33
	Total for 100-000-43212-5110				$	1,138.23
100-000-43212-5130	WATER & SEWAGE SERVICES					
VENDOR:	TOWN OF BERRYVILLE					
11	DECEMBER	9001200.00 98	LITTLE LEAGUE BASEBALL	78933	12/16/2013 $	15.00
11	DECEMBER	9001500.00 98	ROUTE 7 HOUSE	78933	12/16/2013 $	218.55
	Total for 100-000-43212-5130				$	233.55
100-000-43212-6007	REPAIR AND MAINT SUPPLIES					
VENDOR:	ARCHITECTURAL PRODUCTS OF VA					
1	DECEMBER	3509100-IN	FREIGHT CHARGES FOR SHIPPI	78774	12/03/2013 $	25.00
VENDOR:	STUART M PERRY, INC.					
1	DECEMBER	00096069	STONE	78849	12/03/2013 $	359.95
	Total for 100-000-43212-6007				$	384.95
100-000-43213-3310	REPAIR & MAINTENANCE					
VENDOR:	HELMUTH BUILDERS SUPPY, INC.					
1	DECEMBER	HELMUTH11212013	SLAB TO POOL AREA AT PARKI	78971	12/30/2013 $	200.00
VENDOR:	MCDONALD, JERRY C.					
1	DECEMBER	1318	BACKHOE 1.5 HOURS	5195	12/30/2013 $	307.70
	Total for 100-000-43213-3310				$	507.70
100-000-43213-5110	ELECTRICAL SERVICES					
VENDOR:	RAPPAHANNOCK ELEC COMPANY					
76	DECEMBER	1650088888	225 AL SMITH CIR 09/18 - 1	5052	12/03/2013 $	47.97
85	DECEMBER	1650088888	225 AL SMITH CIRC 10/18-11	5208	12/30/2013 $	37.18
45	DECEMBER	2750088888	225 AL SMITH CIR 09/18 - 1	5052	12/03/2013 $	73.43
50	DECEMBER	2750088888	225 AL SMITH COR 10/18-11/	5208	12/30/2013 $	70.88
	Total for 100-000-43213-5110				$	229.46
100-000-43213-5130	WATER & SEWAGE SERVICES					
VENDOR:	TOWN OF BERRYVILLE					
11	DECEMBER	9001400.00 98	ROUTE 7 WEST POOL	78933	12/16/2013 $	20.00
100-000-43213-6007	REPAIR AND MAINT SUPPLIES					
VENDOR:	BERRYVILLE TRUE VALUE HARDWARE					
1	DECEMBER	066187	56171 - MIN SPIRIT THINNER	5003	12/03/2013 $	49.46
1	DECEMBER	066278	56171 - NUTS/WASHERS	5003	12/03/2013 $	2.40
VENDOR:	ESSROC READY MIX					
1	DECEMBER	146508	SMALL LOAD	78803	12/03/2013 $	297.00
	Total for 100-000-43213-6007				$	348.86

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
100-000-43214-5110	ELECTRICAL SERVICES					
VENDOR:	RAPPAHANNOCK ELEC COMPANY					
79	DECEMBER	1650088888	225 AL SMITH CIR 09/18 - 1	5052	12/03/2013	$ 153.84
88	DECEMBER	1650088888	225 AL SMITH CIRC 10/18-11	5208	12/30/2013	$ 62.23
	Total for 100-000-43214-5110					$ 216.07
100-000-43214-6007	REPAIR AND MAINT SUPPLIES					
VENDOR:	BERRYVILLE TRUE VALUE HARDWARE					
1	DECEMBER	066662	56171 - SCREW/EYE BOLT	5146	12/30/2013	$ 15.65
100-000-43215-5110	ELECTRICAL SERVICES					
VENDOR:	RAPPAHANNOCK ELEC COMPANY					
44	DECEMBER	2750088888	225 AL SMITH CIR 09/18 - 1	5052	12/03/2013	$ 71.02
49	DECEMBER	2750088888	225 AL SMITH CIR 10/18-11/	5208	12/30/2013	$ 49.86
	Total for 100-000-43215-5110					$ 120.88
100-000-43215-6007	REPAIR AND MAINT SUPPLIES					
VENDOR:	MCCORMICK PAINT WORKS CO					
2	DECEMBER	230117159	GRACO LINELAZER TIP	78817	12/03/2013	$ 65.90
100-000-43232-6007	REPAIR AND MAINT SUPPLIES					
VENDOR:	JNO S. SOLENBERGER INDUSTRIAL					
1	DECEMBER	36620	BREAKER	78912	12/16/2013	$ 21.31
100-000-43236-3310	REPAIR & MAINTENANCE					
VENDOR:	RIDDLEBERGER BROS INC					
1	DECEMBER	80053	BOILER WORK	5055	12/03/2013	$ 350.50
100-000-43236-6007	REPAIR AND MAINT SUPPLIES					
VENDOR:	JNO S. SOLENBERGER INDUSTRIAL					
2	DECEMBER	36620	STEAM AIR VENT	78912	12/16/2013	$ 55.46
100-000-43237-5110	ELECTRICAL SERVICES					
VENDOR:	RAPPAHANNOCK ELEC COMPANY					
9	DECEMBER	0801388888	313 E MAIN ST 09/10 - 10/1	5052	12/03/2013	$ 106.73
10	DECEMBER	0801388888	313 E MAIN ST 10/10-11/10	5208	12/30/2013	$ 84.62
9	DECEMBER	4980388888	311 E MAIN ST 09/10-10/10	5052	12/03/2013	$ 523.05
10	DECEMBER	4980388888	311 E MAIN ST 10/10-11/10	5208	12/30/2013	$ 459.72
	Total for 100-000-43237-5110					$ 1,174.12
100-000-43237-5130	WATER & SEWAGE SERVICES					
VENDOR:	TOWN OF BERRYVILLE					
11	DECEMBER	2010600.00 98	313 E MAIN ST	78933	12/16/2013	$ 24.05
11	DECEMBER	2010700.00 98	311 E MAIN ST	78933	12/16/2013	$ 48.10
	Total for 100-000-43237-5130					$ 72.15
100-000-51100-5610	CIVIC CONTRIBUTIONS					
VENDOR:	CLARKE COUNTY HEALTH DEPARTMENT					
1	DECEMBER	1ST QUARTERFY14	1ST QUARTER FY14	78958	12/30/2013	$ 49,750.00
100-000-69100-5699	CIVIC CONTRIBUTIONS					
VENDOR:	LORD FAIRFAX COMMUNITY COLLEGE					
1	DECEMBER	4502	CONTRIBUTION OCT 1 - DEC 3	78895	12/16/2013	$ 3,481.00
100-000-71100-3600	ADVERTISING					

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
VENDOR: WINCHESTER STAR						
6	DECEMBER	1651512	CRAFT SHOW	5236	12/30/2013 $	279.90
100-000-71100-5230 TELECOMMUNICATIONS						
VENDOR: TREASURER OF VIRGINIA						
18	DECEMBER	T266667	OCTOBER 2013	5091	12/16/2013 $	10.84
VENDOR: VERIZON						
211	DECEMBER	00002726889534Y	11/26-12/25	78921	12/16/2013 $	47.74
Total for 100-000-71100-5230					$	58.58
100-000-71100-5540 TRAVEL CONVENTION & EDUCATION						
VENDOR: BB&T FINANCIAL, FSB						
3	DECEMBER	6723-11/08	VIRGINIA RECREATION & PARK	78788	12/03/2013 $	20.00
4	DECEMBER	6723-11/08	VIRGINIA RECREATION & PARK	78788	12/03/2013 $	70.00
6	DECEMBER	6723-11/08	AMERICAS BACKYARD	78788	12/03/2013 $	40.00
7	DECEMBER	6723-11/08	FAIRFIELD INN&SUITES	78788	12/03/2013 $	95.34
Total for 100-000-71100-5540					$	225.34
100-000-71100-5810 DUES & MEMBERSHIPS						
VENDOR: DEPARTMENT OF STATE POLICE						
1	DECEMBER	CROSBY11182013	BACKGROUND CHECK	78800	12/03/2013 $	20.00
1	DECEMBER	ZLESKI11142013	BACKGROUND CHECK	78800	12/03/2013 $	20.00
VENDOR: VIRGINIA DEPT OF SOCIAL SVC						
1	DECEMBER	12062013	BACKGROUND CHECK 12/06/201	78923	12/16/2013 $	20.00
Total for 100-000-71100-5810					$	60.00
100-000-71100-6001 OFFICE SUPPLIES						
VENDOR: WALMART COMMUNITY/GECRB						
45	DECEMBER	603220200056073	SHREDDER	78926	12/16/2013 $	149.97
100-000-71100-6008 VEHICLE AND EQUIP FUEL						
VENDOR: MANSFIELD OIL COMPANY						
4	DECEMBER	SQLCD/00066139	FUEL PURCHASES 11/01-11/15	5040	12/03/2013 $	32.04
6	DECEMBER	SQLCD/00066139	FUEL PURCHASES 11/01-11/15	5040	12/03/2013 $	12.20
Total for 100-000-71100-6008					$	44.24
100-000-71100-6011 UNIFORM AND WEARING APPAREL						
VENDOR: SIGNET SCREEN PRINTING						
2	DECEMBER	E86976	SHIRTS	78844	12/03/2013 $	409.65
100-000-71100-6014 OTHER OPERATING SUPPLIES						
VENDOR: BAGSPOT PET WASTE SOLUTIONS						
1	DECEMBER	BGSPT-1263	BAGS	78943	12/30/2013 $	77.39
100-000-71310-5830 REFUNDS						
VENDOR: CHARLES PITCOCK						
1	DECEMBER	177709	REFUND	78905	12/16/2013 $	70.00
VENDOR: WREN ROBERTS						
1	DECEMBER	178056	REFUND	78997	12/30/2013 $	61.00
VENDOR: BETHANY TAVENNER						
1	DECEMBER	177937	REFUND	78914	12/16/2013 $	40.00
Total for 100-000-71310-5830					$	171.00

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
100-000-71310-6002	FOOD SUPPLIES & FOOD SERVICE SUPPLIE					
VENDOR:	FOX'S PIZZA DEN					
1	DECEMBER	247597	PIZZA	78805	12/03/2013	$ 41.00
VENDOR:	WALMART COMMUNITY/GECRB					
47	DECEMBER	603220200056073	CANDY/CHOCOLATE	78926	12/16/2013	$ 118.60
49	DECEMBER	603220200056073	FOOD	78926	12/16/2013	$ 53.86
	Total for 100-000-71310-6002					$ 213.46
100-000-71310-6013	EDUCATIONAL AND RECREATIONAL SUPPLIE					
VENDOR:	LOWE'S OF WINCHESTER					
1	DECEMBER	29947623	POINSETTIA, RND POP	78981	12/30/2013	$ 29.46
VENDOR:	WALMART COMMUNITY/GECRB					
48	DECEMBER	603220200056073	SUPPLIES	78926	12/16/2013	$ 28.64
50	DECEMBER	603220200056073	SUPPLIES	78926	12/16/2013	$ 169.42
	Total for 100-000-71310-6013					$ 227.52
100-000-71310-6014	OTHER OPERATING SUPPLIES					
VENDOR:	BERRYVILLE TRUE VALUE HARDWARE					
1	DECEMBER	66201	55140 - BULB/TAPE RULE/CAB	5003	12/03/2013	$ 36.97
1	DECEMBER	66620	55140 - MOUSE TRAPS/SPRAYE	5146	12/30/2013	$ 10.27
VENDOR:	BSN/PASSON'S/GSC/CONLIN SPORTS					
2	DECEMBER	95116933	VOID VOUCHER TRANSACTION C	3524	01/31/2013	$ 295.08-
VENDOR:	BSN SPORTS, INC.					
1	DECEMBER	95116933	BASKETBALL BOYS	78871	12/16/2013	$ 295.08
VENDOR:	LOWE'S OF WINCHESTER					
1	DECEMBER	28339079	WASTEBASKET/CLEANER/DUST P	78981	12/30/2013	$ 100.41
VENDOR:	ROBERTS OXYGEN COMPANY, INC					
1	DECEMBER	598080	HELIUM	78996	12/30/2013	$ 213.28
VENDOR:	WALMART COMMUNITY/GECRB					
46	DECEMBER	603220200056073	SUPPLIES	78926	12/16/2013	$ 12.94
	Total for 100-000-71310-6014					$ 373.87
100-000-71310-6015	MERCHANDISE FOR RESALE					
VENDOR:	WALMART COMMUNITY/GECRB					
44	DECEMBER	603220200056073	COOKIES/CANDY	78926	12/16/2013	$ 93.36
100-000-71350-3100	PROFESSIONAL SERVICES					
VENDOR:	AMERICAN RED CROSS					
1	DECEMBER	10264317	BABYSITTERS TRAINING	4999	12/03/2013	$ 60.00
VENDOR:	XTREME FIT STUDIO					
1	DECEMBER	CHATMAN12012013	YOGA/PIYO/ZUMBA/TOTAL FIT	5083	12/16/2013	$ 861.00
VENDOR:	JOHNSTON, JANE					
1	DECEMBER	JOHNS11132013	FITT/FLUID MOTION	5035	12/03/2013	$ 390.08
VENDOR:	JOHNSTON, TINA DBA INTEGRATED COUNSELING					
1	DECEMBER	JOHNST12012013	KIDS YOGA/CHILD ADHD	78890	12/16/2013	$ 273.00
VENDOR:	MONTGOMERY, CHRISTEL DBA CHEER ERUPTIONS					
1	DECEMBER	GYMNAST11072013	GYMNASTICS CLASS	5045	12/03/2013	$ 1,674.40
VENDOR:	OPUS OAKES, AN ART PLACE, INC.					
1	DECEMBER	OAKS11132013	ART CLASSES	5049	12/03/2013	$ 839.00
	Total for 100-000-71350-3100					$ 4,097.48

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
100-000-71350-3500	PRINTING AND BINDING					
VENDOR:	WINCHESTER PRINTERS, INC.					
1	DECEMBER	29144	PRINTING OF THE CORE	5134	12/16/2013 $	2,008.00
100-000-71350-5210	POSTAL SERVICES					
VENDOR:	BB&T FINANCIAL, FSB					
5	DECEMBER	6723-12/09	BERRYVILLE POST OFFICE	78951	12/30/2013 $	46.00
100-000-71350-5830	REFUNDS					
VENDOR:	MICHELLE GOODWIN					
1	DECEMBER	177545	CREDIT	78807	12/03/2013 $	38.00
VENDOR:	MICHELLE MIDDLETON					
1	DECEMBER	177969	REFUND	78984	12/30/2013 $	70.00
	Total for 100-000-71350-5830				$	108.00
100-000-71350-6001	OFFICE SUPPLIES					
VENDOR:	BB&T FINANCIAL, FSB					
3	DECEMBER	6723-12/09	STAPLES	78951	12/30/2013 $	50.48-
4	DECEMBER	6723-12/09	STAPLES	78951	12/30/2013 $	83.63
	Total for 100-000-71350-6001				$	33.15
100-000-71350-6002	FOOD SUPPLIES & FOOD SERVICE SUPPLIE					
VENDOR:	BB&T FINANCIAL, FSB					
5	DECEMBER	6723-11/08	DUNKIN DONUTS	78788	12/03/2013 $	33.13
VENDOR:	FOOD LION, INC					
1	DECEMBER	271164470036	FOOD	78883	12/16/2013 $	34.85
1	DECEMBER	271164490058	FOOD	78883	12/16/2013 $	41.11
VENDOR:	SCHENCK FOODS CO., INC.					
1	DECEMBER	5839613	FOOD	78999	12/30/2013 $	157.94
	Total for 100-000-71350-6002				$	267.03
100-000-71350-6011	UNIFORM AND WEARING APPAREL					
VENDOR:	SIGNET SCREEN PRINTING					
1	DECEMBER	E86976	SHIRTS	78844	12/03/2013 $	176.65
100-000-71350-6013	EDUCATIONAL AND RECREATIONAL SUPPLIE					
VENDOR:	BB&T FINANCIAL, FSB					
2	DECEMBER	6723-12/09	FIVE BELOW	78951	12/30/2013 $	73.71
6	DECEMBER	6723-12/09	STAPLES	78951	12/30/2013 $	44.94
VENDOR:	FOOD LION, INC					
1	DECEMBER	281164498319	FOOD	78883	12/16/2013 $	5.74
VENDOR:	NOVAK, BETH					
1	DECEMBER	NOVAK12192013	FLORAL CENTERPIECE	5201	12/30/2013 $	105.00
	Total for 100-000-71350-6013				$	229.39
100-000-71350-6014	OTHER OPERATING SUPPLIES					
VENDOR:	BB&T FINANCIAL, FSB					
1	DECEMBER	6723-11/08	DOLLAR GENERAL	78788	12/03/2013 $	15.01
2	DECEMBER	6723-11/08	INET	78788	12/03/2013 $	60.13
1	DECEMBER	6723-12/09	STAYWELL KRAMES	78951	12/30/2013 $	20.26
VENDOR:	FOOD LION, INC					
1	DECEMBER	271164460018	ZIPLOCK	78804	12/03/2013 $	15.07

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
VENDOR: MOORE MEDICAL, LLC						
1	DECEMBER	97962041I	INSTACOOL/GLOVES/THERMOMET	78822	12/03/2013 $	107.42
VENDOR: JNO S. SOLENBERGER INDUSTRIAL						
1	DECEMBER	36200	WEDGE DOOR STOP/DOOR SWEEP	78912	12/16/2013 $	39.33
Total for 100-000-71350-6014					$	257.22
100-000-81110-3100 PROFESSIONAL SERVICES						
VENDOR: HALL, MONAHAN, ENGLE, MAHAN & MITCHELL						
3	DECEMBER	HALL12032013	LEGAL SERVICES NOVEMBER 20	5174	12/30/2013 $	132.00
100-000-81110-3140 ENGINEERING REVIEW EXPENDITURES						
VENDOR: CHESTER ENGINEERS						
1	DECEMBER	45731	PROFESSIONAL SERVICES	5158	12/30/2013 $	473.46
VENDOR: PIEDMONT GEOTECHNICAL, INC.						
1	DECEMBER	1592VA	PROFESSIONAL SERVICSE	5206	12/30/2013 $	170.00
1	DECEMBER	1595VA	PROFESSIONAL SERVICES	5206	12/30/2013 $	170.00
Total for 100-000-81110-3140					$	813.46
100-000-81110-3320 MAINTENANCE SERVICE CONTRACT						
VENDOR: TML COPIERS & DIGITAL SOLUTIONS						
3	DECEMBER	154866	08/24 - 11/24	5130	12/16/2013 $	44.94
100-000-81110-3500 PRINTING AND BINDING						
VENDOR: COMMERCIAL PRESS						
1	DECEMBER	109800	BUSINESS CARDS	5161	12/30/2013 $	36.50
100-000-81110-5230 TELECOMMUNICATIONS						
VENDOR: TREASURER OF VIRGINIA						
19	DECEMBER	T266667	OCTOBER 2013	5091	12/16/2013 $	2.81
VENDOR: VERIZON						
212	DECEMBER	00002726889534Y	11/26-12/25	78921	12/16/2013 $	15.10
Total for 100-000-81110-5230					$	17.91
100-000-81510-5800 MISCELLANEOUS						
VENDOR: BB&T FINANCIAL, FSB						
3	DECEMBER	3396-11/08	NAME.COM	78788	12/03/2013 $	109.90
100-000-81520-3160 BOARD SERVICES						
VENDOR: BOYLES, JERRY L						
1	DECEMBER	NOV20BADAMEETIN	NOVEMBER 20 BADA MEETING	5148	12/30/2013 $	25.00
VENDOR: OHRSTROM II, GEORGE						
1	DECEMBER	NOV20BADAMEETIN	NOVEMBER 20 BADA MEETING	5204	12/30/2013 $	25.00
VENDOR: SMART, KATHY						
1	DECEMBER	NOV20BADAMEETIN	NOVEMBER 20 BADA MEETING	5222	12/30/2013 $	25.00
Total for 100-000-81520-3160					$	75.00
100-000-81600-3100 PROFESSIONAL SERVICES						
VENDOR: CHESTER ENGINEERS						
1	DECEMBER	45732	PROFESSIONAL SERVICES	5158	12/30/2013 $	394.55
VENDOR: HALL, MONAHAN, ENGLE, MAHAN & MITCHELL						
2	DECEMBER	HALL11042013	LEGAL SERVICES OCTOBER 201	5028	12/03/2013 $	2,126.00
2	DECEMBER	HALL12032013	LEGAL SERVICES NOVEMBER 20	5174	12/30/2013 $	1,428.00

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
	Total for 100-000-81600-3100					$ 3,948.55
100-000-81600-3160	BOARD SERVICES					
VENDOR:	BOUFFAULT, ROBINA RICH					
1	DECEMBER	OCT29PLANNING	OCTOBER 29 MEETING/NOVEMBE	5147	12/30/2013	$ 100.00
VENDOR:	BRUMBACK, CLAY					
1	DECEMBER	OCT29PLANNING	OCTOBER 29 MEETING/NOVEMBE	5152	12/30/2013	$ 50.00
VENDOR:	CALDWELL, ANNE					
1	DECEMBER	OCT29PLANNING	OCTOBER 29 MEETING/NOVEMBE	5154	12/30/2013	$ 100.00
VENDOR:	DOUGLAS KRUHM					
1	DECEMBER	OCT29PLANNING	OCTOBER 29 MEETING/NOVEMBE	5187	12/30/2013	$ 100.00
VENDOR:	MCFILLEN, THOMAS W.					
1	DECEMBER	OCT29PLANNING	OCTOBER 29 MEETING/NOVEMBE	5196	12/30/2013	$ 50.00
VENDOR:	NELSON, CLIFFORD M.					
1	DECEMBER	OCT29PLANNING	OCTOBER 29 MEETING/NOVEMBE	5200	12/30/2013	$ 100.00
VENDOR:	OHRSTROM II, GEORGE					
1	DECEMBER	OCT29PLANNING	OCTOBER 29 MEETING/NOVEMBE	5204	12/30/2013	$ 100.00
VENDOR:	STEINMETZ, WILLIAM A.					
1	DECEMBER	OCT29PLANNING	OCTOBER 29 MEETING/NOVEMBE	5223	12/30/2013	$ 50.00
VENDOR:	TURKEL, JON					
1	DECEMBER	OCT29PLANNING	OCTOBER 29 MEETING/NOVEMBE	5232	12/30/2013	$ 100.00
	Total for 100-000-81600-3160					$ 750.00
100-000-81800-3100	PROFESSIONAL SERVICES					
VENDOR:	KALBIAN, MARAL S.					
1	DECEMBER	KALBIAN12022013	PROFESSIONAL SERVICES	5186	12/30/2013	$ 275.00
100-000-81800-3160	BOARD SERVICES					
VENDOR:	CALDWELL, ANNE					
1	DECEMBER	NOV21HISTORIC	HISTORIC MEETING NOV 21	5154	12/30/2013	$ 25.00
VENDOR:	CARTER, PAIGE					
1	DECEMBER	NOV21HISTORIC	HISTORIC MEETING NOV 21	5155	12/30/2013	$ 25.00
VENDOR:	GILPIN, THOMAS T					
1	DECEMBER	NOV21HISTORIC	HISTORIC MEETING NOV 21	78968	12/30/2013	$ 25.00
VENDOR:	HIATT, MARTY					
1	DECEMBER	NOV21HISTORIC	HISTORIC MEETING NOV 21	5179	12/30/2013	$ 25.00
VENDOR:	DOUGLAS KRUHM					
1	DECEMBER	NOV21HISTORIC	HISTORIC MEETING NOV 21	5187	12/30/2013	$ 25.00
VENDOR:	ROBIN YORK					
1	DECEMBER	NOV21HISTORIC	HISTORIC MEETING NOV 21	5237	12/30/2013	$ 25.00
	Total for 100-000-81800-3160					$ 150.00
100-000-82210-3000	PURCHASED SERVICES					
VENDOR:	U.S. GEOLOGICAL SURVEY					
2	DECEMBER	90209167	APPRAISAL OF N. SHENANDOAH	78853	12/03/2013	$ 7,500.00
100-000-83100-3320	MAINTENANCE SERVICE CONTRACTS					
VENDOR:	TML COPIERS & DIGITAL SOLUTIONS					
1	DECEMBER	154866	08/24 - 11/24	5130	12/16/2013	$ 77.42

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
100-000-83100-3841	VPI EXTENSION AGENT					
VENDOR:	VIRGINIA TECH					
1	DECEMBER	FY14 1ST QUARTE	FY14 1ST QUARTER	79010	12/30/2013	$ 5,649.63
100-000-83100-5230	TELECOMMUNICATIONS					
VENDOR:	TREASURER OF VIRGINIA					
12	DECEMBER	T266667	OCTOBER 2013	5091	12/16/2013	$ 6.68
VENDOR:	VERIZON					
213	DECEMBER	00002726889534Y	11/26-12/25	78921	12/16/2013	$ 6.04
	Total for 100-000-83100-5230					$ 12.72
				TOTAL DEFINITION TYPE 0 :		$ 202,595.90
				TOTAL EXPENDITURES :		$ 202,595.90
				TOTAL for FISCAL YEAR 2014 :		$ 202,595.90
				TOTAL PAYMENTS :		$ 202,595.90

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
Fiscal Year: 2014						
EXPENDITURES						
DEFINITION TYPE 0						
225-129-31200-5530			TRAVEL SUBSISTANCE & LODGING			
VENDOR:	BB&T FINANCIAL, FSB					
7	DECEMBER	0350-11/08	BEST WESTERN	78788	12/03/2013	$ 43.54
8	DECEMBER	0350-11/08	BEST WESTERN	78788	12/03/2013	$ 340.36
9	DECEMBER	0350-11/08	BEST WESTERN	78788	12/03/2013	$ 340.36
10	DECEMBER	0350-11/08	WYNDHAM	78788	12/03/2013	$ 282.18
1	DECEMBER	6558-11/08	MURPHYS IRISH PUB	78788	12/03/2013	$ 25.00
2	DECEMBER	6558-11/08	PELONS BAJA GRILL	78788	12/03/2013	$ 13.11
3	DECEMBER	6558-11/08	SHORELINE GRILL	78788	12/03/2013	$ 29.00
4	DECEMBER	6558-11/08	BURGER KING	78788	12/03/2013	$ 4.78
5	DECEMBER	6558-11/08	BUFFALO WILD WINGS	78788	12/03/2013	$ 4.00
6	DECEMBER	6558-11/08	NORTH END PIZZA	78788	12/03/2013	$ 15.00
7	DECEMBER	6558-11/08	OUTBACK	78788	12/03/2013	$ 20.00
8	DECEMBER	6558-11/08	NORTH END PIZZA	78788	12/03/2013	$ 25.61
	Total for 225-129-31200-5530					$ 1,142.94
231-128-31200-5800			MISCELLANEOUS			
VENDOR:	SHERIFF, PETTY CASH					
4	DECEMBER	DEC 18, 2013	CCCSC DUES	79002	12/30/2013	$ 20.00
5	DECEMBER	DEC 18, 2013	POINSETTIAS	79002	12/30/2013	$ 40.00
	Total for 231-128-31200-5800					$ 60.00
231-128-31200-6001			MATERIALS AND SUPPLIES			
VENDOR:	BB&T FINANCIAL, FSB					
8	DECEMBER	2074-11/08	EXXON MOBIL	78788	12/03/2013	$ 22.99
9	DECEMBER	2074-11/08	FOOD LION	78788	12/03/2013	$ 20.24
10	DECEMBER	2074-11/08	DUNKIN DONUTS	78788	12/03/2013	$ 22.34
6	DECEMBER	2074-12/09	MARTINS	78951	12/30/2013	$ 8.84
VENDOR:	SHERIFF, PETTY CASH					
6	DECEMBER	DEC 18, 2013	FOOD LION	79002	12/30/2013	$ 22.98
7	DECEMBER	DEC 18, 2013	COSTCO	79002	12/30/2013	$ 73.41
8	DECEMBER	DEC 18, 2013	CHRISTMAS PARTY	79002	12/30/2013	$ 10.31
	Total for 231-128-31200-6001					$ 181.11
235-000-82700-3100			PROFESSIONAL SERVICES			
VENDOR:	HALL, MONAHAN, ENGLE, MAHAN & MITCHELL					
1	DECEMBER	HALL12032013	LEGAL SERVICES	5174	12/30/2013	$ 486.10
301-800-94203-6010			POLICE SUPPLIES			
VENDOR:	DALY COMPUTERS, INC.					
1	DECEMBER	PSI0966747	HP COMPUTER	5014	12/03/2013	$ 855.00
301-800-94204-8101			MACHINERY & EQUIPMENT			
VENDOR:	BLAUCH BROTHERS, INC.					
1	DECEMBER	105297	RETAINAGE BILLING	5005	12/03/2013	$ 5,042.55
3	DECEMBER	105297	RETAINAGE BILLING	5005	12/03/2013	$ 1,320.46
7	DECEMBER	105297	MACHINERY & EQUIPMENT	5005	12/03/2013	$ 352.27
9	DECEMBER	105297	RETAINAGE BILLING	5005	12/03/2013	$ 696.73
11	DECEMBER	105297	RETAINAGE BILLING	5005	12/03/2013	$ 13,576.30
	Total for 301-800-94204-8101					$ 20,988.31
301-800-94210-8105			MOTOR VEHICLES			
VENDOR:	KUSTOM SIGNALS INC					

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
1	DECEMBER	486401	MOTOR VEHICLES	78893	12/16/2013	$ 8,926.00
2	DECEMBER	486401	MOTOR VEHICLES	78893	12/16/2013	$ 8,926.00-
	Total for 301-800-94210-8105					$ 0.00
301-800-94278-8105	MOTOR VEHICLES					
VENDOR:	KUSTOM SIGNALS INC					
3	DECEMBER	486401	EQUIPMENT FOR VEHICLES	78893	12/16/2013	$ 8,926.00
301-800-94300-3000	PURCHASED SERVICES					
VENDOR:	PIEDMONT ENVIRONMENTAL COUNCIL					
1	DECEMBER	34107-2012-2013	C-SPROUT RUN GRANT FULFILL	78904	12/16/2013	$ 900.00
301-800-94324-8112	CONSTRUCTION					
VENDOR:	MIKE COOK PAINTING SERVICE					
1	DECEMBER	COOK11092013	PAINTING SERVICES	78820	12/03/2013	$ 23,250.00
301-800-94337-3600	ADVERTISING					
VENDOR:	WINCHESTER STAR					
26	DECEMBER	1679471	IFB 13-1119	5236	12/30/2013	$ 157.30
301-800-94338-3600	ADVERTISING					
VENDOR:	WINCHESTER STAR					
22	DECEMBER	1679471	ERP SYSTEM SELECTION	5236	12/30/2013	$ 92.95
25	DECEMBER	1679471	ERP SYSTEM AD	5236	12/30/2013	$ 92.95
	Total for 301-800-94338-3600					$ 185.90

TOTAL DEFINITION TYPE 0 : $ 57,132.66

TOTAL EXPENDITURES : $ 57,132.66

TOTAL for FISCAL YEAR 2014 : $ 57,132.66

TOTAL PAYMENTS : $ 57,132.66

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
Fiscal Year: 2014						
EXPENDITURES						
DEFINITION TYPE 0						
607-000-12240-3120			PROFESSIONAL SERVICES			
VENDOR:	ROBINSON, FARMER, COX ASSOCIATES					
1	DECEMBER	43331	SCHOOL ACTIVITY FUNDS AUDI	5119	12/16/2013 $	4,300.00
607-000-12510-3320			MAINTENANCE SERVICE CONTRACT			
VENDOR:	RICOH USA INC					
1	DECEMBER	5028302738	08/12 - 11/11	78836	12/03/2013 $	48.33
607-000-12530-4300			CENTRAL PURCHASING/STORE			
VENDOR:	DELL MARKETING, L P					
1	DECEMBER	XJ8JK1TT5	TONER	78880	12/16/2013 $	441.96
1	DECEMBER	XJ8TD11K8	CARTRIDGES	78963	12/30/2013 $	441.96
VENDOR:	INDEPENDENT STATIONERS					
1	DECEMBER	IN-000364856	LABELS/TONER/CALENDAR/APPT	5033	12/03/2013 $	303.75
1	DECEMBER	IN-000371442	MARKER/RUBBERBANDS	5183	12/30/2013 $	39.66
1	DECEMBER	IN-000372130	CALENDAR REFILL/WALL CALEN	5183	12/30/2013 $	31.91
VENDOR:	KURTZ BROTHERS					
1	DECEMBER	59722.01	PENCIL/MARKERS	78813	12/03/2013 $	42.70
VENDOR:	OFFICE DEPOT					
1	DECEMBER	685392615001	CD-R/NOTEBOOK/PENS/3 HOLE	78987	12/30/2013 $	68.11
VENDOR:	QUILL CORPORATION					
1	DECEMBER	7372896	TONER	5114	12/16/2013 $	190.04
VENDOR:	STAPLES TECHNOLOGY SOLUTIONS					
1	DECEMBER	ZS3882	HP TONER	78913	12/16/2013 $	132.51
1	DECEMBER	ZU9639	INK	79006	12/30/2013 $	228.70
1	DECEMBER	ZW1847	INK	79006	12/30/2013 $	180.58
1	DECEMBER	ZW5720	INK	79006	12/30/2013 $	140.94
VENDOR:	SUPPLY ROOM COMPANIES, THE					
1	DECEMBER	2008258-0	CARTRIDGE/MARKER/PEN	5225	12/30/2013 $	54.91
	Total for 607-000-12530-4300				$	2,297.73
607-000-12530-5230			TELECOMMUNICATIONS			
VENDOR:	TREASURER OF VIRGINIA					
13	DECEMBER	T266667	OCTOBER 2013	5091	12/16/2013 $	11.22
VENDOR:	VERIZON					
224	DECEMBER	00002726889534Y	11/26-12/25	78921	12/16/2013 $	83.52
	Total for 607-000-12530-5230				$	94.74
607-000-12530-5510			TRAVEL MILEAGE			
VENDOR:	EMILY JOHNSON					
1	DECEMBER	JOHNSON12202013	MILEAGE	5185	12/30/2013 $	30.51
VENDOR:	JUDGE, THOMAS J					
1	DECEMBER	JUDGE11142013	MILEAGE HOT SPRINGS, VA	5037	12/03/2013 $	178.54
	Total for 607-000-12530-5510				$	209.05
607-000-12530-5540			TRAVEL CONVENTION & EDUCATION			
VENDOR:	JUDGE, THOMAS J					
1	DECEMBER	JUDGE11212013	HOMESTEAD CONFERENCE	5037	12/03/2013 $	316.65

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
607-000-12530-5810	DUES & MEMBERSHIPS					
VENDOR:	VAGP					
1	DECEMBER	1181353	DUES	78855	12/03/2013	$ 35.00
VENDOR:	WINCHESTER STAR					
1	DECEMBER	87279	SUBCRIPTION	78928	12/16/2013	$ 65.00
	Total for 607-000-12530-5810					$ 100.00
607-000-12530-6001	OFFICE SUPPLIES					
VENDOR:	GBF BUSINESS FORMS, INC.					
1	DECEMBER	13900	WS MAILER/1099	78885	12/16/2013	$ 410.00
732-000-12530-3000	PURCHASED SERVICES - TRANSACTION FEE					
VENDOR:	WAGE WORKS					
1	DECEMBER	125AI0278743	FLEX PLAN MONTHLY ADMINIST	78860	12/03/2013	$ 622.25
1	DECEMBER	125AI0284912	FLEX ADMIN MONTHLY FEE	79014	12/30/2013	$ 622.25
	Total for 732-000-12530-3000					$ 1,244.50

TOTAL DEFINITION TYPE 0 : $ 9,021.00

TOTAL EXPENDITURES : $ 9,021.00

TOTAL for FISCAL YEAR 2014 : $ 9,021.00

TOTAL PAYMENTS : $ 9,021.00

Title: General Fund Balance
Source: Clarke County Joint Administrative Services

	Prior	Current	Notes
General Fund Balance Year End FY 12	16,011,338	16,011,338	
Expenditure FY 13	(26,021,061)	(26,021,061)	
Revenue FY 13	25,584,267	25,584,267	
General Fund Balance Year End FY 13	15,574,544	15,574,544	
Designations			
Liquidity Designation @ 12% of FY 14 Budgeted Operating Revenue	($3,049,533)	($3,049,533)	
Stabilization Designation @ 3% of FY 14 Budgeted Operating Revenue	(762,383)	(762,383)	
Continuing Local GF Appropriations for Capital Projects	(5,497,143)	(5,497,143)	
School Capital/Debt	(1,124,016)	(1,124,016)	
Government Construction/Debt	(675,578)	(675,578)	
Property Acquisition	(265,000)	(265,000)	
Conservation Easements from Government Savings	(153,462)	(153,462)	
Community Facilities	($325,000)	($325,000)	
Comprehensive Services Act Shortfall	(250,000)	(250,000)	
Parks Master Plan	(100,000)	(100,000)	
School Operating Carryover	-	-	Supplemented in two actions: Jul and Oct
Government Carryover Requests from Government Savings	(456,906)	(456,906)	Use $30,094 for Communications grant match in Oct; 13K SS
Energy Efficiency	(200,000)	(200,000)	
Data and Communications Technology	(350,000)	(350,000)	
Recyling and Convenience Center	(250,000)	(250,000)	
Regional Jail Capital Needs	(100,000)	(100,000)	
Vehicle Replacements	(100,000)	(100,000)	
Voting Equipment Upgrades	(50,000)	(50,000)	
Real Property Reassessment	(200,000)	(200,000)	
General District Court Capital Repairs	(80,000)	(80,000)	
Landfill costs	(50,000)	(50,000)	
Pay and Classification Plan Implementation	(100,000)	(100,000)	
Leave Liability	(75,000)	(75,000)	
FY 14 Original Budget Surplus (Deficit)	(647,968)	(647,968)	
TOTAL Designations	(14,861,989)	(14,861,989)	
Adjustments			
FY 14 Expenditure Budget Adjustments	(1,132,980)	(1,189,177)	
FY 14 Revenue Budget Adjustments	930,465	986,662	
Undesignated Fund Balance Projected June 30	510,040	510,040	

Clarke Co. **Reconciliation of Appropriations** *Year Ending June 30, 2014* 07-Jan-14

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
	Adjustments:													
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	
10/15/2013	Parks Swimming Pool		450											
10/15/2013	School Carryover for Technology and Security								121,278					
10/15/2013	Sheriff's Communication Grant							110,188						
10/15/2013	Mark Lane Covers for Swimming Pool		248											
11/19/2013	EPA Grant for Spout Run							316,620						
11/19/2013	Social Service Leave Payout and Fax			13,000										
12/17/2013	Parks Swimming Pool: Move Shed from Parks Const		1197											
12/17/2013	Baseball Lights Project							5,000						
1/21/2014	*Asset Forfeiture Grant for Portable Radios*							*50,000*						
	Revised Appropriation	39,187,233	8,451,763	1,376,059	661,500	20,637,598	761,012	1,198,411	902,584	399,200	3,888,619	541,737	343,750	25,000
	Change to Appropriation	1,189,177	34,595	13,000	0	0	0	623,411	174,421	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		119,008	3,000	0	0
	Adjustments:													
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	
10/15/2013	Parks Swimming Pool		450											
10/15/2013	Sheriff's Communication Grant							80,094						
10/15/2013	Swim Pool Lane Covers: from Parks Construction		248											
11/19/2013	EPA Grant for Spout Run							316,620						
12/17/2013	Parks Swimming Pool: Move Shed from Parks Const		1197											
12/17/2013	Baseball Lights Project							5,000						
1/21/2014	*Asset Forfeiture Grant for Portable Radios*							*50,000*						
	Revised Revenue Estimate	15,667,465	2,781,429	892,247	306,457	9,713,245	761,012	593,317	154,000	0	119,008	3,000	343,750	0
	Change to Revenue Estimate	986,662	49,595	0	0	0	0	593,317	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	23,519,768	5,670,334	483,812	355,043	10,924,353	0	605,094	748,584	399,200	3,769,611	538,737	0	25,000
	Change to Local Tax Funding	202,515	-15,000	13,000	0	0	0	30,094	174,421	0	0	0	0	0

Italics = Proposed actions

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

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For DECEMBER	Expenditures Year-to-Date	Available Balance	Percent Used
FD 100	GENERAL FUND						
PJT 000	NON-CATEGORICAL						
	FUNC 11010 BOARD OF SUPERVISORS						
1300	SALARIES - PART TIME	$ 13,800.00	$ 6,900.00	$ 1,150.00	$ 6,900.00	$ 0.00	100.00
2100	FICA BENEFITS	$ 1,056.00	$ 444.91	$ 74.16	$ 444.91	$ 166.18	84.26
2300	HOSPITAL/MEDICAL PLANS	$ 10,960.00	$ 5,571.13	$ 913.30	$ 5,479.80	$ 90.93-	100.83
3100	PROFESSIONAL SERVICES	$ 9,000.00	$ 0.00	$ 0.00	$ 0.00	$ 9,000.00	0.00
3600	ADVERTISING	$ 5,600.00	$ 0.00	$ 128.70	$ 686.40	$ 4,913.60	12.26
5210	POSTAL SERVICES	$ 300.00	$ 0.00	$ 0.00	$ 25.54	$ 274.46	8.51
5230	TELECOMMUNICATIONS	$ 0.00	$ 0.00	$ 1.87	$ 7.31	$ 7.31-	100.00
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	$ 1,562.69	$ 4,159.44	$ 1,159.44-	138.65
5800	MISCELLANEOUS CHARGES	$ 1,600.00	$ 0.00	$ 455.23	$ 880.07	$ 719.93	55.00
5810	DUES & ASSOC. MEMBERSHIPS	$ 5,200.00	$ 0.00	$ 0.00	$ 4,449.08	$ 750.92	85.56
6001	OFFICE SUPPLIES	$ 500.00	$ 0.00	$ 0.00	$ 0.00	$ 500.00	0.00
11010	BOARD OF SUPERVISORS	$ 57,116.00	$ 12,916.04	$ 4,285.95	$ 28,979.55	$ 15,220.41	73.35
	FUNC 12110 COUNTY ADMINISTRATOR						
1100	SALARIES - REGULAR	$ 215,195.00	$ 107,597.48	$ 17,932.92	$ 107,597.52	$ 0.00	100.00
1300	SALARIES - PART TIME	$ 0.00	$ 0.00	$ 162.50	$ 906.25	$ 906.25-	100.00
2100	FICA BENEFITS	$ 16,462.00	$ 7,048.61	$ 668.80	$ 7,105.69	$ 2,307.70	85.98
2210	VSRS BENEFITS	$ 26,125.00	$ 13,062.37	$ 2,177.05	$ 13,062.30	$ 0.33	100.00
2300	HEALTH INSURANCE BENEFITS	$ 19,688.00	$ 10,007.90	$ 1,640.64	$ 9,843.84	$ 163.74-	100.83
2400	LIFE INSURANCE	$ 2,561.00	$ 1,280.36	$ 213.41	$ 1,280.46	$ 0.18	99.99
2700	WORKERS COMPENSATION INSURANCE	$ 195.00	$ 0.00	$ 0.00	$ 168.59	$ 26.41	86.46
3100	PROFESSIONAL SERVICES	$ 7,500.00	$ 0.00	$ 0.00	$ 0.00	$ 7,500.00	0.00
3320	MAINTENANCE SERVICE CONTRACT	$ 500.00	$ 1,100.08	$ 244.85	$ 403.92	$ 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	$ 0.00	$ 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	$ 363.87	$ 63.60	$ 316.42	$ 319.71	68.03
5540	TRAVEL CONVENTION & EDUCATION	$ 1,000.00	$ 0.00	$ 0.00	$ 94.04	$ 905.96	9.40
5800	MISCELLANEOUS	$ 0.00	$ 0.00	$ 357.54	$ 357.54	$ 357.54-	100.00
5810	DUES & ASSOCIATION MEMBERSHIPS	$ 1,000.00	$ 0.00	$ 30.00	$ 567.93	$ 432.07	56.79
6001	OFFICE SUPPLIES	$ 1,000.00	$ 0.00	$ 17.55	$ 336.05	$ 663.95	33.61
6008	VEHICLE AND EQUIP FUEL	$ 1,200.00	$ 0.00	$ 126.62	$ 468.93	$ 731.07	39.08
6012	BOOKS AND SUBSCRIPTIONS	$ 1,350.00	$ 0.00	$ 61.38	$ 481.45	$ 868.55	35.66
12110	COUNTY ADMINISTRATOR	$ 297,276.00	$ 140,460.67	$ 23,696.86	$ 143,162.53	$ 13,652.80	95.41
	FUNC 12210 LEGAL SERVICES						
1100	SALARIES - REGULAR	$ 38,844.00	$ 0.00	$ 0.00	$ 4,855.50	$ 33,988.50	12.50
2100	FICA	$ 2,972.00	$ 0.00	$ 0.00	$ 371.45	$ 2,600.55	12.50
2700	WORKER'S COMPENSATION	$ 0.00	$ 0.00	$ 0.00	$ 27.39	$ 27.39-	100.00
3100	PROFESSIONAL SERVICES	$ 30,000.00	$ 0.00	$ 1,898.00	$ 4,048.00	$ 25,952.00	13.49
3600	ADVERTISING	$ 0.00	$ 0.00	$ 0.00	$ 216.00	$ 216.00-	100.00
5800	MISCELLANEOUS	$ 0.00	$ 0.00	$ 0.00	$ 19.04	$ 19.04-	100.00
12210	LEGAL SERVICES	$ 71,816.00	$ 0.00	$ 1,898.00	$ 9,537.38	$ 62,278.62	13.28
	FUNC 12310 COMMISSIONER OF REVENUE						
1100	SALARIES - REGULAR	$ 139,602.00	$ 69,801.00	$ 11,633.50	$ 69,652.50	$ 148.50	99.89
2100	FICA BENEFITS	$ 10,680.00	$ 4,871.58	$ 811.93	$ 4,860.15	$ 948.27	91.12
2210	VSRS BENEFITS	$ 16,948.00	$ 8,473.83	$ 1,412.31	$ 8,455.83	$ 18.34	99.89
2300	HEALTH INSURANCE BENEFITS	$ 20,184.00	$ 10,260.26	$ 1,682.01	$ 10,092.06	$ 168.32-	100.83
2400	LIFE INSURANCE	$ 1,661.00	$ 830.67	$ 138.43	$ 828.81	$ 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	$ 44.10	$ 88.20	$ 11.80	88.20
3320	MAINTENANCE SERVICE CONTRACTS	$ 500.00	$ 97.30	$ 3,500.00	$ 3,522.70	$ 3,120.00-	724.00
3500	PRINTING AND BINDING	$ 500.00	$ 0.00	$ 0.00	$ 178.89	$ 321.11	35.78
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

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For DECEMBER	Expenditures Year-to-Date	Available Balance	Percent Used
5210	POSTAL SERVICES	$ 2,200.00	$ 0.00	$ 0.00	$ 185.06	$ 2,014.94	8.41
5230	TELECOMMUNICATIONS	$ 600.00	$ 0.00	$ 9.24	$ 91.25	$ 508.75	15.21
5510	TRAVEL MILEAGE	$ 300.00	$ 0.00	$ 0.00	$ 285.89	$ 14.11	95.30
5540	TRAVEL CONVENTION & EDUCATION	$ 2,500.00	$ 0.00	$ 0.00	$ 1,057.24	$ 1,442.76	42.29
5810	DUES & MEMBERSHIPS	$ 800.00	$ 0.00	$ 0.00	$ 285.00	$ 515.00	35.62
6001	OFFICE SUPPLIES	$ 1,100.00	$ 0.00	$ 0.00	$ 635.15	$ 464.85	57.74
6012	BOOKS AND SUBSCRIPTIONS	$ 800.00	$ 0.00	$ 114.50	$ 219.50	$ 580.50	27.44
12310	COMMISSIONER OF REVENUE	$ 200,755.00	$ 94,334.64	$ 19,346.02	$ 100,546.20	$ 5,874.16	97.07
	FUNC 12320 ASSESSOR						
3320	MAINTENANCE SERVICE CONTRACT	$ 3,500.00	$ 0.00	$ 0.00	$ 0.00	$ 3,500.00	0.00
	FUNC 12410 TREASURER						
1100	SALARIES - REGULAR	$ 163,209.00	$ 84,702.00	$ 14,117.00	$ 82,070.35	$ 3,563.35-	102.18
2100	FICA BENEFITS	$ 12,486.00	$ 6,341.03	$ 1,056.81	$ 6,172.42	$ 27.45-	100.22
2210	VSRS BENEFITS	$ 19,814.00	$ 10,282.83	$ 1,713.80	$ 9,949.17	$ 418.00-	102.11
2300	HEALTH INSURANCE BENEFITS	$ 10,960.00	$ 8,356.70	$ 1,369.95	$ 6,849.75	$ 4,246.45-	138.74
2400	LIFE INSURANCE	$ 1,942.00	$ 1,007.96	$ 167.99	$ 975.23	$ 41.19-	102.12
2700	WORKERS COMPENSATION INSURANCE	$ 150.00	$ 0.00	$ 0.00	$ 126.47	$ 23.53	84.31
2800	OTHER FRINGE BENEFITS/LEAVE PAYO	$ 0.00	$ 0.00	$ 0.00	$ 308.40	$ 308.40-	100.00
3100	PROFESSIONAL SERVICES	$ 300.00	$ 0.00	$ 44.10	$ 132.30	$ 167.70	44.10
3320	MAINTENANCE SERVICE CONTRACT	$ 200.00	$ 40.38	$ 56.92	$ 79.62	$ 80.00	60.00
3500	PRINTING AND BINDING	$ 9,000.00	$ 0.00	$ 5,042.61	$ 5,221.50	$ 3,778.50	58.02
3600	ADVERTISING	$ 2,000.00	$ 0.00	$ 0.00	$ 646.00	$ 1,354.00	32.30
5210	POSTAL SERVICES	$ 20,000.00	$ 0.00	$ 0.00	$ 8,012.99	$ 11,987.01	40.06
5230	TELECOMMUNICATIONS	$ 1,600.00	$ 0.00	$ 10.85	$ 28.89	$ 1,571.11	1.81
5510	TRAVEL MILEAGE	$ 150.00	$ 0.00	$ 0.00	$ 74.58	$ 75.42	49.72
5540	TRAVEL CONVENTION & EDUCATION	$ 1,600.00	$ 0.00	$ 0.00	$ 646.34	$ 953.66	40.40
5810	DUES & MEMBERSHIPS	$ 900.00	$ 0.00	$ 0.00	$ 680.00	$ 220.00	75.56
6001	OFFICE SUPPLIES	$ 4,100.00	$ 0.00	$ 206.81	$ 743.85	$ 3,356.15	18.14
6022	SUPPLIES - DOG TAGS	$ 750.00	$ 0.00	$ 0.00	$ 743.00	$ 7.00	99.07
12410	TREASURER	$ 249,161.00	$ 110,730.90	$ 23,786.84	$ 123,460.86	$ 14,969.24	93.99
	FUNC 12510 DATA PROCESSING						
1100	SALARIES - REGULAR	$ 122,425.00	$ 61,212.52	$ 10,202.08	$ 61,212.48	$ 0.00	100.00
1300	SALARIES - PART TIME	$ 0.00	$ 0.00	$ 120.00	$ 1,230.00	$ 1,230.00-	100.00
2100	FICA BENEFITS	$ 9,366.00	$ 4,376.99	$ 738.67	$ 4,471.03	$ 517.98	94.47
2210	VSRS	$ 14,862.00	$ 7,431.16	$ 1,238.54	$ 7,431.24	$ 0.40-	100.00
2300	HOSPITAL/MEDICAL PLANS	$ 14,208.00	$ 7,222.34	$ 1,183.99	$ 7,103.94	$ 118.28-	100.83
2400	LIFE INSURANCE	$ 1,457.00	$ 728.39	$ 121.41	$ 728.46	$ 0.15	99.99
2700	WORKER'S COMPENSATION	$ 115.00	$ 0.00	$ 0.00	$ 103.29	$ 11.71	89.82
3100	PROFESSIONAL SERVICES	$ 22,000.00	$ 1,250.00	$ 400.00	$ 4,907.00	$ 15,843.00	27.99
3320	MAINTENANCE SERVICE CONTRACT	$ 40,000.00	$ 9,315.15	$ 2,825.00	$ 31,772.85	$ 1,088.00-	102.72
5210	POSTAL SERVICES	$ 100.00	$ 0.00	$ 0.00	$ 0.00	$ 100.00	0.00
5230	TELECOMMUNICATIONS	$ 35,000.00	$ 7,991.11	$ 2,459.15	$ 26,264.47	$ 744.42	97.87
5410	LEASE OF EQUIPMENT	$ 0.00	$ 0.00	$ 516.00	$ 1,032.00	$ 1,032.00-	100.00
5540	TRAVEL CONVENTION & EDUCATION	$ 500.00	$ 0.00	$ 42.71	$ 81.41	$ 418.59	16.28
6001	OFFICE SUPPLIES	$ 1,500.00	$ 0.00	$ 199.00	$ 199.00	$ 1,301.00	13.27
8207	EDP EQUIPMENT	$ 18,000.00	$ 1,032.00	$ 1,268.47	$ 3,621.10	$ 13,346.90	25.85
12510	DATA PROCESSING	$ 279,533.00	$ 100,559.66	$ 21,315.02	$ 150,158.27	$ 28,815.07	89.69
	FUNC 13100 ELECTORAL BOARD AND OFFICIALS						
1300	SALARIES - PART TIME	$ 6,014.00	$ 0.00	$ 0.00	$ 2,049.64	$ 3,964.36	34.08
2100	FICA	$ 461.00	$ 0.00	$ 0.00	$ 156.80	$ 304.20	34.01
3000	PURCHASED SERVICES	$ 5,300.00	$ 0.00	$ 0.00	$ 0.00	$ 5,300.00	0.00
3160	ELECTORAL BOARD SERVICES	$ 7,975.00	$ 0.00	$ 293.32	$ 4,637.32	$ 3,337.68	58.15
3320	MAINTENANCE SERVICE CONTRACT	$ 5,000.00	$ 0.00	$ 0.00	$ 0.00	$ 5,000.00	0.00
3500	PRINTING AND BINDING	$ 2,576.00	$ 0.00	$ 0.00	$ 248.39	$ 2,327.61	9.64
3600	ADVERTISING	$ 340.00	$ 0.00	$ 115.60	$ 115.60	$ 224.40	34.00
5210	POSTAL SERVICES	$ 1,500.00	$ 0.00	$ 0.00	$ 326.96	$ 1,173.04	21.80
5400	LEASES AND RENTALS	$ 1,050.00	$ 0.00	$ 0.00	$ 525.00	$ 525.00	50.00
5510	TRAVEL MILEAGE	$ 350.00	$ 0.00	$ 51.07	$ 157.55	$ 192.45	45.01
5540	TRAVEL CONVENTION & EDUCATION	$ 600.00	$ 0.00	$ 0.00	$ 594.68	$ 5.32	99.11
5810	DUES,SUBSCRIPTIONS & MEMBERSHIPS	$ 150.00	$ 0.00	$ 125.00	$ 125.00	$ 25.00	83.33

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

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For DECEMBER	Expenditures Year-to-Date	Available Balance	Percent Used
6000	MATERIAL AND SUPPLIES	$ 1,670.00	$ 0.00	$ 106.81	$ 681.73	$ 988.27	40.82
8201	MACHINERY & EQUIPMENT	$ 2,184.00	$ 0.00	$ 0.00	$ 2,184.00	$ 0.00	100.00
13100	ELECTORAL BOARD AND OFFICIALS	$ 35,170.00	$ 0.00	$ 691.80	$ 11,802.67	$ 23,367.33	33.56
	FUNC 13200 REGISTRAR						
1100	SALARIES - REGULAR	$ 46,783.00	$ 23,415.99	$ 3,902.67	$ 23,307.60	$ 59.41	99.87
1300	SALARIES - PART TIME	$ 8,840.00	$ 0.00	$ 563.13	$ 4,346.26	$ 4,493.74	49.17
2100	FICA BENEFITS	$ 4,256.00	$ 1,800.01	$ 343.08	$ 2,124.13	$ 331.86	92.20
2210	VSRS BENEFITS	$ 5,679.00	$ 2,842.72	$ 473.78	$ 2,829.52	$ 6.76	99.88
2400	LIFE INSURANCE	$ 557.00	$ 278.66	$ 46.44	$ 277.35	$ 0.99	99.82
2700	WORKERS COMPENSATION INSURANCE	$ 50.00	$ 0.00	$ 0.00	$ 35.67	$ 14.33	71.34
3310	REPAIR & MAINTENANCE	$ 200.00	$ 0.00	$ 0.00	$ 0.00	$ 200.00	0.00
3320	MAINTENANCE & SERVICE CONTRACT	$ 180.00	$ 152.55	$ 25.90	$ 51.45	$ 24.00-	113.33
5230	TELECOMMUNICATIONS	$ 900.00	$ 363.87	$ 54.00	$ 269.68	$ 266.45	70.39
5510	TRAVEL MILEAGE	$ 150.00	$ 0.00	$ 0.00	$ 208.99	$ 58.99-	139.33
5540	TRAVEL CONVENTION & EDUCATION	$ 850.00	$ 0.00	$ 0.00	$ 757.59	$ 92.41	89.13
5810	DUES & SUBSCRIPTIONS	$ 150.00	$ 0.00	$ 0.00	$ 0.00	$ 150.00	0.00
6001	OFFICE SUPPLIES	$ 725.00	$ 0.00	$ 8.78	$ 288.66	$ 436.34	39.82
13200	REGISTRAR	$ 69,320.00	$ 28,853.80	$ 5,417.78	$ 34,496.90	$ 5,969.30	91.39
	FUNC 21100 CIRCUIT COURT						
5841	COMPENSATION OF JURORS	$ 1,800.00	$ 0.00	$ 0.00	$ 330.00	$ 1,470.00	18.33
5842	JURY COMMISSIONERS	$ 180.00	$ 0.00	$ 0.00	$ 180.00	$ 0.00	100.00
7001	SHARED COURT SERVICES	$ 9,500.00	$ 0.00	$ 9,441.06	$ 9,441.06	$ 58.94	99.38
21100	CIRCUIT COURT	$ 11,480.00	$ 0.00	$ 9,441.06	$ 9,951.06	$ 1,528.94	86.68
	FUNC 21200 GENERAL DISTRICT COURT						
3150	LEGAL	$ 0.00	$ 0.00	$ 157.50	$ 547.75	$ 547.75-	100.00
3320	MAINTENANCE SERVICE CONTRACT	$ 0.00	$ 159.07	$ 0.00	$ 80.93	$ 240.00-	100.00
5210	POSTAL SERVICES	$ 980.00	$ 652.00	$ 0.00	$ 162.00	$ 166.00	83.06
5230	TELECOMMUNICATIONS	$ 1,900.00	$ 0.00	$ 393.04	$ 1,248.60	$ 651.40	65.72
6001	OFFICE SUPPLIES	$ 500.00	$ 0.00	$ 36.70	$ 327.29	$ 172.71	65.46
6012	BOOKS AND SUBSCRIPTIONS	$ 600.00	$ 0.00	$ 0.00	$ 137.34	$ 462.66	22.89
21200	GENERAL DISTRICT COURT	$ 3,980.00	$ 811.07	$ 587.24	$ 2,503.91	$ 665.02	83.29
	FUNC 21300 MAGISTRATE						
5230	TELECOMMUNICATIONS	$ 400.00	$ 0.00	$ 24.19	$ 36.09	$ 363.91	9.02
	FUNC 21500 JUVENILE & DOMESTIC RELATIONS OFFICE						
3320	MAINTENANCE SERVICE CONTRACT	$ 421.00	$ 275.16	$ 0.00	$ 124.84	$ 21.00	95.01
5210	POSTAL SERVICES	$ 450.00	$ 372.00	$ 0.00	$ 193.00	$ 115.00-	125.56
5230	TELECOMMUNICATIONS	$ 700.00	$ 0.00	$ 41.90	$ 264.47	$ 435.53	37.78
5810	DUES & MEMBERSHIPS	$ 100.00	$ 0.00	$ 0.00	$ 40.00	$ 60.00	40.00
6001	OFFICE SUPPLIES	$ 1,000.00	$ 0.00	$ 0.00	$ 343.43	$ 656.57	34.34
21500	JUVENILE & DOMESTIC RELATIONS OF	$ 2,671.00	$ 647.16	$ 41.90	$ 965.74	$ 1,058.10	60.39
	FUNC 21600 CLERK OF THE CIRCUIT COURT						
1100	SALARIES - REGULAR	$ 165,828.00	$ 82,913.46	$ 13,818.91	$ 82,706.48	$ 208.06	99.87
2100	FICA BENEFITS	$ 12,686.00	$ 6,430.00	$ 1,071.67	$ 6,413.24	$ 157.24-	101.24
2210	VSRS BENEFITS	$ 20,132.00	$ 10,065.72	$ 1,677.61	$ 10,040.54	$ 25.74	99.87
2300	HEALTH INSURANCE BENEFITS	$ 10,960.00	$ 5,571.13	$ 913.30	$ 5,479.80	$ 90.93-	100.83
2400	LIFE INSURANCE	$ 1,973.00	$ 986.69	$ 164.44	$ 984.18	$ 2.13	99.89
2700	WORKER'S COMPENSATION	$ 155.00	$ 0.00	$ 0.00	$ 127.96	$ 27.04	82.55
3100	PROFESSIONAL SERVICES	$ 13,700.00	$ 0.00	$ 0.00	$ 174.00	$ 13,526.00	1.27
3320	MAINTENANCE SERVICE CONTRACT	$ 900.00	$ 487.00	$ 0.00	$ 486.00	$ 73.00-	108.11
3500	PRINTING AND BINDING	$ 300.00	$ 0.00	$ 0.00	$ 300.00	$ 0.00	100.00
3510	MICROFILMING	$ 7,000.00	$ 0.00	$ 527.48	$ 2,908.60	$ 4,091.40	41.55
5210	POSTAL SERVICES	$ 2,800.00	$ 0.00	$ 184.00	$ 838.44	$ 1,961.56	29.94
5230	TELECOMMUNICATIONS	$ 900.00	$ 0.00	$ 73.02	$ 360.53	$ 539.47	40.06
6001	OFFICE SUPPLIES	$ 6,500.00	$ 0.00	$ 585.58	$ 3,995.22	$ 2,504.78	61.46
21600	CLERK OF THE CIRCUIT COURT	$ 243,834.00	$ 106,454.00	$ 19,016.01	$ 114,814.99	$ 22,565.01	90.75

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For DECEMBER	Expenditures Year-to-Date	Available Balance	Percent Used
	FUNC 21900 VICTIM/WITNESS PROGRAM						
1300	SALARIES - PART TIME	$ 28,965.00	$ 14,482.51	$ 2,413.75	$ 14,482.50	$ 0.01-	100.00
2100	FICA	$ 2,217.00	$ 1,094.42	$ 182.42	$ 1,094.52	$ 28.06	98.73
2210	VSRS	$ 3,516.00	$ 1,758.17	$ 293.03	$ 1,758.18	$ 0.35-	100.01
2300	Health Insurance	$ 4,252.00	$ 2,785.57	$ 456.65	$ 2,739.90	$ 1,273.47-	129.95
2400	LIFE INSURANCE	$ 345.00	$ 222.08	$ 37.02	$ 222.12	$ 99.20-	128.75
2700	WORKER'S COMPENSATION	$ 40.00	$ 0.00	$ 0.00	$ 29.24	$ 10.76	73.10
5230	TELECOMMUNICATIONS	$ 0.00	$ 0.00	$ 15.65	$ 74.71	$ 74.71-	100.00
5540	TRAVEL CONVENTION & EDUCATION	$ 600.00	$ 0.00	$ 0.00	$ 0.00	$ 600.00	0.00
5810	DUES,SUBSCRIPTIONS & MEMBERSHIPS	$ 75.00	$ 0.00	$ 0.00	$ 0.00	$ 75.00	0.00
6001	OFFICE SUPPLIES	$ 250.00	$ 0.00	$ 0.00	$ 0.00	$ 250.00	0.00
21900	VICTIM/WITNESS PROGRAM	$ 40,260.00	$ 20,342.75	$ 3,398.52	$ 20,401.17	$ 483.92-	101.20
	FUNC 21930 BLUE RIDGE LEGAL SERVICES						
5699	CIVIC CONTRIBUTIONS	$ 1,500.00	$ 0.00	$ 0.00	$ 1,500.00	$ 0.00	100.00
	FUNC 21940 REGIONAL COURT SERVICES						
5699	CIVIC CONTRIBUTIONS	$ 3,759.00	$ 0.00	$ 0.00	$ 3,759.00	$ 0.00	100.00
	FUNC 22100 COMMONWEALTH'S ATTORNEY						
1100	SALARIES - REGULAR	$ 188,734.00	$ 94,367.45	$ 15,727.90	$ 91,951.69	$ 2,414.86	98.72
1300	SALARIES - PART TIME	$ 12,300.00	$ 0.00	$ 1,040.00	$ 6,328.00	$ 5,972.00	51.45
2100	FICA BENEFITS	$ 15,379.00	$ 7,695.22	$ 1,013.42	$ 7,776.80	$ 93.02-	100.60
2210	VSRS BENEFITS	$ 21,343.00	$ 10,729.83	$ 1,788.30	$ 10,698.15	$ 84.98-	100.40
2300	HEALTH INSURANCE BENEFITS	$ 10,863.00	$ 5,571.13	$ 913.30	$ 5,479.80	$ 187.93-	101.73
2400	LIFE INSURANCE	$ 2,092.00	$ 1,051.75	$ 175.30	$ 1,048.69	$ 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	$ 224.65	$ 0.00	$ 159.75	$ 365.60	51.25
5210	POSTAL SERVICES	$ 1,100.00	$ 0.00	$ 0.00	$ 150.00	$ 950.00	13.64
5230	TELECOMMUNICATIONS	$ 600.00	$ 0.00	$ 18.27	$ 131.58	$ 468.42	21.93
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	$ 0.00	$ 270.00	$ 530.00	33.75
6001	OFFICE SUPPLIES	$ 1,500.00	$ 0.00	$ 197.84	$ 686.49	$ 813.51	45.77
6012	BOOKS AND SUBSCRIPTIONS	$ 1,000.00	$ 0.00	$ 0.00	$ 662.70	$ 337.30	66.27
22100	COMMONWEALTH'S ATTORNEY	$ 260,941.00	$ 119,640.03	$ 20,874.33	$ 125,501.23	$ 15,799.74	93.95
	FUNC 31200 SHERIFF						
1100	SALARIES - REGULAR	$ 1,027,965.00	$ 505,554.50	$ 84,259.10	$ 483,103.77	$ 39,306.73	96.18
1300	SALARIES - PART TIME	$ 20,000.00	$ 0.00	$ 1,402.50	$ 10,377.84	$ 9,622.16	51.89
2100	FICA BENEFITS	$ 80,275.00	$ 35,586.37	$ 6,038.47	$ 34,901.70	$ 9,786.93	87.81
2210	VSRS BENEFITS	$ 125,977.00	$ 61,374.32	$ 10,229.05	$ 58,422.88	$ 6,179.80	95.09
2300	HEALTH INSURANCE BENEFITS	$ 124,543.00	$ 66,640.12	$ 10,924.62	$ 61,911.02	$ 4,008.14-	103.22
2400	LIFE INSURANCE	$ 12,360.00	$ 6,016.62	$ 1,002.66	$ 5,726.68	$ 616.70	95.01
2700	WORKERS COMPENSATION INSURANCE	$ 11,800.00	$ 0.00	$ 0.00	$ 11,467.68	$ 332.32	97.18
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	$ 274.44	$ 670.32	$ 6,329.68	9.58
3310	REPAIR & MAINTENANCE	$ 3,000.00	$ 7,137.00	$ 1,906.83	$ 4,455.83	$ 8,592.83-	386.43
3320	MAINTENANCE SERVICE CONTRACT	$ 18,390.00	$ 29,702.31	$ 0.00	$ 13,623.94	$ 24,936.25-	235.60
3350	INSURED REPAIRS	$ 500.00	$ 0.00	$ 0.00	$ 0.00	$ 500.00	0.00
5210	POSTAL SERVICES	$ 2,000.00	$ 0.00	$ 517.96	$ 1,359.28	$ 640.72	67.96
5230	TELECOMMUNICATIONS	$ 12,000.00	$ 8,636.75	$ 1,353.54	$ 6,772.55	$ 3,409.30-	128.41
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	$ 1,164.36	$ 3,846.28	$ 3,153.72	54.95
5540	TRAVEL CONVENTION & EDUCATION	$ 2,500.00	$ 0.00	$ 0.00	$ 2,014.17	$ 485.83	80.57
5800	MISCELLANEOUS CHARGES	$ 1,000.00	$ 0.00	$ 0.00	$ 113.00	$ 887.00	11.30
5810	DUES & MEMBERSHIPS	$ 2,500.00	$ 0.00	$ 0.00	$ 1,865.00	$ 635.00	74.60
6001	OFFICE SUPPLIES	$ 4,000.00	$ 0.00	$ 473.98	$ 5,803.73	$ 1,803.73-	145.09
6007	REPAIR AND MAINTENANCE SUPPLIES	$ 39,900.00	$ 5,667.39	$ 1,460.56	$ 6,860.69	$ 27,371.92	31.40
6008	VEHICLE AND EQUIP FUEL	$ 75,000.00	$ 0.00	$ 5,383.54	$ 27,179.10	$ 47,820.90	36.24
6010	POLICE SUPPLIES	$ 5,500.00	$ 0.00	$ 389.63	$ 1,448.54	$ 4,051.46	26.34
6011	UNIFORM AND WEARING APPAREL	$ 6,500.00	$ 0.00	$ 543.27	$ 2,276.77	$ 4,223.23	35.03
6017	AMMUNITION	$ 9,000.00	$ 127.72	$ 3,733.55	$ 8,849.31	$ 22.97	99.74
6024	INSURED REPAIRS	$ 11,000.00	$ 0.00	$ 0.00	$ 0.00	$ 11,000.00	0.00

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For DECEMBER	Expenditures Year-to-Date	Available Balance	Percent Used
31200	SHERIFF	$ 1,629,810.00	$ 726,443.10	$ 131,058.06	$ 773,222.40	$ 130,144.50	92.01
	FUNC 31210 CRIMINAL JUSTICE TRAINING CENTER						
5699	CIVIC CONTRIBUTIONS	$ 16,000.00	$ 0.00	$ 0.00	$ 13,447.50	$ 2,552.50	84.05
	FUNC 31220 DRUG TASK FORCE						
5699	CIVIC CONTRIBUTIONS	$ 12,500.00	$ 0.00	$ 0.00	$ 2,436.29	$ 10,063.71	19.49
	FUNC 32100 EMERGENCY MEDICAL SERVICES						
1100	SALARIES - REGULAR	$ 257,022.00	$ 113,131.10	$ 20,876.75	$ 126,560.51	$ 17,330.39	93.26
1300	SALARIES - PART TIME	$ 18,000.00	$ 0.00	$ 2,178.00	$ 12,600.00	$ 5,400.00	70.00
2100	FICA BENEFITS	$ 21,037.00	$ 7,662.88	$ 1,594.05	$ 9,630.04	$ 3,744.08	82.20
2210	VSRS BENEFITS	$ 22,924.00	$ 11,460.39	$ 1,910.30	$ 11,461.80	$ 1.81	99.99
2300	HEALTH INSURANCE BENEFITS	$ 33,820.00	$ 17,191.94	$ 2,818.35	$ 16,910.10	$ 282.04-	100.83
2400	LIFE INSURANCE	$ 2,247.00	$ 1,123.40	$ 187.24	$ 1,123.44	$ 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	$ 41.00	$ 245.61	$ 554.39	30.70
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	$ 92.62	$ 461.84	$ 1,038.16	30.79
6011	UNIFORM AND WEARING APPAREL	$ 1,100.00	$ 0.00	$ 0.00	$ 182.40	$ 917.60	16.58
32100	EMERGENCY MEDICAL SERVICES	$ 376,110.00	$ 150,569.71	$ 29,698.31	$ 193,639.39	$ 31,900.90	91.52
	FUNC 32200 VOLUNTEER FIRE COMPANIES						
5697	TWO FOR LIFE DISTRIBUTION	$ 15,541.00	$ 0.00	$ 0.00	$ 0.00	$ 15,541.00	0.00
5698	FIRE PROGRAMS DISTRIBUTION	$ 25,666.00	$ 0.00	$ 0.00	$ 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	$ 0.00	$ 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	$ 25,000.00	$ 25,000.00	50.00
32201	BLUE RIDGE VOLUNTEER FIRE COMPAN	$ 51,900.00	$ 0.00	$ 0.00	$ 26,495.00	$ 25,405.00	51.05
	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	$ 37,500.00	$ 37,500.00	50.00
32203	ENDERS VOLUNTEER FIRE COMPANY	$ 79,000.00	$ 0.00	$ 0.00	$ 40,945.00	$ 38,055.00	51.83
	FUNC 32300 LORD FAIRFAX EMERGENCY MEDICAL						
5699	CIVIC CONTRIBUTION	$ 4,929.00	$ 0.00	$ 0.00	$ 4,929.00	$ 0.00	100.00
	FUNC 32400 FORESTRY SERVICE						
5699	CIVIC CONTRIBUTION	$ 2,712.00	$ 0.00	$ 0.00	$ 2,711.52	$ 0.48	99.98
	FUNC 33100 REGIONAL JAIL						
7000	JOINT OPERATIONS	$ 577,987.00	$ 0.00	$ 0.00	$ 271,439.50	$ 306,547.50	46.96
	FUNC 33200 JUVENILE DETENTION						
3840	PURCHASED SERVICES - DETENTION C	$ 57,904.00	$ 0.00	$ 0.00	$ 14,476.12	$ 43,427.88	25.00
	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	$ 8.15	$ 88.29	$ 411.71	17.66
6001	OFFICE SUPPLIES	$ 300.00	$ 0.00	$ 0.00	$ 0.00	$ 300.00	0.00

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For DECEMBER	Expenditures Year-to-Date	Available Balance	Percent Used
33300	PROBATION OFFICE	$ 925.00	$ 0.00	$ 8.15	$ 88.29	$ 836.71	9.54
	FUNC 34100 BUILDING INSPECTIONS						
1100	SALARIES - REGULAR	$ 98,455.00	$ 49,227.52	$ 8,204.58	$ 49,227.48	$ 0.00	100.00
2100	FICA BENEFITS	$ 7,531.00	$ 3,403.08	$ 567.17	$ 3,403.02	$ 724.90	90.37
2210	VSRS BENEFITS	$ 11,952.00	$ 5,976.25	$ 996.03	$ 5,976.18	$ 0.43-	100.00
2300	HEALTH INSURANCE BENEFITS	$ 11,952.00	$ 6,075.84	$ 996.04	$ 5,976.24	$ 100.08-	100.84
2400	LIFE INSURANCE	$ 1,172.00	$ 585.77	$ 97.64	$ 585.84	$ 0.39	99.97
2700	WORKERS COMPENSATION INSURANCE	$ 1,100.00	$ 0.00	$ 0.00	$ 1,012.69	$ 87.31	92.06
3320	MAINTENANCE SERVICE CONTRACT	$ 1,900.00	$ 181.94	$ 188.06	$ 1,432.19	$ 285.87	84.95
3500	PRINTING AND BINDING	$ 600.00	$ 0.00	$ 0.00	$ 143.90	$ 456.10	23.98
5210	POSTAL SERVICES	$ 150.00	$ 0.00	$ 0.00	$ 43.45	$ 106.55	28.97
5230	TELECOMMUNICATIONS	$ 900.00	$ 236.30	$ 22.28	$ 202.43	$ 461.27	48.75
5510	TRAVEL MILEAGE	$ 0.00	$ 0.00	$ 0.00	$ 136.17	$ 136.17-	100.00
5540	TRAVEL CONVENTION & EDUCATION	$ 400.00	$ 0.00	$ 0.00	$ 0.00	$ 400.00	0.00
5810	DUES & MEMBERSHIPS	$ 400.00	$ 0.00	$ 0.00	$ 0.00	$ 400.00	0.00
6001	OFFICE SUPPLIES	$ 500.00	$ 0.00	$ 459.85	$ 572.60	$ 72.60-	114.52
6008	VEHICLE AND EQUIP FUEL	$ 2,500.00	$ 0.00	$ 246.10	$ 1,060.61	$ 1,439.39	42.42
6012	BOOKS AND SUBSCRIPTIONS	$ 500.00	$ 0.00	$ 0.00	$ 0.00	$ 500.00	0.00
8201	MACHINERY & EQUIPMENT	$ 0.00	$ 29.87	$ 0.00	$ 0.00	$ 29.87-	100.00
34100	BUILDING INSPECTIONS	$ 140,012.00	$ 65,716.57	$ 11,777.75	$ 69,772.80	$ 4,522.63	96.77
	FUNC 35100 ANIMAL CONTROL						
1100	SALARIES - REGULAR	$ 35,845.00	$ 17,922.52	$ 2,987.08	$ 17,922.48	$ 0.00	100.00
1300	SALARIES - PART TIME	$ 18,000.00	$ 0.00	$ 1,503.32	$ 8,545.56	$ 9,454.44	47.48
2100	FICA BENEFITS	$ 4,119.00	$ 1,145.82	$ 305.99	$ 1,799.62	$ 1,173.56	71.51
2210	VSRS BENEFITS	$ 4,352.00	$ 2,175.80	$ 362.63	$ 2,175.78	$ 0.42	99.99
2300	HEALTH INSURANCE BENEFITS	$ 5,976.00	$ 3,037.92	$ 498.02	$ 2,988.12	$ 50.04-	100.84
2400	LIFE INSURANCE	$ 427.00	$ 213.26	$ 35.55	$ 213.30	$ 0.44	99.90
2700	WORKERS COMPENSATION INSURANCE	$ 600.00	$ 0.00	$ 0.00	$ 566.87	$ 33.13	94.48
3100	PROFESSIONAL SERVICES	$ 12,204.00	$ 0.00	$ 618.18	$ 2,172.33	$ 10,031.67	17.80
3500	PRINTING AND BINDING	$ 100.00	$ 0.00	$ 0.00	$ 0.00	$ 100.00	0.00
5210	POSTAL SERVICES	$ 50.00	$ 0.00	$ 0.00	$ 0.00	$ 50.00	0.00
5230	TELECOMMUNICATIONS	$ 1,500.00	$ 93.26	$ 45.47	$ 340.61	$ 1,066.13	28.92
5510	TRAVEL MILEAGE	$ 350.00	$ 0.00	$ 0.00	$ 0.00	$ 350.00	0.00
5540	TRAVEL CONVENTION & EDUCATION	$ 1,000.00	$ 0.00	$ 0.00	$ 113.00	$ 887.00	11.30
5810	DUES & MEMBERSHIPS	$ 100.00	$ 0.00	$ 0.00	$ 0.00	$ 100.00	0.00
6001	OFFICE SUPPLIES	$ 150.00	$ 0.00	$ 0.00	$ 40.25	$ 109.75	26.83
6004	MEDICAL AND LABORATORY SUPPLIES	$ 1,500.00	$ 0.00	$ 232.44	$ 1,350.01	$ 149.99	90.00
6005	LAUNDRY, HOUSEKEEPING, & JANITOR	$ 0.00	$ 0.00	$ 0.00	$ 116.82	$ 116.82-	100.00
6008	VEHICLE AND EQUIP FUEL	$ 848.00	$ 0.00	$ 161.61	$ 667.35	$ 180.65	78.70
6011	UNIFORM AND WEARING APPAREL	$ 400.00	$ 0.00	$ 0.00	$ 0.00	$ 400.00	0.00
6014	OTHER OPERATING SUPPLIES	$ 5,000.00	$ 57.77	$ 0.00	$ 108.12	$ 4,834.11	3.32
35100	ANIMAL CONTROL	$ 92,521.00	$ 24,646.35	$ 6,750.29	$ 39,120.22	$ 28,754.43	68.92
	FUNC 35300 MEDICAL EXAMINER & INDIGENT BURIAL						
3100	PROFESSIONAL SERVICES	$ 1,000.00	$ 0.00	$ 0.00	$ 20.00	$ 980.00	2.00
	FUNC 35600 COMMUNICATIONS						
1100	SALARIES - REGULAR	$ 208,523.00	$ 88,462.00	$ 16,526.30	$ 103,914.03	$ 16,146.97	92.26
2100	FICA Benefits	$ 15,953.00	$ 6,419.43	$ 1,495.49	$ 7,875.52	$ 1,658.05	89.61
2210	VSRS Benefits	$ 25,315.00	$ 10,739.29	$ 2,109.55	$ 12,657.30	$ 1,918.41	92.42
2300	Health Insurance Benefits	$ 33,376.00	$ 14,180.18	$ 2,781.27	$ 16,687.62	$ 2,508.20	92.49
2400	Life Insurance	$ 2,481.00	$ 1,052.70	$ 206.78	$ 1,240.68	$ 187.62	92.44
2700	Worker's Compensation	$ 200.00	$ 0.00	$ 0.00	$ 163.36	$ 36.64	81.68
2800	OTHER BENEFITS - ANNUAL LEAVE PA	$ 0.00	$ 0.00	$ 3,820.28	$ 3,820.28	$ 3,820.28-	100.00
3000	PURCHASED SERVICES	$ 0.00	$ 0.00	$ 48.72	$ 97.01	$ 97.01-	100.00
3310	REPAIR & MAINTENANCE	$ 0.00	$ 0.00	$ 287.50	$ 287.50	$ 287.50-	100.00
3320	MAINTENANCE SERVICE CONTRACT	$ 62,338.00	$ 11,011.00	$ 0.00	$ 48,385.16	$ 2,941.84	95.28
5230	TELECOMMUNICATIONS	$ 25,250.00	$ 740.30	$ 2,055.35	$ 11,128.17	$ 13,381.53	47.00
5420	TOWER LEASE	$ 27,500.00	$ 14,490.00	$ 4,642.29	$ 14,992.29	$ 1,982.29-	107.21
5540	TRAVEL CONVENTION & EDUCATION	$ 2,000.00	$ 0.00	$ 0.00	$ 0.00	$ 2,000.00	0.00
5810	DUES & MEMBERSHIPS	$ 300.00	$ 0.00	$ 0.00	$ 0.00	$ 300.00	0.00
6001	OFFICE SUPPLIES	$ 1,800.00	$ 0.00	$ 116.88	$ 487.12	$ 1,312.88	27.06

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For DECEMBER	Expenditures Year-to-Date	Available Balance	Percent Used
6011	UNIFORM AND WEARING APPAREL	$ 1,200.00	$ 0.00	$ 0.00	$ 657.64	$ 542.36	54.80
6014	OTHER OPERATING SUPPLIES	$ 0.00	$ 0.00	$ 41.85	$ 41.85	$ 41.85-	100.00
35600	COMMUNICATIONS	$ 406,236.00	$ 147,094.90	$ 34,132.26	$ 222,435.53	$ 36,705.57	90.96
	FUNC 42400 REFUSE DISPOSAL						
3840	PURCHASED SERVICES	$ 168,000.00	$ 0.00	$ 6,213.06	$ 25,361.63	$ 142,638.37	15.10
	FUNC 42600 LITTER CONTROL PROGRAM						
3000	PURCHASED SERVICES	$ 0.00	$ 0.00	$ 300.00	$ 450.00	$ 450.00-	100.00
6014	OTHER OPERATING SUPPLIES	$ 5,817.00	$ 1,998.40	$ 0.00	$ 631.60	$ 3,187.00	45.21
42600	LITTER CONTROL PROGRAM	$ 5,817.00	$ 1,998.40	$ 300.00	$ 1,081.60	$ 2,737.00	52.95
	FUNC 42700 SANITATION						
3840	PURCHASED SERVICES	$ 27,500.00	$ 0.00	$ 4,529.28	$ 11,323.20	$ 16,176.80	41.18
5699	CIVIC CONTRIBUTIONS (CCSA)	$ 30,000.00	$ 0.00	$ 0.00	$ 30,000.00	$ 0.00	100.00
42700	SANITATION	$ 57,500.00	$ 0.00	$ 4,529.28	$ 41,323.20	$ 16,176.80	71.87
	FUNC 43200 GENERAL PROPERTY MAINTENANCE						
1100	SALARIES - REGULAR	$ 140,920.00	$ 70,423.36	$ 11,737.24	$ 68,796.93	$ 1,699.71	98.79
2100	FICA BENEFITS	$ 10,780.00	$ 4,839.05	$ 806.52	$ 4,768.22	$ 1,172.73	89.12
2210	VSRS BENEFITS	$ 16,918.00	$ 8,455.27	$ 1,409.21	$ 8,268.63	$ 194.10	98.85
2300	HEALTH INSURANCE BENEFITS	$ 18,463.00	$ 10,212.17	$ 1,674.11	$ 9,483.68	$ 1,232.85-	106.68
2400	LIFE INSURANCE	$ 1,677.00	$ 838.02	$ 139.68	$ 818.72	$ 20.26	98.79
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	$ 183.00	$ 417.00	30.50
3310	REPAIR & MAINTENANCE	$ 10,430.00	$ 6,500.00	$ 476.00	$ 2,560.87	$ 1,369.13	86.87
3320	MAINTENANCE SERVICE CONTRACT	$ 86,550.00	$ 41,420.26	$ 7,013.97	$ 45,129.11	$ 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	$ 9.00	$ 102.50	$ 6,685.50	1.51
5230	TELECOMMUNICATIONS	$ 3,900.00	$ 1,035.20	$ 170.26	$ 1,008.57	$ 1,856.23	52.40
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	$ 10,941.43	$ 768.27	$ 4,058.57	$ 0.00	100.00
6007	REPAIR AND MAINTENANCE SUPPLIES	$ 9,848.00	$ 6,099.47	$ 738.99	$ 4,051.98	$ 303.45-	103.08
6008	VEHICLE AND EQUIP FUEL	$ 4,937.00	$ 0.00	$ 1,156.42	$ 3,114.26	$ 1,822.74	63.08
6009	VEHICLE AND EQUIPMENT SUPPLIES	$ 5,700.00	$ 0.00	$ 376.24	$ 1,147.88	$ 4,552.12	20.14
6014	OTHER OPERATING SUPPLIES	$ 500.00	$ 0.00	$ 9.38	$ 26.11	$ 473.89	5.22
8200	CAPITAL OUTLAY ADDITIONS	$ 0.00	$ 8,667.50	$ 0.00	$ 0.00	$ 8,667.50-	100.00
8201	MACHINERY & EQUIPMENT	$ 0.00	$ 0.00	$ 2,389.00	$ 4,685.44	$ 4,685.44-	100.00
43200	GENERAL PROPERTY MAINTENANCE	$ 391,545.00	$ 169,431.73	$ 28,874.29	$ 198,917.70	$ 23,195.57	94.08
	FUNC 43202 101 CHALMERS COURT						
3100	PROFESSIONAL SERVICES	$ 0.00	$ 0.00	$ 142.96	$ 4,021.58	$ 4,021.58-	100.00
3310	REPAIR & MAINTENANCE	$ 19,175.00	$ 4,598.93	$ 2,816.49	$ 7,803.81	$ 6,772.26	64.68
3320	MAINTENANCE SERVICE CONTRACTS	$ 32,268.00	$ 17,835.76	$ 3,791.68	$ 14,432.98	$ 0.74-	100.00
5110	ELECTRICAL SERVICES	$ 22,000.00	$ 0.00	$ 5,506.26	$ 14,626.02	$ 7,373.98	66.48
5120	HEATING SERVICES	$ 3,400.00	$ 0.00	$ 488.10	$ 757.37	$ 2,642.63	22.28
5130	WATER & SEWAGE SERVICES	$ 2,900.00	$ 0.00	$ 75.40	$ 437.31	$ 2,462.69	15.08
5410	LEASE OF EQUIPMENT	$ 0.00	$ 0.00	$ 0.00	$ 264.97	$ 264.97-	100.00
6000	MATERIALS AND SUPPLIES	$ 0.00	$ 0.00	$ 224.70	$ 224.70	$ 224.70-	100.00
6007	REPAIR AND MAINT SUPPLIES	$ 1,000.00	$ 0.00	$ 206.06	$ 844.36	$ 155.64	84.44
43202	101 CHALMERS COURT	$ 80,743.00	$ 22,434.69	$ 13,251.65	$ 43,413.10	$ 14,895.21	81.55
	FUNC 43205 129 RAMSBURG LN MAINTENANCE DEPT						
3310	REPAIR & MAINTENANCE	$ 1,000.00	$ 1,623.00	$ 0.00	$ 231.00	$ 854.00-	185.40

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For DECEMBER	Expenditures Year-to-Date	Available Balance	Percent Used
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	$ 459.02	$ 1,398.40	$ 1,801.60	43.70
5120	HEATING SERVICES	$ 3,200.00	$ 0.00	$ 1,012.09	$ 1,012.09	$ 2,187.91	31.63
5130	WATER & SEWAGE SERVICES	$ 225.00	$ 0.00	$ 17.00	$ 68.00	$ 157.00	30.22
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	$ 1,488.11	$ 2,813.99	$ 5,888.01	42.97
	FUNC 43206 100 N CHRUCH ST/RADIO TOWER						
3310	REPAIR & MAINTENANCE	$ 5,400.00	$ 1,708.00	$ 0.00	$ 4,103.51	$ 411.51-	107.62
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	$ 1,356.48	$ 3,927.74	$ 8,072.26	32.73
5120	HEATING SERVICES	$ 2,600.00	$ 0.00	$ 553.91	$ 780.94	$ 1,819.06	30.04
5130	WATER & SEWAGE SERVICES	$ 4,000.00	$ 0.00	$ 299.60	$ 1,033.60	$ 2,966.40	25.84
6007	REPAIR AND MAINT SUPPLIES	$ 1,000.00	$ 0.00	$ 61.72	$ 832.26	$ 167.74	83.23
43206	100 N CHRUCH ST/RADIO TOWER	$ 30,000.00	$ 3,268.00	$ 2,271.71	$ 12,264.85	$ 14,467.15	51.78
	FUNC 43207 102 N CHRUCH ST						
3310	REPAIR & MAINTENANCE	$ 5,000.00	$ 1,744.00	$ 0.00	$ 4,859.72	$ 1,603.72-	132.07
3320	MAINTENANCE SERVICE CONTRACTS	$ 3,000.00	$ 0.00	$ 0.00	$ 1,567.80	$ 1,432.20	52.26
5110	ELECTRICAL SERVICES	$ 21,000.00	$ 0.00	$ 2,899.52	$ 7,351.79	$ 13,648.21	35.01
6007	REPAIR AND MAINT SUPPLIES	$ 1,000.00	$ 0.00	$ 348.99	$ 400.46	$ 599.54	40.05
43207	102 N CHRUCH ST	$ 30,000.00	$ 1,744.00	$ 3,248.51	$ 14,179.77	$ 14,076.23	53.08
	FUNC 43208 104 N CHURCH/106 N CHURCH ST						
3310	REPAIR & MAINTENANCE	$ 5,000.00	$ 3,580.00	$ 0.00	$ 1,080.00	$ 340.00	93.20
3320	MAINTENANCE SERVICE CONTRACTS	$ 2,800.00	$ 0.00	$ 0.00	$ 1,719.80	$ 1,080.20	61.42
5110	ELECTRICAL SERVICES	$ 7,000.00	$ 0.00	$ 1,174.76	$ 3,631.40	$ 3,368.60	51.88
5120	HEATING SERVICES	$ 3,700.00	$ 0.00	$ 552.23	$ 639.67	$ 3,060.33	17.29
5130	WATER & SEWAGE SERVICES	$ 650.00	$ 0.00	$ 24.05	$ 120.25	$ 529.75	18.50
6007	REPAIR AND MAINT SUPPLIES	$ 1,000.00	$ 0.00	$ 0.00	$ 39.27	$ 960.73	3.93
43208	104 N CHURCH/106 N CHURCH ST	$ 20,150.00	$ 3,580.00	$ 1,751.04	$ 7,230.39	$ 9,339.61	53.65
	FUNC 43209 225 RAMSBURG LANE ANIMAL SHELTER						
3310	PROFESSIONAL SERVICES	$ 8,910.00	$ 1,290.00	$ 541.80	$ 1,831.80	$ 5,788.20	35.04
3320	MAINTENANCE SERVICE CONTRACTS	$ 3,080.00	$ 0.00	$ 0.00	$ 513.00	$ 2,567.00	16.66
5110	ELECTRICAL SERVICES	$ 4,800.00	$ 0.00	$ 716.62	$ 2,597.49	$ 2,202.51	54.11
5120	HEATING SERVICES	$ 6,500.00	$ 0.00	$ 1,691.25	$ 2,348.36	$ 4,151.64	36.13
6007	REPAIR AND MAINT SUPPLIES	$ 1,000.00	$ 0.00	$ 37.83	$ 356.90	$ 643.10	35.69
43209	225 RAMSBURG LANE ANIMAL SHELTER	$ 24,290.00	$ 1,290.00	$ 2,987.50	$ 7,647.55	$ 15,352.45	36.80
	FUNC 43210 524 WESTWOOD RD						
3310	REPAIR & MAINTENANCE	$ 1,400.00	$ 276.00	$ 216.00	$ 492.00	$ 632.00	54.86
3320	MAINTENANCE SERVICE CONTRACTS	$ 1,642.00	$ 85.50	$ 0.00	$ 190.00	$ 1,366.50	16.78
5110	ELECTRICAL SERVICES	$ 1,900.00	$ 0.00	$ 212.81	$ 601.45	$ 1,298.55	31.66
5120	HEATING SERVICES	$ 1,718.00	$ 0.00	$ 231.83	$ 231.83	$ 1,486.17	13.49
6007	REPAIR AND MAINT SUPPLIES	$ 1,000.00	$ 0.00	$ 0.00	$ 15.99	$ 984.01	1.60
43210	524 WESTWOOD RD	$ 7,660.00	$ 361.50	$ 660.64	$ 1,531.27	$ 5,767.23	24.71
	FUNC 43211 225 AL SMITH CIR REC CENTER						
3310	REPAIR & MAINTENANCE	$ 10,000.00	$ 3,080.00	$ 0.00	$ 1,215.00	$ 5,705.00	42.95
3320	MAINTENANCE SERVICE CONTRACTS	$ 2,700.00	$ 0.00	$ 0.00	$ 209.00	$ 2,491.00	7.74
5110	ELECTRICAL SERVICES	$ 16,500.00	$ 0.00	$ 3,547.38	$ 12,663.34	$ 3,836.66	76.75
5120	HEATING SERVICES	$ 0.00	$ 0.00	$ 278.99	$ 503.79	$ 503.79-	100.00
5130	WATER & SEWAGE SERVICES	$ 2,700.00	$ 0.00	$ 170.00	$ 886.05	$ 1,813.95	32.82
6007	REPAIR AND MAINT SUPPLIES	$ 3,000.00	$ 0.00	$ 719.47	$ 2,451.51	$ 548.49	81.72
43211	225 AL SMITH CIR REC CENTER	$ 34,900.00	$ 3,080.00	$ 4,715.84	$ 17,928.69	$ 13,891.31	60.20
	FUNC 43212 225 AL SMITH CIR PARK OFFICE/GROUNDS						
3310	REPAIR & MAINTENANCE	$ 8,000.00	$ 3,644.29	$ 412.71	$ 1,902.71	$ 2,453.00	69.34
5110	ELECTRICAL SERVICES	$ 7,600.00	$ 0.00	$ 1,138.23	$ 2,264.34	$ 5,335.66	29.79

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For DECEMBER	Expenditures Year-to-Date	Available Balance	Percent Used
5130	WATER & SEWAGE SERVICES	$ 2,800.00	$ 0.00	$ 233.55	$ 1,238.75	$ 1,561.25	44.24
6007	REPAIR AND MAINT SUPPLIES	$ 5,000.00	$ 1,707.50	$ 384.95	$ 1,193.60	$ 2,098.90	58.02
43212	225 AL SMITH CIR PARK OFFICE/GRO	$ 23,400.00	$ 5,351.79	$ 2,169.44	$ 6,599.40	$ 11,448.81	51.07
	FUNC 43213 225 AL SMITH CIR POOL						
3310	REPAIR & MAINTENANCE	$ 3,500.00	$ 669.73	$ 507.70	$ 4,337.97	$ 1,507.70-	143.08
5110	ELECTRICAL SERVICES	$ 9,500.00	$ 0.00	$ 229.46	$ 3,230.15	$ 6,269.85	34.00
5130	WATER & SEWAGE SERVICES	$ 7,358.00	$ 0.00	$ 20.00	$ 11,299.45	$ 3,941.45-	153.57
6007	REPAIR AND MAINT SUPPLIES	$ 4,000.00	$ 0.00	$ 348.86	$ 3,721.96	$ 278.04	93.05
8200	CAPITAL OUTLAY ADDITIONS	$ 0.00	$ 0.00	$ 0.00	$ 3,096.00	$ 3,096.00-	100.00
43213	225 AL SMITH CIR POOL	$ 24,358.00	$ 669.73	$ 1,106.02	$ 25,685.53	$ 1,997.26-	108.20
	FUNC 43214 225 AL SMITH CIR BASEBALL						
5110	ELECTRICAL SERVICES	$ 1,700.00	$ 0.00	$ 216.07	$ 820.97	$ 879.03	48.29
6007	REPAIR AND MAINT SUPPLIES	$ 5,000.00	$ 0.00	$ 15.65	$ 2,341.76	$ 2,658.24	46.84
43214	225 AL SMITH CIR BASEBALL	$ 6,700.00	$ 0.00	$ 231.72	$ 3,162.73	$ 3,537.27	47.20
	FUNC 43215 225 AL SMITH CIR SOCCER						
3310	REPAIR & MAINTENANCE	$ 645.00	$ 0.00	$ 0.00	$ 436.00	$ 209.00	67.60
5110	ELECTRICAL SERVICES	$ 700.00	$ 0.00	$ 120.88	$ 354.67	$ 345.33	50.67
6007	REPAIR AND MAINT SUPPLIES	$ 5,000.00	$ 0.00	$ 65.90	$ 2,965.31	$ 2,034.69	59.31
43215	225 AL SMITH CIR SOCCER	$ 6,345.00	$ 0.00	$ 186.78	$ 3,755.98	$ 2,589.02	59.20
	FUNC 43232 32 E MAIN ST						
3310	REPAIR & MAINTENANCE	$ 0.00	$ 0.00	$ 0.00	$ 400.00	$ 400.00-	100.00
6007	REPAIR AND MAINT SUPPLIES	$ 100.00	$ 0.00	$ 21.31	$ 203.90	$ 103.90-	203.90
43232	32 E MAIN ST	$ 100.00	$ 0.00	$ 21.31	$ 603.90	$ 503.90-	603.90
	FUNC 43236 36 E MAIN ST						
3310	REPAIR & MAINTENANCE	$ 5,500.00	$ 5,216.00	$ 350.50	$ 839.00	$ 555.00-	110.09
3320	MAINTENANCE SERVICE CONTRACTS	$ 750.00	$ 0.00	$ 0.00	$ 0.00	$ 750.00	0.00
5130	WATER & SEWAGE SERVICES	$ 0.00	$ 0.00	$ 0.00	$ 26.46	$ 26.46-	100.00
6007	REPAIR AND MAINT SUPPLIES	$ 100.00	$ 0.00	$ 55.46	$ 113.17	$ 13.17-	113.17
43236	36 E MAIN ST	$ 6,350.00	$ 5,216.00	$ 405.96	$ 978.63	$ 155.37	97.55
	FUNC 43237 311 E MAIN ST						
3310	REPAIR & MAINTENANCE	$ 2,500.00	$ 1,428.00	$ 0.00	$ 1,072.00	$ 0.00	100.00
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	$ 1,174.12	$ 3,566.02	$ 4,433.98	44.58
5130	WATER & SEWAGE SERVICES	$ 850.00	$ 0.00	$ 72.15	$ 380.75	$ 469.25	44.79
6007	REPAIR AND MAINT SUPPLIES	$ 1,000.00	$ 0.00	$ 0.00	$ 77.93	$ 922.07	7.79
43237	311 E MAIN ST	$ 14,150.00	$ 1,428.00	$ 1,246.27	$ 6,797.50	$ 5,924.50	58.13
	FUNC 51100 LOCAL HEALTH DEPARTMENT						
5610	CIVIC CONTRIBUTIONS	$ 199,000.00	$ 0.00	$ 49,750.00	$ 49,750.00	$ 149,250.00	25.00
	FUNC 51200 OUR HEALTH						
5699	CIVIC CONTRIBUTIONS	$ 4,875.00	$ 0.00	$ 0.00	$ 4,875.00	$ 0.00	100.00
	FUNC 52500 NORTHWESTERN COMMUNITY SERVICES						
5620	CIVIC CONTRIBUTIONS	$ 82,000.00	$ 0.00	$ 0.00	$ 41,000.00	$ 41,000.00	50.00
	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	$ 20,000.00	$ 20,000.00	50.00

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For DECEMBER	Expenditures Year-to-Date	Available Balance	Percent Used
	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	$ 2,000.00	$ 0.00	100.00
	FUNC 53600 ACCESS INDEPENDENCE						
5699	CIVIC CONTRIBUTIONS	$ 750.00	$ 0.00	$ 0.00	$ 750.00	$ 0.00	100.00
	FUNC 69100 LORD FAIRFAX COMMUNITY COLLEGE						
5699	CIVIC CONTRIBUTIONS	$ 13,924.00	$ 0.00	$ 3,481.00	$ 6,962.00	$ 6,962.00	50.00
	FUNC 71100 PARKS ADMINISTRATION						
1100	SALARIES - REGULAR	$ 232,243.00	$ 116,121.52	$ 19,353.58	$ 116,121.48	$ 0.00	100.00
1300	SALARIES - PART TIME	$ 13,356.00	$ 0.00	$ 488.25	$ 7,461.51	$ 5,894.49	55.87
2100	FICA BENEFITS	$ 18,789.00	$ 7,891.30	$ 1,352.56	$ 8,462.05	$ 2,435.65	87.04
2210	VSRS BENEFITS	$ 28,194.00	$ 14,097.19	$ 2,349.52	$ 14,097.12	$ 0.31-	100.00
2300	HEALTH INSURANCE BENEFITS	$ 30,648.00	$ 17,230.22	$ 2,824.64	$ 16,947.84	$ 3,530.06-	111.52
2400	LIFE INSURANCE	$ 2,764.00	$ 1,381.77	$ 230.32	$ 1,381.92	$ 0.31	99.99
2700	WORKERS COMPENSATION INSURANCE	$ 8,300.00	$ 0.00	$ 0.00	$ 6,578.35	$ 1,721.65	79.26
3300	PURCHASED SERVICES	$ 0.00	$ 0.00	$ 0.00	$ 21.00	$ 21.00-	100.00
3320	MAINTENANCE SERVICE CONTRACT	$ 5,072.00	$ 3,235.03	$ 0.00	$ 808.97	$ 1,028.00	79.73
3500	PRINTING AND BINDING	$ 1,000.00	$ 0.00	$ 0.00	$ 95.14	$ 904.86	9.51
3600	ADVERTISING	$ 793.00	$ 0.00	$ 279.90	$ 635.00	$ 158.00	80.08
5210	POSTAL SERVICES	$ 5,000.00	$ 1,123.91	$ 0.00	$ 2,790.81	$ 1,085.28	78.29
5230	TELECOMMUNICATIONS	$ 2,000.00	$ 0.00	$ 58.58	$ 420.44	$ 1,579.56	21.02
5400	LEASES AND RENTALS	$ 530.00	$ 0.00	$ 0.00	$ 590.76	$ 60.76-	111.46
5540	TRAVEL CONVENTION & EDUCATION	$ 1,274.00	$ 0.00	$ 225.34	$ 1,623.08	$ 349.08-	127.40
5810	DUES & MEMBERSHIPS	$ 1,275.00	$ 0.00	$ 60.00	$ 215.00	$ 1,060.00	16.86
6001	OFFICE SUPPLIES	$ 2,500.00	$ 0.00	$ 187.72	$ 806.02	$ 1,693.98	32.24
6003	AGRICULTURAL SUPPLIES	$ 600.00	$ 0.00	$ 0.00	$ 49.99	$ 550.01	8.33
6008	VEHICLE AND EQUIP FUEL	$ 1,400.00	$ 0.00	$ 44.24	$ 471.14	$ 928.86	33.65
6011	UNIFORM AND WEARING APPAREL	$ 1,000.00	$ 0.00	$ 409.65	$ 409.65	$ 590.35	40.97
6014	OTHER OPERATING SUPPLIES	$ 1,856.00	$ 0.00	$ 77.39	$ 1,274.00	$ 582.00	68.64
8207	EDP EQUIPMENT	$ 0.00	$ 8,250.00	$ 0.00	$ 0.00	$ 8,250.00-	100.00
71100	PARKS ADMINISTRATION	$ 358,594.00	$ 169,330.94	$ 27,941.69	$ 181,261.27	$ 8,001.79	97.77
	FUNC 71310 CLARKE COUNTY RECREATION CENTER						
1100	SALARIES - REGULAR	$ 43,210.00	$ 21,605.02	$ 3,600.83	$ 21,604.98	$ 0.00	100.00
1300	SALARIES - PART TIME	$ 25,809.00	$ 0.00	$ 2,169.26	$ 12,312.27	$ 13,496.73	47.71
2100	FICA BENEFITS	$ 5,280.00	$ 1,635.82	$ 438.60	$ 2,577.75	$ 1,066.43	79.80
2210	VSRS BENEFITS	$ 5,246.00	$ 2,622.85	$ 437.14	$ 2,622.84	$ 0.31	99.99
2300	HEALTH INSURANCE BENEFITS	$ 5,480.00	$ 2,785.56	$ 456.65	$ 2,739.90	$ 45.46-	100.83
2400	LIFE INSURANCE	$ 514.00	$ 257.10	$ 42.85	$ 257.10	$ 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	$ 171.00	$ 251.00	$ 51.00-	125.50
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	$ 213.46	$ 213.46	$ 606.54	26.03
6013	EDUCATIONAL AND RECREATIONAL SUP	$ 2,300.00	$ 0.00	$ 227.52	$ 727.52	$ 1,572.48	31.63
6014	OTHER OPERATING SUPPLIES	$ 2,500.00	$ 0.00	$ 373.87	$ 764.54	$ 1,735.46	30.58
6015	MERCHANDISE FOR RESALE	$ 5,000.00	$ 0.00	$ 93.36	$ 719.66	$ 4,280.34	14.39
71310	CLARKE COUNTY RECREATION CENTER	$ 97,309.00	$ 28,906.35	$ 8,224.54	$ 45,328.93	$ 23,073.72	76.29
	FUNC 71320 SWIMMING POOL						
1300	SALARIES - PART TIME	$ 60,251.00	$ 0.00	$ 0.00	$ 42,077.97	$ 18,173.03	69.84
2100	FICA BENEFITS	$ 4,610.00	$ 0.00	$ 0.00	$ 3,219.00	$ 1,391.00	69.83
3100	PROFESSIONAL SERVICES	$ 2,900.00	$ 0.00	$ 0.00	$ 0.00	$ 2,900.00	0.00
3310	REPAIR & MAINTENANCE	$ 1,197.00	$ 0.00	$ 0.00	$ 0.00	$ 1,197.00	0.00
5540	TRAVEL CONVENTION & EDUCATION	$ 200.00	$ 0.00	$ 0.00	$ 0.00	$ 200.00	0.00
5810	DUES & MEMBERSHIPS	$ 1,675.00	$ 530.00	$ 0.00	$ 870.00	$ 275.00	83.58
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	$ 0.00	$ 715.85	$ 984.15	42.11

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For DECEMBER	Expenditures Year-to-Date	Available Balance	Percent Used
6014	OTHER OPERATING SUPPLIES	$ 2,398.00	$ 0.00	$ 0.00	$ 543.08	$ 1,854.92	22.65
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	$ 0.00	$ 5,541.42	$ 5,458.58	50.38
71320	SWIMMING POOL	$ 89,574.00	$ 530.00	$ 0.00	$ 53,703.82	$ 35,340.18	60.55
	FUNC 71330 CONCESSION STAND						
1300	SALARIES - PART TIME	$ 4,400.00	$ 0.00	$ 325.50	$ 3,780.61	$ 619.39	85.92
2100	FICA	$ 337.00	$ 0.00	$ 24.90	$ 289.22	$ 47.78	85.82
6001	OFFICE SUPPLIES	$ 100.00	$ 0.00	$ 0.00	$ 0.00	$ 100.00	0.00
6015	MERCHANDISE FOR RESALE	$ 14,000.00	$ 0.00	$ 0.00	$ 4,705.06	$ 9,294.94	33.61
71330	CONCESSION STAND	$ 18,837.00	$ 0.00	$ 350.40	$ 8,774.89	$ 10,062.11	46.58
	FUNC 71350 PROGRAMS						
1100	SALARIES - REGULAR	$ 31,641.00	$ 15,820.50	$ 2,636.75	$ 15,820.50	$ 0.00	100.00
1300	SALARIES - PART TIME	$ 94,500.00	$ 0.00	$ 3,572.26	$ 39,560.71	$ 54,939.29	41.86
2100	FICA BENEFITS	$ 9,650.00	$ 1,073.14	$ 452.12	$ 4,034.22	$ 4,542.64	52.93
2210	VSRS	$ 3,841.00	$ 1,920.62	$ 320.10	$ 1,920.60	$ 0.22-	100.01
2300	HOSPITAL/MEDICAL PLANS	$ 8,728.00	$ 2,785.56	$ 456.65	$ 3,552.00	$ 2,390.44	72.61
2400	LIFE INSURANCE	$ 377.00	$ 188.25	$ 31.38	$ 188.28	$ 0.47	99.88
2700	WORKERS COMPENSATION BENEFITS	$ 900.00	$ 0.00	$ 0.00	$ 734.59	$ 165.41	81.62
3100	PROFESSIONAL SERVICES	$ 56,000.00	$ 8,647.00	$ 4,097.48	$ 23,936.97	$ 23,416.03	58.19
3500	PRINTING AND BINDING	$ 7,000.00	$ 0.00	$ 2,008.00	$ 4,016.00	$ 2,984.00	57.37
3600	ADVERTISING	$ 1,700.00	$ 0.00	$ 0.00	$ 50.00	$ 1,650.00	2.94
5210	POSTAL SERVICES	$ 100.00	$ 0.00	$ 46.00	$ 50.82	$ 49.18	50.82
5400	LEASES AND RENTALS	$ 1,000.00	$ 0.00	$ 0.00	$ 0.00	$ 1,000.00	0.00
5540	TRAVEL CONVENTION & EDUCATION	$ 500.00	$ 0.00	$ 0.00	$ 40.00	$ 460.00	8.00
5560	GROUP TRIPS	$ 5,000.00	$ 0.00	$ 0.00	$ 1,491.90	$ 3,508.10	29.84
5810	DUES & MEMBERSHIPS	$ 500.00	$ 0.00	$ 0.00	$ 0.00	$ 500.00	0.00
5830	REFUNDS	$ 7,500.00	$ 0.00	$ 108.00	$ 1,684.00	$ 5,816.00	22.45
6001	OFFICE SUPPLIES	$ 100.00	$ 0.00	$ 33.15	$ 33.15	$ 66.85	33.15
6002	FOOD SUPPLIES & FOOD SERVICE SUP	$ 7,000.00	$ 0.00	$ 267.03	$ 1,535.12	$ 5,464.88	21.93
6011	UNIFORM AND WEARING APPAREL	$ 2,000.00	$ 0.00	$ 176.65	$ 831.70	$ 1,168.30	41.59
6013	EDUCATIONAL AND RECREATIONAL SUP	$ 6,500.00	$ 0.00	$ 229.39	$ 1,306.78	$ 5,193.22	20.10
6014	OTHER OPERATING SUPPLIES	$ 2,000.00	$ 0.00	$ 257.22	$ 2,294.55	$ 294.55-	114.73
6015	MERCHANDISE FOR RESALE	$ 6,000.00	$ 0.00	$ 0.00	$ 12.00	$ 5,988.00	0.20
71350	PROGRAMS	$ 252,537.00	$ 30,435.07	$ 14,692.18	$ 103,093.89	$ 119,008.04	52.88
	FUNC 72600 VIRGINIA COMMISSION FOR THE ARTS						
5699	CIVIC CONTRIBUTIONS	$ 10,000.00	$ 0.00	$ 0.00	$ 10,000.00	$ 0.00	100.00
	FUNC 73200 REGIONAL LIBRARY						
5699	CIVIC CONTRIBUTIONS	$ 182,119.00	$ 0.00	$ 0.00	$ 91,059.50	$ 91,059.50	50.00
	FUNC 81110 PLANNING ADMINISTRATION						
1100	SALARIES - REGULAR	$ 229,603.00	$ 114,801.40	$ 19,133.60	$ 114,801.60	$ 0.00	100.00
2100	FICA BENEFITS	$ 17,565.00	$ 8,735.79	$ 1,455.99	$ 8,735.94	$ 93.27	99.47
2210	VSRS BENEFITS	$ 27,874.00	$ 13,936.89	$ 2,322.82	$ 13,936.92	$ 0.19	100.00
2300	HEALTH INSURANCE BENEFITS	$ 19,180.00	$ 9,749.47	$ 1,598.28	$ 9,589.68	$ 159.15-	100.83
2400	LIFE INSURANCE	$ 2,732.00	$ 1,366.08	$ 227.70	$ 1,366.20	$ 0.28-	100.01
2700	WORKERS COMPENSATION INSURANCE	$ 3,675.00	$ 0.00	$ 0.00	$ 3,590.40	$ 84.60	97.70
3100	PROFESSIONAL SERVICES	$ 20,000.00	$ 0.00	$ 132.00	$ 560.00	$ 19,440.00	2.80
3140	ENGINEERING REVIEW EXPENDITURES	$ 3,000.00	$ 0.00	$ 813.46	$ 2,677.24	$ 322.76	89.24
3320	MAINTENANCE SERVICE CONTRACT	$ 700.00	$ 264.71	$ 44.94	$ 89.29	$ 346.00	50.57
3500	PRINTING AND BINDING	$ 3,000.00	$ 0.00	$ 36.50	$ 36.50	$ 2,963.50	1.22
3600	ADVERTISING	$ 2,000.00	$ 0.00	$ 0.00	$ 1,661.70	$ 338.30	83.08
5210	POSTAL SERVICES	$ 1,500.00	$ 0.00	$ 0.00	$ 158.91	$ 1,341.09	10.59
5230	TELECOMMUNICATIONS	$ 400.00	$ 0.00	$ 17.91	$ 100.28	$ 299.72	25.07
5510	TRAVEL MILEAGE	$ 2,000.00	$ 0.00	$ 0.00	$ 149.16	$ 1,850.84	7.46
5540	TRAVEL CONVENTION & EDUCATION	$ 1,500.00	$ 0.00	$ 0.00	$ 190.08	$ 1,309.92	12.67
5810	DUES & MEMBERSHIPS	$ 750.00	$ 0.00	$ 0.00	$ 0.00	$ 750.00	0.00
6001	OFFICE SUPPLIES	$ 2,500.00	$ 0.00	$ 35.63	$ 647.86	$ 1,852.14	25.91
6012	BOOKS AND SUBSCRIPTIONS	$ 1,000.00	$ 0.00	$ 0.00	$ 0.00	$ 1,000.00	0.00
81110	PLANNING ADMINISTRATION	$ 338,979.00	$ 148,854.34	$ 25,818.83	$ 158,291.76	$ 31,832.90	90.61

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For DECEMBER	Expenditures Year-to-Date	Available Balance	Percent Used
	FUNC 81300 HELP WITH HOUSING						
5699	CIVIC CONTRIBUTIONS	$ 5,400.00	$ 0.00	$ 0.00	$ 5,400.00	$ 0.00	100.00
	FUNC 81400 BOARD OF ZONING APPEALS						
1300	SALARIES - PART TIME	$ 250.00	$ 0.00	$ 0.00	$ 0.00	$ 250.00	0.00
2100	FICA	$ 20.00	$ 0.00	$ 0.00	$ 0.00	$ 20.00	0.00
3100	PROFESSIONAL SERVICES	$ 2,000.00	$ 0.00	$ 0.00	$ 2,756.00	$ 756.00-	137.80
3160	BOARD SERVICES	$ 500.00	$ 0.00	$ 0.00	$ 75.00	$ 425.00	15.00
3600	ADVERTISING	$ 500.00	$ 0.00	$ 0.00	$ 343.20	$ 156.80	68.64
5210	POSTAL SERVICES	$ 50.00	$ 0.00	$ 0.00	$ 0.00	$ 50.00	0.00
5810	DUES & MEMBERSHIPS	$ 150.00	$ 0.00	$ 0.00	$ 0.00	$ 150.00	0.00
81400	BOARD OF ZONING APPEALS	$ 3,470.00	$ 0.00	$ 0.00	$ 3,174.20	$ 295.80	91.48
	FUNC 81510 OFFICE OF ECONOMIC DEVELOPMENT						
1100	SALARIES - REGULAR	$ 33,109.00	$ 16,554.58	$ 2,759.07	$ 16,554.42	$ 0.00	100.00
2100	FICA	$ 2,534.00	$ 1,269.92	$ 211.64	$ 1,269.84	$ 5.76-	100.23
2210	VSRS	$ 4,019.00	$ 2,009.73	$ 334.95	$ 2,009.70	$ 0.43-	100.01
2300	HOSPITAL/MEDICAL PLANS	$ 2,740.00	$ 1,392.78	$ 228.32	$ 1,369.92	$ 22.70-	100.83
2400	LIFE INSURANCE	$ 394.00	$ 197.01	$ 32.83	$ 196.98	$ 0.01	100.00
3100	PROFESSIONAL SERVICES	$ 1,000.00	$ 0.00	$ 0.00	$ 66.00	$ 934.00	6.60
3500	PRINTING AND BINDING	$ 500.00	$ 0.00	$ 0.00	$ 885.40	$ 385.40-	177.08
5210	POSTAGE	$ 100.00	$ 0.00	$ 0.00	$ 0.00	$ 100.00	0.00
5699	CIVIC CONTRIBUTIONS	$ 750.00	$ 0.00	$ 0.00	$ 750.00	$ 0.00	100.00
5800	MISCELLANEOUS	$ 0.00	$ 0.00	$ 109.90	$ 109.90	$ 109.90-	100.00
6001	OFFICE SUPPLIES	$ 400.00	$ 0.00	$ 0.00	$ 0.00	$ 400.00	0.00
8202	FURNITURE & FIXTURES	$ 1,750.00	$ 0.00	$ 0.00	$ 2,385.84	$ 635.84-	136.33
81510	OFFICE OF ECONOMIC DEVELOPMENT	$ 47,296.00	$ 21,424.02	$ 3,676.71	$ 25,598.00	$ 273.98	99.42
	FUNC 81520 BERRYVILLE DEVELOPMENT AUTHORITY						
3100	PROFESSIONAL SERVICES	$ 5,000.00	$ 0.00	$ 0.00	$ 0.00	$ 5,000.00	0.00
3160	BOARD SERVICES	$ 500.00	$ 0.00	$ 75.00	$ 200.00	$ 300.00	40.00
3600	ADVERTISING	$ 500.00	$ 0.00	$ 0.00	$ 0.00	$ 500.00	0.00
5210	POSTAL SERVICES	$ 100.00	$ 0.00	$ 0.00	$ 31.92	$ 68.08	31.92
81520	BERRYVILLE DEVELOPMENT AUTHORITY	$ 6,100.00	$ 0.00	$ 75.00	$ 231.92	$ 5,868.08	3.80
	FUNC 81530 SMALL BUSINESS DEVELOPMENT CENTER						
5699	CIVIC CONTRIBUTIONS	$ 1,500.00	$ 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	$ 3,000.00	$ 0.00	100.00
	FUNC 81600 PLANNING COMMISSION						
1300	SALARIES - PART TIME	$ 500.00	$ 0.00	$ 100.00	$ 400.00	$ 100.00	80.00
2100	FICA	$ 39.00	$ 0.00	$ 7.65	$ 30.59	$ 8.41	78.44
3100	PROFESSIONAL SERVICES	$ 8,000.00	$ 0.00	$ 3,948.55	$ 6,354.92	$ 1,645.08	79.44
3160	BOARD SERVICES	$ 8,000.00	$ 0.00	$ 750.00	$ 4,000.00	$ 4,000.00	50.00
3600	ADVERTISING	$ 1,600.00	$ 0.00	$ 0.00	$ 0.00	$ 1,600.00	0.00
5210	POSTAL SERVICES	$ 100.00	$ 0.00	$ 0.00	$ 0.00	$ 100.00	0.00
5540	TRAVEL CONVENTION & EDUCATION	$ 500.00	$ 0.00	$ 0.00	$ 0.00	$ 500.00	0.00
5810	DUES & MEMBERSHIPS	$ 650.00	$ 0.00	$ 0.00	$ 0.00	$ 650.00	0.00
81600	PLANNING COMMISSION	$ 19,389.00	$ 0.00	$ 4,806.20	$ 10,785.51	$ 8,603.49	55.63
	FUNC 81700 BOARD OF SEPTIC APPEALS						
1300	SALARIES - PART TIME	$ 200.00	$ 0.00	$ 0.00	$ 0.00	$ 200.00	0.00
2100	FICA	$ 16.00	$ 0.00	$ 0.00	$ 0.00	$ 16.00	0.00
3160	BOARD SERVICES	$ 200.00	$ 0.00	$ 0.00	$ 75.00	$ 125.00	37.50
3600	ADVERTISING	$ 500.00	$ 0.00	$ 0.00	$ 267.60	$ 232.40	53.52
5210	POSTAL SERVICES	$ 100.00	$ 0.00	$ 0.00	$ 0.00	$ 100.00	0.00
81700	BOARD OF SEPTIC APPEALS	$ 1,016.00	$ 0.00	$ 0.00	$ 342.60	$ 673.40	33.72
	FUNC 81800 HISTORIC PRESERVATION COMMISSION						

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For DECEMBER	Expenditures Year-to-Date	Available Balance	Percent Used
3100	PROFESSIONAL SERVICES	$ 15,000.00	$ 6,000.00	$ 275.00	$ 11,090.00	$ 2,090.00-	113.93
3160	BOARD SERVICES	$ 1,000.00	$ 0.00	$ 150.00	$ 300.00	$ 700.00	30.00
3600	ADVERTISING	$ 250.00	$ 0.00	$ 0.00	$ 0.00	$ 250.00	0.00
5210	POSTAL SERVICES	$ 200.00	$ 0.00	$ 0.00	$ 0.00	$ 200.00	0.00
5540	TRAVEL CONVENTION & EDUCATION	$ 350.00	$ 0.00	$ 0.00	$ 0.00	$ 350.00	0.00
81800	HISTORIC PRESERVATION COMMISSION	$ 16,800.00	$ 6,000.00	$ 425.00	$ 11,390.00	$ 590.00-	103.51
	FUNC 81910 NORTHERN SHENANDOAH VALLEY REGIONAL COMM						
5699	CIVIC CONTRIBUTIONS	$ 5,712.00	$ 0.00	$ 0.00	$ 5,776.22	$ 64.22-	101.12
	FUNC 81920 REGIONAL AIRPORT AUTHORITY						
5699	CIVIC CONTRIBUTIONS	$ 2,500.00	$ 0.00	$ 0.00	$ 1,250.00	$ 1,250.00	50.00
	FUNC 82200 FRIENDS OF THE SHENANDOAH						
5699	CIVIC CONTRIBUTIONS	$ 3,000.00	$ 0.00	$ 0.00	$ 3,000.00	$ 0.00	100.00
	FUNC 82210 WATER QUALITY MANAGEMENT						
3000	PURCHASED SERVICES	$ 42,000.00	$ 38,202.50	$ 7,500.00	$ 9,157.50	$ 5,360.00-	112.76
	FUNC 82400 LORD FAIRFAX SOIL AND WATER CONSERV						
5699	CIVIC CONTRIBUTIONS	$ 4,750.00	$ 0.00	$ 0.00	$ 0.00	$ 4,750.00	0.00
	FUNC 82600 BIO-SOLIDS APPLICATION						
1300	SALARIES - PART TIME	$ 12,228.00	$ 0.00	$ 1,275.00	$ 6,425.00	$ 5,803.00	52.54
2100	FICA	$ 936.00	$ 0.00	$ 97.54	$ 491.51	$ 444.49	52.51
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	$ 0.00	$ 1,006.28	$ 1,993.72	33.54
82600	BIO-SOLIDS APPLICATION	$ 16,914.00	$ 0.00	$ 1,372.54	$ 8,056.16	$ 8,857.84	47.63
	FUNC 83100 COOPERATIVE EXTENSION						
3320	MAINTENANCE SERVICE CONTRACTS	$ 400.00	$ 456.18	$ 77.42	$ 153.82	$ 210.00-	152.50
3841	VPI EXTENSION AGENT	$ 36,065.00	$ 0.00	$ 5,649.63	$ 5,649.63	$ 30,415.37	15.67
5210	POSTAGE	$ 0.00	$ 0.00	$ 0.00	$ 168.67	$ 168.67-	100.00
5230	TELECOMMUNICATIONS	$ 500.00	$ 0.00	$ 12.72	$ 120.97	$ 379.03	24.19
5810	DUES & MEMBERSHIPS	$ 0.00	$ 0.00	$ 0.00	$ 120.00	$ 120.00-	100.00
6014	OTHER OPERATING SUPPLIES	$ 2,000.00	$ 0.00	$ 26.55	$ 167.50	$ 1,832.50	8.38
83100	COOPERATIVE EXTENSION	$ 38,965.00	$ 456.18	$ 5,766.32	$ 6,380.59	$ 32,128.23	17.55
	FUNC 83400 4-H CENTER						
5699	CIVIC CONTRIBUTIONS	$ 2,250.00	$ 0.00	$ 0.00	$ 2,250.00	$ 0.00	100.00
	FUNC 91600 CONTINGENCIES						
1000	PERSONNEL	$ 7,500.00	$ 0.00	$ 0.00	$ 0.00	$ 7,500.00	0.00
3140	ENGINEERING & ARCHITECTURAL	$ 14,500.00	$ 0.00	$ 0.00	$ 0.00	$ 14,500.00	0.00
3150	LEGAL	$ 20,000.00	$ 0.00	$ 0.00	$ 0.00	$ 20,000.00	0.00
8000	MINOR CAPITAL	$ 17,066.00	$ 0.00	$ 0.00	$ 0.00	$ 17,066.00	0.00
91600	CONTINGENCIES	$ 59,066.00	$ 0.00	$ 0.00	$ 0.00	$ 59,066.00	0.00
000	NON-CATEGORICAL	$ 8,327,223.00	$ 2,515,837.59	$ 596,785.88	$ 3,881,721.70	$ 1,929,663.71	76.83
	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						

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For DECEMBER	Expenditures Year-to-Date	Available Balance	Percent Used
	FUNC 22100 COMMONWEALTH'S ATTORNEY						
1100	SALARIES - REGULAR	$ 26,877.00	$ 13,438.54	$ 2,239.77	$ 9,119.58	$ 4,318.88	83.93
1300	SALARIES - PART TIME	$ 8,362.00	$ 4,181.01	$ 696.83	$ 4,180.98	$ 0.01	100.00
2100	FICA	$ 2,696.00	$ 313.65	$ 52.66	$ 315.96	$ 2,066.39	23.35
2210	VSRS	$ 1,132.00	$ 507.59	$ 84.59	$ 507.54	$ 116.87	89.68
2300	HEALTH INSURANCE	$ 1,325.00	$ 0.00	$ 0.00	$ 0.00	$ 1,325.00	0.00
2400	GROUP LIFE	$ 111.00	$ 0.00	$ 0.00	$ 0.00	$ 111.00	0.00
22100	COMMONWEALTH'S ATTORNEY	$ 40,503.00	$ 18,440.79	$ 3,073.85	$ 14,124.06	$ 7,938.15	80.40
126	V-STOP GRANT	$ 40,503.00	$ 18,440.79	$ 3,073.85	$ 14,124.06	$ 7,938.15	80.40
	PJT 129 FEDERAL GANG TASK FORCE GRANT 2010						
	FUNC 31200 SHERIFF						
1100	SALARIES - REGULAR	$ 22,614.00	$ 0.00	$ 0.00	$ 18,845.00	$ 3,769.00	83.33
2100	FICA	$ 1,714.00	$ 0.00	$ 0.00	$ 1,428.65	$ 285.35	83.35
2210	VSRS	$ 2,745.00	$ 0.00	$ 0.00	$ 2,287.80	$ 457.20	83.34
2300	HOSPITAL/MEDICAL PLANS	$ 2,785.00	$ 0.00	$ 0.00	$ 2,283.25	$ 501.75	81.98
2400	LIFE INSURANCE	$ 142.00	$ 0.00	$ 0.00	$ 224.25	$ 82.25-	157.92
31200	SHERIFF	$ 30,000.00	$ 0.00	$ 0.00	$ 25,068.95	$ 4,931.05	83.56
129	FEDERAL GANG TASK FORCE GRANT 20	$ 30,000.00	$ 0.00	$ 0.00	$ 25,068.95	$ 4,931.05	83.56
	PJT 140 RAIN BARREL PARTNERSHIP - INTERSTATE COMMISSION ON						
	FUNC 81110 PLANNING ADMINISTRATION						
6000	MATERIALS AND SUPPLIES	$ 1,400.00	$ 0.00	$ 0.00	$ 320.00	$ 1,080.00	22.86
	PJT 402 DMV SELECTIVE ENFORCEMENT-ALCOHOL						
	FUNC 31200 SHERIFF						
1300	SALARIES - PART TIME	$ 0.00	$ 0.00	$ 1,622.35	$ 4,508.46	$ 4,508.46-	100.00
2100	FICA	$ 0.00	$ 0.00	$ 124.10	$ 344.91	$ 344.91-	100.00
6010	POLICE SUPPLIES	$ 10,000.00	$ 0.00	$ 0.00	$ 0.00	$ 10,000.00	0.00
31200	SHERIFF	$ 10,000.00	$ 0.00	$ 1,746.45	$ 4,853.37	$ 5,146.63	48.53
402	DMV SELECTIVE ENFORCEMENT-ALCOHO	$ 10,000.00	$ 0.00	$ 1,746.45	$ 4,853.37	$ 5,146.63	48.53
	PJT 602 DOJ VEST GRANT						
	FUNC 31200 SHERIFF						
6010	POLICE SUPPLIES	$ 1,500.00	$ 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 - REGULAR	$ 1,853.00	$ 0.00	$ 0.00	$ 321.75	$ 1,531.25	17.36
2100	FICA	$ 0.00	$ 0.00	$ 0.00	$ 24.62	$ 24.62-	100.00
31200	SHERIFF	$ 1,853.00	$ 0.00	$ 0.00	$ 346.37	$ 1,506.63	18.69
605	DOJ LOCAL LAW ENFORCEMENT BLOCK	$ 1,853.00	$ 0.00	$ 0.00	$ 346.37	$ 1,506.63	18.69
100	GENERAL FUND	$ 8,451,763.00	$ 2,534,278.38	$ 601,606.18	$ 3,926,434.45	$ 1,991,050.17	76.44

12/31/2013

Conservation Easement Fund

As of Dec 31, 2013

Fund 235

DRAFT COPY - WORK IN PROGRESS

Description	Unappropriated Starting Fund Balance	Appropriated FY13 Carryover	FY 14 Original Budget/ Revenue Estimate	FY14 Supplemental Budget	Inter-project Adjusts	Cumulative Budget With Adjusts	Outstanding Encumbrance Receivable	Year-to Date Expenditure/ Revenue	Available Appropriations	Notes
Expenditures										
Professional Services					2,361	2,361		2,361	-	
Postage					18	18		18	-	
Materials and Supplies						-			-	
Purchase of Development Rights:		891,764		343,750	(1,025,624)	209,890			209,890	
Arkfeld-1 Property					409,177	409,177		409,177	-	
Moore & Dorsey 64 Property					191,570	191,570		191,570	-	
Chapman Property					422,498	422,498		422,498	-	
						-			-	
Total Expenditure		**891,764**	**-**	**343,750**	**-**	**1,235,514**	**-**	**1,025,624**	**209,890**	
Revenues										
Land Use Rollback						-		7,044	(7,044)	
Local Grants		47,500		126,396		173,896		173,896	-	
State Grants		141,985		196,104		338,089	143,930	173,604	20,555	FY12 ($27,424.95) and FY13 ($34,156.92) of LGIP Stewardship rev booked here-reclassed to LGIP Stewardship acct
Federal Grants		383,000		21,250		404,250		398,750	5,500	
Total Revenue		**572,485**	**-**	**343,750**	**-**	**916,235**	**143,930**	**753,294**	**19,011**	
Conservation Easement Fund Balance										
Local Tax Funding	13,645	331,460				331,460	128,399		203,061	
Donations										
Cash - BCC	7,099	7,099								Conserv Easement Auth checking acct-waiting on Dec. Stmt and reconcile with alisons records
LGIP-Donations	55,540	55,540								Conserv Easement Auth LGIP account
LGIP-Commonwealth of VA, Stewardship Acct	36,618	36,618				36,618		18,514		remaining funds for this acct (LGIP Stewardship acct) are included in state grant balance above ($141,985)
Total Fund Balance	**112,901**	**430,717**				**368,078**			**203,061**	
Total Revenue and Fund Balance	112,901	1,003,202				1,284,313			222,071	

Government Capital Projects
December 31, 2013

Code	Description	FY 13 Carryover	FY 14 Original Budget/ Revenue Estimate	FY14 Supplemental Budget	Inter-projec Adjusts	Cumulative Budget With Adjusts	Outstanding Encumbrance	Year-to Date Expenditure/ Revenue	Available Balance	Notes
301	***General Government Capital***									
	Expenditure									
800										
94203	Sheriff's Equipment (fingerprinting, etc.)	20,827				20,827		5,850	14,977	
94204	HVAC Systems	49,446				49,446		15,946	33,500	County portion of HVAC for JGC is 243,383.84 and Town's portion is 144,788.16. add 228,384 from sheriffs renovation
94210	Auto Replacement	32,656				32,656			32,656	
94209	Communications Equipment (Volunteer Fire Cos.)			110,188	50,000	160,188	160,188		1	
94214	Resurface Tennis Courts	53,401			-53,401	-			-	moved funds to "Old Park Ofc Modifications" pjt per L Cooke request
94215	Pool Repair	20,602				20,602		10,654	9,948	
94216	Fencing - Ballfield & Pool	10,000	20,000			30,000			30,000	
94263	Old Park Office Modifications				53,401	53,401			53,401	moved funds from "Resurface Tennis Courts" project
94264	Basefield Field Lighting					-	5,000		(5,000)	
94271	Additional Parking	10,000				10,000			10,000	
94278	Sheriff's Vehicles	98,537	84,000			182,537	83,903	78,256	20,377	
94280	Communications Study	50,000			-50,000	-			-	move $50,000 to Communications Equipment pjt (grant match requirement)
94283	Sheriff's Mobile Radio System	15,258				15,258		15,072	186	
94284	Park Expansion	10,000				10,000			10,000	
94294	Phone System (E-911)	115,131				115,131		115,131	0	
94298	Economic Development	177,514				177,514			177,514	
94299	Technology Improvements	20,872	40,000			60,872			60,872	
94300	C-Spout Run Project			141,603		141,603		7,068	134,535	
610-943	Spout Run Cleanup (EPA Grant pjt)			316,620		316,620			316,620	
94318	Sheriff's Building Renovation	163,958				163,958		5,519	158,439	
94319	Roofing	86,633	50,000			136,633			136,633	
94320	Plan Updates	47,740				47,740	29,072	18,668	-	
94261	General District Court Repairs		81,000			81,000			81,000	
94324	Carpeting (Includes Gen Dist Courthouse Seating)	30,828				30,828		25,895	4,933	tile at rec ctr, courthouse area, etc.
94325	Landscaping	15,375				15,375			15,375	
94331	Parks Westside Sitework/Parking	87,024				87,024			87,024	
94337	Recreation Center Additions/Wall Crack	59,585				59,585	55,400	157	4,028	
94338	Systems Integration	75,900	300,000			375,900		186	375,714	
	Total Expenditure	**1,251,287**	**575,000**	**568,411**	**0**	**2,394,698**	**333,563**	**298,403**	**1,762,733**	
				1,143,411						
	Revenue									
	E-911 PSAP Grant	114,809				114,809		114,809	-	
-330702	National Fish & Wildlife Foundation (C-Spout Run Pjt)			141,603		141,603		7,068	134,535	
-330610	Spout Run Cleanup (EPA Grant)			316,620		316,620			316,620	
-240402	Communications Equipment Grant (Vol. Fire Cos.)			80,094		80,094			80,094	
	Total Revenue	**114,809**	**-**	**538,317**	**-**	**653,126**		**121,877**	**531,248**	
				538,317						
	Capital Projects Fund Balance									
	Economic Development	177,514				177,514			177,514	
	Total Revenue and Fund Balance	**292,323**	**-**	**538,317**	**-**	**830,640**			**708,762**	
	Total Expenditures less Revenue and Fund Balance	**958,964**				**1,564,058**			**1,053,970**	