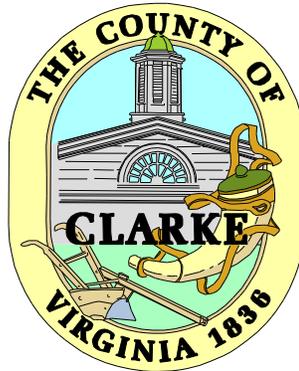


Clarke County Board of Supervisors



Regular Meeting Packet

October 21, 2014



Clarke County Board of Supervisors Regular Meeting Agenda

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

Item

October 21, 2014

Packet
Page

Afternoon Session 1:00 PM

1. Call To Order	6
2. Adoption Of Agenda	7
3. Citizen's Comment Period	8
4. VDOT Update	9
5. Clarke County Library Update	10
6. Energy Management Update by Alison Teetor	11
7. Set Public Hearing TA-14-03, Application Filing Deadlines for Special Use Permit, Zoning Map Amendment, Site Plan, and Subdivision Applications	41
8. Approval of Minutes	
– September 16, 2014 Regular Meeting	106
9. Consent Agenda	124
A. Conservation Easement Authority: Donations, DUR Purchase, Boundary Line Adjustment	125
B. National 4H-Week Proclamation	127
10. Board of Supervisors Special Work Session	128
A. Clarke County General Government Pay and Classification Study Update. Action: Information only.	128
B. Personnel Policy Review. Action: Information only.	129
C. National 4H-Week Proclamation. Action: See Item 9 B.	127
11. Board of Supervisors Personnel Committee Items	131
A. Expiration of Term for appointments expiring through December 2014. Action: Approve Personnel Committee recommendations:	132
– Shenandoah Area Agency on Aging, Inc.: Reappoint Robina Rich Bouffault to a four-year term expiring September 30, 2018.	
– Clarke County Industrial Development Authority: Reappoint David Juday to a four-year term expiring October 30, 2018.	
B. Closed Session pursuant to §2.2-3711-A1 specific employees or appointees of the Board. Action: Information only.	131
12. Board of Supervisors Work Session	142
A. CCPS Update. Action: Information only.	146
– Accreditation Status Update by Chuck Bishop	
– Consideration of Committee Appointments to CTE Committee and Strategic Planning Committee	

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

Page 1 of 4

10/16/2014 10:19 AM



Clarke County Board of Supervisors Regular Meeting Agenda

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

October 21, 2014

Packet
Page

B.	Fire and EMS Implementation Items.	177
	– Discussion of CC-2014-03 -- Establish Department of Fire, Emergency Medical Services (EMS), and Emergency Management. Action: See Item 21.	
	– Discussion of Fee for Service. Action: Information only.	
C.	Town-County Economic Development and Tourism Memorandum of Understanding Implementation Item – Appoint County Representatives on Joint Committee. Action: Information only.	197
D.	Jefferson County Music Festival. Action: Information only.	143
E.	Morgan Ford Low-water Bridge. Action: Information only.	144
F.	Clarke County General Government Pay and Classification Study and Personnel Policy Review. Action: Information only.	144
13.	Board of Supervisors Finance Items	205
1.	FY 14 Year-End Transfers and Supplemental Appropriations. Action: The Finance Committee recommends the following appropriation actions:	205
	a. <i>Treasurer.</i> Be it resolved that \$4,195 be transferred from the Personnel Contingency to the Treasurer to cover additional health insurance coverage.	
	b. <i>Treasurer.</i> Be it resolved that budgeted expenditure and appropriation be increased \$2,067 in the office of the Treasurer, and that estimated revenue be increased in the same amount, all for the purpose of paying credit card fees.	
	c. <i>Assessor.</i> Be it resolved that \$172 be transferred from the Commissioner of the Revenue advertising to the Assessor advertising.	
	d. <i>Data Processing.</i> Be it resolved that \$5,234 be transferred from the Minor Capital Contingency to Data Processing to cover purchase of additional microcomputers necessitated by the phase out of Microsoft XP.	
	e. <i>General District Court.</i> Be it resolved that General District Court budgeted expenditure and appropriations be increased \$1,137 to cover unauthorized increased phone lines added during the year.	
	f. <i>Victim Witness.</i> Be it resolved that \$432 be transferred from Personnel Contingency to the Victim Witness program to cover benefit costs, and be it further resolved that \$180 be transferred from Minor Capital Contingency to cover mobile phone costs.	
	g. <i>Juvenile Detention.</i> Be it resolved that \$1 be transferred from the Professional Services contingency to Juvenile Detention to cover a minor overage.	
	h. <i>Building Inspections.</i> Be it resolved that \$439 be transferred from the Personnel Contingency to cover benefit costs associated with employee turnover.	
	i. <i>Maintenance.</i> Be it resolved that the Maintenance budgeted expenditures and appropriations be increased \$36,545 to cover costs associated with: new compressor and pump at 101 Chalmers; utility costs associated with an especially cold winter; and, a large and lengthy water line break at the Swimming Pool, and	

Note: The order in which Agenda items are considered may be changed to assure that public hearings are started as close as possible to the scheduled time Page 2 of 4

10/16/2014 10:19 AM



Clarke County Board of Supervisors Regular Meeting Agenda

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

Item

October 21, 2014

Packet
Page

- that the fund balance designation for government savings be reduced in the same amount.
- j. *Board of Zoning Appeals*. Be it resolved that \$116 be transferred from the Legal Services Contingency to the Board of Zoning Appeals to cover legal costs associated with a property owner challenge concerning the number of DURs associated with a given property.
- k. *Planning Commission*. Be it resolved that \$5,210 be transferred from the contingency for Legal Services to the Planning Commission to cover legal costs associated with a property owner challenge to a decision regarding a kennel.
2. FY 15 Supplemental: Historic Driving Brochure. Please find a memo from the Planning Director *attached*. The Finance Committee recommends the following: "Be it resolved that budgeted expenditure and appropriation of the Historic Preservation Committee be increased \$2,500, and be it further resolved that the contingency for government savings be reduced in the same amount, all for the purpose of funding the Historic Driving Brochure." **Action: Approve Finance Committee recommendation.** 208
3. Social Services FY 15 Supplemental Appropriation Request. Please find an expression of need from the Social Services Director for a new vehicle based on unexpended FY 14 funds of \$60,733. The Finance Committee recommends the following action pending clarification of the precise dollar need: "Be it resolved that the FY 15 Social Services Fund budgeted expenditure and appropriations be increased \$27,000, and the designation for government savings reduced in the same amount, all for the purpose of purchasing a new four wheel drive vehicle." **Action: Approve Finance Committee recommendation.** 209
4. General Government Capital Projects Carryover. Please find this proposal attached. "Be it resolved that budgeted and appropriated expenditure of \$1,808,310 carryover from the FY 14 to FY 15 General Government Capital Projects Fund to be funded with estimated revenue of \$472,483, \$177,514 in ending fund balance, and \$1,158,313 in transfer from the General Fund." 211
5. School Board Capital Projects Carryover. Please find this proposal attached. "Be it resolved that budgeted and appropriated expenditure of \$2,180,570 carryover from the FY 14 to FY 15 School Capital Projects Fund to be funded with estimated revenue of \$295,619, and \$1,884,952 in transfer from the General Fund." 212
6. Conservation Easement Fund Carryover. "Be it resolved that ending balances of local tax funding (\$176,543), Donations (\$92,358), and Commonwealth Stewardship funds (\$55,132) in the Conservation Easement Fund be carried forward as unappropriated balances in that fund for FY 15 for use in funding Conservation Easement purchases for which a local match is required, and related activities of the Conservation Easement Authority". 206

Note: The order in which Agenda items are considered may be changed to assure that public hearings are started as close as possible to the scheduled time Page 3 of 4

10/16/2014 10:19 AM



Clarke County Board of Supervisors Regular Meeting Agenda

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

Item	October 21, 2014	Packet Page
7. Fund Balance Designations. Please find attached a draft of the Fund Balance Designations. These designations should be considered and established in November, when no possibility of further auditor adjustment exists, but prior to Financial Report production.		213
8. Bills and Claims		224
9. Standing Reports (may be late due to ERP implementation).		
14. Joint Administrative Services Board Update		264
15. Government Projects Update		270
16. Miscellaneous		271
17. Summary Of Required Action		272
18. Board Member Committee Status Reports		273
19. Closed Session		274
<hr/>		
Evening Session 6:30 pm		
20. Citizen's Comment Period		275
21. PH 14-14: CC-2014-03: Establish Department of Fire, Emergency Medical Services (EMS), and Emergency Management		278
22. PH 14-11: TA-14-02, Administrative Land Divisions		298
23. PH 14-12: TA-14-04, Commercial Boarding Kennels and Animal Shelters		303
24. PH 14-13: 2014 Clarke County Economic Development Strategic Plan		307
25. Adjournment		472
<hr/>		
Reports in October Packet:		473
1. Building Department		474
2. Commissioner of the Revenue		479
3. Virginia Cooperative Extension Fall Newsletter		484

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

Page 4 of 4

10/16/2014 10:19 AM

Clarke County Board of Supervisors

WE CLARKE COUNTY BOARD OF SUPERVISORS REGULAR MEETING PACKET OCTOBER 21, 2014

Call To Order

Clarke County Board of Supervisors

Adoption of Agenda

Clarke County Board of Supervisors

Citizen Comment Period

Clarke County Board of Supervisors

VDOT

Clarke County Board of Supervisors

Clarke County Library Update

MEMORANDUM

TO: Board of Supervisors, David Ash
FROM: Alison Teetor
DATE: October 2, 2014
SUBJECT: Energy Management Policy Update

On May 20th 2008, the Board of Supervisors appointed a team of business leaders, citizens, elected officials and staff to work with the County Administrator to develop goals and policies which address energy efficiency, conservation, and education and create a plan to reduce the County's overall environmental impact, saving tax dollars and improving services.

The committee identified nine primary categories where improved resource management could be achieved: Energy Efficiency, Renewable Energy, Transportation, Land Use, Water Conservation, Recycling and Waste Management, Education and Outreach, Incentive Programs, and County Employee Management. The committee approached each category with the goal that any recommendations would be cost effective and achieve one or more of the following: a) reduce the demand for energy and other resources; b) reduce greenhouse gas emissions; c) maintain or improve our natural environment; d) promote healthy indoor environments. In addition, each recommendation should be realistically attainable, be within purview of the County to mandate or initiate, and yield measurable results.

The Board adopted a Resolution Establishing Energy Resource Management Policies and the Policies on January 19, 2010. This report serves to update the Board as to the status of each policy. A summary spreadsheet is attached to the report. The policies have been organized by level of completeness.

Accomplishments:

- Conducted energy audits on Circuit Court, District Court, and Sheriff's Building to assist with identifying energy savings opportunities during renovation
- Contracted with Planet Footprint to track utility bills and provide information on changes in energy use within County buildings
- Amended Comprehensive Plan to add an objective and policies outlining County initiatives toward sustainability and energy efficiency
- Established energy management account for funding energy savings initiatives
- Adopted stormwater regulations that enhance requirements for use water conservation and use of native species and innovative technologies such as rain gardens
- Completed sustainable landscape workshops for residents in the Spout Run watershed to improve understanding of native plants, watering and mowing practices to reduce use of resources
- Established working relationship with Maintenance Supervisor to identify areas where energy saving lighting, plumbing, HVAC, insulation can be installed in County buildings to improve energy efficiency
- Establishment of working relationship with schools to support and encourage recycling clubs, and recycling efforts
- Obtained annual litter grant from DEQ to fund recycling bins for use by County government and Schools
- Provided periodic reports to Board of Supervisors on energy use within buildings

- Contracted with EnerNOC to participate in Demand Response Program for Government Center to attempt payback for electricity use reduction during peak demand periods

Recommended next steps:

- Disseminate Planet Footprint website information to department heads to provide detail on energy use of individual buildings.
- Work with Town planners to identify and promote alternative landscaping and ground cover ideas that maximize use of native and low maintenance plants and trees as attractive alternatives to current practices for residential and commercial development and adopt ordinances requiring use of identified plant material.
- Contact Frederick County and review goals set to reduce energy use by 6%
- Re-establish web page on sustainability and reducing energy use
- Engage department heads in identifying energy savings opportunities in individual buildings
- Work with Health Department to review gray-water systems
- Contact Procurement to see what steps are currently in place to analyze the value of energy modeling and commissioning (third party review for adherence to designated standards), and procurement processes that solicit and incorporate consideration of fuel and/or life cycle cost information in determining lowest cost for County vehicles and all purchases.
- Evaluate initial costs versus savings for Circuit Court
- Upgrades to existing buildings
 - Government Center - install motion switches in all bathrooms and the basement.
 - Thermostat settings in all buildings can be increased in summer 3-4 degrees and decreased in winter without effecting comfort
 - Delamping, particularly in the Government Center can reduce electric lighting needs without compromising brightness.
 - Add insulation to the attic of the Circuit Court building
 - Reglaze the windows at the District Court

No specific time frame for implementation of next steps is provided as policies will be worked on as time permits.

Completed Policies

Amend Comprehensive Plan (EE 1)

Issue: The Clarke County Comprehensive Plan needs to be revised to make it explicit that sustainable stewardship is a County goal, and include applicable policies for its implementation.

Recommended policy: Recommend the Planning Commission review and amend the Comprehensive Plan goals, policies, and objectives in regard to Energy and Resource Management.

Action taken: The following Objective was adopted in the 2010 Comprehensive Plan, amended in 2013

Objective 7 – Energy Conservation and Sustainability.

Encourage sustainable development by promoting renewable energy, energy conservation, and preservation of natural resources within the context of the County’s land use philosophy so that the needs of the present generation are met without compromising the ability of future generations to meet their own needs.

Policies

1. Promote energy efficiency to the maximum extent economically feasible when making decisions affecting County operations.
2. Encourage the use of active and passive renewable energy systems and consider developing policies that address potential impact of such systems on scenic viewsheds and historic resources (e.g., windmills and solar panels).
3. Encourage reusing and recycling materials, including a recycling program. Facilitate access to public recycling facilities.
4. Encourage a regional reduction in single occupant vehicles (SOVs) through mechanisms such as ridesharing, public transit, carpools, and bicycle/pedestrian accommodations. Identify locations for commuter and ridesharing lots to serve Clarke County residents and explore fee systems to recoup costs from non-County users.
5. Adopt economically feasible measures to maximize energy efficiency in the siting and design of new and refurbished public buildings, schools, and other public facilities. Establish policies that require new or renovated public buildings to be designed to meet a nationally recognized energy and environmental standard such as Leadership in Energy and Environmental Design (LEED) or Earthcraft.
6. Adopt economically feasible measures to reduce resource use, including maximizing energy use efficiency, when purchasing, recycling, and disposing of products.
7. Conduct regularly scheduled audits of County facilities to ensure energy efficiency.
8. Encourage use of Low Impact Development (LID) techniques that help manage stormwater in an environmentally sensitive manner.
9. Establish water quality performance standards that include retention of vegetation, minimal site disturbance, and reduction of nutrients and sediment in post-development stormwater.

10. Coordinate with the Town of Berryville, the Town of Boyce, and the Clarke County School District on joint sustainable community practices such as energy efficiency and alternative transportation.
11. Encourage the use of cisterns and other water reuse applications in new residential and commercial developments.
12. Consider adopting the Energy and Resource Management Plan (dated 4/20/2010) or modified version of this Plan as a new implementing component plan. Investigate tax credit programs that encourage energy conservation by residents and businesses.

Establish an Energy Account (RE 2)

Issue: Financial constraints make it difficult to obtain capital funding for new energy efficiency and renewable energy projects.

Recommended policy: Clarke County shall establish and maintain an Energy Account to support energy efficiency and renewable energy investments in County projects and facilities.

Indicated actions:

1. Create a renewable energy and energy efficiency account.
2. Create an Energy Management Committee to evaluate proposed energy projects.
3. Assess projects according to their financial and environmental benefits.
4. Establish a mechanism to track the savings of these projects over a fixed five-year period to show the savings offset the initial cost.

Actions taken: The energy manager consults with Bobby Levi, maintenance supervisor to review potential energy savings measures for buildings. Several of the implemented recommendations were based on the energy audits conducted for the District Court, Circuit Court, and Sheriff's Building. Energy use changes are documented through ongoing utility bill analysis. The cost savings over initial costs has not been evaluated.

Develop Water Quality Controls (WQ 2)

Issue: Attention to water quality in the County is essential to ensure the availability of adequate supplies of potable water, and protection of critical Chesapeake Bay fish and wildlife habitats.

Recommended Policy: Clarke County shall encourage efforts to control run-off into County streams, lakes and rivers by developing adequate filtering and riparian buffers to limit biological and chemical pollutants entering surface water.

Indicated Actions:

1. Consider including a demonstration site for a filtering landscape buffer (e.g. Rain Garden) in cooperation with the town or perhaps a private developer. Consider Town Run in the Park or along school properties.
2. Promote efforts by the Conservation Easement Authority (CEA), Natural Resource Conservation Service (NRCS) Conservation Reserve Enhancement Program (CREP), Potomac Conservancy, and the Soil and Water Conservation District (SWCD) cost share programs to assist farmers in limiting livestock access to riparian areas.

3. Include rain catchment systems, permeable paving, bio-swales, and/or other water-runoff retention practices into an integrated system for stormwater management design.

Action taken: Stormwater Ordinance adopted 2010

Develop Bicycle and Pedestrian Mobility Paths in Clarke County (T 1)

Issue: Expansion of transportation networks for non-motorized vehicles and foot travel for public transportation and recreation purpose will help address the need to limit emissions, congestion, fuel use, and maintenance costs associated with motorized vehicles.

Recommended policies:

1. Clarke County shall work with VDOT and private developers and encourage them to establish bicycle and pedestrian facilities to serve a dual purpose as recreation and transportation corridors.
2. Clarke County shall work with VDOT and private developers and encourage them to promote convenient and safe options of traveling on foot and by bicycle throughout the County, and the trails and paths necessary to accomplish this within the County will be designed to form a seamless network as they link with similar trails and paths in adjoining counties.
3. Clarke County shall consider the need for bicycle and pedestrian pathways as part of all county roads and development plans.
4. Clarke County shall include bike racks at County Facilities that are routinely used by the public and are or become accessible by bicycle.

Indicated actions:

1. Convene a team to develop a Bicycle and Pedestrian Mobility Plan modeled on the plan developed for Frederick County, VA.
2. Include team recommendations in future development of new roads or during repaving and repairing projects on existing roads.
3. Encourage posting of advisory signs, such as “Share the Road” on designated bike and pedestrian roads.

Actions taken: Plan developed by Northern Shenandoah Valley Regional Commission in conjunction with Town and County Planning staffs, Jon Turkel (Planning Commission), and Virginia Department of Transportation (VDOT) staff to develop the Plan as part of the NSVRC’s Rural Transportation FY2014 Work Program. Accepted by Board of Supervisors at the September 8, 2014 meeting and forwarded to the Planning Commission for use in plan updating on September 30, 2014.

Ongoing Policies

Assess Energy Performance of County Facilities (EE 6)

Issue: Clarke County can save energy costs by ensuring that County operations are using energy efficient equipment and practices.

Recommended policy: Clarke County shall make routine, periodic assessments of the energy performance of each of its facilities.

Indicated actions:

1. Develop a routine, periodic schedule for assessing the energy performance of each of its facilities. Each facility assessment should identify opportunities to increase its energy efficiency. Those opportunities that have a reasonably verified shorter than twelve-month payback period should be implemented immediately. Those that have a longer payback period should be identified and reported to the Board through the County Administrator. Such measures should include, among others:
 - a. specify and purchase only energy efficient, equipment, appliances and fixtures;
 - b. replace incandescent light bulbs in all fixtures where the quality and quantity of light produced remains acceptable and where type of use indicates the change will be cost effective
 - c. evaluate the cost effectiveness of replacing incandescent fixtures with CFL or LED bulbs and fixtures;
 - d. evaluate the cost effectiveness of retrofitting light switches with fixed-time or motion-detector switches;
 - e. evaluate the cost effectiveness of retrofitting magnetic ballast with electronic ballast in existing fluorescent lighting fixtures;
 - f. balance and clean all HVAC systems to optimize energy efficiency;
 - g. assess HVAC temperature settings and adjust towards greater energy savings where feasible---recognizing that even small adjustments can make significant changes in energy consumption;
 - h. other measures as identified by County staff.

Actions taken: Light bulbs have been changed to CFL, LED, or higher efficiency in County buildings. HVAC systems replaced in Circuit Court building, routine maintenance performed as needed to insure energy efficiency. Periodic reporting to Board on energy usage by building over multiple fiscal years.

Provide Training for County Employees in Sustainable Practices and Behavior. (CM 1)

Issue: Required training for all County employees is essential to ensure adoption of optimal best practices.

Recommended policies:

1. Clarke County shall develop an educated workforce, which understands and implements sustainable practices in the areas of water conservation, energy efficiency, efficient driving practices, waste reduction and recycling.
2. Clarke County shall evaluate the most cost effective means to educate County employees on sustainable best practices for county employees and county government operations once every two years.
3. Clarke County shall evaluate the most cost effective means to educate all users of County vehicles on energy efficient driving.

Indicated actions:

1. Develop and provide training on best practices in energy efficiency, wise water use, and recycling practices. Provide refresher training as needed.

2. Develop and provide training on energy efficient driving and practices for all employees who use county vehicles. Provide refresher training as needed.
3. Training shall be coordinated and verified by the energy manager in conjunction with department managers.

Actions taken: Contracted with Eneroc to participate in Demand Response Program. Employees in Government Center have cooperated with reducing energy use during requested periods by turning off lights.

Next steps: Disseminate Planet Footprint website information to department heads to provide detail on energy use of individual buildings.

Develop Vegetation and Landscape Guidelines for New Development (LU 2)

Issue: There is a need to limit the percentage of open space in new developments planted in lawn and increase the amount of land dedicated to native plants and trees in order to protect air quality, limit fertilizer run-off into County streams and rivers, and help to preserve water resources because of the decreased need for watering.

Recommended policy: Clarke County shall identify and promote alternative landscaping and ground cover ideas that maximize use of native and low maintenance plants and trees as attractive alternatives to current practices for residential and commercial development.

Indicated actions:

1. Amend the County Subdivision Ordinance to adopt new guidelines.
2. Coordinate with the Town of Berryville and Town of Boyce to encourage amendment of ordinances to reflect new guidelines.
3. Consult with Master Gardeners and other experts for lists of appropriate plant species to include in the Ordinance.

Actions taken: Rain gardens are installed as routine stormwater management in subdivisions as required by stormwater ordinance adopted in 2010. Sustainable landscaping workshops have been held as part of the Spout Run Implementation Plan process to improve water quality.

Next steps: Work with Town planners to adopt specified ordinances.

Make County Operations Energy and Resource Efficient (EE 2)

Issue: The County needs to use all available cost effective means to make County operations energy and resource efficient.

Recommended policy: Clarke County shall take into consideration the goal of resource use reduction, including that of energy, in all purchasing operations.

Indicated actions:

1. In making capital purchases and other major purchases, minimize the sum of the total purchase and operating costs of energy over the reasonably expected lifetime of the product, taking into account escalating energy prices over the expected life of the purchase. In general, purchasing

products that have reasonably longer expected lifetimes or use less energy will reduce overall energy consumption, and will tend to minimize total lifetime costs.

2. Utilize an integrated system design for all new buildings and existing buildings when more than 33% is remodeled or refurbished which incorporates features that enhance energy efficiency, increase passive solar energy capture, provide daylighting to interior spaces, promote healthy indoor air quality, reduce non-renewable resource consumption, and foster efficient use of water, including use of rain water and gray-water water. Target the use of integrated system design that is at least equivalent to a nationally recognized green building standard for all construction.
3. Optimize decisions relating to energy efficiency by using a life cycle period appropriate to the product, component, or system procured.

Actions taken: Procurement for lighting, HVAC, and other systems are routinely evaluated comparing cost savings and energy efficiency.

Establish a Database of Facility Utility Use (EE 3)

Issue: The County needs to develop a system to track and evaluate utility usage in order to monitor the success of its efficiency practices.

Recommended policy: Clarke County shall routinely monitor its utility usage in order to determine the greatest opportunities for increasing the efficiency of its operations, and to measure effective implementation of efficiency programs.

Indicated actions:

1. Determine a baseline of the energy and water used by each County facility and operation. Ideally, this baseline use should cover the most recent three operational years.
2. Modify the Maintenance database to record the ongoing monthly energy and water usage for each County facility, to include energy units for each. The design of this database should facilitate its use for its intended purpose, including ready access to, and transparency of, its data.

Actions taken: Original database developed in the EPA energy portfolio, now data is compiled by Planet Footprint. Quarterly reports are provided with website access to building utility use, a report detailing energy use from FY10-FY14 is attached.

Reduce Energy Use in County Buildings with Energy Efficiency Technologies (EE 4)

Issue: New technologies present the opportunity to reduce energy use. Goals are required to achieve the best energy reduction results.

Recommended policy: Clarke County shall identify and acquire cost effective and proven technologies to achieve the adopted goal of reducing resource use.

Indicated actions:

1. Utilize the position of County Energy Coordinator to bring a focus to available cost effective and proven energy efficiency technologies and its use for County government, serve as a resource to increase energy efficiency and serve as a facilitator in energy policy implementation.

2. Accumulate and analyze existing energy use data and insure more efficient energy usage. Establish a reasonable annual goal for energy reduction so as to measure the effectiveness of reduction efforts.

Actions taken: The energy manager consults with Bobby Levi, maintenance supervisor to review potential energy savings measures for buildings. Several of the implemented recommendations were based on the energy audits conducted for the District Court, Circuit Court, and Sheriff's Building.

Next steps: Contact Frederick County and review goals set to reduce energy use by 6%

Reduce Energy Use in County Buildings by Changing Employee Behavior (EE 5)

Issue: Changing employee behavior presents the opportunity to reduce energy use. Goals are required to achieve the best energy reduction results.

Recommended policy: Clarke County shall use the experience and insights of County staff to set energy reduction goals, develop and maintain behavioral practices for reducing unnecessary energy consumption in each County facility, and monitor the implementation of such practices.

Indicated actions:

1. Set a goal of reducing energy use through behavioral adaptation. For example Frederick County set the goal of 6% based on the results achieved by Frederick County Schools.
2. Assemble a task force (comprised of a 2-4 additional staff members) for the purpose of developing operating guidelines for County buildings, recognizing that each building has unique energy circumstances. These guidelines should include at a minimum:
 - a. turn off protocol for computers, copying machines, and other electronic equipment;
 - b. turn off protocol for lights, recognizing that any light left on for 10-15 minutes when not needed is wasting energy and money;
 - c. fresh air window operation protocol so when HVAC systems are operating occupants understand when operable windows should be open or shut;
 - d. prohibition (or limitation) on the use of portable heaters;
 - e. employee behavior change suggestions , including but not limited to encouraging employees to keep a sweater at her/his workstation;
 - f. protocols for all recyclable materials and established, well defined central locations for recycling activities; and
 - g. other measures that would encourage efficient use of energy and other resources.

Actions taken: Demand Response Program participation, information disseminated in government newsletter, email notices.

Next steps: Contact Frederick County and review goals set to reduce energy use by 6%

Inform and Advise County Residents on Best Practices for Sustainable Living (EO2)

Issue: Multiple communication channels are needed to share information on conservation.

Recommended policy: Clarke County shall utilize multiple communication channels to regularly provide educational material to all citizens.

Intended actions:

1. Provide information regarding recycling (especially unusual items such as cell phones and computers), energy saving ideas, water use guidelines, and government incentives available for the use of renewable energy and construction materials.
2. Publicize local green events (i.e., rain barrel workshops, green certification trainings).
3. Provide information in the most cost-effective manner for the County, e.g., mail with tax notifications.
4. Share information in other available media, television, radio, etc.
5. Present information to civic organizations.
6. Develop guidance to be distributed to County citizens and businesses in order to inform them on best practices for resource conservation.

Actions taken: answer questions from public, rain barrel sales, sustainable landscape workshops held in conjunction with PEC as part of Spout Run Implementation Plan

Next steps: Re-establish web page on sustainability and reducing energy use

Build Conservation Coalitions (EO4)

Issue: Support from the County is needed to help create community linkages and relationships to promote sustainable design, practices, and education.

Recommended policy: Clarke County shall support the efforts of all regional groups who are working to further sustainable practices in Clarke County.

Indicated actions:

1. Use the County's resources to provide a means for individuals and groups interested in the advancement of sustainability to connect.
2. Initiate contact with local groups and work with them on events and outreach.

Actions taken: Established working relationship with Master Gardeners to distribute rain barrels

Implement Energy Efficiency Measures (EE8)

Issue: The County needs to implement energy efficiency measures with rapid payback and allow for flexibility in the budget process to realize those savings.

Recommended policy: Clarke County shall immediately review all proposals to implement energy efficiency technologies and will schedule the quick and efficient installation of those projects with a reasonably determined payback of less than 2 years.

Indicated actions:

1. Task department heads, Energy Manager, and Maintenance Supervisor to actively seek out efficiency opportunities with rapid rate of return and report them to the County Administrator for review.
2. The Board of Supervisors will consider and Authorize transferring funding for approved projects from energy use budget lines should the budget authority be insufficient.

Actions taken: The energy manager consults with Bobby Levi, maintenance supervisor to review potential energy savings measures for buildings. Several of the implemented recommendations were based on the energy audit conducted for the District Court, Circuit Court, and Sheriff's Building. Energy use changes are documented through ongoing utility bill analysis. The cost savings over initial costs has not been evaluated.

Next steps: Engage department heads in identifying energy savings opportunities in individual buildings

Establish Water Conservation Practices (WQ 1)

Issue: Conservation of County water resources is essential to ensure ample availability of this renewable resource.

Recommended policy: Clarke County shall conserve water in public facilities through proven conservation practices which might include: considering water conservation in county purchases; collecting and storing rainwater and gray-water for landscape and other uses; and limiting plantings which require irrigation.

Indicated actions:

1. When appropriate, specify energy conserving plumbing fixtures that are low flow, dual flush, and/or activated flow when purchasing new or replacement fixtures.
2. Install aerators or removable flow restrictors on all existing faucets that are not currently low-flow devices and for which flow requirements vary.
3. Convene a team, which includes the Health Department, to develop regulations for the design and use of gray-water systems.
4. Take advantage of County new construction or remodel and refurbishment activities to consider inclusion of a demonstration gray-water system at a County facility.
5. Take advantage of County new construction or remodel and refurbishment activities to consider inclusion of rain barrels or other rain harvest devices for use on County landscapes and to utilize as a demonstration of their benefits.
6. Require the use of xeriscape plantings for all County new or re-plantings and encourage xeriscape plantings for all new construction throughout the County.
7. Include xeriscape plantings, cisterns, and other water saving and practices into an integrated system for stormwater management design.

Actions taken: Aerators have been installed on all existing faucets; energy manager has ongoing discussions with Maintenance supervisor to discuss opportunities to install other energy conserving

plumbing fixtures. Stormwater management ordinance adopted in 2010 incorporates water savings practices into stormwater facility design.

Next steps: Work with Health Department to review gray-water systems

Promote the Regional Car Pool Network (T 3)

Issue: Promote cooperation with the Northern Shenandoah Valley Regional Commission for the purpose of forming employee car pools to address the need to limit emissions, congestion, fuel use, and maintenance costs associated with motorized vehicles.

Recommended policy: Clarke County shall promote the use of the Northern Shenandoah Valley Regional Commission carpool network.

Indicated actions: Develop a local program that encourages use of the Internet based network of car-pools.

Action taken: working with the NSVRC to promote ride share

Support Community Recycling Efforts (R 1)

Issue: Barriers exist to recycling in the County

Recommended policy: Clarke County shall support efforts to increase recycling by county residents.

Indicated actions:

1. Support efforts to increase recycling by county residents.
2. Plan for, identify and secure a new citizens convenience center in the eastern portion of the county.
3. Encourage waste management companies to provide recycling and waste collection services to rural county residents.
4. Initiate relationships with other groups and events such as Parks and Recreation, Clarke County Fair, Ruritan Club, Fire Halls, Town Councils for Berryville and Boyce, Main Street, Blandy Farm, Casey Tree Farm, Claremont, Safety Fair in Berryville, etc., to plan recycling and waste reduction efforts for their activities.
5. Ask the General Assembly for a local option for a tax on plastic bags and a container deposit.
6. Investigate opportunities for towns, county, and schools to jointly consider a comprehensive waste removal strategy that includes recycling.

Actions taken: Location for Citizens Convenience center site established in eastern portion of County, not constructed. Litter grant from DEQ used to fund recycling bins at schools for use by County and Schools. Website describes recycling locations <http://clarkecounty.gov/information/recycling-and-waste-information.html>

Encourage Cooperation with Schools to Reach Out to Children (EO3)

Issue: Children spend 8 hours a day at school that presents ideal time for them to be exposed to environmental stewardship concepts that can be shared with their families.

Recommended policy: Clarke County shall encourage and support additional green lessons, demonstrations, activities, workshops, and presentations at all schools.

Indicated actions:

1. Develop programs to share County green demonstration projects with local schools, such as rain barrels, rain gardens, riparian buffers, etc.
2. Continue to support and fund the recycling effort at the schools and work with teachers to get kids involved.
3. Continue to facilitate involvement between partners (i.e., Master Naturalists) and the school (specific teachers) so that partners can give presentations to classes consistent with the SOL curriculum.

Action taken: Based on relationship established through green committee, staff works closely with Ed Novak at the High School who has implemented recycling within schools, established a recycling club, and oversees use of recycling bins provided by grant.

Policies Not Initiated

Explore the Future of Sustainable Agriculture in Clarke County (LU 1)

Issue: There is a need for a system for distribution of local agricultural products to reduce fuel costs for delivery to the consumer and increase recognition and support of local farmers who produce food that is an asset and economic draw for the community.

Recommended policy: Clarke County shall continue to promote sustainable agriculture in Clarke County and seek to identify ways in which all local citizens can realize benefit from an economically stable agricultural base. (Policy recommendations pending recommendations of an Agricultural Advisory Board as indicated below.)

Indicated actions:

1. Convene an Agricultural Advisory Board to explore the future of agriculture in Clarke County with a specific focus on sustainable agricultural practices.
2. Encourage interaction of business owners, local government, and the agricultural community to promote a viable economic network for locally grown products (e.g. CSA's)

Next steps: Identified as priority planning project for 2014 as part of Agricultural Land Plan update

Develop a County Website on Green Information (EO 1)

Issue: County Residents need a reliable and readily available source of information to guide and encourage sustainability practices.

Recommended policy: Clarke County shall maintain the “green” section of the County website, update it regularly, and promote its use by County citizens and businesses.

Indicated actions:

1. Post current useful information on the County website concerning renewable energy, recycling, energy conservation strategies, and energy-efficient driving techniques, etc that will facilitate their widespread adoption.
2. Provide links to green partners serving the County, helpful County environmental guidance and requirements (for example, what is Clarke’s policy on water use, tax breaks for renewable sources of energy, green building) and other sources of information on sustainable practices and issues.
3. Encourage county employees and citizens to utilize the website and posts reminders in the local media to increase awareness.
4. Provide links to ride sharing websites and create forums for the community to share best practices and publicize their ideas. (<http://www.lfpdc7.state.va.us/29643/29685.html>)
5. Coordinate “green email bulletins” for specific information and periodic updates

Next steps: Website needs to be re-established

Establish a Minimum Miles Per Gallon (MPG) Vehicle Standard for County Vehicles (T 2)

Issue: In order to reduce the use of fossil fuels and associated costs, the County should take steps to increase the overall fleet MPG rating while insuring that the increase in MPG is not obtained at the expense of higher maintenance and repair costs or decreased efficiency in delivery of services or responses.

Recommended policy: Clarke County shall consider procurement processes that solicit and incorporate consideration of fuel and/or life cycle cost information in determining lowest cost of that can be used to that require that all county vehicle purchases demonstrate increased fuel efficiency relative to the vehicle being replaced or, in the event of non-replacement purchases, increased fuel efficiency relative to vehicles used for similar purposes in the existing County fleet.

Indicated Action: Base fuel efficiency comparisons on EPA fuel efficiency data.

Next steps: Contact Procurement to see what steps are currently in place and study policies on use by other jurisdictions.

Use Established Building Standards to Reduce Energy Use (EE 7)

Issue: Building standards exist which exceed current code. Using these standards would improve building performance.

Recommended Policy: Clarke County shall use building codes and standards that result in cost effective, improved building performance and shall request a qualified professional to provide a cost benefit analysis

of including requirements for improved standards and codes for new public buildings or for remodeling or refurbishment that exceeds 33% of the value of the existing facility.

Indicated Actions:

1. Write future RFPs for facilities construction or renovation projects that exceed 33% of the value of the existing facility to include an analysis of the value of LEED certification or a similar third party verified design protocol.
2. Require analysis of the value of energy modeling and commissioning (third party review for adherence to designated standards) and certification for all new County buildings and for remodeling or refurbishment that exceeds 33% of the value of the existing facility.

Next steps: Contact Procurement to see what steps are currently in place. Work with building official to identify potential building codes to use.

Use Renewable Energy Technology for County Buildings (RE 1)

Issue: The energy used to produce electricity accounts for approximately 40% of all energy consumed in the U.S. and is the dominant source of CO₂ emissions causing a need to promote use of renewable energy.

Recommended policy: Clarke County shall periodically review availability and costs of renewable energy sources and consider using renewable energy at those facilities where it is a cost effective alternative.

Indicated Action: Identify potential sites for developing clean energy projects within the County.

Next steps: not realistic to implement at this time - no cost incentives

Encourage Installation of Small-Scale Renewable Energy Systems (RE 3)

Issue: Installation of small scale renewable energy systems such as photo voltaic, small wind turbine, solar heating, and geothermal needs to be encouraged in the community.

Recommended policies:

1. Clarke County shall investigate ways to encourage small-scale renewable energy systems that are cost effective, meet established safety standards, and are consistent with the Comprehensive Plan.
2. Clarke County shall insure that knowledgeable building and electrical inspectors are available to inspect renewable energy system installations.
3. Clarke County shall review regulatory documents to ensure they do not present unintended barriers to the installation of renewable energy systems.

Indicated actions:

1. Identify tutorials and training opportunities on renewable energy systems to familiarize County staff, such as the Building Inspector, on the operation and installation of these systems.
2. Review ordinances in other localities to assist in development of appropriate regulations for renewable energy systems in Clarke County.

Next steps: not realistic to implement at this time - no cost incentives

Recognize County Citizens Who Demonstrate Energy Efficiency (I 1)

Issue: In the United States homes account for up to 21% of the nations energy use (<http://www.eia.doe.gov/kids/energyfacts/uses/consumption.html>). Encouraging citizens through example and incentives can help reduce energy use for the community as a whole.

Recommended policy: Clarke County shall encourage homeowners to implement energy efficiency goals and policies as applicable within their sphere of action and influence; recognition shall be given to those homeowners who implement the most cost effective ideas.

Indicated Actions:

1. Establish an award for the most sustainable County Home of the Year
2. Establish an award for the best green initiative or project by a County student
3. Establish an award for the best green initiative or project by a County citizen

Next steps: Insufficient staff resources to initiate at this time

Recognize County Businesses that demonstrate Energy Efficiency (I2)

Issue: In the United States small businesses account for up to 18% of the nations energy use (<http://www.eia.doe.gov/kids/energyfacts/uses/consumption.html>). Encouraging business owners through example and incentives can help reduce energy use for the community as a whole.

Recommended policy: Clarke County shall encourage businesses to implement energy efficiency ideas within their sphere of action and influence; recognition shall be given to those businesses who implement the most cost effective ideas.

Indicated actions:

1. Establish an award for the most sustainable County Business of the Year.
2. Recognize buildings that achieve nationally recognized green certifications.

Next steps: Insufficient staff resources to initiate at this time

Recognize Energy Efficient Buildings (I 3)

Issue: Clarke County should promote the development of Energy efficient buildings to increase energy and resource efficiency.

Recommended policy: Clarke County shall recognize early adapters of low- or zero-net-energy residential and commercial buildings in the County.

Indicated action: Recognize the first 20 zero-net-energy residential or commercial buildings constructed in the County.

Next steps: Insufficient staff resources to initiate at this time

Recognize the Development of Sustainable Water Practices (I 4)

Issue: Changing public perception and behavior about conservation and protection of our water resources through awareness building programs and effective incentives is essential to ensuring that new conservation practices are adopted.

Recommended policy: Clarke County shall recognize the use of sustainable water technologies and practices for new construction in the County.

Indicated actions:

1. Develop an award for sustainable water technologies and practices for new construction in the County.
2. Publicize awardees to help share ideas on best practices in sustainable water management.

Next steps: Insufficient staff resources to initiate at this time

Establish Effective Performance Measures for County Employees (CM 2)

Issue: The use of resources in county management practices requires accountability measures.

Recommended policy: Clarke County shall encourage that every County employee take responsibility for implementing energy efficiency goals and policies as applicable within her/his sphere of action and influence.

Indicated actions:

1. Establish yearly performance standards for all county managers, which lay out the expectation for their role in assuring sustainable practices in the County government. These performance standards should contain such actions as reducing energy and resource use by an established measurable amount per year for the operations under their purview. Additional standards should focus on ensuring that their staff receives annual training on sustainability topics.
2. Establish yearly performance standards for all employees that clarify expectation for their energy and resource use during the performance of their official duties. These standards might include computer turn-off protocols, following sustainable purchasing policies, etc.

Next steps: Insufficient staff resources to initiate at this time

Develop Employee Recognitions and Awards for Performance and Development of Best Sustainable Practices (CM 3)

Issue: There is a need for recognizing employees who develop innovative or best practices in resource efficiency.

Recommended policy: Clarke County shall recognize and reward employees who significantly exceed their basic standards in sustainability practices and who develop and implement effective energy and resource conservation practices.

Indicated actions:

1. The County Administrator should consider means to recognize employees who, or departments, which, exceed specified energy efficiency and resource conservation performance measures.

2. The County Administrator should reward employees for innovative ideas that result in substantial energy and/or resource savings to the County.

Next steps: Insufficient staff resources to initiate at this time

Maintain a LEED Accredited Professional (AP) on Staff (CM 4)

Issue: New construction, features, or renovations are frequent occurrences in County operations. Lack of access to 'green' building expertise presents a barrier to green building integration.

Recommended policy: Clarke County shall maintain at least one staff person with the LEED AP certification. The purpose of this certification is to provide a reference for the successful design and integration of best green building practices.

Indicated actions:

1. Determine which County department is the most relevant to maintain a LEED AP staff person.
2. Provide funds for the LEED AP training, exam, and certification maintenance requirements.
3. Involve the LEED AP staff during the design phase of any new County construction or renovation projects.

Next steps: Insufficient staff resources to initiate at this time

Policy	Status	Strategy	Responsibility
Amend Comprehensive Plan (EE 1)	Adopted July 2010, revised Dec 2013	complete	Planning Dept., Energy Manager
Establish an Energy Account (RE 2)	complete	complete	Board of Supervisors, Joint Administrative Services, Energy Manager
Develop Water Quality Controls (WQ 2)	Stormwater Ordinance adopted August 2010	complete	Energy Manager, Planning
Develop Bicycle and Pedestrian Mobility Paths in Clarke County (T 1)	Final draft completed June 2014	complete accepted September 2014 by Board of Supervisors	Energy Manager
Assess Energy Performance of County Facilities (EE 6)	Update analysis of energy use reported to BOS September 2014	Ongoing, Planet Footprint - no additional steps needed	Energy Manager, Maintenance, Procurement
Provide Training for County Employees in Sustainable Practices and Behavior. (CM 1)	demand response program	need to disseminate Planet Footprint website to Department Heads for building	Energy Manager, Department Heads
Develop Vegetation and Landscape Guidelines for New Development (LU 2)	Stormwater Ordinance adopted August 2010	addressed somewhat in stormwater regs, encouraged as part of Spout Run project, Work with Town	Energy Manager, Planning
Make County Operations Energy and Resource Efficient (EE 2)	ongoing	Contact Procurement to see what steps are currently in place	Maintenance, Procurement
Establish a Database of Facility Utility Use (EE 3)	ongoing	Ongoing, Planet Footprint - no additional steps needed	Maintenance, Energy Manager
Reduce Energy Use in County Buildings with Energy Efficiency Technologies (EE 4)	ongoing	in conjunction with maintenance installing new lighting, HVAC, in association with renovations	Energy Manager
Reduce Energy Use in County Buildings by Changing Employee Behavior (EE 5)	ongoing	Demand Response Program, email notices, inclusion in newsletter	County Administrator, Energy Manager
Inform and Advise County Residents on Best Practices for Sustainable Living (EO2)	ongoing	answer questions, website	Energy Manager, Economic Development
Build Conservation Coalitions (EO4)	ongoing	established relationship with teachers in schools	Energy Manager
Implement Energy Efficiency Measures (EE8)	ongoing	Contact department heads to identify potential cost savings ideas	Maintenance, Energy Manager, Department Heads, County Administrator
Establish Water Conservation Practices (WQ 1)	ongoing	low flow devices installed, talk to Health Dept regarding use of gray water systems	Maintenance, Energy Manager, Planning
Promote the Regional Car Pool Network (T 3)	ongoing	working with NSVRC to promote ride share	Planning, Board of Supervisors
Support Community Recycling Efforts (R 1)	ongoing	site located in eastern Clarke, web site	Energy Manager, Board of Supervisors
Encourage Cooperation with Schools to Reach Out to Children (EO3)	ongoing	working with teachers in schools to support recycling efforts	Energy Manager
Explore the Future of Sustainable Agriculture in Clarke County (LU 1)	not started	identified as priority planning project for 2014 as part of Agricultural Land Plan update	Energy Manager, Economic Development
Develop a County Website on Green Information (EO 1)	not started	need to re-establish site	Energy Manager
Establish a Minimum Miles Per Gallon (MPG) Vehicle Standard for County Vehicles (T 2)	not started	Contact Procurement to see what steps are currently in place	Procurement, Sheriff
Use Established Building Standards to Reduce Energy Use (EE 7)	not started	Contact Procurement to see what steps are currently in place	Procurement, Building Official, Maintenance
Use Renewable Energy Technology for County Buildings (RE 1)	grant applied for - unsuccessful	not realistic to implement at this time - no cost incentives	Energy Manager
Encourage Installation of Small-Scale Renewable Energy Systems (RE 3)	not started	not realistic to implement at this time - no cost incentives	Energy Manager
Recognize County Citizens Who Demonstrate Energy Efficiency (I 1)	not started	insufficient staff resources	Energy Manager
Recognize County Businesses that demonstrate Energy Efficiency (I2)	not started	insufficient staff resources	Energy Manager
Recognize Energy Efficient Buildings (I 3)	not started	insufficient staff resources	Energy Manager, Building Department
Recognize the Development of Sustainable Water Practices (I 4)	not started	insufficient staff resources	Energy Manager, Building Department
Establish Effective Performance Measures for County Employees (CM 2)	not started	insufficient staff resources	Energy Manager, County Administrator
Develop Employee Recognitions and Awards for Performance and Development of Best Sustainable Practices (CM 3)	not started	insufficient staff resources	County Administrator, Energy Manager
Maintain a LEED Accredited Professional (AP) on Staff (CM 4)	Gary Pope retired	insufficient staff resources	County Administrator

MEMORANDUM

TO: Board of Supervisors, David Ash
FROM: Alison Teetor
DATE: October 1, 2014
SUBJECT: Energy Use Update

The Board of Supervisors adopted a resolution establishing Energy & Resource Management Policies on January 19th, 2010. Policy 3 under Energy Efficiency requires the County to routinely monitor its energy usage in order to determine the greatest opportunities for increasing the efficiency of its operations, and to measure effective implementation of efficiency programs.

The County originally tracked utility use with Energy Star Portfolio Manager but currently has an annual contract with Planet Footprint who maintains the database of utility bills and conducts analysis on usage. The data is available online at www.myplanetfootprint.com.

Utility bills for fiscal years 11, 12, 13 and 14 were entered into the database for 9 County buildings. These include the Animal Shelter, Circuit Court, District Court, Government Center, Joint Administrative Services, Maintenance Facility, Recreation Center, Sheriff's Department, and Social Services. The buildings used for the analysis were selected based on continuous use patterns that would lend themselves to energy use monitoring and analysis over time.

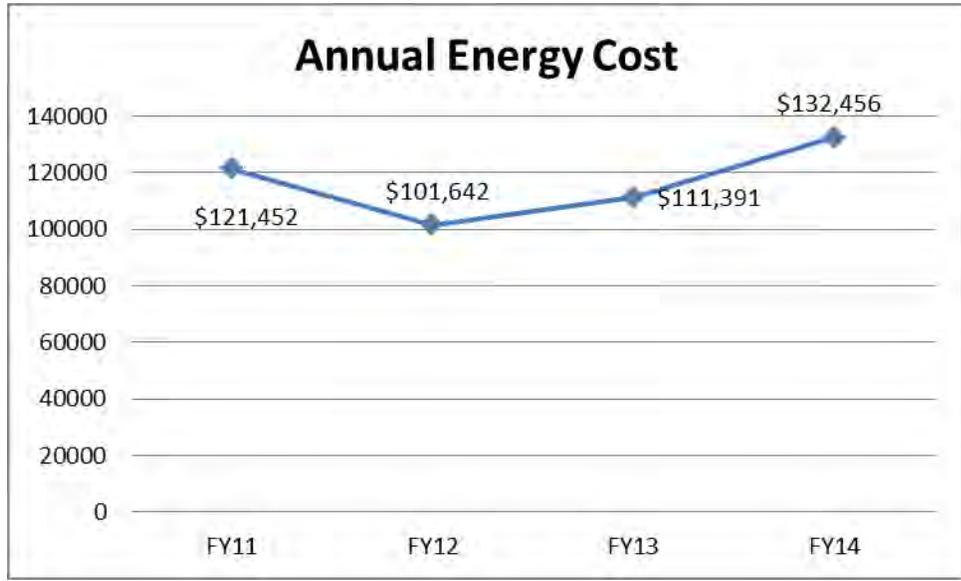
Two main parameters were assessed, energy use and cost. Cost was evaluated to determine actual financial savings and energy use in order to identify energy savings independent from rising energy costs.

The analysis of the past 4 fiscal years of energy use data provides baseline and current trend information that can be used to:

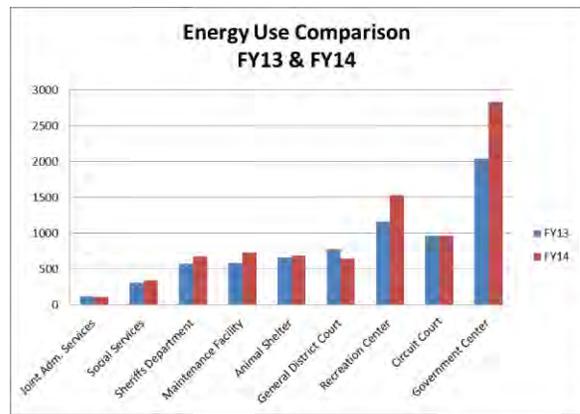
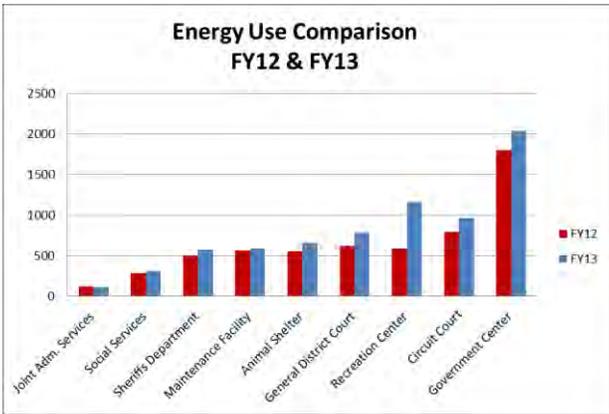
- monitor consumption changes
- identify savings opportunities
- justify capital expenditures
- gain management support
- show results of conservation
- track utility costs.

Annual Energy Cost

In general the County spent an average of \$166,000 per year for energy (electricity, heating oil, natural gas, propane) for the 9 buildings. Costs in FY14 increased 19% of the previous years.



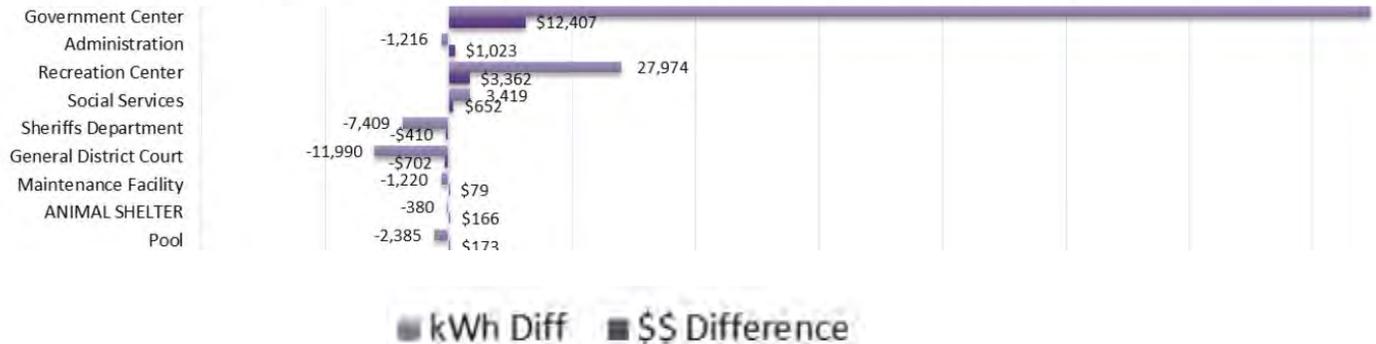
In order to better understand the reasons for the increased cost, a comparison of energy use for individual buildings was evaluated.



Changes to energy use (also reflecting cost) between FY13 and FY14 are the addition to the recreation center and the change to the HVAC system at the Government Center. The increase between FY12 and FY13 is primarily due to the increased usage at the recreation center.



Cons. & Cost Difference: Q1 - Q4, FY 13-14 Compared to Same Period Previous Year

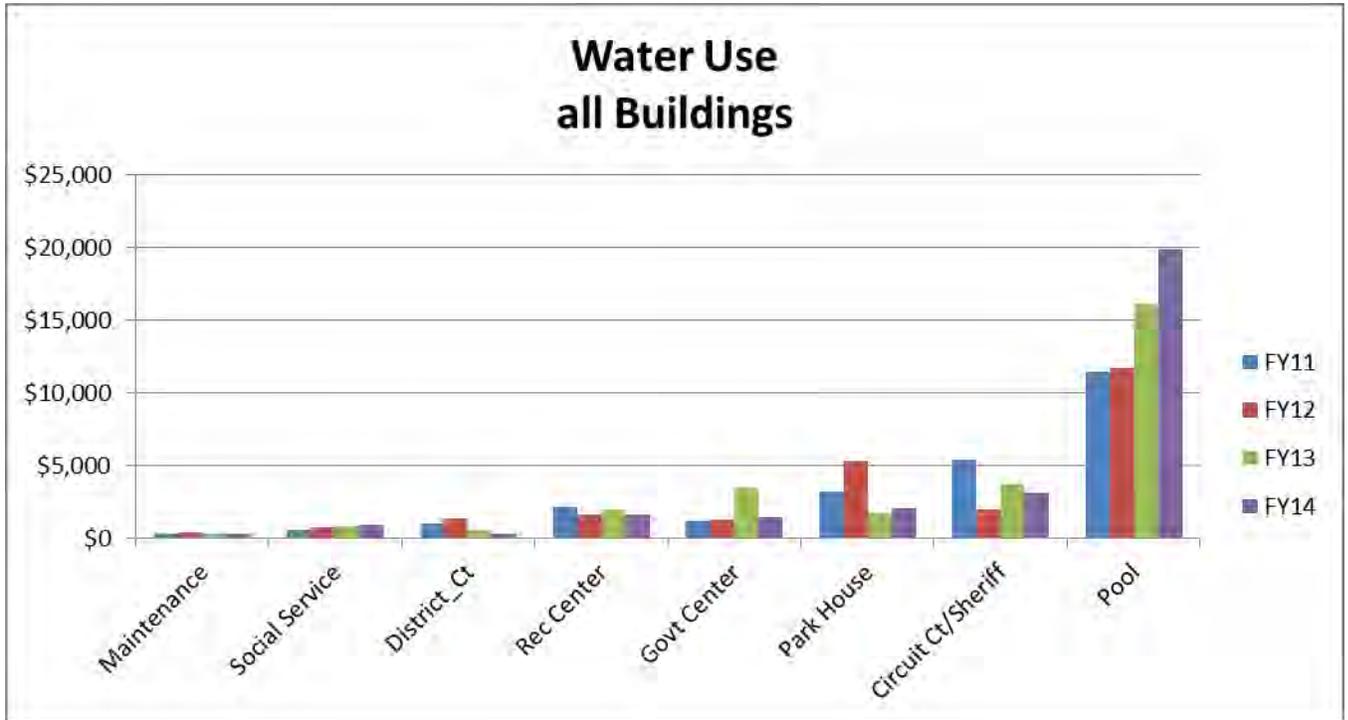


In all, changes to the HVAC system at the Government Center cost an additional \$12,407 in energy cost above FY13. The Recreation Center cost an additional \$3,362

Water Use (gallons)

Eight of the primary buildings utilize Town water, sewer or both. As might be expected, the pool is the largest water user. The Park Office usage includes the hydrants at the various shelters and the bathroom at the baseball field. Water use is fairly consistent within all of the buildings.

Building	FY11	FY12	FY13	FY14	Grand Total
Maintenance	\$286	\$420	\$326	\$306	\$1,338
Social Service	\$626	\$751	\$828	\$930	\$3,134
District_Ct	\$1,027	\$1,358	\$618	\$337	\$3,339
Rec Center	\$2,127	\$1,652	\$2,015	\$1,649	\$7,442
Govt Center	\$1,234	\$1,299	\$3,443	\$1,491	\$7,467
Park House	\$3,177	\$5,348	\$1,715	\$2,045	\$12,283
Circuit Ct/Sheriff	\$5,448	\$1,995	\$3,774	\$3,151	\$14,367
Pool	\$11,454	\$11,715	\$16,078	\$19,893	\$59,139
Grand Total	\$25,377	\$24,537	\$28,795	\$29,800	\$108,511

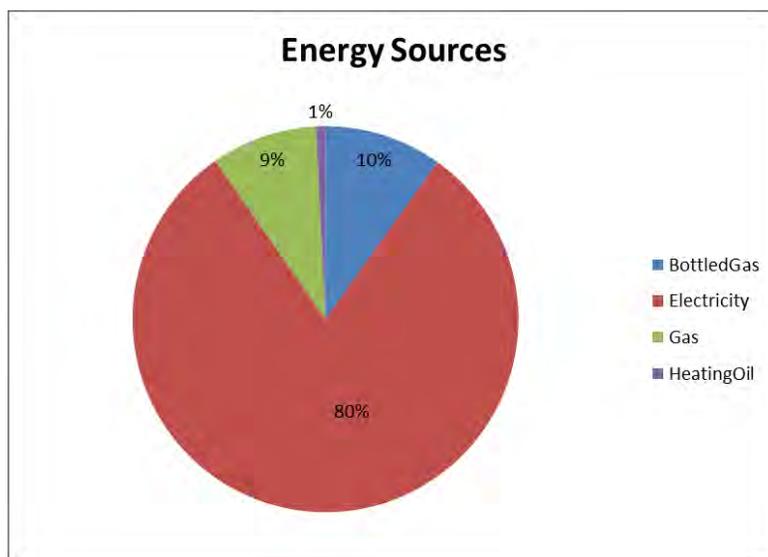


Methodology

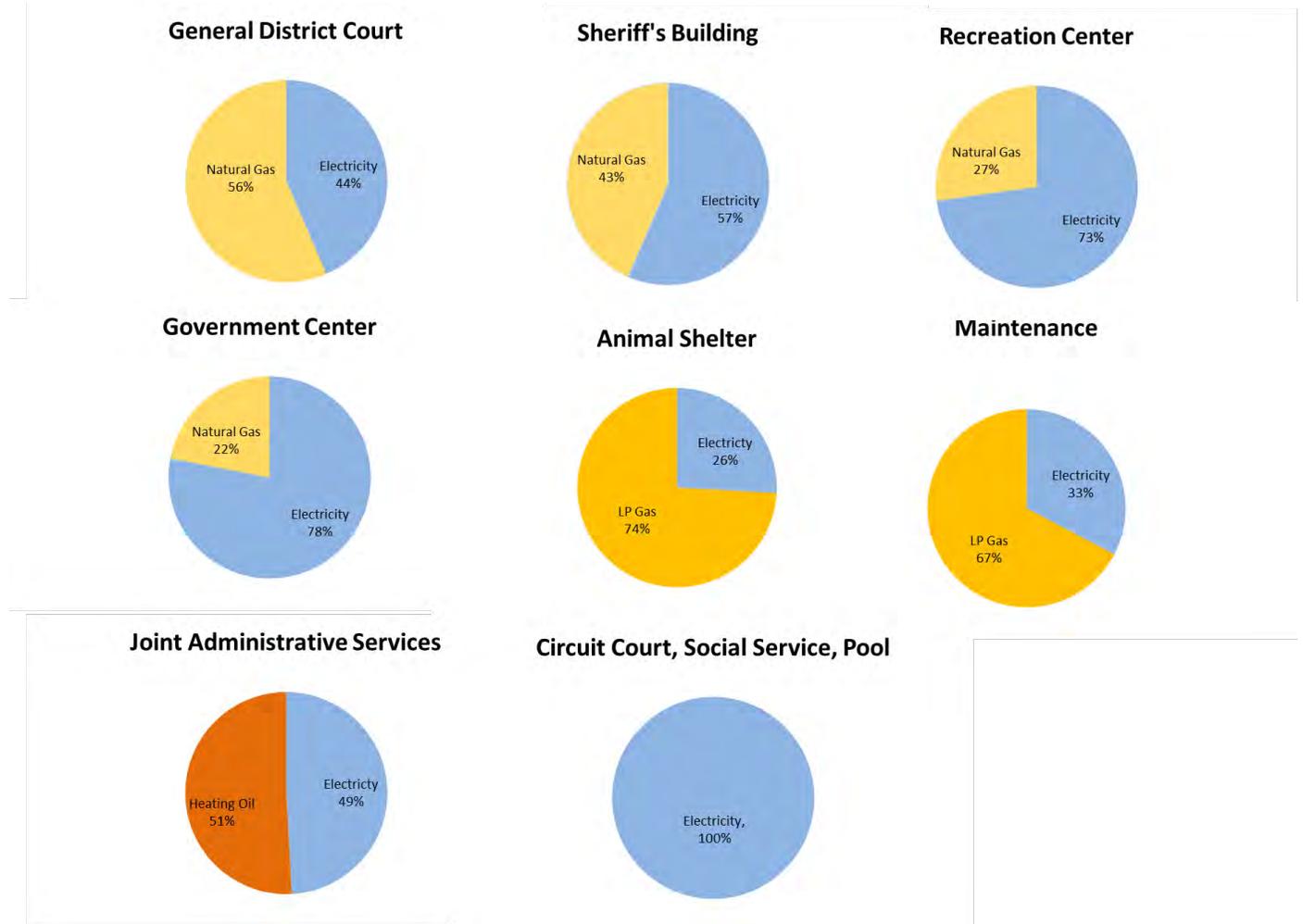
In order to monitor utility use, a consulting firm, Planet Footprint, was hired in 2011 to maintain the database of utility bills and conduct analysis on usage. Current energy providers include Rappahannock Electric, Washington Gas for Natural Gas, Quarles Petroleum for propane, Emmart Oil for heating oil, the Town of Berryville provides water and sewer bills. Bills are available online for all providers except the Town and Emmart.

Factors Affecting Energy Use

- 1) Fuel Type – the following chart details fuel type used for the last 4 fiscal years. Electricity is the highest percentage as all buildings utilize this source.



The following charts detail the percent energy use for each building during the last 4 fiscal years. The brown shades detail heating fuel usage, and therefore indicate the relative amount of energy used for heating needs as opposed to cooling.

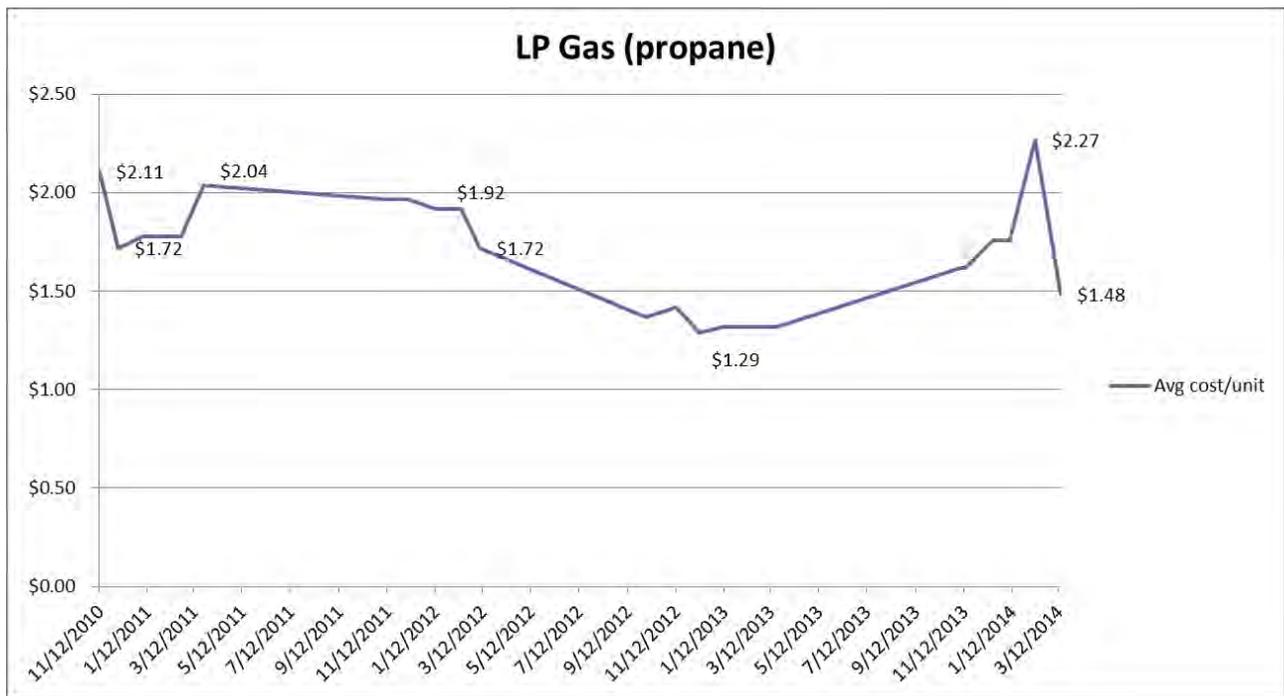
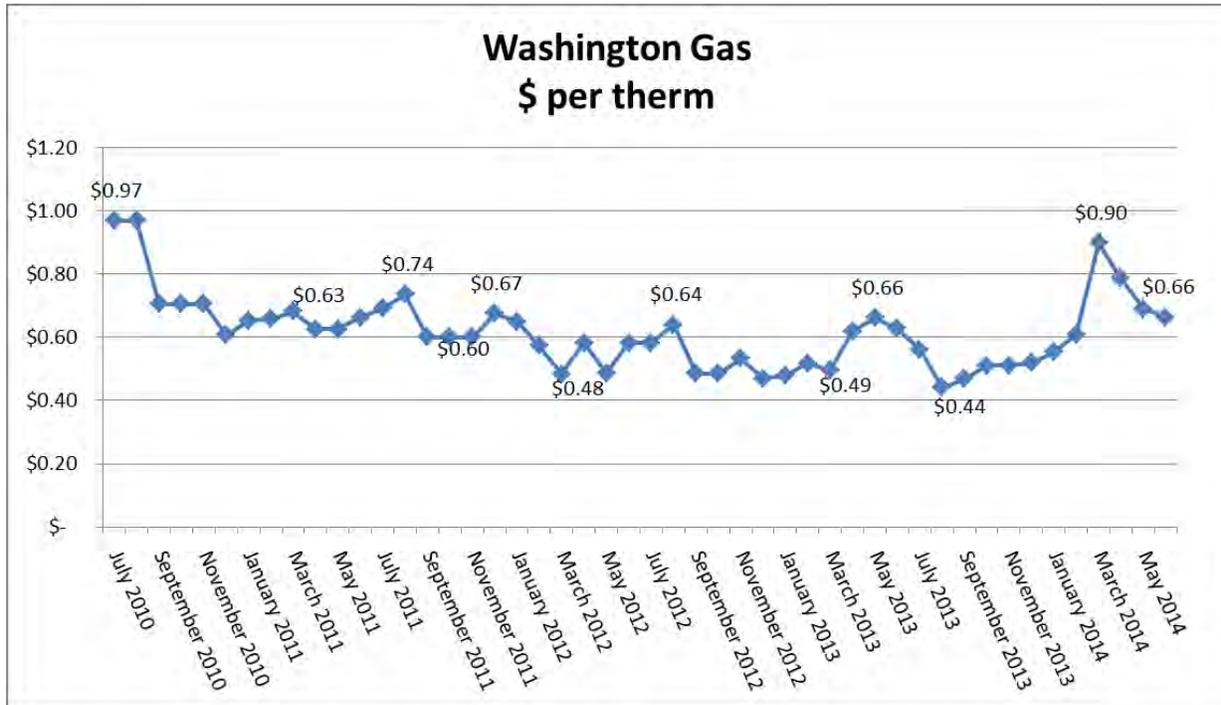


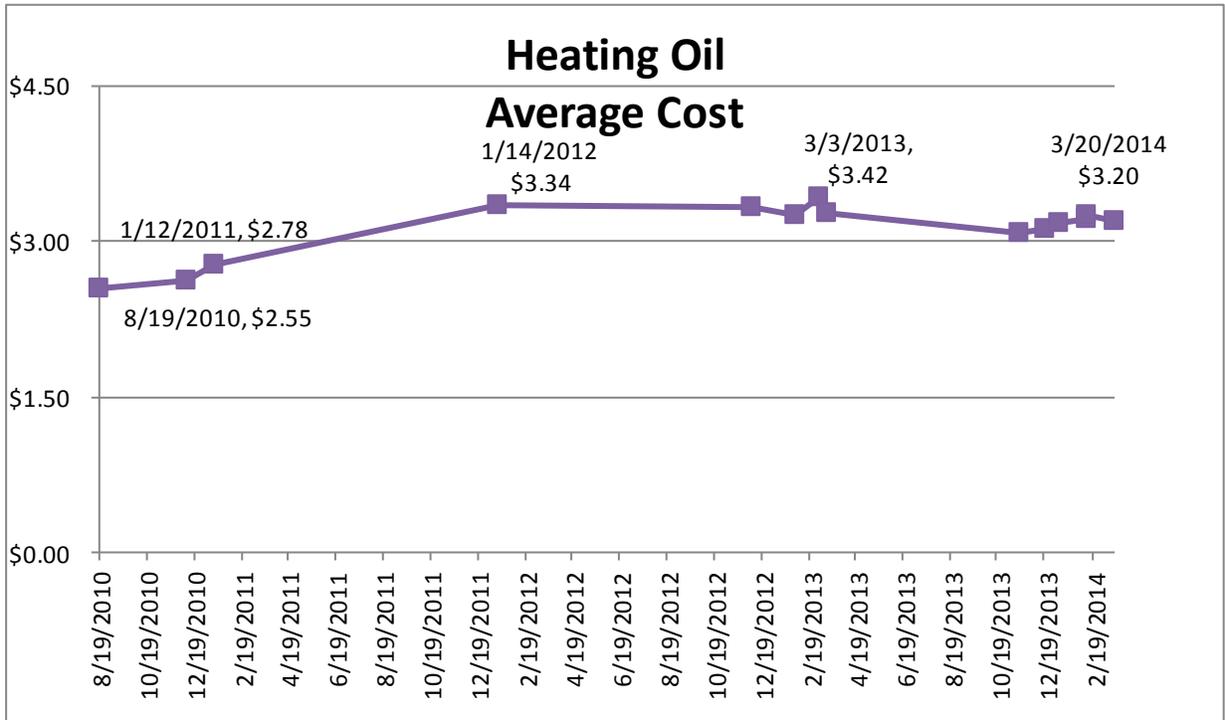
Changes since the FY10 report include the addition of natural gas to the recreation center which was previously all electric. The Park office was closed leaving the JAS office as the only building using heating oil.

2) Cost of Fuel

Fuel costs for natural gas, propane (bottled gas or LP gas), heating oil, and water changed fluctuated over the four year period as indicated in the following charts. In summary, the overall cost of natural gas is lower as is propane. Heating Oil costs have increased but it is such a small component of the overall fuel use that the increase is not significant. Rappahannock Power (REC) rates did not change until the 5% increase on May 1 from the power supplier, Old Dominion Electric Cooperative (ODEC), out of Richmond. This increase was due to the extreme weather this winter and ODEC having to buy much higher-priced power off the grid and rely on higher-cost fuels for their own generation.

In addition, when REC bought the Allegheny Power territory in 2010, they agreed to freeze rates until 2014. So the increases beginning July 1, 2014, are cover increased costs for **power distribution** and are to be limited to 5% increases for EACH year for the next 3 years. The 5% increase limit per year applies to each rate class as a whole; individual accounts may see more or less than 5% per year during the 3-year period, depending on their usage patterns. A chart for electric cost changes was not generated as the increases will be reflected next year.

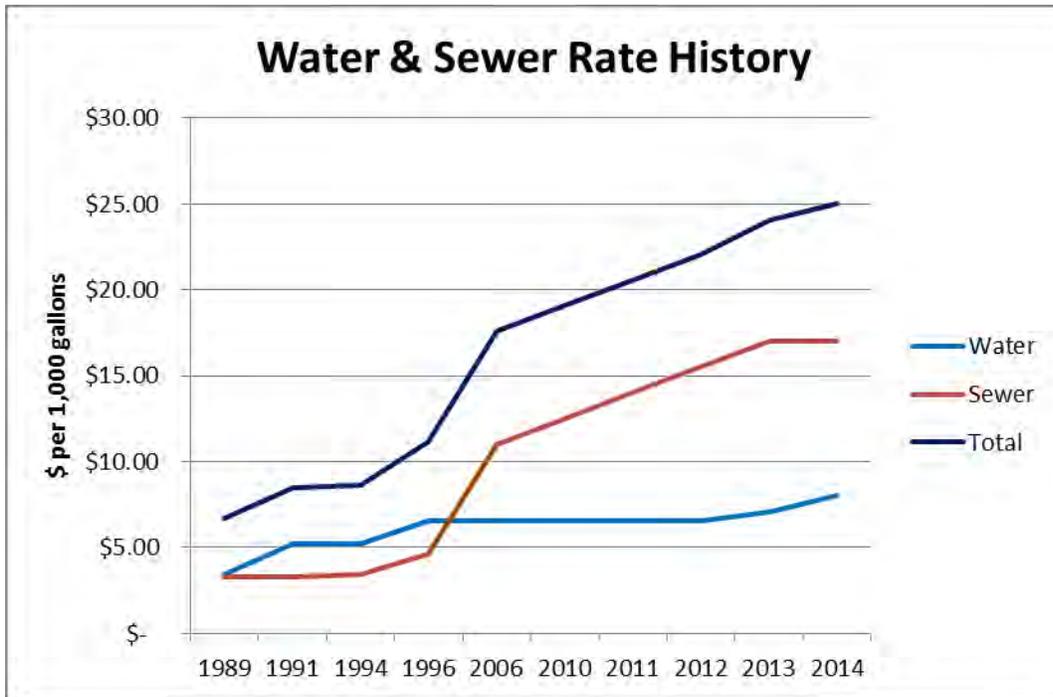




Water and sewer rates have increased significantly over the past 4 years due to the required waste water treatment plant improvements to reduce pollutant discharges.

Water and Sewer Rate History

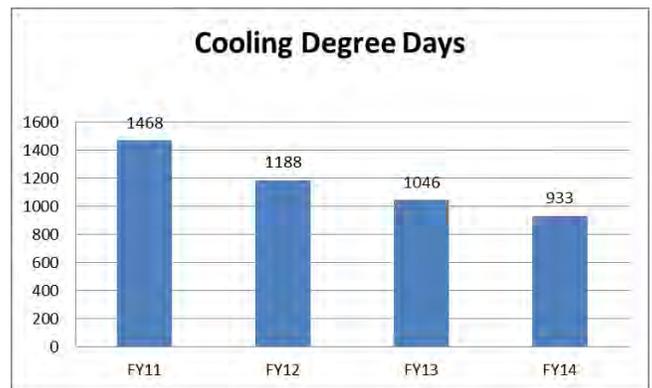
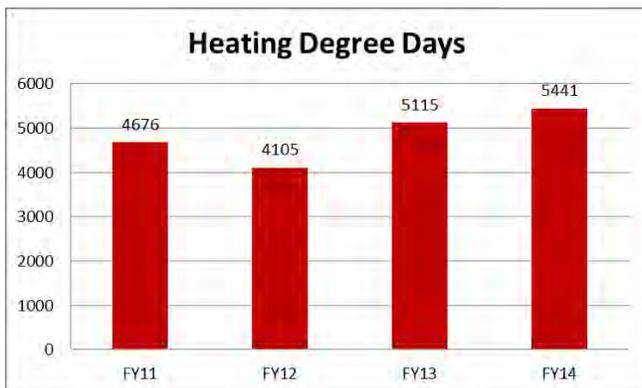
Year	Water	Sewer	Total
1989	\$ 3.40	\$ 3.30	\$ 6.70
1991	\$ 5.20	\$ 3.30	\$ 8.50
1994	\$ 5.20	\$ 3.40	\$ 8.60
1996	\$ 6.57	\$ 4.60	\$ 11.17
2006	\$ 6.57	\$ 11.00	\$ 17.57
2010	\$ 6.57	\$ 12.50	\$ 19.07
2011	\$ 6.57	\$ 14.00	\$ 20.57
2012	\$ 6.57	\$ 15.50	\$ 22.07
2013	\$ 7.05	\$ 17.00	\$ 24.05
2014	\$ 8.00	\$ 17.00	\$ 25.00



3) Weather

Weather can have a significant influence on a building’s energy use. A very hot summer for example will likely result in increased air conditioning use than a cooler summer. The number of days requiring heating or cooling can be calculated based on temperature and are described as heating degree days (HDD) and cooling degree days (CDD). The higher the number of these degree days in any given year provides an indication of how much energy was needed to keep the building comfortable.

The following charts describe the number of HDD and CDD as compared with the fiscal years analyzed (FY11, 12, 13 and 14).



In general, the winters of FY13 & 14 were colder. The summers in FY 11 and 12 were hotter. Hotter summers are going to be reflected in higher electric bills. Oil and gas usage would be higher in colder winters.

4) Building Size and age

Building Name/ Building Address	Year Built	Renovation/ Changes	electric	Lp Gas	Oil	Natural Gas	Water	Area in Sq ft
Sheriffs Department 100 N. Church St.	1905	to be renov 2014	Yes data 2 yr	No	No	Yes 2 yr data	Public data 1 yr w/ admin	4766
Administration 102 N. Church St.	1979	renovated 2009	Yes data 2 yr	No	No	No	Public data 1 yr w/ sheriff	14976
General District Court 104 N. Church St.	1837	Renovated 2004	Yes data 2 yr	No	No	Yes 2 yr data	Public data 1 yr	5407
Commonwealth Attorney 106 N. Church St.	1885	to be renov 2009	Yes w/ 104 N. Church	No	No	Yes w/ 104 N. Church	No water	723
Social Services 311 & 313 E. Main St.	1995	no change	Yes data 2 yr	No	No	No	Public data 1 yr	6012
Maintenance 129 Ramsburg Ln	2002	no change	Yes data 2 yr	Yes	No	No	Sewer data 1 yr	9000
Animal Shelter 225 Ramsburg Ln	2004	no change	Yes data 2 yr	Yes	No	No	Well N/A	5000
Joint Adm. Services 524 Westwood Rd.	1960	no change	Yes data 2 yr	No	Yes data 06-07	No	Well N/A	1770
Recreation Center 225 Al Smith Circle	1992	senior center added 2010	Yes data 2 yr	No	No	yes	Public data 1 yr	20299
Park Office 225 Al Smith Circle	1860	closed	Yes data 2 yr	No	Yes data 06-07	No	Public data 1 yr	3244
Pool 225 Al Smith Circle		no change	Yes data 2 yr	No	No	No	Public date 1 yr	1632
Government Center	2009	new	yes	no	no	yes	Public	31,000

Changes include the addition of the senior center and park offices to the recreation center in 2010, this added 7,100 square feet to the recreation center. The addition included adding natural gas to the building. The Park Office was subsequently closed.

The circuit court building was renovated in 2009 the renovation included insulating all domestic heat pipe and HVAC piping, added 5 ton 15seer H/P No high voltage to the first floor north wing, and second floor offices, these units are expected to be 30% more efficient than the old HVAC units. The first floor middle area changed thermostat locations on first floor and installed damper controls in the court room which allows the court room to remain off when not in use.

In the south wing there were two new fan coil units installed, one on each floor with electric heat, DE-humidification, and controls in vault area with separate controls each floor. Current attic insulation is R30. Maintenance recommends that insulation be added to the attic area.

Summary of Energy Use

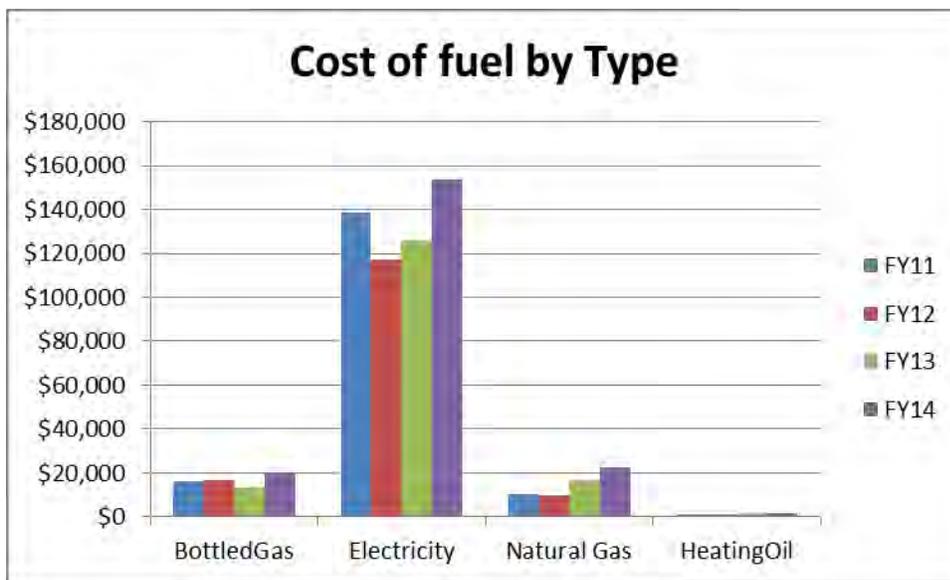
The following charts serve to compare the energy cost and use for the last 4 fiscal years for the buildings analyzed, both by an annual total and then the square footage use. The data are sorted by the FY14 usage to highlight the most recent patterns. Detailed charts for each building are located in the appendix at the end of the report.

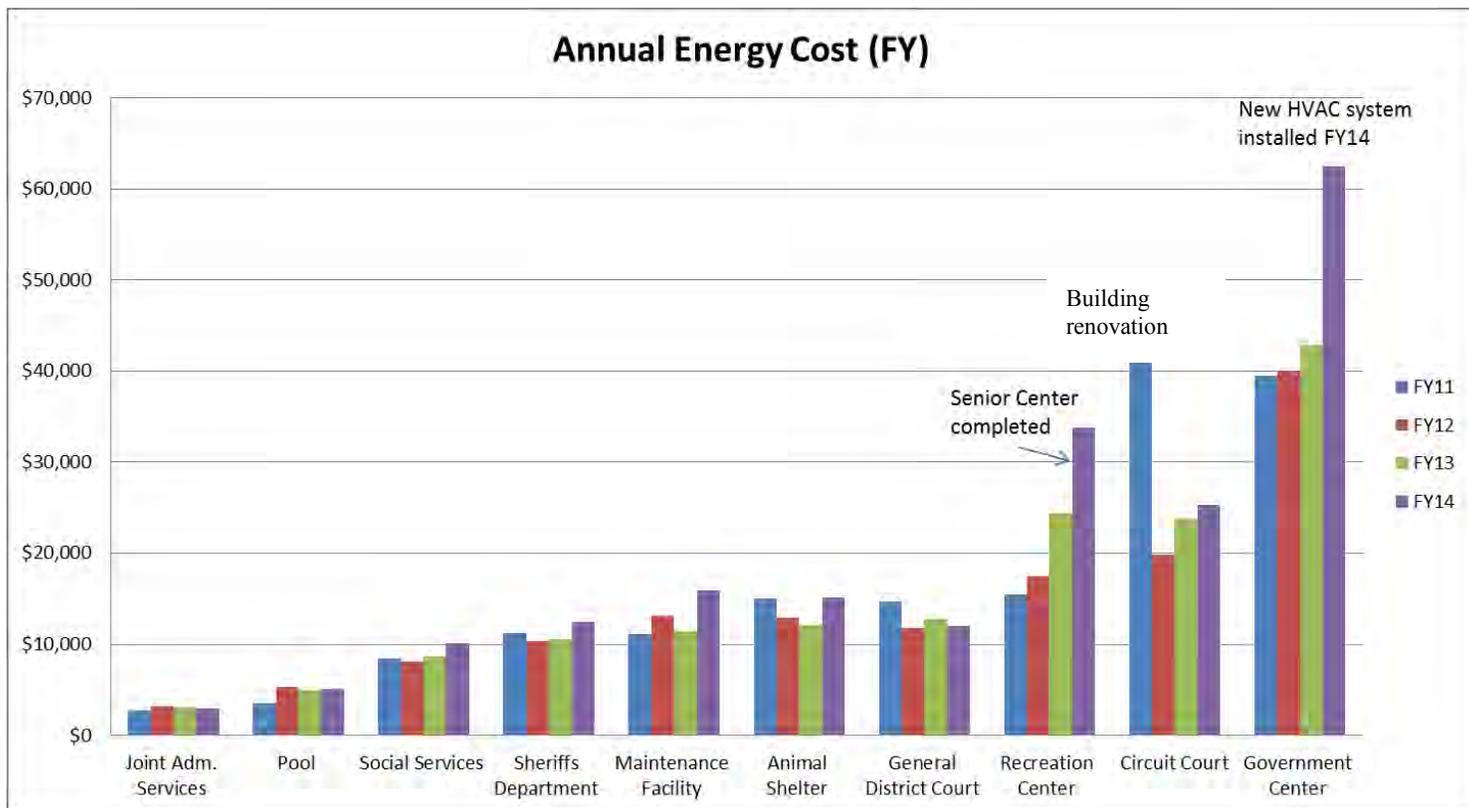
Annual Energy Cost

Cost data is provided to give a context for how much money the County is spending on energy. While factors affecting price cannot be controlled (such as inflation and government policies), factors affecting consumption can. These include peoples' habits in the building and the efficiency of the building's equipment and design. The following chart and graph describe the annual cost of energy for buildings. The pool was not included in the energy use analysis as water was identified as the most important factor to monitor for that facility.

In general the County spends an average of \$166,000 per year for energy (electricity, heating oil, natural gas, propane) for the 9 buildings.

Fuel Type	FY11	FY12	FY13	FY14	Grand Total
Bottled Gas	\$15,857	\$16,569	\$13,322	\$19,939	\$65,686
Electricity	\$138,522	\$117,082	\$125,867	\$153,782	\$535,252
Natural Gas	\$10,360	\$9,812	\$16,435	\$22,536	\$59,143
Heating Oil	\$1,200	\$992	\$1,512	\$1,524	\$5,227
Grand Total	\$165,939	\$144,454	\$157,135	\$197,781	\$665,308





Summary

As indicated by the chart above, changes to buildings energy systems such as HVAC can have a significant impact on energy use. The reduction of use at the Circuit Court building is a reflection of the newer more efficient units that were installed, while retrofits to the system at the Government Center, while achieving the goal of making the building more comfortable, is not energy efficient.

Recommended changes for the government center include installing motion switches in all bathrooms and the basement. Thermostat settings in all buildings can be increased in summer 3-4 degrees and decreased in winter without effecting comfort. Delamping, particularly in the Government Center can reduce electric lighting needs without compromising brightness.

Mr. Levi has suggested adding insulation to the attic of the Circuit Court building and the windows at the District Court should be reglazed.

**ZONING AND SUBDIVISION ORDINANCE TEXT AMENDMENTS (TA-14-03)
Application Filing Deadlines for Special Use Permit, Zoning Map Amendment, Site Plan,
and Subdivision Applications
October 21, 2014 Board of Supervisors Meeting – SET PUBLIC HEARING
STAFF REPORT – Department of Planning**

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

Description:

A proposed text amendment to amend Article 5 (Special Use Permits), Article 6 (Site Development Plans), and Article 8 (Amendments) of the Zoning Ordinance and to amend Article 4 (Procedure for Subdivision Approval) of the Subdivision Ordinance. The purpose of the amendments is to create new and clarify existing procedures regarding the filing of applications for special use permits, zoning map amendments (rezonings), site plan reviews, and subdivision plat reviews. The proposed amendments would establish uniform provisions regarding mandatory pre-application meetings, determination of application completeness, and new deadlines for applicant submission of documentation prior to public hearings among other changes.

Requested Action:

Set public hearing for the Board's November 18, 2014 meeting.

Staff Discussion/Analysis:

Background

This proposed amendment was initially developed in response to concerns raised by Commission members regarding applicant submission of supplementary or revised materials for review between the date that the meeting packets are sent to the Commission and the date of the advertised public hearing. The concern was that late submission of materials does not allow adequate time for Staff, the Commission (or Board of Supervisors), and citizens to evaluate the new information. Since the current Zoning and Subdivision Ordinances do not have specified deadlines to regulate submission of supplementary materials, Commission members requested Staff to develop a text amendment to address this concern.

The matter was sent to the Commission's Site Plan Committee for evaluation on January 16, 2014 and the Committee forwarded the following recommendations to the full Commission regarding the proposed text amendment:

- Require applicants to submit all materials pertaining to the technical elements of an application no later than 14 days prior to the first public hearing and 7 days prior to any continued public hearing. Any materials submitted after these deadlines could not be considered by the Commission or Board at that meeting.
- Establish an annual calendar of filing deadlines to inform the public about critical milestones in the application process.

- Do not include a process to allow any filing deadlines to be waived. The Committee's opinion was that granting waivers of the deadline requirements would ultimately weaken the regulation and encourage more applicants to request waivers.
- Establish mandatory pre-application meeting requirements as a pre-requisite to filing an application in order to encourage more complete and accurate submissions.
- Establish a re-advertising fee to be assessed to applicants that fail to provide all materials by the deadline, necessitating a deferral and re-advertisement of a scheduled public hearing.

The Commission reviewed the Committee's recommendations at the briefing meeting on February 4, 2014 and accepted them with the exception of establishing a 10 day deadline for submission of materials prior to a continued public hearing instead of a 7 day deadline. The Commission also agreed to include amendments to reconcile site plan review timeframes with Code of Virginia requirements, to clarify that public hearings are required for site plan reviews, and to include new provisions for applicant-initiated deferral requests.

Following the February 4 briefing meeting, Staff worked with County Attorney Robert Mitchell to review conformance of the requested changes with State law. At Mr. Mitchell's recommendation, a more comprehensive update of the sections of the Zoning Ordinance dealing with special use permits, site plans, and zoning map amendments (rezonings), and the Subdivision Ordinance section dealing with subdivision plat review, was conducted. The proposed text amendments to these sections ensure that consistent language is used across all four review processes, that the resultant workflow and milestones are more efficient and easier to understand, and that all provisions are compliant with Code of Virginia requirements. The County's engineering consultant, Anderson & Associates, also reviewed the text amendments and had no concerns with how the proposed changes may impact the review process.

Text Amendment Overview and Analysis

If the text amendments are adopted, the following steps would apply to all applications for special use permits, zoning map amendments (rezonings), site plans, and subdivision applications.

- Pre-application conference – A formal pre-application conference is to be held with Planning Staff as an application filing requirement no less than seven (7) days prior to filing the application. The meeting would include Planning Staff and the County's engineering consultant and would be used to answer any questions that the applicant and/or their engineer may have about the review process. Pre-application conferences are currently not mandatory, but requiring them would help to encourage more complete and accurate filings. Pre-application conferences would also have to be documented with a report that would become the initial public record on the application. This report would be used to provide Commissioners and Board members with advance notice of upcoming applications.
- Application filing deadline – The application filing deadline would be established by the Zoning Administrator. As previously noted, the filing deadline would likely be established as the first Friday of each month prior to close of business. In the event that

the Planning Department is closed, the deadline would be moved to close of business on the next available business day. A complete application that is filed by the deadline would be taken to the Planning Commission the following month to set public hearing two months from the filing deadline. Failure to file an application by the deadline would automatically advance the application to the next filing deadline. Filing deadlines would be set on an annual basis and publicized on the County website as recommended by the Site Plan Committee.

- Application completeness determination – The Zoning Administrator will review the application within a reasonable time frame and determine whether all required elements are included to constitute a complete application.
- Routing of application and plans. Once an application is determined to be complete, it will be routed to reviewing agencies and the County’s engineering consultants. Planning Staff will request all comments back within two weeks although it should be noted that some State agencies may take longer to respond with comments. Planning Staff will provide comments to the applicant as they are received with the goal of providing all comments on technical elements to the applicant within two weeks of the 14-day deadline.
- 14-day submission deadline – Applicants will be required to submit all documentation demonstrating compliance with technical requirements no less than 14 days prior to the scheduled public hearing. Any documentation submitted after the 14 day deadline would not be considered by the Planning Commission or Board of Supervisors. Technical requirements would consist of any specific provisions that must be met for approval, e.g., site plan review requirements. These would not include items that are negotiable or variable on a case by case basis such as impact mitigation measures or conditions.
- 10-day submission deadline for continued public hearings/deferred meetings – In the event of a continued public hearing or closed public hearing and deferral, applicants will be required to submit all documentation demonstrating compliance with technical requirements no less than 10 days prior to the date of the continued public hearing. As with the 14-day deadline, any documentation submitted after the 10-day deadline would not be considered by the Planning Commission or Board of Supervisors.
- Statutory review periods for applications – The Code of Virginia specifies the review period for each of the aforementioned applications. The start and length of the review period for each application is listed below:
 - Special Use Permits – Planning Commission must act on a special use permit application within 100 days of the date of the meeting at which the Commission first considers a complete application. The 100-day review period would begin at the Commission’s initial meeting to set public hearing.
 - Zoning Map Amendments (rezonings) -- Planning Commission must act on a rezoning application within 100 days of the date of the meeting at which the

Commission first considers a complete application. The 100-day review period would begin at the Commission's initial meeting to set public hearing.

- Site plans – The administrative body (either the Planning Commission or Berryville Area Development Authority depending upon the location of the subject property) must act on a site plan within 60 days of the date of the meeting at which the administrative body first considers a complete application. The 60-day review period would begin at the Commission's initial meeting to set public hearing.
- Subdivision Plats – The Planning Commission must act on a subdivision plat within 60 days of the date of the meeting at which the administrative body first considers a complete application. The 60-day period would begin at the Commission's initial meeting to set public hearing for major subdivisions, and at the Commission's initial meeting to review minor subdivisions.

Staff previously had concerns with management of the 60-day review period for site plans and major subdivision plats given the Commission's monthly review schedule and procedure for setting public hearings one month prior to conducting them. The County Attorney's determination that the review period begins on the date of the Commission's first review of a complete site plan or subdivision plat application and not on the date that a complete application is filed rectifies this concern.

Other proposed changes include the following:

- Special Use Permit applicants – New language is added to clarify that an owner of record or contract purchaser may apply for a special use permit. In the event that a contract purchaser is the applicant, the owner of record must provide written confirmation that the contract purchaser is approved to serve as the applicant, that there is a written contract among the parties, and that written notification to the County must be provided if the purchase contract is terminated while the application remains pending before the County.
- Deferral of Special Use Permit and Rezoning Applications – New language is added to give the Zoning Administrator the authority to defer a special use or rezoning application that has been scheduled for public hearing. The purpose of this section is to provide an applicant with additional time to refine their application materials without continuing to run against the Commission's or Board's statutory review time. An applicant's deferral request must be provided in writing to the Zoning Administrator prior to finalizing the public hearing advertisement and must be for good cause in order to be accepted by the Zoning Administrator. An accepted deferral request would advance the matter to the Commission's or Board's next regular meeting.

If the applicant requests a deferral after the public hearing advertisement is finalized, the Commission or Board must act to accept or deny the deferral request. If the deferral request is accepted, the applicant must pay a re-advertising fee in order to be placed on the next Commission or Board agenda. This provides the applicant with a deferral option

if additional work is required late in the process but also provides an incentive for the applicant to identify and address potential deficiencies sooner.

Staff has also assembled a draft Schedule of Land Use Application Deadlines using January – June 2015 as a model timeframe. The Schedule lists Commission and Board of Supervisors meeting dates and deadlines for pre-application meetings, public hearing advertisements, and filing deadlines for initial and continued public hearings. If this text amendment is ultimately adopted, the Schedule would be posted on the County website and also provided in the Planning Department as part of the land use application package. A copy of this draft Schedule is enclosed for your reference.

Given the number of subsections that are proposed for amendment, the County Attorney has recommended that the full text of each section be provided for the Board’s review. The full text of these sections and the proposed amendment language is attached for your reference along with an index of the changes to each subsection.

Staff Recommendation:

Staff has no outstanding concerns with the adoption of these text amendments.

Amendment Text (proposed changes in bold italics with strikethroughs where necessary):

See attached document.

History:

- | | |
|---------------------------|---|
| January 10, 2014. | Matter assigned by the Commission to the Site Plan Committee for further study. |
| February 4, 2014. | Site Plan Committee recommendations presented to the Commission; matter is forwarded to Planning Staff for text amendment development. |
| September 5, 2014. | Commission voted 10-0-1 (Kreider absent) to set public hearing for the October Commission meeting. |
| October 3, 2014, | Commission voted 7-0-3 (Bouffault, Lee, Kruhm absent) to recommend adoption of the text amendment. |
| October 21, 2014. | Placed on the Board of Supervisors’ October agenda to set public hearing for the November 18, 2014 meeting. |

**TA-14-03 -- APPLICATION FILING DEADLINES FOR SPECIAL USE PERMIT,
ZONING MAP AMENDMENT, SITE PLAN, AND SUBDIVISION APPLICATIONS
INDEX OF PROPOSED AMENDMENTS**

Zoning Ordinance Amendments

Article 5 – Special Use Permits

No changes to section 5-A (General)

5-B Procedure:

5-B-1 Application:

- 5-B-1-a Added a new section on pre-application conference requirements.
- 5-B-1-b Moved and edited language from current 5-B-1-a regarding application filing requirements including who may file an application (changed “contract owner” to “contract purchaser”).
- 5-B-1-c Moved language from current 5-B-1-b regarding materials to be filed with application – no changes made to current language.
- 5-B-1-d Moved language from current 5-B-1-c regarding Zoning Administrator’s authority to require additional information and added new language regarding Zoning Administrator’s authority to establish filing deadlines.
- 5-B-1-e Added new section regarding Zoning Administrator’s authority to determine when an application is complete and require that a complete application be forwarded to the Planning Commission for initial review at next meeting.

5-B-2 Recommendation by Planning Commission:

- 5-B-2-a Removed redundant language that appears in new section 5-B-1-e.
- 5-B-2-b Added and amended language to clarify that the Commission’s 100-day review period begins on the date of the meeting at which the Commission first receives a complete application for review.

5-B-4 Added new section regarding material filing deadlines and application deferral (“Procedures Before Planning Commission and Board of Supervisors”)

- 5-B-4-a Added new section establishing a 14 day deadline prior to first Public Hearing and 10 day deadline prior to continued Public Hearing for applicant to file all documentation to demonstrate compliance with

required technical elements, and notes that late materials shall not be considered by the Commission or Board of Supervisors at the scheduled meeting

- 5-B-4-b Added new section regarding application deferral
1. Zoning Administrator has authority to accept applicant deferral request if made prior to finalizing the Public Hearing advertisement
 2. Commission or Board to determine whether to accept applicant deferral request if provided after the Public Hearing advertisement is finalized, and applicant to be responsible for re-advertising fee if deferral request is accepted

5-B-5 RENUMBERED (current 5-B-4) – Criteria for Action on Special Use Permit

5-B-6 RENUMBERED (current 5-B-5) – Special Use Deemed Approved

No changes to sections 5-C (Revocation) and 5-D (Required Amendment)

Article 6 – Site Development Plans

No changes to sections 6-A (Intent) through 6-D (Administration)

6-E Procedures:

6-E-1 Amended language regarding pre-application conference requirements

6-E-2 Application

6-E-2-b Added language regarding Zoning Administrator’s authority to require additional information, and added new language regarding Zoning Administrator’s authority to establish filing deadlines

6-E-2-c Added language regarding Zoning Administrator’s authority to determine when an application is complete and requirement that a complete application be forwarded to the Planning Commission for initial review at next meeting.

6-E-2-d RENUMBERED (current 6-E-2-c)

6-E-2-e RENUMBERED (current 6-E-2-d)

6-E-2-f RENUMBERED (current 6-E-2-e)

6-E-3 Action on Site Plan Application

- 6-E-3-a Time Period – replaced 100 day review period with 60 day review period consistent with Code of Virginia requirements
- 6-E-3-b Edited language to state that public hearings and public notice are required for site plan reviews (subsection 1). Added a new subsection 2 to establish the 14 and 10 day filing deadlines for applicant submission of materials prior to public hearing.
- 6-E-3-c Action by the Administrative Body
1. Edited language regarding what may be considered in approving or disapproving a site plan.
 3. Requires reasons to be stated for disapproval of a site plan and what modifications, if any, can be made to permit approval.
 4. Deleted current language preventing refiling of the same or substantially similar version of a plat within 12 months of denial by the Commission (not supported by Code of Virginia).

No changes to sections 6-F (Specifications) through 6-L (Building Permits).

Article 8 – Amendments

No changes to section 8-A (General)

8-B Method of Initiating Amendments:

8-B-1 Petition of Property Owner

- 8-B-1-a Zoning Map Amendment (rezoning) – Added section title, pre-application conference requirements, and language regarding Zoning Administrator’s authority to require additional information, establish filing deadlines, determine completeness, and forwarding to Commission for review
- 8-B-1-b Deleted current language regarding Zoning Administrator forwarding application to Commission for review (replaced with new language in 8-B-1-a)

8-F Added new section – **Procedures Before Planning Commission and Board of Supervisors**

- 8-F-1 Added new section establishing a 14 day deadline prior to first Public Hearing and 10 day deadline prior to continued Public Hearing for applicant to file all documentation to demonstrate compliance with required technical elements, and

notes that late materials shall not be considered by the Commission or Board of Supervisors at the scheduled meeting

8-F-2 Added new section regarding application deferral

1. Zoning Administrator has authority to accept applicant deferral request if made prior to finalizing the Public Hearing advertisement
2. Commission or Board to determine whether to accept applicant deferral request if provided after the Public Hearing advertisement is finalized, and applicant to be responsible for re-advertising fee if deferral request is accepted

Current 8-F (Withdrawal of Petitions) and 8-G (Limitation on Filing New Petition After Denial) renumbered as 8-G and 8-H.

Subdivision Ordinance Amendments

Article 4 – Procedure for Subdivision Approval

- 4-A Deleted current provisions regarding Exploratory Sketch Plans and replaced with language regarding pre-application conference requirements.
- 4-B Deleted current language regarding subdivision plat application deadlines and review of application by VDOT prior to application filing with the Zoning Administrator.
- 4-C Acceptance for Filing:**
- 4-C-1 Replaced current language regarding review of preliminary plat by Zoning Administrator with new language noting Zoning Administrator’s authority to require necessary information and establish filing deadlines.
- 4-C-2 Deleted current language preventing refiling of the same or substantially similar version of a plat within 12 months of denial by the Commission (not supported by Code of Virginia). Added new language noting Zoning Administrator’s authority to determine when an application is complete and responsibility to forward a complete application to the Commission for review.
- 4-C-3 Added new language regarding procedure for review of plats by other agencies and officials to solicit comments for Zoning Administrator’s staff report.
- 4-C-4 Added new language indicating that the plat and materials are available for review in the County Planning Department.

4-C-5 Added new language stating that the Applicant is responsible for bearing the costs of any extraordinary professional services used by the Commission in reviewing the plat.

No changes to sections 4-D (Public Disclosure) or 4-E (Report to Planning Commission)

4-F Public Hearing:

Added new subsection (b) to establish the 14 and 10 day filing deadlines for applicant submission of materials prior to public hearing. Current language is numbered as subsection (a).

4-F-2 Added new subsection (f) to establish application deferral procedures.

4-G Action on Preliminary Plat:

4-G-3 Deleted language and reference to 4-C-2 (see above).

No changes to sections 4-H (Submission of Plans and Profiles) and 4-I (Submission of Record Plat)

4-J Action on Record Plat

4-J-2 Deleted subsection (c) as non-specific and potentially limiting grounds for action.

4-J-3 Added language requiring the Commission to state reasons for disapproval of a plat.

No changes to sections 4-K (Recordation of Plats) or 4-L (Burden of Proof)

TA-14-03 – PROPOSED ZONING ORDINANCE AMENDMENTS

Table of Contents

Article	Section 5 - Page
5 SPECIAL USE PERMITS	5-1
5-A GENERAL	5-1
5-B PROCEDURE	5-1
5-B-1 Application:	5-1
5-B-2 Recommendation by Planning Commission.....	5- 21 2
5-B-3 Action by Board of Supervisors.....	5- 32 3
5-B-4 Criteria for Action on Special Use Permit Procedures Before Planning Commission and <u>Board of Supervisors</u>	5- 42 3
5-B-5 Special Use Deemed Approved Criteria for Action on Special Use Permit	5- 53 4
5-B- 56 Special Use Deemed Approved	5- 53 5
5-C REVOCATION	5- 54 5
5-D REQUIRED AMENDMENT	5- 64 6

5 SPECIAL USE PERMITS

5-A GENERAL

Special Use Permits may be granted by the Board of Supervisors for any of the uses for which a permit is required by the provisions of this Ordinance.

5-B PROCEDURE

5-B-1 Application:

5-B-1-a ~~Application for a Special Use Permit may be made by the record owner of the property, or contract owner with written approval of the record owner. If application is made by the contract owner, a copy of the contract shall be filed with and made a part of the application.~~

Pre-application Conference Requirement.

No less than seven (7) days prior to filing an application, a pre-application conference shall be held between the Applicant and the Zoning Administrator. The Applicant shall provide the following items for review which shall be retained by the Zoning Administrator as the initial public record for the application:

1. A conceptual or draft site plan showing the subject property, general site layout, and main elements to be proposed as part of the application.
2. A written description of the proposed special use including operations details such as the nature of the special use, hours of operation, number of employees, and measures to mitigate impacts on surrounding properties.

5-B-1-b ~~Such application shall be filed with the Zoning Administrator and shall be accompanied by fifteen (15) copies of the following:~~

(3/20/90)

- ~~1. A site development plan in accordance with Article 6 of this Ordinance.~~
- ~~2. Front, side, and rear elevations and floor plans of proposed buildings.~~
- ~~3. The applicable filing fee.~~

An application for a Special Use Permit may be made by the record owner of the property or a contract purchaser. If the application is made by a contract purchaser, the record owner shall submit the following, in writing, as a part of the application:

1. Approval of the contract purchaser making the application;
2. Confirmation that the applicant is a contract purchaser under an existing written contract; and
3. Agreement to give written notification to the County if the purchase contract is terminated while the application is pending before the County.

5-B-1-c ~~The Zoning Administrator may require such other information to be submitted, as the Zoning Administrator deems necessary for a proper and intelligent consideration of the application.~~

Such application shall be filed with the Zoning Administrator and shall be accompanied by fifteen (15) copies of the following:

1. A site development plan in accordance with Article 6 of this Ordinance.
2. Front, side, and rear elevations and floor plans of proposed buildings.
3. The applicable filing fee.

5-B-1-d The Zoning Administrator may require such other information to be submitted, as the Zoning Administrator deems necessary for a proper and intelligent consideration of the application. The Zoning Administrator may also establish regular filing deadlines to ensure that there is sufficient time to evaluate the application prior to the Planning Commission's initial review.

5-B-1-e The Zoning Administrator shall determine when the application is complete. After receipt of a complete application, the Zoning Administrator shall refer the application to the Planning Commission for initial review at its next regular monthly meeting.

5-B-2 Recommendation by Planning Commission

5-B-2-a Public Hearing Requirements
(6/13/89)
(9/19/89)
(10/17/89)
(11/16/93)
~~Upon receipt of the application and all required information, the Zoning Administrator shall refer same to the Planning Commission for consideration at the next regular monthly meeting. After referral of the application to the Planning Commission by the Zoning Administrator, the Planning~~ Commission shall hold a public hearing on said application after giving public notice as required by Section 15.2-2204, Code of Virginia, 1950, as amended, and in accordance with the requirements of Section 10-E of this ordinance.

5-B-2-b Action by Planning Commission
(9/19/89)
~~within~~ Within one-hundred (100) days of the date of the meeting of the Planning Commission at which a complete application is referred to the Commission, referral the application to the Planning Commission, at their next regular monthly meeting, the ~~Planning~~ Commission shall make a recommendation on said application to the Board of Supervisors to approve or disapprove the application. The recommendation of the Planning Commission may include recommendations for conditions to be applied to the Special Use Permit should it be granted by the Board of Supervisors.

5-B-2-c Information Required Before Making a Recommendation
(6/13/89)
Before making a recommendation, the Commission may require the applicant to furnish such information as it may deem necessary in order to determine whether the proposed special use permit is detrimental to the public health, safety, or general welfare. Such a determination shall be based on the specific findings listed in 5-B-4. The Commission may make any additional findings it may deem appropriate.

5-B-2-d Berryville Area Development Authority
(3/17/92)
The Berryville Area Development Authority (BADA) shall assume the responsibilities of the Planning Commission regarding special use permit review, as detailed above, for properties located within Annexation Area "B" as identified in the Clarke County/Town of Berryville Annexation Agreement, December 1988.

5-B-3 Action by Board of Supervisors

(1/21/97)

5-B-3-a Public Hearing Requirements

(9/18/89)

(10/17/89)

(11/16/93)

Public Hearing: Within one hundred days of receiving the recommendation of the Planning Commission, at their next regular meeting, and before action on the application for a Special Use Permit, the Board of Supervisors shall hold a public hearing on said application, after giving public notice as required by Section 15.2-2204, Code of Virginia, 1950, as amended, and in accordance with the requirements of Section 10-E of this ordinance.

5-B-3-b Burden of Proof

(6/13/89)

The burden of proof shall be on the applicant to show reasonableness of the proposed special use permit, the lack of adverse effect, and compliance with the elements of public health, safety, and general welfare as set forth in Section 5-B-4.

5-B-4-c Compliance

Upon the granting of a Special Use Permit, one copy of the site development plan submitted with the application shall be certified by the Zoning Administrator and returned to the applicant, together with a statement in writing of the conditions, if any, imposed by the Board in granting the permit. The applicant shall use the property for the proposed use only in such manner as provided in the site development plan and only in accordance with the conditions, if any, provided by the Board.

5-B-4 Procedures Before Planning Commission and Board of Supervisors

5-B-4-a Deadlines for Applicant Submission of Materials Prior to Public Hearing
Following the filing of a complete application, the Applicant shall provide any new or revised materials demonstrating compliance with required technical elements no less than 14 days prior to the first Public Hearing and no less than 10 days prior to any continued Public Hearing. Required technical elements include any regulations governing site development such as building and lot dimensions, use standards, and site development plan elements. Any new or revised materials provided after the deadlines referenced above shall not be considered by the Planning Commission or Board of Supervisors at the scheduled meeting.

5-B-4-b Deferral of Application
An applicant may request that consideration of a special use permit application at a Public Hearing be deferred by submitting a written request for deferral to the Zoning Administrator.

1. If the deferral request is provided to the Zoning Administrator prior to finalizing the Public Hearing advertisement for consideration by the Planning Commission or Board of Supervisors, the Zoning Administrator shall determine whether to grant the deferral request. A request for deferral shall be approved only for good cause. If such request is approved by the Zoning Administrator, consideration of the application shall be deferred to the next regularly scheduled meeting of the Planning Commission or Board of Supervisors.

2. If the deferral request is provided after finalizing the Public Hearing advertisement, the request for deferral shall be placed on the Public Hearing agenda on the date the application is to be considered. The Planning Commission or Board of Supervisors, as applicable may approve the request for deferral for good cause. The applicant shall be responsible for a re-advertising fee which shall be paid in full prior to the application being placed on an upcoming meeting agenda of the Planning Commission or Board of Supervisors.

5-B-45 Criteria for Action on Special Use Permit

(1/21/97) Before taking action, the Board may require the applicant to furnish such information as it may deem necessary in order to determine whether the proposed special use permit is detrimental to the public health, safety, or general welfare. Such a determination shall be based on the following specific findings. The Board may make any additional findings it may deem appropriate. The use requiring the special use permit:

- 5-B-45-a Will be consistent with the Comprehensive Plan of the County.
- 5-B-45-b Will be consistent with the Purposes and Intent of this Ordinance.
- 5-B-45-c Will not have an undue adverse impact on the short-term and long-term fiscal resources of the County for education, water, sewage, fire, police, rescue, solid waste disposal or other services, and will be consistent with the capital improvement goals and objectives of the Comprehensive Plan, to the end that growth of the community will be consonant with the efficient and economic use of public funds.
- 5-B-45-d Will not cause an undue adverse effect on neighboring property values without furthering the goals of the Comprehensive Plan to the benefit of the County.
- 5-B-45-e Will not cause an undue adverse effect on the preservation of agricultural or forestal land.
- 5-B-45-f Will not cause unreasonable traffic congestion or unsafe conditions on existing or proposed public roads and has adequate road access.
- 5-B-45-g Will not cause destruction of or encroachment upon historic or archeological sites, particularly properties under historic easement.
- 5-B-45-h Will not cause an undue adverse effect on rare and irreplaceable natural areas, areas of outstanding natural beauty, state-designated scenic byways or scenic rivers or properties under open space easement.
- 5-B-45-i Will not cause an undue adverse effect on wildlife and plant habitats.
- 5-B-45-j Will have sufficient water available for its foreseeable needs.
- 5-B-45-k Will not cause unreasonable depletion of or other undue adverse effect on the water source(s) serving existing development(s) in adjacent areas.

- | 5-B-~~45~~-l Will not cause undue surface or subsurface water pollution.
- | 5-B-~~45~~-m Will not cause an undue adverse effect on existing or proposed septic systems in adjacent areas.
- | 5-B-~~45~~-n Will not cause unreasonable soil erosion.
- | 5-B-~~45~~-o Will have adequate facilities to provide safety from flooding, both with respect to proposed structures and to downhill/downstream properties.
- | 5-B-~~45~~-p Will not cause undue air pollution.
- | 5-B-~~45~~-q Will not cause undue noise, light or glare, dust, odor, fumes, or vibration.
- | 5-B-~~45~~-r If in the AOC or FOC zoning districts, will not result in scale or intensity of land use significantly greater than that allowed under the permitted uses for these districts.
- | 5-B-~~45~~-s Will not cause a detrimental visual impact.

| 5-B-~~56~~ Special Use Deemed Approved

(2/17/09) A property shall be deemed to have been approved for a special use if, at the time of the adoption of the ordinance provision permitting that use in the zoning district as a special use, the use was either a permitted use in the district or a legal nonconforming use.

(2/17/09) The owner of a property, deemed to have been approved for a special use as a result of an amendment to the Zoning Ordinance, shall submit a site plan to the Zoning Administrator documenting the nature and extent of such use within six months of the adoption of the ordinance permitting the use as a special use. Failure to do so shall constitute a violation of the Zoning Ordinance. Such a Site Plan shall address the Specifications and Contents of a Site Plan as listed in the Zoning Ordinance Sections 6-F and 6-G. The Zoning Administrator may waive any of these specifications or content items where such waiver is not inconsistent with the intent of Section 6, and the applicant establishes that an undue hardship would result from requiring a specific item or that providing the item is unreasonable.

5-C REVOCATION

(11/16/04) The Board of Supervisors may, by resolution, initiate the revocation of any active Special Use Permit. The consideration of the revocation shall proceed following the procedure set forth for approving a new Special Use Permit. Following a recommendation by the Planning Commission, the Board may revoke an active Special Use Permit for the following reasons:

1. Failure to establish or discontinuance of the approved Special Use: If the approved Special Use has not been established within two years of its approval or if it has been discontinued for one year, the Special Use Permit may be revoked. A Special Use Permit approved before 2004 November 16 shall be eligible for revocation if it has not been established by 2006 November 16 or if it has been discontinued for one year as of 2005 November 16.

TA-14-03 – PROPOSED ZONING ORDINANCE AMENDMENTS

Table of Contents

Article	Section 6 - Page
6 SITE DEVELOPMENT PLANS	6-1
6-A INTENT.....	6-1
6-B WHEN REQUIRED	6-1
6-C WAIVER OF REQUIREMENTS	6-1
6-D ADMINISTRATION.....	6-1
6-E PROCEDURES	6-2
6-F SPECIFICATIONS	6- 65
6-G CONTENTS	6- 6 6
6-H IMPROVEMENTS AND MINIMUM STANDARDS	6- 9 9
6-I CONSTRUCTION AND BONDING	6-22
6-J REVISIONS	6- 2322
6-K TERMINATION AND EXTENSION	6- 2322
6-L BUILDING PERMITS	6- 23 23

6 SITE DEVELOPMENT PLANS

(7/20/93)

(6/15/04)

6-A INTENT

The purpose of these requirements is to promote the orderly development of certain activities in the County and to insure that such activities are developed in a manner harmonious with surrounding properties and in the interest of public health, safety, and welfare. The site plan shall be used to review:

- 1. a project's compatibility with its environment,
- 2. the ability of proposed traffic circulation systems to provide for safe and convenient movement of vehicles and pedestrians,
- 3. the quantity, quality, utility, and type of the project's community facilities, and
- 4. the location and adequacy of the provision for drainage and utilities.

6-B WHEN REQUIRED

6-B-1 A site plan shall be submitted in accordance with this article for all proposed buildings, structures, or uses, except:

(7/17/12)

- a. Single family detached dwellings
- b. Small wind turbines subject to the following requirements:
 - (1) Single structures greater than 100 feet in height; or
 - (2) Less than three wind turbine structures 100 feet or less
- c. Agricultural buildings.

6-B-2 A site plan shall be submitted when a change of use of an existing structure requires additional parking or other significant external improvements.

6-B-3 A site plan shall be submitted when a change of use of an existing structure requires conformance to current site plan requirements such as parking, landscaping, signage, lighting, storm water control, etc.

(2/19/08)

6-C WAIVER OF REQUIREMENTS

6-C-1 Any requirement of this Section may be waived by the Agent where the waiver is not inconsistent with this Section, and the applicant establishes that an undue hardship would result from a strict enforcement of this Section, or that the requirement is unreasonable.

6-C-2 The Agent may waive the requirements for site plan review for additions to buildings, structures, and uses, if in his/her opinion; such addition does not substantially affect the intent of this Section.

6-D ADMINISTRATION

6-D-1 The Berryville Area Development Authority (BADA) is the administrative body for property within Annexation Area "B" (as defined in the County/ Town Annexation Agreement of 1988) which is the subject of the application and for which no final Certificate of Occupancy has been

(2/21/90)

granted.

- 6-D-2 In all other areas of the County, the Clarke County Planning Commission as the administrative body.
- 6-D-3 The Planning Commission and BADA may accept comments from the County of Clarke, Town of Berryville, and other applicable public agencies when reviewing site plans.
- 6-D-4 Agent
The Planning Commission may act through the Clarke County planning staff, and the BADA through the Clarke County planning staff or the Berryville planning staff (the "Agent"), to the extent the Administrative Bodies find it appropriate for the administration of this Section. However, no Agent may act for the Administrative Bodies in approving, conditionally approving, or denying any site plan. The Agent shall be responsible for the processing of site development plan applications, subject to the procedures provided herein.
- 6-D-5 Inspection
All government officers and employees responsible for the enforcement of this Section shall have the right to enter upon any property at all reasonable times during the period of construction for the purpose of making inspections for compliance with this Section. It shall be the responsibility of the developer to notify the Agent when each stage of the development is ready for inspection for compliance with the site plan as approved by the Administrative Body. The developer shall make one set of the approved site plan available at the site at all times during construction.

6-E PROCEDURES

- 6-E-1 Pre-Application Conference Requirement
~~All applicants shall first submit a sketch plan and request a pre-application conference with the Agent to discuss the basic site development scheme, basic ordinance requirements, and preliminary features of the proposed development as they relate to this Section~~
No less than seven (7) days prior to filing an application, a pre-application conference shall be held between the Applicant and the Agent. The Applicant shall provide for review a conceptual or draft site plan showing the subject property, general site layout, and main elements to be proposed as part of this application. The draft site plan and any additional materials provided by Applicant shall be retained by the Agent as the initial public record for the application.

6-E-2 Application

- 6-E-2-a Application for approval of a site development plan shall be made by submitting an application form, paper copies of the site plan, a digital or electronic copy of the site plan (Portable Document Format) (PDF), digital files (as described below) and the applicable fee, to the Agent.
- (3/20/90)
(10/18/11)
1. A total of 21 paper copies shall be submitted, 15 copies on 11 by 17 inch paper and six copies on 24 by 36 inch paper.

2. The digital files shall be provided in one of the following formats:
 - DXF (AutoCAD ASCII Drawing Exchange File)
 - ArcGIS shapefile
 - ArcGis Personal geodatabase
3. The digital files shall provide individual layers for the following features:
 - Site boundary
 - Parcel lot lines
 - Lot numbers
 - Tax Map numbers
 - Streets and Roads
 - Road Right of Ways
 - Road names
 - Building footprints
 - Utilities and Lines
 - Easements
4. The digital files shall be submitted in the following projection:
 - Projected Coordinate System: NAD 1983 State Plane Virginia North FIPS 4501 Feet
 - Projection: Lambert Conformal Conic
 - False Easting: 11482916.66666666
 - False Northing: 6561666.66666667
 - Central Meridian: -78.50000000
 - Standard Parallel: 1:38.03333333
 - Standard Parallel: 2:39.20000000
 - Latitude Of Origin: 37.66666667
 - Linear Unit: Foot US
 - Geographic Coordinate System: GCS North American 1983
 - Datum: D North American 1983
 - Prime Meridian: Greenwich
 - Angular Unit: Degree

A minimum of two property corners shall be identified by xy coordinates in order to “tie to” existing GIS layers.

A Statement indicating the source of the northern meridian and amount of declination used
5. The Zoning Administrator may modify the number and size of paper copies or digital copies and may modify the format and features for such digital information based on unique circumstances.

6-E-2-b

~~The Agent shall review the submitted materials to determine if the basic requirements of this Section have been met. If in conformance, the application shall be accepted for filing, and shall be forwarded to the Administrative Body.~~

The Agent may require such other information to be submitted as the Agent deems necessary for a proper and intelligent consideration of the application. The Agent may also establish regular filing deadlines to ensure that there is sufficient time to evaluate the application prior to the Administrative Body’s initial review.

6-E-2-c

The Agent shall determine when the application is complete. After receipt of a complete application, the Agent shall refer the matter to the Administrative Body for initial review at its next regular meeting.

- 6-E-2-~~ed~~ The Agent shall forward copies of the site plan for all applicable agencies and officials for written comments and recommendations. After receiving such comments and recommendations, the Agent shall prepare a report for the Administrative Body.
- 6-E-2-~~de~~ The site plan and accompanying materials shall be available for public review in the Clarke County Planning Department
- 6-E-2-~~ef~~ In addition to the fee set by the Board of Supervisors, the Board may require the applicant to bear the costs of any extraordinary professional services employed by the Administrative Body in reviewing the site plan.

6-E-3 Action on Site Plan Application

- 6-E-3-a Time Period
After receiving a complete application from the Agent, the Administrative Body shall ~~consider initially review~~ the application at the next regular monthly meeting. Within ~~100~~ 60 days of this first meeting, the Administrative Body shall act to approve, approve with conditions, or ~~deny disapprove~~ the site plan. ~~Failure of the Administrative Body to act within this 100-day period shall be deemed approval of the site plan unless an extension of the time period is agreed upon by the Administrative Body and the applicant.~~

6-E-3-b Public Notice and Hearings

~~1. Action on site plans, not requiring an ordinance amendment, are administrative and do not require public notice or hearings. However, the~~ The Administrative Body ~~may shall~~ provide public notice and hold public hearings on the site plan ~~request application, if it deems it desirable. If the Planning Commission deems it necessary to hold a public hearing on the Site Plan, such public hearing shall be held~~ in accordance with the requirements of Section 10-E of this ordinance.

2. Deadlines for Applicant Submission of Materials Prior to Public Hearing. Following the filing of a complete application, the Applicant shall provide any new or revised materials demonstrating compliance with required technical elements no less than 14 days prior to the first Public Hearing and no less than 10 days prior to any continued Public Hearing. Required technical elements include any regulations governing site development such as lot dimensions and plan submission requirements. Any new or revised materials provided after the deadlines referenced above shall not be considered by the Commission at the scheduled meeting.

6-E-3-c Action by the Administrative Body

1. The Administrative Body shall approve the site plan if it finds that the plan meets the requirements of this ~~Section, Ordinance, the Clarke County Code, the Code of Virginia,~~ and the intent of the Clarke County Comprehensive Plan and/or its Berryville Area Plan component, ~~and would promote the health, safety, and general welfare of the public.~~
2. The Administrative Body may condition approval of the site plan upon the applicant making certain changes or modifications to the plan, said conditions to be stated in writing by the Administrative Body.

3. ~~The If the~~ Administrative Body ~~may deny~~disapproves a site plan, ~~stating it shall state~~ in writing the reasons for such denial in a separate document or on the plan itself. The reason for disapproval shall identify deficiencies in the plan that caused the disapproval, and shall identify, to the extent practicable, modifications or corrections that will permit approval of the site plan.
4. ~~Applications for the same or substantially similar site development plan shall not be accepted or considered for all or any part of property for which a site development plan has been disapproved by the Administrative Body during the 12 months immediately preceding the application. Such application shall address, at a minimum, those criteria that were cited as the basis of denial.~~

6-E-3-d

Appeals

Any applicant may appeal the decision of the Administrative Body by filing within 30 days of the decision of the Administrative Body an appeal in writing to the Board of Supervisors of Clarke County, Virginia.

6-E-3-e

(6/19/90)

Site Plans Submitted with Special Use Permit Applications

Where a site plan is submitted with a Special Use Permit application as required in Section 5 of this Ordinance, the action of the Administrative Body shall be in the form of a recommendation to the Board of Supervisors. The Board shall then consider the site plan in conjunction with the Special Use Permit request, as outlined in Section 5.

6-E-4

Compliance with Conditions

(2/17/09)

(10/18/11)

A Site Plan shall become null and void if it is not submitted, in a form complying with all conditions established by the Planning Commission or Board of Supervisors, to the Planning Commission or Board of Supervisors Chair and Zoning Administrator for signature within six months from the date of approval by the Planning Commission or Board of Supervisors. The Planning Commission or Board of Supervisors may extend this time limit upon written request of the property owner. Such submittal shall include six copies on 24 by 36 inch paper, a digital or electronic copy of the site plan (Portable Document Format (PDF), digital files (see section 6-E-2-a-2 thru 5 for format, features, and projection). The Zoning Administrator may modify the number of paper copies or digital copies and may modify the format and features for such digital information based on unique circumstances.

6-E-5

Approval Expiration

(2/17/09)

Unless a final Certificate of Occupancy has been issued for the structures shown on the Site Plan, an approved final Site Plan shall no longer be valid after five years from the date the Planning Commission or Board of Supervisors Chair sign a final version of the Site Plan that complies with any conditions set by the Planning Commission or Board of Supervisors in its approval action. Upon application of the developer, filed before expiration of a final Site Plan, the Planning Commission or Board of Supervisors may grant one or more extensions of such approval for additional periods as the Commission or Board, at the time the extension is granted, determines to be reasonable. Such extensions shall take into consideration:

1. whether a building permit has been issued,
2. whether substantial construction work has been completed,
3. the size and phasing of the proposed development, and

4. the laws, ordinances, and regulations in effect at the time of the request for an extension.

6-F SPECIFICATIONS

Every site plan shall be prepared in accordance with the following specifications:

- 6-F-1 The scale shall be one inch equals not more than 50 feet.
- 6-F-2 All site plans shall be submitted on 24 by 36 inch sheets.
- 6-F-3 If the site plan is on more than one sheet, match lines shall clearly indicate where the sheets join.
- 6-F-4 Horizontal dimensions shall be in feet and decimals of feet to the nearest 1/100 of a foot.

6-G CONTENTS

The site plan, or any portion thereof involving engineering, urban planning, landscape architecture, architecture or land surveying shall be prepared by qualified persons. Site plans shall be certified by seal and signature of an architect, engineer, or land surveyor licensed to practice by the Commonwealth of Virginia within the limits of their respective licenses. The site plan shall contain the following information, as applicable:

- 6-G-1 The proposed title of the project and the name of the engineer, architect, landscape architect or surveyor; the name of the developer; name and address of the property owner.
- 6-G-2 A signature area for approvals by the chairman of the Administrative Body and the Agent.
- 6-G-3 Signature of the property owner.
- 6-G-4 North point, scale, and date.
- 6-G-5 Vicinity map at a scale of one inch equals not more than 2,000 feet, showing the location of the project in relation to state roads and other prominent features.
- 6-G-6 Existing zoning and zoning district boundaries for the property in question, and on immediately surrounding properties.
- 6-G-7 The present owner and use of all properties contiguous or directly across any street.
- 6-G-8 The boundaries of the property involved by bearings and distances, certified by a land surveyor licensed to practice in the Commonwealth of Virginia.
- 6-G-9 All existing property lines, existing streets, buildings, watercourses, waterways, lakes, and other existing physical features on or adjoining the property. Size and height of existing buildings on the property should be shown. Features on adjoining properties need only be shown in approximate scale and proportion.
- 6-G-10 Topography of the project area with contour intervals of two feet or less

- 6-G-11 Location and sizes of sanitary and storm sewers, gas lines, water lines, culverts, fire hydrants, and other above-ground or underground structures in or affecting the project, including existing and proposed facilities, and easements for these facilities.
- 6-G-12 The location, dimensions, name, and construction details (including typical sections) of proposed streets, alleys, driveways, and the location, type, and size of ingress and egress to the site. When proposed streets intersect with existing streets, both edges of existing pavement or curb and gutter must be indicated for a minimum of 50 feet or the length of connections, whichever is greater.
- 6-G-13 The location of all off-street parking, loading spaces, and walkways, indicating types of surfacing, size and angle of stalls, width of aisles, and a schedule showing the number of parking spaces.
- 6-G-14 The location, height, type, and material of all fences, walls, screen planting, and landscaping details of all buildings and grounds, and the location, height, and character of all outdoor lighting systems.
- 6-G-15 The location of all proposed buildings and structures, primary and accessory; number of stories and height; proposed general use of each structure; and the number, size, and type of dwelling units, where applicable.
- 6-G-16 Provision for the adequate disposition of natural and storm water indicating the location, sizes, types, and grades of ditches, catch basins, detention ponds (showing 10-year and 100-year elevations), and pipes and connections to existing drainage systems. Plans shall be in accordance with the Berryville Stormwater System Master Plan.
- 6-G-17 Provisions, plans and schedule for the adequate control of erosion and sediment, in accordance with the Clarke County Erosion and Sediment Control Ordinance.
- 6-G-18 Proposed finished grading by contour, supplemented where necessary by spot elevations.
- 6-G-19 Flood plain studies as required by the Agent.
- 6-G-20 The location, size, height, materials used, orientation, and illumination of proposed signs.
- 6-G-21 The location, dimensions and total area of proposed recreation, open space, and required amenities and improvements.
- 6-G-22 The location of all wooded areas on the site, including all individual large or medium canopy trees (see section 6-H-10-g) with a diameter of eight inches or more (measured 4½ feet above the ground) and all small canopy trees (see section 6-H-10-g) with a diameter four inches or greater (measured 4½ feet above the ground) that are located within the areas proposed for clearing and within 20 feet of the proposed limit of clearing. The site plan shall provide an indication of which trees are to be retained and which are to be removed.
- 6-G-23 A landscape plan (same scale as site plan), meeting the minimum landscape design standards

described below.

- 6-G-24 Development sequence for phased construction, if applicable.
- 6-G-25 Building restriction lines.
- 6-G-26 Distance to nearest school or school site.
- 6-G-27 Elevation plans for all exterior facades of proposed structures, showing design features and indicating materials and colors to be used.
- 6-G-28 Source of title of the owner of record, including deed book and page reference of the last instrument in the chain of title.
- 6-G-29 Total site acreage; acreage of individual lots and street rights-of-way.
- 6-G-30 Location and acreage to the nearest 0.1 acre of critical environmental areas, including the following: slopes between 15%-25%; slopes greater than 25%; rock outcroppings; sinkholes; floodplains and flood plain soils; current drainage channels; bodies of water; stormwater management facilities; utilities; other sensitive areas defined by the Agent. The Agent may require that a geotechnical report be submitted where warranted by soil or water conditions.
- 6-G-31 (1/20/09) If explosives are proposed to be used in conjunction with development shown on a site plan, a Blasting Plan shall be provided per Clarke County Code Chapter 86, Explosives, approved by the Board of Septic and Well Appeals.
- 6-G-32 Floor area ratio (FAR) and impervious surface coverage for all structures on the property.
- 6-G-33 Maximum number of employees anticipated, if industrial, commercial, or office; net density of dwelling units, if residential.
- 6-G-34 Anticipated daily and peak water demand and sewage flows for the site.
- 6-G-35 (6/15/04) Anticipated daily vehicle trips generated by the site development based upon data found in Trip Generation, by the Institute for Transportation Engineers, latest edition; capacity of existing and proposed streets; sight distances for all intersections based on Virginia Department of Transportation (VDOT), "Road Design Manual and Minimum Standard of Entrances" to state highways, latest edition; proposed improvements within existing street rights-of-way; and, further traffic studies as required by the Agent. If additional traffic studies are required, the applicant shall use the applicable criteria and methodologies found in the VDOT Design Manual, latest edition. The Agent may assign all or a part of the VDOT "Guidelines for a Traffic Impact Study" depending on the type, size, and location of the development.
- 6-G-36 A copy of all proposed homeowners' association bylaws, and other covenants or maintenance documents where common ownership is anticipated.

- 6-G-37 A copy of rezoning proffers, Special Use Permit conditions or variances granted for the property shall be submitted with the site plan.
- 6-G-38 Bond estimates for all required improvements.
- 6-G-39 Any necessary notes required by the Agent to explain the purpose of specific items on the plan.
- 6-G-40 Additional information as deemed necessary by the Administrative Body or the Agent.

6-H IMPROVEMENTS AND MINIMUM STANDARDS

(6/15/04)
(8/17/10)

To further the intent of this Section and to protect public safety and general welfare, no site plan shall be approved until the Administrative Body is assured that improvements will be made which meet the following minimum standards:

6-H-1 Streets and Rights-of-Way

(6/15/04) A traffic impact study is required when the proposed new development will generate traffic in excess of 1000 vehicles per day. If the proposed development generates less than 1000 vehicles per day, but the nearest intersection is known to be near its design capacity, or there is a high accident rate as determined by the Planning Commission, a traffic impact study may be required. The parameters of the traffic impact study will be decided by the Planning Commission, however, the methodology for preparing the study will be that found in the VDOT Design Manual.

6-H-1-a Streets, driveways, access roads and rights-of-way shall be constructed and dedicated, and existing streets widened and improved as necessary, when the need for such streets and improvements is generated by the proposed development, or is indicated in the Clarke County Comprehensive Plan and/or its Berryville Area Plan component.

6-H-1-b All street construction standards and geometric design standards shall be in accord with the standards of the Clarke County Subdivision Ordinance, the Virginia Department of Transportation, or other standards provided by the County of Clarke. However, the Authority or the Agent may modify standards for local, collector, and minor loop streets provided that off-street parking sufficient to accommodate required parking ratios are provided to complement the street system, and approval of the modifications is obtained from the Virginia Department of Transportation, where applicable.

6-H-1-c All development must have direct access to public dedicated and State maintained roads. Lots, with less than 70 feet of frontage, shall not have a permanent single separate access to any primary road unless the physiography, shape or size of the tract precludes other methods of access. Common (joint) access shall be used where available. The site design of new commercial/industrial development, accessed by a primary highway shall include interconnection and shared driveways with adjoining commercial/industrial property (vacant or developed) and, if conditions warrant, frontage roads.

The Planning Commission may allow temporary access points if phased development is

occurring, as long as a plan is approved that guarantees the new commercial/industrial development shall design site access so that interconnection with an adjoining property, shared driveways, or a frontage road can be incorporated into the design. Except where impractical by reason of topography hardship, the area between the frontage road and the primary highway shall be sufficient to provide area for scenic planting and screening. The dimension of the area between the frontage road and the primary highway shall be determined after due consideration of traffic safety requirements. Driveway spacing and corner clearance with public highways (the distance from the nearest driveway travel lane centerline to the nearest street corner right-of-way) shall be:

<u>Roadway</u>	<u>Driveway Spacing/Corner Clearance</u>
Frontage	100 feet
Secondary	600 feet
Primary	600 feet where there is no median opening 1000 feet where there is a median opening

6-H-1-d Where traffic generated from an entire development exceeds 2,000 vehicle trips per day, such development shall provide connectors to existing public roads at two or more locations. Where only one connection is physically achievable, the connecting portion of the entrance road must be a four-lane divided road extending not less than 250 feet into the development. No internal vehicular connection shall be permitted on this entrance section.

6-H-1-e Streets and rights-of-way shall permit access to adjoining properties in conformance with the Clarke County Comprehensive Plan, the Berryville Area Plan, and to the satisfaction of the Administrative Body or the Agent.

6-H-1-f (6/15/04) On-site travel ways shall be designed with the following standards:
Turn Radius: Minimum turn radii shall be 25 feet (increased radii to be provided if site is to be used by large truck traffic);
Driveway Width: Maximum driveway width: 14 feet per lane if one-way in and one-way out; 11 feet per lane for multi-lane entrance/exit;
Driveway Throat Length: To be determined on a case by case basis; desired length will depend on vehicle peak hour demand and resultant expected queuing needs;
Right/Left Lanes: Required when right/left turn volume into or from the subject site exceeds 300 vehicles per lane; and
Taper Lane: The Planning Commission may require an on-site right turn taper when right turn traffic volumes are less than 300 vehicles per hour.

6-H-2 Cul-de-Sacs
 Cul-de-sacs shall be designed and constructed in accordance with the street standards of the Clarke County Subdivision Ordinance, or with other standards provided by the County of Clarke. Cul-de-sacs may not be used as parking areas.

6-H-3 Parking
 Parking bays shall be constructed to standards compatible with those of the adjoining public street, and shall be provided in quantity according to the schedule set forth in this Ordinance. Off-street parking spaces shall be accessed via private travel ways, and not directly accessed from public rights-of-way.

- 6-H-4 Sidewalks, Paths, and Walkways
 (6/15/04) Sidewalks, paths, and/or walkways shall be provided to enable the public to walk safely and conveniently from one building to another on the site, to and from adjacent sites, and to and from sidewalks in the public right-of-way. The construction material to be used must meet the approval of the Administrative Body or the Agent. Where the Clarke County Comprehensive Plan designates a trail system and that system traverses commercial/industrial sites, the site plan shall incorporate the trail system into the design. All such sidewalks, paths, and walkways shall comply with the standards of the Americans with Disabilities Act.
- 6-H-5 Curb and Gutter
 (8/17/10) Curb and gutter (CG-6 or approved equivalent) shall be required on all new public streets in the Highway Commercial (CH) Zoning District. The Administrative Body may require curb and gutter on off-street parking areas, service drives, private streets and around medians, where warranted by conditions. Upon recommendation from the Virginia Department of Transportation, the Administrative Body may waive the requirement for curb and gutter when in keeping with existing conditions on adjacent sites, and when safe travel and adequate stormwater management can be assured without curb and gutter. In the AOC, FOC, Rural Residential (RR) and Neighborhood Commercial (CN) Zoning Districts curb and gutter shall not be required unless site conditions warrant.
- 6-H-6 Utilities and Utility Easements
 All utilities necessary to serve the proposed development shall be installed by the developer, and shall be installed underground in accordance with the appropriate facilities plans; provided however, that:
- 6-H-6-a Equipment such electric distribution transformers, switch gear, meter pedestals and telephone pedestals, which are normally installed aboveground, may continue to be so installed;
- 6-H-6-b Meters, connections, and similar equipment normally attached to outside walls, may be so installed;
- 6-H-6-c Dedications of right-of-way easements shall be made for all utilities and facilities that are intended to be publicly maintained. Easements shall be clearly defined for the purposes intended. Minimum easement widths shall be as specified by the Administrative Body, the Agent, or utility company.
- 6-H-7 Water and Sewer Systems
 All water distribution and sewer collection systems shall be designed to accommodate normal and peak demand loads. All such systems shall be designed to meet or exceed the specifications of the Berryville Area Water and Sewerage Program. Regulations of the Virginia Department of Health and other state agencies shall also be met, as applicable.
- 6-H-8 Stormwater Management
 6-H-8-a Stormwater management facilities shall be provided in conjunction with land development activities, which require the submission of a Site Plan. An evaluation shall be performed for each proposed land development project in accord with Clarke County Code Chapter 154.
 (11/21/00)
 (8/17/10)

Stormwater Management.

6-H-9

Soil Suitability

The U.S. Department of Agriculture, Soil Conservation Service, shall be referred to for commenting on the suitability of soils for intended development, and on any special measures that are recommended for development on a certain soil classification. The applicant shall provide a generalized mapping of on-site soils and their engineering characteristics.

6-H-10

Landscaping Design Standards

6-H-10-a
(10/25/99)

Purpose and Intent

The purpose of this article is to:

1. Provide for the protection of ground water, improve air quality and stormwater management through the mitigating effects of trees;
2. Preserve property values and retain the character of an area in a way that is conducive to economic development;
3. Make incompatible land uses less disagreeable by requiring screening in order to minimize the harmful impact of noise, dust and vehicle headlight glare.
4. Require landscaping of parking lots to reduce the harmful effects of wind, heat, noise and vehicle headlight glare;
5. Improve the aesthetic appearance of commercial, industrial and residential areas to help create an attractive and harmonious community;
6. Provide for site development protecting the health safety and welfare of the public and in conformance with zoning regulations as allowed in §15.2-2283 & 15.2-2286 of the Code of Virginia; and
7. Provide for preservation, planting, and replacement of trees in the development process to meet the objectives of §15.2-960 & 961 of the Code of Virginia, as amended.

6-H-10-b

Existing Trees

1. Existing trees, with the following characteristics, should be preserved, but may be replaced as noted in section 3 below;
 - a. have a diameter of eight inches or greater (measured 4.5 feet above the ground) if large or medium canopy trees(see section 6-H-10-g);
 - b. have a diameter of four inches or greater (measured 4.5 feet above the ground) if small canopy trees;
 - c. be a native species;
 - d. be in a healthy condition; and
 - e. be located on the subject property within two years before site plan application.
2. Preservation shall be accomplished by maintaining current grade and installing a temporary four-foot high fence during site disturbance for the circular area centered on the tree with a diameter 1.5 times the canopy spread.
3. Replacement trees may be shown on the site plan for existing trees, as described above. Replacement trees shall be Large Canopy or Medium Canopy trees and meet the specifications of Section 6-H-10-g below. The total caliper of replacement trees shall equal or exceed the total caliper of existing trees being removed up to a maximum of four replacement trees per acre of the subject property. Existing or replacement trees

shall not be considered buffer or parking trees.

6-H-10-c

Buffer-areas

Buffer-areas provide for plant material screening between adjacent land uses and along public rights of way. The buffer-areas are required to run the length of adjacent property boundaries and public rights of way. Buffer-areas shall not be used for buildings, the storage of materials, or vehicular parking. Except for mulched areas adjacent to plant material, buffer-areas shall have a living ground cover.

1. The minimum Buffer-area widths are provided in the matrix below:

Proposed Use	Existing Zoning			
	Resid., AOC or FOC	Commercial & Institutional	Industrial	Public ROW
Residential	N/A	25 feet	25 feet	10 feet
Commercial & Institutional	25 feet	N/A	10 feet	10 feet
Industrial	25 feet	10 feet	N/A	10 feet
Public ROW	10 feet	10 feet	10 feet	N/A

2. Screening

a. Quantity: Plant material is required per square foot of buffer-area as listed below:

	Buffer areas less than 25 feet wide	Buffer areas 25 feet and wider
Large Canopy Tree	1/500 square feet and	1/750 square feet or
Medium Canopy Tree	(none required)	1/750 square feet or
Small Canopy Tree	1/1000 square feet and	1/750 square feet and
Evergreen Tree	1/500 square feet and	1/250 square feet and
Shrub	1/50 square feet	1/50 square feet

- b. Utility Lines: Small Canopy Trees shall be substituted for Large Canopy Trees where buffer-areas are under and parallel to overhead utility lines. In other buffer-areas, Small Canopy Trees should be used whenever trees are placed under overhead utility lines.
- c. Screening of Parking Areas: Shrubs should be placed to screen parking areas from public rights of way.
- d. Commercial or Industrial Buffer-areas: Based on site characteristics, buffer-areas for commercial or industrial uses adjacent to Residential, AOC or FOC zoning districts may be required to include fences or walls with a minimum height of six feet.
- e. Screening of Outdoor Storage Areas: All outdoor storage areas shall be screened from all public streets and adjacent properties. Screening shall be comprised of fences or walls with a minimum height of six feet.
- f. Fence and Wall Materials: Fences and walls used for screening shall be solid and should be the same material as the primary site structure. Use of chain link, plastic, fiberglass, and plywood is discouraged.
- g. Additional Plant Material: Wherever possible, installation of additional plant material, including annuals and perennials, is encouraged to maximize the attractiveness and value of a property.

6-H-10-d

Parking Trees

Trees shall be provided in parking areas, in addition to required buffer-area trees. The requirements of this section shall apply to the construction or enlargement of any parking lot containing eight or more spaces.

1. One large canopy tree or two medium canopy trees are required for every eight parking spaces.
2. A landscape island for each large canopy tree or two medium canopy trees shall be not less than three hundred square feet of permeable, unpaved area, and have a minimum width of nine feet.
3. Landscape areas within the parking lot shall be reasonably dispersed throughout the parking lot.
4. Except for mulched areas adjacent to plant material, landscape islands shall have a living ground cover.

6-H-10-e
(1/20/09)

Plant Material Type and Location Specifications

1. Schedule: All plans shall contain a schedule of plants proposed, indicating the number proposed, caliper or gallon size, and both common and botanical names.
2. Condition: All plant material shall comply with the American Standard for Nursery Stock (ANSI Z60.1-1996). All plants shall be well formed, vigorous, healthy and free of disease, sunscald, windburn and insects or their eggs.
3. Diversity: No single species of tree or shrub shall comprise more than 1/3 of the total number of trees or shrubs to be planted.
4. Sight Distance: No tree, shrub, hedge or existing vegetation shall be planted or maintained in a way that interferes with prescribed sight distances.
5. Size:

	Minimum Caliper/Size	
a.	Large Canopy Tree	Two inch caliper
b.	Medium Canopy Tree	Two inch caliper
c.	Evergreen Tree	Six feet tall
d.	Small Canopy Tree	Six feet tall
e.	All Shrubs	Eighteen inches tall

Caliper is measured six inches above the soil on trees up to three inches in caliper, and twelve inches above the soil on trees greater than three inches in caliper.
6. Planting: All plant material shall be installed in accordance with good trade practices. Trees shall be planted at least ten feet apart. The Standardized Landscape Specifications for the Commonwealth of Virginia will serve as the basis for minimum acceptable plant installations (Plates 1 and 2). The Zoning Administrator or designee shall be notified seventy-two hours prior to plant installation. The Zoning Administrator will schedule a site visit to inspect all plant material to confirm minimum standards. Upon inspection the Zoning Administrator may reject any plant material due

to non-conformance.

7. Selection: Disturbed areas not covered by paving, stone, or other solid materials shall be revegetated with plant species that are compatible with the natural vegetation and tree cover and that have low water and nutrient requirements. Xeriscape practices (use of native plant materials and landscape materials that have low water and nutrient requirements) is encouraged. The landscape plan shall state the degree to which xeriscape practices are being applied. All trees and shrubs will be based on their listing in the Manual of Woody Landscape Plants, fifth edition.
 - a. Large Canopy Trees shall:
 - (1) have a mature height over forty-five feet as described in the Manual of Woody Landscape Plants;
 - (2) be native to the region, if possible; non-native species are allowed if they will grow in this region's environmental conditions and are non-invasive;
 - (3) be typical of, but not limited to Maples or Oaks;
 - (4) not include: Female Ginkgo (*Ginkgo biloba*), Poplar (*Populus spp.*), Silver Maple (*Acer saccharinum*), Tree of Heaven (*Ailanthus altissima*) or Black Locust (*Robinia pseudoacacia*).
 - b. Medium Canopy Trees shall:
 - (1) have a mature height between thirty and forty-five feet, with a spread of thirty feet as described in the Manual of Woody Landscape Plants;
 - (2) be native to the region, if possible; non-native species are allowed if they will grow in this region's environmental conditions and are non-invasive;
 - (3) be typical of, but not limited to Honeylocusts (*Gleditsia triacanthos*), Blackgums (*Nyssa sylvatica*) or American Hophornbeams (*Ostrya virginiana*)
 - c. Small Canopy Trees shall:
 - (1) have a mature height up to thirty feet, with an equal spread as described in the Manual of Woody Landscape Plants;
 - (2) be native to the region, if possible; non-native species are allowed if they will grow in this region's environmental conditions and are non-invasive;
 - (3) be typical of, but not limited to Flowering Crabapple (*Malus sp.*) or Redbud (*Cercis canadensis*);
 - (4) not include Bradford Pear (*Pyrus calleryana*).
 - d. Evergreen Trees shall:
 - (1) have a mature height of at least ten feet as described in the Manual of Woody Landscape Plants;
 - (2) be native to the region, if possible; non-native species are allowed if they will grow in this region's environmental conditions and are non-invasive;
 - (3) be typical of, but not limited to American Arborvitae (*Thuja occidentalis*), American Holly (*Ilex opaca*), or upright Juniper (*Juniperus sp.*).
 - e. Shrubs shall:
 - (1) include evergreen varieties for at least 50% of the shrubs planted;
 - (2) have a mature height of at least three feet as described in the Manual of Woody Landscape Plants;
 - (3) be native to the region, if possible; non-native species are allowed if they will grow in this region's environmental conditions and are non-invasive;

(4) be typical of, but not limited to Inkberry (*Ilex glabra*), Sweetshrub (*Claycalthis floridus*), Juniper (*Juniperus sp.*), and Cherrylaurel (*Prunus caroliniana*).

6-H-10-f

Enforcement

The enforcement of this Ordinance shall be the responsibility of the Zoning Administrator or designee. The final Certificate of Occupancy shall not be signed until all trees, shrubs and screening material required by this Ordinance are installed and verified by the Zoning Administrator.

6-H-10-g
(1/20/09)

Maintenance Standards

The owner or their agent shall be responsible for the general maintenance of all landscape areas as defined as such areas as parking lot landscape islands, screening and street trees.

1. These areas shall be annually mulched to prevent weed growth and to retain soil moisture.
2. Plant material shall be pruned to maintain healthy and vigorous growth. All pruning shall be performed in accordance with American National Standards Institute ANSI A300-1995, Tree, Shrub and Other Woody Plant Maintenance-Standard Practices, such that no trees are topped or large stub cuts are made.
3. All turf areas shall be mowed.
4. Watering shall be carried out as part of the initial installation of plant material to prevent plant loss. Public water or groundwater should not be used to water plant material more than one year after its installation. Permanent irrigation facilities may be installed, however rain catchment systems are strongly encouraged as the water source. Such a rain catchment system shall be adequately sized to provide the amount of water likely to be used (a function of site design and the projected length of time without rain),
5. The property owner or their agent shall maintain any plant material required by this Ordinance and any plant material that dies must be replaced in kind or with a suitable substitute as granted by Zoning Administrator. Preserved existing trees, that subsequently die, shall be replaced by new trees (as specified in the Existing Trees section 6-H-10-b).

6-H-10-h

Protection of Public Trees

All publicly owned property that contains trees shall be protected from construction of any building, structure, or street work by maintaining current grade and installing a four foot high fence during site disturbance for the circular area centered on the tree with a diameter 1.5 times the canopy spread. Public trees that die because they were not protected from construction shall be replaced by the property owner with trees similar in size, variety, and location approved by the Zoning Administrator.

6-H-11

Outdoor Lighting Standards

(8/15/06)
(3/16/10)

The purpose and intent of this section is to establish outdoor lighting standards that reduce the impacts of glare, light trespass, and over-lighting, promote safety and security and encourage energy conservation.

6-H-11-a

General Outdoor Lighting Standards

(8/15/06)
(3/16/10)

1. All exterior light fixtures shall be a full cut-off type. Such light fixtures shall have flat cut-off lenses. The lenses of lights mounted into eaves or canopies shall be mounted so as to be flush or recessed. The direct light from exterior light fixture elements shall not be visible off the subject property. No exterior light fixture shall be installed at a height greater than 25 feet above finished grade as measured from the bottom of the fixture.
2. Flashing, revolving, intermittent, or high intensity beams used for exterior lighting shall be prohibited.
3. Up-cast Lighting used to illuminate flags, signs, landscaping, buildings, or other objects and structures shall have directional control shields to prevent stray lighting and to ensure that no light source is visible from or causes glare on public right-of-ways or adjacent properties and shall be limited to 150 watts or less standard incandescent light elements or equivalent brightness (defined as 2500 lumens).
4. All exterior lighting shall be oriented not to direct glare or excessive illumination on streets in a manner that may distract or interfere with the vision of drivers on such roads and streets.
5. All canopy lighting shall be recessed and flush mounted. That portion of the canopy façade not included in the sign area shall not be illuminated.
6. Photometric Plan Requirements
 - a. A photometric lighting plan shall be submitted and approved in conjunction with any required site plan. The photometric lighting plan shall be certified by the National Council on Qualifications for the Lighting Professions (NCQLP), or a Virginia licensed professional engineer, or architect.
 - b. All such plans shall include the following:
 - (1) Plans indicating the location on the premises of all lighting fixtures, both proposed and existing on the site, including a schematic layout of proposed outdoor lighting fixture locations that demonstrate adequate intensities and uniformity, and light coverage resulting from the proposed light layout.
 - (2) Description of all lighting fixtures, both proposed and existing, which shall include but are not limited to catalog cuts and illustrations by manufacturers that describes the equipment, including lamp types, wattage and initial lumen outputs, glare control devices, lamps, proposed placement of all fixtures, including engineering detail of fixtures, manufacturer, model and installation of same.
 - (3) Photometric data, such as that furnished by manufacturers, or similar, showing the angle cut-off light emissions and glare control devices.
 - (4) Lighting levels for exterior lighting shall not exceed the following standards:
 - a. 2.5 foot-candles for parking lots;
 - b. 5 foot-candles at entrances from local rural/urban road entrances;
 - c. 10 foot-candles along fronts of buildings, at loading docks, and at entrances from primary highways and rural/urban arterials and collectors;
 - d. A uniformity ratio of 4:1 shall be provided across all parking lots, travelways, and private/public streets and roads. The project site shall be modeled with all lighting (building, canopy, parking, etc.) in operation.
 - e. Lighting levels shall not exceed 0.2 foot-candles at any common property line.
 - f. The first three measurements shall be made at the ground surface. The

fourth measurement shall be made on a vertical face with the property line at five feet above the ground.

7. Lighting Definitions

- a. Candela – The system of luminous intensity. One candela is one lumen per candle (steradian).
- b. Foot-Candle – A measure of light falling on a surface. One foot-candle is equal to the amount of light generated by one candle shining on one square foot surface located one foot away. Foot-candle measurements shall be made with a photometric light meter with a specified horizontal orientation.
- c. Foot-Candle (Average Maintained) – The average of a number of points of foot-candle calculations or foot-candle readings in a given area which have been adjusted to account for maintenance which includes luminaire dirt depreciation and lamp lumen depreciation.
- d. Glare – The sensation produced by a bright source within the visual field that is sufficiently brighter than the level to which the eyes are adapted to cause annoyance, discomfort, or loss in visual performance and visibility. The magnitude of glare depends on such factors as the size, position, brightness of the source, and on the brightness level to which the eyes are adapted.
- e. Lighting Fixture – A complete lighting unit consisting of the lamp, lens, optical reflector, housing and electrical components necessary for ignition and control of the lamp, which may include ballast started and/or photo control.
- f. Lighting fixture, full cut-off – A lighting fixture from which a luminaire has zero candela intensity occurring at or above an angle of 90% above nadir.
- g. Light fixture, recessed canopy – An outdoor lighting fixture recessed into a canopy ceiling so that the light source is either completely flush or recessed within the underside of the canopy.
- h. Light Trespass – Unwanted light going beyond the property line and spilling over onto the adjacent or neighboring property. It can also represent the direct light (glare) that reduces a person's vision or ability to see.
- i. Luminaire – A complete lighting unit consisting of a lamp or lamps and the parts designed to distribute the light, to position and protect the lamp(s), and to connect the lamp(s) to the power supply.
- j. Nadir – The angle pointing directly downward from the luminaire.

6-H-12 Monopoles for Telecommunication Antennae

6-H-12-a

(11/20/01)
(11/18/03)

The visual impact of a monopole and any associated facilities (including attachments, security fencing, utilities, and equipment shelters) shall blend with the natural and built environment of the surrounding area using mitigation measures such as: architecture, color, innovative design, landscaping, setbacks greater than the minimum required, materials, siting, topography, and visual screening. The number of existing monopoles in an area shall also be considered when determining visual impact of a new monopole. Monopoles shall not be located along ridge lines, but down slope from the top of ridge lines.

At time of submission of a monopole site plan application, the applicant shall document that it considered at least two alternative sites, and set forth its reasons for selecting the site proposed. After a public hearing on an application, an applicant may be requested to

consider alternate sites that in the opinion of the reviewing body will better comply with the regulations and standards for monopoles.

- 6-H-12-b The monopole shall be located in a wooded area of dense tree cover. This dense tree cover shall have a minimum depth of 100 feet as a radius around the perimeter of the area to be cleared for the monopole. All trees within 100 feet of the perimeter of the area to be cleared for the monopole must be retained, unless specifically approved for removal on the site plan.
- 6-H-12-c The monopole shall have the minimum diameter necessary to support the proposed attachments. Attachments to the monopole shall be the same color as the monopole. Attachments to the monopole shall be flush mounted and have the minimum dimensions and protrusion for the monopole based on the best available technology or shall be enclosed within the pole. A lightning rod may be mounted as an extension of a monopole and shall be included in determining the height of the monopole.
- 6-H-12-d The area to be cleared for the compound containing the monopole and support facilities shall be the minimum necessary to accommodate the facilities and shall not exceed 2,500 square feet. The driveways accessing the compound shall be gated.
- 6-H-12-e A monopole shall be set back a distance equal to at least its height from any property line. A monopole shall be set back a distance equal to at least twice its height from any public right of way (except as noted below). A monopole shall not be located on and shall be set back a distance equal to at least four times its height from:
1. parcels comprising the Appalachian National Scenic Trail corridor,
 2. parcels under permanent open space easement,
 3. the State Arboretum of Virginia portion of the University of Virginia's Blandy Farm,
 4. state designated Scenic Byways,
 5. the Shenandoah River (a state designated scenic river), and
 6. State Parks and Wildlife Management Areas.

6-H-13 Erosion and Sediment Control
An erosion and sediment control plan for the entire disturbed area of a development shall be prepared in accordance with the Clarke County Erosion and Sediment Control Ordinance, and must receive the approval by the Zoning Administrator/Code Enforcement Officer or the Plan Approving Authority as designated by the county.

6-H-14 Explosives
(1/20/09) If explosives are to be used in conjunction with the development of the site, the following note shall be included: "Explosives used in conjunction with the development of this property shall be done in accord with a Blasting Plan (per Clarke County Code Chapter 86, Explosives) approved by the Board of Septic and Well Appeals." If explosives are not to be used, the following note shall be included: "No explosives will be used in conjunction with the development of this property."

6-H-15 Sinkhole and Karst Features

6-H-15-a Purpose and Intent

(2/17/04)

This section is to establish review procedures, use limitations, design standards, and performance standards applicable to land development activities that encompass or affect sinkholes or other karst features. The intent of this section is to protect the public health, safety and welfare by requiring the development and use of karst areas to proceed in a manner that promotes safe and appropriate construction and storm water management.

6-H-15-b Definitions

1. Geotechnical Engineer (GE): a Virginia Registered Professional Engineer engaged in the practice of geotechnical engineering or a Virginia-Registered Professional Geologist who is engaged in the practice of engineering geology.
2. Karst Feature: Karst topography is a landscape created by groundwater dissolving sedimentary rock such as limestone. Karst features include sinkholes, fissures enlarged by dissolution, and caves.

6-H-15-c Site Review:

Investigation by Geotechnical Engineer

Whenever an application is filed for development, the applicant will hire a Geotechnical Engineer (GE) to undertake an inspection of the subject area. The GE shall review available geologic and engineering data and air-photographs relevant to the site and shall make on-site observations, photographs, and measurements as appropriate. The GE shall provide written summary of the initial findings along with a recommendation to perform Fracture Trace Analysis, Electrical Resistivity, Cone Sounding, Core Samples, Microgravity, and/or other geophysical or intrusive studies as appropriate to determine if the action requested may have a negative impact. The examination for karst features by the engineer shall take place prior to any public hearing process applicable to the parcel in question. The engineer will report to the zoning administrator any findings as to whether there may be significant karst features that apply to the site.

1. No Evidence of Karst Features
If the engineer finds that the site has no evidence of karst features, they shall so indicate in a written report provided to the reviewing body.
2. Evidence of Karst Features
In cases where the engineer finds evidence that karst features do exist, and which would be impacted by development, electrical resistivity testing, core drilling or microgravity tests, shall be required within a 100 foot radius for all locations on the property where karst features were identified and along any linear trend of at least three or more features. For sinkholes the 100 foot radius shall be measured from the discernable edge. At the conclusion of the tests the applicant shall submit a karst review plan to the Zoning Administrator and follow specific development procedures.
3. The presence of karst features on the site that are not impacted.
At the discretion of the Zoning Administrator, the karst plan may be simplified if the environmental constraint found to be present on the site is not impacted by the

proposed site development.

6-H-15-d

Karst Plan

A karst plan shall be developed for the property identified as having evidence of karst features (i.e., sites upon which sinkholes are fully or partially located and/or which drain to sinkholes). The burden of proof for establishing that there will be no significant impacts shall rest with the applicant. A karst plan shall include the following:

1. An engineering audit that identifies and maps karst features and the limitations that such features impose on site development. The audit shall include:
 - a. The physical location and limits of the area of the sinkhole depression as determined by field survey, the “Soil Survey of Clarke County” (1982), or the “Map of Selected Hydrogeologic Components of Clarke County, Virginia” (1990), or other reliable sources as may be approved by the Administrator;
 - b. locations of other karst features (fissures enlarged by dissolution and caves);
 - c. topographic contours at maximum intervals of two feet, and spot elevations sufficient to determine low points and discernable edges; and
 - d. setback distances of 25 feet and 100 feet from the discernable edge of each feature.
2. For structures proposed between 25 and 100 feet of the discernable edge of sinkholes or other karst features, engineering that ensures structural stability.

6-H-15-e
(8/17/10)

Requirements and Restrictions

1. As identified in Section 6-H-14-d, no construction or land disturbance shall occur within a minimum buffer distance of 25 feet from the discernable edge of a sinkhole or other karst feature. Vegetation in the buffer area shall not be altered from predevelopment conditions. While vegetation should not be removed so as to disturb the soil, invasive species identified by the Virginia Department of Conservation and Recreation or dead plant material may be removed with the approval of the Zoning Administrator. Fertilizers, herbicides, and pesticides shall not be applied within the buffer area.
2. No construction shall take place between 25 and 100 feet of the discernable edge of a sinkhole or other karst feature unless a geological and geophysical survey (as described in Section 6-H-14-d) indicates that such construction or earth disturbance is appropriate.
3. Sinkholes or karst features identified during construction shall be mitigated as described in the Virginia Department of Transportation’s Location and Design Division Instructional and Informational Memorandum 228 (IIM-LD- 228), or other applicable standard as recommended by a GE.
4. Stormwater runoff shall be addressed as outlined in the Chesapeake Stormwater Network (CSN) Technical Bulletin No.1 “Stormwater Design Guidelines for Karst Terrain in the Chesapeake Bay Watershed” Version 2.
5. Underground utilities located within 100 feet of karst features shall be laid out so that they do not intersect those features. Along all such underground utilities, a dike of clay or other suitable material shall be constructed across the trench of the transmission lines and pipelines at intervals of 20 feet or less, or as directed by a GE.
6. For any tests requiring boreholes, such as air track drilling, the boreholes must be grouted upon completion. Grouting should be done with a mixture of 50% bentonite

- and 50% portland cement.
7. If air track drilling is used to determine the depth of overburden and continuity of bedrock, then these operations must be monitored full time by a GE to confirm the findings of the driller.
 8. Geotechnical studies shall be conducted at each proposed structure site before issuance of a building permit to determine the existence of karst features. If karst features are found, remediation shall be done to protect the healthy, safety, and welfare of occupants of the structure.
 9. Storage tanks shall have impervious secondary containment. Underground fuel storage tanks shall have interstitial monitoring of tanks and piping systems.
 10. Where applicable, the following Consumer Disclosure Statement that provides information on what review occurred and what was discovered shall be included in the Deed of Dedication:
This property is located in an area identified as having karst features. Karst features are created by groundwater dissolving sedimentary rock such as limestone. Features include sinkholes, fissures enlarged by dissolution, and caves. Geologic tests were conducted and one or more of these features were identified on this property. Karst features are unstable and collapse may occur. Measures have been taken to ensure structural stability in this area; however, karst areas are dynamic and geologic changes may cause future structural instability. Fertilizers, herbicides, and pesticides shall not be applied within designated buffer areas.
 11. Measures to permanently protect karst features shall be identified on the site plan. These measures may include fencing and/or signage.

6-H-16 Miscellaneous Design Criteria

All other criteria and specifications shall be in accordance with County standards, where provided. Where County standards are not provided, the Administrative Body shall provide those standards or shall rule upon the standards proposed by the developer.

6-I CONSTRUCTION AND BONDING

6-I-1 No site improvement activities may occur unless all of the following have been met:

6-I-1-a Approval of final site plan and erosion and sediment control plan.

6-I-1-b Approval of erosion and sediment control bond, and installation of erosion and sediment control measures.

6-I-1-c Posting of construction bond.

6-I-2 All improvements required by this Section shall be installed at the cost of the developer, except where cost sharing or reimbursement agreements between the County and the applicant are appropriate; the same to be recognized by formal written approval prior to site plan approval.

6-I-3 The approval of a site plan and/or the installation of improvements shall not obligate the County to accept the improvements for maintenance, repair, or operation. Acceptance shall be subject to County and/or State regulations, where applicable, and dependent on the satisfactory nature

of the improvements.

6-I-4 The applicant is required to post a bond or other acceptable surety covering the construction and satisfactory completion of all required on-site and off-site public improvements.

6-J REVISIONS

The Agent may administratively approve changes to an approved site plan which the Agent determines are minor revisions, complying with all provisions of this Section and having no additional adverse impact on public facilities or adjacent properties. Major revisions are permitted with approval by the Administrative Body.

6-K TERMINATION AND EXTENSION

An approved site plan shall expire and become null and void if a building permit for approved development is not issued within five years from the date of site plan approval. The Administrative Body or the Agent may grant a one year extension upon written request.

6-L BUILDING PERMITS

For all properties and uses subject to this Section, no building permit shall be issued to construct or alter any structure, or authorization granted to improve land, until a site plan has been approved.

TA-14-03 – PROPOSED ZONING ORDINANCE AMENDMENTS

Table of Contents

Article	Section 8 - Page
8 AMENDMENTS.....	8-1
8-A GENERAL	8-1
8-B METHOD OF INITIATING AMENDMENTS	8-1
8-C AMENDMENTS WITH PROFFERED CONDITIONS.....	8-3 3
8-D ACTION BY PLANNING COMMISSION.....	8-5 5
8-E ACTION BY BOARD OF SUPERVISORS	8-6 6
<u>8-F PROCEDURES BEFORE PLANNING COMMISSION AND.....</u>	<u>8-8</u>
<u>BOARD OF SUPERVISORS</u>	
8-FG WITHDRAWAL OF PETITIONS	8-8 8
8-GH LIMITATION ON FILING NEW PETITION AFTER DENIAL	8-8 8

TA-14-03 – PROPOSED ZONING ORDINANCE AMENDMENTS

8 AMENDMENTS

8-A GENERAL

Whenever the public necessity, convenience, general welfare, or good zoning practice require, the Board of Supervisors may amend, supplement, or change this Zoning Ordinance, including the Schedule of District Regulations and the official Zoning Map (Rezoning).

8-B METHOD OF INITIATING AMENDMENTS

Amendments to the Ordinance may be initiated by one of the following methods:

8-B-1 Petition of Property Owner

8-B-1-a
(8/19/03)

Zoning Map Amendment (Rezoning)

1. A property owner may initiate a request for an amendment to the official Zoning Map (Rezoning) by filing a petition with the Board of Supervisors with the Zoning Administrator, on forms provided by the Zoning Administrator, and paying the applicable fee.

2. Pre-application Conference Requirement

No less than seven (7) days prior to filing an application for an amendment to the official Zoning Map (Rezoning), a pre-application conference shall be held between the Applicant and the Zoning Administrator. The Applicant shall provide the following items for review which shall be retained by the Zoning Administrator as the initial public record for the application:

a. A survey plat showing the subject property and the area(s) to be rezoned.

b. A conceptual or draft site plan showing the subject property, general site layout, and main elements to be proposed as part of the application.

c. A written description of any proposed development and use(s) including operational details such as the nature of the use, proposed physical improvements, and measures to mitigate impacts on surrounding properties.

d. A draft list of proffered conditions, if applicable.

3. The Zoning Administrator may require such other information to be submitted, as the Zoning Administrator deems necessary for a proper and intelligent consideration of the application. The Zoning Administrator may also establish regular filing deadlines to ensure that there is sufficient time to evaluate the application prior to the Planning Commission's initial review.

4. The Zoning Administrator shall determine when the petition is complete. After receipt of a complete petition, the Zoning Administrator, on behalf of the Board of Supervisors, shall refer the petition to the Planning Commission at their next regular monthly meeting for initial review.

~~8-B-1-b~~
(9/19/89)

~~The Zoning Administrator, on behalf of the Board of Supervisors, shall refer the petition to the Planning Commission at their next regular monthly meeting for consideration. A recommendation shall be reported to the Board of Supervisors within 100 days after the first~~

TA-14-03 – PROPOSED ZONING ORDINANCE AMENDMENTS

~~meeting of the Planning Commission after the petition is referred to it.~~

8-B-1-eb
(8/19/03)

Text Amendment.

A property owner may request the Board of Supervisors or Planning Commission approve a resolution initiating a proposal to amend the text of the Zoning Ordinance (as described in sections 8-B-2 or 8-B-3, below). If the Board or Commission approves such resolution, the property owners shall pay the applicable fee.

8-B-2

Board of Supervisors Resolution

(9/19/89)

The Board of Supervisors may initiate a proposal of an amendment to the Ordinance by the adoption of a resolution proposing the amendment. Such resolution, upon adoption, shall be referred to the Planning Commission at their next regular monthly meeting for consideration. A recommendation shall be reported to the Board of Supervisors within 100 days after the first meeting of the Planning Commission after the resolution is referred to it.

8-B-3

Planning Commission Resolution

The Planning Commission may initiate a proposal of an amendment to the Ordinance by the adoption of a resolution proposing the amendment.

8-B-4

Berryville Area Development Authority Resolution

(3/17/92)

The Berryville Area Development Authority (BADA) may initiate a proposal of an amendment to the Ordinance by the adoption of a resolution proposing the amendment, for those portions of the Zoning Ordinance which regulate properties in Annexation Area "B" as indicated in the County/Town Annexation Agreement, December 1988.

TA-14-03 – PROPOSED ZONING ORDINANCE AMENDMENTS

8-C AMENDMENTS WITH PROFFERED CONDITIONS

(12/21/99)

8-C-1

Proffer of Conditions

Prior to any public hearing before the Planning Commission and/or the Board of Supervisors, any applicant for rezoning under Section 8-B-1 above may voluntarily proffer, in writing, reasonable conditions to be applied to such rezoning as part thereof. Such conditions shall comply with the provisions of Section 15.2-2298 of the Code of Virginia.

8-C-2

Effects of Conditions

Upon the approval of any such rezoning, all conditions so proffered and accepted by the Board of Supervisors shall be deemed a part thereof and nonseverable there from and shall remain in force until amended or varied by the Board of Supervisors in accordance with Section 15.2-2302 of the Code. All such conditions shall be in addition to the regulations provided for the district by the Ordinance. If the property should be annexed by a town and placed in the same or similar zoning district of the town upon annexation, the proffered conditions shall remain a part of the zoning regulations applicable to the property, with the town to administer the proffers.

8-C-3

Zoning Map Notation

Each rezoning shall be designated on the Zoning Map by an appropriate symbol designed by the Zoning Administrator. In addition, the Zoning Administrator shall keep and maintain the conditional zoning index which shall be available for public inspection and which shall provide ready access to the ordinance creating such conditions.

8-C-4

Authority of Zoning Administrator

The Zoning Administrator shall be vested with all necessary authority on behalf of the Board of Supervisors to administer and enforce conditions attached to a rezoning, including the ordering in writing the remedy of any noncompliance with such conditions; the bringing of legal action to insure compliance with such conditions, including injunction, abatement, or other appropriate action or proceeding; and requiring a guarantee, satisfactory to the governing body, in an amount sufficient for and conditioned upon the construction of any physical improvements required by the conditions, or a contract for the construction of such improvements and the contractor's guarantee in like amount and so conditioned, which guarantee may be reduced or released by the governing body, or agent thereof, upon the submission of satisfactory evidence that construction of said improvements has been completed in whole or in part. Failure to meet all conditions shall constitute cause to deny the issuance of any of the required use, occupancy, or building permits as may be appropriate.

8-C-5

Petition for Review of Decision

Any zoning applicant who is aggrieved by the decision of the Zoning Administrator pursuant to the provisions of Section 8-C-4 above may petition the governing body for a review of the decision of the Zoning Administrator.

8-C-6

Site Development Plan

(3/20/90)

Every petition for zoning amendment which proposes conditions to be applied to the rezoning shall be accompanied by 15 copies of a site development plan prepared in accordance with the requirements of Article 6 of this Ordinance. In addition to the application forms and site development plan, each application for conditional rezoning shall include:

TA-14-03 – PROPOSED ZONING ORDINANCE AMENDMENTS

- 8-C-6-a A statement explaining the relationship of the development to the adopted Comprehensive Plan of the County.
- 8-C-6-b A statement or presentation setting forth the maximum number of dwelling units proposed for any residential development, and the density and open space calculations when required by this Ordinance.
- 8-C-6-c A statement certifying that the proposed development conforms to the provisions of all applicable ordinances, regulations and adopted standards. Any waiver, exception or variance sought by the applicant from such ordinances, regulations and standards shall be specifically noted on the development plan.
- 8-C-6-d A statement of those special amenities that are proposed within the development.
- 8-C-6-e A statement of the public improvements, both on and off-site, that are proposed for dedication and/or construction, and an estimate of the timing of providing such improvements.
- 8-C-6-f A statement setting forth the proposed approximate development schedule.
- 8-C-6-g Any additional information that the applicant may desire to proffer in the consideration of the application.
- 8-C-7 **Statement Regarding Conditions**
All petitions, statements, plans, and other materials submitted with an application for conditional zoning shall be annotated with the following statement signed by the applicant and the owner. The signed statement shall be made available prior to the public hearing before the Board.
"I hereby proffer that the development of the subject property of this application shall be in strict accordance with the conditions set forth in this submission."
- 8-C-8 **Proffered Condition Regulations**
Proffered conditions shall include written statements, development plans, and/or other materials proffered in accordance with the provisions of Section 8-C-1 above and approved by the Board in conjunction with the approval of an amendment to the Zoning Map. Proffered conditions shall be subject to the following procedures and regulations:
- 8-C-8-a Once conditions to be proffered are signed and made available, and the public hearing before the Board has commenced, no change or modification to any condition shall be made and no additional conditions shall be proffered at that public hearing.
- 8-C-8-b If the amendment to the Zoning Map is adopted subject to the conditions proffered by the applicant as set forth above, then the property in question shall be appropriately annotated on the Zoning Map and all other land records referencing the conditions as adopted.
- 8-C-8-c Such proffered conditions shall become a part of the zoning regulations applicable to the property in question, unless subsequently changed by an amendment to the Zoning Map, and such conditions shall be in addition to the specific regulations set forth in this Ordinance for the zoning district in question.

TA-14-03 – PROPOSED ZONING ORDINANCE AMENDMENTS

- 8-C-8-d Upon approval, any site plan, subdivision plat or development plan thereafter submitted for the development of the property in question shall be in substantial conformance with all proffered conditions and no development shall be approved by any County official in the absence of said substantial conformance.
- 8-C-8-e For the purposes of this Section, substantial conformance shall mean that conformance which leaves a reasonable margin for adjustment due to final engineering data but conforms with the general nature of the development, the specific uses, and the general layout depicted by the plans, and other material presented by the applicant.
- 8-C-8-f Once conditions have been approved, and there is cause of an amendment which would not be in substantial conformance with the proffered conditions, or there is a request to proffer conditions on a parcel not currently the subject of a proffered condition, then an application shall be filed for an amendment. If the amendment concerns an approved site development plan, such application shall include the submission requirements for a site development plan set forth in Section 8-C-6 above, except the Zoning Administrator may waive any submission requirement if such requirement is not necessary for an adequate review of the generalized development plan amendment application. Such amendment shall be the subject of public hearing in accordance with the provisions of Section 8-E-1 below.

8-D ACTION BY PLANNING COMMISSION

- 8-D-1 Public Hearing
(11/16/93) Upon a property owner petition or Board of Supervisors resolution being referred to it, or upon passage of a resolution by the Planning Commission, the Planning Commission shall hold a public hearing on the petition or resolution as provided by Section 15.2-2285, Code of Virginia, 1950, as amended, after publishing notice as required by Section 15.2-2204, Code of Virginia, 1950, as amended, and in accordance with the requirements of Section 10-E of this ordinance.
- 8-D-2 Recommendation by Commission
- 8-D-2-a Following the public hearing, the Planning Commission shall report to the Board of Supervisors its recommendation with respect to the proposed amendment.
- 8-D-2-b Failure of the Planning Commission to report to the Board of Supervisors within 100 days after the first meeting of the Commission following the referral of the petition or resolution to it, shall be deemed a recommendation of approval by the Commission of the proposed amendment.
(9/19/89)
- 8-D-2-c The Planning Commission, in making recommendations on the proposed amendment, may recommend appropriate changes in the proposed amendment; provided, however, that before recommending that land which was not included in the proposed amendment be rezoned or that land included in the proposed amendment be rezoned to a different use classification than proposed, the Commission shall hold a further public hearing after giving notice as required by Section 15.2-2204, Code of Virginia, 1950, as amended, and in accordance with the requirements of Section 10-E of this ordinance.
(11/16/93)

TA-14-03 – PROPOSED ZONING ORDINANCE AMENDMENTS

- 8-D-2-d (6/13/89) Before making a recommendation, the Commission may require the applicant to furnish such information as it may deem necessary in order to determine whether the proposed amendment is detrimental to the public health, safety, or general welfare. Such a determination shall be based on the specific findings listed in 8-E-2-c. The Commission may make any additional findings it may deem appropriate.
- 8-D-2-e (6/13/89) **Burden of Proof**
The burden of proof shall be on the applicant to show the reasonableness of the proposed amendment, the lack of adverse effect, and compliance with the elements of public health, safety, and general welfare as set forth in Section 8-E-3.
- 8-D-3 (3/17/92) **Recommendation by Berryville Area Development Authority**
The Berryville Area Development Authority (BADA) shall assume the responsibilities of the Planning Commission regarding recommendation to the Board of Supervisors, as detailed above, for proposed amendments to the official Zoning Map involving only properties within Annexation Area "B" as indicated in the County/Town Annexation Agreement, December 1988.
- 8-E **ACTION BY BOARD OF SUPERVISORS**
(1/21/97)
- 8-E-1 (11/16/93) **Public Hearing**
After receiving the recommendation of the Planning Commission, and before acting on a proposed amendment, the Board of Supervisors shall hold a public hearing, as provided in Section 15.2-2285, Code of Virginia, 1950, as amended, after giving public notice as required by Section 15.2-2204, Code of Virginia, 1950, as amended, and in accordance with the requirements of Section 10-E of this ordinance.
- 8-E-2 **Action by Board**
- 8-E-2-a After holding the public hearing, the Board of Supervisors shall act upon the proposed amendment. The Board may make appropriate changes or corrections in the proposed amendment; provided, however, that no land may be zoned to a different use classification than was contained in the public notice of the public hearing, without an additional public hearing after notice required by Section 15.2-2204, Code of Virginia, as amended.
- 8-E-2-b Amendments to this ordinance shall be enacted in the same manner by the Board as all other ordinances.
- 8-E-2-c (6/13/89) **Burden of Proof**
The burden of proof shall be on the applicant to show the reasonableness of the proposed amendment, the lack of adverse effect, and compliance with the elements of public health, safety, and general welfare as set forth in Section 8-E-3.
- 8-E-3 (1/21/97) **Criteria for Action on Proposed Amendment**
Before taking action, the Board may require the applicant to furnish such information, as it may deem necessary in order to determine whether the proposed amendment is detrimental to the public health, safety, or general welfare. Such a determination shall be based on the following specific findings.
- 8-E-3-a Will be consistent with the Comprehensive Plan of the County.

TA-14-03 – PROPOSED ZONING ORDINANCE AMENDMENTS

- 8-E-3-b Will be consistent with the Purposes and Intent of this Ordinance.
- 8-E-3-c Will not have an undue adverse impact on the short-term and long-term fiscal resources of the County for education, water, sewage, fire, police, rescue, solid waste disposal or other services, and will be consistent with the capital improvement goals and objectives of the Comprehensive Plan, to the end that growth of the community will be consonant with the efficient and economic use of public funds.
- 8-E-3-d Will not cause an undue adverse effect on neighboring property values without furthering the goals of the Comprehensive Plan to the benefit of the County.
- 8-E-3-e Will not cause an undue adverse effect on the preservation of agricultural or forestal land.
- 8-E-3-f Will not cause unreasonable traffic congestion or unsafe conditions on existing or proposed public roads and has adequate road access.
- 8-E-3-g Will not cause destruction of or encroachment upon historic or archeological sites, particularly properties under historic easement.
- 8-E-3-h Will not cause an undue adverse effect on rare and irreplaceable natural areas, areas of outstanding natural beauty, state-designated scenic byways or scenic rivers or properties under open space easement.
- 8-E-3-i Will not cause an undue adverse effect on wildlife and plant habitats.
- 8-E-3-j Will have sufficient water available for its foreseeable needs.
- 8-E-3-k Will not cause unreasonable depletion of or other undue adverse effect on the water source(s) serving existing development(s) in adjacent areas.
- 8-E-3-l Will not cause undue surface or subsurface water pollution.
- 8-E-3-m Will not cause an undue adverse effect on existing or proposed septic systems in adjacent areas.
- 8-E-3-n Will not cause unreasonable soil erosion.
- 8-E-3-o Will have adequate facilities to provide safety from flooding, both with respect to proposed structures and to downhill/downstream properties.
- 8-E-3-p Will not cause undue air pollution.
- 8-E-3-q Will not cause undue noise, light or glare, dust, odor, fumes, or vibration.

TA-14-03 – PROPOSED ZONING ORDINANCE AMENDMENTS

8-F PROCEDURES BEFORE PLANNING COMMISSION AND BOARD OF SUPERVISORS

8-F-1 Deadlines for Applicant Submission of Materials Prior to Public Hearing
Following the filing of a complete application, the Applicant shall provide any new or revised materials demonstrating compliance with required technical elements no less than 14 days prior to the first public hearing and no less than 10 days prior to any continued public hearing. Any new or revised materials provided after the deadlines referenced above shall not be considered by the Planning Commission or Board of Supervisors at the scheduled meeting.

8-F-2 Deferral of Application
An applicant may request that consideration of a special use permit application at a public hearing be deferred by submitting a written request for deferral to the Zoning Administrator.

1. If the deferral request is provided to the Zoning Administrator prior to finalizing the public hearing advertisement for consideration by the Planning Commission or Board of Supervisors, the Zoning Administrator shall determine whether to grant the deferral request. A request for deferral shall be approved only for good cause. If such request is approved by the Zoning Administrator, consideration of the application shall be deferred to the next regularly scheduled meeting of the Planning Commission or Board of Supervisors.

2. If the deferral request is provided after finalizing the public hearing advertisement, the request for deferral shall be placed on the public hearing agenda on the date the application is to be considered. The Planning Commission or Board of Supervisors, as applicable, may approve the request for deferral for good cause. The applicant shall be responsible for a re-advertising fee which shall be paid in full prior to the application being placed on an upcoming public hearing agenda.

8-FG WITHDRAWAL OF PETITIONS

A petition by a property owner proposing an amendment may be withdrawn at any time; provided, however, that if the petition is withdrawn at any time after the Planning Commission has commenced its public hearing on the petition, no new petition concerning any of the same land shall be filed by a property owner within 12 months of the withdrawal, unless the body before whom the petition is pending at the time specifies by resolution or motion that the time limit shall not apply or that a shorter time limit applies.

8-GH LIMITATION ON FILING NEW PETITION AFTER DENIAL

8-G-1 Upon denial by the Board of Supervisors of any petition for amendment filed by a property owner, no new petition shall be filed within 12 months of the date of denial. This limitation shall not apply to applications for conditional zoning.

8-G-2 Nothing in this Section or in Section 8-F above, shall be held to impair the right of the Planning Commission or the Board of Supervisors by resolution to propose any amendment at any time.

TA-14-03 – PROPOSED SUBDIVISION ORDINANCE AMENDMENTS

Table of Contents

Article	Section 4 - Page
4 PROCEDURE FOR SUBDIVISION APPROVAL.....	4-1
4-A EXPLORATORY SKETCH PLAN <u>PRE-APPLICATION CONFERENCE REQUIREMENT</u> 4-1	4-1
4-B APPLICATION.....	4-1
4-C ACCEPTANCE FOR FILING.....	4-3
4-D PUBLIC DISCLOSURE.....	4-4
4-E REPORT TO PLANNING COMMISSION.....	4-4
4-F PUBLIC HEARING.....	4-4
4-G ACTION ON PRELIMINARY PLAT.....	4-6
4-H SUBMISSION OF PLANS AND PROFILES.....	4-8
4-I SUBMISSION OF RECORD PLAT.....	4-8
4-J ACTION ON RECORD PLAT.....	4-9
4-K RECORDATION OF PLATS.....	4-10
4-L BURDEN OF PROOF.....	4-10

TA-14-03 – PROPOSED SUBDIVISION ORDINANCE AMENDMENTS

4 PROCEDURE FOR SUBDIVISION APPROVAL

4-A ~~EXPLORATORY SKETCH PLAN~~ PRE APPLICATION CONFERENCE REQUIREMENT

~~No less than seven (7) days prior to filing an application, a pre-application conference shall be held between the Applicant and the Zoning Administrator. The Applicant shall provide for review a concept or draft subdivision plat showing the subject property, general lot layout, and the main elements to be proposed as a part of the application. The draft plat and any additional materials provided by the Applicant shall be retained by the Zoning Administrator as the initial public record for the application.~~

~~4-A-1 All subdividers who intend to subdivide land into 10 or more parcels or who intend to subdivide land for commercial or industrial use, regardless of the number of parcels, shall be required to prepare and submit an Exploratory Sketch Plan to the Zoning Administrator. The Exploratory Sketch Plan may be submitted at any time during normal office hours and shall be considered as submitted for informal discussion between the subdivider and the Zoning Administrator. This step does not require formal application fee or filing of a plat with the Planning Commission.~~

~~4-A-2 The Zoning Administrator shall then review the subdivision and offer comments relating to County standards and requirements or provide suggestions for modifications or changes to be incorporated on the Preliminary Plat.~~

~~4-A-3 Following review by the Zoning Administrator of the Exploratory Sketch Plan and a meeting with the subdivider to discuss same, the subdivider may prepare the Preliminary Plat for formal submittal in accordance with the following terms of this Article.~~

4-B APPLICATION

~~(12/17/91) A complete application for subdivision approval shall be filed with the Zoning Administrator at least 30 days prior to the date of the Commission meeting at which consideration thereon is desired. In the event notice of public hearing is required pursuant to Section 4-F-2 (a) herein, such application shall be filed at least 30 days prior to the Commission meeting at which such hearing may be scheduled. In the event streets are proposed for acceptance into the Virginia Department of Transportation's Road System, all plats, plans, maps and profiles in conformance with the specifications and requirements of the Department and this Ordinance shall be submitted for referral to the Resident Engineer at least 60 days prior to the date of the Commission meeting at which action on the application for subdivision approval is desired. A complete application for subdivision approval shall contain at least the following:~~

~~4-B-1 The applicant's name and address, and, where the applicant is not an individual, the form, date, and place of formation of the applicant.~~

~~4-B-2 Environmental Inventory and Impact Statement.~~

~~4-B-3 Consumer Disclosure Statement.~~

TA-14-03 – PROPOSED SUBDIVISION ORDINANCE AMENDMENTS

4-B-4

Preliminary Plat.

4-B-4-a

(3/20/90)
(10/18/11)

Twenty-one blue line or black line prints (fifteen copies on 11 by 17 inch paper and six copies on 24 by 36 inch paper), a digital or electronic copy of the plat (Portable Document Format (PDF), and digital files (as described below) shall be submitted. For digital data standard transfer media will be accepted including CD, DVD, email or ftp.

1. The digital files shall be provided in one of the following formats:
DXF (AutoCAD ASCII Drawing Exchange File)
ArcGIS shapefile
ArcGis Personal geodatabase
2. The digital files shall provide individual layers for the following features:
Site boundary
Parcel lot lines
Lot numbers
Tax Map numbers
Streets and Roads
Road Right of Ways
Road names
Building footprints
Utilities and Lines
Easements
3. The digital files shall be submitted in the following projection:
Projected Coordinate System: NAD 1983 State Plane Virginia North
FIPS 4501 Feet
Projection: Lambert Conformal Conic
False Easting: 11482916.66666666
False Northing: 6561666.66666667
Central Meridian: -78.50000000
Standard Parallel: 1:38.03333333
Standard Parallel: 2:39.20000000
Latitude Of Origin: 37.66666667
Linear Unit: Foot US
Geographic Coordinate System: GCS North American 1983
Datum: D North American 1983
Prime Meridian: Greenwich
Angular Unit: Degree

A minimum of two property corners shall be identified by xy coordinates in order to “tie to” existing GIS layers.

A Statement indicating the source of the northern meridian and amount of declination used.

The Zoning Administrator may modify the number of paper prints or digital copies and may modify the format and features for such digital information based on unique circumstances.

4-B-4-b

The preliminary plat and all required supporting documents submitted shall conform in all ways with the requirements set forth in Article 7, Section B of this Ordinance.

TA-14-03 – PROPOSED SUBDIVISION ORDINANCE AMENDMENTS

- 4-B-5 Payment of Fee.
- 4-B-6 Plans for Water and Sewerage Facilities.
- 4-B-6-a Report from the Clarke County Health Department evidencing suitability of soils on any lot less than 40 acres, for individual on-site septic systems with subsurface disposal.
(5/18/93)
- 4-B-6-b If public water and/or sewerage is to be provided by a town or by the Clarke County Sanitary Authority, a certificate from an authorized agent or the governing body thereof. Said certificate may require that certain specifications be met as a condition to furnishing or operating such public water and/or sewerage.
- 4-B-6-c If privately owned and operated central water and/or sewerage facilities are to be provided, a certificate from the Clarke County Health Department evidencing conformance of plans for such facilities with all applicable requirements and specifications of the Virginia Department of Health.
- 4-B-6-d If central water and/or sewerage facilities are to be accepted by a town or by the Clarke County Sanitary Authority for purposes of operation and maintenance of such facilities, for public use, a certificate from the Clarke County Health Department evidencing conformance of plans for such facilities with all applicable requirements and specifications of the Virginia Department of Health, as well as a certificate from an authorized agent or the governing body of the town or of the Sanitary Authority evidencing agreement to accept such facilities and setting forth all conditions of the agreement for such acceptance.
- 4-B-7 Certificate signed by the Resident Engineer of the Virginia Department of Transportation evidencing approval of the proposed design and construction of all streets, as defined in Section 2-B-42 herein. Said certificate shall also verify that all streets will be accepted into the state highway system for maintenance at such time that criteria for establishment of genuine public need is satisfied, provided such streets are constructed in accordance with the approved plans and profiles and are in good condition.

4-C ACCEPTANCE FOR FILING

4-C-1 The Zoning Administrator may require such other information to be submitted as the Zoning Administrator deems necessary for a proper and intelligent consideration of the application. The Zoning Administrator may establish regular filing deadlines to ensure that there is sufficient time to evaluate the application prior to the Planning Commission's initial review.

~~4-C-1~~ ~~The Zoning Administrator shall review the Preliminary Plat and other documents submitted with the application to determine if they conform to the technical requirements of this Ordinance. If in conformance, the application will be accepted for filing.~~

4-C-2 The Zoning Administrator shall determine when the application is complete. After receipt of a complete application, the Zoning Administrator shall refer the matter to the Planning Commission for initial review at its next regular meeting.

~~4-C-2~~ ~~Applications for the same or substantially similar subdivision shall not be accepted or considered for all or any part of property for which a Preliminary Plat or Record Plat has~~
(10/17/89)

TA-14-03 – PROPOSED SUBDIVISION ORDINANCE AMENDMENTS

~~been disapproved by the Planning Commission during the 12 months immediately preceding the application. Such application shall address, at a minimum, those criteria that were cited as the basis of denial.~~

4-C-3 The Zoning Administrator shall forward copies of the plat for all applicable agencies and officials to provide written comments and recommendations. After receiving such comments and recommendations, the Zoning Administrator shall prepare a report for the Planning Commission.

4-C-4 The subdivision plat and accompanying materials shall be available for public review in the County Planning Department.

4-C-5 In addition to the fee set by the Board of Supervisors, the Planning Commission may require the Applicant to bear the costs of any extraordinary professional services employed by the Planning Commission in reviewing the subdivision plat.

4-D PUBLIC DISCLOSURE

The Preliminary Plat and other documents comprising an application shall be available for public viewing in an office designated by the Zoning Administrator.

4-E REPORT TO PLANNING COMMISSION

4-E-1 Copies of the Preliminary Plat shall be distributed to all members of the Planning Commission and to any or all of the following agencies that may exist, and any other agencies, as deemed necessary by the Zoning Administrator:

Clarke County Engineer
Clarke County Sanitary Authority
Clarke County Soil Scientist
Clarke County Health Department
Clarke County Department of Parks and Recreation
Lord Fairfax Soil and Water Conservation District,
Virginia Department of Transportation
District Agent Soil Conservation Service
Towns bordering on, or close to, the proposed subdivisions.

4-E-2 After the Zoning Administrator has received review comments from the agencies and officials to which the Preliminary Plat has been referred, a report shall be prepared and submitted to the Planning Commission.

4-F PUBLIC HEARING

4-F-1-a A public hearing shall be required for any proposed major subdivision, and the Planning Commission shall give notice of a public hearing in accordance with Section 4-F-2 of this ordinance. No public hearing shall be required for a minor subdivision.
(11/16/93)
(8/19/03)

4-F-1-b Deadlines for Applicant Submission of Materials Prior to Public Hearing. Following the filing of a complete application, the Applicant shall provide any new or revised materials demonstrating compliance with required technical elements no less than 14 days prior to the first Public Hearing and no less than 10 days prior to any continued

TA-14-03 – PROPOSED SUBDIVISION ORDINANCE AMENDMENTS

Public Hearing. Required technical elements include any regulations governing site development such as lot dimensions and plat requirements. Any new or revised materials provided after the deadlines referenced above shall not be considered by the Commission at the scheduled meeting.

- 4-F-2 (11/16/93) Public hearings held by the Planning Commission shall be held in accordance with Section 15.2-2204 of the Code of Virginia, 1950, as amended. In accordance with Section 15.2-2206 of the Code of Virginia, 1950, as amended, the subdivision applicant shall be responsible for providing the notice required in Section 4-F-2-(b); and shall bear the cost of said notice. The applicant shall be required to supply the names of those persons that were required to be notified and certify that said notice was sent. The certification of notice and a listing of the persons to whom notice was sent shall be supplied by the applicant to the zoning administrator at least five days prior to the public hearing. Any person entitled to notice may waive such right in writing. In accordance with applicable regulations, before such hearings, the following is required:
- 4-F-2-a (11/16/93) (8/19/03) Notice of the intended action shall be published once a week for two successive weeks in some newspaper publishing or having general circulation in Clarke County. Such notice shall specify the time and place of the hearing at which persons affected may appear and present their views, not less than five days nor more than twenty-one days after the second advertisement shall appear in such newspaper.
- 4-F-2-b (11/16/93) Written notice shall be given at least five days before the hearing to the owners (as shown on the current real estate assessment records of Clarke County) of all abutting property and property immediately across the street or road from the property to be subdivided. If such notice is sent by an applicant other than a representative of the Planning Commission, it shall be sent by registered or certified mail. If such notice is sent by a representative of the Commission, the notice may be sent first class mail; provided that the representative make affidavit that such mailings have been made and file such affidavit with the records of the case.
- 4-F-2-c (11/16/93) (8/19/03) At least 15 days preceding the hearing, the applicant shall erect on the parcel to be subdivided, a sign or signs, indicating the nature of the request and the body reviewing the request. If the public hearing concerns more than five parcels, the number and location of signs to be posted shall be determined by the Zoning Administrator. The Zoning Administrator may require a reasonable deposit for each sign furnished to the applicant. The sign shall be erected by the applicant within 10 feet of whatever boundary line of such land abuts a public road and shall be so placed as to be clearly visible from the road with the bottom of the sign not less than one foot above the ground. Such sign shall not be erected in the public right-of-way. If more than one such road abuts the property, or if no public road abuts thereon, then the number and location of signs shall be determined by the Zoning Administrator. If no public road abuts thereon, then signs shall be placed in the same manner as above on at least one (or as many as is deemed necessary by the Zoning Administrator) boundary of the property abutting land not owned by the applicant. Any sign erected as required by this Section shall be maintained at all times by the applicant up to the time of the hearing. It shall be unlawful for any person, except the applicant or the Zoning Administrator, or authorized agent of either, to remove or tamper with a required sign during the period it is required to be maintained under this Section. All signs erected under this Section shall be removed by the applicant within 15 days following the public hearing for which it was erected. Failure to return the undamaged sign or signs within the prescribed time period will result in the forfeiture of the sign deposit.

TA-14-03 – PROPOSED SUBDIVISION ORDINANCE AMENDMENTS

4-F-2-d (11/16/93) At the hearing, the applicant shall submit an affidavit that he/she has fully complied with the requirements of this Section as to provision of written notice and posting of the property.

4-F-2-e (11/16/93) If any hearing is continued, to an unspecified date, written notice shall be re-mailed for the notification of the date of continuation to those parties that received notice of the previous hearing, in accordance with Sections 4-F-2-(b) and 4-F-2-(d) of this Ordinance.

4-F-2-f Deferral of Application.

An Applicant may request that consideration of a subdivision application at a public hearing be deferred by submitting a written request for deferral to the Zoning Administrator.

1. If the deferral request is provided to the Zoning Administrator prior to finalizing the Public Hearing advertisement for consideration by the Planning Commission, the Zoning Administrator shall determine whether to grant the deferral request. A request for deferral shall be approved only for good cause. If such request is approved by the Zoning Administrator, the application shall be advanced to the next regularly scheduled meeting of the Planning Commission.

2. If the deferral request is provided after finalizing the Public Hearing advertisement, the request for deferral shall be placed on the public hearing agenda on the date the application is to be considered and acted upon by the body. The body may approve the request for deferral for good cause. The Applicant shall be responsible for a re-advertising fee which shall be paid in full, prior to the application being placed on an upcoming public meeting agenda.

4-G ACTION ON PRELIMINARY PLAT

(6/10/97)

4-G-1 Within 60 days of the date of the meeting of the Planning Commission at which a complete application is submitted to the Commission, the Commission shall approve, conditionally approve, or disapprove the Preliminary Plat.

4-G-2 The Commission shall approve the Preliminary Plat provided that the Commission finds the Plat and all required supporting documents meet the requirements of this Ordinance, any other applicable ordinances and regulatory requirements, including the requirements of Section 4-G-2-(b), below. Otherwise, the Commission shall disapprove the Preliminary Plat.

4-G-2-a In making its determination, the Commission shall consider, where applicable, the Comprehensive Plan, the Zoning Ordinance, the Erosion and Sediment Control Ordinance, the Well and Septic Ordinance, the Environmental Inventory and Impact Statement, the Consumer Disclosure Statement, Virginia Department of Transportation requirements and regulations, agency comments pursuant to Section 4-E of this Ordinance, and any other applicable statutes, ordinances, or regulations.

4-G-2-b In order to approve the Preliminary Plat, the Commission, in considering the matters set forth in Section 4-G-2-(a), above, shall determine, without limitation, that the subdivision as set forth in the Preliminary Plat:

TA-14-03 – PROPOSED SUBDIVISION ORDINANCE AMENDMENTS

1. Will not cause unreasonable soil erosion or reduction in the capacity of the land or water so that a dangerous or unhealthy condition may result.
2. Will not cause unreasonable highway congestion or unsafe conditions with respect to the use of the highways existing or proposed, and has adequate road access. In making this determination, it shall consider the width and grade stability, and whether or not the increase in traffic volume that would be generated by the proposed subdivision would create a hazard to public safety or seriously aggravate an already hazardous condition.
3. Has adequate drainage. In making this determination, it shall consider whether or not the surface or subsurface water retention and/or runoff is such that it constitutes a danger to the structural integrity of proposed dwelling units or other proposed on site structures, and whether or not proposed site grading and development will create harmful or damaging effects from erosion and siltation on downhill or downstream land.
4. Will not have an undue adverse effect on existing or proposed septic systems or water supply systems in adjacent areas.
5. Will not have an undue adverse impact on the environment as described in Section 5 of this Ordinance.

4-G-3 If the Commission disapproves or conditionally approves the Preliminary Plat, the reasons for such action shall be stated in writing.

4-G-3-a If the Commission conditionally approves the Preliminary Plat, the conditions shall be set forth in writing.
(9/18/90)

4-G-3-b If the Commission disapproves the Preliminary Plat, the reasons for the disapproval shall be set forth in writing, and if there are specific corrections or modifications which will permit approval of the Preliminary Plat, such corrections or modifications shall be set forth in writing. ~~Any Preliminary Plat that is disapproved shall be subject to the provisions of Section 4-C-2.~~
(9/18/90)

4-G-4 Approval of the Preliminary Plat may be conditioned upon, among other things, the subdivider including in the Deed of Dedication of the property, and/or in the deed of conveyance for each lot within the subdivision, restrictive covenants required by this Ordinance and agreed to by the subdivider in hearings before the Commission. In the event any lot or lots within a proposed subdivision are to be served by one or more private access easements, restrictive covenants as required by Section 7-B-5-(c) of this Ordinance shall be included in the Deed of Dedication of the property and in the deed of conveyance for each lot so served.

4-G-5 Additional time may be granted the applicant for submission of revised plans, or the Commission may require additional time for review of a Preliminary Plat stating its reasons for doing so in writing.

4-G-6 Conditional approval by the Commission shall not obligate the Commission to approve the Record Plat.

4-G-7 Term of Validity of Preliminary Plats
(11/16/10)

4-G-7-a Once a preliminary subdivision plat is approved, it shall be valid for a period of five years,
(11/16/10)

TA-14-03 – PROPOSED SUBDIVISION ORDINANCE AMENDMENTS

provided the subdivider (i) submits a final subdivision plat for all or a portion of the property within one year of such approval, and (ii) thereafter diligently pursues approval of the final subdivision plat. "Diligent pursuit of approval" means that the subdivider has incurred extensive obligations or substantial expenses relating to the submitted final subdivision plat or modifications thereto. However, no sooner than three years following such preliminary subdivision plat approval, and upon 90 days' written notice by certified mail to the subdivider, the Zoning Administrator may revoke such approval upon a specific finding of facts that the subdivider has not diligently pursued approval of the final subdivision plat.

4-G-7-b (11/16/10) Once an approved final subdivision plat for all or a portion of the property is recorded, the underlying preliminary plat shall remain valid for a period of five years from the date of the latest recorded plat of subdivision for the property. The five-year period of validity shall extend from the date of the last recorded plat.

4-G-8 No property shall be transferred or offered for sale, nor shall a permit to build be issued, on the basis of an approved Preliminary Plat.

4-G-9 The Commission, upon being requested to do so by the applicant, and upon finding that the plan submitted conforms to the requirements of this Ordinance for a Record Plat, and upon finding that all necessary supporting documents have been filed, may act upon the plat submitted as a Preliminary Plat and as a Record Plat, in accordance with the criteria provided in this Article for actions on the Preliminary and Record Plat.

4-H SUBMISSION OF PLANS AND PROFILES

4-H-1 The following items shall, when necessary, be submitted to the Commission after final approval of the Preliminary Plat and before submission of the Record Plat:

4-H-1-a Five copies of the complete Construction Plans and Profiles, including storm sewer design computations and storm water inlet computations.

4-H-1-b Five copies of the Construction Specifications and Plans for structures such as pedestrian underpasses or overpasses, parking areas, drainage systems and/or structures, or any special structures or systems the Planning Commission may decide warrant individual engineering review.

4-H-1-c Five copies of Traffic Control Plan, including all signs, signals, street signs or other devices for traffic control.

4-H-2 Copies of the above items shall be distributed by the Commission to the Virginia Department of Highways and Transportation or any other agency deemed necessary for review of said documents.

4-H-3 No Record Plat shall be accepted for review by the Planning Commission until all the aforementioned items have been reviewed and approved by the appropriate authorities.

4-I SUBMISSION OF RECORD PLAT

TA-14-03 – PROPOSED SUBDIVISION ORDINANCE AMENDMENTS

4-I-1 (3/20/90) (10/18/11) After approval of the Preliminary Plat, paper copies, a digital or electronic copy of the plat (Portable Document Format (PDF), and digital files (See section 4-B-4-(a) 1 thru 4) of the Record Plat shall be submitted to the Zoning Administrator not less than 15 days prior to the Commission meeting at which consideration thereon is desired.

1. A total of twenty-one paper copies shall be submitted, fifteen copies on 11 by 15 inch paper and six copies on 18 by 24 inch paper. These six copies shall evidence original signatures for all required certificates and approvals.
2. For digital data standard transfer media will be accepted including CD, DVD, email or ftp.

The Zoning Administrator may modify the number of paper prints or digital copies and may modify the format and features for such digital information based on unique circumstances.

4-I-2 Upon receipt of the Record Plats and all documents and requirements as specified in Article 7 of this Ordinance, the Zoning Administrator shall determine that the Record Plat and documents comply with all applicable rules and regulations, all applicable decisions of the Commission, and all conditions imposed at the time of conditional approval, if any, of the Preliminary Plat.

4-J ACTION ON RECORD PLAT

4-J-1 (9/18/90) Within 60 days of the date of the meeting of the Planning Commission at which the Record Plat and all other required items are submitted to the Commission, the Commission shall approve, conditionally approve, or disapprove said Record Plat.

4-J-2 (9/18/90) The Commission shall approve the Record Plat, provided:

4-J-2-a The Commission finds that the Record Plat is substantially in accordance with the approved Preliminary Plat and the requirements and provisions of this Ordinance, and that all supporting documents and other items required by this Ordinance and/or the Commission are satisfactory;

4-J-2-b The Commission finds that all certificates and approvals by other public officials and the performance bond, check, or other acceptable surety required by Clarke County and/or other political subdivisions and public agencies are adequate; and

~~4-J-2-c The Commission finds that nothing has come to the attention of the Commission subsequent to its approval of the Preliminary Plat which indicates that the proposed subdivision is materially adverse or contrary to the requirements and purposes of this Ordinance, or is detrimental to the public health, safety, or general welfare as set forth in Section 4 K-2.~~

4-J-3 (9/18/90) If the Commission disapproves the Record Plat, the specific reasons for disapproval shall be provided in writing, either in a separate document or on the Record Plat itself. The reasons for disapproval shall identify the deficiencies in the plat that caused the disapproval by reference to specific duly adopted ordinances, regulations, or policies, and shall identify, to the greatest extent possible, modifications or corrections that would permit approval of the plat.

~~Otherwise, the Commission shall disapprove the Record Plat.~~

TA-14-03 – PROPOSED SUBDIVISION ORDINANCE AMENDMENTS

4-J-4 If the Commission conditionally approves the Record Plat, the conditions shall be set forth
(9/18/90) in writing.

4-K RECORDATION OF PLATS

(11/16/10)

4-K-1 Any owner or proprietor of any tract of land within Clarke County, Virginia, who subdivides the same as herein provided, shall cause a plat of such subdivision to be made in accordance with the regulations set forth in this Ordinance and in the Virginia Land Subdivision and Development Act, and shall further cause a copy of said plat evidencing approval as required herein and a copy of a Deed of Dedication, as may be required herein, to be recorded in the Office of the Clerk of the Circuit Court of Clarke County, Virginia.

4-K-2 No subdivision plat shall be recorded unless and until it shall have been submitted to and approved by the Planning Commission of Clarke County as herein provided and is in full accordance with the regulations set forth in this Ordinance.

4-K-3 No subdivision plat shall be recorded unless all the monuments shown and described on the Record Plat are in place as evidenced by the certificate of a licensed surveyor endorsed on said Plat.

4-K-4 A Record Plat shall become null and void if it is not submitted to the Clerk of the Circuit Court of Clarke County for recordation within six months from the date evidencing approval by the Planning Commission. The Commission may approve a longer period before recordation is required. The owner of the property being subdivided must submit a written request to the Zoning Administrator for such a longer period within six months of the date of the Commission's original approval. In any case where construction of facilities to be dedicated for public use has commenced pursuant to an approved plan or permit with surety approved by Planning Commission, or where the developer has furnished surety to the Planning Commission by certified check, cash escrow, bond, or letter of credit in the amount of the estimated cost of construction of such facilities, the time for plat recordation shall be extended to one year after final approval or to the time limit specified in the surety agreement approved by the Planning Commission, which ever is greater.

4-K-5 Recordation of the Record Plat of a subdivision shall not be deemed to be the acceptance by the County of any street or road or other public place shown on the plat for maintenance, repair or operation thereof.

4-L BURDEN OF PROOF

The burden of proof shall be on the applicant to show that the subdivision and the plats submitted meet the requirements of this Ordinance, including the provisions of Sections 4-G-2 and 4-J-2.

**2015 SCHEDULE OF LAND USE APPLICATION DEADLINES
PLANNING COMMISSION REVIEW**

NOTE:

The filing deadline for land use applications to be reviewed by the Planning Commission and Board of Supervisors is the **first Friday of each month**. In the event the first Friday of the month is a holiday, the deadline will be the following Friday. Complete land use applications filed by the monthly deadline will be forwarded to the Planning Commission the following month to set public hearing one month later.

The deadlines and meeting dates below are subject to change in the event of inclement weather or other unexpected closing of the Planning Department.

January

- Pre-application meeting deadline for January filing – Wednesday, December 31
- Monthly Filing Deadline – Friday, January 9 (County offices are closed Friday January 2)
- Planning Commission briefing meeting – Tuesday, January 6
- Planning Commission regular meeting – Friday, January 9
- February Public Hearing advertisement deadline – Thursday, January 15 (ad dates 1/22 and 1/29)
- Deadline for final application materials submission for February public hearing – Friday, January 23 for initial public hearing; Wednesday, January 28 for continued public hearing

February

- Pre-application meeting deadline for February filing – Friday, January 30
- Monthly Filing Deadline – Friday, February 6
- Planning Commission briefing meeting – Tuesday, February 3
- Planning Commission regular meeting – Friday, February 6
- March Public Hearing advertisement deadline – Thursday, February 12 (ad dates 2/19 and 2/26)
- Deadline for final application materials submission for March public hearing – Friday, January 23 for initial public hearing; Wednesday, January 28 for continued public hearing

DRAFT

March

- Pre-application meeting deadline for March filing – Friday, February 27
- Monthly Filing Deadline – Friday, March 6
- Planning Commission briefing meeting – Tuesday, March 3
- Planning Commission regular meeting – Friday, March 6
- April Public Hearing advertisement deadline – Thursday, March 12 (ad dates 3/19 and 3/26)
- Deadline for final application materials submission for April public hearing – Friday, March 20 for initial public hearing; Wednesday, March 25 for continued public hearing

April

- Pre-application meeting deadline for April filing – Friday, March 27
- Monthly Filing Deadline – Friday, April 3
- Planning Commission briefing meeting – Tuesday, March 31
- Planning Commission regular meeting – Friday, April 3
- May Public Hearing advertisement deadline – Thursday, April 9 (ad dates 4/16 and 4/23)
- Deadline for final application materials submission for May public hearing – Friday, April 17 for initial public hearing; Wednesday, April 22 for continued public hearing

May

- Pre-application meeting deadline for May filing – Friday, April 24
- Monthly Filing Deadline – Friday, May 1
- Planning Commission briefing meeting – Tuesday, April 28
- Planning Commission regular meeting – Friday, May 1
- June Public Hearing advertisement deadline – Thursday, May 14 (ad dates 5/21 and 5/28)
- Deadline for final application materials submission for May public hearing – Friday, May 22 for initial public hearing; Wednesday, May 27 for continued public hearing

**2015 SCHEDULE OF LAND USE APPLICATION DEADLINES
BOARD OF SUPERVISORS REVIEW**

The following schedule applies to applications that have been reviewed and forwarded to the Board of Supervisors for review by the Planning Commission.

January

- Board of Supervisors regular meeting – Tuesday, January 20
- Public Hearing advertisement deadline – Tuesday, December 30 (ad dates 1/6 and 1/13)
- Deadline for final application materials submission for January public hearing – Tuesday, January 6 for initial public hearing; Friday, January 9 for continued public hearing

February

- Board of Supervisors regular meeting – Tuesday, February 17
- Public Hearing advertisement deadline – Tuesday, January 27 (ad dates 2/3 and 2/10)
- Deadline for final application materials submission for February public hearing – Tuesday, February 3 for initial public hearing; Friday, February 6 for continued public hearing

March

- Board of Supervisors regular meeting – Tuesday, March 17
- Public Hearing advertisement deadline – Tuesday, February 24 (ad dates 3/3 and 3/10)
- Deadline for final application materials submission for March public hearing – Tuesday, March 3 for initial public hearing; Friday, March 6 for continued public hearing

April

- Board of Supervisors regular meeting – Tuesday, April 21
- Public Hearing advertisement deadline – Tuesday, March 31 (ad dates 4/7 and 4/14)
- Deadline for final application materials submission for April public hearing – Tuesday, April 7 for initial public hearing; Friday, April 10 for continued public hearing

DRAFT

May

- Board of Supervisors regular meeting – Tuesday, May 19
- Public Hearing advertisement deadline – Tuesday, April 28 (ad dates 5/5 and 5/12)
- Deadline for final application materials submission for May public hearing – Tuesday, May 5 for initial public hearing; Friday, May 8 for continued public hearing

June

- Board of Supervisors regular meeting – Tuesday, June 16
- Public Hearing advertisement deadline – Tuesday, May 26 (ad dates 6/2 and 6/9)
- Deadline for final application materials submission for June public hearing – Tuesday, June 2 for initial public hearing; Friday, June 5 for continued public hearing

September 16, 2014

Clarke County Board Of Supervisors
Regular Meeting
Main Meeting Room

1:00 p.m.

At a regular meeting of the Board of Supervisors of Clarke County, Virginia, held in the Berryville Clarke County Government Center, 101 Chalmers Court, 2nd Floor, Berryville, Virginia conducted on Tuesday, September 16, 2014.

Board Members Present

J. Michael Hobert; Bev McKay; David Weiss

Board Members Absent

Barbara Byrd; John Staelin;

Staff Present

David Ash; Frank Davis; Tom Judge; Brandon Stidham; Lora B. Walburn

Others Present

Gem Bingol; Val Van Meter and other citizens.

1) Call to Order

Chairman Hobert called the afternoon session to order at 1:03 p.m.

2) Adoption of Agenda

Add To Miscellaneous:

- VACo 2014 Voting Credentials
- Personnel Appointments

By consensus, the Board adopted the agenda as modified.

3) Citizens Comment Period

No citizens addressed the Board.

4) VDOT

Ed Carter, with Charlie Monroe, appeared before the Board to provide the monthly update.

Maintenance – August / September:

- Completed second round of primary mowing and starting second round of secondary mowing;
- Performed shoulder repairs on Rt. 608; Conducted hazardous tree removal at various locations;
- Repaired potholes at various locations;
- Conducted pipe flushing operations on Business Rt. 7 in Berryville to address drainage issue. Found issues with pipe between drop inlets and pipe going under building to Dry Run. Used camera to identify some blockage along Rt. 7 and under private business.;
- Pipe flusher is scheduled to address issues on routes 601N, 50/602 and 7/340;
- Planning double pipe replacement on Rt. 602;
- Tree contractor is scheduled for routes 601, 602 and 621;
- Number of carcass pickups has started to increase with fall. Last month we picked up 23 deer and 1 bear.

Projects:

- Rt. 340/Senseny Rd. turning lane started this week.
- Rt. 606 stream repair will be completed this week, weather permitting.

Board Concerns:

- Rt. 612 curve models are complete for Rt. 7/Kimble Rd. signage. Engineering has agreed to restrict the road to no thru trucks. The Supervisors raised no objection.
- Rt. 732, Triple J Rd. paving schedule has been pushed out until 2015 because of funding shortages. Maintenance will be surface treating portions to hold us through the winter.
- Due to FY2014 winter operations, VDOT was \$300 million over budget.
- Commonwealth Transportation Board (CTB) public hearing and meeting at Blue Ridge Community College on Wednesday, October 8, 2014 to give citizens the opportunity to review and provide comments on the draft Revised Fiscal Year 2015-2020 Six-Year Improvement Program (FY15-20 SYIP).

- The Secretary of Transportation will hold an informal roundtable briefing for local officials at 5PM on October 8, 2014 prior to the Public Meeting. This is an opportunity to ask questions and discuss transportation concerns with the Secretary.

Supervisor Comments:

Vice Chairman Weiss:

- There is a speed limit sign on the ground near Doodles Store.

5) Set Public Hearing -- CC-2014-03: Establish Department of Fire, Emergency Medical Services (EMS), and Emergency Management

Brandon Stidham provided highlights of the proposed amendment. The Supervisors made the following recommendations:

- Modify §17-6 Fire and EMS Commission B: Add Supervisor Appointment
- Provide notice of public hearing with the draft amendment to volunteer organizations.

Supervisor McKay moved to set public hearing for Tuesday, October 21, 2014 at 6:30 pm or as soon thereafter as the matter may be heard. The motion carried by the following vote:

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

6) Town-County Economic Development and Tourism MOU

Brandon Stidham reviewed the most recent draft of the Memorandum of Understanding. He advised that Supervisor Staelin, Board of Supervisors representative on the Town / County Economic Development MOU Development Committee, recommended adoption.

Supervisor McKay suggested broadening 16. Joint Development of Agricultural Marketing Strategies.

Vice Chairman Weiss opined that the MOU covered relationship between the Town and County and the agreement provided assistance in agricultural business that may not be available to the Town. He noted that Berryville Town Council had approved the document as written.

Vice Chairman Weiss moved to adopt the Memorandum of Understanding between the Town of Berryville and Clarke County regarding Economic Development and Tourism as presented by staff. The motion carried by the following vote:

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

Following adoption, Chairman Hobert instructed staff to provide specific dates for items referenced in Attachment A.

Memorandum of Understanding (MOU) Between The Town of Berryville and Clarke County Regarding Economic Development and Tourism

WHEREAS, the Town of Berryville and Clarke County over the past four decades have worked cooperatively to promote a unique and highly successful land use philosophy that focuses growth and development within the Town while preserving the County's natural, historical, and agricultural resources; and

WHEREAS, the County's small land area, close proximity to four surrounding urban growth areas, and limited access to public water and sewer capacity make the sharing of Economic Development resources a necessity; and

WHEREAS, the future of economic development – including business, retail, industry, agriculture, and Tourism – in Clarke County is dependent upon effective collaboration and cooperation between the Town and County;

AND WHEREAS, the Town and the County recognize that combining resources and creating unified points of contact for Economic Development and Tourism will enable our communities to more efficiently address the needs of new and existing businesses, streamline regulations and regulatory processes, and more effectively market our unique assets.

NOW THEREFORE, BE IT RESOLVED THAT the Town of Berryville and Clarke County agree to work cooperatively to implement the following action items:

1. Establish Joint Management of Economic Development and Tourism. The Town and County shall jointly manage the Economic Development and Tourism efforts in Clarke County and the Town of Berryville on an ongoing basis.
2. Establish Single Points of Contact for Economic Development and Tourism. Both the Town and County agree that it would be best if the business community dealt with single points of contact for Economic Development and Tourism.
3. Create a Joint Committee for Economic Development and Tourism. The Town and County shall create a four member Committee ("Joint Committee") to supervise Economic Development and Tourism efforts. The Committee shall consist of the Town Manager or designee, the County Administrator, a Town Council Member and a County Supervisor. Initially, the Joint Committee will meet monthly but may change that schedule as the Committee deems appropriate. The Joint Committee is empowered to choose its own leaders

but it is suggested that the Chair alternate between the two elected officials. The Joint Committee shall be appointed by the Town and County within 30 days of adoption of this MOU.

4. Hire an Economic Development Director. The County will hire an Economic Development Director with input from the Joint Committee. Initially this may be a part-time position. The County will create a job description and provide it to the Joint Committee for review and input into its development. This Economic Development Director will report to County Administrator but will also consult with the Joint Committee. Unless the County can find someone with all the needed skills it is unlikely the Director will supervise many efforts in the area of Tourism. The Director shall staff the Industrial Development Authority (IDA) and the Economic Development Advisory Committee (EDAC), and shall incorporate the work product of these groups into the overall Town-County economic development strategy. The selection process shall begin within 60 days of the adoption of this MOU with the goal of having the Director begin work in Spring 2015.
5. Conduct Joint Review of Economic Development and Tourism Funding. For FY16 and beyond both the County and Town agree to conduct an ongoing joint review of Economic Development/Tourism funding during their annual budget process. The County Administrator and Town Manager or designee shall be responsible for organizing this review in conjunction with County and Town finance committees and the Joint Administrative Services Director. Such review shall begin in the 4th quarter of the 2014 calendar year in conjunction with the development of the FY2015-2016 budgets. The Joint Committee shall coordinate any budgetary requests with the Town's and County's annual budget processes. As the County Administrator and Town Manager serve on the Joint Committee it is expected that they will be able to represent the desires of the Committee.
6. Budgetary Control and Impact on Tax Revenues. The Joint Committee will do its best to understand how Economic Development and Tourism affect the tax revenues of the Town and County so that proposals can be made to equitably divide costs. However, both the Town and County reserve the right to control their own Economic Development and Tourism budgets.
7. Identify and Mitigate Real and Perceived Barriers to Economic Development. One of the first duties of the Joint Committee shall be to determine the best way to add to the past information gathering activities of the Town and the Economic Development Strategic Planning Subcommittee by soliciting additional input from the business community as to the real and perceived barriers to Economic Development. A workplan to obtain this input and develop strategies to mitigate these real and perceived barriers shall be developed and initiated by the Joint Committee within 60 days of the Economic Development Director's start date.
8. Joint Regulatory Review by Planning Directors. The Town and County shall charge their Planning Directors to use the data collected above as well as their Director's own knowledge to complete a joint regulatory review and offer suggestions back to the governing bodies of changes that could be made to make both the Town and County more business friendly. This effort shall be scheduled in conjunction with the workplan set forth in Item #7 above.
9. Publicize the Regulatory Review Recommendations and Their Implementation. The final report of the regulatory review outlined in Item #8 shall be publicized within 60 days of acceptance by the governing bodies, and the resultant changes shall be publicized as the report's recommendations are implemented.

10. Establish Technical Guidance/Support for Tourism Efforts. The Joint Committee shall decide whether the County and Town's Tourism effort should be guided by a staff member, consultant, or a designated group. The selected entity will report to either the Town Manager or County Administrator and will receive guidance from the Joint Committee. The Joint Committee may wish to request proposals from consultants and groups in order to help evaluate the different options for this item. The initial goals of the Tourism effort shall be the creation of a single Tourism website and the development of ways to cross-promote Tourism at existing events. The Joint Committee shall make this decision within 120 days of the adoption of this MOU.
11. Creation and Management of Joint Economic Development and Tourism Websites and Associated Social Media.
- A. Develop and Manage Joint Economic Development Website. The Town and the County shall have a single internet presence for Economic Development to include a website and associated social media. Creation of a single internet presence shall be the Economic Development Director's top priority project. The initial steps of this effort shall begin immediately following the adoption of this MOU with a targeted delivery date of the combined internet presence within 4-6 months of the Economic Development Director's start date.
- The Economic Development Director shall be responsible for keeping the website and associated social media up to date with oversight by the Joint Committee.
- B. Develop and Manage Joint Tourism Website. The Town and the County shall have a single internet presence for Tourism to include a website and associated social media. Creation of a single internet presence shall be evaluated by the Joint Committee and a recommended work plan shall be provided by the Committee within three (3) months of the Committee's initial meeting.
12. Identify New Revenue Sources for Economic Development and Tourism. There shall be ongoing, coordinated efforts to explore new revenue sources for Economic Development and Tourism to benefit both the Town and County. This effort shall begin in the near term with pursuing the Virginia Tourism Corporation Marketing Leverage Grant or other tourism-related grants, and evaluation of raising the County's transient occupancy tax (TOT) 1 to 5% through General Assembly action to allow earmarking of funds in excess of 2% for Tourism-related efforts, and establishing a TOT for the Town. This effort will also include evaluating the County's potential use of the business professional and occupational license (BPOL) tax. Longer term efforts shall be an ongoing responsibility of the Economic Development Director and part of the joint annual evaluation of the Town and County economic development budgets.

¹ Transient Occupancy Tax is a tax paid by visitors and is collected by operators of hotels, motels, boarding houses, and other lodging places which can accommodate four or more persons at one time as well as travel campgrounds that offer guest rooms or other accommodations rented out for continuous occupancy for fewer than 30 consecutive days. This tax is authorized by 58.1-3819 of the Code of Virginia and is codified under Article XVII of the Code of Clarke County.

13. Develop Business Retention Strategies. The Joint Committee shall work with the Economic Development Director and possibly a consultant to create business retention strategies. Work

on this item shall begin within 60 days of the completion of the regulatory review/streamlining report outlined in Items #7 and #8.

14. Foster Economic Development Relationships. The Town and County shall work jointly on establishing partnerships with developers, landowners, building owners, and other stakeholders to facilitate new development and redevelopment of properties. This is an ongoing responsibility that shall be undertaken by the Economic Development Director with processes established to enable potential projects or issues to be brought to the governing bodies after review by the Joint Committee for discussion by the aforementioned stakeholders.
15. Develop Incentive Programs to Attract New Businesses and Retain Existing Businesses. The Town and County shall jointly develop incentive programs to attract new businesses and to help existing businesses grow and expand. This item requires Economic Development technical expertise and shall be assigned to the Economic Development Director. Creation of a report of potential incentive program options for consideration by the Town and County shall be completed within one year of the hire date of the Economic Development Director.
16. Joint Development of Agricultural Marketing Strategies. The Town and County shall jointly develop agricultural marketing strategies to benefit agricultural/ agribusiness entities in the County and agricultural retail and Tourism resources (e.g., Farmers Market, farm-to-table, farm supply business) in the Town. This item requires marketing technical expertise and shall be assigned to lead points of contact for Economic Development and Tourism. Creation of a Marketing Strategies Report shall be created for consideration by the Town and County. This Report shall be completed within one year of the adoption date of this MOU.
17. Regional Tourism Marketing and Promotion. The Town and County shall support regional cooperation in marketing/promoting tourism. This item requires tourism/marketing technical expertise and shall be assigned to lead points of contact for Tourism. Existing staff shall continue to be actively involved in current regional efforts to market Town and County Tourism efforts.
18. Support Efforts to Increase Accommodation Capacity. Development of increased accommodation capacity shall be supported by the Town and County. In the near term, Town and County staffs, with guidance from the Joint Committee shall determine whether there are joint measures that could be undertaken to secure a hotel in the Town. As an ongoing project, the Joint Committee and/or the Economic Development Director and Tourism lead points of contact shall work to identify and promote all sources of accommodations including hotels, bed and breakfasts, and country inns.
19. Foster Tourism Relationships. The Town and County shall work to establish relationships with stakeholders to facilitate growth of the Tourism industry. This is an ongoing responsibility that shall be undertaken by the Tourism lead points of contact with processes established to enable issues to be brought to the governing bodies for discussion by the aforementioned stakeholders.

The aforementioned action items are summarized by priority in Attachment A, Timeline of Action Items, to this MOU.

20. BE IT FURTHER RESOLVED THAT it is expected that this Memorandum of Understanding will be modified as the Town and County learn from their experiences. This MOU shall renew automatically on July 1, 2015 and annually on July 1 thereafter, however either the Town or the County may choose to request the opportunity to review or modify this MOU with provision

of 60 days of notice to the other party. Either party may cancel this MOU with provision of written notice to the other party no later than May 1 of each year.

Attachment A Timeline Of Action Items

- Prioritized Items (Initial Year)
 - **Within thirty (30) days of the adoption date of this MOU --** Create a Joint Committee for Economic Development and Tourism (Item #3)
 - **Within sixty (60) days of the adoption date of this MOU –** Create a job description and recruit for the position of Economic Development Director with the goal of hiring a part or full-time Director by Spring 2015. (Item #4)
 - **Within 120 days of the adoption date of this MOU --** The Joint Committee shall complete a review of Town and County funding of the economic development effort and make recommendations to the Finance Committees of the Town and County, in conjunction with the annual budget process, for integrated response to funding needs. (Items #5 and #6)
 - **Within 120 days of the adoption date of this MOU –** The Joint Committee shall recommend a work plan to identify technical guidance/support for tourism efforts and for development of the Joint Tourism website (Item #10 and Item #11B)
 - **Within ten (10) months of the adoption date of this MOU –** Identify and Mitigate Real and Perceived Barriers to Economic Development – develop and initiate workplan (Item #7); Joint Regulatory Review by Planning Directors – develop and initiate workplan (Item #8)
 - **Within one (1) year of the adoption date of this MOU –** Joint Development of Agricultural Marketing Strategies report (Item #16)
- Prioritized Items (Beyond Initial Year)
 - **Within 12 to 14 months of the adoption date of this MOU –** Targeted Delivery of Joint Economic Development Website (Item #11A)
 - Within sixty (60) days of completion of regulatory report outlined in Items #7 and #8 – Begin work on developing business retention strategies (Item #13)
 - **Within one (1) year of the hire date of the Economic Development Director –** Report on Incentive Programs to Attract New Businesses and Retain Existing Businesses (Item #15)
- Ongoing Items
 - Establish Joint Management of Economic Development and Tourism (Item #1)
 - Establish Single Points of Contact for Economic Development and Tourism (Item #2)
 - Conduct Joint Review of Economic Development and Tourism Funding (Item #5) – In conjunction with annual budget processes

- Budgetary Control and Impact on Tax Revenues (Item #6)
- Publicize the Regulatory Review Recommendations and Their Implementation (Item #9)
- Identify New Revenue Sources for Economic Development (Item #12) – In conjunction with annual budget processes
- Foster Economic Development Relationships (Item #14)
- Develop recommendations for Regional Tourism Marketing and Promotion (Item #17)
- Support Efforts to Increase Accommodation Capacity (Item #18)
- Foster Tourism Relationships (Item #19)

7) Approval of Minutes

Supervisor McKay moved to approve the minutes for August 19 2014 Regular Meeting as corrected. The motion carried by the following vote:

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

8) Board of Supervisors Work Session

A. Access Independence Presentation by Donald Price

09-08-2014: Donald Price, Executive Director for the organization met with the Board to provide an overview of the organization's mission and provided several examples of working with individuals as well as community organizations to improve access to homes, businesses, work and community for individuals with disabilities.

B. White Post Dairy Update

09-08-2014: Alison Teetor provided an update from DEQ on improvements made at the dairy's waste management facilities, including updates on groundwater monitoring, grading, paving and redirection of overflow from the lagoons. DEQ confirmed progress on the consent agreement and existence of an approved nutrient management plan.

C. Virginia Pollutant Discharge Elimination System (VPDES) Permit Modification Request -- Mt. Weather Emergency Operations Center

09-08-2014: Alison Teetor discussed the VPDES Modification Request made for storm water discharges from Mt. Weather. Based upon the information provided in the report, Ms. Teetor advised that there appeared to be no significant pollutant discharge resulting from the modified operations.

D. 2014 Town of Berryville and Clarke County Bicycle & Pedestrian Plan

09-08-2014: Mr. Stidham updated the BOS on the revised Bike Plan prepared by the Regional Commission. Mr. Stidham confirmed that the plan had been revised to take into consideration comments and concerns voiced by Board members and recommended that the Board accept the proposed plan and refer it to the Planning Commission for use as a guidance document to be used in preparing future comp plan and implementing plan drafts.

Supervisor Staelin moved to accept the plan and forward to the Planning Commission for use as a guidance document. The motion carried by the following vote:

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

E. Clarke County General Government Pay and Classification Study Update

09-08-2014: Status of the Pay Classification Plan was discussed by the Board. It was noted that a telephone conference with the consultant was held on Friday and as a result a revision was being made to the plan. Revised documents are expected this week. The Board acknowledged that the consultant would not be able to be present at the September Board meeting and requested that his availability for a Personnel Policy work session to be scheduled in early October be determined.

09-16-2014: David Ash informed the Supervisors that the Personnel Work Session is scheduled for Wednesday, October 8, at 1:30 pm in Meeting Room C. He noted that John Anzivino, Springsted, would be present and further noted that the latest revision of the documents would be provided prior to the meeting.

F. Personnel Policy Review Establish Dates and Times for Committee of the Whole

09-08-2014: The Board requested that digital and paper copies of the current personnel policy and the redline version of the proposed plan be prepared and sent to each board member for review prior to the first work session. The Administrator was direct to poll board members to determine the most convenient time and date to schedule the work session and to schedule it as appropriate.

G. Northwestern Regional Adult Detention Center Request for Funding

An invoice from The Regional Jail, in the amount of \$15,245.04 covering a post budget increase in salaries approved by Frederick County, fiscal agent, was discussed. As a result of evolving budget requests, the Finance Director was uncertain that the increase submitted would require a supplemental appropriation.

09-08-2014: **Supervisor Byrd moved to accept the invoice and process for payment with direction to the Finance Director to determine the need for a supplemental appropriation and to prepare a request for one if needed. The motion carried by the following vote:**

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

H. Transfer budget from Sheriff to Communications

09-08-2014: By consensus, the Board approved the Finance Director's request to transfer funds previously held in a separate line item to fund a portion of the Communications Center operations to the Sheriff's Office Budget to reflect more accurately the current operation of the Center.

I. Town-County Economic Development and Tourism Memorandum of Understanding

09-08-2014: Supervisor Staelin reported that the "conference committee" had met and revised the draft to reflect more closely the understanding of the proposed agreement and clarifying lines of authority and responsibility. The Town will act first on the agreement at the Council meeting on September 9, anticipating action by the board at its regular meeting in September.

J. Closed Session pursuant to §2.2-3711-A1 specific employees or appointees of the Board and Personnel Pay Issues

09-08-2014: **Supervisor Staelin moved to convene into Closed Session pursuant to §2.2-3711-A1 Specific Employees or Appointees of the Board. The motion carried as follows:**

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

The members of the Board of Supervisors being assembled within the designated meeting place, with open doors and in the presence of members of the public and/or the media desiring to attend, **Supervisor Staelin moved to reconvene in open session. The motion carried as follows:**

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

Supervisor Staelin further moved to execute the following Certification of Closed Session:

CERTIFICATION OF CLOSED SESSION

WHEREAS, the Board of Supervisors of the County of Clarke, Virginia, has convened a closed meeting on the date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3700 of the Code of Virginia requires a certification by the Board of Supervisors of the County of Clarke, Virginia that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE BE IT RESOLVED, that the Board of Supervisors of the County of Clarke, Virginia, hereby certifies that, to the best of each members knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which the certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board of Supervisors of the County of Clarke, Virginia.

The motion was approved by the following roll-call vote:

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

No action was taken on matters discussed in Closed Session.

9) Finance Items

1. Acceptance of Bills and Claims

09/16/2014 Action: Chairman Hobert advised that the August bills and claims reflect the transition to outsourced custodial services for the Schools and General Government.

Supervisor McKay moved to accept the August bills and claims. The motion carried by the following vote:

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

10) Joint Administrative Services Board Update

Tom Judge provided an update. Highlights include:

- Board met on August 25.
- Discussed revision to travel policy. The Board directed JAS staff to research policies from other jurisdictions. Further discussion is planned for the October 6 meeting.
- ERP:
 - o Due date for a unified chart of accounts is Friday, September 19. This is part of the complexity of transitioning four separate systems into one: Bright, RDA, School activity funds, and Social Services.
 - o Met with Social Services to discuss its participation in the ERP system.
 - o Attended two days of system administration training.
 - o Attended two days of security and workflow training. Six persons learned system routing.
 - o Analysis on how to convert data to the new system begins October 6.
 - o Discussed project plan to determine milestones thru July 2015;
- JAS Department is working on the Superintendent's annual report and the annual audit.
- Discussed Pay and Classification update.
- Discussed progress with JAS participation in the Evergreen study. As of today, there is no update on Evergreen study.

11) Government Projects Update

David Ash provided the monthly project update. Highlights include:

- 101 Chalmers Court – HVAC Retrofit

- Contacted Maintenance during the Board meeting to address short-cycling if the HVAC system.
 - Bob Mitchell, consultant and Gordon Russell, are trying now to establish a baseline of data for the time in which any work was performed on the building.
 - Do not anticipate any action within the next 30 days during Mr. Mitchell’s vacation.
 - Vice Chairman Weiss added that the BCCGC Joint Building Committee met September 10. It contacted Bob Mitchell and expressed its interest to move forward as soon as possible. The consultant was given all the available data, which the consultant must present in a manner that legal counsel can offer to the attorneys for the architect and engineer.
- Sheriff’s Office Renovation
- Pre-award meeting held last Friday with the contractor.
 - Hope to have a purchase order by tomorrow to approve that will start the additional work needed to complete the Sheriff’s Office renovation project.
 - The Supervisors reviewed budget numbers for the project; and with the contract estimate coming in below the estimate, there was no intention to bring to the Board for specific approval. When available, David Ash will provide a copy of the requisition to the Chairman.
 - Bobby Levi is project manager
 - Lantz Construction got low bid.
 - The Board requested project scope.

12) Miscellaneous Items

VACo Voting Credentials

Chairman Hobert advised that he had received the voting credentials for the annual Virginia Association of Counties meeting in November.

Supervisor McKay moved to approve Chairman J. Michael Hobert as the primary delegate and Supervisor Barbara Byrd as the alternate delegate. The motion carried by the following vote:

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

**VACo 2014 Annual Meeting
Voting Credentials Form
Form may be returned by mail or fax (804-788-0083)**

Voting Delegate:
(Supervisor)
Name J. Michael Hobert
Title Chair - Board of Supervisors
Locality Clarke County Virginia

Alternate Delegate:
(Supervisor)
Name Barbara J. Byrd
Title Supervisor - Russell District
Locality Clarke County Virginia

Certified by:
(Clerk of the Board)
Name David Ash
Title County Administrator
Locality Clarke County Virginia

**VACo 2014 Annual Meeting
Proxy Statement**

_____ County authorizes the following person to cast its vote at the 2014 Annual Meeting of the Virginia Association of Counties on November 11, 2014.

_____, a non-elected official of this county.
-OR-
_____ a supervisor from _____ County.

This authorization is:

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

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

Certified by: Name _____
Title _____
Locality _____

Expiration of Term for appointments expiring through December 2014.

Chairman Hobert put forth the following recommendations for appointment:

- Appoint Robert Hobbs to the Clarke County Industrial Development Authority to serve a full four-year term expiring October 30, 2018.

- Appoint William [Chip] Steinmetz, II to the Shenandoah Area Agency on Aging, Inc. Board serving the remainder of the unexpired term of James Edwards, Jr. term expiring September 30, 2016.

Vice Chairman Weiss moved to approve the appointments as presented. The motion carried by the following vote:

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

Low-water Bridge at Morgan Ford

Chairman Hobert thanked Gem Bingol, Piedmont Environmental Council, for the Council's efforts in terms of the retention of the engineer to make recommendations with respect to the design of the low-water bridge at Morgan Ford.

13) Summary of Required Action

<u>Item</u>	<u>Description</u>	<u>Responsibility</u>
1.	Process public hearing notice for CC-2014-03.	Lora B. Walburn
2.	Provide copy of public hearing notice and CC-2014-03 to fire and rescue companies.	Brandon Stidham
3.	Process approved minutes.	Lora B. Walburn
4.	Town-County Economic Development MOU – provide dates for items listed in Attachment A.	Brandon Stidham
5.	Provided revised documents to BoS in advance of the Personnel Work Session.	David Ash
6.	Provide the Chairman with a copy of the requisition for Lantz Construction – Sheriff's Office Renovation Project.	David Ash
7.	Provide the Board with the project scope for the Sheriff's Office Renovation Project.	David Ash
8.	Process 2014 VACo Voting Credentials.	Lora B. Walburn
9.	Process appointments.	Lora B. Walburn

14) Board Member Committee Status Reports

Supervisor Bev McKay:

- NSVRC: will met on Thursday.

Vice Chairman David Weiss:

- CEA: Continued activity.
- JBC: Activity presented under Government Projects Update.
- Fire and EMS Commission: Will meet early in October.

15) Closed Session

At 1:53 pm, **Vice Chairman Weiss** moved to convene into Closed Session pursuant to **§2.2-3711-A1 Specific Employees or Appointees of the Board and §2.2-3711-A3 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. The motion carried as follows:**

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

At 2:57 pm, the members of the Board of Supervisors being assembled within the designated meeting place, with open doors and in the presence of members of the public and/or the media desiring to attend, **Vice Chairman Weiss** moved to reconvene in open session. **The motion carried as follows:**

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

Vice Chairman Weiss further moved to execute the following **Certification of Closed Session:**

CERTIFICATION OF CLOSED SESSION

WHEREAS, the Board of Supervisors of the County of Clarke, Virginia, has convened a closed meeting on the date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3700 of the Code of Virginia requires a certification by the Board of Supervisors of the County of Clarke, Virginia that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE BE IT RESOLVED, that the Board of Supervisors of the County of Clarke, Virginia, hereby certifies that, to the best of each members knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which the certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board of Supervisors of the County of Clarke, Virginia.

The motion was approved by the following roll-call vote:

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

No action was taken on matters discussed in Closed Session.

16) Adjournment

There being no further business to be brought before the Board at 2:57 pm Chairman Hobert adjourned the Board of Supervisors meeting.

Next Regular Meeting Date

The next regular meeting of the Board of Supervisors is set for Tuesday, October 21, 2014 at 1:00 p.m. in the Berryville Clarke County Government Center, Main Meeting Room, 101 Chalmers Court, Berryville, Virginia.

ATTEST: September 16, 2014

J. Michael Hobert, Chair

David L. Ash, County Administrator

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

Clarke County Board of Supervisors

Consent Agenda

A. Conservation Easement Authority:
Donations, DUR Purchase, Boundary Line
Adjustment

B. National 4-H WEEK Proclamation

MEMORANDUM

TO: Board of Supervisors, David Ash
FROM: Conservation Easement Authority, Alison Teetor
DATE: October 3, 2014
SUBJECT: Items for Consent Agenda

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

Easement Donation

Dietrich and Helga Westphal have applied to the easement authority for approval of an easement donation. The property is located at 2558 Bishop Meade Road approximately 1 mile south of Old Chapel. The property is 135.3 acres consisting of a mix of pasture, cropland, and woods, has an existing house built in 1983 and 4 remaining DUR's.

The parcel is zoned AOC and is in use value taxation, it meets all 4 of the criteria adopted by the Authority. The parcel score is 78.89, points were given for retiring 3 DUR's, having 2 acres of wetland, being next to an existing easement, fronting on a scenic byway, and being in the same ownership for more than 30 years. The applicant is retiring 3 of the 4 remaining DUR's, it is adjacent to an existing easement, and is over 40 acres. At the September meeting the Authority approved the donation allowing one subdivision with a pre-approval to build a one story house not to exceed a footprint of 6,500 square feet with a height restriction of 25 feet to be located within a defined building envelope.

Easement Donation

Bill Dean, has applied to the easement authority for approval of an easement donation. The property is located on the south side of Roseville Run adjacent to the Town of Boyce 125 W. Main St. The parcel adjoins the Town but is in the County with 1 DUR, and is vacant. It fronts on Roseville Run for 1/10 of a mile. This is the residual from the Bill Dean subdivision in Boyce and would be gifted to the homeowners association. The parcel is zoned AOC and does not qualify for use value taxation, in accord with the Commissioner of Revenue's requirements (> 5 acres), therefore a donation may be considered if at least three of the following four guidelines are met:

Easement Donation

If the parcel is not eligible for use value taxation, then a donation may be considered if it meets at three of the four following criteria:

- 1) the parcel's Property Resource Score is at least 35;
- 2) at least one dwelling unit right is extinguished by the conservation easement;
- 3) it is adjacent to another easement;

- 4) the parcel offers protection of a locally significant natural or historic feature, as determined by the Easement Authority.

The parcel scored 35.2, primarily due to the retirement of the one existing DUR, it is less than 40 acres and not adjacent to an existing easement. It does have frontage on Roseville Run and the owner is installing a riparian buffer. The Authority approved the donation stating that the frontage on Roseville Run was a significant natural feature.

Easement DUR Purchase

Kenneth Pitta has applied to the easement authority for approval of a DUR purchase. There are two properties located on the east side of Frogtown Rd. just north of the intersection of Mt. Carmel Rd, Feltner Rd., and Frogtown Rd. The properties are vacant, consisting of 27.5 acres with 2 DUR's and 1.6 acres with 1 DUR. They are entirely wooded. Access is from Frogtown Rd. Mr. Pitta would like to merge the two parcels and retire 2 DUR's. Both parcels are zoned FOC qualify for use value taxation

The parcels were scored as one as the applicant would merge them subsequent to the easement recordation. The property resource score was 58.7, points were given for retiring 2 DURs, being next to Appalachian Trail property, being owned by the family for more than 50 years, and have 6 acres of slopes > 25%. The property qualifies for purchase as it scored over 35 and is retiring at least 1 DUR. It is not over 40 acres and it is not next to an existing easement. The Authority approved and Mr. Pitta accepted a DUR purchase price of \$30,000/DUR retired for a total of \$60,000. VDACS will pay 50% of the purchase price.

Boundary Line Adjust

No action is required by Board. The Bauhan family has requested a boundary line adjustment between their two eased properties so as to a line the boundary with existing fence rows. The easement authority has approved this adjustment. The change adds 2.05 acres to the parcels identified as 21-((A))-19 and subtracts the same amount from the parcel identified as tax map# 21-((A))-20.

Clarke County Board of Supervisors



Berryville Voting District
J. Michael Hobert – Chair
(540) 955-4141

Millwood Voting District
John R. Staelin
(540) 837-1903

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

Buckmarsh Voting District
David S. Weiss – Vice Chair
(540) 955-2151

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

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

NATIONAL 4-H WEEK PROCLAMATION **Recognizing October 5-11, 2014 as National 4-H Week in Clarke County** **2014-02P**

WHEREAS, Clarke County 4-H is an admirable positive youth development program which has provided life skill learning for youth ages 5-19 in our county so that the whole child including head, heart, hands and health, might they step up to the challenges of a complex and changing world with confidence; and

WHEREAS, 4-H as part of the Virginia Cooperative Extension Program of Virginia Tech and Virginia State is a program where youth learn through opportunities that provide them hand-on experiences in 4-H's mission mandates of science, engineering and technology, healthy living and citizenship; and

WHEREAS, 4-H is the nation's largest youth development organization with more than 6 million 4-H youth in urban neighborhoods, suburban schoolyards and rural farming communities who stand out among their peers: building revolutionary opportunities and implementing community-wide change at an early age; and

WHEREAS, 4-H in Clarke County claims over 260 members in clubs and camping programs and over 100 members in 4-H special interest programs; and

WHEREAS, 4-H in Clarke County undoubtedly could not have achieved the success it has today were it not for the service of 67 volunteers, who have given generously of their time, talents, energies, and resources to the youth of the community; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Clarke County does hereby proclaim October 5-11, 2014 as National 4-H Week in Clarke County and urges the people of this community to take advantage of the opportunity to become more aware of this special program that enhances our young people's interests in their futures as part of Clarke County 4-H Youth Development and to join us in recognizing the unique partnership between our County and our State University System.

IN WITNESS THEREOF, I have set my hand and caused the seal of Clarke County, Virginia to be affixed this 8th day of October 2014.

Attest:

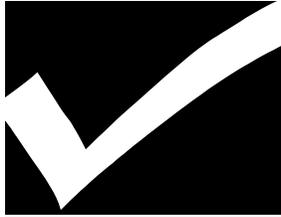
J. Michael Hobert, Chair

www.clarkecounty.gov

101 Chalmers Court, Suite B
Berryville, VA 22611

Telephone: [540] 955-5175

This institution is an equal opportunity provider and employer.



Board of Supervisors Work Session Agenda
October 08, 2014 10:00 am
Berryville/Clarke County Government Center, 2nd Floor
101 Chalmers Court, Berryville, Virginia 22611

*Item
No.*

Description

A. Clarke County General Government Pay and Classification Study Update

10-08-2014: Supervisor Staelin moved to convene into Closed Session pursuant to §2.2-3711-A1 Specific Employees or Appointees of the Board. The motion carried as follows:

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

John Anzivino, Springsted, joined the Board in Closed Session.

The members of the Board of Supervisors being assembled within the designated meeting place, with open doors and in the presence of members of the public and/or the media desiring to attend, **Supervisor Staelin moved to reconvene in open session. The motion carried as follows:**

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

10-14-2014: Chairman Hobert noted that he had not called for a roll call vote following Closed Session and requested a member of the Board make a motion to Certify the Closed Session of Wednesday, October 8, 2014.

Supervisor Staelin moved to execute the following Certification of Closed Session:

CERTIFICATION OF CLOSED SESSION

WHEREAS, the Board of Supervisors of the County of Clarke, Virginia, has convened a closed meeting on the date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of

*Item
No.*

Description

Information Act; and

WHEREAS, Section 2.2-3700 of the Code of Virginia requires a certification by the Board of Supervisors of the County of Clarke, Virginia that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE BE IT RESOLVED, that the Board of Supervisors of the County of Clarke, Virginia, hereby certifies that, to the best of each members knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which the certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board of Supervisors of the County of Clarke, Virginia.

The motion was approved by the following roll-call vote:

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

No action was taken on matters discussed in Closed Session.

B. Personnel Policy Review

10-08-2014: Item not reviewed.

C. National 4H-Week Proclamation

10-08-2014: Item not reviewed.

Clarke County Board of Supervisors



Berryville Voting District
J. Michael Hobert – Chair
(540) 955-4141

Millwood Voting District
John R. Staelin
(540) 837-1903

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

Buckmarsh Voting District
David S. Weiss – Vice Chair
(540) 955-2151

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

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

NATIONAL 4-H WEEK PROCLAMATION

Recognizing October 5-11, 2014 as National 4-H Week in Clarke County 2014-02P

WHEREAS, Clarke County 4-H is an admirable positive youth development program which has provided life skill learning for youth ages 5-19 in our county so that the whole child including head, heart, hands and health, might they step up to the challenges of a complex and changing world with confidence; and

WHEREAS, 4-H as part of the Virginia Cooperative Extension Program of Virginia Tech and Virginia State is a program where youth learn through opportunities that provide them hand-on experiences in 4-H's mission mandates of science, engineering and technology, healthy living and citizenship; and

WHEREAS, 4-H is the nation's largest youth development organization with more than 6 million 4-H youth in urban neighborhoods, suburban schoolyards and rural farming communities who stand out among their peers: building revolutionary opportunities and implementing community-wide change at an early age; and

WHEREAS, 4-H in Clarke County claims over 260 members in clubs and camping programs and over 100 members in 4-H special interest programs; and

WHEREAS, 4-H in Clarke County undoubtedly could not have achieved the success it has today were it not for the service of 67 volunteers, who have given generously of their time, talents, energies, and resources to the youth of the community; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Clarke County does hereby proclaim October 5-11, 2014 as National 4-H Week in Clarke County and urges the people of this community to take advantage of the opportunity to become more aware of this special program that enhances our young people's interests in their futures as part of Clarke County 4-H Youth Development and to join us in recognizing the unique partnership between our County and our State University System.

IN WITNESS THEREOF, I have set my hand and caused the seal of Clarke County, Virginia to be affixed this 8th day of October 2014.

Attest:

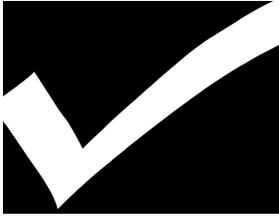
J. Michael Hobert, Chair

www.clarkecounty.gov

101 Chalmers Court, Suite B
Berryville, VA 22611

Telephone: [540] 955-5175

This institution is an equal opportunity provider and employer.



Personnel Committee Items
October 14, 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 December 2014.

10-14-2014: The Personnel Committee recommended:

- Shenandoah Area Agency on Aging, Inc.: Reappoint Robina Rich Bouffault to a four-year term expiring September 30, 2018.
- Clarke County Industrial Development Authority: Reappoint David Juday to a four-year term expiring October 30, 2018.

Chairman Hobert instructed staff to contact the Department of Social Services and Northwestern Community Services to seek additional information on appointments.

B. Closed Session pursuant to §2.2-3711-A1 specific employees or appointees of the Board re Personnel Pay Issues

10-14-2014 Summary: Due to time constraints, the Closed Session was not held.

Appointments by Expiration Through December 2014

Appt Date Exp Date Orig Appt Date:

December 2013

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.

July 2014

Board of Social Services 4 Yr
 Pierce Edwin Ralph Berryville District 2/21/2012 7/15/2014 2/21/2012

Appointed by BOS; 2 Term Limit; Oath of Office Required - Clerk of Circuit Court; BOS appoints 3 qualified citizens of the county, 1 of whom may be a member of the BOS ; § 15.2-412.

September 2014

Clarke County Planning Commission 4 Yr
 Steinmetz, II William Berryville District 5/15/2012 9/13/2014 3/18/2008

Resigned 9-13-2014 Expires 4-30-2016

Appointed by BOS; Oath of Office Required - Clerk of Circuit Court; Section 1-C-2 of the Zoning Ordinance states: "The Planning Commission shall consist of eleven members, appointed by the Board. Members of the Planning Commission shall be residents of the County, with there being 2 residents of each of the Board Election Districts. In addition, 1 member of the Commission shall be a member of the Board. Members of the Commission shall be qualified by knowledge and experience to make decisions on questions of community growth and development. At least 1/2 of the members of the Planning Commission shall be owners of real property in the County."

Shenandoah Area Agency on Aging, Inc.

Bouffault Robina Rich White Post District 7/16/2013 9/30/2014 7/16/2013

BOS Nominates 2 Clarke County Members; SAAA Board appoints the local government nominees; the Board shall have the right not to accept any nominee it considers incompatible with the best interests of the SAAA and the Board.; 2 Term Limit

October 2014

Clarke County Industrial Development Authority 4 Yr
 Juday David Russell District; Chair 12/21/2010 10/30/2014 4/19/2005

Appointed by BOS; Oath of Office Required - Clerk of Circuit Court; 7 members, 1 BOS liaison (non-voting) and 6 others that are chosen on their expertise in the business field. Membership governed by IDA by-laws. 15.2-4904 No director shall be an officer or employee of the locality except in towns under 3,500

December 2014

Board of Septic & Well Appeals

Caldwell Anne Millwood District; Planning Commission; Vice Chair - Alternate 1/10/2014 12/31/2014

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.



RECEIVED OCT 14 2014

NORTHWESTERN COMMUNITY SERVICES

MILLARD F. HALL, JR.
Chief Executive Officer

ADMINISTRATIVE OFFICES
209 West Criser Road
Suite 300
Front Royal, VA 22630
(540) 636-4250
Fax # (540) 636-7171
T.D.D. 800-828-1120
www.nwcsb.com

October 8, 2014

Mr. David Ash
Clarke County Administrator
101 Chalmers Court, Suite B
Berryville, Virginia 22611

Dear Mr. Ash:

I am writing to notify you that Robert W. Stieg's time on our Board of Directors expires on December 31, 2014.

We would ask that, if possible, your locality appoint a new representative as soon as possible. Also, please note Section 37.2-501(A) of the Code of Virginia that discusses broad citizen representation on Community Services Boards, i.e., consumers, family members, etc.

If I can be of assistance to you in identifying a new representative to our Board, please call. I am available to meet with a prospective member to provide detailed information as to the role, responsibilities, etc. of Board Membership.

Thank you.

Sincerely,

Millard F. Hall, Jr.
Chief Executive Officer

MFHjr/vls

cc: Mr. Jack Alkire, Chair

Clarke County Committee Listing

			<i>Appt Date</i>	<i>Exp Date</i>
<i>Barns of Rose Hill Board of Directors</i>				3 Yr
Johnston	Bill	Buckmarsh District	7/17/2012	12/31/2015
<i>BCCGC Joint Building Committee</i>				Open-End
Ash	David L.	County Administrator		
Dalton	Keith	Berryville Town Manager		
Kitselman	Allen	Berryville Town Council Representative		
McKay	Beverly	BOS - Alternate	1/23/2014	12/31/2014
Weiss	David	BOS - Appointed Member	1/23/2014	12/31/2014
<i>Berryville Area Development Authority</i>				3 Yr
Boyles	Jerry	White Post District	4/1/2012	3/31/2015
Ohrstrom, II	George	Russell District	3/19/2013	3/31/2016
Smart	Kathy	White Post District	1/23/2014	3/31/2017
<i>Berryville Area Development Authority Comprehensive Plan Committee</i>				Open-End
Hobert	J. Michael	Berryville District	1/7/2008	
McKay	Beverly	White Post District	3/20/2012	
<i>Berryville/Clarke County Joint Committee for Economic Development and Tourism</i>				
Ash	David L.	County Administrator	10/14/2014	
Staelin	John	BoS - Appointed Member	10/14/2014	
<i>Board of Septic & Well Appeals</i>				4 Yr
Blatz	Joseph	Millwood / Pine Grove District; Citizen Member	4/17/2012	2/15/2016
Caldwell	Anne	Millwood District; Planning Commission; Vice Chair - Alternate	1/10/2014	12/31/2014
Ohrstrom, II	George	Russell District; Planning Commission Chair	1/10/2014	12/31/2014
Staelin	John	BOS - Appointed Member	1/23/2014	12/31/2014
Teetor	Alison	Staff Representative		
Weiss	David	BOS Vice Chair - Alternate	1/23/2014	12/31/2014
<i>Board of Social Services</i>				4 Yr
Brown	Dwight	Berryville District	4/16/2013	7/15/2017
Byrd	Barbara J.	BOS - Appointed Member	1/23/2014	12/31/2014
Ferrebee	Robert	Millwood District	4/16/2013	7/15/2016
Gray	Lynn	Berryville District	6/17/2014	7/15/2018
Pierce	Edwin Ralph	Berryville District	2/21/2012	7/15/2014
<i>Board of Supervisors</i>				4 Yr
Byrd	Barbara J.	Russell District	1/1/2012	12/31/2015

Wednesday, October 15, 2014

Page 1 of 7

			<i>Appt Date</i>	<i>Exp Date</i>
Hobert	J. Michael	Berryville District; Chair	1/1/2011	12/31/2015
McKay	Beverly	White Post District	1/1/2012	12/31/2015
Staelin	John	Millwood / Pine Grove District	1/1/2012	12/31/2015
Weiss	David	Buckmarsh/Blue Ridge; Vice Chair	1/1/2012	12/31/2015
<i>Board of Supervisors Finance Committee</i>				1 Yr
Byrd	Barbara J.	BOS - Alternate	1/23/2014	1/31/2014
Hobert	J. Michael	BOS - Appointed Member	1/23/2014	12/31/2014
McKay	Beverly	BOS - Alternate	1/23/2014	12/31/2014
Staelin	John	BOS - Alternate	1/23/2014	12/31/2104
Weiss	David	BOS - Appointed Member	1/23/2014	12/31/2014
<i>Board of Supervisors Personnel Committee</i>				1 Yr
Byrd	Barbara J.	BOS - Alternate	1/23/2014	1/31/2014
Hobert	J. Michael	BOS - Appointed Member	1/23/2014	12/31/2014
McKay	Beverly	BOS - Appointed Member	1/23/2014	12/31/2014
Weiss	David	BOS - Alternate	1/23/2014	12/31/2014
<i>Board of Zoning Appeals</i>				5 Yr
Borel	Alain F.	White Post District	1/23/2014	2/15/2019
Caldwell	Anne	Millwood District	1/19/2010	2/15/2015
Kackley	Charles	Russell District	2/12/2008	2/15/2018
McKelvy	Pat	Alternate At Large	2/6/2014	2/15/2019
Means	Howard	Millwood District	12/14/2009	2/15/2016
Volk	Laurie	Russell District	2/18/2014	2/15/2019
<i>Clarke County Agricultural Advisory Committee</i>				
Arthur	Warren	Former Commissioner of the Revenue		
Buckley	Samuel	White Post District	7/21/2009	7/15/2015
Day	Emily	Greenway District	7/21/2009	7/15/2015
Dorsey	Tupper	Battletown District	7/21/2009	7/15/2015
Gordon	Carolyn	Battletown District	7/21/2009	7/15/2015
McFillen	Thomas	Berryville District	7/21/2009	7/15/2015
McKay	Beverly	White Post District	7/21/2009	7/15/2015
Norman	Debbie	Russell District	7/21/2009	7/15/2015
Russell	Jesse	Staff Representative		
Shenk	Philip	Buckmarsh District	7/21/2009	7/15/2015
Weiss	David	BOS - Appointed Member	1/23/2014	12/31/2014
<i>Clarke County Historic Preservation Commission</i>				4 Yr
Caldwell	Anne	Millwood District	4/16/2014	5/31/2017
Carter	Paige	White Post District	5/15/2012	5/31/2016
Fields	Betsy	Berryville District	5/15/2012	5/31/2016

Wednesday, October 15, 2014

Page 2 of 7

			<i>Appt Date</i>	<i>Exp Date</i>
Hiatt	Marty	Buckmarsh / Blue Ridge District	6/19/2007	5/31/2015
Kruhm	Doug	Planning Commission Representative	4/15/2014	4/30/2015
Stieg, Jr.	Robert	Millwood District	6/17/2014	5/31/2018
Teetor	Alison	Staff Representative		
York	Robert	White Post District	6/18/2013	5/31/2017
<i>Clarke County Industrial Development Authority</i>				<i>4 Yr</i>
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	9/16/2014	10/30/2018
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	1/23/2014	12/31/2014
<i>Clarke County Library Advisory Council</i>				<i>4 Yr</i>
Al-Khalili	Adeela	Buckmarsh District	4/19/2011	4/15/2015
Byrd	Barbara J.	BOS - Liaison	1/23/2014	1/31/2014
Curran	Christopher	Buckmarsh District	4/16/2013	4/15/2017
Daisley	Shelley	Russell District	7/17/2012	4/15/2016
Dunbar	Kevin	White Post District	4/15/2014	4/15/2018
Foster	Nancy	Russell District	4/17/2012	4/15/2016
Holscher	Dirck	Russell District	4/16/2013	4/15/2017
Kalbian	Maral	Millwood District	4/19/2011	4/15/2015
White	Kenlynne	Berryville District	7/15/2014	4/15/2017
Zinman	Maxine	Russell District	4/19/2011	4/15/2015
<i>Clarke County Litter Committee</i>				<i>1 Yr</i>
Staelin	John	BOS - Liaison	1/23/2014	12/31/2014
<i>Clarke County Planning Commission</i>				<i>4 Yr</i>
Bouffault	Robina Rich	White Post / Greenway District	5/15/2012	4/30/2016
Buckley	Randy	White Post District	1/23/2014	4/30/2018
Byrd	Barbara J.	BOS - Alternate	1/23/2014	12/31/2014
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	3/18/2014	4/30/2018
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	1/23/2014	12/31/2014
Steinmetz, II	William	Berryville District	5/15/2012	9/13/2014

Wednesday, October 15, 2014

Page 3 of 7

			<i>Appt Date</i>	<i>Exp Date</i>
Stidham	Brandon	Staff Representative		
Turkel	Jon	Millwood / Chapel District	9/15/2011	4/30/2015
<i>Clarke County Sanitary Authority</i>				<i>4 Yr</i>
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	1/23/2014	12/31/2014
Welliver	Ralph	Berryville District	3/19/2013	6/30/2016
Williams	Ian R.	White Post District; Chair	1/15/2013	1/5/2017
<i>Conservation Easement Authority</i>				<i>3 Yr</i>
Buckley	Randy	White Post District	11/19/2013	12/31/2016
Engel	Peter	White Post District	1/15/2013	12/31/2015
Jones	Michelle	Millwood / Pine Grove District	2/18/2014	12/31/2016
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	1/23/2014	12/31/2014
<i>Constitutional Officer</i>				
Butts	Helen	Clerk of the Circuit Court	1/1/2008	12/31/2015
Keeler	Sharon	Treasurer	1/1/2012	12/31/2015
Mackall	Suzanne	Commonwealth Attorney	1/1/2012	12/31/2015
Peake	Donna	Commissioner of the Revenue	1/1/2012	12/31/2015
Roper	Anthony	Sheriff	1/1/2012	12/31/2015
<i>County Administrator</i>				
Ash	David L.	County Administrator	3/19/1991	
<i>Economic Development Advisory Committee</i>				<i>4 Yr</i>
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	1/23/2014	12/31/2014

Fire & EMS Commission

Wednesday, October 15, 2014

Page 4 of 7

			<i>Appt Date</i>	<i>Exp Date</i>
Conrad	Bryan H.	Citizen-at-large	9/1/2014	8/31/2015
Davis	Frank	Staff Representative	9/1/2014	
Hoff	Matt	Volunteer Association / EMS Issues	9/1/2014	8/31/2015
Leffel	Elizabeth	Citizen-at-large	9/1/2014	8/31/2016
Roper	Anthony	Sheriff	9/1/2014	12/31/2015
Wallace	Laure	Chair; Citizen-at-large	9/1/2014	8/31/2017
Weiss	David	BOS Representative	9/1/2014	12/31/2014
White	Jacob	Volunteer Association / Fire Issues	9/1/2014	8/31/2015
<i>Handley Regional Library Board</i>				4 Yr
Myer	Tamara	Town of Boyce	8/20/2013	11/30/2017
<i>Joint Administrative Services Board</i>				Open-End
Ash	David L.	County Administrator	12/22/1993	
Bishop	Chuck	School Superintendent	7/1/2014	
Hobert	J. Michael	BOS - Appointed Member	1/23/2014	12/31/2014
Judge	Tom	Staff Representative	2/14/1994	
Keeler	Sharon	Treasurer	3/12/2005	
Schutte	Charles	School Board Representative	1/8/2012	12/31/2013
Weiss	David	BOS - Alternate	1/23/2014	12/31/2014
<i>Legislative Liaison and High Growth Coalition</i>				1 Yr
Hobert	J. Michael	BOS - Liaison	1/23/2014	12/31/2014
<i>Lord Fairfax Community College Board</i>				4 Yr
Daniel	William	Berryville District	7/1/2012	6/30/2016
<i>Lord Fairfax Emergency Medical Services Council</i>				3 Yr
Burns	Jason	Career Representative; Buckmarsh District	7/17/2012	6/30/2015
Conrad	Bryan H.	Volunteer Representative; White Post District	6/17/2014	6/30/2017
Stidham	Angela	Medical Professional; White Post District	9/17/2013	6/30/2016
<i>Northern Shenandoah Valley Regional Commission</i>				1 Yr
McKay	Beverly	BOS - Appointed Member	1/23/2014	12/31/2014
Staelin	John	BOS - Alternate	1/23/2014	12/31/2014
Stidham	Brandon	Citizen Representative [Planning Director]	2/19/2013	1/31/2016
<i>Northwestern Community Services Board</i>				3 Yr
Harris	Lucille	Millwood District	1/15/2013	12/31/2015
Stieg, Jr.	Robert	Millwood District	3/20/2012	12/31/2014
<i>Northwestern Regional Jail Authority</i>				1 Yr
Ash	David L.	BOS - Appointed Member	1/23/2014	12/31/2014

Wednesday, October 15, 2014

Page 5 of 7

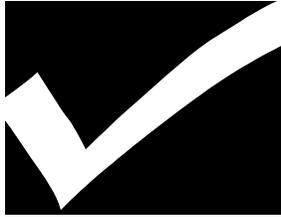
			<i>Appt Date</i>	<i>Exp Date</i>
Byrd	Barbara J.	BOS - Liaison Alternate	1/23/2014	12/31/2014
Roper	Anthony	Sheriff	1/1/2012	12/31/2015
Wyatt	Jimmy	Millwood District	1/17/2012	12/31/2015
<i>Northwestern Regional Juvenile Detention Center Commission</i>				1 Yr
Byrd	Barbara J.	BOS - Liaison	1/23/2014	12/31/2014
Wyatt	Jimmy	Millwood District	1/15/2013	12/20/2016
<i>Old Dominion Alcohol Safety Action Policy Board & Division of Court Services</i>				3 Yr
Roper	Anthony	Sheriff	11/19/2013	12/31/2016
<i>Old Dominion Community Criminal Justice Board</i>				3 Yr
Roper	Anthony	Sheriff	11/19/2013	12/31/2016
<i>Our Health</i>				3 Yr
Shipe	Diane	Buckmarsh District	4/16/2013	3/15/2016
<i>Parks & Recreation Advisory Board</i>				4 Yr
Heflin	Dennis	White Post District	1/15/2013	12/31/2016
Hobert	J. Michael	BOS - Liaison	1/21/2014	12/31/2014
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
<i>People Inc. of Virginia</i>				3 Yr
Hillerson	Coleen	Clarke County Rep Board of Directors	6/18/2013	7/31/2016
<i>Regional Airport Authority</i>				1 Yr
Ash	David L.	BOS - Alternate	1/23/2014	12/31/2014
Crawford	John	Buckmarsh District	7/17/2012	6/30/2016
McKay	Beverly	BOS - Alternate	1/23/2014	12/31/2014
<i>Shenandoah Area Agency on Aging, Inc.</i>				4 Yr
Bouffault	Robina Rich	White Post District	7/16/2013	9/30/2014
Steinmetz, II	William	Berryville District	9/16/2014	9/30/2016
<i>Shenandoah Valley Chief Local Elected Officials Consortium</i>				
Ash	David L.	BOS Designee for Chief Elected Official		
<i>Shenandoah Valley Workforce Investment Board</i>				4 Yr
James	Patricia	Berryville District	9/17/2013	6/30/2017

Wednesday, October 15, 2014

Page 6 of 7

			<i>Appt Date</i>	<i>Exp Date</i>
<i>The 150th Committee</i>				4 Yr
Al-Khalili	Adeela	Clarke County African-American Cultural Center / Josephine Community Museum	1/18/2011	12/31/2015
Davis	Dorothy	Clarke County African-American Cultural Center / Josephine Community Museum	1/18/2011	12/31/2015
Heder	Terence	Shenandoah Valley Battlefields Foundation	1/18/2011	12/31/2015
Kalblian	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	1/23/2014	12/31/2014
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	Millwood District	1/18/2011	12/31/2015
<i>Warren-Clarke County Microenterprise Assistance Program Management Team</i>				2 Yr
Blakeslee	Steve	County Representative	9/18/2012	
Dunkle	Christy	Town of Berryville Representative	9/18/2012	
Greene	Laurel	Town of Boyce Representative	9/18/2012	
Hobbs	Robert	County Representative	9/18/2012	
Hoffman	Michael	County Representative	9/18/2012	
McIntosh	Charles	County Representative	9/18/2012	
Myer	Dr. Eric	Designated Alternate	9/18/2012	
Stidham	Brandon	County Representative	9/18/2012	

			<i>Appt Date</i>	<i>Exp Date</i>	<i>Orig Appt Date:</i>
Board of Septic & Well Appeals					
Ohrstrom, II	George	Russell District; Planning Commission Chair	1/10/2014	12/31/2014	
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.					
Economic Development Advisory Committee			4 Yr		
Milleson	John R.	Banking, Finance	8/16/2011	12/31/2014	8/16/2011
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.					
Myer	Dr. Eric	Agriculture Rep, Business Owner	1/1/2011	12/31/2014	1/21/2003
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.					
Conrad	Bryan H.	Agriculture, Fire & Rescue	1/1/2011	12/31/2014	12/19/2000
Reappointed 12/17/02 for term exp of 12/30/2006					
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.					
Northwestern Community Services Board			3 Yr		
Stieg, Jr.	Robert	Millwood District	3/20/2012	12/31/2014	2/21/2006
Fill unexpired term of Dr. Goshen; 1st Term 6/20/06 thru 9/30/09					
2 Clarke County Members; 3 Term Limit [AKA Chapter 10 Board; 37.2-501(A)]					
Parks & Recreation Advisory Board			1 Yr		
Trenary	Randy	Appointed by Clarke County School Board	10/24/2013	12/31/2014	1/5/2012
(9) voting members on the Advisory Board. Six (6) members shall be appointed by the BOS to represent the 5 voting districts and 1 at large. The Superintendent of Schools or their designee shall serve on the Advisory Board. The Town Councils for Berryville, Boyce shall each appoint a representative to serve on the Advisory Board. The BOS shall also designate 1 member of the BOS to serve as a non-voting liaison to the Advisory Board. The Advisory Board will accept applications from high-school aged Clarke County residents and each year appoint two (2) to serve as non-voting members.					
			4 Yr		
Jones	Paul	Russell District; At Large	1/1/2011	12/31/2014	
(9) voting members on the Advisory Board. Six (6) members shall be appointed by the BOS to represent the 5 voting districts and 1 at large. The Superintendent of Schools or their designee shall serve on the Advisory Board. The Town Councils for Berryville, Boyce shall each appoint a representative to serve on the Advisory Board. The BOS shall also designate 1 member of the BOS to serve as a non-voting liaison to the Advisory Board. The Advisory Board will accept applications from high-school aged Clarke County residents and each year appoint two (2) to serve as non-voting members.					



Board of Supervisors Work Session Agenda
October 14, 2014 10:00 am
Berryville/Clarke County Government Center, 2nd Floor
101 Chalmers Court, Berryville, Virginia 22611

*Item
No.*

Description

A. CCPS Update:

- Accreditation Status Update by Chuck Bishop
- Consideration of Committee Appointments to CTE Committee and Strategic Planning Committee

10-14-2014 Summary: Dr. Bishop was present to provide an update on the accreditation status of various schools within the County and to explain to the Board the multiple requirements that the Schools attempt to meet.

Dr. Bishop reiterated the invitation to have a Board member serve on the Career and Technical Education Advisory Committee and/or Strategic Planning Committee.

B. Fire and EMS Implementation Items

- a. Discussion of CC-2014-03 -- Establish Department of Fire, Emergency Medical Services (EMS), and Emergency Management

10-14-2014 Summary: Brandon Stidham, Frank Davis and Laure Wallace appeared before the Board to review the proposed ordinance.

- The Board instructed Brandon Stidham to use the originally proposed language in the Code Amendment.
- The Commission is to learn more toward strategic planning and policy development than day-to-day operations with an understanding that the Commission will assist in the development of initial policies and standard operating procedures.

- b. Discussion of Fee for Service.

10-14-2014 Summary: Highlights of review by Brandon Stidham and Frank Davis and Supervisors' discussion include:

- Exploring option of joining Frederick County's fee-for-service contract with Valley Health.

*Item
No.*

Description

- Fee for service, pending successful contract negotiation, could be implemented within three to five months generating an estimated \$300,000 in revenue.
- Revenue would cover the cost of one employee to administer the program.
- Frank Davis will research medical transport coverage under the Affordable Care Act.

C. Town-County Economic Development and Tourism Memorandum of Understanding Implementation Item – Appoint County Representatives on Joint Committee

10-14-2014 Summary: Brandon Stidham provided an update. Highlights include:

- MOU executed by both parties.
- The timeline has been revised to include dates.
- Initial item on the timeline is appointment within thirty (30) days of the adoption date of the MOU (October 16, 2014) of a Joint Committee for Economic Development and Tourism.
- Supervisor Byrd suggested developing a list of available properties / facilities for commercial use.

Supervisor McKay moved to appointment John Staelin and David Ash to the Berryville / Clarke County Joint Committee for Economic Development and Tourism. The motion carried as follows:

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

D. Jefferson County Music Festival

10-14-2014 Summary: At the request of Supervisor Byrd, the Chair added this item. Highlights of review include:

- Supervisor Staelin suggested that Clarke County formally notify Jefferson County that due to increased demand on local services Clarke will be unable to provide emergency assistance to Jefferson as set forth in mutual aid agreement during the course proposed event.

*Item
No.*

Description

- The County Administrator informed the Board that he will be working closely with the Sheriff, the Planning Director and Fire & EMS Director to obtain first-hand information and to develop responses and/or requests to the appropriate approving agencies in West Virginia.
- The Board asked for a written description of the event, as well as anticipated impact on Clarke County as soon as official information/response is provided by Jefferson County.

E. Morgan Ford Low-water Bridge

10-14-2014 Summary: At the request of Supervisor McKay, the Chair added this item. Supervisor McKay expressed concern about the potential additional traffic resulting from the bridge reconstruction and planned housing developments in Warren County.

F. Clarke County General Government Pay and Classification Study Update

10-08-2014 Summary: Prior to entering Closed Session, Vice Chairman Weiss acknowledged members of County staff attending the meeting. Attendees included: Helen Butts, Circuit Court Clerk; Sharon Keeler, Treasurer; Donna Peake, Commissioner of the Revenue; Pam Hess, E911 Director; Travis Sumption, Chief Deputy Sheriff; Allen Mason, Deputy Sheriff/Investigations Sergeant; Gary Lichliter, Deputy Sheriff; Brandon Stidham, Planning Director; Brian Rosenberry, Court Services Sergeant; Lora Walburn, Executive Assistant / Deputy Clerk to the Board of Supervisors.

Supervisor Staelin moved to convene into Closed Session pursuant to §2.2-3711-A1 Specific Employees or Appointees of the Board. The motion carried as follows:

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

The members of the Board of Supervisors being assembled within the designated meeting place, with open doors and in the presence of members of the public and/or the media desiring to attend, Supervisor Staelin moved to reconvene in open session. The motion carried as follows:

<i>Item No.</i>	<i>Description</i>
	Barbara J. Byrd - Aye
	J. Michael Hobert - Aye
	Beverly B. McKay - Aye
	John R. Staelin - Aye
	David S. Weiss - Aye

Supervisor Staelin further moved to execute the following Certification of Closed Session:

CERTIFICATION OF CLOSED SESSION

WHEREAS, the Board of Supervisors of the County of Clarke, Virginia, has convened a closed meeting on the date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3700 of the Code of Virginia requires a certification by the Board of Supervisors of the County of Clarke, Virginia that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE BE IT RESOLVED, that the Board of Supervisors of the County of Clarke, Virginia, hereby certifies that, to the best of each members knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which the certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board of Supervisors of the County of Clarke, Virginia.

The motion was approved by the following roll-call vote:

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

No action was taken on matters discussed in Closed Session.

2013-2014 SOL, Accreditation, and Federal Annual Measurable Objective Results

Clarke County Public Schools

2013-2014 SOL Cut Scores

- There are only two passing categories: Pass and Pass Advanced.
- Some tests have two fail categories: Fail and Fail/Basic.
- Example: Grade 5 Reading
- Pass Advanced = 35 correct out of 40 (88%)
- Pass = 25 correct out of 40 (63%)
- Fail = 12 to 24 correct out of 40 (30% to 60%)
- Fail/Basic = 0 to 11 correct out of 40 (0% to 28%)
- http://www.doe.virginia.gov/testing/scoring/cut_scores.pdf

2013-2014 SOL Cut Scores

- There are different versions of the same test.
- A process called equating is used to measure the difficulty of each different version by comparing them to the standard setting version.
- The raw score required to pass may change slightly if the difficulty is higher or lower for a particular test version.

Accreditation

- Accreditation is calculated from pass rates for each subject for each school in addition to the Graduation and Completion Index for high schools.
- Accreditation can be met by either a 1 year pass rate or a 3 year average.
- http://www.doe.virginia.gov/statistics_reports/school_report_card/accountability_guide.pdf

Federal Annual Measurable Objectives

- FAMOs (formerly AYP) are measured by Reading and Mathematics pass rates and participation rates.
- It can be met by either a 1 year pass rate or a 3 year average.
- There are 9 subgroups of students and each subgroup must meet all FAMOs for each subject and high schools must also meet the graduation objectives.
- http://www.doe.virginia.gov/statistics_reports/school_report_card/accountability_guide.pdf

FAMO Year 3

READING ANNUAL MEASURABLE OBJECTIVES (Percent Passing)

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Accountability Year	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Assessment Year	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
All Students	85	66	69	72	75	78
Proficiency Gap Group 1	76	52	59	65	72	
Proficiency Gap Group 2 (Black Students)	76	49	57	64	71	
Proficiency Gap Group 3 (Hispanic Students)	80	53	60	66	72	
Students with Disabilities	59	30	42	54	66	
LEP students	76	44	52	61	69	
Economically Disadvantaged Students	76	52	59	65	72	
White Students	90	74	75	76	77	
Asian Students	92	80	Continuous improvement			

NOTE: AMOs for Years 2-6 are based on achievement on revised reading tests administered during 2012-2013

FAMO Year 3

MATHEMATICS ANNUAL MEASURABLE OBJECTIVES (Percent Passing)						
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Accountability Year	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Assessment Year	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
All Students	61	64	66	68	70	73
Proficiency Gap Group 1	47	52	57	63	68	
Proficiency Gap Group 2 (Black Students)	45	51	56	62	67	
Proficiency Gap Group 3 (Hispanic Students)	52	56	60	65	69	
Students with Disabilities	33	41	49	57	65	
LEP students	39	46	53	59	66	
Economically Disadvantaged Students	47	52	57	63	68	
White Students	68	69	70	71	72	
Asian Students	82	Continuous improvement				

Gap Group Definitions

- Gap Group 1 = Students with disabilities, English language learners and economically disadvantaged students, regardless of race and ethnicity
- Gap Group 2 = African-American students, not of Hispanic origin, including those also counted in Proficiency Gap Group 1
- Gap Group 3 = Hispanic students, of one or more races, including those also counted in Proficiency Gap Group 1

Additional Subgroups

- All Students
- Students with Disabilities
- English Language Learners
- Economically Disadvantaged Students
- Asian Students
- White Students

CCHS SOL Pass Rates

Test	2012-2013 Pass Rate	2013-2014 Pass Rate	2012-2013 Advanced Pass Rate	2013-2014 Advanced Pass Rate
English Reading	93	89	8	7
Writing	88	80	22	18
VA & US History	91	92	16	13
World History I	79	90	14	14
World History II	69	74	5	10
Algebra I	71	77	0	2
Algebra II	82	78	9	9
Geometry	72	67	5	4
Biology	93	86	9	10
Chemistry	78	82	8	3
Earth Science	86	88	3	6

CCHS Accreditation

- CCHS met all Accreditation Benchmarks

Subject	Data Source	Score	Benchmark
English	1 year	85	75
	3 year	91	
Mathematics	1 year	74	70
	3 year	72	
History	1 year	85	70
	3 year	83	
Science	1 year	85	70
	3 year	89	
Graduation and Completion Index	1 year	99	85
	3 year	99	

CCHS Federal Annual Measurable Objectives

- CCHS met 44 out of 45 Federal Annual Measurable Objectives
- CCHS missed the Students with Disabilities subgroup objective in Mathematics by only 2%. *(2014-2015 improvement plan status)*

JWMS SOL Pass Rates

Test	2012-2013 Pass Rate	2013-2014 Pass Rate	2012-2013 Advanced Pass Rate	2013-2014 Advanced Pass Rate
English 6 Reading	74	73	22	12
English 7 Reading	76	71	18	17
English 8 Reading	74	72	13	11
Writing 8	65	71	11	11
Civics & Econ	88	81	22	22
US History I	86	89	39	45
US History II	70	76	15	26
Algebra I	66	71	1	2
Algebra II	100	<	17	<
Geometry	100	100	5	24
Mathematics 6	88	91	8	24
Mathematics 7	59	72	5	24
Mathematics 8	13	(not tested)	0	(not tested)
Science 8	83	77	10	10

JWMS Accreditation

- JWMS met all Accreditation Benchmarks

Subject	Data Source	Score	Benchmark
English	1 year	73	75
	3 year	78	
Mathematics	1 year	81	70
	3 year	73	
History	1 year	82	70
	3 year	83	
Science	1 year	77	70
	3 year	86	

JWMS Federal Annual Measurable Objectives

- JWMS met 33 out of 36 FAMOs.
- JWMS did not meet the objectives for Gap Group 1 and Students with Disabilities in English.
- JWMS did not meet the Gap Group 2 objective in Mathematics. *(2014-2015 improvement plan status)*

D.G. Cooley SOL Pass Rates

Test	2012-2013 Pass Rate	2013-2014 Pass Rate	2012-2013 Advanced Pass Rate	2013-2014 Advanced Pass Rate
English 3 Reading	77	63	18	12
English 4 Reading	79	73	19	16
English 5 Reading	76	78	18	15
Writing 5	72	72	21	19
VA Studies	84	89	42	41
History 3	94	82	46	32
Mathematics 3	66	59	21	9
Mathematics 4	68	76	9	19
Mathematics 5	65	74	9	8
Science 3	91	80	34	13
Science 5	73	81	24	19

D.G Cooley Accreditation

- D.G. Cooley met all Accreditation Benchmarks

Subject		Score	Benchmark
English	1 year	73	75
	3 year	77	
Mathematics	1 year	73	70
	3 year	65	
History	1 year	86	70
	3 year	88	
Science	1 year	82	70
	3 year	85	

D.G. Cooley FAMO

- D.G. Cooley met 30 out of 36 objectives.
- Gap Group 1 and Students with Disabilities missed the objective by about 3% in English.
- Gap Group 1, Gap Group 3, Economically Disadvantaged and Students with Disabilities did not meet the objectives in Mathematics.
- Designated as a focus school for 2014-2015 in Mathematics.

Boyce Results

Test	2012-2013 Pass Rate	2013-2014 Pass Rate	2012-2013 Advanced Pass Rate	2013-2014 Advanced Pass Rate
English 3 Reading	84	58	18	17
English 4 Reading	75	76	27	19
English 5 Reading	90	75	27	22
Writing	90	81	35	36
VA Studies	98	86	57	55
History	94	74	39	17
Mathematics 3	54	40	10	10
Mathematics 4	69	69	23	4
Mathematics 5	71	57	24	24
Science 3	90	80	35	20
Science 5	90	76	25	22

Boyce Accreditation

- Boyce is Accredited with Warning in Math

Subject	Data Source	Score	Benchmark
English	1 year	73	75
	3 year	81	
Mathematics	1 year	56	70
	3 year	60	
History	1 year	80	70
	3 year	87	
Science	1 year	78	70
	3 year	85	

October 21, 2014 Clarke County Board of Supervisors Regular Meeting Packet

Page 165 of 492

Boyce FAMO

- Boyce met 28 out of 36 objectives.
- Gap Group 1 and Students with Disabilities did not meet the English objectives.
- All Students, Gap Group 1, Gap Group 3, Economically Disadvantaged, Students with Disabilities, and White did not meet the objectives in Mathematics.
- Designated as a focus school for 2014-2015 in Mathematics.

Focus School Information

For accountability purposes, Title I schools with one or more proficiency gap groups not meeting performance expectations in reading and mathematics will be considered for inclusion in the focus school category.

Ten percent of Virginia's Title I schools (72) are identified as focus schools.

Division Requirements

- **Collaborate** with an external VDOE contractor and participate in a needs sensing interview
- **Convene** a division leadership team including representatives of:
 - Title I
 - Instruction
 - Special education
 - English language learners
 - Principals of each focus school
- **Meet** as a division leadership team on a monthly basis
- **Develop, implement, and monitor** a division improvement plan that is aligned with the needs of each focus school
- **Participate** in quarterly meetings with focus schools to review data and make decisions about needed technical assistance
- **Modify** division improvement plan on a quarterly basis based on data analysis
- **Parental notification will be sent to parents of focus school students from division superintendent.**

School Requirements

- **Convene** a school leadership team including a member of the division leadership team
- **Utilize** a VDOE-approved adaptive reading assessment program to determine student growth at least quarterly
- **Utilize** the *Algebra Readiness Diagnostic Test (ARDT)* provided by the VDOE (*required only for focus schools with grade 5 or higher*)
- **Develop, implement, and monitor** a school improvement plan
- **Develop** an intervention strategy for all students who have failed an SOL assessment or failed to meet the fall PALS benchmark
- **Regularly analyze** a variety of data points to make strategic, data-driven decisions, and implement the needed interventions for identified students
- **Modify** school improvement plan on a quarterly basis based on data analysis

Division Liaisons

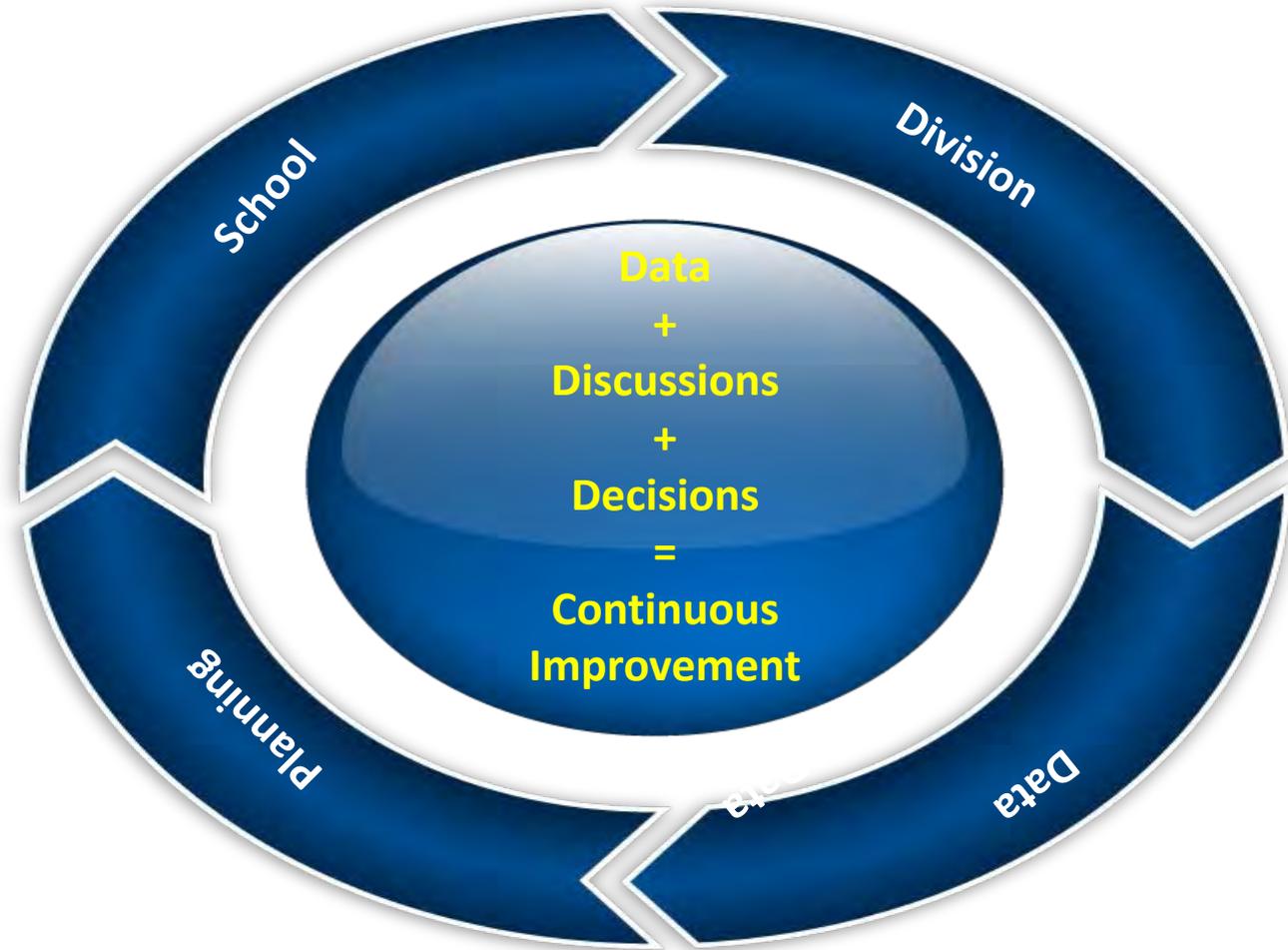
Liaisons (contractors) are a team of highly skilled educators trained and assigned to work with division teams to support schools. These contractors provide guidance regarding the division's improvement efforts.

Activities that the VDOE division liaisons will *coordinate* include :

- Conducting instructional walkthroughs
- Modeling teacher practices
- Modeling data analysis
- Assisting with the development and monitoring of division and school improvement plans
- Recommending outside differentiated technical assistance provided by OSI



Effective use of data is a critical component of the **continuous improvement cycle.**





Focus schools are required to revise their improvement plans including tasks associated with the targeted intervention indicators (TA01, TA02, and TA03).

Targeted Intervention Indicators of Effective Practice

TA01	The school uses an identification process (including ongoing conversations with instructional leadership teams and data points to be used) for all students at risk of failing or in need of targeted interventions.
TA02	The school uses a tiered, differentiated intervention process to assign research-based interventions aligned with the individual needs of identified students (the process includes a description of how interventions are selected and assigned to students as well as the frequency and duration of interventions for Tier 2 and Tier 3 students).
TA03	The school uses a monitoring process (including a multidisciplinary team that meets regularly to review student intervention outcome data and identifies “triggers” and next steps for unsuccessful interventions) for targeted intervention students to ensure fidelity and effectiveness.

Process for **Monitoring** Improvement Plans

Division Improvement Plan	School Improvement Plan
<ul style="list-style-type: none">• Division leadership team members are responsible for entering status comments for each task on a monthly basis.• The VDOE-assigned contractor will be required to enter Coaching Comments via the Indistar® Main Menu regarding implementation of the division's improvement plan on a monthly basis.	<ul style="list-style-type: none">• School leadership team members are responsible for entering status comments for each task on a monthly basis.• The division leadership team member assigned to the focus school will be required to enter Coaching Comments via the Indistar® Main Menu regarding implementation of the school's improvement plan on a monthly basis. Note: This will replace the rubric for focus schools.

Focus School Frequently Asked Questions

Q: *How long does a school identified as a focus school retain this status?*

A: Per the ESEA Flexibility Waiver:

To provide ample time to plan and implement strategies that will increase student achievement in underperforming proficiency gap groups, focus schools will be identified for a period of two years.

Q: *How does a school exit focus school status?*

A: A school will exit the focus status if the following criteria are met:

- The proficiency gap group(s) for which the school was originally identified meet(s) the AMOs described for proficiency gap groups for two consecutive years; and
- The school no longer falls into the bottom 10 percent of Title I schools for the subsequent school year based on the focus school methodology .

Focus School Frequently Asked Questions

Q: *My focus school has a new principal this year. Can the school start the improvement plan all over?*

A: School improvement planning is designed to be a continuous improvement process involving the school leadership team which includes the principal and a member of the division leadership team; therefore, the plan will continue to be implemented during the next year with necessary revisions.

Q: *How will new members of school/division leadership teams be trained to use the Indistar® Web-based planning tool?*

A: The Office of School Improvement (OSI) has produced a series of recorded webinars that may be used to train new team members. The recorded webinars are posted on the OSI Web page.

Q: *What is the process for compensating the VDOE division liaison?*

A: Each LEA with focus schools will be assigned a division liaison to facilitate strategies for building local capacity for improvement. The division contact person will use the LEA's procedure to secure an approved purchase order for *University Instructors, Inc.* based on the following Title I set aside requirements:

One focus school - \$20,000

Two focus schools - \$30,000

Three focus schools - \$40,000

Four or more focus schools - \$50,000

Information regarding requirements for focus schools may be found at:
http://www.doe.virginia.gov/support/school_improvement/index.shtml

Virginia.gov Agencies | Governor Search Virginia.gov GO

VIRGINIA DEPARTMENT OF EDUCATION Text Size: A A

Home » Student & School Support » School Improvement & Reform Staff Contacts Search VDOE GO

DOE Home
About VDOE
Board of Education
News
For Public Education Administrators
For Students & Parents
Education Directories
Standards of Learning (SOL) & Testing
Instruction
Special Education
Student & School Support
Teaching in Virginia
Federal Programs
Statistics & Reports
Information Management
School Finance

STUDENT & SCHOOL SUPPORT

SCHOOL IMPROVEMENT & REFORM

VDOE helps historically low-performing schools and school divisions implement effective instructional strategies and best practices to increase student achievement. The department's nationally-recognized comprehensive support system, known as the [Partnership for Achieving Successful Schools \(PASS\)](#), focuses on building division-level capacity to support schools in need of interventions. In partnering with school divisions, VDOE's Office of School Improvement ensures that each school's unique needs are addressed through differentiated assistance and interventions.

How does VDOE identify low-performing schools for PASS interventions and support?

The Office of School Improvement assists schools in which students are achieving at levels below federal and state accountability standards. Under the state Board of Education's [Standards of Accreditation](#) (SOA), low-performing schools are schools that are rated as follows:

- Accreditation Denied,
- Accredited with Warning in one or more content areas, or
- Conditionally Accredited-Reconstituted

[Also see Academic Reviews](#)

The Office of School Improvement also assists schools not meeting the annual measurable objectives of Virginia's federal No Child Left Behind flexibility waiver. These schools are as follows:

- **Priority schools** – identified based on overall student performance in reading and mathematics, including graduation rates in the case of high schools. Five percent of Virginia's Title I schools (36) are identified as [priority schools](#).
- **Focus schools** – identified based on the reading and mathematics performance of students in three "proficiency gap groups" comprising students who historically have had difficulty meeting the state's achievement standards. Ten percent of Virginia's Title I schools (72) are identified as [focus schools](#).
 - **Proficiency Gap Group 1** – Students with disabilities, English language learners and economically disadvantaged students, regardless of race and ethnicity
 - **Proficiency Gap Group 2** – African-American students, not of Hispanic origin, including those also counted in Proficiency Gap Group 1
 - **Proficiency Gap Group 3** – Hispanic students, of one or more races, including those also counted in Proficiency Gap Group 1
- **Title I and Non-Title I schools** not meeting one or more federal annual measurable objective are required to develop a one-year [School Improvement Plan](#)

Reward Schools

VDOE also recognizes improving and high achieving schools and divisions.

- *News Release, September 7, 2012* – [National Blue Ribbon Schools](#)
- *News Release, January 17, 2013* – [Title I Distinguished Schools and Divisions](#)

Student & School Support
SCHOOL IMPROVEMENT & REFORM
MAIN MENU
News
Virginia Dashboard for Quarterly Reporting
Virginia Early Warning System (VEWS)
1003(a) Title I School Improvement Resources
1003(g) Title I School Improvement Resources
Academic Reviews
School Improvement Planning
Differentiated Technical Assistance / Training
Contractor Resources
Focus Schools
Priority Schools
Indistar Planning Tool
Teacher Direct
You May Also Be Interested In:
Title I, Part A
Virginia School Report Card
Standards of Accreditation
School Accreditation Ratings
Board of Education Regulations

Clarke County

lwalburn@clarkecounty.gov

Presentation

From : Chuck Bishop <bishopc@clarke.k12.va.us>

Tue, Sep 23, 2014 11:42 AM

Subject : Presentation**To :** David Ash <dash@clarkecounty.gov>, clarke supervisor
<clarkesupervisor@visuallink.com>**Cc :** Barbara Lee <leeb@clarke.k12.va.us>, Barbara Lee (2)
<barbaralee008@comcast.net>, Beth Leffel
<leffelb@clarke.k12.va.us>, Chip Schutte
<schuttec@clarke.k12.va.us>, Chuyen Kochinsky
<kochinskyc@clarke.k12.va.us>, Elizabeth Leffel
<leffel.ccsb@gmail.com>, Janet Alger
<algerj@clarke.k12.va.us>

Good morning,

At last night's School Board meeting, staff gave a presentation on the accreditation status of our school division. I am more than willing to attend a BOS work session to present the info to members if you feel that it is appropriate.

In addition, we are in the process of establishing two committees. The CTE Committee will work to consider programming and opportunities for our students in career and technical education. The second group will be our Strategic Planning Committee. We would like to offer the BOS a seat at the table on both of those committees if there is interest.

Dr. Chuck Bishop
Division Superintendent
Clarke County Public Schools
309 W. Main Street
Berryville, VA 22611
(540) 955-6100

CONFIDENTIALITY NOTICE: This email (including any attachment) may include confidential information. It is intended solely for the individuals or entities to which it is addressed. If you have received this email in error, distribution or use of it is prohibited. Please notify the sender by email at the address shown and permanently delete it from your email system. Thank you for your compliance.

COUNTY CODE TEXT AMENDMENT (CC-2014-03)

Establish Department of Fire, Emergency Medical Services (EMS), and Emergency Management

October 21, 2014 Board of Supervisors Meeting –PUBLIC HEARING

STAFF REPORT – Department of Planning

The purpose of this staff report is to provide information to the Board of Supervisors to assist them in reviewing this proposed text amendment to the Code of Clarke County. It may be useful to members of the general public interested in this proposed amendment.

Description:

Proposed amendment to add a new Chapter 17, Department of Fire, Emergency Medical Services (EMS), and Emergency Management; and to amend Chapter 93, Fire Prevention to the Code of Clarke County. The purpose of the amendment is to create a new Department for the management of Fire, EMS, and Emergency Management; to establish the roles and responsibilities of the Department director, County staff, and the Fire and EMS Commission; and to identify the County's providers of fire and emergency medical services and their relationship to the Department. The amendment also clarifies the role of the senior officer in charge of an incident as established by the Code of Virginia.

Code of Virginia Authority:

- §18.2-414.1, Obstructing members of rescue squad in performance of mission; penalty.
- §27-14, Ordinances as to fire/EMS departments, etc.
- §27-15.1, Authority of chief, director or other officer in charge when answering alarm or operating at an emergency incident; penalty for refusal to obey orders.
- §27-23.6, Provision of fire-fighting or emergency medical services.
- §44-146.19, Powers and duties of political subdivisions.

Requested Action:

Staff requests the Board to conduct the advertised public hearing at the October 21 meeting and to take action either to adopt the proposed text amendment, adopt the amendment with recommended changes, or to defer action to address any outstanding concerns (see discussion below).

Update:

This update addresses concerns raised about the proposed text amendment by Board members at the September 16 meeting and by Fire & EMS Commission members. These concerns are addressed separately below:

Board of Supervisors concerns

During review of the text amendment at the September 16 meeting, the Board requested Staff to add language to proposed §17-6(B) to specify that the Board representative to the Fire & EMS Commission would be appointed for a one-year term at the Board's annual organizational meeting. The reason for the change is to clarify that the Board representative would be appointed at a different time than the other members of the Commission. Below is Staff's proposed amended language:

B. Membership Composition; Term. The Commission shall consist of seven (7) members including one (1) member of the Board of Supervisors; the Clarke County Sheriff; two (2) representatives recommended by the Clarke County Fire and Rescue Association to represent Fire and EMS services respectively; and three (3) citizens-at-large representing consumers of fire and EMS services. The two (2) Fire and Rescue Association representatives ~~and the Board of Supervisors appointee~~ shall serve one-year terms. The three (3) citizens-at-large shall be appointed for initial terms of one (1) year, two (2) years, and three (3) years and thereafter for four (4) year terms. The Sheriff shall serve a term coterminous with the term of office. ***The Board of Supervisors shall appoint a representative at their annual organizational meeting to serve a one-year term.***

The amended language has been incorporated into the text amendment located at the end of this Staff Report.

Fire & EMS Commission concerns

Following distribution of the draft text amendment to the Fire & EMS Commission, Chair Laure Wallace raised several questions and concerns:

- Regarding §17-6(A), Chair Wallace suggested the following additional language to clarify the role of the Commission in resolving issues of concern. Her proposed language is as follows:

A. The Board of Supervisors shall appoint a Fire and EMS Commission (“the Commission”) to provide planning-level oversight of the Fire and EMS systems in the County; to oversee strategic planning efforts; and to provide mechanism for collaboration and coordination on issues impacting fire, EMS, and emergency management services with the Director, the County Sheriff, volunteer companies, and the Board of Supervisors ***when those issues cannot be effectively managed through the working relationships between entities and/or with the direction and support of the Director.*** The Commission shall work in coordination with the Director on these issues, and the Director shall provide staff support to the Commission.

- Regarding §17-6(C), *Responsibilities of the Commission*, Chair Wallace suggested a modification to item #7 to clarify the Commission’s role as a strategic planning organization. Her proposed language is as follows:

7. ~~***Develop, implement, promote, and participate in***~~ ***Support*** annual emergency preparedness exercises ***through review of proposed exercise plans, participation in exercises, helping with citizen understanding of the exercises, gaining public support when necessary, and evaluating plans to address performance deficits.***

- Chair Wallace asked in regards to §17-7(B) whether a mutual aid agreement covers the role of Warren County to serve the southeastern portion of the County via the former Shenandoah Farms Volunteer Fire Company. A similar question was raised at the September 16 Board meeting. For the purposes of this ordinance, any company operated

by a non-County entity (including the former Shenandoah Farms company) could respond to emergencies in the County under current mutual aid agreements with individual companies or future agreements with the County. In the near future, Staff will be working with neighboring localities to develop mutual aid agreements with the County.

- Chair Wallace asked in regards to §17-7(C) whether there is a role for the Director to ensure that the response areas developed by the volunteer companies ensure the best support for performance metrics. It is Staff's opinion that this role falls under the Director's purview to evaluate and provide "recommendations to the County Administrator and Board of Supervisors on how to effectively provide the best fire and emergency services available based on risk management principles within the parameters established by the Board for fiscal management and emergency response service level objectives" as set forth in §17-5(C).
- Regarding §17-10(C), *Obedience to orders of the senior officer in charge at the scene of accidents, disasters, and other fire, medical, and rescue oriented incidents*, Chair Wallace asked if law enforcement needs to be added to this section. This proposed section addresses the command of a fire or rescue incident scene which is governed by Code of Virginia §27-15.1. Command of these incident scenes would fall under the purview of fire and rescue officers. Provisions dealing with obeying the orders of law enforcement officials in support of these incident scenes are not included in this proposed section and would be governed by separate provisions of the Code of Virginia.

It should also be noted that Fire & EMS Commission members Matt Hoff and Bryan Conrad reviewed Chair Wallace's comments and added their support. Mr. Hoff has recommended that the full Commission review and comment on these changes and the text amendment in general prior to the Board's October 21 public hearing. The Commission has scheduled their initial meeting for Thursday, October 16 at 7:00PM and will be taking up the Fire & EMS Ordinance text amendment. Any additional comments/concerns will be conveyed to the Board following this meeting.

Staff has no outstanding concerns with the addition of Chair Wallace's recommended changes. Since we have not received direction from the Board on these changes, they have not been incorporated into the proposed text amendment. This direction could be provided by the Board at either of the upcoming October meetings or added to a motion to adopt the proposed text amendment.

Staff Discussion/Analysis:

This proposed text amendment is provided in conjunction with the Board of Supervisors' effort to implement the Fire & EMS Workgroup's recommendations -- specifically to establish the scope and authority of a new Fire & EMS Commission and Director of Fire & EMS. The text amendment is modeled after a similar ordinance that is used by Campbell County. Similar to Clarke County, Campbell County has a combination career-volunteer Fire & EMS system and employs a director of fire & EMS in lieu of a county chief. Campbell also uses appointed commissions to provide policy recommendations and facilitate cooperation among the system's

participants and stakeholders. It should be noted that the Fire & EMS Workgroup reviewed the Campbell County ordinance during their deliberations earlier in the year and identified it as a best practice. The following text amendment is consistent with the Workgroup's recommendations.

To summarize, the text amendment accomplishes the following purposes:

- **Establish a new County Department of Fire, Emergency Medical Services (EMS), and Emergency Management.** The text amendment formally establishes and recognizes this new County Department as consisting of both the County-employed staff and volunteer company firefighters and EMS personnel.
- **Director of Fire and EMS role and responsibilities.** Language is included to note the appointment of the new Director position (§17.2 and §17.5) and codifies its responsibilities. The list of responsibilities set forth in §17.5 make it clear that the Director is responsible for managing the County-employed staff and that the position reports to the County Administrator. Also noted is that the Director has a coordination role in providing recommendations on fire and emergency services to the Fire and EMS Commission and the Board of Supervisors. The Director may also serve as the Coordinator of Emergency Services at the County Administrator's discretion, and is empowered to serve as a senior officer and may take command of a fire or EMS incident on an as-needed basis.
- **Fire and EMS Commission.** Language is also included to codify the membership composition, term, role, and responsibilities of the recently-appointed Fire and EMS Commission (§17-6). The detailed list of responsibilities is taken from the recommendations of the Fire & EMS Workgroup. The Fire and EMS Commission would act as a high-level planning and policy review group, and would provide the Board with recommendations on issues having a substantive impact on the County's emergency response system or infrastructure impacting service delivery.
- **Providers of Fire and Emergency Services.** The amendment formally recognizes the County's three volunteer companies along with the Mount Weather Emergency Operations Center and agencies/organizations responding in accordance with mutual aid agreements as being part of the Department and authorized to provide fire and emergency services in the County (§17.7). Language is included to note that the County's volunteer companies shall be assigned response areas that are to be determined among the volunteer companies. §17.8 notes the responsibilities of each County volunteer company including the appointment of a Chief, compliance with all applicable laws and standards, and coordination of operations and activities with the Director.
- **Personnel responsibility and authority.** §17.9 lists the rights and responsibilities of the members of the volunteer companies including compliance with all applicable laws and standards including any practices and procedures established by the Board of Supervisors.

- **Obedience to orders of the senior officer in charge at fire and EMS incidents.** §17-10 is included in the text amendment to codify the authority granted under the Code of Virginia to the senior officer in command of an accident scene, fire, or other emergency incident. Similar language currently found in §93.1 is recommended for repeal by the

County Attorney as the new language proposed in §17-10 better reflects the state code authority.

- **Repeal of section on Authority of Fire Marshal.** In reviewing Chapter 93, the County Attorney has recommended that §93-2 on the authority of the county fire marshal be repealed since the County currently does not have a fire marshal. In the event that a fire marshal is employed by the County in the future, this enabling language can be included in the sections of the Fire Prevention Code that are required to be adopted in order to employ a fire marshal.

County Attorney Bob Mitchell has reviewed this proposed text amendment for legal issues and conformance with State code. His recommendations have been incorporated into this draft. Additionally, Staff has developed a chain of communications flowchart that depicts how the current and proposed stakeholders and entities in this process would communicate with one another under the provisions of this text amendment. A copy of this flowchart is included for your reference.

Staff Recommendation:

Staff has no outstanding concerns with the adoption of the text amendment.

Amendment Text (Proposed changes to Chapter 93 are shown in bold italics with strikethroughs where necessary. Chapter 17 is a new proposed code chapter.):

CHAPTER 17 FIRE, EMERGENCY MEDICAL SERVICES (EMS), AND EMERGENCY MANAGEMENT, DEPARTMENT OF

Code of Virginia References (§18.2-414.1; §27-14, 15.1, and 23.6; §44-146.19)

§17-1 Establishment of the Department of Fire, Emergency Medical Services (EMS), and Emergency Management

A. In order to help ensure the protection of citizens, visitors, and property of Clarke County, the firefighting, emergency medical services (EMS), and emergency management services are organized under a Department of Fire, Emergency Medical Services (EMS), and Emergency Management (“the Department”). These services shall be provided by using both County-employed and volunteer company firefighters and EMS personnel. As such, the County-recognized volunteer fire-fighting and EMS entities shall be deemed an instrumentality of the County and shall receive the full benefit and protections of the law while acting in that capacity.

B. In order to effectively carry out the provisions of Subsection A of this section, the Department shall be organized to coordinate all fire, EMS, and emergency management and preparedness services within the County.

C. The Department shall be composed of the County officials and County-employed staff (“the Staff”) of the Department, and the volunteer fire and EMS companies. The volunteer fire and EMS companies are recognized as entities of the Department and are an integral part of the County’s public safety program.

§17-2 Appointment of a Director of Fire and Emergency Medical Services (EMS)

A. The County Administrator shall appoint a Director of Fire and Emergency Medical Services (EMS) (“the Director”) to head the Department and to carry out the responsibilities set forth in §17.5. The Director shall report to the County Administrator and the Department Staff shall report to the Director.

§17-3 Appointment of a Coordinator of Emergency Management

A. The County Administrator shall serve as the County’s Coordinator of Emergency Management. The responsibilities of the Coordinator of Emergency Management may be delegated to the Director at the discretion of the County Administrator.

B. The Coordinator of Emergency Management shall provide general management of the planning, preparation, and response for any disaster which impacts the County and requires implementation of the County’s emergency operations plan.

§17-4 Responsibilities of the Department

A. The Department shall be responsible for coordinating and managing the services and functions as described above in §17-1 and in the sections below.

B. The Department may employ Staff to perform a variety of functions to support fire, EMS, and emergency management services. These functions include but are not limited to firefighting, emergency medical services/EMT, volunteer recruitment/retention, grant writing, and administrative services. The Director shall manage and oversee the Staff unless otherwise designated by the County Administrator.

§17-5 Responsibilities of the Director

A. The Director shall carry out the responsibilities and general management of the Department, shall establish and enforce Departmental policies, procedures, and guidelines consistent with this Chapter for the administration and operation of the Department. The Director’s specific responsibilities shall be as assigned by the County Administrator.

B. The Director shall have management oversight of the Department's Staff. Management oversight of the volunteer companies and volunteer staff shall be the responsibility of the chiefs of the individual companies and their respective governing boards.

C. The Director shall make periodic recommendations to the County Administrator and Board of Supervisors on how to effectively provide the best fire and emergency services available based on risk management principles within the parameters established by the Board for fiscal management and emergency response service level objectives. Any recommendations proposed by the Director that will have a substantive impact on the County's emergency response system or infrastructure impacting service delivery shall be reviewed by the Fire and EMS Commission prior to presenting the recommendations to the Board of Supervisors. The results of the Commission's review shall also be provided to the Board of Supervisors.

D. The Director shall serve as a senior officer for fire and/or EMS and shall have the authority to take command of an incident on an as-needed basis in the absence of a volunteer chief. The Director shall possess the skills, training, and certifications necessary to serve as a senior fire officer, senior EMS officer, or both.

§17-6 Fire and EMS Commission

A. The Board of Supervisors shall appoint a Fire and EMS Commission ("the Commission") to provide planning-level oversight of the Fire and EMS systems in the County; to oversee strategic planning efforts; and to provide mechanism for collaboration and coordination on issues impacting fire, EMS, and emergency management services with the Director, the County Sheriff, volunteer companies, and the Board of Supervisors. The Commission shall work in coordination with the Director on these issues, and the Director shall provide staff support to the Commission.

B. Membership Composition; Term. The Commission shall consist of seven (7) members including one (1) member of the Board of Supervisors; the Clarke County Sheriff; two (2) representatives recommended by the Clarke County Fire and Rescue Association to represent Fire and EMS services respectively; and three (3) citizens-at-large representing consumers of fire and EMS services. The two (2) Fire and Rescue Association representatives shall serve one-year terms. The three (3) citizens-at-large shall be appointed for initial terms of one (1) year, two (2) years, and three (3) years and thereafter for four (4) year terms. The Sheriff shall serve a term coterminous with the term of office. The Board of Supervisors shall appoint a representative at their annual organizational meeting to serve a one-year term.

C. Responsibilities of the Commission. The Commission shall have the following specific responsibilities to be completed in cooperation with the Director:

1. Develop and maintain a Fire & EMS Strategic Plan.
2. Annually review the Emergency Operations Plan (EOP) and provide recommendations on changes to the Board of Supervisors.
3. Review and advise on implementation strategies for policy and protocol changes for Fire & EMS operations.

4. Provide platform for resolving policy and protocol disputes among the companies, the career staff, and/or with the emergency communications center.
5. Review and provide recommendations on budgetary matters including recommending the use of funding and service agreements.
6. Evaluate compliance with established performance objectives and develop recommendations to address deficiencies.
7. Develop, implement, promote, and participate in annual emergency preparedness exercises.
8. Evaluate other related issues as requested by the Board of Supervisors.

The Commission shall also review and provide recommendations on any proposals by the Director that will have a substantive impact on the County's emergency response system or infrastructure impacting service delivery.

§17-7 Recognition of Providers of Fire and Emergency Services

A. Volunteer organizations. The following volunteer organizations are hereby recognized as entities of the Clarke County Department of Fire, Emergency Medical Services (EMS), and Emergency Management and are hereby permitted to provide fire and EMS services in Clarke County:

1. John H. Enders Fire Company and Rescue Squad
2. Boyce Volunteer Fire Company
3. Blue Ridge Volunteer Fire and Rescue Company 8

B. Other organizations and groups. The following organizations and groups are hereby recognized as nonjurisdictional entities that are hereby permitted to provide fire and EMS services in Clarke County:

1. Mount Weather Emergency Operations Center.
2. Entities responding to Clarke County emergencies in accordance with mutual aid agreements.

C. Response areas. Each of the organizations listed in §17-7(A) shall be assigned response areas that provide the best services to the citizens of the County. Response areas shall be determined among the volunteer companies and a written copy of the response areas shall be provided to the Director, who shall maintain the copy and make it available to the Emergency Communications Center, Commission, and the general public. Nonjurisdictional entities listed in §17-7(B) may be assigned a response area if determined to be appropriate by the volunteer companies.

§17-8 Entities of County Fire and EMS Division responsible to the Department

A. Each of the organizations listed in §17-7(A) and (B) shall coordinate their operations and activities with the Department and shall carry out their assigned tasks to the best of their ability.

B. Each volunteer organization listed in §17-7(A) shall appoint a chief who shall be responsible for the overall direction and control of fire and EMS activities using federally-mandated NIMS protocols within the organization’s respective first due response areas. Additionally, the chief shall ensure that the organization complies with all of the provisions of applicable laws, ordinances, and standard operating procedures/guidelines in coordination with the Department and shall advise and communicate the organization’s operations and activities with the Director.

C. The fire and EMS Staff, when responding to calls, shall follow all applicable federal, state, and local regulations and will function under the same standards incorporating NIMS as noted in subsection B above.

§17-9 Personnel Responsibility and Authority

A. All officially recognized members of the organizations listed in §17-7(A) and (B) shall perform their respective duties, as outlined in the standard operating procedures/guidelines and applicable laws and ordinances, to the best of their ability.

B. All officially recognized members of the organizations listed in §17-7(A) and (B) shall be subject any procedures and practices established by the Board of Supervisors.

C. While performing in their official capacity, each of the members of the organizations and groups listed in in §17-7(A) and (B) shall have the authority to carry out their respective assignments as provided for in applicable laws, ordinances, and standard operating procedures/guidelines.

D. While performing in their official capacity and acting within the guidelines of the Department, each of the members of the organizations and groups listed in in §17-7(A) and (B) shall be afforded all of the privileges, rights, and remedies available to them under the law.

§17-10 Obedience to orders of the senior officer in charge at the scene of accidents, disasters, and other fire, medical, and rescue oriented incidents

Every person present at the scene of any fire, medical, or rescue emergency shall be obedient to the orders of the senior officer in charge in any matter related to fire/medical/rescue matters; freedom of fire and EMS company, personnel, and apparatus to perform their duties or to function properly; and the maintenance of order at or near the scene of the emergency. It shall be unlawful for any person to disobey any such order of the senior officer in charge. The senior officer in charge shall have the authority to cause the arrest of persons who disobey such orders and to hold them in custody until the incident or danger is abated, at which time the violator shall be dealt with according to law.

Chapter 93 Fire Prevention

Article I Conduct at Fire Scenes Open Burning Restrictions

[Adopted 1-19-1988 as § 5-1 of the 1987 Code]

~~§ 93-1. Obedience to and authority of officers.~~ *Every person present at the scene of a fire or explosion shall be obedient to the orders of firemen and law enforcement officers in any matter relating to extinguishing the fire, removal and protection of persons and property endangered by fire, explosion, smoke or water, freedom of Fire Department and medical personnel and apparatus to perform their duties or to function properly and the maintenance of order at or near the scene of a fire or explosion, and it shall be unlawful for any person to disobey any such order of a fireman or law enforcement officer.*

~~§ 93-2. Authority of Fire Marshal.¹~~ *The Fire Marshal shall have the authority, pursuant to § 27-34.2:1, Police powers of fire marshals, of the Code of Virginia, to arrest persons who disobey such orders and to hold them in custody until the fire has been extinguished or the danger of explosion abated, at which time the violator shall be dealt with according to law.*

§ 93.3 1. Open Burning Restrictions.

- a. The Board of Supervisors shall impose such restrictions as it shall deem necessary to limit or prohibit open burning that will be offensive or objectionable due to smoke or odor emissions or when atmospheric conditions or local circumstances make such fires hazardous.
- b. The Board of Supervisors may delegate to the County Administrator the authority to promulgate, impose, or rescind, any such regulations or permits as may be consistent with the Board's action in limiting or banning open burning.
- c. Violation of any restriction, regulation or ban imposed by this section shall be considered a Class 1 misdemeanor.

¹ ~~Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I).~~

History:

September 16, 2014.

Board of Supervisors voted 3-0-2 (Byrd, Staelin absent) to set public hearing for the October 21, 2014 meeting.

October 21, 2014.

Placed on the Board's October meeting agenda and advertised for public hearing.

Clarke County**bstidham@clarkecounty.gov****Re: Fire/EMS Ordinance****From :** The Wallaces <wallace.donlaure@gmail.com>

Thu, Sep 18, 2014 10:33 AM

Subject : Re: Fire/EMS Ordinance

📎 1 attachment

To : Frank Davis <fdavis@clarkecounty.gov>, conrad bryan <conrad.bryan@gmail.com>, parmed416@yahoo.com, ekleffel@gmail.com, Tony Roper <troper@clarkecounty.gov>, amweiss@visuallink.com, jwhit7@aol.com

Cc : Brandon Stidham <bstidham@clarkecounty.gov>

I have some comments on the attached document. First and foremost is the language about the role of the Commission in the "Development and Implementation" of Emergency Operations excercises. Let me know if you cannot read the tracked changes in the text.

Cheers,
Laure

----- Original Message -----

From: "Frank Davis" <fdavis@clarkecounty.gov>
To: "Laure Wallce" <wallace.donlaure@gmail.com>; <conrad.bryan@gmail.com>; <parmed416@yahoo.com>; <ekleffel@gmail.com>; "Tony Roper" <troper@clarkecounty.gov>; <amweiss@visuallink.com>; <jwhit7@aol.com>
Cc: "Brandon Stidham" <bstidham@clarkecounty.gov>
Sent: Thursday, September 18, 2014 8:55 AM
Subject: Fire/EMS Ordinance

> Good Morning,
>
> Attached is a copy of the revised County Code to establish the Department
> of Fire, Emergency Medical Services and Emergency Management for Clarke
> County. A Public Hearing is set for October 21st at 6:30PM.
>
> Please review and if you have any questions or concerns please contact
> Brandon Stidham or myself.
>

- >
- > Thanks
- > Frank Davis

 **Fire-EMS Text Amendment_Oct14BOS_Wallace Comments.docx**
28 KB

FOR BOARD OF SUPERVISORS PUBLIC HEARING
OCTOBER 21, 2014

COUNTY CODE TEXT AMENDMENT (CC-2014-03): Establish Department of Fire, Emergency Medical Services (EMS), and Emergency Management

Description:

Proposed amendment to add a new Chapter 17, Department of Fire, Emergency Medical Services (EMS), and Emergency Management; and to amend Chapter 93, Fire Prevention to the Code of Clarke County. The purpose of the amendment is to create a new Department for the management of Fire, EMS, and Emergency Management; to establish the roles and responsibilities of the Department director, County staff, and the Fire and EMS Commission; and to identify the County's providers of fire and emergency medical services and their relationship to the Department. The amendment also clarifies the role of the senior officer in charge of an incident as established by the Code of Virginia.

Code of Virginia Authority:

- §18.2-414.1, Obstructing members of rescue squad in performance of mission; penalty.
- §27-14, Ordinances as to fire/EMS departments, etc.
- §27-15.1, Authority of chief, director or other officer in charge when answering alarm or operating at an emergency incident; penalty for refusal to obey orders.
- §27-23.6, Provision of fire-fighting or emergency medical services.
- §44-146.19, Powers and duties of political subdivisions.

Amendment Text (Proposed changes to Chapter 93 are shown in bold italics with strikethroughs where necessary. Chapter 17 is a new proposed code chapter.):

CHAPTER 17 FIRE, EMERGENCY MEDICAL SERVICES (EMS), AND EMERGENCY MANAGEMENT, DEPARTMENT OF

Code of Virginia References (§18.2-414.1; §27-14, 15.1, and 23.6; §44-146.19)

§17-1 Establishment of the Department of Fire, Emergency Medical Services (EMS), and Emergency Management

A. In order to help ensure the protection of citizens, visitors, and property of Clarke County, the firefighting, emergency medical services (EMS), and emergency management services are organized under a Department of Fire, Emergency Medical Services (EMS), and Emergency Management ("the Department"). These services shall be provided by using both County-employed and volunteer company firefighters and EMS personnel. As such, the County-recognized volunteer fire-fighting and EMS entities shall be deemed an instrumentality of the County and shall receive the full benefit and protections of the law while acting in that capacity.

B. In order to effectively carry out the provisions of Subsection A of this section, the Department shall be organized to coordinate all fire, EMS, and emergency management and preparedness services within the County.

FOR BOARD OF SUPERVISORS PUBLIC HEARING
OCTOBER 21, 2014

C. The Department shall be composed of the County officials and County-employed staff (“the Staff”) of the Department, and the volunteer fire and EMS companies. The volunteer fire and EMS companies are recognized as entities of the Department and are an integral part of the County’s public safety program.

§17-2 Appointment of a Director of Fire and Emergency Medical Services (EMS)

A. The County Administrator shall appoint a Director of Fire and Emergency Medical Services (EMS) (“the Director”) to head the Department and to carry out the responsibilities set forth in §17.5. The Director shall report to the County Administrator and the Department Staff shall report to the Director.

§17-3 Appointment of a Coordinator of Emergency Management

A. The County Administrator shall serve as the County’s Coordinator of Emergency Management. The responsibilities of the Coordinator of Emergency Management may be delegated to the Director at the discretion of the County Administrator.

B. The Coordinator of Emergency Management shall provide general management of the planning, preparation, and response for any disaster which impacts the County and requires implementation of the County’s emergency operations plan.

§17-4 Responsibilities of the Department

A. The Department shall be responsible for coordinating and managing the services and functions as described above in §17-1 and in the sections below.

B. The Department may employ Staff to perform a variety of functions to support fire, EMS, and emergency management services. These functions include but are not limited to firefighting, emergency medical services/EMT, volunteer recruitment/retention, grant writing, and administrative services. The Director shall manage and oversee the Staff unless otherwise designated by the County Administrator.

§17-5 Responsibilities of the Director

A. The Director shall carry out the responsibilities and general management of the Department, shall establish and enforce Departmental policies, procedures, and guidelines consistent with this Chapter for the administration and operation of the Department. The Director’s specific responsibilities shall be as assigned by the County Administrator.

B. The Director shall have management oversight of the Department’s Staff. Management oversight of the volunteer companies and volunteer staff shall be the responsibility of the chiefs of the individual companies and their respective governing boards.

FOR BOARD OF SUPERVISORS PUBLIC HEARING
OCTOBER 21, 2014

C. The Director shall make periodic recommendations to the County Administrator and Board of Supervisors on how to effectively provide the best fire and emergency services available based on risk management principles within the parameters established by the Board for fiscal management and emergency response service level objectives. Any recommendations proposed by the Director that will have a substantive impact on the County's emergency response system or infrastructure impacting service delivery shall be reviewed by the Fire and EMS Commission prior to presenting the recommendations to the Board of Supervisors. The results of the Commission's review shall also be provided to the Board of Supervisors.

D. The Director shall serve as a senior officer for fire and/or EMS and shall have the authority to take command of an incident on an as-needed basis in the absence of a volunteer chief. The Director shall possess the skills, training, and certifications necessary to serve as a senior fire officer, senior EMS officer, or both.

§17-6 Fire and EMS Commission

A. The Board of Supervisors shall appoint a Fire and EMS Commission ("the Commission") to provide planning-level oversight of the Fire and EMS systems in the County; to oversee strategic planning efforts; and to provide mechanism for collaboration and coordination on issues impacting fire, EMS, and emergency management services with the Director, the County Sheriff, volunteer companies, and the Board of Supervisors when those issues cannot be effectively managed through the working relationships between entities and/or with the direction and support of the Director. The Commission shall work in coordination with the Director on these issues, and the Director shall provide staff support to the Commission.

B. Membership Composition; Term. The Commission shall consist of seven (7) members including one (1) member of the Board of Supervisors; the Clarke County Sheriff; two (2) representatives recommended by the Clarke County Fire and Rescue Association to represent Fire and EMS services respectively; and three (3) citizens-at-large representing consumers of fire and EMS services. (Just an aside. I am concerned that all three "citizen" members are or have been active fire company members. In the future, the Board should consider true consumers who have not been providers or company members at some point.) The two (2) Fire and Rescue Association representatives and the Board of Supervisors appointee shall serve one-year terms. The three (3) citizens-at-large shall be appointed for initial terms of one (1) year, two (2) years, and three (3) years and thereafter for four (4) year terms. The Sheriff shall serve a term coterminous with the term of office. The Board of Supervisors member shall be appointed annually by the Board.

C. Responsibilities of the Commission. The Commission shall have the following specific responsibilities to be completed in cooperation with the Director:

1. Develop and maintain a Fire & EMS Strategic Plan.
2. Annually review the Emergency Operations Plan (EOP) and provide recommendations on changes to the Board of Supervisors.
3. Review and advise on implementation strategies for policy and protocol changes for Fire & EMS operations.

FOR BOARD OF SUPERVISORS PUBLIC HEARING
OCTOBER 21, 2014

4. Provide platform for resolving policy and protocol disputes among the companies, the career staff, and/or with the emergency communications center.
5. Review and provide recommendations on budgetary matters including recommending the use of funding and service agreements.
6. Evaluate compliance with established performance objectives and develop recommendations to address deficiencies.
7. ~~Develop, implement, promote, and participate in~~ Support annual emergency preparedness exercises through review of proposed exercise plans, participation in exercises, helping with citizen understanding of the exercises, gaining public support when necessary, and evaluating plans to address performance deficits. (PLEASE NOTE: I feel very strongly that the Commission should not be involved in this type of tactical management activity. The role of the Commission should be strategic and that does not involve the development or implementation of a specific set of duties in the annual performance of the fire and ems service. Working with the Director to garner support and evaluation performance to inform strategic needs and direction is well within the role of the Commission.)
8. Evaluate other related issues as requested by the Board of Supervisors.

The Commission shall also review and provide recommendations on any proposals by the Director that will have a substantive impact on the County's emergency response system or infrastructure impacting service delivery.

§17-7 Recognition of Providers of Fire and Emergency Services

A. Volunteer organizations. The following volunteer organizations are hereby recognized as entities of the Clarke County Department of Fire, Emergency Medical Services (EMS), and Emergency Management and are hereby permitted to provide fire and EMS services in Clarke County:

1. John H. Enders Fire Company and Rescue Squad
2. Boyce Volunteer Fire Company
3. Blue Ridge Volunteer Fire and Rescue Company 8

B. Other organizations and groups. The following organizations and groups are hereby recognized as nonjurisdictional entities that are hereby permitted to provide fire and EMS services in Clarke County:

1. Mount Weather Emergency Operations Center.
2. Entities responding to Clarke County emergencies in accordance with mutual aid agreements.

(Does a Mutual Aid agreement cover the role of Warren County for serving the SE corner of the County? I assume it does, but wanted to make sure it was a mutual aid agreement and not some other form of agreement.)

C. Response areas. Each of the organizations listed in §17-7(A) shall be assigned response areas that provide the best services to the citizens of the County. Response areas shall be

FOR BOARD OF SUPERVISORS PUBLIC HEARING
OCTOBER 21, 2014

determined among the volunteer companies and a written copy of the response areas shall be provided to the Director, who shall maintain the copy and make it available to the Emergency Communications Center, Commission, and the general public. Nonjurisdictional entities listed in §17-7(B) may be assigned a response area if determined to be appropriate by the volunteer companies. (Is there a role here for the Director to ensure that the boundaries developed by the Volunteer companies ensures the best support for performance metrics?)

§17-8 Entities of County Fire and EMS Division responsible to the Department

A. Each of the organizations listed in §17-7(A) and (B) shall coordinate their operations and activities with the Department and shall carry out their assigned tasks to the best of their ability.

B. Each volunteer organization listed in §17-7(A) shall appoint a chief who shall be responsible for the overall direction and control of fire and EMS activities using federally-mandated NIMS protocols within the organization's respective first due response areas. Additionally, the chief shall ensure that the organization complies with all of the provisions of applicable laws, ordinances, and standard operating procedures/guidelines in coordination with the Department and shall advise and communicate the organization's operations and activities with the Director.

C. The fire and EMS Staff, when responding to calls, shall follow all applicable federal, state, and local regulations and will function under the same standards incorporating NIMS as noted in subsection B above.

§17-9 Personnel Responsibility and Authority

A. All officially recognized members of the organizations listed in §17-7(A) and (B) shall perform their respective duties, as outlined in the standard operating procedures/guidelines and applicable laws and ordinances, to the best of their ability.

B. All officially recognized members of the organizations listed in §17-7(A) and (B) shall be subject any procedures and practices established by the Board of Supervisors.

C. While performing in their official capacity, each of the members of the organizations and groups listed in in §17-7(A) and (B) shall have the authority to carry out their respective assignments as provided for in applicable laws, ordinances, and standard operating procedures/guidelines.

D. While performing in their official capacity and acting within the guidelines of the Department, each of the members of the organizations and groups listed in in §17-7(A) and (B) shall be afforded all of the privileges, rights, and remedies available to them under the law.

§17-10 Obedience to orders of the senior officer in charge at the scene of accidents, disasters, and other fire, medical, and rescue oriented incidents

FOR BOARD OF SUPERVISORS PUBLIC HEARING
OCTOBER 21, 2014

Every person present at the scene of any fire, medical, or rescue emergency shall be obedient to the orders of the senior officer in charge in any matter related to fire/medical/rescue (does this need to include Police?) matters; freedom of fire and EMS company, personnel, and apparatus to perform their duties or to function properly; and the maintenance of order at or near the scene of the emergency. It shall be unlawful for any person to disobey any such order of the senior officer in charge. The senior officer in charge shall have the authority to cause the arrest of persons who disobey such orders and to hold them in custody until the incident or danger is abated, at which time the violator shall be dealt with according to law.

Chapter 93 Fire Prevention

Article I ~~Conduct at Fire Scenes~~ Open Burning Restrictions

[Adopted 1-19-1988 as § 5-1 of the 1987 Code]

~~§ 93-1. Obedience to and authority of officers.~~ *~~Every person present at the scene of a fire or explosion shall be obedient to the orders of firemen and law enforcement officers in any matter relating to extinguishing the fire, removal and protection of persons and property endangered by fire, explosion, smoke or water, freedom of Fire Department and medical personnel and apparatus to perform their duties or to function properly and the maintenance of order at or near the scene of a fire or explosion, and it shall be unlawful for any person to disobey any such order of a fireman or law enforcement officer.~~*

~~§ 93-2. Authority of Fire Marshal.~~ *~~The Fire Marshal shall have the authority, pursuant to § 27-34.2:1, Police powers of fire marshals, of the Code of Virginia, to arrest persons who disobey such orders and to hold them in custody until the fire has been extinguished or the danger of explosion abated, at which time the violator shall be dealt with according to law.~~*

§ 93.3 1. Open Burning Restrictions.

a. The Board of supervisors shall impose such restrictions as it shall deem necessary to limit or prohibit open burning that will limit or prohibit open burning that will be offensive or objectionable due to smoke or odor emissions or when atmospheric conditions or local circumstances make such fires hazardous.

FOR BOARD OF SUPERVISORS PUBLIC HEARING
OCTOBER 21, 2014

- b. The Board of Supervisors may delegate to the County Administrator the authority to promulgate, impose, or rescind, any such regulations or permits as may be consistent with the Board's action in limiting or banning open burning.
- c. Violation of any restriction, regulation or ban imposed by this section shall be considered a Class 1 misdemeanor.

[†]~~*Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I).*~~



Clarke County Planning Department
101 Chalmers Court, Suite B
Berryville, Virginia 22611
(540) 955-5132

TO: Board of Supervisors

FROM: Brandon Stidham, Planning Director

RE: Town-County Economic Development and Tourism Memorandum of Understanding Implementation Item – Appoint County Representatives on Joint Committee

DATE: October 6, 2014

Enclosed for your reference is the final version of the Memorandum of Understanding (MOU) Between the Town of Berryville and Clarke County Regarding Economic Development and Tourism. Attachment A has been updated with specific deadlines for the implementation of initial year priority items and projected date ranges for implementing items beyond the initial year.

For this month, the Board of Supervisors needs to appoint members to the Joint Committee for Economic Development and Tourism pursuant to Item #3 in the MOU. As you may recall, the Joint Committee would be charged with supervising the Town and County's economic development and tourism efforts. The Committee would consist of four (4) members – the Town Manager or designee, the County Administrator, a Town Council member, and a Board of Supervisors member. Staff recommends that the Board take action at the October 21 regular meeting to appoint David Ash and a Board of Supervisors member in order to complete the County's required appointments.

Once the Joint Committee is formed, the priority item for their initial meeting is to create a job description and begin recruiting for the position of Economic Development Director. This item has a completion date of November 16 with the goal of having a part or full-time director beginning work by Spring 2015.

Please do not hesitate to contact me if you have questions or concerns in advance of the meeting.

Clarke County Board of Supervisors



Berryville Voting District
J. Michael Hobert – Chair
(540) 955-4141

Millwood Voting District
John R. Staelin
(540) 837-1903

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

Buckmarsh Voting District
David S. Weiss – Vice Chair
(540) 955-2151

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

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

Memorandum of Understanding (MOU) Between The Town of Berryville and Clarke County Regarding Economic Development and Tourism

WHEREAS, the Town of Berryville and Clarke County over the past four decades have worked cooperatively to promote a unique and highly successful land use philosophy that focuses growth and development within the Town while preserving the County's natural, historical, and agricultural resources; and

WHEREAS, the County's small land area, close proximity to four surrounding urban growth areas, and limited access to public water and sewer capacity make the sharing of Economic Development resources a necessity; and

WHEREAS, the future of economic development – including business, retail, industry, agriculture, and Tourism – in Clarke County is dependent upon effective collaboration and cooperation between the Town and County;

AND WHEREAS, the Town and the County recognize that combining resources and creating unified points of contact for Economic Development and Tourism will enable our communities to more efficiently address the needs of new and existing businesses, streamline regulations and regulatory processes, and more effectively market our unique assets.

NOW THEREFORE, BE IT RESOLVED THAT the Town of Berryville and Clarke County agree to work cooperatively to implement the following action items:

1. **Establish Joint Management of Economic Development and Tourism.** The Town and County shall jointly manage the Economic Development and Tourism efforts in Clarke County and the Town of Berryville on an ongoing basis.
2. **Establish Single Points of Contact for Economic Development and Tourism.** Both the Town and County agree that it would be best if the business community dealt with single points of contact for Economic Development and Tourism.
3. **Create a Joint Committee for Economic Development and Tourism.** The Town and County shall create a four member Committee ("Joint Committee") to supervise Economic Development and Tourism efforts. The Committee shall consist of the Town Manager or designee, the County Administrator, a Town Council Member and a County Supervisor. Initially, the Joint Committee will

www.clarkecounty.gov

101 Chalmers Court, Suite B
Berryville, VA 22611

Telephone: [540] 955-5175

This institution is an equal opportunity provider and employer.

meet monthly but may change that schedule as the Committee deems appropriate. The Joint Committee is empowered to choose its own leaders but it is suggested that the Chair alternate between the two elected officials. The Joint Committee shall be appointed by the Town and County within 30 days of adoption of this MOU.

4. **Hire an Economic Development Director.** The County will hire an Economic Development Director with input from the Joint Committee. Initially this may be a part-time position. The County will create a job description and provide it to the Joint Committee for review and input into its development. This Economic Development Director will report to County Administrator but will also consult with the Joint Committee. Unless the County can find someone with all the needed skills it is unlikely the Director will supervise many efforts in the area of Tourism. The Director shall staff the Industrial Development Authority (IDA) and the Economic Development Advisory Committee (EDAC), and shall incorporate the work product of these groups into the overall Town-County economic development strategy. The selection process shall begin within 60 days of the adoption of this MOU with the goal of having the Director begin work in Spring 2015.
5. **Conduct Joint Review of Economic Development and Tourism Funding.** For FY16 and beyond both the County and Town agree to conduct an ongoing joint review of Economic Development/Tourism funding during their annual budget process. The County Administrator and Town Manager or designee shall be responsible for organizing this review in conjunction with County and Town finance committees and the Joint Administrative Services Director. Such review shall begin in the 4th quarter of the 2014 calendar year in conjunction with the development of the FY2015-2016 budgets. The Joint Committee shall coordinate any budgetary requests with the Town's and County's annual budget processes. As the County Administrator and Town Manager serve on the Joint Committee it is expected that they will be able to represent the desires of the Committee.
6. **Budgetary Control and Impact on Tax Revenues.** The Joint Committee will do its best to understand how Economic Development and Tourism affect the tax revenues of the Town and County so that proposals can be made to equitably divide costs. However, both the Town and County reserve the right to control their own Economic Development and Tourism budgets.
7. **Identify and Mitigate Real and Perceived Barriers to Economic Development.** One of the first duties of the Joint Committee shall be to determine the best way to add to the past information gathering activities of the Town and the Economic Development Strategic Planning Subcommittee by soliciting additional input from the business community as to the real and perceived barriers to Economic Development. A workplan to obtain this input and develop strategies to mitigate these real and perceived barriers shall be developed and initiated by the Joint Committee within 60 days of the Economic Development Director's start date.
8. **Joint Regulatory Review by Planning Directors.** The Town and County shall charge their Planning Directors to use the data collected above as well as their Director's own knowledge to complete a joint regulatory review and offer suggestions back to the governing bodies of changes that could be made to make both the Town and County more business friendly. This effort shall be scheduled in conjunction with the workplan set forth in Item #7 above.
9. **Publicize the Regulatory Review Recommendations and Their Implementation.** The final report of the regulatory review outlined in Item #8 shall be publicized within 60 days of acceptance by the

governing bodies, and the resultant changes shall be publicized as the report's recommendations are implemented.

10. **Establish Technical Guidance/Support for Tourism Efforts.** The Joint Committee shall decide whether the County and Town's Tourism effort should be guided by a staff member, consultant, or a designated group. The selected entity will report to either the Town Manager or County Administrator and will receive guidance from the Joint Committee. The Joint Committee may wish to request proposals from consultants and groups in order to help evaluate the different options for this item. The initial goals of the Tourism effort shall be the creation of a single Tourism website and the development of ways to cross-promote Tourism at existing events. The Joint Committee shall make this decision within 120 days of the adoption of this MOU.
11. **Creation and Management of Joint Economic Development and Tourism Websites and Associated Social Media.**
 - A. **Develop and Manage Joint Economic Development Website.** The Town and the County shall have a single internet presence for Economic Development to include a website and associated social media. Creation of a single internet presence shall be the Economic Development Director's top priority project. The initial steps of this effort shall begin immediately following the adoption of this MOU with a targeted delivery date of the combined internet presence within 4-6 months of the Economic Development Director's start date. The Economic Development Director shall be responsible for keeping the website and associated social media up to date with oversight by the Joint Committee.
 - B. **Develop and Manage Joint Tourism Website.** The Town and the County shall have a single internet presence for Tourism to include a website and associated social media. Creation of a single internet presence shall be evaluated by the Joint Committee and a recommended work plan shall be provided by the Committee within three (3) months of the Committee's initial meeting.
12. **Identify New Revenue Sources for Economic Development and Tourism.** There shall be ongoing, coordinated efforts to explore new revenue sources for Economic Development and Tourism to benefit both the Town and County. This effort shall begin in the near term with pursuing the Virginia Tourism Corporation Marketing Leverage Grant or other tourism-related grants, and evaluation of raising the County's transient occupancy tax (TOT)¹ to 5% through General Assembly action to allow earmarking of funds in excess of 2% for Tourism-related efforts, and establishing a TOT for the Town. This effort will also include evaluating the County's potential use of the business professional and occupational license (BPOL) tax. Longer term efforts shall be an ongoing responsibility of the Economic Development Director and part of the joint annual evaluation of the Town and County economic development budgets.

¹ Transient Occupancy Tax is a tax paid by visitors and is collected by operators of hotels, motels, boarding houses, and other lodging places which can accommodate four or more persons at one time as well as travel campgrounds that offer guest rooms or other accommodations rented out for continuous occupancy for fewer than 30 consecutive days. This tax is authorized by 58.1-3819 of the Code of Virginia and is codified under Article XVII of the Code of Clarke County.

13. **Develop Business Retention Strategies.** The Joint Committee shall work with the Economic Development Director and possibly a consultant to create business retention strategies. Work on this item shall begin within 60 days of the completion of the regulatory review/streamlining report outlined in Items #7 and #8.
14. **Foster Economic Development Relationships.** The Town and County shall work jointly on establishing partnerships with developers, landowners, building owners, and other stakeholders to facilitate new development and redevelopment of properties. This is an ongoing responsibility that shall be undertaken by the Economic Development Director with processes established to enable potential projects or issues to be brought to the governing bodies after review by the Joint Committee for discussion by the aforementioned stakeholders.
15. **Develop Incentive Programs to Attract New Businesses and Retain Existing Businesses.** The Town and County shall jointly develop incentive programs to attract new businesses and to help existing businesses grow and expand. This item requires Economic Development technical expertise and shall be assigned to the Economic Development Director. Creation of a report of potential incentive program options for consideration by the Town and County shall be completed within one year of the hire date of the Economic Development Director.
16. **Joint Development of Agricultural Marketing Strategies.** The Town and County shall jointly develop agricultural marketing strategies to benefit agricultural/ agribusiness entities in the County and agricultural retail and Tourism resources (e.g., Farmers Market, farm-to-table, farm supply business) in the Town. This item requires marketing technical expertise and shall be assigned to lead points of contact for Economic Development and Tourism. Creation of a Marketing Strategies Report shall be created for consideration by the Town and County. This Report shall be completed within one year of the adoption date of this MOU.
17. **Regional Tourism Marketing and Promotion.** The Town and County shall support regional cooperation in marketing/promoting tourism. This item requires tourism/marketing technical expertise and shall be assigned to lead points of contact for Tourism. Existing staff shall continue to be actively involved in current regional efforts to market Town and County Tourism efforts.
18. **Support Efforts to Increase Accommodation Capacity.** Development of increased accommodation capacity shall be supported by the Town and County. In the near term, Town and County staffs, with guidance from the Joint Committee, shall determine whether there are joint measures that could be undertaken to secure a hotel in the Town. As an ongoing project, the Joint Committee and/or the Economic Development Director and Tourism lead points of contact shall work to identify and promote all sources of accommodations including hotels, bed and breakfasts, and country inns.
19. **Foster Tourism Relationships.** The Town and County shall work to establish relationships with stakeholders to facilitate growth of the Tourism industry. This is an ongoing responsibility that shall be undertaken by the Tourism lead points of contact with processes established to enable issues to be brought to the governing bodies for discussion by the aforementioned stakeholders.

The aforementioned action items are summarized by priority in Attachment A, Timeline of Action Items, to this MOU.

BE IT FURTHER RESOLVED THAT it is expected that this Memorandum of Understanding will be modified as the Town and County learn from their experiences. This MOU shall renew automatically on July 1, 2015 and annually on July 1 thereafter, however either the Town or the County may choose to request the opportunity to review or modify this MOU with provision of 60 days of notice to the other party. Either party may cancel this MOU with provision of written notice to the other party no later than May 1 of each year.

WITNESS the following signatures and seals:

TOWN OF BERRYVILLE, VIRGINIA
By Wilson Kirby (SEAL)
Wilson Kirby, Mayor

Adopted Unanimously September 9, 2014

COUNTY OF CLARKE, VIRGINIA
By J. Michael Hobert (SEAL)
J. Michael Hobert, Chair

Adopted Unanimously September 16, 2014

ATTACHMENT A TIMELINE OF ACTION ITEMS

Prioritized Items (Initial Year)

- **Within thirty (30) days of the adoption date of this MOU (October 16, 2014)** Create a Joint Committee for Economic Development and Tourism (Item #3)
- **Within sixty (60) days of the adoption date of this MOU (November 16, 2014)** Create a job description and recruit for the position of Economic Development Director with the goal of hiring a part or full-time Director by Spring 2015. (Item #4)
- **Within 120 days of the adoption date of this MOU (January 16, 2015)** -- The Joint Committee shall complete a review of Town and County funding of the economic development effort and make recommendations to the Finance Committees of the Town and County, in conjunction with the annual budget process, for integrated response to funding needs. (Items #5 and #6)
- **Within 120 days of the adoption date of this MOU (January 16, 2015)** – The Joint Committee shall recommend a work plan to identify technical guidance/support for tourism efforts and for development of the Joint Tourism website (Item #10 and Item #11B)
- **Within ten (10) months of the adoption date of this MOU (July 16, 2015)** – Identify and Mitigate Real and Perceived Barriers to Economic Development – develop and initiate workplan (Item #7); Joint Regulatory Review by Planning Directors – develop and initiate workplan (Item #8)
- **Within one (1) year of the adoption date of this MOU (September 16, 2015)** – Joint Development of Agricultural Marketing Strategies report (Item #16)

Prioritized Items (Beyond Initial Year)

- **Within 12 to 14 months of the adoption date of this MOU (September/November 2015)** – Targeted Delivery of Joint Economic Development Website (Item #11A)
- **Within sixty (60) days of completion of regulatory report outlined in Items #7 and #8 (late 2015/early 2016)** – Begin work on developing business retention strategies (Item #13)
- **Within one (1) year of the hire date of the Economic Development Director (mid 2016)** – Report on Incentive Programs to Attract New Businesses and Retain Existing Businesses (Item #15)

Ongoing Items

- Establish Joint Management of Economic Development and Tourism (Item #1)
- Establish Single Points of Contact for Economic Development and Tourism (Item #2)

- Conduct Joint Review of Economic Development and Tourism Funding (Item #5) – In conjunction with annual budget processes
- Budgetary Control and Impact on Tax Revenues (Item #6)
- Publicize the Regulatory Review Recommendations and Their Implementation (Item #9)
- Identify New Revenue Sources for Economic Development (Item #12) – In conjunction with annual budget processes
- Foster Economic Development Relationships (Item #14)
- Develop recommendations for Regional Tourism Marketing and Promotion (Item #17)
- Support Efforts to Increase Accommodation Capacity (Item #18)
- Foster Tourism Relationships (Item #19)

MEMORANDUM

TO: Board of Supervisors

FR: Thomas Judge, Director of Joint Administrative Services

DT: 10/14/2014

RE: *October Finance*

1. **FY 14 Year-End Transfers and Supplemental Appropriations.** The following appropriation actions are recommended:
 - a. *Treasurer.* Be it resolved that \$4,195 be transferred from the Personnel Contingency to the Treasurer to cover additional health insurance coverage.
 - b. *Treasurer.* Be it resolved that budgeted expenditure and appropriation be increased \$2,067 in the office of the Treasurer, and that estimated revenue be increased in the same amount, all for the purpose of paying credit card fees.
 - c. *Assessor.* Be it resolved that \$172 be transferred from the Commissioner of the Revenue advertising to the Assessor advertising.
 - d. *Data Processing.* Be it resolved that \$5,234 be transferred from the Minor Capital Contingency to Data Processing to cover purchase of additional microcomputers necessitated by the phase out of Microsoft XP.
 - e. *General District Court.* Be it resolved that General District Court budgeted expenditure and appropriations be increased \$1,137 to cover unauthorized increased phone lines added during the year.
 - f. *Victim Witness.* Be it resolved that \$432 be transferred from Personnel Contingency to the Victim Witness program to cover benefit costs, and be it further resolved that \$180 be transferred from Minor Capital Contingency to cover mobile phone costs.
 - g. *Juvenile Detention.* Be it resolved that \$1 be transferred from the Professional Services contingency to Juvenile Detention to cover a minor overage.
 - h. *Building Inspections.* Be it resolved that \$439 be transferred from the Personnel Contingency to cover benefit costs associated with employee turnover.

- i. *Maintenance.* "Be it resolved that Maintenance budgeted expenditures and appropriations be increased \$36,545 to cover costs associated with: new compressor and pump at 101 Chalmers; utility costs associated with an especially cold winter; and, a large and lengthy water line break at the Swimming Pool, and that the fund balance designation for government savings be reduced in the same amount".
 - j. *Board of Zoning Appeals.* Be it resolved that \$116 be transferred from the Legal Services Contingency to the Board of Zoning Appeals to cover legal costs associated with a property owner challenge concerning the number of DURs associated with a given property.
 - k. *Planning Commission.* Be it resolved that \$5,210 be transferred from the contingency for Legal Services to the Planning Commission to cover legal costs associated with a property owner challenge to a decision regarding a kennel.
2. **FY 15 Supplemental: Historic Driving Brochure.** Please find a memo from the Planning Director attached. The Finance Committee recommends the following: *"Be it resolved that budgeted expenditure and appropriation of the Historic Preservation Committee be increased \$2,500, and be it further resolved that the contingency for government savings be reduced in the same amount, all for the purpose of funding the Historic Driving Brochure."*
 3. **Social Services FY 15 Supplemental Appropriation Request.** Please find an expression of need from the Social Services Director for a new vehicle based on unexpended FY 14 funds of \$60,733. The Finance Committee recommends the following action pending clarification of the precise dollar need: *"Be it resolved that the FY 15 Social Services Fund budgeted expenditure and appropriations be increased \$27,000, and the designation for government savings reduced in the same amount, all for the purpose of purchasing a new four wheel drive vehicle."*
 4. **General Government Capital Projects Carryover.** Please find this proposal attached. *"Be it resolved that budgeted and appropriated expenditure of \$1,808,310 carryover from the FY 14 to FY 15 General Government Capital Projects Fund to be funded with estimated revenue of \$472,483, \$177,514 in ending fund balance, and \$1,158,313 in transfer from the General Fund."*
 5. **School Board Capital Projects Carryover.** Please find this proposal attached. *"Be it resolved that budgeted and appropriated expenditure of \$2,180,570 carryover from the FY 14 to FY 15 School Capital Projects Fund to be funded with estimated revenue of \$295,619, and \$1,884,952 in transfer from the General Fund."*
 6. **Conservation Easement Fund Carryover.** *"Be it resolved that ending balances of local tax funding (\$176,543), Donations (\$92,358), and Commonwealth Stewardship funds (\$55,132) in the Conservation Easement Fund be carried forward as unappropriated balances in that fund for*

FY 15 for use in funding Conservation Easement purchases for which a local match is required, and related activities of the Conservation Easement Authority”.

7. **Fund Balance Designations.** Please find attached a draft of the Fund Balance Designations. These designations should be considered and established in November, when no possibility of further auditor adjustment exists, but prior to Financial Report production.
8. **Bills and Claims (may be late due to ERP implementation).**
9. **Standing Reports (may be late due to ERP implementation).**



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: Carry-forward request for Historic Preservation Commission (HPC) driving tour map brochures

DATE: October 6, 2014

At the January 13, 2014 Finance Committee meeting, Planning Staff presented a request for carry-forward of FY2013 funds in the amount of \$6,900 to cover the cost of completing and printing the Historic Preservation Commission's (HPC) driving tour brochure and map. This is a project that the HPC began approximately 2 1/2 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 in a foldout map format.

The Finance Committee supported this request and the Board of Supervisors approved the funding at their meeting on January 21. The \$6,900 in funding consisted of \$4,400 for Maral Kalbian to draft and edit the site descriptions and \$2,500 in estimated printing costs. The goal was to complete and print the brochure prior to the end of FY2014 – Ms. Kalbian's work on the brochure was successfully completed and billed but additional time was needed for the HPC members to review the draft brochure and to field test the tour routes. Because of the additional time needed by the HPC to test the routes and polish the brochure, we were unable to complete the printing by the end of FY2014.

The HPC recently completed their work on the driving tour map brochures (see attached copy) and are ready to solicit bids for printing work. Staff is requesting a carry-forward of the previously-approved \$2,500 from the FY2014 budget in order to complete this project. If approved, Staff would follow the County's procurement regulations to secure a printing contractor.

Please let us know if you have any questions or concerns about this project or the funding request.

Clarke County**tjudge@clarkecounty.gov**

purchase of agency vehicke for Clarke DSS

From : Angie Jones (VDSS) <Angie.Jones@dss.virginia.gov> Wed, Oct 08, 2014 09:35 AM
Subject : purchase of agency vehicke for Clarke DSS
To : Tom Judge <tjudge@clarkecounty.gov>

Tom,

You have indicated that Clarke DSS has approximately \$60,000 unspent in local dollars. We would like to request that some of this money be used to purchase an additional agency vehicle. We maintain three cars to conduct agency business. The Ford Escort is no longer in working order and has been turned back to the county. The other two vehicles have over a 100,000 miles each. We need a third vehicle. We would like to purchase a mid size vehicle that can be used for conference travel and also has space to move people and their belongings. We do a bit of traveling with foster children and need a spacious vehicle in which to transport belongings. We would like this vehicle to have either 4 wheel drive or all wheel drive as we sometimes have to go to places (especially Shenandoah Retreat) that can be difficult to access. There is a Ford Explorer on the state contract list for \$25,302. I have a call into Pat.

Clarke County

lwalburn@clarkecounty.gov

Fwd: Social Services vehicle

From : Tom Judge <tjudge@clarkecounty.gov>

Wed, Oct 15, 2014 11:47 AM

Subject : Fwd: Social Services vehicle**To :** Lora Walburn <lwalburn@clarkecounty.gov>

Could you include this email with the finance agenda next to Angie's memo (if there is still time).

Thomas J. Judge, Director of Joint Administrative Services, Clarke County, 540-955-6172

----- Forwarded Message -----

From: "Mike Legge" <mlegge@clarkecounty.gov>

To: "Tom Judge" <tjudge@clarkecounty.gov>

Sent: Wednesday, October 15, 2014 11:44:16 AM

Subject: Social Services vehicle

Tom,

The cost of Angie's vehicle is \$25,475.00.

Mike

10/01/14		
FY14 Government Capital Projects CARRYFORWARD		
June 30, 2014		
	Available	
Description	Balance	Notes
General Government Capital		
Expenditure		
Sheriff's Equipment (fingerprinting, etc.)	13,468	
HVAC Systems	18,773	
Communications Equipment (Volunteer Fire Cos.)	160,188	
Fencing - Ballfield & Pool	14,456	
Old Park Office Modifications	13,583	
Additional Parking	10,000	
Sheriff's Vehicles	4,943	
Motorola Portable Radios	50,000	
Park Expansion	10,000	
Economic Development	176,434	
Technology Improvements	56,018	
C-Spout Run Project	73,689	
Spout Run Cleanup (EPA Grant pjt)	316,620	
Sheriff's Building Renovation	152,506	
Roofing	136,633	
Plan Updates	4,552	
General District Court Repairs	74,681	
Carpeting (Includes Gen Dist Courthouse Seating)	4,933	
Landscaping	15,375	
Parks Westside Sitework/Parking	87,024	
Recreation Center Additions/Wall Crack	56,720	
Systems Integration	357,714	
Total Expenditure	1,808,310	
Revenue		
National Fish & Wildlife Foundation (C-Spout Run Pjt)	75,769	
Spout Run Cleanup (EPA Grant)	316,620	
Communications Equipment Grant (Vol. Fire Cos.)	80,094	
Total Revenue	472,483	
Capital Projects Fund Balance		
Economic Development	177,514	
Total Revenue and Fund Balance	649,997	
Total Expenditures less Revenue and Fund Balance	1,158,313	

10/01/14	
FY14 School Capital Projects CARRYFORWARD	
June 30, 2014	
	Available
Description	Balance
School Capital:	
Expenditure	
School Furniture Replacement	20,850
Athletic Equipment and Uniforms	10,410
Passenger Vehicle	9,839
School Food	21,426
Modular Classroom Removal	7,680
Elementary Electrical Upgrades	24,798
Painting	14,817
Heating, Ventilation, & AC Replacements	43,880
Pay and Classification Study	17,500
Playground Match PTO - Cooley	14,080
Playground Match PTO - Boyce	15,000
School Signage	5,531
Roof Replacements	33,200
Flooring	46,585
Security Improvements	134,529
Paving/Sidewalk Repair & Improvement	30,803
Fencing Replacements	35,000
ERP System	299,814
<i>Subtotal General Projects</i>	<i>785,742</i>
Technology Improvements	31,690
Instructional Tech - Facilities	264,934
<i>Subtotal Technology</i>	<i>296,624</i>
Renovation of Former High School	1,098,204
<i>Subtotal Building Construction</i>	<i>1,098,204</i>
Total Expenditure	2,180,570
Revenue	
Instructional Technology State	295,619
<i>Subtotal Technology</i>	<i>295,619</i>
Capital Projects Fund Balance	
<i>Subtotal Fund Balance</i>	<i>(0)</i>
Total Revenue and Fund Balance	295,618
Local Transfer	1,884,952

Title: General Fund Balance

Source: Clarke County Joint Administrative Services

<u>Prior Titles</u>	<u>Prior</u>	<u>Current</u>	<u>Current Titles</u>
General Fund Balance Year End FY 12	16,011,338	15,574,543	General Fund Balance Year End FY 13
Expenditure FY 13	(26,021,061)	(28,099,645)	Expenditure FY 14
Revenue FY 13	25,584,267	26,157,749	Revenue FY 14
General Fund Balance Year End FY 13	15,574,544	13,632,647	General Fund Balance Year End FY 14

<u>Designations</u>			<u>Designations</u>
Liquidity Designation @ 12% of FY 14 Budgeted Operating Revenue	(\$3,049,533)	(\$3,188,575)	Liquidity Designation @ 12% of FY 15 Budgeted Operating Revenue
Stabilization Designation @ 3% of FY 14 Budgeted Operating Revenue	(762,383)	(797,144)	Stabilization Designation @ 3% of FY 15 Budgeted Operating Revenue
Continuing Local GF Appropriations for Capital Projects	(5,497,143)	(3,043,265)	Continuing Local GF Appropriations for Capital Projects
School Capital/Debt	(1,124,016)	(1,000,000)	School Capital/Debt
Government Construction/Debt	(675,578)	(450,578)	Government Construction/Debt
Property Acquisition	(265,000)	(265,000)	Property Acquisition
Conservation Easements from Government Savings	(153,462)	(153,462)	Conservation Easements from Government Savings
Community Facilities	(\$325,000)	(\$156,000)	Community Facilities
Comprehensive Services Act Shortfall	(250,000)	(250,000)	Comprehensive Services Act Shortfall
Parks Master Plan	(100,000)	-	- Parks Master Plan
School Operating Carryover	-	(357,286)	School Operating Carryover
Government Carryover Requests from Government Savings	(431,906)	(730,403)	Government Carryover Requests from Government Savings
Energy Efficiency	(200,000)	(50,000)	Energy Efficiency
Data and Communications Technology	(350,000)	(200,000)	Data and Communications Technology
Recycling and Convenience Center	(250,000)	(250,000)	Recycling and Convenience Center
Regional Jail Capital Needs	(100,000)	(100,000)	Regional Jail Capital Needs
Vehicle Replacements	(100,000)	(100,000)	Vehicle Replacements
Voting Equipment Upgrades	(50,000)	-	- Voting Equipment Upgrades
Real Property Reassessment	(200,000)	-	- Real Property Reassessment
General District Court Capital Repairs	(80,000)	-	- General District Court Capital Repairs
Landfill costs	(50,000)	(50,000)	Landfill costs
Pay and Classification Plan Implementation	(100,000)	-	- Pay and Classification Plan Implementation
Leave Liability	(75,000)	(75,000)	Leave Liability
FY 14 Original Budget Surplus (Deficit)	(647,968)	(1,329,062)	FY 15 Original Budget Surplus (Deficit)
TOTAL Designations	(14,836,989)	(12,545,775)	TOTAL Designations

Adjustments		
FY 14 Expenditure Budget Adjustments	(1,283,777)	
FY 14 Revenue Budget Adjustments	1,056,262	
Undesignated	510,040	1,086,872

Clarke County
Proposed Budget by Category
10/9/2014

	FY 14 Audited Actual				FY 14 Revised Budget				
	Expenditure	Categorical Revenue	Noncategorical Revenue	Noncat as % Expend.	Expenditure	Categorical Revenue	Noncategorical Revenue	Noncat as % Expend.	
GENERAL GOVERNMENT ADMINISTRATION:									
Legislative									
Board of Supervisors	51,418		51,418	100%	57,116		57,116	100%	5,698 ✓
General and financial administration:									
County Administrator	289,702		289,702	100%	305,776		305,776	100%	16,074 ✓
Unemployment Compensation	302	725	(423)	-140%	25,000		25,000	100%	25,423 ✓
Legal Services									
Court Appointed Attorney	32,910	1,511			71,816	529			
	32,910	1,511	31,399	95%	71,816	529	71,287	99%	39,888 ✓
Commissioner of Revenue									
Commissioner of Revenue	196,422	74,065			200,755	74,585			
	196,422	74,065	122,358	62%	200,755	74,585	126,170	63%	3,812 ✓
Assessor	3,672		3,672	100%	3,500		3,500	100%	(172) ✓
Equalization Board	-		-	0%	-		-	0%	-
Information Technology	284,766		284,766	100%	279,533		279,533	100%	(5,233) ✓
Treasurer									
Transfer Fees		461				432			
Treasurer		91,733				85,708			
Credit Card Fees		4,417				-			
DMV Stop Fee		480				-			
Other Categorical Aid		-				2,041			
	255,423	97,090	158,333	62%	249,161	88,181	160,980	65%	
Total general and financial administration	1,063,197	173,390	889,807	84%	1,135,541	163,295	972,246	86%	82,439 ✓
BOARD OF ELECTIONS:									
General Registrar									
Registrar/Electoral Board	66,782				69,320				
	66,782	39,796	26,986	40%	69,320	37,877	31,443	45%	4,457
Electoral Board									
Total board of elections	28,518		28,518	100%	35,170		35,170	100%	6,652
	95,300	39,796	55,504	58%	104,490	37,877	66,613	64%	11,109
Total general government administration	1,209,915	213,186	996,729	82%	1,297,147	201,172	1,095,975	84%	99,246 ✗
JUDICIAL ADMINISTRATION:									
Courts:									
Circuit Court									
Circuit Court online record fees		-				10,700			
Jail Processing Fee		1,611				1,571			
DNA Fees - Blood Test		311				200			
	10,341	1,922	8,419	81%	11,480	1,771	9,709	85%	1,290

Clarke County
Proposed Budget by Category
10/9/2014

	FY 14 Audited Actual				FY 14 Revised Budget				
	Expenditure	Categorical Revenue	Noncategorical Revenue	Noncat as % Expend.	Expenditure	Categorical Revenue	Noncategorical Revenue	Noncat as % Expend.	
General District Court	5,816	-	5,816	100%	4,680	-	4,680	100%	(1,136)
Magistrate	134	-	134	100%	400	-	400	100%	266
J&D Court	2,244	-	2,244	100%	2,671	-	2,671	100%	427
Clerk of the Circuit Court	242,424	-	-	-	243,834	-	-	-	-
Local Jury Fees		166	-	-		-	-	-	-
Circuit Court Online Record Fees (local)		-	-	-		5,034	-	-	-
Circuit Court Online Record Fees (state)		-	-	-		5,666	-	-	-
Clerk of the Circuit Court		159,687	-	-		152,694	-	-	-
	242,424	159,853	82,571	34%	243,834	163,394	80,440	33%	(2,131)
Victim/Witness Coordinator	40,832	-	-	-	40,260	-	-	-	-
Crime Victims Assistance		39,024	-	-		37,463	-	-	-
	40,832	39,024	1,808	4%	40,260	37,463	2,797	7%	989
Division of Court Services	-	-	-	0%	-	-	-	0%	-
Blue Ridge Legal Services	1,500	-	1,500	100%	1,500	-	1,500	100%	-
Regional Court Services	3,759	-	3,759	100%	3,759	-	3,759	100%	-
Total courts	307,051	200,800	106,251	35%	308,584	202,628	105,956	34%	(295)
Commonwealth's attorney:	256,319	-	-	-	262,491	-	-	-	-
Commonwealth Attorney	256,319	-	-	-	262,491	-	-	-	-
Commonwealth Attorney Grants	32,567	-	-	-	40,503	-	-	-	-
V-Stop		32,567	-	-		33,004	-	-	-
Commonwealth's Attorney's Fees		1,743	-	-		1,163	-	-	-
Commonwealth's Attorney		184,065	-	-		184,517	-	-	-
Total commonwealth's attorney	288,886	218,375	70,510	24%	302,994	218,684	84,310	28%	13,800
Total judicial administration	595,936	419,175	176,761	30%	611,578	421,312	190,266	31%	13,505
PUBLIC SAFETY:									
Law enforcement and traffic control:									
Sheriff	1,592,227	-	-	-	1,629,810	-	-	-	-
Sheriff's Grants	40,314	-	-	-	43,353	-	-	-	-
Weapons Permits		5,472	-	-		5,453	-	-	-
Court Fines and Forfeitures		237,835	-	-		362,725	-	-	-
Courthouse Security Fees		43,219	-	-		63,161	-	-	-
Multi-Agency Federal Task Force		22,562	-	-		30,000	-	-	-
DOJ Vest Grant		-	-	-		1,500	-	-	-
DOJ Local Law Enforcement Block Grant		-	-	-		1,853	-	-	-
DMV 402 Grant		14,675	-	-		10,000	-	-	-
Extradition		-	-	-		-	-	-	-
SCAAP Grant		3,074	-	-		3,671	-	-	-

Clarke County
Proposed Budget by Category
10/9/2014

	FY 14 Audited Actual				FY 14 Revised Budget				
	Expenditure	Categorical Revenue	Noncategorical Revenue	Noncat as % Expend.	Expenditure	Categorical Revenue	Noncategorical Revenue	Noncat as % Expend.	
ARRA Byrne Justice Assistance Grant		-				-			
Sheriff		747,010				736,470			
Sheriff's Fees		796				797			
	1,632,541	1,074,643	557,898	34%	1,673,163	1,215,630	457,533	27%	(100,365)
Criminal Justice Training Center	13,448		13,448	100%	16,000		16,000	100%	2,553
Drug Task Force	9,421		9,421	100%	12,500		12,500	100%	3,079
Total law enforcement and traffic control	1,655,410	1,074,643	580,767	35%	1,701,663	1,215,630	486,033	29%	(94,734)
Fire and rescue services:									
Emergency Medical Services	391,700				401,110				
Fees for Ambulance & Rescue Services		-				-			
SAFER Grant		-				-			
Shared Costs Town of Berryville		67,380				67,380			
	391,700	67,380	324,320	83%	401,110	67,380	333,730	83%	9,410
Volunteer Fire Companies	46,410				61,207				
Distribution of Fire Programs		42,667				41,207			
	46,410	42,667	3,743	8%	61,207	41,207	20,000	33%	16,257
Blue Ridge Volunteer Fire Company	51,495		51,495	100%	51,900		51,900	100%	405
Boyce Volunteer Fire Company	52,384		52,384	100%	52,900		52,900	100%	516
Enders Volunteer Fire Company	78,445		78,445	100%	79,000		79,000	100%	555
Shenandoah Farms Volunteer Fire Company	-		-	0%	-		-	0%	-
Lord Fairfax Emergency Medical Services	4,929		4,929	100%	4,929		4,929	100%	-
Forestry Service	2,712		2,712	100%	2,712		2,712	100%	0
Total fire and rescue services	628,075	110,047	518,028	82%	653,758	108,587	545,171	83%	27,143
Correction and detention:									
Regional Jail	542,879				577,987				
	542,879	-	542,879	100%	577,987	-	577,987	100%	35,108
Juvenile Detention Service	57,904		57,904	100%	57,904		57,904	100%	(0)
Probation Office	248				925				
	248	-	248	100%	925	-	925	100%	677
Total correction and detention	601,031	-	601,031	100%	636,816	-	636,816	100%	35,785
Inspection:									
Building Inspections	140,451				140,012				
Building Permits		142,181				104,353			
Total inspections	140,451	142,181	(1,730)	-1%	140,012	104,353	35,659	25%	37,389
Other protection:									

Clarke County
Proposed Budget by Category
10/9/2014

	FY 14 Audited Actual				FY 14 Revised Budget			
	Expenditure	Categorical Revenue	Noncategorical Revenue	Noncat as % Expend.	Expenditure	Categorical Revenue	Noncategorical Revenue	Noncat as % Expend.
Animal Control	83,091				92,521			
Animal Shelter Fees - Dogs & Cats		9,140				8,459		
Spay & Neuter Fund Distribution		106				104		
Dangerous Dog Registration		-				-		
Humane Foundation Contribution		25,000				25,000		
Transfer from Animal Control Fund		-				1,500		
Animal Licenses		7,683				11,077		
	83,091	41,929	41,161	50%	92,521	46,140	46,381	50%
								5,220
Medical Examiner	60				1,000			
Medical Examiner		-				-		
	60	-	60	100%	1,000	-	1,000	100%
								940
Civil Defense								
Emergency Services Grants		-		0%		-		0%
Total other protection	83,151	41,929	41,221	50%	93,521	46,140	47,381	51%
Total public safety	3,108,118	1,368,800	1,739,318	56%	3,225,770	1,474,710	1,751,060	54%
								11,742 *
PUBLIC WORKS:								
Sanitation and waste removal:								
Refuse Disposal	90,762				168,000			
Recycling Rebate		92,065				92,843		
	90,762	92,065	(1,303)	-1%	168,000	92,843	75,157	45%
								76,460
Sanitation	57,176		57,176	100%	57,500		57,500	100%
								324
Litter Control	2,827				5,817			
Litter Control		2,445				5,817		
	2,827	2,445	382	14%	5,817	5,817	-	0%
Total sanitation and waste removal	150,765	94,510	56,255	37%	231,317	98,660	132,657	57%
								(382) NOT
								76,402 NOT
Maintenance of general buildings and grounds:								
Road Sign Fees		200				-		
Maintenance/Buildings & Grounds	747,560	200	747,360	100%	711,016	-	711,016	100%
Total public works	898,325	94,710	803,615	89%	942,333	98,660	843,673	90%
								(36,344) NOT
								40,058
HEALTH AND WELFARE:								
Health:								
Local Health Department	199,000		199,000	100%	199,000		199,000	100%
								-
Our Health	4,875		4,875	100%	4,875		4,875	100%
Total health	203,875	-	203,875	100%	203,875	-	203,875	100%
								-
Mental health and mental retardation:								
Chapter 10 Board (Mental Health)	82,000		82,000	100%	82,000		82,000	100%
								-
Concern Hotline	750		750	100%	750		750	100%
								-
NW Works	750		750	100%	750		750	100%
								-

Clarke County
Proposed Budget by Category
10/9/2014

	FY 14 Audited Actual				FY 14 Revised Budget				
	Expenditure	Categorical Revenue	Noncategorical Revenue	Noncat as % Expend.	Expenditure	Categorical Revenue	Noncategorical Revenue	Noncat as % Expend.	
Total mental health and mental retardation	83,500	-	83,500	100%	83,500	-	83,500	100%	-
Welfare:									
Shenandoah Area Agency on Aging	40,000		40,000	100%	40,000		40,000	100%	-
Loudoun Transit Service	17,639		17,639	100%	17,639		17,639	100%	-
Abused Women's Shelter	2,000		2,000	100%	2,000		2,000	100%	-
Access Independence (serves the disabled)	750		750	100%	750		750	100%	-
Total welfare	60,389	-	60,389	100%	60,389	-	60,389	100%	-
Total health and welfare	347,764	-	347,764	100%	347,764	-	347,764	100%	-
EDUCATION:									
Other instructional costs:									
Lord Fairfax Community College	13,924		13,924	100%	13,924		13,924	100%	-
Total Education	13,924	-	13,924	100%	13,924	-	13,924	100%	-
PARKS, RECREATION, AND CULTURAL:									
Parks and recreation:									
Parks Administration	356,188		356,188	100%	366,844		366,844	100%	10,656
Recreation Center	96,873				97,509				
Recreation Center Fees		36,369				39,100			
	96,873	36,369	60,504	62%	97,509	39,100	58,409	60%	(2,095)
Swimming Pool	73,412				90,274				
Swimming Pool Fees		88,719				88,299			
Transfer from Parks Construction Fund		-				1,895			
	73,412	88,719	(15,307)	-21%	90,274	90,194	80	0%	15,387
Concession Stand	14,242				18,837				
Concession Stand Revenue		12,254				18,500			
	14,242	12,254	1,988	14%	18,837	18,500	337	2%	(1,651)
Programs	197,066				252,537				
Parks Program Fees		261,036				275,000			
	197,066	261,036	(63,970)	-32%	252,537	275,000	(22,463)	-9%	41,507
Total parks and recreation	737,782	398,378	339,404	46%	826,001	422,794	403,207		63,803
Cultural enrichment:									
Josephine School Museum	-			0%	-				-
Shenandoah Valley Discovery Museum	-			0%	-				-
Barns of Rose Hill	-			0%	-				-
Virginia Commission for Arts	10,000				10,000				
Virginia Commission for the Ar		5,000				5,000			
	10,000	5,000	5,000	50%	10,000	5,000	5,000	50%	-

Clarke County
Proposed Budget by Category
10/9/2014

	FY 14 Audited Actual				FY 14 Revised Budget				
	Expenditure	Categorical Revenue	Noncategorical Revenue	Noncat as % Expend.	Expenditure	Categorical Revenue	Noncategorical Revenue	Noncat as % Expend.	
Total cultural enrichment	10,000	5,000	5,000	50%	10,000	5,000	5,000	50%	-
Library:									
Regional Library	182,119		182,119	100%	182,119		182,119	100%	-
Total parks, recreation, and cultural	929,901	403,378	526,523	57%	1,018,120	427,794	590,326	58%	63,803
COMMUNITY DEVELOPMENT:									
Planning and community development:									
Planning Administration	328,103				338,979				
Rain Barrel Program	320				1,400				
Land Use Application Fees		200				-			
Land Use Application Fees Penalties		3,600				3,600			
Zoning and Subdivision Permits		112,166				65,000			
Sale of Maps, Plats, Surveys, Etc.		-				-			
Sale of Publications		40				26			
Engineer's Fees		7,867				13,441			
New Dwelling Address Fee		3,250				1,430			
Mapping Fee		300				900			
Division of Historic Landmarks		1,685				9,000			
DEQ Water Quality Management Grant		12,000				12,000			
Sign Permits and Inspection Fees		360				1,493			
Zoning Research Fee		-				75			
Rain Barrel Sales		1,170				1,400			
	328,423	142,638	185,786	57%	340,379	108,365	232,014	68%	46,228
Help With Housing	5,400		5,400	100%	5,400		5,400	100%	-
Board of Zoning Appeals	3,585		3,585	100%	3,470		3,470	100%	(115)
Tsfr from Capital Projects - Industrial Park		-				-			
Office of Economic Development	47,025		47,025	100%	47,296		47,296	100%	271
Berryville Development Authority	393		393	100%	6,100		6,100	100%	5,707
Small Business Development Center	1,500		1,500	100%	1,500		1,500	100%	-
Blandy Experimental Farm	3,000		3,000	100%	3,000		3,000	100%	-
Planning Commission	24,599		24,599	100%	19,389		19,389	100%	(5,210)
Board of Septic Appeals	352		352	100%	1,016		1,016	100%	664
Historic Preservation Commission	20,367		20,367	100%	23,700		23,700	100%	3,333
Lord Fairfax District Planning Commission	5,712		5,712	100%	5,712		5,712	100%	-
Regional Airport	2,500		2,500	100%	2,500		2,500	100%	-
Total planning and community developm	442,857	142,638	300,219	68%	459,462	108,365	351,097	76%	50,878

Clarke County
Proposed Budget by Category
10/9/2014

	FY 14 Audited Actual				FY 14 Revised Budget			
	Expenditure	Categorical Revenue	Noncategorical Revenue	Noncat as % Expend.	Expenditure	Categorical Revenue	Noncategorical Revenue	Noncat as % Expend.
Environmental Management:								
Friends of the Shenandoah	3,000		3,000	100%	3,000		3,000	100%
Water Quality Management	39,613		39,613	100%	42,000		42,000	100%
Lord Fairfax Soil & Water Conservation	4,750		4,750	100%	4,750		4,750	100%
Biosolids Applications Fees		9,955				16,913		
Biosolids Application	11,179	9,955	1,223	11%	16,914	16,913	1	0%
Gypsy Moth	-				-			
Gypsy Moth Control	-	-	-	0%	-	-	-	0%
Total environmental management	58,541	9,955	48,586	83%	66,664	16,913	49,751	75%
Cooperative extension program:								
Cooperative Extension	31,013		31,013	100%	38,965		38,965	100%
Northern Virginia 4-H Center	2,250		2,250	100%	2,250		2,250	100%
Total cooperative extension program	33,263	-	33,263	100%	41,215	-	41,215	100%
Total community development	534,661	152,593	382,069	71%	567,341	125,278	442,063	78%
NONDEPARTMENTAL:								
Non-Departmental Legal/Prof. Contingency	-		-	0%	32,266		32,266	100%
Total General Fund:								
Special Revenue Fund:								
Virginia Public Assistance Fund:								
Health and Welfare:								
Social Services	1,305,046				1,376,059			
Local revenue		40,483				-		
Welfare		841,484				892,247		
Total Social Services	1,305,046	881,967	423,079	32%	1,376,059	892,247	483,812	35%
E-911 Fund:								
Public Safety:								
Other Protection								
911 Calls	404,140				406,236			
E-911					39,284			
Central Alarm		2,000				2,000		
Wireless E-911 Grant		40,742				39,285		
Total E-911 Fund	404,140	42,742	361,398	89%	445,520	41,285	404,235	91%
Comprehensive Services Fund:								
Health and welfare:								
Welfare and social services:								
Comprehensive Services Act	598,649				661,500			
Local revenue		2,361				-		
Commonwealth Revenue		295,209				306,457		
Total Comprehensive Services Act	598,649	297,570	301,079	50%	661,500	306,457	355,043	54%
Joint Services Fund:								

Clarke County
Proposed Budget by Category
10/9/2014

	FY 14 Audited Actual				FY 14 Revised Budget			
	Expenditure	Categorical Revenue	Noncategorical Revenue	Noncat as % Expend.	Expenditure	Categorical Revenue	Noncategorical Revenue	Noncat as % Expend.
Joint Administrative Services	532,559	796	531,763	100%	541,737	3,000	538,737	99%
Public Safety Fund:								
Public Safety:								
Gang Task Force	156,254	156,254	(0)	0%	-	-	-	0%
Public Safety	24,373				-			
Local Revenue		5,875				-		
Commonwealth Revenue		7,157				-		
Federal Revenue		254,695				-		
	24,373	267,727	(243,354)	-998%	-	-	-	0%
Special Revenue Fund:								
Debt Service Fund:								
School Debt Service	3,887,513				3,888,619			
Local Revenue		3,484				-		
Commonwealth Revenue		-				-		
Federal Revenue		119,986				119,008		
	3,887,513	123,470	3,764,043	97%	3,888,619	119,008	3,769,611	97%
General Debt Service	399,200				399,200			
Local revenue		9,910				-		
	399,200	9,910	389,290	98%	399,200	-	399,200	100%
Conservation Easement:								
Conservation Easement	1,113,546				1,305,114			
Local revenue		222,302				126,396		
Commonwealth Revenue		372,075				230,904		
Federal Revenue		398,750				21,250		
	1,113,546	993,127	120,418	11%	1,305,114	378,550	926,564	71%
Capital Projects Fund								
General Capital Improvements	636,799				2,449,698			
Local Revenue		119,809				119,809		
Commonwealth Revenue		-				130,094		
Federal Revenue		7,068	7,068			458,223		
	636,799	126,877	509,922	80%	2,449,698	708,126	1,741,572	71%
Parks Construction								
Local Revenue		4,965				-		
	-	4,965	(4,965)	0%	-	-	-	0%
Special Revenue Funds:								
Education:								
School Operations	20,151,333				20,637,598			
Local Revenue		416,191				385,323		
Commonwealth Revenue		8,553,289				8,616,666		
Federal Revenue		636,536				711,256		
	20,151,333	9,606,016	10,545,317	52%	20,637,598	9,713,245	10,924,353	53%

Clarke County
Proposed Budget by Category
10/9/2014

	FY 14 Audited Actual				FY 14 Revised Budget				
	Expenditure	Categorical Revenue	Noncategorical Revenue	Noncat as % Expend.	Expenditure	Categorical Revenue	Noncategorical Revenue	Noncat as % Expend.	
School Food Service Fund	749,692				761,012				
Local Revenue		475,983				518,440			
Commonwealth Revenue		7,707				8,572			
Federal Revenue		247,002				234,000			
	749,692	730,692	19,000	3%	761,012	761,012	-	0%	(19,000)
School Capital Improvements	7,017,862				9,028,628				
Local Revenue		-				-			
Commonwealth Revenue		23,350				318,969			
Federal Revenue		-				1,096			
	7,017,862	23,350	6,994,512	100%	9,028,628	320,065	8,708,563	96%	1,714,051
School Capital Projects - Proffers	-								
Local Revenue		228				-			
Federal Revenue		-				-			
	-	228	(228)	0%	-	-	-	0%	228
	<u>44,615,512</u>	<u>15,917,533</u>	<u>28,697,979</u>	<u>64%</u>	<u>49,550,928</u>	<u>15,991,921</u>	<u>33,559,007</u>	<u>68%</u>	<u>4,861,028</u>

Noncategorical Revenue

Revenue from local sources:

General property taxes:

Current Taxes on Real Property	13,857,804	13,249,882
Delinquent Taxes on Real Property	28,126	108,612
Current Taxes on Real Prop - Public Svc Corp	404,731	396,900
Delinquent Taxes on Public Svc Corp	-	-
Current Taxes on Personal Property	3,731,494	3,341,094
Delinquent Taxes on Personal Property	17,289	72,710
MOBILE HOME TAXES+delinq mobile	1,125	1,264
Current Taxes on Machinery & Tools	182,352	191,499
Recordation Taxes	256,567	230,000
Tax on Deeds	53,719	61,801
Land Redemptions	-	-
Proceeds from Delinquent Land	(150)	-
PENALTIES -All Property Taxes	117,894	122,849
INTEREST - All Property Taxes	93,375	92,611
Administrative Costs - Delinq	9,179	11,541

Other local taxes:

Local Sales Tax	794,171	850,293
Consumer Utility Tax	385,641	375,135
Consumption Tax	36,598	35,950
Communications Tax	431,966	450,000
Motor Vehicle Licenses	295,170	303,336
Tax on Wills	9,367	11,254
Franchise License Tax (Public	-	-
Utility License Tax	-	-

Clarke County
Proposed Budget by Category
10/9/2014

	FY 14 Audited Actual			FY 14 Revised Budget				
	Expenditure	Categorical Revenue	Noncategorical Revenue	Noncat as % Expend.	Expenditure	Categorical Revenue	Noncategorical Revenue	Noncat as % Expend.
Transient Occupancy Tax			32,618				40,547	
Business Licenses Taxes			39,481				24,000	
Permits, privilege fees, and regulatory licenses:								
Other Permits, Fees & Licenses			1,700				3,100	
Revenues from use of money and property:								
Interest on Bank Deposits			43,090				47,568	
Rental of General Property			53,001				51,772	
Miscellaneous revenue:								
Other Miscellaneous Revenue			6,152				4,197	
Miscellaneous Federal Revenue			-				-	
Donations			-				-	
Recovered costs:								
Rebates & Refunds			31,585				26,724	
Insurance Recovery			7,279				13,754	
Gifts & Donations in Lieu of Taxes			2,500				3,000	
Sale of Salvage & Surplus Property			3,646				272	
Sale of Vehicles			-				2,777	
Insurance Adjustments			14,033				7,876	
Trigon Demutualization Fund			-				-	
Loan Repayment			3,495				3,495	
Revenue from the Commonwealth:								
Noncategorical Aid:								
Motor Vehicle Carrier's Taxes			25,954				24,373	
Mobile Home Titling Tax			-				-	
Other Noncategorical Aid			-				-	
Quarterly rental tax			3,124				2,161	
Personal Property Tax Relief - State			2,483,842				2,483,842	
Revenue from the federal government:								
Payments in Lieu of Taxes			5,971				25,987	
<i>Noncategorical Revenue</i>			<u>23,463,890</u>				<u>22,672,176</u>	
Less noncat rev. applied by program			<u>(28,697,979)</u>				<u>(33,559,007)</u>	
<i>Surplus/(Deficit)</i>			<u>(5,234,089)</u>				<u>(10,886,831)</u>	

*Slight differences may occur due to rounding.

CLARKE COUNTY
 FD-PJT-FUNC-OBJ EXPENDITURES SUMMARY REPORT DEFINITION TYPE #0
 for Fiscal Year 2015 (2014-2015 Fiscal Year)
 Posted Only Figures
 Executed By: gilleya

Page: 1
 Date: 10/14/14
 Time: 14:41:57

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For SEPTEMBER	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	\$ 10,350.00	\$ 1,150.00	\$ 3,456.35	\$ 6.35-	100.05
2100	FICA	\$ 1,056.00	\$ 663.90	\$ 73.76	\$ 221.28	\$ 170.82	83.82
2300	HOSPITAL/MEDICAL PLANS	\$ 11,650.00	\$ 8,732.34	\$ 970.26	\$ 2,910.78	\$ 6.88	99.94
3100	PROFESSIONAL SERVICES	\$ 9,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 9,000.00	0.00
3600	ADVERTISING	\$ 5,600.00	\$ 0.00	\$ 0.00	\$ 153.00	\$ 5,447.00	2.73
5210	POSTAL SERVICES	\$ 300.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 300.00	0.00
5230	TELECOMMUNICATIONS	\$ 0.00	\$ 0.00	\$ 3.21	\$ 3.21	\$ 3.21-	100.00
5307	PUBLIC OFFICIAL LIABILITY INS.	\$ 6,100.00	\$ 0.00	\$ 0.00	\$ 6,070.00	\$ 30.00	99.51
5540	TRAVEL CONVENTION & EDUCATION	\$ 3,000.00	\$ 0.00	\$ 1,125.00	\$ 2,601.16	\$ 398.84	86.71
5800	MISCELLANEOUS CHARGES	\$ 1,600.00	\$ 0.00	\$ 137.00	\$ 444.15	\$ 1,155.85	27.76
5810	DUES,SUBSCRIPTIONS & MEMBERSHIPS	\$ 5,200.00	\$ 0.00	\$ 541.08	\$ 4,012.08	\$ 1,187.92	77.16
6001	OFFICE SUPPLIES	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
11010	BOARD OF SUPERVISORS	\$ 57,806.00	\$ 19,746.24	\$ 4,000.31	\$ 19,872.01	\$ 18,187.75	68.54
FUNC 12110 COUNTY ADMINISTRATOR							
1100	SALARIES - REGULAR	\$ 215,195.00	\$ 161,396.24	\$ 17,932.92	\$ 53,798.76	\$ 0.00	100.00
2100	FICA	\$ 15,336.00	\$ 11,800.60	\$ 1,311.18	\$ 3,943.41	\$ 408.01-	102.66
2210	VSRS - PLANS 1 AND 2	\$ 23,370.00	\$ 17,527.62	\$ 1,947.52	\$ 5,842.56	\$ 0.18-	100.00
2300	HEALTH INSURANCE BENEFITS	\$ 20,929.00	\$ 15,688.17	\$ 1,743.13	\$ 5,229.39	\$ 11.44	99.95
2400	LIFE INSURANCE	\$ 2,841.00	\$ 2,049.73	\$ 227.75	\$ 683.25	\$ 108.02	96.20
2700	WORKER'S COMPENSATION	\$ 175.00	\$ 0.00	\$ 0.00	\$ 208.18	\$ 33.18-	118.96
3100	PROFESSIONAL SERVICES	\$ 0.00	\$ 14,500.00	\$ 0.00	\$ 7,500.00	\$ 22,000.00-	100.00
3320	MAINTENANCE SERVICE CONTRACT	\$ 500.00	\$ 758.53	\$ 101.47	\$ 101.47	\$ 360.00-	172.00
3500	PRINTING AND BINDING	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,000.00	0.00
5210	POSTAL SERVICES	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
5230	TELECOMMUNICATIONS	\$ 1,000.00	\$ 458.12	\$ 62.46	\$ 224.30	\$ 317.58	68.24
5540	TRAVEL CONVENTION & EDUCATION	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00	0.00
5800	MISCELLANEOUS	\$ 0.00	\$ 0.00	\$ 32.30	\$ 32.38	\$ 32.38-	100.00
5810	DUES,SUBSCRIPTIONS & MEMBERSHIPS	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 517.93	\$ 482.07	51.79
6001	OFFICE SUPPLIES	\$ 1,000.00	\$ 0.00	\$ 25.16	\$ 45.05	\$ 954.95	4.50
6008	VEHICLE AND EQUIPMENT FUEL	\$ 1,200.00	\$ 0.00	\$ 57.41	\$ 133.72	\$ 1,066.28	11.14
6012	SUPPLIES - BOOKS AND SUBSCRIPTIO	\$ 1,350.00	\$ 0.00	\$ 217.18	\$ 217.18	\$ 1,132.82	16.09
12110	COUNTY ADMINISTRATOR	\$ 287,396.00	\$ 224,179.01	\$ 23,658.48	\$ 78,477.58	\$ 15,260.59-	105.31
FUNC 12210 LEGAL SERVICES							
1100	SALARIES - REGULAR	\$ 38,844.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 38,844.00	0.00
2100	FICA	\$ 2,972.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,972.00	0.00
2700	WORKER'S COMPENSATION	\$ 30.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 30.00	0.00
3100	PROFESSIONAL SERVICES	\$ 30,000.00	\$ 0.00	\$ 3,992.25	\$ 8,265.00	\$ 21,735.00	27.55
6001	SUPPLIES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5.65	\$ 5.65-	100.00
12210	LEGAL SERVICES	\$ 71,846.00	\$ 0.00	\$ 3,992.25	\$ 8,270.65	\$ 63,575.35	11.51
FUNC 12310 COMMISSIONER OF REVENUE							
1100	SALARIES - REGULAR	\$ 139,602.00	\$ 104,823.75	\$ 11,647.08	\$ 35,090.62	\$ 312.37-	100.22
2100	FICA	\$ 10,680.00	\$ 7,254.42	\$ 823.60	\$ 2,450.71	\$ 974.87	90.87
2210	VSRS - PLANS 1 AND 2	\$ 15,161.00	\$ 11,383.86	\$ 1,264.87	\$ 3,793.14	\$ 16.00-	100.11
2300	HEALTH INSURANCE BENEFITS	\$ 21,456.00	\$ 13,896.45	\$ 1,544.05	\$ 5,118.97	\$ 2,440.58	88.63
2400	LIFE INSURANCE	\$ 1,843.00	\$ 1,331.26	\$ 147.92	\$ 443.59	\$ 68.15	96.30
2700	WORKER'S COMPENSATION	\$ 115.00	\$ 0.00	\$ 0.00	\$ 133.02	\$ 18.02-	115.67
3100	PROFESSIONAL SERVICES	\$ 100.00	\$ 0.00	\$ 0.00	\$ 423.59	\$ 323.59-	423.59
3320	MAINTENANCE SERVICE CONTRACTS	\$ 500.00	\$ 56.39	\$ 63.61	\$ 63.61	\$ 380.00	24.00
3500	PRINTING AND BINDING	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
3600	ADVERTISING	\$ 250.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 250.00	0.00
4100	DATA PROCESSING	\$ 1,900.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,900.00	0.00
5210	POSTAL SERVICES	\$ 2,200.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,200.00	0.00
5230	TELECOMMUNICATIONS	\$ 600.00	\$ 0.00	\$ 8.03	\$ 21.31	\$ 578.69	3.55
5510	TRAVEL MILEAGE	\$ 500.00	\$ 0.00	\$ 94.08	\$ 422.80	\$ 77.20	84.56

CLARKE COUNTY
 FD-PJT-FUNC-OBJ EXPENDITURES SUMMARY REPORT DEFINITION TYPE #0
 for Fiscal Year 2015 (2014-2015 Fiscal Year)
 Posted Only Figures
 Executed By: gilleya

Page: 2
 Date: 10/14/14
 Time: 14:41:57

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For SEPTEMBER	Expenditures Year-to-Date	Available Balance	Percent Used
5540	TRAVEL CONVENTION & EDUCATION	\$ 2,500.00	\$ 0.00	\$ 772.36	\$ 1,196.07	\$ 1,303.93	47.84
5810	DUES,SUBSCRIPTIONS & MEMBERSHIPS	\$ 800.00	\$ 0.00	\$ 0.00	\$ 35.00	\$ 765.00	4.38
6001	OFFICE SUPPLIES	\$ 1,100.00	\$ 0.00	\$ 602.38	\$ 611.38	\$ 488.62	55.58
6012	SUPPLIES - BOOKS AND SUBSCRIPTI	\$ 800.00	\$ 0.00	\$ 0.00	\$ 105.00	\$ 695.00	13.12
12310	COMMISSIONER OF REVENUE	\$ 200,607.00	\$ 138,746.13	\$ 16,967.98	\$ 49,908.81	\$ 11,952.06	94.04
	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	\$ 169,404.00	\$ 127,186.50	\$ 14,131.83	\$ 42,558.62	\$ 341.12	100.20
2100	FICA	\$ 12,960.00	\$ 9,579.60	\$ 1,064.39	\$ 3,205.66	\$ 174.74	98.65
2210	VSRS - PLANS 1 AND 2	\$ 18,397.00	\$ 13,812.46	\$ 1,534.71	\$ 4,602.52	\$ 17.98	100.10
2300	HEALTH INSURANCE BENEFITS	\$ 17,476.00	\$ 13,098.51	\$ 1,455.39	\$ 4,366.17	\$ 11.32	99.94
2400	LIFE INSURANCE	\$ 2,236.00	\$ 1,615.27	\$ 179.47	\$ 538.23	\$ 82.50	96.31
2700	WORKER'S COMPENSATION	\$ 135.00	\$ 0.00	\$ 0.00	\$ 161.41	\$ 26.41	119.56
3100	PROFESSIONAL SERVICES	\$ 300.00	\$ 0.00	\$ 23.59	\$ 47.18	\$ 252.82	15.73
3180	CREDIT CARD MERCHANT FEES	\$ 600.00	\$ 0.00	\$ 0.00	\$ 1,472.42	\$ 872.42	245.40
3190	DMV STOP FEES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 60.00	\$ 60.00	100.00
3320	MAINTENANCE SERVICE CONTRACT	\$ 200.00	\$ 56.39	\$ 63.61	\$ 63.61	\$ 80.00	60.00
3500	PRINTING AND BINDING	\$ 9,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 9,500.00	0.00
3600	ADVERTISING	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,000.00	0.00
5210	POSTAL SERVICES	\$ 20,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 20,000.00	0.00
5230	TELECOMMUNICATIONS	\$ 1,600.00	\$ 0.00	\$ 4.85	\$ 11.49	\$ 1,588.51	0.72
5510	TRAVEL MILEAGE	\$ 150.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 150.00	0.00
5540	TRAVEL CONVENTION & EDUCATION	\$ 1,600.00	\$ 0.00	\$ 350.00	\$ 350.00	\$ 1,250.00	21.88
5810	DUES,SUBSCRIPTIONS & MEMBERSHIPS	\$ 800.00	\$ 0.00	\$ 0.00	\$ 725.00	\$ 75.00	90.62
6001	OFFICE SUPPLIES	\$ 4,100.00	\$ 0.00	\$ 140.88	\$ 887.58	\$ 3,212.42	21.65
6022	SUPPLIES - DOG TAGS	\$ 750.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 750.00	0.00
12410	TREASURER	\$ 262,208.00	\$ 165,348.73	\$ 18,948.72	\$ 59,049.89	\$ 37,809.38	85.58
	FUNC 12510 DATA PROCESSING						
1100	SALARIES - REGULAR	\$ 122,425.00	\$ 91,818.76	\$ 10,202.08	\$ 30,606.24	\$ 0.00	100.00
1300	SALARIES - PART TIME	\$ 0.00	\$ 0.00	\$ 232.50	\$ 457.50	\$ 457.50	100.00
2100	FICA	\$ 9,366.00	\$ 6,535.16	\$ 743.91	\$ 2,213.38	\$ 617.46	93.41
2210	VSRS - PLANS 1 AND 2	\$ 13,295.00	\$ 9,971.51	\$ 1,107.95	\$ 3,323.85	\$ 0.36	100.00
2300	HOSPITAL/MEDICAL PLANS	\$ 15,103.00	\$ 11,322.00	\$ 1,258.00	\$ 3,774.00	\$ 7.00	99.95
2400	LIFE INSURANCE	\$ 1,616.00	\$ 1,166.09	\$ 129.57	\$ 388.71	\$ 61.20	96.21
2700	WORKER'S COMPENSATION	\$ 110.00	\$ 0.00	\$ 0.00	\$ 119.44	\$ 9.44	108.58
3100	PROFESSIONAL SERVICES	\$ 2,000.00	\$ 1,650.00	\$ 768.43	\$ 2,618.43	\$ 2,268.43	213.42
3320	MAINTENANCE SERVICE CONTRACT	\$ 40,000.00	\$ 15,527.86	\$ 0.00	\$ 26,854.44	\$ 2,382.30	105.96
5210	POSTAL SERVICES	\$ 50.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 50.00	0.00
5230	TELECOMMUNICATIONS	\$ 30,000.00	\$ 9,876.27	\$ 2,082.54	\$ 5,780.44	\$ 14,343.29	52.19
5540	TRAVEL CONVENTION & EDUCATION	\$ 500.00	\$ 0.00	\$ 0.00	\$ 122.42	\$ 377.58	24.48
6001	OFFICE SUPPLIES	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 456.58	\$ 1,543.42	22.83
8207	EDP EQUIPMENT ADDITIONS	\$ 20,000.00	\$ 1,899.90	\$ 1,389.56	\$ 3,135.92	\$ 14,964.18	25.18
12510	DATA PROCESSING	\$ 256,465.00	\$ 149,767.55	\$ 17,914.54	\$ 79,851.35	\$ 26,846.10	89.53
	FUNC 13100 ELECTORAL BOARD AND OFFICIALS						
1300	SALARIES - PART TIME	\$ 6,194.00	\$ 6,193.92	\$ 0.00	\$ 0.00	\$ 0.08	100.00
2100	FICA	\$ 474.00	\$ 473.83	\$ 0.00	\$ 0.00	\$ 0.17	99.96
3000	PURCHASED SERVICES	\$ 4,200.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,200.00	0.00
3160	BOARD MEMBER FEES	\$ 7,975.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 7,975.00	0.00
3320	MAINTENANCE SERVICE CONTRACT	\$ 5,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,000.00	0.00
3500	PRINTING AND BINDING	\$ 2,576.00	\$ 0.00	\$ 261.75	\$ 261.75	\$ 2,314.25	10.16
3600	ADVERTISING	\$ 340.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 340.00	0.00
5210	POSTAL SERVICES	\$ 1,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,500.00	0.00
5400	LEASES AND RENTALS	\$ 1,050.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,050.00	0.00
5510	TRAVEL MILEAGE	\$ 350.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 350.00	0.00
5540	TRAVEL CONVENTION & EDUCATION	\$ 900.00	\$ 0.00	\$ 32.00	\$ 953.58	\$ 53.58	105.95
5810	DUES,SUBSCRIPTIONS & MEMBERSHIPS	\$ 150.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 150.00	0.00
6000	MATERIAL AND SUPPLIES	\$ 1,670.00	\$ 0.00	\$ 0.00	\$ 584.95	\$ 1,085.05	35.03
13100	ELECTORAL BOARD AND OFFICIALS	\$ 32,379.00	\$ 6,667.75	\$ 293.75	\$ 1,800.28	\$ 23,910.97	26.15

CLARKE COUNTY
 FD-PJT-FUNC-OBJ EXPENDITURES SUMMARY REPORT DEFINITION TYPE #0
 for Fiscal Year 2015 (2014-2015 Fiscal Year)
 Posted Only Figures
 Executed By: gilleya

Page: 3
 Date: 10/14/14
 Time: 14:41:57

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For SEPTEMBER	Expenditures Year-to-Date	Available Balance	Percent Used
FUNC 13200 REGISTRAR							
1100	SALARIES - REGULAR	\$ 46,832.00	\$ 35,123.99	\$ 3,902.67	\$ 11,708.01	\$ 0.00	100.00
1300	SALARIES - PART TIME	\$ 8,840.00	\$ 0.00	\$ 858.44	\$ 1,996.44	\$ 6,843.56	22.58
2100	FICA	\$ 4,260.00	\$ 2,700.02	\$ 365.66	\$ 1,052.73	\$ 507.25	88.09
2210	VSRS - PLANS 1 AND 2	\$ 5,086.00	\$ 3,814.47	\$ 423.83	\$ 1,271.49	\$ 0.04	100.00
2300	HEALTH INSURANCE BENEFITS	\$ 0.00	\$ 0.00	\$ 3.14	\$ 3.14	\$ 3.14	100.00
2400	LIFE INSURANCE	\$ 618.00	\$ 447.18	\$ 49.56	\$ 148.68	\$ 22.14	96.42
2700	WORKER'S COMPENSATION	\$ 40.00	\$ 0.00	\$ 0.00	\$ 52.58	\$ 12.58	131.45
3310	REPAIR & MAINTENANCE	\$ 200.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 200.00	0.00
3320	MAINTENANCE & SERVICE CONTRACT	\$ 180.00	\$ 88.20	\$ 11.80	\$ 11.80	\$ 80.00	55.56
5230	TELECOMMUNICATIONS	\$ 1,000.00	\$ 567.17	\$ 61.55	\$ 210.11	\$ 222.72	77.73
5510	TRAVEL MILEAGE	\$ 250.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 250.00	0.00
5540	TRAVEL CONVENTION & EDUCATION	\$ 1,470.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,470.00	0.00
5810	DUES,SUBSCRIPTIONS & MEMBERSHIPS	\$ 150.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 150.00	0.00
6001	OFFICE SUPPLIES	\$ 725.00	\$ 0.00	\$ 268.38	\$ 275.40	\$ 449.60	37.99
13200	REGISTRAR	\$ 69,651.00	\$ 42,741.03	\$ 5,945.03	\$ 16,730.38	\$ 10,179.59	85.38
FUNC 21100 CIRCUIT COURT							
3100	PURCHASED SERVICES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 158.00	\$ 158.00	100.00
5841	COMPENSATION OF JURORS	\$ 3,000.00	\$ 0.00	\$ 0.00	\$ 150.00	\$ 2,850.00	5.00
5842	JURY COMMISSIONERS	\$ 180.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 180.00	0.00
7001	SHARED COURT SERVICES	\$ 9,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 9,500.00	0.00
21100	CIRCUIT COURT	\$ 12,680.00	\$ 0.00	\$ 0.00	\$ 308.00	\$ 12,372.00	2.43
FUNC 21200 GENERAL DISTRICT COURT							
3320	MAINTENANCE SERVICE CONTRACT	\$ 0.00	\$ 300.00	\$ 0.00	\$ 0.00	\$ 300.00	100.00
5210	POSTAL SERVICES	\$ 980.00	\$ 652.00	\$ 0.00	\$ 0.00	\$ 328.00	66.53
5230	TELECOMMUNICATIONS	\$ 1,900.00	\$ 0.00	\$ 407.45	\$ 622.45	\$ 1,277.55	32.76
6001	OFFICE SUPPLIES	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
6012	SUPPLIES - BOOKS AND SUBSCRIPTI	\$ 600.00	\$ 0.00	\$ 138.40	\$ 138.40	\$ 461.60	23.07
21200	GENERAL DISTRICT COURT	\$ 3,980.00	\$ 952.00	\$ 545.85	\$ 760.85	\$ 2,267.15	43.04
FUNC 21300 MAGISTRATE							
5230	TELECOMMUNICATIONS	\$ 400.00	\$ 0.00	\$ 12.08	\$ 12.08	\$ 387.92	3.02
FUNC 21500 JUVENILE & DOMESTIC RELATIONS OFFICE							
3310	REPAIR & MAINTENANCE	\$ 1,200.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,200.00	0.00
3320	MAINTENANCE SERVICE CONTRACT	\$ 1,221.00	\$ 406.32	\$ 193.68	\$ 193.68	\$ 621.00	49.14
5210	POSTAL SERVICES	\$ 550.00	\$ 0.00	\$ 93.00	\$ 93.00	\$ 457.00	16.91
5230	TELECOMMUNICATIONS	\$ 700.00	\$ 0.00	\$ 47.75	\$ 131.95	\$ 568.05	18.85
5810	DUES,SUBSCRIPTIONS & MEMBERSHIPS	\$ 300.00	\$ 0.00	\$ 0.00	\$ 40.00	\$ 260.00	13.33
6001	OFFICE SUPPLIES	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 146.65	\$ 1,853.35	7.33
21500	JUVENILE & DOMESTIC RELATIONS OF	\$ 5,971.00	\$ 406.32	\$ 334.43	\$ 605.28	\$ 4,959.40	16.94
FUNC 21600 CLERK OF THE CIRCUIT COURT							
1100	SALARIES - REGULAR	\$ 165,828.00	\$ 124,539.69	\$ 13,837.74	\$ 41,720.39	\$ 432.08	100.26
2100	FICA	\$ 12,686.00	\$ 9,652.45	\$ 1,072.49	\$ 3,233.32	\$ 199.77	101.57
2210	VSRS - PLANS 1 AND 2	\$ 18,009.00	\$ 13,525.01	\$ 1,502.78	\$ 4,506.29	\$ 22.30	100.12
2300	HEALTH INSURANCE BENEFITS	\$ 11,650.00	\$ 8,732.34	\$ 970.26	\$ 2,910.78	\$ 6.88	99.94
2400	LIFE INSURANCE	\$ 2,189.00	\$ 1,581.65	\$ 175.74	\$ 526.98	\$ 80.37	96.33
2700	WORKER'S COMPENSATION	\$ 135.00	\$ 0.00	\$ 0.00	\$ 158.00	\$ 23.00	117.04
3100	PROFESSIONAL SERVICES	\$ 3,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,000.00	0.00
3320	MAINTENANCE SERVICE CONTRACT	\$ 12,000.00	\$ 892.70	\$ 0.00	\$ 267.30	\$ 10,840.00	9.67
3500	PRINTING AND BINDING	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00	0.00
3510	MICROFILMING	\$ 7,000.00	\$ 0.00	\$ 365.81	\$ 1,286.60	\$ 5,713.40	18.38
5210	POSTAL SERVICES	\$ 3,000.00	\$ 0.00	\$ 196.00	\$ 392.00	\$ 2,608.00	13.07
5230	TELECOMMUNICATIONS	\$ 900.00	\$ 0.00	\$ 76.85	\$ 217.35	\$ 682.65	24.15
6001	OFFICE SUPPLIES	\$ 6,500.00	\$ 0.00	\$ 493.08	\$ 1,829.53	\$ 4,670.47	28.15
21600	CLERK OF THE CIRCUIT COURT	\$ 243,897.00	\$ 158,923.84	\$ 18,690.75	\$ 57,048.54	\$ 27,924.62	88.55
FUNC 21900 VICTIM/WITNESS PROGRAM							

CLARKE COUNTY
 FD-PJT-FUNC-OBJ EXPENDITURES SUMMARY REPORT DEFINITION TYPE #0
 for Fiscal Year 2015 (2014-2015 Fiscal Year)
 Posted Only Figures
 Executed By: gilleya

Page: 4
 Date: 10/14/14
 Time: 14:41:57

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For SEPTEMBER	Expenditures Year-to-Date	Available Balance	Percent Used
1300	SALARIES - PART TIME	\$ 28,965.00	\$ 21,723.74	\$ 2,413.76	\$ 7,241.28	\$ 0.02-	100.00
2100	FICA	\$ 2,216.00	\$ 1,638.77	\$ 182.27	\$ 546.81	\$ 30.42	98.63
2210	VSRS - PLANS 1 AND 2	\$ 3,146.00	\$ 2,359.21	\$ 262.13	\$ 786.39	\$ 0.40	99.99
2300	Health Insurance	\$ 4,520.00	\$ 4,366.17	\$ 485.13	\$ 1,455.39	\$ 1,301.56-	128.80
2400	LIFE INSURANCE	\$ 382.00	\$ 267.05	\$ 39.50	\$ 118.50	\$ 3.55-	100.93
2700	WORKER'S COMPENSATION	\$ 35.00	\$ 0.00	\$ 0.00	\$ 35.57	\$ 0.57-	101.63
5230	TELECOMMUNICATIONS	\$ 0.00	\$ 0.00	\$ 13.98	\$ 20.62	\$ 20.62-	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	\$ 40,189.00	\$ 30,354.94	\$ 3,396.77	\$ 10,204.56	\$ 370.50-	100.92
	FUNC 21930 BLUE RIDGE LEGAL SERVICES						
5699	CIVIC CONTRIBUTIONS	\$ 1,500.00	\$ 0.00	\$ 1,500.00	\$ 1,500.00	\$ 0.00	100.00
	FUNC 21940 REGIONAL COURT SERVICES						
5699	CIVIC CONTRIBUTIONS	\$ 4,494.00	\$ 0.00	\$ 0.00	\$ 4,494.00	\$ 0.00	100.00
	FUNC 22100 COMMONWEALTH'S ATTORNEY						
1100	SALARIES - REGULAR	\$ 188,735.00	\$ 142,529.27	\$ 15,836.59	\$ 47,770.10	\$ 1,564.37-	100.83
1300	SALARIES - PART TIME	\$ 12,300.00	\$ 0.00	\$ 1,072.00	\$ 3,384.00	\$ 8,916.00	27.51
2100	FICA	\$ 15,034.00	\$ 12,386.30	\$ 1,458.25	\$ 4,407.53	\$ 1,759.83-	111.71
2210	VSRS - PLANS 1 AND 2	\$ 19,092.00	\$ 14,420.89	\$ 1,602.32	\$ 4,804.39	\$ 133.28-	100.70
2300	HEALTH INSURANCE BENEFITS	\$ 11,457.00	\$ 8,732.34	\$ 970.26	\$ 2,910.78	\$ 186.12-	101.62
2400	LIFE INSURANCE	\$ 2,321.00	\$ 1,686.42	\$ 187.38	\$ 561.84	\$ 72.74	96.87
2700	WORKER'S COMPENSATION	\$ 165.00	\$ 0.00	\$ 0.00	\$ 195.78	\$ 30.78-	118.65
3320	MAINTENANCE SERVICE CONTRACT	\$ 750.00	\$ 182.33	\$ 105.22	\$ 201.07	\$ 366.60	51.12
5210	POSTAL SERVICES	\$ 1,100.00	\$ 0.00	\$ 56.30	\$ 366.30	\$ 733.70	33.30
5230	TELECOMMUNICATIONS	\$ 3,000.00	\$ 0.00	\$ 19.25	\$ 39.17	\$ 2,960.83	1.31
5540	TRAVEL CONVENTION & EDUCATION	\$ 4,650.00	\$ 0.00	\$ 0.00	\$ 2,970.80	\$ 1,679.20	63.89
5549	WITNESS TRAVEL EXPENDITURES	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,000.00	0.00
5810	DUES,SUBSCRIPTIONS & MEMBERSHIPS	\$ 1,000.00	\$ 0.00	\$ 244.60	\$ 1,108.00	\$ 108.00-	110.80
6001	OFFICE SUPPLIES	\$ 1,800.00	\$ 0.00	\$ 239.44	\$ 415.99	\$ 1,384.01	23.11
6012	SUPPLIES - BOOKS AND SUBSCRIPTI	\$ 1,000.00	\$ 0.00	\$ 43.75	\$ 43.75	\$ 956.25	4.38
22100	COMMONWEALTH'S ATTORNEY	\$ 264,404.00	\$ 179,937.55	\$ 21,835.36	\$ 69,179.50	\$ 15,286.95	94.22
	FUNC 31200 SHERIFF						
1100	SALARIES - REGULAR	\$ 854,550.00	\$ 632,856.00	\$ 70,095.24	\$ 210,940.64	\$ 10,753.36	98.74
1300	SALARIES - PART TIME	\$ 23,000.00	\$ 0.00	\$ 1,914.00	\$ 5,530.44	\$ 17,469.56	24.05
2100	FICA	\$ 67,819.00	\$ 44,630.98	\$ 5,088.42	\$ 15,300.80	\$ 7,887.22	88.37
2210	VSRS - PLANS 1 AND 2	\$ 110,813.00	\$ 68,728.19	\$ 7,636.45	\$ 22,909.35	\$ 19,175.46	82.70
2300	HEALTH INSURANCE BENEFITS	\$ 139,357.00	\$ 86,194.62	\$ 9,602.32	\$ 28,756.68	\$ 24,405.70	82.49
2400	LIFE INSURANCE	\$ 13,469.00	\$ 8,037.23	\$ 893.05	\$ 2,679.15	\$ 2,752.62	79.56
2700	WORKER'S COMPENSATION	\$ 12,000.00	\$ 0.00	\$ 0.00	\$ 14,491.22	\$ 2,491.22-	120.76
2860	LINE OF DUTY BENEFITS	\$ 7,000.00	\$ 0.00	\$ 0.00	\$ 7,113.56	\$ 113.56-	101.62
3100	PROFESSIONAL SERVICES	\$ 7,000.00	\$ 0.00	\$ 26.00	\$ 267.48	\$ 6,732.52	3.82
3310	REPAIR & MAINTENANCE	\$ 4,000.00	\$ 8,891.00	\$ 410.00	\$ 1,353.31	\$ 6,244.31-	256.11
3320	MAINTENANCE SERVICE CONTRACT	\$ 17,500.00	\$ 0.00	\$ 520.20	\$ 12,492.62	\$ 5,007.38	71.39
3350	INSURED REPAIRS	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
5210	POSTAL SERVICES	\$ 2,000.00	\$ 0.00	\$ 319.00	\$ 353.87	\$ 1,646.13	17.69
5230	TELECOMMUNICATIONS	\$ 20,000.00	\$ 11,984.39	\$ 1,331.94	\$ 5,186.25	\$ 2,829.36	85.85
5305	MOTOR VEHICLE INSURANCE	\$ 13,000.00	\$ 0.00	\$ 0.00	\$ 15,191.00	\$ 2,191.00-	116.85
5530	TRAVEL SUBSISTANCE & LODGING	\$ 8,500.00	\$ 0.00	\$ 87.00	\$ 134.84	\$ 8,365.16	1.59
5540	TRAVEL CONVENTION & EDUCATION	\$ 4,500.00	\$ 0.00	\$ 49.00	\$ 1,179.00	\$ 3,321.00	26.20
5800	MISCELLANEOUS CHARGES	\$ 1,500.00	\$ 0.00	\$ 0.00	\$ 40.00	\$ 1,460.00	2.67
5810	DUES,SUBSCRIPTIONS & MEMBERSHIPS	\$ 2,700.00	\$ 0.00	\$ 0.00	\$ 90.00	\$ 2,610.00	3.33
6001	OFFICE SUPPLIES	\$ 5,000.00	\$ 0.00	\$ 944.18	\$ 2,127.80	\$ 2,872.20	42.56
6007	REPAIR AND MAINTENANCE SUPPLIES	\$ 40,000.00	\$ 8,619.30	\$ 280.02	\$ 1,510.15	\$ 29,870.55	25.32
6008	VEHICLE AND EQUIPMENT FUEL	\$ 77,000.00	\$ 0.00	\$ 6,546.78	\$ 14,704.07	\$ 62,295.93	19.10
6010	POLICE SUPPLIES	\$ 14,500.00	\$ 0.00	\$ 511.47	\$ 878.84	\$ 13,621.16	6.06
6011	UNIFORM AND WEARING APPAREL	\$ 6,000.00	\$ 0.00	\$ 735.25	\$ 1,436.84	\$ 4,563.16	23.95
6017	SUPPLIES - AMMUNITION	\$ 9,000.00	\$ 326.67	\$ 5,873.13	\$ 5,873.13	\$ 2,800.20	68.89
6024	INSURED REPAIRS	\$ 11,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 11,000.00	0.00
31200	SHERIFF	\$ 1,471,708.00	\$ 870,268.38	\$ 112,863.45	\$ 370,541.04	\$ 230,898.58	84.31

CLARKE COUNTY
 FD-PJT-FUNC-OBJ EXPENDITURES SUMMARY REPORT DEFINITION TYPE #0
 for Fiscal Year 2015 (2014-2015 Fiscal Year)
 Posted Only Figures
 Executed By: gilleya

Page: 5
 Date: 10/14/14
 Time: 14:41:57

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For SEPTEMBER	Expenditures Year-to-Date	Available Balance	Percent Used
FUNG 31210 CRIMINAL JUSTICE TRAINING CENTER							
5699	CIVIC CONTRIBUTIONS	\$ 19,185.00	\$ 0.00	\$ 0.00	\$ 18,720.00	\$ 465.00	97.58
FUNG 31220 DRUG TASK FORCE							
5699	CIVIC CONTRIBUTIONS	\$ 12,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 12,500.00	0.00
FUNG 32100 EMERGENCY MEDICAL SERVICES							
1100	SALARIES - REGULAR	\$ 257,022.00	\$ 141,619.95	\$ 21,329.57	\$ 65,388.12	\$ 50,013.93	80.54
1300	SALARIES - PART TIME	\$ 102,000.00	\$ 0.00	\$ 6,472.00	\$ 22,337.50	\$ 79,662.50	21.90
2100	FICA	\$ 28,040.00	\$ 9,156.06	\$ 1,940.42	\$ 6,153.34	\$ 12,730.60	54.60
2210	VSRS - PLANS 1 AND 2	\$ 20,506.00	\$ 15,379.89	\$ 1,708.90	\$ 5,126.70	\$ 0.59	100.00
2300	HEALTH INSURANCE BENEFITS	\$ 35,952.00	\$ 26,957.97	\$ 2,995.33	\$ 8,985.99	\$ 8.04	99.98
2400	LIFE INSURANCE	\$ 2,492.00	\$ 1,798.57	\$ 199.84	\$ 599.52	\$ 93.91	96.23
2700	WORKER'S COMPENSATION	\$ 12,500.00	\$ 0.00	\$ 0.00	\$ 13,987.30	\$ 1,487.30	111.90
2860	LINE OF DUTY BENEFITS	\$ 2,500.00	\$ 0.00	\$ 0.00	\$ 2,510.58	\$ 10.58	100.42
3000	PROFESSIONAL SERVICES	\$ 159,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 159,000.00	0.00
5230	TELECOMMUNICATIONS	\$ 800.00	\$ 0.00	\$ 43.77	\$ 124.41	\$ 675.59	15.55
5540	TRAVEL CONVENTION & EDUCATION	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	0.00
6001	OFFICE SUPPLIES	\$ 400.00	\$ 0.00	\$ 305.47	\$ 305.47	\$ 94.53	76.37
6008	VEHICLE AND EQUIPMENT FUEL	\$ 1,500.00	\$ 0.00	\$ 99.37	\$ 183.27	\$ 1,316.73	12.22
6011	UNIFORM AND WEARING APPAREL	\$ 1,100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,100.00	0.00
8201	MACHINERY & EQUIPMENT	\$ 25,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 25,000.00	0.00
32100	EMERGENCY MEDICAL SERVICES	\$ 648,912.00	\$ 194,912.44	\$ 35,094.67	\$ 125,702.20	\$ 328,297.36	49.41
FUNG 32200 VOLUNTEER FIRE COMPANIES							
1100	SALARIES - REGULAR	\$ 0.00	\$ 52,500.00	\$ 5,833.33	\$ 5,833.33	\$ 58,333.33	100.00
2100	FICA	\$ 0.00	\$ 4,042.89	\$ 449.21	\$ 449.21	\$ 4,492.10	100.00
2220	VSRS - HYBRID PLAN	\$ 0.00	\$ 5,701.50	\$ 58.33	\$ 58.33	\$ 5,759.83	100.00
2400	LIFE INSURANCE	\$ 0.00	\$ 666.75	\$ 74.08	\$ 74.08	\$ 740.83	100.00
2510	VLDP PLAN - HYBRID	\$ 0.00	\$ 309.75	\$ 34.42	\$ 34.42	\$ 344.17	100.00
5697	TWO FOR LIFE DISTRIBUTION	\$ 15,798.00	\$ 0.00	\$ 0.00	\$ 16,257.28	\$ 459.28	102.91
5698	FIRE PROGRAMS DISTRIBUTION	\$ 25,854.00	\$ 0.00	\$ 0.00	\$ 27,811.00	\$ 1,957.00	107.57
5699	CIVIC CONTRIBUTIONS	\$ 25,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 25,000.00	0.00
32200	VOLUNTEER FIRE COMPANIES	\$ 66,652.00	\$ 63,220.89	\$ 6,449.37	\$ 50,517.65	\$ 47,086.54	170.65
FUNG 32201 BLUE RIDGE VOLUNTEER FIRE COMPANY							
2860	LINE OF DUTY BENEFITS	\$ 1,500.00	\$ 0.00	\$ 0.00	\$ 1,675.00	\$ 175.00	111.67
5699	CIVIC CONTRIBUTIONS	\$ 50,000.00	\$ 0.00	\$ 0.00	\$ 12,500.00	\$ 37,500.00	25.00
32201	BLUE RIDGE VOLUNTEER FIRE COMPAN	\$ 51,500.00	\$ 0.00	\$ 0.00	\$ 14,175.00	\$ 37,325.00	27.52
FUNG 32202 BOYCE VOLUNTEER FIRE COMPANY							
2860	LINE OF DUTY BENEFITS	\$ 2,500.00	\$ 0.00	\$ 0.00	\$ 2,176.86	\$ 323.14	87.07
5699	CIVIC CONTRIBUTIONS	\$ 50,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 50,000.00	0.00
32202	BOYCE VOLUNTEER FIRE COMPANY	\$ 52,500.00	\$ 0.00	\$ 0.00	\$ 2,176.86	\$ 50,323.14	4.15
FUNG 32203 ENDERS VOLUNTEER FIRE COMPANY							
2860	LINE OF DUTY BENEFITS	\$ 3,500.00	\$ 0.00	\$ 0.00	\$ 2,814.00	\$ 686.00	80.40
5699	CIVIC CONTRIBUTIONS	\$ 75,000.00	\$ 0.00	\$ 0.00	\$ 18,750.00	\$ 56,250.00	25.00
32203	ENDERS VOLUNTEER FIRE COMPANY	\$ 78,500.00	\$ 0.00	\$ 0.00	\$ 21,564.00	\$ 56,936.00	27.47
FUNG 32300 LORD FAIRFAX EMERGENCY MEDICAL							
5699	CIVIC CONTRIBUTIONS	\$ 5,422.00	\$ 0.00	\$ 0.00	\$ 5,422.00	\$ 0.00	100.00
FUNG 32400 FORESTRY SERVICE							
5699	CIVIC CONTRIBUTIONS	\$ 2,712.00	\$ 0.00	\$ 2,711.52	\$ 2,711.52	\$ 0.48	99.98
FUNG 33100 REGIONAL JAIL							
7000	JOINT OPERATIONS	\$ 562,301.00	\$ 0.00	\$ 141,886.93	\$ 278,692.18	\$ 283,608.82	49.56
FUNG 33200 JUVENILE DETENTION							
3840	PURCHASED SERVICES - DETENTION C	\$ 38,854.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 38,854.00	0.00

CLARKE COUNTY
 FD-PJT-FUNC-OBJ EXPENDITURES SUMMARY REPORT DEFINITION TYPE #0
 for Fiscal Year 2015 (2014-2015 Fiscal Year)
 Posted Only Figures
 Executed By: gilleya

Page: 6
 Date: 10/14/14
 Time: 14:41:57

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For SEPTEMBER	Expenditures Year-to-Date	Available Balance	Percent Used
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	\$ 8.22	\$ 14.86	\$ 485.14	2.97
6001	OFFICE SUPPLIES	\$ 300.00	\$ 0.00	\$ 70.52	\$ 70.52	\$ 229.48	23.51
33300	PROBATION OFFICE	\$ 925.00	\$ 0.00	\$ 78.74	\$ 85.38	\$ 839.62	9.23
FUNC 34100 BUILDING INSPECTIONS							
1100	SALARIES - REGULAR	\$ 98,455.00	\$ 63,074.99	\$ 7,008.34	\$ 21,209.68	\$ 14,170.33	85.61
1300	SALARIES - PART TIME	\$ 0.00	\$ 0.00	\$ 0.00	\$ 944.72	\$ 944.72	100.00
2100	FICA	\$ 7,532.00	\$ 4,360.30	\$ 484.47	\$ 1,508.06	\$ 1,663.64	77.91
2210	VSRS - PLANS 1 AND 2	\$ 10,692.00	\$ 6,849.94	\$ 761.11	\$ 2,303.38	\$ 1,538.68	85.61
2300	HEALTH INSURANCE BENEFITS	\$ 12,706.00	\$ 11,322.00	\$ 1,258.00	\$ 3,818.33	\$ 2,434.33	119.16
2400	LIFE INSURANCE	\$ 1,300.00	\$ 801.06	\$ 89.00	\$ 269.35	\$ 229.59	82.34
2700	WORKER'S COMPENSATION	\$ 1,050.00	\$ 0.00	\$ 0.00	\$ 1,389.19	\$ 339.19	132.30
3320	MAINTENANCE SERVICE CONTRACT	\$ 1,900.00	\$ 364.30	\$ 0.00	\$ 95.70	\$ 1,440.00	24.21
3500	PRINTING AND BINDING	\$ 600.00	\$ 0.00	\$ 36.50	\$ 36.50	\$ 563.50	6.08
5210	POSTAL SERVICES	\$ 150.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 150.00	0.00
5230	TELECOMMUNICATIONS	\$ 900.00	\$ 557.47	\$ 76.65	\$ 288.54	\$ 53.99	94.00
5540	TRAVEL CONVENTION & EDUCATION	\$ 400.00	\$ 0.00	\$ 0.00	\$ 1,440.74	\$ 1,040.74	360.19
5800	MISCELLANEOUS	\$ 0.00	\$ 0.00	\$ 7,260.92	\$ 7,260.92	\$ 7,260.92	100.00
5810	DUES,SUBSCRIPTIONS & MEMBERSHIPS	\$ 400.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 400.00	0.00
6001	OFFICE SUPPLIES	\$ 500.00	\$ 0.00	\$ 0.00	\$ 12.90	\$ 487.10	2.58
6008	VEHICLE AND EQUIPMENT FUEL	\$ 2,500.00	\$ 0.00	\$ 203.81	\$ 343.56	\$ 2,156.44	13.74
6012	SUPPLIES -- BOOKS AND SUBSCRIPTI	\$ 500.00	\$ 0.00	\$ 0.00	\$ 536.64	\$ 36.64	107.33
8202	FURNITURE & FIXTURES ADDITIONS	\$ 0.00	\$ 0.00	\$ 305.48	\$ 305.48	\$ 305.48	100.00
34100	BUILDING INSPECTIONS	\$ 139,585.00	\$ 87,330.06	\$ 17,484.28	\$ 41,763.69	\$ 10,491.25	92.48
FUNC 35100 ANIMAL CONTROL							
1100	SALARIES - REGULAR	\$ 35,845.00	\$ 26,883.76	\$ 2,987.08	\$ 8,961.24	\$ 0.00	100.00
1300	SALARIES - PART TIME	\$ 18,000.00	\$ 0.00	\$ 1,368.80	\$ 4,174.84	\$ 13,825.16	23.19
2100	FICA	\$ 4,120.00	\$ 1,697.05	\$ 293.28	\$ 885.06	\$ 1,537.89	62.67
2210	VSRS - PLANS 1 AND 2	\$ 3,893.00	\$ 2,919.57	\$ 324.40	\$ 973.20	\$ 0.23	99.99
2300	HEALTH INSURANCE BENEFITS	\$ 6,353.00	\$ 4,765.14	\$ 529.46	\$ 1,588.38	\$ 0.52	100.01
2400	LIFE INSURANCE	\$ 473.00	\$ 341.42	\$ 37.94	\$ 113.82	\$ 17.76	96.25
2700	WORKER'S COMPENSATION	\$ 600.00	\$ 0.00	\$ 0.00	\$ 777.80	\$ 177.80	129.63
3100	PROFESSIONAL SERVICES	\$ 12,000.00	\$ 0.00	\$ 512.92	\$ 1,448.55	\$ 10,551.45	12.07
3500	PRINTING AND BINDING	\$ 400.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 400.00	0.00
5210	POSTAL SERVICES	\$ 50.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 50.00	0.00
5230	TELECOMMUNICATIONS	\$ 1,350.00	\$ 118.23	\$ 48.16	\$ 148.48	\$ 1,083.29	19.76
5510	TRAVEL MILEAGE	\$ 450.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 450.00	0.00
5540	TRAVEL CONVENTION & EDUCATION	\$ 700.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 700.00	0.00
5810	DUES,SUBSCRIPTIONS & MEMBERSHIPS	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	0.00
6001	OFFICE SUPPLIES	\$ 100.00	\$ 0.00	\$ 5.10	\$ 5.10	\$ 94.90	5.10
6004	MEDICAL AND LABORATORY SUPPLIES	\$ 3,000.00	\$ 0.00	\$ 308.80	\$ 647.90	\$ 2,352.10	21.60
6008	VEHICLE AND EQUIPMENT FUEL	\$ 1,750.00	\$ 0.00	\$ 124.41	\$ 365.47	\$ 1,384.53	20.88
6011	UNIFORM AND WEARING APPAREL	\$ 400.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 400.00	0.00
6014	OTHER OPERATING SUPPLIES	\$ 4,500.00	\$ 75.00	\$ 102.26	\$ 102.26	\$ 4,322.74	3.94
35100	ANIMAL CONTROL	\$ 94,084.00	\$ 36,800.17	\$ 6,642.61	\$ 20,192.10	\$ 37,091.73	60.58
FUNC 35300 MEDICAL EXAMINER & INDIGENT BURIAL							
3100	PROFESSIONAL SERVICES	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00	0.00
FUNC 35600 COMMUNICATIONS							
1100	SALARIES - REGULAR	\$ 372,438.00	\$ 274,496.25	\$ 30,499.44	\$ 91,636.70	\$ 6,305.05	98.31
2100	FICA	\$ 27,806.00	\$ 20,546.16	\$ 2,282.90	\$ 6,865.74	\$ 394.10	98.58
2210	VSRS - PLANS 1 AND 2	\$ 22,438.00	\$ 25,357.70	\$ 2,817.55	\$ 8,452.65	\$ 11,372.35	150.68
2220	VSRS - HYBRID PLAN	\$ 0.00	\$ 4,452.55	\$ 719.30	\$ 1,236.80	\$ 5,689.35	100.00
2300	Health Insurance Benefits	\$ 29,654.00	\$ 39,295.53	\$ 4,366.17	\$ 12,613.38	\$ 22,254.91	175.05
2400	Life Insurance	\$ 2,727.00	\$ 3,486.10	\$ 387.35	\$ 1,133.12	\$ 1,892.22	169.39
2510	VLEP PLAN - HYBRID	\$ 0.00	\$ 241.89	\$ 26.88	\$ 67.20	\$ 309.09	100.00
2700	WORKER'S COMPENSATION	\$ 175.00	\$ 0.00	\$ 0.00	\$ 196.80	\$ 21.80	112.46
3000	PURCHASED SERVICES	\$ 200.00	\$ 0.00	\$ 20.38	\$ 20.38	\$ 179.62	10.19
3320	MAINTENANCE SERVICE CONTRACT	\$ 104,443.00	\$ 0.00	\$ 0.00	\$ 41,251.25	\$ 63,191.75	39.50

CLARKE COUNTY
 FD-PJT-FUNC-OBJ EXPENDITURES SUMMARY REPORT DEFINITION TYPE #0
 for Fiscal Year 2015 (2014-2015 Fiscal Year)
 Posted Only Figures
 Executed By: gilleya

Page: 7
 Date: 10/14/14
 Time: 14:41:57

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For SEPTEMBER	Expenditures Year-to-Date	Available Balance	Percent Used
5230	TELECOMMUNICATIONS	\$ 25,250.00	\$ 915.29	\$ 3,628.55	\$ 5,705.85	\$ 18,628.86	26.22
5420	RENTAL OF BUILDINGS/TOWERS	\$ 27,500.00	\$ 18,630.00	\$ 2,070.00	\$ 6,210.00	\$ 2,660.00	90.33
5540	TRAVEL CONVENTION & EDUCATION	\$ 3,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,000.00	0.00
5810	DUES,SUBSCRIPTIONS & MEMBERSHIPS	\$ 300.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 300.00	0.00
6001	OFFICE SUPPLIES	\$ 1,800.00	\$ 0.00	\$ 29.25	\$ 358.71	\$ 1,441.29	19.93
6011	UNIFORM AND WEARING APPAREL	\$ 1,400.00	\$ 0.00	\$ 0.00	\$ 244.95	\$ 1,155.05	17.50
6014	OTHER OPERATING SUPPLIES	\$ 500.00	\$ 0.00	\$ 0.00	\$ 101.99	\$ 398.01	20.40
6032	EDUCATIONAL/TRAINING MATERIALS	\$ 0.00	\$ 0.00	\$ 269.95	\$ 269.95	\$ 269.95	100.00
35600	COMMUNICATIONS	\$ 619,631.00	\$ 387,421.47	\$ 47,117.72	\$ 176,365.47	\$ 55,844.06	90.99
3840	FUNC 42400 REFUSE DISPOSAL PURCHASED SERVICES	\$ 168,000.00	\$ 0.00	\$ 16,790.21	\$ 18,340.13	\$ 149,659.87	10.92
3000	FUNC 42600 LITTER CONTROL PROGRAM PURCHASED SERVICES	\$ 0.00	\$ 2,380.00	\$ 150.00	\$ 700.00	\$ 3,080.00	100.00
6014	OTHER OPERATING SUPPLIES	\$ 6,171.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6,171.00	0.00
42600	LITTER CONTROL PROGRAM	\$ 6,171.00	\$ 2,380.00	\$ 150.00	\$ 700.00	\$ 3,091.00	49.91
3840	FUNC 42700 SANITATION PURCHASED SERVICES	\$ 27,000.00	\$ 0.00	\$ 2,454.20	\$ 4,908.40	\$ 22,091.60	18.18
5699	CIVIC CONTRIBUTIONS	\$ 45,000.00	\$ 0.00	\$ 0.00	\$ 45,000.00	\$ 0.00	100.00
42700	SANITATION	\$ 72,000.00	\$ 0.00	\$ 2,454.20	\$ 49,908.40	\$ 22,091.60	69.32
1100	FUNC 43200 GENERAL PROPERTY MAINTENANCE SALARIES - REGULAR	\$ 140,846.00	\$ 103,993.02	\$ 11,554.82	\$ 31,267.87	\$ 5,585.11	96.03
2100	FICA	\$ 10,774.00	\$ 7,377.45	\$ 819.73	\$ 2,237.70	\$ 1,158.85	89.24
2210	VSRS - PLANS 1 AND 2	\$ 15,128.00	\$ 9,472.76	\$ 1,052.53	\$ 3,018.64	\$ 2,636.60	82.57
2220	VSRS - HYBRID PLAN	\$ 0.00	\$ 1,694.81	\$ 188.31	\$ 350.11	\$ 2,044.92	100.00
2300	HEALTH INSURANCE BENEFITS	\$ 21,309.00	\$ 14,948.04	\$ 1,660.90	\$ 4,202.76	\$ 2,158.20	89.87
2400	LIFE INSURANCE	\$ 1,860.00	\$ 1,320.72	\$ 146.74	\$ 393.05	\$ 146.23	92.14
2510	VLDP PLAN - HYBRID	\$ 0.00	\$ 92.08	\$ 10.23	\$ 19.02	\$ 111.10	100.00
2700	WORKER'S COMPENSATION	\$ 3,500.00	\$ 0.00	\$ 0.00	\$ 4,211.49	\$ 711.49	120.33
3100	PROFESSIONAL SERVICES	\$ 9,500.00	\$ 0.00	\$ 26.00	\$ 0.00	\$ 9,500.00	0.00
3310	REPAIR & MAINTENANCE	\$ 8,100.00	\$ 0.00	\$ 1,238.25	\$ 2,341.50	\$ 5,758.50	28.91
3320	MAINTENANCE SERVICE CONTRACT	\$ 88,800.00	\$ 22,415.03	\$ 7,181.20	\$ 15,763.60	\$ 50,621.37	42.99
3340	CUSTODIAL SERVICE CONTRACTS	\$ 0.00	\$ 32,939.97	\$ 3,660.01	\$ 10,980.03	\$ 43,920.00	100.00
3600	ADVERTISING	\$ 750.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 750.00	0.00
5130	WATER & SEWER SERVICES	\$ 0.00	\$ 0.00	\$ 28.95	\$ 65.75	\$ 65.75	100.00
5230	TELECOMMUNICATIONS	\$ 3,900.00	\$ 1,168.35	\$ 158.69	\$ 591.09	\$ 2,140.56	45.11
5301	BOILER INSURANCE	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 3,586.00	\$ 1,586.00	179.30
5302	FIRE INSURANCE	\$ 19,500.00	\$ 0.00	\$ 0.00	\$ 19,899.00	\$ 399.00	102.05
5305	MOTOR VEHICLE INSURANCE	\$ 5,200.00	\$ 0.00	\$ 0.00	\$ 5,956.50	\$ 756.50	114.55
5308	GENERAL LIABILITY INSURANCE	\$ 8,500.00	\$ 0.00	\$ 0.00	\$ 8,707.00	\$ 207.00	102.44
5410	LEASE OF EQUIPMENT	\$ 1,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,500.00	0.00
5540	TRAVEL CONVENTION & EDUCATION	\$ 800.00	\$ 0.00	\$ 245.84	\$ 245.84	\$ 554.16	30.73
6003	SUPPLIES - AGRICULTURAL	\$ 750.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 750.00	0.00
6005	LAUNDRY, HOUSEKEEPING, & JANITOR	\$ 15,000.00	\$ 3,586.68	\$ 1,413.32	\$ 1,413.32	\$ 10,000.00	33.33
6007	REPAIR AND MAINTENANCE SUPPLIES	\$ 13,000.00	\$ 6,099.47	\$ 1,275.28	\$ 1,555.02	\$ 5,345.51	58.88
6008	VEHICLE AND EQUIPMENT FUEL	\$ 10,000.00	\$ 0.00	\$ 517.04	\$ 1,263.53	\$ 8,736.47	12.64
6009	VEHICLE AND EQUIPMENT SUPPLIES	\$ 5,700.00	\$ 0.00	\$ 125.43	\$ 724.63	\$ 4,975.37	12.71
6014	OTHER OPERATING SUPPLIES	\$ 650.00	\$ 0.00	\$ 14.63	\$ 29.26	\$ 620.74	4.50
8201	MACHINERY & EQUIPMENT	\$ 5,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,000.00	0.00
8202	FURNITURE & FIXTURES ADDITIONS	\$ 200.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 200.00	0.00
43200	GENERAL PROPERTY MAINTENANCE	\$ 392,267.00	\$ 205,108.38	\$ 31,265.90	\$ 118,822.71	\$ 68,335.91	82.58
3100	FUNC 43202 101 CHALMERS COURT PROFESSIONAL SERVICES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,581.67	\$ 2,581.67	100.00
3310	REPAIR & MAINTENANCE	\$ 16,000.00	\$ 0.00	\$ 68.97	\$ 356.76	\$ 15,643.24	2.23
3320	MAINTENANCE SERVICE CONTRACTS	\$ 34,000.00	\$ 470.75	\$ 940.00	\$ 1,958.74	\$ 31,570.51	7.15
3340	CUSTODIAL SERVICE CONTRACTS	\$ 0.00	\$ 20,991.51	\$ 2,332.38	\$ 6,997.14	\$ 27,988.65	100.00
5110	ELECTRICAL SERVICES	\$ 28,000.00	\$ 0.00	\$ 2,878.45	\$ 2,878.45	\$ 25,121.55	10.28
5120	HEATING SERVICES	\$ 3,600.00	\$ 0.00	\$ 493.56	\$ 520.96	\$ 3,079.04	14.47
5130	WATER & SEWER SERVICES	\$ 2,275.00	\$ 0.00	\$ 78.38	\$ 172.43	\$ 2,102.57	7.58

CLARKE COUNTY
 FD-PJT-FUNC-OBJ EXPENDITURES SUMMARY REPORT DEFINITION TYPE #0
 for Fiscal Year 2015 (2014-2015 Fiscal Year)
 Posted Only Figures
 Executed By: gilleya

Page: 8
 Date: 10/14/14
 Time: 14:41:57

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For SEPTEMBER	Expenditures Year-to-Date	Available Balance	Percent Used
6007	REPAIR AND MAINT SUPPLIES	\$ 3,800.00	\$ 0.00	\$ 68.48	\$ 150.63	\$ 3,649.37	3.96
43202	101 CHALMERS COURT	\$ 87,675.00	\$ 21,462.26	\$ 6,860.22	\$ 15,616.78	\$ 50,595.96	42.29
	FUNC 43205 129 RAMSBURG LN MAINTENANCE DEPT						
3310	REPAIR & MAINTENANCE	\$ 9,000.00	\$ 0.00	\$ 0.00	\$ 198.00	\$ 8,802.00	2.20
3320	MAINTENANCE SERVICE CONTRACTS	\$ 300.00	\$ 0.00	\$ 0.00	\$ 104.50	\$ 195.50	34.83
5110	ELECTRICAL SERVICES	\$ 2,550.00	\$ 0.00	\$ 267.33	\$ 523.06	\$ 2,026.94	20.51
5120	HEATING SERVICES	\$ 3,340.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,340.00	0.00
5130	WATER & SEWER SERVICES	\$ 140.00	\$ 0.00	\$ 25.50	\$ 34.00	\$ 106.00	24.29
43205	129 RAMSBURG LN MAINTENANCE DEPT	\$ 15,330.00	\$ 0.00	\$ 292.83	\$ 859.56	\$ 14,470.44	5.61
	FUNC 43206 100 N CHRUCH ST/RADIO TOWER						
3310	REPAIR & MAINTENANCE	\$ 6,560.00	\$ 0.00	\$ 348.50	\$ 507.70	\$ 6,052.30	7.74
3320	MAINTENANCE SERVICE CONTRACTS	\$ 3,500.00	\$ 1,090.00	\$ 0.00	\$ 2,056.80	\$ 353.20	89.91
5110	ELECTRICAL SERVICES	\$ 10,500.00	\$ 0.00	\$ 925.46	\$ 1,842.13	\$ 8,657.87	17.54
5120	HEATING SERVICES	\$ 2,750.00	\$ 0.00	\$ 0.00	\$ 20.45	\$ 2,729.55	0.74
5130	WATER & SEWER SERVICES	\$ 4,230.00	\$ 0.00	\$ 274.95	\$ 659.75	\$ 3,570.25	15.60
6007	REPAIR AND MAINT SUPPLIES	\$ 500.00	\$ 0.00	\$ 155.44	\$ 171.43	\$ 328.57	34.29
43206	100 N CHRUCH ST/RADIO TOWER	\$ 28,040.00	\$ 1,090.00	\$ 1,704.35	\$ 5,258.26	\$ 21,691.74	22.64
	FUNC 43207 102 N CHRUCH ST						
3310	REPAIR & MAINTENANCE	\$ 9,500.00	\$ 0.00	\$ 0.00	\$ 224.01	\$ 9,275.99	2.36
3320	MAINTENANCE SERVICE CONTRACTS	\$ 500.00	\$ 0.00	\$ 0.00	\$ 1,567.80	\$ 1,067.80	313.56
5110	ELECTRICAL SERVICES	\$ 23,400.00	\$ 0.00	\$ 2,081.83	\$ 4,151.06	\$ 19,248.94	17.74
6007	REPAIR AND MAINT SUPPLIES	\$ 1,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,500.00	0.00
43207	102 N CHRUCH ST	\$ 34,900.00	\$ 0.00	\$ 2,081.83	\$ 5,942.87	\$ 28,957.13	17.03
	FUNC 43208 104 N CHURCH/106 N CHURCH ST						
3310	REPAIR & MAINTENANCE	\$ 8,500.00	\$ 0.00	\$ 518.76	\$ 894.76	\$ 7,605.24	10.53
3320	MAINTENANCE SERVICE CONTRACTS	\$ 1,900.00	\$ 0.00	\$ 0.00	\$ 1,719.80	\$ 180.20	90.52
5110	ELECTRICAL SERVICES	\$ 7,320.00	\$ 0.00	\$ 828.29	\$ 1,770.11	\$ 5,549.89	24.18
5120	HEATING SERVICES	\$ 3,800.00	\$ 0.00	\$ 0.00	\$ 31.52	\$ 3,768.48	0.83
5130	WATER & SEWER SERVICES	\$ 650.00	\$ 0.00	\$ 25.00	\$ 50.00	\$ 600.00	7.69
6007	REPAIR AND MAINT SUPPLIES	\$ 1,300.00	\$ 0.00	\$ 0.00	\$ 8.18	\$ 1,291.82	0.63
43208	104 N CHURCH/106 N CHURCH ST	\$ 23,470.00	\$ 0.00	\$ 1,372.05	\$ 4,474.37	\$ 18,995.63	19.06
	FUNC 43209 225 RAMSBURG LANE ANIMAL SHELTER						
3310	PROFESSIONAL SERVICES	\$ 9,000.00	\$ 0.00	\$ 672.50	\$ 672.50	\$ 8,327.50	7.47
3320	MAINTENANCE SERVICE CONTRACTS	\$ 850.00	\$ 0.00	\$ 0.00	\$ 513.00	\$ 337.00	60.35
5110	ELECTRICAL SERVICES	\$ 4,750.00	\$ 0.00	\$ 643.06	\$ 1,305.70	\$ 3,444.30	27.49
5120	HEATING SERVICES	\$ 6,850.00	\$ 0.00	\$ 0.00	\$ 94.79	\$ 6,755.21	1.38
5130	WATER & SEWER SERVICES	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
6007	REPAIR AND MAINT SUPPLIES	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,000.00	0.00
43209	225 RAMSBURG LANE ANIMAL SHELTER	\$ 23,950.00	\$ 0.00	\$ 1,315.56	\$ 2,585.99	\$ 21,364.01	10.80
	FUNC 43210 524 WESTWOOD RD						
3310	REPAIR & MAINTENANCE	\$ 1,400.00	\$ 0.00	\$ 0.00	\$ 180.00	\$ 1,220.00	12.86
3320	MAINTENANCE SERVICE CONTRACTS	\$ 400.00	\$ 0.00	\$ 0.00	\$ 190.00	\$ 210.00	47.50
5110	ELECTRICAL SERVICES	\$ 1,662.00	\$ 0.00	\$ 119.60	\$ 250.55	\$ 1,411.45	15.08
5120	HEATING SERVICES	\$ 1,800.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,800.00	0.00
6007	REPAIR AND MAINT SUPPLIES	\$ 300.00	\$ 0.00	\$ 0.00	\$ 13.99	\$ 286.01	4.66
43210	524 WESTWOOD RD	\$ 5,562.00	\$ 0.00	\$ 119.60	\$ 634.54	\$ 4,927.46	11.41
	FUNC 43211 225 AL SMITH CIR REC CENTER						
3310	REPAIR & MAINTENANCE	\$ 10,000.00	\$ 0.00	\$ 4,873.00	\$ 4,873.00	\$ 5,127.00	48.73
3320	MAINTENANCE SERVICE CONTRACTS	\$ 1,500.00	\$ 0.00	\$ 0.00	\$ 209.00	\$ 1,291.00	13.93
3340	CUSTODIAL SERVICE CONTRACTS	\$ 0.00	\$ 0.00	\$ 1,100.55	\$ 1,100.55	\$ 1,100.55	100.00
5110	ELECTRICAL SERVICES	\$ 20,900.00	\$ 0.00	\$ 2,231.94	\$ 4,598.94	\$ 16,301.06	22.00
5120	HEATING SERVICES	\$ 4,670.00	\$ 0.00	\$ 0.00	\$ 160.88	\$ 4,509.12	3.44
5130	WATER & SEWER SERVICES	\$ 2,115.00	\$ 0.00	\$ 170.00	\$ 357.00	\$ 1,758.00	16.88

CLARKE COUNTY
 FD-PJT-FUNC-OBJ EXPENDITURES SUMMARY REPORT DEFINITION TYPE #0
 for Fiscal Year 2015 (2014-2015 Fiscal Year)
 Posted Only Figures
 Executed By: gilleya

Page: 9
 Date: 10/14/14
 Time: 14:41:57

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For SEPTEMBER	Expenditures Year-to-Date	Available Balance	Percent Used
6007	REPAIR AND MAINT SUPPLIES	\$ 3,200.00	\$ 0.00	\$ 255.42	\$ 289.26	\$ 2,910.74	9.04
43211	225 AL SMITH CIR REC CENTER	\$ 42,385.00	\$ 0.00	\$ 8,630.91	\$ 11,588.63	\$ 30,796.37	27.34
	FUNC 43212 225 AL SMITH CIR PARK OFFICE/GROUNDS						
3310	REPAIR & MAINTENANCE	\$ 7,500.00	\$ 0.00	\$ 1,943.31	\$ 2,093.31	\$ 5,406.69	27.91
5110	ELECTRICAL SERVICES	\$ 7,020.00	\$ 0.00	\$ 315.97	\$ 623.33	\$ 6,396.67	8.88
5130	WATER & SEWER SERVICES	\$ 2,313.00	\$ 0.00	\$ 217.00	\$ 509.00	\$ 1,804.00	22.01
6007	REPAIR AND MAINT SUPPLIES	\$ 7,800.00	\$ 0.00	\$ 13.47	\$ 516.73	\$ 7,283.27	6.62
43212	225 AL SMITH CIR PARK OFFICE/GRO	\$ 24,633.00	\$ 0.00	\$ 2,489.75	\$ 3,742.37	\$ 20,890.63	15.19
	FUNC 43213 225 AL SMITH CIR POOL						
3310	REPAIR & MAINTENANCE	\$ 1,500.00	\$ 0.00	\$ 0.00	\$ 375.00	\$ 1,125.00	25.00
5110	ELECTRICAL SERVICES	\$ 4,410.00	\$ 0.00	\$ 1,255.28	\$ 2,583.98	\$ 1,826.02	58.59
5130	WATER & SEWER SERVICES	\$ 9,800.00	\$ 0.00	\$ 1,800.00	\$ 4,750.00	\$ 5,050.00	48.47
6007	REPAIR AND MAINT SUPPLIES	\$ 1,000.00	\$ 0.00	\$ 185.70	\$ 215.70	\$ 784.30	21.57
43213	225 AL SMITH CIR POOL	\$ 16,710.00	\$ 0.00	\$ 3,240.98	\$ 7,924.68	\$ 8,785.32	47.42
	FUNC 43214 225 AL SMITH CIR BASEBALL						
5110	ELECTRICAL SERVICES	\$ 1,420.00	\$ 0.00	\$ 153.93	\$ 330.12	\$ 1,089.88	23.25
6007	REPAIR AND MAINT SUPPLIES	\$ 10,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10,000.00	0.00
43214	225 AL SMITH CIR BASEBALL	\$ 11,420.00	\$ 0.00	\$ 153.93	\$ 330.12	\$ 11,089.88	2.89
	FUNC 43215 225 AL SMITH CIR SOCCER						
3310	REPAIR & MAINTENANCE	\$ 750.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 750.00	0.00
5110	ELECTRICAL SERVICES	\$ 650.00	\$ 0.00	\$ 67.39	\$ 114.30	\$ 535.70	17.58
6007	REPAIR AND MAINT SUPPLIES	\$ 4,500.00	\$ 0.00	\$ 0.00	\$ 637.20	\$ 3,862.80	14.16
43215	225 AL SMITH CIR SOCCER	\$ 5,900.00	\$ 0.00	\$ 67.39	\$ 751.50	\$ 5,148.50	12.74
	FUNC 43232 32 E MAIN ST						
6007	REPAIR AND MAINT SUPPLIES	\$ 250.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 250.00	0.00
	FUNC 43236 36 E MAIN ST						
3310	REPAIR & MAINTENANCE	\$ 1,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,500.00	0.00
5130	WATER & SEWER SERVICES	\$ 525.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 525.00	0.00
6007	REPAIR AND MAINT SUPPLIES	\$ 250.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 250.00	0.00
43236	36 E MAIN ST	\$ 2,275.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,275.00	0.00
	FUNC 43237 311 E MAIN ST						
3310	REPAIR & MAINTENANCE	\$ 5,540.00	\$ 0.00	\$ 216.00	\$ 780.13	\$ 4,759.87	14.08
3320	MAINTENANCE SERVICE CONTRACTS	\$ 1,900.00	\$ 0.00	\$ 0.00	\$ 1,700.80	\$ 199.20	89.52
5110	ELECTRICAL SERVICES	\$ 8,250.00	\$ 0.00	\$ 860.25	\$ 105.12	\$ 8,144.88	1.27
5130	WATER & SEWER SERVICES	\$ 870.00	\$ 0.00	\$ 100.00	\$ 175.00	\$ 695.00	20.11
6007	REPAIR AND MAINT SUPPLIES	\$ 2,750.00	\$ 0.00	\$ 440.00	\$ 447.99	\$ 2,302.01	16.29
43237	311 E MAIN ST	\$ 19,310.00	\$ 0.00	\$ 1,616.25	\$ 3,209.04	\$ 16,100.96	16.62
	FUNC 51100 LOCAL HEALTH DEPARTMENT						
5610	CIVIC CONTRIBUTIONS	\$ 205,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 205,000.00	0.00
	FUNC 51200 OUR HEALTH						
5699	CIVIC CONTRIBUTIONS	\$ 5,000.00	\$ 0.00	\$ 0.00	\$ 5,000.00	\$ 0.00	100.00
	FUNC 52500 NORTHWESTERN COMMUNITY SERVICES						
5620	CIVIC CONTRIBUTIONS	\$ 85,000.00	\$ 0.00	\$ 0.00	\$ 21,250.00	\$ 63,750.00	25.00
	FUNC 52800 CONCERN HOTLINE						
5699	CIVIC CONTRIBUTIONS	\$ 750.00	\$ 0.00	\$ 0.00	\$ 750.00	\$ 0.00	100.00
	FUNC 52900 NW WORKS						
5699	CIVIC CONTRIBUTIONS	\$ 750.00	\$ 0.00	\$ 0.00	\$ 750.00	\$ 0.00	100.00

CLARKE COUNTY
 FD-PJT-FUNC-OBJ EXPENDITURES SUMMARY REPORT DEFINITION TYPE #0
 for Fiscal Year 2015 (2014-2015 Fiscal Year)
 Posted Only Figures
 Executed By: gillaya

Page: 10
 Date: 10/14/14
 Time: 14:41:58

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For SEPTEMBER	Expenditures Year-to-Date	Available Balance	Percent Used
FUNC 53230 SHENANDOAH AREA AGENCY ON AGING							
5699	CIVIC CONTRIBUTIONS	\$ 40,000.00	\$ 0.00	\$ 10,000.00	\$ 10,000.00	\$ 30,000.00	25.00
FUNC 53240 LOUDOUN TRANSIT SERVICE							
5699	CIVIC CONTRIBUTIONS	\$ 19,302.00	\$ 0.00	\$ 4,825.50	\$ 4,825.50	\$ 14,476.50	25.00
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	\$ 0.00	\$ 750.00	0.00
FUNC 69100 LORD FAIRFAX COMMUNITY COLLEGE							
5699	CIVIC CONTRIBUTIONS	\$ 17,534.00	\$ 0.00	\$ 0.00	\$ 4,383.50	\$ 13,150.50	25.00
FUNC 71100 PARKS ADMINISTRATION							
1100	SALARIES - REGULAR	\$ 232,243.00	\$ 174,182.26	\$ 19,353.58	\$ 58,060.74	\$ 0.00	100.00
1300	SALARIES - PART TIME	\$ 16,020.00	\$ 0.00	\$ 1,464.75	\$ 4,216.50	\$ 11,803.50	26.32
2100	FICA	\$ 19,316.00	\$ 11,673.85	\$ 1,409.15	\$ 4,213.81	\$ 3,428.34	82.25
2210	VSRS - PLANS 1 AND 2	\$ 25,222.00	\$ 18,916.21	\$ 2,101.79	\$ 6,305.37	\$ 0.42	100.00
2300	HEALTH INSURANCE BENEFITS	\$ 36,032.00	\$ 27,010.17	\$ 3,001.13	\$ 9,003.39	\$ 18.44	99.95
2400	LIFE INSURANCE	\$ 3,066.00	\$ 2,212.12	\$ 245.79	\$ 737.37	\$ 116.51	96.20
2700	WORKER'S COMPENSATION	\$ 6,750.00	\$ 0.00	\$ 0.00	\$ 9,870.02	\$ 3,120.02	146.22
3180	CREDIT CARD MERCHANT FEES	\$ 3,500.00	\$ 0.00	\$ 0.00	\$ 874.86	\$ 2,625.14	25.00
3320	MAINTENANCE SERVICE CONTRACT	\$ 6,156.00	\$ 2,373.02	\$ 250.15	\$ 391.78	\$ 3,391.20	44.91
3500	PRINTING AND BINDING	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00	0.00
3600	ADVERTISING	\$ 885.00	\$ 0.00	\$ 209.00	\$ 459.00	\$ 426.00	51.86
5210	POSTAL SERVICES	\$ 5,590.00	\$ 0.00	\$ 6.26	\$ 226.26	\$ 5,363.74	4.05
5230	TELECOMMUNICATIONS	\$ 2,000.00	\$ 0.00	\$ 67.03	\$ 171.91	\$ 1,828.09	8.60
5400	LEASES AND RENTALS	\$ 530.00	\$ 0.00	\$ 0.00	\$ 191.27	\$ 338.73	36.09
5540	TRAVEL CONVENTION & EDUCATION	\$ 2,274.00	\$ 0.00	\$ 0.00	\$ 500.00	\$ 1,774.00	21.99
5810	DUES,SUBSCRIPTIONS & MEMBERSHIPS	\$ 1,800.00	\$ 0.00	\$ 0.00	\$ 521.00	\$ 1,279.00	28.94
6001	OFFICE SUPPLIES	\$ 2,500.00	\$ 0.00	\$ 0.00	\$ 225.42	\$ 2,274.58	9.02
6003	SUPPLIES - AGRICULTURAL	\$ 800.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 800.00	0.00
6008	VEHICLE AND EQUIPMENT FUEL	\$ 1,400.00	\$ 0.00	\$ 144.63	\$ 226.03	\$ 1,173.97	16.14
6011	UNIFORM AND WEARING APPAREL	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00	0.00
6013	SUPPLIES - EDUCATIONAL AND REC	\$ 1,010.00	\$ 0.00	\$ 1,012.56	\$ 1,012.56	\$ 2.56	100.25
6014	OTHER OPERATING SUPPLIES	\$ 1,856.00	\$ 0.00	\$ 0.00	\$ 988.29	\$ 867.71	53.25
71100	PARKS ADMINISTRATION	\$ 370,950.00	\$ 236,367.63	\$ 29,265.82	\$ 98,195.58	\$ 36,386.79	90.19
FUNC 71310 CLARKE COUNTY RECREATION CENTER							
1100	SALARIES - REGULAR	\$ 43,210.00	\$ 32,407.51	\$ 3,600.83	\$ 10,802.49	\$ 0.00	100.00
1300	SALARIES - PART TIME	\$ 29,300.00	\$ 0.00	\$ 1,585.58	\$ 4,926.53	\$ 24,373.47	16.81
2100	FICA	\$ 5,972.00	\$ 2,452.00	\$ 393.77	\$ 1,194.28	\$ 2,325.72	61.06
2210	VSRS - PLANS 1 AND 2	\$ 4,693.00	\$ 3,519.46	\$ 391.05	\$ 1,173.15	\$ 0.39	99.99
2300	HEALTH INSURANCE BENEFITS	\$ 5,825.00	\$ 4,366.17	\$ 485.13	\$ 1,455.39	\$ 3.44	99.94
2400	LIFE INSURANCE	\$ 570.00	\$ 411.58	\$ 45.73	\$ 137.19	\$ 21.23	96.28
2700	WORKER'S COMPENSATION	\$ 560.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 560.00	0.00
3600	ADVERTISING	\$ 200.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 200.00	0.00
5830	REFUNDS	\$ 200.00	\$ 0.00	\$ 106.00	\$ 106.00	\$ 94.00	53.00
6001	OFFICE SUPPLIES	\$ 250.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 250.00	0.00
6002	SUPPLIES - FOOD	\$ 1,300.00	\$ 0.00	\$ 0.00	\$ 14.84	\$ 1,285.16	1.14
6013	SUPPLIES - EDUCATIONAL AND REC	\$ 2,590.00	\$ 0.00	\$ 666.20	\$ 666.20	\$ 1,923.80	25.72
6014	OTHER OPERATING SUPPLIES	\$ 4,200.00	\$ 0.00	\$ 533.03	\$ 625.66	\$ 3,574.34	14.90
6015	MERCHANDISE FOR RESALE	\$ 5,000.00	\$ 0.00	\$ 0.00	\$ 90.26	\$ 4,909.74	1.81
71310	CLARKE COUNTY RECREATION CENTER	\$ 103,870.00	\$ 43,156.72	\$ 7,807.32	\$ 21,191.99	\$ 39,521.29	61.95
FUNC 71320 SWIMMING POOL							
1300	SALARIES - PART TIME	\$ 60,251.00	\$ 0.00	\$ 2,447.66	\$ 40,172.73	\$ 20,078.27	66.68
2100	FICA	\$ 4,610.00	\$ 0.00	\$ 187.20	\$ 3,073.10	\$ 1,536.90	66.66
3100	PROFESSIONAL SERVICES	\$ 2,900.00	\$ 0.00	\$ 0.00	\$ 475.00	\$ 2,425.00	16.38
3600	ADVERTISING	\$ 79.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 79.00	0.00
5540	TRAVEL CONVENTION & EDUCATION	\$ 350.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 350.00	0.00
5810	DUES,SUBSCRIPTIONS & MEMBERSHIPS	\$ 1,725.00	\$ 0.00	\$ 0.00	\$ 950.00	\$ 775.00	55.07
5830	REFUNDS	\$ 500.00	\$ 0.00	\$ 0.00	\$ 28.00	\$ 472.00	5.60

CLARKE COUNTY
 FD-PJT-FUNC-OBJ EXPENDITURES SUMMARY REPORT DEFINITION TYPE #0
 for Fiscal Year 2015 (2014-2015 Fiscal Year)
 Posted Only Figures
 Executed By: gilleya

Page: 11
 Date: 10/14/14
 Time: 14:41:58

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For SEPTEMBER	Expenditures Year-to-Date	Available Balance	Percent Used
6011	UNIFORM AND WEARING APPAREL	\$ 1,143.00	\$ 0.00	\$ 0.00	\$ 32.19	\$ 1,110.81	2.82
6013	SUPPLIES - EDUCATIONAL AND REC	\$ 1,700.00	\$ 0.00	\$ 0.00	\$ 79.82	\$ 1,620.18	4.70
6014	OTHER OPERATING SUPPLIES	\$ 1,700.00	\$ 0.00	\$ 0.00	\$ 392.63	\$ 1,307.37	23.10
6015	MERCHANDISE FOR RESALE	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 23.94	\$ 1,976.06	1.20
6026	POOL CHEMICALS	\$ 11,000.00	\$ 1,385.00	\$ 0.00	\$ 1,596.55	\$ 8,018.45	27.11
71320	SWIMMING POOL	\$ 87,958.00	\$ 1,385.00	\$ 2,634.86	\$ 46,823.96	\$ 39,749.04	54.81
	FUNC 71330 CONCESSION STAND						
1300	SALARIES - PART TIME	\$ 5,290.00	\$ 0.00	\$ 180.50	\$ 1,785.63	\$ 3,504.37	33.75
2100	FICA	\$ 513.00	\$ 0.00	\$ 13.81	\$ 136.58	\$ 376.42	26.62
6001	OFFICE SUPPLIES	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	0.00
6015	MERCHANDISE FOR RESALE	\$ 10,097.00	\$ 0.00	\$ 0.00	\$ 3,451.40	\$ 6,645.60	34.18
71330	CONCESSION STAND	\$ 16,000.00	\$ 0.00	\$ 194.31	\$ 5,373.61	\$ 10,626.39	33.59
	FUNC 71350 PROGRAMS						
1100	SALARIES - REGULAR	\$ 31,641.00	\$ 23,730.75	\$ 2,636.75	\$ 7,910.25	\$ 0.00	100.00
1300	SALARIES - PART TIME	\$ 94,500.00	\$ 0.00	\$ 2,832.45	\$ 31,750.72	\$ 62,749.28	33.60
2100	FICA	\$ 9,650.00	\$ 1,609.81	\$ 395.56	\$ 2,965.46	\$ 5,074.73	47.41
2210	VSRS - PLANS 1 AND 2	\$ 3,436.00	\$ 2,577.16	\$ 286.35	\$ 859.05	\$ 0.21	100.01
2300	HOSPITAL/MEDICAL PLANS	\$ 5,825.00	\$ 4,366.17	\$ 485.13	\$ 1,455.39	\$ 3.44	99.94
2400	LIFE INSURANCE	\$ 418.00	\$ 301.37	\$ 33.49	\$ 100.47	\$ 16.16	96.13
2700	WORKER'S COMPENSATION	\$ 750.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 750.00	0.00
3100	PROFESSIONAL SERVICES	\$ 56,000.00	\$ 42,408.04	\$ 3,267.80	\$ 16,217.21	\$ 2,625.25	104.69
3500	PRINTING AND BINDING	\$ 7,000.00	\$ 1,437.00	\$ 1,693.00	\$ 1,693.00	\$ 3,870.00	44.71
3600	ADVERTISING	\$ 1,700.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,700.00	0.00
5210	POSTAL SERVICES	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	0.00
5300	NSURANCE	\$ 0.00	\$ 0.00	\$ 185.00	\$ 185.00	\$ 185.00	100.00
5400	LEASES AND RENTALS	\$ 1,000.00	\$ 0.00	\$ 130.00	\$ 205.00	\$ 795.00	20.50
5540	TRAVEL CONVENTION & EDUCATION	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
5560	GROUP TRIPS	\$ 5,000.00	\$ 0.00	\$ 0.00	\$ 1,875.00	\$ 3,125.00	37.50
5810	DUES,SUBSCRIPTIONS & MEMBERSHIPS	\$ 500.00	\$ 0.00	\$ 0.00	\$ 200.00	\$ 300.00	40.00
5830	REFUNDS	\$ 7,500.00	\$ 0.00	\$ 0.00	\$ 553.00	\$ 6,947.00	7.37
6001	OFFICE SUPPLIES	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	0.00
6002	SUPPLIES - FOOD	\$ 7,000.00	\$ 0.00	\$ 184.42	\$ 1,179.00	\$ 5,821.00	16.84
6011	UNIFORM AND WEARING APPAREL	\$ 2,000.00	\$ 0.00	\$ 18.70	\$ 18.70	\$ 1,981.30	0.94
6013	SUPPLIES - EDUCATIONAL AND REC	\$ 6,500.00	\$ 0.00	\$ 685.24	\$ 1,687.67	\$ 4,812.33	25.96
6014	OTHER OPERATING SUPPLIES	\$ 2,000.00	\$ 0.00	\$ 68.38	\$ 210.88	\$ 1,789.12	10.54
6015	MERCHANDISE FOR RESALE	\$ 6,000.00	\$ 1,957.00	\$ 45.00	\$ 1,703.00	\$ 2,340.00	61.00
71350	PROGRAMS	\$ 249,120.00	\$ 78,387.30	\$ 12,947.27	\$ 70,768.80	\$ 99,963.90	59.87
	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	\$ 185,000.00	\$ 0.00	\$ 0.00	\$ 46,250.00	\$ 138,750.00	25.00
	FUNC 81110 PLANNING ADMINISTRATION						
1100	SALARIES - REGULAR	\$ 229,603.00	\$ 172,202.22	\$ 19,133.60	\$ 57,400.80	\$ 0.02	100.00
2100	FICA	\$ 17,565.00	\$ 13,117.10	\$ 1,457.45	\$ 4,372.35	\$ 75.55	99.57
2210	VSRS - PLANS 1 AND 2	\$ 24,935.00	\$ 18,701.16	\$ 2,077.91	\$ 6,233.73	\$ 0.11	100.00
2300	HEALTH INSURANCE BENEFITS	\$ 20,388.00	\$ 15,281.59	\$ 1,697.96	\$ 5,093.88	\$ 12.53	99.94
2400	LIFE INSURANCE	\$ 3,031.00	\$ 2,186.96	\$ 243.00	\$ 729.00	\$ 115.04	96.20
2700	WORKER'S COMPENSATION	\$ 3,650.00	\$ 0.00	\$ 0.00	\$ 4,937.52	\$ 1,287.52	135.27
3100	PROFESSIONAL SERVICES	\$ 20,000.00	\$ 0.00	\$ 2,950.00	\$ 2,950.00	\$ 17,050.00	14.75
3140	ENGINEERING & ARCHITECTURAL	\$ 3,000.00	\$ 0.00	\$ 310.00	\$ 1,427.50	\$ 1,572.50	47.58
3320	MAINTENANCE SERVICE CONTRACT	\$ 700.00	\$ 511.57	\$ 68.43	\$ 68.43	\$ 120.00	82.86
3500	PRINTING AND BINDING	\$ 3,000.00	\$ 0.00	\$ 61.95	\$ 61.95	\$ 2,938.05	2.07
3600	ADVERTISING	\$ 2,000.00	\$ 0.00	\$ 673.20	\$ 673.20	\$ 1,326.80	33.66
5210	POSTAL SERVICES	\$ 1,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,500.00	0.00
5230	TELECOMMUNICATIONS	\$ 400.00	\$ 0.00	\$ 22.43	\$ 55.63	\$ 344.37	13.91
5510	TRAVEL MILEAGE	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 183.12	\$ 1,816.88	9.16
5540	TRAVEL CONVENTION & EDUCATION	\$ 1,500.00	\$ 0.00	\$ 0.00	\$ 12.00	\$ 1,488.00	0.80
5810	DUES,SUBSCRIPTIONS & MEMBERSHIPS	\$ 750.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 750.00	0.00
6001	OFFICE SUPPLIES	\$ 2,500.00	\$ 0.00	\$ 503.97	\$ 734.98	\$ 1,765.02	29.40

CLARKE COUNTY
 FD-PJT-FUNC-OBJ EXPENDITURES SUMMARY REPORT DEFINITION TYPE #0
 for Fiscal Year 2015 (2014-2015 Fiscal Year)
 Posted Only Figures
 Executed By: gilleya

Page: 12
 Date: 10/14/14
 Time: 14:41:58

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For SEPTEMBER	Expenditures Year-to-Date	Available Balance	Percent Used
6012	SUPPLIES - BOOKS AND SUBSCRIPTI	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00	0.00
81110	PLANNING ADMINISTRATION	\$ 337,522.00	\$ 222,000.60	\$ 29,199.90	\$ 84,934.09	\$ 30,587.31	90.94
	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	\$ 0.00	\$ 2,000.00	0.00
3160	BOARD MEMBER FEES	\$ 500.00	\$ 0.00	\$ 100.00	\$ 100.00	\$ 400.00	20.00
3600	ADVERTISING	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
5210	POSTAL SERVICES	\$ 50.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 50.00	0.00
5810	DUES,SUBSCRIPTIONS & MEMBERSHIPS	\$ 150.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 150.00	0.00
81400	BOARD OF ZONING APPEALS	\$ 3,470.00	\$ 0.00	\$ 100.00	\$ 100.00	\$ 3,370.00	2.88
	FUNC 81510 OFFICE OF ECONOMIC DEVELOPMENT						
1100	SALARIES - REGULAR	\$ 33,109.00	\$ 24,831.78	\$ 2,759.07	\$ 8,277.21	\$ 0.01	100.00
2100	FICA	\$ 2,533.00	\$ 1,921.60	\$ 213.51	\$ 640.53	\$ 29.13	101.15
2210	VSRS - PLANS 1 AND 2	\$ 3,596.00	\$ 2,696.74	\$ 299.63	\$ 898.89	\$ 0.37	99.99
2300	HOSPITAL/MEDICAL PLANS	\$ 2,913.00	\$ 2,183.10	\$ 242.56	\$ 727.68	\$ 2.22	99.92
2400	LIFE INSURANCE	\$ 437.00	\$ 315.36	\$ 35.04	\$ 105.12	\$ 16.52	96.22
3100	PROFESSIONAL SERVICES	\$ 61,600.00	\$ 0.00	\$ 0.00	\$ 850.00	\$ 60,750.00	1.38
3500	PRINTING AND BINDING	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
5210	POSTAGE	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	0.00
5699	CIVIC CONTRIBUTIONS	\$ 750.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 750.00	0.00
6001	OFFICE SUPPLIES	\$ 400.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 400.00	0.00
81510	OFFICE OF ECONOMIC DEVELOPMENT	\$ 105,938.00	\$ 31,948.58	\$ 3,549.81	\$ 11,499.43	\$ 62,489.99	41.01
	FUNC 81520 BERRYVILLE DEVELOPMENT AUTHORITY						
3100	PROFESSIONAL SERVICES	\$ 4,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,500.00	0.00
3160	BOARD MEMBER FEES	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 75.00	\$ 925.00	7.50
3600	ADVERTISING	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
5210	POSTAL SERVICES	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	0.00
81520	BERRYVILLE DEVELOPMENT AUTHORITY	\$ 6,100.00	\$ 0.00	\$ 0.00	\$ 75.00	\$ 6,025.00	1.23
	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	\$ 200.00	\$ 300.00	40.00
2100	FICA	\$ 39.00	\$ 0.00	\$ 7.65	\$ 15.30	\$ 23.70	39.23
3100	PROFESSIONAL SERVICES	\$ 8,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 8,000.00	0.00
3160	BOARD MEMBER FEES	\$ 10,000.00	\$ 0.00	\$ 900.00	\$ 1,650.00	\$ 8,350.00	16.50
3600	ADVERTISING	\$ 600.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 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,SUBSCRIPTIONS & MEMBERSHIPS	\$ 261.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 261.00	0.00
81600	PLANNING COMMISSION	\$ 20,000.00	\$ 0.00	\$ 1,007.65	\$ 1,865.30	\$ 18,134.70	9.33
	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 MEMBER FEES	\$ 200.00	\$ 0.00	\$ 0.00	\$ 150.00	\$ 50.00	75.00
3600	ADVERTISING	\$ 484.00	\$ 0.00	\$ 300.00	\$ 557.40	\$ 73.40	115.17
5210	POSTAL SERVICES	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	0.00
81700	BOARD OF SEPTIC APPEALS	\$ 1,000.00	\$ 0.00	\$ 300.00	\$ 707.40	\$ 292.60	70.74

CLARKE COUNTY
 FD-PJT-FUNC-OBJ EXPENDITURES SUMMARY REPORT DEFINITION TYPE #0
 for Fiscal Year 2015 (2014-2015 Fiscal Year)
 Posted Only Figures
 Executed By: gilleya

Page: 13
 Date: 10/14/14
 Time: 14:41:58

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For SEPTEMBER	Expenditures Year-to-Date	Available Balance	Percent Used
FUNC 81800 HISTORIC PRESERVATION COMMISSION							
3100	PROFESSIONAL SERVICES	\$ 27,350.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 27,350.00	0.00
3160	BOARD MEMBER FEES	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00	0.00
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	\$ 29,150.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 29,150.00	0.00
FUNC 81910 NORTHERN SHENANDOAH VALLEY REGIONAL COMM							
5699	CIVIC CONTRIBUTIONS	\$ 5,776.00	\$ 0.00	\$ 0.00	\$ 5,776.22	\$ 0.22	100.00
FUNC 81920 REGIONAL AIRPORT AUTHORITY							
5699	CIVIC CONTRIBUTIONS	\$ 2,500.00	\$ 0.00	\$ 0.00	\$ 625.00	\$ 1,875.00	25.00
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	\$ 30,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 30,000.00	0.00
FUNC 82400 LORD FAIRFAX SOIL AND WATER CONSERV							
5699	CIVIC CONTRIBUTIONS	\$ 5,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,000.00	0.00
FUNC 82600 BIO-SOLIDS APPLICATION							
1300	SALARIES - PART TIME	\$ 12,228.00	\$ 0.00	\$ 987.50	\$ 2,600.00	\$ 9,628.00	21.26
2100	FICA	\$ 936.00	\$ 0.00	\$ 75.54	\$ 198.89	\$ 737.11	21.25
2700	WORKER'S COMPENSATION	\$ 150.00	\$ 0.00	\$ 0.00	\$ 137.33	\$ 12.67	91.55
3100	PROFESSIONAL SERVICES	\$ 400.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 400.00	0.00
5510	TRAVEL MILEAGE	\$ 2,047.00	\$ 0.00	\$ 278.32	\$ 505.12	\$ 1,541.88	24.68
82600	BIO-SOLIDS APPLICATION	\$ 15,761.00	\$ 0.00	\$ 1,341.36	\$ 3,441.34	\$ 12,319.66	21.83
FUNC 83100 COOPERATIVE EXTENSION							
3100	PROFESSIONAL SERVICES	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	0.00
3320	MAINTENANCE SERVICE CONTRACTS	\$ 300.00	\$ 405.72	\$ 54.28	\$ 54.28	\$ 160.00	153.33
3841	VPI EXTENSION AGENT	\$ 37,036.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 37,036.00	0.00
5210	POSTAGE	\$ 64.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 64.00	0.00
5230	TELECOMMUNICATIONS	\$ 500.00	\$ 0.00	\$ 16.14	\$ 29.42	\$ 470.58	5.88
6014	OTHER OPERATING SUPPLIES	\$ 2,000.00	\$ 0.00	\$ 16.97	\$ 224.52	\$ 1,775.48	11.23
83100	COOPERATIVE EXTENSION	\$ 40,000.00	\$ 405.72	\$ 87.39	\$ 308.22	\$ 39,286.06	1.78
FUNC 83400 4-H CENTER							
5699	CIVIC CONTRIBUTIONS	\$ 2,300.00	\$ 0.00	\$ 0.00	\$ 2,300.00	\$ 0.00	100.00
FUNC 91600 CONTINGENCIES							
1000	PERSONNEL	\$ 155,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 155,000.00	0.00
3140	ENGINEERING & ARCHITECTURAL	\$ 12,150.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 12,150.00	0.00
3150	LEGAL	\$ 20,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 20,000.00	0.00
8000	MINOR CAPITAL	\$ 15,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 15,000.00	0.00
91600	CONTINGENCIES	\$ 212,150.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 212,150.00	0.00
000	NON-CATEGORICAL	\$ 8,894,143.00	\$ 3,601,416.69	\$ 692,232.74	\$ 2,309,487.74	\$ 2,983,238.57	66.46
PJT 111 E911							
FUNC 35610							
5230	TELECOMMUNICATIONS	\$ 37,284.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 37,284.00	0.00
6032	EDUCATIONAL/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							

CLARKE COUNTY
 FD-PJT-FUNC-OBJ EXPENDITURES SUMMARY REPORT DEFINITION TYPE #0
 for Fiscal Year 2015 (2014-2015 Fiscal Year)
 Posted Only Figures
 Executed By: gilleya

Page: 14
 Date: 10/14/14
 Time: 14:41:58

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For SEPTEMBER	Expenditures Year-to-Date	Available Balance	Percent Used
FUNC 22100 COMMONWEALTH'S ATTORNEY							
1100	SALARIES - REGULAR	\$ 26,877.00	\$ 19,392.72	\$ 2,154.75	\$ 6,464.25	\$ 1,020.03	96.20
1300	SALARIES - PART TIME	\$ 8,362.00	\$ 6,271.52	\$ 696.82	\$ 2,090.46	\$ 0.02	100.00
2100	FICA	\$ 2,696.00	\$ 444.96	\$ 52.61	\$ 157.83	\$ 2,093.21	22.36
2210	VRSRS - PLANS 1 AND 2	\$ 1,013.00	\$ 681.08	\$ 75.68	\$ 227.04	\$ 104.88	89.65
2300	HEALTH INSURANCE	\$ 1,408.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,408.00	0.00
2400	LIFE INSURANCE	\$ 123.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 123.00	0.00
22100	COMMONWEALTH'S ATTORNEY	\$ 40,479.00	\$ 26,790.28	\$ 2,979.86	\$ 8,939.58	\$ 4,749.14	88.27
126	V-STOP GRANT	\$ 40,479.00	\$ 26,790.28	\$ 2,979.86	\$ 8,939.58	\$ 4,749.14	88.27
PJT 140 RAIN BARREL PARTNERSHIP - INTERSTATE COMMISSION ON							
FUNC 81110 PLANNING ADMINISTRATION							
6000	MATERIALS AND SUPPLIES	\$ 1,080.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,080.00	0.00
PJT 402 DMV SELECTIVE ENFORCEMENT-ALCOHOL							
FUNC 31200 SHERIFF							
1300	SALARIES - PART TIME	\$ 8,360.00	\$ 0.00	\$ 1,029.20	\$ 2,116.90	\$ 6,243.10	25.32
2100	FICA	\$ 640.00	\$ 0.00	\$ 78.72	\$ 161.92	\$ 478.08	25.30
31200	SHERIFF	\$ 9,000.00	\$ 0.00	\$ 1,107.92	\$ 2,278.82	\$ 6,721.18	25.32
402	DMV SELECTIVE ENFORCEMENT-ALCOHO	\$ 9,000.00	\$ 0.00	\$ 1,107.92	\$ 2,278.82	\$ 6,721.18	25.32
PJT 403 DMV SELECTIVE ENFORCEMENT-SPEED							
FUNC 31200 SHERIFF							
1200	OVERTIME	\$ 0.00	\$ 0.00	\$ 644.60	\$ 866.15	\$ 866.15-	100.00
2100	FICA	\$ 0.00	\$ 0.00	\$ 49.32	\$ 66.26	\$ 66.26-	100.00
31200	SHERIFF	\$ 0.00	\$ 0.00	\$ 693.92	\$ 932.41	\$ 932.41-	100.00
403	DMV SELECTIVE ENFORCEMENT-SPEED	\$ 0.00	\$ 0.00	\$ 693.92	\$ 932.41	\$ 932.41-	100.00
PJT 410 ICAC TASK FORCE GRANT							
FUNC 31200 SHERIFF							
6000	MATERIALS AND SUPPLIES	\$ 0.00	\$ 0.00	\$ 2,056.00	\$ 2,056.00	\$ 2,056.00-	100.00
PJT 605 DOJ LOCAL LAW ENFORCEMENT BLOCK GRANT (LLEBG)							
FUNC 31200 SHERIFF							
1100	SALARIES - REGULAR	\$ 1,770.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,770.00	0.00
1300	SALARIES - PART TIME	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,942.28	\$ 1,942.28-	100.00
2100	FICA	\$ 136.00	\$ 0.00	\$ 0.00	\$ 146.99	\$ 10.99-	108.08
31200	SHERIFF	\$ 1,906.00	\$ 0.00	\$ 0.00	\$ 2,089.27	\$ 183.27-	109.62
605	DOJ LOCAL LAW ENFORCEMENT BLOCK	\$ 1,906.00	\$ 0.00	\$ 0.00	\$ 2,089.27	\$ 183.27-	109.62
100	GENERAL FUND	\$ 8,985,892.00	\$ 3,628,206.97	\$ 699,070.44	\$ 2,325,783.82	\$ 3,031,901.21	66.26

CLARKE COUNTY
 SEPTEMBER 2014 VENDOR PAYMENT REPORTS
 Executed By: gilleya

PAGE: 1
 TIME: 15:40:09
 DATE: 10/14/2014

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
=====						
Fiscal Year: 2015						
EXPENDITURES						
DEFINITION TYPE 0						
100-000-11010-5230 TELECOMMUNICATIONS						
VENDOR: TREASURER OF VIRGINIA						
3	SEPTEMBER	T276457	JULY 2014	6465	09/15/2014 \$	3.21
100-000-11010-5540 TRAVEL CONVENTION & EDUCATION						
VENDOR: BB&T FINANCIAL, FSB						
3	SEPTEMBER	3396-09/09/2014	VACO IAN WILLIAMS CONFEREN	80636	09/30/2014 \$	225.00
4	SEPTEMBER	3396-09/09/2014	VACO CONF HOBERT/STABLIN/J	80636	09/30/2014 \$	900.00
Total for 100-000-11010-5540						\$ 1,125.00
100-000-11010-5800 MISCELLANEOUS CHARGES						
VENDOR: BB&T FINANCIAL, FSB						
7	SEPTEMBER	3396-09/09/2014	VILLAGE FLORIST	80636	09/30/2014 \$	83.00
VENDOR: SPONSORER'S FLOWER SHOP						
1	SEPTEMBER	3812	FLOWERS	6503	09/15/2014 \$	54.00
Total for 100-000-11010-5800						\$ 137.00
100-000-11010-5810 DUES,SUBSCRIPTIONS & MEMBERSHIPS						
VENDOR: MATTHEW BENDER & CO., INC.						
1	SEPTEMBER	62828568-09/08	VA ADV CRT BLACK RULES AND	6558	09/30/2014 \$	91.08
VENDOR: NACO						
1	SEPTEMBER	105187	COUNTY MEMBERSHIP DUES 01/	80695	09/30/2014 \$	450.00
Total for 100-000-11010-5810						\$ 541.08
100-000-12110-3320 MAINTENANCE SERVICE CONTRACT						
VENDOR: THL COPIERS & DIGITAL SOLUTIONS						
2	SEPTEMBER	168267	05/24 - 08/24	6507	09/15/2014 \$	101.47
100-000-12110-5230 TELECOMMUNICATIONS						
VENDOR: AT&T MOBILITY						
1	SEPTEMBER	X09012014	GOVT ADMINISTRATOR	80554	09/15/2014 \$	47.28
VENDOR: TREASURER OF VIRGINIA						
10	SEPTEMBER	T276457	JULY 2014	6465	09/15/2014 \$	5.22
VENDOR: VERIZON						
1	SEPTEMBER	27268895-0914	AUG 26 - SEPT 25	80615	09/15/2014 \$	9.96
Total for 100-000-12110-5230						\$ 62.46
100-000-12110-5800 MISCELLANEOUS						
VENDOR: BB&T FINANCIAL, FSB						
1	SEPTEMBER	REFUNDPAYMENT14	REFUNDED 0.08 THAT WAS SHO	80636	09/30/2014 \$	0.08-
VENDOR: LOWE'S						
3	SEPTEMBER	971419	TAXES TO BE REMOVED	80579	09/15/2014 \$	32.38
Total for 100-000-12110-5800						\$ 32.30
100-000-12110-6008 VEHICLE AND EQUIPMENT FUEL						
VENDOR: MANSFIELD OIL COMPANY						
3	SEPTEMBER	SQLCD/00088646	08/16-08/31	6485	09/15/2014 \$	28.99

CLARKE COUNTY
 SEPTEMBER 2014 VENDOR PAYMENT REPORTS
 Executed By: gilleya

PAGE: 2
 TIME: 15:40:09
 DATE: 10/14/2014

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
3	SEPTEMBER	SQLCD/00089781	09/01 - 09/15	6561	09/30/2014	\$ 28.42
Total for 100-000-12110-6008						\$ 57.41
100-000-12110-6012 SUPPLIES - BOOKS AND SUBSCRIPTIONS						
VENDOR: MATTHEW BENDER & CO., INC.						
1	SEPTEMBER	62243284	VA CODE 2014 ANNO CITATOR	6483	09/15/2014	\$ 83.08
1	SEPTEMBER	62331582	VA CODE	6483	09/15/2014	\$ 134.10
Total for 100-000-12110-6012						\$ 217.18
100-000-12210-3100 PROFESSIONAL SERVICES						
VENDOR: HALL, MONAHAN, ENGLE, MAHAN & MITCHELL						
2	SEPTEMBER	HALLMON09042014	LEGAL SERVICES AUGUST 2014	6475	09/15/2014	\$ 3,441.25
1	SEPTEMBER	HALLMON09092014	LEGAL SERVICES COMCAST CAB	6475	09/15/2014	\$ 551.00
Total for 100-000-12210-3100						\$ 3,992.25
100-000-12310-3320 MAINTENANCE SERVICE CONTRACTS						
VENDOR: RICOH USA INC						
1	SEPTEMBER	5032079900	05/12-08/11	80593	09/15/2014	\$ 63.61
100-000-12310-5230 TELECOMMUNICATIONS						
VENDOR: TREASURER OF VIRGINIA						
8	SEPTEMBER	T276457	JULY 2014	6465	09/15/2014	\$ 1.39
VENDOR: VERIZON						
2	SEPTEMBER	27268895-0914	AUG 26 - SEPT 25	80615	09/15/2014	\$ 6.64
Total for 100-000-12310-5230						\$ 8.03
100-000-12310-5510 TRAVEL MILEAGE						
VENDOR: PEAKE, DONNA						
3	SEPTEMBER	PEAKE09212014	MILEAGE	6571	09/30/2014	\$ 94.08
100-000-12310-5540 TRAVEL CONVENTION & EDUCATION						
VENDOR: COMMISSIONERS OF REVENUE ASSOC OF VA						
1	SEPTEMBER	PEAKE REGISTRAT	CRAV CONFERENCE	80564	09/15/2014	\$ 300.00
1	SEPTEMBER	PEAKE09252014	CDP CLASS NORFOLK VA	80652	09/30/2014	\$ 125.00
VENDOR: PEAKE, DONNA						
1	SEPTEMBER	PEAKE09212014	ANNUAL COR CONFERENCE	6571	09/30/2014	\$ 30.14
2	SEPTEMBER	PEAKE09212014	ANNUAL COR CONFERENCE	6571	09/30/2014	\$ 317.22
Total for 100-000-12310-5540						\$ 772.36
100-000-12310-6001 OFFICE SUPPLIES						
VENDOR: COMMERCIAL PRESS						
1	SEPTEMBER	112591	ENVELOPES	6461	09/15/2014	\$ 130.38
100-000-12410-3100 PROFESSIONAL SERVICES						
VENDOR: CINTAS CORP.						
1	SEPTEMBER	8401423712	SERVICE	6460	09/15/2014	\$ 23.59
100-000-12410-3320 MAINTENANCE SERVICE CONTRACT						
VENDOR: RICOH USA INC						
2	SEPTEMBER	5032079900	05/12-08/11	80593	09/15/2014	\$ 63.61
100-000-12410-5230 TELECOMMUNICATIONS						
VENDOR: TREASURER OF VIRGINIA						
24	SEPTEMBER	T276457	JULY 2014	6465	09/15/2014	\$ 1.53

CLARKE COUNTY
 SEPTEMBER 2014 VENDOR PAYMENT REPORTS
 Executed By: gilleya

PAGE: 3
 TIME: 15:40:09
 DATE: 10/14/2014

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
=====						
VENDOR: VERIZON						
3	SEPTEMBER	27268895-0914	AUG 26 - SEPT 25	80615	09/15/2014 \$	3.32

		Total for 100-000-12410-5230			\$	4.85
100-000-12410-5540			TRAVEL CONVENTION & EDUCATION			
VENDOR: UNIVERSITY OF VIRGINIA						
1	SEPTEMBER	20862	COURSE BANKRUPTCY	80610	09/15/2014 \$	175.00
2	SEPTEMBER	20862	COURSE BANKRUPTCY	80610	09/15/2014 \$	175.00

		Total for 100-000-12410-5540			\$	350.00
100-000-12410-6001			OFFICE SUPPLIES			
VENDOR: COMMERCIAL PRESS						
1	SEPTEMBER	112668	LETTERHEADS	6461	09/15/2014 \$	82.38
100-000-12510-3100			PROFESSIONAL SERVICES			
VENDOR: MATSCH SYSTEMS						
1	SEPTEMBER	2128	OCTOBER 2014	6487	09/15/2014 \$	200.00
VENDOR: PRIMEEDGE TECHNOLOGY						
1	SEPTEMBER	53477	NEW BELT FOR CARRIAGE	80708	09/30/2014 \$	568.43

		Total for 100-000-12510-3100			\$	768.43
100-000-12510-5230			TELECOMMUNICATIONS			
VENDOR: AT&T MOBILITY						
8	SEPTEMBER	X09012014	GOVERNMENT I.T.	80554	09/15/2014 \$	114.56
VENDOR: COMCAST						
1	SEPTEMBER	31465091	INTERNET	80650	09/30/2014 \$	850.00
VENDOR: TREASURER OF VIRGINIA						
15	SEPTEMBER	T276457	JULY 2014	6465	09/15/2014 \$	718.10
VENDOR: VERIZON						
4	SEPTEMBER	27268895-0914	AUG 26 - SEPT 25	80615	09/15/2014 \$	179.89
1	SEPTEMBER	9550007176-0814	AUG 25-SEP 24	80616	09/15/2014 \$	219.99

		Total for 100-000-12510-5230			\$	2,082.54
100-000-12510-8207			EDP EQUIPMENT ADDITIONS			
VENDOR: BB&T FINANCIAL, FSB						
1	SEPTEMBER	3396-09/09/2014	METROLINE DIRECT	80636	09/30/2014 \$	393.92
2	SEPTEMBER	3396-09/09/2014	NEW EGG	80636	09/30/2014 \$	669.00
5	SEPTEMBER	3396-09/09/2014	B&H	80636	09/30/2014 \$	287.13
6	SEPTEMBER	3396-09/09/2014	NEW EGG	80636	09/30/2014 \$	39.51

		Total for 100-000-12510-8207			\$	1,389.56
100-000-13100-3500			PRINTING AND BINDING			
VENDOR: COMMERCIAL PRESS						
1	SEPTEMBER	112459	ENVELOPES	6461	09/15/2014 \$	261.75
100-000-13100-5540			TRAVEL CONVENTION & EDUCATION			
VENDOR: BOSSERMAN, BARBARA						
1	SEPTEMBER	BOSSERMAN092314	VEBA MEETING FUEL	6526	09/30/2014 \$	32.00
100-000-13200-2300			HEALTH INSURANCE BENEFITS			
VENDOR: TREASURER OF VIRGINIA						
21	SEPTEMBER	T276457	JULY 2014	6465	09/15/2014 \$	3.14

CLARKE COUNTY
 SEPTEMBER 2014 VENDOR PAYMENT REPORTS
 Executed By: gilleya

PAGE: 4
 TIME: 15:40:09
 DATE: 10/14/2014

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount	
=====							
100-000-13200-3320			MAINTENANCE & SERVICE CONTRACT				
VENDOR:	TMI COPIERS & DIGITAL SOLUTIONS						
4	SEPTEMBER	168267	05/24 - 08/24	6507	09/15/2014 \$	11.80	
100-000-13200-5230			TELECOMMUNICATIONS				
VENDOR:	AT&T MOBILITY						
10	SEPTEMBER	X09012014	REGISTRAR	80554	09/15/2014 \$	58.23	
VENDOR:	VERIZON						
5	SEPTEMBER	27268895-0914	AUG 26 - SEPT 25	80615	09/15/2014 \$	3.32	
		Total for 100-000-13200-5230				\$	61.55
100-000-13200-6001			OFFICE SUPPLIES				
VENDOR:	COMMERCIAL PRESS						
1	SEPTEMBER	112669	ENVELOPES/INK	6535	09/30/2014 \$	261.75	
100-000-21200-5230			TELECOMMUNICATIONS				
VENDOR:	TREASURER OF VIRGINIA						
14	SEPTEMBER	T276457	JULY 2014	6465	09/15/2014 \$	107.73	
VENDOR:	VERIZON						
6	SEPTEMBER	27268895-0914	AUG 26 - SEPT 25	80615	09/15/2014 \$	43.99	
1	SEPTEMBER	925726015	07/26 - 09/25	80731	09/30/2014 \$	255.73	
		Total for 100-000-21200-5230				\$	407.45
100-000-21200-6012			SUPPLIES - BOOKS AND SUBSCRIPTIONS				
VENDOR:	MATTHEW BENDER & CO., INC.						
1	SEPTEMBER	62286234	VA POLICE CRIMES AND VEH 2	6558	09/30/2014 \$	138.40	
100-000-21300-5230			TELECOMMUNICATIONS				
VENDOR:	COUNTY OF FREDERICK, VIRGINIA						
1	SEPTEMBER	ACCT 9 09/16/14	TELECOMM	6537	09/30/2014 \$	12.08	
100-000-21500-3320			MAINTENANCE SERVICE CONTRACT				
VENDOR:	RICOH USA INC						
1	SEPTEMBER	5032480185		80714	09/30/2014 \$	193.68	
100-000-21500-5210			POSTAL SERVICES				
VENDOR:	PITNEY BOWES INC						
1	SEPTEMBER	8317266-SP14	LEASING INVOICE	80702	09/30/2014 \$	93.00	
100-000-21500-5230			TELECOMMUNICATIONS				
VENDOR:	TREASURER OF VIRGINIA						
16	SEPTEMBER	T276457	JULY 2014	6465	09/15/2014 \$	4.96	
VENDOR:	VERIZON						
7	SEPTEMBER	27268895-0914	AUG 26 - SEPT 25	80615	09/15/2014 \$	42.79	
		Total for 100-000-21500-5230				\$	47.75
100-000-21600-3510			MICROFILMING				
VENDOR:	LOGAN SYSTEMS, INC						
1	SEPTEMBER	45881	COMPUTER INDEXING	6559	09/30/2014 \$	365.81	
100-000-21600-5210			POSTAL SERVICES				
VENDOR:	POSTMASTER						
1	SEPTEMBER	STAMPSBUTTS0914	STAMPS	80706	09/30/2014 \$	196.00	

CLARKE COUNTY
 SEPTEMBER 2014 VENDOR PAYMENT REPORTS
 Executed By: gilleya

PAGE: 5
 TIME: 15:40:09
 DATE: 10/14/2014

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
=====						
100-000-21600-5230			TELECOMMUNICATIONS			
VENDOR:	TREASURER OF VIRGINIA					
7	SEPTEMBER	T276457	JULY 2014	6465	09/15/2014 \$	6.39
VENDOR:	VERIZON					
8	SEPTEMBER	27268895-0914	AUG 26 - SEPT 25	80615	09/15/2014 \$	70.46
						76.85
			Total for 100-000-21600-5230		\$	76.85
100-000-21600-6001			OFFICE SUPPLIES			
VENDOR:	B-K OFFICE SUPPLY, INC.					
1	SEPTEMBER	82724-1	WHITE OUT/AAG REFILL/STAMP	6520	09/30/2014 \$	30.72
1	SEPTEMBER	82724-2	TONER	6520	09/30/2014 \$	55.99
VENDOR:	GLOBAL EQUIPMENT COMPANY					
1	SEPTEMBER	107230332	FILE CART	80675	09/30/2014 \$	211.99
VENDOR:	MATTHEW BENDER & CO., INC.					
1	SEPTEMBER	6228553X	VA POLICE CRIMES AND VEH	6483	09/15/2014 \$	131.43
						430.13
			Total for 100-000-21600-6001		\$	430.13
100-000-21900-5230			TELECOMMUNICATIONS			
VENDOR:	TREASURER OF VIRGINIA					
25	SEPTEMBER	T276457	JULY 2014	6465	09/15/2014 \$	10.66
VENDOR:	VERIZON					
9	SEPTEMBER	27268895-0914	AUG 26 - SEPT 25	80615	09/15/2014 \$	3.32
						13.98
			Total for 100-000-21900-5230		\$	13.98
100-000-21930-5699			CIVIC CONTRIBUTIONS			
VENDOR:	BLUE RIDGE LEGAL SERVICES, INC					
1	SEPTEMBER	09182014	2014-2015 APPROPRIATION	80639	09/30/2014 \$	1,500.00
100-000-22100-3320			MAINTENANCE SERVICE CONTRACT			
VENDOR:	RICOH USA INC					
1	SEPTEMBER	5032503181	09/21-12/20	80714	09/30/2014 \$	105.22
100-000-22100-5210			POSTAL SERVICES			
VENDOR:	RHODES, CLESTA					
1	SEPTEMBER	RHODES08262014	POSTAGE REIMBURSEMENT	6496	09/15/2014 \$	56.30
100-000-22100-5230			TELECOMMUNICATIONS			
VENDOR:	TREASURER OF VIRGINIA					
9	SEPTEMBER	T276457	JULY 2014	6465	09/15/2014 \$	9.29
VENDOR:	VERIZON					
10	SEPTEMBER	27268895-0914	AUG 26 - SEPT 25	80615	09/15/2014 \$	9.96
						19.25
			Total for 100-000-22100-5230		\$	19.25
100-000-22100-5810			DUES,SUBSCRIPTIONS & MEMBERSHIPS			
VENDOR:	MATTHEW BENDER & CO., INC.					
1	SEPTEMBER	62284797	VA POLICE CRIMES & VEH 201	6483	09/15/2014 \$	244.60
100-000-22100-6001			OFFICE SUPPLIES			
VENDOR:	SUZANNE MACKALL					
2	SEPTEMBER	MACKALL09062014	STAPLES	6560	09/30/2014 \$	49.87
1	SEPTEMBER	MACKALL09112014	STAPLES REIMBURSEMENT	6484	09/15/2014 \$	73.29
1	SEPTEMBER	MACKALL09182014	STAPLES REIMBURSEMENT	6560	09/30/2014 \$	55.03
						178.19

CLARKE COUNTY
 SEPTEMBER 2014 VENDOR PAYMENT REPORTS
 Executed By: gilleya

PAGE: 6
 TIME: 15:40:09
 DATE: 10/14/2014

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
Total for 100-000-22100-6001						\$ 178.19
100-000-22100-6012			SUPPLIES - BOOKS AND SUBSCRIPTIONS			
VENDOR: SUZANNE MACKALL						
1	SEPTEMBER	MACKALL09062014	MONEY ORDER	6560	09/30/2014	\$ 12.50
VENDOR: RHODES, CLESTA						
1	SEPTEMBER	RHODES09112014	POSTAGE REIMBURSEMENT	6496	09/15/2014	\$ 31.25
Total for 100-000-22100-6012						\$ 43.75
100-000-31200-2300			HEALTH INSURANCE BENEFITS			
VENDOR: TREASURER OF VIRGINIA						
22	SEPTEMBER	T276457	JULY 2014	6465	09/15/2014	\$ 25.14
100-000-31200-3100			PROFESSIONAL SERVICES			
VENDOR: DEPARTMENT OF STATE POLICE						
5	SEPTEMBER	476247 A1928	BACKGROUND CHECKS	80662	09/30/2014	\$ 26.00
1	SEPTEMBER	484007 A1928	BACKGROUND CHECK	80663	09/30/2014	\$ 26.00
Total for 100-000-31200-3100						\$ 52.00
100-000-31200-3310			REPAIR & MAINTENANCE			
VENDOR: BERRYVILLE AUTO PARTS INC						
1	SEPTEMBER	5370-86778	LABOR	6452	09/15/2014	\$ 17.00
2	SEPTEMBER	5370-86899	LABOR	6452	09/15/2014	\$ 40.00
2	SEPTEMBER	5370-87032	OIL	6452	09/15/2014	\$ 35.00
2	SEPTEMBER	5370-87075	LABOR	6452	09/15/2014	\$ 40.00
2	SEPTEMBER	5370-87285	LABOR	6521	09/30/2014	\$ 40.00
1	SEPTEMBER	5370-87327	LABOR	6521	09/30/2014	\$ 20.00
2	SEPTEMBER	5370-87389	LABOR	6521	09/30/2014	\$ 45.00
2	SEPTEMBER	5370-87398	LABOR	6521	09/30/2014	\$ 15.00
2	SEPTEMBER	5370-87453	LABOR	6521	09/30/2014	\$ 40.00
VENDOR: BROY'S CAR WASH						
1	SEPTEMBER	08312014	CAR WASH	6456	09/15/2014	\$ 118.00
Total for 100-000-31200-3310						\$ 410.00
100-000-31200-3320			MAINTENANCE SERVICE CONTRACT			
VENDOR: COMPUTER PROJECTS OF IL., INC.						
1	SEPTEMBER	14-09-19ME	MESSENGER LICENSE MAINTENA	80654	09/30/2014	\$ 520.20
100-000-31200-5210			POSTAL SERVICES			
VENDOR: BB&T FINANCIAL, FSB						
1	SEPTEMBER	6558-09/09/2014	USPS	80636	09/30/2014	\$ 19.00
VENDOR: RESERVE ACCOUNT						
1	SEPTEMBER	36060309-0914	POSTAGE METER	80703	09/30/2014	\$ 300.00
Total for 100-000-31200-5210						\$ 319.00
100-000-31200-5230			TELECOMMUNICATIONS			
VENDOR: AT&T MOBILITY						
6	SEPTEMBER	X09012014	SHERIFF'S OFFICE	80554	09/15/2014	\$ 1,205.87
VENDOR: VERIZON						
11	SEPTEMBER	27268895-0914	AUG 26 - SEPT 25	80615	09/15/2014	\$ 126.07
Total for 100-000-31200-5230						\$ 1,331.94
100-000-31200-5530			TRAVEL SUBSISTANCE & LODGING			
VENDOR: BB&T FINANCIAL, FSB						

CLARKE COUNTY
 SEPTEMBER 2014 VENDOR PAYMENT REPORTS
 Executed By: gilleya

PAGE: 7
 TIME: 15:40:09
 DATE: 10/14/2014

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
3	SEPTEMBER	6632-09/09/2014	SURF CLUB OCEAN GRILL	80636	09/30/2014 \$	26.19
4	SEPTEMBER	6632-09/09/2014	MCDONALDS	80636	09/30/2014 \$	5.79
5	SEPTEMBER	6632-09/09/2014	SURF CLUB OCEAN GRILL	80636	09/30/2014 \$	13.02
6	SEPTEMBER	6632-09/09/2014	SURF CLUB OCEAN GRILL	80636	09/30/2014 \$	25.00
1	SEPTEMBER	6640-09/09/2014	TEXAS STEAKHOUSE	80636	09/30/2014 \$	17.00
Total for 100-000-31200-5530						\$ 87.00
100-000-31200-5540 TRAVEL CONVENTION & EDUCATION						
VENDOR: BB&T FINANCIAL, FSB						
2	SEPTEMBER	6558-09/09/2014	SHENANDOAH UNIVERISTY	80636	09/30/2014 \$	49.00
100-000-31200-6001 OFFICE SUPPLIES						
VENDOR: BB&T FINANCIAL, FSB						
12	SEPTEMBER	0350-09/08/2014	AMAZON	80636	09/30/2014 \$	33.99
3	SEPTEMBER	6665-09/09/2014	DELL	80636	09/30/2014 \$	361.15
VENDOR: BERRYVILLE AUTO PARTS INC						
1	SEPTEMBER	10068239	BATTERIES	6452	09/15/2014 \$	12.99
VENDOR: COMMERCIAL PRESS						
1	SEPTEMBER	112592	BUSINESS CARDS	6461	09/15/2014 \$	48.80
VENDOR: DEHAVEN BERKELEY SPRINGS WATER CORP.						
1	SEPTEMBER	601404	AUGUST WATER	80566	09/15/2014 \$	9.00
1	SEPTEMBER	601636	SEPTEMBER RENTAL	80659	09/30/2014 \$	9.00
1	SEPTEMBER	RT03-002599	WATER	80566	09/15/2014 \$	18.90
VENDOR: PITNEY BOWES INC						
1	SEPTEMBER	475020	RENTAL INVOICE	80590	09/15/2014 \$	77.25
Total for 100-000-31200-6001						\$ 571.08
100-000-31200-6007 REPAIR AND MAINTENANCE SUPPLIES						
VENDOR: BERRYVILLE AUTO PARTS INC						
1	SEPTEMBER	5370-86899	OIL/FILTER/WASH/AIR FILTER	6452	09/15/2014 \$	34.63
1	SEPTEMBER	5370-87032	OIL FILTER/WASHER FLUID/OI	6452	09/15/2014 \$	44.33
1	SEPTEMBER	5370-87075	OIL/FILTER/WASHER FLUID	6452	09/15/2014 \$	29.87
1	SEPTEMBER	5370-87285	OIL FILTER/OIL/WASHER FLUI	6521	09/30/2014 \$	33.17
1	SEPTEMBER	5370-87288	WIPER BLADE	6521	09/30/2014 \$	17.98
1	SEPTEMBER	5370-87385	WIPER BLADE	6521	09/30/2014 \$	26.68
1	SEPTEMBER	5370-87389	FILTER/OIL/WASHER FLUID/AI	6521	09/30/2014 \$	61.40
1	SEPTEMBER	5370-87398	LAMP	6521	09/30/2014 \$	9.84
1	SEPTEMBER	5370-87453	OIL/FILTER	6521	09/30/2014 \$	22.12
Total for 100-000-31200-6007						\$ 280.02
100-000-31200-6008 VEHICLE AND EQUIPMENT FUEL						
VENDOR: BB&T FINANCIAL, FSB						
1	SEPTEMBER	6665-09/09/2014	BOYCE LIBERTY	80636	09/30/2014 \$	39.57
2	SEPTEMBER	6665-09/09/2014	BOYCE LIBERTY	80636	09/30/2014 \$	23.45
VENDOR: MANSFIELD OIL COMPANY						
1	SEPTEMBER	SQLCD/00088690	08/16-08/31	6485	09/15/2014 \$	3,458.78
1	SEPTEMBER	SQLCD/00089824	09/01 - 09/15	6561	09/30/2014 \$	3,024.98
Total for 100-000-31200-6008						\$ 6,546.78
100-000-31200-6010 POLICE SUPPLIES						
VENDOR: CHIEF SUPPLY CORP						
1	SEPTEMBER	112123	GLOVE/DRESS	80559	09/15/2014 \$	69.08
1	SEPTEMBER	119025	HOLDER	80643	09/30/2014 \$	58.03
1	SEPTEMBER	121713	GLOVE POUCH	80643	09/30/2014 \$	17.98
1	SEPTEMBER	121714	GLOVE POUCH	80643	09/30/2014 \$	8.99
1	SEPTEMBER	121716	VEST	80643	09/30/2014 \$	128.49

CLARKE COUNTY
 SEPTEMBER 2014 VENDOR PAYMENT REPORTS
 Executed By: gilleya

PAGE: 8
 TIME: 15:40:09
 DATE: 10/14/2014

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
VENDOR: EVIDENT, INC.						
1	SEPTEMBER	88402A	POLICE SUPPLIES	6468	09/15/2014 \$	154.90
VENDOR: KUSTOM SIGNALS INC						
1	SEPTEMBER	503549	BATT/EXPANSE TRANSCEIVER	6556	09/30/2014 \$	74.00
Total for 100-000-31200-6010						\$ 511.47
100-000-31200-6011 UNIFORM AND WEARING APPAREL						
VENDOR: ATLANTIC TACTICAL						
1	SEPTEMBER	SI-80488445	HOLSTER	6519	09/30/2014 \$	53.94
VENDOR: BEST UNIFORMS, INC.						
1	SEPTEMBER	348400	HAT/STRAP/JACKET	6523	09/30/2014 \$	222.37
1	SEPTEMBER	348407	SHIRT/PANT	6454	09/15/2014 \$	242.00
1	SEPTEMBER	349559	PANT	6454	09/15/2014 \$	40.00
VENDOR: CHIEF SUPPLY CORP						
1	SEPTEMBER	108249	PLATE	80559	09/15/2014 \$	27.49
2	SEPTEMBER	112123	GLOVE/DRESS	80559	09/15/2014 \$	75.19
1	SEPTEMBER	112360	NAME PLATE	80559	09/15/2014 \$	17.99
1	SEPTEMBER	121715	ADJUSTABLE RAD	80643	09/30/2014 \$	38.28
1	SEPTEMBER	123117	NAME PLATE	80643	09/30/2014 \$	17.99
Total for 100-000-31200-6011						\$ 735.25
100-000-31200-6017 SUPPLIES - AMMUNITION						
VENDOR: ATLANTIC TACTICAL						
1	SEPTEMBER	SI-80488316	AMMUNITION	6519	09/30/2014 \$	5,873.13
100-000-32100-5230 TELECOMMUNICATIONS						
VENDOR: TREASURER OF VIRGINIA						
11	SEPTEMBER	T276457	JULY 2014	6465	09/15/2014 \$	2.94
VENDOR: VERIZON						
12	SEPTEMBER	27268895-0914	AUG 26 - SEPT 25	80615	09/15/2014 \$	40.83
Total for 100-000-32100-5230						\$ 43.77
100-000-32100-6001 OFFICE SUPPLIES						
VENDOR: LOWE'S						
1	SEPTEMBER	971419	MICROWAVE/REFRIG	80579	09/15/2014 \$	305.47
100-000-32100-6008 VEHICLE AND EQUIPMENT FUEL						
VENDOR: MANSFIELD OIL COMPANY						
6	SEPTEMBER	SQLCD/00088646	08/16-08/31	6485	09/15/2014 \$	61.65
5	SEPTEMBER	SQLCD/00089781	09/01 - 09/15	6561	09/30/2014 \$	37.72
Total for 100-000-32100-6008						\$ 99.37
100-000-32400-5699 CIVIC CONTRIBUTIONS						
VENDOR: STATE FORESTER						
1	SEPTEMBER	09082014	CIVIC CONTRIBUTIONS	80724	09/30/2014 \$	2,711.52
100-000-33100-7000 JOINT OPERATIONS						
VENDOR: NRADC						
1	SEPTEMBER	2ND QTR EXPENSE	2ND QTR 2014-2015	6569	09/30/2014 \$	136,805.25
1	SEPTEMBER	ANNUALINCREASE	ANNUAL INCREASE FOR THE YE	6493	09/15/2014 \$	5,081.68
Total for 100-000-33100-7000						\$ 141,886.93
100-000-33300-5230 TELECOMMUNICATIONS						
VENDOR: TREASURER OF VIRGINIA						

CLARKE COUNTY
 SEPTEMBER 2014 VENDOR PAYMENT REPORTS
 Executed By: gilleya

PAGE: 9
 TIME: 15:40:09
 DATE: 10/14/2014

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
20	SEPTEMBER	T276457	JULY 2014	6465	09/15/2014 \$	4.90
VENDOR: VERIZON						
13	SEPTEMBER	27268895-0914	AUG 26 - SEPT 25	80615	09/15/2014 \$	3.32
Total for 100-000-33300-5230						\$ 8.22
100-000-33300-6001 OFFICE SUPPLIES						
VENDOR: PIFER OFFICE SUPPLY						
1	SEPTEMBER	9122018-0	PENS/TAPE/FOLDER	80701	09/30/2014 \$	70.52
100-000-34100-3500 PRINTING AND BINDING						
VENDOR: COMMERCIAL PRESS						
1	SEPTEMBER	112639	BUSINESS CARDS	6461	09/15/2014 \$	36.50
100-000-34100-5230 TELECOMMUNICATIONS						
VENDOR: AT&T MOBILITY						
4	SEPTEMBER	X09012014	BUILDING DEPARTMENT	80554	09/15/2014 \$	66.15
VENDOR: TREASURER OF VIRGINIA						
4	SEPTEMBER	T276457	JULY 2014	6465	09/15/2014 \$	3.86
VENDOR: VERIZON						
14	SEPTEMBER	27268895-0914	AUG 26 - SEPT 25	80615	09/15/2014 \$	6.64
Total for 100-000-34100-5230						\$ 76.65
100-000-34100-5800 MISCELLANEOUS						
VENDOR: DEHAVEN, HOLLY						
1	SEPTEMBER	DEHAVEN09052014	PAYMENT	80548	09/05/2014 \$	3,630.46
1	SEPTEMBER	DEHAVEN09162014	PAYMENT	6539	09/30/2014 \$	3,630.46
Total for 100-000-34100-5800						\$ 7,260.92
100-000-34100-6008 VEHICLE AND EQUIPMENT FUEL						
VENDOR: MANSFIELD OIL COMPANY						
2	SEPTEMBER	SQLCD/00088646	08/16-08/31	6485	09/15/2014 \$	43.61
2	SEPTEMBER	SQLCD/00089781	09/01 - 09/15	6561	09/30/2014 \$	160.20
Total for 100-000-34100-6008						\$ 203.81
100-000-34100-8202 FURNITURE & FIXTURES ADDITIONS						
VENDOR: LOWE'S						
2	SEPTEMBER	971419	MICROWAVE/REFRIG	80579	09/15/2014 \$	305.48
100-000-35100-3100 PROFESSIONAL SERVICES						
VENDOR: CLARKE COUNTY HEALTH DEPARTMENT						
1	SEPTEMBER	133401529-0814	PROFESSIONAL SERVICES	80560	09/15/2014 \$	184.82
VENDOR: HILLSIDE VETERINARY HOSPITAL						
1	SEPTEMBER	349156	PROFESSIONAL SERVICES	6479	09/15/2014 \$	51.85
VENDOR: ROSEVILLE VET HOSP/PLAZA PET CLINIC						
1	SEPTEMBER	116907	PROFESSIONAL SERVICES	80595	09/15/2014 \$	16.25
1	SEPTEMBER	116971	PROFESSIONAL SERVICES	80595	09/15/2014 \$	16.25
1	SEPTEMBER	117008	PROFESSIONAL SERVICES	80595	09/15/2014 \$	16.25
1	SEPTEMBER	117074	PROFESSIONAL SERVICES	80595	09/15/2014 \$	16.25
1	SEPTEMBER	117087	PROFESSIONAL SERVICES	80595	09/15/2014 \$	32.50
1	SEPTEMBER	117096	PROFESSIONAL SERVICES	80595	09/15/2014 \$	48.75
1	SEPTEMBER	117241	PROFESSIONAL SERVICES	80595	09/15/2014 \$	16.25
1	SEPTEMBER	117272	PROFESSIONAL SERVICES	80595	09/15/2014 \$	16.25
1	SEPTEMBER	117326	PROFESSIONAL SERVICES	80595	09/15/2014 \$	16.25
1	SEPTEMBER	117366	PROFESSIONAL SERVICES	80595	09/15/2014 \$	32.50
1	SEPTEMBER	117373	PROFESSIONAL SERVICES	80595	09/15/2014 \$	32.50

CLARKE COUNTY
 SEPTEMBER 2014 VENDOR PAYMENT REPORTS
 Executed By: gilleya

PAGE: 10
 TIME: 15:40:09
 DATE: 10/14/2014

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
1	SEPTEMBER	117554	PROFESSIONAL SERVICES	80595	09/15/2014 \$	16.25
Total for 100-000-35100-3100						\$ 512.92
100-000-35100-5230	TELECOMMUNICATIONS					
VENDOR: AT&T MOBILITY						
2	SEPTEMBER	X09012014	ANIMAL CONTROL	80554	09/15/2014 \$	12.58
VENDOR: TREASURER OF VIRGINIA						
2	SEPTEMBER	T276457	JULY 2014	6465	09/15/2014 \$	4.11
VENDOR: VERIZON						
15	SEPTEMBER	27268895-0914	AUG 26 - SEPT 25	80615	09/15/2014 \$	31.47
Total for 100-000-35100-5230						\$ 48.16
100-000-35100-6004	MEDICAL AND LABORATORY SUPPLIES					
VENDOR: KV VET SUPPLY CO						
1	SEPTEMBER	5347464	SUPPLIES	80688	09/30/2014 \$	308.80
100-000-35100-6008	VEHICLE AND EQUIPMENT FUEL					
VENDOR: MANSFIELD OIL COMPANY						
1	SEPTEMBER	SQLCD/00088646	08/16-08/31	6485	09/15/2014 \$	65.25
1	SEPTEMBER	SQLCD/00089781	09/01 - 09/15	6561	09/30/2014 \$	59.16
Total for 100-000-35100-6008						\$ 124.41
100-000-35100-6014	OTHER OPERATING SUPPLIES					
VENDOR: SPECIALTIES, INC.						
1	SEPTEMBER	114945	FOOD TRAY	80599	09/15/2014 \$	102.26
100-000-35600-3000	PURCHASED SERVICES					
VENDOR: LANGUAGE LINE SERVICES, INC.						
1	SEPTEMBER	3446936	INTERPRETATION	80689	09/30/2014 \$	20.38
100-000-35600-5230	TELECOMMUNICATIONS					
VENDOR: AT& T						
1	SEPTEMBER	082-6049-092014	LONG DISTANCE CHARGES	80628	09/30/2014 \$	19.99
VENDOR: AT&T MOBILITY						
5	SEPTEMBER	X09012014	E-911 DISPATCH CENTER	80554	09/15/2014 \$	94.56
VENDOR: COMCAST						
1	SEPTEMBER	754926-0914	09/01 - 09/30	80562	09/15/2014 \$	82.27
VENDOR: TREASURER OF VIRGINIA						
1	SEPTEMBER	T276457	JULY 2014	6465	09/15/2014 \$	671.55
VENDOR: VERIZON						
1	SEPTEMBER	1080393-092014	09/01 - 09/30	80731	09/30/2014 \$	36.68
1	SEPTEMBER	12245193-0914	PHONE	80615	09/15/2014 \$	1,299.07
2	SEPTEMBER	12245193-0914	PHONE	80615	09/15/2014 \$	1,299.07
16	SEPTEMBER	27268895-0914	AUG 26 - SEPT 25	80615	09/15/2014 \$	125.36
Total for 100-000-35600-5230						\$ 3,628.55
100-000-35600-5420	RENTAL OF BUILDINGS/TOWERS					
VENDOR: SHEN. VALLEY TELEVISION TOWER						
1	SEPTEMBER	09152014	RENTAL OCTOBER	6502	09/15/2014 \$	2,070.00
100-000-35600-6032	EDUCATIONAL/TRAINING MATERIALS					
VENDOR: BB&T FINANCIAL, FSB						
1	SEPTEMBER	6632-09/09/2014	NATIONAL EMERGENCY	80636	09/30/2014 \$	269.95

CLARKE COUNTY
 SEPTEMBER 2014 VENDOR PAYMENT REPORTS
 Executed By: gilleya

PAGE: 11
 TIME: 15:40:09
 DATE: 10/14/2014

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
=====						
100-000-42400-3840	PURCHASED SERVICES					
VENDOR: COUNTY OF FREDERICK, VIRGINIA						
1	SEPTEMBER	2105-0009-14	REFUSE DISPOSAL PURCHASED	6462	09/15/2014 \$	606.24
1	SEPTEMBER	80001-0009-14	REFUSE DISPOSAL PURCHASED	6462	09/15/2014 \$	69.48
2	SEPTEMBER	ACCT 9 09/16/14	REFUSE DISPOSAL	6537	09/30/2014 \$	16,114.49
Total for 100-000-42400-3840						\$ 16,790.21
100-000-42600-3000	PURCHASED SERVICES					
VENDOR: ALLIED WASTE SERVICES #976						
1	SEPTEMBER	0946-000345654	SERVICE	6447	09/15/2014 \$	150.00
100-000-42700-3840	PURCHASED SERVICES					
VENDOR: FREDERICK-WINCHESTER SERVICE AUTHORITY						
1	SEPTEMBER	160-A	AUGUST 2014	6470	09/15/2014 \$	2,454.20
100-000-43200-3310	REPAIR & MAINTENANCE					
VENDOR: DEPARTMENT OF STATE POLICE						
6	SEPTEMBER	476247 A1928	BACKGROUND CHECKS	80662	09/30/2014 \$	26.00
VENDOR: EXTINGUISHER SALES & SERVICE. LLC						
1	SEPTEMBER	2014-1028	RECHARGE CO2 AND HYDRO TES	80667	09/30/2014 \$	62.25
VENDOR: MCDONALD, JERRY C.						
1	SEPTEMBER	1335	TWO TRACTORS/MOWERS	6489	09/15/2014 \$	1,150.00
Total for 100-000-43200-3310						\$ 1,238.25
100-000-43200-3320	MAINTENANCE SERVICE CONTRACT					
VENDOR: ALLIED WASTE SERVICES #976						
1	SEPTEMBER	0976-000344217	SERVICE	6447	09/15/2014 \$	756.20
VENDOR: GREATSCAPES PROPERTY MANAGEMENT GROUP						
1	SEPTEMBER	8025	MOWING	6472	09/15/2014 \$	6,425.00
Total for 100-000-43200-3320						\$ 7,181.20
100-000-43200-3340	CUSTODIAL SERVICE CONTRACTS					
VENDOR: GCA						
1	SEPTEMBER	613760	CLEANING SERVICES SEPT	6544	09/30/2014 \$	3,660.01
100-000-43200-5130	WATER & SEWER SERVICES					
VENDOR: DEHAVEN BERKELEY SPRINGS WATER CORP.						
1	SEPTEMBER	601509	WATER	80566	09/15/2014 \$	11.00
1	SEPTEMBER	601742	SEPTEMBER	80659	09/30/2014 \$	11.00
1	SEPTEMBER	RT03-002592	WATER	80566	09/15/2014 \$	6.95
Total for 100-000-43200-5130						\$ 28.95
100-000-43200-5230	TELECOMMUNICATIONS					
VENDOR: AT&T MOBILITY						
3	SEPTEMBER	X09012014	GOVT MAINTENANCE	80554	09/15/2014 \$	119.72
VENDOR: TREASURER OF VIRGINIA						
17	SEPTEMBER	T276457	JULY 2014	6465	09/15/2014 \$	7.50
VENDOR: VERIZON						
17	SEPTEMBER	27268895-0914	AUG 26 - SEPT 25	80615	09/15/2014 \$	31.47
Total for 100-000-43200-5230						\$ 158.69
100-000-43200-5540	TRAVEL CONVENTION & EDUCATION					

CLARKE COUNTY
 SEPTEMBER 2014 VENDOR PAYMENT REPORTS
 Executed By: gilleya

PAGE: 12
 TIME: 15:40:09
 DATE: 10/14/2014

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
VENDOR: ROBERT M LEVI						
1	SEPTEMBER	LEVI09242014	MILEAGE	6557	09/30/2014 \$	245.84
100-000-43200-6005 LAUNDRY, HOUSEKEEPING, & JANITORIAL						
VENDOR: GENERAL SALES OF VIRGINIA						
1	SEPTEMBER	214009726	CAN LINER/SOAP/DISINFECT/T	6471	09/15/2014 \$	1,281.48
1	SEPTEMBER	214011100	DISINFECTANT/BOUNCE SHEETS	6545	09/30/2014 \$	131.84
Total for 100-000-43200-6005						\$ 1,413.32
100-000-43200-6007 REPAIR AND MAINTENANCE SUPPLIES						
VENDOR: BB&T FINANCIAL, FSB						
1	SEPTEMBER	0872-09/09/2014	FAMILY DOLLAR	80636	09/30/2014 \$	18.00
VENDOR: BERRYVILLE AUTO PARTS INC						
1	SEPTEMBER	5370-87227	TRAILER BALL	6452	09/15/2014 \$	11.42
VENDOR: BERRYVILLE TRUE VALUE HARDWARE						
1	SEPTEMBER	069843	56147 - SMART STRAW	6453	09/15/2014 \$	4.49
1	SEPTEMBER	069941	56171 - ROUNDUP/PRUNER	6453	09/15/2014 \$	96.98
1	SEPTEMBER	069966	56171 - STEP LADDER/ROPE/S	6522	09/30/2014 \$	70.27
1	SEPTEMBER	069986	56147 - NUTS/WASHERS	6522	09/30/2014 \$	2.50
1	SEPTEMBER	070037	56171 - CATALYST/GREASE	6522	09/30/2014 \$	13.98
1	SEPTEMBER	070103	56171 - NUTS/WASHERS	6522	09/30/2014 \$	0.35
1	SEPTEMBER	69791	55140 - ROPE	6453	09/15/2014 \$	4.29
VENDOR: W W GRAINGER, INC						
1	SEPTEMBER	9524660033	WIRELESS DOOR CHIME	80571	09/15/2014 \$	71.25
1	SEPTEMBER	9537257546	FIBER OPTICS	80677	09/30/2014 \$	518.50
VENDOR: LOWE'S						
4	SEPTEMBER	934841	TRUE RMS AC/DC	80579	09/15/2014 \$	75.98
VENDOR: SHANNON-BAUM SIGNS INC						
1	SEPTEMBER	0196332-IN	SIGNS	6582	09/30/2014 \$	48.00
VENDOR: STUART M PERRY, INC.						
1	SEPTEMBER	00099289	21-A	80601	09/15/2014 \$	339.27
Total for 100-000-43200-6007						\$ 1,275.28
100-000-43200-6008 VEHICLE AND EQUIPMENT FUEL						
VENDOR: MANSFIELD OIL COMPANY						
4	SEPTEMBER	SQLCD/00088646	08/16-08/31	6485	09/15/2014 \$	108.42
5	SEPTEMBER	SQLCD/00088646	08/16-08/31	6485	09/15/2014 \$	230.86
4	SEPTEMBER	SQLCD/00089781	09/01 - 09/15	6561	09/30/2014 \$	177.76
Total for 100-000-43200-6008						\$ 517.04
100-000-43200-6009 VEHICLE AND EQUIPMENT SUPPLIES						
VENDOR: BERRYVILLE AUTO PARTS INC						
1	SEPTEMBER	5370-87060	AIR CNTRL VALVE/SUPPLIES	6452	09/15/2014 \$	125.43
100-000-43202-3310 REPAIR & MAINTENANCE						
VENDOR: ARC WATER TREATMENT OF MARYLAND, INC.						
4	SEPTEMBER	367340	SEPT SERVICE	6517	09/30/2014 \$	68.97
100-000-43202-3320 MAINTENANCE SERVICE CONTRACTS						
VENDOR: FIDELITY ENGINEERING CORPORATION						
1	SEPTEMBER	623921	101 CHALMERS COURT	6542	09/30/2014 \$	470.00
1	SEPTEMBER	623922	101 CHALMERS COURT	6542	09/30/2014 \$	470.00
Total for 100-000-43202-3320						\$ 940.00

CLARKE COUNTY
 SEPTEMBER 2014 VENDOR PAYMENT REPORTS
 Executed By: gilleya

PAGE: 13
 TIME: 15:40:09
 DATE: 10/14/2014

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
=====						
100-000-43202-3340			CUSTODIAL SERVICE CONTRACTS			
VENDOR: GCA						
2	SEPTEMBER	613760	CLEANING SERVICES SEPT	6544	09/30/2014 \$	2,332.38
100-000-43202-5110			ELECTRICAL SERVICES			
VENDOR: RAPPAHANNOCK ELEC COMPANY						
1	SEPTEMBER	1149385761-0914	101 CHALMERS 07/30-08/11	6574	09/30/2014 \$	2,878.45
100-000-43202-5120			HEATING SERVICES			
VENDOR: WASHINGTON GAS						
1	SEPTEMBER	3980059517-0914	101 CHALMERS 08/11-09/18	80735	09/30/2014 \$	493.56
100-000-43202-5130			WATER & SEWER SERVICES			
VENDOR: TOWN OF BERRYVILLE						
1	SEPTEMBER	4190099-08/2014	101 CHALMERS 07/23-08/25	80606	09/15/2014 \$	78.38
100-000-43202-6007			REPAIR AND MAINT SUPPLIES			
VENDOR: W W GRAINGER, INC						
1	SEPTEMBER	9524660041	COIN CELL	80571	09/15/2014 \$	58.98
VENDOR: LOWE'S						
1	SEPTEMBER	934841	TREES	80579	09/15/2014 \$	9.50
Total for 100-000-43202-6007						\$ 68.48
100-000-43205-5110			ELECTRICAL SERVICES			
VENDOR: RAPPAHANNOCK ELEC COMPANY						
1	SEPTEMBER	4455288888-0914	129 RAMSBURG LANE 07/15-08	6574	09/30/2014 \$	267.33
100-000-43205-5130			WATER & SEWER SERVICES			
VENDOR: TOWN OF BERRYVILLE						
2	SEPTEMBER	9001800-08/2014	MAINT FACILITY 07/23-08/26	80606	09/15/2014 \$	25.50
100-000-43206-3310			REPAIR & MAINTENANCE			
VENDOR: RIDDLEBERGER BROS INC						
1	SEPTEMBER	85394	NO A/C IN 911 DISPATCH	6576	09/30/2014 \$	348.50
100-000-43206-5110			ELECTRICAL SERVICES			
VENDOR: RAPPAHANNOCK ELEC COMPANY						
2	SEPTEMBER	2048188888-0914	104 N CHURCH ST 07/12-08/1	6574	09/30/2014 \$	773.26
1	SEPTEMBER	8894188888-0914	1531 SPRINGSBERRY LN 07/18	6574	09/30/2014 \$	152.20
Total for 100-000-43206-5110						\$ 925.46
100-000-43206-5130			WATER & SEWER SERVICES			
VENDOR: DEHAVEN BERKELEY SPRINGS WATER CORP.						
1	SEPTEMBER	601405	WATER	80566	09/15/2014 \$	9.00
1	SEPTEMBER	601637	SEPTEMBER	80659	09/30/2014 \$	9.00
1	SEPTEMBER	RT03-002593	WATER	80566	09/15/2014 \$	6.95
VENDOR: TOWN OF BERRYVILLE						
1	SEPTEMBER	1004000-08/2014	100 N CHURCH 07/23-08/26	80606	09/15/2014 \$	250.00
Total for 100-000-43206-5130						\$ 274.95
100-000-43206-6007			REPAIR AND MAINT SUPPLIES			
VENDOR: BERRYVILLE TRUE VALUE HARDWARE						
1	SEPTEMBER	069783	56171 - RETURN	6453	09/15/2014 \$	4.99-
1	SEPTEMBER	069784	56171 - BULB	6453	09/15/2014 \$	4.99
1	SEPTEMBER	069787	56171 - BULB	6453	09/15/2014 \$	3.99

CLARKE COUNTY
 SEPTEMBER 2014 VENDOR PAYMENT REPORTS
 Executed By: gilleya

PAGE: 14
 TIME: 15:40:09
 DATE: 10/14/2014

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
VENDOR: FIDELITY ENGINEERING CORPORATION						
1	SEPTEMBER	625569	BATTERY INOPERABLE	6542	09/30/2014	\$ 151.45
Total for 100-000-43206-6007						\$ 155.44
100-000-43207-5110 ELECTRICAL SERVICES						
VENDOR: RAPPAHANNOCK ELEC COMPANY						
1	SEPTEMBER	2048188888-0914	102 N CHURCH ST 07/12-08/1	6574	09/30/2014	\$ 2,081.83
100-000-43208-3310 REPAIR & MAINTENANCE						
VENDOR: ARCHITECTURAL PRODUCTS OF VA						
1	SEPTEMBER	4374200-IN	REKEY	80627	09/30/2014	\$ 268.76
VENDOR: WACO, INC.						
1	SEPTEMBER	V6921	INSTALL FIBERGLASS WRAP	80620	09/15/2014	\$ 250.00
Total for 100-000-43208-3310						\$ 518.76
100-000-43208-5110 ELECTRICAL SERVICES						
VENDOR: RAPPAHANNOCK ELEC COMPANY						
3	SEPTEMBER	2048188888-0914	104 N CHURCH ST 07/12-08/1	6574	09/30/2014	\$ 788.49
1	SEPTEMBER	3750088888-0914	104 N CHURCH ST	6574	09/30/2014	\$ 39.80
Total for 100-000-43208-5110						\$ 828.29
100-000-43208-5130 WATER & SEWER SERVICES						
VENDOR: TOWN OF BERRYVILLE						
1	SEPTEMBER	1003900-08/2014	104 N CHURCH 07/23-08/26	80606	09/15/2014	\$ 25.00
100-000-43209-3310 PROFESSIONAL SERVICES						
VENDOR: THOMAS PLUMBING & HEATING, INC.						
1	SEPTEMBER	PS22873	PULLED AND CLEANED BOTH PU	6506	09/15/2014	\$ 672.50
100-000-43209-5110 ELECTRICAL SERVICES						
VENDOR: RAPPAHANNOCK ELEC COMPANY						
1	SEPTEMBER	7658188888-0914	225 RAMSBURG LANE 07/15-08	6574	09/30/2014	\$ 643.06
100-000-43210-5110 ELECTRICAL SERVICES						
VENDOR: RAPPAHANNOCK ELEC COMPANY						
1	SEPTEMBER	0775388888-0914	524 WESTWOOD ROAD 07/15-08	6574	09/30/2014	\$ 119.60
100-000-43211-3310 REPAIR & MAINTENANCE						
VENDOR: RIDDLEBERGER BROS INC						
1	SEPTEMBER	85151	REPLACE CONDENSER PER QT J	6498	09/15/2014	\$ 4,873.00
100-000-43211-3340 CUSTODIAL SERVICE CONTRACTS						
VENDOR: GCA						
1	SEPTEMBER	615509	STRIP AND WAX FLOORS	6544	09/30/2014	\$ 1,100.55
100-000-43211-5110 ELECTRICAL SERVICES						
VENDOR: RAPPAHANNOCK ELEC COMPANY						
1	SEPTEMBER	2750088888-0914	225 AL SMITH CIR 07/18-08/	6574	09/30/2014	\$ 2,231.94
100-000-43211-5130 WATER & SEWER SERVICES						
VENDOR: TOWN OF BERRYVILLE						
1	SEPTEMBER	9001300-08/2014	ROUTE 7 WEST REC 07/23-08/	80606	09/15/2014	\$ 170.00
100-000-43211-6007 REPAIR AND MAINT SUPPLIES						

CLARKE COUNTY
 SEPTEMBER 2014 VENDOR PAYMENT REPORTS
 Executed By: gilleya

PAGE: 15
 TIME: 15:40:09
 DATE: 10/14/2014

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
VENDOR: ARCHITECTURAL PRODUCTS OF VA						
1	SEPTEMBER	4242100-IN	LOCK	80551	09/15/2014 \$	255.42
100-000-43212-3310 REPAIR & MAINTENANCE						
VENDOR: GREEN'S SEPTIC SERVICE						
1	SEPTEMBER	09012014	PROFESSIONAL SERVICES	6473	09/15/2014 \$	75.00
VENDOR: MERRITT SANITATION SERVICES						
1	SEPTEMBER	26848	PROFESSIONAL SERVICES	6566	09/30/2014 \$	225.00
VENDOR: RIDDLEBERGER BROS INC						
1	SEPTEMBER	85507	CONCESSION STAND ICE MACHI	6576	09/30/2014 \$	321.50
VENDOR: THOMAS PLUMBING & HEATING, INC.						
1	SEPTEMBER	PS22895	WORKED ON SEWER PUMP SYSTE	6586	09/30/2014 \$	255.00
1	SEPTEMBER	PS22897	REPLACED SEWER PUMP IN TAN	6586	09/30/2014 \$	1,066.81
Total for 100-000-43212-3310						\$ 1,943.31
100-000-43212-5110 ELECTRICAL SERVICES						
VENDOR: RAPPAHANNOCK ELEC COMPANY						
1	SEPTEMBER	1650088888-0914	225 AL SMITH CIR 07/18-08/	6574	09/30/2014 \$	12.10
2	SEPTEMBER	1650088888-0914	225 AL SMITH CIR 07/18-08/	6574	09/30/2014 \$	11.78
3	SEPTEMBER	1650088888-0914	225 AL SMITH CIR 07/18-08/	6574	09/30/2014 \$	19.99
5	SEPTEMBER	1650088888-0914	225 AL SMITH CIR 07/18-08/	6574	09/30/2014 \$	21.04
6	SEPTEMBER	1650088888-0914	225 AL SMITH CIR 07/18-08/	6574	09/30/2014 \$	11.00
8	SEPTEMBER	1650088888-0914	225 AL SMITH CIR 07/18-08/	6574	09/30/2014 \$	16.00
9	SEPTEMBER	1650088888-0914	225 AL SMITH CIR 07/18-08/	6574	09/30/2014 \$	18.04
2	SEPTEMBER	2750088888-0914	225 AL SMITH CIR 07/18-08/	6574	09/30/2014 \$	90.90
3	SEPTEMBER	2750088888-0914	225 AL SMITH CIR 07/18-08/	6574	09/30/2014 \$	115.12
Total for 100-000-43212-5110						\$ 315.97
100-000-43212-5130 WATER & SEWER SERVICES						
VENDOR: TOWN OF BERRYVILLE						
1	SEPTEMBER	9001200-08/2014	LITTLE LEAGUE 07/23-08/26	80606	09/15/2014 \$	17.00
1	SEPTEMBER	9001500-08/2014	PARK HOUSE 07/23-08/26	80606	09/15/2014 \$	200.00
Total for 100-000-43212-5130						\$ 217.00
100-000-43212-6007 REPAIR AND MAINT SUPPLIES						
VENDOR: BERRYVILLE TRUE VALUE HARDWARE						
1	SEPTEMBER	070122	56171 - TANK LEVER	6522	09/30/2014 \$	13.47
100-000-43213-5110 ELECTRICAL SERVICES						
VENDOR: RAPPAHANNOCK ELEC COMPANY						
4	SEPTEMBER	1650088888-0914	225 AL SMITH CIR 07/18-08/	6574	09/30/2014 \$	381.04
5	SEPTEMBER	2750088888-0914	225 AL SMITH CIR 07/18-08/	6574	09/30/2014 \$	874.24
Total for 100-000-43213-5110						\$ 1,255.28
100-000-43213-5130 WATER & SEWER SERVICES						
VENDOR: TOWN OF BERRYVILLE						
1	SEPTEMBER	9001400-08/2014	ROUTE 7 WEST POOL 07/23-08	80606	09/15/2014 \$	1,800.00
100-000-43213-6007 REPAIR AND MAINT SUPPLIES						
VENDOR: MARK'S PLUMBING PARTS						
2	SEPTEMBER	INV001343647	LEONARD REBUILDING KIT/VAC	6486	09/15/2014 \$	185.70
100-000-43214-5110 ELECTRICAL SERVICES						
VENDOR: RAPPAHANNOCK ELEC COMPANY						
7	SEPTEMBER	1650088888-0914	225 AL SMITH CIR 07/18-08/	6574	09/30/2014 \$	153.93

CLARKE COUNTY
 SEPTEMBER 2014 VENDOR PAYMENT REPORTS
 Executed By: gilleya

PAGE: 16
 TIME: 15:40:09
 DATE: 10/14/2014

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
=====						
100-000-43215-5110			ELECTRICAL SERVICES			
VENDOR: RAPPAHANNOCK ELEC COMPANY						
4	SEPTEMBER	2750088888-0914	225 AL SMITH CIR 07/18-08/	6574	09/30/2014 \$	67.39
100-000-43237-3310			REPAIR & MAINTENANCE			
VENDOR: ANDERSON CONTROL INC						
1	SEPTEMBER	015374	ANNUAL INSPECTION	6516	09/30/2014 \$	216.00
100-000-43237-5110			ELECTRICAL SERVICES			
VENDOR: RAPPAHANNOCK ELEC COMPANY						
1	SEPTEMBER	0801388888-0914	313 E MAIN ST 07/10-08/10	6574	09/30/2014 \$	133.17
1	SEPTEMBER	4980388888-0914	311 E MAIN ST 07/10-08/10	6574	09/30/2014 \$	727.08
			Total for 100-000-43237-5110		\$	860.25
100-000-43237-5130			WATER & SEWER SERVICES			
VENDOR: TOWN OF BERRYVILLE						
1	SEPTEMBER	2010600-08/2014	313 E MAIN 07/23-08/26	80606	09/15/2014 \$	25.00
1	SEPTEMBER	2010700-08/2014	311 E MAIN 07/23-08/26	80606	09/15/2014 \$	75.00
			Total for 100-000-43237-5130		\$	100.00
100-000-43237-6007			REPAIR AND MAINT SUPPLIES			
VENDOR: GENERAL SALES OF VIRGINIA						
1	SEPTEMBER	214011579	TRASH CAN	6545	09/30/2014 \$	440.00
100-000-53230-5699			CIVIC CONTRIBUTIONS			
VENDOR: SHENANDOAH AREA AGENCY ON AGING						
1	SEPTEMBER	1ST QTR FY15	1ST QTR FUNDING	6583	09/30/2014 \$	10,000.00
100-000-53240-5699			CIVIC CONTRIBUTIONS			
VENDOR: VIRGINIA REGIONAL TRANSIT						
1	SEPTEMBER	CLRK2014.15	CLARKE ON-DEMAND SERVICE 1	80618	09/15/2014 \$	4,825.50
100-000-71100-3320			MAINTENANCE SERVICE CONTRACT			
VENDOR: DDL BUSINESS SYSTEMS LLC						
1	SEPTEMBER	58647	07/25-08/24	6464	09/15/2014 \$	179.58
VENDOR: RICOH USA INC						
1	SEPTEMBER	5032480245	06/20-09/19	80714	09/30/2014 \$	70.57
			Total for 100-000-71100-3320		\$	250.15
100-000-71100-3600			ADVERTISING			
VENDOR: WINCHESTER STAR						
1	SEPTEMBER	1651512-0/31/14	OFFICE ASSISTANT	6515	09/15/2014 \$	209.00
100-000-71100-5210			POSTAL SERVICES			
VENDOR: BB&T FINANCIAL, FSB						
3	SEPTEMBER	6723-09/09/2014	USPS	80636	09/30/2014 \$	6.26
100-000-71100-5230			TELECOMMUNICATIONS			
VENDOR: TREASURER OF VIRGINIA						
18	SEPTEMBER	T276457	JULY 2014	6465	09/15/2014 \$	13.72
VENDOR: VERIZON						
18	SEPTEMBER	27268895-0914	AUG 26 - SEPT 25	80615	09/15/2014 \$	53.31
			Total for 100-000-71100-5230		\$	67.03

CLARKE COUNTY
 SEPTEMBER 2014 VENDOR PAYMENT REPORTS
 Executed By: gilleya

PAGE: 17
 TIME: 15:40:09
 DATE: 10/14/2014

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
=====						
100-000-71100-6008			VEHICLE AND EQUIPMENT FUEL			
VENDOR: MANSFIELD OIL COMPANY						
7	SEPTEMBER	SQLCD/00088646	08/16-08/31	6485	09/15/2014 \$	35.93
6	SEPTEMBER	SQLCD/00089781	09/01 - 09/15	6561	09/30/2014 \$	108.70

Total for 100-000-71100-6008						\$ 144.63
100-000-71100-6013			SUPPLIES - EDUCATIONAL AND REC			
VENDOR: COMMERCIAL SITE FURNISHINGS						
1	SEPTEMBER	CF071614DFM	BENCH	80651	09/30/2014 \$	1,012.56
100-000-71310-5830			REFUNDS			
VENDOR: JAMIE SANSOM						
1	SEPTEMBER	188442	REFUND	80717	09/30/2014 \$	106.00
100-000-71310-6013			SUPPLIES - EDUCATIONAL AND REC			
VENDOR: BSN SPORTS, INC.						
1	SEPTEMBER	96282287	BASKETBALL/TUNNEL	80640	09/30/2014 \$	609.23
VENDOR: WALMART COMMUNITY/GEGRB						
1	SEPTEMBER	0731-09162014	TABLECLOTH/TAPE/BASKETBALL	80734	09/30/2014 \$	56.97

Total for 100-000-71310-6013						\$ 666.20
100-000-71310-6014			OTHER OPERATING SUPPLIES			
VENDOR: BERRYVILLE TRUE VALUE HARDWARE						
1	SEPTEMBER	69762	55140 - WASHER/CONNECTOR/B	6453	09/15/2014 \$	31.05
VENDOR: LOWE'S						
1	SEPTEMBER	910665	WASTEBASKET/DOLLY/SCRW/BR	80579	09/15/2014 \$	120.04
1	SEPTEMBER	914706	STORAGE/FLAT AND LOCK/EYE	80579	09/15/2014 \$	42.82
1	SEPTEMBER	925617	MOP/DUST PAN BRUSH/MOP/EXT	80579	09/15/2014 \$	259.43
VENDOR: WALMART COMMUNITY/GEGRB						
2	SEPTEMBER	0731-09162014	TABLECLOTH/TAPE/BASKETBALL	80734	09/30/2014 \$	79.69

Total for 100-000-71310-6014						\$ 533.03
100-000-71350-3100			PROFESSIONAL SERVICES			
VENDOR: BB&T FINANCIAL, FSB						
4	SEPTEMBER	6723-09/09/2014	PVT EVENT INSURANCE	80636	09/30/2014 \$	185.00
5	SEPTEMBER	6723-09/09/2014	PVT EVENT INSURANCE	80636	09/30/2014 \$	185.00
VENDOR: BUD'S COLLECTIVE						
1	SEPTEMBER	BUDS09022014	BLUEGRASS CONCERT	80558	09/15/2014 \$	1,000.00
VENDOR: XTREME FIT STUDIO						
1	SEPTEMBER	CHATMAN09152014	FITNESS CLASSES	6532	09/30/2014 \$	972.79
2	SEPTEMBER	CHATMAN09152014	FITNESS CLASSES	6532	09/30/2014 \$	28.21
VENDOR: JOHNSTON, JANE						
1	SEPTEMBER	JOHNSTON091514	FITT CLASSES	6553	09/30/2014 \$	618.80
VENDOR: OPUS OAKES, AN ART PLACE, INC.						
1	SEPTEMBER	OPUS09152014	ART CLASSES	6570	09/30/2014 \$	648.00

Total for 100-000-71350-3100						\$ 3,267.80
100-000-71350-3500			PRINTING AND BINDING			
VENDOR: WINCHESTER PRINTERS, INC.						
1	SEPTEMBER	33159	FALL CORE	6514	09/15/2014 \$	1,693.00
100-000-71350-5300			NSURANCE			

CLARKE COUNTY
 SEPTEMBER 2014 VENDOR PAYMENT REPORTS
 Executed By: gilleya

PAGE: 18
 TIME: 15:40:09
 DATE: 10/14/2014

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
VENDOR: BB&T FINANCIAL, FSB						
6	SEPTEMBER	6723-09/09/2014	PVT EVENT INSURANCE	80636	09/30/2014 \$	185.00
100-000-71350-5400 LEASES AND RENTALS						
VENDOR: COMBS WASTEWATER MANAGEMENT LLC						
1	SEPTEMBER	4413	RENTAL	80648	09/30/2014 \$	130.00
100-000-71350-6002 SUPPLIES - FOOD						
VENDOR: COSTCO WHOLESALE INC. #239						
1	SEPTEMBER	0239010103110	JUICE/PAPER/WIPES	80655	09/30/2014 \$	23.97
VENDOR: FOOD LION, INC						
1	SEPTEMBER	281164378499	WATER/COOKIES	80670	09/30/2014 \$	16.53
VENDOR: SCHENCK FOODS CO., INC.						
1	SEPTEMBER	5941005	SNACKS	80596	09/15/2014 \$	95.37
1	SEPTEMBER	5944290	FOOD	80719	09/30/2014 \$	48.55
Total for 100-000-71350-6002						\$ 184.42
100-000-71350-6011 UNIFORM AND WEARING APPAREL						
VENDOR: ATTIC PROMOTIONS, INC.						
1	SEPTEMBER	223	T-SHIRT WITH LOGO	6451	09/15/2014 \$	18.70
100-000-71350-6013 SUPPLIES - EDUCATIONAL AND REC						
VENDOR: BB&T FINANCIAL, FSB						
2	SEPTEMBER	6723-09/09/2014	BIG LOTS	80636	09/30/2014 \$	40.50
VENDOR: COSTCO WHOLESALE INC. #239						
3	SEPTEMBER	0239010103110	JUICE/PAPER/WIPES	80655	09/30/2014 \$	161.09
VENDOR: JIM SCOTT TENNIS SHOP						
1	SEPTEMBER	09032014	TENNIS LESSONS AND CAMPS	80683	09/30/2014 \$	161.67
VENDOR: WALMART COMMUNITY/GEGRB						
3	SEPTEMBER	0731-09162014	TOYS/GAMES	80734	09/30/2014 \$	321.98
Total for 100-000-71350-6013						\$ 685.24
100-000-71350-6014 OTHER OPERATING SUPPLIES						
VENDOR: BB&T FINANCIAL, FSB						
1	SEPTEMBER	6723-09/09/2014	BIG LOTS	80636	09/30/2014 \$	35.00
VENDOR: COSTCO WHOLESALE INC. #239						
2	SEPTEMBER	0239010103110	JUICE/PAPER/WIPES	80655	09/30/2014 \$	33.38
Total for 100-000-71350-6014						\$ 68.38
100-000-71350-6015 MERCHANDISE FOR RESALE						
VENDOR: VRPS						
1	SEPTEMBER	22227	KINGS DOMINION TICKETS	80619	09/15/2014 \$	33.00
1	SEPTEMBER	22228	KINGS DOMINION TICKETS	80619	09/15/2014 \$	12.00
Total for 100-000-71350-6015						\$ 45.00
100-000-81110-3100 PROFESSIONAL SERVICES						
VENDOR: HALL, MONAHAN, ENGLE, MAHAN & MITCHELL						
1	SEPTEMBER	HALLMON09042014	LEGAL SERVICES AUGUST 2014	6475	09/15/2014 \$	2,950.00
100-000-81110-3140 ENGINEERING & ARCHITECTURAL						
VENDOR: ANDERSON AND ASSOCIATES, INC.						
1	SEPTEMBER	0090729	08/01 - 08/31	80626	09/30/2014 \$	310.00

CLARKE COUNTY
 SEPTEMBER 2014 VENDOR PAYMENT REPORTS
 Executed By: gilleya

PAGE: 19
 TIME: 15:40:09
 DATE: 10/14/2014

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
=====						
100-000-81110-3320			MAINTENANCE SERVICE CONTRACT			
VENDOR: TML COPIERS & DIGITAL SOLUTIONS						
3	SEPTEMBER	168267	05/24 - 08/24	6507	09/15/2014 \$	68.43
100-000-81110-3500			PRINTING AND BINDING			
VENDOR: COMMERCIAL PRESS						
1	SEPTEMBER	112731	BLACK INK	6535	09/30/2014 \$	61.95
100-000-81110-3600			ADVERTISING			
VENDOR: WINCHESTER STAR						
1	SEPTEMBER	1653410-073114	ECO STRAT/JULY 11 TEXT AME	6515	09/15/2014 \$	673.20
100-000-81110-5230			TELECOMMUNICATIONS			
VENDOR: TREASURER OF VIRGINIA						
19	SEPTEMBER	T276457	JULY 2014	6465	09/15/2014 \$	5.83
VENDOR: VERIZON						
19	SEPTEMBER	27268895-0914	AUG 26 - SEPT 25	80615	09/15/2014 \$	16.60
Total for 100-000-81110-5230						\$ 22.43
100-000-81110-6001			OFFICE SUPPLIES			
VENDOR: BB&T FINANCIAL, FSB						
7	SEPTEMBER	0350-09/08/2014	TONER BUZZ	80636	09/30/2014 \$	230.00
10	SEPTEMBER	0350-09/08/2014	B & H PHOTO	80636	09/30/2014 \$	139.95
VENDOR: INDEPENDENT STATIONERS						
1	SEPTEMBER	IN-000458715	LABEL	6551	09/30/2014 \$	62.06
Total for 100-000-81110-6001						\$ 432.01
100-000-81400-3160			BOARD MEMBER FEES			
VENDOR: BOREL, ALAIN						
1	SEPTEMBER	ZONEAPP09192014	ZONING APPEALS MEETING 09/	6525	09/30/2014 \$	25.00
VENDOR: CALDWELL, ANNE						
1	SEPTEMBER	ZONEAPP09192014	ZONING APPEALS MEETING 09/	6530	09/30/2014 \$	25.00
VENDOR: KACKLEY, CHARLES						
1	SEPTEMBER	ZONEAPP09192014	ZONING APPEALS MEETING 09/	6554	09/30/2014 \$	25.00
VENDOR: MCKELVY, PAT						
1	SEPTEMBER	ZONEAPP09192014	ZONING APPEALS MEETING 09/	6565	09/30/2014 \$	25.00
Total for 100-000-81400-3160						\$ 100.00
100-000-81600-3160			BOARD MEMBER FEES			
VENDOR: BOUFFAULT, ROBINA RICH						
1	SEPTEMBER	PLANCOMM090514	PLANNING COMMISSION MEETIN	6455	09/15/2014 \$	100.00
VENDOR: RANDY BUCKLEY						
1	SEPTEMBER	PLANCOMM090514	PLANNING COMMISSION MEETIN	6457	09/15/2014 \$	100.00
VENDOR: CALDWELL, ANNE						
1	SEPTEMBER	PLANCOMM090514	PLANNING COMMISSION MEETIN	6458	09/15/2014 \$	100.00
VENDOR: DOUGLAS KRUEH						
1	SEPTEMBER	PLANCOMM090514	PLANNING COMMISSION MEETIN	6481	09/15/2014 \$	100.00
VENDOR: FRANK LEE						
1	SEPTEMBER	PLANCOMM090514	PLANNING COMMISSION MEETIN	6482	09/15/2014 \$	100.00
VENDOR: NELSON, CLIFFORD H.						
1	SEPTEMBER	PLANCOMM090514	PLANNING COMMISSION MEETIN	6491	09/15/2014 \$	100.00

CLARKE COUNTY
 SEPTEMBER 2014 VENDOR PAYMENT REPORTS
 Executed By: gilleya

PAGE: 20
 TIME: 15:40:09
 DATE: 10/14/2014

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
=====						
VENDOR:	OHRSTROM II, GEORGE					
1	SEPTEMBER	PLANCOMM090514	PLANNING COMMISSION MEETIN	6494	09/15/2014	\$ 100.00
VENDOR:	STEINMETZ, WILLIAM A.					
1	SEPTEMBER	PLANCOMM090514	PLANNING COMMISSION MEETIN	6504	09/15/2014	\$ 100.00
VENDOR:	TURKEL, JON					
1	SEPTEMBER	PLANCOMM090514	PLANNING COMMISSION MEETIN	6509	09/15/2014	\$ 100.00
		Total for 100-000-81600-3160				\$ 900.00
100-000-81700-3600 ADVERTISING						
VENDOR:	WINCHESTER STAR					
1	SEPTEMBER	1653410-0814	ADVERTISEMENT	6515	09/15/2014	\$ 300.00
100-000-82600-5510 TRAVEL MILEAGE						
VENDOR:	LAURA NOWELL SHIFFLETT					
1	SEPTEMBER	SHIFFLETT092414	MILEAGE	6584	09/30/2014	\$ 278.32
100-000-83100-3320 MAINTENANCE SERVICE CONTRACTS						
VENDOR:	TML COPIERS & DIGITAL SOLUTIONS					
1	SEPTEMBER	168267	05/24 - 08/24	6507	09/15/2014	\$ 54.28
100-000-83100-5230 TELECOMMUNICATIONS						
VENDOR:	TREASURER OF VIRGINIA					
12	SEPTEMBER	T276457	JULY 2014	6465	09/15/2014	\$ 9.50
VENDOR:	VERIZON					
20	SEPTEMBER	27268895-0914	AUG 26 - SEPT 25	80615	09/15/2014	\$ 6.64
		Total for 100-000-83100-5230				\$ 16.14
100-000-92300-5830 REFUNDS						
VENDOR:	AMERIGAS PROPANE, LP					
1	SEPTEMBER	M-14-140357REFU	REFUND FOR PERMIT	80625	09/30/2014	\$ 40.80
100-410-31200-6000 MATERIALS AND SUPPLIES						
VENDOR:	DALY COMPUTERS, INC.					
1	SEPTEMBER	PSI0980648	TOUGHBOOK	6463	09/15/2014	\$ 2,056.00
TOTAL DEFINITION TYPE 0 :						\$ 291,809.34
TOTAL EXPENDITURES :						\$ 291,809.34
TOTAL for FISCAL YEAR 2015 :						\$ 291,809.34
TOTAL PAYMENTS :						\$ 291,809.34

CLARKE COUNTY
 SEPTEMBER 2014 VENDOR PAYMENT REPORTS
 Executed By: gilleya

PAGE: 1
 TIME: 15:40:48
 DATE: 10/14/2014

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
Fiscal Year: 2015						
EXPENDITURES						
DEFINITION TYPE 0						
607-000-12510-3320 MAINTENANCE SERVICE CONTRACT						
VENDOR: OPENRDA						
1	SEPTEMBER	APP100114-2	ANNUAL SUPPORT OCT 2014- S	80710	09/30/2014 \$	26,091.63
607-000-12510-6001 OFFICE SUPPLIES						
VENDOR: BB&T FINANCIAL, FSB						
4	SEPTEMBER	0350-09/08/2014	CREDIT	80636	09/30/2014 \$	86.99-
607-000-12530-4300 CENTRAL PURCHASING/STORE						
VENDOR: INDEPENDENT STATIONERS						
1	SEPTEMBER	IN-000453713	CARD/ENVELOPE	6551	09/30/2014 \$	35.88
VENDOR: KURTZ BROTHERS						
1	SEPTEMBER	60840.00	ENVELOPE/GLUE STICK/PENCIL	80687	09/30/2014 \$	509.16
VENDOR: OFFICE DEPOT						
1	SEPTEMBER	706081528001	CALCULATOR	80589	09/15/2014 \$	47.69
1	SEPTEMBER	706081750001	FOLDERS	80589	09/15/2014 \$	42.80
VENDOR: QUILL CORPORATION						
1	SEPTEMBER	5318611	CARTRIDGE	6495	09/15/2014 \$	282.24
1	SEPTEMBER	5468683	CARTRIDGES/INK	6495	09/15/2014 \$	128.31
1	SEPTEMBER	6042303	TONER	6573	09/30/2014 \$	646.98
1	SEPTEMBER	6043058	TONER	6573	09/30/2014 \$	357.36
1	SEPTEMBER	6043170	TONER	6573	09/30/2014 \$	184.02
1	SEPTEMBER	6044105	TONER	6573	09/30/2014 \$	155.08
VENDOR: RELIABLE OFFICE SUPPLIES						
1	SEPTEMBER	FQK71300	FILE FOLDERS	80592	09/15/2014 \$	278.56
VENDOR: STAPLES TECHNOLOGY SOLUTIONS						
1	SEPTEMBER	AUY746	TONER	80600	09/15/2014 \$	178.00
1	SEPTEMBER	AUZ408	TONER	80600	09/15/2014 \$	89.00
1	SEPTEMBER	AVJ043	TONER	80600	09/15/2014 \$	342.80
Total for 607-000-12530-4300						\$ 3,277.88
607-000-12530-5230 TELECOMMUNICATIONS						
VENDOR: TREASURER OF VIRGINIA						
13	SEPTEMBER	T276457	JULY 2014	6465	09/15/2014 \$	11.43
VENDOR: VERIZON						
32	SEPTEMBER	27268895-0914	AUG 26 - SEPT 25	80615	09/15/2014 \$	90.82
Total for 607-000-12530-5230						\$ 102.25
607-000-12530-6001 OFFICE SUPPLIES						
VENDOR: BB&T FINANCIAL, FSB						
13	SEPTEMBER	0350-09/08/2014	STAPLES	80636	09/30/2014 \$	5.68
732-000-12530-3000 PURCHASED SERVICES - TRANSACTION FEE						
VENDOR: WAGE WORKS						
1	SEPTEMBER	125AI0345362	FLEX PLAN FEE	80733	09/30/2014 \$	401.75
TOTAL DEFINITION TYPE 0 :						\$ 29,792.20
TOTAL EXPENDITURES :						\$ 29,792.20
TOTAL for FISCAL YEAR 2015 :						\$ 29,792.20

CLARKE COUNTY
SEPTEMBER 2014 VENDOR PAYMENT REPORTS
Executed By: gilleya

PAGE: 2
TIME: 15:40:48
DATE: 10/14/2014

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
--------	-----------	------------	-------------	----------	-------------	--------

=====

TOTAL PAYMENTS :	\$	29,792.20
------------------	----	-----------

CLARKE COUNTY
 SEPTEMBER 2014 VENDOR PAYMENT REPORTS
 Executed By: gilleya

PAGE: 1
 TIME: 15:38:33
 DATE: 10/14/2014

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
--------	-----------	------------	-------------	----------	-------------	--------

Fiscal Year: 2014

EXPENDITURES

DEFINITION TYPE 0

301-800-94300-3000 PURCHASED SERVICES

VENDOR: TROUT UNLIMITED

1	POST YEAR	34107-QTR 04-06	REIMBURSEMENT 04/15-06/22	6508	09/15/2014	\$ 58,765.31
---	-----------	-----------------	---------------------------	------	------------	--------------

TOTAL DEFINITION TYPE 0 : \$ 58,765.31

TOTAL EXPENDITURES : \$ 58,765.31

Fiscal Year: 2015

EXPENDITURES

DEFINITION TYPE 0

231-000-31200-5530 TRAVEL SUBSISTANCE & LODGING

VENDOR: BB&T FINANCIAL, FSB

2	SEPTEMBER	1877-09/09/2014	FARM FRESH MARKET	80636	09/30/2014	\$ 12.17
3	SEPTEMBER	1877-09/09/2014	HARDEES	80636	09/30/2014	\$ 11.23
4	SEPTEMBER	1877-09/09/2014	NO FRILL BAR AND GRILL	80636	09/30/2014	\$ 29.51
5	SEPTEMBER	1877-09/09/2014	PLAZA AZTECA	80636	09/30/2014	\$ 16.43
6	SEPTEMBER	1877-09/09/2014	RAVEN RESTAURANT	80636	09/30/2014	\$ 23.00
7	SEPTEMBER	1877-09/09/2014	CHICK FIL A	80636	09/30/2014	\$ 6.81
8	SEPTEMBER	1877-09/09/2014	MCDONALDS	80636	09/30/2014	\$ 6.90
9	SEPTEMBER	1877-09/09/2014	WENDYS	80636	09/30/2014	\$ 10.46
10	SEPTEMBER	1877-09/09/2014	BUFFALO WILD WINGS	80636	09/30/2014	\$ 29.28
11	SEPTEMBER	1877-09/09/2014	WYNDHAM VA BEACH	80636	09/30/2014	\$ 306.90
7	SEPTEMBER	6632-09/09/2014	WYNDHAM HOTEL	80636	09/30/2014	\$ 289.80

Total for 231-000-31200-5530 \$ 742.49

231-000-31200-5540 TRAVEL CONVENTION & EDUCATION

VENDOR: BB&T FINANCIAL, FSB

2	SEPTEMBER	6632-09/09/2014	SHENANDOAH UNIVERSITY	80636	09/30/2014	\$ 49.00
---	-----------	-----------------	-----------------------	-------	------------	----------

VENDOR: GENERAL DYNAMICS OTS - SIMUNITION OPERAT

1	SEPTEMBER	50000946	TRAINING COURSE	80674	09/30/2014	\$ 1,190.00
---	-----------	----------	-----------------	-------	------------	-------------

VENDOR: SAFARILAND, LLC.

1	SEPTEMBER	114-114120	TRAINING FOR M. THOMPSON	80716	09/30/2014	\$ 895.00
---	-----------	------------	--------------------------	-------	------------	-----------

Total for 231-000-31200-5540 \$ 2,134.00

231-000-31200-6010 POLICE SUPPLIES

VENDOR: ATLANTIC TACTICAL

1	SEPTEMBER	SI-80486724	TOOL/BOLT CUTTER/MAUL/BACK	6450	09/15/2014	\$ 6,360.30
---	-----------	-------------	----------------------------	------	------------	-------------

VENDOR: BB&T FINANCIAL, FSB

1	SEPTEMBER	1877-09/09/2014	GLOBAL INDUSTRIAL	80636	09/30/2014	\$ 415.59
12	SEPTEMBER	1877-09/09/2014	GCI	80636	09/30/2014	\$ 399.99

VENDOR: DALY COMPUTERS, INC.

4	SEPTEMBER	PSI0980648	TOUGHBOOK	6463	09/15/2014	\$ 14,096.00
---	-----------	------------	-----------	------	------------	--------------

VENDOR: GALL'S, AN ARAMARK COMPANY

1	SEPTEMBER	002393293	MOUNTING PLATE	80672	09/30/2014	\$ 209.30
1	SEPTEMBER	002419577	LAPTOP TOUGH TRAY HOLD	80672	09/30/2014	\$ 582.02
1	SEPTEMBER	002428169	DOCK MOUNTING PLATE	80672	09/30/2014	\$ 418.68

Total for 231-000-31200-6010 \$ 22,481.88

231-000-31200-8105 MOTOR VEHICLES

VENDOR: SHEEHY FORD

CLARKE COUNTY
 SEPTEMBER 2014 VENDOR PAYMENT REPORTS
 Executed By: gilleya

PAGE: 2
 TIME: 15:38:33
 DATE: 10/14/2014

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
1	SEPTEMBER	96321	2014 FORD TRUCK POLICE UTI	80720	09/30/2014 \$	34,730.95
231-101-22100-5230 TELECOMMUNICATIONS						
VENDOR: AT&T MOBILITY						
11	SEPTEMBER	X09012014	COMMONWEALTH'S ATTORNEY	80554	09/15/2014 \$	25.24
231-128-31200-5800 MISCELLANEOUS						
VENDOR: BB&T FINANCIAL, FSB						
3	SEPTEMBER	6558-09/09/2014	PAPER SUBSCRIPTION RICHMON	80636	09/30/2014 \$	9.95
231-128-31200-6001 MATERIALS AND SUPPLIES						
VENDOR: BB&T FINANCIAL, FSB						
2	SEPTEMBER	6640-09/09/2014	COSTCO COFFEE	80636	09/30/2014 \$	79.94
235-000-82700-3100 PROFESSIONAL SERVICES						
VENDOR: HALL, MONAHAN, ENGLE, MAHAN & MITCHELL						
3	SEPTEMBER	HALLMON09042014	LEGAL SERVICES AUGUST 2014	6475	09/15/2014 \$	1,037.50
301-800-94203-6010 POLICE SUPPLIES						
VENDOR: DALY COMPUTERS, INC.						
3	SEPTEMBER	PSI0980648	TOUGHBOOK	6463	09/15/2014 \$	24,968.00
301-800-94210-8105 MOTOR VEHICLES						
VENDOR: WINCHESTER EQUIPMENT COMPANY						
1	SEPTEMBER	W18164	KUBOTA UTILITY VEHICLE	6512	09/15/2014 \$	7,431.00
301-800-94261-8112 CONSTRUCTION REPLACEMENT						
VENDOR: MARTY COOK MASONRY						
1	SEPTEMBER	08082014	REMOVE AND REPLACE ALL MOR	80580	09/15/2014 \$	1,320.00
301-800-94300-3000 PURCHASED SERVICES						
VENDOR: DOWNSTREAM PROJECT						
1	SEPTEMBER	34107-3/14-9/4	REIMBURSEMENT FOR 03/14 -	80665	09/30/2014 \$	736.95
301-800-94318-3600 ADVERTISING						
VENDOR: WINCHESTER STAR						
1	SEPTEMBER	1679471-8/31/14	IFB SHERIFF	6515	09/15/2014 \$	200.20
301-800-94322-8103 COMMUNICATION EQUIPMENT						
VENDOR: DALY COMPUTERS, INC.						
2	SEPTEMBER	PSI0980648	TOUGHBOOK	6463	09/15/2014 \$	4,112.00
301-800-94338-3000 Purchased Services						
VENDOR: TYLER TECHNOLOGIES						
1	SEPTEMBER	045-115854	APPLICATION SERVICES 09/01	6510	09/15/2014 \$	14,876.38
1	SEPTEMBER	045-117363	ERP SYSTEM	6590	09/30/2014 \$	1,057.50
Total for 301-800-94338-3000						\$ 15,933.88
TOTAL DEFINITION TYPE 0 :						\$ 115,943.98
TOTAL EXPENDITURES :						\$ 115,943.98
TOTAL for FISCAL YEAR 2015 :						\$ 115,943.98
TOTAL PAYMENTS :						\$ 174,709.29

CLARKE COUNTY
 SEPTEMBER 2014 VENDOR PAYMENT REPORTS
 Executed By: gilleya

PAGE: 1
 TIME: 15:40:48
 DATE: 10/14/2014

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
=====						
Fiscal Year: 2015						
EXPENDITURES						
DEFINITION TYPE 0						
607-000-12510-3320 MAINTENANCE SERVICE CONTRACT						
VENDOR: OPENRDA						
1	SEPTEMBER	APP100114-2	ANNUAL SUPPORT OCT 2014-- S	80710	09/30/2014 \$	26,091.63
607-000-12510-6001 OFFICE SUPPLIES						
VENDOR: BB&T FINANCIAL, FSB						
4	SEPTEMBER	0350-09/08/2014	CREDIT	80636	09/30/2014 \$	86.99--
607-000-12530-4300 CENTRAL PURCHASING/STORE						
VENDOR: INDEPENDENT STATIONERS						
1	SEPTEMBER	IN-000453713	CARD/ENVELOPE	6551	09/30/2014 \$	35.88
VENDOR: KURTZ BROTHERS						
1	SEPTEMBER	60840.00	ENVELOPE/GLUE STICK/PENCIL	80687	09/30/2014 \$	509.16
VENDOR: OFFICE DEPOT						
1	SEPTEMBER	706081528001	CALCULATOR	80589	09/15/2014 \$	47.69
1	SEPTEMBER	706081750001	FOLDERS	80589	09/15/2014 \$	42.80
VENDOR: QUILL CORPORATION						
1	SEPTEMBER	5318611	CARTRIDGE	6495	09/15/2014 \$	282.24
1	SEPTEMBER	5468683	CARTRIDGES/INK	6495	09/15/2014 \$	128.31
1	SEPTEMBER	6042303	TONER	6573	09/30/2014 \$	646.98
1	SEPTEMBER	6043058	TONER	6573	09/30/2014 \$	357.36
1	SEPTEMBER	6043170	TONER	6573	09/30/2014 \$	184.02
1	SEPTEMBER	6044105	TONER	6573	09/30/2014 \$	155.08
VENDOR: RELIABLE OFFICE SUPPLIES						
1	SEPTEMBER	FQK71300	FILE FOLDERS	80592	09/15/2014 \$	278.56
VENDOR: STAPLES TECHNOLOGY SOLUTIONS						
1	SEPTEMBER	AUY746	TONER	80600	09/15/2014 \$	178.00
1	SEPTEMBER	AUZ408	TONER	80600	09/15/2014 \$	89.00
1	SEPTEMBER	AVJ043	TONER	80600	09/15/2014 \$	342.80
Total for 607-000-12530-4300						\$ 3,277.88
607-000-12530-5230 TELECOMMUNICATIONS						
VENDOR: TREASURER OF VIRGINIA						
13	SEPTEMBER	T276457	JULY 2014	6465	09/15/2014 \$	11.43
VENDOR: VERIZON						
32	SEPTEMBER	27268895-0914	AUG 26 - SEPT 25	80615	09/15/2014 \$	90.82
Total for 607-000-12530-5230						\$ 102.25
607-000-12530-6001 OFFICE SUPPLIES						
VENDOR: BB&T FINANCIAL, FSB						
13	SEPTEMBER	0350-09/08/2014	STAPLES	80636	09/30/2014 \$	5.68
732-000-12530-3000 PURCHASED SERVICES - TRANSACTION FEE						
VENDOR: WAGE WORKS						
1	SEPTEMBER	125AI0345362	FLEX PLAN FEE	80733	09/30/2014 \$	401.75
TOTAL DEFINITION TYPE 0 :						\$ 29,792.20
TOTAL EXPENDITURES :						\$ 29,792.20
TOTAL for FISCAL YEAR 2015 :						\$ 29,792.20

CLARKE COUNTY
SEPTEMBER 2014 VENDOR PAYMENT REPORTS
Executed By: gilleya

PAGE: 2
TIME: 15:40:48
DATE: 10/14/2014

VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
						=====
TOTAL PAYMENTS : \$						29,792.20

Clarke County Board of Supervisors

Joint Administrative Services Board Update

3. Travel Policy

Please consider the following:

- a. The current policy is attached (pg. 7).*
- b. A survey of regional travel policies is attached (pg. 11).*
- c. GSA rate schedules are attached (pg.12).*
- d. The board should decide whether detailed receipts should be required for meals and incidentals. Previous discussions lean "yes". Federal Regs say only if over \$75. Commonwealth says no.*
- e. If it is determined that receipts for meals and incidentals should be required, the board should decide:*
 - i. Whether the applicable GSA per diem rate should be reimbursed regardless of the receipt amount,*
or
 - ii. Whether the actual receipt amount should be reimbursed but only up to the GSA per diem rate.*
- f. The board should consider modifying the current policy concerning day travel. Section 19.4 states that meals for day travel are generally not reimbursable. However, the GSA policy to which we make reference is to reimburse day travel meals at 75% of the GSA meal rate. This latter method is preferred because there are instances of clearly valid day travel meal expenses (ex. Deputy transports patient to Waynesboro between 4 and 8 pm). State regs make a law enforcement exception.*
- g. The board should decide whether: meal and incidental expenses should be reimbursed to the employee, or whether a credit card can be used for these expenses. The problems associated with the credit card have been discussed, and if this method of meal reimbursement is permitted, a mechanism for recouping overcharges under item c, above, should be determined (ex. Dock pay, restrict further credit card use, dock future travel reimbursements).*
- h. The board should clarify whether airplane travel, and hotel reservations not directly connected to a conference, should be arranged centrally, as opposed to individual departments, to ensure the best rates.*
- i. Some limitation on room charges (room service, snacks, and restaurant meals) was discussed in August, and bears further discussion.*
- j. Regardless of decisions made on the above, it will be very important to communicate to all employees in advance how the policy will be enforced going forward. Employees need to understand that it is their responsibility to seek valid reimbursements only, rather than making claims that go through all approval levels before being denied by Accounts Payable.*

Tom Judge reviewed the issues and recommendation. Emily Johnson answered questions from the Board during the course of its discussion. Highlights include:

- Reimbursement for daily meals may be taxable. The Chair deferred discussion pending further research.
- The goal is to establish one County policy going forward.
- Sharon Keeler, Treasurer, expressed her preference for the requirement of receipts.
- Chairman Hobert expressed his preference for receipts and reimbursement no greater than the dollar amount spent. He expressed his support for the Fauquier County reimbursement up

to the per diem; however, he stated that if there were consensus the other way he would go along with it.

- Sheriff Roper expressed support for per diem. He advised that multiple members of staff spend considerable man-hours tracking meal receipts that in some cases might be only a few dollars. He further informed the Board that deputies, by statute, were reimbursed for meals on day trips.
- Chuck Bishop, Superintendent, indicated that he believed the School Board would have difficulty foregoing receipts. He also suggested selecting a reasonable per diem.
- David Ash opined that processing per diem payments was clearly easier but acceptance of the proposed policy depended upon whether the governing bodies would be satisfied without receipts. He recommended setting a daily rate instead of a by meal rate.
- Emily Johnson commented that some localities reimburse per diem for overnight trips and by receipt for day trips.

Following discussion, **David Ash, seconded by Sharon Keeler, moved to confirm the policy and to revise to D. with “yes” requiring receipts and that those receipts be reimbursed up to the GSA per diem rates as referenced in E.ii. and that the day trip meals be reimbursed up to individual meal up to the GSA rate for the community in which it is involved.**

Further, the motion was to add a policy provision which enabled identified account manager review to provide and allow for those situations that may reasonably exceed the limit.

Chairman Hobert called for further discussion.

Chuck Bishop sought clarification as to which office was responsible for adjusting the reimbursement for meals provided at a meeting or conference, meals that exceed the limit, etc.

Tom Judge advised that the adjustment should be made by the person requesting the reimbursement; but, if not adjusted prior to receipt, it would ultimately be the responsibility of Joint Administrative Services. He encouraged familiarizing employees with the process.

Emily Johnson added that the policy would be communicated to all employees and the reimbursement form revised.

Chuck Bishop remarked that he could not support the motion as presented because the GSA rate was too much of a moving target for his comfort level.

Chairman Hobert suggested amending the motion to accommodate agreed upon rate or rates.

Chuck Bishop expressed agreement with the suggested amendment.

Tom Judge offered the following rate Tiers depending on jurisdictions wherein the cost was incurred, to be identified by JAS as a part of the policy:

<i>Tier</i>	<i>Breakfast</i>	<i>Lunch</i>	<i>Dinner</i>	<i>Daily Limit</i>
1	\$10	\$10	\$20	\$40
2	\$10	\$15	\$25	\$50

Chairman Hobert asked to review the revised policy amendments and request for reimbursement form at the next meeting.

Tom Judge asked for review of Items G, H, and I.

Chairman Hobert interpreted as follows:

Item G: Overcharges will be recouped up to and including payroll deduction and that the policy be made clear on the form and in staff meetings

Item H: Discretion and authority be given to department managers.

Tom Judge clarified that County staff can make travel arrangements through the Purchasing Department.

Item I: Room service is tied to meals and subject to daily caps.

David Ash accepted the amendment to add tiers as set forth and further moved subject to approval at the October 27 Joint Administrative Services meeting after reviewing the policy change drafted in response to the Board’s direction. The motion carried by the following vote:

David Ash	-	Aye
Chuck Bishop	-	Aye
J. Michael Hobert	-	Aye
Sharon Keeler	-	Aye
Charles “Chip” Schutte	-	Absent

4. ERP Update

a. Employee Communication distributed.

b. Chart of Accounts successfully loaded to new system:

i. Will permit revenue/expenditure match by function (ex. Swimming Pool or Lord Fairfax Tuition payments).

ii. Combines four systems into one: Finance, Treasury, Social Services, and School Activity Funds.

iii. Will permit tracking of projects (ex. International Baccalaureate or Historic Preservation Grant) without addition or continuance of accounts.

iv. Consolidates object codes (one object code for travel instead of separate mileage, travel, and convention codes).

v. Will permit tracking and reporting of overlapping grants: some grants are recurring (Title I or V-Stop) but each has separate terms and conditions. Much of this is currently managed by separate keying to spreadsheets to maintain proper accounting (no longer necessary).

VI. Account structure conforms to Auditor of Public Accounts and DOE standards permitting timely and less costly reporting.

c. Sessions on conversion of finance data Tuesday-Friday of this week.

d. Forms (checks, invoices, statements) definition Tuesday of next week.

Since the last meeting there has been two days of Chart of Accounts training and development, and one half day of Cloud Administration training.

There was also a meeting with Social Services to set up a chart of accounts for CCSS and CSA.

This week there will be two days of training on System Administration, and next week two days of training on Security and Workflow administration.

We plan to complete the Chart of Accounts draft by mid-September in advance of the annual financial audit. Board members should now have access to the Sharepoint site on which the project plan and calendar are laid out.

Tom Judge briefly summarized the items above.

5. Director Performance Evaluation.

The JAS Director performance evaluation, by past practice, is due by the end of the calendar year. This has previously been undertaken by a collaborative effort of the County Administrator and School Superintendent then shared with the Board in closed session.

Chairman Hobert asked Chuck Bishop and David Ash to move forward with Mr. Judge's annual evaluation.

6. Set Next Meeting

The next regularly scheduled meeting is set for Monday, October 27, 2014.

7. Adjournment

At 2:12 pm, Chairman Hobert adjourned the meeting.

Minutes Recorded and Transcribed by: Lora B. Walburn

Clarke County Board of Supervisors

Government Projects Update

Clarke County Board of Supervisors

Miscellaneous Items

Board of Supervisors
Summary of Required Actions Status Report

<i>Meeting/Letter Date</i>	<i>Item</i>	<i>Description</i>	<i>Responsibility</i>	<i>Status</i>	<i>Date Complete</i>
7/15/2014	1788	Develop Fee for Service program report.	Brandon Stidham	Set for October meeting	10/6/2014
9/16/2014	1807	Process public hearing notice for CC-2014-03.	Lora B. Walburn	Complete	9/19/2014
9/16/2014	1808	Provide copy of public hearing notice and CC-2014-03 to fire and rescue companies	Brandon Stidham	Completed by Frank Davis	9/18/2014
9/16/2014	1809	Process approved minutes.	Lora B. Walburn	Complete	9/22/2014
9/16/2014	1810	Town-County Economic Development MOU – provide dates for items listed in Attachment A.	Brandon Stidham	Complete	9/17/2014
9/16/2014	1811	Provided revised documents to BoS in advance of the Personnel Work Session.	David Ash	Complete	9/22/2014
9/16/2014	1812	Provide the Chairman with a copy of the requisition for Lantz Construction – Sheriff's Office Renovation Project.	David Ash	Complete	10/3/2014
9/16/2014	1813	Provide the Board with the project scope for the Sheriff's Office Renovation Project.	David Ash	Complete - provide w/10-2014 packet	10/3/2014
9/16/2014	1814	Process 2014 VACo Voting Credentials.	Lora B. Walburn	Complete	9/23/2014
9/16/2014	1815	Process appointments.	Lora B. Walburn	Complete	9/23/2014

Clarke County Board of Supervisors

Board Member Committee Status Reports

Clarke County Board of Supervisors

Closed Session *as necessary*

Clarke County Board of Supervisors

Citizen Comment Period



Search (/search.html) | County Directory (/table/government/county-directory/) |

Contact Us (/component/com_chronoforms/Itemid,100420/view,form/)

Home (/) | Government | Residents | Business

Visitors (http://clarketurism.com/)

Home (/) | Public Hearing Notices

Public Hearing Notices

Public Hearing Notice



The Clarke County Board of Supervisors will hold public hearing on Tuesday, October 21, 2014, at 6:30 PM, or as soon thereafter as the matter may be heard, in the Berryville Clarke County Government Center, Main Meeting Room, 101 Chalmers Court, 2nd Floor, Berryville, Virginia to consider action on the following matters:

PH 14-11: TA-14-02, Administrative Land Divisions: Proposed text amendment to amend §2-B, Definitions; §3-A-2, Administration by Planning Commission; §4, Procedure for Subdivision Approval; and §10, Special Regulations of the Subdivision Ordinance. The purpose of the amendment is to define a division of land into two or more parcels with each parcel being a minimum of 100 acres as an “administrative land division.” The amendment would establish additional regulations for review of such divisions including compliance with private access easement and utility installation requirements, and would require compliance with water and sewage disposal requirements for parcels forty (40) acres or larger that are reduced below forty (40) acres via boundary line adjustment. The amendment would also create a definition for the term “residual lot” and would require Planning Commission review for merger, boundary line adjustment, or administrative land division of a residual lot that was the subject of an administrative land division within the previous two (2) years.

PH 14-12: TA-14-04, Commercial Boarding Kennels and Animal Shelters: Proposed text amendment to amend §3-A-1-a-3 (Special Uses and Structures), §3-A-2-a-3 (Special Uses and Structures), §3-A-12 (Special Uses and Structures), and §9-B-12 (Definitions) of the Zoning Ordinance. The purpose of the amendment is to remove Commercial Boarding Kennels and Animal Shelters as special uses in the Agricultural-Open Space-Conservation (AOC), Forestal-Open Space-Conservation (FOC), and Neighborhood Commercial (CN) Districts. The amendment would also delete the current use and definition of “animal shelter” and create a new use and definition for “animal shelter/governmental” that is limited to a facility owned and/or operated by the Clarke County government. “Animal shelter/governmental” would be added to the list of special uses in the AOC and FOC Districts.

PH 14-13: 2014 Clarke County Economic Development Strategic Plan: The Strategic Plan is a new implementing component plan recommended by the 2013 Comprehensive Plan and is the County’s first Plan that focuses on economic development. The Strategic Plan is action-oriented and contains specific strategies and action items to help implement the Comprehensive Plan’s recommendations on economic development. The recommended strategies and action items are designed to accomplish the following: help diversify the

County's tax base without undermining the rural, agricultural character; and support the County's strong and venerable growth management program; avoid unduly increase in the cost of providing public services. The economic development strategies support the County's other Comprehensive Plan components and balance the fundamental goal of land preservation with the important need for economic vitality and a healthy business tax base.

PH 14-14: CC-2014-03: Establish Department of Fire, Emergency Medical Services (EMS), and Emergency Management: Proposed amendment to add a new Chapter 17, Department of Fire, Emergency Medical Services (EMS), and Emergency Management; and to amend Chapter 93, Fire Prevention to the Code of Clarke County. The purpose of the amendment is to create a new Department for the management of Fire, EMS, and Emergency Management; to establish the roles and responsibilities of the Department director, County staff, and the Fire and EMS Commission; and to identify the County's providers of fire and emergency medical services and their relationship to the Department. The amendment also clarifies the role of the senior officer in charge of an incident as established by the Code of Virginia.

Copies of the aforementioned amendments and/or plans, as well as related documents are available to the public in the Clarke County Planning Department, 101 Chalmers Court, Berryville, Virginia during regular working hours. Copies of the current and proposed 2014 Clarke County Economic Development Strategic Plan may also be downloaded from the County website: <http://www.clarkecounty.gov> (<http://www.clarkecounty.gov>) . Any person desiring to be heard regarding the above matters should appear at the appointed time and place. Written copies of statements at public hearings are requested but not required.

David Ash, County Administrator

County Offices

101 Chalmers Court, Suite B
Berryville, VA 22611
540-955-5100

[Admin \(/log-in.html\)](#) | [Privacy Policy \(/government/privacy-policy-statement.html\)](#) |
[Linking Policy \(/government/disclaimer-a-linking-policy.html\)](#) |
[Freedom Of Information Act Policy \(/administration/foia-policy.html\)](#) |
[County Code \(/code-of-clarke.html\)](#)

Clarke County is an Equal Opportunity Provider and Employer. ([administration/equal-opportunity.html](#))

Website Design & Hosting by
Just In Time Design
(<http://www.justintimedesign.com>
[/website_design](#)
[/government_website_design_website_redesi](#))

[Back to Top](#)

COUNTY CODE TEXT AMENDMENT (CC-2014-03)

Establish Department of Fire, Emergency Medical Services (EMS), and Emergency Management

October 21, 2014 Board of Supervisors Meeting –PUBLIC HEARING

STAFF REPORT – Department of Planning

The purpose of this staff report is to provide information to the Board of Supervisors to assist them in reviewing this proposed text amendment to the Code of Clarke County. It may be useful to members of the general public interested in this proposed amendment.

Description:

Proposed amendment to add a new Chapter 17, Department of Fire, Emergency Medical Services (EMS), and Emergency Management; and to amend Chapter 93, Fire Prevention to the Code of Clarke County. The purpose of the amendment is to create a new Department for the management of Fire, EMS, and Emergency Management; to establish the roles and responsibilities of the Department director, County staff, and the Fire and EMS Commission; and to identify the County’s providers of fire and emergency medical services and their relationship to the Department. The amendment also clarifies the role of the senior officer in charge of an incident as established by the Code of Virginia.

Code of Virginia Authority:

- §18.2-414.1, Obstructing members of rescue squad in performance of mission; penalty.
- §27-14, Ordinances as to fire/EMS departments, etc.
- §27-15.1, Authority of chief, director or other officer in charge when answering alarm or operating at an emergency incident; penalty for refusal to obey orders.
- §27-23.6, Provision of fire-fighting or emergency medical services.
- §44-146.19, Powers and duties of political subdivisions.

Requested Action:

Staff requests the Board to conduct the advertised public hearing at the October 21 meeting and to take action either to adopt the proposed text amendment, adopt the amendment with recommended changes, or to defer action to address any outstanding concerns (see discussion below).

Update:

This update addresses concerns raised about the proposed text amendment by Board members at the September 16 meeting and by Fire & EMS Commission members. These concerns are addressed separately below:

Board of Supervisors concerns

During review of the text amendment at the September 16 meeting, the Board requested Staff to add language to proposed §17-6(B) to specify that the Board representative to the Fire & EMS Commission would be appointed for a one-year term at the Board’s annual organizational meeting. The reason for the change is to clarify that the Board representative would be appointed at a different time than the other members of the Commission. Below is Staff’s proposed amended language:

B. Membership Composition; Term. The Commission shall consist of seven (7) members including one (1) member of the Board of Supervisors; the Clarke County Sheriff; two (2) representatives recommended by the Clarke County Fire and Rescue Association to represent Fire and EMS services respectively; and three (3) citizens-at-large representing consumers of fire and EMS services. The two (2) Fire and Rescue Association representatives ~~and the Board of Supervisors appointee~~ shall serve one-year terms. The three (3) citizens-at-large shall be appointed for initial terms of one (1) year, two (2) years, and three (3) years and thereafter for four (4) year terms. The Sheriff shall serve a term coterminous with the term of office. ***The Board of Supervisors shall appoint a representative at their annual organizational meeting to serve a one-year term.***

The amended language has been incorporated into the text amendment located at the end of this Staff Report.

Fire & EMS Commission concerns

Following distribution of the draft text amendment to the Fire & EMS Commission, Chair Laure Wallace raised several questions and concerns:

- Regarding §17-6(A), Chair Wallace suggested the following additional language to clarify the role of the Commission in resolving issues of concern. Her proposed language is as follows:

A. The Board of Supervisors shall appoint a Fire and EMS Commission (“the Commission”) to provide planning-level oversight of the Fire and EMS systems in the County; to oversee strategic planning efforts; and to provide mechanism for collaboration and coordination on issues impacting fire, EMS, and emergency management services with the Director, the County Sheriff, volunteer companies, and the Board of Supervisors ***when those issues cannot be effectively managed through the working relationships between entities and/or with the direction and support of the Director.*** The Commission shall work in coordination with the Director on these issues, and the Director shall provide staff support to the Commission.

- Regarding §17-6(C), *Responsibilities of the Commission*, Chair Wallace suggested a modification to item #7 to clarify the Commission’s role as a strategic planning organization. Her proposed language is as follows:

7. ~~***Develop, implement, promote, and participate in Support***~~ annual emergency preparedness exercises ***through review of proposed exercise plans, participation in exercises, helping with citizen understanding of the exercises, gaining public support when necessary, and evaluating plans to address performance deficits.***

- Chair Wallace asked in regards to §17-7(B) whether a mutual aid agreement covers the role of Warren County to serve the southeastern portion of the County via the former Shenandoah Farms Volunteer Fire Company. A similar question was raised at the September 16 Board meeting. For the purposes of this ordinance, any company operated

by a non-County entity (including the former Shenandoah Farms company) could respond to emergencies in the County under current mutual aid agreements with individual companies or future agreements with the County. In the near future, Staff will be working with neighboring localities to develop mutual aid agreements with the County.

- Chair Wallace asked in regards to §17-7(C) whether there is a role for the Director to ensure that the response areas developed by the volunteer companies ensure the best support for performance metrics. It is Staff's opinion that this role falls under the Director's purview to evaluate and provide "recommendations to the County Administrator and Board of Supervisors on how to effectively provide the best fire and emergency services available based on risk management principles within the parameters established by the Board for fiscal management and emergency response service level objectives" as set forth in §17-5(C).
- Regarding §17-10(C), *Obedience to orders of the senior officer in charge at the scene of accidents, disasters, and other fire, medical, and rescue oriented incidents*, Chair Wallace asked if law enforcement needs to be added to this section. This proposed section addresses the command of a fire or rescue incident scene which is governed by Code of Virginia §27-15.1. Command of these incident scenes would fall under the purview of fire and rescue officers. Provisions dealing with obeying the orders of law enforcement officials in support of these incident scenes are not included in this proposed section and would be governed by separate provisions of the Code of Virginia.

It should also be noted that Fire & EMS Commission members Matt Hoff and Bryan Conrad reviewed Chair Wallace's comments and added their support. Mr. Hoff has recommended that the full Commission review and comment on these changes and the text amendment in general prior to the Board's October 21 public hearing. The Commission has scheduled their initial meeting for Thursday, October 16 at 7:00PM and will be taking up the Fire & EMS Ordinance text amendment. Any additional comments/concerns will be conveyed to the Board following this meeting.

Staff has no outstanding concerns with the addition of Chair Wallace's recommended changes. Since we have not received direction from the Board on these changes, they have not been incorporated into the proposed text amendment. This direction could be provided by the Board at either of the upcoming October meetings or added to a motion to adopt the proposed text amendment.

Staff Discussion/Analysis:

This proposed text amendment is provided in conjunction with the Board of Supervisors' effort to implement the Fire & EMS Workgroup's recommendations -- specifically to establish the scope and authority of a new Fire & EMS Commission and Director of Fire & EMS. The text amendment is modeled after a similar ordinance that is used by Campbell County. Similar to Clarke County, Campbell County has a combination career-volunteer Fire & EMS system and employs a director of fire & EMS in lieu of a county chief. Campbell also uses appointed commissions to provide policy recommendations and facilitate cooperation among the system's

participants and stakeholders. It should be noted that the Fire & EMS Workgroup reviewed the Campbell County ordinance during their deliberations earlier in the year and identified it as a best practice. The following text amendment is consistent with the Workgroup's recommendations.

To summarize, the text amendment accomplishes the following purposes:

- **Establish a new County Department of Fire, Emergency Medical Services (EMS), and Emergency Management.** The text amendment formally establishes and recognizes this new County Department as consisting of both the County-employed staff and volunteer company firefighters and EMS personnel.
- **Director of Fire and EMS role and responsibilities.** Language is included to note the appointment of the new Director position (§17.2 and §17.5) and codifies its responsibilities. The list of responsibilities set forth in §17.5 make it clear that the Director is responsible for managing the County-employed staff and that the position reports to the County Administrator. Also noted is that the Director has a coordination role in providing recommendations on fire and emergency services to the Fire and EMS Commission and the Board of Supervisors. The Director may also serve as the Coordinator of Emergency Services at the County Administrator's discretion, and is empowered to serve as a senior officer and may take command of a fire or EMS incident on an as-needed basis.
- **Fire and EMS Commission.** Language is also included to codify the membership composition, term, role, and responsibilities of the recently-appointed Fire and EMS Commission (§17-6). The detailed list of responsibilities is taken from the recommendations of the Fire & EMS Workgroup. The Fire and EMS Commission would act as a high-level planning and policy review group, and would provide the Board with recommendations on issues having a substantive impact on the County's emergency response system or infrastructure impacting service delivery.
- **Providers of Fire and Emergency Services.** The amendment formally recognizes the County's three volunteer companies along with the Mount Weather Emergency Operations Center and agencies/organizations responding in accordance with mutual aid agreements as being part of the Department and authorized to provide fire and emergency services in the County (§17.7). Language is included to note that the County's volunteer companies shall be assigned response areas that are to be determined among the volunteer companies. §17.8 notes the responsibilities of each County volunteer company including the appointment of a Chief, compliance with all applicable laws and standards, and coordination of operations and activities with the Director.
- **Personnel responsibility and authority.** §17.9 lists the rights and responsibilities of the members of the volunteer companies including compliance with all applicable laws and standards including any practices and procedures established by the Board of Supervisors.

- **Obedience to orders of the senior officer in charge at fire and EMS incidents.** §17-10 is included in the text amendment to codify the authority granted under the Code of Virginia to the senior officer in command of an accident scene, fire, or other emergency incident. Similar language currently found in §93.1 is recommended for repeal by the

County Attorney as the new language proposed in §17-10 better reflects the state code authority.

- **Repeal of section on Authority of Fire Marshal.** In reviewing Chapter 93, the County Attorney has recommended that §93-2 on the authority of the county fire marshal be repealed since the County currently does not have a fire marshal. In the event that a fire marshal is employed by the County in the future, this enabling language can be included in the sections of the Fire Prevention Code that are required to be adopted in order to employ a fire marshal.

County Attorney Bob Mitchell has reviewed this proposed text amendment for legal issues and conformance with State code. His recommendations have been incorporated into this draft. Additionally, Staff has developed a chain of communications flowchart that depicts how the current and proposed stakeholders and entities in this process would communicate with one another under the provisions of this text amendment. A copy of this flowchart is included for your reference.

Staff Recommendation:

Staff has no outstanding concerns with the adoption of the text amendment.

Amendment Text (Proposed changes to Chapter 93 are shown in bold italics with strikethroughs where necessary. Chapter 17 is a new proposed code chapter.):

CHAPTER 17 FIRE, EMERGENCY MEDICAL SERVICES (EMS), AND EMERGENCY MANAGEMENT, DEPARTMENT OF

Code of Virginia References (§18.2-414.1; §27-14, 15.1, and 23.6; §44-146.19)

§17-1 Establishment of the Department of Fire, Emergency Medical Services (EMS), and Emergency Management

A. In order to help ensure the protection of citizens, visitors, and property of Clarke County, the firefighting, emergency medical services (EMS), and emergency management services are organized under a Department of Fire, Emergency Medical Services (EMS), and Emergency Management (“the Department”). These services shall be provided by using both County-employed and volunteer company firefighters and EMS personnel. As such, the County-recognized volunteer fire-fighting and EMS entities shall be deemed an instrumentality of the County and shall receive the full benefit and protections of the law while acting in that capacity.

B. In order to effectively carry out the provisions of Subsection A of this section, the Department shall be organized to coordinate all fire, EMS, and emergency management and preparedness services within the County.

C. The Department shall be composed of the County officials and County-employed staff (“the Staff”) of the Department, and the volunteer fire and EMS companies. The volunteer fire and EMS companies are recognized as entities of the Department and are an integral part of the County’s public safety program.

§17-2 Appointment of a Director of Fire and Emergency Medical Services (EMS)

A. The County Administrator shall appoint a Director of Fire and Emergency Medical Services (EMS) (“the Director”) to head the Department and to carry out the responsibilities set forth in §17.5. The Director shall report to the County Administrator and the Department Staff shall report to the Director.

§17-3 Appointment of a Coordinator of Emergency Management

A. The County Administrator shall serve as the County’s Coordinator of Emergency Management. The responsibilities of the Coordinator of Emergency Management may be delegated to the Director at the discretion of the County Administrator.

B. The Coordinator of Emergency Management shall provide general management of the planning, preparation, and response for any disaster which impacts the County and requires implementation of the County’s emergency operations plan.

§17-4 Responsibilities of the Department

A. The Department shall be responsible for coordinating and managing the services and functions as described above in §17-1 and in the sections below.

B. The Department may employ Staff to perform a variety of functions to support fire, EMS, and emergency management services. These functions include but are not limited to firefighting, emergency medical services/EMT, volunteer recruitment/retention, grant writing, and administrative services. The Director shall manage and oversee the Staff unless otherwise designated by the County Administrator.

§17-5 Responsibilities of the Director

A. The Director shall carry out the responsibilities and general management of the Department, shall establish and enforce Departmental policies, procedures, and guidelines consistent with this Chapter for the administration and operation of the Department. The Director’s specific responsibilities shall be as assigned by the County Administrator.

B. The Director shall have management oversight of the Department's Staff. Management oversight of the volunteer companies and volunteer staff shall be the responsibility of the chiefs of the individual companies and their respective governing boards.

C. The Director shall make periodic recommendations to the County Administrator and Board of Supervisors on how to effectively provide the best fire and emergency services available based on risk management principles within the parameters established by the Board for fiscal management and emergency response service level objectives. Any recommendations proposed by the Director that will have a substantive impact on the County's emergency response system or infrastructure impacting service delivery shall be reviewed by the Fire and EMS Commission prior to presenting the recommendations to the Board of Supervisors. The results of the Commission's review shall also be provided to the Board of Supervisors.

D. The Director shall serve as a senior officer for fire and/or EMS and shall have the authority to take command of an incident on an as-needed basis in the absence of a volunteer chief. The Director shall possess the skills, training, and certifications necessary to serve as a senior fire officer, senior EMS officer, or both.

§17-6 Fire and EMS Commission

A. The Board of Supervisors shall appoint a Fire and EMS Commission ("the Commission") to provide planning-level oversight of the Fire and EMS systems in the County; to oversee strategic planning efforts; and to provide mechanism for collaboration and coordination on issues impacting fire, EMS, and emergency management services with the Director, the County Sheriff, volunteer companies, and the Board of Supervisors. The Commission shall work in coordination with the Director on these issues, and the Director shall provide staff support to the Commission.

B. Membership Composition; Term. The Commission shall consist of seven (7) members including one (1) member of the Board of Supervisors; the Clarke County Sheriff; two (2) representatives recommended by the Clarke County Fire and Rescue Association to represent Fire and EMS services respectively; and three (3) citizens-at-large representing consumers of fire and EMS services. The two (2) Fire and Rescue Association representatives shall serve one-year terms. The three (3) citizens-at-large shall be appointed for initial terms of one (1) year, two (2) years, and three (3) years and thereafter for four (4) year terms. The Sheriff shall serve a term coterminous with the term of office. The Board of Supervisors shall appoint a representative at their annual organizational meeting to serve a one-year term.

C. Responsibilities of the Commission. The Commission shall have the following specific responsibilities to be completed in cooperation with the Director:

1. Develop and maintain a Fire & EMS Strategic Plan.
2. Annually review the Emergency Operations Plan (EOP) and provide recommendations on changes to the Board of Supervisors.
3. Review and advise on implementation strategies for policy and protocol changes for Fire & EMS operations.

4. Provide platform for resolving policy and protocol disputes among the companies, the career staff, and/or with the emergency communications center.
5. Review and provide recommendations on budgetary matters including recommending the use of funding and service agreements.
6. Evaluate compliance with established performance objectives and develop recommendations to address deficiencies.
7. Develop, implement, promote, and participate in annual emergency preparedness exercises.
8. Evaluate other related issues as requested by the Board of Supervisors.

The Commission shall also review and provide recommendations on any proposals by the Director that will have a substantive impact on the County's emergency response system or infrastructure impacting service delivery.

§17-7 Recognition of Providers of Fire and Emergency Services

A. Volunteer organizations. The following volunteer organizations are hereby recognized as entities of the Clarke County Department of Fire, Emergency Medical Services (EMS), and Emergency Management and are hereby permitted to provide fire and EMS services in Clarke County:

1. John H. Enders Fire Company and Rescue Squad
2. Boyce Volunteer Fire Company
3. Blue Ridge Volunteer Fire and Rescue Company 8

B. Other organizations and groups. The following organizations and groups are hereby recognized as nonjurisdictional entities that are hereby permitted to provide fire and EMS services in Clarke County:

1. Mount Weather Emergency Operations Center.
2. Entities responding to Clarke County emergencies in accordance with mutual aid agreements.

C. Response areas. Each of the organizations listed in §17-7(A) shall be assigned response areas that provide the best services to the citizens of the County. Response areas shall be determined among the volunteer companies and a written copy of the response areas shall be provided to the Director, who shall maintain the copy and make it available to the Emergency Communications Center, Commission, and the general public. Nonjurisdictional entities listed in §17-7(B) may be assigned a response area if determined to be appropriate by the volunteer companies.

§17-8 Entities of County Fire and EMS Division responsible to the Department

A. Each of the organizations listed in §17-7(A) and (B) shall coordinate their operations and activities with the Department and shall carry out their assigned tasks to the best of their ability.

B. Each volunteer organization listed in §17-7(A) shall appoint a chief who shall be responsible for the overall direction and control of fire and EMS activities using federally-mandated NIMS protocols within the organization’s respective first due response areas. Additionally, the chief shall ensure that the organization complies with all of the provisions of applicable laws, ordinances, and standard operating procedures/guidelines in coordination with the Department and shall advise and communicate the organization’s operations and activities with the Director.

C. The fire and EMS Staff, when responding to calls, shall follow all applicable federal, state, and local regulations and will function under the same standards incorporating NIMS as noted in subsection B above.

§17-9 Personnel Responsibility and Authority

A. All officially recognized members of the organizations listed in §17-7(A) and (B) shall perform their respective duties, as outlined in the standard operating procedures/guidelines and applicable laws and ordinances, to the best of their ability.

B. All officially recognized members of the organizations listed in §17-7(A) and (B) shall be subject any procedures and practices established by the Board of Supervisors.

C. While performing in their official capacity, each of the members of the organizations and groups listed in in §17-7(A) and (B) shall have the authority to carry out their respective assignments as provided for in applicable laws, ordinances, and standard operating procedures/guidelines.

D. While performing in their official capacity and acting within the guidelines of the Department, each of the members of the organizations and groups listed in in §17-7(A) and (B) shall be afforded all of the privileges, rights, and remedies available to them under the law.

§17-10 Obedience to orders of the senior officer in charge at the scene of accidents, disasters, and other fire, medical, and rescue oriented incidents

Every person present at the scene of any fire, medical, or rescue emergency shall be obedient to the orders of the senior officer in charge in any matter related to fire/medical/rescue matters; freedom of fire and EMS company, personnel, and apparatus to perform their duties or to function properly; and the maintenance of order at or near the scene of the emergency. It shall be unlawful for any person to disobey any such order of the senior officer in charge. The senior officer in charge shall have the authority to cause the arrest of persons who disobey such orders and to hold them in custody until the incident or danger is abated, at which time the violator shall be dealt with according to law.

Chapter 93 Fire Prevention

Article I Conduct at Fire Scenes Open Burning Restrictions

[Adopted 1-19-1988 as § 5-1 of the 1987 Code]

~~§ 93-1. Obedience to and authority of officers. Every person present at the scene of a fire or explosion shall be obedient to the orders of firemen and law enforcement officers in any matter relating to extinguishing the fire, removal and protection of persons and property endangered by fire, explosion, smoke or water, freedom of Fire Department and medical personnel and apparatus to perform their duties or to function properly and the maintenance of order at or near the scene of a fire or explosion, and it shall be unlawful for any person to disobey any such order of a fireman or law enforcement officer.~~

~~§ 93-2. Authority of Fire Marshal.¹ The Fire Marshal shall have the authority, pursuant to § 27-34.2:1, Police powers of fire marshals, of the Code of Virginia, to arrest persons who disobey such orders and to hold them in custody until the fire has been extinguished or the danger of explosion abated, at which time the violator shall be dealt with according to law.~~

§ 93.3 1. Open Burning Restrictions.

- a. The Board of Supervisors shall impose such restrictions as it shall deem necessary to limit or prohibit open burning that will be offensive or objectionable due to smoke or odor emissions or when atmospheric conditions or local circumstances make such fires hazardous.
- b. The Board of Supervisors may delegate to the County Administrator the authority to promulgate, impose, or rescind, any such regulations or permits as may be consistent with the Board's action in limiting or banning open burning.
- c. Violation of any restriction, regulation or ban imposed by this section shall be considered a Class 1 misdemeanor.

¹ ~~Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I).~~

History:

September 16, 2014.

Board of Supervisors voted 3-0-2 (Byrd, Staelin absent) to set public hearing for the October 21, 2014 meeting.

October 21, 2014.

Placed on the Board's October meeting agenda and advertised for public hearing.

Clarke County**bstidham@clarkecounty.gov****Re: Fire/EMS Ordinance**

From : The Wallaces <wallace.donlaure@gmail.com> Thu, Sep 18, 2014 10:33 AM
Subject : Re: Fire/EMS Ordinance 1 attachment
To : Frank Davis <fdavis@clarkecounty.gov>, conrad bryan <conrad.bryan@gmail.com>, parmed416@yahoo.com, ekleffel@gmail.com, Tony Roper <troper@clarkecounty.gov>, amweiss@visuallink.com, jwhit7@aol.com
Cc : Brandon Stidham <bstidham@clarkecounty.gov>

I have some comments on the attached document. First and foremost is the language about the role of the Commission in the "Development and Implementation" of Emergency Operations excercises. Let me know if you cannot read the tracked changes in the text.

Cheers,
 Laure

----- Original Message -----

From: "Frank Davis" <fdavis@clarkecounty.gov>
 To: "Laure Wallce" <wallace.donlaure@gmail.com>; <conrad.bryan@gmail.com>; <parmed416@yahoo.com>; <ekleffel@gmail.com>; "Tony Roper" <troper@clarkecounty.gov>; <amweiss@visuallink.com>; <jwhit7@aol.com>
 Cc: "Brandon Stidham" <bstidham@clarkecounty.gov>
 Sent: Thursday, September 18, 2014 8:55 AM
 Subject: Fire/EMS Ordinance

> Good Morning,
 >
 > Attached is a copy of the revised County Code to establish the Department
 > of Fire, Emergency Medical Services and Emergency Management for Clarke
 > County. A Public Hearing is set for October 21st at 6:30PM.
 >
 > Please review and if you have any questions or concerns please contact
 > Brandon Stidham or myself.
 >

>
> Thanks
> Frank Davis

 **Fire-EMS Text Amendment_Oct14BOS_Wallace Comments.docx**
28 KB

FOR BOARD OF SUPERVISORS PUBLIC HEARING
OCTOBER 21, 2014

COUNTY CODE TEXT AMENDMENT (CC-2014-03): Establish Department of Fire, Emergency Medical Services (EMS), and Emergency Management

Description:

Proposed amendment to add a new Chapter 17, Department of Fire, Emergency Medical Services (EMS), and Emergency Management; and to amend Chapter 93, Fire Prevention to the Code of Clarke County. The purpose of the amendment is to create a new Department for the management of Fire, EMS, and Emergency Management; to establish the roles and responsibilities of the Department director, County staff, and the Fire and EMS Commission; and to identify the County's providers of fire and emergency medical services and their relationship to the Department. The amendment also clarifies the role of the senior officer in charge of an incident as established by the Code of Virginia.

Code of Virginia Authority:

- §18.2-414.1, Obstructing members of rescue squad in performance of mission; penalty.
- §27-14, Ordinances as to fire/EMS departments, etc.
- §27-15.1, Authority of chief, director or other officer in charge when answering alarm or operating at an emergency incident; penalty for refusal to obey orders.
- §27-23.6, Provision of fire-fighting or emergency medical services.
- §44-146.19, Powers and duties of political subdivisions.

Amendment Text (Proposed changes to Chapter 93 are shown in bold italics with strikethroughs where necessary. Chapter 17 is a new proposed code chapter.):

**CHAPTER 17 FIRE, EMERGENCY MEDICAL SERVICES (EMS), AND
EMERGENCY MANAGEMENT, DEPARTMENT OF**

Code of Virginia References (§18.2-414.1; §27-14, 15.1, and 23.6; §44-146.19)

**§17-1 Establishment of the Department of Fire, Emergency Medical Services (EMS), and
Emergency Management**

A. In order to help ensure the protection of citizens, visitors, and property of Clarke County, the firefighting, emergency medical services (EMS), and emergency management services are organized under a Department of Fire, Emergency Medical Services (EMS), and Emergency Management ("the Department"). These services shall be provided by using both County-employed and volunteer company firefighters and EMS personnel. As such, the County-recognized volunteer fire-fighting and EMS entities shall be deemed an instrumentality of the County and shall receive the full benefit and protections of the law while acting in that capacity.

B. In order to effectively carry out the provisions of Subsection A of this section, the Department shall be organized to coordinate all fire, EMS, and emergency management and preparedness services within the County.

FOR BOARD OF SUPERVISORS PUBLIC HEARING
OCTOBER 21, 2014

C. The Department shall be composed of the County officials and County-employed staff (“the Staff”) of the Department, and the volunteer fire and EMS companies. The volunteer fire and EMS companies are recognized as entities of the Department and are an integral part of the County’s public safety program.

§17-2 Appointment of a Director of Fire and Emergency Medical Services (EMS)

A. The County Administrator shall appoint a Director of Fire and Emergency Medical Services (EMS) (“the Director”) to head the Department and to carry out the responsibilities set forth in §17.5. The Director shall report to the County Administrator and the Department Staff shall report to the Director.

§17-3 Appointment of a Coordinator of Emergency Management

A. The County Administrator shall serve as the County’s Coordinator of Emergency Management. The responsibilities of the Coordinator of Emergency Management may be delegated to the Director at the discretion of the County Administrator.

B. The Coordinator of Emergency Management shall provide general management of the planning, preparation, and response for any disaster which impacts the County and requires implementation of the County’s emergency operations plan.

§17-4 Responsibilities of the Department

A. The Department shall be responsible for coordinating and managing the services and functions as described above in §17-1 and in the sections below.

B. The Department may employ Staff to perform a variety of functions to support fire, EMS, and emergency management services. These functions include but are not limited to firefighting, emergency medical services/EMT, volunteer recruitment/retention, grant writing, and administrative services. The Director shall manage and oversee the Staff unless otherwise designated by the County Administrator.

§17-5 Responsibilities of the Director

A. The Director shall carry out the responsibilities and general management of the Department, shall establish and enforce Departmental policies, procedures, and guidelines consistent with this Chapter for the administration and operation of the Department. The Director’s specific responsibilities shall be as assigned by the County Administrator.

B. The Director shall have management oversight of the Department’s Staff. Management oversight of the volunteer companies and volunteer staff shall be the responsibility of the chiefs of the individual companies and their respective governing boards.

FOR BOARD OF SUPERVISORS PUBLIC HEARING
OCTOBER 21, 2014

C. The Director shall make periodic recommendations to the County Administrator and Board of Supervisors on how to effectively provide the best fire and emergency services available based on risk management principles within the parameters established by the Board for fiscal management and emergency response service level objectives. Any recommendations proposed by the Director that will have a substantive impact on the County's emergency response system or infrastructure impacting service delivery shall be reviewed by the Fire and EMS Commission prior to presenting the recommendations to the Board of Supervisors. The results of the Commission's review shall also be provided to the Board of Supervisors.

D. The Director shall serve as a senior officer for fire and/or EMS and shall have the authority to take command of an incident on an as-needed basis in the absence of a volunteer chief. The Director shall possess the skills, training, and certifications necessary to serve as a senior fire officer, senior EMS officer, or both.

§17-6 Fire and EMS Commission

A. The Board of Supervisors shall appoint a Fire and EMS Commission ("the Commission") to provide planning-level oversight of the Fire and EMS systems in the County; to oversee strategic planning efforts; and to provide mechanism for collaboration and coordination on issues impacting fire, EMS, and emergency management services with the Director, the County Sheriff, volunteer companies, and the Board of Supervisors when those issues cannot be effectively managed through the working relationships between entities and/or with the direction and support of the Director. The Commission shall work in coordination with the Director on these issues, and the Director shall provide staff support to the Commission.

B. Membership Composition; Term. The Commission shall consist of seven (7) members including one (1) member of the Board of Supervisors; the Clarke County Sheriff; two (2) representatives recommended by the Clarke County Fire and Rescue Association to represent Fire and EMS services respectively; and three (3) citizens-at-large representing consumers of fire and EMS services. (Just an aside. I am concerned that all three "citizen" members are or have been active fire company members. In the future, the Board should consider true consumers who have not been providers or company members at some point.) The two (2) Fire and Rescue Association representatives and the Board of Supervisors appointee shall serve one-year terms. The three (3) citizens-at-large shall be appointed for initial terms of one (1) year, two (2) years, and three (3) years and thereafter for four (4) year terms. The Sheriff shall serve a term coterminous with the term of office. The Board of Supervisors member shall be appointed annually by the Board.

C. Responsibilities of the Commission. The Commission shall have the following specific responsibilities to be completed in cooperation with the Director:

1. Develop and maintain a Fire & EMS Strategic Plan.
2. Annually review the Emergency Operations Plan (EOP) and provide recommendations on changes to the Board of Supervisors.
3. Review and advise on implementation strategies for policy and protocol changes for Fire & EMS operations.

FOR BOARD OF SUPERVISORS PUBLIC HEARING
OCTOBER 21, 2014

4. Provide platform for resolving policy and protocol disputes among the companies, the career staff, and/or with the emergency communications center.
5. Review and provide recommendations on budgetary matters including recommending the use of funding and service agreements.
6. Evaluate compliance with established performance objectives and develop recommendations to address deficiencies.
7. ~~Develop, implement, promote, and participate in~~ Support annual emergency preparedness exercises through review of proposed exercise plans, participation in exercises, helping with citizen understanding of the exercises, gaining public support when necessary, and evaluating plans to address performance deficits. (PLEASE NOTE: I feel very strongly that the Commission should not be involved in this type of tactical management activity. The role of the Commission should be strategic and that does not involve the development or implementation of a specific set of duties in the annual performance of the fire and ems service. Working with the Director to garner support and evaluation performance to inform strategic needs and direction is well within the role of the Commission.);
8. Evaluate other related issues as requested by the Board of Supervisors.

The Commission shall also review and provide recommendations on any proposals by the Director that will have a substantive impact on the County's emergency response system or infrastructure impacting service delivery.

§17-7 Recognition of Providers of Fire and Emergency Services

A. Volunteer organizations. The following volunteer organizations are hereby recognized as entities of the Clarke County Department of Fire, Emergency Medical Services (EMS), and Emergency Management and are hereby permitted to provide fire and EMS services in Clarke County:

1. John H. Enders Fire Company and Rescue Squad
2. Boyce Volunteer Fire Company
3. Blue Ridge Volunteer Fire and Rescue Company 8

B. Other organizations and groups. The following organizations and groups are hereby recognized as nonjurisdictional entities that are hereby permitted to provide fire and EMS services in Clarke County:

1. Mount Weather Emergency Operations Center.
2. Entities responding to Clarke County emergencies in accordance with mutual aid agreements.

(Does a Mutual Aid agreement cover the role of Warren County for serving the SE corner of the County? I assume it does, but wanted to make sure it was a mutual aid agreement and not some other form of agreement.)

C. Response areas. Each of the organizations listed in §17-7(A) shall be assigned response areas that provide the best services to the citizens of the County. Response areas shall be

FOR BOARD OF SUPERVISORS PUBLIC HEARING
OCTOBER 21, 2014

determined among the volunteer companies and a written copy of the response areas shall be provided to the Director, who shall maintain the copy and make it available to the Emergency Communications Center, Commission, and the general public. Nonjurisdictional entities listed in §17-7(B) may be assigned a response area if determined to be appropriate by the volunteer companies. (Is there a role here for the Director to ensure that the boundaries developed by the Volunteer companies ensures the best support for performance metrics?)

§17-8 Entities of County Fire and EMS Division responsible to the Department

A. Each of the organizations listed in §17-7(A) and (B) shall coordinate their operations and activities with the Department and shall carry out their assigned tasks to the best of their ability.

B. Each volunteer organization listed in §17-7(A) shall appoint a chief who shall be responsible for the overall direction and control of fire and EMS activities using federally-mandated NIMS protocols within the organization's respective first due response areas. Additionally, the chief shall ensure that the organization complies with all of the provisions of applicable laws, ordinances, and standard operating procedures/guidelines in coordination with the Department and shall advise and communicate the organization's operations and activities with the Director.

C. The fire and EMS Staff, when responding to calls, shall follow all applicable federal, state, and local regulations and will function under the same standards incorporating NIMS as noted in subsection B above.

§17-9 Personnel Responsibility and Authority

A. All officially recognized members of the organizations listed in §17-7(A) and (B) shall perform their respective duties, as outlined in the standard operating procedures/guidelines and applicable laws and ordinances, to the best of their ability.

B. All officially recognized members of the organizations listed in §17-7(A) and (B) shall be subject any procedures and practices established by the Board of Supervisors.

C. While performing in their official capacity, each of the members of the organizations and groups listed in in §17-7(A) and (B) shall have the authority to carry out their respective assignments as provided for in applicable laws, ordinances, and standard operating procedures/guidelines.

D. While performing in their official capacity and acting within the guidelines of the Department, each of the members of the organizations and groups listed in in §17-7(A) and (B) shall be afforded all of the privileges, rights, and remedies available to them under the law.

§17-10 Obedience to orders of the senior officer in charge at the scene of accidents, disasters, and other fire, medical, and rescue oriented incidents

FOR BOARD OF SUPERVISORS PUBLIC HEARING
OCTOBER 21, 2014

Every person present at the scene of any fire, medical, or rescue emergency shall be obedient to the orders of the senior officer in charge in any matter related to fire/medical/rescue (does this need to include Police?) matters; freedom of fire and EMS company, personnel, and apparatus to perform their duties or to function properly; and the maintenance of order at or near the scene of the emergency. It shall be unlawful for any person to disobey any such order of the senior officer in charge. The senior officer in charge shall have the authority to cause the arrest of persons who disobey such orders and to hold them in custody until the incident or danger is abated, at which time the violator shall be dealt with according to law.

Chapter 93 Fire Prevention

Article I ~~Conduct at Fire Scenes~~ Open Burning Restrictions

[Adopted 1-19-1988 as § 5-1 of the 1987 Code]

~~§ 93-1. Obedience to and authority of officers.~~ *~~Every person present at the scene of a fire or explosion shall be obedient to the orders of firemen and law enforcement officers in any matter relating to extinguishing the fire, removal and protection of persons and property endangered by fire, explosion, smoke or water, freedom of Fire Department and medical personnel and apparatus to perform their duties or to function properly and the maintenance of order at or near the scene of a fire or explosion, and it shall be unlawful for any person to disobey any such order of a fireman or law enforcement officer.~~*

~~§ 93-2. Authority of Fire Marshal.~~ *~~The Fire Marshal shall have the authority, pursuant to § 27-34.2:1, Police powers of fire marshals, of the Code of Virginia, to arrest persons who disobey such orders and to hold them in custody until the fire has been extinguished or the danger of explosion abated, at which time the violator shall be dealt with according to law.~~*

§ 93.3 1. Open Burning Restrictions.

a. The Board of supervisors shall impose such restrictions as it shall deem necessary to limit or prohibit open burning that will limit or prohibit open burning that will be offensive or objectionable due to smoke or odor emissions or when atmospheric conditions or local circumstances make such fires hazardous.

FOR BOARD OF SUPERVISORS PUBLIC HEARING
OCTOBER 21, 2014

- b. The Board of Supervisors may delegate to the County Administrator the authority to promulgate, impose, or rescind, any such regulations or permits as may be consistent with the Board's action in limiting or banning open burning.
- c. Violation of any restriction, regulation or ban imposed by this section shall be considered a Class 1 misdemeanor.

⁺ ~~Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I).~~

SUBDIVISION ORDINANCE TEXT AMENDMENT (TA-14-02)

Administrative Land Divisions

October 21, 2014 Board of Supervisors Meeting – PUBLIC HEARING

STAFF REPORT – Department of Planning

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

Description:

Proposed text amendment to amend §2-B, Definitions; §3-A-2, Administration by Planning Commission; §4, Procedure for Subdivision Approval; and §10, Special Regulations of the Subdivision Ordinance. The purpose of the amendment is to define a division of land into two or more parcels with each parcel being a minimum of 100 acres as an “administrative land division.” The amendment would establish additional regulations for review of such divisions including compliance with private access easement and utility installation requirements, and would require compliance with water and sewage disposal requirements for parcels forty (40) acres or larger that are reduced below forty (40) acres via boundary line adjustment. The amendment would also create a definition for the term “residual lot” and would require Planning Commission review for merger, boundary line adjustment, or administrative land division of a residual lot that was the subject of an administrative land division within the previous two (2) years.

Requested Action:

Conduct advertised public hearing and take action on proposed text amendment.

Staff Discussion/Analysis:

This proposed text amendment was developed by the Planning Commission in response to Planning Staff’s administrative approval of plats that took place in late 2013 depicting a series of land divisions involving parcels of at least 100 acres and boundary line adjustments. The effect of the plat approvals was to divide a 360.93 acre tract containing nine dwelling unit rights (DURs) and one existing dwelling into nine parcels of at least 20 acres in size. Both the approval of land divisions involving parcels 100 acres or larger and the approval of boundary line adjustments fall under the authority of Planning Staff as subdivision agent. Neither transaction constitutes a “subdivision” requiring review by the Commission.

Commission members were concerned that these transactions represented a “loophole” that utilized administrative transactions approvable by Staff to avoid the major subdivision process and review by the Planning Commission. This issue was reviewed by the Commission’s Policy Subcommittee on January 28 and produced the following recommendations to the full Commission on February 4:

- Create a new definition of “administrative land divisions” for transactions involving parcels of 100 acres or greater.

- Require any administrative land divisions that use easements to access public roads to follow the private access easement design standards of the Subdivision Ordinance.
- Establish limits on the frequency in which administrative land divisions may take place. This latter recommendation would not stop transactions such as the ones at issue noted above, but imposing a time limit such as two years between such transactions would discourage them in the future.

The Commission attempted to develop a text amendment for public hearing in February based upon these recommendations but a concern raised by the County Attorney required the Commission to continue work on the issue and pursue other solutions. The Commission worked on this item with Staff at the March and April briefing meetings, and provided direction to Staff at the April 1 briefing meeting to focus on creating a process whereby the Commission would review these transactions in the future instead of Planning Staff. The Commission also requested Staff to require administrative land divisions to comply with the Subdivision Ordinance’s utility installation requirements.

The resultant amendment that is the subject of this report captures the Commission’s intended goal of having regulatory oversight over this process and strengthening the design requirements for such divisions. In summation, the text amendment accomplishes the following:

- Creates new definitions for “administrative land division” and “residual lot.” Neither term is currently defined in the Ordinance. (§2-B, Definitions)
- Adds “administrative land division” as a transaction that is not a subdivision. (§2-B-50, definition of Subdivide)
- Adds the term, “administrative land division,” to §3-A-2 which authorizes the Zoning Administrator to approve plats in which all proposed lots are 100 acres or larger.
- Creates a new §4-M that enumerates the design requirements for administrative land divisions including compliance with private access easement requirements in §8-J and utility installation requirements in §8-G.
- Clarifies that boundary line adjustments are approved by the Zoning Administrator. (§10-D-6).
- Requires compliance with the water and sewage disposal system requirements set forth in §7-C-3-d if a lot equal to or greater than 40 acres is reduced in area below 40 acres (§10-D-7).
- Creates a new §10-F stating that any plat depicting a merger, boundary line adjustment, or administrative land division involving a residual lot that was the subject of an administrative land division within the previous two (2) year period shall require approval by the Planning Commission. The Commission would review the transaction under the same administrative authority that the Zoning Administrator would use, and

would not have the ability to impose conditions or vary requirements. This new section would also require Commission action on the plat within 60 days.

Planning Commission Recommendation:

Following a duly advertised Public Hearing on July 11, 2014, the Planning Commission voted 10-0-1 (Steinmetz absent) to recommend adoption of the proposed text amendment. No one spoke for or against the text amendment at the Commission's Public Hearing.

Staff Recommendation:

Staff has no outstanding concerns with the adoption of the text amendment.

Subdivision Ordinance Amendment Text (proposed changes in bold italics with strikethroughs where necessary):

Additions to Section 2-B, Definitions (addition of two new definitions will require this section to be renumbered):

ADMINISTRATIVE LAND DIVISION. A division of land into two or more parcels with each parcel being a minimum of 100 acres. Such divisions shall not be considered a major or minor subdivision and shall be acted upon administratively by the Zoning Administrator.

LOT, RESIDUAL (or RESIDUAL PARCEL): The portion of a lot of record that remains after the creation of a new lot or lots.

SUBDIVIDE (2/16/01): To divide any tract, parcel, or lot of land into two or more parts, with the following exceptions:

- 2-B-50-(a) Boundary Line Adjustments (see Special Regulations, Article 10-D).
- 2-B-50-(b) The use of one of the parcels will be public utility uses and not more than two parcels would result from the division of land.
(6/21/05)
- 2-B-50-(c) All persons proposing to divide and/or merge land who contend such division is exempted from the provisions of this Ordinance under subsections (a) or (b), above, shall submit to the Zoning Administrator a plat of the proposed division, or other documents, plats, or evidence satisfactory to the Zoning Administrator, and if in the opinion of the Zoning Administrator the division is accepted, he shall so certify on said plat or on the deed of conveyance by which the property is to be divided. The Zoning Administrator's certificate shall state that the division is accepted under (a) or (b), above, and shall be signed by the Zoning Administrator. No person shall record a plat or conveyance for the division of land without complying with the provisions of this Ordinance or without the Zoning Administrator's certificate as aforesaid.
(6/13/89)
(2/20/90)
(7/20/93)
(6/21/05)

2-B-50-(d) Administrative Land Divisions

Addition to Section 3, Administration

3-A-2. The Commission may act through its Zoning Administrator and/or Planning Staff duly appointed as provided in Section 15.2-2217 of the Code of Virginia, to the extent that the Commission finds appropriate for the administration of this Ordinance; provided, however, that no person may act for the Commission in approving, conditionally approving, or disapproving any Preliminary Plat or Record Plat *of a major or minor subdivision*. ~~except~~ The Zoning Administrator shall act for the Commission in approving, conditionally approving, or disapproving any ~~Preliminary Plat or Record Plat in which all lots proposed are 100 acres or greater in area of an administrative land division.~~

Addition to Section 4, Procedure for Subdivision Approval

4-M. Administrative Land Divisions.

1. *If one or more of the parcels resulting from an administrative land division are to be served by a private access easement, the private access easement shall comply with all applicable design requirements set forth in §8-J.*
2. *Utility installation on parcels resulting from an administrative land division shall comply with all applicable design requirements set forth in §8-G. The Zoning Administrator shall have the authority to act on behalf of the Planning Commission in applying §8-G-1, §8-G-3, and §8-G-11.*

Addition to Section 10, Special Regulations

10-D-6 *Any boundary line adjustment shall require approval by the Zoning Administrator.*

10-D-7 *If a lot with an area equal to or greater than forty (40) acres is reduced in size below forty (40) acres by boundary line adjustment, the resultant lot shall comply with the water and sewage disposal system requirements set forth in §7-C-3-d.*

10-F CERTAIN MERGERS, BOUNDARY LINE ADJUSTMENTS, AND ADMINISTRATIVE LAND DIVISIONS

10-F-1 *Any plat depicting a merger or boundary line adjustment involving a residual lot that was the subject of an administrative land division within the previous two (2) year period shall require approval by the Planning Commission.*

- 10-F-2** *Any plat depicting an administrative land division involving a residual lot that was the subject of a merger or boundary line adjustment within the previous two (2) year period shall require approval by the Planning Commission.*
- 10-F-3** *A final plat showing the merger, boundary line adjustment, or administrative land division shall be filed with the Zoning Administrator and submitted to the Planning Commission for review. The Commission shall act on the plat within sixty (60) days of the filing date.*
- 10-F-3** *The final plat depicting a merger shall meet the requirements of §10-E; the final plat depicting a boundary line adjustment shall meet the requirements of §10-D; and the final plat depicting an administrative land division or divisions shall meet the requirements of §4-M except as otherwise provided herein.*

History:

- June 6, 2014.** **Commission voted unanimously to set public hearing for the Commission’s July 11, 2014 meeting.**
- July 11, 2014.** **Commission voted 10-0-1 (Steinmetz absent) to recommend adoption of the proposed text amendment following a duly advertised Public Hearing.**
- August 19, 2014.** **Board voted unanimously (5-0) to set public hearing for the Board’s October 21, 2014 meeting.**
- October 21, 2014.** **Placed on the Board’s October agenda and advertised for public hearing.**

ZONING ORDINANCE TEXT AMENDMENT (TA-14-04)
Commercial Boarding Kennels and Animal Shelters
October 21, 2014 Board of Supervisors Meeting – PUBLIC HEARING
STAFF REPORT – Department of Planning

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

Description:

Proposed text amendment to amend §3-A-1-a-3 (Special Uses and Structures), §3-A-2-a-3 (Special Uses and Structures), §3-A-12 (Special Uses and Structures), and §9-B-12 (Definitions) of the Zoning Ordinance. The purpose of the amendment is to remove Commercial Boarding Kennels and Animal Shelters as special uses in the Agricultural-Open Space-Conservation (AOC), Forestal-Open Space-Conservation (FOC), and Neighborhood Commercial (CN) Districts. The amendment would also delete the current use and definition of “animal shelter” and create a new use and definition for “animal shelter/governmental” that is limited to a facility owned and/or operated by the Clarke County government. “Animal shelter/governmental” would be added to the list of special uses in the AOC and FOC Districts.

Requested Action:

Conduct advertised public hearing and take action on proposed text amendment.

Staff Discussion/Analysis:

This proposed text amendment was developed by the Planning Commission at the request of the Board of Supervisors. At their March 18, 2014 meeting, the Board requested the Commission to evaluate the concept of removing commercial boarding kennels, animal shelters, veterinary services, animal hospitals, and breeding kennels uses from the AOC and FOC Districts as a special use and allowing commercial boarding kennels only in the Highway Commercial (CH) District. The Board requested that the Commission provide a formal recommendation on this request including review of the individual uses that are grouped within this category.

Following discussion of the request at the April 1 and April 29 briefing meetings and review of background research of other counties provided by Staff, the Commission forwarded a written response to the Board that included the following recommendations:

- Delete “Commercial Boarding Kennels of more than five canine or feline animals” and “Animal Shelters” as special uses in the AOC District.
- Delete “Commercial Boarding Kennels of more than five canine or feline animals” and “Animal Shelters” as special uses in the FOC District.
- Adopt a new use in the AOC District, “Animal Shelter/Governmental,” for animal shelters that are either owned or endorsed by the County government.

The Commission made no recommendations on the current regulations for veterinary services, animal hospitals, and breeding kennels.

The Board reviewed the recommendations at their May 20 meeting and voted to request the Commission to prepare a text amendment that addresses the following items:

- Prohibits commercial boarding kennels and animal shelters in the AOC and FOC Districts as recommended by the Commission.
- Further defines the Commission’s proposed “animal shelter/governmental” use as a shelter owned and/or operated by Clarke County as opposed to another governing body.
- Designates the “animal shelter/governmental” use as a special use.

The Board also asked the Commission to evaluate the current special use for commercial boarding kennels in the Neighborhood Commercial District (CN) for possible removal, and also evaluate whether to amend the breeding kennel provisions to prevent large breeding kennels.

The Planning Commission reviewed the request at the June 3 briefing meeting and directed staff to prepare the attached text amendment in accordance with the Board’s request including deletion of commercial boarding kennels as a use in the CN District. The Commission chose to defer discussion of potential changes to the breeding kennel regulations at this time.

Adoption of the proposed text amendment would produce the following results:

- “Commercial Boarding Kennels of more than five canine or feline animals” and “animal shelters” would become prohibited uses in the AOC, FOC, and CN Districts.
- Existing commercial boarding kennels would become nonconforming special uses. As a nonconforming use, they would be subject to the limitations of §4-K-4-b of the Zoning Ordinance including prohibition on expansion or relocation to another portion of the property.
- Commercial boarding kennels would continue to be a by-right use in the Highway Commercial (CH) District.
- The former “animal shelter” use would be replaced by a new special use entitled, “Animal Shelter/Governmental.” Such uses would have to be either owned and/or operated by the County government and would include the current Clarke County Animal Shelter. Animal shelters owned/operated by any other public, private, or non-profit entity would be prohibited.

Planning Commission Recommendation:

Following a duly advertised Public Hearing on July 11, 2014, the Planning Commission voted 10-0-1 (Steinmetz absent) to recommend adoption of the proposed text amendment. Two citizens spoke in favor of the amendment at the Public Hearing.

Staff Recommendation:

Staff has no outstanding concerns with the adoption of the text amendment.

Zoning Ordinance Amendment Text (proposed changes in bold italics with strikethroughs where necessary):

3 DISTRICT REGULATIONS

3-A-1 Agricultural-Open Space-Conservation District – AOC

3. Special Uses and Structures

- u. Veterinary Services, Animal Hospitals, ~~Commercial Boarding Kennels of more than five canine or feline animals~~, Breeding Kennels of more than 15 canine animals, ~~Animal Shelters~~ **Animal Shelter/Governmental**

3-A-2 Forestal-Open Space-Conservation District – FOC

3. Special Uses and Structures

- q. Veterinary Services, Animal Hospitals, ~~Commercial Boarding Kennels of more than five canine or feline animals~~, Breeding Kennels of more than 15 canine animals, ~~Animal Shelters~~ **Animal Shelter/Governmental**

3-A-12 Neighborhood Commercial District (CN)

3. Special Uses and Structures

- o. Veterinary services, animal hospitals, ~~Commercial Boarding Kennels~~, Breeding Kennels

9-B DEFINITIONS

9-B-12 ~~ANIMAL SHELTER: A facility or facilities (public, private, or non-profit), used to house or contain companion animals and operated for the purpose of finding permanent adoptive homes for such animals. Further, an animal shelter is a facility housing more than:~~

- ~~a. five companion animals older than six months, on parcels of up to five acres, or~~
- ~~b. one companion animal older than six months for each acre of a parcel, if the parcel is greater than five acres, or~~
- ~~c. 20 companion animals older than six months on parcels of 20 acres or more.~~

ANIMAL SHELTER/GOVERNMENTAL: A facility or facilities, owned and/or operated by the Clarke County government, used to house or contain companion animals and operated for the purpose of finding permanent adoptive homes for such animals.

History:

- June 6, 2014.** Commission voted unanimously to set public hearing for the Commission's July 11, 2014 meeting.
- July 11, 2014.** Commission voted 10-0-1 (Steinmetz absent) to recommend adoption of the proposed text amendment following a duly advertised Public Hearing.
- August 19, 2014.** Board voted unanimously (5-0) to set public hearing for the Board's October 21, 2014 meeting.
- October 21, 2014.** Placed on the Board's October agenda and advertised for public hearing.



Clarke County Planning Department
101 Chalmers Court, Suite B
Berryville, Virginia 22611
(540) 955-5132

TO: Board of Supervisors members

FROM: Brandon Stidham, Planning Director

RE: 2014 Clarke County Economic Development Strategic Plan

DATE: October 7, 2014

The 2014 Clarke County Economic Development Strategic Plan has been advertised for public hearing at the evening session of the Board's October 21, 2014 meeting. A copy of the draft Plan document is enclosed for your reference. No substantive changes have been made to the draft Plan since the Board set public hearing at the August 19 meeting.

The Board had also requested Staff to provide copies of the draft Plan on CD-ROM to key stakeholders and to solicit comments and feedback. The following organizations were provided with draft Plans in mid-September:

- Top of Virginia Chamber of Commerce
- Berryville Main Street
- Clarke County Ruritan Club
- Clarke County Farm Bureau
- Clarke County Equine Alliance
- Tourism Advisory Committee
- Blandy Experimental Farm
- Clermont Foundation
- Long Branch Plantation
- Clarke County Historical Association

As of the drafting of this memo, Staff has not received any comments from these organizations or from the general public on the Plan. Milton Herd will be in attendance at the October 21 public hearing to present the draft Plan with Planning Staff. For your reference, Staff has included a set of draft motions for the Board to take action on the Plan following the public hearing.

If you have any questions or concerns, please do not hesitate to contact me.

**2014 ECONOMIC DEVELOPMENT STRATEGIC PLAN
DRAFT MOTIONS**

- **To Adopt as Presented:**

I MOVE TO ADOPT THE 2014 ECONOMIC DEVELOPMENT STRATEGIC PLAN AS RECOMMENDED BY THE PLANNING COMMISSION.

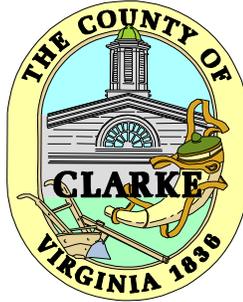
- **To Adopt with New Changes:**

I MOVE TO ADOPT THE 2014 ECONOMIC DEVELOPMENT STRATEGIC PLAN AS RECOMMENDED BY THE PLANNING COMMISSION. THIS MOTION INCLUDES THE FOLLOWING ADDITIONAL CHANGES...

(list the additional changes)

- **To Defer Action:**

I MOVE TO DEFER ACTION ON THE 2014 ECONOMIC DEVELOPMENT STRATEGIC PLAN TO THE BOARD'S (insert date) MEETING.



Economic Development Strategic Plan For Clarke County, Virginia

An Implementing Component of the 2013 Comprehensive Plan



**Draft for Board of Supervisors Public Hearing
October 21, 2014**

ACKNOWLEDGEMENTS

CLARKE COUNTY PLANNING COMMISSION

George L. Ohrstrom, II, Chair (Russell Election District)
Anne Caldwell, Vice Chair (Millwood Election District)
Tom McFillen (Berryville Election District)
Frank Lee (Berryville Election District)
Chip Steinmetz (Berryville Election District)
Scott Kreider (Buckmarsh Election District)
Douglas Kruhm (Buckmarsh Election District)
Jon Turkel (Millwood Election District)
Cliff Nelson (Russell Election District)
Clay Brumback (White Post Election District)
Robina Bouffault (White Post Election District)
Randy Buckley (White Post Election District)
John Staelin (Board of Supervisors representative)

CLARKE COUNTY BOARD OF SUPERVISORS

J. Michael Hobert, Chair (Berryville Election District)
David Weiss, Vice-Chair (Buckmarsh Election District)
John Staelin (Millwood Election District)
Barbara Byrd (Russell Election District)
Beverly B. McKay (White Post Election District)

CLARKE COUNTY PLANNING DEPARTMENT

Brandon Stidham, Planning Director
Jesse Russell, Zoning Administrator
Alison Teetor, Natural Resource Planner
Debbie Bean, Administrative Assistant

Clarke County Planning Department
101 Chalmers Court, Suite B
Berryville, VA 22611
540-955-5132

Consulting Services provided by Herd Planning & Design, Ltd. with S. Patz & Associates, Inc.

**Economic Development Strategic Plan
For Clarke County, Virginia**

An Implementing Component of the 2013 Comprehensive Plan

Board of Supervisors Public Hearing Draft - October 21 2014

Contents	page
I. Executive Summary	5
II. Introduction/Background	
Summary of purpose, process, and relation to comprehensive plan.....	12
III. Analysis - Current Conditions, Market Analysis, and Public Input	16
Summary of Technical Memoranda #1 and #2	
IV. Goals, Strategies and Actions	20
Mission	20
Vision	20
Goals and Strategies	21
Goal A. Increase Collaboration and Capacity for Supporting Compatible Economic Development	21
Strategy 1. Expand Overall Planning and Economic Development Efforts	
Strategy 2. Increase Direct Revenues to Fund Economic Development	
Goal B. Retain, Attract, and Develop Compatible and Innovative Industry ...	32
Strategy 1. Promote Compatible Industrial Development	
Strategy 2. Initiate Long-Term Development Opportunities	
Goal C. Increase the Vitality of Agriculture and Tourism	40
Strategy 1. Promote Agricultural Development and Innovation	
Strategy 2. Promote Tourism Development	
V. Action Plan	47
Action matrix with schedule, responsibilities, and estimated budgets	
VI. Appendices	
Appendix 1: Technical Memorandum #1 (Summary of Public Input)	61
Appendix 2: Technical Memorandum #2 (Issues and Opportunities)	83
Appendix 3: Appendix to Technical Memorandum #2 (Market Data and Analysis)...	121



photo by Herd Planning & Design



photo by Herd Planning & Design

I. Executive Summary

Overview

Strategic Plans are specific and *action-oriented*, and thus tend to have a short-term horizon, whereas the Comprehensive Plan (required by the Virginia Code) is general in nature and takes a long-term view of the future.

This strategic plan for economic development in Clarke County will become an “implementing component” of the 2013 Comprehensive Plan (along with other such components such as the transportation plan, the water resources plan, etc.) Objective 10 of the 2013 Comprehensive Plan sets forth the policies that guide the development of the Economic Development Strategic Plan’s recommendations. The actions for economic development must support and draw guidance from the County’s overall growth management policies for rural land conservation and other key goals set forth in the Comprehensive Plan and relevant component plans.

The County is in a challenging yet opportune location, situated in the Shenandoah Valley of Northern Virginia between the larger and more rapidly growing counties of Loudoun, Frederick, and Jefferson, West Virginia to the north. This makes it a “rural jewel” surrounded by those intensively developing areas. While the County’s small population and employment base can present constraints on economic development, because of its good location, they can also present opportunities. Its proximity to a very large and expanding regional market of population and businesses offers the attraction of a high quality, rural life style with relatively low land costs.

These qualities are the purpose and basis for the County’s overall land use philosophy which might be best expressed in the forward to the Comprehensive Plan: “...to *protect and enhance attributes that contribute to the rural and agricultural character of the County, while it accommodates additional people and businesses primarily in the designated growth areas.*”

Guiding Principles

Based on the County’s long-standing land use philosophy and the policies of its Comprehensive Plan, the following principles serve as guidance for this Strategic Plan.

The Economic Development Strategy must:

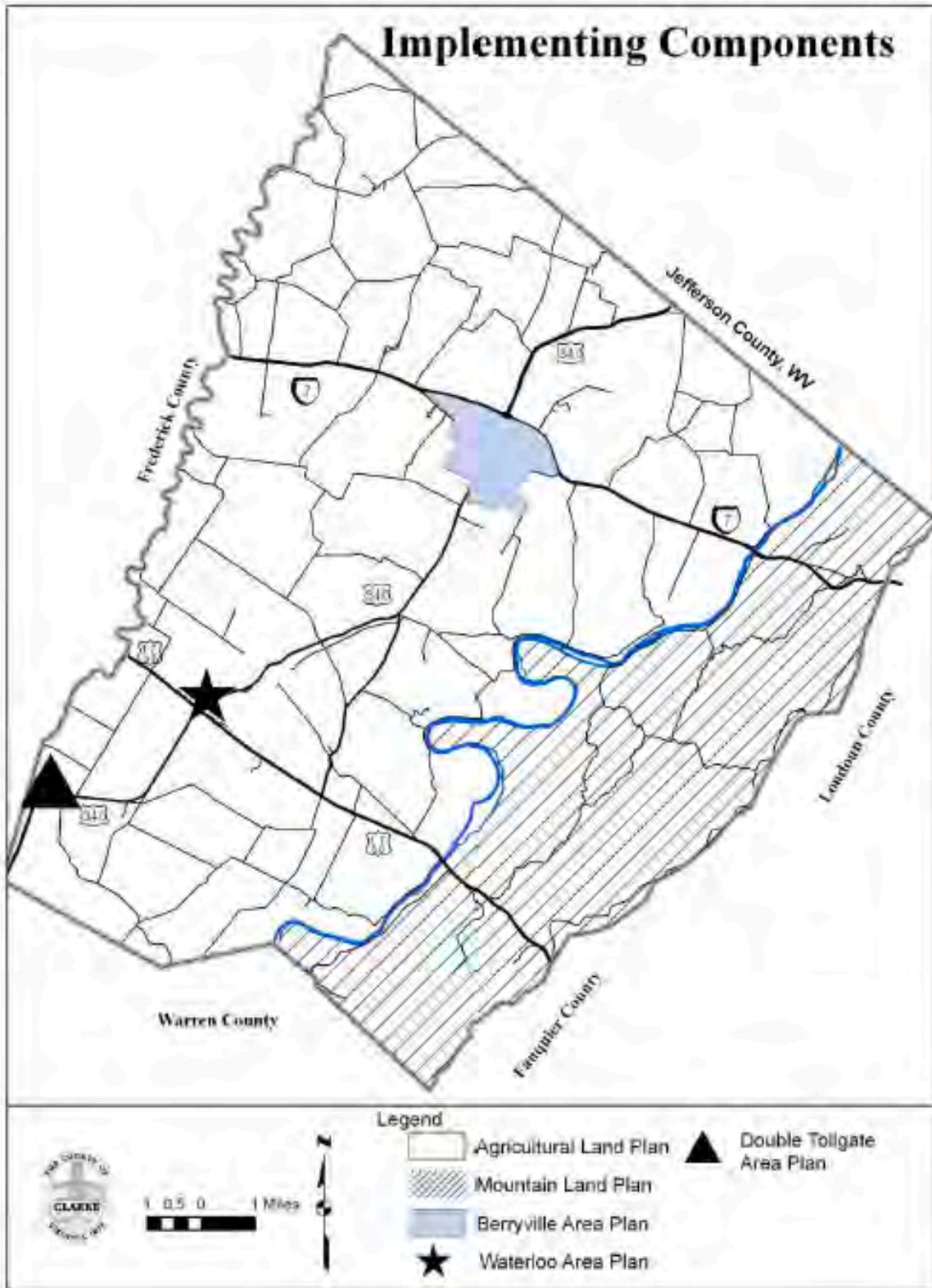
- **Support the County’s Comprehensive Plan** and desired future land use pattern of concentrated population within a largely rural environment. The County must avoid compromising its overall growth management philosophy by taking advantage of the natural and historic resources in ways that help preserve them while enhancing their economic value.
- **Grow the tax base** as the primary objective, with a secondary objective to increase economic activity through the expansion of business transactions and/or by adding new jobs, particularly if the jobs are filled by the existing labor force or in-commuters.
- **Build on past and current successes** in business development.
- **Target short-term as well as long-term** economic prospects.

- **Foster close cooperation between the County and the Town of Berryville**, as the two jurisdictions form a unified local economy.
- **Set and memorialize clear priorities and responsibilities** to allow the County and Town to best use limited resources, take best advantage of the community's key attributes, and focus on the most important and practical actions for early success.

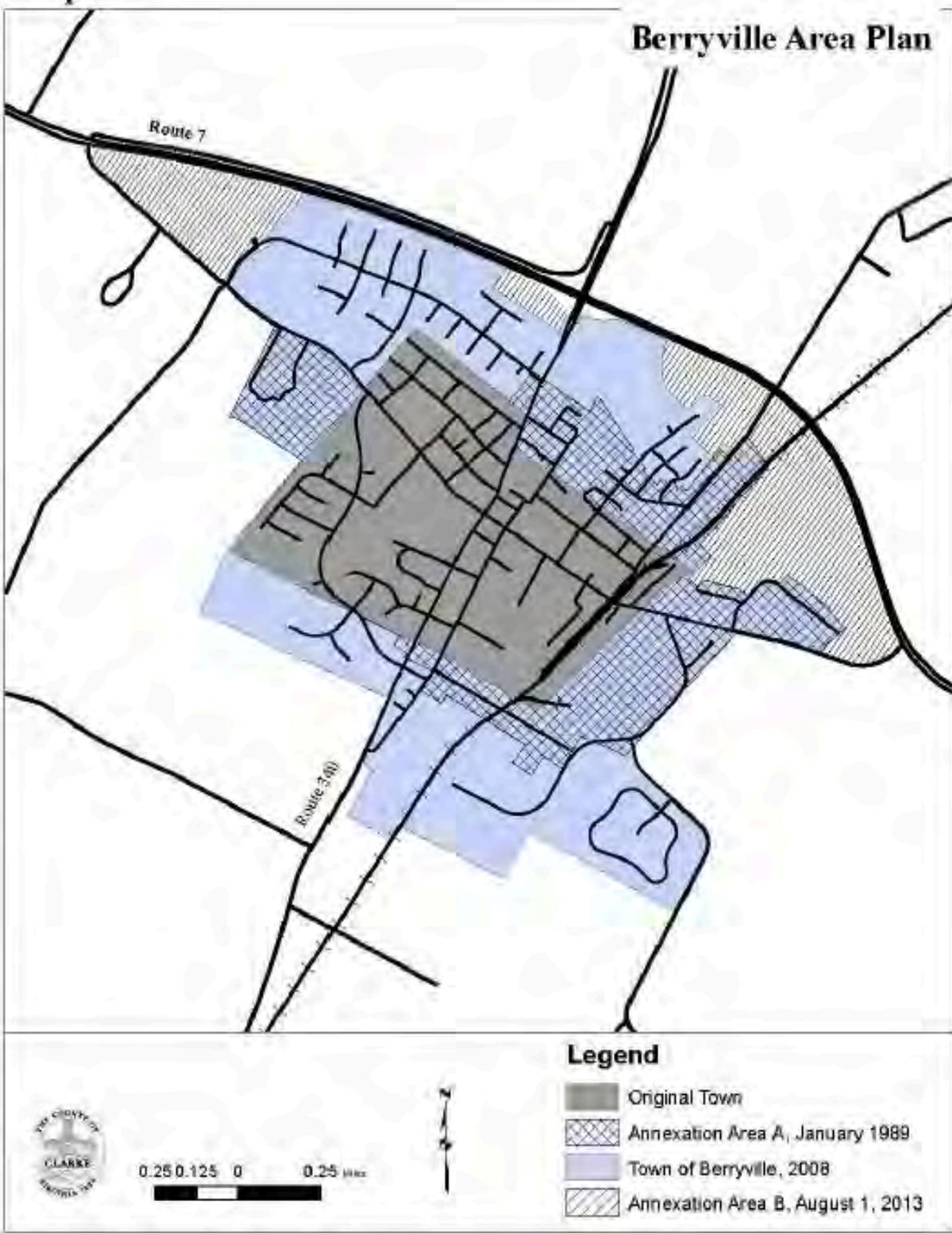
Summary of Major Initiatives for Action

The research, data analysis, and public input conducted during this planning effort produced a package of goals, strategies, and actions that provide a work plan for the County to follow in the coming few years. These can be summarized as a set of four major initiatives. All of the specific strategies and actions that are detailed later in this plan support these overarching initiatives.

- 1. Foster close collaboration between the County and Town of Berryville** through a formally documented provision for shared authority and shared investments in economic development leadership.
- 2. Expand the technical capacity of local government** to provide leadership and support for economic development, particularly to:
 - Retain, expand, and recruit *compatible industry*
 - Promote *tourism*
 - Foster growth and vitality of the *agricultural industry*
- 3. Upgrade the local economic development website** to improve e-marketing capability – this is a growing demand, expectation, and opportunity in today's economic development efforts.
- 4. Improve the readiness of key industrial sites** by making strategic investments through public/private partnerships in order to attract and develop new businesses.



Implementing Components of the Clarke County Comprehensive Plan



Berryville Area Plan

Summary of Goals, Strategies and *Top Priority* Actions

Based upon those guiding principles, this plan has three main goals and each goal has two key strategies. Each strategy has several actions to implement it. The *top priority* actions for the next three years (FY 2015 through FY 2017) are shown within the framework of goals and strategies, below.

Goal A. Increase Collaboration and Capacity for Supporting Compatible Economic Development

Strategy 1: Expand Overall Planning and Economic Development Efforts

- Action A.1. Clarify role of economic development in County's general growth management strategy
- Action A.2. Remove real and perceived barriers to desirable economic development
- Action A.3. Establish a formal economic development program in coordination with Town of Berryville
- Action A.4. Upgrade web-based marketing, branding, and promotion

Strategy 2: Increase Direct Revenues to Fund Economic Development

- Action A.5. Examine cost/benefit of increasing TOT (Transient Occupancy Tax) and establishing BPOL (Business Professional and Occupational License)



Downtown Berryville

photo by Herd Planning & Design

Goal B. Retain, Attract, and Develop Compatible and Innovative Industry

Strategy 1: Promote Compatible Light Industrial Development

Action B.1. Implement business retention strategies

Action B.2. Partner with industrial landowners and the Town

(Note: Action B.3 - Pursue Tax Increment Financing (TIF) is under Longer Term Priorities)

Strategy 2: Initiate Long-Term Development Opportunities

Action B.4. Continue to collaborate with the Town of Boyce.

Action B.5. Support Efforts to Expand Retail and Office Space.



Clarke County Business Park

photo courtesy of S. Patz & Assoc.

Goal C. Increase the Vitality of Agriculture and Tourism

Strategy 1: Foster Growth and Vitality of the Agricultural Industry [*coordinate with Agricultural Land Plan*]

Action C.1. Promote information and understanding of local agriculture

Action C.2. Promote activities that support local agriculture

Strategy 2: Promote Tourism Development [*coordinate with Tourism Strategic Plan*]

Action C.3. Improve regional cooperation and coordination in marketing and promotion

Action C.4. Establish/Revive Tourism Advisory Committee

Action C.5. Promote Development of Increased Accommodation Capacity



photo by Herd Planning & Design

II. Introduction/Background

Summary of the Purpose and Process of this Plan

Clarke County's strategic plan for economic development will become an "implementing component" of the Comprehensive Plan (along with other components such as the transportation plan, the water resources plan, etc.)

The County wants economic development strategies and actions that will:

- help diversify its tax base without undermining the County's rural, agricultural character.
- support its strong and venerable growth management program, and
- not unduly increase the cost of providing public services.

The economic development strategy must support the County's other Comprehensive Plan components and balance the fundamental goal of land preservation with the important need for economic vitality and a healthy business tax base.

An important issue is that job growth tends to cause population growth. This can add economic and social vitality to the community, yet can conflict with the goal of preserving agricultural and open-space resources, unless employment growth occurs in locations, amounts, and sectors that are consistent with the overall vision. Thus, it is important for the County and the Town of Berryville to coordinate their actions, since their economies are largely unified. This became very clear during the analysis phase of this planning effort, which began as a County-centered project with input from the Town, but has yielded the understanding that joint implementation by both jurisdictions is critical to success. Actions for enhancing coordination are identified in this plan, including a new opportunity with regard to the draft Tourism Strategic Plan, which is currently being prepared at the Town's initiative.

Challenges to overcome include a limited amount of land that features the highest level of readiness that would allow for immediate occupancy by new or expanding businesses of the type needed for tax revenue generation (refer to the seven "levels of readiness" described in the Appendix), and strong competition from surrounding jurisdictions - the Winchester marketplace in particular - for most non-residential land uses.

The technical work to develop the plan has included

- identification of methods for expanding local business.
- analysis of regional economic factors and Clarke County's competitive position.
- analysis of constraints to economic growth and how to overcome them.
- analysis of the fiscal impact of new growth.
- identification of short-term and long-term strategies and actions for economic development; and
- identification of options for the magnitude, locations, and types of economic growth in light of costs and benefits.

Project Work Plan

The County's lead economic development consultant, Herd Planning and Design, worked in conjunction with County planning and economic development staff to develop a project work plan for the creation of the Strategic Plan. The work plan included five major tasks.

Task 1 - Initial Public Input Meeting (February 2013)

Task 2 - Evaluate County's Economic Development Issues, Needs & Opportunities (Spring 2013)

(Included interviews and "round tables" with business owners, field survey of key growth areas, regional analysis of economic factors, and best practices research)

Task 3 - Evaluate Comprehensive Plan components in relation to Economic Development (Summer/Fall 2013)

Task 4 - Prepare Economic Development Strategies for Implementing Component Plans (Winter 2013)

Task 5 - Develop Draft Economic Development Strategic Plan as a New Component (April 2014)

An Economic Development Strategic Plan subcommittee was appointed in November 2013 to serve as the work group for Plan Development (Tasks 4 and 5). This subcommittee consisted of members of the County Planning Commission, Economic Development Advisory Committee, and Town of Berryville and County Staffs.

Relationship to the Comprehensive Plan

As noted above, the Strategic Plan is a component of the County's Comprehensive Plan and is driven by the policies and objectives for Economic Development. The strategic plan is more "project-oriented" but its strategic actions should be consistent with and support the policies of the Comprehensive Plan, as shown below.

Objective 10 – Economic Development (from Comprehensive Plan)

Encourage economic growth that is compatible with the County's environmental quality, rural character, and residential neighborhoods, and that provides a healthy balance between revenues from residential and agricultural uses, and those from commercial and industrial uses.

Policies

1. Establish and maintain an Economic Development Strategic Plan as a component plan to implement this Objective and its policies.
2. Direct the location of compatible businesses to designated growth areas and existing commercial centers as allowed by the adopted plans for those areas.
3. Encourage new or expanded businesses that have minimal impact on the County's sensitive environment and that do not adversely impact surrounding properties with excessive noise, odor, or light pollution.

4. Ordinances and policies should be implemented to ensure high-quality design and construction of new and redeveloped businesses. This shall include context-sensitive landscaping that makes use of native plants, xeriscaping, and use of gray water for irrigation where possible. Maintenance of landscaping and site plan features should be enforced by the County throughout the lifespan of the business.
5. Promote types of economic development that are consistent with the County's existing uses and character, including but not limited to the following.
 - a. Tourism and the land uses that would benefit from it.
 - b. Agricultural businesses.
 - c. Agriculturally related businesses.
 - d. Equine businesses and related services.
 - e. Compatible light industrial uses in designated locations.
6. Protect and enhance the environmental resources of the County, recognizing that they can serve as an attraction to business and industry.
7. Encourage the attraction of business activities that complement or that work in conjunction with existing industrial and commercial activities in the County, particularly active farming and forestry operations.
8. Ensure that new commercial development occurs according to the following provisions.
 - a. Does not impede traffic flow on roads and/or overload intersections.
 - b. Prevents strip development by integrating new development with existing development through the use of reverse frontage, consolidated or shared access points, shared parking and/or drive aisles, internal circulation networks, and interparcel access; and ensures that land use ordinances provide flexibility to facilitate clustered development patterns.
 - c. Ensures that access to and impacts on the transportation network are safe and do not degrade efficiency.
 - d. Meets all applicable zoning- and building-code regulations and all standards for water, sewage disposal, and waste disposal needs.
 - e. Does not have a negative impact on adjacent property values.
9. Evaluation of adaptive reuse projects, and projects to redevelop existing agricultural, commercial, and light industrial uses shall include the following elements in addition to the criteria set forth in Policy 8 above for new development projects.
 - a. Whether the project is in general accord with the Comprehensive Plan.
 - b. Whether the resultant structures, parking, lighting, landscaping, stormwater management, onsite well and septic systems, property ingress/egress, and other site elements would be in full compliance with County land use ordinances and State regulations.
 - c. The degree to which the project mitigates an existing public safety concern.
 - d. The degree to which the project mitigates any new impact to the existing character of the area including but not limited to noise, odor, intensity, or aesthetics.

- e. In the case of a conditional rezoning application, the degree that the applicant's proffer package addresses all existing and potential site impacts to surrounding properties.
 - f. Consistency with prior land use decisions involving similar cases.
10. Support a vigorous agricultural development program in the County that emphasizes promotion of Clarke County agricultural products, encourages cooperation with individual agricultural interests within the County and advocacy agencies, and establishes liaisons with counties in the area that have similar development programs.
 11. Seek and consider additional fiscal tools by which the County may enhance its tax base.
 12. Promote the retention, attraction, and expansion of businesses and industries that support the land use goals of the County, in particular, businesses that generate a relatively high level of local tax revenue in relation to the number of jobs, create minimal impact on public services, and are compatible with the County's agricultural and natural resources.

As the Comprehensive Plan and related component plans are periodically updated, any material changes should be reconciled with updates to this Economic Development Strategic Plan.

III. Analysis – Current Conditions, Market Analysis, and Public Input

(Summary of content of Technical Memo #1 [public input] and Technical Memo #2 [Analysis of Issues, Needs, and Opportunities] which are Appendices to this Plan, under separate cover)

Initial Input

Initial input on economic development strategies was obtained from a public meeting and key stakeholder “round table” sessions conducted from February through April 2013, and via several individual interviews with business owners and property owners in the County, including the Berryville area. A full report on the results of this input is included in Technical Memorandum #1 of the consultant’s work, located in the Appendix to this plan.

Summary highlights of this input include the following:

- The business community is fully aware of the challenges that officials face in expanding the County’s economic base. Their input focused on small scale or short-term solutions, such as the need for an anchor store at Waterloo and the need to upgrade the level of service at the Food Lion, as well as larger or longer-term solutions such as providing sewer service to the Double Toll Gate area, changing the perception that the County doesn’t want business growth, and coordinating the marketing of tourist events and attractions. While the public and business community fully embrace the traditional goals of the County, there is the underlying recognition of the need for more tax revenue and economic activity.
- There is great support for the value of current growth trends and the agricultural and equine base of the County, but little focus on the outdated industrial properties in the town, and their prospects for redevelopment or adaptive reuse.
- It appears that the Clarke County community believes that Berryville’s retail and office space markets will remain modest in size. However, there is recognition that stability could be improved with various upgrades such as providing sites that meet modern market demands for parking and size of office spaces, providing some smaller housing units that meet a broad demographic spectrum, etc. (note that perceptions about lack of parking in historic downtown areas often conflict with the actual supply of parking).
- There is broad appreciation of the positive natural and cultural aspects of the County as a special place within the region, including the desire that economic development should not overwhelm the County’s traditional character and quality of life.

Strengths and Weaknesses

Further evaluation of the strengths and weaknesses of the local community for supporting economic development, combined with local input yielded the following highlights.

The County has some highly valuable economic assets, particularly its:

- Open space resources, historic resources, and scenic quality.
- Good highway infrastructure.
- Regional proximity to a large population and work force.
- Adequate total supply of residential and industrial zoned land.
- Located within the primary service area of Foreign Trade Zone #137.
- Competitive tax rates and relatively low land costs compared to most adjacent localities.
- Improved proximity to Metro Rail – “Silver Line” to reach Reston in 2014 and to Dulles by 2020.

It also has some fundamental disadvantages to conventional economic development, including:

- Small resident population and gradual growth of economic base. (The county has had slow and steady population growth relative to its neighbors – see Comprehensive Plan Tables 5 and 6).
- Distance to I-81, the one interstate highway serving the western part of Northern Virginia (not relevant for counties to the east).
- Competition from adjacent jurisdictions, particularly the Winchester-Frederick area.
- Few “Occupancy Ready” or “Shovel Ready” industrial sites.
- Relatively high availability fees for public sewer and water service.
- Lack of (or costliness) of public utilities in some areas designated for future development.
- Limited number of locations where development is being promoted.
- Limited County staff resources to support economic development activities.

A review of the literature for rural economic development practices shows several trends:

- Efforts to expand, recruit and develop industrial uses that fit local resources and markets.
- Efforts to strengthen downtown business districts.
- Efforts to use local natural and historic assets to support tourism businesses, “home grown” businesses, and attract “creative class” workers.

All of these strategies are underpinned by four tenets for rethinking economic development in the modern economy:

- *Innovation* is the key to driving growth and prosperity in today’s global economy.
- *Investments* of capital are required to put innovations to use.
- *Preservation* of valuable natural assets provides a foundation for the new rural economy.
- *Connections* of dense networks among individuals, organizations, and communities provide the social infrastructure to expand the local rural economy.

Six major economic sectors were examined in order to assess the market for their future prospects, and to develop specific strategies and actions. Findings are summarized below.

Light Industrial – Despite strong competition from surrounding counties, this sector offers the strongest prospects for the greatest tax base and economic growth in the short term, especially for light manufacturing/assembly, distribution/warehouse space, and local business services. These are uses that do not have heavy traffic or environmental impacts. The County has good proximity to regional markets and labor force, and relatively low real estate costs. Thus it can attract warehouse, light manufacturing and local service businesses that might otherwise locate in western Loudoun County or Frederick County.

Retail – This sector is relatively stable but is constrained by regional competition and the County’s limited population growth. Some opportunities exist to capture some of the retail expenditures that are “leaking” from the local economy, particularly with upgraded buildings and continued enhancement of downtown Berryville.

Office – This sector has generally similar constraints and opportunities as the retail sector, as well as the need for office spaces larger than 1,800 square feet (the current average size of available spaces).

Agriculture – Despite the ongoing challenges from changing markets and technologies, this sector has good potential for sustainability through new market opportunities within the region, and greater linkage to tourism activities. The County’s land use policies have created a generally stable land base for agriculture, and the growing regional population and changing food markets also create opportunities for niche products, including equine-related businesses, higher-intensity crops, etc.

Tourism – The outstanding natural and historic resources in the County and the surrounding region provide good long-term potential for tourism, particularly with ties to agriculture and outdoor recreation. However, expansion of the tourist industry should not be considered a “quick fix” or a strong potential for large increases in the tax base.

Housing – Well-planned housing can be an economic asset, but additional housing must be of a type, quantity, density, and location that are consistent with the County’s overall goals for growth management, agriculture, environmental conservation, and fiscal well being. Promotion of a diverse, walkable, and well-connected housing stock, located in and around the towns, will tend to attract a sustainable demographic mix of older and younger people, which will help maintain a balanced economy.

Existing Businesses and Potential Target Businesses

The County is in a good position to attract the kinds of businesses that it has attracted to date to its business park. These are generally local and regional business services that benefit from the good proximity to the regional population, low land costs, and a good local labor force. These businesses are detailed in the Appendix and include well-drilling, cabinet making, equipment repair, millwork, warehousing, and general contracting, as examples. These are the kinds of businesses that offer the best prospects for near term economic growth in Clarke County, because they serve the regional market, benefit from the low land costs, and offer the opportunity for the County to capture businesses that might otherwise locate in western Loudoun County or

Frederick County. Some kinds of light industrial uses also have potential for Clarke County, such as light manufacturing and assembly, as well as regional warehouse/distribution uses. However, as noted in the analysis, regional competition for these uses is strong, and other locations, particularly the Winchester-Frederick area, have several competitive advantages. Thus, sites in Clarke County will generally rely on their central regional location and low land costs.

The agriculture and tourism sectors reflect the greatest inherent strengths of the County and best support its overall growth management philosophy. They offer strong long-term growth potential due to the trends and regional dynamics cited in the analysis, but these sectors would not be expected to be as important in terms of expanding the tax base. Expansion of these two sectors would also be expected to be gradual.

Strategic Action Framework

The analysis and input yielded the following four major themes and provided the basis for specific strategies and actions, which were then re-organized into a detailed Action Plan.

Leadership, Vision, and Policy

- Refine and Clarify Economic Development Policies, Programs, and Priorities (implement policies that promote an “open for business” image)
- Expand County Economic Development technical capacity for leadership- including marketing and tourism capabilities
- Continue and enhance the working relationship between the County and the Town of Berryville regarding all economic development efforts

Communications and Marketing

- Enhance working relationships with agencies, institutions, groups, and businesses
- Expand targeted economic development promotional efforts - web presence (including social media and other web-based tools), media relations, tours and visitations, partner organizations

Business Resource Development - Retention and Attraction

- Work with key landowners to improve site readiness
- Provide incentives for location, expansion, and retention
- Streamline and fine tune zoning regulations and permitting processes
- Promote public and private investment to improve resources, information, facilities/utilities/access, financing
- Explore Tax Increment Financing (TIF) for key areas

Agriculture and Tourism Infrastructure and Activities

- Coordinate efforts of tourist-related activities and resources, including cross-promotion
- Promote key resources – trail, river, historic sites, etc.
- Expand the number of economically productive special events— birding, hiking, competitions, festivals, etc.
- Foster development of rural tourist business enterprises with suitable regulations
- Promote high value-added agri-business, equine industry, and related activities

IV. Goals, Strategies, and Actions

Introduction

The following outline of proposed goals, strategies, and actions reflects the research, analysis, and public input carried out to date for this planning effort, including initial input from the Economic Development Advisory Committee, the County Planning Commission and the Economic Development Subcommittee of the Planning Commission.

The plan begins with a mission statement and a vision of the County's economic future, both derived from the Comprehensive Plan (the County's overall planning policy guide). Following that are three major goals, each with two strategies for achieving that goal. Under each strategy is a set of specific "action steps" which the County intends to take to implement the strategy. Most actions also have detailed "sub-actions" to show more specifically the work that is required to carry them out. Finally, all of the actions are presented in a "matrix" that compares the timing, cost, and priority of each one.

Mission

Objective #10 from the Comprehensive Plan sets forth the County's mission for economic development, which is to:

Encourage economic growth that is compatible with the County's environmental quality, rural character, and residential neighborhoods, and that provides a healthy balance between revenues from residential and agricultural uses, and those from commercial and industrial uses.

Vision

Part of Policy #5 under Objective #10 from the Comprehensive Plan expresses the County's vision for its economy, which is to achieve:

A balanced economy and a strong tax base that supports the county's growth management policies: a compact land use pattern, efficient delivery of public services, and the conservation of agricultural and natural resources. Economic sectors to be promoted include but are not limited to tourism, agriculture, agriculture-related businesses, equine businesses and related services, and compatible light industrial uses in designated locations.

Goals and Strategies

Goal A: Increase Collaboration and Capacity for Supporting Compatible Economic Development

Strategy 1: Expand Overall Planning and Economic Development Efforts

Action A.1. Clarify the Role of Economic Development in the County's General Growth Management Strategy

Description. The County wishes to maintain its long-standing and venerable growth management strategy aimed at *preserving rural and environmental resources* and focusing *growth in well-defined, planned areas*, particularly the Berryville area. This is a sound approach, and the County's economic development strategy must be implemented within this larger planning framework.

However, the County also needs to effectively generate desirable economic development and to put forth that message among existing and potential businesses that support the County planning goals. No fundamental changes to the underlying planning philosophy are needed, yet the strategies of this plan will help clarify how the County will pursue economic growth, and the kinds of economic growth it will pursue.

Action Steps: Maintain a clear and consistent posture toward development and preservation, in accord with the goals and strategies of the updated Comprehensive Plan and the new Economic Development Strategic Plan. Ensure that all provisions support and do not undermine the broader County growth management strategy while also generating adequate growth in the County's tax base.

Schedule: FY 2015.

Responsibility: Board of Supervisors and County Staff

Estimated Cost: (within current budget for staff work plans)

Action A.2. Remove Real and Perceived Barriers to Desirable Economic Development

Strong land conservation policies can sometimes be mistaken or misunderstood as being non-supportive of business development. Since Clarke County has been effective in its land conservation efforts, it is especially important for it to avoid substantive or perceived barriers to compatible economic development activities and investments.

Consistent with this Strategy #1 above, the County should ensure that it has a receptive and supportive policy climate for compatible economic development projects that are consistent with its Comprehensive Planning goals, but also sufficient to improve its tax base. While the County needs to be prudent in its invitation to development, it also needs to be seen as being "business-friendly" or "open for business" (two common ways of expressing this idea) for projects that are consistent with its planning goals. This issue

involves both substance and perception. This also calls for close coordination and shared effort between the County and Town of Berryville so that they positively reinforce each other's efforts (*see Action A.3, following*).

For example, to make clear that the County welcomes appropriate business development, the County can increase its promotion of compatible and sustainable business growth through enhanced marketing efforts, business support functions, and financial partnerships with businesses to improve site readiness.

In no way should such efforts undermine the County's long-term conservation ethic – in fact, being known for welcoming compatible economic development should ultimately enhance the County's reputation as a prudent steward of its land resources, and thus have a positive long-term economic effect.

Action Steps:

- (1) Formally announce and promote the new and refined strategies and actions that are contained in the Economic Development Strategic Plan.

Sub-steps:

- (a) Issue a press release upon adoption of the new economic development strategic plan.
- (b) Put the announcement of the new plan on the Board of Supervisors and Planning Commission meeting agendas for recognition.
- (c) Have County officials attend meetings with local civic groups and business organizations to present and promote the Strategic Plan during the months following adoption.

Schedule: FY 2015.

Responsibility: Board of Supervisors and County Staff

Estimated Cost (within current budget for staff work plans)

- (2) Promote ongoing awareness and understanding of the new economic development strategies among all County personnel and through all County communications, including the web site, public meetings, etc.

This is an ongoing assignment for all County officials and personnel, who should be knowledgeable about the plan and how it affects their mission, and their roles and responsibilities in implementing it.

Schedule: FY 2015.

Responsibility: Board of Supervisors and County Staff

Estimated Cost: (within current budget for staff work plans)

- (3) Decide how and whether to clarify that the County is pro-economic development, but only for the types of activities it wants.

Like most places, the County has a “brand”, even if it is somewhat informal. In its promotional efforts, the County can shape this brand to reinforce its planning goals, include promoting the county as a great place for those who want a rural lifestyle oriented toward small town quality of life and outdoor activities, which will help to attract creative young people, and high income seniors.

Sub-steps:

- (a) *See Actions A.3 and A.4:* Enhance the County’s website to serve as a strong marketing tool for economic development. Retain an expert e-marketing firm to rebuild the economic development portion of the website or create a separate linked site. Consider retaining such firm to run the website and/or to train County staff to do so.
- (b) *See Actions A.3 and C.3:* Explore the potential of sharing costs with neighboring jurisdictions and regional organizations, and possible tie-ins to the tourism marketing efforts.

Schedule: FY 2015.
Responsibility: Board of Supervisors and County Staff
Estimated Cost: (within current budget for staff work plans)

- (4) Use the new economic development strategies as guidelines for all interactions between the County and businesses.

Schedule: FY 2015.
Responsibility: Board of Supervisors and County Staff
Estimated Cost: (within current budget for staff work plans)

Priority subject to funding decisions:

- (5) Revise/streamline zoning and permitting regulations as needed. Review regulations that could affect business attraction and retention; review event-permitting processes (county with town)

It is important that the regulatory climate - as well as the specific ordinance requirements - are effective at conserving the rural land resources while also supporting desirable economic development. This is a difficult but necessary balance to strike due to the inherent conflicts between effective regulation, and promotion of new development. Close coordination between the County and the Town of Berryville on such matters is essential.

Sub-steps:

- (a) Evaluate the zoning and subdivision ordinances to identify any regulatory and procedural provisions that have the potential to unduly restrict or encumber

compatible economic development activities, including review of current use lists of by-right and special uses, and the speed and complexity of the County's (and Town of Berryville's) review processes.

- (b) If any potential problems are identified, create and evaluate potential alternative provisions that would strike a better balance of County goals, and refine these alternatives so that they can be adopted as amendments to the current regulations.
- (c) Work closely with the Town of Berryville to ensure that the County and Town regulations are coordinated to achieve mutually desired policy outcomes, e.g. development in and around the Town in the annexation area and revitalization of the downtown.

Schedule: FY 2015.
Responsibility: Planning Director
Estimated Cost: Within current budget, depending on existing priority assignments; approximately \$20,000 value.

- (6) Inventory all existing businesses in County and Towns; categorize by type, location, revenue; include names and contact data. [to be conducted after the economic development capacity is expanded through Action A.3 below]

Schedule: FY 2015.
Responsibility: Board of Supervisors and County and Town Staff, in conjunction with Berryville Main Street
Estimated Cost: \$5,000 to initiate; ongoing updates part of expanded economic development staff budget.



photo by Herd Planning & Design

Action A.3. Establish a formal economic development program in coordination with the Town of Berryville

The County is doing a good job in light of the relatively limited resources it has available to support economic development initiatives. Its current economic development staff is essentially one person whose duties are divided between zoning administration and economic development. Devoting a full-time equivalent position (“F. T. E.”) to the economic development functions would allow the County to better support the policies and programs currently underway as well as the new ones identified in this plan. An increase in staff resources is particularly important in light of the competitive environment among rural localities in the region, and at the state and national levels.

Businesses look to local governments for leadership in promoting economic development, including providing information, coordinating activities, maintaining a sound regulatory environment, and making investments in public services and infrastructure. Having a more robust local staff capacity would help the County (and its Towns) fulfill these expectations and compete more effectively with other localities.

An important element of both the substance and perception of positive economic development efforts is collaboration with the County’s many partners. The County has a long history of successful partnerships, particularly with the Towns of Berryville and Boyce, for example. Yet such collaboration can still be enhanced and broadened, all to the good. Strengthening and formalizing ties to neighboring communities, as well as to the local business sectors, will help the County promote good will, creativity, and efficient use of resources.

While the County and Town have a long and successful history of working together on planning initiatives, the level of collaboration could be further strengthened in order to gain additional economies of scale. The benefits of coordination and cooperation between these two local governments cannot be underestimated. Coordinated efforts allow the two small jurisdictions to gain economies of scale in pursuing shared goals, thereby making the most efficient use of public funds, and reducing redundancy and conflict. Close cooperation also sends a positive signal to the business community that the two jurisdictions are working together in harmony and reinforcing each other’s capabilities. This strengthens the confidence that businesses have in local government policy and management.

Currently, the two jurisdictions collaborate extensively at both the policy-making level (elected and appointed officials), and at the staff level (professional employees):

- The Berryville Area Development Authority (BADA) serves as the planning commission for the annexation area surrounding the Town. It includes an equal number of representatives from both the Town and County. The Economic Development Advisory Committee (EDAC) advises the Board of Supervisors and staff concerning economic development. Four members are appointed by the Board, and one representative of the Town also serves on the Committee.
- The County Industrial Development Authority (IDA) is a County entity that issues bonds, buys and sells property and other activities as set forth in the Code of Virginia for such authorities.

- The County and Town staffs for planning and economic development work very closely together.

Further collaborative and cost sharing efforts could include sharing staff duties in designing and maintaining the economic development website, working together to share staff capacity for new and expanded economic development functions, and sharing duties and responsibilities for industrial development programs, among others.

Together, the County and Town can also strengthen their mutual collaboration with regional agencies such as the Northern Shenandoah Valley Regional Commission (NSVRC) and the Small Business Development Center (SBDC), in economic development activities through work with regional agency representatives and neighboring jurisdictions, including Virginia counties such as Warren, Fauquier, Frederick, and Loudoun, as well as Jefferson County, West Virginia. Coordination on tourism promotion is an obvious possibility, as well as joint promotion of commercial and industrial sites. Following initial communications, a more formal, ongoing effort could be established to ensure continued collaboration.

Action Steps:

- (1) Form a joint County-Town committee that would explore partnering and cost-sharing strategies for tourism and economic development.
 - Inventory and assess economic development activities currently done collaboratively by County and Town staffs. Identify opportunities for reducing redundancy.
 - Explore a more formal integration of economic development functions so as to make the “boundary” between County and Town functions as “seamless” as possible. A Memorandum of Understanding (MOU) would memorialize such agreements.
- (2) Identify the professional capacity needed to fulfill the enhancements to the economic development program. Most of the duties and activities are either currently underway, are identified in this plan, or are standard practice in local economic development offices. Duties typically include:
 - Working with property owners to determine issues and opportunities for their sites and how to upgrade site suitability
 - Actively seeking to attract new businesses and assisting existing businesses with expansion efforts and other growth activities.
 - Maintaining on-going communications with the local community regarding economic development issues and activities, and serving as a key liaison to local government agencies for the business community.
 - Collecting, analyzing, and disseminating data about local economic development markets, resources, etc.
 - Evaluating existing economic development resources including infrastructure, site availability and readiness, market demand, etc.
 - Conducting marketing and promotional efforts for the local economic initiatives.
 - Serving as point of contact and liaison to public and private sector partners and sister agencies; and

- Providing staff support to the Industrial Development Authority, Economic Development Advisory Committee and Clarke County Tourism Alliance (if it is resurrected in fulfillment of Action C.4).

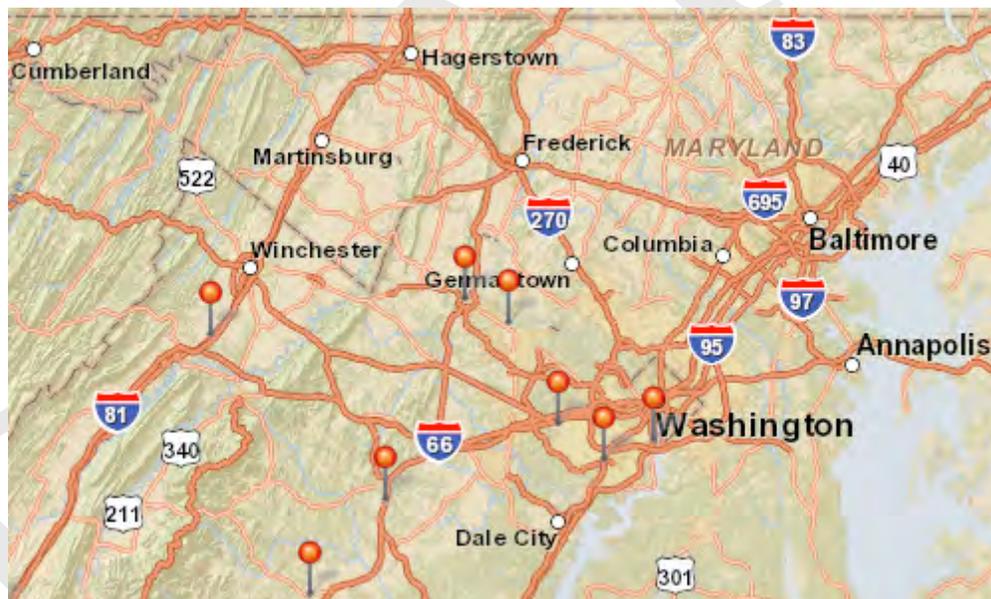
Identify what roles County staff should fulfill and what roles, if any, consultants or contractors should fulfill, particularly in the early set-up stages.

- (3) Identify how the additional capacity fits into the current organizational structure, including the relationship between County and Town economic development activities, and how the County and Town might be able to share the costs and benefits of enhanced economic development functions.
- (4) Create (or update) job and/or program descriptions and retain the appropriate professional assistance. Choose the priority for allocating resources between business retention and development and tourism coordination.

Schedule: Calendar 2014.

Responsibility: Board of Supervisors, Town Council, with County Administrator and Town Manager

Estimated Cost: Current Budget



Small Business Development Centers

source: Virginia Economic Development Partnership

Priority subject to funding decisions:

- (5) Allocate funding and retain appropriate professional staff.

Schedule: FY 2015.

Responsibility: Board of Supervisors, Town Council, with County Administrator and Town Manager

Estimated Cost: Annually \$100,000 to \$200,000 total for a full-time position plus administrative support. Part-time at \$65,000 to \$100,000. Dependent on the level of salary and program support. Consider phasing in over a two to three year period.

Action A.4. Upgrade web-based marketing, branding, and promotion, partly in coordination with neighboring jurisdictions (including West Virginia), and including greater use of social media technology.

Marketing Objectives include:

- Strengthen the “brand” identity for Clarke County and Town of Berryville Economic Development (*the County and Town are mentioned together here because of the close interaction between them, particularly with regard to industrial development opportunities. The two jurisdictions would maintain the distinction of their different key attributes – rural vs. urban – but can benefit from a shared or “paired” identity as a great place to live and work within the larger region.*)
- Establish a marketing system that reflects and supports the short-term and long-term County planning vision and goals.
- Increase awareness of Clarke County’s benefits and assets.
- Promote the idea that the County is an outstanding place to do business, live and visit, particularly for the target population and business sectors.
- Highlight the new Comprehensive Plan and the Economic Development Strategic Plan with a particular emphasis on the goals of compatible economic development.

Marketable benefits of Clarke County and the Town of Berryville include:

- *Affordable* – industrial, agricultural, and residential property
- *Lifestyle* – a rural and small town lifestyle in the midst of a vibrant, populous region
- *Conservation* – a strong conservation ethic for natural and historic resources as the basis of the economic and social fabric of the community
- *Proximity* – located between Dulles Airport and I-81 (within the “hole of the donut” of a huge regional population), and within Foreign Trade Zone #137, and Port of Virginia Development Zone.

These benefits add up to “*affordable proximity*” for those seeking to locate or expand business enterprises in the County.



Foreign Trade Zones

source: Virginia Economic Development Partnership



Port of Virginia Development Zone

source: Virginia Economic Development Partnership

Action Steps:

- (1) Develop and implement a new marketing system to promote the County's (and Town's) economic development message, including new or enhanced website.

Sub-steps:

- (a) Create marketing plan – branding strategy, marketing system with logo, style guide, etc. for County economic development that would help strengthen the association of Clarke County's key brand features in the minds of target audiences.

Schedule: FY 2015.
Responsibility: Economic Development Director.
Estimated Cost: \$5,000 to \$10,000

- (b) Work with web designer to create an Economic Development website design and preliminary cost estimate – minimal upgrade

Schedule: Calendar 2014.
Responsibility: County and Town staff (in conjunction with any new economic development or tourism entities)
Estimated Cost: \$4,000 to \$8,000 for design and \$150/month for hosting and maintenance

- c) Retain expert assistance to design, implement and maintain a more robust website, including optimize search engine visibility, enhance social media marketing thru Facebook, Twitter, and blogs, coordinate joint efforts with all regional partners, create a media kit for distribution.

Evaluate whether this should be a separate site linked to the County's existing website, or a page within the existing site. Logical integration or linkage with the Town would be helpful. Additional components such as video elements (such as news segments, interviews, case studies, or testimonials), social media tools, maps of resources and key sites, etc., could be incorporated. This could include creating and maintaining a Resource Profile of key information about the County as well as contacts that existing and prospective businesses need.

Efforts could include a new hard-copy promotional/informational product for print media – a color brochure and presentation folder to give to prospects; Optimize search engine visibility; Enhance social media marketing through Facebook, Twitter, and blogs; Coordinate joint efforts with all regional partners.

Schedule: FY 2015 and ongoing.
Responsibility: Economic Development Director
Estimated Cost: \$20,000+ and \$150 to \$250 per month for hosting and maintenance.

(2) Attend selected, occasional conferences and trade shows. This is a mid-term priority action and would focus limited resources on events with best prospect for beneficial return.

Schedule: FY 2016 and ongoing.
Responsibility: Economic Development Director
Estimated Cost: \$2,000 to \$5,000+ each for attending; \$5,000 to \$10,000+ each for exhibiting

Strategy 2. Increase Direct Revenues to Fund Economic Development

Action A.5. Examine cost/benefit of increasing Transient Occupancy Tax (TOT) and establishing Business & Professional Occupational Licensing (BPOL)

The TOT increase would require General Assembly approval. Funds from these sources would be earmarked for economic development.

Schedule: FY 2015.
Responsibility: Board of Supervisors, Town Council, with County Administrator and Town Manager
Estimated Cost: Current Budget

Longer-Term Priority (Post 2016)

Strategy 3. Promote Suitable Housing Development

Action A.6 Ensure that Comprehensive Plans and Zoning and Subdivision Ordinances of County and Towns allow and encourage diverse, walkable, connected, accessible, human-scale development patterns.

Appropriate housing development can enhance the County's overall economic vitality (and in some cases the tax base as well), if the new housing supports a balance of demographic sectors, and is located in conformance with the Comprehensive Plan. The Comprehensive Plans of the County and Town should provide clear policy guidance for achieving a well-planned and balanced mix of housing types in and around the Town of Berryville. The zoning regulations of both the County and Town should be updated as needed to allow and encourage these forms of development.

Schedule: FY 2016-17.
Responsibility: County and Town Planning Directors
Estimated Cost: Current Budget – \$20,000 +/- value.

Goal B: Retain, Attract, and Develop Compatible and Innovative Industry

Strategy 1. Promote Compatible Industrial Development

Action B.1. Implement Business Retention Strategies

A foundational component of every sound economic development program is to retain existing businesses, especially those that are compatible with the long-term vision of the local economy.

Schedule: FY 2015-16.

Responsibility: Economic Development Director

Estimated Cost (for each step shown below): Current Budget (subsumed in future Economic Development budget plus approximately \$3,000 annual value from other county departments for their involvement.) Each step shown would be roughly a \$3,000 equivalent value annually.

Action Steps:

- (1) Maintain and enhance the working relationships between the County and Town governments, business enterprises, business groups and organizations, real estate professionals, developers, and other stakeholders who are engaged in local and regional economic development, through the future economic development staff and the other collaboration actions identified in this plan.
- (2) Establish a formal visitation or survey program that allows the County and Towns to collect, organize and assess input from key businesses in each economic sector, in order to monitor the local economic development climate.
- (3) Assist local businesses (and prospects) on an as-needed basis by providing information and contacts with government (local, state, federal) and private sources of business assistance.
- (4) Establish a “strike team” of key County and Town officials and staff to respond to prospect visits, incentive requests, and retention issues. The strike team should develop and stay current on protocols for handling such matters with little or no notice.



Photos S. Patz & Assoc.



Clarke County Business Park

Action B.2. Partner with industrial landowners, users, and developers and the Town of Berryville to develop currently or potentially available industrial land

The County can work together with the Town to identify additional incentives that can be offered to potential industrial developers and users.

The County can work with property owners (and the Town where applicable) to:

- Encourage restoration of neglected buildings (remove if needed), improve the readiness of available land.
- Encourage adaptive use of existing structures (within County and Town).
- Plan for future sites and facilitate the necessary permit approvals as appropriate.
- Provide incentives – funding assistance with facility relocation and utility fees, worker recruitment/training, micro loans, building demolition and/or rehab, etc.

Schedule: FY 2015/16 (Step #6 below can begin in 2014)

Responsibility: Economic Development Director with Town

Estimated Cost: Generally within Economic Development Budget or \$3-5,000 equivalent value (except Step #4 below which involves investment related to infrastructure and site readiness upgrades).

Action Steps:

- (1) Organize, consolidate and update information about available and potential sites; maintain this database; make it easily available through the web. Work with property owners, the Town and Main Street to establish list of potential commercial, business and industrial properties for lease or sale. Place list on economic development website, and advise realtors.

- (2) Evaluate and rank all existing and potential sites in terms of current level of readiness for development.
- (3) Identify specific actions needed to upgrade the level of readiness for each site.
- (4) Identify what incentives the County and Town might provide, including funding, loans, infrastructure assistance, permits, etc. Such incentives would be in conjunction with actions by the owners to provide the maximum amount of leverage of local government assistance, and could involve increased funding for the County's Industrial Development Authority.
- (5) Establish a list of types of businesses desired in the County and which are feasible to attract or develop, and contact appropriate businesses to determine interest.
- (6) Report on success of above actions to Board of Supervisors, Town Council, and Planning Commissions.

Calendar 2014/15 and ongoing.

Action B.3. Pursue Tax Increment Financing (TIF) (*Longer Term Priority*)

TIF districts are permitted under § 58.1-3245.2 of the Code of Virginia. The legislation essentially permits the County to adopt an ordinance that designates a development project area in which physical improvements are made to increase the value of the real estate. The real estate tax revenues attributable to the increase in value from the original assessed value are paid into a special fund to pay the debt on bonds issued to finance the cost of the physical improvements within the project area.

Action Steps:

- (1) Evaluate the feasibility and suitability for a TIF if new public infrastructure will benefit a site
 - (a) Identify the area or areas for the TIF district designation (Note – this may involve collaborating with the Town of Berryville. It may also involve determining whether a joint, inter-jurisdictional TIF is possible. This may also involve determining whether special consulting assistance is necessary for this strategy).
 - (b) Allocate funding to support the actions necessary to establish a TIF.
 - (c) Conduct feasibility studies to determine whether development or redevelopment could take place within an acceptable timeframe without the assistance that would be provided by the TIF district.
 - (d) Prepare a forecast of the costs and revenues for the project.
 - (e) Analyze the long-term economic benefit to the local economy for the term of the TIF district, including the total impact of TIF districts on the tax base.

- (f) Prepare a maintenance plan for the TIF district's projects, including ongoing and future capital costs, revenue sources, and any risk sharing between the County and any third party of private sector partners, including backup for project revenue, ongoing maintenance, project reporting and monitoring, etc.
- (2) If the evaluation affirms feasibility, implement the TIF.
 - (a) Prepare a development or redevelopment plan that includes detailed performance measures, steps for monitoring and evaluating the plan, and outlining future benefits and burdens under alternative economic scenarios.
 - (b) Affirm viability of any third-party or private sector partners.
 - (c) Obtain input from all parties involved, including the public.
 - (d) Periodically evaluate the performance of the TIF district.

Schedule: FY 2016-17

Responsibility: Economic Development Director with Board of Supervisors (and Town as appropriate)

Estimated Cost: TBD

Strategy 2. Initiate Long-Term Development Opportunities

Action B.4. Continue to collaborate with the Town of Boyce.

The Town of Boyce has potential for additional residential development, and to a lesser degree, new commercial development. Although it also has relatively good regional access via Routes 50 and 340, it may have some potential for incremental commercial growth to serve commuting traffic on Route 340. Substantial commercial or industrial expansion opportunities will likely be limited due to the proximity to the Waterloo Business Growth Area.

Continue to work in close collaboration with the Town to ensure that planning policies and regulations for the Town and surrounding area continue to reflect the goals and policies of the Town's and County's Comprehensive Plans.

Schedule: Ongoing.

Responsibility: Board of Supervisors, Planning Director.

Estimated Cost: Current Budget.

Action B.5. Support Efforts to Expand Retail and Office Space.

Notwithstanding the longer term potential for commercial development in the Double Tollgate and Waterloo areas, the best prospect for both short and long-term expansion that is also consistent and supportive of broad County goals is to intensify the Berryville Area, including downtown Berryville, in a manner consistent with the Town's plans, the Berryville Area Plan, and the historic character of the Town.

A master plan for land use, urban design, and streetscape improvements would provide a framework for improving the competitive posture of the Berryville Area - especially

downtown - in attracting retail and office development and redevelopment, as well as appropriate housing to reinforce the retail and office uses.

Action Steps:

- (1) Urban Design: Support the efforts of the Town of Berryville in promoting the long-term physical improvement of the downtown area. The level of support would be dependent on the specific provisions contained in any agreement between the County and Town for coordinated economic development efforts.
- (2) Information: Support the efforts of the Town of Berryville to establish or upgrade the process for collecting, updating and disseminating physical and market data for the downtown area. Such efforts might include studying and monitoring available space, occupancy rates, parking supply and access, etc. The initial information piece might be an evaluation of downtown parking supply and accessibility, including wayfinding needs.

Schedule: Calendar 2014 and ongoing
Responsibility: Planning Directors of County and Town
Estimated Cost: Step 1 would be within the Current Budget plus up to \$75,000 for a streetscape plan (assume to be allocated in out-years); Step 2 would be within the Current Budget and/or subsumed within the future Economic Development budget.

Action B.6. Pursue Partnerships to Provide Public Water and Sewer to the Double Toll Gate Area. (*Longer Term Priority*)

Note: Step #7 below “Review and revise the Area Plan...” could be a nearer term priority in conjunction with ongoing County planning staff work program.

This area is situated on Route 340/522, an important highway connecting the Berryville, Front Royal and Winchester areas. There is landowner interest for commercial development in this area, but the County would have to partner with landowners – and possibly other government agencies – to provide public water and sewer to the area. An advantage to Clarke County for development in the Double Toll Gate area is its location at the western edge of the County where any increases in land use intensity and traffic generation from economic development will have a relatively small impact on most Clarke County residents. To increase the likelihood of economic development in this area, the County needs to take a leadership role.



photo by Herd Planning & Design

Action Steps:

- (1) Update and affirm the prospects and feasibility of the various options available for providing utilities to the area, including options for the source, design, ownership, financing, and timing for utilities.
- (2) Continually monitor, on a regular, ongoing basis, the status of these options and be prepared to help facilitate public and/or private sector initiatives for providing utility service to this area, including the potential for public investment. Monitoring should include the market environment, including growth triggers from Warren and Frederick counties, and any expansions or changes in water and sewer plans or policies in those counties.
- (3) Review and revise the Area Plan to ensure that it reflects the current goals and policies of the new Comprehensive Plan.
- (4) Review the Zoning Ordinance and Zoning Map, and the Subdivision Ordinance to ensure that the regulations reflect and support the County's policies for this area.

Schedule: FY 2017+
Responsibility: Board of Supervisors; Planning Director
Estimated Cost: TBD

Action B.7. Continue to promote well-designed commercial development in the Waterloo Area. (Longer Term Priority)

Note: Step #1 below "Review and revise the Area Plan..." could be a nearer term priority in conjunction with ongoing County planning staff work program.

The Waterloo area has some potential for additional highway commercial development, although it is not as competitive for light industrial as areas in and around Berryville. However, given the area's good regional access via Rt. 50, the County can and should continue to promote well-designed and well-accessed commercial development here. There is currently no clear need to expand the planned size or capacity of the area.

Action Steps:

- (1) Review and revise the Waterloo Area Plan to ensure that it reflects the current goals and policies of the new Comprehensive Plan.
- (2) Review the Zoning Ordinance and Zoning Map, and the Subdivision Ordinance to ensure that the regulations reflect and support the County’s policies for this area, with particular attention to signage, interparcel access, and pedestrian circulation.

Schedule: FY 2017+
Responsibility: Board of Supervisors; Planning Director
Estimated Cost: TBD



photo by Herd Planning & Design

Action B.8. Promote Rural Economic Innovation (including compatible home-based businesses) (*Longer Term Priority*)

Given its resources and location, the County has excellent potential to expand its rural economy in the long-term. An important method for such expansion is through innovation, which includes a wide range of topics such as new markets for goods and services, new kinds of goods and services, new kinds of business operations and procedures, new locational opportunities for businesses, and new marketing techniques. Home-based and farm-based locations offer special opportunities for Clarke County due to the quality of life in its rural area. Aspects of these have been included in some of the preceding strategies for specific economic sectors.

Over the course of time, a variety of new businesses and economic sectors will likely emerge within Clarke County, as demographic, technological, and economic change continues in and around the region.

Examples of potential prospects could include:

- “*E-commerce*” and *telework* offer multiple business opportunities, from enabling professionals to work from a rural home to creating new e-commerce businesses

that can link to global markets. High quality broadband infrastructure is critical. Thus, the County should monitor changes in local broadband service to determine the existing and future need, and if there are policies, actions, or investments the County could take to meet that need.

- “*Ecosystem services*” such as habitat and watershed protection, in part through collaboration with environmental groups and agricultural and recreational businesses that see the value of working landscapes as a way to conserve and enhance the natural environmental resources.
- *Regional food systems* where larger stores are buying local products. The growing interest in local fresh food supports this strategy, as well as the County’s proximity to a large and relatively high-income metropolitan population.
- *Sustainable agricultural systems* based on substituting internal inputs, including labor and management, for externally purchased ones.
- *Alternative energy* through wind farms, solar farms, and other alternative energy generators (subject to mitigation or avoidance of any environmental issues that would conflict with tourism and other planning goals).

A broad, long-term approach to innovation depends on seven key strategies:

1. *Provide critical information* needed by businesses.
Information on economic and demographic trends are especially valuable for the County to promulgate, as well as information on connections and linkages, as described in #3 below.
2. *Maintain and continually improve the high quality of life*, and a local culture that embraces creativity, growth and change in the local business sectors. This includes promoting “place-based” development that capitalizes on the County’s and Town’s special characteristics, including the traditional, historic downtown, other historic buildings and sites, scenic rural landscapes, and the “small-town” rural social and cultural environment of the County. This can be done through appropriate planning, zoning, and urban design policies and regulations as cited herein, as well as through prudent investments in utilities and communications infrastructure, information, and marketing.
3. *Enhance connections* between businesses and the people and organizations that can help them prosper through sharing information with business associations, universities, service providers, etc.
4. *Cultivate talent and creativity* by fostering an environment that supports individuals and firms who use art or design in their products and services, as well as fostering a community spirit and culture that values innovation and creativity within the business community and local economy.

5. *Use local resources* as the basis for innovation and growth. Local products and processes, local talent, and the local quality of life can all provide the identity and “brand” that will further distinguish Clarke County from other areas.
6. *Promote the enhancement of broadband access.* High speed internet service is widespread in Berryville (including some public Wi-Fi), and a fiber line runs along Rt. 7, but most of the rural areas rely on wireless service; identify how the County might be able to promote the enhancement of broadband access and quality countywide (study similar to hotel and equine). Constantly changing technologies and business models presents a challenge for the County to address this issue. However, good broadband service will be increasingly important in all sectors of the future economy.
7. *Foster the further development of home-based and farm-based businesses* by evaluating and modifying the zoning regulations as needed to ensure a proper balance between land use compatibility and efficient review and approval processing. For example, by expanding the number of defined types of home-based businesses, the standards and permit processes can be properly tailored to the level of intensity of the business, thereby creating the most efficient and effective level of regulation.

<i>Schedule:</i>	FY 2017+
<i>Responsibility:</i>	Economic Development Director; Planning Director
<i>Estimated Cost:</i>	TBD

Goal C. Increase the Vitality of Agriculture and Tourism

[Note: Draft Berryville Clarke County Tourism Plan Objective 7 – “Foster growth and development of new tourism sectors including agribusiness, tourism, promotion of local artists and musicians” is embedded in this Goal C, which includes these other sectors.]

Strategy 1. Foster Growth and Vitality of the Agricultural Industry

The County currently provides some assistance and information to the local farm community as well as relying on state organizations such as the Virginia Cooperative Extension, the Virginia Department of Agriculture and Consumer Services, and the Virginia Farm Bureau.

While the County could enhance its involvement and support for local agricultural businesses through the establishment of a County office of Agricultural Development, as some other neighboring counties have done, such a separate local government office is probably premature for Clarke County at this time in terms of assigning a full-time staff member. Yet some of the work done by these offices could be included in the work plan for an enhanced County Economic Development program. Any such efforts should be done in coordination with future updates to the Agricultural Land Plan.

Each of the strategies below is something that the County staff is currently doing but with very limited capacity. If professional capacity is expanded, these activities could be part of that.



Clarke County Farmer's Market

Action C.1. Promote information and understanding of the local agricultural industry.

In conjunction with enhancement of the County's website for all economic development components. As the County expands and broadens its programmatic support for the local farm industry, the website can reflect and reinforce those efforts by providing data and information, links to other resources, and other networking tools, etc. Specific content will depend on how the website emerges in relation to expansion of agricultural development efforts.

Schedule: FY 2015 and ongoing.
Responsibility: Economic Development Director.
Estimated Cost: (Subsumed in future Economic Development Budget)

Action C.2. Promote activities that support local agriculture, including farm tours, "buy local" initiatives, "pick-your-own" enterprises, Farmers Markets, Community Supported Agriculture (CSAs), etc., in conjunction with enhancement of the County's website for all economic development components. The website is an ideal tool for informing and promoting the full range of activities, both within the County, as well as among its regional and state partners.

Schedule: FY 2015 and ongoing.
Responsibility: Economic Development Director.
Estimated Cost: (Subsumed in future Economic Development Budget)



photo by Herd Planning & Design



photo by Herd Planning & Design

Strategy 2 Promote Tourism Development *[coordinate with Tourism Strategic Plan]*

Action C.3. Improve regional cooperation and coordination in marketing and promotion.

[Matches up with draft BVCC Tourism Plan:

- *Objective 1 – Increase local awareness of tourism assets in Berryville and Clarke County*
- *Objective 2 – Increase collaboration of all organizations, businesses, and local government and*
- *Objective 3 – Enhance Tourism Marketing and Promotional Efforts].*

This action would include intensive local coordination among tourist businesses and improvement of web-marketing and website/social media. The enhancement of the County's web presence is a major, essential project for economic development, and is broader than just tourism (as referenced in Strategy A.1.d - Upgrade web-based marketing, branding, and promotion).

However, the tourism sector could be a focal point of early web-based initiatives because it is consumer-oriented sector and the County has natural partners within Clarke County and throughout the region and state with which to share costs and benefits.

Action Steps:

- (1) Create a Tourism Organization and Marketing Plan. The plan would be a joint effort of the County and the Town of Berryville and would incorporate many of the initiatives contained in the Tourism Strategic Plan.
- (2) Identify all current and potential tourism partners and stakeholders internally and externally to the County (both public and private sector).
- (3) Determine how staff support is provided – separate tourism office, or County's economic development office.
- (4) Secure an economic development/tourism coordinator to oversee implementation, marketing and development. Share cost: County, Town & Alliance (or equivalent entity) [Target 2.2 from BV CC Tourism Plan]

Schedule: Calendar 2014 and ongoing (except step #4 below which is expected to be FY 2015).

Responsibility: Steps 1 and 2 above - Economic Development Director with the Town; Steps 3 and 4 above – Board of Supervisors and Town Council.

Estimated Cost: (Subsumed in future Economic Development Budget)



photo by Brandon Stidham

Action C.4. Establish/Revive “Tourism Advisory Committee” *[and/or resurrect Clarke County Tourism Alliance (CCTA)] [coordinate with Tourism Strategic Plan [Objective 5 from BVCC Tourism Plan] and Increase local awareness of tourism assets in Berryville and Clarke County [BVCC Objective 1]*

[Note: All tourism strategies should be coordinated with the Town of Berryville, especially regarding the effort to recruit new, independent lodging, restaurants, and unique shopping opportunities.]

Other key objectives from draft BVCC Tourism Plan:

- *Objective 4* – Develop a viable workforce for tourism-based businesses through education program for tourism services.
- *Objective 6* – Improve Community infrastructure to compliment tourism development efforts.

Schedule: Calendar 2014-15

Responsibility: Board of Supervisors, County Administrator, Town Council

Estimated Cost: (Subsumed in future Economic Development Budget)



va.water.usgs.gov



photo by Herd Planning & Design

Action C.5. Promote Development of Increased Accommodation Capacity

The action would be a joint effort of the County and the Town of Berryville and would be done in conjunction with current efforts by the Town and through future implementation of the Tourism Strategic Plan.

Schedule: Calendar 2014-15
Responsibility: Board of Supervisors, County Administrator, Town Council
Estimated Cost: (Subsumed in future Economic Development Budget)

Strategy 3. Promote Equine Development (Longer Term Priority)

Action C.6 Conduct a detailed study of the equine industry

This would include identifying the barriers and opportunities for expanding, and steps to pursue (similar to the Town’s recent hotel market study). The purpose is to identify to identify the short and long term potential for the industry and the most practical steps and priorities for achieving the potential.

Action Steps:

- (1) Identify the scope of the study and funding resources.
- (2) Issue an RFP for the work.
- (3) Retain the firm to conduct the study.
- (4) Assess, promulgate, and implement the findings.

Schedule: FY 2017+
Responsibility: Economic Development Director
Estimated Cost: TBD

Action C.7 Strengthen businesses in the local equestrian industry

Develop a county or regional website devoted to the industry, offering up to date information on hay pricing, horse shows, and other business trends. (This could be in conjunction with the overall effort to upgrade the County’s website for economic development marketing and tourism). Any such efforts should build on the success of the existing Equine Alliance and be an outgrowth or enhancement of that group. Businesses in the industry include stables and breeders, but also support businesses such as farriers, saddle-makers/marketers, and specialty construction companies.

Schedule: FY 2017+
Responsibility: Economic Development Director
Estimated Cost: TBD



pinterest.com



clarkecounty.gov

Conclusion

Clarke County faces strong competition from its neighboring jurisdictions, but it has many favorable attributes for expanding its tax base and economy in concert with its overarching goal of preserving open space resources and rural character. Such growth will depend on effective marketing of its economic and cultural assets, collaborative efforts with the Town of Berryville, as well as neighboring jurisdictions, and working closely with landowners to improve site availability and readiness for industrial and business service uses. The action steps in this plan layout a work plan for the next several years that will help move the County forward in achieving its goals.



berryvillebusiness.com

IV. Action Plan

Guiding Principles:

- **Support the County's Comprehensive Plan** for concentrated population within a largely rural environment.
- **Grow the tax base** as the primary objective, with a secondary objective to increase economic activity and adding new jobs.
- **Build on past and current successes** in business development.
- **Target short-term as well as long-term** economic prospects.
- **Foster close cooperation between the County and the Town of Berryville.**
- **Set and memorialize clear priorities and responsibilities.**

Major Initiatives for Action:

1. **Foster close collaboration between the County and Town of Berryville** through shared authority and investments.
2. **Expand the technical capacity of local government** to lead and support for economic development, particularly to:
 - Retain, expand, and recruit *compatible industry*
 - Promote *tourism*
 - Foster growth and vitality of the *agricultural industry*
3. **Upgrade the local economic development website** to improve e-marketing capability.
4. **Improve the readiness of key industrial sites** through public/private partnerships.

Organization of the Action Plan:

- **Immediate and short term priorities** based on urgency, importance, or prospect for quick success, including those that require minimal, if any, additional costs and those that are very important and also reasonably feasible in terms of cost or level of effort.
- **Remaining priorities** are those that require greater cost/effort and/or have greater uncertainty and/or have less urgency.

Consolidated List of Top Priorities (Calendar 2014 through FY 2017)

Goal A. Increase Collaboration and Capacity for Supporting Compatible Economic Development

Strategy 1: Expand Overall Planning and Economic Development Efforts

- Action A.1. Clarify role of economic development in County's general growth management strategy
- Action A.2. Remove real and perceived barriers to desirable economic development
- Action A.3. Establish a formal economic development program in coordination with Town of Berryville
- Action A.4. Upgrade web-based marketing, branding, and promotion

Strategy 2: Increase Direct Revenues to Fund Economic Development

- Action A.5. Examine cost/benefit of increasing Transient Occupancy Tax (TOT) and establishing Business Professional and Occupational License (BPOL)

Goal B. Retain, Attract, and Develop Compatible and Innovative Industry

Strategy 1: Promote Compatible Industrial Development

- Action B.1. Implement business retention strategies
- Action B.2. Partner with industrial landowners and the Town
- (Action B.3. Pursue Tax Increment Financing (TIF) is under Longer Term Priorities)

Strategy 2: Initiate Long-Term Development Opportunities

- Action B.4. Continue to collaborate with the Town of Boyce.
- Action B.5. Support Efforts to Expand Retail and Office Space.
- (Note: Portions of Action B.6 and B.7 could be added as nearer term priorities – see note under longer-term priorities below)

Goal C. Increase the Vitality of Agriculture and Tourism

Strategy 1: Foster Growth and Vitality of the Agricultural Industry [*coordinate with Agricultural Land Plan*]

- Action C.1. Promote information and understanding of local agriculture
- Action C.2. Promote activities that support local agriculture

Strategy 2: Promote Tourism Development [*coordinate with Tourism Strategic Plan*]

- Action C.3. Improve regional cooperation and coordination in marketing and promotion

- Action C.4. Establish/Revive a Tourism Advisory Committee
- Action C.5. Promote Development of Increased Accommodation Capacity

Longer Term Priorities (FY 2018 and Beyond)

Goal A. Increase Collaboration and Capacity for Supporting Compatible Economic Development

Strategy 3. Promote Suitable Housing Development

- Action A.6. Ensure that Comprehensive Plans and Zoning and Subdivision Ordinances of County and Town allow and encourage diverse, walkable, well-connected, accessible, human-scale patterns of development.

Goal B. Retain, Attract, and Develop Compatible and Innovative Industry

Strategy 1. Promote Compatible Industrial Development

- Action B.3. Pursue Tax Increment Financing (TIF)

Strategy 2. Pursue Long-Term Development Opportunities

- Action B.6. Pursue Partnerships to Provide Public Water and Sewer to the Double Toll Gate Area. (*Note: Review of DTG Area Plan could be a nearer term priority in conjunction with ongoing County planning staff work program*).
- Action B.7. Continue to promote well-designed commercial development in the Waterloo Area. (*Note: Review of Waterloo Area Plan could be a nearer term priority in conjunction with ongoing County planning staff work program*).
- Action B.8. Promote Rural Economic Innovation

Goal C. Increase the Vitality of Agriculture and Tourism

Strategy 3. Promote Equine Development

- Action C.6. Conduct a detailed study of the equine industry
- Action C.7. Strengthen businesses in the local equestrian industry

Action Plan Matrix

Notes:

- Costs shown are rough estimates that depend on multiple variables.
- Costs listed as “current budget” means they would be part of existing staff work plans; in some cases an equivalent value is shown if task was outsourced or if staff time was re-allocated from other existing tasks.
- Costs are generally amounts that the proposed task would add to current County budget (some would be one-time costs, others are recurring as noted).
- Cross-references are to economic development objectives and policies in the County Comprehensive Plan.

Goal A: Increase Collaboration and Capacity for Supporting Compatible Economic Development

Strategy/Action	Cross-References	Schedule	Responsibility	Estimated Cost
Strategy 1 Expand Overall Planning and Economic Development Efforts				
Action A.1 Clarify the Role of Economic Development in the County's General Growth Management Strategy	Comp. Plan - Objective 10 – Policies 1, 2	FY 2015	Board of Supervisors (BOS); County Staff	Current Budget
Action A.2 Remove Real and Perceived Barriers to Desirable Economic Development	Comp Plan - Obj 10 – Pols. 1, 2, 5, 7, 12	FY 2015		Current Budget
(1) Formally announce and promote the new Economic Development Strategic Plan.		FY 2015	BOS, County Staff	Current Budget
(2) Promote ongoing awareness and understanding of the new strategies among all County personnel & the public.		FY 2015	BOS, County Staff	Current Budget
(3) Decide how & whether to clarify that County is pro-economic develop. (only for preferred types of activities).		FY 2015	BOS, County Staff	Current Budget
(4) Use the new economic development strategies as guidelines for all interactions between County & businesses.		FY 2015 and ongoing	BOS, County Staff	Current Budget

Priority subject to funding decisions:

(5) Revise/streamline zoning & permitting regulations as needed. Review for business retention; Review event-permitting processes (county with town).	Comp Plan - Objective 10 - Policy 12	FY 2015-16	Planning Director	Current Budget / \$20K value
(6) Inventory existing businesses in county & towns by type, location, revenue; include names & contact data. [after economic development capacity is expanded]	CP - Objective 10 - Policy 12	FY 2015 (depending on funding)	BOS, County and Town Staff	Current Budget / \$5K value to initiate; Maintenance part of Econ Dev. budget

Strategy/Action	Cross-References	Schedule	Responsibility	Estimated Cost
<p>Action A.3 Establish a formal economic development program in coordination with Town of Berryville</p> <p>(1) Form a joint County-Town committee that would explore partnering and cost-sharing strategies for tourism and economic development. Inventory & assess economic development activities currently done collaboratively by County & Town staffs. Identify opportunities for reducing redundancy. Explore a more formal integration of economic development functions so as to make the "boundary" between County and Town functions as "seamless" as possible. A Memorandum of Understanding would memorialize such agreements.</p> <p>(2) Identify the professional capacity needed to fulfill the enhancements to the economic development program, including what roles staff should fulfill and what roles, if any, consultants should fulfill.</p> <p>(3) Identify how the additional capacity fits into the current organizational structure, including the relationship between County and Town.</p> <p>(4) Create (or update) job and/or program descriptions – Choose the priority for allocating resources between business retention and development and tourism coordination.</p>	<p>Comp Plan - Objective 10 – Policies 1.1, 2</p>	<p>Calendar 2014 ASAP</p>	<p>BOS, Town Council, w/ County Administrator & Town Manager</p>	<p>Current Budget/ \$5K value</p>
		<p>Calendar 2014</p>	<p>BOS, Town Council, w/ County Administrator & Town Manager</p>	<p>Current Budget</p>
		<p>Calendar 2014</p>	<p>BOS, Town Council, w/ County Admin & Town Mgr</p>	<p>Current Budget</p>
		<p>Calendar 2014</p>	<p>BOS, Town Council, w/ County Admin & Town Mgr</p>	<p>Current Budget</p>
<p>Priority subject to funding decisions:</p> <p>(5) Allocate funding and retain appropriate professional staff.</p>		<p>FY 2015</p>	<p>BOS, Town Council, w/ Co Adm & Town Mgr</p>	<p>FT: \$100K - \$200K PT: \$65K - \$100K annual cost - depends on salary & program support; consider phasing in</p>

Strategy/Action	Cross-References	Schedule	Responsibility	Estimated Cost
<p>Action A.4 Upgrade web-based marketing, branding, and promotion</p> <p>(1) Develop and implement a new marketing system to promote County's (& Town's) economic development message, including new or enhanced website.</p> <p>(a) Create marketing plan – branding strategy, marketing system with logo, style guide, etc.</p> <p>(b) Work with web designer to create an Economic Development/Tourism website design and preliminary cost estimate – minimal upgrade</p> <p>(c) Retain expert assistance to design, implement and maintain a more robust website, including optimize search engine visibility, enhance social media marketing thru Facebook, Twitter, & blogs, coordinate joint efforts with all regional partners; create a media kit for distribution.</p> <p>(2) Attend selected, occasional conferences & trade shows.</p>	<p>Comp Plan - Objective 10 - Policies 1, 5, 12</p>	<p>FY 2015</p> <p>Calendar 2014</p> <p>FY 2015 and ongoing</p> <p>FY 2016 and ongoing</p>	<p>Econ Dev. Director</p> <p>County and Town staff</p> <p>Econ Dev. Director</p> <p>Econ Dev Director</p>	<p>\$5K to 10K</p> <p>\$4K to 8K for design and \$150/month hosting/maintenance</p> <p>\$20K+ and \$150-\$250/month hosting/maintenance</p> <p>\$2K to \$5K+ each for attending; \$5K to \$10K+ each for exhibiting</p>
<p>Strategy 2. Increase Direct Revenues to Fund Economic Development</p> <p>Action 5. Examine cost/benefit of increasing Transient Occupancy Tax (TOT) and establishing Business & Professional Occupational Licensing (BPOL) (TOT increase requires General Assembly approval) (Earmark all new funds for economic development)</p>	<p>Comp Plan - Objective 10 - Policy 1, 11</p>	<p>FY 2015</p>	<p>BOS, County Administrator and Town Council and Manager</p>	<p>Current Budget</p>

Goal B. Retain, Attract, and Develop Compatible and Innovative Industry

Strategy/Action	Cross-References	Schedule	Responsibility	Estimated Cost
Strategy 1. Promote Compatible Industrial Development				
Action B.1 Implement Business Retention Strategies	Comp Plan - Obj 10 - Policies 2, 5, 12			
(1) Maintain and enhance working relationships between County & Town governments, businesses, business groups ...& other stakeholders ...thru economic development staff & collaborations identified in this plan.		FY 2015	Econ Dev Director	Current Budget (subsumed in future Econ Dev Budget)
(2) Establish formal visitation program for County and Towns to collect, organize and assess input from key businesses in each economic sector, in order to monitor the local economic development climate.		FY 2015/16	Econ Dev Director	Current Budget / (subsumed in future Econ Dev Budget plus \$3K annual value from other county depts.)
(3) Assist local businesses & prospects on as-needed basis by providing information & contacts w/ local, state, & fed. governments & private sources of business assistance.		FY 2016	Econ Dev Director	Current Budget / (subsumed in future Econ Dev Budget plus \$3K annual value from other county depts.)
(4) Establish a "strike team" of key County & Town officials to respond to prospect visits, incentive requests, and retention issues. Strike team should develop protocols for handling such matters with little or no notice.		FY 2016	Econ Dev Director with BOS & Town	Current Budget / (subsumed in future Econ Dev Budget plus \$3K annual value from other county depts.)
Action B.2 Partner with industrial landowners, users, and developers and the Town of Berryville to develop currently or potentially available industrial land	Comp Plan - Objective 10 - Policies 2, 5, 9, 12			
(1) Organize, consolidate and update information about available & potential sites; maintain this database; make it easily available thru web. Work with property owners & Town to establish list of potential commercial, business & industrial properties for lease or sale. Place list on economic development website; advise realtors.		FY 2015	Econ Dev Director w/ Town	Current Budget / (subsumed in future Econ Dev Budget or \$3K annual value)
(2) Evaluate and rank all existing and potential sites in terms of current level of readiness for development.		FY 2015/16	Econ Dev Director w/ Town	Current Budget / \$5K value

C

Strategy/Action	Cross-References	Schedule	Responsibility	Estimated Cost
(3) Identify the specific actions needed to upgrade the level of readiness for each site.		FY 2015/16	Econ Dev Director w/ Town	Current Budget / \$3K value
(4) Identify what incentives the County and Town might provide, including funding, loans, infrastructure assistance, permits, etc. Such incentives would be in conjunction with actions by the owners to provide the maximum amount of leverage of local government assistance, and could involve increased funding for the County's Industrial Development Authority.		FY 2015/16	Econ Dev Director w/ Town	Actual funding assistance would be allocated after priorities are identified
(5) Establish a list of types of businesses desired in the County and which are feasible to attract or develop, and contact appropriate businesses to determine interest.		FY 2015/16	Econ Dev Director w/ Town	Current Budget
(6) Report on success of above actions to Board of Supervisors, Town Council, and Planning Commissions.		Calendar 2014/15 and ongoing	Econ Dev Director w/ Town	Current Budget
(Action B.3 Pursue a Tax Increment Financing (TIF) Plan – see Longer Term Actions below)				
Strategy 2. Initiate Long-Term Development Opportunities				
Action B.4 Continue to collaborate w/ Town of Boyce		Ongoing	BOS, Planning Dir	Current Budget
Action B.5 Support Efforts to Expand Retail and Office Space	Comp Plan – Obj. 10 – Policies 2, 8, 12			
(1) Urban Design: Support efforts of Town of Berryville in promoting long-term physical improvement of downtown area.		Calendar 2014 and ongoing	Planning Directors of County and Town	Current Budget
(2) Information: Support efforts of Town of Berryville to establish or upgrade the process for collecting, updating and disseminating physical & market data for the downtown area.		Calendar 2014 and ongoing	Planning Directors of County and Town	Current Budget / (subsumed in future Econ Dev Budget)
Action B.6 Pursue Partnerships to Provide Public Water & Sewer to the Double Toll Gate Area - Note: Step 7 – Review and Revise Area Plan could be a near-term priority				
Action B.7 Continue to promote well-designed commercial development in the Waterloo Area - Note: Step 1 – Review and Revise Area Plan could be a near-term priority				

Goal C. Increase the Vitality of Agriculture and Tourism

Strategy/Action	Cross-References	Schedule	Responsibility	Estimated Cost
Strategy 1. Foster Growth and Vitality of the Agricultural Industry				
Action C.1 Promote information and understanding of the benefits of the local agricultural industry in conjunction with enhancement of County's website for all economic development components.	Comp Plan - Objective 10 – Policies 5, 6, 7, 10	FY 2015 and ongoing	Econ Dev Director	(subsumed in future Econ Dev Budget)
Action C.2 Promote activities that support local agriculture, including farm tours, "buy local", "pick-your-own", Farmers Markets, etc. In conjunction with enhancing website. Promote partnerships w/ state & local organizations.	Comp Plan - Objective 10 – Policies 5, 6, 7, 10	FY 2015 and ongoing	Econ Dev Director	(subsumed in future Econ Dev Budget)
Strategy 2: Promote Tourism Development [coordinate with Tourism Strategic Plan]				
Action C.3 Improve regional cooperation and coordination in marketing and promotion	Comp Plan - Obj 10 – Policies 2, 12			
(1) Create a Tourism Organization & Marketing Plan. The plan would be a joint effort of the County and the Town of Berryville and would incorporate many of the initiatives contained in the Tourism Strategic Plan.		Calendar 2014 and ongoing	Econ Dev Director w/ Town	(subsumed in future Econ Dev Budget)
(2) Identify all current and potential tourism partners and stakeholders (internal & external, both public & private).		Calendar 2014 & ongoing	Econ Dev Director w/ Town	(subsumed in future Econ Dev Budget)
(3) Determine how staff support is provided – separate tourism office, or County's econ. development office.		Calendar 2014 & ongoing	BOS & Co. Admin. w/ Town Council	Current Budget
(4) Secure an economic development/tourism coordinator to oversee implementation, marketing & development. <i>Share cost: County, Town & Alliance (or equiv. entity)</i>	Target 2.2 -BVCC Tourism Plan	FY 2015 and ongoing	BOS and Co. Admin. with Town Council	(subsumed in future Econ Dev Budget)
Action C.4 Establish/Revive Tourism Advisory Committee (and/or Re-establish C.C. Tourism Alliance) Coordinate with Northern Shenandoah Valley Regional Commission, Berryville Main Street, & Barns of Rose Hill.	Target 2.1 under Obj. 2 of BVCC Tourism Plan. Comp Plan - Obj 10 – Policies 3, 5, 7	Calendar 2014-15	BOS, County Administrator, Town Council	Current Budget (subsumed in future Econ Dev Budget)
Action C.5. Promote Development of Increased Accommodation Capacity Joint effort of County & Town of Berryville in conjunction w/ current efforts & implementation of Tourism Strategic Plan.		Calendar 2014-15	BOS, County Administrator, Town Council	Current Budget (subsumed in future Econ Dev Budget)

Longer Term Priorities (FY 201 and beyond)

Goal A. Increase Collaboration and Capacity for Supporting Compatible Economic Development (Long Term Strategies)

Strategy/Action	Cross-References	Schedule	Responsibility	Estimated Cost
Strategy 3: Promote Suitable Housing Development				
Action A.6 Ensure that Comprehensive Plans and Zoning & Sub. Ords of County & Towns allow & encourage diverse, walkable, connected, accessible, human-scale development patterns.		FY 2017-18	County and Town Planning Directors	Current Budget / \$20K +/- value

Goal B. Retain, Attract, and Develop Compatible and Innovative Industry (Long Term Strategies)

Strategy/Action	Cross-References	Schedule	Responsibility	Estimated Cost
Strategy 1. Promote Compatible Industrial Development				
Action B.3 Pursue a Tax Increment Financing (TIF) Plan (1) Evaluate the feasibility and suitability for a TIF (2) If the evaluation affirms feasibility, implement the TIF.	Comp Plan - Obj 10 - Pols, 2, 11, 12	FY 2017-18	Econ Dev Director with BOS (and Town as appropriate)	To Be Determined (TBD)
Strategy 2. Initiate Long-Term Development Opportunities				
Action B.6 Pursue Partnerships to Provide Public Water & Sewer to the Double Toll Gate Area	Comp Plan - Obj 10 - Policies 2, 12	FY 2018+	BOS, Planning Director	TBD
Action B.7 Continue to promote well-designed commercial development in the Waterloo Area	Comp Plan - Obj 10 - Policies 2, 12	FY 2018+	BOS, Planning Director	TBD
Action B.8 Promote Rural Economic Innovation (including compatible home-based businesses)	Comp Plan - Obj 10 - Policies 2, 12	FY 2018+	Econ Dev Director; Planning Director	TBD

Goal C. Increase the Vitality of Agriculture and Tourism (Long Term Strategies)

Strategy/Action	Cross-References	Schedule	Responsibility	Estimated Cost
Strategy C.3. Promote Equine Development				
Action C.6 Conduct a detailed study of the equine industry		FY 2018+	Econ Dev Director	TBD
Action C.7 Strengthen businesses in the local equestrian industry	Comp Plan - Obj 10 - Policies 5, 7	FY 2018+	Econ Dev Director	TBD

Annual Cost Schedule (2014 through FY 2018)

(Notes: The following are rough, working estimates, subject to further refinement and deliberation by the Board of Supervisors; \$0 means no additional funding beyond current or normal work plan budget)

Priority Strategies and Actions	Additional Funding from current FY 14 budget				
	Cal 2014	FY 2015	FY 2016	FY 2017	FY 2018
Goal A: Increase Collaboration and Capacity for Econ Dev					
Strategy 1. Expand Overall Planning & Economic Dev Efforts					
Action A.1 Clarify role of econ dev in County's growth management strat.	\$0	\$0	\$0	\$0	\$0
Action A.2. Remove real & perceived barriers to desirable econ develop	\$0	\$0	\$0	\$0	\$0
1 Formally announce and promote the new Econ Development Strategic Plan.	\$0	\$0	\$0	\$0	\$0
2 Promote ongoing awareness and understanding of the new strategies	\$0	\$0	\$0	\$0	\$0
3 Decide how and whether to clarify County's "brand" as pro-econ development	\$0	\$0	\$0	\$0	\$0
4 Use the new economic development strategies as guidelines	\$0	\$0	\$0	\$0	\$0
5 Revisestreamline zoning & permitting regulations as needed	\$0	\$10,000	\$10,000	\$0	\$0
6 Inventory all existing businesses in county & towns	\$0	\$5,000	\$0	\$0	\$0
Action A.3. Establish a formal econ dev program in coord w/ Berryville					
1 Form joint County-Town committee to explore partnering and cost-sharing	\$5,000	\$5,000	\$0	\$0	\$0
2 Identify the professional capacity needed	\$0	\$0	\$0	\$0	\$0
3 Identify how the additional capacity fits into the current org structure	\$0	\$0	\$0	\$0	\$0
4 Create (or update) job and/or program descriptions.	\$0	\$0	\$0	\$0	\$0
5 Allocate funding and retain appropriate professional staff.	\$0	\$0	\$65,000	\$100,000	\$100,000
Action A.4. Upgrade web-based marketing, branding, and promotion					
1 Develop & Implement new marketing system for County & Town					
(1a) Creating marketing plan	\$0	\$5,000			
(1b) Work with web designer to create an Econ Development/Tourism website	\$2,000	\$2,000	\$2,000	\$2,000	\$0
(1c) Retain expert to design, implement and maintain a more robust website	\$0	\$10,000	\$10,000	\$3,000	\$3,000
2 Attend selected, occasional conferences and trade shows	\$0	\$0	\$0	\$5,000	\$5,000
Strategy 2. Increase Direct Revenues to Fund Economic Development					
Action A.5. Examine cost/benefit of (TOT) & (BPOL)	\$0	\$0	\$0	\$0	\$0

	Cal 2014	2015	2016	2017	2018
Goal B: Retain, Attract & Develop Compatible & Innovative Industry					
Strategy 1. Promote Compatible Industrial Development					
Action B.1. Implement business retention strategies					
1 Maintain and enhance working relationships between County and Town	\$0	\$0	\$0	\$0	\$0
2 Establish a formal visitation program	\$0	\$0	\$3,000	\$3,000	\$3,000
3 Assist local businesses (and prospects) on an as-needed basis	\$0	\$0	\$3,000	\$3,000	\$3,000
4 Establish a "strike team" of County & Town officials to respond to prospects	\$0	\$0	\$3,000	\$3,000	\$3,000
Action B.2. Partner with industrial landowners (and the Town)					
1 Organize, consolidate and update info about available & potential sites	\$0	\$0	\$3,000	\$3,000	\$3,000
2 Evaluate and rank sites in terms of level of readiness	\$0	\$0	\$5,000	\$2,000	\$2,000
3 Identify the specific actions needed to upgrade the level of readiness	\$0	\$0	\$3,000	\$0	\$0
4 Identify what incentives the County and Town might provide (costs TBD)	\$0	TBD	TBD	TBD	TBD
5 Establish a list of types of businesses desired and which are feasible	\$0	\$0	\$0	\$0	\$0
6 Report on success of above actions to BOS, TC, and Planning Commissions	\$0	\$0	\$0	\$0	\$0
<i>(Action B.3 is a long-term action not shown in this table)</i>					
Strategy 2. Initiate Long-Term Development Opportunities					
Action B.4. Continue to collaborate with the Town of Boyce	\$0	\$0	\$0	\$0	\$0
Action B.5. Support Efforts to Expand Retail and Office Space					
1 Urban Design: Support efforts of Town in long-term improvement of downtown	\$0	\$0	\$0	\$0	\$0
2 Information: Support efforts of Town of Berryville to establish or upgrade data	\$0	\$0	\$0	\$0	\$0
Goal C: Increase Vitality of Agriculture and Tourism					
Strategy 1. Promote Ag Development and Innovation					
Action C.1. Promote information and understanding of local agriculture	\$0	\$0	\$0	\$0	\$0
Action C.2. Promote activities that support local agriculture	\$0	\$0	\$0	\$0	\$0

	Cal 2014	2015	2016	2017	2018
Strategy 2. Promote Tourism Development					
Action C.3. Improve regional cooper'n & coord'n in marketing & promotion.					
1 Create a Tourism Org & Marketing Plan by end of 2014.	\$0	\$0	\$0	\$0	\$0
2 Identify all tourism partners and stakeholders	\$0	\$0	\$0	\$0	\$0
3 Determine how staff support is provided	\$0	\$0	\$0	\$0	\$0
4 Secure an econ develop/tourism coordinator or resource	\$0	\$0	\$0	\$0	\$0
Action C.4. Establish/Revive Tourism Advisory Committee	\$5,000	\$5,000	\$0	\$0	\$0
Action C.5. Promote Development of Increased Accommodation Capacity	\$5,000	\$5,000	\$0	\$0	\$0
	\$10,000	\$10,000	\$0	\$0	\$0
Annual Totals	\$17,000	\$47,000	\$107,000	\$124,000	\$122,000

Total List of Actions

Goal A. Increase Collaboration and Capacity for Supporting Compatible Economic Development

Strategy 1: Expand Overall Planning and Economic Development Efforts

- Action A.1. Clarify role of economic development in County's general growth management strategy
- Action A.2. Remove real and perceived barriers to desirable economic development
- Action A.3. Establish a formalized economic development program in coordination with Town
- Action A.4. Upgrade web-based marketing, branding, and promotion

Strategy 2: Increase Direct Revenues to Fund Economic Development

- Action A.5. Examine cost/benefit of increasing TOT and establishing BPOL

Strategy 3: Promote Suitable Housing Development

- Action A.6. Ensure that Comprehensive Plans and Zoning and Subdivision Ordinances of County and Town allow and even encourage diverse, walkable, well-connected, accessible, human-scale patterns of development.

Goal B. Retain, Attract, and Develop Compatible and Innovative Industry

Strategy 1: Promote Compatible Industrial Development

- Action B.1. Implement business retention strategies
- Action B.2. Partner with industrial landowners and the Town (B.1.c)
- Action B.3. Pursue Tax Increment Financing (TIF)

Strategy 2: Initiate Long-Term Development Opportunities

- Action B.4. Continue to collaborate with the Town of Boyce.
- Action B.5. Support Efforts to Expand Retail and Office Space.
- Action B.6. Pursue Partnerships to Provide Public Water and Sewer to the Double Toll Gate Area.
- Action B.7. Continue to promote well-designed commercial development in the Waterloo Area.
- Action B.8. Promote Rural Economic Innovation

Goal C. Increase the Vitality of Agriculture and Tourism

Strategy 1: Foster Growth and Vitality of the Agricultural Industry

- Action C.1. Promote information and understanding of local agriculture
- Action C.2. Promote activities that support local agriculture

Strategy 2: Promote Tourism Development [coordinate with Tourism Strategic Plan]

- Action C.3. Improve regional cooperation and coordination in marketing and promotion
- Action C.4. Establish/Revive a Tourism Advisory Committee [Coordinate with Tourism Strategic Plan]
- Action C.5. Promote Development of Increased Accommodation Capacity

Strategy 3. Promote Equine Development

- Action C.6. Conduct a detailed study of the equine industry
- Action C.7. Strengthen businesses in the local equestrian industry

VI. Appendices

Appendix 1: **TECHNICAL MEMORANDUM #1** **Summary of Initial Public Input**

July 10, 2013

Economic Development Strategic Plan for Clarke County, Virginia

Prepared By:

Herd Planning & Design, Ltd. and S. Patz & Associates, Inc.



▪ S. PATZ & ASSOCIATES, INC. ▪

TECHNICAL MEMORANDUM #1

Summary of Initial Public Input for the Economic Development Strategic Plan

Contents

1. Input at Initial Public Meeting
2. Input at Business Round Table Sessions
3. Appendix
 - A. Meeting Agenda and Notes from Initial Public Meeting
 - B. Meeting Agenda and Notes from Business Round Table Sessions
 - C. Invitation to Round Table Sessions

1. Input at Initial Public Meeting

Meeting Date: Wednesday, February 13, 2013, 7:00 p.m.

Location: Clarke County Government Center

Purpose: To begin the preparation of an Economic Development Strategic Plan for Clarke County by convening interested stakeholders to obtain initial input about issues and opportunities for economic development in the County

The meeting room opened at 6:00 p.m. and several citizens arrived early to talk informally with County representatives. By 7:00 p.m. approximately three dozen people were present, despite the snowy weather.

Welcome and Introductions

Planning Commission Chairman George Ohrstrom opened the meeting by welcoming the public and introducing the members of the consulting team, Milton Herd and Stuart Patz.

Presentation – Agenda and Project Overview

Mr. Herd thanked those in attendance for participating and gave a 30-minute presentation, in conjunction with Mr. Patz, that included an overview of the purpose of the project, the objectives for this initial meeting, key tasks ahead, a general outline of the schedule which calls for completing the project in the September time frame, and a few key data highlights regarding the County's demographic and economic situation.

Mr. Herd explained the differences between a comprehensive plan and a strategic plan, as well as the various roles of the participants in this effort. He also reviewed the agenda and the procedures for the evening. He noted that the County is well known for its successful efforts at agricultural and rural land preservation through its innovative sliding scale zoning regulations. He also noted that the County faces some challenging issues involving trade-offs between rural preservation and economic growth, and a key aspect of this process will be finding the right balance between those two important goals.

Following the presentation, the participants engaged in a brief, general question and answer session. Key points made by citizens included:

- The County has a small population size - How big do we have to be to support businesses?
- Type of housing development – we need a range of housing types
- What is the definition of economic development? Response: Growth in jobs, economic base, and tax base.
- \$107,000 median household income – but how many of those work in the county?
- We need to look at other than just retail.
- Silver line of metro rail will affect our county.
- What is a healthy balance between residential and commercial land? Response: The consultants will research that question.
- There is potential for upgrading downtown Berryville.

- We have missed capturing past retail opportunities, such as CVS.
- Tourism? How much contribution is it to the economy?
- It's as much an image as a dollar amount.
- Surrounding tourism in the region affects us.
- Through traffic flow brings revenue – success at Waterloo.
- Tax revenue from development is limited.
- How much sales tax?
- Separate highway commercial from other “retail” uses – need to be realistic – go for economic niches like highway commercial uses.
- Good location on Route 7; cheaper gas than over the mountain.

Break-out Discussions

Participants broke into four groups of about eight people each to undertake a “SWOT” exercise in which they brainstormed the various strengths, weaknesses, opportunities and threats facing the County in terms of its future economy.

These discussions produced some valuable ideas and priority issues for the consulting team to examine in more detail. They also revealed some interesting conflicts or dilemmas that the County will have to wrestle with as it formulates a suitable strategy for economic development. For example, the County's restrictive zoning was cited as both a strength and a weakness, as was the County's small size. The metro rail line extension into Loudoun County was also cited as both an opportunity and a threat to Clarke County.

Strengths

- Our location – multiple cross-roads, easy highway access, lots of through traffic
- Commuter traffic along main roads
- Route 7 traffic county high
- Good traffic infrastructure
- Downtown Berryville – preserved historic character; the Barns at Rose Hill; Center of the community.
- Different and unique place – special
- We didn't jump on “every bandwagon” or trend that came along
- Policy consistency over the course of time (and between town and county)
- Educated population – appreciates what we have
- Median income levels
- Cheap labor cost
- Reasonable tax rates
- Ag community/commodities (horse community, wineries, farm markets)
- Income generation outside county, reinvest in county
- Home businesses
- County aesthetics / natural resources
- **Restrictive zoning**
- **County size**

Weaknesses

- Our out-of-the-box thinking now “stops us” too.
- Housing types – imbalanced - Our death rate exceeds our birth rate.
- High availability fees for Water and Sewer – Town and Waterloo
- Square feet of business in town doesn’t match the need – vacant space in Berryville.
- All needs can’t be met on Main Street – potential users can’t find commercial space – complaints: “too small, no parking, too expensive, no visibility” for all types of uses.
- Loss of spending trips to Winchester - Can’t find what you need to buy here in the county
- Business license tax is a flat fee
- Lack of hotel rooms - No hotel to support events
- Limited inventory of business parking zoning
- Limited area for commercial retail on road – 7 and 340 intersections
- Demographics
- Perceived attitudes on business growth
- Karst geology re: cost of infrastructure
- Internet in rural area
- **Restrictive zoning**
- Retaining young residents / affordable housing and labor jobs
- **Population size**
- Limited public access to river
- Meeting space for conferences
- Out of room in industrial park

Opportunities

- We want more walkability (in Berryville)
- County can build on what county is now – antiques, etc, Nalls; build on these assets.
- Highway commercial on Route 7
- NSVRC – “antique road”, “local food road” – regional efforts
- Diverse agriculture/agribusiness, agri-tourism (proximity to metro areas)
- Appalachian Trail – food, lodging there?
- **End of the metro silver line only 30 miles from county boundary – opportunity and threat**
– we need affordable dwelling units
- Move or retire Dwelling Unit Rights from rural lands through T.D.R.
- Timing of doing strategy
- Keeping existing businesses
- Open space for commercial ag businesses
- Construct houses for both an elderly population and young population without kids
- Promote our county’s resources
- Promote tourism sites and natural areas (e.g. Blandy)
- Pursue businesses that generate tax revenues

Threats

- Lack of good internet service
- Lack of recognition of needs

- Proffer expectations from county
- For residential rezonings – need cluster lots in the growth area – driven by concern about school children
- Aging population
- Adjacent jurisdiction growth
- Perception that change equals loss of quality of life
- Housing costs
- Diversity of opinions on county’s future
- Restrictive zoning
- Limited utility capacity due to regulations
- Funding cuts

Reconvene for Plenary Discussion

After the four break-out groups had reported back to the whole group in a plenary session, participants engaged in a concluding discussion, in which related key points were raised, including the following:

- Need to focus more on private / local investment – but less confident of success
- Past proposal for solar farm by double toll gate
- Talk to local realtors
- Look at VDOT, Electric, Rail lines, etc.
- Look at ag-related business (it was noted that some ag-related businesses create various impacts that need to be taken into account, including traffic, etc.)

Recap and Next Steps

Mr. Herd urged participants to follow-up with any additional ideas that they might have by emailing Brandon Stidham, the County Planning Director. Meanwhile, the consulting team will carry on with its research and analysis work in accord with the project work plan, and will be reporting to the Planning Commission on a regular basis.

Meeting Adjourned at 9:15 p.m.

2. Input at Business Round Table Sessions

Summary of Business “Roundtable” Sessions

Meeting Dates: April 22, 23 and 25, 2013, from 7:00 pm to 8:30 pm.

Location: Clarke County Parks and Recreation Center

Purpose: To talk with representatives of the major economic sectors of the County to understand their perspectives on the current business environment, and prospects for the future.

Scope of the Discussions

Each meeting was devoted to a different major economic sector in the County:

- Retail/Realtors/Banking
- Industrial & Farming, and
- Agribusiness/Agritourism/Tourism.

Each of the sessions had wide-ranging and informative discussions. The retail and tourism sessions had about a dozen participants each, while the industrial and farming session had about half that number.

Each session began with a brief overview of the strategic plan project followed by a preview of some key questions for the representatives to consider, mainly as a way of generating discussion. Samples of initial questions are shown below (the full list of questions is attached as an appendix).

- To what degree does the County’s population, growth rate, and the retail competition from adjacent counties limit the retail market in Clarke?
- What geographic area do local retailers consider to be their prime market area?
- What are the current barriers to retail development and leasing?
- What is the approximate vacancy rate of office space in the County?
- Are there indications that a demand for additional office space exists?
- Are there indications that the current style of industrial buildings in the County’s Industrial Park is viable in today’s current market?
- How has the mix of farm products changed during the past decade?
- What are the current barriers to industrial site development and/or use today?
- Do the County’s policies and regulations support the retention and attraction of businesses that complement or support existing industries, including farming?
- What kinds of tourism businesses are currently considered successful in the County?

Highlights of the Discussions – Key Takeaways

Retail/Realtors/Banking

Issues and limitations:

- The market area for retail businesses is limited mainly to Berryville and Clarke County; retail still struggles downtown; storefronts are small, serving niche markets such as specialty shops and antiques, as well as restaurants, and other service businesses; there is substantial turnover; apartments and office space are on upper floors, with some office vacancy.
- Fewer people are coming to downtown Berryville, due in part to alternatives such as online banking, etc.
- There is substantial retail “leakage” with local people shopping at businesses outside the county where they stop on their way to and from work.
- Hotel facilities are insufficient to meet County needs.
- There’s a perception that the County doesn’t *want* business.
- The local economy lacks a critical mass of activity in many sectors.
- Property owners tend to “sit on their land” rather than make investments or sell.

Opportunities and potential:

- Millwood is Clarke County’s own “Waterford” – it has four or five antique stores.
- Waterloo needs an anchor – it could support a small food store. But Route 50 traffic volumes have dropped off and Wal-Mart is on Rt 522 in Frederick County, only seven minutes from Waterloo.
- Rt. 340 north in Berryville has more traffic but no retail; has potential due to high traffic volumes.
- Double Tollgate needs water and sewer service – the area has 42 acres zoned commercial.
- There are no major County regulatory barriers for retail and office uses.
- Berryville needs smaller housing units to fit the demographic/demand profile.
- The “Barns” (concert venue and gallery) in Berryville is doing well and enhancing the Town.
- The market would support a good, clustered, retirement housing project.

Industrial & Farming

Issues and limitations:

- Land is too expensive for conventional farmers to buy– good for grass but too rocky for crops.
- Available land is going down, due to construction of “farmettes”.
- There’s a trend of wealthy folks hiring managers rather than leasing land to neighboring farmers.
- Lack of weed control on farmettes near farms is a growing problem – the use value assessment program would be more effective if weed control was enforced.
- If niche farmers don’t have enough produce to go to big market in DC, they can’t make it.
- Farm market needs to be more like a supermarket in terms of scope – need big volume.

Opportunities and potential:

- The demand for hay and straw (for equine industry) has grown by leaps and bounds. Clarke County is ranked third in the state for Equine.
- Niche farming is increasing.
- Clarke is becoming the “central park” of the region.
- A local meat processing plant which would allow us to “brand” our beef as “Clarke county beef” and provide a “value-added” component.
- We need a good horse facility for horse shows – needs about 200 acres – for hunters, jumpers, rodeos, etc.
- Fundamental thing is to keep land open for farming
- Help locals get their products into salable form here in the County (value-added).

Agribusiness/Agritourism/Tourism.

Issues and limitations:

- Traffic - rural roads, etc.
- When is it agriculture and when is it public assembly?
- How do we increase volume of events sensibly?
- Only 40 to 60 overnight rooms in the County.
- Special event permit process is a barrier.

Opportunities and potential:

- A “Clarke Tourism Alliance” was formed in 2004 and lasted about two and half years.
- County has many good attractions:
 - History, products, etc. for tourism – but lacks marketing.
 - Mill, wineries, vineyards
 - Shenandoah River
 - Appalachian trail
 - Watermelon park
 - Horses
 - Blandy Farm - 170,000 visitors annually.
 - L’Auberge
 - Clarke County fair
 - The Barns at Rose Hill
 - Concerts at fairgrounds – big names
- Promotion:
 - Promote travel routes: “top 10 ways to see Clarke”
 - County has decided to coordinate event notices - potential for further coordination of tourism marketing.
 - Need to establish perception of Clarke as a “destination”

- **Funding:**
 - Need to show economic cost/benefit of county using money to promote tourism – need professional staff support.
 - Occupancy tax revenues should go to tourism – raise it – how do you measure tax revenue from tourism businesses?
- **Impacts and regulations:**
 - Lessons from Loudoun: don't let problems fester.
 - Need communication between agri-business and county and economic development — get in front of the issue and the conflicts
 - Define the rules up front, for businesses. – recognize limits of intensity – maybe greater limitations than in Loudoun.
- **Lodging:**
 - Need to appeal to high end spenders for lodging.
 - Ag-tourism and horses will get draw for overnight rooms
- Looks at other tourist localities (e.g. Loudoun, Bucks County, PA) – create and market tourist routes (“top 10 ways to see Clarke”)
- **Ideas:**
 - First Friday – get arts people to set up in vacant store fronts
 - Big annual event to attract high volume of patrons from afar
 - Keep Clarke rural, but allow ag-businesses to survive and grow

Recap and Next Steps

Participants were encourage to follow-up with any additional ideas that they might have by emailing Brandon Stidham, the County Planning Director. Meanwhile, the consulting team will carry on with its research and analysis work in accord with the project work plan, and will be reporting to the Planning Commission in the near future.

3. Appendix [to Technical Memo #1]

A. Meeting Agenda and Notes from Initial Public Meeting

Public Input Meeting *on The Future Vision of the Clarke County Economy*

2013 Comprehensive Plan Update

AGENDA

Date and Time: Wednesday, February 13, 2013, 7:00 p.m. – 9:30 p.m. (Doors open at 6:00 p.m.)

Location: Clarke County Government Center – Main Meeting Room, Second Floor

Purpose: To begin the preparation of an Economic Development Strategic Plan for Clarke County by convening interested stakeholders to obtain initial input about issues and opportunities for economic development in the County

6:00 pm **Doors Open** – Citizens can examine exhibits and speak informally with County Staff and the Consulting Team

7:00 pm **Welcome and Introductions** – Brandon Stidham, Planning Director

7:15 pm **Presentation – Agenda and Project Overview** – Consulting Team

8:00 pm **Break-out Discussions** – Participants will Identify and Discuss Major Issues and Opportunities facing the County regarding Economic Development

8:45 pm **Reconvene for Plenary Discussion**

9:20 pm **Recap and Next Steps** – Consulting Team and Staff

9:30 pm. **Adjourn**

Notes From Initial Public Meeting February 13, 2013

Compilation of flip chart sheets from each breakout group

Group 1

Strengths

- Our location – multiple cross-roads, easy highway access, lots of through traffic
- Downtown Berryville – preserved historic character; the Barns at Rose Hill; Center of the community.
- Different and unique place – special
- We didn't jump on "every bandwagon" or trend that came along
- Policy consistency over the course of time (and between town and county)
- Educated population – appreciates what we have

Weaknesses

- Our out-of-the-box thinking now "stops us" too.
- Housing types – imbalanced.
- Our death rate exceeds our birth rate.
- High availability fees for Water and Sewer – Town and Waterloo
- Square feet of business in town doesn't match the need – vacant space in Berryville.
- All needs can't be met on Main Street – potential users can't find commercial space – complaints: "too small, no parking, too expensive, no visibility" for all types of uses.
- Loss of spending trips to Winchester
- Business license tax is a flat fee
- Lack of hotel rooms

Opportunities

- We want more walkability (in Berryville)
- In county to build on what county is now – antiques, etc, Nalls; build on these assets.
- Highway commercial on route 7
- NSVRC – "antique road", "local food road" – regional efforts
- Appalachian Trail – food, lodging there?
- End of the metro silver line only 30 miles from county boundary – opportunity and threat – we need affordable dwelling units
- Move or retire Dwelling Unit Rights from rural lands through T.D.R.

Threats

- Lack of good internet service
- Lack of recognition of needs
- Proffer expectations from county
- For residential rezonings – need cluster lots in the growth area – driven by concern about school children

Group 2

Strengths

- Location
- Median income levels
- Low tax rates
- Commuter traffic along main roads
- Cheap labor cost
- Reasonable tax rates

Weaknesses

- Limited inventory of business parking zoning
- Limited area for commercial retail on road – 7 and 340 intersections
- Demographics
- High water and sewer fees
- Perceived attitudes on business growth
- Karst geology re: cost of infrastructure

Opportunities

- Timing of doing strategy
- Keeping existing businesses
- Open space for commercial ag businesses
- Construct houses for both an elderly population and young population without kids

Threats

- Aging population
- Adjacent jurisdiction growth
- Perception that change equals loss of quality of life

Group 3

Strengths

- Average income (disposable income)
- Ag community/commodities (horse community, wineries, farm markets)
- Income generation outside county, reinvest in county
- Home businesses
- Good traffic infrastructure
- County aesthetics / natural resources
- Restrictive zoning

Weaknesses

- Internet in rural area
- Restrictive zoning
- Retaining young residents / affordable housing and labor jobs

- Population size
- Limited public access to river
- No hotel to support events
- Meeting space for conferences
- Diverse housing stock

Opportunities

- Promote our county's resources
- Future close assets to metrorail, time to plan for it
- Promote tourism sites and natural areas (e.g. Blandy)
- Pursue businesses that generate tax revenues
- Diverse agriculture/agribusiness, agri-tourism (proximity to metro areas)

Threats

- Aging population
- Housing costs
- Diversity of opinions on county's future
- Restrictive zoning
- Limited utility capacity due to regulations
- Funding cuts

Group 4

Strengths

- Route 7 traffic county high
- Area local preservation
- County size

Weaknesses

- Can't find what you need to buy here in the county
- Size
- No space for eco_____ identified
- Out of room in industrial park

Compilation of individual written comment sheets

Strengths

Location

Proximity to other areas

Farming

Preservation, conservation

Train

No wal-mart

Rose Hill Theater

Route 7 major commuter road between Frederick county, Winchester and Northern Virginia. These are all potential customers.

Distribution into Northern Virginia area, proximity.

Agriculture

Location

Tax rates

Median income

Rt 7 traffic – primary highway

Weaknesses

Too much what the citizens need is elsewhere

Commercial square footage has remained unoccupied in our villages and towns – this space is inadequate.

No movie theater

Need a hotel

Need a conference room

Tax dollars are being spent in Winchester and surrounding counties instead of Clarke county.

At moment only one grocery store.

Neighboring counties are already retail meccas – which really limits our possibilities.

Lack of inventory of developable land

High fees for infrastructure hook ups

Perceived anti-business philosophy.

Opportunities

Commuting corridors, particularly outside Berryville between 340 and Triple J in the Rt 7 corridor.

Accent the positive – rural farms, cattle, open spaces

Development of tourism opportunities with available entities – Blandy, Mill, Barns, Ruritan Club, Clermont, Long Branch, Shenandoah River

36,000 [vehicles] intersect Rt 340 and Rt 7 north of Berryville. 95% are cars. They need to buy food, retail, restaurants, etc.

we don't actually know – we've painted ourselves into the heritage tourism basket so that's about it.

Because of slow economy allows for planning time

Large parcels with potential agricultural ventures.

Threats

As overall lack of recognition of the needs, a lack of planning for these needs and our focus on areas outside population centers a high volume commuting corridors.

Trying to save downtown at the expense of rest of county. Increased retail traffic on Rt 7 could actually help downtown.

Boutique shops.

Disorganization

Franchises

Probably the viability of traditional agriculture.

Aging population – demographics

DRAFT

C. Meeting Agenda and Notes from Business Round Table Sessions

Business Round Table Discussion *on The Future Vision of the Clarke County Economy* **A Part of the 2013 Comprehensive Plan Update**

AGENDA

*[Note: This is the generic Agenda – The Three Round Table sessions focused on three different topics:
April 22 Realtors, Retailers, and Banking
April 23 Industrial and Farming
April 25 Agribusiness / Agritourism / Tourism*

Time: 7:00 p.m. – 8:30 p.m.

Location: Clarke County Parks & Recreation Center Multi-purpose Room, 225 Al Smith Circle, Berryville

Purpose: To engage in a discussion with the consulting team to identify the barriers and potential opportunities for improving the retention, attraction, and expansion of appropriate businesses and industries in the County

7:00 pm **Welcome and Introductions** – Brandon Stidham, Planning Director

7:10 pm **Overview** by the Consulting Team – Milt Herd and Stu Patz

7:15 pm **Plenary Discussion** – Participants will the major barriers and potential opportunities, based upon their experience in the County, and the consultant’s research and analysis to date.

8:15 pm **Recap and Next Steps** – Participants will review results of the discussion and identify policy conflicts, missing information, remaining questions, etc.

8:30 pm. **Adjourn**

Meeting Notes from Round Table Sessions

Key Questions for beginning the discussions:

Realtors, Retailers, and Banking

Retail –

- To what degree does the County's population, growth rate, and the retail competition from adjacent counties limit the retail market in Clarke?
- What geographic area do local retailers consider to be their prime market area?
- What population segments do local retailers consider to be their prime customer base?
- What are the current barriers to retail development and leasing?
- What are the opportunities?
- What is needed to help retain and grow existing businesses?

Office –

- What is the approximate vacancy rate of office space in the County?
- Are there indications that a demand for additional office space exists?
- What are the current barriers to office development and leasing?
- What are the opportunities?

Industrial and Farming

- Are there indications that the current style of industrial buildings in the County's Industrial Park is viable in today's current market?
- Does the demand for this type of light industrial space remain reasonably strong?
- How has the mix of farm products changed during the past decade?
- What are the current barriers to industrial site development and/or use today?
- What are the current barriers to farming and farm expansion?
- Do the County's policies and regulations support the retention and attraction of businesses that complement or support existing industries, including farming?
- Are there opportunities for further industrial development that could be nurtured or promoted?
- Are there opportunities for retention or expansion of farming operations that could be nurtured or promoted?

Agribusiness / Agritourism / Tourism

- What kinds of tourism businesses are currently considered successful in the County?
- Is there much partnering or networking activity among tourism businesses or sectors? Is there potential for regional coordination/partnering?
- What are the current barriers to tourism development and expansion?
- Do the County's policies and regulations support the retention and attraction of businesses that complement or support tourism?
- What kinds of tourism opportunities are seen as having future potential?

Notes from Discussion

Retail/Realtors/Banking

- The market area for retail is Berryville and Clarke County only; retail struggles downtown; storefronts are small; niche markets such as specialty shops, antiques, and restaurants; lots of turnover in the past year or year and a half.
- Fewer people are coming to downtown Berryville – online banking, etc.
- Home occupations are picking up; we hear that rents are high, but landlords have to charge rent for rehabilitation, maintenance, etc. We're losing some local people to outside businesses where they stop on their way to and from work, for example. Retailers are undercapitalized.
- Can Berryville be a destination?
- Hotel facilities are insufficient to meet County needs.
- Millwood is Clarke County's own "Waterford" – it has four or five antique stores. Waterloo needs an anchor – it could support a small food store. But Route 50 traffic volumes have dropped off – the Toll Road and traffic calming in Loudoun County. But Route 340 traffic is increasing – Rt. 340 north in Berryville has more traffic but no retail – Buckmarsh has potential due to high traffic volumes.
- In Double Toll Gate we've been trying to get sewer service – the area has 42 acres zoned commercial.
- When asked about County regulatory barriers for retail and office, no one responded.
- Berryville does have an inventory of vacant space, rents, etc., in the downtown. There are nine vacant storefronts. Most enterprises are service businesses, not retail. There is available office space on the upper floors, although more apartments on upper floors than offices. Businesses are afraid to commit.
- The Town needs smaller housing units to fit the demographic/demand profile.
- There's a perception that the County doesn't *want* business.
- Marketing and perception – the message that is communicated is important.
- There is a need for synergy and a critical mass of enterprise activity in each sub-sector of the local economy.
- There is a plan for new buildings on East Main Street in Berryville – where the hardware store is now – but there are road entrance issues with VDOT.
- Ancillary retail is allowed on Route 340 near the Food Lion and Red Apple.
- Waterloo needs an anchor store.
- Wal-Mart is on Rt 522, only seven minutes from Waterloo, which likely undermines the potential for large scale "big box" retail at Waterloo.
- The level of service provided by the local Food Lion is not up to the level of its regional competitors.
- Property owners tend to "sit on their land" rather than make investments or pursue offers for purchase/lease.
- The "Barns" (concert venue and gallery) in Berryville is doing very well and changing the Town, in a good way.
- The market would support a good, clustered, retirement housing project.

Industrial & Farming

- The demand for hay and straw (for equine industry) has grown by leaps and bounds. Clarke County is ranked third in the state for Equine: boarding is probably the largest component, but also breeding for racing, the Hunt, trail rides, horse “retirement” facilities. 150 to 200 are primarily horse farms.
- Conventional farmers can’t buy land – too expensive – our soil is good for grass but not for crops – too rocky.
- Available land is going down, due to construction of “farmettes”.
- Niche farming is increasing.
- Direct marketing requires a different personal temperament than conventional farming
- Two acres required per horse; 2 to 5 acres per cow/calf.
- The situation in agriculture is unstable.
- Diversification is key to farming.
- Small farmers can get by but beef cattle farming requires 400 head to make any money.
- Might make \$200/acre off corn, therefore won’t support \$6,000/acre land costs.
- There’s a trend back to rich folks buying land and hiring managers rather than just leasing it out to neighboring farmers.
- Clarke is becoming the “central park” of the region.
- We’re going to get more pressure from demand for farmettes.
- Lack of weed control on farmettes near farms is a growing problem.
- Use value assessment program – maybe give a lesser tax break if you don’t control your weeds; dilapidated fences. If Use Value meant more (enforced), that would help farmers.
- It would be good to have a meat processing plant which would allow us to “brand” our beef as “Clarke county beef” and provide a “value-added” component. But not enough market support for such an enterprise locally. Closest facility is in Gore, VA, in Frederick County.
- The local horse industry is very diverse – we need a good horse facility for horse shows – needs about 200 acres – for hunters, jumpers, rodeos, etc. It requires money to establish. Could be similar to Lexington, VA, but not as elaborate. Lots of parking needed, large indoor arena.
- We need to be able to adapt to change – need to be able to go back and forth between things.
- We worked on an ordinance that would make farm markets by-right for locally produced food, etc.
- If niche farmers don’t have enough produce to go to big market in DC, they can’t make it – need to provide for small farmers not just produce sales, so they don’t have to go to Leesburg, or DC.
- Farm market needs to be more like a supermarket in terms of scope – need big volume.
- The big boys like Smithfield Farm just go to Washington, DC, rather than try to market locally.
- Fundamental thing is to keep land open for farming
- Help locals get their products into salable form here in the County (value-added)
- Fewer farmers make their living solely off farm business.
- Environmental regulations (federal/EPA, not County or DEQ) are a challenge.

Agribusiness / Agritourism / Tourism

- A “Clarke Tourism Alliance” was formed in 2004 at initiative of Board of Supervisors. It lasted about two and half years. Cataloged historic properties and created a brochure showing key sites.
- County has history, products, etc. for tourism – but lacks marketing.

- Mill, wineries, vineyards
- River is a big attraction – beer and wine
- Appalachian trail
- Watermelon park – hundreds of thousands of people per year (mostly from Loudoun) – camping, tubing and festivals – about four months of the year – relatively low-end economic level.
- Horses
- Bridal trail at Blandy Farm - \$5 donation required – Blandy has 700+ acres on the whole site – education of 6,000 kids per year (9 months/yr), 170,000 visitors to Blandy annually. Potential for coordinated marketing.
- “Longbranch” could coordinate with Blandy
- L’Auberge is a big draw.
- Loudoun and Fauquier provide contrasts on how to handle impacts – lessons from Loudoun: don’t let problems fester.
- Traffic is an issue - rural roads, etc.
- Loudoun model – dialog between agri-business and county and economic development – communication – get in front of the issue and the conflicts
- When is it agriculture and when is it public assembly? – difficult question.
- Define the rules up front, for businesses. – recognize limits of intensity – maybe greater limitations than Loudoun.
- Mindset of owner/operator – “people out/off site by 10:00 pm” – how do we increase volume sensibly?
- Clarke county fair
- Only 40 to 60 overnight rooms in the County
- Need to appeal to high end spenders for lodging.
- We’re going for ag-tourism and education – “wayside” next to Nalls Market
- Need to establish perception of Clarke as a “destination”
- Need to show economic cost/benefit of county using money to promote tourism – we have things in place, we have a basis for documenting our revenue – need professional staff support.
- The Barns at Rose Hill
- Special event permit process – barrier
- Inhibits horse shows, too – needs to be simplified
- Very cumbersome for events at a winery
- Occupancy tax revenues should go to tourism – raise it – how do you measure tax revenue from tourism businesses?
- Loudoun puts TOT money into promotion efforts.
- Need coordinated marketing of all tourism together, like “visit Loudoun”
- Looks at others, like Loudoun, Bucks County, PA – people need to be spoon-fed to do routes, “top 10 ways to see Clarke”
- County has decided to coordinate event notices
- Concerts at fairgrounds – big names
- Ag-tourism and horses will get draw for overnight rooms
- Have all businesses carry each other’s brochures, etc.
- First Friday – get arts people to set up in vacant store fronts – or third Friday.
- Big annual event to attract high volume of patrons from afar [e.g. Sturgis, SD].
- Keep Clarke rural, but allow ag-businesses to survive – increase number of ag-businesses in Clarke

- Embrace value-added agriculture [some disagreed].

C. Invitation to Business Round Table Sessions



Clarke County Planning Department

101 Chalmers Court, Suite B

Berryville, Virginia 22611

(540) 955-5132

TO: Participants in the Economic Development “Roundtable” Sessions

**FROM: Brandon Stidham (Director of Planning)
Milton Herd, AICP (Planning Consultant)**

RE: “Roundtable” Sessions with County’s Planning Consultants

DATE: April 9, 2013

Clarke County is currently updating the Comprehensive Plan, including adding a new element for Economic Development Strategy. An important task in this effort is to talk with representatives of the major economic sectors of the County to understand their perspectives on the current business environment, and prospects for the future.

To do this, we will conduct a series of “round table” discussions on April 22, 23, and 25, with County staff and the Consulting Team. Each meeting will be devoted to a major economic sector in the County:

- Retail/Realtors/Banking
- Industrial & Farming, and
- Agribusiness/Agritourism/Tourism.

We invite you to participate in the Agribusiness/Tourism discussion, to be held on April 25 at the Clarke County Parks & Recreation Center Kitchen/Preschool Meeting Room, 225 Al Smith Circle, from 7:00 pm to 8:30 pm.

As a preview to this session, we wanted to share some of the key questions we would like to explore with you and your colleagues. These are rather general questions, aimed primarily at obtaining empirical information from people who are working in these sectors, and exploring barriers as well as opportunities for expansion of these sectors.

These are the questions we want to start with, knowing that these will likely lead to further questions as we dig into the issues.

Thursday, April 25, 7:00PM – Agribusiness / Agritourism / Tourism

- What kinds of tourism businesses are currently considered successful in the County?
- Is there much partnering or networking activity among tourism businesses or sectors? Is there potential for regional coordination/partnering?
- What are the current barriers to tourism development and expansion?
- Do the County’s policies and regulations support the retention and attraction of businesses that complement or support tourism?
- What kinds of tourism opportunities are seen as having future potential?

Please affirm that you will be able to attend this session by calling or emailing Brandon Stidham at (540) 955-5130 or bstidham@clarkecounty.gov.



Economic Development Strategic Plan for Clarke County, Virginia

Appendix 2:

**TECHNICAL MEMORANDUM #2
Economic Development Issues, Needs, and Opportunities**

December 4, 2013

Prepared By:

Herd Planning & Design, Ltd. and S. Patz & Associates, Inc.



▪ S. PATZ & ASSOCIATES, INC. ▪

Contents

<i>Executive Summary</i>	3 (85)
1. Introduction	4 (86)
2. Summary of Initial Public Input	5 (87)
3. Research and Analysis	6 (88)
A. Regional Overview.....	6 (88)
B. Growth Areas and Potential in Clarke County.....	6 (88)
C. Fiscal Impact of Development (further analysis forthcoming).....	10 (92)
D. Best Practices for Rural Economic Development.....	10 (92)
E. Population, Employment and Land Use Forecasts.....	25 (107)
4. Potential Strategies for Economic Development	27 (109)

A preview of formal economic development strategies for the County to pursue in the short and long term time frames, to be developed in the next stage of the process

Appendix A – Comparison of Local Tax Rates

Appendix B – Comparison of Availability Fees

Executive Summary

Clarke County wants to prepare economic development strategies and actions that will help diversify its tax base without undermining the rural, agricultural character of the County, or the effectiveness of its strong and venerable growth management program, or unduly increasing the cost of providing services.

A key challenge in formulating a long-term economic development strategy for the County is to balance the fundamental goal of land preservation with the important need for economic vitality. A related challenge is to identify strategies that if successful, will allow the County to evolve in a manner and pace that is consistent with its past traditions.

The County has some highly valuable economic assets, particularly its:

- Open space resources, historic resources, and scenic quality.
- Good highway infrastructure
- Regional proximity to a large population and work force, and
- Adequate total supply of residential and industrial zoned land.
- Located within the primary service area of Foreign Trade Zone #137
- Competitive tax rates and relatively low land costs compared to most adjacent localities
- Improved proximity to Metro Rail – “Silver Line” to reach Reston in 2014 and to Dulles by 2020.

It also has some fundamental disadvantages to conventional economic development, including:

- Small local population and gradual growth of economic base
- Distance to I-81, the one interstate highway serving the western part of Northern Virginia (not relevant for counties to the east)
- Competition from adjacent jurisdictions, particularly the Winchester-Frederick area
- Few “Occupancy Ready” or “Shovel Ready” industrial sites
- Relatively high availability fees for public sewer and water service

Six major economic sectors were examined as a prelude to developing specific strategies and actions:

Industrial – Offers the strongest prospects for the greatest economic benefit in the short term, especially light manufacturing, distribution/service space and local business services.

Retail – Relatively stable but constrained by regional competition and limited population growth.

Office – Generally similar constraints to the retail sector.

Agriculture – Faces ongoing challenges but has good potential for sustainability through new markets and greater linkage to tourism activities. The County’s land use policies have created a generally stable land base for agriculture, and the pressure of increased population and changing markets also creates opportunities for niche markets including equine-related businesses, higher-intensity crops, etc.

Tourism – Has good long-term potential in light of local resources and regional location, particularly with ties to agriculture and outdoor recreation, but should not be considered a “quick fix”.

Housing – Well-planned housing can be an economic asset, but additional housing must be of a type, quantity, density, and location that is consistent with the County’s overall goals for growth management, agriculture, environmental conservation, and fiscal well-being.

Next Steps

Develop specific Strategies and Actions to take advantage of the County's assets and mitigate its disadvantages; work with the Planning Commission and EDAC to refine these strategies and actions.

1. Introduction

The new Strategic Plan for Economic Development will take its place alongside the County's other Comprehensive Plan elements, including the Agricultural Land Plan, the Mountain Land Plan, the Berryville Area Plan, etc. However, whereas most Comprehensive Plan elements are broad, long-term, policy-oriented documents, the Strategic Plan will feature a short to medium-term time horizon, a focus on one sector (economic development), and an action-orientation. The purpose of this memorandum is to clarify issues and opportunities to provide the basis for developing strategies and actions for economic development.

Initial Guidance from the Board of Supervisors:

The Economic Development Strategy must be consistent with the County's long-standing growth management policies, including agricultural and open-space conservation. Yet it must also reflect:

1. "Out of the box" thinking to capture new opportunities
2. Involvement of Key Stakeholders to be most effective and practical
3. Coordination with County Officials to ensure broad support

In addition, based on early input from County officials and active participation from County citizens, the County's *primary objective* for economic development is to grow the tax base.

A *second objective* is to increase economic activity through the expansion of business transactions and/or by adding new jobs, particularly if the jobs are filled by the existing labor force or in-commuters. An important issue is that job growth tends to cause population growth. This can add economic and social vitality to the community, yet can conflict with the goal of preserving agricultural and open-space resources, unless employment growth occurs in locations, amounts, and sectors that are consistent with the overall community vision. This shows the importance of coordination between the County and the Town of Berryville, since their economies are largely unified, even though each has its own plans, policies and regulations.

Thus, a key challenge in formulating a long-term economic development strategy for the County is to balance the fundamental goal of land preservation with the important need for economic vitality. A related challenge is to identify strategies that if successful, will allow the County to evolve in a manner and pace that is consistent with its past traditions.

There are, however, challenges with preparing an Economic Development Strategy for Clarke County. Past efforts have not produced as much net tax revenue as the County would prefer to offset the burden on residential properties; there is a limited amount of readily available land for new development of the type needed for tax revenue generation; and the County has strong competition from the Winchester marketplace, in particular, for most non-residential land uses.

The Technical Work of the Project Includes Several Key Items:

1. Identification of methods for expanding business
2. Analysis of regional economic factors and Clarke County's competitive position
3. Analysis of constraints to economic growth and how to overcome them
4. Analysis of the Fiscal Impact of new growth (impacts on County government budget)

5. Short-Term and Long-Term plans for economic development (strategies and actions)
6. Options for the magnitude, locations, and types of economic growth in light of costs & benefits

Project Work Plan and Status:

Task 1 - Initial Public Input Meeting (*completed February 2013*)

Task 2 - Evaluate County's Economic Development Issues, Needs & Opportunities

- Interviews and “round tables” with business owners (*completed April 2013*)
- Field Survey of key growth areas (*completed April 2013*)
- Regional Analysis of economic factors (*completed June 2013*)
- Fiscal Impact Analysis of growth sectors (*partially completed June 2013*)
- Research “Best Practices” of comparative localities (*completed June 2013*)

Task 3 - Evaluate Comprehensive Plan components re: Economic Development (*underway*)

Task 4 - Prepare Economic Development Strategies for Implementing Component Plans (*underway*)

Task 5 - Develop Draft Economic Development Strategic Plan as a New Component (*underway*)

2. Summary of Initial Public Input

Initial input on economic development strategies was obtained from a public meeting meeting and key stakeholder “round table” sessions during February through April 2013, and through several individual interviews with business owners and property owners in the County, including the Berryville area. A full report on the results of this input is included in Technical Memorandum #1 of the consultant’s work, included in the appendix to this memo.

Summary highlights of this input include the following:

- The business community is fully aware of the challenges that officials face in expanding the County’s economic base. However, most of their input focused on relatively small scale or short-term solutions. While the public and business community fully embrace the traditional goals of the County, there is the underlying recognition of the need for more tax revenue and economic activity.
- There was great support expressed about the value of current growth trends and the agricultural and equine base of the County, but little mention of the outdated industrial properties in the town, and their prospects for redevelopment.
- It appears that the Clarke County community believes that Berryville’s retail and office space markets will remain modest in size. However, there is recognition that upgrades are required to maintain stability.
- There was broad appreciation of the positive natural and cultural aspects of the County as a special place within the region, including the desire that economic development should not overwhelm the County’s traditional character and quality of life.

Overall, there was great interest in the need for the Economic Development Strategy and an abundance of support for creative ideas.

3. Research and Analysis

A. Regional Overview

The County's regional location is somewhat of a detriment to economic development and job growth. The County is a sort of "hole in the donut" in terms of land use and population intensity within the region. While the major competition is from Winchester-Frederick to the west, Clarke is surrounded on all sides by major population and job centers, including:

- Winchester and Frederick County to the west
- Front Royal and Warren County to the south
- Purcellville and Loudoun County to the east
- Martinsburg and Charles Town to the north

The Winchester marketplace is the prime competitive location, as well as Warren County. Winchester has the advantage of being along the I-81 corridor, which is a "must" for most area industrial businesses. Winchester also has a large retail component. Warren County has proximity to both I-66 and I-81, as well as the inland port. These factors require the Clarke County marketplace to compete for a more limited niche market.

B. Growth Areas and Potential in Clarke County

Clarke County has six general geographic areas for potential economic growth:

- Town of Berryville and designated annexation areas
- Waterloo Area
- Town of Boyce
- Double Tollgate Area
- Villages of Millwood, White Post, and Pine Grove
- Rural Areas

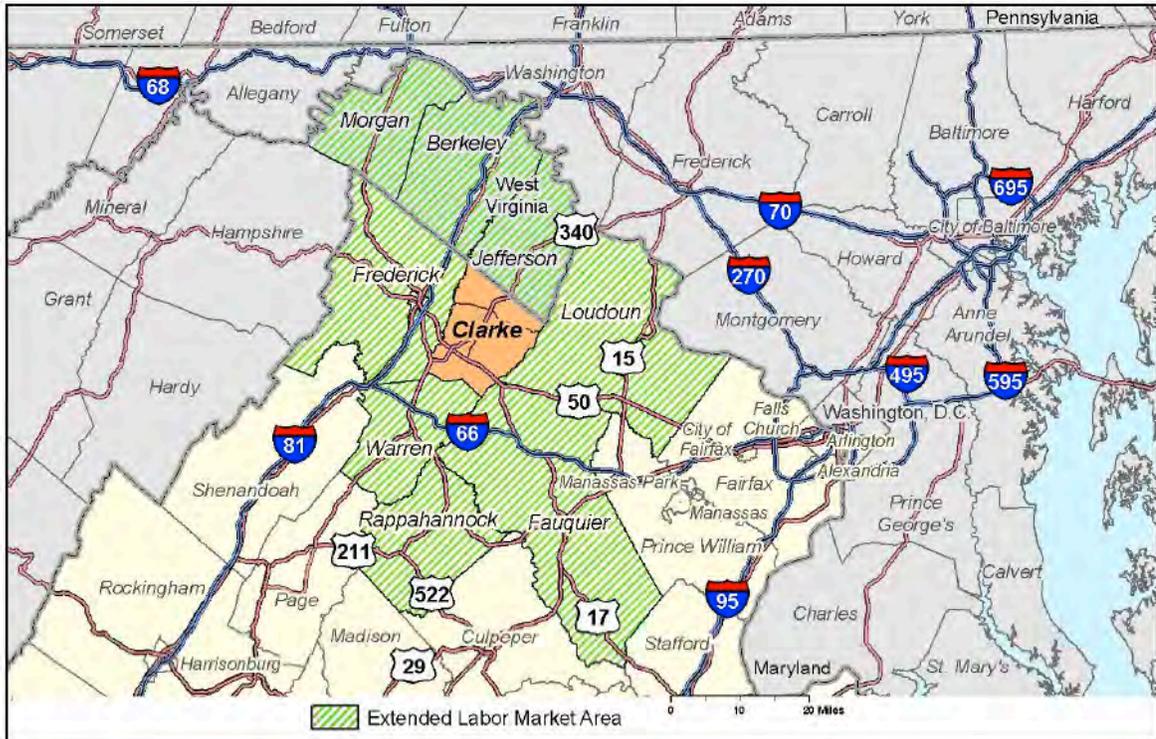
In the short term, the Town of Berryville and its designated annexation areas is the most competitive location in the County for conventional industrial, retail, and office development. This indicates a clear need for the County and Town to continue to work closely together to promote appropriate economic development.

In the long term, growth could be expected in the Waterloo and Double Tollgate areas, as both locations are well located with good highway access. Although Double Tollgate needs water and sewer service, both areas have attracted some interest from the development community. Double Tollgate is well located on the Rt. 522 corridor adjacent to employment uses in Warren and Frederick Counties, and on the very western edge of Clarke, thereby limiting impacts on most of the County from more intensive development.

The Town of Boyce has public utilities, a location on Rt. 340, and proximity to Rt. 50, and thus has some potential for development. The several historic villages in the County have unique

charm and historic settings but generally less potential for development due to limitations of access and/or utilities.

The Route 7 corridor is an excellent location for the development of additional retail space, but most locations along the corridor are without public utilities. As with other areas for long-term growth opportunities, care must be taken to prevent standard highway related “strip” development.



Source: *Community Profile – Clarke County, Virginia Economic Development Partnership*

Map of Regional Labor Market Area

In the longer term, increased economic development can be expected in the rural area, mainly in the rural-based agricultural and tourism sectors. However, expansion in this sector is expected to be gradual. Sites with good proximity to the four major arterial corridors (Routes 7, 50, 340, and 522/340) offer the best prospects for compatibility with the County’s broader land use planning goals.

Not all of the existing industrial sites are ready for immediate use. The County as a whole has more than enough land zoned for commercial or industrial uses, much of it undeveloped or underdeveloped. However, some sites need improvement and not all of the land is located to meet current market demand (for example the commercial zoning at Double Tollgate, which has longer term development potential).

Besides the geographic perspective, the County also has a basic overall economic structure similar to other localities, in that there are three basic levels of business activity:

- Level 1 include primary “economic base” businesses that generate revenue from outside the County. These would include most manufacturing and distribution enterprises, tourism

businesses, state and federal government facilities, agriculture, and large wholesale or retail operations.

- Level 2 businesses are those that support the Level 1 businesses, and include commercial real estate, construction services, banking and insurance, and printing.
- Level 3 businesses are those that serve local residents, including retail stores, personal services, entertainment and recreation.

Level 1 businesses are fundamental to future growth in the economy and tax base. In Clarke County these include manufacturing and distribution, agriculture, tourism, and business services that serve non-local markets.

Summary of Assets and Liabilities for Economic Growth in Clarke County

Key tasks in formulating an economic development strategy are to identify ways to:

- *Build upon* the County's existing economic assets and resources
- *Correct* existing liabilities, including outdated buildings and sites, as well as policies and regulations
- *Convert* liabilities into assets through creative financing and public financial support, as well as marketing and networking.

Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis

Using input from stakeholders, combined with further research, the SWOT features were identified. These are listed below under the four headings. Two salient issues form a backdrop to most of the other issues.

Ready Sites. In terms of conventional, high value industrial economic development, the County lacks shovel ready industrial sites. The developability of existing sites can likely be improved with some level of public support, such as timely review and approval of development applications, and possibly assistance with infrastructure improvements under a well-designed program such as a service district, micro loan program, or tax increment financing. These sites are likely to be competitively priced compared with both the Winchester and Loudoun marketplaces, which should make them more marketable. Many industrial buildings are outdated and no longer usable for quality industrial businesses. The County also has mature office space which is no longer competitive and some of the better space lacks nearby parking. Some of these issues have been in place for years and could be rectified with public and private sector initiatives.

Population and Housing Growth. Clarke County's population is aging and not growing as fast as in nearby communities. This provides benefits to the County in terms of lesser impacts from growth. Yet a very slowly expanding population tends to constrain retail expenditures and limits the expansion of retail sales and other area businesses. This is also an issue related to housing unit demand. Without population growth, there is limited household growth and limited housing unit demand. This can be a factor in the supply of affordable housing, in particular, which can be a detriment to new business growth, if housing unit availability stymies employees from finding nearby, acceptable housing. The County is very aware of the delicate balance between

having a healthy amount of population and housing growth, without having an excessive amount that overwhelms public services and community character. The County has a lower level of affordability in housing compared to some of its neighboring jurisdictions, although the data do not suggest a severe problem. Thus, it would be prudent for the County to monitor this issue.

The County values the benefits of slow population growth, and thus the challenge is to find strategies that can succeed without a more rapid population growth rate, and to focus population and housing growth in the most advantageous areas and with a mix of unit types that will foster a healthy demographic balance to underpin a strong local economy.

Summary of SWOT factors

Strengths

- Small population size
- Protective planning policy/Restrictive rural zoning
- Existing vacant industrial space
- Cost-competitive space and land
- Good access to a high quality work force
- Successful, County-developed business park
- Location and access
- Substantial volumes of through traffic, including commuter traffic along major roads
- Good road infrastructure
- Land zoned for highway commercial retail
- Historic downtown Berryville
- Well-preserved natural environment and historic character
- Unique place within the region
- Policy consistency over the course of time
- Relatively high household income
- Reasonable tax rates
- Ag community/commodities (equine community, wineries, farm markets)

Weaknesses

- Small population size
- Protective planning policy/Restrictive rural zoning
- Lack of “shovel ready” (level 5) or “occupancy ready” (level 1) sites
- Imbalance of housing types for expected demographic changes
- High availability fees for water and sewer
- Vacant retail and office space in Berryville
- Uncompetitive commercial space
- Retail leakage to surrounding counties
- Perceived attitudes on business growth
- Karst geology (environmental sensitivity; cost of

Opportunities

- Population growth in adjacent jurisdictions
- Downtown Berryville – improve walkability, mixed-use, vitality
- Expand tourism-related businesses - antiques, farm markets/stands, wineries, etc.
- Diversify agriculture/agribusiness, agri-tourism
- Expand highway commercial uses
- Expand home business activity
- Regional tourism coordination such as “antique road”, “local food road”
- Retain existing businesses
- New housing for both an elderly population and young population without kids

Threats

- Population growth in adjacent jurisdictions
- Lack of adequate housing diversity and affordability
- Aging population; loss of maturing young people
- Perception that change equals loss of quality of life
- Housing costs
- Limits on utility capacity due to state/federal regulations

- infrastructure)
- Poor or spotty internet service in rural area
- Limited public access to river

C. Fiscal Impact of Development

This analysis examines the fiscal benefits of the businesses that are most likely to generate net economic benefits for Clarke County. The most immediate is industrial development, as land could be made available and market support likely exists for available sites. Market support also exists for other commercial uses, but these would not be as sizable as prospective industrial uses. *(further analysis forthcoming)*

D. Best Practices for Rural Economic Development

Comparison to Other Counties

This study compared Clarke County to several other jurisdictions to identify potential strategies that may offer good prospects for application in Clarke County.

Comparative peer or neighboring counties in Virginia were selected, based on:

- Population size and local government resources
- Geographic location and character – proximity to urban centers, major roadways, and natural amenities
- Major economic components, sectors, and resources
- Income and education levels

Counties examined:

- | | |
|--------------------|-----------------------|
| 1 Botetourt County | 5 Goochland County |
| 2 Fauquier County | 6 Nelson County |
| 3 Fluvanna County | 7 Rappahannock County |
| 4 Frederick County | 8 Warren County |

Comparison of Key Attributes

Direct comparisons between Clarke County and other jurisdictions in Virginia is challenging because Clarke is one of the smallest counties in the state, in both population and land area, and most of the counties with such small populations are fundamentally different from Clarke in terms of population, income, proximity to urban areas, and other attributes that make direct comparisons useful.

Thus, most of the counties selected for comparison are larger, yet still rural with somewhat similar demographic characteristics. Of the counties selected as peer communities, only Rappahannock has a smaller population, with Nelson being about the same. None of the counties has as small a land area as Clarke. This fact is particularly salient when comparing the agricultural productivities. Although Clarke County has the smallest land area of this group of counties, it was second only to Fauquier and Frederick in the total value of farm products sold,

and both of those counties have more than twice the land area of Clarke. Further, despite its small size, Clarke ranks 4th among all counties in Virginia in its inventory of horses, and 7th in sales of apples.

The following table summarizes various key attributes of the comparison jurisdictions.

County	2012 Population* Land Area	Per capita income (2007-11)*	Education Level**	Location	Major Economic Sectors*** (2011)*	Agriculture – Market Value of Farm Products****	Retail Sales per capita*
Botetourt	33,148 543 sq. mi.	\$30,293	22.9%	<ul style="list-style-type: none"> • Bisected by I-81 • Adjacent to Roanoke 	<ul style="list-style-type: none"> • Manufacturing • Retail trade • Construction • Trans & warehg. 	<ul style="list-style-type: none"> • Total: \$13,548,000 • Per Farm: \$21,234 • Ranked 10th in Apples in VA 	\$7,661
Clarke	14,323 177 sq. mi.	\$37,551	30.7%	<ul style="list-style-type: none"> • 9 mi. to I-81 • Between Winchester & Loudoun • Mountain ridge on east 	<ul style="list-style-type: none"> • Manufacturing • Education • Health care • Retail trade • Construction 	<ul style="list-style-type: none"> • Total: \$21,901,000 • Per Farm: \$44,156 • Ranked 4th in Horses in VA; • 7th in Apples 	\$6,381
Fauquier	66,542 650 sq. mi.	\$40,569	32.3%	<ul style="list-style-type: none"> • Bisected by Rt. 17, 15, I-66 • Warrenton is largest Town 	<ul style="list-style-type: none"> • Retail; Health care • Accommodn & food serv. • Construction • Prof., scientific, tech 	<ul style="list-style-type: none"> • Total: \$47,981,000 • Per Farm: \$39,264 • Ranked 3rd in Hay in VA; • 1st in Horses • 5th in Milk 	\$12,845
Fluvanna	25,927 287 sq. mi.	\$28,864	28.1%	<ul style="list-style-type: none"> • East of Charlottesville • West of Goochland • South of I-64 	<ul style="list-style-type: none"> • Construction • Accommodation and food serv. • Retail • Health care 	<ul style="list-style-type: none"> • Total: \$5,595,000 • Per Farm: \$17,110 • Ranked 21st in Broiler chickens 	\$3,144
Frederick	80,317 415 sq. mi.	\$29,409	24.2%	<ul style="list-style-type: none"> • On I-81 • Surrounds City of Winchester 	<ul style="list-style-type: none"> • Manufacturing • Retail • Accomdn & food • Transportation & warehouseg. 	<ul style="list-style-type: none"> • Total: \$27,957,000 • Per Farm: \$41,346 • Ranked 1st in Fruits & berries; • 1st in Apples 	\$15,427
Goochland	21,347 284 sq. mi.	\$46,697	37.1%	<ul style="list-style-type: none"> • Adjacent to Henrico Co. & Richmond • Bisected by I-64 	<ul style="list-style-type: none"> • Finance and Insurance • Management • Construction 	<ul style="list-style-type: none"> • Total: \$11,236,000 • Per Farm: \$29,647 • Ranked 23rd in Horses 	\$8,914
Nelson	14,827 472 sq. mi.	\$26,060	24.6%	<ul style="list-style-type: none"> • Bisected by Rt. 29 • South of I-64 • No large towns • Mountains on the west 	<ul style="list-style-type: none"> • Arts, entertainment, recreation • Retail • Health care • Construction 	<ul style="list-style-type: none"> • Total: \$12,445,000 • Per Farm: \$26,937 • Ranked 4th in Fruits & berries; • 5th in Apples 	\$4,967
Rappahan-nock	7,456 267 sq. mi.	\$39,735	37.2%	<ul style="list-style-type: none"> • Served by Rt. 211 • No large towns 	<ul style="list-style-type: none"> • Accommodation and food serv. • Trans & warehsg. • Retail; Constrtn 	<ul style="list-style-type: none"> • Total: \$7,539,000 • Per Farm: \$18,122 • 40th in Horses • 11th in Apples 	\$3,042
Warren	38,070 214 sq. mi.	\$30,069	21.7%	<ul style="list-style-type: none"> • Served by Rt. 522 • Includes Front Royal 	<ul style="list-style-type: none"> • Retail • Health care • Accommodation and food serv • Trans & warehsg. 	<ul style="list-style-type: none"> • Total: \$5,559,000 • Per Farm: \$14,365 • Ranked 10th in Turkeys 	\$10,182

- * U. S. Census; University of Virginia Geostat Center, County and City Data Book
- ** Bachelor's degree or higher, percent of persons age 25+
- *** by number of employed and/or land coverage
- **** 2007 Census of Agriculture, USDA; rankings reflect sales of farm products, except for horses which reflect inventory

Comparison of Major Economic Development Strategies

1. Botetourt County

Botetourt County is adjacent to, and north of Roanoke, and is bisected by I-81. The County's overall planning strategy is to achieve a balanced land use pattern and to focus new growth in areas where services exist or are planned, while protecting rural residential areas and prime agricultural lands from future growth.

The County has specific strategies for economic development, including:

- Targeting manufacturing segments involved in the production of parts and components from metals, plastics and other materials for transportation, energy and medical equipment industries and wood-based products; limited distribution operations, back-office service operations, professional and technical services, medical offices and imaging centers, and tourism.
- Support small businesses, existing and new.
- Shift focus from business attraction to support for a broad range of economic activity.
- Establish a formal Office of Economic Development, as have many other counties in Virginia.
- Enhance site-readiness of available sites.
- Encourage younger workers to live and/or work in the County.
- Improve the marketing of tourism resources.

2. Fauquier County

Neighboring Fauquier County is known for its agricultural industry, especially the horse farms and wineries, as well as its long-standing commitment to rural land preservation and strong growth management through the establishment of defined service districts for concentrating residential development.

The County's overall goal is to promote economic growth that preserves the natural and cultural heritage of the County, and maintain the uniqueness of the area, including encouraging appropriate commercial, retail, tourism and agri-businesses.

Key strategies are to:

- Establish infrastructure plans for the County's service districts

- Create individualized service district plans
- Streamline the permitting process
- Develop incentive packages

3. Fluvanna County

Located southeast of Charlottesville and west of Goochland County and the City of Richmond, Fluvanna is a small, rural locality with several small towns and villages. Nearly two-thirds of the workforce is employed outside the County. Major taxpayers include energy generation and distribution companies, utilities, and transportation companies. Leading employment sectors are health care, accommodation and food services, and retail trade.

Fluvanna's economic vision is to increase quality employment opportunities, the strength and diversity of the county's taxable base, and the quality and variety of businesses and business districts. Strategies include:

- *Strengthen and clarify the county's commitment to economic development.* This strategy calls for active engagement of the Economic Development Commission, Economic Development Authority, Board of Supervisors, and Planning Commission. It also calls for creating a full-time position, with support staff, to focus on economic development issues, as well as revamping the county's Web site, and utilize other media, to professionally and effectively promote Fluvanna County.
- *To implement the county's community planning areas, as shown on the Future Land Use Map.* This strategy calls for creating a planned unit development (PUD) zoning district to allow for increased flexibility for commercial, industrial, and residential uses, as well as increased residential density within well-planned, mixed-use communities within the community planning areas, and constructing a water line to the urban development area, along with necessary waste treatment facilities, broadband and cellular services, and road improvements to provide the infrastructure necessary for healthy, successful community planning areas.
- *To protect rural areas through economic development.* This strategy calls for using the county's natural resources, culture, and historic and recreational sites to capitalize on heritage, ecological, and recreational tourism, as well as attracting other visitors, offering incentives for building mixed-income housing, with an emphasis on workforce and affordable housing, in the community planning areas, and promote local and regional markets for value-added agricultural and forestry enterprises and products.
- *To diversify and strengthen the county's tax base.* This strategy calls for creating an economic development team and then implementing a program such as Business First that will keep in contact with existing businesses, and streamlining the application and permitting process by working with businesses to help them locate in the appropriate areas of the county.

4. Frederick County

Neighboring Frederick County surrounds the City of Winchester and is fully bisected by I-81, including the intersections of I-81 and Routes 7 and 50.

The County seeks to achieve an appropriate ratio between the taxable value of residential versus non-residential land. It also recognizes that its attractiveness will generate additional population growth and that an expanded employment base affords increased income and a higher quality of life.

The County's planning strategy focuses on four major economic sectors:

- Office and industrial
- Retail
- Tourism
- Agribusiness

Office and industrial

The County foresees future opportunities for office and industrial growth in six key segments:

- Food Processing
- Distribution/Repackaging and assembly centers
- Healthcare Research and Development
- Plastics Manufacturing
- Back Office Support
- Government Activity

The County believes that "a low residential tax rate is a direct result of the expansion of the commercial and industrial tax base." The County's goal is to enlarge the share of the commercial and industrial tax base from 13% to 25% of the total.

Strategies include:

- Ensure that enough suitable acreage is identified and reserved for office and industrial use
- Minimize low tax generating entities such as distribution centers, and maximize high-tax base industries
- Determine funding plan for policies such as service redundancy, water availability, electric service, communication, etc. These could include public/private funding and transportation access funds for industrial development.
- Address how the County's public role could be used more effectively in lowering development costs.

Retail

The County recognizes that the retail sales potential of any geographic market is based upon two factors:

- 1) The number of households within the market and the income of those households.
- 2) The market's ability to compete successfully against neighboring markets.

The County expects its future population growth to fuel retail development, with an opportunity for growth of specialty retailers of regional and national scope, in addition to the growth of locally-based retailers. The County's strategy is promote itself as a dynamic and vital retail market at the regional and national levels. It also aims to focus on high quality development and architectural design for such uses.

Tourism

The County recognizes tourism as a strong and important industry not only in Frederick County, but throughout Virginia, annually providing the County with millions of dollars of business activity and tax revenue, as well as over a thousand jobs. The County aims to focus especially on the heritage tourism market because this demographic tends to spend more and have longer stays. Strategies include:

- Linking the area's visitor attractions with a trail network
- Preserving the rural agricultural landscape
- Maximizing the opportunities of Cedar Creek and Belle Grove.
- Pursue combined commercial and recreational uses.

Agribusiness

While the County's total acreage in farmland has continued to decline, the support of its agricultural economy remains strong. The County expects agriculture to become more intensive, requiring less acreage than traditional farming activities, while increasing the income from operations. It will also continue to diversify into related enterprises such as new value added products, new processes, new retail opportunities, and agri-tourism. Agriculture will also change to take advantage of the technical results of research and development. Strategies include:

- Encourage diverse uses on farm sites, such as farm markets, alternative fuels, pick-your-own operations, etc.
- Review ordinances to enable agriculturally related activities in the rural areas, while ensuring they are compatible in scale, size and intensity with surround land uses.
- Provide opportunities for combining agricultural operations with recreational uses, including equine operations and golf courses.

5. Goochland County

Goochland County is located west of Henrico County and the City of Richmond, with a relatively small population of 22,000 people. The County's vision for future land use aims to foster economic growth while preserving the rural character of the County, supporting a sustainable agricultural community, and reinforcing desirable neighborhoods required for maintaining the high quality of life. It's policies also aim to actively pursue industrial

development that is compatible with the County's growth goals, including improving the marketing capabilities of its economic development office, and designating suitable areas for industrial development.

The County faces similar challenges as Clarke County in that it has a small population relative to its neighboring jurisdictions, and faces stiff competition from those neighbors for economic growth.

The County's Action Plan for Economic Growth includes several key steps:

1. *Establish an Economic Development Program*

- Hire and Economic Development Director and support with adequate operating budget.
- Develop Tools to Effectively Market the County

Resource profile, economic development web site, blogs, etc. to provide prospects with contact information, description of resources available to support each type of industry, updates on activities, and listing of major properties available.

- Establish a Set of Metrics to Track Economic Development Progress

Includes transaction-related activities, etc.

- Gather on going feedback from existing employers and support efforts to expand their businesses

Outreach to each business in the County and make sure the right level of attention and support is provided to them whether they are recruiting new employees or expanding a facility

- Streamline processes for doing business within the County

Actions include:

Examine current Board of Supervisor policies & practices to see if approval times could be shortened.

Create a project contact/project manager to navigate the applicant through the permitting process & be an advocate for the applicant during the process

Amend ordinances to allow Plan of Development and subdivision approval in one application

- Provide on going updates on economic development progress to County residents

Media releases, posting on County web site, periodic public meetings and roundtable

discussion and other methods.

2. *Stimulate Investment in Tuckahoe Creek Service District to Build County's Tax Base*

- Amend the Comprehensive Plan and Zoning ordinances to allow for mixed use (retail, services, multi tenant offices and some multi family residential) development in selected locations within the District.
- Prepare master plans that include mixed use (in selected areas) that is approved by the County.
- Prepare and certify selected sites at a Shovel/Pad Ready status.
- Promote the area to prospective retailers, investors and companies.

3. *Business Growth Along the I 64 Corridor (in the vicinity of Exits 148, 152 and 167)*

- Evaluate existing/potential parcels available for industrial, distribution and commercial activities.
- Develop plan to enhance water/sewer/telecom at each exit (I-64). May include partnering with Louisa County and/or the State.

4. *Expand venues to support outdoor related tourism*

- Identify and development access points on the James River within the County for canoeing, kayaking and fishing.
- Lay out a road trail for biking in different parts of the community, identified by signage. Develop map of trails and a description of interesting sites along the trail and place it on web site.
- Working with Parks and Recreation, develop a series of trails for walking, observing birds/wildlife, mountain biking and horseback riding throughout the County. These trails could be the most popular tourist attraction in the County once established.

5. *Promote additional sports and other outdoor events that leverage the outdoor venues*

- Triathlon including biking, running and canoeing/kayaking.
- Road races for bikes.
- Special events for birding and hiking for groups.

6. Nelson County

Nelson County is a small, mountainous, rural jurisdiction south of Charlottesville, bisected by Route 29, and includes the four-season resort of Wintergreen. I-64 runs east and west in Albemarle County, just to the north of Nelson. Its population size is similar to Clarke County's.

The County's goals for Economic Development are:

- Enhance the quality of life for Nelson County residents by maintaining and encouraging a

diverse and vibrant local economy in designated development areas and compatible with the county's size and rural character.

- Seek to have new residential development support the additional county costs associated with the development.
- Support and encourage tourism as a viable means to diversify the local economy.
- Recognize the importance of the county's agricultural economy as an integral part of Nelson's economic heritage and as an important part of the current economy.

The County's Economic Development Authority has a simple mission statement which is "*to promote the diversity and growth of the County's economic base.*"

The EDA's strategic plan has four goals with objectives, in order of priority:

Goal 1. Business and Industry Development

1. Business retention and expansion
2. Rehab and renovated existing vacant buildings
3. Target industry study

Goal 2. Communications and Relationships with Other Economic Development Actors

Objectives:

1. Spur/encourage other economic development groups to become more active and develop relationships with other economic development actors. Activities to accomplish this objective – meet with the following groups (amongst others) in the next 12 -18 months: - Chamber of Commerce - Hospitality and Travel Association - NAMA - School Board - Farm Bureau - Service authorities - Planning District Commission - Industrial Development Authorities of neighboring counties - Historic society.
2. Get word out to public regarding what the EDA can do for community, in addition to educating the public regarding the benefits of economic development, tourism, and the like.

Goal 3. Education, Workforce, and Technology

Objectives:

1. Work with Nelson County School District in developing entrepreneurship, whether through courses, seminars, etc.
2. Conduct a workforce audit (labor market study).
3. Prepare for adult education and retraining needs.
4. Continue to monitor internet technology opportunities and to develop internet technology access plan for County.

Goal 4. Tourism

Objectives (in rank order):

1. Improve signage in County
2. Diversify tourism base in County
3. Develop infrastructure to support tourism (current and future), including hotels, restaurants, workforce, housing for tourism workforce, etc.
4. Maintain inventory of tourism product and infrastructure

7. Rappahannock County

Rappahannock is one of the smallest counties in Virginia, both in population and land area. It has only 7,500 people on 267 square miles. It lies to the south of Clarke County, and is separated from Clarke by Warren County and the Blue Ridge Mountains, which border it on the northwest. The Rappahannock River borders it on the northeast. The topography is hilly and nearly two-thirds of the County is classified as forestland. The County's population has remained very stable, and at 7,500 people today, it has only 300 more people than it did in 1940, although after losing population after World War II, it has added 2,300 people since 1960 (a 45% increase).

Although agriculture remains the foundation of the County's economy, it plays a smaller role than it has in the past, although it has shown signs of resurgence in recent years with a rise in specialty "niche" markets, such as grapes and organic products. A substantial portion of the labor force commutes out of the County to jobs in neighboring jurisdictions.

The cornerstone of the County's land use planning is the declaration of Rappahannock as a "scenic county", which means:

- One in which preservation and enhancement of the natural and historic beauty and cultural value of the countryside shall be respected as being of foremost importance, and
- One in which conditions for a sustainable agricultural and tourism economy not be dependent upon traditionally defined growth patterns as have developed in jurisdictions to the east as a consequence of the growth of the Washington, D.C. metropolitan area.

Thus, the County's goals emphasize preservation of agriculture land, and natural, historic, recreational, and scenic values. However, the County's plan also encourages residential development in designated growth areas, including the desire for the broadest possible range of housing opportunities, styles and configurations, within the context of a rural, agricultural community.

The County promotes only economic growth that is compatible with environmental quality and rural character. In particular, it aims to limit strip commercial development, and to focus new businesses on Lee Highway between the old Toll House and Rock Mills Road (Rt. 622).

8. Warren County

Located contiguous to the south of Clarke County, Warren County has a significantly larger population than Clarke, and includes the Town of Front Royal as its county seat.

The County's Economic Development Authority has prepared economic development strategies that center on targeting companies in the following sectors:

- Manufacturing
- Food Preparation/Packaging/Distribution
- Technology
- Bio-Medical Technology
- Health and Wellness
- Distribution and Logistics
- Hospitality

The EDA's guiding objective is to create 300 new jobs in 2013-2015, although it also intends to focus on capital intensive firms with high-paying jobs, as well as expanding industrial uses in the Rt. 522 corridor.

In association with its aggressive objectives for job growth, the EDA plans to work with the Town of Front Royal and Warren County to expand the supply of workforce housing that offer a diverse range of housing types and prices.

The County's Comprehensive Plan establishes economic goals and objectives which include achieving a diverse tax base, fostering the growth of existing businesses, coordinating the Town and County's tourism marketing efforts, increase the group tours and festivals in the community, attract Shenandoah National Park visitors, and support local and regional agricultural tourism.

Implementation efforts include:

- **Enterprise Zone** - expanding and extending the County's enterprise zones
- **Public/Private Partnerships** - encourage public/private partnerships that will provide well serviced industrial sites which can be developed quickly.
- **Shell Building Program** - Invest in a shell building program that will provide available space as well as incubator facilities for new and small businesses.
- **Site Identification** - Identify potential sites compatible with the Future Land Use map for industrial, commercial, and office development, based on the following criteria:
 - Availability of infrastructure.

- Commercial/Community Center location.
- Access to major transportation routes.
- Compatibility with surrounding development.
- **Tourism** - Continue to emphasize and promote tourism as an industry. This should be accomplished through coordination with local, regional, and State tourism development Boards and agencies.
- **Water/Sewer Service** - Examine alternative means of providing solutions for servicing the County's water and sewer needs, including State and Federal agency grant funds. Ultimately, a regional water/sewer authority should be developed.

The County also has a variety of economic development programs and activities, including a micro loan program (in which Clarke County participates), a technology consortium which works to address high speed bandwidth availability and cellular phone coverage, as well as an industrial roundtable hosted by the EDA which is a quarterly luncheon meeting of plant managers and leaders from larger industries to discuss issues of interest.

Best Practices in Rural Communities

A review of the literature for rural economic development practices shows several trends:

- 1 Efforts to expand, recruit and develop industrial uses that fit local resources and markets
- 2 Efforts to Strengthen Downtown Business Districts
- 3 Efforts to use local natural and historic assets to support tourism businesses, “home grown” businesses, and attract “creative class” workers.

1. Efforts to expand, recruit and develop industrial uses

Resources That Support Economic Opportunities

For conventional economic development targets such as manufacturing and distribution, several sets of resources are most important to prospects.

- *Sites and Buildings*: location, size, cost, functionality, and level of readiness.
- *Labor*: the right skill mix, cost and availability.
- *Utilities*: accessible at the right capacity, reliability/redundancy and cost.
- *Transportation*: interstate, air, rail, etc. that meet specific needs.
- *Business environment*: taxes, cost, regulatory climate and local interest.
- *R&D*: applied toward new products, process upgrades and new techniques.
- *Support Services*: professional, technical and software related.

Evaluation of Site Readiness

Sites and buildings are a very fundamental consideration for industrial location. There are seven “levels” of readiness:

Level 1– “Occupancy Ready” - Building in place and in good condition.

Level 2 – “Rehab Ready” – Building in place but unfinished (shell) or needs rehab/ expansion.

Level 3 – “Building Ready” - Zoning permit and/or Building permit approved.

Level 4 – “Pad Ready” site – cleared, graded, with road access in place.

Level 5 – “Shovel Ready” site – zoning in place, site studies complete, site plan approved.

Level 6 – Zoning in place.

Level 7 – Planned for commercial/industrial in Comprehensive Plan but not zoned for such.

A preliminary evaluation of the readiness of key available sites within the County has been made and will be reported at the next stage of this process.

2. Efforts to Strengthen Downtown Business Districts

A recent Ohio State University study (“Central Business Districts: The Measures of Success”) analyzed more than 500 rural and exurban mid-size (population between 2,000 and 15,000) communities and identified proven strategies and policies for developing successful central business districts (CBDs).

1. Well-developed community and government relations built on trust
2. Consistent pedestrian traffic
3. Effective downtown promotion
4. Easy access to good financial and educational resources
5. Reliable communication network
6. Active downtown business recruitment and retention
7. Transparent and flexible planning and zoning
8. Capable, collaborative business and civic organizations
9. Physical design of the CBD
10. Strong neighborhood customer base (which yields daily and year-round sales)

While these efforts would be mainly focused on the Town of Berryville, they also pertain in part to the entire Berryville Growth Area. Further, the Town and County continually cooperate in various planning efforts, so the jurisdictional boundaries are not true barriers to economic development strategies.

3. Efforts to use local natural and historic assets to support tourism businesses

Several broad strategies are emerging in many other localities across the nation that have similar attributes to Clarke County. Some of these may fit well with Clarke’s growth management and economic goals.

- **Place-based development** capitalizes on the distinctive and special characteristics of a particular place, such as its natural resources, cultural heritage, and other amenities. Clarke County’s position as the so-called “central park” of the region is particularly important to this concept.
- **Economic gardening** relies on “growing your own” by cultivating local entrepreneurs and small firms, and creating an environment that supports their growth. This is particularly relevant to Clarke County’s location in the midst of highly competitive jurisdictions like Loudoun and Frederick counties.
- **Creativity and talent cultivation** involves fostering an environment that supports individuals and firms who use art or design in their products and services. The “creative class” of workers in the modern economy is an important potential asset to rural communities like Clarke County that are on the fringe of major metropolitan regions. Attracting “creative class” talent draws new people for those jobs, and thus expands the population. Thus, the benefits must be weighed against the impact of additional residents.

Several specific opportunity areas offer potential for follow-up from the general strategies noted above:

- **“E-commerce” and telework** offer multiple business opportunities, from enabling professionals to work from a rural home to creating new e-commerce businesses that can link to global markets. High quality broadband infrastructure is critical. These opportunities relate directly to the “economic gardening” of small businesses, and can be encouraged by providing networking opportunities, expansion of the micro-loan program, regulatory streamlining, etc.
- **“Ecosystem services”** such as habitat and watershed protection, in part through collaboration with environmental groups that see the value of working landscapes as a way to conserve and enhance the natural environmental resources.
- **Opportunities for a return to regional food systems** that can bolster local regional economies, particularly when larger stores are buying local products. The growing interest in local fresh food supports this strategy, as well as the County’s proximity to a large metro population.
- **Sustainable agricultural systems.** Sustainable agriculture is based on substituting internal inputs, including labor and management, for externally purchased ones. Specific practices include "natural" processes such as nutrient cycling, nitrogen fixation, and pest-predator relationships; greater reliance on biological potential of plants and animals; and improved management of soil, water, and energy.
- **Alternative energy**, through wind farms, solar farms, and other alternative energy generators (subject to mitigation or avoidance of any environmental issues that would conflict with tourism and other planning goals).

All of these strategies are underpinned by four tenets for rethinking economic development in the modern economy:

- 1 - *Innovation* is the key to driving growth and prosperity in today’s global economy
- 2 - *Investments* of capital are required to put innovations to use
- 3 - *Preservation* of valuable natural assets provide a foundation for the new rural economy
- 4 - *Connections* of dense networks among individuals, organizations, and communities provide the social infrastructure to expand the local rural economy.

As the County’s new economic development strategy is formulated, all of the above concepts should be considered for incorporation into specific policies and actions.

E. Population, Employment and Land Use Forecasts

A key factor in economic development strategy is ensuring adequate and suitable land is available for appropriate job growth, as well as for expected population growth. This analysis includes:

- Population Forecast (provided by the Virginia Employment Commission)
- Employment Forecast (based on regional as well as local trends)
- Land Demand for expected population and job growth

The results of this analysis shows that the County as a whole has adequate land allocated by zoning and/or subdivision approval to accommodate the expected residential and employment uses for the next two decades or more. In both cases, however, some this land does not meet the precise levels of readiness and suitability to meet the current market needs.

Residential Land Demand Forecast

	2000	2011-12	2020	2030	2040	Total Change 2011-2040
Total County Population¹	12,652	14,323	15,025	15,871	16,631	2,308 people
Total Dwelling Units		6,238 ¹	6,594 ²	7,052 ²	7,451 ²	1,213 units ²
Population per Unit		2.48 ¹	2.45 ²	2.42 ²	2.40 ²	
New Units needed³						
Urban			214 units	275 units	240 units	728 units
Rural			143 units	183 units	160 units	485 units
Total			356 units	458 units	399 units	1,213 units
Total Average Density of All New Units⁴			0.71 units/ac	0.71 units/ac	0.71 units/ac	
Residential land absorption⁴						
Urban			71 ac	91 ac	79 ac	
Rural			428 ac	549 ac	479 ac	
Total			499 ac	640 ac	558 ac	1,696 acres
Land Capacity						
Urban lots available ⁵		782	568	294	54	
Rural lots (DUR) available ⁶		3,699	3,556	3,373	3,214	
Total		4,481	4,125	3,667	3,268	

¹ U.S. Census Bureau and Virginia Employment Commission (note: this is a slightly lower forecast for 2020 than that by SPA)

² Herd Planning & Design (forecasts assume average 7% vacancy rate)

³ Herd Planning & Design (based on 20-year trend of 44% of new lots located in rural areas)

⁴ Herd Planning & Design (assumes urban lots avg. 0.33 acres and rural lots avg. 3.0 acres) Absorption rate based on population forecast)

⁵ Herd Planning & Design (includes only land within the Berryville Growth Area as estimated by the Town of Berryville in the BADA meeting summary 2-27-13)

⁶ Herd Planning & Design (Dwelling Unit Rights (DUR) represent existing or potential lots in rural zoning districts estimated by Clarke Co.)

Employment Land Demand Forecast

		2010	2020	2030	2040	Total Change 2011-2040
Total Jobs in County¹		3,777	4,383	5,087	5,904	2,127 jobs
Total Jobs added		n/a	606	704	817	2,127 jobs
Square Feet of Employment Space	Sq. Ft. / Job ²					
Retail ³	450 sf/job		68,175	79,200	91,913	239,288
Office ³	200 sf/job		30,300	35,200	40,850	106,350
Industrial/warehouse ³	900 sf/job		272,700	316,800	367,650	957,150
Total			371,175	431,200	500,413	1,302,788
Acres needed	Floor Area Ratio					
Retail	0.22 ⁴ F.A.R. ⁵		7 acres	8 acres	10 acres	25 acres
Office	0.25 ⁴ F.A.R. ⁵		3 acres	3 acres	4 acres	10 acres
Industrial/warehouse	0.18 ⁴ F.A.R. ⁵		35 acres	40 acres	47 acres	122 acres
Total			45 acres	51 acres	61 acres	157 acres

¹ Herd Planning & Design, assumes correlation with regional job growth forecast from Virginia Employment Commission

² Herd Planning & Design, based on data from GMU Center for Regional Analysis and NPA Data Services, Inc.

³ Herd Planning & Design, assumes 50% industrial, 25% office, 25% retail

⁴ Herd Planning & Design, based on local and regional patterns

⁵ Floor Area Ratio (the ratio of total square feet of building to total site acreage)

According to estimates made by the Town of Berryville (BADA meeting summary 2-27-13) there is currently enough zoned but undeveloped land within the Berryville Growth Area to accommodate over 400,000 square feet of business/industrial uses, and nearly 300,000 square feet of business/retail uses, in addition to existing vacant space.

4. Potential Strategies for Economic Development

This section lays the groundwork for developing specific economic development strategies and actions for the County, by identifying and clarifying key opportunities and constraints. A Strategic Plan for action will be the next major task of work.

A. Constraints to Economic Growth and How to Overcome Them

Clarke County has some significant constraints to growth of its tax base and the local economy. Some of these are immutable, while others can be mitigated or overcome.

Further, some of the “constraints” are also advantages or opportunities when seen in a different context. This dichotomy of advantages and disadvantages is an important theme for the County because in order to be more successful in growing the tax base while still achieving its other quality of life goals, the County must embrace the dual nature of its key assets, particularly the small population size, and stable rural land base.

Thus, part of developing an economic development strategy is to determine ways to turn “disadvantages” into advantages by converting “permanent” constraints into opportunities.

Major Immutable Constraints:

- Small local population and slow growth economic base
- Distance to I-81, the one interstate highway that serves the western portion of Northern Virginia
- Competition from adjacent jurisdictions

Major Constraints to Mitigate:

- Few “Occupancy Ready” or “Shovel Ready” industrial sites
- Lack of public utilities in some areas designated for future development
- Limited number of locations where development is being promoted
- Limited County staff resources to support economic development activities

B. Options for the Magnitude, Locations, and Types of Economic Growth

Findings are based on the results of research and analysis done to date, including general public input, discussions with local business leaders, analysis of local and regional market activities, and research on “best practices” in other localities.

Six economic sectors were examined:

Industrial – strongest prospects for greatest economic benefit in the short term

Retail – stable but constrained by regional competition and limited population growth

Office – relatively small market

Agriculture – faces challenges but good potential for sustainability and greater linkage to tourism

Tourism – strong long-term potential in light of local resources and regional location

Housing – the right kind of housing in the right location can be an economic asset

The context of this analysis is that the County’s economic development strategy must fit into its overall planning and growth management goals, which strongly emphasize protection of the agricultural, natural, and open-space character of the County.

Industrial

In the short term, the County has good prospects for additional light industrial development, particularly by providing small sites suitable for smaller industrial businesses which serve the local and regional market. These types of sites can help the County attract “spillover” development from Loudoun County (Purcellville area), Frederick County (Winchester vicinity), and in the longer term Warren County (Rt. 522 corridor).

The County has a significant amount of suitable industrial space available, including 100,000± square feet of space within the Town of Berryville in the Station Road area. Much of the current available industrial space is not being absorbed, in part due to it being older and outdated space. Thus, the County could be proactive in helping to get the space onto the market at competitive rates.

In the longer term there may be potential for specialty uses such as federal facilities, institutional facilities, and the like. Examples include the Mt. Weather facility on the Blue Ridge mountain, the FBI facility in Winchester, and the Library of Congress facility in Culpeper (Packard Campus of the National Audio-Visual Conservation Center). These types of projects offer the opportunity for ancillary economic growth.

However, these projects are relatively rare, and the County has less ability to be proactive in pursuing them. Further, they typically require significant infrastructure, zoning approval, and face stiff competition from neighboring localities. Yet the County can position itself to be nimble in reacting to such opportunities that may emerge in the future, particularly with large properties at more affordable prices.

Specific conventional industrial development opportunities:

- **Light Manufacturing**

This segment includes production and assembly of components for a variety of types of industrial equipment and industrial and consumer goods, as well as food processing and packaging, and high value wood products. It also includes paper, metal, and/or electronics recycling. Several of these kinds of prospects have shown an interest in the available sites in the Berryville area.

The County has several sites with good potential for many types of users, at competitive prices, with available utilities and good access to the regional highway network, although

some of the sites have various deficiencies which to date have delayed full lease-up or sale. If these deficiencies are corrected, these sites could be competitive in the regional market.

- **Limited Distribution/Service Space**

Includes small distribution, service businesses, warehouse and transfer facilities with local and regional scope, often directly associated with a local manufacturer. The available sites for manufacturing are also suitable for distribution uses.

- **Local business services**

Includes support services for local businesses and residents, including well-drilling, cabinet making, printing, construction services, etc. In general, the available sites for manufacturing and distribution are also suitable for business services, although additional smaller sites of one to three acres would be desirable.

In summary, the County has relatively cheap land prices compared to regional competitors, which for some users can off set disadvantages such as proximity to I-81. However, the County lacks a good supply of updated sites and buildings. Working with landowners to expand the supply and improve the suitability of sites would enhance the County's competitive position in attracting light industrial users. Since the best sites are in and around the Town of Berryville, it is essential that the Town and County coordinate their efforts for mutual benefit.

Retail

The market for retail space is fairly stable, but growth is hindered by regional competition and a small and slowly growing household population, despite the County's relatively high household income. While there is some potential to capture a greater share of local disposable income as well as to capture additional retail business from through-traffic, the County will do well to simply maintain a stable retail commercial base unless there is further growth in population and/or household income. In the meantime, significant retail expansion will likely be limited mostly to the tourism and agriculture sectors as noted below.

Office

Like the retail sector, the office space market is small. The existing space with adequate parking is mostly leased. Local real estate brokers have some available land for new office space development, but have been unable to market it. There is likely some level of demand for new office space, but marketable sites must be made available. The key is to have land that is fully permitted and on sites with adequate parking. However, the total size and value of office and retail space in the County is too small to offer strong potential for significant expansion of the County's economic base or tax base, compared to the potential for industrial development.

In the longer term, the County may be able attract growth in the professional, technical, and creative services sector, due to the County's competitive price for land services, supplemented by its unique position in the region as a pristine rural environment with good access to a large regional job market. This sector includes a wide range of activities including accounting,

software development, graphic design, etc. These will tend to be firms with relatively few employees and small space requirements, but which may have wide-ranging client bases.

This sector also includes the growing trend of high-end home occupations, either as independent businesses or as satellite offices of larger companies located in nearby urban areas. With improved telecommunications technology, the County has good long-term prospects for growth in the home-based, creative-class workforce. The County's rural amenities such as the rural landscape and outdoor recreational opportunities will help attract and retain these kinds of businesses, but they also need certain urban amenities that support small, independent business life styles, including restaurants, coffee shops, business support services, etc. While these kinds of amenities are often associated with larger concentrations of population, as the population of the Berryville Area increases, the market support for these types of businesses will also increase.

Agriculture

The agriculture sector is under increasing pressure from changing markets and regional population and land value increases. However, the County land use policies and regulations have been effective in creating a generally stable land base to support agriculture, especially compared to neighboring jurisdictions. While the pressures for change are not expected to abate, many of these changes (markets, population increase, etc.) also offer new opportunities. The County is well positioned to benefit from the increase in regional population by tapping into niche markets and products in the agricultural sector, in addition to its traditional commodity products. Potential expansion areas could include horses and equine-related businesses, vegetables, higher-intensity crops, etc. Many of the new agricultural markets intersect with the tourism sector, which is discussed in more detail below.

Tourism

The tourism sector is highly competitive and many other localities have attributes and resources similar to Clarke's. However, there is still significant potential for tourism to play a bigger role in the County's economy in the long term, in light of the quality of the local historic, scenic, recreational, environmental and agricultural resources. Yet tourism should not be the sole foundation for future economic development as it is unlikely to generate the desired tax base increase.

Substantial progress in expanding the local tourism sector will also require professional staff support, from the County and/or from the private sector. Volunteers alone are not likely to be able to support a competitive and robust local tourism sector. Tourism expansion will also be most effective if pursued on a regional basis in cooperation with neighboring localities, institutions, and businesses.

While tourism development does not tend to attract a large amount of permanent population growth, it does raise issues similar to those associated with other forms of job growth, as well as with housing development – i.e. traffic, land use intensification, and changes to the rural character of the County.

Rural tourism (agri-tourism, heritage tourism, and ecotourism) has significant potential for growth in Clarke County, but mainly as a long-term prospect. The rural communities that have

successfully transformed their economies are mainly places with economic bases in retirement, recreation, trade centers, and those near urban areas. Clarke County has most of these features. However, most rural tourism enterprises are not as economically intensive as industrial or office uses, for example. Rural tourism activities include:

- Agriculture Festivals
- Antique Stores
- Bed and Breakfasts
- Farmers' Markets
- Mazes (corn, hay)
- Wineries
- Tractor Pulls/Hay Rides
- Horse stables/riding
- Petting Zoos
- Pet Shows
- Pet Competitions
- Roadside Markets
- Scenic Byway Tours
- Ecosystem Preserves
- Hiking
- Rafting
- Living History Farms
- Pick-Your-Own Farms
- Wedding Venues
- Rural retreats/camps

Although it will not create a massive amount of jobs in any one rural region, agri-tourism can be an important component of a sustainable agricultural economy. Regionalization is a critical strategy for developing an agri-tourism experience, drawing on the clusters of interesting sites, activities, and events that have linkages across jurisdictional boundaries.

With many excellent resources for leveraging tourist activity, including the Shenandoah River, the Appalachian Trail, historic sites, towns and villages, and local-oriented farming operations, the County is well situated to expand its tourism sector, especially in conjunction with its neighboring localities, as a long-term strategy, but not a short-term fix.

The 2013 Virginia State Tourism Plan prepared for the Virginia Tourism Corporation provides a useful framework for stakeholders in the region to develop the tourist industry. For the Shenandoah Valley, the Plan identifies the primary focus areas (“themes”) as: Nature and Outdoor Recreation, Town/City Centers, History & Heritage, Arts & Music, and Events. It defines secondary focus areas as: Culinary (Agri-tourism, Dining, Wineries), Meetings (Meetings & Conferences), Sports, Industry (Corporate/Business Base), and Commercial Attractions (Family, Higher-end).

Some of the key policy recommendations it offers for the region as a whole are applicable to Clarke County specifically, and will be further developed as the Economic Development Strategic Plan is created. These are consistent with the above analysis and include:

- Enhance collaboration among tourist attractions through additional trail, package and itinerary development, based on key visitor themes for the region (nature/outdoors, history/heritage, town/city centers, music, arts, wine, agri-tourism, and others)
- Explore theme trail development to enhance destination and attraction connectivity
- Continue niche market promotions where appropriate, including Civil War enthusiasts
- Continue to improve intra-government coordination and collaboration among the multiple destinations
- Explore the development of a tourism council at the community level in localities where policy enforcement is recognized as an issue. The council should be comprised of public and private stakeholders that are responsible for overseeing the use of tourism tax revenue in

the community.

Housing

- There could be strong growth in the County’s housing market, but additional housing must be of a type and location that is consistent with the County’s overall goals for growth management, agriculture, environmental conservation, and fiscal well-being. Housing can be fiscally and economically positive if it is high value, high quality, properly located, and served by adequate infrastructure. New housing should thus be primarily located within the Berryville Growth Area where the County seeks to focus residential development and should be consistent with the land use goals and policies pertaining to that area.
- In addition to conventional housing, the County could expect a growing market opportunity for senior living facilities, including assisted living, rehabilitation, and nursing care facilities (or inclusive “continuing care” facilities) that serve the local and regional market. Sites within the Berryville growth area would be most appropriate.
- Overall, the County should strive to achieve and maintain a balanced housing supply, including housing for a full range of age and income groups, thereby balancing the costs and benefits of the different demographic groups that occupy different housing types, and providing greater stability in the County’s residential tax base, as well as in the local work force.

A. Identification of Methods for Retaining and Growing Existing Businesses

Several general methods are appropriate:

- Promote the creation of viable locations for growth, meaning newer buildings and more modern buildings in suitable locations.
- Promote the creation of a “critical mass” of companies that will provide needed ancillary uses for area businesses.
- Facilitate expansions and upgrades of existing operations by working with local businesses to ease the process of obtaining permits and site improvements to expand facilities on existing sites, or to relocate to other larger local sites.

B. Potential Strategies – Short-Term and Long-Term

Short-term strategies refer to public-private investment in areas where current market support exists. Long-term strategies will result from approved policies that will lead to new infrastructure in designated “controlled” growth areas.

Specific actions will be further developed in subsequent work as the Strategic Plan is developed.

Strategic Action Framework

Leadership, Vision, and Policy

- Refine and Clarify Economic Development Policies, Programs, and Priorities (implement policies that promote an “open for business” image)
- Expand County Economic Development staff capacity - including marketing and tourism capabilities
- Continue and enhance the working relationship between the County and the Town of Berryville regarding all economic development efforts

Communications and Marketing

- Enhance working relationships with agencies, institutions, groups, and businesses
- Expand targeted economic development promotional efforts - web presence - including social media and other web-based tools - media relations, tours and visitations, partner organizations

Business Resource Development - Retention and Attraction

- Work with key landowners to improve site readiness
- Provide incentives for location, expansion, and retention
- Streamline and fine tune zoning regulations and permitting processes
- Promote public and private investment to improve resources, information, facilities/utilities/access, financing
- Explore Tax Increment Financing (TIF) for key areas

Promote Agriculture and Tourism Infrastructure and Activities

- Coordinate efforts of tourist-related activities and resources, including cross-promotion
- Promote key resources – trail, river, historic sites, etc.
- Expand special events calendar – birding, hiking, competitions, festivals, dog shows, etc.
- Foster development of rural tourist business enterprises with suitable regulations
- Promote high value-added agri-business, equine industry, and related activities

Next Steps in this Planning Process

Immediate next steps in this process include:

- Meet with the Planning Commission and EDAC to review the findings of Technical Memorandum #2. *[completed 10/29/13]*
- Develop specific strategies and actions to take advantage of the County’s assets and mitigate its disadvantages, based upon this analysis and further input from County.

- Work with the Planning Commission, EDAC, and other key stakeholders to refine these strategies and actions, and compile them into a draft Strategic Plan element.

APPENDIX – A [of Technical Memo #2]

Comparison of Local Tax Rates in Peer Communities

**Real Property Nominal Tax Rates
for Localities Reporting, 2011**
(Rate per \$100 of Assessed Value)

	Cities	Counties
Mean*	\$0.94	\$0.61
Median	\$0.94	\$0.58

*unweighted

Real Property Nominal Tax Rate 2011

County	Rate/\$100		
Botetourt	\$0.65		
Clarke	\$0.62	Berryville	\$0.0116
Fauquier	\$0.97	Warrenton	\$0.015
Fluvanna	\$0.57		
Frederick	\$0.545	Winchester*	\$0.86
Goochland	\$0.53		
Nelson	\$0.55		
Rappahannock	\$0.58		
Warren	\$0.59	Front Royal	\$0.11

*base rate (not including special districts)

Tangible Personal Tax 2011

County	Rate/\$100		
Botetourt	\$2.55		
Clarke	\$4.69	Berryville	\$1.00
Fauquier	\$4.65	Warrenton	\$1.00
Fluvanna	\$4.15		
Frederick	\$4.86	Winchester	\$4.50
Goochland	\$4.00		
Nelson	\$2.95		

Rappahannock	\$4.20		
Warren	\$4.00	Front Royal	\$0.64

Tangible Personal Tax 2011 - for Large Trucks

County	Rate/\$100		
Botetourt	\$2.55		
Clarke	\$4.69	Berryville	\$1.00
Fauquier	\$4.65		
Fluvanna	\$4.15		
Frederick	\$4.86	Winchester	\$4.50
Goochland	\$4.00		
Nelson	\$2.95		
Rappahannock	\$4.20		
Warren	\$4.00	Front Royal	\$0.64

Tangible Personal Tax 2011 - Heavy Tools & Machinery

County	Rate/\$100		
Botetourt	\$2.55		
Clarke	\$4.69	Berryville	N/A
Fauquier	\$2.30	Warrenton	\$1.00
Fluvanna	\$4.15		
Frederick	\$4.86	Winchester	\$4.50
Goochland	\$4.00		
Nelson	\$2.95		
Rappahannock	N/A		
Warren	\$4.00	Front Royal	\$0.64

**Tangible Personal Tax 2011
Computer Hardware**

County	Rate/\$100		
Botetourt	\$2.55		
Clarke	\$4.69	Berryville	N/A
Fauquier	\$2.30	Warrenton	\$1.00
Fluvanna	\$4.15		
Frederick	\$4.86	Winchester	\$1.09
Goochland	\$4.00		
Nelson	\$2.95		
Rappahannock	N/A		

Warren	\$4.00	Front Royal	\$0.64
--------	--------	-------------	--------

Tangible Personal Tax 2011
Generating Equipment

County	Rate/\$100		
Botetourt	\$2.55		
Clarke	\$4.69		
Fauquier	\$2.30	Warrenton	\$1.00
Fluvanna	\$4.15		
Frederick	\$4.86	Winchester	\$4.50
Goochland	\$3.75		
Nelson	\$2.95		
Rappahannock	N/A		
Warren	\$4.00		

Machinery and Tools
Property tax 2011

County	Nominal rate/\$100		
Botetourt	\$1.80		
Clarke	\$1.25	Berryville	\$1.00
Fauquier	\$2.30	Warrenton	\$1.00
Fluvanna	\$2.00		
Frederick	\$2.00	Winchester	\$1.30
Goochland	\$3.75		
Nelson	\$1.25		
Rappahannock	N/A		
Warren	\$1.30	Front Royal	\$0.60

BPOL Tax Rates 2011
(selected categories)

County	Rates per \$100					
	Retail			Financial, RE and Prof. Services		
Botetourt	0.10	Fincastle	0.08	0.29	Fincastle	0.23
Clarke	N/A	Berryville	0.12	N/A	Berryville	0.15
Fauquier	0.10	Warrenton	0.10	0.2975	Warrenton	0.2975
Fluvanna	N/A			N/A		
Frederick	0.20	Winchester	0.20	0.58	Winchester	0.58
Goochland	0.05			0.15		
Nelson	N/A			N/A		
Rappahannock	N/A			N/A		
Warren	0.14	Front Royal	0.12	0.39	Front Royal	0.36

Meals (restaurant) 2011

County	%		
Botetourt	4.0%	Fincastle	4.0%
Clarke	N/A	Berryville	2.0%
Fauquier	N/A	Warrenton	4.0%
Fluvanna	N/A		
Frederick	4.0%	Winchester	5.0%
Goochland	N/A		
Nelson	4.0%		
Rappahannock	4.0%		
Warren	4.0%	Front Royal	4.0%

Transient Occupancy Tax 2011
Hotel and Motel

County	%		
Botetourt	5.0%	Fincastle	N/A
Clarke	2.0%	Berryville	N/A
Fauquier	2.0%	Warrenton	4.0%
Fluvanna	N/A		
Frederick	2.0%	Winchester	5.0%
Goochland	N/A		
Nelson	5.0%		
Rappahannock	2.0%		
Warren	2.0%	Front Royal	6.0%

APPENDIX – B [of Technical Memo #2]

Comparison of Local Availability Fees

VARIOUS WATER AND SEWER AVAILABILITY FEE RATES

Source: Clarke County, 2013

For this study, a 5/8" or 3/4" meter was utilized for a 500 gpd service, a 2" meter was utilized for a 2,000 gpd service, and 4" meter was utilized for a 10,000 gpd service.*

	500 gpd- Water	500 gpd- Sewer	500 gpd- Total	2,000 gpd- Water	2,000 gpd- Sewer	2,000 gpd- Total	10,000gpd- Water	10,000gpd- Sewer	10,000 gpd- Total
CCSA	\$27,600	\$40,500	\$68,100	\$110,400	\$162,000	\$272,400	\$552,000	\$810,000	\$1,362,000
Town of Purcellville	\$38,631	\$32,400	\$71,031	\$206,032	\$172,800	\$378,832	\$643,850	\$540,000	\$1,183,850
Berryville	\$7,825	\$34,125	\$41,950	\$42,000	\$182,000	\$224,000	\$131,250	\$568,750	\$700,000
Fauquier County, VA	\$9,750	\$21,000	\$30,750	\$52,000	\$112,000	\$164,000	\$195,000	\$420,000	\$615,000
Town of Lovettsville	\$12,150	\$17,850	\$30,000	\$64,800	\$95,200	\$160,000	\$202,500	\$297,500	\$500,000
Loudoun County, VA	\$7,616	\$6,417	\$14,033	\$91,392	\$77,004	\$168,396	\$116,700	\$276,900	\$393,600
Stafford County, VA	\$10,350	\$5,250	\$15,600	\$55,200	\$28,000	\$83,200	\$172,500	\$87,500	\$260,000
Culpeper County	\$9,750	\$15,000	\$24,750	\$37,104	\$40,056	\$77,160	Negotiate w/BOS	Negotiate w/BOS	Negotiate w/BOS
Rockbridge, VA	\$4,000	\$4,500	\$8,500	\$32,000	\$36,000	\$68,000	\$120,000	\$135,000	\$255,000
Chesterfield County	\$4,795	\$4,025	\$8,820	\$38,360	\$32,200	\$70,560	\$119,875	\$100,625	\$220,500
Frederick County, VA	\$6,388	\$12,534	\$18,922	\$11,931	\$33,043	\$44,974	\$46,115	\$159,519	\$205,634
Rockingham County	\$2,650	\$5,300	\$7,950	\$21,175	\$42,325	\$63,500	\$66,125	\$132,250	\$198,375
Botetourt County, VA	\$3,200	\$3,250	\$6,450	\$22,600	\$16,250	\$38,850	\$90,110	\$58,750	\$148,860
Strasburg	\$11,950	\$11,825	\$23,775	\$21,510	\$30,745	\$52,255	\$40,630	\$76,863	\$117,493
Winchester, VA	\$5,000	\$7,400	\$12,400	\$13,500	\$10,600	\$24,100	\$30,000	\$45,000	\$75,000
Orange County, VA	\$2,000	\$8,220	\$10,220	\$5,658	\$18,985	\$24,643	\$10,000	\$33,560	\$43,560
Halifax County	\$1,250	\$1,500	\$2,750	\$4,000	\$4,800	\$8,800	\$8,000	\$9,600	\$17,600

*Note that Berryville charges \$5,250 for a 5/8" meter and \$7,825 for a 3/4" meter; \$22,750 for sewer with a 5/8" water meter, and \$34,125 with a 3/4" water meter.

Appendix 3:

Appendix to Technical Memorandum #2: Market Data and Analysis In Support of Economic Development Strategy

December 5, 2013

Appendix 3: Market Data and Analysis In Support of Economic Development Strategy

The base market data in support of our market study conclusions and economic development strategy plan are presented in this part of the report. As noted above, there are three land uses where new development can be expected, both in the near-term future and within a longer term study period. These include industrial land and building space development, retail and office (commercial) space development and equestrian related expansion, related to commercial uses for the equestrian business. These represent the identified primary development opportunities within the overall Economic Development Strategy.

These are the most logical land uses defined as growth sectors for the Clarke County economy, based on market trends and the ability to generate new growth in locations that are designated for development. Our overall strategies, related to economic expansion, provide other recommendations for County action.

We did not study the housing market, but our overall market research shows that a pent-up demand exists for new apartment units, and for new for-sale homes as the housing market is improving locally and nationwide. Without some new housing unit development, resulting in population growth, the County's prospects for retail and office space development and occupancy are less likely to occur, and the retention of commercial businesses will be more of a challenge.

That said, there are several sizable new subdivisions in active planning in Frederick County that would provide strong competition for County sites. However, there is, and will be, some level of market support for new housing development in Clarke County.

The base market data analysis starts with the following demographic and economic trends and is followed by detailed market analysis of each land use under study. A brief evaluation of the need for more housing unit development is also presented.

Economic Base Overview

Within the economic base overview are three key factors, each related to net new job growth. These are the basic economic factors that support population and household growth and thus, housing unit demand. They are also the key indicators for office space and industrial space occupancy, and ultimately, for growth in retail expenditure potential.

The first table, Table 1, shows trends in at-place jobs within the County and includes data from the Town of Berryville. Data are only current to year-end 2012, with 2013 data not expected to be published until mid-2014. At-place jobs refer to jobs located within the County and Town.

These data are not positive. They show a sizable (21%) decline in jobs in the County since 2002. The County realized job losses prior to the recession of 2008 and that trend continued after the recession officially ended. While most communities generated some net job growth in 2011 and 2012, if not before, that did not occur in Clarke County. There was a modest job decline in both 2011 and 2012.

For the past 10 years, the net decline in jobs in the County was 980. There was modest growth in the industrial categories of Wholesale Trade, Professional/Technical Services and Accommodations/Food. The Health Care sector also was likely a growth category, but Department of Labor disclosure issues with these data do not allow for publication of data. Significant job declines occurred in Manufacturing, and to a lesser extent, in Construction, and Finance/Insurance. Small job increases were realized in the government sector.

The job losses in the Manufacturing sector are troublesome, not only due to the magnitude of the losses, but also to the fact that job declines still are occurring and manufacturing jobs are being studied as the primary industrial job category in the county. There were no major company closures or lay-offs during the past 10 years. The declines in manufacturing jobs shown in Table 1 are likely due to losses at small companies. Data presented below will show increased industrial building vacancy which will “explain” some of the job losses in the manufacturing sector.

Retail trade jobs also declined, but jobs in accommodations/food increased. These trends are important factors in support of an economic development strategy plan. Clearly, the past national recession was a cause of some job losses, but competition from other jurisdictions is another.

Table 1 : Trends in Average At-Place Employment, Clarke County, VA, 2002- 2012

<u>Industry</u>	<u>2002</u>	<u>2005</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
Agriculture, Forestry, Fishing	ND						
Mining	ND						
Utilities	ND	ND	ND	ND	82	ND	ND
Construction	370	443	385	309	294	286	300
Manufacturing	1,171	1,156	1,103	912	667	618	539
Wholesale Trade	52	95	160	156	152	147	152
Retail Trade	309	298	293	288	284	273	245
Transport. & Warehousing	ND	26	24	22	20	15	17
Information	ND	21	21	19	21	22	18
Finance/Insurance	161	216	104	102	99	97	93
Real Estate	43	48	43	43	39	45	47
Professional/Tech. Services	95	136	165	16	170	198	217
Management of Companies	ND	ND	ND	ND	82	ND	ND
Admin./Waste Services	ND	ND	ND	ND	82	ND	ND
Educational Services	ND	ND	ND	ND	205	237	ND
Health Care	ND	ND	ND	ND	311	339	ND
Arts/Enter./Recreation	97	75	95	104	118	80	52
Accommodations/Food	129	176	168	192	210	220	214
Other Services	161	156	140	141	129	132	133
Local Government	541	577	594	587	581	579	567
State Government	107	105	111	108	110	118	131
Federal Government	<u>34</u>	<u>34</u>	<u>37</u>	<u>41</u>	<u>44</u>	<u>40</u>	<u>37</u>
Total	4,699	4,413	4,298	4,021	3,806	3,794	3,719

Notes: ND = Data do not meet BLS or State agency disclosure standards.

Source: United States Department of Labor, Bureau of Labor Statistics

The industrial job categories where data are not presented due to ND issues are included in the County totals.

Data in Table 2 show the trends in Employment in Clarke County. Employment refers to the number of residents in the County and Town who are employed, no matter where the job is located. The fact that employment is nearly double the size of at-place jobs means that a considerable number of residents of the County commute elsewhere for work, likely west to Winchester or east to Northern

Virginia. While that is a well known fact, data in tables 1 and 2 show the magnitude of out-commuting. As with at-place job data, employment counts are current to year-end 2012.

For the County over the past 10 years, there was a net growth of employment of 554. The County's net employment growth exceeded 750 for the 2002 to 2011 period, but as shown, employment decreased in 2012 after a net gain in 2011. The total number of persons employed in the County is above the 2002 totals, but below the peak year of 2006 and 2008. 2011 was a growth year, but a reversal occurred in 2012.

The County's labor force also declined in 2012 from 2011. These trends "suggest" that County residents did not find as many jobs as desired both in and outside of the County. Another note in the comparison of these two data sources is that employment did not decline prior to the recession, as at-place jobs did. **This indicates that employment losses were primarily the result of job losses in the County.**

While the County's unemployment rate is low compared with the state (5.8%) and national average (7.0+%), it has increased during the recession. Unemployment did decrease in 2010, 2011 and 2012, although the 2012 figure is slightly higher than the 2011 rate. The current unemployment rate is considerably higher than the rate prior to 2009. This would be another indication of job losses in industries such as manufacturing.

Table 2: Trends in Employment and Unemployment, Clarke County, Virginia 2002- 2012

	<u>Labor Force</u>	<u>Employment</u>	<u>Unemployment</u>	<u>Percent</u>
			<u>t</u>	<u>Unemployed</u>
2002	7,103	6,889	214	3.0%
2003	7,200	6,977	223	3.1%
2004	7,512	7,302	210	2.8%
2005	7,788	7,589	199	2.6%
2006	8,065	7,869	196	2.4%
2007	7,978	7,762	216	2.7%
2008	8,151	7,869	282	3.5%
2009	8,270	7,736	534	6.5%
2010	7,902	7,442	460	5.8%
2011	8,040	7,641	399	5.0%
2012	7,842	7,443	399	5.1%
Net Change	739	554	185	2.1%

Source: United States Department of Labor, Bureau of Labor Statistics

Summary. The base economic trends for the County are negative, particularly related to manufacturing jobs. The at-place job trends are more negative compared with employment trends and that is due to: (1) manufacturing job losses in the County and (2) more employment opportunities in neighboring jurisdictions. The manufacturing job losses are problematic as it relates to expected industrial land and building space development.

Frederick County/Winchester is the primary competitive marketplace for Clarke County in terms of industrial uses and retail space. Warren County to the south is not a location that competes with Clarke County due to the small marketplace in that jurisdiction. Purcellville is the closest community to the east in Loudoun County. It is a largely built out community with limited land for new development. Farther east is Leesburg which is a different market compared with Clarke County. Thus, in terms of evaluating Clarke County's economic trends, the Frederick County/Winchester area is the most relevant.

- **Frederick County and Winchester** combined have realized a net growth of 3,000+ at place jobs since 2002. All of that growth occurred in the County. Net job growth occurred in 2011 and 2012.

There were sizable job losses in the Manufacturing sector in the greater Winchester marketplace, consistent with trends in Clarke County. However, there continues to be growth of industrial companies in the Winchester area with new land and building space development and occupancy.

- Employment trends have been positive in the greater Winchester area with a net growth of nearly 9,000 for the past 10 years. Net growth did occur in 2010, 2011 and 2012.
- Both market areas, Clarke County and Frederick County, were affected by the recession. However, Clarke County has not yet “rebounded”, while Frederick County has.

This conclusion is documented by the current development trends in each marketplace, as described below. The growth in the nearby Winchester area places Clarke County in a difficult competitive position.

Clarke County Development Trends

There is a limited number of small active development proposals in Clarke County at this time, indicating that current economic trends may not be reversed in the near term. Part of the reason for the modest level of development activity in the County is a lack of readily developable land, due to a lack of public utilities and /or property owners who are not willing sellers or willing developers. The past recession has been a major issue, and it appears that without some public support, increased development and economic growth may not be at desired levels.

One of the more recent scenarios in new development in Clarke County is the Berryville Graphics expansion. With a public grant provided to Berryville Graphics by County officials, the company consolidated its book printing operations at the Berryville headquarters, which is also a manufacturing facility. With this consolidation (when completed), Berryville Graphics will expand its local labor force by 84 new employees and realized the addition of 80+ jobs from a shift of employees from Coral Graphics in Winchester. The County assisted in keeping this company in place, as it has been located in Berryville since 1956. These job growth figures will likely not be counted until 2013 data are published.

Other investments, active and/or planned, in Clarke County, include:

- **The Transfer Company**, currently located on Lloyds Lane near the intersection of East Main Street and the Station Road, needs to relocate from its current location. The company has been in Berryville for 83 years and is looking to relocate to a 30,000± square foot warehouse building. The company is a contractor that stores military family articles at its current location while military families are out of the country. There are government-related restrictions on the type of space to where the company can relocate. This is not a high employment company, but there is strong interest in keeping the company in Berryville. With town staff assistance, company officials are planning to purchase a parcel at Smalley Packaging.
- **The Dollar Store** plans to open a new store in the Waterloo area of the County along 340 South and next to the Handy Mart.
- A new convenience store was approved on Route 340, one mile north of Berryville, that will likely be completed by early-2014.
- There are three wineries in planning, all within close proximity to each other, and all within a mile radius of Route 7 East. Each will likely have a tasting room and will grow grapes on site. Each is on 10 to 20 acres. At full capacity, each should employ 10± workers.
- **Fisher Auto Parts** plans to open a new retail store on Route 7, west of Berryville, at its intersection with Kimble Road. The company will open in an existing industrial building.
- **MODA**, a high-end flooring company out of Florida is expected to lease 20,000 square feet of available industrial space in the large Woodmark Building on Railroad Street.

Clearly, the County must increase the level of new development if it is to generate increased tax revenues. None of these new proposals are of sufficient size to alter current trends. That means County officials will need to be more proactive in generating new development and the most likely area is industrial development.

There is one large project in planning in the County at this time that would generate significant new tax revenue for the County and likely add net job growth. This is the proposed redevelopment of the retail block at one East Main Street that formerly housed the Berryville Hotel. The property is located along the south side of East Main Street in the downtown area. The block runs from Church Street to Buckmarsh Street. The building contains 21,000 square feet of building space and 4,000 square feet of second floor space. There are 13 retail spaces in the building of which 11 are occupied. There are also two apartment units on the second floor. The property has 18 or 19 parking spaces in the rear of the buildings.

The concept is to renovate the building and retain as many of the existing retail tenants as possible. Some new, better capitalized retailers are expected. The sponsor reports that it is unlikely that the second floor can be used for apartment unit occupancy due to the high cost of renovation and the current rent limits that are marketable in the downtown of Berryville. However, that could change once the building is renovated. The proposal is still in active planning and any start of renovation will likely not occur until mid-2014 or after.



Of note is that none of these planned developments are competitive with other marketplaces. The Transfer Company found local space and the retail stores and wineries will serve a local and/or tourist market. Overall, the County and Town are not now in active competition with other jurisdictions for proposed developments, but that is a bad thing. Some modest competition has existed for area industrial buildings, but area realtors were not successful in attracting new industrial companies to the County.

Winchester-Frederick County Economic Development Activity

The following analysis shows the development trends in the greater Winchester area. The purpose of this analysis is to show the types and level of development that is occurring in that marketplace and whether Clarke County can be competitive for these types of companies.

Winchester and Frederick County are the regional commercial, industrial, and medical center. Because of their position as the regional economic center, and the extensive highway system in these

jurisdictions, the greater Winchester's draw for new development is from a substantially broad area. Employers in the area offer a wide variety of private sector jobs ranging from agriculture, forestry, and manufacturing, to retail, professional, educational, manufacturing and medical services.

Winchester's largest employer is the Valley Health Systems, which owns and operates the Winchester Medical Center and five smaller primary care hospitals along with other related services, such as urgent care clinics, home health services, a childcare facility, and transport services. The hospital recently completed a three-year construction project that produced over 368,000 square feet of new and 80,000 square feet of renovated space.

Another major economic "mover" in the City is Shenandoah University. Shenandoah University has recently undergone significant expansions, which include Halpin-Harrison Hall, the new home of the Harry F. Byrd, Jr. School of Business, the Brandt Student Center, the History and Tourism Center, and the forthcoming construction of new administrative offices on the site now housing the Virginia National Guard. More construction is expected to take place in the coming years around the east campus near Shentel Stadium. Today, the University enrolls approximately 4,200 students and employs over 400 people.

The Winchester area also serves as a major retail center for the region. Apple Blossom Mall, a mature enclosed regional shopping center, contains Sears, Belk, and J.C. Penney's as its anchors, along with an additional 85 specialty stores. It is being renovated. Commercial plazas, such as Apple Blossom Corners, Winchester Crossing, and Winchester Station house Martin's, Staples, Kohl's, Office Max, Books-A-Million, Michael's, Old Navy, and HH Gregg. Also, serving the area are three Wal-Mart Supercenters, Lowe's, Home Depot, Big K-Mart, Target, T.J. Maxx, and Pier 1 Imports. The Old Town Mall, a pedestrian mall in the City's downtown, offers a wide range of specialty shops and restaurants. There are also several anchorless strip centers and one life style center that contains Ann Taylor, Jos A Banks Clothier, and other high-end retail stores.

The federal government's presence is also growing in Winchester. The Federal Emergency Management Agency, better known as FEMA, opened a new operation headquarters in a two-building office complex of 120,520± square feet at 430 Market Street in 2008. The facility houses more than 600 FEMA staff and is the agency's Disaster Operations Center.

Also in Winchester is a 99,350± square foot facility occupied by the US Army Corps of Engineers. It is the headquarters of the agency's Transatlantic Division.

The FBI is currently planning on building a 256,430± square foot facility in Frederick County, called the Records Management Facility. The facility will consolidate FBI's paper records and will also provide storage for National Archives and Records Administration's (NARA) compliant records in an environmentally conditioned, fire-protected space. This facility is anticipated to open in 2016 date could employ as many as 1,200 people. This proposal has been in planning for several years, so the 2016 data may not be "hard and fast". The FBI currently operates its Records Management Division in a 16-year-old, 106,296 square foot facility at 170 Marcel Drive.

Because of the excellent transportation network in the Winchester area, particularly I-81, officials of Winchester-Frederick County are able to focus on two freight-intensive industries: food processing and distribution. Other notable and prominent industrial sectors include metal fabrication, plastics and printing.

Specific economic developments in Winchester and Frederick County are detailed in the paragraphs below. Much of this new growth is the result of the improving economy. It reflects the continued expansion of the growth industries in the Winchester marketplace.

- **Evolve Stone**, a manufacturer of ploy-based resins, announced in March, 2013 that it would launch operations in Winchester where it would employ 46 people.
- **Kraft Foods Group** announced in December, 2012 that it would increase Capri Sun beverages production and deploy new packaging technology at its Frederick County plant. The company currently employs around 460 at its Frederick County operation, and the latest expansion is expected to add an additional 25 jobs.
- **Green Bay Packaging Inc.**, a company that manufactures corrugated shipping containers, announced in December, 2012 that it would add 10 employees.
- **Gateway Office Condos**. There is currently one office building under construction within the City of Winchester. The site is located across from the Winchester Medical Center. The building will contain 44,500 square feet of space and, to date, 85% of the space is pre-sold as condominium units. This includes 8 condo units, of which only one is for non-medical use.

- **Invenio Marketing Solutions** opened a new 12,000 square foot office/warehouse building in Frederick County in October, 2012. The company moved its local office from a smaller warehouse. Sixty-one employees moved into the new space and 10 additional employees were hired soon after the move. The company added an additional 40 employees at the end of 2012.
- **McKesson Corp.**, a health care services and information technology company, announced in September, 2012 that it would open a distribution center in 2013 that will employ 205 people. The company distributes medical and surgical supplies to physicians and care facilities. The 450,000 square foot distribution center, now under construction, should begin operations by late-2013.
- **M&H Plastics**, a supplier and manufacturer of plastic packaging for the personal care and health care markets, announced in August, 2012 that it would create 20 new jobs and expand its facility by 50,000 square feet to 110,000 square feet.
- **Navy Federal Credit Union** announced in August, 2012 that it would build another facility on its Winchester campus and add 400 jobs. The credit union currently has about 500 workers at its site on Security Drive in Winchester. Most of the new jobs will be customer-support positions with salaries above \$40,000. The facility is scheduled to open in late-2013.
- **Fabritek/Winchester Tool**, a metal fabrication manufacturer, announced in July, 2012 that it would expand by adding 29 new positions.
- **Melnor Inc.**, a Frederick County distributor of lawn and garden watering products, opened its new 130,000 square foot headquarters and distribution center at Stonewall Industrial Park in September, 2012.
- **Carmeuse Lime & Stone**, a manufacturer of lime and limestone products for a variety of industries, announced in June, 2012 that it would expand its manufacturing operations in Frederick County. The project will create 25 new jobs.
- **Thermo Fisher Scientific Inc.**, a biotechnology services company, announced in February, 2012 that it would expand its Frederick County repository for cancer research specimens by more than 22,000 square feet. The expansion added 30 new jobs to the existing 31. The facility stores samples for the majority of the National Cancer Institute's clinical trials.
- **Rubbermaid Commercial Products Inc.** announced in December, 2011 that it would expand its operations in Winchester and establish a distribution center in Frederick County. The company announced that it will invest in high-technology, energy-efficient injection molding machines to upgrade the Winchester facility's production capability while it would retrofit an existing 454,000 square foot Frederick County facility into a state-of-the-art logistics center in. The result is the expansion of 71 new jobs.
- **HP Hood** operates a 375,080± square foot milk plant at 160 Hood Way where it employs over 420 people. The company announced in May, 2013 that it would expand the facility to increase ultra-high temperature production capacity, creating 75 new jobs.

- **Loudoun Street Mall Renovation.** This renovation project was completed in May, 2013. The renovation project included construction of a splash pad water fountain, a public restroom, three gateways, new landscaping, replacement of water and sewer pipes, upgrading the storm water system and replacing the brick walkway and electrical system.

There are several large apartment projects in active planning in the Winchester area and 80± units have been added in adaptive reuse buildings over the past few years. These are all at top-of-the market rents for the City. Occupancy at area better apartment communities is 100 percent. An additional 80 units in downtown adaptive reuse buildings are in active planning.

Within Frederick County is an active development proposal for the former Russell 150 site (known now as Heritage Commons) located along U.S. Route 522, south of U.S. Route 50, east of I-81 and across from Airport Road. This is a mixed-use development with 1,200 homes (mostly apartment units), 600,000 square feet of office space and 100,000± square feet of retail space. The site is the location of the new Frederick County Administration Building. Development could start in 2015, with site work commencing before that. The mixed-use development is planned for a 15± year build out.

Two other large subdivisions are proposed. Madison Village, located next to Heritage Commons, will have nearly 600 units, with a mix of apartments and “towns”.

Summary. These new development proposals will add over 1,000 new full-time jobs to the Winchester area over the next few years. Within this marketplace, job growth was 1,500 in 2011, but stable in 2012. The post-2012 period should be a much larger growth period. While it’s difficult to determine whether Clarke County could be competitive for some of the growth in the Winchester area, because of a lack of readily available land in Clarke County and Berryville, clearly the growth in the Winchester area is an indication that the industrial land and building space market is expanding, in particular. The retail space market there is fully stored with most big box stores and an abundance of other local and national retailers. A key point to note is the large number of new government facilities that are being relocated to the area.

Demographic Trends and Projections

The following is an overview of the demographic trends and housing unit trends in Clarke County. These data include the Town of Berryville. For 1990, 2000 and 2010, data are from the census

count for each year. For 2012, the data is also from the U.S. Census, but is an estimate from the American Community Survey (ACS). Projection to 2015 and 2020 are from SPA.

These data and analysis will show the level of population and household growth that can be expected, but also the trends in retail goods and services expenditure potential. They are an integral part of the economic development strategy, as they indicate whether current trends will generate the level and type of economic growth that is expected.

Population Trends and Projections

Data in Table 3 present census data for the past three decades on population trends by age. These data are summarized in the following paragraphs:

- The total County population increased by nearly 1,400 during the 2000 decade after a nearly stagnant population over the 1990 to 2000 period.
- The County's population has gotten older over the past 20+ years. In 1990, 14 percent of the County's population was over 65 years of age. This percentage increased to 14.6 percent in 2000 and 16.3 percent in 2010. The State's percentage is 12.2, while the Country has 13 percent of its residents over 65 years of age.
- The County's under 18 aged population remained steady in terms of percentage of total population, but did increase in absolute numbers by a modest 440 for the 1990 to 2010 period.
- There was a decline over the past 20 years in the 18 to 44 aged population, as well as the 65 and over population.

The population estimate for the County as of 2012, based on the most recent 2012 census estimate is 14,320±. Current trends could generate a population forecast of 14,750 in 2015 and 15,500 in 2020. If the population by age continues, the growth in the school-aged population may not continue to increase at the same levels as during the 2000 decade.

Table 3 Population Trends by Age Categories, Clarke County, 1990-2010						
Clarke County	1990		2000		2010	
	#	%	#	%	#	%
Total Population	12,100	100.0%	12,650	100.0%	14,030	100.0%
Under 18	2,760	22.9%	2,958	23.3%	3,221	22.9%
18 to 24	1,030	8.6%	737	5.9%	821	5.9%
25 to 34	1,960	16.2%	1,359	10.8%	1,185	8.4%
35 to 44	1,960	16.2%	2,318	18.3%	1,802	12.9%
45 to 54	1,440	11.9%	1,988	15.7%	2,620	18.7%
55 to 64	1,250	10.4%	1,446	11.5%	2,098	14.9%
65 to 74	950	7.8%	1,024	8.1%	1,246	8.9%
75 to 84	550	4.6%	604	4.8%	740	5.3%
85 years and over	200	1.6%	218	1.7%	301	2.1%

Source: 1990, 2000 and 2010 Census, U.S. Department of Commerce, Bureau of the Census

The following are median household income data for the County for the 2005 to 2013 period. These household income data are calculated by the U.S. Internal Revenue Service (IRS). They are reported in current dollar values, and thus, are not adjusted for inflation. These data were used because they are IRS data and are consistent. Census data are from a 25% survey and are “self” reporting figures.

There is confusion in trying to reconcile the IRS household income data with the IRS data. HUD officials use the IRS income data to evaluate housing markets. They do not use Census income data.

The IRS household income data are higher than the Census data. The IRS data is current to 2013. The most recent Census data are 1999 dollars, based on the 2000 Census. The more recent ACS data are estimates and to as reliable as the IRS data. Thus, the IRS data is used in this report.

These income data show a sizable increase in the median household income in the County over the 2005 to 2013 period. **This is the growth period prior to the past recession.** The increase in median household income continued during the recession, and for the post-recession period, the increase was at a much lower rate than in the pre-recession time frame.

Table 4 - Trends in Median Household Income In Clarke County, 2005 -2013 (current dollar values)	
	Median Household Income 1/
2005	\$71,850
2006	\$99,600
2007	\$103,500
2013	\$107,300

Note: 1/ Based on IRS counts from annual tax returns.

The U.S. Bureau of the Census did not survey the population for income data in 2010, as they did in the past. Thus, the IRS data may differ from past Census counts related to household income. The IRS data is likely more accurate, as it is a near 100 percent count and based on tax return data. Census income data is a 25 percent sample with survey respondents self reporting.

Given the fact that income data from the 2010 U.S. Census count are not available, the breakdown of Census household income data is most recent for 2000. The 2000 household income data for the County were adjusted to constant 2013 dollars. They show that:

- 35% of the households in the County have incomes under \$50,000, with \$50,000± being the U.S. median income.
- Approximately 28 percent of the County’s households have incomes of \$100,000+.
- Approximately one-third of the County’s households have incomes below the national average and nearly 30 percent have household incomes over double the national average.
- Less than 40% of the County’s households are in the \$50,000 to \$99,999 household income category.

Household Data Trends. The next chart shows housing unit and household trends in Clarke County for the 1990 to 2011 period. These data show that the County realized a net increase of 850± new housing units in each of the past two decades. That total would average 85 new homes per year and would include new construction and apartment units built in prior commercial space. The most recent census estimate for 2011 is 6,238 housing units, a decrease of two units from the census count.

Table 5 - Housing Unit and Household Trends				
<u>1990-2011</u>				
	<u>1990</u>	<u>2000</u>	<u>2010</u>	<u>2011</u>
Housing Units	4,530	5,390	6,240	6,238
Vacant Units	290	450	730	--
Households	4,240	4,940	5,510	5,560
Persons Per HH	2.77	2.50	2.50	--

These trends show an increase of vacant housing units up to 2010, but some of the vacant units could be accounted for by seasonal occupied units. The County’s average household size decreased since 1990. That is likely due to the County’s aging population, i.e., empty nesters and retired couples.

Retail Sales Expenditure Potential. The following chart is an analysis of the retail sales expenditure potential in the County for 2007 and 2012. The analysis is presented in current dollars. The 2007 data on sales are from the American Community Survey prepared by the U.S. Census Bureau. Estimates of percentages of household income spent on retail sales are based on data from the Department of Commerce, Bureau of Labor Statistics.

The analysis for 2007 shows that the County's households generated nearly \$554 million in retail sales expenditure potential. In 2007, the census count shows that \$91.6+ million in retail sales were realized in County retail establishments, or 16.5% of total expenditure potential.

The definition of retail sales would exclude expenditures for housing, transportation, health care, education, etc. from the sales total. Thus, County retailers are capturing only 16.5 percent of total sales for food, restaurant sales, apparel, hobbies, personal services, etc. The remainder of the expenditure potential from County households are outflow sales to other jurisdictions.

For restaurant sales, County establishments captured \$6.7+ million in sales in 2007, or a modest \$1,260 per household on average. Restaurant sales represent approximately 5.0 percent of total household expenditure potential. Restaurants in the County realized a 1.2 percent capture of all restaurant expenditure potential from County residents in 2007.

All of these sales figures in the County would account for inflow sales from non-County residents, so the capture rate of County expenditure potential is slightly high. Census data on retail and restaurant sales from 2007 clearly show the significant amount of sales potential of County residents that is spent elsewhere.

For 2012, much of the data are estimates, as noted. There was an increase in expenditure potential of \$46.6 million (current dollars) between 2007 and 2012. We estimate that the County's capture rates in 2012 are slightly higher compared with 2007 due to new retail store additions in the County, even though the Winchester area, in particular, has also added new retail and restaurant outlets.

The 2012 data of retail sales in the County are not now available, but the trends and absolute sales totals likely did not increase much. The 2012 data are estimates for all data except the number of households and median household income. These estimates are based on the 2007 census figures.

**Table 6 - Trends in Retail Sales Expenditure Potential,
Clarke County, 2007-2012
(current dollars)**

	<u>2007</u>	<u>2012</u>
Households	5,350	5,610
Median HH Income	\$103,500	\$107,000 1/
Total HH Retail Sales		
Expenditure Potential (000's)	\$553,725	\$600,300
Retail Sales in County (000's)	\$91,615	\$105,050 1/
Capture Rate	16.5% 2/	17.5% 1/
Restaurant Sales Potential (000's)	\$27,200	\$30,015
Restaurant Sales in County 4/	\$6,735 4/	\$7,500 4/
Capture Rate of Expenditure Potential	0.12% 3/	0.13% 3/
Notes: 1/ Estimate		
2/ Of retail sales only		
3/ Based on 5% of household income spent on food consumed outside of the home (\$27.7 million).		
4/ Based on 75% of Census calculation of accommodation and food sales.		

Of note is that a Food Lion grocery store of the size of the facility located in Berryville likely generates annual sales of \$30 to \$35 million. This does not reflect the sales at the Berryville store, as it is a company average. However, if that sales level is "in the ball park", there are only \$70+ million in annual retail sales at all other County retail stores. These data emphasize the modest retail sales market that exists in the County.

The new Dollar Store, the convenience store, Fisher Auto Parts and the three wineries will generate increased retail sales, but the vast amount of outflow retail expenditures will continue.

Summary. There is a stark contrast between the type and magnitude of development occurring in the Clarke County marketplace and the greater Winchester marketplace. The data related to development activity in the Winchester area shows the value of the regions proximity to I-81. It also shows some opportunities for officials of Clarke County if developable land is readily available.

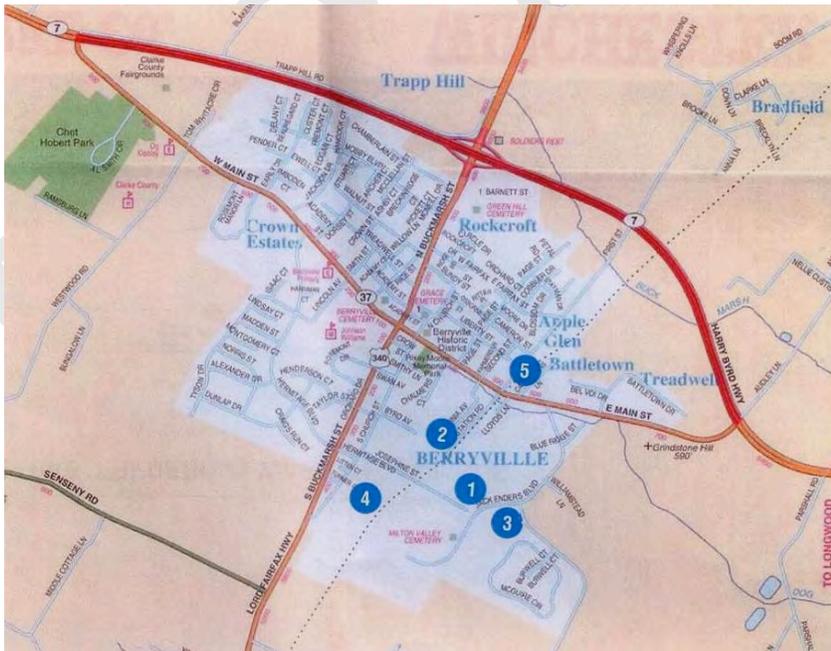
Most important is that County retailers are losing a sizable amount of retail and restaurant sales. A recapture of outflow sales can only occur with significant new retail space additions in the County.

Clarke County Industrial Market

There is one successful business park in Clarke County which is located along Jack Enders Boulevard on the southeast corner of the Town of Berryville (see Map A). The Clarke County Business Park is noted as No. 1 on the map. It is a 65± acre property developed by County officials during the early-2000's. The park is nearly fully developed and has two adjacent parcels for potential expansion (No.'s 3 & 4).

A second industrial area is at the south end of Station Road. This is a 20± acre parcel with a large vacant industrial warehouse and 10± acres of vacant land. On Map A, this site is shown as No. 2. The warehouse was a former fruit processing and warehouse facility, and after that, a furniture manufacturing company. The industrial building of nearly 100,000 square feet is only partially reusable for industrial.

On the north side of East Main Street is approximately 29 acres of industrial land located along First Street and Cattleman's Lane. This area is a "collection" of older, blighted industrial buildings with limited occupied space and limited value for reuse, as is. The area has excellent potential for redevelopment, but has numerous property owners (No. 5) and other issues. The site is bisected by an active railroad right-of-way.



Map A- Industrial Park and Site Locations in Berryville

- **Clarke County Business Park** was established in the early-2000's with the financial assistance of the Clark County Board of Supervisors. The park, which consists of approximately 65 acres, was a former school property owned by the County. County officials put all of the infrastructure in the property to establish the business park, including the extension of Jack Enders Boulevard and providing public utilities to the property. The business park has 14 finished lots that were sold to business owners at a reduced price of \$65,000 to \$70,000 per parcel. At present, only two parcels remain undeveloped. One, 614 Jack Enders Boulevard, was recently purchased by a Fairfax County business owner, but the parcel has not yet developed. The second, a 3.0± acre parcel located on the south side of the curve on Jack Enders Boulevard, has been sold but not yet developed.

An aerial of the business park is shown below on page 23. It shows 12 developed lots with primarily owner-occupied businesses. One parcel has two leased tenants in one building. One building is a condominium with five warehouse bays of approximately 1,750 square feet.

The park was primarily marketed during the 2002 to 2008 period, and prior to the past recession. There has been almost no activity in the County over the past few years. There are nearly 200,000 square feet of building space in the park in 14± buildings.

We did interview several of the business owners to determine why they located in Clarke County. Many owners are local and expanded their businesses. The "non-local" companies moved from neighboring counties. Owners of four companies provided these insights:

- **Pumpnickel Press**, a family-owned greeting cards company, was started in Leesburg in 1998. To accommodate its growth, the owners of Pumpnickel Press purchased its current 14,510 square foot building within the Clarke County Business Park. Berryville was reportedly chosen because of its close proximity to Leesburg and the low operating costs of the Clarke County setting.
- **G.A. & F.C. Wagman**, a York, PA-based company that provides a wide range of Geotechnical Construction Services for public and private sector clients, entered the park in 2012 with the purchase of the facility at 601 Jack Enders Blvd. The 9,000 square foot building includes 3,600 square feet of office space and 5,400 square feet of block construction warehouse space. The site is the company's southern regional headquarters. The company chose Berryville because it had previously acquired an existing area business.
- **Cochran's Lumber & Millwork**, a flooring and millwork company, began operations in 1978 in the Town of Bluemont, Virginia about 9 miles east of Berryville. In 2004 the company relocated to Berryville in a 28,600 square foot facility on 5.3 acres. The Berryville site was chosen because of its close proximity to Bluemont.
- **Timberlake Cabinet Company**, a kitchen cabinets manufacturer based in Winchester, operates its Builder Direct Service Center for the Northeast Region from its 14,800 square foot building in the business park.

Most of the companies in the park own their facilities. There are several renters in The Makar Company building who occupy most of the 45,000± square foot structure at 520 Jack Enders Blvd.

Three of the condo warehouse bays at 516 Jack Enders Boulevard are investor-owned and available for lease.

The table below lists the tenants in the park. Collectively, 200± people are currently employed at the companies in the Clarke County Business Park in nearly 200,000 square feet of space. The buildings in the park average just under 17,000 square feet. Lot sizes average five acres.

Tenant	Type	Year Built
Am-Liner East, Inc.	Sewer/Manhole Rehabilitation	2006
Caldwell Santmyer Inc	General Contracting	2003
Champion Iron Works, Inc.	Iron Works	2002
Cochran's Lumber & Millwork, Inc.	Flooring and Millwork	2004
G.A. & F.C. Wagman, Inc	Construction	2005
Jason's Shop LLC	Trucks Service & Repair	2006
Lou Who Contracting, Inc.	Heating and Air Conditioning Repair	2002
Pumpnickel Press	Greeting Cards	2005
River's Edge Landscapes	Landscaping	2008
Singhas & Michael Corps	Well Water Drilling & Service	2002
TC Beard Services	Beauty Equipment	2007
The Makar Company Building	General Contracting	2006
Timberlake Cabinet Company	Kitchen Cabinets	2004
Total 1/		

Notes: 1/ Excludes vacant structure at 614 Jack Enders Blvd.

Source: Clarke County Planning Department, Field and Telephone Survey by S. Patz & Associates, Inc.

These companies are generally a mix of construction related businesses, repair companies and warehouses. Two are somewhat different, warehouse and distribution of beauty equipment and greeting cards. Most of the businesses are in buildings of 9,000 to 20,000 square feet and on lots of two to five acres. Note 11 on the following aerial photo is the location of the new Hunt Company Propane Building.

The lot shown as No. 6 on the following aerial photo is a small vacant property. No. 7 is the other vacant property. No. 11 is a narrow lot that is now being developed.



Clarke County Business Park

The photos that follow are examples of buildings/businesses in the business park. These are typical of small businesses in industrial buildings with docks, storage areas and brick and metal exteriors.





On the following page, the first photo is a vacant 1.4-acre site within the park on a parcel referred to as the water tower site. The asking sales price is \$195,000, which is likely above market at this time, as the site is irregular in shape and will be difficult to develop. This is the top left photo on the following page.

The top right photo shows the new building that will house Hunt County Propane. It is a 2,000± square foot office building with back area for truck parking and storage of propane tanks. The site is long and narrow and was unusable for traditional industrial users. The company is moving to Berryville from Middleburg.

The bottom left site shows the condominium warehouse building. It has five bays of 1,750 square feet. These are vacant.

The right bottom photo is the Makar Building. It is on the market for sale for \$4.5 million, which includes a 45,000± square foot building and 7.3 acres of land. Calculated on a per square foot price for the building, the price is \$100 per square foot for an occupied building. On a per acre basis, the price is \$610,400 per acre. Rent at this building is \$4.0 NNN.

The Water Tower Building has been available for sale for several years. The Hunt County Propane property was purchased from a bank after foreclosure. The condo bays have been available for lease for several years and are being offered at a very low per bay lease rate. The larger 45,000 square foot building with 7.3 acres has also been available for some time with only limited interest at this time.

Properties Being Marketed at Clarke County Business Park



Water Tower Site



Hunt Country Propane



Warehouse Condominium Bays



Makar Building For Sale

Clarke County staff have identified two parcels adjacent to the County’s business park for potential future industrial site development. One site is a 12.57-acre property located along Jack Enders Blvd, technically within the business park, at the park’s northeast corner. The site is flat meadowland which shares the same characteristics as the land within the business park. Utilities are in place along Jack Enders Boulevard. (see following aerial). The site is privately owned and reportedly available for sale, but is not being actively marketed.

This parcel is owned by the Mercke family. At one time the family, who operates Loudoun Stairs, Inc., in Purcellville, considered developing the parcel for it’s own use. That is no longer an active idea.



Mercke Family Owned Property

The other potential site for industrial development is a 16.2-acre meadowland located on the opposite side of the railroad tracks along S. Buckmarsh Street (U.S. 340) and west of the Clarke County Business Park. Its eastern boundary is the railroad right-of-way and its western boundary is marked by several detached single-family homes. (see aerial). The site is accessed from U.S. 340. Utilities could likely be extended from the Clarke County Business Park.

This parcel is also owned by the Mercke family. Both parcels have been available for some time. The aerial below shows the close proximity of both sites to the existing county business park. Both sites could be natural expansions of the park. Also, on the top of the aerial, on the west side of the railroad tracks, along Station Road, is a second industrial property in the County, to be discussed below. It is across the railroad tracks from the large Berryville Graphics property.

There are approximately 35 acres of available industrial land in this area, all with road access and availability to public utilities. These sites are in private ownership and are excellent development parcels. However, there is no active marketing and no evidence that there is a market for these properties at this time.

There is other undeveloped land adjacent to the County's Business Park, as shown on the aerial to follow. This is the property on the south side of the park. It is not zoned land and utilities need to be extended to the property. This area could provide a sizable site for future industrial development.

There are two other industrial properties in the County that have potential for future development. These include the former manufacturing building at 351 Station Road and the industrial properties along First Street that are owned by the Smalley family.



Mercke Family Owned Property

- **351 Station Road** (see aerial on the following page) is a vacant 300,000± square foot warehouse on half of a 20± acre industrial property. The site is located at the terminus of Station Road, which is less than a mile south of Station Road's intersection with SR 340 business, East Main Street. The existing warehouse has multiple areas, as it was built in phases. The property was a former fruit processing plant and warehouse which has been vacant for several years. Part of the warehouse building is in good condition and nearly readily available for immediate use. This is a 90,000+ square foot portion of the building.

Station Road is a two-lane, narrow hardtop road that primarily serves this warehouse property. It crosses a railroad line just north of 351 Station Road. This is the same railroad track that runs north-south throughout the County and north into West Virginia past Martinsburg and south past the west side of Clarke County Business Park.

The warehouse property is being marketed for lease at \$2.75 per square foot gross for a large warehouse user, or \$3.20 per square foot gross for smaller users. The property is also reported

to be on the market for sale at somewhat more than \$3.5 million. Photos of the warehouse building and property are shown below. The aerial that follows shows the warehouse property (No. 8) which is directly across the railroad right-of-way from Berryville Graphics (No. 9). The third industrial area under study is along First Street, shown on the right top of the aerial (No. 10).



Front View A



Rear View og

The property is level and has sufficient land for parking and truck docking. The vacant land is grass area to the east of the building. Town officials report that stormwater detention needs may limit the amount of the site that is developable.

This property has been recently studied by several companies from Winchester for warehouse use. The likely highest and best use of this property is reported to be the lease of the 90,000± square feet of newer portion of the warehouse space and the possible subdivision of the remaining land for finished lot sales, of the type on the County's business park. Alternatively, the entire parcel could be redeveloped for lot sales of two and five acres.



The property has issues related to redevelopment. The current proposed price is at least 50 percent above market, not including the cost to demolish the existing building, if required. There is also a need to determine whether the entire site is usable.

- **First Street Industrial Area.** This area, located on the north side of East Main Street along First Street, from east Main Street north of Fairfax Street, is an old, blighted area with several buildings in varying degrees of disrepair (see photo below). Combined, there is approximately 29 acres in this area with at least 10 industrial buildings with a total of 160,000 to 175,000 square feet. The Norfolk and Southern railroad tracks parallels First Street on the east. On the east side of the railroad tracks is Cattleman’s Lane with several industrial buildings on approximately 10 acres of land, which is primarily owned by the railroad.

One local family owns much of the land along First Street. The owner reports that all of the land is developable and that only 35± percent of the building space is occupied. A few of the older buildings along First Street were built in the early-1990’s. The “newer” buildings were built between the mid-1950’s to mid-1980’s. There is more than 210,000 square feet of vacant space in the First Street industrial buildings, with most of this space not fully marketable.

The owner also has vacant land on the west side of First Street next to the adjacent subdivision. That land is zoned residential and is part of the 29 acres owned by the Smalley family. Number 10 on the following aerial is the residential land. The remaining buildings on the south side of First Street are the 29 acres of industrial property. Additional industrial property exists along Cattleman’s Lane, in addition to the 29 acres along First Street.

There are old industrial buildings with market value primarily for storage space but also in light manufacturing. The 300 block of First Street contains the larger and better buildings. These buildings have some occupancy. They are primarily metal buildings that lease for \$2.0 to \$2.50 per square foot. There are 17.5 acres in this block. The more blighted and mostly vacant buildings are in the 200 block. The 200 block has 5 to 6 acres. The residential site is 6.5 acres.

Industrial Buildings Along First Street



Good Warehouse Space in 300 Block of First Street



Vacant Industrial Building in 300 Block of First Street



Example of Blighted Industrial Buildings in 200 Block of First Street



First Street Industrial Area

The property owner reports that they want to be more aggressive with marketing and that the property could be available for sale. However, at this time, the intention is to try to lease the better buildings, leaving only 5± acres that could be available to market. The 6.5-acre residential area is not an attractive location for housing with the adjacent industrial area being in such poor condition.

Summary. The following paragraphs summarize the findings related to the current Clarke County industrial land and building space market.

- The land sales effort at the County's industrial park during the early-2000's was successful in terms of land sales, albeit with very low land prices. The land sales effort has stalled since the recession. Industrial land is no longer available at below market prices.
- The Berryville/Clarke County industrial market has not expanded since the recession, which is one reason for limited response to investments by area property owners. Increased land and building prices also have been a detriment for industrial growth.
- The loss of manufacturing jobs in the County during the 2000 decade is a major problem to overcome in attracting investment in industrial land and building development.
- The two sites owned by the Mercke family are excellent properties for new industrial development, but they are not being professionally marketed and development may not occur without public support.
- The First Street industrial area clearly has more market value and development potential than is being exhibited, but the existing buildings have limited market appeal and better companies are not likely to be attracted to this location without some upgrades.
- Marketing of industrial building space along First Street and Station Road are not necessarily benefits for economic development in the County. It would simply be reuse of very modest, unattractive buildings with limited increase in rural estate value. It is simply town and county officials accepting the businesses that are attracted to the most inexpensive space.
- Current trends and conditions do not provide any reason for industrial firms to relocate to the County.
- Low priced finished lot sales have been the County's most successful economic development strategy for industrial development. There are few finished lots available for development at this time.
- Most of the available industrial land in the County is under private ownership. Current property owners will need inventories to develop their land. This could be in the form of a TIF program to have public investment for infrastructure development or the County could use funds from the IDA, with an expanded budget, to provide infrastructure development.

Winchester-Frederick County Industrial Market

The Winchester Region has 10 identified industrial parks with approximately 1,770 acres. Most of these industrial parks were developed prior to 1990. Some are now built out, but the greater Winchester area still has industrial park land available and a considerable amount of vacant industrial space.

While Clarke County has attracted primarily small businesses within the past 10+ years, the Winchester-Frederick County area has realized the development of large companies, focused on two freight-intensive industries.

- **Food Processing**. The food processing industry is a link between the agricultural and retail sectors and Winchester has been a favorable location for these companies to operate. Winchester has been an attractive location for perishable products and packaged foods manufacturing operations. Winchester-area food processors include Kraft Foods, New World Pasta, HP Hood, Miller Milling, National Fruit, and Royal Crown Bottling
- **Distribution**. Given that Winchester-Frederick County is located on the Interstate 81 corridor, the area is well-suited for assembly operations. Ford Distribution Center, Home Depot Distribution and Kohl's Distribution are three area companies.

Other notable industrial sectors that have been attracted to Winchester-Frederick County include **(1) Metal Fabrication** (Ashworth Brothers, Barrett Machine, Cives Steel Company, Extreme Steel, Fabritek, McElroy Metal, Miller Machine & Tool, Winchester Metals, and Winchester Tools), **(2) Plastics** (Creative Urethanes, M&H Plastics, Monoflo, O'Sullivan Films, Poly Processing, Southeastern Container, and Rubbermaid), and **(3) Printing** (Clear Choice Printing, Commercial Press, Coral Graphics, Quad/Graphics, Signet Screen Printing, and Winchester Printers). Each of these industrial sectors have been spread throughout the Winchester-Frederick County industrial parks.

Clarke County is not competitive for this sector of the market, but within the 11.5 million square feet of occupied space in the Winchester area are tenants who could be attracted to locations in Clarke County.

Data in Table 8 show the trends in industrial land and space development and in the Winchester area since the 1940's. The point to note is the significant amount of development during the 1990's and during the first part of the 2000 decade. However, during the recession and since 2010, there were 22 new buildings built with 1.4 million square feet of space. A negative point is that only 4 new buildings with 207,000± square feet were placed on the market since 2010. These four buildings were built on approximately 20 acres of land.

Table 8 Trends in Industrial Land and Building Development Pace, Winchester-Frederick County, 1940-2013			
Years	Buildings	Building Size (Sq Ft)	Parcel Size (Acres)
1940s	1	34,272	14.85
1950s	1	76,802	5.14
1960s	16	1,069,468	203.14
1970s	25	1,376,190	221.62
1980s	45	1,890,888	238.33
1990s	64	4,150,784	604.96
2000s (Pre-Recession)			
1/	31	2,357,384	311.52
2000s (Recession) 2/	18	1,200,532	148.64
2000s (Post-Recession)			
3/	4	206,740	19.82
Total	205	12,363,060	1,768.02
Notes: 1/ 2000-2006 2/ 2007-2009 3/ 2010+			

Essentially all industrial development within the Winchester-Frederick County marketplace since the end of the recession (2010) took place in Stonewall Industrial Park. These developments consist of four structures totaling 206,740± square feet of space, all of which are occupied. Approximately 128,000 square feet of this space was built by Melnor Inc, a producer of lawn and garden water products. The four new companies are shown in the table below:

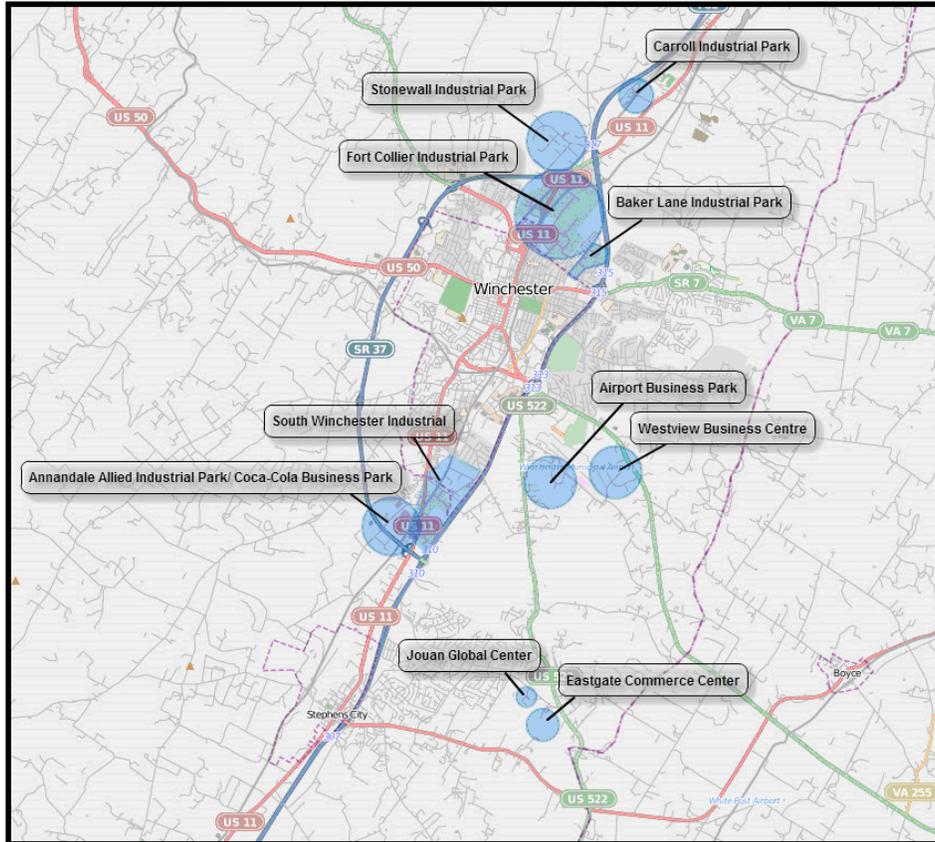
<u>Address</u>	<u>Year Built</u>	<u>Building Size (Sq. Ft.)</u>	<u>Lot Size (Acre)</u>	<u>Tenant Type</u>
475 McGhee Rd	2012	12,800	2.66	Bakery
401 McGhee Rd	2012	24,400	2.06	Real Estate
101 Tyson Dr	2012	128,000	11.00	Lawn/Garden Products
645 McGhee Rd	2011			Food
		<u>41,540</u>	<u>4.10</u>	Processing/Packaging
Total/Average		12,800	2.66	

Source: S. Patz & Associates field and telephone survey.

The next table shows that the Winchester area has a current total of nearly 900,000 square feet of vacant space. However, nearly 90% of this space is in two mature parks. Four parks are fully occupied. Stonewall and Fort Collier have large vacant buildings.

<u>Industrial Park</u>	<u>Date Started</u>	<u>Vacant Space (Sq Ft)</u>	<u>Average Rental Rate</u>
Airport Business Park	1987	30,327	\$9.00
Annandale Allied/Coca-Cola Parks	1974	0	--
Baker Lane Industrial Park	1986	40,800	\$6.30
Carroll Industrial Park	1967	0	--
Eastgate Industrial Park	2003	0	--
Fort Collier Industrial Park	1947	305,848	\$6.18
Jouan Global Center	1997	0	--
South Winchester	1955	10,000	\$7.50
Stonewall Industrial Park	1961	469,065	\$3.35
Westview Business Centre	1975	<u>20,474</u>	--
Total		876,514	\$6.47

The map below shows the locations of the above industrial parks. With the exception of some development in southern Winchester, all of the industrial parks are located within Frederick County. This is reported to be due to land availability and tax issues.



Map B - Location of Winchester-Frederick County Industrial Parks

In terms of the vacant space, Stonewall Industrial Park has a 245,000 square foot vacant building, the former National Wildlife Federation Distribution Center. This building has been vacant since mid-2006. The Fort Collier Industrial Park has nearly 250,000 square feet of vacant space in two buildings, the 92,250 square foot former Barber and Ross Company building that also was vacated in 2006 and a 150,000+ vacant warehouse. These three buildings represent nearly 60 percent of the vacant space in the area. Most of the available buildings are under 20,000 square feet in size. Excluding these three large vacant buildings, the total amount of vacant space is less than 400,000 square feet in a total marketplace with 12.4 million square feet –3.1 percent.

Vacant Space by Year Built. There are two salient issues regarding available space in Winchester. One is the amount. The second is the quality. The amount is large but 40 percent of the available space is large buildings that are not now marketable. Much of the remaining space is mature, as shown in Table 11. Vacant space built since 2000 equals 184,500+, with 153,500 of that space being a vacant warehouse. There is only 49,000 square feet of vacant 1990's-built space.

Area realtors report that current demand is largely for warehouse space with limited office area and high ceilings. This type of space is in low supply in Winchester at this time.

Table 11 Industrial Building Vacancies by Year Built, Winchester-Frederick County			
	Industrial Park	Year Built	Available Space (Sq Ft)
1970s			
200 Lenoir Dr	Stonewall	1971	15,200
202 Lenoir Dr	Stonewall	1971	22,157
212 Fort Collier Rd	Fort Collier	1972	7,500
188 Brooke Rd	Fort Collier	1977	92,248
210 Fort Collier Rd	Fort Collier	1977	3,100
441 Victory Rd	Westview	1979	<u>18,314</u>
<i>(Subtotal/Average)</i>			<i>(158,519)</i>
1980s			
204 Lenoir Dr	Stonewall	1981	28,800
206 Lenoir Dr	Stonewall	1981	28,800
259 Brooke Rd	Fort Collier	1982	38,400
704 Baker Ln	Baker Lane	1986	10,000
155 Aviation Dr 1/	Airport	1987	23,327
255 Tyson Dr	Stonewall	1987	36,000
310 Tyson Dr	Stonewall	1987	244,500
326 McGhee Rd	Stonewall	1987	38,707
255 Tyson Dr	Stonewall	1987	<u>36,000</u>
<i>(Subtotal/Average)</i>			<i>(484,534)</i>
1990s			
214 Fort Collier Rd	Fort Collier	1991	11,150
200 Aviation Dr	Airport	1994	7,000
119 Imboden Dr	Baker Lane	1997	14,400
220 Imboden Dr	Baker Lane	1999	<u>16,400</u>
<i>(Subtotal/Average)</i>			<i>(48,950)</i>
2000s			
175 Commonwealth Court	S Winchester	2000	10,000
320-332 Independence Dr	Westview	2004	2,160
255 Fort Collier Rd	Fort Collier	2004	153,450
531 McGhee Rd	Stonewall	2006	<u>18,901</u>
<i>(Subtotal/Average)</i>			<i>(184,511)</i>
Total/Average			876,514
Notes: 1/ Owner wants to sell and lease back. Source: S. Patz & Associates field and telephone survey.			

Net Industrial Building Rents. In the Winchester marketplace, industrial building rents vary greatly based on building size, age and condition. The market area average is \$6.50 per square foot. A few buildings offer a low rate of \$2.50 to \$2.75 per square foot. However, most space is offered at \$4.00 and above. For small size spaces, the rent rate extends to \$7.50± per square foot.

Industrial Finished Lot Prices. Within the greater Winchester marketplace, industrial land prices for finished lots range from \$113,000 to \$127,000.

Purcellville Industrial Market. Purcellville has a small industrial land and space market. It is a mature market with no recent development. The industrial space that exists is virtually fully occupied, at higher rents compared with the Clarke County and greater Winchester market areas. There is no land available for industrial development and area realtors report no activity in the town.

Downtown Berryville Office and Retail Space

Our (very rough) estimate is that there is at least 100,000 square feet of commercial space along Main Street and on adjacent streets. Approximately 70,000 square feet of this space is along Main Street. This total excludes the retail businesses east of the railroad tracks along East Main Street. It would also exclude the Food Lion on McNeil Drive on the north side of town and the other stores near Mosby Boulevard on No. Buckmarsh Street. Other scattered office or retail space may not be included in this total. For the entire town, another 100,000 square feet of primary retail space can be added to the downtown total.

Within the downtown Historic area, there are approximately 7 to 10 vacant spaces, both ground floor and second floor. This totals nearly 15,000 square feet, or 15± percent of the space within the Historic downtown blocks. The vacant space is typically small sizes, with a mix of upgraded and basic space. The 1,300 square foot 19 West Main Street was recently leased to a lawyer and the 16,000 square foot 401 East Main Street is fully rented at this time. The other space has been vacant for several years. The one large vacant building near the downtown is the former Mill Building that is under study for a brewery.

The above analysis noted the plans to upgrade the block of East Main Street that contains the former Berryville Hotel site. This renovation, if undertaken, will likely generate interest from new retailers.

Currently, the interest from small office tenants is very limited and quality space that is available for this type of use is also limited. All of the vacant buildings along East Main Street in the downtown average under 1,800 square feet, which only is attractive for a select group of “niche” businesses.

Tourism

The subsection on tourism in Clarke County is separated in two parts: (1) the overnight accommodations market; and (2) visitation facilities in the County. These two sectors are somewhat separated, as the tourist attractions within the County generate limited patronage for the seven facilities in the County that provide rooms for overnight stays, according to interviews with property owners of area B & B's and county inns.

Overnight Accommodations Market

A preliminary survey of existing overnight accommodations is shown in the table below. Further information and analysis on hotel accommodations in the Berryville area will be added pending the completion of the Town's hotel market study, expected in early 2014.

Table 12 Characteristics of Overnight Accommodations, Clarke County, Virginia		
	<u>Number of Rooms</u>	<u>Room Rates</u>
Battletown Inn	7	\$59-\$125
Crossed Racquets Inn	3	\$125-\$150
L'Auberge Povencale 1/	14	\$175-\$325
Rosemont Manor	15	\$250-\$350
Smithfield Farm	5	\$185-\$275
Waypoint House	3	\$125-\$225
Total/Average	49 2/ 3/	(\$190)
Notes: 1/Includes Villas in Boyce		
2/ Excludes Bears Den Youth Hostel		
3/ Estimate of total annual occupied room nights is 2,800		
Source: Field and telephone survey by S. Patz & Assoc. November, 2013		

Tourist Attractions

Clarke County has four noteworthy tourist attractions. The State Arboretum at Blandy Experimental Farm is the largest with 180,000 annual visitors (FY 2012) and steady annual increases. There are 28,000+ visitors at the Burwell-Morgan Mill in Millwood, including the two annual art shows and weekly patronage at the Mill. This total would be expanded with shoppers at the Millwood antique stores and other village businesses. Millwood also has 20± horse farm with shows and competitions annually. This sector of tourism is studied in the equestrian subsection to follow. Data provided in the analysis is based on interviews with managers of the attractions.

Table 13 - Patronage at Clarke County's Larger Tourist Attractions	
	<u>Annual Tourist Visits</u>
Morgan Mill	28,400
• Art Shows	(18,000)
• Mill	(10,000)
Historic Asso. Museum	1,500
Long Branch Plantation	25,000
State Arboretum (at Blandy)	<u>180,000</u>
Total	214,900

The Historical Association Museum has limited annual visitation. Long Branch Historic Plantation generates 5,000± annual tourist visits, plus patronage for weddings and private parties.

Each of these operates independently with no central marketing or package deals. The County has other attractions which are not fully defined tourist attractions, such as:

- **Barnes at Rose Hill** which is a park and entertainment facility and contains a visitors center for Clarke County.
- **Holy Cross Abbey Monastery** which has a gift shop and holds church related retreats.
- **Josephine School Community Museum** generates modest patronage for this replicated school house that previously served the County's African American community.
- **Old Chapel** is not open to the public.

Clarke County does have two key attractions to build upon for increased tourism. Clearly, the Blandy Experimental Farm is one of them. The State Arboretum is located on 700± acres with grounds open to the public. The facility contains a slave quarters that was built between 1825 and 1830. This is a place for public events, including live music at Blandy's amphitheater and plant sales of indigenous and heritage varieties.

The Burwell-Morgan Mill is located in the historic Village of Millwood along with a cluster of antique stores and specialty shops. The Mill has two annual art shows and is an operable mill. Within the Millwood area is the Sandstone Farm which has 20 horse shows annually and draws a

considerable number of visitors annually, but these are reported to be primarily local patrons who have their own horses at the shows.

On a smaller scale is the privately owned Dinosaur Land that is an attractive facility for children. Patronage at this business, which is located in the Double Toll Gate area, is typically 45,000+ annually, but patronage increased to 49,700 in 2012 and 47,800 in 2011 with the 2013 estimate to exceed 50,000.

The County attracts numerous visitors for river-related activities along the Shenandoah River and for hiking along the Appalachian Trail. Bicycling is a growing sport within the County with the attraction the winding, rural country roads. The Virginia National Golf Club is public and is a most attractive setting for a golf course between the Shenandoah River and Blue Ridge Mountains. The analysis of the County's equestrian farms is presented below, but horseback riding and lessons are a major part of the County's rural environment. Added to these is Watermellon Park, a riverfront campsite, which hosts music festivals annually.

Lastly, there are several wineries in the County and three new ones planned for opening. Some of the wineries are settings for private parties.

Clarke County has a large outdoor, sport-related environment that draws thousands of visitors to the County annually. To date, this sector of the tourist/visitation market has not generated much overnight room demand.

Only one tourist facility is generating a large tourist draw, in spite of a number of truly attractive facilities. There are clearly viable and unique country inns and B & B's in the County in truly historic properties. This patronage at these facilities are far below market potential, based on full room occupancies during peak visitation periods.

The two key points that unfolded from the overview of the Clarke County tourist "market" is: (1) market potential far exceeds current patronage levels; and (2) there is no marketing or coordination among the various tourist related facilities and functions. These issues are further discussed in the economic development strategy.

Clarke County Equine Industry

According to the Clarke County Equine Alliance, there are currently 120 to 150 farms that are strictly horse farms in Clarke County. This includes a variety of types such as Thoroughbred Racing, Quarter Horse, Hunters, Jumpers, Eventing horses, carriage horses, breeding facilities, old trail riding horses, ponies and several horse farms for retirees. While horse shows and horse breeding are prevalent in Clarke County, they are reported not to be the main economic driver behind the local equine industry. Horses are expensive to maintain. This has created a very profitable horse hay market in the County. Horse hay is more expensive than cattle hay, as it must be a select grass or alfalfa, and baled in square bales, not just round bales. Several local farmers provide horse hay. It is an expanding market. Horses also need farriers, specialists in equine hoof care (several are local), feed stores (one local and several regional in Frederick County and Fauquier County) that supply grain and other horse products.

Boarding horses is a big economic impact item for horses in Clarke County. Horses arrive in Clarke County from as far north as New York State. Various types of horses are boarded and trained for monthly fees as low as \$200 per month per horse for field-boarded retirees, and up to \$1,200 to \$1,400 per month for stable boarding and training. Approximately 75 to 100 farms in Clarke County board horses, many of which also provide training, horse sales and breeding. These farms are located in Berryville, Boyce, Millwood and White Post.

Horse shows are a smaller economic driver in Clarke County. Attendees at horse shows include participants, members of participant's travel parties or spectators. Most, if not all attendees, however, are local. Unlike larger horse shows at the Virginia Horse Center outside the City of Lexington, horse shows in Clarke County are local events that draw participants primarily from Clarke County and its neighboring counties. Due to the physical constraints on outdoor competition during the winter, horse shows in Clarke County occur primarily in the late spring, summer and early fall. May is the busiest month, while December sees the least activity. Most shows occur during the weekends and last one day, and therefore do not create significant patronage for hotels.

Other notable regional horse show venues include the Upperville Colt and Horse Show in Fauquier County and the Warrenton Pony Show. A majority of national and state horse events in Virginia are hosted by Virginia Horse Center outside the City of Lexington in Rockbridge County,

which covers 600± acres with 19 show rings, a 4,000-seat coliseum, 8 barns, cross country and combined carriage driving courses, a tractor pull, campgrounds, special event spaces and full café services. This facility hosts over 80 events annually and is largely responsible for the 1,330± people employed in the equine industry in Rockbridge County, Lexington and Buena Vista. The Virginia Horse Center is a major source of business for the local lodging industry. According to the most recently conducted survey of lodging establishments in Lexington, Buena Vista, and Rockbridge, conducted in 2005, 28 percent of overall room rentals were directly attributable to the Virginia Horse Center. Unlike the equine events in Clarke County, many of these events are multi-day events that attract out-of-state visitors.

New Kent County, home to the Colonial Downs racetrack which directly employs over 300 people during the Thoroughbred racing season, is another significant economic activity center with a total economic impact of 790± jobs. Colonial Downs has had attendance and financial issues in recent years. It has seen attendance levels fall, prompting the facility to reduce the racing season from 32 days in 2012 to 25 days in 2013.

The three facilities that have the most horse shows in Clarke County are Sandstone Farm, Elmington Farm and Evergreen Farm. Sandstone Farm in Millwood has the most shows annually and is scheduled to have 21 horse shows by the end of 2013, and likely a similar amount in 2014. This is down from 24 in 2010. They do not anticipate any growth in the near future and the staff of the Clarke County Equine Alliance does not see room for additional shows in the County.

Elmington Farm in Berryville has about 6 shows annually. Evergreen Farm in Berryville has about 10 dressing shows annually. Because each of these facilities host shows and not races, essentially all attendees are local, from Clarke County or surrounding counties. Depending on the weather, and possible competing events elsewhere, attendance figures for these shows can range anywhere from 50 to 150 people. Spectators are generally friends and family of those competing, as these are not national events and do not attract a wide audience.

In addition to horse shows and events, Clarke County hosts the Blue Ridge Hunt Point-to-Point amateur horse races at Woodley Farm in Berryville, which is a big draw attracting over one thousand spectators. Like the other horse-related events in Clarke County, this is a single-day even.

Equine Employment. According to the Center of Economic and Policy Studies at the Weldon Cooper Center for Public Service, a total of 336 people were employed in the equine sector

in Clarke County in 2010, the date for which the most recent data are available. The table below shows the total employment in the equine industry in Clarke County and adjacent counties in Virginia.

Table 14: Equine Employment, Clarke and Neighboring VA Counties, 2010	
	Employment
Clarke County	336
Fauquier County	883
Loudoun County	1,079
Warren County	81
Winchester-Frederick County	<u>166</u>
Total	2,545
Source: Center for Economic and Policy Studies, Weldon Cooper Center for Public Service.	

Horse Inventory. According to the 2001 Virginia Equine Survey Report, Clarke County had approximately 4,400 horses, accounting for a total value of \$70.3 million. The average value per horse in 2001 was approximately \$15,975. By 2006, the number of horses in Clarke County rose to 6,000 for a total value of \$73.4 million and an average value of \$12,228 per animal. This is a 36.4% increase. While no official data has been published since 2006, the Clarke County Equine Alliance estimates that Clarke County currently has between 9,000± and 10,000± horses.

Table: 15 Equine Inventory and Value, Clarke County and Neighboring VA Counties, 2001-2006						
	Equine Inventory		Total Value		Average Value per Equine	
	2001	2006	2001	2006	2001	2006
Clarke County	4,400	6,000	\$70,289,000	\$73,367,000	\$15,975	\$12,228
Fauquier County	13,700	14,800	\$226,083,000	\$268,254,000	\$16,502	\$18,125
Loudoun County	15,800	15,500	\$294,671,000	\$208,855,000	\$18,650	\$13,475
Warren Count	1,100	1,700	\$11,610,000	\$13,943,000	\$10,555	\$8,202
Winchester-Frederick County	2,000	3,000	\$15,245,000	\$38,166,000	\$7,623	\$12,722
Total	37,000	41,000	\$617,898,000	\$602,585,000	\$69,305	\$64,752
Source: 2006 Virginia Equine Survey Report						

Equine Economic Impact. The total economic impact of the horse industry in Clarke County and adjacent counties in 2010, in terms of total sales and tax revenue, is shown in the table below for 2010, the data for which the most recent data are available. Data show that total sales

related to the horse industry accounted for nearly \$20.5 million, leading to tax revenues of \$608,960 for the County.

Table 16: <u>Economic Impact of Horse Industry, Clarke and Neighboring VA Counties, 2010</u>		
	<u>Total Sales</u>	<u>Tax Revenue 1/</u>
Clarke County	\$20,451,415	\$608,963
Fauquier County	\$53,676,492	\$2,113,116
Loudoun County	\$70,425,051	\$2,890,422
Warren County	\$4,299,750	\$114,495
Winchester-Frederick County	\$8,499,769	\$170,381
Total	\$157,352,477	\$5,897,377
Note:1/ 2010 constant dollars. Source: Center for Economic and Policy Studies, Weldon Cooper Center for Public Service		

Findings

On a positive note, the Equine industry in Clarke County is expanding and currently generates considerable annual tax revenues for the County. The production of horse hay is an expanding business, as is the number of farms that provide services to the Equine market.

There are numerous local, single-day horse races and shows, but these have only a local draw. Area professionals in the horse farm market in Clarke County are not positive regarding an expansion of horse racing or shows on a more regional level, as the costs and risks for endeavors of this type could be excessive.

Nonetheless, there is clearly reason for business growth in the Equine industry that should expand the County’s tax base.

Clarke County Board of Supervisors

Adjournment

Clarke County Board of Supervisors

Monthly Reports:

1. Building Department
2. Commissioner of the Revenue
3. VCE Newsletter

RESIDENTIAL CONSTRUCTION

NEW SINGLE FAMILY

Owner/Address	Description/Parcel ID	Estimated Value
MIKE & KIERSTON RIGGLEMAN 300 NORTH GREENWAY AVE. BOYCE, VA 22620	NEW RESIDENCE SINGLE 21A2A5A	169,429
MATTHEW WHITE 2903 CASTLEMAN RD. BERRYVILLE 22611	NEW RESIDENCE SINGLE 1611	363,124
TOTALS:	2	532,553
TOTAL NEW RESIDENTAL CONSTRUCTION:	2	532,553

RESIDENTIAL RENOVATIONS

Owner/Address	Description/Parcel ID	Estimated Value
MALENKI, ANDREW 2083 LOCKE'S MILL RD. BERRYVILLE 22611	REMODEL-MINIMUM FEE 23A-2-6	1,000
BEN GAFFARI 58 LEWIS WILLIAMS LN. BERRYVILLE 22611	ADD/REM RESIDENCE SINGLE 9121	32,975
GARY PIATT 4 W. SHARON DRIVE, BOYCE 22620	ADDITION/REMODEL SINGLE 4823	0
JEREMIAN & DEBORAH BUCKLEY 1469 SALEM CHURCH RD. BOYCE, VA 22620	REMODEL-MINIMUM FEE 11A6	25,275
WILLIAM J. VEILLEUX 100 BATTLETOWN DRIVE, BERRYVILLE 22611	ADD/REM RESIDENCE SINGLE 14A32E1	36,226
TOTALS:	5	95,476

OTHER BUILDING PERMITS

Owner/Address	Description/Parcel ID	Estimated Value
SILFIES, VALERIE K & RONALD C 2400 KIMBLE ROAD 22611	NEW SINGLE FAMILY GARAGE	19,000
CHARLES CALVI 141 HERMITAGE BLVD., BERRYVILLE 22611	DECK/PORCH	19,200
RONALD EDWARDS 424 MADDEN ST., BERRYVILLE 22611	DECK/PORCH	17,040
PAUL GUSTAFSON 12102 HARRY BYRD HWY. BERRYVILLE 22611	DECK/PORCH	19,200
JUSTIN MACKAY-SMITH MONTANA HALL LANE 22663	FOUNDATION PERMIT	0
JOHN MILLER, JR. 3322 LOCKES MILL RD. BERRYVILLE 22611	TENTS OVER 900'	0

SIMON OLIVER & JENNY FERNANDEZ 83 LOIS LANE, BLUEMONT, VA 20135	RETAINING WALLS	5,000
KENNETH CARTWRIGHT 85 BROOKE LANE, BERRYVILLE, VA 22611	SWIMMING POOL/SPA	2,400
BROOK MIDDLETON - WOODLEY FARM 590 WOODLEY LANE, BERRYVILLE, VA 22611	OTHER NON RESIDENTIAL	0
SUZANNE MACKALL 104 GREENFIELDS LANE, WHITE POST 22663	SWIMMING POOL/SPA	80,000
JOHN & WINNIE MCCUAN 1874 RUSSELL RD. BERRYVILLE 22611	OTHER NON RESIDENTIAL	10,000
WARRENTON KENNEL CLUB 830 LONG BRANCH LANE 22646	TENTS OVER 900'	0
PETER C. & ANNE D. MAYNARD 376 LANDER LANE, BERRYVILLE 22611	ACCESSORY BLDG	57,600
TOTALS:	13	229,440

DEMOLITION PERMIT

Owner/Address	Description/Parcel ID	Estimated Value
CLARKE LAND COMPANY, LLC 271 TRENARY LN. BOYCE 22620	DEMOLITION OF BUILDING	0
TOTALS:	1	0

TOTAL # OF BUILDING PERMITS / VALUE: 21 857,469

CERTIFICATES OF OCCUPANCY

DATE ISSUED	ADDRESS	TYPE
9/16/2014	20573 BLUE RIDGE MOUNTAIN ROAD 20130	PERMANENT

TOTAL PERMIT & INSPECTION FEES COLLECTED:	8,220.00
TOTAL OTHER REVENUE COLLECTED:	0.00
STATE SURCHARGE COLLECTED: COLLECTED:	119.76
TOTAL REVENUE COLLECTED:	8,339.76

OTHER PERMITS ISSUED:

TYPE	RES	COMM	FEES	VALUE
ELECTRICAL PERMIT	15	0	570.00	3,300
GAS PERMIT	4	0	160.00	500
MECHANICAL PERMIT	13	0	580.00	24,200
PLUMBING PERMIT	3	0	0	0
TOTALS:	35	0	1,310.00	28,000

PROJECT CODE RECAP

PERMITS BY TYPE	# OF PERMITS	ESTIMATED VALUE
ACCESSORY BLDG RESIDENTIAL	1	57,600
ADDITION/REMODEL SINGLE FAMILY	1	0
ADD/REM RESIDENCE SINGLE GARA	2	69,201
DECK/PORCH	3	55,440
DEMOLITION OF BUILDING	1	0
ELECTRIC PERMITS	15	3,300
FOUNDATION PERMIT	1	0
GAS PERMITS	4	500
MECHANICAL PERMITS	13	24,200
NEW RESIDENCE SINGLE FAMILY	2	532,553
NEW SINGLE FAMILY GARAGE	1	19,000
OTHER NON RESIDENTIAL BUILDING	2	10,000
PLUMBING PERMITS	3	0
SWIMMING POOL/SPA	2	82,400
RETAINING WALLS	1	5,000
REMODEL-MINIMUM FEE (RES)	2	26,275
TENTS OVER 900'	2	0
TOTALS	56	885,469

PERMITS BY AREA

DESCRIPTION	# OF PERMITS	ESTIMATED VALUE
GREENWAY DISTRICT	7	500
CHAPEL DISTRICT	3	31,275
BATTLETOWN DISTRICT	10	0
LONGMARSH DISTRICT	12	0
BERRYVILLE DISTRICT	14	0
BOYCE DISTRICT	8	169,429
TOTALS	54	201,204

INSPECTIONS BY TYPE

PERMIT TYPE	# OF INSPECTIONS	RES	COMM
BUILDING PERMIT	63	63	0
ELECTRICAL PERMIT	28	28	0
GAS PERMIT	3	3	0
MECHANICAL PERMIT	17	17	0
PLUMBING PERMIT	12	12	0
TOTALS	123	123	0

Building Dept. - Clarke County
New Single Family Dwellings 2014

	Battletown	Berryville	Boyce	Chapel	Greenway	Longmarsh	TOTAL	COMMENTS				
January	0	0	1	1	0	1	3					
February	0	0	0	2	1	1	4	1 in LM is Mobile Home				
March	1	0	0	1	2	0	4					
April	1	2	0	0	0	0	3					
May	1	0	0	1	0	0	2					
June	0	0	0	0	1	2	3	1 in LM replaces Dwelling that burned down				
July	0	3	0	0	1	0	4					
August	1	5	0	2	0	0	8					
September	1	0	1	0	0	0	2					
October							0					
November							0					
December							0					
TOTAL	5	10	2	7	5	4	33					

DAY	DATE	HOURS IN FIELD	HOURS IN OFFICE	TOTAL HOURS	BLDG INSP	ELEC INSP	GAS INSP	MECH INSP	PLBG INSP	MISC INSP	TOTAL INSP	START MILEAGE	END MILEAGE	TOTAL MILES DRIVEN	FUEL	COMMENTS
Monday	9/1/2014	holiday		0							0	0	0	0		
Tuesday	9/2/2014	off		0							0	0	0	0		
Wednesday	9/3/2014	7.5	2	9.5	7	3		1	1		12	0	0	0		
Thursday	9/4/2014			0							0	0	0	0		
Friday	9/5/2014	6	1	7	6				1		7	0	0	0		
Saturday	9/6/2014			0							0	0	0	0		
Sunday	9/7/2014			0							0	0	0	0		
Monday	9/8/2014	7	2	9	5	2	2	1			10	0	0	0		
Tuesday	9/9/2014	5	3	8	2	1					3	0	0	0		
Wednesday	9/10/2014	6	3	9	1	1		2	1		5	0	0	0		
Thursday	9/11/2014	2	6	8	1						1	0	0	0		
Friday	9/12/2014	7	1.5	8.5	6	4	2			1	13	0	0	0		
Saturday	9/13/2014			0							0	0	0	0		
Sunday	9/14/2014			0							0	0	0	0		
Monday	9/15/2014	6	3	9	4	2	1				7	0	0	0		
Tuesday	9/16/2014	5	4	9	1		1		1		3	0	0	0		
Wednesday	9/17/2014	6	1	7	2	2		1	1		6	0	0	0		
Thursday	9/18/2014	5	4	9	3	1					4	0	0	0		
Friday	9/19/2014	6	2.5	8.5	2						2	0	0	0		
Saturday	9/20/2014			0							0	0	0	0		
Sunday	9/21/2014			0							0	0	0	0		
Monday	9/22/2014	6	3	9	3	1		1	2		7	0	0	0		
Tuesday	9/23/2014	9 class		9							0	0	0	0		
Wednesday	9/24/2014	8.5 class		8.5							0	0	0	0		
Thursday	9/25/2014	9.5 class		9.5							0	0	0	0		
Friday	9/26/2014	5	4	9	2						2	0	0	0		
Saturday	9/27/2014			0							0	0	0	0		
Sunday	9/28/2014			0							0	0	0	0		
Monday	9/29/2014	6	3	9	5	1		1			7	0	0	0		
Tuesday	9/30/2014	6	3	9	1	4			2		7	0	0	0		
TOTALS		118.5	46	164.5	51	22	6	7	9	1	96		0	0	0	

CLARKE COUNTY CIRCUIT COURT
 MONTH END DEEDS OF PARTITION AND CONVEYANCE
 LOCAL TAXATION DEPARTMENT
 COUNTY
 FOR SEPTEMBER, 2014

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
09/02/14	14-1316	LACEY, PETER & MARGARET	N LACEY, PETER & MARGARET 15436 LORD FAIRFAX HWY WHITE POST, VA. 22663	N .00	DG	100%
		RECORDED TIME: 01:55				
		DESCRIPTION 1: GREENWAY DISTRICT, LOT 7, 8.0 ACRES	GUN BARREL LANE ESTATES			
		DATE OF DEED : 09/02/14 BOOK: 580 PAGE: 318 MAP: 28-3-7		PIN:		
		NUMBER PAGES : 0				
09/02/14	14-1321	HARGROVE, JAMES A & DOROTHY E	N HILL, STUART J & DEBORAH A 333 HOLLY LANE BLUEMONT, VA. 20135	N 15,000.00	DBS	100%
		RECORDED TIME: 03:33				
		DESCRIPTION 1: LOTS 21 & 22, BLK 2M, BATTLETOWN DIST				
		DATE OF DEED : 08/28/14 BOOK: 580 PAGE: 324 MAP: 17A4-29-2M21&22		PIN: 8,000 VAC		
		NUMBER PAGES : 0		732,500		
09/02/14	14-1315	DELPH, ROY L	N NATIONAL RESIDENTIAL NOMINEE S N 53 HAMPTON LANE BERRYVILLE, VA. 22611	N 837,600.00	DBS	100%
		RECORDED TIME: 11:20				
		DESCRIPTION 1: BATTLETOWN DISTRICT, LOT 1, CONT. 3.0000 ACRE S, MORE OR LESS		PIN: 837,600 w/Imp		
		DATE OF DEED : 07/11/14 BOOK: 580 PAGE: 315 MAP: 14-A-66A				
		NUMBER PAGES : 0				
09/03/14	14-1328	EASTON, WILLIAM B & JANNIE M H	N VINOCOUR, BENJAMIN E; TR 1800 WASHINGTON, DC. 20007	N 255,000.00	DBS	100%
		RECORDED TIME: 02:07				
		DESCRIPTION 1: 1/3 INT. IN COUNTY CLARKE, LOT 2 CONT. 15.033 ACRES MORE OR LESS		PIN: 185,200 w/imp		
		DATE OF DEED : 00/00/00 BOOK: 580 PAGE: 361 MAP:				
		NUMBER PAGES : 0				
09/03/14	14-1333	DOUGLAS-SOUTHERS, PAMALLA ERIC	N TANCREDI, ANTHONY PATRICK 6719 HOWELLSVILLE RD FRONT ROYAL, VA. 22630	N 190,000.00	DBS	100%
		RECORDED TIME: 02:50				
		DESCRIPTION 1: LOT 16, SHEN. FARMS, SECT. A	GREENWAY DIST	PIN: 210,000 w/Imp		
		DATE OF DEED : 08/29/14 BOOK: 580 PAGE: 386 MAP: 37A2-1-16				
		NUMBER PAGES : 0				
09/03/14	14-1324	JACOB, JOHN J; JR	N JACOB, JOHN J; JR N/A	N .00	DE	100%
		RECORDED TIME: 09:58				
		DESCRIPTION 1: DEED OF EASEMENT, CHAPEL DISTRICT				
		DATE OF DEED : 09/03/14 BOOK: 580 PAGE: 353 MAP:		PIN:		
		NUMBER PAGES : 0				
09/04/14	14-1344	BANKS, SANDRA B	N HERRERA, JOSE A 10613 HARRY BYRD HIGHWAY BERRYVILLE, VA. 22611	N 237,000.00	DBS	100%
		RECORDED TIME: 03:00				
		DESCRIPTION 1: LONGMARSH DISTRICT, LOT 11		PIN: 266,500 w/Imp		
		DATE OF DEED : 08/08/14 BOOK: 580 PAGE: 438 MAP: 7B-3-11				
		NUMBER PAGES : 0				
09/04/14	14-1341	MCINTOSH, WILLIAM & ANNE	N MCINTOSH FAMILY JOINT TRUST P O BOX 294 MILLWOOD, VA. 22646	N .00	DBS	100%
		RECORDED TIME: 12:30				
		DESCRIPTION 1: GREENWAY DISTRICT, 60.0 ACRES		PIN:		
		DATE OF DEED : 09/03/14 BOOK: 580 PAGE: 432 MAP: 38-A-19				
		NUMBER PAGES : 0				

COUNTY OF CLARKE CIRCUIT COURT
 MONTH END DEEDS OF PARTITION AND CONVEYANCE
 LOCAL TAXATION DEPARTMENT
 COUNTY
 FOR SEPTEMBER, 2014

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
09/08/14	14-1357	COMMUNITY OF CISTERCIANS OF ST Y	COMMONWEALTH OF VIRGINIA	Y	.00 DE	100%
		RECORDED TIME: 12:40	N/A			
		DESCRIPTION 1: AMENDED AND RESTATED DEED OF CONSERVATION EASEMENT				
		DATE OF DEED : 00/00/00 BOOK: 580 PAGE: 542 MAP: 26-A-53,54			PIN:	
		NUMBER PAGES : 0				
09/09/14	14-1370	PETT, KEVION R & CHANG	N DYNES, RICHARD C & MICHELE R N 125 CHESTNUT COOMBE LANE PARIS, VA. 20130	510,000.00	DBS	100%
✓		RECORDED TIME: 02:00				
		DESCRIPTION 1: CHAPEL DISTRICT				
		DATE OF DEED : 09/08/14 BOOK: 580 PAGE: 675 MAP: 24-1-16			PIN: 187,600 VOLC	
		NUMBER PAGES : 0				
09/09/14	4135	BENNIE, MARY BRIGID	N/A	.00	PROBATE	00%
✓		RECORDED TIME: 11:15	N/A			
		DESCRIPTION 1: TRACT A ON RT 7 LONGMARSH DIST 19.54 ACRES				
		DATE OF DEED : 09/09/14 BOOK: 95 PAGE: 128 MAP: 7-A-22			PIN:	
		NUMBER PAGES : 0				
09/12/14	14-1391	LEAR, CHARLES BLAIR & ANNE MAR N	SAINT, MERRILYN C & CROSBIE E N P O BOX 85 MIDDLEBURG, VA. 20118	290,000.00	DBS	100%
✓		RECORDED TIME: 01:26				
		DESCRIPTION 1: PARCEL IN WHITE POST GREENWAY DIST				
		DATE OF DEED : 09/10/14 BOOK: 580 PAGE: 812 MAP: 28A-A-58			PIN: WR/S 309,400 w/Imp	
		NUMBER PAGES : 0				
09/12/14	14-1385	LAUGHLIN, ELWYN J & SHIRLEY A N	SHENANDOAH RETREAT LAND CORP N 256 HEMLOCK LN BLUEMONT VA20135, . BATTLETOWN DIST	.00	DG	100%
✓		RECORDED TIME: 10:30				
		DESCRIPTION 1: LOT 12, BLK 2A, UNIT 1 - SHEN.RET				
		DATE OF DEED : 09/03/14 BOOK: 580 PAGE: 770 MAP: 17A2-18-12			PIN:	
		NUMBER PAGES : 0				
09/12/14	14-1387	FINCH, STACY ELAINE,TR	N F J INDUSTRIAL LLC N 135 MUSKE DR WINCHESTER, VA. 22602	325,000.00	DBS	100%
✓		RECORDED TIME: 12:10				
		DESCRIPTION 1: LOT 7 - 46.8691 ACRES CHAPEL DIST				
		DATE OF DEED : 09/11/14 BOOK: 580 PAGE: 789 MAP: 12-A-33(PORTION)			PIN: Land split	
		NUMBER PAGES : 0				
09/15/14	14-1395	PITTALUGA, JUAN, ET UX	N DAVIS, LAURIE B, ET VIR N 2431 SPRINGSBURY ROAD BERRYVILLE, VA. 22611	975,000.00	DBS	100%
✓		RECORDED TIME: 01:00				
		DESCRIPTION 1: CHAPEL DISTRICT, TOWN OF BERRYVILLE				
		DATE OF DEED : 09/11/14 BOOK: 580 PAGE: MAP: 23-A-34			PIN: 1,181,700 w/Imp	
		NUMBER PAGES : 0				
09/15/14	14-1404	FARLOW, ROBERT V & DEBORAH	N CANTERBURY, TODD W & JANE M DI N 500 CHESTNUT COOMBE LN PARIS, VA. 20130	625,000.00	DBS	100%
✓		RECORDED TIME: 01:12				
		DESCRIPTION 1: 58.651 ACRES IN CHAPEL DIST WR/S				
		DATE OF DEED : 00/00/00 BOOK: 580 PAGE: 869 MAP: 40-A-18			PIN: 812,500 w/Imp	
		NUMBER PAGES : 0				

COUNTY OF CLARKE CIRCUIT COURT
 MONTH END DEEDS OF PARTITION AND CONVEYANCE
 LOCAL TAXATION DEPARTMENT
 COUNTY
 FOR SEPTEMBER, 2014

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
✓	9/17/14 14-1411	RICHARD R RUNYON FAMILY TRUST RECORDED TIME: 12:10 DESCRIPTION 1: CHAPEL DISTRICT, LOT 6, 39.2790 AC DATE OF DEED : 09/11/14 BOOK: 580 PAGE: 925 MAP: 12-A-33 NUMBER PAGES : 0	N DUNCAN, W LAWRENCE P O BOX 2720 WINCHESTER, VA. 22604	N 307,500.00	DBS	100%
						<i>Land split</i> <i>1,306,900 w/Imp</i>
✓	9/17/14 WF	PRICE, HARRY W RECORDED TIME: 15:53 DESCRIPTION 1: PROERTY WR/S: LOT ON TREADWELL ST DATE OF DEED : 09/17/14 BOOK: 95 PAGE: 142 MAP: 14-A1-15-1 NUMBER PAGES : 0	N/A N/A TOWN OF BERRYVILLE	.00	PROBATE	00%
✓	9/18/14 4137	MADDOX, JAMES R RECORDED TIME: 11:22 DESCRIPTION 1: COPY OF WILL FROM FAIRFAX CIRCUIT COURT DATE OF DEED : 09/18/14 BOOK: 95 PAGE: 153 MAP: 17-A1-2-73 NUMBER PAGES : 12	N/A N/A LOT 73,BL 1A,SEC 1-SHEN.RET BATTLETOWN DIST	.00	COPY	00%
✓	9/19/14 14-1424	A C ECHOLS, JR RECORDED TIME: 01:40 DESCRIPTION 1: TOWN OF BERRYVILLE DATE OF DEED : 06/15/01 BOOK: 580 PAGE: 988 MAP: 14A7-15-4 NUMBER PAGES : 0 <i>9-19-14</i>	N KRASINSKI, LAWRENCE M , ETUX 150 CLAYTON AVE ERIE, PA. 1650	N 85,000.00	DBS	100%
						<i>72,000 VAC</i>
✓	9/19/14 4138	MCCLAUGHRY, RACHEL ELIZABETH RECORDED TIME: 09:51 DESCRIPTION 1: LOT 16, SEC B, ROCKCROFT SUBD DATE OF DEED : 09/19/14 BOOK: 95 PAGE: 167 MAP: 14A2-2-16 NUMBER PAGES : 0	N/A N/A TOWN OF BERRYVILLE	.00	PROBATE	00%
✓	9/19/14 14-1421	BELLRINGER FARM LLC RECORDED TIME: 11:52 DESCRIPTION 1: LONGMARSH DISTRICT DATE OF DEED : 00/00/00 BOOK: 580 PAGE: 971 MAP: 13-A-13 NUMBER PAGES : 0	N RAPPAHANNOCK ELECTRIC CO-OP N/A	.00	DE	100%
✓	9/19/14 14-1422	RIGGLEMAN, MICHAEL & TIERSA RECORDED TIME: 11:54 DESCRIPTION 1: TOWN OF BOYCE DATE OF DEED : 00/00/00 BOOK: 580 PAGE: 974 MAP: 21A2-A-5, 21-4-1 NUMBER PAGES : 0	N RAPP ELE CO-OP N/A	.00	DE	100%
						<i>475,000</i>
✓	9/22/14 14-1428	PARKE, WILLIAM HOLT RECORDED TIME: 01:28 DESCRIPTION 1: 5.083 ACRES DATE OF DEED : 00/00/00 BOOK: 581 PAGE: 9 MAP: 39-1-G NUMBER PAGES : 0	N WILSON, FRANKLIN M & NANCY J 302 SOLITUDE LN BOYCE, VA. 22620 GREENWAY DIST WR/S	N -508,500.00	DBS	100%
						<i>508,500 w/Imp</i>

COUNTY OF CLARKE CIRCUIT COURT
 MONTH END DEEDS OF PARTITION AND CONVEYANCE
 LOCAL TAXATION DEPARTMENT
 COUNTY
 FOR SEPTEMBER, 2014

CORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
✓	14-1432	WEATHERFORD, CLAUDINE TR OF RE N	MARCY, MATTHEW A 17644 RAVEN ROCKS RD BLUEMONT, VA. 20135 BATTLETOWN DIST	N 10,000.00	DBS	100%
						PIN: 260,000 w/Imp
						<i>Part Loudoun & Clarke</i>
✓	14-1438	WILKINSON, CHARLES, ETUX	N ROBOTSON, SHEILA 398 EVERGREEN LANE BLUEMONT, VA. 2013	N 72,500.00	DBS	100%
						PIN: 148,500 w/Imp
						<i>SLOTS</i>
✓	14-1439	MACKAY-SMITH, MATTHEW P	N STAELIN, JOHN R & ELIZABETH L N P O BOX 315 MILLWOOD, VA. 22646	N 35,000.00	DBS	100%
						PIN: 60,000. vac
✓	4139	EVANS, RICHARD HAYES, DECEASED	N/A N/A CHAPEL DISTRICT	.00	COPY	00%
						D/B 66 PG 242
✓	14-1441	ELSEA, DONNIE L & BILLIE J	N ELSEA, DONNIE L & BILLIE J, ET A N 778 WRIGHTS MILL ROAD BERRYVILLE, VA. 22611	.00	DG	100%
						PIN:
✓	14-1453	FANNIE MAE	Y DRESSLER, CHRISTOPHER & KRISTE N 132 PINECREST LANE BLUEMONT, VA. 20135	179,900.00	DBS	100%
						PIN: 228,200 228,200 w/imp
						<i>17-A1-341</i>
✓	14-1457	BOYD, BERNARD R & SHELVEY	N BOYD, BERNARD R 280 BRIGGS ROAD BERRYVILLE, VA. 22611	.00	DG	100%
						PIN: 310,000
✓	14-1459	CAIN, LUTHER T, JR	N TOWNSEND, DONALD P, SR & BETTY N 171 TRIPLE J RD BERRYVILLE, VA. 22611	315,000.00	DBS	100%
						WR/S PIN: 315,000 w/Imp.



OCTOBER 2014

Clarke County Office
 101 Chalmers Court, Suite B
 Berryville, Virginia 22611
 540/955-5164 Fax: 540/955-5166
kailamh@vt.edu
<http://offices.ext.vt.edu/clarke>
<http://www.tinyurl.com/clarkecountyva4h>



Kaila Anglin,
 Extension Agent,
 4-H Youth Development

Dear 4-Hers, Leaders, Volunteers, and Parents,

Fall is the time for packing up those summer clothes, pulling out the sweaters, scarves and heavy jackets. It's about selecting the colorful gourds, beautiful mums and the perfect carving pumpkins, playing in fall leaves, and indulging in everything pumpkin, spice flavored!

Fall is a transitional season, moving from the heat of the summer into the cool, briskness of winter. Fall is also the transitional time of the ending of a 4-H year and the beginning of a new 4-H year. It's a time where we take stock of what we have and plan for what is ahead. We have some stellar opportunities planned for the upcoming 4-H year and I challenge you to get involved, take on a new challenge, and help spark the interest of youth around you in the planned programs 4-H has to offer this upcoming year!

Just as I have challenged the youth to become more involved in the new 4-H year, I also strongly encourage and invite all adult volunteer leaders to begin the new 4-H year by participating in the Clarke County 4-H Volunteer Leaders' Association (VLA). The VLA only meets six times per year (bi-monthly), on the second Thursday of the odd numbered months! **The next meeting will be held November 13th at 7:00p.m. at Berryville Baptist Church.** This organization is composed of volunteer 4-H leaders and parents who work together to improve and enhance opportunities available to 4-H members. The Clarke County 4-H VLA directly supports the 4-H youth and its educational programs. Educational programs include 4-H camp scholarship assistance, regional, state and national educational competitions, higher education scholarships, monthly 4-H club meetings, community service projects and numerous special interest workshops, livestock clinics and achievement recognition programs.

Lastly, in a few short weeks, the Clarke County 4-H Program will gather together and celebrate the accomplishments and successes that our 4-H members, volunteer leaders, and parents have made in 2014. Mark your calendars and make sure not to miss the **Annual Achievement Banquet** on **Saturday, November 15th** at the Clarke County Fairgrounds Ruritan Building!

Happy National 4-H Week!



www.ext.vt.edu

If you are a person with a disability and desire assistance or accommodation, please notify the Clarke County Extension Office at (540) 955- 5164 during business hours of 8:30 a.m. and 5 p.m.

Virginia Cooperative Extension programs and employment are open to all, regardless of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, genetic information, marital, family, or veteran status, or any other basis protected by law. An equal opportunity/affirmative action employer. Issued in furtherance of Cooperative Extension work, Virginia Polytechnic Institute and State University, Virginia State University, and the U.S. Department of Agriculture cooperating. Edwin J. Jones, Director, Virginia Cooperative Extension, Virginia Tech, Blacksburg; Jewel E. Hairston, Administrator, 1890 Extension Program, Virginia State, Petersburg.



Inside this issue:	
Fair Results	2-5
Club Reports and 4-H'ers in the Spotlight	6
Upcoming Dates	7
National 4-H Week Events	8
Calendar of Events	9
Check the DATES!!	

2014 Clarke County Fair Results...

SPECIAL YOUTH EXHIBITOR AWARDS

MOST EXHIBIT POINT AWARD

- 1st – *Mackenzie Cather*
- 2nd – *Nicholas Cather*
- 3rd – *Matthew Cather*

MOST EXHIBITS AWARD

- 1st – *Mackenzie Cather*
- 2nd – *Nicholas Cather*
- 3rd – *Tommy Garrison*

SWEEPSTAKES AWARD

Boy – *Nicholas Cather* Girl – *Mackenzie Cather*

BLAKE T. CAIN HELPERS AWARD

Boy – *Jordan Kelly* Girl – *Helena St. Clair*

ALICE AND EUSTACE JACKSON MEMORIAL AWARD – *Stephanie Miller*

BEEF SHOW

SHOWMANSHIP

- Champion Senior Showman** – *Catie Hope*
- Reserve Champion Senior Showman** – *John Thomas Heyl*
- Champion Intermediate Showman** – *Mikayla St. Clair*
- Reserve Champion Intermediate Showman** – *Ryleigh Travers*
- Champion Novice Showman** – *Colten Dillon*
- Reserve Champion Novice Showman** – *Jordan Kelly*

JUNIOR MARKET BEEF STEER SHOW

- Grand Champion Market Steer** – *Lexi Henderson*
- Reserve Grand Champion Market Steer** – *John Thomas Heyl*
- Champion Angus** – *Mark Alexander*
- Reserve Champion Angus** – *Mark Alexander*
- Champion Maine-Anjou** – *Lexi Henderson*
- Champion British Cross** – *Huntley Dillon*
- Reserve Champion British Cross** – *Colten Dillon*
- Champion Continental Cross** – *Ryleigh Travers*
- Reserve Champion Continental Cross** – *John Thomas Heyl*
- Champion Hereford** – *John Thomas Heyl*
- Reserve Champion Hereford** – *Mallory Unger*

OPEN & JUNIOR BEEF SHOW

- Supreme Champion Bull** – *Morgan Alexander*
- Supreme Champion Female** – *John Thomas Heyl*
- Grand Champion Heifer** – *John Thomas Heyl*
- Reserve Grand Champion Heifer** – *Catie Hope*
- Champion Angus Bull** – *Morgan Alexander*
- Overall Champion Cow/Calf** – *Mikayla St. Clair*
- Champion Angus Cow/Calf** – *Mikayla St. Clair*
- Champion Angus Heifer** – *Catie Hope*
- Reserve Champion Angus Heifer** – *Mark Alexander*
- Champion British Cross Heifer** – *Jordan Kelly*
- Reserve Champion British Cross Heifer** – *Brady Childs*
- Champion Continental Cross Heifer** – *Ty Unger*
- Reserve Champion Continental Cross Heifer** – *Ryleigh Travers*
- Champion Hereford Heifer** – *John Thomas Heyl*
- Champion Maine-Tainer Heifer** – *Lexi Henderson*
- Champion Feeder Steer** – *Mikayla St. Clair*
- Reserve Champion Feeder Steer** – *Mikayla St. Clair*

Awards

- CHAMPION ANGUS MARKET STEER AWARD** – *Mark Alexander*
- GRAND CHAMPION MARKET STEER AWARD** – *Lexi Henderson*
- RESERVE GRAND CHAMPION JUNIOR SHOW STEER AWARD** – *John Thomas Heyl*
- JUNIOR BEEF HERDSMAN AWARD** – *Jordan Childs*
- A. CATHERINE MCINTIRE MEMORIAL CHAMPION JUNIOR SHOW REGISTERED ANGUS HEIFER AWARD** – *Catie Hope*
- RESERVE CHAMPION JUNIOR SHOW REGISTERED ANGUS HEIFER AWARD** – *Mark Alexander*
- JAMES H. MORRIS MEMORIAL SENIOR BEEF SHOWMANSHIP AWARD** – *Catie Hope*
- HOFF MEMORIAL AWARD** – *John Thomas Heyl*
- VIRGINIA CLUB PRODUCERS AWARD** – *Lexi Henderson*



continued...

DAIRY SHOW

SHOWMANSHIP

Champion Senior Showman – Taylor Owens
Champion Intermediate Showman – Raegan Owens
Champion Junior Showman – Regan Jackson
Champion Novice Showman – Ellie Vincent
Overall Champion Showman – Regan Jackson
Overall Reserve Champion Showman – Taylor Owens

OPEN AND JUNIOR DAIRY SHOW

Champion Brown Swiss – Emma Jo Donnelly
Champion Jersey – Regan Jackson
Champion Holstein – Mackenzie Perry
Supreme Junior Champion – Regan Jackson (jersey)

JOHN O. HARDESTY MEMORIAL JUNIOR DAIRY EXHIBITOR AWARD – Cami Sowers

NANA'S AWARD – Regan Jackson, Raegan Owens

DAIRY HERDSMAN AWARD – Jacob Koon

CHARLES J. WARD MEMORIAL AWARD – Ellie Vincent

MOST IMPROVED AWARD – Brooke Northcraft

THE UNSUNG HERO AWARD – Mackenzie Perry

GOT MILK AWARD – Shannon Mulvaney

BEST ALL AROUND 4-HER FOR THE WEEK – Taylor Owens

BEST YOUNG SHOWMAN – Sarah Beth Carter

BEST HEIFER SIGN – Michaela Owens

DEDICATED TO DAIRY AWARD – Kathleen Pine



GOAT SHOW

SHOWMANSHIP

Champion Senior Showman – Mallory Unger
Reserve Champion Senior Showman – John Tiedemann
Champion Intermediate Showman – Amber Huff
Reserve Champion Intermediate Showman – Ryleigh Travers
Champion Junior Showman – Abby Salvador
Reserve Champion Junior Showman – Brooke Bell
Champion Novice Showman – Zephir Leary
Reserve Champion Novice Showman – Karly Bell

MARKET GOAT SHOW

Champion Bred & Owned Market Goat – Johnny Fens
Reserve Champion Bred & Owned Market Goat – Johnny Fens
Champion Market Goat – Mallory Unger
Reserve Champion Market Goat – Ryleigh Travers
Overall Grand Champion Market Goat – Mallory Unger
Overall Reserve Champion Market Goat – Ryleigh Travers
Champion Commercial Doe – John Tiedemann
Reserve Champion Commercial Doe – Brady Childs
GRAND CHAMPION MARKET GOAT AWARD – Mallory Unger
RESERVE GRAND CHAMPION MARKET GOAT AWARD – Ryleigh Travers
GRAND CHAMPION DOE – John Tiedemann
RESERVE GRAND CHAMPION DOE – Brady Childs
GOAT HERDSMAN AWARD – John Tiedemann



HORSE AND PONY SHOW

WILLIAM L. JENKS PERPETUAL HIGH POINT YOUTH AWARD – Lauren Gibson

SENIOR CHAMPION HIGH POINT AWARD – Elisa Delaney
Reserve – Rachel Wolf

JUNIOR CHAMPION HIGH POINT AWARD – Emma Delaney
Reserve – Olivia Heflin

CLARKE COUNTY RURITAN HORSE FITTING & SHOWING AWARD

Champion Senior – Caitlin Hofmann
Champion Junior – Barbara Fairbanks

TOP DUDE'S CHALLENGE TROPHY – Elisa Delaney

THE 4-H FUN AWARD – Lili Gustafson

BEST KEPT STALL AWARD –

Senior – Page Ferguson

Junior – Brooke Stotler

BEST KEPT TACK AWARD –

Senior – Kelli Violetta

Junior – Emma Delaney

PINKY AWARD – Dana Armstrong

GROOMING AWARD –

Senior – Cynthia Fairbanks

Junior – Barbara Fairbanks

SPORTSMANSHIP AWARD – Caitlin Hofmann

MOST IMPROVED AWARD – Lili Gustafson

PERSEVERANCE AWARD – Dana Armstrong

BIG SISTER/LITTLE SISTER AWARD – Caitlin Hofmann & Lauren Gibson

BEST MATCH (HORSE AND RIDER IN BARN) – Kelli Violetta

TIMEX AWARD – Brittany Cornwell



continued...

POULTRY SHOW

SHOWMANSHIP

Grand Champion Junior Poultry – Tommy Garrison
Reserve Junior Champion Poultry – Dawson Parrot
SENIOR CHAMPION SHOWMANSHIP – Matthew Cather
JUNIOR CHAMPION SHOWMANSHIP – Huntley Dillon
SPANISH OAK FARM JUNIOR FLOCK MANAGEMENT AWARD – Huntley Dillon
CHAMPION YOUTH POULTRY AWARD – Tommy Garrison
POULTRY LOVERS AWARD – Matthew Cather
BIG BROTHER/BIG SISTER MENTOR AWARD – Bayne Gordon



RABBIT SHOW

SHOWMANSHIP

Champion Senior Showmanship – Elisa Delaney
Champion Junior Showmanship – Emma Nelson
Champion Rabbit of the Barn – Mackenzie Cather
Reserve Champion Rabbit of the Barn – Elisa Delaney
SPANISH OAK FARM JUNIOR RABBITRY MANAGEMENT AWARD – Melissa Price
CHAMPION YOUTH RABBIT AWARD – Mackenzie Cather
RABBIT BRED BY EXHIBITOR AWARD – Kevin Ganoe
BIG BROTHER/BIG SISTER MENTOR AWARD – Eve Wilkie



SHEEP SHOW

SHOWMANSHIP

Champion Senior Showman – Jordan Childs
Reserve Champion Senior Showman – Mallory Unge
Champion Intermediate Showman – Maeve Davis
Reserve Champion Intermediate Showman – Mikayla St. Clair
Champion Junior Showman – Abby Salvador
Reserve Champion Junior Showman – Melissa Price
Champion Junior Novice Showman – John Thomas Heyl
Reserve Champion Junior Novice Showman – Mackenzie Cather

MARKET LAMB SHOW

Overall Grand Champion Market Lamb – John Thomas Heyl
Overall Reserve Champion Market Lamb – Catie Hope
Grand Champion Market Lamb – John Thomas Heyl
Reserve Grand Champion Market Lamb – Catie Hope
Grand Champion Bred and Owned Market Lamb – Brady Childs
Reserve Grand Champion Bred and Owned Market Lamb – Hayden Hartsell
GRAND CHAMPION MARKET LAMB AWARD – John Thomas Heyl
RESERVE GRAND CHAMPION MARKET LAMB AWARD – Catie Hope
CHAMPION & RESERVE BRED & OWNED MARKET LAMB AWARD –
Champion – Brady Childs
Reserve – Hayden Hartsell

JUNIOR SHEEP HERDSMAN AWARD – Melissa Denson
HOFF MEMORIAL AWARD – Catie Hope
EDITH CATHER MEMORIAL AWARD – Jordan Childs



SWINE SHOW

SHOWMANSHIP

Champion Senior Showman – Mallory Unger
Reserve Champion Senior Showman – Coby Wiley
Champion Intermediate Showman – Ryleigh Travers
Reserve Champion Intermediate Showman – Maeve Davis
Champion Junior Showman – Luke Brumback
Reserve Champion Junior Showman – Samuel Brumback
Champion Novice Showman – Helena St. Clair
Reserve Champion Novice Showman – Ashley Morris

MARKET HOG SHOW

Champion Market Hog – Maeve Davis
Reserve Champion Market Hog – Mallory Unger
GRAND CHAMPION MARKET HOG – Maeve Davis
RESERVE GRAND CHAMPION MARKET HOG – Mallory Unger
OUTSTANDING YOUTH SWINE AWARD – Tommy Garrison
CHAMPION MARKET HOG AWARD (from Floyd Lofton) – Maeve Davis
JUNIOR SWINE HERDSMAN AWARD – Abby Salvador, Owen Swisher
VIRGINIA PORK INDUSTRY ASSOCIATION AWARD – Maeve Davis
HOFF MEMORIAL AWARD – Mallory Unger
L. FLOYD JENKINS SWINE AWARD – Maeve Davis



continued...



ROUND ROBIN SHOWMANSHIP CONTEST WINNERS

Senior Division

Champion – Catie Hope

Reserve Champion – Coby Wiley

Intermediate Division

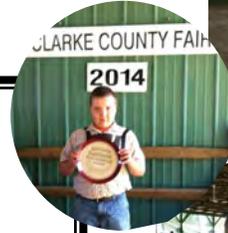
Champion – Ryleigh Travers

Reserve Champion – Mikayla St. Clair

Junior Division

Champion – Luke Brumback

Reserve Champion – Regan Jackson



60th Annual **CLARKE COUNTY FAIR**

LIVESTOCK BOWL WINNERS

Beef

1st place – Ryleigh Travers

2nd place – Mikayla St. Clair

Sheep

1st place – Maeve Juday

2nd place – Mallory Unger

Swine

1st place – Zack Morris

2nd place – Ellie Brumback

Goat

1st place – Coby Wiley

2nd place – Jordan Kelly



Tractor Driving Contest

Junior Division

1st place – Jarrett Wiley

Senior Division

1st place – Mark Alexander

2nd place – John Thomas Heyl

3rd place – Jacob Koon

4th place – Matthew Cather

5th place – Jacob Parrott

Adult Division

1st place – Gary Crim

2nd place – John Crim

3rd place – Ty Unger

4th place – Kenny Unger

5th place – Peter Fens



Congratulations!

We had another great year at the Clarke County Fair and are proud of the accomplishments of all our county youth! We would also like to thank everyone who helped make the 2014 Clarke County Fair a successful week!



Club News...

Clarke- Frederick 4-H Dairy Club- Mackenzie Perry, Secretary

The Dairy Club had a wonderful week at the fair and wish to thank everyone who helped the fair happen. We participated in a fundraiser for the Stiles and Burdette families at the Frederick County Fairgrounds. We painted faces, sold bracelets and played ping pong ball games with the kids. At our meeting we discussed requirements to show including fundraisers. Current fundraisers include Joe Corbi's pizza and working at the bike rest stop. We discussed Club member of the month and how to be recognized as an amazing dairy member. We elected officers and they are: President Taylor Owens, Vice President Hailey Burke, Treasurer Cami Sowers, Secretary Mackenzie Perry, Historian Nicholas Ricker, Pledge Leaders Kathleen Pine and Regan Jackson. We distributed and collected 4H paperwork. The next meeting is October 5th at 6:00.

4-Hers in the Spotlight!

Catie Hope has earned the privilege of being one of five young ladies to compete for the title of Miss American Angus! The competition will take place the first week in November at the American Angus Annual Convention in Kansas City, MO. Best of Luck to you Catie!

Morgan Alexander will be receiving her American Farmer Degree at the National FFA Convention in Louisville, KY. Way to go Morgan!

4-H/NRA Shooting Education Camp

Three members of the Outdoor Adventurers 4-H Club attended this year's 4-H/NRA Shooting Education Camp, June 16-20.

Justin Elrod, Autumn Stevenson and Zackary Morris traveled to Airfield 4-H Center in Wakefield VA to hone their shooting skills. Zackary focused on shot-gunning while Autumn and Justin worked on their archery.



Clarke- Frederick 4-H Dairy Club competes at the Virginia State Fair



The Clarke-Frederick Dairy Club had 8 members participate in the state Junior Dairyman's Contest last Friday, September 26th at

the Virginia State Fair. The contest had over 150 participants. **Regan Jackson** placed 10th high individual in the junior division. Team A consisting of **Regan Jackson, Kathleen Pine, Jordan Kelly** and **Mikayla St. Clair** placed 2nd overall with the first place team only beating them by 1



point! Team B consisted of **Taylor Owens, Mackenzie Perry, Cami Sowers** and **Ellie Vincent**. The youth participating on these teams



had to complete a written test, identify dairy and cattle equipment, identify dairy products, identify grains, feeds, forages, silage, or supplements, judge a class of cows and heifers, and judge a pedigree class. We're proud of each of the team

members who worked hard to study the materials in preparation for this contest! Congratulations to the Junior Dairyman's teams!



Outdoor Adventurers 4-H Club competes at VA State 4-H Shoot

On the weekend of September 12-14, the Outdoor Adventurers Club participated in the Virginia State 4-H Shoot at Holiday Lake 4-H Center in Appomattox, Va. Five members, **Justin Elrod, Hayden Hartsell, Zack Morris, Clay Saffelle** and **Jarrett**



Wiley competed in a over 20 different shooting sports events in 2 days including, 4 position BB gun, 3 position air rifle, 3 position small-bore rifle, archery, trap shooting, silhouettes, air rifle field targets, progressive pistol. These young men made their parents and leaders proud and proved that learning by doing and making the best better are truly what it's all about! Everyone had a great weekend packed full of camping, fishing and best of all shooting sports competitive events! They are certainly looking forward to doing it again in the future!

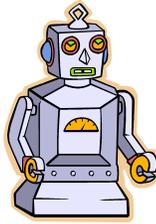


****Reminder:** if your club has an upcoming event or meeting minutes that you would like to have published in the upcoming newsletter, please send to Kaila Anglin at kailamh@vt.edu.

Upcoming Events...

Northern VA 4-H MAKER FESTIVAL

Saturday, October 4th
Loudoun County Fairgrounds
10 am-4 pm



The 4-H maker festival is a day of creativity, engineering and resourcefulness. Learn to make natural dyes, playdough circuits, robots, rockets, t-shirt jewelry, etc. The cost is \$5.00 per participant for those who pre-register and \$7.00 per participant at the door for those who did not pre-register. **All youth participants must be accompanied by a chaperone;** adults chaperoning a youth participant and children under 5 are free. To Register: https://ife.qualtrics.com/formSV_bwSmeJvxweCEtsp



State Fair of Virginia

We would like to remind everyone that the state youth livestock shows will be held at the 2014 State Fair of Virginia in Doswell,

National 4-H Week

Don't forget to show your 4-H spirit during National 4-H Week, **October 5-11!** See the next page for a listing of the events going on during National 4-H week!



Sewing Workshop

"Learn to Make a Pillow", October 11, 2014 at Berryville Presbyterian Church from 9 AM- 3 PM (Lunch will be furnished)! Bring the following supplies: 16" Pillow Form, Yard of Material, Spool of thread to match your material, pack of sewing needles, straight pins, scissors (The supplies can be purchased at Joanne Fabrics, Wal Mart, etc). **Limited to 10 participants-first come, first served in terms of response.** To sign-up: Contact Teri Gordon at tgordon1@vt.edu or call 540-955-5164.

Gifts in a Jar Workshop

SAVE THE DATE: October 20, 2014 from 9 AM- 3 PM at Enders Firehall in Berryville! Join Clarke County 4-H staff to sample some finished mixes and make some jars to take along for holiday gifts! **Limited to 15 participants-first come, first served in terms of response.** Registration fees have yet to be determined, but likely to cost \$15-20 per participant. To sign-up, call the Extension Office at 540-955-5164 or email tgordon1@vt.edu.

****Educational Fair Qualifier for 2015 Clarke County Fair****

Leader Kick-off Training

Leader training will be held on **October 22nd**, 6:30 p.m. at Berryville Baptist Church. This is a **mandatory** training for all organizational leaders and project leaders. We will be covering important topics such as monthly duties of leaders, state and national programs, chartering, 4-H policies, and 4-H All-Stars. We will also have time at the end for all leaders to share what has worked well and not worked well for them in the past. Please be ready to share this information with others. This will be a great opportunity for you to gather new ideas, and meet fellow leaders!



Club Officer Training

If you are a club officer for the new 2014-2015 4-H year, mark your calendars for **Wednesday, November 5th**! Learn how to become a successful club officer at the Annual Club Officer training at Berryville Baptist Church at 6:30 p.m. All club officers must attend, and other club members are encouraged to come as well!

Achievement Night

Achievement Night will be held on **November 15th** at 6:00 p.m. at the Clarke County Fairgrounds Ruritan Building. *LOTS* of awards will be given out, and *MANY* 4-Hers will be recognized! There will be great food, great fun, and great awards—come see what all the **excitement** is about!!



Club Assignments are as follows:

Set-up: Animals R Us, Lucky Leaf

Decorating: Light Horse and Pony, Equine Enthusiasts

Serving: Outdoor Adventures, Paws and Claws

Clean-up: Hout- Livestock, Clarke- Frederick Dairy

The Leaders' Association will be providing the chicken, ham, rolls, and drinks! So please remember, each family is to bring a side dish and dessert to share with everyone; ***please make sure that your dishes are able to feed at least 8 people!***

National 4-H Week Events



For more information or to volunteer for these events, please call the Extension Office at (540) 955-5164!



Historic Clermont Farm Day

Saturday, October 11th
Clermont Farm, 10a.m. – 4p.m.

Enjoy various Clarke County 4-H displays, activities, games and animal exhibits and help celebrate Clarke County's rich agricultural and historical heritage!

Clarke County Extension will also have a booth with canning information, water and soil testing information, etc.

FREE– complimentary admission passes to the 4-Her's, parents and volunteers that are participating in the exhibits!

National Paper Clover Campaign Continues Support of Clarke County 4-H Youth

The fall 2014 4-H Paper Clover Campaign will take place **October 8-19, 2014**. Shoppers at the Winchester TSC store will have the opportunity to support 4-H in Clarke County by choosing to purchase paper clovers for a \$1 or more at checkout. All funds raised will be donated to 4-H, and will support 4-H youth development program activities in Clarke County. Clubs are encouraged to set-up educational displays to spread awareness about the National 4-H Program helping to promote the in-store fundraiser; **if your club is interested in hosting a display, please contact the Extension Office by Tuesday, October 7th!**



4-H Volunteer Appreciation Dessert Reception

Tuesday, October 7th
Barns of Rose Hill, 6:30-8:00p.m.

Join us as we celebrate National 4-H week! We look forward to honoring our 4-H volunteers for all that they do for the Clarke County 4-H Program.

4-H Spirit Day

Thursday, October 9th

Show your 4-H Spirit and wear any 4-H t-shirt or sweatshirt to school!

Other ways to promote 4-H:

- Invite a friend to a 4-H club meeting
- Share your 4-H story with someone who might not know about 4-H
- Distribute sticks or packs of gum with notes attached that say: "I'm STUCK on 4-H!"
- Send "Happy 4-H Week!" text messages to your 4-H friends or replace your voicemail with "Happy 4-H Week!"
- Change your Facebook profile picture with you wearing a 4-H t-shirt
- Make "Thank You" posters for windows of local business that support 4-H
- Invite 4-H alumni to guest speak at your club meeting about their 4-H experiences
- Write thank you notes for your club leaders, volunteers, extension staff, etc.

Are you or your club doing something outstanding to help promote 4-H?

If you have a great story about how you showed your 4-H spirit, send a letter or an e-mail into the Extension Office. We will share your enthusiasm in the next newsletter and on the Clarke County 4-H Facebook page!

2014

4-H Event Calendar

All Registration forms are available on the Clarke County 4-H

Website: <http://www.tinyurl.com/clarkecountyva4h>

please note that an asterisk() indicates educational fair qualifiers*

Sept. 26– Oct. 5	State Fair of Virginia; The Meadow Event Park, Doswell, VA
October 1	NEW 4-H YEAR BEGINS!
October 4	*Maker Festival, 10 AM-4 PM at Loudoun Co Fairgrounds (<i>Educational Qualifier</i>)
October 5-11	NATIONAL 4-H WEEK 
October 7	4-H Volunteer Dessert Reception, 6:30-8:00PM at Barns of Rose Hill
October 8-19	National Paper Clover Campaign, Winchester Tractor Supply Store
October 11	*Sewing Workshop, 9AM– 3PM at Berryville Presbyterian Church (<i>Educational Qualifier</i>)
October 11	*Clermont Farm Day, 10AM-4PM at Clermont Farm (<i>Educational Qualifier for new 4-H year</i>)
October 15	Achievement Banquet Award Nominations Due to Extension Office (forms & info were sent in Sept to Leaders/Clubs)
October 15	All-Star Nomination Forms due to Extension Office
October 20	*Gifts in a Jar Workshop, 9AM– 3PM at Enders Firehall (<i>Educational Qualifier</i>)
October 22	Leaders Training, 6:30-8:00 PM at Berryville Baptist Church
November 5	Club Officer Training, 6:30-8:00PM, Berryville Baptist Church
November 13	4-H Volunteer Leaders' Association Meeting. 7PM at Berryville Baptist Church
November 15	4-H Achievement Banquet, 6PM at Clarke County Ruritan Building
November 19- 20	*National 4-H Poultry Conference, Louisville KY (<i>Educational Qualifier</i>)
November 27- 28	Extension Office Closed for Thanksgiving Holiday
November 28- Dec. 2	*National 4-H Congress, Atlanta GA (<i>Educational Qualifier</i>)
December 6	Clarke County Christmas Parade
December 6	Beef Weigh-In, 7-9AM at Clarke County Fairgrounds
Looking	Ahead to 2015 (more info to come in few months)
February 6	*Presentation/Public Speaking/Fashion Revue County Contests (<i>Educational Qualifier</i>)
February 17	*State Capitol Day (<i>Educational Qualifier</i>)
February 28	4-H Leaders' Association Dinner & Auction (<i>VLA Fair Qualifier</i>)
March 6	*Share-the-Fun County Contest (<i>Educational Qualifier</i>)
March 7	*State Dairy Bowl (<i>Educational Qualifier</i>)
April 25	*Northern District Contests (<i>Educational Qualifier</i>)
June 15-18	*State 4-H Congress (<i>Educational Qualifier</i>)
July 5-9	*Clarke/Warren 4-H Summer Camp (<i>Educational Qualifier</i>)