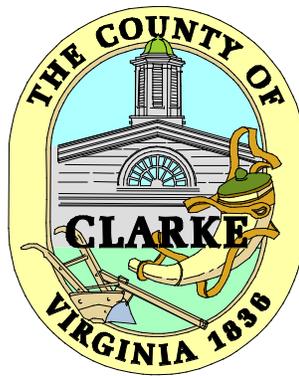


# Clarke County Board of Supervisors



## Special Meeting Packet

April 10, 2023



# Clarke County Board of Supervisors Special Meeting Agenda

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

April 10, 2023, 6:30 pm

---

1. Call To Order
2. Adoption Of Agenda
3. Public Hearing PH2023-03: Proposed FY2024 Budget
4. Public Hearing PH2023-04: Proposed CY2023 Tax Rates
5. Adjournment

---

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 1

4/5/2023 8:59 AM

**PUBLIC HEARING NOTICE (PH 2023-03)**  
**Clarke County Proposed Budget**  
**FOR THE FISCAL YEAR COMMENCING JULY 1, 2023 - JUNE 30, 2024**

The Clarke County Board of Supervisors will hold a public hearing on Monday, April 10, 2023 at 6:30 pm, or as soon thereafter as the matter may be heard, in the Berryville Clarke County Government Center, Main Meeting Room, 101 Chalmers Court, 2nd Floor, Berryville, VA, to consider the following matter:

This budget has been prepared on the basis of the estimates and requests submitted to the Board of Supervisors by the several officers and department heads of this County including the Clarke County Public Schools. Any citizen of the County shall have the right to attend said hearing and comment on the budget. Written copies of statements made at public hearings are requested but not required. Information relative to the complete budget is available for public inspection in the Office of the Clarke County Administrator during regular working hours, and at [www.clarkecounty.gov](http://www.clarkecounty.gov).

This budget is prepared and published for informative and fiscal planning purposes only. The inclusion in the budget of any item does not constitute an obligation or commitment on the part of the Board of Supervisors of this County to appropriate any funds for that item.

	FY 22 Original Budget	FY 22 Audited Actual	FY 23 Original Budget	FY 23 Revised Budget	FY 24 Proposed Budget	Variance FY 24 - FY 23 Original
<i>ESTIMATED EXPENDITURE</i>						
Board of Supervisors	56,814	55,710	58,600	58,600	55,950	(2,650)
County Administrator	398,888	395,516	399,585	430,359	398,537	(1,048)
Public Information Services	64,853	66,101	69,055	69,055	68,899	(156)
Legal Services	25,000	69,798	35,000	35,000	35,000	-
Commissioner of Revenue	225,184	241,011	283,267	283,267	288,317	5,050
Treasurer	353,406	365,054	384,092	384,092	398,717	14,625
Data Processing/Information Technology	356,361	331,509	423,818	423,818	417,555	(6,263)
Electoral Board	84,048	71,365	57,797	58,130	84,454	26,657
General Registrar	108,277	119,729	133,890	133,890	194,478	60,588
Circuit Court	19,860	20,052	19,860	19,860	19,270	(590)
General District Court	8,620	8,012	8,620	8,620	8,120	(500)
Magistrate	50	-	-	-	-	-
Blue Ridge Legal Services	1,500	1,500	1,500	1,500	1,500	-
Juvenile & Domestic Court	6,400	5,289	6,400	6,400	6,400	-
Clerk of the Circuit Court	270,338	268,917	291,128	291,333	284,419	(6,709)
Victim Witness Program Grant	72,191	69,578	75,942	75,942	77,696	1,754
Old Dominion Alcohol Safety Action Program	6,930	6,930	6,930	6,930	8,000	1,070
Commonwealth Attorney	425,259	402,074	495,606	495,606	473,646	(21,960)
Sheriff	2,859,691	2,964,059	3,183,752	3,184,886	3,163,468	(20,284)
Criminal Justice Training Center	19,593	19,422	19,593	19,593	21,723	2,130
Drug Task Force	12,500	12,865	12,500	12,500	13,400	900
Volunteer Fire Companies	191,500	121,717	190,980	190,980	182,000	(8,980)
Blue Ridge Volunteer Fire Company	80,450	70,302	105,200	105,200	99,777	(5,423)
Boyce Volunteer Fire Company	120,550	104,024	120,430	120,430	118,344	(2,086)
Enders Volunteer Fire Company	165,800	173,852	165,750	165,750	175,434	9,684
Fire and Rescue Services	1,658,265	1,629,352	1,945,073	1,945,073	1,983,333	38,260
Lord Fairfax Emergency Medical Services	6,575	6,575	6,575	6,575	6,904	329
Forestry Service	2,874	2,873	2,874	2,874	2,874	-
Regional Jail	520,285	509,978	628,535	628,535	541,010	(87,525)
Juvenile Detention Service	36,168	37,700	36,168	36,168	13,146	(23,022)
Probation Office	400	48	400	400	400	-
Building Inspections	251,409	244,478	267,213	267,213	246,745	(20,468)
Animal Shelter	139,852	103,132	121,475	121,475	162,420	40,945
Medical Examiner & Indigent Burial	200	360	200	200	200	-
Refuse Disposal	180,000	183,363	180,000	180,000	194,400	14,400
Convenience Center	72,708	88,691	93,875	93,875	98,446	4,571
Litter Control	4,000	7,981	7,981	11,119	8,000	19
Sanitation	244,000	238,784	244,000	244,000	244,000	-
Maintenance/Buildings & Grounds	859,905	851,509	881,561	881,561	881,830	269
Local Health Department	193,642	192,367	193,642	193,642	225,000	31,358
Our Health	6,500	6,500	6,500	6,500	6,500	-
N Shen Valley Subst Abuse Coalition	15,000	15,000	15,000	15,000	15,000	-
Northwestern Community Services	96,350	96,350	105,985	105,985	111,284	5,299
Concern Hotline	1,500	1,500	1,500	1,500	1,500	-
NW Works	-	-	5,000	5,000	5,000	-
Seniors First	40,000	40,000	40,000	40,000	42,000	2,000
VA Regional Transportation Assoc	19,302	19,302	24,960	24,960	24,960	-
FISH	1,000	1,000	1,000	1,000	2,000	1,000
Access Independence	1,000	1,000	1,500	1,500	2,000	500
Laurel Center	4,000	29,000	4,000	4,000	6,000	2,000
Tax Relief for the Elderly	215,000	192,907	215,000	215,000	215,000	-
Lord Fairfax Community College	17,965	17,965	16,528	16,528	16,921	393
Parks Administration	502,060	506,229	566,099	566,099	533,940	(32,159)
Recreation Center	131,987	135,945	165,688	165,688	165,410	(278)
Swimming Pool	94,032	75,844	105,229	105,275	102,401	(2,828)
Parks Programs	325,392	183,667	339,980	340,057	347,054	7,074
Concession Stand	16,524	16,259	20,051	20,051	22,858	2,807
Barns of Rose Hill	6,750	11,750	9,000	14,000	9,000	-
Virginia Commission for Arts	9,000	9,000	9,000	9,000	9,000	-
Regional Library	279,238	279,238	314,000	314,000	325,989	11,989
Planning Administration	481,021	449,035	495,824	496,039	502,214	6,390
Planning Commission	14,389	10,768	14,398	14,398	14,396	(2)
Berryville Development Authority	900	436	900	900	900	-
Regional Airport	5,000	5,000	5,000	5,000	5,000	-
Habitat for Humanity	2,500	2,500	5,000	5,000	10,000	5,000
Board of Zoning Appeals	3,520	24,519	3,519	3,519	3,519	(0)
Office of Economic Development	158,900	123,129	170,440	170,525	170,440	0
Small Business Development Center	2,000	2,000	2,000	2,000	2,000	-
Blandy Experimental Farm	3,000	3,000	3,500	3,500	3,500	-
Berryville Main Street	3,500	3,500	3,866	3,866	3,500	(366)
Historic Preservation Commission	13,400	41,295	10,900	35,405	11,150	250

	<b>FY 22 Original Budget</b>	<b>FY 22 Audited Actual</b>	<b>FY 23 Original Budget</b>	<b>FY 23 Revised Budget</b>	<b>FY 24 Proposed Budget</b>	<b>Variance FY 24 - FY 23 Original</b>
NSV Regional Planning District Commission	10,694	10,694	10,914	10,914	11,867	953
Water Quality Management	30,000	25,790	30,000	30,000	30,760	760
Friends of the Shenandoah	8,000	8,000	9,000	9,000	10,000	1,000
Board of Septic Appeals	1,566	249	1,569	1,569	1,572	3
Lord Fairfax Soil & Water Conservation	5,000	5,000	7,500	7,500	9,500	2,000
Biosolids Application	1,106	257	1,096	1,096	1,091	(5)
Cooperative Extension	52,134	41,907	54,432	54,432	61,919	7,487
Northern Virginia 4-H Center	2,500	2,500	3,125	3,125	2,000	(1,125)
Non-Departmental Legal/Prof. Contingency	55,000	-	106,000	156,000	35,000	(71,000)
Ambulance Refunds	-	12,049	-	-	-	-
Joint Administrative Services	790,539	750,706	818,126	818,126	867,462	49,336
Social Services	1,715,358	1,558,835	1,778,290	1,802,667	1,908,674	130,384
School Operations	24,165,588	23,978,743	25,390,181	25,740,379	27,415,771	2,025,590
School Food Service	800,996	1,010,358	744,298	744,298	1,565,391	821,093
Children's Services Act	314,556	296,036	330,295	330,295	410,764	80,469
Public Safety Fund	-	49,581	-	-	-	-
Conservation Easement	45,000	822,902	45,000	87,000	90,000	45,000
General Capital Improvements	1,452,700	787,230	3,735,000	5,467,872	3,621,318	(113,682)
School Capital Improvements	616,000	781,920	1,570,325	2,967,754	779,256	(791,069)
General Debt Service	251,700	251,700	251,700	251,700	251,700	-
School Debt Service	2,365,130	2,365,130	2,329,126	2,329,126	2,289,543	(39,583)
Unemployment Compensation	10,000	4,681	10,000	10,000	10,000	-
7% salary, health insurance, salary scale					738,000	738,000
<b>TOTAL ESTIMATED EXPENDITURE</b>	<b>45,268,643</b>	<b>45,129,484</b>	<b>51,066,211</b>	<b>54,728,599</b>	<b>54,005,836</b>	<b>2,939,625</b>
<b>Local Funds for Schools</b>	<b>15,974,233</b>	<b>15,178,242</b>	<b>15,974,233</b>	<b>16,245,445</b>	<b>16,674,233</b>	<b>700,000</b>
<i>ESTIMATED REVENUE</i>						
<i>LOCAL REVENUE</i>						
Real Estate Taxes	15,031,293	15,072,030	15,035,000	15,035,000	15,299,725	264,725
Public Service Corporation Real Estate	406,014	452,417	443,000	443,000	475,000	32,000
Personal Property Taxes	5,277,789	6,948,452	6,731,556	6,731,556	7,582,242	850,686
Mobile Home Taxes	700	735	600	600	800	200
Machinery and Tools Taxes	169,680	193,587	208,000	208,000	195,000	(13,000)
Penalties (All Property Taxes)	147,068	207,083	158,000	158,000	200,000	42,000
Interest (All Property Taxes)	126,482	136,908	120,000	120,000	135,000	15,000
Administrative Costs Delinq	22,000	21,000	20,000	20,000	21,000	1,000
DMV Stop Fee	5,350	8,624	7,000	7,000	10,000	3,000
Credit Card Fees	17,000	26,949	22,000	22,000	30,000	8,000
Sales and Use Taxes	1,400,000	1,536,682	1,550,000	1,550,000	1,650,000	100,000
Consumer's Utility Taxes	355,000	336,473	345,000	345,000	335,000	(10,000)
Consumption Tax	34,351	34,984	34,000	34,000	35,000	1,000
Business License Tax	20,940	24,135	23,000	23,000	23,000	-
Motor Vehicle Licenses	315,000	355,829	327,000	327,000	355,000	28,000
Recordation Taxes	350,000	411,352	390,000	390,000	276,000	(114,000)
Taxes on Wills	7,852	6,896	6,000	6,000	7,200	1,200
Transient Occupancy Tax	61,250	90,310	97,000	97,000	128,000	31,000
Cigarette Tax	100,000	216,489	297,000	297,000	410,400	113,400
Meals Tax	150,000	191,715	297,000	297,000	391,406	94,406
Animal Licenses	5,300	4,150	3,132	3,132	4,100	968
Animal Shelter Fees - Dogs & Cats	6,370	9,930	7,000	7,000	9,500	2,500
Dangerous Dog Registration	85	35	85	85	85	-
Land Use Application Fees Penalty	5,000	6,500	6,500	6,500	6,100	(400)
Land Use Application Fees	250	400	25,000	25,000	450	(24,550)
Transfer Fees	522	677	710	710	590	(120)
Zoning and Subdivision Permits	84,748	96,636	63,000	63,000	96,000	33,000
Building Permits	260,292	358,237	260,000	260,000	225,000	(35,000)
Sign Permits and Inspection Fees	300	-	300	300	300	-
Weapons Permits	7,000	4,902	5,000	5,000	5,000	-
New Dwelling Address Fee	4,420	4,290	3,900	3,900	3,900	-
Other permits, fees, and licenses	475	-	475	475	475	-
Court Fines and Forfeitures	250,000	185,337	225,000	225,000	200,000	(25,000)
Parking Fines	7,000	3,090	5,250	5,250	3,000	(2,250)
Courthouse Security Fees	50,000	64,053	65,000	65,000	60,000	(5,000)
Local Jury Fees	-	1,724	1,500	1,500	1,500	-
E-Ticket Fee	18,000	11,303	11,000	11,000	11,000	-
Interest on Bank Deposits	100,000	70,878	90,000	90,000	125,000	35,000
Rental of Property	66,000	57,000	66,000	66,000	43,930	(22,070)
Sheriff's Fees	796	1,450	800	800	800	-
DNA Fees - Blood Test	224	119	200	200	200	-
Court Appointed Attorney	206	120	200	200	200	-
Commonwealth's Attorney Fees	1,607	740	800	800	800	-
Central Alarm - Berryville	5,000	5,000	5,000	5,000	5,000	-
Wireless E-911	47,700	61,829	50,118	50,118	53,000	2,882
Fees for Ambulance & Rescue Services	450,000	556,608	450,000	450,000	490,000	40,000
Jail Processing Fee	1,180	613	850	850	850	-
Humane Foundation Contribution	20,000	20,000	20,000	20,000	25,000	5,000
Recycling Rebate	23,858	27,474	27,000	27,000	27,027	27
Recreation Center Fees	38,400	62,396	48,000	48,000	60,000	12,000
Swimming Pool Fees	72,500	81,462	77,000	77,000	72,500	(4,500)
Concession Stand Revenue	15,000	14,359	14,500	14,500	15,000	500
Parks Programs Fees	270,000	249,980	255,000	255,000	255,000	-
Mapping Fee	6	-	6	6	6	-
Engineer's Fee	7,500	20,950	5,000	5,000	10,000	5,000
Biosolids Application Fees	1,000	-	500	500	500	-
Payments in Lieu of Tax	44,860	44,854	45,315	45,315	45,787	472
Rebates & Refunds	5,000	7,604	6,800	6,800	6,800	-

	<b>FY 22 Original Budget</b>	<b>FY 22 Audited Actual</b>	<b>FY 23 Original Budget</b>	<b>FY 23 Revised Budget</b>	<b>FY 24 Proposed Budget</b>	<b>Variance FY 24 - FY 23 Original</b>
Miscellaneous Revenue	21,500	18,278	500	500	12,000	11,500
Miscellaneous Revenue - Econ Development	-	18,500	19,500	19,500	19,500	-
Gifts & Donations	1,000	1,910	1,000	1,000	1,000	-
BHR Book Grant - Pvt Svcs	-	3,000	-	-	-	-
Sale of Salvage & Surplus Property	1,926	-	-	-	-	-
Sale of Vehicles	3,175	-	-	-	-	-
Sale of Other Equipment	-	4,935	-	-	-	-
Cancelled Checks/NSF Fees	250	400	250	250	250	-
Loan Repayment	918	918	-	-	-	-
Insurance Recovery	7,500	1,689	-	-	-	-
Other Misc Revenue (Bank Rec)	-	(2,560)	-	-	2,820	2,820
CITAC Reimbursement	5,000	2,220	5,000	5,000	5,000	-
Joint Administrative Services	-	725	-	-	-	-
Social Services	-	337	-	-	-	-
School Operations	282,064	285,084	260,185	234,457	246,185	(14,000)
School Food Service	491,305	101,395	460,000	460,000	605,546	145,546
Children's Services Act	-	5,144	-	-	-	-
Public Safety Fund	-	2,709	-	-	-	-
Conservation Easement	15,000	71,160	30,000	30,000	30,000	-
Proffers	-	368,098	-	-	-	-
General Capital Projects	-	-	-	17,917	-	-
School Capital Projects	-	-	-	35,000	531,456	531,456
Parks Construction Fund	-	2,491	-	-	-	-
School Debt Service	107,344	107,441	107,000	107,000	108,309	1,309
<b>TOTAL LOCAL REVENUE</b>	<b>26,805,350</b>	<b>29,301,225</b>	<b>28,840,532</b>	<b>28,867,721</b>	<b>30,986,239</b>	<b>2,145,707</b>
<b>COMMONWEALTH OF VIRGINIA</b>						
Motor Vehicles Carrier's Taxes	23,000	21,670	23,000	23,000	22,000	(1,000)
Mobile Home Titling Tax	-	75	-	-	-	-
Tax on Deeds (Grantor's Tax)	73,824	103,231	100,000	100,000	100,000	-
Personal Property Tax Relief	2,483,842	2,483,842	2,483,842	2,483,842	2,483,842	-
Auto Rental Tax	-	300	150	150	200	50
Communications Tax Sales and Use Tax	335,000	306,863	284,030	284,030	272,479	(11,551)
Commonwealth's Attorney Comp Board	210,066	209,237	220,661	220,661	234,976	14,315
Sheriff Comp Board	843,260	842,785	886,036	886,036	962,174	76,138
Commissioner of Revenue	92,167	91,877	96,794	96,794	121,301	24,507
Treasurer	121,244	120,515	127,387	127,387	143,431	16,044
Registrar	39,594	63,794	57,557	57,557	63,414	5,857
Elections	-	-	-	-	20,675	20,675
Clerk of the Circuit Court	182,969	227,333	192,888	192,888	209,854	16,966
Revenue from the Commonwealth	-	18,385	-	-	-	-
Spay & Neuter Fund Distribution	114	690	100	100	200	100
EMS 4 for Life	-	18,850	-	18,025	19,000	19,000
Fire Program Funds	53,500	37,480	55,980	37,955	38,000	(17,980)
Litter Control	5,000	7,981	7,981	11,000	8,000	19
MultiState Opioid Settlement	-	-	-	30,774	5,342	5,342
VA Commission for the Arts	4,500	4,500	4,500	4,500	4,500	-
Other Categorical Aid	-	3,744	-	-	-	-
Social Services	524,141	382,882	585,800	585,800	658,970	73,170
School Operations	9,282,224	9,733,083	10,199,473	10,397,850	11,492,196	1,292,723
School Food Service	9,691	41,687	44,244	44,244	44,621	377
Children's Services Act	163,569	157,493	190,709	190,709	213,721	23,012
Public Safety Fund	-	8,045	-	-	-	-
Conservation Easement	30,000	340,026	15,000	36,000	15,000	-
General Capital Projects	-	116,281	-	76,508	26,318	26,318
School Capital Projects	154,000	-	1,570,325	1,802,866	247,800	(1,322,525)
<b>TOTAL COMMONWEALTH REVENUE</b>	<b>14,631,705</b>	<b>15,342,650</b>	<b>17,146,457</b>	<b>17,708,676</b>	<b>17,408,014</b>	<b>261,557</b>
<b>FEDERAL REVENUE</b>						
Payment in Lieu of Taxes	7,129	6,880	7,272	7,272	7,417	145
Emergency Management Assistance	6,623	-	-	-	-	-
State Criminal Alien Asst Grant	1,689	-	1,689	1,689	1,689	-
Violence Against Women Grant	28,053	28,053	28,053	28,053	28,053	-
Victim Witness Grant - Federal Portion	72,191	51,151	72,191	72,191	67,138	(5,053)
DMV Alcohol Enforcement	9,625	7,354	9,900	9,900	-	(9,900)
DMV Speed Enforcement	5,000	6,917	7,200	7,200	-	(7,200)
Internet Crimes Against Children Task Force	5,000	4,592	5,000	5,000	5,000	-
Dept Historic Resources Book Grant	-	7,000	-	19,005	-	-
Dept of Justice Vest Grant	700	-	-	-	-	-
Byrne Justice Assistance	-	2,146	929	2,063	-	(929)
Staffing EMS Grant	184,962	192,223	58,852	58,852	-	(58,852)
Emergency Mgmt Performance Grant	7,500	7,500	7,500	7,500	7,500	-
ARPA	-	75,625	-	50,000	-	-
Fed Rev-NPS Battle Bndry Stdy	-	35,606	-	-	-	-
Social Services	552,184	773,022	585,800	601,270	658,970	73,170
School Operations	1,253,728	1,364,430	1,086,845	1,246,443	1,106,901	20,056
School Food Service	300,000	1,237,965	240,054	274,652	915,224	675,170
Public Safety Fund	-	96	-	-	-	-
Conservation Easement	-	293,000	-	-	-	-
General Capital Projects	932,095	7,343	-	30,000	150,000	150,000
School Capital Projects	-	51,888	-	842,030	-	-
School Debt Service	93,125	34,937	91,571	91,571	77,490	(14,081)
<b>TOTAL FEDERAL REVENUE</b>	<b>3,459,604</b>	<b>4,187,727</b>	<b>2,202,856</b>	<b>3,354,690</b>	<b>3,025,382</b>	<b>822,526</b>

	FY 22 Original Budget	FY 22 Audited Actual	FY 23 Original Budget	FY 23 Revised Budget	FY 24 Proposed Budget	Variance FY 24 - FY 23 Original
BUDGET BALANCE PROCEDURE						
TOTAL EXPENDITURES	45,268,643	45,129,484	51,066,211	54,728,599	54,005,836	2,939,625
TOTAL REVENUE	44,896,659	48,831,602	48,189,845	49,931,088	51,419,635	3,229,790
SURPLUS (DEFICIT)	(371,984)	3,702,118	(2,876,366)	(4,797,511)	(2,586,201)	290,165
FROM FUND BALANCE	371,984	(3,702,118)	2,876,366	4,797,511	2,586,201	(290,165)
NET	-	-	-	-	-	-

TOTAL PAY-AS-YOU-GO	346,605		2,880,000		2,586,201	
SURPLUS (DEFICIT) NET OF PAY-AS-YOU-GO	(25,379)		3,634		0	

**PUBLIC HEARING NOTICE (PH-2023-04)**

**CLARKE COUNTY TAX RATES FOR THE CALENDAR YEAR 2023**

The Clarke County Board of Supervisors will hold a public hearing on Monday, April 10, 2023 at 6:30 pm, or as soon thereafter as the matter may be heard, in the Berryville Clarke County Government Center Main Meeting Room, 101 Chalmers Court, 2nd Floor, Berryville, VA, to consider the following matter:

This public hearing is held for the purpose of hearing citizens who wish to comment on the proposed local tax levies for the year beginning January 1, 2023 in accordance with Section 58.1-3007 et. seq. of the 1950 Code of Virginia, as amended:

**ALL TAX RATES ARE BASED ON EACH \$100 OF ASSESSED VALUATION**

	<u>2023</u>	
	<u>Current</u>	<u>Proposed</u>
1. Real Estate, including the real estate of public service corporations*	\$ 0.610	\$ 0.600
2. Tangible personal property except machinery and tools and qualified Fire and Rescue Vehicles **	\$ 4.496	\$ 4.271
3. Tangible Machinery and tools	\$ 1.250	\$ 1.250
4. Tangible personal property of qualified Fire & Rescue Vehicles	\$ 2.248	\$ 2.136

\* Mobile Homes will be assessed as personal property, but taxed at the same rate as real estate.

\*\*Personal Property Tax Relief by the Commonwealth of Virginia for vehicles valued between \$1,001 and \$20,000 will decrease from a discount of 36.0% to 35.9%.

**THE BOARD OF SUPERVISORS OF CLARKE COUNTY**

**BY: Chris Boies, County Administrator**

View this document at [www.clarkecounty.gov](http://www.clarkecounty.gov)

**CLARKE COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF HANDICAPPED STATUS IN ADMISSION OR ACCESS TO ITS PROGRAMS AND ACTIVITIES. ACCOMMODATIONS WILL BE MADE FOR HANDICAPPED PERSONS UPON PRIOR REQUEST.**